

Schoology Guide



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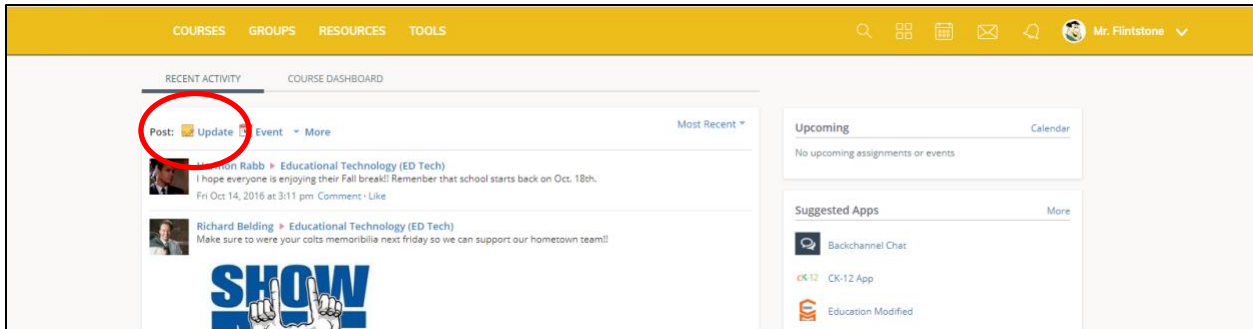
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Post Updates

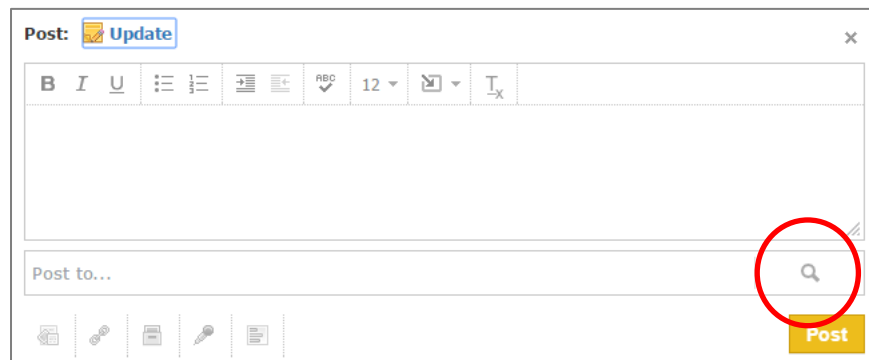
You can make an update from your homepage, the school's homepage, a course or even a group that you belong to. You can post to any of these from your homepage or from the course, group and school's homepage.

From your homepage

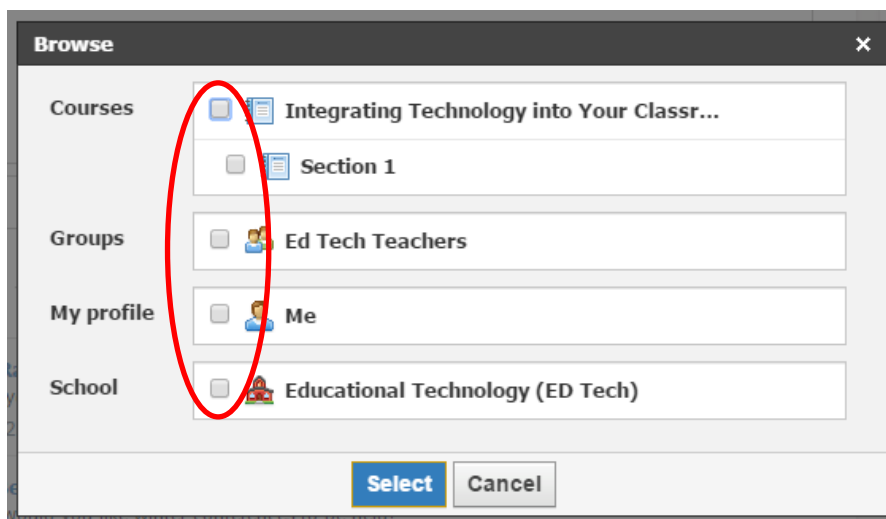
1. Click on **Update**.



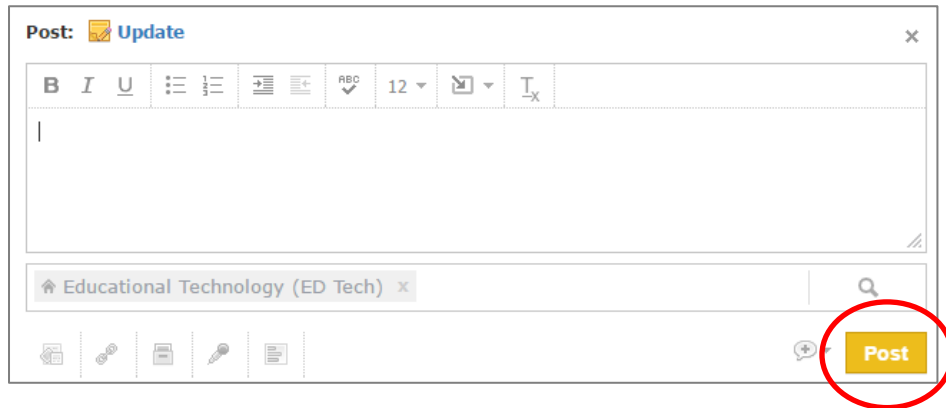
2. Click on the **Browse** button to choose where you are posting your Update.



