Getting Started on Schoology
For Instructors

Welcome to Schoology! Below you will find an explanation of the different areas of your Schoology account. This guide is intended to help you learn how to navigate around Schoology. For more in-depth guidance on specific Schoology features, check out our Help Center at **support.schoology.com.**

Navigating Schoology

The top navigation bar is visible from anywhere on the site once you have logged in.

On the left side of the top bar, you can navigate to the four main areas of Schoology: Home, Courses, Groups and Resources.

Clicking **Home** always brings you back to your home page, the landing page you see when you log in. This is where you see your **Recent Activity** feed. Scroll down to the **Home Page** section of this article to learn more about what you see when you first log into Schoology.

Courses Drop-Down Menu

Clicking **Courses** displays a drop-down menu of the courses you are personally enrolled in. A crown icon displays to the right of the courses you administer.
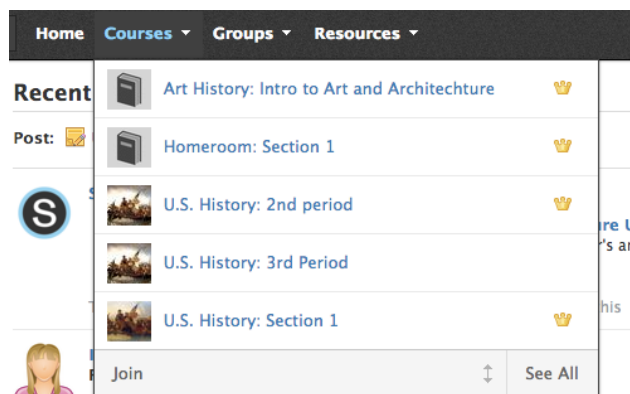
From your Courses drop-down, you can create and join courses, navigate to your existing courses, and even see all your active and archived courses. Your courses are your virtual classrooms. This is where you will instruct, grade, and communicate with your students. Your courses contain all your instructional materials (e.g., files, assignments, and assessments) along with communication and organizational tools strictly associated with the course.

Select a course from the drop-down menu to navigate to that course profile, where you can create materials and grade assignments.

Groups Drop-Down Menu

Clicking **Groups** displays a drop-down menu of the groups you are enrolled in. A crown icon displays to the right of the groups you administer.


Your Groups drop-down menu at the top of the screen allows you to navigate to, create, and join Groups: collaborative spaces to share ideas and resources, organize events, and connect with others.

Groups can be used in many different ways from professional development to student extracurricular activities, so the best way to learn about their potential is simply by joining some open ones.
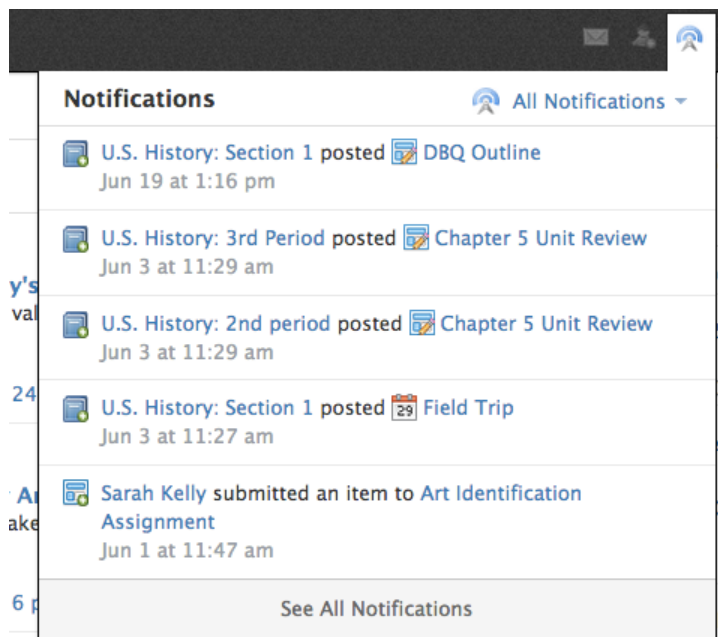
Resources Drop-Down Menu

