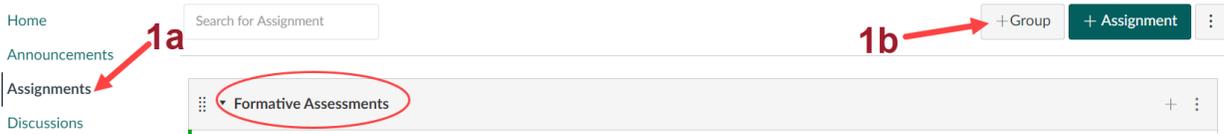
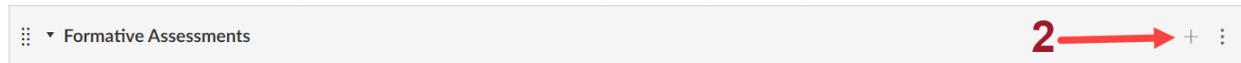


Canvas-Skyward Grade Sync

1. Create assignment groups named the same as your Skyward Categories
 - a. Within the course, click on Assignments on left
 - b. Click +Group and name it a category in Skyward. (ex: Formative Assessments, Summative Assessments, etc)
 - c. Repeat steps for each category



2. Add a new assignment to the selected group by clicking on the +.



The screenshot shows the 'Add Assignment to Formative Assessments' dialog box. The 'Type' is set to 'Assignment'. The 'Name' field is empty. The 'Due' field has a calendar icon. The 'Points' field is set to '0'. The 'Sync to SIS' checkbox is checked and circled in red. A red arrow labeled '2a' points to the 'Sync to SIS' checkbox. At the bottom left, a red arrow labeled '2b' points to the 'More Options' button. Other buttons at the bottom include 'Cancel', 'Save & Publish', and 'Save'.

- a. Sync to SIS box must be checked to transfer grades from Canvas to Skyward
- b. Click More Options to open the Assignment editor.
- c. Publish assignment as usual.

3. Alternatively-create a new assignment using the +Assignment button



- a. Select correct Assignment group
- b. Check Sync to SIS

c. Complete & Publish assignment as usual.

3a Points

Assignment Group

Display Grade as

Peer Reviews Require Peer R

3b Sync to SIS Include this as school's Studer

Assign

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ing to your

4. To sync, go to Grades on left column

- Click actions
- Click Sync to SIS
- Select assignments to be sent to Skyward
- Click Post Grades

Gradebook ▾ View ▾ Actions ▾

Student Name

Sync to SIS

Import

Export

Sync Grades

Filter by section

All Sections (7/7)

<input checked="" type="checkbox"/>	Assignment Name	Due Date ▾	Last Sync
<input checked="" type="checkbox"/>	10 Finding Coordinates of Transformations	Jan 11, 11:00 PM	Jan 11, 2:17 PM
<input checked="" type="checkbox"/>	11 Transformations	Jan 8, 11:00 PM	Jan 11, 2:17 PM
<input checked="" type="checkbox"/>	10 Bellwork Transformations Word Problems	Jan 8, 11:00 PM	Jan 11, 2:17 PM
<input checked="" type="checkbox"/>	10 Transformations Word Problems	Jan 7, 11:00 PM	Jan 11, 2:17 PM
<input checked="" type="checkbox"/>	10 Identify Transformations, Rotation, Reflection	Jan 6, 11:00 PM	Jan 11, 2:17 PM
<input checked="" type="checkbox"/>	10 Bellwork Identifying Transformations	Jan 6, 11:00 PM	Jan 11, 2:17 PM
<input checked="" type="checkbox"/>	10 Working with Baby Step Problems	Jan 5, 11:00 PM	Jan 11, 2:17 PM

Post Grades (7)

5. You'll see a message saying Scheduled. You can click to track progress or check back later by clicking Grade Sync on the left column.



MackinVIA

LockDown Br

Scheduled **Grade Sync**

[Click to see progress](#)

Settings

Note: Assignments not in Skyward named groups in Canvas will transfer as “Homework.” You would need to change the category on the assignment in Skyward if Homework is not a weighted category.