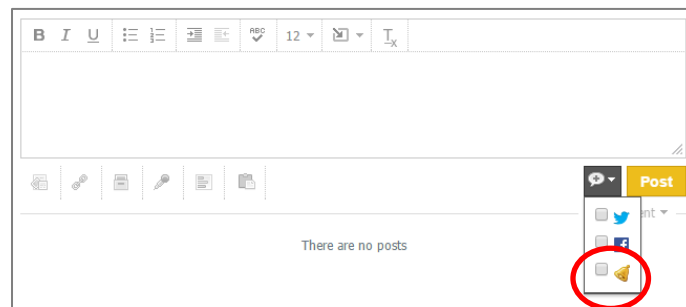
3. Choose where you would like to post the Update: Courses, Groups, My Profile or School (not everyone will not have all choices). Click in the box in front of your choice. Click **Select**.



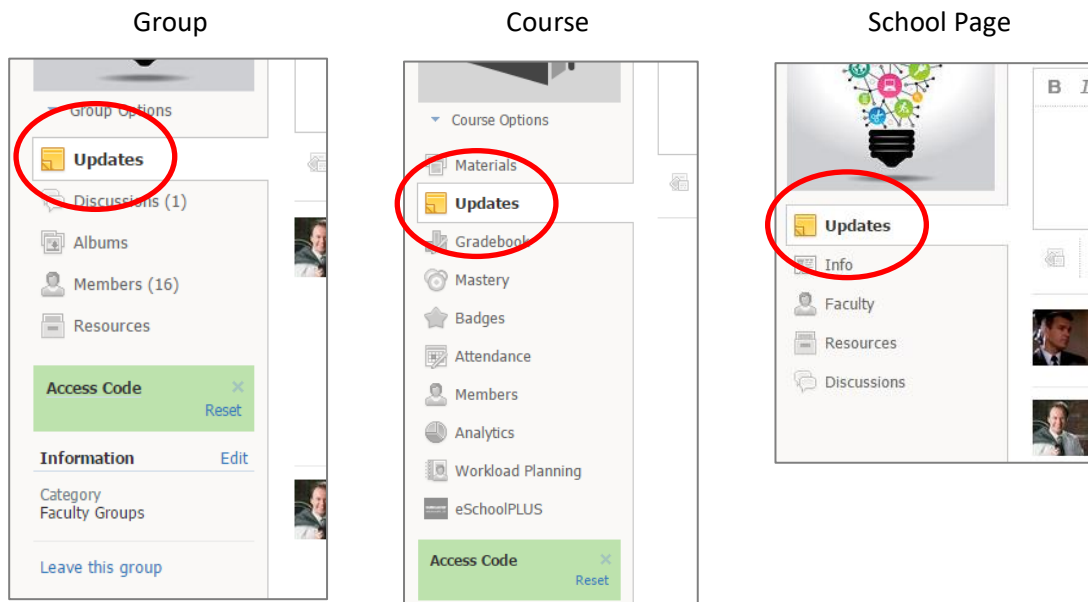
4. Write your message and click **Post**.



Note: You can pin an update to the top of the page by making it an announcement. Just click on the box in front of the bell in the dropdown.

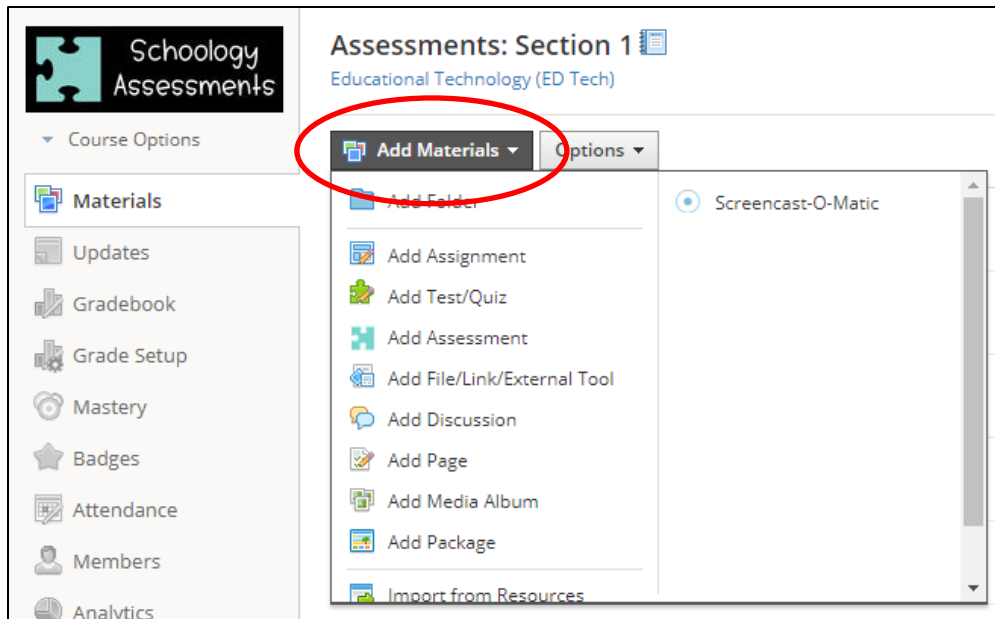


Note: You can create an update from a course, group or school page following the same steps. Go to the group, course or school page and make sure you are on the updates tab.

