

Virtual Learning Checklist for Students

How do I know if I am prepared to work in a virtual learning environment?
Check each item on the list!

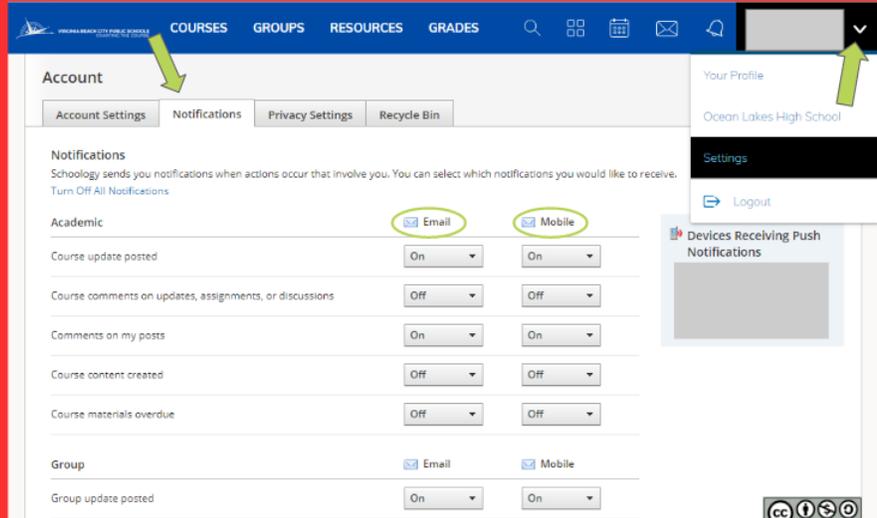
SCHOOLGY NOTIFICATIONS

To personalize you notifications in Schoology:

1. In the top right corner, select the down arrow next to your name and select **Settings**.
2. In Settings, choose the **Notifications** tab.
3. Now you can choose which notifications you want to receive by turning each notification type **On** or **Off**, along with choosing if you want the notification through email or your phone.

How can I personalize my notifications?

1. In the top right corner select the down arrow next to your name > select **Settings**.
2. In Settings, choose the **Notifications** tab.
3. Now you can choose which notifications you wish to get, by turning it **On** or **Off**, along with **choosing** if you want the notification through **email** or **your phone**.



The screenshot shows the Schoology account settings page. The top navigation bar includes 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADES'. The user's name 'Ocean Lakes High School' is in the top right corner with a dropdown arrow. The 'Account' section is active, with sub-tabs for 'Account Settings', 'Notifications', 'Privacy Settings', and 'Recycle Bin'. The 'Notifications' tab is selected, showing a list of notification types with 'On' or 'Off' buttons and 'Email' or 'Mobile' options. The 'Email' and 'Mobile' options are circled in green. A 'Logout' button is visible in the top right. A Creative Commons license icon is in the bottom right corner.

Notification Type	Email	Mobile
Academic		
Course update posted	On	On
Course comments on updates, assignments, or discussions	Off	Off
Comments on my posts	On	On
Course content created	Off	Off
Course materials overdue	Off	Off
Group		
Group update posted	On	On

ENSURE ACCESS TO ONLIN RESOURCES

Go to **Clever Portal** through the VBMS Student Bookmarks on your Chromebook to ensure you have access to the online textbooks and other resources your teachers are using.

Check with your teacher that the online textbook is available for your class. If you have issues accessing Clever or any of its resources, contact Mr. Friedman or Mr. Williams.

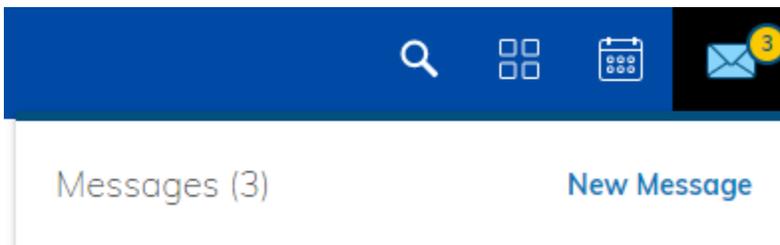
SCHOOLGY DIRECT MESSAGING

Direct messages are used by staff members to contact students in Schoology. Students are also able to messages to their teachers.

1. In Schoology, look at the **Messages** icon (looks like a mail envelope) located in the top tool bar to the left of your name.



2. A number located on the icon indicates how many new notifications you have. Click on the icon to see your notifications.
3. After opening the notifications window, click on **New Message** to create a message to one or more teachers. Just type in the name of the people you want to message in the **To** field.



TEACHER VIRTUAL LEARNING INFO PAGE

Check each course in Schoology for your teacher's VL information Page or Folder with information about

1. Office Hours – time when your teachers will be available to respond to questions.
2. Communication Procedures – how the teacher will communicate course information to students.
3. Workflow Expectations – how assignments, assessments, etc. will be posted and turned in.

BEST PRACTICES

Treat virtual and online classes with same diligence as face-to-face classes. Some tips:

- Create a routine for checking into all courses in Schoology and schedule time to work.
- Read all Information carefully.
- Ask questions, check the teacher's communication procedures
- Use the calendar to keep track of work.