

# Schoology 3: Assignments & the Gradebook



**East Irondequoit Central School District**

**Professional Development**

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## **Workshop description**

In this course, participants will learn how to create assignments, attach files, links, and media to an assignment, assign tasks to various courses, and modify assignments. In addition, participants will learn how to annotate and grade student work as well as to add feedback, all without using a single sheet of paper. Finally, participants will learn the basics of grade book setup on Schoology, including how to create grading categories, how to weight categories, and how to add and edit grades. ***A basic knowledge of Schoology is helpful for participants. Teachers will work on desktop computers, but are encouraged to bring an iPad to this workshop.***



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## Gradebook Setup

### Adding Grading Periods

The very FIRST thing you must do to set up your gradebook in Schoology is to select the “Grading Periods”.

1. Click on the word “Courses” from the main menu.
2. Select the course you wish to set up.
3. Click on “Course Options” along the vertical navigation bar (under the course icon).
4. On the “Info” tab, click in the four boxes under “Grading Periods” that correspond to the 4 quarters (as of this summer, they are set to the following:
  - a. 2016: Quarter 1
  - b. 2016: Quarter 2
  - c. 2016: Quarter 3
  - d. 2016: Quarter 4)
5. Click on the “Save” button.

**Note: You must first select these grading periods BEFORE adding any assignments.**

## Grade Setup

From within your course, click on the word “Gradebook” from the vertical navigation bar on the left. Then click on the words “Grade Setup”.

**Note: If you correctly entered the four grading periods (quarters) from the prior section, they will appear on this screen.**

East Irondequoit  
Central School District

Home Courses ▾ Groups ▾ Resources ▾

Schoology 101: Section 1 Grade Setup

Categories ? [+ Add](#)

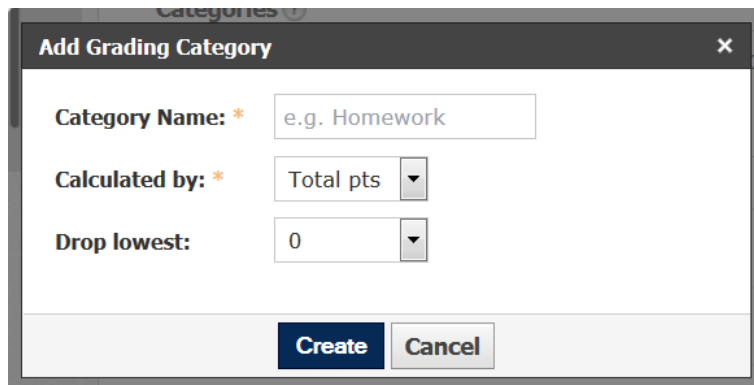
You currently do not have any categories defined for this course. Click on the *add* button above to add categories.

Grading Periods & Final Weights ?

Period	Weight	%
2016: Quarter 1	100	25.00%
2016: Quarter 2	100	25.00%
2016: Quarter 3	100	25.00%
2016: Quarter 4	100	25.00%

## Adding Grading Categories

1. Determine the components that will make up a student's grade in your course (classwork, homework, quizzes, tests, projects, oral responses, written responses, etc...) as well as the relative weights of each component.
2. Add a "category" for each component by clicking on the "+ Add" button.



The screenshot shows a dialog box titled "Add Grading Category". It has a close button (X) in the top right corner. The dialog contains three input fields:

- Category Name: \***: A text input field containing "e.g. Homework".
- Calculated by: \***: A dropdown menu with "Total pts" selected.
- Drop lowest:**: A dropdown menu with "0" selected.

At the bottom of the dialog are two buttons: "Create" (highlighted in blue) and "Cancel".

- a. Fill in the name of the category.
- b. Choose whether to calculate the grade based on "Total points" or "Percent".
- c. Choose whether to drop the lowest grade(s).
  - i. You can drop up to a total of the lowest 10 grades.
  - ii. To drop NONE, choose zero (0).
- d. Click on the "Create" button.
- e. Repeat steps A through D for all desired categories.

3. You can now “reorder” the categories by clicking on the double-headed, vertical arrows next to the categories and dragging them in the order you prefer.
4. To edit a category (change the name, change the calculation, etc...), simply click on the category.

Schoology 101: Section 1 **Grade Setup**

Your grading category has been added

**Categories** ?  Weight Categories + Add

---

Category	
↕ Classwork	★
↕ Homework	★
↕ Quizzes	★
↕ Tests	★ ×



## Assignments – what are they and what do they look like?

Assignments are student tasks uploaded to Schoology that you want students **to complete and turn in**, generally for a grade. Assignments can be created within course folders, or added to a folder after the assignment has been created. Below is a screen shot of a student’s current unit folder for a class.



The screenshot shows a Schoology interface for a course titled 'Français 2-2: Section 1'. The folder is named 'U5 – Ma ville, mon pays et le monde'. The interface includes a navigation bar at the top with 'Home', 'Courses', 'Groups', and 'Resources'. A user profile for 'Candace Black (Can...)' is visible in the top right. On the left, there is a sidebar with 'Course Options' and 'Materials' (Updates, Gradebook, Mastery, Badges, Attendance, Members, Analytics, Workload Planning). The main content area displays a list of files and assignments:

- 01A – Pre-evaluation.pdf (98 KB) - PDF icon
- 01B – Unit objectives.pdf (193 KB) - PDF icon
- 02A – Warmup.notebook (6 KB) - Notebook icon
- 02B – Vocab list 1.pdf (68 KB) - PDF icon
- 02C – Activités 1-2 (Due Friday, May 1, 2015 at 10:45 am) - Assignment icon
- 02D – Activité 3 (Closure) (Due Friday, May 1, 2015 at 10:45 am) - Assignment icon

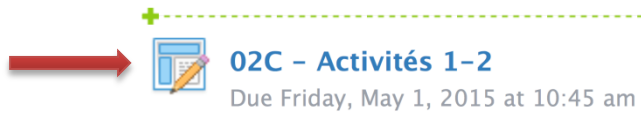
Notice that different icons are used to represent the type of file.

- Documents 01A, 01B and 02B are files (PDFs) that were uploaded to this Schoology folder for students to USE, but not to turn in. (While you can upload all kinds of documents such as Word documents, keep in mind that PDF is the only format that is guaranteed to keep your original formatting. Uploading Word documents to Schoology may alter this formatting.)
- Notice that documents 02C and 02D have different icons even though they are also PDFs. These are the “assignment” icons and they designate documents that students will complete and turn in via Schoology.

This is a regular PDF file.



This is an assignment.



Schoology creates a “dropbox” for each assignment, in which students “submit” their assignments. The benefit of this is that a teacher can go to an assignment’s dropbox and see all of the student submissions at once. Teachers can then select a particular student’s assignment to view it, comment on/annotate it, and grade it.

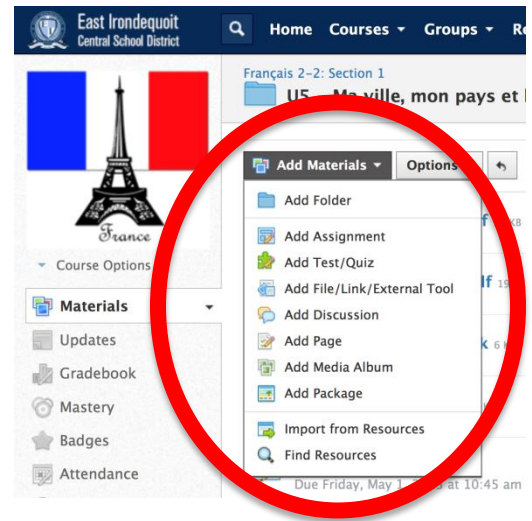
Assignments are also given a due date, which will automatically display the assignment in the calendar for all members.

## How to create an assignment

If you have not already done so, create a unit folder in which you will house the assignment you will create.

To create an assignment, use the “Add Materials” button located at the top of your course profile, then follow these steps:

1. Select “Add Assignment” in the “Add Materials” menu.
2. Enter a description (optional).
3. Enter a name for the assignment.

A screenshot of the 'Create Assignment' dialog box. The dialog has a title bar 'Create Assignment' with a close button. It contains several fields and options:

- Name:** A text input field that is currently empty.
- Description:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, text color, background color, link, unlink, and ABC. Below the toolbar is a large text area for the description.
- Due date:** A date picker field that is currently empty.
- Points:** A numeric input field set to '100' with 'pts' next to it.
- Category:** A dropdown menu currently showing '(Ungraded)'. To its right is a link for 'Grading options'.
- Scale/Rubric:** A dropdown menu currently showing 'Numeric'.
- Advanced:** A row of icons for additional settings, including a group of three dots, a gear, a lock, a folder, a green circle, a grey circle, a speech bubble, and a document.

