

# Success with Syncing Grades SGY-to-IC

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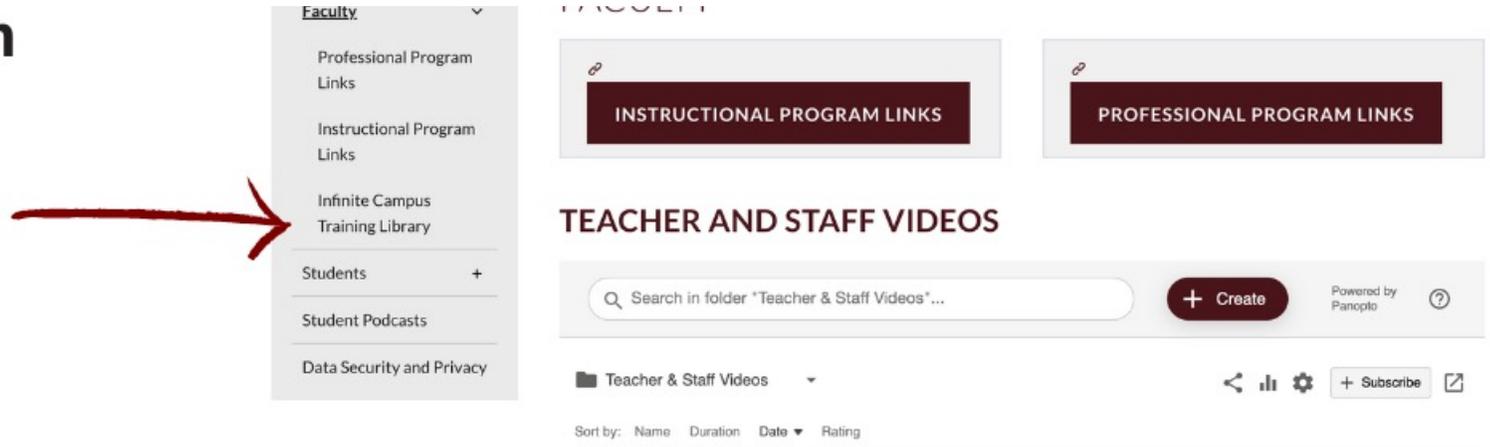
Mount Vernon  
2023

R. Hall (LHRIC)



## Video Tutorials for Setting Up Grade Sync between SGY & Infinite Campus.

Click the Faculty button on MVCSD's website



Then click on the **Infinite Campus Training Library** for Videos and Step by Step Instructions on Schoology Gradebook and syncing

[View page.](#)

# Success with Syncing Grades from SGY-to-IC begins with...



- Knowing your Infinite Campus Gradebook Categories & Weights.
- Setting up Infinite Campus app in Schoology Course to create same categories.
- Entering same Weights for Schoology Categories as I.C. Categories.
- Make sure “Calculated by...” = **Total Pts.**

Grade Book ☆

Term M1 (09/05/23 - 11/19/23) Section 1 HR) 0010X0-1 AVID 10 Task Marking Period Grade

+ Add List Sort Filter

Settings Save Students

	Grade Totals	Posted			In-Progress		
		Percent	Grade	Rpt Crd Comments	Points	Possible	Percent
11							
10							
10							
10							



**INFINITE CAMPUS  
GRADEBOOK > SETTINGS**

Check out the Categories and Weights in your IC courses. You will be able to configure your Schoology gradebook to match and sync to the IC gradebook.

Grade Book ☆

Term M1 (09/05/23 - 11/19/23) Section 1 HR) 0010X0-1 AVID 10

+ Add List Sort Filter

Settings

Grade Book Setup

- Assignment Marks
- Categories
- Curriculum List
- Filter Defaults
- Grade Calc Options
- Grading Scales
- Section Groups
- Non-Campus Assignment Defaults

Grade Book Tools

- Curriculum Copier
- Multi-Post Grades
- Score Copier

Category List

Sections

1 HR) 0010X0-1 AVID 10

Name	Weight	Sequence	Exclude From Calculation	Drop Lowest (%)
Exams/Tests/Quizzes	50.000	1	<input type="checkbox"/>	<input type="checkbox"/>
Projects	20.000	2	<input type="checkbox"/>	<input type="checkbox"/>
Participation	20.000	3	<input type="checkbox"/>	<input type="checkbox"/>
Homework	10.000	4	<input type="checkbox"/>	<input type="checkbox"/>



## INFINITE CAMPUS APP

The Infinite Campus app in Schoology will allow you to sync your categories from IC to your Schoology course so that you can do your grading in the Schoology gradebook.

Look for the video:

**7-12 Teachers: Set Up Schoology/Infinite Campus Sync**

[View video.](#)

Mount Vernon city school district COURSES GROUPS RESOURCES TOOLS

**Schoology**  
MOUNT VERNON VIRTUAL UNIVERSITY

Course Options

- Materials
- Updates
- Gradebook
- Grade Setup
- Mastery
- Badges
- Attendance
- Members
- Analytics
- Workload Planning
- Discovery Education
- Edpuzzle
- Infinite Campus**

Introduction to Schoology Courses: MVU 2023-2024 Tech

Mount Vernon CSD

Add Materials Options

All Materials

Introduction to Schoology Courses

This MVU learning module includes three lessons. Each lesson will take approximately 15-20 minutes to complete.

