

Schoology Training Manual

Monday, March 7, 2016 10:29 AM



Andrew McBride
Professional Development Instructor
Andrew.Mcbride@integratedtechpd.com

Resources:

Online Schoology Teacher Training Course:

<https://app.schoology.com/resources/public/21768089/profile>

Schoology Help Guides:

https://support.schoology.com/hc/en-us/categories/200077693-Help-Center?flash_digest=386c063ee3f63a27c4d54d5039316617f78f2fc1

Organizing Your Class Materials Guide:

<https://app.schoology.com/group/25228991/blog/post/378629663?from=resources>

Creating and Managing Your Course Materials:

<https://support.schoology.com/hc/en-us/articles/201001893-Courses-Course-Materials>

AGENDA

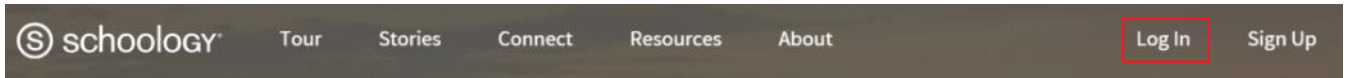
- I. Schoology Introduction
- II. Logging In
- III. The Schoology Homepage
- IV. Your Schoology Profile
- V. Creating Schoology Courses
- VI. Adding Course Members
- VII. Managing Course Materials
- VIII. Adding Google Drive Resources
- IX. Developing and Administering Quizzes
- X. Collaboration with Updates, Private Messages, and Groups

Schoology Introduction

Schoology is a Learning Management System (LMS) that allows teachers to create, manage, and share content and resources. Its services include class management, attendance records, online gradebooks, tests and quizzes, and homework drop boxes. Schoology also includes a social media interface that facilitates collaboration among a class, group, or school. Native mobile applications for the program are available on iOS, Android, and Kindle Devices. Lastly, Schoology integrates with Google Drive to leverage the cloud storage services and document creation capabilities of this platform.

Logging in to Schoology

To begin using Schoology, navigate to www.schoology.com to log in to your account:

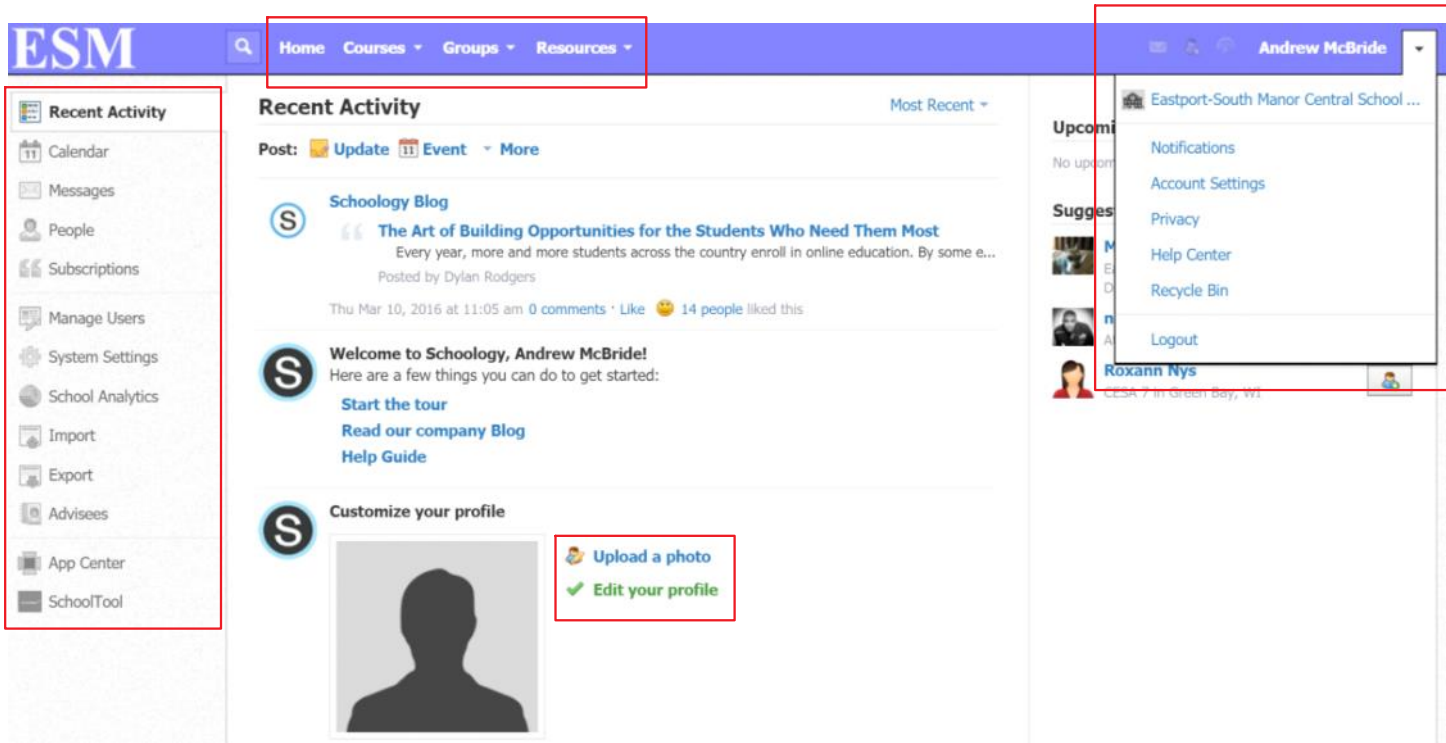


Enter your Schoology credentials to get started:

The image shows the 'Sign in to Schoology' login form. It includes a text input field for the email address 'mcbridea@esmonline.org' and a password field represented by a series of dots. Below the password field is a blue 'Log in' button. To the right of the button, there are links for 'Forgot your password' and 'SSO Login'. A note above the fields states 'All fields are required'.

