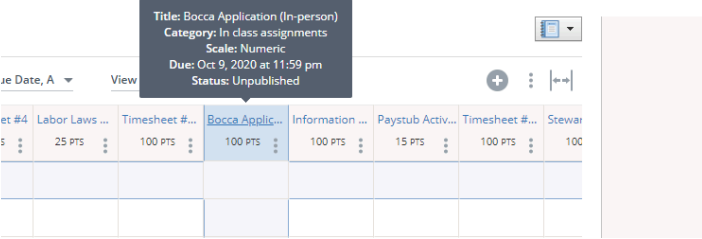


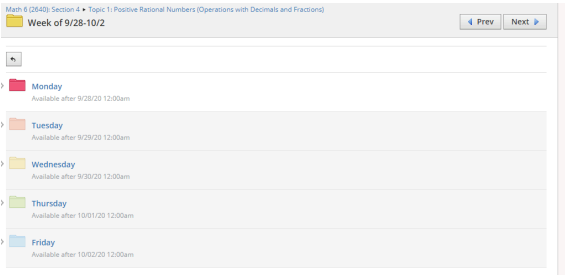
Schoology Q & A with Gordy Baxter (8:00-10:30 AM):

[Google Meet](#)

Please list the questions you'd like answered during the training in separate lines below. Responses and resources addressing those questions will be posted throughout the session. Questions in green are previously asked and answered questions. They will remain on the document for reference.

Self-Paced "Getting Started with Schoology" Course designed by Schoology: Go to "join a course" and use this code: XN2M-RC43-Q5TTV		
Question:	Response:	Resource:
<p>What is Schoology doing to reduce the amount of glitches that occur that reduce functionality and accessibility of the program? For example, I have experienced the following issues in the past two days alone:</p> <ol style="list-style-type: none">1. Loss of access to the platform (Schoology experiences an outage and students are unable to access their materials and I am unable to post; this sometimes happens multiple times a day)2. Students unable to access their Google Doc assignments at random times even though they should have access3. EdPuzzle glitching within Schoology and some students in a class can access and some can not despite the assignment being posted the same way-4. Students logging on to Schoology and they are unable to access their classes since they are "not assigned to any classes" (edited to add: this just happened to me at 5:12 PM and I took a picture to document) - put in this doc please5. A continued inability to post documents using the Google Drive App6. Students at times lack the ability to submit or upload their own documents; they also can not attach anything else to an assignment (i.e. if they printed out the work at home and handwrote it and want to send us a PDF, they are unable to	<p>We are setting up a meeting with Schoology support to help work through these, it would be great if we could chat prior to that and if you could help us recreate these glitches.</p> <p>Brittany Quinzi (HS)</p>	

<p>do so)</p> <ol style="list-style-type: none"> 7. Assignments are assigned but randomly disappear and reappear for students 8. Glitches where students are working on a Google Assignment through Schoology and it randomly disappears for one student in the class 9. I have posted assignments correctly and they are inaccessible by random students 		
<p>When I have put in a 0.1% indicating to a student that they need to complete a schoology made assessment, then I go back to grade the quiz; it does not override the grade automatically. I have to go back and manually override. Is there a way that this can happen automatically when I change a grade on an assignment?</p>	<p>Assignment or assessment? I would have to look at this. Me: It is O.K, I figured it out. Thank you</p>	
<p>Why are my unpublished assignments, in an unpublished folder, showing up in the gradebook? Is it because it has a due date?</p> 	<p>This is interesting because I can't get it to do it in my account. Is it possible that a student completed or started it before it was unpublished?</p> <p>Me: No, not to my knowledge</p>	
<p>When/how will Schoology send grades to Schooltool? Students need a clear picture of their average, right now with grades in 2 separate platforms it is confusing to them</p>	<p>Edutech, Schoology and the Wayne Technicians are working to complete this currently. As of this morning (Tuesday, 9/29), Schoology provided Edutech with the necessary destination to enable this grade passback functionality. Once complete, we will follow up with training. In the meantime, if this is a feature you plan to use, we recommend that students just check within Schoology. This process will simply upload grades from Schoology into SchoolTool for warehousing and data storage purposes.</p>	