Lesson 1: Access and Set Up Your Courses

Lesson 2: Developing Course Materials

Lesson 3: Course Administration

Your course moderators are Dana Unger and Randy Hall. Dana can be reached at [dunger1@mtvernoncsd.org](mailto:dunger1@mtvernoncsd.org) and Randy can be reached at [rhall@mtvernoncsd.org](mailto:rhall@mtvernoncsd.org).

L.1 | Access and Set Up Your Courses

- Course Access
- Course Setup
- Course Communication

L.2 | Developing Course Materials

Informational Content Materials

## GRADE SETUP

Enable "Weight Categories" and Save Changes.

Click on each Category to enter its Weight value AND make sure "Calculated by" option = TOTAL PTS.



Infinite Campus > L2 | Developing Course Materials

Spanish 1: 9010X0 7 Spanish 1 ▶ Grade Setup

Categories ?  Weight Categories + Add

Category	Weight	%	
↕ Exams/Tests/Quizzes	50	50.00%	☆
↕ Homework	10	10.00%	☆
↕ Participation	20	20.00%	☆
↕ Projects	20	20.00%	☆

Course Options  
Materials  
Updates  
Gradebook  
Grade Setup



**Edit Grading Category** [X]

Category Name: \* Exams/Tests/Quizzes

Calculated by: \* Total pts

Drop lowest: 0

Weight: \* 50

Save Changes Cancel

# What's included here...

## Important Reminders on Grade Passback SGY-to-I.C.

*(i.e. syncing grades)*

### Tips & Troubleshooting

- Proper setup of Schoology Categories to align with I.C.
- Use Due Dates within Term
- “Category” for SGY Assignments
- “Grading Task” for SGY Assignments
- Using “Bulk Edit” to check Categories, Grading Tasks, Due Dates, etc. at-a-glance
- RESYNC after updating SGY grades &/or Exceptions
- Avoid using SGY “Factor” or “Drop Lowest”
- Ensure Categories & Weights match across SGY & I.C.



# Success with Syncing Grades SGY-to-IC

Ensure Categories & Weights Match I.C.  
SGY Category “Calculated by” = Total Pts.  
Due Dates within Term  
Category & Grading Task  
Resync after grade/exception updates  
Avoid Factor & Drop Lowest



# REMINDERS

**Syncing grades and assignments from Schoology to Infinite Campus is an optional tool that can save teacher's time.**

Teachers who choose to sync grades should enter and manage all assignments and assignment grades in Schoology and then sync to Infinite Campus.

Teachers who choose **not to** sync grades must manually enter and update assignments and grades separately in Infinite Campus.

**Synced assignments and grades are sent from Schoology to Infinite Campus.**

Assignments and grades entered in Infinite Campus do not transfer to Schoology.



# REMINDERS

**Only assignment grades are included in a sync.**

Calculated grading period/term averages and overall course grades are not included in a grade sync. Calculations are handled separately in each system.

**Both published and unpublished assignments and grades in Schoology are included** in a sync.



# REMINDERS

Syncing grades is a teacher action. It is not automatic.

Teachers are always in control of when and how often they sync grades from Schoology to Infinite Campus.

To sync grades, teachers may:

Sync **all** changes using the “**1-Click SIS Sync**” button in Schoology Gradebook.

OR

Sync an **individual assignment** using the **Action** icon available for it in the **Sync Status Log**.

*NOTE: both options are also available from the course’s Infinite Campus Teacher App.*

REFERENCE: [Infinite Campus Teacher App](#)



The screenshot shows the "Sync Status Log" window. At the top right, there is a "Sync Changes" button. Below it is a table with the following columns: ASSIGNMENT, LAST SUCCESSFUL SYNC, STATUS, and ACTION. The table contains five rows of data. The first row's "ACTION" column contains a refresh icon circled in purple, with a purple arrow pointing to it from the text "Sync Individual Assignment".

ASSIGNMENT	LAST SUCCESSFUL SYNC	STATUS	ACTION
Human Impact Article Review	Wed 8:24 AM	✓ Successful	Refresh icon
Warm- Up: Discussion (Attendance):	Wed 8:24 AM	✓ Successful	Refresh icon
Welcome Intro: All about you!!!!	Wed 8:24 AM	✓ Successful	Refresh icon
1. Lab Safety	Wed 8:24 AM	✓ Successful	Refresh icon
2. Lab Safety	Wed 8:24 AM	✓ Successful	Refresh icon

At the bottom of the window is a blue "Done" button.

