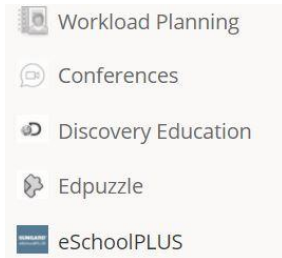


Schoology/Eschool Gradebook Sync

1. In Schoology, navigate to your course and click the **eSchoolPlus** tab on the left hand side of your course to open the app.



2. Click the **Configuration** tab.



3. To sync over eSchool categories into Schoology, you can click **+Include Category** and then select **(Create New Schoology Category)** from the drop-down menu.

Define Categories				
Calculated By: Percentage ?				
eSchoolPlus Building Categories	eSchoolPlus Course Categories	Weight	Drop Lowest	Schoology Course Categories
Class Participation	→ × Class Participation	→ 1.00	0 ▾	→ Class Participation ▾
Final Exam	→ + Include Category			
Group Assignments	→ + Include Category			
Group Presentations	→ + Include Category			
Homework	→ + Include Category			
In Class Assignment	→ + Include Category			

6. Click **Save Configuration**.

Once you click **Save Configuration**, your grading categories from eSchool are brought over to Schoology.

You can navigate to Gradebook and then **Grade Setup** in your Schoology Course to confirm that your Schoology Grading Categories match your eSchool Grading Categories.

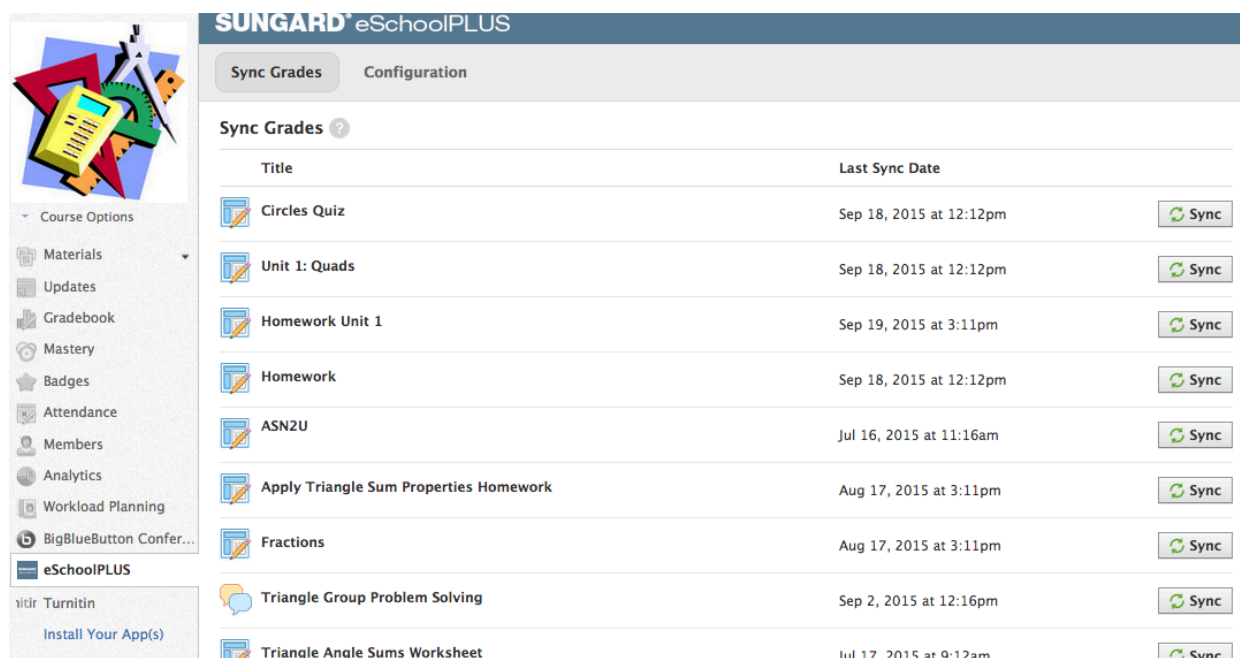
IMPORTANT NOTE: All changes made to students' grades and to settings on materials should be made from within Schoology. Do not make any changes to assignment information or

grades in eSchool. A change made in eSchool—like changing the factor, whether it is published or unpublished, changing the title name, or entering a grade directly in the eSchool Gradebook—**will break the sync between eSchool and Schoology for that item.**

