

Schoology 1: the Basics



East Irondequoit Central School District

Professional Development

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2015-2016



Workshop description

Schoology is a learning management system for schools that allows users to create, manage, and share content and resources. This introductory course will review the basics teachers need to know to begin using Schoology including: profile set up, course setup, managing membership and gradebook setup. Participants will also learn how to create folders and how to upload resources into those folders for student use. ***No prior knowledge of Schoology is required. Teachers will work on desktop computers, but are encouraged to bring an iPad to this workshop.***



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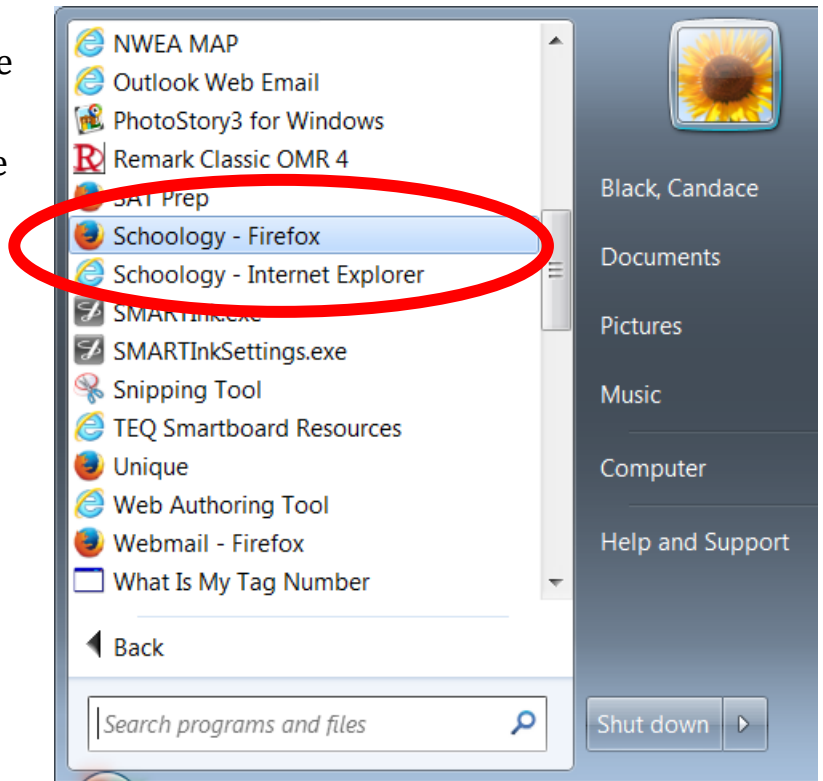
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Starting Schoology

There are two ways to start Schoology:

1. Click on the Start button in the lower left hand corner of the desktop and choose one of the Schoology links.



2. Open an Internet browser, click in the address bar, type in www.eastiron.schoology.com and click the “Enter” key.

Note: after you have used Schoology a few times on your computer, you will only have to type in a few of the letters and the computer will automatically fill in the address.

Helpful tip: Create a bookmark for Schoology on your preferred Internet browser (go to the site; click on the “star” in the upper right hand corner and then click on “Add to Favorites”)

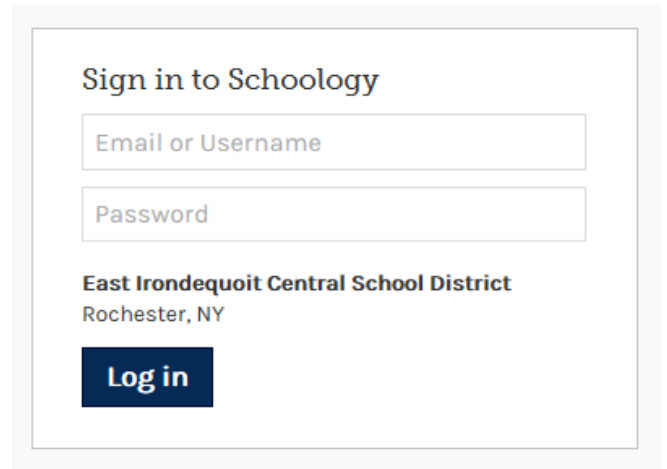
Logging in

Your login for Schoology is your regular computer network login. For example,

jsmith

password

1. Click in the box marked “username” and type in your username.
2. Click in the box marked “password” (or use the “tab” key to tab over to the next box) and enter your password.
3. Click on the “log in” button.



Sign in to Schoology

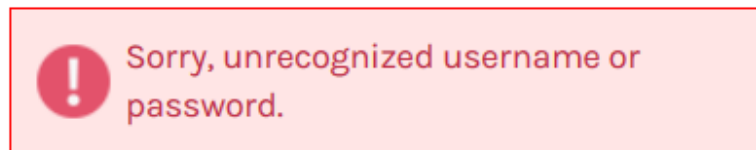
Email or Username

Password

East Irondequoit Central School District
Rochester, NY

Log in

Note: Schoology is a very reliable program, however, sometimes you will enter your password correctly and it will reject it. Simply re-enter the login information and click on “log in”.



Helpful hint: Note that when you change your network login (or your email login), this will automatically change your Schoology login.

Note: After you have logged into Schoology several times on your classroom computer, it will remember your username (but not your password). If you close the Schoology program and then restart the program within a short time, it may automatically log you in.

Items that are set up for you

- All teachers, administrators, and counselors have Schoology accounts.
- All students have Schoology accounts. (While they are enrolled at EICSD, the district establishes and maintains the student accounts. When a student graduates or leaves the district, he/she may create his/her own personal Schoology account to which to copy the information stored on the school account before he/she leaves.)
- All classes and rosters will be pre-loaded into teachers' accounts in late August/early September. (This means you will NOT need to add classes or type in your rosters.)

If you get lost, click on the "Home" button to get back to the home screen.

Overview of the Schoology home page

1. Main menu

2. Messages from Schoology users

3. Join requests

4. Notifications

5. User profile

6. Account settings



Recent Activity

- Mastery
- Calendar
- Messages
- People
- Subscriptions 11
- Advisees
- App Center
- Remind

Recent Activity

Most Recent

Post: Update Event More

Schoology Blog
Six Glorious Reasons to Love Schoology's Redesign...
Recently, we took a brief look at just how valuable discussion ...
Posted by Dylan Rodgers

Fri Jun 26, 2015 at 5:39 pm 0 comments · Like 😊 36 people liked this

Schoology Blog
Connect with the Best: Meet Schoology Ambassadors...
Are you going to ISTE 2015? If you are, make sure to drop by ...
Posted by Dylan Rodgers

Fri Jun 26, 2015 at 3:53 pm 0 comments · Like 😊 8 people liked this

Christine Osadciw ▶ EISCD Schoology Pilot Study Group
Students would follow the same procedure as teachers for saving their content after they graduate.

