

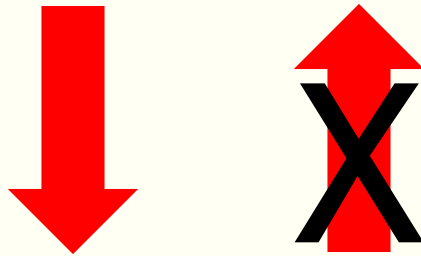
# SCHOODOLOGY GRADE SYNCING TO POWERSCHOOL

What do I need to know?




# Grade Syncing

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- Only active categories can be visible or a discrepancy in weight calculation.
- Traditional Grade Calculations must be setup in PowerSchool.
- Categories and weights must match exactly.
- Assignments sync based on due dates. Inaccurate due dates or missing due dates will sync to the last day of the grading period.
- All assignments must have a unique name less than 50 characters.
- Uncheck 'Sync to SIS' for ungraded materials.
- Paper assignments collected in class still need to be added in Schoolology; however, these can be added using the 'Add Grade Column' option.
- Items with a missing flag in Schoolology will count as a zero in PowerSchool unless the setting is changed in your grade setup.
- While assignment scores are available in Schoolology, Quarter/Trimester grades are not visible to students and parents in Schoolology. PowerSchool will be the finish line for final grade calculations, adjustments, and comments.

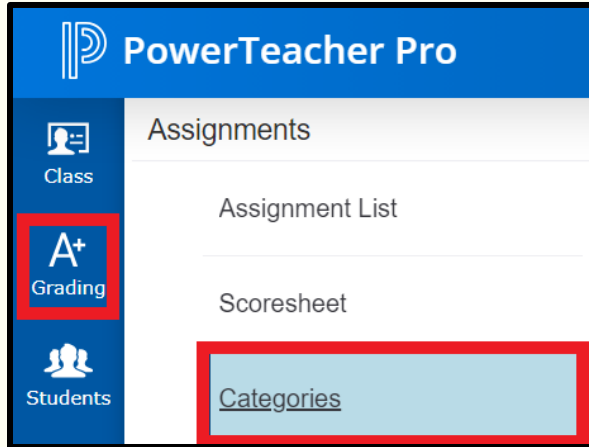


**\*ALL GRADES MUST BE ENTERED INTO SCHOLOGY AND SYNCED TO POWERSCHOOL. IT IS NOT INTERCHANGEABLE.**

**\*FOLLOW THE GHS/MVMS EXPECTATIONS FOR THE TIMELINE FOR ENTERING GRADES.**



# Clean Up/Set Up PowerSchool Categories



**T1 Reporting Term for A(A1-B3) Science 7**

Formula: Drop Low Scores

Calculate Overall Class Grade:

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti...	Test/Project	35	35%	-
Category Weighti...	Participation	15	15%	-
Category Weighti...	Quiz/Lab	30	30%	-
Category Weighti...	Classwork/H...	20	20%	-

If the calculation type is Standards Weighting and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level. If the teacher security permissions are set to edit specific weights, then weights can be defined on the Specific Weights tab.

1. Click on 'Grading' and then 'Categories'.
  2. Use the district loaded categories or create your own by clicking on the '+'.  
3. To edit, click the 'pencil' icon.
  4. Inactivate any categories you are not using.
- \*If adding a new category, be sure not to add extra spaces.
- \*\*Be sure no two categories are too similar.

**Categories** Show Inactive

Y1 has not started.

Read Only View

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
		Participation	All Classes (23-24)	<input checked="" type="checkbox"/>	
		Test/Project	All Classes (23-24)	<input checked="" type="checkbox"/>	
		Quiz/Lab	All Classes (23-24)	<input checked="" type="checkbox"/>	
		Classwork/Homework	All Classes (23-24)	<input checked="" type="checkbox"/>	

Legend  
Icons District created category

# Set Up Traditional Grade Calculations

The screenshot shows the PowerTeacher Pro interface. On the left is a navigation menu with 'Settings' highlighted. The main area shows 'Traditional Grade Calculations' for 'A(A1-B3) Science 7'. A table lists reporting terms and formula types. The 'T3' row has a message: 'A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.' A pencil icon in the 'ACTIONS' column for 'T3' is highlighted with a red box.

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
T1	Category Weighting	✓	✓	
T2	Category Weighting	✓	✓	
Total Points				
T3	A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.		✓	✓

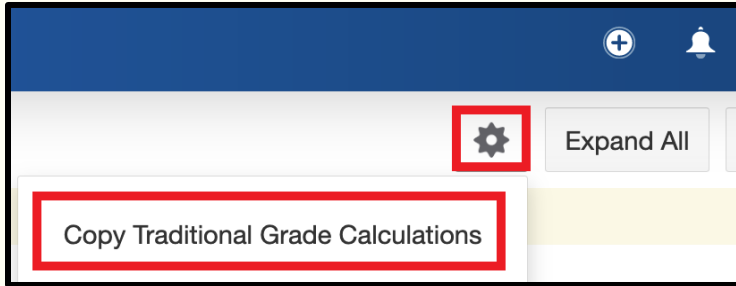
The screenshot shows the configuration window for 'T1 Reporting Term for A(A1-B3) Science 7'. It includes a 'Formula' dropdown set to 'Drop Low Scores', a checked 'Calculate Overall Class Grade' checkbox, and a table for defining categories and weights. A red note says '\*use percents, not decimals'.

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti...	Test/Project	35	35%	-
Category Weighti...	Participation	15	15%	-
Category Weighti...	Quiz/Lab	30	30%	-
Category Weighti...	Classwork/H...	20	20%	-

If the calculation type is Standards Weighting and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level. If the teacher security permissions are set to edit specific weights, then weights can be defined on the Specific Weights tab.

