

Schoology 2: Uploading & Organizing Instructional Materials



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Professional Development

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Workshop description

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. Topics covered will include: creating and editing course/unit folders, preparing course materials as PDFs, uploading and editing course materials, and using the “Collections” and “Resources” functions on Schoology. The instructor will also discuss how to use Notability in conjunction with Schoology to reinforce good organizational skills in students. ***A basic knowledge of Schoology is helpful for participants.***



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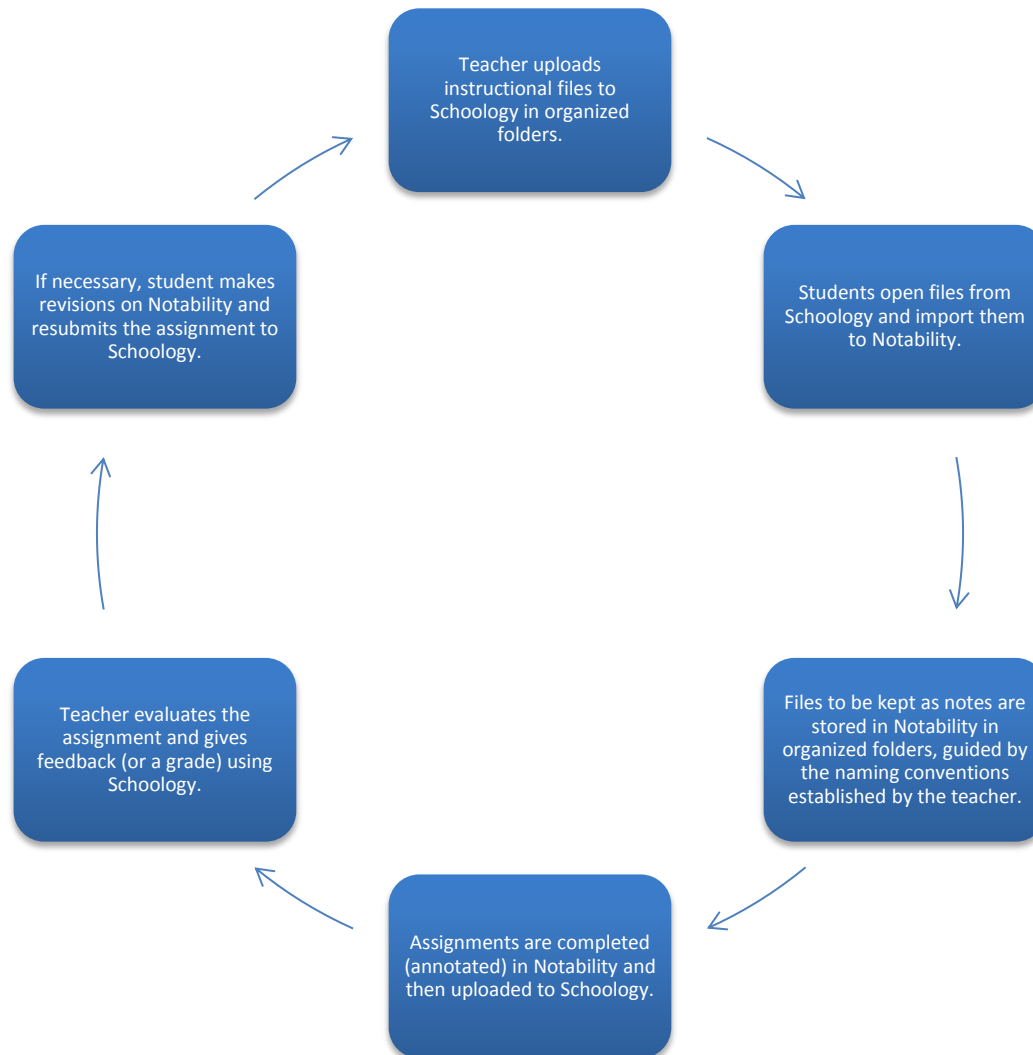
How will you organize your materials on Schoology ?

Schoology will allow you to add files, assignments, tests/quizzes, 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).

1. Will you organize your course by units?
2. Will you organize your course by modules?
3. Within each unit/module, what subfolders will you want to use?
 - a. Classwork?
 - b. Homework?
 - c. Assignments?
 - d. Other?

Essential question: What do you want your students' electronic files to look like?

Understanding the Schoology – Notability flow process



Teachers use Schoology:

- To store instructional files;
- As a delivery mechanism for instructional and multimedia materials;
- As means to model organization for students;
- To receive, annotate, evaluate and return student assignments;
- As a gradebook;
- As means of communication with students and parents

Students use Schoology:

- To download course materials;
- To submit assignments;
- To monitor their grades;
- To communicate with the teacher.

Students use Notability:

- To annotate notes and assignments
- To store instructional materials

Setting students up for good organization in Notability

Instructional materials that are delivered electronically should to be organized into an easily searchable filing system from which students can and will retrieve these materials.

Teachers can facilitate improved organizational skills among students by:

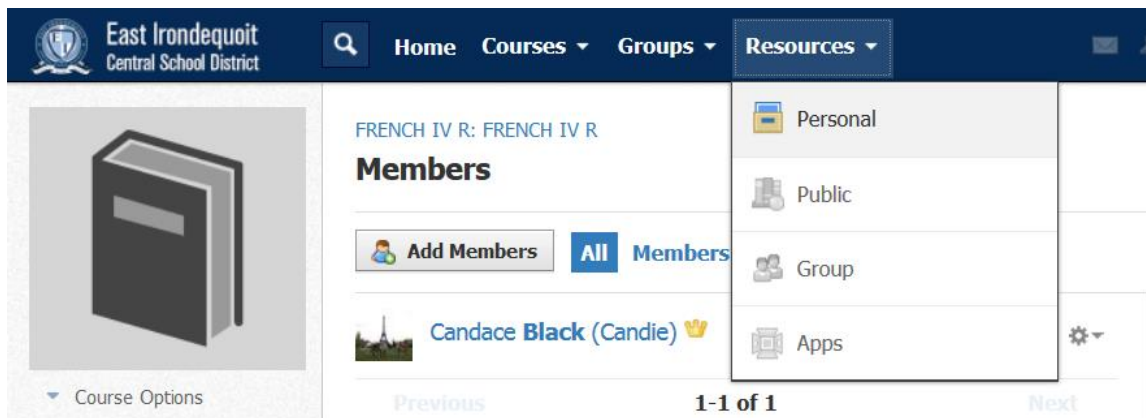
1. Modeling organization in the way they set up Schoology files;
2. Naming files systematically so that they are automatically organized when imported into Notability.