The Schoology Homepage

Upon logging in, you will arrive at the Schoology Home Page. This page will serve as your hub as you navigate Schoology, manage your courses, participate in groups, and interact with resources:



Your Schoology Profile

Just like a social media site, Schoology allows you to create a profile and upload a photo. To get started, click on one of the "Edit Your Profile" option indicated above to be brought to this screen:

Edit Profile Info

About Me

Interests & Activities

Contact Information

Subjects Taught:

Levels Taught:

Position:

Bio:

Gender:

Birthday:

Learner Type: ☐ **Auditory Learner**
 I enjoy talking and listening. I like explaining things to others. I memorize things easily and understand concepts better by talking about them.

☐ **Visual Learner**
 I pay close attention in class and learn best by watching demonstrations or videos. I am most engaged when there are charts, diagrams, or other visual aids for me to follow.

Save Changes **Cancel**

From here, you can enter all of your information, including basic information about yourself, your interests/activities, and your best contact information. Once you have completed your profile, you can click on your name in the top, right of the screen to view your profile:

ESM Home Courses Groups Resources

Andrew McBride
 My Schools: Eastport-South Manor Central School District
 Professional Development Instructor

Fill out your profile

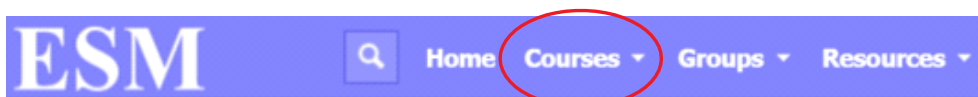
- ✓ Add your photo
- ✗ Write a short bio
- ✓ Add Activities & Interests

0 Posts 1 Content 0 Students

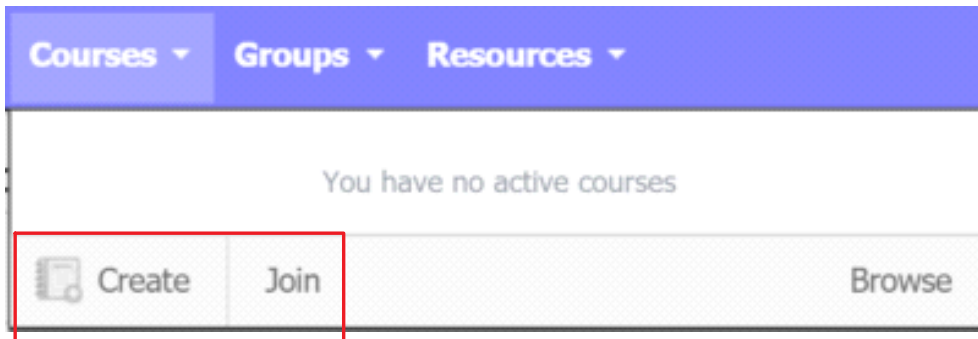
Creating Schoology Courses

While Schoology has many useful features, its ability to manage courses is by far the program's most advantageous tool for teachers. Let's take a look at how to create and manage your courses within Schoology.

To begin, navigate to the top of the screen and select the **Courses** icon:



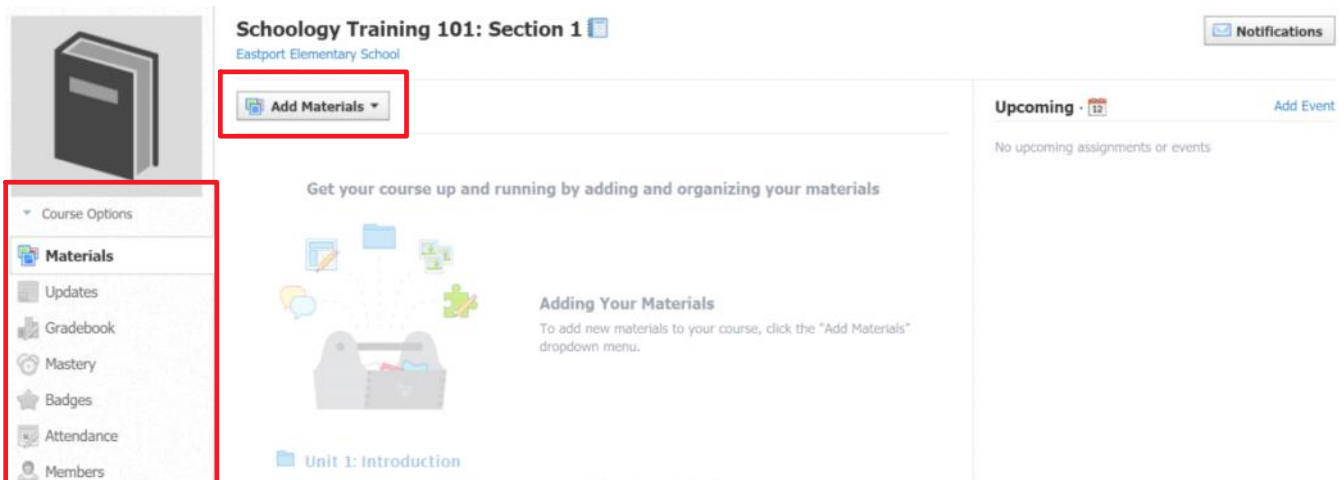
From here, you have the ability to either **Create** or **Join** a course:

