

Additional Gradebook Information

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[Exception Codes](#)

Schoology has 6 flags that can be assigned to a grade cell in the gradebook: Absent, Collected, Exempt, Incomplete, Missing, Late.

[Unpublished Assignments \(IMPORTANT\)](#)

Grades for unpublished assignments cannot be seen by students, are not included in the course grades that students or parents see, and are not included in the course grades that sync to TAC. They are only included in the course grades that you see.

[Printing Student Grade Reports](#)

For a single student grade report, click the bar graph next to the students name in your Gradebook. For multiple students, click the 3 dots in the gradebook and select Print Reports. View some tips for reducing the number of pages in the printout.

[Export Gradebook](#)

Export the gradebook of a course from the Gradebook screen.

[Assignment or Grade Column?](#)

When giving a grade for an assignment with no digital submission, it's best to use an Assignment instead of a Grade Column in your gradebook. Find out why.

[New Students, Transfer Students, New Course Teachers](#)

How to handle new and transfer students, obtain transfer grade, much more.

[Co-Teacher Access to View and Grade Google Assignments](#)

Allow co-teachers to grade Google Assignment by sharing the course folder with them.

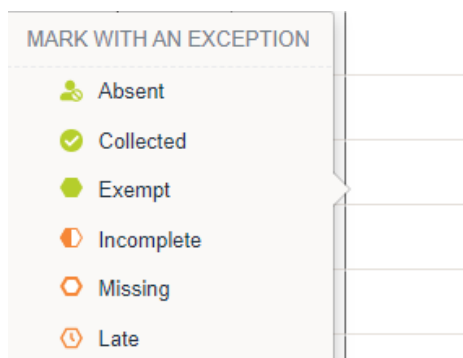
Exception Codes

Schoology has 6 exception codes that can be entered in the gradebook:

- **Absent, Late, Collected:** Use these exceptions to indicate the status of a student's assignment. They have no effect on grades or anything else. These exceptions will automatically go away as soon as a grade is entered.
- **Exempt:** Use this exception when the student does not need to complete the assignment. The assignment will not factor into the student's term grade.
- **Incomplete:** Use this exception to indicate that the student still needs to complete the assignment. The assignment will not factor into the student's term grade, but it will still show as overdue to the student once the due date has passed.
- **Missing:** Use this exception when the student didn't turn in the work. The assignment counts as a zero** and factors into the student's term grade. Since a grade is assigned, the assignment will not show as overdue to the student once the due date has passed.

** On the Grade Setup screen, you can choose the option “**Disable automatic scoring of missing exceptions as 0**”. If this is checked, an assignment marked as Missing will have no grade.

To assign an exception, go to the gradebook and hover over a student's grade cell, click the flag icon in the cell, and select one of the exceptions (see image below). Clear an exception by selecting it again (or by entering a grade in a cell marked with Absent, Late, or Collected).



Unpublished Assignments (IMPORTANT)

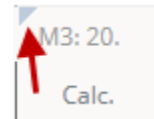
When a graded assignment is unpublished:

- The grade is not included in the course grade that is synced to TAC
- Student and parents:
 - Will **not** see the assignment or the assignment grade in Schoology
 - Will see a term grade in Schoology that does **not** include the grade for the unpublished assignment
- Teachers:
 - **Will** see the assignment and the students' grades on the assignment
 - Will see term grades that **include** the grade for that assignment

This means that the students and teachers will see different term grades if a graded item is unpublished. For this reason, be sure that all graded items are published.

To check for unpublished items, and to publish them:

- Go to your gradebook
- Look at the top of the marking period column. A triangle in the top-left corner indicates you have unpublished assignments
- Click the **3 dots** on the top- right side of your gradebook and select **Bulk Edit**
- Unchecked items in the second column are unpublished
- To publish, check the unpublished items and click **Save Changes**

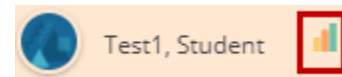


[Watch this video](#) to see this in action and for additional info about unpublished assignments.

Note: If you publish an item in Bulk Edit that is in an unpublished folder, the item will appear to students (and can be accessed by students) in their Grades tab, and it will be included in their course grade. They won't see the item in their materials list since the folder it's in is still unpublished.

Printing Student Grade Reports

There is a very simple way to pull up a grade report for a single student. In the gradebook, click the little colorful bar chart next to a student name.



For multiple students, go to the Gradebook, click the **3 dots** next to the Toggle Fullscreen icon, and select **Print Reports**. Be sure to **unselect** all Grading Periods and select just the current grading period before clicking **Generate Report**. That will get rid of unneeded information and shorten the report for each student.

To reduce the number of pages per student when printing either of those two reports, you can adjust the print **Scale** down. After generating a grade report, click the 3 dots in the top-right corner of Chrome and clicking **Print**. Next click **More settings** and adjust the **Scale** down to as low as about **60%**. This will allow more items to fit per page, reducing the pages per student. The font will be small, but still easily readable. When printing individual student reports, you can instead set **Pages per sheet** to **2** to reduce the number of pages.

