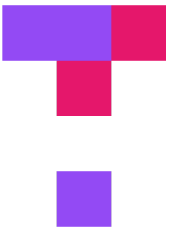




TOP HAT

Top Hat - Canvas LMS Advanced Integration

Version 1.0
17th April 2018



1. Brief Description

Top Hat's advanced Canvas integration allows professors to sync grading and class roster information between the two systems. The integration is designed to ease student registration and on-boarding, and to allow professors to easily send grades from Top Hat into Canvas. This integration option is implemented at schools who have institutional relationships with Top Hat.

2. Data Shared between Canvas and Top Hat

- LMS User ID
- First Name
- Last Name
- Email
- Role
- Course ID
- Assignment ID

3. Student Personal Information stored in Top Hat Only

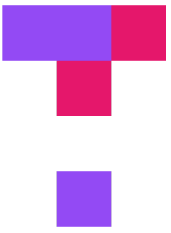
- Mobile Number (Optionally used by Students to answer questions via sms) only in Top Hat
- Top Hat Student ID

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 [tophat](https://twitter.com/tophat)

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4. Canvas Advanced Integration Instructions for Admins

To generate the Developer Key, we will need the following information:

- The Developer Key can be generated by going to :

Site Admin -> Developer Key -> Add Developer Key

- I will also need the Client ID which you will see associated with this.
- Owner Information would be the following:

<https://app.tophat.com/e/lms/sync/oauth/>

5. Canvas Advanced Integration Instructions for Professors

Authenticating with Canvas

The first step in syncing your Top Hat course with your Canvas course is to ensure you have 1) created a Top Hat account and course(s) ([Professor: Creating Your Account and Courses](#)), and 2) published (made public/available) your Canvas course(s). If you have co-instructors or teaching assistants for this course we strongly encourage you to designate one instructor as the person who will facilitate the authentication and manage the syncing of grades throughout the semester.

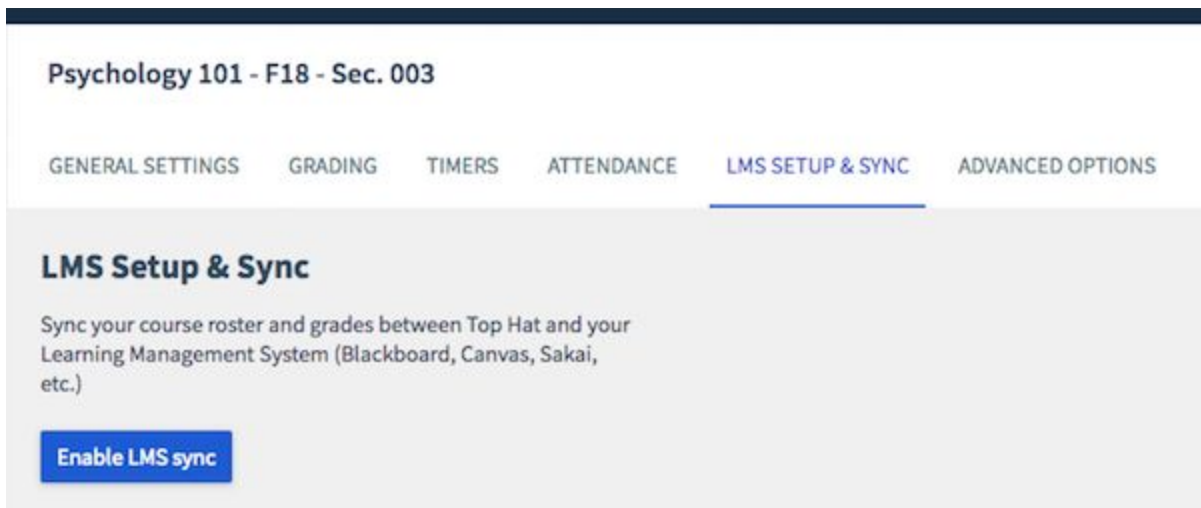
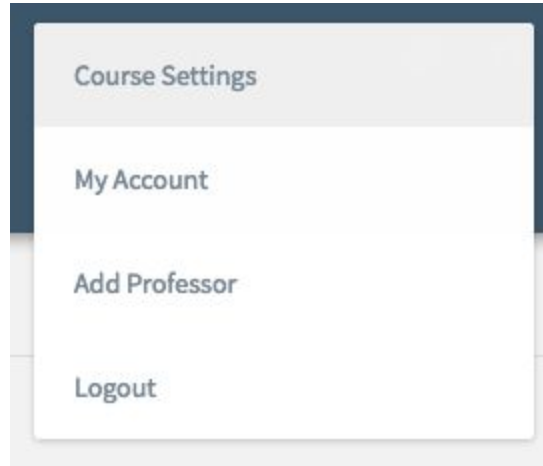
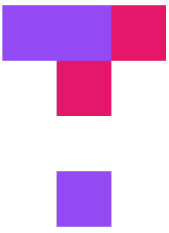
From your course page, click on the gear icon in the upper right hand corner and select *Course Settings*. Select *LMS Integration & Sync* from the left menu and click on the blue *Enable LMS sync* button.

