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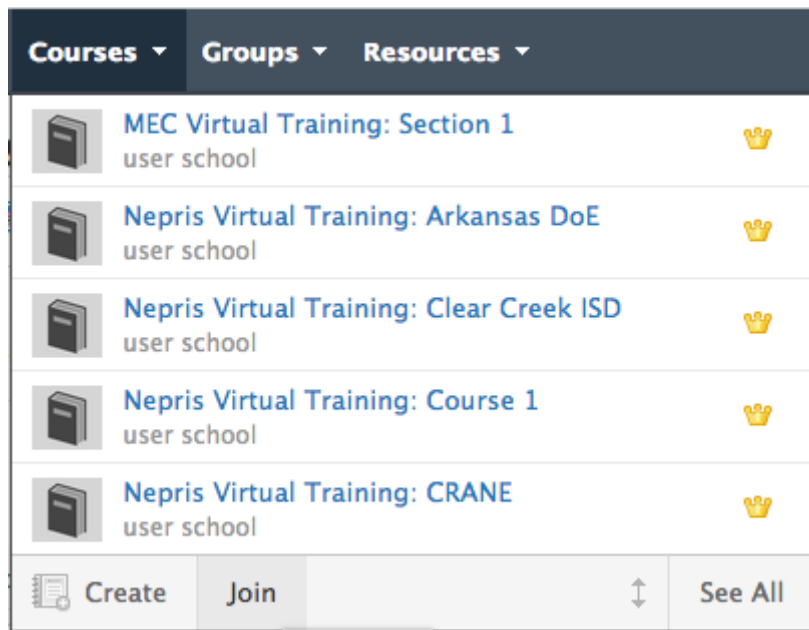
1. Go to Schoology

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.

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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.