



Sync McGraw-Hill Grades and Assignments with Schoology® for LAUSD Teachers

Introduction

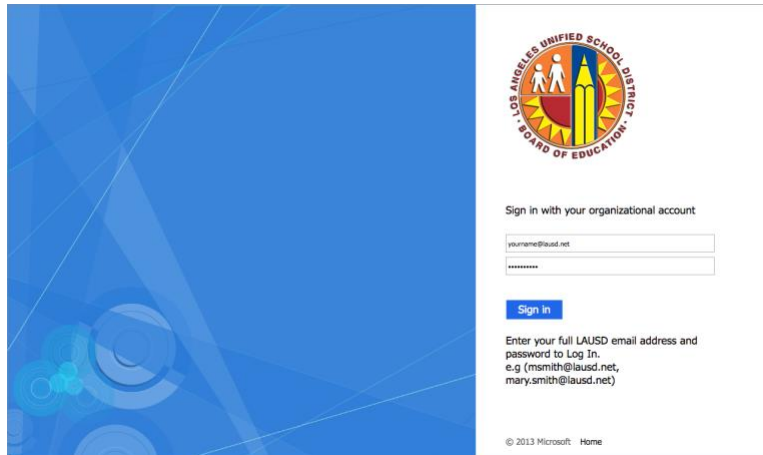
These instructions explain how to install, pair, and sync the McGraw-Hill Link: Grades and Assignment Integration App with Schoology®. This app syncs assignments between your programs on the McGraw-Hill Open Learning Platform and Schoology® and allows real-time syncing of scores when assignments are completed on Schoology®. Assignments can also be created on Schoology® using your McGraw-Hill content. In this document, we also refer to the app as the McGraw-Hill Link app.

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Sign In

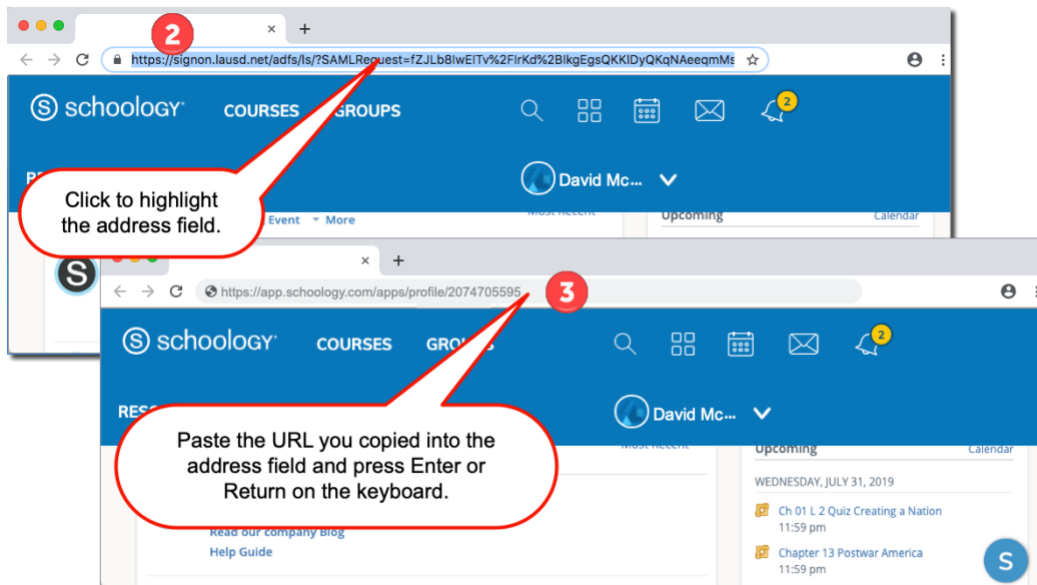
Go to <https://lms.lausd.net/> and enter your LAUSD email address and password to sign in to Schoology®.



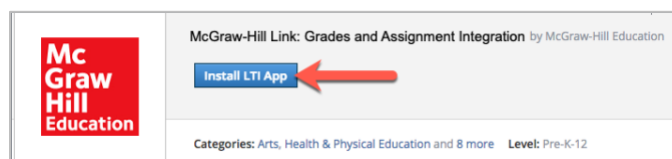
Install the App

After signing in to Schoology®, follow these steps to install the McGraw-Hill Link app.

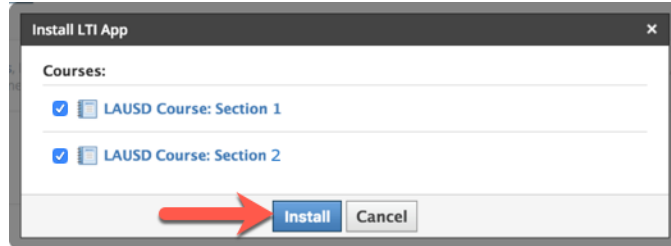
1. Copy this URL: <https://app.schoology.com/apps/profile/2074705595>.
2. Click in the URL address field to highlight the entire address.
3. Paste the URL that was copied in Step 1 and press the enter or return key on the keyboard.



4. You should now be on the McGraw-Hill Link: Grades and Assignment Integration app page. Click **Install LTI App**.



5. Select the course or courses where you want to install the McGraw-Hill Link app and click **Install**.



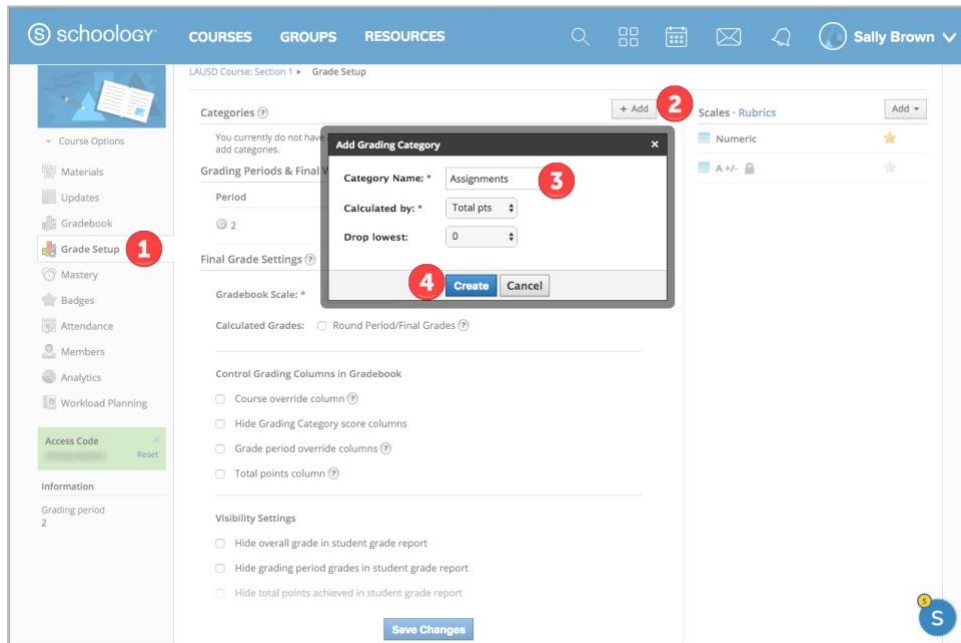
If you select the wrong course, you can uninstall the app. The app must remain installed in a Schoology® course in order to sync assignments with a McGraw-Hill class.

Create a Gradebook Category in Your Schoology® Course

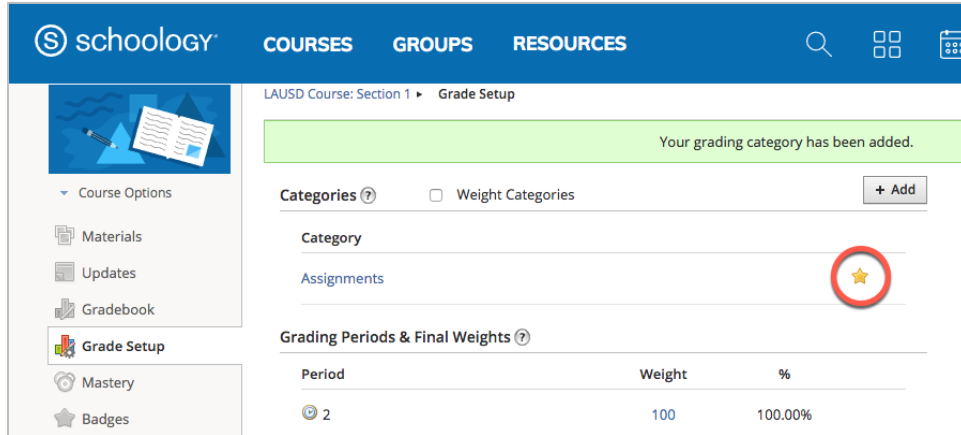
Prior to syncing assignments and grades between McGraw-Hill classes and Schoology®, you need to have at least one gradebook category and you need to set a default category for the Schoology® course that has the McGraw-Hill Link: Grades and Assignment Integration app installed. If you have already done this, skip to the “Pair Your Schoology® Course with your McGraw-Hill Class” section.

To create a gradebook category in your Schoology® course:

1. Select **Grade Setup**.
2. Click **+ Add**.
3. Enter a name for the category. In this example, the category name is Assignments.
4. Select **Create**.



