



Transition to Tomorrow. Today.

Schoology Getting Started Guide for Teachers

(Latest Revision: December 2014)

Before you start, please go over the [Beginner's Guide to Using Schoology](#). The guide will show you in detail how to accomplish basic tasks in Schoology. Let's get started!

For Schoology support, please email EnvisionIT OSU at envisionit.osu@gmail.com, or contact Schoology at <http://support.schoology.com>.

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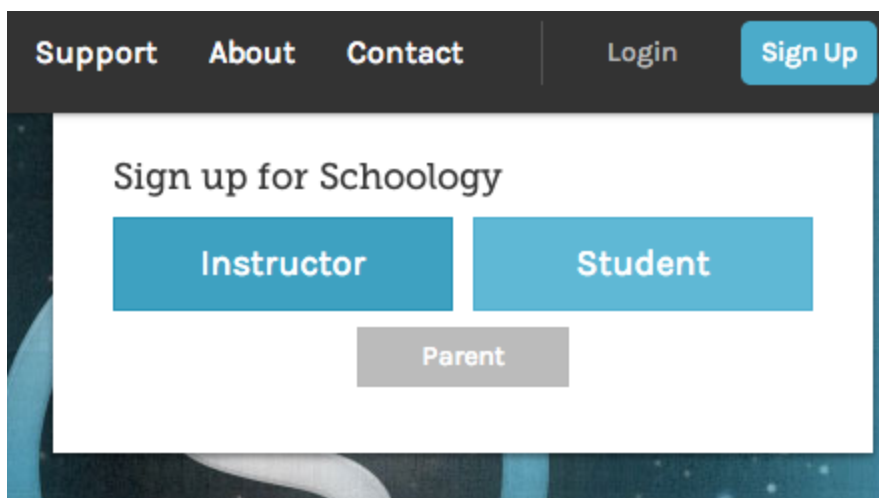
[Step 11.3: Add a Course Section](#)

Step 12: Running the Course

Step 1: Create a New Account

Notice: Skip to Step 1.2 if you are a pilot teacher and you were giving a teacher account by EnvisionIT.

1. Go to <http://www.schoology.com>.
2. Click on “Sign Up” on the top right hand side of the page.
3. Sign up as an instructor by clicking in the “Instructor” button.



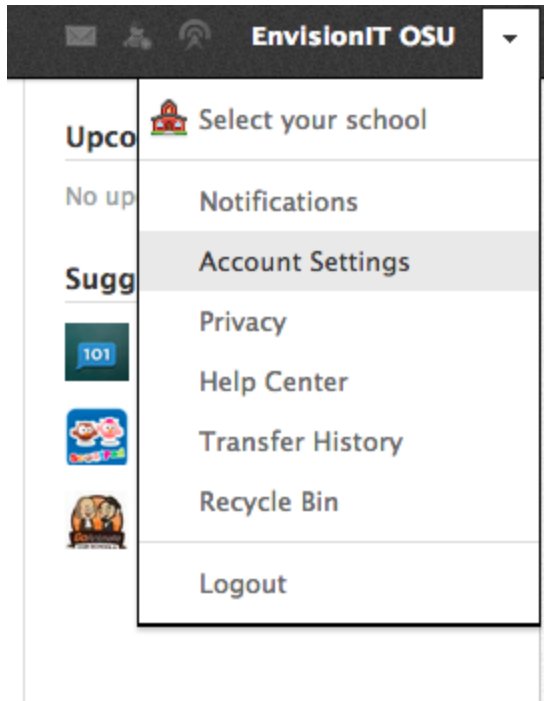
4. Fill in your account information. Uncheck “Receive periodic Schoology updates” if you do not want to receive this particular email communication from Schoology.

The image shows a web form titled "Sign up for Schoology" with a "Back" link in the top right. The form includes several input fields: "First Name" (highlighted with a blue border), "Last Name", "Email address", "Password", and "Confirm Password". Below these fields is a checkbox labeled "Receive periodic Schoology updates" which is checked. At the bottom left is a blue "Register" button. To the right of the button is the text: "By clicking Register, you agree to our Privacy Policy & Terms". The top navigation bar contains links for "Support", "About", "Contact", "Login", and a blue "Sign Up" button.

5. You will be greeted with a dialogue box that asks you to select your school affiliation. You can choose to fill this out now, or select “**skip this step**” at the bottom right corner of the box to skip it.
 - a. If your school is not listed, you can submit a request to Schoology to verify and add your school. This process will take up to 5 business days. **Please do not proceed until your school has been successful verified** because any course that you create without having set up your school affiliation first will **not** be associated with your school, and this **cannot be changed later**.
 - b. **Notice:** your students will have the option of creating a Schoology account using **only** a username if your account/course is affiliated with your school. This option may be needed to accommodate students without email addresses.
6. Once you get into the Schoology Dashboard you will be asked to take a tour. Take the tour to get familiar with Schoology!

Step 1.2: Edit Your Personal Information

1. Click on the arrow on the top of the page next to your name, a dropdown menu should appear.



2. To change your account settings, click on “**Account Settings**”. You can also do the following while in that menu:
 - a. Select your school (if you skipped this step earlier).
 - b. Access the help center.
 - c. Log out of your account.
3. There are 5 groups of account settings that you can modify:
 - a. **Notifications**: here you can change which notifications you would like to receive, and how (email or phone) you want to receive them.
 - b. **Account Settings**: here you can edit your personal information, connect your social media accounts to Schoology, share your Schoology calendar, and so on.
 - c. **Privacy Settings**: here you can edit which group(s) of users can see your Schoology profile, access your courses, message you, and so on.
 - d. **Transfer History**: this page lists all of your import/export actions within Schoology. Find out more about IMCSS imports/exports on <https://support.schoology.com/hc/en-us/articles/201001843-How-do-I-use-Common-Cartridge->.
 - e. **Recycle Bin**: the recycle bin saves your deleted items, and you can restore them if necessary.

Account

- Notifications
- Account Settings
- Privacy Settings
- Transfer History
- Recycle Bin

Account Info

Change your password

Title: Display Title in place of your First Name

First Name: *

Middle Name:

Last Name: *

Username:

Primary Email:

Alternate Email:

Timezone:

By clicking Save Changes, you agree to our [Privacy Policy & Terms of Use](#)

Save Changes

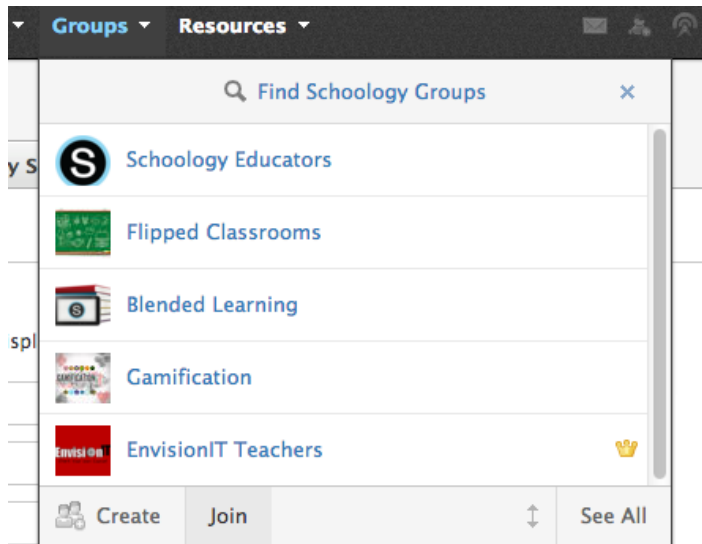
Connect Your Other Accounts



Connect

Step 2: Joining the EnvisionIT Teacher Group

1. Click on “Groups” in the navigation bar at the top of the page to reveal the groups list.



2. Click “Join” to bring up the “Join a Group” dialogue box. The group access code is: **Q933T-7PJSF**
3. Groups are very similar to Schoology courses. A teacher can communicate with OSU EnvisionIT staff and other EnvisionIT teachers through the group. Teachers can also access the master curriculum (more on this later) from the EnvisionIT Teachers group. Take the tutorial to become more familiar with Schoology

// Skip to step 4 if you already have an EnvisionIT course set up for you.