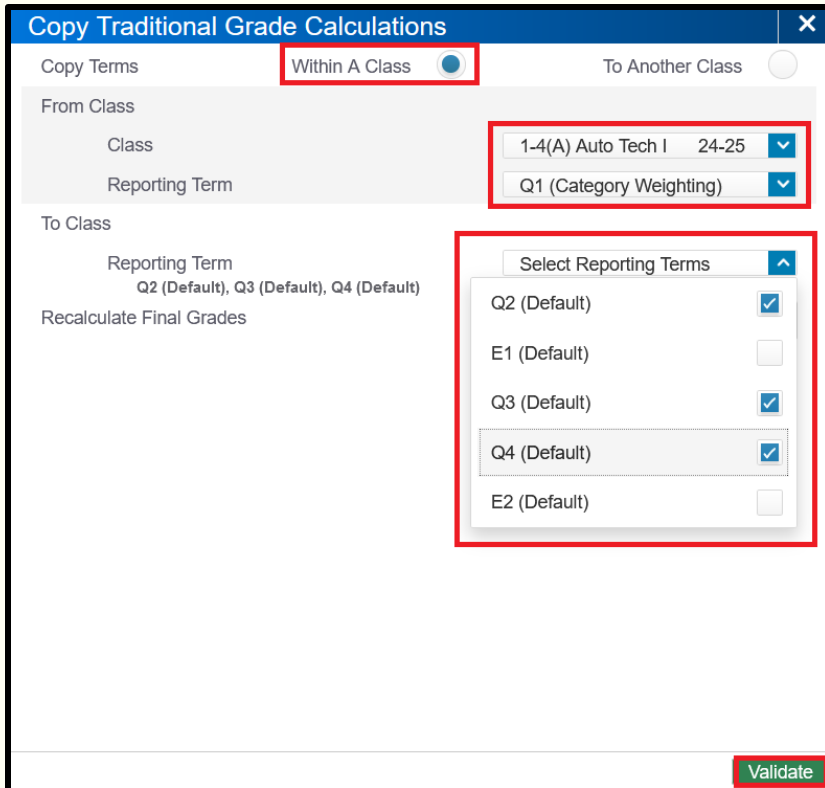
1. Click on 'Settings' and then 'Traditional Grade Calculations'.
  2. If you are using 'Total Points', this has been set up for you and you do not need to make any changes. If you are using 'Category Weighting', click on the pencil icon next to a term to set the method for calculation.
  3. Click the 'Type' drop-down and select 'Category Weighting'.
  4. Click the 'Attribute' drop-down and select a category, then enter the weight in a percent.
  5. Repeat for all your categories (the '+' will give you another category to enter info. For if it doesn't automatically do it.
- \*The weight should total 100%
6. Set the Categories weighting for all grading periods.

# Copy Traditional Grade Calculations to Other Quarters/Trimesters

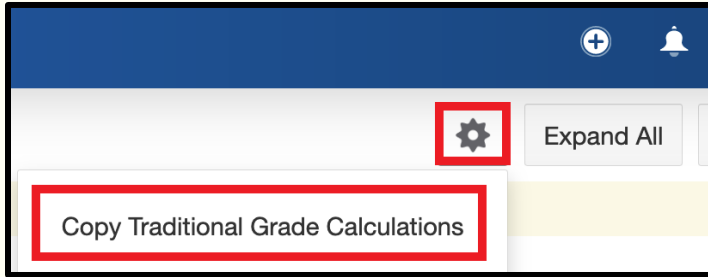


To copy the Traditional Grade Calculations to other Quarters/Trimesters:

1. Click on the 'gear' icon in the upper-right hand corner and click on 'Copy Traditional Grade Calculations'.
2. Click on 'Within A Class'.
3. Under the 'From Class' section, select the class you want to copy the setting from then select the 'Reporting Term' you want to copy to.
4. Under the 'To Class' section, select all the Quarters/Trimesters you want to copy the settings to.
5. Click 'Validate'.



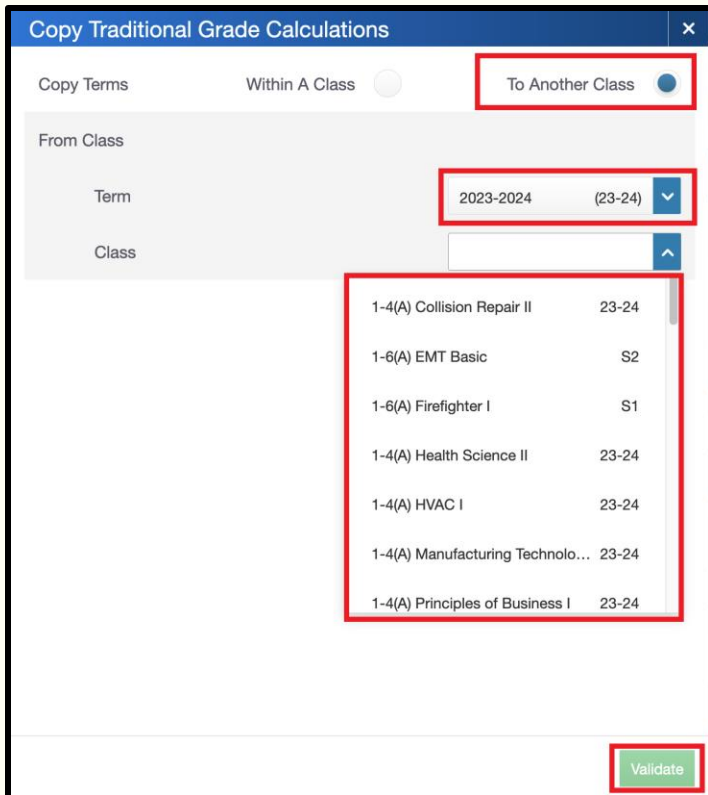
# Copy Traditional Grade Calculations to Other Classes



To copy the Traditional Grade Calculations to other classes:

1. Click on the 'gear' icon in the upper-right hand corner and click on 'Copy Traditional Grade Calculations'.
2. Under the 'From Class' section, select the 'Term' of the new class from the drop-down menu.
3. From the 'Class' drop-down, select the class(es) to copy to and then click 'Validate'.

All selected classes now have the same Traditional Grade Calculations



This screenshot shows the 'Traditional Grade Calculations' table. The table is divided into two sections: 'A(A1-B3) Science 5' and 'C(A1-B3) Social Studies 5'. Each section contains a table with columns for 'REPORTING TERM', 'FORMULA TYPE', 'EDIT CALC', 'EDIT DROPS', and 'ACTIONS'. The 'EDIT CALC' and 'EDIT DROPS' columns contain checkmarks, and the 'ACTIONS' column contains edit icons.

