**Checking Canvas Grade Sync**

Here are some ways to make sure everything is working in your Canvas/PowerSchool grade sync. Please check the following for ***each*** of your classes.

Graphical user interface, application

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**Check for Failed Syncs**

Grade Sync 🡪 Look under the “Status” column. You should see the word “Completed” once for every time you have synced your grades. If you see any errors, you can click on them to see more details. Feel free to reach out for help.

Logo, company name

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If you cannot find Grade Sync, you might have to unhide it:  
Settings 🡪 Navigation 🡪 Drag “Grade Sync” from the lower section to the upper. 🡪 Save

**Compare Canvas/PowerSchool Totals**

Graphical user interface, text

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Check that your Canvas gradebook and PowerSchool gradebook show the same values. You might see small differences, where PowerSchool has rounded.

Suggested: While the Canvas totals might be helpful for YOU, the students don’t need to see them. You can turn them off: Settings 🡪 Course Details 🡪 Scroll down 🡪 More Options 🡪 Hide totals

**Look for Ungraded Work**

Scroll through your Canvas Gradebook, looking for this icon:

This is where a student has submitted (or re-submitted) something, but it has not been graded yet.

A picture containing text, pool ball, pool table, table

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Go to Assignments. Make sure everything you need to sync has the syncing turned on.

**Old Assignments in PowerSchool**

Did you ever make an assignment in Canvas, sync it, but then later delete it in Canvas? It might still be in PowerSchool. Go through your PowerSchool gradebook, looking for assignments with no grades entered.