

# Schoology Info Page

- Log into Schoology – click on your name in upper right hand corner
- Click on **Info** on left hand side
  - On right side under “**Fill Out Your Profile**”:
    - Click on **Add your photo** (5 MB max)
    - Click on **Write a short bio**
    - Click on **Add Activities & Interests**
    - **BE SURE TO SAVE CHANGES AFTER EACH STEP**

The screenshot shows the Schoology profile page for Cynthia Gaddy (Cindi). The page includes a profile picture, a navigation menu on the left with options like Updates, Info, Blog, and Portfolios, and a main content area. The main content area features a 'Fill out your profile' notification box with a checklist: 'Add your photo', 'Write a short bio', and 'Add Activities & Interests'. Below this, there are statistics for '1 Posts' and '79 Students', and a 'Courses' section listing 'BrainPop: Section 2'. The top navigation bar includes 'Home', 'Courses', 'Groups', and 'Resources', along with a search bar and a user profile dropdown for 'Cynthia Gaddy (Cindi)'.

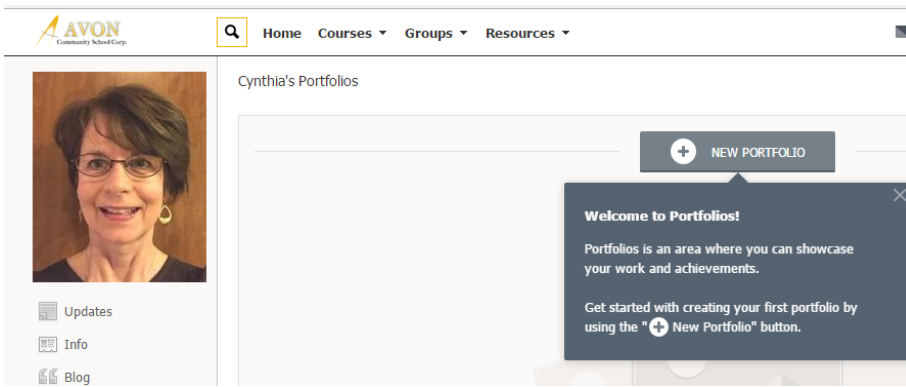
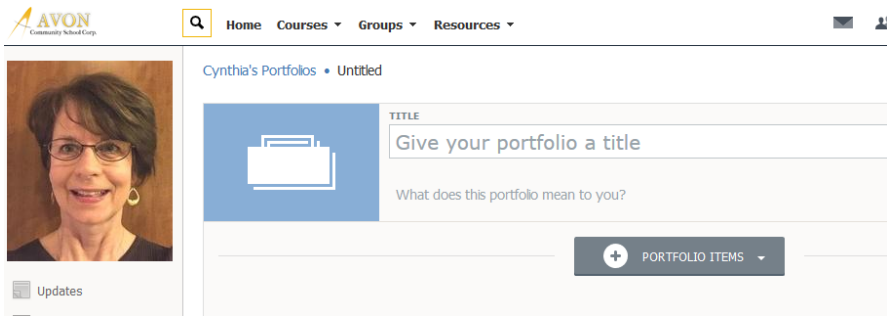
## Sample of Completed Info Page

The screenshot shows a completed Schoology profile page for Cynthia Gaddy (Cindi). The page includes a profile picture, a navigation menu on the left with options like Updates, Info, Blog, and Portfolios, and a main content area. The main content area features a bio section with the following text: "I am excited to begin working in the buildings in my new position as the District Technical Trainer. Shannon Cooper preceded me in this role and I will try to be as knowledgeable and helpful as she has been. My school career began seventeen years ago as a Teacher Aide in Brownsburg, Indiana. Technology fascinated me so I pursued a Building Technician position in the Brownsburg School District. The past ten years I've worked for the Avon Technology Department as a Lab Assistant and a District Technician. I feel the diversity of these positions has allowed me to see the technology needs of students, staff and teachers. Transitioning into the technical training role will be a great opportunity for me to incorporate my technical skills to help educate teachers and staff how to best utilize the hardware and software that Avon is so fortunate to have. The Instructional Coaches will continue to support you with the pedagogy relating to software but I can assist with technical issues. Just a few things I can help out with would be Office 365, Schoology, Avon Webpages, Smart Boards, Mobis or Whiteboards." Below the bio, there is a 'Contact Information' section with fields for Email (cagaddy@avon-schools.org) and Phone (317-544-6125). The page also displays 1 Post and 79 Students, and a list of courses including BrainPop: Section 2, Creating a Survey: Schoology, and Virtual Option Work Group 16-17: Section 1. The top navigation bar includes 'Home', 'Courses', 'Groups', and 'Resources', along with a search bar and a user profile dropdown for 'Cynthia Gaddy (Cindi)'.