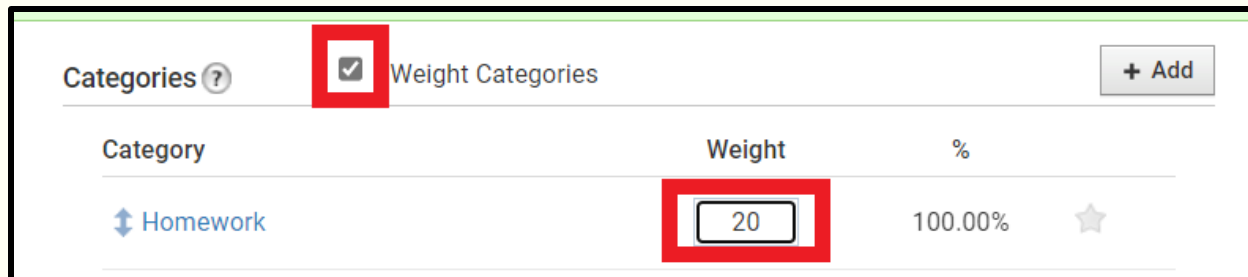
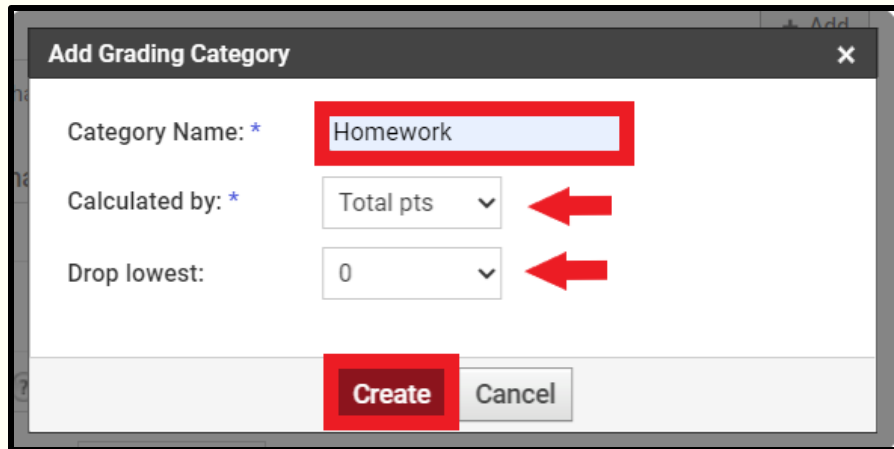
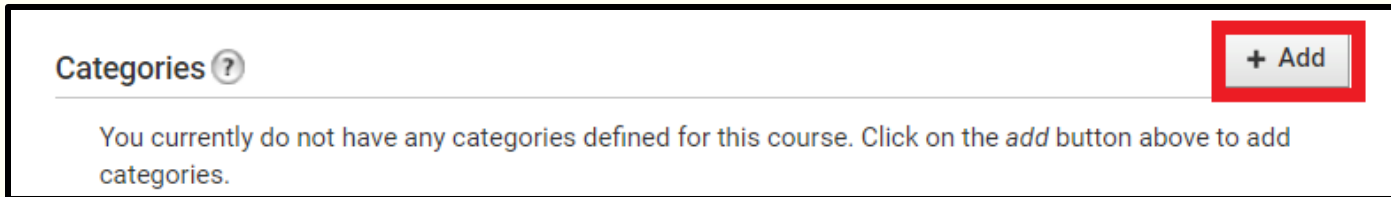
REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
T1	Category Weighting	✓	✓	
T2	Category Weighting	✓	✓	
T3	Category Weighting	✓	✓	

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting		✓	
T1	Category Weighting	✓	✓	
T2	Category Weighting	✓	✓	
T3	Category Weighting	✓	✓	

# Set Up Categories and Weights in Schoology

Categories and weights must be an exact match in Schoology and PowerSchool (including spelling, capitalization, and spacing).



1. Click into a Schoology Course and then click 'Grade Setup' from the left side bar.

2. Under the 'Categories' section, click '+ Add'.

3. Enter the title of one of your categories.

4. Leave the 'Calculated by' set to 'Total pts' and the 'Drop lowest' to '0'.

5. Repeat these steps for each one of your categories that you will use in this Course.

\*Any category not used during the first term should not be added until the term it will be used in.

6. If you are using 'Total Points' for your final grade calculations then move onto the 'Grading Periods & Final Weights' section. If you are weighting categories, check the 'Weight Categories' box and enter the weight for each category as listed in PowerSchool.



# Verify the Term Weighting in Schoology

Period	Weight	%
GHS Semester 1: 9/5/23-1/21/24	100	50.00%
GHS Quarter 1: 9/5/23-11/5/23	45	45.00%
GHS Quarter 2: 11/6/23-1/15/24	45	45.00%
GHS Jan Exams: 1/16/24-1/21/24	10	10.00%
GHS Semester 2: 1/22/24-6/30/24	100	50.00%
GHS Quarter 3: 1/22/24-4/7/24	45	45.00%
GHS Quarter 4: 4/8/24-6/11/24	45	45.00%
GHS Jun Exams: 6/12/24-6/30/24	10	10.00%

## GHS

- All Semesters should have a 'Weight' of 100
- All Quarters should have a 'Weight' of 45
- All Exams should have a 'Weight' of 10