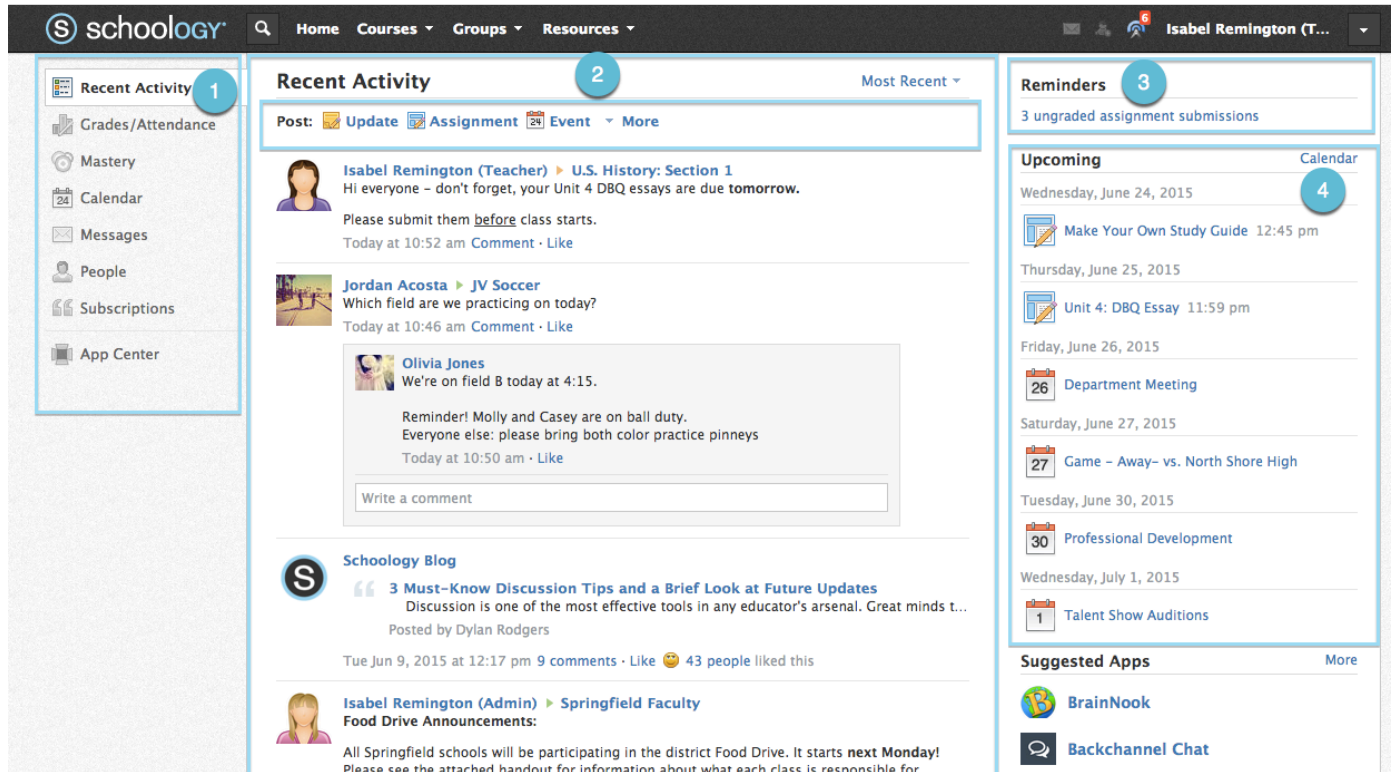Click **Resources** to create, view, edit, and manage all your instructional resources.
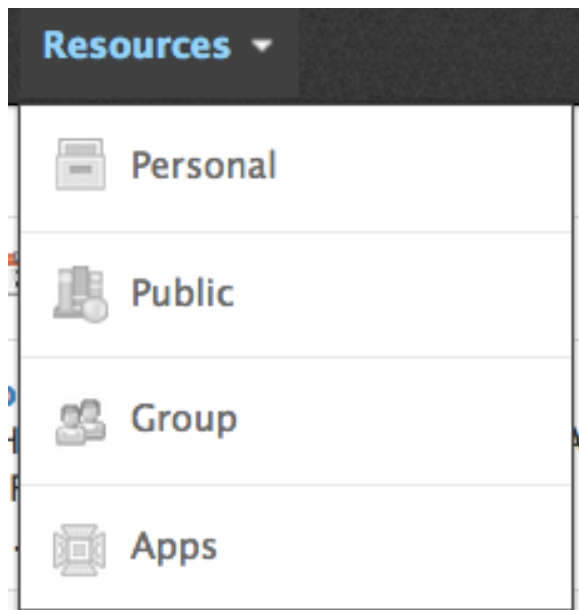
Clicking the Resources drop-down menu allows you to navigate directly to your Personal resources, any Group Resources you have access to, all of the Public Resources on Schoology, and any Resource Apps you may have installed.