At the bottom of the dialog are two buttons: 'Create' (in a dark blue box) and 'Cancel' (in a light grey box).

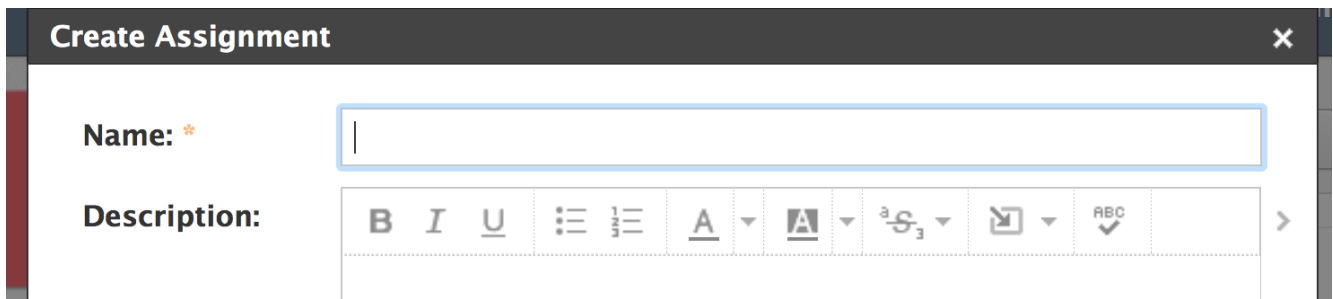
4. Set a due date so that the assignment appears in the course calendar.
5. If you wish to grade this assignment in the gradebook, you must select a category other than “Ungraded”.
6. Click “Create to complete”.

*Helpful hint: How you name your folders and files on Schoology is very important for several reasons:*

- *Adopting a consistent nomenclature ensures that you and your students will be able to easily find documents, thus reducing frustration as the number of files a student has grows.*
- *Students will import many of the documents you upload to Schoology to their Notability accounts. When they do so, the name you have given the file in Schoology is automatically kept in Notability. Therefore, if you name it appropriately, it will be easier for students to keep their Notability files organized.*
- *Think about how you will organize your documents:*
  - *Will you precede each document’s name with the number of day in the unit on which they will be used? (For instance, all documents used on day #3 will be named “03 – (document name)”. In this way, your documents will automatically be organized by day on both Schoology and Notability.*
  - *What other system could you use to ensure organization and ease of use?*

## Assignment Profile (Description)

The assignment profile contains all of the information about an assignment including the name, the description, the due date, the category of the assignment, the scale used to grade it, and some advanced options.




In the large box, you can type a lengthy description for the assignment. Here are some ways you can format the text within the description box:

- Bold
- Italics
- Underline
- Numbered or bulleted list
- Text color
- Highlight color
- Strikethrough
- Superscript & subscript characters

To format the text, simply highlight it and then click on the button that represents the desired formatting.

## Inserting Specialized Content into Your Assignment Profile

The Insert Content tool  is available in the Description field toolbar when you create or edit materials in Courses, Groups, or Resources.

Use this tool to incorporate a variety of content with your text to:

- Give it more visual interest.
- Provide external resources.
- Clarify terms.
- Include complex language, mathematical, and scientific symbols and equations not found on a standard keyboard.

Select Special Character																X
¢	€	£	¥	©	®	™	‰	μ	·	•	…	'	"	§	¶	β
<	>	«	»	≤	≥	–	—	–	–	π	‡	ˆ	˚	˘	˙	˚
°	–	±	÷	×	¼	½	¾	f	∫	Σ	∞	√	≈	≠	≡	Π
¬	∩	∂	'	,	ª	º	†	‡	À	Á	Â	Ã	Ä	Å	Æ	Ç
È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	Ø	Œ
Š	Ù	Ú	Û	Ü	Ý	ÿ	ƒ	à	á	â	ã	ä	å	æ	ç	è
é	ê	ë	ì	í	î	ï	ð	ñ	ò	ó	ô	õ	ö	ø	œ	š
ù	ú	û	ü	ý	ÿ	ƒ	À	B	Γ	Δ	E	Z	H	Θ	I	K
Λ	M	N	Ξ	O	Π	P	Σ	T	Υ	Φ	X	Ψ	Ω	α	β	γ
δ	ε	ζ	η	θ	ι	κ	λ	μ	ν	ξ	ο	π	ρ	ς	σ	τ
υ	φ	χ	ψ	ω	←	↑	→	↓	↔	◇	♣	♣	♥	♦		

## Equation

Use this option to add **Operators, Equations, Relationships, Greek letters, Arrows**, and other miscellaneous symbols for math, chemistry, physics, and even music.

- From the “Insert Content” menu, select “Equation”.
- Click one of the tabs along the top of the window to open a table of characters.
- Select a special character.
- Select the “LaTeX” option and paste or create your LaTeX input. Click “Insert” to view the text as your students will see it.

## Tooltips

Add tooltips to provide additional information when a user points to selected content. To add a tooltip:

- Highlight text or media.
- From the “Insert Content” menu, select “Tooltip”.
- Enter the text to display in your tooltip and then click the check mark. The tooltip displays when a user hovers over the text or image.

## Inserting content from Google Drive or Dropbox

You can also insert into this description box images, media, links, symbols, and equations. It is also possible to create a link to a file in your cloud storage service (Google Drive, DropBox, OneDrive) and put it directly into the description box of an assignment.

**Create Assignment** [Close]

**Name:** \*

**Description:**

**Due date:** [Calendar] [Date] [100] pts

**Category:** (Ungraded) [Grading options]

**Scale/Rubric:** \* Numeric

**Advanced:** [Icons]

**Insert Content**

- Image/Media
- Link
- Symbol
- Equation
- LaTeX
- Tooltip
- Google Drive
- Dropbox


**Create** **Cancel**



## Setting the due date for an assignment

To set a due date for an assignment, click in the box or the calendar icon and select a date by clicking on it.

Notice that Schoology sets the default due time at 11:59 PM. You can adjust this by clicking once on the hour and typing in the desired hour. Do the same with the minutes and the AM/PM.

<b>Due date:</b>	<input type="text" value="5/01/15"/> 	<input type="text" value="10:45AM"/>	<input type="text" value="100"/> pts
<b>Category:</b>	<input type="text" value="Activités"/>		<a href="#">Grading options</a>
<b>Scale/Rubric: *</b>	<input type="text" value="Numeric"/>		

*Helpful Hint: Be careful to choose a due date/time that coincides with a consistent routine for assignment submission in your classroom. If you set the expectation that all assignments must be submitted within the first five minutes of class, then you can set your due date/time to that exact time. Schoology will mark all assignments submitted before that time as “On Time” and any that are submitted after the due date/time as “Late”.*

## Points, categories & scales/rubrics

Each assignment by default is set at 100 points, but you can change this to weight assignments differently by changing the point value in the box provided.

In order for an assignment to be added to the gradebook, you must select a category from the pull down menu. You would have previously established these categories when you set up your gradebook/classes at the beginning of the year. (See page 5.)

Scale/Rubric can be set to “Numeric”, “A+/-” or “Create New”.

**Note: You can click on the blue “Grading options” link to expand the “Edit Assignment” menu. Doing this gives you access to select the grading period, to set the factor associated with the assignment, and to set the activity as the midterm or final.**

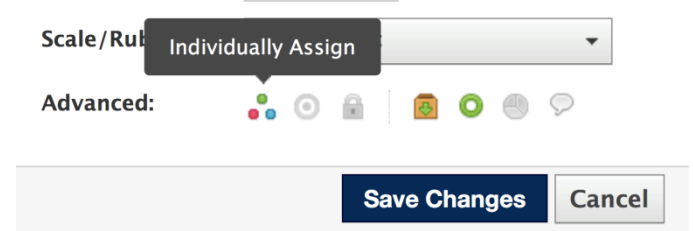
The screenshot shows the 'Edit Assignment' dialog box with the following details:

- Name:** Activités 1-2
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, text color, background color, link, unlink, and a checkmark.
- Attachments:** A PDF file named '02C -Activities 1-2.pdf' is attached.
- Due date:** 4/30/15 at 10:45AM, with a '100 pts' value.
- Category:** A dropdown menu showing 'Activités' and a blue link for 'Grading options'.
- Period:** A dropdown menu showing 'QTR4' and a checkbox for 'Set as midterm/final'.
- Factor:** A text input field containing '1.00'.
- Scale/Rubric:** A dropdown menu showing 'Numeric'.
- Advanced:** A row of small icons for additional settings.
- Buttons:** 'Save Changes' and 'Cancel' buttons at the bottom.

