



# Success with Schoology Webinars

Tips and Tricks for the Schoology  
Gradebook and End-of-Term  
December 2, 2020



# Webinar Agenda & Expectations

## What you can expect from today's session:



- 1 A quick look at some noteworthy aspects of the Schoology Gradebook
- 2 Tips and tricks for the end of a grading term/starting a new term
- 3 A recording! You'll get an email within 24 hours with a link to the recording.
- 4 Q&A topics: With so many people on the call, we'll try to publicly answer frequently posted questions, but . . .

# Essential Questions

- What is your current Student Information System (SIS)?
- Are you currently syncing assignment grades from Schoology's gradebook to your SIS?
- What is the last day of your grading term(s)?
- When does your district/school/organization "lock" or "store" grades?



# Tip 1: Using Bulk Edit

English 101: Section 1 ▶ + Add Assignment ◀ Shift due dates ▶

**Bulk Edit**

Semester 2

Name	Category	Max pts	Factor	Rubric	Due date ?	Period
Pronouns	Homework	100	1.00	Numeric		Semester 2
Writing Prompt: Unit 1	Homework	10	1.00	Numeric	6/08/18 10:59pm	Semester 2
Field Trip Homework	Homework	20	1.00	Numeric	6/25/18 10:59pm	Semester 2
Reading Quiz: Unit 1	Tests	20	1.00	Numeric	6/25/18 10:59pm	Semester 2
Do-It-Yourself: Study Gui	Homework	100	1.00	Numeric	6/27/18 11:59pm	Semester 2
Reading Discussion	Participation	5	1.00	Numeric	6/27/18 11:59pm	Semester 2
Reading Assignment: Uni	Homework	5	1.00	Numeric	6/28/18 10:59pm	Semester 2

