**Sail() Onboarding Checklist for Canvas Users**

* Sail() sends the LMS Administrator a **Consumer Key** and **Consumer Secret**.
* The LMS Administrator integrates Sail() with Canvas.

1. Go to **Admin → Account → Settings → Apps**.

(Note: If Sail() is listed under **External Apps**, then LMS integration is complete)

1. Click on **+ App**, enter the following information, and click on **Submit**.

| **Key** | **Value** |
| --- | --- |
| Configuration Type | By URL |
| Name | Sail() |
| Consumer Key | [consumer key shared by Sail] |
| Shared Secret | [consumer secret shared by Sail] |
| Launch URL | <https://sailplatform.blob.core.windows.net/lti-setup/sail-proxy.xml> |

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* The LMS Administrator enables grade passback.

1. Go to **Admin** → **Account** → **Developer keys**.

(Note: if Sail() is listed under **Developer keys**, then grade passback is enabled)

1. Click on **+ Developer Key**, click on **+ API Key** to open **Key settings**, enter the following information, and click on **Save key**.

| **Key** | **Value** |
| --- | --- |
| Key name | Sail() |
| Owner email | [the LMS administrator’s email address] |
| Redirect URI | <https://portal.sailplatform.org/auth/generateToken> |
| Redirect URI (Legacy) | <https://portal.sailplatform.org/auth/generateToken> |
| [✔] Enforce Scopes | [✔] Assignments  [✔] Assignment Groups  [✔] Submissions. |

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1. Set the **State** of the new Developer Key to ON.
2. Note the 14-digit number under Details of the new Developer key as your **Client ID**. Click on Show key under your Client ID and note the string as your **Client Secret**.
3. Share the **Client ID** and **Client Secret** with the Instructor.

* The Instructor creates a Canvas course.
* The Instructor integrates Sail() with the Canvas course.

1. Go to **[Course]** → **Settings** → **Navigation**.

(Note: If Sail() is listed under “Drag and drop items to reorder them in the course navigation.”, then course integration is complete)

(Note: If Sail() is listed under neither “Drag and drop items to reorder them in the course navigation.” nor “Drag items here to hide them from students.”, then LMS integration is incomplete. Please contact the LMS Administrator.)

1. Drag and drop Sail() under “**Drag and drop items to reorder them in the course navigation**.”, and click on **Save**.
2. Go to **[Course]** → **Sail()**, set the **curriculum**, **term**, **year**, and **start date**, enter the **unique institution identifier**, **client ID**, and **client secret**, check **CONCEPTUAL CONTENT** and **HANDS-ON PROJECTS**, and click on **Create**.

(Note: If you are a returning instructor and had previously authorized, you will not see the fields to enter the client ID and client secret.)

(Note: If you are redirected to a page where you are asked to authorize the credentials, click on **Authorize**)

(Note: The course creation process takes a minute. **Do not refresh the page**.)

For additional support, please email [support@sailplatform.org](mailto:support@sailplatform.org).