

DEPICT

# SCHOLOGY

---

## Student 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

|  |    |
|--|----|
| <b>Getting Started</b> .....                         | 3  |
| Sign Up.....   | 3  |
| Login .....  | 4  |
| <i>Email Login</i> .....                             | 4  |
| <i>Username Login</i> .....                          | 4  |
| <b>Home page</b> .....                               | 5  |
| Recent Activity.....                                 | 6  |
| Upcoming .....                                       | 6  |
| Grades and Attendance.....                           | 6  |
| Calendar.....  | 7  |
| <i>Create personal events</i> .....                  | 7  |
| <i>To create an event, follow these steps:</i> ..... | 7  |
| <i>Edit an event</i> .....                           | 8  |
| <i>Delete an event</i> .....                         | 8  |
| <b>Messages</b> .....                                | 8  |
| <i>Check New Messages</i> .....                      | 9  |
| <i>Check Sent Messages</i> .....                     | 9  |
| <b>People</b> .....                                  | 10 |
| <b>Courses</b> .....                                 | 10 |
| Join courses .....                                   | 10 |
| Join a course using an Access Code.....              | 10 |
| Materials.....                                       | 11 |
| Updates .....  | 15 |
| Grades.....  | 15 |
| Attendance .....                                     | 16 |
| <b>Resources</b> .....                               | 16 |
| Personal Resources.....                              | 16 |
| <i>Add Collections</i> .....                         | 17 |
| <i>Organize Collections</i> .....                    | 17 |
| <i>Add Resources to Collections</i> .....            | 17 |
| <i>Edit Resources</i> .....                          | 18 |
| <i>Options</i> .....                                 | 18 |

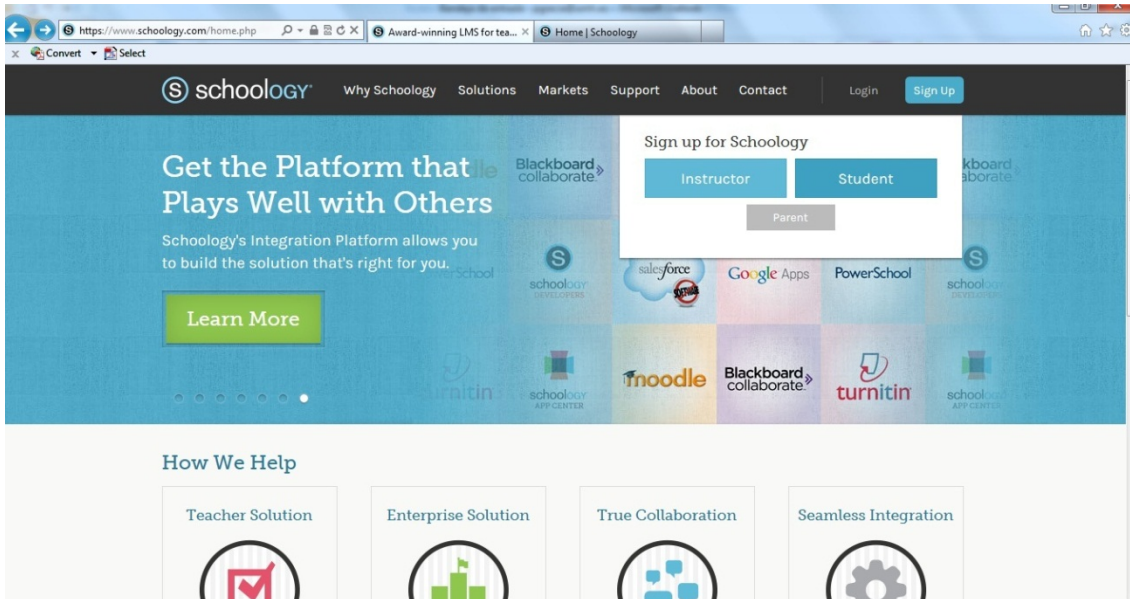
|                                   |    |
|-----------------------------------|----|
| Google Drive .....                | 18 |
| <b>Group Resources</b> .....      | 18 |
| <i>Add Group Resources</i> .....  | 19 |
| <i>Copy Group Resources</i> ..... | 19 |
| <b>Personal account</b> .....     | 19 |
| Notifications .....               | 19 |
| Email .....                       | 20 |
| Mobile Message .....              | 20 |
| Account Settings .....            | 20 |
| Privacy .....                     | 20 |
| <b>Profile</b> .....              | 21 |
| Profile Picture .....             | 21 |
| Info .....                        | 22 |

## Getting Started

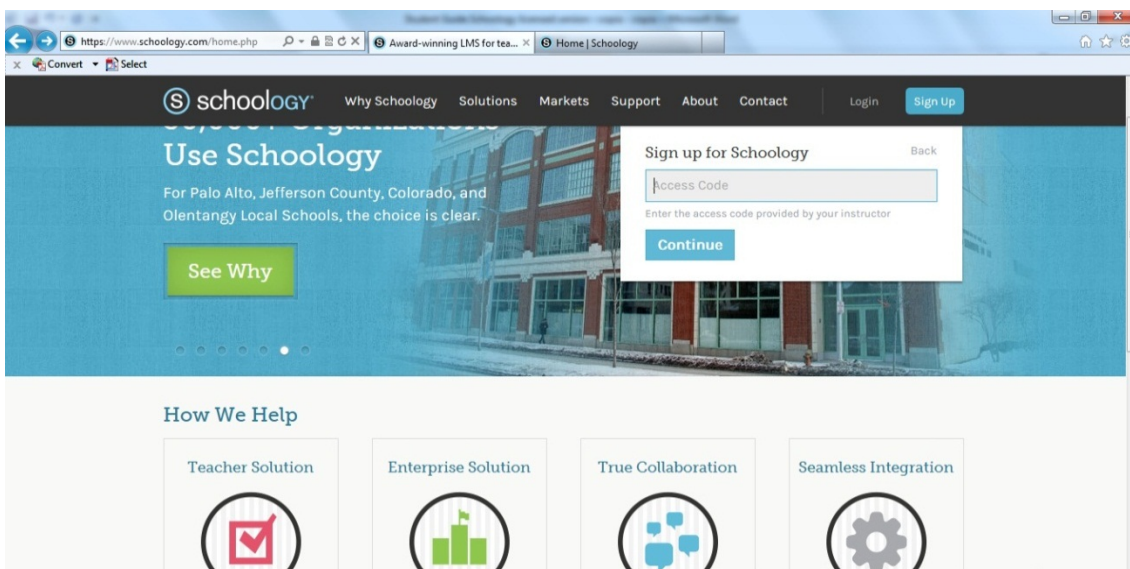
### Sign Up

Go to [www.schoology.com](http://www.schoology.com) and click on the **Sign Up** button on the top of the website (or go to [www.schoology.com/register](http://www.schoology.com/register)).

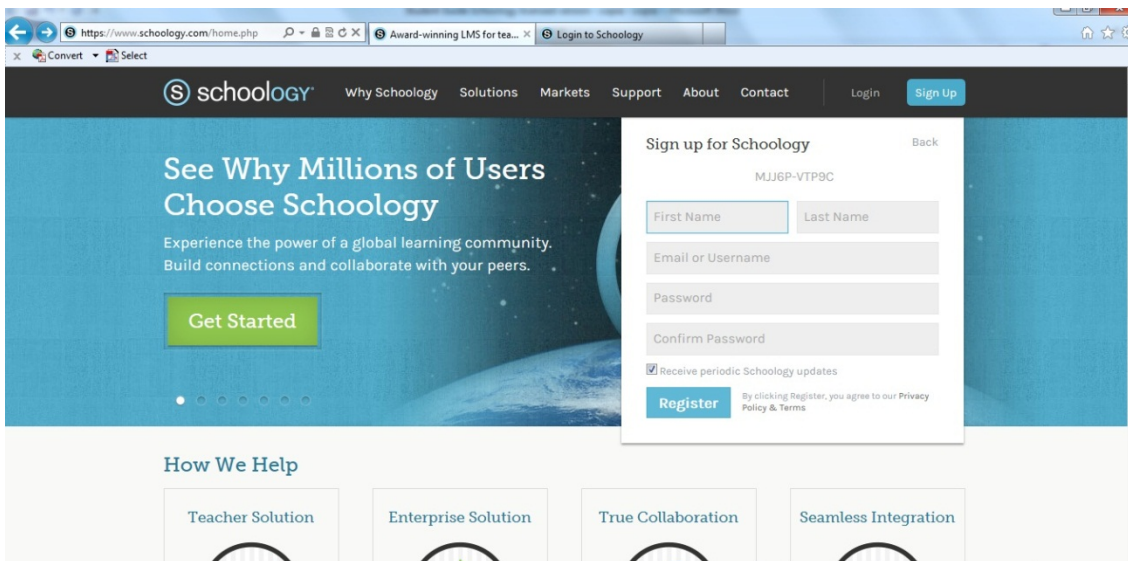
1. Click on the **Student** button.