- After creating the category, select the star (the star should turn yellow) to make this the default category.

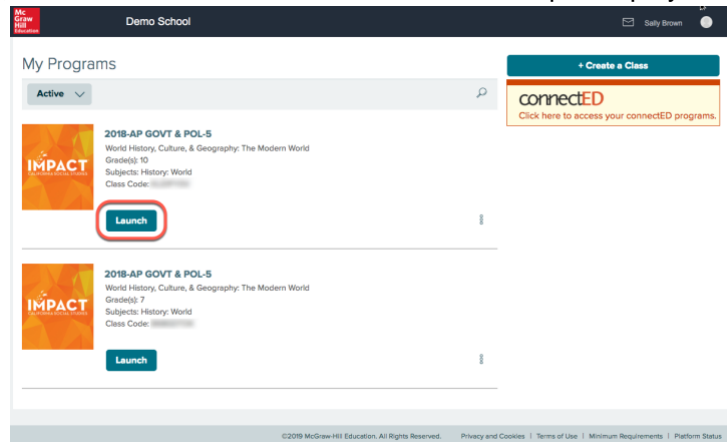


Add Display Names to Your McGraw-Hill Classes

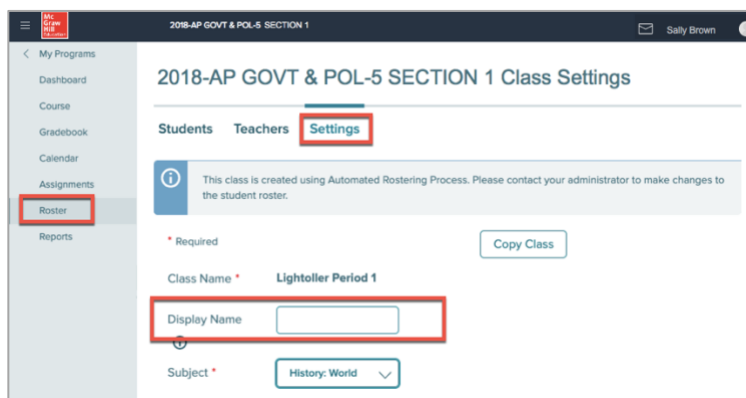
If you have one or more classes with the same class name, you can modify the display names to make unique class names. This enables you to easily differentiate your classes when you sync assignments.

Follow these steps to enter a display name for a class:

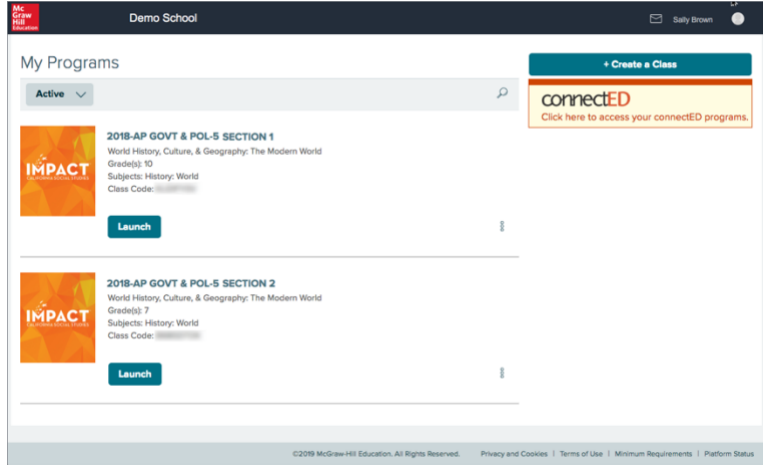
- On Open Learning, select **Launch** for a class that needs a unique display name.



- Select **Roster** on the left menu and then select the Settings tab. Enter a unique name in the Display Name field.



3. Return to the My Programs page. Your class should now display the new class name.

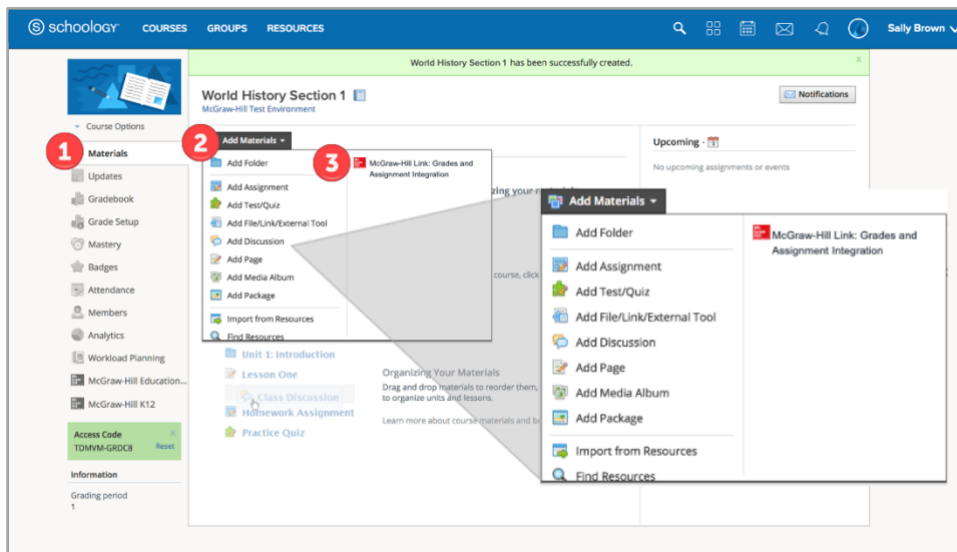


Pair Your Schoology® Course with your McGraw-Hill Class

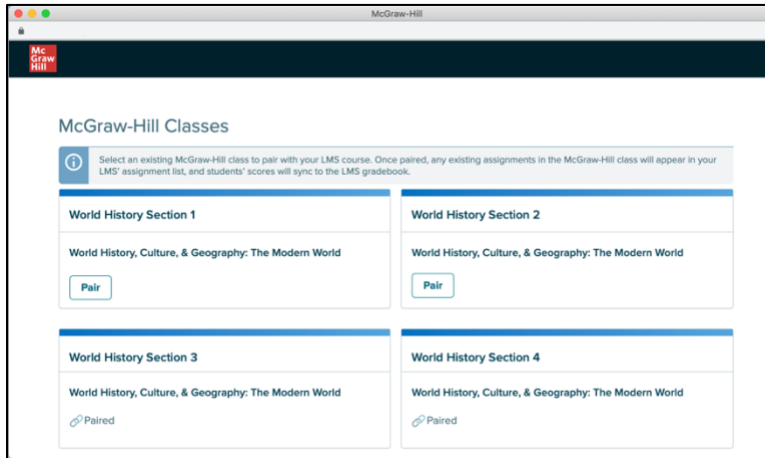
Prior to syncing assignments and grades between McGraw-Hill classes and Schoology®, you need to pair your classes. This only has to be done once for each class you wish to pair.

To pair your Schoology® course with a McGraw-Hill class, navigate to the course you wish to pair and follow these steps:

1. Select **Materials**.
2. Select **Add Materials**.
3. Select the **McGraw-Hill Link: Grades and Assignment Integration** app.



- Select the McGraw-Hill class you would like to use and click **Pair**. Note that each McGraw-Hill class should only be paired with one Schoology® course.



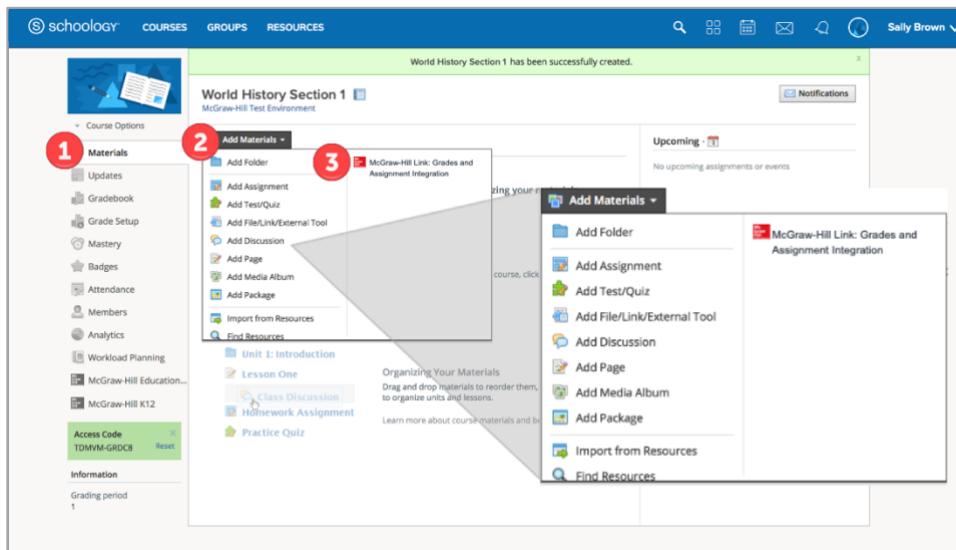
Be sure to select the correct McGraw-Hill class since the sync process cannot be undone. If one or more of your classes have the same name, see the section titled, “Add a Display Name to Your McGraw-Hill Classes.”