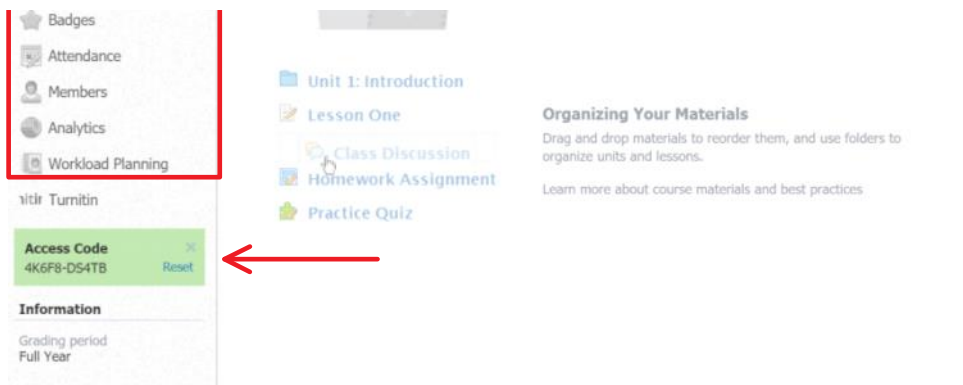


When you choose to **Create** a course, you will be taken to this dialogue box:

A screenshot of the 'Create Course' dialog box. It has a dark header with the title 'Create Course' and a close button. The form includes several fields: 'School' (a dropdown menu showing 'Eastport-South Manor Central School District'), 'Course Name' (a text input), 'Course Code' (a text input), 'Section Name' (a text input with 'Section 1' and an 'Add' button), 'Section Code' (a text input with a 'Use Section School Code' link), 'Subject Area' (a dropdown menu), 'Level' (a dropdown menu), and 'Grading Periods' (a list of three periods: Q1 Jan 13, 2015 - Mar 31, 2015; Q2 Mar 1, 2015 - Apr 1, 2015; Q3 Apr 1, 2015 - May 1, 2015). At the bottom, there are three buttons: 'Advanced' (checked), 'Create' (highlighted with a red rectangle), and 'Cancel'. There is also an 'Enroll as admin' checkbox.

From here, you can select your school, course name, section name, subject area, grade level, and grading period as well as a course code and section code, if applicable. Upon creating your course, you will be navigated to the home page of your new course:





On the main page of your course you will find several important functions, which we will examine individually. On the left side of the screen are your course options and course functions. At the bottom of the screen, indicated by the arrow above, is the Access Code for your course, which is one of several ways that students will be able to access your course. Lastly, at the top of the screen is the **Add Materials** function, your course calendar, and your notifications.

To begin, let's examine the different ways in which students can be added to your course, as a class without students isn't a class at all!

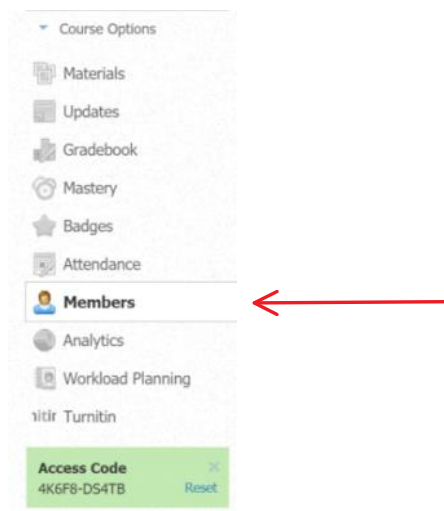
Adding Students to Your Schoology Course

Students can be added to your course in a few different ways:

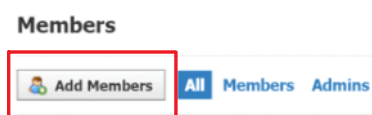
- 1) Manually by the instructor
- 2) Via an email with an Access Code
- 3) Students can add themselves with an access code provided to them by the instructor via email or in person

Adding Students Manually

To add students manually to your course, navigate to the **Members** section of the menu on the left side of the screen:



Select **Add Members** at the top of the screen:



This dialogue box will appear:

Add Members

Type the name of someone

Eastport-South Manor Central School District **All** Selected (0)

Charlie Ackerman	Sal Alaimo	Maureen Avione
Kaitlyn Brandine	Brittany Castronova	Stacey Chiavola
John Christie	Jenifer Coburn	Robin Deery
Kris Delgalvis	Brie Claire Drost	Christine Duffy
Josephine Fumano	Kim Foreman-Kakanas	Lori Franchi
Helen Gardella	Steve Giacalone	Scott Goldstein

Send Access Code Via Email ?

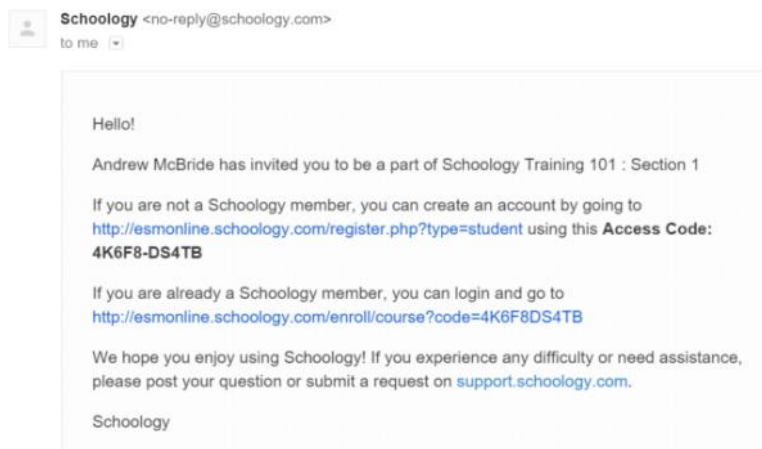
Add Members Cancel

From here, simply type the name of the students whom you would like to add to your course and select them and click **Add Members**. Adding members in this way is controlled entirely by the instructor and is probably the easiest way to set up your classes on Schoology.

Adding Students via an Emailed Access Code

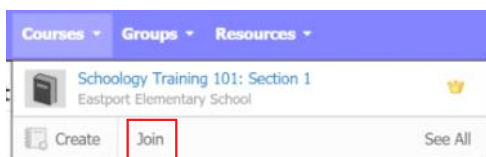
You can also email students an Access Code by selecting your students and clicking on **Send Access Code Via Email** as shown above.

