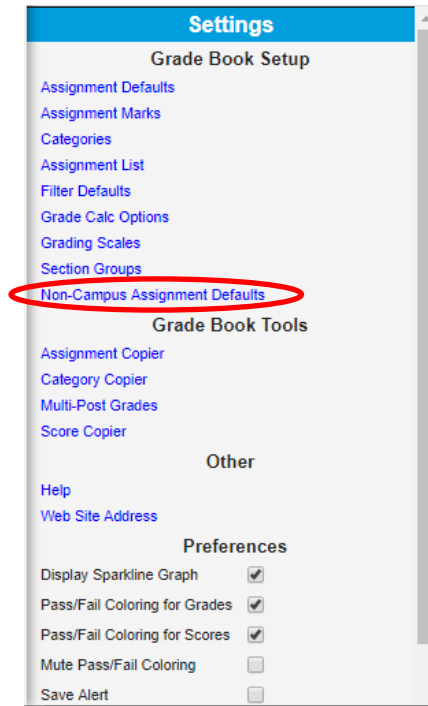


# Grade Sync for Canvas to Infinite Campus

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.”

## Grading Services Defaults

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.

Default Category

Assignments ▼

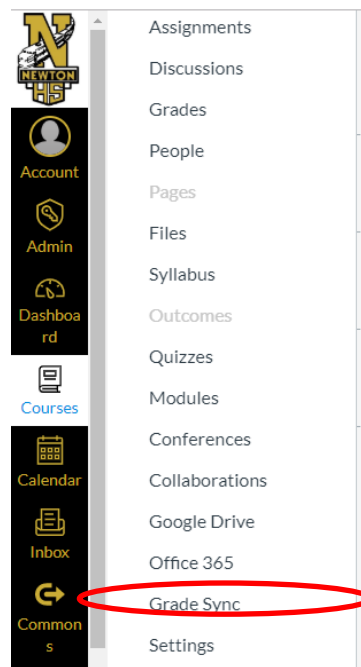
Default Standard/Grading Task

Semester ▼

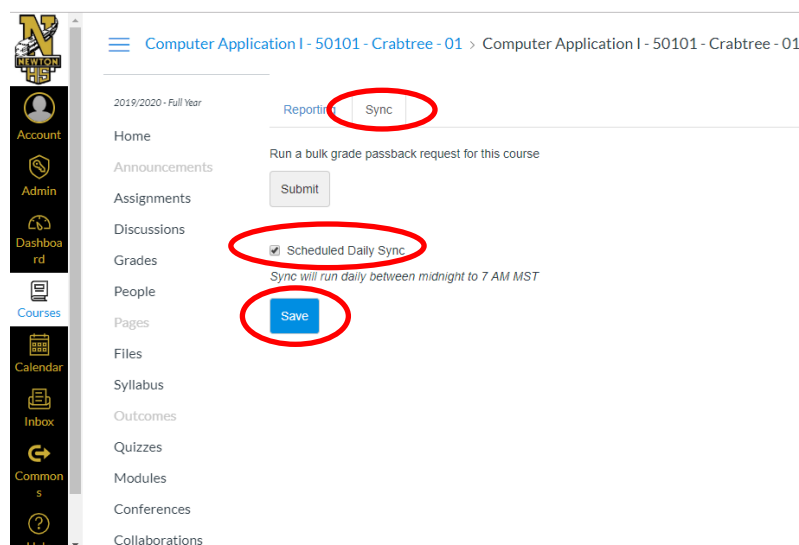
Save Cancel

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 settings form. Three red circles highlight specific areas: the 'Sync to Infinite Campus' section, the 'Assign to' section, and the 'Save' button. The 'Sync to Infinite Campus' section includes a checked checkbox for 'Include this assignment's grades when syncing to your school's Student Information System'. The 'Assign to' section shows 'Everyone' selected. The 'Due' date is set to 'Aug 26 11:59pm' for 'Mon Aug 26, 2019 11:59pm'. The 'Available from' and 'Until' fields are empty. The 'Save' button is blue and located at the bottom right of the form.

Peer Reviews

☐ Require Peer Reviews

Sync to Infinite Campus

☒ Include this assignment's grades when syncing to your school's Student Information System

Assign

Assign to

Everyone X

Due

Aug 26 11:59pm

Mon Aug 26, 2019 11:59pm

Available from

Until

+ Add

☐ Notify users that this content has changed

Cancel 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.**