

LMHS Schoology Guide

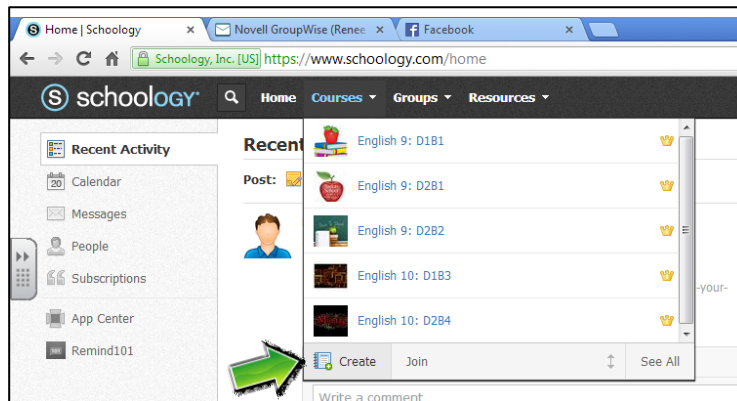


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Creating and Setting up a Course

1. From your home screen, select “Courses” from the options along the top. Then click “Create” at the bottom of the drop down menu.



2. In the pop-up window, fill in the information about your course. Note that you can click on “Section 1” to rename the section. For instance, if you teach 2 or more sections of a certain class, you can name them.

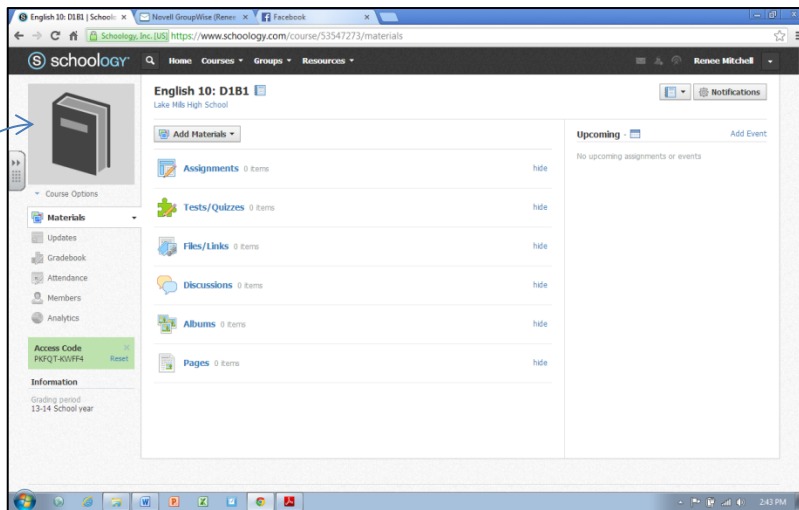
Example – course name English 10 and section names D1B1 and D2B2.

When you are done, simply click “Create.”

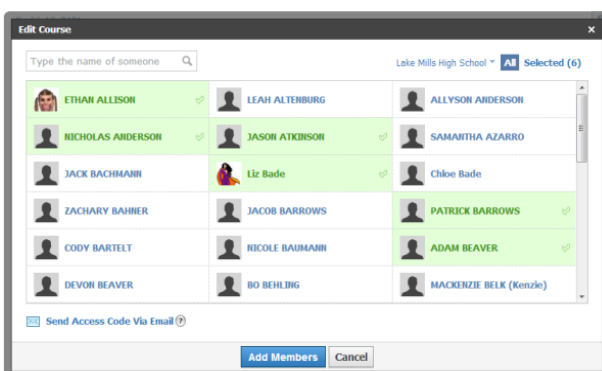
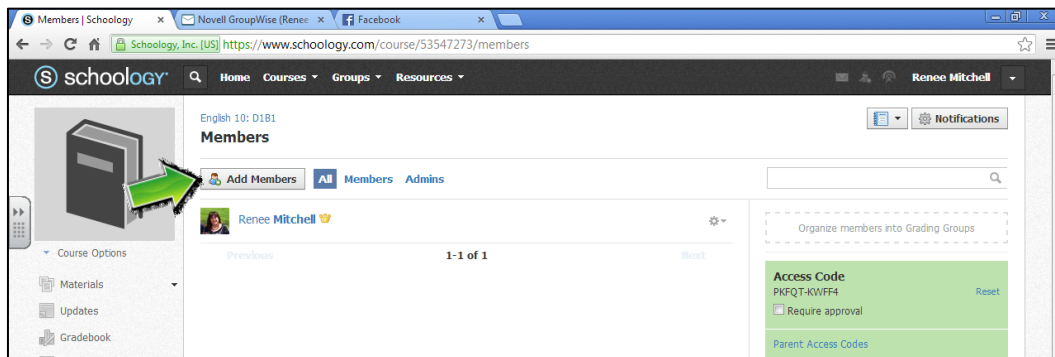
 A screenshot of the 'Create Course' dialog box. The 'Course Name' field is empty, with a tooltip showing 'e.g. English 101'. The 'Section Name' field contains 'Section 1'. The 'Subject Area' field is empty. The 'Grade Level' field is empty. The 'Grading Periods' section has three options: '13-14 School year' (checked), '2013 Summer', and 'S2Q4 1213'. At the bottom, there are 'Create' and 'Cancel' buttons.

