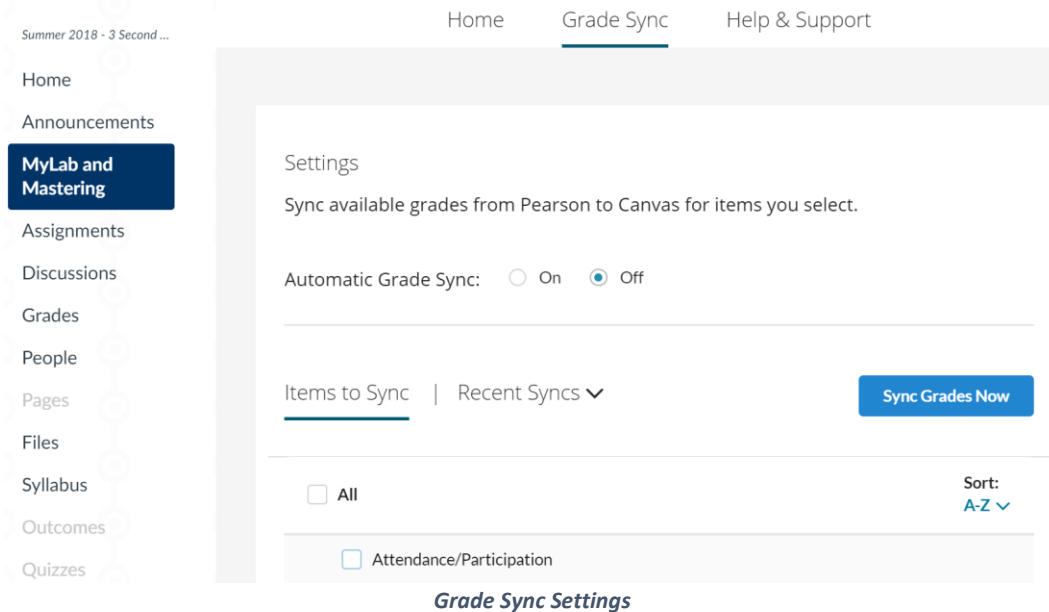# How to Sync Grades between Pearson and Canvas

Grades and their associated assignments from Pearson's "MyLab and Mastering" tool can be synchronized with a Canvas course's gradebook, making it easier for you and your students to view/manage grades from Canvas. They can be set to automatically synchronize throughout the semester or manually synchronize whenever you would like to update your Canvas Gradebook. This guide presumes that your course has the Pearson "MyLab and Mastering" tool available in the course navigation menu. If that is not the case, please submit a ticket here. **Please note: "Grade Sync" can interfere with the setup of courses that have not started yet. Please wait until your course has started to enable "Grade Sync."**

Pearson Grade Synchronization Instructions:

1. Log into Canvas (canvas.fau.edu) using your FAU netID and password.
2. Use the **Dashboard** or the **All Courses** link to access the course where you would like to synchronize grades.
3. Click on the **MyLab and Mastering** link in the course navigation menu to the left.
4. You should now see the Home tab of the MyLab and Mastering tool.
5. Click on the **Grade Sync** tab to access the tool's synchronization settings. Here you can choose whether you would like individual assignments to be synchronized automatically or manually.

Grade Sync Settings

6. For automatic grade synchronization:
   A. Choose the items that should synchronize automatically by clicking on the checkboxes beside them.
   B. Click "On" next to the **Automatic Grade Sync** option.
   C. You should see a green [Auto sync enabled] label appear next to the items that you selected, indicating that these grades will be updated automatically as they are completed by students. It may take some time to update your grades, but if you would like to push an immediate update, follow steps 7A and B.
7. For manual grade synchronization:
   A. Choose the items that you would like to synchronize immediately by clicking on the checkboxes beside them.
   B. Click the [Sync Grades Now] button to begin updating the selected assignments.
8. Once your grades have finished synchronizing, view your **Assignments** and **Grades** by clicking the respective links in the course navigation menu. Inconsistencies may occur due to inaccurate weighting of grades. For a document on how to apply grade-weights in Canvas, please consult this instructional document.

If you are experiencing issues with this product, please contact Pearson Support or submit an OIT Help Desk ticket here.