



# Getting Started with Schoology Guide for Teachers

(Latest Revision: August 2018)

This guide will help you, new EnvisionIT teachers, to set up your first EnvisionIT course in Schoology. Let's get started!

For additional Schoology support, visit <http://support.schoology.com>.

# Table of Contents

## [Step 1: Create a New Account](#)

[Edit Your Personal Information](#)

## [Step 2: Joining the EnvisionIT Teacher Group](#)

## [Step 3: Create a New Course and Section](#)

## [Step 4: Set Up Your First EnvisionIT Course](#)

[Set Up Your Gradebook](#)

[Import the Master Curriculum](#)

[Import From The Group](#)

[Import From The Schoology Public Resources Repository](#)

## [Step 5: Customize Your Section Settings](#)

[Customize Course/Section Options](#)

[Customize Gradebook Settings](#)

[Final Grade Settings](#)

[Add Grading Periods](#)

## [Step 6: Customize Your Course Material and Sequence](#)

[Using the Schoology Content Editor](#)

[Customize Your Quizzes](#)

[Customize Your Discussions](#)

[Customize Your Assignments](#)

[Set and Check Completion Requirements](#)

[Setting Completion Requirements](#)

[Checking Student Progress on Completion Requirements](#)

[Customize Your Graded Items in Bulk](#)

## [Step 7: Reuse Your Customized Curriculum](#)

[Saving Your Curriculum to Your Personal Resource Library](#)

[Copying a Section](#)

[Step 8: Manage Your Students](#)

[Letting Your Students Join Your New EnvisionIT Section](#)

[Manage Members in Your Section](#)

[Adding Co-Teachers and Co-Administrators](#)

[Putting Students in Grading Groups](#)

[Invite Parents to Join The Section](#)

[Step 9: Communicate With Your Classes](#)

[Post Updates to Your Sections](#)

[Checking Your Messages and Notifications](#)

[Step 10: Tracking Attendance](#)

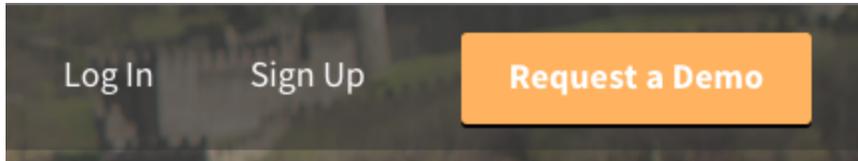
[Step 11: Manage Your Sections](#)

[Step 12: Running the Course](#)

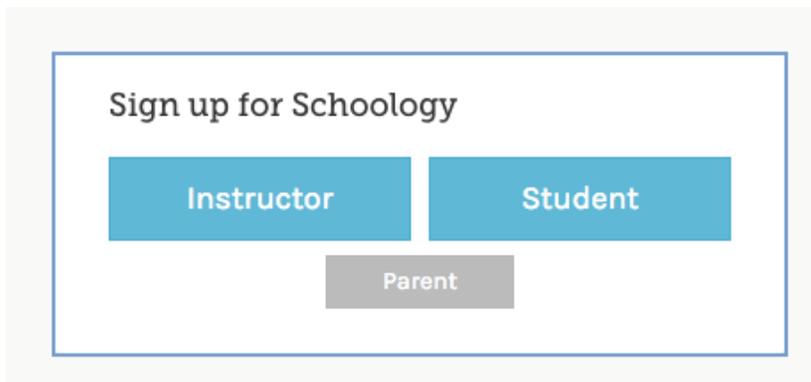
## **Step 1: Create a New Account**

**Note:** Skip this step if you already have a Schoology account.

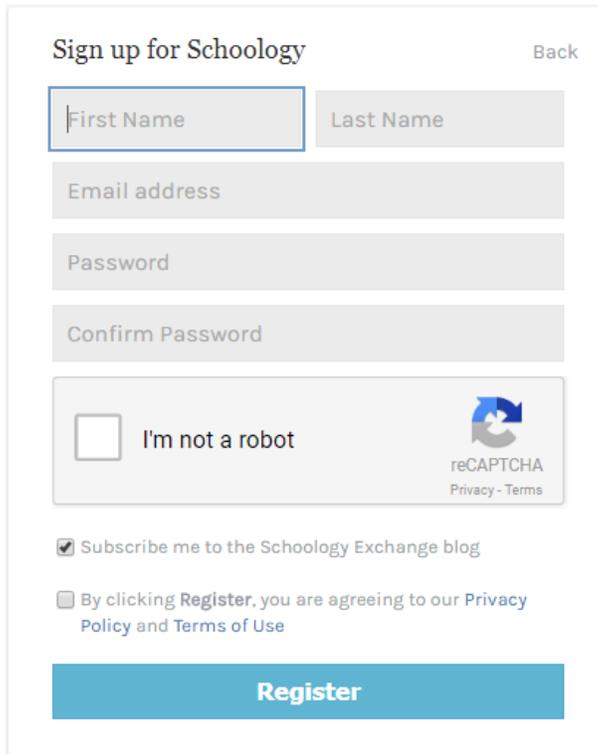
1. Go to <http://www.schoology.com>.
2. Click on “Sign Up” on the top right hand side of the page.



3. Sign up as an instructor by clicking in the “Instructor” button.

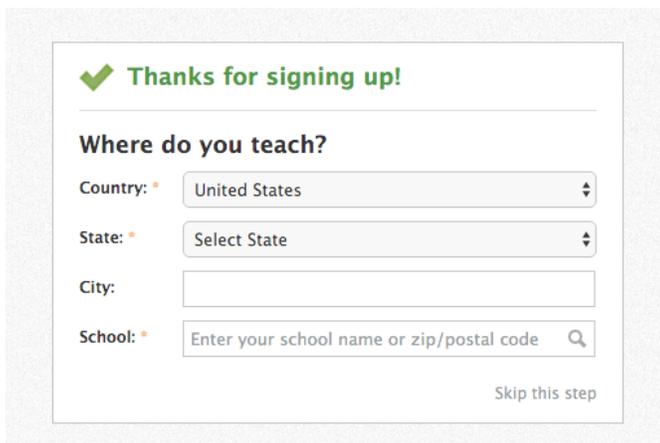


4. Fill in your account information. Uncheck “Subscribe me to the Schoology Exchange Blog” if you do not want to receive this particular email communication from Schoology. Once you check the boxes labeled “I’m not a robot” and “By clicking Register, you are agreeing to our Privacy Policy and Terms of Use,” click “**Register**” to create your account!



The screenshot shows the 'Sign up for Schoology' registration form. It includes a 'Back' link in the top right. The form has several input fields: 'First Name', 'Last Name', 'Email address', 'Password', and 'Confirm Password'. Below these is a reCAPTCHA section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. There are two checkboxes: one checked for 'Subscribe me to the Schoology Exchange blog' and one unchecked for 'By clicking Register, you are agreeing to our Privacy Policy and Terms of Use'. A blue 'Register' button is at the bottom.

5. You will be greeted with a dialog box that asks you to select your school affiliation. *Your school affiliation cannot be changed later, and any course you create will be filed under your school of choice.*

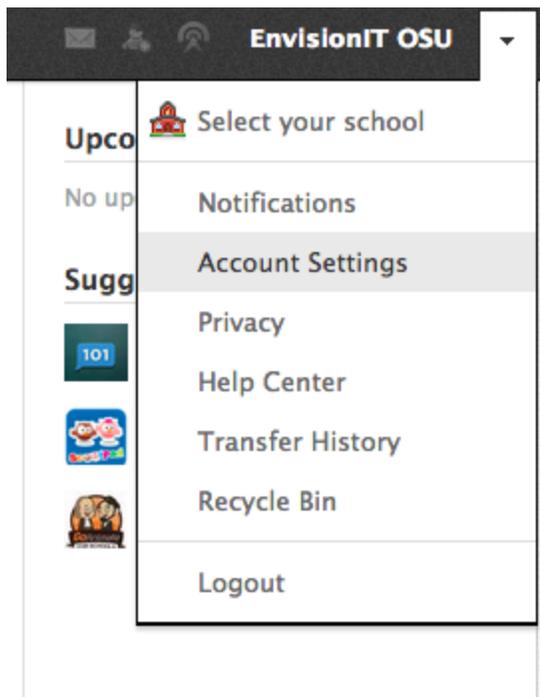


The screenshot shows a dialog box titled 'Thanks for signing up!' with a green checkmark icon. Below the title is the question 'Where do you teach?'. There are four input fields: 'Country:' with a dropdown menu showing 'United States', 'State:' with a dropdown menu showing 'Select State', 'City:' with a text input field, and 'School:' with a text input field containing the placeholder 'Enter your school name or zip/postal code' and a search icon. A 'Skip this step' link is located at the bottom right of the dialog box.

