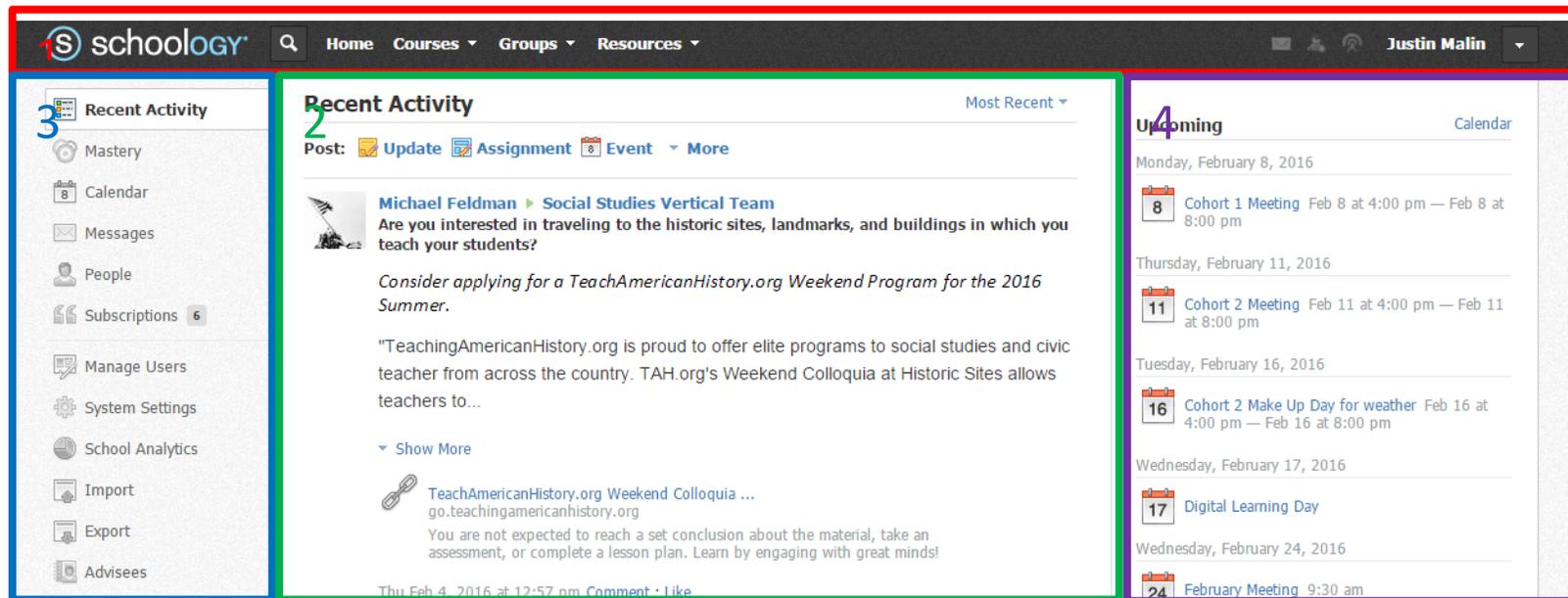# Schoology Cheat Sheet

This is what you will see when you log into Schoology.

Schoology consists of 4 primary sections. Knowing the purpose for each section will help you understand the system.

1 Section 1 is your navigation bar. Here you can find your courses, groups, and resources. You can also receive notifications and requests, as well as update your profile and switch accounts.

2 Section 2 is your main page view. It defaults to recent activity. When you change to a course or group, this section will change to show that course's or group's information

3 Section 3 relates to section 2. This is your option menu for whatever course, group, or resource you are working in.

4 Section 4 is you upcoming events and calendar. Here you can see what assignments or meetings you have and you can access your calendar to create events.

