



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

# SCHOOLOGY QUICK START GUIDE

## New Personnel



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# Getting Started Using Schoolgy

Welcome to Schoolgy! The purpose of this guide is to help new personnel learn how to use the tools and features available in Schoolgy LMS. Specifically, new personnel will be introduced to the following topics:

- Four main areas in Schoolgy: Home, Courses, Groups, and Resources
- Tools available from the Homepage
  - Recent Activity
  - Grades and Attendance
  - Calendar
  - Messages
  - Notifications
- Personal Account Settings
- Profile Picture
- Next Steps: Schoolgy Orientation for Staff Course

## Navigating Schoolgy

The top navigation bar is visible from anywhere on the site once you have logged in.

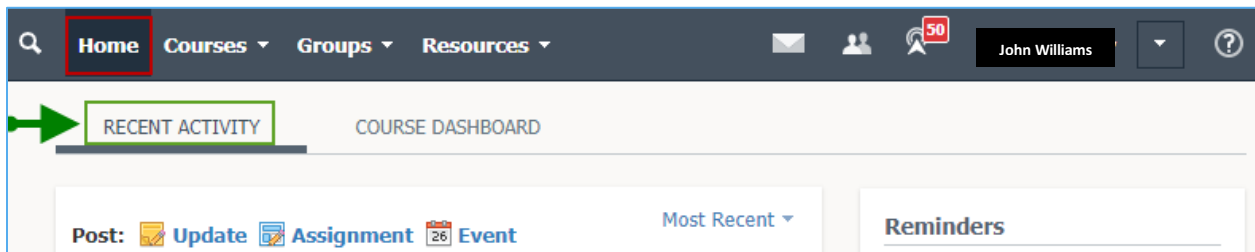


On the left side of the top bar, you can navigate to the four main areas of Schoolgy:

1. Home
2. Courses
3. Groups
4. Resources

## Home Drop-Down Menu

Clicking **Home** always brings you back to your home page, the **landing page** you see when you log in. This is where you see your Recent Activity feed.



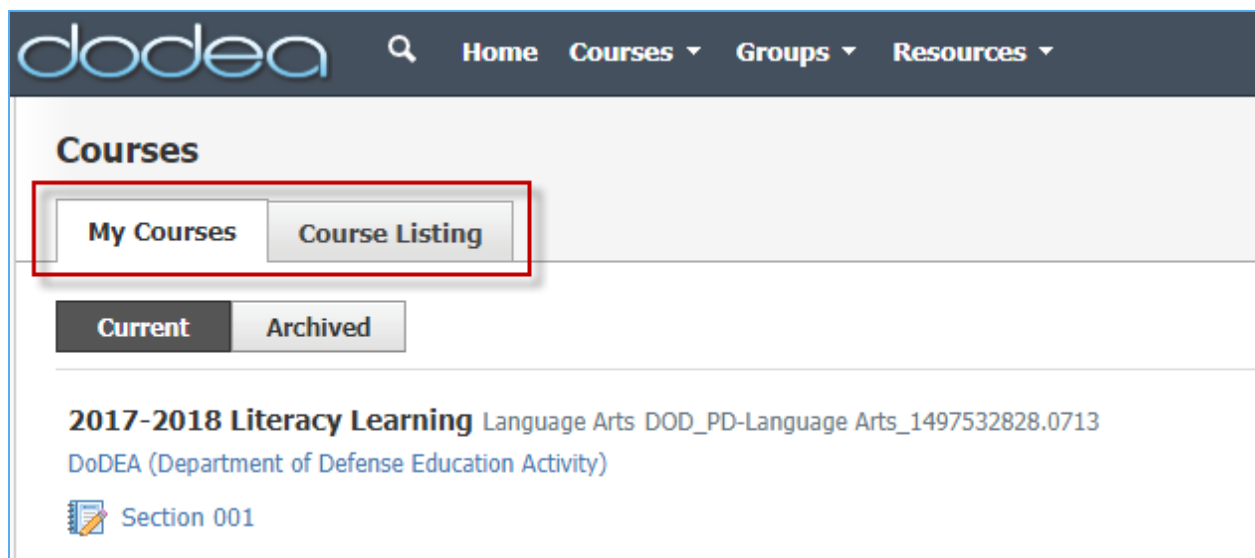


## Courses Drop-Down Menu

Clicking **Courses** displays a drop-down menu of the courses you are personally enrolled in. If you have been provided with a **Course Access Code**, click **Join** along the bottom of this dropdown menu and enter the code in the field that appears.



