

Groups can be requested through the e-Learning Portal at <https://learn.dodea.edu>, groups can be used for collaboration and resource sharing. Courses can also be requested, the request process should only be used for courses that do not exist in Aspen with enrolled students. Courses can be for structured professional development or a student course not in Aspen.

1. Navigate to <https://learn.dodea.edu> and click the Login button.



2. Login with either your student.dodea.edu Google account, or your EU/PAC/AM/HQ.dodea.edu Non-Google account.

Log In

To login to your DoDEA eLearning Portal account, please choose from one of the following login methods.



Google Apps users

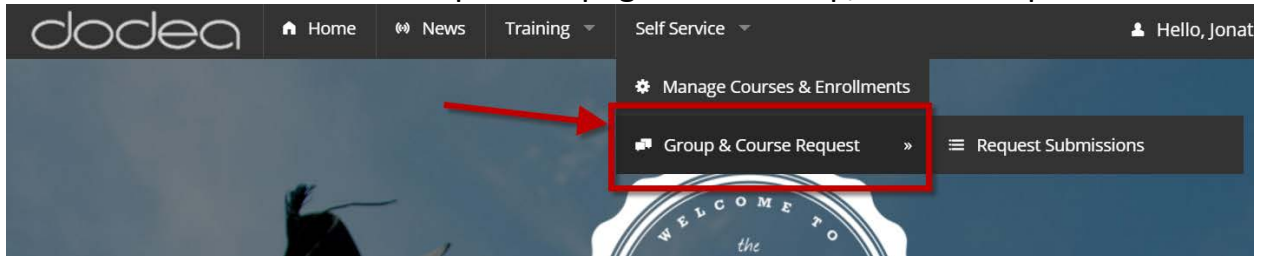
If you've been issued a DoDEA Google Apps for Education account, use this option



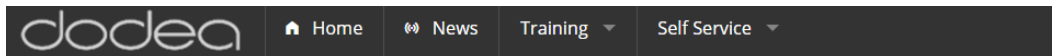
Non-Google Apps users

If you have **not** been issued a Google Apps account, use this option

3. Under “Self-Service” at the top of the page click “Group/Course Request”.



4. The form is used to generate both courses and groups depending upon your selections. The supervisor field is needed for approval, please check with your supervisor for the email they would like the request sent to, some may prefer to use their student.dodea.edu account.



Group & Course Creation Request

Groups? Courses? What's the difference?

Schoology **Groups** are similar to **Courses** in that content, resources and updates on specific topics can be displayed for participating members to consume. The primary distinction between the two is that Courses are intended for structured learning environments, are offered for course credit, and provide tools to assign work and assess student learning.

Notice: If you're already scheduled to teach a course in Aspen and want to create it in Schoology, please review the [Manage Courses & Enrollments](#) page for additional information.

Please fill out the required fields and submit the form below.

Requestor Name: <input type="text" value="Jonathan Barkand"/>	Requestor Email Address: <input type="text" value="jonathan.barkand@student.dodea.edu"/>
Supervisor Name: <input type="text" value="Name of your Supervisor"/>	Supervisor Email Address: <input type="text" value="Email address of your Supervisor"/>

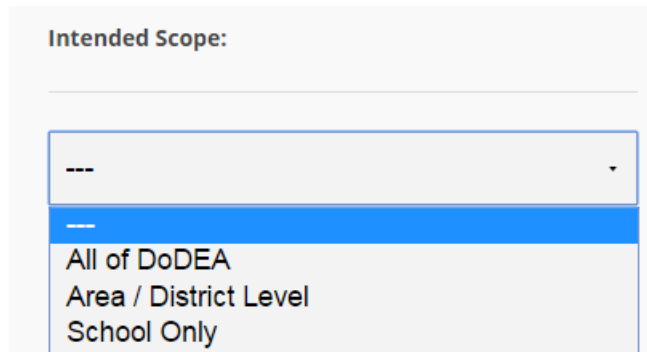
A red arrow points to the 'Supervisor Email Address' field in the form.

5. The name and description need entered for information purposes, but can be changed after the group/course is created. The “Intended Scope” dropdown is very important as it will determine where the group/course is created.

All of DoDEA – Places the group/course at the top level for everyone to see.

Area/District Level – Will place the group/course at the AM/EU/PAC/HQ CIL.

School Only – Will place the group/course at your current School.



The screenshot shows a dropdown menu titled "Intended Scope:". The menu is open, displaying three options: "All of DoDEA", "Area / District Level", and "School Only". The "All of DoDEA" option is currently selected and highlighted in blue.

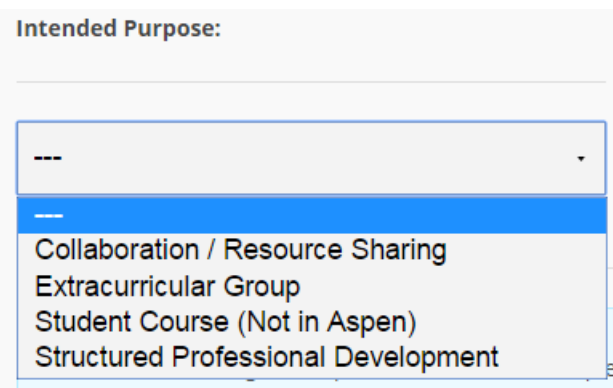
6. The audience is for information purposes, the “Intended Purpose” is what controls whether a group or course is created. Once a group or course is created it cannot be switched, a new request needs submitted and previous deleted if it is not correct.

