

Canvas Sync to MISTAR Q (Gradebook)

from [Canvas – P-CCSK12 Tech](#)

Watch a [Video Tutorial](#) or follow the steps below:

STEP 1: Set up categories in your MISTAR gradebook (Class> Select a course >Gradebook). The Description or title of your categories will be important later. For more help, see the [MiStar help pages](#) (under Grade Book) or specific instructions from your level leaders or building administrators.

The screenshot shows the 'Setup Areas' page in MISTAR. The 'Categories' table is highlighted with a red circle. The table has columns for 'Seq', 'Description', 'Mark Type', and 'Weight'. The 'Description' column is the primary focus for step 1.

Seq	Description	Mark Type	Weight
1	Quizzes	Academic	0.40
2	Assignments/Projects	Academic	0.35
3	Notebook Checks	Academic	0.25
4	Quarter Exams	Exam	1.00

STEP 2: Change a setting on all of your classes in Canvas. Go to the class. Click on Settings. Click on Feature Options. Make sure Post Grade to SIS is on (it will turn green).

The screenshot shows the Canvas LMS interface. A red arrow labeled '1' points to the 'Settings' link in the left sidebar. A red arrow labeled '2' points to the 'Feature Options' tab in the top navigation bar. A red arrow labeled '3' points to the 'Post Grades to SIS' toggle switch, which is currently turned on (green).

Course Details Sections Navigation Apps Feature Options

Post Grades to SIS ☒

Anonymous Instructor Annotations ☐

New Quizzes ☐

New Course and User Analytics ☐

Moderated Grading ☐

Canvas Elementary Theming ☐

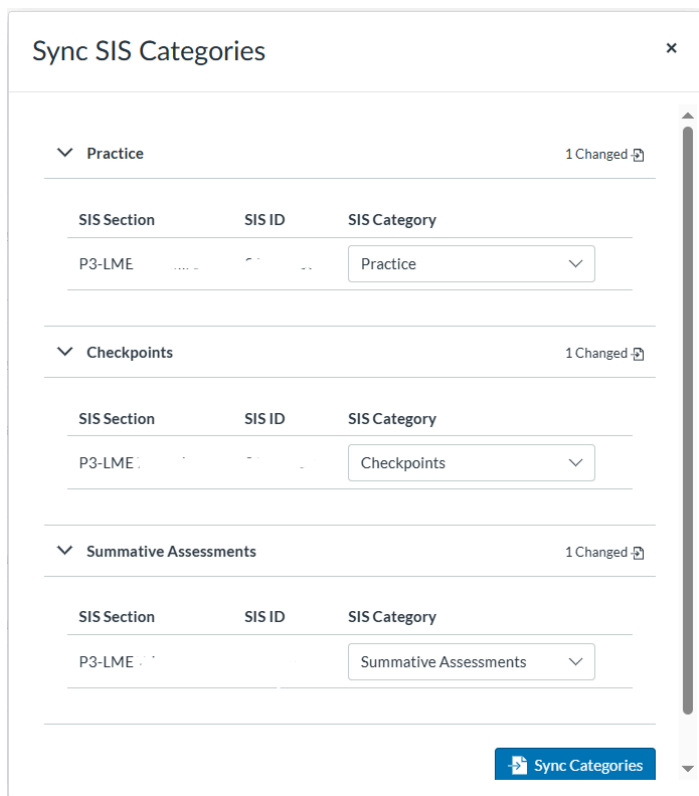
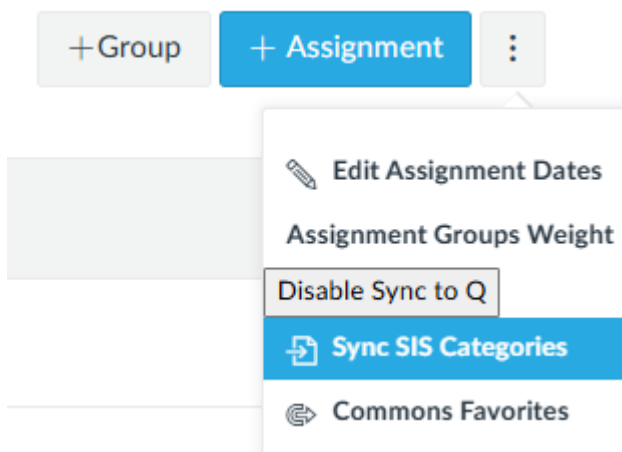
STEP 3: In your Canvas class, click on **Assignments**. You must create Groups for your assignments that match the category names in MISTAR. In my MISTAR gradebook I created three categories (see top image). The same categories are now groups in my Canvas assignments page (see blue stars). The title of each category/group must be the same for MISTAR and Canvas to communicate. You can still have an Imported Assignments group in Canvas and not create a category for it in MISTAR as long as you move the assignment you want to sync out of that group before you do it.

+Group > Add Assignment Group ... Save:

Enter text here to create Canvas Assignment Categories that match your MiStar Categories

Assignments > Three dots menu > Sync SIS Categories...

Align your Canvas Category to your SIS Category using the drop downs.



You must have dates set for your assignment in Canvas for it to sync

STEP 4: To start syncing grades (after you have already graded them in Canvas) click on Grades. A Student Survey assignment in this example is graded and ready to send those scores to MISTAR. Click on Actions.

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Account
Dashboard
Courses

STEP 6: Pick the assignment(s) you want to sync with MISTAR. In this example, one assignment is being chosen to sync so the rest of the assignments are unchecked. Click Post Grades.

The screenshot shows the 'Sync Grades' dialog box in Canvas LMS. The dialog has a title bar with 'Sync Grades' and a close button. Below the title bar is a 'Filter by section' dropdown menu set to 'All Sections (1/3)'. A table lists assignments with checkboxes, names, due dates, and last sync times. A red circle highlights the checkboxes, and a red arrow points to the 'Post Grades (1)' button at the bottom right.

☐	Assignment Name	Due Date	Last Sync
☐	Syllabus Quiz	Sep 14, 11:59 PM	
☒	Student Survey	Sep 11, 11:59 PM	Sep 9, 7:22 AM
☐	Psychological Perspectives	Sep 10, 11:59 PM	

A screenshot of a 'Sync Grades' dialog box. The dialog has a title bar with 'Sync Grades' and a close button. Inside, there is a dashed blue border containing a calendar icon with a clock face, the word 'Scheduled' in large black text, and a blue link 'Click to see progress' which is circled in red. The background shows a table with columns for grade percentages and a '100%' label at the bottom.

STEP 7: The first time you sync an assignment it will take some time to appear in MISTAR. You can check the progress by clicking on Click to see progress. It will say “completed” once it is done.

STEP 8: The assignment will now appear in MISTAR with the assign and due dates you created in Canvas. Whatever you named the assignment in Canvas will be the task name in MISTAR. It will not automatically set it to “Assignment Graded” so you will need to do that manually.

Optional Step: Turn on the Nightly Grade Sync

HAPPY CANVASSING!



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