Schoology Recommendations
During Digital Instruction
in
Reynolds School District

A Guide for Schools Building a Digital Learning Environment

There are specific recommendations for schools across the district that, if followed, will create consistency for all staff, students, and families.

Recommendations for Schools
Both Items Listed Below Should be in Place at Every School

All-Teacher Schoology Group

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.

PD Course in Schoology

This is a course, just as teachers have for their current classes listed in Synergy, that building administrators can use to provide digital professional development in the same way that digital instruction is provided by teachers for students.

Please Join the RSD Teacher Tech Resources Group in Schoology

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

Teacher Schoology Group ⓢ

Schoology Groups are the collaborative space where grade level and/or content area teams will plan, prepare and curate digital instructional materials. It is important this is set up in a consistent fashion, to allow ease of use for teachers in creating, curating, and locating content materials.

Click to Jump to Directions for School <u>Teachers</u> or for <u>Administrators</u>

1. **Log in** to Schoology - reynolds.schoology.com (no www.)
   a. Username: same as logging on to computer (not your email, just a username)
   b. Password: same as logging on to computer, Synergy, etc.
2. **Click** "Groups" in the blue bar along the top and **select** "My Groups."
3. **Click** the "Create Group" button in the upper right.
4. **Create** a new Schoology Group named: *<Insert School Name>* School Digital Learning (ex: Reynolds Middle School Digital Learning)
5. **Enroll** teachers in this group by:
   a. **Clicking** "Members" along the left side when in the Group
   b. **Clicking** the "Add Members" button at the top of the members list
   c. **Check** the "Add members without invite" box in the lower left (this is VERY important)
   d. **Searching** for your teachers by first Selecting the correct school along the top, then **searching** the name of the teacher you wish to add
   e. **Select** the teacher from the search results
   f. **Repeat** steps D and E until all teachers are added (you can see in the upper left how many teachers you have selected)
   g. **Click** "Add Members"
6. **Grant** Group Admin. rights to each teacher by clicking the gear to the right of their name and selecting "Make Admin"
7. **Create** a folder for each planning team you have at your school
   a. **Elementary:**

      Create a folder for each grade level team, and a folder for each specialist/specialist team and elective/elective team

   b. **Middle School**:

      Create a folder for each grade level, then inside that grade-level folder, create a folder for each content area in that grade level (Ex: 7th Grade -> Science; or 8th Grade -> LA/SS if blocked)

      For self-contained middle school classes, create a 6th grade folder, then content area folders within that 6th grade folder (LA, Math, Science, SS, etc.)

      Create a folder for each specialist and elective team

   c. **High School**:

      Create a folder for each content area (Ex: Science; Language Arts; Social Studies; World Languages, Wellness, etc.)

      In each Content Area folder, create a folder for each grade level that content area is taught

For Teachers – after your school admin. has set up the Group

Create a plan with your grade level/content area instructional planning team to divide and conquer this work.

*Important Note: If this is the first time you're using a course this term, you will need to add grading category to use. The easiest way to do this is to add one item in Materials (see instructions below). In the Materials section of your course, after adding the first thing, click on the gear to the right of that material name, select "Edit." Then you **click** in the "Category" field and select "Create New Grading Category." Click your cursor back into that window and type the name of the category you wish to use. It is recommended to use Formative or Summative. You can also use terms like Homework, Classwork, etc.*

Adding Materials in the Collaborative Space

1. **Log in** to Schoology - reynolds.schoology.com (no www.)
   a. Username: same as logging on to computer (not your email, just a username)
   b. Password: same as logging on to computer, Synergy, etc.
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 specific units within the subject area folder, if needed
6. **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.

Using Materials Created in the Group for Your Own Class (Course)

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.)

Schoology Professional Development Courses Ⓢ

Schoology Professional Development courses are a way for school administrators to facilitate digital professional development with teachers.

Click to Jump to PD Course Directions for Teachers or for Administrators

Professional Development Course in Schoology ⑤

For School Administrators (The Teachers of the PD Course)

Starting A Digital PD Course

1. Request Gary build you a Professional Development Course for your School if you do not have one
   a. Email gschuh@rsd7.net and let him know which school you need the PD course built for (these aren't built automatically like teacher courses. Teacher courses are built and students are enrolled automatically via an automated export from Synergy. These courses will be named *<YourSchoolNameHere>* School Professional Development (ex: Reynolds Middle School Professional Development)
   b. Once this is built, **click** "Courses" in the blue bar along the top. You will see the course listed in the drop-down menu.
   c. **Click** on the course name to navigate to your PD course
2. Enroll your teaching staff in the PD course
   a. **Click** on "Members" along the left side of the screen within your course
   b. **Click** the "Add Members" button
   c. Make sure that your school is listed in the top of the window. If it is not, then click and select your school
   d. Search the last name of a teacher, and select them
   e. Continue searching all teacher names and select each as they are located
   f. Once you have selected all your teachers, you will see a total selected in the upper right of the window
   g. Click the "Add Members" button
   h. Your teachers will be added to your course as students (you can verify this by clicking "Members" along the left side of your course. You can also remove members if they no longer work at your school, or add them as course admin. by clicking the gear in line with their name

Adding Materials in the PD Course

1. **Click** "Courses" in the blue bar along the top and **select** the PD Course you wish to add materials to
   a. If you do not see the Course you're looking for in the drop down menu, **click** "My Courses" in the upper right corner and **select** the Course from that list. If you need, you *can* reorder your Courses in this area as well, putting this Course at the top of the list so it'll show up in the drop-down menu
2. Once in the Course, along the left side, **click** "Materials"
3. To add materials (including folders to organize the course materials), **click** on the folder names to navigate to the correct location
4. **Create** folders, if needed, then navigate inside of that folder by clicking the folder name
5. Once in the location you wish to add materials to, **Click** "Add Materials"
6. **Create** the materials you wish to add by **selecting** them from the dropdown list

Professional Development Course in Schoology Ⓢ

For Teachers (the students in the Professional Development course)
This is done after your school administrator has enrolled you in the Professional Development course

Learning via a Professional Development Course
1. **Log in** to Schoology - reynolds.schoology.com (no www.)
    a. Username: same as logging on to computer (not your email, just a username)
    b. Password: same as logging on to computer, Synergy, etc.
2. **Click** "Courses" in the blue bar along the top and **select** the PD Course you wish to participate in
    a. If you do not see the Course you're looking for in the drop down menu, **click** "My Courses" in the upper right corner and **select** the Course from that list. If you need, you *can* reorder your Courses in this area as well, putting this Course at the top of the list so it'll show up in the drop-down menu
2. Once in the Course, along the left side, **click** "Materials"
3. Click on the materials provided to you by your school administrator and follow the directions provided by them