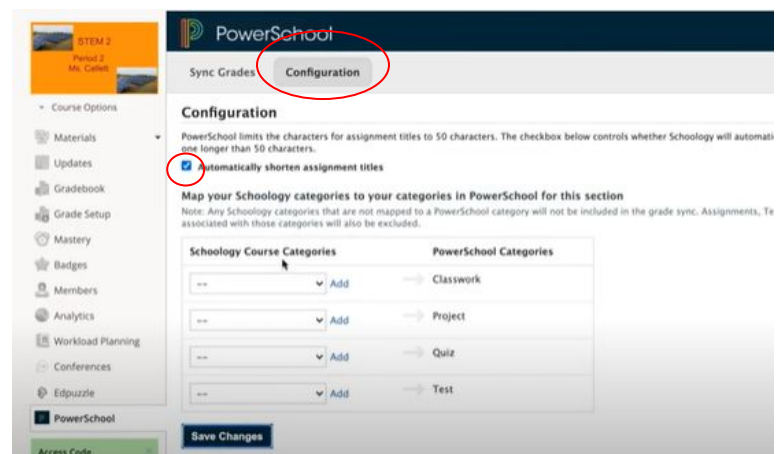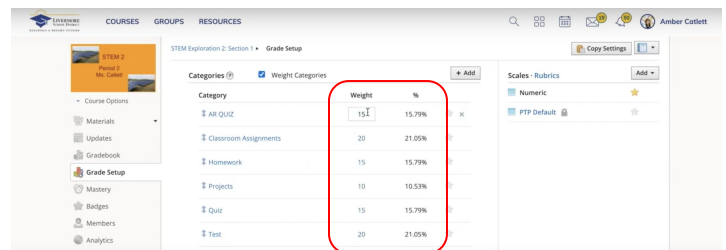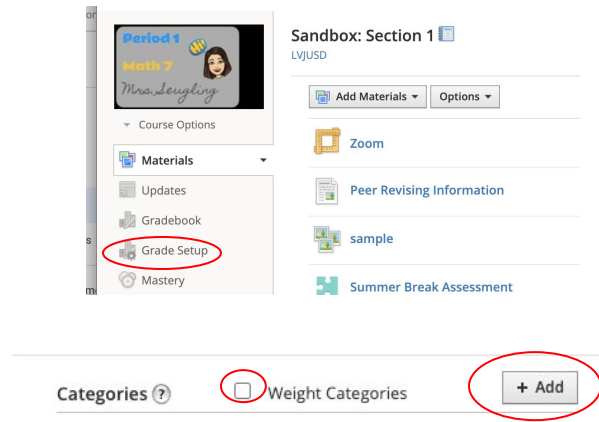# GRADEBOOK SETUP - WEIGHTED CATEGORIES

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, then check the "Weight Categories" box

3. Assign each category a weight, and make sure they add up to 100%

4. Click on PowerSchool on the menu on the left side, click **Configuration.** Match your categories from Schoology to PowerSchool. Check the box to "Automatically shorten assignment titles"

5. In a new window, open PowerSchool, then open PowerTeacherPro by clicking it from menu on the left
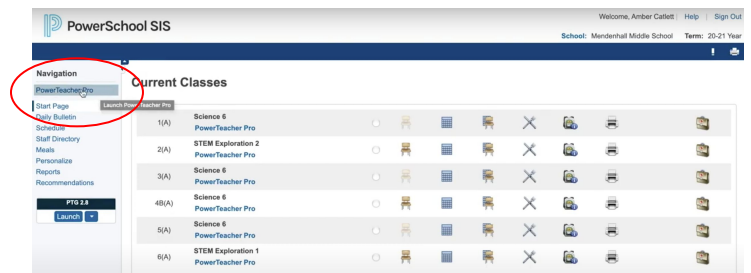
6. Click "Settings" on the left side of the screen, then "Traditional Grade Calculations"
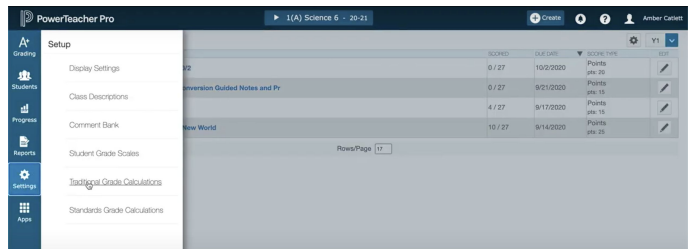