# TIPS & TROUBLESHOOTING

- Gradebook
- Grade Setup
- Mastery

To minimize discrepancies in calculated grades:

## BE CERTAIN SGY CATEGORY WEIGHTS MATCH I.C.

Exams/Tests/Quizzes = 50

Projects = 20

Participation = 20

Homework = 10

Categories ?  Weight Categories + Add

Category	Weight	%	
↕ Exams/Tests/Quizzes	50	50.00%	★
↕ Projects	20	20.00%	★
↕ Participation	20	20.00%	★
↕ Homework	10	10.00%	★

Order of Categories in I.C.

Categories			
Exams/Tests/Quizzes	Projects	Participation	Homework
↕	↕	↕	↕

**TIP:** you can match the order of your Infinite Campus Categories in your SGY Grade Setup page and gradebook using the double-arrow to click-and-drag the order.

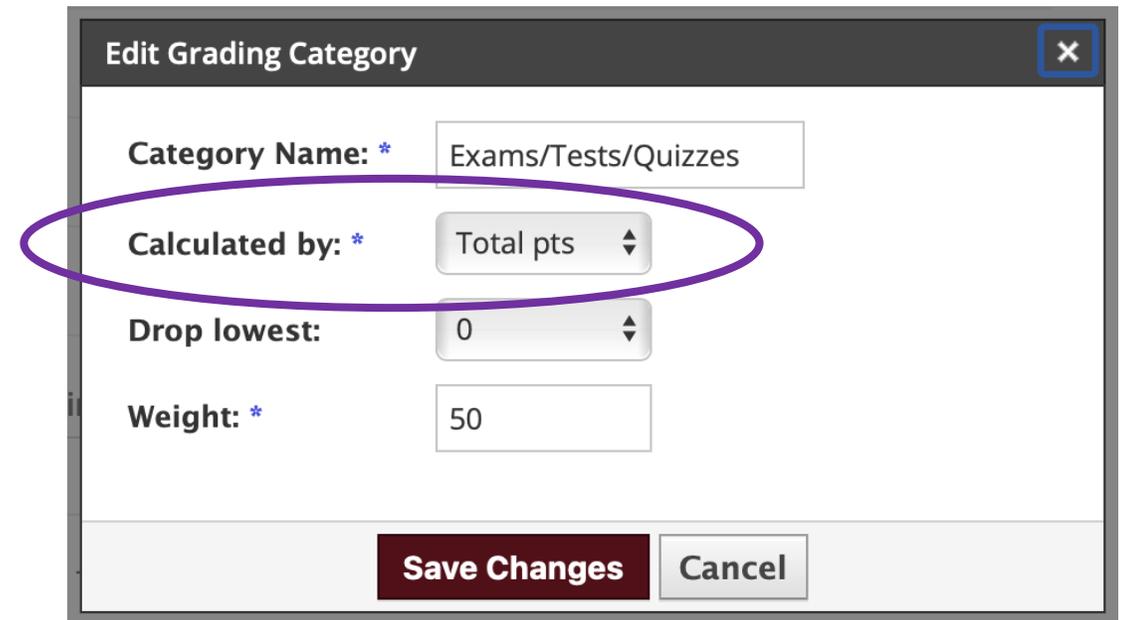
# TIPS & TROUBLESHOOTING

To minimize discrepancies in calculated grades across SGY & IC:

## SGY Categories:

***Calculated by = "Total Pts"***

Schoology Categories should be set to calculate by **"Total Pts"** to match Mount Vernon's current Infinite Campus "Grade Calc Options" which is setup to **calculate an average of raw points** across all assignments, not an average of score percentages.



The screenshot shows the 'Edit Grading Category' dialog box with the following fields:

- Category Name: \* Exams/Tests/Quizzes
- Calculated by: \* Total pts (highlighted with a purple oval)
- Drop lowest: 0
- Weight: \* 50

Buttons at the bottom: Save Changes, Cancel

*Teachers who wish to influence the weight of individual assignment scores can use varied "max" points in their Schoology assignments.*

*Teachers used to an "average of percentages" type of calculation method should simply create all assignments using 100 total "max" points.*