Section 1: Navigation Bar

This will search your Schoology courses, groups, or resources. It will also search for help documents.

schoology | Home | Courses ▼ | Groups ▼ | Resources ▼ | Justin Malin ▼

Formative Assessment Applications: Section 1
Smyrna School District

Google Apps for Education: Section 1
Smyrna School District

Google Classroom: Section 1
Smyrna School District

GRAMMAR: Section 46-1
Clayton Elementary School

MATH: Section 46-3
Clayton Elementary School
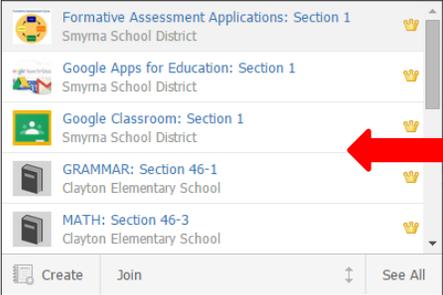
Create | Join | See All

Clicking here will open up your courses. Click any course to enter it.

Create: Allows you to create a course (you should never need to create a course)

Join: Allows you to join a course

See All: Will show all of your courses

Clicking here will open up your groups. Click any group to enter it.

Create: Allows you to create a group

Join: Allows you to join a group

See All: Will show all of your groups

Clicking here will open up your Resources. Click any resource to enter it.

Apps: Allows you to link certain applications to Schoology such as Khan, YouTube, and Google Drive

🔍 Find Public Groups ✕

Smyrna Curriculum 2015-2016 School Year

Smyrna PLC

Schoology Champions Cadre

NextGen Teacher Leader PLC

Social Studies Vertical Team

Create | Join | See All

Personal

Public

Group

Apps
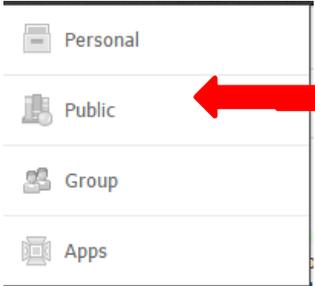
Section 1: Navigation Bar Continued

S schoology 🔍 Home Courses ▾ Groups ▾ Resources ▾ **Justin Malin** ▾

Messages

Pictures on a Quiz
That is curious. I copied some pics from Google this mor...
Justin Malin · Oct 30, 2015

New Message   See All

This will show any messages you have received through Schoology. It will also allow you to respond to messages and create messages.

Requests

You have no pending requests

This will show any requests you have received and allow you to accept them. It works like a "friend" request in similar social media sites.

Notifications   All Notifications ▾

Allena Brown and Jennifer Ross submitted an item to Assignment Screenshot
Jan 15 at 11:50 am

Jennifer Ross submitted an item to Graded Assignment or Question Screenshot
Jan 14 at 9:09 pm

Jennifer Ross submitted an item to Question Screenshot
Jan 14 at 8:57 pm

Jennifer Ross and Lauren Kassner submitted an item to Embedded Youtube Screenshot
Jan 13 at 9:59 pm

Jennifer Ross submitted an item to Submit a Screenshot of your Google Classroom
Jan 13 at 9:37 pm

See All Notifications

This is your notification bar. It will show when students have submitted an assignment or other item to Schoology

Justin Malin
eLDE

Justin Malin ✓
Smyrna School District

Smyrna School District

Clayton Elementary School

Notifications

Account Settings

Privacy

Help Center

Transfer History

Recycle Bin

Logout

This is account settings. It will allow you to switch accounts, and change account settings. It also will link you to Schoology's help center.

Section 2: Main Page

The main page will default to your recent activity. In your recent activity, you will see the most recent posts from all of your courses and groups that you are a member. Clicking on any of the blue links will take you to that post.

Selecting a group, course, or resource will change your main page to reflect the materials in any of those categories. This will now allow you to navigate through the course, group, or resource you chose. If you are the administrator of your course or group, you can add materials and select options.

Most Recent
Most Recent Updates Polls Blogs
Recent Activity
Post:
Update Assignment Event [More ▼]

Michael Feldman ▶ Social Studies Vertical Team
Is there a better way to teach history?