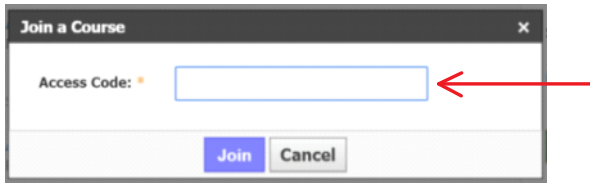
After selecting this option, students will receive this email:



Students Add Themselves to the Course

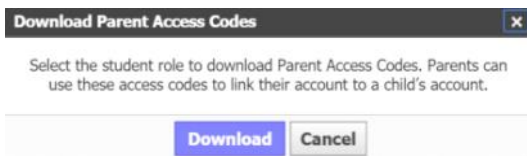
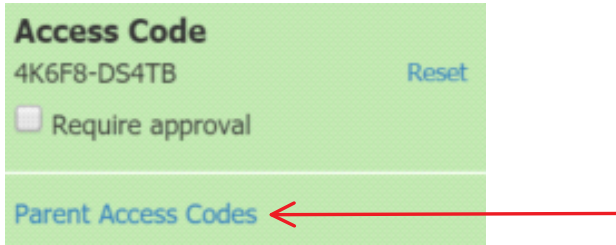
From the student main page, students can add themselves to a course via the Access Code mentioned above. From the home screen, students should select **Course > Join** and enter their Access Code.





Parent Access Codes

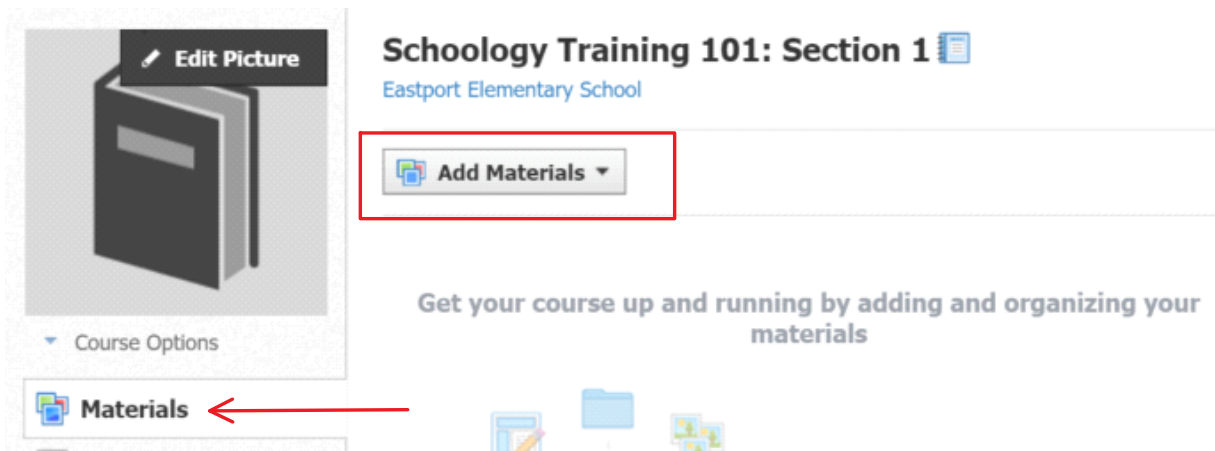
It is possible to give parents access codes to their students' account. From the **Members** page, Select the **Parent Access Codes** option on the right side of the screen.



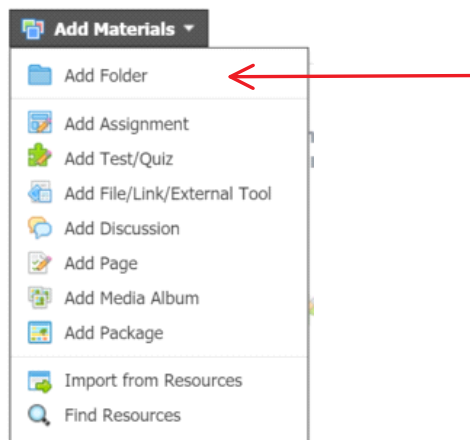
With the parent access code, parents can access their students' Schoology accounts.

Managing Course Materials

Getting materials into your course is extremely important in making the most out of Schoology in your classroom. To add course materials, navigate to your course and select **Add Materials** from the **Materials** screen:



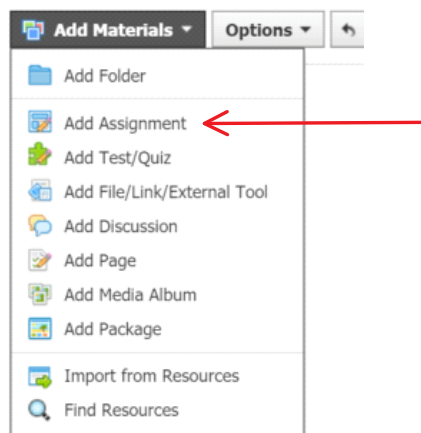
A number of different materials can be added to a course:



To set up an organization structure for your materials, begin by adding a folder by using the **Add Folder** icon and design your folder by adding a **Title**, **Color**, **Description**, **Active** Date (if applicable) and **Visibility Level**.

