

DEPICT

SCHOLOGY

Instructor Guide (Enterprise version)

Universidad Miguel Hernández

This guide consists of detailed explanations of different features and tools, along with step-by-step walkthroughs. Designed as a hands-on resource, this guide can be used on a stand-alone basis or in coordination with the platform.

ÍNDICE

Getting Started	3
Sign up	3
Login	4
Email Login.....	4
Username Login.....	4
Home Page	5
Recent Activity.....	5
Calendar.....	5
Messages	8
People	9
Subscriptions	9
Subscribe to blogs.....	10
View more of the blog post	10
Unsubscribe from a blog	10
Upcoming Feed	11
Courses	11
Create Courses	11
Course Name vs. Section Name.....	12
Create a new section under an existing course.....	12
Create a copy of a current course section.....	13
Add Members to Courses.....	13
Use an Access Code	13
Require Approval.....	13
Use the Add Members Button.....	14
Course Materials	14
Manage Materials in Folders	16
Create Course Assignments.....	16
Create Tests/Quizzes	18
Add Files/Links.....	22
Add Course Discussions	23
Create Course Media Albums.....	24
Create Course Pages.....	24

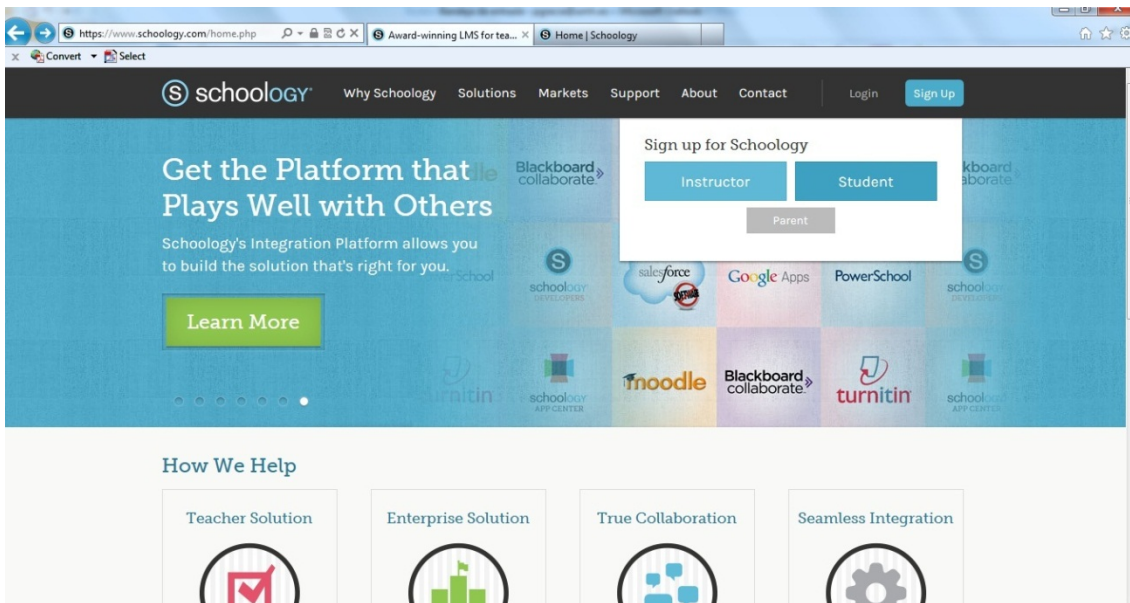
Individually Assign	25
Course Updates	25
Course Polls	25
Gradebook	26
Grade Setup	28
Attendance	30
Course Analytics	31
Workload Planning	32
Groups	33
Group Updates	34
Group Discussions	34
Add Group Members	35
Group Resources	35
Course and Group Moderation	36
Course and Group Messages	37
Personal Account	37
Notifications	38
Email	38
Text Message	38
Settings	39
Privacy	39
Resource Center	40
Personal Resources	40
Home Collection	40
Add a Collection	40
Organize or Import Collections	41
Learning Outcomes	41
Downloads	41
Public Resources	42
Search and Filter	42
Downloading Public Resources	42
App Center	44
Profile	45

Getting Started

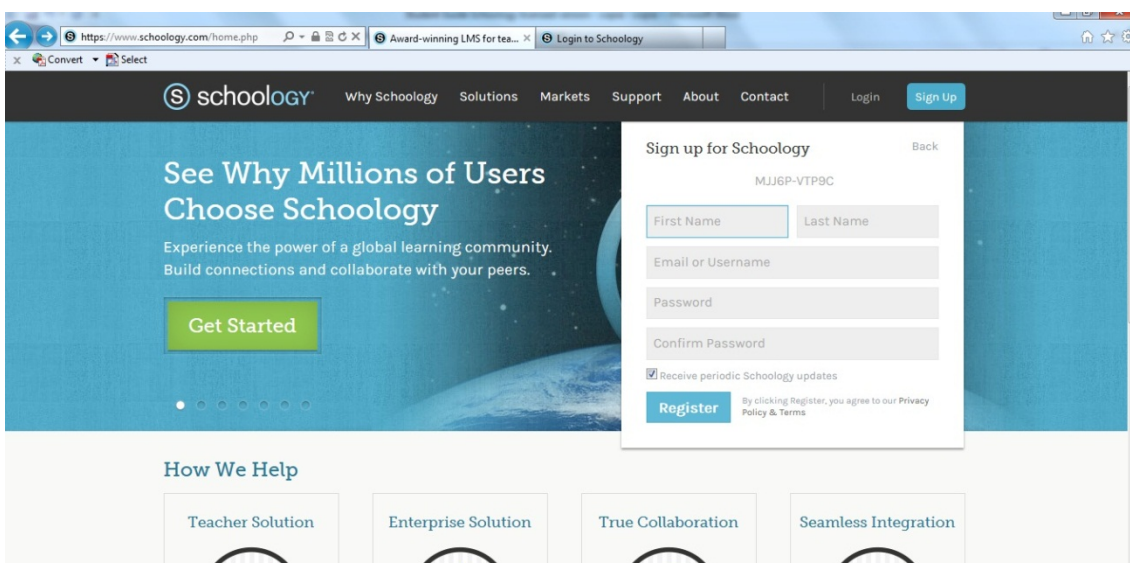
Sign up

To sign up for a new Schoology account, go to www.schoology.com and click on the Sign Up button on the top menu (or go to www.schoology.com/register).

1. Click on the **Instructor** button.



2. Fill out each required field.



3. Click Register.
4. Type your School name or school Zip code into the designated field, then click the search icon.

5. Select your school from the results. If your school is not listed, click on Add Your School at the bottom of the list.

Note: Schools under a System Administrator may not allow a user to register on their own by requiring a Faculty Access Code during the registration process.

Login

Depending on how your account was set up, you can use an email address or username to login. See below for instructions:

Email Login

1. Go to www.schoology.com.
2. Click the Login button on the top menu.
3. Enter your email address and password.
4. Click Login.

Username Login

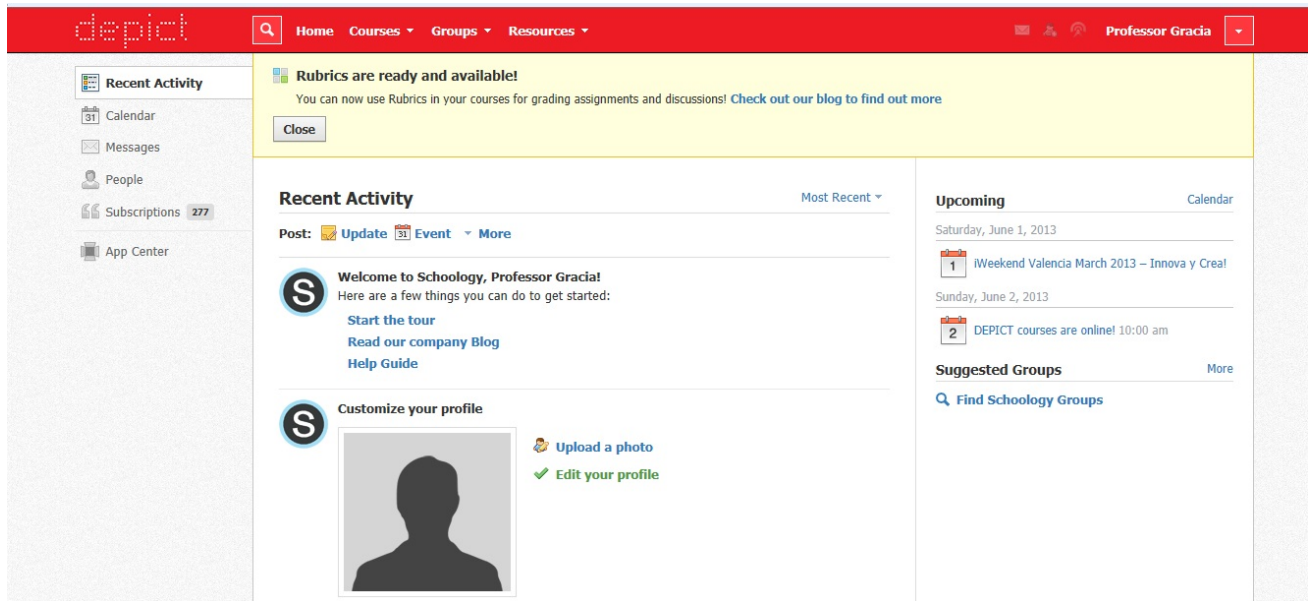
1. Go to www.schoology.com.
2. Click the Login button on the top menu.
3. Enter your username, password, and the name of your school (as you type, a list of possible schools will appear that will allow you to select your school).
4. Select your school from the list.
5. Check the box to Remember my School (optional). This setting will save your school on the current machine or device, and browser.



Note: Users who do not have an email address associated with their account will not be able to reset their password using the Forgot Your Password link. However, teachers or System Administrators should be able to reset students' passwords.

Home Page

Your Home Page is the first place you'll land every time you log in to Schoology. Every aspect of the platform can be accessed directly from this location. Your Home Page is where you'll be briefed on all the events that have taken place while you were logged off. It also keeps you organized by showing important events. The left menu of your Home Page houses features specific to your role in the system (System Administrator, Teacher, etc.). The center column houses your Recent Activity feed. The right column houses a running list of Upcoming events and Reminders.



Recent Activity

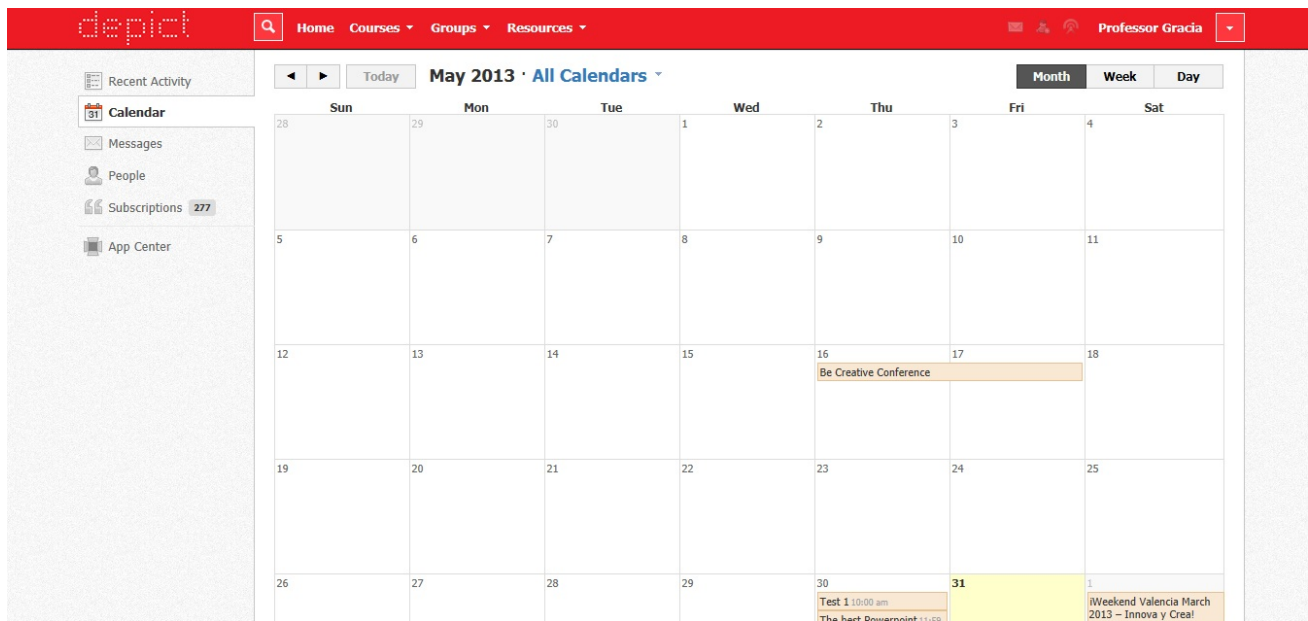
Your Home Page is the first page you'll see after log in to Schoology. By default, you will land on the Recent Activity feed. This feed shows all the comments, updates, and events pertaining to your connections, courses, and groups.

You can post Updates, Polls, Assignments, Events, or Blog Posts directly from your Recent Activity area by using the menu located in the top center of the page. You can also choose where in Schoology the post is visible (and essentially who is allowed to view the post).

Finally, you can filter the Recent Activity Feed by clicking the dropdown menu (labeled as Most Recent) on the right side of the center column.

Calendar

The Schoology Calendar is an important, organizational element regarding your connections, courses, and groups. It keeps events and due dates organized and easily accessible from the right column. By clicking on the Calendar area in the left column of your Home page, you can view events and due dates by the Month, Week, or Day. Each item is color-coded depending on the affiliation to which it pertains (Courses, Groups, School, or Personal).



Create Events

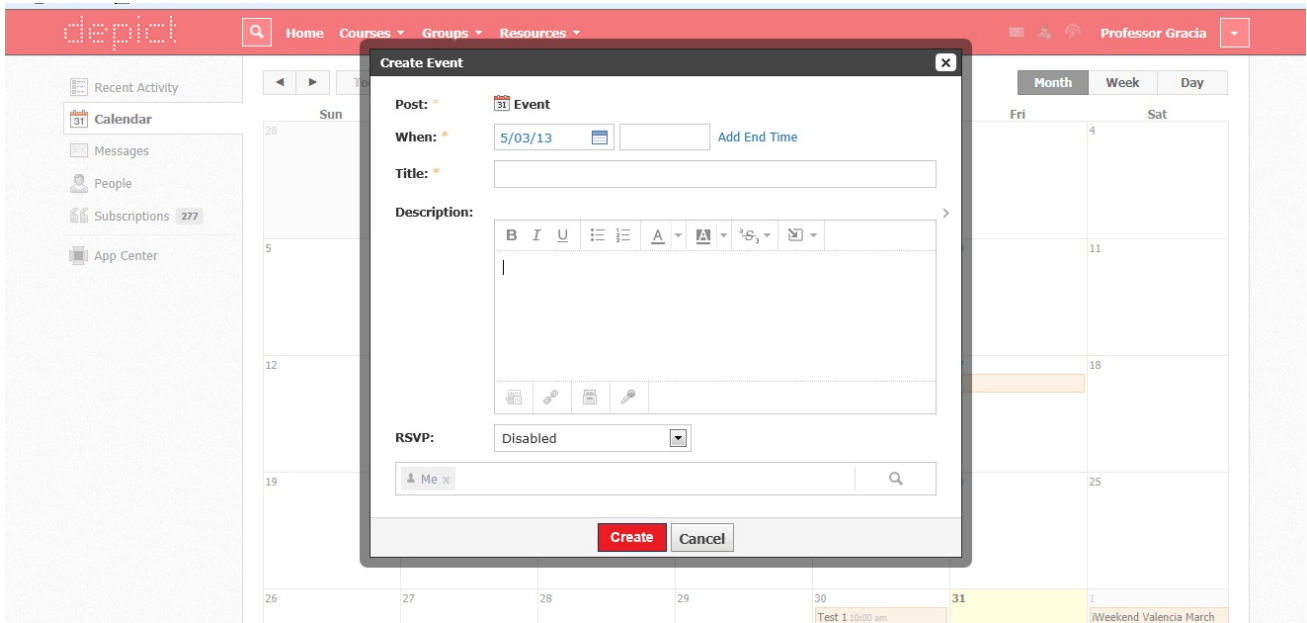
Events can be created from various areas of Schoology (Home Page, Course Profile, Group Profile, etc.). You can only create events in a course or group if you are the administrator for the course or group.

The quickest way to create an event is from the Recent Activity tab on your Home Page. Simply locate the Event Icon in the upper middle part of the page.

To create an event, follow these steps:

From the Home Page

1. Select the Calendar area in the left column of your Home Page.
2. Click on the Add Event icon in the top right corner just click on a specific calendar day.
3. Fill out all the necessary info.
4. Click Create to complete.



From a Course or Group

1. Navigate to the desired Course or Group Profile using the top menu.
2. Click the Add Event link to the right of the right column.
3. Fill out all the necessary info.
4. Click Create to complete.

Note: RSVP options:

- Disabled—Requires no RSVP. This event is visible to you and/or members.
- Only Invitees Can RSVP—Event remains personal or allows for RSVP from connections or members.
- Anyone Can RSVP—Event becomes public (available to anyone).
- Attach a File, Link, or Resource (optional).
- You can Enable Comments at the bottom left (optional).

To modify an existing Event from the Calendar, click on the event and click the button to Edit Item. To modify an event from the event profile, find the Gear icon to the right of the page. You can use the Gear icon to edit your events, hide the Guest List from other guests, and Delete the event.

Note: If you create an event with RSVP from your personal calendar, you can invite people manually from the event profile. If you create an event with RSVP from a Course or Group Calendar, then the Course or Group members are automatically invited.