From your Courses drop-down, you can **join courses**, **navigate to your existing courses**, and **even see all your active and archived courses**. Your courses contain all your instructional materials (e.g., files, assignments, and assessments) along with communication and organizational tools strictly associated with the course. Select a course from the drop-down menu to navigate to that course profile, where you can create materials and grade assignments. Click **See All** to access a list of all of your courses. From here, you can access all of the Courses in DoDEA by clicking **Course Listing**.





## Groups Drop-Down Menu

Clicking **Groups** displays a drop-down menu of the groups you are enrolled in. A crown icon displays to the right of the groups you administer. If you have been provided with a **Group Access Code**, click **Join** along the bottom of this dropdown menu and enter the code in the field that appears.



Your Groups drop-down menu at the top of the screen allows you to navigate to, and join Groups. Groups are collaborative spaces to share resources, organize events, and connect with others.

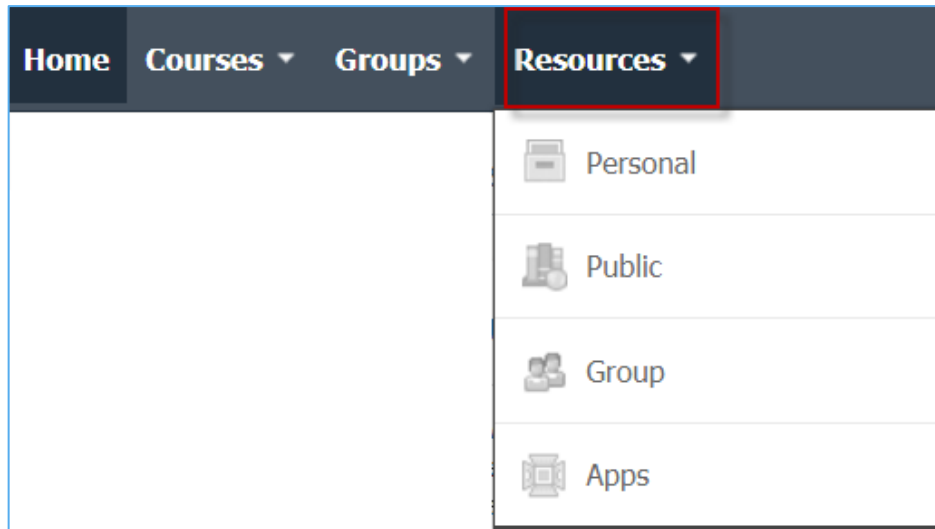
See [Access Codes to Join Schoolgy CCR Groups, COPs, and VSNs](#) located in the Appendix to join high-demand Schoolgy groups. A few of the groups include:

- **DoDEA College and Career Ready Educator Resources:** There are over 6,000 DoDEA educators enrolled in this group. This group contains all of the resources that support DoDEA College and Career Ready Standards (CCRS). Under the Resources menu item, you will see folders for Mathematics, Literacy, and Science.
- **DoDEA Comprehensive Assessment System Orientation:** There are a variety of resources available in this group that supports the implementation of the CCR Assessments components of the DoDEA-CAS. Under the Resources menu item, you will find the following folders: Training Modules, Webinars: Diagnostic Assessment, Webinars: Released Items to Support Instruction, and Webinar Group: K-2.
- **COPs:** Communities of Practice for Mathematics and **VSNs:** Virtual School Networks for Literacy.