Period Sync to SIS

Semester 1: 8/01/20 -...  ✕

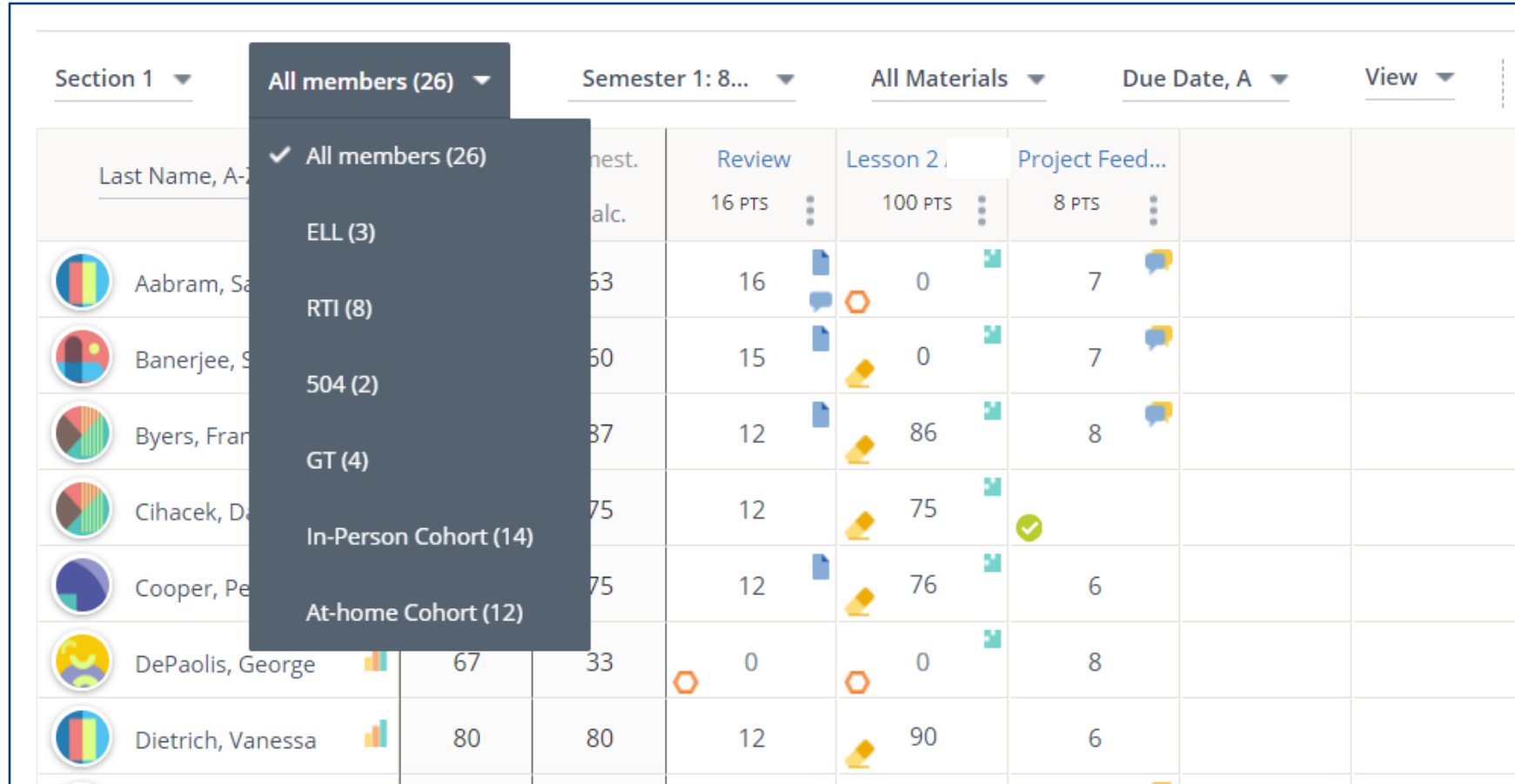
Semester 1: 8/01/20 -...  ✕











HS 2018-19 Semester 2 2019-01-07 - 2019-06-07

Name	Category	Max pts	Factor	Rubric	Due date ?	Period
Unit 3 Review	Classwork	100	1.00	Numeric	<input checked="" type="radio"/> 4/08/19 02:30PM <input checked="" type="radio"/> 4/08/19 03:30AM <input type="radio"/> <input checked="" type="radio"/> 4/08/19 04:30	HS 2018-19 Semester 2... ✕

3rd Period

# Tip 2: Using Filters and Views



Section 1	All members (26)	Semester 1: 8...	All Materials	Due Date, A	View
Last Name, A-Z	nest.	Review	Lesson 2	Project Feed...	
	alc.	16 PTS	100 PTS	8 PTS	
 Aabram, Sa	53	16	0	7	
 Banerjee, S	60	15	0	7	
 Byers, Fran	87	12	86	8	
 Cihacek, D	75	12	75		
 Cooper, Pe	75	12	76	6	
 DePaolis, George	 67	33	0	8	
 Dietrich, Vanessa	 80	80	12	90	6

# Tip 3: Grade Columns and Adding New Items

The screenshot displays the PowerSchool interface for a course titled "English 101: Section 1" at "Awesome Middle School".

- Left Sidebar:** A vertical menu with icons and labels for "Course Options", "Materials", "Updates", "Gradebook", "Grade Setup", "Mastery", "Badges", "Attendance", "Members", "Analytics", and "Workload Planning".
- Course Header:** Shows the course name "English 101: Section 1" and school name "Awesome Middle School". It includes a calendar icon, a "Notifications" button, and a "Course Options" dropdown.
- Materials List:** A central area with a header "Add Materials" and "Options" buttons. Below it, a list of materials is shown, each with an icon, title, and a settings gear icon:
  - "Welcome!" (document icon)
  - "Reading Unit 1" (folder icon)
  - "What would you do?" (puzzle piece icon)
  - "Outline" (document icon)
  - "Practice" (speech bubble icon) with a notification badge "1" and a sub-note "We will discuss different ways to practice writing techniques here." and "Unpublished" status.
  - "Do-It-Yourself: Study Guide Edition" (document icon) with a due date "Due Wednesday, June 27, 2018 at 11:59 pm".
- Right Panel:** Titled "Upcoming" with a calendar icon and "Add Event" button. It displays the message "No upcoming assignments or events".

# Tip 4: Gradebook Set-up (Final Grade & Copy)

### Final Grade Settings ?

1 Gradebook Scale: \*

2 Calculated Grades:  Round Period/Final Grades ?

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3 Control Grading Columns in Gradebook

- Course override column ?
- Hide Grading Category score columns
- Grade period override columns ?
- Total points column ?

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4 Visibility Settings

- Hide overall grade in student grade report
- Hide grading period grades in student grade report
- Hide total points achieved in student grade report

