



Grade Passback for Schoology Gradebook Users

Objective

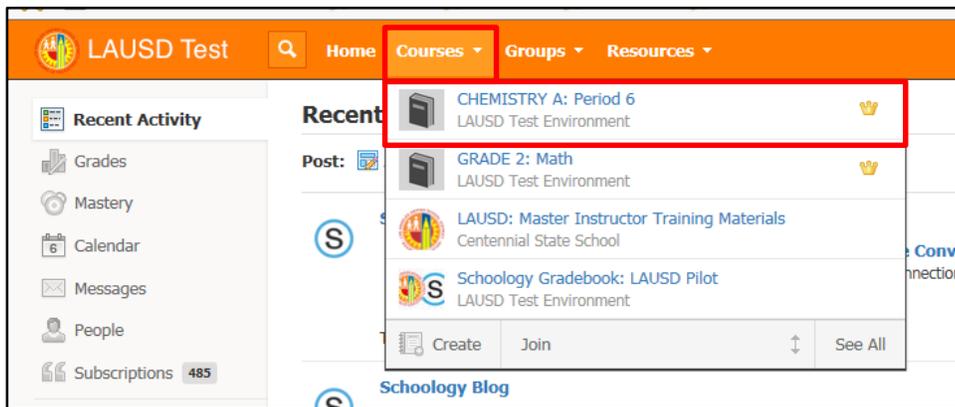
This document provides instructions on how to publish final grades from the Schoology Gradebook to MiSiS for users who are already using Schoology to enter course grades.

Teachers will need to make sure the grading scale uses letter grades

Part 1 – Setting up the grade scale in Schoology Gradebook

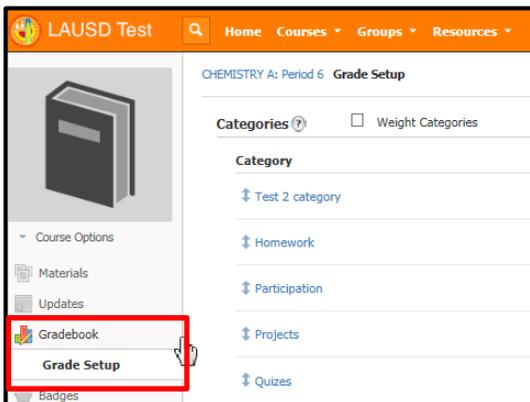
Teachers should make sure the final grade scale uses letters grades (e.g., “A”, “B”, “C”, “D”, or “F”) for Secondary courses in order to ensure the MiSiS Grade Passback function will publish grades accurately. Teachers should not use a final grade scale that includes symbols or numbers.

1. Click on the dropdown arrow for **Courses** to select the course for the grades to be entered. *In this example, Chemistry A: Period 6 was selected.*



2. The course materials will appear for the course selected. The grade scale will need to be set up before entering grades for the course. The grade scale will need to be letter grades, as the system cannot process symbols or numbers.

To set up the grade scale, click on the **Gradebook** link in the menu on the left, then select **Grade Setup**.



3. Select the appropriate grading scale. *In this example, Default Secondary Grade Scale was selected.*

Grading Periods & Final Weights

Period	Weight	%
A-Track Spring - 20152016 - 7719	0	0.00%
A-Track Spring - 20152016 - 8462	100	100.00%

Final Grade Scale

Scale: *
Numeric
A +/-
Default Elementary Grade Scale
Default Secondary Grade Scale
Kwan scale

