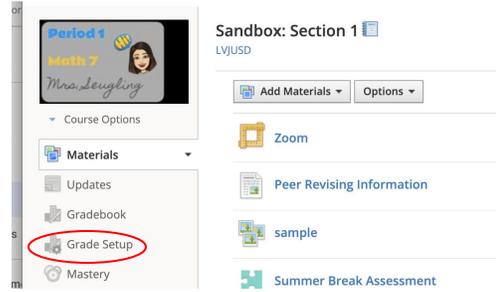
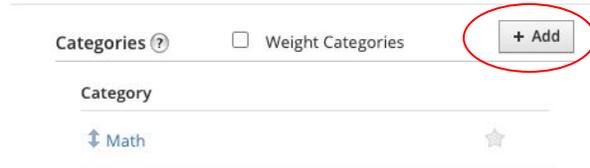


GRADEBOOK SETUP - TOTAL POINTS

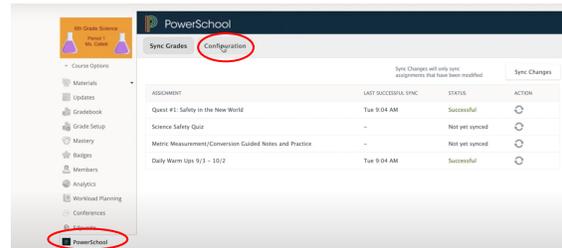
1. Go to one of your courses, then click “Grade Setup” on left side



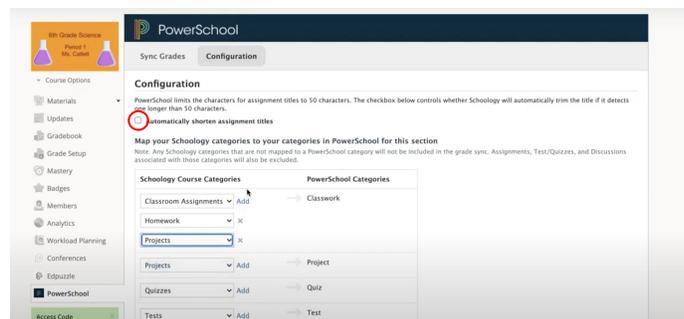
2. Click “Add” Next to Categories to create your custom Categories



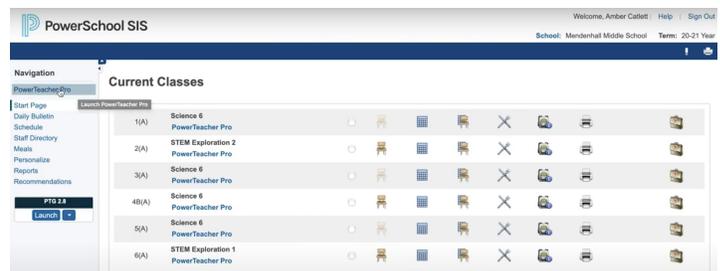
3. After Categories are created, click on the PowerSchool app on the left side of the screen, then click “Configuration” button.



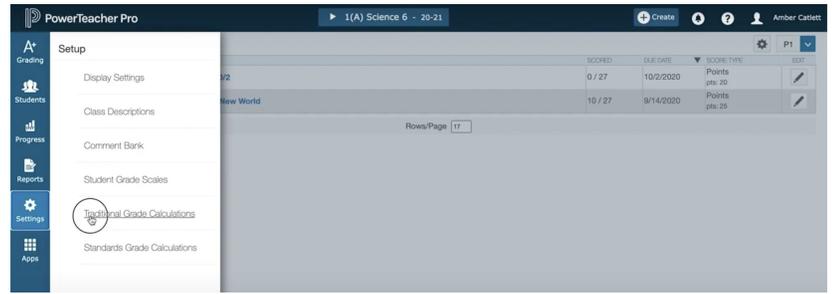
4. Match Schoology Categories to PowerSchool Categories. Click “Automatically shorten assignment titles.” Make sure to click “Save Changes”