Inviting People

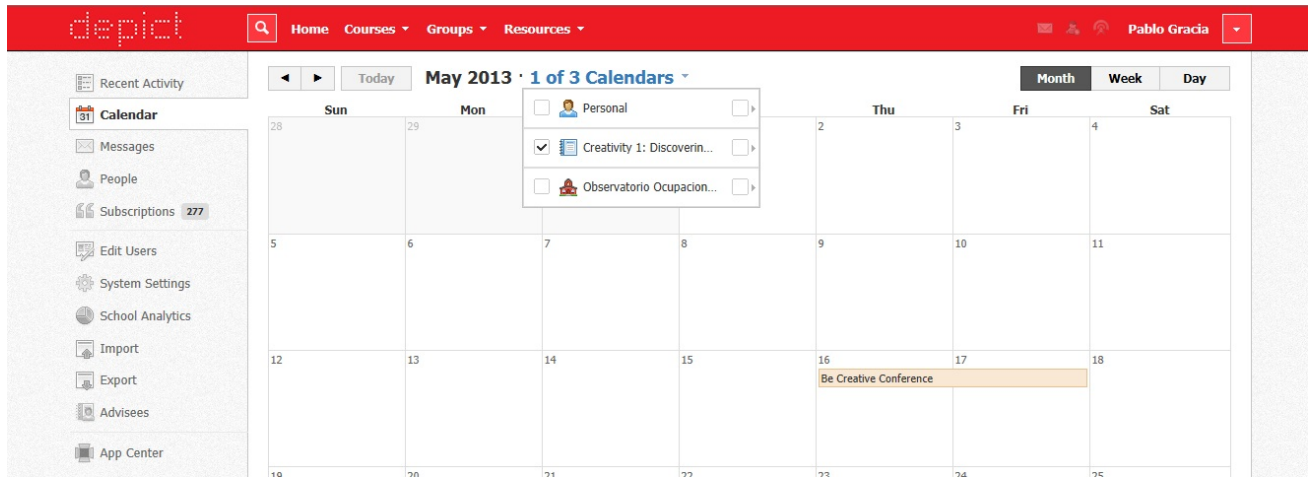
To invite people to your event, the event must have RSVP enabled. To adjust the RSVP setting from your Calendar, click on the event and click the button to Edit Item. To modify an event from the event profile, find the Gear icon to the right of the page.

From the event profile, you can invite people using the +Invite Other Guests button in the top right corner. You can use this button to invite your connections from other schools as well as your own.

Color-Code Calendar

When accessing your personal Calendar on the left menu of the Home Page, you view all personal, school, group, and course items by default. To filter the calendar view, follow these steps:

1. Click on the All Calendars menu near the top of the calendar.
2. Click on a personal, school, group, or course calendar to view items specific material and events.
3. To customize colors associated with each calendar, click on a calendar and select a color from the chart that appears to the right.

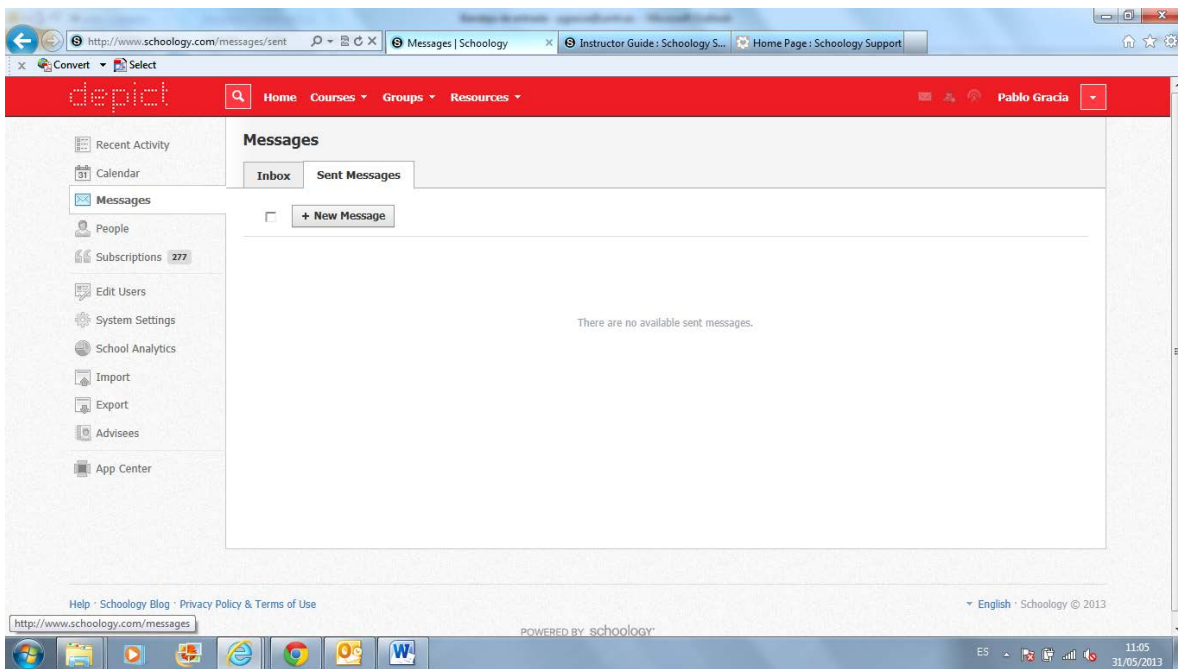


Messages

You can send personal messages to members of your school and outside connections using the Messages area of your Home Page. To send a message, follow these steps:

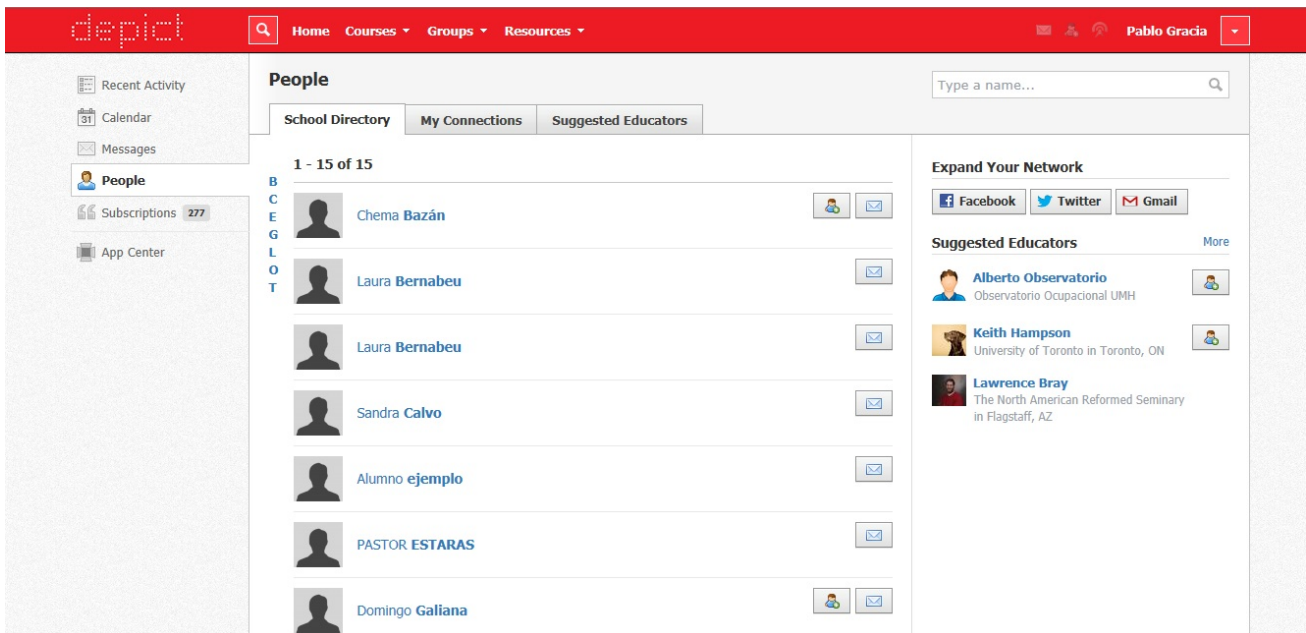
1. Select the Messages area in the left column of your Home Page.
2. Click the +New Message button.
3. Fill out the pop-up form.
4. Attach a File, Link, or Resource (optional).
5. Click Send to complete.

By using the Sent Messages tab in upper middle part of the page, you can also view a history of sent messages.



People

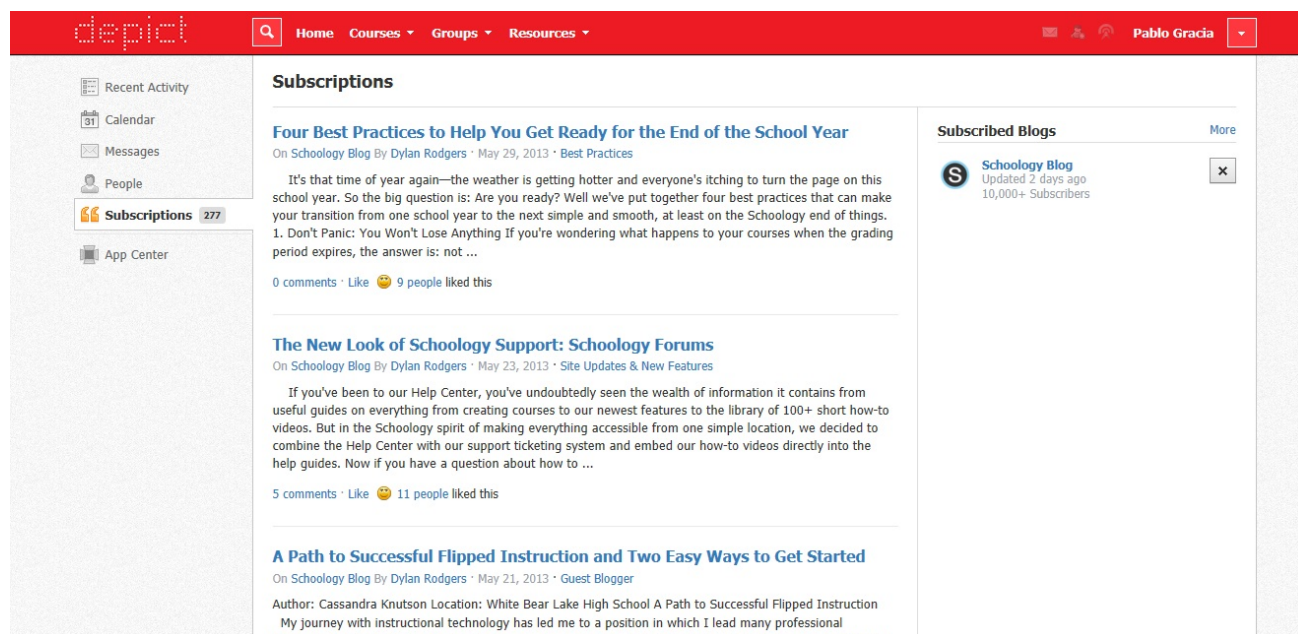
The People area in the left column of your Home Page is a comprehensive list of all the people you know through Schoology. By connecting your Facebook and/or Twitter accounts to, you can expand your connections. Simply click on the Facebook or Twitter Icon in the right column.



Subscriptions

The Subscriptions area in the left column of your Home Page displays a list of all blogs to which you've subscribed. By default, your account is subscribed to the Schoology blog. When a subscribed blog posts a

new blog post, a number will appear in the left column that indicates the number of new blog posts since your last visit.



Subscribe to blogs

The blog feature on Schoology is currently a user blog experience. The feature is housed in user profiles. By default, student blogs are not enabled, since it is difficult for faculty to manage items posted in user profiles. However, teachers can subscribe to other teachers' blogs.

Note: By subscribing to a blog, new blog posts will appear in the Subscriptions area of your Schoology account. When a user with whom you've connected posts a blog post, it will appear in the Recent Activity area of your Home Page.

View more of the blog post

To view more of the blog post, click on the title of the blog. From within the blog post, you can:

1. Leave a comment.
2. Browse by date.
3. Browse by category (Schoology blog only).
4. Search for topics (Schoology blog only).

Unsubscribe from a blog

To unsubscribe from a blog:

1. Click on the Subscriptions area on the left menu.
2. Click on the x that appears to the right of the blog name.

Reminders

The Reminders area appears in the right column of your Home Page when students of a course submit an assignment dropbox submission, a quiz submission, or a discussion post that needs to be graded. To view the item:

1. Click on the type of item you'd like to grade: Assignment dropbox submissions, Test/quiz submissions, or Discussion posts
2. Click on the name of the item you'd like to grade.
3. There will be a blue dot next to students and submissions that require grading.
4. Add a grade by clicking into each user's submission or post.

Upcoming Feed

In the right column of your home page, you'll see a running list of upcoming events, assignments, test/quizzes etc. This list will update as you refresh the page, and display up to ten items.

Courses

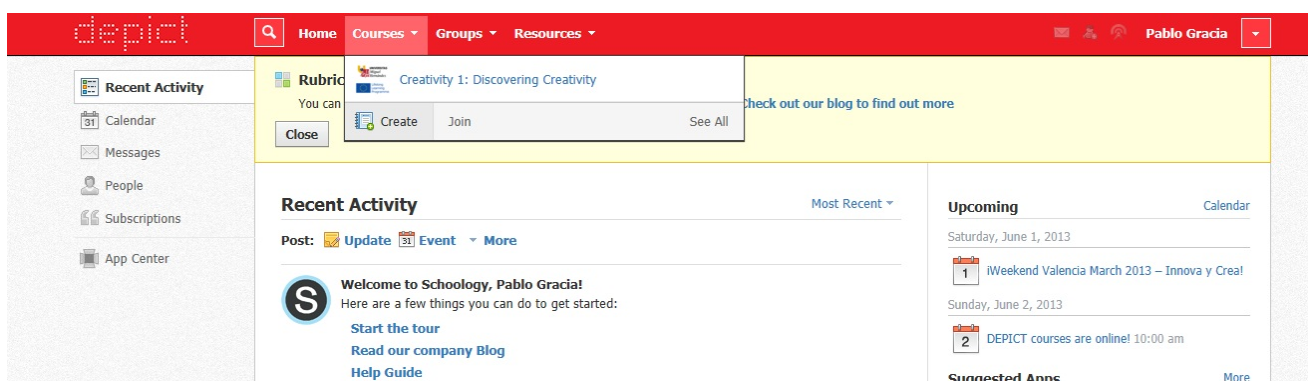
Courses are the structure of your online classroom. They're the space where student and teacher interact; the space where all the course materials will be housed, viewed, and completed. Through your Courses, every message, update, assignment, etc. is specific to course members only. Your online course contains all the necessary tools for building materials designed to engage students and facilitate interaction.

Create Courses

Courses are a great way to engage members in an area that has Gradebook and Attendance features, as well as interactive course materials. Depending on the settings in place at your school or organization, you may not see some of the options below.

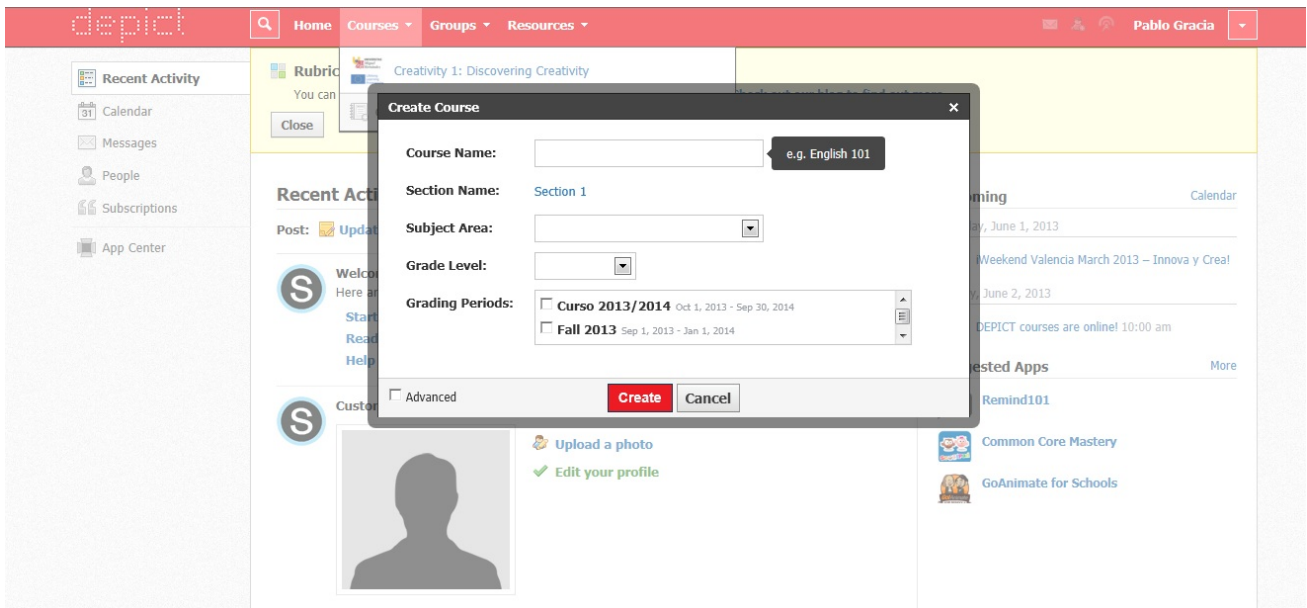
To manually create a course at your school or organization, follow these steps:

1. Click the Courses dropdown menu and select the Create link.
2. Fill out the creation form. You can change the Section Name by clicking on it.
3. Click Create to finish.



