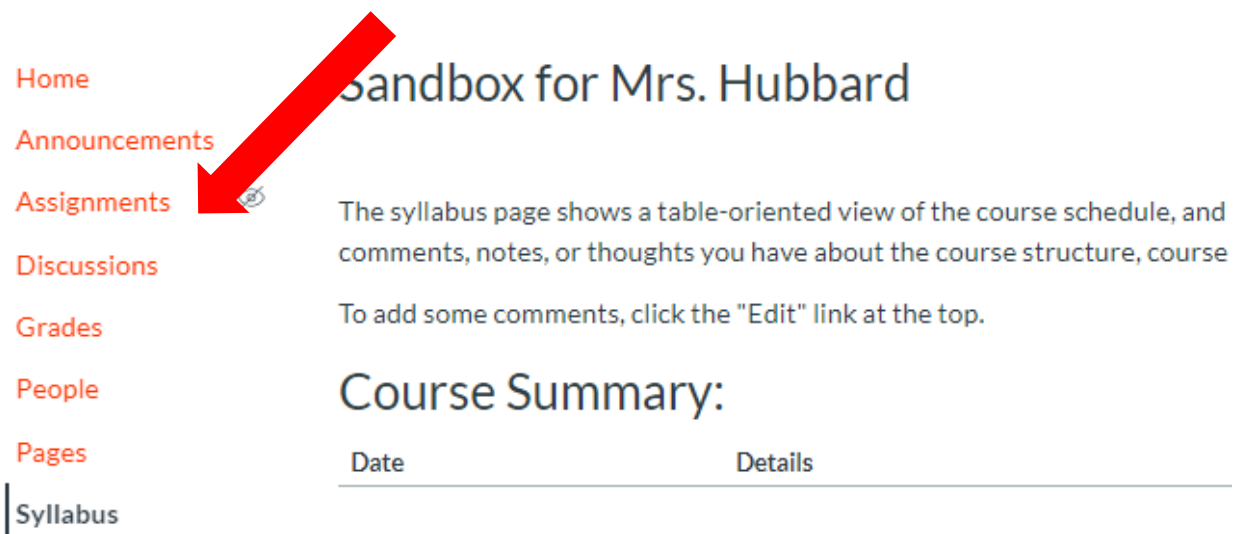


# Importing Your PowerTeacher Assignment Categories into Canvas

**Note:** Before you create assignments in Canvas, Set up your assignment categories in PowerTeacher (if you need help, let me know. I'll come help).

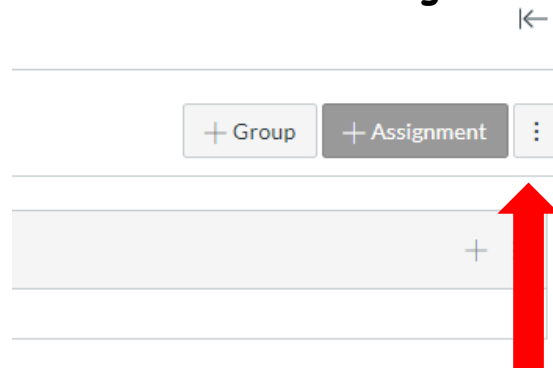
**IN CANVAS—IMPORT YOUR ASSIGNMENT CATEGORIES FROM POWERTEACHER! To do this:**

**Step 1: go to assignments**



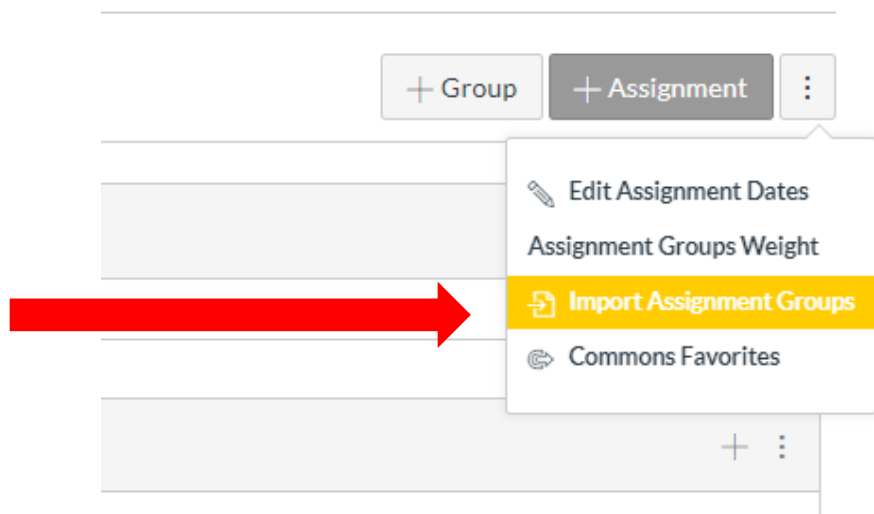
The screenshot shows the Canvas interface for a course titled "Sandbox for Mrs. Hubbard". On the left is a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, and Syllabus. A red arrow points to the "Assignments" item. The main content area shows a description of the syllabus page and a "Course Summary:" section with a table header containing "Date" and "Details".