Un-Pair Your Schoology® Course from Your McGraw-Hill Class

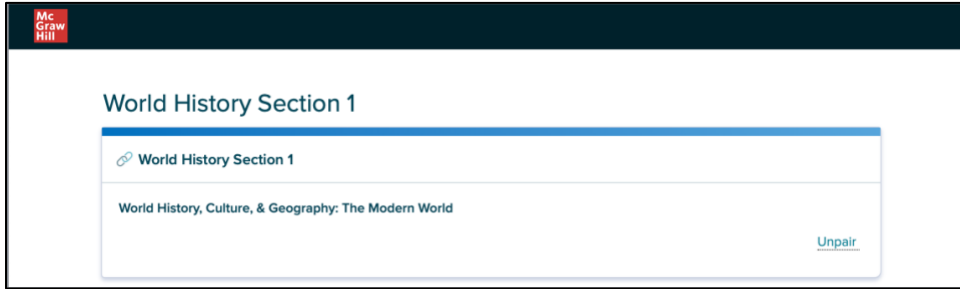
If you accidentally pair the wrong McGraw-Hill class with your Schoology® course, you can unpair it. Be aware that McGraw-Hill content and assignments will not launch from your Schoology® course if you unpair the class. Only classes paired in error should be unpaired.

Follow these steps to unpair a class from a Schoology® course:

- Navigate to your Schoology® course and select **Materials**.
- Select **Add Materials**.
- Select the **McGraw-Hill Link: Grades and Assignment Integration** app.



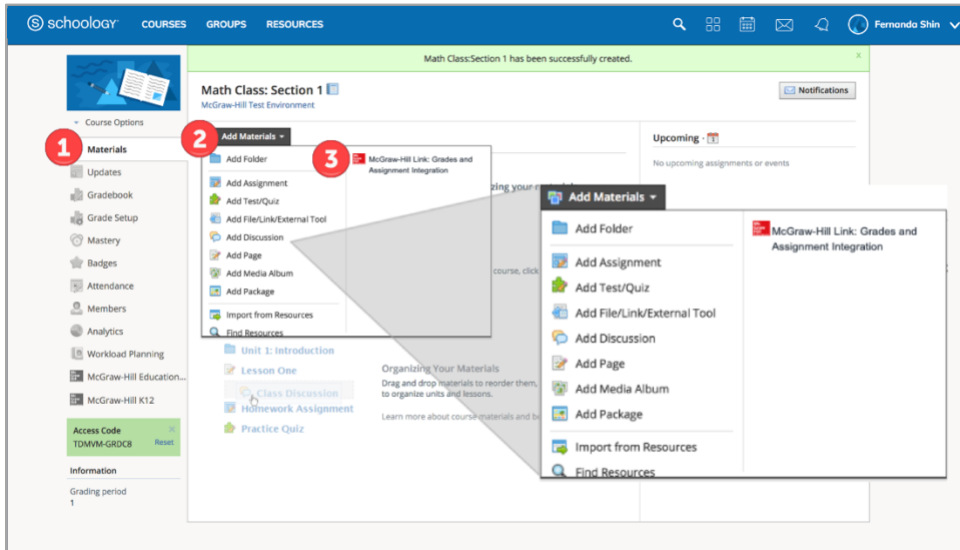
4. In the top section of the window, click **Unpair**.



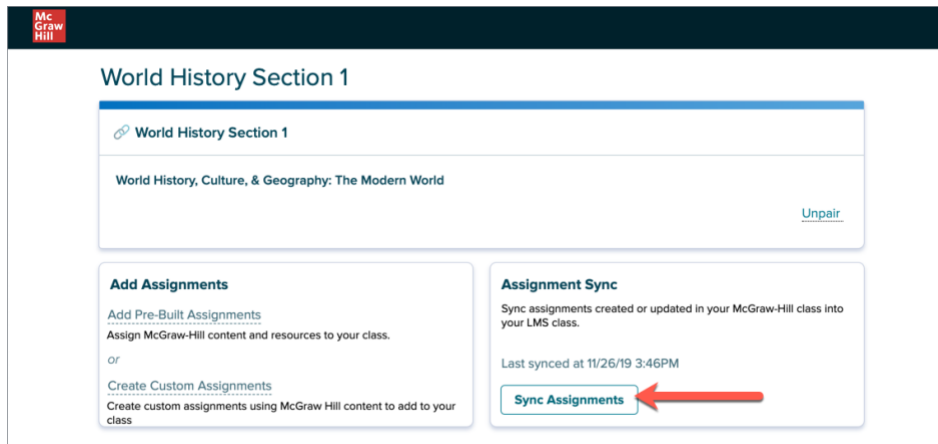
Sync Existing McGraw-Hill Assignments with Schoology®

You can sync assignments with Schoology® if you have created assignments in your McGraw-Hill class. Navigate to your Schoology® course and follow these steps:

1. Select **Materials**.
2. Select **Add Materials**.
3. Select the **McGraw-Hill Link: Grades and Assignment Integration** app.

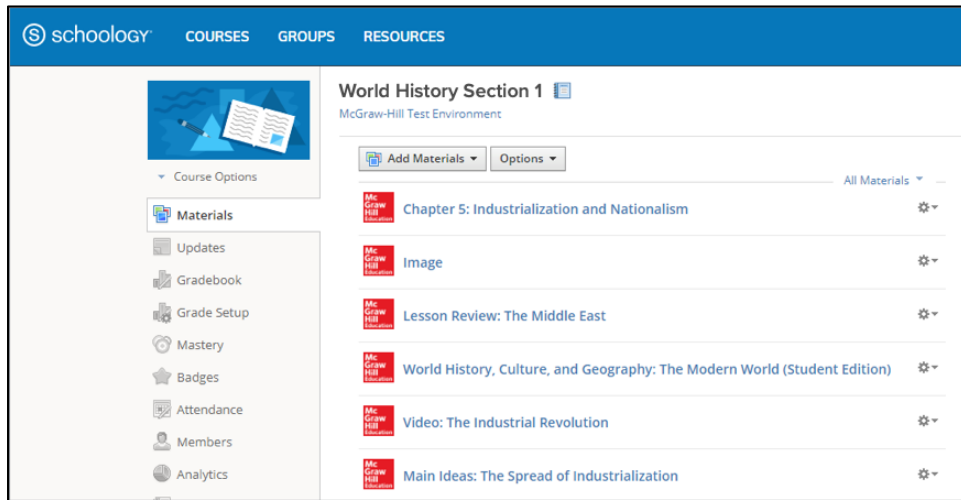


4. Select the McGraw-Hill class you want to sync with the selected Schoology® course and click **Sync Assignments**.



You can sync any time you create new assignments in your McGraw-Hill class and want them to appear on Schoology®.

The Sync Assignments window closes automatically when the sync process has finished. Your McGraw-Hill class assignments now appear on Schoology®. The assignments and grades also appear on the Schoology® gradebook.



⚠ It is important to note that this process syncs existing assignments from your McGraw-Hill class to your Schoology® course. However, it does NOT sync existing grades for assignments that students completed prior to pairing your McGraw-Hill classes with Schoology®. We hope to add this capability in a future release.

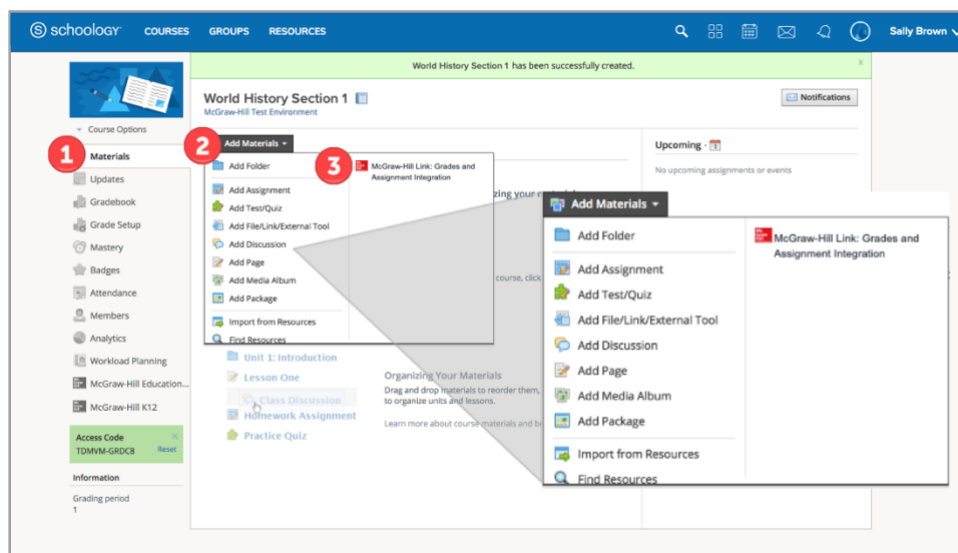
Add and Create Assignments on Schoology® Using McGraw-Hill Content

Assignments using McGraw-Hill content can be added and created directly on Schoology®. There are two options when creating assignments. One option is to add an assignment using pre-built McGraw-Hill content. The other option is to create a custom assignment by customizing McGraw-Hill content.