Syncing Grades

Use the **Sync G**

1. To manually sync an item, click **Sync (circle icon)** next to each item. It is preferable to use the individual sync buttons rather than the overall Sync Changes button at the top.
2. You can also sync from the Gradebook page using the circle icon by the clipboard, but this syncs all assignments at once.
3. A sync is successful if a green checkmark and the word successful appears. If it is not, it will display an error message when you hover over it.



Title	Last Sync Date	Sync
Circles Quiz	Sep 18, 2015 at 12:12pm	
Unit 1: Quads	Sep 18, 2015 at 12:12pm	
Homework Unit 1	Sep 19, 2015 at 3:11pm	
Homework	Sep 18, 2015 at 12:12pm	
ASN2U	Jul 16, 2015 at 11:16am	
Apply Triangle Sum Properties Homework	Aug 17, 2015 at 3:11pm	
Fractions	Aug 17, 2015 at 3:11pm	
Triangle Group Problem Solving	Sep 2, 2015 at 12:16pm	
Triangle Angle Sums Worksheet	Jul 17, 2015 at 9:12am	

What happens if I enter an exception (Excused or or Incomplete) into my Schoology gradebook?

In Schoology, you may also place an **Excused** or **Incomplete** placeholder in a grade cell. These icons are marked in green and in red. They do not add value to the student's grades, but act as empty grade cells.

U.S. History: Section 1, Section 2, Section 3

GRADEBOOK	Section 1	Sem 1	All Categories	Due Date, A	View					
All members (21)	OVERALL	Sem 1	Ch. 3 Readin...	Road to Rev...	Tories vs. Pa...	DBQ Outline	The New Re...	Term Paper ...	Unit 4: DBQ ...	
	Calc. %	Calc. %	24 PTS	100 PTS	100 PTS	100 PTS	24 PTS	100 PTS	24 PTS	
Danielle Carter	B 87.02	B 89.67	18	98		95	16	95	21	
Katelyn Goddard	B 69.42	B 65.63		0	98	95		85	—	
Francesca Gordon	A 93.08	A 98.21		99	98	—	23	75		
Hannah Henderson	B 86.27	B 85.49			88	92	22	95	—	
Charlie Hoffman	B 80.8	B 83.48			82	86	19	85		
Mike Howard	B 87.46	A 95				95		88		
Libby Hughes	A 90.53	A 94		89	98	95		87		

These exception icons are visual indicators only. They do not affect the calculation of the student's grade in Schoology; from a calculation standpoint, using exceptions is the same as leaving the cell blank.

If you use exception icons in Schoology, you will need to select **Exclude missing scores from average** in your eSchool TAC in order for the overall grade calculations to match between the Schoology and eSchool gradebooks.

Common Error Messages & Solutions

Error message: This assignment belongs to a category that is not mapped

- **Solution:** Adjust your mapping or create a new grading category on the **Configuration** page of your Teacher App.

Error message: An error occurred while trying to update the assignment in eSchoolPlus. Please contact our Support team for assistance.

- **Solution:** The assignment was edited from the eSchool Gradebook instead of Schoology, and the sync has been broken for this assignment. To resolve this, clear all grades in your eSchool Gradebook and delete the item from your eSchool Gradebook. Then, open the eSchool App in Schoology again and re-sync the item.

Error message: The assignment could not be created. Please make sure the assignment due date is within your eSchoolPlus marking period for the section.

- **Solution:** This means the due date on the assignment in Schoology falls outside the grading period for this course in eSchool, OR this day is marked as a holiday or no school in eSchool. Adjust the due date in Schoology and then re-sync.