

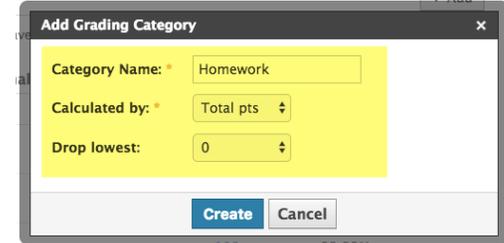
# Schoology to Power Teacher Pro Grade Pass Back

The Schoology to Power Teacher Pro grade pass back (transfer) can be enabled at any time by a System Administrator in Schoology or by MISD. Before enabling, it is important that teachers have received sufficient training or documentation to set up their Schoology Grade Center by creating categories and mapping them to Power Teacher. Districts may choose to provide this documentation and training via email, staff meetings, web training, etc.

The MISD has several resources to assist with training teachers to set up their classes for successful grade pass back.

- For teachers: MISD Grade Pass Back Directions and Troubleshooting Guide (information in the table below).
- For System Administrators:
  - [Installing the Power School App to courses](#)
- MISD/Schoology [One-hour Grading Webinar](#)

## PowerSchool Grade Pass Back Checklist and Troubleshooting

Course Setup		
1	<p><b>Set up your Schoology Categories.</b> Navigate to Gradebook → Grade Setup and click on the + <b>Add</b> button next to Categories. Your Schoology categories should parallel your PowerSchool categories.</p>	 <p>Categories ? <span style="float: right;">+ Add</span></p> <p>You currently do not have any categories defined for this course. Click on the <i>add</i> button above to add categories.</p>
2	<p><b>Match your Category setup to what is in PowerSchool.</b> Make sure to calculate by Total Points and account for the Drop Lowest, and click <b>Create</b>.</p>	 <p><b>Add Grading Category</b> [X]</p> <p>Category Name: * Homework</p> <p>Calculated by: * Total pts</p> <p>Drop lowest: 0</p> <p>[Create] [Cancel]</p>

**3 Weigh your Categories properly.** If you do not weigh your Categories, you can leave them as is. If you do weigh your categories, check **Weigh Categories** and make sure the percentages match what you have in PowerSchool.

Categories ?  Weight Categories + Add

Category	
Classwork	★
Homework	★
Tests/Quizzes	★

↓

Categories ?  Weight Categories + Add

Category	Weight	%	
Classwork	30	30%	★ ×
Homework	30	30%	★
Projects	20	20%	★
Tests/Quizzes	20	20%	★

**4 Select whether period grades or final grades should be rounded.** Again, this should match what you have set up in PowerSchool.

Final Grade Settings ?

Gradebook Scale: \* Numeric ▾

Calculated Grades:  Round Period/Final Grades ?

5

**Map your Schoology categories to your PowerSchool categories.** Navigate to the PowerSchool app in your course and click **Configuration** at the top. In the **Schoology Course Categories** column, the categories that you just created will show in the drop-down, and you can select which PowerSchool category it corresponds to. Note: any materials associated to categories that are not mapped will not pass back to PowerSchool.

NOTE the character limitation on titles—PowerSchool limits it to 50 characters. You might want to choose “Automatically shorten assignment titles” to avoid sync errors caused by titles being too long. Also, do not use any characters in the title that are not supported by Power School.

**PowerSchool**

Sync Grades **Configuration**

### Configuration

PowerSchool limits the characters for assignment titles to 50 characters. one longer than 50 characters.

Automatically shorten assignment titles

**Map your Schoology categories to your categories in PowerSchool**  
Note: Any Schoology categories that are not mapped to a PowerSchool category associated with those categories will also be excluded.