## Resources Drop-Down Menu

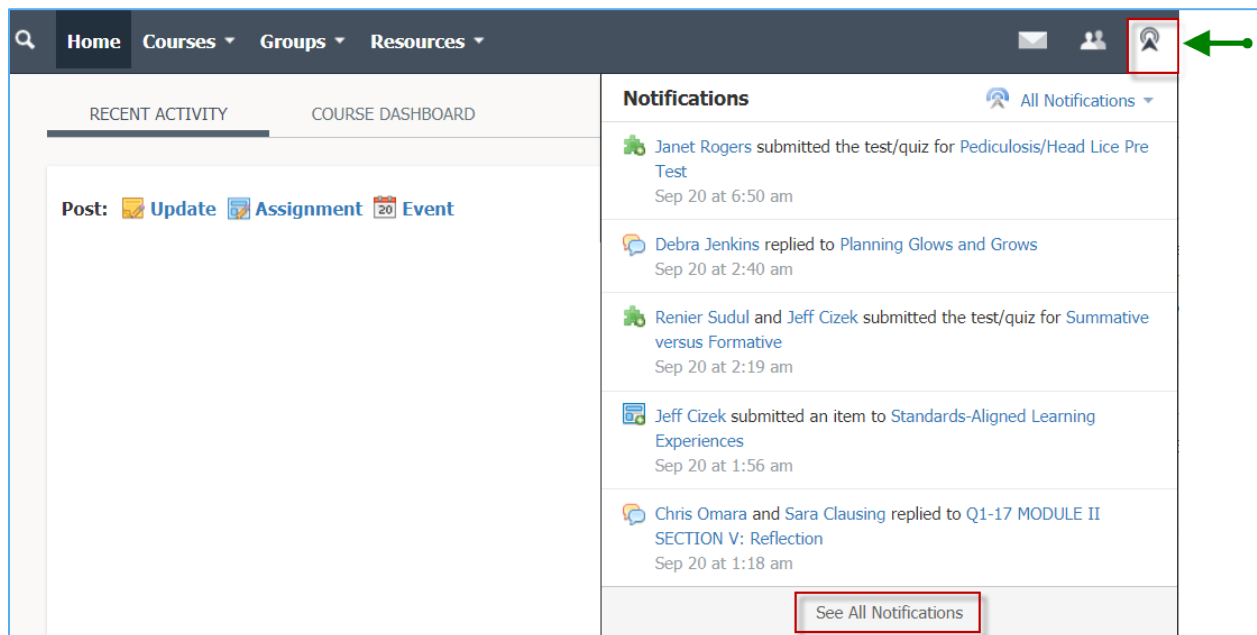
Click **Resources** to create, view, edit, and manage all your instructional resources.



Clicking the Resources drop-down menu allows you to navigate directly to your **Personal resources**, any **Group Resources** you have access to, all of the **Public Resources** on Schoology, and any **Resource Apps** you may have installed.

## Messages, Connections, & Notifications

On the right side of the top bar you have icons relating to messages, connections and notifications, as well as a link to your own Personal Profile. Any time someone sends you a message, wants to connect, or does something that pertains to you or your affiliations, 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.







## Home

The screenshot shows the Schoology Home interface. Callout 1 points to the left navigation panel containing links like Grades/Attendance, Mastery, Calendar, Messages, People, Subscriptions, School Analytics, Advisees, App Center, and McGraw-Hill Education. Callout 2 points to the 'RECENT ACTIVITY' section, which includes a 'Post' tool with options for Update, Assignment, and Event. Callout 3 points to the 'Reminders' section, which lists statistics such as '633 ungraded assignment submissions'. Callout 4 points to the 'Upcoming' section, which shows a calendar for Wednesday, September 20, 2017, with events like 'Math Dept Mtg' and 'PPS Dept. Meeting'. Callout 5 points to the user profile 'John' in the top right navigation bar.

### One: Navigation Panel

The navigation panel on the left side of your Home screen allows you to access your **calendar**, **messages**, **blogs** you subscribe to, and your school directory via the **People** tab. This navigation panel is visible from any of the areas listed in the panel.

### Two: Center Column

This column shows the page you are viewing based on the left side navigation. You'll always start on the **Recent Activity Feed**, a condensed feed of posts that relate to you, your courses, and your groups. You can click on the quick post tool at the top to **post updates**, **assignments**, **events** and **polls** with files and links attached.

### Three: Reminders

The **Reminders** area can help keep you quickly informed of submissions by participants and ungraded items across your courses at a glance.

### Four: Upcoming

The **Upcoming** column displays all your assignments, due dates, and calendar events are organized in chronological order.

### Five: Need Assistance or Report a Technical Problem

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.



## Course Profile

### One: Navigation Panel

The **navigation panel** on the left side of your course pages allows you to access the different areas of your course, such as your **Materials, Gradebook and Attendance**. This column also contains your Course Options menu where you can find Course Admin tools, such as View Course As, the Recycle Bin, and your course Privacy Settings. At the bottom of this column you will find your **Course Access Code**, which you can distribute to your participants so they can register for your course.

### Two: Center Column

This column shows the page you are viewing based on the left side navigation. You can set the default landing page for your course to either **Materials** (as in the screenshot above), or Updates.