Here is a sample naming convention that will accomplish the aforementioned goals:

| U3 - | 05 - | Notes – Chapter 1 |
|---|--|--|
| The unit in which the document is located | The day of the unit on which the file will be used. | Name that identifies the content of the file |
| <i>This will put all of the unit's files together and immediately indicates to the students to store the file into the correct unit folder.</i> | <i>This will put all files to be used each day together so that the teacher can tell students to "Open day 5 files." It is important to use two digits not one so that numbers above nine are listed in the correct order (not after one).</i> | |

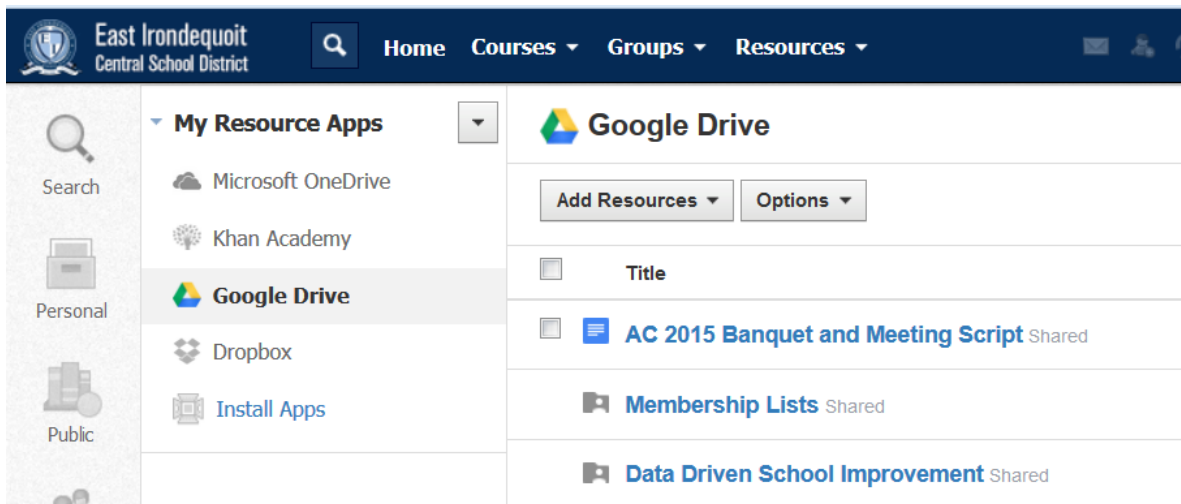
Resources

1. Your Schoology account contains a “Resources” section where files can be kept before they are added to a class (as is the case when teachers update their documents over the summer).
2. Think of your “Resources” as a physical filing cabinet where you keep all of your master files that you want to remain untouched by others.
3. Click on the “Resources” tab along the main menu (blue).



4. There are four different types of resources:
 - a. **Personal** – this is where you will keep all of your teacher files.
 - i. Only you have access to your personal resources.
 - ii. You will organize your entire course under a single collection within “Personal resources” and then move those course materials at your own pace to the classes you teach.
 - b. **Public** – if you wish to make some of your files available to anyone with an internet connect, you can put them in your “Public resources”.

- c. **Group** – if you create a group, you can share resources with them by putting files in “Group resources”.
 - i. A group is an assembly of people with whom you wish to share resources, but who are NOT a class. An example might be a PLC or an after school club or a team.
- d. **Apps** – This is an advanced feature allows you to connect “Cloud Storage Services” such as Google Drive, Dropbox, or Microsoft OneDrive to your resources, so that you have access to these files from within your “Resources”. (This skill will be covered in an “intermediate” Schoology workshop to be offered later in the year.)

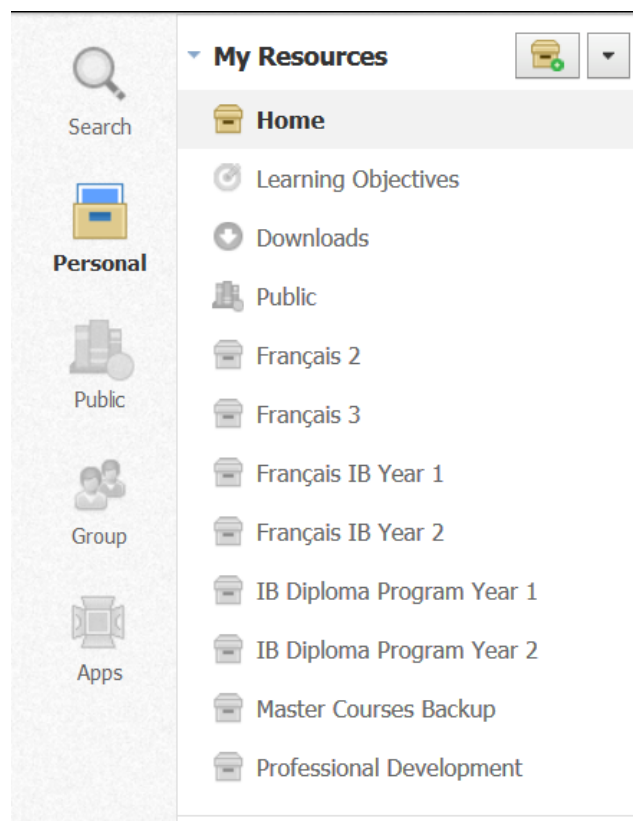


Setting up your personal resources – the process

- 1) Within “Resources” you will create a “Collection” for each distinct course you teach. (Note: if you teach multiple sections of the same course, you will use a single collection for them.) Within the collection, you will keep your “master files” for each course.
- 2) Only you have access to your collections (students do not), although it is possible to share collections with colleagues or make them public.
- 3) You will then create your organization system (folders & subfolders) within each collection.
- 4) You will then populate those folders and subfolders with files.
- 5) When your unit/modules folders are ready, you will “add” them to the course in September (or throughout the year). Students will then have access to these files.
 - a) Your “master files” within your collections in “Resources” remains untouched.
 - b) Students have access to a copy of these files as you add them to a course. They cannot make changes to the original files within your collections.
- 6) You are able to add files directly to a course during the year (that is, not adding them to “Resources” and “adding” them to a course, but rather uploading the file directly within a course).
 - a) This action does NOT add that file to your collections in “Resources”.
 - b) At the end of the year, teachers will perform a “Master Backup” for each course into their “Resources” so that any files created during the year and added directly to courses will be added to their permanent collections within resources.

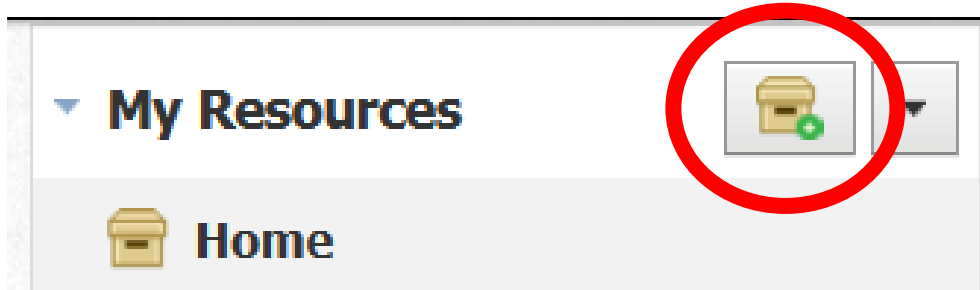
Collections

1. Collections are housed within Resources. Remember to think of a Collection as a large filing cabinet where you keep all of your master files.
2. Teachers will create one collection for each distinct class they teach (but if they teach more than one section of the same class, they create only one collection).
3. Click on “Resources” from the blue main menu, then “Personal”.
4. Your collections will be listed under “My Resources”. By default, you will have the following collections:
 - a. Home
 - b. Learning Objectives – this allows you to align various assignments to state and national standards. This topic will be covered in another Schoology workshop in the Fall.
 - c. Downloads
 - d. Public
 - e. Your collections (whatever else you add)



Creating collections

1. Within the “Collections” screen, click on the box with a green and white + (when you hover your mouse over this, it says “Add Collection”).