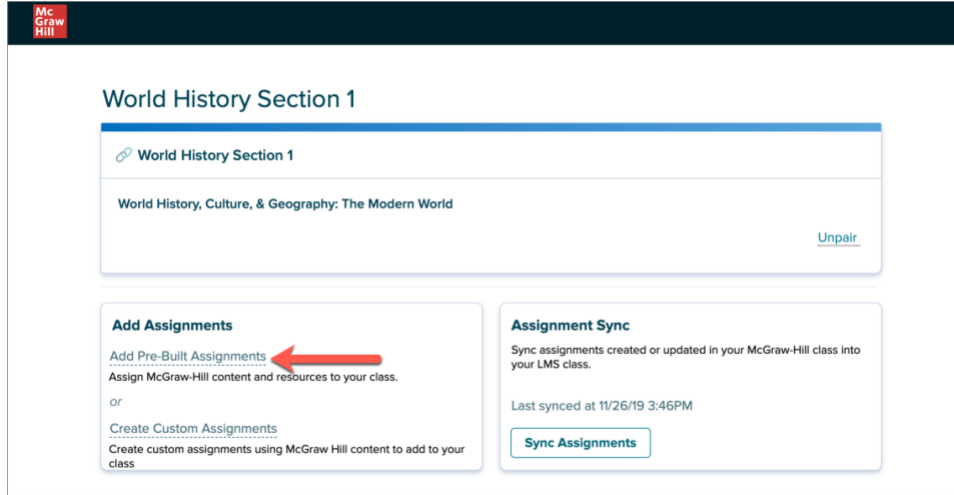
Option 1: Add Assignments on Schoology® Using Pre-Built McGraw-Hill Content

Follow these steps to add an assignment on Schoology® using pre-built McGraw-Hill content:

1. Navigate to your Schoology® course and select **Materials**.
2. Select **Add Materials**.
3. Select the **McGraw-Hill Link: Grades and Assignment Integration** app.

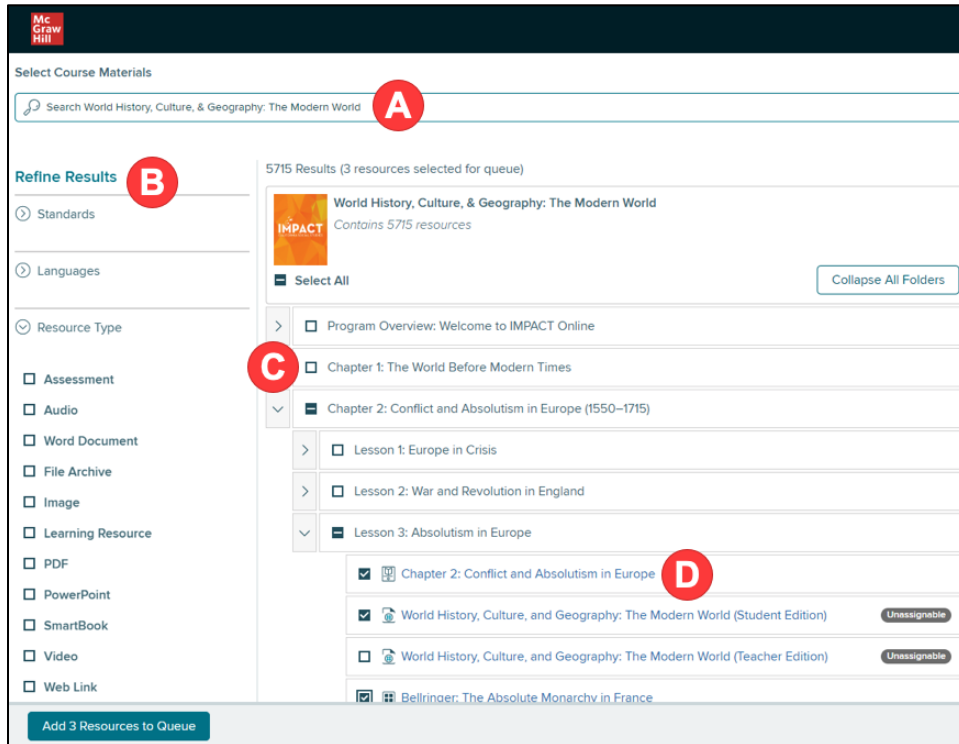


4. Click **Add Pre-Built Assignments**.

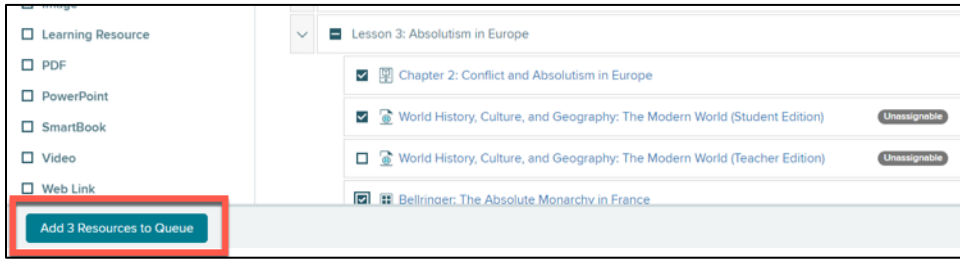


5. On the **Select Course Materials** page you can:

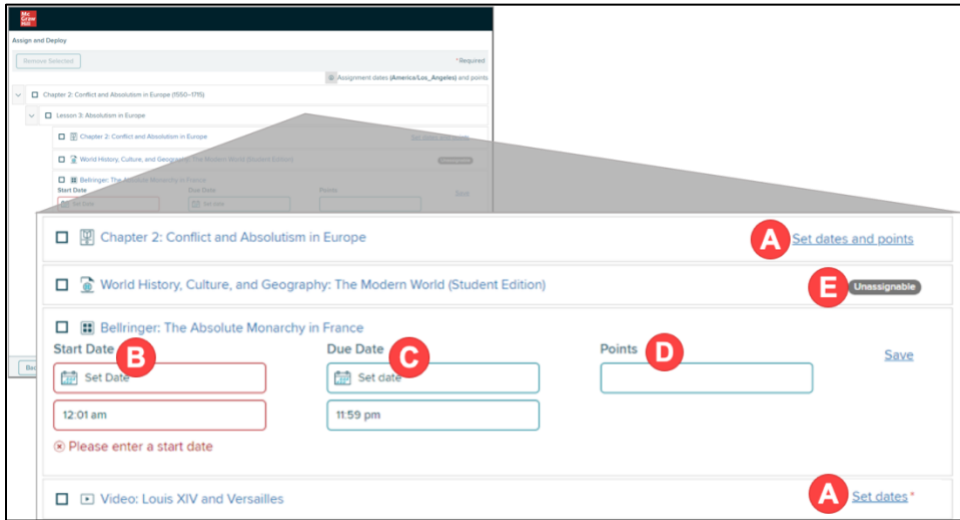
- A. Search for resources by keyword.
- B. Filter resources by Standard, Language, or Resource Type.
- C. Explore resources by chapter and lesson.
- D. Click a resource and preview it.



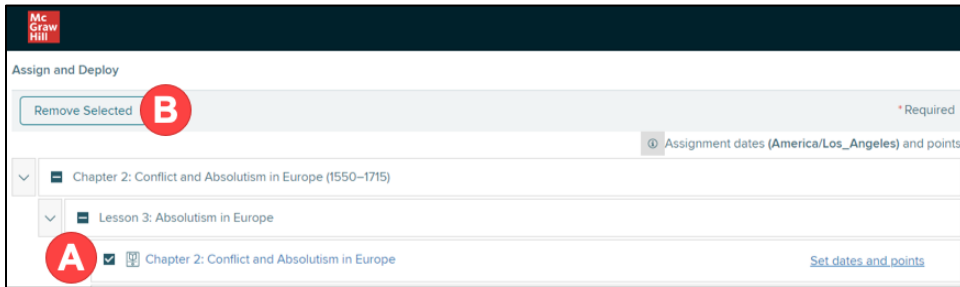
6. Click one or more checkboxes to select the resources you want to assign, then click **Add Resources to Queue**.



7. On the Assign and Deploy page:
 - A. Click the links to the right of a resource title to either Set Dates or Set Dates and Points.
 - B. Set the assignment start date and time.
 - C. Set the due date and time.
 - D. Set the point value for the assignment.
 - E. Unassignable resources do not have start date, due date, or point value, but students can view the content.



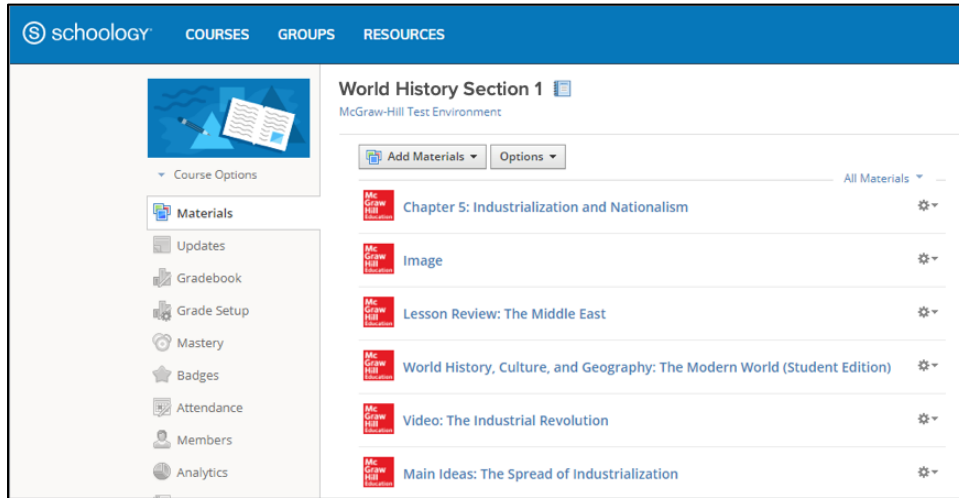
8. To remove resources:
 - A. Click one or more checkboxes to select the resources you want to remove.
 - B. Click **Remove Selected**.



