Schoology Student Guide

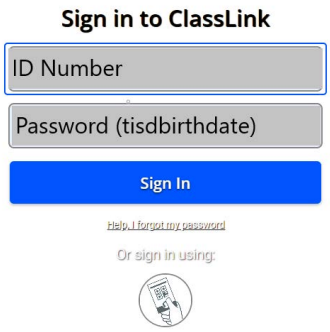
Getting Started

Access Classlink and Login - https://launchpad.classlink.com/tomballisd

Go to https://launchpad.classlink.com/tomballisd

Login to Classlink;
Username: TISD ID number (6 digits)
Password: tisd+8 digit birthdate (Month, Day, Year Example- tisd01012001)

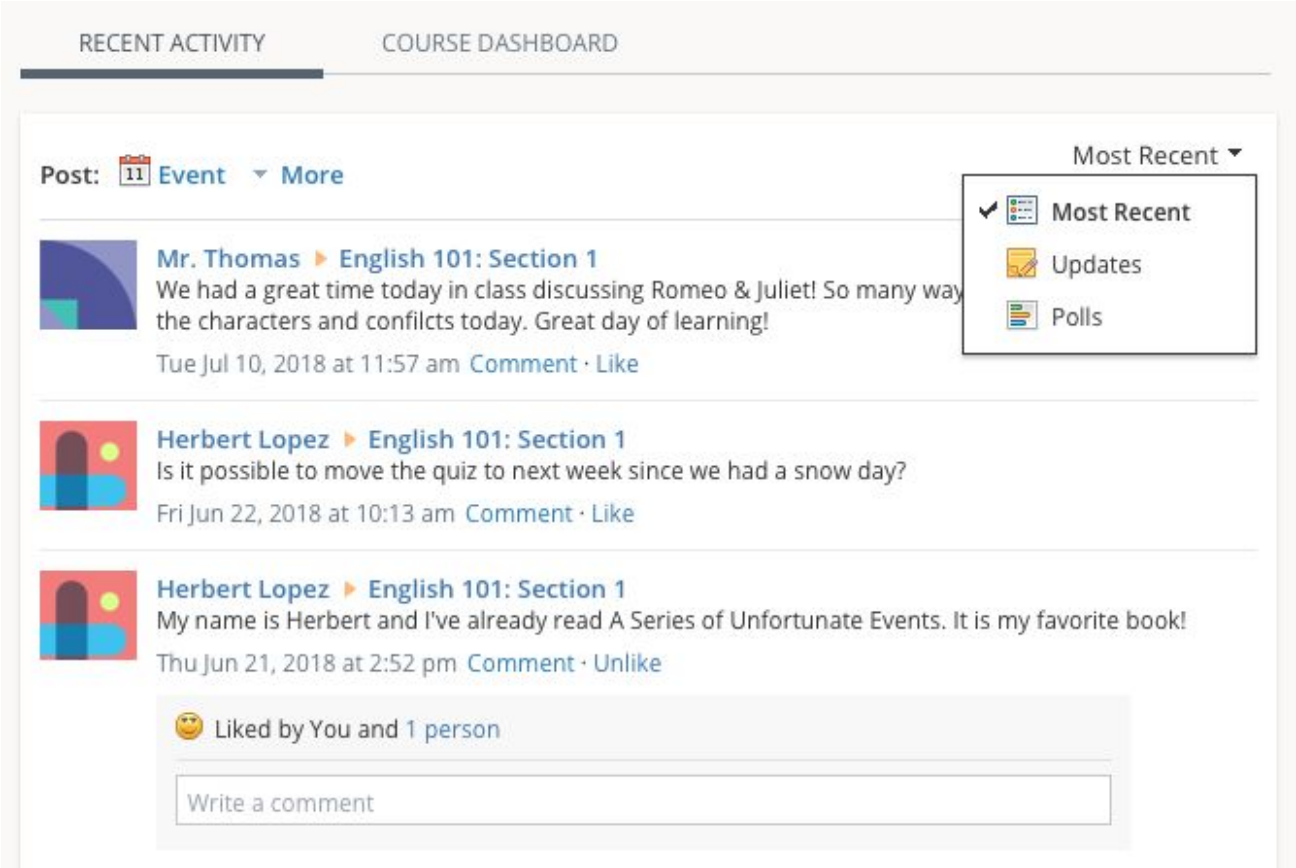
Click on Schoology



For more information please visit: https://support.schoology.com/hc/en-us/articles/201001313-Student-Guide

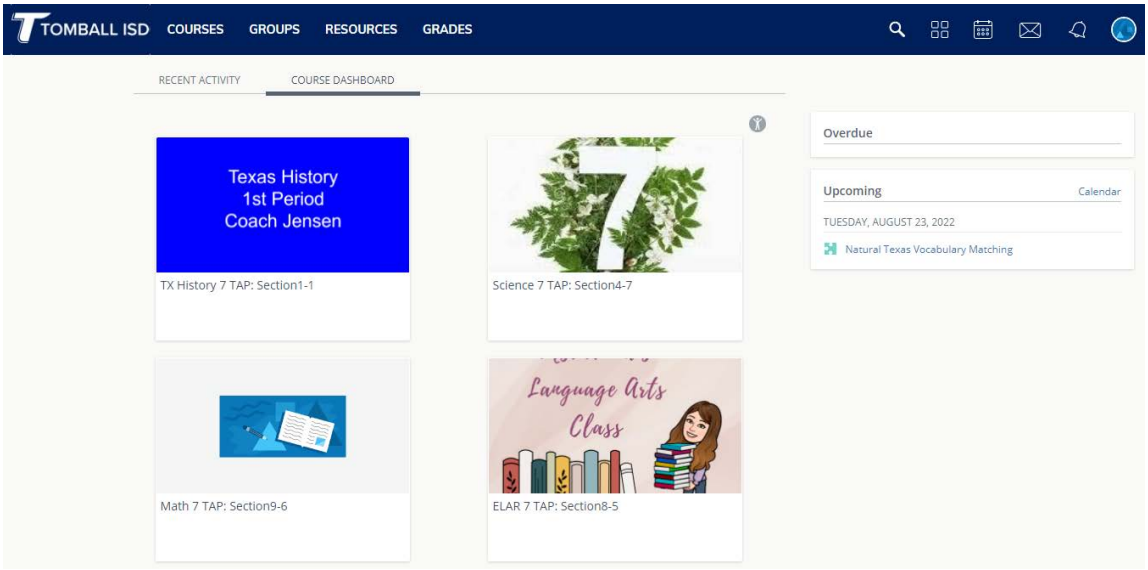
Recent Activity

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.