# REMINDERS

## ! NEW !

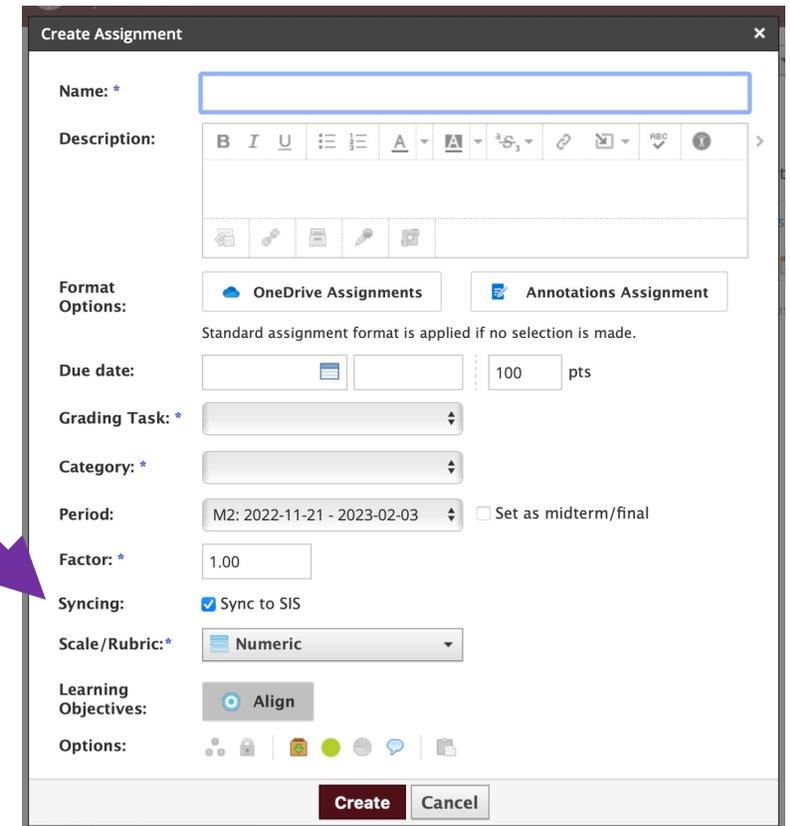
Look for the **“Sync to SIS” option** when creating Schoology assignments and graded items. This option provides flexibility and control for managing which assignments you wish to include/exclude in any sync action.

It is **enabled by default**. You can turn off (uncheck) this option for any assignment **to exclude that assignment and grades** from any future sync actions. Excluded items will appear as **“Opted Out”** in the Sync Status Log.

You can re-enable this option at any time to include that assignment in a future sync action.

REFERENCE: [Selectively Sync Graded Items](#)

Syncing:  Sync to SIS



Create Assignment

Name: \*

Description:

Format Options: OneDrive Assignments Annotations Assignment

Standard assignment format is applied if no selection is made.

Due date: 100 pts

Grading Task: \*

Category: \*

Period: M2: 2022-11-21 - 2023-02-03  Set as midterm/final

Factor: \* 1.00

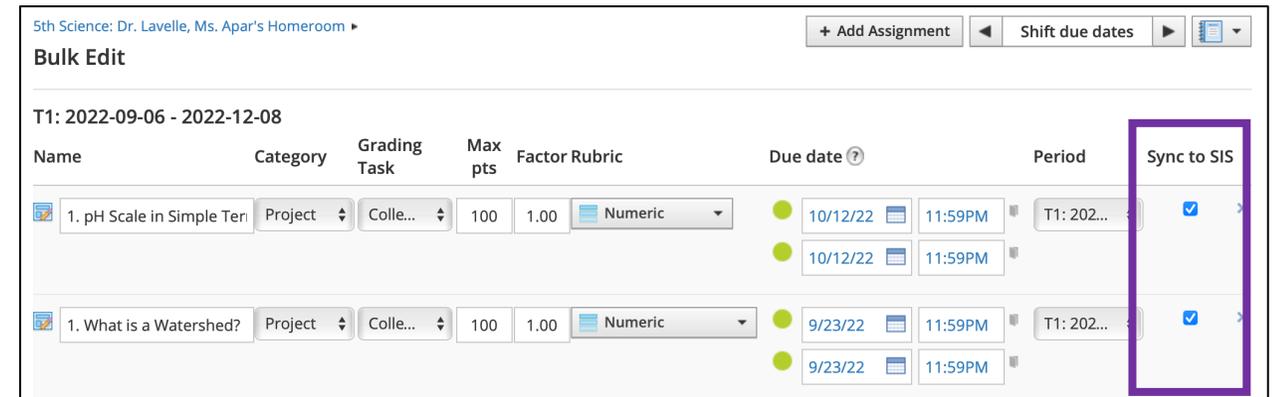
Syncing:  Sync to SIS

Scale/Rubric: \* Numeric

Learning Objectives: Align

Options:

Create Cancel



5th Science: Dr. Lavelle, Ms. Apar's Homeroom

+ Add Assignment Shift due dates

Bulk Edit

T1: 2022-09-06 - 2022-12-08

Name	Category	Grading Task	Max pts	Factor	Rubric	Due date	Period	Sync to SIS
1. pH Scale in Simple Teri	Project	Colle...	100	1.00	Numeric	10/12/22 11:59PM	T1: 202...	<input checked="" type="checkbox"/>
1. What is a Watershed?	Project	Colle...	100	1.00	Numeric	9/23/22 11:59PM	T1: 202...	<input checked="" type="checkbox"/>

The **Gradebook > Bulk Edit** page will provide an easy, at-a-glance ability to turn on/off off this new **“Sync to SIS”** option for individual assignments.

# REMINDERS

**Also, don't forget!**

## Hide Overall & Grading Period Grades in SGY

All teachers should enable the following options in their Schoology courses.

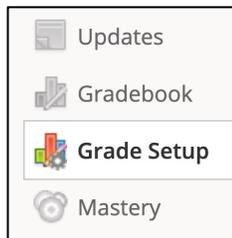
- Hide overall grade in student grade report
- Hide grading period grades in student grade report

Go to **Grade Setup** page.

