

Getting Started on Schoolology for Instructors

Welcome to Schoolology! Below you will find an explanation of the different areas of your Schoolology account. This guide is intended to help you learn how to navigate around Schoolology. For more in-depth guidance on specific Schoolology features, check out our Help Center at support.schoolology.com.

Navigating Schoolology

The top navigation bar is visible from anywhere on the site once you have logged in. On the left side of the top bar, you can navigate to the four main areas of Schoolology: Home, Courses, Groups and Resources.



Clicking the Schoolology logo always brings you back to your home page, the landing page you see when you log in. This is where you see your **Recent Activity** feed and **Course Dashboard**. Check out the Home Page section of this guide to learn more about what you see when you first log into Schoolology.

Courses Menu

Clicking **Courses** displays courses you are personally enrolled in. A shield icon displays in the top right corner of the courses you administer.



Courses

[See All Courses](#)

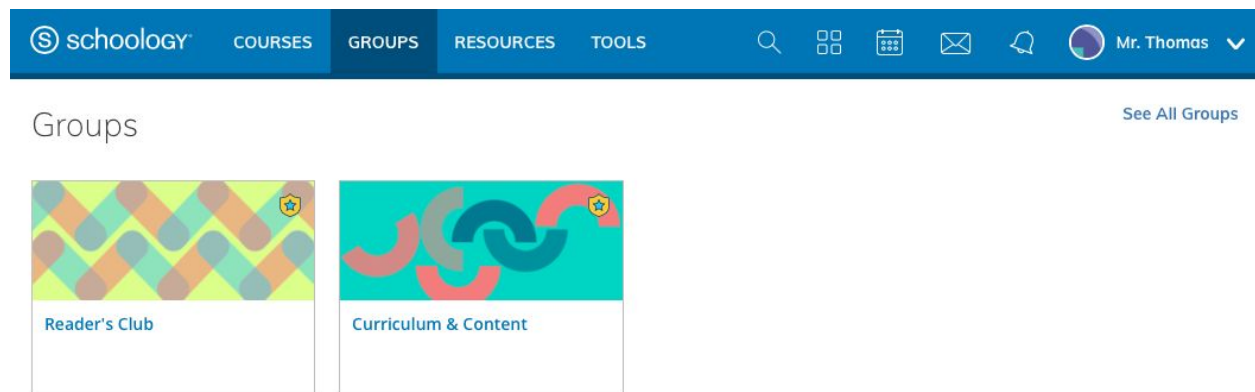
Your courses are your virtual classrooms. This is where you will instruct, grade, and communicate with your students. Your courses contain all your instructional materials (e.g., files, assignments, and assessments) along with communication and organizational tools strictly associated with the course.

From your Courses drop-down, you can navigate to your existing courses. Clicking **See All Courses** on the right, allows you to create courses, view current and archived courses, join courses and search for courses. Learn more in our [Guide to Schoolology Courses](#).

Groups Menu

Clicking **Groups** displays the groups you are enrolled in. A shield icon displays in the top right corner of the groups you administer.