2. Give the collection a name (generally the course name).

3. Repeat the first two steps to create a collection for each of your different classes.
4. To view the contents of a collection, simply click on it.
5. Options
 - a. Pull down the “Options” menu for the collection you wish to edit.
 - i. Re-order collections
 - ii. Auto-arrange collections
 - iii. Rename collections
 - iv. Delete collections


- v. Sharing collections – you can click on the “Share” button to share a “Collection” with a particular Schoology member (such as a colleague in the same discipline).
- b. Whatever change you make, be sure to click the blue “Submit” button in order to save the changes.

 **Français 2**  Candace Black (Candie)

 **Add Resources** ▼

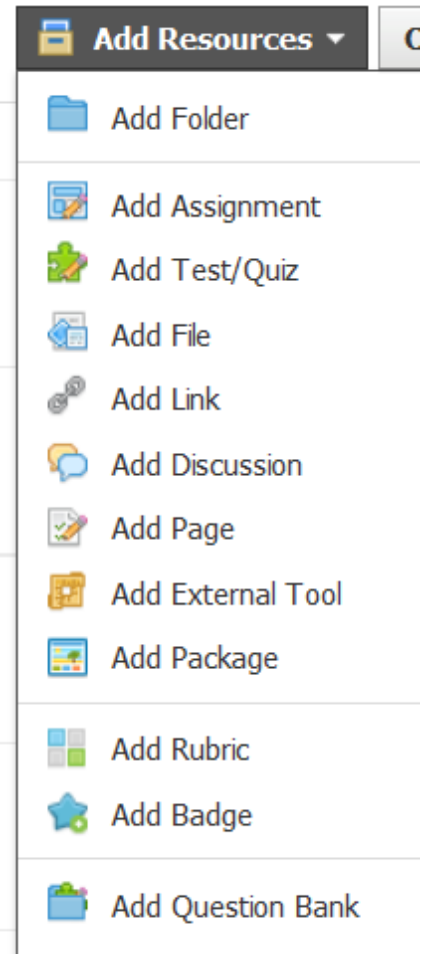
 **Share**

Options ▼

|  | Title |
|---|--|
|  | <div> FR2-U1-Qui suis je? Added by You · Mar 19, 2015</div> |
|  | <div> FR2-U2-Ma vie scolaire Added by You · Mar 19, 2015</div> |

Creating folders (in Collections)

1. Once you have decided how you will organize your course materials, click on the “Add Resources” 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 so that they are prominently displayed.)

A screenshot of a dialog box titled 'Add Folder'. The dialog box has a dark grey header with a close button (X) in the top right corner. Below the header, there are three main sections: 'Name: *' with a text input field, 'Folder Color:' with a row of ten color swatches (blue, red, orange, yellow, green, light blue, purple, pink, grey, white), and 'Description:' with a rich text editor. The rich text editor has a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, text color (A), background color, link, and unlink. Below the text area, there are 'Create' and 'Cancel' buttons.

- d. Add one folder for each unit/module for one of your courses.

Changing folder attributes

1. Click on the “gear” button to the right of the folder you wish to change.
2. The menu gives you the following choices:
 - a. Edit – this will allow you to change the name, color, and description of the folder.
 - b. Add to course – this copies the folder from your collection to a particular course. **DO NOT DO THIS UNTIL YOUR FOLDER IS COMPLETE.** Adding a folder to a course does not alter the original collection.
 - c. Copy to – this copies the current folder from one collection to another OR from one folder to another folder within the same collection. The original folder is not altered.
 - d. Move to - this moves the current folder from one collection to another OR from one folder to another folder within the same collection. The folder will no longer appear in its original location as it has been moved.
 - e. Delete – use this option carefully, it will delete the folder permanently.

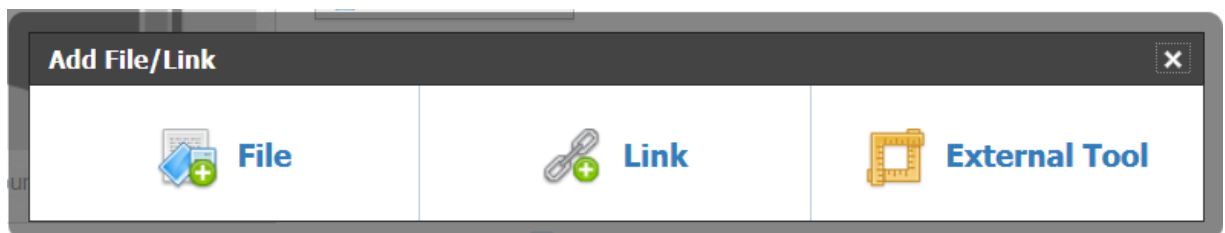
The screenshot shows a user interface for managing folders. At the top, there is a header with a folder icon, the text "Français 2", a crown icon, and the name "Candace Black (Candie)". Below the header is a row of buttons: "Add Resources" (with a folder icon), "Share" (with a person icon), and "Options" (with a dropdown arrow). Below the buttons is a table with a header row containing a checkbox, the word "Title", and "5 of 5". The table lists three folders:

| <input type="checkbox"/> | Title | 5 of 5 |
|--------------------------|---|--------|
| <input type="checkbox"/> | FR2-U1-Qui suis je? Added by You · Jul 27, 2015 | |
| <input type="checkbox"/> | FR2-U2-Ma vie scolaire Added by You · Mar 19, 2015 | |
| <input type="checkbox"/> | FR2-U3-Ma famille et mes amis Added by You · Mar 19, 2015 | |

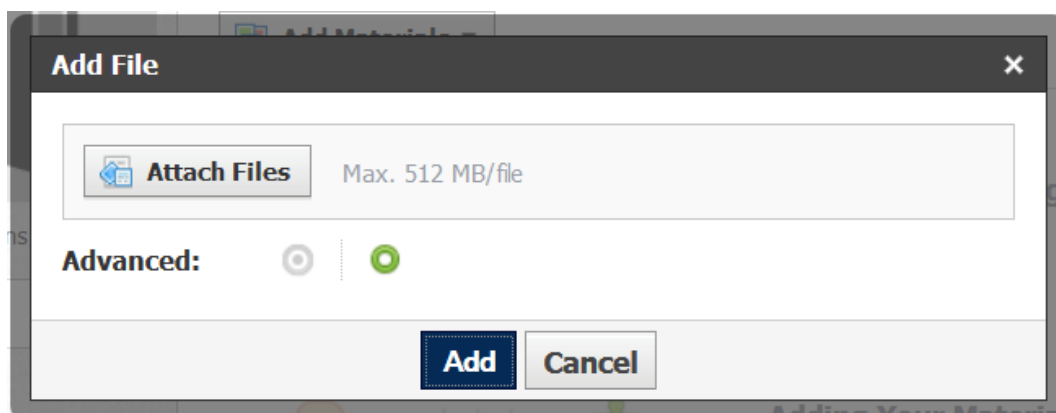
A context menu is open over the first folder, showing the following options: Edit (with a pencil icon), Add to course (with a folder and plus icon), Copy to (with a folder and document icon), Move to (with a left arrow icon), and Delete (with an X icon).

