

[How to Save Essential Course Information in Schoology - for Students](#)

- **When a student's schedule changes (Courses/Sections changed in Schoology), the student will NOT be able to access assignments from the previous course/section. Assignments are tied to the course/section, not the student. Students should save any desired materials before a class schedule is changed. Directions for saving materials are outlined in this document.**
- **Grades 7-12 students have semester courses. Fall semester courses will Archive at the end of the semester and will no longer be visible under active Courses. New Spring semester courses will appear for marking period 3 in Courses based on the campus master schedule assignments.**
- **Grades PK-6 students have full-year courses and the course will continue to be visible through the 4th marking period without changing. Courses will archive after marking period 4. Please begin saving regularly.**



Google Drive

- **Saving to Google Drive:**
 - **Most** assignment documents can be downloaded from a Schoology course and saved to a student's **tomballschools Google Drive**. Students should create and organize their downloaded/saved files into folders within their **tomballschools Google Drive**. Saving downloaded materials will allow students to access these resources as long as they are enrolled in TISD.
 - **Google Drive Assignments-** if students would like to organize assignments delivered to them by the teacher through the Google Drive assignments App they can locate these files in "Shared with Me" in their **tomballschools Google Drive** account. Once students locate their files they should utilize the "Add to Drive" button and organize these files using the folder structure listed above.



- **Saving to Schoology Resources:**
 - Students can save items to the **Resources** area inside Schoology. All students have a **Resources** link at the top of their Schoology page.



- These **Resources** are tied to the student's Schoology account, not a course/section, so they will remain in Schoology for as long as the student is in TISD. Below is a helpful support article from Schoology about the features of Resources:
 - [My Resources \(Students\) – Schoology Support](#)
- **Students should begin the practice of regularly backing up/saving course materials to their Google Drive and/or Schoology Resources.**