



# Locate Updates and Resources posted by your Building Administrators all in one location in Schoology!

## **FOLLOW THESE SIMPLE STEPS:**

1. Log in to your Red Clay Schoology Account.
2. Click the drop down with your name in the top right corner.
3. Click the name of your school from the drop down menu.
4. On the left under the school profile picture, locate the tabs for Updates and Resources that were posted to your school. Administrators are able to post Updates and Resource Materials to Schoology in one central location so that they can be accessed by all users associated with the building.