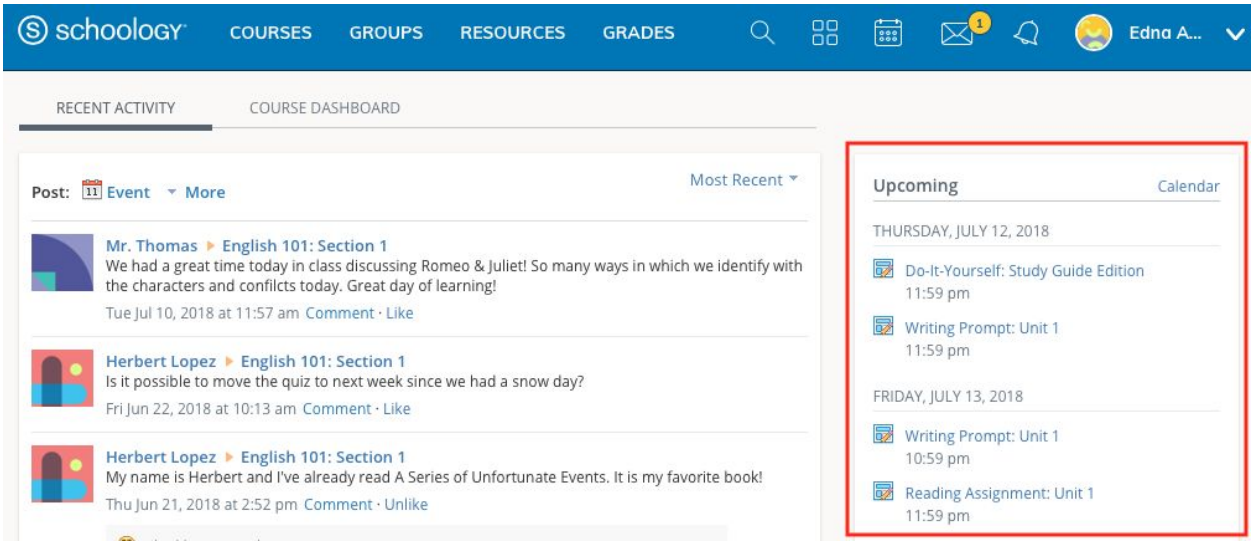
Course Dashboard

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.



Upcoming

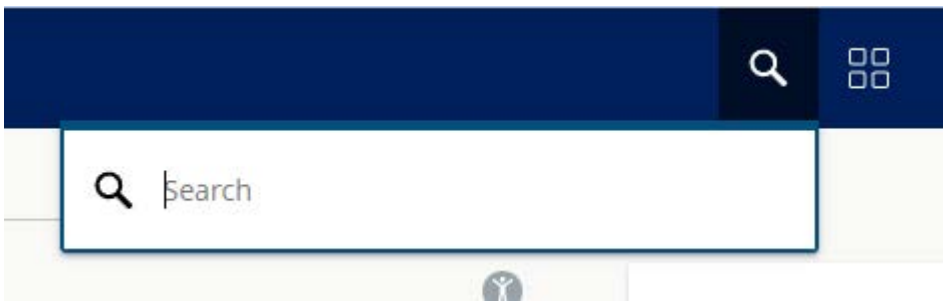
The **Upcoming** area on the right side of your homepage displays events, assignments, tests/quizzes, and discussions with a due date. Hovering over each item displays the course or group associated with the item.



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.

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.

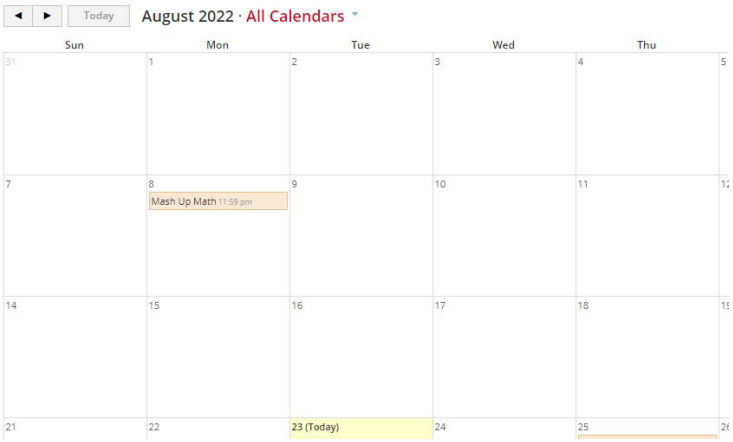
Create Personal Events

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

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.

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

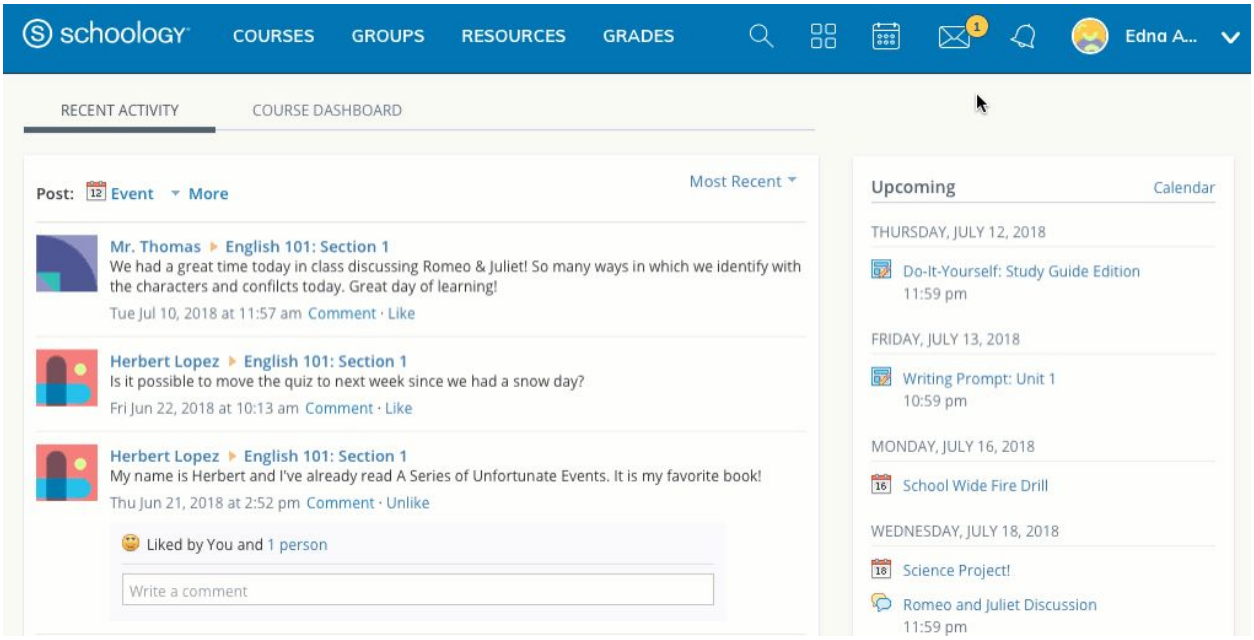
To delete a personal event, follow these steps:

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

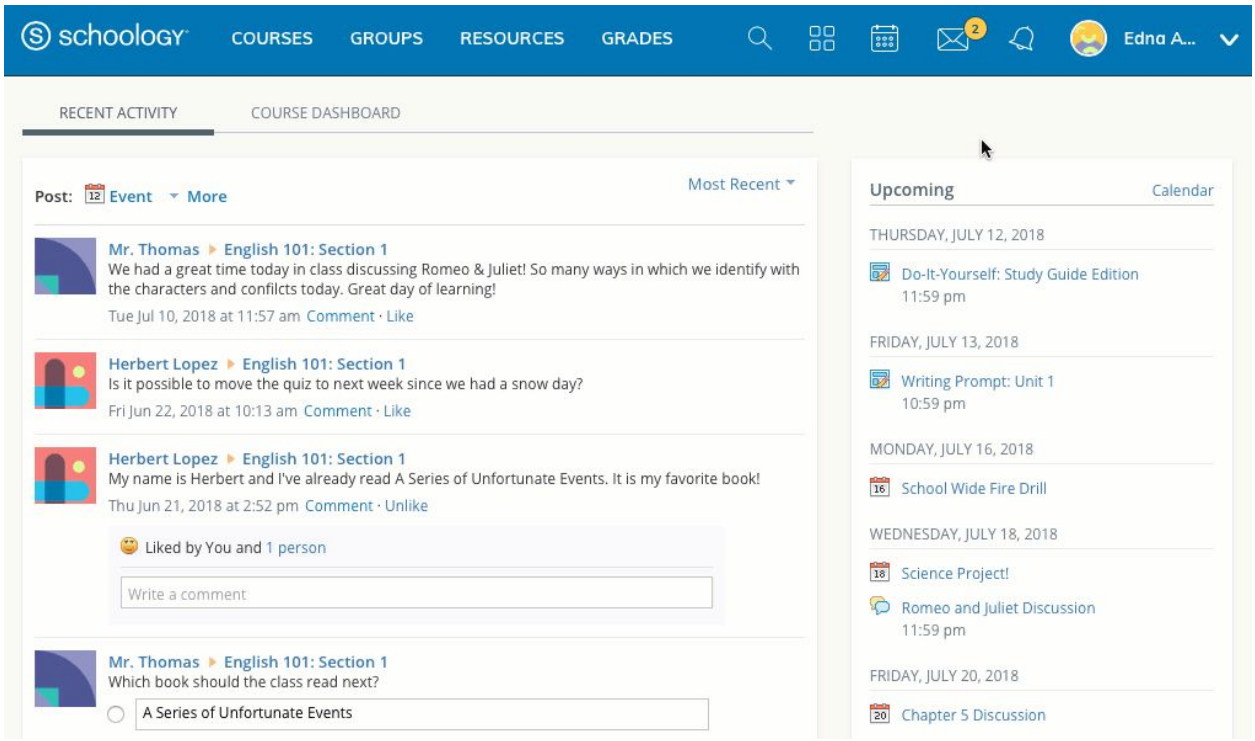


1. Navigate to your **Messages** area by clicking the envelope icon on the top menu.
2. Click **New Message**.
3. Enter the recipient's name in the **To** field. A list of users automatically populates as you type.
4. Select the user from the list.
5. Enter a subject and message.
6. Add optional files,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

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.

