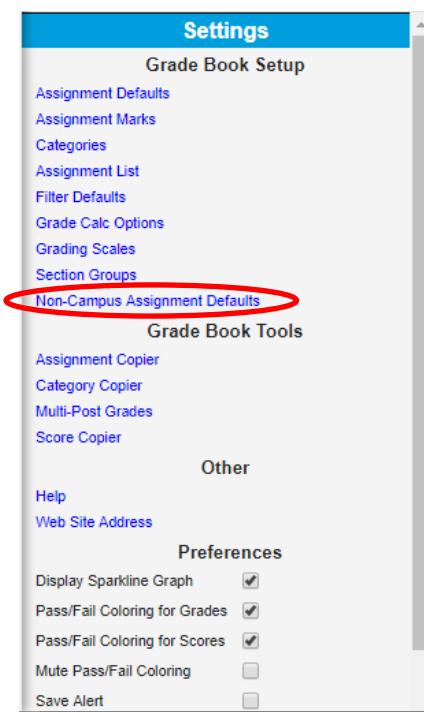


Grade Sync for Canvas to Infinite Campus

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.

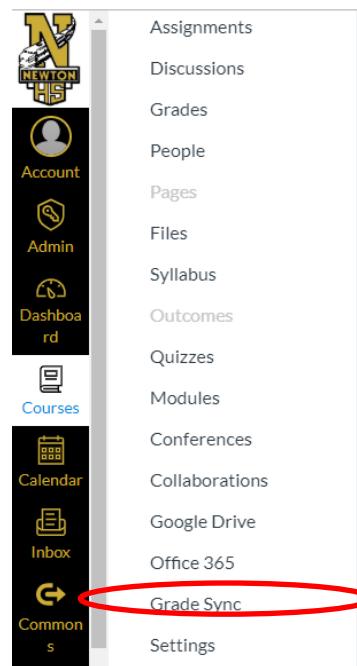
Default Category
Assignments

Default Standard/Grading Task
Semester

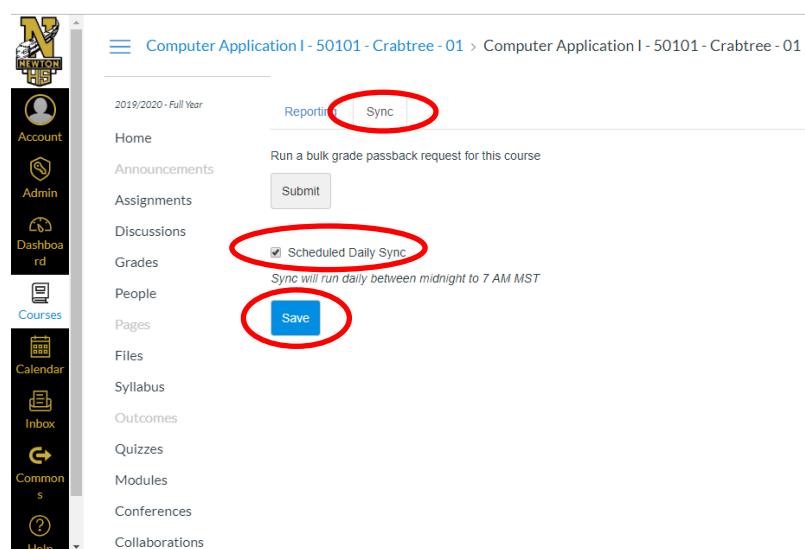
Save **Cancel**

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 creation interface. At the top, there is a 'Peer Reviews' section with a checkbox for 'Require Peer Reviews'. Below it is a 'Sync to InfiniteCampus' section with a checkbox for 'Include this assignment's grades when syncing to your school's Student Information System', which is checked and circled in red. The main assignment configuration area is titled 'Assign' and contains fields for 'Assign to' (set to 'Everyone'), 'Due' (set to 'Aug 26 11:59pm'), and 'Available from'/'Until' (both fields are empty). A large red oval encircles the 'Assign to', 'Due', and 'Available from' fields. At the bottom of the interface are two buttons: 'Notify users that this content has changed' (unchecked) and a 'Save' button, which is highlighted with a red circle.

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.