Schoology Cheat Sheet

**\*\*\*Students need to use the web browser instead of the app to get on Schoology\*\*\***

* Parents log in to schoology.com
* Students log in to kanawha.schoology.com

How To Find Assignments

* Every assignment for each course can be found in three different places:
  + In each course under “Materials” (that should be what you see first, but if not, “Materials” is on the left-hand side)
  + On the calendar on your child’s home page
  + Graded assignments will show up in the gradebook, so you can also click on the **Grades** icon to find new assignments. How to check grades and find the grades icon will be later on this cheat sheet.

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How to Submit Assignments

* There are two types of assignments:
  + Teachers can create assignments that will be completed in Schoology, such as quizzes and tests.
  + All assignments will usually be in a folder on the course page.

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* + These assignments will have a green puzzle piece beside the assignment name.

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* + Teachers can also attach files, like PDF files, that need to be worked on in other programs.

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* For Schoology created assignments (the puzzle piece assignments), the students will complete them on Schoology and click “Submit” at the bottom of the page when they are done.

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* To complete an assignment that needs to be done in another program (like a PDF file), click on the assignment and then click on the **Download** icon on the top-right of the assignment.

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* After the assignment is downloaded, you can open the file by clicking on the blue folder icon at the bottom of the home screen on your child’s iPad.

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* When you open the downloaded file, you can now use the **Markup** icon in the top right-hand corner to write on the assignment.

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* After the student finishes the assignment, they will click on the share button in the top right-hand corner (the box with the arrow pointing up) and scroll across to find Schoology. Click on **Copy to Schoology**.

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* It will take the assignment to Schoology. Then pick **Submit to Assignment.**

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* Click on the correct course/subject for the assignment. So if it is a math assignment, click on the math course.
* Finally, click on the correct assignment name to turn it in.

How To Check Grades

* Click on the arrow in the upper-right corner beside your name and select your child’s name to view their account activity.
* To check your child’s grades, click on **Grades** at the top of the screen (number 5 on the picture).
* Here you can review your child’s grades for all courses/subjects.

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Notifications

* You can turn on **Notifications** to receive notifications about grades, assignments, and other important information that you would like to receive.
* To turn on **Notifications**, click on the arrow in the upper-right corner of Schoology beside your name.
* Then click on **Settings.**

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* Click on the **Notifications** tab at top of the page.

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* Here you can turn on email notifications to receive notifications about grades, assignments, and other important information that you would like to receive.
* You can also turn on text message notifications.

Messaging the Teacher

* You can message the teacher on Schoology about any concerns or questions.
* The **Messages** icon (the envelope) is in the top right-hand corner beside your name.
* When you have a new message, the **Messages** icon will display a new number.
* New messages will have a blue dot beside them.
* To message the teacher about any concerns or questions, click the **+ New Message** button. Fill out the form and click **Send** to complete.

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Upcoming

* The **Upcoming** area shows a list of upcoming events and due dates for graded items from your child’s courses/subjects.
* If you want to know more details about the item, click on the item name from the list.
* The **Upcoming** area can be found on the **Recent Activity** page.

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Calendar

* Another way to see events and assignments scheduled for your child is to click on the **Calendar** icon.
* This will show you all of the events and assignments that have been scheduled at a glance for each month.
* The **Calendar** icon is to the left of the parent name.

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Updates

* Updates and information that the teacher has made about each course/subject can be found in the activity summary in the middle of the home page.

Clever

* Clever is an app that gives students access to programs that they use on their iPad daily.

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* When students click on the app, it will open up a log in page.
* Click on “Log in with LDAP.”

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* Your child’s username and password is their 3900 (WVEIS) number.
* Type in your child’s username and password and click log in.

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* When you log in, you will see the different programs that we use on a daily basis, such as ST Math.

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* Clever allows students to click on programs and use them without having to log in every time they want to use them.