



Schoology Quick Start

Your login, your classes, and how to actually turn work in.



My Schoology Account

MY SCHOOL SCHOOLGY ADDRESS _____

MY USERNAME _____ MY PASSWORD _____

MY STUDENT ID _____ HOMEROOM TEACHER _____

Your password is like your house key. Keep this sheet in your folder — not taped inside your locker. Never share it with a friend. If your school uses the Google or Microsoft sign-in button, write *that* down instead of a password.

✂ FOLD HERE TO HIDE YOUR PASSWORD

Messages & Updates Who said what, and where

1. The **envelope** at the top is your private inbox. The **bell** is notifications. Check both every day.
2. **Updates** on a course page are announcements — everyone in that class sees them.
3. A **comment** on an Update is public to the whole class. A **message** is private.
4. Reply inside the same thread instead of starting a new message, so it all stays together.
5. Messaging a teacher? Say which class and period you are in — they teach a lot of students.
6. **Recent Activity** on the home page is the fastest way to catch up after a day off.

Courses & Materials Where your stuff lives

1. **Courses** in the top bar lists every class. Click one to open it.
2. **Materials** is where your teacher puts folders, files, assignments and discussions.
3. Folders are usually by unit or week. Click *into* them — work is rarely on the front page.
4. **Resources** is different: that is **your** own library, for files you save yourself.
5. **Calendar** shows every due date across all your classes in one place.
6. Joining a new class? **Courses** → **Join a Course**, then type the access code.

EVERY SINGLE DAY

- ☐ Check the bell and the envelope ☐ Look at **Upcoming** ☐ Clear anything marked red

Assignments & Grades Submit — do not just upload

1. Open the assignment and read the **description**, the **due date** and the **points**.
2. Press **Submit Assignment**, then upload a file, create something, or pick from Resources.
3. Choosing a file is **not** submitting. Finish it, then look for the **Submitted** stamp and time.
4. Made a mistake? **Re-submit** — but only if your teacher turned that on.
5. **Grades** inside a course shows your scores. Click a score to read the teacher comments.
6. Anything **red** or marked overdue needs dealing with today, not next week.

Where To Find It

Everything due this week	Calendar, or Upcoming	A file teacher posted	Course → Materials
A single grade	Course → Grades → score	All your grades	Grades in the top bar
A private note	The envelope, top right	New grades or comments	The bell, top right
Files you saved	Resources in the top bar	Join a new class	Courses → Join a Course

Schoology looks a little different at every school, and teachers can switch features on and off. If something on this list is missing from your account, it is turned off — not broken. Ask your teacher.

When Something Goes Wrong

"It will not let me log in."	Use your school's Schoology address, not plain schoology.com. Many schools use the Google or Microsoft sign-in button instead of a password.
"I uploaded it, no grade."	Open the assignment and look for the Submitted stamp. Picking a file without pressing Submit leaves it unsent.
"I cannot find the work."	Course → Materials , then look inside the unit folders. The Calendar links straight to it too.
"It says overdue but I did it."	Check you submitted in the right course and section — teachers often run more than one.
"My file will not upload."	Try a smaller file, or submit from Google Drive under Resources instead of your device.
"My typing disappeared."	Write long answers in Docs or Word first, then paste them in. The editor can time out on you.

BEFORE YOU PRESS SUBMIT

- ☐ Right course?
- ☐ File actually attached?
- ☐ Pressed **Submit**?
- ☐ Submitted stamp showing?