

# Turn on *Scheduled Gradebook Sync*

1. Open a course on Canvas

2. Click on *Grade Sync*

The screenshot shows the Canvas course interface for 'EFSD 19 > Modules'. The left sidebar contains a list of navigation options. The 'Home' option is circled with a yellow '1'. The 'Grade Sync' option is highlighted with a yellow box and circled with a yellow '2'. A yellow arrow points from the 'Grade Sync' box to the 'Canvas Teacher Resources' section in the main content area. The main content area displays a list of resources under 'EFSD Resources' and 'Canvas Teacher Resources', each with a green checkmark and a plus icon. The right sidebar shows 'Course Status' with 'Unpublish' and 'Published' buttons, and a 'Coming Up' section with a 'View Calendar' link.

3. Click on the *Sync Tab*

The screenshot shows the 'Grade Sync' interface for 'EFSD 19 > Elizabeth Forward- New Teacher'. The left sidebar is visible, with 'Grade Sync' highlighted in blue. The main content area has a 'Reporting' tab selected, and the 'Sync' tab is highlighted with a yellow box and circled with a yellow '3'. A yellow arrow points from the 'Sync' box to the 'Sync' tab. Below the tabs, there is a search bar and a 'Show Me' dropdown menu. The 'Show Me' menu is open, showing options: 'Everything', 'Requested (0)', 'Cancelled (0)', 'Errors (0)', 'Failed (0)', 'In Progress (0)', 'In Queue (0)', and 'Success (0)'. Below the menu, it says 'No rows found'.

4. Check the box for *Schedule Daily Sync*

5. Click *Save*

The screenshot shows the 'Sync' tab selected in a navigation bar. Below the navigation bar, the text 'Run a bulk grade passback request for this course' is displayed. A 'Submit' button is visible. A yellow box with the number '4' highlights the 'Scheduled Daily Sync' checkbox, which is currently unchecked. A yellow arrow points to this checkbox. Below the checkbox, the text 'Sync will run daily between midnight to 7 AM MST' is shown. A yellow box with the number '5' highlights the 'Save' button.

Reporting Sync

Run a bulk grade passback request for this course

Submit

Scheduled Daily Sync

Sync will run daily between midnight to 7 AM MST

Save

**\*Repeat these steps for each of your Canvas Courses**

**\*If you have not done so: Remember to import your assignment categories from Power School and to move your assignments into these imported categories.**