The field of history is often dismissed as dull, but teachers are experimenting with innovative teaching strategies to teach history in a way that is effective, exciting, and productive. We've been using Reading Like a Historian lessons from Stanford History Education Group in our middle and high school classes for years now. This article mentions two...
Show More

The Atlantic: A Better Way to Teach History
theatlantic.com
In a spacious classroom in Aldrich Hall on the Harvard Business School campus, 100 students are passionately discussing a case called "Battle Over a Bank." But these aren't MBA students deliberating over how much the government should regulate the financia

Barnard: Reacting to the Past
reacting.barnard.edu
"Reacting was completely unique in my college experience.... The words of Gandhi, Socrates, and other historical figures became mine, transcending the academic distance to which I had grown accustomed... Their thoughts, their histories, their biograph

Facing History Ourselves
facinghistory.org
Facing History and Ourselves

Formative Assessment Applications: Section 1
Smyrna School District

[Add Materials ▼] [Options ▼] [✔ Student Progress]   All Materials ▼

> 📁 **Start Here**   ⚙▼
  Estimated time to Complete: 5 minutes

  You must complete all items in this folder before beginning this course.

  This folder goes over important course expectations and should be carefully reviewed. You will not be able to begin until you have read and agreed to each item in this folder.

  ✔ Must Complete · 11/18/15 12:00am - 12/18/15 11:59pm

> 📁 **Module 1: Kahoot**   ⚙▼
  Estimated time to complete 15-20 minutes
  ✔ Must Complete · 11/18/15 12:00am - 12/18/15 11:59pm

> 📁 **Module 2: Socrative**   ⚙▼
  Estimated time to complete 15-20 minutes
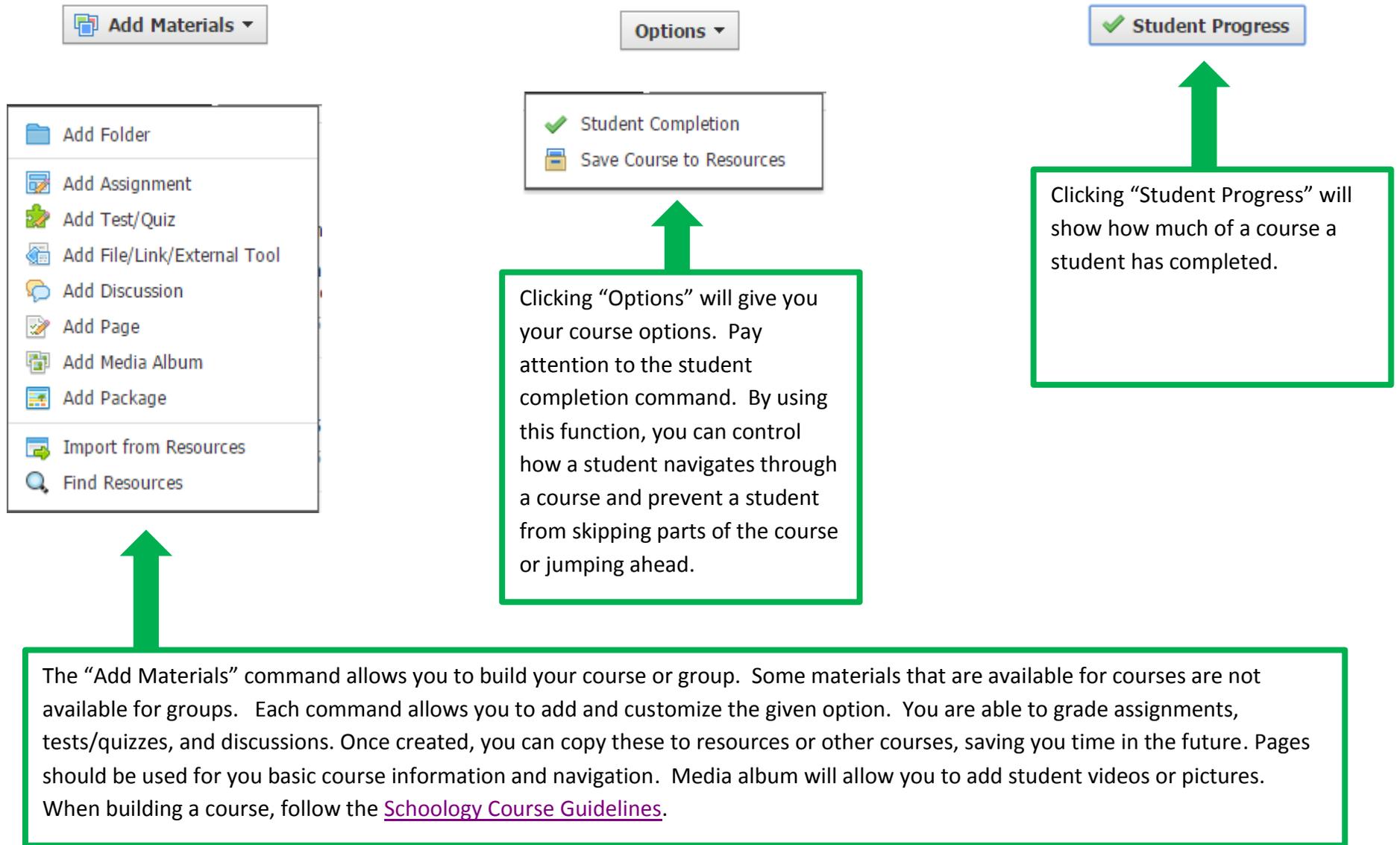 ✔ Must Complete · 11/18/15 12:00am - 12/18/15 11:59pm

