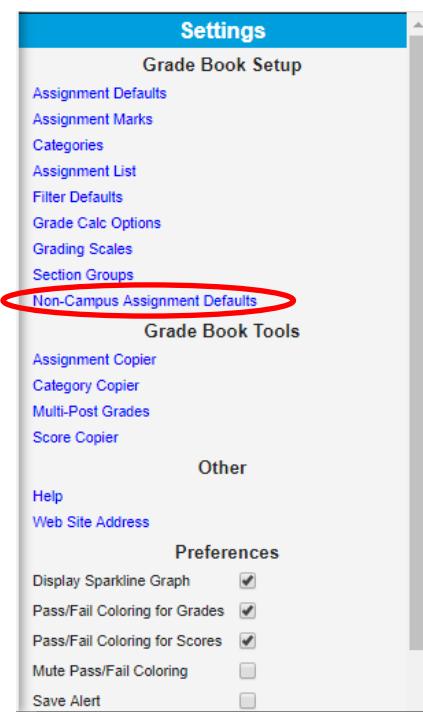


# Grade Sync for Canvas to Infinite Campus

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”

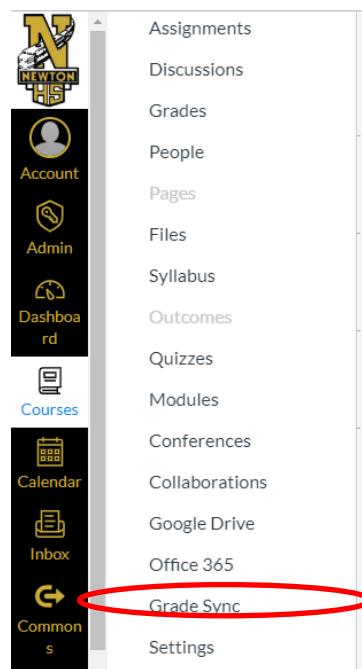


Leave the drop down menu “Default Category” blank and select “semester” under “Default Standard/Grading Task.” Click on “Save.”

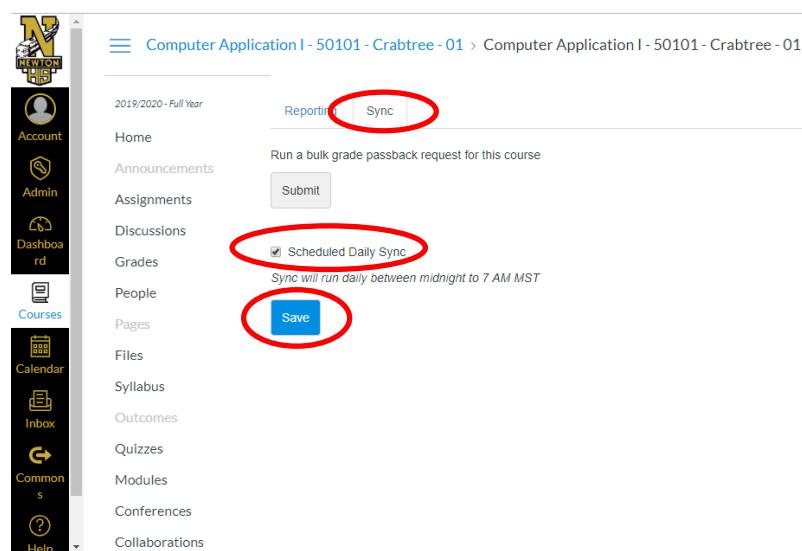
A screenshot of the 'Grading Services Defaults' page. It contains a text box with instructions about using the tool for assignments from external partners. Below is a 'Default Category' dropdown, a 'Default Standard/Grading Task' dropdown set to 'Semester', and a 'Save' button at the bottom right.

In Canvas.....

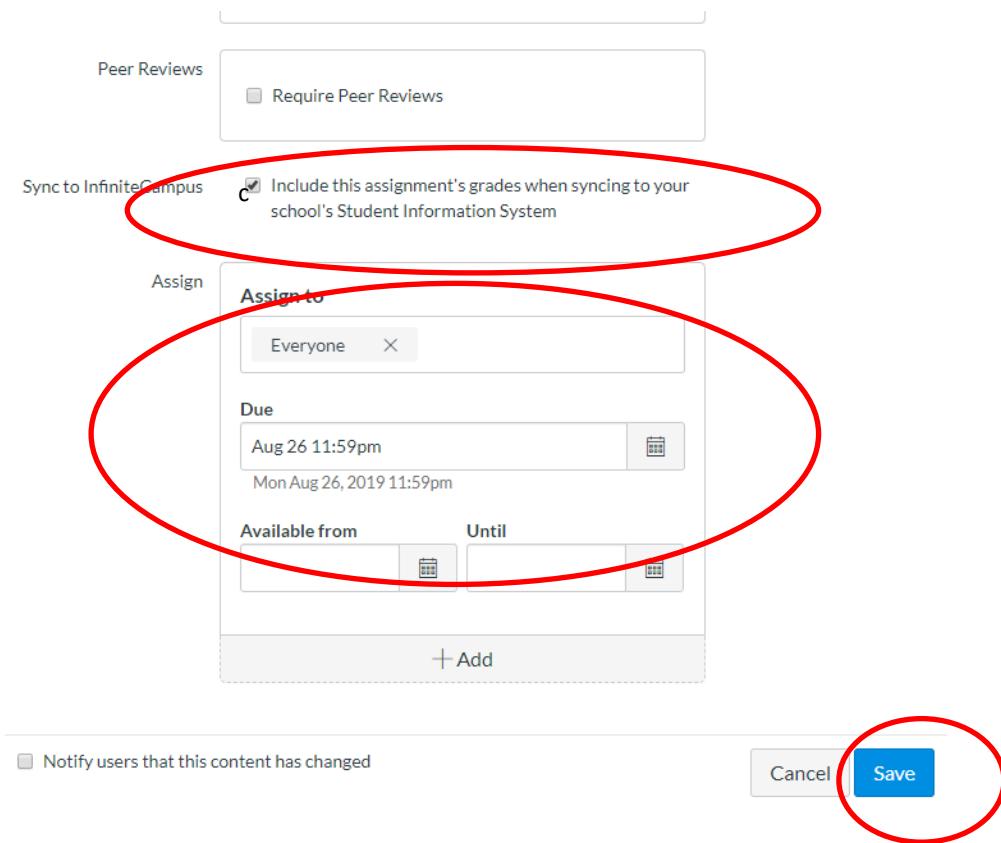
Click on “Grade Sync” on the left hand side in the navigation pane.



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"



**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.**



Task Semester

Uncategorized Assignments 1

3

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

Select Standard/Grading Task

## Category

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