On the Home page, as you enter Schoology, you will see the Recent Activity and Course Dashboard option. You can return to the Home page anytime by clicking the DoDEA symbol.

Most Recent and Updates
Select the dropdown menu next to Most Recent to filter the list by Updates. Most Recent and Updates list announcements from all of your course teachers.

New updates from your courses, groups, and school will appear at the top, while older information will move down the feed.

You can also Post an event to your calendar in Schoology. Type ‘me’ to have the event posted on your personal calendar and it will also be added to your Upcoming list.

The right column on the Home page displays reminders of Upcoming assignments and events you have added to your calendar.

If you hover your mouse over the upcoming assignment it will list the course. If you click the link it will go directly to the assignment.
Top Navigation: Course Calendars
You will see a link to a list of Course Calendars. Use the dropdown menu to select the course calendar that you want to review.

The Calendar is an important, organizational element for managing events and due dates in your courses, groups, and school. It keeps events and due dates organized and easily accessible. 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.

Home Page: Course Dashboard
Click Course Dashboard from the Home screen or select the Courses dropdown menu to access your courses.

Top Navigation: Messages
In the upper corner of the top menu are two icons notifying the user that new information has been received to their account.

Any time someone sends you a message or does something that pertains to you it will be made easily accessible in the top right corner of your screen. Everything is chronologically ordered and clickable to
make managing them simple.

**Messages:**

The folded envelope icon is the message center. Emails can be sent from this location. The circled number icon indicates that new mail has been received. A copy of the message is also sent to your student.dodea.edu address.

**Top Navigation: Grades Report**

The Grades Report displays your scores for the assignments and tests/quizzes within the course. When an item is graded by your instructor, the grades will immediately display in this area. Instructors can also leave comments on each item. The Grades Report in Schoology are used for feedback purposes only, GradeSpeed is still the official gradebook to determine your course grade.

**Steps for Setting the Timezone:**

1. Click the downward facing triangle next to your username
2. Click Account Settings
3. Click on the timezone selector
4. Choose your timezone (pay attention to the actual time displayed)
5. Click Save Changes

**Top Navigation: Settings**

The default timezone setting in Schoology is America/New_York (GMT-4). To change the timezone to your time, please follow the directions below. The location is not as important as making sure you see the correct time listed. All assignments, due dates, events, posts, and any other time related information will be displayed according to your timezone.

**Note:** Changing timezones in account settings does not allow you to time travel to the past or future for a due date, the time set by the teacher is just translated to your timezone.
### Course: Course Information

Before entering the Classroom, review the following resources:

- Assignment Schedules
- Student Resources
- Teacher Introduction
- Grading Policies

### Course: Student Resources

In the Student Resources folder, you will find:

- Online Learning Guide
- Link to GradeSpeed
- Link to Tutor.com
- Information about Google Hangouts or Instant Messenger
- Library and Database resources.
- DVHS Course Catalog

Take a moment to read over the DVHS Continuous School Improvement goals.

### Course: Classroom

The Classroom folder will take you to your coursework. In the Classroom, you will find links to specific modules or units of lessons covering various course topics. More modules will become visible as you progress through the course.
Course: Unit or Module 0
You will begin your course from Module Zero.

Course: Lessons & Assignments
In the module or unit folders are lesson links and assignments. Select the lesson link to begin work. Be sure to complete the lesson and practice activities before doing any assignments. After you complete a lesson, locate any tasks and assignments that are due. Select the arrow next to the left of any folder to choose from a list of items in the folder or click the link to enter the folder.

Course: Assignments
Clicking the Assignment Link will take you to the instructions and assignment documents. Select the Assignment Link again when your assignment is complete.

Submit Assignment Button
Use the submit assignment button to turn in your work.

Breadcrumb Links & Arrows
Slide notes: To help you move quickly between the pages, use the breadcrumb links and back arrow
Course: Quizzes & Tests
Quizzes may be located in module, lesson, or assignment folders. To start a quiz, select the Quiz link to read the instructions. Some quizzes and tests may have a time limit. Make sure you have enough time to take the test before you start.

Navigating Coursework
The second navigation system allows you to move through the instructional content. Along the bottom and or top of many pages are navigation links. Select the page number, next link, or dropdown menu tab to move in chronological order through each lesson.

Course Components
In most lessons you will see an introduction, objectives, possibly an assignment to warm up, and a number of interactive games and practice exercises. Some practice exercises use audio. Make sure to listen to the audio if you see a headphone icon or an audio player.