- a. Fill in the form if you want to affiliate your account with a school now. *This allows a student to sign up to Schoology and your course without using an email address.*
  - b. If you want to do it later, or if you cannot find your school, select “**Skip this step**” at the bottom right corner of the box to continue with the process for now. You can [submit a request to Schoology to add your school](https://support.schoology.com/hc/en-us/articles/207814867-My-School-Isn-t-Listed-How-Do-I-Add-My-School-on-Schoology-) (<https://support.schoology.com/hc/en-us/articles/207814867-My-School-Isn-t-Listed-How-Do-I-Add-My-School-on-Schoology->).
6. Once you get into the Schoology Dashboard you will be asked to take a tour. Take the tour to get familiar with Schoology! Alternatively, go over the [Beginner’s Guide to Using Schoology](#). The guide will show you in detail how to accomplish basic tasks in Schoology.
7. You will also get an email from Schoology after you have created your new account. Open the link in that email to verify your account.

## Edit Your Personal Information

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



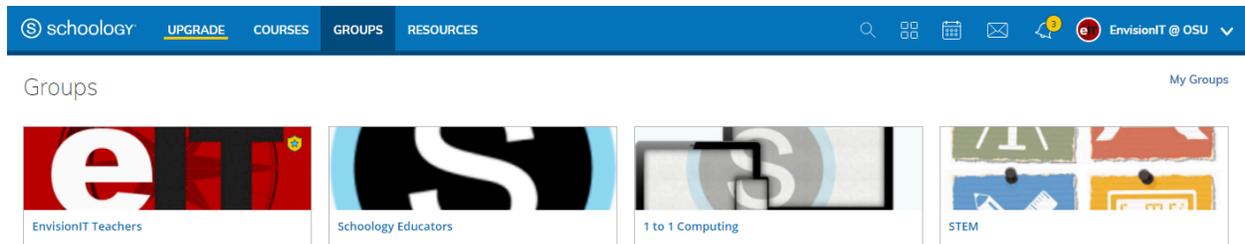
2. To access your account settings, click “**Account Settings**”. You can also do the following while in that menu:
  - a. Select your school (if you skipped this step earlier).
  - b. Access the help center.
  - c. Log out of your account.
3. There are 5 groups of account settings:
  - a. **Notifications**: Change which notifications you would like to receive, and how (email or phone) you want to receive them.
  - b. **Account Settings**: Edit your personal information, connect your social media accounts to Schoology, share your Schoology calendar, link or merge your Schoology accounts, and so on.
  - c. **Privacy Settings**: Edit who can see your Schoology profile, access your courses, message you, and so on.
  - d. **Transfer History**: Check on the progress of your import/export tasks in Schoology. *You will not see this until you have initiated at least one import/export task.*
  - e. **Recycle Bin**: Find your deleted items, which you can restore if necessary.

The screenshot shows the Schoology user interface. At the top, there is a navigation bar with the Schoology logo and menu items: Home, Courses, Groups, Resources, and a user profile for 'EnvisionIT OSU'. Below the navigation bar, the 'Account' settings page is displayed. The 'Account Settings' tab is active, and the 'Account Info' section is visible. This section includes a 'Change your password' link and several input fields: Title (with a dropdown arrow and a checkbox for 'Display Title in place of your First Name'), First Name (containing 'EnvisionIT'), Middle Name (empty), Last Name (containing 'OSU'), Username (empty), Primary Email (containing 'envisionit.osu@gmail.com'), Alternate Email (empty), and Timezone (a dropdown menu set to 'America/New\_York - 4:47 pm (GMT-5)'). Below these fields is a note: 'By clicking Save Changes, you agree to our [Privacy Policy & Terms of Use](#)'. A blue 'Save Changes' button is positioned below the note. At the bottom of the page, there is a section titled 'Connect Your Other Accounts' with a Facebook icon and a 'Connect' button.

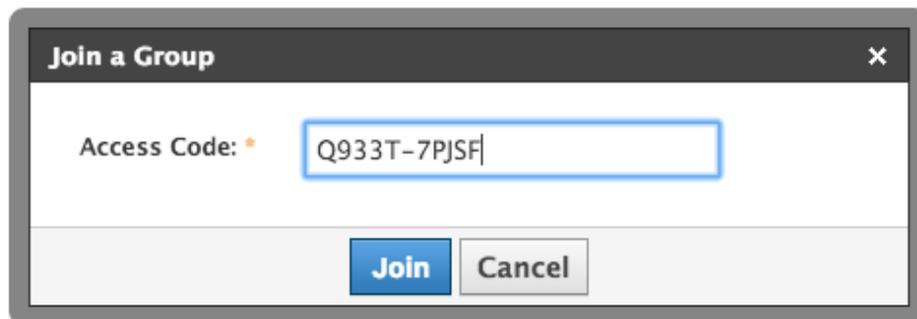
## Step 2: Joining the EnvisionIT Teacher Group

Before you can access the EnvisionIT curriculum in Schoology, you need to first join the *EnvisionIT Teachers* group.

1. Click “**Groups**” in the navigation bar at the top of the page and click “**My Groups**”



2. Then, click “**Join Group**” to bring up the “**Join a Group**” dialog box. The group access code is: **Q933T-7PJSF**.



3. Groups are very similar to Schoology courses. You can communicate with other EnvisionIT teachers in the EnvisionIT Teachers group. You can also access the the EnvisionIT curriculum from the group resource folder. *If you are using the Groups function for the first time, take the tutorial to become more familiar it.*

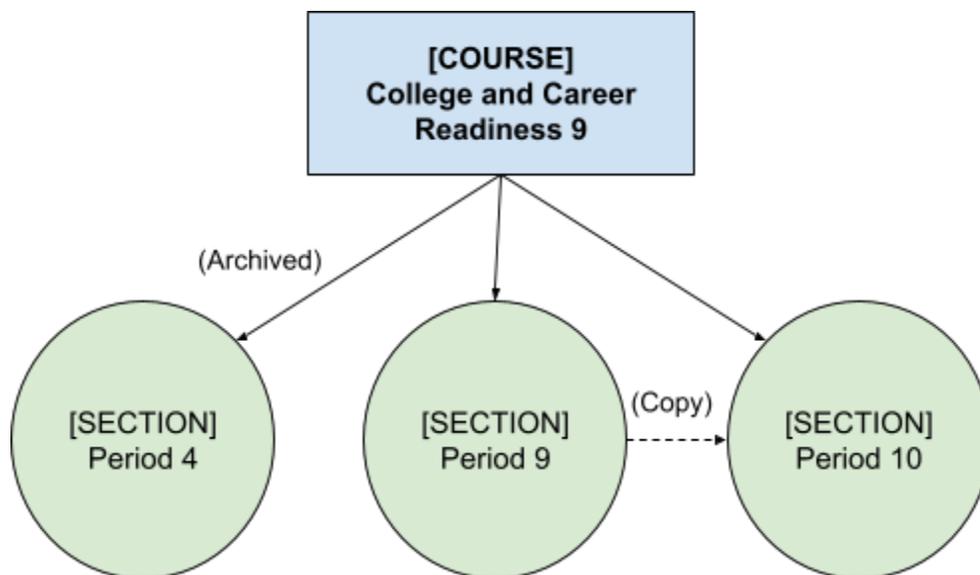
## Step 3: Create a New Course and Section

Before you can import and start using the EnvisionIT curriculum in Schoology, you need to create a new course, and at least one section under it. A Schoology course can have multiple sections; for example, you can have one for each period that you teach.

**Note:** Alternatively, you can [organize your students into multiple grading groups within a single section](https://support.schoology.com/hc/en-us/articles/201001403-How-to-Use-Grading-Groups) (https://support.schoology.com/hc/en-us/articles/201001403-How-to-Use-Grading-Groups).

At the end of its life, sections can be *archived, copied, or saved to your personal resources*.

See the following example:



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

1. Click "**Courses**" in the navigation bar at the top of the page.
2. Then, click "**My Courses**" to reveal a list of your courses. *This is the most convenient location for you to access, edit, copy, archive, and delete any of your courses.*

3. Click “**Create Course**” to bring up the “**Create Course**” dialog box.
4. Fill in your course information following the guidelines below. *If you have an existing course, Schoology will present you with a drop down list.*
  - a. **Course Name:** For example, *College and Career Readiness 9*.
  - b. **Section Name:** Click the “**Section 1**” placeholder to change it. For example, *Period 4*.
  - c. **Subject Area:** Choose the category that best describes your course.
  - d. **Grade Level:** Choose the grade level of your learners. You can also click “**Add Range**” to enter a range instead.

