


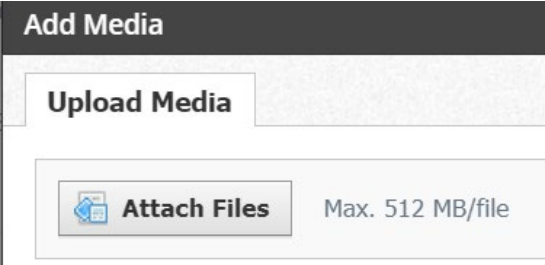
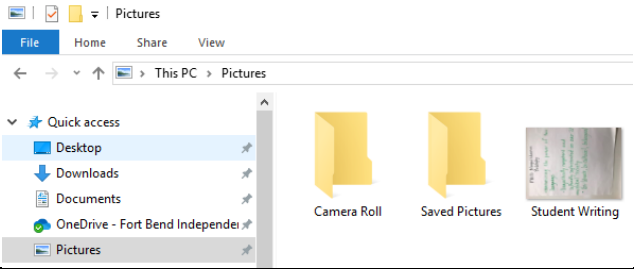
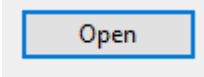


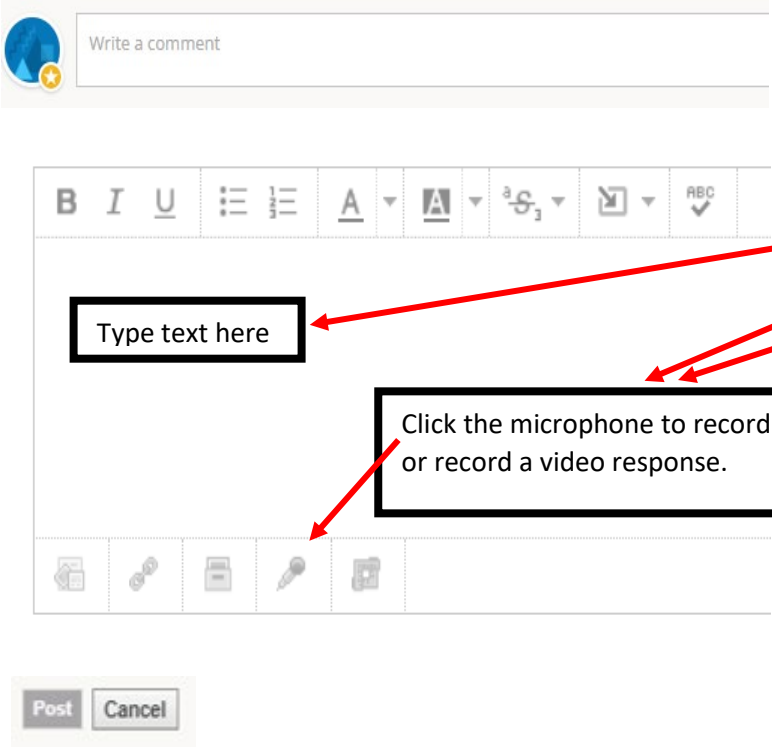

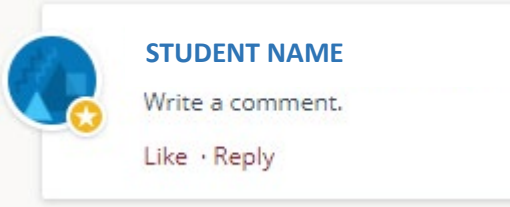


Schoology Basics for Students

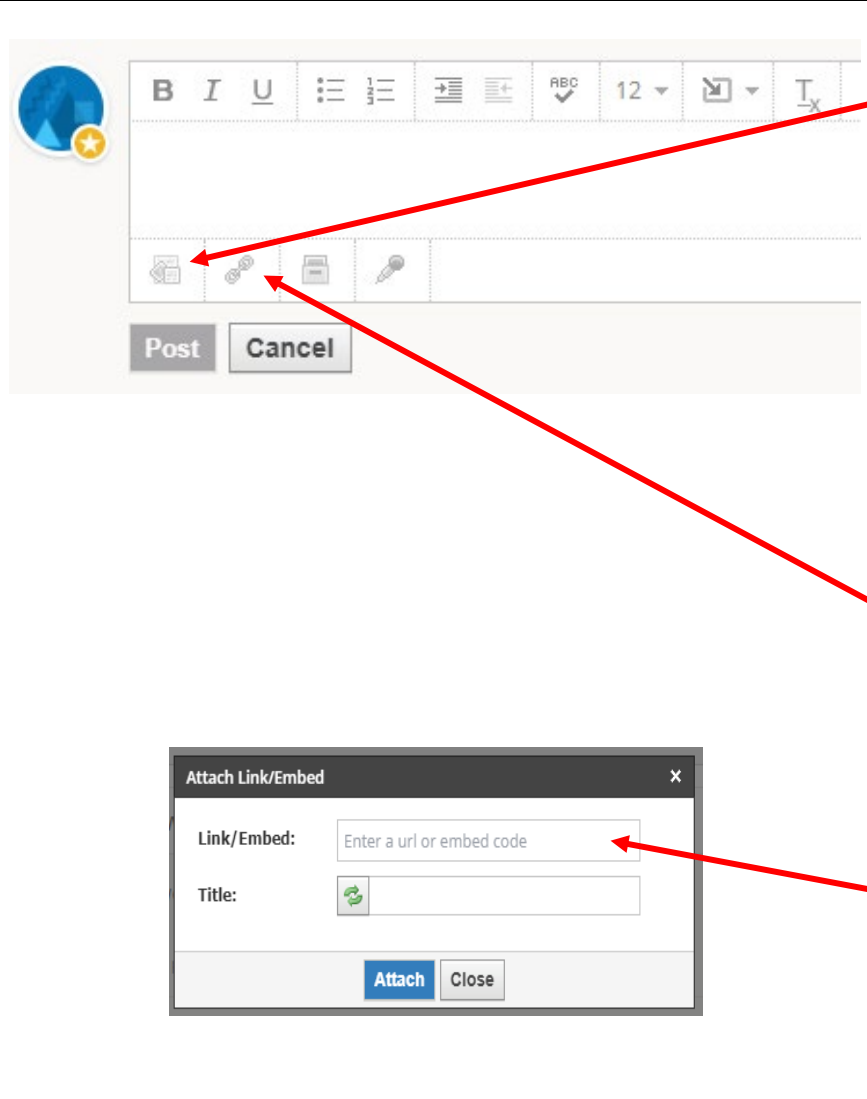
To Upload to a Media Album:

 <p>Add Materials ▾ Options ▾</p> <hr/>  Media Album Here you can upload: Pictures, Videos, and Audio	<ol style="list-style-type: none">1. Click on the media album in your Schoology course.
	<ol style="list-style-type: none">2. Click Add Media.
 <p>Add Media</p> <p>Upload Media</p> <p>Attach Files Max. 512 MB/file</p>	<ol style="list-style-type: none">3. Click Attach Files.
 <p>File Explorer window showing the 'Pictures' folder. The 'Quick access' sidebar is visible on the left, and the main pane shows 'Camera Roll', 'Saved Pictures', and 'Student Writing' folders.</p>	<ol style="list-style-type: none">4. Navigate to where you saved the file (e.g. your desktop). Click on the file.
	<ol style="list-style-type: none">5. Click Open.
	<ol style="list-style-type: none">6. Click Add Media.

To Respond to a Discussion:

 <p>Discussion Post</p>	<p>1. Click on the Discussion in your Schoology course.</p>
	<p>2. Click in the box to <i>Write a comment</i>.</p> <p>3. Ways to respond:</p> <ul style="list-style-type: none"> a. Text b. Audio Only (voice only) c. Audio & Video
	<p>4. Click Post.</p>
	<p>5. To Reply to a classmate's post, click Reply.</p>

To Upload a File to a Discussion:



The image shows a discussion editor interface. At the top left is a profile picture. Below it is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, ABC, font size (12), and text color. Below the toolbar are icons for File, Link, Image, and Video. At the bottom are 'Post' and 'Cancel' buttons. A red arrow points from the 'File' button in the toolbar to the 'File' button in the callout box on the right. Another red arrow points from the 'Link' button in the toolbar to the 'Link' button in the callout box on the right. A third red arrow points from the 'Link/Embed' input field in the 'Attach Link/Embed' dialog box to the 'Link' button in the callout box on the right.