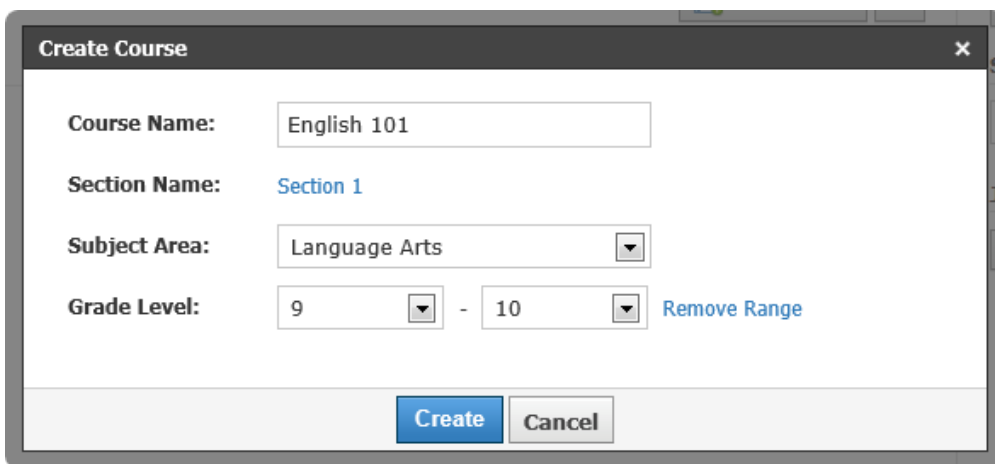
The screenshot shows the Schoology user interface. At the top, there is a red navigation bar with the 'depict' logo on the left and a search bar, 'Home', 'Courses', 'Groups', and 'Resources' dropdown menus in the center. On the right of the navigation bar, the user's name 'Pablo Gracia' is displayed with a dropdown arrow. Below the navigation bar, a 'Recent Activity' sidebar is visible on the left, containing links for Calendar, Messages, People, Subscriptions, and App Center. The main content area is divided into three columns. The first column shows a 'Rubric' for 'Creativity 1: Discovering Creativity' with 'Create' and 'Join' buttons. The second column, titled 'Recent Activity', shows a post from 'Schoology' with a welcome message and links for 'Start the tour', 'Read our company Blog', and 'Help Guide'. The third column, titled 'Upcoming', shows a calendar view for Saturday, June 1, 2013, and Sunday, June 2, 2013, with two events listed: 'iWeekend Valencia March 2013 – Innova y Crea!' and 'DEPICT courses are online! 10:00 am'. At the bottom of the 'Upcoming' section, there is a 'Suggested Apps' section with a 'More' link.

Note: A grading period will only be available if the System Administrator has created a list of designated grading periods. If you don't see a grading period for your course, please contact your System Administrator.



Course Name vs. Section Name

Each course has a Course Name and a Section Name. This naming convention allows you to create multiple sections for the same course.



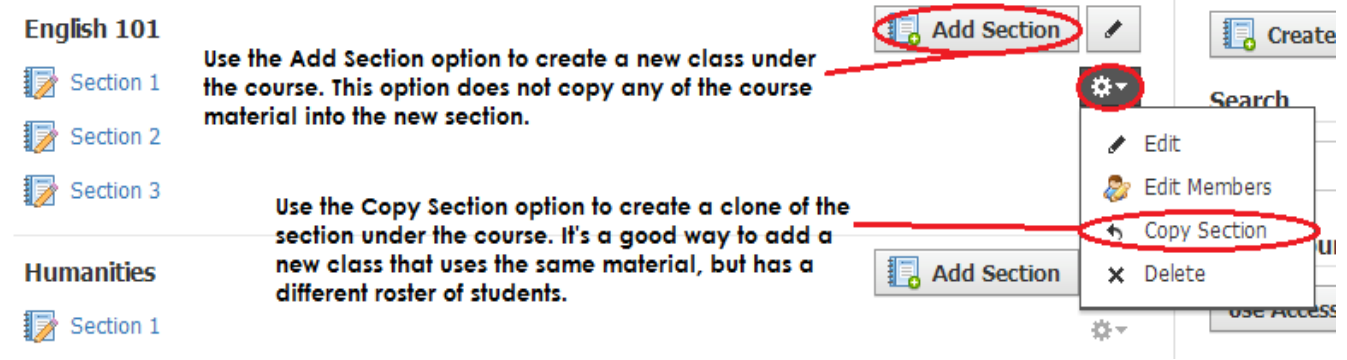
Create a new section under an existing course

If you already have a course, and you'd like to add another section, follow these steps:

1. Select the Courses dropdown menu and click See All.
2. Click the Add Section button next to the desired course.
3. Click Create.

Create a copy of a current course section

1. Select the Course dropdown menu and click See All.
2. Select the Gear Icon and click Copy Section.
3. Complete the Copy Course Section form.
4. Click Create.



English 101

Section 1
Section 2
Section 3

Humanities

Section 1

Use the **Add Section** option to create a new class under the course. This option does not copy any of the course material into the new section.

Use the **Copy Section** option to create a clone of the section under the course. It's a good way to add a new class that uses the same material, but has a different roster of students.

Buttons: Add Section, Edit, Create, Edit, Edit Members, Copy Section, Delete.

Add Members to Courses

To add members, start from the Course Profile by selecting a course from the Courses dropdown menu at the top of the page. For a complete list of your courses click the See All link at the bottom right of the Courses dropdown menu. You can add members to your section by distributing the Course Access code or by using the Add Members button (Enterprise). Depending on the settings in place at your school or organization, you may not see some of the options below.

Use an Access Code

Each course has a 10-digit Access Code (in a green box) located near the bottom of the left menu, and also in the Members page located in the left menu.

You can distribute this code to your students to allow them to register for Schoology on their own. Students with Schoology accounts can use the Access Code to join your class without having to create a new account.

Students can register by going to www.schoology.com/register.

Note: If you realize that your Access Code is being used by people not connected to the course, go to the Members page and reset the code in the green box. This will generate a new code, rendering the old one obsolete. Students already enrolled in the course will remain enrolled.

Require Approval

You can manually approve new members before they can join the course even if they use the Access Code. To do so follow these steps:

1. From the Course Profile, select the Members tab in the left menu.
2. Find the Require Approval checkbox below the Access Code in the green box to the right.
3. Enable the checkbox.

Use the Add Members Button

Depending on the settings in your school or organization, some instructor accounts will have an Add Members button in their Members area. Instructors with this button can add members by following these steps:

1. Select the Members tab in the left menu.
2. Click on the Add Members button.
3. Select the member(s) you'd like to enroll into the course. You will see a selected count in the upper right corner. You can also search or browse for each user without affecting previously selected members.
4. For students without an account, you can send them an access code via email.
5. Click Add Members to finish.



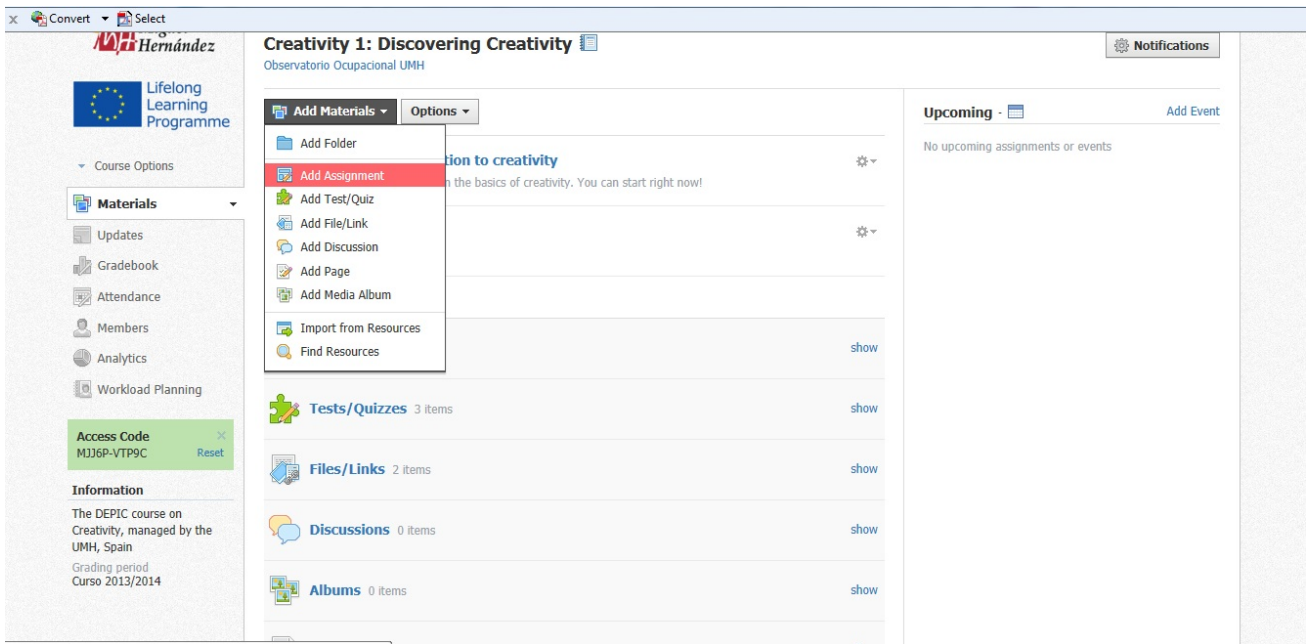
Course Materials

Your Materials are the backbone of your course. Schoology gives you the tools you need to build diverse materials designed to engage students on all levels. The materials contain a lot of unformed potential, you can tailor folders, assignments, and quizzes to fit specific needs within each class.

It is necessary that the administrator allows you to update materials.

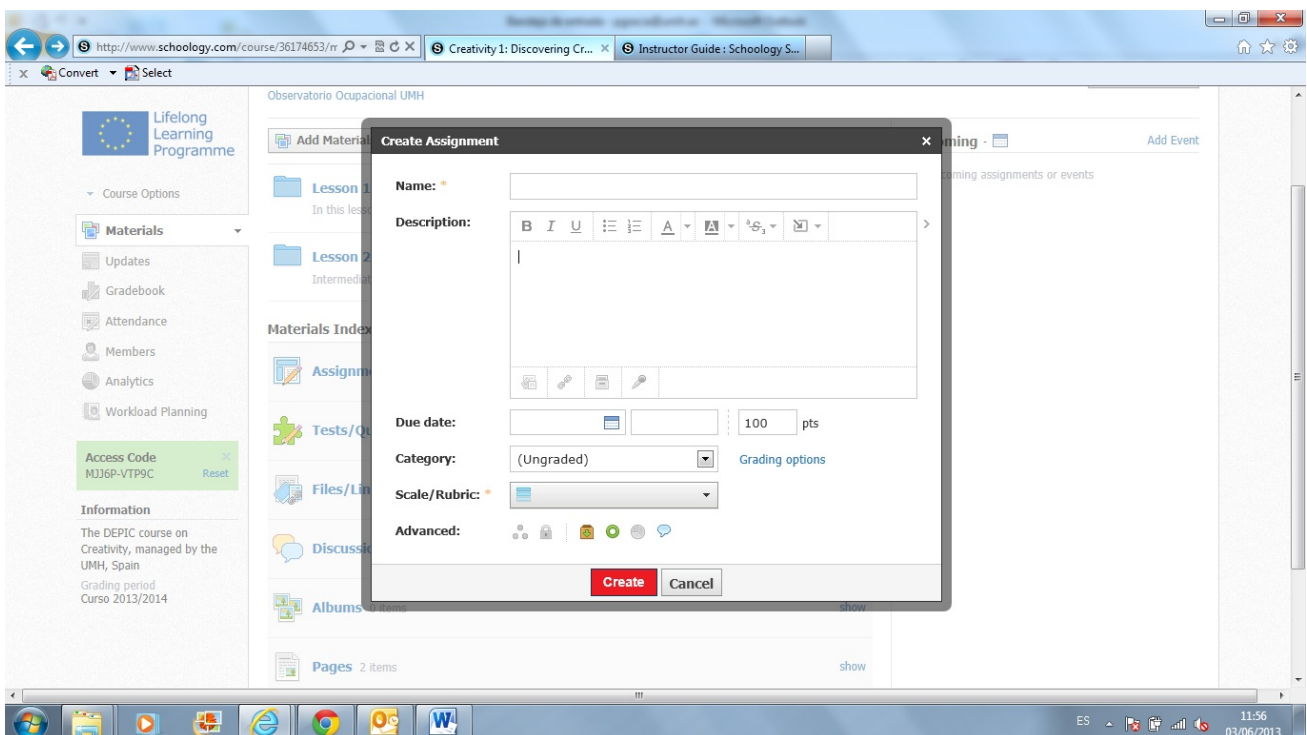
To begin, locate the Courses dropdown located in the top menu and then follow these steps:

1. Navigate to the desired Course Profile page using the Courses dropdown menu.
2. Click the Add Materials button located in the middle of the page.
3. Choose the content type (See below for details on each content type).
4. Fill out the popup form.
5. Click Create.



Once a folder has been created, you can begin adding assignments, tests/quizzes, files/links, discussions, pages, or media albums. To add items to folders, follow these steps:

1. Select the Materials tab from the left menu in the Course Profile.
2. Click on the folder to which you'd like to add materials.
3. Use the Add Materials dropdown menu at the top to select a content type.
4. Fill out the form in the pop-up.
5. Click Create to complete.



Manage Materials in Folders

Once items have been added to a folder, you can reorder them by clicking Options, selecting "Reorder," then using the Drag Icon to choose their new location. There is also a Gear Icon to the right of each item, which can be used to:

1. Edit—Modifies the item.
2. Move—Moves the item to another folder.
3. Copy to Course—Creates a copy of the material in another course and/or folder.
4. Delete—Deletes the material from the course section.
5. Save to Resources—Allows you to house the material in Resources for future use or to share with colleagues.

Availability

Folder Availability can be set to Visible, Hidden, Available after..., or Available between..., giving you greater control over when the folder (and its material) is visible to students.

If a folder is Hidden, neither the folder nor its contents will be accessible to students. If it is Available after... or Available between... the folder and its contents will only be visible to students after or during the specified dates.

To adjust these settings, follow these steps:

1. Select the Materials tab from the left menu in the Course Profile.
2. Locate the folder that you wish to modify.
3. Click on the Gear Icon to the right and select Availability
4. Choose Visible, Hidden, Available after..., or Available Between.
5. If you choose to make the folder Available after... or Available Between..., choose the appropriate date and time to complete.

Note: The date and time of availability follows the user's Timezone. If a student of a course has a different timezone than your settings, the folder will be available according the date and time of the student's timezone. Watch the video on Folder options below!

Create Course Assignments

Assignments can be used as graded items in conjunction with the Gradebook. Each assignment has an optional Dropbox, where students can submit files. You may also use the dropbox to view, grade and add comments to submissions. Assignments can also be given a Due Date, which will automatically display the assignment in the Calendar and Upcoming areas for all members.

To create an assignment, use the Add Materials button located at the top of your Course Profile. You can also access the Add Materials button from within a folder. Follow these steps:

1. Select the Add Materials dropdown menu and click Add Assignment.
2. Fill out the Assignment form.
 - Enter a Description (optional).
 - Set a Due Date to place the assignment in the Course Calendar and Upcoming area.

- Check Drop Box to enable/disable the feature(optional)
 - To grade this assignment in the Gradebook, you must select a category other than (Ungraded).
3. Click Create to complete.

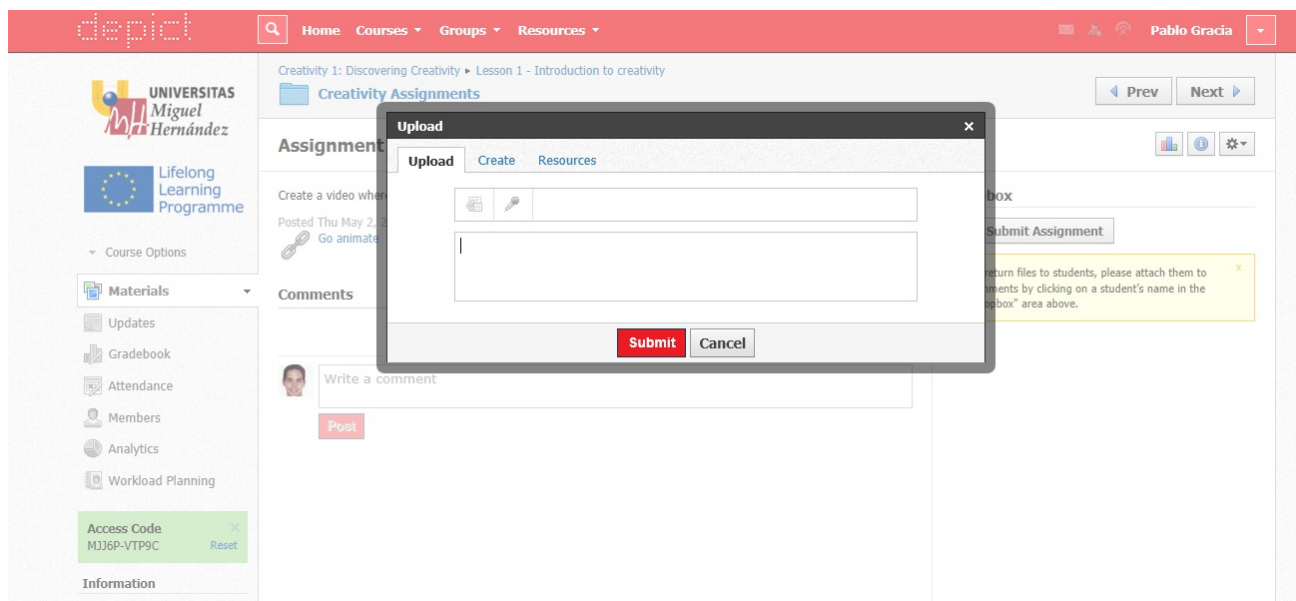
Assignment Profile

Once you have created an assignment, a profile will automatically be generated. The description and any additional files or links will appear in the profile, along with the Dropbox and comment tools. You can use the profile to manage Dropbox submissions, grade students, and participate in the comments area.

Dropbox

The Dropbox feature is located in the right column of the Assignment Profile. It can also be reached by clicking the Assignment listed in the Calendar. You can use this area to manage files that have been submitted by students.

Submitted files are split into On Time and Late areas based on the assignment Due Date. You can download or view each individual file, or you can download all assignments in a bulk .zip file.



Document Viewer

The Document Viewer allows you view and/or annotate student assignment submissions directly through your Schoology account. To use the Document Viewer, click on a submission.

In the Document Viewer, you have the ability to:

- Comment and discuss in the right column.
- Upload a file to the comment/discussion feed.
- Highlight selected text (if the annotation tool bar is available).
- Comment in the document (if the annotation tool bar is available).
- Strikeout selected text (if the annotation tool bar is available).