2. Enter your Access Code. This code is given to you by one of your instructors.



3. Fill out the form with your information.



4. Click Register to complete.

When you use a course access code to create an account, you will be automatically enrolled in the course.

Registering with a username instead of an email address will require you to login with your School Name.

## Login

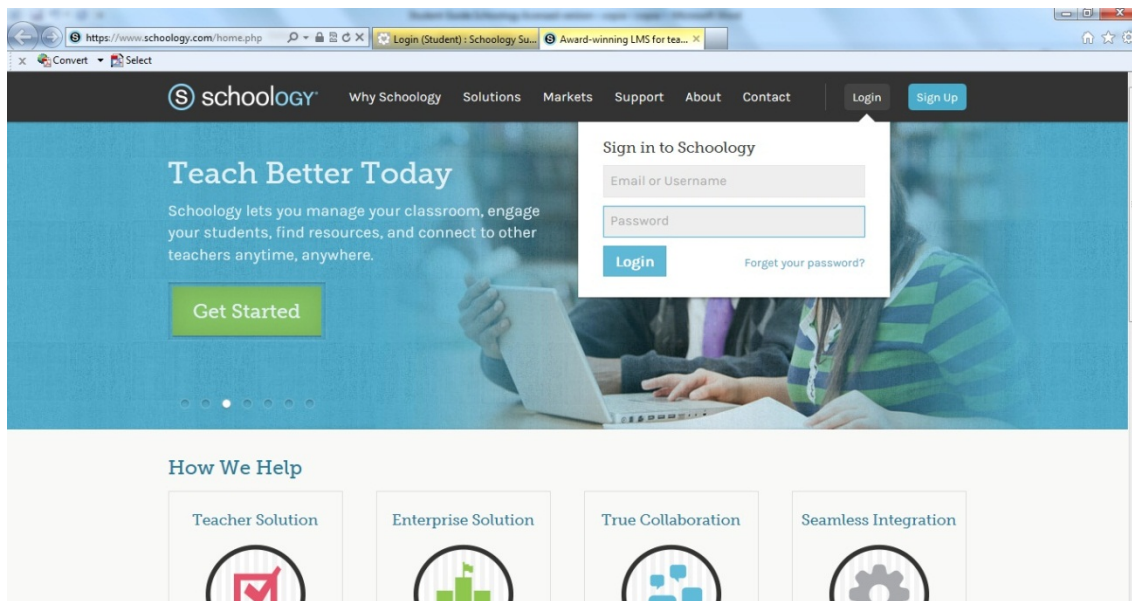
You can use an email address or username to login, depending on how your account was set up. Follow the instructions below:

### Email Login

1. Go to [www.schoology.com](http://www.schoology.com)
2. Click on the Login area on the top menu.
3. Enter your Email Address and Password.
4. Click Login.

### Username Login

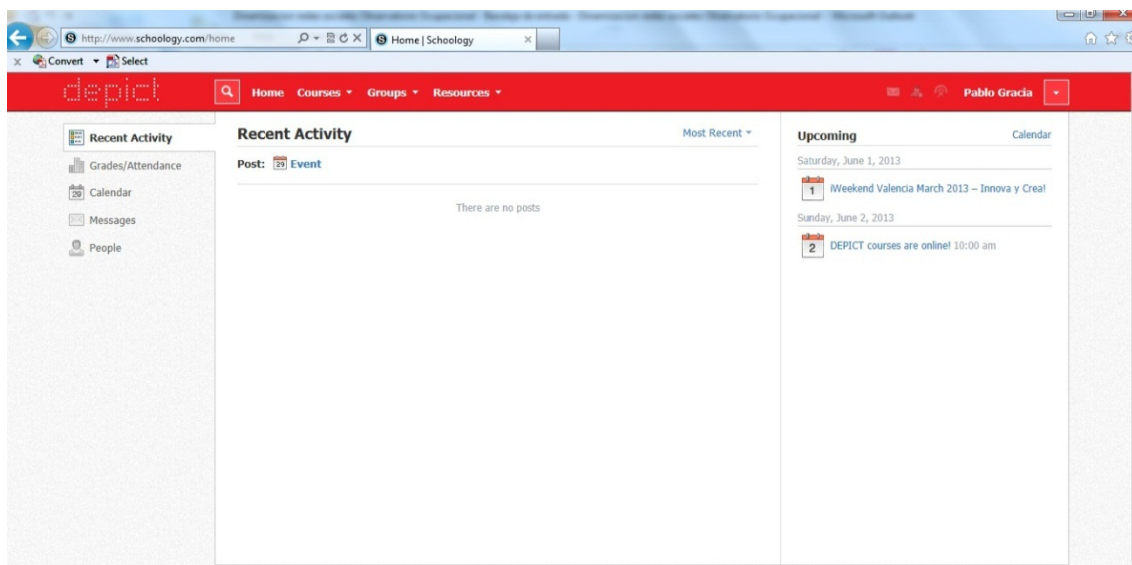
1. Go to [www.schoology.com](http://www.schoology.com)
2. Click on the Login area on the top menu.
3. Enter your Username, Password, and the name of your school (as you type, a menu will appear that allows you to select your school).
4. Select your school.
5. Click Login.



**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.

## Home page

Your Home Page is the first place you'll land every time you log in to Schoology. It briefs you on activity in your school, courses, and groups. It also keeps you organized by showing important upcoming events and assignments.

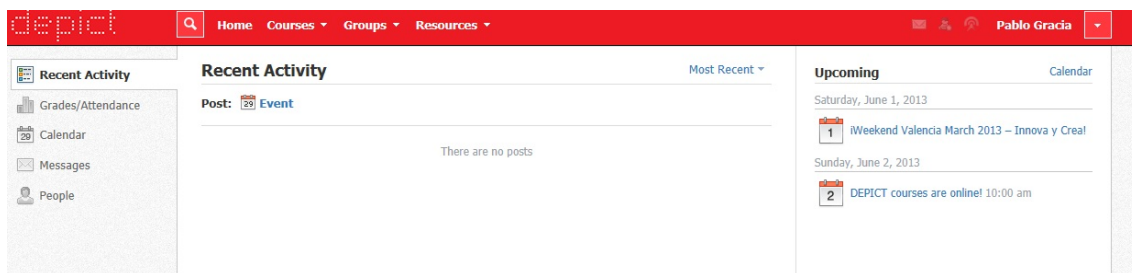


## Recent Activity

By default, you land on the Recent Activity feed when you login. This feed shows all comments and updates pertaining to your courses and groups. To filter your feed to view only Updates, Polls, or Blog posts, click on the Most Recent link on the top corner, and select a filtering option.

## Upcoming

The Upcoming area on the right side of your Home page displays events, assignments, tests/quizzes, and discussions with a due date. Hovering over each item will display the course or group associated with the item.



