Directions: These notes are from the workshop on using the Schoology Gradebook features and best practices. See Dr. Rogers’ Gradebook tutorial video for a demonstration: https://www.youtube.com/watch?v=lc_v0a51Vc.

1. **GRADING CRITERIA:** Use Grade Setup for weighted categories after you add categories to the Gradebook. Otherwise, all categories are set to 100% by default! Select the checkbox titled Weight Categories. It’s invisible until you add a category to your Gradebook. Make sure the grading criteria and naming convention used in your syllabus matches that of your course grading categories.

2. **GRADEBOOK COLUMNS:** Add a Grade column manually to Gradebook for items that are not assigned in Schoology (e.g., participation). Select the plus sign (+) in gradebook view. Afterward, add grades manually by hovering over the grade slot or import from Excel sheet by selecting the vertical 3-dot icon near the plus sign in Gradebook and selecting Import from the drop-down menu.

3. **IMPORT/EXPORT GRADES:** Import/Export grades to/from Gradebook by selecting the vertical 3-dot image in gradebook view. Then select Import or Export from the drop-down menu. For imports, make sure the Excel columns are named as you would like to display them in Gradebook.

4. **REUSING GRADEBOOK SETTINGS IN OTHER COURSES:** Copy Settings of Gradebook in Grade Setup BEFORE copying course content into blank shell. Copy the original course by selecting the Options tab near Materials. Select Save course to Resources and then pull it into your new course after you copy the Gradebook’s settings. (See new how-to-guide on this.)

5. **ACCESS ALL YOUR CURRENT GRADEBOOKS:** Grade multiple courses from gradebook view. Select notebook icon in upper right-hand corner and then select which course’s gradebook you want to visit next.

6. **BULK EDIT GRADEBOOK:** To view the settings of all assignments, discussions, and tests at once, go to the vertical 3-dot icon in Gradebook view, and select Bulk Edit to see name, category, points, factor, rubric, due date, and period of all.

7. **ACCESS USER ANALYTICS:** Select Analytics to see User Statistics. Select a username to see stats per item.

8. **EXPAND GRADEBOOK VIEW:** Toggle the Gradebook to full screen with the bidirectional arrow icon in Gradebook. This will help you see all items in Gradebook instead of scrolling over.

9. **ACCOMMODATIONS:** For accommodations for students with certified disabilities, copy test or assignment and assign to individual when you create it. Within Assignment creation (or edit mode), select the three-dot pyramid icon for Individually Assign. **WARNING:** Do not re-assign original test from class to individual or your class test grades will disappear. (Note: If this happens, re-assign test to regular class and the grades should reappear.)

10. **RUBRICS/SCALES:** Create Rubrics with criteria and/or Scales for grading such as P/F with ranges (F = 0-60 & P = 61-100). You can reuse rubrics/scales in other courses by saving them to your personal resources.

For more information, contact the SHC HelpDesk@shc.edu or 251-380-2276
11. **ALIGN LEARNING OBJECTIVES**: Dwight Spivey can add your departmental student learning outcomes (SLOs) from an Excel sheet to the Schoology system for use in course assignments. After they’ve been added to the system, when you create an assignment (or in edit view), select the bull’s eye target icon for *Align Learning Objectives*. Then select the Custom Learning Objectives to find your departmental ones under the School heading.

12. **DROP LOWEST GRADE**: Follow this pathway: Go to Gradebook>Grade SetUp>Add button beside Categories>Type the Category for your Quiz and then type in # in the section for *Drop Lowest Grade>*Click Create. To avoid grade inflation early on, don’t turn this on until later in the semester.

13. **EXTRA CREDIT**: To give extra credit in Schoology without penalizing those who didn’t do the extra work, create a new assignment worth 0 maximum points within one of your existing Grading Categories, and then assign the number of extra credit points to each student who completes the item accordingly. (Note: You must already have something else graded in that category for this to work).

14. **PUBLISHED TESTS & ASSIGNMENTS**: Grades will display for published test and assignments, not unpublished ones.
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