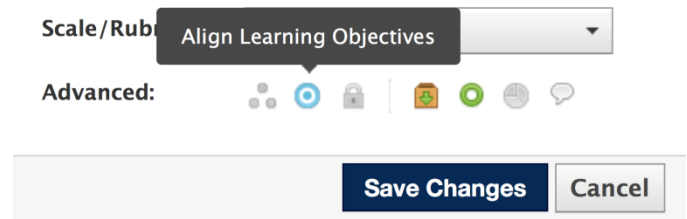
## Advanced options

1. **Individually assign** – click on this to assign an assignment to one or more students within a class.

After you click the icon of three dots, a dialogue box will appear in which you can type in the student's name. As you type, Schoology will automatically populate this field with the student's name.

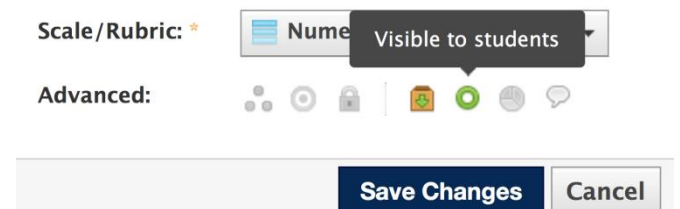


2. **Align learning objectives** – Click on this to add learning objectives selected from a standard list or added by you for objectives specific to your subject area.



3. **Lock/unlock** – click on this icon to lock an assignment (preventing students from submitting it) or to unlock it to allow submissions.
4. **Submissions enabled** – click on this icon to allow students to make a submission. Click again to disable submissions.

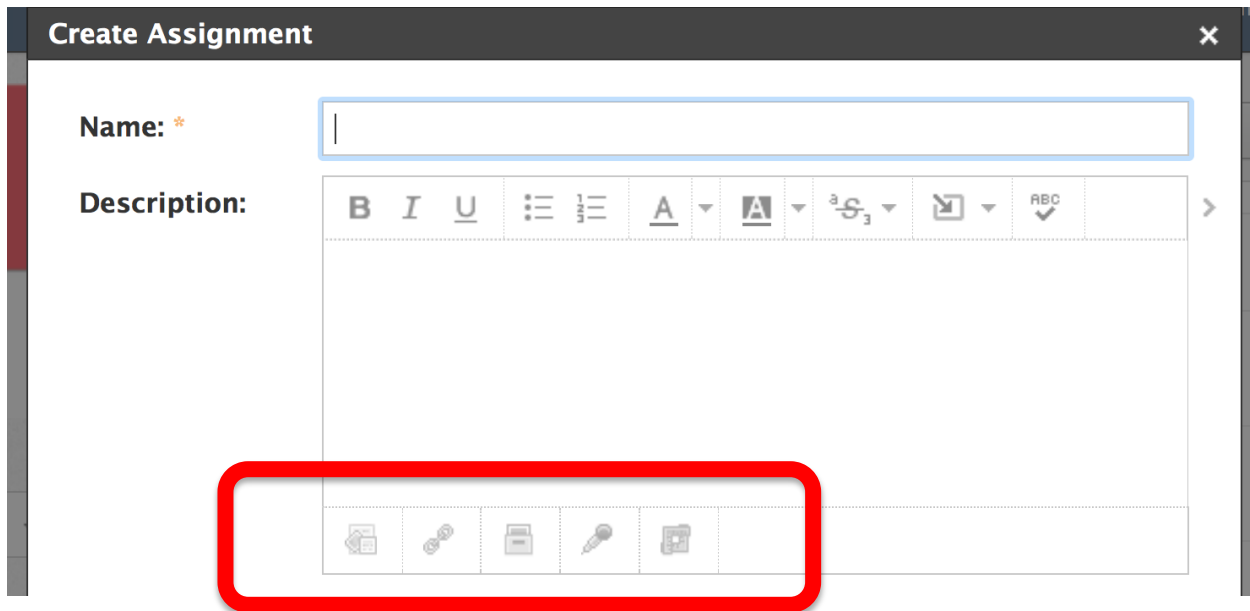
5. **Visible to students** – click on the circle to make the assignment visible to students. Click again to make it hidden to students.



6. **Grade statistics enabled** – click to enable grade statistics.
7. **Comments enabled** – click to enable comments.

## Adding Attachments to Your Assignments

The Attachments toolbar is on the bottom of the Description field when you create or edit materials in Courses, Groups, or Resources.



Use the toolbar to attach different types of files to your item:

- Files
- Links
- Resources
- Multimedia Content
- External Tools

While there is no limit to the number of files you can attach to materials in Schoology, there is a size limit of 512 MB per file. (512 MB is quite large – files of this size are generally video files.) The most common type of attachment will be “files”. Schoology supports the uploading of many different file types including PDFs, Word documents, Excel spreadsheets and PowerPoint presentations.

**Note: Teachers should keep in mind that if they wish students to be able to annotate a file using Notability (for instance, to fill in a worksheet), then the teacher should upload the original document as a PDF (portable document format). Any Word document can be saved as a PDF by using the “save as” command in Word and choosing “PDF” from the “file type/format” pull down menu.**

A complete list of supported file types is shown in the table below.

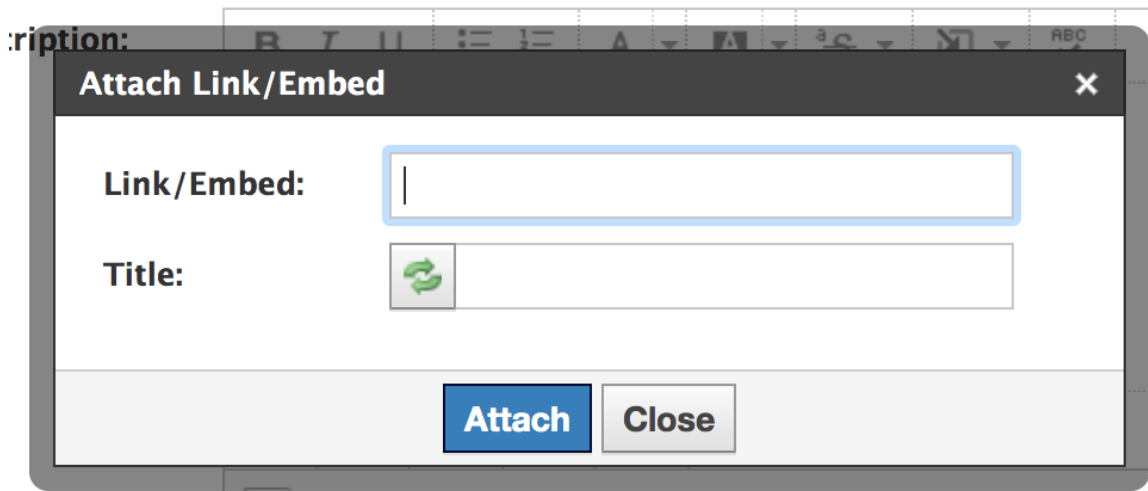
<b>Supported file types</b>	
<b>Images</b>	*.jpg, *.gif, *.png, *.jpeg
<b>Media (video)</b>	*.flv, *.mp4, *.mp3, *.mov, *.m4v, *.m4a, *.3gp, *.3g2, *.m2v, *.avi, *.mpg, *.asf, *.wma, *.wmv, *.wm, *.swf, *.rm, *.caf
<b>Files</b>	*.doc *.docx, *.pdf, *.ppt, *.xls

To add a file to an assignment, click on the “File” icon (looks like a document) in the lower left-hand corner of the description box. Navigate to the file’s location on your computer and select. Schoology will upload it in a matter of seconds. When the uploading is complete, click on “Create”.

Another way to add a file to an assignment is to find the file you want to attach (don’t open it) and drag and drop it anywhere on the “Create Assignment” toolbar.