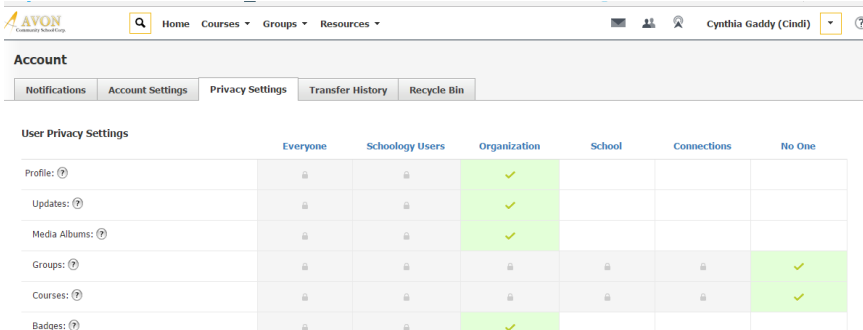
**BLOGS:** You can also create a blog which will appear under your bio information but I believe students can contribute to the blog and you may get comments you don't want everyone to see.

**PORTFOLIOS:** This is a great place to add more information for your class – you can upload pictures, links and content.

- Click on **Portfolios** on left side.
- Click on **plus sign** to add a new portfolio and choose what type of item you want to upload.
- You can upload a picture for each portfolio or just choose a color – give it a title and a description.
- Add content to your portfolio by clicking on the plus sign for **Portfolio Items**.
- When complete, click on the **circle** to publish and you can go into your privacy settings to choose which group can view. Click on the 3 dots if you would like to **Export to Zip File, Share or Delete Portfolio**.

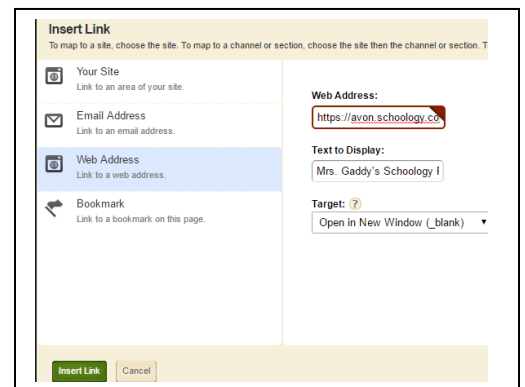
**Privacy Settings:** Click on dropdown to the right of your name on top right side and click on **PRIVACY**



User Privacy Settings	Everyone	Schoology Users	Organization	School	Connections	No One
Profile: ?	🔒	🔒	✓			
Updates: ?	🔒	🔒	✓			
Media Albums: ?	🔒	🔒	✓			
Groups: ?	🔒	🔒	🔒	🔒	🔒	✓
Courses: ?	🔒	🔒	🔒	🔒	🔒	✓
Badges: ?	🔒	🔒	✓			

## EMBEDDING A SCHOOLOGY LINK FOR WEBPAGE BIO PAGE:

- When you are done, go to **Your Info** page so you can create a Schoology link for your webpage to direct students and parents.
- Highlight the link and right click to copy the link from the address bar:  
<https://avon.schoology.com/user/22266312/info>
- Go the ACSC Webpage and log into the Schoolwires (top right) : User Options – Sign in – Site Manager
- Go to your teacher page.
- Click on **Insert Link**
  - Web Address - Paste the link in Web Address Field
  - Text to Display: **Mrs. Gaddy's Schoology Page**
  - Click **Insert Link**




**Mrs. Cynthia (Cindi) Gaddy**

*I am excited to begin my venture as the new Avon District Technical Trainer. My school career began seventeen years ago as a Teacher's Aide in Brownsburg, Indiana. Technology fascinated me so I pursued a Building Technician position in the Brownsburg School District. The past ten years I've worked for the Avon Technology Department as a Lab Assistant and a District Technician. I feel the diversity of these positions has allowed me to see the technology needs of students, staff and teachers. Transitioning to the training role will be a great opportunity for me to incorporate my technical skills to help educate teachers and staff how to best utilize the hardware and software that Avon is so fortunate to have.*

Phone: 317-544-6125  
Email: cagaddy@avon-schools.org

• [Mrs. Gaddy's Schoology Page](#)