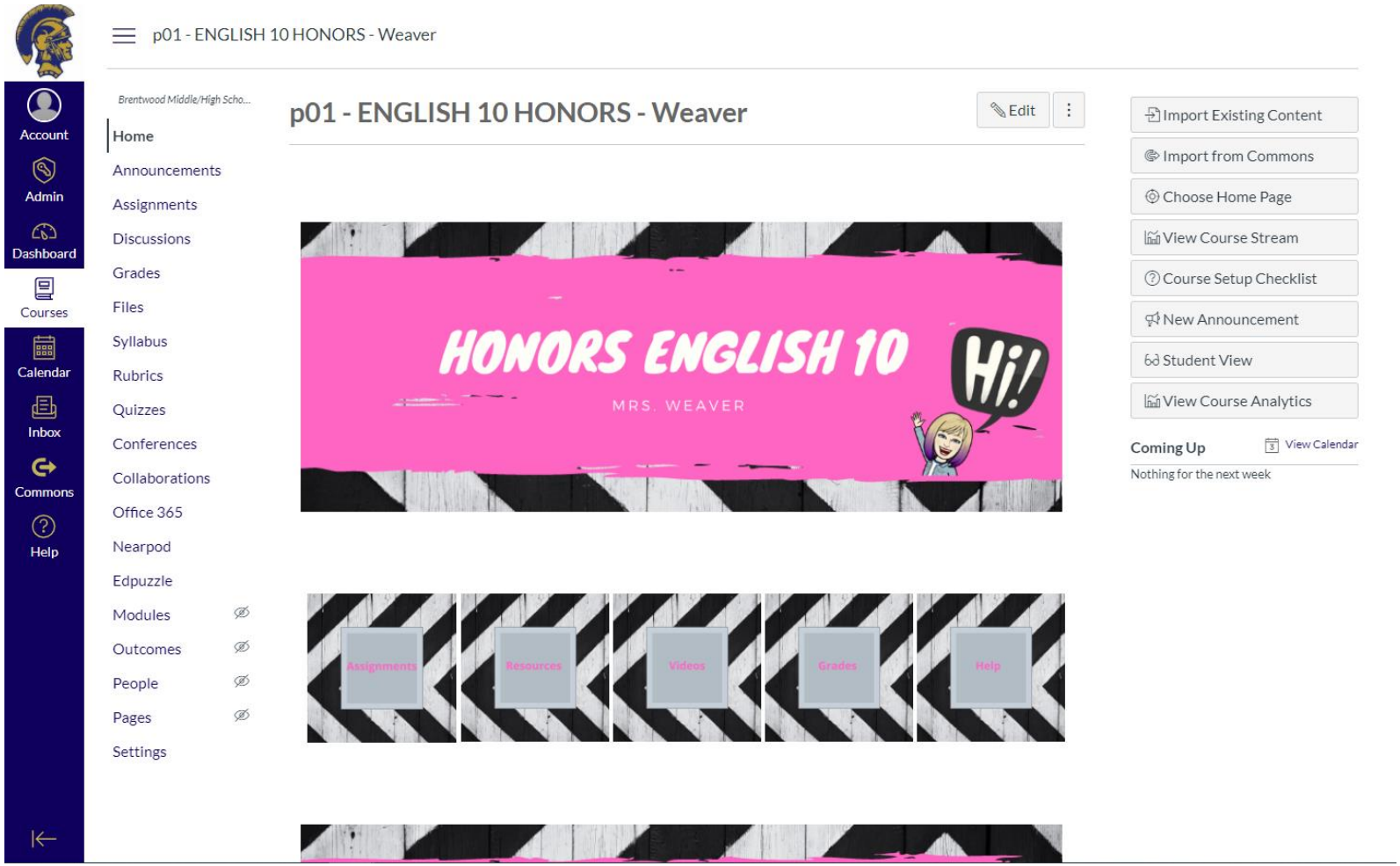
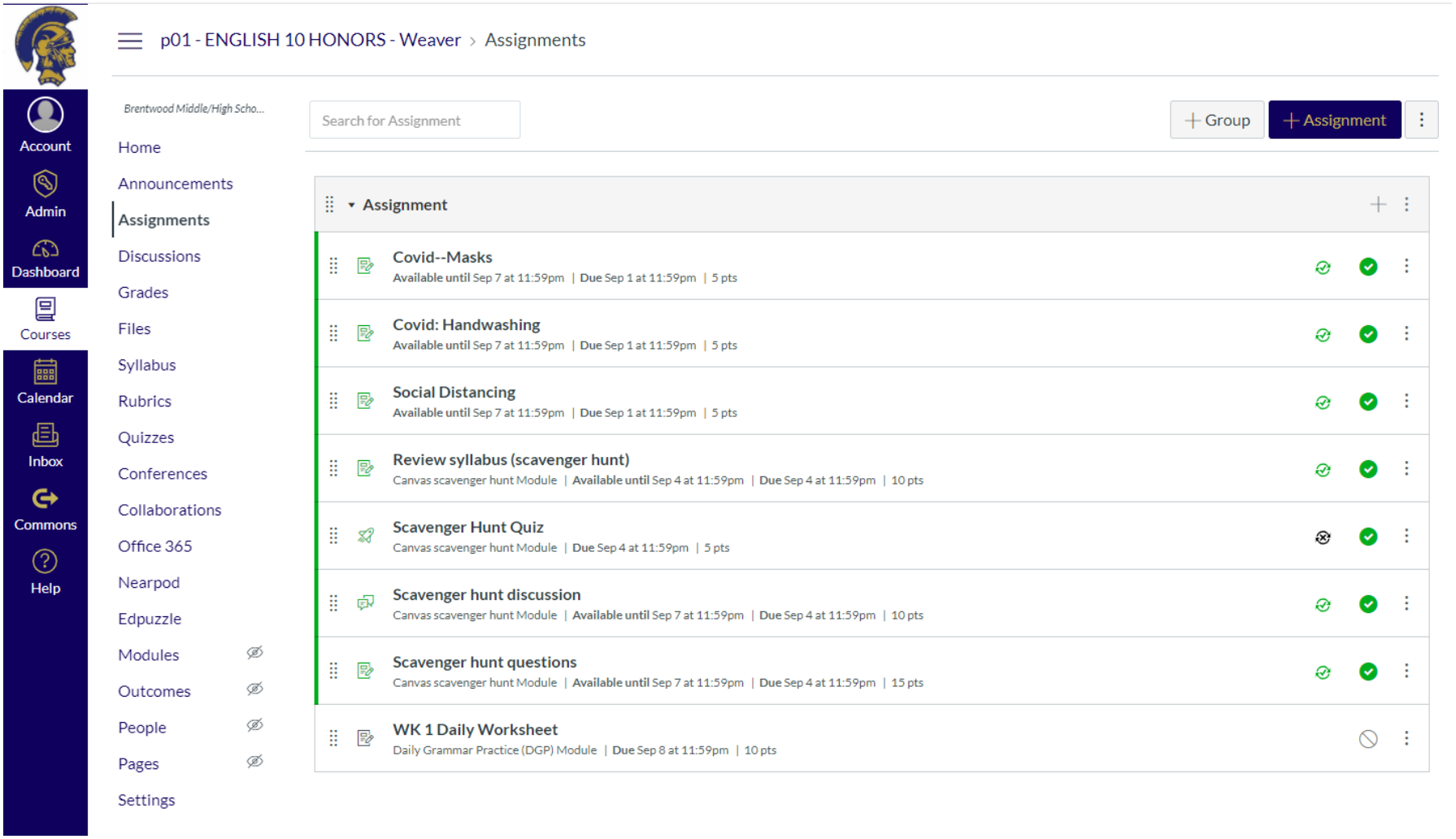
Canvas Guide to Changing Assignment Catergory

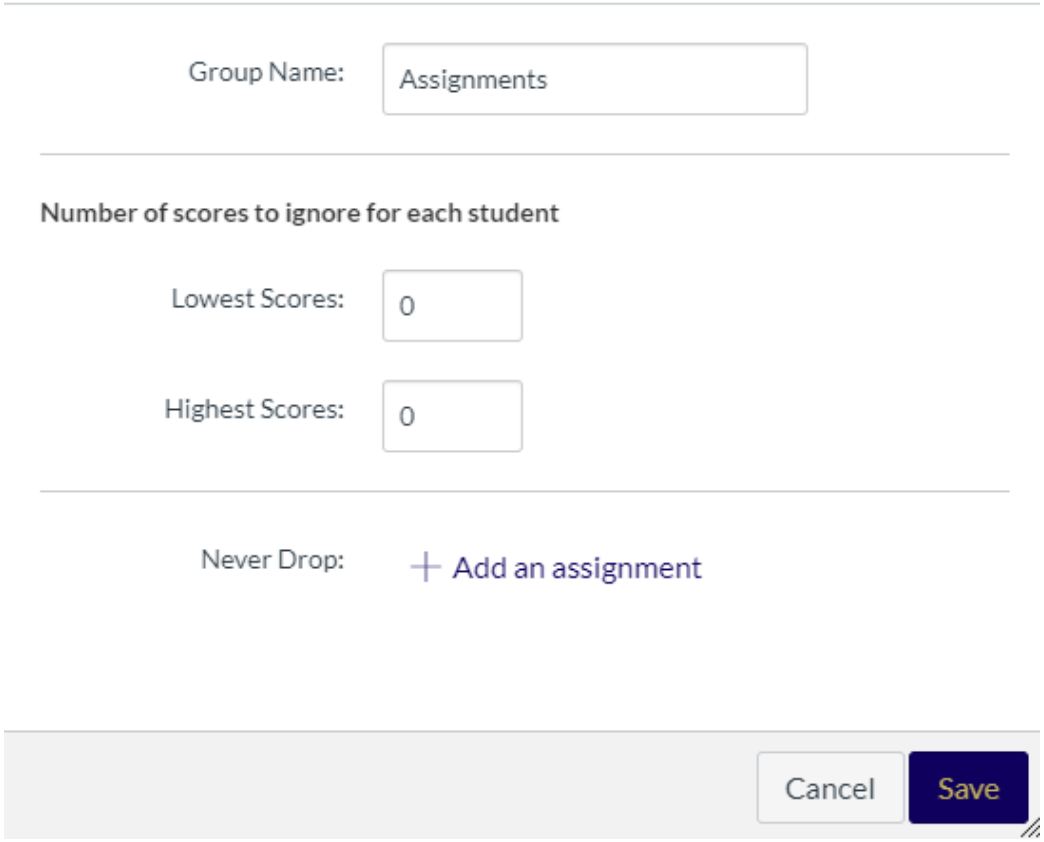
After you login to Canvas and click on a