

Setting Up Assignments To Sync from Canvas to PowerSchool



PREFER TO WATCH HOW TO DO THIS? [Video Tutorial with Kara](#)

1. **Go to Assignments** and review for the following: In order for grades to sync to PowerSchool, you must first be sure that all of your assignments:
 - Have a due date
 - Have a name that is less than 30 characters
 - Be sure that the Green Sync to PowerSchool icon is on for all assignments you want to sync

Green Sync must be on for all assignments you want to sync to PowerSchool

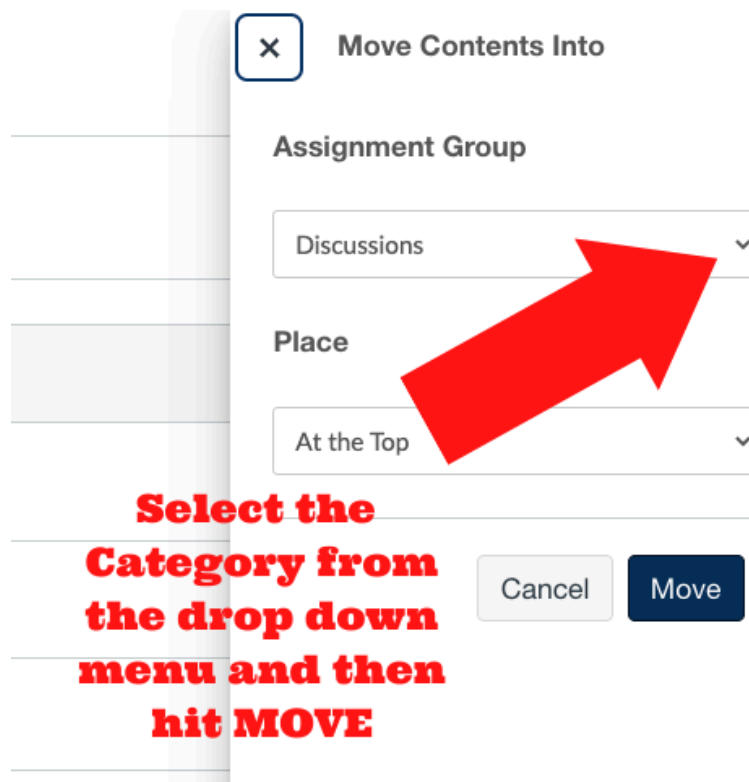
2. All assignments must be moved to a category that has been imported from PowerSchool. A category that is imported from PowerSchool looks like this:

This symbol means a category that has been Imported from PowerSchool

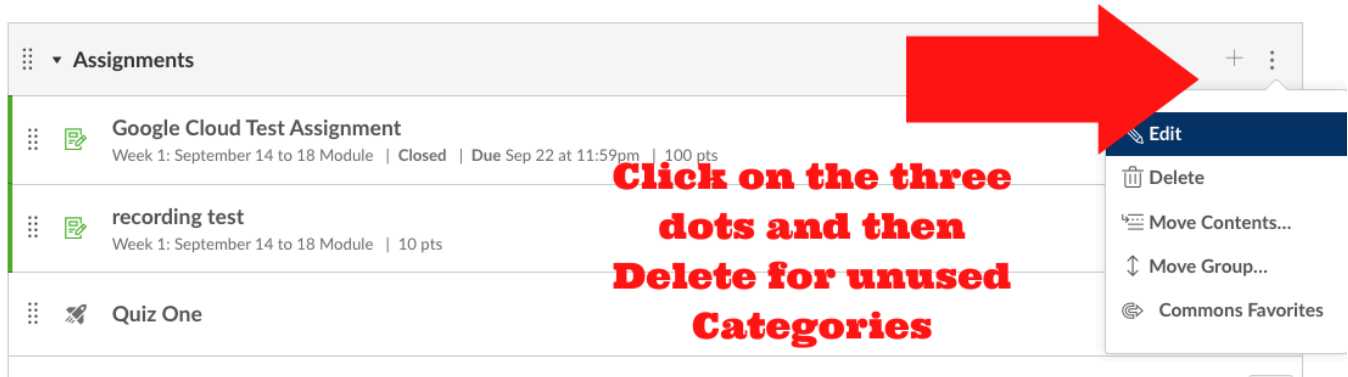
3. If you have been doing points, you can simply **move all Assignments into the PowerSchool Assignment section**. To do this, click on the three dots button to the right of the +Assignment blue button and select Move Contents.



4. From the drop down menu, **select the Assignment group for PowerSchool** (this will be different if you are weighting categories, see instructions below) and then hit Move.



5. Once you have moved all assignments into a PowerSchool category, you can delete any old or unused categories by clicking on the three dots to the right of that Assignment category and hit Delete.



Click on the three dots and then Delete for unused Categories

- Edit
- Delete
- Move Contents...
- Move Group...
- Commons Favorites

**** If you are weighting categories, you need to weight your categories in BOTH PowerSchool and Canvas and they must match exactly and use the PowerSchool categories in Canvas.