

A Student's Guide to Schoolology

Welcome to Schoolology! Below you will find an explanation of the different areas of your Schoolology account. This guide is intended to help you learn how to navigate around Schoolology.

What Is Schoolology?

Teachers use Schoolology to post their classroom materials online; provide a safe forum for students to discuss their ideas and collaborate on projects; and to assign and collect homework electronically. It helps students stay organized and it keeps the class connected.

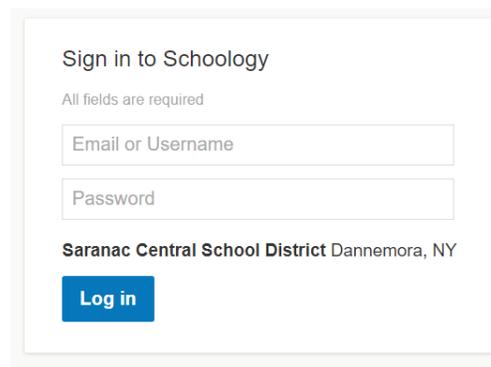
How do I Log in ?

Go to schoolology.saranac.org and type in your username and password.

Username: LastnameFirstname (ex: ShumanRebecca)

Username and Password have been provided by the school (it is the same as your computer log-on and schooltool info).

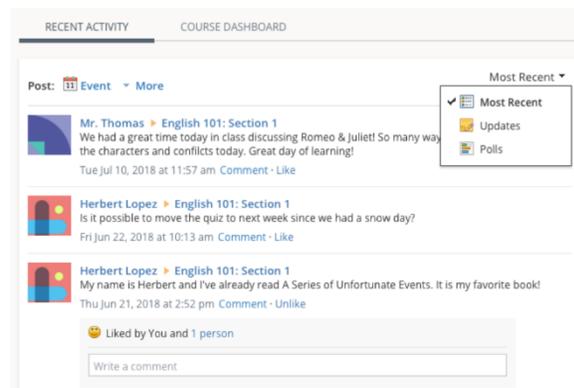
Forgot your log-on information? Contact the building secretary or helpdesk IT support line at 518-565-5500.



Home Page

Recent Activity

Recent Activity shows all comments and updates pertaining to your schools, courses, and groups. To filter your feed to view only Updates, Polls, or Blog posts, click the **Most Recent** link in the top corner and select a filtering option.

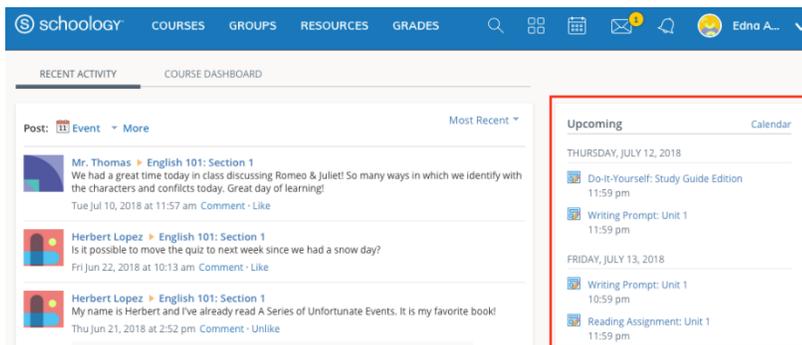


Course Dashboard

The Course Dashboard enables you to view all your courses as a tiled list. From the Course Dashboard, click any one of your courses and go directly to its main landing page. You can also click and drag course tiles to reorder them.

