Schoology Frequently Asked Questions

General Questions

1. **Are curriculum members the ones moving things over from Course Mason to Schoology? If so, when will this be done?**
    - A remote learning plan is currently under development and will be communicated if and when we are required to teach remotely again in the fall.
    - The curriculum content will be found in a GROUP for your grade level/content area. Directions for how to move that content into your own RESOURCES and then COURSES can be found *[here](#)*.

2. **Can we add our own content in addition to what is loaded in the course from the curriculum committee?**
    - Absolutely! Even with the curriculum content being moved over from Course Mason, teachers still have the flexibility to add their own content. This will be done through the resources section until your courses are available for the following school year within Schoology.

3. **What content will be loaded for next year for Social Studies since there is not an adopted curriculum?**
    - A remote learning plan is currently under development and will be communicated if and when we are required to teach remotely again in the fall.
    - If students and staff are back in session, the Curriculum Department will provide an update at that time.

4. **I see that assignments can be added/linked/uploaded from GoogleDrive and/or OneDrive. Is there support for teachers using GoogleDrive or OneDrive?**
    - Teachers can use their basic free GoogleDrive and/or OneDrive accounts to add content to Schoology. This is different from the Google Drive Assignment App and OneDrive Assignment App capabilities. *Currently, the District does not have a Google or Microsoft 365 account and we are unable to provide support in these areas at this time.*
    - Our focus during the 2020-2021 school year will be to provide professional development on the many other existing technologies such as the Epson Projector/Pens, Windows 10, Office 2016, basic use of Schoology, and the new teacher devices.

5. **When sharing a document through Schoology, does it make it so that a student can access an assignment and type their answers in no matter which format was uploaded by me, and no matter which type of device they are using at home?**
    - If you upload a document, it will keep the same format that you uploaded. However, you have a different option for assigning content within Schoology. You could copy and paste information from a MS Word document into an assignment within Schoology. You could also create a test, quiz, or assessment within Schoology then all students will have the ability to answer the questions directly in Schoology, and Schoology can grade most questions for you.

6. **Will the grading scales for each level be added with Schoology?**
    - The assignment grades transfer to Teacher Access Center from Schoology. The actual grades for report cards and Tigerview will come from Teacher Access Center.
    - The grading scales will be added to Schoology, however, they do not factor in to what students and families see within Tigerview since that grade comes from TAC, and that is the official grade.

7. **How do I get access to department and/or grade level resources?**
   - The owner of the resources will have to share these resources with you. Please contact Beth Jacobs ejacobs@ecusd7.org to locate the owner of the resources you are requesting.

8. **Do parents have access to Schoology?**
   - **Grades 3-8:** Each Fall, the parent access codes will be sent to all parents of students in grades 3-12 that do not already have access. Parents have the option to join or they can just use their child's account to access.
   - **Grades PreK-2:** At the primary level, parents will access Schoology using their child's login information.

9. **Under the course settings, there is a privacy page. One of the settings is a parent/ visitor setting.   There is an option to click "anonymous member names" so all member names appear as "anonymous" to parents except their own child's name and the admin's name. This option is not set as a default.   Do we need to change this setting, or is it OK that parents can currently see the names of other students in the class and what they post? I wasn't sure if this was a privacy concern with our students. Below is a screen shot:**
   - This has been altered to default to both being checked. However, please note that parents can see the names of students that "like" a post, but they will not be able to see any comments except their own child.

   Parents have 'view only' access to their child's courses. Visitors are not associated with the course but may have viewing privileges if the course's privacy settings are set to Schoology Users or Everyone.