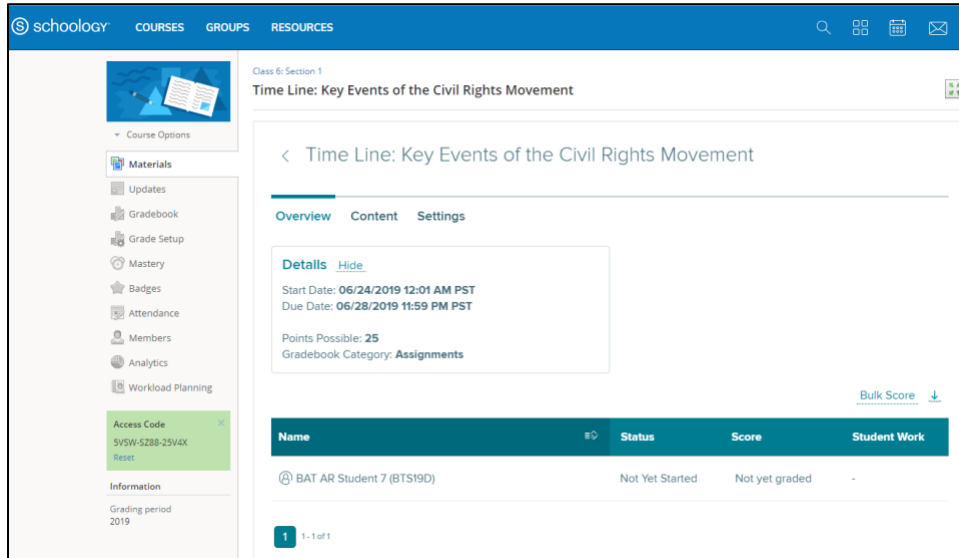
9. After making your selections, click **Deploy All Resources**.



10. Assignments should now appear on Schoology®. They are listed as Materials.



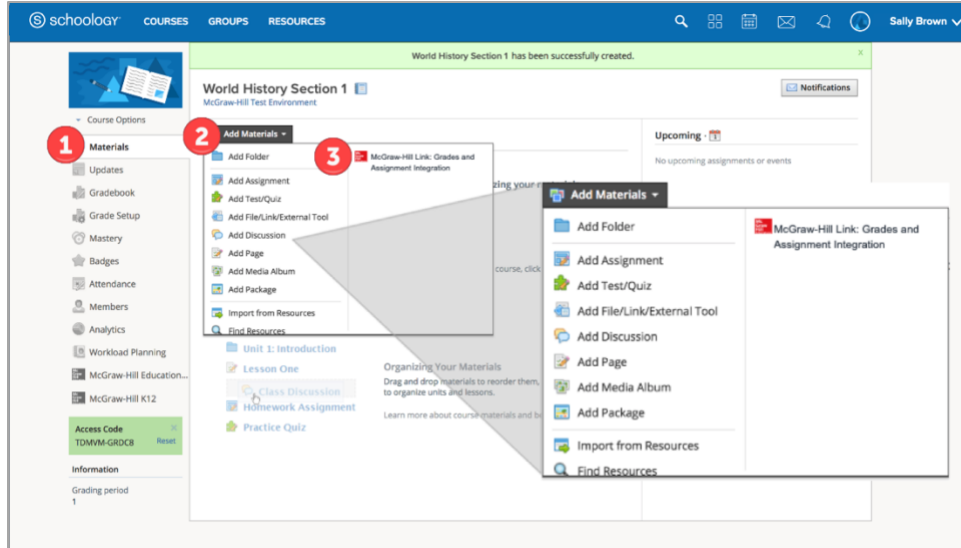
11. Assignments can be accessed once they are created on Schoology®. When you launch a resource from Schoology®, you are taken to the teacher assignment view. This view allows you to preview, manually score, and see student progress on assignments.



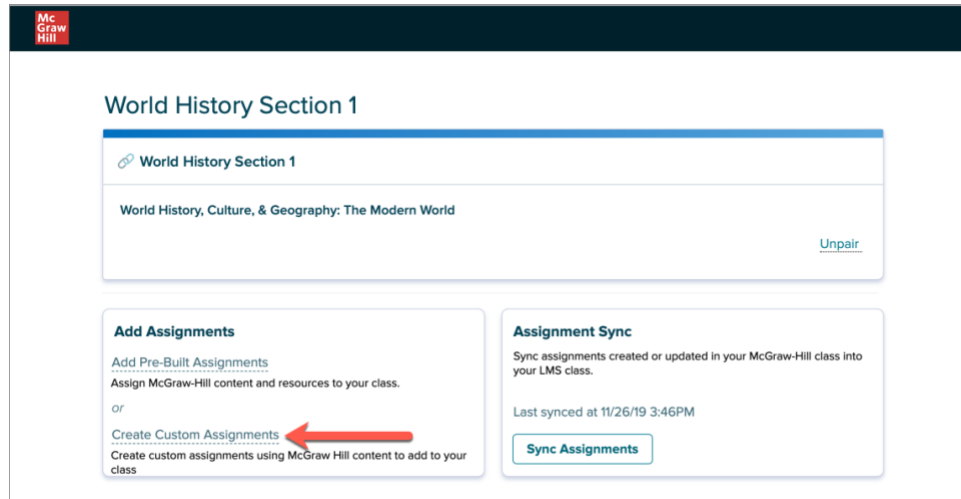
Option 2: Create Custom Assignments on Schoology®

Follow these steps to create a custom assignment on Schoology®:

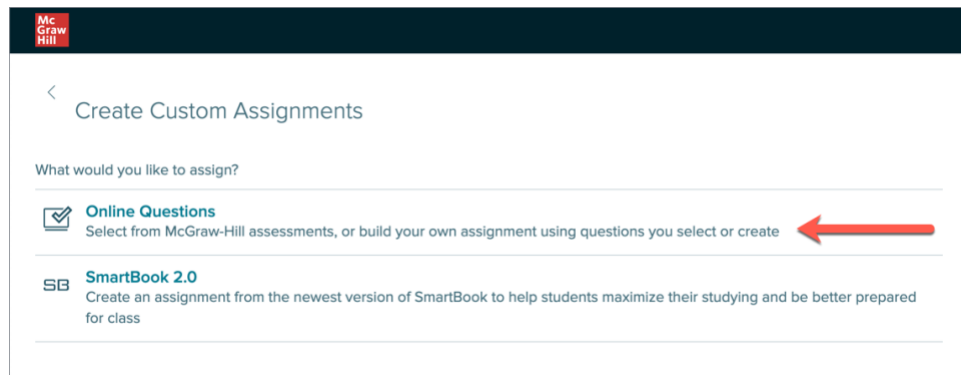
1. Navigate to your Schoology® course and select **Materials**.
2. Select **Add Materials**.
3. Select the **McGraw-Hill Link: Grades and Assignment Integration** app.



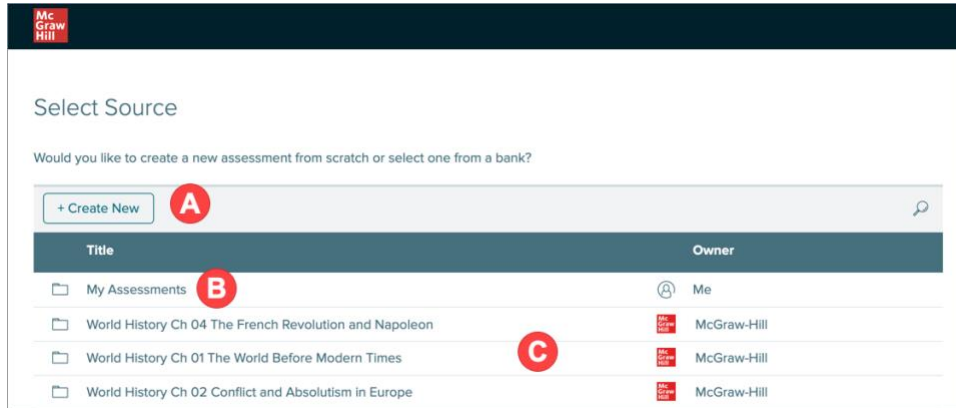
4. Click **Create Custom Assignments**.



5. To create a custom assessment select **Online Questions**. If the program includes a SmartBook, creating a SmartBook 2.0 assignment is also an option.



