

Canvas to SAM Integration Overview

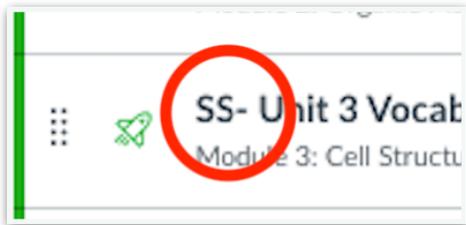
- IMPORTANT: The **process for syncing grades has changed!** Please read carefully!
- Data from correctly identified assignments will be downloaded nightly from Canvas. There are several setup steps necessary for syncing to occur listed below. The nightly data pull will copy any assignments and grades you select to sync from Canvas to SAM.
- The syncing process **IS** currently a delayed process. Assignments marked to sync in Canvas will appear in SAM 2-3 days later.

Sync Setup

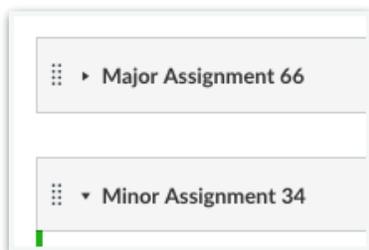
- NOTE: The Sync to SIS button DOES NOT WORK for syncing this year. Clicking this button will not sync grades. Likewise, unchecking this doesn't disable syncing.



- To sync an assignment, prepend the name with SS-. (Likewise, to stop an assignment from syncing, remove the SS-. Keep in mind, there is a delay in sync. There will be a delay in stopping a synced assignment.)



- Assignments must be in a Canvas Assignment Group with the titles of **Major Assignment 66** or **Minor Assignment 34** to sync.



- Assignments **must have a due date** within the current term to sync.

General Guidelines

- Until further notice, syncing will be a delayed process. Assignments set to sync today will show up 2-3 days later. Likewise, if you stop syncing an assignment, the previous 2 days worth of data will be synced to SAM.
- 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 (Remember to add SS-).
- You do not have to (CAN'T) create the assignment in SAM. When the assignment is transferred, the assignment will be created in SAM.
- If a grade is updated in Canvas AFTER initial sync, the data will be downloaded later that night and the updated grade will appear in SAM the a few days later.
- You MUST have matching Assignment Type/Group names in SAM & Canvas.
 - Assignment Group Names are IMPORTANT.
 - In SAM, open your grade book and view Assignment Type names. (Major Assignment 66, Minor Assignment 34, 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.
 - Assignments in other groups such as Imported, Homework, Exam will not sync.
- Multiple grade types can be transferred, but it's best to use Points or Percentage. Complete/Incomplete will bring over a 100 or 0.
- Less than 100 points can be used 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.)
- ERR will display in SAM, if a student score is more than the maximum points allowed on the assignment. (i.e., 120 points on 100 point assessment) The grade or the max allowed points for the assignment in Canvas will need to be adjusted.
- If no grade is set for a student in Canvas, NM will be displayed in SAM.
- If a 0 grade is set for a student in Canvas, a 0 will be displayed in SAM.
- 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.
- DO NOT wait until the last day of the term to sync all of your assignments.