

### Creating a Course in Schoology

All courses/classes that are setup in Infinite Campus are automatically created in Schoology when the two systems sync on a nightly basis. These courses **DO NOT** need to be manually created in Schoology. If there is a need/request for a course that is not setup in IC to be created (training courses, sandbox courses, etc.), you can manually create these courses in Schoology.

### Logging into Schoology

#### To log into Schoology:

1. Open your web browser to the Erie's Public Schools web site at **<https://www.eriesd.org>**.
2. From the menu bar at the top of the screen, click on the **Staff** or **Student** link.
3. From the **Staff Portal** or the **Student Portal**, click on the **Schoology icon**.
4. From **Sign in to Schoology** login screen, enter your **Username** and **Password** (use same username and password that you use to login to your district computer).
5. Click **Log in**.

#### Sign in to Schoology

All fields are required

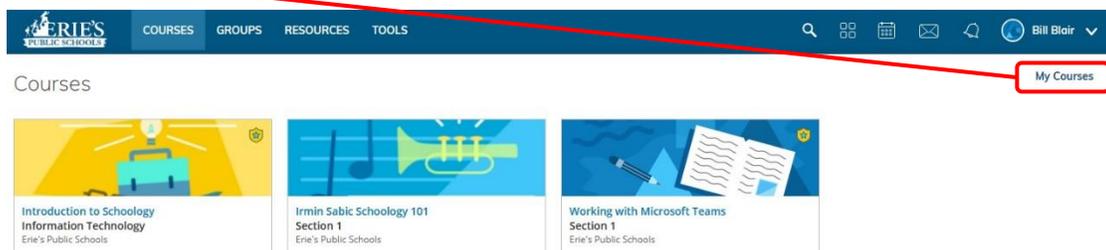


**Erie's Public Schools** Erie, PA

### Creating a Course in Schoology

#### To manually create a course in Schoology:

1. Click on **Courses** from the menu bar at the top of the Schoology page.
2. Click **My Courses** from the top right-hand corner of the screen.



The screenshot shows the Schoology interface. At the top, there is a dark blue navigation bar with the Erie's Public Schools logo on the left and several icons on the right, including a search icon, a grid icon, a calendar icon, an envelope icon, a bell icon, and a user profile icon for 'Bill Blair'. Below the navigation bar, the word 'Courses' is displayed. A red box highlights the 'My Courses' button in the top right corner of the page. Below the 'Courses' heading, there are three course cards: 'Introduction to Schoology Information Technology', 'Irmin Sabic Schoology 101 Section 1', and 'Working with Microsoft Teams Section 1'. A red arrow points from the 'My Courses' button to the 'Courses' menu item in the navigation bar.

3. From the **Courses** page, click on the **Create Course** button under **Manage Courses**.

### Manage Courses



### Create Course Form:

From the **Create Course** window that appears:

1. Enter a **Course Name**.
2. If necessary, rename the **Section Name**.
3. Click on the drop-down menu to the right of **Subject Area**, and then choose the appropriate subject for the course you are creating.
4. Enter a **Grade Level**, or select a grade range by clicking on the **Add Range** link.
5. Select the appropriate **Grading Periods**.
6. Click **Create**.

The screenshot shows the 'Create Course' form with the following fields and values:

- School:** \* Erie's Public Schools
- Course Name:** \* Creating a Course in Schoology
- Course Code:**
- Section Name:** \* Section 1
- Section Code:** Use Section School Code
- Subject Area:** \* Technology
- Level:** \* 6 Add Range
- Grading Periods:** \*
  - Y: 2021-08-30 - 2022-06-08 Aug 30, 2021 - Jun 8, 2022
  - QTR 4. 04/04/2022-06/08/2022 Apr 4, 2022 - Jun 8, 2022
  - PD Jul 22, 2020 - Aug 18, 2022

At the bottom, there are checkboxes for 'Advanced' and 'Enroll as admin', and a 'Manage Periods' section. The 'Create' button is highlighted with a red box.

## Adding an Instructor/Administrator to a Course

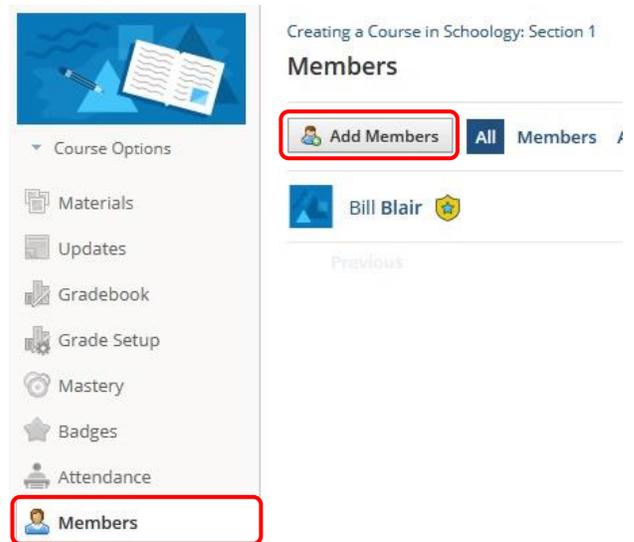
### Adding Members to a Course:

Once you have successfully created the course, you will need to add the teacher as a member of the course. To add an **Member** to a course:

1. From your **Courses** page, click on the course that you just created.
2. Click on the **Members** link from the toolbar on the left-hand side of the screen.

