dodea

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

SCHOOLOGY OVERVIEW
Getting Started in Courses

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Introduction

The information in the Schoology Overview: Getting Started guide is a general overview of the tools and features used in Schoology. The purpose of this guide is to introduce novice users to Schoology with information to help them get started using Schoology.

Getting Started

Homepage

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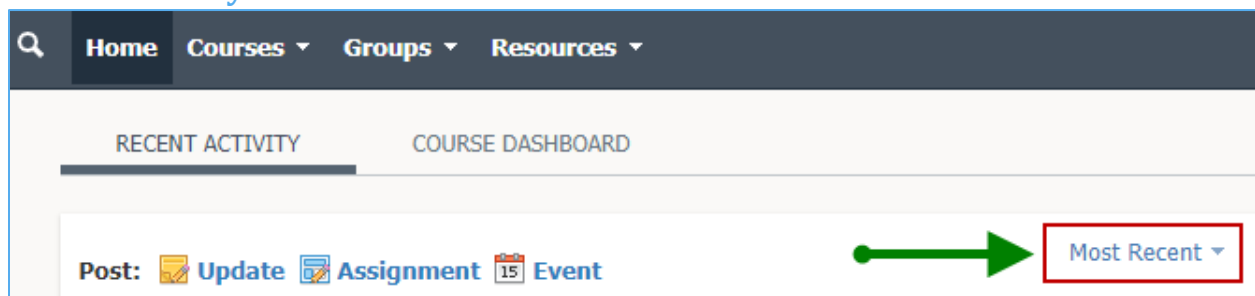
By default, you land on the Recent Activity feed when you log in. This feed shows all comments and updates pertaining to your courses and groups. To filter your feed to view only Updates, Polls, or Blog posts, click the **Most Recent** link in the top corner, and select a filtering option.

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. For more information about your personal calendar, review the Calendar section below.

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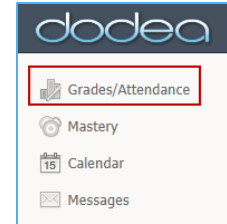DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
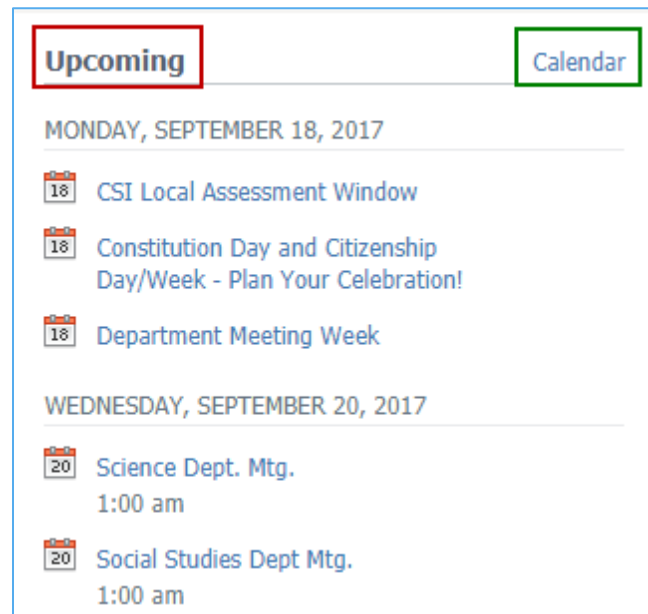
Grades and Attendance

Select the Grades/Attendance tab in the left menu of your homepage to see a breakdown of your grades and attendance for each course. Click a specific course to view each graded item, your grade, the max points, and any comments from the instructor.

