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STUDENTS

Warren Woods Public Schools Quick Links



# User Login

- 1. Go to https://warrenwoods.schoology.com
- 2. Enter your Username & Password
  - Login with your Warren Woods Public Schools Username and Password. These are case sensitive.
  - Click Log in.



# **Schoology Basics**

Home - Click the Schoology logo to come back to the Home Screen.

GRADES

RESOURCES

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COURSES

GROUPS

Courses - Click courses to see a card-based menu of the courses you are enrolled in.

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Groups - Click groups to see a card-based menu of the groups you are enrolled in.

**Resources** - Click resources to view your resource center with anything you have saved.

**Grades** - Click grades to view a grade report for each of your courses as well as attendance.

#### Home Screen Overview Elementary



The Course Dashboard enables you to view all your courses as a tiled list. From the Course Dashboard, click on the class with your grade level and AM in the title. You may also see a custom picture that your teacher added. You can also click and drag course tiles to reorder them.

#### 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.



### 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.

WARREN WOODS COURSES GROUPS RESOURCES GRADE REPORT	
Notifications 🔗 All Notifications 👻	Notifications Requests
Thursday, April 9, 2020         Sth Grade AM: Section 77 posted Sample Kindergarten Lesson Plan Apr 9 at 1:24 pm         Sth Grade AM: Section 77 posted Zeta Test Schedule Chart, Structure Version Version 3 other items	Sth Grade AM: Section 77 posted Sample Kindergarten Lesson Plan Today at 1:24 pm
	Sth Grade AM: Section 77 posted Test         Schedule Chart, Week_1.pdf, and 3 other items         Today at 10:03 am
	View All

# **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.

Ist: 12(A) ► Assignments or Assignment		Upload	
ue: Fr <u>i</u> day, March 27, 2020 at 11:59 pm	Submissions	Ja Upload Create Resources	
sted Today at 3:47 pm	Submit Assignment	at 🥢	
mments		Add a comment (optional)	
There are no comments			
Write a comment		Submit Ca) cel	
Post			

# 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 select <u>Warren Woods</u> <u>Public Schools</u>. 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. Select Warren Woods Public Schools.
- 3. You can use your student's username to log in to the application.
- 4. Tap Log In to complete.



## 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: 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: 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: 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.



# **Trouble Shooting Login Issues**

Make sure you're using the correct WARREN WOODS SCHOOLOGY Site

#### https://warrenwoods.schoology.com/

- Use your issued Username and Password. For students it typically is your first initial, last name, and unique numbers (*This was sent to you by the district*).
- If you need your login information, message your child's teacher or building principal.