

# Community Partners Schoology Overview

**September, 2020**

# Schoology Overview - Topics

## Schoology – PK-5 Online Teaching and Learning Platform

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**Note: Remote Teaching and Learning Assignments are part of district attendance requirements.**

# Signing into Schoology

# Schoology – Signing in

## How to Sign into Schoology: Student Directions

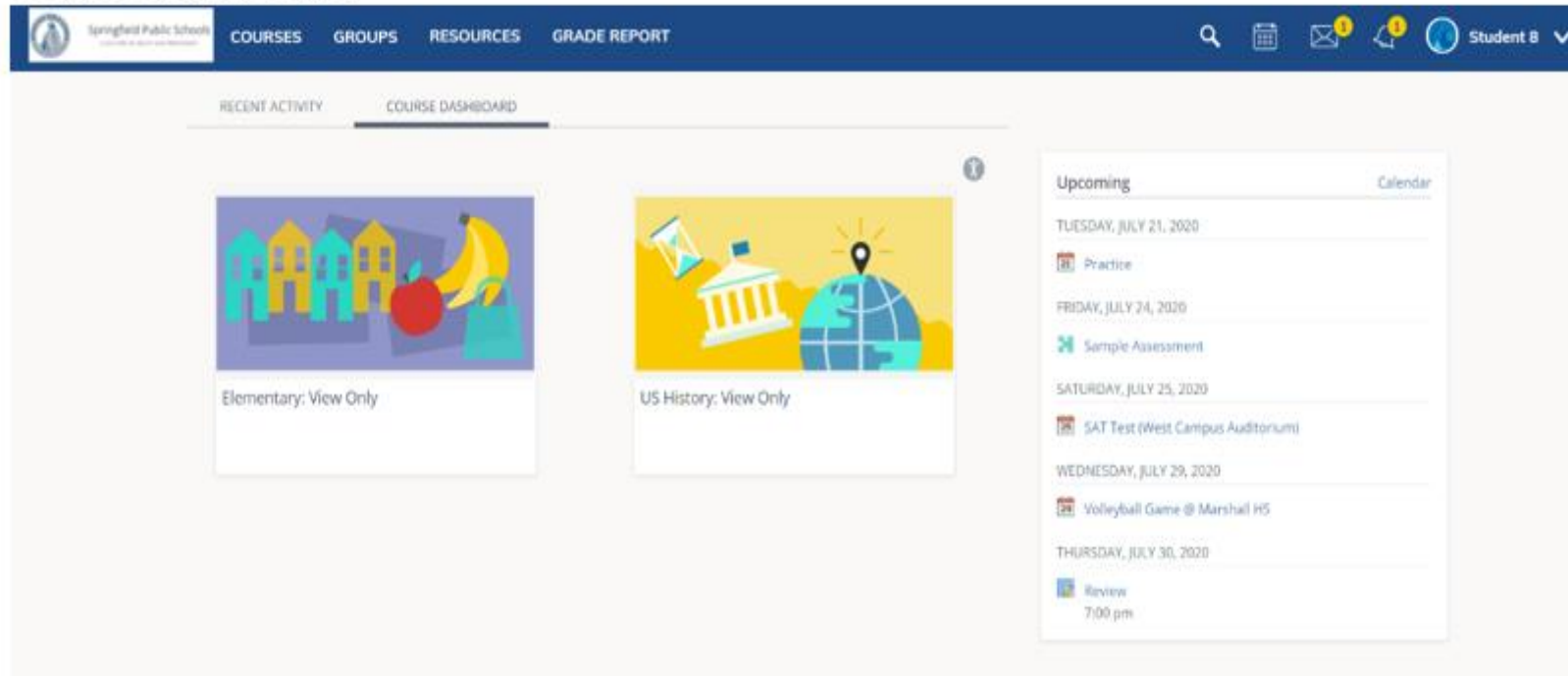
1. Log into your student computer like you normally do
2. Go to the student application page
3. On the student application page, click on Schoology



4. You should immediately be logged into the Schoology home page if you are using your assigned SPS
5. If you are using a different computer, type: **sps.schoology.com** into your web browser
6. You will be taken to a sign in with Microsoft page. Place your SPS email (studentid@springfieldpublicschools.com) and computer password (SpMMDDYY).

