
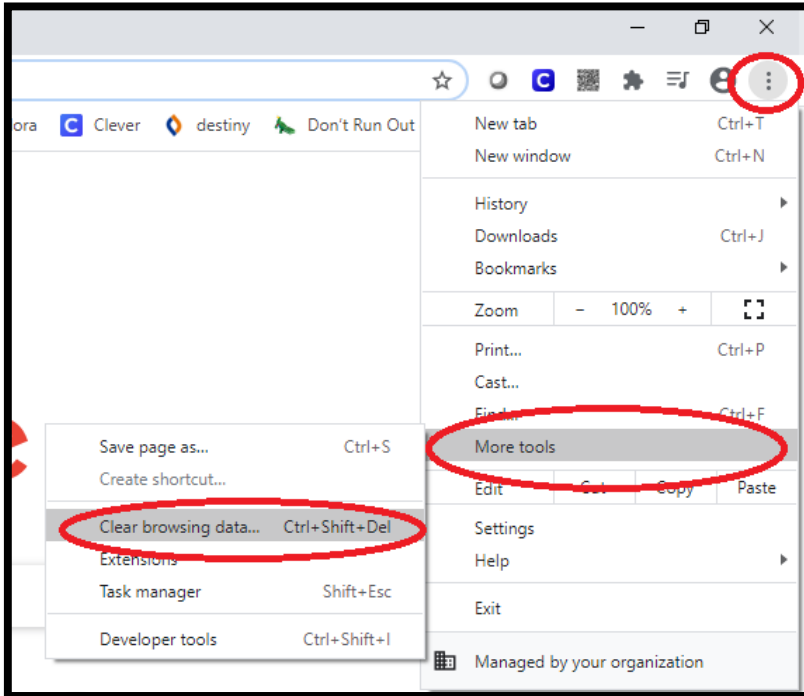
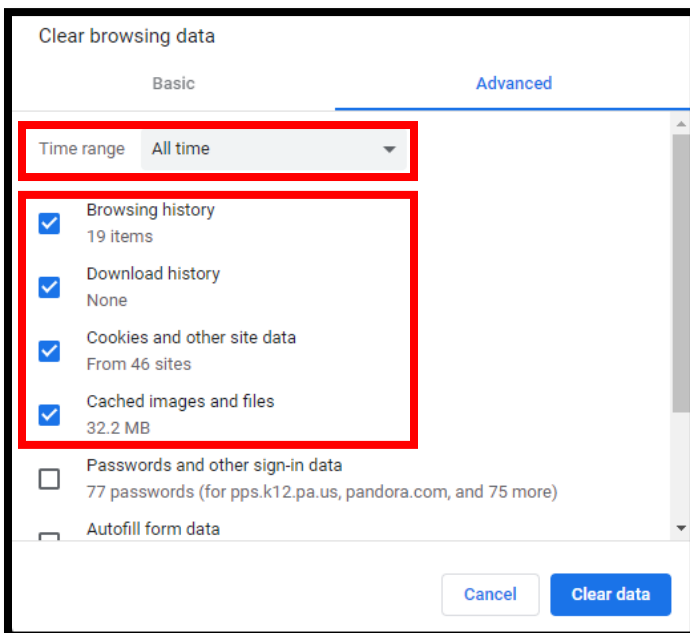


First, clear your browser's cache...

1. On your computer, open the Chrome browser
2. At the top right, select the three stacked dots  that symbolize "More"
3. Select "More tools" > Clear browsing data

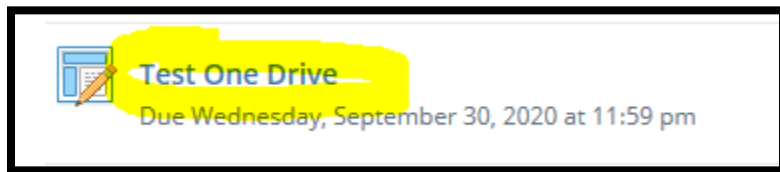


4. Choose a time range of "All time"
5. Select browsing history, download history, cookies and other site data, cached images and files
6. Select clear data
7. Close out your browser window, and re-open a new browser window

