**Schoology Training Manual**

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

**Resources:**

- **Online Schoology Teacher Training Course:**  

- **Schoology Help Guides:**  
  [https://support.schoology.com/hc/en-us/categories/200077693-Help-Center?flash_digest=386c063ee3f63a27c4d54d5039316617f78f2fc1](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](https://app.schoology.com/group/25228991/blog/post/378629663?from=resources)

- **Creating and Managing Your 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 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:
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:

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:

![Create and Join options](image)

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

![Create Course dialogue box](image)

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:
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:

```
From: Andrew McBride <no-reply@schoology.com>

Hello!
Andrew McBride has invited you to be a part of Schoology Training 101: Section 1
If you are not a Schoology member, you can create an account by going to http://esmonline.schoology.com/register.php?type=student using this Access Code: 4K6F8-D54TB
If you are already a Schoology member, you can log in and go to http://esmonline.schoology.com/enroll/course?course=4K6F8-D54TB
We hope you enjoy using Schoology! If you experience any difficulty or need assistance, please post your question or submit a request on support.schoology.com.
```

**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.

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

Students can then download the assignment, complete it, and submit it by uploading their completed file.
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 the 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!
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**
You will be directed to this dialogue box to create your quiz:

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:
Make sure to make your quiz available to students!
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.
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.
Students can then either join the group using an access code, or request to join the group by searching for the Group under their Group tab.

Within the Group, members can post updates, start discussion threads, view other members, and access group resources. All of these options are available on the group main page: