

White Plains Schools

Schoology and Infinite Campus Gradebook Integration

If you want to integrate the gradebook from Schoology into Infinite Campus

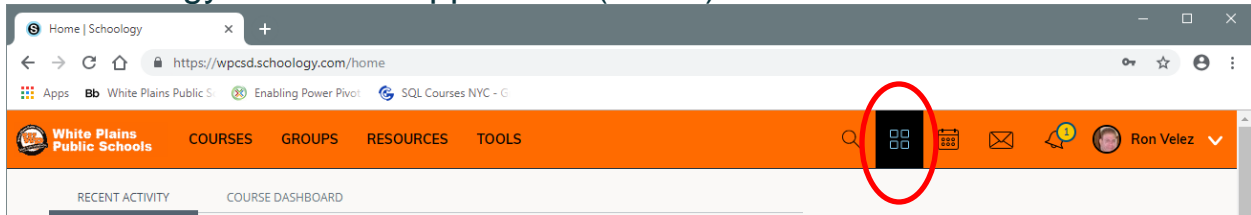
We recommend going slow and trying the process out – as its imperative that grades be accurate.

- Infinite Campus (IC)
 - a. IC is the permanent and official keeper of the student grades.
 - b. Grade Calc options must be setup in IC
 - c. Categories and weights must be setup in IC
 - d. Quarter grades and FinalAvg grades must be posted in **IC only**.
 - e. Assignments are to be created in Schoology (not IC). Assignments created in IC will not move back over to Schoology.
 - f. Midterm Exams, Final Exams and Regents Exam scores must be entered into IC as they are part of the FinalAvg calculation (Highlands, High School and Rochambeau only).
 - g. Attendance will still be in IC
 - h. IC gradebook setup instructions (same as previous years)
 - i. <https://www.whiteplainspublicschools.org/site/Default.aspx?PageID=660>

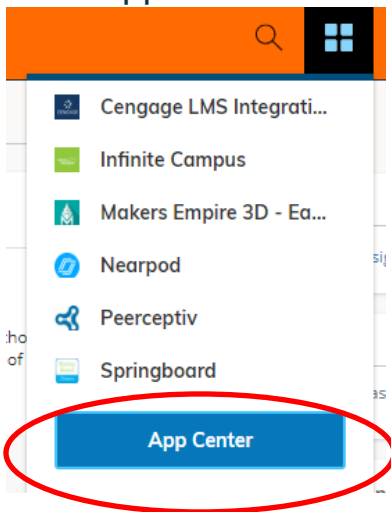
- Schoology
 - a. Assignments created in Schoology can be synced and moved over to the IC gradebook.
 - b. Assignments moved over to IC are classified as uncategorized and must be assigned the correct Grading Task (always Quarter Grade) and the Category back in IC. If this step is not done – Quarter grades will be inaccurate. This step will be known in IC as “aligning to Gradebook”.
 - c. Ungraded assignments can be synced and moved over to the IC gradebook. This will give you the option to get a head start and create future assignments in Schoology and setup them up in IC correctly (aligning to gradebook).
 - d. Eastview only – Midterm exams and Final Exams can be created in Schoology as an assignment (as those scores are only calculated into the Quarter grade) and must be aligned to gradebook in IC.
 - e. Explain to students that Schoology will only have assignment grades and that Quarter and FinalAvg grades will be officially calculated by Infinite Campus and appear in the parent/student portal at this time.

Schoology Steps

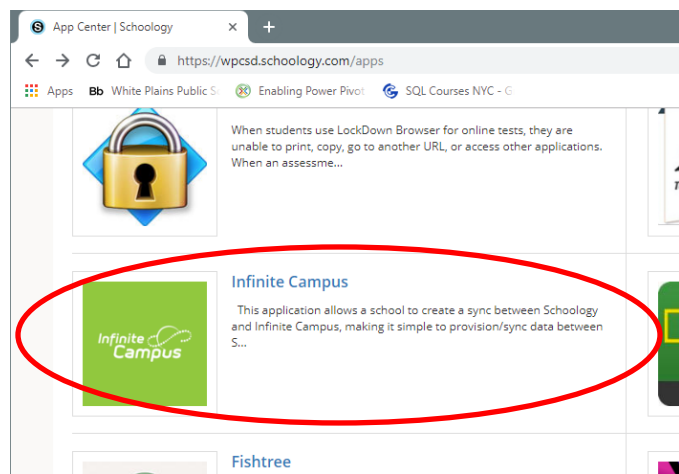
In Schoology – click the app center (waffle)