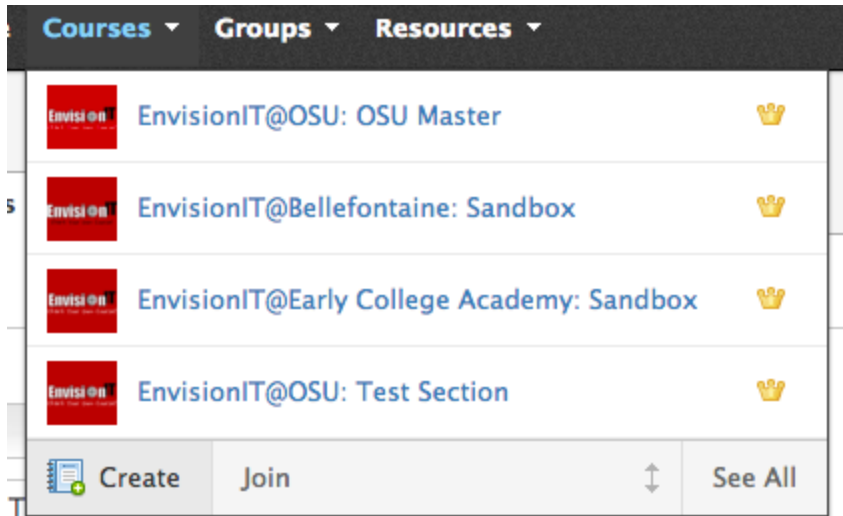
Step 3: Create a New Course

The lifespan of a Schoology course is similar to one in a physical classroom. Here is a general flowchart of your Schoology course's lifespan:

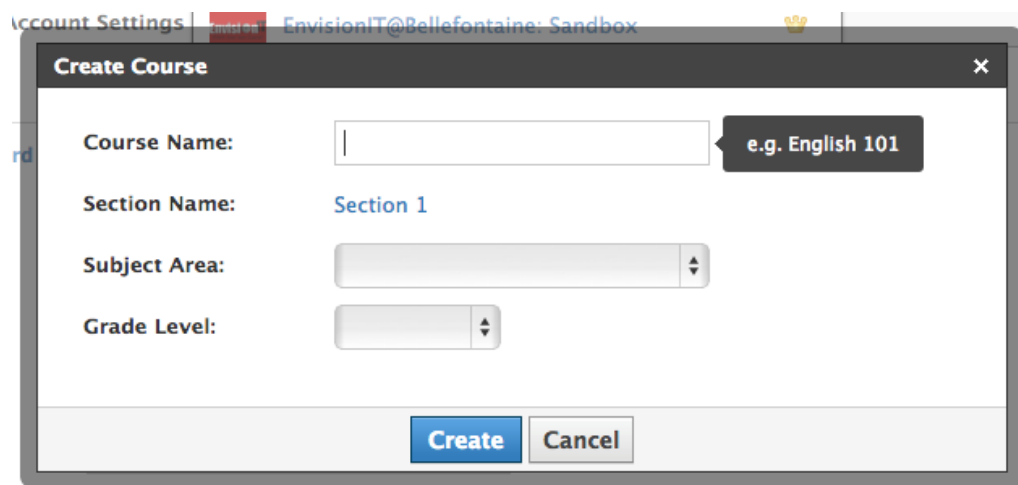
1. A new course is created
2. New section/period is created under the new course:
 - a. Optional: Groups of students can be managed in **grading groups** within a course section
 - b. Optional: Contents and graded items can be managed in **grading periods** within a course section
3. Set up your grade book for the new section, load content from the Master Curriculum located in the EnvisionIT Teachers Schoology Group, and customize according to your needs
4. Run the section and contact EnvisionIT OSU for any needed assistance.
5. When your section is over, you can:
 - a. Export your grade statistics in spreadsheet format from the grade book.
 - b. Generate attendance report on your students in Schoology's Attendance tool.
We ask our pilot teachers to track attendance in Schoology using this tool - see Step 11 for more information.
 - c. Archive your contents using your Resource Library
 - d. Archive your section so it is not longer active
6. To prepare for a new section, you can:
 - a. Create a new section by repeating this process from step 2; or you can
 - b. Copy a previous/archive section and set up accordingly

Let's start by creating a brand new EnvisionIT course:

1. Click on "**Courses**" in the navigation bar at the top of the page to reveal the course list. This is the most convenient location for you to access all of your courses.
2. Click "**Create**" to bring up the "**Create Course**" dialogue box.



3. Fill in your course information following the guidelines below. **Note:** to add a new section, enter an existing course name that you want to add the section under - more on this later
 - a. **Course Name:** *EnvisionIT@[School Short Name]*, for example *EnvisionIT@OLHS* (for Olentangy Liberty High School)
 - b. **Section Name:** Click on the “Section 1” placeholder to modify the section name. Make it [Semester Year], for example *Fall 2015*; or [Start Year-End Year], for example *2014-2015*.
 - c. **Subject Area:** Technology (or any other category that better describes your course)
 - d. **Grade Level:** 9th to Higher Ed

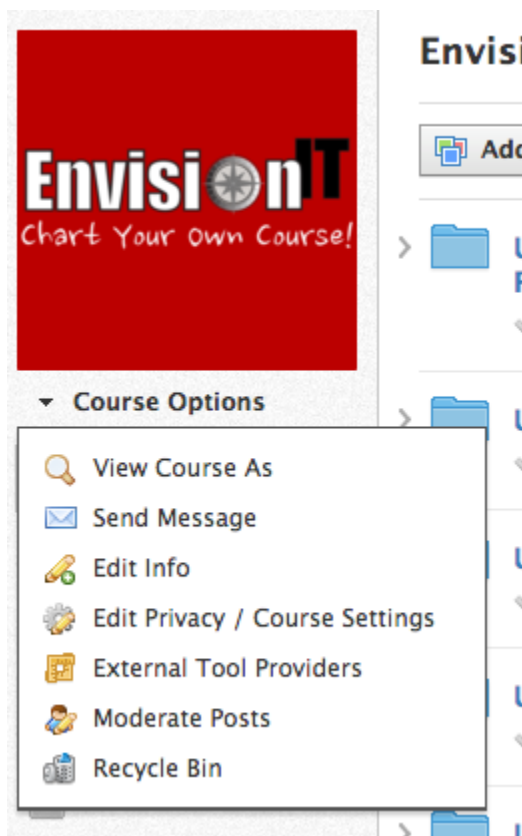


// Consult the Getting Started guide to learn more about what you can do in a Schoology course.

Step 3.2: Edit Course Settings

You can finetune your new course's settings easily.

1. Go to your course page (top menu → courses → your course).
2. You can change your course's profile image by putting your mouse cursor on the image on the top left-hand side of the page, and then click on "**Edit Picture**".
3. To access the course settings, click on "Course Options" below the course profile image, and click on "**Edit Info**".



4. There are 6 tabs within course settings:
 - a. **Info**: basic information of the course - you have already entered those settings when you created your course.
 - b. **Details**: here you can enter a detailed description for your course, specify its location, and class schedule.

- c. **Privacy:** here you can modify what the users can do or access in your course according to the user group(s) they belong to. You can also change the default page of your course.
- d. **External Tools:** here you can link LTI-conformant tools to your course and configure them. For more information about LTI-conformant external tools and how to use them, see this page and related topics: <https://support.schoology.com/hc/en-us/articles/201001813-What-are-External-Tools-or-LTI->.
- e. **Moderation:** here you can enable or disable the ability to approve user posts before they become visible to other users. This is also where you can manage pending or deleted user posts.
- f. **Recycle Bin:** here you can manage files and/or pages that you have previously deleted from your course. Hover over a file and click on the gear icon to restore.

The screenshot shows the Schoology interface for editing a course. At the top, there is a navigation bar with the Schoology logo, a search icon, and links for Home, Courses, Groups, and Resources. Below this, the course name 'EnvisionIT@OSU: OSU Master (SU2013 Edit)' is displayed with an 'Edit Course' link. A tabbed interface shows 'Info' as the active tab, with other tabs for 'Details', 'Privacy', 'External Tools', 'Moderate', and 'Recycle Bin'. The 'Info' section contains the following fields:

- Course Name:** A text input field containing 'EnvisionIT@OSU' with a help icon (?) to its right.
- Section Name:** A text input field containing 'OSU Master (SU2013 Edit)'.
- Subject Area:** A dropdown menu currently set to 'Technology'.
- Grade Level:** Two dropdown menus showing '9' and '12' with a hyphen '-' between them, and a 'Remove Range' link to the right.

At the bottom of the form are two buttons: a blue 'Save' button and a grey 'Cancel' button.

Step 4: Set Up Your Grade Book

Setting up your Grade Book helps you and your students keep track of completion and performance in a particular Schoology course/section. It also helps you, the teacher, to effectively manage your roster of students with functions such as grading categories, grading groups and grading periods.

Important: Before you important your master curriculum, you may want to set up your new section's Gradebook first so the grading categories from the quizzes transfer over.

Step 4.1: Set Up Your Grading Categories

1. From your course page, click on the "**Gradebook**" link on the left of the page.
2. Click on the "**Grade Setup**" link right underneath the "Gradebook" link.
3. Find the "**Categories**" section in the middle of the page. Click "**Add**" to add a new grading category. There are 3 options available:
 - a. **Category Name:** quizzes from the master curriculum are preconfigured with 3 categories - "Pre-Quiz", "Check Your Knowledge", and "Final Quiz." **Setting up your Gradebook accordingly helps our data collection effort.**
 - b. **Calculated by:** choose to calculate category grade by total points or percentage.
 - c. **Drop Lowest:** choose how many of the lowest grades to drop from final calculation.
4. Go to step 8.4 for more information on **Grading Periods & Final Weights**.
5. You can also use the **Final Grade Settings** section to configure how the final grade for your course is calculated and displayed.