 A screenshot of the 'Create Course' dialog box with the fields filled out. The 'Course Name' field contains 'English 10'. The 'Section Name' field contains 'D1B1'. The 'Subject Area' field contains 'Language Arts'. The 'Grade Level' field contains '10'. The 'Grading Periods' section has '13-14 School year' checked. At the bottom, there are 'Create' and 'Cancel' buttons. A green arrow points to the 'Create' button.

3. The new course you've just created will look like this:



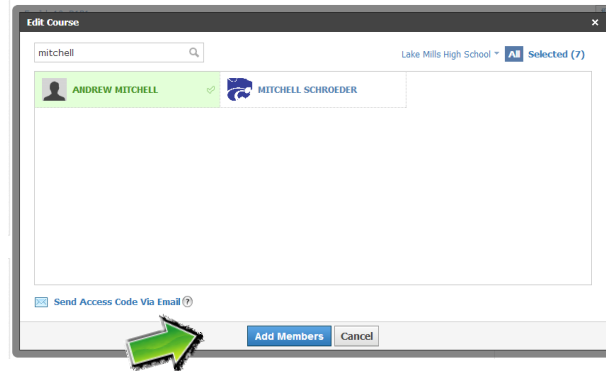
- You can hover over the book image and select "Edit Picture" to change the image for your course.
- There are two ways to add students ("Members") to your course.
 - There is an access code in the green box. You can simply post or give this code to students for them to "Join" the course on their own after they've logged in to Schoology.
 - Another option is to click on the "x" to delete the green box and manually add your students. First click on "Members" on the left.
 - Now you will click on the box "Add Members."



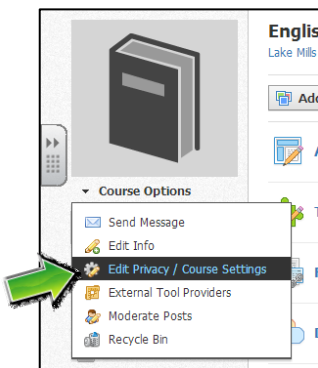
A new window will open where you can click to select the students in your course, either by scrolling for them...

...or by typing the students' names one at a time in the search box.

Complete this step by clicking on "Add Members."



- c. You can also choose where your students "land" when they log in and select your course.



To change from the default of "Materials," click on "Course Options" and choose "Edit Privacy/Course Settings." Scroll down to the bottom of the page until you see "Default Landing Page." You can choose for them to first view (or land on) the "Materials" page (this is the default) or the "Updates" page. Make your change (if you want) and then click "Save Changes."

Now that my course is all ready to go, what can I DO???

Posting Updates – announcements, directions, discussions, polls, questions, entrance/exit tickets...

Renee Mitchell
If you finish your work early (or you login to Schoology during free time!) click on "Materials" and check out my "Fun and Games!" folder. Click on the links to play some of my favorite word games or test your grammar knowledge :)

Sun Dec 2, 2012 at 5:36 pm · Comment · Like

CHRISTIAN NEITZEL
how do i know if they are fun or not? i don't these websites.

