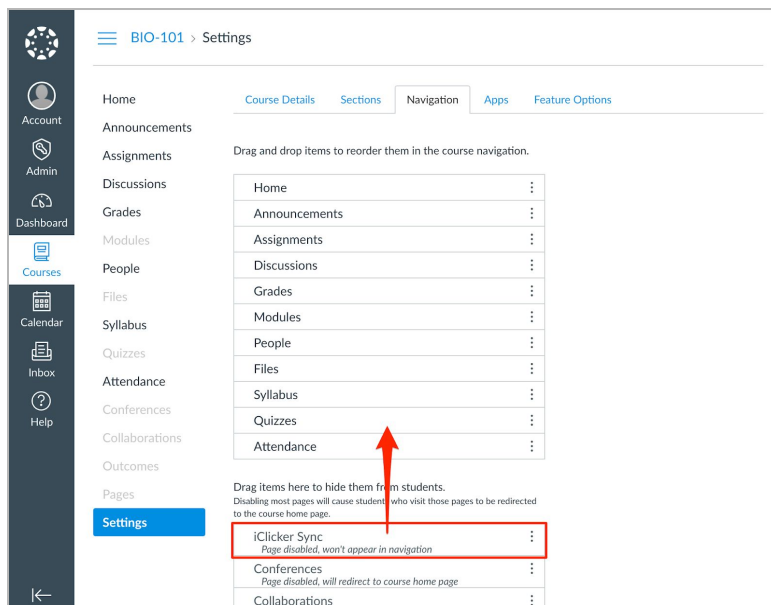Instructor Guide
Enhanced Grade Sync with Canvas

STEP 1: Set up your Canvas-iClicker course link from inside Canvas.
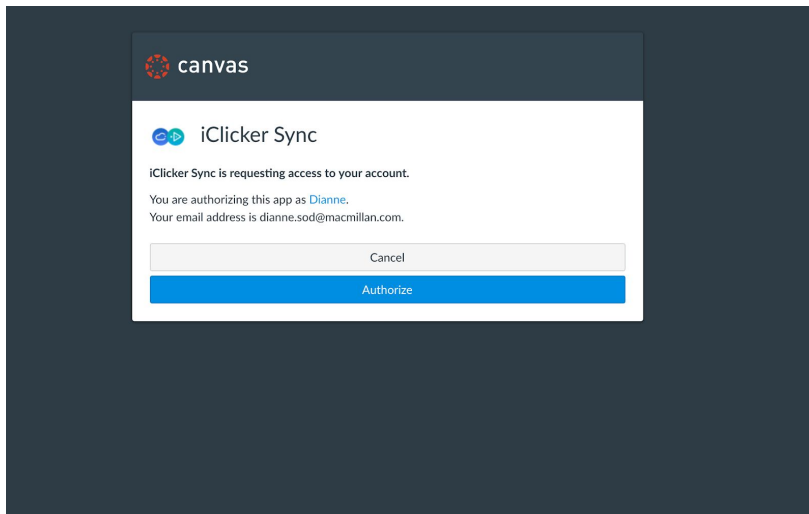
Follow these instructions one time for each iClicker Cloud course that you are integrating with Canvas.

1. Navigate to your Canvas course **Settings** and select the **Navigation** tab.

2. Find the **iClicker Sync** entry in the lower list, drag it into the active navigation list, and click **Save**. This makes the option available in the left-hand side of your course navigation for both you and your students.
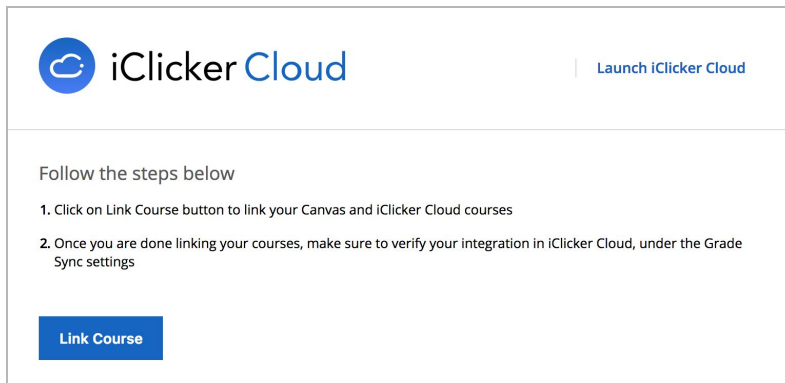

> **TIP:** Your administrator needs to set up Canvas to include the iClicker Sync app. If you don't see the **iClicker Sync** option, check with your institution's administrator.

3. Click the newly placed **iClicker Sync** option in the side navigation to launch the app.

4. The first time the **iClicker Sync** is launched, you will be prompted to authorize the tool to access your Canvas account before continuing. Click the **Authorize** button.

