Schoology Tutorial

Parents,

We wanted to put together a quick reference guide for you to help navigate Schoology as this will be a county-wide tool used for all students. We know you are at different levels of comfort with Schoology. Please note that we recommend using Chrome or Safari for your browser.
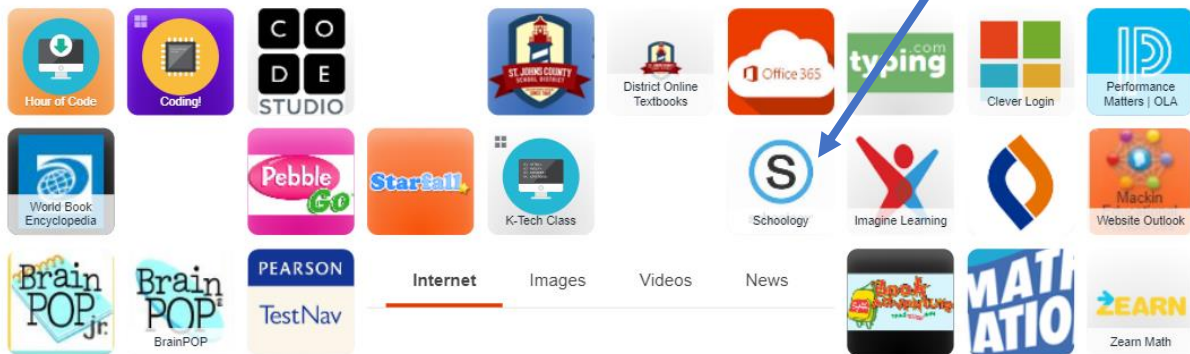
Go to our homepage https://www-jce.stjohns.k12.fl.us/

select Links for Students ⭐

Links for Students

Microsoft

Sign in

S###### @stjohns.k12.fl.us

No account? Create one!

Can't access your account?

Sign-in options

Next
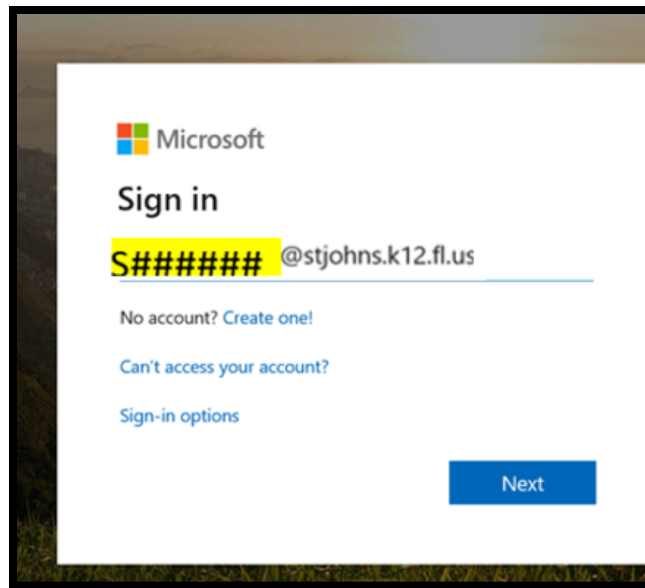
All St. Johns County school students have their own Microsoft account using their S######@stjohns.k12.fl.us

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You may or may not see a screen like this, if you do select "school account"

Microsoft

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

Work or school account
Created by your IT department
jaclyn.clarke@stjohns.k12.fl.us

Personal account
Created by you
jaclyn.clarke@stjohns.k12.fl.us

Tired of seeing this? Rename your personal Microsoft account.

Back

Your child's teacher will contact you with this sensitive information. This login and password stay with your child through high school.

St. Johns County
School District

Sign in with your organizational account

S###### @stjohns.k12.fl.us

Password ex: hippo33

Use the login form above to access the following systems: Office 365, PEER, Clever.com, CPALMS, eIPEP, ELA Formative Assessments (Grades K-8), Florida School Leaders, Item Bank and Test Platform (IBTP), and PMRN