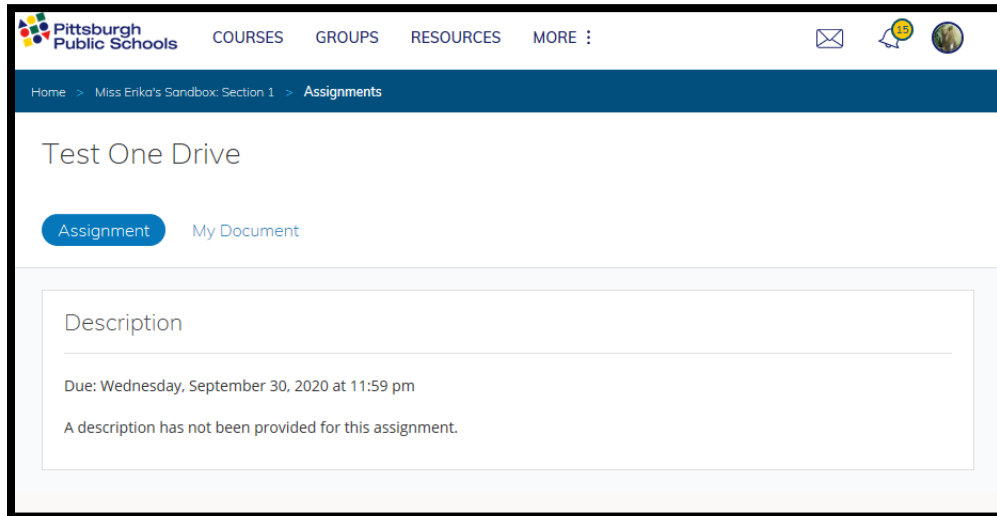


Now... Log on to Clever, and then Select Schoology!

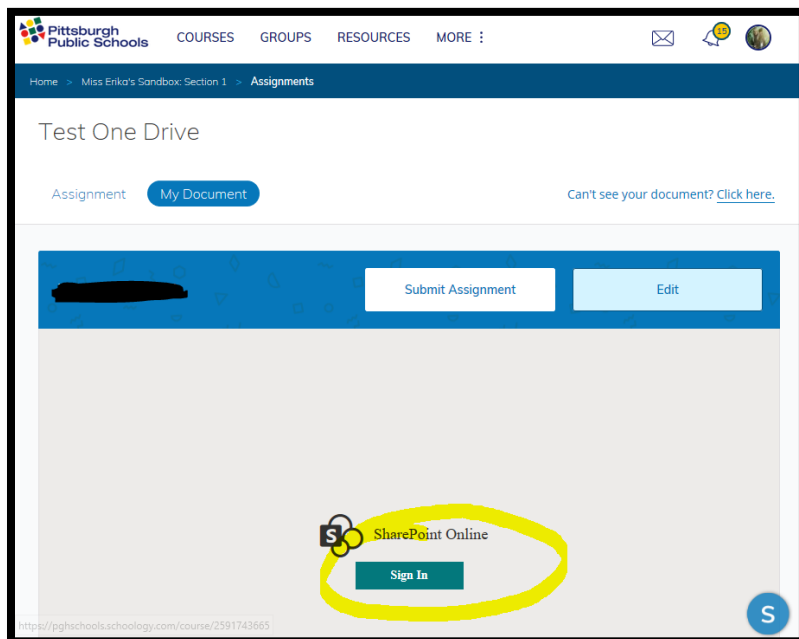
1. To get started, select your assignment.



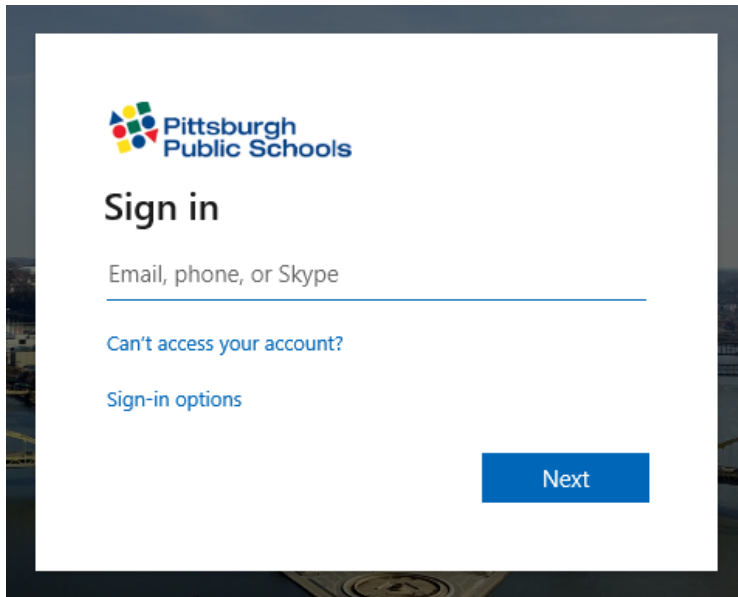
2. You'll come to a screen that gives you instructions from your teacher on how to complete your assignment.
 - a. If you initially see a blank screen under the Description, please wait... it may take a few seconds to load.