# Schoology – Signing in

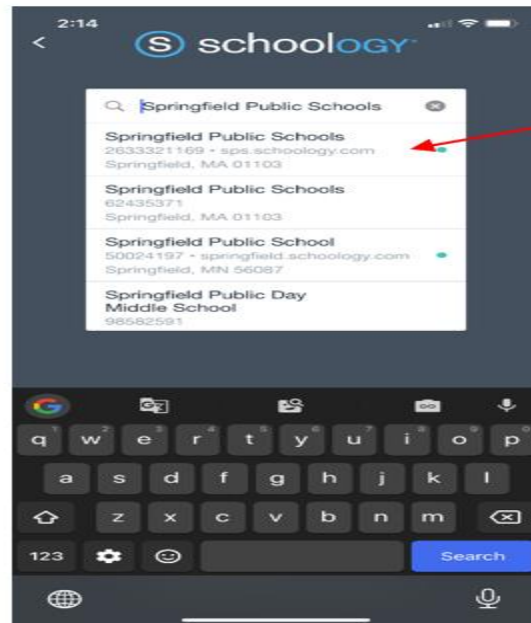
7. Once you complete the sign in with Microsoft process you will then be brought to the course dashboard.



# Schoology – Signing in

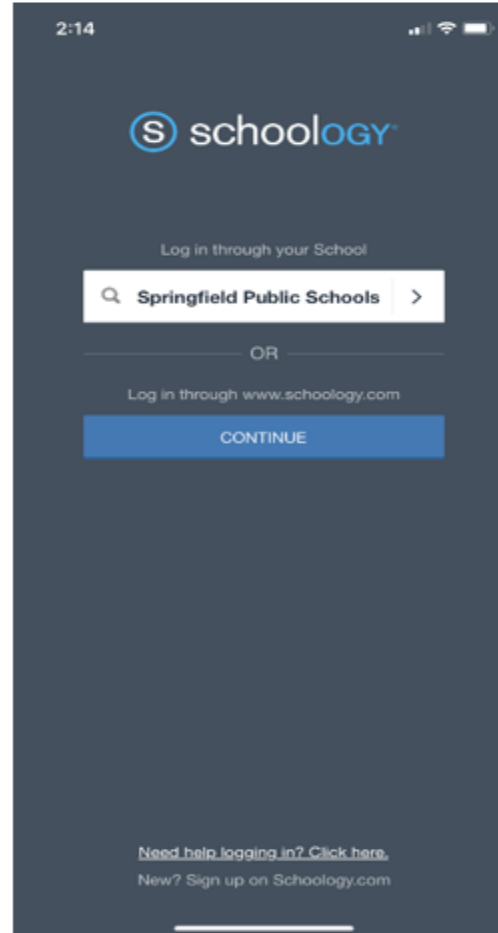
## Logging into Schoology Using the Schoology Mobile App

1. Download the Schoology App from either the Google Play Store or the Apple Store. To find the app, start typing Schoology in the search bar.
2. Once the app has been downloaded, tap into the **Find your school or domain** field to search for your organization. (Note: Since there are many Springfield Public Schools make sure that it says Springfield, MA 01103 **and** sps.schoology.com before selecting).



