




# Schoology Tune-Up Checklist



- ❑ Assign a unique image to each of your courses to make them more personalized
- ❑ Add clip art & animations to enhance visual appeal
- ❑ Use Schoology's built-in [polling feature](#) to survey your students
- ❑  your folders
- ❑ Restrict your [notifications](#) to just what you care about
- ❑ Tap into the potential of [Schoology portfolios](#)
- ❑ Set [student completion rules](#) to automate your courses
- ❑ Add automated visual feedback to individual assessment items
- ❑ Create and use [badges](#) to increase student motivation
- ❑ Embed video "in-line" to simplify navigation
- ❑ Create [grading groups](#) to assign group projects on the fly
- ❑ Create more folders and sub-folders to keep things organized
- ❑ Record and embed screencasts with Screencast-O-Matic
- ❑ Create and use custom [Schoology rubrics](#)



- ❑ Add [audio/video narration](#) to assessments & assignments
- ❑ Integrate [files & web links](#) within your courses
- ❑ [Archive / backup](#) your courses
- ❑ Hide, remove or relocate unnecessary course content to clear up clutter
- ❑ Customize your course's [privacy & moderation settings](#)
- ❑ Assign [admin rights](#) to your colleagues to foster collaboration and sharing
- ❑ Explore [public resources](#) to find exciting new content for your courses
- ❑ Create a [shared discussion](#) to spark conversations between multiple classes (*you must be an admin for all classes involved*)
- ❑ Utilize visibility functions to show and hide course content to simplify navigation
- ❑ Create or join [groups](#) to expand your knowledge base and share resources
- ❑ [Read about these awesome tips to learn how to get more out of Schoology](#)

