



Teacher Guide to Grade Passback Success

A **step-by-step guide** for accurate grade syncing between Schoology Learning and your SIS. Remember to check your district's policies and procedures for specific usage details.

1 Set Up SIS Grading Categories

- Configure grade settings and calculations within the SIS.
- Create grading categories. *(Note: Some districts may have preconfigured categories.)*

2 Match Categories in Schoology

- Use the same [grading categories](#) and names in Schoology as in your SIS.
- Match category weights between Schoology and your SIS. *(If weights aren't used, all categories default to equal weight.)*
- Hide final grades in Schoology to let the SIS manage them. *(Check if "Round Period/Final Grades" is selected.)*
- Set "Points" as the calculation method.
- Map Schoology categories to SIS categories using the Teacher SIS App.

3 Follow SIS Mapping Guides

Refer to the guide for your system:

- [SIS Connect](#) *(for districts without specific SIS Apps)*
- [PowerSchool \(Power Teacher\)](#)
- [eSchool](#)
- [Infinite Campus](#)
- [Skyward](#)
- [Aeries](#)

4 Troubleshoot Grade Passback Issues

If You Can't Find Material in the SIS

- Check due dates:
 - Items sync based on their due dates. For example, if an item is assigned to Q1 in Schoology but has a future due date, it might sync to Q2 in the SIS.
 - Items without a due date sync to the last day of the grading period or course.
- Confirm the item is assigned to a category mapped to the SIS.

Fixing Grade Discrepancies

- Use [Bulk Edit](#) in Schoology to check gradebook items efficiently.
- Verify all materials have a Factor of 1.
- Remove unused categories in the SIS or Schoology to avoid weight calculation errors.
- Ensure that:
 - Points awarded do not exceed the total points allowed. *(Some SIS do not support extra credit.)*
 - Category weights match between Schoology and the SIS for consistent final grades.
 - "Round Period/Final Grade" is consistent between Schoology and the SIS.