

Schoology Test Drive Self-Paced Course



We recognized that giving the opportunity to test drive Schoology is a great way to gain confidence in the platform. The Test Drive self-paced course is designed to provide new users with an overview of Schoology and some of the key features.

Please follow the steps below to join the Test Drive Self-Paced Course:

1. After submitting the [registration form](#), you will receive a course access code to join the Test Drive Course in Schoology.
2. From the M-DCPS Portal, click on the Schoology Tile to access the platform.

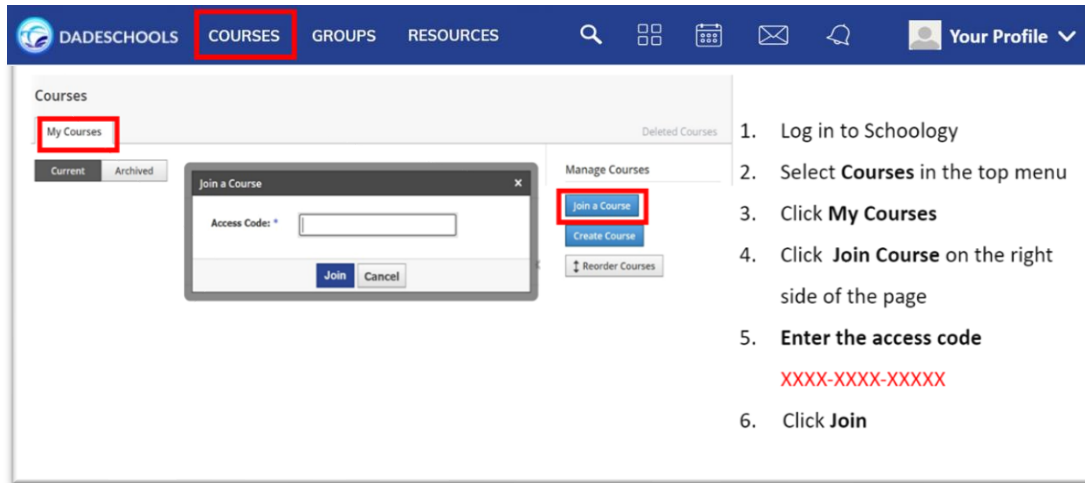


Please be advised:

- Information Technology Services (ITS) has automatically provisioned user accounts in Schoology for all AAAA administrators and teachers of record. The School-site AAAA administrator (School Principal) must provision Schoology access to non-instructional staff (i.e., Assistant Principals, Counselors, Lead Teachers, Paraprofessionals, Substitute Teachers, and anyone manually assigned an Instructor role not provisioned automatically by ITS).
- If you do not have access to Schoology, please request access from your Location Administrator before completing the registration form. Per *Briefing#30892*.

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3. To join the Test Drive self-paced course, using course access code provided on the registration confirmation page, follow the steps in the example below.



The screenshot displays the Schoology user interface. At the top, the navigation bar includes 'DADESCHOOLS', 'COURSES' (highlighted with a red box), 'GROUPS', and 'RESOURCES'. Below this, the 'Courses' section is visible, with 'My Courses' (highlighted with a red box) selected. A 'Join a Course' dialog box is open, showing an 'Access Code' input field and 'Join' and 'Cancel' buttons. In the 'Manage Courses' section, the 'Join a Course' button is also highlighted with a red box. To the right of the screenshot, a numbered list of steps is provided.

1. Log in to Schoology
2. Select **Courses** in the top menu
3. Click **My Courses**
4. Click **Join Course** on the right side of the page
5. **Enter the access code**
XXXX-XXXX-XXXX
6. Click **Join**