**Step 2: click the three dots next to assignments...**

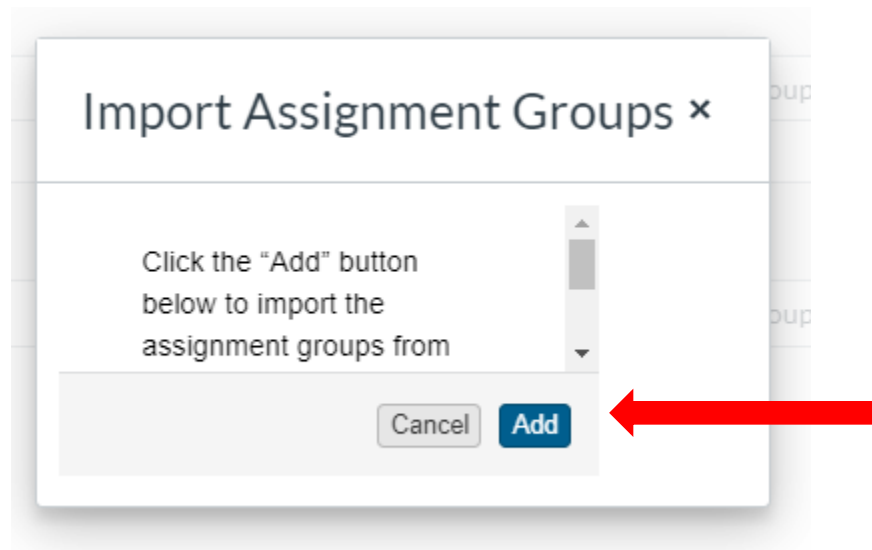


This close-up shows the assignment management interface. At the top, there are three buttons: "+ Group", "+ Assignment", and a three-dot menu icon. Below these buttons is a table with a single row containing a plus sign (+). A red arrow points to the three-dot menu icon.

