

## Schoology Microsoft OneDrive Assignment App

This is a great new tool that allows you to share a document that you create in office 365 with your class as an assignment. Each student will get their own personalized copy to edit. You can watch as they edit this in live mode and chat with them via the comment tool, grade and add comments. One negative is that students cannot edit in desktop mode (only online mode editing). If you want to use all the functions of a Microsoft program, you might find this a challenge. For instance, an inserted excel table will not work.

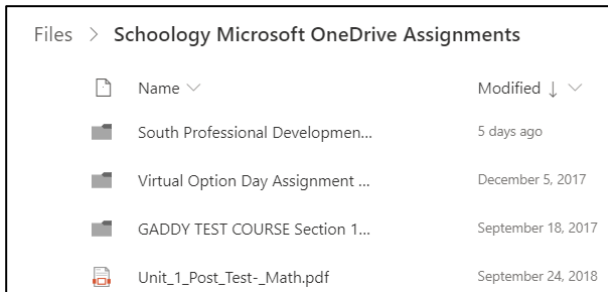
Schoology auto creates a folder in your OneDrive named "Schoology OneDrive Assignments". It creates a folder for each assignment and is titled the same. Student submissions can be found in this folder and are automatically named for them. **DO NOT remove these documents or it will corrupt the assignment.**

Co-teachers can grade these assignment only if you share the entire folder "Schoology Microsoft OneDrive Assignments" that is auto created when you create a OneDrive assignment. Log into office 365/find the folder "Schoology Microsoft OneDrive Assignments"/Click on the 3 dots to right of the folder/manage access/click share (links giving access), browse for a name and send.

- **Open a Schoology Course.**
- **Click on add materials/create assignment/assign from app: Microsoft One Drive Assignments**
- **Browse to document and then attach. Word versions must be recent (.docx); older versions don't work.**
- **A list of your OneDrive documents should appear.**
  - **If no files appear: click on options, account settings and log into with your ACSC email address and network password.**
  - **If that doesn't work, click on resources, apps, microsoft onedrive resource app and authorize.**
- **Navigate to the document you created for the assignment and click ATTACH.**
  - **You must use newer versions of word documents (must be .docx).**

The image displays three overlapping screenshots from the Schoology assignment app interface. The top-left screenshot shows the 'Edit Assignment' form with fields for 'Name' (containing 'Word Doc from Bridges using One Drive Assignment App to edit with snap and read') and 'Description'. Below the description is a rich text editor toolbar and a section titled 'Assign From App:' which shows a selection of files from 'Microsoft OneDrive Assignments', including 'Unit 1 post test.docx'. The top-right screenshot shows the 'Add Assignment From Microsoft OneDrive Assignments' dialog box, which displays a list of folders and files from the user's OneDrive account, such as 'AD Computer Tools', 'appv', 'Attachments', 'Class Notebooks', 'DO NOT MOVE - linked to schoology course', 'Documents', 'Mileage', and 'My Data Sources'. The bottom-left screenshot shows the 'Add Assignment From Microsoft OneDrive Assignments' dialog box with the 'Options' dropdown menu open. The bottom-right screenshot shows a 'Log in' warning dialog box with the text 'Warning' and 'Are you sure you want to log out of this account? Once you log out, you will need to log in again to continue using this app.'

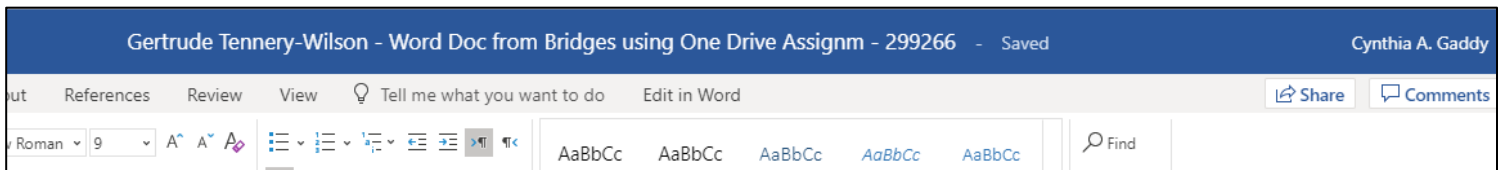
- **Submission date/time doesn't show in Schoology. Students can submit after due date, but Schoology will mark it late. If you need to verify submission date, you can look at your notifications and check the date and time or:**



- **Log into OneDrive**
- **Open Schoology Microsoft OneDrive Assignments Folder**
- **Open the folder with the assignment title**
- **Locate the student's document**
- **Click on the 3 dots to the right of the submission**
- **Click on Version history to see date last edited**