The screenshot shows a 'Create Course' dialog box with the following fields and values:

- Course Name:** College and Career Readiness 9
- Section Name:** Period 4
- Subject Area:** Other
- Level:** 9 - 12 (with a 'Remove' button next to the range)

Buttons at the bottom: **Create** and **Cancel**.

e. Australasian Journal of Educational Technology, 2013, 29(1)

## **Step 4: Set Up Your First EnvisionIT Course**

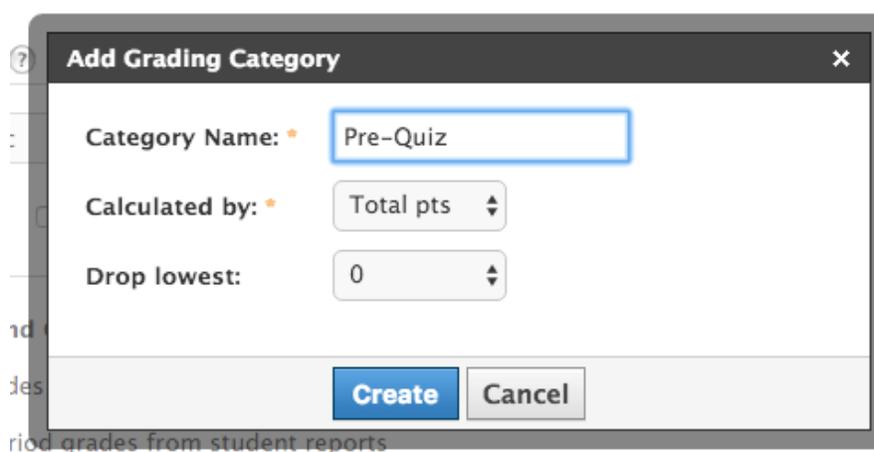
This step has 2 parts: *Set Up Your Gradebook*, and *Import the Master Curriculum*. Quizzes from the master curriculum are preconfigured with 3 categories - “**Pre-Quiz**”, “**Check Your Knowledge**”, and “**Final Quiz**”. However, you need to set up your gradebook *before you import the master curriculum* to take advantage of the default categories.

*If you would like to set up your own quiz grading categories, feel free to skip ahead to “Import the Master Curriculum”.*

### **Set Up Your Gradebook**

The Gradebook helps you and your students keep track of completion and performance in the class. It also helps you, the teacher, to manage your students in different ways.

1. On your section homepage page, click the “**Gradebook**” link on the left.
2. Click the “**Grade Setup**” link right underneath the “**Gradebook**” link.
3. Find “**Categories**” in the center of the page. Click “**Add**” to add each of the 3 quiz grading categories in the EnvisionIT Master Curriculum.
  - a. **Category Name:** “**Pre-Quiz**”, “**Check Your Knowledge**”, and “**Final Quiz**”.
  - b. **Calculated by:** Category grade can be shown in total points or percentage.
  - c. **Drop Lowest:** The lowest 0 - 10 grades by be dropped from category grade.



You can learn about other Gradebook settings in *Step 5: Customize The Section Settings*.

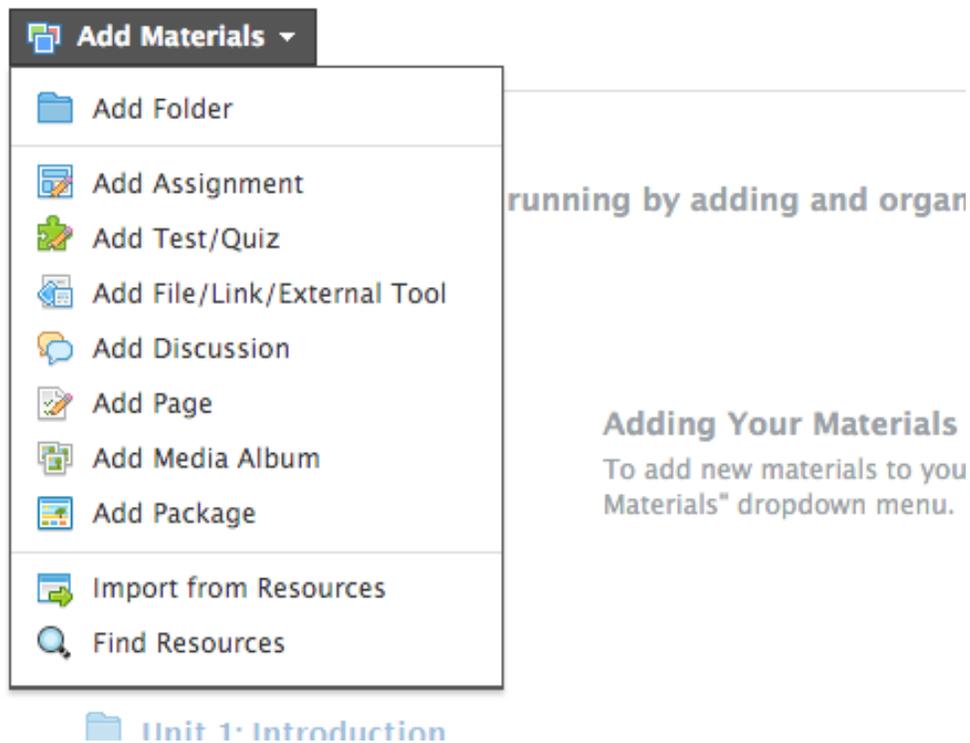
## Import the Master Curriculum

There are 2 places you can import the Master Curriculum from: the *EnvisionIT Teachers* group, and Schoology's *Public Resources* repository. We encourage you to take advantage of the community of EnvisionIT teachers housed in the group.

### Import From The Group

1. From your section's home page, click the **"Materials"** link on the left of the page.
2. Click the **"Add Materials"** link below your course and section title, and then choose **"Import from Resources"** to bring up a new dialog box.

## College and Career Readiness 9: Period 4

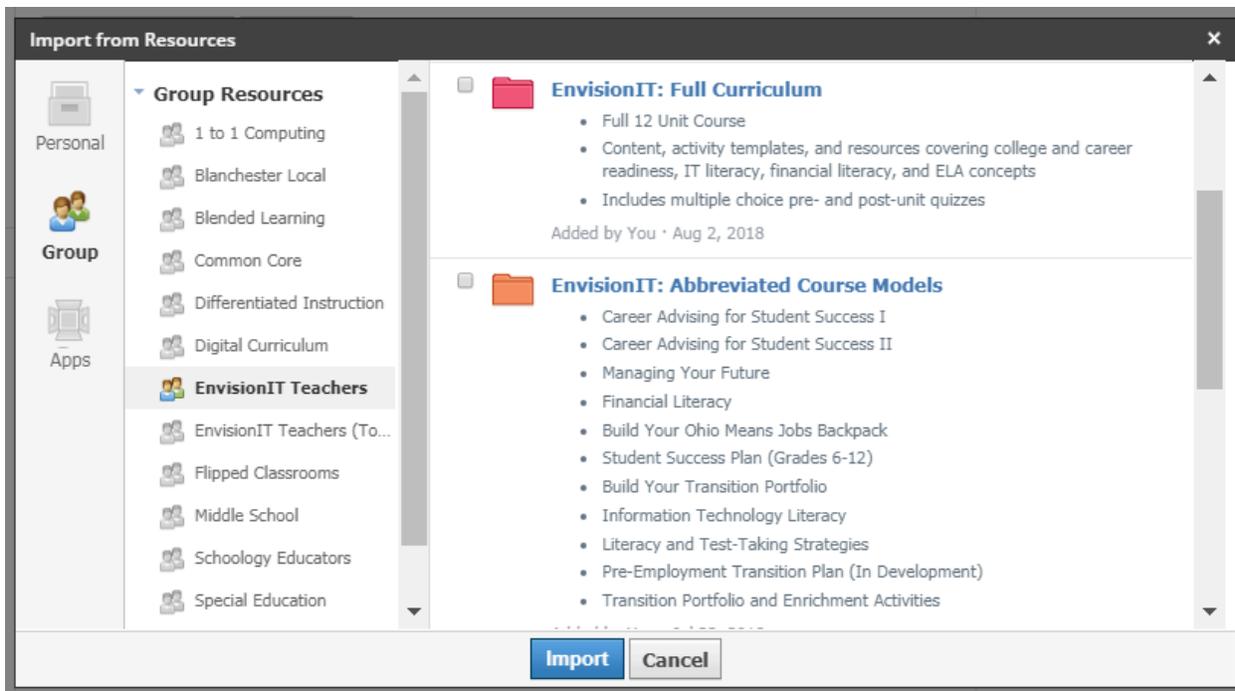


running by adding and organ

**Adding Your Materials**  
To add new materials to you  
Materials" dropdown menu.

 **Unit 1: Introduction**

3. In the dialog box, click the “**Group**” button on the left , then choose the “**EnvisionIT Teachers**” group. A list of folders containing course material will appear. Click the *EnvisionIT Course* that you are interested in to open the folder.



4. Select everything you want to import by checking the checkboxes next to the folders/files, then click the “**Import**” button. Tip: Select materials as you want them to be seen on your course page. For instance, select sub-folders rather than a main curriculum folder to reduce the amount of clicks needed to access materials.
5. You will be asked to confirm your selection. Click “**Import**” to confirm.
6. The imported material will show up in your course under “**Materials.**” You may need to refresh your page after a few minutes to reveal large imports.

### Import From The Schoology Public Resources Repository

1. From your section’s home page, click the “**Materials**” link on the left of the page.
2. Click the “**Add Materials**” link below your course and section title, and then choose “**Find Resources.**” You will be taken to Schoology’s **Public Resources** repository.
3. Type “**EnvisionIT**” into the search box, and press enter.
4. Find the result you want, and click the add button to the right of its title to add it to your **Personal Resources** folder. *This will save the resource to the **Downloads** section in your **Personal Resource** folder.*

5. Go back to your section home page using the **Courses** dropdown in the top menu.
6. From the Materials page, click the “**Add Materials**” link again, but this time choose “**Import from Resources.**”
7. In the dialog box, click the “**Person**” button on the left , then choose “**Downloads.**” You will see the resource that you just added from the repository. Follow steps 3-6 in the instructions for “Import From The Group”.

