

Getting Started on Schoology - For Instructors

Navigating Schoology

The navigation bar is visible from anywhere on the site once you have logged in. You can navigate to the four main areas of Schoology: Home, Courses, Groups, and Resources. Click the Schoology logo to return to the home page. This is where you see your **Recent Activity** feed and **Course Dashboard**.



- Click **Courses** to display the courses you are enrolled in. A shield icon appears on the courses you administer.
 - Your courses are your virtual classrooms. This is where you will instruct, grade, and communicate with your students. Your courses contain all your instructional materials (e.g., files, assignments, and assessments) along with communication and organizational tools strictly associated with the course.
 - From your Courses menu, you can navigate to your existing courses.
 - Click **My Courses** to create courses, view current and archived courses, join courses and search for courses.
- Click **Groups** to display the groups you are enrolled in. A shield icon appears on the groups you administer.
 - Click **My Groups** to create groups, view current and archived groups, join groups, and search for groups.
 - Groups are collaborative spaces to share ideas and resources, organize events, and connect with other educators. Groups can be used in many different ways from professional development to student extracurricular activities, so the best way to learn about their potential is simply by joining some open ones.
- Click **Resources** to create, view, edit, and manage all your instructional resources.
 - From Resources, you can navigate directly to: your Personal resource; any Group resources you have access to; all of the Public resources on Schoology; and any Resource Apps you may have installed. If you are part of an Enterprise organization that uses Schoology's Assessment Management Platform, this is where you can access any Managed Assessment Teams.
- Click **Search** to find courses, groups, and people in Schoology.
- Click **App Center** to access apps that you can install to integrate content and services with Schoology.
- Click **Calendar** aggregates events from all of your associated courses, groups, and organizations, along with your personal events.
- Click **Messages** (envelope icon) to view, respond to, and send messages.
- Click **Connections & Notifications** (bell icon) to view course events displayed in chronological order to keep you informed of academic activity.

Home Page

The screenshot shows the Schoology Home Page interface. At the top is a blue navigation bar with the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, TOOLS, a search icon, a grid icon, a calendar icon, an envelope icon, a notification bell with a '3' badge, and a user profile for Mr. Thomas. Below the navigation bar is a light-colored header with two tabs: 'RECENT ACTIVITY' (circled with a red '1') and 'COURSE DASHBOARD'. The main content area is divided into three sections. The left section, 'RECENT ACTIVITY', shows a post by Herbert Lopez in 'English 101: Section 1' with a text update and a poll by Mr. Thomas asking 'Which book should the class read next?' with three options: 'A Series of Unfortunate Events' (1 vote), 'A Brief History of Time' (1 vote), and 'The Restaurant at the End of the Universe'. The right section, 'COURSE DASHBOARD', contains three panels: 'Reminders' (circled with a red '2') showing 'Ungraded assignment submissions' and 'Writing Prompt: Unit 1' (1); 'Upcoming' (circled with a red '3') showing a calendar for 'MONDAY, JUNE 25, 2018' with 'Reading Quiz: Unit 1' at 10:59 pm, and 'THURSDAY, JUNE 28, 2018' with 'Museum Field Trip' and 'Reading Assignment: Unit 1' at 10:59 pm.

1. Recent Activity: a condensed feed of posts that relate to you, your courses, groups, and organizations. Click on the quick post tool to post updates, assignments, events, and polls with files and links attached.
2. Course Dashboard: view all of your courses as a tiled list. Drag and drop course tiles to reorder courses. Click any one of your courses to navigate directly to its main landing page.
3. Reminders: help keep you informed of student homework submissions and ungraded items across your courses.
4. Upcoming: displays all of your assignments, due dates, and calendar events in chronological order.

Course Profile

The screenshot shows the Schoology interface for a course. The top navigation bar includes 'schoology', 'COURSES', 'GROUPS', 'RESOURCES', 'TOOLS', and a search icon. The user's name 'Mr. Thomas' is visible in the top right. The course title 'English 101: Section 1' is displayed, along with the school name 'Awesome Middle School'. A left sidebar contains a 'Course Options' menu (circled 1) and a 'Materials' menu. The main content area (circled 2) shows 'Add Materials' and 'Options' buttons, followed by a 'Reading Unit 1' folder containing 'What would you do?' and 'Outline' items, and a 'Practice' item. A right sidebar (circled 3) shows 'Reminders' and 'Upcoming' sections with various assignments and events.

1. Navigation Panel: access the different areas of your course, such as your Materials, Gradebook and Attendance. This panel also contains your Course Options menu where you can find Course Admin tools, such as View Course As, the Recycle Bin, and your course Privacy Settings. At the bottom of this column, you will find your Course Access Code, which you can distribute to your students to register for your course.
2. Center Column: you can set the default landing page for your course to either Materials or Updates.
3. Reminders and Upcoming: displays grade and submission activity, along with all your assignments, due dates, and calendar events in chronological order for the selected course.

Group Profile

The screenshot shows the Schoology interface for a group. The top navigation bar is identical to the course profile. The group title 'Reader's Club' is displayed, along with the district name 'Awesome District'. A left sidebar (circled 1) contains a 'Group Options' menu and an 'Updates' menu. The main content area (circled 2) shows a rich text editor with various formatting options and a 'Post' button. A right sidebar (circled 3) shows 'Upcoming' events and '5 Members'.

You'll notice that your Groups look very similar to Courses. Groups are more about communication and resource sharing. They can be set up for students as well as educators to

connect with each other, enabling individuals and teams to work together to improve education on a variety of levels.

1. Navigation panel: allows you to access the different areas of your group, such as Updates, Discussions, and Group Resources
2. Center Column: displays the page you are viewing based on the navigation panel selection.
3. Upcoming: displays your group events in chronological order. Click on the Calendar icon in the Upcoming column allows all Group members to see the shared Group Calendar in the month view.

Resources

The Resource Center is a centralized place where all of your instructional and professional development materials are kept. It is closely tied to your courses and your groups.

You can import files, create new resources, and copy or move them into any or all of or your courses quickly from the Resource Center. You can also share resources with your groups and download them from our Public Resource Library. Any course materials, folders, and even entire courses can be copied in your resources for use on a later date.

The screenshot shows the Schoology interface. At the top, there is a blue navigation bar with the Schoology logo and tabs for COURSES, GROUPS, RESOURCES, and TOOLS. The 'RESOURCES' tab is highlighted with a red circle labeled '1'. Below the navigation bar, there is a left sidebar with a search icon and a 'My Resources' dropdown menu, which is also highlighted with a red circle labeled '2'. The main content area shows a 'Home' section with an 'Add Resources' button and an 'Options' dropdown menu, both highlighted with red circles labeled '3'. Below this, there is a list of resources including 'Title', 'Outline', 'Formatting.zip', and 'English 101: Section 1'.

1. Navigation Panel: navigate the Resources area of Schoology.
 - o Personal: contains the files, course materials, learning objectives, and question banks you have saved to your Resources. Only you are able to access this area.
 - o Public: share resources with the rest of the Schoology community.
 - o Groups: access items you share in the Resources area of your Groups from this area, or by navigating to the Group itself.
 - o Apps: install and access Resource Apps.
 - o Assessment: view, administer, and organize Managed Assessments (if available).
2. Menu Column: displays the menu of contents of the Resources area you are viewing based on the navigation panel selection.
3. Resources View: create, view, edit, and manage your instructional resources.