Mon Dec 17, 2012 at 12:25 pm · Like

Renee Mitchell
Silly, Christian! They're fun for me :)

Tue Dec 18, 2012 at 2:01 pm · Like

Write a comment

Renee Mitchell
Now you've had a chance to use Google Docs and Schoology. Which one do you prefer?

Google Docs 6 votes

Schoology 12 votes

I like both equally and want to keep using BOTH! 3 votes

Refresh

Renee Mitchell
Here are the DIRECTIONS for your first assignment:

In the MATERIALS tab, select the folder for "To Build a Fire."
1. Click on the link to open the images. Click through the images.
2. Respond to the discussion titled "Response to images for "To Build a Fire!."
3. Click the link to READ the story "To Build a Fire"
4. Finally, after reading the story, take the quiz for "To Build a Fire"

Sun Nov 11, 2012 at 12:20 pm · Comment · Like

1 person likes this

CHRISTIAN NEITZEL
what up ya'll

Mon Nov 12, 2012 at 2:47 pm · Unlike 😊 4

JONATHAN SCHROEDER
NOTMUCH

Mon Nov 12, 2012 at 3:00 pm · Unlike 😊 2

Write a comment

Renee Mitchell
Hello all! Welcome to our space on Schoology. Don't hesitate to ask if you have questions or need help getting started. Have fun!

Sun Nov 11, 2012 at 12:17 pm · Comment · Like

3 people liked this

View all 4 comments

AVERY WILLIAMS
double true

Mon Nov 12, 2012 at 3:00 pm · Unlike 😊 1

JONATHAN SCHROEDER
me toooooooooo

Mon Nov 12, 2012 at 3:00 pm · Unlike 😊 1

JESSICA HERRINGTON
And Me!

Wed Nov 14, 2012 at 2:16 pm · Unlike 😊 1

Write a comment

Post Updates

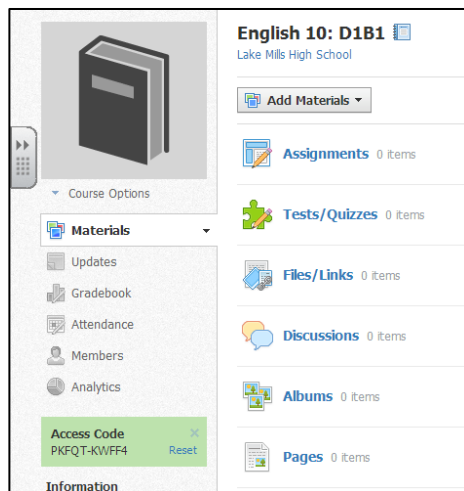
To post updates like this, just type the new “Update” in the box and then “Post” it.



To the left of the “Post” box, there is an options menu. This menu has check boxes for you to connect with the social media sites – Twitter and Facebook – you may already be using. The third option, the bell, changes your update to an “Announcement.” *Any **update** posted as an **announcement** will appear at the very top of the screen for students.*

There are icons below where you will type your update. These icons are for uploading files, links, resources, and polls. The final icon will allow you to post your new update in multiple courses.

By clicking on the “Materials” tab on the left side of the page you can see many of the options available to you in terms of assignments and activities for your students.



Assignments – create items to be graded in conjunction with the Schoology Gradebook. Each assignment has an optional Dropbox, where students can submit files.

Tests/Quizzes – create tests and quizzes students will complete and submit online.

Files/Links – upload files or links for students to easily access.

Discussions – create interactive discussions with threaded commenting that allows students to respond to any post by another student.

Albums – create albums to organize photos, videos, and/or audio files.

