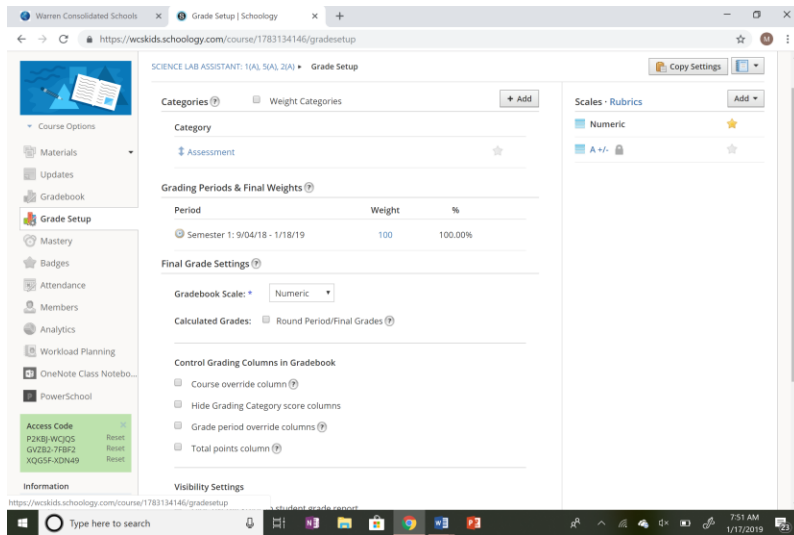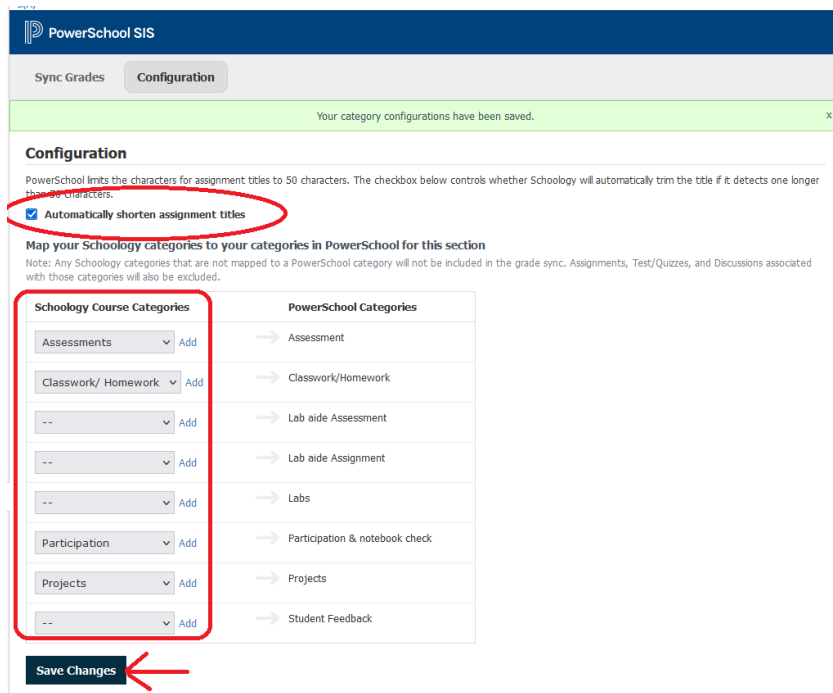## How To Setup your Schoology gradebook and Synch it with your PowerSchool gradebook

1.   Go to the course you wish to alter the gradebook for. On the left-hand side, click **Grade Setup.**

2.   Add categories for assignments and assessments, change grading scale, add scales or rubrics, and weight categories. Once complete, click **Save Changes** found at the bottom of the page.

3.   Then click **PowerSchool** on the left-hand side of the screen.

4.   Select "**Automatically shorten assignment titles**"

5.   Use the drop-down boxes to select how you want Schoology assignment types synched into your PowerSchool gradebook.

6.   Click on "**Save Changes**"