St. Johns County
School District

S###### @stjohns.k12.fl.us
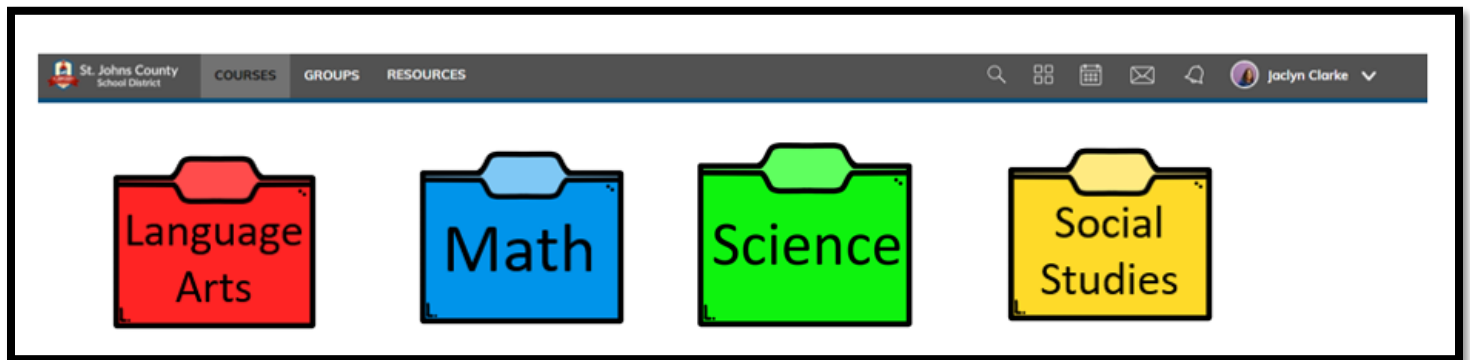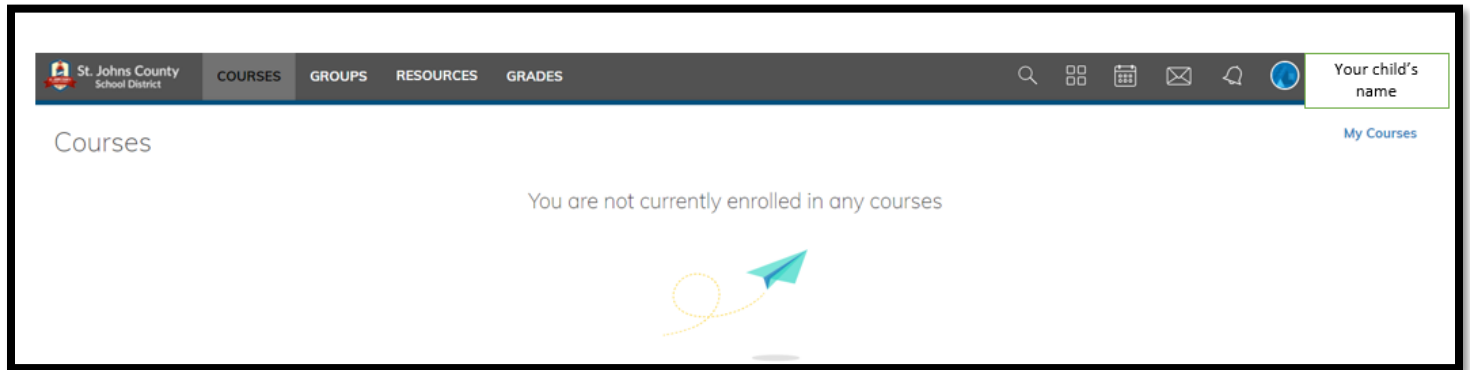
Stay signed in?

Do this to reduce the number of times you are asked to sign in.
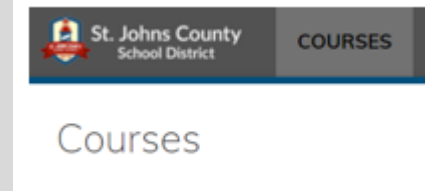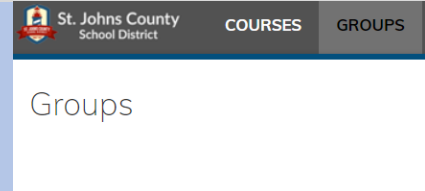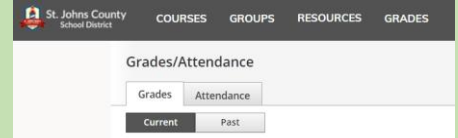
☐ Don't show this again

No

This will be a personal choice. If your child is the only one logging into this device then maybe, but if you have several students then it will require logging out and give whomever signs in access to this account.