- Draw on the document (if the annotation tool bar is available).
- Grade the assignment (if the assignment has a grading category).
- Download the file and save it on your computer
- Return the annotated/graded assignment to the student just by clicking Save Changes.

Note: Our Doc Viewer supports the following file types—.doc, .docx, .html, .odt, .pdf, .rtf, .text, .ppt, .pptx, .swf, .xls, .xlsx, .mp3, .mp4, .mov, .wav, .wmv and many more. The dropbox viewer does not convert iWork files, but you may download these submissions onto your computer. Not all file types (e.g. media files) can be annotated using the Annotation tool bar.

Returning Assignments

The Dropbox Doc Viewer feature allows you to ‘return’ assignments to students simply by clicking the Save Changes button in the bottom right corner of document. If you use a third-party annotation program, you can upload your revised document to the comments/discussion area to the right of the student's submission.

Grading

The grade entered in the Grade field of the Document Viewer will automatically sync with your Gradebook. The comments you add in this form will also automatically sync with Gradebook. You can also navigate to the Gradebook using the left column.

Create Tests/Quizzes

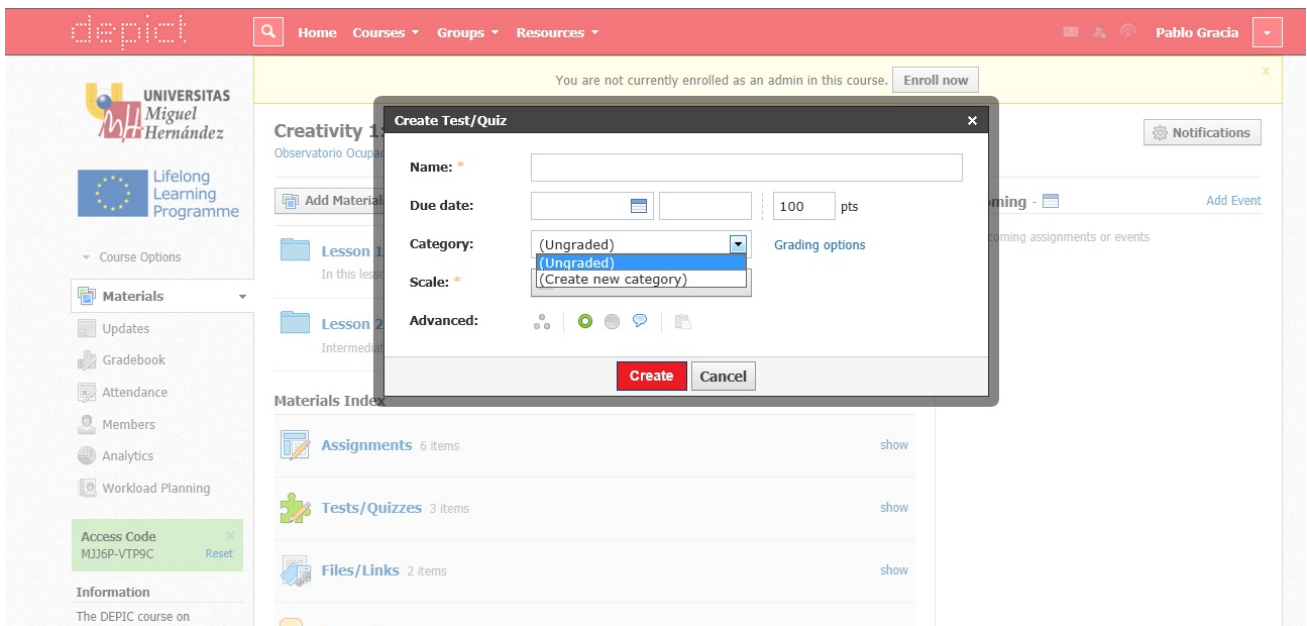
You can create online Tests/Quizzes for students to take on Schoology. Currently, this feature supports the following question types:

1. True/False
2. Multiple Choice
3. Ordering
4. Short-Answer/Essay Question
5. Fill in the Blank
6. Matching

Each test/quiz appears in the Gradebook and is automatically graded unless there are subjective questions (e.g. Short-Answer/Essay Questions). You can manually override these grades, add comments, and customize a wide array of settings for each test/quiz.

To create an Online Test/Quiz, follow these steps:

1. Select the Add Materials dropdown menu and click Add Online Test/Quiz.
2. Fill out the Test/Quiz form.
 - Set a Due Date to place the test/quiz in the Course Calendar and Upcoming area.
 - If you wish for this test/quiz to appear in the Gradebook, you must select a Category other than (Ungraded).
3. Click Create to complete.

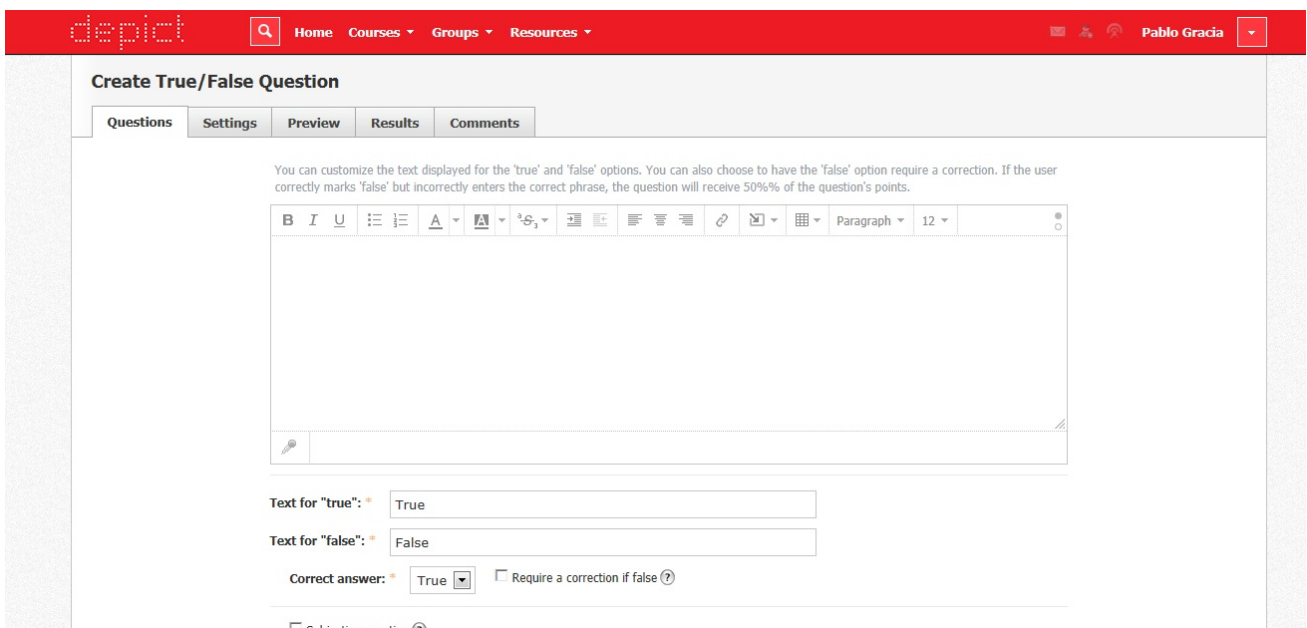


Note: Tests/Quizzes can also be created within course folders, or added to folders after their creation.

Add Questions

To create Questions, follow these steps:

1. Click the Add Question button.
2. Select a question-type from the menu.
3. Fill out the fields. Each form includes different question-type specific fields.
4. Click Create Question to complete.



Import Questions

To import a question from a Question Bank, you must already have a question bank in your Resources. If you already have a question bank, follow these steps:

1. Click the Add Question button.
2. Select the option to add a question From Question Banks.
3. Click on a Question Bank folder from your Resource collections.
4. Select the questions you'd like to add to your quiz.
5. Use the Auto-select feature to randomly select a specified number of questions from your question bank (optional).
6. Use the Browse/Selected filters to view available and selected questions, respectively (optional).
7. Use the Set Points button to bulk-set point values for each question.
8. Click Add Questions to complete.

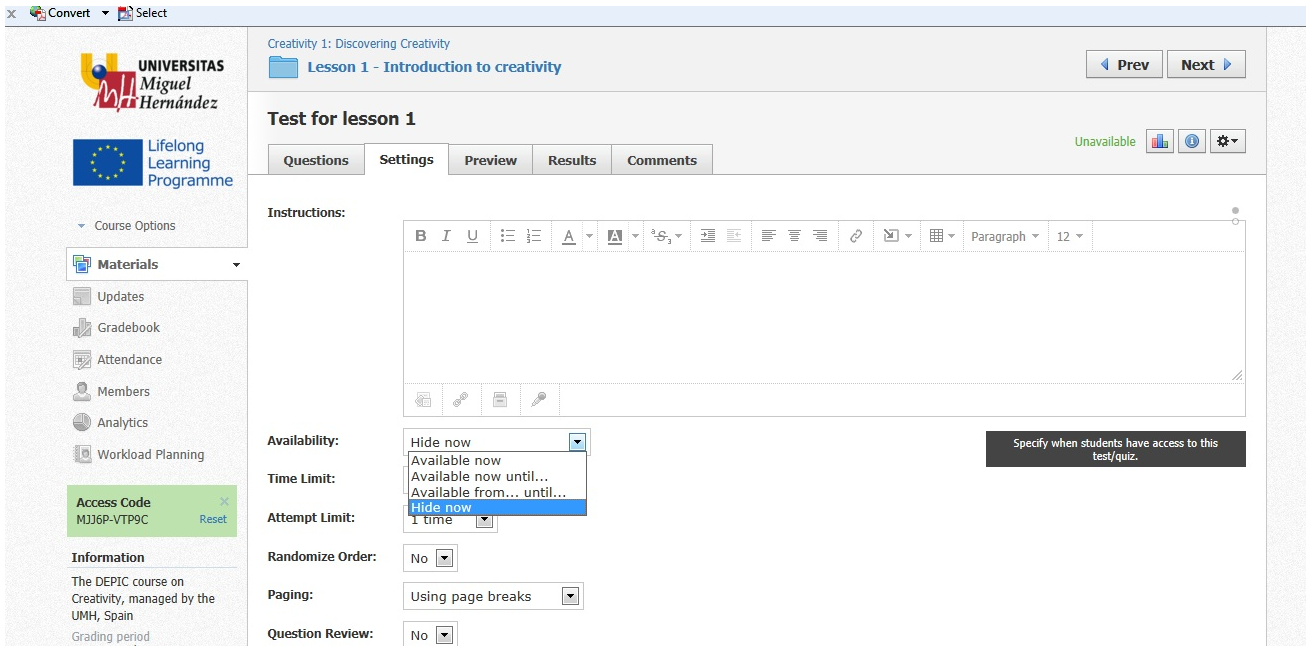
To import a test/quiz from Blackboard 7.1-9.0, Edmastery, or ExamView, follow these steps:

1. Click the Add Question button.
2. Select the option to Import Test/Quiz.
3. Select to import from Blackboard 7.1-9.0, or from Edmastery. ExamView questions can be imported by first exporting them to the Blackboard format.
4. Click Next, and select a file from your computer.
5. Click Import to complete.

Settings

Click on the Settings tab of the Test/Quiz profile to adjust the following settings:

- Instructions—The text you enter here will be accessible while students are taking the test/quiz.
- Availability—Specify when students have access to take the test/quiz. This is separate from the publishing feature on the test/quiz profile.
- Time Limit—Set a time limit for the entire Test/Quiz. If enabled, individual questions cannot be timed. Students will be unable to resume the test with saved data.
- Attempt Limit—Specify a limit to the number of times a student can take the Test/Quiz.
- If students can take it more than once, select how the test/quiz will be graded using Graded By.
- Paging—A quick way to set one question per page.
- Randomize Order—Give each student a different version of the same Test/Quiz.
- Question Review—If enabled, students will be able to see an overview page at the end of the Test/Quiz where they can review their answers before submitting.
- Resumable—Allows students to resume an incomplete submission. Not available for timed Tests/Quizzes.
- View Submissions—Allows students to view their submissions after they have submitted the test/quiz.
- Hide point values—Allows you to hide the point value for each question. If you've enabled the setting to View Submissions, the total point values will appear when students view their submissions.



Creativity 1: Discovering Creativity
 Lesson 1 - Introduction to creativity

Test for lesson 1
 Questions Settings Preview Results Comments

Availability: Hide now
 Time Limit: Available now
 Attempt Limit: Hide now
 Randomize Order: No
 Paging: Using page breaks
 Question Review: No

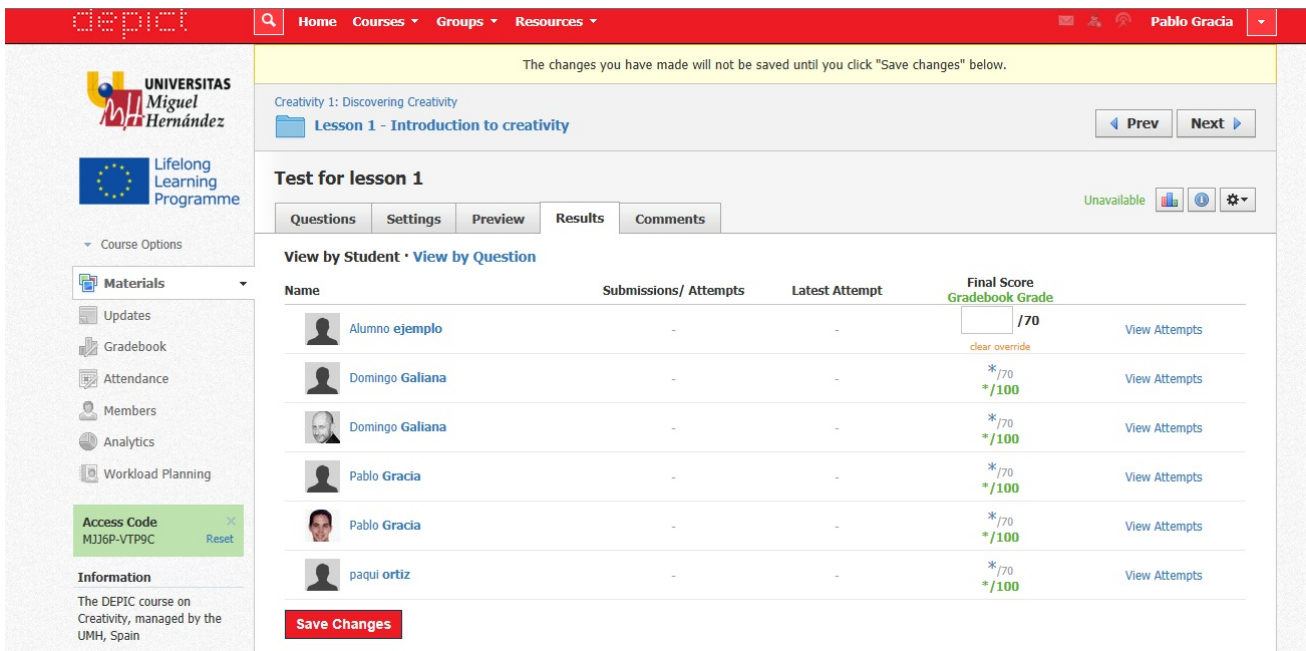
Preview

You can preview the quiz from the Preview area of the test/quiz. This feature allows you to check your questions and settings before you make the test Available to students.

Results

The Results area allows you to view student submissions by student, and by question. The default view displays submissions in the View by Student view. If your test/quiz has subjective questions, you must grade the test or test question manually for the student to receive a score. To grade a test/quiz from the View by Student area, follow these steps:

1. To grade the overall test, click on the asterisk and enter a score.
2. To grade a test/quiz question, click on the View Attempts option to the right.
3. If your test/quiz allows for multiple submissions, each submission will be listed under the selected student's name. To view a particular submission, click on the gear to the right, and click View/Edit.
4. Enter a score for the subjective question, and adjust other automatically graded questions if needed.
5. Click Save Changes.
6. Click on the Students' name to toggle to another students' submission.



The changes you have made will not be saved until you click "Save changes" below.

Creativity 1: Discovering Creativity

Lesson 1 - Introduction to creativity

Test for lesson 1

Questions Settings Preview Results Comments

Unavailable

View by Student · View by Question

Name	Submissions/ Attempts	Latest Attempt	Final Score Gradebook Grade	
Alumno ejemplo	-	-	/70	View Attempts
Domingo Galiana	-	-	* /70 * /100	View Attempts
Domingo Galiana	-	-	* /70 * /100	View Attempts
Pablo Gracia	-	-	* /70 * /100	View Attempts
Pablo Gracia	-	-	* /70 * /100	View Attempts
paqui ortiz	-	-	* /70 * /100	View Attempts

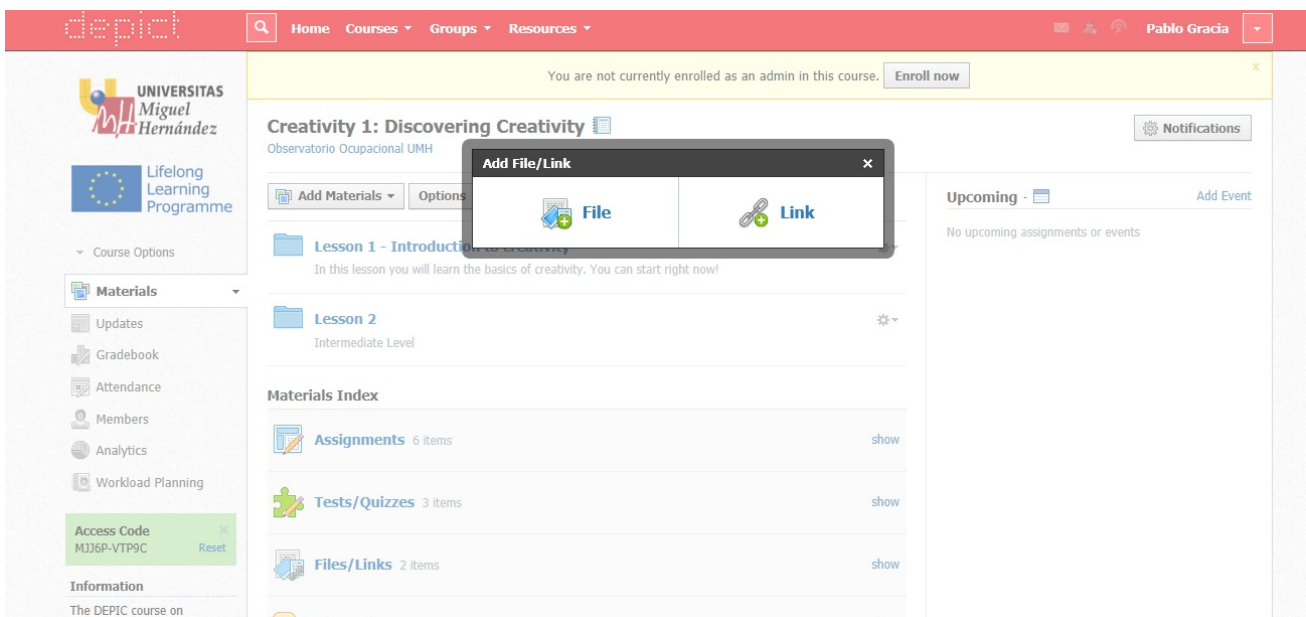
Save Changes

Add Files/Links

To add a File/Link, follow these steps:

1. Select the Add Materials dropdown menu and click Add File/Link.
2. Select File or Link.
 - o For File—Click the Attach Files button and select file(s) from your computer. To select multiple files, hold down the Shift or Control key on your keyboard as you make selections.
 - o For Link—Type in or copy and paste the URL and then title your link.
3. Click Add to complete.