Messages, Connections, & Notifications

On the right side of the top bar you have icons relating
to **messages**, **connections** and **notifications**, as well as a link to your
own **Personal Profile.** Any time someone sends you a message, wants to connect,
or does something that pertains to you or your affiliations, it will be made easily
accessible in the top right corner of your screen. Everything is chronologically
ordered and clickable to make managing them simple.

Home Page

1. **Navigation Panel**
   The navigation panel on the left side of your Home screen allows you to access your personal calendar, messages, blogs you subscribe to, and your school directory via the People tab.This navigation panel is visible from any of the areas listed in the panel.
2. **Center Column**
   This column shows the page you are viewing based on the left side navigation. You'll always start on the Recent Activity Feed, a condensed feed of posts that relate to you, your courses, and your groups. You can click on the quick post tool at the top to post updates, assignments, events and polls with files and links attached.
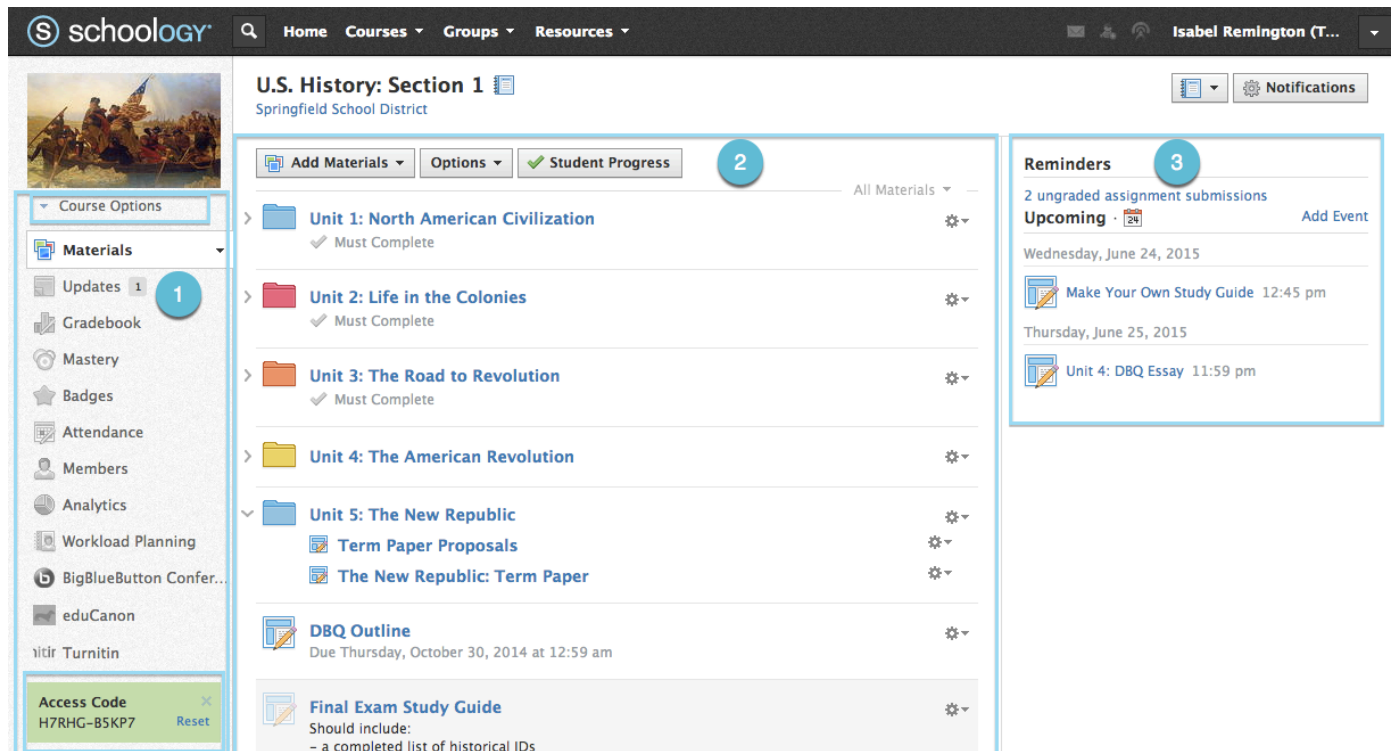3. **Reminders**
   This area can help keep you quickly informed of student homework submissions and ungraded items across your courses at a glance.
4. **Upcoming**
   The Upcoming column displays all your assignments, due dates, and calendar events are organized in chronological order.