<p>Can you easily send a message to a select group of students? Or Parents? I can see how to email entire class, but what about message all students who are in blue cohort? Or All students/parents who owe _____ assignment.</p>	<p>you can do that pretty easily in SchoolTool. When on the main screen go to actions and email. You can select classes and students. You can email students or parents.</p>	
<p>Why are students able to see the contents of an unpublished folder?</p>  <p>Wednesday is unpublished, but I am receiving emails from students with questions that they would only be asking if they have read the contents of the assignments in this folder.</p>	<p>They shouldn't be able to.</p>	
<p>When giving an assessment, and you allow the students to have multiple attempts, are you able to see their score for each attempt? Or does the system just put the most recent score into the gradebook?</p>	<p>The system will give you the score for either the last or highest attempt depending on what you set it for, but you will be able to see the other attempts by clicking "view more attempt" under the attempt it shows you in the grading section of the assessment.</p>	
<p>Is there a way to return an assignment to a student so it shows back up on their list of work to do? I have students submitting the complete wrong document, and it is looking to them like they have done the assignment, when in reality they have yet to start it. It is also showing up on my list of things to still grade.</p>	<p>When you go into the assignment, you can unsubmit a student's work and they will see that it is still due.</p>	<p>how do you do this? I am not seeing an unsubmit option. Is this an assignment that has a google doc assigned or is one they have to create a submission? For the Google doc the button is in the top right. If it's something that doesn't have a doc attached they will have to resubmit, and you can mark it incomplete in the gradebook and leave them a</p>

		comment.
Can we access a student's grades in Schoology if we are not an admin in the class? As a case manager, I need to keep track of grades/missing assignments. Or can this only be done through School Tool (once Schoology syncs with it)?	You can only see the gradebook if you're an admin on the course.	
I linked and then unlinked sections of the same course. Although I unlinked, one of the courses is still showing up on the students dashboard. They see the course "Period 2" and then a separate course "Period 5"	The student may just have to log out and log back in while it refreshes.	
Is there any way to mark an assignment late in the grade book? Is there any method to dock a percentage (25%) for a late assignment? Thanks!!	You can mark them excused, missing, or incomplete in the gradebook, or in the comment bubble in the gradebook you can make a note for late. As far as points off, I believe you would just do that manually.	
Is there a way to return an assignment to a student so it shows back up on their list of work to do? I have students submitting the complete wrong document, and it is looking to them like they have done the assignment, when in reality they have yet to start it. It is also showing up on my list of things to still grade.	When you go into the assignment, you can unsubmit a student's work and they will see that it is still due.	how do you do this? I am not seeing an unsubmit option.
Can students "hide" a course in Schoology? The special ed students that come all 4 days are very confused since they have 2 of every course.	Student's cannot hide courses. They can reorder them.	
The Google Drive Resource App in Schoology has not been properly connecting materials from Drive to Schoology since Thursday afternoon, 9/17. What progress is being made to address this since it makes it difficult to share materials as resources in Schoology (especially with regard to PDFs)? (Note: The Assignments App generally functions as intended).	This is most likely a Google problem. They have been experiencing a lot of issues this September with all of their products. I would recommend redownloading the app in Schoology to see if that helps.	
Will the NewsELA app in Schoology be enabled soon by the district? It is difficult to assign valuable NewsELA assignments in Schoology since this is not enabled.	I'm not sure when/if that is being done, you may want to submit a ticket for that.	

