

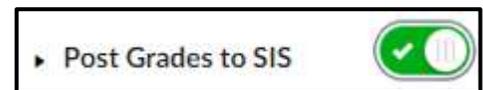
## Canvas and Infinite Campus Grade Pass Back

To set up the grade pass back

- Open the Canvas course.
- Click **Settings**.
- Click the **Feature Options** tab at the top.

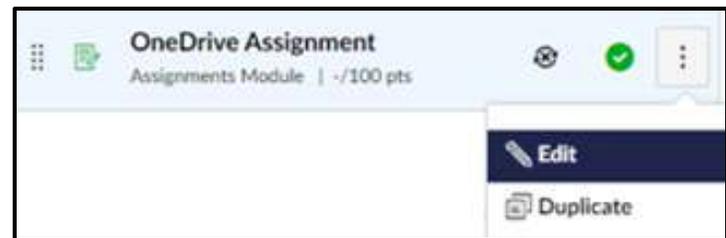


- Click the toggle switch to turn on "Post Grades to SIS."
- This must be done in each of your Canvas classes.

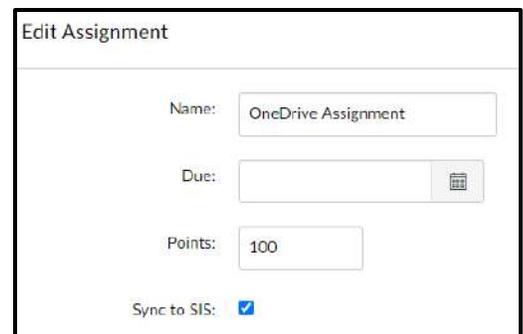


To set up an existing assignment

- Click **Assignments** in the navigation pane on the left.
- Click the ellipses next to the assignment name and click **Edit**.



- Check the **Sync to SIS** box and then click **Save**.

A screenshot of the 'Edit Assignment' form. It contains the following fields:

- Name: OneDrive Assignment
- Due: [empty field] [calendar icon]
- Points: 100
- Sync to SIS:

- If you cannot save your assignment and you receive an error message, make sure the assignment has a due date.

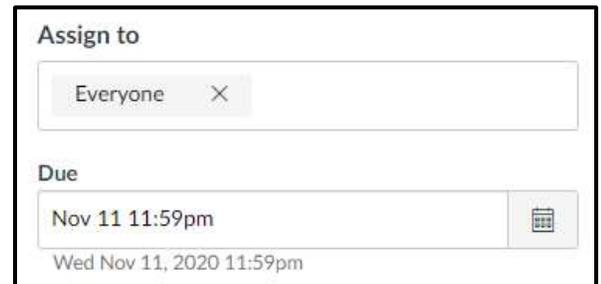
To set up a new assignment

- Click **Assignments** in the navigation pane on the left.
- Click **+ Assignment**.
- Enter the assignment details.
  - The assignment name must be a unique name that has not been used for any other assignment or activity.

- The assignment title must be fewer than 50 characters.

- The assignment must have a due date.

- The assignment **must** be assigned to “Everyone.”



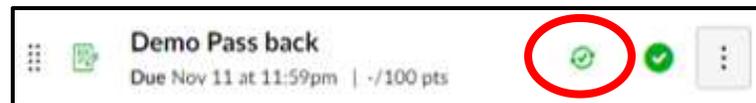
The screenshot shows two input fields. The first is labeled 'Assign to' and contains the text 'Everyone' with a small 'X' icon to its right. The second is labeled 'Due' and contains the text 'Nov 11 11:59pm' with a calendar icon to its right. Below the 'Due' field, the text 'Wed Nov 11, 2020 11:59pm' is displayed.

- Check the Sync to SIS box.

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

- Save or Save and Publish the assignment.

- A green checkmark next to the name in the assignment list signifies the grade for this assignment will pass back to the Infinite Campus grade book.

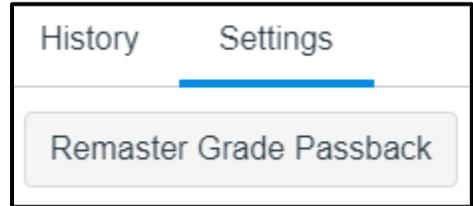


To sync grades to Infinite Campus

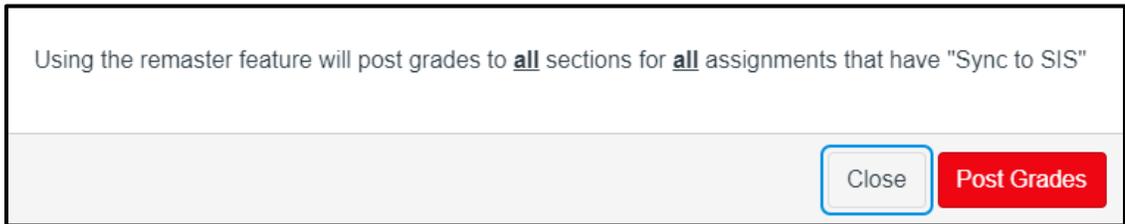
- In Course Navigation, click the **Grade Sync**.



- Click **Settings** and then click **Remaster Grade Passback**.

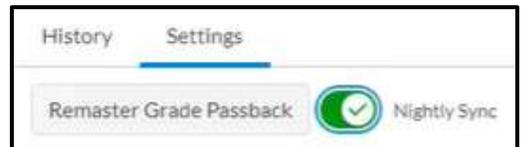


- In the warning box, click **Post Grades** to sync all the course grades to Infinite Campus.



- Click the History tab to view the status of the sync.

- If you want Canvas to sync with Infinite Campus automatically every night instead of doing it manually, click the **Nightly Sync** button on the Settings tab.



- You can also sync grades within the Canvas grade book instead of using the Grade Sync tab.

- Click **Grades** in the navigation pane to open the Canvas grade book.

- Click **Actions**.



- Click **Sync to SIS**.