

Grading Syncing Set Up

To successfully set up your Schoology grade syncing to PowerSchool, there are several steps that must be completed, and in a specific order. Please use this checklist as a guide to ensure you have completed the necessary steps.

- Set up/clean up Categories in PowerSchool (be sure to set any categories you are not using as inactive).
- Set up your Final Grade Calculations in PowerSchool.
 - Total Points:
 - You are all set up since these are the default settings.
 - Category Weighting:
 - Set up your weights for each category in the first grading period of one of your classes.
 - Copy these settings to each grading period.
 - Copy these settings to all your classes (if you have a class that is weighted differently, be sure to set up weights in all grading periods for that Course)
- Complete the Grade Set up in each of your Schoology Courses (if your Courses are linked, you only need to set this up once for each set of linked Courses)
- Add your Categories (the category names must match the name of the category in PowerSchool) and leave the 'Calculated by' as 'Total Points' and 'Drop Lowest' as '0'.
- If you are weighting, check of the 'Weight Categories' check box and then enter the weights used in PowerSchool.
- Set up the weights in the 'Grading Periods & Final Weights' section.
 - GHS will leave the semester grading period as 100%, change each semester to 45%, and change exams to 10%.
 - MVMS will leave the yearlong grading period at 100% and change each trimester to 33.33%.
- Configure the mapping of Schoology Categories to PowerSchool Categories (**this must be done in EVERY Course section regardless of whether they are linked or not**).