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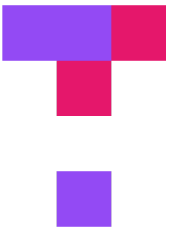
In the window that appears, click the blue *Authorize Top Hat with your LMS* button to give Top Hat permission to authenticate with your Learning Management System (LMS), in your case Canvas.

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Log in to your Canvas Learning Management System on the screen provided (note: if you are already logged into Canvas in the same browser you may not be provided with this screen and will be logged in automatically).



 LMS sync

To sync Top Hat with your Learning Management System we need your permission

To give us permission you need to login to your LMS account from the button below. You'll be brought back to Top Hat.

[Authorize Top Hat with your LMS](#)

Syncing your LMS to Top Hat lets you...

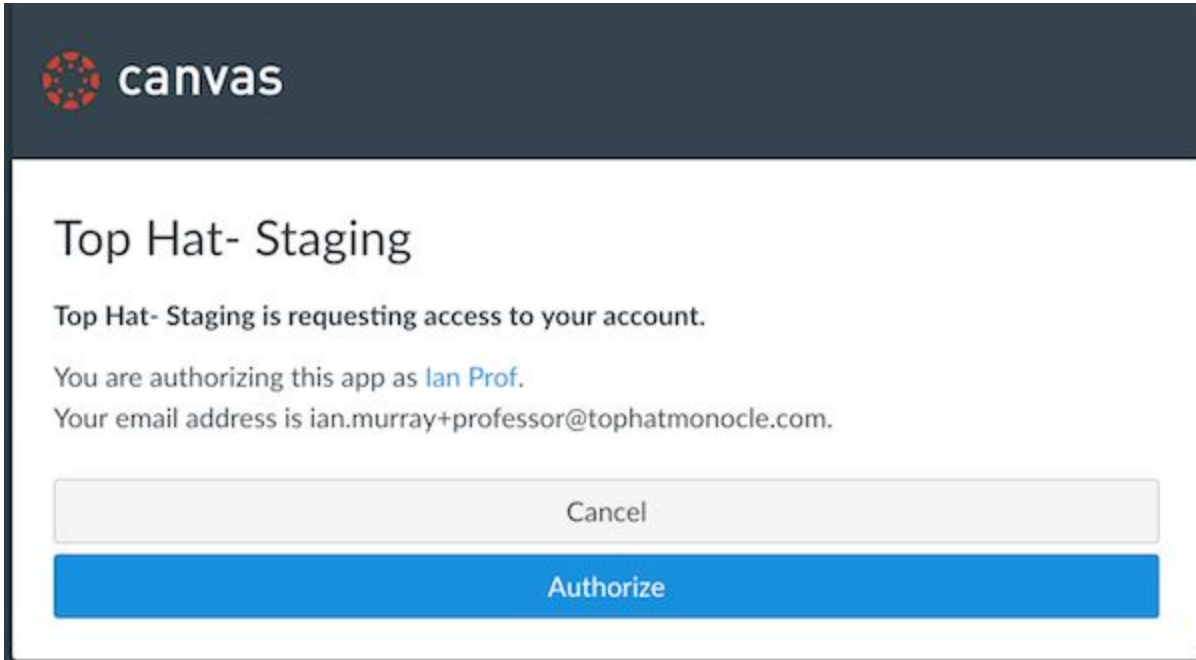
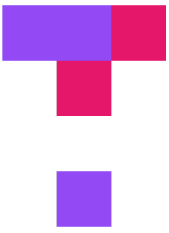
-  **Easily import your student roster**
-  **Export grades automatically**