Uploading files to folders within a Collection

1. 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 certain collection and within a certain folder, make sure you are in that collection/folder before adding it, otherwise, you will have to move the resource into the folder after the fact.
2. Click on the “Add Resources” button. To a folder, you can add a subfolder, an assignment, a test or quiz, a file (most common), a link, or a discussion. In this workshop, we will focus on adding folders and files.
3. Adding pages, external tools, packages, rubrics, media, and badges will be discussed in a more advanced Schoology workshop.
4. Adding assignments, tests/quizzes and question banks are discussed in School 4 – Quizzes.
5. Click on “Add File”.
6. Choose “File”.



7. Click on “Attach File”.



8. Navigate to the file on your desktop computer.
9. Click “Open”.
10. When the orange “Uploading” bar changes to a grey “Complete” bar, click “Add”.
11. Repeat steps to add additional files.

File formats on Schoology

1. Schoology supports a great number of different file formats, including:
 - a. Word/Pages
 - b. Excel/Numbers
 - c. PowerPoint/KeyNote
 - d. Audio files
 - e. Video files (Note: these are large files! Instead of actually uploading a video file to Schoology, consider creating a link to the video instead. This requires only a fraction of the space.)
 - f. PDFs
 - g. A complete list of supported file types is shown in the table below.

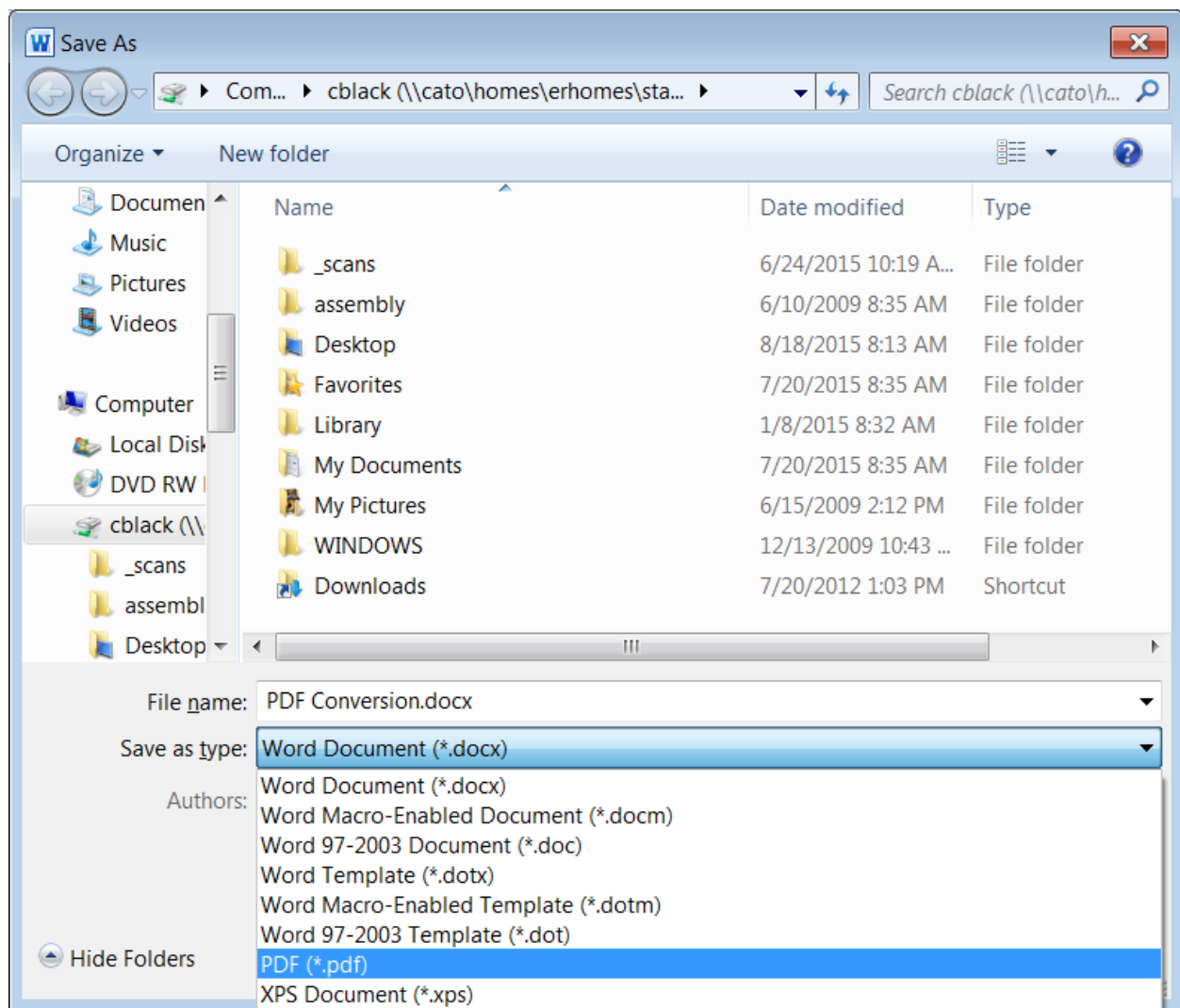
| Supported file types | |
|----------------------|--|
| Images | *.jpg, *.gif, *.png, *.jpeg |
| Media (video) | *.flv, *.mp4, *.mp3, *.mov, *.m4v, *.m4a, *.3gp, *.3g2, *.m2v, *.avi, *.mpg, *.asf, *.wma, *.wmv, *.wm, *.swf, *.rm, *.caf |
| Files | *.doc *.docx, *.pdf, *.ppt, *.xls |

PDF - Portable Document Format

1. ADVANTAGE - 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.)
2. DISADVANTAGE – Making a file (Word, PowerPoint, etc...) into a PDF “flattens” the document, meaning it essentially becomes an uneditable image. The implication is that a Word document that is converted into a PDF can no longer be edited in Word. A PowerPoint that is converted to a PDF will show up as a series of static pages and will lose all animation and other effects.
3. If you upload an assignment as a PDF, students can download it into Notability and can annotate it with handwriting or typing and then resubmit it to you via Schoology. (Note the difference between “editing” a document, which generally appears seamless, and “annotating” a document, in which the annotations are very apparent.)

How to create PDFs from Word/Powerpoint

1. Create the document within Word.
2. Save the original file as a Word document for your master files. (This will allow you to edit it in the future.)
3. Pull down the “File” menu and choose “Save As.” The following dialog box will appear.