   The following permissions help maintain the anonymity of your members from parents and visitors.
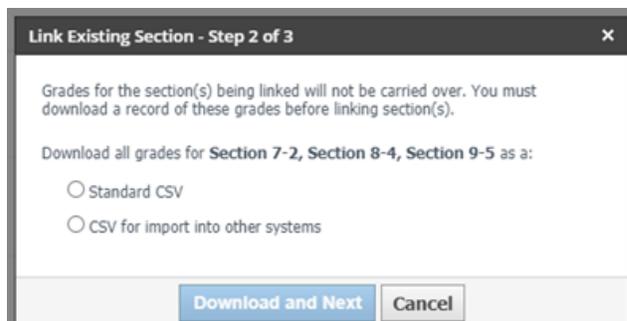
   ☑ Anonymous member names (?)
   ☑ Hide comments/posts (?)

10. **Can teachers and students use the Schoology app? Are there aspects of the app that do not work as well as a web browser for teachers or students?**
    - Yes, teachers, students and parents (who sign up for accounts) can use the Schoology App. There are some aspects of the app that do not work as well as a web browser but this usually depends on the device being used and the version of the device. One issue that was reported in the past was entering grades through the app when using "Add grade column" or using a blank test.

11. **The video in diving deeper said I can set it up so I can choose one section to be my main section and link the other sections to it.   By doing this, I could just post materials in one section and they show up in all sections, instead of copying everything individually. The video said all the rosters and grades will continue to be separated by class, which is what I want. When I tried to link my sections, I was prompted with this question.   What does this mean and which option should I select? "Grades for the section(s) being linked will not be carried over. You must download a record of these grades before linking section(s).**
    - This step will not be required if you link your courses prior to the start of the school year. This will only display if you have already started entering assignments/grades. It is highly recommended that you do not try linking courses during the school year, this should be done before any assignments are created.

      Link Existing Section - Step 2 of 3   ✕

      Grades for the section(s) being linked will not be carried over. You must download a record of these grades before linking section(s).

      Download all grades for **Section 7-2, Section 8-4, Section 9-5** as a:

      ○ Standard CSV
      ○ CSV for import into other systems

      Download and Next   Cancel

12. **If I set up categories in TAC for grading (homework, quizzes, tests, etc.), will these categories automatically be in Schoology as well, or will classes have to be strictly based on points?**
    - More information on how to set up your TAC gradebook to link with your Schoology gradebook can be found *here*. However, yes, once you set your categories in TAC, it will pull them into Schoology and you can then create the categories in Schoology using the eSchoolPLUS app.

13. **If a student does not do well on an assessment in Schoology (an assessment that is automatically graded), can I delete that student's submission so they can re-do it?**
    - Yes. When reviewing the submitted assignment, you can click on the gear icon and select "Unsubmit."

14. **Once students begin an assignment, can they exit and resume where they started, or do they have to do it all in one sitting?**
    - This depends on how the teacher sets up the assignment. Teachers can create a timed assignment or an assignment that does not allow multiple submissions, or a teacher can create an assignment that allows several submissions. There is also a setting in an assessment that you can set to resumable.

15. **Can I take away one student's ability to post / comment on Schoology if they are commenting inappropriately?**
    - You can only turn off posts/comments for an entire class. However, you can enable moderation which allows you to review comments before they are posted.

16. **Will all of the folders and materials I upload to a course delete at the end of the year when the course is over? Is there a way to avoid re-doing this each year, assuming I teach the same class multiple years in a row?**
    - At the end of a marking period, all courses are put into Archived status. You can still access all of the information by going to Course then My Courses and selecting Archived. In addition, you can save all of your course materials to your Resources to make it easier to find them and copy them to your new courses.

17. **Can I share resources on the calendar, or is there a place where I can type what we are doing on each day and link the notes and worksheets? I think I can type what we are doing on the calendar, but then students would have to go to the resources and look for the corresponding notes or worksheet. I am wondering if there is a way to do this all in one spot.**

    - You can add events or assignments directly to the calendar. There is no need to link them back to another specific spot in Schoology. To add an assignment directly to the calendar, click on the Calendar and then click on the plus sign for the date of the assignment. At the top of the entry window you will be able to select Event or Assignment.

18. **On the privacy settings for each course, what does "organization" mean for who can see it? Are there certain levels of privacy our district would like teachers to set?**
   - Organization means all users. The District already has those items preset.

19. **I know the grades from Schoology go into TAC, but do the grades from TAC also go into Schoology?   If I assign work in class (or outside of Schoology) and enter grades in to TAC, I want to make sure students view their correct class grade. If the grades entered manually into TAC do not go in to Schoology, we need to be very clear with students that they need to continue to check Tiger View to see their accurate class grade since Schoology would only show their grade for assignments within Schoology.**
   - Grades entered in TAC DO NOT flow back into Schoology. In addition, TAC is the official grade location for progress reports and report cards. Therefore, please let your students know that they should view their grades in TigerView.

20. **Can parents message teachers through Schoology or just students?**
   - No, parents can only reply to messages a teacher has sent them through Schoology

21. **The video said parents will need an access code to follow their child's progress on Schoology. Will the district send out parent access codes for parents to follow their child's progress or do teachers need to do so?**
   - Yes, the district will send out parent access codes at the beginning of the new school year for those parents that have not already signed up for an account.

22. **How can I easily link to Big ideas / McGraw Hill? I understand these do not work within Schoology, but is there a way I can put quick links to assignments within these platforms, or will I always just have to tell students to open up those websites and look for new assignments?**
   - A best practice for those subjects that use a digital resources linked through Clever, is to create an assignment in Schoology on the Calendar (disabling submissions), which will remind students of the due dates of assignments and it also opens a column for you to enter the scores for the assignment that you create in the digital resource (Big Ideas/McGraw-Hill). You would still create the assignment within the digital resource and would need to transfer the grade over (into the column that would be created when you added an assignment in Schoology).

23. **Can I change the names of my courses (currently named "Algebra 8 section 9-5) to something like "Algebra 1st hour" to better keep track of them?**
   - It is not recommended to do this as it will change back to the default once the nightly sync occurs. You can add an image to your course that says the name that you prefer (Algebra 1st Hour).

24. **Is there a list of apps that the district is loading for us to use via Schoology? If so, what are the apps?**
   - *The District will be loading the Zoom app within Schoology. Additional apps may be available and teachers may download those apps if they choose to do so; however, please note that some apps may not allow for students to be rostered within them unless we have a District account.*
   - *The District-wide apps used for Math (ConnectED, Think Central) and Science (NGL Sync, etc.) courses will still be accessed via Clever; however, teachers may find it beneficial to place a [course banner with links](#) within their Schoology page.*

25. **Do students need login codes for each app loaded through Schoology? Or will the app automatically load if they are logged into Schoology with no additional sign in needed?**
   - The District-wide apps used for Math (ConnectED, Think Central) and Science (NGL Sync, etc.) courses will still be accessed via Clever. Students will NOT need to login again after they log in to Clever.
   - This depends on the app, some allow for rostering and some do not.

26. **How can teachers get additional apps loaded in Schoology? Will teachers have free reign or does the district have to approve?**
    - The District is looking at apps used across Elementary and seeing if they can be loaded into Schoology (ex. RAZ Kids, Scholastic News, Story Works).

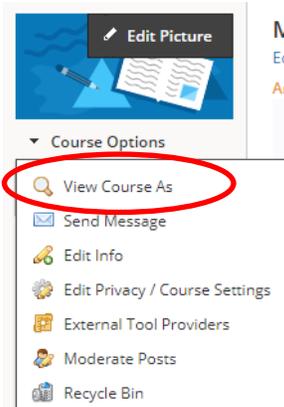27. **Does the district have login, basic features, navigation, etc, info/videos to send out to families?**
    - The EHS tech coaches have developed an overview for students Pre-K – 12. This video and PowerPoint can be found in the **Teacher Technology Training Course** within Schoology.
    - Parents of students in grades K-2 will use their child's login. Login information will be sent around the first week of school (subject to change).
    - Parents of students in grades 3-12 will have a different way to access Schoology (Parent View). A letter will be sent with login information after the first week of school.

28. **Is the gradebook automatically synced to send grades to eSchool? Or is that something teachers need to set up? If teachers need to set up, what are the steps?**
    - If teachers would like to sync the Schoology gradebook with eSchool, they must follow the steps to set this up. The steps can be found **here**.

29. **Is there a student demo code that we could use to see Schoology from a student's view**? **(I would like to create some step by step instructions for families/students, but it will be more beneficial if it is from a student view of Schoology) If not, when will students get loaded in, so we can utilize the student view feature?**
    - *The student view in Schoology does not look much different from your view within Schoology. Also, once your students are loaded in Schoology, you can also view as a specific student.*

Elementary
30. **ELEMENTARY: Is it possible for general education and special education teachers to have access to both instructional and resource students within the same section?**
    - Yes. If the SPED teacher does not have a separate course listed in Teacher Access Center, they will need to join the course on their own or have the general education teacher add them as a member through Schoology.
        1) **Joining a Course without an Access Code:** Click on Courses, My Courses, Course Listing, use the search options on the right hand side to find the course. Click on the course, and then at the top you will see "You are not currently enrolled as an admin in this course. Enroll Now." You will click "Enroll Now."

2) **Adding a teacher to a course**: In your course, click on Members, Add Members. Search for the name of the teacher you are adding to the course, click on the name, and click Add Members. Once the teacher is added, click the gear icon and select Make Admin.

28. **Will elementary teachers have a Homeroom course?**
- *Yes, each elementary teacher will have a homeroom course within Schoology. This will eliminate the need for teachers and students to go into each "course" (subject) area separately.*
- *Students will NOT be expected to switch from one subject to the next within the "My Courses" tab. They can simply click on the homeroom course and have access to all content from one course.*
- *The Homeroom course cannot accept grades.*
- *Teachers can choose to use the Homeroom course or have their students access the subject courses.*

29. **If elementary is not getting a Homeroom course, are teachers allowed to create a Course to serve as a Homeroom?**
- *Elementary teachers will have the homeroom course available within Schoology. See question #1.*

30. **When will Math & ELA curriculum be shared via Schoology for the district?**
- The K-5 ELA and Math Curriculum Committees have been working to create folders within Schoology. These folders contain resources to guide teachers in conducting remote instruction, but can also be used by in-person teachers to communicate content with parents and assign tasks to students. Teachers will be added to the appropriate grade level folders once the content is completed and teaching assignments have been finalized. The goal is to have this accomplished by the first week of August.

Middle School
31. **MIDDLE SCHOOL: Is it possible for co-taught sections for the general education and the special education teachers to both have access to those specific hours? (Special education teacher needs to message sped students regarding assignments or resources for that specific hour)**
- Yes. Since the SPED teacher does not have a separate course listed in Teacher Access Center, they will need to join the course on their own or have the general education teacher add them as a member through Schoology.
  1) **Joining a Course without an Access Code:** Click on Courses, My Courses, Course Listing, use the search options on the right hand side to find the course. Click on the course, and then at the top you will see "You are not currently enrolled as an admin in this course. Enroll Now." You will click "Enroll Now."
  2) **Adding a teacher to a course**: In your course, click on Members, Add Members. Search for the name of the teacher you are adding to the course, click on the name, and click Add Members. Once the teacher is added, click the gear icon and select Make Admin.

High School
32. **HIGH SCHOOL: Is it possible for co-taught sections for the general education and the special education teachers to both have access to those specific hours?**
- Yes. Co-taught courses are combined in Schoology prior to the start of the school year. Each teacher will need to setup their gradebook categories in Teacher Access Center for this to sync correctly in Schoology, prior to adding an assignment.