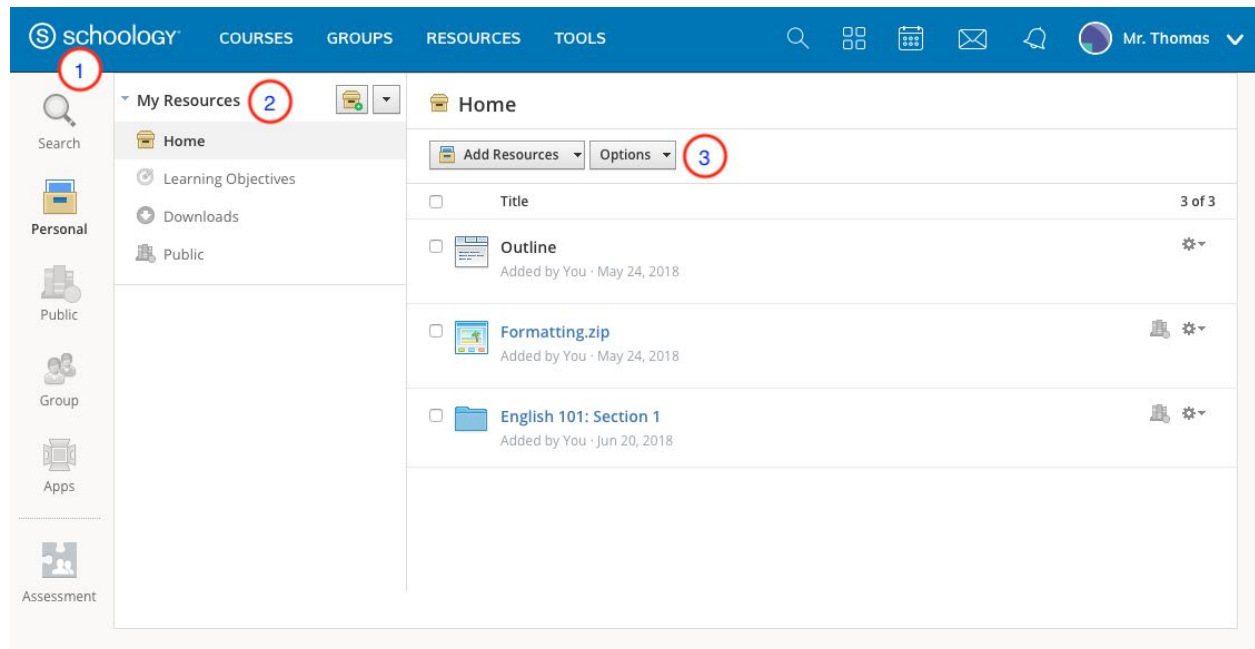
Groups are collaborative spaces to share ideas and resources, organize events, and connect with other educators. Groups can be used in many different ways from professional development to student extracurricular activities, so the best way to learn about their potential is simply by joining some open ones. Learn more in our [Guide to Schoolology Groups](#).



Resources

Click **Resources** to create, view, edit, and manage all your instructional resources. From Resources, you can navigate directly to your Personal resources, any Group resources you have access to, all of the Public resources on Schoolology, any Resource Apps you may have installed. If you are part of an Enterprise organization that uses Schoolology's [Assessment Management Platform](#), this is where you can access any Managed Assessment Teams. [Learn more in our article on the Resource Center](#).

The Resource Center is a centralized place where all of your instructional and professional development materials are kept. It is closely tied to your courses and your groups. You can import files, create new resources, and copy or move them into any or all of your courses quickly from the Resource Center. You can also share resources with your groups and download them from our Public Resource Library. Any course materials, folders, and even entire courses can be copied in your resources for use on a later date.

