

Schoology Home Page for Instructors

Your home page is the first place you'll land every time you log in to Schoology. Every aspect of the platform can be accessed directly from this location. Your home page is where you'll be briefed on all events and activities. It also keeps you organized by highlighting important events. The Recent Activity feed displays aggregated activity across your courses, groups, and organizations, along with a running list of Reminders and Upcoming events. You can also access the Course Dashboard for a tiled list of courses in which you are enrolled. You can return to the home page from anywhere in Schoology by clicking the Schoology logo, or your school logo, from the banner.

Recent Activity

Your home page is the first page that is displayed after logging into Schoology. Here you can find the Recent Activity feed. This feed displays all the comments, updates, and events for your connections, courses, and groups.

Use the menu to post Updates, Polls, Assignments, Events, or Blog Posts directly from your Recent Activity page. You can also choose where in Schoology the post is accessed, and who can access the post.

Finally, you can filter the Recent Activity feed from the Most Recent drop-down menu. You can filter by Most Recent, Updates, or Polls.

You can post assignments, updates, and events to any or all courses and groups at once using the Post: function.

Course Dashboard

The Course Dashboard enables you to display all your courses as a tiled list. Drag and drop the tiles to rearrange the order of your courses on the dashboard. This also rearranges the order in the Courses drop-down menu.

Only the first 12 tiles appear in the Courses drop-down menu.

From the Course Dashboard, click any one of your courses to go directly to its main landing page.

If you would prefer to access the Course Dashboard as your default home page, you can adjust this in your Account Settings.

Search

Use the search tool to find people, courses, and groups that you are associated with in Schoology.

Apps & The App Center

From the App icon, you can access the App Center and any apps that are installed at the account level.

Calendar

The Schoology Calendar keeps events and due dates organized and easily accessible for your connections, school, courses, and groups. You can access events and due dates by Month, Week, or Day.

Each item is color-coded by default depending on the affiliation to which it pertains (Courses, Groups, School, or Personal). Select the drop-down arrow to change the color of its events.

Messages

You can send personal messages to members of your school and outside connections using the Messages area.

Notifications & Requests

Notifications display course events in chronological order to keep you informed of academic activity.

Requests display connection requests and also allow you to RSVP to calendar events.

Reminders

The Reminders area displays on the home page when students in a course submit an assignment, test/quiz, or discussion post that needs to be graded.

- **Assessment and managed assessment submissions are not included in Reminders.**
- **If you are using Schoology Basic, click Refresh Reminders to display any ungraded items you may have.**

To Do

The To Do section on your home page displays any events, assignments, tests/quizzes, and discussions that have an associated due date.

Hover over each item to display the course or group associated with the item, or hover over the clock or exclamation point icons to display when the material is due. If you have more than three overdue items, an option will display to allow the user to access the additional overdue work.

The Recently Completed section displays grade-able materials that you have submitted. Hover over the icons associated with each material to display if the assignment has been graded, and what the percentage grade is for that assignment.

- **More than three items will display in the To Do list if they have the same due date.**
- **Test/Quiz will display in the To Do list when submissions are enabled only.**
- **Grade Columns and LTI types will only display in Recently Completed once graded.**
- **If you are using Schoology Basic, click Refresh Upcoming Items to display any upcoming items you may have.**

Account Menu

From your name on the banner, select the arrow to:

- Access your user profile.
- Access your school's profile.
- Adjust your Account Settings, Privacy, Transfer History, and Notifications.
- Access blog subscriptions.
- Log out of Schoology.