Calendar

The calendar located on the **left menu of your homepage** 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.
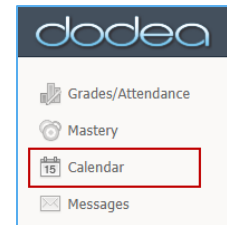
Create personal events

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

To create an event, follow these steps:

1. Select the Calendar tab in the left column of your homepage.
2. Click the date to which you'd like to add the event.
3. Fill out the Event form.
4. Choose an RSVP option (depending on the settings in place at your school, this option may not be available to you).
   a. **Disabled**—Requires no RSVP. This event will only be viewed by you.
   b. **Only Invitees Can RSVP**—Event remains personal until you invite people you're connected with.
   c. **Anyone Can RSVP**—Make the event public (available to anyone).
   d. **Attach a File, Link, or Resource** (optional).
   e. 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 the event you'd like to modify.
2. Click the Edit Item button.
3. Once you've finishing editing your event, click Save Changes.

Delete an event

To delete an event, follow these steps:

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

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

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Messages

You will receive messages from course and group administrators as well as anyone in DoDEA enrolled in Schoology.

Check New Messages

When you have a new message in your inbox, the Messages icon on the top menu displays an updated number. You'll also see a number next to the Messages area on the left menu of your homepage.
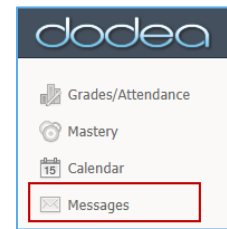
1. Navigate to your Messages area by clicking on the icon on the top menu, or by clicking on the Messages area on the left menu of your homepage.
2. Click the message you'd like to read. New messages are highlighted in blue.
3. To reply to a message, enter a comment in the Message area, and click Send.

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 homepage.
2. Click 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.
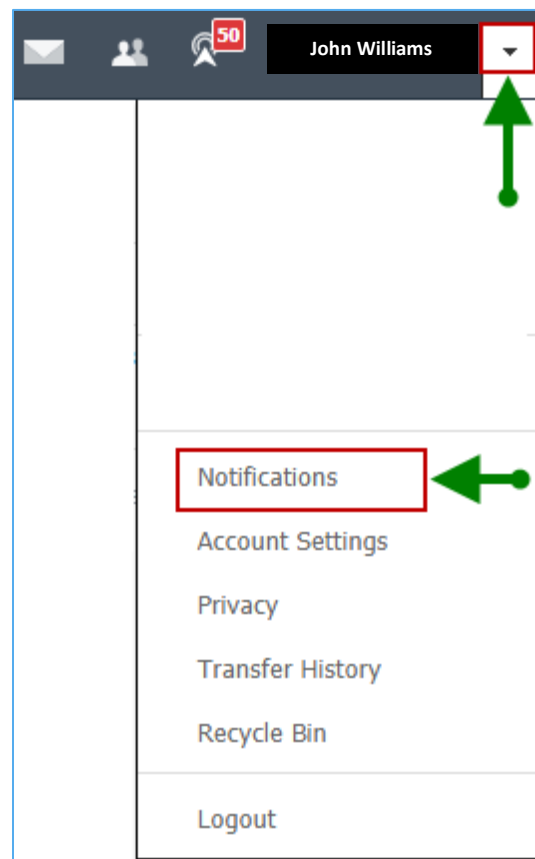
Notifications

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.

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 drop-down 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.

Note: If you receive notifications for Schoology Messages you've received, you may respond to the message directly from the notification in your email.

Mobile Message/Push Notifications

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.

Personal Account Settings

Your Account Settings enable you to set different preferences for your personal interface and how your account relates to other users. To get to Account Settings, click **the down-facing arrow in the upper right corner** of your Schoology page, and select the Account Settings option. Account Settings enables you to:

- Edit your name
- Establish your Primary and Secondary Email address for notifications
- Adjust your Timezone
- Change your password

Account Information

Edit Your Name

Depending on the permissions enabled for your account, you can change the name you display to other Schoology users. Select the arrow at the top right of the page next to your name and then select **Account Settings**. The display names you can customize may include:

- **Title**–This refers to any prefix you want to include in your name (Mr., Mrs., Ms., etc.).
- **First Name**–This field should already include the name with which you signed up for Schoology.
- **Preferred First Name**–If your organization's System Admin has enabled this permission, you can choose a different name to display wherever your name appears, either by itself or in addition to the name in the First Name field.