course, from the main page of that course, click on the Assignments Tab on the left side of the screen.



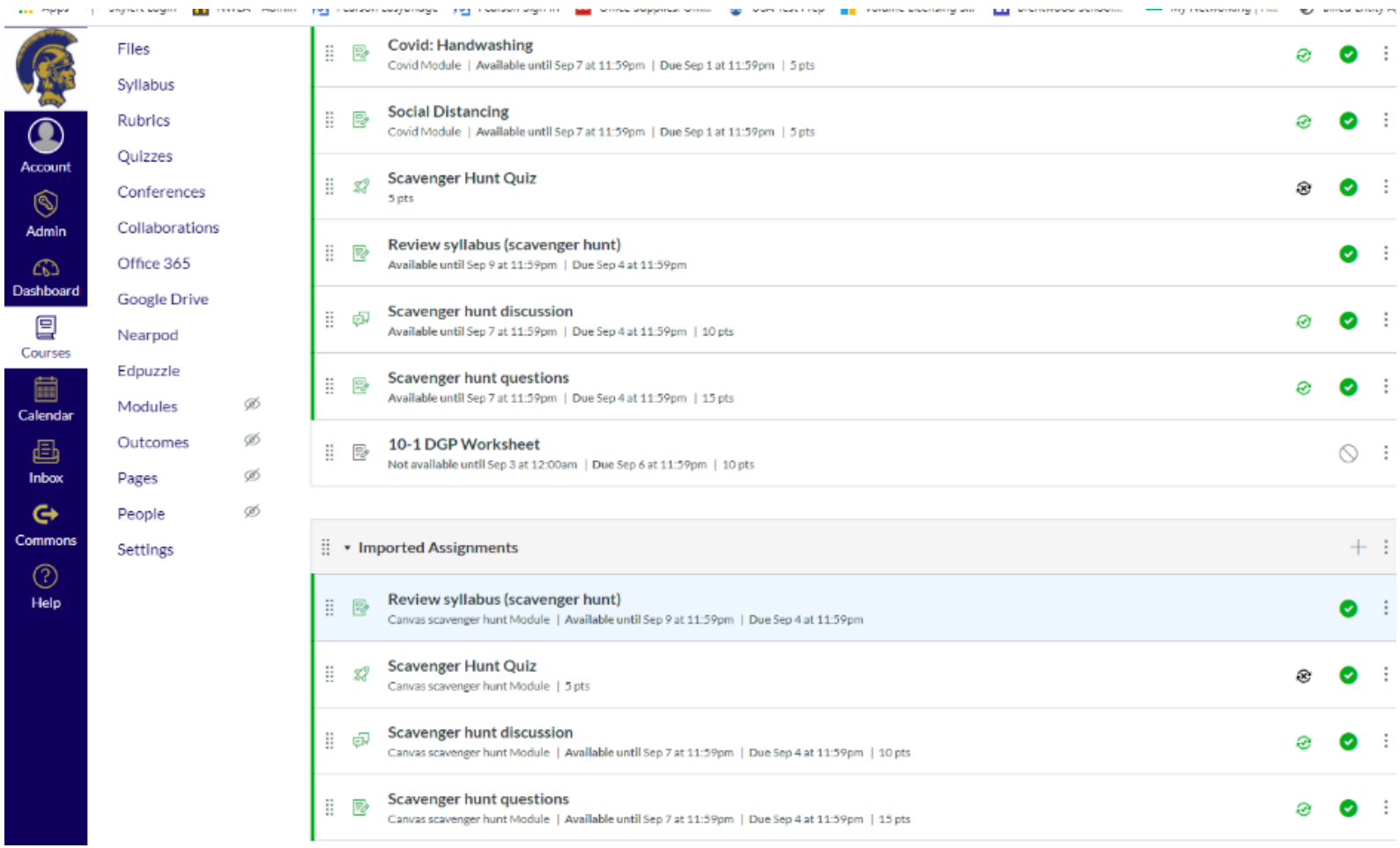
Once you click on the Assignments Tab, Click on the three dots on the