Student Guide for Navigating Schoology

Students need to use the web browser instead of the app to get on Schoology
Log in to https://arlingtondiocese.schoology.com/

Your homepage is the first place you'll land every time you log in to Schoology. Your homepage may show you Recent Activity or, you may see a Course Dashboard.

Recent Activity
Recent Activity shows all comments and updates pertaining to your schools, courses and groups. To filter your feed to view only Updates, Polls, or Blog posts, click the Most Recent link in the top corner, and select a filtering option.

Course Dashboard
The Course Dashboard enables you to view all your courses as a tiled list. From the Course Dashboard, click any one of your courses and go directly to its main landing page. You can also click and drag course titles to reorder them.

Upcoming
The Upcoming area on the right side of your homepage displays events, assignments, tests/quizzes, and discussions with a due date. Hovering over each item displays the course or group associated with the item. You may access your personal Calendar by clicking the Calendar link in the upper-right of Upcoming. For more information about your personal calendar, review the Calendar section below.
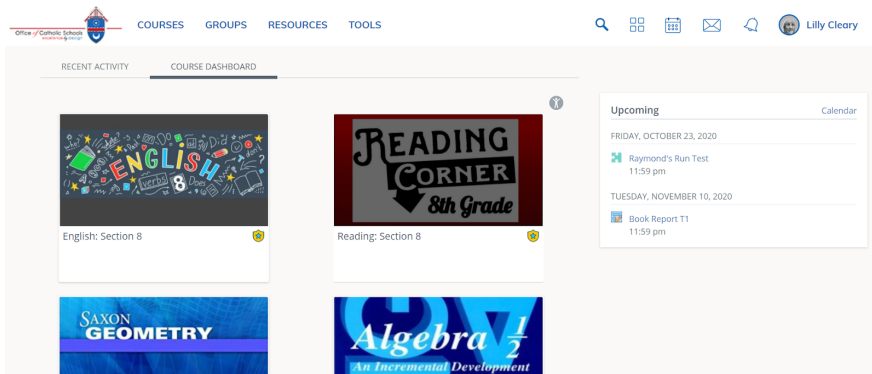
Calendar
The Schoology Calendar is an important, organizational element. It keeps events and due dates organized and easily accessible. By clicking the Calendar icon at the top of Schoology, you can view events and due dates by the month, week, or day. Due dates for assignments, assessments and important course related events are automatically added to the calendar and managed by the instructor.
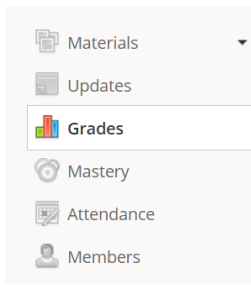The calendar can be found in various places:

Grades

****(Please note that PowerSchool should be checked for overall grades since not all grades will come from Schoology assignments/assessments.)
Select Grades in the left column of a Schoology Course to see the course grades.

Materials ▼
Updates
Grades ←
Mastery
Attendance
Members

Messages

Students are able to send messages to teachers and receive messages from teachers.

Send a Message
    1. Navigate to your Messages area by clicking the envelope icon on the top menu.
    2. Click New Message.
    3. Enter the recipient's name in the To field. A list of users automatically populates as you type.
    4. Select the user from the list.
    5. Enter a subject and message.
    6. Add optional files, links or resources.
    7. Click Send to complete.

Check New Messages
When you have a new message in your inbox, the Messages icon on the top menu displays an updated number. Navigate to your Messages area by clicking the envelope icon on the top menu. Click the message you'd like to read. New messages have an indicator to the left of the message. To reply to a message, enter a comment in the Message area, and click Send.

Notifications

Notifications display course events in chronological order as well as Requests to RSVP calendar events. New notifications/requests are indicated by a number on the bell icon. Clicking a notification or request will allow you to view the related content.

Assignments

Every assignment for each course can be found in three different places:
    1. In each course under "Materials" (that should be what you see first, but if not, "Materials" is on the left-hand side)
    2. On the calendar on your child's home page
    3. Graded assignments will show up in the gradebook, so you can also click on the Grades icon to find new assignments.

How to Submit Assignments

There are two types of assignments:

1. Teachers can create assignments that will be completed in Schoology, such as quizzes and tests.
   All assignments will usually be in a folder on the course page.
   These assignments will have a green puzzle piece beside the assignment name.
2. Teachers can also attach files, like PDF files, that need to be worked on in other programs.

For Schoology created assessments (the puzzle piece assignments), the students will complete them in Schoology and click "Submit" at the bottom of the page when they are done.

To complete an assignment that needs to be done in another program (like a Google Document):

- Click on the assignment.
- Directions will appear on the first screen.
- Click the My Document button at the top to open your own document.
- Complete the assignment.
- Then pick Submit Assignment.