**Expectations for Using Schoology for Assignments, Assessments, and Grades**

As we continue to streamline our teaching processes, the C&I Team and building administrators would like to outline our expectations for the use of Schoology as our central learning management system (LMS) for assignments, assessments, and scores in grades 3 through 12, **all subject areas**. This will ensure consistency and clarity for both staff and students.

 **Expectations for Using Schoology**

1. Assignments:

* Assignments should be posted on Schoology with clear instructions, due dates, and rubrics (if applicable).
* Please ensure assignments are organized in folders (eg-by week or unit) to make navigation easy for students.
* If any additional resources or files are needed, they should be attached directly to the assignment post.

2. Assessments:

* Online quizzes, tests, and formative assessments should be created and administered through Schoology whenever possible. This will help in tracking student progress and ensuring the integrity of the assessment process. Clearly define the time limits, number of attempts allowed, and any specific instructions to students ahead of time.
* For major projects or presentations, the use of Schoology’s assignment feature for submission should be utilized with rubrics (if applicable).

3. Grades:

* All assignment, quiz, and assessment grades must be entered into Schoology's gradebook.
* Assignments completed outside of Schoology should be entered by creating a grading column in Schoology and then syncing over to PowerSchool.
* Please use the grade scale provided by the school and ensure it is accurately reflected in Schoology.

4. Parent Communication:

* Grades should be updated in real time so that both students and parents can track progress easily. Grades must be synced over to PowerSchool regularly as PowerSchool is where Parents are directed to view grades.

**Additional Platforms Integrated with Schoology**

We currently support several platforms that integrate well with Schoology:

* KAMI
* Book Creator
* Canva
* Screencastify
* MyVRspot (24-25 final year)

**Support and Training**

We understand that everyone is at different levels of comfort with these platforms, and we're here to support you. If you need additional training or help with specific features in Schoology, please don't hesitate to reach out to Mrs. Kornicki, Mr. Pancoast, or your building representatives to the District EdTech Committee.

Thank you for your attention to these guidelines. By maintaining consistency across our courses, we’ll create a more seamless learning experience for students and keep them on track for success.

*The C & I Team and Building Administrators*