



Hempstead Public School

Instructional Technology Department

Schoology Conferences Guide for Students

Use this guide any time you are joining a live class meeting through **Schoology Conferences**.

Before You Begin (Quick Checklist)

1. Use a supported device

- District-issued laptop (Windows)
- iPad (district-issued or personal)

2. Use a supported platform

- Microsoft Edge (recommended for laptops)
- Safari (recommended for iPads)
- Schoology App (iPads only)



3. Confirm you have

- Your district email username and password
- A stable internet connection
- Headphones and a microphone (recommended)
- A charged device or power source

@hempsteadschools.org



4. Know your class

- Course name and period

Option A: Joining a Conference on a Laptop (Microsoft Edge)

Step 1: Open Schoology

1. Open Microsoft Edge.
2. Go to the hempsteadschools.org and click on the Schoology login page.



Step 2: Log In

1. Enter your district email username.
2. Enter your password.
3. Select Log In.

If you cannot log in, re-check your password and notify your teacher or school technology coach.

Step 3: Go to Your Course

1. Select Courses from the top menu.
2. Choose the correct course.



Hempstead Public School

Instructional Technology Department

Schoology Conferences Guide for Students

Step 4: Find the Conference Link

Your teacher may post the conference in one of these places:

- Materials (look for “Conference,” “Live Class,” or “Join Class”)
- Updates (teacher post with a join button)
- Calendar (scheduled conference)

Select **Join Conference**.

Step 5: Allow Audio and Camera

- When prompted, select Allow for microphone and camera.
- If audio does not work, refresh once and rejoin.

Option B: Joining a Conference on an iPad (Schoology App – Recommended)

Step 1: Open the Schoology App

1. Locate and open the Schoology app on your iPad.
2. If prompted, select Hempstead Public Schools.



Step 2: Log In

1. Enter your district email username and password.
2. Select Log In.

Step 3: Open Your Course

1. Tap Courses.
2. Select your correct class.

Step 4: Join the Conference

1. Tap the post, material, or calendar event for today’s class.
2. Tap Join Conference.

Step 5: Enable Audio

- Allow access to the microphone when prompted.
- Use headphones to reduce feedback.



Hempstead Public School

Instructional Technology Department

Schoology Conferences Guide for Students

Option C: Joining a Conference on an iPad (Safari Browser)



1. Open Safari.
2. Go to the Schoology login page.
3. Log in using your Schoology credentials.
4. Open your course.
5. Locate and select Join Conference.
6. Allow microphone access when prompted.

The Schoology app is preferred on iPads, but Safari may be used if needed.

In the Conference: Class Expectations

- Keep your microphone muted unless called on
 - Use the chat appropriately
 - Display your correct name (First name, last initial)
 - Stay in the conference until dismissed by your teacher
-

Troubleshooting (Quick Help)

I can't hear anything

- Check device volume
- Confirm you are not muted
- Leave and rejoin the conference



My microphone is not working

- Confirm microphone permission is allowed
- Rejoin the conference
- Restart the app or browser if needed



I don't see the Join button

- Refresh the page or app
- Check Updates, Materials, and Calendar
- The teacher may not have started the conference yet



Hempstead Public School

Instructional Technology Department

Schoology Conferences Guide for Students

The screen freezes or lags

- Close other apps
- Check your internet connection
- Rejoin the conference

Best Practices for Success

- Log in 5 minutes early
- Use Microsoft Edge on laptops
- Use the Schoology app on iPads
- Keep only Schoology open
- Rejoin immediately if disconnected