Step 4.2: (Optional) Set Up Your Grading Groups

You can group your students into different **grading groups** if you have a large number of students in a single Schoology course section. You can assign graded items to different grading groups individually, for example assign the same assignment but on different days.

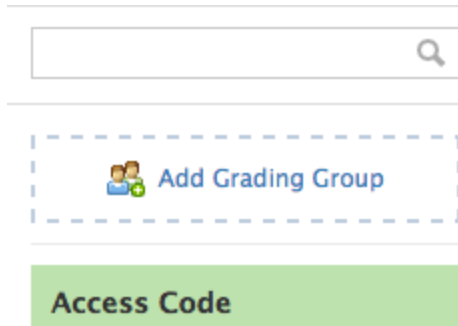
One major advantage of assigning your students to grading groups within the same section instead of separate sections is that it allows all of your students to interact with each other. The disadvantage of using grading groups instead of separate sections is that it limits your

ability to customize your Schoology course contents to different groups of students.

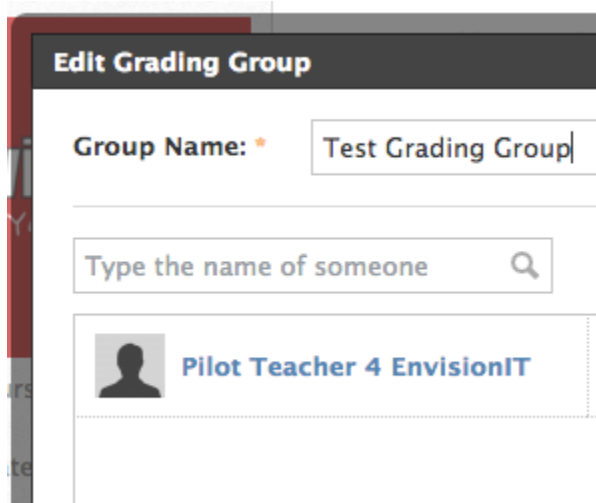
See this discussion thread on Schoology Support for more information: <https://support.schoology.com/hc/communities/public/questions/200410523-Merging-Sections-?locale=en-us>

If you would like to manage your course using **grading groups**:

1. Navigate to the “**Members**” page (hint: left navigation menu in your course).
2. On the right side of the page, above the green box, you would see a box that says “**Organize members into Grading Groups**”. Put your mouse cursor over the box and click on “**Add Grading Group**”. An “**Edit Grading Group**” dialogue box should appear.

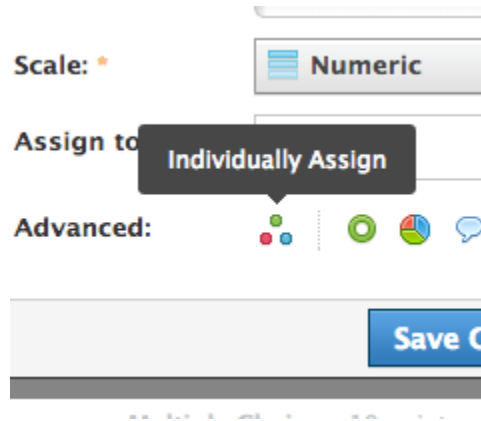


3. Type in the name for the grading group, choose students you would like to add to this grading group from the list, and click “**Create Grading Group**”.



4. Course material, such as quizzes, can be assigned individually:

- a. In the edit dialogue box, under the “**Advanced**” grouping, click on the first icon (“**Individually Assign**”), and type in the name of the student or the group in the “**Assign To**” dialogue box that appears.



Step 4.3: (Optional) Add Grading Periods

Consider using the **Grading Periods & Final Weights** function in your Grade Book if you anticipate using the same Schoology course/section with the same roster of students for a longer period of time. Grading Periods allow for automatic archiving of expired courses.

For example, if you are teaching a year-long course, you can set up a Fall Semester grading period as well as a Spring Semester grading period. This allows you and the students to view grades from different grading periods separately. This function can be used in conjunction with Grading Groups.

To add a new grading period:

1. From your course page, click on the “**Gradebook**” link on the left of the page.
2. Click on the “**Grade Setup**” link right underneath the “Gradebook” link.
3. Find the “**Grading Periods & Final Weights**” section in the middle of the page. Click “**Edit**” to edit your grading periods.
 - a. Under “**Add New Grading Period**”, enter the name of the new grading period
 - b. Enter a start date for the grading period
 - c. Enter an end date for the grading period

4. You can click on **"Add Another"** to enter another grading period, or click **"Save"** to save your changes

You can also activate/deactivate grading period(s) by selecting/deselecting the checkboxes under **"Select From Existing"**.

Notice: current you **do not** have the ability to edit or delete a grading period once you have entered and saved it.

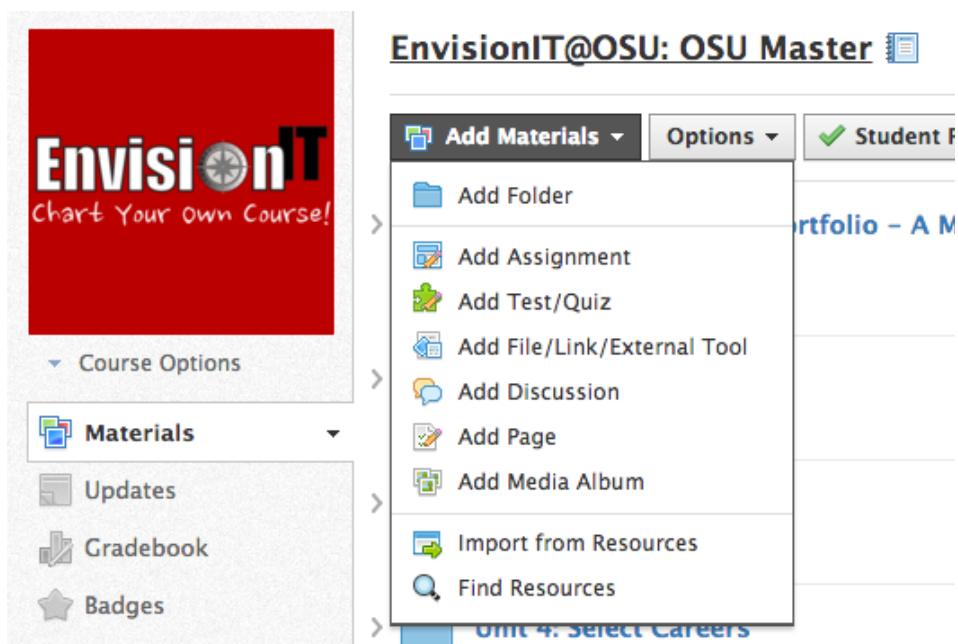
Step 5: First Time Teaching EnvisionIT? Import the Master Curriculum to your Course

Tip: It may be easier for you to simply make a copy if you have taught another EnvisionIT course on Schoology before. The copy function preserves most of the settings from the original course. See [Step 9.3](#) for more information.

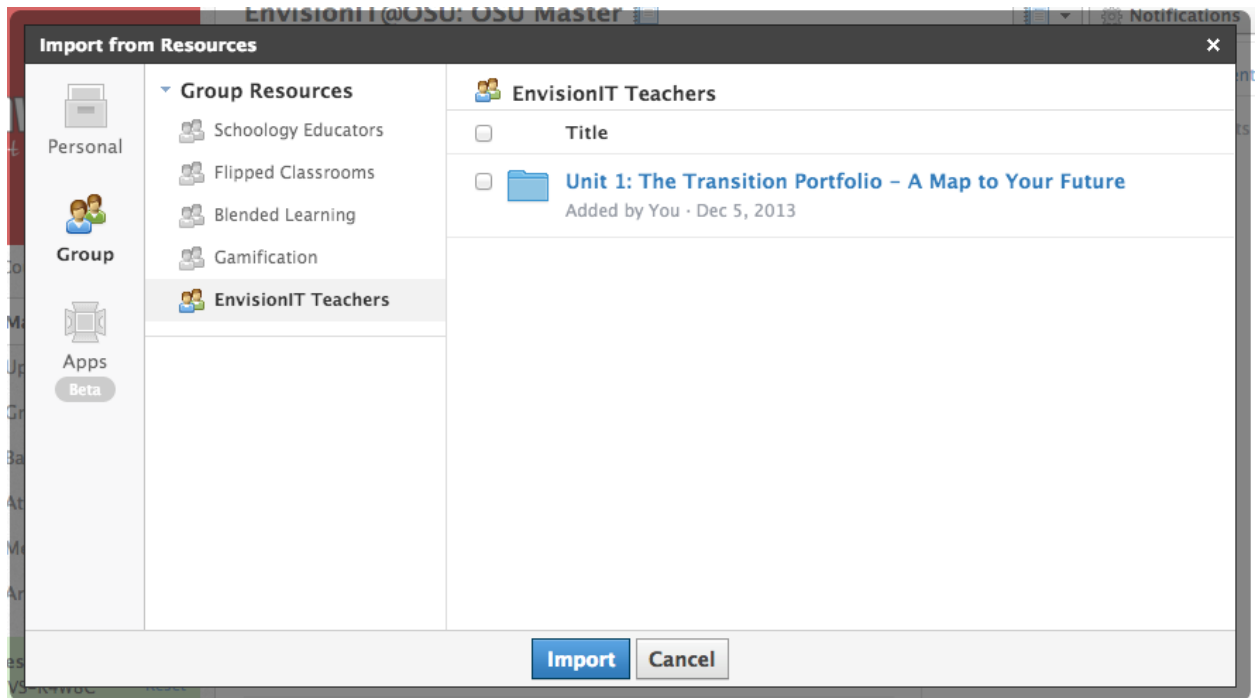
// Skip to step 6 if you already have an EnvisionIT course set up for you.

