

The Calendar Function of Schoology

Why should you consider using the calendar function of Schoology?

- It maintains a course calendar for you and for students.
- It helps students stay organized and gives them an excellent model of how professional adults organized their daily responsibilities and long-term projects.
- The course calendar is available to parents who join Schoology, thus keeping them up to date on upcoming assignments.
- Assignments listed on the calendar allow you to attach PDFs and other files so that these are easily located by students (no searching through endless computer files or searching for a paper in their backpacks/lockers).



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The Teacher calendar

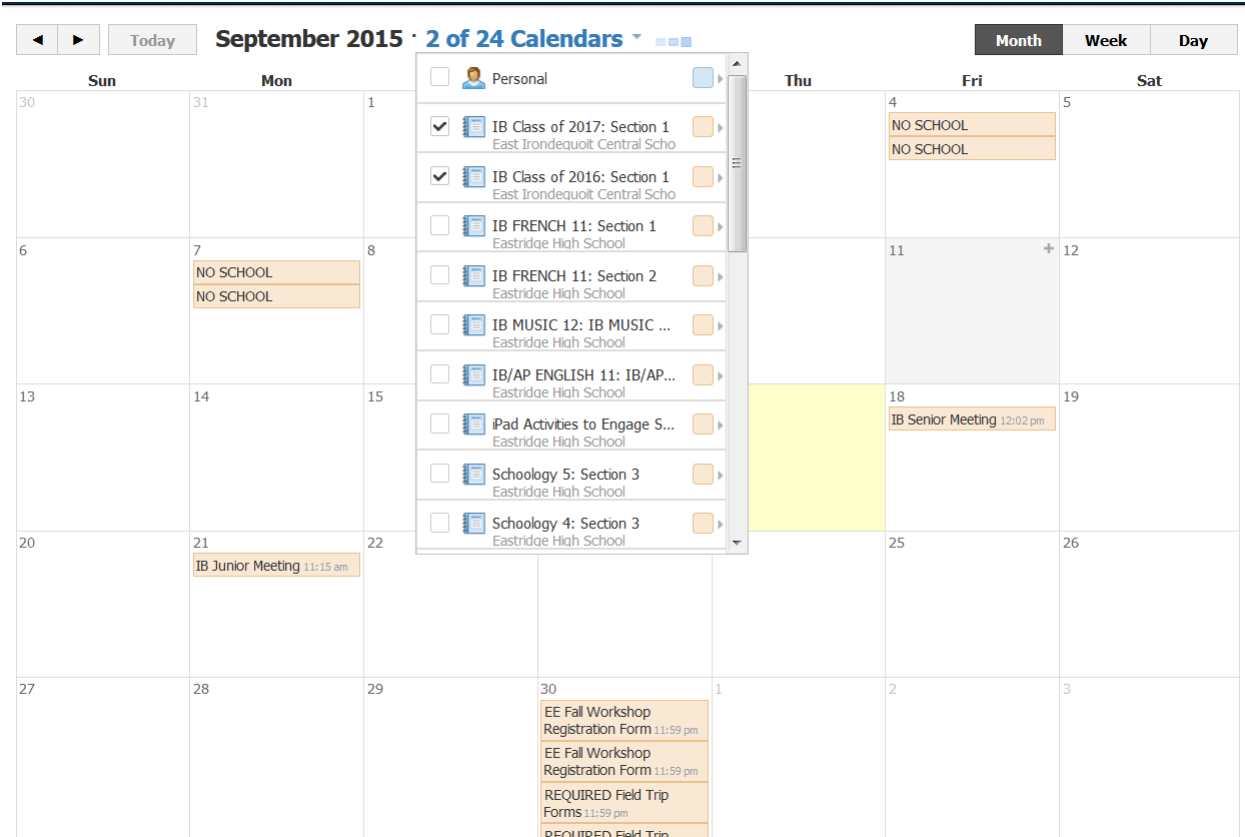
1. The right-hand column of the teacher's home screen has three sections:
 - a. Reminders of assignments submitted and needing grading
 - b. Upcoming events (designated by a calendar icon) and upcoming assignments due (designated by an assignment icon)
 - c. Calendar link

