

Schoology Professional Development: Syncing Grades with PowerTeacher Pro

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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”.