> 📁 **Module 3: Creating an Assessment using either Kahoot or Socrative**   ⚙▼
  Estimated time to complete 20-30 minutes plus classroom time
  ✔ Must Complete · 11/18/15 12:00am - 12/18/15 11:59pm

The gear icon allows you to modify the material.

Add Materials ▾

- 📁 Add Folder
- 📝 Add Assignment
- 📝 Add Test/Quiz
- 📄 Add File/Link/External Tool
- 💬 Add Discussion
- 📝 Add Page
- 🖼 Add Media Album
- 📊 Add Package
- ↪ Import from Resources
- 🔍 Find Resources

Options ▾

- ✔ Student Completion
- 🗄 Save Course to Resources

✔ **Student Progress**

Clicking "Student Progress" will show how much of a course a student has completed.

Clicking "Options" will give you your course options. Pay attention to the student completion command. By using this function, you can control how a student navigates through a course and prevent a student from skipping parts of the course or jumping ahead.

The "Add Materials" command allows you to build your course or group. Some materials that are available for courses are not available for groups.   Each command allows you to add and customize the given option. You are able to grade assignments, tests/quizzes, and discussions. Once created, you can copy these to resources or other courses, saving you time in the future. Pages should be used for you basic course information and navigation. Media album will allow you to add student videos or pictures. When building a course, follow the Schoology Course Guidelines.
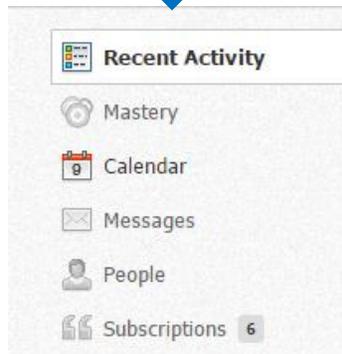
Section 3: Menu Options

The menu options will change depending on which section you have entered.

Recent Activity Menu:

Your recent Activity will give you access to your calendar, messages, search for people, and any blogs you may subscribe.