- **Once students access assignment, they will not see any changes you make to your original document.**
- **If you copy this assignment to another course, the uploaded document will not be there. If you link courses, the assignment will copy perfectly with the document attached.**
- **You cannot upload a shared document; you must have ownership.**
- **ONCE STUDENTS SUBMIT they can no longer edit the document unless they unsubmit if it is before the due date. You can unsubmit and have them try again if you like.**
- **Click on "in progress tab" to see them working live.**
- **The teacher or student can add comments and highlight areas by clicking on "open" and then click on the "comments" icon on top right side.**
- **Click on assignment/Click on "my document". Be patient and wait for it to load.**
- **Log into office 365 and click ACCEPT. Then click **edit** to begin working on the assignment.**
- **If student wants to unsubmit and make changes, document must be accessed through Schoology.**

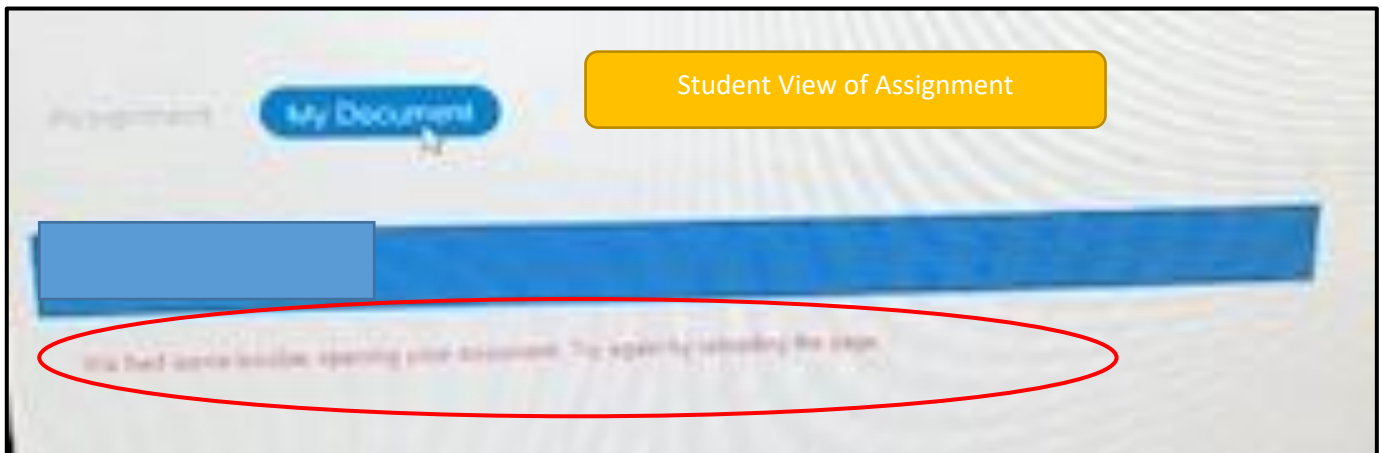
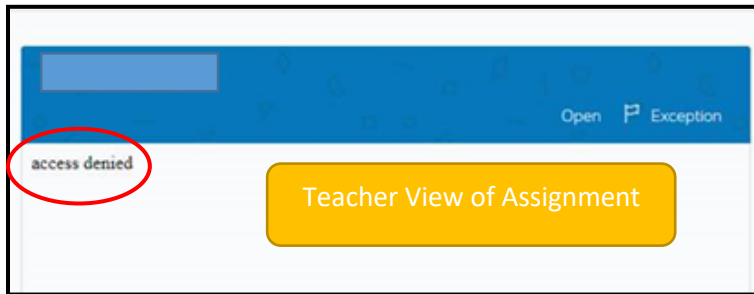
**NEVER DELETE OR ALTER THE DOCUMENTS IN THIS FOLDER - they are tied to assignments and can corrupt data.**