Once you have finished setting up your Gradebook, follow the next steps to import material from the master curriculum to your new course/section:

1. From your course page, click on the “**Materials**” link on the left of the page.
2. Click on “**Add Materials**”, and then choose “**Import from Resources**” to bring up a new dialogue.



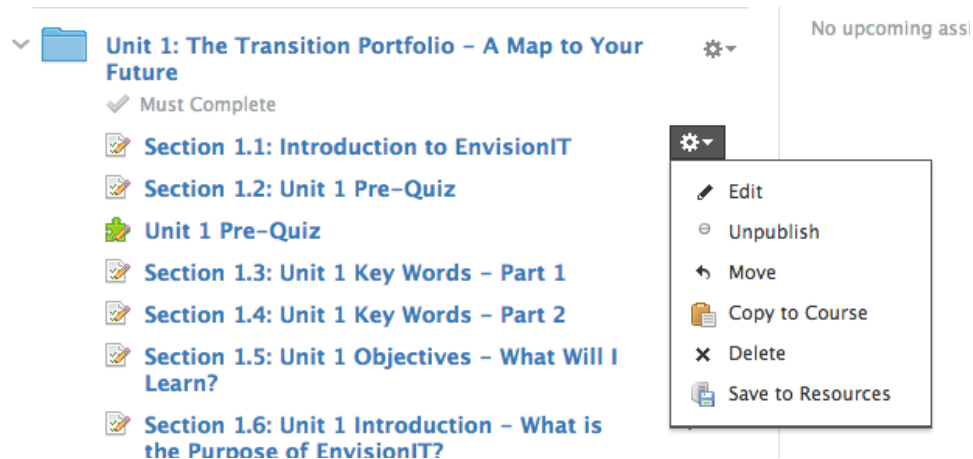
3. Click on the “**Group**” button on the left side of the dialogue box, then choose the “**EnvisionIT Teachers**” group. A list of folders containing course material should appear.



4. Select everything you want to import by checking the checkboxes next to the folders/files, then click on **“Import”**.
5. Another **“Import from Resources”** dialogue box will appear and ask you to confirm the list of files being imported. Click on **“Import”** to confirm.
6. The imported material should now show up in your course under **“Materials”**.

Step 6: Set Up Your Course Material

Let us set up Unit 1 as an example. Open the Unit 1 folder from your course materials page (**hint:** course page -> materials link in the left sidebar, and click on the arrow to the left of the folder you want to access to expand it). You should see a list of material for Unit 1.



To access the list of actions you can perform on the items, click on the gear icon on the right of an item. There are 6 actions available:

1. **Edit:** edit the item.
2. **Unpublish:** hide the item from your students.
3. **Move:** move the item to another location.
4. **Copy to Course:** copy the item to another course that you are teaching.
5. **Delete:** remove the item (to the recycle bin).
6. **Save to Resources:** more on this option later.

You can change the order of your materials by dragging and dropping individual icons to their desired locations.

You will need to set up some items, such as quizzes, even though they have already been created for you. Read on to the next step.

Step 6.2: Set Up Quizzes Individually

1. To edit a quiz, first click on the quiz to open it, then click on the gear icon on the right side of the page and choose “Edit”. (hint: course page -> materials link in left sidebar.) An edit dialogue box will appear.

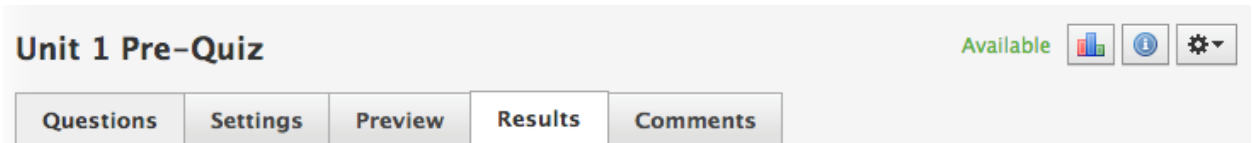
The screenshot shows the 'Edit Online Test/Quiz' dialog box. The title bar reads 'Edit Online Test/Quiz' with a close button (X) on the right. The main area contains the following fields and options:

- Name:** A text input field containing 'Unit 1 Pre-Quiz'.
- Due date:** A date picker icon followed by an empty text input field.
- Points:** A text input field containing '100' followed by 'pts'.
- Category:** A dropdown menu showing 'Pre-Quiz' and a 'Grading options' link to the right.
- Scale:** A dropdown menu showing 'Numeric'.
- Advanced:** Three icons: a gear, a green circle, and a blue speech bubble.

At the bottom of the dialog box are two buttons: 'Save Changes' and 'Cancel'.

- a. You can also access the following actions from the gear menu: **unpublish**, **copy to another course**, **export** quiz data (including submissions), and **delete**.
2. You can edit the following options:
 - a. Quiz **name**.
 - b. **Due date**.
 - c. Total **point** value associated with the quiz.
 - d. **Category**: it may be beneficial to set up different grading categories for easier sorting and data analysis. For example: Pre-Quiz and Post-Quiz.
 - i. You can also click on “Grading Option” to: 1) weight a quiz (i.e. how much it is worth in a student’s final grade), 2) designate a quiz to be a midterm or final quiz, or 3) assign the quiz to a particular grading period if you have grading periods set up in your Gradebook.
 - ii. **IMPORTANT**: some grading categories transfer over as long as grading categories are set up beforehand in the Gradebook, however this process does not perform consistently. Some graded item in your course may be set to “Ungraded” if Schoology cannot find matching grading categories in your Gradebook. Please make sure your pre-quizzes, check your knowledge quizzes are final quizzes are correctly

- associated with a grading category.
 - e. **Scale:** set the quiz to use 1) numeric, or 2) letter grades.
 - f. **Advanced**
 - i. **Assign** a quiz to specific students or groups of students.
 - ii. Control whether or not a quiz is **visible to students** on the Gradebook.
 - iii. Turn on **Grade Statistics** - we ask that you turn this functionality on for research purposes.
 - iv. Control whether or not students can **comment** on the quiz.
3. There are 5 tabs in the quizzes view:



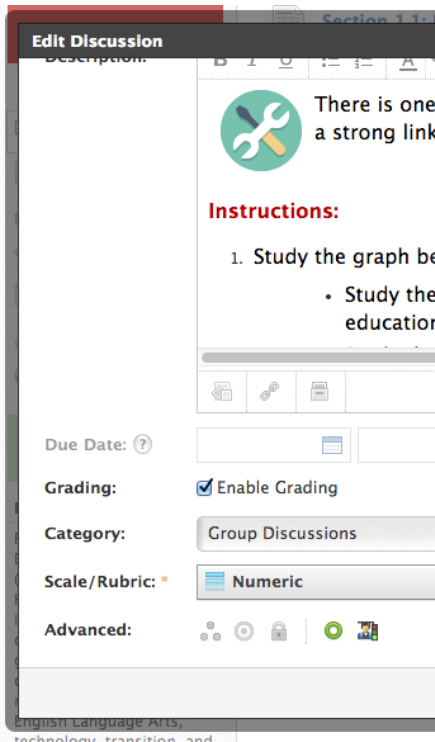
- a. **Questions:** you can add, edit or reorder questions in the quiz. Optionally, learn about the Question Bank functionality at <https://schoolgy.zendesk.com/hc/en-us/articles/201001473-How-do-I-use-Question-Banks-in-Schoolgy->.
- b. **Settings:**
 - i. **Instructions:** you can provide your students with additional instructions for the quiz.
 - ii. **Availability:** you can choose to either 1) make your quiz available now, 2) hide your quiz, or 3) set a start and/or end date during which the quiz would be available.
 - iii. **Time Limit:** set the amount of time your students are allowed on the quiz.
 - iv. **Attempt Limit:** set the number of times your students are allowed to attempt the quiz.
 - v. **Randomize Order:** set to either present the quiz questions in the original order as you intended, or let Schoology randomize the order.
 - vi. **Paging:** you can divide up your question set into pages, each with a predetermined number of questions.
 - vii. **Question Review:** you can enable this option to allow your students to review their answers before submitting.
 - viii. **Resumable:** you can enable this option to allow your students to leave their quiz temporarily and resume later.
 - ix. **View Submissions:** you can enable this option to allow your students to see their submitted answers after they have submitted their quizzes. You can also choose to reveal correct answers in this view.

