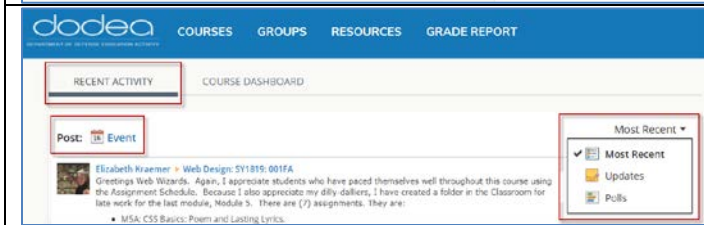


Home Page:

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.

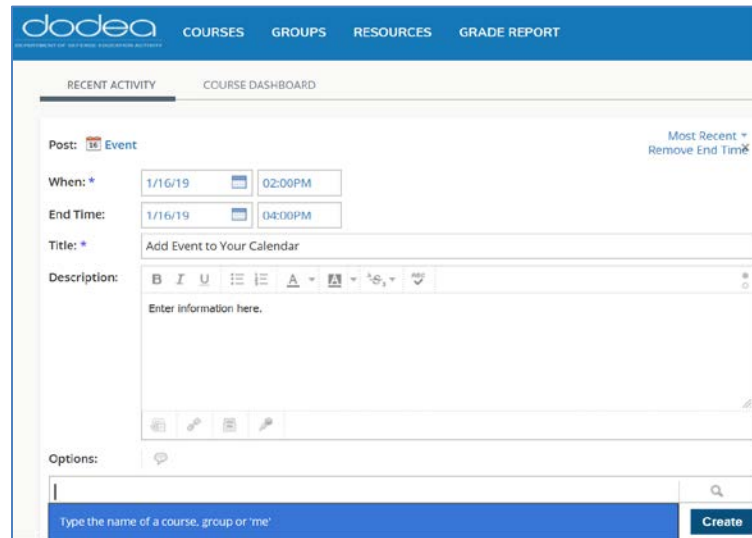


Home Page: Most Recent and Updates

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.

Post Event to Calendar

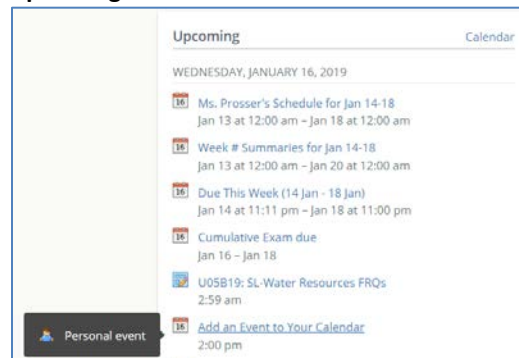


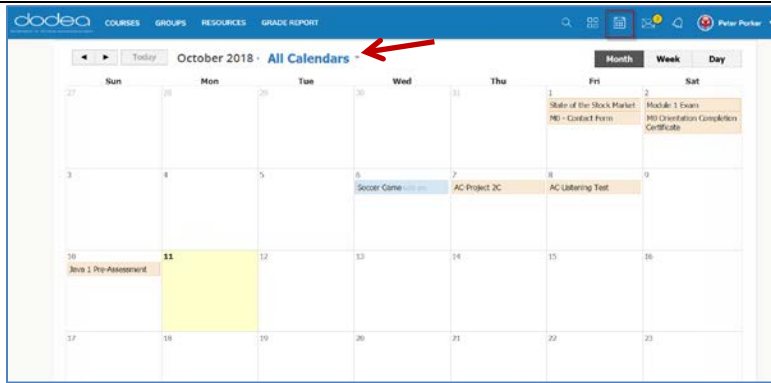
You can also Post an event to your calendar in Schoology. Type 'me' to have the event posted on your personal calendar and it will also be added to your **Upcoming** list.

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.

