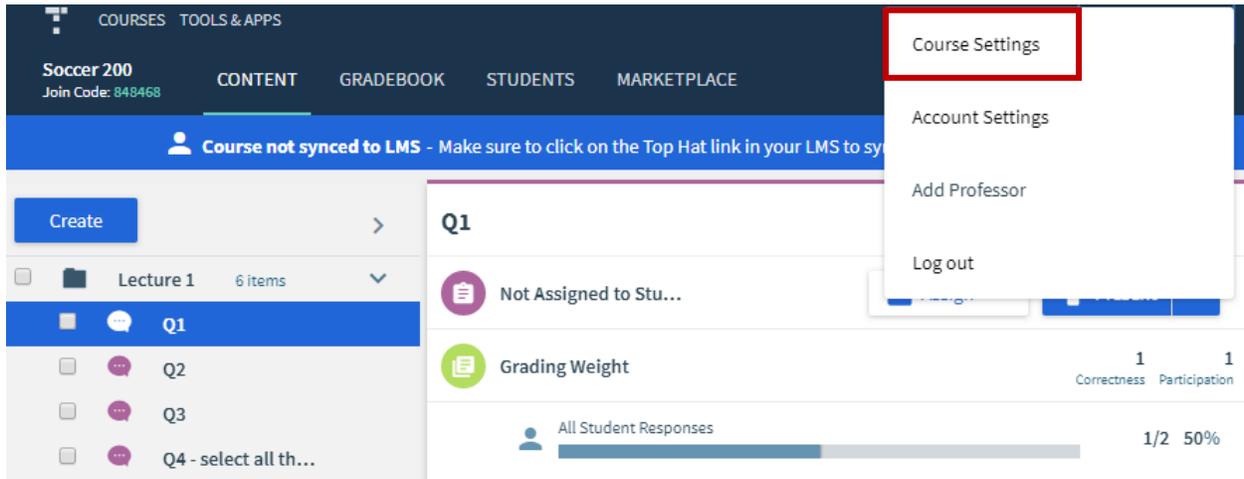


# Grade Syncing

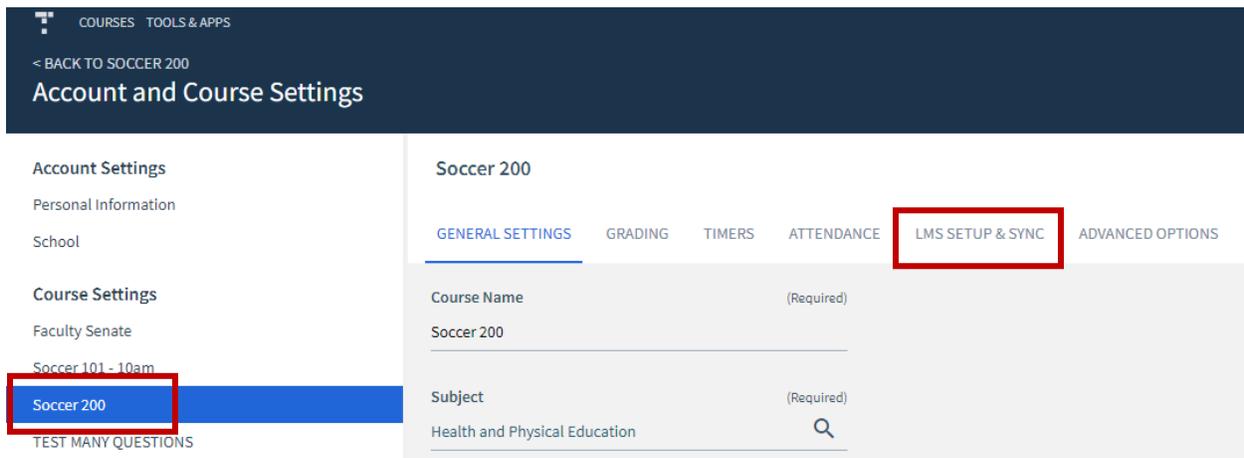
Follow these instructions for syncing Top Hat grades to your Canvas course.