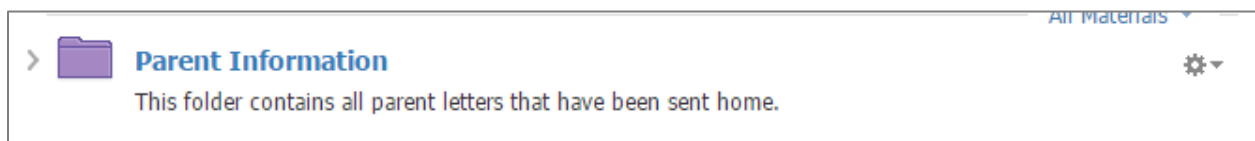
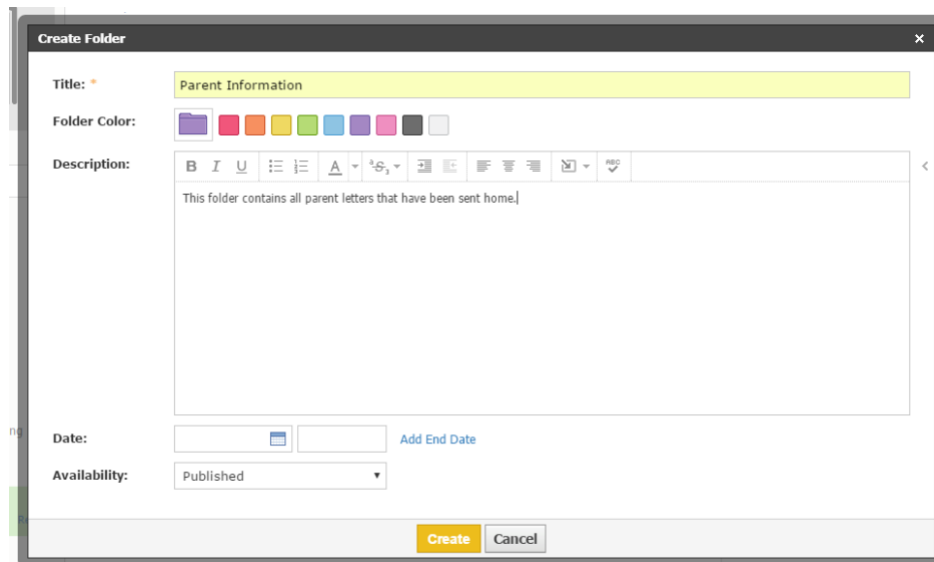


Creating a Folder to Organize your Content

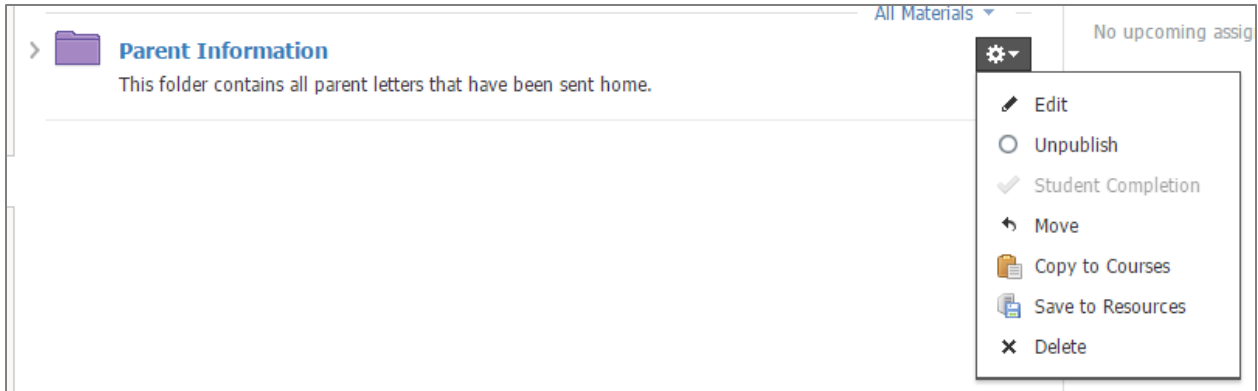
1. To create a folder, use the Add Materials button at the top of your Course Profile.



