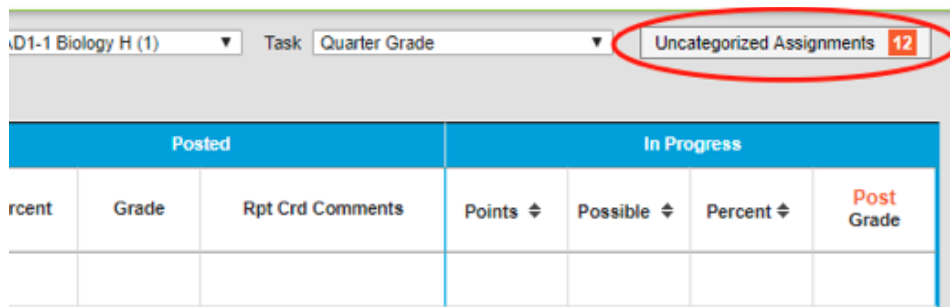


Teacher Information for Canvas Grade Passback to Infinite Campus

The Canvas Learning Management System (LMS) gradebook syncs with the Infinite Campus Student Information System (SIS) gradebook, “passing” assignments and grades from Canvas to Infinite Campus nightly. They are in a list called “Uncategorized Assignments” that is not calculated, so if a teacher does not want to use Canvas grades it can be ignored entirely. This process is one-way, so if a teacher has a Canvas assignment and wants to change a grade, they must make the change in Canvas.

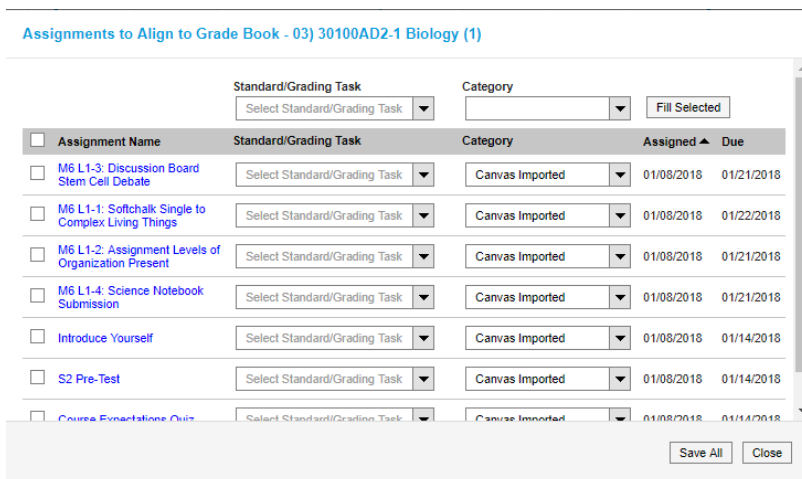
1. All grades are coming into a new tab in the IC gradebook called *Uncategorized Assignments*.
 - a. Click the tab to open the list of assignments



The screenshot shows the Infinite Campus gradebook interface. At the top, there is a dropdown menu for the course 'D1-1 Biology H (1)' and a 'Task' dropdown set to 'Quarter Grade'. To the right, a tab labeled 'Uncategorized Assignments' with a red '12' badge is circled in red. Below this is a table with two main sections: 'Posted' and 'In Progress'. The 'In Progress' section has columns for 'Points', 'Possible', and 'Percent'. A 'Post Grade' button is visible on the right side of the table.

2. Assignments in this list are not included in the grade calculation by default. Teachers wishing to move the grades to *Quarter Grade*, for example, will do so by using the drop-down menus

- a. Check the boxes for the assignments you wish to edit.
- b. Use the drop-down menus to select the “Category” and “Grading Task” before clicking “Save All”.
- c. Click on the assignment name and check the portal box to allow students and parents see the assignment and grade.



The screenshot shows the 'Assignments to Align to Grade Book - 03) 30100AD2-1 Biology (1)' interface. It features a table with columns for 'Assignment Name', 'Standard/Grading Task', 'Category', 'Assigned', and 'Due'. Each row has a checkbox on the left. Above the table, there are dropdown menus for 'Standard/Grading Task' and 'Category', along with a 'Fill Selected' button. At the bottom right, there are 'Save All' and 'Close' buttons.

