

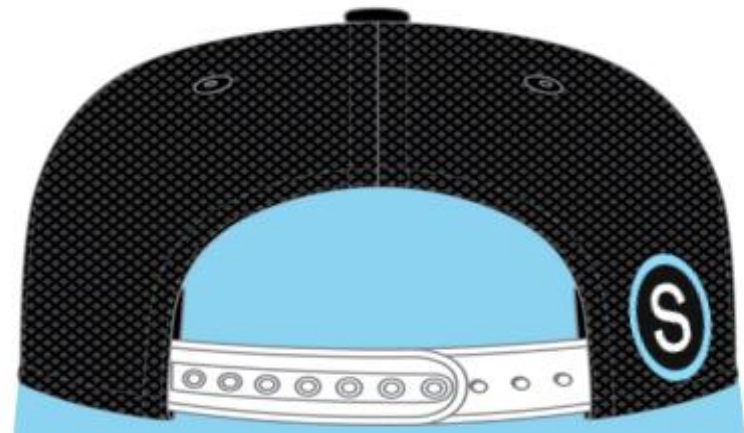
SCHOOLOGY

FOR

STUDENTS

Warren Woods Public Schools

[Quick Links](#)



Quick Links

Click on the links below for a shortcut

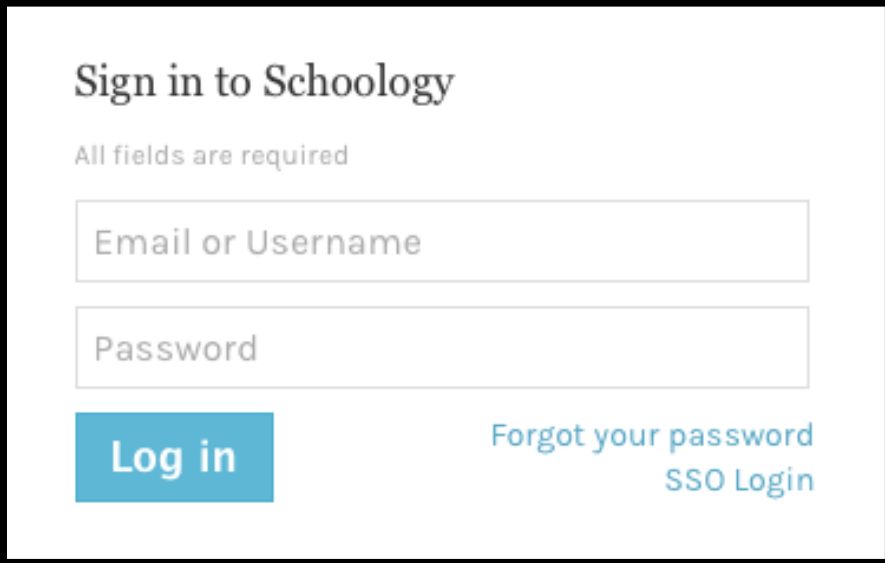


- ▶ [Accessing my Schoology Account](#)
- ▶ [Schoology Basics](#)
- ▶ [Contacting my Teacher through Schoology](#)
- ▶ [Managing Messages from my Teacher within Schoology](#)
- ▶ [How to use iOS App](#)
- ▶ [How to use Android App](#)



User Login

1. Go to <https://warrenwoods.schoology.com>
2. Enter your Username & Password
 - ▶ Login with your Warren Woods Public Schools Username and Password. This is the same login ID and password you'd use to access you district account.
3. Click **Log in**.

A screenshot of the Schoology login interface. The page has a white background with a black border. At the top, it says "Sign in to Schoology". Below that, it says "All fields are required". There are two input fields: "Email or Username" and "Password". Below the "Password" field is a blue button labeled "Log in". To the right of the "Log in" button, there are two links: "Forgot your password" and "SSO Login".

Sign in to Schoology

All fields are required

Email or Username

Password

Log in

Forgot your password
SSO Login



Trouble Shooting Login Issues

- ▶ Make sure you're using the correct WARREN WOODS SCHOOLOGY Site
- ▶ Do Not Enter your email address as your login ID, instead use your network login.
 - ▶ For students it typically is your first initial, last name, and unique numbers

Schoology Basics



 schoology


COURSES

GROUPS

RESOURCES

GRADES



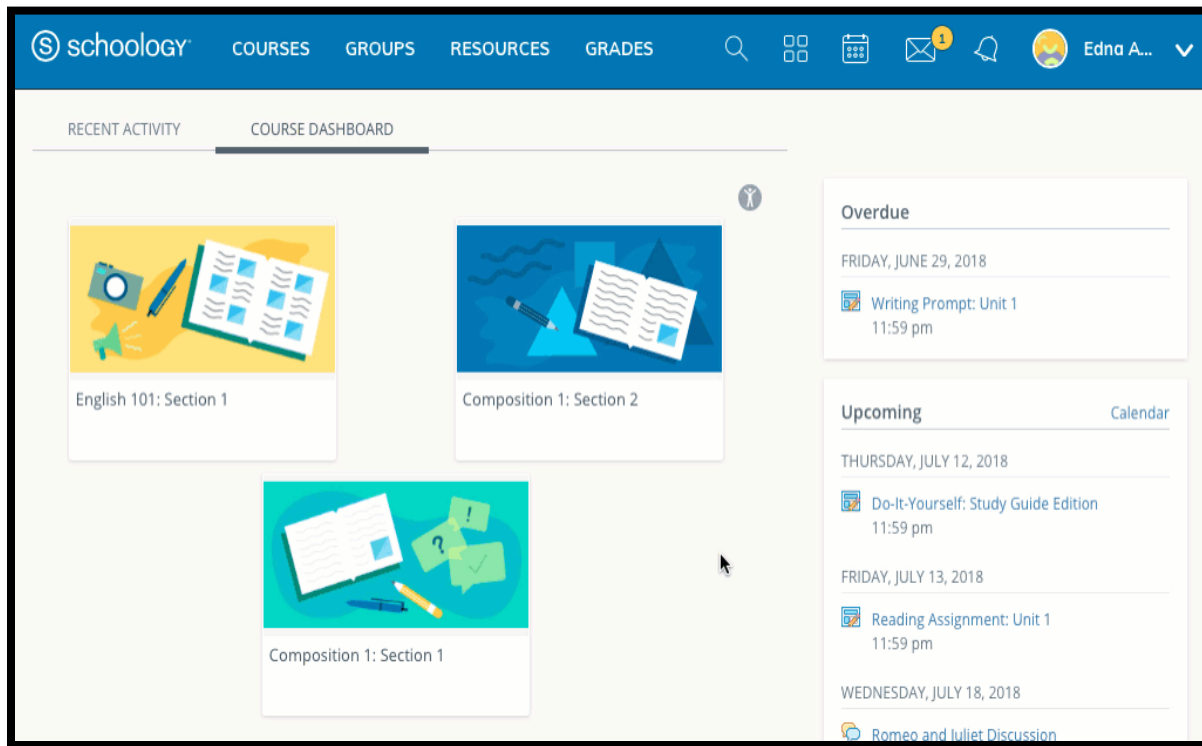
Riley Yednock 

- 3** Home - Click the Schoology logo to come back to the Home Screen.
- 4** Courses - Click courses to see a card-based menu of the courses you are enrolled in.
- 5** Groups - Click groups to see a card-based menu of the groups you are enrolled in.
- 6** Resources - Click resources to view your resource center with anything you have saved.
- 7** Grades - Click grades to view a grade report for each of your courses as well as attendance.