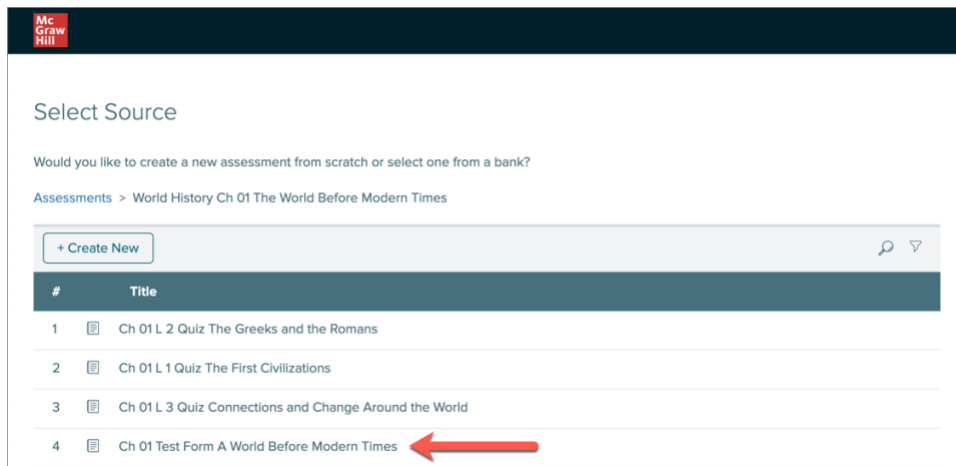
6. This step provides you several options.
 - A. Click **Create New** to create an assessment from scratch.
 - B. Click **My Assessments** to access assessments you have already created.
 - C. Select a pre-built McGraw-Hill assessment. You can then modify the assessment by adding, removing, or editing questions.



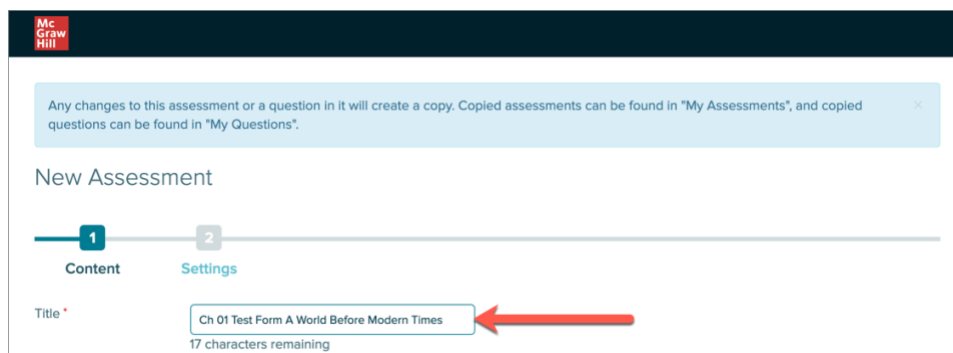
Option 2A: Customize Existing McGraw-Hill Assessments

Follow the steps listed for Option 2 (see page 12). When you get to step 6, select a topic in the list (see C in the image above) to view the McGraw-Hill pre-built assessments then continue by following the steps below:

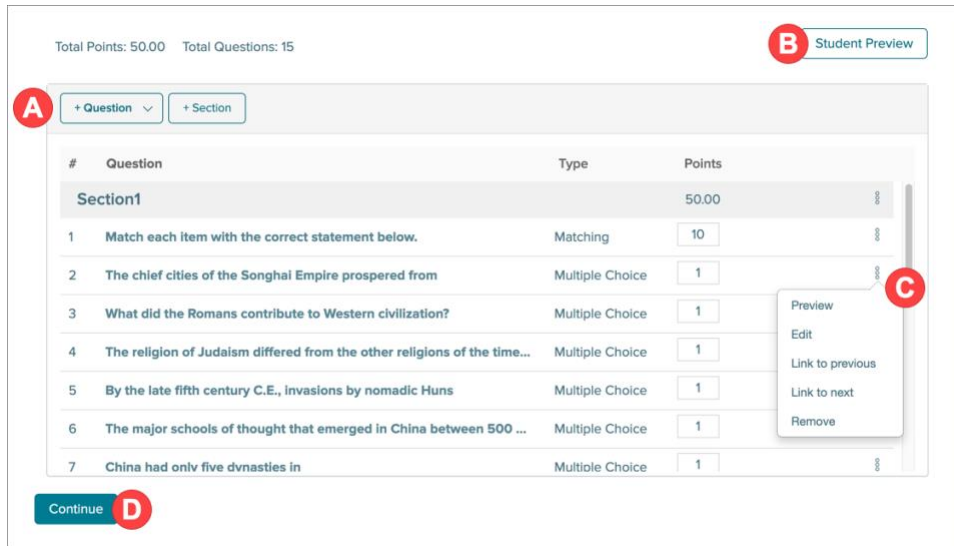
1. Select an assessment that you want to customize.



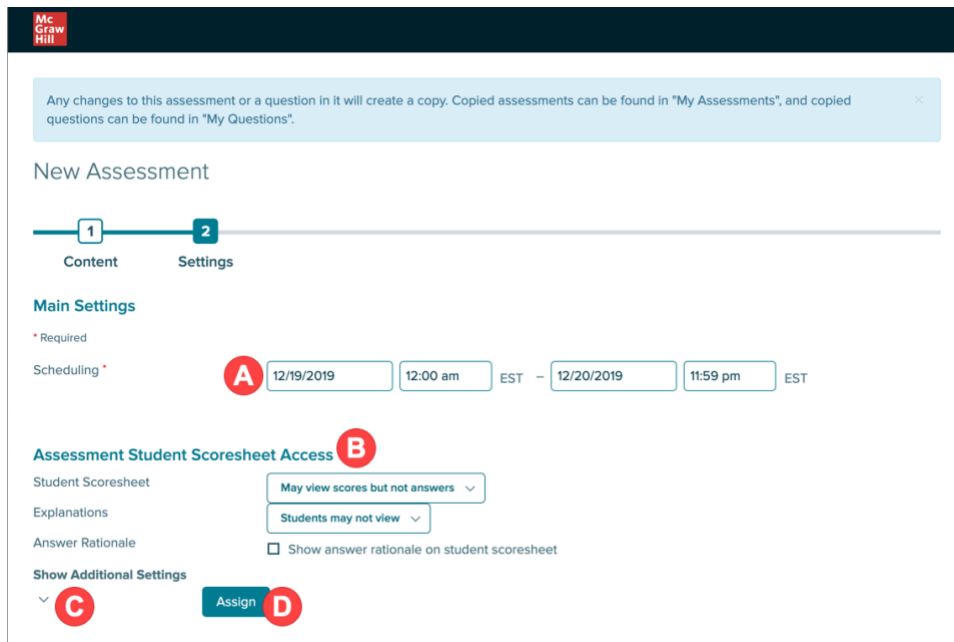
2. Edit the assessment title if you desire. You may want to add your initials so you can differentiate the customized version from the pre-built McGraw-Hill version.



3. In the bottom section of the window, you can do the following:
 - A. Add additional questions and sections.
 - B. Preview the assessment (this shows what students will see).
 - C. Click the kebab menu to the right of a question to view various customization options.



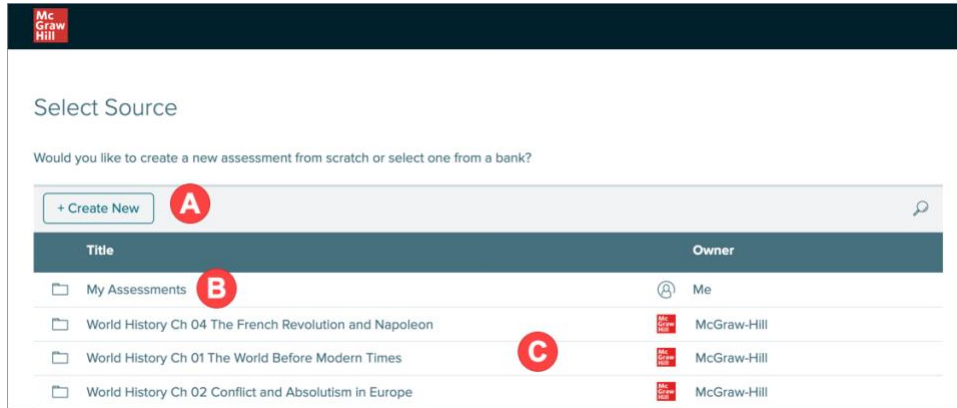
- D. Once you are finished with your customizations, click **Continue**.
4. Edit the assessment settings as desired:
 - A. Enter the start date and time and due date and time.
 - B. Select student scoresheet options.
 - C. Click the down-arrow to view and set additional settings.



5. After selecting assessment settings, click **Assign** (D in image above). Customized assessments are saved to your “My Assessments” folder.

Option 2B: Create an Assessment from Scratch

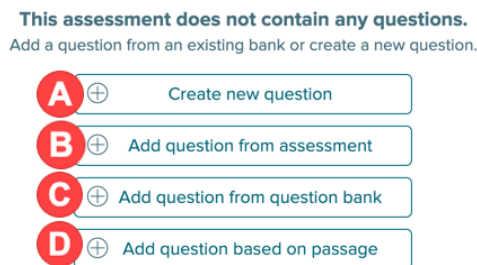
Follow the steps listed for Option 2 (see page 12). When you get to step 6, click **Create New** (A) and continue to follow the steps below, which explain how to create an assessment from scratch.



