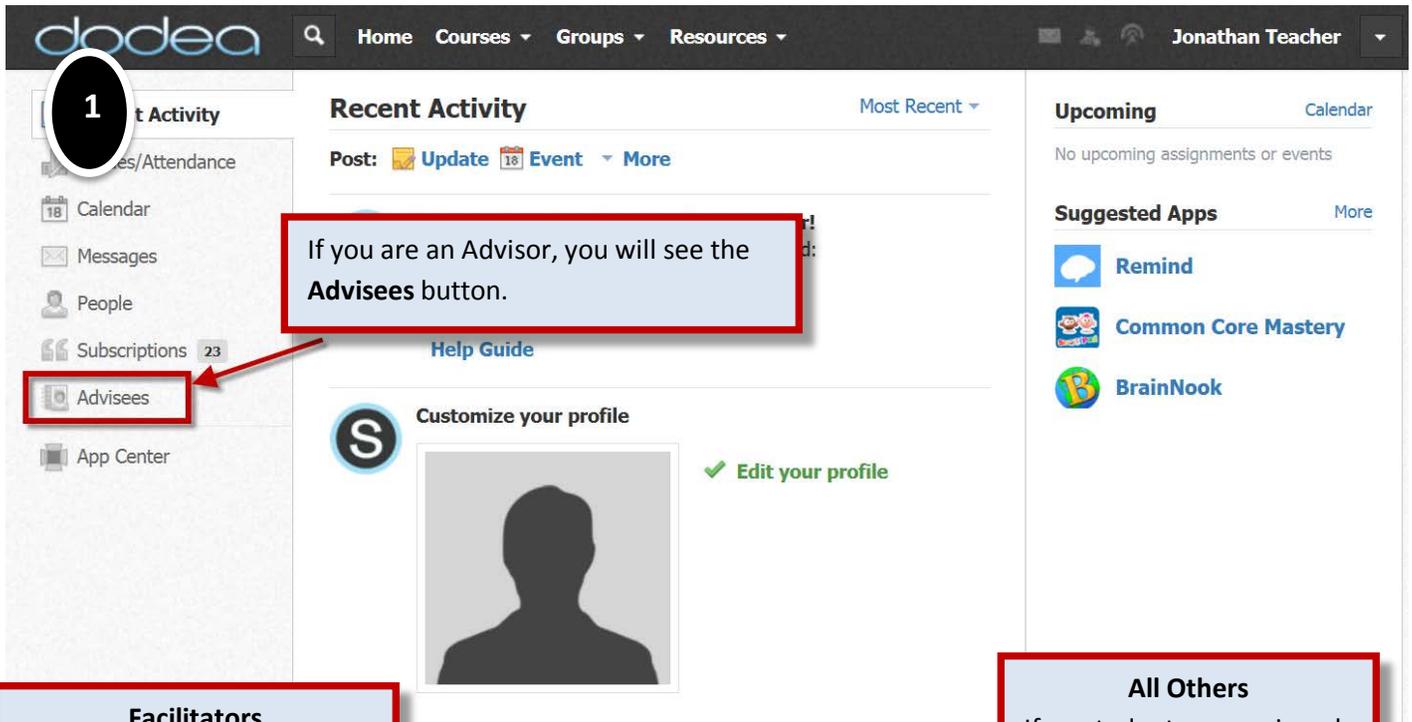
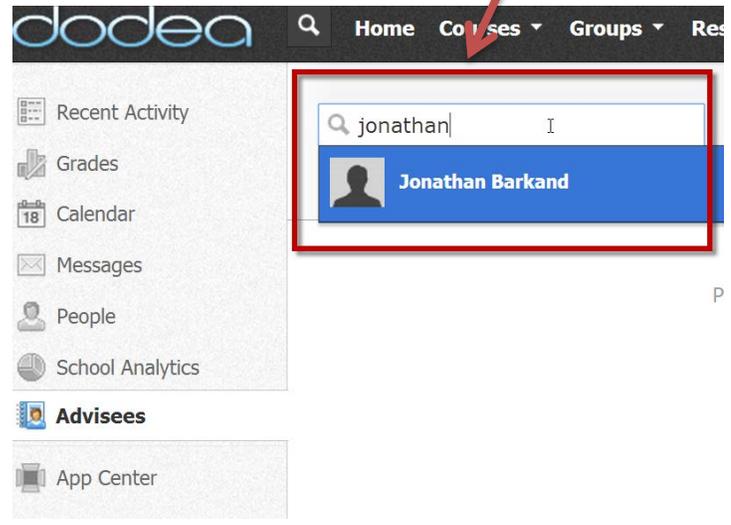
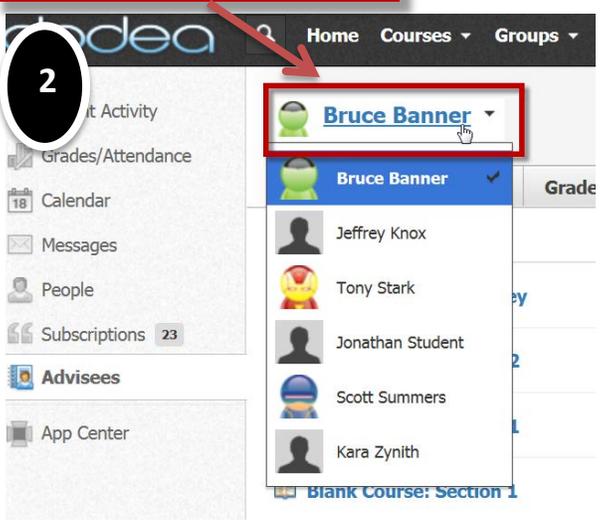


This job-aid walks you through the **Advisor** role in Schoology. **Advisors** are able to view courses from the perspective of individual students. Only DVHS Facilitators and school administrative and counseling staff have access to this role. DVHS Facilitators must be listed as the teacher in the placeholder course in Aspen to be assigned students.