Home Screen Overview

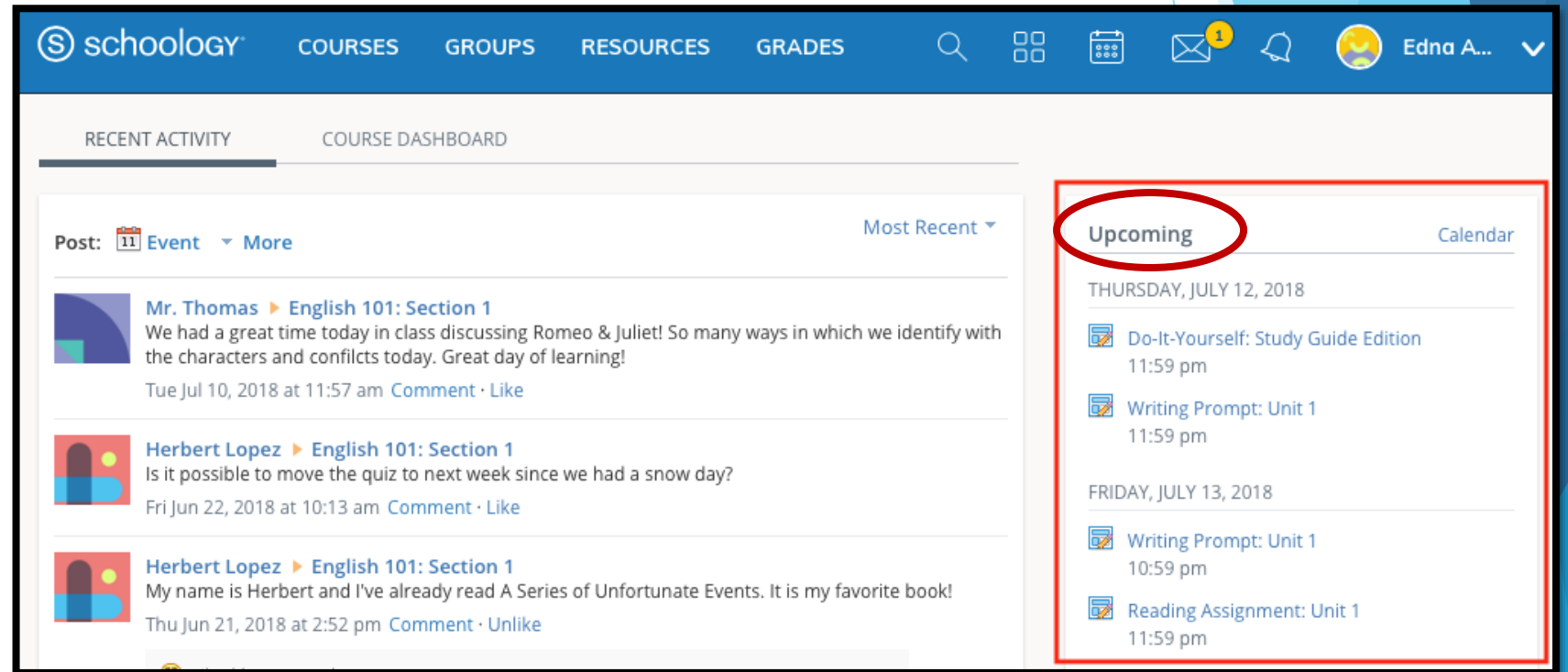
Secondary

- ▶ 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 tiles 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.



The screenshot shows the Schoology homepage interface. The top navigation bar includes 'schoology', 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADES'. On the right side of the navigation bar, there are icons for search, a grid view, a calendar, an email notification (with a '1' badge), a chat bubble, and a user profile for 'Edna A...'. Below the navigation bar, there are two tabs: 'RECENT ACTIVITY' and 'COURSE DASHBOARD'. The main content area is divided into two columns. The left column shows a list of posts under the heading 'Post: Event More'. The posts include: 1) 'Mr. Thomas' in 'English 101: Section 1' discussing 'Romeo & Juliet' on July 10, 2018. 2) 'Herbert Lopez' in 'English 101: Section 1' asking about moving a quiz on June 22, 2018. 3) 'Herbert Lopez' in 'English 101: Section 1' mentioning a book on June 21, 2018. The right column is titled 'Upcoming' (circled in red) and 'Calendar'. It shows a list of upcoming items: 'THURSDAY, JULY 12, 2018' with 'Do-It-Yourself: Study Guide Edition' at 11:59 pm and 'Writing Prompt: Unit 1' at 11:59 pm. 'FRIDAY, JULY 13, 2018' with 'Writing Prompt: Unit 1' at 10:59 pm and 'Reading Assignment: Unit 1' at 11:59 pm.

Locating Coursework



- ▶ Coursework will be located in the **Materials** tab on the left menu bar. Once you're in the **Materials** section of the course you can navigate through the course by selecting the appropriate folder.

WARREN WOODS PUBLIC SCHOOLS COURSES GROUPS RESOURCES GRADE REPORT

5th Grade AM: Section 77
Westwood Elementary School

Materials

Updates
Grades
Members

Information
Grading period
2019-2020: 9/03/19 - 6/29/20

All Materials

4-13
Reading
Raz kids assignment- You have been assigned Character Traits in Raz kids. Do the first part of the character trait lesson.
Read aloud link ...

4-14
Reading:
Listen to read aloud.
Work on part 2 of assignment in Raz kids
Math
Check your answers with the ones I have posted below from yesterday. Join our daily zoom for help

dojo test agenda
Friday's Agenda:
Esparanza Rising
<https://youtu.be/ZIF1Emug-4>
Today's reading deals with racism and how Esparanza is dealing with that.
Studies Weekly:
www.studiesweekly.com

Upcoming · 9
No upcoming assignments or events

FANCY (TEST) NANCY

Locating your Calendar



- ▶ Your Schoology calendar can be located by clicking on the calendar icon to the **right of the Upcoming title** when you are on the Materials or Updates page of our course. This calendar is specific to the course you are currently in.
- ▶ You can also view your calendar with all your courses visible by clicking on the **Home** button on the top and then the calendar on the right-side **Upcoming** menu.

