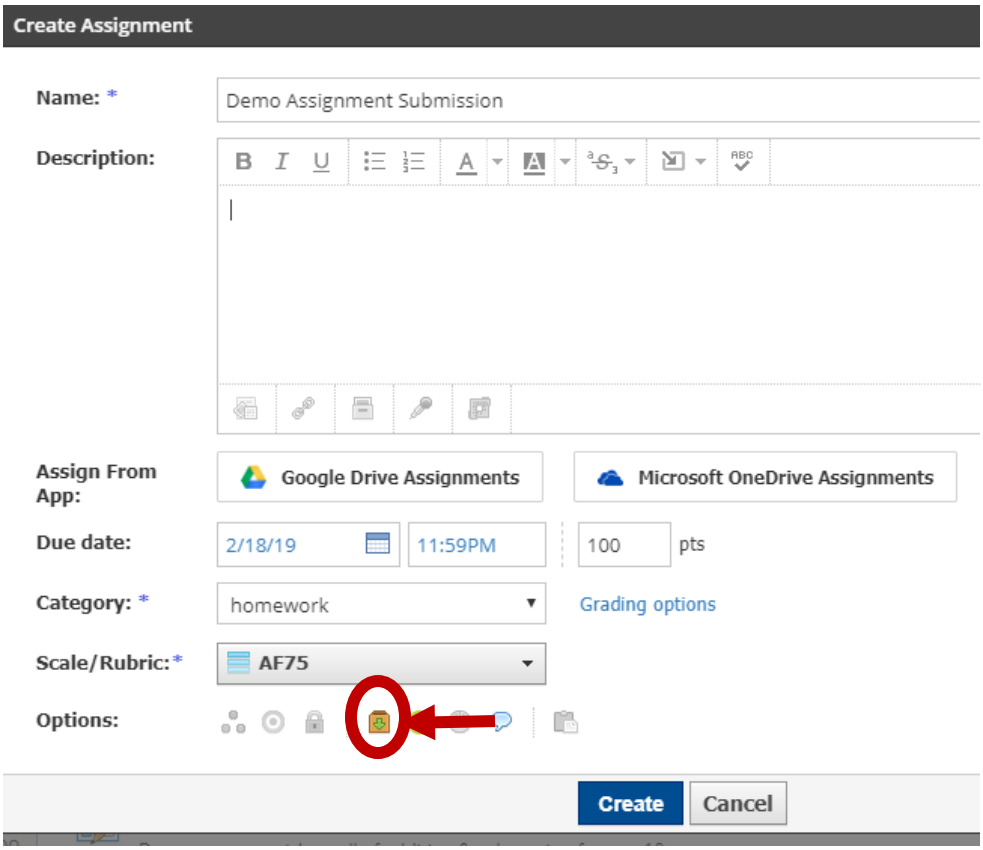
Student Submissions in Schoology

Teacher Steps to Set Up Assignment Submissions

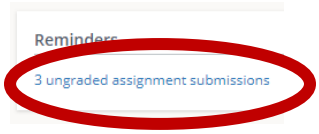
- Go to the Materials section of your course
- Go to the folder (if you have one) where you want the assignment
- Click Materials – Add Assignment
- In the Assignment dialogue box make sure submissions are enabled (this is the default)

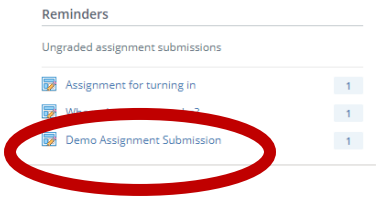


You can also add assignments through the gradebook and other ways.

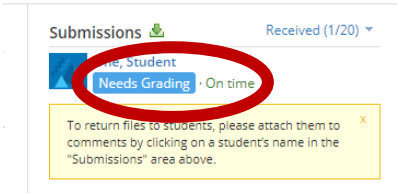
Teacher Steps to Grade Assignment

- Go to the Course
- On the right side look under reminders.
  Click on “ungraded assignment submissions” – click on the assignment you wish to grade

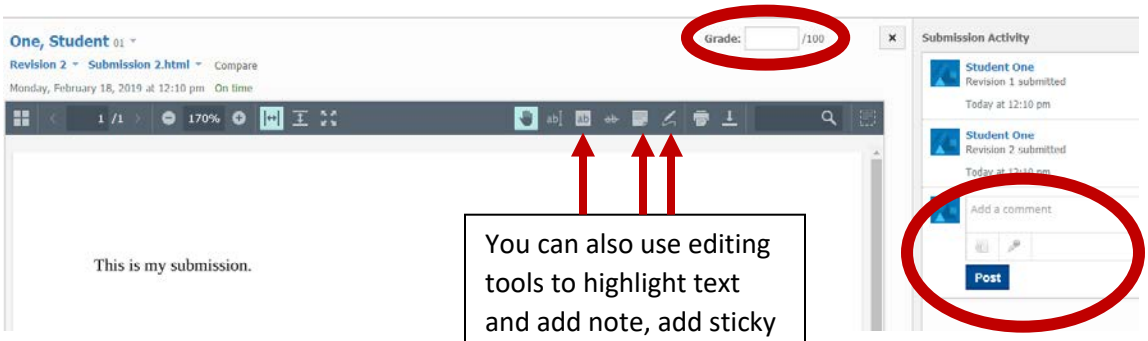




- Click on “Needs Grading” for the student you wish to grade



- Grade the submission and add comments.

