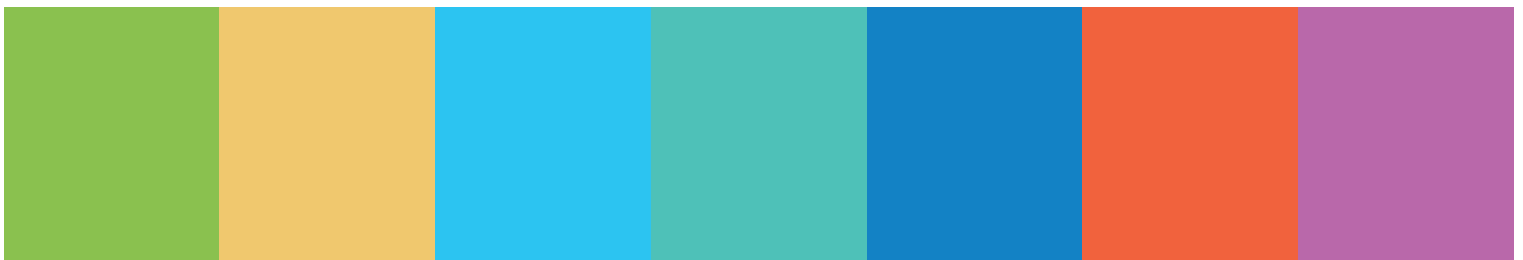


# TRAINING CHECKLISTS FOR TEACHERS





# SCHOOLGY HOMESCREEN

Schoology Support Page - <a href="#">Homepage for Instructors</a> - <a href="#">Personal Account Settings</a>	<input checked="" type="checkbox"/>
Locate and Update your Profile information	
Access your Account Settings (particularly to change your Password)	
Access and edit your Notification Settings for Courses, Groups, and Personal	
Navigate to view/send Schoology Direct Messages	
Navigate to view Schoology Notifications	
Navigate to view Reminders - these are usually ungraded student submissions	



# CALENDAR

Schoology Support Page - <a href="#">Calendar</a>	<input checked="" type="checkbox"/>
Access the Calendar	
Add a Calendar Event	
Add a Calendar event to multiple Courses (you are an Admin of) without manually creating it for each Course	
Add Files/Links/Audio/Video files to a Calendar Event	
Use the Rich-Text features available in the description of a Calendar Event (Insert Content, add Tooltips, add hyperlinks to the text, use basic Text Formatting features)	
Enable RSVP so attendees can notify you of attendance	
Enable comments to be made in a Calendar Event so users can view/ask questions, reply to others etc.	
Filter the number of Calendars visible	
Colour-code your Calendars	



# UPDATES

Schoology Support Page - <a href="#">Course Updates</a>	
Post an update to a Course	
Insert pictures into Posts	
Attach a File/Link/Audio Recording/Poll to an update	
Post the one Update to multiple Courses (without copy/paste) (must be an Admin of all Courses you wish to post to)	
Make the Update an Announcement in a Course (The message sits at the top of the Course in a yellow bar)	
Edit an existing Update (to fix a mistake, or add information)	



# MEMBERS

Schoology Support Page - <a href="#">Grading Groups</a>	
Locate Access Code for students to join a Course	
Add members to a Course	
Make a member of a Course an Administrator	
Send a Direct Message to all Parents assigned to a Student in your Course	
Create and organise members into Grading Groups within a Course.  These Grading Groups will be discussed in the Gradebook section (to filter students in the view), and the Materials section (allowing you to 'individually assign' materials to groups of students)	



# WORKLOAD PLANNING

Schoology Support Page - <a href="#">Workload Planning</a>	<input checked="" type="checkbox"/>
Change the 'Student Workload' option to display "1 or more options" to be able to see all Assessments a student has due on any particular day	
Select a particular Day or Week to display	
View the Task Name, Task Type, Class and Instructor/s from where the due tasks originated from	



# BADGES


Schoology Support Page - <a href="#">Badges</a>	<input checked="" type="checkbox"/>
Add a Badge created by Schoology	
Create your own Badge/s	
Edit/Delete a custom Badge that you have created previously	
Award a Badge to an individual Student	
Award a Badge to all students in a 'fill down' action	
Revoke a Badge from all students in a 'fill down' action	
Copy a Badge from one Course, into one (or more) Courses, without having to manually recreate it in each	



# GRADEBOOK

Schoology Support Page - <a href="#">Gradebook</a>	<input checked="" type="checkbox"/>
Enter, Edit, or Override a student's Grade/Mark in the Gradebook	
Add a comment to a student's Grade/Mark, and check that it is visible to the student	