## MVMS

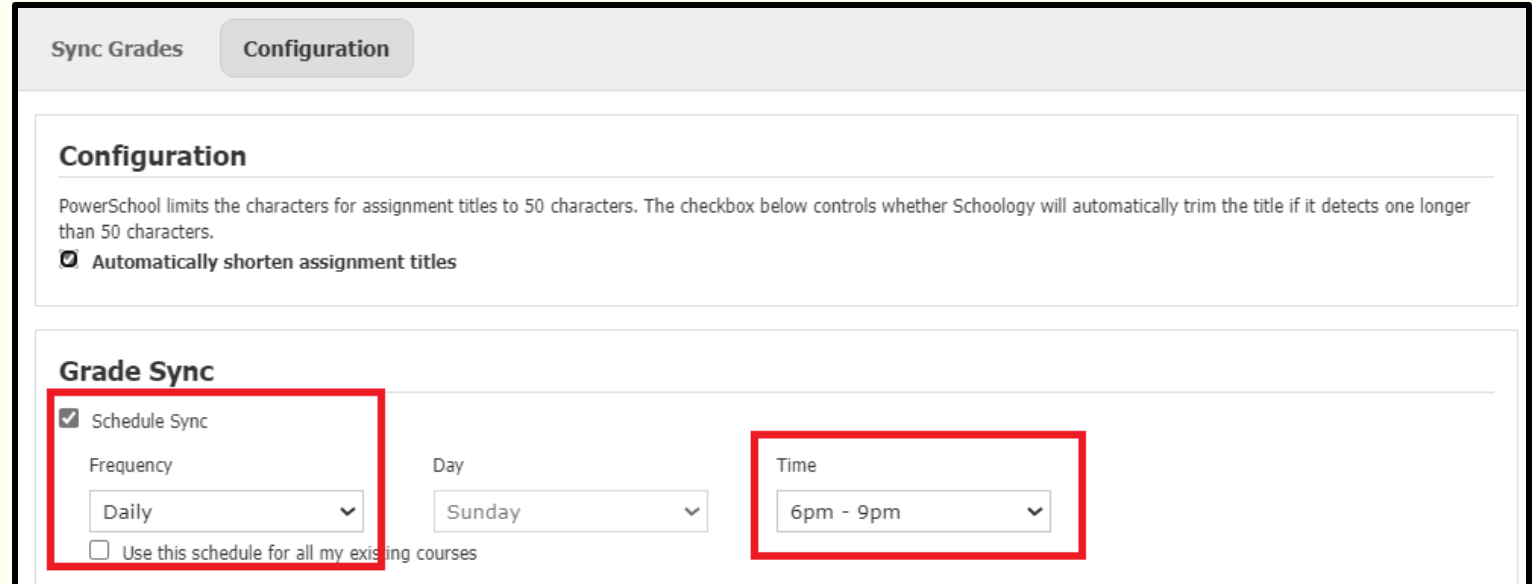
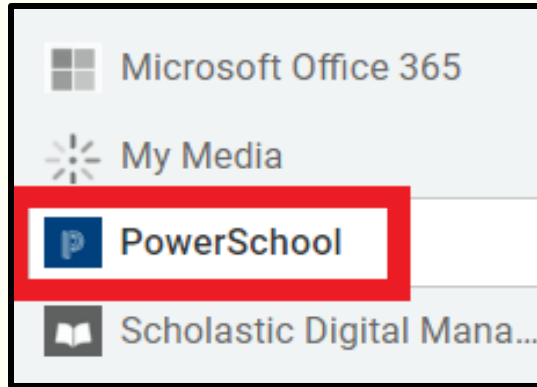
- All Trimesters or U1-U5 should have a 'Weight' of 100

Period	Weight	%
MVMS Trimester 1: 9/3/24-12/2/24	100	33.33%
MVMS Trimester 2: 12/3/24-3/18/25	100	33.33%
MVMS Trimester 3: 3/19/25-6/30/25	100	33.33%

Visibility Settings	
<input checked="" type="checkbox"/>	Hide overall grade in student grade report
<input checked="" type="checkbox"/>	Hide grading period grades in student grade report
<input type="checkbox"/>	Hide total points achieved in student grade report
<b>Save Changes</b>	

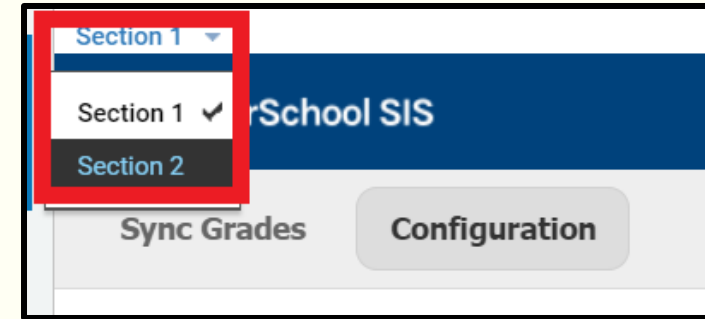
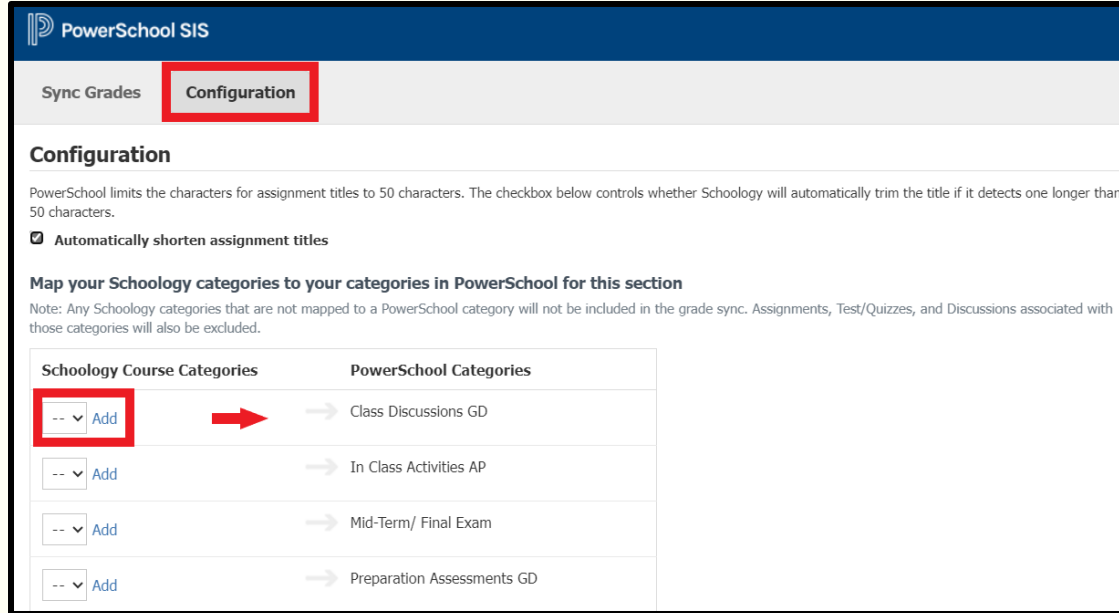
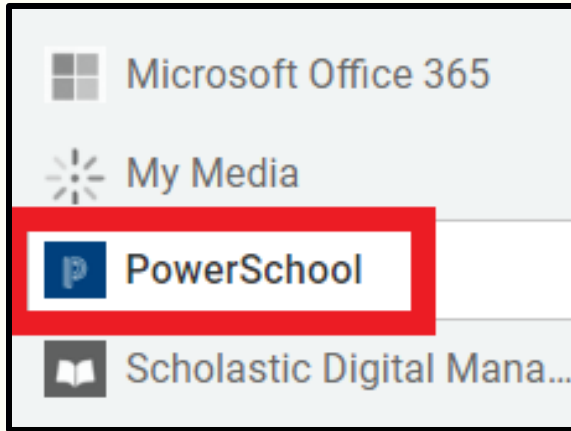
These settings will apply to all Courses that are linked together. Repeat these steps for all other linked Sections or Courses you teach during the year. Leave the visibility setting as is (both checked) and click 'Save Changes'.

