Grading directions everyone will follow:

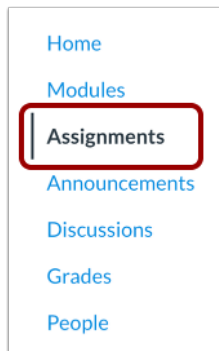A printable version of this document can be found [**here**](#).

1. **POWERSCHOOL STEP**: If weights are used, go to PowerSchool and set those up first for each course.
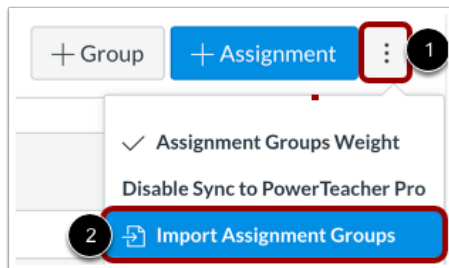
- If you use weights in your courses, go to PowerSchool and set up those weights – you will have two weeks at the beginning of each semester to do that, and then the PowerSchool grade book will go into 'read-only' mode.

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2. **CANVAS STEP: (you will follow these steps for *each course* that synced into your account from PowerSchool)**
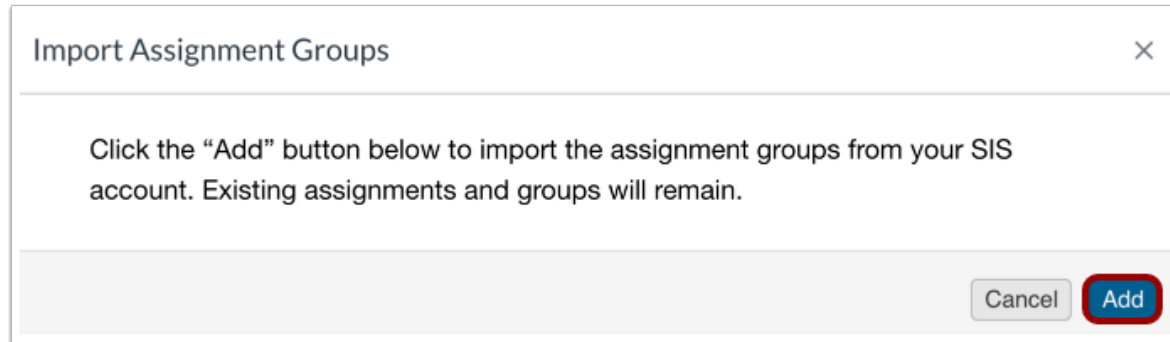
- Open Assignments: in the course navigation, click **Assignments**

Home
Modules
Assignments
Announcements
Discussions
Grades
People

- Import Assignment Groups: Click the **Options** menu [1], then click the **Import Assignment Groups** option [2].

+ Group   + Assignment   ⋮ 1

✓ Assignment Groups Weight
Disable Sync to PowerTeacher Pro
2 ⊡ Import Assignment Groups

- Add Assignment Groups: In the Import Assignment Groups window, click the **Add** button.