Look in the **Visibility Settings** section.

Enable each of the options.

Click **Save Changes**.



Visibility Settings

- Hide overall grade in student grade report
- Hide grading period grades in student grade report
- Hide total points achieved in student grade report

**Save Changes**



# TIPS & TROUBLESHOOTING

To ensure success in syncing assignments & grades:

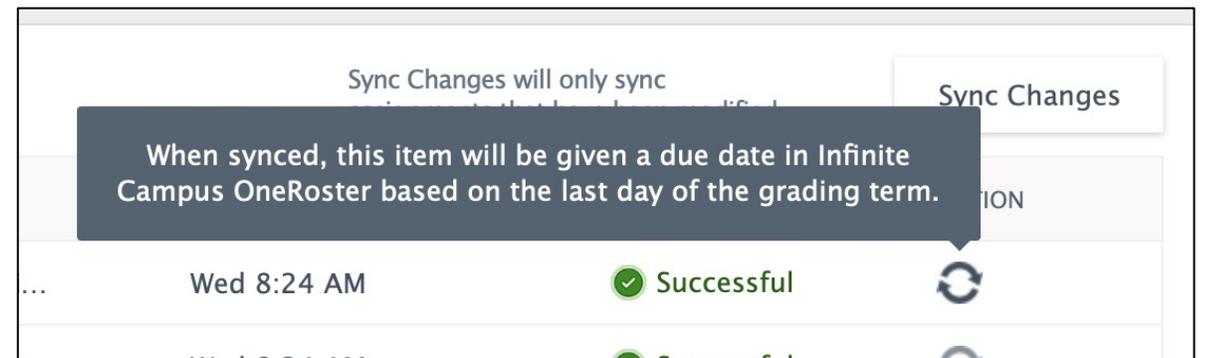
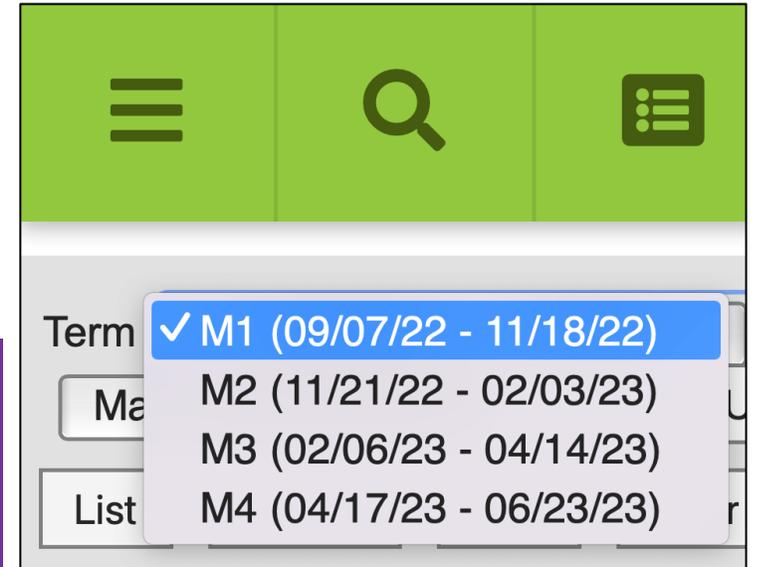
## Use Due Dates within Term

Dates should be within the Start/End Dates of Infinite Campus term dates. *Avoid weekend or holiday dates between terms.*

Assignments **without a Due Date** will sync but will be set to the last day of the grading term in Infinite Campus. Teachers can see this notice by hovering over the Action icon in the Sync Status Log.

The due date determines which “Term” in Infinite Campus the assignment will appear in & contribute to grade calculations.