## Step 5: Customize Your Section Settings

Before we take a look at the materials that you just imported from the EnvisionIT curriculum, let’s go over some section settings that you can customize.

### Customize Course/Section Options

You can easily fine-tune your new section.

1. You can change your section’s profile image by putting your mouse cursor on top of the picture in the top left corner of the page, and then click “**Edit Picture**”.
2. To access the section settings, click “**Course Options**” below the course profile image, and click “**Edit Info**”.
3. Go to your section’s home page (top menu → **Courses** → **My Courses** → your section).
4. Section settings are organized into 6 areas:

The screenshot shows the 'Edit Course' interface for 'College and Career Readiness 9: Section 1'. At the top, there are six tabs: 'Info', 'Details', 'Privacy', 'External Tools', 'Moderate', and 'Recycle Bin'. The 'Info' tab is selected. Below the tabs, there are four input fields: 'Course Name' (text input with 'College and Career Readiness 9' and a help icon), 'Section Name' (text input with 'Section 1'), 'Subject Area' (dropdown menu with 'Other' selected), and 'Level' (two dropdown menus with '9' and '12' selected, separated by a minus sign, and a 'Remove' link). At the bottom, there are two buttons: 'Save' and 'Cancel'.

- a. **Info:** Basic information of the course.
  - i. **Note:** If you want to can change the course name, go to top menu → **Courses** → **See All**, and click the pencil icon next to the course  (  ).
- b. **Details:** Information about the section, including description, location, and class schedule.
- c. **Privacy:** Access settings for different user groups. You can also change the default landing page of your section.
- d. **External Tools:** Link 3rd-party tools or content that are *LTI-conformant* to your section and configure them.
- e. **Moderation:** Enable or disable the requirement for posts to be approved before they become visible to other users. This is also where you can manage pending or deleted user posts.
- f. **Recycle Bin:** Manage content that you have previously deleted from your course. Hover your mouse cursor over a file and click the gear icon to restore.

## Customize Gradebook Settings

Access your gradebook by clicking the “**Gradebook**” link on the left side of your section’s home page, then click the “**Grade Setup**” link right underneath it.

### Final Grade Settings

The Gradebook offers you a couple of settings in terms how your students’ final grades are calculated and shown:

- **Scale:** Numeric or Letter (A +/-)
- Rounding to the nearest %
- **Hiding of Course and Grading Period Grades**
- Add an extra column in your Gradebook where you can **override calculated overall or grading period grade.**

### Add Grading Periods

Consider using the **Grading Periods & Final Weights** function if you anticipate using a single section with the same group of students for a longer period of time.

For example, you can create 2 grading periods for a year-long course: Fall and Spring semesters. In this setup, the students will get a Fall semester grade, a Spring semester grade, and an overall grade. You, the teacher, can also filter student grades by grading period.

*If you are using a Schoology account created through your school or district, grading periods may have already been defined for you. Ask your IT or curriculum support personnel for more information.*

To add a new grading period or use an existing one on the “**Grade Setup**” page:

1. Find “**Grading Periods & Final Weights**” in the center of the page. Click “**Edit**” to edit your grading periods.
2. To *create a new grading period*, enter the following under “**Add New Grading Period**”:
  - a. Name
  - b. Start date

- c. End date
3. To *select or deselect an existing grading period*, use the checkboxes next to the entries in the list.
  4. You can also click **“Add Another”** to add another grading period, or **“Save”** to continue.

**Notice:** The free version of Schoology *does not* allow you to edit or delete an existing grading period.

Weight %

**Edit Grading Periods** X

Select the grading period(s) below that you would like to add to this course. The filtered results will display unselected grading periods containing or starting after the selected date. To view a complete list of your grading periods, please make sure your filter is cleared. Please note: your selected periods will always be displayed.

**Select From Existing:** Filter: Today clear filter

Fall 2016 Sep 1, 2016 - Dec 19, 2016

**Add New Grading Period:**

Spring 2016 1/1/2017 6/1/2017 X

[Add Another](#)

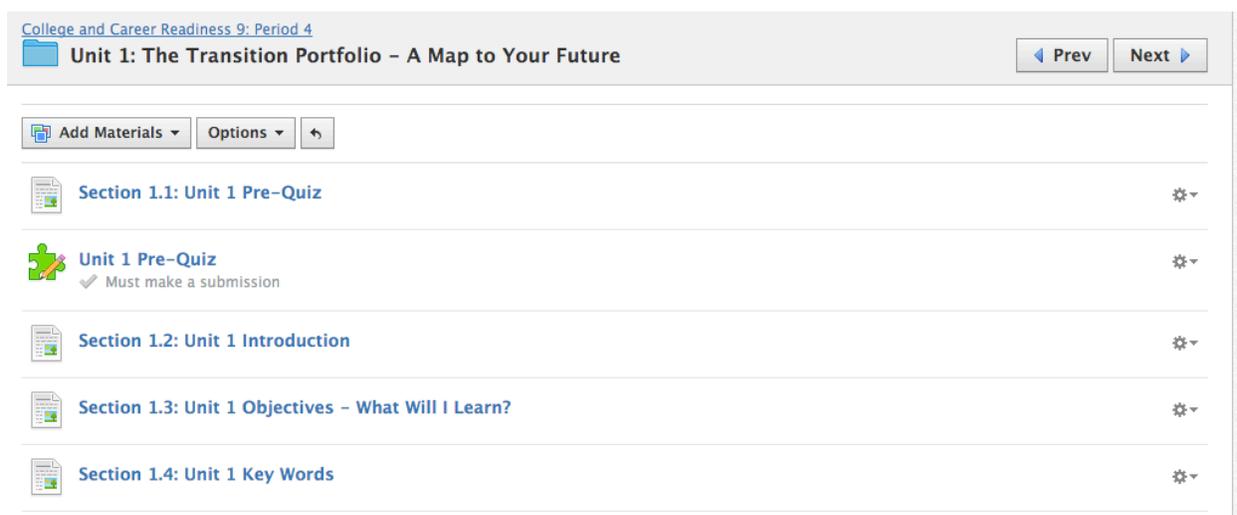
Save Cancel

Override Options

## Step 6: Customize Your Course Material and Sequence

Let us set up Unit 1 as an example. Go to the **Materials** page of your section, and click the unit title to open it. You should see a list of materials for the unit.

*Alternatively, you can click the arrow pointing right on the left of the unit title to expand the folder.*



College and Career Readiness 9: Period 4

Unit 1: The Transition Portfolio – A Map to Your Future

◀ Prev Next ▶

Add Materials Options ↶

- Section 1.1: Unit 1 Pre-Quiz ⚙
- Unit 1 Pre-Quiz  
✔ Must make a submission ⚙
- Section 1.2: Unit 1 Introduction ⚙
- Section 1.3: Unit 1 Objectives – What Will I Learn? ⚙
- Section 1.4: Unit 1 Key Words ⚙

There are 6 types of materials in Schoology that the EnvisionIT curriculum makes use of: **Folders, Assignments, Tests/Quizzes, Files, Discussions, and (content) Pages.**

To access the list of actions you can perform on materials, click the gear icon (  ) on the right of an item. *Throughout the system, you can use the gear icon/menu to call up material setting. 6 actions are available here:*

1. **Edit**
2. **Unpublish:** hide the item from your students.
3. **Move**
4. **Copy to (another) Course**
5. **Delete**
6. **Save to Resources:** *we'll cover this option later.*

You can use the “**Add Materials**” button to add new content to your section. You can also add new materials by hovering your mouse over the space between two other items until you get a green plus icon and dashed lines, and click.