# Mapping your Categories in Schoology to PowerSchool



1. Click on the 'PowerSchool' App on the left side bar. Authorize the App when prompted (one-time authorization each year).
2. Under the 'Grade Sync' section, check the 'Schedule Sync' box.
3. Set the Frequency to 'Daily'. Sunday will display as the default (you do not need to change this).
4. Select a timeframe for your sync to occur. DO NOT choose the time ranges of 12:00am-3:00am or 3:00am-6:00am because our system syncs and data backups occur during those times.

# Set Up the PowerSchool App in Schoology



5. Under 'Map your Schoology categories in PowerSchool for this section' you will see your Categories from PowerSchool listed. Click the 'Schoology Course Categories' drop-down menu to select the matching category in PowerSchool.

6. Repeat for all categories used in this Course and then click 'Save Changes'.

7. Click the 'Section' drop-down menu and click your next linked section.

**8. Complete these steps for all linked sections of this Course and for all your other Courses.**

You are now configured to begin grade syncing!

# Setting Up Assignments as Materials (Preferred Method)

The screenshot shows the 'Create Assignment' form with several red annotations:

- A red arrow points to the 'Name' field with the placeholder text 'Add Title Here'.
- A red arrow points to the 'Description' field with the placeholder text 'Always add a description'.
- A red box highlights the 'Category' dropdown menu, which is set to 'Homework'.
- A red box highlights the 'Sync to SIS' checkbox, which is checked.
- A red box highlights the 'Availability & Due Dates' section, showing 'All Sections' selected, a due date of '9/25/24', and a time of '11:59PM'.
- A red box highlights the 'Options' section, specifically the 'word bubble' icon for disabling comments.
- A red box highlights the 'Create' button at the bottom.

Text annotations on the form include:

- 'Click to disable comments' with a red arrow pointing to the word bubble icon.

1. Title your assignment (must be unique) then add a description (this is important for students and parents to see what the assignment is about).

2. If using Google Drive, OneDrive, or Annotations Assignments, click on the button to attach the file to copy for each student. Then click 'Collected' if you only want to check off that the assignment has been collected.

3. Leave the 'Scale/Rubric' set to 'Numeric' unless you are selecting a Schoology Rubric you have created then enter the number of points for the assignment.

4. Select the 'Category' for the assignment then verify the grading period is correct, and **DO NOT** adjust the Factor.

5. If you are syncing the assignment, leave 'Sync to SIS' checked. If it is ungraded or not being synced, uncheck this box.

6. Add a due date. You can customize each section to have a different due date.

7. Lock the assignment by clicking the 'lock' icon, then selecting 'Lock on' from the drop-down and choosing a date to lock the assignment.

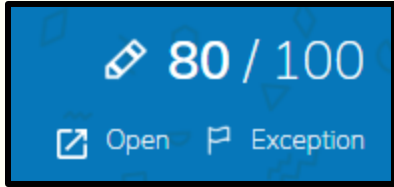
8. **Disable the comments** by clicking the 'word bubble' icon. If you want to exclude the grade from the final grade calculation, then click the 'checklist' icon.

9. Click 'Create'.

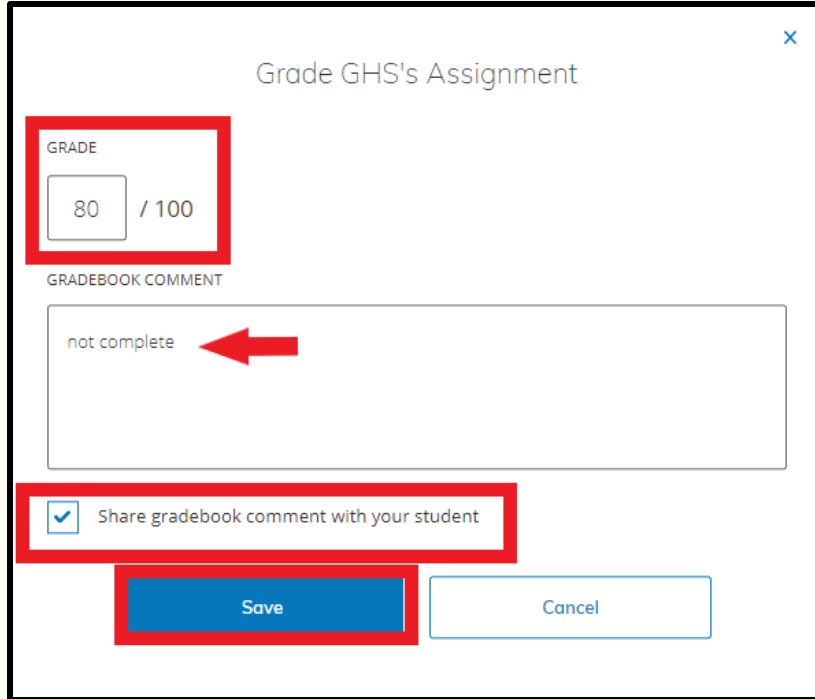
This screenshot shows the 'Select Sections to Customize' dropdown menu. The 'Select All' option is selected. Below it, 'Section 1' and 'Section 2' are listed with checkboxes.