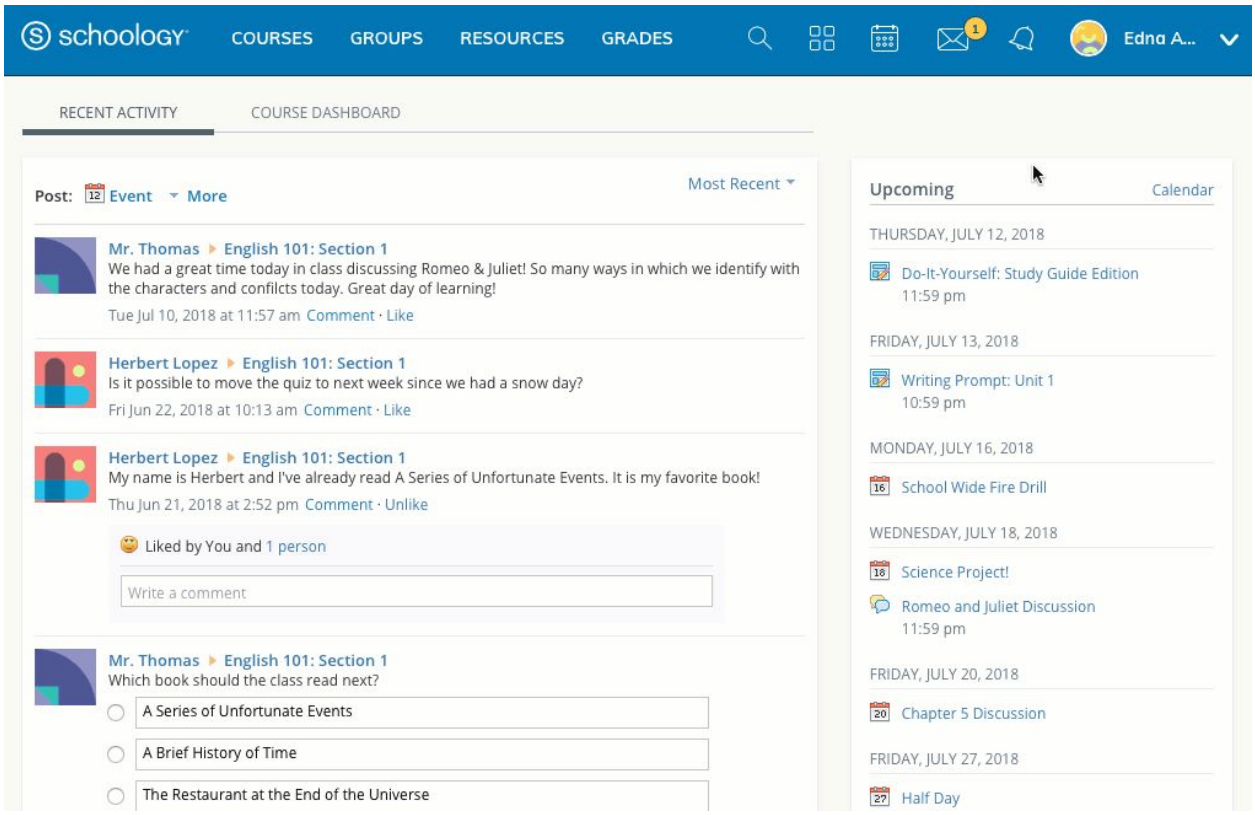
Check New Messages

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



1. Navigate to your **Messages** area by clicking the envelope icon on the top menu.
2. Click the message you'd like to read. New messages have an indicator to the left of the message.
3. To reply to a message, enter a comment in the **Message** area, and click **Send**.

Check Sent Messages

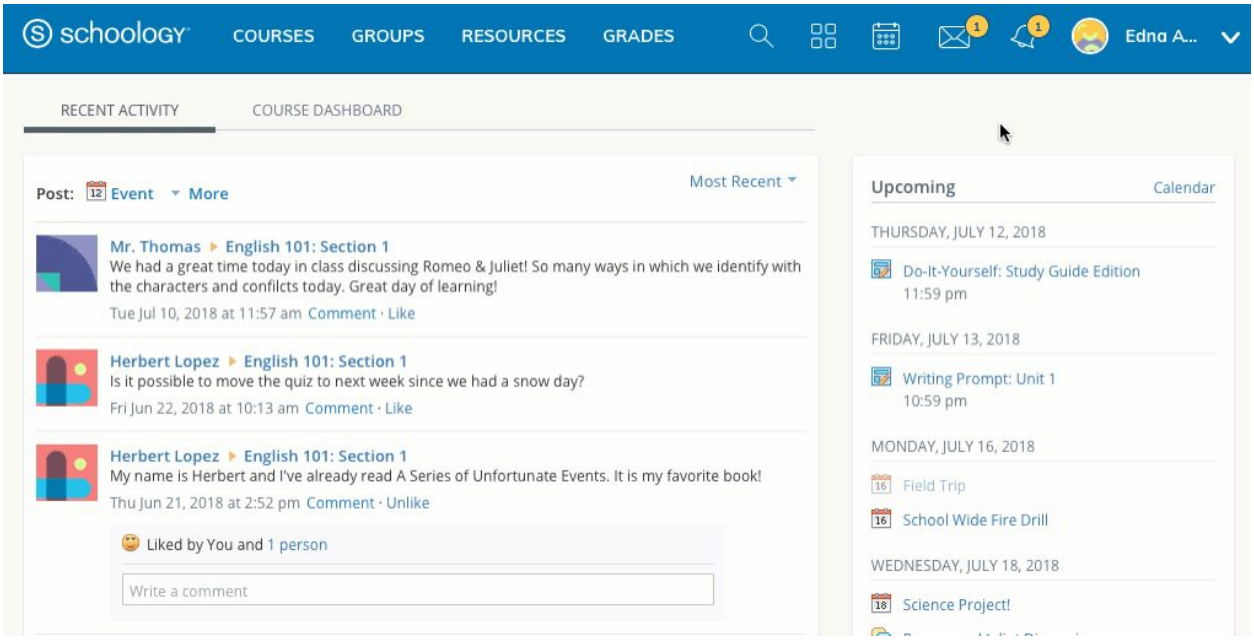


1. Navigate to your **Messages** area by clicking the envelope icon on the top menu.

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.



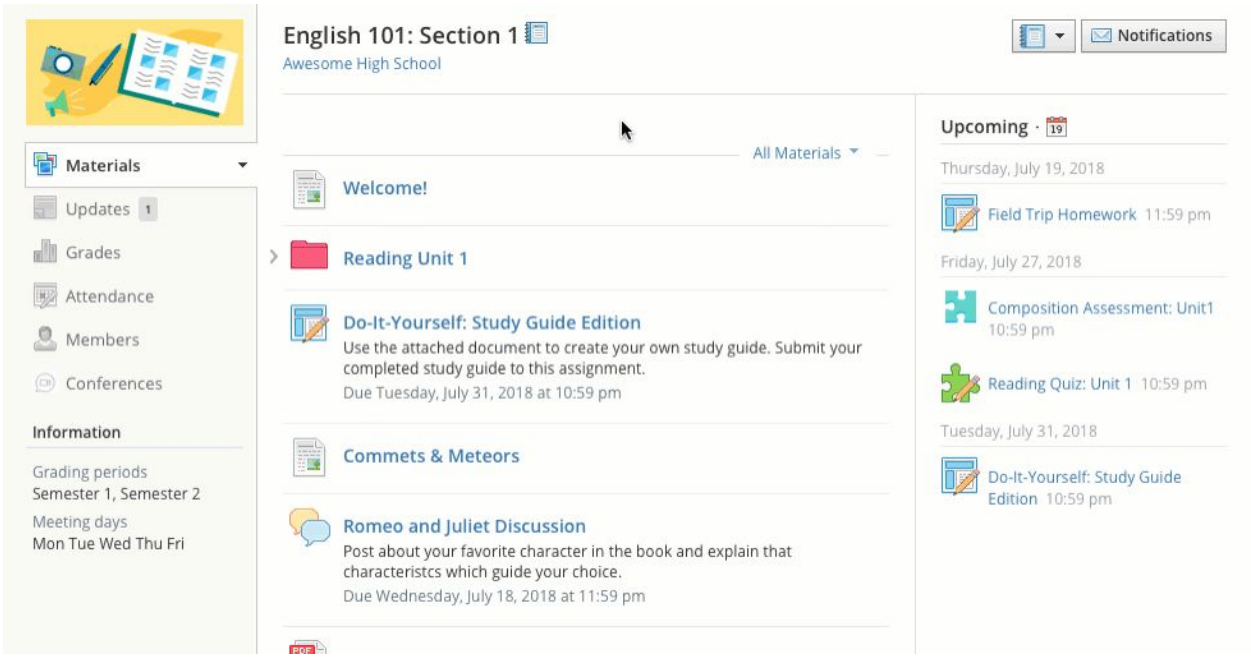
Course materials can encompass anything from lessons and presentations to assignments and exams. Each course may be organized differently, so the course materials might be listed in **Materials**, or organized into folders. To access your course's materials, click **Courses** at the top of Schoology and select the course you would like to access.

