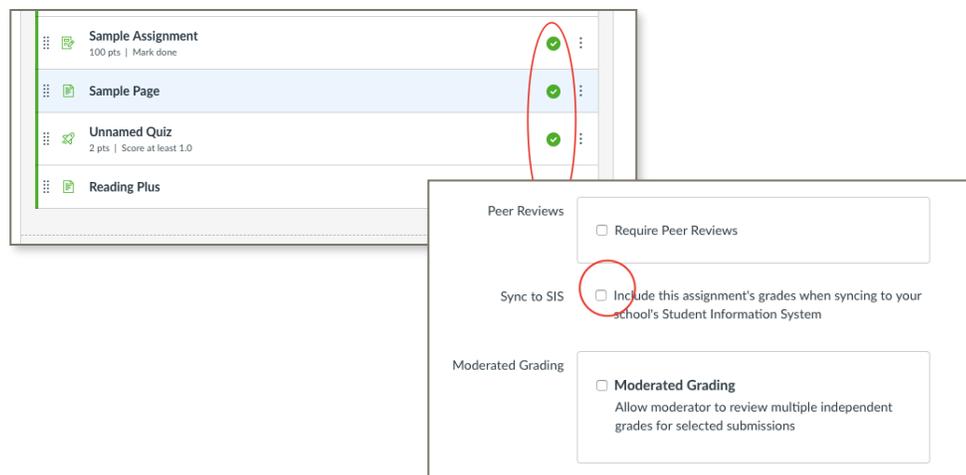


## Canvas to SAM Integration Overview

- Assignment grades you select will be pulled nightly from Canvas to SAM. There are several setup steps necessary for this to happen. Those will be listed below. The nightly data pull will copy any assignments and grades you select to sync from Canvas to SAM.

## General Guidelines

- Grades will only transfer (sync) at night. There is a "sync now" button in the grade book for manual syncing, but it currently does not work for transferring grades.
- Grades will only sync on from your "official" or district created courses and sections. Any courses or sections you manually create will not sync to SAM.
- You can choose to sync an assignment from Canvas to SAM when you create the assignment or you can wait until a later date to sync. There are buttons to check under the assignment link or when creating an assignment, quiz, or discussion.



- You do not have to (CAN'T) create the assignment in SAM. When the assignment is transferred, it will create the assignment in SAM.
- You must have a due date on the assignment to sync. If there are multiple due dates, the assignment in SAM will show up on the latest due date.
- If a grade is updated in Canvas AFTER initial sync, it will be updated that night in SAM and will show the updated grade in SAM the next day.

- You MUST have matching Assignment Type/Group names in SAM & Canvas. Otherwise, the new assignment in SAM will be flashing. You will have to tell SAM what type of assignment category to allocate to the assignment.
  - Assignment Group Names are IMPORTANT.
  - In SAM, open your grade book and view Assignment Type names. (Major Assignment, Minor Assignment, etc.) These Assignment Type names should be your Assignment Group names in Canvas.
  - In Canvas, in each course, click on Assignment link in left menu. At the top click on +Group and use the SAME assignment type name from SAM.
  - You may transfer assignments that aren't in these groups, but **they will flash and request for you to identify the Assignment Type in SAM.**
- Multiple grade types can be transferred, but it's best to use Points or Percentage. Complete/Incomplete will bring over a 100 or 0.
- You can transfer less than 100 points on an assignment. (i.e., If 30 is the maximum points allowed, SAM will compute the percentage behind the scenes. 27-30 would be an A, 24-26 might be a B and so on.)
- If you see ERR in SAM, you have assigned more than the maximum points allowed in Canvas. (i.e., 120 points on 100 point assessment) You can adjust the grade in Canvas and wait for the next sync or adjust both in Canvas and SAM.
- If you have no grade set in Canvas, you should see NM in SAM.
- If a student was enrolled after assignments were created and assessed, you should see XPE.
- Canvas does not pass back any weighted assignment information. To weight assignments, you must log into SAM and weight the assignments there. You can adjust weights in Canvas to get an idea of results in SAM.