This screenshot shows the 'Lock on' dropdown menu. The 'Lock on' option is selected, and a date of '9/01/23' is entered. A lock icon is also visible.

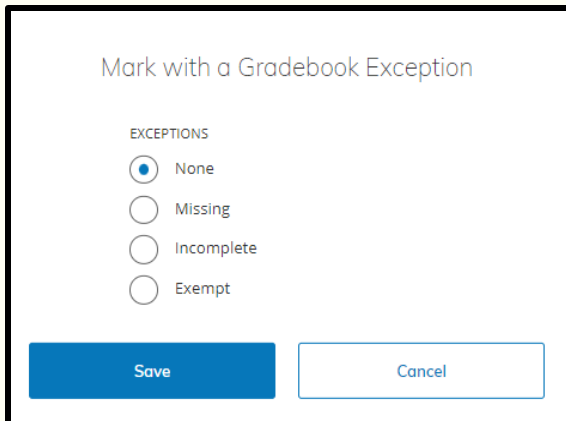
# Grading at the Assignment Level



A blue box with a pencil icon, the text "80 / 100", and two icons: a checkmark labeled "Open" and a flag labeled "Exception".



A dialog box titled "Grade GHS's Assignment" with a close button (X) in the top right. It contains a "GRADE" field with "80 / 100" entered, a "GRADEBOOK COMMENT" field with "not complete" and a red arrow pointing to the text, a checked checkbox for "Share gradebook comment with your student", and "Save" and "Cancel" buttons at the bottom.



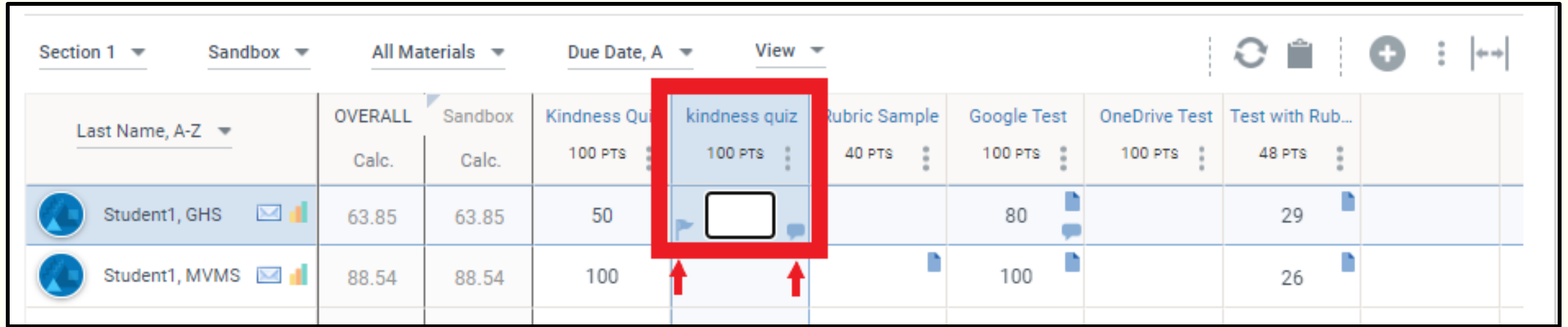
A dialog box titled "Mark with a Gradebook Exception" with four radio button options under "EXCEPTIONS": "None" (selected), "Missing", "Incomplete", and "Exempt". It has "Save" and "Cancel" buttons at the bottom.



1. Click into a Google Drive or OneDrive Assignment.
2. Click into the grading field in the upper right-hand corner.
3. When the grading window opens, enter the grade you are assigning it.
4. Enter any comments you want to add.
5. If you would like the comment to be visible to the students, check the 'Share gradebook comment with your student' box.
6. Click 'Save'.







\*If you set up a Schoology Assignment, it will automatically enter the grade into the gradebook.

\*\*If you attached a rubric to an assignment, you click on the rubric icon and then click into each point category you want to assign the value for in the rubric and it will auto grade it for you. It then places the grade into your gradebook so you can sync it.

# Grading in Schoology Within the Gradebook



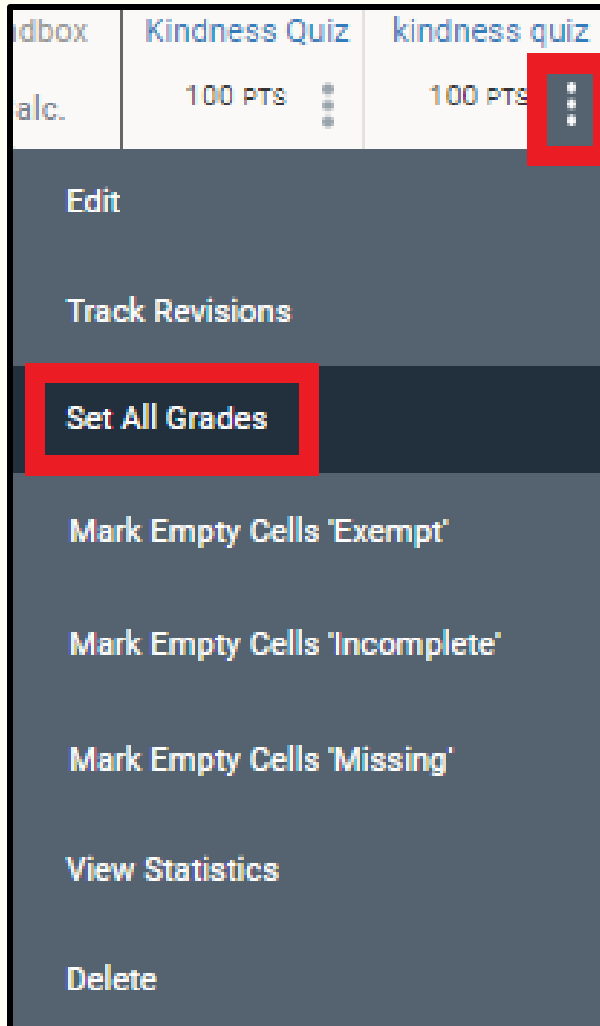
Section 1		Sandbox		All Materials		Due Date, A		View			
Last Name, A-Z		OVERALL	Sandbox	Kindness Quiz	kindness quiz	Rubric Sample	Google Test	OneDrive Test	Test with Rub...		
		Calc.	Calc.	100 PTS	100 PTS	40 PTS	100 PTS	100 PTS	48 PTS		
	Student1, GHS	63.85	63.85	50	<input type="text"/>		80		29		
	Student1, MVMS	88.54	88.54	100			100		26		