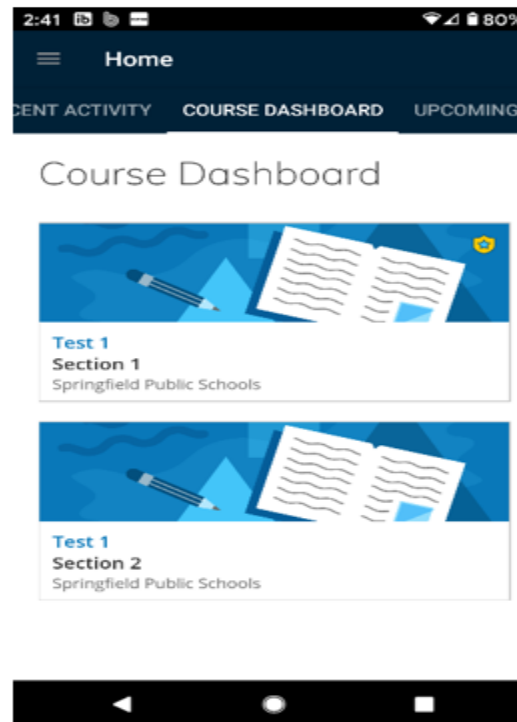
# We Learn Schoology – Signing in

3. Tap the name of your organization when it displays. Once you have completed the log in the first time the app will remember the school and you will just have to tap the arrow next to the school name.



# Schoology – Signing in

4. You will then be taken to a sign in with Microsoft page. Place your SPS email (studentid@springfieldpublicschools.com) and computer password (SpMMDDYY).
5. Once you complete the sign in with Microsoft process you will then be brought to the course dashboard.



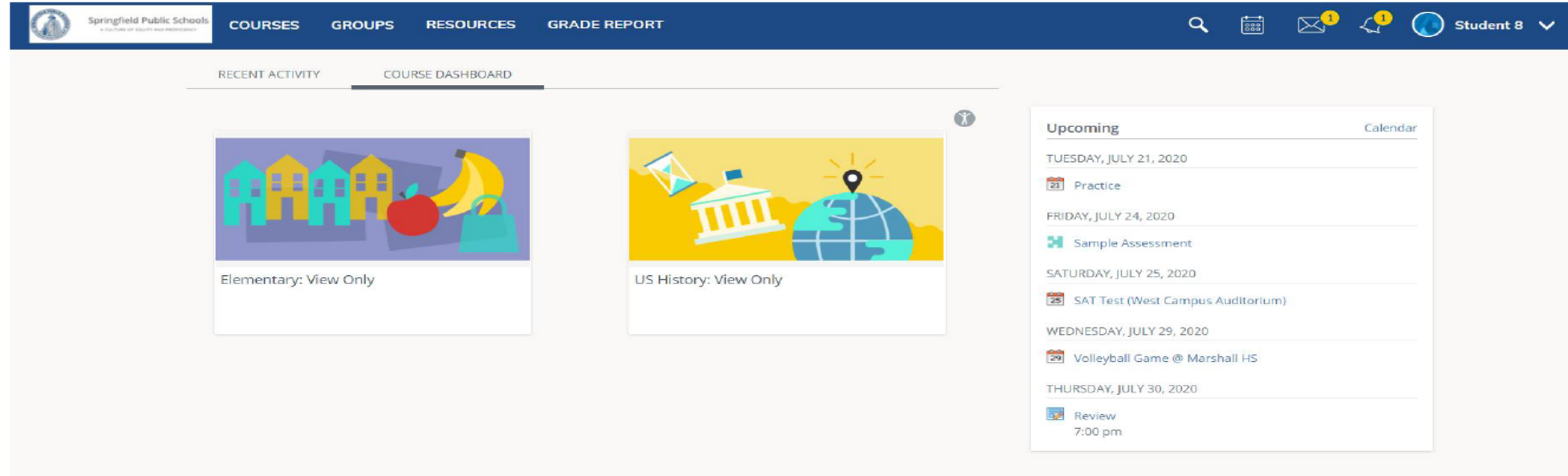


# How to Navigate in Schoology

# Schoology – Navigation

## General Overview of Schoology: Student View

After logging into Schoology, the screen will look similar to this:



The first thing shown will be the **Course Dashboard**. This dashboard will show all your courses in a tiled list.