- View Imported Groups: View the groups imported from PowerTeacherPro. You will know it is an assignment group that imported from PowerTeacher Pro because it will have the paper/arrow icon next to the assignment group title.
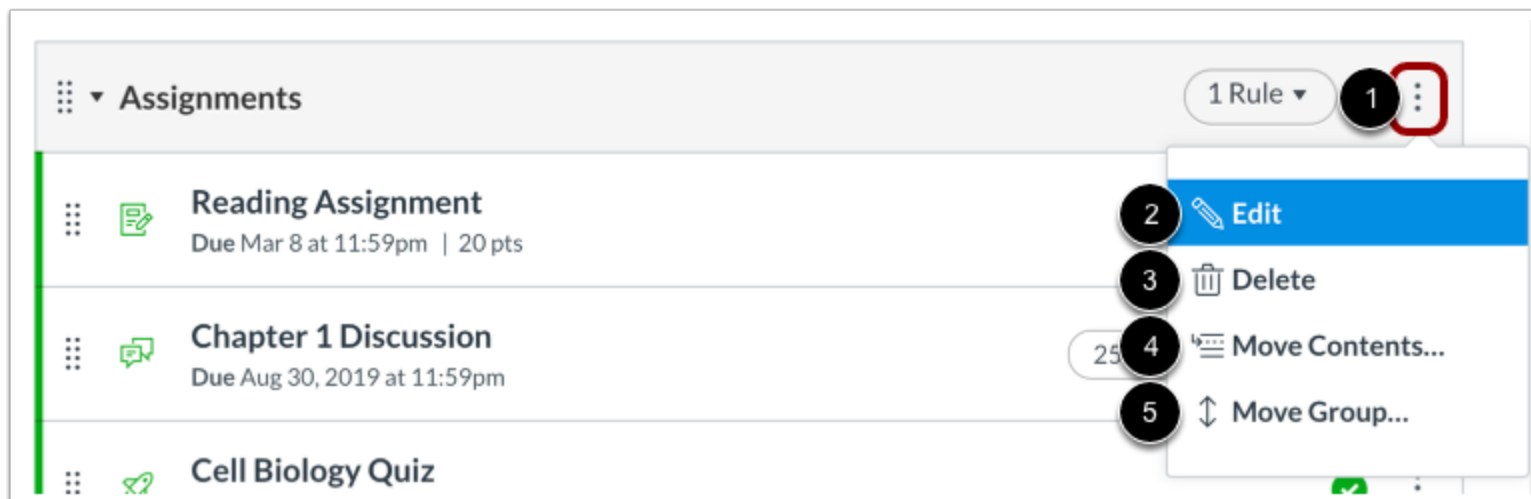

Note: If an assignment group is not imported, the assignment group may not yet be verified for import. Try importing the groups again in 24 hours.
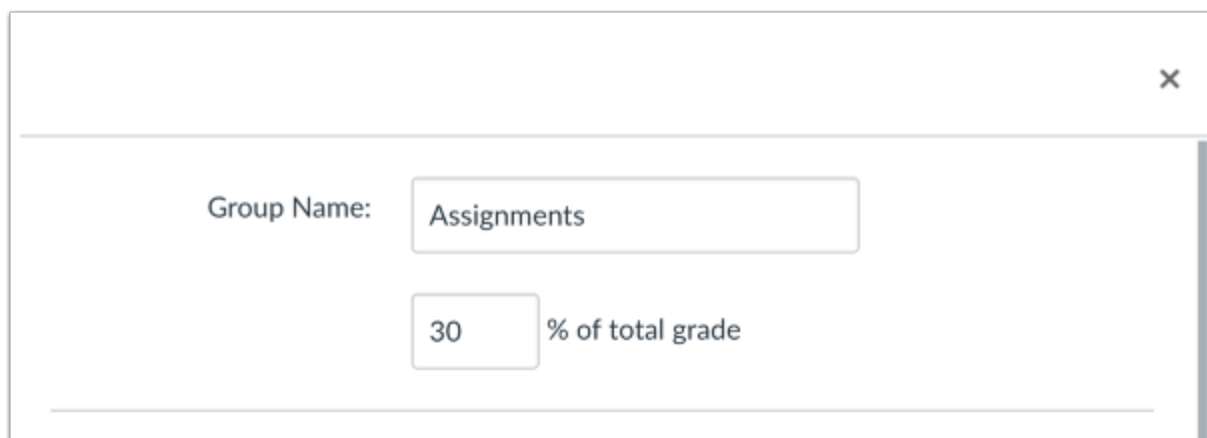
3. CANVAS STEP: If weights were created in PowerTeacher Pro, create those same weights in Canvas so that they match between both platforms.

- To manage an assignment group, click the group's **Options** drop-down menu [1]. To edit the Assignment Group, click the **Edit** link [2].
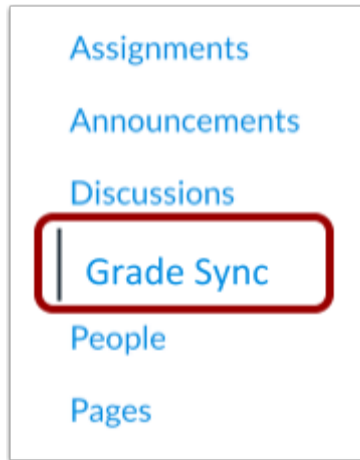