<input type="checkbox"/>	Assignment Name	Standard/Grading Task	Category	Assigned	Due
<input type="checkbox"/>	M6 L1-3: Discussion Board Stem Cell Debate	Select Standard/Grading Task	Canvas Imported	01/08/2018	01/21/2018
<input type="checkbox"/>	M6 L1-1: Softchalk Single to Complex Living Things	Select Standard/Grading Task	Canvas Imported	01/08/2018	01/22/2018
<input type="checkbox"/>	M6 L1-2: Assignment Levels of Organization Present	Select Standard/Grading Task	Canvas Imported	01/08/2018	01/21/2018
<input type="checkbox"/>	M6 L1-4: Science Notebook Submission	Select Standard/Grading Task	Canvas Imported	01/08/2018	01/21/2018
<input type="checkbox"/>	Introduce Yourself	Select Standard/Grading Task	Canvas Imported	01/08/2018	01/14/2018
<input type="checkbox"/>	S2 Pre-Test	Select Standard/Grading Task	Canvas Imported	01/08/2018	01/14/2018
<input type="checkbox"/>	Course Expectations Quiz	Select Standard/Grading Task	Canvas Imported	01/08/2018	01/14/2018

NOTE: Alternatively, you can click the individual assignment link to open the Assignment Detail (blue hyperlink). In that window you can select the task, category, and access the “portal” checkbox.

- d. The grade automatically moves to the appropriate quarter term based on the assignment’s due date.
- e. Based on the quarter term the assignment has the “assigned date” of the first day of that term by default. That’s not an editable field in Infinite Campus, so it will remain the listed date. If teachers need the parents/students to have an indication of a more accurate date, they need to add a note to the assignment or communicate directly with them.

Term: Q1 (08/14/17 - 10/13/17) Section: 03) 30104AD1-1 Biology H (1) Task: Quarter Grade Uncategorized Assignments 11

+ Add Sort Filter

Settings	Save	Students	Grade Totals	Posted			In Progress			Categories	M001 Seq: 1.00 Due: 08/20 Practice Assig Points: 1
				Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Post Grade	
09							0	1		0.00 %	0
09							1	1		100.00 %	1.0

Notice that the number of Uncategorized Assignments went down by one after moving it to the Quarter Grade task.

Alternate method for those with multiple sections of the same subject:

There is another way to set up the passback without going into each assignment individually and changing the grading task by hand.

If a teacher creates a Canvas assignment and then creates an Infinite Campus (IC) assignment with the exact same name, (entering the other assignment details as normal in IC, such as assignment category and points), it will automatically link to the IC assignment, remaining in the desired grading task and category.

For example, if a teacher has three periods of English Accelerated 8 they can create an assignment in Canvas called “Test: Q4 Grammar Test” and copy it to all three periods. After they have created the test, but before completing any grading in Canvas, the teacher can create an assignment with the same exact name in Infinite Campus and add it to the desired grading task in all three sections. If done correctly, it will automatically begin synchronizing grades between the two, once the teacher grades the assignments in Canvas.

Many questions can be answered by the school’s Canvas “Controller” and they can submit a support ticket if needed.

FAQs

- I have many Canvas assignments but only a few are in Infinite Campus, what’s wrong?
 - Until you grade one assignment in Canvas it won’t create the assignment in Infinite Campus (or once the due date is past, then students will have it show up as a missing assignment in Infinite Campus).
- Why, after I changed a grade in Infinite Campus, the next day it changed back?
 - Grades come from Canvas in a one-way fashion. If you want to change the grade you have to change it in Canvas.
- Why, after I deleted an assignment in Canvas, was it still in Infinite Campus the next day?
 - The passback process should not delete things from your Infinite Campus gradebook. You would need to delete it from both locations or move it to an uncalculated task.
- Can I put an assignment back into the “Uncategorized Assignments” tab after moving it to another task?
 - No. You would need to delete it in both Canvas and IC or move it to a grading task without weight.