On the right side of the page you should see **Upcoming**. Upcoming will show you all your assignments, discussion, and test/quizzes that are due soon. If you hover over the assignment you can see which

course the task came from. (**Note:** you can also see the upcoming task from the calendar icon.)



# We Learn Schoology – Navigation

You can also access your different courses from the top of the page:



## Other important icons:



This is the **Calendar** icon. This will keep your events and due dates organized and easily accessible. By clicking the Calendar icon at the top of Schoology, you can view events and due dates by the month, week, or day.

# Schoology – Navigation



This is the **Messages** icon. This icon will tell you if your teacher has sent a message. You can



This is the **Notifications** icon. From here you will know if your teacher has graded your work, added some new material to your class, or if someone has responded to your discussion posts. When clicking on the bell you will see the most recent notifications. Clicking on a specific notification will take you to the related material.

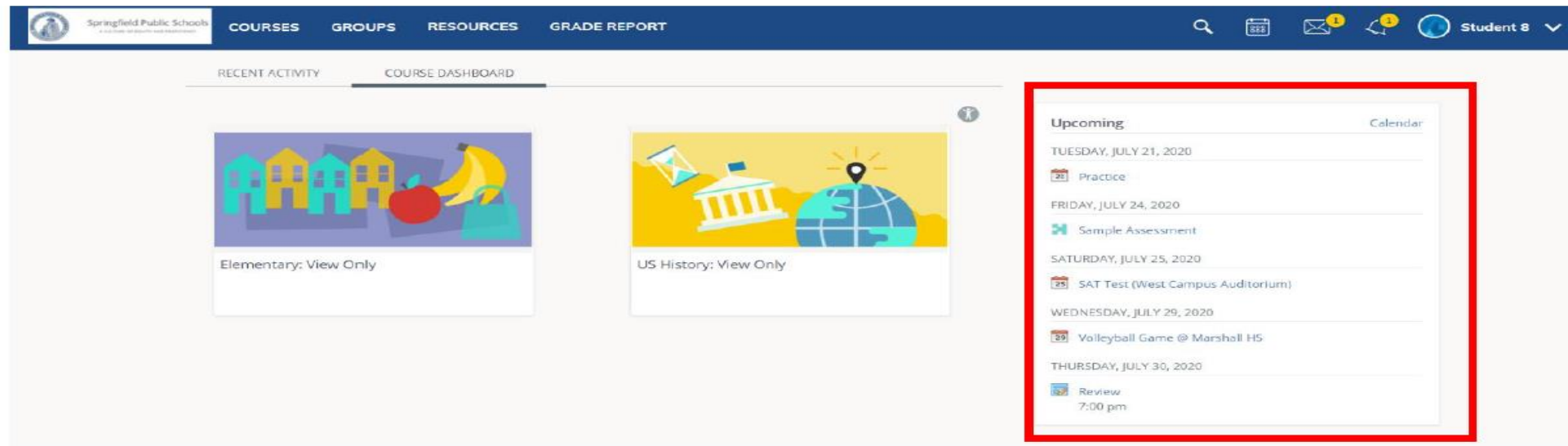
# How to Find and Submit an Assignment in Schoology

# Schoology – Assignments

## How will I find my Assignments?

Since assignments are an important part of a student’s daily schedule, there are several locations in which to find them. As soon as you log into Schoology and see your courses you also see to the right an area called Upcoming. Upcoming shows students and parents all the upcoming calendar events, including assignments.

Any assignments shown the Upcoming Area of the page will be the ones with the soonest due date. Click on the title of any assignment to see the details.



The Upcoming area is also visible within in any student course. The events shown will be specific to that course.