### Three: Reminders & Upcoming

Similarly to the Upcoming column on your Home page, the **Upcoming column** displays all your **assignments, due dates, and calendar events** in chronological order. However, unlike the Home Page view, the **Upcoming column in a course only displays events and due dates for that particular course**.



## Group Profile

The screenshot shows the DoDEA College and Career Ready Educator Resources group profile. The navigation panel on the left (1) includes links for Updates, Discussions (8), Albums, Members (6012), and Resources. The center column (2) displays a post by Dawn Corley, Instructional Designer, DoDEA HQ, dated Mon Sep 18, 2017 at 2:35 pm. The upcoming column (3) shows 'No upcoming assignments or events'.

You'll notice that your Groups look very similar to Courses. However, groups are more about communication and resource sharing. They are used to share resources, connect, and collaborate with other educators across all three regions in DoDEA.

### One: Navigation panel

The navigation panel on the left side of your course pages allows you to access the different areas of your group, such as **Updates**, **Discussions** and **Group Resources**.

### Two: Center Column

This column shows the page you are viewing based on the left side navigation.

### Three: Upcoming

The Upcoming column shows your group events in chronological order. Clicking on the **Calendar icon** in the Upcoming column allows all Group members to see the shared Group Calendar in the month view.

## Group Resources

The screenshot shows the navigation panel on the left side of the group profile page. The 'Resources' link is highlighted with a red box.

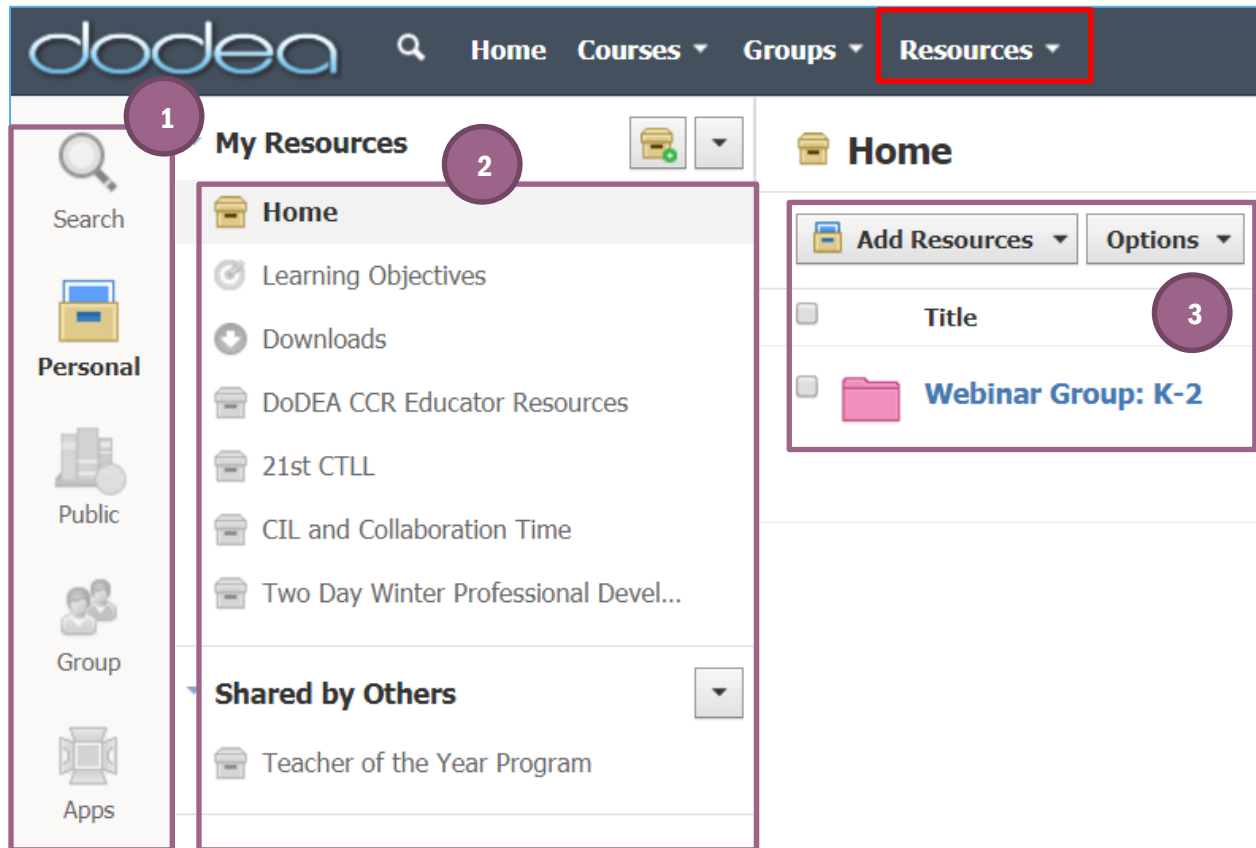
The **Resource** menu item in the navigation menu on the left is where group members access resources i.e. files, videos, and links.