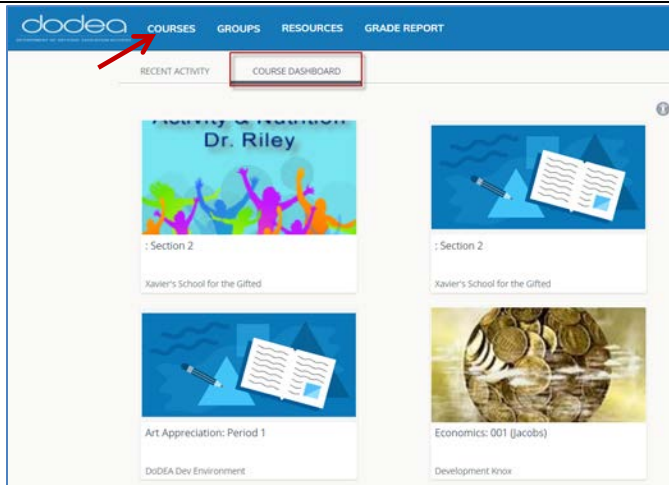
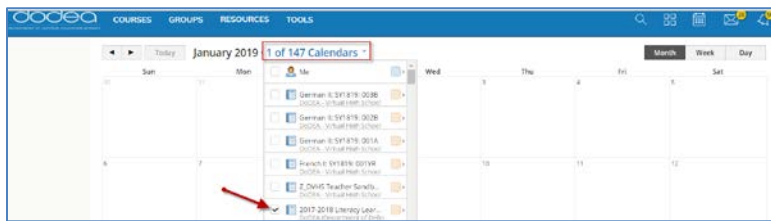
Upcoming List



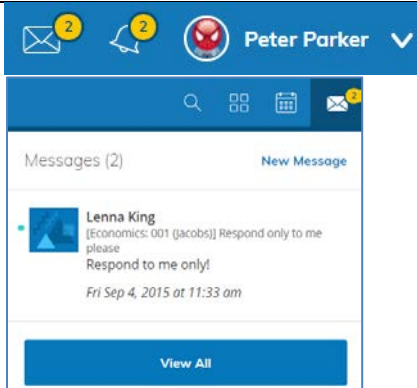


Top Navigation: Course Calendars
 You will see a link to a list of Course Calendars. Use the dropdown menu to select the course calendar that you want to review.

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.

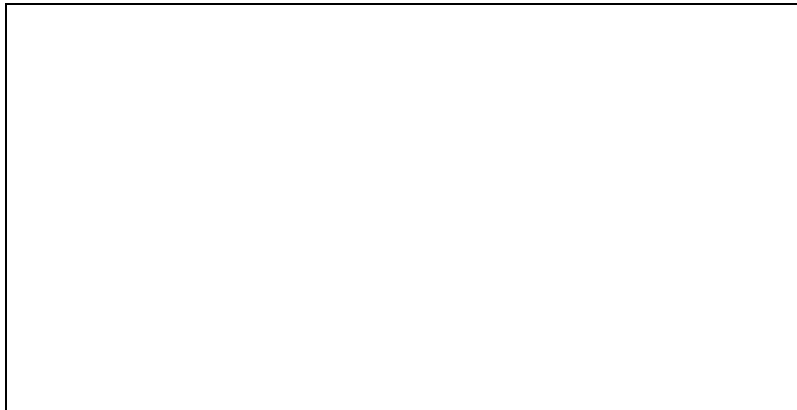


Home Page: Course Dashboard
 Click **Course Dashboard** from the Home screen or select the **Courses** dropdown menu to access your courses.



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.