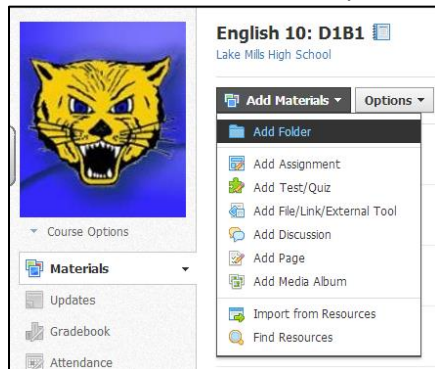
Pages - create a custom page of text, images, videos, html, or any combination of these elements. You can also upload files, embed videos, and customize the html of the page.

Before looking at the different Materials options in detail, you may want to consider creating Folders for your Materials. Think of how you already organize your electronic files – is it by chapter, unit, novel, topic, etc? Within each folder, you can add all the other types of content and organize them into any order you wish. This gives you the most flexibility in content organization and functionality. Folders also allow you to set availability dates to materials, and to set student completion rules.

Creating a Folder to Organize Your Content

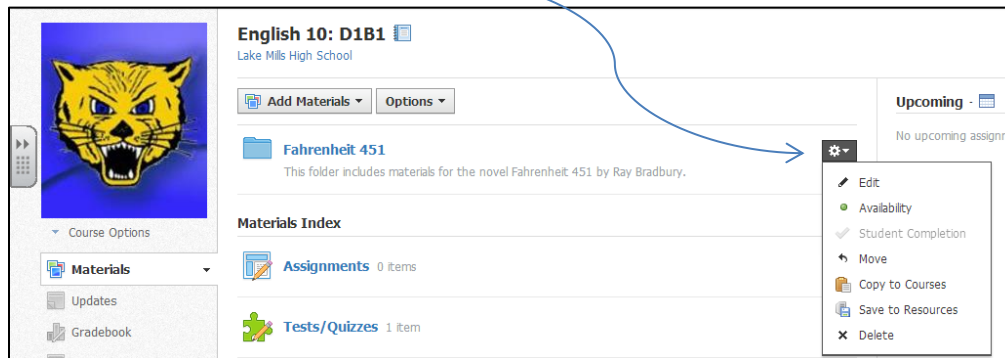
To create a folder, use the Add Materials button located at the top of your Course Profile, and then follow these steps:

1. Select the Add Materials dropdown menu and click Add Folder.



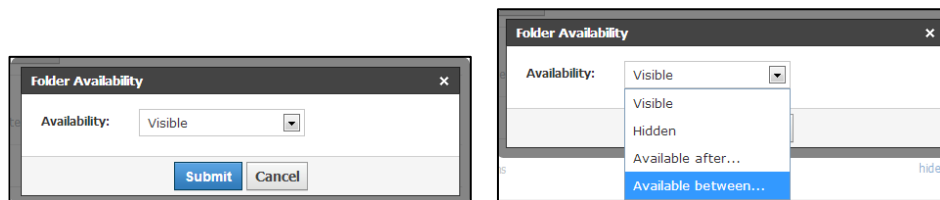
2. Enter a Title and Description (optional). The description will appear on the course profile below the folder name.

3. There are several settings you can determine for your folder using the drop down menu (the gear button to the right of your folder).

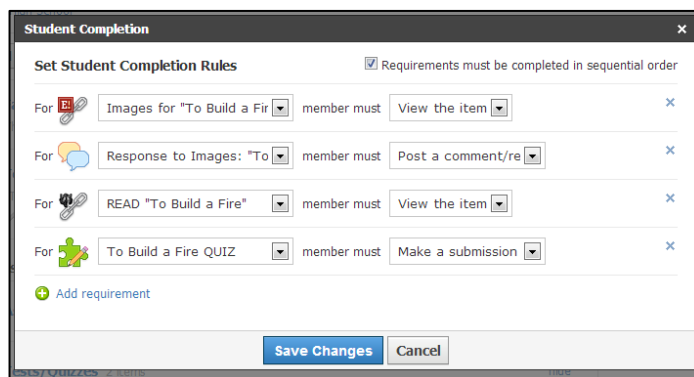


Edit – will allow you to change the Title or Description for the folder.

Availability – will allow you to determine when your students can view and access the folder.



Student Completion – will allow you to have control over HOW your students access materials.