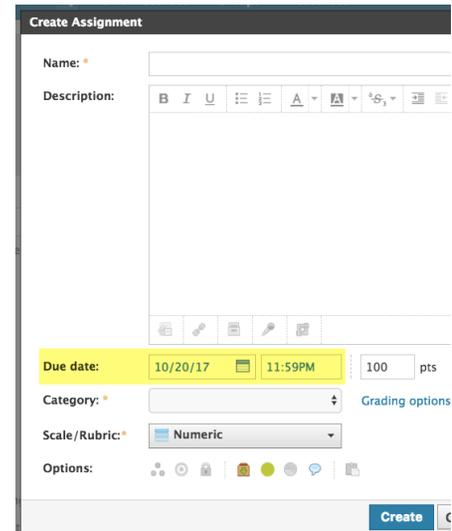
Schoology Course Categories	PowerSchool
-- Add	→ Classwork
✓ -- Add Homework Quiz Test	→ Homework
-- Add	→ Project
-- Add	→ Quiz
-- Add	→ Test

**Save Changes**

## Material Setup

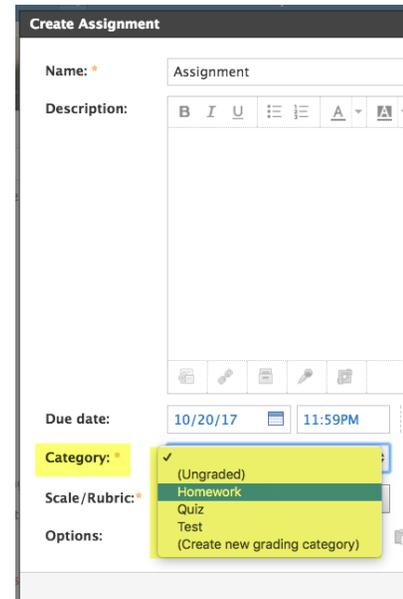
### 1 Make sure the material has a due date.

- Items sync based on due date. So, if an item is associated with Q1 in SGY with a due date in the future, it may sync with a due date that places it in Q2 in PowerSchool.
- If an item does not have a due date, it will sync to the last day of the grading period to which it's associated. If no grading period is associated, it will sync to the last day of the year.



The screenshot shows the 'Create Assignment' form. The 'Due date' field is highlighted in yellow and contains the date '10/20/17' and the time '11:59PM'. Other fields include 'Name', 'Description', 'Category', 'Scale/Rubric' (set to 'Numeric'), and 'Options'. A 'Create' button is visible at the bottom right.

### 2 Make sure the material has a category that is mapped to PowerSchool.



The screenshot shows the 'Create Assignment' form with the 'Category' dropdown menu open. The menu is highlighted in yellow and shows the following options: '(Ungraded)', 'Homework', 'Quiz', 'Test', and '(Create new grading category)'. The 'Due date' field is also visible, showing '10/20/17' and '11:59PM'. The 'Name' field contains the text 'Assignment'.

3

**Double check grade calculations.** From the Gradebook, select the options icon > Bulk Edit. Scroll through the items. Ensure that everything has a factor of 1.0. Account for any item with a factor greater than 1, and understand that a factor of zero means that the graded item has no weight in SGY, and a factor of 1 in PowerSchool.



View	
2nd 9	Act One Quiz
94	106.25
80	90



**Bulk Edit**

**1st 9 weeks**

Name	Category	Max pts	Factor	Rubric	Due date	Period
Assignment	Homework	100	1.00	Numeric	8/10/17 11:59pm	1st 9 weeks
Disc	Homework	5	1.00	New Rubric	8/10/17 11:59pm	1st 9 weeks
Holly Test	Homework	12	1.00	Holly Scale	8/31/17 11:59pm	1st 9 weeks

**2nd 9 weeks**

Name	Category	Max pts	Factor	Rubric	Due date	Period
Act One Quiz	Homework	60	1.00	Numeric	10/10/17 11:59pm	2nd 9 weeks
Google Assignment	Homework	100	1.00	Numeric	10/10/17 11:59pm	2nd 9 weeks

4

**Understand how Extra Credit works.** In Schoology, Extra Credit is given to a student by awarding a greater number of points than the total assignment value (ie.,105 points for an 100 point assignment). PowerSchool will accept this value and therefore Schoology will send the 105 points to PowerSchool for the given student score.