

# Setting up Aspire Grade Passback

Canvas is a powerful tool for supporting students, managing course work, differentiating learning, communicating with stakeholders, and more! Canvas grade book and speed grader provides a fast and easy way to provide student feedback, analyze student performance, and manage late or missing work. Grade passback with Aspire will save teachers time and effort, while still allowing teachers to take full advantage of all the amazing things Canvas has to offer! Grade passback between Canvas and Aspire is now being managed through **OneRoster**. This upgrade should provide **increased accuracy and consistency**.

This tutorial is designed to provide step-by-step support in setting up the grade passback with Aspire (SIS). If you need any assistance feel free to reach out to your school tech.

- [Step 1: Set Up Aspire AND Create Assignment Groups in Canvas](#)
- [Step 2: Sync Assignment Groups](#)
- [Step 3: Creating Assignments for Grade Passback](#)
- [Step 4: Posting Grades](#)
- [Step 5: Fine Tuning \(Optional depending on your needs\)](#)

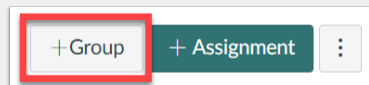
## Step 1: Set Up Aspire AND Create Assignment Groups in Canvas

Start by setting up Aspire by defining your subject template and defining your class for each class you teach. You may want to talk with your team or school for additional suggestions for consistency.

With the new OneRoster Aspire sync you will also need to set up matching Assignment Groups in Canvas. (This is a change from past years - you will not import in the Assignment groups.)

To create Assignment Groups, click on **Assignments** in your Canvas course/subject. (Elementary teachers, click **Manage Subject** first.)

Click the **+Group** button to add new Assignment Groups.

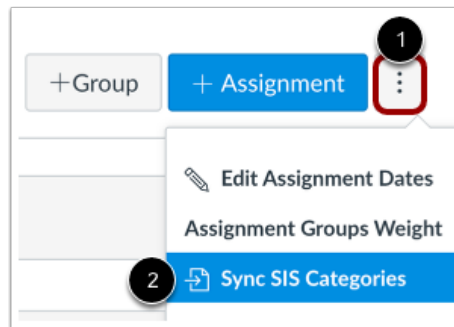


**Before moving on to Step 2**, you should have Aspire set up with Assignment Categories and Canvas set up with matching Assignment Groups.

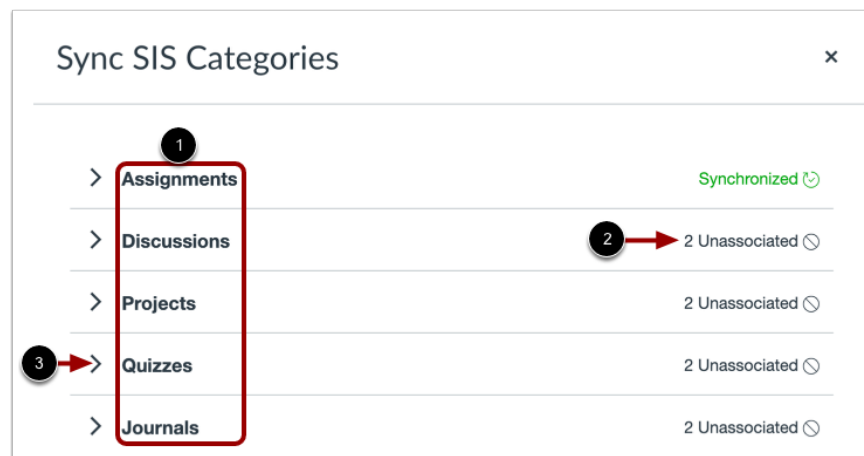
## Step 2: Sync Assignment Groups

After setting up both Aspire Assignment Categories and Canvas Assignment Groups,

- Click on the **Assignments** tab from your course navigation in Canvas. (Elementary teachers, click **Manage Subject** first.)
- Click on the Jelly Bean menu [1] (three little dots) on the right side of the **+Assignment** button and select **Sync SIS Categories** [2].