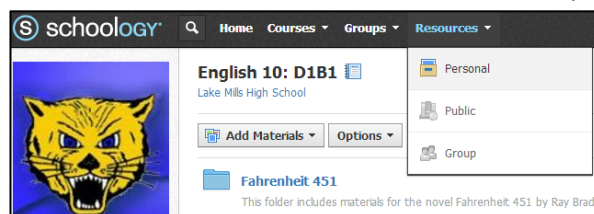


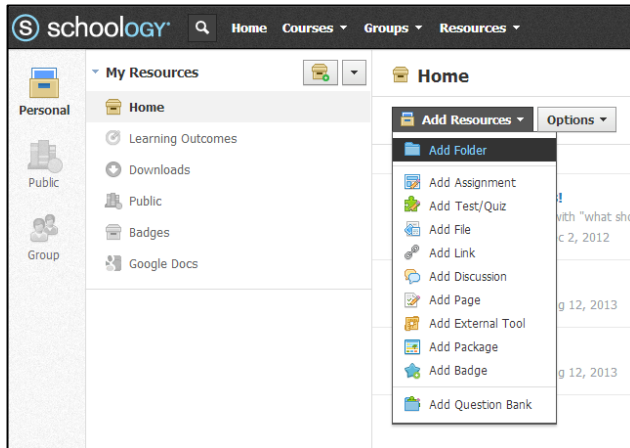
In this folder, students must complete an action for each item – viewing a link, responding to a discussion, completing a quiz, etc. – before they move on to the next item in the folder. As the instructor, you will be able to monitor students' progress individually.

Move, Copy to Courses, and Save to Resources – will allow you to transfer Materials to different folders and/or to different courses.

Delete – will completely delete the folder and its contents.

Note that Folders (and all other Materials) can also be created in your **Personal Resources**.





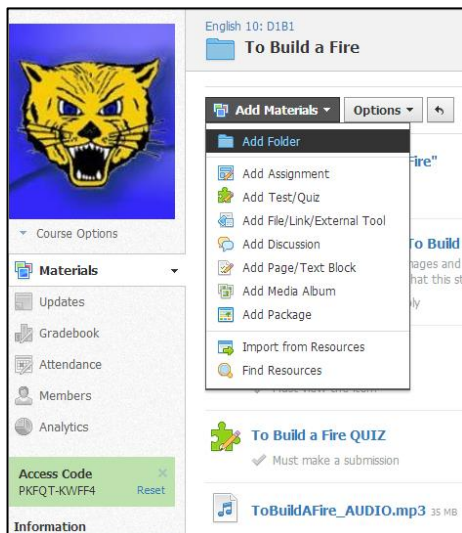
You may wish to create Materials or Folders in this way if you know you won't be assigning the Materials to a Course for a while.

Additionally, you can choose to make any of your Resources "Public," which would share the resources with ALL Schoology users or share them with a "Group." Groups can be created to share ideas and resources. You will all see that you've been invited to an "LMHS Staff Group." You may choose to create groups for Departments to share resources as well.

Consider taking some time to browse the "Public" Resources. You may find you don't need to re-invent the wheel if another teacher has already created something and is willing to share it!

Adding Materials to Folders – Once a folder has been created, you can begin adding assignments, tests/quizzes, files/links, discussions, pages, or media albums.

1. Select the Materials tab from the left menu in the Course Profile (or from your personal Resources).
2. Click on the folder to which you'd like to add materials.
3. Use the Add Materials dropdown menu at the top to select a content type.



Creating Content

Creating Assignments

Creating an “Assignment” is important so that the student can see all of his/her assignments from every class in one place.

1. Select the Add Materials dropdown menu and click Add Assignment.
2. Fill out the Assignment form.
 - Enter a Description (optional).
 - Set a Due Date to place the assignment in the Course Calendar and Upcoming area.
 - Check Drop Box to enable/disable the feature(optional)
 - To grade this assignment in the Gradebook, you must select a category other than (Ungraded).
 - Click Create to complete.

