Schoology User Guide for Students

**Home Page**

* **Recent Activity**

1. Recent activity shows all comments and updates pertaining to your schools, courses, and groups.
2. To filter your feed to view only Updates, Polls, or Blog Posts, click the **Most Recent** link in the top corner and select a filtering option.

* **Course Dashboard**

1. The Course Dashboard enables you to view all your courses as a tiled list.
2. From the Course Dashboard, click any of your courses to go directly to its main landing page.
3. \*You can also click and drag any of your course tiles to reorder them in any way you would like.\*

* **Upcoming**

1. The Upcoming area on the right side of your homepage displays events, assignments, tests/quizzes, and discussions with a due date.
2. Hovering over each item displays the course or group associated with the item.
3. You can also access your personal Calendar in the upper right-hand corner of the Upcoming section

* **Grades and Attendance**

1. Select Grades at the top of Schoology and select either a Grade Report or Attendance.
2. The Grade Report displays a breakdown of your grades for each course. Click a specific course to view each graded item, your grade, the max points, and any comments from the instructor.
3. You can also download a Student Report by clicking the button in the top right of the page.
4. The Attendance area displays a record of the days you were marked absent, late, or excused. Instructors can also leave comments, which will appear in the Comments section.

* **Search**

1. Use the Search tool (magnifying glass) to search for your teachers, courses, or groups.

* **Calendar**

1. The Schoology Calendar is an important, organizational element for your connections, courses, and groups.It keeps events and due dates organised and easily accessible.
2. By clicking the Calendar icon at the top of Schoology, you can view events and due dates by the month, week, or day.
3. Each item is color-coded depending on the courses, courses, groups, school, or your own personal events.
4. Due dates for assignments, assessments, and important course-related events are automatically added to your calendar and managed by your instructor.
5. You can add events to your personal calendar by clicking the calendar item at the top of Schoology.
6. To create a personal event, follow these steps:
7. Select the Calendar icon in the top menu.
8. Click the date to which you’d like to add the event.
9. Fill out the Event form.
10. Optionally add any documents, links, or resources.
11. Click create to complete

7. You can also drag events to different dates, edit events, and delete them.

* **Notifications**

1. Notifications display course events in chronological order as well as Requests to RSVP calendar events.
2. New notifications/requests are indicated by a number on the bell icon. Clicking a notification or request will allow you to view the related content.

**Courses**

* **Course Materials**

1. **Assignments**
2. Assignments are a graded material type. Each assignment may require you to make a submission. Once you’ve made a submission, your instructor can grade the Assignment, provide feedback, and upload a file back to you.
3. To submit a file to an Assignment from your browser:
   1. From within the assignment, click **Submit Assignment**
   2. Use the **Add a Comment** area for questions or concerns if you have them
   3. Select one of these options:
      1. **Upload**: select a file from your computer
      2. **Create**: create a document on the web using a text edito
      3. **Resources**: Select a file from your Resources
   4. Click **Submit** to finish

2. **Tests/Quizzes**

1. You can access tests or quizzes in the Materials list in the main Course page, The Upcoming feed, The Calendar, The Notifications feed.
2. Tests and quizzes are composed of the following types of questions: true/false, multiple choice, ordering, short answer/essay, fill-in-the-blank, matching
3. How do I **take a Test/Quiz?**
   1. Click on the name of the test/quiz
   2. Click **Start New Attempt**
   3. Answer the questions appropriately
   4. Click **Submit** when complete.

3. **Assessments**

1. Assessments are another type of graded assignment in courses.
2. Assessments have a wider array of question types audio and video
3. How do I **take an Assessment?**
4. Click on the name of the Assessment
5. Click **Start Attempt**
6. Answer the questions appropriately
7. Click **Review** to review your answers
8. Click **Finish** when complete
9. Click **yes** to submit assessment. Click **no** if you need to continue to review your responses.

4. **Discussions**

1. Discussions are interactive conversations that allow participation between you, your classmates, and your instructor.
2. Each discussion has threaded commenting, allowing you to respond to any post by another student
3. Some instructors may choose to **moderate** the discussion posts.
4. Moderation requires a course admin to to approve each post before it is published
5. When this feature is turned on, your posts will not be immediately visible to others.

* **Course Updates**

1. The Updates area of the course profile is used by instructors to create announcements and brief messages for the course.
2. You and your classmates may **comment** on each update.

* **Grades**

1. The grades area of the course profile displays grades for assignments, tests/quizzes, and discussions.
2. Your overall grade for the course is listed at the bottom of the page.

* **Attendance**

1. There are two ways to check your Attendance in Schoology
2. Through **Grades**: Click **Grades** at the top of Schoology and select **Attendance**
3. Through **Course**: Click **Courses** at the top of Schoology, Select a course, Click **Attendance** on the left

**Resources**

* **My Resources**

1. **My Resources** is your own personal library of documents that you create in Schoology or download from other sites.
2. You can easily organize, create, and copy/move your resources right from the My Resources page.
3. Saving your documents in this personal library enables you to access them for years to come and use them in any courses you take in the future.
4. To view Resources, just select **Resources** at the top of the page.

* **Add Collections**

1. **Collections** are like containers that store folders and files in your Resources, to help organize your work. They are located in the **left menu** of your Personal Resources.
2. How to **add a collection:**
   1. Select the **Resources** dropdown from the top menu
   2. Click **Personal**
   3. Click the **Add Collection Icon**
   4. Title your new collection
   5. Click **Create** to finish

Profile

* You can access your profile in the upper-right of the header in Schoology
* You can upload a profile picture by hovering over the profile picture and selecting Edit Profile.
* **Info** - The Info tab provides other users with additional information about you
* **Badges** - The Badges area displays all the badges (Star Performer, Good Listener, Perfect Attendance) your instructors have awarded you in the course. You can filter badges by current and past courses and you can sort badges by oldest or newest.