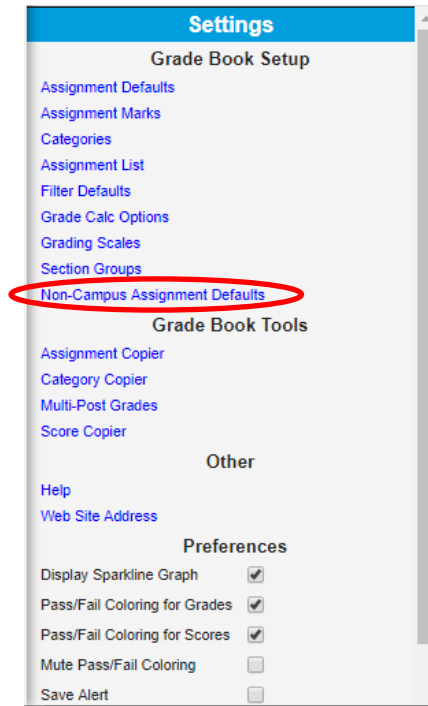# Grade Sync for Canvas to Infinite Campus

If you DO NOT 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"

Select your one category that you have under "Default Category" and select "semester" under "Default Standard/Grading Task." Click on "Save."
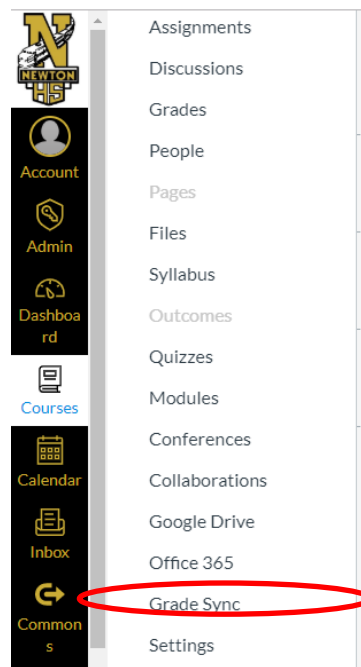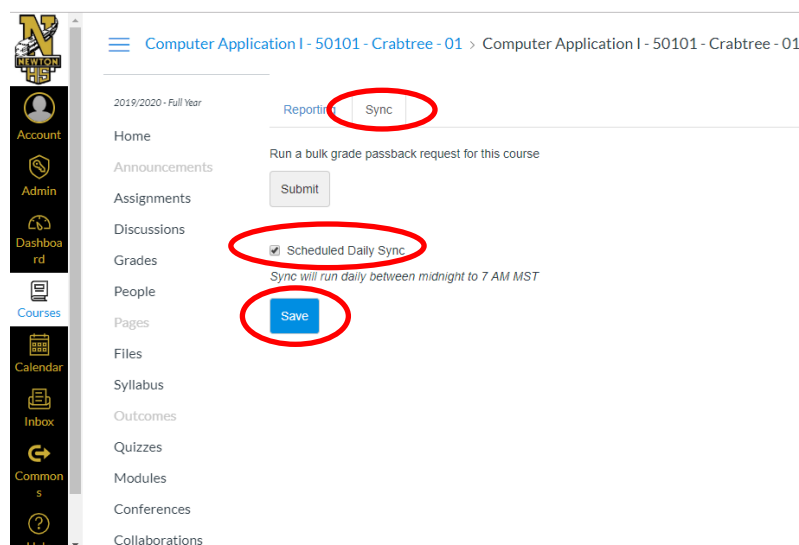
In Canvas……

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.