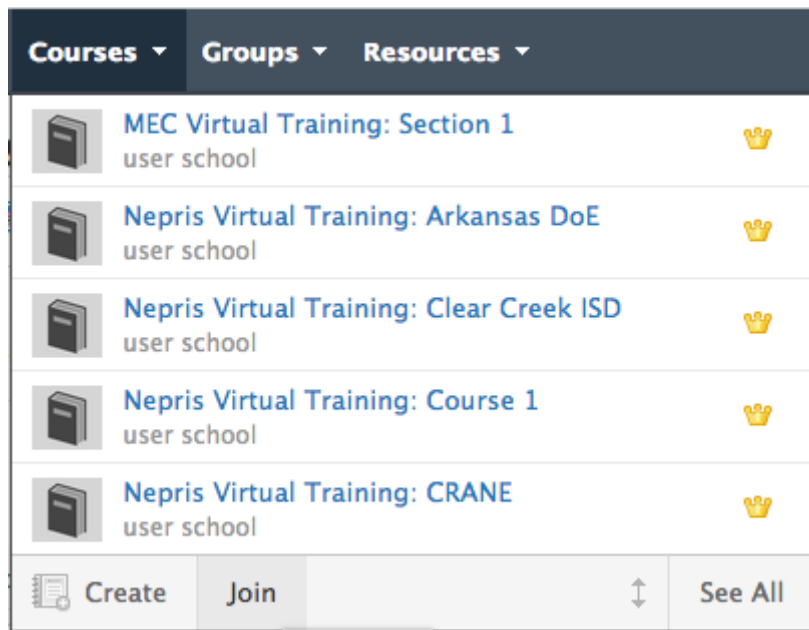


Schoology.com: How to Sign Up as an Instructor w/ Admin Analytics for the Nepris Online Training Course

1. Go to [Schoology](https://www.schoology.com)
2. Click **Sign Up** and create an account
3. Choose **Instructor**
4. From the top of the screen select **Courses**, then select the **Join** button (see image below)



5. Enter the Access Code: 5G7TV-RFHJB
6. Complete the any registration information
7. Email Chris@nepris.com once you have joined this course and she will add you as an admin for this account.
8. Once Admin Access has been granted, access to Analytics will be viewable. You may have to logout and then back in again.

Schoology.com: How to Sign Up as an Instructor w/ Admin Analytics for the Nepris Online Training Course

The screenshot shows the Schoology interface for the 'Nepris Virtual Training: Arkansas DoE' course. On the left is a sidebar menu with options like Course Options, Materials, Updates, Gradebook, Badges, Attendance, Members, and Analytics. The main area is titled 'User Analytics' and has tabs for Course, User, Assignment, Discussion, and Links. The 'User' tab is selected. Below the tabs is a table with columns: Student, Last logged in, Last course access, Total time in course, and Num. posts. The table is currently empty. At the bottom left of the main area, there is an 'Access Code' box showing 'HRDXZ-5FJ4R' with a 'Reset' link.

Nepris Virtual Training: Arkansas DoE

User Analytics

Note: Statistics may take up to 24 hours to fully propagate

Course User Assignment Discussion Links

Student Last logged in Last course access Total time in course Num. posts

Access Code
HRDXZ-5FJ4R Reset

9. To view Analytics, select **Analytics** from the menu on the left.

10. Then from the middle of the screen select the **Users** tab. Names of teachers that have signed up for the course will be listed here. When a teacher has completed the work in the course, the last column called **Num. posts** will have the number seven in that column.

NOTE: You will also see names of teachers from the CVUSD group. They will have access to this course as well.