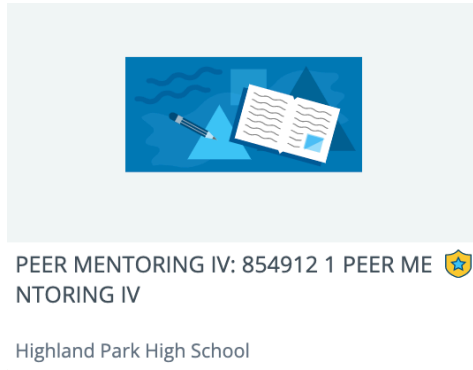


Schoology Best Practices To-Do List

ORGANIZE YOUR SCHOOLY PAGES

Start with this:



End up with this:



Do these for both semesters:

Changing the picture

- Hover over the picture until the "Edit Picture" button appears and click.
- Upload a picture of your choosing, or use a number for the class period
- [Link to folder of formatted numbers](#)
- You can use [Canva](#) to format (preferred) Set your page setup to 300X100 Pixels. [Here is Canva, a template you can use!](#) Feel free to edit and make it your own. Then download as a png.

Changing the section name

- Click "Course Options" under the picture and click "Edit info"
- **Edit the SECTION NAME ONLY! Do NOT change the "Course Name."**
- Semester 1 Period 2 or Sem1Per2 or S1P2 - or some iteration that makes sense for you.
- This will appear for students as well.

Organize Your Courses Page

Change the order of your courses

- Click on “Courses” at the top of Schoology, and then click on “My Courses”
- On the right click on, “Reorder Courses.” Click and drag your courses to fit your needs. The top 12 tiles will show up when you click Courses.

Reorder Courses





PEER MENTORING IV
854912 1 PEER MENTORING IV
Highland Park High School





FR HOMEROOM
010052 20 FR HOMEROOM
Highland Park High School





FR HOMEROOM
010054 20 FR HOMEROOM
Highland Park High School





PEER MENTORING I
854612 1 PEER MENTORING I
Highland Park High School



- [Detailed Instructions Here](#)

Add Important Materials

- Create a page that has your information such as how to reach you, when you are free, link to your syllabus and policies.
- Open a course and click “add materials” and choose “add page”
- Pages can be formatted with text, images, etc. You can also copy this page to your other classes.

Mrs. Berghoff's Contact Information



Mrs. Berghoff's office: C220

Email Iberghoff@dist113.org

Phone 224-765-2018

Available before and after school and by appointment.

Organize Your Materials Page

- Decide how you will organize materials. Think like a student!
- Remember that when you add to your gradebook as an assignment it will add to the materials page.

 Add Materials ▾ Options ▾

>  Work For The Week of 12/14-12/18

>  Work For The Week of 12/7-12/13

>  Work For The Week of 11/30-12/6

>  Work For The Week of 11/16-11/21

>  Work For The Week of 11/9-11/14

>  Work For The Week of 11/2-11/11/8

>  Work For The Week of 10/26-10/30
10/26/20 12:00am

>  Work For The Week of 10/19-10/23

>  Work For The Week of 10/12-10//18
10/12/20 12:00am - 10/18/20 11:59pm

Best Practice Tips

- Establish how you will organize your materials page and be consistent. By unit? By date? By assignment type? Communicate this to your students.
- Establish if/how you will use updates and be consistent. Communicate this plan to your students.
- Establish how you will use the calendar. If you put in due dates for your assignments, they will automatically show up on the calendar.
- Consider using: Discussion threads, media albums, quizzes, Google docs/slides/forms.
- Consider setting up student completion tasks so students can work at their own pace.

Here's what students are saying:

- "Use Schoology as much as you can! It's a pain to go to Schoology and then have to click to get to your website or calendar. The whole point is for everything to be easy to find in one place. "

HPHS Junior

- "It really helps me when the assignments show up on the calendar!"

HPHS Sophomore

- "Pick a way of doing things and then keep doing it that way. It's annoying when teachers switch in the middle of the year." *DHS Junior*

- "If I miss class it really helps if I can go on (Schoology) and find my assignments and homework there". *HPHS Senior*

- "Ask us! It's nice when teachers want to know what is working and what isn't with their stuff." *DHS Senior*