What time-saving tips do you have for us? It can not be overstated how the inability to make a “copy” of each assignment through the Google Assignments App is costing many of us (as referenced below) an exceptional amount of time. It appears, based on your response below, that there is no fix for this. Do you have any tips as to how this platform can save us time? (I’m sure there are some things I must be missing!)	When sections are linked you assign to all of them with the assignment attached preventing you from having to post in each one. I am looking into other ways we might be able to save time as well.	
If I grade something in Schoology that a student has submitted- do I need to “unsubmit” it to return it to them? Or can they see what I have graded?	You do not unsubmit to them, they will be able to see the grade. They have a grade tab and can see all of the grades for just them.	
Can we get the CK12 website added to our LTI apps. The district needs to set this up. I have put in a ticket and notified D. DeMass		
Is there a way to notify the students when a comment is added to an assignment? I use Kami and students are only seeing a comment if they open the assignment back up.	If you leave a comment in the gradebook and check that box, students will see the comment in the grade section.	
Is there a way to see the grades of students in other courses. If you are a 504 case manager or have an AW it is helpful to see what the students owe for all of their courses.	If you don’t have rights to those student’s courses you will not be able to see their grades. This is a privacy precaution.	
Why do the edpuzzle classes keep going back to the course section number after the name has been updated and changed? Can we get the names to be the period number?	I’m guessing it has to do with the SchoolTool sync.	
After an assignment is past due it no longer shows up in the upcoming list of assignments. How do students get notified that they still have a past-due assignment?	On the right hand side where upcoming is listed, there will be a column that says overdue.	
How can we get activities that are not assignments, such as a page or link to show up in the upcoming list if that is the classwork for the day but not necessarily for a grade?	If you post an update, students will see that in their recent feed stream when they log on, otherwise they just see it when they are in the course.	
Why are my unpublished assignments, in an unpublished folder,	They should not be showing up, I would	

showing up in the gradebook?	have to see this.	
I have 2 Academic Workshop courses in my Schoology. Since the school year started, I am not teaching these and the course, along with attendance in SchoolTool has been transferred to another teacher, yet the 2 courses are still showing up in Schoology. How can I have those 2 courses deleted?	You can try going to courses->my courses and then selecting the settings wheel and delete. You should be able to delete the course and if you're not associated with it in School Tool it won't reappear in your Schoology.	
<p>When do assignment grades link into schooltool? Do we need to create an exactly named assignment in schooltool for the grades to transfer from schoology to schooltool?</p> <p>How do you do the import on the SchoolTool end?</p>	Grades are integrated overnight during the SchoolTool sync. Assignments need a title less than 50 characters, due date, and a category that matches one in SchoolTool. You will have to import them on the SchoolTool end when they are available the next day.	
3 days now I have tried to use schoology at 3:00 and have been unable to get on--what is schoology doing to fix that--this is unacceptable and extremely frustrating--I should not have to work from home later	Agreed, check with your system administrator. Put a help desk ticket in about.	
<p>I am a Direct Instruction Teacher for 100% virtual kids. I have been added as an administrator to all Schooltool teachers' schoology classrooms, but when I go in to view my students progress on assignments, I don't see their work. How do I get access to students' work?????</p> <p>Does this show their work in progress? Or only when it is submitted?- When you look in the google folder you can see them in progress.</p>	I think this might answer that question; when you or someone else creates assignments and assign them, a folder is made in your Google Drive where all of those responses from students go. Share the appropriate class folders with the co-teachers right in your Google Drive.	
<p>Since most of us use Google Docs, what is the fix for the problem when we copy the assignment to another course, it will not copy over?</p> <p>This is incredibly time consuming at the HS level. There is really no solution to making this a more effective process?? At the MS level too.</p>	There is not a fix to this, you will have to go into those separate courses and reattach the google doc.	

<p>How can you set an acceptable range (or tolerance) for numerical answers using Assessments without using several alternative answers. Fill in the blank would be great but if that is not the correct assessment question type which should I use? Example: the correct answer may be 250,000 but you would accept anything within 3%. Or if the correct answer is 0.505 and you would accept +/- .005.</p>	<p>For this I would use short answer or math short answer and grade those questions rather than having the system grade it.</p>	
<p>How can I import grades from Schoology to Schooltool? Our schooltool does not have an Import Grades from... option in the gradebook pulldown menu. I followed these two videos but was road blocked at the 1:17 mark of video 2 https://www.youtube.com/watch?v=_gGu2Vc_BUc&ab_channel=RickBray https://www.youtube.com/watch?v=4OCv_KIVstc&ab_channel=RickBray</p>	<p>These are great references for everyone, we will look into having that import option as is in the video for this.</p>	
<p>So if I edit an assignment it cannot be copied over to other sections, correct? Or would I have to edit one section, copy that over to others and then delete the original? That really stinks for HS teachers if I am correct....what is schoology doing to make this better?</p>	<p>Any Google Doc file that is shared through schoology is still live and editable on the original and students will see the changes. However, if you assign a google doc through assignment from app and it makes a copy for students then they won't see any changes on the original because they are looking at their own copy</p>	
<p>I have a few students who are in my Schoology class, but when I check "In Progress", it says "Access Denied". HELP!</p>	<p>Need more context or clarification here, can address in the Q&A</p>	
<p>How to you attached more than one pdf (kami) or any file to a lesson post. Ie for lesson 1 ELA assignment there is more than one file that needs to be attached and we are trying to avoid having to make many different posts for the same assignment.</p> <p>Update: wasn't able to join Q&A. Hopefully this further explains. In one math lesson we might have several documents and</p>	<p>The "assign from app" is only the thing you want students to edit. You can add other resources like videos, google doc, pdf above in the description part and then whatever you want them to "do" in the assign from app.</p>	


