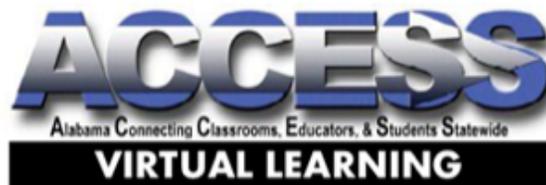


Best Practices



Step 3 : Student Login

- Website: accessvl.schoology.com
- Username: Student's 10-digit SSID number
- Password combination
 - First two characters of first name
 - First two characters of last name
 - Last two characters of first name
 - Last two characters of last name



Step 4 : Monitor Students

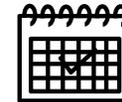
- Collect Student Acknowledgement Form
- Supervise students by making sure they stay on task
- Assist with login issues
- Monitor academic progress by checking grades regularly.
- Keep test passwords secure and enter only if the student has time to complete the test in class.



Step 2 : Contact Teachers

Reach out to all ACCESS teachers to introduce yourself and provide the following:

- School calendar
- Students enrolled
- Time of day & days you have the students
- Ask for test passwords



Step 5 : Attend Monthly Meetings

- Facilitator meetings are held the first Monday of the month at 9:00 a.m. and a repeat at 3:30 p.m.
- The meetings are recorded and emailed to facilitators also.



Step 1 : Know Your Students

Request a list of enrolled students from school counselor. This list should contain student's first & last name, 10-digit SSID number, and list of ACCESS classes.



Step 6: Call the Support Center

If you are having any trouble, please call us at **256.774.4609** or email us at maccesshelp@madisoncity.k12.al.us.

School Year: Monday-Friday 7:30am-4:00pm
Summer: Monday-Thursday 7:00am-5:00pm