2. Enter the Title and Description (optional). The description will appear on the course profile below the folder name.



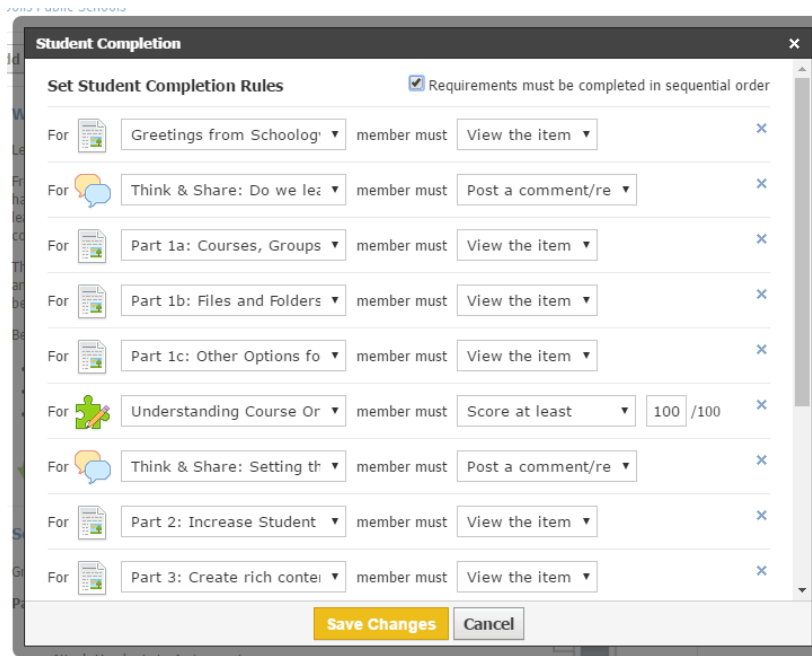
3. There are several settings you can determine for your folder using the drop down menu (the gear button to the right of your folder).



Edit – will allow you to change the Title or Description for the folder.

Unpublish – will allow you to unpublish the folder so that students and parents cannot see the materials.

Student Completion – will allow you to have control over HOW your students access materials.

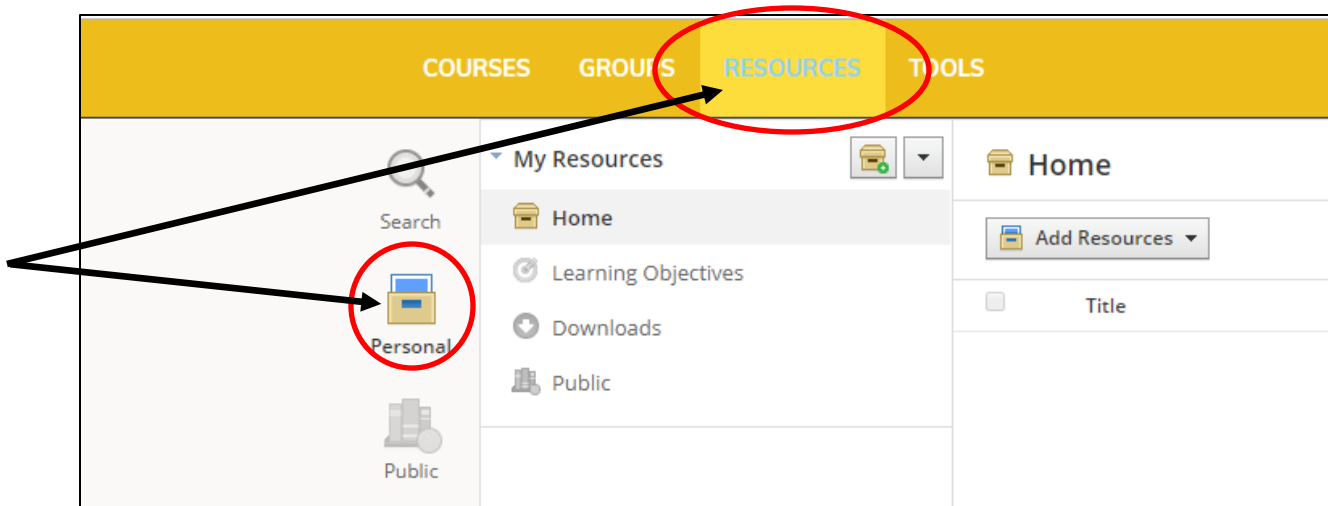


In this folder, students must complete an action for each item – viewing a link, responding to a discussion, completing a quiz, etc. – before they move on to the next item in the folder. As the instructor, you will be able to monitor students' progress individually.

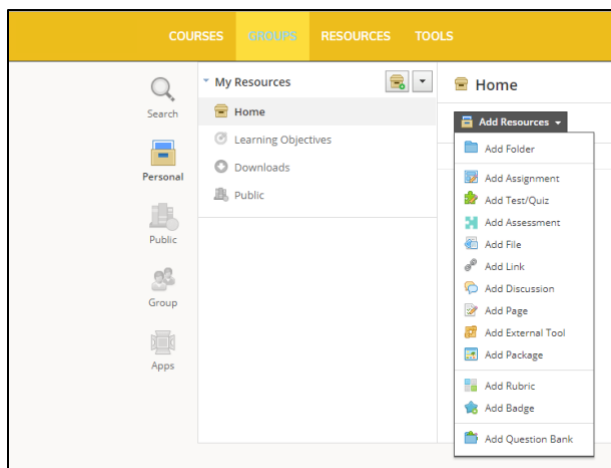
Move, Copy to Courses, and Save to Resources – will allow you to transfer Materials to different folders and/or to different courses.

Delete – will completely delete the folder and its contents.

Note that Folders (and all other Materials) can also be created in your **Personal Resources**.