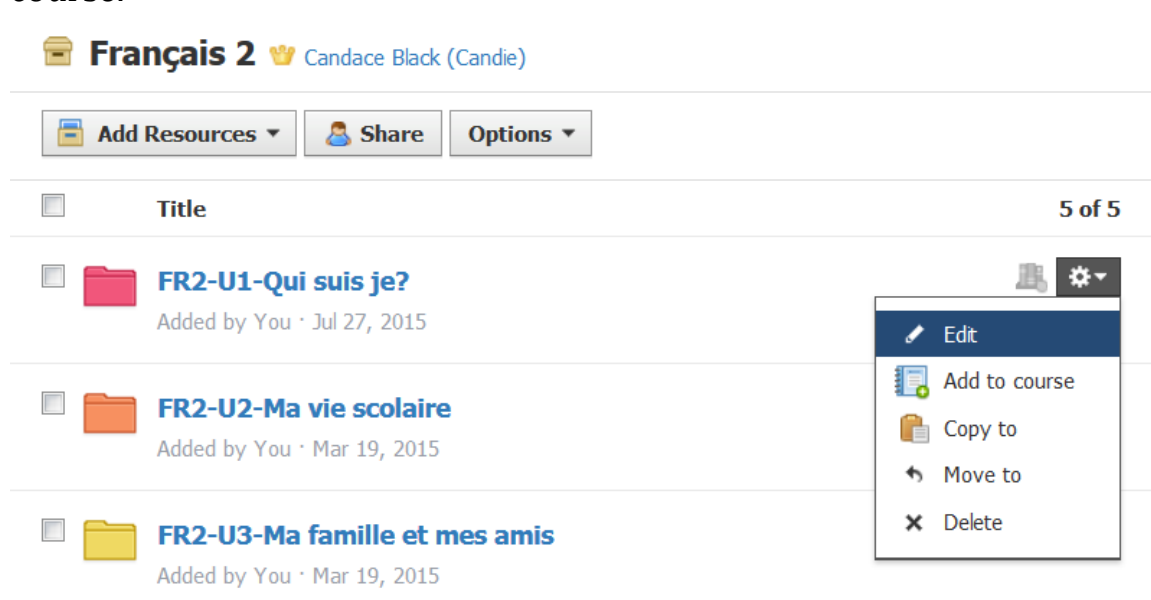
4. Choose the folder* in which you would like to save the PDF. Pull down the “Save as Type” box and choose “PDF (*.pdf)” from the menu.
5. In the “File name” box, the original name you gave the file will be displayed. You can keep this name or change it at your discretion. (The original file

will remain intact as it ends in “.docx” and therefore is now a different file from the PDF you just created.)

**Note: As you create more and more PDFs from your original files, the number of files on your computer will grow. To keep these files organized, I recommend creating a folder within each unit folder on your school computer called “Student files” (or whatever name you would like) in which to house these PDFs. This also serves the purpose of keeping the files for students separate from your original files.*

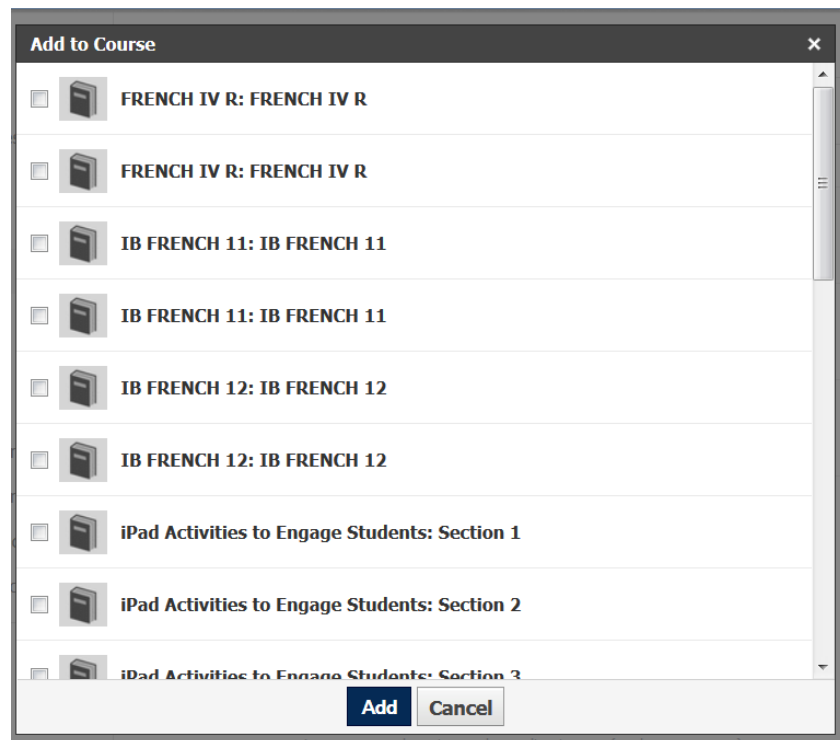
Moving a folder from a Collection to a course

1. The purpose of copying a folder from a Collection to a Course is to give your students access to a copy of that folder. Students will NOT have access to the original files in your collection.
2. NOTE: Because it is more efficient to copy an entire folder from a collection to a course than to do so with individual files, teachers should consider only copying a folder to a course when it is complete or near complete.
3. Click on the “gear” button to the right of the folder you wish to copy to a course.



4. Click on “Add to course” – Remember that copying a folder to a course does not alter the original collection.
5. A list of all the courses that you have been assigned will appear. This list is generated from Infinite Campus.

6. Check the box (or boxes) next to the course (or courses) to which you wish to add the folder.
7. When you click a box next to a course, the computer will ask you if you wish to place the folder within another folder (the default is “None”). Since you have already created an organization system under Resources/Collections, you will simply copy this into courses.
8. Click “Add”.
9. The entire folder contents (including subfolders) will be copied into the course (courses).

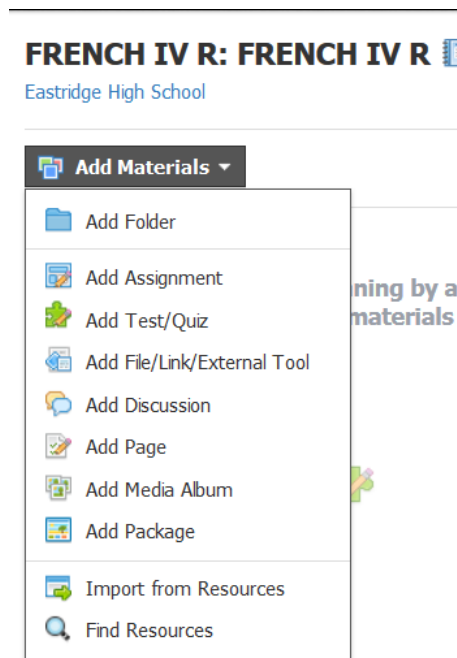


Note: While it is more efficient to copy an entire folder from a collection to a course than to copy individual files, once a folder is added to a course, it and all of its contents are available to students. You can make the folder “hidden” (this makes all of its contents hidden as well). You may wish to consider on what timeframe you would like to make files available to students.

- *Assignments and tests/quizzes within a visible folder can be hidden individually even though the folder is visible.*
- *This is not the case for files, which retain the same attributes as their parent folder.*

Creating folders & files within a course

1. While it makes sense to house all of your master files within Resources (and this is where you will work during the summer when your classes have not yet been created), you can create folders and subfolders directly within a course and upload files to those folders.
 - a. Creating folders and uploading files directly to a course does NOT add them to your Resources. Therefore, you must back these files up to your Resources at the end of the course/year.
 - b. If you have multiple sections of the same course and you create folders/files within one of those courses, the folders/files are not automatically added to the other sections. They must be copied there.
2. From the main menu, click on “Courses” and then select the course to which you would like to add a folder.
3. Click on the “Add Materials” button to pull down the following menu.
 - a. Choose “Add Folder”.



