Onboarding Doc for Canvas Users

### The Canvas administrator integrates Sail() at the institution level

To complete this phase, you need to have received a consumer key and a shared secret from [support@sailplatform.org](mailto:support@sailplatform.org). The following steps are completed on Canvas.

1. Navigate to **Admin** → **Account** → **Settings** → **Apps**. If you see Sail() listed under External Apps, then you have already integrated Sail() at the institution level and can move on to the next phase.
2. Click on **+ App**, enter the following information, and **Submit**.
   1. Configuration Type: By URL
   2. Name: Sail()
   3. Consumer Key: [consumer key]
   4. Shared Secret: [consumer key]
   5. Launch URL: <https://sailplatform.blob.core.windows.net/lti-setup/sail-canvas.xml>

### The Canvas administrator enables grade passback

1. Navigate to **Admin** → **Account** → **Developer keys**. If you see Sail() listed under Developer keys, then you have already enabled grade passback and can move on to the next phase.
2. Click on **+ Developer Key** and then **+ API Key** to open the **Key settings** page, enter the following information, and **Save key**..
   1. Key name: Sail().
   2. Owner email: [the Canvas administrator’s email address].
   3. Redirect URI (Legacy): [https://sail.oli.cmu.edu/auth/generateToken](https://sail.oli.cmu.edu/auth/generateCanvasToken).
   4. [✔] Enforce Scopes
      1. [✔] Assignments
      2. [✔] Assignment Groups
      3. [✔] Submissions.
3. (Back on the **Developer keys** page), set the **State** of the new Developer Key to ON.
4. Note the 14-digit number under Details of the new Developer key as your **Client ID**.
5. Click on Show key under your Client ID and note the string as your **Client Secret**.
6. Share the Client ID and Client Secret with your Sail() instructor.

### The Sail() instructor creates and configures a course instance

To complete this phase, you need to have received a **Client ID** and a **Client Secret** from your Canvas administrator. The following steps are completed on Canvas for an already created course instance.

1. Navigate to **Settings** → **Navigation**.
   1. Drag **Sail()** from the hidden list at the bottom to the course navigation list at the top, and **Save**..
      1. If you see Sail() in the course navigation list, you have already integrated Sail() with your course instance.
      2. If you do not see Sail() in both the course navigation list and the hidden list, then Sail() has not been integrated with your institution’s Canvas. Please reach out to your Canvas administrator for help.
2. Navigate to the newly created **Sail()** tab on the navigation panel.
   1. Set the curriculum, term, year, and start date of the course instance. You can change the start date later.
   2. Enter a Unique Institution Identifier for your Institution or University. For example, a unique institution identifier for Carnegie Mellon University could be cmu.
   3. Enter the **Client ID** and **Client Secret**.
   4. Check **CONCEPTUAL CONTENT** and **HANDS-ON PROJECTS**.
   5. Click on **Create**. If you are redirected to a page where you are asked to authorize the credentials, click on Authorize. The course creation process can take a couple of minutes. Please do not refresh the page while course creation is in progress.

All done! Your Sail() course is now ready for students to access through the portal. Please set up the OLI course by clicking on the “Conceptual Content” icon.