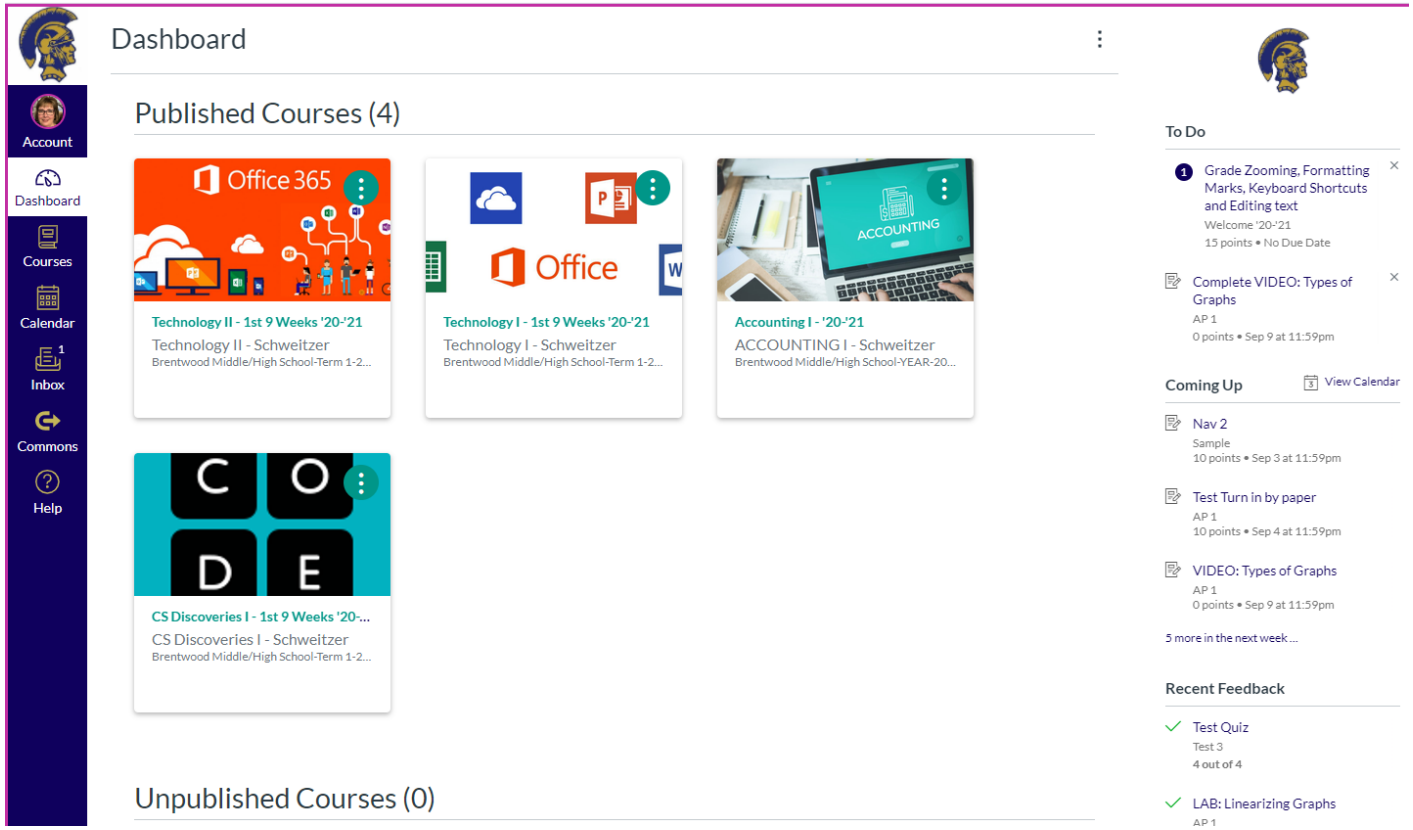
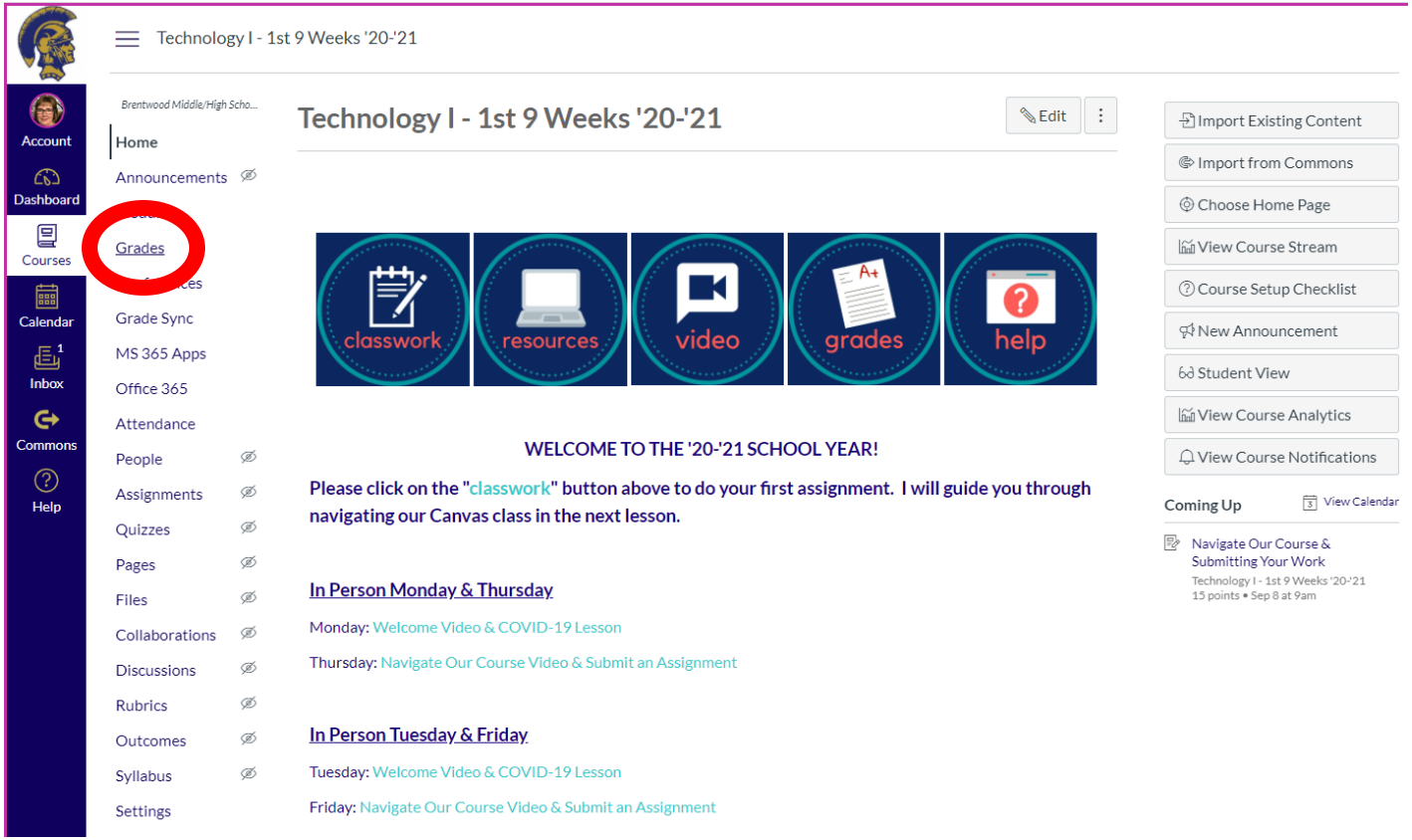
Changing Assignment Settings for Grade Passback with Skyward

