

## Passing Grades from Canvas to PowerTeacher Pro 2019-2020 Instructions

**Follow these instructions after you have logged into your Canvas Account.**

### **Step 1: Turn on Setting to Post Grades**

Go to Course

Click Settings on the bottom on the navigation bar

Click the 5<sup>th</sup> tab, Feature Options

Turn on Post Grades to SIS by toggling ON (Green)

Do this for any course where you will be passing grades from Canvas to PowerTeacher Pro

### **Step 2: Import Assignment Groups**

Go to Assignments

Click the “**More**”/Settings button in the upper right corner (three dots on top of each other)

Click **Import Assignment Groups**

Click **Add**

It may take a few minutes for the assignment groups to import and will go to the bottom of the page under other categories you already see. The assignment groups coming from PowerSchool will have an arrow icon beside it to indicate that it has imported from PS. (When you mouse over the icon, it will say “Imported From PowerSchool”)

You do not have to have all assignments set to sync. If you do, there will be a sync icon to the right of the assignment name indicating that the assignment is syncing to PS.

**\*\*\*AFTER ALL CATEGORIES HAVE IMPORTED, YOU MAY CONTINUE to Step 3\*\*\***

### **Step 3: Move Assignments into the proper categories**

Go to the old categories listed at the top of the page/above the imported categories

Click and drag any assignment you want to pass from Canvas to PTP into the IMPORTED CATEGORY (with the arrow beside it).

Assignments will not pass from Canvas to PTP if they are not in the imported category group

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### Step 4: Set up Assignments

Create Quiz or other assignment in Canvas

Fill in all assignment details making sure to click the Post to SIS checkbox. This indicates that the assignment will pass to PowerSchool. You must indicate this for every assignment to be posted to PowerSchool.

Be sure the assignment title is less than 30 characters! If it is more, it will not pass.

The quiz must have a due date. If not, it will not pass.

You do not have to create an assignment in PowerTeacher Pro gradebook. When the grades pass from Canvas to PTP, the assignment is automatically created for you in PTP.

**If the quiz or assignment required Respondus Lockdown Browser, you cannot pass grades from Canvas to PTP.**

### Step 5: Export to PowerSchool

After grades are in Canvas Gradebook, go to the **gradebook**

Choose section to post if all sections are not to be posted

If all sections are to be posted, leave all sections selected

Click **Export**

Choose **Sync to PTP – Cherokee County SD 1**

Click **Sync Now** to Confirm Sync

### Step 6: Check progress

Go to **Monitoring and Reporting** on the navigation menu

You will see errors, failed, in progress, in queue, success

This is where you will see if all attempts to sync have been successful or not

### Step 7: Check PowerTeacher Pro

Log into PowerTeacher Pro.

Go to the appropriate course.

Verify that the grades have successfully passed from Canvas. If so, there should be an icon in the column name for assignments from Canvas.