

Canvas Gradebook Setup

Step 1: Accessing Skyward Grading Categories

To begin, log into Skyward.

Then click on "Teacher Access" [1]

In the dropdown, click on "My Gradebook" [2]

Then when you are at your gradebook screen, click "Gradebook" next to any class [3]

The screenshot shows the Skyward Educator Access Plus interface for West Allegheny High School. The top navigation bar includes "Educator Access Plus" and "Teacher Access", with a red box and arrow labeled "1" pointing to "Teacher Access". Below this, a dropdown menu titled "Teacher Access" is open, listing various options. "My Gradebook - MG" is highlighted with a red box and arrow labeled "2". At the bottom of the page, a table with a "Description" header is visible. The first row of the table has a red box and arrow labeled "3" pointing to the word "Gradebook" in the description column.

West Allegheny High School

SKYWARD®

Educator Access Plus

Teacher Access

Teacher Access

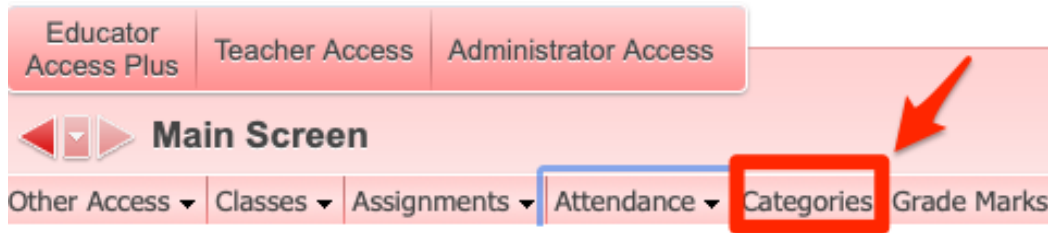
- My Gradebook - MG
- My Students - MS
- My Classes - MC
- My Lesson Scheduler - ML
- Post Daily Attendance - DA
- My Homeroom - MH
- My Students With Disabilities - SD
- My LEP Students - LE
- My Section 504 Students - SE
- My Gifted and Talented Students - GT
- My Conference Scheduler - CS
- Learning Center - LC
- My Rtl Students - MR

My Print Queue ◀ Back

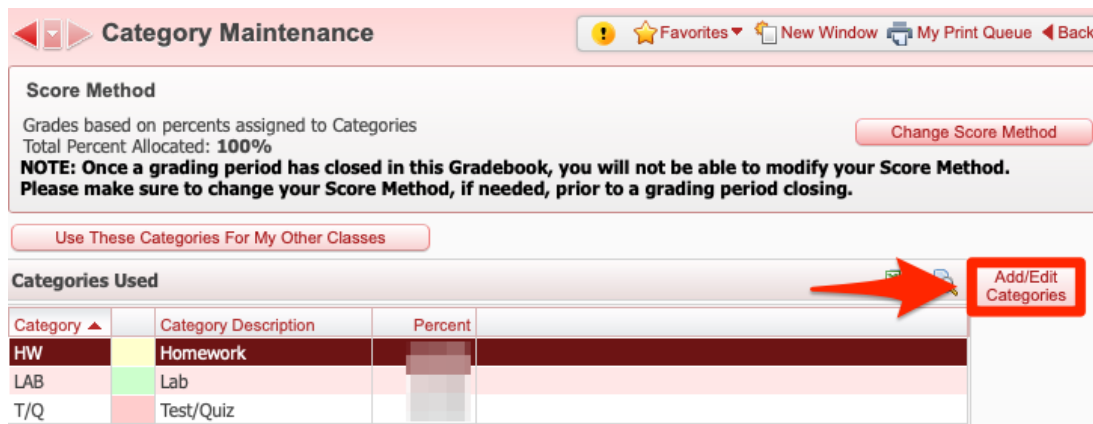
Posting Status ▼

	Description
1	Gradebook
4	Gradebook
1	Gradebook
4	Gradebook
4	Gradebook
1	Gradebook
4	Gradebook
1	Gradebook

Once you are in the gradebook for that class, click the "Categories" tab at the top of the screen.



On the "Category Maintenance" screen, click "Add/Edit Categories".



This will show you the category codes.

Category	Category Description	Current Percent	Include	Modified Percent
1AR	Accelerated Reader	0.00	<input type="checkbox"/>	0.00
1ENG	Eng, Writ, Grmr	0.00	<input type="checkbox"/>	0.00
1SPL	Spelling	0.00	<input type="checkbox"/>	0.00
1TST	Tsts, Prj, Pres, etc	0.00	<input type="checkbox"/>	0.00
ACRD	Accelerated Reader	0.00	<input type="checkbox"/>	0.00
ASGN	Assignments	0.00	<input type="checkbox"/>	0.00
ASMT	Assessments	0.00	<input type="checkbox"/>	0.00
CW	Classwork	0.00	<input type="checkbox"/>	0.00
ENG	English	0.00	<input type="checkbox"/>	0.00
HW	Homework	10.00	<input checked="" type="checkbox"/>	10.00
JOUR	Journal	0.00	<input type="checkbox"/>	0.00
LAB	Lab	25.00	<input checked="" type="checkbox"/>	25.00
MISC	Miscellaneous	0.00	<input type="checkbox"/>	0.00
Part	Participation	0.00	<input type="checkbox"/>	0.00
PROJ	Projects	0.00	<input type="checkbox"/>	0.00
READ	Reading	0.00	<input type="checkbox"/>	0.00
SI	Study Island	0.00	<input type="checkbox"/>	0.00
SPEL	Spelling	0.00	<input type="checkbox"/>	0.00
T/Q	Test/Quiz	65.00	<input checked="" type="checkbox"/>	65.00

Step 2: Adding Assignment Groups in Canvas

In Canvas, you will need to create Assignment Groups that match the categories in Skyward. You will need to create a group for each category.

