

## **Challenge B: Schoology Basics**

1. Sign-in to Schoology on a desktop or laptop
2. Identify each of your classes in the “Courses” drop down menu at the top
3. If you find it difficult to remember your classes, insert a distinctive, identifying image into each by scrolling over the space above “Course Options” until an “Edit Picture” menu appears and follow the commands.
4. Go to Updates in the left hand menu and deliver a message to each of your classes
5. Click on “Gradebook” in the left hand menu then select “Grade Set-up”. Make sure your course ‘categories’ are identified and weighted properly. Make sure that Grading Periods and & Final Weights are set properly
6. Go to “Materials” in the left hand menu. Using the “add materials” file menu, create folders that match the organization of your course. Using the ‘add materials” file menu create an assignment (attach a file and a link to that assignment.)
7. Go to the “Resources” drop down menu at the top. Select “Apps”, then select “install apps”. There will be 5 choices. Make sure to pick Google Drive, then any other “apps” for services that you think you might use.
8. Once you have installed the “GoogleDrive” app, select it from the left hand “My Resource Apps” menu and then sign-in using your Marist email credentials. You now have easy access to all your Google Drive documents from within Schoology.
9. Go to the “Resources” drop down menu at the top. Select “Personal”. This is your electronic file cabinet. You can save assignments, documents, even archive entire courses here. Storing course materials here also makes using the Schoology app on your iPad far easier. (More on that later) Begin considering the way you may want to use and organize your “Resources”.