Gradebook Sync

([Link to Canvas's guide on the topic](#))

You can now automatically sync the Canvas gradebook with Genesis. But before you consider using this:

> ⚠️ **You must use Canvas as your primary gradebook**
>
> ⚠️ **Merging gradebooks in Genesis is not advised**
>
> ⚠️ **Expect this to be a lot of work up front**
>
> ⚠️ **Other issues will likely appear as the year progresses**

If you are not prepared to deal with all of that, ***do not use this***.

THE MERGE ISSUE

Gradebook Sync will work regardless of whether your gradebooks are merged or not, but there are issues you need to be aware of.

1. **A Genesis gradebook with two merged gradebooks will have two copies of every assignment.** Three merges mean three copies, and so on. Grade calculation-wise, this is fine. One copy is for students in one section, and the other for the other section.

   The issue is that parents will see every copy in Genesis, and all the extras will be blank. This will lead to questions and confusion on their end, so best to avoid.

2. **Unmerged is better for the parents, but worse for you.** At the very least, Genesis attendance will be more difficult, and you'll have to do your seating charts somewhere else.

If you've already merged your gradebooks and want to use this, you will have to trash every assignment you've created and break those merges. Or be prepared to explain to your parents why there are multiple copies of every assignment.

OTHER THINGS TO BE AWARE OF

"Sync" is a misnomer. It's more of a "copy" since anything you do in Genesis will *not* make it over to Canvas. So, do everything in Canvas and peek at Genesis occasionally to make sure everything looks OK.

Comments won't sync. Grades, points and due dates will copy over, but any comments you make in Canvas will not.

Removing a grade in Canvas will not remove it in Genesis. Grades are copied over to Genesis during a sync, but blanks do not. If you delete a student's grade in Cavas, you will also have to delete it in Genesis.

Due dates might show as a day later. Canvas due dates include a time, and the default is 11:59 p.m. Genesis doesn't do times, so it handles this extra information ... uniquely.

An assignment in Canvas set as due on Sep 18 at 11:59 p.m. will appear as due Sep 19 in Genesis. Times earlier in the day seem to be OK, but I'm not sure what the cut-off is.

Syncs can take a while, be patient. Sometimes just a couple of minutes, other times a couple of hours. Usually best to let the overnight sync do its thing and only force one when needed.

GETTING STARTED

For the four of you that made it this far, here's how to actually use this.

1. **Set up categories in both gradebooks.** They should be identical. Same names are helpful, and weighting should be the same if you want calculations to make sense.
2. **Sync categories in Canvas.** Head over to *Assignments* and open the ellipses menu (the three vertical dots) in the top-right corner and select *Sync SIS Categories*. For each Canvas category, select the appropriate Gensis category, the confirm by hitting *Sync Categories*.
3. **Select assignments to sync.** In Canvas, all your published assignments should have one of these two icons:

   For any assignment you want to appear in Genesis, click the black icons to turn them green.
4. **Turn on nightly sync.** While still in your Canvas course, find and open *Grade Sync* in the long navigation list on the left. Then go to *Utilities* and activate *Sync the eligible assignments of this course every night*.
5. **(Optional) Start a sync.** On that same screen, you can select *Remaster Grades* to force a sync to happen now. You can also do this under Grades using the button in the top-right corner.

TROUBLESHOOTING

If something went wrong with a sync, delete the assignment in Genesis so a fresh copy can be created.

The catch is that **you have to delete it twice.** When you delete an assignment in Genesis, it goes to a trash can where it can still be seen—and synced—by Canvas. Go to *Gradebook > Assignments > Trash Can* to permanently purge it.