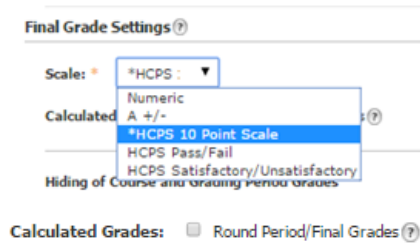
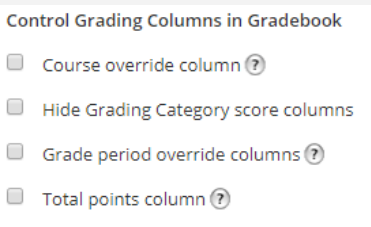
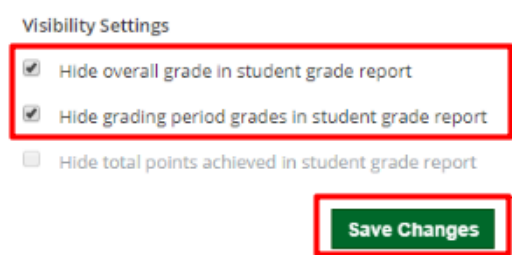
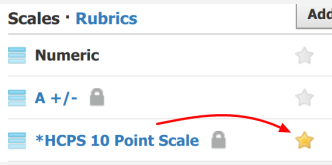
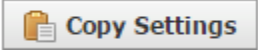
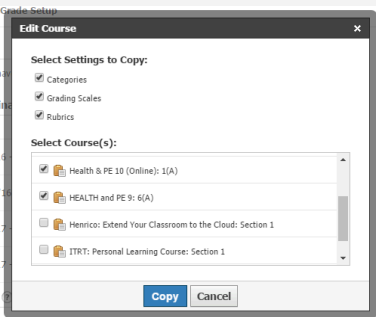




Gradebook Setup Process

1.	Log into your HCPS Schoolology account and access a course using the top navigation bar.	
2.	On the left hand Navigation column, locate and click the Grade Setup button.	
3.	Click the Add button to create categories in Schoolology that match the categories in your PowerTeacher (aka PowerSchool) Gradebook.	
4.	<p>In the 'Add Grading Category' dialog box</p> <ul style="list-style-type: none"> Name your Category (mimic PS categories) Choose Total pts in the 'Calculated by' drop down. <i>*If you use total points, you need just one category ('total points') Calculated by (TOTAL POINTS) with No Weights</i> Leave 0 in the "drop lowest" drop down menu. <i>**Click here to learn more about this feature if interested.</i> Click Create. 	
5.	<p>Add remaining grading categories and repeat step 5 to create the same categories set up in your PowerTeacher Gradebook.</p> <p><i>**Remember the intent is to match Schoolology categories to your PowerTeacher Gradebook categories.</i></p>	
6.	<p>If you use weighted categories in the PowerTeacher Gradebook: Click the checkbox next to "weight categories"</p> <p>Enter the category percent weight that matches your category weights in your PowerTeacher gradebook. Category weights/percentages must equal 100 when combined.</p>	
7.	<p>You can make a category the default in Schoolology's gradebook by clicking the star next to the Category.</p> <p><i>**Ideally, whichever category you use the most should be your default.</i></p>	

8.	<p>Under Final Grade Settings, in the Scale drop down select 'HCPS 10 Point Scale'.</p> <p>Do not put a check next to 'Round Period / Final Grades.'</p>	
9.	<p>Do not check the override options within the 'Control Grading Columns in Gradebook' section. We will be hiding overall and grading period grades in the next step.</p>	
10.	<p>The PowerTeacher Gradebook is the official gradebook of record for a student's grades. Student grades are visible to parents and students via the PowerSchool parent portal.</p> <p>To avoid confusion, teachers will place a check in the boxes to hide the overall grades and grading period grades from student reports.</p> <p>You must do this for each of your courses. This will not copy to your other courses when using the copy settings button.</p>	
11.	<p>If you would like to have Schoology default to the HCPS 10 point Scale for each graded assignment, discussion board, test/quiz, select the star located in the right column under Scales-Rubrics.</p>	
12.	<p>Copy Settings feature - If you have multiple courses that use the same gradebook setup you can copy the grade setup from one course to multiple courses by clicking the Copy Settings button located in the upper right hand corner of the page.</p>	
13.	<p>Under 'Select Settings to Copy': Leave checkmarks next to categories, grading scales, and rubrics.</p> <p>Under 'Select Course(s)': Place a checkmark next to each course you want to have the gradebook settings.</p> <p>Click Copy button</p> <p>PLEASE REMEMBER: Even though you have copied gradebook settings, you will still need to go into each course to Hide Information from Student Reports (Step 10).</p>	

[Click here](#) for directions explaining how to sync your Schoology Gradebook w/ PowerSchool.