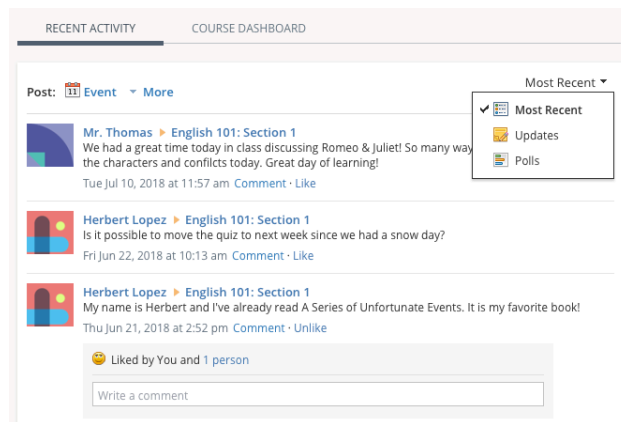


Student Guide for Navigating Schoology

Your homepage is the first place you'll land every time you log in to Schoology. Your homepage may show you Recent Activity or, you may see a Course Dashboard.

Recent Activity

Recent Activity shows all comments and updates pertaining to your schools, 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.



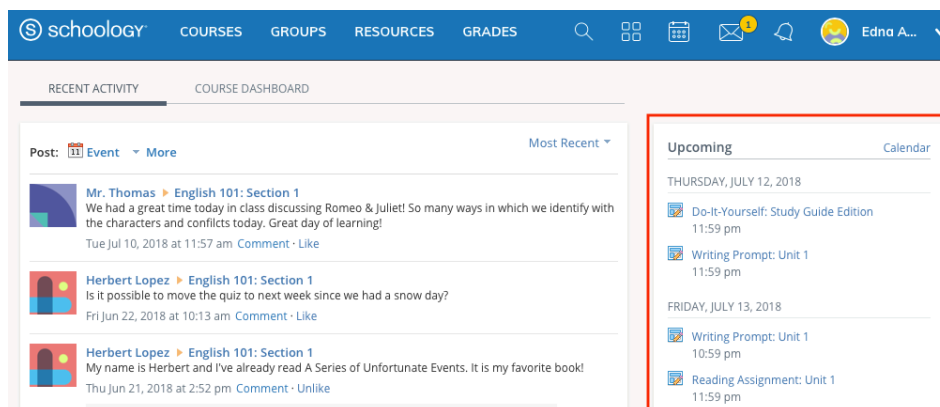
Course Dashboard

The Course Dashboard enables you to view all your courses as a tiled list. From the Course Dashboard, click any one of your courses and go directly to its main landing page. You can also click and drag course tiles to reorder them.

[Click Here](#) for a video showing how to rearrange course thumbnails and accessing the class.

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.

Grades

Select Grades at the top of Schoology and select either a Grade Report or Attendance.

Grade Report

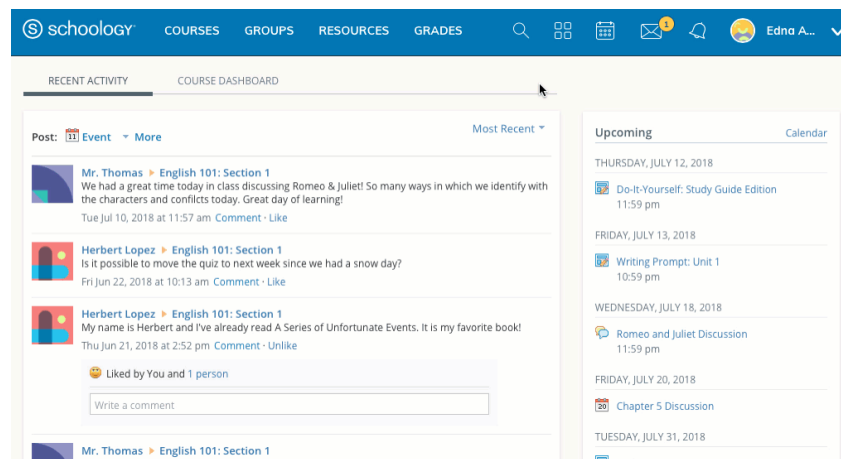
The Grade Report displays a breakdown of your grades for each course. Click a specific course to view each graded item, your grade, the max points, and any comments from the instructor.

You may also download a Student Report by clicking the button in the top right of the page.

[Click Here](#) to watch a short video for accessing grade reports.