Fri Jun 12, 2015 at 8:10 am Comment · Like

Upcoming

No upcoming assignments

Suggested Educators

- Bruce Rehbach**
East Irondequoit Central School District in Rochester, NY
2 Mutual Connections
- amir m**
ati
- Ms. Williams**
Dr. Henry A Wise High School in Upper Marlboro, MD

7. Calendar & assignments

8. Educators with which you might wish to connect

9. Posts

10. Vertical navigation bar

Profile setup

Your profile is how others on Schoology will see you, from students, to parents, to other teachers.

From the Home screen, locate your name in the upper right hand corner and click on it (not the arrow next to your name). This is your profile screen.

The screenshot shows the Schoology profile page for Candace Black (Candie). The page is annotated with numbers 1 through 7. A red circle highlights the user's name 'Candace Black (Can...)' in the top navigation bar. The profile includes a profile picture (1), a bio (2), a post (3), a statistics table (6), and a list of groups (7). The left sidebar shows updates, info (3), blog, portfolios, and connections (5).

3	2,880	0
Posts	Content	Students

Your Groups See All

- E2 - Counseling Workshop
- E2 - IB Assessment Workshop
- E2 - IB Leadership Workshop
- Seal of Biliteracy - Class of 2...
- Seal of Biliteracy - Class of 2...

On the profile screen, you can:

1. add a profile image,
2. post an update,
3. give information about yourself and your interests,
4. write a blog,
5. see the other Schoology users with whom you are connected,
6. see the number of content items you have posted on Schoology as well as the number of students with whom you are connected
7. see your groups (groups are not classes, but rather voluntary groupings of individuals; these can be used for clubs or teams)

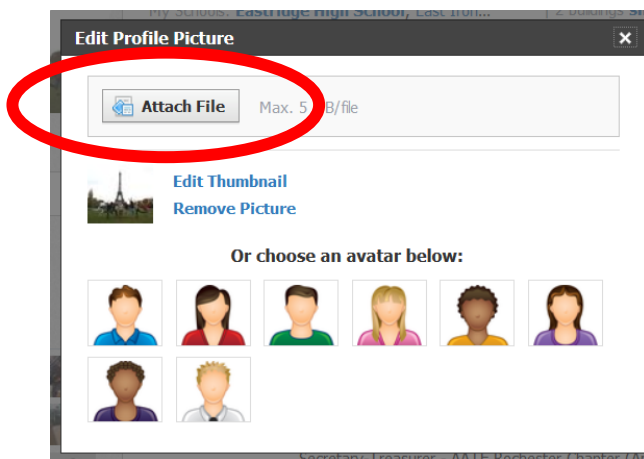
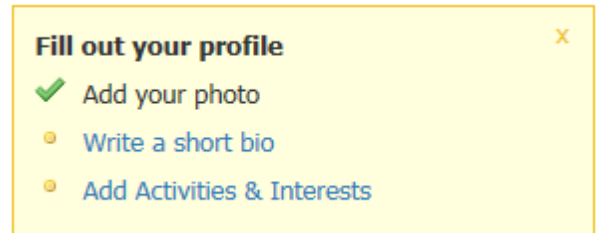
Adding a photo to your profile

You can add an actual photo or an image (clipart/avatar) as your profile picture.

Locate a photo that you have on your computer or that you have downloaded from the internet to your desktop. (You can also take a selfie using your mobile phone or iPad and then email that photo to yourself.)

To add a photo **for the first time**, click on “Add your photo”, you can either choose an avatar or click on “Attach file” and navigate to picture that exists on your drive.

To change your profile picture, hover over your current picture/avatar and click on the “Edit Picture” box. Click on the “Attach File” button and navigate to the picture you wish to attach and click on “Open”.



Note: You can also edit your existing profile picture (crop/resize) and delete your profile picture.

Helpful Hint: Having a personal photo will make it easier for staff/student to find you, as avatars tend to look similar.

Adding information to your profile

To fill out your profile for the first time, click on “Write a short bio”

Fill out the section the below, starting with the “About Me”, then “Interests & Activities”, and finally “Contact Information”. This is all optional, so fill out whatever you would like known by others. Keep in mind that your students, their parents, and the district will be able to see this information.

Fill out your profile

- ✓ Add your photo
- Write a short bio
- Add Activities & Interests

Edit Profile Info

The screenshot shows the 'Edit Profile Info' interface. On the left is a sidebar with three menu items: 'About Me' (highlighted with a blue bar), 'Interests & Activities', and 'Contact Information'. The main content area is a light gray box containing several input fields stacked vertically. From top to bottom, they are: 'Subjects Taught' (text input), 'Grades Taught' (text input), 'Position' (text input), 'Bio' (text input), 'Gender' (dropdown menu), and 'Birthday' (date picker).

Remember to click on the “Save Changes” button at the bottom of the page.

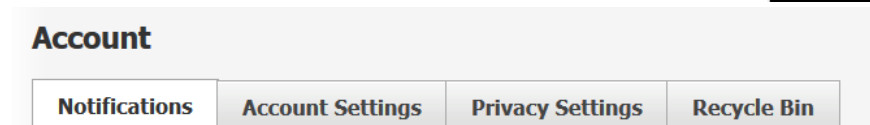
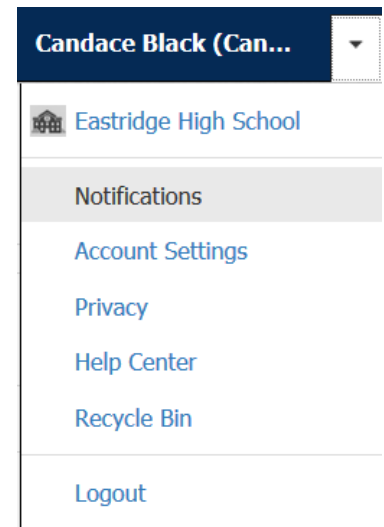
If you already have a profile and would like to change it, click on the “Edit” button in the upper right-hand corner.

Helpful Hint: You can update/edit profile information whenever you like.

Account Information

Click on the downward facing arrow to the right of your name (upper right-hand corner of the screen).

To go to your school's Schoology page, click on your school name.



Notifications - Schoology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.

There are several levels of notifications, which you can choose to receive via email, via mobile phone, or not at all:

- **Academic notifications** (FOR CLASSES - updates, comments on posts, etc...)
- **Group notifications** (FOR GROUPS - updates, comments on posts, etc...)
- **School notifications**
- **Personal notifications** (private messages, comments on blog, etc...)

Since most of us get too much email as it is, I would recommend setting most of the notifications to the "Off" setting.

Remember to click on the "Save Changes" button at the bottom of the screen.