# STUDENT UNABLE TO ACCESS ASSIGNMENT – ERROR WHEN TRYING TO OPEN

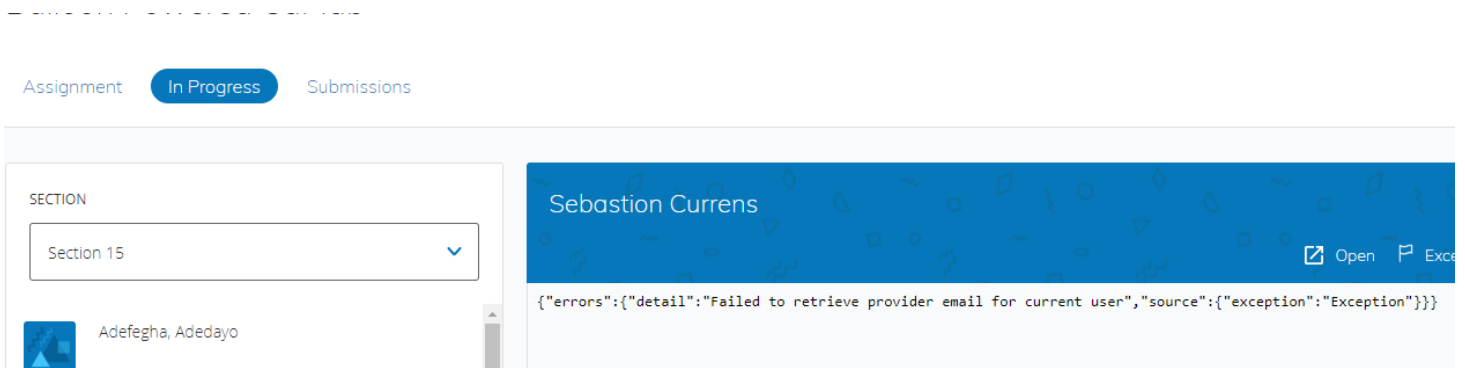
Try this link first and if no luck, refer to specifics below: [Force Logout](#)

- **If a student tries to access an assignment and gets the error “we had some trouble opening your document” or any other error:**
  - Have student check to be sure they have authorized OneDrive to work within Schoology.
    - Click on Resources/apps/Microsoft OneDrive Resource App/Authorize
- **If that doesn’t work then the teacher must follow steps below:**
  - Make sure teacher has authorized OneDrive to work within Schoology (same steps as above).
  - Log into your One Drive account.
  - Navigate to the following folder path: Schoology Microsoft OneDrive Assignments/class name/Microsoft office document that was assigned.
    - i.e. Computer Applications 8 Section 8 - 1135047006 > Countries PowerPoint – 1211626104
    - Delete the Student’s entry in the folder.
    - Have student try to open the assignment again.



# Schoology Microsoft Assignment App – Unable to Open Student Submissions to Grade

## Error when trying to grade assignment:

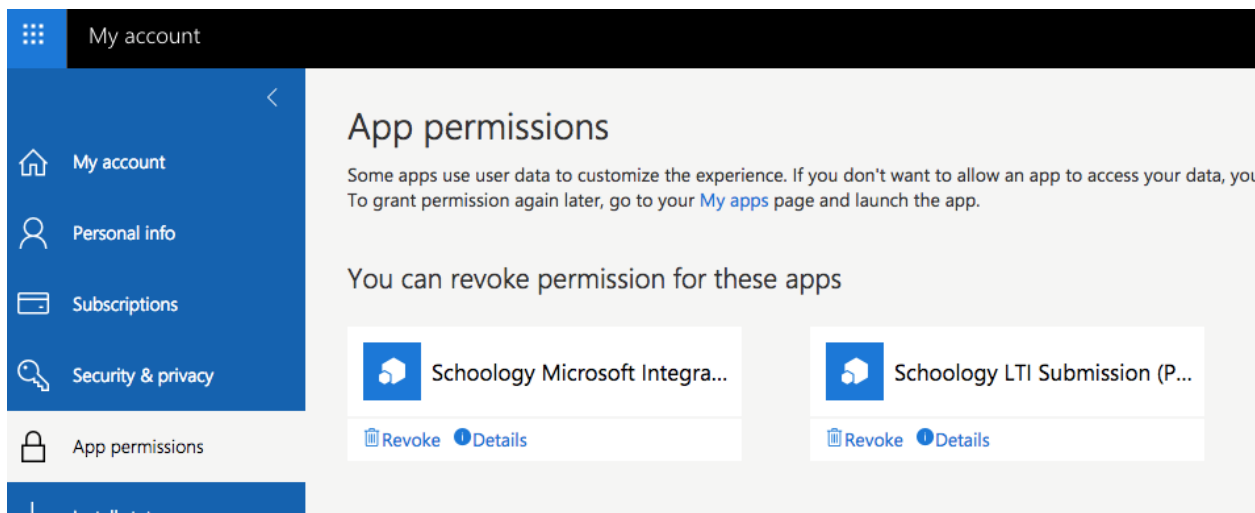


## Error when trying to open document in Schoology for the Assignment:



## Teacher Steps:

1. Log into Schoology account > Resources > apps > One Drive > Options > Logout.
2. Log into OneDrive account in a new tab, click on your name > Account > Office Apps > App permissions > revoke permissions for the Schoology Microsoft Integration & Schoology LIT Submission. Below is a screenshot of what it looks like:



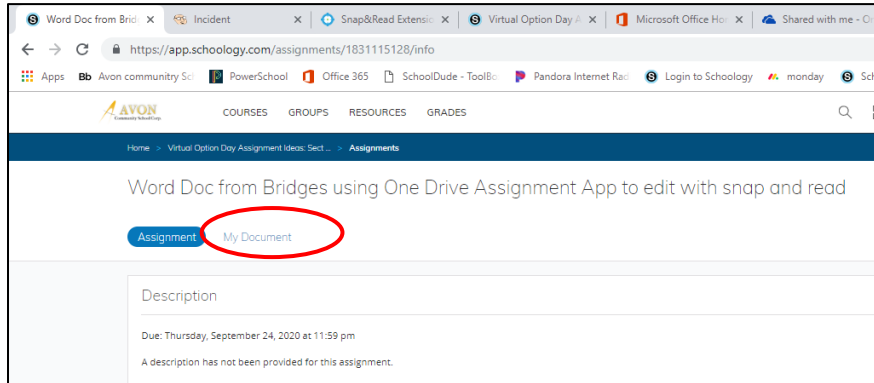
3. Go back to Schoology account > Resources > apps > OneDrive > authorize and sign in.
4. Click on course > go to the assignment > Click for student progress.
5. If still not resolved, create a new Microsoft One Drive Assignment, log out of Schoology and back in. It should prompt you to authorize one drive one more time.

Check the old assignment to see if error disappeared.

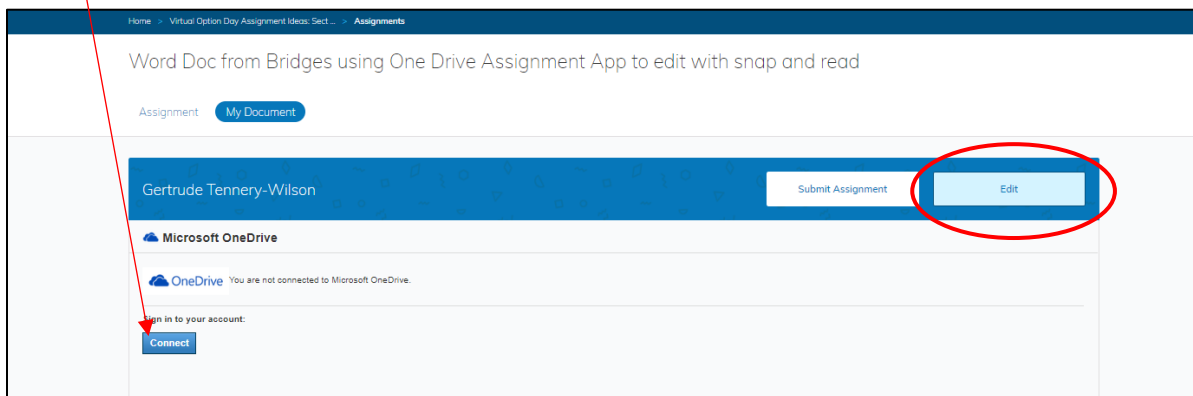
## STUDENT DIRECTIONS: Schoology Microsoft OneDrive Assignment App

**Snap & Read** (Chrome extension) can be used to read the question aloud. Student must use the snapping tool and frame the area they want read. **\*NOTE: Snap & Read is only installed per request through HelpDesk.**

- Click on assignment/Click on “my document”. Be patient and wait for document to load.



- First time using this app they need to connect to Microsoft OneDrive:
  - Click **CONNECT**
  - Or click on **Resources/apps/Microsoft OneDrive Resource App/authorize**
    - Log into office 365 and click **ACCEPT**.
    - Click “**Edit**” to begin working on the assignment.



- When you are done, click on the Schoology browser tab and then click on “Submit Assignment”.

The screenshot shows a Schoology assignment page. At the top, there is a breadcrumb trail: Home > Virtual Option Day Assignment Ideas: Sect... > Assignments. Below this, the text reads "Word Doc from Bridges using One Drive Assignment App to edit with snap and read". There are two tabs: "Assignment" and "My Document". The main header area is blue and contains the name "Gertrude Tenney-Wilson" on the left and two buttons on the right: "Submit Assignment" (circled in red) and "Edit". The main content area is white and contains the following text: "Unit 1 Module 3 Session 5 class set, plus 1 copy for display", "NAME", "DATE", "Unit 1 Post-Assessment page 1 of 3", and "1 Complete the chart." Below this text is a table with three columns and one row, but the content is mostly blank.