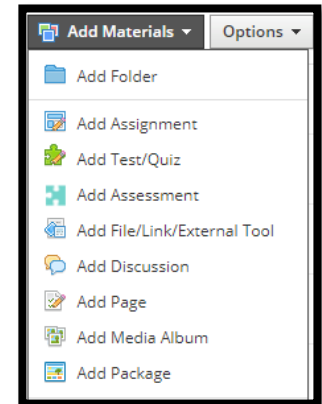# Schoology – Uploading Content

In addition to using Schoology to create assignments and grades, Schoology can be used to insert documents, videos and links.

To get organized, you should create folders with specific contents. For example, you can create a folder for Week of March 16, and another folder for Week of March 23.
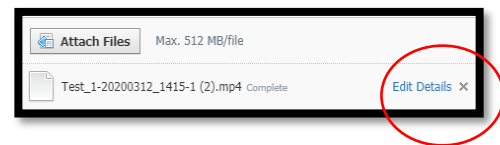

Creating a Folder:

- Go to your course. Click on **Materials.**
- Click on **Add Materials** and choose **Add Folder.**
- After creating the folder, you can drag it up to the top to make finding it easier.

Uploading a Recorded Video or File from Computer:

- Click on **Add Materials** and choose **Add File/Link/External Tool**
- Choose **File**
- Click **Attach Files**
- Find your files in the File Explorer and click **Open**
- Click **Edit Details** next to the file to change its title.
- Click **Add**

Inserting a Link to a YouTube Video/Online Website:

- Click on **Add Materials** and choose **Add File/Link/External Tool**
- Choose **Link**
- Paste the link in **Link/URL**
- Add a title next to **Title**
- Click **Add**
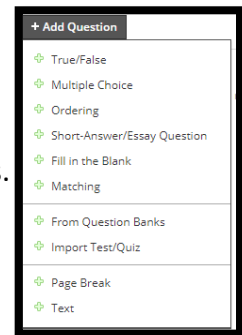
Schoology – Creating Tests/Assessments

Schoology can be used to create online tests that are autograded. There are two choices in Schoology Test/Quiz and Assessment.

Test/Quiz allows true/false, multiple choice, matching, short answer, and ordering questions.

Assessment allows all the questions Test/Quiz allows and more, like labeling an image, inserting on a time line, highlighting text.

Create a Test:

- Click on **Add Materials** and choose **Add Test/Quiz**
- Enter the info (test name, category, due date, points, etc.)
- Once you are done, a window will open that allows you to add questions.
- Click **Add Question** and choose the type of question you want.
- Each question will allow you to enter the text, the choices (if Multiple choice), the points, the correct answer.
- Once done, click on **Settings** and:
  - Enable submissions (change from disable to enable)
  - Choose if there is a time limit
  - Choose how many attempts you want to give students
  - Choose whether you want to Randomize the questions
  - Etc.
  - Click **Save Changes**

Create an Assessment:

- Click on **Add Materials** and choose **Add Assessment**
- Enter the info (test name, category, due date, points, etc.)
- Once you are done, a window will open that allows you to add questions and change settings.
- Click on **Questions** to add questions.
- Click on the type of question you would like to add. A screen will open for you to fill in the question info. Make sure to **Save** after each question.