- This will display your categories from Aspire (from Step 1) and give you the opportunity to **associate your Aspire categories/course sections with your Canvas assignment groups** [1].
- To sync a Canvas assignment group with an Aspire grading category, click the **arrow/caret** [3] to expand the assignment group.



- To **associate** your course's/subject's Canvas assignment groups with an Aspire grading category, click the **SIS Category** drop-down menu [3]. The drop-down menu displays all grading categories created in your Aspire gradebook.
- Alternatively, to remove an association between the Canvas assignment group and the SIS gradebook grading category, select the **Unassociated** option [4].

Discussions			2 Unassociated
SIS Section	SIS ID	SIS Category	
p01 - MATH 9 HONORS - Vothscr	102.0.002	Unassociated	
p03 - MATH 9 - Vothscr	101.0.004	Unassociated	
		Unassociated	

## View Synced Assignment Groups

- Synced assignment groups display a **Synchronized** icon [1].

### Sync SIS Categories

> Assignments	Synchronized
> Discussions	1 Changed
> Projects	2 Unassociated
> Quizzes	2 Changed
> Journals	2 Changed

**Sync Categories**

- When an SIS Category is not selected for a section assignment group, the assignment group displays an **Unassociated** label [2]. To view unassociated sections, click the assignment view **Expand** icon [3].

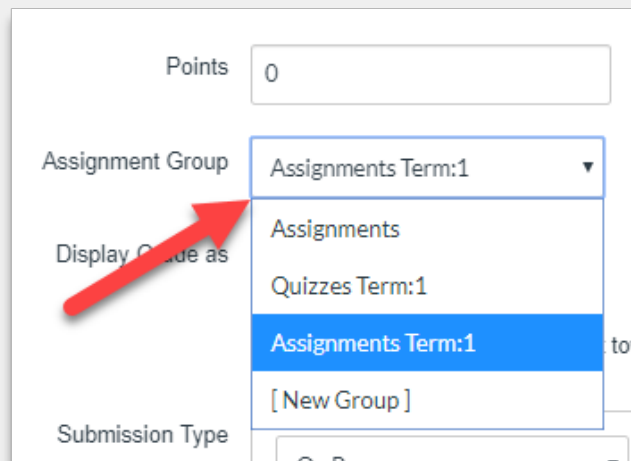
This process will need to be done **once a term** to sync the current term's Aspire assignment categories or **if you add** a new grading category in Aspire.

If you synced grading categories **prior to cross-listing**, you will want to re-sync categories after you cross-list your courses.

### Step 3: Creating Assignments for Grade Passback

**\*\*\*Note: Any assignment you want to passback to Aspire must be placed in one of the synced Aspire assignment groups! (Step 2)**

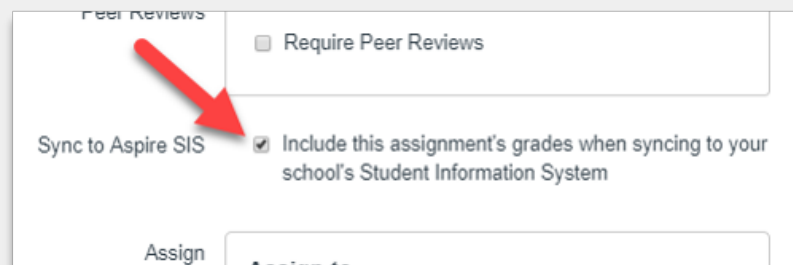
- Canvas Assignments can be created in **Modules** or **Assignments**. Regardless of where the assignment is created, it must be placed into an **Assignment group** that is associated with an Aspire category.
- There are a few ways to do this:
  - In the Assignment editing tool, you can choose the designated assignment group.