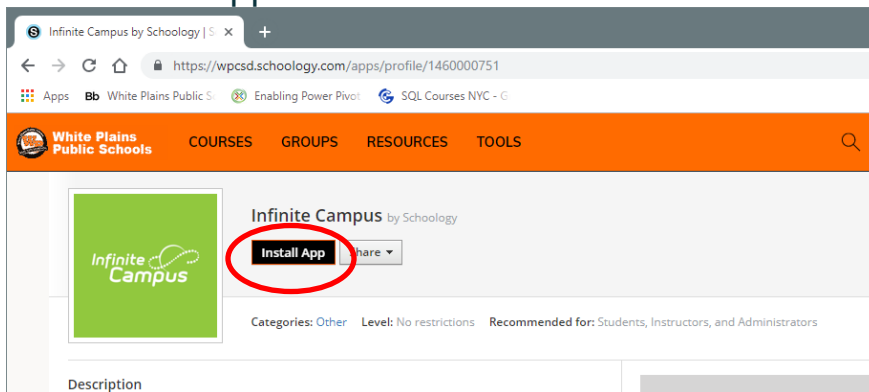
Click App Center



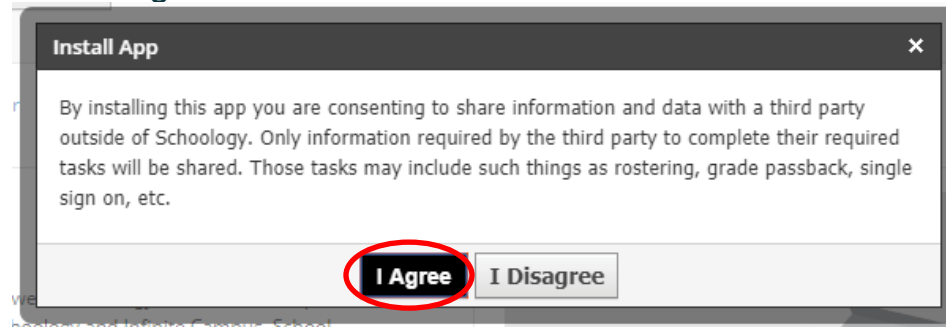
Scroll down and select Infinite Campus



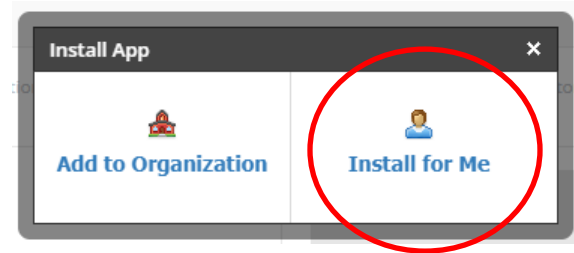
Click Install App



Click I Agree

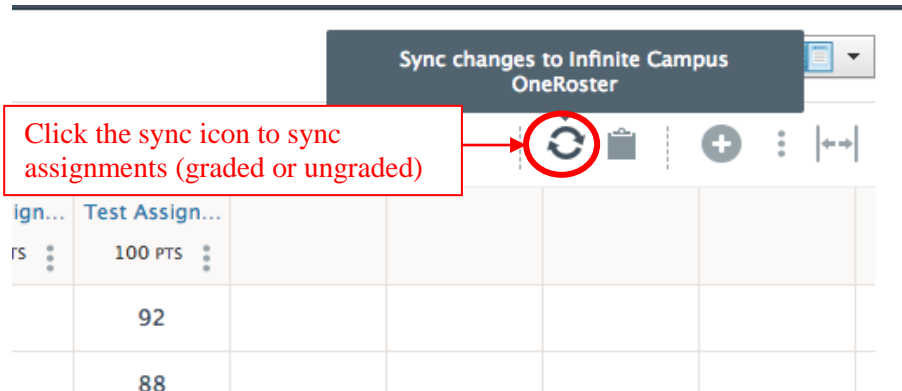


Click Install for Me



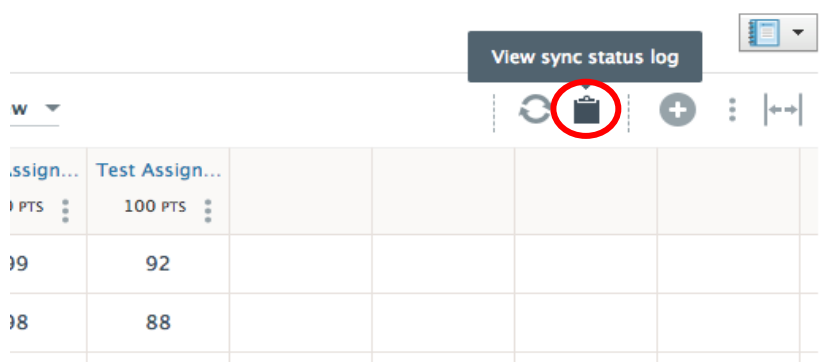
Syncing grades from the Schoology Gradebook to IC

After you create assignments in Schoology (graded or ungraded). You can sync grades and access the logs directly from the course gradebook in Schoology by selecting the sync and log icons along the top:



Above: The one-click sync button to sync changes to **all** items to the Infinite Campus Grade Book.

