Digital Learning Recommendations

For ELD, SpEd, TAG and Title I

Using Schoology In

Reynolds School District

This provides directions for teacher-specialists who do not have a graded class, to provide services to the students and teachers they support.

These are specific recommendations that, when followed, will create consistency for all staff, students, and families. Items Listed Below Should be Implemented at Each School

Click One of the Options Below

Learn how each of these are to be leveraged by the teacher who does not have a graded class, to provide services to the students and teachers they support.

Section 1:

Collaborative Planning in Schoology

This is a Schoology Group where all staff at one school are enrolled as group administrators. It is used for collaborative PLC work around creating and curating digital instructional materials for use in the classroom. This is a Group where teachers of Special Education, TAG, Title 1 and ELD programs (those who do not have their own class in Synergy) will collaborate with the general education classroom teachers to scaffold and provide accommodations to classroom assignments as necessary. The specialists will provide or recommend scaffolds and instructional accommodations within this collaborative space.

Section 2:

Specialist-Managed Groups in Schoology

This is a Group in Schoology, created and managed by the learning specialist. This Group is used as a substitute for their office/class space. In this Group, specialists are can hold secure virtual meetings with students and/or their families, and provide resource opportunities for individual and small group support.

Please Join the RSD Teacher Tech Resources Group in Schoology

Click Groups > My Groups > Join Group > Enter Group Code: T7RVZ-JT7WQ

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Section 1: Collaborative Planning in Schoology

How Teachers of Special Education, TAG, Title 1 and ELD Should Utilize the Collaborative Instructional Planning Schoology Group at Their School.

Schoology Groups are the collaborative space where grade level and/or content area teams will plan, prepare and curate digital instructional materials. This collaborative planning Group is where a teacher of Special Education, TAG, Title 1 or ELD (who do not have their own course in Synergy) collaborate with the grade level or content area teachers to appropriately scaffold the planned assignments and provide accommodation recommendations. The classroom teacher will make these accommodations and scaffolds available to students through their course, just as they do in the brick and mortar classroom. Specialists should not be added as course administrators to regular education courses.

Directions For ELD, SpEd, TAG and Title I Teachers:

This is for after your school administrator has set up the school collaborative planning group.

Recommendations:

- Create a plan with your grade level/content area instructional planning teams to collaborate with them on instruction. Specialists (Title, etc.) should have a designated folder in the collaborative planning space (School Group) for their materials. These folders may be sub-indexed with grade level or content area folders.
- The classroom teacher can create a folder within their Course to make materials from specialists available to their students. Classroom teachers can use the Individually Assign option to make materials available/viewable to only the students who should be accessing them.

Adding Materials in the Collaborative Planning Space

1. **Log in** to Schoology - reynolds.schoology.com (no www.) though a web browser.
   > ***Note – you cannot use the mobile app (iOS or Chrome) for video conferencing.***
   Username: Username – ***not*** *your email*
   Password: Your new password
   > *Note: Your district computer login and email/Office365 login are currently your old login – those were not changed.*
   > *Schoology and Synergy require your new passwords.*
   You can access many things via the mobile app for courses

2. **Click** "Groups" in the blue bar along the top and **select** the Group titled *<YourSchoolNameHere>* School Digital Learning (ex: Reynolds Middle School Digital Learning)
   a. If you do not see the Group you're looking for, **click** "My Groups" in the upper right corner and **select** the Group from that list. If you need, you *can* reorder your Groups in this area as well, putting this group at the top of the list so it'll show up in the drop-down menu
3. Once in the Group, along the left side, **click** "Resources"
4. To add materials, **click** on the folder names to navigate to the correct location
5. **Create** a folder for your area of support (ex: Special Education, TAG, Title 1, ELD) – Also create grade level or content area folders within this folder, so that your materials are indexed for the classroom teacher to access and locate.
6. Within the folder where you want the materials to be stored, **Click** "Add Materials"
7. **Create** the materials templates you wish to add by **selecting** them from the dropdown list
   a. It is encouraged to attach standards to these materials, as that allows teachers using these materials to track proficiency. Do that with the little buttons along the bottom of the pop up window that you create the materials in. Hover over them to see what they are.
   b. You can also copy and modify existing materials within this space. For example, a teacher or team creates an assignment in this collaborative space. You can copy that assignment, then modify it or add accommodations.