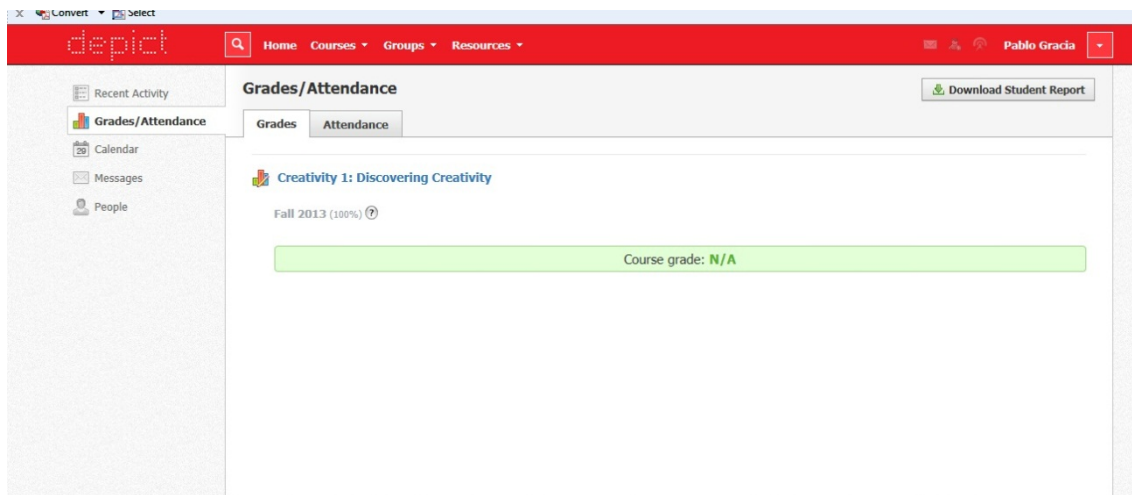
The screenshot shows the Schoology Home page. The top navigation bar is red and contains the 'depiict' logo, a search icon, and menu items: Home, Courses, Groups, Resources. On the right of the navigation bar, there are icons for notifications, a user profile icon for 'Pablo Gracia', and a dropdown arrow. The main content area is divided into three sections. On the left is a sidebar menu with 'Recent Activity' selected, and other options: Grades/Attendance, Calendar, Messages, and People. The central section is titled 'Recent Activity' and has a 'Most Recent' dropdown. It shows a 'Post: Event' and a message 'There are no posts'. The right section is titled 'Upcoming' and has a 'Calendar' link. It lists two events: 'Saturday, June 1, 2013' with a calendar icon and 'iWeekend Valencia March 2013 – Innova y Crea!', and 'Sunday, June 2, 2013' with a calendar icon and 'DEPICT courses are online! 10:00 am'.

You may access your personal Calendar by clicking on the Calendar link on the upper right of Upcoming. For more information about your personal calendar, please see the information below.

## Grades and Attendance

By selecting the Grades/Attendance tab in the left menu of your Home Page, you can see a breakdown of your grades and attendance for each course. Click on a specific course to view each graded item, your Grade, the Max Points, and any Comments from the instructor.

You may also download a Student Report by clicking on the button in the top right of the page.

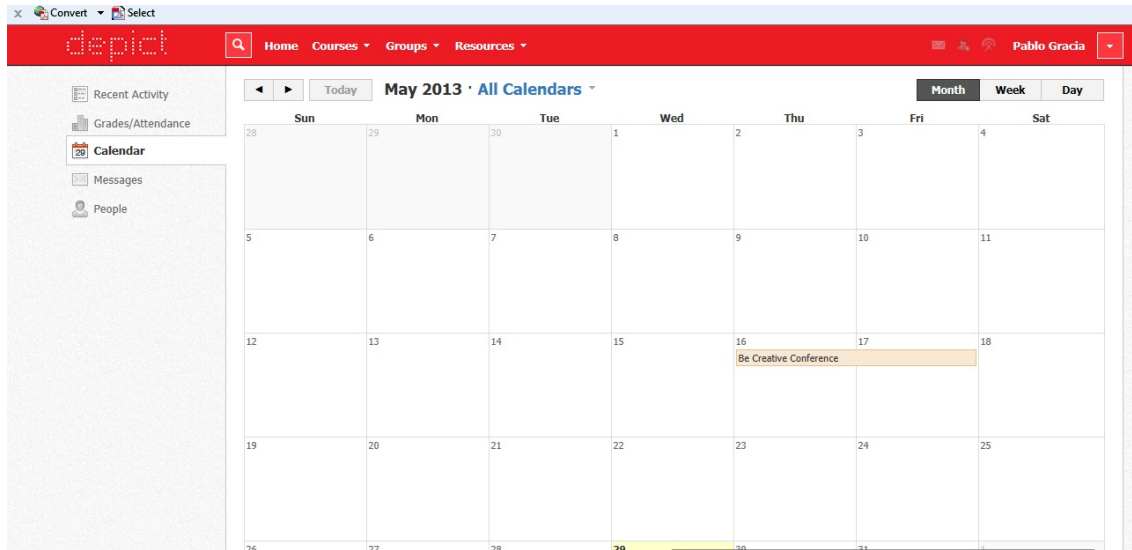


The screenshot shows the Schoology Grades/Attendance page. The top navigation bar is red and contains the 'depiict' logo, a search icon, and menu items: Home, Courses, Groups, Resources. On the right of the navigation bar, there are icons for notifications, a user profile icon for 'Pablo Gracia', and a dropdown arrow. The main content area is divided into three sections. On the left is a sidebar menu with 'Grades/Attendance' selected, and other options: Recent Activity, Calendar, Messages, and People. The central section is titled 'Grades/Attendance' and has a 'Download Student Report' button. It shows a course titled 'Creativity 1: Discovering Creativity' and a section for 'Fall 2013 (100%)'. A green bar displays 'Course grade: N/A'.



## Calendar

The calendar located on the left menu of your Home page is an aggregate of personal, school, group and course items. The calendar is a great way to keep track of your workload and stay up-to-date with past and upcoming items.



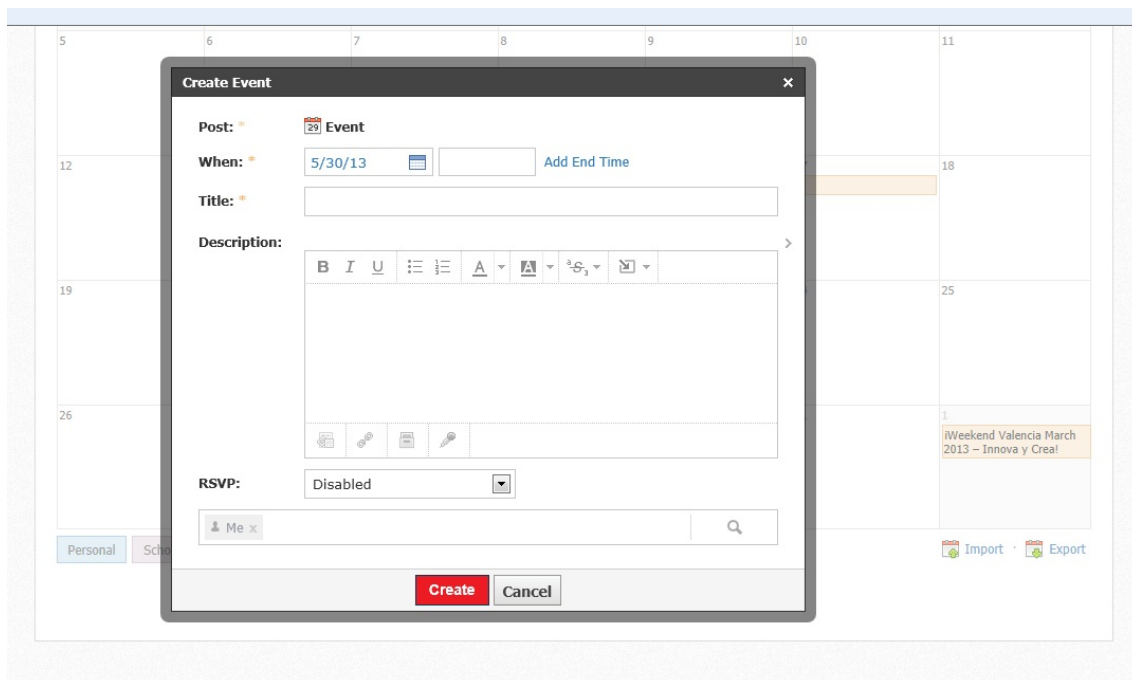
### Create personal events

You can add personal events to your calendar from your personal calendar, located on the left column of the Home Page. If you're an administrator or teacher of a school, course, or group, you can create events for each of these areas by clicking into a particular school, course or group.