## Attaching Links

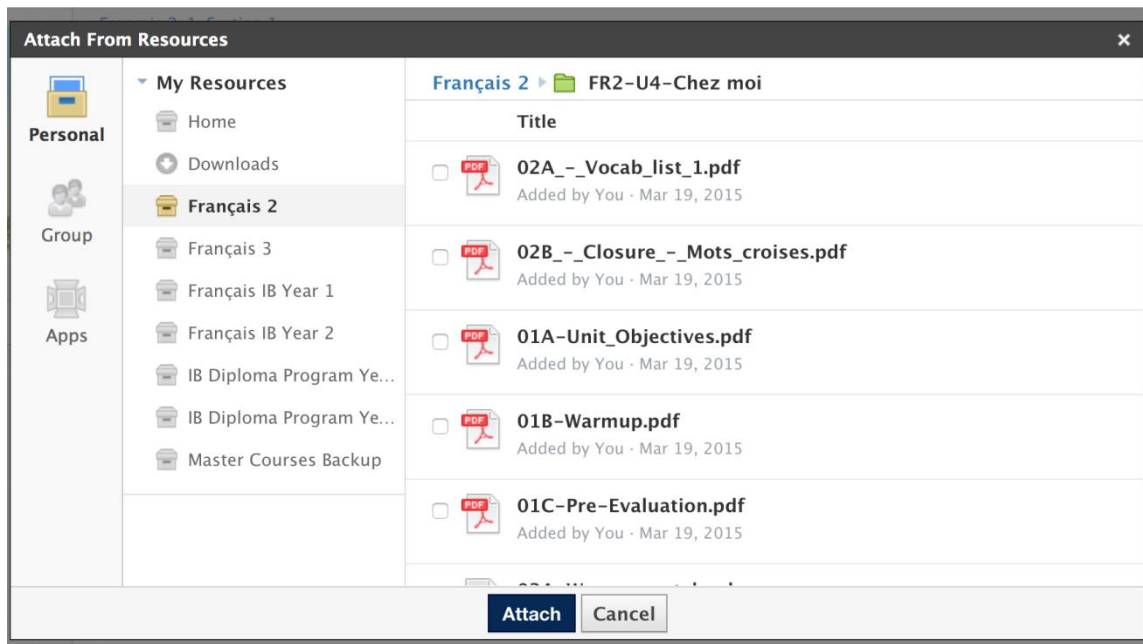
A link is a quick way to navigate to a website or an electronic file. Armed with the URL (Universal Resource Locator = link), click on the “Link” icon (looks like a link in a chain). Enter (or copy and paste) the link into the box. You may also give a title to this link or click on the two green arrows for the computer to automatically add a name associated with the link.



## Attaching Files from Resources to an Assignment

If you have already uploaded the file you wish to attach to an assignment to your Resources, you can add it directly from there. Click the “Resource” icon (looks like a filing cabinet), navigate to the file, select it by clicking in the check box and click on “Attach”.

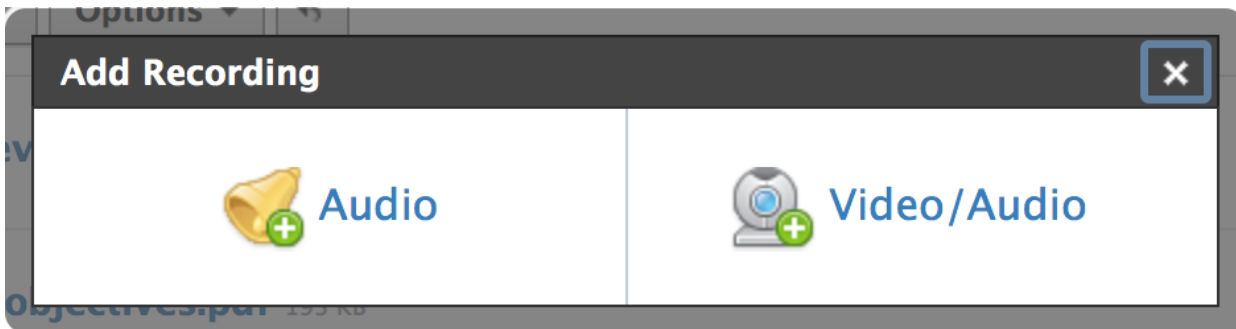
Note that you can select more than one file to attach at the same time by clicking the appropriate check boxes before hitting “Attach”.



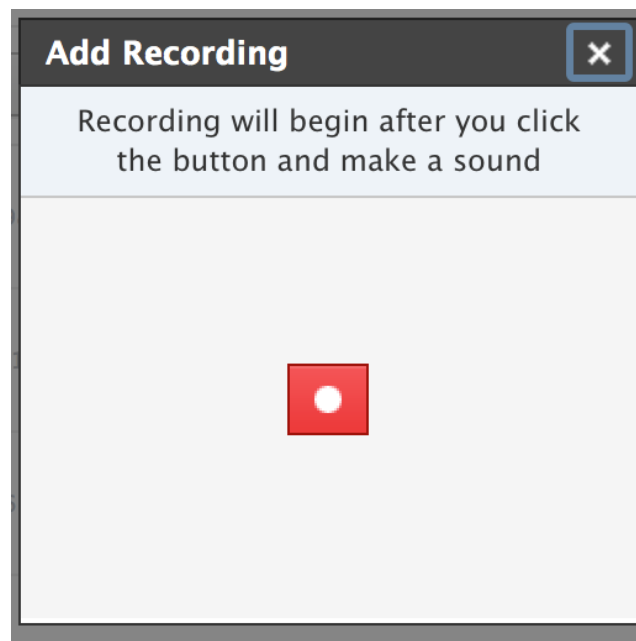
## Attaching an Audio/Video Recording

The fourth icon is the “Audio/Video Recording” button (looks like a microphone). This allows the teacher to make an audio or a video recording to attach as a file. A microphone or a webcam is required in order to make these recordings.

Click on the microphone icon and choose whether the file is audio or video.



Click the “Record” button. Schoology will begin recording once it detects sound. If the recording doesn’t start, make a loud noise, clap your hands or tap the microphone.



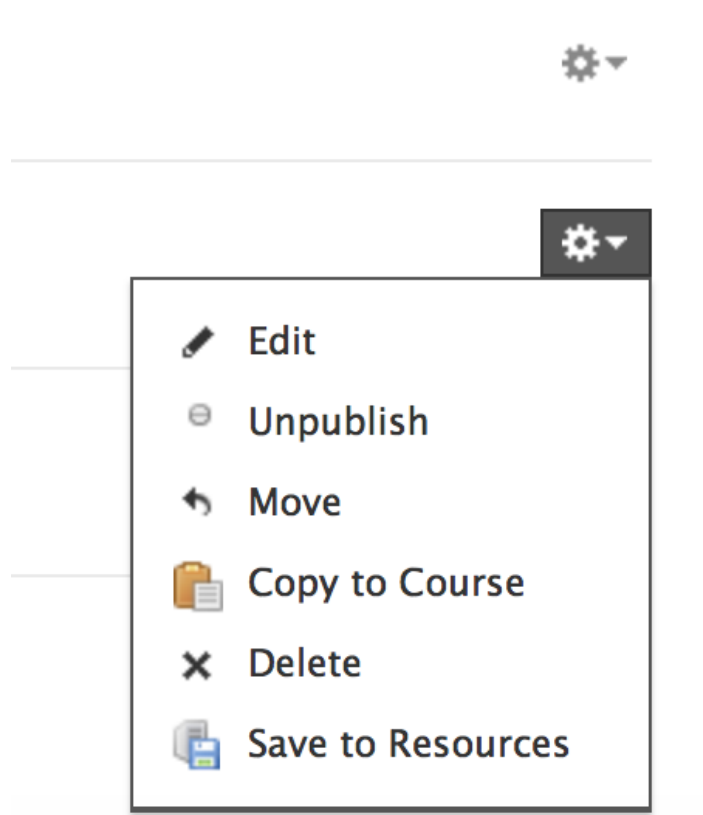


## Modifying an Assignment that you have created

To modify an already existing assignment, navigate to that assignment within your course folder. Click on the “gear” icon along the right-hand column to pull down the menu for that assignment.

Click on “Edit” to change the name, the description, or the due dates or to attach a file or remove any attachments.

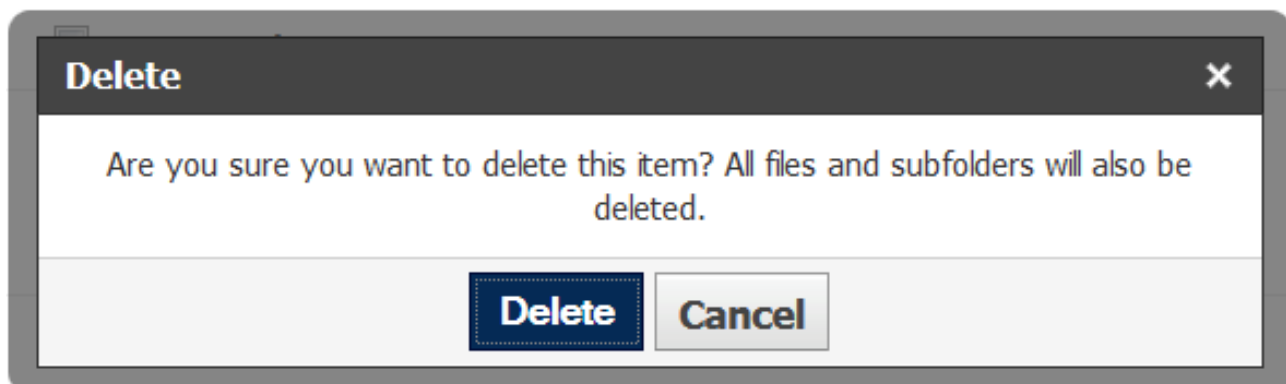
From this menu, you can also move the assignment, copy it to another course, delete it, or save it to your “Resources”.



