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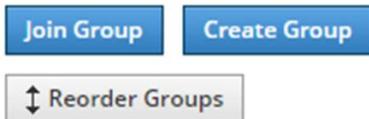
4. Enter in the Access Code for the Group - 996W-QV3W-GB9CT
5. The group will be added to your account.
6. Click on **Groups**
7. Select **Course Content**
8. Click on **Resources**
9. There are two folders (SchoolsPLP and Franchise).

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.

   📁 1st Grade

   📁 1st Grade English Language Arts

   📁 Experience and Reflection
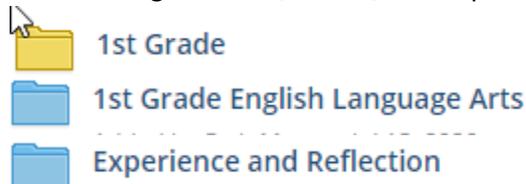
8. On the right, click on the gear, click **Copy to.**

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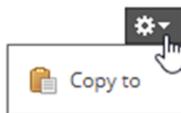
9. Select the group and the folder that you wish to place the content.
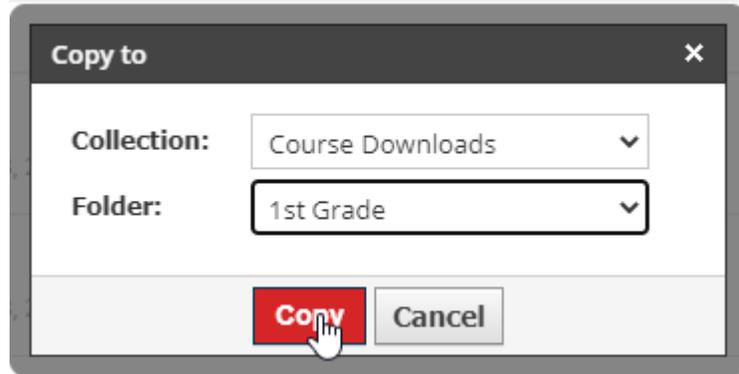
10. Click **Copy.**
11. Depending on the size of the selection, this could take some time.
12. You will receive an email when it is complete, you can also view the transfer history.

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.
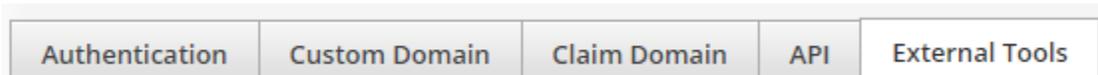
4. Click Add External Tool Provider.
5. Enter the information.
6. Change Privacy to **Do not send any user information**.

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