#### To create an event, follow these steps:

1. Select the Calendar tab in the left column of your Home Page.
2. Click on the date to which you'd like to add the event.
3. Fill out the Event form.
4. Choose a RSVP option (depending on the settings in place at your school, this option may not be available to you).
  - Disabled—Requires no RSVP. This event will only be viewed by you.
  - Only Invitees Can RSVP—Event remains personal until you invite people you're connected with.
  - Anyone Can RSVP—Make the event public (available to anyone).
  - Attach a File, Link, or Resource (optional).
  - You can Enable Comments at the bottom left (optional).
5. Click Create to complete.





### Edit an event

To modify an existing event, follow these steps:

1. Click on the event you'd like to modify.
2. Click on the button to Edit Item.
3. Once you've completed making changes, click the button to Save Changes.

### Delete an event

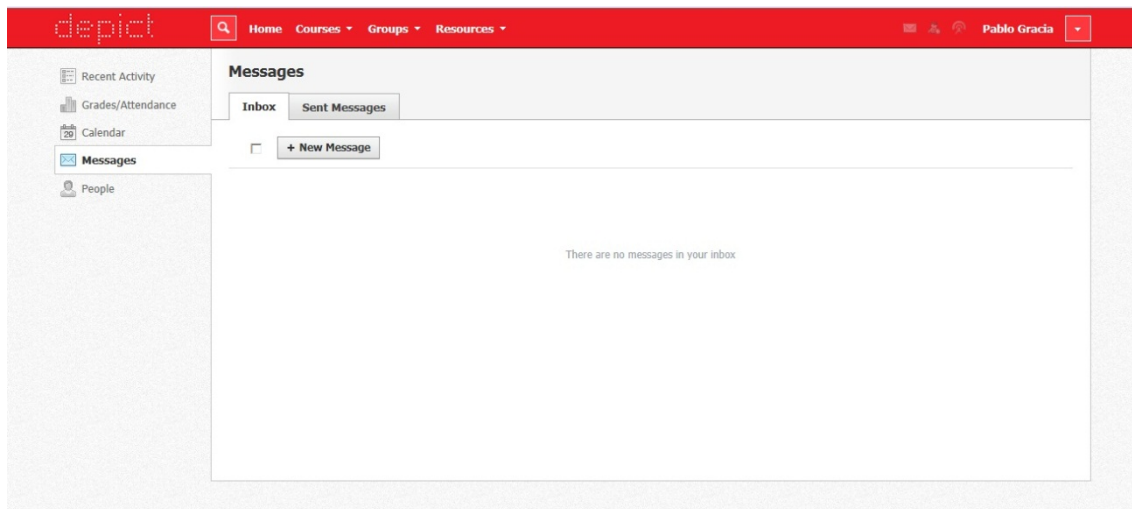
To delete an event, follow these steps:

1. Click on the event you'd like to delete.
2. Click on the View Item button.
3. Click on the gear to the right of the event profile.
4. Select Delete to complete the process.

**Note:** If you choose to create an Event with an invitation from your Home Page, you must invite everyone manually.

### Messages

Depending on the settings in place at your school, you may be able to receive messages from teachers at your school, and send messages to teachers at your school.



### Check New Messages

When you have a new message in your inbox, the Messages icon on the top menu will display a new number. You'll also see a number next to the Messages area on the left menu of your Home page.

1. Navigate to your Messages area by clicking on the icon on the top menu, or by clicking on the Messages area on the left menu of your Home Page.
2. Click on the message you'd like to read. New messages will be highlighted in blue.
3. To reply to a message, enter a comment in the Message area, and click Send.

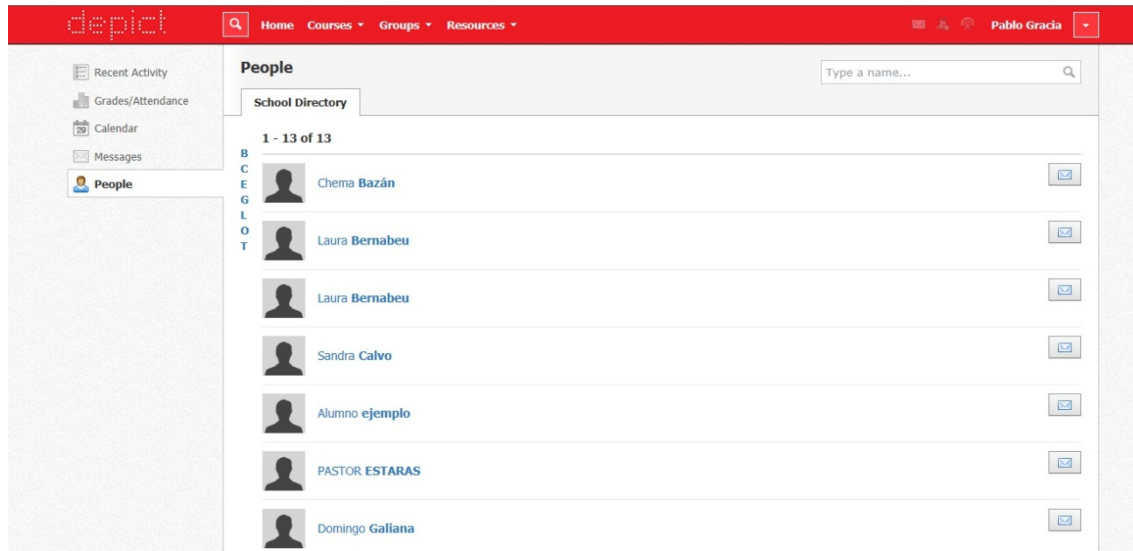
### Check Sent Messages

1. Navigate to your Messages area by clicking on the icon on the top menu, or by clicking on the Messages area on the left menu of your Home Page.
2. Click the on the Sent Messages tab.
3. To read a message, click on a message you've sent in the past.
4. To send a message, click on the +New Message button.
5. Fill out the form, and click Send to complete.

**Note:** A recipient name will automatically populate when you enter a teacher's name into the To field. Please wait for the auto-population. If you're not able to send a message to peers or certain users, please talk to your teacher for further advice.

## People

You can find a school directory in this section, send messages to your classmates and see their profiles.



## Courses

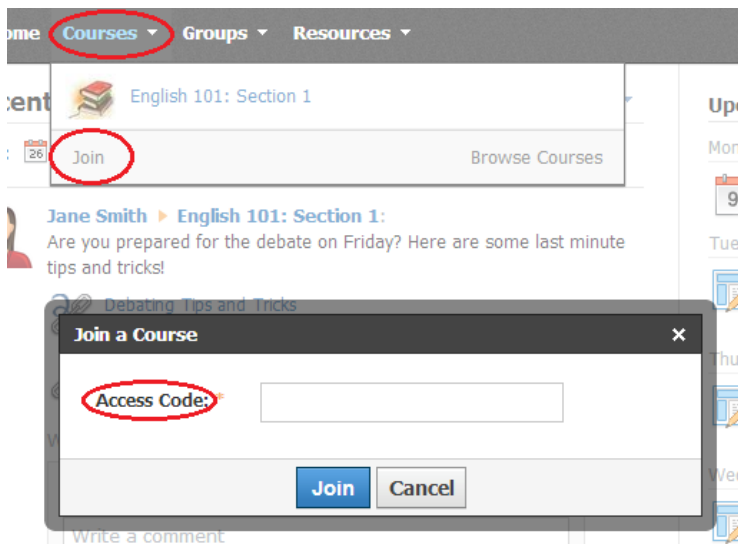
### Join courses

Your courses are essentially your online classroom. They connect your classmates, contain your course work, and give you a direct line to your instructor. You must use a 10-digit access code to become a member of any course. This access code will be given to you by your instructor.