Adding Materials to Folders

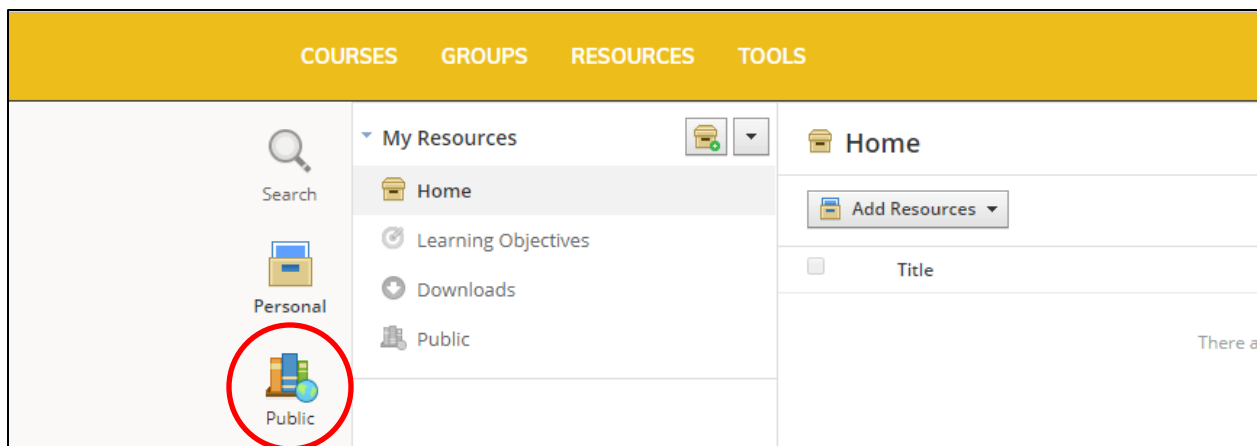


You may wish to create Materials or Folders in this way if you know you won't be assigning the Materials to a Course for a while.

Additionally, you can choose to make any of your Resources "Public," which would share the resources with ALL Schoology users or share them with a "Group." Groups can be created to share ideas and resources. You will all see that you've been invited to an "LMHS Staff Group."

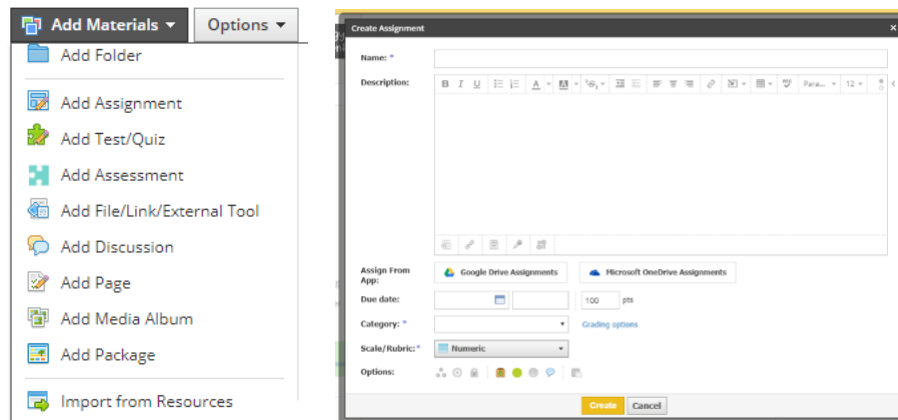
You may choose to create groups for Departments to share resources as well.

Consider taking some time to browse the "Public" Resources. You may find you don't need to re-invent the wheel if another teacher has already created something and is willing to share it!



Creating Assignments

1. Select the **Add Materials** dropdown menu and click **Add Assignment**.



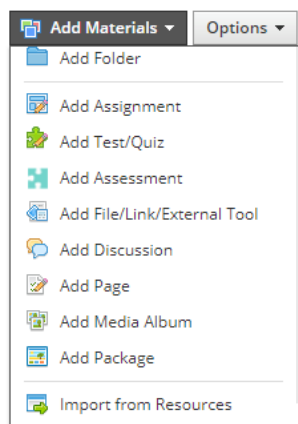
2. Fill out the Assignment form.
 - Enter a **Title**.
 - Enter a **Description** (optional).
 - Use the **Assign From App** to attach a Google or Microsoft document.
 - Set a **Due Date**. This will place the assignment in the Course Calendar and Upcoming area. **You must set a due date for each assignment if it is to be calculated in the final grade.**
 - Assign a **Point** value to the assignment.
 - Assign a **Category**. For this assignment to appear in the gradebook, you must select a category other than (Ungraded).
 - Choose a **Scale/Rubric**. In almost all cases, you will use Numeric.
 - Choose your **Options**.
 - **Individually Assign** (🧑) – this allows the teachers to give the assignment to a group of students and not the whole class
 - **Align Learning Objective** (🎯) – align an objective to track mastery of standards
 - **Lock** (🗝) – when an assignment is locked, students can no longer submit it
 - **Submissions** (📁) – this allows students to turn in their assignment in Schoology
 - **Publish** (🟢) – assignments need to be published for the students to see them
 - **Grade Statistics** (📊) – produces a bar graph showing the distribution of the student grades that students can see
 - **Comments** (💬) – allows students to make comments on assignments
 - **Copy to Courses** (📁) - copies assignment to courses of your choosing.
 - Click **Create** to complete.