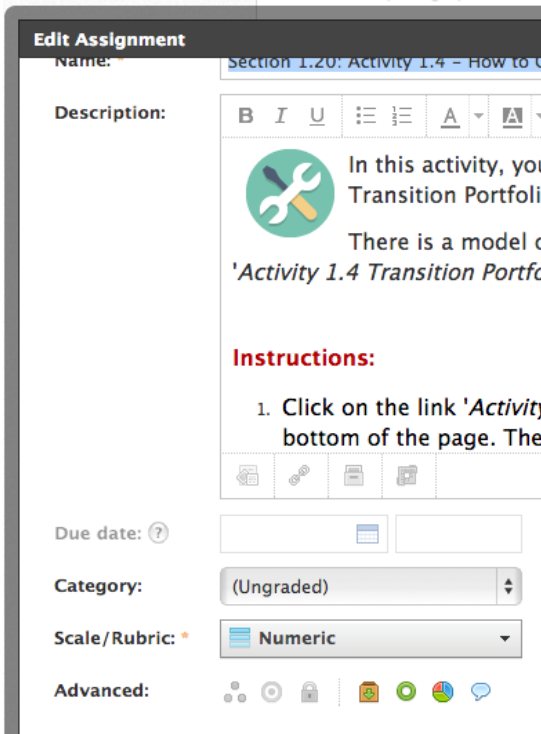
- x. **Hide Point Values.**
 - c. **Preview** the quiz.
 - d. Show student submissions in “**Results**”.
 - e. Post comments or see student **comments**. All comments are visible to all members of the section.
4. Remember to **Save Changes!**

Step 6.3: Set Up Discussions and Assignments Individually

You can use Schoology’s built-in Gradebook to keep track of all of your graded items.

1. To modify grading options in a discussion or an assignment, click on the gear icon to the right of the item you would like to edit, and choose “**Edit**” (hint: course page -> materials link in left sidebar).









2. A small edit dialogue box will pop up
 - a. Assignments: the grading function is enabled by default for assignments.
 - b. Discussions: tick the checkbox next **“Enable Grading”**.
 - i. If you would like your students to be able to see their peers’ posts before they have submitted their own, click the rightmost icon in the **Advanced** section (“Require members to post before revealing other responses”) so this function activates (i.e. colored icon).
 - c. You can also modify the **“Category”**, **“Period”** (under “Grading Options”) and **“Scale/Rubric”** options if you would like. See steps [6.2](#) and [6.3](#) for more information.
3. Remember to **Save Changes!** For specifics on grading discussions and assignments:
 - a. See this page to learn how to grade discussions: <https://support.schoology.com/hc/en-us/articles/201001773-How-do-I-use-graded-discussions->
 - b. See this page to learn how to grade assignments: <https://support.schoology.com/hc/en-us/articles/201001653-How-do-I-grade-assignments->

Step 6.4: Set Up Graded Items in Bulk

You can set up graded items (i.e. Assignments, Discussions, and Quizzes) in bulk in the Gradebook:

| Name | <input checked="" type="checkbox"/> | Category | Max pts |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------|------------|---------|
|  Section 8.21: Activity 8 | <input checked="" type="checkbox"/> | (Ungraded) | 100 |
|  Section 1.23: Activity 1. | <input checked="" type="checkbox"/> | (Ungraded) | 100 |

| Factor | Scale/Rubric | Due date ? | Period | |
|--------|-------------------------------------------------------------------------------------------|------------|---------------------|---|
| 1.00 |  Numeric | | (No grading period) | × |
| 1.00 |  Numeric | | (No grading period) | × |

1. From your course page, click on the “**Gradebook**” link on the left of the page.
2. Click on the gear icon above the gradebook table, then click on “**Bulk Edit**”
3. You can edit the following settings in this view:
 - a. Item name
 - b. Availability (i.e. published/unpublished) by checking/unchecking the checkbox
 - c. Max Points
 - d. Factor/Weight
 - e. Grading Scale/Rubric
 - f. Due Date (in MM/DD/YY HH:MMam/pm format, ex. 12/15/14 3:24pm)
 - g. Grading Period
 - h. Delete (by click on the x)
4. You can add an assignment in this view by clicking on the “**+ Add Assignment**” button on the top right of the table
5. You can also shift the due date of **all undue items** (i.e. due dates that are not yet passed) by using the backward (<) and forward (>) icons on the top right of the table. Each click will shift the due dates by **1 day**.

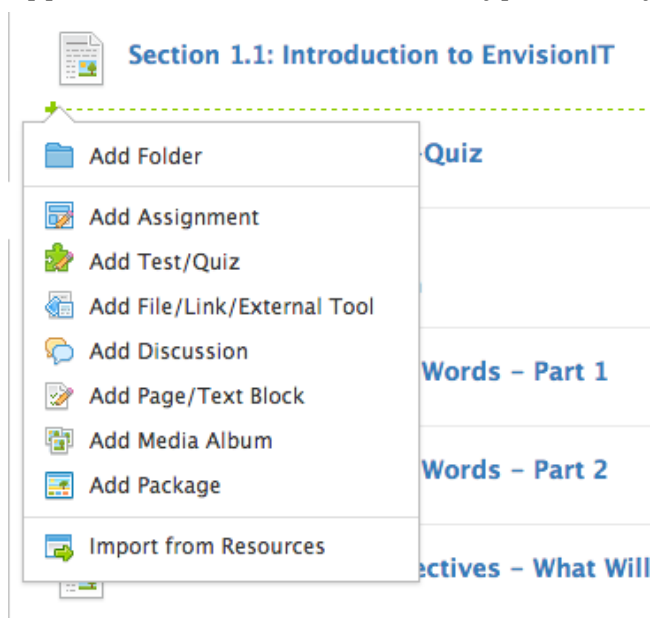
Step 6.5: Edit Course Content According to Your Needs

See this video to learn how to create and edit course pages: <https://support.schoology.com/hc/en-us/articles/201003263-Video-How-to-create-Course-Pages>

Step 6.6: Add Additional Course Material

You can add new course material easily. To add a new course item:

1. Go to your course's "Materials" page (**hint:** hint: course page -> materials link)
2. You can either
 - a. Click on the "Add Materials" button and choose the type of item you would like to add, or
 - b. Navigate to the location where you would like to insert the new item (for example, between sections 4.4 and 4.5), hover over the space between the two items until a green, dashed line with a plus sign in front of it appears, left click, and choose the type of item you would like to



3. Learn more about Schoology materials: <https://support.schoology.com/hc/en-us/articles/201001893-Courses-Course-Materials>

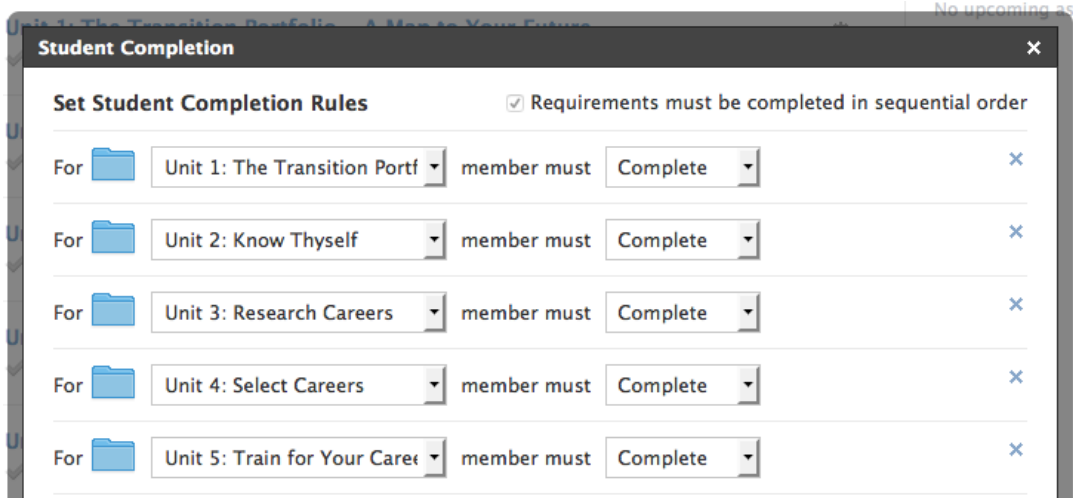
Step 6.7: Set Additional Student Completion Requirements

You can configure your Schoology materials so a student is required to complete certain requirements before they can move on to the next. **A pilot course configured by**