Below: The clipboard icon to navigate to the sync logs in the Infinite Campus app from the Schoology Gradebook. Systems logs will let you know if you had any errors with syncing assignment grades.



Other things to note in Schoology

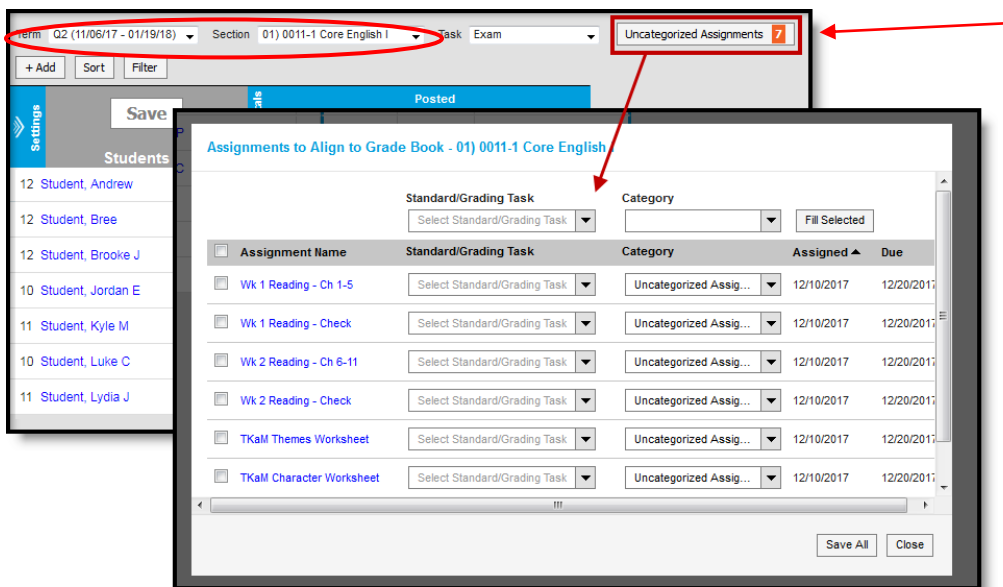
- When creating assignments in Schoology make sure the **assigned and due dates** are correct and correspond to the correct Quarter you want to the assignment to belong to. Ask your school for the Quarter date ranges.
- Currently, only assignment grades are supported as part of the gradebook sync. Grading scales, weights, attendance will **not** be passed over to Infinite Campus.
- If an item is ungraded in Schoology, meaning it is not associated with a grading category, it will not sync to Infinite Campus.

