

## How to Use Grade Passback in Schoology

This article outlines how to use the Schoology Grade Passback App in your Schoology course to sync your grades and graded items to your SIS gradebook (Power School).

After creating an assignment, test/quiz, or discussion in your Schoology course, you can then sync that item and its associated grades to your SIS Gradebook.

### Syncing from the Gradebook

1. Create a material item in your course. Assign the item to a **Grading Category** you've mapped to a corresponding category in PowerSchool.
2. Sync the item and the grades to Power School with one click directly from your Schoology Gradebook. Click the **Sync** icon in the upper-right corner of your Schoology Gradebook to sync all graded items at once.



3. Clicking **Sync** queues the items to sync; you may navigate away from the Gradebook page while the sync progresses.
4. The next time you load the Gradebook, a red dot displays next to the clipboard icon if any errors have occurred during the sync.



5. Click the **Clipboard** icon to view the status log for the synced items in your course. See **Understanding Your Status Log** below for more information.

### Syncing from the Teacher App

1. Create the material in your Schoology Course Materials page.  
**Optional:** Enter student scores for the item in your Schoology Gradebook.
2. Click the SIS app (Power School) on the left side of your course.

3. Open the **Sync Grades** tab to see a list of your graded items to sync to your SIS gradebook.



4. Click **Sync All** to sync all of your graded items with one click.

## Understanding Your Status Log

### Sync States

Your status log displays the title of each item, the date of the last successful sync (if applicable), and the **Sync Status**, which indicates whether or not a sync has successfully completed.

A screenshot of a table with four columns: 'ASSIGNMENT', 'LAST SUCCESSFUL SYNC', 'STATUS', and 'ACTION'. The table contains three rows of data. Above the table, there is a 'Sync All' button with a circular refresh icon.

ASSIGNMENT	LAST SUCCESSFUL SYNC	STATUS	ACTION
Segments and Angles Worksheet	-	Error	View error
Unit 5 Homework	-	Not yet synced	
In-Class Practice Problems	11:06 PM	Successful	

- **Successful**
  - Most recent sync was completed successfully.

- **Error**
  - The most recent sync attempt was unsuccessful, and the item and grade information were not transferred to your SIS gradebook. Click **View Error** to see the error message and take action to address the issue before re-attempting the sync.
- **Queued**
  - The item is still in process of syncing to your gradebook, and has not yet completed successfully nor encountered an error. No action is required while the item is queued.
- **Not Yet Synced**
  - A sync has not occurred on this item since you created it. Click **Sync All** to begin the sync.

## Error Messages

If an error has occurred during the sync, a red dot displays on the **Sync Grades** tab the next time you load the page.



Alternatively, if you sync from the Gradebook, you will see a red dot over the clipboard icon.



Click **Sync Status** in the SIS app, or click the **Clipboard** icon in your Gradebook to view your status log.

Your status log displays the name of the item, the date of the last successful sync (if applicable), the current sync status, and any errors that may have occurred.

If an item's sync status says **Error**, click **View Error** to the right of the **Sync** button in your **Sync Status** to view the error message.

## Error Messages and Solutions

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

**Solution:** Adjust your mapping or create a new grading category on the **Configuration** page of your Teacher App.