

<p>Ann Arbor Public Schools</p>  <p><i>Lead. Care. Inspire.</i></p>	<h1>Schoology</h1> <h2>Substitute Overview</h2>	<p>NEED TECH HELP?</p> <p>734-994-5040</p>
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On Day of Substitute Job

1. Find the sub plans
 - a. Check the Frontline Aesop site
 - b. Check your AAPS and/or personal email for the plans
 - c. Check in Schoology Courses for an UNPUBLISHED SUB PLANS FOLDER
 - d. Check in Schoology Email
 - e. Reach out to the building
2. On the morning of the job, log into Schoology and check to see that the courses you'll be teaching from are listed in your courses area.
 - a. Log into Schoology: <https://aaps.schoology.com>
 - i. Here is a help sheet: [Logging into Schoology](#)
 - b. The first screen after logging in will be the **Course Dashboard**, this is one place you will be able to see ALL courses assigned to you.
3. Remember to take attendance in Schoology, remember to save changes.
4. To leave feedback for the teacher, remember to use the internal email feature within Schoology. It's the **envelope** in the blue banner in the top right section of Schoology.
5. If you run into any difficulties you can contact the building administrator and/or building office professional. For tech assistance contact the Staff Tech Help Desk at 734-994-5040.

Additional things to review and keep in mind:

- Review video conferencing needs based on sub plans. AAPS uses three video conferencing platforms
 - Zoom
 - Big Blue Button (BBB)
 - Google Meet
- You can get a list of students in the Attendance area or Members area in Schoology
- Review the materials list in the course for the work that students will engage in that day



Signing Into Schoology

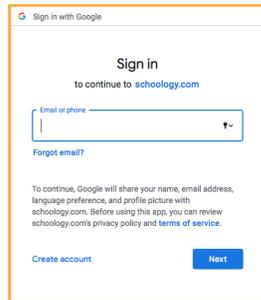
Joining Schoology Courses & Groups

Staff

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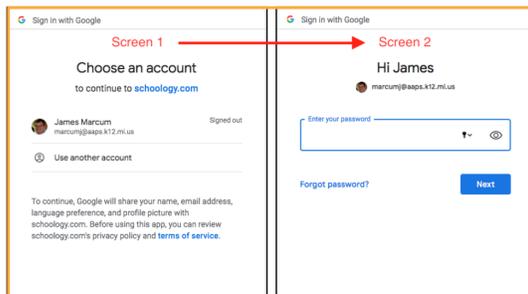
Logging Into Schoology

1. In a browser (Chrome or Firefox), click or copy & paste the following URL to access the Ann Arbor Public School (AAPS) Schoology site. <https://aaps.schoology.com>
2. Schoology now uses our Ann Arbor Public Schools Google Email to access the application.
 - a. If your browser isn't logged into your AAPS Gmail account you will see the following screen. Please step through the authentication process to access



Schoology.

- b. If you ARE already logged into your AAPS Gmail account in your browser you'll see the following screens. Please step through the authentication process to access Schoology.



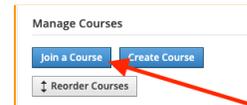
3. If these steps don't work, please clear your browser cache and start the login process over.

Joining a Course in Schoology

1. Log into Schoology
2. Click on **Courses** in the top blue banner
3. Click on **My Courses** (on the right side of the screen)



4. Click on the **Join a Course** button



5. Enter the Access Code and click **Join**

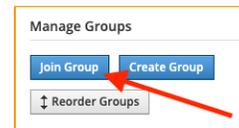


Joining a Group in Schoology

1. Log into Schoology
2. Click on **Groups** in the top blue banner
3. Click on **My Groups** (on the right side of the screen)



4. Click on the **Join Group** button



5. Enter the Access Code and click **Join**