7. Select one of your classes that has weighted categories. Starting with the Y1 reporting term, click the "Actions" pencil icon to the far right.
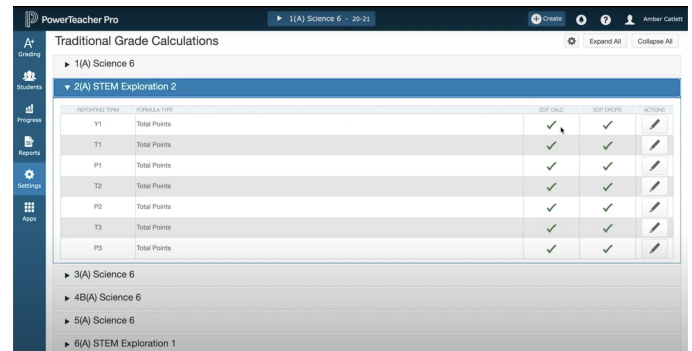

8. In the window that pops up, click on the dropdown menu that says "Total Points" and change it to "Category Weighting". Select the first category you'd like to add under the "Attribute" column. Match the weight for this category to the weight you gave it in Schoology. To add another category, click the + button on the right side of the window, and continue this process until all categories and weights are set, then click "Save"
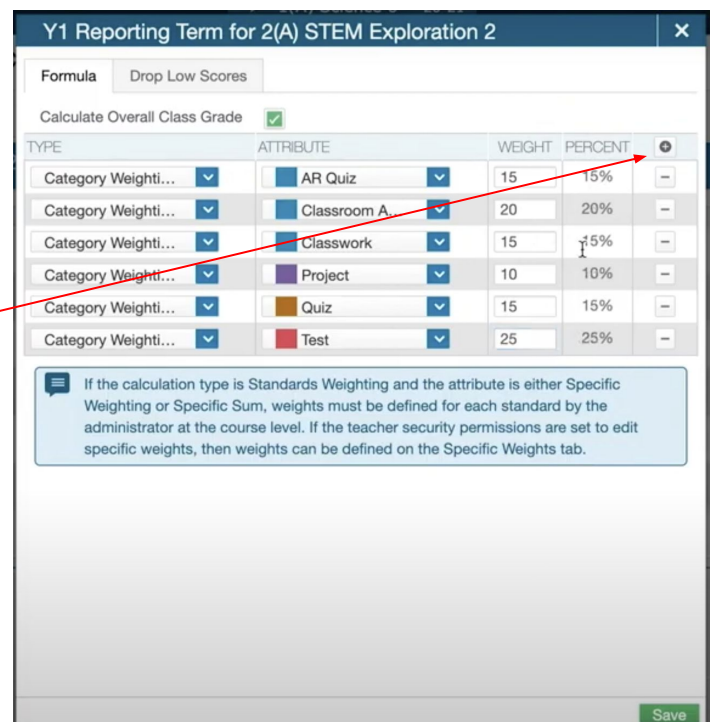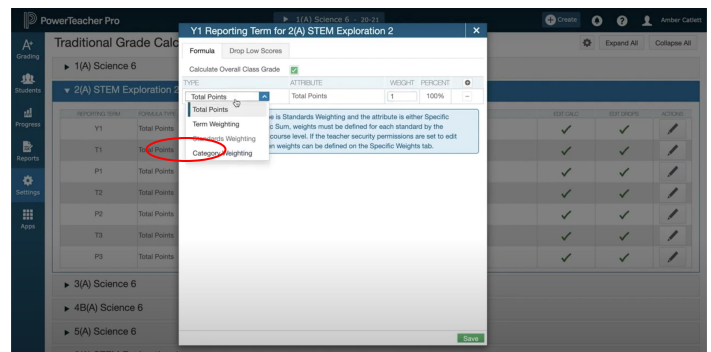
9. You'll now need to copy these adjustments to every term for the year, so click the gear icon at the top of the page, then click "Copy Traditional Grade Calculations"
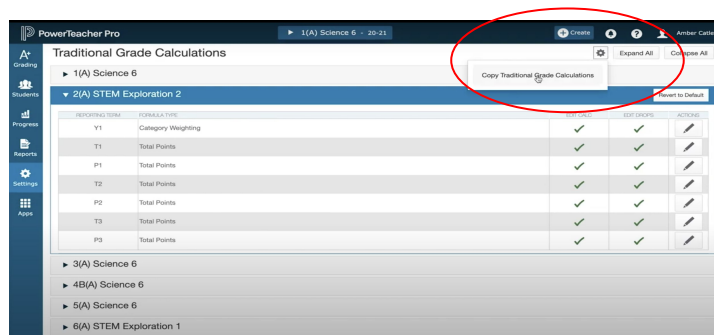