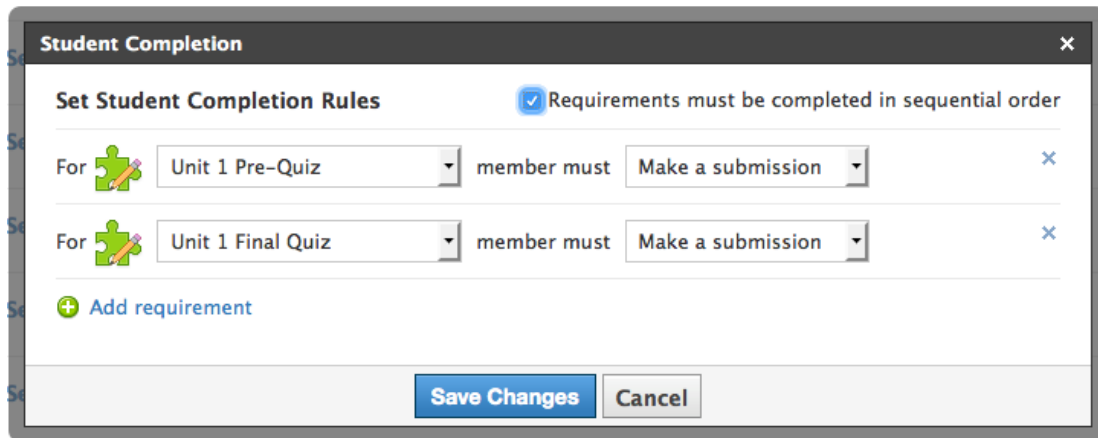
EnvisionIT has a completion rule where 1) a student must complete the pre-quiz and final quiz of a unit before moving on to the next, and 2) folders must be completed sequentially.

To access the Student Completion editor:

1. Go to your course's "**Materials**" page. Click on "**Options**" above the materials list, and click "**Student Completion.**" This view allows you to edit completion requirements on a **folder level**.



- a. Click "**Add requirement**" to insert a new folder completion requirement. Only the "**Complete**" requirement is available for top-level folders.
 - b. Alternatively, you can click "**Make all folders sequential**" to automatically add a completion rule where a student must complete a folder/unit before moving on to the next.
2. To edit completion requirements for individual folders/units, click on the desired unit to open it.



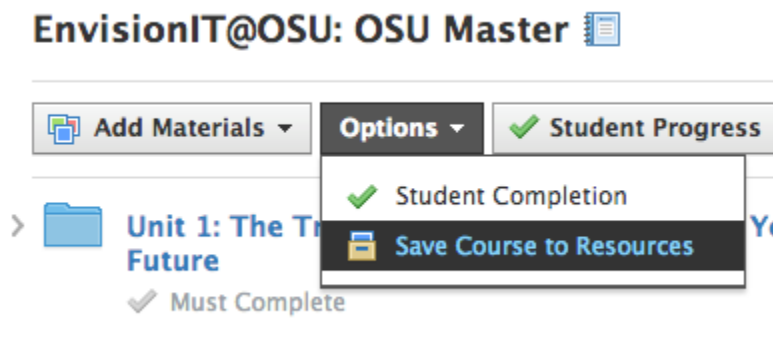
- a. Click on “**Options**”, then “**Student Completion**”
- b. Click “**Add requirement**”, then
 - i. In the first box, pick the material to add a requirement to
 - ii. In the second box, you can requirement the students to **view** the item, **post** to a comment/reply, make a **submission**, or **score** a certain level on a graded item.
- c. Check “**Requirements must be completed in sequential order**” on top of the Student Completion dialog box to to require students to complete the requirements in order.

Tip: consider using the **Availability** functionality in each folder’s settings (i.e. gear menu) to prevent students from jumping ahead instead of creating complex completion rules.

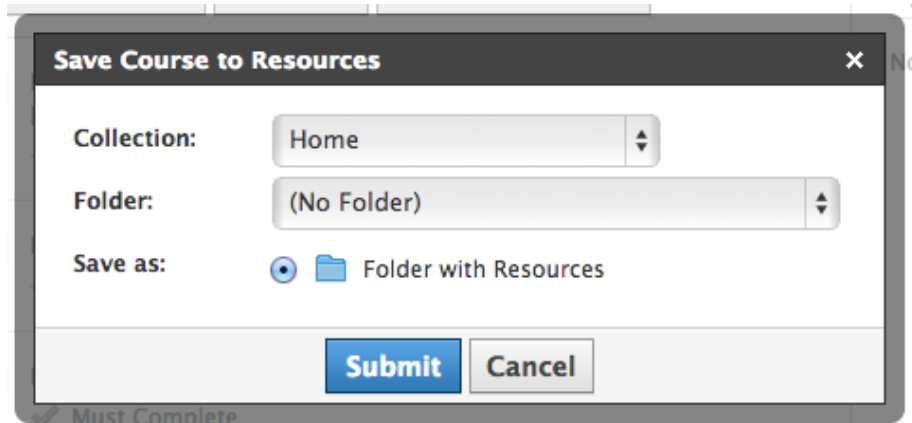
Step 7: Save The Course to Your Resource Library

You can save the course material you have worked hard on to your personal resource library for future use and/or to share with other teachers.

1. Go to your course's "**Materials**" page (**hint:** course page -> materials link).
2. Click on the "**Options**" button just below the course name in the middle of the page, and choose "**Save Course to Resources**". A "Save Course to Resources" dialogue box should pop up.

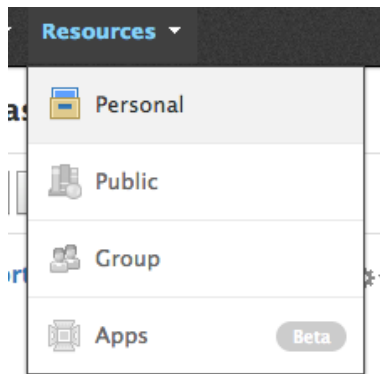


3. You can choose where to save the files by changing the following settings:
 - a. **Collection:** you can save the files to your "Home" resource library for personal use, or share with a group that you're in.
 - b. **Folder:** you can organize your files in folders. You can either choose an existing folder, or create a new one.

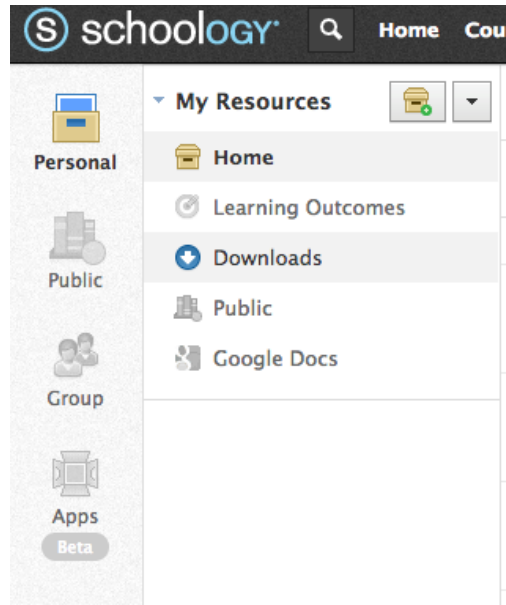


Step 7.2: Explore Your Resource Library

1. Click on “**Resources**” in the navigation bar at the top of the page to reveal a list of Collections. Click on “**Personal**” to access your personal resource collection.



2. There are 5 folder in your personal resource library:
 - a. **Home:** the main folder where resources are stored.
 - b. **Learning Objectives:** here you can add/import your own learning objectives for your students, or you can import from Common Core alignments. Learn more about this in a later section.
 - c. **Downloads:** here is where you can store shared resources from other groups or educators on Schoology. To find out more about the Downloads folder, visit <https://support.schoology.com/hc/en-us/articles/201001763-What-are-Public-Resources->.
 - d. **Public:** the public folder lists all of the files that you have shared publicly with other Schoology educators. Visit the above link for more information
 - e. **Google Docs** (may not be visible if you have not set up Google Docs integration in Schoology): you can access files from your Google Drive via the Google Drive resource app. Find out more about **Resource Apps** at https://schoology.zendesk.com/hc/en-us/articles/201001923-Resource-Center#resource_apps.

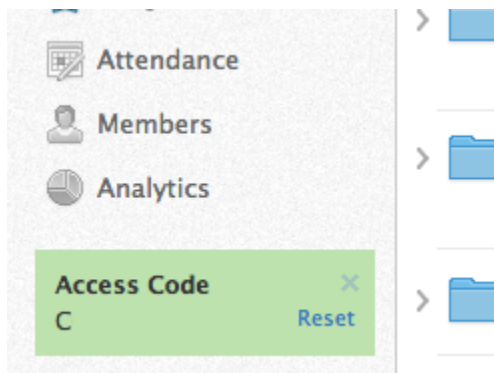


3. There are three Resource Collections available to you:
 - a. **Public:** you can access resources produced and shared by other Schoology educators.
 - b. **Group:** you can access resources from the groups that you're in - for example, the EnvisionIT Teachers group.
 - c. **Apps:** you can link your Google Drive and Dropbox storage to your Schoology personal library with **Resource Apps**. Find out more about resource apps at <https://support.schoology.com/hc/en-us/articles/201001923-Resource-Center>.