**AVOID DUE DATES:**  
11/19 & 11/20  
2/4 & 2/5  
4/15 & 4/16



# TIPS & TROUBLESHOOTING

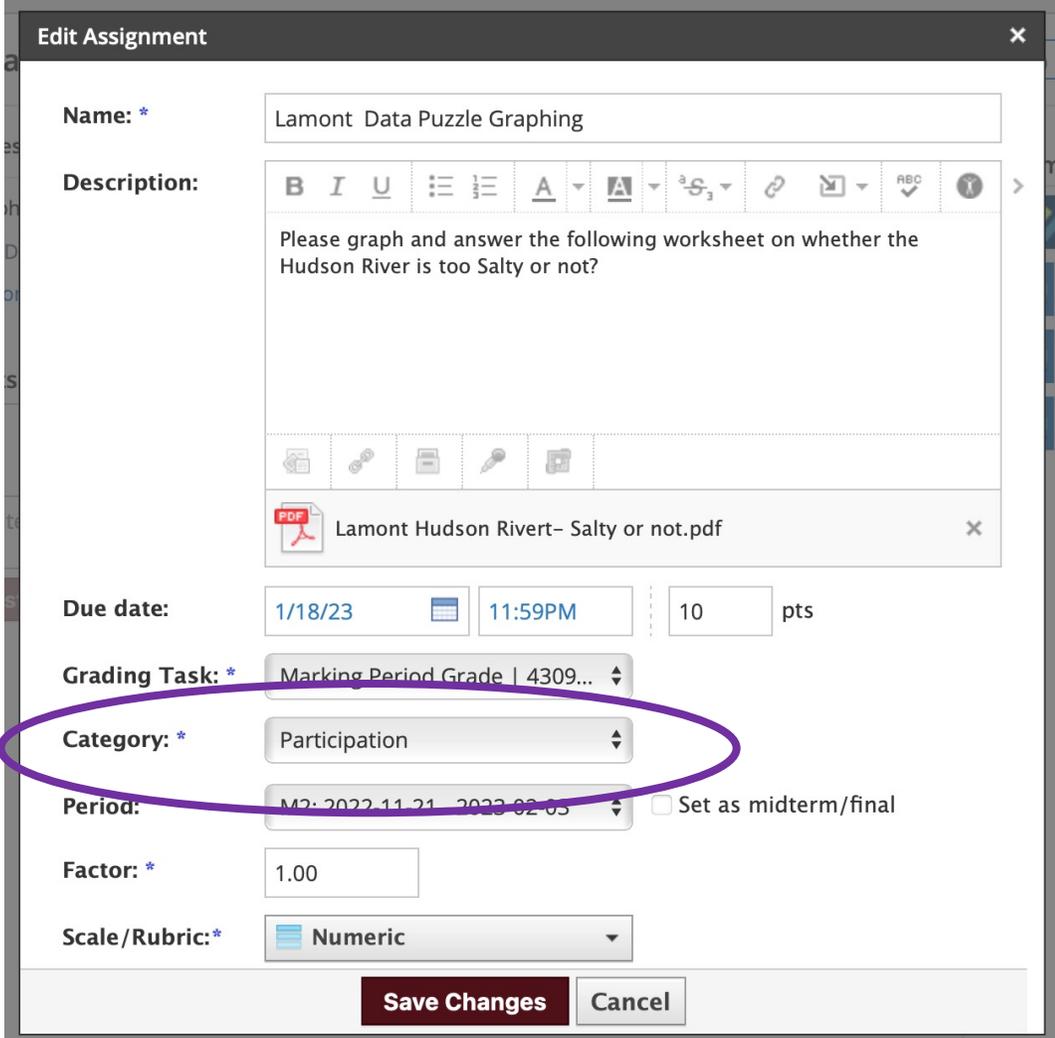
To ensure success in syncing grades:

## Have a Category

Assignments without a selected “Category” in Schoology **will not sync**.

“(Ungraded)” category assignments are **not** included in a sync.

Only assignments from a Schoology Category **mapped** to an Infinite Campus category in the **Configuration** page of the course’s Infinite Campus Teacher App are included in a sync.



The screenshot shows the 'Edit Assignment' interface. The 'Name' field is 'Lamont Data Puzzle Graphing'. The 'Description' field contains the text: 'Please graph and answer the following worksheet on whether the Hudson River is too Salty or not?'. Below the description is a PDF attachment titled 'Lamont Hudson Rivert- Salty or not.pdf'. The 'Due date' is set to 1/18/23 at 11:59PM with a score of 10 pts. The 'Grading Task' is 'Marking Period Grade | 4309...'. The 'Category' dropdown is highlighted with a purple oval and is set to 'Participation'. The 'Period' is 'M2: 2022-11-21 - 2023-02-05' with an option to 'Set as midterm/final'. The 'Factor' is 1.00 and the 'Scale/Rubric' is 'Numeric'. At the bottom are 'Save Changes' and 'Cancel' buttons.

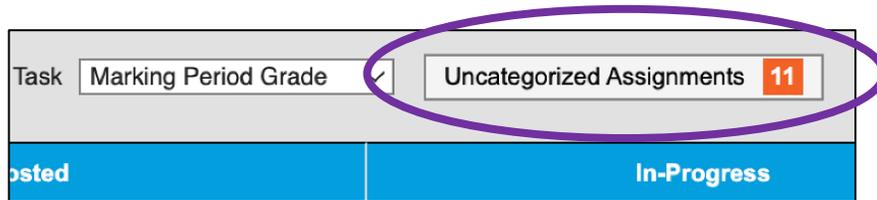
# TIPS & TROUBLESHOOTING

To ensure success in syncing grades:

## Select a Grading Task

Ensure a Grading Task has been selected for **all** assignments & graded items. This **includes External Tool** items using apps such as Edpuzzle and Nearpod.

Assignments missing Grading Tasks **will sync** when a Category is selected. However, they may end up in the **“Uncategorized Assignments”** list in your Infinite Campus Gradebook.



Teachers must **manually import** “Uncategorized Assignments” in their Infinite Campus Gradebook by selecting the missing Grading Tasks and/or Categories.