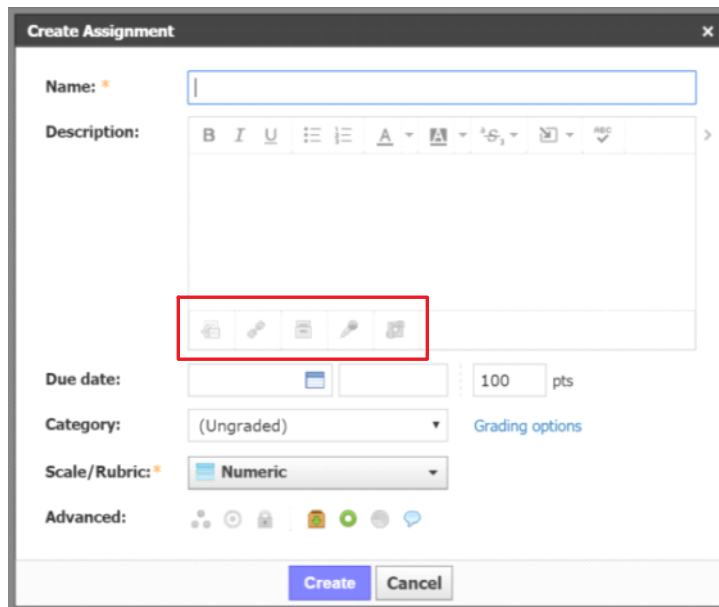
 A screenshot of the 'Create Folder' dialog box. The 'Title' field contains 'Practice Assignment Folder'. The 'Folder Color' field shows a row of color swatches. The 'Description' field contains 'This folder is for practice assignments'. The 'Date' field is set to '3/23/16', the 'End Date' is '6/24/16', and the 'Availability' dropdown is set to 'Visible'.

Once you navigate to your new folder, you can add additional folders or materials into this folder. Let's begin by adding an assignment to the folder:

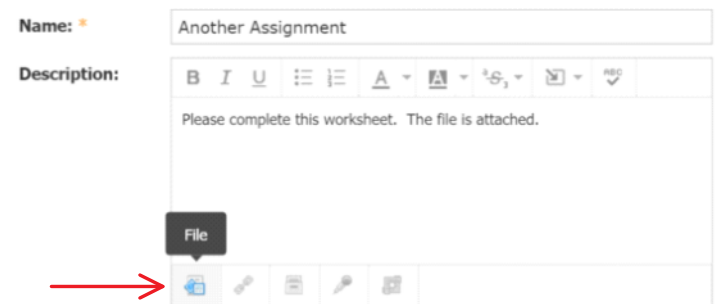


When creating your assignment, you can **Name** your assignment; add a **Description**, select a **Due Date**, a **Grading Category**; select your **Grading Scale**; attach a **file, link, resource, audio/video recording**; or a file from an **External**

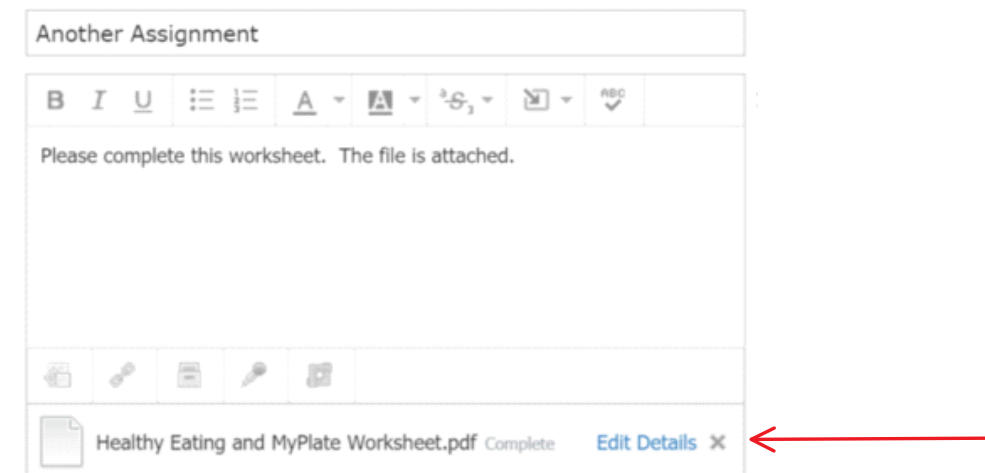
Tool; and lastly take advantage of a number of **Advanced Options** such as **Individually Assigning** to particular students; **Aligning an Assignment with Learning Objectives**; **Locking the Assignment**; and Enable/Disable **Student Submissions, Visibility, Grading Statistics, and Comments**.



Let's look at some of the Assignment options individually. We will begin by attaching a simple worksheet or file to an assignment. Select the **File** icon to navigate to your file explorer to upload a file.



Select your worksheet from your hard drive or network drive and attach it. It will show up in the assignment dialogue.



Assign a **Due Date**, **Grading Category**, and **Grading Scale** and then select **Save Changes** to post the assignment.

Name:

Description:

B I U

Please complete this worksheet. The file is attached.

Healthy Eating and MyPlate Worksheet.pdf Complete [Edit Details](#)

Due date: pts

Category: [Grading options](#)

Scale/Rubric:

Locking:

Advanced:

[Save Changes](#) [Cancel](#)

The student(s) will see the assignment appear in their News Feed as well as in their notifications bar.

Schoology Training 101: Section 1
 Eastport Elementary School

Practice Assignment Folder
 This folder is for practice assignments
 3/23/16 12:00am - 6/24/16 11:59pm

Practice Assignment
 Please review and complete this assignment.
 Due Thursday, March 31, 2016 at 11:59 pm

Another Assignment
 Please complete this worksheet. The file is attached. ←
 Due Friday, March 25, 2016 at 11:59 pm

Notifications [All Notifications](#)

Schoology Training 101: Section 1 posted Another Assignment
 Mar 21 at 3:37 pm

Schoology Training 101: Section 1 posted Practice Assignment and Practice Page ←
 Mar 15 at 2:39 pm

Another Assignment 11:59 pm

Thursday, March 31, 2016
 Practice Assignment 11:59 pm ←

Students can then download the assignment, complete it, and submit it by uploading their completed file.

Schoology Training 101: Section 1 ▸ Assignments
Another Assignment

Due: Friday, March 25, 2016 at 11:59 pm

Please complete this worksheet. The file is attached.