The screenshot shows the 'Create Assignment' dialog box with the following details:

- Name:** Lord of the Flies - Discussion Question Chapter 8
- Description:** After reading chapter 8 in *Lord of the Flies*, create a question for class discussion. Note that this assignment is due prior to the start of next class. We will be working with these questions during class.
- Due date:** 9/20/13, 11:59PM, 10 pts
- Category:** Homework
- Period:** 13-14 School year
- Factor:** 1.00
- Scale/Rubric:** Numeric

Students will submit their completed Assignments digitally using the Schoology Dropbox. You will then be able to grade their Assignments, and the scores will automatically transfer to the Schoology Gradebook. Unfortunately, at this time these scores will not export to Skyward. You will still have to manually enter the scores in Skyward.

Using the buttons in the Assignment creation box, you can also include files or links with Assignments.

You can include worksheet files as Word Docs for students to complete and submit to you. Remember that if students are using Chromebooks, they will be using Google Docs. Providing a link to a Google Doc is easy to do here. Students will have an extra step to use the Schoology Dropbox with Google Docs. See any member of Team Schoology for help with this.

Using the Schoology Dropbox – The Dropbox feature is located in the right column of the Assignment Profile. It can also be reached by clicking the Assignment listed in the Calendar. You can use this area to manage files that have been submitted by students.

Submitted files are split into On Time and Late areas based on the assignment Due Date. You can download or view each individual file, or you can download all assignments in a bulk .zip file.

Document Viewer - allows you to view and/or annotate student assignment submissions directly through your Schoology account. To use the Document Viewer, click on a submission.

- Comment and discuss in the right column
- Highlight selected text
- Strikeout selected text
- Grade the assignment
- Download the file and save it on your computer
- Upload a file to the comment/discussion feed
- Comment in the document
- Draw on the document

- Return the annotated/graded assignment to the student just by clicking Save Changes.

Creating Tests/Quizzes - create online Tests/Quizzes for students to take on Schoology.

- True/False
- Ordering
- Fill in the Blank
- Multiple Choice
- Short-Answer/Essay Question
- Matching

Each test/quiz appears in the Gradebook and is automatically graded unless there are subjective questions (e.g. Short-Answer/Essay Questions). You can manually override these grades, add comments, and customize a wide array of settings for each test/quiz.

To create a Test/Quiz, follow these steps:

- Select the Add Materials dropdown menu and click Add Test/Quiz.

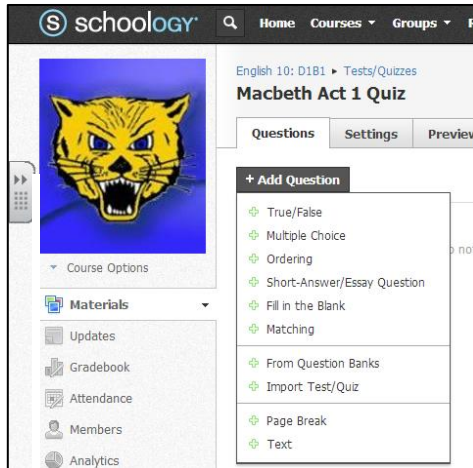
- Fill out the Test/Quiz form.

- Set a Due Date to place the test/quiz in the Course Calendar and Upcoming area.

4. If you wish for this Test/Quiz to appear in the Gradebook, you must select a Category other than (Ungraded).
5. Click Create to complete.