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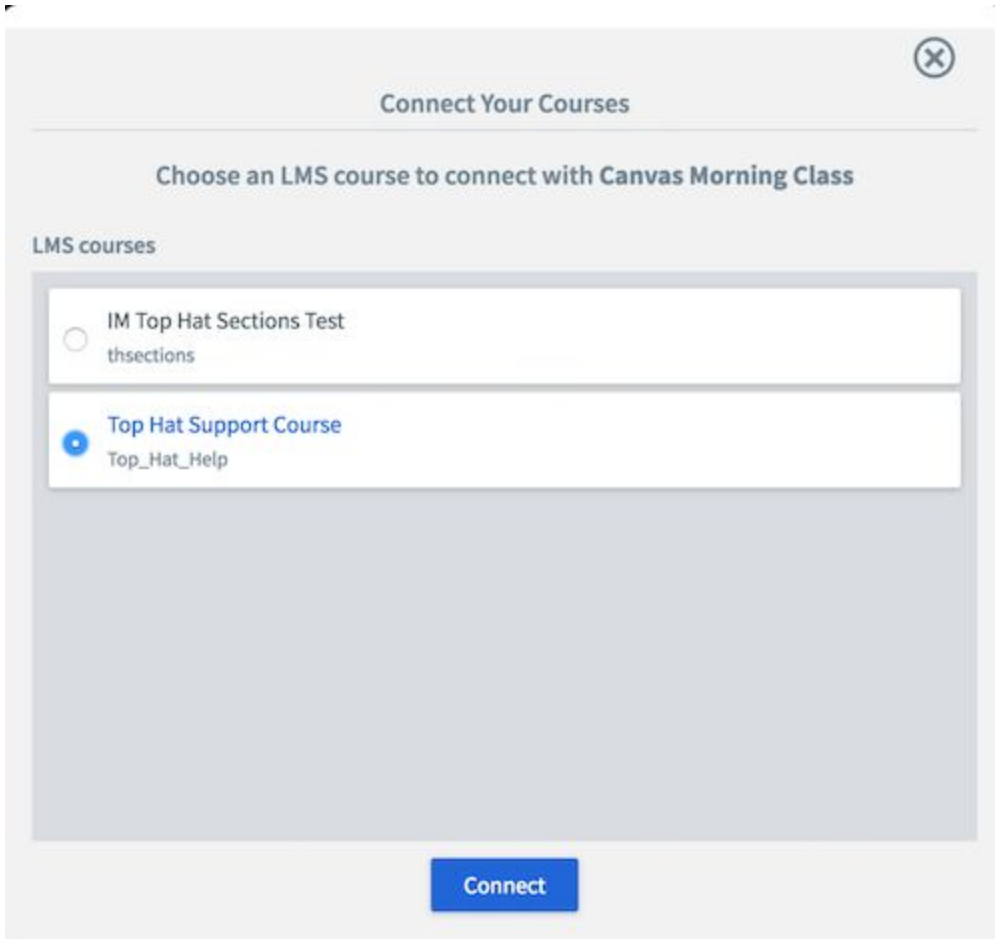
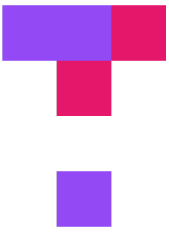
Once your Top Hat account has been successfully authenticated with your Canvas account you will be provided with a list of the Canvas courses that you are enrolled as an instructor. If you do not see the intended course in the list, ensure that you are enrolled in the Canvas course as the instructor and that you have published (made public/available) your course in Canvas. Select the course and then click the blue *Next - Import Students* button.

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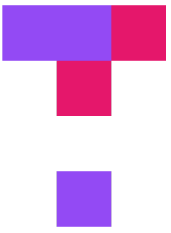
If you are teaching multiple courses using Top Hat you will want to follow the above steps to authenticate each of your Top Hat courses with its corresponding Canvas course.