## Deleting an assignment you have assigned to a class

Deleting an assignment you have assigned to a particular class only unassigns the assignment. It does NOT delete the assignment from your “Resources”.

1. Navigate to a course and then to an assignment within that course.
2. Click on the gear icon to the right of the assignment.
3. Click on “Delete”.
4. Schoology will prompt you to confirm you wish to delete the assignment.
5. Click “Delete”.



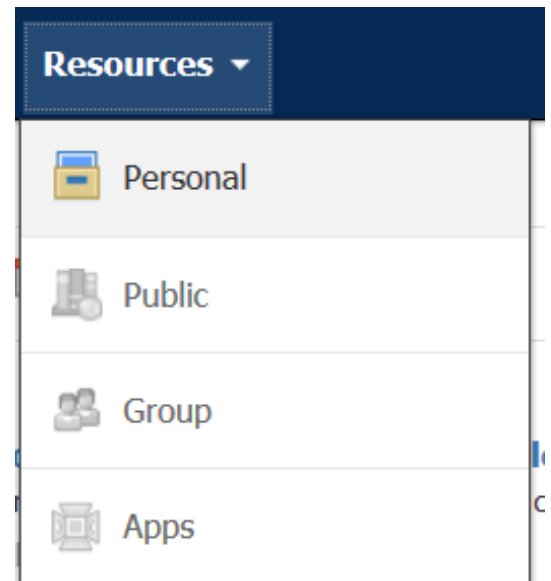
## Creating assignments without assigning them to a class

Assignments can be added at any time of year (including the summer) and irrespective of whether you actually assign them to a class. This allows the teacher total flexibility in creating assignment ahead of time and to house them in a central location called “Resources”.

### Types of Resources

There are four types of “Resources”:

1. **Personal** – this is where you will store all of your course files and assignments BEFORE you release them to your classes (and this is where you will back up the files after the classes have ended).
2. **Public** – this is where you will store files that you wish to make available to all Schoology users around the world.
3. **Group** – this is where you will store files for a group that you have created (not a class). Putting resources in the “Group” section gives access to the files to any group members.
4. **Apps** – this is where you can store and retrieve files from various apps you have connected to Schoology, the most valuable of which are the “Cloud Storage” apps such as “Google Drive”, “Dropbox”, and “Microsoft OneDrive”.



1. Click on “Personal”. Your default personal Resource is labeled “Home”.
2. Click on “Add Assignment”.

**Note: The “Add Assignment” box looks slightly different from before. It is labeled “Add Template” and it doesn’t have a “Date” section (because you are just creating the assignment, NOT actually assigning it to a class yet).**

3. Enter the name of the assignment.
4. Enter a description (optional).
5. Attach any files you wish to this assignment.
6. Enter the number of points for the assignment (the default is 100).

The screenshot shows a dialog box titled "Add Template" with a close button (X) in the top right corner. The dialog contains the following elements:

- Name: \***: A text input field that is currently empty.
- Description:**: A rich text editor area with a toolbar at the top. The toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, text color (A), background color (A), link (a), unlink (a), and spell check (ABC). Below the toolbar is a large text area for entering the description.
- Max points:**: A text input field containing the number "100".
- Rubric: \***: A dropdown menu currently showing "--".
- Advanced:**: A radio button and an information icon (i).

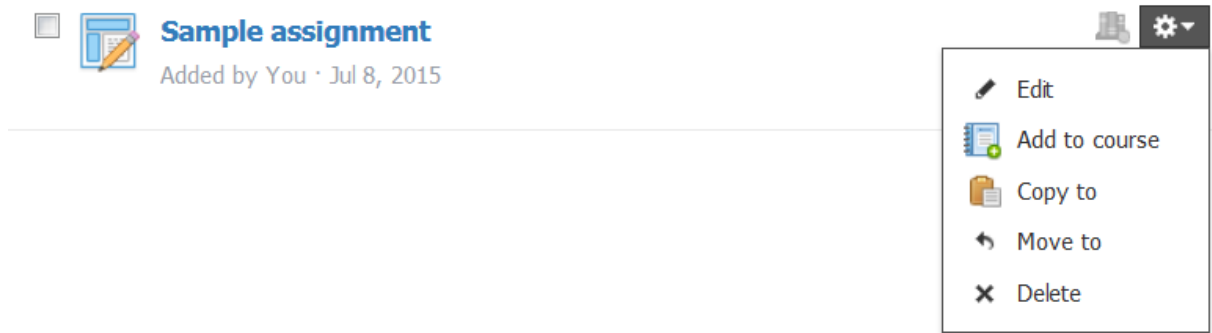
At the bottom of the dialog, there are two buttons: "Submit" and "Cancel".

7. There is an “Add Rubric” option. This advanced topic will be covered in a future workshop. Essentially, it attaches a rubric (either from standards downloaded from a state or national organization) or one that you create on your own. Adding a rubric allows the teacher to grade the assignment using the rubric and displays the rubric to students, making the determination of the grade very transparent.
8. Click “Submit” to create the assignment.
9. The assignment is now stored in your “Resources” (but not assigned to any class) and can be retrieved at any time and assigned to a class (or multiple classes) when you are ready.
10. Assignments created in “Resources” can be edited in the same way as if created within a class.

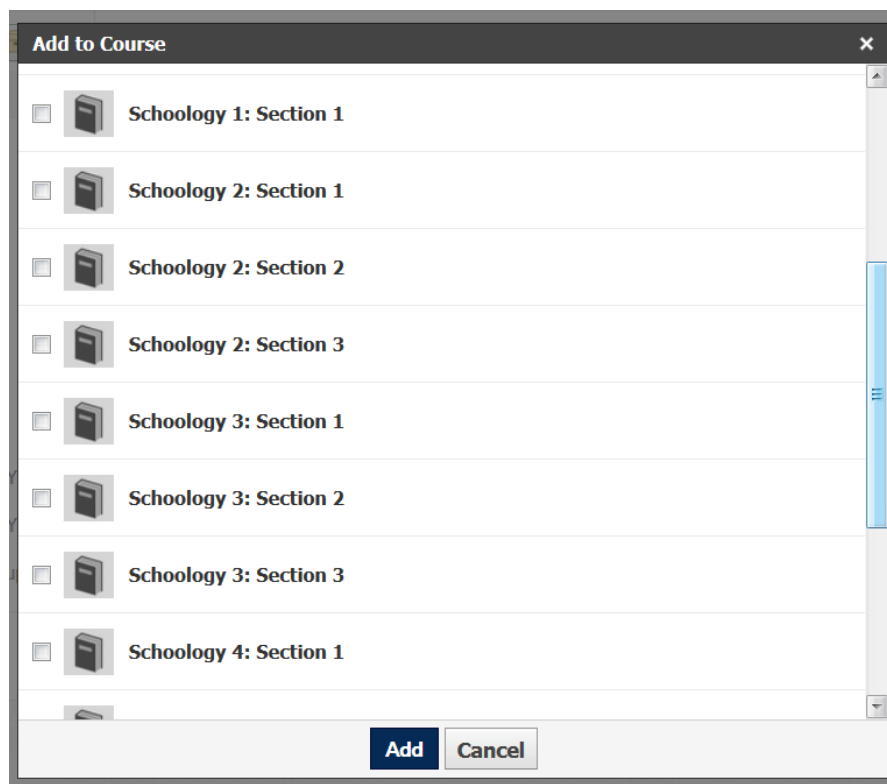
## Assigning pre-created assignments to a class

To assign an assignment to a class from “Resources”:

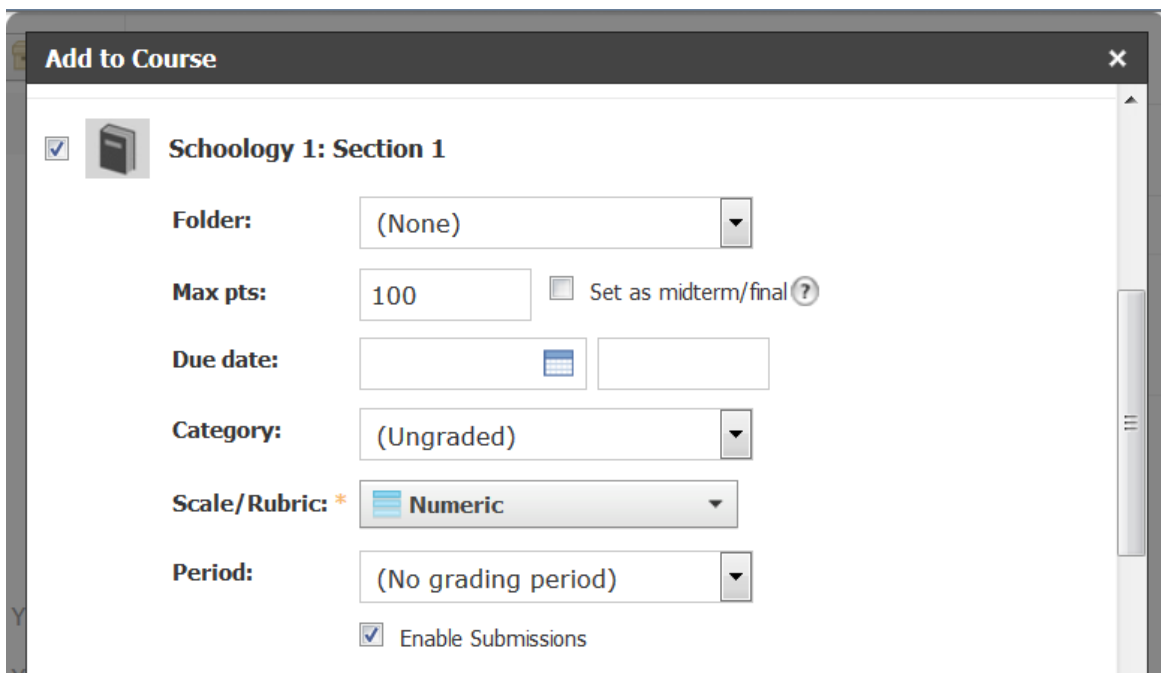
1. Click the gear icon to the right of the assignment you wish to assign.



2. Click on “Add to course”. A list of all of your courses (all levels) will appear.



3. Click in the checkbox next to the course (or courses) to which you wish to assign the assignment.
4. Click “Add”. If you are adding the assignment to just one course, a single dialogue box will appear asking you to specify details of the assignment (for example, due date). If you are adding the assignment to multiple courses at once, you will see a dialogue box for each course and will need to specify the details for each course separately.



The screenshot shows a dialog box titled "Add to Course" with a close button (X) in the top right corner. The dialog is for "Schoology 1: Section 1", which is selected with a checked checkbox and a folder icon. The form contains the following fields and options:

- Folder:** A dropdown menu currently set to "(None)".
- Max pts:** A text input field containing "100". To its right is a checkbox labeled "Set as midterm/final" with a question mark icon.
- Due date:** Two empty text input fields, one with a calendar icon.
- Category:** A dropdown menu currently set to "(Ungraded)".
- Scale/Rubric:** A dropdown menu currently set to "Numeric".
- Period:** A dropdown menu currently set to "(No grading period)".
- At the bottom, there is a checked checkbox labeled "Enable Submissions".

5. Specify the folder in which to place the assignment. (This presupposes that you have already set up the organizational system within the course to which you are assigning the assignment.)
6. Verify the point value of the assignment (default is 100). You can also choose to set this assignment as the midterm or final exam (although this will be a rare occurrence).
7. Set the due date and time by which the assignment must be submitted by the student.
8. Select the grading category under which the assignment falls. The default is “Ungraded”. (If you select “Ungraded”, the assignment is

assigned, but it will NOT be added to the gradebook.) Choosing a category automatically adds the assignment into the correct spot in your gradebook.

9. Select a scale (default is “Numeric”).
10. Select a grading period – this puts the assignment into the correct quarter within the gradebook.
11. Enable submissions (default is checked). You are able to assign an assignment to students without them being able to actually submit it. (You might want to do this if students will not be turning in the assignment electronically (in the case of a poster or an oral presentation)).
12. Click “Add”.
13. Once an assignment is added to at least one course, you can also use the “Copy to course” option to copy it to another section.
  - a. Navigate to a course and then to an assignment within that course.
  - b. Click on the gear icon to the right of the assignment.
  - c. Click on “Copy to course”.
  - d. A list of all of your other courses will appear. Check the box next to the course to which you wish to copy the assignment.
  - e. Specify details of the assignment (folder, due date, category, scale, period).
  - f. Click “Copy”.



## Teaching students how to submit an assignment

### From the iPad/Notability

Students can submit their assignments from Notability (or other app that they are using to annotate/complete their assignment) or directly from Schoology. The benefit of electronically submitting these assignments is that Schoology will collect them all into a dropbox from which the teacher can then view and grade them.

From Notability, students will use the “share” or “forward” button with the completed assignment selected and follow several prompts (dialogue boxes) to upload it to Schoology.

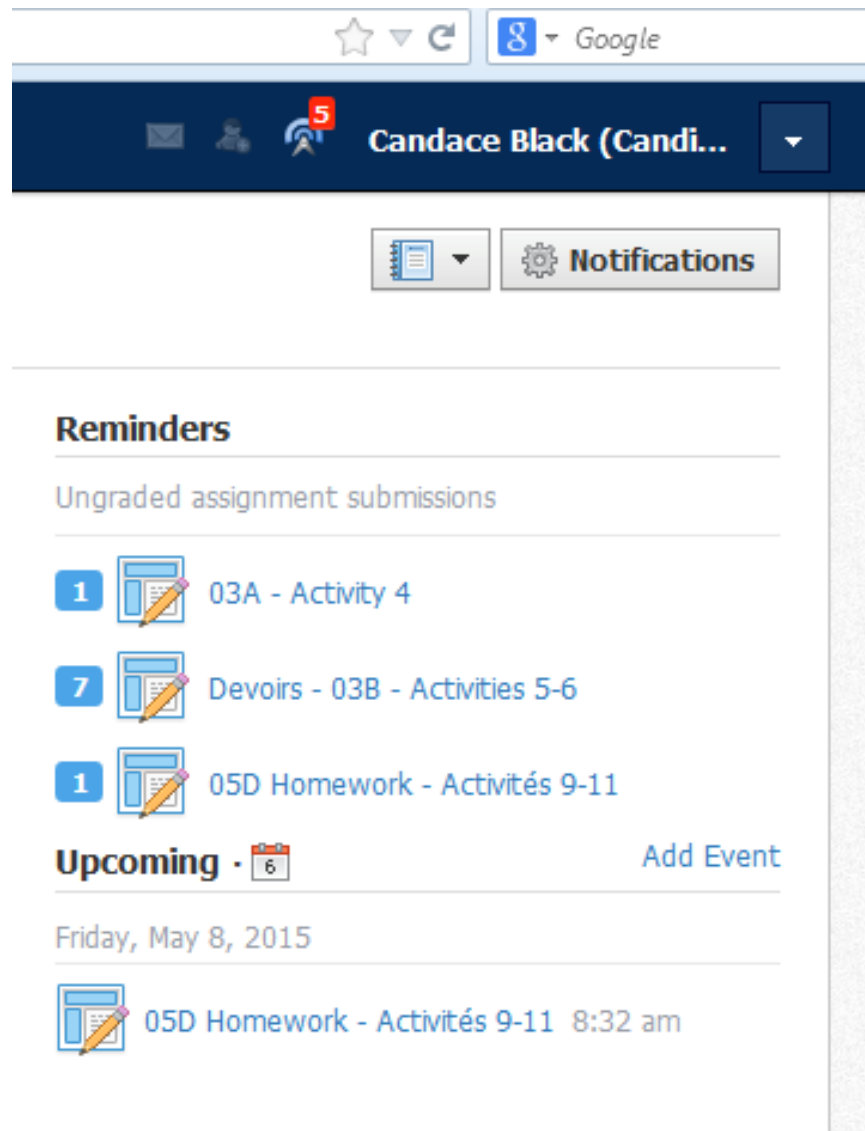
### From a desktop computer

1. Open Schoology.
2. Navigate to the class to which you will submit the assignment.
3. Navigate to the assignment listing within the class.
4. Click on the assignment.
5. Click the “Submit” button and follow the prompts to attach the file.