1. Enter an assessment title.



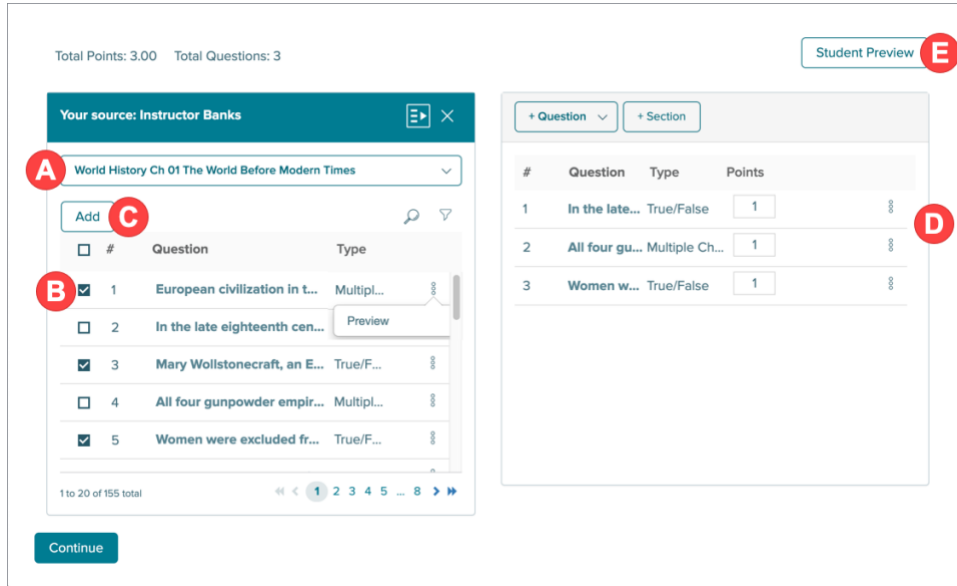
2. The bottom section of the window, select from the following options:
 - A. Write your own questions.
 - B. Select questions from an existing assessment.
 - C. Select questions from question item banks.
 - D. Add questions based on a passage.



For this example, (C) Add question from question bank is selected.

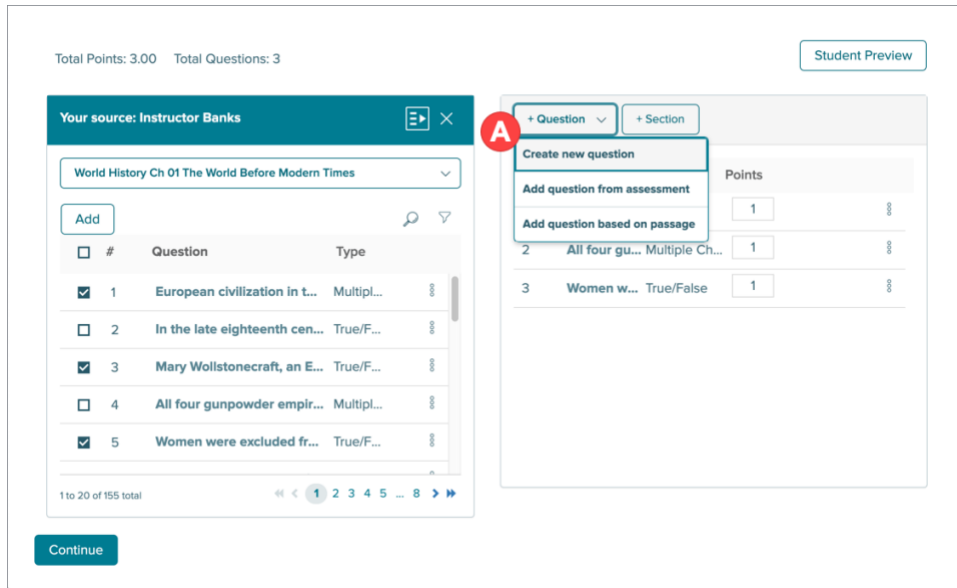
Note: You can include questions from more than one source. This way, assessments can include both McGraw-Hill questions and questions you write.

3. After selecting “Add question from question bank”:
 - A. Select the source of question banks.
 - B. Select one or more questions. Click the kebab menu on the right of a question to preview it.
 - C. Click **Add** to add the selected to the test.
 - D. Click the kebab menu for a question to remove it from the test.
 - E. Preview the test.



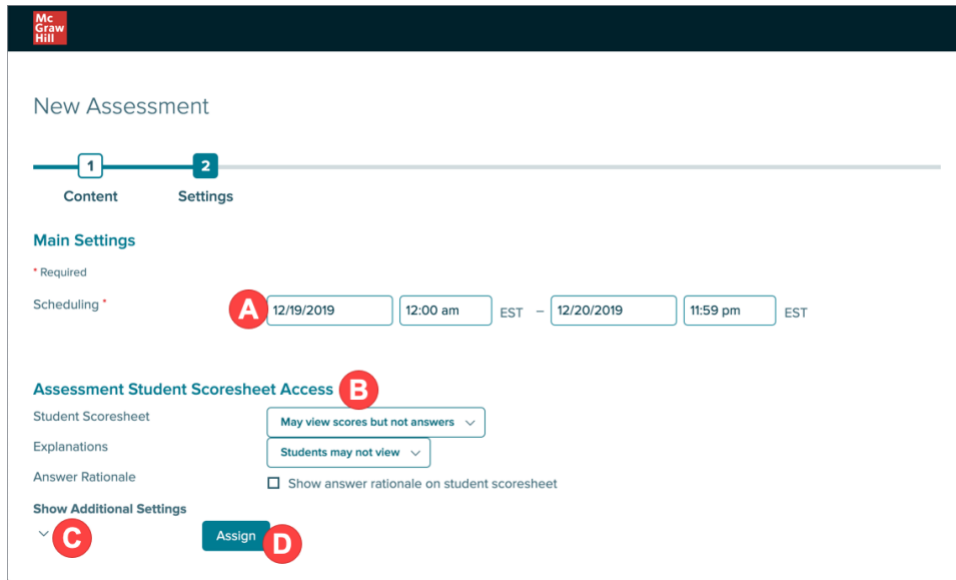
4. To create your own question or add questions from the other options, click **Question** and select an option from the drop-down list (A). Since you are selecting questions from a bank, the other three options are in the list:

- Create new question
- Add question from assessment
- Add question based on passage



5. Continue the process of adding, editing, and creating questions to complete your assessment. When you are finished, click **Continue**.

6. Edit the assessment settings as desired:
 - A. Enter a start date and time and due date and time.
 - B. Select student scoresheet options.
 - C. Click the down-arrow to view and select additional settings.

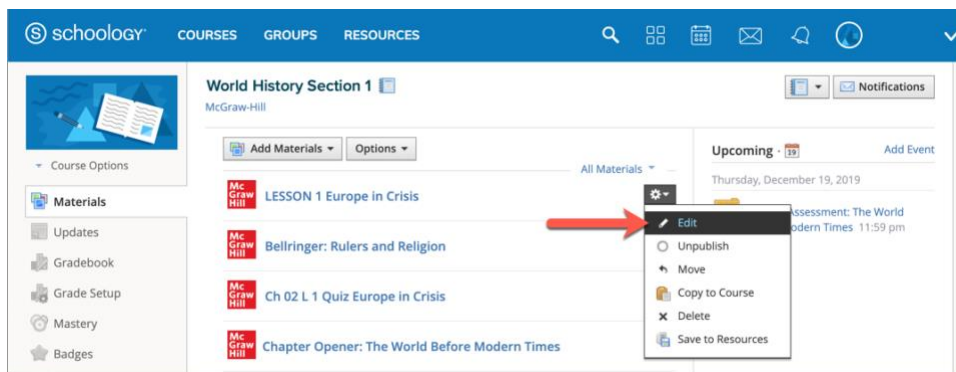


- D. After selecting assessment settings, click **Assign**. Customized assessments are saved to your “My Assessments” folder.

Add Assignments to the Upcoming Section

Due to a limitation of the integration, assignments added to Schoology® do not automatically display in the “Upcoming” section on the right side of the page; however, you can manually edit assignments so they appear in that section. Follow the steps below to add an assignment to the Upcoming section.

1. Click the gear icon for an assignment and select **Edit**.



2. Add the due date and click **Save Changes**.

3. The assignment now appears in the “Upcoming” section on the right. If you don’t see the assignment in the Upcoming section, refresh the web page.

