

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

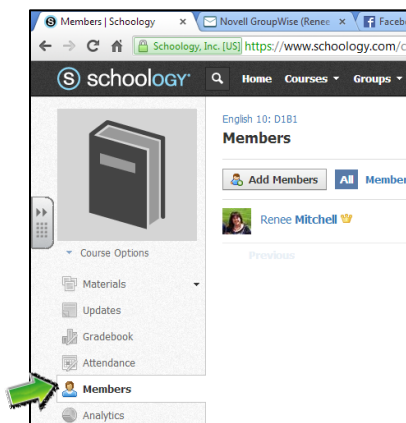
1. From your home screen, select "Courses" from the options along the top. Then click "Create" at the bottom of the drop down menu.



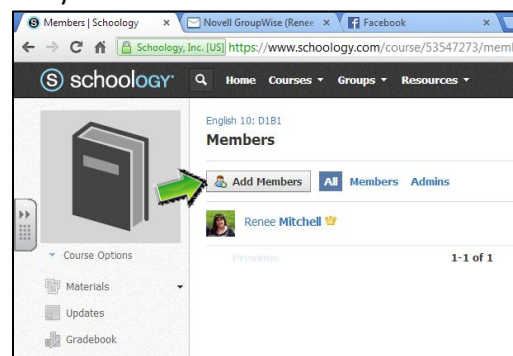
2. In the pop-up window, fill in the information about your course. Note that you can click on "Section 1" to rename the section. For instance, if you teach 2 or more sections of a certain class, you can name them D1B1, D2B2, etc. When you are done, simply click "Create."

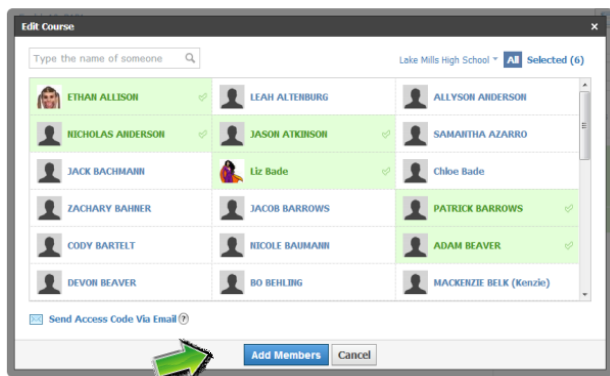
Adding Members (students) to a Course

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



Now you will click on the box "Add Members."

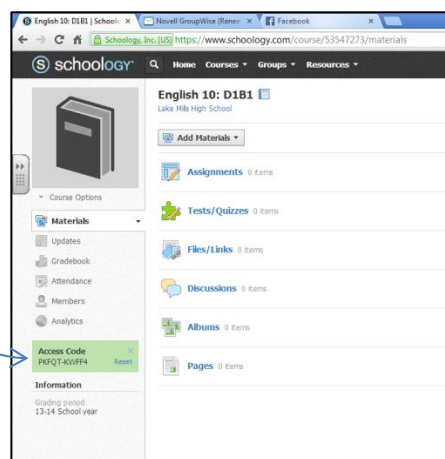




A new window will open where you can click to select the students in your course by scrolling for them and selecting them.

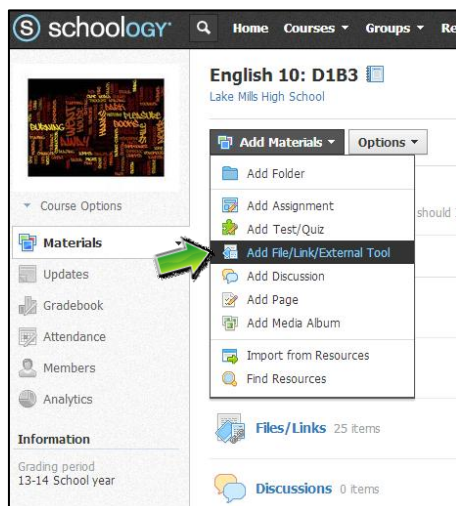
Complete this step by clicking on “Add Members.”

