Sail() Onboarding Checklist for Canvas Users (LTI 1.3)

1. The LMS Administrator adds Sail() 1.3 as a third-party application onto Canvas.

   a. Go to **Admin → Account → Developer Keys**

   (Note: If Sail() 1.3 is listed under **External Apps**, then LMS integration is complete and you can skip this step)

   b. Click on **+ Developer Key**, and select **+ LTI Key**

   c. Enter the following information, and click on **Save and customize**, and then **Save Customizations**.

   (Note: If implemented correctly, Sail() 1.3 will be listed under **External App**.)

Key	Value
Configure Method	Enter URL
JSON Url	https://sailplatform.blob.core.windows.net/lti-setup/prod-portal.json
Key Name	Sail() 1.3
Redirect URIs	https://proxy.sailplatform.org/lti/

   d. Set the **State** of the newly created Developer Key to ON.

   e. Note the 14-digit number under Details of the newly created Developer Key as the **Client ID**.

   f. Share the **Client ID** with the Instructor.

   g. Click on Show Key, note the alphanumeric as the **Client Secret**, and share it with the Instructor.

2. The LMS administrator or the Instructor creates a Canvas course.

3. The Instructor adds Sail() 1.3 as a third-party application onto the Canvas course.

   a. Go to **[Course] → Settings → Apps**

   (Note: If Sail() 1.3 is listed under "Drag and drop items to reorder them in the course navigation.", then Sail() 1.3 has been added onto the Canvas course and you can skip step 5.)

(Note: If Sail() 1.3 is not listed under "Drag and drop items to reorder them in the course navigation." or "Drag items here to hide them from students.", then Sail() 1.3 has not been added onto Canvas. Please ask the LMS Administrator to complete step 2.)

    b. Click on **+ App**.

    c. Select LTI 1.3 and enter the **Client ID** shared by the LMS Administrator.

       (Note: If LTI 1.3 option is not available, please reach out to the LMS Administrator for assistance in enabling LTI 1.3 for the LMS)

4. The Instructor launches a Sail() 1.3 course within the Canvas course.

    a. Go to **[Course]** → **Sail() 1.3**,

       i. If this is the first course instance for the institution, instructors need to register the platform. To do this, they should select **Canvas** from LMS dropdown and enter

          1. A unique identifier for the institution's LMS

          2. The Client ID

          3. Finally, click on *REGISTER PLATFORM*

       ii. Click on **Sail() 1.3** from the side navbar

       iii. Set the **curriculum**, **term**, and **year**,

       iv. Enter the **unique institution identifier** and **course identifier**.

         (Note: The unique institution identifier should correspond to the domain name of your institution, e.g. "cmu" from www.cmu.edu).

         (Note: the course identifier should be the identifier used at your institution and has to be alphanumeric, e.g. com430ca01 for course COM430 section CA01)

       v. Select the **start date**.

       vi. Click on **Create**.

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

5. The LMS Administrator enables grade passback.

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

    b. Click on the *pencil icon* corresponding to Developer Key for the Sail() 1.3 tool.

    c. Enter the JSON shared by the instructor in the **Public JWK** text box.

d. Click on **Save and customize**.