## Reminders, Upcoming Assignments & the Dropbox

On the main page of each course, on the right, there are two important sections:

1. **Reminders** - this is where you will find ungraded assignments recently submitted by students
2. **Upcoming** - this a list of upcoming assignments and includes the calendar for the course.



The screenshot shows a web browser interface. At the top, there is a search bar with the Google logo and the text "Google". Below the search bar, there is a dark blue navigation bar with a mail icon, a person icon, a Wi-Fi icon with a red "5" notification badge, and the name "Candace Black (Candi..." with a dropdown arrow. Below the navigation bar, there are two buttons: a calendar icon with a dropdown arrow and a "Notifications" button with a gear icon. The main content area is divided into two sections. The first section is titled "Reminders" and contains the text "Ungraded assignment submissions". Below this, there are three items, each with a blue square containing a white number, a calendar icon with a pencil, and the assignment name: "1 03A - Activity 4", "7 Devoirs - 03B - Activities 5-6", and "1 05D Homework - Activités 9-11". The second section is titled "Upcoming" and has a calendar icon with a red "6" notification badge. To the right of the "Upcoming" title is a link that says "Add Event". Below the "Upcoming" section, the date "Friday, May 8, 2015" is displayed. At the bottom, there is one upcoming assignment: "05D Homework - Activités 9-11" with a time of "8:32 am".







Each time you make an assignment, Schoology creates a “dropbox” in which student submissions are placed awaiting grading. The teacher simply clicks on the assignment name to open the dropbox. On the next page is a sample dropbox for one of my assignments. Note that Schoology shows you:


- The number of submissions received (15/20)
- The name of each student who submitted the assignment
- An indicator of whether the assignment was submitted “On time” or “Late”

Once the teacher has graded the assignment, a grade will appear below the student’s name. Assignments that still need to be graded are marked with a blue bar indicating “Needs Grading” under the student’s name.

**Submissions** 

Received (15/20) ▾

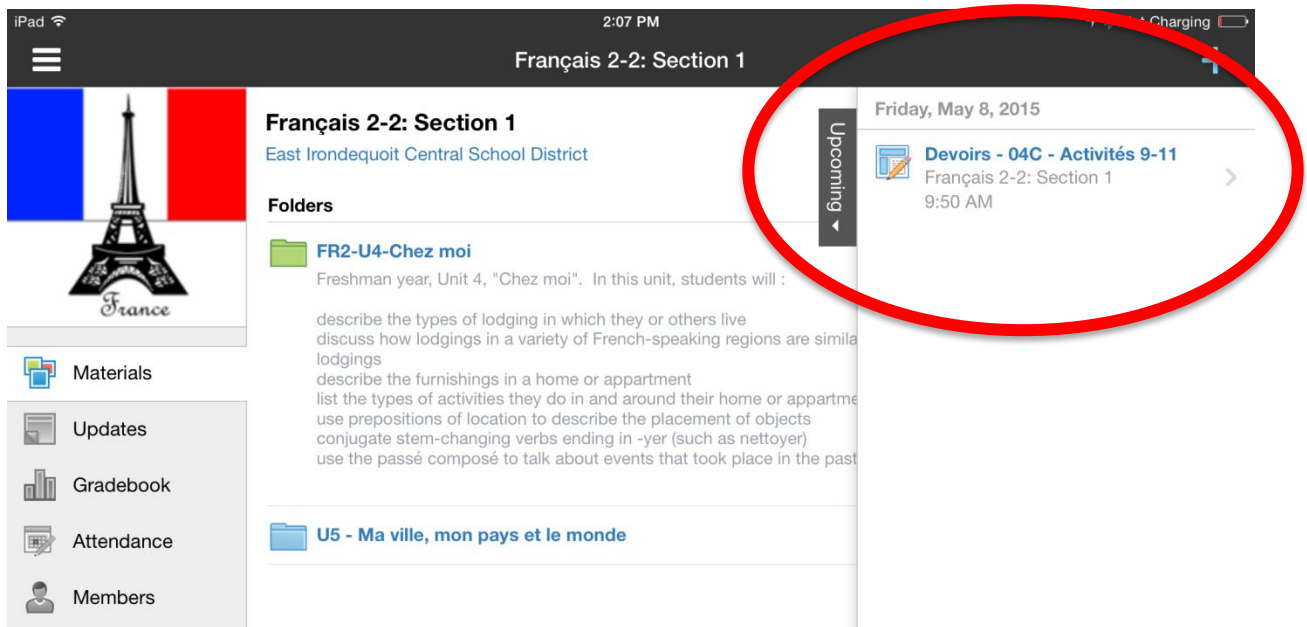
-  **Clare, Kathryn (Katie)**  
75/100 · On time
-  **Dentinger, Katelyn**  
Needs Grading · On time
-  **Farmer, Callum (\*Callum\*\_)**  
Needs Grading · On time
-  **Farrands, Haley**  
Needs Grading · On time
-  **Fiorella, Hannah**  
Needs Grading · On time
-  **Koepke, Olivia (Livi)**  
93/100  · On time
-  **Kristensen, Emily**  
86/100 · On time
-  **Labrador-Hussein, Nayomi**  
Needs Grading · On time
-  **Leidner, Isabella**  
80/100 · On time
-  **Lloyd, Paul (Paul's School account )**  
80/100 · On time
-  **McCants, Caleb (KayKay)**  
Needs Grading · On time
-  **Schmidt, Torrey**  
Needs Grading · Late
-  **Vigerzi, Francesca**  
Needs Grading · On time
-  **Vinci, Hannah**  
86/100  · On time
-  **Wakulchuk, Karina**  
Needs Grading · On time

To return files to students, please attach them to comments by clicking on a student's name in the "Submissions" area above. 

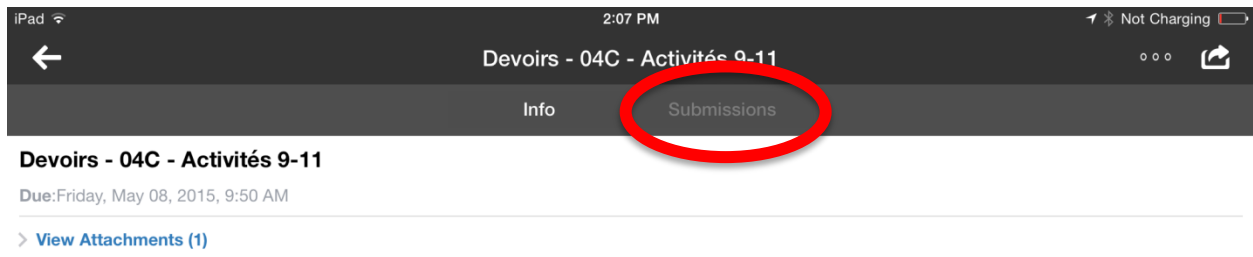
## Annotating a Student's Assignment

**Note: It is possible to annotate a student's assignment using a desktop computer and Schoology's tools (highlighting, drawing, typing on sticky notes, comments). If you prefer written comments, it is very easy to annotate/grade a student's assignment using the iPad!**

From the iPad, click on the dropbox for the assignment you wish to grade (located along the upper right-hand margin of the Schoology course page).

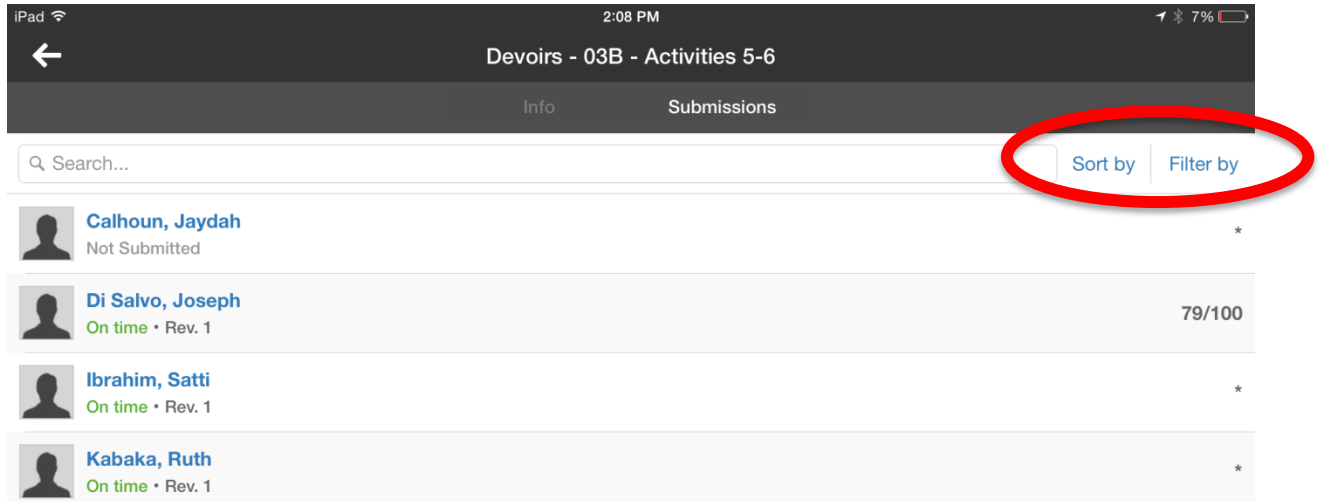


You will see a list of students and at the top the words "Info" and "Submissions". Click on "Submissions" to view your class roster.