links for one lesson. (ie two pdf files, one youtube link, and one google doc all part of math Unit 2, Lesson 4). When we used to post in Google classroom we would just do one single post for this lesson 4, but have multiple attachments. When we created an assignment today we added a PDF via Kami, then attempted to add another PDF, but it wasn't an option to "assign from the app" any more after you assign from the first app.		
How do you turn off email notifications when a student turns something in. I don't want to end up with 150 emails a day from schoology telling me every time someone turns something in.	Click on your name in the top right corner, select settings, then the tab across the top that says notifications. You can make your changes there.	
I've made duplicate assignments for the different groups - gold/blue and then in my gradebook, two assignments show up for everyone. Schoology has a delete assignment tab and I'm entering the grades manually, can I delete in my gradebook without it deleting the whole assignment? Does it just delete that column of grades? I'm not sure the best way to post assignments then for the two different groups, even though they are in the same homeroom and list for gradebook and schooltool.	If you delete in the gradebook the assignment will be deleted	
When I link my 7th grade Spanish sections, I can only see the "front" section and YES :)	Answered this individually with the person.	
When grading, what is the easiest, most efficient way to pull up student assignments? Is there a place they all go to? Do we need to grade under each individual assignment where it says "submissions" or should we pull up the assignment from the gradebook using the blue icon for each kid? Best way please?	It isn't about easiest it's more about preference. You will always grade in the submissions screen of the assignment but you can access the assignment from calendar, your material stream, or the gradebook. You can always type grades into the gradebook without opening the assignment	
If I am grading a Google Doc, what is the best way (easiest/most efficient) to comment on their assignment? Would it be right in the Google Doc or under the grade box where it says	Same as above, and the comments are for you but can be shared with students, don't put grades in the comment box	

<p>“comments” and then share comment with students?</p>		
<p>If I am the creator of the Google Doc and share it with other ELA teachers to assign, I am getting notifications from students in other classes that have completed it. How do I avoid this to just make sure that I am getting notifications from my students and not others? Are other teachers getting the notification that their students are turning in, or just me?</p>	<p>If you are an administrator on the class you will get notifications until you turn them off.</p>	
<p>I’m struggling with all the folders, files, resources and the connection between Schoology and Google Drive. I have no idea where anything is or how to organize. Are the files duplicated into Schoology or are they one in the same with Drive? If I edit original docs in drive, does it automatically update in schoology?</p>	<p>All of the docs in Google Drive are the same as when you access your drive through Schoology. If you edit it will be seen in either spot, unless you make it a copy for each student when assigning through the app in an assignment.</p>	
<p>1. What do you suggest as the best strategy to post a message to students so that they see the post immediately in their feed, and the teacher does, too? (such as, “Reminder - this assignment needs to be turned in for tomorrow’s class”) → some have suggested doing this as a post in the Updates icon, and others have suggested sending a message to all students in the course options icon?</p>	<p>Go to courses, updates from the menu on the left side of your page. You can add a file, audio, a poll. At the bottom right of the box click to make it an announcement and that will pin it to the top of the course. If you click on banner it will stay there until the teacher clicks to remove.</p>	<p>https://www.youtube.com/watch?v=Fv8iLWu29G0</p>
<p>2. a basic tutorial for linking sections of the same course - so, if you teach the same course, but have 6 sections listed in Schoology; is it best to link according to our A Day and B Day schedule, or should we link all 6 sections together? Which is the best option?</p>	<p>Schoology Playlist of Videos https://ebn.edutech.org/hapi/v1/ui/permalink/d3Q4NeZt This includes linking</p>	<p>https://www.youtube.com/watch?v=coPClhqWHel</p>
<p>3. Have the questions in the padlet been answered?</p>	<p>Question types: Logging in- Everyone should log into Classlink to access their Schoology pages. You can also go to waynecsd.schoology.com Linking Courses- See linking Courses video and comments in this document.</p>	

