

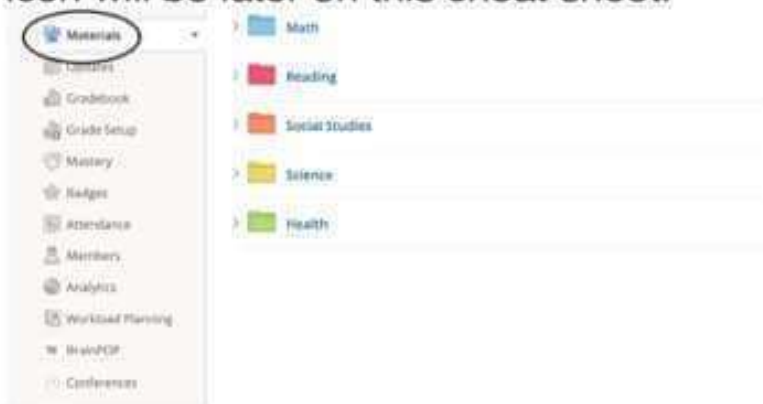
# Schoology Cheat Sheet

## **\*\*\*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.



## How to Submit Assignments

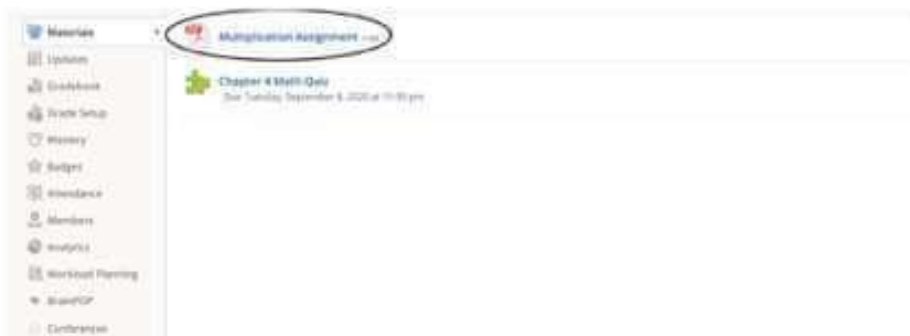
- There are two types of assignments:
  - Teachers can create assignments that will be completed in Schoology, such as quizzes and tests.
  - All assignments will usually be in a folder on the course page.



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



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



- 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.



- 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.



- 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.



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

Done multiplication\_anchor\_facts\_0112\_001 (1 of 15)

**Multiplying by 0, 1, 2, 5 and 10 (A)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Calculate each product.

$8 \times 5$	$3 \times 1$	$10 \times 0$	$8 \times 1$	$5 \times 5$	$11 \times 1$	$2 \times 5$	$4 \times 2$	$1 \times 10$	$6 \times 5$
$3 \times 10$	$12 \times 0$	$12 \times 10$	$3 \times 5$	$9 \times 0$	$10 \times 5$	$2 \times 1$	$4 \times 1$	$3 \times 0$	$8 \times 0$
$6 \times 2$	$9 \times 2$	$5 \times 0$	$10 \times 10$	$2 \times 2$	$1 \times 1$	$10 \times 2$	$1 \times 0$	$4 \times 5$	$1 \times 2$

- 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**.

Done multiplication\_anchor\_facts\_0112\_001 (1 of 15)

**Multiplying by 0, 1**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Calculate each product.

$8 \times 5$	$3 \times 1$	$10 \times 0$	$8 \times 1$	$5 \times 5$	$11 \times 1$	$2 \times 5$	$4 \times 2$	$1 \times 10$	$6 \times 5$
$3 \times 10$	$12 \times 0$	$12 \times 10$	$3 \times 5$	$9 \times 0$	$10 \times 5$	$2 \times 1$	$4 \times 1$	$3 \times 0$	$8 \times 0$
$6 \times 2$	$9 \times 2$	$5 \times 0$	$10 \times 10$	$2 \times 2$	$1 \times 1$	$10 \times 2$	$1 \times 0$	$4 \times 5$	$1 \times 2$

Share Copy to Schoology

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

**schoology**

Post multiplication\_anchor\_facts\_0112\_001.pdf

**Submit to Assignment**

**Dropback to Student**

**Add to My Resources**

- 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.

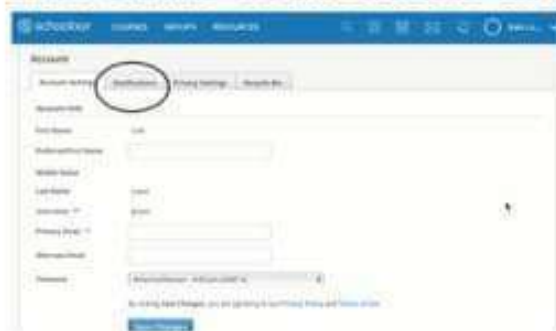


### Notifications

- 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**.



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



- 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.



### 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.



### 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.



## 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.



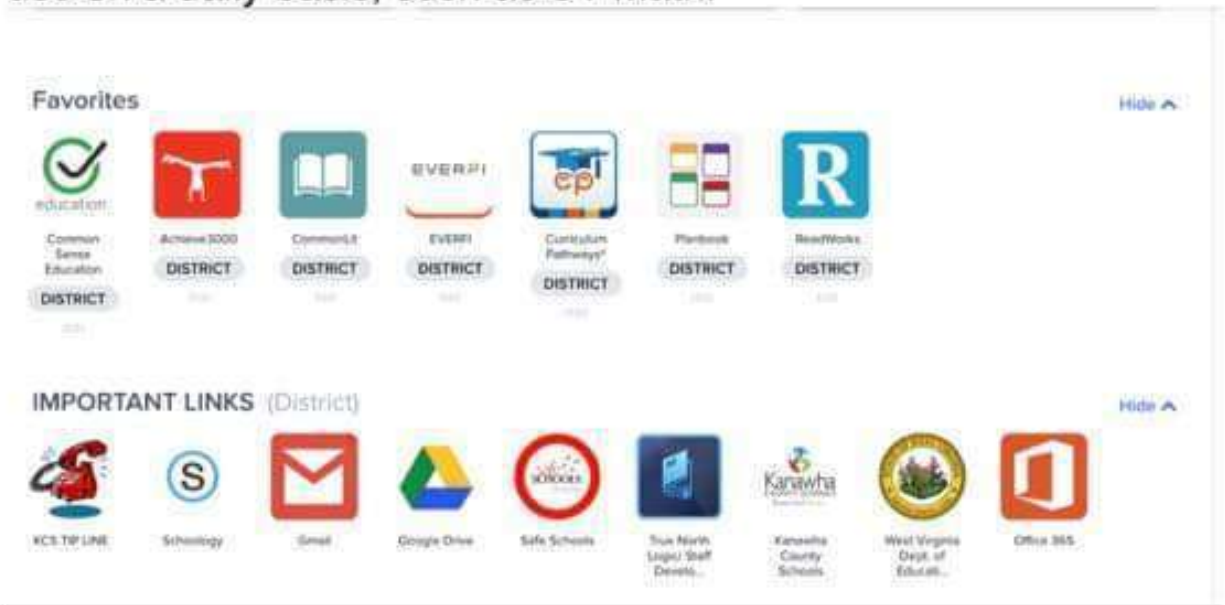
- When students click on the app, it will open up a log in page.
- Click on "Log in with LDAP."



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



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



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