Account settings

On this screen, you can:

- Change your password (NOT recommended! Remember that your Schoology login is also your network and email login. If you change your network or email password, your Schoology password is automatically changed. The reverse is NOT true: if you change your Schoology password, it does NOT change your network or email password.)
- Enter a preferred first name
- Enter an alternate email
- Change your timezone
- Connect your other social media accounts to Schoology (facebook, Twitter)
- Share your Schoology calendar (Note: this is a one-time dump of your Schoology calendar into another calendar such as Outlook or Google. Given that your assignments will show up on this calendar, it is NOT recommended that you do this as it will clutter your personal calendar.)
- Link or merge multiple Schoology accounts (Note: this is what graduating or departing students will do prior to leaving the district so as not to lose their Schoology data.)

Remember to click on the “Save Changes” button at the bottom of the screen.

Privacy settings

You can select different levels of privacy to indicate which Schoology users have access to your profile, groups, courses and portfolios.

The default is that the **whole district** can view these items. You may wish to restrict access to your materials to those students in your course.

To change these privacy settings, simply click on the level of access you wish to give for each item. A green check will appear in each box you click.

The screenshot shows the 'Edit Settings' page for a course. The 'Privacy' tab is selected. The 'Course Privacy Settings' table has columns for 'Everyone', 'Schoology Users', 'District', 'School', 'Course', and 'No One'. The 'District' column is highlighted in green for all items. The 'Other Settings' table has columns for 'All Members' and 'Course Admins', with 'All Members' highlighted in green for all items.

Course Privacy Settings						
	Everyone	Schoology Users	District	School	Course	No One
Course Profile: ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updates: ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials: ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roster: ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calendar: ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Settings		
	All Members	Course Admins
Post course updates: ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comment on course updates: ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Discussion Responses: ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Remember to click on the “Save Changes” button at the bottom of the screen.

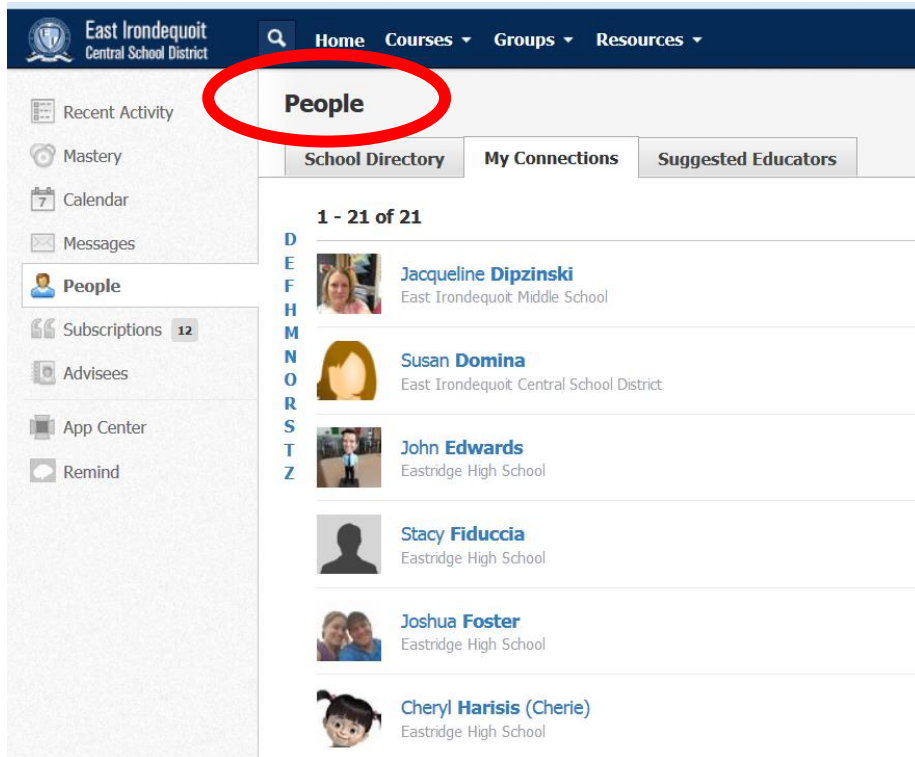
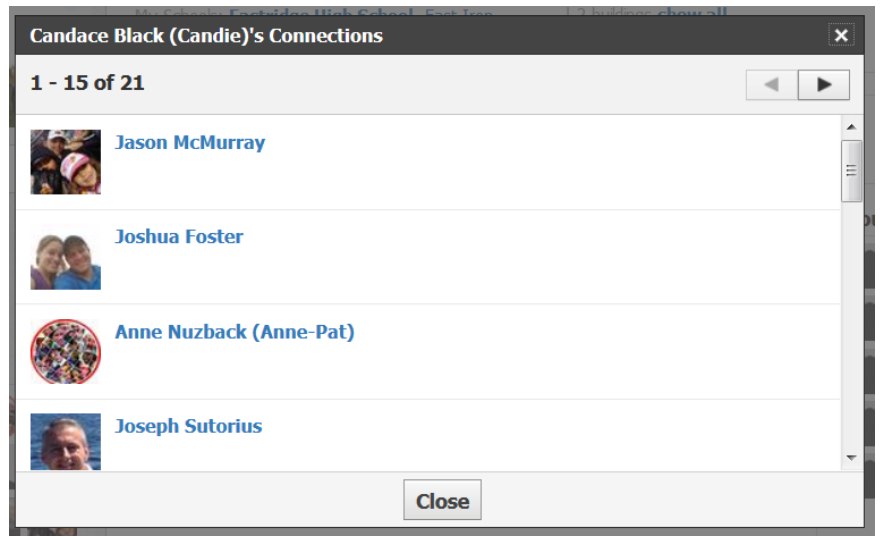
Helpful hint: Keep in mind that sharing the calendar for your course is helpful to other teachers who can better plan a student’s workload if they know what you have assigned.

Viewing Connections

To see your connections, click on the word “Connections” along the left margin from within your profile.

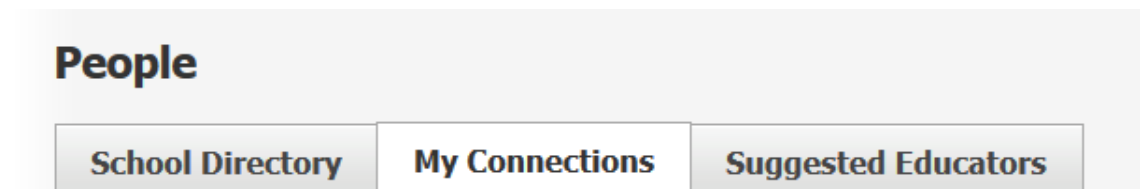
You can view your connections’ profiles by clicking on their names (or on their profile pictures).

You can also see your connections by going to the home screen and clicking on the word “People” from the vertical navigation bar on the left.

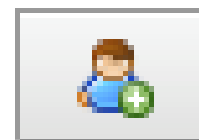


Adding Connections

From the home screen, click on the word “People” from the vertical navigation bar on the left.



