

Schoology For Oakridge Public Schools

Learning Targets

After completing this module, the professional learner will be able to:

1. Deliver content (assignments, updates, and more) to students through Schoology
2. Store files, links, and content in a Schoology folder
3. Manage Schoology courses and members

Support

We would like you to accomplish the tasks listed below. If you need support, please consider the following resources:

1. Watching the video tutorials or the help guide linked throughout this document.
2. Search the Schoology Help guides (just find your topic): [CLICK](#)
3. Asking a colleague around you for assistance.
4. Link to a Beginner's Guide to using Schoology. [CLICK](#)

Tasks

1. Start on the Homepage of Schoology, this is where you will start each time you log in. Explore the left column. The middle column is your live feed of recent activity. Right column is up coming events. Video tutorial: [CLICK](#), Help Guide: [CLICK](#)
2. Click on Course tab at the top of the page, click Join, enter **TVQZ8-HRG7T**
 - Open the folder PD and open the assignment Schoology Training.
 - Complete the Summer discussion assignment.
 - Look over a few of the other items in the folder.
 - Look at the folder Chapter 7. This is the way I set up all my classes, open one of the section folders and notice that the common core standards can be added to an assignment. Also open one of the video assignments. Video can be inserted into any assignment using insert content, Insert Image/Media or attached as a link. Notice that the folders have a check under them, these assignments were created with a completion rule.
 - Open the folder 9-7; Look at the assignment create video. This assignment has a rubric for is grading category.
3. Click on the resource tab at the top of the screen.
 - This is a place to store resources within Schoology to share with other staff or to have for use in other courses.
 - Click on Apps, you should have an invitation to install Google Drive to your resources. Accept and sign in to google to have your google drive attached to your schoology account.
4. Open your course by clicking on the Courses tab at the top of the Schoology page and choose a course.

Explore the course options tab on the left of the screen. You may want to change the picture for each class so you can better identify them when clicking on courses. This can be done by clicking on the profile picture for the course and click edit picture. Click

on course info and choose edit info to explore the options. If you get lost and want to go back to your course home page, simply click on the Courses tab at the top and choose a course.

5. Open the course you would like to work with or create a new course to play in so your courses for the new term are not changed.
6. Add an event to your calendar, Video tutorial: [CLICK](#), Help Guide: [CLICK](#)
7. Explore the menu tabs along the left side of your Schoology course (Materials, Updates, Gradebook, etc.). Be sure to investigate all of the tabs.
 - a. Add an update to your course: This is how you will send information to your students and parents
 - You can send it as a feed on their homepage
 - As an announcement at the top of the course page by clicking on the + at the bottom of the update and choose mark course updates as announcements
 - As a message like an email would be sent by clicking on the course options tab and choose send message.
8. Using your own course create a folder and name it: Video tutorial: [CLICK](#), Help Guide: [CLICK](#)
 - a. Add at least one link and one file to your folder, try importing a file from your google drive by clicking material tab and import from resources, choose Apps. Video tutorial for adding materials: [CLICK](#), Help Guide: [CLICK](#)
 - b. Add an assignment to your folder. Video tutorial: [CLICK](#), Help Guide: [CLICK](#)
 - c. Add a discussion to your folder. Video tutorial: [CLICK](#), Help Guide: [CLICK](#)
 - d. Add a Test/Quiz to your folder, investigate the different question forms. Click on the settings tab and investigate the different items. Video tutorial: [CLICK](#), Help Guide: [CLICK](#)
9. Have a few people join your course so you can investigate the student view.
10. Explore the Groups tab at the top and join my group using the Code **WGSKM-VW34D**. Make your own group, explore the left side column, click on members and add members. You can post an update to the group which will show up on their home screen. If you want to send a message then click on the group options and choose send message, this will show up in the message folder at the top of the screen. Video tutorial: [CLICK](#) Guide: [CLICK](#)
11. Create Gradebook categories linked to Powerschool: Video tutorial: [CLICK](#), Help Guide: [CLICK](#)

If you finish early, here are extension tasks to try:

1. Explore student completion rules. Video tutorial: [CLICK](#), Help Guide: [CLICK](#)

For the items in one of your folders set up student completion rules. Explore as many different rules as you can.
2. Preview your course from a student's perspective. "Course Options, view course as"
What is one major difference from the student perspective that you should be aware of?

3. Explore one more feature of Schoology that you haven't investigated yet. Help Guide: [CLICK](#)
4. Link course sections together, allows you to create one course and all material appears in each section. Help Guide: [CLICK](#)
5. Import packages to Schoology from webcontent, SCORM, Blackboard, Moodle packages. Help Guide: [CLICK](#)

Fill Out the Google Form to complete your session [CLICK](#)