right side of the assignment next to the plus sign “+”, Click on EDIT.



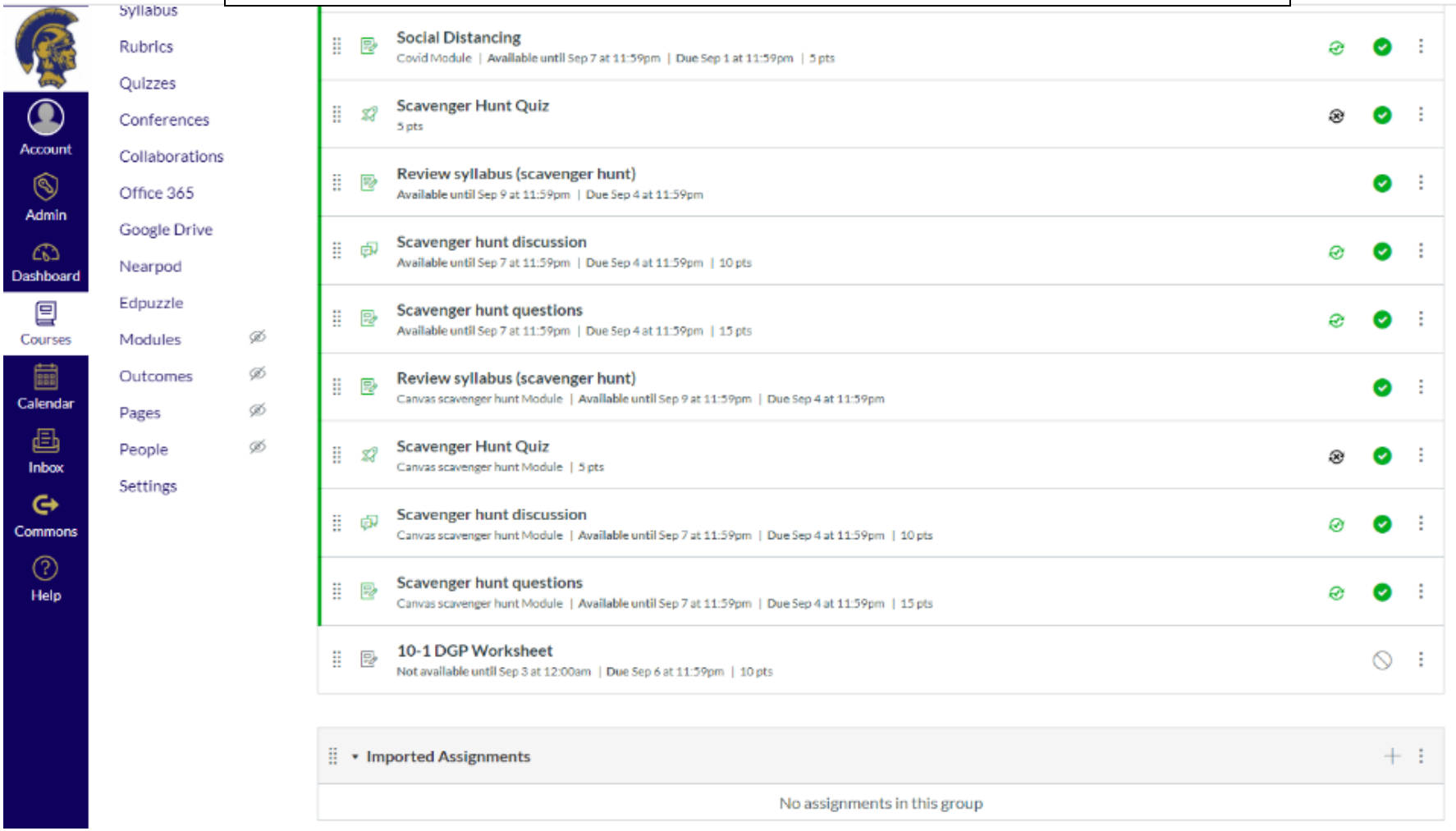
Once Edit is selected, Click inside the Group Name Box and change Assignments to Assignment. Click Save.