You will land at this page and before school begins your child won't have any courses. Once classes are assigned, they will have all subjects:

The gray bar at the top are the sections are explained below:

|	
	This is where weekly updates, and materials such as quizzes and handouts will be located. Your child will have courses that align with the report card.
	Groups are where your child will go to view a live lesson or if a teacher wants to hold a conference or small group lesson. Recordings only last 7 days. These lessons are only available for Distant Learners.
	Resources will mostly be located in weekly folders under daily lessons, but may also be available here.
	Grades section: while Schoology will post grades based on completed assignments, HAC (Home Access Center) is where you'll need to check for the current grade progress.

Each **course** will be organized with folders by
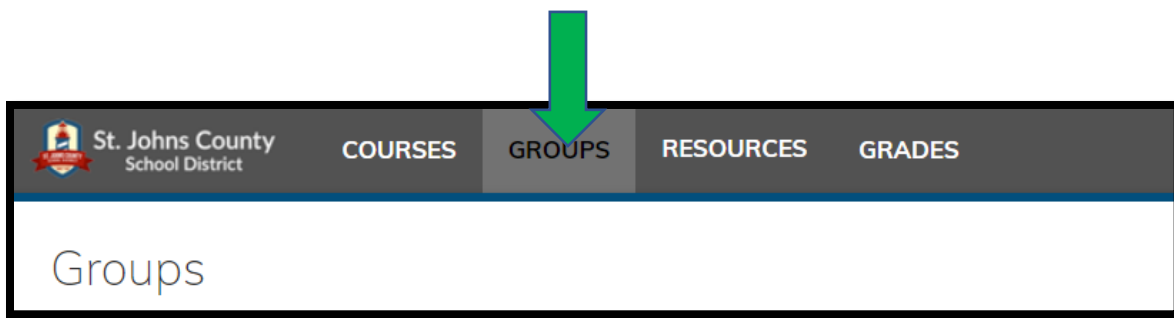
-week

   - day

       -assignments and activities will be located within the daily folder
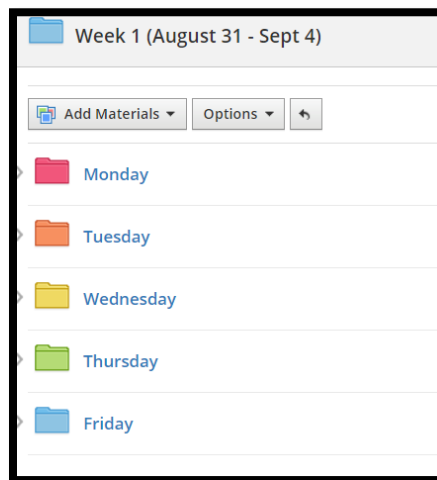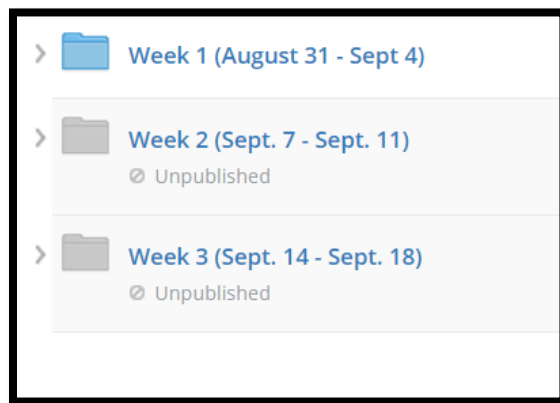
As weeks go by, you'll notice the folders will turn Gray so that only the current week's folder is prominent.

If you see a light gray folder with "unpublished" noted, that is work not available.

Your child won't be able to work ahead of the given day.

Each **group** will host the "live lessons" for that subject area.

To view a live lesson:
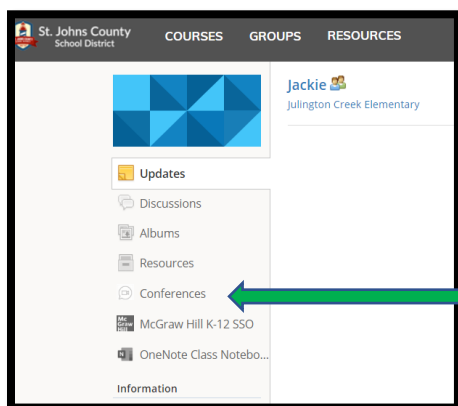
Title	Start Time	End Time	Status
Virtual Meet & Greet	08/4/2020 at 2:00 AM		In progress

A new window will open and ask you how you would like to join. We suggest joining with audio and video if you're comfortable. At minimum, audio.