10. When this window opens, click "Within a Class", then choose the class that you created the categories for, as well as the Reporting Term the categories were created in. Click "To Class", then click the dropdown for "Select Reporting Terms" and check on all of the reporting terms, then click "Validate".
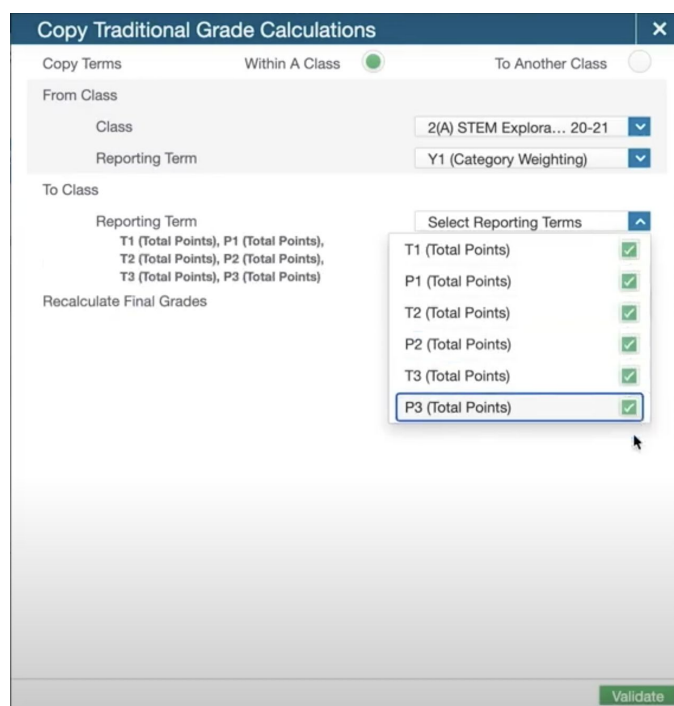
11. If you have other classes that share the same categories and weights as the first class you created, click the gear icon again, but this time select "To Another Class". In the From Class field, select the term and class that have the correct categories. In the dropdowns for "To Class", select the same term, and then check on any courses that need the same weights and categories.
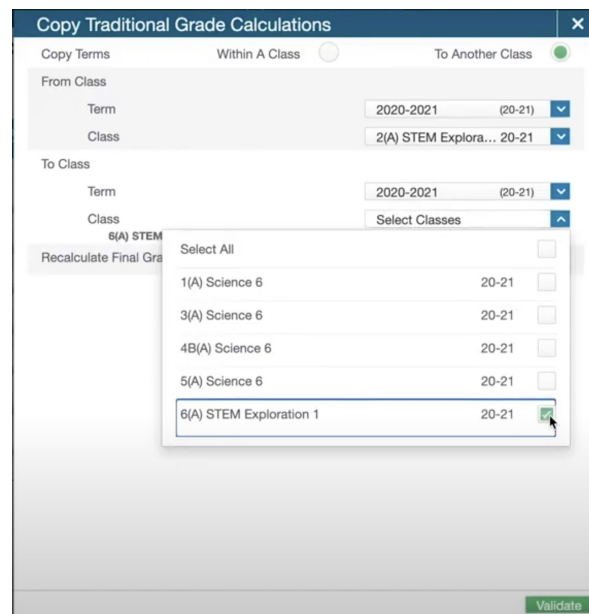