Direction for the Classroom Teacher:

To Use Scaffolded Materials and Materials from Specialists Curated in the collaborative planning Group, for Students in a Class (Course)

Specialists may need to provide support to the classroom teacher to assure the classroom teacher knows how to access recommended scaffolds and accommodations.

The Classroom Teacher (as the Admin of their Course) will need to:

1. **Log in** to Schoology - reynolds.schoology.com (no www.)
2. **Click** "Courses" in the blue bar along the top and **select** the Course you wish to add the pre-created materials from your collaborative group to
3. Once in your course, **click** materials along the left side (this is the default landing page for your course as well)
4. **Click** the "Add Materials" button
5. **Select** "Import from Resources" at the bottom of that drop-down menu
6. **Click** "Group" along the left side
7. **Select** the Group in the column titled "Group Resources" that you are using for your instructional materials collaboration (named something like *<YourSchoolNameHere>* School Digital Learning (ex: Reynolds Middle School Digital Learning)
8. **Click and Locate** the materials you wish to add to our Course
9. **Check** the box to select the materials
10. **Click** "Import"
11. **Click** "Advanced Options" to choose a due date, grading category, etc.
12. **Click** the green "Import" button at the bottom, and the materials will appear in your course
13. Within your course, **click** the gear that is to the right of the materials you just imported, **select** "Edit" and you can double-check settings (**hover** over the little buttons at the bottom, make sure the due date is what you want, make sure it's assigned a grading category, etc.)
14. While in the window to edit the scaffolded materials or materials with the necessary accommodations (see above), the classroom teacher will click on the button along the bottom to individually assign the materials.

15. Click in the field that appears and type the students' name to individually assign something. Both assignments (the original) and the scaffolded/accommodated will appear to the student, so they can choose which to complete.

You can also skip steps 13-15 if you would like to make the scaffolds and accommodations available to all students.

If you do not want both sets of materials to appear as an option for that student, create grading groups within your course. Click here to learn how to use Grading Groups in Schoology.

Section 2: Specialist-Managed Groups in Schoology

Groups in Schoology are a way for specialists (both district, and partner) to hold secure virtual meetings (conference) with students and/or their families, and provide resource opportunities for individual and small group support. This Group will function as the specialists' virtual office for providing support to students. In an abundance of caution, avoid 1-to-1 student conferences when possible.

We are encouraging Educational Assistants to always be a part of a licensed teacher's "virtual office." This function is to be used to support core instruction, and is not to be used for separate virtual pull-out instruction.

Additionally, this is a solution for Specialists that are provided by Community Partners, given that they have a district email account (they would use this to log in to Schoology).

Create a Group to function as your Specialist's Office

1. **Click** "Groups" in the blue bar along the top and **select** "My Groups."
2. **Click** the "Create Group" button in the upper right.
3. **Create** a new Schoology Group named: <*Insert Your Name*>'s Office (ex: Mr. Schuh's Resource Office)

Manage Your Office

You must manage who is in your office/space, just as you need to in the school, to ensure privacy. This means that you oversee 'inviting them in' when it is time to meet, as well as assuring they have left the room before you meet with another student group or family.

When You Need to Meet:

Video conferencing with a student or their family.

Prior to the meeting start time, **enroll** students in your group by:

1. **Clicking** "Members" along the left side when in the Group
2. **Clicking** the "Add Members" button at the top of the members list
3. **Check** the "Add members without invite" box in the lower left (this is VERY important)
4. **Searching** for your students by first selecting the correct school along the top, then **searching** the name of the student you wish to add. This is as if you're inviting them into your office/space. You will manage Group membership, just as you manage who is in your space during any given time. *You may need to change the school name if you are assigned to more than one school to successfully search for a student.*
5. **Select** the student from the search results
   a. *Note: If you need to **add more than one student at a time** to your "office," **repeat** steps D and E until all students are added (you can see in the upper left how many students you have selected)*
6. **Click** "Add Members"

When you have finished meeting:

Un-enroll students in this group.

1. **Click** "Members" along the left side when in the Group
2. **Click** the gear to the right of the member name
3. **Select** "Remove"