# Schoology – Assignments


Students and Parents can also access any assignments and upcoming events by clicking on the



calendar icon at the top of the page.

All assignments are also posted on the Materials page of a course. They will either be within a folder or directly on the main page.

## How to Access an Assignment

1. Click on the title of the assignment (**Note:** all assignments will have this icon  next to the name of the assignment)
2. You will be taken to a page with the description of the assignment. Click on the **My Documents** tab.
3. If you have not already logged into OneDrive, you may be asked to do so. Enter your regular log in information (it is the same info that you type to sign into your school computer)
4. Once the document opens, click on **Edit**
5. A new tab will open. This is to allow for you to edit the original document in OneDrive.
6. If you need to close the document and return to it later, click on the **In Progress** tab to continue working on the assignment.

## How to Submit an Assignment

1. Once you have completed working on an assignment and are ready to turn it in click **Submit Assignment** at the top of the document
2. You will be asked if you are sure. Click **Yes, Submit** to confirm
3. Once submitted you cannot edit the document
4. However, if the assignment was submitted by mistake you can click on the **Unsubmit** button (Note: This can only be done if the assignment is not passed due.)

## Questions and Answers

**Q:** How will I know if it is an assignment?

**A:** All assignments that are not a discussion will have this icon:



**Q:** How will I know if the assignment is a discussion?

**A:** All discussion assignments will have this icon:





# How to Communicate with Teachers in Schoology

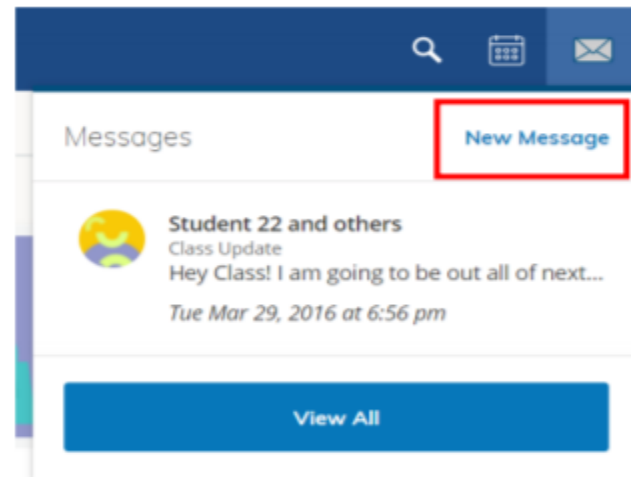
# Schoology – Communication

## How a Student Sends a Message to Their Teacher

The top menu provides a quick and easy way to access your messages from anywhere within Schoology.

To send a message from the top menu:

1. Click on the envelope  icon from the top menu
2. Click **New Message**.



# Schoology – Communication

3. Enter the teachers name in the **To** field. A list of users will automatically populate as you type.
4. Select the user from the list.