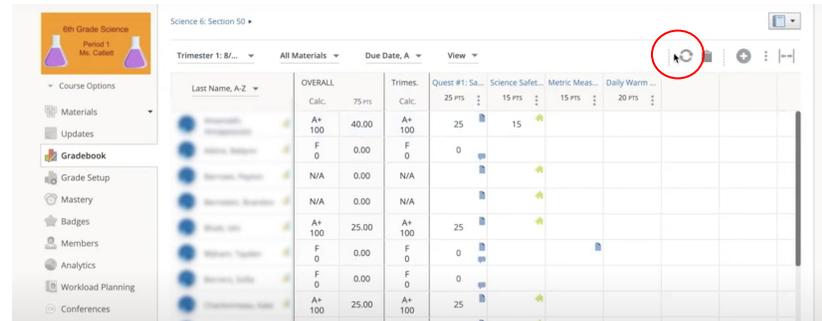
5. Open PowerTeacher in a new window, and then select PowerTeacher Pro (by clicking it from the left menu or under any course.



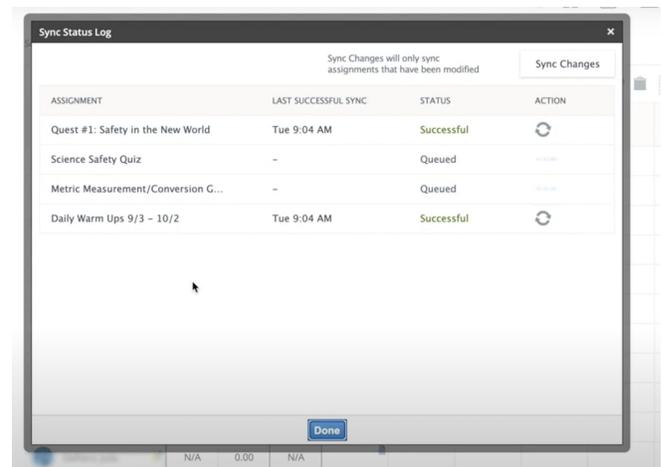
6. Once clicked, if it asks you to “Migrate”, click “accept”. On the left, click “Settings”, then “Traditional Grade Calculations”. Verify that your courses say “Total Points”



7. Go back to Schoology, Click on your Gradebook, and click the circular arrow button near the upper right corner of your gradebook. This is your sync button.



8. You can click on the clipboard to the right of the sync button to check your sync status. Your sync may take a long time, so try to sync frequently and at low traffic times



9. To verify grades, go back to PowerTeacher Pro gradebook. On the left menu, click on “A+ Grading”, then “Scoresheet” to verify that the student grades are coming over from Schoology correctly



10. From here, you can verify that your sync brought grades over correctly. If a grade is incorrect, you can manually override the grade for report cards. Please reference the “Manual Grade Entry” [one-sheet](#) for directions.

 A screenshot of the PowerTeacher Pro Scoresheet for 1(A) Science 6. The interface shows a table with columns for 'GRADE', 'QUEST #1: SAFE...', 'SCIENCE SAFE...', 'METRIC MEASL...', and 'DAILY WARM UP...'. The table lists several students with their respective grades and scores. The overall class grade is shown as 'A+' with a score of '100%' out of '40 / 40'.

Class Grade: P1		Calculation: Total Points			
Grade Scale Type: (A+ - F)		Grade: A+ 100% 40 / 40			
	GRADE	QUEST #1: SAFE... (9/14/2020)	SCIENCE SAFE... (9/17/2020)	METRIC MEASL... (9/21/2020)	DAILY WARM UP... (10/2/2020)
1. [Student Name]	A+	100%	25	15	
2. [Student Name]	F	0%	0		
3. [Student Name]	--	--			
4. [Student Name]	A+	100%	25		
5. [Student Name]	F	0%	0		
6. [Student Name]	F	0%	0		
7. [Student Name]	A+	100%	25		
8. [Student Name]	A+	100%	25		