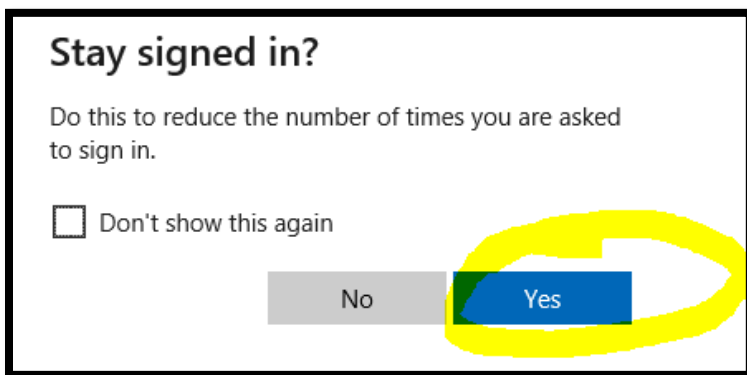
3. When you're ready to begin, select "My Document".
4. Select "SharePoint Online Sign-In".
 - a. If you are already logged on to Teams or some other Office 365 product with your PPS email address and password, you may be able to bypass this step.
 - b. If you initially see a blank screen under "My Document", please wait... it may take a few seconds to load.



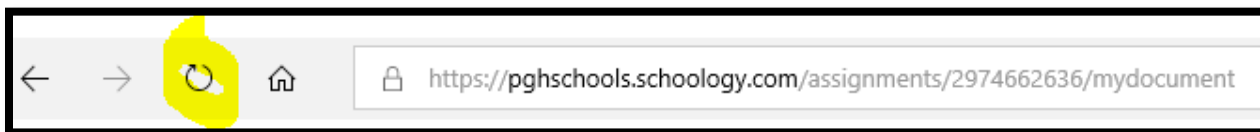
5. Enter your full PPS email address and then your PPS password.



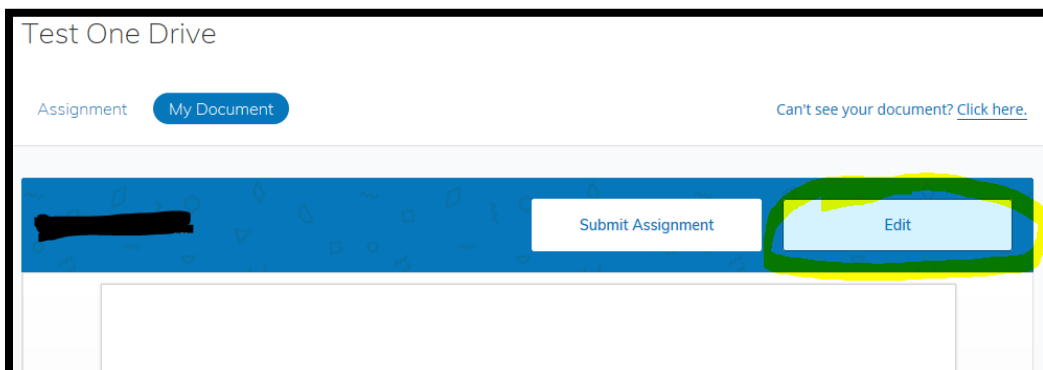
6. After you enter your password, you'll be asked if you want to stay signed in. Make sure to select "Yes."



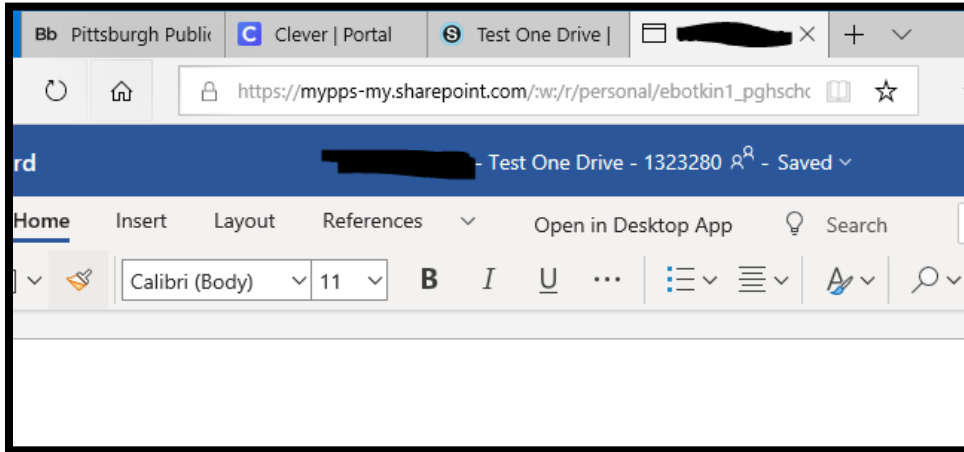
7. If you entered your email address and password, and still get directed back to the same page with the "SharePoint Online" Sign In button, you can select the refresh button from the browser toolbar.