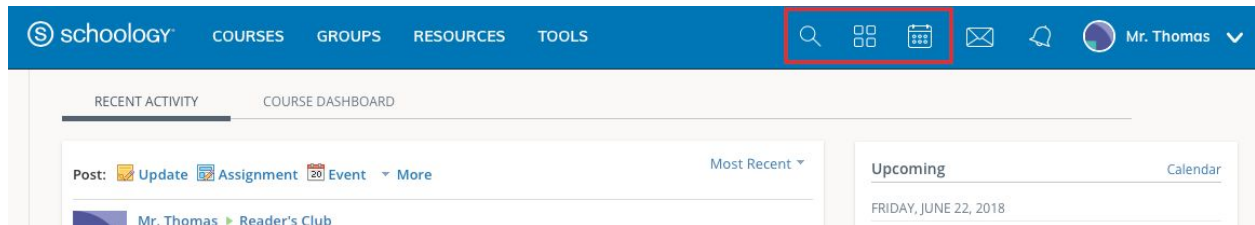


1. **Navigation Panel** — This allows you to navigate around the Resources area of Schoolology.
 1. **Personal:** This contains the files, course materials, learning objectives and question banks you have saved to your Resources. Only you are able to access this area.
 2. **Public:** Public Resources allow you to share resources with the rest of the Schoolology community.
 3. **Groups:** You can access items you share in the Resources area of your Groups from this area, or by navigating to the Group itself.
 4. **Apps:** Install and access Resource Apps here.
 5. **Assessment:** View, administer, and organize Managed Assessments (if available).
2. **Menu Column** — This column shows the menu of contents of the Resources area you are viewing based on the left side navigation.
3. **Resources View** — This is where you can create, view, edit, and manage all your instructional resources.

Search, Calendar, and App Center

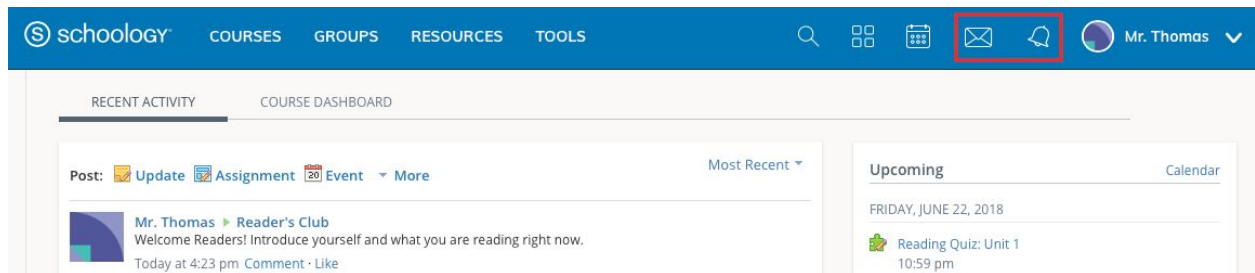
On the right side of the navigation bar are three icons relating to **Search** (magnifier icon), **App Center** (four boxes icon), and your **Calendar** (calendar icon). Search allows you to find courses, groups and people in Schoolology. The [App Center](#) delivers powerful access to apps that you can install to integrate content and services with Schoolology. The [Calendar](#)

aggregates events from all of your associated courses, groups and organizations, along with your personal events.



Messages, Connections, and Notifications

Also on the right side of the navigation bar you have icons relating to **Messages** (envelope icon) and **Connections & Notifications** (bell icon). Any time someone sends you a message, wants to connect, or does something that pertains to you or your affiliations, it will be made easily accessible in the top right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple.