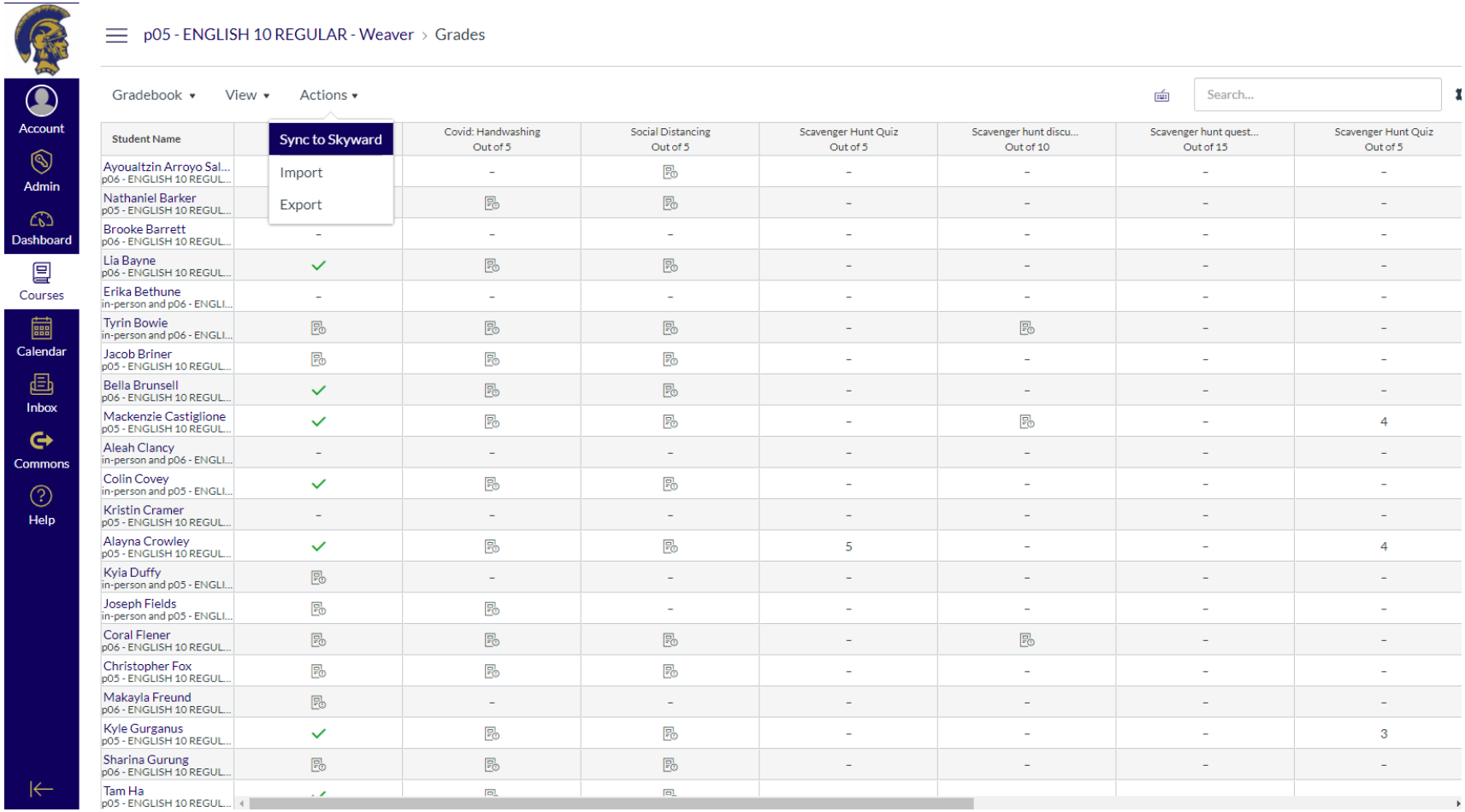
Once the Assignment category has been changed, you will need to move all assignments up to the corrected category called "Assignment." To do this, under the Imported