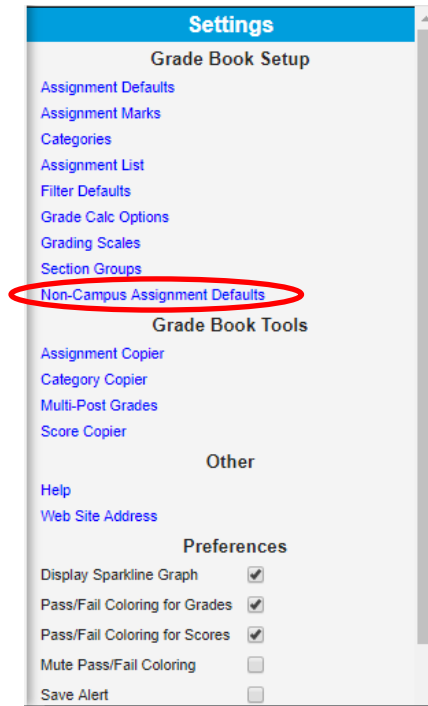


Grade Sync for Canvas to Infinite Campus

If you HAVE multiple categories set in Infinite Campus:

In Infinite Campus.....

Go to your gradebook in Infinite Campus and expand the settings on the left hand side. Select “Non-Campus Assignment Defaults”

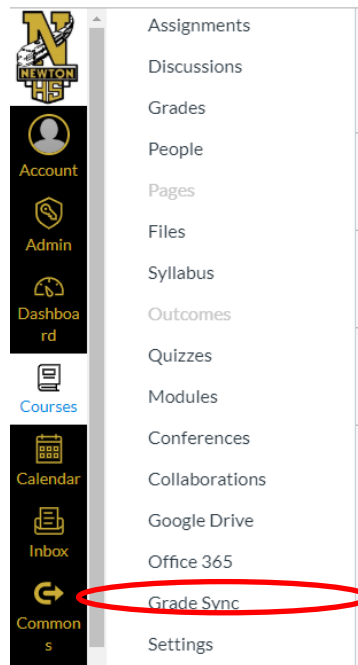


Leave the drop down menu “Default Category” blank and select “semester” under “Default Standard/Grading Task.” Click on “Save.”

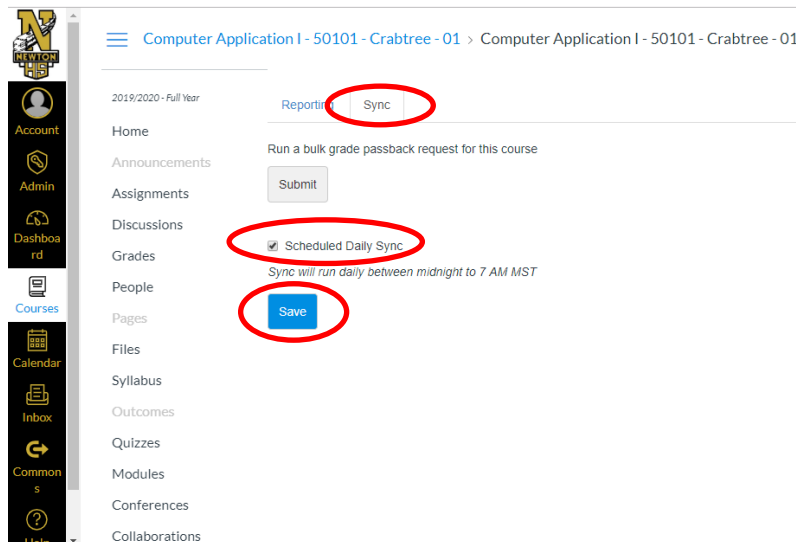
A screenshot of the 'Grading Services Defaults' form. At the top, there is a blue header with the text 'Grading Services Defaults'. Below this is a blue box containing instructional text: 'Use this tool if your grade book receives assignments and scores from an external Digital Learning Partner. These assignments require Categories and Standards/Grading Tasks. Set default options in this tool, or use the Uncategorized Assignments list to update assignments if defaults are not set. Defaults are set by section. Use the Term dropdown in the Grade Book to view assignments aligned to Standards/Tasks in future terms.' Below the blue box are two dropdown menus: 'Default Category' (which is currently blank) and 'Default Standard/Grading Task' (which is currently set to 'Semester'). At the bottom right of the form, there are two buttons: 'Save' (which is circled in red) and 'Cancel'.

In Canvas.....

Click on “Grade Sync” on the left hand side in the navigation pane.



Select the “Sync” tab and then check the box next to “Scheduled Daily Sync” and then click “Save”



Now when entering assignments into Canvas you should check mark the box next to “Include this assignment’s grades when syncing to your School’s Student Information System.” On quizzes in Canvas it will have a check box to sync as well. Then you will assign to “EVERYONE” (this is important). And then also set a due date. Click “Save”

The screenshot shows the Canvas assignment creation interface. A red circle highlights the 'Sync to Infinite Campus' section, specifically the checkbox labeled 'Include this assignment's grades when syncing to your school's Student Information System', which is checked. Another red circle highlights the 'Assign' dropdown menu, which is set to 'Everyone'. A third red circle highlights the 'Due' date field, which is set to 'Aug 26 11:59pm' (Mon Aug 26, 2019 11:59pm). At the bottom right, a red circle highlights the 'Save' button, which is a blue button next to a grey 'Cancel' button. Other visible elements include a 'Peer Reviews' section with a 'Require Peer Reviews' checkbox, and a 'Notify users that this content has changed' checkbox at the bottom left.

Once you put your grades in, then your sync will run between midnight and 7AM that night. They will not automatically appear in Infinite Campus gradebook until the next morning.

When it sync's, the next day you will need to do one of the following two things. You will either select the uncategorized assignments notification at the top of your gradebook screen (shown in picture below) OR go in and edit the assignment, putting it in the correct category and then saving it.

19-20 Newton High Sch...

Task
Semester
Uncategorized Assignments 1

Categories

raddg
Seq: 1.00

4.1ws
Seq: 1.00

TCSC
Seq: 1.00

less2
Seq: 1.00

less4
Seq: 1.00

Assignments to Align to Grade Book - 01) 3201-1 Funct/Stat/Trig (Black Day)

Notes:

- Any scores or flags changed in Campus may be overwritten if you sync again.
- Set default Grading Task/Standards and Categories for imported assignments at Campus Instruction > Grade Book > Settings > Non-Campus Assignment Defaults.

		Standard/Grading Task	Category		
		Select Standard/Grading Task		Fill Selected	
<input type="checkbox"/>	Assignment Name	Standard/Grading Task	Category	Assigned	Due ▲
<input type="checkbox"/>	Lesson 4A/4B assignment (Agile Mind)	Select Standard/Grading Task	Uncategorized Assig...	09/03/2019	09/03/2019

Save All

Close