

Schoology Learning Back-to-School Tips for Teachers

WELCOME TO A NEW SCHOOL YEAR!



New to Schoology?

If you're new to the classroom or Schoology, we're excited to join you on this journey. Discover how to **navigate** the Schoology dashboard, add content to Courses, join a Group, and much more on the **Schoology Learning Help Center** with step-by-step user guides. You can also find useful handouts and short, informative videos on the **Schoology User Toolbox**.

Enabling Elementary Experience

Schoology offers a simplified, visual course theme designed for younger learners. Teachers can enable the Elementary Experience by following the **setup instructions**.

Prepping content

A new school year means new courses. Your district, school, or department may have added content or settings using Course Templates. Check with your leadership before making any changes.

- Before adding content, **link similar sections** if your district allows it. For example, link five World History sections into one to manage content more easily while keeping separate rosters and gradebooks.
- If you've saved a past course to Resources or have **archived courses**, **import that**

content into your new courses. Always import from Resources to remove old dates and submissions.

- An organized course, by grading period, unit, or chapter, helps students succeed and makes it easier for parents to follow along. Start by **creating folders** to keep everything in order.
- Create new content by adding **assignments, discussions, pages, and more**. Save time by generating content with **PowerBuddy for Learning** directly into Schoology (if your district has enabled this feature).

More tasks before checking 'Set-up Courses' off your to-do list:

- Upload a **course profile image**
- Adjust **course privacy settings**
- Assign **section override roles** to any co-teachers

Setting up your gradebook

The Schoology gradebook supports both number or letter grades. Follow the steps below to set up your gradebook in each new course.

- In a course, click **Grade Setup** in the left panel to set grading categories, weights, and scales, and choose what appears in the gradebook. Some settings may already be applied by your district or will sync from your Student Information System. Check with leadership before making changes.
- Save time by using the 'Copy Settings' button to apply the same settings to multiple courses.
- If your district uses **Grade Passback**, click your SIS tab in the left panel and follow leadership's directions to connect each Schoology course to your SIS gradebook. Repeat for every section, even linked ones.
- Familiarize yourself with the **Gradebook** in Schoology or, if using District Mastery, the **Standards-Based Gradebook**.

Communicating with students and parents

Whether you need to chat with students in your courses, in a group, or with parents, there are several ways to communicate within Schoology.

- Post a reminder in **Course Updates** to all students in your courses.

- Create a **Group** for an extra-curricular activity you sponsor and keep by-laws, permission slips, volunteer forms, and member discussions in one place. Use Media Albums to share pictures and use Updates, like Course Updates above, or **Message all members at once**.
- You can **message** any of your students or their parents/guardians directly in Schoology. This is a convenient way to ask a quick question, send a reminder about overdue work, or invite them to the school assembly.



Access the Schoology User Toolbox

Find more resources to support your work with students and families in this single, centralized hub for personalized teaching and learning.

Learn more at <https://www.powerschool.com/schoology-user-toolbox/>

