Fauquier County Public Schools

Schoology Requirements and Recommendations

Minimum Requirements for each class (K-12)

Please note that building administrators may have additional requirements.

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1. Create a folder labeled: Class Documents
   a. In the description list the files that will located in the folder
   b. The folder should contain the following
      i. Grading Policy
      ii. Syllabus/Classroom Policies/Materials Needed
   c. This folder should be at the top of your materials list
2. Calendar
   a. Add the following required items to your classroom calendar
      i. Tests/quizzes
      ii. Project deadlines
      iii. [Homework](#) (please click on the link for the county homework policy)
      iv. Other important due dates
3. Gradebook
   a. Set up your gradebook
4. Communication
   a. Share classroom information through updates (standard overlay) or in a folder (early elementary overlay)
   b. Edit your profile to include email, job title, and school phone number
5. Maintain your Schoology page by updating every 5 days (including, but limited to: calendar, updates, and gradebook)

Highly Recommend

- Edit your profile to include your photograph (or avatar) and other information you would like to share with students and parents
- Share any documents that you may send home with students such as permission slips and policy information
- Attach objectives to assignments and assessments, even if you are not doing Mastery Grading (for IEP goals and overall academic growth)
- Create Content/Unit folders
  - Share class documents that you use in the classroom such Slides, Docs, Sheets
    - This will allow students who may have been absent access to the materials they missed in class
    - Good place for students to look at material to review for a test

Recommend – Since we are an One2One division, we recommended utilizing Schoology to help supplement learning and utilize the equipment purchased for our students. Below is a list of ways you can utilize Schoology and the Chromebooks in a One 2 One capacity.

- Create and administer tests.
- Discussions
- Assignments
- Reviews
- Badges
- Polls