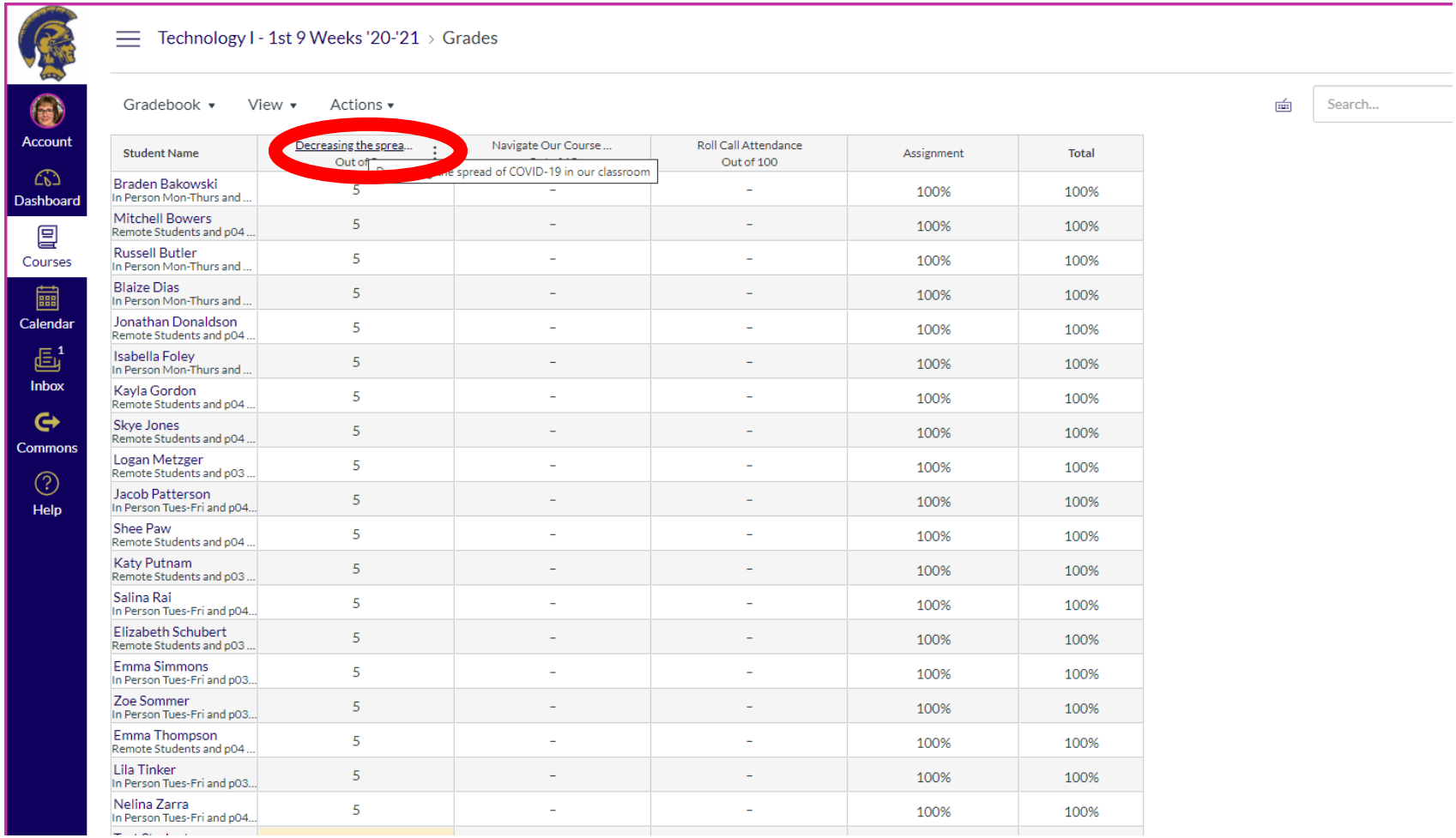
1. Login to your Canvas Page.
2. From your Dashboard choose one of your courses.



