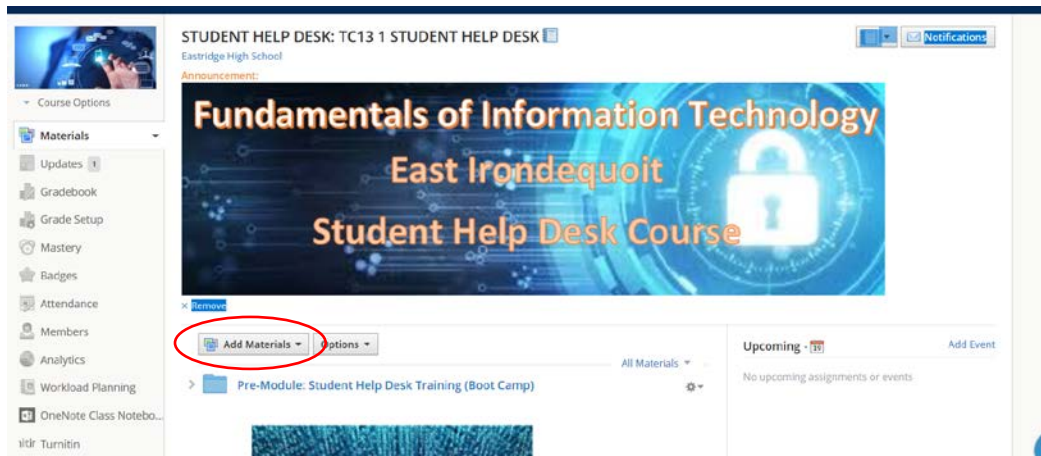


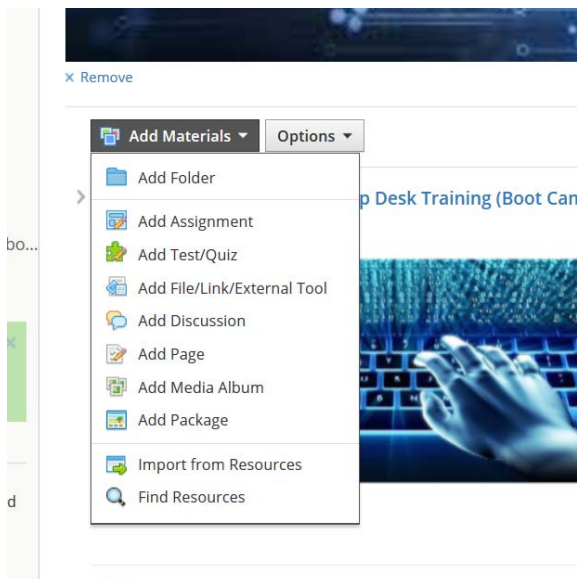
Schoology Basics

Uploading Documents

- 1.) Click on the course you would like to upload documents or links to.
- 2.) Click on add materials



- 3.) You can choose from the following options to add to your course:



4. Here is a description of each choice:

Add Assignment –

You can create a place for students to submit an assignment. You can create a name and description for the document.



You can also attach materials such as links and documents if you would like using these buttons.

Factor:

Scale/Rubric:

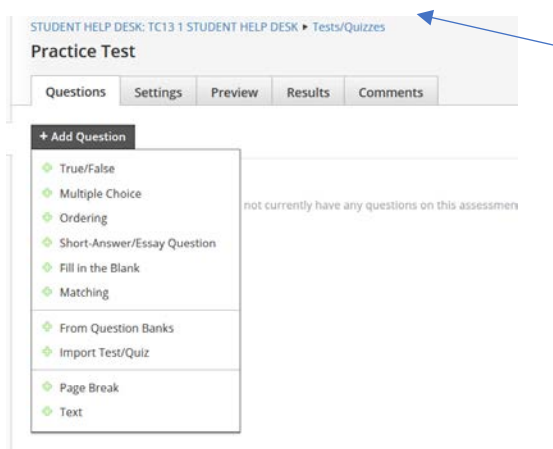
Learning Objectives:

Options:

Make sure the brown box with the green arrow is lit up. If it is not, click on it to enable submissions.

Add Test/Quiz

You can create a test/quiz for your students. When you click create test and name it, you are given the choice to add the following types of questions:



Add File/Link –

Use this option if you would like to post a document or link for students to view.

Add Discussion –

Use this choice if you would like to create a question – pose a question – for your students to reply to. When using this options, your students will be able to see everyone’s responses. Each response will pop up with the name of the student who wrote it, so you will be able to easily monitor the discussion board.