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]

West Allegheny High School

SKYWARD

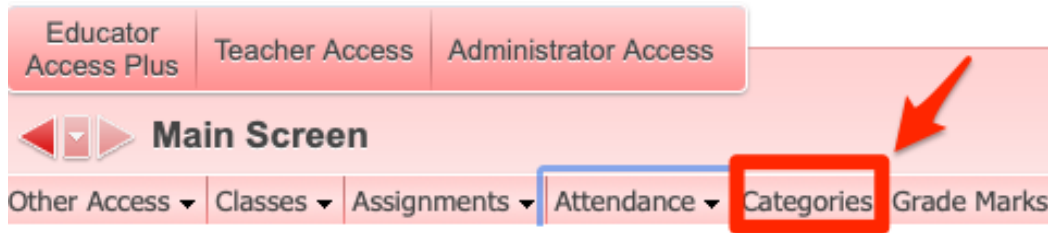Educator Access Plus | Teacher Access

1

Teacher Access

My Gradebook - MG   **2**
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
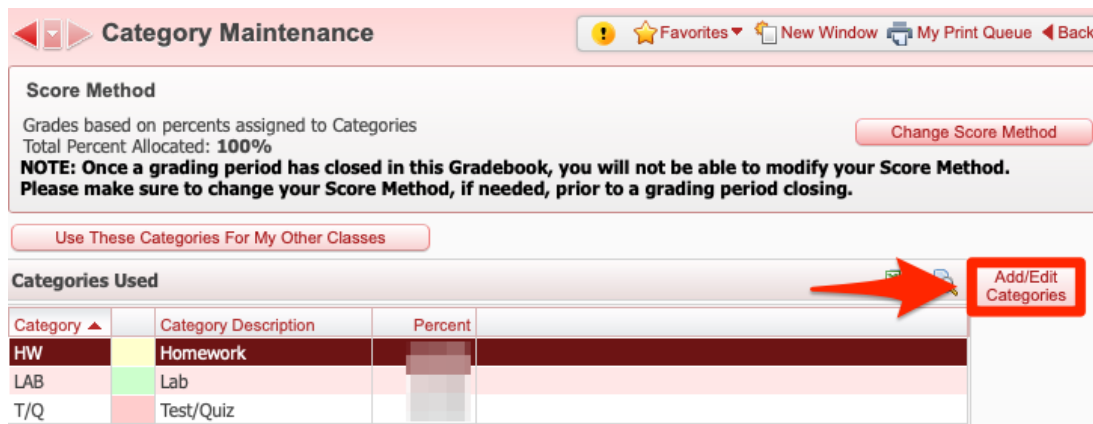My RtI Students - MR

My Print Queue   ◀ Back

es ▾   Posting Status ▾

Description

3

	Gradebook
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.

Educator Access Plus	Teacher Access	Administrator Access

◀ ▾ ▶ **Main Screen**

Other Access ▾ | Classes ▾ | Assignments ▾ | Attendance ▾ | Categories | Grade Marks

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

◀ ▾ ▶ **Category Maintenance**   ❗ ⭐Favorites ▾ 🗔New Window 🖨My Print Queue ◀Back

Score Method

Grades based on percents assigned to Categories
Total Percent Allocated: **100%**
NOTE: Once a grading period has closed in this Gradebook, you will not be able to modify your Score Method. Please make sure to change your Score Method, if needed, prior to a grading period closing.

[Change Score Method]

[Use These Categories For My Other Classes]

Categories Used   [Add/Edit Categories]

Category ▲		Category Description	Percent	
HW		Homework		
LAB		Lab		
T/Q		Test/Quiz		

This will show you the category codes.

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

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.

Step 4: Using Weighted Grades in Canvas and Skyward

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"
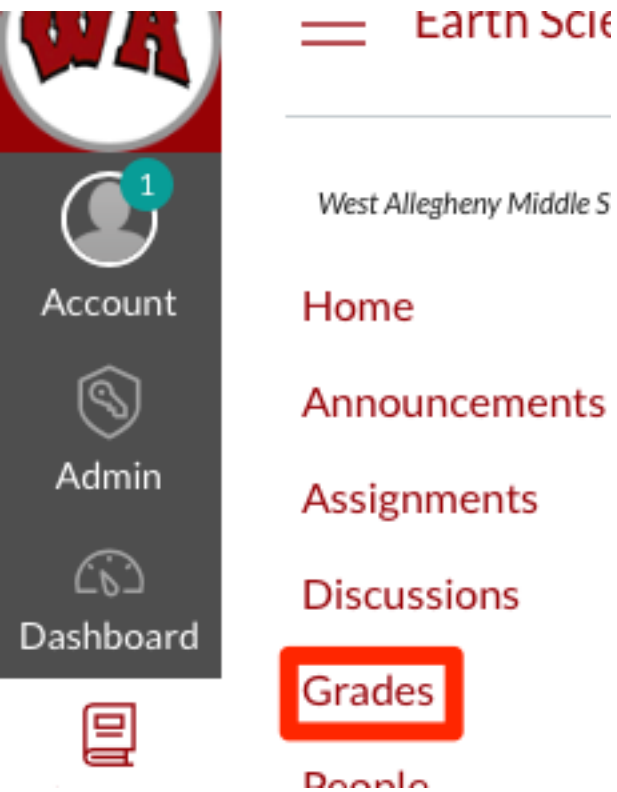3. Click "Assignment Groups Weight"

The Assignment Groups Weight 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 Gradepassback Service" to sync your grades