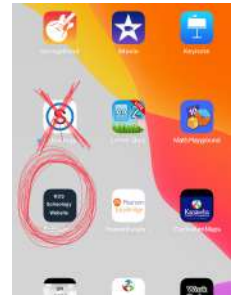# Schoology Cheat Sheet

Students need to use the web browser instead of the app to get on Schoology.
*Parents log in to www.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:
   1. In each course under "Materials" (that should be what you see first, but if not, you can click on Materials on the left-hand side)
   2. On the Calendar on your child's home page.
   3. Graded assignments will show up in the Gradebook, so you can also click on **Grades** icon to find new assignments. How to check grades and how to find the **Grades** icon will be later on this cheat sheet.
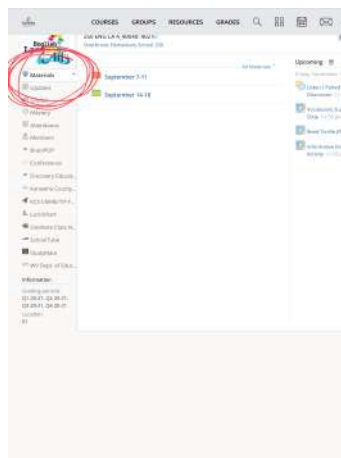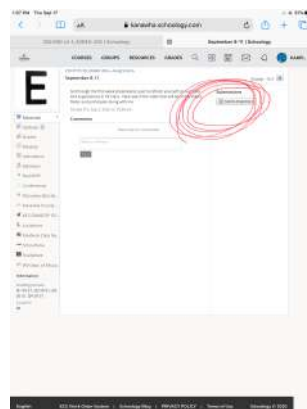

How To Submit Assignments

• All assignments will be located in the weekly folder in each course.
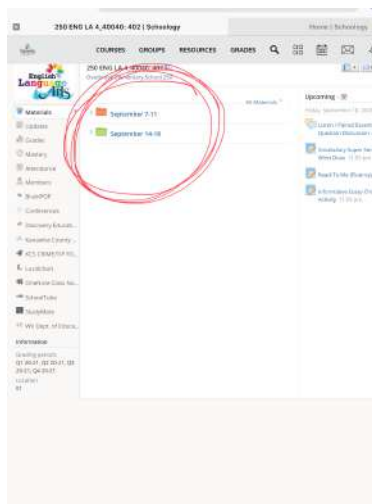
- Some assignments can be submitted by clicking "Submit at the bottom of the screen.

- Some assignments can be submitted by clicking on the "Submit" box to the right of the screen.

- Teachers will sometimes attach files, like PDF files, that need to be completed in DocScan. How to use Doc Scan will be later on this cheat sheet.
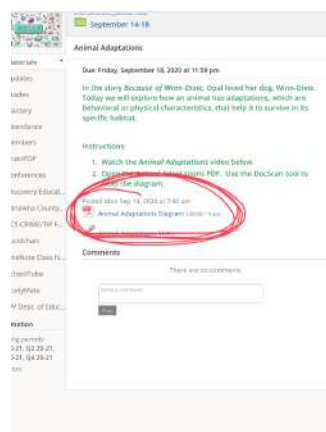
How To Use DocScan