Create Folder

Title: *

Folder Color:

Description:

Date:

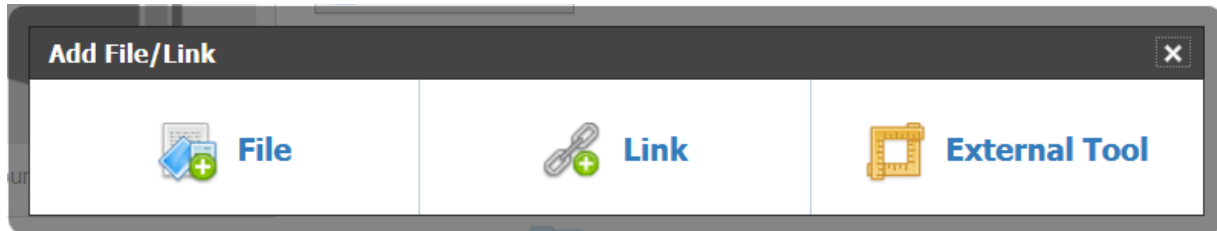
Availability:

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

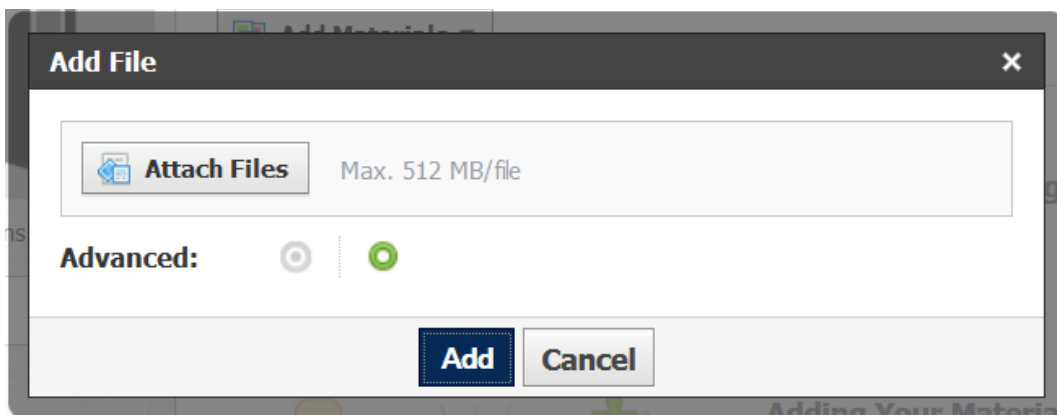
- b. This dialog box looks very similar to the one when we added a folder from Resources: give the folder a name, choose a folder color, and give the folder a description (optional).
- c. The difference in adding a folder to a course (versus Resources) is that within a course, you can select a date (or date range) when the folder will be visible to students.
- d. You can also change the “Availability” of the folder:
 - i. Visible
 - ii. Hidden
 - iii. Available after start date

iv. Available during date range

4. To add files to a folder, make sure you are “in” the folder, then click on “Add Materials” and choose “File”.



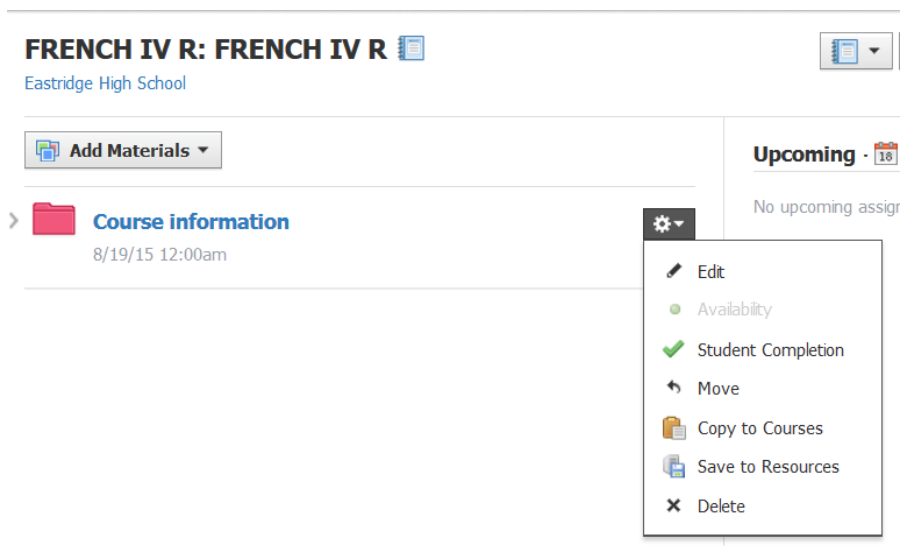
- a. Click on “Attach File”.



- b. Navigate to the file on your desktop computer.
- c. Click “Open”.
- d. When the orange “Uploading” bar changes to a grey “Complete” bar, click “Add”.
- e. Repeat steps to add additional files.

Copying folders/files from one course to another

1. Locate the folder or file within a course that you wish to copy to another course.
2. Click on the “gear button” to the right of the folder/file. From this menu, you can:
 - a. Edit the folder (rename it, change the color, change the description, change the availability) or file (rename it).
 - b. Set “Student Completion Rules” – this is an advanced feature that requires students to complete requirements in sequential order (that is the next assignment/requirement will not be available for students to submit until the prior requirement has been fulfilled). *This option will be discussed in an advanced Schoology workshop.***
 - c. Move the folder / file
 - d. Copy the folder/ file to Courses
 - e. Save the folder / file to Resources
 - f. Delete the folder / file