Students will submit their completed Assignments digitally using the Schoology Dropbox. You will then be able to grade their Assignments, and the scores will automatically transfer to the Schoology Gradebook.

Creating Tests/Quizzes

You can create online Tests/Quizzes for students to take in Schoology. You can choose between true/false, ordering, fill in the blank, multiple choice, short-answer/essay and matching questions. Each test/quiz appears in the Gradebook and is automatically graded unless there are subjective questions (e.g. Short-Answer/Essay Questions). You can manually override these grades, add comments, and customize a wide array of settings for each test/quiz.

1. Select the **Add Materials** dropdown menu and click **Add Test/Quiz**.

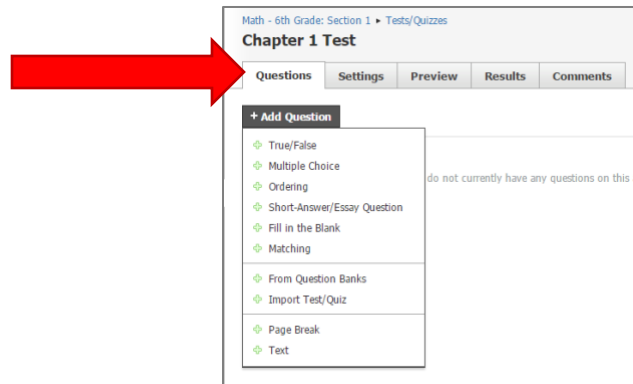


2. Fill out the Test/Quiz form.

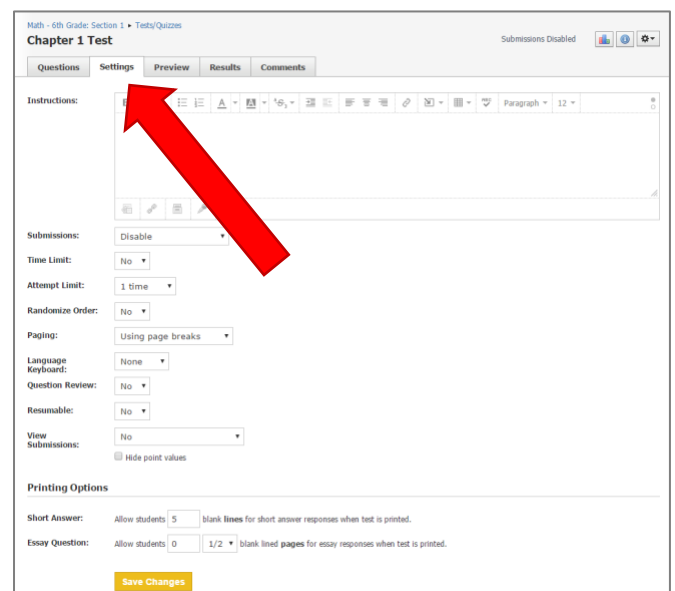
- Enter the **Name**.
- Enter the **Due Date** and **Time**. This will place the assignment in the Course Calendar and Upcoming area. You must set a due date so that when you sync to TAC, the gradebooks will match.
- Assign a **Point** value to the assignment.
- Assign a **Category**. For the test/quiz to appear in the gradebook, you must select a category other than (Ungraded).
- Choose a Scale. In almost all cases, you will use Numeric.
- Choose your **Options**.
 - **Individually Assign** (🟢🟡🔴) – this allows the teachers to give the assignment to a group of students and not the whole class
 - **Publish** (🟢) – assignments need to be published for the students to see them
 - **Grade Statistics** (📊) – produces a bar graph showing the distribution of the student grades that students can see
 - **Comments** (💬) – allows students to make comments on the test/quiz
- Click **Create** to complete.

Note: Tests/Quizzes can also be created within course folders, or added to folders after their creation.

- Adding questions by clicking on the **Add Question** button and selecting the appropriate question type from the menu. Fill out the fields. Each form includes different question-type specific fields. Click **Create** to complete.