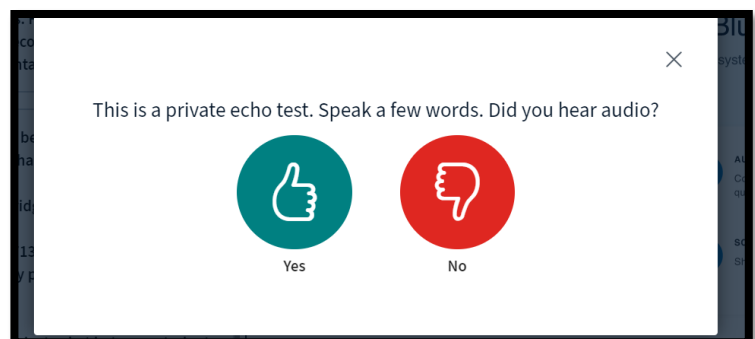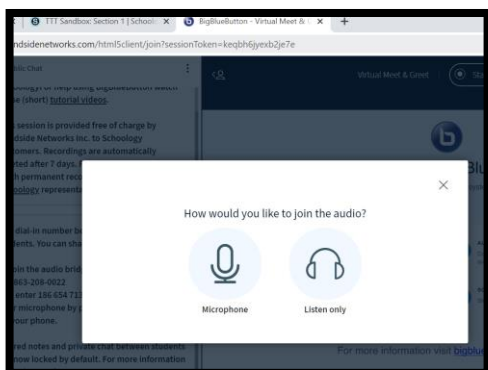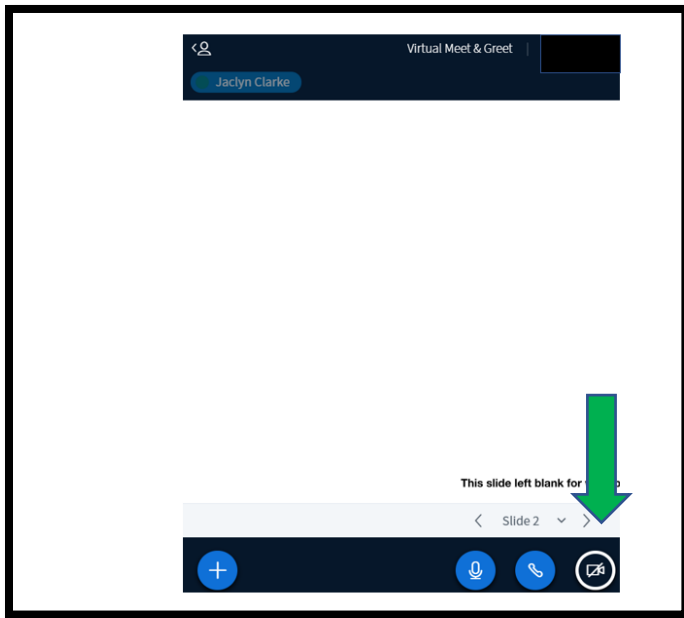The camera feature can be enabled by clicking the camera and allowing permission with your computer pop-up setting. Camera will turn blue when it's on.

microphone on

microphone off

*If your teacher asks you to "mute yourself" this is where you'll check to make sure you're muted
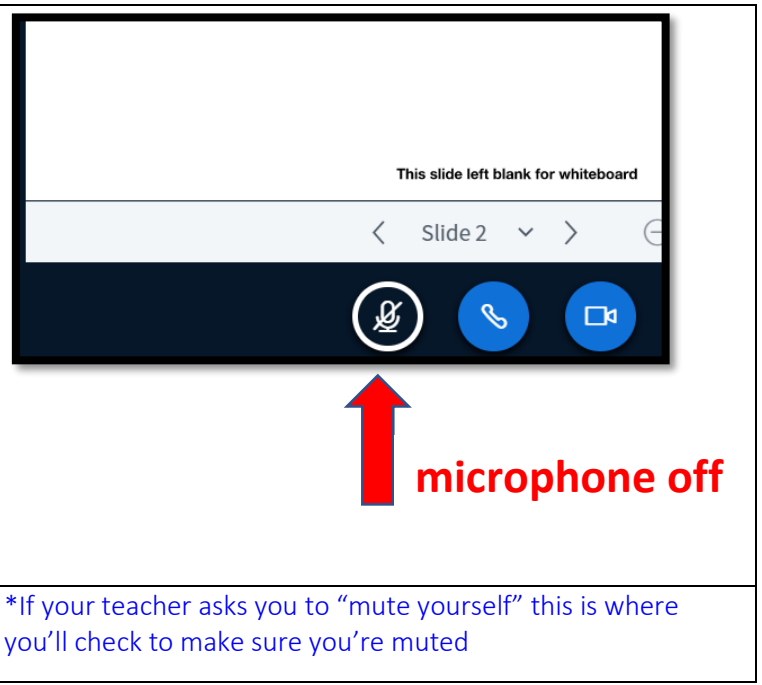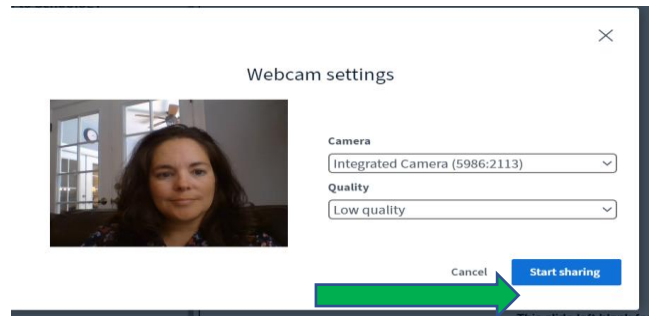
JCE Families,