MARK WITH AN EXCEPTION	
	Absent
	Collected
	Exempt
	Incomplete
	Missing
	Late

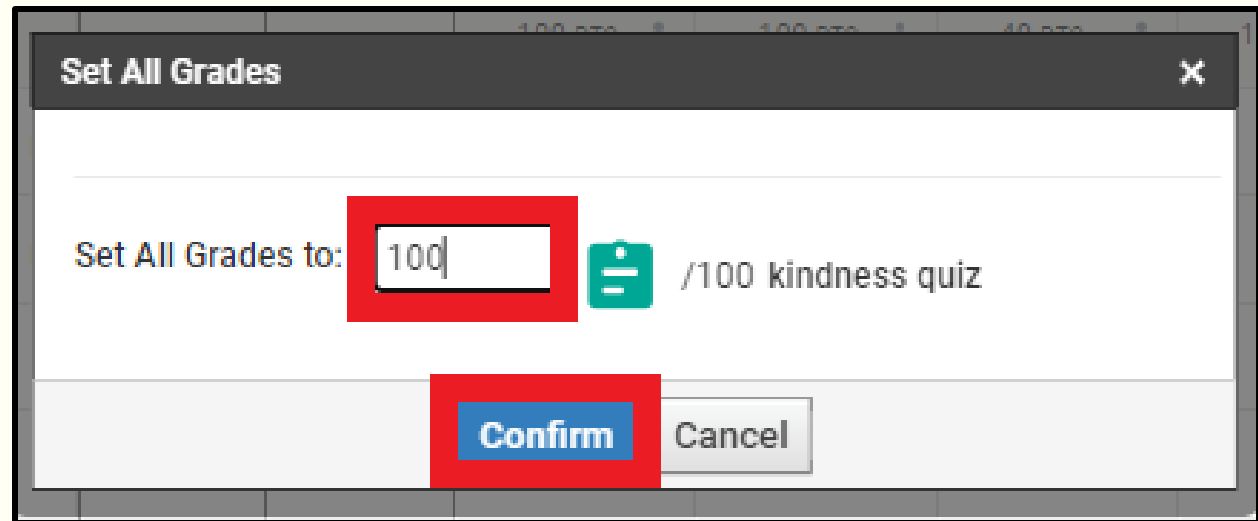
1. In the Gradebook screen, click into a grading box and enter the grade earned.
2. To add exception flags, click the 'flag' icon and select the flag.

# Grading in Schoology Within the Gradebook (cont.)

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4. If you click on the '3 dots' next to an assignment name you will see some bulk grading options. To add a set grade to all students, click on 'Set All Grades'.
5. Enter the grade you are assigning to all students.
6. Click 'Confirm'.



# Final Grade Adjustments

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- Any final grade calculation adjustments will need to be made in PowerSchool as a grade override at the end of a grading period
- Don't enter anything above a factor of 1 in Schoology, instead adjust point totals or duplicate the assignment.
- Classes that are Pass/Fail that do not assign work to students can enter the Pass/Fail grades in PowerSchool at the end of a grading period. Pass/Fail classes that do assign work to students will grade in Schoology and sync to PowerSchool. PowerSchool will make the conversion to Pass/Fail with 65% cutoff.
- Assignment Grades cannot be entered into PowerSchool. This risks breaking the sync and having Schoology overwrite the data.



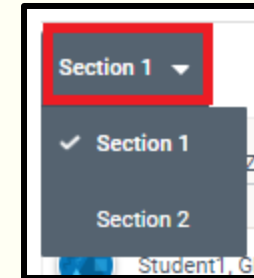
# Syncing to PowerSchool and Sync Logs



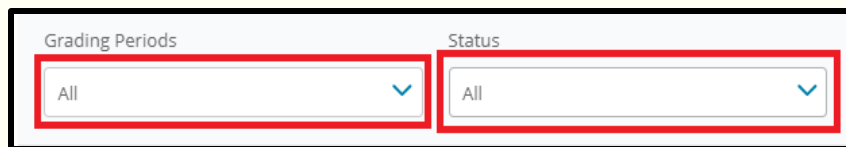
The Schoology Gradebook is configured to automatically sync daily; however, it is important to check for sync errors. Teachers can also manually sync assignments at any time.

ASSIGNMENT	DUE DATE	GRADING PERIOD	LAST SUCCESSFUL SYNC	STATUS	ACTION
About Me Paper	Sep 8, 2023 11:59 PM	MVMS Trimester 1: 9/5/23-12/3/23 Sep 5, 2023 - Dec 3, 2023	Feb 9, 2024 8:11 AM	✔ Successful	🔄 Sync
Advances in Medical Tech. Interactive	Jan 9, 2024 11:59 PM	MVMS Trimester 2: 12/4/23-3/14/24 Dec 4, 2023 - Mar 14, 2024	Mar 7, 2024 12:23 PM	✔ Successful	🔄 Sync
An Ecological Mystery	May 6, 2024 7:59 PM	MVMS Trimester 3: 3/15/24-6/30/24 Mar 15, 2024 - Jun 30, 2024	Jun 14, 2024 8:11 AM	✔ Successful	🔄 Sync
Cell Project	Dec 18, 2023 11:59 PM	MVMS Trimester 2: 12/4/23-3/14/24 Dec 4, 2023 - Mar 14, 2024	Feb 16, 2024 1:46 PM	✔ Successful	🔄 Sync
Conversion Practice 1	-	MVMS Trimester 1: 9/5/23-12/3/23 Sep 5, 2023 - Dec 3, 2023	-	❌ Failed Review Error	🔄 Sync
Conversion Practice 2	-	MVMS Trimester 1: 9/5/23-12/3/23 Sep 5, 2023 - Dec 3, 2023	-	❌ Failed Review Error	🔄 Sync
Courtship Behaviors Lab	Apr 18, 2024 7:59 PM	MVMS Trimester 3: 3/15/24-6/30/24 Mar 15, 2024 - Jun 30, 2024	Jun 14, 2024 8:10 AM	✔ Successful	🔄 Sync
Create a Creature	Oct 6, 2023	MVMS Trimester 1: 9/5/23-12/3/23	Feb 9, 2024	✔ Successful	🔄 Sync

To monitor the Schoology Sync Log, click the 'Sync Log' (clipboard icon). Each linked section has a different Sync Log, so repeat these steps for each section by clicking on the section you want to view in your 'Gradebook' and then clicking on the Sync Log.