REFERENCE: Using [Uncategorized Assignments in I.C.](#)

A screenshot of the 'Edit External Tool' form. The form contains several fields: 'Tool Provider' (Automatic, based on URL), 'Title' (Predator and Prey (Predation) EdPuzzle), 'URL' (https://edpuzzle.com/lti/assignments/638f3b8e34a0a240e90c06ad/launch), 'Consumer Key', 'Shared Secret', and 'Custom Parameters'. There is a checkbox for 'Enable Grading' which is checked. Below this are fields for 'Points' (100) and 'Due Date' (1/23/23, 11:59 PM). The 'Grading Task' field is set to 'Marking Period Grade | 4309X0' and the 'Category' field is set to 'Participation'. A purple oval highlights the 'Grading Task' and 'Category' fields, with a purple arrow pointing from the text above towards the oval.

A screenshot of the 'Assignments to Align to Grade Book - 2) 1303H0-1 English 1H' page. It features a table with columns for 'Assignment Name', 'Standard/Grading Task', 'Category', 'Assigned', and 'Due'. A purple oval highlights the 'Standard/Grading Task' and 'Category' columns, with a purple arrow pointing from the text above towards the oval.

Assignment Name	Standard/Grading Task	Category	Assigned	Due
9/14 Do Now	Select Standard/Grading Task	Participation	09/14/2022	09/14/2022
9/15 Do Now	Select Standard/Grading Task	Participation	09/15/2022	09/15/2022
St. Lucy's Mid Unit Assessment	Select Standard/Grading Task	Projects	10/31/2022	10/31/2022
Central Idea Brainstorm	Select Standard/Grading Task	Participation	11/10/2022	11/10/2022

# TIPS & TROUBLESHOOTING

To ensure success in syncing grades:

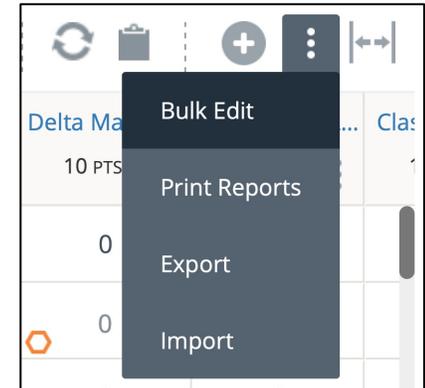
## Select a Grading Task

Don't Forget: The **Gradebook > Bulk Edit** page provides a quick at-a-glance ability to update:

- **Grading Task**
- **Category**
- **Due Date**
- **Grading Period**
- **Published/Unpublished**  
*and more...*

*(plus the "Sync to SIS" option once enabled in MV)*

Gradebook > Bulk Edit

A screenshot of the 'Bulk Edit' page in the Gradebook interface. The page title is 'Bulk Edit' and the course is 'M1: 2022-09-07 - 2022-11-22'. The table has columns for 'Name', 'Category', 'Grading Task', 'Max pts', 'Factor', 'Rubric', 'Due date', and 'Period'. The 'Category' and 'Due date' columns are highlighted with purple boxes. The table contains six rows of assignments.

Name	Category	Grading Task	Max pts	Factor	Rubric	Due date	Period
Required French Class S...	Homework		20	1.00	Numeric	9/16/22 11:59PM	M1: 202...
LES PRONOMS PERSONN...	Homework		14	1.00	Numeric	9/18/22 11:59PM	M1: 202...
Les Verbes en -er WORKS	Homework		40	1.00	Numeric	9/21/22 11:59PM	M1: 202...
Devoirs: -er verbs	Homework		22	1.00	Numeric	9/29/22 11:59PM	M1: 202...
Quiz #1	Exams/Tests/Qui...		20	1.00	Numeric	9/23/22 11:59AM	M1: 202...
Quiz #2 - er verbs	Exams/Tests/Qui...	Marking Period G...	20	1.00	Numeric	9/30/22 11:59PM	M1: 202...

# TIPS & TROUBLESHOOTING

To ensure success in syncing grades:

**AFTER UPDATING GRADES &/or “EXCEPTIONS” in SGY**

**Don't Forget to Re-Sync!**



Sync Individual  
Assignment

Sync Status Log

Sync Changes will only sync assignments that have been modified

Sync Changes

ASSIGNMENT	LAST SUCCESSFUL SYNC	STATUS	ACTION
Human Impact Article Review	Wed 8:24 AM	✓ Successful	🔄
Warm- Up: Discussion (Attendance):	Wed 8:24 AM	✓ Successful	🔄
Welcome Intro: All about you!!!!	Wed 8:24 AM	✓ Successful	🔄
1. Lab Safety	Wed 8:24 AM	✓ Successful	🔄
2. Lab Safety	Wed 8:24 AM	✓ Successful	🔄

Done

## Schoology Exceptions & Grade Passback

SIS	Excused	Incomplete	Missing	Submitted
<b>Infinite Campus</b>	<b>Excused</b> exceptions pass back to the Infinite Campus gradebook with a <b>Dropped</b> status.	<b>Incomplete</b> exceptions do not pass back to the Infinite Campus gradebook.	<b>Missing</b> exceptions pass back to the Infinite Campus gradebook with a <b>Missing</b> status.	N/A

