



Schoology Quick Start

Run your LMS deliberately — deadlines, receipts and rubrics.



My Schoology Account

SCHOOL SCHOOLGY ADDRESS _____

USERNAME OR EMAIL _____ PASSWORD _____

STUDENT ID _____ COUNSELOR / ADVISORY _____

Nobody legitimate will ever ask you for this password — not a help desk, not a text, not an email. Keep this sheet in a folder and never photograph it. A school account is school property: assume anything in it can be reviewed.

✂ FOLD HERE TO HIDE YOUR PASSWORD ✂

Messages, Updates & Notifications Pick the right channel

1. Three separate channels: the **envelope** (private), course **Updates** (class-wide), and **comments** (everyone in that course reads them).
2. Grade questions go in a **private message**. Never a course comment.
3. Tune **Settings** → **Notifications** — switch on overdue and new-grade alerts and stop running on memory.
4. Open a message with your course and period; a teacher may carry 100+ students.
5. You can attach files to a message — useful as proof when a submission fails.
6. **Recent Activity** is the catch-up feed. Skim it after any absence.

Courses, Resources & Groups Set it up once

1. **Resources** is your personal library. Save reusable templates there and sort them into **Collections**.
2. Link **Google Drive** or **OneDrive** under Resource Apps, then submit straight from the cloud.
3. **Groups** are separate from Courses — clubs, teams and project spaces live there.
4. **Calendar** filters by course, and most schools allow an **iCal feed** so due dates reach your own calendar.
5. Materials uses breadcrumbs. Use them instead of the back button when you are deep in folders.
6. Some courses use **completion rules**: the next item unlocks only once you finish the one before.

EVERY SINGLE DAY

- ☐ Clear the bell and the envelope ☐ Scan **Upcoming** and overdue ☐ Read any returned grades

Assignments, Assessments & Grades Timestamps and receipts

1. **Submit Assignment** → upload, create, or pull from Resources / Drive. The **timestamp** is what counts.
2. Confirm the **Submitted** badge before closing the tab. Screenshot it when a deadline is tight.
3. **Re-submitting replaces** your file — ask whether your teacher grades the first attempt or the latest.
4. In a Schoology **Assessment**, do not refresh or navigate away: timers keep running and attempts can lock.
5. Open the **rubric** on the assignment page before you start. It is the grading criteria, in advance.
6. In **Grades**, click a score for the rubric breakdown and the inline comments.
7. Check the **grading period** selector — last quarter's grades hide behind it.
8. An early overall percentage swings wildly on one assignment. Read the category weights before panicking.

Where To Find It

Everything due	Calendar, or Upcoming	An assignment rubric	On the assignment page
Why you lost points	Grades → click the score	Older grades	Grades → grading period
Your saved files	Resources → Collections	Notification settings	Settings → Notifications
Link Google Drive	Resources → Resource Apps	Proof you submitted	Submitted stamp + time

Schoology is configured per district **and** per teacher, so a menu listed here may be hidden in your account. If something is missing it is switched off, not broken — ask rather than assume.

When Something Goes Wrong

"I am locked out."	Use your district's Schoology address and whichever SSO button it uses. Repeated password attempts extend a lockout — go to the tech office with your student ID .
"The assessment froze."	Do not refresh and do not open another tab. Tell your teacher immediately — they can see the attempt and usually reset it.
"I submitted the wrong file."	Re-submit if it is enabled; otherwise message the teacher the same day. Your original timestamp still shows either way.
"My grade looks wrong."	Check the grading period and whether ungraded items are excluded, then ask in a private message naming the assignment.
"The course disappeared."	It was probably archived at the end of a term. Courses → See all , and check past grading periods.
"It uploaded a minute late."	Keep the screenshot and explain it the same day in a private message. Silence reads worse than a late file.

BEFORE YOU PRESS SUBMIT

- ☐ Matches the rubric? ☐ Right section? ☐ Correct file? ☐ Submitted stamp?