Course Folders

Folders organize course materials, and they're distinguished by the folder icon next to their name.

Inside of a folder, you will find an assortment of course materials:

1. Assignments
2. Tests/Quizzes
3. Assessments
4. Files/Links
5. Discussions
6. Media Albums
7. Pages

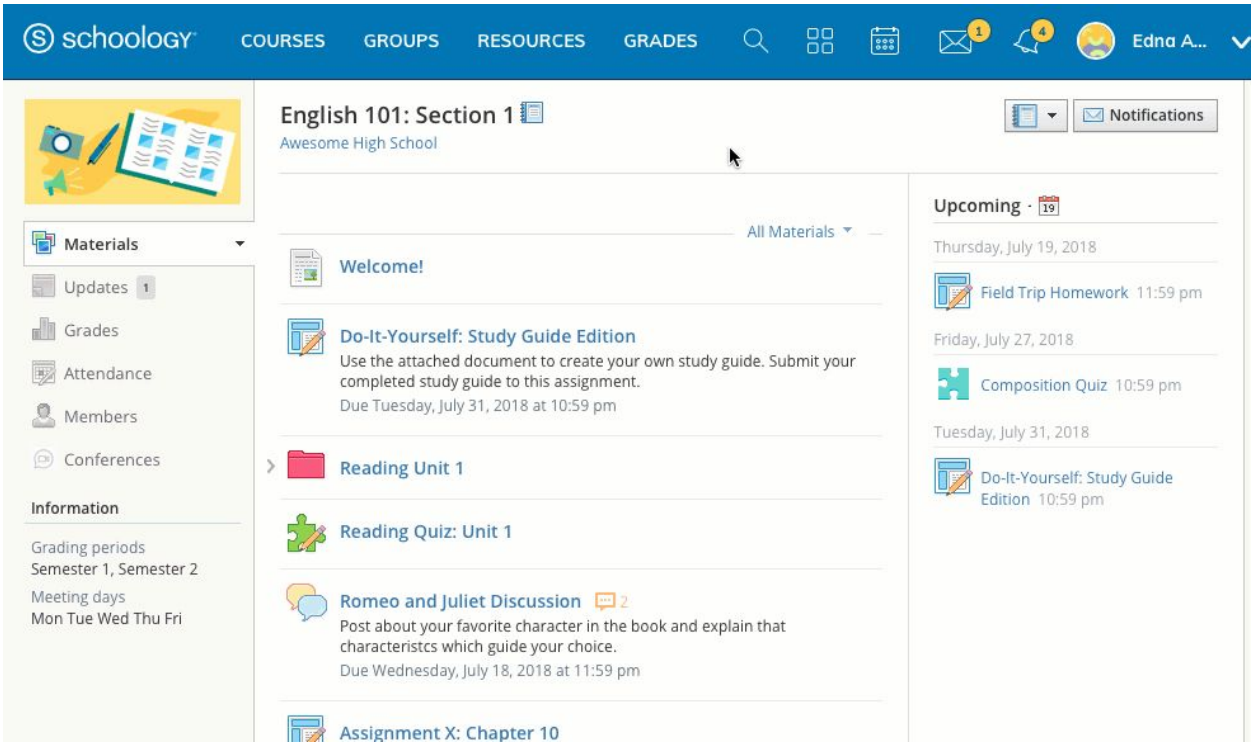


Course Assignments

Assignments are graded items. Each assignment may require you to make a submission. Once you've made a submission, the instructor can grade the assignment, provide feedback, and upload a file back to you.

To submit a file to an assignment, follow these steps:

1. In the Assignment, click **Submit Assignment**.
2. Use the **Add a Comment** area for questions and concerns (optional).
3. Select one of these options:
    - **Upload**: Select a file from your computer.
    - **Create**: Create a document on the web using the text editor.
    - **Resources**: Select a file from your Resources, which can be a Google Doc if you have linked your account (See **Account Settings** for more details).
4. Click **Submit** to finish.



Note: Assignments can also be given a Due Date, which will automatically display the assignment in your personal Calendar and Upcoming area on your homepage. Assignments also might not be graded, depending on the settings set by the instructor of the course.