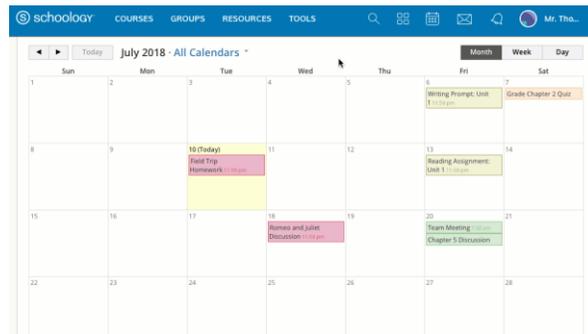
Upcoming

The **Upcoming** area on the right side of your homepage displays events, assignments, tests/quizzes, and discussions with a due date. Hovering over each item displays the course or group associated with the item. You may access your personal Calendar by clicking the **Calendar** link in the upper-right of **Upcoming**. Be sure to click the arrow to see the full list of upcoming events



Calendar

The Schoology Calendar is an important, organizational element for your connections, courses, and groups. It keeps events and due dates organized and easily accessible. By clicking the Calendar icon at the top of Schoology, you can view events and due dates by the month, week, or day. Each item is color-coded depending on the courses, groups, school, or your own personal events. Due dates for assignments, assessments and important course related events are automatically added to your calendar and managed by your instructor.

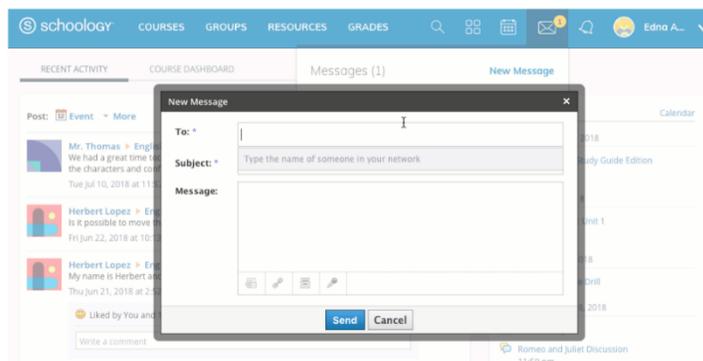


Messages

You can send and receive messages with your teachers.

Send a New Message

1. Navigate to your Messages area by clicking the envelope icon on the top menu.
2. Click New Message.
3. Enter the recipient's name in the To field. A list of users automatically populates as you type.
4. Select the user from the list.
5. Enter a subject and message.
6. Add optional files, links or resources.
7. Click Send to complete.



Note: A recipient name will automatically populate when you enter a teacher's name into the To field. You are not able to message your peers- only your teachers.

See in action: https://support.schoology.com/hc/article_attachments/360008758633/SendMessage.gif

Check New Messages

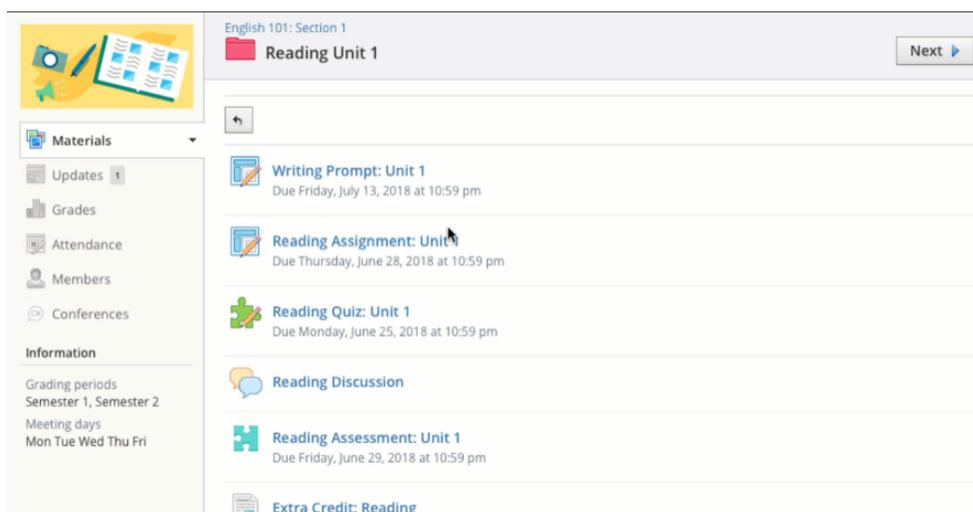
When you have a new message in your inbox, the Messages icon on the top menu displays an updated number.