- Students should have DocScan downloaded from Manager.
- To complete an assignment that is PDF file, students will need to click on assignment name and then and then click the Download icon at top right corner. Once you click on the download icon, hit "Copy to DocScan".
- Open up DocScan and click on assignment. Click on "Edit" in the bottom left corner. Then you can choose Annotate to write your responses on the document or you can choose Text to type your responses on the document.
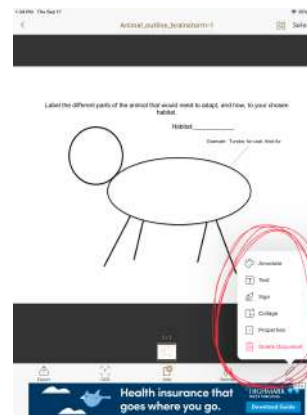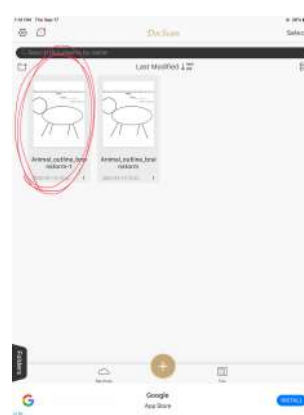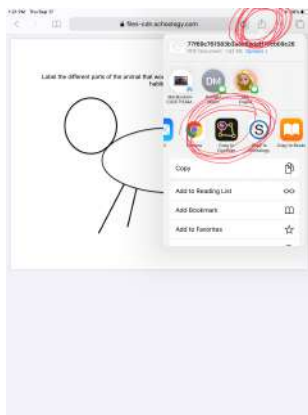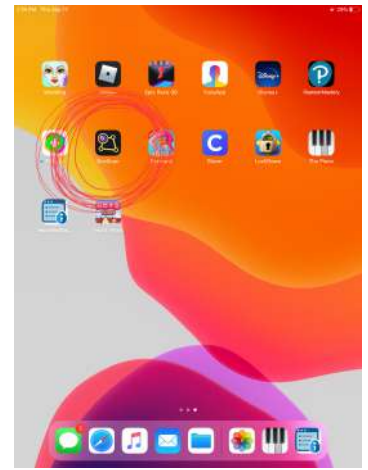
- Once you are finished writing your responses on the document, click on Export at the bottom right of your screen.Then you will click on the Red Arrow, and then PDF File.
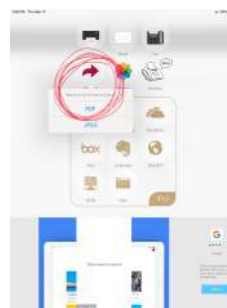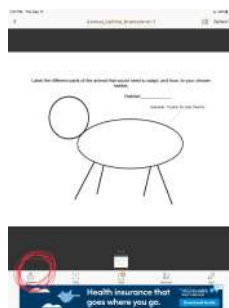

- A box will pop up and you will click on Copy To Schoology. You will then be prompted to choose the Course, Assignment name, and it will submit.
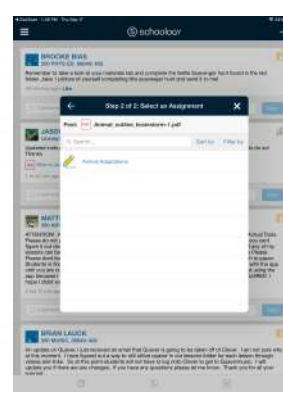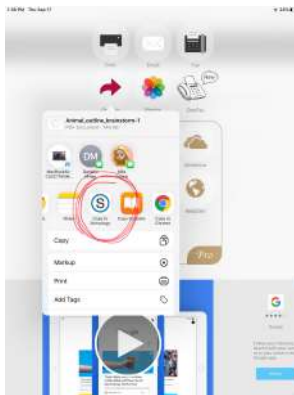
How To Check Grades

- From your parent account, click on the arrow in the upper right corner beside your one 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. Here you can view your child's grades for all courses.
- Students can do the same from their student account. Click on **Grades** at the top of the screen to check their grades in each courses as well.
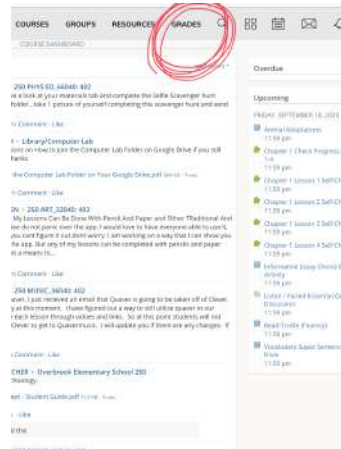
Notifications

- You can turn on Notifications to receive notifications about grades, assignments, and other important information that you'd like to receive.
- To turn on Notifications, click on the arrow in the upper-right corner of Schoology beside your name. Click on Settings.
- Click on the Notifications tab at the top of the page.
- Here you can turn on email notifications to receive notifications about grades, assignments, and other important informations that you'd like to receive.
- You can also turn on text message notifications.
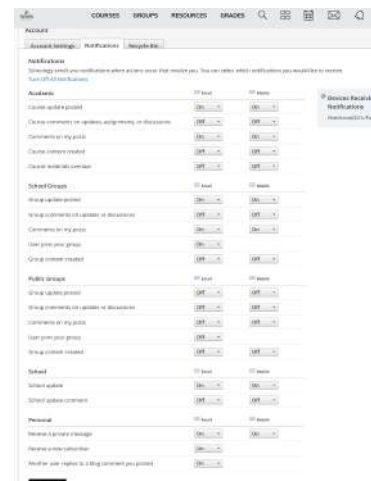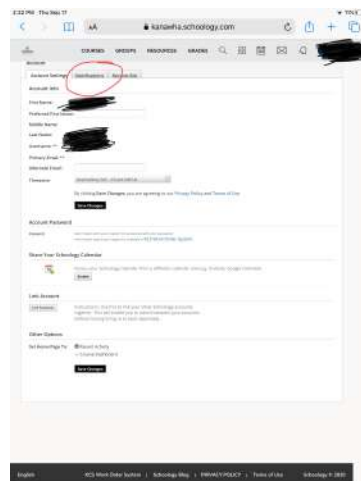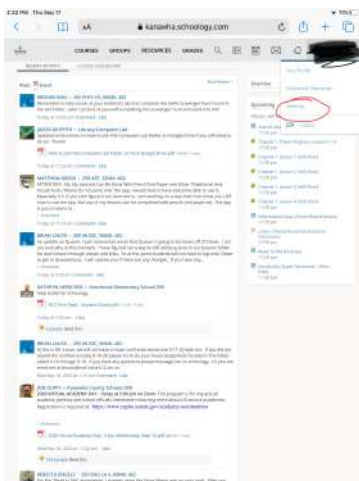
Messaging The Teacher