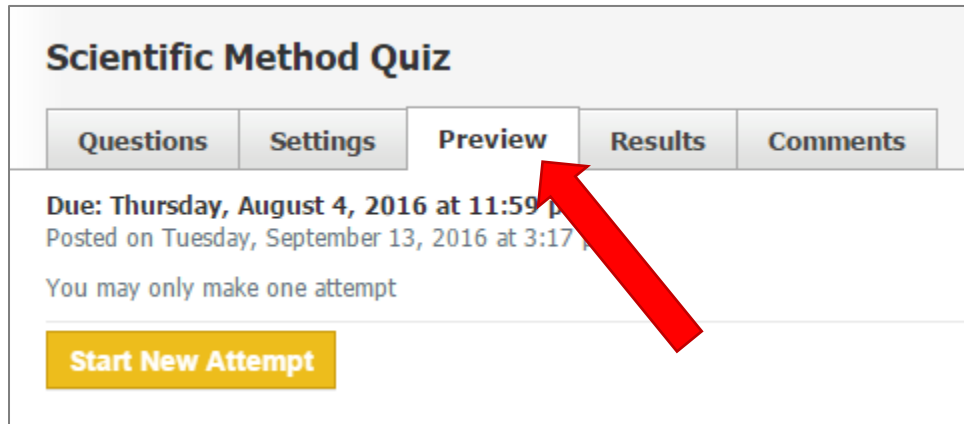


- Click on the Settings tab of the Test/Quiz to adjust the settings.
 - Instructions**—the text you enter here will be accessible while students are taking the test/quiz.
 - Submissions**—specify when students have access to take the test/quiz. This is separate from the publishing feature on the test/quiz profile.
 - Time Limit**—set a time limit for the entire Test/Quiz. If enabled, individual questions cannot be timed.
 - Attempt Limit**—specify a limit to the number of times a student can take the Test/Quiz. If students can take it more than once, select how the test/quiz will be graded using Graded By.
 - Randomize Order**—give each student a different version of the same Test/Quiz.
 - Paging**—a quick way to set one question per page.
 - Language Keyboard** – all students to use accented letters
 - Question Review**—if enabled, students will be able to see an overview page at the end of the Test/Quiz where they can review their answers before submitting.
 - Resumable**—allows students to resume an incomplete submission.
 - View Submissions**—allows students to view their submissions after they have submitted the test/quiz.
 - Hide point values**—allows you to hide the point value for each question. If you've enabled the setting to View Submissions, the total point values will appear when students view their submissions.



Note: Tests/quizzes save student answers automatically.

5. You can preview the quiz from the **Preview** area of the test/quiz. This feature allows you to check your questions and settings before you make the test available to students.



Scientific Method Quiz

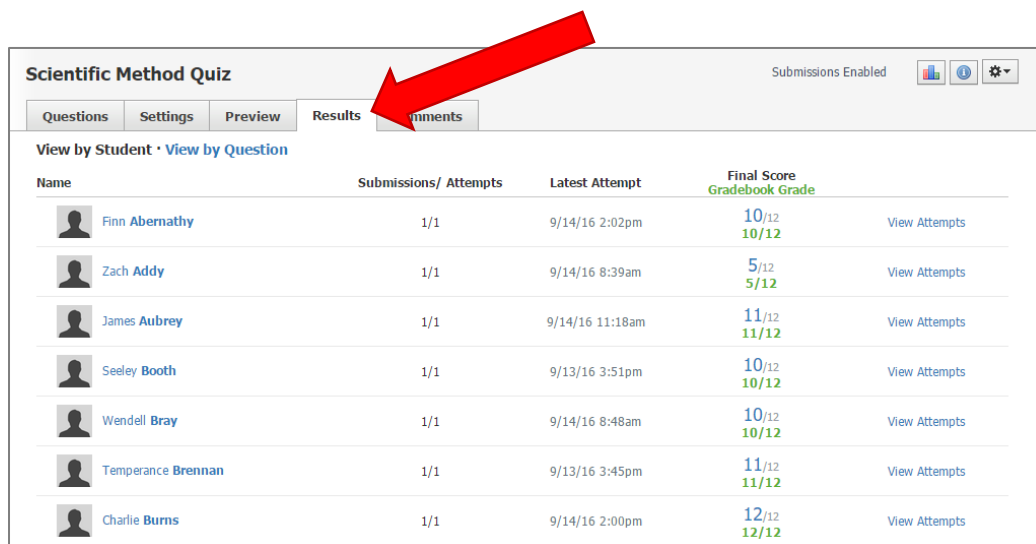
Questions Settings **Preview** Results Comments

Due: Thursday, August 4, 2016 at 11:59 p
Posted on Tuesday, September 13, 2016 at 3:17 p

You may only make one attempt

Start New Attempt








6. The **Results** area allows you to view student submissions by student and by question. The default view displays submissions in the View by Student view.



Scientific Method Quiz Submissions Enabled

Questions Settings Preview **Results** Comments

View by Student · View by Question

Name	Submissions/ Attempts	Latest Attempt	Final Score Gradebook Grade	
 Finn Abernathy	1/1	9/14/16 2:02pm	10/12 10/12	View Attempts
 Zach Addy	1/1	9/14/16 8:39am	5/12 5/12	View Attempts
 James Aubrey	1/1	9/14/16 11:18am	11/12 11/12	View Attempts
 Seeley Booth	1/1	9/13/16 3:51pm	10/12 10/12	View Attempts
 Wendell Bray	1/1	9/14/16 8:48am	10/12 10/12	View Attempts
 Temperance Brennan	1/1	9/13/16 3:45pm	11/12 11/12	View Attempts
 Charlie Burns	1/1	9/14/16 2:00pm	12/12 12/12	View Attempts

Grading a Test/Quiz

If your test/quiz has only objective questions, Schoology will automatically grade it for you and transfer the scores to Gradebook. If you include subjective questions, you must grade the test or test question manually for the student to receive a score.

To grade a test/quiz from the View by Student area, follow these steps:

1. To grade the overall test, click on the asterisk and enter a score.
2. To grade a test/quiz question, click on the View Attempts option to the right.
3. If your test/quiz allows for multiple submissions, each submission will be listed under the selected student's name. To view a particular submission, click on the gear to the right, and click **View/Edit**.
4. Enter a score for the subjective question, and adjust other automatically graded questions if needed.
5. Click Save Changes.
6. Click on the Students' name to toggle to another students' submission.