A screenshot of a Schoology course page for "5th Grade AM: Section 77" at Westwood Elementary School. The page has a blue header with navigation tabs: COURSES, GROUPS, RESOURCES, and GRADE REPORT. On the right side of the header, there are icons for search, calendar, email, and notifications, followed by the user name "FANCY (TEST) NANCY". The main content area shows a list of materials. On the right side of the main content area, there is a menu with the word "Upcoming" circled in red. Below the "Upcoming" menu, it says "No upcoming assignments or events". The left sidebar contains a "Materials" section with links for Updates, Grades, and Members, and an "Information" section with the grading period "2019-2020: 9/03/19 - 6/29/20".

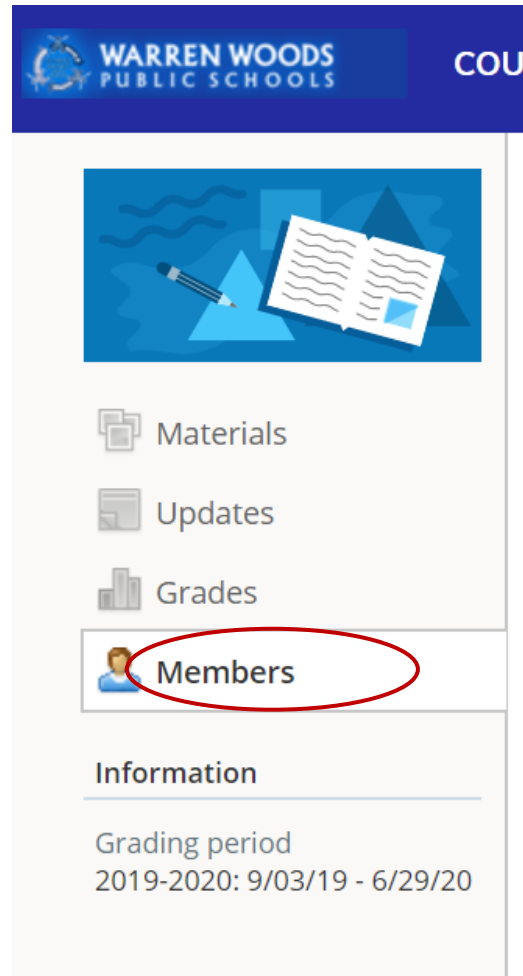
Check for Upcoming Events and Assignments

- ▶ Once you're in the **Materials** section of your course make sure to look for **Upcoming** events or assignments in the right-hand column. **Updates** in your course will be used to quickly communicate brief messages or announcements.
- ▶ When **updates** are posted, they appear in the **Updates** section and on each individual homepage of all members in your course.
 - ▶ A small number will appear next to this menu item when there are new updates.
 - ▶ You can also adjust your notification settings to receive updates via email or text message if you choose.
- ▶ You should always read updates from your teacher carefully. These updates will provide extra help with assignments and reminders about upcoming events or deadlines in your course.

The screenshot shows a course page for '5th Grade AM: Section 77' at 'Westwood Elementary School'. The interface includes a top navigation bar with 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADE REPORT'. A user profile 'FANCY (TEST) NANCY' is visible in the top right. The left sidebar contains navigation options: 'Materials', 'Updates', 'Grades', 'Members', and 'Information'. The main content area is divided into 'All Materials' and 'Upcoming' sections. The 'Upcoming' section is circled in red and shows 'No upcoming assignments or events'. The 'Materials' section lists three items: '4-13 Reading Raz kids assignment', '4-14 Reading: Listen to read aloud', and 'dojo test agenda'. A red arrow points to the 'Materials' menu item in the sidebar.

Contacting my Teacher

- ▶ The members page is where you will go to find information about your teacher. Once you locate your teacher in the members page, click on their name. The Info section under your teacher will have their contact information and ways to reach them.
- ▶ In the upper right hand side of the page, you see a **Message** button



WARREN WOODS
PUBLIC SCHOOLS

COUR

Materials

Updates

Grades

Members

Information

Grading period
2019-2020: 9/03/19 - 6/29/20



Calendar Email Notifications

FANCY (TEST) NANCY

Message

Messaging your Teacher

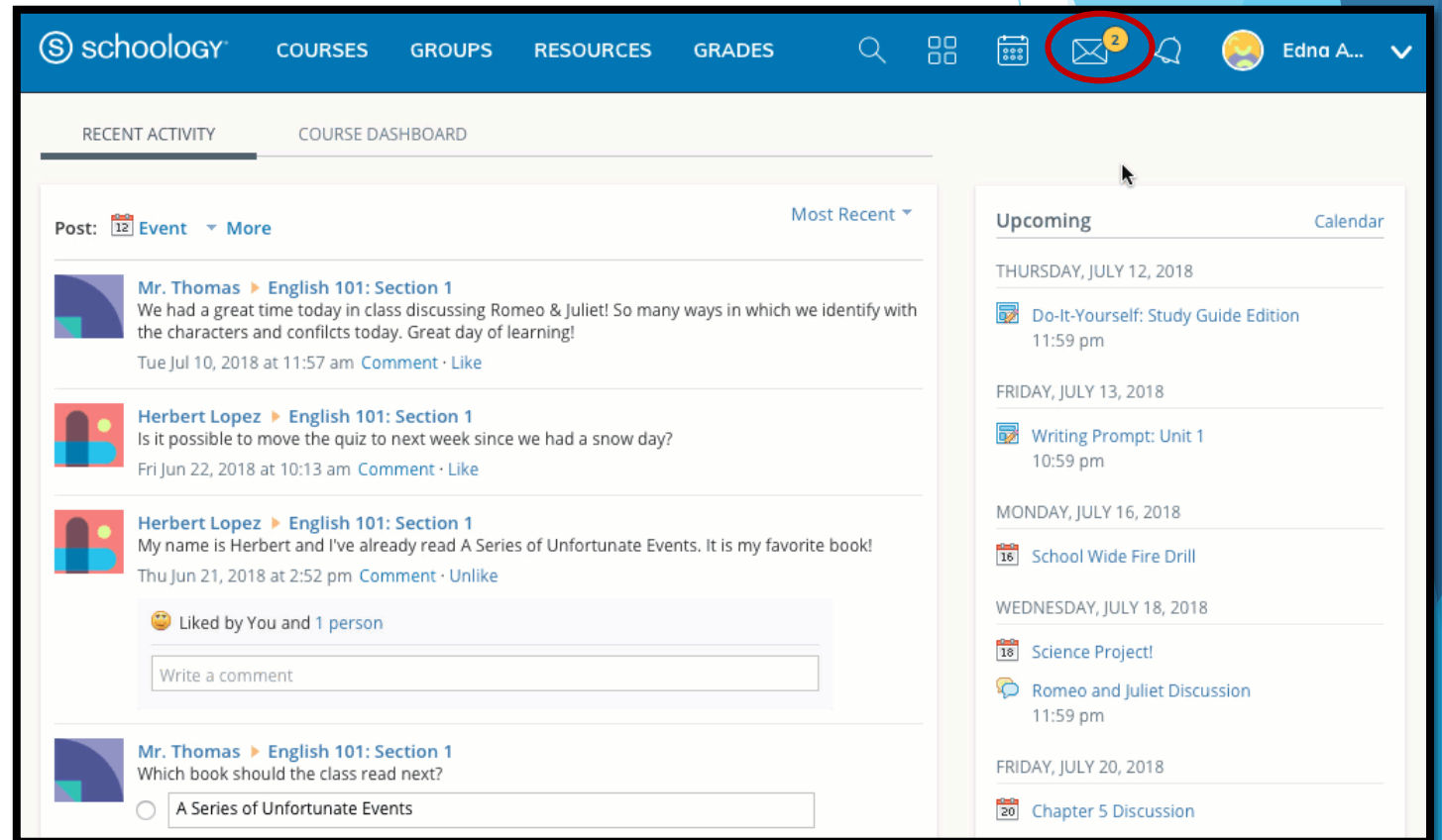
- ▶ Navigate to your **Messages** area by clicking the envelope icon on the top menu.
- ▶ Click **New Message**.
- ▶ Enter the recipient's name in the **To** field. A list of users automatically populates as you type.
- ▶ Select the user from the list.
- ▶ Enter a subject and message.
- ▶ Add optional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