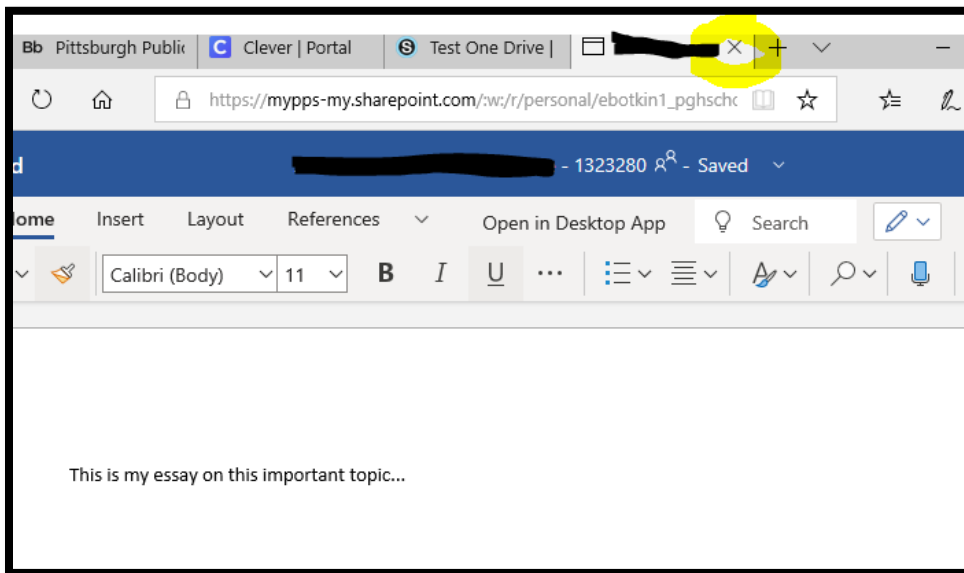
8. Once you're signed in and can see the assignment in the main window on your browser, Select "Edit"



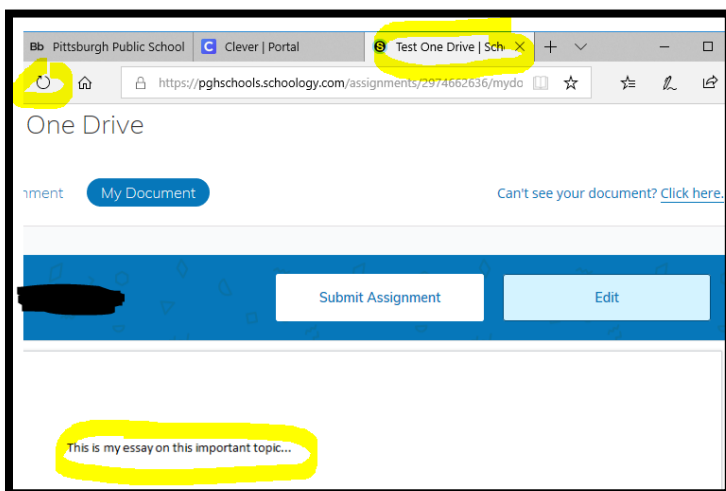
9. This will open a new tab in your browser where you can type directly on the assignment! All of your work will be automatically saved in the new browser.



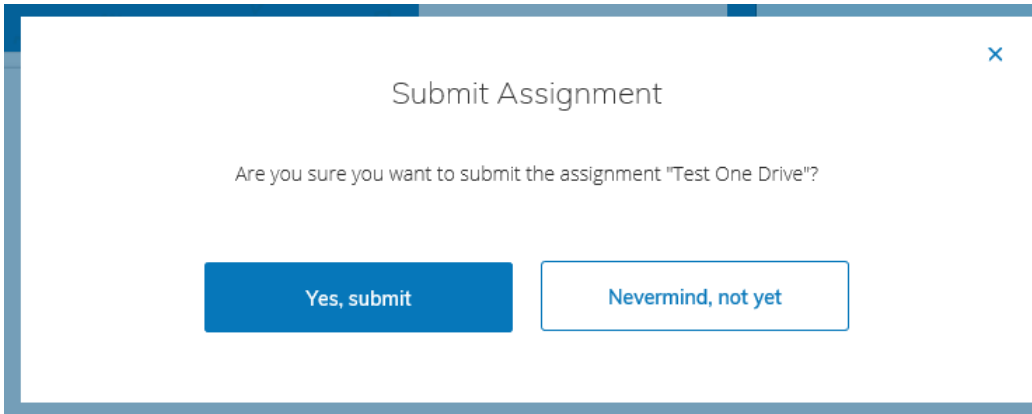
10. Once you're finished with the assignment, close out of the browser you were typing in.



11. Return to the tab with your Schoology assignments, and select refresh. You'll see that your work is now displayed in the window below.



12. When you're finished with your work, select "Submit Assignment". You'll get a pop-up making SURE you're ready to submit, if not, just select "Nevermind, not yet."



13. Then you'll see a "Submitted" screen, letting you know your work here is done!