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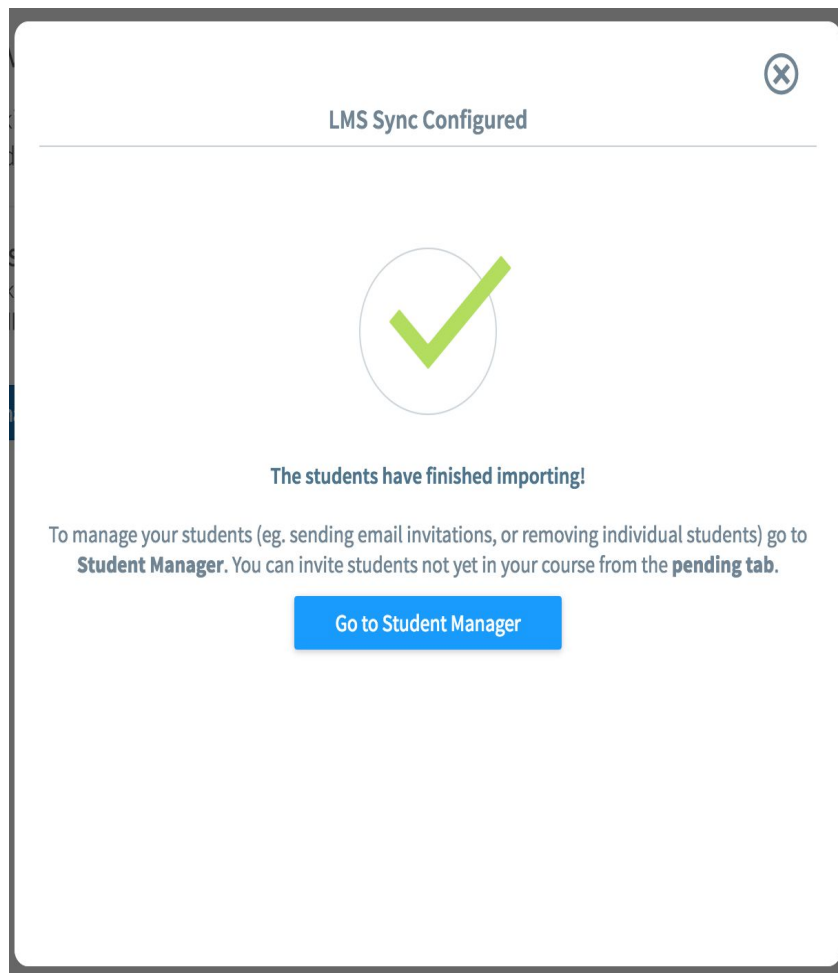
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Inviting Students to Join your Top Hat Course

When your Canvas course roster has been imported into Top Hat you will be provided with the following message and clicking the blue *Go to Student Manager* button will take you to your Top Hat course's Student Manager where you can invite your students to join your Top Hat course!

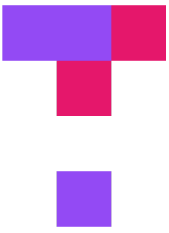


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You will arrive on the Enrolled tab of your course Student Manager which will include a list of any students that already have a Top Hat account associated with the email address in your Canvas system. These students will be auto-enrolled in your Top Hat course.

Status	Student Name	Email Address	Student ID	Matches Roster	Group	Enrollment
<input type="checkbox"/>	Student_Lindsay Petersen	lindsay@student2@tophat.com	student_id_449800	Yes	--	Enrolled
<input type="checkbox"/>	Ian Murray	ian.murray@student@tophatmonocle.com	student_id_2794886	Yes	--	Enrolled

To invite the remaining students to create Top Hat accounts and enroll in your Top Hat course simply click *Pending* in the upper left corner, select all of the students, and then click the blue *Invite Selected* button on the right to send invitations to this list of students.

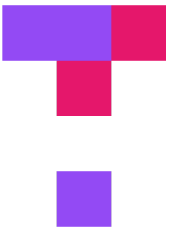
Status	Student Name	Email Address	Student ID	Matches Roster	Group	Enrollment
<input checked="" type="checkbox"/>		joey.tribbiani@tophat.com		Yes	--	1 invite sent Invite
<input checked="" type="checkbox"/>		phoebe.buffay@tophat.com		Yes	--	1 invite sent Invite
<input checked="" type="checkbox"/>		rachel.green@tophat.com		Yes	--	1 invite sent Invite
<input checked="" type="checkbox"/>		ross.geller@tophat.com		Yes	--	2 invites sent Invite

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As a best practice, we recommend instructing your students to check their university email address for the invitation and click on the unique link provided to them within the email invitation. This is important as it will help ensure that there are no errors in their account details which in turn ensures that their grade data is successfully transmitted between the two platforms.

