

# Schoology Guide for Students & Parents

## Login & Student Dashboard

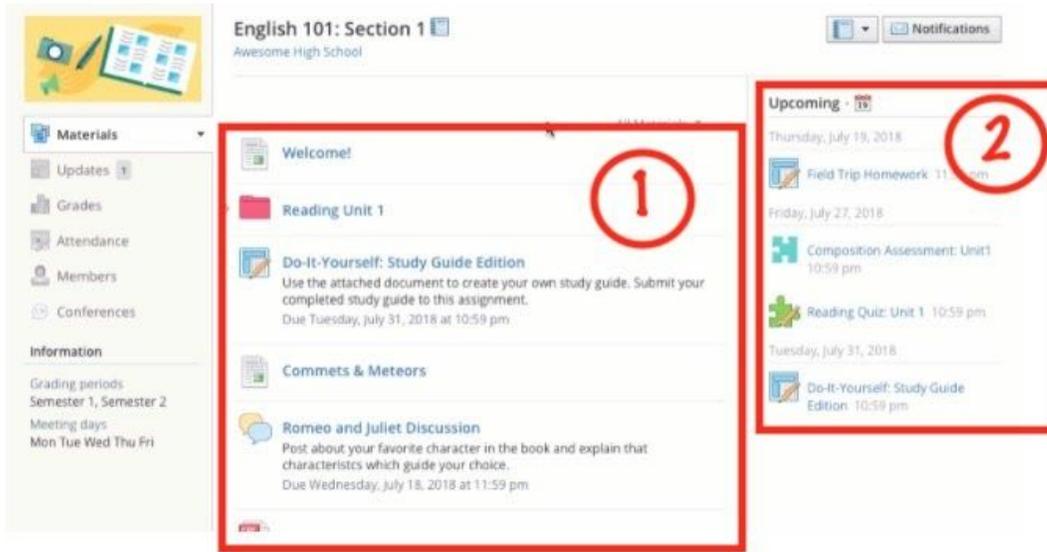
1. Head to <https://rccu1.schoology.com>. There's also a link on the school website. **Your login info will not work if you just go to "Schoology.com"**.
2. Use your student email info (address and password) to log in.
3. Logging in will take you to your student dashboard. It has 4 main areas:

The screenshot shows the Schoology student dashboard. At the top is a blue navigation bar with the Schoology logo (circled 1) and menu items: COURSES, GROUPS, RESOURCES, GRADES. To the right are icons for search, a grid, a calendar, a message icon with a '1' notification, a bell, and a user profile for 'Edna A...'. Below the navigation bar are two tabs: 'RECENT ACTIVITY' and 'COURSE DASHBOARD'. The 'COURSE DASHBOARD' is highlighted with a red box and a circled '2'. It contains three course cards: 'English 101: Section 1', 'Composition 1: Section 2', and 'Composition 1: Section 1'. To the right of the dashboard are two sections: 'Overdue' (circled 3) and 'Upcoming' (circled 4). The 'Overdue' section shows a due date of 'FRIDAY, JUNE 29, 2018' and an assignment 'Writing Prompt: Unit 1' due at '11:59 pm'. The 'Upcoming' section shows dates 'THURSDAY, JULY 12, 2018' and 'FRIDAY, JULY 13, 2018' with assignments 'Do-it-Yourself: Study Guide Edition' and 'Reading Assignment: Unit 1' due at '11:59 pm', and 'WEDNESDAY, JULY 18, 2018' with an event 'Romeo and Juliet Discussion'.

1. **Menu Bar** - This is your main menu, and it contains several important items. The most important are:
  - a. **"Courses"** - This is a dropdown menu that will take you to any of your courses.
  - b. **"Groups"** - Groups you have been added to by teachers, coaches, etc if they choose to utilize Schoology for their activity. These could be clubs, teams, etc.
  - c. **"Grades"** - View your current grades (note: not all teachers will currently be utilizing the Schoology gradebook. If you have questions regarding this, check with the teacher/teachers)
  - d. **Calendar Icon** - This allows you to view a full calendar containing any items that pertain to you or your student. This will include assignment due dates as well as events created by teachers, administrators, etc.
  - e. **Message and Notification Icons** - Messages and Notifications make up your communication center in Schoology.
2. **Dashboard** - This area displays either your current classes (Course Dashboard) or a feed of updates from teachers and administrators (Recent Activity)
3. **Reminders** - Assignments that are overdue and need to be completed
4. **Upcoming** - Assignments and calendar events that are coming up

## Courses & Course Work

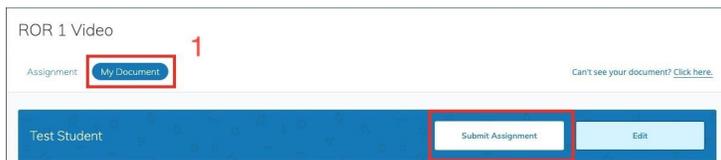
What your classes look like in Schoology will depend a lot on how your teacher decides to utilize Schoology and sets his or her classes up. But every class will have two key areas:



- 1. Materials** - Everything your teacher adds to your class on Schoology - assignments, discussions, readings, links, videos, study guides, etc. - will be located here. Your teacher will likely use folders to organize your materials in a way that makes sense for your class/subject.
- 2. Overdue/Upcoming** - Just like on your dashboard, you will see overdue and upcoming assignments, calendar events, etc. But here you will see just the assignments and events that pertain to that class

## Turning in Work

There are lots of different ways to turn in work, and this will depend on how your teacher asks you to do so. Below are a couple different ways to turn in work that you might use the most:



- 1. Google Docs, etc.** - If your teacher has given you a copy of an assignment to complete and turn back in, you can find your copy under the "my document" tab. When finished, you can click "submit assignment" to turn in your work. (note: the very first time you are assigned a google doc, you might have to log in with your school email info again).
- 2. Submit Assignment Button** - If your teacher asks you to create something (a word document or voice/audio recording for example), you can attach your content by clicking "Submit Assignment", and then the attach file or audio/video recording
- 3. Posting a comment** - Quickly post a comment to that particular assignment