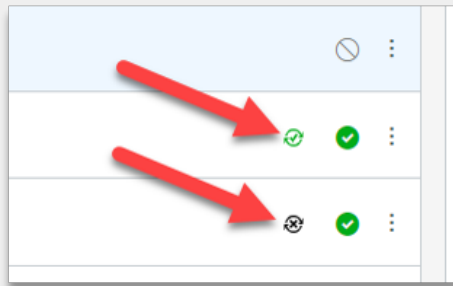
- You can also navigate to the **Assignments** tab in your course navigation and drag and drop assignments into the desired group.

**Once you have placed your assignment into the correct group, the last step is to turn on the “Sync to Aspire SIS” feature for that particular assignment. This can be done in two ways:**

- Look for and select the **Sync to Aspire SIS** box in the Assignment editing window when creating the assignment.



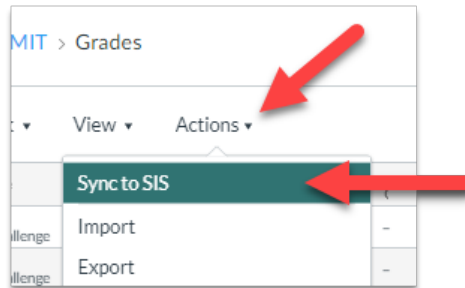
- You may also select this in the **Assignments** list. Look for a small black wheel with an x in the center. This icon is located just to the left of the Publish/Unpublish button. When you click the circle, it will turn green and show a checkmark.



**If the assignment is in the appropriate group and the checkbox is checked, this assignment's grades will get passed back to Aspire when you post grades (Step 4).**

## Step 4: Posting Grades

- Click on **Grades** in the course navigation.
- In the Canvas gradebook, you may also click the **Actions** dropdown then select **Sync to SIS**.

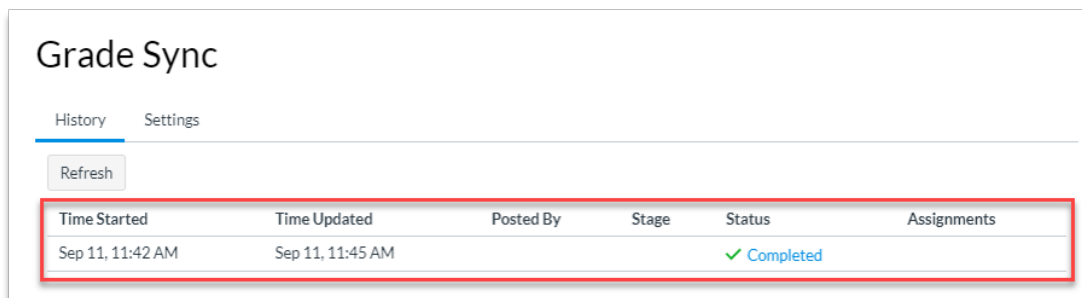


- In the **Sync to SIS** menu, you will need to select the categories and/or assignments you want to sync. (This is more control than in previous years - you can choose to post all grades or just some.)

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## Monitoring Grade Passback

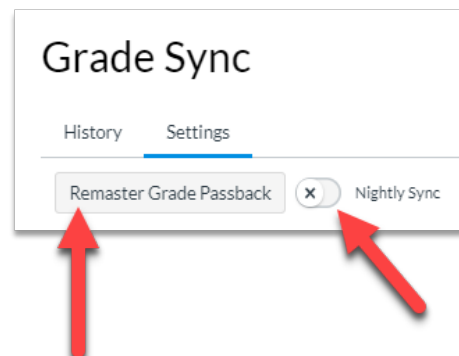
- Open the **Grade Sync** tab in the course navigation.
- Under the **History** tab, you will see a record of past sync history. Check here to confirm that things are correct on the Canvas side.



