



Student & Family Home Guide: Using Schoology for E-Learning

This guide will help students and families log into **Schoology**, find class materials, and join a **Teams class meeting**.

Step 1: Log Into the R1 Portal

1. Go to the **R1 Portal**:

👉 <https://login.classlink.com/my/richlandone>

2. Click on **Schoology**.

If You Are Asked to Log In Again:

1. Enter your **student email address**:

username + @R1student.org

- Example: abc.def1234@R1student.org

2. Click **Next**.

3. Enter your **district password**.

4. Click **Sign In**.
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Step 2: Find Your Class

1. Click **Courses** (next to the Richland One logo).

2. Select the course your teacher told you to use.

3. You should now see:

- Activities
 - Assignments
 - Discussion boards
 - Class links
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Step 3: Opening Links in Schoology

1. Click the link your teacher posted.

2. **Wait a moment** while the page opens in a new window or tab.
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Step 4: Joining a Teams Class Meeting Through Schoology

1. Click the **meeting link** your teacher posted (your teacher will tell you the name).

2. Wait to be redirected to **Microsoft Teams**.






3. Choose one option:
 - **Continue on this browser, or**
 - **Join on the Teams app**
 - If a pop-up appears, click **Open**.
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Before You Join the Meeting

Make sure these settings are correct:

- ✓ **Computer audio** is selected
 - ✓ **Microphone is OFF**
 - ✓ **Camera is ON**
 - ✓ If asked, allow your computer to use the **microphone and camera**
4. Click **Join now**.
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Important Reminders for Students

-  Do **not** create or respond to chats outside of the class meeting.
-  Use your **teacher's discussion board** to ask questions.
-  You may also **email your teacher** if needed.
-  Stay on task during meetings and work time.
-  Follow **Richland One's Acceptable Use Policy (AUP)** at all times.