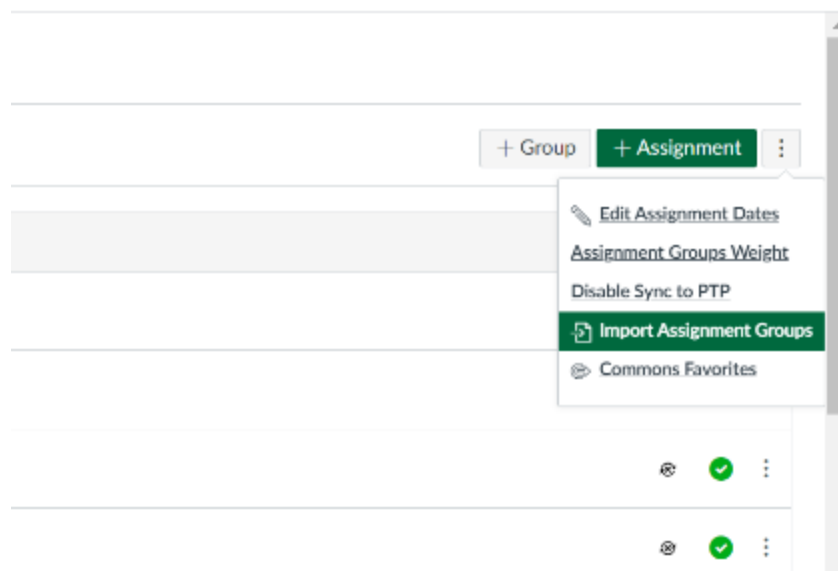


How do I push grades to *PowerSchool Pro*?

A: The method of pushing grades in PowerSchool Pro is very similar to what we did before the upgrade; however, there are steps you need to set up the gradebook back. These steps need to be completed in order and AFTER you have finalized the creation of your grading categories in PowerTeacher PRO.

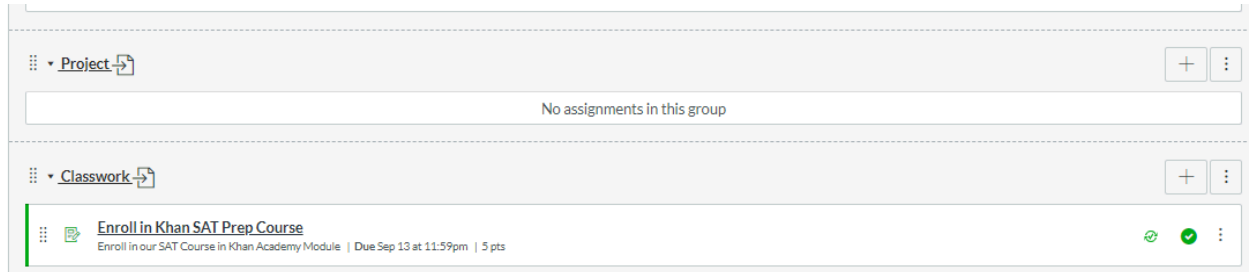
1. Step One- Import Assignment Categories from PowerTeacher Pro. Make sure to do this for each Course you teach. You will only need to do this once a year for Full-year courses and each semester for Semester Courses.
 - a. Go to Assignments in your course
 - b. Go to the three dots in the upper right of the screen for Assignments
 - c. Click on Import Assignment groups



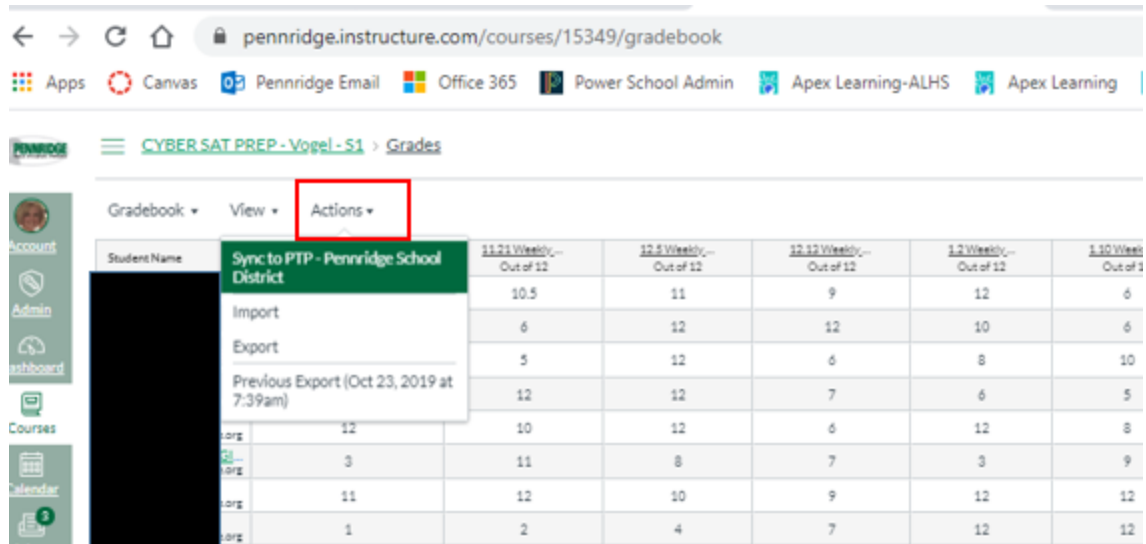
-Wait up to 24 hours for categories to arrive in Canvas from PTP (usually happens pretty quickly-refresh your browser a few times and serif the categories came from PTP- see image below in Step 2)-

2. Create an assignment to be passed back to PowerTeacher Pro- This is the same process as before

NOTE: MAKE SURE TO PLACE THE ASSIGNMENT IN ONE OF THE CATEGORIES THAT CAME OVER FROM PTP. You will know that it is a PTP created category because of the icon shown in the example below.



3. When ready, sync grades to PowerTeacher Pro. Select Actions from the Canvas Gradebook and then **"Sync to SIS"**- not Sync to PTP as shown in image!



NOTE: PASS BACK MAY TAKE 1-2 HOURS

Remember these General Guidelines for Syncing to Work

1. You must keep Grade SYNC in your course navigation.
2. Assignment titles must be no longer than 30 Characters
3. Assignments must have a due date
4. The assignment must be assigned to either one section or Everyone
5. An assignment in PTP cannot already exist with the same name

Best Practices

1. Once you are done syncing a grade, take off the sync designation to avoid any comments made in PTP from being overridden.
 - [Click here for a video that demonstrates this.](#)
2. If you have a differentiated quiz, sync the quiz you gave to most students and then manually enter the grades for those who took the different version directly in PTP
3. If a grade does not sync, check Grade Sync in your course navigation to check for errors
4. An assignment in PTP cannot already exist with the same name