The screenshot shows the Resources section in the group profile. The 'Add Resources' button is highlighted with a red box.

The group administrator adds new resources here. If the settings of the group are set to allow members to add resources, they can add new resources here.



## Resources



The **Resource Center** is a centralized place where all of your instructional and professional development materials are kept. It is closely tied to your courses and Groups. You can import files, create new resources, and copy or move them into any or all of or your courses quickly from the Resource Center. You can also share resources with your groups and download them from our Public Resource Library. Any course materials, folders, and even entire courses can be copied in your resources for use on a later date.

### One: Navigation Panel

The navigation panel allows you to navigate around the Resources area of Schoology, and includes:

- a) **Personal:** This contains the files, course materials, learning objectives and question banks you have saved to your Resources. Only you are able to access this area.
- b) **Public:** This allows you to find resources that other Schoology Educators have made public.
- c) **Groups:** You can access items you share in the Resources area of your Groups from this area, or by navigating to the Group itself.
- d) **Apps:** Install and access Resource Apps here.

### Two: Menu Column

This column shows the menu of contents of the Resources area you are viewing based on the left side navigation.

### Three: Resources View

This is where you can create, view, edit, and manage all your instructional resources.



## 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



The screenshot shows the top navigation bar with a search icon and links for Home, Courses, Groups, and Resources. Below this is a tabbed interface with 'RECENT ACTIVITY' selected. Under the 'RECENT ACTIVITY' tab, there is a filter bar with icons for Post, Update, Assignment, and Event. A green arrow points from the filter bar to a 'Most Recent' dropdown menu, which is highlighted with a red box.

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.

The screenshot shows the 'Upcoming' section with a 'Calendar' link in the top right corner. The main content area lists upcoming events for Monday, September 18, 2017, and Wednesday, September 20, 2017. Each event is preceded by a calendar icon with the date.

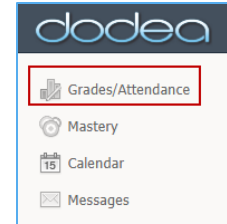
Date	Event
Monday, September 18, 2017	CSI Local Assessment Window
Monday, September 18, 2017	Constitution Day and Citizenship Day/Week - Plan Your Celebration!
Monday, September 18, 2017	Department Meeting Week
Wednesday, September 20, 2017	Science Dept. Mtg. 1:00 am
Wednesday, September 20, 2017	Social Studies Dept Mtg. 1:00 am



## Grades and Attendance



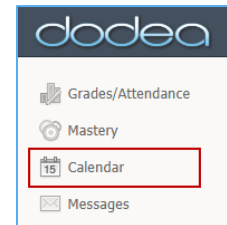
Select the Grades/Attendance tab in the left menu of your homepage to see a breakdown of your grades and attendance for each course. Click a specific course to view each graded item, your grade, the max points, and any comments from the instructor.