Posted Today at 3:37 pm

Healthy Eating and MyPlate Worksheet.pdf 260 KB | [VIEW](#)

Comments

There are no comments

[Post](#)

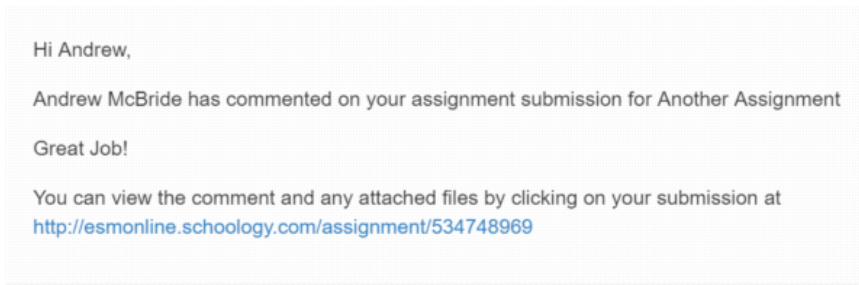
Submissions

[Submit Assignment](#) ←

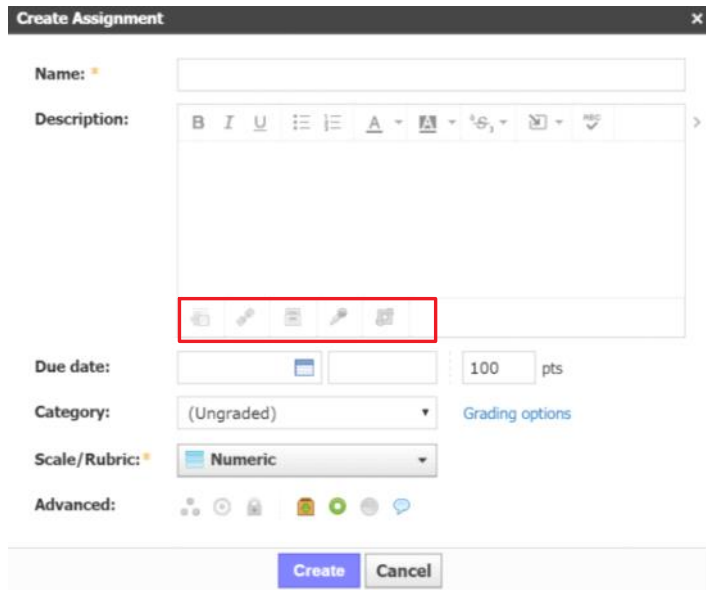
Teachers can view the completed assignments by selecting the assignment from the main page. Teachers will also receive a notification that the assignment has been completed by the student(s).

To grade a student's assignment, simply select the assignment and grade it in the dialogue box. Teachers have to option to download the assignment for grading, or grade right within Schoology. If you would like to add a comment to your student, make use of the comment box. Lastly if you would like to attach a file for the student to review, for example a long written feedback file, attach the file in the comment section on the right side of the screen.

When a comment is left on an assignment, your student will receive an email notification:



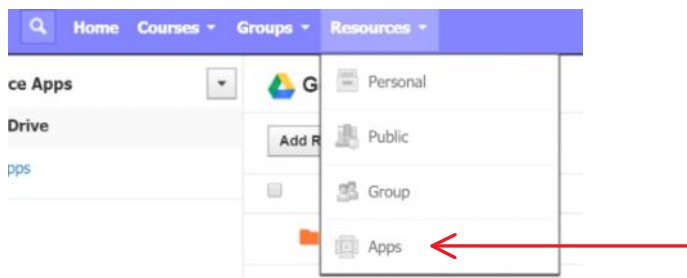
Assignments can be delivered to students through a variety of media. Beyond simply attaching a file, instructors can assign links to students, upload resources available on Schoology or linked to your account such as from Google Drive, insert audio/video clips. These options can all be found on the **Create Assignment** page:



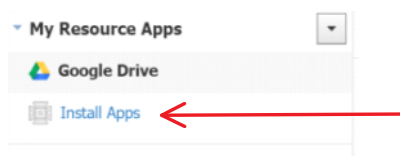
Adding Google Drive to your Schoology Account

It is possible to link your Google Apps for Education Google Drive to your account in order to import resources into your class. Let's take a look at how this is done.

To begin, navigate to the **Resources** section at the top of the Schoology interface and select **Apps**:



Navigate to **Install Apps** and select **Google Drive**:



Once you have found and selected Google Drive. You will be prompted to sign into your account and allow Schoology to access your Drive. Once this is completed Google Drive will show up under your **My Resource Apps** Section. Now you can import resources into your classes directly from Google Drive!

▾ Schoology would like to:

	Know who you are on Google	
	View your email address	
	View and manage the files in your Google Drive	

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

Deny	Allow
------	-------

▾ My Resource Apps



 Google Drive







 Google Drive

 Install Apps

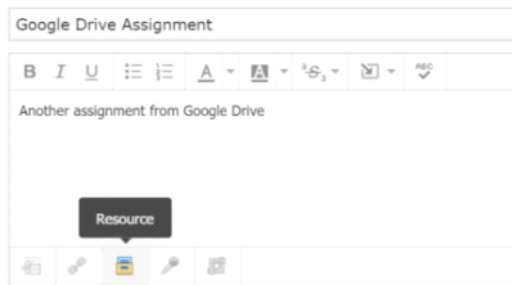
 You are not connected to Google Drive.