Checking Schoology Messages

- ▶ When you have a new message in your inbox, the **Messages** icon on the top menu displays an updated number.

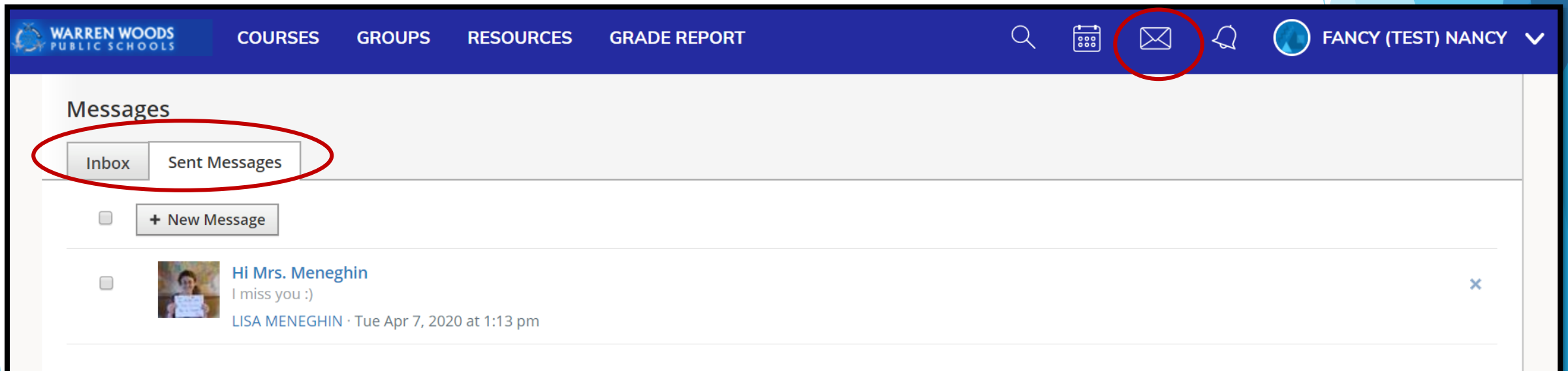
1. Navigate to your **Messages** area by clicking the envelope icon on the top menu.
2. Click the message you'd like to read. New messages have an indicator to the left of the message.
3. To reply to a message, enter a comment in the **Message** area, and click **Send**.



The screenshot displays the Schoology user interface. At the top, a blue navigation bar contains the Schoology logo and several menu items: COURSES, GROUPS, RESOURCES, GRADES, a search icon, a grid icon, a calendar icon, a messages icon (circled in red with a '2' badge), a notification bell icon, and a user profile icon for 'Edna A...'. A red arrow points to the messages icon from above. Below the navigation bar, the main content area is divided into two sections: 'RECENT ACTIVITY' and 'COURSE DASHBOARD'. The 'RECENT ACTIVITY' section shows a list of messages. The most recent message is from Mr. Thomas, dated Tue Jul 10, 2018, with a comment input field and a 'Like' button. Below it are two messages from Herbert Lopez, dated Fri Jun 22, 2018 and Thu Jun 21, 2018, with 'Comment' and 'Like' buttons. The 'COURSE DASHBOARD' section on the right shows an 'Upcoming' calendar for July 2018, listing events such as 'Do-It-Yourself: Study Guide Edition' on Thursday, July 12, and 'Writing Prompt: Unit 1' on Friday, July 13.

Check Inbox and Sent Messages

1. Navigate to your **Messages** area by clicking the envelope icon on the top menu.
2. Click **View All**.
3. Select the **Sent Messages** tab.
4. To read a message, click on a message you've sent in the past.



The screenshot displays the top navigation bar of the Warren Woods Public Schools system. The navigation bar includes the school logo, menu items for COURSES, GROUPS, RESOURCES, and GRADE REPORT, and utility icons for search, calendar, messages (envelope icon), and notifications. The user's name, FANCY (TEST) NANCY, is visible on the right. Below the navigation bar, the Messages section is shown with two tabs: 'Inbox' and 'Sent Messages'. The 'Sent Messages' tab is currently selected and highlighted with a red circle. Below the tabs, there is a '+ New Message' button and a list of messages. The first message is from LISA MENEGHIN, dated Tue Apr 7, 2020 at 1:13 pm, with the text 'Hi Mrs. Meneghin' and 'I miss you :)'. A red circle highlights the 'Sent Messages' tab and the envelope icon in the navigation bar.

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.

The screenshot shows the Warren Woods Public Schools website interface. The top navigation bar is dark blue with the school logo on the left and several menu items: COURSES, GROUPS, RESOURCES, and GRADE REPORT. On the right side of the navigation bar, there are icons for search, calendar, email, and a bell icon representing notifications. The bell icon is circled in red, and a red arrow points to it from the right. Below the navigation bar, the 'Notifications' panel is open, showing a list of notifications for Thursday, April 9, 2020. The notifications include: '5th Grade AM: Section 77 posted Sample Kindergarten Lesson Plan' at 1:24 pm and '5th Grade AM: Section 77 posted Test Schedule Chart, Week 1.pdf, and 3 other items' at 10:03 am. A 'View All' button is at the bottom of the notification panel.

Submitting Work

Each assignment may require you to make a submission. Once you've made a submission, the instructor can view the assignment, provide feedback, and upload a file back to you.

To submit a file to an assignment, follow these steps:

1. In the Assignment click **Submit Assignment**.
2. Use the **Add a Comment** area for questions and concerns (optional).
3. Select one of these options:
 1. **Upload**: Select a file from your computer.
 2. **Create**: Create a document on the web using the text editor.
 3. **Resources**: Select a file from your Resources
4. Click **Submit** to finish.