Back to top

Course Tests/Quizzes

The tests/quizzes material is one type of online assessments for courses. These tests/quizzes can have an assortment of the following question types:

1. True/False
2. Multiple Choice
3. Ordering
4. Short-Answer/Essay Questions
5. Fill in the Blank
6. Matching

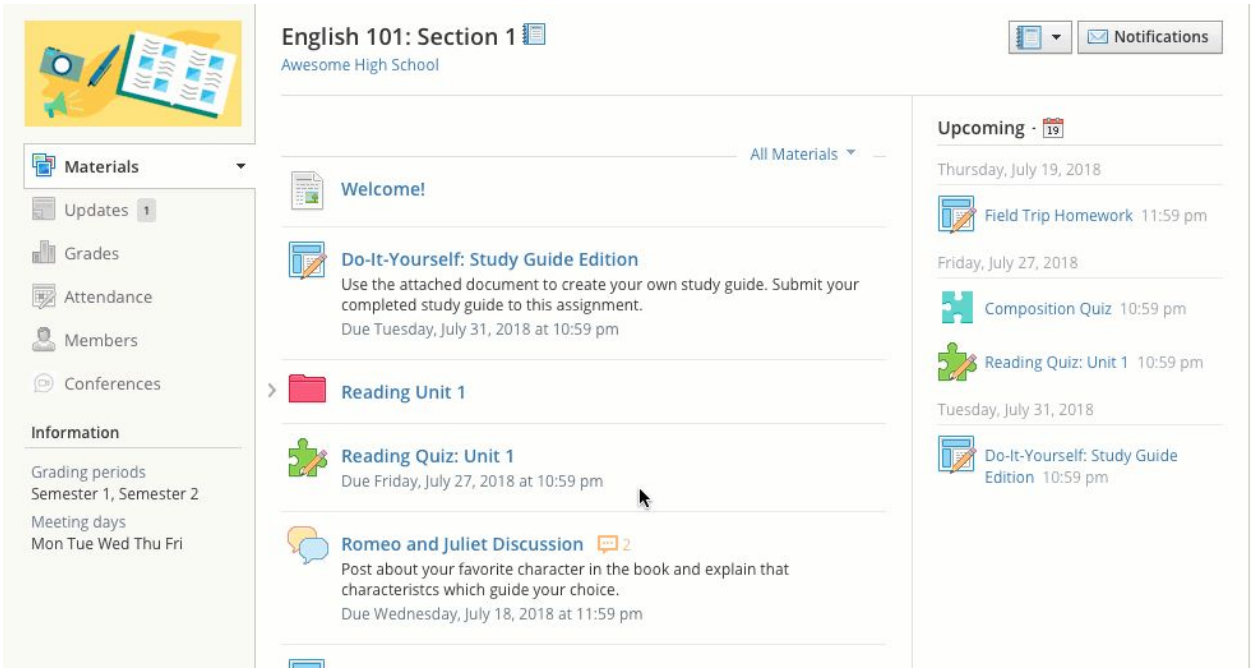
Tests/quizzes can remain open for a maximum of 6 hours before the session expires. Please make sure you exit the test/quiz and resume it at a later time if the test will take longer than 6 hours to complete.

After you submit a test/quiz, your grades may appear in the Grades area. Tests/quizzes may be timed or may allow multiple submissions. Each test/quiz will vary depending on the instructor and the course.

How do I take the Test/Quiz?

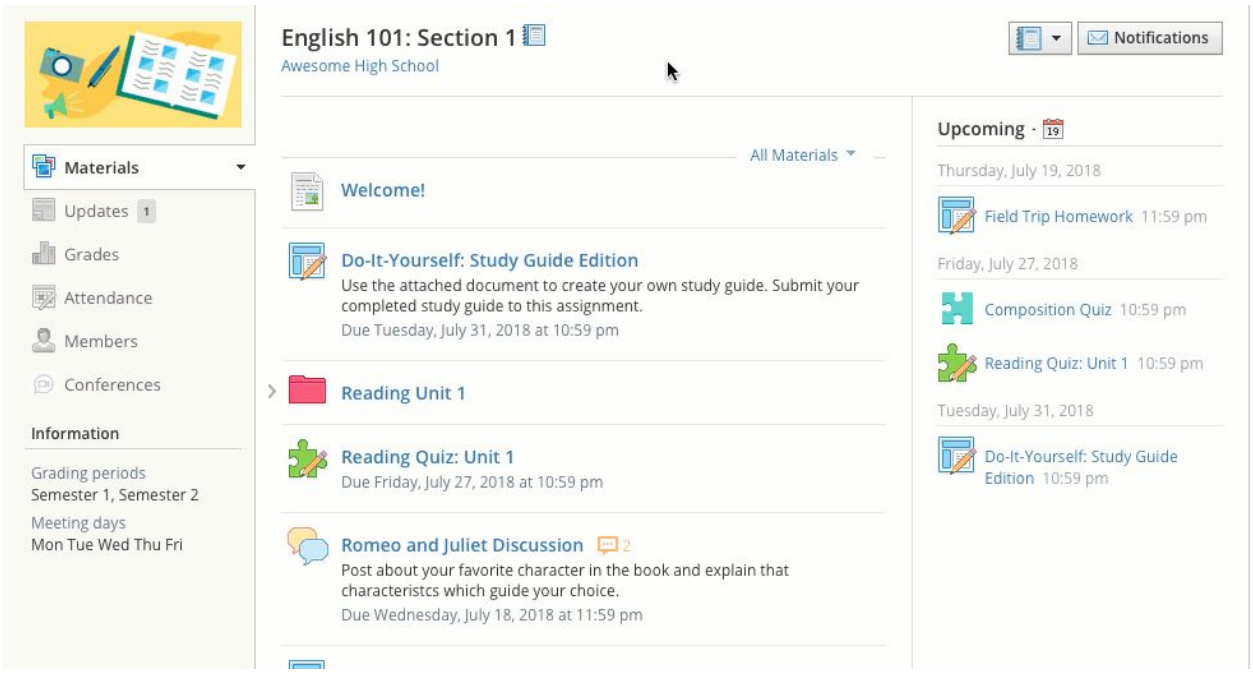
1. Click on the name of the test/quiz.
2. Click **Start New Attempt**.
3. Answer the questions appropriately.

4. Click **Submit** when you are ready to submit the test/quiz to your instructor.



How do I view my past submissions?