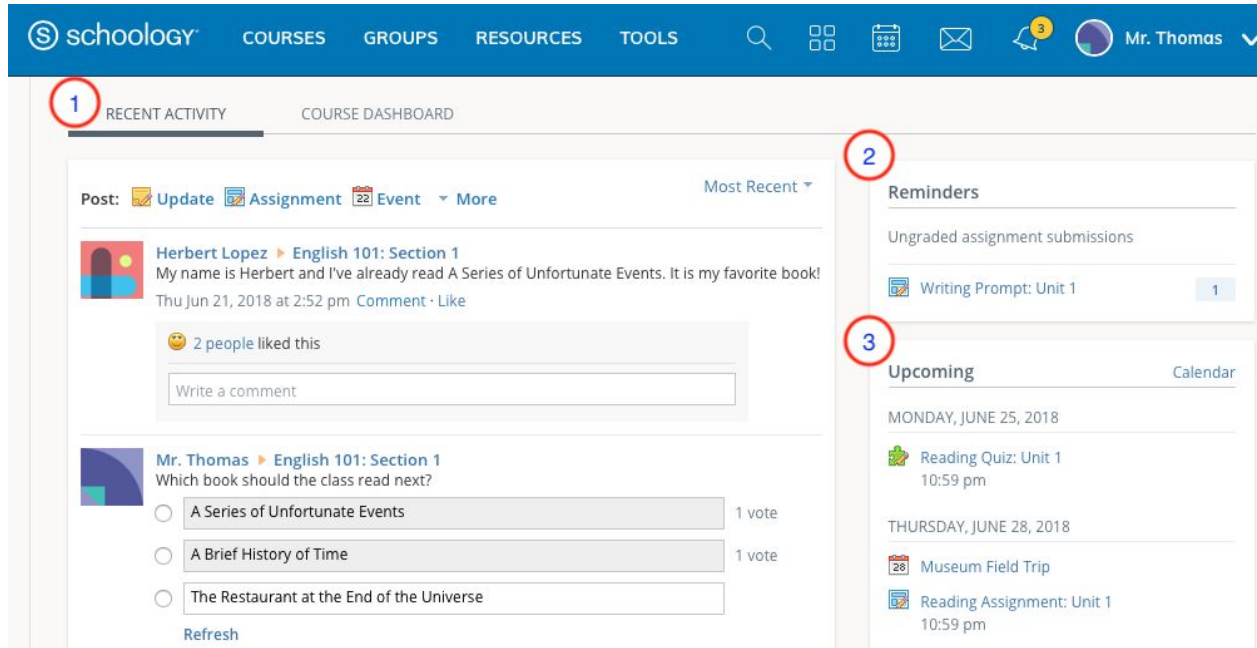


Site Footer

At the bottom of every Schoolology page, the new footer includes the following:

- **Language Selector** — Use this menu to set the language of your Schoolology experience.
- **Support Center** — Access the [Support Center](#) to view your Support Contacts and/or support options, as well as links to the Schoolology Help Center and Community forums.
- **Schoolology Blog** — Navigate to our blog, the [Schoolology Exchange](#).
- **Privacy Policy** — View our [Privacy Policy](#).
- **Terms of Use** — View our [Terms of Use](#).