### Edit Course

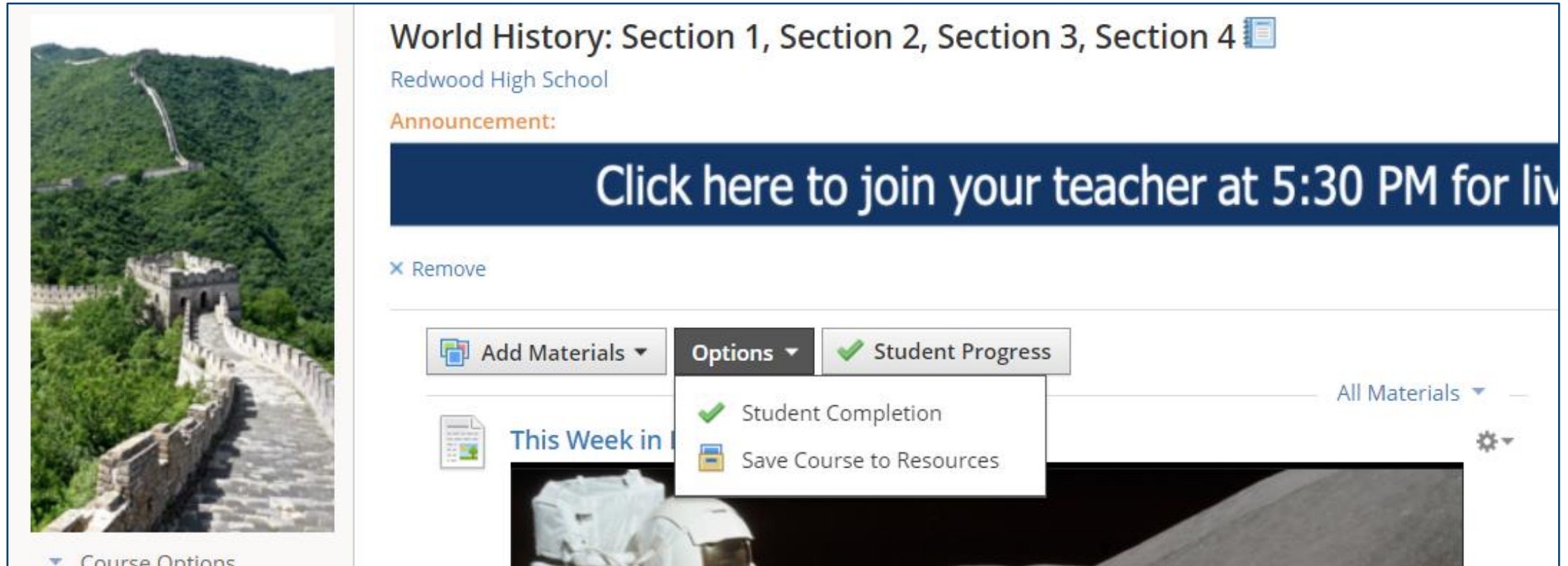
Select Settings to Copy:


- Categories
- Grading Scales
- Rubrics

Select Course(s):

- Algebra I: Section 2, Section 3, Section 4, Section 5
- Assessments Course: Section 2
- Future Course: Section 7
- Google Drive Course: Section 1

# Tip 5: Saving Course Materials to Resources



World History: Section 1, Section 2, Section 3, Section 4 


Redwood High School



**Announcement:**



**Click here to join your teacher at 5:30 PM for live**

[× Remove](#)

[Add Materials](#) [Options](#) [Student Progress](#)

[All Materials](#) 

 This Week in 

-  Student Completion
-  Save Course to Resources

[Course Options](#)



# Hint: Finding Archived Courses

**Courses**

My Courses | **Course Listing**



Current | **Archived**

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VH - Test Section 1\_1677 2019-12-17 through 2020-01-01 · 12/17/19 - 1/01/20

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**Sandbox Course 5-6-2020**  
Apple Grove Unified Schools

 Section 1 

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# End-o'-Term Checklist for Instructors

- Check to make sure all grades that should be part of the grade are **published** prior to "locking" or "storing" in SIS
- If using final grades in Schoology, be sure all overrides are completed
- Export gradebook (if needed)
- Save course materials to Resources (personal collection or Group) for later use
- Copy Grade Settings to new courses (if available)



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# Resources from PowerSchool and Schoology

## Schoology Support Center

<http://support.schoology.com>



How do I use the Bulk Edit feature?

- <https://support.schoology.com/hc/en-us/articles/201001713-How-do-I-use-the-Bulk-Edit-feature-in-courses->

Gradebook Overview

- <https://support.schoology.com/hc/en-us/articles/201001903-Courses-Gradebook>

Final Grade Settings

- <https://support.schoology.com/hc/en-us/articles/215633118>

Copy Grade Settings between Courses

- [https://support.schoology.com/hc/en-us/articles/209970338#copy\\_settings](https://support.schoology.com/hc/en-us/articles/209970338#copy_settings)

End of Year Guide for Instructors

- <https://support.schoology.com/hc/en-us/articles/205627937-End-of-the-Year-Guide-for-Instructors>

Where do I find Archived Courses?

- <https://support.schoology.com/hc/en-us/articles/201001723-Where-do-I-find-archived-courses->

# Thank you