Assignments section, click on the 8 dots on the left side of the screen next to the assignment. While on the dots, click and drag the assignment up to the Assignment category.



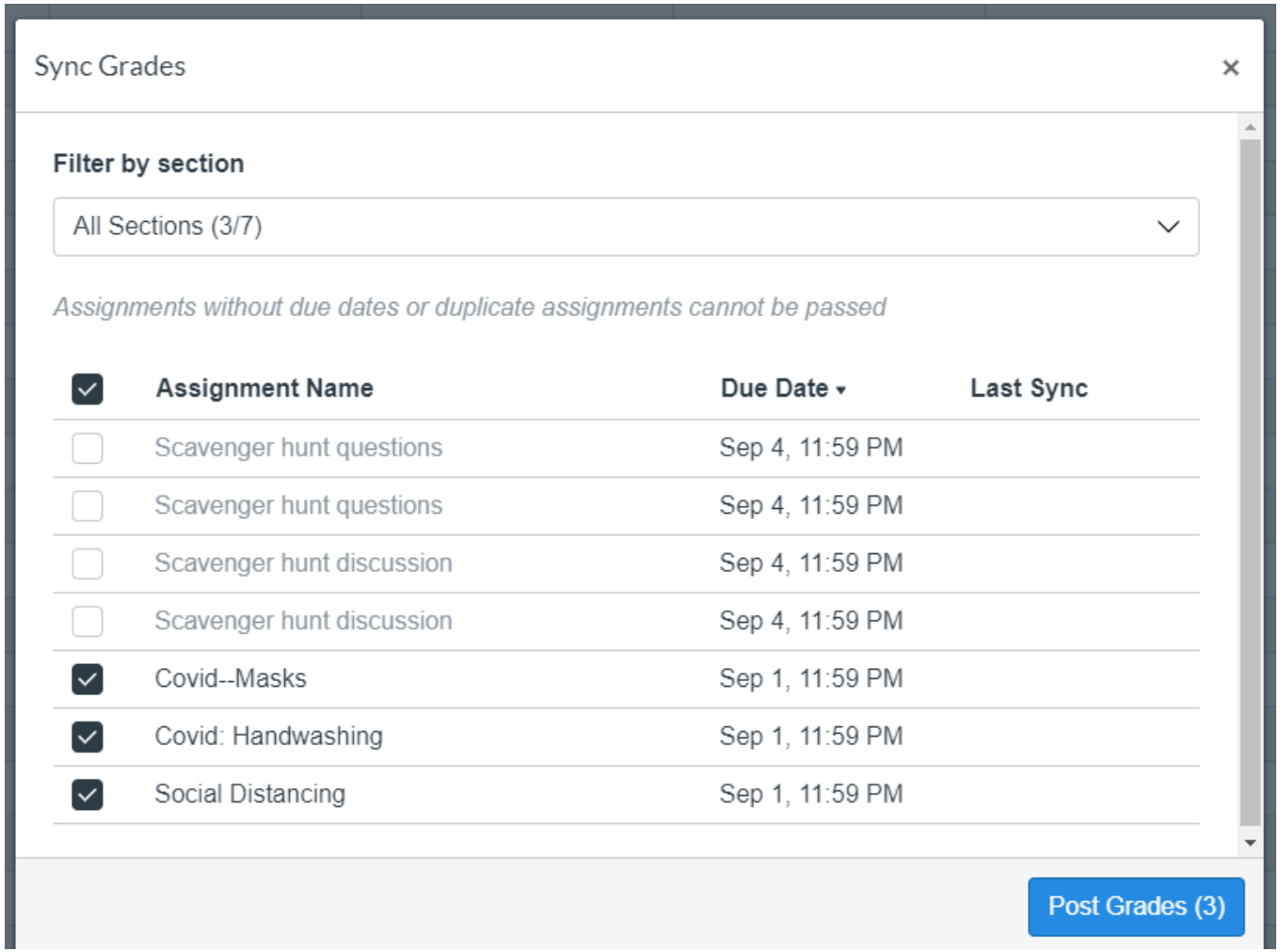
Once all of the assignments from the Imported Assignments have been moved to the Assignments group, click on the 3 dots to the left of the plus sign in the light grey area. Click Delete to remove the category.