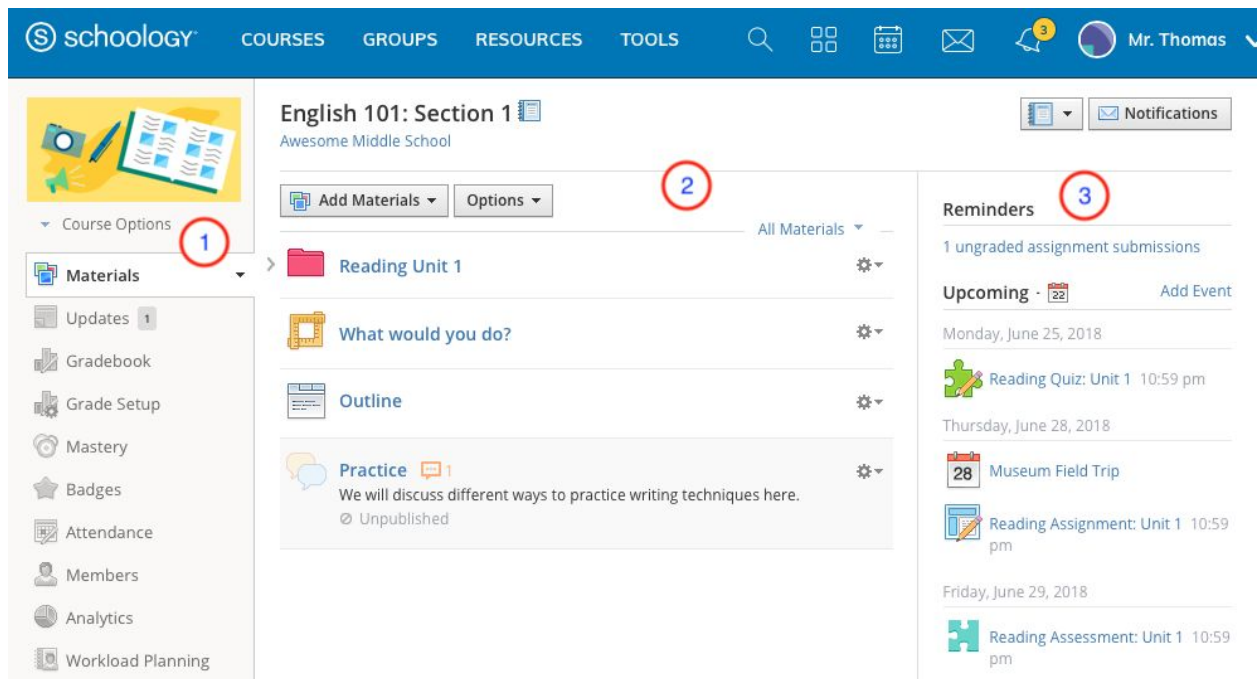
Home Page



The screenshot shows the Schoolology Home Page interface. At the top is a blue navigation bar with the Schoolology logo, links for COURSES, GROUPS, RESOURCES, and TOOLS, a search icon, a grid icon, a calendar icon, an email icon, a notification bell with a '3' badge, and a user profile for 'Mr. Thomas'. Below the navigation bar, the page is divided into two main sections. On the left, under the 'RECENT ACTIVITY' tab (marked with a red circle '1'), there is a post by 'Herbert Lopez' in 'English 101: Section 1' about reading 'A Series of Unfortunate Events'. Below this is a poll by 'Mr. Thomas' asking 'Which book should the class read next?' with three options: 'A Series of Unfortunate Events', 'A Brief History of Time', and 'The Restaurant at the End of the Universe'. On the right, under the 'COURSE DASHBOARD' tab, there are two sections. The 'Reminders' section (marked with a red circle '2') shows 'Ungraded assignment submissions' with one item: 'Writing Prompt: Unit 1'. The 'Upcoming' section (marked with a red circle '3') shows a calendar view with events for 'MONDAY, JUNE 25, 2018' (Reading Quiz: Unit 1) and 'THURSDAY, JUNE 28, 2018' (Museum Field Trip and Reading Assignment: Unit 1).

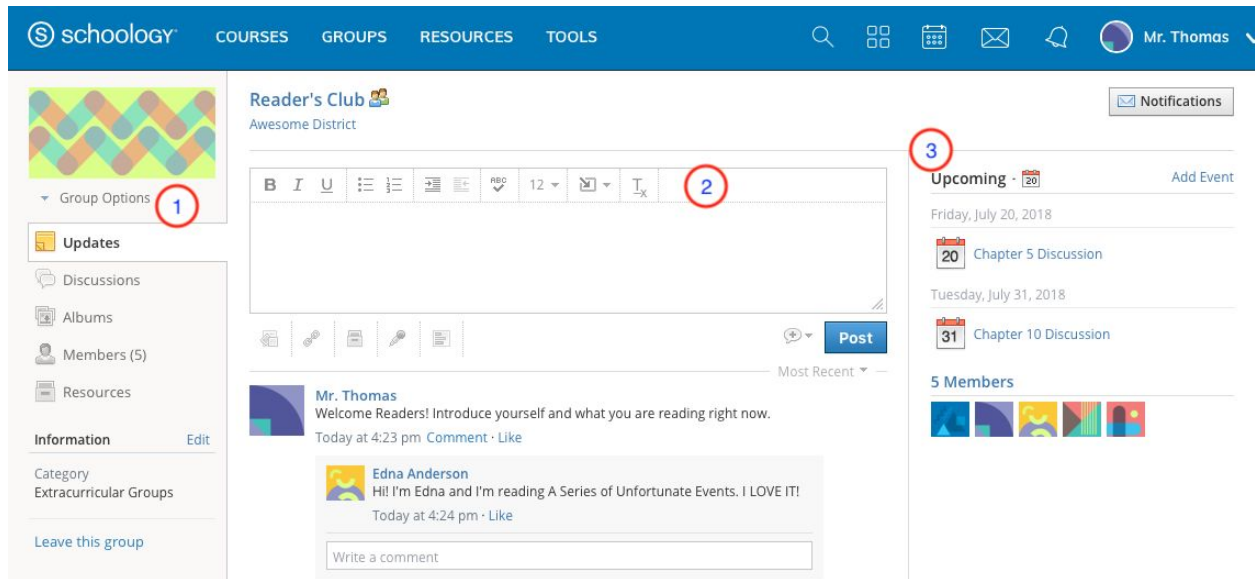
1. **Recent Activity** — The Recent Activity Feed is a condensed feed of posts that relate to you, your courses, groups and organizations. You can click on the quick post tool at the top to post updates, assignments, events and polls with files and links attached.
2. **Course Dashboard** — The Course Dashboard view enables you to view all of your courses as a tiled list. Drag and drop course tiles to reorder courses. From the Course Dashboard, click into any one of your courses and go directly to its main landing page.
3. **Reminders** — Reminders help keep you quickly informed of student homework submissions and ungraded items across your courses at a glance.
4. **Upcoming** — Upcoming displays all your assignments, due dates, and calendar events are organized in chronological order.