Art - 1st: 12(A) ▸ Assignments

Color Assignment

Due: Friday, March 27, 2020 at 11:59 pm

Posted Today at 3:47 pm

Comments

There are no comments

Write a comment

Post

Submissions

Submit Assignment

Upload

Upload Create Resources

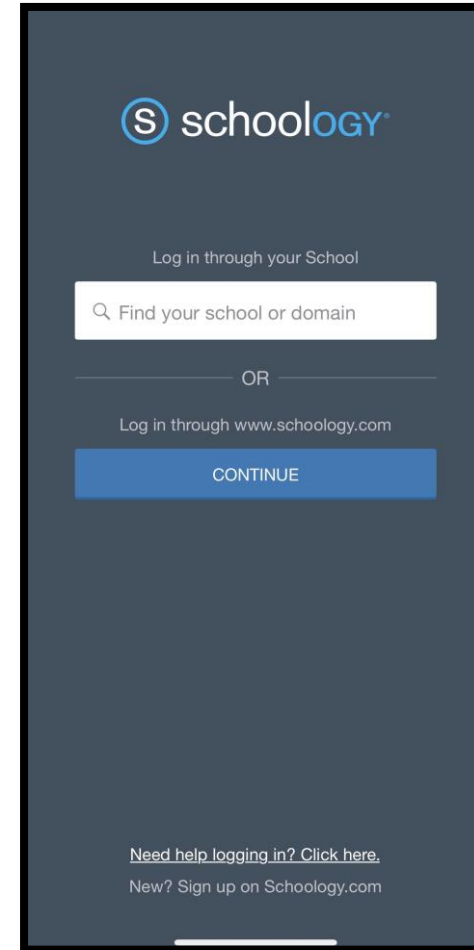
File selection area with icons for file upload and microphone.

Add a comment (optional)

Submit Cancel

Using the Mobil App - iOS app

- ▶ Log In
 - ▶ Once you have an account, download the Schoology app from the Apple App Store. Tap the app icon to open it on your device.
- ▶ Steps:
 1. Use the keyboard to Warren Woods. As you type, matching choices populate in the list. The name, ID number, city, state, and zip code for the school should appear below.
 2. Tap the name of your school or organization when it displays.
 3. You can use your student's username to log in to the application.
 4. Tap **Log In** to complete.



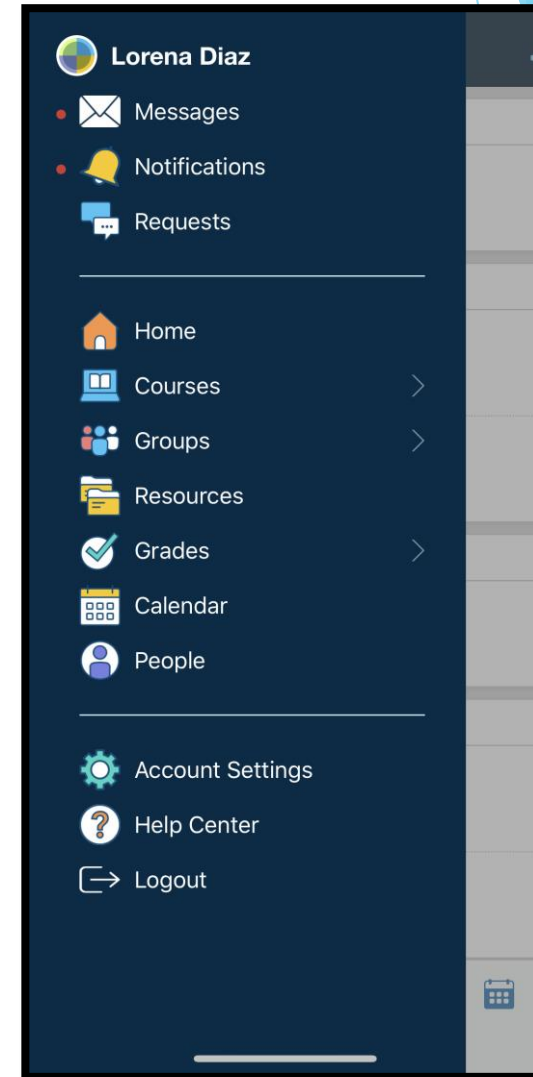
Click on the link below to access a YouTube Tutorial on how to use iOS app

[Click Here to Access Video](#)

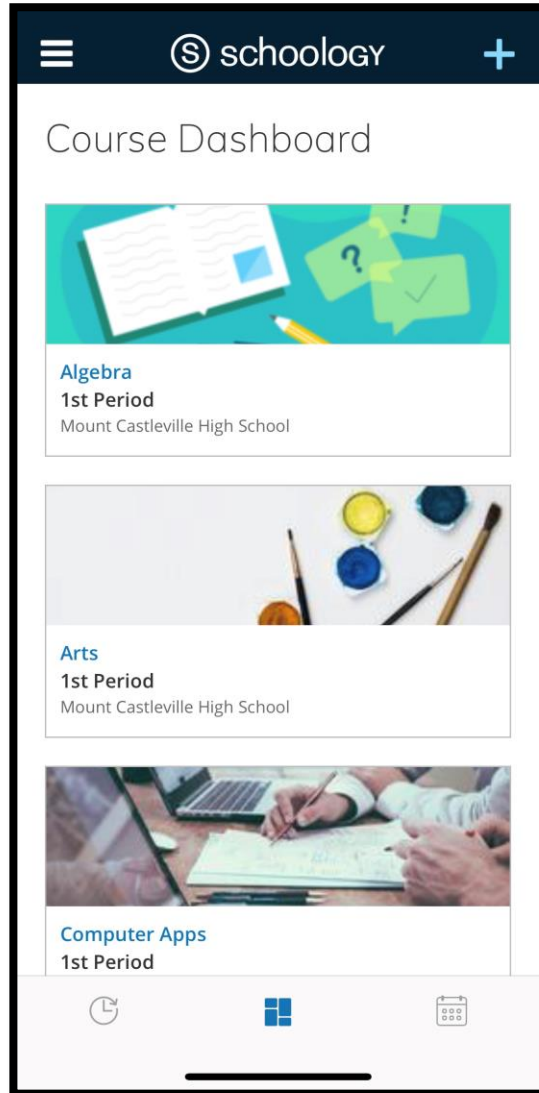
Navigation Window

- ▶ The Schoology iPhone app navigation menu allows you to quickly navigate to each essential location on the Schoology App. Tapping the navigation menu in the top left corner of the screen gives you immediate access to:
 - ▶ Your profile (tap your name)
 - ▶ Messages
 - ▶ Notifications
 - ▶ Requests
 - ▶ Home
 - ▶ Courses
 - ▶ Groups
 - ▶ Resources
 - ▶ Grades
 - ▶ Calendar
 - ▶ People
 - ▶ Account Settings
 - ▶ Logout

This navigation menu is available on every page so that you can quickly navigate through the app from any point.