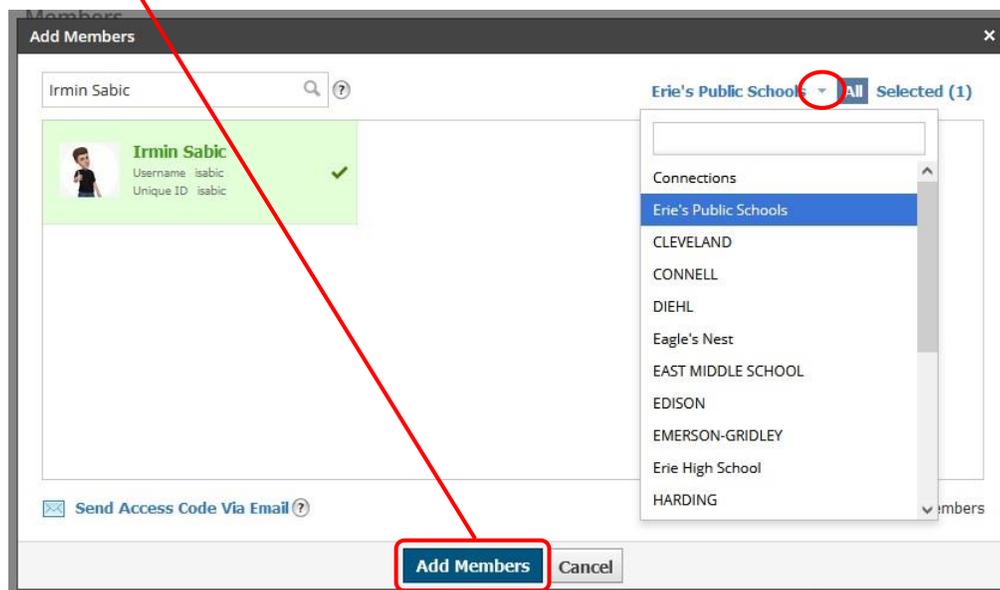
From the **Members** window that appears, you will see your name (the name of the creator of the course) listed as the administrator of the course.

3. Click on the **Add Members** button.



From the **Add Members** window that appears:

1. Click on the drop-down arrow to the right of **Erie's Public Schools** (default).
2. From the drop-down menu that appears, choose the school location of the staff member you want to add as a member of the course.
3. Type in the name of the teacher in the search field (or scroll through the names of the members that appear) to locate the teacher you want to add as a member of the course you created.
4. Click on the name of the teacher from the member list (the selected teacher will be highlighted with a check mark beside their name when selected).
5. Click **Add Member**.



### Assigning Admin Rights to a Member

Once you have added a teacher as a member of your course, you will need to make them an admin of the course. To add administrator rights to a member of a course:

1. Click on the gear ⚙ icon to the right of the member's name.
2. From the menu that appears, click on **Make Admin**.
3. Click **Confirm** from the **Confirmation** window that appears.

A shield will appear to the right of the member's name that you just made an administrator of the course.

### Members

The screenshot shows the 'Members' window with tabs for 'All', 'Members', and 'Admins'. The 'Members' tab is selected. Two members are listed: Bill Blair and Irmin Sabic. A gear icon is to the right of Irmin Sabic's name. A dropdown menu is open, showing options: 'Send message', 'Message Parents', 'Preview Course', 'Change Password', 'Make Admin', and 'Unenroll'. The 'Make Admin' option is highlighted with a red box.

### Unenrolling From a Course:

Once you have added another administrator to a course (courses must have at least one administrator), you can unenroll from the course. To unenroll from a course:

1. If necessary, click on **Members** from the toolbar on the left-hand side of the screen.
2. From the **Members** window, click on the grey gear ⚙ icon to the right of your name.

### Members

The screenshot shows the 'Members' window with tabs for 'All', 'Members', and 'Admins'. The 'Members' tab is selected. Two members are listed: Bill Blair and Irmin Sabic. A gear icon is to the right of Irmin Sabic's name. A dropdown menu is open, showing options: 'Set Section-level Role', 'Remove Admin', and 'Unenroll'. The 'Unenroll' option is highlighted with a red box.

3. From the drop-down menu that appears, click on **Unenroll**.

### IT Support

If you have any questions regarding **Creating a Course in Schoology**, please submit a support request via email to [epssupport@eriesd.org](mailto:epssupport@eriesd.org), or call the Help Desk at 814-874-6181.