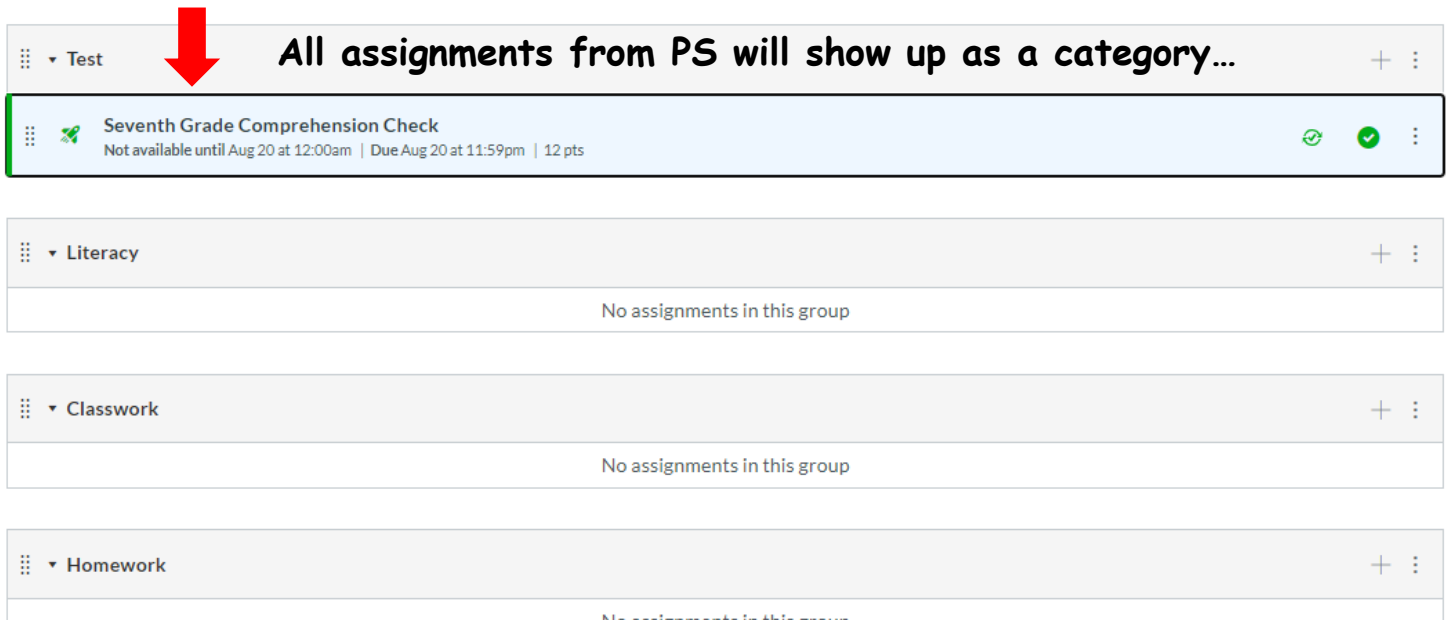
### Step 3: import assignments from PS



### Step 4: add the assignments



### Step 5: view your assignments



# To create assignments in Canvas...

## Step 1: Create the assignment...

ADV LANG ARTS 7 - S1 - Hubbard > Assignments > Create new

2021 - South Adams M... Not Published

Test Dummy Crashed--OHNO!