Go to the course where you want to add the categories.

Then:

1. On the left side, click "Assignments"
2. At the top, click "+Group"
3. Then name your group the exact same name as the assignment category
4. Then click "Save" to add the group

Category	Category Description	Current Percent
1AR	Accelerated Reader	0.00
1ENG	Eng, Writ, Grmr	0.00
1SPL	Spelling	0.00
1TST	Tsts, Prj, Pres, etc	0.00
ACRD	Accelerated Reader	0.00
ASGN	Assignments	0.00
ASMT	Assessments	0.00
CW	Classwork	0.00
ENG	English	0.00
HW	Homework	0.00
JOUR	Journal	0.00
LAB	Lab	25.00
MISC	Miscellaneous	0.00
Part	Participation	0.00
PROJ	Projects	0.00
READ	Reading	0.00
SI	Study Island	0.00
SPEL	Spelling	0.00
T/Q	Test/Quiz	65.00

Home Search for Assignment + Group

Modules

Rubrics Assignments

Collaborations

Google Drive

Attendance

Files

Grades

People

Grade Sync

Announcements

Assignments

Test Assignment

Add Assignment Group

HW

Cancel Save

Step 3: Adding Assignment Groups to Assignments in Canvas

To create an assignment with an assignment group, click the "Assignment Group" dropdown and then select your Assignment Group name.

The screenshot displays the Canvas LMS interface. On the left is a dark sidebar with navigation icons and labels: Account (with a '1' notification), Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area has a top navigation bar with 'Home' and 'Mastery Paths' tabs. Below this is a form for creating an assignment, including an 'Assignment Name' field, a rich text editor with various formatting tools (bold, italic, underline, link, image, etc.), and a 'Points' field set to '0'. At the bottom, the 'Assignment Group' dropdown menu is open, showing options: 'Assignments' (checked), 'Imported Assignments', 'HW' (highlighted with a red box and a red arrow pointing to it), and '[New Group]'. The 'Display Grade as' field is partially visible below the dropdown.

Step 4: Using Weighted Grades in Canvas and Skyward

The screenshot shows the Canvas course navigation menu on the left and the Assignments page on the right. The 'Assignments' menu item is highlighted with a red box and a red arrow labeled '1'. The '+ Assign' button is highlighted with a red box and a red arrow labeled '2'. The three dots menu next to '+ Assign' is highlighted with a red box and a red arrow labeled '3'. The 'Assignment Groups Weight' option in the dropdown menu is highlighted with a red box.

If you use a weighted gradebook in Skyward weights must be set up in Canvas to align. To weigh grades in Canvas...

1. Click on "Assignments" in the course navigation
2. Click the three dots next to "+ Assignment"
3. Click "Assignment Groups Weight"

The 'Assignment Groups Weight' dialog box is shown. The 'Weight final grade based on assignment groups' checkbox is checked and highlighted with a red box and a red arrow labeled '1'. The 'HW' group is highlighted with a red box and a red arrow labeled '2'. The 'Total' group is highlighted with a red box and a red arrow labeled '3'. The 'Save' button is highlighted with a red box.

Group	Weight (%)
Assignments	0
Imported Assignments	0
HW	0
Total	0%

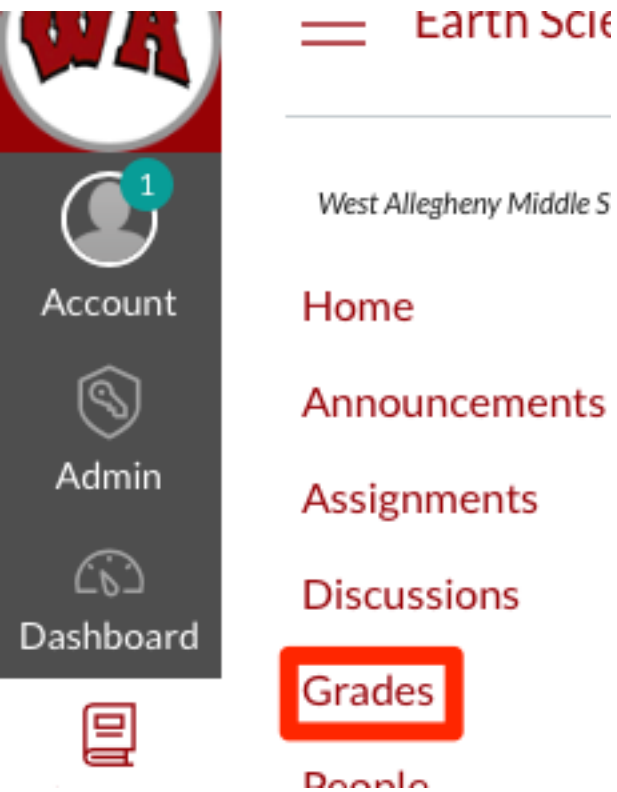
The Assignment Groups Weight box will appear. Here you will put the percentages of the weights for each Assignment Group. These will need to match Skyward.

1. Check the box next to "Weight final grade..." to show the options below it
2. Put your percentages in the boxes next to the groups
3. Click "Save" when you are finished

Syncing Grades In Canvas

To sync grades from Canvas to Skyward, go to the course in Canvas with the grades you would like to sync.

Click "Grades" option in the Course Navigation.



Once you are in your gradebook...

1. Click on the "Actions" dropdown to access further options
2. Click "Sync to Gradespassback Service" to sync your grades