Course Profile



1. **Navigation Panel** — The navigation panel on the left side of your course pages allows you to access the different areas of your course, such as your Materials, Gradebook and Attendance. This column also contains your **Course Options** menu where you can find Course Admin tools, such as **View Course As**, the **Recycle Bin**, and your course **Privacy Settings**. At the bottom of this column you will find your **Course Access Code**, which you can distribute to your students so they can register for your course. Click Here for instructions to help your students register using Course Access Codes.
2. **Center Column** — This column shows the page you are viewing based on the left side navigation. You can set the default landing page for your course to either Materials (as in the screenshot above), or Updates.
3. **Reminders & Upcoming** — Similarly to the Reminders & Upcoming column on your Home page, this area displays grade and submission activity, along with all your assignments, due dates, and calendar events in chronological order. However, unlike the Home Page view, the Reminders & Upcoming area in a course only displays events and due dates for that particular course.

Group Profile



The screenshot shows the 'Reader's Club' group profile. The interface is divided into three main sections:

- Left Sidebar (Callout 1):** Contains navigation options: Group Options, Updates, Discussions, Albums, Members (5), Resources, Information (with an Edit link), Category (Extracurricular Groups), and a 'Leave this group' link.
- Center Column (Callout 2):** Features a rich text editor with various formatting tools (bold, italic, underline, list, link, etc.) and a 'Post' button. Below the editor, there are posts from 'Mr. Thomas' and 'Edna Anderson'.
- Right Column (Callout 3):** Displays the 'Upcoming' events section, showing dates and titles like 'Chapter 5 Discussion' and 'Chapter 10 Discussion'. It also includes a '5 Members' section with profile icons.

You'll notice that your Groups look very similar to Courses. Groups are more about communication and resource sharing. They can be set up for students as well as educators to connect with each other, enabling individuals and teams to work together to improve education on a variety of levels.

1. **Navigation panel** — The navigation panel on the left side of your course pages allows you to access the different areas of your group, such as Updates, Discussions and Group Resources
2. **Center Column** — This column shows the page you are viewing based on the left side navigation.
3. **Upcoming** — The Upcoming column shows your group events in chronological order. Clicking on the Calendar icon in the Upcoming column allows all Group members to see the shared Group Calendar in the month view.

Next Steps

- Now that you're comfortable navigating around your Schoolology account, check out our Instructor Guide for more in-depth guidance on each of these areas.
- Join the public [Schoolology Educators group](#) to connect with other instructors and share best practices related to digital and blended learning and using Schoolology in your classroom.