How to create Schoology buttons:

Step 1:

Find/create an image you want to use as your button. It can be just a jpeg you find online or an image you snippy. Images must be saved as a .jpeg or .png file for this to work. I use a program called canva and there are actual templates for schoology buttons. Save all the images in a folder to make this easier when you need to insert them.
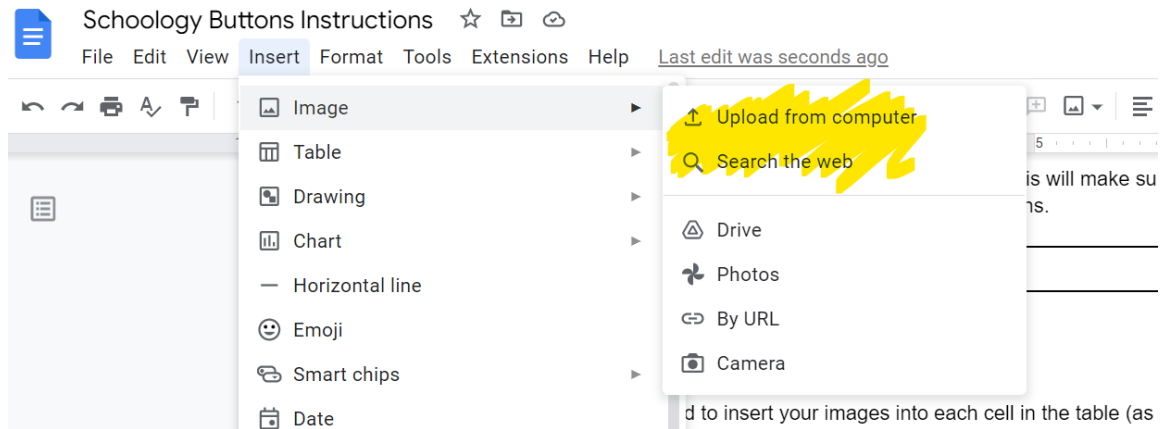
Step 2:

Create/open a google document. Within the document create a table. This will make sure your buttons are aligned. I have been able to do 5 columns with smaller buttons.
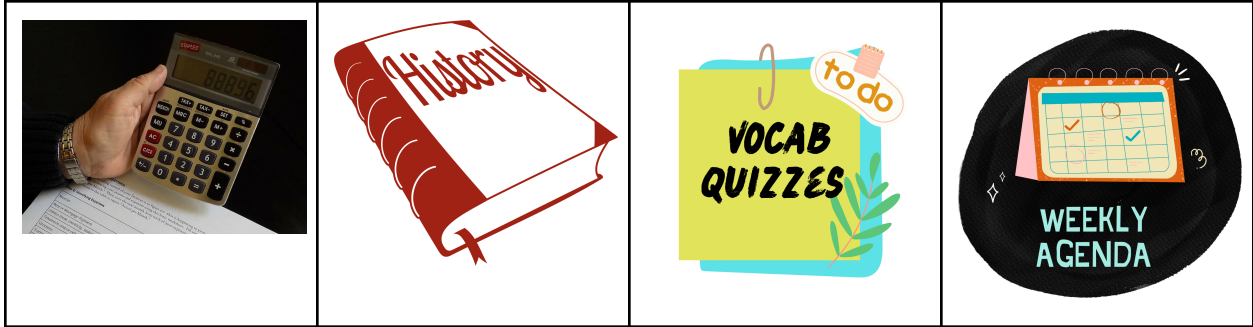

Step 3:

Once you have your table you need to insert your images into each cell in the table (as shown).
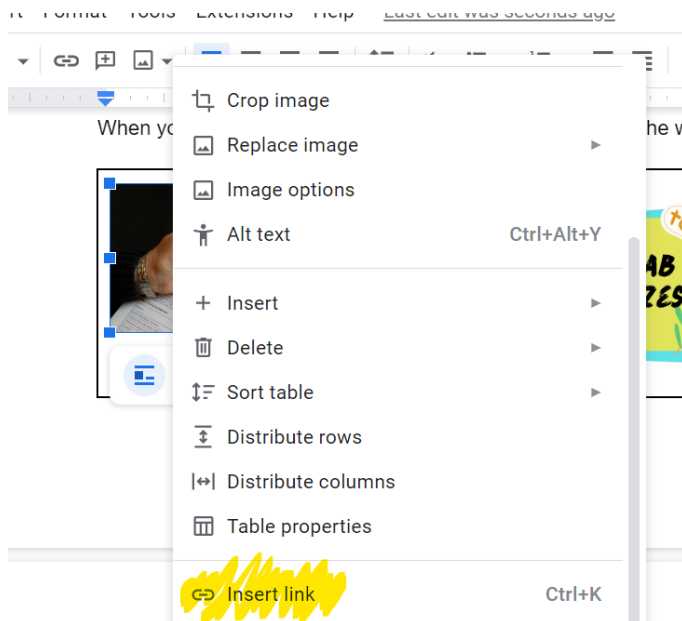

When you are done it could look like this (I used some from the web and some I created)
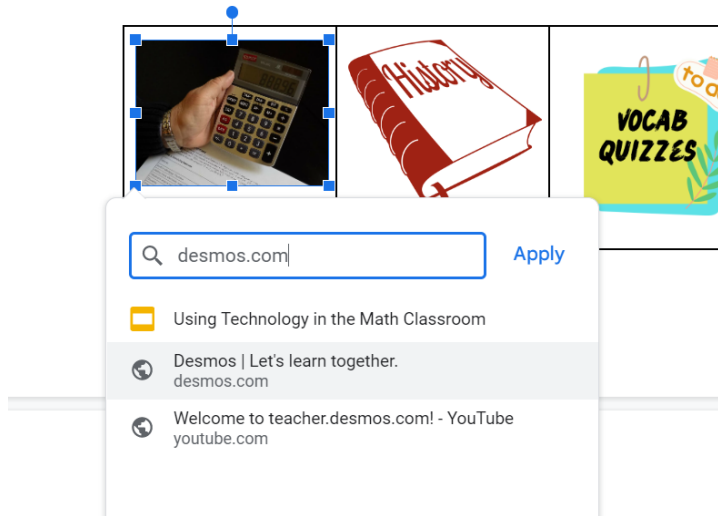
<u>*Step 4:*</u>

You need to link each image to what you want your shortcut to be. Right click on the image and click "insert link". You can either type in an external link, or copy and paste a link from a different tab.


Here is what it looks like typing in a link for example:

**Important note: if you are creating a link to a folder in Schoology, you will need to create a separate button for each course. Your 2nd hour can't use the same link to a folder from 1st hour for example (if you have your courses linked this may not be an issue but you might need a student to test it out)

Step 5:

Get rid of the lines in your table (if you want). Otherwise you will see the buttons within the table but they will work either way. Right click anywhere in the table. Select Table properties. Then change the border color to white. The table will still be there but the lines will be invisible.
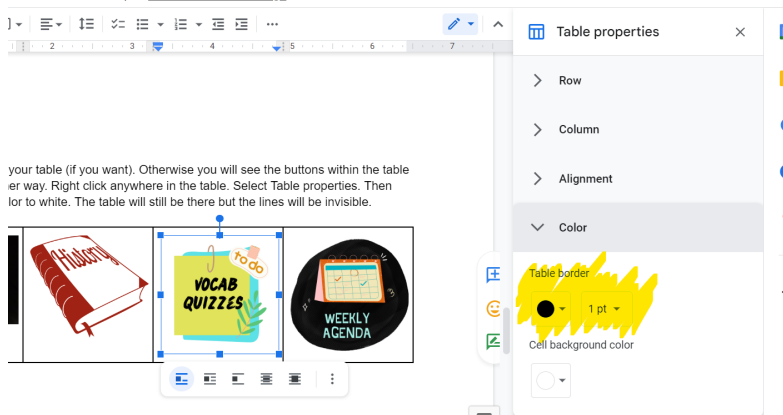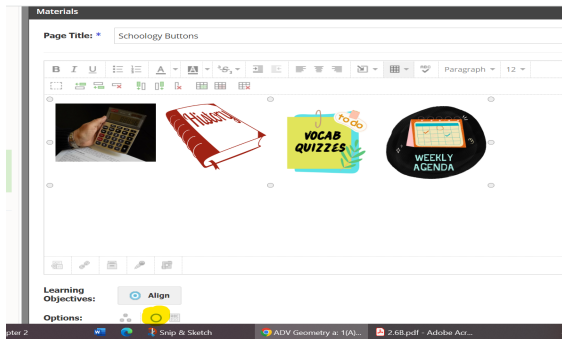
Now this is what you will see:
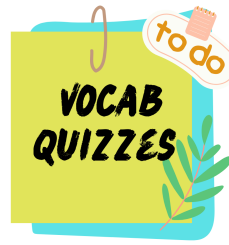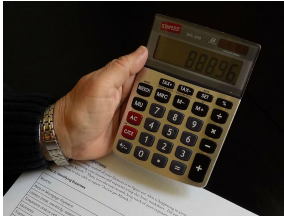
Step 6:

Go to Schoology and the specific course you want these buttons for. Create a new page. Call it Schoology Buttons and make sure it is "unpublished". You need to select the table in your google document and then paste it into your Schoology page. Create/Save the page.


Step 7:

Open the page you just created back up. Select/highlight all the icons and copy them. Then go to "updates" on the left side of the Schoology page. Paste the icons into the update. If they paste vertically just arrow the right of each icon and hit "delete" and it will move them back into a row. You can also add spaces to space them out more evenly. Then make sure you select the "bell" button before you post.
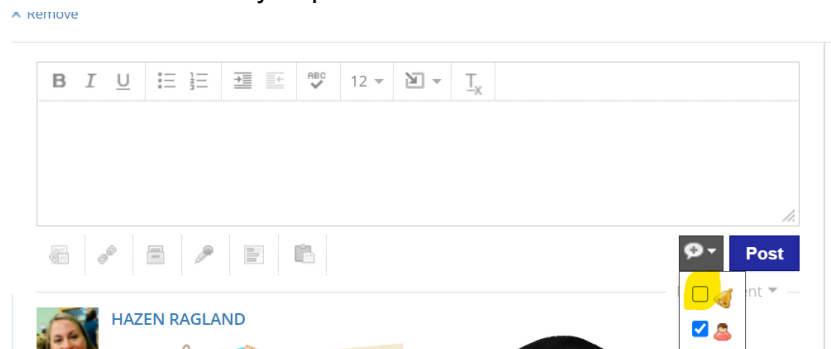
Once you post your buttons will display at the top of your course like this:
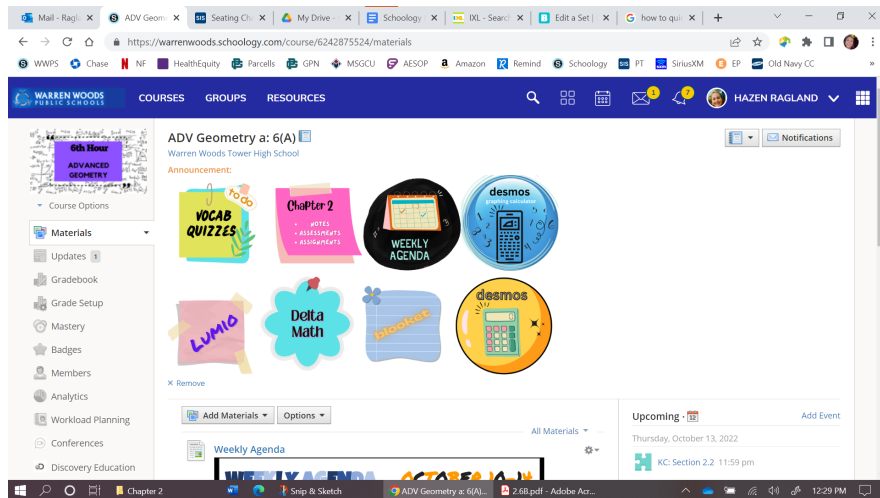
Important Notes:

- If you post a new update these will go away
- If you want to change a link/button I found it easiest to delete the update and just create it again. I could not just cut/paste one button with the change without it messing them all up. You can however change the icons within the schoology page.
- I just created a new table within my document for each course/hour so that it was easier to keep track of them
- You can also simply create a square box template in any program and create your own button. The you can snippy it and it will turn it into a .jpeg file