Infinite Campus Steps

Uncategorized Assignments (aligning to gradebook)

Assignments received from Schoology arrive in IC without categories or grading alignments. Teachers **must** select categories and grading alignments for scores and grades to report correctly in IC. This is known as “aligning to gradebook”.

- After you have synced assignment grades from Schoology to IC (page 4)
- Go into your IC gradebook (select the course/section).
- Click the **Uncategorized Assignments** link (top right) in your grade book (this is a new link in IC).



Uncategorized assignments need categories and grading alignments.

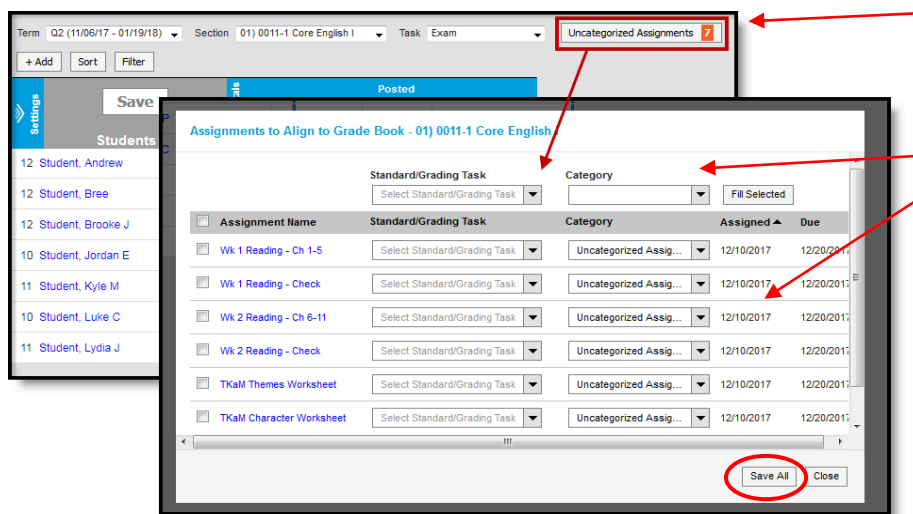
- The Grading task to be selected is **Quarter Grade only**.
- Categories are folders that assignments are sorted into, such as "Homework," "Tests," or "Participation" etc.
- Creating categories and weights as part of the traditional gradebook setup in IC **must be done first**.
 - Make sure when setting up your gradebook in IC that you see the grading tasks of Quarter Grade, FinalAvg, Final Exams, Regents, etc that pertain to your course. Your school sets this up for you.

Infinite Campus

Updating Uncategorized Assignments (aligning to gradebook)

Select a Standard/Grading Task and Category for each assignment or use the Fill Selected option:

- Select the **Standard/Grading Task** and **Category** to apply to assignments.
- Mark the checkbox to the right of each assignment to update.
- If you click **Fill Selected**. The Standard/Grading Task and/or Category is added to the selected assignments. Any existing selections are overwritten.



You can use the Fill Selected option or work on individual assignments.

Assignments not placed into a Grading Task and Category will remain on this list and will not go into the IC Gradebook.

Click **Save All**. Once assignments have category and scoring alignments, they are removed from this list and the number in the orange counter goes down.

Once assignments are aligned, they are visible in the IC Grade Book with scores received from the Schoology. Assignment scores are not to be edited in the IC Gradebook (they should be edited in Schoology and then re-sync with IC). Quarter Grades, Exams and FinalAvg grades can still be edited in IC.

Assignments are not flagged as Turned In by default.

Teachers can continue to use the assignment flags in IC (turned-in, missing, late, etc.).

Assignments are visible to parents and [students](#) as soon as they are received from the Schoology in the parent/student portal. Assignment grades will also be visible to students in Schoology.