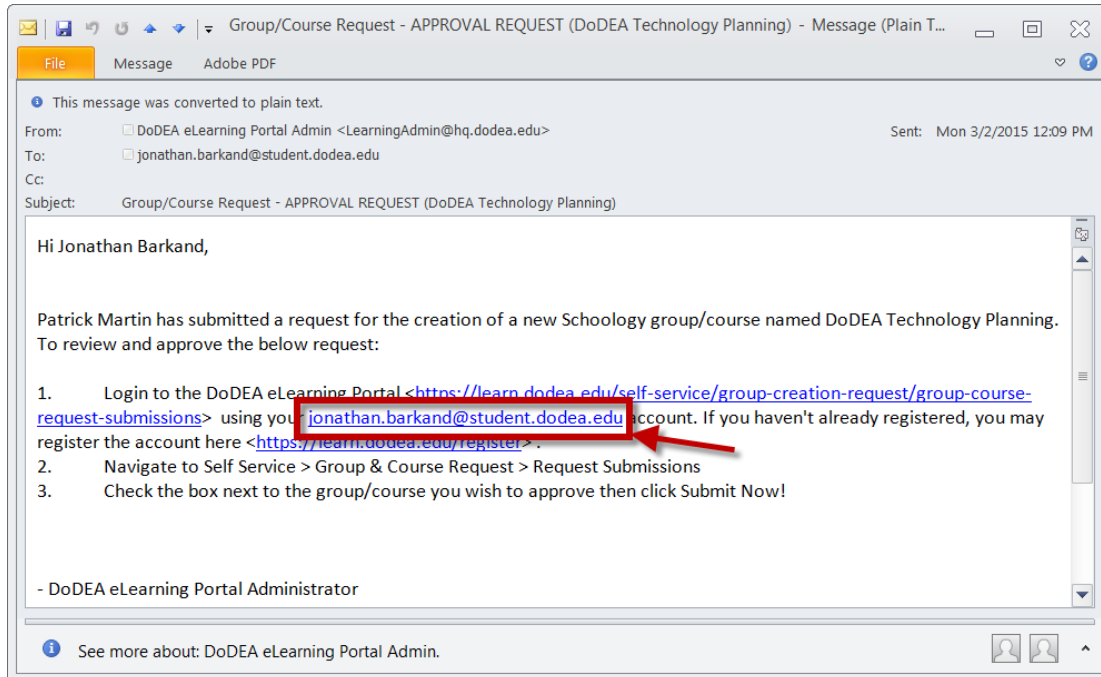


When a group or course request for Schoology is submitted in the eLearning portal a supervisor's email must be entered. The course or group will not be created until you approve or deny the request. If you are listed as a supervisor you will first receive the email below.

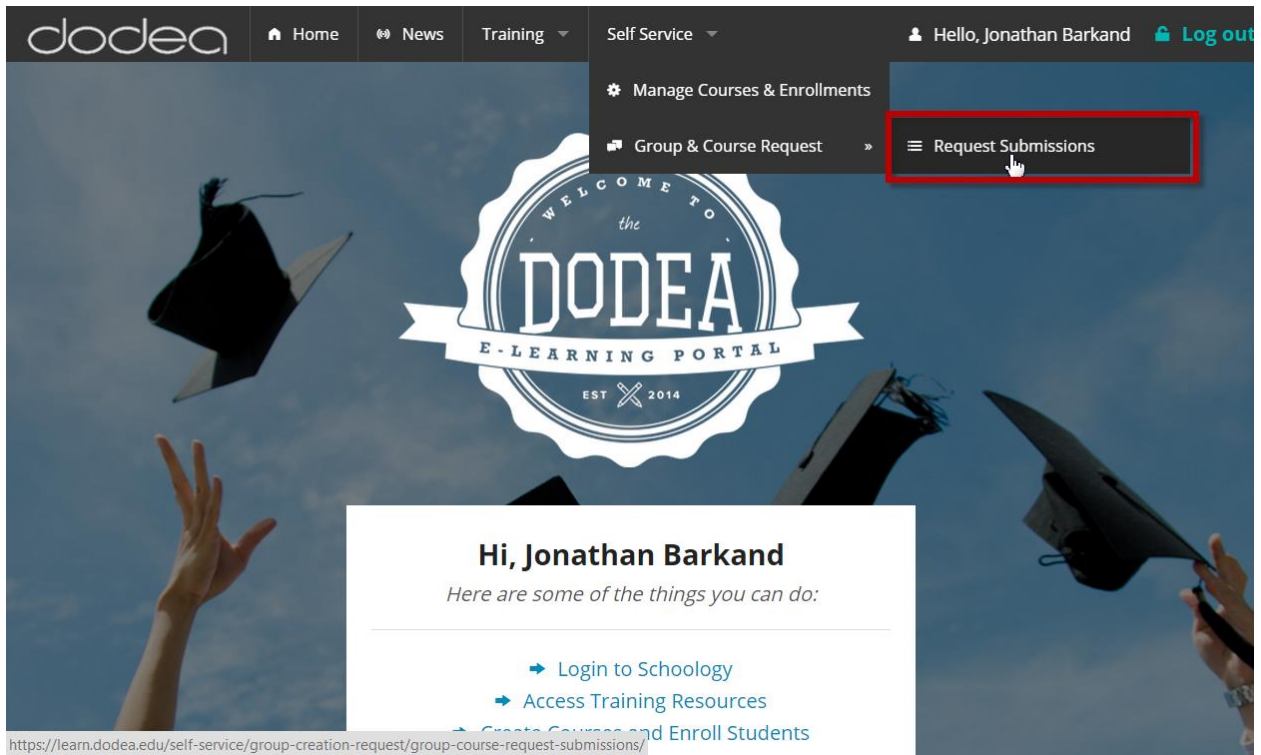
Email Received when listed as a supervisor:



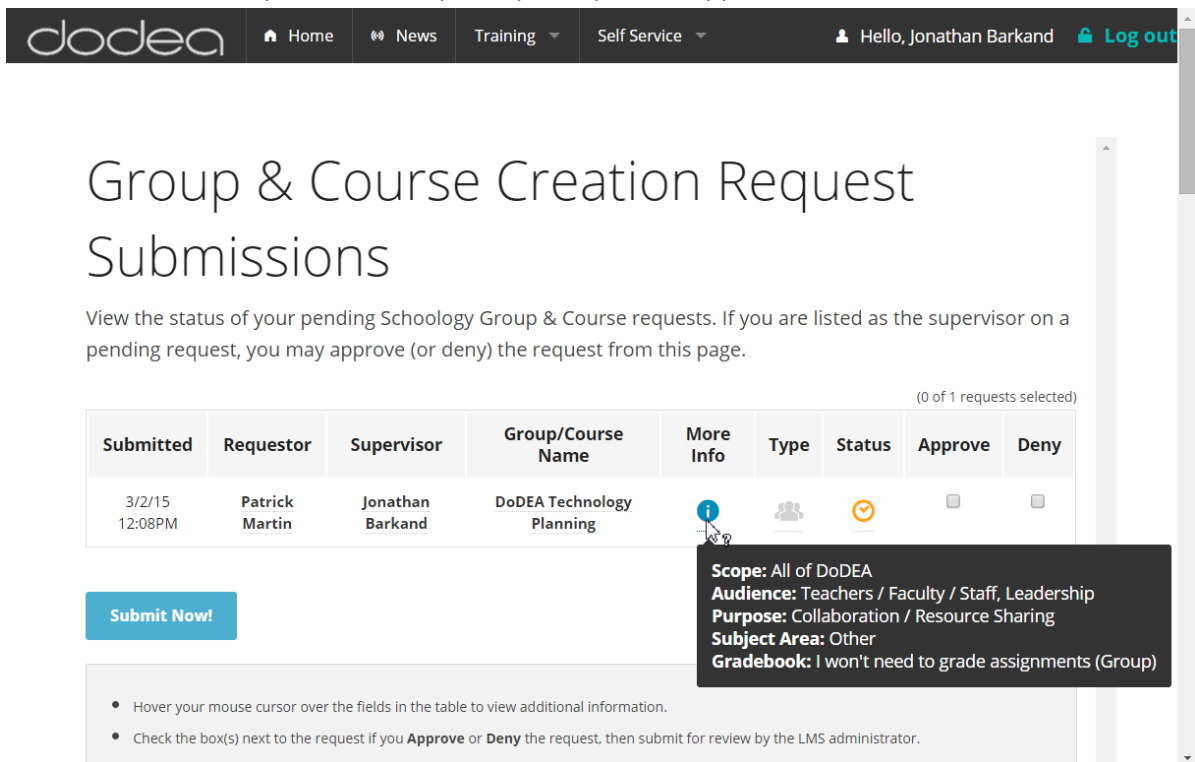
1. Open your browser to <https://learn.dodea.edu> and login.
(Be sure to login with the email address listed in the message)



2. Click Self Service -> Group & Course Request -> Request Submissions



3. A list of Courses/Groups submitted to you for approval will be shown, hover over the links to see more information. If you have multiple requests you can approve them all at once.



4. Approve or Deny the request by selecting the checkbox and click "Submit Now!"

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.

Submitted	Requestor	Supervisor	Group/Course Name	More Info	Type	Status	Approve	Deny
3/2/15 12:08PM	Patrick Martin	Jonathan Barkand	DoDEA Technology Planning				<input checked="" type="checkbox"/>	<input type="checkbox"/>

(1 of 1 requests selected)

Submit Now!

- 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.

5. You have successfully approved(or denied) the request and it will move onto the LMS Administrator for final approval.

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.

✓ Successfully approved group/course creation request for **DoDEA Technology Planning**

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- 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.