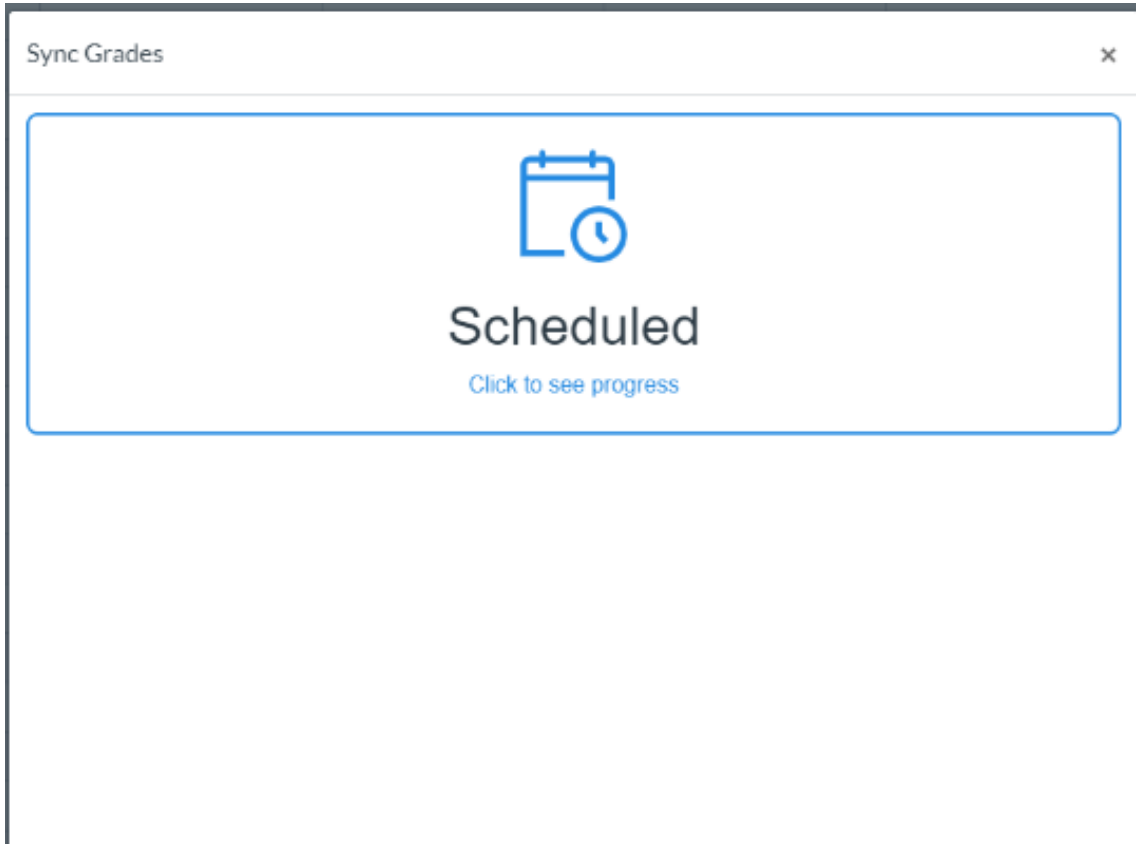
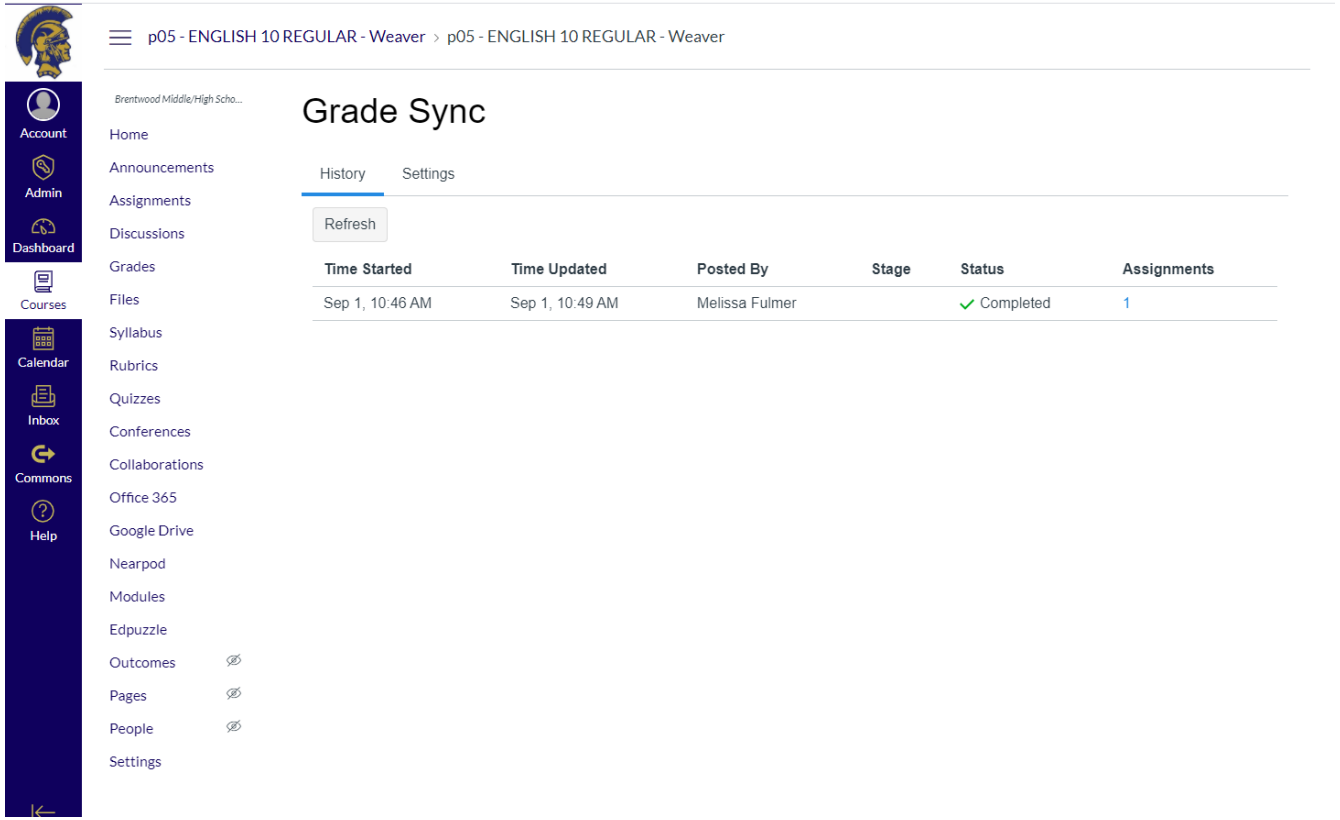
After the process above has been completed, the sync will need to be performed on your grades. To complete this, go to the Grades Tab on the left side of the screen. Once in the Grades screen, click on the Actions Menu at the top left of the screen. Click on Sync to Skyward.



Once the Sync Grades menu appears, you will see the number of assignments that will be available to post. They will be checked and the blue button at the bottom of the box that states “Post Grades” should also match what is checked. Click on Post Grades.



A Scheduled box will appear. Click on the blue link that says Click to view Progress.



Once you click on the blue link, the Grade Sync page will appear. You can click on the browser refresh to get an updated status of the sync. Once the sync is completed you should be able to see grades in your gradebook for that class. YOU WILL NEED TO COMPLETE THIS PROCESS FOR EACH COURSE INDIVIDUALLY.