## Sorting & Filtering Student Submissions

Schoology will indicate “not submitted”, “on time” or “late” for each student. You can sort or filter the submissions by these same categories.



The screenshot shows the Schoology mobile app interface. At the top, the status bar indicates 'iPad', signal strength, '2:08 PM', and '7%' battery. The app header shows a back arrow, the title 'Devoirs - 03B - Activities 5-6', and tabs for 'Info' and 'Submissions'. Below the header is a search bar with the placeholder text 'Search...'. To the right of the search bar are two buttons: 'Sort by' and 'Filter by', which are circled in red. Below the search bar is a list of student submissions. Each entry includes a profile picture, the student's name, their submission status, and a score or asterisk.

Student Name	Status	Score
Calhoun, Jaydah	Not Submitted	*
Di Salvo, Joseph	On time • Rev. 1	79/100
Ibrahim, Satti	On time • Rev. 1	*
Kabaka, Ruth	On time • Rev. 1	*

## Editing Tools

Click on the first student's submission and the "Document Viewer" will open it. You now have several tools available to you:

- The **Editing** tool (looks like a highlighter)
- The **Grading** tool (looks like a column chart from Excel)
- The **Comments** tool (where you can enter comments on this assignment)
- The **Share** tool (looks like a right-facing arrow)

iPad 2:08 PM Not Charging

Kabaka, Ruth Revision 1

Nom: \_\_\_\_\_

Unit 05 - Physical Environment

Français 2  
Madame Black

Trouvez les expressions dans le texte en français :

a. « It's like day and night ! »  
c'est le jour et la nuit!

b. « 3 days in a row »  
trois jours de suite

c. « twice a day »  
Deux fois pas jour

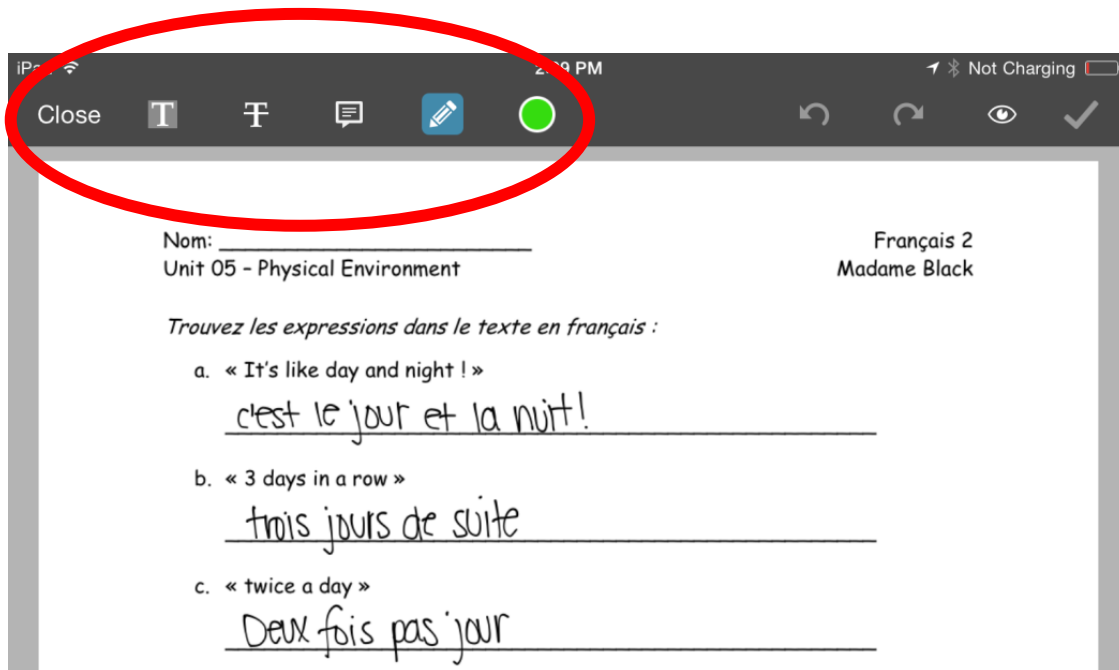
d. « He sleeps in. »  
Il se lève tard

e. « schedule »  
d'horaire

Clicking on the editing tool opens up the menu you see below.

- **Close** – clicking this button closes the student’s assignment. If you have not already saved your edits, the iPad will prompt you to “Save changes” or “Discard changes”.
- **T** – clicking this opens up the highlighting tool. (I don’t find this very useful as it often highlights more than I would like. The same is true for the “strikeout” tool, which strikes a line through selected text.)
- **ƒ** – clicking this tool will put a line through the selected text. (See note above).
- **Comment** – clicking on this tool allows you to type in a comment (not on the actual paper) that will accompany the grade.
- **Pencil** - (available in four colors – green, blue, red and black) clicking on this tool allows you to write directly on the student’s assignment to make annotations or to write the grade or comments.

When you are finished using any of the tools, click the green check mark on the extreme right to save your changes.





The Grading tool (looks like a mini column chart from Excel) allows you to enter a grade for the particular student's assignment. Enter the grade and click "Close" to return to the main menu. If you get a "Discard changes" error message while entering a grade or using the pencil, you just need to give the iPad a second or two more to catch up with you.

Once you grade the assignment and click "Save changes", you will be returned to your roster and the grade will be AUTOMATICALLY synced with the gradebook. The student now has your annotated document with a grade. Students can re-submit an assignment multiple times to make corrections. On your roster, the first time a student submits an assignment, it will say "Rev. 1" (for revision 1). A re-submission will show "Rev. 2" in red, and so forth, and so on.

## **Additional Professional Development Opportunities**

Please consider expanding your knowledge of the instructional uses of Schoology by checking out the other workshops available this summer and during the 2015-16 school year on [www.mylearningplan.com](http://www.mylearningplan.com):

### **Schoology 2 – Uploading & Organizing Instructional Materials**

**Workshop length: 2.5 hours**

**Thursday, August 20th 12:00-2:30 p.m.;**

**Monday, September 28<sup>th</sup> & Wednesday, September 30<sup>th</sup> 2:45-4:00 p.m.**

In this course, participants will learn how to set up an organizational system on Schoology for instructional materials (documents, links, multimedia) and then to upload these materials (creating & editing course/unit folders, preparing course materials as PDFs, uploading & editing course materials, using the “Collections” and “Resources” functions on Schoology, and using Notability in conjunction with Schoology to reinforce good organizational skills in students).

### **Schoology 4 – Quizzes as Formative & Summative Assessments**

**Workshop length: 2.5 hours**

**Wednesday, August 26th 12:00-2:30 p.m.;**

**Monday, October 26<sup>th</sup> & Wednesday, October 28<sup>th</sup> 2:45-4:00 p.m.**

In this course, participants will learn how to create quizzes using a variety of questioning techniques including: true/false, multiple choice, rank order, short-answer, fill-in-the-blank, and matching. Advanced options for each type of question will be discussed including timers, feedback, subjective questions, allowing for partial credit, using a word bank, randomizing choices, using audio/video prompts, and allowing students to submit audio or video answers.

## **Schoology 5 – Digital Portfolio for Students**

**Workshop length: 2.5 hours**

**Friday, August 28th 12:00-2:30 p.m.;**

**Monday, November 2<sup>nd</sup> & Wednesday, November 4<sup>th</sup> 2:45-4:00 p.m.**

In this course, participants will learn how to use digital portfolios for students to store and manage their own customizable, portable digital profiles, attaching research papers, certificates, endorsements, test results and other learning projects. Portfolios in Schoology will act as an extension of a user's profile, highlighting a user's academic and extracurricular achievements, and following them throughout their educational career. Users will choose which content, including, but not limited to graded items, research, certificates and endorsements, and how to display it on their personal profile. Portfolios will be portable and can be private or public and sharable with peers, faculty and potential employers.