# Canvas – Pinnacle Gradebook Sync

Teachers who utilize Canvas for assignment submissions and Speed Grader for feedback are now able to send student assignment, quiz, or test data back to Pinnacle quickly and easily...and they will love it!

STEP 1: Create an assignment, discussion, or quiz in Canvas. Use Speed Grader to provide comments and additional feedback. Please remember the following items:

- **Assignments must have a due date.** When creating an assignment, discussion, or quiz always include a due date. The due date can be changed at any time. Assignments without due dates will not post to Pinnacle.

- **Assignments due dates may be differentiated** by section(s)/class period(s).

    o *Currently, assignments may not be differentiated by student, meaning assigned to just one student or a group of students and sent to Pinnacle. This is a feature that will be rolled out in phase 2.*

- **Grades must be submitted regularly.** Get into the habit of sending grades to Pinnacle as soon as you finish grading. Do not wait until the last day of the grading period to submit grades.

- **Excusing Assignments:** Canvas has the ability to excuse an assignment grade. The Canvas-Pinnacle sync will send that excused grade to Pinnacle. However, the grade won't be able to changed in Canvas and sent to Pinnacle. Once it's excused in Pinnacle, the grade can only be changed in Pinnacle.

- **Categories:** In order to have assignment categories transfer to Pinnacle, they need to be set up inside Canvas with the same name, although Canvas calls them assignment groups. When the category (or group) is set up in Canvas for an assignment, the assignment will pass to Pinnacle in the correct category. Learn more about assignment groups here.

STEP 2: After grading is complete, click "Grades" in the course navigation (left hand side of the screen) to open the course gradebook. Click the "Pinnacle Sync" button (upper right hand side of the screen.)
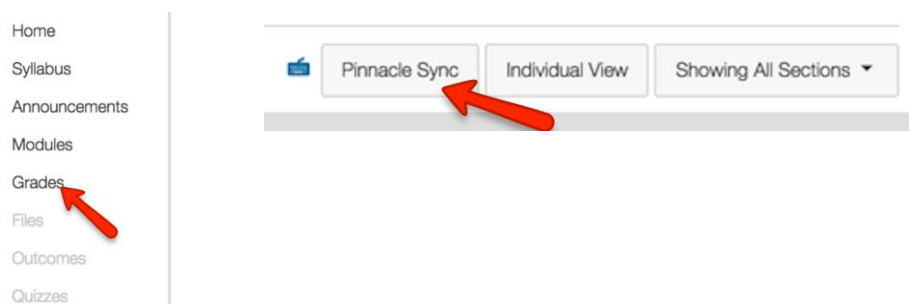
STEP 3: Choose which assignments need to be submitted to Pinnacle. Keep it simple and make it easy on yourself. Always send all sections and assignments so that the newest items to be graded are always sent to Pinnacle.

- Keep section as "All Section".
- Keep check marks on all assignments.
- Click the Blue "Post Grades" button.

STEP 4: Students access the Pinnacle gradebook in Canvas by clicking on Account (left hand side of the screen.)