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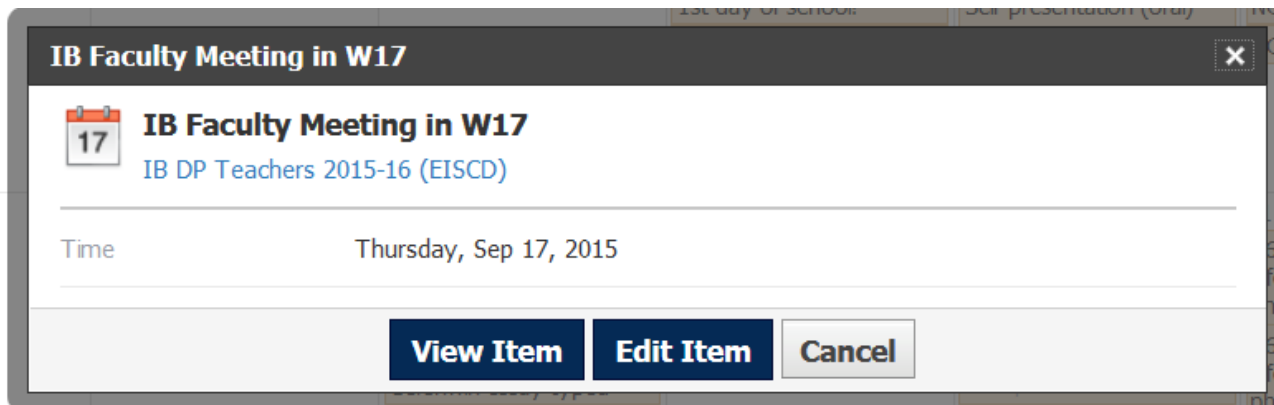
◀ ▶ Today		September 2015 · All Calendars ▾					Month	Week	Day
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
30	31	1	2	3	4	5			
			1st day of school! 1st day of school!	Self-presentation (oral) 11:59 pm Self-presentation (oral) 11:59 pm IB Faculty Meeting in W17	NO SCHOOL NO SCHOOL				
6	7	8	9	10	11	12			
	NO SCHOOL NO SCHOOL	Presentation of French student (oral) 11:59 pm Presentation of French student (oral) 11:59 pm Gershwin essay typed		05 - Setting up your iPad 11:59 pm Rossini lesson #1 11:59 pm 05 - Setting up your iPad 11:59 pm	06 - Enter contact information / Add a profile photo 11:59 pm 06 - Enter contact information / Add a profile photo 11:59 pm				
13	14	15	16	17	18	19			
07 - Lettre aux Français (1st draft) 11:59 pm 07 - Lettre aux Français (1st draft) 11:59 pm	Fugue Lesson 11:59 pm	09 - Lettre aux Français (2nd draft) 8:00 am 09 - Lettre aux Français (2nd draft) 8:00 am French Exchange Interest Meeting 7:00 pm French Exchange Interest Meeting 7:00 pm Rossini #2 11:59 pm	10 - Lettre aux Français (final draft) 8:00 am 10 - Lettre aux Français (final draft) 8:00 am Credo fugue lesson 11:59 pm	IB Faculty Meeting in W17 Vidéo Conférence avec ITESCIA Vidéo Conférence avec ITESCIA	IB Senior Meeting 12:02 pm				
20	21	22	23	24	25	26			
	IB Junior Meeting 11:15 am Credo Crucifixus lesson 11:59 pm	E2 Assessment Workshop 8:00 am Credo Fugue Essay Question 11:59 pm	Piano: Credo Fugue melodies; 5 qualities of 7th chords 11:59 pm		Kyrie assignment 11:59 pm				
27	28	29	30	1	2	3			
			EE Fal Workshop Registration Form 11:59 pm EE Fal Workshop Registration Form 11:59 pm						

- Click on the calendar link to see the current month's calendar, which lists all events and assignments due.
- Use the arrow keys in the upper left to move from month to month.
- Use the "Month", "Week", and "Day" buttons in the upper right to select the mode in which to view the calendar.

The Calendar Function of Schoology



- To the right of the current month name, pull down the blue “Calendars” link to choose which calendar or calendars to view. Turn on (or off) the calendars to view by clicking (or unclicking) the box next to each calendar name.
- Click on any event or assignment to get more information.