1. Click on “School Directory”.
2. Choose the school at which the desired connection works. (Note: Students are included in the school directory along with faculty & staff.)
3. Locate the person with whom you would like to connect.
4. Locate the “Add connection button” (this looks like a man wearing a blue shirt with a green and white plus mark).
5. Click on the icon to the right of the person’s name to which you wish to connect.
6. You will not be “connected” until that person accepts your request



Note: You can only “connect” with other adults. The other icon (and the only one that is available next to students’ names) is the “Message” icon (envelope), which allows you to send a private message to the person.

Alternatively, to send a connect request to someone, you can navigate to a person’s profile using the directory and then click on the “Connect” button in the upper right-hand corner of the screen.

Karen Edmondson

My Schools: [Eastridge High School](#), East Iron...

| 2 buildings [show all](#)




Suggested Educators

Schoology also suggests other educators with whom you may wish to connect. Simply click on the person's name or profile picture to send a connection request.


People

- School Directory
- My Connections
- Suggested Educators**


✔ Find, Browse, & Connect with other educators on Schoology




Danette Bares
Lafayette High School in Lafayette, LA ·
Teaches Social Studies ·



Al McGillivray
Centre Wellington D.H.S. in Fergus, ON

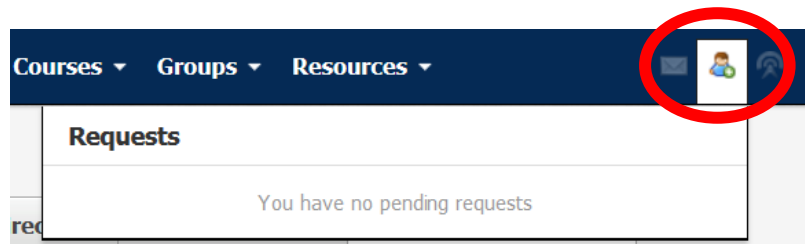


Laurie Piker
Southeast Middle School in Baton Rouge,
LA



Rebecca Suh
Francis Scott Key Middle School in Silver
Spring, MD

When another educator sends you a connection request, you will see it in the Notifications section of the main menu in the upper right-hand corner. Click on the icon to accept or reject requests.



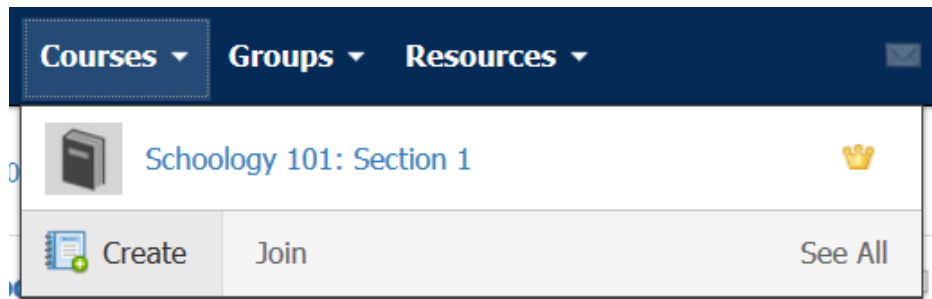
Course Setup

The district will automatically push all of your courses and student rosters from Infinite Campus to Schoology in late August. You will NOT need to create your regular courses.

If, however, you would like to offer a course in addition to your regular classes (for instance, to remediate/provide extra help for a student or to teach a special skill to an after school club), you can create additional classes.

For the workshops that will take place in the summer, we will create a fake class since your regular classes have not yet been loaded into Schoology.

From the main menu, click on “Courses” and then click on “Create” to create a class.



Fill in the requested information including:

1. The course name
2. Course code
3. Subject area
4. Level
5. And **MOST IMPORTANTLY**, select the four grading periods (“2016: Quarter 1”, etc...) This will allow you to add grades in the future.

Then click on the “Create” button.

The screenshot shows a 'Create Course' dialog box with the following fields and options:

- Course Name:** * [Text input field] (e.g. English 101)
- Course Code:** [Text input field]
- Section Name:** * Section 1
- Subject Area:** * [Dropdown menu]
- Level:** * [Dropdown menu]
- Grading Periods:** *
 - 2016: Quarter 4 Apr 16, 2016 - Jun 27, 2016
 - 2016: K-5 Term 3 Feb 27, 2016 - Jun 23, 2016
 - 2016: Quarter 3 Jan 30, 2016 - Apr 15, 2016

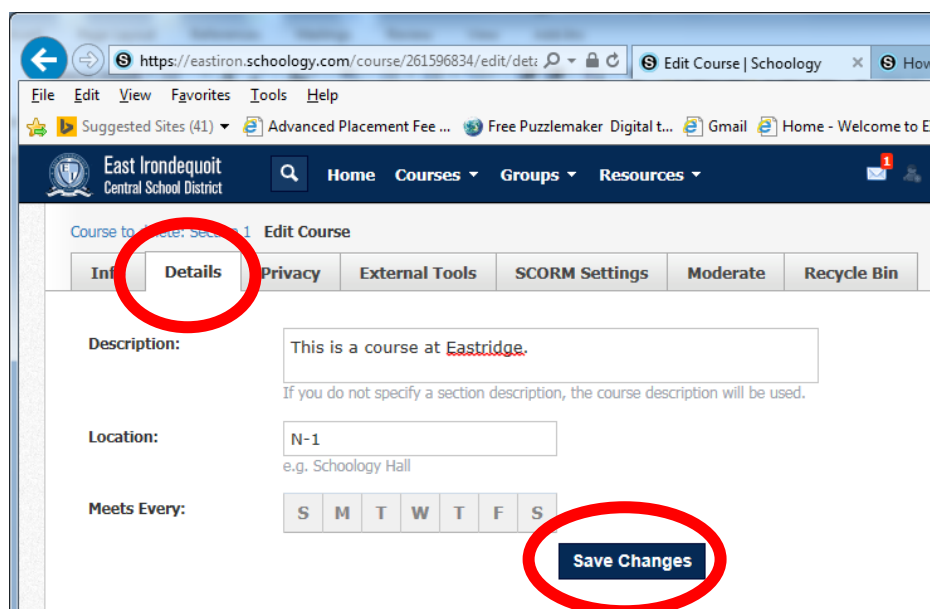
At the bottom, there is an 'Advanced' checkbox, a 'Create' button, and a 'Cancel' button.

To edit a course, click on the word “Courses” from the main menu and then select the course name.

Changing Course Options

The two primary options you may wish to change include:

- Course picture
 - Having an icon that is unique to the course (instead of the grey book) will help students easily identify the course and will allow you to easily distinguish among multiple sections of the same course.
 - Hover over the grey book and then click on the words “Edit Picture”. The process is the same for adding a profile picture.
- Details
 - Under “Course Options”, you can add details that will be helpful to students and parents such as:
 - Course description
 - Location
 - Meeting dates



Other Settings

In this section, you can control who can post updates, make comments, and edit discussion responses. In the beginning, it is recommended that this be set to “Course Admins” only. As students demonstrate maturity with Schoology, you can open this option up to them by clicking on “All Members”.