**New Message** [X]

**To: \*** tea

**Subject: \***

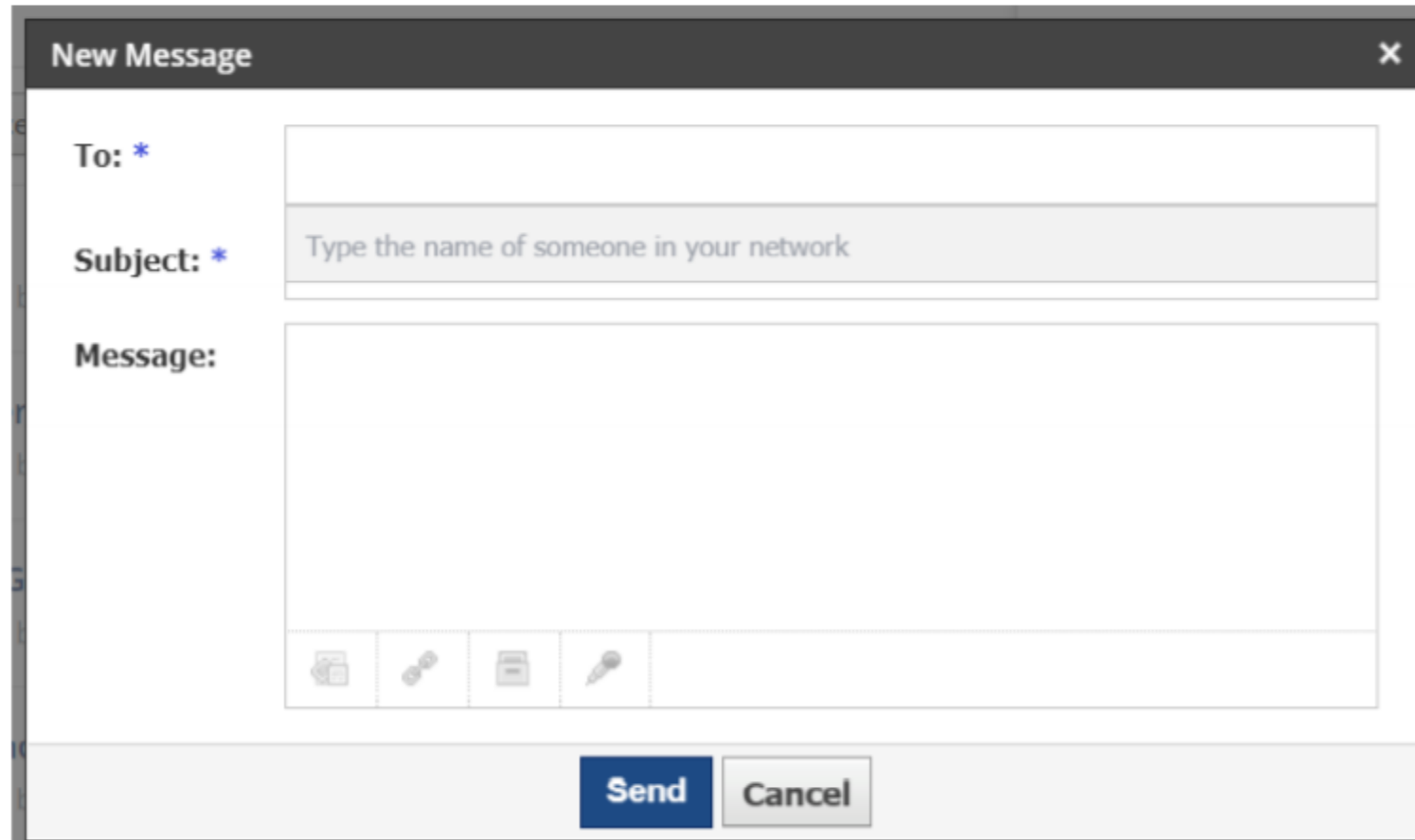
**Message:**

- Teacher 6  
Springfield Public Schools Sandbox
- Teacher 7  
Springfield Public Schools Sandbox
- Teacher 8  
Springfield Public Schools Sandbox
- Teacher 9  
Springfield Public Schools Sandbox

[Send] [Cancel]

# Schoology – Communication

5. Enter a subject and message like you would for a regular email
6. Once you have typed your message, click **Send** to complete.



The screenshot shows a 'New Message' dialog box with a dark header bar containing the title 'New Message' and a close button (X). The main area is divided into three sections: 'To: \*' with an empty text input field; 'Subject: \*' with a text input field containing the placeholder text 'Type the name of someone in your network'; and 'Message:' with a large, empty text area. At the bottom of the message area, there is a row of five icons: a document with a plus sign, two circular arrows, a document with a minus sign, a pencil, and a trash can. At the bottom of the dialog box, there are two buttons: a blue 'Send' button and a grey 'Cancel' button.