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.

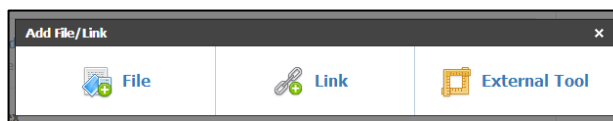


Uploading Your Syllabus

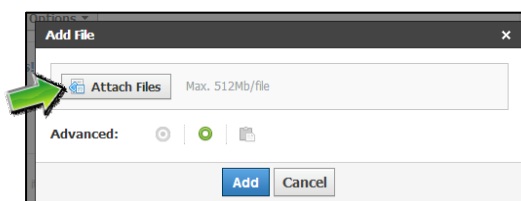
1. From the “Materials” tab in your new course, click on “Add Materials” and select “Add File/Link/External Tool.”



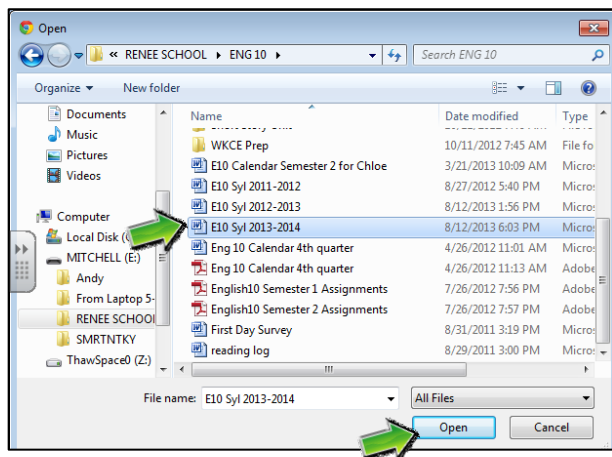
2. Click on “File.”



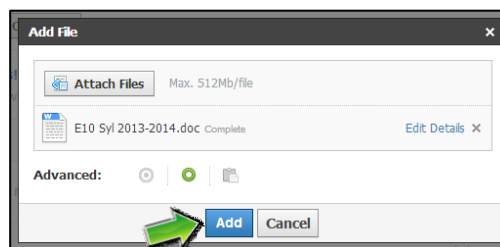
3. “Attach File.”



- Find the file you want to upload and click “Open.”



- Finish by clicking “Add.”

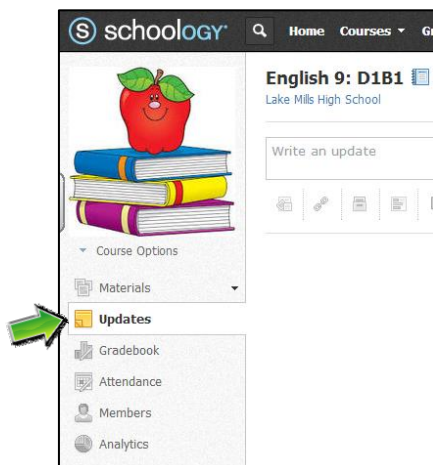


Using Schoology as a Student Portal

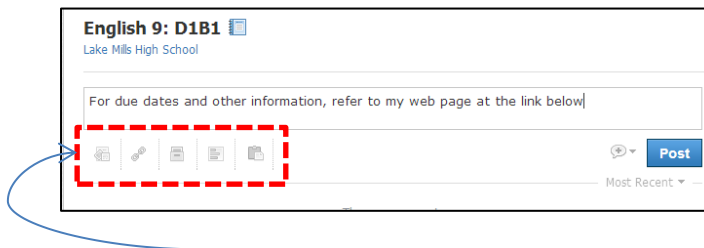
To be an effective portal for your students, your Schoology course should tell students where they can get information about your course. If you plan to have this information in Schoology, there are many options available to you. Consult the document “LMHS Schoology Guide” for more information about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

- Select the “Updates” tab on the left from within your course.



- Type the information in the Update box.



- There are buttons below the Update box that allow you to include a link to a website or a file for students to download.