For some tests/quizzes, your instructor may allow you to view your past submissions. If this is the case, when you enter the Test/Quiz, you will see an additional tab titled: **My Submissions.** This tab will show you a list of all your submissions, with links on the right to View Assessments



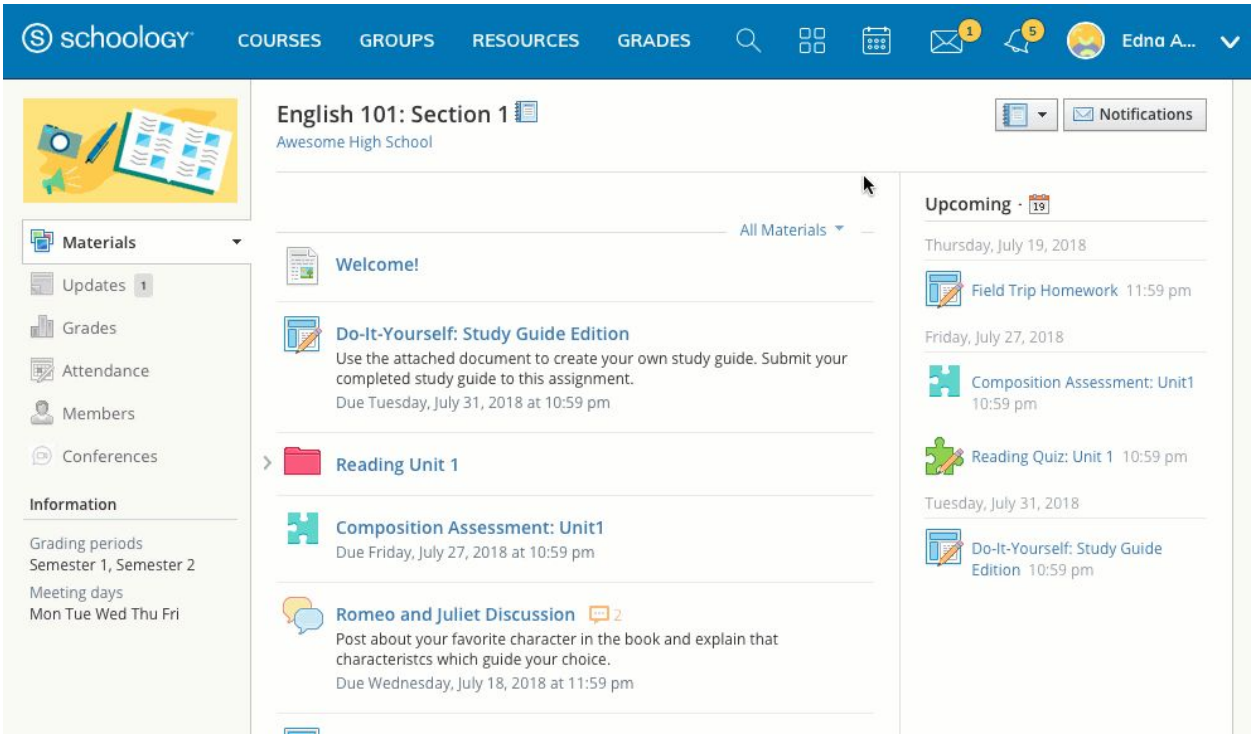
Assessments

Assessments are another type of online assessment in courses. Assessments have a larger complement of question types:

- Multiple Choice
- True/False
- Matching
- Ordering
- Fill in the Blank Text
- Short Answer/Essay
- Audio
- Video
- Fill in the Blank Dropdown (Enterprise only)
- Fill in the Blank Drag and Drop (Enterprise only)
- File Upload (Enterprise only)
- Label Image (Enterprise only)
- Highlight Hotspot (Enterprise only)
- Highlight Image (Enterprise only)
- Highlight Text (Enterprise only)
- Math Short Answer (Enterprise only)
- Number Line (Enterprise only)
- Chart (Enterprise only)

How do I take the Assessment?

1. Click on the name of the Assessment.
2. Click **Start Attempt**.
3. Answer the questions appropriately.
4. Click **Review** to review your answers.
5. Click **Finish** when you have completely reviewed your answers.
6. Click **Yes** to submit your Assessment attempt. Click **No** if you need to continue the review of your attempt.



After you submit an Assessment, your grade may appear in the Grades area. Assessments may be timed or may allow multiple submissions. Each Assessment will vary depending on the instructor and the course.

Back to top

Course Files/Links

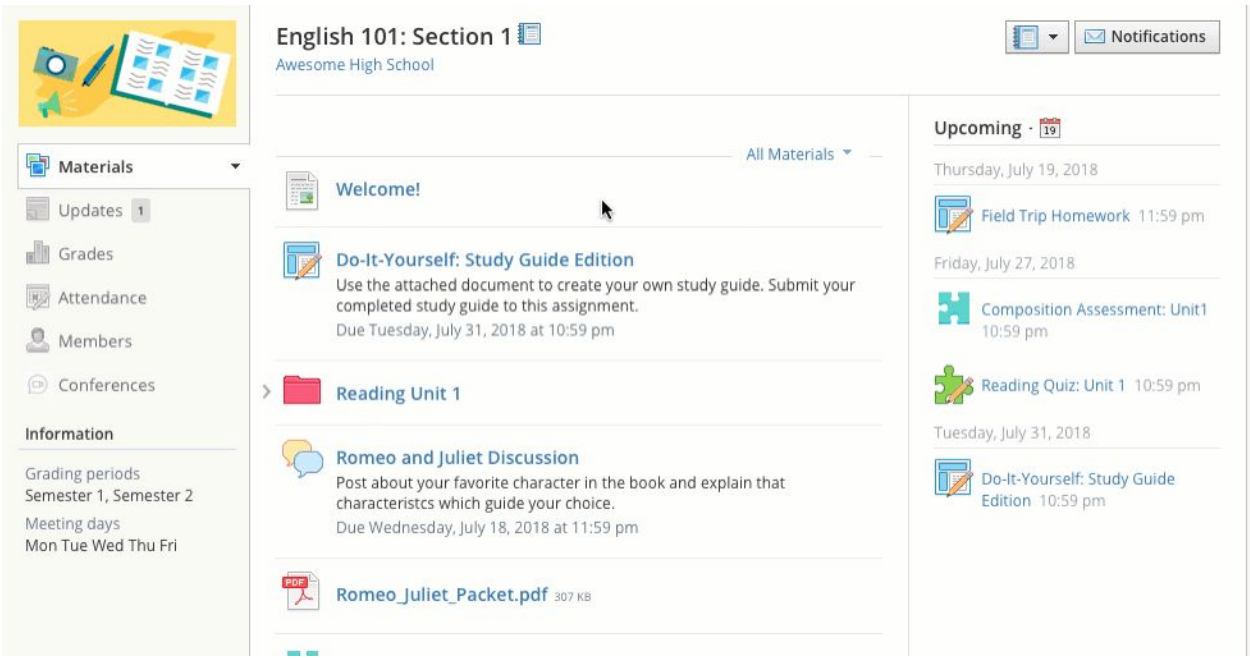
Files that have been added to your course can appear inside of Folders or in the Files/Links area of the Materials Index. Typical file types can be viewed in your browser without having to download the file. These include:

1. Word (.doc, .docx)
2. Excel (.xls, .xlsx)
3. Powerpoint (.ppt, .ppt)
4. PDF (.pdf)

Back to top

Course Discussions

Discussions are interactive conversations that allow participation between you, your classmates, and your instructor. Each discussion has threaded commenting, allowing you to respond to any post by another student.