3. Once the course opens, click on your Grades Tab on the left side of the screen.



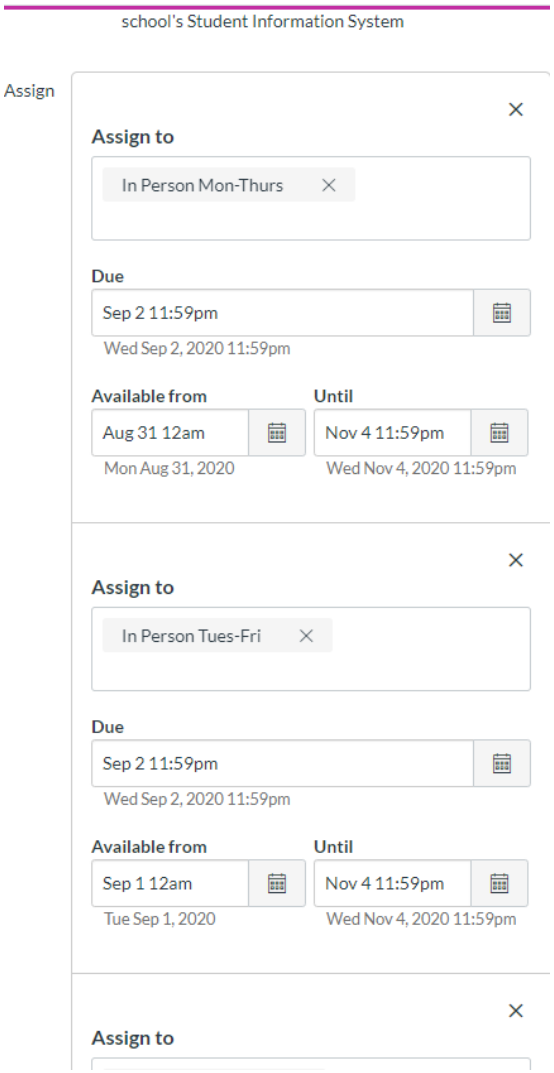
4. Click on the name of one of your assignments that is graded.



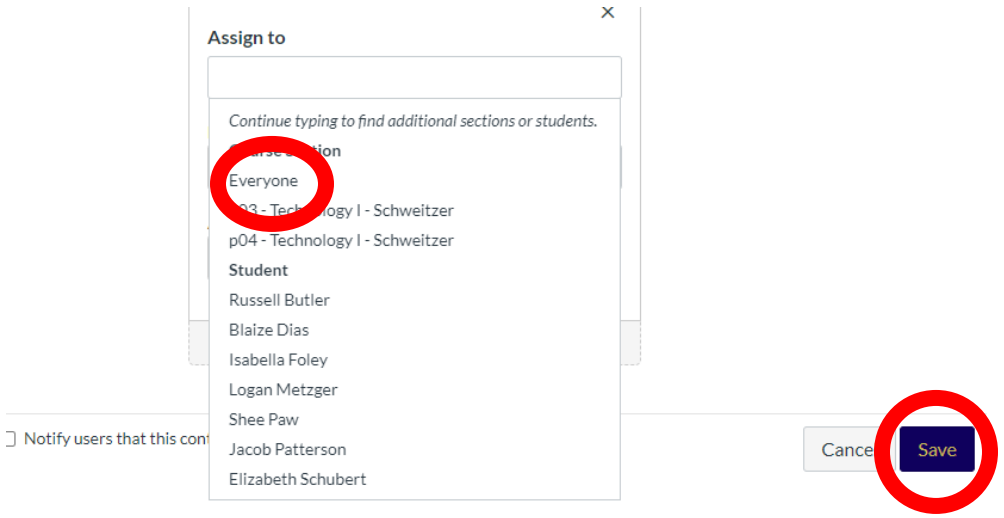
5. Once you click on the name of the assignment, the assignment window will open, Click EDIT next to Published.