Students can click **Grades > Grade Report** in their main menu to see the grades for all of their classes on one screen. They have to click each class to expand it to show grades, but it's a quick click-through. They can print the grades on this screen by using Chrome's **Print** option.

Export Gradebook

If you would like to export all of the grades in your gradebook to an Excel file:

- Go to the Gradebook tab of a course
- In the top-right, click the 3 dots and select **Export**
- Select **Gradebook as CSV**, then click **Next**
- A .csv file will download that you can open in Excel

Assignment or Grade Column?

When a grade needs to be recorded in the gradebook for an assignment or other purpose where the students did not turn in any digital work, you should create that space in the gradebook by adding an Assignment, not a Grade Column. Why?

An Assignment is the better choice for two reasons:

- A due date can be assigned to an Assignment, but not by default to a Grade Column (except in linked courses), so the Grade Column does NOT appear in date order in your gradebook, and does NOT appear as an upcoming assignment to students.
- If an Assignment is deleted from a course, either from the materials list or directly from the gradebook, the Assignment and the grades can be recovered from the Recycle Bin (**Course Options > Recycle Bin**). If a Grade Column is deleted from the gradebook, it is permanently gone, along with the grades.

When using an Assignment, there are two key points to be aware of:

- If you don't want students to see the assignment as an upcoming assignment, you can unpublish it when it is created, and publish it after the due date has passed.
- **Make sure submissions are disabled**, or students will see this as an overdue item once the due date has passed.

New Students

New students will generally appear in your classes in Schoology the day after their schedule is changed or entered into eSchool by your guidance office.

How to Handle Transfer Grades in Schoology

There is no ability in Schoology to transfer grades from one class to another. Teachers can handle transfer grades in a variety of ways.

If a student transfers from one course to another with basically the same assignments, the teacher can manually enter the assignment grades the student received in the dropped course into the corresponding assignments in the new course. The new teacher will need a printout (or pdf or screenshot) of the assignment grades in the dropped course.

If the assignments are different in the new course from the dropped course, the teacher can use the transfer grade the same way they might have used it in the past:

- Some teachers enter that percentage grade into every assignment the student missed. There is no automatic way to do this. The teacher would have to multiply the transfer percentage by the assignment point value for each assignment to determine the grade to enter for each assignment.

- A similar option to the above one is to create an assignment that is individually assigned to the transfer student, give it a point value equal to the total points of all assignments in the term that the student missed in your class, and give the student the amount of points that corresponds to the transfer grade percentage. If you use weighted categories, you'd need to do one assignment per category.
- Other teachers hold the transfer grade and manually average it with the grade the student earns in their class when it comes time for interim or report card grades.
- Other teachers ignore the transfer grade entirely if it's the beginning of the term or to give the student a fresh start in their class.

There is no simple, defined way on how to handle transfer grades, and there is no policy on how transfer grades are to be handled. Teachers can choose to use the transfer grades as they choose.

Obtain Grade for Transferring Student

If a student transfers out of your class and you need to obtain a transfer grade for the student, you can get that grade by showing the inactive students in that class in TAC. If you need to recover the grades for that student for specific assignments in your class:

- Add the student back into the class the student was removed from:
 - Go to the **Members** tab of the class and click **Add Members**
 - If needed, change the school to the one the student transferred to
 - Enter the student's name (first or last or both) in the search box and click the magnifying glass to search
 - Select the student and click **Add Members**
 - All of the student's grades will be back in the Gradebook
- After obtaining the needed info, you can either wait overnight for the sync from eSchool to remove the student from the class, or you can manually do it as follows:
 - Go to the **Members** tab of the class
 - Click the gear to the right of the student's name and select **Unenroll**

New Course Teachers

When a change is made in eSchool to remove a teacher from a course and add a new teacher, the new teacher will automatically be added as a teacher to the Schoology course during the nightly sync process. The new teacher could also be manually added to the Schoology course by the departing teacher if earlier access to the course is needed. The new teacher will not have access to the students' existing Google docs in the class due to sharing permission, but the access could be provided (see the below **Co-Teacher Access to View and Grade Google Assignments**).

Also, the nightly sync process from eSchool does not remove teachers from Schoology courses, so both teachers will continue to be admins in those courses. Both teachers will need to manually **Unenroll** themselves from these courses when they're ready.

Co-Teacher Access to View/Grade Google Assignments

If a course has multiple teachers, and one of the teachers creates an assignment that uses the Google Drive Assignments option, only that teacher will be able to view and grade the students' documents due to Google's sharing permission. To provide this access to the other teacher(s) in the course, the teacher who created the assignment will need to do the following:

- Go to their **Google Drive**, then to **My Drive**
- Open the **Schoology Google Drive Assignment** folder
- Find and share the course folder with the co-teacher(s) with **Edit** or **Comment** rights

The co-teacher(s) will now be able to view and grade the students' Google documents in Schoology.

Note: Each teacher who creates a Google Drive Assignment in the course will need to follow the steps above to provide the other co-teacher(s) access to the Google documents.