# **Schoology Quick-Start**

This guide will help you set up your courses, add students, and post a syllabus. This is everything you'll need to do in order to use Schoology as a portal for your students. To learn about the next steps of using Schoology, please refer to the Schoology online tutorials and/or the help document titled "LMHS Schoology Guide."

## 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.



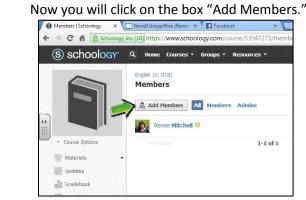
2. In the pop-up window, fill in the information about your course. Note that you can click on "Section 1" to rename the section. For instance, if you teach 2 or more sections of a certain class, you can name them D1B1, D2B2, etc. When you are done, simply click "Create."

Create Course	×	c0 ;	Create Course	i M	×
Course Name:	e.g. English 101		Course Name:	English 10	Je
Section Name:	Section 1		Section Name:	D181	
Subject Area:			Subject Area:	Language Arts	
Grade Level:		: 1	Grade Level:	10 Add Range	
Grading Periods:	13-14 School year Sep 3, 2013 - Jun 12, 2014   2013 Summer Jun 3, 2013 - Sep 2, 2013   S2Q4 1213 Apr 8, 2013 - Jun 7, 2013		Grading Periods:	I 33-14 School year Sep 3, 2013 - Jun 12, 2014   I 2013 Summer Jun 3, 2013 - Sep 2, 2013   I S2Q4 1213 Apr 8, 2013 - Jun 7, 2013	
Advanced	Create Cancel		Advanced	Create Cancel	

# Adding Members (students) to a Course

Click on the "Members" tab in your new course.





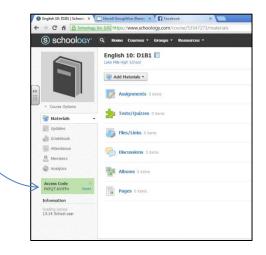


ETHAN ALLISON	V LEAH ALTENBURG	
	JASON ATKINSON	
JACK BACHMANN	Liz Bade	🕫 👤 Chioe Bade
ZACHARY BAHNER	JACOB BARROWS	PATRICK BARROWS
		ADAM BEAVER
	BO BEHLING	MACKENZIE BELK (Kenzie)

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

Complete this step by clicking on "Add Members."

Note – another way to add students to your course is to have them "Join" your course by giving them the access code found in the green box on your course page.



## **Uploading Your Syllabus**

1. From the "Materials" tab in your new course, click on "Add Materials" and select "Add File/Link/External Tool."



2. Click on "File."

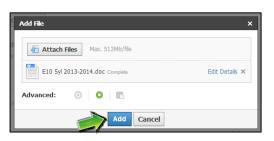


3. "Attach File."

4. Find the file you want to upload and click "Open."



5. Finish by clicking "Add."



#### Using Schoology as a Student Portal

To be an effective portal for your students, your Schoology course should tell students where they can get information about your course. If you plan to have this information in Schoology, there are many options available to you. Consult the document "LMHS Schoology Guide" for more information about these options.

If you already have information available in other places, you may want to direct students there in an Update. Your Update may be a link to your LMHS web page, Twitter feed, Facebook page, or other source.

1. Select the "Updates" tab on the left from within your course.



2. Type the information in the Update box.

Lake Mills High School		
For due dates and	other information, refer to my wel	page at the link below
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3. There are buttons below the Update box that allow you to include a link to a website or a file for students to download.