


Assignment Group Import

- Verify grading categories are consistent throughout your course's sections; ensure the same number of grading categories exists with the exact same name
- Log in to PowerTeacher Pro and open up grading categories. You must open PTP to properly associate categories.
- Import assignment groups into Canvas.

NOTE: Before importing assignment groups, ensure sure no assignment groups exist in Canvas with the same name as assignment groups in PowerTeacher Pro.

- Verify that assignment groups imported correctly (as compared to PTP).

Assignment Setup

- Verify that all PTP assignments are placed within PTP-imported assignment groups (as indicated by the Imported from PowerSchool  icon) in Canvas
- Verify that all PTP assignments have the Sync to PowerSchool checkmark selected in the assignments page

NOTE: If this checkbox is not able to be checked, the assignment does not have an assignment name equal to or less than 30 characters or a due date is missing.

Syncing Grades

Begin the grades sync process according to your course Gradebook:

- In the legacy Gradebook, click the Export button and select the **Sync to PTP - [Client's Name]**
- In the new Gradebook, click the Actions link and select the **Sync to PTP - [Client's Name]**