Course Profile

1. **Navigation Panel**
   The navigation panel on the left side of your course pages allows you to access the different areas of your course, such as your Materials, Gradebook and Attendance. This column also contains your **Course Options** menu where you can find Course Admin tools, such as **View Course As,** the **Recycle Bin**, and your course **Privacy Settings**. At the bottom of this column you will find your **Course Access Code**, which you can distribute to your students so they can register for your course. Click Here for instructions to help your students register using Course Access Codes.
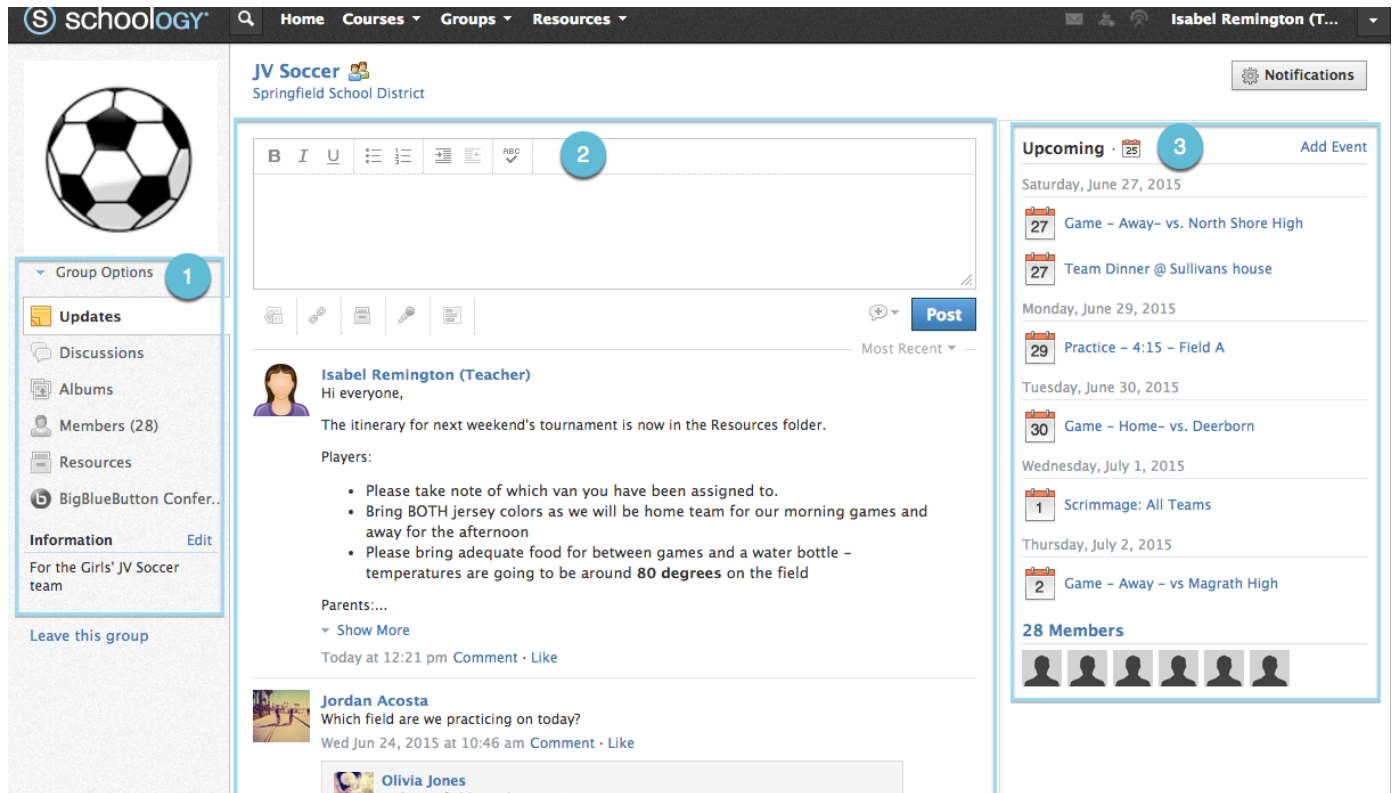
2. **Center Column**
   This column shows the page you are viewing based on the left side navigation. You can set the default landing page for your course to either Materials (as in the screenshot above), or Updates.

3. **Reminders & Upcoming**
   Similarly to the Upcoming column on your Home page, the Upcoming column displays all your assignments, due dates, and calendar events in chronological order. However, unlike the Home Page view, the Upcoming column in a course only displays events and due dates for that particular course.

Group Profile

You'll notice that your Groups look very similar to Courses. Groups are more about communication and resource sharing. They can be set up for students, but they are most often used for educators to connect with other educators, enabling you and your peers to work together to improve education on a variety of levels.