Sign in to your account:

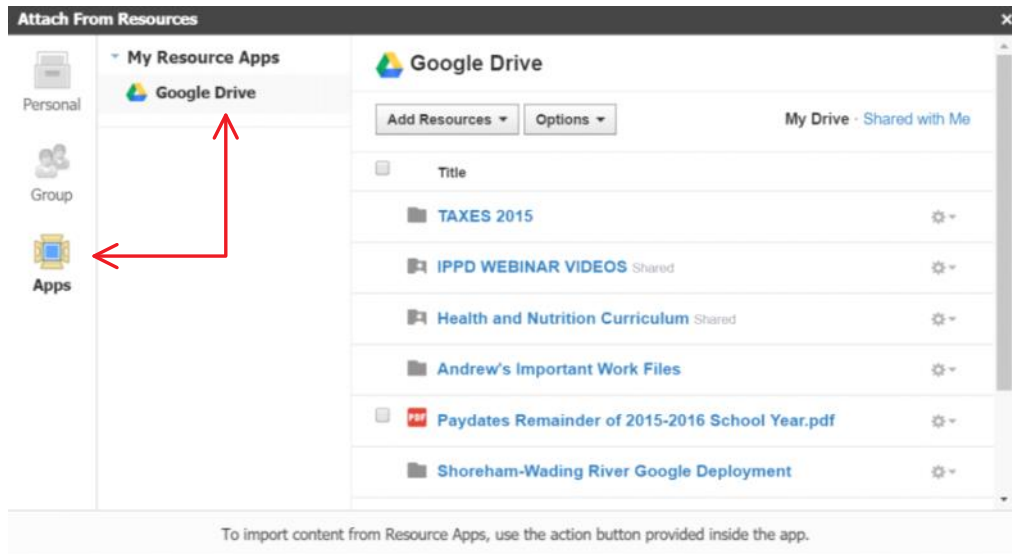
Connect

Import from Resources		Google Drive	
 Personal	▾ My Resource Apps		
	 Google Drive	 	My Drive · Shared with Me
			

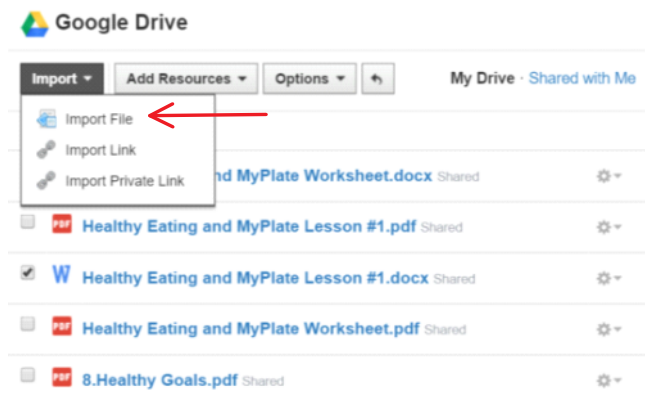
Let's take a look at how to import a resource into an assignment directly from Google Drive:



This time, when creating an assignment select **Resource** from the Assignment dialogue to access your Google Drive. Navigate to Apps on the left hand side of the dialogue box and select Google Drive. You can then select a file directly from your Drive to upload as an assignment!



Select your desired file and choose **Import File**

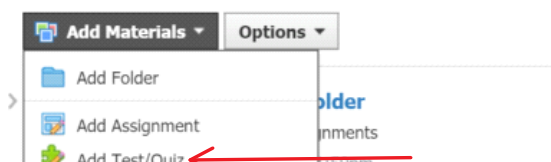


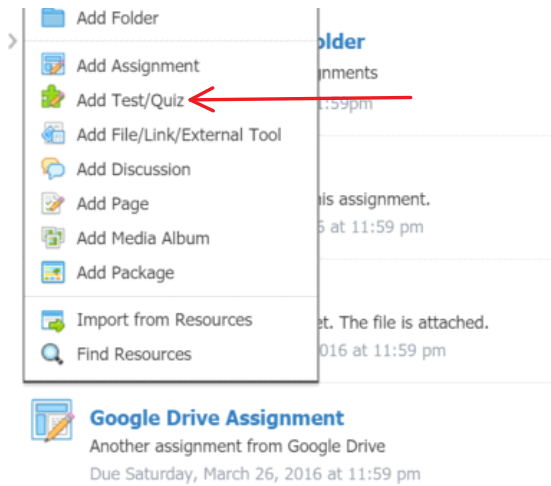
Developing and Administering Quizzes

Schoology can also be used by an instructor to develop and administer quizzes to a class. To begin, navigate to your course homepage and select **Add Materials > Add Test/Quiz**

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Eastport Elementary School

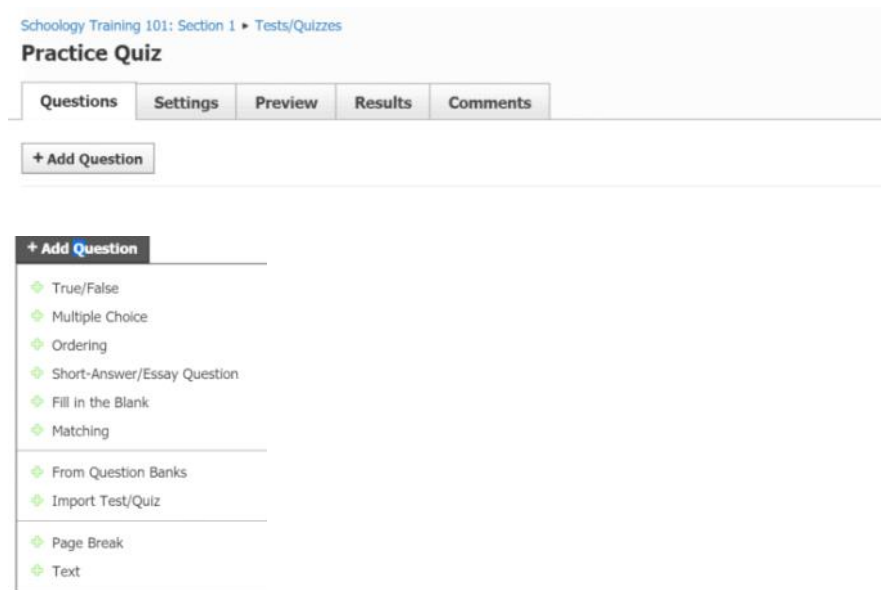




You will be directed to this dialogue box to create your quiz:

A screenshot of the 'Create Test/Quiz' dialog box. It contains the following fields: 'Name:' with an empty text box; 'Due date:' with a calendar icon and a text box containing '100 pts'; 'Category:' with a dropdown menu set to '(Ungraded)' and a link to 'Grading options'; 'Scale:' with a dropdown menu set to 'Numeric'; and 'Advanced:' with several icons. At the bottom are 'Create' and 'Cancel' buttons.