- You can message the teacher on Schoology about any concerns or questions.
- The **Messages** icon (envelope) is at the top right-hand corner beside your name.
- When you have a new message, the **Messages** icon will display a 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. Hit **Send** to complete.
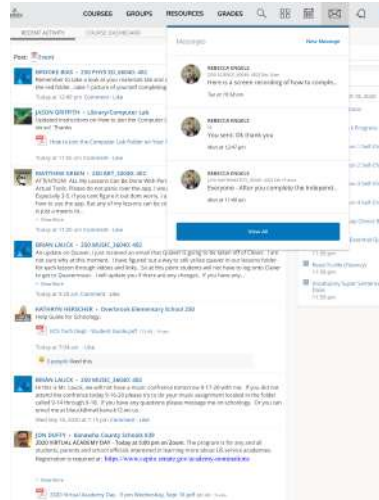

Upcoming

- 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 items, click on the item name from the list.
- The **Upcoming** area can be found on the **Recent Activity** page.
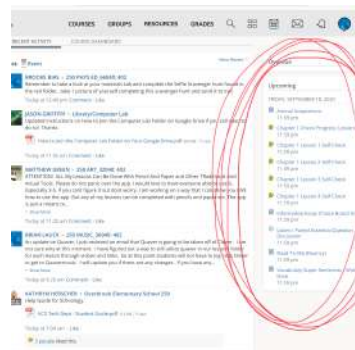
Calendar
- Another way to see events and assignments scheduled for your child's to click on the **Calendar** icon.
- This will show you all of the events and assignments that have been scheduled at a glance for the month,
- The **Calendar** icon is to the left of the parent name.
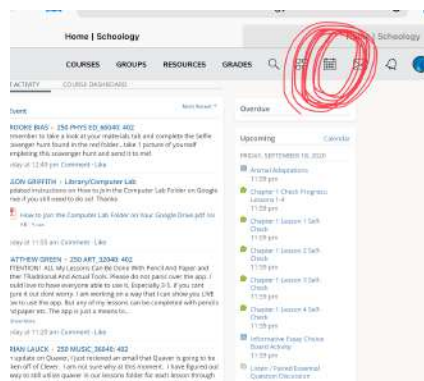
Updates
- Updates and information that the teacher has made about each course/subject can be found in the activity summary in the middle of the home page.

Clever
- Clever is an app that gives students access to programs that they use on their iPad daily.
- Clever can be accessed through Schoology. Students will click on the four squares in the top left-hand corner and then click on Clever.
- After they click on Clever, they will have to click "Launch App", click on "Log in with LDAP", and then they will type their lunch number in for Username and Password.
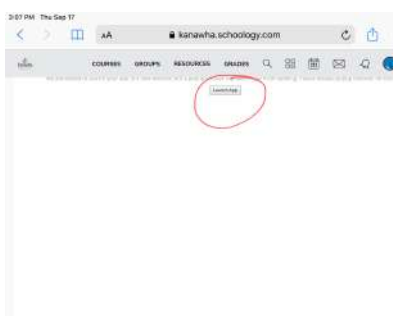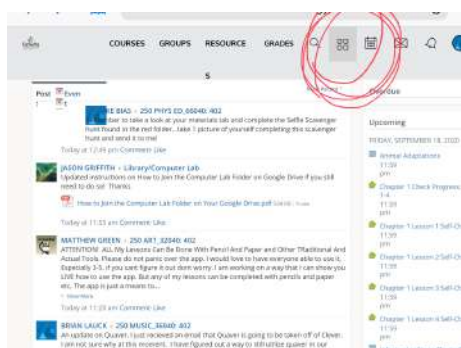
- When you log in, you will see the different programs that we use on daily basis such as ST Math and Think Central (Reading book).
- Your teacher may have a specific page that you can click on to find the specific programs that will be used often.