6. When the Edit window opens, scroll to the bottom of the screen until you see the Assign Box. If you have the Assign area set-up in Groups according to Remote, Mon-Thurs, and Tues-Fri, **YOU MUST INCLUDE A BOX THAT HAS EVERYONE IN ORDER FOR THE GRADE PASSBACK TO WORK CORRECTLY.** To ADD THE EVERYONE ASSIGN TO BOX, CLICK THE "+Add BUTTON" at the bottom of the page. When the Assign To box comes up, choose EVERYONE in the Assign to box. Add the due date and click on SAVE.

Example of Assignment Only Going to Groups

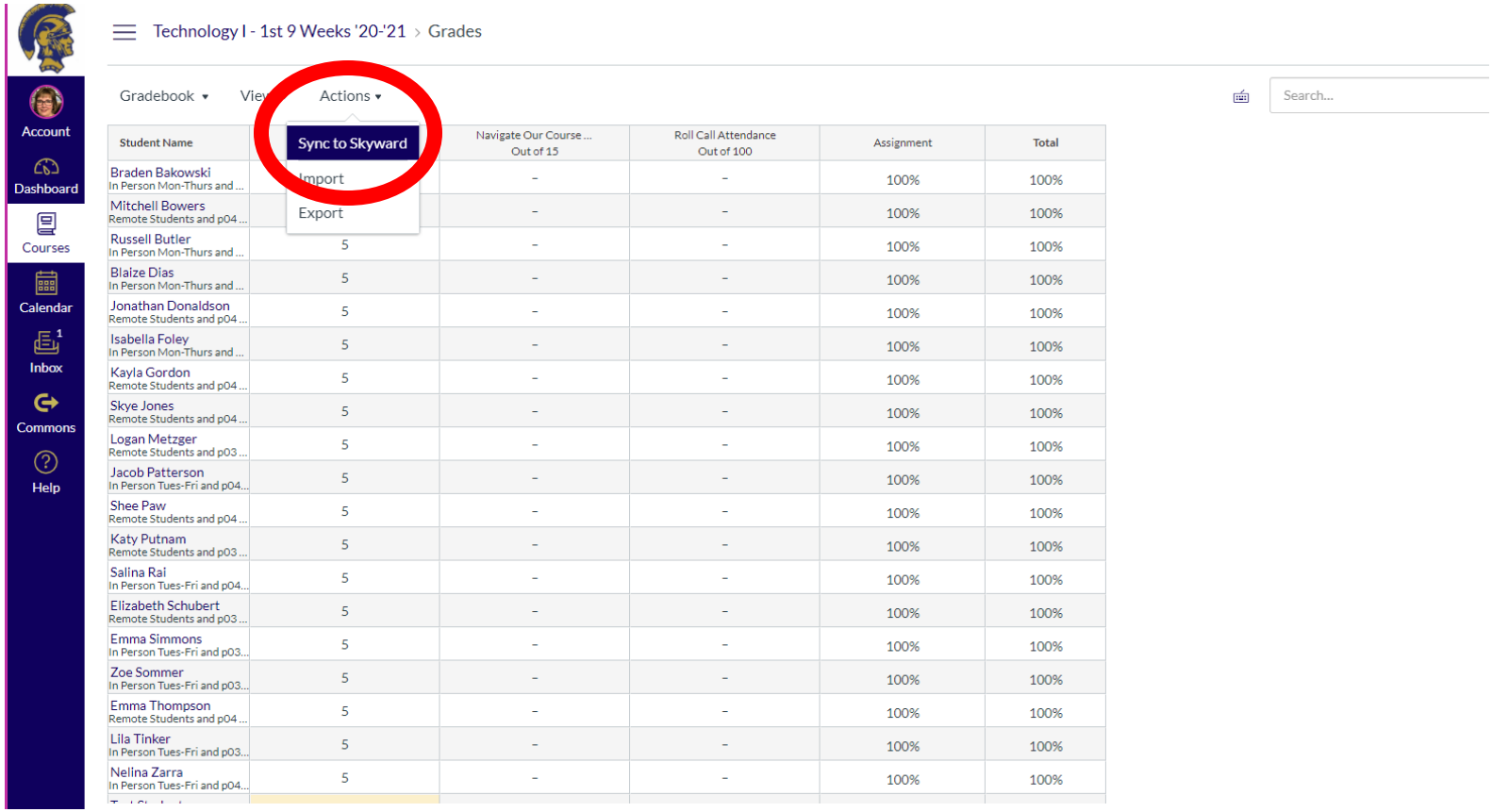


Adding the Everyone to the Assign to.