Note: Files/Links can also be created within course folders, or added to folders after their creation.



You are not currently enrolled as an admin in this course. [Enroll now](#)

Creativity 1: Discovering Creativity

Observatorio Ocupacional UMH

Add Materials Options

Lesson 1 - Introduction to creativity

In this lesson you will learn the basics of creativity. You can start right now!

Lesson 2

Intermediate Level

Materials Index

- Assignments 6 items [show](#)
- Tests/Quizzes 3 items [show](#)
- Files/Links 2 items [show](#)

Add File/Link

File Link

Upcoming - [Add Event](#)

No upcoming assignments or events

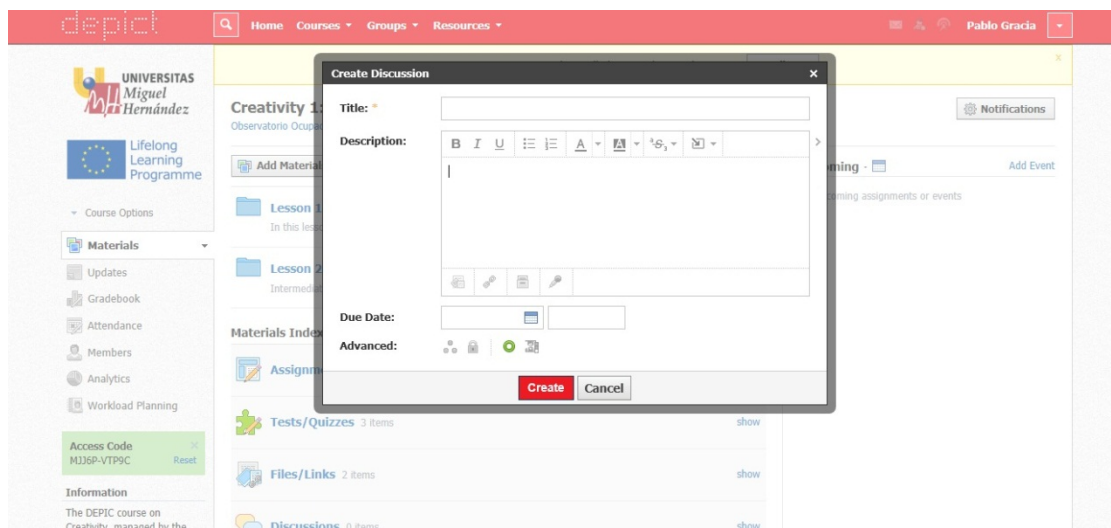
Add Course Discussions

You can create an interactive Discussion for your students. Each Discussion has threaded commenting that allows students to respond to any post by another student. These comments can also be moderated, which will require a Course Admin (the teacher) to approve each post before it is published. Deleted posts will be listed under Moderate Posts in the Course Options in the left column of the Course Profile.

Creating Discussions

To create a discussion, follow these steps:

1. Select the Add Materials dropdown menu and click Add Discussion.
2. Fill out the Discussion form.
 - Enter a Description (optional instructions for the Discussion).
 - To have the Discussion appear in the Upcoming feed, enter a Due Date. If you do not enter a Due Date, the Discussion will remain accessible in the Discussions index or Course Folder.
 - To make the Discussion a graded item, check the Grading checkbox and adjust the grading preferences.
3. Click Create to complete.



Share Discussions

You can share your discussion with other courses. This option is located in the Advanced options at the bottom of the popup window during discussion-creation.

Advanced options

Use Advanced Options to turn on/off the following features:

1. Individually Assign—show the assignment to a member of the course or a grading group.
2. Align—add a common core, state standard, or learning outcome.
3. Lock—prevent students from making additional submissions.
4. Enable Dropbox—provide an area for students to submit work.
5. Visible to students—show the assignment to students.

6. Members can see other responses before participating—allow members to see discussion posts before they create an initial post.

Create Course Media Albums

You can create albums to organize photos, videos, and/or audio files for your Course. Photos can be cropped and rotated after you add them. You may allow commenting on each item within an album. You can also tag users in your uploaded photos, or allow students to upload and tag media as well.

Creating Media Albums

To create a Media Album, follow these steps:

1. Select the Add Materials dropdown menu.
2. Click Add Media Album.
3. Fill out the Media Album form.
 - Adjust the album settings for student commenting and uploading capabilities. Make the album visible or invisible to students with the Publish feature.
4. Click Create Album to complete.

After the media album is created, you can add different kinds of media to it at any point in time, just like a folder. Click Attach Files to add media from your computer's hard drive. You can add media at a later date by clicking into the media album and selecting the Add Media button.

To edit a media album or its contents, select the Gear Icon in the top right corner of the media album profile.

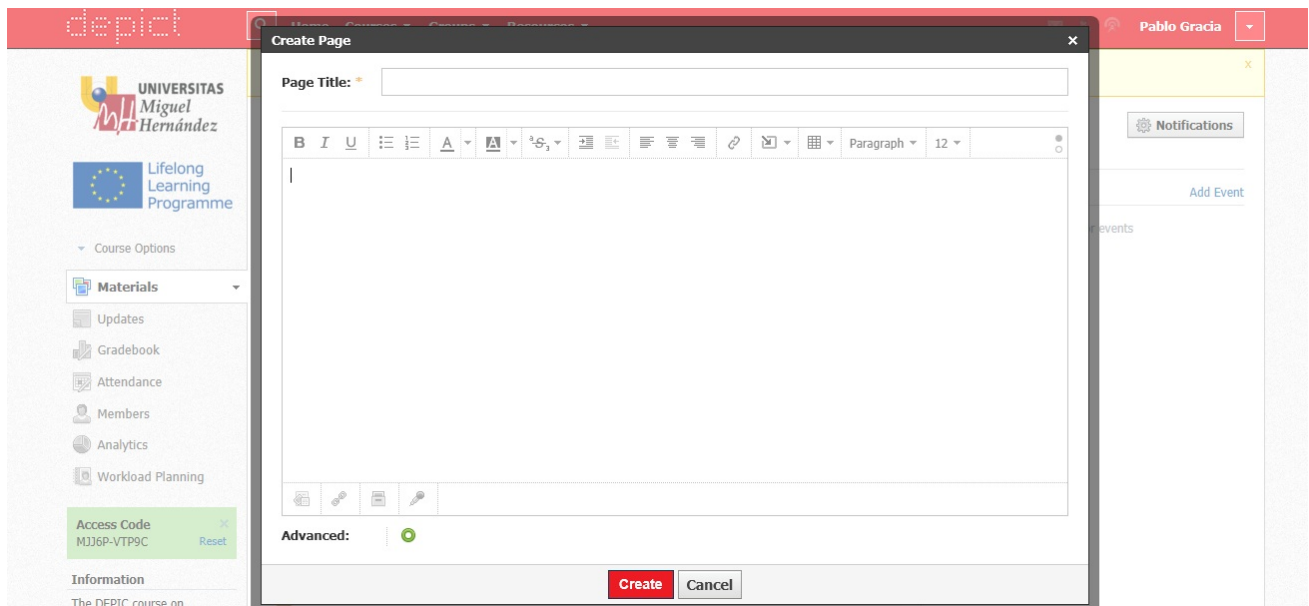
Create Course Pages

Create a custom Page of text, images, videos, html, or any combination of these elements. Each page has a Rich-text (WYSIWYG) Editor that allows you to customize font styles, colors, indentations, etc. You can also upload files, embed videos, and customize the html of the page.

Creating Pages

To create a Page, follow these steps:

1. Select the Add Materials dropdown menu and click Add Page.
2. Construct the Page content.
 - Use the editor to write custom content.
 - Use the Insert buttons to embed images, videos, or equations into the editor.
 - You can toggle between Visual and HTML versions of the editor.
 - You can attach a File, Link, Audio/Video Recording, and/or Resource to the bottom of the page.
 - Click Align if you want to align the page with Common Core or State Standards.
3. Click Create to complete.



Individually Assign

You can also Individually Assign assignments, tests/quizzes, and discussions to individual students or to grading groups. To individually assign a material, follow these steps:

1. Click on the More area when creating the material, or click on the gear to the right of the material and select Edit. The option to select More will appear in the Edit form.
2. Click on the option to Assign.
3. Begin typing the name of a student or grading group. The members and grading groups should automatically populate in a list.
4. Click on the member(s) or group(s) to which you'd like to assign the item.
5. Click Create or Save Changes to complete.

Course Updates

You can use Course Updates to create announcements in your course. Updates are meant to be brief messages posted to your course to promote ease of reading for your students. When updates are posted to your course, they will appear in the Updates section of your course as well as on each individual homepage of all members in your course.

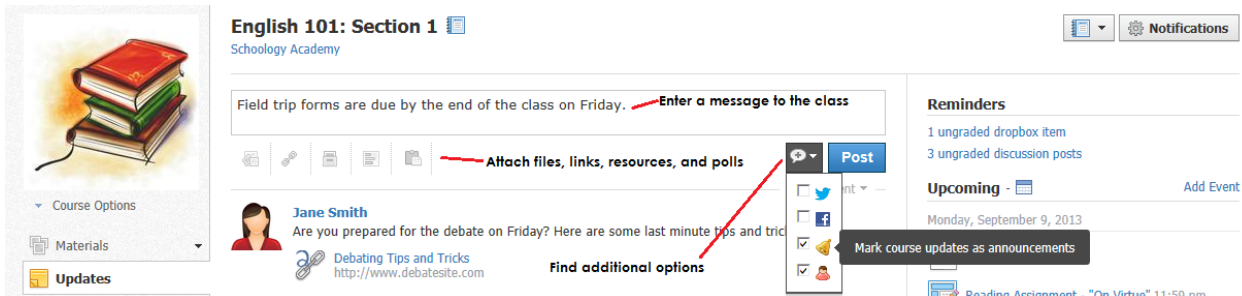
The default landing page for your course can also be set to the Updates area by following these steps:

1. Go to Course Options link in the left menu of your course.
2. Select the option to Edit Privacy/Course Settings from the dropdown.
3. Select Updates as the Default landing page.
4. Click the Save Changes button at the bottom of the page to complete.

Course Polls

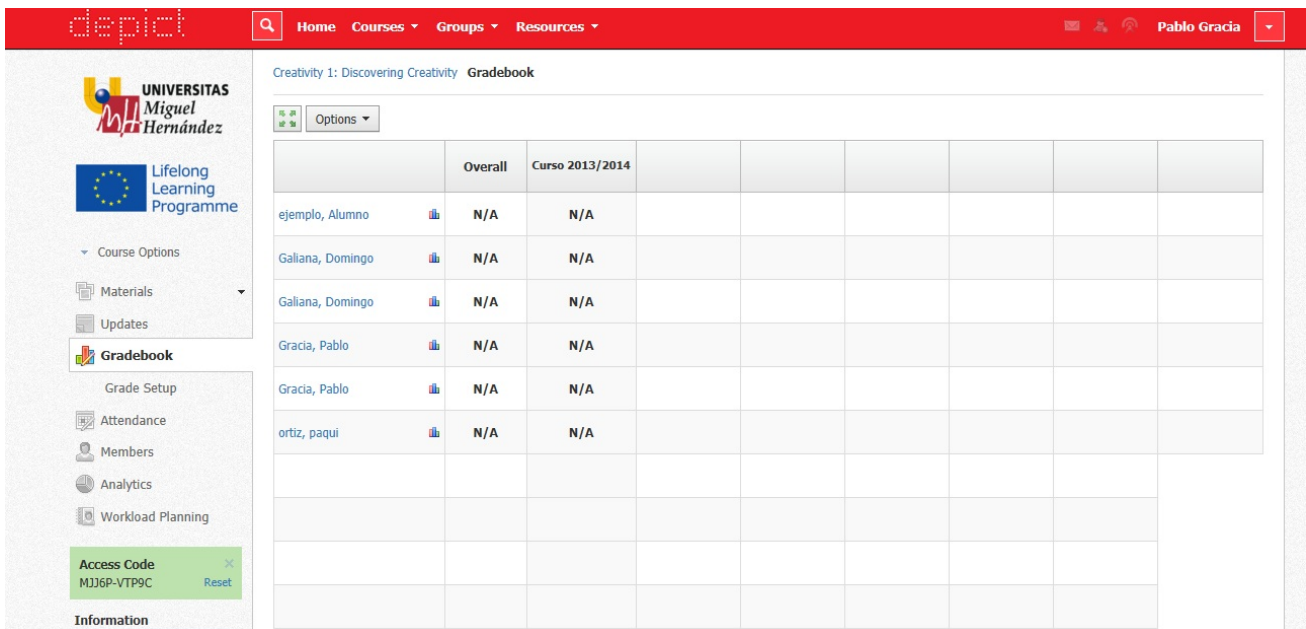
You can post a poll in your course to receive live feedback as members vote. To create a poll, please follow these steps:

1. Type an update in the text box.
2. Click on the Poll link under the text box.
3. Two fields will appear by default. If you'd like to add more options, click on the Add Option link below the fields.
4. Click on the Post button to complete!



Gradebook

The Gradebook feature can be accessed in the left menu of each Course Profile. Assignments, tests/quizzes, and discussions may be graded directly in the Gradebook. Students can view these grades under their Grades tab as you post them. By default, the Gradebook displays only 25 graded items from a grading period. If your course spans multiple grading periods, or if your course contains more than 25 graded items, you can use the dropdown menu located to the upper left to change views.



	Overall	Curso 2013/2014
ejemplo, Alumno	N/A	N/A
Gallana, Domingo	N/A	N/A
Gallana, Domingo	N/A	N/A
Gracia, Pablo	N/A	N/A
Gracia, Pablo	N/A	N/A
ortiz, paqui	N/A	N/A

Editing Grades

To edit grades for assignments and discussions, simply click on each cell and enter a grade. You can use the "X" character on your keyboard to give the student the max points for the assignment. For quick navigation, use the tab or arrow keys on your keyboard.

If the test/quiz is automatically graded, the grade should already appear in the cell. When you change any grade in the cell, this change is considered a grade override, which is indicated by an orange color. Clicking on the lock icon will clear the override.

Comment

To leave a comment, follow these steps:

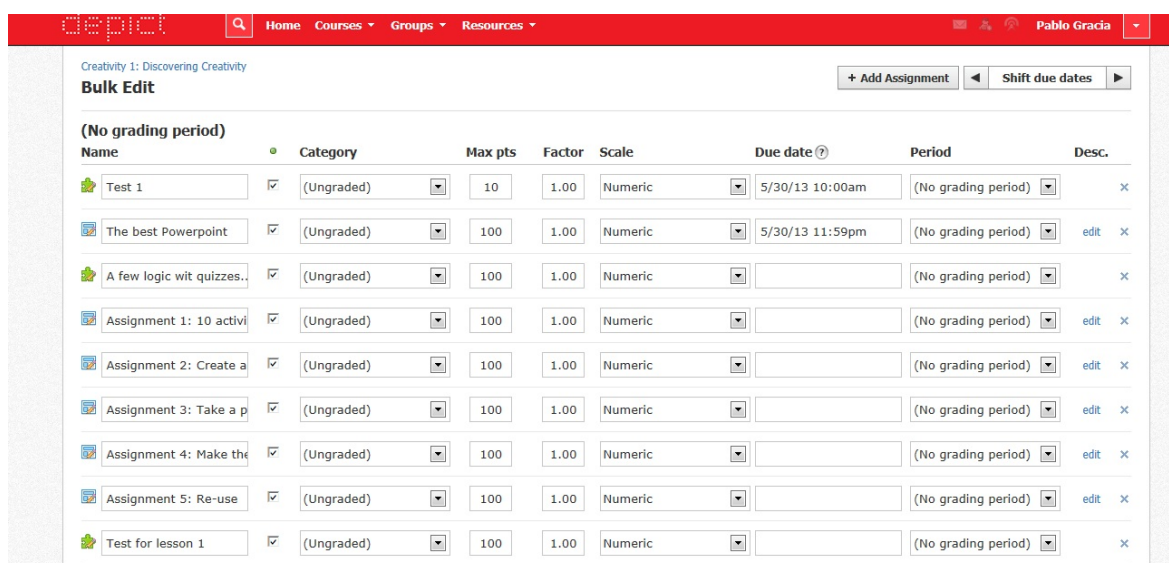
1. Hover over a cell until you see a Comment Icon (it should be immediate).
2. Click on the Comment Icon.
3. Enter a message into the popup.
4. Check the box to Display to Student (optional).
5. Click Save Changes at the bottom of the page.

You may also place an Excused or Incomplete placeholder in a grade cell. These icons are marked in green and in red. They do not add value to the student's grades, but act as empty grade cells.