1. **Navigation panel**
   The navigation panel on the left side of your course pages allows you to access the different areas of your group, such as Updates, Discussions and Group Resources
2. **Center Column**
   This column shows the page you are viewing based on the left side navigation.
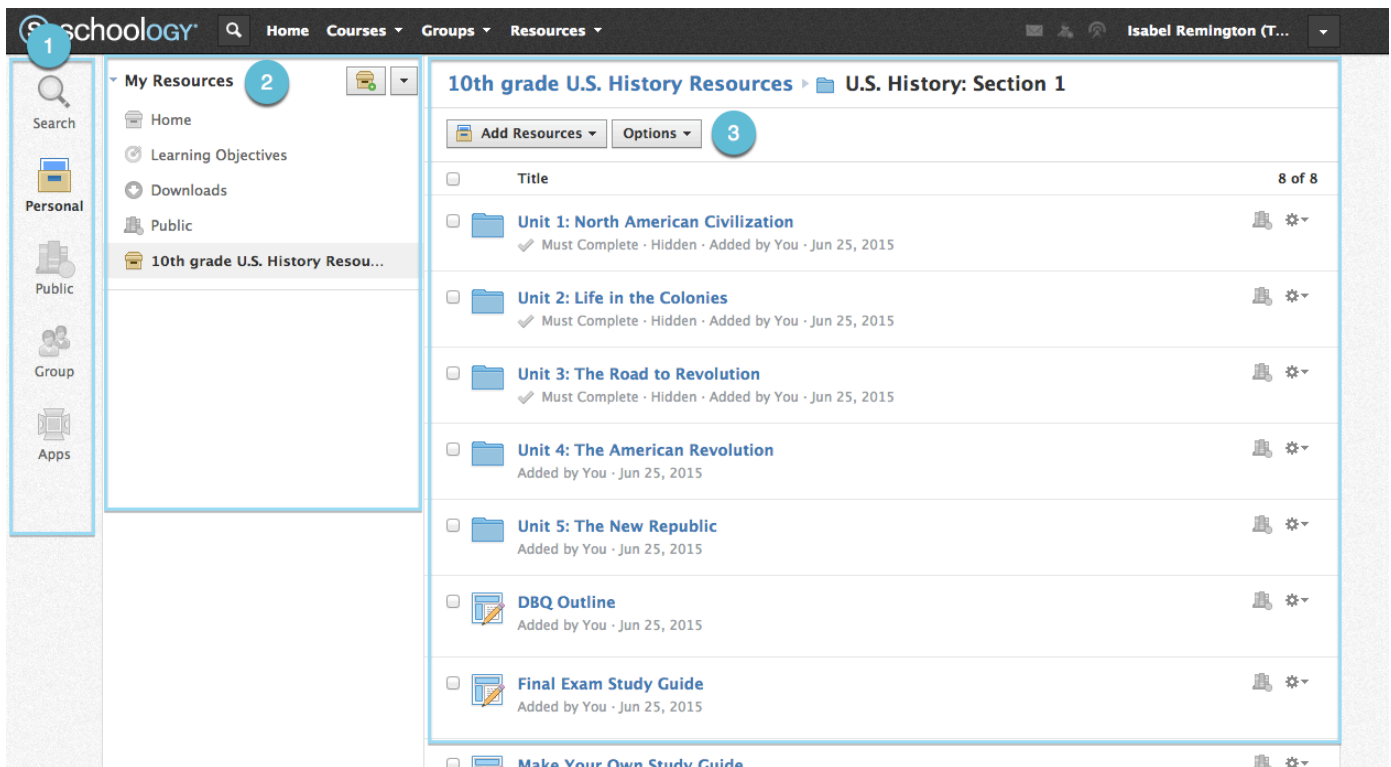3. **Upcoming**
   The Upcoming column shows your group events in chronological order. Clicking on the Calendar icon in the Upcoming column allows all Group members to see the shared Group Calendar in the month view.

Resources

The **Resource Center** is a centralized place where all of your instructional and professional development materials are kept. It is closely tied to your courses and your Groups.

You can import files, create new resources, and copy or move them into any or all of or your courses quickly from the Resource Center. You can also share resources with your groups and download them from our Public Resource Library. Any course materials, folders, and even entire courses can be **copied in your resources** for use on a later date.

1. **Navigation Panel**
   This allows you to navigate around the Resources area of Schoology.
   a **Personal**: This contains the files, course materials, learning objectives and question banks you have saved to your Resources. Only you are able to access this area.

b **Public: Public Resources** allow you to share resources with the rest of the Schoology community.

c **Groups:** You can access items you share in the Resources area of your Groups from this area, or by navigating to the Group itself.

d **Apps:** Install and access Resource Apps here.

2. **Menu Column**
   This column shows the menu of contents of the Resources area you are viewing based on the left side navigation.

3. **Resources View**
   This is where you can create, view, edit, and manage all your instructional resources.

Next Steps

- Now that you're comfortable navigating around your Schoology account, check out our **Instructor Guide** for more in-depth guidance about each of these areas.

- Join the public **Schoology Educators group** to connect with other instructors and share best practices related to digital and blended learning and using Schoology in your classroom