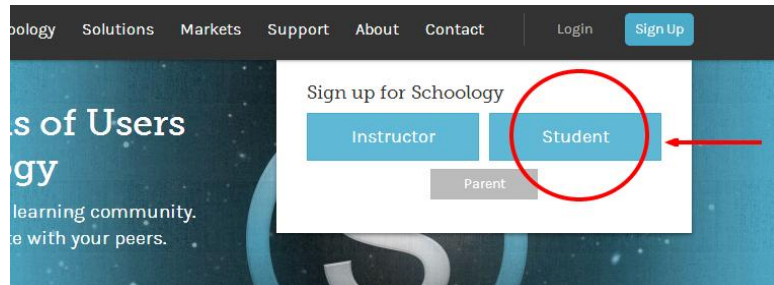# How to Create an Account on Schoology.com

Schoology.com is an online learning, classroom management platform that improves learning through better communication, collaboration, and increased access to curriculum and supplemental content. Valley ROP uses Schoology.com to collect a variety of Documentation that instructors need to complete during the school year, such as: Advisory Minutes, Course outlines, Syllabi etc.
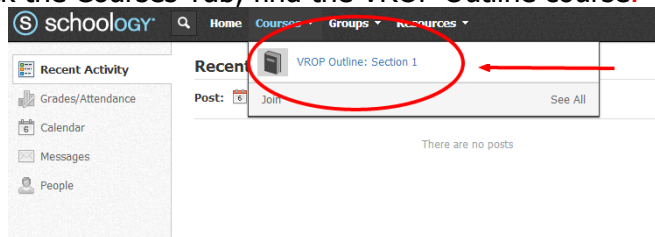
A) Create an Account:

1. Go to www.schoology.com and click on Sign Up as a Student
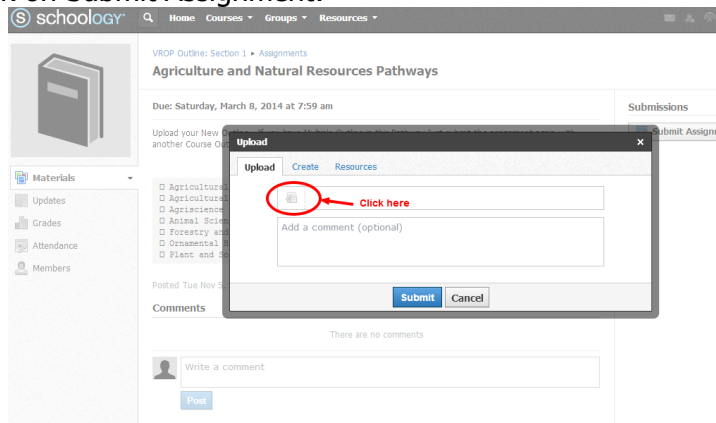

2. Enter this code in the Access Code Box: **2BZKW-KHXWV**
3. Create an Account

B) How to Upload Documents:

4. Click the Courses Tab, find the VROP Outline course.

5. Click on "Assignments"
6. Find the Assignment name and click on it (Ex. Advisory Minutes, Course Outline, Syllabus, Etc.)
7. Click on Submit Assignment:

8. Upload your Document (Word, Excel, .PDF, etc.)
   a. For multiple Documents Submit new revision of the Assignment and upload again.