Bulk Edit

The Bulk Edit option in the Options button of the Gradebook allows you to view graded assignments, tests/quizzes, and discussions in a given course. You can edit or delete the following information for each:

- Name
- Published/Unpublished (the green dot)
- Category
- Max points
- Factor
- Scale
- Due date
- Grading period
- Desc. (Description)



The screenshot shows the 'Bulk Edit' interface in Schoology. At the top, there is a navigation bar with 'depict' logo, a search icon, and menu items: Home, Courses, Groups, Resources. On the right, the user's name 'Pablo Gracia' is displayed. Below the navigation bar, the course title 'Creativity 1: Discovering Creativity' is shown, along with '+ Add Assignment' and 'Shift due dates' buttons. The main area is titled '(No grading period) Bulk Edit' and contains a table with the following columns: Name, Category, Max pts, Factor, Scale, Due date, Period, and Desc. The table lists several assignments, each with a checkbox for 'Published/Unpublished' (all are checked), a dropdown for 'Category' (all are '(Ungraded)'), and numeric values for 'Max pts' (10 or 100), 'Factor' (1.00), and 'Scale' (Numeric). The 'Due date' column shows dates like '5/30/13 10:00am' and '5/30/13 11:59pm'. The 'Period' column shows '(No grading period)'. The 'Desc.' column contains the assignment name and an 'edit' link. Each row also has a small 'x' icon for deletion.

Name	Category	Max pts	Factor	Scale	Due date	Period	Desc.
Test 1	(Ungraded)	10	1.00	Numeric	5/30/13 10:00am	(No grading period)	
The best Powerpoint	(Ungraded)	100	1.00	Numeric	5/30/13 11:59pm	(No grading period)	edit
A few logic wit quizzes..	(Ungraded)	100	1.00	Numeric		(No grading period)	
Assignment 1: 10 activi	(Ungraded)	100	1.00	Numeric		(No grading period)	edit
Assignment 2: Create a	(Ungraded)	100	1.00	Numeric		(No grading period)	edit
Assignment 3: Take a p	(Ungraded)	100	1.00	Numeric		(No grading period)	edit
Assignment 4: Make the	(Ungraded)	100	1.00	Numeric		(No grading period)	edit
Assignment 5: Re-use	(Ungraded)	100	1.00	Numeric		(No grading period)	edit
Test for lesson 1	(Ungraded)	100	1.00	Numeric		(No grading period)	

Grading Groups

We've also added a feature to grade members of your course in Grading Groups. This feature is best applied when your course already has members and graded items. To learn more about Grading Groups, find our article here.

Grade Setup

The Grade Setup area is used to adjust grade settings for your course. You can adjust Grading Categories, Grading Periods, Weights, Grading Scales, Rounding, and other settings.

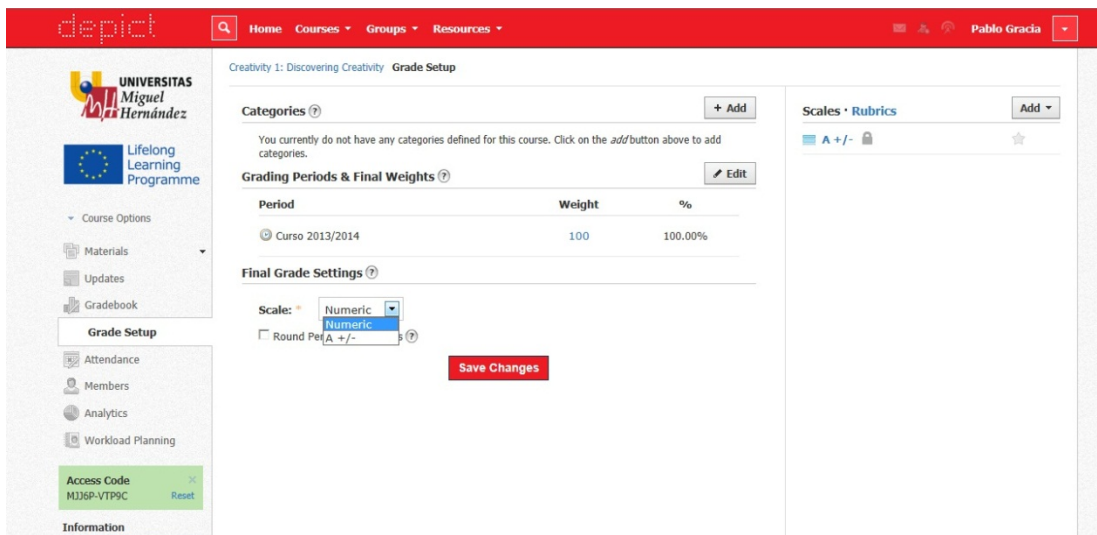
To access grade setup, click on Gradebook in the left menu of the Course Profile. Then click on the Grade Setup tab that appears underneath Gradebook.

Grading Categories

Grading Categories allow you to organize graded items in the course. At least one grading category is required in order for you to use the Gradebook. Common examples of categories include Classwork, Homework, or Quiz. There is no limit to the number of categories you can create, and each can be weighted according to your own definition.

To add a new category, follow these steps:

1. Select Gradebook in the left menu of the Course Profile.
2. Select Grade Setup directly underneath Gradebook.
3. Click the Add button to the right of Categories.
4. Enter a Category Name.
5. Select how the category should be calculated.



The screenshot shows the 'Grade Setup' page in Schoology. The left sidebar contains navigation options like 'Materials', 'Updates', 'Gradebook', and 'Grade Setup'. The main content area is titled 'Creativity 1: Discovering Creativity Grade Setup' and includes sections for 'Categories', 'Grading Periods & Final Weights', and 'Final Grade Settings'. The 'Categories' section has an '+ Add' button and a message: 'You currently do not have any categories defined for this course. Click on the add button above to add categories.' The 'Grading Periods & Final Weights' section contains a table with one entry:

Period	Weight	%
Curso 2013/2014	100	100.00%

The 'Final Grade Settings' section includes a 'Scale' dropdown menu set to 'Numeric', a 'Round Percentages' checkbox, and a 'Save Changes' button.

Weight Grading Categories

After you have created at least one category, you can choose to Weight the Categories for your course by using the Weight Categories checkbox located by the Categories heading.

Enabling weighted categories will display a new Weight field next to each Category name. Inputting values into these fields allows you to adjust the weight for each category.

Edit Grading Categories

To make changes to an existing category, click on the category name. In the popup that appears, you may adjust:

- the category name.
- the way the category is calculated.
- the number of items you'd like to drop.
- the weight of the category.

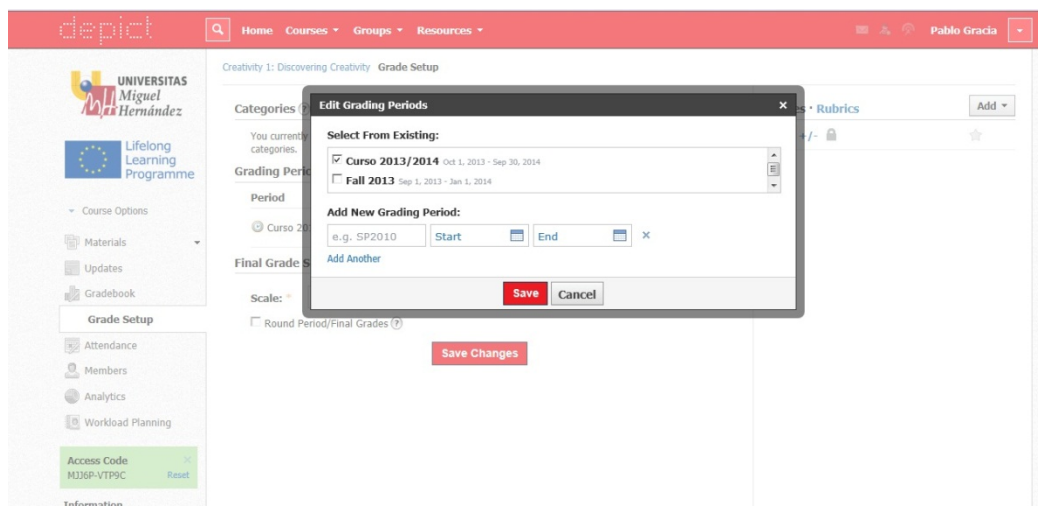
Grading Periods & Final Weights

The Grading Periods & Final Weights area allows you to view all of the grading periods associated with your course, as well as the weighted percentages of each grading period. Depending on the settings in place at your school, you may be able to add or remove grading periods to your course.

To add or remove a Grading Period, follow these steps:

1. Select Gradebook in the left menu of the Course Profile.
2. Select Grade Setup directly underneath Gradebook.
3. Click the Edit button to the right of the Grading Periods & Final Weights heading.
4. Select from existing Grading Periods.
5. If there aren't any grading periods listed in your school, you can add a new grading period to the course by entering a title (e.g. SP2010, or 2012-2013 Semester 1) along with a start and end date.
6. If you don't see the ability to add grading periods to your course, you should contact a System Administrator (Enterprise), located in the Feedback/Support area.
7. Click Save to complete.

Note: Assignments, tests/quizzes, or graded discussions set as midterm/final will appear under the Grading Periods. These items are calculated as part of the student's overall grade, and you can view midterm/final graded items in the (Final Grades) dropdown option in Gradebook.



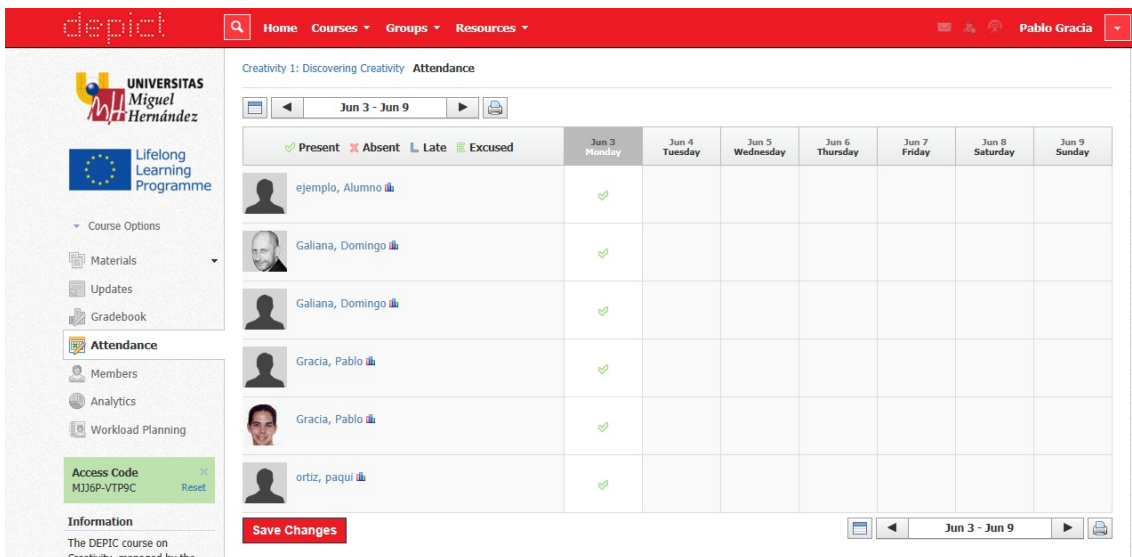
Final Grade Settings

Use Final Grade Settings to customize how final grades are calculated and displayed to students. To adjust these settings, follow these steps:

1. Select Gradebook in the left menu of the Course Profile.
2. Select Grade Setup directly underneath Gradebook.
3. Select the Scale under Final Grade Settings.
 - Numeric—displays the final grade as a percentage.
 - A+/- —displays the final grade as a letter (A, B, C, D, F, +/-)
 - You can select a custom grading Scale here (See below for details).
4. Check Round Period/Final Grades to round period grades and final grades.
 - Period Grade: If your Course spans multiple Grading Periods, each period will have its own grade. Each period can be weighted differently in the calculation of the final grade.
5. Click Save Changes to complete.

Attendance

The Attendance feature can be accessed in the left menu of the course profile. You can mark students as present, absent, late, or excused. By default, students are marked present to reduce the amount of clicking required during the attendance process. If your attendance appears empty except for the current date, you may consider empty cells as present. Schoology saves attendance marks for present, absent, late, or excused, but Schoology considers empty cells as present marks.



The screenshot displays the Schoology Attendance page. At the top, there is a navigation bar with 'Home', 'Courses', 'Groups', and 'Resources'. The user's name 'Pablo Gracia' is shown in the top right. The left sidebar contains the course profile menu, including 'Attendance', 'Members', 'Analytics', and 'Workload Planning'. The main content area shows the attendance grid for 'Creativity 1: Discovering Creativity' from June 3 to June 9. The grid has columns for each day of the week. The rows list students: 'ejemplo, Alumno', 'Galiana, Domingo', 'Galiana, Domingo', 'Gracia, Pablo', 'Gracia, Pablo', and 'ortiz, paqui'. All cells for June 3 (Monday) contain a green checkmark, indicating 'Present'. A 'Save Changes' button is located at the bottom left of the grid.

Editing Attendance

Follow these steps to edit attendance:

1. Select Attendance in the left menu of the Course Profile.
2. Click on an attendance cell to toggle the student's status—Present, Absent, Late, Excused.
3. Click Save Changes to complete.

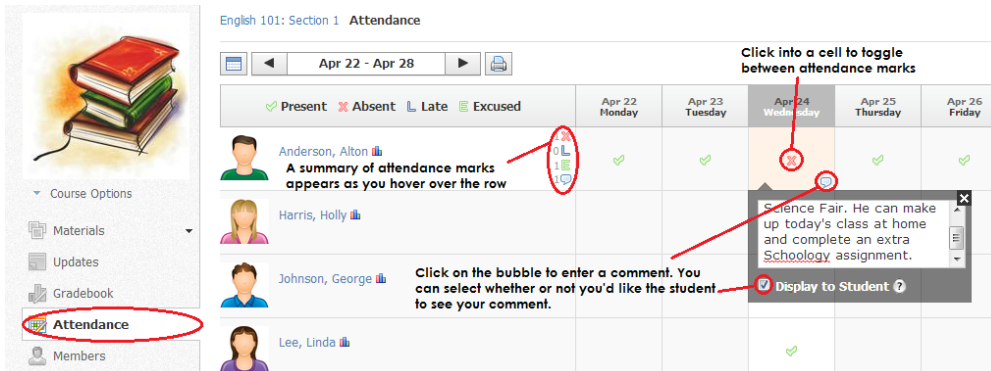
Comments

You can use the attendance area to leave a comment about a student on a particular date. To leave a comment, follow these steps:

1. Select Attendance in the left menu of the Course Profile.
2. Hover over a cell until you see a Comment Icon (it should be immediate).
3. Click on the Comment Icon.
4. Enter your comment into the popup.
5. Check the box to Display to Student (optional).
6. Click Save Changes to complete.

Print Attendance Reports

You can print Attendance Reports for individual students in your course by clicking on the Print Icon located to the right of the week label.



English 101: Section 1 Attendance

Apr 22 - Apr 28

Click into a cell to toggle between attendance marks

	Apr 22 Monday	Apr 23 Tuesday	Apr 24 Wednesday	Apr 25 Thursday	Apr 26 Friday
Anderson, Alton	Present	Present	Absent	Present	Present
Harris, Holly	Present	Present	Present	Present	Present
Johnson, George	Present	Present	Comment: Science Fair. He can make up today's class at home and complete an extra Schoology assignment.	Present	Present
Lee, Linda	Present	Present	Present	Present	Present

Course Options: Materials, Updates, Gradebook, **Attendance**, Members

Annotations:

- Red circle around 'Attendance' in the left sidebar.
- Red circle around the comment icon in the grid.
- Red circle around the print icon.
- Red circle around the comment popup for Johnson, George on April 24.

Course Analytics

The Course Analytics area displays information about your Course, Users in your course, Assignments, Discussions, and Links. The default area of Analytics displays your Course Analytics. Please note that statistics may take up to 24 hours to fully propagate.

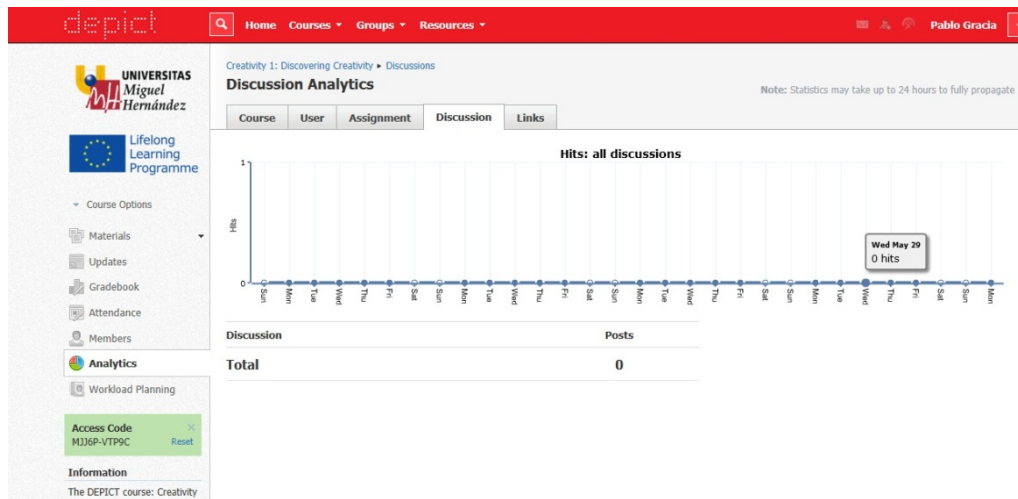
The graph in the **Course Analytics** area displays a running count of total hits per day. The term, hits, refers to the number of page loads related to the course.

The **User Analytics** area displays course specific activity for members of your course section. It displays three layers of student course activity information. The initial Users area displays a table of information related to all members of your course.

The graph in the **Assignment Analytics** area displays a running count of total hits per day for all assignments and tests/quizzes in your course. The term, hits, refers to the number of page loads related to assignments and tests/quizzes.