HTML Editor

**B** *I* U A A *I* 12pt Paragraph

Have you heard??? the test crashed! Here's a way to help him! :)|

## Step 2: assign point value...

Points

Assignment Group

Display Grade as

Do not count this assignment towards the final grade

Submission Type

External Tool Options

Enter or find an External Tool URL

Load This Tool In A New Tab

### Step 3: put assignment in specified category

Points

Assignment Group

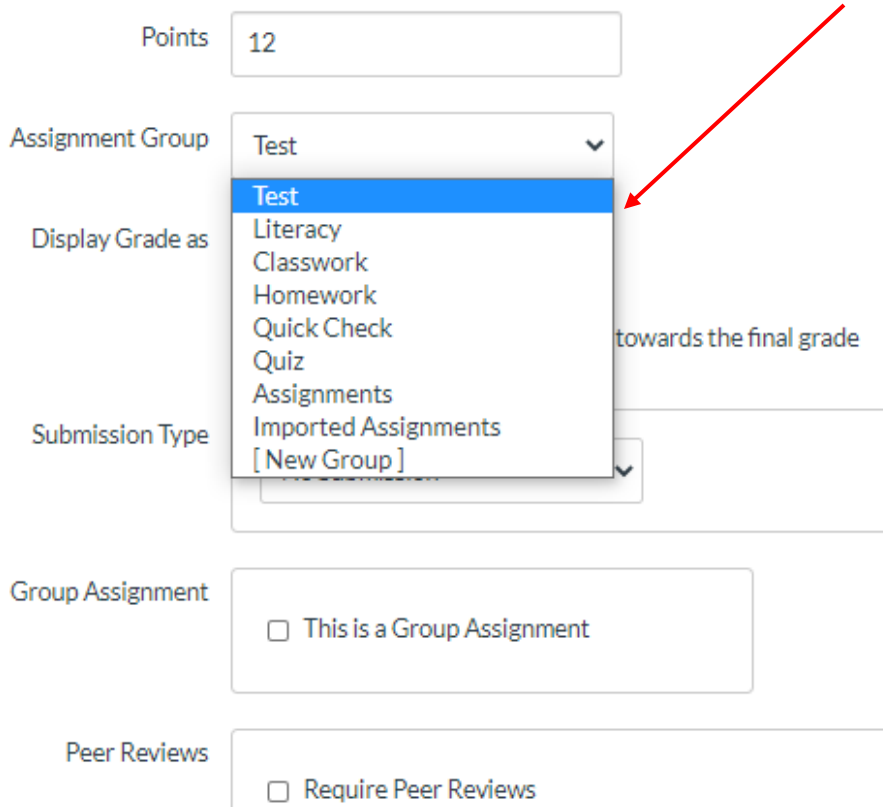
Display Grade as

Submission Type

Group Assignment  This is a Group Assignment

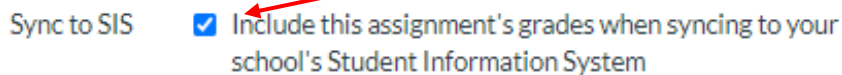
Peer Reviews  Require Peer Reviews

*towards the final grade*



### Step 4: make sure to select the "sync to SIS" button...

Sync to SIS  Include this assignment's grades when syncing to your school's Student Information System



Assign

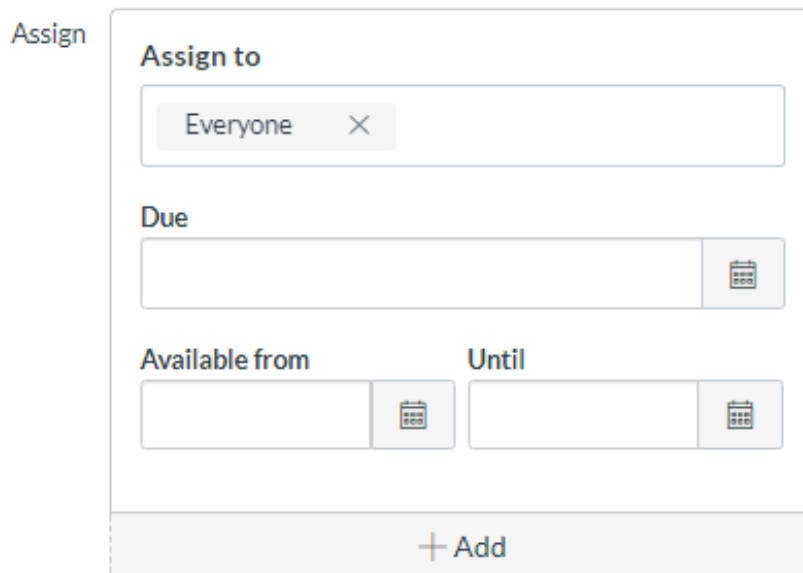
Assign to

Due

Available from

Until

+ Add



## To Sync Grades to PowerTeacher:

**Step 1: Once assignment is created, go to "Grades" in Canvas. Open it! You should see this...(or something like this)...once it's opened.**

Gradebook ▾ View ▾ Actions ▾

Student Name	Seventh Grade Comp... Out of 12	Test Dummy Crashed... <b>UNPUBLISHED</b>
lexas Armenta		

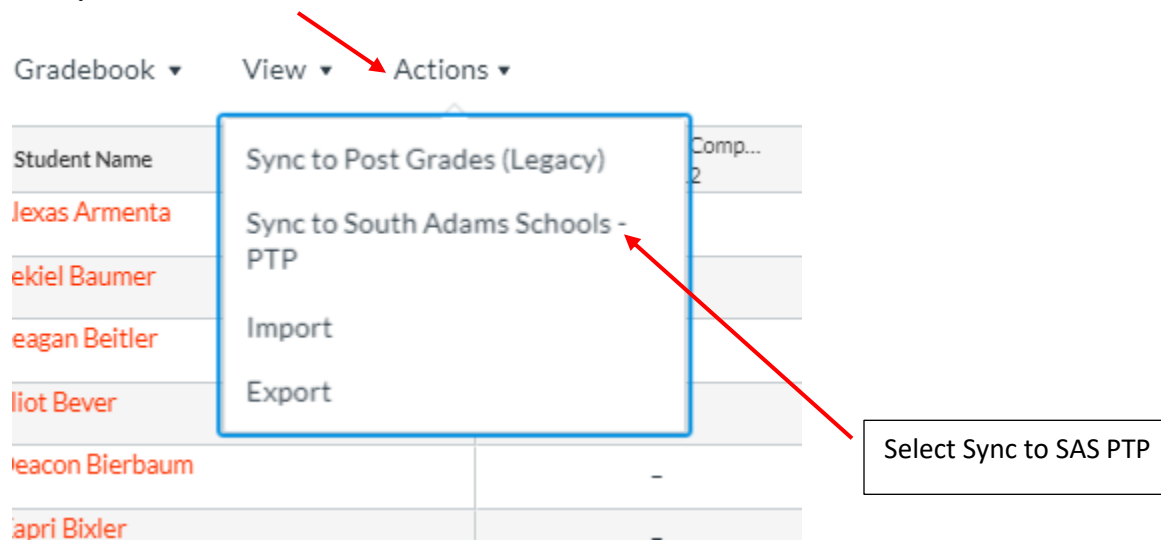
**Step 2: Click on the "ACTIONS" tab...**