5. Once the app is authorized, you will see a page to enter your iClicker Cloud email and password to link your account. You will only need to do this step once.

6. Now that your accounts are linked, you need to link your Canvas course to your Cloud course. Click the **Link Course** button to start the process.

7. You will be presented with a list of your active iClicker Cloud courses. Select the iClicker Cloud course you wish to link to your current Canvas course, then click **Next**.
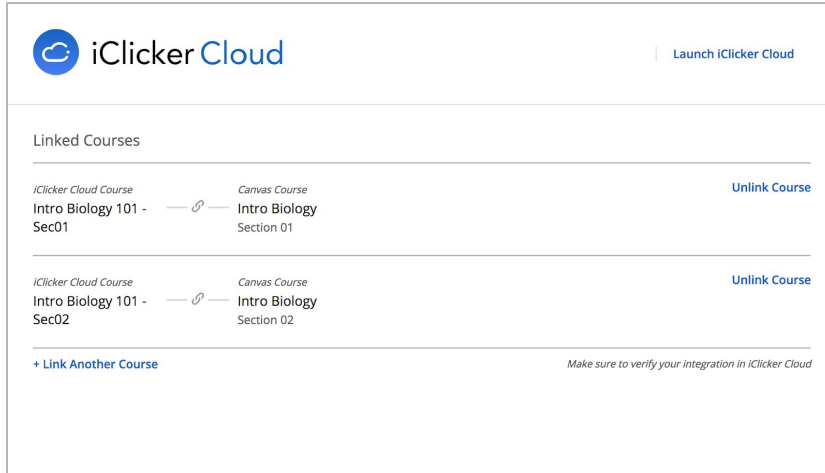
8. Finally, select which Canvas course section(s) should link to the iClicker Cloud course selected in the previous step. Choose the top-level Canvas course option if there are no sections or if the iClicker Cloud course should link to all students in the Canvas course. Click the **Save and Link Courses** button to complete the link.
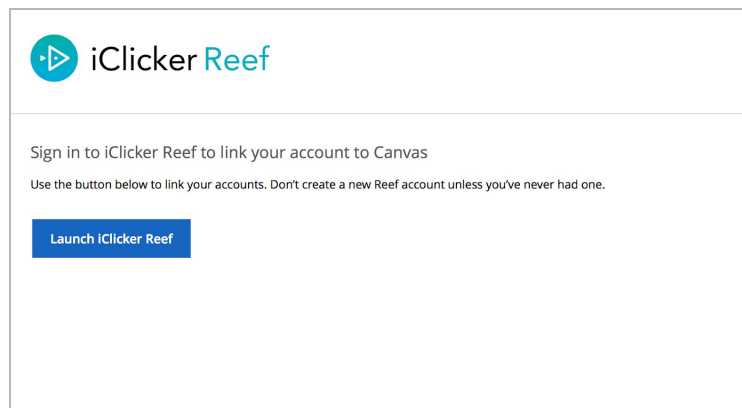

9. A summary page is displayed after successfully linking your Canvas and iClicker Cloud courses. From this page, you can review your linked course assignments, link additional iClicker Cloud courses to other Canvas sections, or unlink previously linked courses if you need to make a correction.
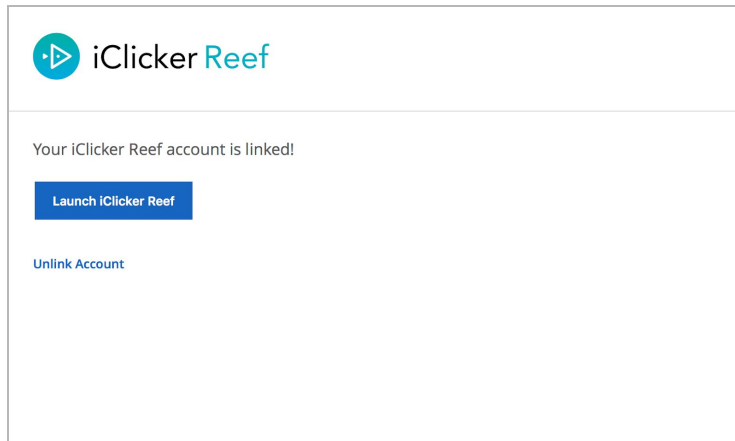

STEP 2: Instruct your students to link their iClicker Reef accounts.

Your students need to link their iClicker Reef accounts to your course. Students use the same **iClicker Sync** app in Canvas that you used in the previous section to link your courses. Students only need to follow these steps one time for each iClicker course in which they are participating.

1. Instruct your students to click the **iClicker Sync** option in the side navigation of your Canvas course. This navigation option is visible to your students after you add it to the navigation shown in the previous section.

    a. If this is the first time they have ever clicked **iClicker Sync**, students will see a message informing them they need to link their iClicker Reef account. Students should be informed that creating a new Reef account is only necessary for students who have never before used Reef.

b. Returning students will see a message that their iClicker Reef account is linked, as well as an option to unlink the account if they made a mistake.

