

# Setting up Canvas to PowerTeacher Pro Grade Book Sync

In order to setup your grade book sync you must set up your categories in PowerTeacher Pro **FIRST**

## PowerTeacher Pro:

If you wish to use the standard PowerTeacher Pro grade book categories, you do not need to make any changes. However if you wish to use custom categories, follow the instructions linked below:

1. [Setting up custom categories in PowerTeacher Pro](#)

## Canvas:

If you created custom categories in PowerTeacher Pro **you must wait 24 hours** for those categories to sync over to Canvas before you can finish setting up your grade book sync. Use the links below to setup your grade book sync:

1. [How to Import your PowerTeacher Pro Categories into your Canvas courses](#)
2. Now that your categories are created you can link assignments in Canvas to those categories
  - [Use these steps to create assignments that will sync to PowerSchool](#)
3. Here are some important things to remember when creating assignments:
  - ✓ Only assignments assigned to the **entire class** will sync to PowerSchool
  - ✓ Assignment names cannot be longer than **30** characters
  - ✓ Assignments must have a **due date** associated with them
4. If you use category weights in your final grading. Use the link below to weight your categories in Canvas:
  - [How to weight the final course grade based on assignment groups](#)
5. Once you have grades in your grade book you are ready to sync back to PowerSchool
  - [How to sync grades from Canvas to PowerSchool](#)
  - Weekly syncing to PowerSchool is recommended

[Use this link for a walkthrough tutorial of setting up your grade book in Canvas](https://vimeo.com/236778304)  
<https://vimeo.com/236778304>

For additional assistance, please contact your school's  
Instructional Technology Facilitator