File

1. Click the **File** button to upload a file.
 - a. Click File.
 - b. Navigate to where you have the file saved. Click on the file.
 - c. Click Open.
 - d. Click Post.

Link

2. Click the **Link** button to paste a copied link.
 - a. Click Link.
 - b. Paste your *link* (e.g. from your One Drive). Type a title for your file in the *Title* box.
 - c. Click Attach.


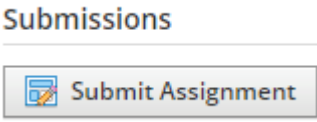
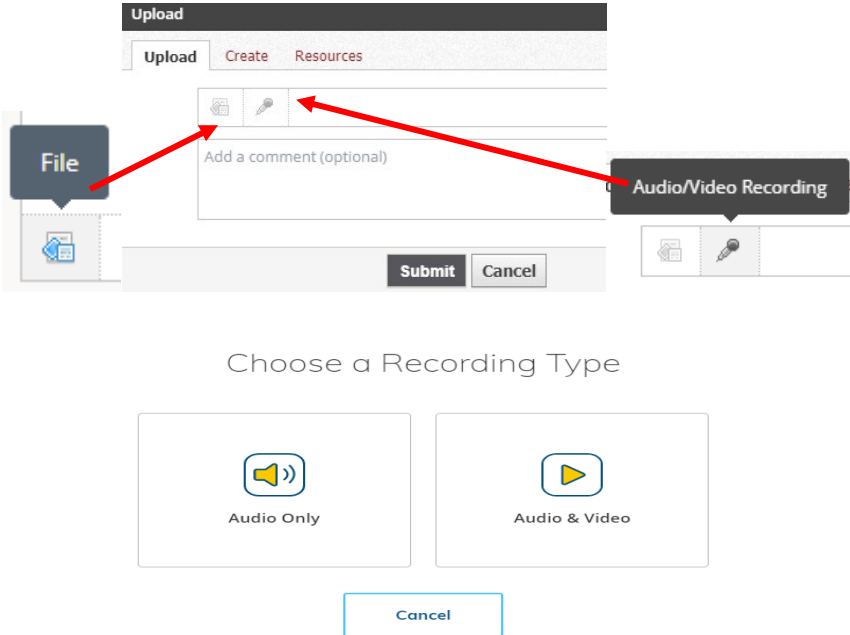
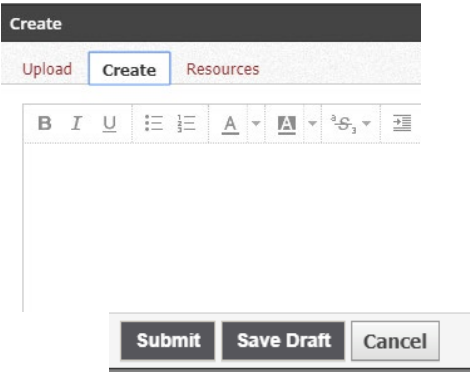
Attach Link/Embed

Link/Embed:

Title:

Attach **Close**

To Upload a File to an Assignment:

 <p>Assignment Upload a File an Assignment</p>	<ol style="list-style-type: none">1. Click on the assignment to open it.
 <p>Submissions</p> <p>Submit Assignment</p>	<ol style="list-style-type: none">2. Click Submit Assignment.
 <p>Upload</p> <p>Upload Create Resources</p> <p>Add a comment (optional)</p> <p>File</p> <p>Audio/Video Recording</p> <p>Submit Cancel</p> <p>Choose a Recording Type</p> <p>Audio Only Audio & Video</p> <p>Cancel</p>	<p>Upload Tab</p> <p>File:</p> <ul style="list-style-type: none">– Click the file button.– Navigate to your file and click on it.– Click Open.– Click Submit. <p>Audio/Video:</p> <ul style="list-style-type: none">– Click on Audio or Audio & Video.– Click Start Recording.– Click Stop Recording.– Click Insert Recording.– Click Submit.
 <p>Create</p> <p>Upload Create Resources</p> <p>B I U [bulleted list] [numbered list] A [font color] [background color] [link] [table]</p> <p>Submit Save Draft Cancel</p>	<p>Create Tab</p> <p>Use this tab to create a document similar to how you would do this in Microsoft Word. You can insert text, links, images, videos, and tables.</p> <p>Click Submit to turn it in.</p>