# Schoology – Communication

## Receiving a Message and Sending a Response

1. When you have received a message the envelope icon in the top menu will have a number appear
2. Click on the envelope icon to see who has sent recent messages.
3. Click a message to open and view the message
4. If you need to respond to the message, enter your response in the box provided

The screenshot displays the Schoology 'Messages' interface. At the top, there are tabs for 'Inbox' and 'Sent Messages'. Below this is a 'Class Update' section with a list of participants: 'Between You, Teacher 1, Student 10, Student 11, Student 12, Student 13, Student 14, Student 15, Student 16, Student 17, Student 18, Student 19, Student 2, Student 20, Student 21, Student 22, Student 23, Student 24, Student 25 and Student 26'. A message from 'Teacher 1' is shown, dated 'Tue Mar 29, 2016 at 6:56 pm', with the text: 'Hey Class! I am going to be out all of next week, but the substitute should have access to Schoology. I have posted all of your material. It is currently hidden, but will appear automatically on the correct days next week. I've copied you all onto this thread so that if you have any questions, everyone will see the answers. That way I don't have to message you all individually. :) For fun, I've attached a video I thought you might like. Good luck!'. Below the message is a 'Message:' input box with a toolbar containing icons for attachments, links, images, and text formatting. At the bottom of the input box are 'Send' and 'Cancel' buttons.

5. Click **send** to complete

# Schoology Parent Account Sign-up

# Schoology – Parent Account Sign-up

If you don't already have an account in Schoology, you must sign up from a mobile browser at [www.schoology.com](http://www.schoology.com).

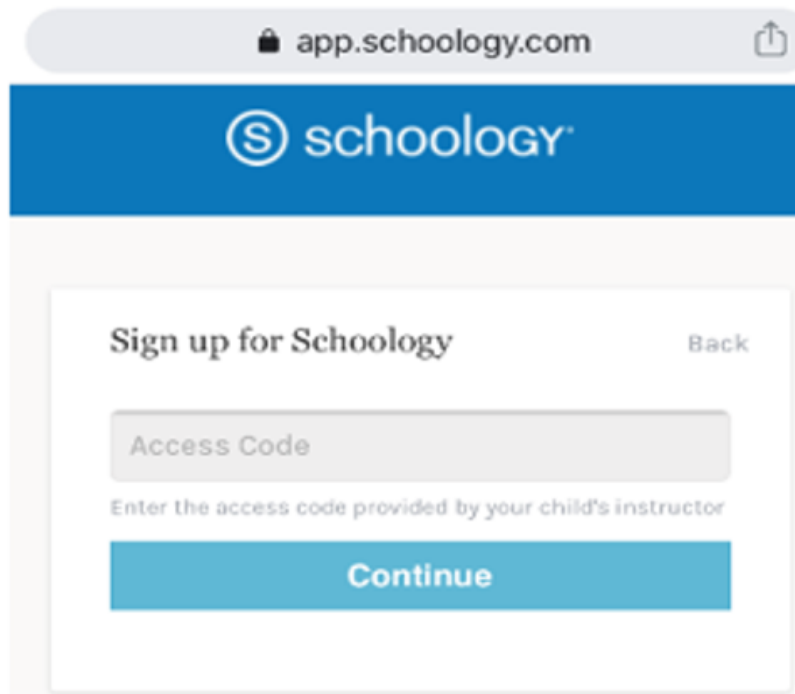
1. Tap/Click **Menu>Sign Up>Parent**

The image displays two screenshots of the Schoology website. The top screenshot is a mobile browser view of [schoology.com](http://schoology.com), showing a navigation menu with the following items: Tour, Stories, Connect, Resources, Blog, and About. The bottom screenshot is a desktop view of the same website, featuring a blue banner with the text "PowerSchool Is Here to Help". A red box highlights the "MENU" button in the top right corner of the desktop page, and a red arrow points from this box to another red box that highlights the "Sign Up" dropdown menu. The "Sign Up" menu is open, showing options for "Instructor", "Student", and "Parent".