Other Settings	All Members	Course Admins
Post course updates: ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comment on course updates: ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Discussion Responses: ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Parent/Visitor Settings

By definition, parents only have view access to strictly their own child’s courses and their coursework. You may wish to “Hide comments/posts” from parents as this information is not as applicable as grade or assignment information.

Parent/Visitor Settings

Parents have 'view only' access to their child's courses. Visitors are not associated with the course but may have viewing privileges if the course's privacy settings are set to Schoology Users or Everyone.

The following permissions help maintain the anonymity of your members from parents and visitors.


Anonymous member names ?

Hide comments/posts ?

Default landing page

You can choose what information to display when the student clicks on the course page:

- Materials (documents you upload to use in the course)
- Updates (posts/updates listed in reverse chronological order)

Default landing page: 

The dropdown menu is open, showing the following options:

- Materials
- Updates

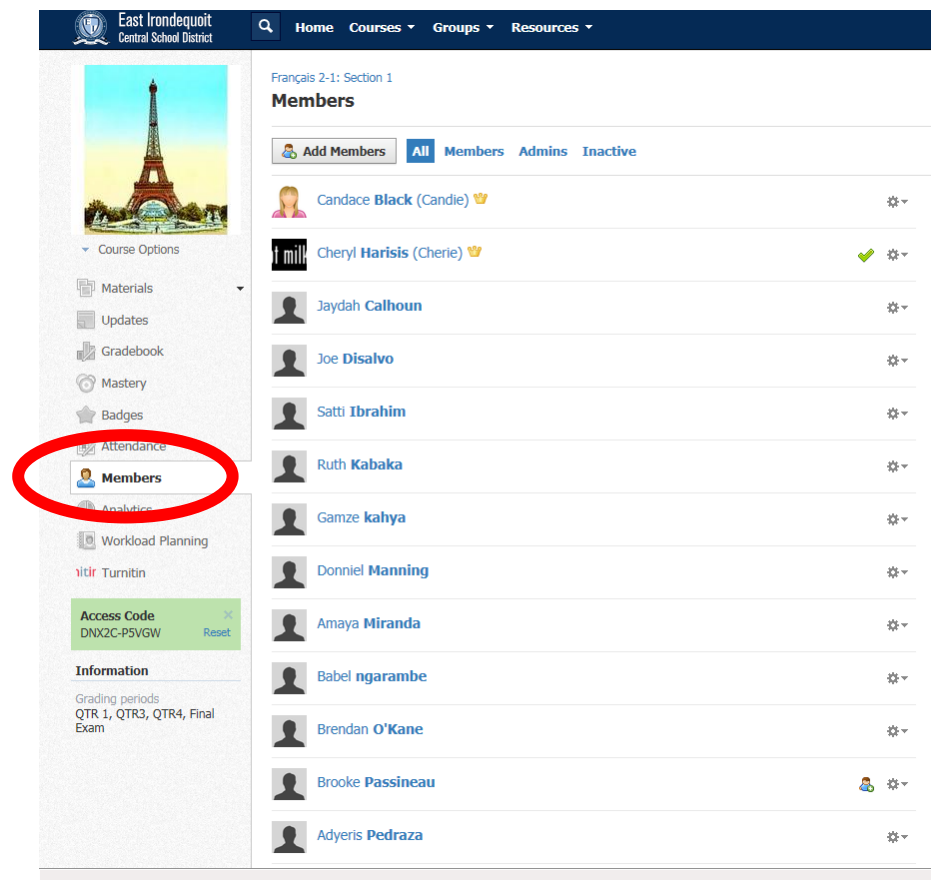
Remember to click on the “Save Changes” button at the bottom of the page.

Membership

Your school rosters will automatically be pushed to Schoology from Infinite Campus before classes start. However, there may be times when you will need to adjust membership during the course of the year (for instance, when a student adds or drops your class). Schoology and Infinite Campus “sync” (thus additions and deletions will be reflected in Schoology automatically), but the timeframe/frequency with which this happens (Once a day? Once a week?) is not clear.

Viewing members

1. Click on “Courses” along the main menu and select the course you wish to view.
2. Click on “Members” on the vertical menu along the left margin.
3. All members of your course will be displayed.



The screenshot shows the Schoology interface for East Irondequoit Central School District. The top navigation bar includes 'Home', 'Courses', 'Groups', and 'Resources'. The main content area is titled 'Français 2-1: Section 1' and 'Members'. Below this, there are tabs for 'Add Members', 'All', 'Members', 'Admins', and 'Inactive'. A list of members is displayed, including Candace Black (Candie), Cheryl Harisis (Cherie), Jaydah Calhoun, Joe Disalvo, Satti Ibrahim, Ruth Kabaka, Gamze kahya, Donniel Manning, Amaya Miranda, Babel ngarambe, Brendan O'Kane, Brooke Passineau, and Adyeris Pedraza. The 'Members' option in the left-hand navigation menu is circled in red.

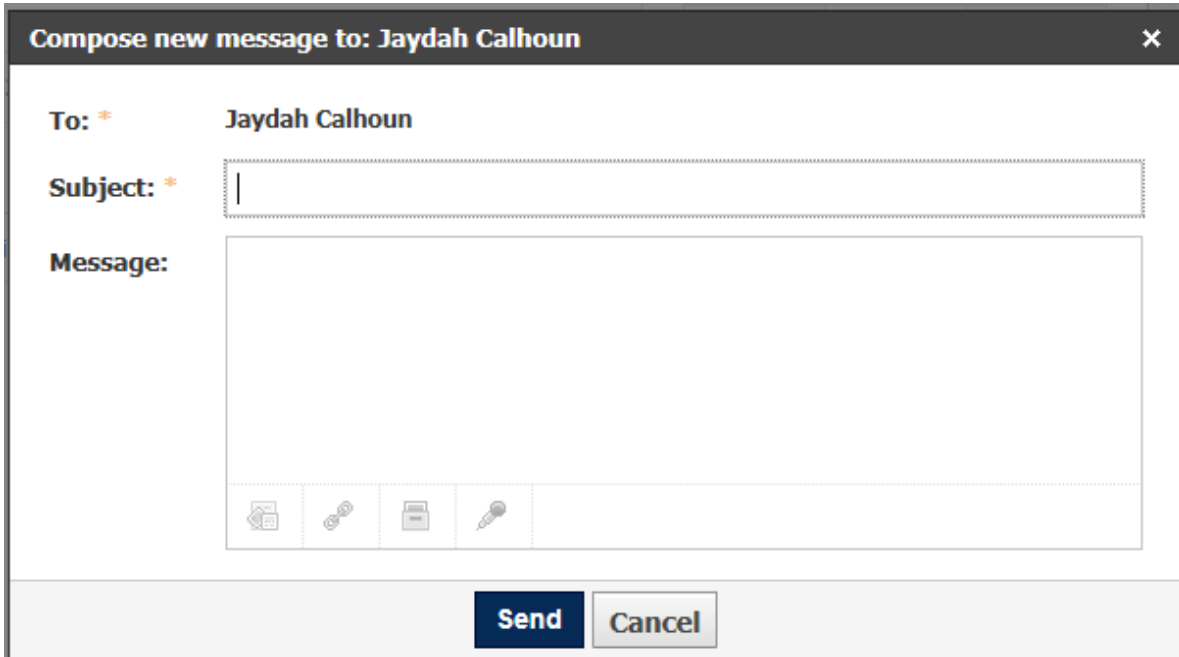
The first people listed (including yourself) are the “admins” of the course. These people have full permission to make course changes. They have a little yellow crown next to their names that indicates they are an admin.

