

Import Power School Gradebook Categories & Gradebook Sync

1. Open a Canvas Course & click on **Assignments**.

2. Within **Assignments** click on the three vertical dots.

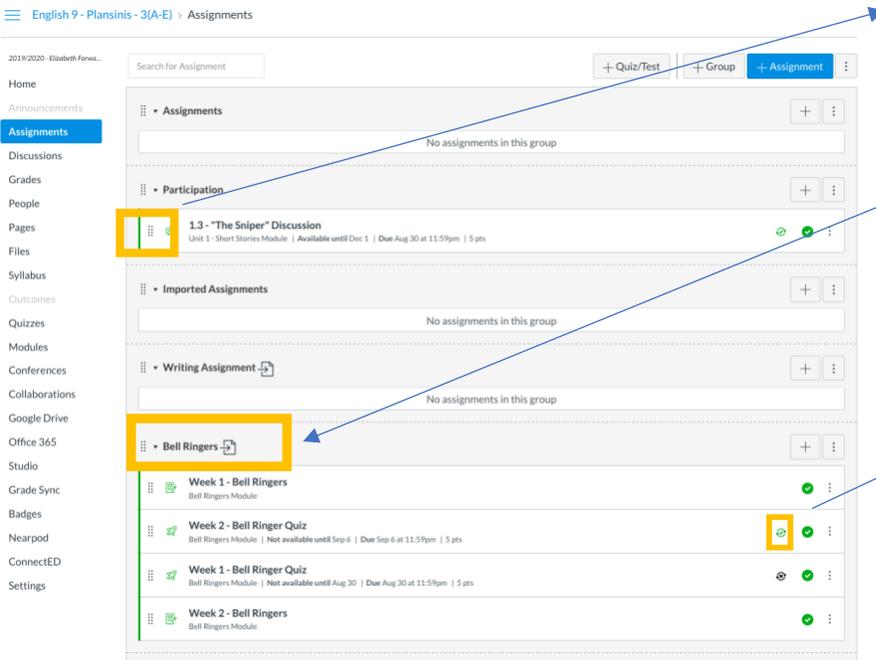
3. Click **Import Assignment Groups**.

The screenshot shows the Canvas interface for a course titled "English 9 - Plansinis - 3(A-E)". The left sidebar contains a navigation menu with "Assignments" highlighted. A yellow circle with the number "1" is around the "Assignments" link. The main content area shows the "Assignments" page with a search bar and buttons for "+ Quiz/Test", "+ Group", "+ Assignment", and a three-dot menu. A yellow circle with the number "2" is around the three-dot menu. A dropdown menu is open, showing "Assignment Groups Weight", "Disable Sync to PowerSchool", and "Import Assignment Groups". A yellow circle with the number "3" is around the "Import Assignment Groups" option. Below the menu, there are sections for "Participation", "Imported Assignments", "Writing Assignment", and "Bell Ringers", each with a list of items and their status.

4. The message below will appear. Click **Add**.

The screenshot shows a dialog box titled "Import Assignment Groups" with a close button (X) in the top right corner. The main text reads: "Click the 'Add' button below to import the assignment groups from your SIS account. Existing assignments and groups will remain." At the bottom right, there are two buttons: "Cancel" and "Add". A yellow arrow points to the "Add" button, which is also highlighted with a yellow box.

5. Refresh the page and click *Assignments*. Please drag your assignments to the categories that have now been imported from Power School. It may take a few minutes for the assignment categories to import into Canvas.

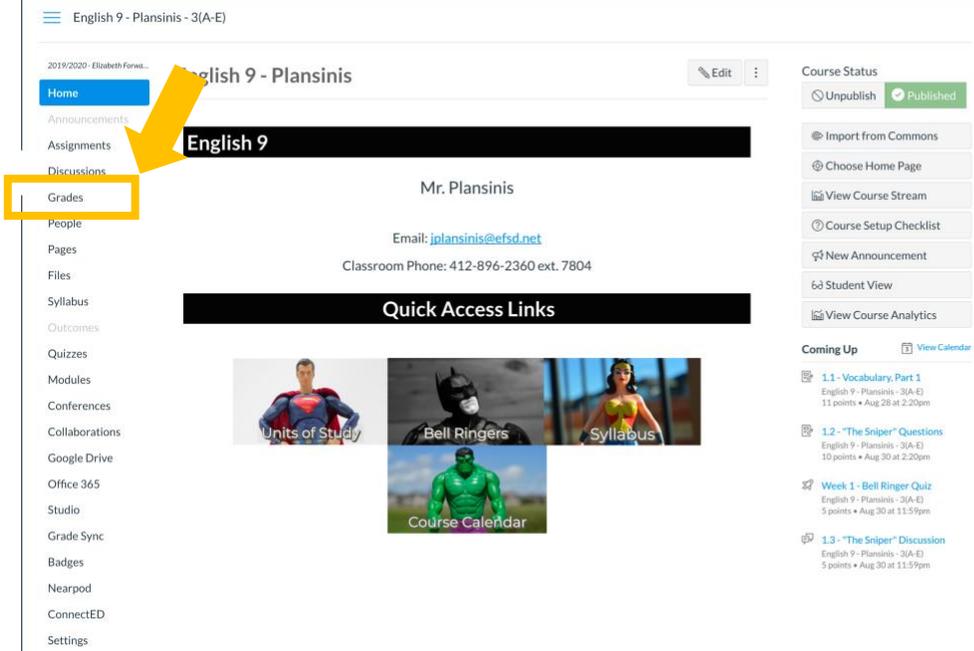


Move the assignment by dragging and dropping into the correct category.

Assignment Category imported from Power School

Make sure that this icon is clicked to green if you want the assignment synced to Power School.

6. Within the same Canvas Course, click *Grades*.



7. The Canvas Gradebook will open. Within the Gradebook click *Actions*. Then click *Sync to PTP- Elizabeth Forward SD*.

The screenshot shows the Canvas Gradebook interface for 'English 9 - Plansinis - 3(A-E) > Grades'. The 'Actions' dropdown menu is open, and 'Sync to PTP - Elizabeth Forward SD' is highlighted. The main table lists student names and their scores for various assignments.

Student Name	Week 2 - Bell Ringer ... Out of 5	Week 1 - Bell Ringer ... Out of 5	1.1 - Vocabulary P... Out of 11	1.2 - "The Signer" Que... Out of 10	1.4 - "Most Dangerou... Out of 10	Ass...	Parti...	Imported Assignm...
Aliyah Barrett English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Caroline Basko English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Ethan Belback English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Bradley Burgard English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Logan Cauler English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Cody Cavanaugh English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Isabella Cosgrove English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Riley Coulter English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Daniel Coyne English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Christopher Dell English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Derek Dickens English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Rozalia Droppa-Zimm... English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Kaden Finney English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Tyler Gensimore English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Zoe Heaton English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Anthony Homa English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Wyatt Hoover English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Rocco Infrant English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Ian Kargle English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Adyson Lewis English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Calvin Lewis English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Amelia Lieberman English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-
Emma Mack English 9 - Plansinis - 3(A-E)	-	-	-	-	-	-	-	-

8. Click *Sync Now*.

Please note: The Power School sync will not be instant, but the "Sync Now" feature will happen faster than the routinely scheduled Canvas-Power School sync (see other guide on how to enable daily Canvas-Power School sync).