

## 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 may take a tour of the school. Overnight, a program will run at ACS's Central Office to create an ACS login/username and password for the student. The student can ask a counselor/teacher/library media specialist for the login and password information. 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 counselor, teacher, or the AHS Library Media Center staff.

New students to ACS who missed the school picture days will also get their pictures taken in the Library Media Center 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, 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 in the password field.

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

### ACCESSING SCHOOLGY 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, 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.