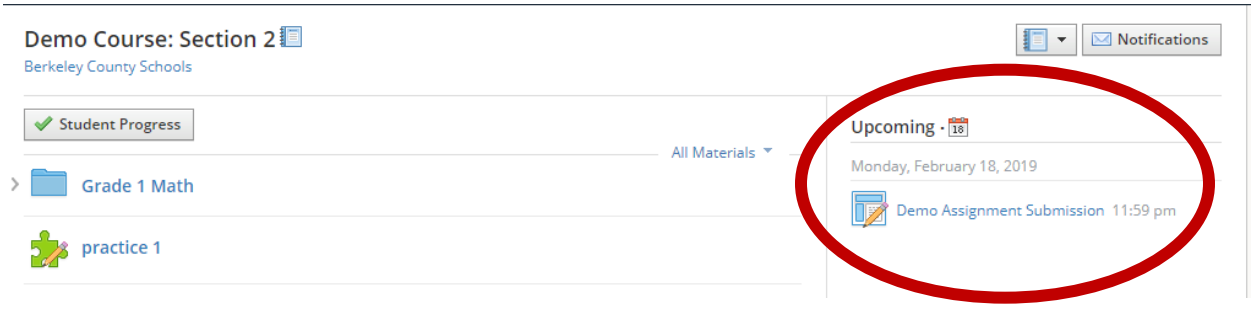


You can also use editing tools to highlight text and add note, add sticky notes, and draw on the submission.

Another way to grade assignments is to go to the gradebook and click on the icon in the grade column. There are multiple way to do things in Schoology.

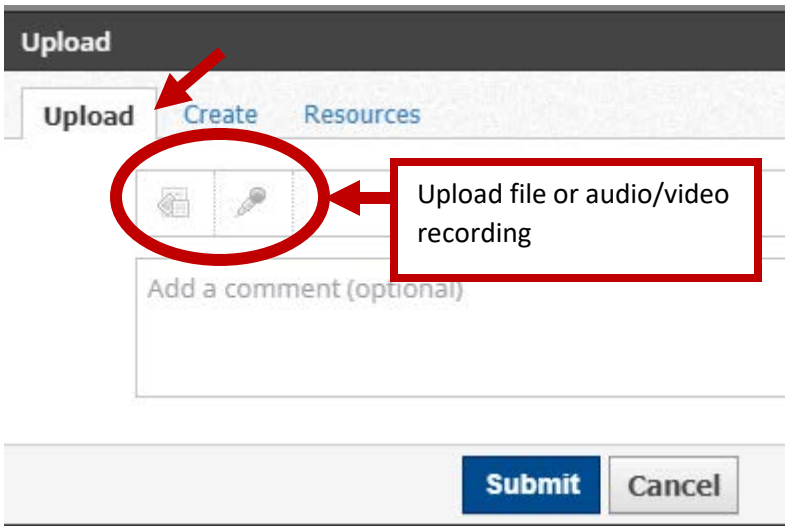
Student Steps on a Computer/Laptop/Internet Browser on iPad (NOT the app)

- Go to the Course
- Look under Upcoming Events on the far right. Click on the assignment. If the assignment is not listed here, find the assignment in the Materials section. The teacher should tell the students which folder the assignment is in.