All other members (students) are listed alphabetically by last name. You can click on any member’s name to see their profile and get more information about them.

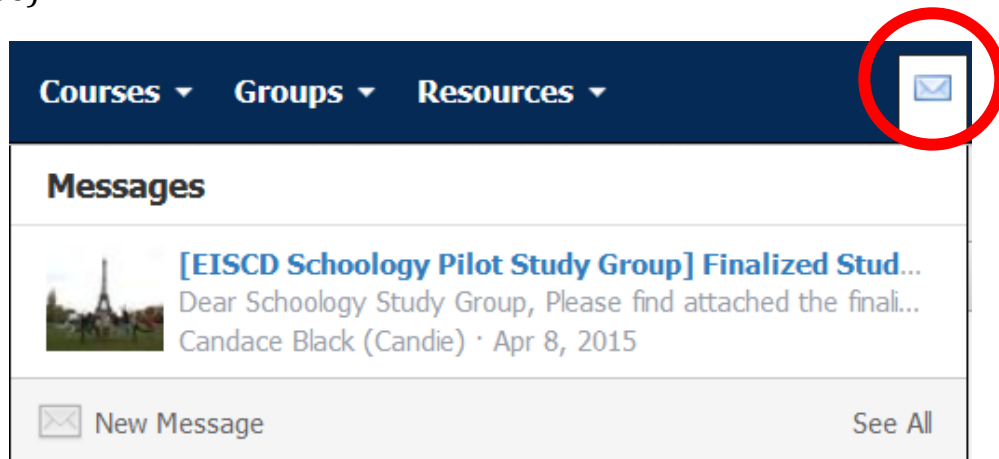
The screenshot shows a user profile for Jaydah Calhoun from East Irondequoit Central School District. The profile includes a silhouette placeholder for a profile picture, a 'Message' button, and sections for 'About Me' (Birthday: August 3), 'Contact Information' (Email: malannic@hotmail.com), and 'Courses'. The 'Courses' section lists: AVID SEMINAR 9TH: Sectio..., CONCERT BAND: Section 3, DANCE STYLES I: Section 2, ENGLISH 9H: Section 3, and Français 2-1: Section 1. A statistics box shows 0 Posts, 36 Files, and 111 Classmates. The top navigation bar includes 'Home', 'Courses', 'Groups', and 'Resources', and the user's name 'Candace Black (Can...)' is visible in the top right.

1. Member name
2. Birthday
3. Contact information
4. Number of posts they have made, number of files, number of classmates
5. Courses in which they are enrolled (Only a few may be displayed. Click on “See All” to see all of the courses in which the student is enrolled.)

Note: While the email displayed is a link, the school's email system is not set as the "default mail client" and therefore you cannot automatically send an email to this student via this link. You can, however, message a student within Schoology by clicking on the "Message" box in the upper right-hand corner of any member's page.



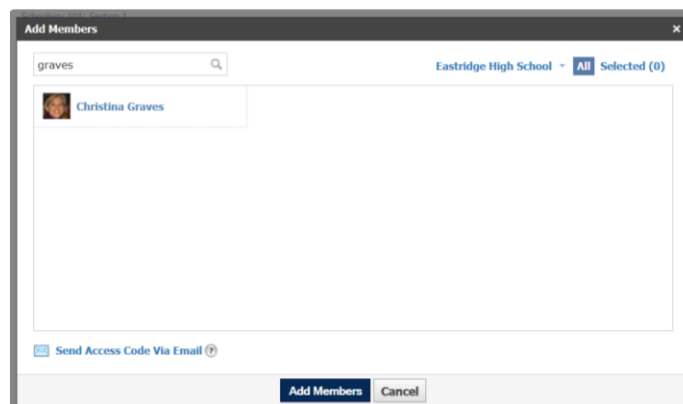
Any message you send another Schoology user will appear on the right-hand side of the main menu in the Notifications section under the "Message" icon (envelope).



Adding Members

To add a student or staff member to a course:

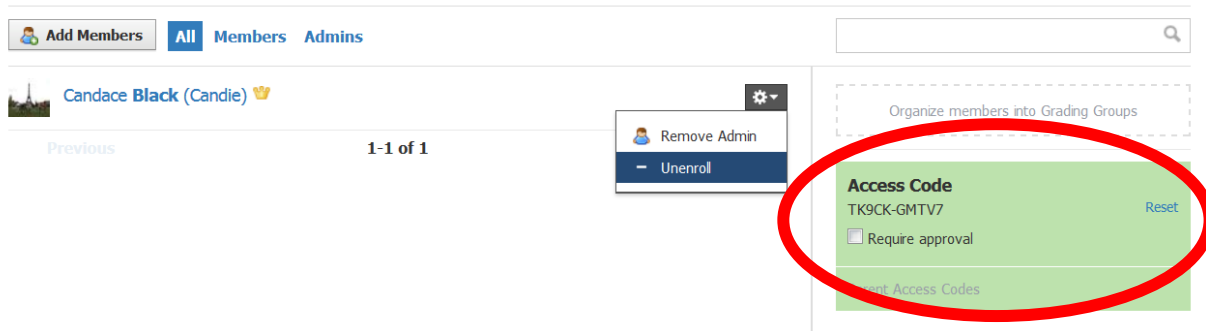
1. Navigate to the course.
2. Click on the “Members” button along the vertical navigation bar on the left.
3. (You should now see last names beginning with A from your default school. If the school is incorrect, click on the school and choose the correct school.)
4. Click in the search bar and enter the last name of the person you wish to add. Press the enter key (or click on the magnifying glass to the right of the name you typed).
5. If the person has a Schoology account, their name will appear. Click on the name or the image and click on the “Add Members” button at the bottom.



Note: If you add another faculty member to your course, they are automatically added as a “student” not an “admin”. (See page 29 for how to designate someone as an admin in your course.)

If the person doesn't have a Schoology account created by the school, they will have to create their own and you will give them an access code. (This should be a rather rare occurrence, but can be a temporary solution that gives a brand new student not yet in the school's system access to instructional materials you have on Schoology.)