    We ask you to help your child log-in to Schoology before the Meet the Teacher virtual conferences to make sure your computer settings are correct. We understand that only students with their S###### and password will be able to do so. If you're new to JCE, your child's teacher will be reaching out to you between the 26th and 28th so you can participate in the Virtual Meet & Greet.

Distance Learner Expectations

- Attendance will be taken each morning by logging into Schoology.
- <u>Students</u> must log-in and be present.
- District attendance policy will be followed.
- Teachers will provide a schedule which is subject to change
- Student's schedule will mirror the brick and mortar schedule.
- Daily lessons will be between
  - 8:25 and 2:45 M, T, Th, F
  - 8:25 – 1:45 on Wednesdays
- Resouce classes will be available through Schoology. Teacher will provide a resource schedule (subject to change).
- <u>Students</u> are expected/required to complete their own work and assessments. This is critical. Teachers use this information to re-teach or enrich. Families completing a student's assignment/assessment will only increase learning gaps.
- Students are expected to follow their teacher's behavior/social expectations and the district's <u>Code of Conduct</u> posted on our webpage.
- Review Cyber Safety rules <u>https://www.stjohns.k12.fl.us/guidance/social-media-mass-media-parent-resources/</u>

Brick & Mortar Schoology Expectations

- All teachers will utilize the Schoology learning platform. Brick and Mortar (B&M) students will also participate in activities via Schoology from time to time.   Classroom calendar, assessment schedule, learning resources (ie: videos, study guides, etc..) and the class newsletter will all be available through Schoology.
- Review Cyber Safety rules <u>https://www.stjohns.k12.fl.us/guidance/social-media-mass-media-parent-resources/</u>

Student Computer Recommended Specifications

- integrated WebCam
- Celeron N4000 Processor or Intel iSeries Processor (i3/i5)
- 8 GB of RAM
- 64 GB HD

Optimal Equipment for Distant Leaners
(nice to have)

- comfortable headphones to fit your ears for long-term use, microphone included is also nice
- computer mouse – finger tracking can be difficult for some students
- blue light blocking glasses can help with prolonged screen timer
- a printer- helpful for print resources and worksheets, but printing documents won't be required

Recommended Learning Environment for Distant

- organized and quiet space to study and work- be able to monitor your student's screen
- set rules for online usage and video conference:
    - o ex: certain areas of the house are "off limits" (bathroom, bedroom)
    - o conferences done with parent supervision
- review cyber safety rules: https://www.stjohns.k12.fl.us/guidance/social-media-mass-media-parent-resources/

Microsoft Office 365

Outlook OneDrive Word Excel PowerPoint OneNote

Did you know that St. Johns County allows each student to have a license for Office 365 for up to 5 devices! You just need to have your student's number and their password.

Where do I get my student's number and password?

If you were able to log into Schoology last year, the login and password are the same.

If you are new to JCE or the county, you'll need to contact your child's teacher as they must pull it from a secure document.

Your child should never share their login/password with another student.

The password is generated by SJCSD and it is not something you can change.

Where do I go for help?

Your child's teacher should be your first point of contact. They will be able to troubleshoot and if they're unable to they will forward your request to the support tech.