Schoology Professional Development:

Syncing Grades with PowerTeacher Pro

<div align="right">Presented by K. Texler</div>

Objective: Teachers will be able to sync their grades between Schoology and PowerTeacher Pro (PTP); including being able to weight categories.

PowerTeacher Pro: Setting Up Categories

1. Open PowerTeacher Pro in a browser
2. Check for existing categories
   a. Click "Grading" (A+), determine if you need any more categories.
      i. If you need more categories, click "+" on top right of screen, then "Category". Add your custom categories. *(Pro Tip: Make a note of these categories, as you will need them later.)*

PowerTeacher Pro: Setup Traditional Grades

3. Click "Settings" on left pane, then "Traditional Grade Calculations"
4. Choose a class that you want to work with. *(Pro Tip: Choose your first class you teach.)*
   a. Edit M1 by clicking the edit button "pen".
      i. If weighting categories, change "TYPE" to "Category Weighting", otherwise leave as "Total Points" and skip to Schoology Instructions on Page 2.
         1. Add categories you want to use by clicking the "+".
         2. Change the "WEIGHT" of each category to percentage you want. This should be a whole number, not a decimal, and your weights should add up to 100 when done.
         3. Click "Save"
5. Copy M1 settings to M2, M3, & M4 by clicking the "Gear" and "Copy Traditional Grade Calculations". A new window will pop up.
   a. On top, select "Within A Class"
   b. "From Class" Choose the class you just worked on and M1.
      i. "To Class" Select M2, M3, & M4.
      ii. Click "Validate" & "Copy"
6. Copy settings to other classes by clicking the "Gear" and "Copy Traditional Grade Calculations". A new window will pop up. *(This is the same as the previous step.)*
   a. On top, select "To Another Class"
   b. "From Class" Choose the class you just worked on.
      i. "To Class" Choose Term 2023-24
      ii. Select all classes you want to use the same weighting for.
      iii. Click "Validate" and "Copy"

Schoology: Setting Up Categories

1. Open Schoology in a browser
2. Open your first class by clicking "Courses" on top and choose your first course.
   a. On left pane, choose "Grade Setup"
      i. Click "+ Add" to add your categories. These should match what you have from PTP.
      ii. Leave "Calculated by:" as "Total Points". If you change this to *Percent, bad things may happen.* Click "Create".
         1. Repeat this step for each category.
         2. ***DO NOT CLICK THE WEIGHT CATEGORIES BOX***, the weighting happens in PTP.
3. Copy Categories to Other Classes by clicking "Copy Settings" in upper right.
   a. Choose your other classes to add those categories to.
4. Link with PowerTeacher Pro by selecting "PowerSchool" in left pane. ***(This must be done for each course separately.)***
   a. Select "Configuration" on top
      i. Make sure "Automatically shorten assignment titles" is checked.
      ii. Select corresponding categories in chart, then "Save Changes"
   b. Select "Sync Grades" on top
      i. Click "Sync Changes" on top right.
         1. Wait for "STATUS".