



# Success with Schoology Webinars

Tips and Tricks for the Schoology  
Gradebook and End-of-Year

May 13, 2021





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# Success with Schoology Webinars



**May 13, 2021; 1 pm PT/4 pm ET:** Tips & Tricks for the Schoology Gradebook and End-of-Year (Teacher edition)



**May 27, 2021; 1 pm PT/4 pm ET:** Tips & Tricks for End of Year and Rollover (System Admin Edition)



# 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/end of school year
- 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 ▶

**Bulk Edit** + Add Assignment ◀ Shift due dates ▶

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	✓ All members (26)	Review	Lesson 2	Project Feed...		
	ELL (3)	16 PTS	100 PTS	8 PTS		
Aabram, Sa	RTI (8)	16	0	7		
Banerjee, S	504 (2)	15	0	7		
Byers, Fran	GT (4)	12	86	8		
Cihacek, Da	In-Person Cohort (14)	12	75	✓		
Cooper, Pe	At-home Cohort (12)	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".

- Course Options:** A sidebar on the left contains icons for Course Options, Materials, Updates, Gradebook, Grade Setup, Mastery, Badges, Attendance, Members, Analytics, and Workload Planning.
- Course Header:** The top section shows the course name "English 101: Section 1" and school name "Awesome Middle School". It includes a calendar icon, a dropdown menu, and a "Notifications" button.
- Materials List:** Below the header are buttons for "Add Materials" and "Options". A dropdown menu labeled "All Materials" is visible. The list includes:
  - Welcome!** (document icon, settings gear)
  - Reading Unit 1** (folder icon, settings gear)
  - What would you do?** (puzzle piece icon, settings gear)
  - Outline** (document icon, settings gear)
  - Practice** (speech bubble icon, 1 comment, settings gear). Description: "We will discuss different ways to practice writing techniques here." Status: "Unpublished".
  - Do-It-Yourself: Study Guide Edition** (document icon, settings gear). Due Wednesday, June 27, 2018 at 11:59 pm.
- Upcoming:** A section on the right titled "Upcoming" with a calendar icon showing "6" and an "Add Event" button. It states "No upcoming assignments or events".



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

Final Grade Settings ?

1 Gradebook Scale: \* Numeric ▾

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

Save Changes

Edit Course

Select Settings to Copy:

