



Schoology Tips



Basics/Building Courses:

- Add Unit Folders & then add class Materials within those folders.
 - ◆ Change Colors of Folders, Add images to folders, etc.
- Create a "Playground Course" to practice in...you will not feel comfortable with it until you practice!
- You can add course materials in two ways:
 - ◆ Build your course in RESOURCES, then move to your classes
 - ◆ Build your course in a Sample Course you create and then move to your classes (EX. On-Level USH)

Gradebook/Skyward:

- Gradebook (Left Tab)
 - ◆ Grade Setup
- ADD CATEGORIES: Click "Add Categories"
 - ◆ We only have TWO, and you must title them EXACTLY AS THEY ARE in our Skyward Gradebook:
 - Daily Work
 - MAJOR/TEST
- In each Course, Open the SKYWARD TAB:
 - ◆ Click CONFIGURATION tab at the top, and in each box Select the Proper Categories to align with Skyward.
 - ◆ CLICK SAVE CONFIGURATION at the Bottom. COMPLETE FOR EACH COURSE.
- In the SYNC GRADES tab you can view whether graded assignments have Synced. Click the Circle Arrow to place it in the Queue.
- MASS SCORING AN ASSIGNMENT:
 - ◆ Click Gradebook tab on left
 - ◆ In box with Assignment, click the Three Dots
 - ◆ Select "Set all Grades" and set desired grade.

Resources/Groups:

- Connect your Google Drive Account to your Resources to easily access your materials
- Connect Youtube to your resources to easily access videos that you can embed in your assignments
- Pick and choose from hundreds of "Apps" that you can embed in your courses
 - ◆ Ex: Quizlet, Evernote, Vimeo
- Create a Group for your Department or Grade-Level Team to share resources between classes.
- Create your resources for your classes within Personal Resources to easily assign them to your different courses.
 - ◆ Keep track of Units and Chapters by keeping things organized in folders
- Use the Search tool to find resources on the Public Domain to use in your classroom (Hint: there are TONS of resources on the Public Domain!)
 - ◆ Click the "Public" icon in Resources then you can search by subject, topics, or lessons!
- You can even make your resources public to let other teachers search and find the lessons that you have created.
- To assign a resource to a class just click the gear icon and select "Add to Courses" then choose which courses you want the Resource added to

Tests & Quizzes:

- Create your tests in Resources first to easily manipulate them before your kids can see them.
- There are 6 types of Test questions: Multiple Choice, Fill in the Blank, Matching, Short Answer, Ordering, and True/False
- You can use any number of these together, or create tests made of one or two
- You can add materials to your tests that would be unavailable on paper assignments such as video clips, GIFs and Action Items such as:
 - ◆ Google Slides, Docs, Sheets
 - ◆ iMovies, Quicktime, and MP3/4s
- You can assign Tests/Quizzes for other assignments, just make sure you tell the system if it is a Daily Work grade or a MAJOR/ TEST grade.
- Tests can be objective or subjective based on the types of questions you choose to use.
 - ◆ All of the Question types except for Short Answer/ Essay can be given exact answers and be graded automatically
 - ◆ All Question types can be given point values and be made to give partial credit
- All Assignments/Tests/Quizzes can be given specific parameters in the edit mode such as:
 - ◆ Enable/Disable (Certain Times/Dates as well)
 - ◆ Review, Attempts, Viewable Submissions, etc.

ADD MATERIALS:

- **ADD FOLDER:** Create Unit/Chapter Folders to Organize your course.
- **ADD ASSIGNMENTS:** Create Assignments for your Classes, add due dates, and you can grade from Schoology & grades will migrate to Skyward!
- **ADD FILE/LINK/EXTERNAL TOOL:** Add files directly from Google Drive, Links or Videos, or materials from your Computer. YOU WILL USE THIS FREQUENTLY.
- **ADD DISCUSSION:** Add a Class discussion, where you can enable whether students can see each others' responses or not
- **ADD PAGE:** Add any GOOGLE DOC, SLIDES, etc. into an item that students view but can not edit.
- **IMPORT FROM RESOURCES:** Import Folders, etc. that you have added within Resources.