### Join a course using an Access Code

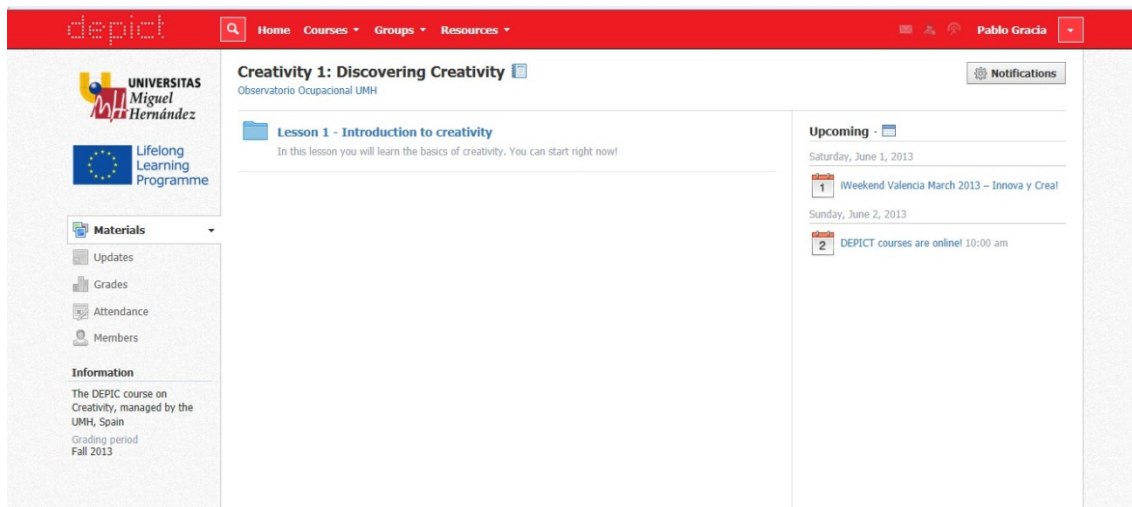
If you already have a Schoology account, you can join additional courses by using the 10-digit access code for the course.

1. Log in to Schoology at [www.schoology.com](http://www.schoology.com).
2. Select the Courses dropdown menu in the top menu.
3. Click on the Join link in the Courses dropdown.
4. Enter your access code.
5. Click the Join button.

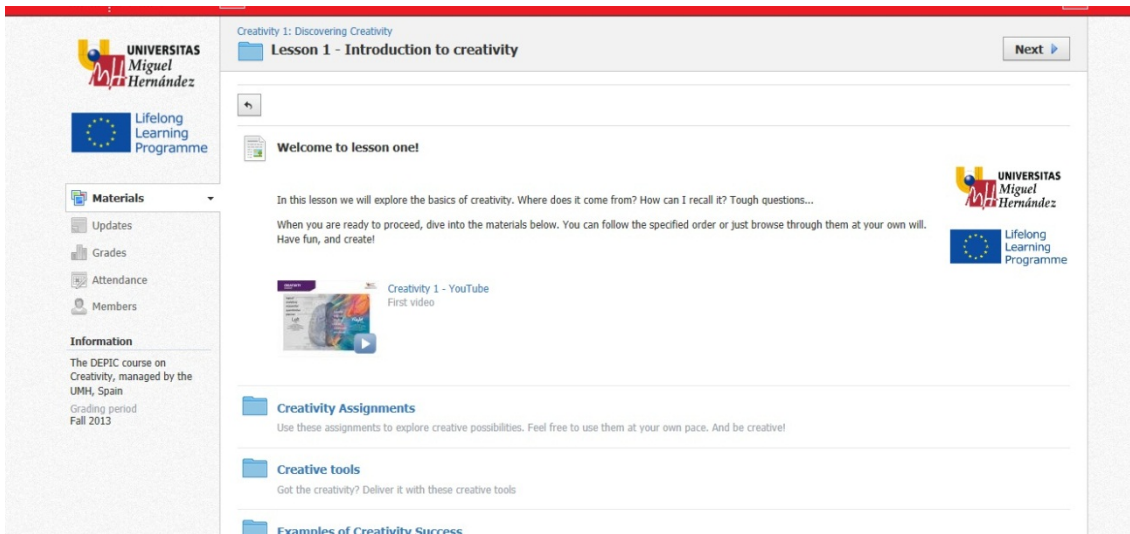


## Materials

Course materials include lessons, presentations, assignments and exams. Each course may be organized differently, so the course materials might be listed in the Materials Index, or organized into folders.



To access to your course's materials, go to the Course Profile by clicking the Courses dropdown menu at the top of the screen and selecting the course you'd like to access.

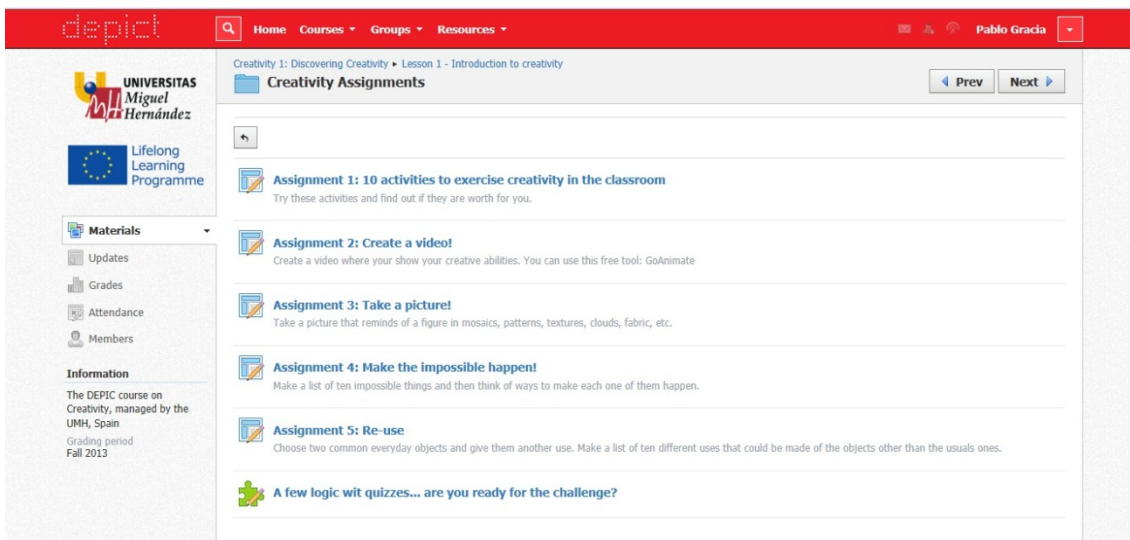


## Folders

Folders organize course materials, and they're distinguished by the blue folder icon next to their name.

Inside of a folder, you will find an assortment of course materials:

1. Assignments
2. Tests/Quizzes
3. Files/Links
4. Discussions
5. Albums
6. Pages

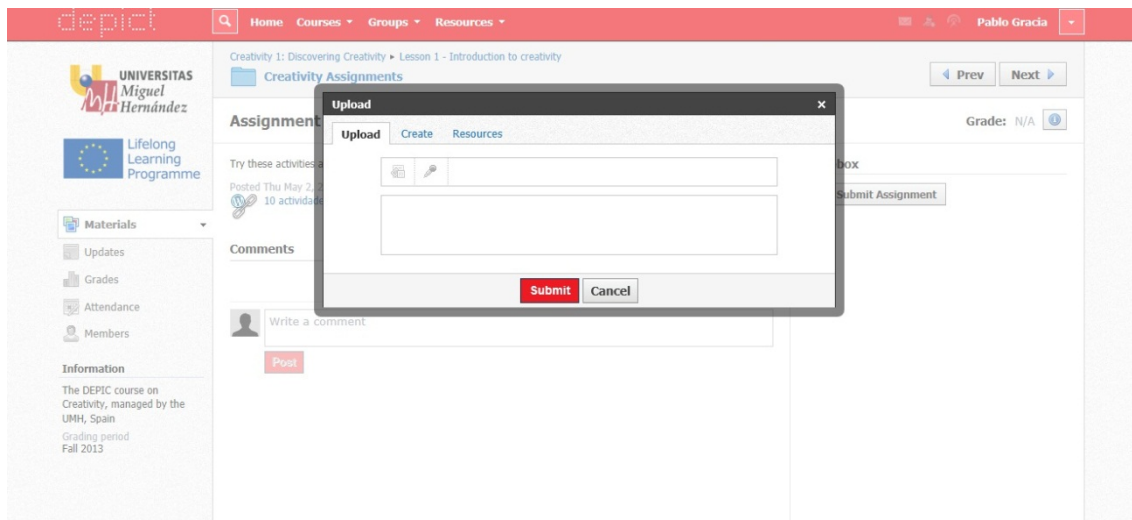
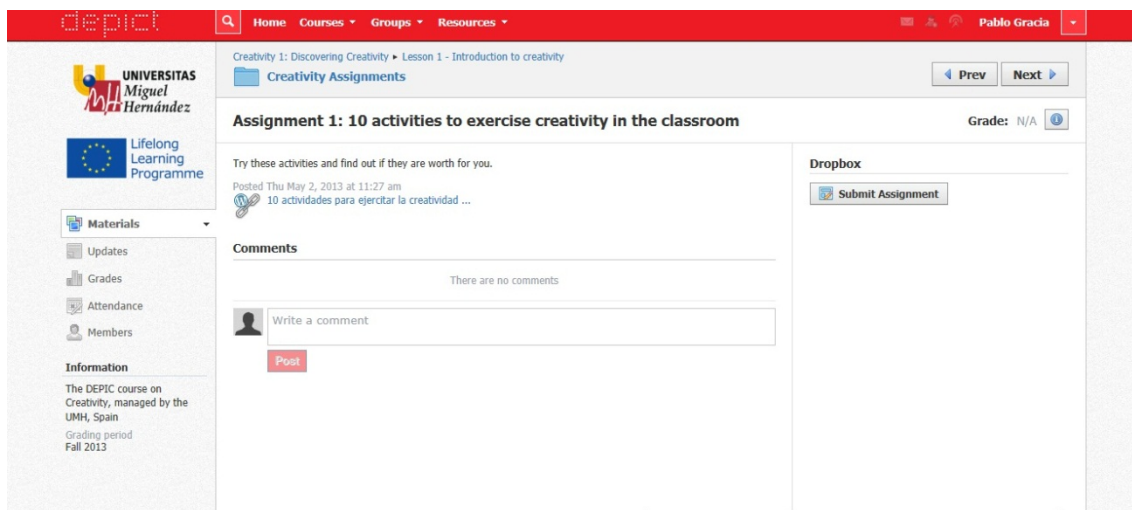


## Assignments

Assignments are graded items. Each assignment may require you to use a Dropbox feature in the right column to make a submission. Once you've made a submission, the instructor can grade the assignment, provide feedback, and upload a file back to you.

To submit a file to the Dropbox, follow these steps:

1. In the Assignment Profile click on the Submit Assignment button to the right.
2. Use the Add a Comment area for questions and concerns (optional).
3. Select one of these options:
  - Upload—Select a file from your computer.
  - Create—Create a document on the web using the text editor.
  - Resources—Select a file from your Resources, which can be a Google Doc if you have linked your account (See Account Settings for more details).
4. Click the Submit button to finish.



**Note:** Assignments can also be given a Due Date, which will automatically display the assignment in your personal Calendar and Upcoming area on your homepage. Assignments also might not be graded, depending on the settings set by the instructor of the course.

## *Tests/Quizzes*

The tests/quizzes material are online assessments for the course. These tests/quizzes can have an assortment of the following question types:

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

After you submit a test/quiz, your grades will appear in the Grades area. Tests/quizzes may be timed, or may allow multiple submissions. Each test/quiz will vary depending on the instructor and the course.

### *How do I take the Test/Quiz?*

1. Click on the name of the test/quiz.
2. Make sure you're in the Test/Quiz tab.
3. Click on the Begin Test/Quiz button.
4. Answer the questions appropriately.
5. Click on the Submit button when you are ready to submit the test/quiz to your instructor.

### *How do I view my past submissions?*

For some tests/quizzes, your instructor may allow you to view your past submissions. If this is the case, you will see an additional tab My Submissions when you click the test/quiz name. This tab will show you a list of all your submissions, with links on the right to View Assessment.

## *Files/Links*

Files that have been added to your course can appear inside of Folders or in the Files/Links area of the Materials Index. Typical file types can be viewed in your browser without having to download the file. These include:

1. Word (.doc, .docx)
2. Excel (.xls, .xlsx)
3. Powerpoint (.ppt, .ppt)
4. PDF (.pdf)

## *Discussions*

Discussions are interactive conversations that allow participation between you, your classmates, and your instructor. Each discussion has threaded commenting, allowing you to respond to any post by another student.

For some courses, instructors may choose to moderate the discussion posts. Moderation requires a course admin to approve each post before it is published. When this feature is turned on, your posts will not be immediately visible to other students.



## Media Albums

Media albums can contain photos, videos, and/or audio files. With your instructor's permission, you may comment on each item within the album, or even upload your own files. Your instructor can also tag you and your classmates in specific photos. Tagged photos of you will also appear on your profile page.

## Pages

Pages are resources created by your instructor to supplement the course. These pages are highly versatile, allowing for the inclusion of text, image, outside link, and video information. They may appear inside of folders, or in the Pages area of the Materials Index

## Updates

The Updates area of the course profile is used by instructors to create announcements and brief messages for the course. Updates will appear in the Updates section of your course as well as on your homepage.

You and your classmates may comment on each Update. In some courses, your instructors may allow you to post updates also.




The screenshot shows the Schoology interface for a course titled "English 101: Section 1" by "Schoology Academy". On the left is a navigation menu with options: Materials, Updates (highlighted with a red circle), Grades, Attendance, and Members. Below this is an "Information" section with "Grading periods: Q1 Fall 2013, Q1 Winter 2013". The main content area shows an update form with a "Write an update" text box, "File", "Link", and "More" options, and a "Post" button. Below the form is a post by "Jane Smith" with the text "Are you prepared for the debate on Friday? Here are some last minute tips and tricks!". The post includes two links: "Debating Tips and Tricks" (http://www.debatesite.com) and "Five Tips to Win a Debate" (http://www.fivedebatetips.com). The post is dated "Wed Apr 24, 2013 at 2:03 am" and has "Comment" and "Unlike" options. A comment box below the post shows a "You like this" notification (circled in red) and a comment by Jane Smith: "I'm excited to begin debating!".

## Grades

The Grades area of the course profile displays your grades for the assignments, tests/quizzes, and discussions within a course. You can access the Grades page from the left menu. When an item is graded by your instructor, the grades and comments will immediately display in this area. Your grade for the course is listed at the bottom of each page.

Gradebook Attendance

 **Linda Lee Grade Report**

**Q1 Fall 2013** (20%)


| Assignment                                       | Grade           | Max Pts | Comment  |
|--|-----------------|---------|--|
| Participation (20%)                              |                 |         |  |
| Discussion: Peer Review 10/04/13 11:59pm         | 5               | 5       | Great reviews, Lina. You'll make a great editor one day.                       |
| <b>Participation grade</b>                       | <b>A+ 100%</b>  |         |  |
| Quiz (20%)                                       |                 |         |  |
| Revolutionary Period Quiz 9/20/13                | 13              | 15      |  |
| Romantic Period Quiz 10/01/13                    | *               | 100     |  |
| <b>Quiz grade</b>                                | <b>B 86.67%</b> |         |  |
| Reading Assignment (20%)                         |                 |         |  |
| Reading Assignment - "On Virtue" 9/09/13 11:59pm | 5               | 5       | Linda, this was a very well-thought response to a difficult topic. Great work. |


## Attendance

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.

|                 |                        |                           |
|-----------------|------------------------|---------------------------|
| <b>Absent</b> 0 | <b>Late</b> 1          | <b>Excused</b> 1          |
| None            | Tuesday, April 9, 2013 | Wednesday, April 24, 2013 |