Members



The screenshot shows the Schoology interface for a course. At the top, there are tabs for 'Add Members', 'All', 'Members', and 'Admins'. Below this, the user 'Candace Black (Candie)' is listed as the only member. A context menu is open over the member, showing 'Remove Admin' and 'Unenrol' options. A red circle highlights the 'Access Code' section, which displays the code 'TK9CK-GMTV7' and a 'Reset' link. There is also a 'Require approval' checkbox.

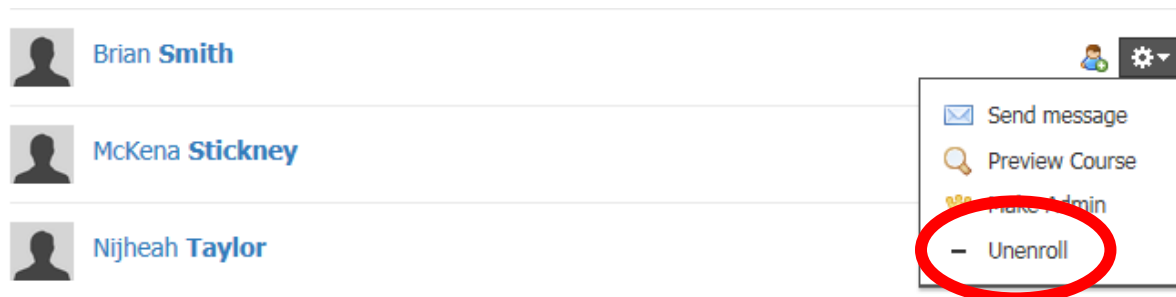
- **All** – this will show all members of your course including admins.
- **Members** – this will show only student members of your course (or other people who have the “student status” in Schoology).
- **Admins** – this will show only the admins of the course – yourself and anyone you designate as an admin.

Deleting/unenrolling members

To delete a member (= unenroll them) from your course (including admins), navigate to the member list of your course. Then click on the gear icon to the right of the person's name you wish to delete.

You will see the following pull down menu which includes:

- Send message
- Preview course
- Make admin
- Unenroll

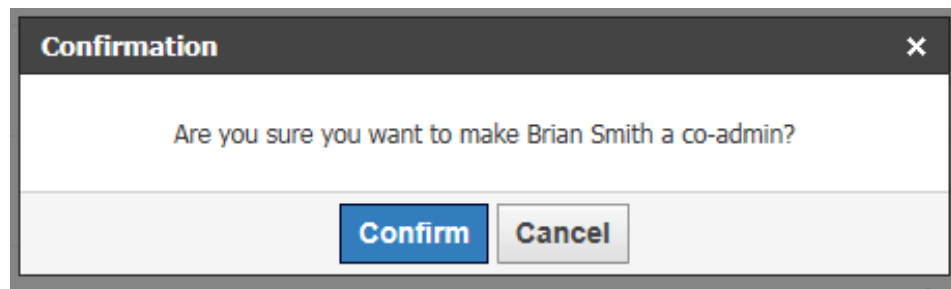
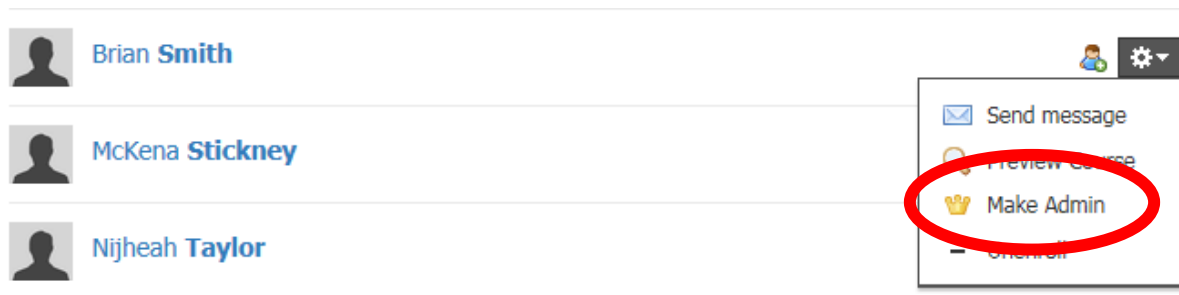


Click on “Unenroll”. The person will be removed from your course and will no longer have access to your course, its materials, and the course calendar.

Making another teacher an admin in your course

There are significant benefits to making another teacher/staff person a member of a course. For instance, if you are doing a research project, you may wish to collaborate with the librarian and to make him/her a course member and to give him/her access to course materials. You can choose to only give them student access or to make him/her an admin (see next section).

To make another teacher an admin, first add them as a member (see section on “Add Members”), then click on the gear icon across from their name under the member list. Then click on “Make Admin”.



Click on “Confirm”. The person now has the same permission rights as you for this course. A little yellow crown will appear next to their name on your course membership list to indicate they are an admin.

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](#)

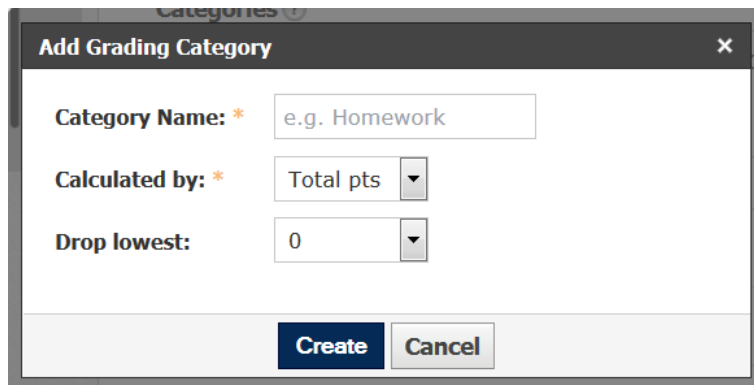
You currently do not have any categories defined for this course. Click on the *add* button above to add categories.

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 which 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 the placeholder text "e.g. Homework".
- Calculated by: ***: A dropdown menu currently set to "Total pts".
- Drop lowest:**: A dropdown menu currently set to "0".

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	★ ×

Weighting Grading Categories

1. From within the categories screen, click in the box labeled “Weight Categories”.
2. The weight of each category is defaulted to “100” and the % is split evenly among the categories (that is, if you have 4 categories, they will each will be worth 25% of the overall grade).

Categories  Weight Categories **+ Add**

Category	Weight	%	
 Classwork	100	25.00%	
 Homework	100	25.00%	
 Quizzes	100	25.00%	
 Tests	100	25.00%	

3. Click in the box next to the category that contains “100” and change the weight by entering another numerical value. Note that Schoology automatically adjusts the % weight of the category.

Final Grade Settings

The scale of the final grade settings should be “numeric”.

