**Downloading Content from the ALSDE Instance of Schoology**

1. From your LEA instance of Schoology, click **Groups**.
2. In the upper right-hand corner, click **My Groups**.

### My Groups

The SchoolsPLP and Franchise Courses will be housed in the Course Content Group.

3. To join this group, click **Join Group**.

### Manage Groups

- **Join Group**
- **Create Group**
- **Reorder Groups**

4. Enter in the Access Code for the Group - 996W-QV3W-GB9CT
5. The group will be added to your account.
6. Click on **Groups**
7. Select **Course Content**
8. Click on **Resources**
9. There are two folders (SchoolsPLP and Franchise).

Follow the directions below to download Schools PLP content:

1. Create a Group in your instance to place the content.
2. Click on **Resources**
3. Create any folders and/or subfolders as needed K-5, 6-8, 9-12, CTE, etc.  
   (Click **Add Resources** to create folders and subfolders)
   **Note:** This will allow for an organizational structure for sharing with teachers.
4. Go back to the Course Content Group.
5. Click on **Resources**
6. Select the **SchoolsPLP** or **Franchise** folder and the appropriate grade level or subject.
   **Note:** Please do not copy the K-5, 6-8, or 9-12 folder.
7. Choose the grade level, course, or component needed.

   ![Folder Structure](image)

8. On the right, click on the gear, click **Copy to**.

9. Select the group and the folder that you wish to place the content.
10. Click **Copy**.
11. Depending on the size of the selection, this could take some time.
12. You will receive an email when it is complete, you can also view the transfer history.

**Adding LTI Links**

The use of LTI links allows the vendor to update materials without the end user having to update or reinstall.

1. Under **Tools**, click on **School Management**.
2. Using the menu on the left, select **Integration**.
3. Click on the **External Tools** Tab.
4. Click Add External Tool Provider.
5. Enter the information.
6. Change Privacy to **Do not send any user information**.

**Note:** In most cases, this will only need to be done once so long as content is from the same provider.