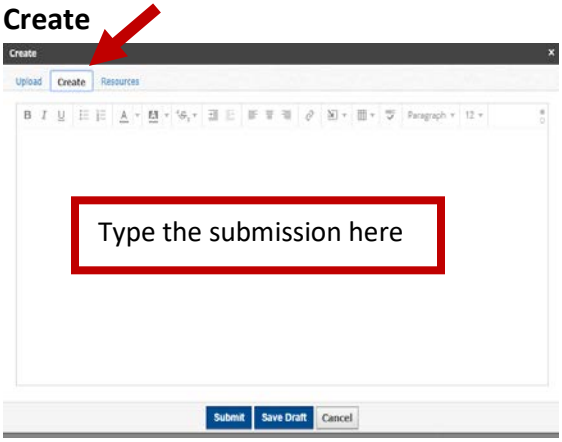


- Click Submit Assignment
- The student has choices: Upload, Create, Resources

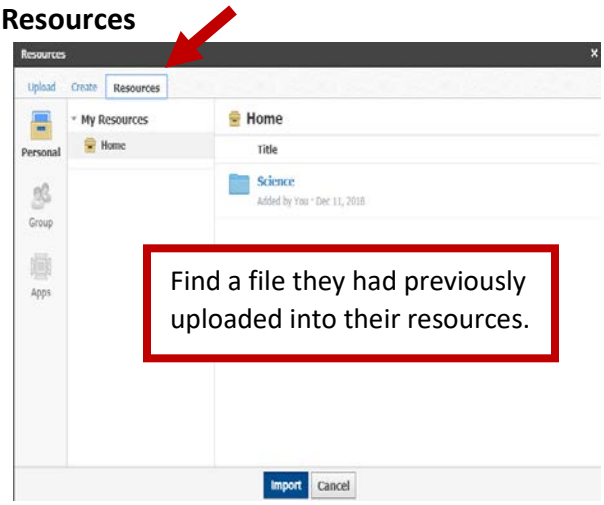
Upload



Create

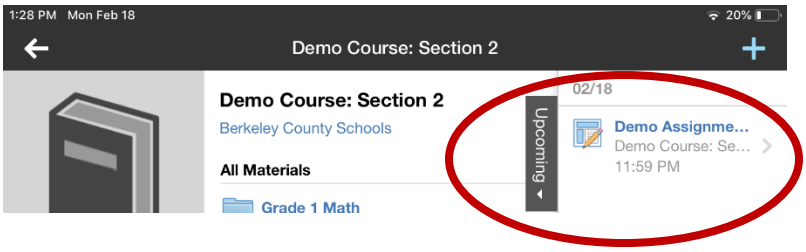


Resources

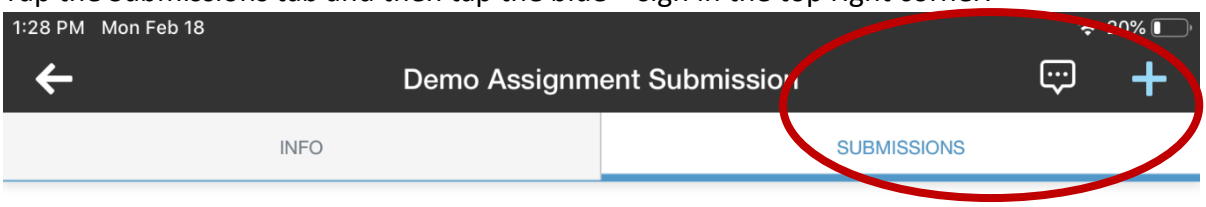


Student Steps on the Schoology App

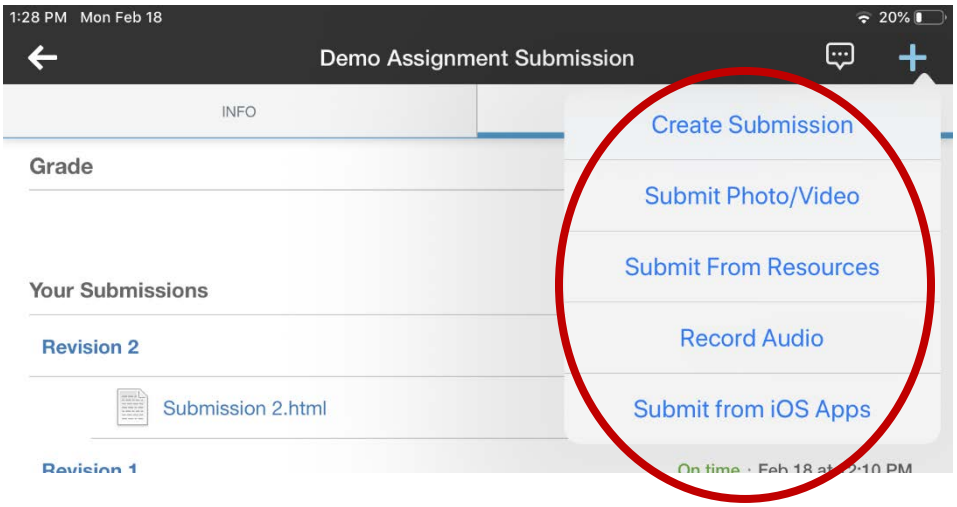
- Open the App
- Tap the Course
- Find the assignment in Materials or tap upcoming on the far right and then tap the Assignment.



- Tap the Submissions tab and then tap the blue + sign in the top right corner.



- Tap an Option



Create – Type a response directly in the Schoology App

Submit Photo/video from your computer

Submit From Resources – something already uploaded into Schoology

Record Audio – record directly in the app

Submit from IOS Apps – something saved in Pages, Keynote, Numbers, etc.