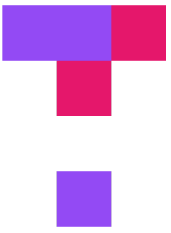
As revised rosters become available to you or once the add/drop period is over, simply re-sync your Top Hat course with your Canvas course by clicking on the gear icon in the upper right hand corner and select *Course Settings*. Select *LMS Integration & Sync* from the tabs across the top and click on the blue *Run LMS sync* button. You can select to only Sync your roster from Canvas into Top Hat by selecting the Sync Roster only radio button. General Sync allows the syncing of Grades and Attendance to the LMS.

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Top Hat is currently connected to Canvas Disconnect ▾

Course
Top Hat Support Course

LMS Sync

General sync (folders and course roster)

Sync roster only

[Run LMS sync](#)

Last Synced: Friday, August 3, 2018, 4:17 PM

[View History](#)

This will pull new student email addresses into your pending students list (or enrolled list if they already have Top Hat accounts!), and you simply need to once again click the blue *Email all* button on the pending students tab within your course student manager. Have yet another revised roster? Not to worry, this process can be repeated for as many roster revisions as necessary! You may also choose to *Sync roster only* if you do not wish to import any Top Hat grades into your LMS.

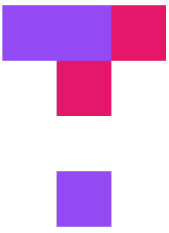
Syncing Grades

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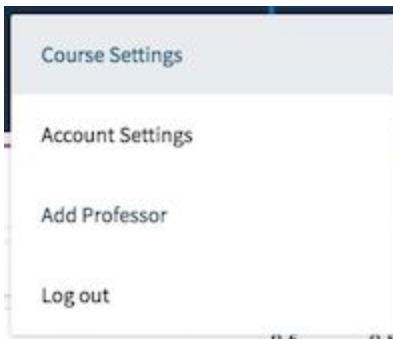


Once your Top Hat and Canvas courses are successfully synced you can easily transfer student grade data from the Top Hat gradebook to your Canvas grade center. The syncing of the two platforms is a deliberate action and does not occur automatically. Most professors choose to sync regularly to ensure the students' grade in Canvas is up to date with the inclusion of their Top Hat components.

You can initiate the syncing process by either clicking on the *LMS Sync* button in the upper right hand corner of your course gradebook, or accessing your course settings by clicking on the gear icon in the upper right hand corner of your course content page, and then select *LMS Integration & Sync* from the left menu.



OR



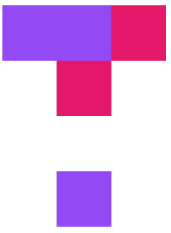
You can customize your sync by clicking on the blue *Edit* associated with each option in the Sync Configurations box.

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LMS Sync

General sync (folders and course roster)

Sync roster only

[Run LMS sync](#)

Last Synced: Wednesday, July 18, 2018, 1:48 PM

[View History](#)

Grade Export Options

Exporting entire course in Top Hat as individual grades in Canvas [Edit](#)

Attendance Options

Attendance is not included [Edit](#)

Points or Percentage Options

Values are being synced as a percentage [Edit](#)

Roster Options

Keep students in my course who disenroll from the LMS [Edit](#)

Grade Availability Options

Grades are available to students on sync [Edit](#)

1) Grade Export Options

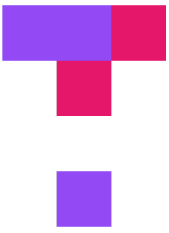
The first sync configuration option is whether how you want to organize your exported grades.

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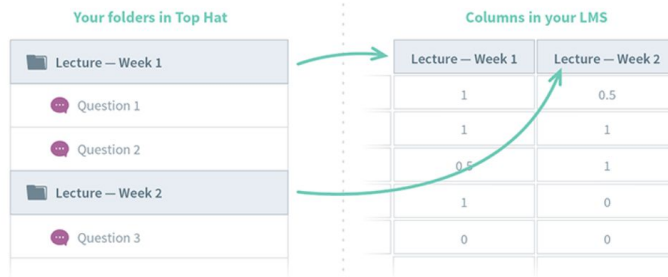
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Grade Export Options:

- Course - All Top Hat content is recorded as one big aggregate grade
- All top-level folders - Each top-level folder is recorded as a column
- Specified folders only - Only folders you choose will be recorded as a column

! Changing this setting will delete the columns created by your previous export setting



Organize by folders

Folders in Top Hat will appear as individual columns & entries in your LMS. Content in your folders will be rounded up to the folder level. This grading structure works well if you organize your content by lecture (eg. "Week 1", "Section 1", "Class 1" etc.).