Course Menu:

Your course menu will show your materials, updates, gradebook, and more. If you are the administrator of the course, you will see the course code.
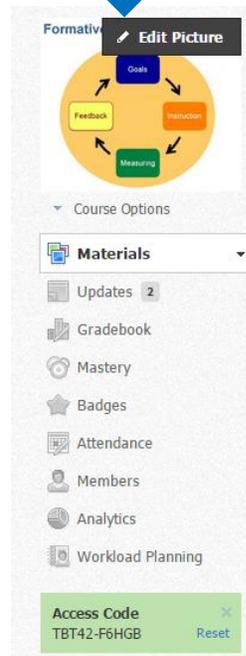
Group Menu:

Your group menu will show your updates, discussions, albums, members and resources. Note how the group menu differs from the course menu. You will also see the course code if you are the administrator
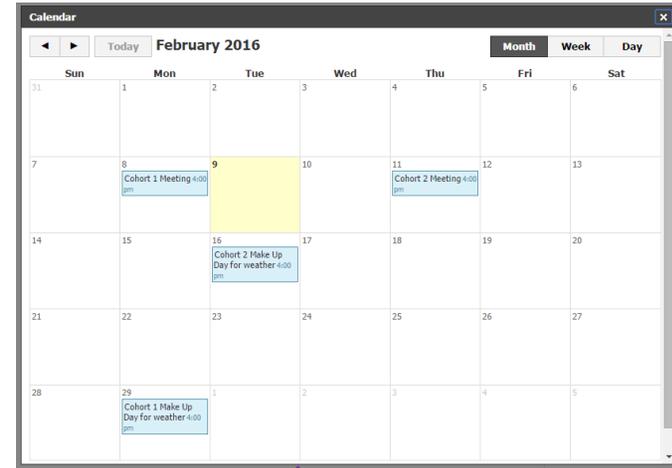
Resource Menu:

Your resource menu will allow you to load resources, search for resources, and load apps.

Recent Activity

- Mastery
- Calendar
- Messages
- People
- Subscriptions 6

Formative

Edit Picture

- Course Options

Materials

- Updates 2
- Gradebook
- Mastery
- Badges
- Attendance
- Members
- Analytics
- Workload Planning

Access Code ✕
TBT42-F6HGB   Reset

Edit Picture

- Group Options

Updates

- Discussions
- Albums
- Members (328)
- Resources
- Blackboard Collaborate

Information   Edit

Leave this group

- Search
- Personal
- Public
- Group
- Apps

Section 4: Calendar and Events

Your upcoming events are listed here in chronological order. This will show events from all courses and groups you are a member. If you are an administrator of a group or course, you will have the option to add an event to your calendar.

Calendar ☒

◄ ► Today **February 2016** Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8 Cohort 1 Meeting 4:00 pm	9	10	11 Cohort 2 Meeting 4:00 pm	12	13
14	15	16 Cohort 2 Make Up Day for weather 4:00 pm	17	18	19	20
21	22	23	24	25	26	27
28	29 Cohort 1 Make Up Day for weather 4:00 pm	1	2	3	4	5

Clicking the "calendar" icon will switch your view.

Upcoming · 🗓 9   Add Event

Thursday, February 11, 2016

🗓 11 Cohort 2 Meeting Feb 11 at 4:00 pm — Feb 11 at 8:00 pm

Tuesday, February 16, 2016

🗓 16 Cohort 2 Make Up Day for weather Feb 16 at 4:00 pm — Feb 16 at 8:00 pm

Monday, February 29, 2016

🗓 29 Cohort 1 Make Up Day for weather Feb 29 at 4:00 pm — Feb 29 at 8:00 pm

Tuesday, March 8, 2016

🗓 8 Cohort 2 Meeting Mar 8 at 4:00 pm — Mar 8 at 8:00 pm

Thursday, March 10, 2016

🗓 10 Cohort 1 Meeting 8:

Friday, April 8, 2016

Clicking "Add Event" will bring up the event box.

Create Event ☒

When: * ▢ ▢ Add End Time

Title: * ▢

Description: B I U ☰ ☰ A ▾ A ▾ ⌐S, ▾ ▾ ⟳ ✂ᴮᶜ ›

RSVP: Disabled ▾

Advanced: 💬

Save Changes Cancel

Clicking an event will take you to an event page where you can post a comment.