GRADE:

*blank (null)*

*blank (null)*

*0*

*Entered grade  
or blank (null) if no grade*

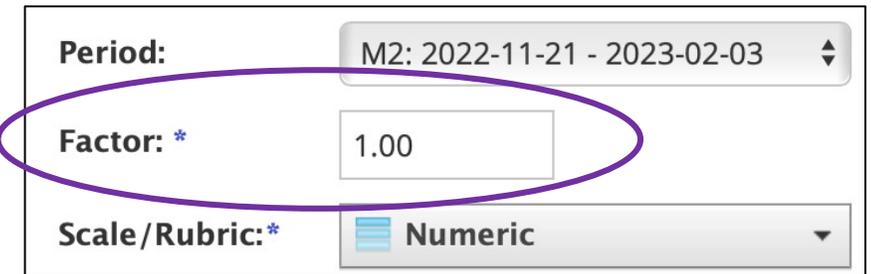
# TIPS & TROUBLESHOOTING

To minimize discrepancies in calculated grades:

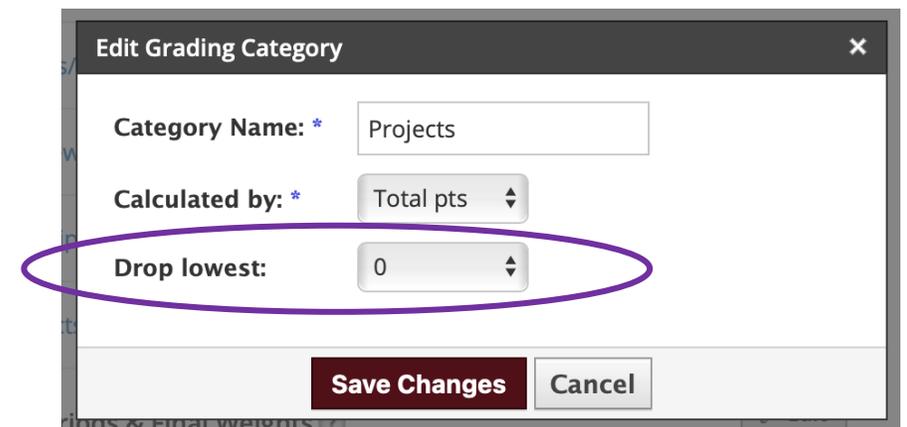
## AVOID USING...

“**Factor**” in SGY Assignments – leave all Factors **at 1**.  
Factor values are not included in SIS sync.

“**Drop Lowest...**” in SGY Categories – leave **at 0**.  
Drop lowest impact on calculations in SGY  
Gradebook is not included in SIS sync.



A screenshot of an assignment configuration interface. It features three fields: 'Period:' with a dropdown menu showing 'M2: 2022-11-21 - 2023-02-03', 'Factor: \*' with a text input field containing '1.00', and 'Scale/Rubric: \*' with a dropdown menu showing 'Numeric'. A purple oval highlights the 'Factor: \*' field.



A screenshot of the 'Edit Grading Category' dialog box. It contains three fields: 'Category Name: \*' with a text input field containing 'Projects', 'Calculated by: \*' with a dropdown menu showing 'Total pts', and 'Drop lowest:' with a dropdown menu showing '0'. A purple oval highlights the 'Drop lowest:' field. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

# TIPS & TROUBLESHOOTING

Do you have students complete formative assessments or practice activities in Schoology that receive scores but don't need to be recorded in your IC gradebook?

**TIP:** easily exclude these types of activities from syncing by simply creating a separate Schoology Category (such as "Formative/Practice") with **Weight = 0** and do not map this Schoology Category to an Infinite Campus category in your Infinite Campus Teacher App Configuration.

Categories ?  Weight Categories + Add

Category	Weight	%	
↕ Exams/Tests/Quizzes	50	50.00%	★
↕ Projects	20	20.00%	★
↕ Participation	20		
↕ Homework	10		
↕ Formative/Practice	0		

This teacher's "Formative/Practice" SGY category is NOT mapped to an IC category. Therefore, nothing is included in sync!

Infinite Campus

Sync Grades Configuration

### Define Categories

Infinite Campus OneRoster Course Categories	Schoology Course Categories
Exams/Tests/Quizzes	Exams/Tests/Quizzes
Homework	Homework
Participation	Participation
Projects	Projects

Note: Any Schoology categories that are not mapped to a Infinite Campus OneRoster category will not sync. Assignments, Test/Quizzes, and Discussions associated with those categories will also not sync.

Save Configuration

This "0" weighted category is NOT MAPPED to IC. SGY assignments or activities in this category WILL NOT be included in any sync action.

# Success with Syncing Grades SGY-to-IC

Ensure Categories & Weights Match I.C.

SGY Categories “Calculated by” = Total Pts.

Due Dates within Term

Category & Grading Task

Resync after grade/exception updates

Avoid Factor & Drop Lowest