Course Materials

Course Folders

Folders organize course materials, and they're distinguished by the folder icon next to their name. Inside of a folder, you will find an assortment of course materials:

- Assignments
- Tests/Quizzes
- Assessments
- Files/Links
- Discussions
- Albums
- Pages



See in action: https://support.schoology.com/hc/article_attachments/360009152454/Folder.gif

Course Assignments

Assignments are graded items. Each assignment may require you 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 an assignment, follow these steps:

1. In the Assignment click **Submit Assignment**.
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 **Submit** to finish.

*Click [here](#) to watch video about submitting assignments.

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.

Course Tests/Quizzes

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

- True/False
- Multiple Choice
- Ordering
- Short-Answer/Essay Questions
- Fill in the Blank
- Matching

Tests/quizzes can remain open for a maximum of 6 hours before the session expires. Please make sure you exit the test/quiz and resume it at a later time if the test will take longer than 6 hours to complete.

After you submit a test/quiz, your grades may 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?

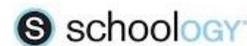
1. Click on the name of the test/quiz.
2. Click **Start New Attempt**.
3. Answer the questions appropriately.
4. Click **Submit** when you are ready to submit the test/quiz to your instructor.

See in action: https://support.schoology.com/hc/article_attachments/360009195813/TakeQuiz.gif

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

See in action: https://support.schoology.com/hc/article_attachments/360009196093/ViewSubmissions.gif

Submitting Assignments (Student View)



The screenshot shows the Schoology interface for a course titled "English 101: Section 1" at "Awesome High School". The interface is divided into several sections:

- Materials:** A sidebar on the left with a dropdown menu showing "Updates 1", "Grades", "Attendance", "Members", and "Conferences". Below this is an "Information" section with "Grading periods: Semester 1, Semester 2" and "Meeting days: Mon Tue Wed Thu Fri".
- Welcome!** A central message area with a "Do-It-Yourself: Study Guide Edition" assignment. The description says: "Use the attached document to create your own study guide. Submit your completed study guide to this assignment. Due Tuesday, July 31, 2018 at 10:59 pm".
- Reading Unit 1:** A section containing a "Reading Quiz: Unit 1" assignment. The description says: "Due Friday, July 27, 2018 at 10:59 pm".
- Romeo and Juliet Discussion:** A discussion assignment. The description says: "Post about your favorite character in the book and explain that characteristics which guide your choice. Due Wednesday, July 18, 2018 at 11:59 pm".
- Upcoming:** A sidebar on the right showing a calendar of upcoming events:
 - Thursday, July 19, 2018: Field Trip Homework 11:59 pm
 - Friday, July 27, 2018: Composition Quiz 10:59 pm
 - Tuesday, July 31, 2018: Reading Quiz: Unit 1 10:59 pm
 - Do-It-Yourself: Study Guide Edition 10:59 pm

Course Files/Links

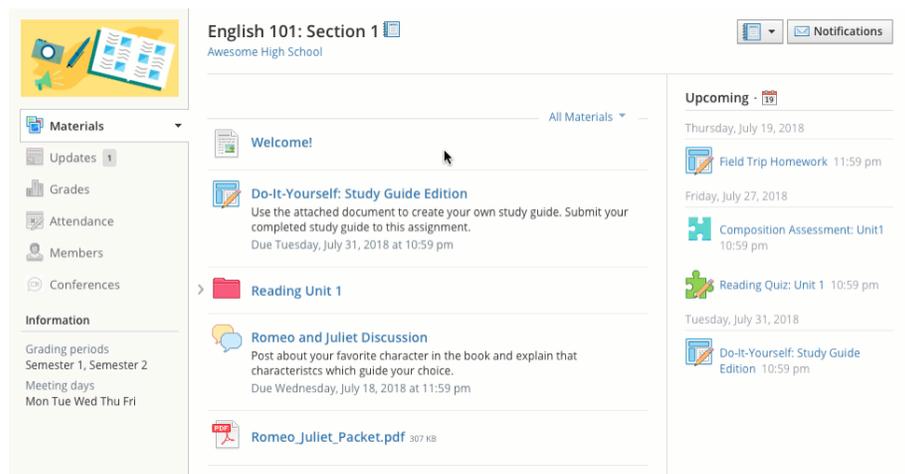
Files that have been added to your course can appear inside of Folders or in the Files/Links area of the Materials Index. Typical file types can be viewed in your browser without having to download the file. These include:

- Word (.doc, .docx)
- Excel (.xls, .xlsx)
- Powerpoint (.ppt, .ppt)
- PDF (.pdf)

See in action: https://support.schoology.com/hc/article_attachments/360009150794/CourseFiles_Links.gif

Course 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.



See in action: https://support.schoology.com/hc/article_attachments/360009199113/Discussion.gif

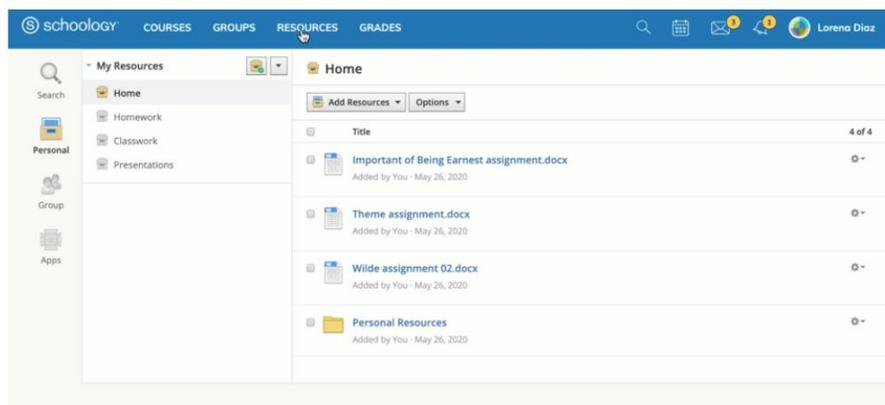
Course Updates

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.

My Resources

My 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 **My Resources** page. Saving your documents in this personal library enables you to access them for years to come and use them in any courses you take in the future.

To view your resources, click **Resources** at the top of Schoology.



See it in action here: https://support.schoology.com/hc/article_attachments/360072904613/GIF01_Resources_Student.gif

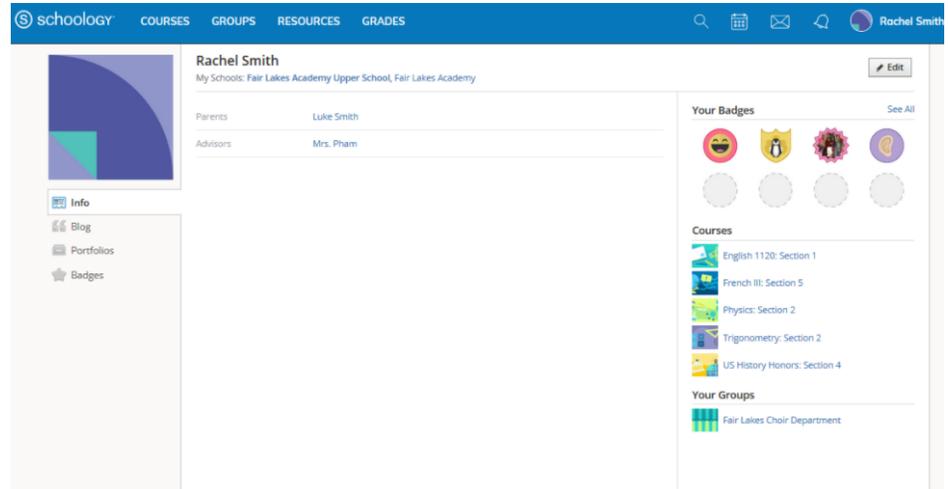
Profile

Your personal profile contains information about you and your activity on Schoology such as your interests, parents/advisors, and course/group enrollments.