## 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.

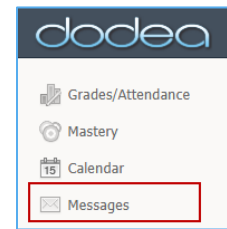


## Messages

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

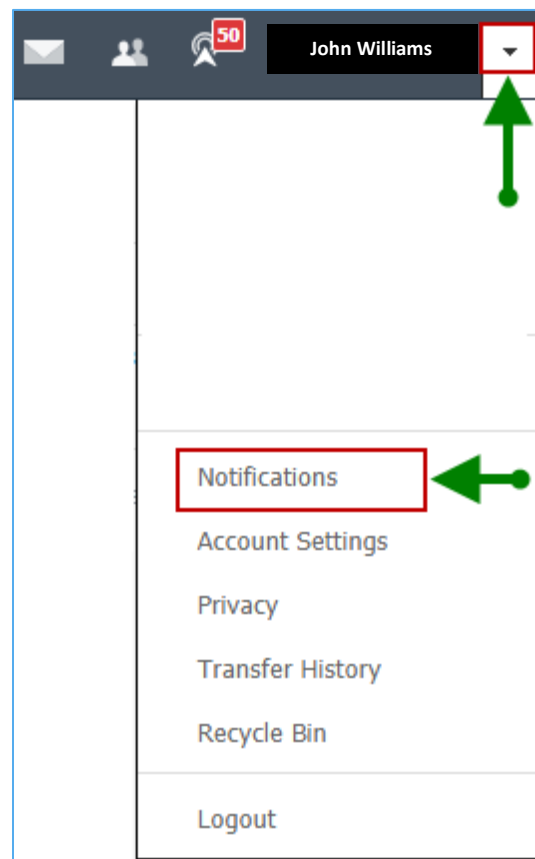
Schoology sends you email notifications for Social, Academic, Group, and School activity that occurs in your account. To access your personal account notifications, click on the downfacing arrow in the upper right corner of your Schoology page, and select the **Notifications** option.

### 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.

**Account**

**Notifications** | Account Settings | Privacy Settings | Recycle Bin

**Notifications**  
Schoology sends you notifications when actions occur that involve you. You can select which notifications you would like to receive.  
[Reset to default settings](#)

**Academic** ✉ Email

Course update posted	On
Course comments on updates, assignments, or discussions	Off
Comments on my posts	On
Assignment submissions	On
Test/Quiz submissions	Off
User joins your course	On
Course content created	<a href="#">Edit</a> Custom
Course materials overdue	On

[Send notifications to your phone via text message](#)

Receive text notifications for selection Schoology actions by adding your U.S./Canadian phone number.

Enabling Push notifications on your Schoology app will automatically sync with this area.

Turn on/off email notifications for all courses and groups or customize the courses and groups for which you'd like to receive emails





## 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:

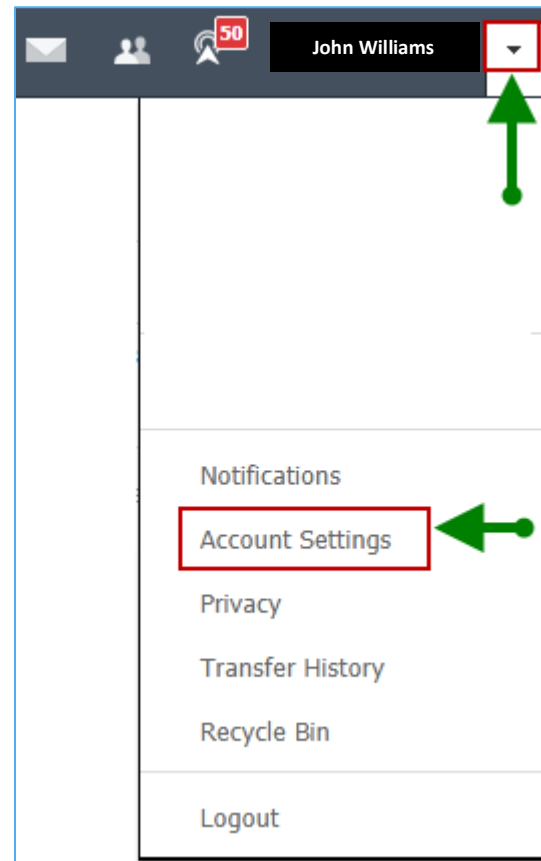
- **Title**—This refers to any prefix you want to include in your name (Mr., Mrs., Ms., etc.).
- **First Name**—This field should already include the name with which you signed up for Schoology.
- **Preferred First Name**—If your organization's System Admin has enabled this permission, you can choose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

<b>First Name:</b>	Briar	
<b>Preferred First Name:</b>	<input type="text" value="Bri"/>	<div>Replace First Name with Preferred Name ▾</div> <div>Replace First Name with Preferred Name - Briar Kent</div> <div>Display both First Name and Preferred Name - Briar Kent</div>
<b>Middle Name:</b>		
<b>Last Name:</b>	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.





### Timezone

If your Schoolgy 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

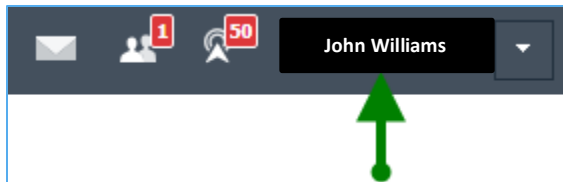
Depending on the way you log in, your login information displays either your Email or your School and Username information.

