

## Protocol for New Students, Accessing INOW/Schoology

### **NEW STUDENTS**

New students to our school system are welcomed to Auburn High School in our Counseling Suite. After registering with the Registrar and visiting with an assigned Counselor, registered and enrolled students are taken on a tour of the school. One stop on the tour will be the Library Media Center. Overnight, a program will run at ACS's Central Office to create an ACS login/username and password for the student. The next day new students can visit the library again to receive their computer login and password. The protocol for a student's computer login is the first initial of the first name, the first initial of the middle name, and then the last name. For example, if a student's name is John Allen Doe, the login will be jadoe. If a student has more than 3 names, a hyphenated name, or any other type of irregularity, this protocol may not apply, but for the majority of students, it will. The staff in the Library Media Center or any teacher can access this information. Their password also can be accessed by any teacher or the AHS Library Media Center staff.

New students to ACS will also get their pictures taken in the Library and a student ID will be made and delivered to the student in class.

### **ACCESSING INOW grade portal**

To check grades, students may go to the ACS webpage ([www.auburnschools.org](http://www.auburnschools.org)), click on the For Students link, select Grade Portal/Chalkable/INOW, type in the same username for logging into a computer (ex., jadoe), and type in the password with the word auburn in front of the number (ex., auburn12345).

Parents may set up their own accounts in INOW/Chalkable by calling ACS's Central Office at (334) 887-2100.

### **ACCESSING SCHOOLOGY LEARNING MANAGEMENT SOFTWARE**

After new students register for classes, the student's schedule in INOW/Chalkable merges with Schoology automatically within a 24 hour period. Schoology is ACS's learning management system used by teachers and students for downloading assignments, participating in online discussions, creating online classroom portfolios, etc. For students to login to Schoology, simply navigate to the ACS (or AHS) webpage ([www.auburnschools.org](http://www.auburnschools.org)), click on the For Students link, select Schoology, then type in the same username and password that is used for logging in to any computer (ex., login jadoe, password 12345). Parents must request parent access codes from each of the teachers/courses that students are taking and use these to create a free account in Schoology.com if they wish to do so.

If students encounter technical difficulties while trying to access Schoology, the Library Media Center staff are available for assistance.