Collaboration/Resource Sharing – This will create a group for sharing resources.

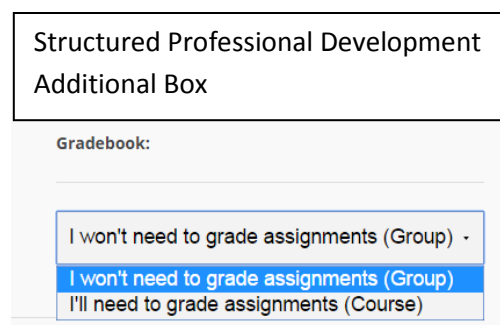
Extracurricular Group – This will create a group for student activities.

Student Course (Not in Aspen) – This creates a course that is always available and does not have a school year grading period. It can be used year after year.

Structured Professional Development – This choice will provide an additional box that asked about grading assignments. Grading assignments can only be done in a course and provides a gradebook for the admin to grade submissions.

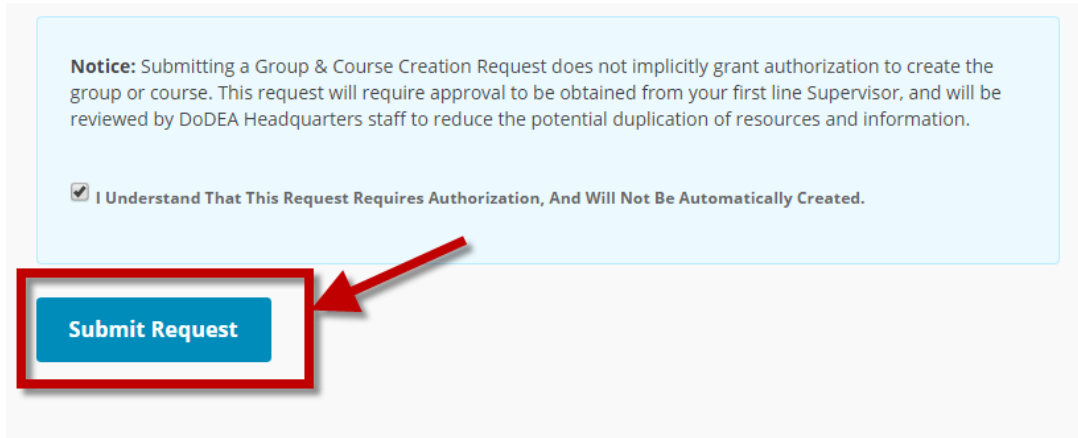


The screenshot shows a dropdown menu titled "Intended Purpose:". The menu is open, displaying four options: "Collaboration / Resource Sharing", "Extracurricular Group", "Student Course (Not in Aspen)", and "Structured Professional Development". The "Structured Professional Development" option is currently selected and highlighted in blue.

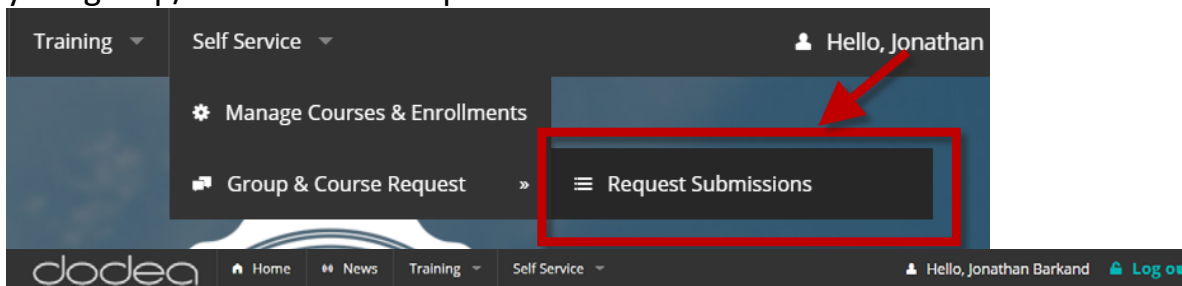


The screenshot shows a box titled "Structured Professional Development Additional Box". Below the title is a section labeled "Gradebook:". There are two options in a dropdown menu: "I won't need to grade assignments (Group)" and "I'll need to grade assignments (Course)". The "I won't need to grade assignments (Group)" option is currently selected and highlighted in blue.

7. Once you have filled in all the fields, check mark the notice and click the "Submit Request" button.



8. Once your request is submitted, the supervisor is emailed with the information needed to approve your request. You can review your submission at any time by going to Self-Service, down to "Group & Course Request", then click "Request Submissions". This is also the same area your supervisor will access to approve or deny the request. Once approved you will receive an email that your group/course has been provisioned.



Group & Course Creation Request Submissions

View the status of your pending Schoology Group & Course requests. If you are listed as the supervisor on a pending request, you may approve (or deny) the request from this page.

(0 of 1 requests selected)

Submitted	Requestor	Supervisor	Group/Course Name	More Info	Type	Status	Approve	Deny
9/15/16 8:44AM	Jonathan Barkand	Jonathan Guide	Group Request for Guide (Delete)					

[Submit Now!](#)

- (0 of 1 requests selected)
- Hover your mouse cursor over the fields in the table to view additional information.
 - Check the box(s) next to the request if you **Approve** or **Deny** the request, then submit for review by the LMS administrator.