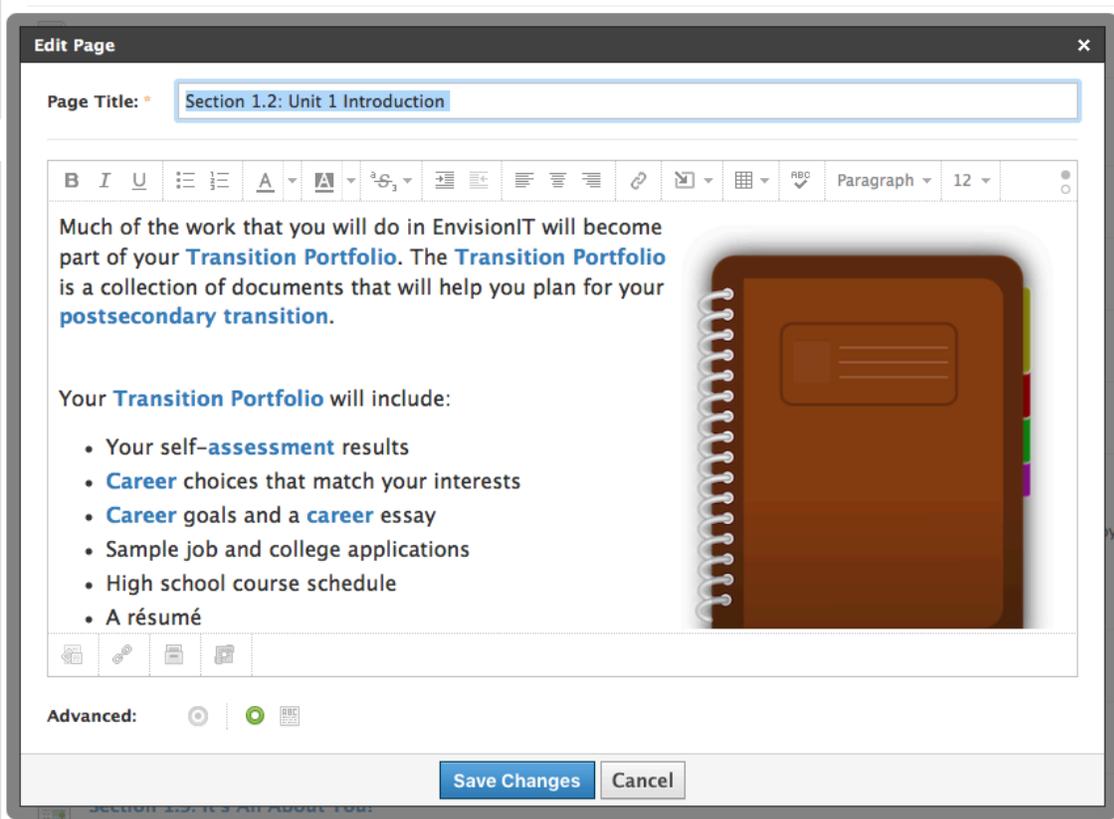
You can also import materials from [various web services, such as Google Drive, Khan Academy and YouTube, by connect them to your Apps resource folder](#) ([https://support.schoology.com/hc/en-us/articles/201001923-Resource-Center#resource\\_apps](https://support.schoology.com/hc/en-us/articles/201001923-Resource-Center#resource_apps)).

You can drag and drop to reorder the materials.

*We will cover the “Options” button later on in this step.*

## Using the Schoology Content Editor

Let us try to edit Section 1.2. Access the “**Edit**” action from the gear menu to the right of the section title. This will bring up a page editor. *This editor is used throughout Schoology, with extra options available for different content types.*



From top to bottom, the content editors offer the following functions:

- **Page Title**
- Formatting toolbar: *You can switch between the WYSIWYG (what-you-see-is-what-you-get) and the HTML code editors using the icon with 2 circles stacked vertically.*
- Content area
- Attachments: File (upload from your device), Link, Resource, and External Tool (LTI)
- **Advanced:**
  - **“Align Learning Objectives”**
  - **“Visible to Students”** (e.g. publish status)
  - **Display** option toggle (on **new page** or **inline**)

Don't forget to click the **“Save Changes”** button if you want your edits saved.

Schoology provides a [guide for using the content editor](https://support.schoology.com/hc/en-us/articles/201003263-Video-How-to-create-Course-Pages)

(<https://support.schoology.com/hc/en-us/articles/201003263-Video-How-to-create-Course-Pages>).

## Customize Your Quizzes

Let us try to edit Unit 1 Pre-Quiz. First, click the quiz title to open it.

You have access to 5 tabs of *quiz settings*:

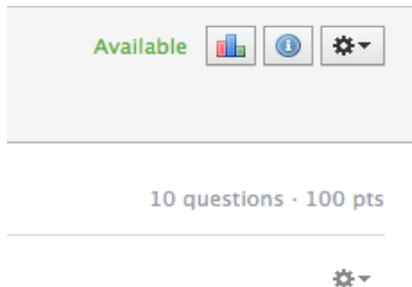
The screenshot shows the 'Unit 1 Pre-Quiz' editor interface. At the top, there is a title 'Unit 1 Pre-Quiz' and a navigation bar with five tabs: 'Questions', 'Settings', 'Preview', 'Results', and 'Comments'. Below the navigation bar, there are two buttons: '+ Add Question' and 'Options ▾'. The main content area displays a single question:

1 Studies from the U.S. Department of Labor indicate that the more education/training a person has, their income is \_\_\_\_\_ .

Multiple Choice – 10 points

- **Questions:** Add, reorder (under “**Options**”), edit or remove (under the gear menu) quiz questions.
- **Settings:**
  - **Instructions**
  - **Availability:** You can show, hide, and set availability dates.
  - **Time Limit:** On/off, in minutes.
  - **Attempt Limit:** Set # of times, and how grade is calculated (highest, last, or average).
  - **Randomize Order**
  - **Paging:** # of questions per page.
  - **Language Keyboard:** On-screen software keyboard, currently on Spanish available.
  - **Question Review:** Turn on to let students review answers before submitting.
  - **Resumable:** Turn on to let students resume an incomplete attempt.
  - **View Submissions:** Turn on to let students view submissions. You can also allow students to see the correct answers to the questions.
  - **Hide Point Values**
- **Preview** as student.
- See the **results** of student submissions.
- Review **comments** left by members in the section.

You also have access to 4 quick information views/setting pages using the icons on the right side of the page:



- Availability
- Grade summary statistics
- Grade category and grading period
- Gear menu for material settings. *You can also access this menu in the material listing view.*

There are two quiz-specific gear menu settings that need to be highlighted:

- **Export Stats:** Choose between regular CSV format to download and work on in Excel, or a special format for exporting into other Learning Management Systems (LMSs).
- **Edit** the following:

rate.

**Edit Online Test/Quiz** [X]

**Name:** \* Unit 1 Pre-Quiz [📄]

**Due date:** ? [📅] [100] pts

**Category:** (Ungraded) [v] [Grading options](#)

**Period:** Fall 2016 [v]  Set as midterm/final

**Factor:** \* 1.00

**Scale:** \* Numeric [v]

**Advanced:** [⋮] [🟢] [🕒] [💬]

**Save Changes** **Cancel**

postsecondary transition is a

- Quiz **name**
- **Due date**
- Point value
- Use **categories** to organize your graded items
- **Grading Options**
  - Set grading **period**
  - Designate as **midterm/final**,
  - Set item **factor**/weight
- Choose between numeric or letter-based grading **scale**
- **Advanced:**
  - **Individually Assign** to students/grading groups
  - **“Visible to Students”** (e.g. publish status)
  - Toggle visibility of summary **grade statistics** for students
  - Toggle ability to leave **comments**

Don't forget to click the **“Save Changes”** button if you want your edits saved.

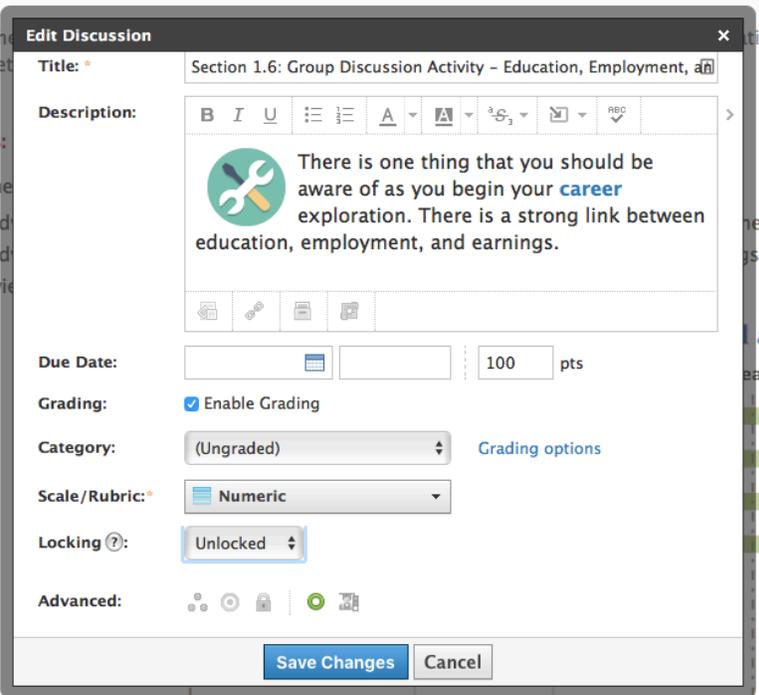
## Customize Your Discussions

Let us try to edit the “Education, Employment and Earnings” discussion activity (1.6). First, click the discussion title to open it.

You have access to 2 quick information views/setting pages using the icons on the right side of the page:

- Usage statistics
- Gear menu for material settings.

Let us take a look at some settings specific to discussions (gear menu → Settings):



The screenshot shows the "Edit Discussion" window with the following details:

- Title:** Section 1.6: Group Discussion Activity – Education, Employment, and Earnings
- Description:** A rich text editor containing a green wrench icon and the text: "There is one thing that you should be aware of as you begin your **career** exploration. There is a strong link between education, employment, and earnings."
- Due Date:** A date picker and a field set to "100 pts".
- Grading:** A checked checkbox labeled "Enable Grading".
- Category:** A dropdown menu set to "(Ungraded)" with a link for "Grading options".
- Scale/Rubric:** A dropdown menu set to "Numeric".
- Locking:** A dropdown menu set to "Unlocked".
- Advanced:** A row of icons for additional settings.
- Buttons:** "Save Changes" and "Cancel" at the bottom.