Once your quiz is created you can **Add Questions**, **Adjust Settings**, **Preview your Quiz**, **View Results**, and **Add Comments**. See below for screenshots of these options:



B I U [List Icons] **A** [Color Picker] [Background Color] [Link] [Table] [Paragraph] 12

Favorite Food

[Show Feedback](#) ? **Correct Answer**

Choice 1 ☒

Choice 2 ☐

Choice 3 ☐

Choice 4 ☐

Add more choices: [Add](#) [Remove Blanks](#)

Practice Quiz Unavailable [Info] [Bar Chart] [People] [Settings]

[Questions](#) [Settings](#) [Preview](#) [Results](#) [Comments](#)

Instructions:

B I U [List Icons] **A** [Color Picker] [Background Color] [Link] [Table] [Paragraph] 12

Availability:

Time Limit:

Attempt Limit:

Randomize Order:

Paging:

Language Keyboard:

Question Review:

Resumable:

View Submissions:

☐ Hide point values

← **Make sure to make your quiz available to students!**

Questions
Settings
Preview
Results
Comments

Question 1 of 1 | Page 1 of 1

Question 1 (10 points)

Favorite Food

☐ a Pizza
☐ b Not Pizza

You are viewing this test/quiz in preview mode. Your answers will not be saved and cannot be reviewed.

Submit

Schoology Training 101: Section 1 ▸ Tests/Quizzes

Practice Quiz Available    

Questions
Settings
Preview
Results
Comments

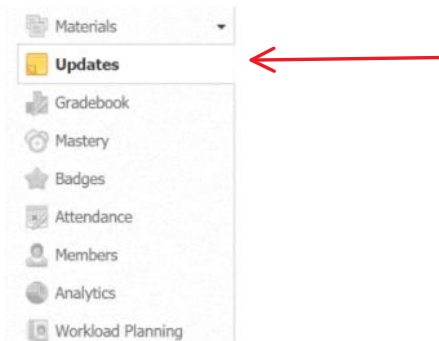
View by Student · [View by Question](#)

Name	Submissions/ Attempts	Latest Attempt	Final Score Gradebook Grade	
 Andrew Student	1/1	Today at 5:42 pm	10/10 100/100	View Attempts

Save Changes

Collaboration Within Schoology

Schoology has a couple of ways in which teachers and students can collaborate with each other. This takes place in three main ways within the interface. First, both teachers and students have access to the **Updates** section of a class:



This section functions as a discussion board or wall, very similar to those found on other social media platforms. Anything posted to **Updates** will be viewable by all members of the course and will show up in the update feed. These updates can be **Liked** and **Commented On**

Schoology Training 101: Section 1 

Eastport Elementary School

B
I
U
List
List
Table
Table
12
Link
Text





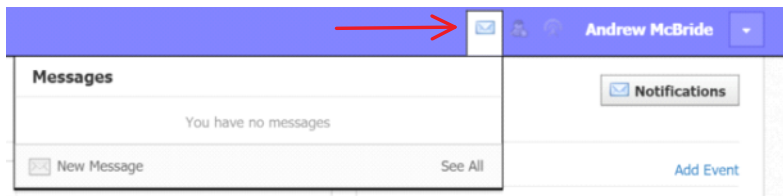


Most Recent ▾

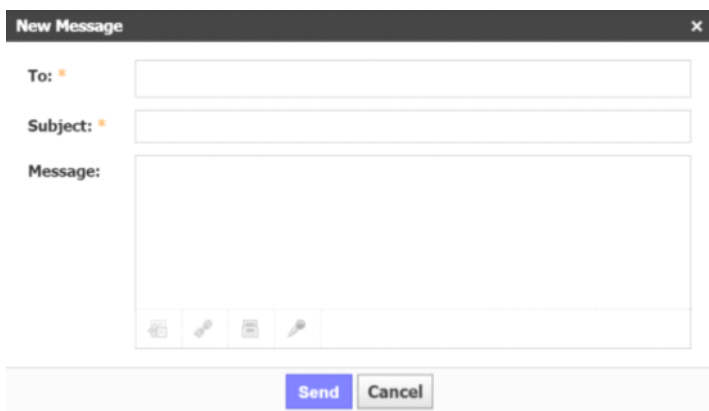
 Andrew McBride



Teachers also have the ability to **Private Message** students. However, unless your administrator has specifically made this available for students, students CANNOT private message one another. To private message as a teacher select the **Messages** icon at the top right of the interface:

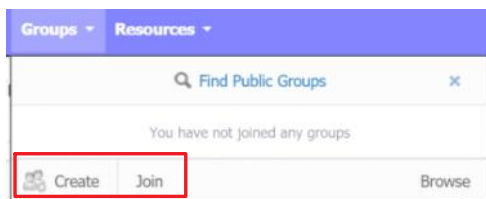


Select **New Message** to compose your private message to a Schoology user:



Groups

Lastly, Groups can be created within Schoology in order for students to share files and have collaborative discussions. To create a group, navigate to the **Groups** tab and select **Create**. It is important to note that discussions can be created within the class interface as well using the **Add Materials > Add Discussion** function



You may then name your group, provide a description, set its privacy, and control access to the group. It is important to note that only instructors can **create** a group. Students can join groups, but not create them.

