

Schoology Learning

Back-to-School Tips for System Administrators

WELCOME TO A NEW SCHOOL YEAR!



Schoology System Admins can access resources on the [Schoology Learning Help Center](#).

Also, discover Knowledge Base articles, keep track of your PowerSchool contacts, and submit Support cases in [PowerSchool Community](#).

Ensure your Schoology environment is ready

1. Ensure **Rollover** is complete with nightly **importing** running smoothly.
2. Review User **Roles** and **Permissions** (needs may change during back-to-school preparations)
3. Verify **Privacy Settings**, including editing the **Word Filter**.
4. Confirm **Grade Settings**, including that **Grading Periods** match your student information system (SIS), if applicable, and Grading Scales are accurate for the new year.
 - If using **District Mastery**, ensure District Mastery Settings and District Objectives have been chosen and communicated to teams.

Distribute course templates

Users with appropriate permissions can create a course template and apply it to multiple course sections, including course materials, shared across those sections.

1. As a System Admin, you'll need to grant the various **Course Templates** permissions to the appropriate Roles.
 - View Course Templates
 - Create Course Templates
 - Distribute Course Templates
 - Manage Course Template Grade Setup
 - Manage Course Template Members
2. When course shells have been created or imported and templates are complete, **publish the templates** to the course sections.
 - Make sure distribution is complete before teachers are given access to their Schoology courses

Enable tools for teachers

Teachers can use all the support and time back they can get, so enable these helpful tools to empower teachers through their busy school day. These tools are included with your Schoology subscription.

- Using the power of AI, **PowerBuddy for Learning** simplifies educators' work by helping quickly create high-quality instructional content directly in Schoology. Enable districtwide, by campus, or by user for a pilot program.
- The **Advisor/Advisee** tool allows faculty members with Advisor access to monitor their Advisees' enrollments, grades, attendance, and schedule.
- All Schoology accounts have access to Curriculum & Instruction's **Lesson Planner** directly in their Schoology courses. Once enabled by the System Administrator, teachers will simply need to **approve the Schoology connection to C&I** to get started immediately.

Connect with your PowerSchool contact to learn more about these tools and more available.



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/>