- Enable or disable **Grading**. By enabling this option, you will also be asked to put in a point value, grading category, and grading scale/rubric.
- **Advanced:**
  - Toggle visibility of responses made by others before a student has participated (  , last item)

Don't forget to click the “**Save Changes**” button if you want your edits saved.

Schoology provides a [guide for grading discussions](https://support.schoology.com/hc/en-us/articles/201001773-How-do-I-use-graded-discussions-) (<https://support.schoology.com/hc/en-us/articles/201001773-How-do-I-use-graded-discussions->).

## Customize Your Assignments

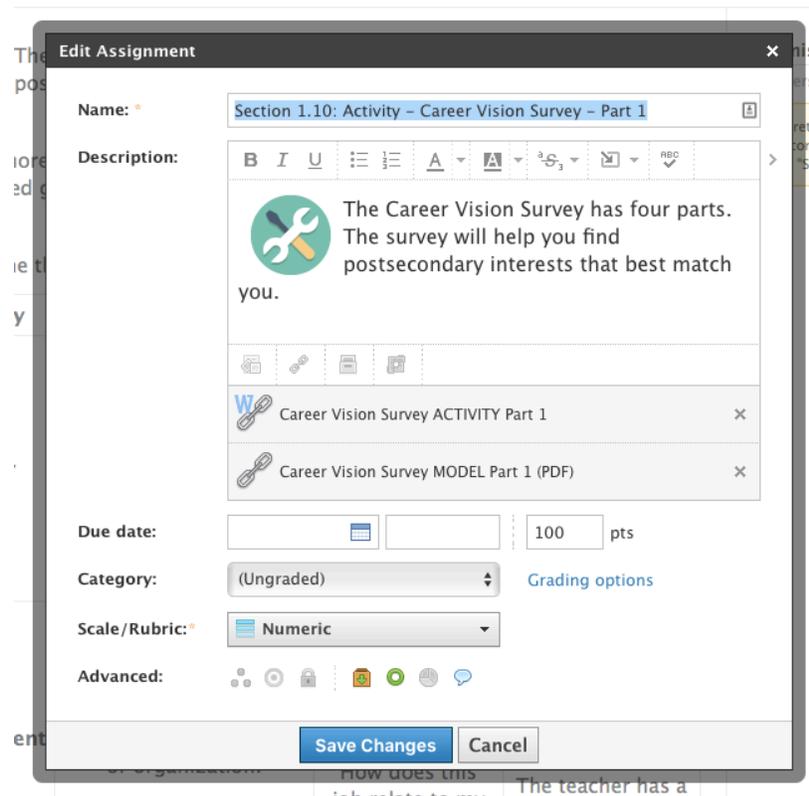
Let us try to edit the “Career Vision Survey - Part 1” assignment (1.10). First, click the assignment title to open it.

You have access to 3 quick information views/setting pages using the icons on the right side of the page:

- Grade summary statistics.
- Grade category and grading period.
- Gear menu for material settings.

You can track student submissions on the right side of the page.

Let us take a look at some settings specific to assignments (gear menu → Settings):



- **Advanced:**

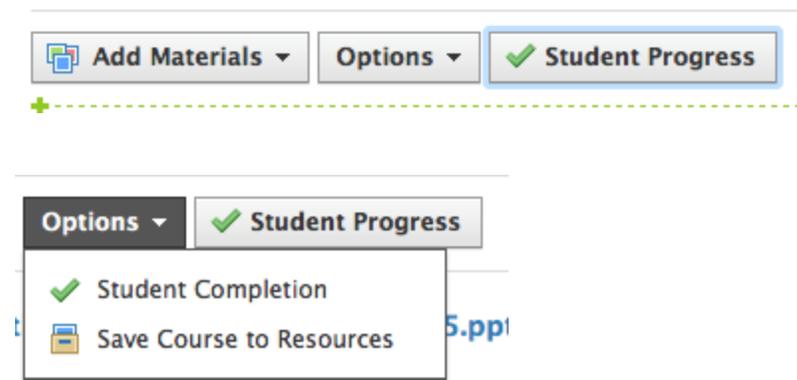
- Toggle ability to make **submissions** (  , 4th from the left)

Don't forget to click the **"Save Changes"** button if you want your edits saved.

Schoology provides a [guide for grading assignments](https://support.schoology.com/hc/en-us/articles/201001653-How-do-I-grade-assignments-) (<https://support.schoology.com/hc/en-us/articles/201001653-How-do-I-grade-assignments->).

## Set and Check Completion Requirements

You can set completion requirements to help guide your self-directed learners through the course.



### Setting Completion Requirements

Use **Options** → **Student Completion** above the materials list to edit completion requirements.

*The EnvisionIT Master curriculum has the following completion requirements in place:*

1. *Pre-quiz needs to be completed.*
2. *Post-quiz needs to be completed.*
3. *To move on to the next folder/unit, requirements need to be met on the previous one.*

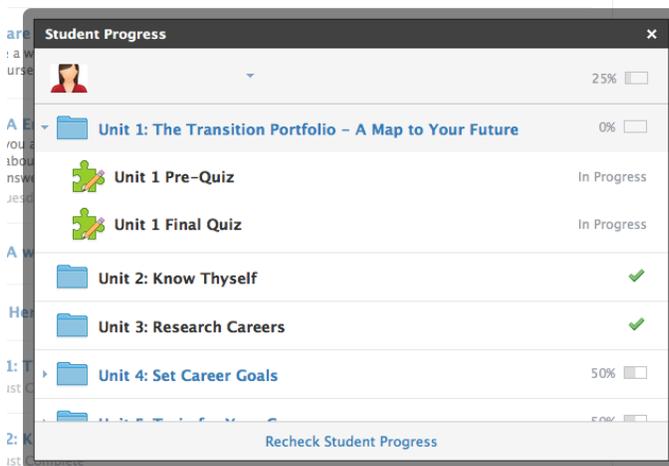
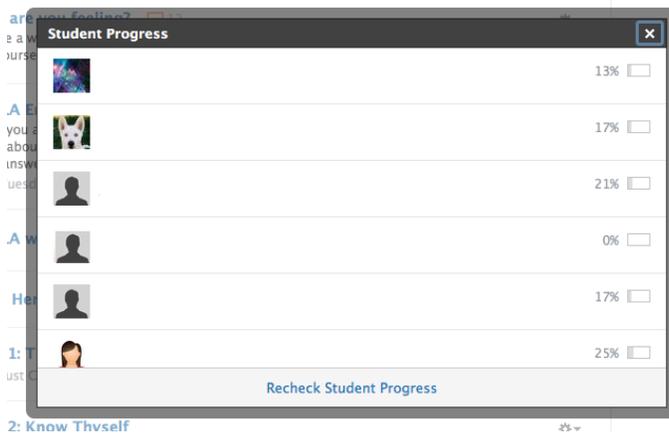
The Student Completion editor lets you set the following requirements:

- **Requirements must be completed in sequential order**
  - You can also click “**Make all folder sequential**” (where available) to automatically populate folder-level completion requirements
- Click “**Add requirement**” to add new requirements, and “X” to delete an existing one
  - Folder: Complete
  - Content Pages: View
  - Discussions: View, post a comment/reply
  - Quizzes: View, post a comment/reply, make a submission, score at least a certain amount

### Checking Student Progress on Completion Requirements

Use **Student Progress** to check your students’ progress on the completion requirements:

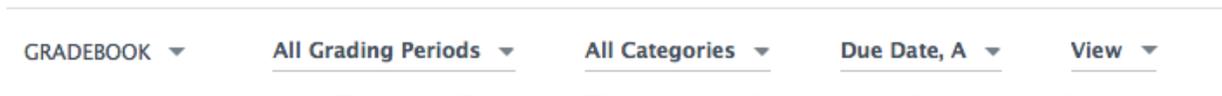
- Overall % of completion for each student.
- Per-item completion for each student.



## Customize Your Graded Items in Bulk

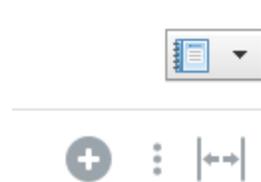
You also have the options to adjust the grade settings of your materials in bulk instead of individually. This option would save you a lot of time!

First, go to your **Gradebook** (left menu → Gradebook). Let's briefly go over some of the controls on the page:



On the top left, the above controls (“**Gradebook**”, “**All Grading Periods**”, “**All Categories**”, “**Due Date, A**” and “**View**”) let you filter, sort, and highlight specific information that you would like to see.

There are 4 additional icons on the right of the page. From top to bottom and left to right, they let you:



- Switch between sections.
- **Add** additional graded items, or a new grade column.
- **Bulk edit, print grade reports, or export** grades to a CVS file to be opened and edited in Excel.
- Expand the gradebook view to **fullscreen**.

Use the middle icon (  ) to get to the **bulk edit** tool. You can edit the following here:

Name		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 <sup>?</sup>	Period
1.00	 Numeric		(No grading period) 
1.00	 Numeric		(No grading period) 

- **Name**
- Toggle **published**/unpublished using the checkbox
- **Max Points**
- **Factor/Weight**
- Grading Scale/**Rubric**
- **Due Date** (in *MM/DD/YY HH:MM am/pm* format, ex. 12/15/14 3:24pm)
- Grading **Period**
- Delete

You can also shift the due date of **all undue items** using the backward (<) and forward (>) icons on the top right of the page. Each click will shift the due dates by **1 day**.