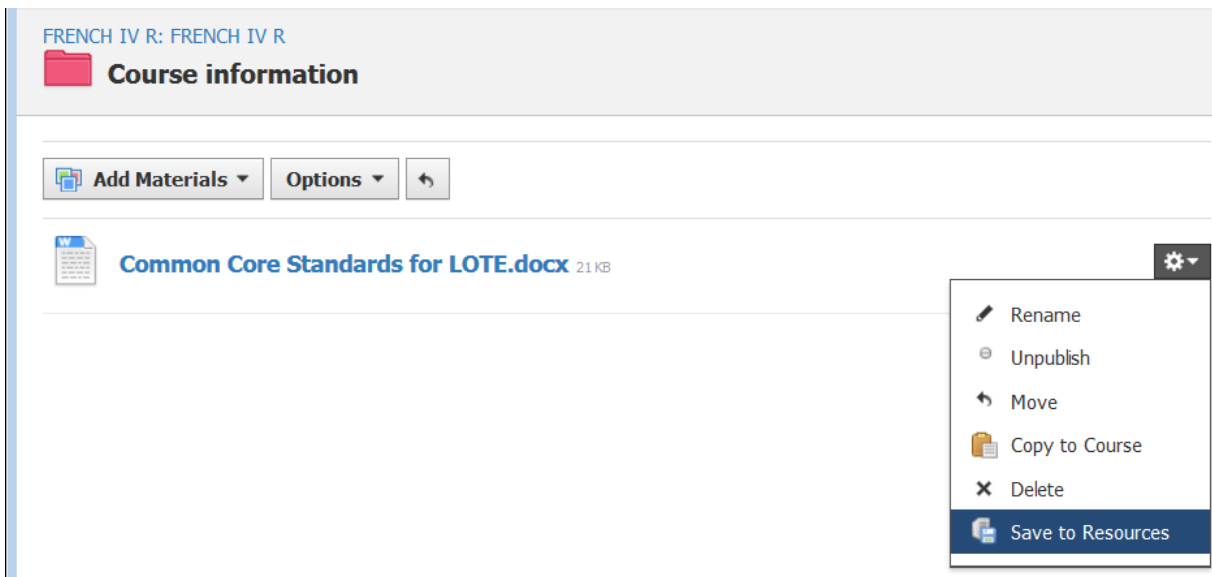


3. Choose “Copy to Course

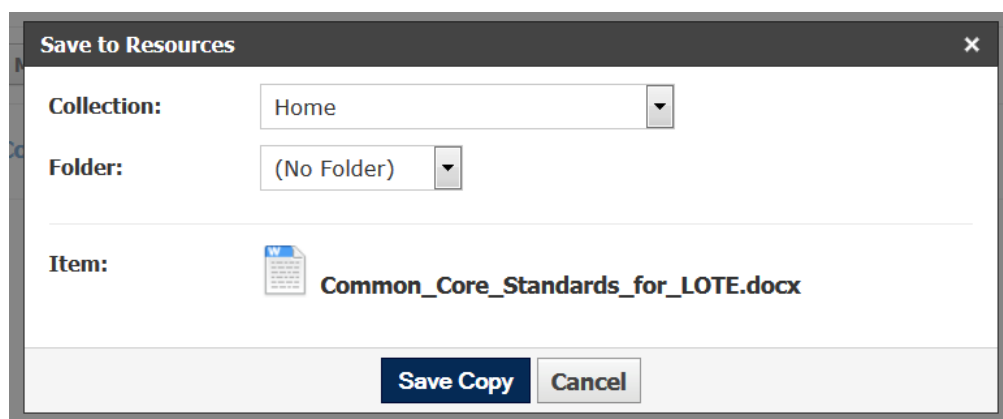
- a. A list of your courses will displayed.
 - b. Click the course (or courses) to which you would like to copy the folder/files.
 - c. Schoology will prompt you to put the items being moved into a folder within the course. “None” is the default. You don’t need to put anything into a separate folder since you have already created a quality organization system.
 - d. Click on “Copy Folder” (or “Copy” for a file).
4. The “Move” function works in much the same way, except a copy is not made. Instead, the original folder/file is moved to a new location.

Saving folders/files from a course to Resources

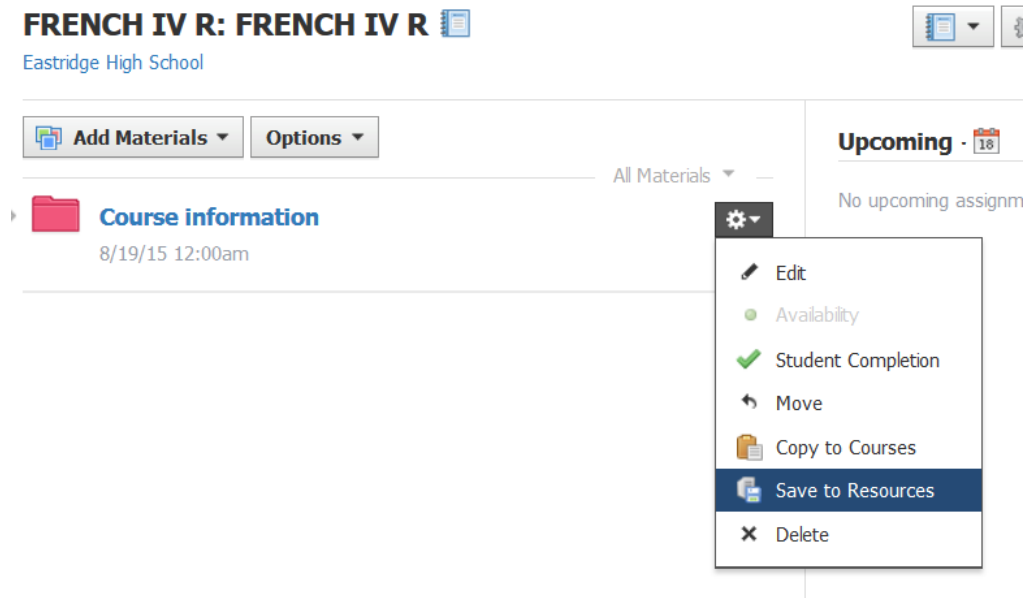
1. To save an individual file from a course to Resources, navigate to the file you wish to save and click on the “gear” button to the right of the file.
2. Choose “Save to Resources”.



3. Schoology will prompt you to select the Collection into which the file should be saved. If you have folders within that Collection, you will also be prompted to select a folder.
4. Click on “Save Copy”.



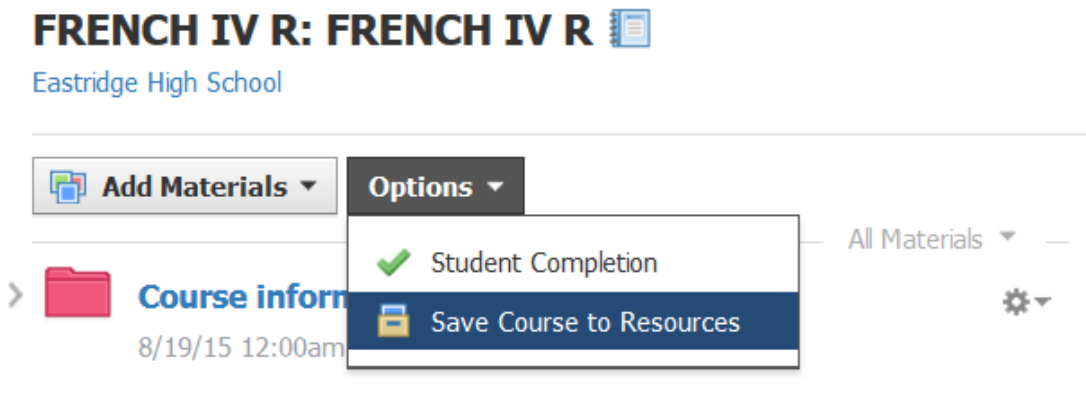
5. To save a folder from a course to Resources, use the same procedure. Navigate to the folder you wish to save and click on the “gear” button to the right of the folder.



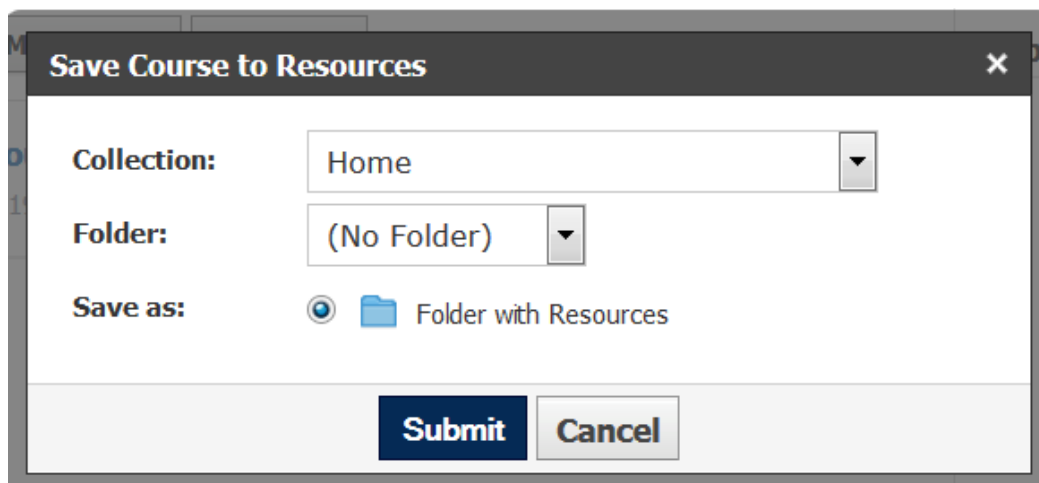
6. Choose “Save to Resources”.
7. Schoology will prompt you to select the Collection into which the file should be saved. If you have folders within that Collection, you will also be prompted to select a folder.
8. Click on “Save Copy”.