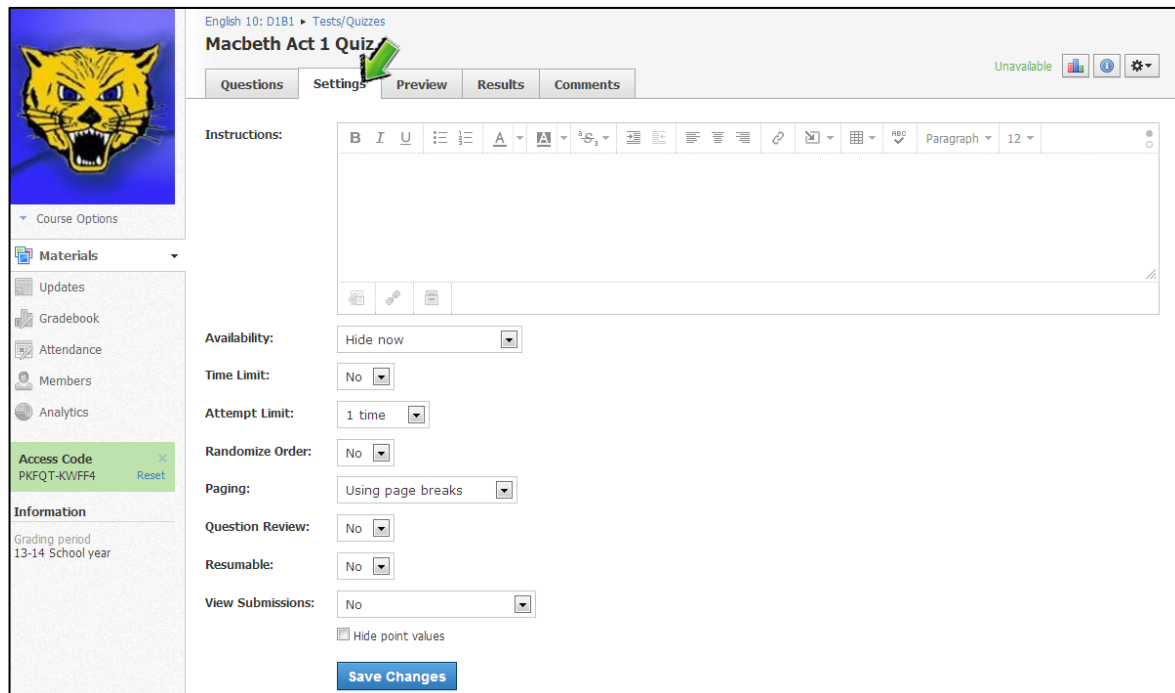
Note: Tests/Quizzes can also be created within course folders, or added to folders after their creation.

Add Questions



1. Click the Add Question button.
2. Select a question-type from the menu.
3. Fill out the fields. Each form includes different question-type specific fields.
4. Click Create Question to complete.

Settings - Click on the Settings tab of the Test/Quiz profile to adjust the settings



- Instructions—the text you enter here will be accessible while students are taking the test/quiz.
- Availability—specify when students have access to take the test/quiz. This is separate from the publishing feature on the test/quiz profile.
- Time Limit—set a time limit for the entire Test/Quiz. If enabled, individual questions cannot be timed.

- Attempt Limit—specify a limit to the number of times a student can take the Test/Quiz.
- If students can take it more than once, select how the test/quiz will be graded using Graded By.
- Paging—a quick way to set one question per page.
- Randomize Order—give each student a different version of the same Test/Quiz.
- Question Review—if enabled, students will be able to see an overview page at the end of the Test/Quiz where they can review their answers before submitting.
- Resumable—allows students to resume an incomplete submission.
- View Submissions—allows students to view their submissions after they have submitted the test/quiz.
- Hide point values—allows you to hide the point value for each question. If you've enabled the setting to View Submissions, the total point values will appear when students view their submissions.

Note: Tests/quizzes save student answers automatically.



Preview

You can preview the quiz from the Preview area of the test/quiz. This feature allows you to check your questions and settings before you make the test Available to students.

Results - The Results area allows you to view student submissions by student and by question. The default view displays submissions in the View by Student view.

Name	Submissions/ Attempts	Latest Attempt	Final Score Gradebook Grade	
JACOB BERGMANN	1/1	11/14/12 2:40pm	11/12 11/12	View Attempts
JOSEPH BRUENING (Joe)	1/1	11/14/12 2:41pm	12/12 12/12	View Attempts
JUSTIN BUCHLI	1/1	11/14/12 2:40pm	12/12 12/12	View Attempts
COURTNEY FALK	1/1	11/14/12 2:43pm	12/12 12/12	View Attempts
SAVANNAH FORBECK	1/1	11/14/12 2:41pm	11/12 11/12	View Attempts
ELIZABETH GODKIN	1/1	11/14/12 2:41pm	12/12 12/12	View Attempts
KYLE HAFERMAN	1/1	11/14/12 2:41pm	12/12 12/12	View Attempts
JESSICA HERRINGTON	1/1	11/14/12 2:41pm	11/12 11/12	View Attempts

Grading a Test/Quiz

If your test/quiz has only objective questions, Schoology will automatically grade it for you and transfer the scores to Gradebook. If you include subjective questions, you must grade the test or test question manually for the student to receive a score.