In the Sync Log, you can view the sync status in the of all your assignments/assessments. This will inform you if the sync was successful, has updates that need to be synced, or of any errors that occurred. If there were sync errors, go back and fix the errors and then sync again.



The Sync Log can be filtered to view assignments/assessments from a specific Grading Period or by a specific sync Status using the filters at the top.

# Sync Status: Failed

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If you received a 'Failed' sync status, click on 'Review Error' and a detailed error message will appear, providing information on why it did not sync. Make the necessary corrections, and then manually sync using the sync button next to the assignment/assessment. You can use the 'Bulk Edit' screen to correct multiple assignments at once.



ASSIGNMENT  
Conversion Practice 1

ERROR

A category is required. To sync, first assign a category to this assignment, then sync again.





Close

Cell Project	Dec 18, 2023 11:59 PM	MVMS Trimester 2: 12/4/23-3/14/24 Dec 4, 2023 - Mar 14, 2024	Feb 16, 2024 1:46 PM	✓ Successful	↻ Sync
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# Sync Status: Updates Available

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If you received an 'Updates Available' sync status, this means you have set up a new assignment/assessment that has not synced to PowerSchool, you have made changes to the assignment/assessment, you have added additional grades, or you have entered the 'Bulk Edit' screen. These typically sync during the next automatic sync. However, if they remain, you can manually sync the using the sync button next to the assignment/assessment in the Sync Log.

#120-133 Homework Check	Dec 20, 2023 11:59 PM	GHS Quarter 2: 11/6/23-1/15/24 Nov 6, 2023 - Jan 15, 2024	Dec 20, 2023 10:46 AM	 Updates Available	 Sync
#105-118 Homework Check	Dec 18, 2023 11:59 PM	GHS Quarter 2: 11/6/23-1/15/24 Nov 6, 2023 - Jan 15, 2024	Dec 20, 2023 10:46 AM	 Updates Available	 Sync

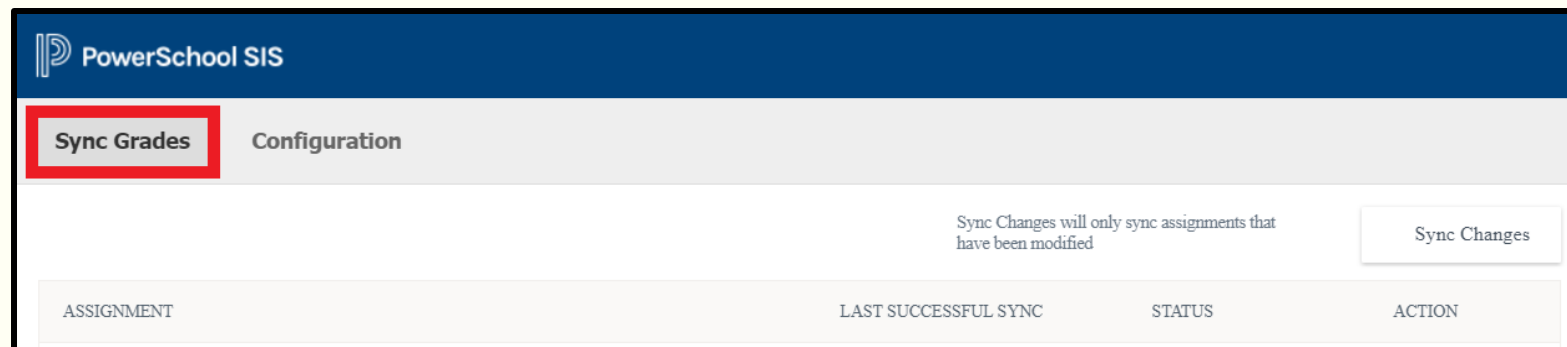
# Other Sync Statuses

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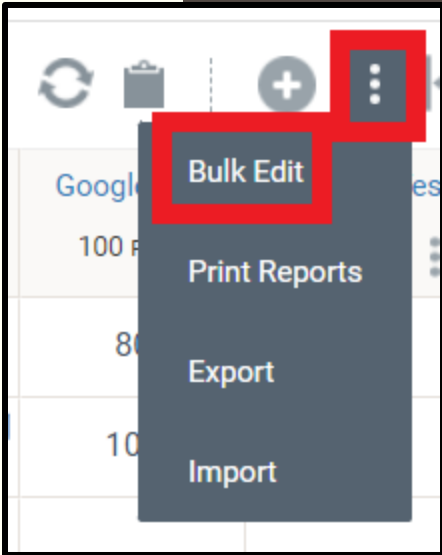
**Opted Out:** You will see the 'Opted Out' status for any assignments/assessments that you unchecked the 'Sync to SIS' button for. If you did not mean to opt out of syncing, you can edit the assignment and recheck the 'Sync to SIS' box.

**In Progress:** The 'In Progress' status appears when assignments/assessments are in the process of syncing to PowerSchool.

You can also view the sync status by clicking on the 'PowerSchool' App on the left side bar and then clicking 'Sync Grades'.



# Bulk Edit Screen to Correct Errors



If you see errors in your sync log, you can quickly view/edit multiple assignments in the 'Bulk Edit' screen.

1. Click the '3 dots' in the upper right-hand corner of your Gradebook (this will not appear until you have at least 2 assignments listed).
2. Click 'Bulk Edit'.
3. Ensure all assignments have a 'Category' selected and a 'Factor' of 1.0. A 'Factor' of 0 will have no weight in the students' grade.
4. Ensure all assignments have a due date to ensure they calculate in the correct grading period.
5. Make any changes you need to make and then click 'Save Changes'.

You can now try resyncing to correct any errors.