> **TIP:** If a student accidentally links the incorrect iClicker Reef account, they can unlink their account using the option on this page. This will unlink the account for all their Canvas courses. Students can only have one iClicker Reef identity associated with their Canvas account.

2. Students must click the **Launch iClicker Reef** button and successfully sign in to Reef to complete grade sync set-up for your course.

   a. Returning students will be automatically signed in to their accounts without having to enter their email and password. Your iClicker Cloud course will also be added to their Reef account if they have not already joined it.

STEP 3: Set up your Grade Sync settings inside of iClicker Cloud.

Follow these instructions one time for each iClicker Cloud course that you are integrating with Canvas.

1. Navigate to your iClicker Cloud course, open the course settings, and select the **Grade Sync** tab.

2. From the **Grade Sync** tab, turn the **Grade Sync Integration** switch to ON, choose 'Canvas' as your platform, select the **Enhanced Grade Sync** option, then click the **Next** button to continue.

3. Check that the grade sync setup in Canvas is recognized by the iClicker system. If you have completed the setup steps in Canvas, click the **Verify the Integration Setup** button.

Intro Biology 101 - Sec01 Settings   Cancel   **Save**

Course Details   **Grade Sync**   Attendance   Clickers   Polling   Quizzing

You can export your scores to a CSV file for manual upload into the system of your choice.

Grade Sync Integration   ON ⬤

To connect your course, select one of the available platforms below.

| Canvas   ⬍ |

Enhanced Grade Sync

Follow these instructions to set up the integration for this course:

1. Sign in to the Canvas course you would like to integrate

2. Use the iClicker Sync app in Canvas to link this course to your Canvas course
   Contact your campus administrator if the iClicker Sync app is missing from the Canvas navigation panel or settings.

3. Return to this iClicker Cloud Grade Sync settings page and click the **Verify Your Integration Setup** button

Verify Your Integration Setup

Grade Sync Setup Help   Back to Integration Options

4. If the Canvas setup is found in the iClicker system, the Canvas course information will appear in the **Grade Sync** tab along with session score settings. Select how you would like your session scores to sync to Canvas then click **Save** to complete the setup.

   a. **Sync Total Score**: selected poll and quiz sessions will be combined into a single, aggregate score for each student that is synced to an assignment named **'iClicker Grade'** in the Canvas gradebook.

   b. **Sync Individual Session Scores:** selected poll and quiz sessions will be synced to Canvas as separate assignments. Canvas assignments inherit their names from the iClicker Cloud session name.

> **TIP:** You can switch between the score options at any time but the grade sync process will not remove any grade columns already added to your Canvas gradebook. For example, if you start off syncing individual sessions and then switch to just syncing the total score, the individual sessions already synced will remain in your Canvas gradebook alongside the score total until you manually remove them.
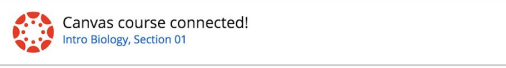
STEP 4: Sync your iClicker Cloud scores to Canvas.

Grade sync only happens when you choose to initiate it. Follow these instructions whenever you want to grade sync your iClicker Cloud course scores to Canvas.

1. Navigate to the **Gradebook** for your iClicker Cloud course. If you see green dots next to student names in the **Sync Connection** column, it means those students' scores should be properly set up to sync with Canvas.

2. Click the **Sync Grades** button to initiate the grade sync process.

3. A **Sync Grades** window will open and you will be prompted to select the session(s) you want to send to Canvas. Use the checkboxes to select some or all of your course sessions then click the final **Sync** button when you are ready to submit the request.

4. A status message will appear next to the **Sync Grades** button when the sync request is complete. It may take a few minutes for Canvas to process the request and for the scores to appear in the Canvas gradebook.

TIPS:

- Changes to previously-synced scores that you make in Canvas will be overwritten the next time iClicker Cloud is synced. We recommend making score changes directly in iClicker Cloud, then sync/re-syncing to Canvas to ensure that the two gradebooks are consistent with one other.

- The Cloud-Canvas grade sync is based on session name. Make sure that your iClicker Cloud sessions are named the way you want them to appear in Canvas **before** you sync grades. Changing the name of a poll or quiz session after you sync grades will break the original association and result in creating another entry in your Canvas gradebook. Also remember to give every session a unique name in order to avoid overwriting grades when you sync.

Known Issues:

- No scores will sync and the job is ended if there is an error with any student in the grade sync request. An update is coming to ensure that scores for students without an error successfully grade sync even when a student with a error is part of the request.

- Courses linked to specific section(s) generate assignments that they are set to release to "Everyone" rather than just students in the linked section(s).