

## Frequently Asked Questions about Macomb Schoology Enterprise

***Q: I have/am a teacher who cannot log in to Schoology Enterprise for the first time, even though other teachers were brought in via the PowerSchool sync. How can I/this person get access to Schoology Enterprise?***

A: This usually means the teacher had a free/Basic account in Schoology and that the school email address was used for that. We can get a teacher into an Enterprise account by asking them to follow these steps:

1. Log in to your free/Basic Schoology account. (If you aren't sure of the credentials, go to <https://schoology.com> and try logging in with your school email address, and if needed, use the "Forgot Password" link to retrieve the password. If this fails, contact [jharding@misd.net](mailto:jharding@misd.net)).
2. Use the drop down next to your name in the dashboard (blue bar) and select "Account Settings."
3. Change your account to a generic email address that is NOT your school email (e.g. a personal hotmail or gmail account, etc.). Notify [jharding@misd.net](mailto:jharding@misd.net) once you have done that, and MISD will put in your school email in your Enterprise account settings.
4. Once you are notified that your account is ready, make sure you completely log out of your old free account and close your browser window.
5. Reopen your browser window, go to your school's Schoology URL and use your district and district password to log into Schoology.
6. Once in your Enterprise account, you can merge your old free/basic account into Enterprise if you wish by following the steps shown here: <https://support.schoology.com/hc/en-us/articles/207335137-How-Do-I-Merge-Accounts->

***Q: When/how can I sync my grades from Schoology into the PowerSchool grade book?***

A: In order to open up the grade sync, teachers need to know how to set up their Grade Center including matching categories with PowerSchool, assigning due dates to all assignments, and how to troubleshoot using the Bulk Edit feature if there are any sync errors.

The one-hour webinar "Grading in Schoology" that covers this can be found in the MISD Schoology Champions group. Please use this access code **J6GZ5-V8S6V** to join the GROUP (not course) MISD Schoology Champions to view the video. You can also find documents with this information and troubleshooting tips under Grade Center Documentation at <http://www.misd.net/schoology>.

District System Administrators can turn on the feature when they feel teachers are ready, or they can ask the MISD for directions on how to enable it. It is important that teachers first understand how the feature works to set it up for success and avoid any unnecessary frustration. Some districts choose to turn it on and only notify a few key teachers to try it out at first before notifying the rest of the teachers that the feature is available. Teachers in the first round can train or assist others looking to use the feature.

**Q: *Where can I get more training on Schoology from MISD?***

A: There are multiple places to get training and information about Schoology. All Schoology training webinars can be found in the MISD Schoology Champions group (use the group code **J6GZ5-V8S6V** to join). Any basic “how-to” questions can be answered at <https://support.schoology.com> or by doing a search in YouTube for training videos on Schoology topics. Finally, the MISD offers great three-hour training classes. To review the choices for these after-school trainings, visit <http://www.misd.net> and check out the “Course Offerings” tab. Instructional Technology trainings can be found by choosing the option to review the complete list of trainings.

**Q: *How can teachers link their classes (like sections)?***

There is a permission for linking and unlinking sections in Schoology that System Administrators can toggle on or off for teachers to use class linking. This feature works only for LIKE sections in PowerSchool—e.g. two sections of Algebra 1. In this example, and Algebra and a Geometry class cannot be linked. More information can be found here: <https://support.schoology.com/hc/en-us/articles/206738477-How-to-Use-Linked-Sections-Enterprise->

Best practice suggests that System Admins turn on the ability to link for a short period of time at the beginning of a card marking to allow teachers to select a section that they can use as a “master” (to link other sections to this “master” section). The classes are still separate, but the sections can share the same set of materials and grade set up, allowing the teacher to build in just one course.

System Administrators should consider setting a time limit and a date to disable the feature. This would require re-enabling it when a card marking change rolls around. If a teacher unlinks a section, student work/grade data will not be maintained.

If using this feature, teachers need to know:

- The date the feature will be toggled on and off
- Their sections should be empty/devoid of content when linking (bring materials in from resources)
- Only like sections can be linked
- If a teacher unlinks a section, student work and grade data will be lost