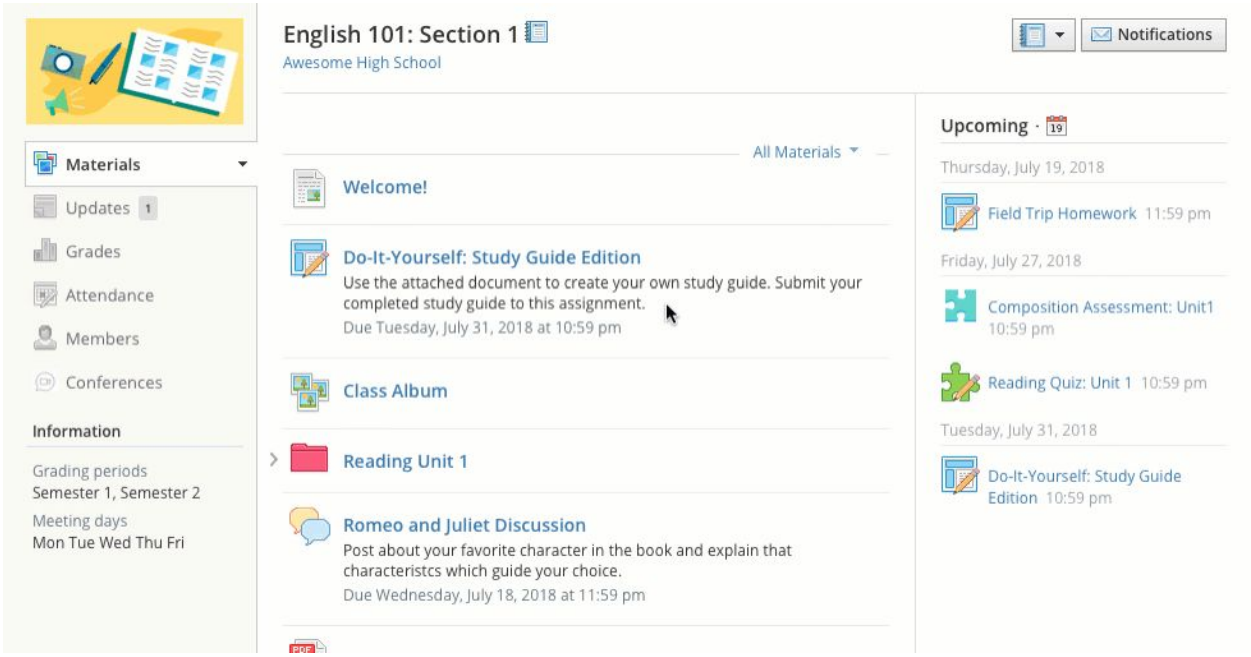


For some courses, instructors may choose to moderate the discussion posts. Moderation requires a course admin to approve each post before it is published. When this feature is turned on, your posts will not be immediately visible to other students.

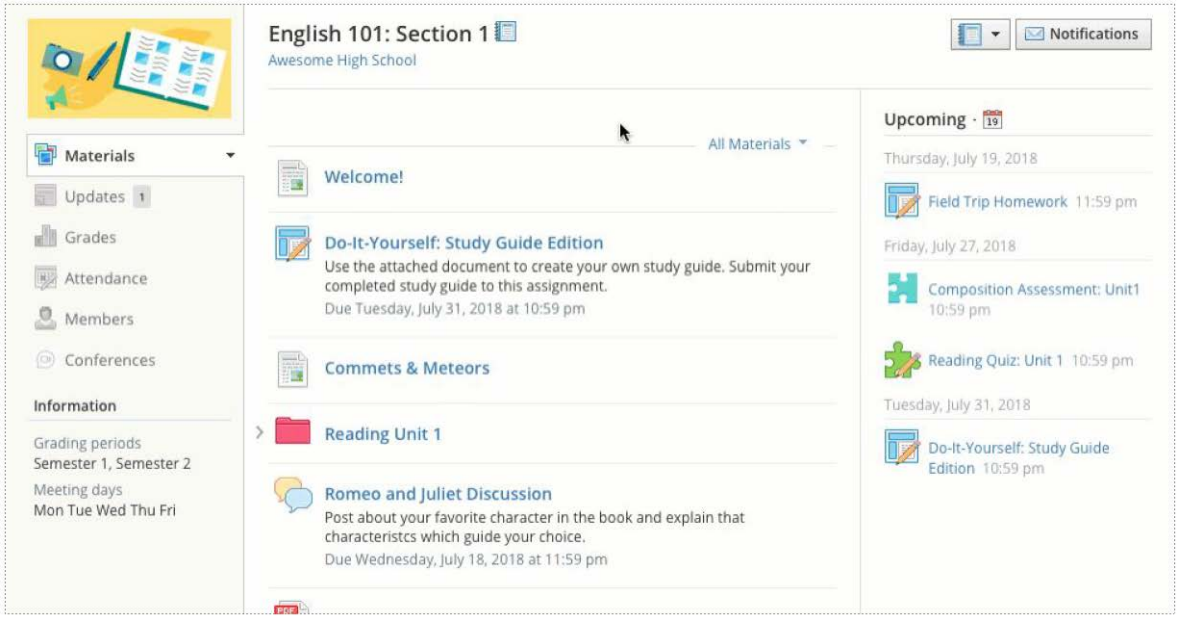
Back to top

Course Media Albums

Media albums can contain photos, videos, and/or audio files. With your instructor's permission, you may comment on each item within the album or even upload your own files. Your instructor can also tag you and your classmates in specific photos. Tagged photos of you will also appear on your profile page.



Back to top

Course Pages

Pages are resources created by your instructor to supplement the course. These pages are highly versatile, allowing for the inclusion of text, image, outside link, and video information.