Student Experience

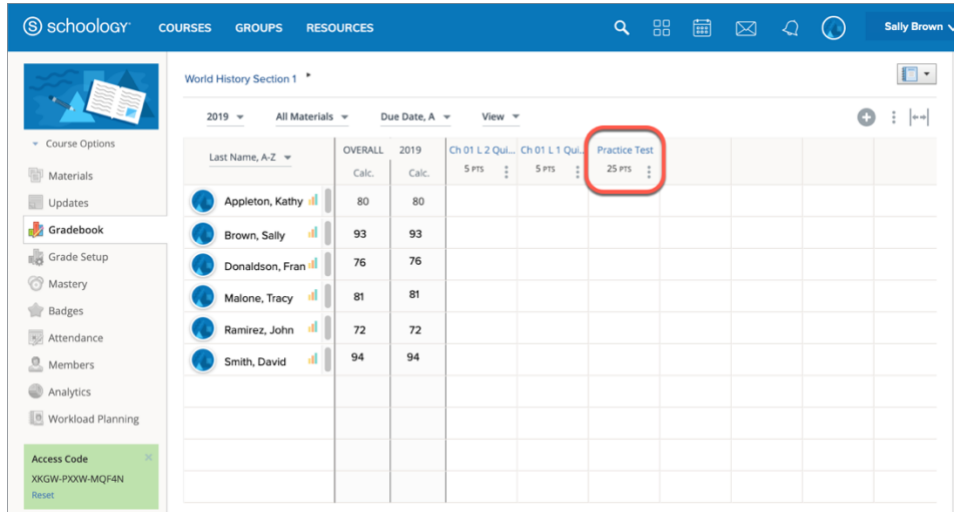
Students launch assignments from the course list or from assignment links in the Upcoming section. They complete and submit assignments and assessments on Schoology®.

After students complete assignments or assessments that are auto-scored, the grades appear on the Schoology® gradebook. Students may see their score and feedback immediately after submitting assessments based on the settings you select for the student scoresheet.

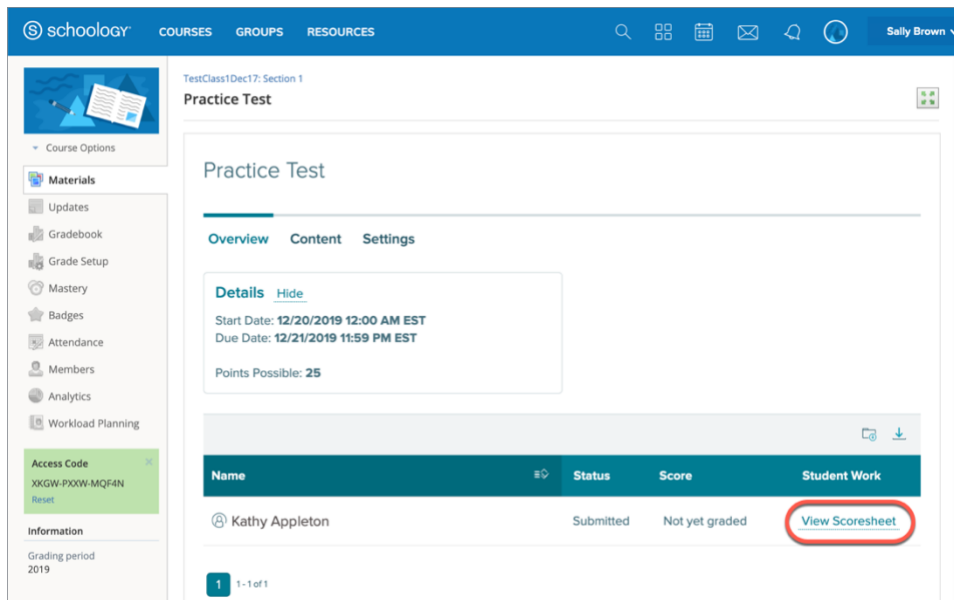
⚠ In order for a student's score to sync between McGraw-Hill and Schoology®, the student must click the assignment or resource link on Schoology®. If a student does not complete the assignment or accesses the assignment on Open Learning, the student's score will not appear on the Schoology® gradebook.

Manually Score Assignments or Assessment Questions

For assignments and assessments that require manual scoring, access the gradebook and click the assignment title at the top of the column.



Click **View Scoresheet** to manually score open-ended assessment questions.

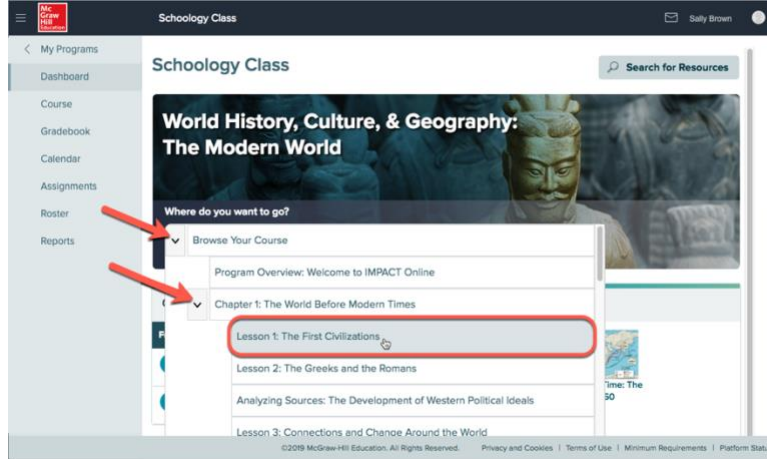


Grades update automatically in the gradebook as you complete manual scoring.

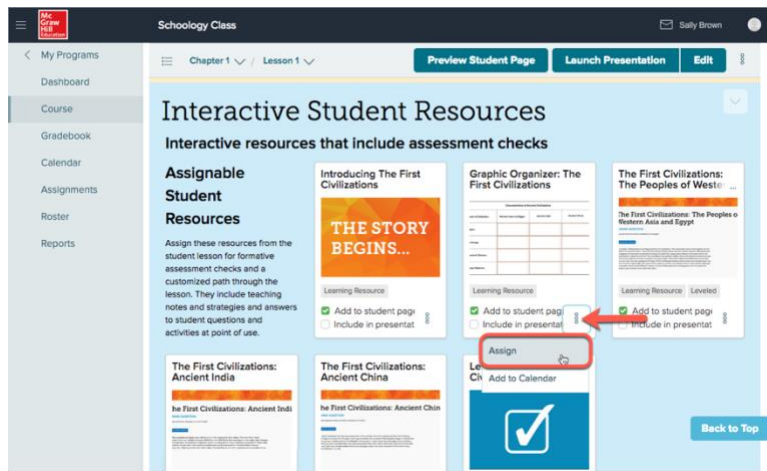
Create Assignments on Open Learning

If you decide to make new assignments in your McGraw-Hill class, follow your normal process to access your class on Open Learning. The steps below show one way to make an assignment. Since there are several ways to make assignments, you can follow a different process to create your assignments.

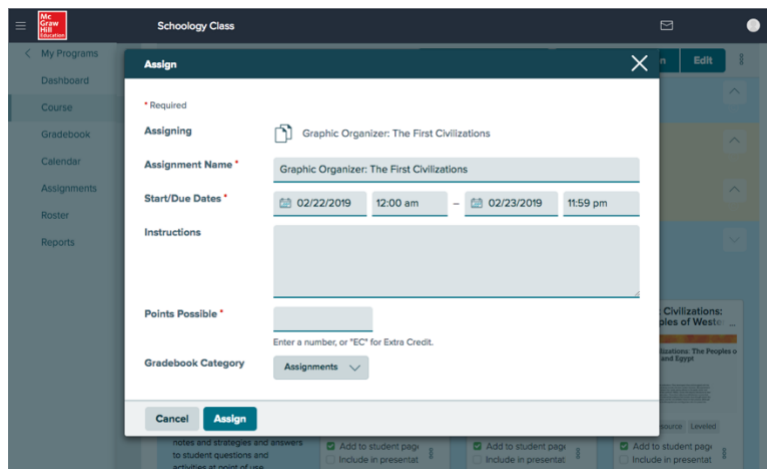
1. Navigate to a course chapter and lesson. Be aware that the organization of courses does vary.



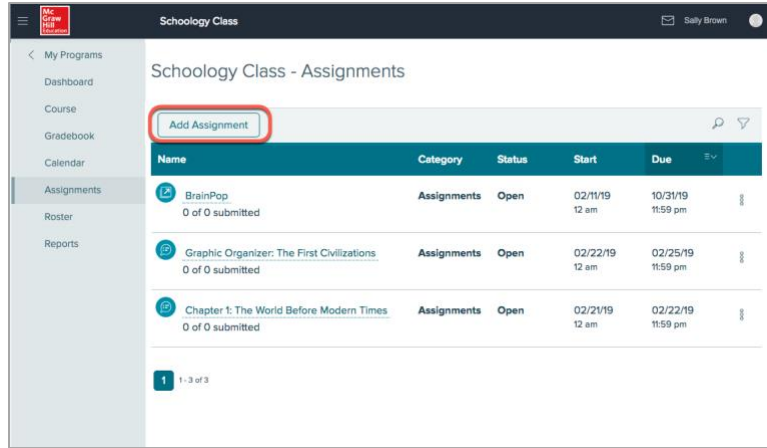
2. Locate a course resource you want to assign. Click the kebab menu (three ellipses) and then select **Assign**.




3. Complete the form and select **Assign**.



4. There are different assignment types that you can create. Select Assignments on the left and click **Add Assignment** to create a new assignment. There are two assignment types that do not currently sync with Schoology®. They are the Submission and Instructions assignment types.
5. After you make assignments, sync your assignments with Schoology®. Follow the same steps outlined in the section, “Sync Existing McGraw-Hill Assignments with Schoology®.”



 In order for assignment scores to show up on Schoology®, students need to complete assignments on Schoology®, not Open Learning.