A screenshot of the 'Grade Sync' interface. The 'History' tab is selected, and a 'Refresh' button is visible. A table shows a single sync record with the following data:

Time Started	Time Updated	Posted By	Stage	Status	Assignments
Sep 11, 11:42 AM	Sep 11, 11:45 AM			✓ Completed	

- Under the **Settings** tab, you will have an option to re-push all score data to Aspire: **Remaster Grade Passback**. **\*\*\*IMPORTANT**: This should only be done if you feel like there is a missing score that is not updating for some reason. **DO NOT** click this button multiple times or often.



- There is also an option to set a nightly sync of grades. The new OneRoster syncing system should support a nightly sync if you want to set this in your course/subject.

\*\*\*Note: If you do not see this feature then click on **Settings**, select the **Navigation** tab and find **Grade Sync**. Drag **Grade Sync** up and into the top box or right click and **Enable**. Remember to click **Save** at the bottom.

## Step 5: Fine Tuning (Optional depending on your needs)

**Reminder:** If you have established weighted assignment groups in SIS you will need to adjust imported assignment groups in Canvas accordingly.

- Navigate to **Assignments** in the course navigation. Click on the jelly bean menu to the very right of the +Assignment button. A drop-down box will appear, click **Edit**. Here you can match up the “% of total grade” with your weighting in SIS.

If you have a non-traditional grading scheme in SIS (standards-based, no minus grades, etc.), you will need to set up a matching grading scheme in Canvas. For more info on setting a class grading scheme, [click here](#).

## Troubleshooting

If grade passback is not working and you are not seeing assignments/scores appear in Aspire, please follow these steps:

1. Check that you have **set up your Canvas course for grade passback**:
  - Have you synced/associated the grading categories from Aspire? ([Step 2](#))
  - Are the assignments meant for grade passback in the appropriate assignment group (grading category)? ([Step 3a](#))
  - Are the assignments meant for grade passback set to passback? ([Step 3b](#))
2. Have you manually pushed grades in the **Grades** tab? ([Step 4](#))
3. Grades will not sync correctly if you have multiple due dates for an assignment. When creating assignments, **be sure to set a single due date**.
4. If these things are in order, the next step is to reach out to one of the **District Technicians**. We will start by checking that you have completed the steps above.
5. If everything looks correct on our end, **we will direct you to put in a ticket with Canvas**. The Canvas SIS team works with USBE and Aspire daily to ensure that issues are working. Having Canvas address the issues with Aspire is the quickest way to resolve grade passback problems.

## Best Practices

If an assignment has passed and you do not anticipate adding new scores, it is helpful to **turn off the “Sync to Aspire SIS” option for that assignment**. This reduces the amount of data we send to Aspire each time we push grades to Aspire. This helps Aspire manage the amount of data trying to enter their “gate.”

**At the end of each term**, when grades are "done" for that quarter, **PLEASE CLICK** the **Disable Sync to Aspire SIS** button in your Assignments menu (*Assignments > Jelly Bean Menu > Disable Sync to Aspire SIS*). This will "turn off" all old assignments from sending data. This should also limit the amount of data trying to send back to Aspire.

If you have followed these guidelines and have still not seen grades accurately sync to Aspire, **please put in a work ticket with Canvas support** (*Question mark icon > Report a problem*). Canvas works with Aspire often to resolve Aspire Grade Passback issues.

When we place a ticket with Canvas, we need to send as much detail as possible. Please follow this suggested template for tickets:

### Template for Teacher Tickets With Canvas

- *Detailed summary of the problem:*
  - *What is the problem?*
  - *When did this issue begin?*
- *Who is affected?*
  - *URL links to where you can see the problem:*
  - *URL link to Course/Page/Assignment/etc.:*
- *Troubleshooting done:*
  - *(Troubleshooting examples: Clear Cache and cookies, did you try an Incognito browser, have you tested on different browsers and/or devices?)*
- *Please include a screencast or screenshot of the problem, if applicable.*