### Comments

 **Tuesday, April 9, 2013**  
Late - Tardy without a hall pass.

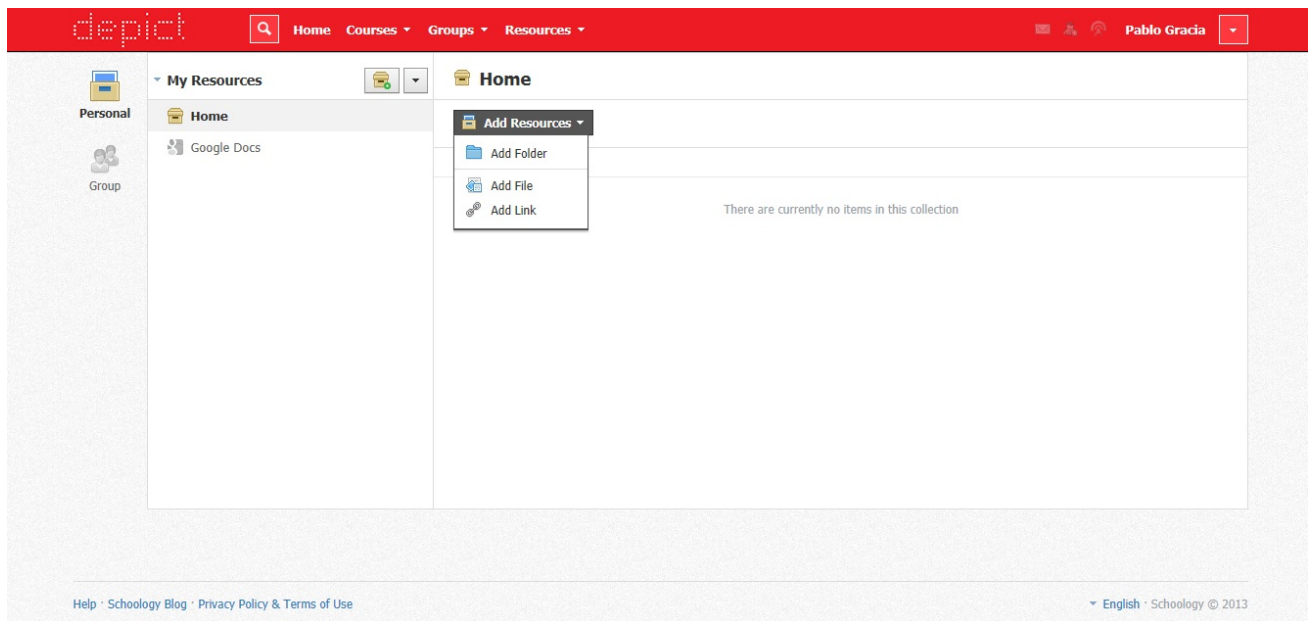
 **Wednesday, April 24, 2013**  
Excused - Linda is excused from class today. Science Fair.

## Resources

### Personal Resources

Resources is your own personal library of documents that you create in Schoology or download from other sites. It's easy to organize, create, and copy/move your resources right from the Resources page. By saving your documents in this personal library, you'll be able to access them for years to come and use them in any courses you take in the future.

To view your resources, click the Resources area at the top of the page and select Personal Resources.



### Add Collections

Collections are like containers that store folders and files in your Resources, to help you organize your work. They are located in the left menu of your Personal Resources.

To add a collection, follow these steps:

1. Select the Resources dropdown from the top menu.
2. Click on Personal Resources.
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 Collections

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

The dropdown menu 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.

### Add Resources to Collections

To Add Resources, follow these steps:

1. Select the Resources dropdown menu at the top of the page.
2. Click Personal Resources in the dropdown.
3. Click on the collection to which you'd like to add resources, or simply add to your Home collection.
4. Click the Add Resources button located at the top of the page.

5. Select the type of resource you would like to add.
  - Folder
  - File
  - Links

### **Edit Resources**

There is a Gear Icon to the right of every resource. The Gear Icon allows you to Edit, Move, Copy, or Delete a resource.

1. Edit—This option allows you to change the title of your resource.
2. Copy to—This option allows you to "copy and paste" the resource into another location in your Resources.
3. Move to—This option allows you to "cut and paste" the resource into another location in your Resources.
4. Delete—This option allows you to delete the resource from your Resources. This action cannot be undone.

**Note:** The options to Copy to, Move to, and Delete are also located in the Edit button that appears after you check a box next to a resource in a collection. Selecting multiple checkboxes allow for bulk actions.

### **Options**

You will find even more tools to organize your resources within the Options dropdown menu at the top center of the page. Some options are only available for your Collections, while other options are available after clicking into a particular Folder. These options allow you to:

1. Reorder—You can change the order of your Folders, Files, and Links. Click on the arrow that appears next to the resource and drag it to your desired location. Don't forget to click Submit at the bottom.
2. Auto-arrange—Schoology will automatically arrange your items for you! Please note that this option arranges all of the resources in a collection; checked-boxes do not apply.
3. Rename Collection—This option allows you to change the name of the collection.
4. Delete Collection—This options allows you to delete your collection. This action cannot be undone.

### **Google Drive**

Your Google Docs can 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](#). Once your account is linked, you can submit Google Docs into Assignment Dropboxes in your courses.

Your Home and additional collections hold all of the folders, files, and links uploaded to your Resources area. To access the contents of a collection, simply click on the collection located under [My Resources](#).

### **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.

## Add Group Resources

Depending on the settings in the group, you may see an Add Resources button in certain groups. To add resources, follow these steps:

1. Select the Resources dropdown menu at the top of the page.
2. Click Personal Resources in the dropdown.
3. Click on the Group to which you'd like to add resources.
4. Click the Add Resources button located at the top of the page.
5. Select the type of resource you would like to add.
  - Folder
  - File
  - Links

## Copy Group Resources

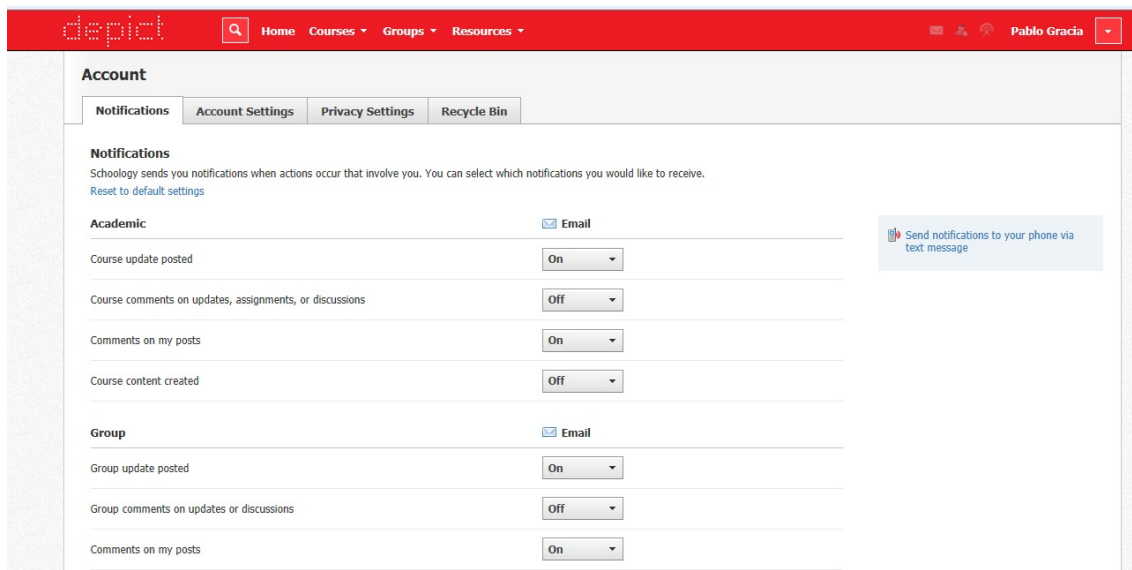
If you like a resource, and you'd like to copy it to your own resources, follow these steps:

1. Click on the gear to the right of the resource.
2. Select the option to Copy to.
3. Select a collection or folder in your Personal Resources to which you'd like to copy the resource.

## Personal account

### Notifications

Schoology sends you email notifications for Social, Academic, Group and School activity that occurs in your account. To access your personal account notifications, click on the downfacing arrow in the upper right corner of your Schoology page, and select the Notifications option.