- You can edit the Assignment Group name and the weighted percentage (if applicable).
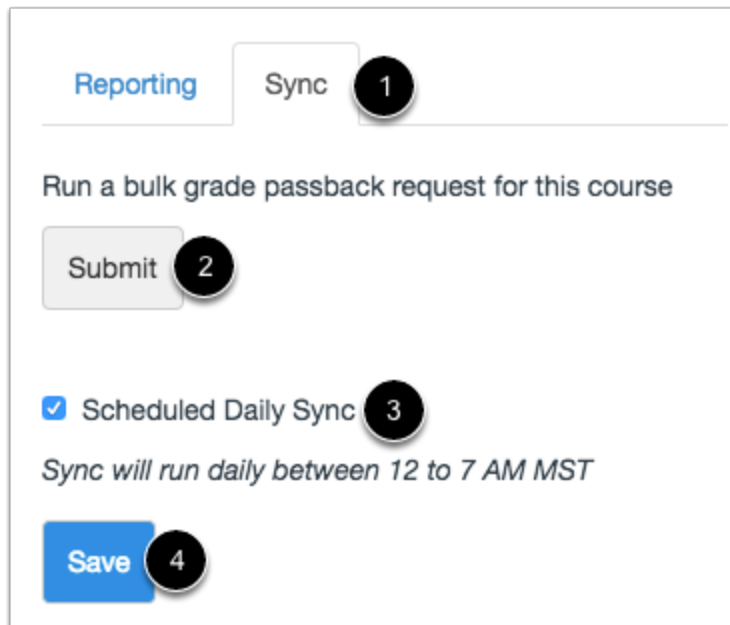
4. Set up the nightly sync for Canvas to pass grades over to PowerSchool

- Open Grades: In Course Navigation, select **Grade Sync**

Assignments

Announcements

Discussions

Grade Sync

People

Pages

- Select the **Sync [1]** tab at the top of the page

Reporting   Sync   **1**

Run a bulk grade passback request for this course

Submit   **2**

☑ Scheduled Daily Sync   **3**

Sync will run daily between 12 to 7 AM MST

Save   **4**

- Check the box that reads 'Scheduled Daily Sync' [3]

- Select the 'Save' button [4]

- Each time you set up a new assignment, place that assignment in the correct assignment group in Canvas. *Assignment names must be 30 characters or less in order to pass back to PowerTeacher Pro, so keep your names abbreviated or shorter than 30 letters and spaces!*
  - This is a step in the assignment setup process, but can also be changed when looking at the assignments tab – assignments are drag and drop on that page in the course. Directions for moving assignments to a different group are linked here.

Overal things to know about grade passback from Canvas to PowerSchool:
Canvas passes back any assignment, graded discussion, or quiz that includes a checkmark in the Sync to SIS option. This option determines what assignments are sent to PowerSchool. The Sync to SIS option may already be selected for you; Canvas admins can enable an account-level setting that automatically enables all assignments, but you can still manually remove a checkmark from any assignment that you do not want to pass back to PowerSchool.

Additionally, Canvas assignments are also subject to the following details:

- **Due dates** are required to send an assignment to PowerSchool.
- **All assignment names must be unique or they cannot be identified by PowerSchool.** If a Canvas assignment has the same name as already exists in PowerSchool, Canvas will not push data for that assignment to PowerSchool.
- Canvas **assignments assigned to individual students in a course or MasteryPaths via differentiated assignments do not post to PowerSchool**. PowerSchool does not support this functionality. **Assignments must be assigned for a specific section or for Everyone.**
- **Assignment names cannot be longer than 30 characters.**

For PK/K and Montessori teachers only:
- Add the grading scheme set up for your situation.

- There is a PK/K grading scheme and a Montessori grading scheme already available in Canvas. Follow the [directions linked here](#) to use that grading scheme in your Canvas course. In the 'Select Grading Scheme' step from the linked directions, select SY 20-21 PK/K or SY 20-21 Montessori. Teachers will need to do this in *each of the courses* synced in from PowerSchool.
- Video directions for this step are [linked here](#).

Edmentum Courseware Steps:
- Students will complete their assignments in the Edmentum Courseware platform. Teachers will create 'no submission' assignments ([directions linked here](#)) in Canvas to match the Edmentum Courseware assignments and manually enter the grades received in Edmentum into the Canvas grade book.