	<p>App Integration- You should get the Google apps (assignment & resources), youtube and if there are others that you see or don't see in the Schoology app center you should reach out to your administrator to figure out the best way to request or learn about how you can integrate. Tools/Apps that allow you to get a link to share with students can be integrated through the add link feature in Schoology.</p> <p>Classlink issues- I think all of the Classlink issues have been resolved, but if you are still experiencing issues reach out to your help desk or administrator.</p>	
4. In Schoology each quarter is 25%.In SchoolTool each quarter is 18%. Is this going to create a problem?	<p>This video shows teachers how they can set the weights in Schoology to reflect the midterm and final.</p> <p>https://www.useloom.com/share/a4909e98a2cb419686dd0607970651a4</p>	I was able to do this successfully. I am willing to help anyone that needs it.- Lisa Twitchell
5. Should grades be entered in Schoology or SchoolTool? I don't want to have to enter them twice. HOw do you pull into SchooTool?	I would enter in Schoology if you're comfortable and then pull to SchoolTool.	
6. If a video is posted using the Edpuzzle app, will it still show in Edpuzzle how much of the video was watched by the student and their grade for questions posted in the video. Will this grade be imported into Schoology? Can it be overridden?	You will see the grades and data from students in EdPuzzle. There may be a way to export the grades from EdPuzzle and then import into schoology, but I'm not certain that this goes nicely.	
7. Simplest, best way to organize folders for kids to keep track? By week with dates?	Folders by week with dates and post the newest at the top. Those folders have everything in them.	
8. Does it matter if we add a link down below the assignment or within the description?	It does not matter which way you link	

<p>9. Is there a way to set different due dates within the same course, for the 3 different groups (blue/gold/virtual) as it could be different for different groups? It is difficult having all groups in 1 class because of the way SchoolTool was set up. Can our Virtual Learning Lab Liaisons (VLL's) have access to Schoology/School Tool to see grades of students in all of their classes</p>	<p>Yes, in the assignment you can choose the sections. This is also in the video Shared through the playlist.</p>	
<p>Past Due Assignments visibility in Schoology- Currently, parents and teachers can't see "past due assignments" only upcoming assignments.</p>		
<p>How do the students access Schoology? Do the students have a Schoology icon? Do they have Classlink? Do they need to login using their Wayne sign on?</p>	<p>Students will access through classlink</p>	
<p>10. I linked all of my "courses" /classes together- there are 8 of them, and now on my dashboard I cannot see my classes separately anymore. It is only showing my the section #, can I edit this so I can label my classes back to what I had them?</p>	<p>No, you'll only see the picture for the lead section. The only way to go back to the way you had them is to unlink them.</p>	
<p>How do I embed my Bitmoji classroom?</p>	<p>This video will walk you through making an interactive banner and is a way to get the Bitmoji Classroom idea in Schoology. https://www.youtube.com/watch?v=9q6l5ituF2Q</p> <p>Another thought is putting the other slides in as pictures on the folder that contains all of the resources used for that week or unit.</p>	
<p>In schoology I have a message that says "Classes below this line will not show up in the drop down menu". How can I change that?</p>	<p>Reorder classes to have what you want showing.</p>	