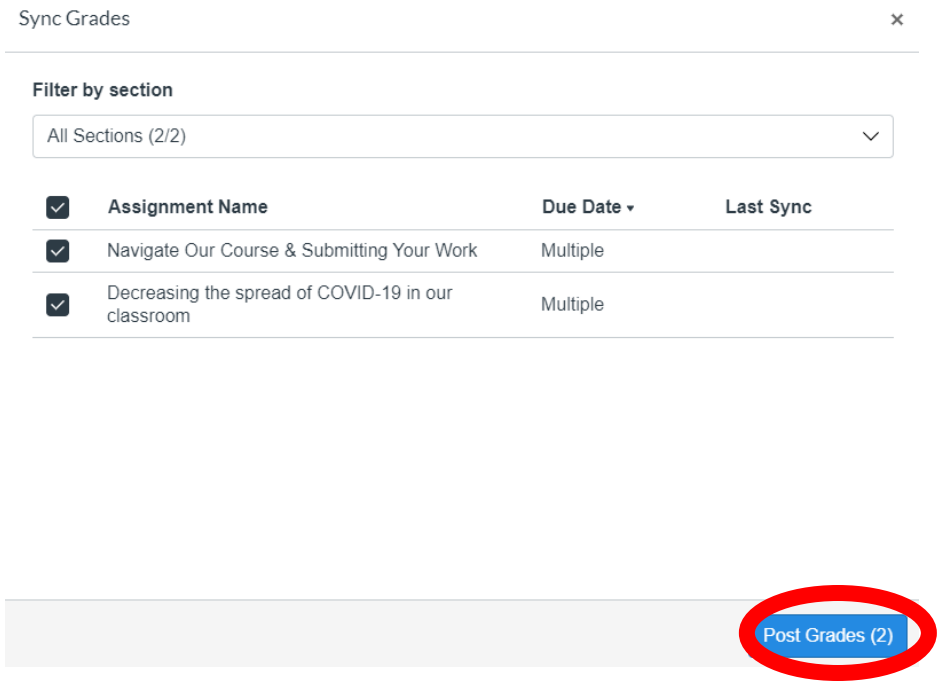


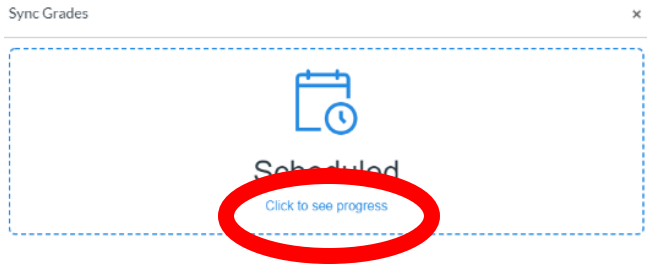
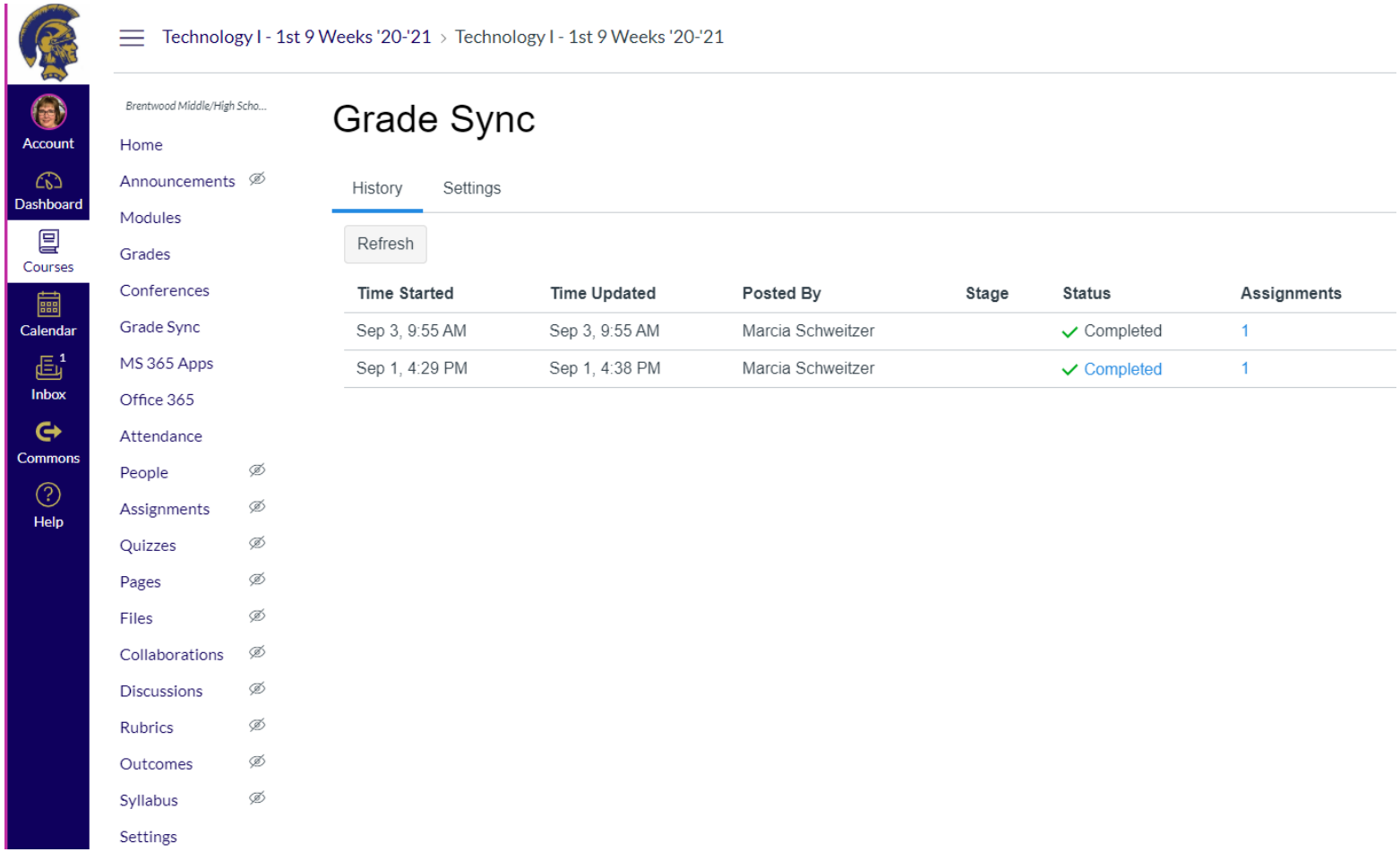
7. After the addition of the Assign To Everyone box is added, click on the grades tab on the left side of the screen.

8. Once in the grades tab, click on the Actions button at the top of the gradebook. Click on Sync to Skyward.



9. Only the assignments that have grades or are published will be included in the sync process. Those should be listed on the screen below: Click on the Post Grades Button to start the posting process. Click on view to see progress on the next screen.





10. On the Grade Sync screen you will be able to see the sync process. Once complete, you should be able to see grades in Skyward.