Search

Use the Search tool (magnifier icon) to search for your teachers, courses and groups.



Calendar

The Schoology Calendar is an important, organizational element for your connections, courses, and groups. It keeps 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. Each item is color-coded depending on the courses, groups, school, or your own personal events. Due dates for assignments, assessments and important course related events are automatically added to your calendar and managed by your instructor.

Create Personal Events

You can add events to your personal calendar by clicking the calendar icon at the top of Schoology.

[Click Here](#) to watch a short video on creating a personal calendar event

To create a personal event, follow these steps:

1. Select the Calendar icon in the top menu.
2. Click the date to which you'd like to add the event.
3. Fill out the Event form.
4. Optionally add any documents, links or resources.
5. Click Create to complete.
6. Once you have created a personal event you can drag-and-drop it to move it to another day on your calendar.

Edit an Event

To modify an existing personal 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 a personal 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.

Messages

Depending on the settings in place at your school, you may be able to receive messages from teachers at your school, and send messages to teachers at your school.

Send a Message

1. Navigate to your Messages area by clicking the envelope icon on the top menu.
2. Click New Message.
3. Enter the recipient's name in the To field. A list of users automatically populates as you type.
4. Select the user from the list.
5. Enter a subject and message.
6. Add optional files, links or resources.
7. Click Send to complete.

[Click Here](#) to watch a video showing how to send a new message.

Note: A recipient name will automatically populate when you enter a teacher's name into the **To** field. Please wait for the auto-population. If you're not able to send a message to peers or certain users, please talk to your teacher for further advice.

Check New Messages

When you have a new message in your inbox, the Messages icon on the top menu displays an updated number.

Navigate to your Messages area by clicking the envelope icon on the top menu.

Click the message you'd like to read. New messages have an indicator to the left of the message.

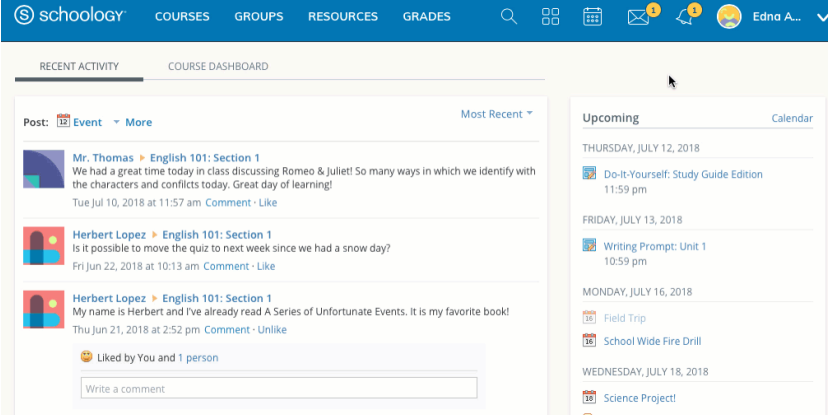
To reply to a message, enter a comment in the Message area, and click Send.

Check Sent Messages

1. Navigate to your Messages area by clicking the envelope icon on the top menu.
2. Click View All.
3. Select the Sent Messages tab.
4. To read a message, click on a message you've sent in the past.

Notifications

Notifications display course events in chronological order as well as Requests to RSVP calendar events. New notifications/requests are indicated by a number on the bell icon. Clicking a notification or request will allow you to view the related content.



The screenshot displays the Schoology interface. At the top, a blue navigation bar contains the Schoology logo, menu items for COURSES, GROUPS, RESOURCES, and GRADES, a search icon, a grid icon, a calendar icon, and a notification bell icon with a red '1' badge. The user's name 'Edna A...' is visible on the right. Below the navigation bar, the 'RECENT ACTIVITY' tab is selected, showing a list of posts from 'English 101: Section 1'. The posts include a post by Mr. Thomas about Romeo & Juliet, a post by Herbert Lopez about a quiz, and another post by Herbert Lopez about a book. A 'Like' button and a comment input field are visible at the bottom of the post list. To the right, the 'UPCOMING' tab is selected, displaying a calendar view of events for July 2018. The events listed are: 'Do-it-Yourself: Study Guide Edition' on Thursday, July 12, 2018; 'Writing Prompt: Unit 1' on Friday, July 13, 2018; 'Field Trip' on Monday, July 16, 2018; 'School Wide Fire Drill' on Monday, July 16, 2018; and 'Science Project' on Wednesday, July 18, 2018.