	<p>***Don't I want them ALL showing?</p> <p>They will all show when you go to "my courses".</p> <p>There appears to be only room to show 12 course icons, but some of us have more than that so you'll have to use "my courses" to see the courses at the bottom (see above)</p>	
How do you link the Journey's ebook and materials from Think Central (ELA)...when I access Think Central it's the teacher Dashboard, not the students.	I believe someone is looking into integrating this into Schoology, but if there is a share button that gives you a link in Think Central that would be what you share with students and use in Schoology	
A lot of questions about linking classes-What is the purpose of linking classes?	Ease for assigning work, and grading.	
Can you email all students in a course, or all courses? How?	Go to the Course Options button on the upper left and one choice is "email". You can then select all, or just some sections if you have linked sections together	
<p>If we are linking an assignment, like a Google Doc, we click "Add Assignment", what if it is just a task for them to do...best way to add that? (page/discussion?) What if we want to "post" a message each day so that when they open Schoology, they see a message, or reminder?</p> <p>Do settings for assignments have to be changed in google drive in order for students to receive their own copies to edit in schoology</p>	<p>Best way to post a message each day is using the Updates button in the course. They will see that in their feed when they log in.</p> <p>When linking an assignment you will have to make sure your share settings are the way you want them and you can add via link, hyperlinked in the assignment tab, attached in the assignment tab. When you are adding the google doc as the assignment that makes a copy for each student you</p>	

	don't have to worry about the share settings.	
I have a section with 6 students, and another section with the same 6 kids plus 1 more student. I want to just use the section that has the 7 kids. Will this work for the students...they will still see both sections though right?	Students will most likely still see both. I would change the picture to the one your not using so kids know not to go there.	
Are we setting up gradebooks in both schooltool and schoology?	I would make sure your categories are the same in every way.	
What is the best way to share a google doc that you only want students to be able to view, and not edit directly? Do you recommend this to be a file or a page?	I would link as a file/link if it's a stand alone. If it's goin with other resources I would put it in a page with those resources.	
If we have Anchor charts/ resources for kids to reference the entire year, maybe based on writing unit, etc., where would we put those?	I would make a folder or a page and have them available for students. You can always move them up to be next to assignments throughout the year.	
If I want to add an image of weekly "playlist" chart with the assignments listed below, best way to add that chart? Would it be a page like the bitmoji classroom?	I would create a folder and screenshot the "playlist" add as a picture on the folder and then put the assignment inside. Or you can put it right in the assignment	
Can we see examples of Playlists?	Do your playlists in a folder	
Does Schoology only link with School tool 1 time a day at midnight? So if we do grades in schoology they wont go into school tool immediately, they will go at midnight?	Correct it has to wait for that update.	
What is this Classlink? Did I hear that kids can access IXL without having to login with Classlink? This is the first I am hearing about Classlink.	Classlink is a single sign on tool that allows students to access password protected apps and tools in one location without signing into them individually.	
When I try to attach a link to a Google suite item (like slides/ docs) on my PC, it takes me to the T drive, etc., not Google...but on my	Make sure you are choosing the link icon  and not file.	

chromebook it does? HOw do I access to attach Google items on my PC?		
If we are supposed to enter grades in Schoology, can we make comments and code attributes (missing, late, absent, excused, etc.) in Schoology gradebook with assignments like in SchoolTool? I didn't see that when I set up gradebook	Yes, it's not in the set up, it's in the gradebook, and you hover over the students grade column and you have those options.	
How do you reorder materials in a folder?	Drag and drop	
Marc and I both teach 4th period. I teach blue days and he teaches gold days. Marc cannot grade his students work if I assign the materials and vice versa. It is not an easy process to only assign materials to specific students because we have to type in each individual name.	Share the folder in your google drive that is created on the back end when you assign something. Marc will then be able to see those documents.	
Where is this "Schoology" folder in my googleDrive? I don't see it. I'm struggling with all the folders, files, resources and the connection between Schoology and Google Drive. I have no idea where anything is or how to organize. Are the files duplicated into Schoology or are they one in the same with Drive? If I edit original docs in drive, does it automatically update in schoology?		
Is there a user's manual for Schoology? Like a Schoology book for Dummies.		
Do we have to create the assignment in SchoolTool so it can be imported from Schoology?		
I have students that need to have text read to them, what program works best with Schoology- Read&Write, PDF Texthelper, Screenshot Reader...?		
Can you archive folders in Schoology?		