To grade a test/quiz from the View by Student area, follow these steps:

1. To grade the overall test, click on the asterisk and enter a score.
2. To grade a test/quiz question, click on the View Attempts option to the right.
3. If your test/quiz allows for multiple submissions, each submission will be listed under the selected student's name. To view a particular submission, click on the gear to the right, and click View/Edit.
4. Enter a score for the subjective question, and adjust other automatically graded questions if needed.
5. Click Save Changes.
6. Click on the Students' name to toggle to another students' submission.

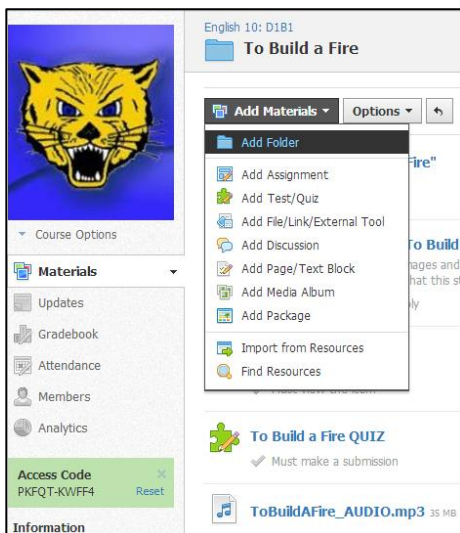
To grade a test/quiz from the View by Question area, follow these steps:

1. Click on the area to View by Question. A list of test/quiz questions will appear below.
2. To enter a grade for a particular question, click on the View Responses link.
3. Enter a score for the subjective question, or adjust the automatically graded question if needed.
4. Click Save Changes.
5. Click on the View by Question link at the top to return to the list of questions.

Creating Discussions

Discussions - create interactive Discussions with threaded commenting that allows students to respond to any post by another student. These comments can also be moderated, which will require a Course Admin (the teacher) to approve each post before it is published.

1. Select the Add Materials dropdown menu and click Add Discussion.



2. Fill out the Discussion form.
3. Enter a Description (optional instructions for the Discussion).

4. To have the Discussion appear in the Upcoming feed, enter a Due Date. If you do not enter a Due Date, the Discussion will remain accessible in the Discussions index or Course Folder.
5. To make the Discussion a graded item, check the Grading checkbox and adjust the grading preferences.
6. Click Create to complete.

Note: Discussions can be created within course folders and added to folders after their creation.

Advanced options – These are a few of the most useful Advanced Options:

1. Lock—prevent students from making additional submissions.
2. Visible to students—show the assignment to students.
3. Members can see other responses before participating—allow members to see discussion posts before they create an initial post – or Require members to post before revealing other responses.

4.

The image shows two side-by-side screenshots of the 'Edit Discussion' form. The left screenshot shows the 'Scale/Rubric' dropdown menu open, with the option 'Members can see other responses before participating' selected. The right screenshot shows the 'Scale/Rubric' dropdown menu open, with the option 'Require members to post before revealing other responses' selected. Both screenshots show the 'Save Changes' and 'Cancel' buttons at the bottom.

Discussion Grading - If you choose to enable grading on a Discussion, you simply award points earned to each student on the page for the Discussion itself.

The screenshot shows a discussion page with three posts. The first post is by Steven Woerpel, the second by Carl Koepfel, and the third by Charles Rush. A grade pop-up window is open over the second post, showing a grade of 5 and a comment 'Great comments!'. The pop-up window also has a 'Show to student' checkbox checked and 'Submit' and 'Cancel' buttons.

You can leave a public comment (or reply) on the page itself, or you can choose to leave a private comment viewable only by the student by checking the “Show to student” box in the Grade pop-up window. Clicking “Submit” will automatically transfer the points to the Schoology Gradebook.