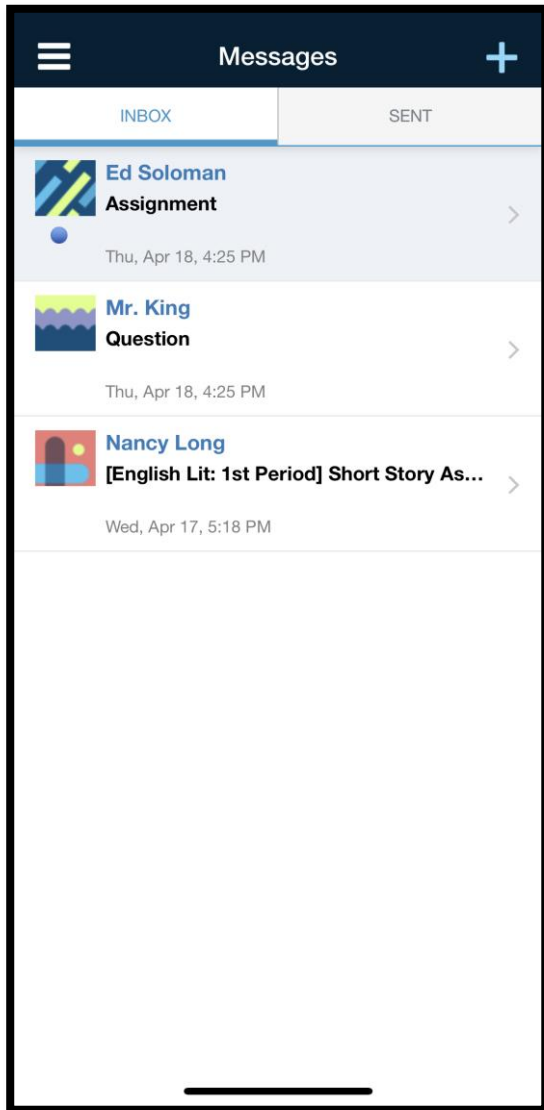


Mobile App Course Dashboard



- ▶ The Course Dashboard displays all your courses in a tiled list. You can access the Course Dashboard by tapping the tiled icon at the bottom of the **Home** screen.
- ▶ For elementary students: Please note you're likely to only see one or two courses.

Mobile iOS App: Messages



- ▶ Messages contain all received and sent mail in your Schoology account. You can access messages by tapping **Messages** from the navigation menu. You can refresh, compose a new message, and reply to existing messages directly from this sub-menu. If you see a red dot next to Messages in the navigation menu that means you have a new message from other Schoology members.


Inbox

- ▶ The inbox displays the received messages by default. A blue dot indicates an unopened message. To view the message, simply tap the message you would like to open.

Sent

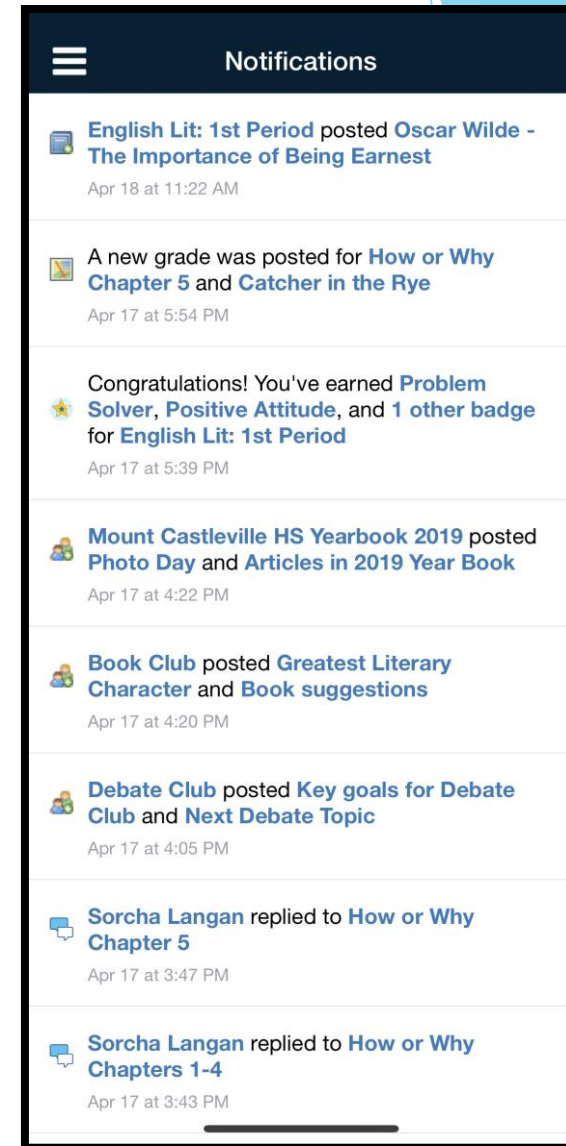
- ▶ To view sent messages, tap **Sent** from the Inbox screen, and tap the message you would like to open.

Compose and Reply to Messages

- ▶ To compose a message, tap on the + icon on the upper right corner of the screen while in the Inbox or Sent screen.
 1. Begin typing a name in the To field. The field will auto-populate with users to whom you may send mail. To select a user, simply tap on their name from among the list.
 2. Type the subject of the message.
 3. Type the content of the message.
 4. Tap the Checkmark icon  on the upper right to send your message.
 5. To reply to a message, open the message and tap on the blue arrow icon on the upper right corner of the screen.

Mobile iOS App: Notifications

- ▶ The menu notifications display course and group events in chronological order to keep you informed of Schoology activity. If you see a red dot next to **Notifications** in the navigation menu that means you have a new notification.



