



Schoolology: "Add Materials" Guide

Choose **"Add Test/Quiz"** if you would like to create a test or quiz, through Schoolology's test/quiz generator, that the students take through Schoolology and is graded for you.

Choose **"Add Discussion"** if you would like to have the students to participate in a discussion online through Schoolology. Note: you have the option for students to see each other's responses or not when setting this up.

Choose **"Add Media Album"** if you would like to create a place for media uploads such as video or music (For example students could upload videos created for a project into a media album). Note: file size may not exceed 512 MB.

Choose **"Add Package"** if you'd like to add a zipped file of materials. Note: materials may not exceed 10 GB

Choose **"Add Folder"** if you'd like to create a unit folder to put all the materials for a specific unit in one place.

Choose **"Add Assignment"** if you would like to create an assignment and have the directions showing. For example, you would like to upload a worksheet, but you would like to show specific directions for the students to read before they download and work on the worksheet.

Choose **"Add File/Link/External Tool"** if you would like to upload:

- A file for the students to look at (examples: worksheets, direction pages, skeleton notes, etc.)
- A link for the students to be directed to (examples: website for a webquest, website for an interactive activity, etc.)
- An external tool for the students to use such as another website that you utilize in your class (examples: online textbook, formative assessment tool – Socrative, Kahoot, etc)

Choose **"Add Page"** if you would like to add an entirely new page with materials, such as linked documents, external links, vocal recordings and external tools for an assignment.