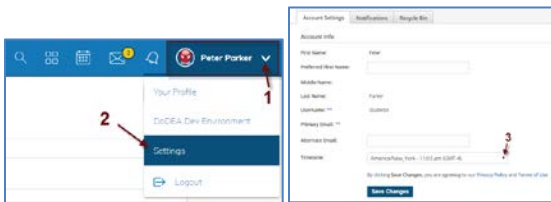


Top Navigation: Grades Report

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:

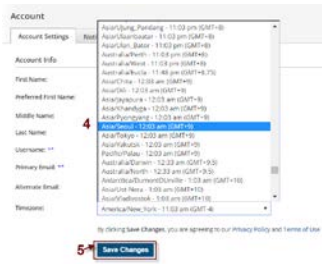
1. Click the downward facing triangle next to your username
2. Click Account Settings
3. Click on the timezone selector
4. Choose your timezone (pay attention to the actual time displayed)
5. Click Save Changes

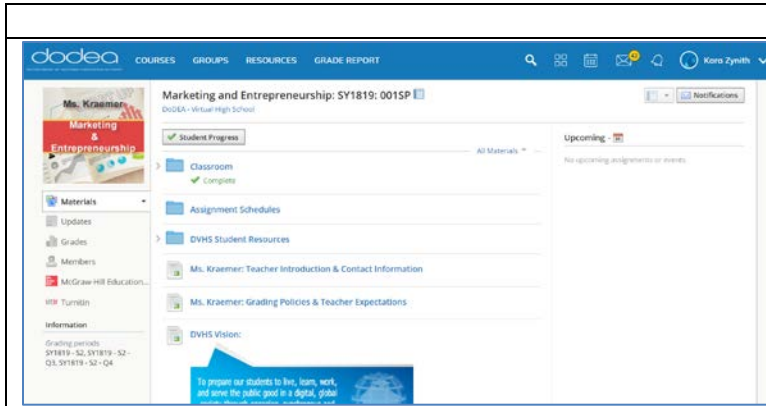


Top Navigation: Settings

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

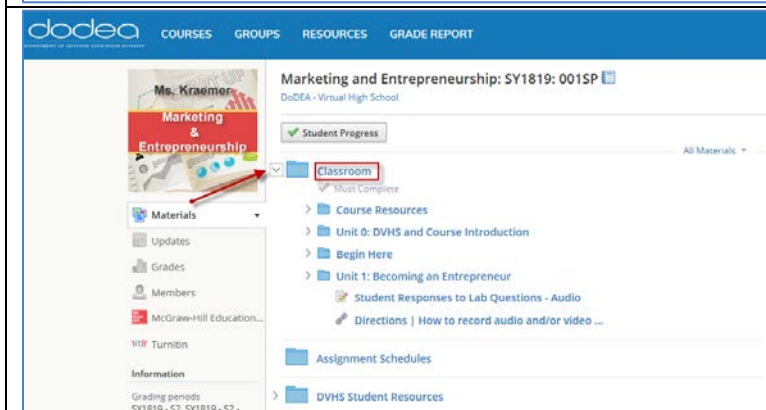
DVHS Online Learning Guide Website	Read this guide to learn about being a successful online student and general DVHS Policies & Procedures. Tips are provided to help you navigate and use your online course materials, in addition to ways you can improve your study skills and grades. Return to this guide anytime that you have questions.
DVHS Online Learning Guide Flipping Book	
GradeSpeed	This link takes you to GradeSpeed, where you can log in to find your current grade average. Contact your facilitator to get help with your log-in information if you don't know it already.
Tutor.com	Get help from a professional tutor anytime you need it through this FREE online service for DoDEA students. Tutors are available 24/7 and can provide help in more than 40 subjects. To log in, just look for the information at the bottom of the main page for Military Families once you're at the site.
Google Hangouts	This link takes you to instructions for using Google Hangouts our Instant Messaging and Video Call tool.
Schoology Mobile App Instructions	The Schoology Mobile App can be used to keep up to date with your courses and groups. The app is available for Android and iOS.
Mackin Via	Click the Mackin Via logo to search for an eBook in the DoDEA Virtual High School Library. 1. Enter in the requested information: • School: DoDEA Virtual School, Alexandria, VA • Username: Google email login without the "@student.dodea.edu" • Password: password####, where #### is the last four of your student ID number. 2. Search by entering a keyword into the search box or browse by book cover.
Periodicals & Journals Searchable Database	School Access: Click these links to access our online databases to find articles in journals, newspapers, and magazines (periodicals). If you are accessing the databases from school, you will not need login information. Home Access: Click the attached DVHS Library Database Login.pdf if you are accessing the databases from home to locate the login information.
DVHS Database specific page - by subject	
DVHS Continuous School Improvement	Click this link to see our Continuous School Improvement (CSI) goals and strategies.
DVHS Course Catalog	Click this link to see the DVHS Course Catalog. Not all courses are offered each semester.

