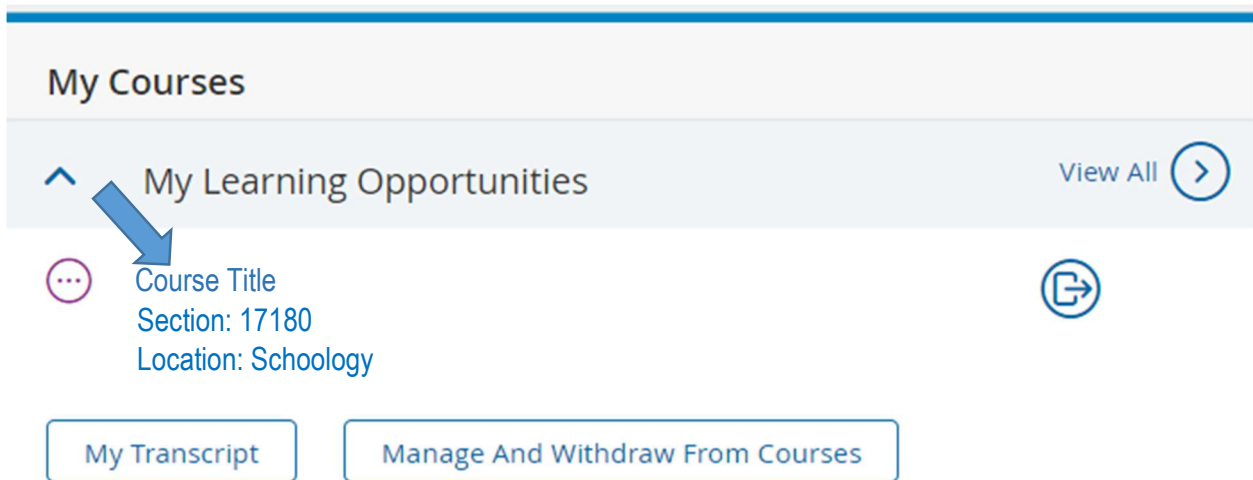


## Directions for Accessing Asynchronous Professional Learning via Schoology

Follow the directions below to ensure you have access to the professional learning platform course and your participation is properly documented for attendance and Act 48 purposes. There is no QR code scanning required for asynchronous courses. The recommended browser for course completion is Chrome.

Log in to the professional learning platform. Go to the **Courses menu** and find the **My Courses** window on that page. Click on the Course.



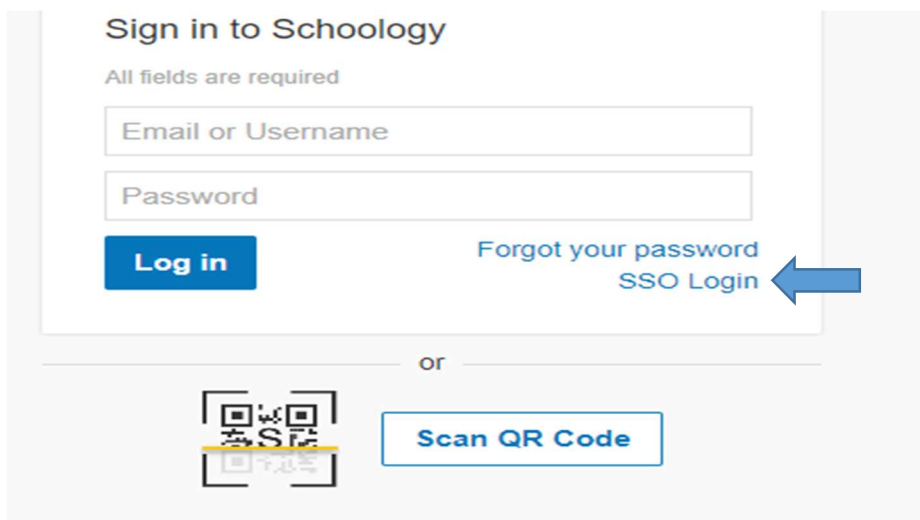
My Courses

My Learning Opportunities [View All](#)

Course Title  
Section: 17180  
Location: Schoology

[My Transcript](#) [Manage And Withdraw From Courses](#)

After clicking, you will see the following login screen to Sign in to Schoology. Click on [SSO Login](#) and a new window will appear. **SSO means Single Sign-On, therefore no username or password is required.**



Sign in to Schoology

All fields are required

Email or Username

Password

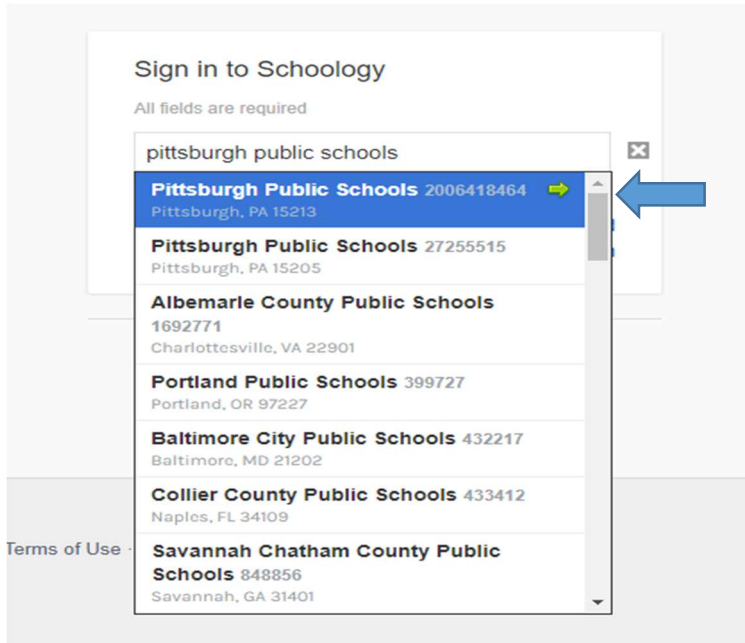
[Log in](#) [Forgot your password](#) [SSO Login](#)

or

[Scan QR Code](#)

## Directions for Accessing Asynchronous Professional Learning via Schoology

Once at the new window, type [Pittsburgh Public Schools](#) and two schools will appear, please click on the one with the [green arrow](#) (2006418464) and click Login. This will take you to the Schoology course shell automatically. **Do not check the “Remember my school” box as your access will not work.**



The course shell will look like this.

### PL Template: Course Title

[Pittsburgh Public Schools](#)



The image shows a screenshot of a Schoology course shell. It features three main sections, each with a folder icon, a title, a status indicator, and a settings gear icon:

- Learning Requirement(s)**: Status:  Must Complete
- Final Assessment**: Status:  Must Complete
- Affirmation Statement**: Status:  Must Complete

## Directions for Accessing Asynchronous Professional Learning via Schoology

Please notice that the required template has three folders that must be completed in order.

- Folder 1 – [Learning Requirements \(enter to complete all course learning requirements\)](#)
- Folder 2 – [Final Assessment \(enter to complete the assessment of learning\)](#)
- Folder 3 – [Affirmation Statement \(enter to affirm that you have completed the course\)](#)

**\*\*\*Special Note** – You have fourteen (14) additional days from the end of course date to complete the course. Once you successfully complete the course, an overnight process will change your status from Registered to Completed and the course will be added to your transcript of learning. **Please remember to do the Affirmation Statement after completing the Learning Requirements.**

If you require any additional assistance, please reach out to the course instructor(s).