Note: Items contained in subfolders are added to the top-level folder's calculations.

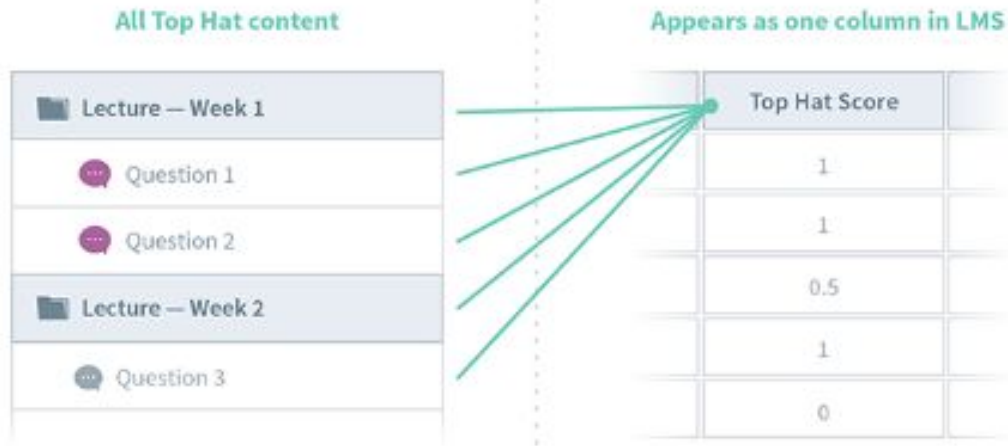
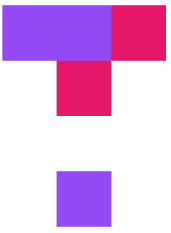
Course - All Top Hat content is recorded as one big aggregate grade - All of the content found in Top Hat will be added up and exported into your LMS as a single entry for each student. This is great if you only want Top Hat to account for a set amount of your overall course material.

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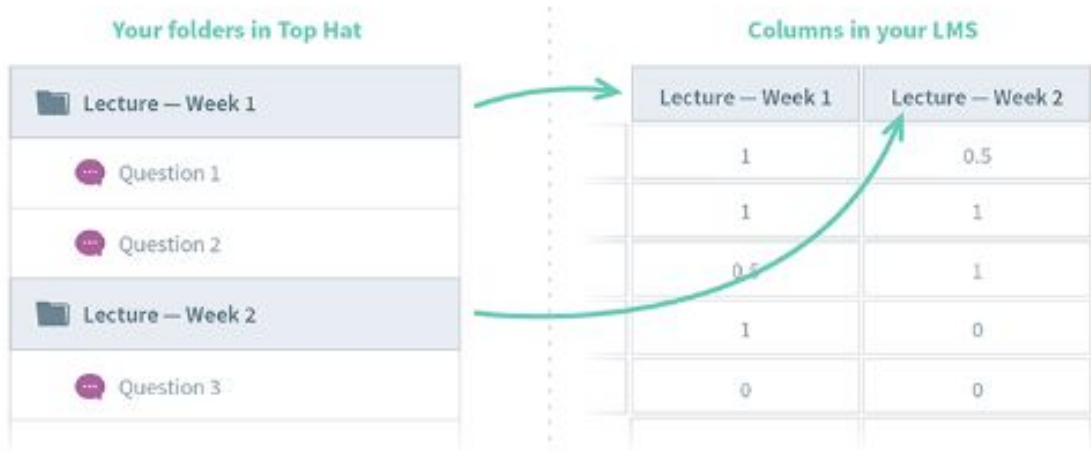
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All top-level folders - Each top-level folder is recorded as a column - Folders in Top Hat will appear as individual columns and entries in your LMS. Content in your folders will be rounded up to the folder level. This grading structure works well if you organize your content by lecture (eg. "Week 1", "Section 1", "Class 1" etc.). Note: Items contained in subfolders are added to the top-level folder's calculations.

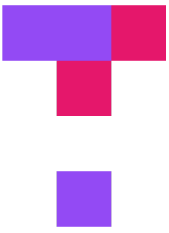


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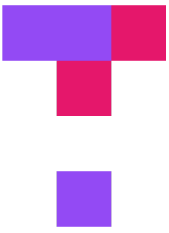


Once synced, accessing your Grades Center in Canvas will show columns titled with the naming convention *TH-[Folder Name]* where Folder Name reflects your folder titles in Top Hat.