# Schoology – Parent Account Sign-up

2. Enter the access code provided by your child’s instructor and click Continue

- When you use a Parent Access Code to create an account, you are automatically associated to your child. You can add additional children to your account using the Add Child button.



The screenshot shows a mobile browser interface for the Schoology app. At the top, the address bar displays 'app.schoology.com'. Below it is a blue header with the Schoology logo and name. The main content area is titled 'Sign up for Schoology' with a 'Back' link. It features a text input field labeled 'Access Code' with the instruction 'Enter the access code provided by your child's instructor' below it. A prominent blue 'Continue' button is positioned at the bottom of the form.



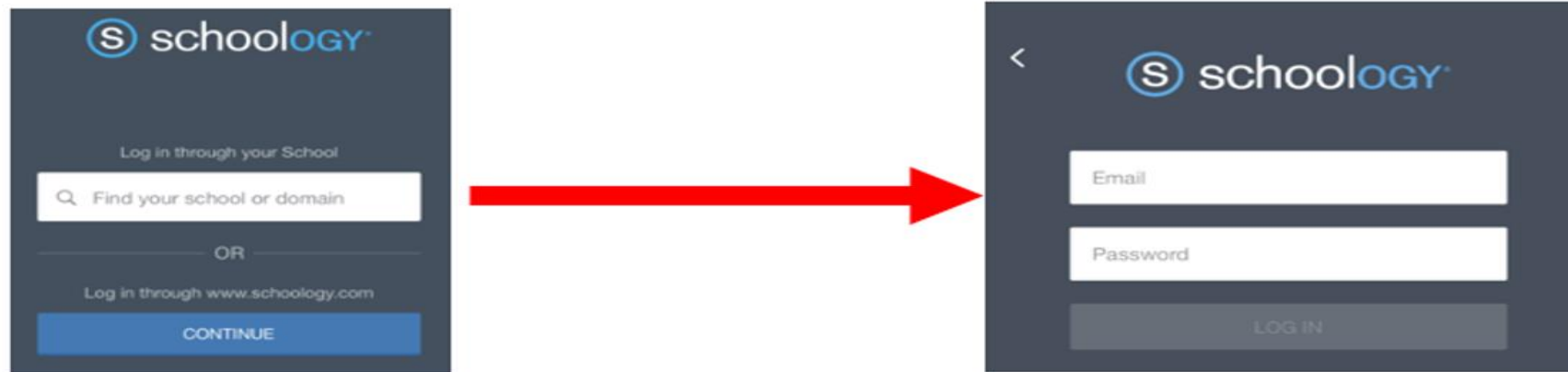
# Schoology – Parent Account Sign-up

3. Enter your First and Last name, an email address or username and a password for your account
4. Click **Register** to complete

## How to sign into a Parent Account in Schoology

Download the Schoology app from either the App Store or Google Play stores on your mobile device. Once installed, select **Continue** located underneath *Log in through www.schoology.com* and enter your credentials created using the above instructions.

[Please see this link for assistance navigating the Schoology mobile apps.](#)



# Schoology – Parent Account Sign-up

Once parents register for Schoology using the code, their account will automatically be associated with their child's account. Parents will be able to view all of their child's activities, courses, groups, calendars, updates, attendance, and grades, depending on the permissions and privacy settings in place.

## YouTube Link

A YouTube channel has been created and will be populated with videos to accompany all training topics covered in this Schoology overview training.

Please click the link below to access the SPS Family IT Support channel:

[https://www.youtube.com/channel/UCUbdvuyhx6-luaRw\\_45S7Dg](https://www.youtube.com/channel/UCUbdvuyhx6-luaRw_45S7Dg)

Videos and help documents can also be found on:

<https://www.springfieldpublicschools.com>>Remote Learning>Technology Resources for Remote Learning