ACCESS

Alabama Connecting Classrooms, Educators, & Students Statewide

VIRTUAL LEARNING

Best Practices

Step 1: Know Your Students

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

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 3: Student Login

Website: accessvl.schoology.com
Username: Student's 10-digit SSID number
Password combination (all lowercase)
- First two characters of first name
- First two characters of last name
- Last two characters of first name
- Last two characters of last name
- Add 2024 to the end of the password if the student is new to ACCESS.

Step 4: Monitor Students

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

Step 5: Attend Facilitator Meetings

- Facilitator meetings are held the first Monday of the first full week of August, October, December, January, March, May, and June at 9:00 a.m.
- The meetings are recorded and emailed to facilitators and placed in the facilitator group, and on the website.

Step 6: Call the Support Center

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

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