First Name:	Briar		
Preferred First Name:	Bri	Replace First Name with Preferred Nam ⌄	
		Replace First Name with Preferred Name - Briar Kent	
		Display both First Name and Preferred Name - Briar Kent	
Middle Name:			
Last Name:	Kent		

- **Middle Name**–This field may already be filled, though it is not required.
- **Last Name**–This field should already include the name with which you signed up for Schoology.
- **Username**–This field is necessary for users who sign into Schoology using a Username. Users may sign up for Schoology with either a username or with an email address.

Primary and Secondary Email Addresses

- **Primary Email**–This field lists the email address under which you are registered in Schoology. All designated Notifications are sent to this email address. You may also log in to Schoology using this email address.
- **Alternate Email**–This field lists an optional, secondary email address. Notifications are also sent to this email address.

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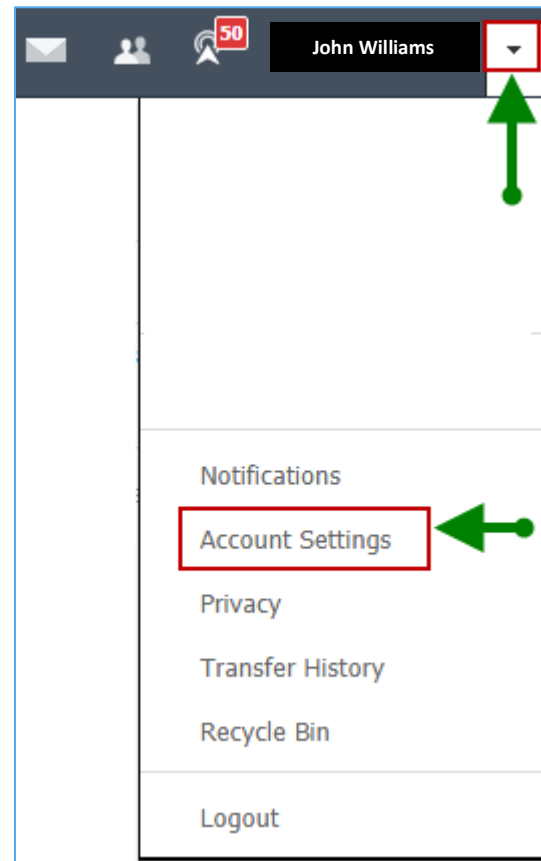
Timezone

If your Schoology account is not currently set to the correct Timezone, you can correct it by scrolling through the dropdown menu.

Once you have adjusted the settings, don't forget to click **Save Changes** to complete.

Account Password

Depending on the way you log in, your login information displays either your Email or your School and Username information.

You can create a new password by following these steps:

1. Select the arrow in the top right of the page next to your name.
2. Click Account Settings in the dropdown.
3. Click the Change Your Password link underneath Account Password.
4. Type in your Current Password.
5. Type in your New Password and confirm it (must be different than the Current one).
6. Click Submit to complete.

Adding Your Profile Picture

Your profile image can be customized through uploading an image from your computer or selecting Schoology created avatars. Uploaded images should be school appropriate and will be seen by all users. You can change your profile picture by going through the steps below.
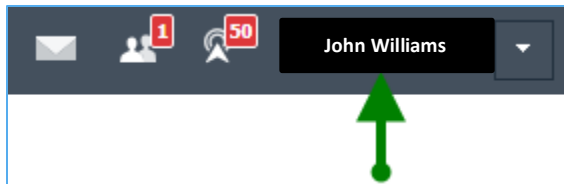
1. Login to Schoology and **click your Name** in the top right.
2. Hover over the default image on the left and click **Edit Picture**.
3. You can choose a Schoology avatar, or click **Attach Files** to upload your own picture.
4. Select the image on your computer (JPG, JPEG, GIF, PNG) and click **Open.**
5. Your image will be instantly added to your profile, click the **"X"** to close the window.

Edit Thumbnail

Your thumbnail image is what will show next to your updates and discussion board posts; if it isn't the right size or is cutting off part of your image you can edit it. Use the resize box to create your thumbnail and click Crop. Your main image will stay the same; this only affects your thumbnail.