## Step 7: Reuse Your Customized Curriculum

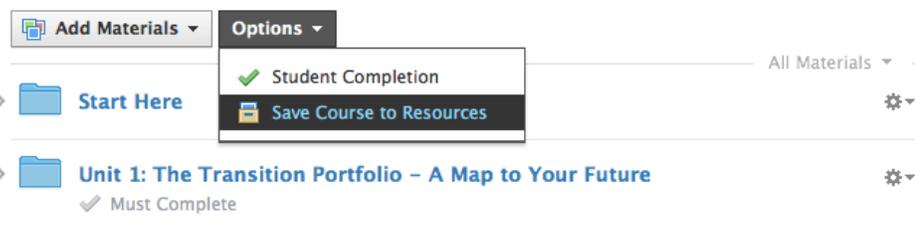
### Saving Your Curriculum to Your Personal Resource Library

Course and materials can be accessed, saved and shared from 4 **Resource Library** folders: **Public, Group, Apps, and Personal**. We have already covered the first 3 in earlier steps.

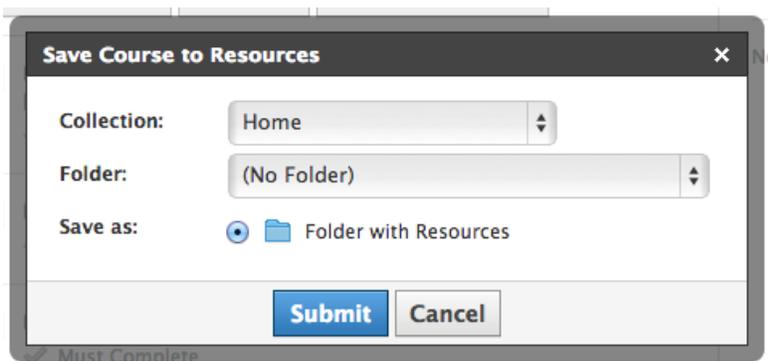
Once you have finished customizing EnvisionIT to fit your and your students' needs, you can save it to your **Personal Resource Library**. *This is the same idea as the Group Resource Library, where a copy of the master curriculum is stored for reference and for reuse.*

To save your customized curriculum to your **Personal Resource Library**:

1. Go to your EnvisionIT section's "**Materials**" page (**hint**: section home page -> left menu → **Materials**).
2. Click on the "**Options**" button just below the course name in the middle of the page.
3. Click "**Save Course to Resources**". A "**Save Course to Resources**" dialog box should pop up.



4. You can choose where to save the files by changing the following settings:
  - a. **Collection**: Personal or Group
  - b. **Folder**: Save to an existing folder or create a new one.



If you make use of the **Learning Objectives** functionality, you can find and edit them in top menu → **Resources** → **Personal** → **Learning Objectives**.

## Copying a Section

You can also simply copy a section by going to top menu → **Courses** → **See All**, find the section you would like to copy, and use gear menu → **Copy Section**.

## **Step 8: Manage Your Students**

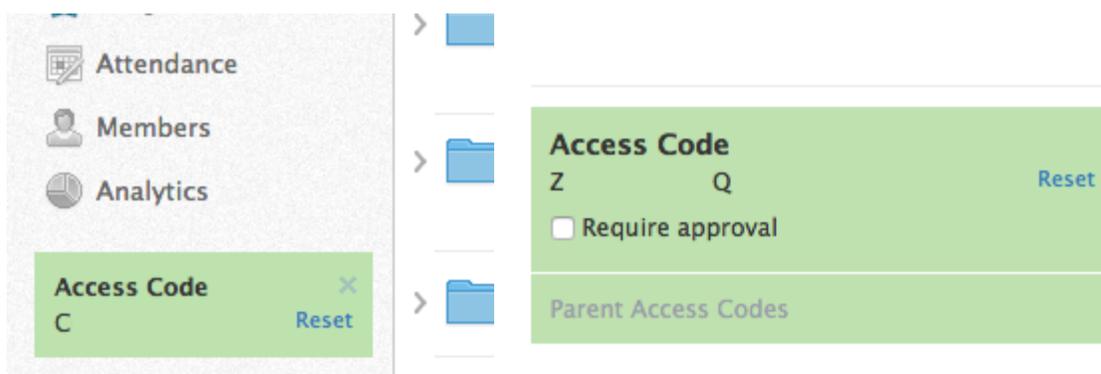
### **Letting Your Students Join Your New EnvisionIT Section**

Your students need a unique access code to join your Schoology courses. The access code is a 10-character string that consists of numbers and alphabets. *Your students need an access code to sign up for a Schoology account.*

For teachers and administrators, the access code of a section is *always displayed below the left menu* no matter where you are in the section.

If you would like to approve your students' requests to join the course:

1. Go to your section's home page.
2. Left menu → **"Members"**.
3. On the right side of the page below the access code, check **"Require approval"**.



### **Manage Members in Your Section**

You can also manage the members in your section on the **"Members"** page.

Click the gear icon next to a member's name to access the following options:

- **Send Message**
- **Preview Course** as that member
- **Change Password** in case the member cannot remember his or her password
- **Make Admin** (more on this in the following section)
- **Unenroll**

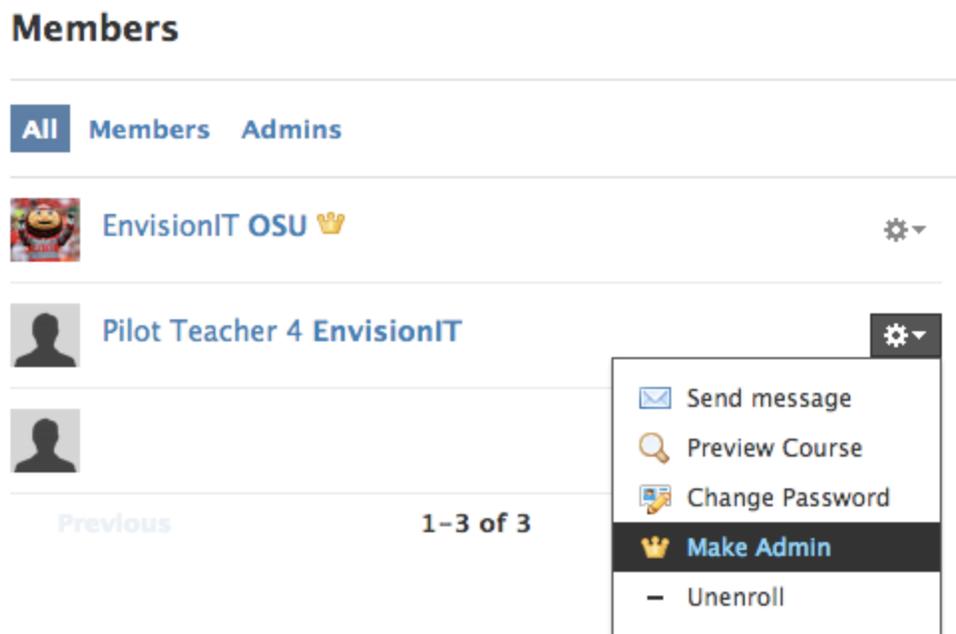
## Adding Co-Teachers and Co-Administrators

Teachers and administrators can join your section the same way as students. Different account types have different levels control over your course/section:

- A teacher account does not automatically have administrator privileges.
- You can give administrator privileges to other teachers accounts.
- Only the *creator* of a course can add additional sections.

To make another teacher administrator on your section's "**Members**" page:

1. Click the gear icon next to the person you would like to make an administrator
2. Click "**Make Admin**"

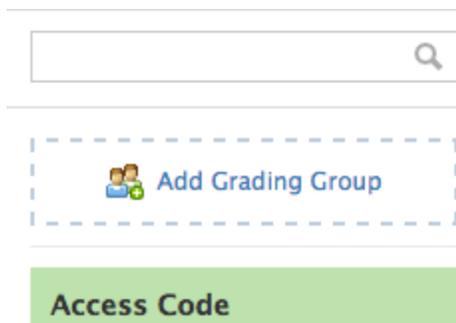


## Putting Students in Grading Groups

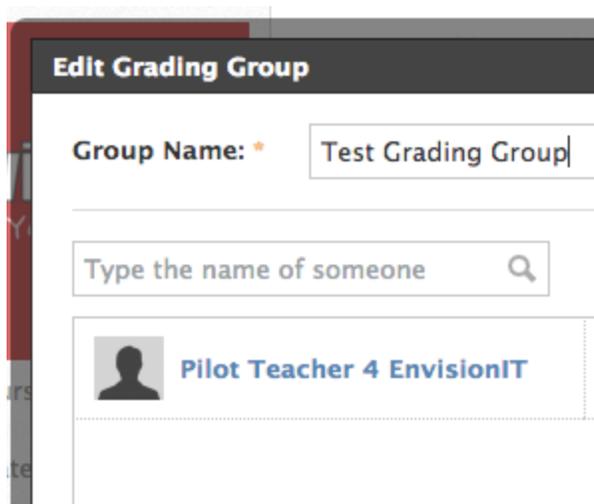
If you have a large number of students in a single Schoology course section, and/or you want to differentiate instruction, you may want to consider putting your students in different **grading groups**. Putting students in grading groups allows you to assign items individually.