The graph in the **Discussion Analytics** area displays a running count of total hits per day for discussion threads in your course section.

The graph in the **Links Analytics** area displays a running count of total hits per day for Links added to course folders, uploaded to the Files/Links index, and attached to course materials. The term, hits, refers to the number of clicks on a link.



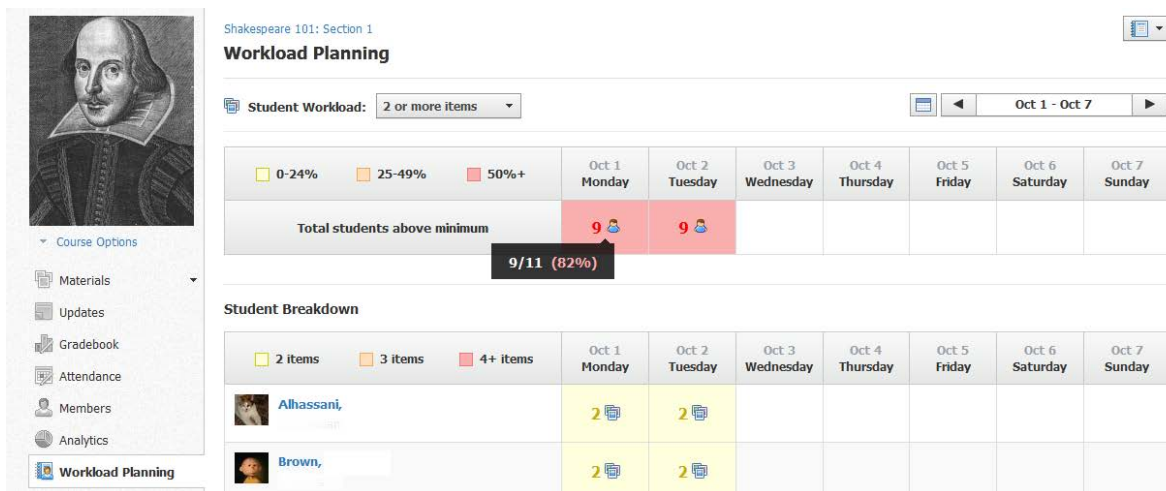
Workload Planning

The workload planning feature is available in every course section to help teachers determine student workload in Schoology.

For example, in the image below, the teacher has kept the default Student Workload to "2 or more items." This setting sets the minimum amount of work (assignments, tests/quizzes, or graded discussions) that a student should have across his or her Schoology course sections.

The top table displays a summary of student information. For example, in the image below, 9 out of 11 members in the course section have two or more items due in Schoology on Monday. That is 82% of the members in the course!

The Student Breakdown table displays the workload for each individual student. The first student has two graded items due on Monday. Clicking on the number will further display each graded item assigned to the student.



Shakespeare 101: Section 1

Workload Planning

Student Workload: 2 or more items

	Oct 1 Monday	Oct 2 Tuesday	Oct 3 Wednesday	Oct 4 Thursday	Oct 5 Friday	Oct 6 Saturday	Oct 7 Sunday
0-24%							
25-49%							
50%+							
Total students above minimum	9	9					

9/11 (82%)

Student Breakdown

	Oct 1 Monday	Oct 2 Tuesday	Oct 3 Wednesday	Oct 4 Thursday	Oct 5 Friday	Oct 6 Saturday	Oct 7 Sunday
2 items							
3 items							
4+ items							
Alhassani,	2	2					
Brown,	2	2					

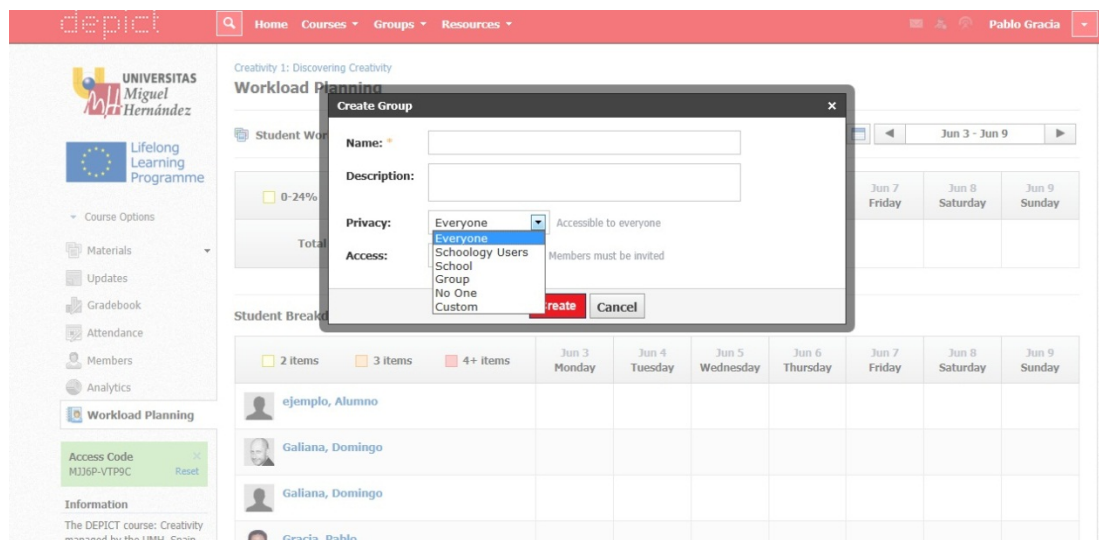
Groups

Groups are an excellent way to connect with people locally and worldwide. Depending on the permission settings at the administrative level, educators, parents, and even students can create or join Groups. They can be used to connect, collaborate, share materials, learn “best practices,” and more. There are so many different ways to use the Groups feature, they may become a vital part of your educational management.

Create Groups

You can create a group from the Groups tab on the top menu. To create a group, follow these steps:

1. Select the Groups dropdown menu and click the Create link.
2. Fill out the Group form.
 - Write a Description (optional).
 - Set Privacy to customize who can view the group.
 - Set Access to customize who can join the group.
3. Click Create to finish.



depict Home Courses Groups Resources Pablo Gracia

UNIVERSITAS Miguel Hernández

Workload Planning

Student Workload

Student Breakdown

Create Group

Name:

Description:

Privacy: **Everyone** Accessible to everyone

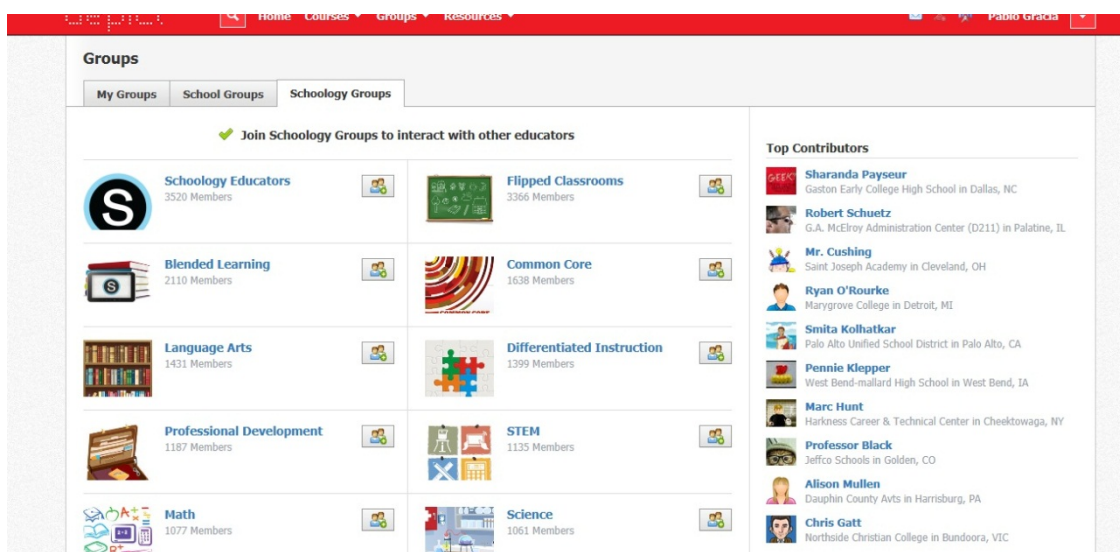
Access: **School Users** Members must be invited

Join Groups

You can also join existing groups by selecting the Groups dropdown menu and clicking the Join link. A pop-up window will appear asking you for an access code. Enter the access code given to you by the group's administrator. Once you join a group, you will begin receiving updates, posts, comments, and event notifications from the group.

Schoology Groups

Schoology has also created open groups based on areas of study and teaching techniques. You can view and join the Schoology Groups by clicking on See All located in the bottom right corner of the Groups dropdown menu.



Group Updates

Updates are meant to be brief messages posted to your group. When updates are posted to your group, they will appear in the Updates section of your group as well as on each in the Recent Activity area of members in your group. By default, any member can post updates.

Group Discussions

Group discussions are a great way for members to engage in interests outside or in conjunction with the classroom. To add a discussion to your group, follow these steps:

1. Select a Group from the Groups dropdown at the top of the page.
2. Go to the Discussions area in the left menu.
3. Click on the button to Add Discussion.
4. Add a title and description (optional) to the discussion.
5. Click Create to complete.

By default, any member can add discussion threads to the group.

1. Select a Group from the Groups dropdown at the top of the page.

2. Go to Group Options in the left menu of the group page and click on Edit Info.
3. Click on the Settings area to the right of the Info tab.
4. Use the Allow Members to Post on Group Feed option to enable/disable this feature.
5. Click the Save Changes button to complete.

Add Group Members

Go to the group profile by selecting a group from the Groups dropdown in the top menu, or click See All for a complete list of your groups. You can add members to your group by distributing the Group Access code.

Require Approval

If you would like to manually approve each user who uses the access code before they can join the group, follow these steps from the Group Profile:

1. Navigate to the Group Profile.
2. Select the Members tab in the left menu.
3. Look for the Require Approval checkbox below the Access Code on the right.
4. Enable the checkbox to turn on this feature.

Using Add Members

Some instructor accounts will have an Add Members button above the access code. Instructors with this button available on their Group Page can add members by following these steps:

1. Select the Groups dropdown in the top menu.
2. Navigate to the Group Profile (If not listed, click See All).
3. Click the Members tab in the left menu.
4. Click on the Add Members button.
5. Select member(s) to invite to the group.
 - You will see a selected count in the upper right corner.
 - You can also search or browse for each user, without affecting the previously selected members.
6. Click Add Members to finish.

Group Resources

Group Resources is an area for members to share files and links that pertain to their interests. One of the unique features of this area is that you may allow other members to add to the Resources section.

To allow members to add resources, follow these steps:

1. Select a Group Profile from Group dropdown.
2. Go to Group Options in the left menu.
3. Click on Edit Info.
4. Click on the Settings area to the right of the Info tab.
5. Use the Allow Members to Post Files/Links to Resources option to enable this feature.
6. Click Save Changes complete.

Course and Group Moderation

Course and Group Moderation allows you to monitor members' comments before publication. When moderation is enabled, you must approve each update, comment, or response in the course or group before it is available to other members of your group.

-Enable Moderation

To enable moderation:

1. Click on the Courses or Group area on the top menu.
2. Select the course or group you'd like to moderate.
3. Click on the Course or Group Options dropdown in the left menu.
4. Select the option to Moderate Posts.
5. Click on the link to Enable Moderation in the upper right of the page.
6. If you're sure you'd like to enable moderation, click Enable to complete.

When a student posts an update or comment in the course or group, they'll see a message that "Your update post is pending moderator approval." As the course administrator, you'll see a message that there are posts that require your approval when you access the course or group.

-Approve or Delete Pending Comments

To approve or delete pending comments:

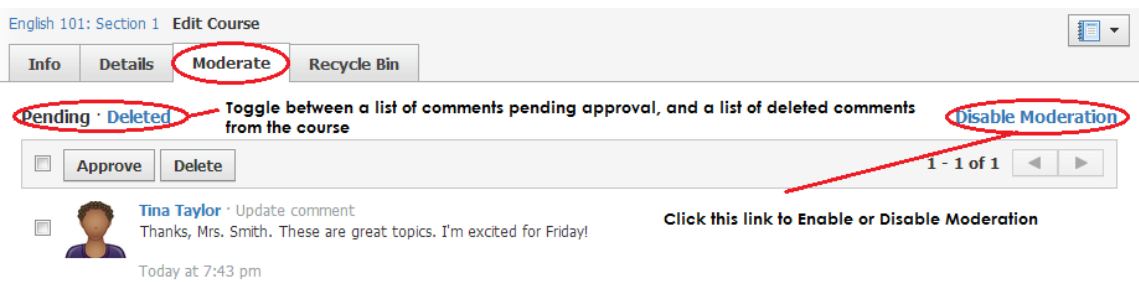
1. Click on the Moderate button that appears at the top of your course when there are pending updates and comments.
2. Alternatively, click into the Moderate Posts area from the Course Options in the left menu of your course.
3. Check the box next to each comment you'd like to approve, and click on the Approve button.
4. Or, check the box next to each comment you'd like to delete, and click on the Delete button.

To approve or delete all pending comments, click on the check box to the left of the Approve button, and select the option to Approve or Delete.

-Disable Moderation

To disable moderation:

1. Click on the Courses or Group area on the top menu.
2. Select the course or group for which you'd like to disable moderation.
3. Click on the Course or Group Options dropdown in the left menu.
4. Select the option to Moderate Posts.
5. Click on the link to Disable Moderation in the upper right of the page.
6. If you're sure you'd like to enable moderation, click Enable to complete.

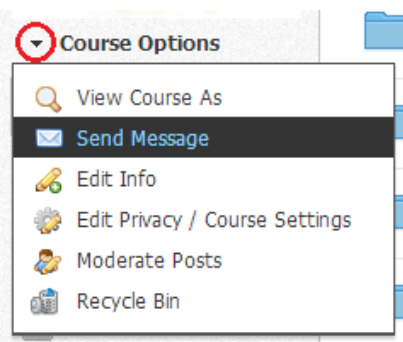


Course and Group Messages

Course and Group messages allow you to send a Schoology message to all members of your course or group. To send a course or group message:

1. Click into the course or group.
2. Click on the Course Options or Group Options dropdown in the left menu.
3. Click on the option to Send Message.
4. Enter a subject for the message.
5. Enter your message.
6. Click Send to complete!

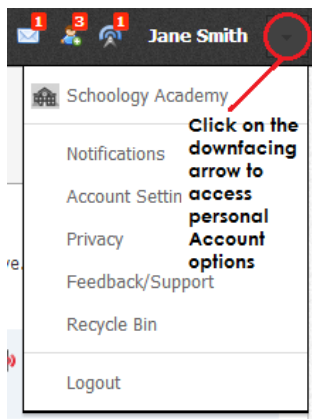
These messages will be sent to each member of your course or group. When users reply to the message, the correspondence will remain private between you and the member. For more public exchanges, where members may interact with each others' responses, you might like to consider using a discussion.



Personal Account

Your personal Schoology account is the control center for how you receive and pass along information with your various connections. Account security settings are housed in this area, as well as options to connect third-party accounts to your Schoology interface.

You can access your personal account page by using the Account menu designated by the downward facing arrow in the top right corner of your page.



Notifications

Schoology sends you e-mail notifications for Social, Academic, Group, and School activity that occurs in your account.

Email

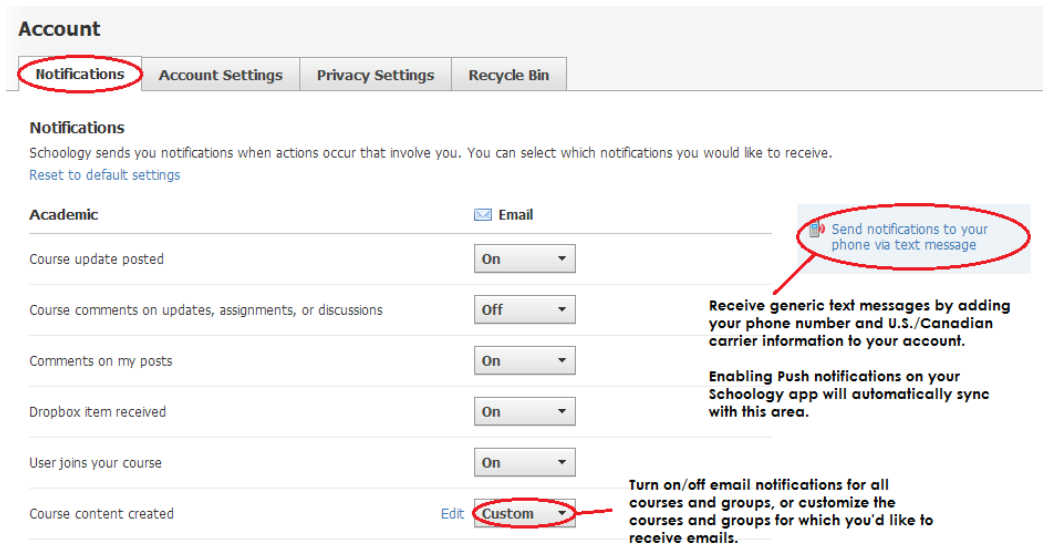
You can select which notifications you would like to receive from members and groups you're affiliated with. To customize your notifications, follow these directions:

1. Select the arrow next to your name on the top right side of the page.
2. Click Notifications from the dropdown menu.
3. Select the button next to the notification you'd like to change.
4. Choose On (receive from all sources), Off (no notifications), or Custom (pick and choose the sources).
5. Click Save Changes at the bottom.

Text Message

Text message notifications are also available for certain actions. You can link your mobile phone to your Schoology account by following these directions:

1. Select the arrow next to your name on the top right side of the page.
2. Click Notifications from the dropdown menu.
3. Select the Send Notifications to Your Phone via Text Message box to the right.
4. Enter your Cell Phone Number (your number remains hidden from other members).
5. Choose your Country.
6. Select your wireless Carrier.
7. Click Set Mobile to complete.