**Facilitators**  
A drop-down list is available if students are assigned to you. When you select a student from the list a checkmark appears beside their name.

**All Others**  
If no students are assigned to you, this search box allows you to search for students within your school.



**3** Jeffrey Knox ▾

Summary Calendar Grades Att

**Courses** Current ▾

**US Government: Section 1**

Java 1: 002 (Smith)

Japanese 2: 001 (Jackson)

Economics: 001 (Jacobs)

**Groups**

This user is not a member of any groups

26, 2014

Exam

Wednesday, August 27, 2014

State of the Stock Market 11:59 pm

After a student is selected you will see a summary page of their courses in Schoology. You can view any course as this student by clicking a course link from the **Summary** page.

**4**

You are viewing Jeffrey Knox's course

**US Government: Section 1**

DoDEA Dev Environment

**Materials**

- Updates
- Grades
- Members

**Information**

Grading periods  
SY14-15 Q1, SY14-15 Q2,  
Semester 1 Exam

**Classroom**

- Module 0
- Module 1: Introduction
- Module 2: Origins
- Module 1
- DVHS Vision:

**Course Information**

oming - 18

day, August 26, 2014

M1 Intro Exam

Once a course is selected, you view the course in exactly the same way as the student. You cannot edit or submit any work for the student and your time in the course is not added to the students' time.

5

Jeffrey Knox

Summary

Calendar

Grades

Attendance

Selecting the **Calendar** tab, allows you to view any assignments that have due dates.

Selecting an assignment displays the assignment details.

M0 Orientation Completion Certificate

The screenshot shows a calendar for Jeffrey Knox. The 'Calendar' tab is selected. The calendar view shows dates from 27 to 23. Assignments are displayed as colored blocks: 'Soccer Game 6:00 pm' (blue), 'AC-Project 2C' (orange), 'AC-Listening Test' (orange), 'Java 1 Pre-Assessment' (orange), and 'M0 Orientation Completion Certificate' (orange). A callout box points to the 'M0 Orientation Completion Certificate' assignment.

6

Assignment Info

M0 Orientation Completion Certificate

Jeffrey Knox · Java 1: 002 (Smith)

Due date Aug 2, 2014 at 11:59 pm

Description

1. Click the [Orientation](#) button.
2. Review the orientation material.
3. Take the [Test](#). You must achieve a score of 80% to receive your completion certificate.
4. Once you have successfully taken the test, you will receive your completion certificate.
5. Please submit your **Orientation Completion Certificate** here. You must submit your certificate in order to begin Module 1 of this course.

**This assignment is worth 20 points.**

Max pts 20

Close

The **Assignment Info** window provides details about the assignment including **Due Date**, **Description**, and **Maximum points**.

The screenshot shows the 'Assignment Info' window overlaid on the calendar. The window displays details for the 'M0 Orientation Completion Certificate' assignment, including the due date, description, and maximum points. A callout box points to the window.

7

Jeffrey Knox

Summary Calendar **Grades** Attendance

Download Report

Download Report Card

It is *not* recommended to use the **Download Report** buttons as they are not the official gradebook and only show totals per quarter.

Economics: 001 (Jacobs)

Japanese 2: 001 (Jackson)

Java 1: 002 (Smith)

**US Government: Section 1**

Selecting the **Grade** tab, displays a list of the student's courses in Schoology. Click a course to open the gradebook.

8

US Government: Section 1

SY14-15 Q1 (33.33%)

Grade Max Pts Comment

Assignments

M1 Intro Exam 8/26/14

Graded Test

B 86

100

Add Materials: Assignment

\*

100

DVHS Conference 2014 Blog

\*

100

DVHS Conference 2014 Wiki

\*

100

DVHS Conference J

\*

100

M0 - GOV Pre-Asse

Graded Assignment with comments

\*

150

M0 - Orientation Completion Certificate: Select this link to view the full instructions and submit assignment.

20

20

Please let me know if you have any questions about the course or locating materials.

M0 - Select this link to complete a Contact Form

6.67

10

M0 - Setting Up & Using Spark

\*

10

M0 - Setting up Spark (Instant Messaging) and submit assignment.

\*

10

M1 Introduction: Stranded Activity

Submitted Assignment, but not graded

\*

50

Test

\*

10

Wiki

\*

10

Final Grade for the Quarter of assignments in Schoology

Assignments grade D 65.93%

SY14-15 Q1 D 65.93%

This is **not** the official Grade; always check Gradespeed.

9

Jeffrey Knox ▾

Summary

Calendar

Guides

Attendance

Download Student Report

Economics: 001 (Jacobs)

Japanese: 001 (Jackson)

Japan 1: 002 (Smith)

US Government: Section 1

Attendance is currently disabled for teachers. There will not be any data or information in Schoology.