Automatically Calculated Grades

There are several options for calculating grades:

1. Round period/final grades (avoids decimals in reporting)
2. Hide overall grade from student reports (you may wish to only show component grades until the 5 week or 10 week marks)
3. Hide grading periods from student reports (not recommended as students are encouraged to monitor their own grades using Schoology)

Custom Overall Grade

You can add a custom overall grade column (for instance, if you wanted to grade a student out of a different scale such as an AP or IB scale), but this should only be a temporary measure as students should be able to monitor their % grades in Schoology.

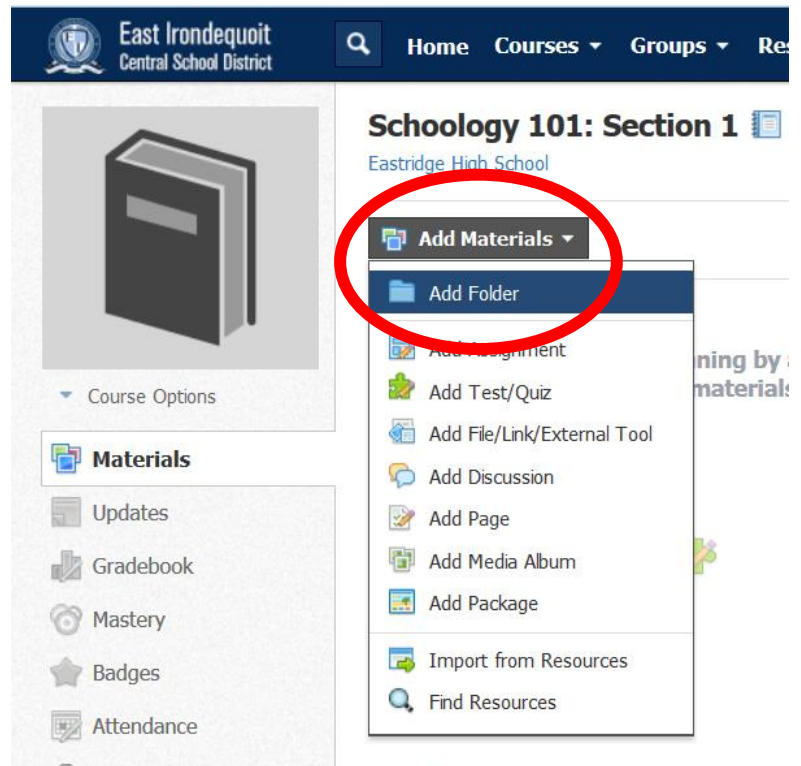
Remember to click on the “Save Changes” button at the bottom of the screen.

Adding Materials

1. Click on the word “Courses” from the main menu and select a course. Notice that the first item along the vertical navigation bar is selected and an “Add Materials” button appears below the course name.
2. Schoology will allow you to add assignments, tests/quizzes, files, links and more, but first, it is important to consider how you will organize your instructional materials (as this provides a model of organization for your students).
 - a. Will you organize your course by units?
 - b. Will you organize your course by modules?
 - c. Within each unit/module, what subfolders will you want to use?
 - i. Classwork?
 - ii. Homework?
 - iii. Assignments?
 - iv. Other?

Creating Folders











1. Once you have decided how you will organize your course materials, click on the “Add Materials” button.
2. Choose “Add Folder”.
 - a. Enter the title of the folder.
 - b. Choose a folder color. (Remember that visual cues can help students navigate better. Consider color-coding your folders.)
 - c. Optional - Enter a description for the folder. I like to put the unit objectives in the folder description so that they are prominently displayed.
 - d. Optional – Enter the dates for which the folder is visible to students.
 - e. From the “Availability” menu, choose whether the folder is to be:
 - i. Visible
 - ii. Hidden
 - iii. Available after start date
 - iv. Available during date range










Schoology 101: Section 1


Create Folder

Title: *

Folder Color:          

Description: **B** *I* U   A    

Date:  [Add End Date](#)

Availability: Hidden 

- Visible
- Hidden
- Available after start date
- Available during date range

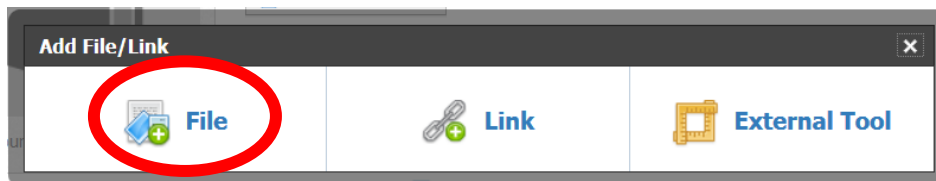
Load Planning

reorder them, and use folders to organize units and lessons.

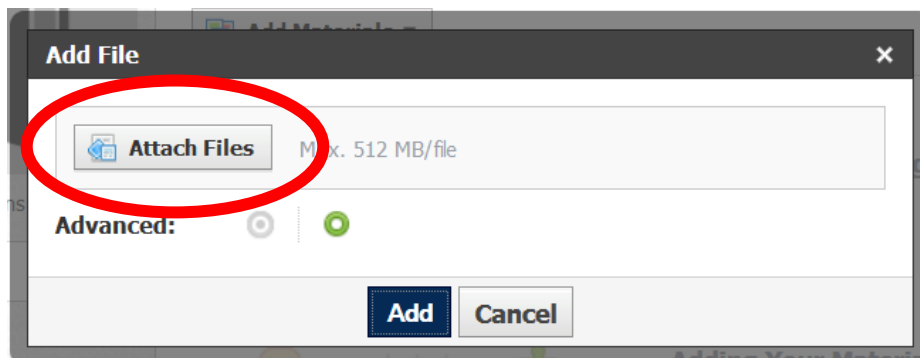
Uploading Resources

Make sure that before uploading a resource, you are “in the right spot”. That is, if you want a resource to be located within a folder, make sure you are in that folder before adding it, otherwise, you will have to move the resource into the folder after the fact.

1. Click on the “Add Materials” button.
2. Click on “Add File”. (This is a basic explanation of the process. More detailed information on how to add a variety of file formats will be covered in the Schoology 2 workshop.)
3. Choose “File”.



4. Click on “Attach File”.



5. Navigate to the file on your desktop computer.
6. Click “Open”.
7. When the orange “Uploading” bar changes to a grey “Complete” bar, click “Add”.

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:

Schoology 2 – Uploading & Organizing Instructional Materials

Workshop length: 2.5 hours

Monday, September 28th & Wednesday, September 30th 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 3 – Assignments & the Grade Book

Workshop length: 2.5 hours

Monday, October 19th & Wednesday, October 21st 2:45-4:00 p.m.

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 (annotating and grading student work, adding feedback, gradebook setup, creating grading categories, weighting categories, adding & editing grades).

Schoology 4 – Quizzes as Formative & Summative Assessments

Workshop length: 2.5 hours

Monday, October 26th & Wednesday, October 28th 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

Monday, November 2nd & Wednesday, November 4th 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.