12. After Weights and Categories are created, click on the PowerSchool app on the left side of the screen, then click "Configuration" button.
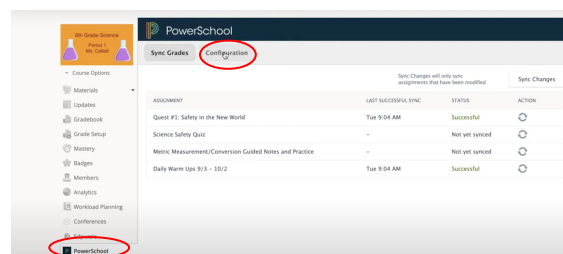

13. Match Schoology Categories to PowerSchool Categories. Click "Automatically shorten assignment titles." Make sure to click "Save Changes"
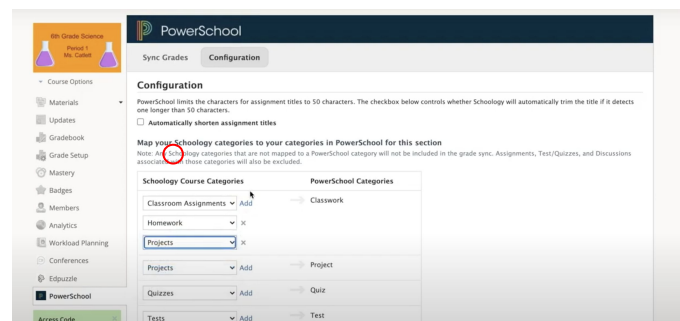
14. Click on your Schoology Gradebook, and click the circular arrow button near the upper right corner of your gradebook. This is your sync button.
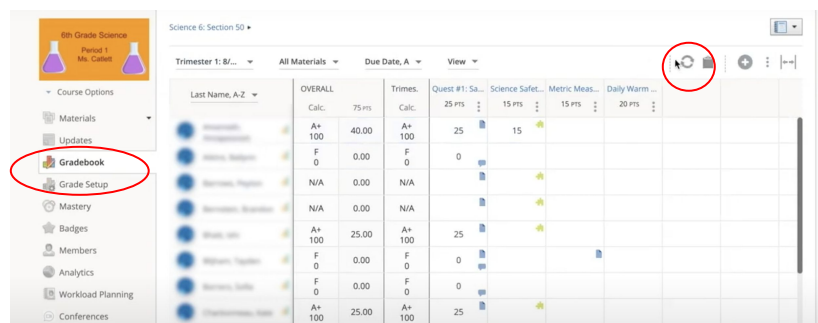
15. You can click on the clipboard to the right of the sync button to check your sync status. Your sync may take a long time, so try to sync frequently and at low traffic times
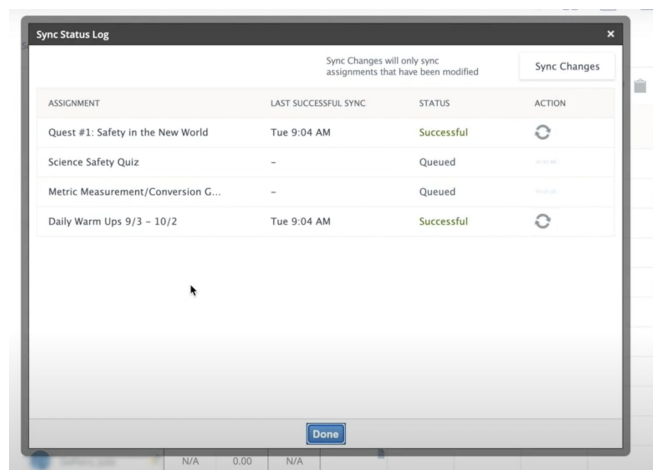
16. To verify grades, go back to PowerTeacher Pro gradebook. On the left menu, click on "A+ Grading", then "Scoresheet" to verify that the student grades are coming over from Schoology correctly.

17. 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.