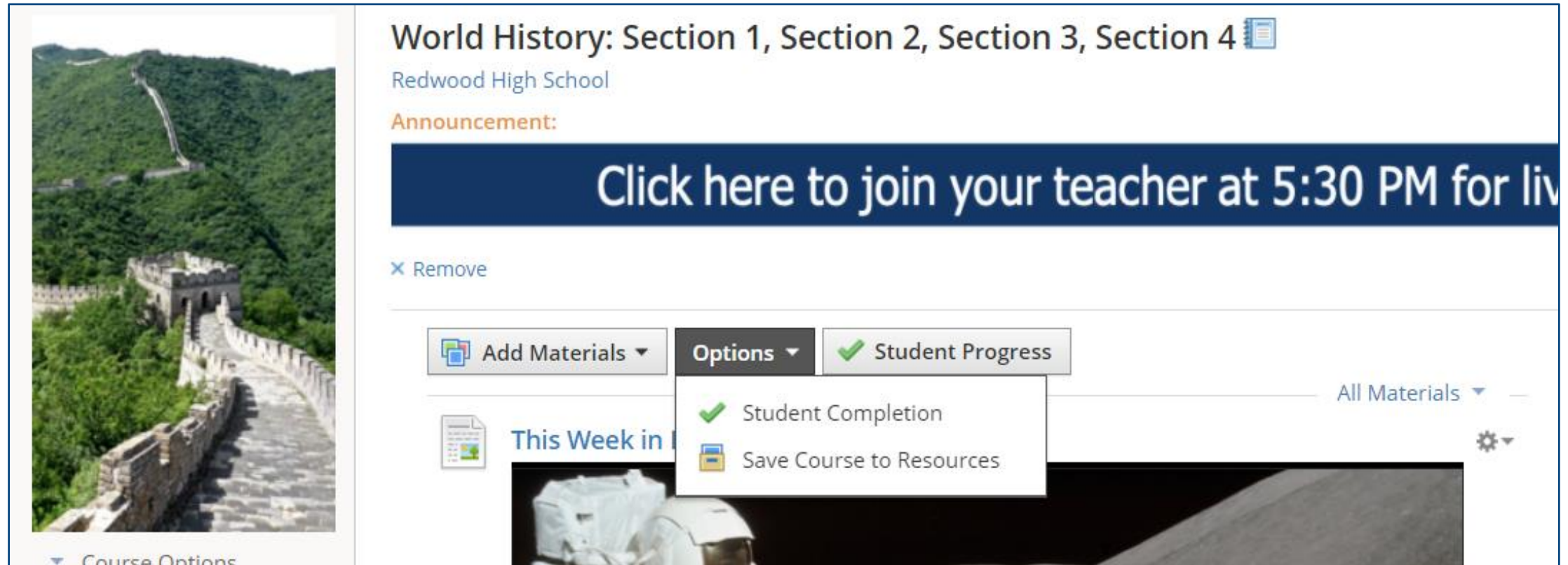
- Categories
- Grading Scales
- Rubrics


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

Copy Cancel

# 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](#) 

[Save Course to Resources](#)

This Week in 

Course Options

# Hint: Finding Archived Courses



## Courses

My Courses Course Listing

Current Archived

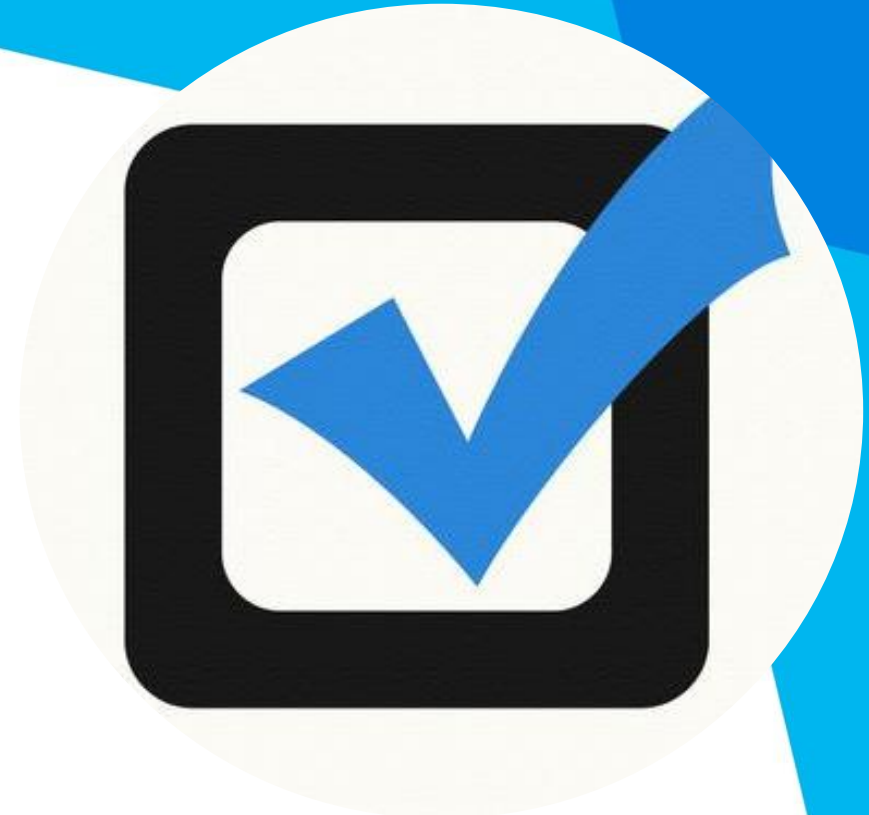
VH - Test Section 1\_1677 2019-12-17 through 2020-01-01 · 12/17/19 - 1/01/20

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

 Section 1 

# End-o'-Year 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->

# Questions?