Calculated Grades: Round Period/Final Grades

Add Grading Columns to Gradebook

Course override column
 Grade period override columns

4. Click **Save Changes**.

Final Grade Settings

Scale: * **Default Se**

Calculated Grades: Round Period/Final Grades

Add Grading Columns to Gradebook

Course override column
 Grade period override columns

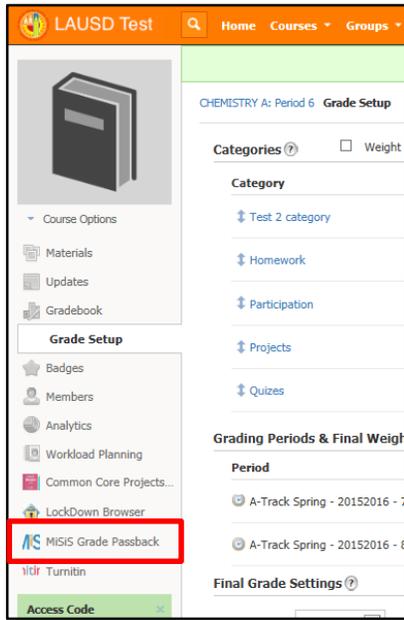
Hide information from Student Reports

Hide overall grades
 Hide grading period grades

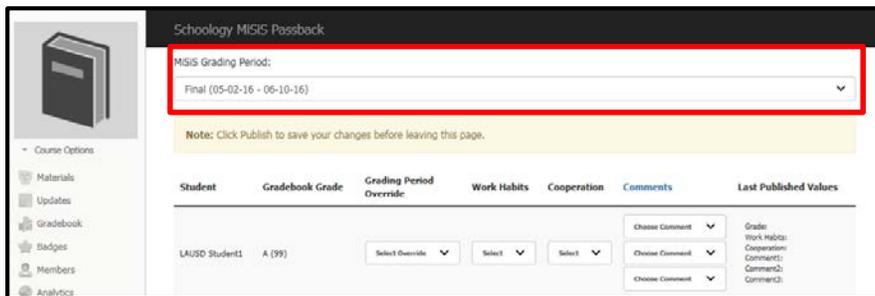
Save Changes

Part 2 – Entering grades in the Schoology Gradebook

1. Click on the **MiSiS Grade Passback** link on the left navigation menu.

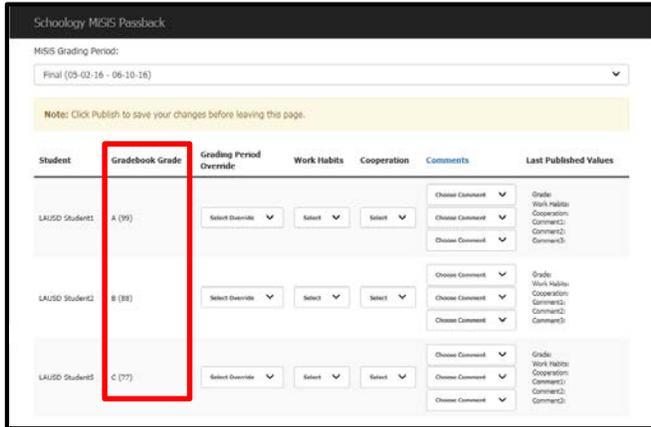


2. Select the grading period from the dropdown list.

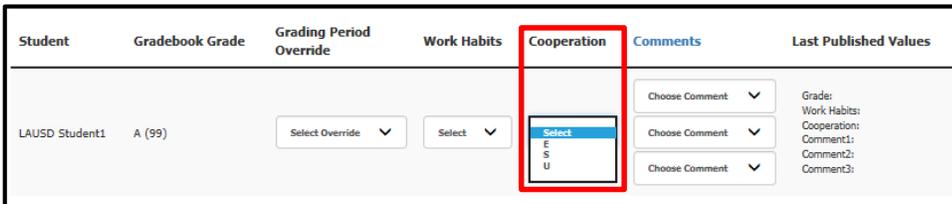
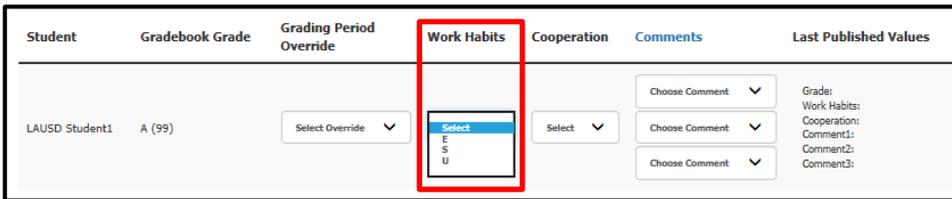


3. Since this teacher is using the Schoology Gradebook to calculate the course grades, the final letter grade was automatically calculated using the grade scale and appears under the **Gradebook Grade** column.

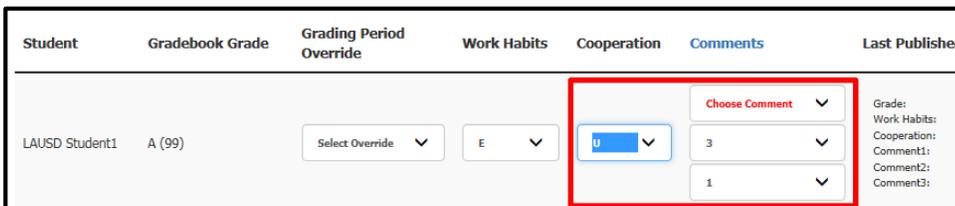
* Note: Teachers can also override the overall percentage grade by selecting a different grade from the **Grading Period Override** dropdown list.