Course Specific

Note: The information below is general information about courses in Schoology. Courses are set up differently depending on the content being taught, and the teaching style of the instructor. The steps below are common for most courses.

Join Courses

Your courses are essentially your online classroom. They connect you with the participants in the course, 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 via email or a MEMO in the Weekly Packet.

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 DoDEA Schoology at https://schoology.dodea.edu/home.
2. Select the **Courses dropdown menu** in the top menu.
3. Click on the **Join** link in the **Courses** dropdown.
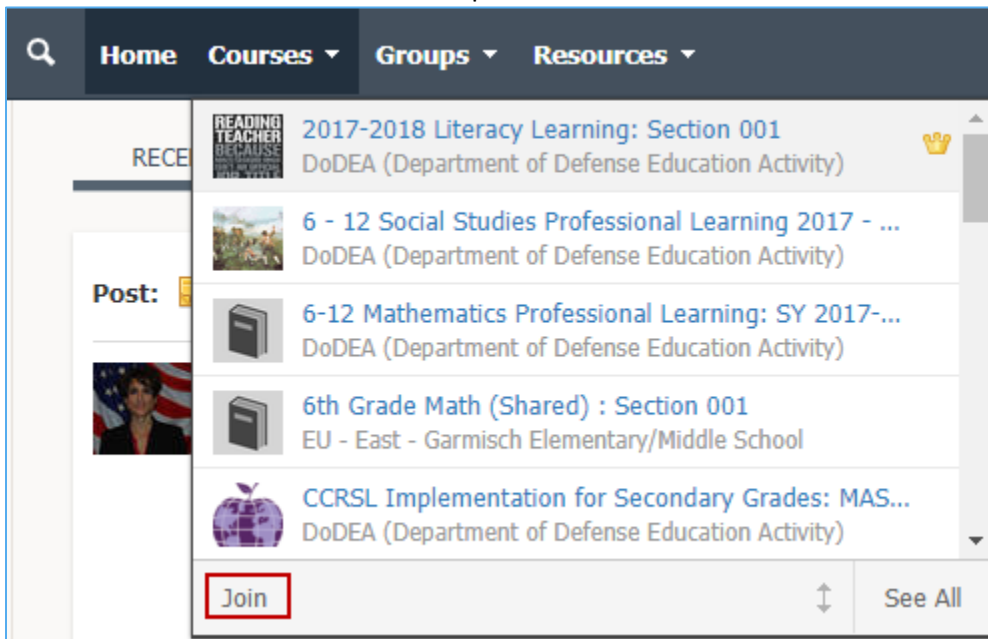
4. Enter your **access code**.
5. Click the Join button.

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 may **comment** on each Update. In some courses, the instructors of courses may allow you to post updates.

Materials

Course materials encompass from lessons and presentations, to 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 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 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:

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

Assignments

Assignments are graded items. Each assignment may require you to use a **Submissions 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 an assignment, 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:
   a. **Upload**—Select a file from your computer.
   b. **Create**—Create a document on the web using the text editor.
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.

Course Tests/Quizzes

The tests/quizzes materials are online assessments for the course. 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

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:

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

Discussions

Discussions are interactive conversations that allow participation between you, other participants enrolled in the course, and your instructor. Each discussion has threaded commenting, allowing you to respond to any post by another participant.

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 participants.

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.

Need Assistance?

If you have technical questions or need assistance using Schoology, please click the **Question Mark** item located in the navigation menu at the top right of the screen in Schoology. The Question Mark menu item will prompt you to submit a Help Ticket to DoDEA IT Support at https://help.ds.dodea.edu/support. **NOTE**: This option works only if you are connected to the network using your CAC.

You may also contact the instructor of your course in Schoology for immediate Schoology support.

For additional information, please click the link, https://support.schoology.com/hc/en-us to access the Schoology Help Center.

Source: Schoology Help Center at https://support.schoology.com/hc/en-us/categories/200077723-General#section-header.

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