To set up your grading groups on the **“Members”** page of your section:

1. Find the box that says **“Organize members into Grading Groups”** on the right side of the page above the **Access Code** box.



2. Hover your mouse over the box. The box should now say **“Add Grading Group”**. Click it to open the **“Edit Grading Group”** dialog box.
3. Type in the **Group Name** first. Then, use the search box to find and select students you would like to add to this group.
4. Click the **“Create Grading Group”** button to save and exit.

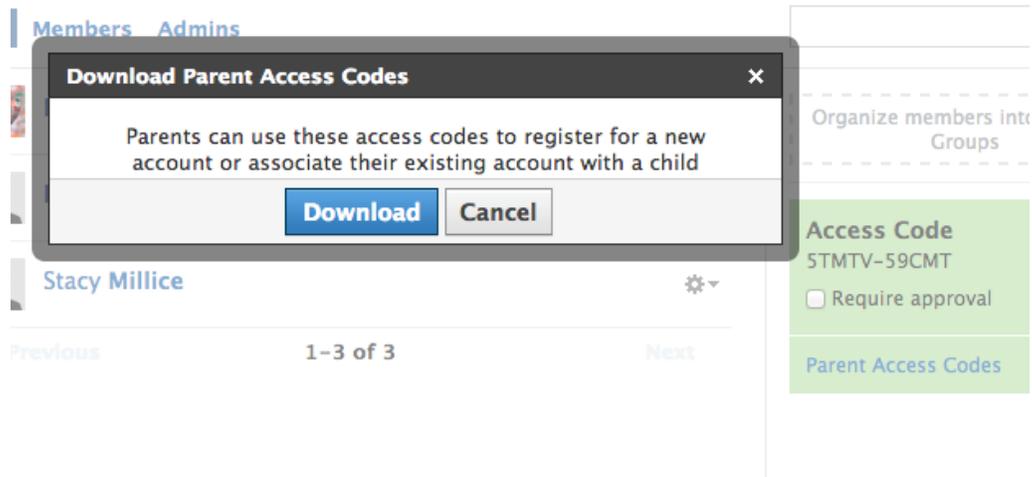


## Invite Parents to Join The Section

Parents can also join your Schoology section, although their access is view-only and limited to their student. *Parent access codes are therefore different for each student.*

To get parent access codes on the **“Members”** page of your section:

1. In the “**Access Code**” box on the right side of the page, click the “**Parent Access Codes**” link. A “**Download Parent Access Codes**” dialog box will appear.
2. Click “**Download**” to save the list to your computer. The list comes in the csv format, which can be opened in Excel.



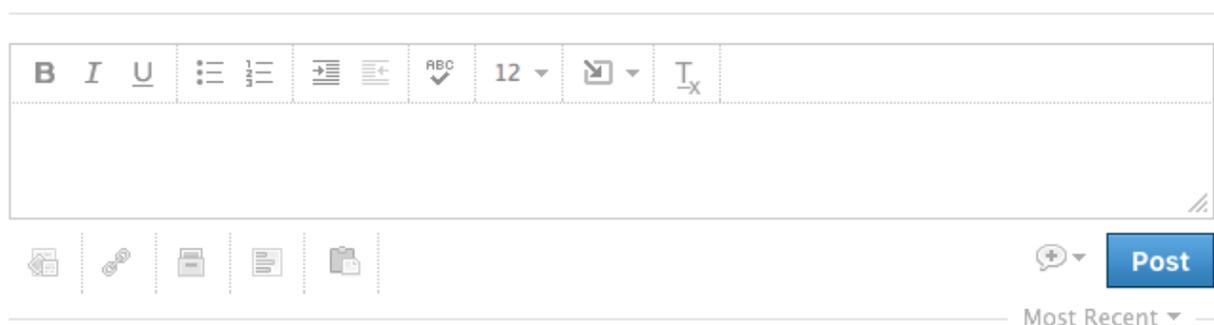
3. You can find parent access codes in the “**Parent Access Code**” column.

## Step 9: Communicate With Your Classes

### Post Updates to Your Sections

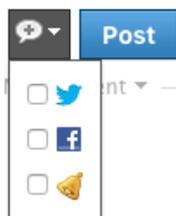
Schoology lets you communicate with your classes using the “**Updates**” tool (section home page → left menu → **Updates**). You’ll notice that it is very similar to the content editor, with a few differences:

#### College and Career Readiness 9: Period 4



There are no posts

- You can **Poll** your students (  , second icon from the right on the attachment toolbar)
- You can cross-post to other sections using the **Copy** tool (  , last icon on the attachment toolbar)
- You can cross-post to *Twitter and Facebook* using the **Action** tools



- You can also make your new post a **notification** to make them more noticeable to your students.



## Checking Your Messages and Notifications

[In step 1 we covered how to edit your notification settings.](#) You can request to get notifications for Schoology events such as:

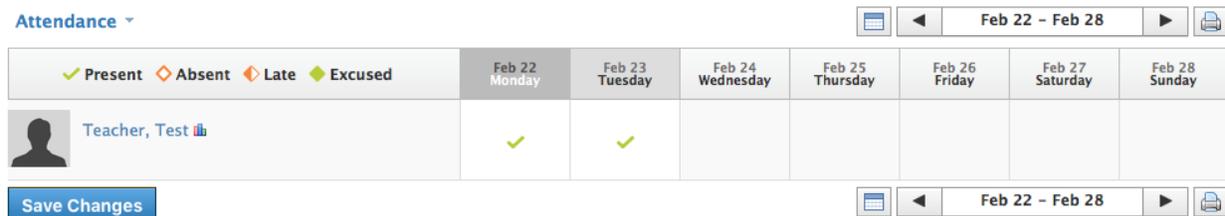
- When someone messages you.
- When someone requests to join your sections or groups.
- When a student takes a quiz or submits an assignment/post.

You can check your notifications using the **Notification Area** on the right of the top menu bar. The icons are ordered as such: **Messages, Requests, and Notifications**



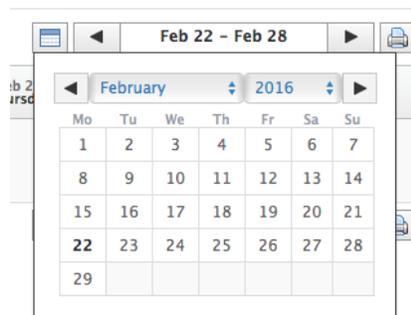
## Step 10: Tracking Attendance

You can track student attendance using Schoology's **Attendance** tool. You can access it by going to your section's home page → left menu → **Attendance**.



Here some tips for using the **Attendance** tool:

- Click on a specific cell to cycle through 4 attendance marks: **Present**, **Absent**, **Late**, and **Excused**.
- Add a comment by hovering your mouse over a cell, and click the bubble icon ( ).
- Jump between dates using:
  - The drop-down calendar by clicking the calendar icon ( )
  - The weeks switcher



- Print attendance reports using the printer icon on the right side of the page.
- See *weekly* statistics by hovering your mouse over a student's name



- See *overall* statistics by clicking the histogram icon ( ) next to a student's name.

Don't forget to click the **"Save Changes"** button if you want your edits saved.

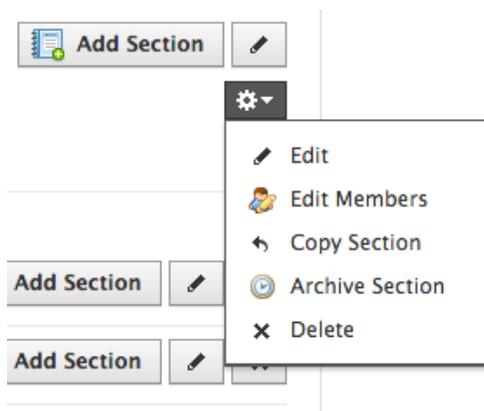
## Step 11: Manage Your Sections

You can use the **Courses** page (top menu → **Courses** → **See All** → gear menu) to manage your sections. You're likely to access this page before and after each grading period.

The **Courses** page has 2 tabs: **Current** and **Archived**.

You can use the **Current** tab to:

- **Add** a new section to an existing course. *This is only available to courses that you have created.*
- **Edit** course name, course code, department and number of credits using the **pencil** icon (  ). *This is also only available to courses that you have created.*
- **Edit** course name, section name, subject area and grade level.
- **Edit Members** of your sections without going into them.
- **Copy** a section.
- **Archive** an old section. *An archived course does not allow additional activities, but it can still be accessed.*
- **Delete** a section.



You can also use the two icons on the right side of the page to:

- **Create** a new **Course**.
- **Join a Course** using an access code provided to you.

In the **Archived** tab, you can also use the gear menu to:

- **Restore** an archived section.

## **Step 12: Running the Course**

Congratulations! Your EnvisionIT section should be set up and all ready to go!

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>