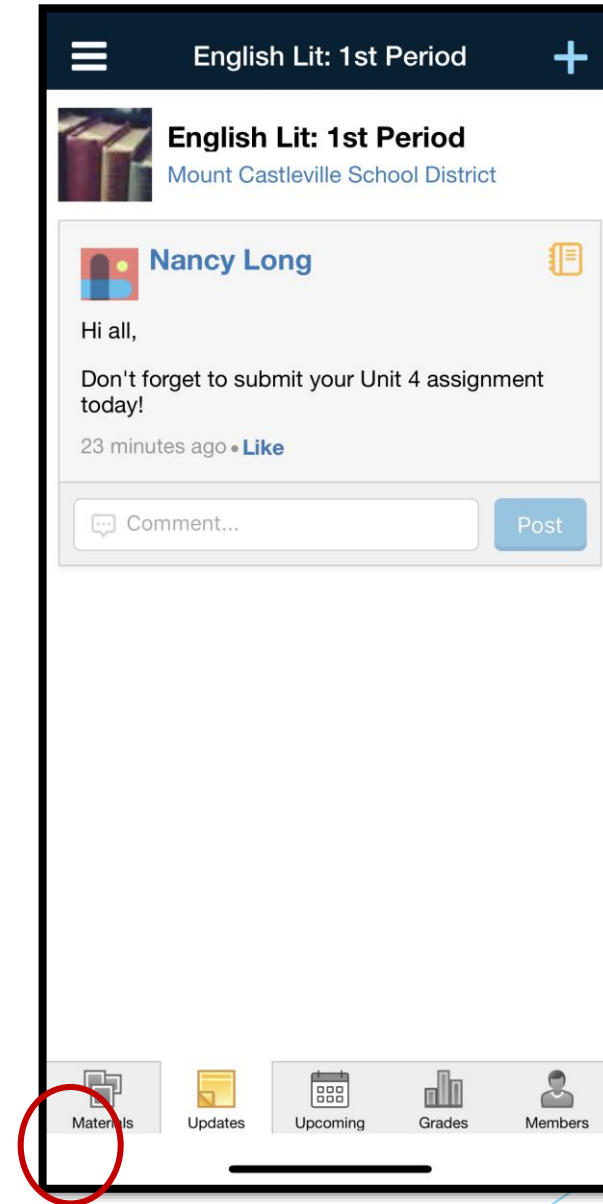
Mobile iOS App: Course Materials

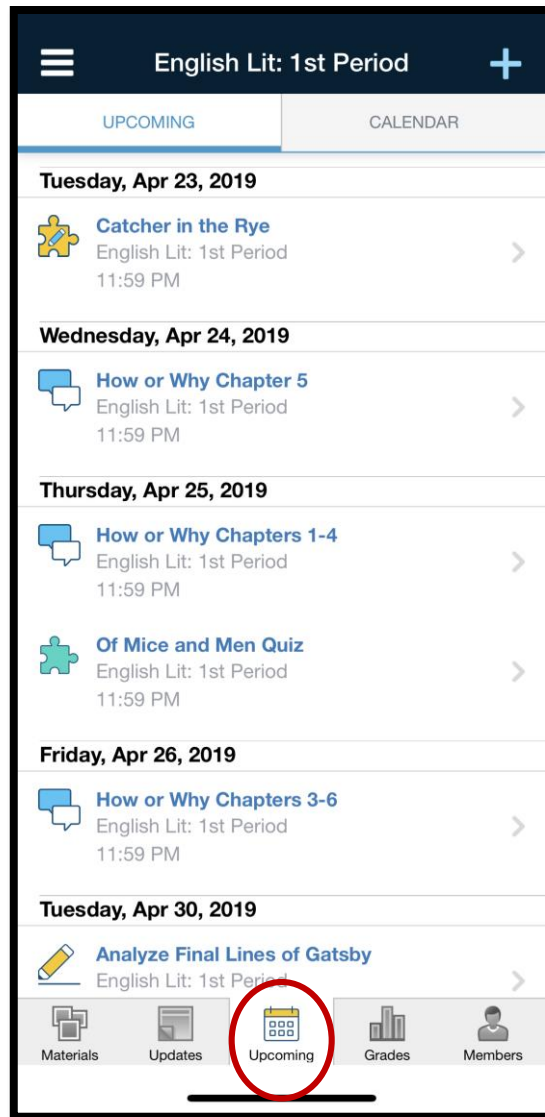


- ▶ The Materials area lists all of the Assignments, Assessments, Tests/Quizzes, Files/Links, Discussions and Pages in a particular course. To view any of the materials just tap the name of the item.

Mobile iOS App: Updates

- ▶ Course updates show the Recent Activity for a particular course section.





Mobile iOS App: Upcoming

- ▶ View upcoming items or calendar events for a particular course.


Mobile iOS App: View Members

- ▶ Access the Members feature by tapping **More** in the bottom tab bar of the course profile. The Members area allows you to view all of the members of the course in alphabetical order by last name. To view a member profile, simply tap on the user's name.



Mobile iOS App: How to Submit an Assignment

After you've reviewed the assignment, the Schoology iOS app offers several ways to create and turn it in.

1. Open the assignment and tap **Submissions**.
2. Tap the + in the upper right corner and then tap:
 - ▶ **Create Submission** to write a text-only response. Tap **Save Draft** to save a working copy of the assignment, or the green checkmark  to submit.

AND / OR

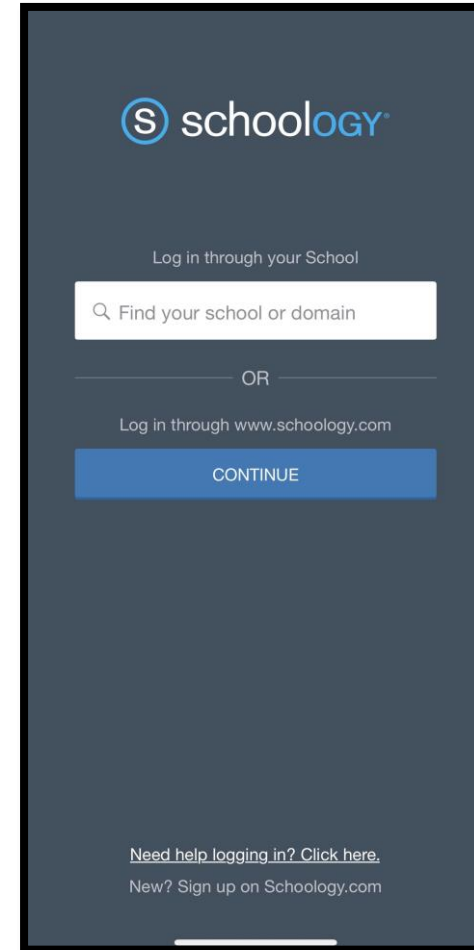
- ▶ **Submit Photo/Video** to add a file from your iPhone or iPad's camera roll

Using the Mobil App - Android app

▶ Log In

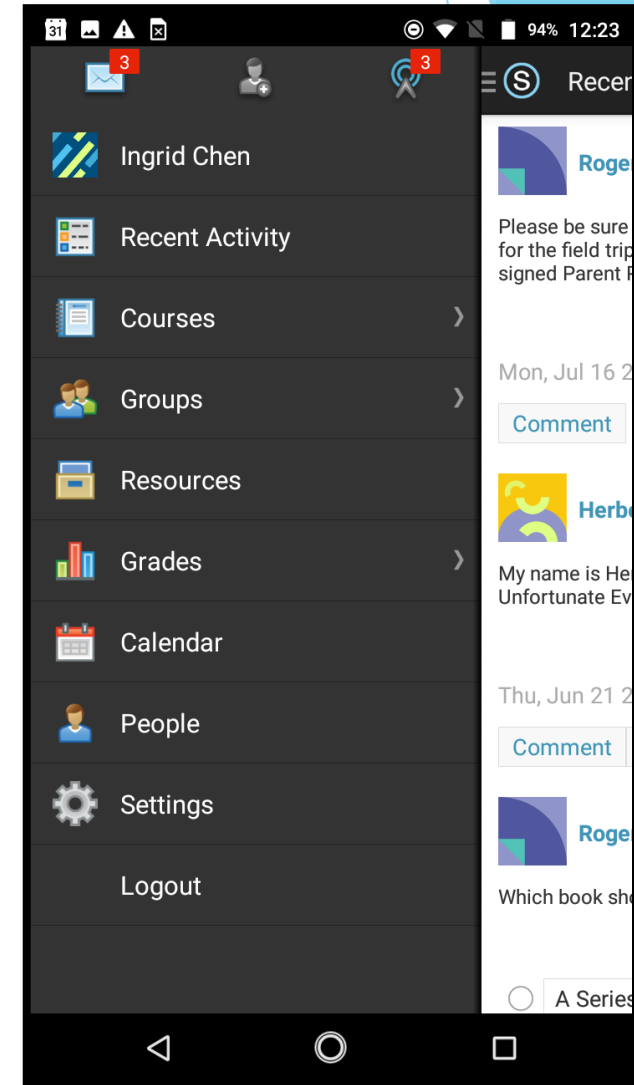
▶ Steps:

1. Use the keyboard to enter the name of your school or organization. As you type, matching choices populate in the list. The name, ID number, city, state, and zip code for the school should appear below.
2. Tap the name of your school or organization when it displays.
3. You can use an email address or username to log in to the application, depending on how your account was set up.
4. Tap **Log In** to complete.

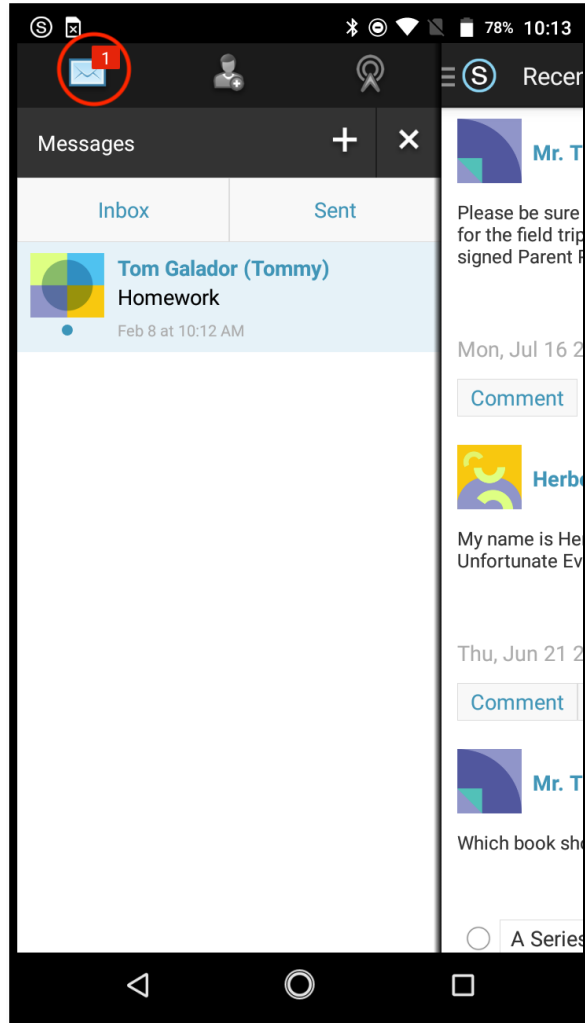


Mobile Device: Android - Navigation Window

- ▶ To access the areas of Schoology within the Android App, tap the Schoology icon at the top left of the screen to access the menu.
- ▶ From the navigation menu, you will be able to access:
 - ▶ Your Profile
 - ▶ Recent Activity
 - ▶ Courses
 - ▶ Groups
 - ▶ Resources
 - ▶ Grades
 - ▶ Calendar
 - ▶ People
 - ▶ Settings
 - ▶ Logout



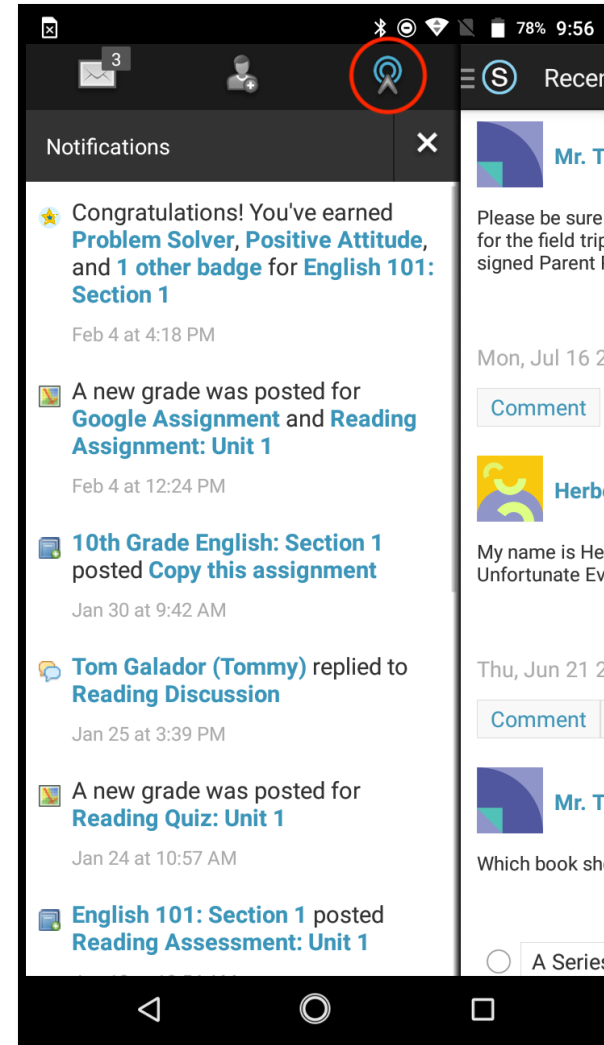
Mobile Android: Messages



- ▶ Messages contain all of received and sent mail in your Schoology account. You can access messages by tapping **Messages** from your navigation menu. You can refresh, compose a new message, and reply to existing messages directly from this sub-menu. If you see a red dot next to Messages in the navigation menu that means you have a new message from other Schoology members!

Mobile Android: Notifications

- ▶ Schoology sends you email notifications for Social, Academic, Group, and School activity that occurs in your account. If you see a red dot next to Notifications in the navigation menu that means you have a new notification!



Mobile Android: How to Submit an Assignment

To make a submission to an assignment from the Android application, students can:

- ▶ Tap the assignment for which they'd like to make a submission.
- ▶ Swipe left to access the **Grades/Submissions** area, or tap the downfacing arrow in the header and select **Grades/Submissions**.
- ▶ Tap the + icon on the top right.
- ▶ To upload a submission from the device, select the option to **Upload Submission**. To create the submission from the application, select the option to **Create Text Submission**.
- ▶ To save a created submission as a draft, check the **Draft** box.
- ▶ Tap the arrow in the top right to complete.