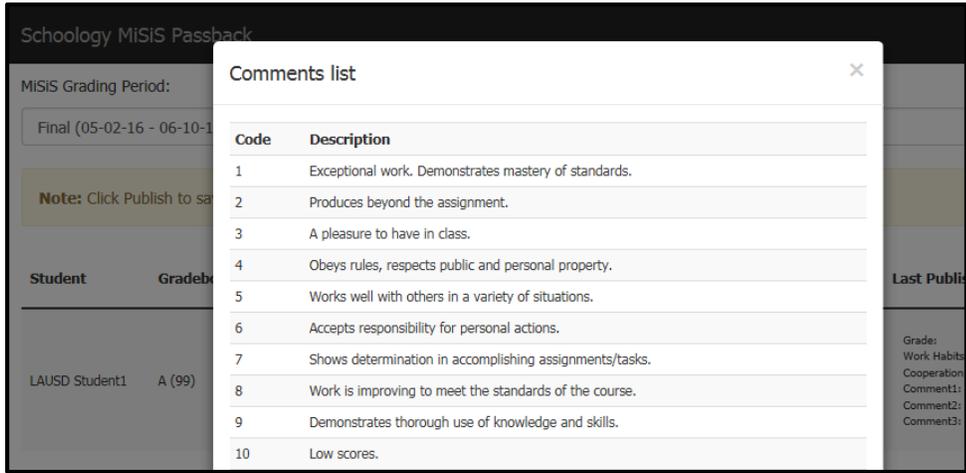
4. Select the appropriate marks for **Work Habits** and **Cooperation**.



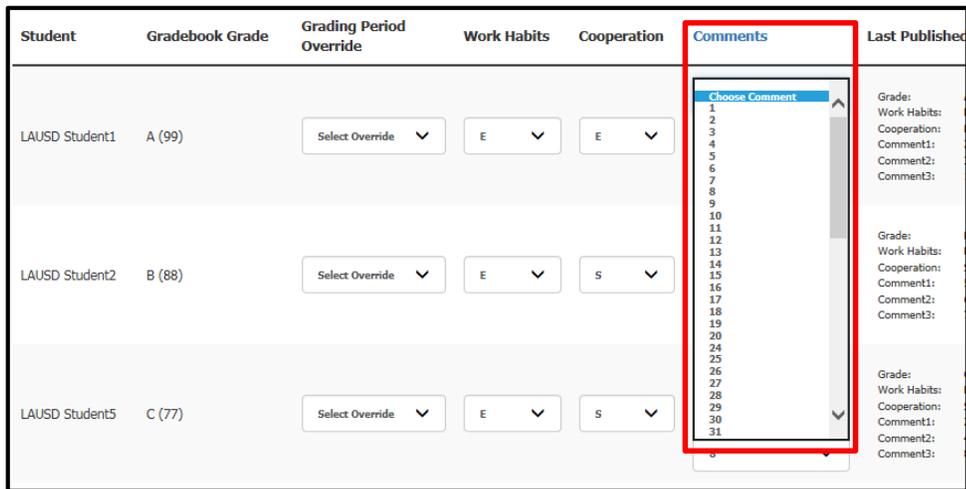
* Note: If "U" is selected for Work Habits and/or Cooperation, a selection for the Comments will be mandatory.



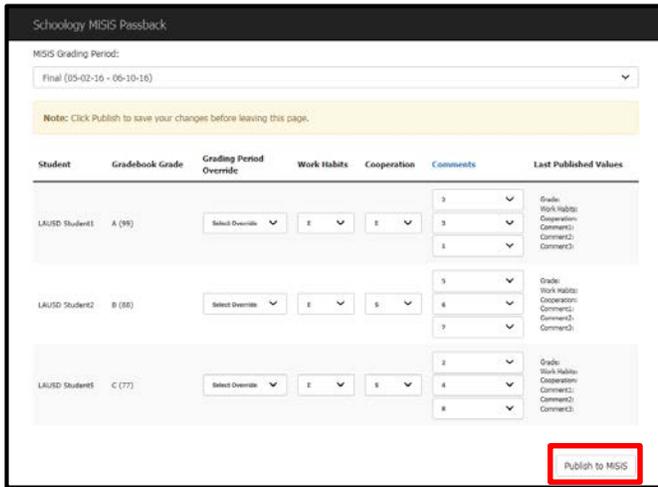
5. Click on the **Comments** column heading to view the comment choices to select.



6. Select or enter the comment number for the **Comments**.



7. Click on the **Publish to MiSiS** button on the bottom of the screen.



8. A confirmation message will appear at the bottom of the grade entry window indicating when the grades were last published and at the top of the page indicating the grades were successfully published.

The published grades will also appear in the **Last Published Value** column of the grade entry window.