Click on the material icon to navigate to the students submission for that task	
Select a Sort method for the list of students in the Gradebook (A-Z, Z-A, Firstname, Surname)	
Select a Grading Group (once set up) to display only students in that particular Grading Group	
Filter the viewable tasks by Grading Category	
Sort the list of tasks by Due Date or Date Created (ascending or descending)	
Toggle the option to view the Full Title of tasks, or a condensed title	
Highlight Cells of student results based on those who have been marked: 'Excused', 'Incomplete', 'Missing', 'Missing' but have a submission (a submission was made after the grade was assigned), 'Needs Grading', or 'Not Submitted'	
Alter the view to show 'Summary Grades' for each Grading Category you have created	
Add a Grading Column, which adds a column in the gradebook for feedback, but offers no need for an association with a course material	
Edit the details/settings of a Task from the Gradebook page	
View the Track Revisions option, similar to Google's Revision History, it allows an instructor to see any changes to a students grade/mark	
Set All Grades for all students of one task to the same mark	
View Statistics of a task, offering details of overall class achievement (Mean, Median, Mode etc.)	
Mark any empty cells (students without grades for a particular task) as: 'Excused', 'Incomplete', or 'Missing'	
Export your Gradebook as a .csv	
View a student's Gradebook as if you were the student themselves	

 <h1>GRADE SETUP</h1>	
Schoology Support Page - <a href="#">Grade Setup</a>	<input checked="" type="checkbox"/>
Create a Grading Category	
Edit a Grading Category you have already created	
Set a Category as the default option when creating newly created materials	
Assign 'Weights' to Grading Categories	

Use the 'Visibility Settings' to hide both 'Overall Grade' and 'Grading Period Grades' in student reports	
Add a new Grading Scale	
Create a new Grading Scale that displays words (eg. Complete/Not Yet Complete) and have this show only the text (no numbers)	
Create a Rubric - <a href="#">Rubric Ideas</a>	
Add Criteria to a Rubric	
Change the Grading Scale (add/remove options to be selected for each Criteria) for a Rubric	
Add 'Learning Objectives' as Criteria on a Rubric	
Reorder the Criteria of a Rubric	
Copy an individual Rubric to another Course	
Edit/Delete a Scale or Rubric you have created previously	
Make a Scale the default option for newly created Materials	
Copy all Grading Categories, Scales, Rubrics to other Courses	



## COURSE MATERIALS

Schoology Support Page - <a href="#">Materials</a> - <a href="#">Assessments</a> - <a href="#">Assignments</a> - <a href="#">Discussions</a> - <a href="#">Files/Links</a> - <a href="#">Pages</a> - <a href="#">Media Albums</a> -	
Create a folder	
Change the folder colour	
Add a description and/or image	
Publish/unpublish the folder	
Add a page	
Add content and media to the page	
Embed resources into the page i.e. Google Drive Resources	
Display the page inline vs display in new page	
Add a File/Link/External Tool	

Display in Schoology vs display in new window	
Add a discussion	
Enable grading on discussion submissions	
Only allow students to view others' submissions after posting their own	
Share a discussion between courses	
Add a media album	
Add an assignment	
Add a description for an assignment	
Include files, links and media in assignment details	
Assign a grading category to an assignment	
Add a grading scale or rubric	
Enable/disable submissions	
Support students with assignment submissions	
View student submissions, not-submitted, late	
Add mark-ups (pen, comments, highlighter) to a student submission	
Add feedback/comments (written, audio and visual) to a student submission	
Assign a grade and a grade comment to a student submission	
Add an Assessment	
Create questions in Assessments	
Add answers to self-marking questions	
Modify settings in an assessment (grade allocations, marking, publish grade to students)	
Publish/unpublish all Course Materials	
Align Materials to Course Objectives	
Make all materials available to all students or individually assign materials to students or grading groups	



# COURSES

Schoology Support Page - <a href="#">Courses</a>	<input checked="" type="checkbox"/>
Send Messages to: All Members/Admins(Teachers)/Members(Students) /Parents	
View the Course as a particular student	
Change the image of your Courses to make it easier for you and students to navigate/locate	
Re-order course icons in Course view	



# GROUPS

Schoology Support Page - <a href="#">Groups</a>	<input checked="" type="checkbox"/>
Reorder your Groups menu	
Post/Edit an update to a Group	
Insert pictures into Posts	
Attach a File/Link/Audio Recording/Poll to an update	
Create/Participate in a Group Discussion	
Create/Add to a Media Album in a Group	
Access and navigate Group Resources	
Copy a resource from the Group to one (or more) of your Courses	





# RESOURCES

Schoology Support Page - <a href="#">Resources</a>	<input checked="" type="checkbox"/>
View and Organise your Personal Resource section	
Able to 'Save to Resources' any materials from our Courses	
Able to 'Copy to Course' any materials from yours (or a School Groups) Resource section to Courses you are an admin for	
View, Create, and Organise Learning Objectives in your Personal or any Group resource section	
Able to create materials (such as Assignment templates) in your Personal or any Group resource section	