1. Visit the Ben Hill Middle School website, scroll down, and click on the purple Schoology tab

2. Click Schoology for Students and Teachers and Login with your Office 365 email and password

3. Login with your Office 365 Account:
   - Username: firstname.lastname@student.benhillschools.org
   - Password: BHSlunchnumber!

4. On the course dashboard you will see each tile represents a course (it shows you the period and time of the period), and you can also click on recent activity, overdue items, or upcoming items.
5. Click on any of your courses and you should see the course name and any announcements posted. You should also have shortcut Buttons posted here for easy access. All materials and folders for each week of learning are here also.

6. Check the menu bar everyday for calendar updates, messages, and new notifications.
7. On the left hand side you will see other options for the course including conferences. You are expected to attend a live conference for each of your classes at the specified time.

8. Once you click on conferences, you should see your conference for the day listed. If it is blue, you will be able to click on it and join the conference.
9. A pop menu will appear, click on the microphone and hit allow.

10. Hit the blue camera at the bottom of your screen and allow to start sharing, so your teacher can see your face. This is how you are marked present.
11. Course content

- Students are required to login to their Schoology Courses every day, Monday-Friday, to complete their daily activities. Attending the daily conferences with camera turned on and completing the course work counts toward daily attendance.
- In your course, you will see dated folders with course content. You need to click on the folder for the current date to open. Complete course work in order or as your teacher assigned it to you.
12. Communication in Schoology

- Navigate to your Schoology Messages in each course by clicking on the envelope in the upper right corner
- Click New Message
- Enter the recipient’s name in the “To” field. A list of users will populate as you are typing.
- Select the user
- Enter a subject and message
- Add optional files, links, or resources
- Click Send to complete
Virtual Learning Schedule:

1st Period: 8:30 – 9:25

2nd Period: 9:35 – 10:30

3rd Period: 10:40 – 11:35

LUNCH for ALL: 11:35 – 12:20

4th Period: 12:20 – 1:15

5th Period: 1:25 – 2:20

6th Period: 2:30 – 3:25