Step 8: Invite Students to Join the Course

Students require access codes to join Schoology courses. To find the access code:

1. Click on “**Courses**” in the navigation bar at the top of the page to reveal the course list. Choose the course you want to invite student(s) to.
2. Click on the “**Members**” link on the left navigation menu.
3. You’ll see a green box on the right side of the Members page. The access code is a 10-character string that consists of numbers and alphabets. You can also tick the checkbox next to “**Require Approval**” to make sure only students who have your permission to enroll in the class can do so.



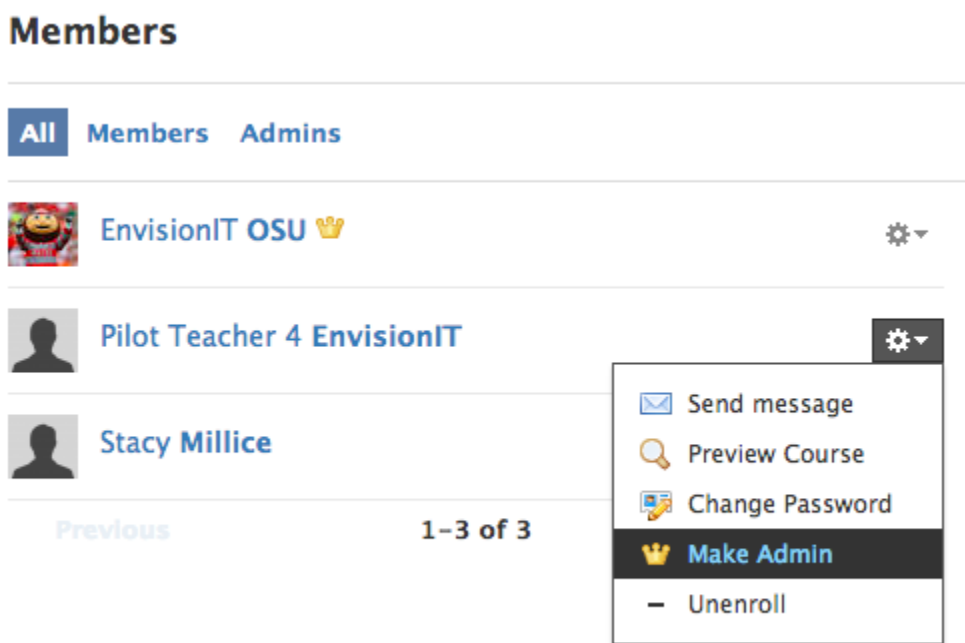
4. There are two ways a student can join your course with the access code:
 - a. They can provide the code when they register for a new account, or
 - b. They can join the course via the top navigation bar -> Courses -> Join.
5. **Reminder:** your students have the option of signing up with username as long as your account and course are correctly associated with your school.
6. Once a student has joined the course, you can assign him or her to a grading group. To find out how to use grading groups go to step 8.3, or read: <https://schoology.zendesk.com/hc/en-us/articles/201001403-How-do-I-use-the-Grading-Groups-feature-in-a-course->

Step 8.2: Invite Co-Teacher(s) to Join the Course

You can invite other people, such as co-teachers and classroom assistants, to your course as well. They can join the course with the same access code listed on the “**Members**” page as described in the last step.

If you would like another person to have administrative privileges over the course:

1. Navigate to the “**Members**” page (hint: left navigation menu).
2. Click on the gear icon next to the person you would like to give extra privileges to.
3. Click on “**Make Admin**”.



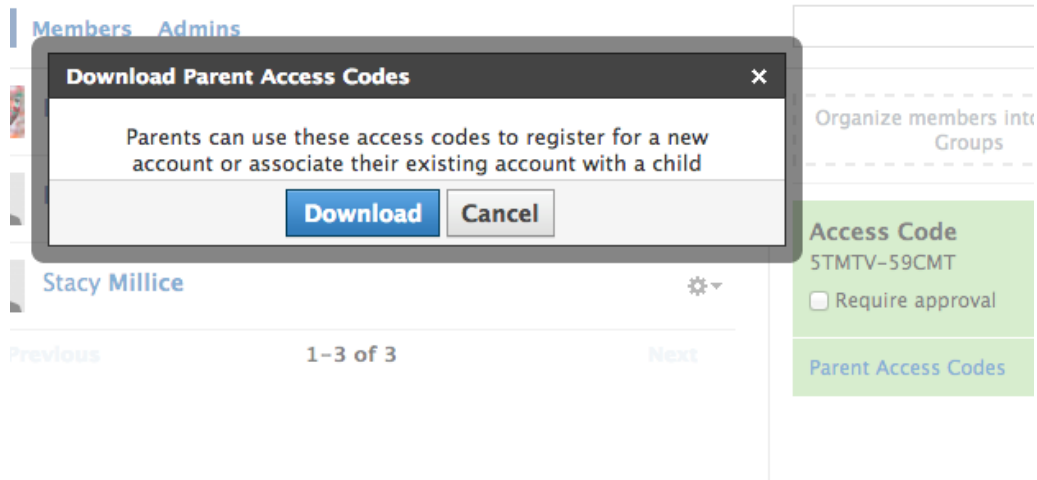
4. **Notice:** only the admin account that created the course has the privilege to change course name and to add additional sections. Please contact EnvisionIT if you are not able to perform the aforementioned steps with your admin account.

Step 8.3: Invite Parent(s) to Join the Course

Parents have separate, restricted access codes that grant view-only access to a course. To obtain parent access codes:

1. Navigate to the “**Members**” page (hint: left navigation menu).

2. In the same green box (on the right side of the page) where you can find the regular access code, click on the “**Parent Access Codes**” link. A “**Download Parent Access Codes**” dialogue box will pop up.
3. Click on “**Download**” to download the list.

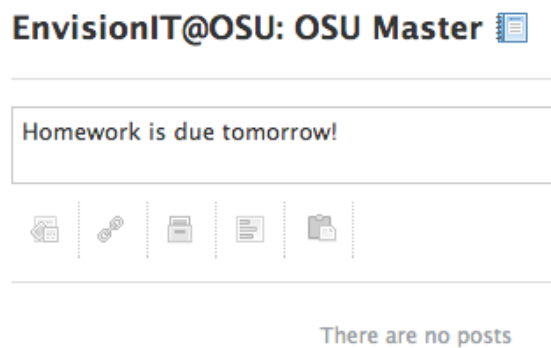


4. The list of parent access codes comes in the “csv” format, which you can open with Excel.
5. To locate a parent code, first find the name of the student associated with the parent. The unique access code for the parent is listed in the “**Parent Access Code**” column.

Step 9: Communicate With Members in Your Course

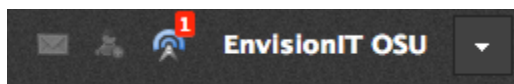
You can post status updates in your Schoology course to communicate with your students and/or other members in your course. To post a new update:

1. Navigate to the “**Updates**” page (hint: left navigation menu in your course)
2. On the top of the page you should see a blank status box, and also a couple of icons underneath it:
 - a. **File:** attach a file from your computer.
 - b. **Link:** attach an external link.
 - c. **Resource:** attach a resource from your personal Resource Library or a library owned by a Schoology group that you’re a member of.
 - d. **Poll:** you can use the status box to create a simple poll.
 - e. **Copy:** you can cross-post to other courses/sessions that you can post to.
 - f. **Other Posting Destinations:** you can also cross-post to Twitter and Facebook, or mark the status update as a course announcement



Step 9.2: Manage Messages and Notifications on Schoology












You can request to get notifications when something happens on Schoology, such as on-site messaging, requests to join courses/groups, and course/section/group updates. To access the notifications list:



1. Navigate to the top navigation bar
2. There are three icons next to your name on the right-hand side of the top navigation bar. The icons are ordered as such: **Messages**, **Requests**, and **Notifications**
3. To change your notification settings, refer to [step 1.1](#).