Backing up an entire course to Resources

1. The most efficient means of saving materials from a course to Resources is to save the entire course to Resources at the end of the course.
2. From within a course, click on the “Options” menu and choose “Save Course to Resources”.



3. Schoology will prompt you to select the Collection into which the course should be saved.

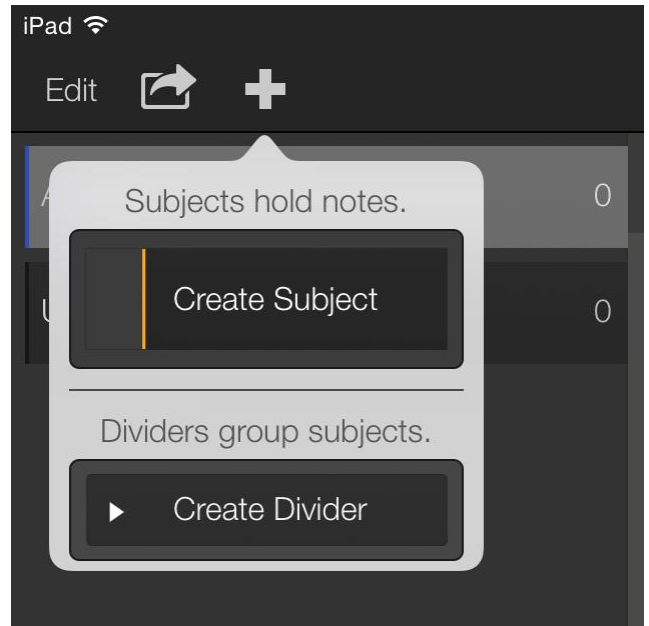


4. Click on “Submit”.
5. Note: If you have more than one section of a course, you will only want to backup ONE of those sections to avoid having a large number of copies.

Notability

Creating dividers & subjects

- a) To create a divider (= a class), click on the + (plus) button at the top of the homescreen.
 - a. Choose “divider”
 - b. Type in the divider name.
 - c. Click on the “Done” button.
 - d. Dividers are automatically placed at the bottom of the list of dividers.
- b) To create a subject (unit division within a class or divider), follow the same procedure as above except select “Create Subject”.
 - a. Name the subject and click on the “Done” button.
 - b. Note that new subjects are automatically placed under the last divider.



Moving & organizing dividers, subjects & documents

- a) To move or re-order a divider, click on the “Edit” button while in view of the divider in question. Click and hold the three horizontal lines to the right of the divider in question and drag it until it is in the desired position.
- b) To move a subject under a different divider, click on the “Edit” button. Click and hold the three horizontal lines to the right of the subject in question and drag it until it is in the desired position.

Deleting dividers, subjects & documents

- a) To delete a divider, click on the “Edit” button while in view of the divider in question. This will reveal the gear button for each divider.
 - a. Click on the gear icon for the divider you wish to delete.
 - b. Click on the red “Delete” button.
 - c. Click on the confirmation button labeled “Delete This Divider”.
 - d. Click on the “Close” or “Delete” button.

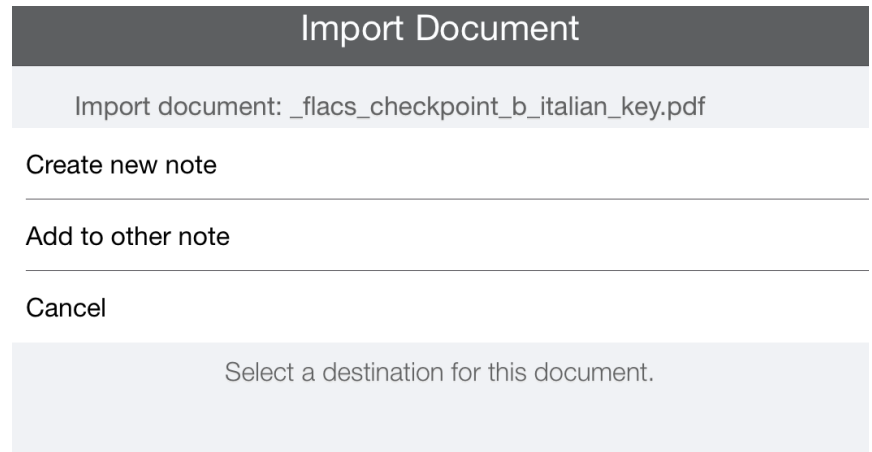
- b) To delete a subject, click on the “Edit” button while in view of the subject in question. This will reveal the gear button for each divider.
 - a. Click on the gear icon for the subject you wish to delete.
 - b. Click on the red “Delete” button.
 - c. Click on the confirmation button labeled “Delete This Subject”.

Renaming dividers, subjects & documents

- a) To edit the name a divider, subject or document, click on the “Edit” button while in view of the item in question. This will reveal the gear button.
 - a. Click on the gear icon for the item you wish to rename.
 - b. Edit the name.
 - c. Click on “Done”.

Importing documents from other programs

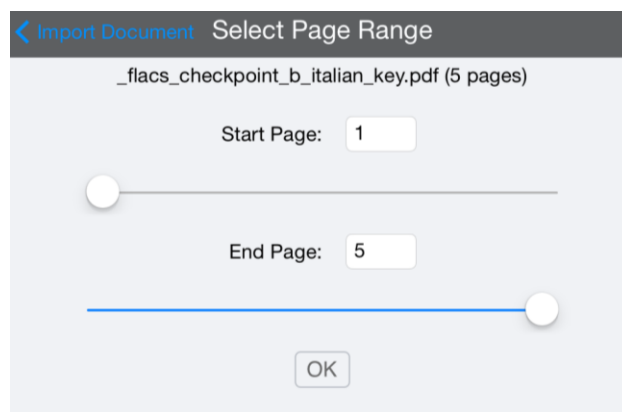
- a) From any other application (Edmodo, your email), you can “open” a file in Notability by clicking on the icon that looks like a box with an arrow pointing up coming out of it. This will open a menu.



- b) One of the options is “Open in Another App”. Choose this and then select the “Notability” icon. (Be aware that this icon may be hidden on the right. If you cannot see the Notability icon, swipe your finger to the left to reveal it.) This automatically opens the Notability app and will display the following “Import” menu:

- c) Choose between the following options:

- a. Create a new note (this opens the file in a new note).
 - i. Select the page range (if you want to import all pages of your document, click “OK”; if you only want a few pages, use the sliders to select those pages and click “OK”).
 - ii. The document is now opened in Notability and can be annotated.



- b. Add to another note (this will add the file to an existing note).
 - i. Click on “Add to other note”.
 - ii. Select the target note (in which to insert the new file).
 - iii. Select the page range (if you want to import all pages of your document, click “OK”; if you only want a few pages, use the sliders to select those pages and click “OK”).
 - iv. The document is now opened in Notability and can be annotated.