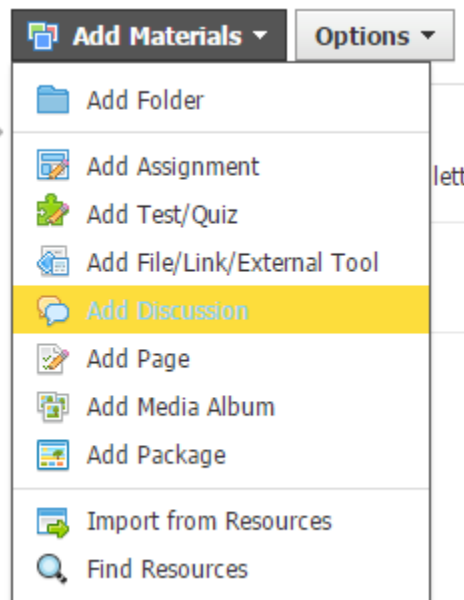
To grade a test/quiz from the View by Question area, follow these steps:

1. Click on the area to View by Question. A list of test/quiz questions will appear below.
2. To enter a grade for a particular question, click on the View Responses link.
3. Enter a score for the subjective question, or adjust the automatically graded question if needed.
4. Click Save Changes.
5. Click on the View by Question link at the top to return to the list of questions.

Creating Discussions

You create interactive Discussions with threaded commenting that allow students to respond to any post by another student. These comments can also be moderated, which will require a Course Admin (the teacher) to approve each post before it is published.

1. Select the **Add Materials** dropdown menu and click **Add Discussion**.



2. Fill out discussion form.

- Enter a **Title**.
- Enter a **Description**. This is where I recommend putting the question.
- Set a **Due Date**. This will place the assignment in the Course Calendar and Upcoming area. You must set a due date so that when you sync to TAC, the gradebooks will match.
- Assign a **Point** value to the assignment. If you do not see this, click in the box in from of Enable Grading.
- Assign a **Category**. For this assignment to appear in the gradebook, you must select a category other than (Ungraded).
- Choose a **Scale/Rubric**. In almost all cases, you will use Numeric.
- Choose your **Options**.
 - **Individually Assign** (👤) – this allows the teachers to give the assignment to a group of students and not the whole class
 - **Align Learning Objective** (🎯) – align an objective to track mastery of standards
 - **Lock** (🔒) – when an assignment is locked, students can no longer submit it
 - **Publish** (🟢) – assignments need to be published for the students to see them
 - **Publishing Comments** (🗨️) – Members can see other responses before participating—allow members to see discussion posts before they create an initial post – or Require members to post before revealing other responses.
- Click **Create** to complete.

The screenshot shows the 'Create Discussion' form with the following settings: Title (empty), Description (empty), Due Date (empty), Grading (Enable Grading checkbox is unchecked), and Options (Individually Assign, Align Learning Objective, Lock, Publish, and Publishing Comments icons are visible). The 'Create' button is highlighted in yellow.

The screenshot shows the 'Create Discussion' form with the following settings: Title (empty), Description (empty), Due Date (empty), Grading (Enable Grading checkbox is checked, and a point value of 100 pts is entered), Category (Homework), Scale/Rubric (Numeric), and Options (Publish icon is highlighted). The 'Create' button is highlighted in yellow.

Discussion Grading

If you choose to enable grading on a Discussion, you simply award points earned to each student on the page for the Discussion itself. You can leave a public comment (or reply) on the page itself, or you can choose to leave a private comment viewable only by the student by checking the “Show to student” box in the Grade pop-up window. Clicking “Submit” will automatically transfer the points to the Schoology Gradebook.



The screenshot shows a discussion thread with three posts. The first post is by STEVEN WOERPEL, the second by CARL KOEPPEL, and the third by CHARLES RUSH. A grade pop-up window is open over the second post, allowing the user to set a grade, add a comment, and check the 'Show to student' box. The 'Grade' field is set to 5, and the 'Comment' field contains 'Great comments!'.

STEVEN WOERPEL
I chose the image about a guy trying to save another guy from an ice crevasse. I can tell already that this story will be about a sled dog race in alaska. They will probably experience hardships and not be able to build a fire. These images remind me of the great sled dog race in alaska from anchorage to nome. I think the atmosphere will be full of hardships and tragedies.
Reply • Like 🍌 1 • Delete • Mon Nov 12, 2012 at 2:49 pm

CARL KOEPPEL
I looked at the image Chilkoot Pass. I imagine this story being about people going to Alaska. I am guessing that they will make a journey over a mountain. I think the story's atmosphere will also be sad because people are going to die when they go on this journey about Alaska that they have on TV now.
Reply • Like 🍌 1 • Delete • Mon Nov 12, 2012 at 2:50 pm

CHARLES RUSH
Jack London in the Klondike. This picture seems to have a lot going on. I think it would be interesting to see me to believe Jack may be a dog sled driver. I also notice how much clothing he is wearing. It obviously cold out.
Reply • Like • Delete • Mon Nov 12, 2012 at 2:50 pm

Set the overall discussion grade for this student

Grade: 5

Comment: Great comments!

Show to student

Submit Cancel