Step 10: Tracking Attendance in Your Schoology Course

You can track student attendance using Schoology's **Attendance** tool. **All pilot classrooms should utilize this tool for research data collection purposes.**

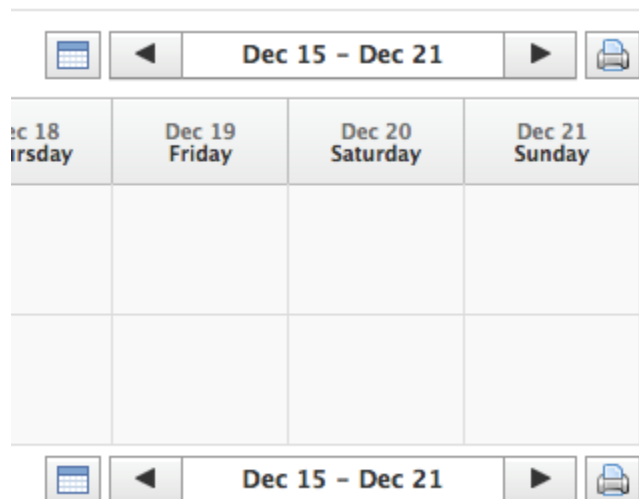
| ✔ Present ✖ Absent L Late E Excused | | Dec 15 Monday |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------|
|  <input type="text"/> Aaron  | | ✔ |
|  <input type="text"/> John  | 2 ✖ 0 L 0 E 0  | ✔ |
|  <input type="text"/> Salena  | | ✔ |
|  <input type="text"/> Nicole  | | ✔ |
|  <input type="text"/> chris  | | ✔ |

To use the Attendance tool:

1. From your course page, click on the “**Attendance**” link on the left of the page.
2. Find the correct table cell by matching the correct date column (ex. Dec 15) with the correct student name row (ex. Aaron). A green checkmark and a thought bubble icon should appear when you hover your mouse cursor over it.
3. Click once on the table cell from step 2 to mark the student as “present” (i.e. green checkmark). **A blank attendance table cell is recorded as “present.”** You can continue clicking to mark the student as:
 - a. Absent (red X)
 - b. Late (blue L)
 - c. Excused (green E)
4. You can also add a comment to a student’s daily attendance by hovering your mouse cursor over the correct table cell, and click on the thought bubble icon that appears.
 - a. You can check “Display to Student” in the comment popup to make the comment visible to the student.

5. **Remember to click “Save Changes”** on the bottom left of the table when you are done to record your changes.

To access a student’s attendance report quickly, click on the bar graph icon next to the student’s name.



The screenshot shows a date picker at the top and bottom, both displaying "Dec 15 - Dec 21". The date picker includes a calendar icon on the left, a left arrow, the date range, a right arrow, and a printer icon on the right. Below the date pickers is a table with four columns: "Dec 18 Thursday", "Dec 19 Friday", "Dec 20 Saturday", and "Dec 21 Sunday". The table has two rows of empty cells below the headers.

| Dec 18 Thursday | Dec 19 Friday | Dec 20 Saturday | Dec 21 Sunday |
|--------------------|------------------|--------------------|------------------|
| | | | |
| | | | |

You can use the date picker on the top or bottom right of the table to pick a specific date (by click on the calendar icon), go back in time, and go forward in time.

To print attendance report for a specific student or a group of students:

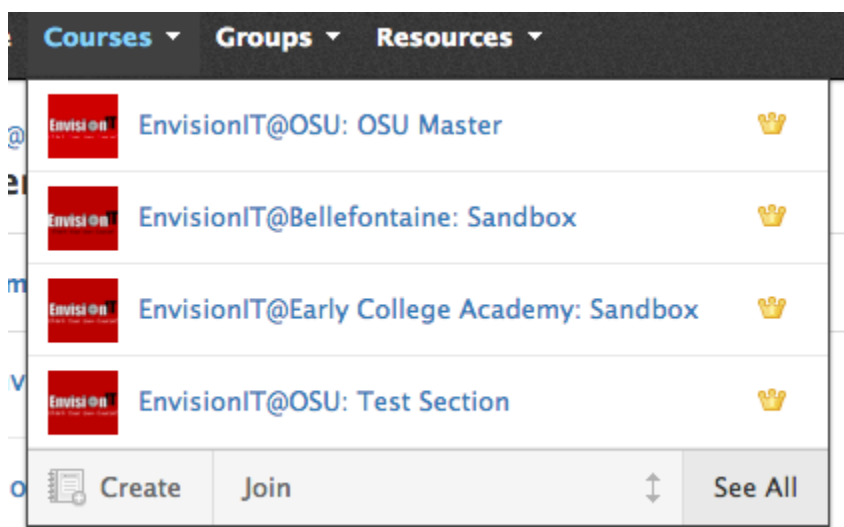
1. Click on the printer icon on the top right of the table, to the right of the date picker.
2. Use the student picker dialog box to choose students whom you would like to run attendance reports on, or click “**Select All**” to pick all students.
3. Click “**Generate Report**” to produce attendance report for the selected student(s). Use your browser’s print function to print or to save to PDF.

Step 11: Manage Sections

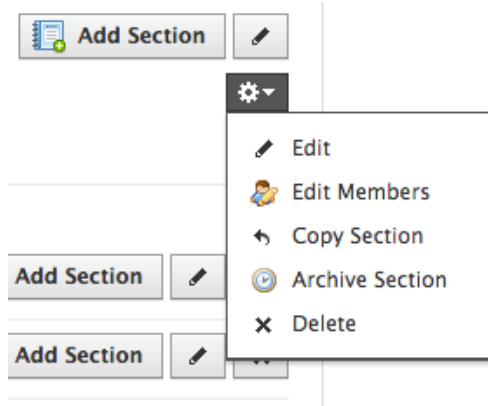
Step 11.1: Archive a Section

You have the option to archive a section of your EnvisionIT Course when it is over. An archived section is only visible in the “Archived” tab on your Courses page. To archive a section:

1. Click on “**Courses**” in the navigation bar at the top of the page to reveal the course list. Click on “**See All**”.



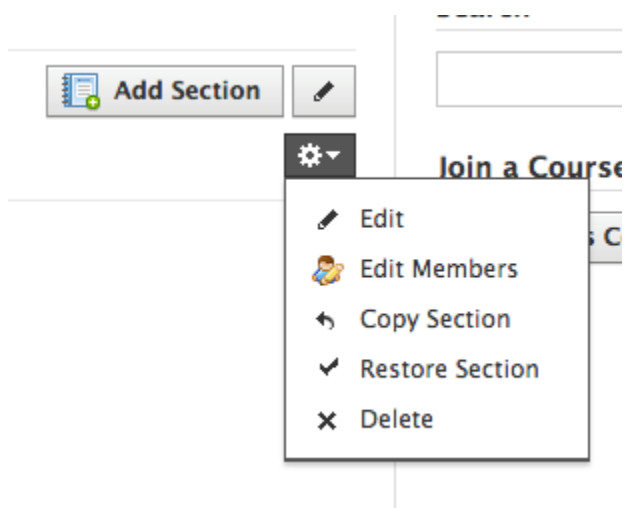
2. Click on the gear icon next to the section you would like to archive. Choose “**Archive Section**” from the dropdown menu. A dialogue box will pop up - click on “**Submit**” to confirm.



Step 11.2: Restore an Archived Section

You can restore an archived section at any time. To restore a section:

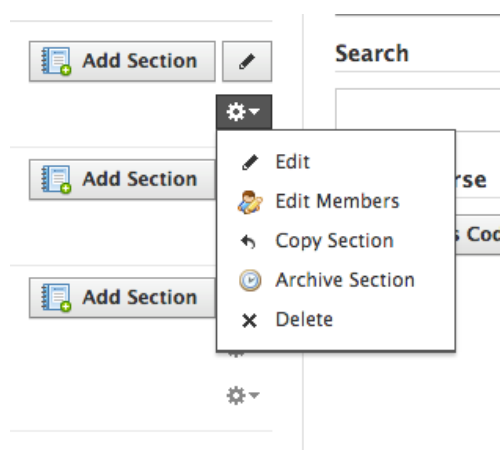
1. Click on “**Courses**” in the navigation bar at the top of the page to reveal the course list. Click on “**See All**”.
2. Click on the “**Archived**” tab for a list of archived sections.
3. Click on the gear icon next to the section you would like to restore. Choose “**Restore Section**” from the dropdown menu. A dialogue box will pop up - click on “**Submit**” to confirm.



Step 11.3: Add a Course Section

You can add a new Schoology course section when a previous one is over. You can also choose to manage different groups of students in different sections. To add a new Schoology **section**:

1. Navigate to the “**Courses**” page (hint: top navigation menu, “**Courses**”, and then “**See All**”)



2. You can create a new section by either
 - a. Clicking on “**Add Section**” next to the course you would like to add a new (and empty) section to, or
 - b. Clicking on “**Copy Section**” to copy an existing section using the option in its gear menu, which may be a faster way to do this if you’re simply reusing your existing section but with a different group of students. This task may take some time to complete - you can check the progress on your “**Transfer History**” page (**hint**: under account settings). This process will also transfer most of the course and individual item settings over to the new course. **Reminder**: some grading categories do transfer over as long as grading categories are set up beforehand in the Gradebook, however this process does not perform consistently. Some graded item in your course may be set to “Ungraded” if Schoology cannot find matching grading categories in your Gradebook.

Step 12: Running the Course

Here are a couple of useful links where you can learn more about Schoology from its Support Library:

1. Instructions for Teachers: <https://support.schoology.com/hc/en-us/sections/200216593-Instructors>
2. Instructions for Parents: <https://support.schoology.com/hc/en-us/sections/200216553-Parents>
3. Instructions for Students: <https://support.schoology.com/hc/en-us/sections/200216573-Students>