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 Schoolgy 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 Schoolgy 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 Schoolgy 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

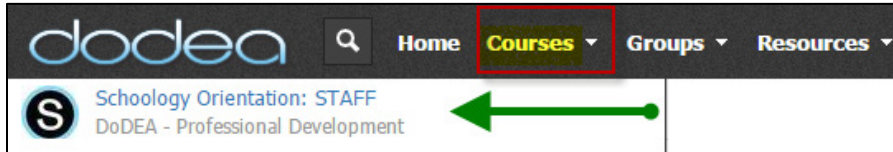
Your thumbnail image is what will show next to your updates and discussion board posts; if it isn't the right size or is cutting off part of your image you can edit it. Use the resize box to create your thumbnail and click Crop. Your main image will stay the same; this only affects your thumbnail.



## Next Steps: Schoolgy Orientation for Staff Course



It is highly recommended for **NEW PERSONNEL** to complete the **Schoolgy Orientation course**. To access the Schoolgy Orientation course, click **Courses** in the navigation menu at the top. Then click Schoolgy Orientation: STAFF.



The Schoolgy Orientation contains the following information:

### Welcome to Schoolgy!

- Creating Courses
- Requesting Groups
- Mobile App Login Directions

### Home

- Recent Activity
- Notifications
- Calendars
- Audio-Video Recording
- End of the Year Close-out
- Copy Previous Course content
- Create, Edit, and Share Portfolios

### Courses

- Distribute digital course materials
- Link sections for easy course management
- Assign work to participants
- Receive online homework submissions
- Create auto-graded quizzes and tests
- Lead discussions and monitor comments
- Grade, rubrics, reports

### Groups

- Communicate with people outside of courses
- Share resources outside of courses
- Create private or public groups for staff

### Resources

- Save course materials
- Build content outside of a course
- Collaborate on material with colleagues
- Share your work with groups
- Create Question Banks

### Schoolgy Apps

- Turnitin
- Respondus Lockdown Browser
- Google Drive
- Youtube and Vimeo



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## Appendix





## Access Codes to Join Schoolgy CCR Groups, COPs, and VSNs

CCR Groups	Access Code
DoDEA College and Career Ready Educator Resources	RWH85-2TK6Q
DoDEA Comprehensive Assessment System Orientation	6X5TC-9HQQN
COPs Math	
PreK/Sure Start	MNPRS-3RVJW
Kindergarten	HJG22-2Q8V4
Grade 1	HWNPP-7R8JB
Grade 2	KR8FD-6Z7CD
Grade 3	2K8Q7-6KJSX
Grade 4	K8RJF-HK4MH
Grade 5	78B27-Q5P5X
Grade 6	6D2ZH-PPBPW
Grade 7	Z57TW-8HTXF
Grade 7/8 Accelerated	NVGKW-83MM7
Grade 8	G47FV-Q7P7M
Algebra I	J6Z66-C3PHD
Geometry	M7HFD-SDM62
Algebra II	DNCCF-CZHXX
Calculus (Pre/AB/BC)	68RWZ-M6DVS
400+ Mathematics	HCDFN-P79ZK
VSNs Literacy	
ELA Grade 6	FKTJP-GM452
ELA Grade 7	3H2MW-HK8W3
ELA Grade 8	MSG7Z-VZ8VM
ELA Grade 9	GQHVH-NJN55
ELA Grade 10	5VDBN-XM8V7
ELA Grade 11	P4C2Z-GB4DV
ELA Grade 12	XCBMQ-6N7QH
Science Grades 6-8	K8MRX-7JZ4C
Science Grades 9-12	WMG48-TFZ2T
Social Studies Grades 6-8	SS4SP-986MH
Social Studies Grades 9-12	H6CTH-2B6ZT
Specialized Content VSN	6ZH4R-C4548
Theater	M5CP7-5TBW8
Visual Arts	W9TJT-4S6W2
Music	VZB49-MZFPK
Special Education	H88R5-XB38X
Gifted	4K4FV-X7VQ3
Physical Education	3C5VW-WPDP2
Health	G2ZCZ-FGK2K
CTE	53F43-HTBXX
JROTC	J88WJ-J4PD9
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# Schoolology

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