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The Course calendar

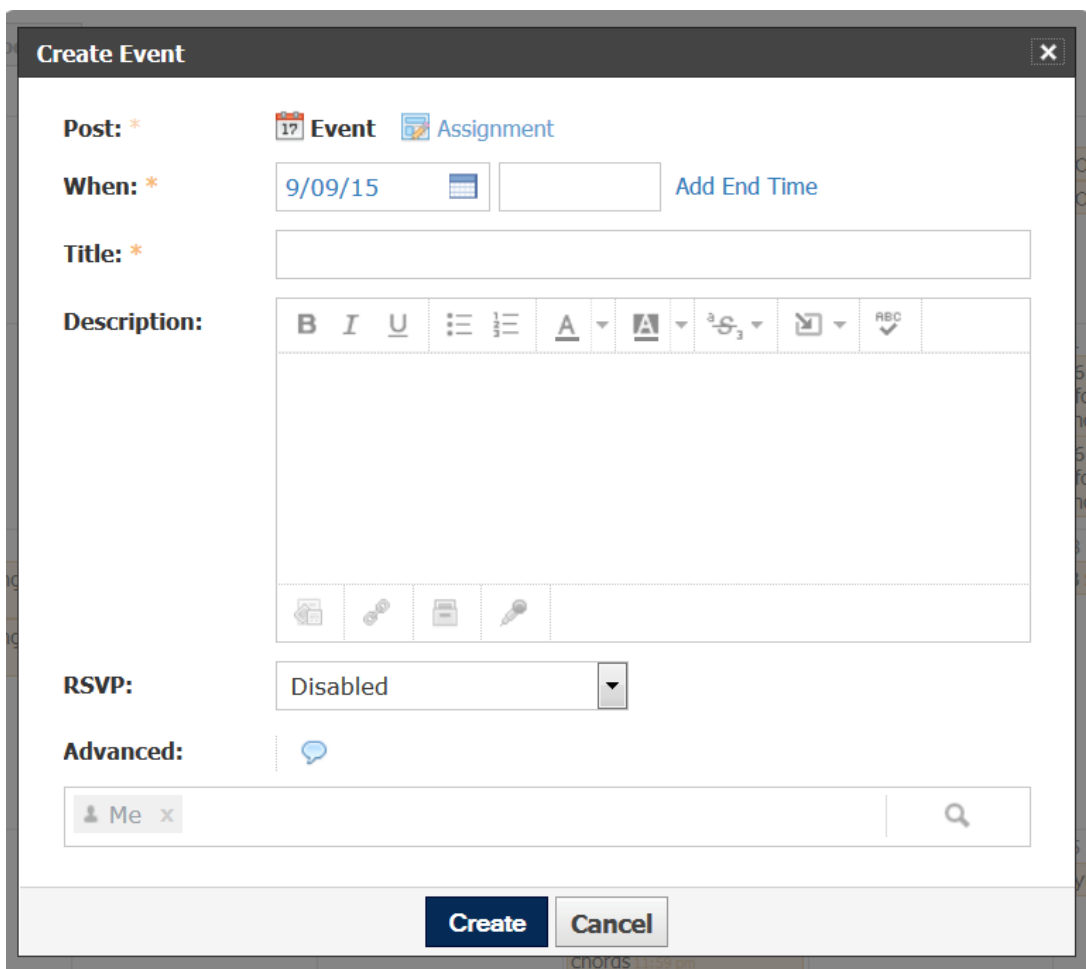
The screenshot shows the Schoology interface for a course titled "IB FRENCH 11: Section 1" at Eastridge High School. The course is managed by Candace Black. The interface includes a navigation bar with "Home", "Courses", "Groups", and "Resources". A sidebar on the left contains a "Materials" menu with options like "Updates", "Gradebook", "Mastery", "Badges", "Attendance", "Members", "Analytics", "Workload Planning", and "Turnitin". The main content area displays a list of materials: "French Exchange Information", "Preliminary Unit", and "U1 - la Francophonie". On the right, a "Reminders" section shows a calendar view with events such as "Vidéo Conférence avec ITESCIA" on various dates from September 2015 to April 2016. A "Notifications" button is visible in the top right corner.

- Each individual course has its own calendar that contains events and assignments placed there by the teacher.
- Students can see what assignments are coming due in this section.
- Students can select calendars to view in the same way as teachers.

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How to add an event to your teacher calendar

1. Open your calendar by clicking on the “Calendar” link on the right hand side of your home screen.
2. Locate the date on which you wish to add an event. Click once on that date.
3. The following dialogue box will open. Fill in the requested information and click on the “Create button”.



The image shows a 'Create Event' dialog box with the following fields and options:

- Post:** * Event (selected) | Assignment
- When:** * 9/09/15 | Add End Time
- Title:** *
- Description:** (Rich text editor with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Text Color, Background Color, Link, Unlink, and ABC)
- RSVP:** Disabled
- Advanced:** (with a speech bubble icon)
- Search bar: Me x
- Buttons: Create, Cancel

The Calendar Function of Schoology

How to add an event/assignment to a course calendar

1. Pull down the “Courses” menu and choose the course you wish.
2. Open the course calendar by clicking on the “Calendar” link on the right hand side of your home screen.
3. Locate the date on which you wish to add an event. Click once on that date.
4. The following dialogue box will open. Fill in the requested information and click on the “Create button”.

Create Event [Close]

Post: * Event Assignment

When: * 9/23/15 Add End Time

Title: *

Description:

RSVP: Disabled

Advanced:

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- a. Notice that you can choose whether to make the entry and “Event” or an “Assignment” by choosing how it is posted at the top.
- b. Also notice that you can attach a file to the entry.
- c. The course in which you are adding this event is automatically listed at the bottom of the box, but you can add additional courses by typing in the name of the course (as you type, the available courses will appear – just click on the one you want).

Workload planning – Go see Josh Foster!