To access your profile:

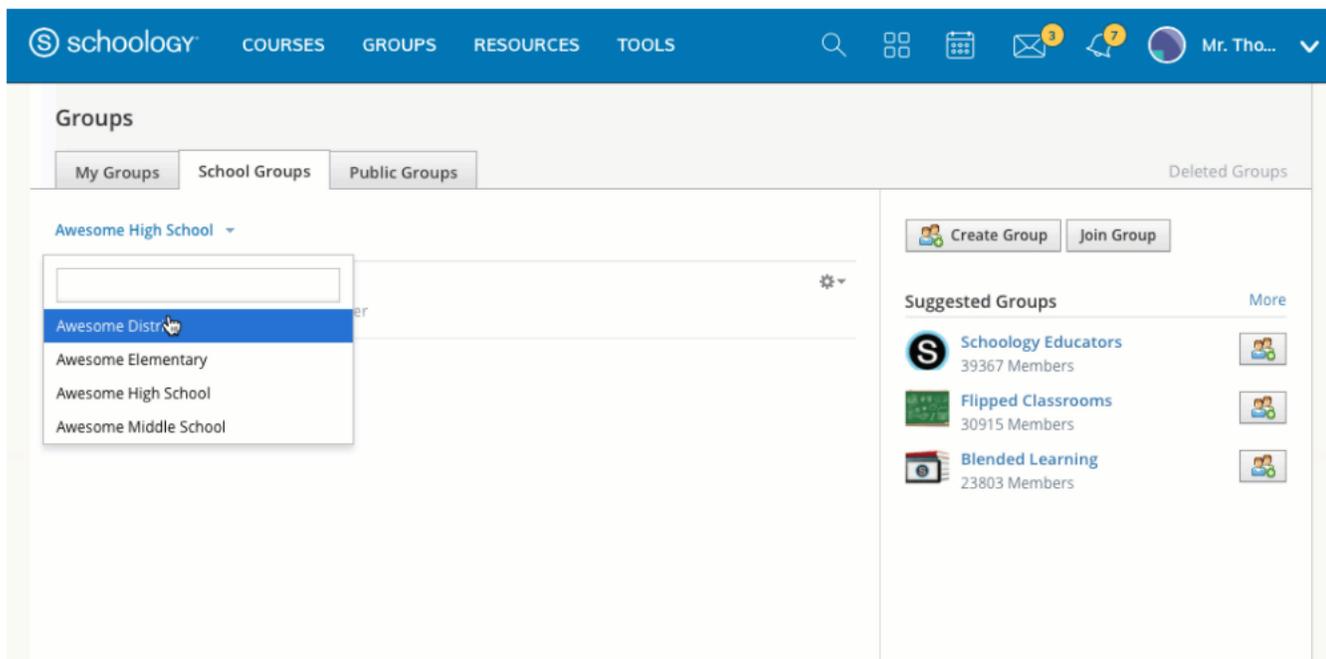
1. Click your name in the upper-right of the header in Schoology.
2. Click **Your Profile**.

Schoology users that click on your name in Schoology will also be taken to your profile.



Groups

You can see all groups in which you are enrolled, as well as groups at your school, by clicking **Groups**, then **My Groups** on the right. Click the **School Groups** tab to see groups at your school. Use the drop-down menu to choose different schools within your organization (if applicable).



See it in action: https://support.schoology.com/hc/article_attachments/360010104873/School-PublicGroups.gif

A FEW MORE THINGS...

Gradebook: Please note that student grades are recorded on [schooltool](#)

Looking for more information?

Additional support can be found at schoology by clicking [here](#).

View the online parent guide [here](#).