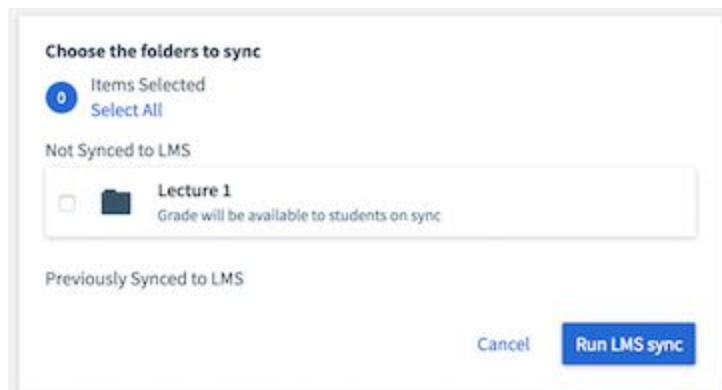
The screenshot shows the Canvas LMS interface. At the top, there is a navigation bar with the Canvas logo and menu items: Courses, Assignments, Grades, and Calendar. Below this, the breadcrumb path is 'Canvas101 > Grades'. A settings gear icon is visible in the top left of the table area. The table displays grades for a student named Lindsay Student. The columns are: Student Name, Secondary ID, TH-Lecture 1 (Out of 100), TH-Lecture 2 (Out of 100), Assignments, and Total. The student's scores are 46.7 for Lecture 1, 73.3 for Lecture 2, 60% for Assignments, and 60% for the Total.

Student Name	Secondary ID	TH-Lecture 1 Out of 100	TH-Lecture 2 Out of 100	Assignments	Total
Lindsay Student	lindsaystudent@tophat	46.7	73.3	60%	60%

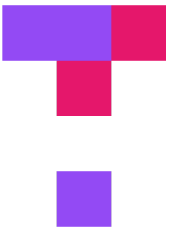
Specified folders only - Only folders you choose will be recorded as a column - The folders you select in Top Hat will appear as individual columns & entries in your LMS. Content in your folders will be rounded up to the folder level. This grading structure works well if you would like only specific content to be synced with your LMS.



Once you have identified this option as your choice, click *Next* and select the folders you would like to sync with your Canvas course and then click *Save*. **Note:** This option only appears when you select to only export specific folders in the first selection.



Next time you want to sync your grades you can simply click *Edit* next to the option *Update Folder Selections* to add additional folders to your sync as you wish.



Grade Export Options

Exporting only specified folders in Top Hat as individual grades in Canvas

[Edit](#)

Attendance Options

Attendance is not included

[Edit](#)

Points or Percentage Options

Values are being synced as a percentage

[Edit](#)

Roster Options

Keep students in my course who disenroll from the LMS

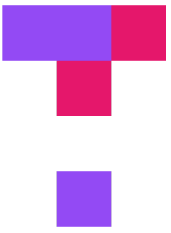
[Edit](#)

Grade Availability Options

Grades are available to students on sync

[Edit](#)

Once synced, accessing your Grades Center in Canvas will show columns titled with the naming convention *TH-[Folder Name]* where Folder Name reflects your folder titles in Top Hat.



The screenshot shows the Canvas LMS interface. At the top, there is a navigation bar with the Canvas logo and menu items: Courses, Assignments, Grades, and Calendar. Below the navigation bar, there is a breadcrumb trail: Home > Canvas101 > Grades. A settings gear icon is visible in the top left of the gradebook area. The gradebook table has the following structure:

Student Name	Secondary ID	TH-Lecture 1 Out of 100	Assignments	Total	
Lindsay Student	lindsaystudent@tophat	46.7	46.7%	46.7%	

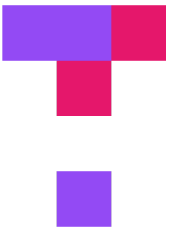
2) Attendance Options

The second option available to you is whether or not you want to include students' attendance scores in your sync with Canvas. Upon syncing, this will create a column in your Canvas gradebook with your students' cumulative attendance grades, either as a percentage or points depending on how you align your settings below.