Account

Notifications | Account Settings | Privacy Settings | Recycle Bin

Notifications
Schoology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.
[Reset to default settings](#)

Academic ✉ Email

Course update posted	On	<p>Send notifications to your phone via text message</p> <p>Receive generic text messages by adding your phone number and U.S./Canadian carrier information to your account.</p> <p>Enabling Push notifications on your Schoology app will automatically sync with this area.</p>
Course comments on updates, assignments, or discussions	Off	
Comments on my posts	On	
Dropbox item received	On	
User joins your course	On	
Course content created	Custom	

Turn on/off email notifications for all courses and groups, or customize the courses and groups for which you'd like to receive emails.

Settings

Your Account Settings allow you to set different preferences for your personal interface and how your account relates to other users. To get to Account Settings, select the Arrow to the right of your name in the top right corner of the page. Account Settings allows you to:

- Change your password
- Customize how your Name is displayed on Schoology
- Establish your Primary and Secondary Email address for notifications
- Adjust your Timezone
- Integrate with Google Docs
- Access your Schoology Calendar from a different calendar tool (e.g. Outlook, Google, Calendar, etc.)
- Merge different Schoology Accounts
- Upload using a Flash or Basic Uploader

Privacy

Schoology allows you to customize the level of privacy on your account. You can access your Privacy Settings by:

1. Selecting the arrow in the upper right corner of the page.
2. Clicking Privacy in the dropdown.
3. Changing the settings by clicking in an empty box.

The left column correlates with the type of content in question. The column headings indicate the level of user that has access to view the information contained in the content. User Privacy Settings are defined by five categories:

1. Everyone
2. Schoology Users
3. School
4. Connections
5. No One

By selecting from these five categories, you can decide who sees your Profile, Updates, Media Albums, Courses, Email Address, and Blog. It also dictates who you would like to allow to message you.

Privacy restrictions can be enacted by simply clicking the box associated with the setting you prefer. These options may vary depending on your account type and there may be a threshold in place for users who are part of an administered school or district.

Resource Center

The Schoology Resource Center is one of the most important features for curriculum management and teaching techniques, such as differentiated instruction. The Center is composed of your personal resource library, a worldwide, public resource library, and groups of resources housed in your groups and school.

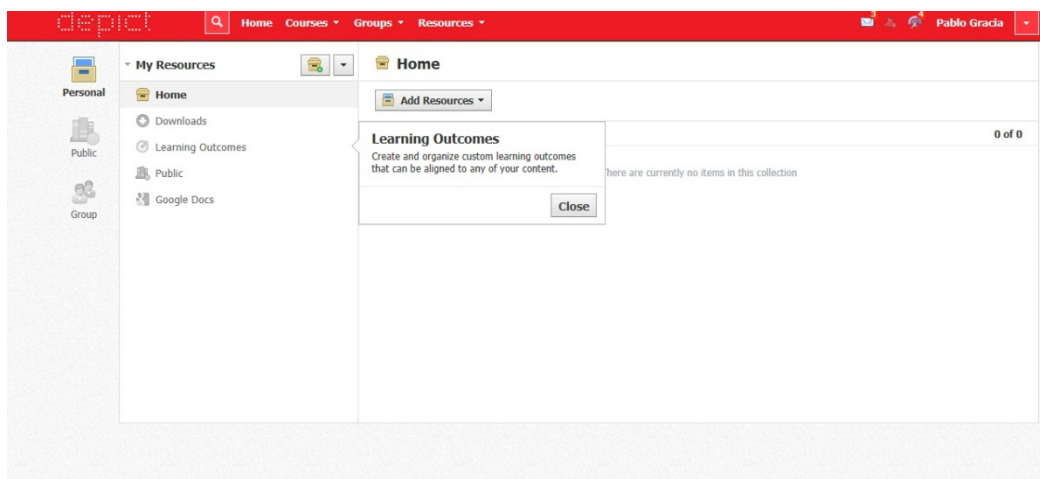
Personal Resources

My Resources, the title of your personal library, is a cloud-based storage space where you can save all your courses and materials. You can use this area to create resources as well. Anything saved in My Resources can be effortlessly copied and transferred into any or all of your courses. Once copied into a course, the material can be modified to fit specific classroom needs without altering the original copy.

Home Collection

A collection is like a container that stores courses, folders, files, and resources you may want to use in your account. You can think of a collection as a master folder that helps organize all of your work. For example, you can create a collection for each year, for each grading period, or for each course.

The Home collection is a personal collection of resources created and saved to your Resource Center. This collection exists by default, and it's only available to you. To share collections of resources with other faculty and connected users, you can create additional collections.



Add a Collection

To add a collection, follow these steps:

1. Select the Resources dropdown from the top menu.

2. Click on the Personal option.
3. Click the Add Collection Icon (the grey box with a green and white plus sign).
4. Title your new collection.
5. Click Create to finish.

Organize or Import Collections

There is a dropdown menu located next to the Collection Icon that allows you to Reorder and Import collections.

Reorder—This option allows you to arrange the order of your collections. Click on the arrow that appears next to the collection and drag the collection to your desired location. Don't forget to save!

Import—This option allows you to import files exported from Moodle, Blackboard, or Brainhoney.

The dropdown menu (grey arrow) that appears when you hover over a collection, excluding Home, allows you to Rename and Delete the collection. Please note that deletion of a collection cannot be undone.

Learning Outcomes

This area of your personal resources allows you to create custom learning outcomes and share them with members of your group(s). Depending on the settings in place at your school (Enterprise), you may not see the Learning Outcomes area in your personal resources.

To learn more about Learning Outcomes in your Personal and Group Resources, please read our article [here](#).

Downloads

This area of your personal resources contains a list of resources you've downloaded from Public Resources. To learn more about public resources, please scroll down this article.

From the gear to the right of a downloaded resource, you can perform the following actions:

- Add to course—If the resource-type is one that can be imported to a course, this option allows you to add the item to any course you administer.
- Copy to—This option allows you to create a copy of the resource into another collection.
- Move to—This option allows you to move the resource into another collection.
- Delete—This option allows you to delete the resource.

Public

This area of your personal resources contains a list of the resources you've added to Public Resources. From the gear to the right of the resource, you can perform the following actions:

- Edit public info—This option allows you to adjust the information that appears in Public Resources, and update the public area.
- Remove public version—This option allows you to remove this resource from the public area of the Resource Center.

The setting to receive an email notification when a user rates your Public Resource is enabled by default. To turn off this setting, please visit your Account Notifications.

Google Docs

Your Google Docs can also behave similarly to a collection. To sync your Google Docs as a collection in Resources, click on the Google Connect button found under your Account Settings (See Account Settings for more details). Once your account is linked, you can import any item in your Google Docs to a Course or Course Folder via your resources.

Public Resources

Public Resources allows educators from all over the globe to share various types of resources for free. You can search through our quickly growing database for instructional resources. You can read comments and see ratings for each resource. You can download the resource into your personal resources, and add them to your courses. You can also share any of your personal resources with users around the world.

Search and Filter

You can search or filter resources to find ones of interest to you.

Downloading Public Resources

You can view and download Resources from other educators, integrate them in your collections and your courses, and adapt them to fit your curriculum. You can also Search, Rate, Comment on, and Share (via Facebook and Twitter) any Public Resources listed.

To download Public Resources, follow these steps:

1. Select the Resources dropdown menu and click on the Public option.
2. Search through the Resources using the Search field, or use different filters to the right (Subject, Resource Type, Grade Level, File Format, Highest Rated).
3. To view the resource contents, and to read comments and ratings by other educators, click on a Resource.
4. To download the resource into your My Resources area, click the button to the right of the resource. The material will automatically go into your Downloads area in Personal Resources.
5. Once you've downloaded the resource, you may organize the resource into a course or collection by clicking on the Added button.
6. To delete the resource from your Personal Resources, navigate to the Downloads area of My Resources and click on the gear to the right of the resource.

Make Resources Public

You can also share any of your personal Resources with the Schoology Community.

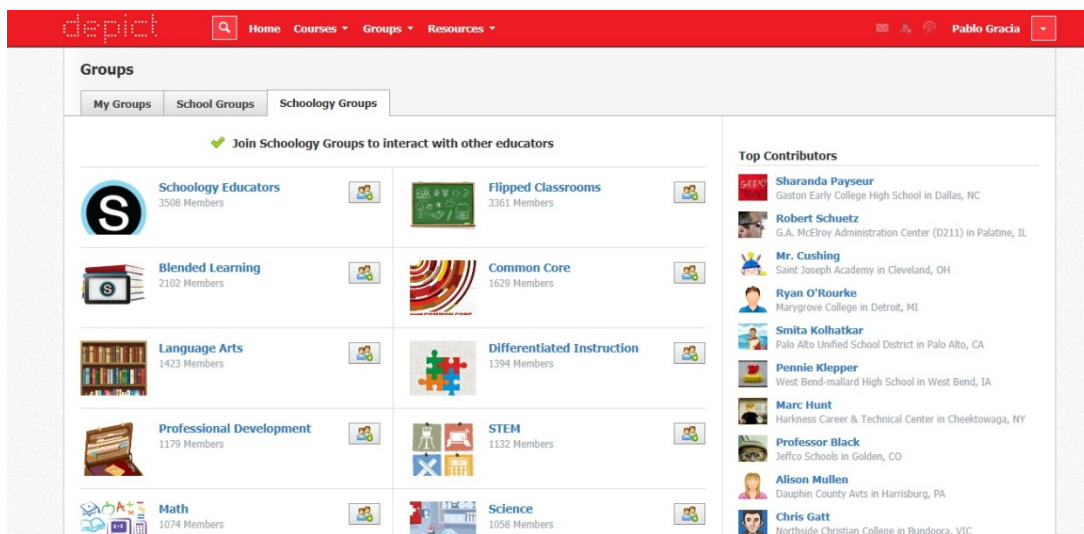
To make your Resources public, follow these steps:

1. Select the Resources dropdown menu and click on the Personal option.
2. Click the Make Public button next to the desired Resource.

3. Fill out the pop-up form (Remember: Title, Info, Grade Level, Resource Type, and Tags can be filtered during a search by other educators).
4. Click Align to align your Resource to Common Core or State Standards.
5. Select Make Public to complete.

Group Resources

Group Resources displays a list of all groups to which you belong, as well as your School Resources. If you're not yet a member of any groups, or if you haven't yet selected your school, the list of resources will appear empty.



From the gear to the right of a resource, you can perform the following actions:

- Add to course—If the resource-type is one that can be imported to a course, this option allows you to add the item to any course you administer.
- Copy to—This option allows you to create a copy of the resource into another collection.

Create a Group

You can create a group by clicking on the Add Group Icon in the left column of Group Resources.

View Group Profile

You can also navigate directly to the group by clicking on the View Group Profile link in the upper right of Group Resources.

Add Resources

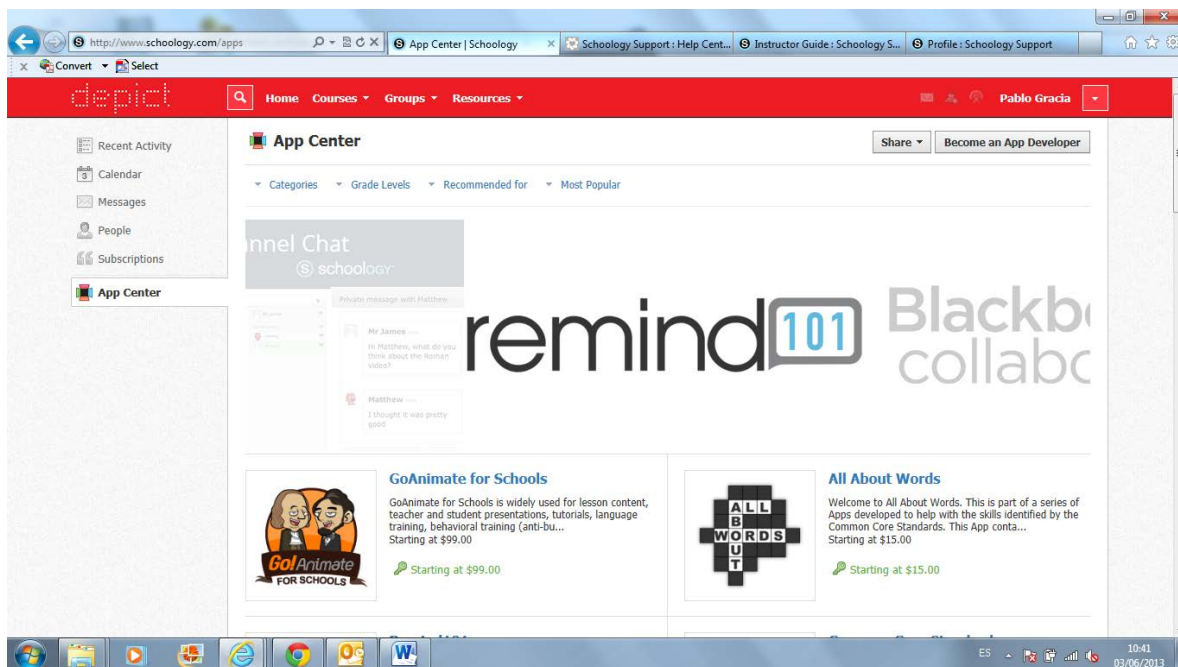
To Add Resources, follow these steps:

1. Select the Resources dropdown menu and click on the Personal or Group option.
2. Click the Add Resources button located at the top, center of the page.
3. Select the type of resource you would like to add.
 - Folder

- Assignment
- Online Test/Quiz
- File
- Link
- Discussion
- Page
- Add SCORM (Enterprise)
- Add Question Bank

App Center

Schoology's App Center gives Instructors access to software developed by other companies directly through the Schoology website. The App Center can be accessed by selecting the App Center page located in the left column of the Home Page.



Installing Apps

You can install apps directly into a course or group, or onto your Home page. To install apps, follow these steps:

1. Select the App Center tab in the left menu on the Home page.
2. Select an app to install (click on the app's name to read an in-depth overview).
3. Click the Install App button.
4. Check the box of each course or group (or Home Page) of desired installation (some apps only provide the option of the Homepage).
5. After selecting a course, you have the option to make the app available only to Course Admin.
6. Click Install to complete.

Uninstalling Apps

There are two ways to uninstall apps:

Quick Uninstall

1. Hover over the app name in the left-side column of your Home Page or course or group profile.
2. Click the “X” that appears to the right.

Uninstall from App Center

1. Select the App Center tab in the left menu on the Home page.
2. Click the greyed Installed button next to the app you'd like to uninstall.
3. Deselect all the Courses (and Home page) in which the app is installed.
4. Click Install to complete.

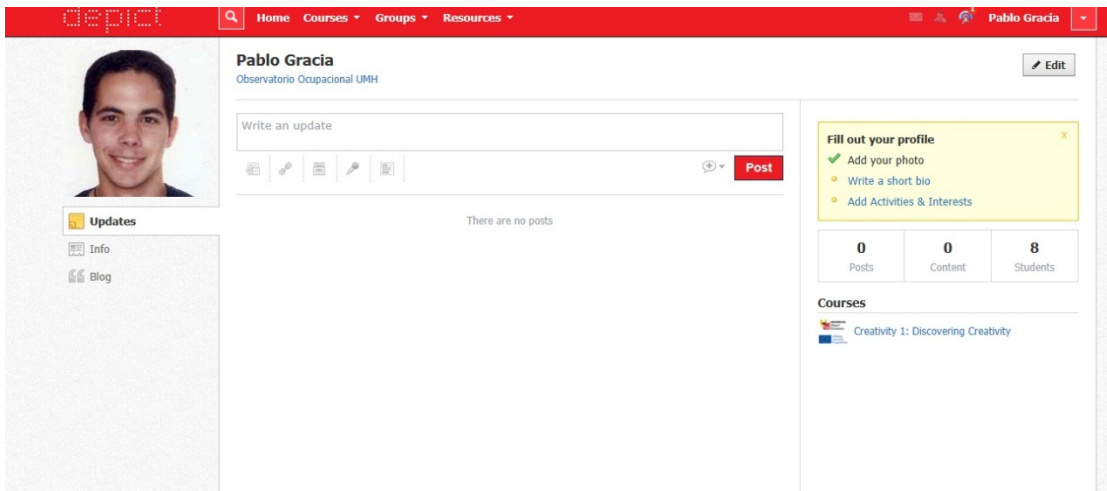
Profile

You can access your Personal Profile by clicking on your name on the top menu. Schoology users that click on your name in Schoology will also be taken to your profile. You can control who can view your profile by adjusting your Account Privacy Settings.

Profile Picture

You can change your profile picture by hovering over the current picture.

1. Click on Edit Picture (It appears when you hover over your picture).
2. Check Remove Picture to remove your current picture from view.
3. Click on Attach File.
4. Choose a JPEG, PNG, or GIF file from your hard drive.
5. Or, click on an avatar instead of uploading a picture (optional).



The screenshot shows a user profile page for Pablo Gracia. The top navigation bar is red and contains the Schoology logo, a search icon, and menu items: Home, Courses, Groups, Resources, and the user's name Pablo Gracia. The profile header includes a profile picture, the name Pablo Gracia, and the affiliation Observatorio Ocupacional UMH, with an Edit button. Below the header is a text area for updates with a 'Post' button. A yellow box prompts the user to 'Fill out your profile' with tasks: Add your photo, Write a short bio, and Add Activities & Interests. A statistics section shows 0 Posts, 0 Content, and 8 Students. A 'Courses' section lists 'Creativity 1: Discovering Creativity'.

Updates

The updates posted on your Personal Profile page are available only to those who have access to your Profile page. These updates can also appear in the Recent Activity feed for those in your Connections. You can control who can view your updates by adjusting your Account Privacy Settings.

Info

The Info tab provides other users with more information about you. You can edit the information by clicking on the Edit button in the top right corner of your Profile page.

Photos

You may or may not see a Photos section on your profile. The photos section displays photos from tagged items in course Media Albums. You can control who can view these photos by adjusting your Account Privacy Settings.

Blog

The Blog tab on your Profile is a personal blog. Users can subscribe to your blog posts by navigating to your Profile page. Your subscriptions are listed as a tab in the left menu of your home page once you have subscribed to a blog. You can control who can view your blogs by adjusting your Account Privacy Settings.