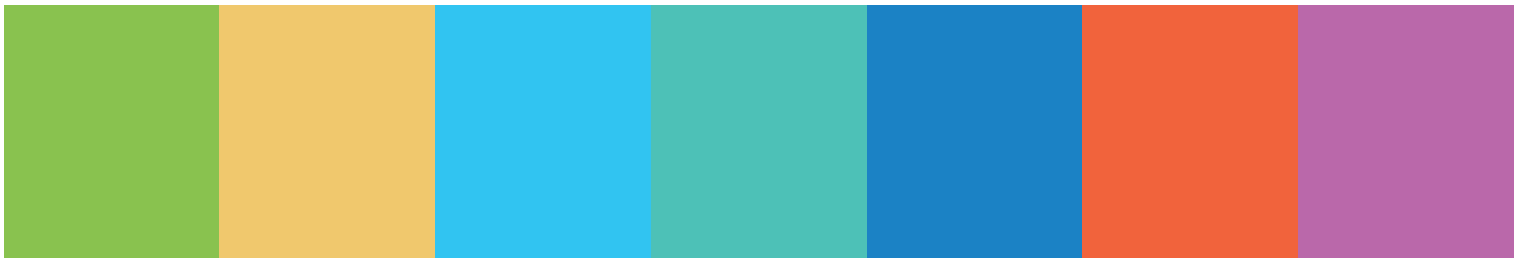


COURSE CONTENT CHEAT SHEET





UPDATES

Keep students informed about what's happening in your course, or highlight important messages. Updates can be daily/weekly learning outcomes, reminders, or interesting and useful information about their learning. Updates shared via courses and extracurricular groups will be personalised and delivered 'just in time' to your students main Activity News Feed in a familiar and engaging 'social media' styled approach.

Tips and tricks:

- Add images, and play with font size/formatting, or add audio/video to make updates stand out from the rest
- Add Files, Resources or URL hyperlinks to important content
- Use the 'Poll' feature to collect immediate feedback on a course or group related question
- Updates allow students to ask, and answer each other's questions, creating a collaborative, empowering environment
- The more the Updates tool is used across Course and Groups, the better students will be at engaging with their Activity Feed to keep themselves up to date



FOLDERS

Organise and curate your course content in ways that make it simple and efficient for student's to navigate. Folders, and sub-folders can be created and arranged in an organisation that best suits the course structure i.e. chronologically, or by topic.

Tips and tricks:

- Colour code the folders for the best visual impact and ease of use.
- Use the settings tools to unpublish, individually assign or set completion rules.
- Save folders to your Resources, or create them in Resources so that they are not 'lost' when a course is archived.
- Drag and drop the 'current' folder to the top for ease of access for students
- Don't have too many sub-folder layers - as a rule of thumb - no more than 3 clicks to access an item



ASSIGNMENTS

Use assignments to collect, view and respond to student's evidence of learning. Use either a scale or rubric to grade student submissions.

Tips and tricks:

- Schoology Assignments allow for multiple forms of media submission: digital documents, scanned hard copy, photos, URL links, audio and video. This allows students to evidence their learning in a way that best suits them, and the learning.
- Create and use grading categories thoughtfully to arrange grade results in the student/parent Grades view in a logical way
- Use the 'Individually Assign' tool to assign them to small groups of students when needed so that students outside the group don't have unsubmitted or unmark submissions
- Annotate, markup and give overall feedback student submissions for them to act on and resubmit. Feedback can be written, audio, video and files.
- Toggle between submissions to view improvement
- Assignment submissions can become a narrative of learning in themselves



ASSESSMENTS

Create custom quizzes as a quick and easy way to snapshot student understanding and progress.

Tips and tricks:

- Play around with each question type in a 'test quiz' to get a good understanding of how each question type works best
- For quick and easy feedback and a snapshot of learning choose self marking question types (use Assignments for more in depth learning and feedback)
- Preview the assessment before assigning it
- Create and use grading categories thoughtfully to arrange grade results in the student/parent Grades view in a logical way
- Use the 'Individually Assign' tool to assign them to small groups of students when needed so that students outside the group don't have unsubmitted or unmark submissions



FILE / LINK / EXTERNAL TOOLS

Embed externally created content (docs, slides, sheets, PDFs, images) and links to external websites. Schoology is 'product agnostic' - content from any software can be included in Courses.

Tips and tricks:

- Files and Links can be embedded to 'Display in Schoology' to minimise students being distracted by multiple pop-up tabs and windows
- Use a variety of products and material types to maintain interest and impact
- Use the External Tool to embed 'Integrated' products, such as Education Perfect Assessments, so that results are transferred into the Course Gradebook
- Individually assign or set student completion rules to customise and personalise student experiences in the course.



PAGES

Create original content pages in Schoology to share learning with students. Pages have a wider range of editing tools to make them interesting and visually appealing, while curating and sharing important concepts.

Tips and tricks:

- Align learning objectives to the page to make evident the key learning outcomes
- Use the full range of text and image tools to make the page look interesting
- Pages can be individually assigned to specific grading groups and/or students to personalise student's experiences based on level and interest

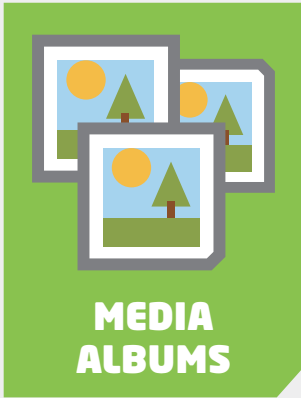


DISCUSSIONS

Use the Discussion tool to engage students and create dialogue, rather than a one way monologue of teacher to student content delivery. Teach, and expect students to respond to online discussions in a thoughtful and considered way.

Tips and tricks:

- Discussion responses can, but don't have to be, graded with either a scale or rubric, a quick, and different, way to snapshot understanding and progress
- To prevent 'piggy-backing' turn on the 'Require members to post before reading other responses' feature
- After posting a response, encourage students to comment on, and question further, classmates own responses
- Use this tool as a way to teach good digital citizenship - how to compose their own thoughts and views, and respond to others, in a respectful and considerate way



Share multiple images and videos with students in a safe and easy way without posting on external social media sites.

Tips and tricks:

- Individual file sizes need to be less than 512MB/file
- Allow or block course or group member's ability to add media
- Allow or block course or group member's ability to comment on media files.
- Use this tool as a way to teach good digital citizenship - how to comment on shared images in an appropriate and respectful way



Create Grading Groups to quickly and easily assign materials to specific groups of students without having to assign to multiple individual students. Assigning materials to Grading Groups will personalise student's experiences in Schoology.

Tips and tricks:

- Grading Groups are set up in the 'Members' menu.
- Groups can be based on anything: academic levels, student interest, project groups etc



Keep students on track and informed using the calendar feature. Most immediate events show up in the 'Upcoming' list. The expanded calendar shows Course, Group and Personal event in a colour coded layout.

Tips and tricks:

- Set homework in an 'event' at the end of the lesson so that students and parents have a one-stop-shop for homework expectations
- Teach students to personalise their calendar by colour coding each Course and Group
- Set up drop in workshops within your class time that students choose to 'Attend' in the calendar
- Add whole school events such as Mufti days, school Athletics and Swimming Sports, and fundraising events to keep students, parents and staff informed