Course: Student Resources

In the Student Resources folder, you will find:

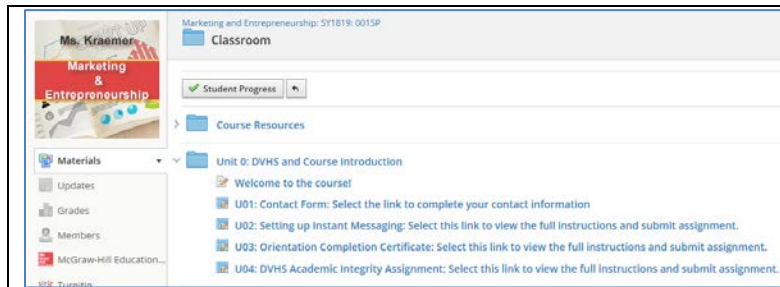
- Online Learning Guide
- Link to GradeSpeed
- Link to Tutor.com
- Information about Google Hangouts our Instant Messenger
- Library and Database resources.
- DVHS Course Catalog

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

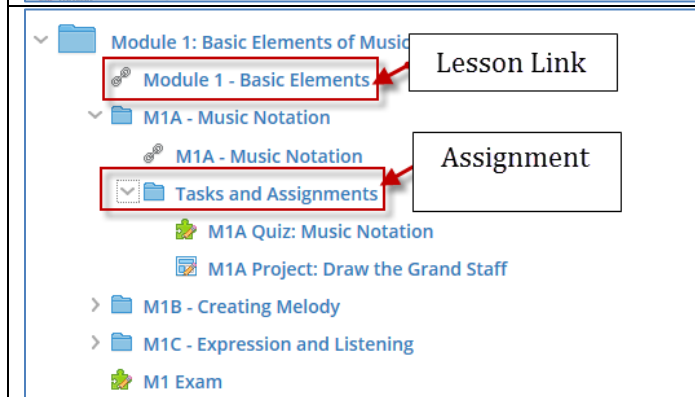


Course: Classroom

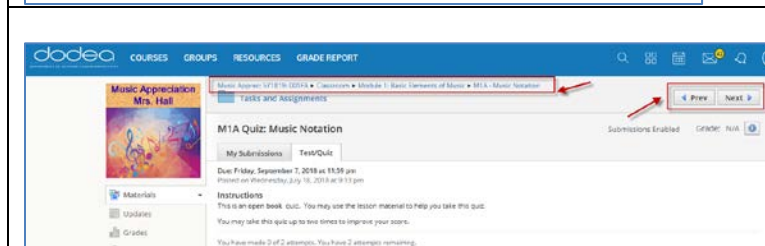
The Classroom folder will take you to your coursework. In the Classroom, you will find links to specific modules or units of lessons covering various course topics. More modules will become visible as you progress through the course.



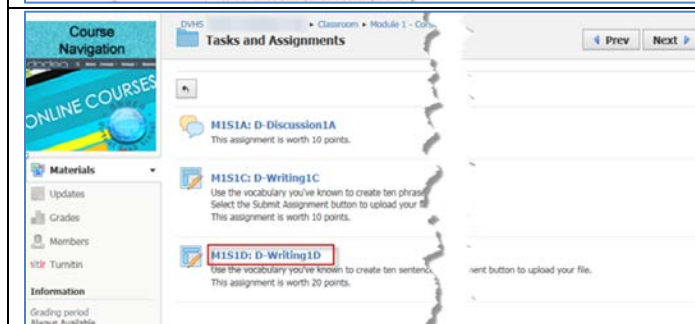
Course: Unit or Module 0
You will begin your course from Module Zero.