The screenshot shows the 'Account' page in Schoology. At the top, there is a navigation bar with 'depict' logo, a search icon, and links for 'Home', 'Courses', 'Groups', and 'Resources'. The user's name 'Pablo Gracia' is visible in the top right corner. Below the navigation bar, the 'Account' section is active, with tabs for 'Notifications', 'Account Settings', 'Privacy Settings', and 'Recycle Bin'. The 'Notifications' tab is selected, showing a heading 'Notifications' and a sub-heading 'Academic'. Under 'Academic', there are four notification settings, each with a dropdown menu: 'Course update posted' (On), 'Course comments on updates, assignments, or discussions' (Off), 'Comments on my posts' (On), and 'Course content created' (Off). Below this, there is a 'Group' section with three notification settings: 'Group update posted' (On), 'Group comments on updates or discussions' (Off), and 'Comments on my posts' (On). A blue button on the right says 'Send notifications to your phone via text message'.

## Email

You can select which notifications you would like to receive from courses and groups in which you're enrolled. 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 notifications you want 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.

## Mobile Message

Text message or Push 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 in the top right corner and click Notifications.
2. Select the Send Notifications to Your Phone via Text Message box to the right.
3. Enter your Cell Phone Number (your number remains hidden from other members).
4. Choose your Country.
5. Select your wireless Carrier.
6. Click Set Mobile to complete.

**Note:** Email and cell phone notifications differ from the Notifications Icon located on the top menu, which provides a running list of academic actions. If you live outside of the U.S. or Canada, text message notifications are not yet supported at this time.

## Account 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, click on the downfacing arrow in the upper right corner of your Schoology page, and select the Account Settings option. Account Settings allows you to:

- Change your password and your username
- 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

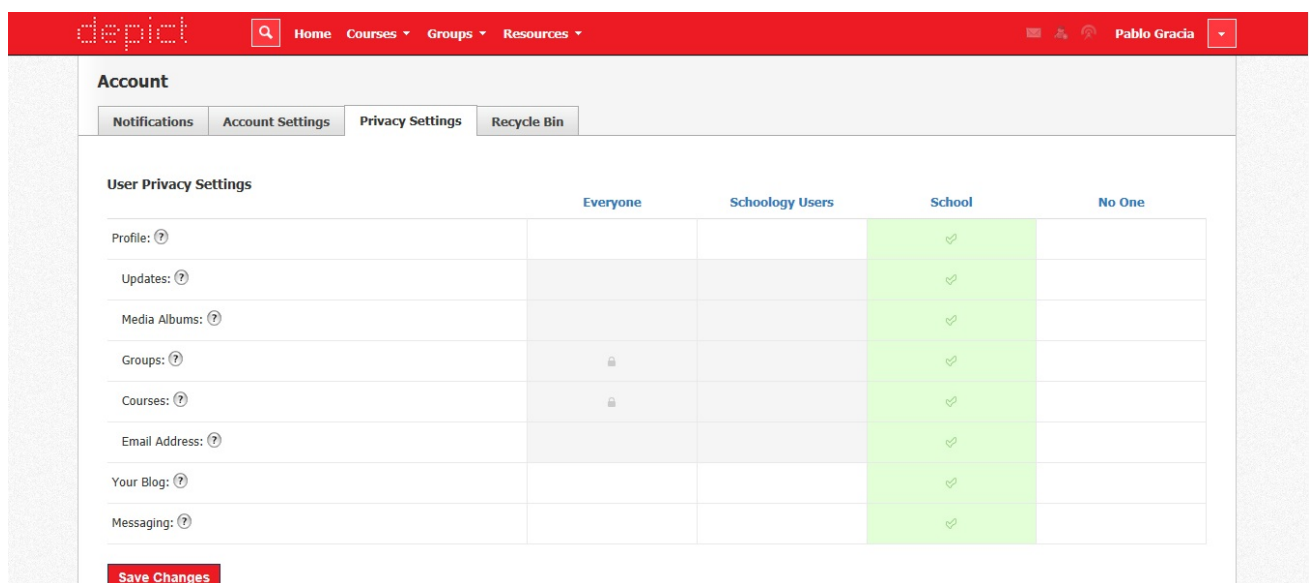
Depending on the settings in place at your school, you may be able to customize the level of privacy on your account. To view and adjust your personal account privacy settings, click on the downfacing arrow in the upper right corner of your Schoology page, and select Privacy option.

You may see all or some of these privacy categories available for your account:

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

These categories determine who can see your Profile, Updates, Media Albums, Courses, Email Address, and Blog. It also allows you to determine who can send you Inbox messages.

You can set your privacy settings by clicking in the cell under the category of your preference. Grey or locked cells indicate a threshold in place at your school.



## [Profile](#)

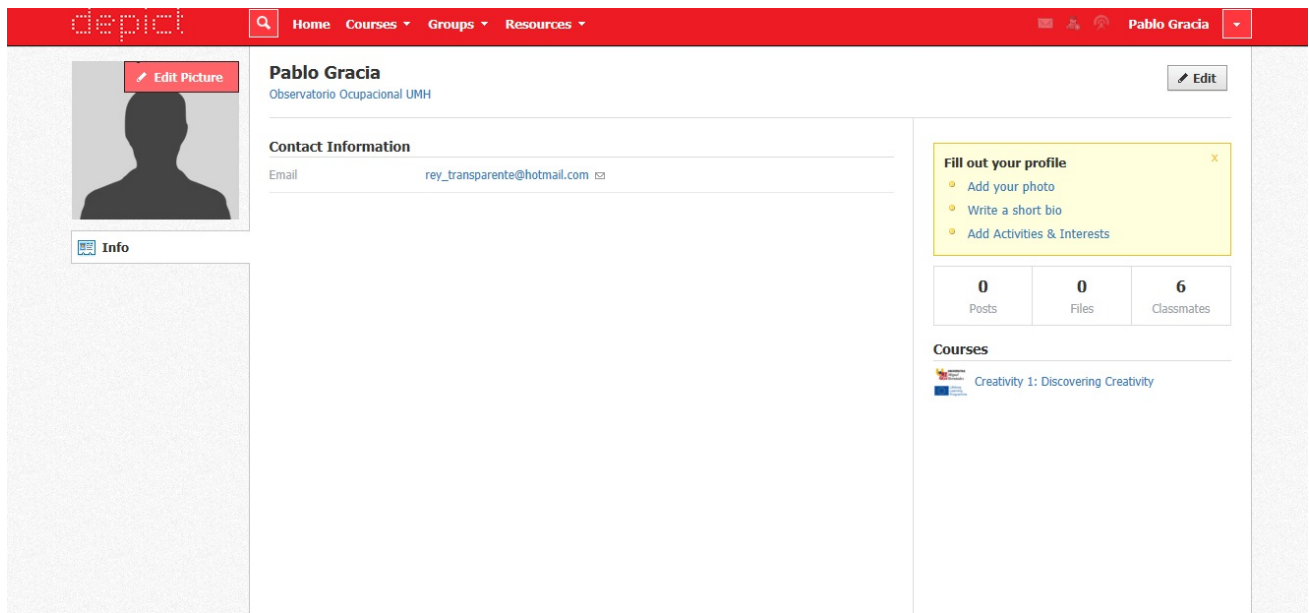
You can access your Profile by clicking on your name. The easiest way to navigate to the profile is by clicking on your name, located on the top menu. Other users that click on your name will see your profile page. Depending on the settings in place at your school, you may control who can view your profile 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. If you'd like to use an avatar instead, choose an avatar below.





The screenshot shows a user profile page on Schoology. At the top is a red navigation bar with the 'depict' logo, a search icon, and menu items for 'Home', 'Courses', 'Groups', and 'Resources'. On the right of the bar, the user's name 'Pablo Gracia' is displayed with a dropdown arrow. Below the navigation bar, the profile header includes a placeholder for a profile picture with an 'Edit Picture' button, the name 'Pablo Gracia', and the affiliation 'Observatorio Ocupacional UMH'. An 'Edit' button is located in the top right corner of the profile header. Underneath, the 'Contact Information' section shows an email address: 'rey\_transparente@hotmail.com'. To the right of the contact information is a yellow callout box titled 'Fill out your profile' with a close button, containing three bullet points: 'Add your photo', 'Write a short bio', and 'Add Activities & Interests'. Below this callout is a statistics row showing '0 Posts', '0 Files', and '6 Classmates'. The 'Courses' section lists 'Creativity 1: Discovering Creativity' with a small course icon.

## 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.