The screenshot shows a dialog box titled "Attendance Options:". It contains two radio button options:

- Attendance is not included
- Attendance is included

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save".



3) Points or Percentage Options

You can decide whether or not you would like your grades transferred as a percentage or as points.

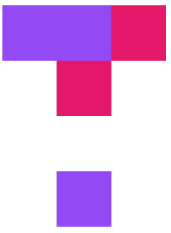
Percentage - Grades will be converted into an overall percentage score out of 100% when reported from Top Hat.

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Value Options:

Percentage

Points

	Lecture – Week 1	Lecture – Week 2
	100%	50%
	100%	100%
	50%	100%
	150%	0%
	0%	0%

Grades reported as percentage

Grades will be converted into an overall percentage score out of 100% when reported from Top Hat.

Cancel

Save

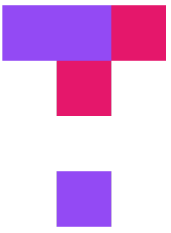
Points - Whatever points you set up in Top Hat will be reported in your LMS.

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Value Options:

Percentage

Points

	Lecture – Week 1	Lecture – Week 2
	1	0.5
	1	1
	0.5	1
	1.5	0
	0	0

Grades reported as points

Whatever points you set up in Top Hat will be reported in your LMS.

Cancel

Save

4) Roster Options

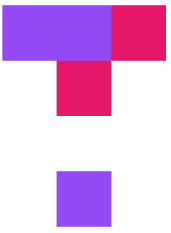
Click to edit this option if, upon syncing, you want to remove students from Top Hat that do not match your LMS roster. After clicking *edit*, choose *Remove students from my course who disenroll from the LMS*.

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Roster Options:

How should we handle students who disenroll from the course through the LMS?

- Keep students in my course who disenroll from the LMS
- Remove students from my course who disenroll from the LMS

Cancel

Save

5) Grade Availability Options

Click to edit the final option if you would like to transfer grades from Top Hat to Canvas as unpublished. This option would allow you to transfer grades and then control when you publish them on Canvas, making them available to students at that time.

Grade Availability Options

- Grades available to students on sync
- Do not make grades available to students on sync

Cancel

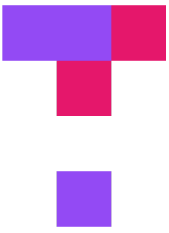
Save

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Student Name	Secondary ID	Top Hat Out of 100
 Sundus Nadeem Section 2	sundus.nadeem+st	57.14%

Syncing Your Grades

Clicking the blue *Run LMS sync* button will pass students' grades from your Top Hat course to your Canvas course. Accessing your Grades Center in Canvas will show columns as per your sync configuration choices.

Top Hat is currently connected to Canvas [Disconnect](#) ▼

Course
Top Hat Support Course

LMS Sync

General sync (folders and course roster)

Sync roster only

[Run LMS sync](#)

Last Synced: Friday, August 3, 2018, 4:17 PM

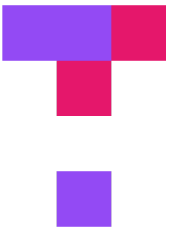
[View History](#)

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Next time you want to sync your grades, simply return to this page within your course settings and click the blue *Run LMS sync* button again. You don't need to adjust your sync configuration settings, but you're welcome to change these as you desire throughout the semester.

6. API's and End Point Usage

Our integration uses the Instructure Canvas REST API:

<https://canvas.instructure.com/doc/api/index.html>

Scopes Used

Assignments

url:POST|/api/v1/courses/:course_id/assignments/:assignment_id/overrides

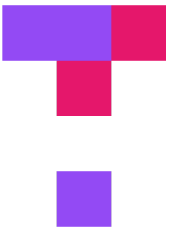
url:POST|/api/v1/courses/:course_id/assignments

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url:PUT|/api/v1/courses/:course_id/assignments/:id
url:DELETE|/api/v1/courses/:course_id/assignments/:id
url:GET|/api/v1/courses/:course_id/assignments/:id

Courses

url:GET|/api/v1/courses
url:GET|/api/v1/courses/:course_id/users

Enrollments

url:GET|/api/v1/sections/:section_id/enrollments

Sections

url:GET|/api/v1/courses/:course_id/sections

Submissions

url:PUT|/api/v1/courses/:course_id/assignments/:assignment_id/submissions/:user_id

Users

url:GET|/api/v1/users/:user_id/profile

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