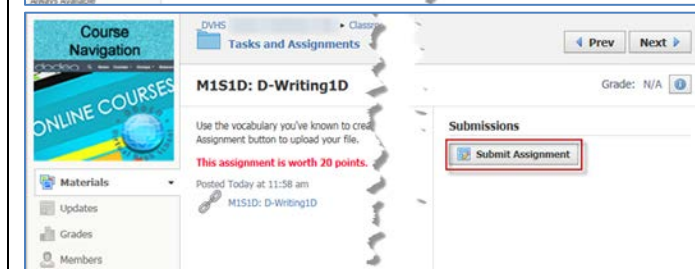
Course: Lessons & Assignments
In the module or unit folders are lesson links and assignments. Select the lesson link to begin work. Be sure to complete the lesson and practice activities before doing any assignments. After you complete a lesson, locate any tasks and assignments that are due. Select the 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.



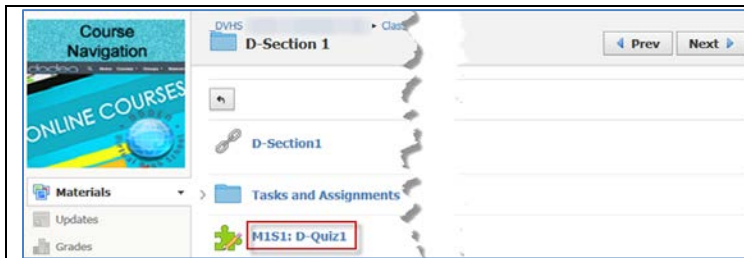
Breadcrumb Links & Arrows
Slide notes: To help you move quickly between the pages, use the breadcrumb links and back arrow



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.

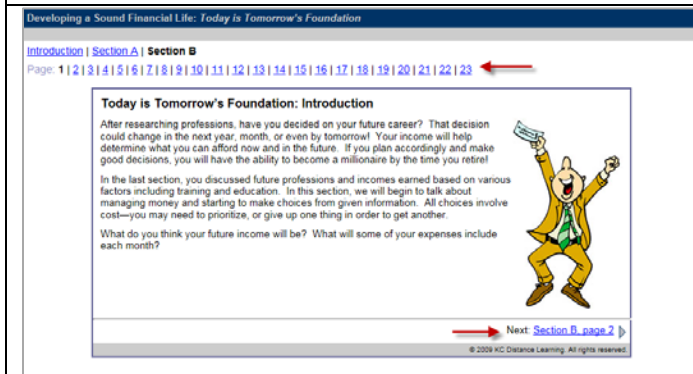


Submit Assignment Button
Use the submit assignment button to turn in your work.



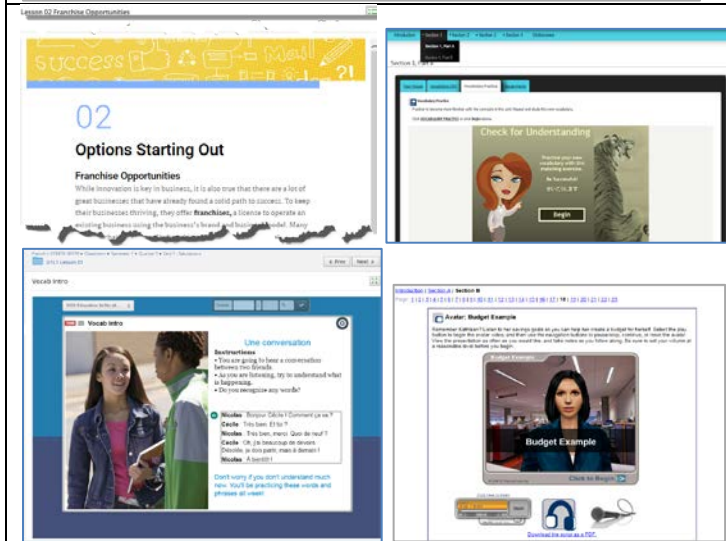
Course: Quizzes & Tests

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.