Turn on *Scheduled Gradebook Sync*

1. Open a course on Canvas

2. Click on *Grade Sync*

3. Click on the *Sync Tab*

4. Check the box for *Schedule Daily Sync*

5. Click *Save*

Reporting   Sync

Run a bulk grade passback request for this course

Submit

4

☐ Scheduled Daily Sync

Sync will run daily between midnight to 7 AM MST

Save

5

***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.**