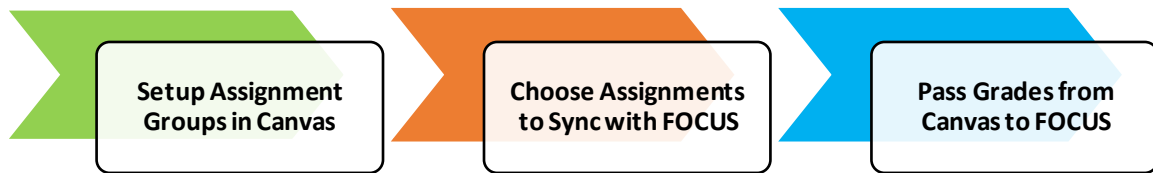


FOCUS Secondary Gradebook

Passing Grades from Canvas to FOCUS Gradebook

Grades earned in Canvas can be passed to the FOCUS Gradebook. To use the grade passback process, **carefully** follow the directions below. This process is in beta testing, so issues may arise from time to time.

Passing Grades Overview – 3 Parts

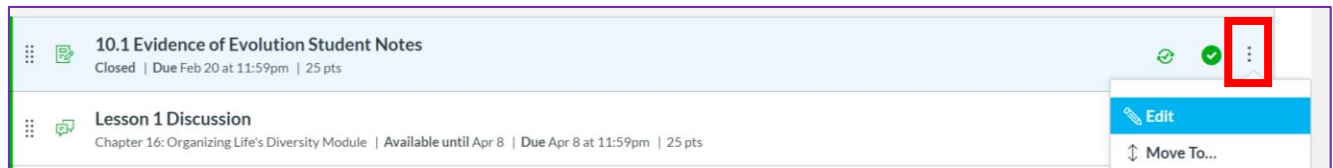


Part 1 – Setup Assignment Groups in Canvas **(This Step is Critical)**

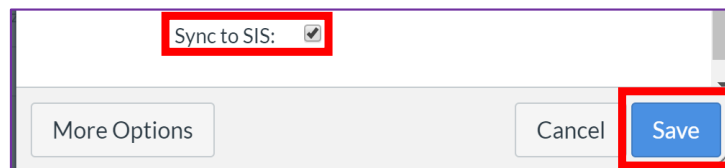
- In Canvas, setup assignment groups **exactly** the same way categories are setup in FOCUS
 - Number of Assignment Groups must **exactly** match the number of categories in FOCUS
 - Spelling of Assignment Groups in must **exactly** match the spelling of categories in FOCUS
- For details on creating and editing assignment groups in Canvas, click [here](#)

Part 2 – Choose Assignments to Sync with FOCUS

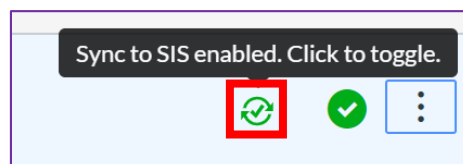
- In Canvas, click the ellipses to the right of the desired assignment and click **Edit**



- Check the box next to **"Sync to SIS"** then click **Save**



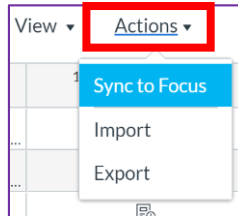
- Assignments to synced with FOCUS will have a green check inside a circle



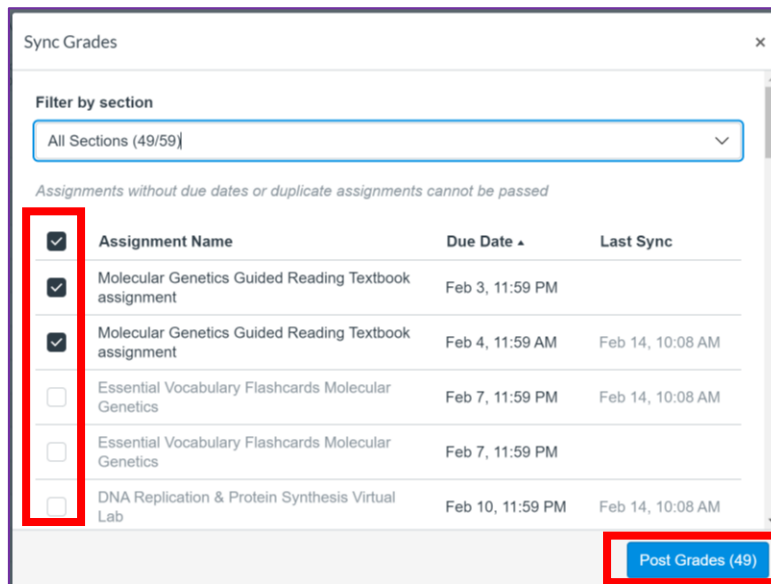
- For details creating and editing assignments in Canvas, click [here](#)

Part 3 – Pass Grades from Canvas to FOCUS

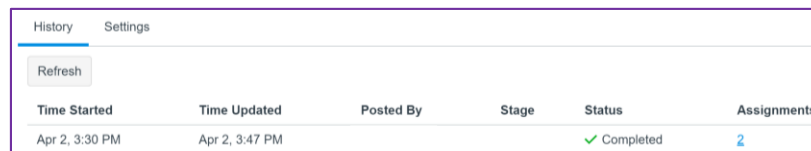
- In Canvas, click **Grades** in the Course Navigation area
- Click the **Actions** menu and select **Sync to FOCUS**



- Choose assignments to sync with FOCUS
 - By default, all assignment grades will be selected to sync with FOCUS
 - Click the box at the top to deselect all, then select the assignments to sync
 - Once assignments have been selected, click the **Post Grades** button



- To view the history and status of assignment syncing, click **Grade Sync** in the Course Navigation area



Troubleshooting Tip

- If grades are not being passed to FOCUS:
 - Ensure the assignment group name in Canvas matches the category name in FOCUS
 - Add an extra space to the end of the Canvas assignment group name



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FOCUS [SharePoint Site](#)