Gradebook ▾ View ▾ **Actions ▾**

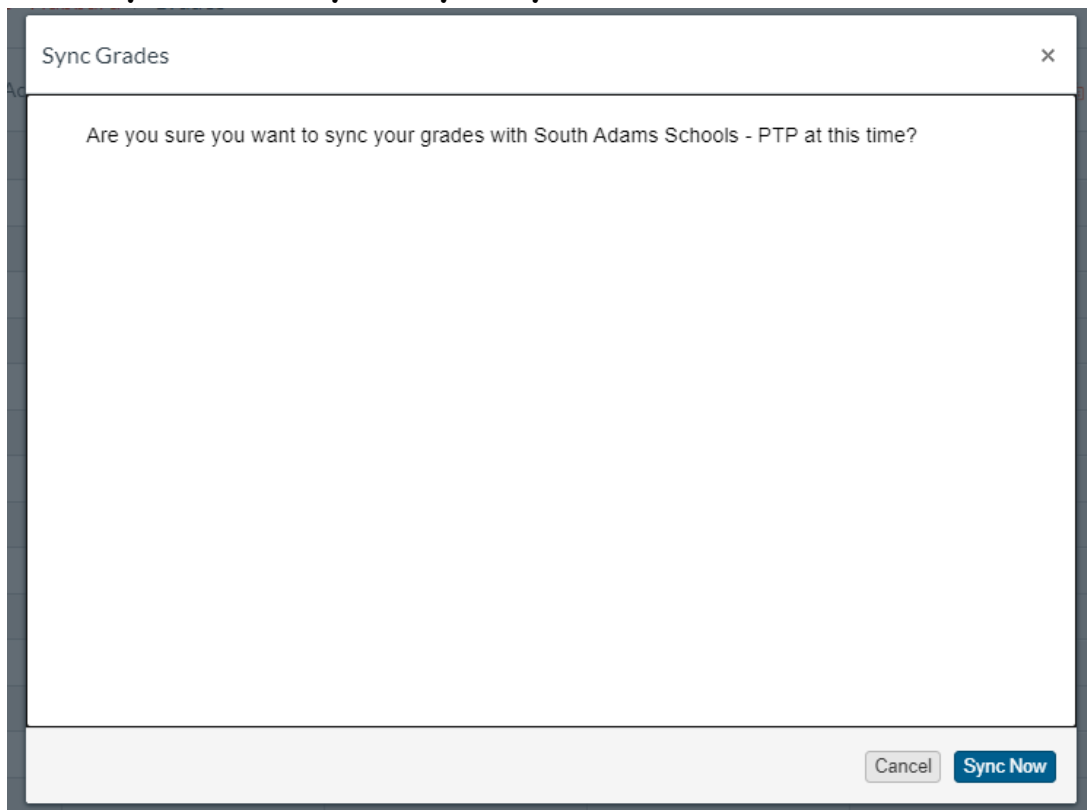
Student Name	Seventh Grade Comp... Out of 12
lexas Armenta	
ekiel Baumer	
eagan Beitler	
liot Bever	
leacon Bierbaum	-
apri Bixler	-

- Sync to Post Grades (Legacy)
- Sync to South Adams Schools - PTP
- Import
- Export

Select Sync to SAS PTP

The screenshot shows the Canvas interface with the 'Actions' dropdown menu open. A red arrow points from the 'Actions' tab to the menu. Another red arrow points from the 'Sync to South Adams Schools - PTP' option to a callout box that says 'Select Sync to SAS PTP'. The menu also includes 'Sync to Post Grades (Legacy)', 'Import', and 'Export'.

**When you're ready to sync, you'll see this...**



**Once you sync, you will then need to wait about 30 seconds to 1 minutes for it to appear in PTP. You might have to refresh your page.**