Navigate to your name in the top right corner. Click on your name. Select **Course Settings** from the drop-down menu.



The screenshot shows the Canvas course interface for 'Soccer 200'. The top navigation bar includes 'COURSES TOOLS & APPS', 'Soccer 200', 'Join Code: 848468', 'CONTENT', 'GRADEBOOK', 'STUDENTS', and 'MARKETPLACE'. A blue banner indicates 'Course not synced to LMS - Make sure to click on the Top Hat link in your LMS to sync'. The left sidebar shows a 'Create' button and a list of items under 'Lecture 1', including 'Q1', 'Q2', 'Q3', and 'Q4 - select all th...'. The main content area displays 'Q1' with a 'Not Assigned to Stu...' status and a 'Grading Weight' section showing 'All Student Responses' with a progress bar at '1/2 50%'. A user menu is open in the top right corner, with 'Course Settings' highlighted by a red box.

Make sure the course that corresponds to the one you want to sync with Canvas is selected. Then click on **LMS SETUP & SYNC** tab.



The screenshot shows the 'Account and Course Settings' page for 'Soccer 200'. The left sidebar lists 'Account Settings' (Personal Information, School) and 'Course Settings' (Faculty Senate, Soccer 101 - 10am, Soccer 200). The 'Soccer 200' tab is selected and highlighted with a red box. The main content area shows the 'LMS SETUP & SYNC' tab selected, with 'GENERAL SETTINGS', 'GRADING', 'TIMERS', 'ATTENDANCE', 'LMS SETUP & SYNC', and 'ADVANCED OPTIONS' tabs. The 'Course Name' field is set to 'Soccer 200' and the 'Subject' field is set to 'Health and Physical Education'. A red box highlights the 'LMS SETUP & SYNC' tab.

## SETTING UP SYNCING OPTIONS

You should review the syncing options before syncing the grades to Canvas. You can choose the appropriate grade export option by clicking “**Edit**” beside the **Grade Export Options**.

Soccer 200

GENERAL SETTINGS GRADING TIMERS ATTENDANCE **LMS SETUP & SYNC** ADVANCED

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

**Course**  
KC\_CANVAS\_Test

**Sections**  
KC\_CANVAS\_Test

**LMS Sync**

General sync (folders and course roster)

Sync roster only

[Run LMS sync](#)

Last Synced: Monday, September 24, 2018, 12:45 PM

[View History](#)

**Grade Export Options**  
Exporting only specified folders in Top Hat as individual grades in Canvas [Edit](#)

**Attendance Options**  
Attendance is not included [Edit](#)

## Grade Export Options

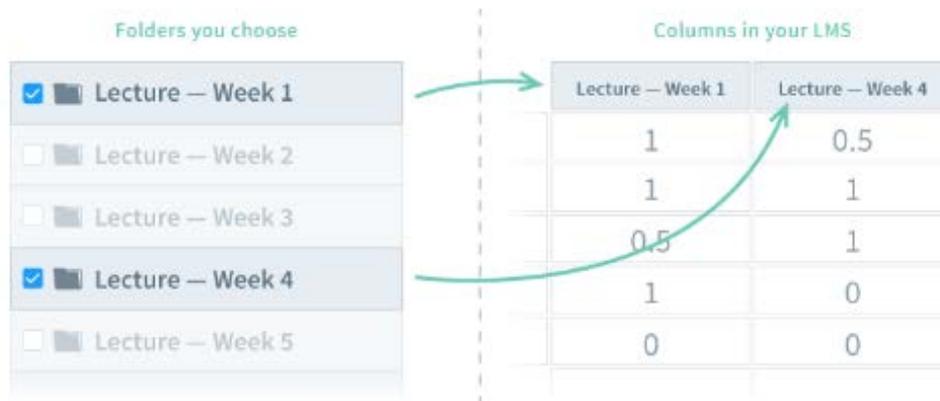
There are 3 grade export options to choose from:

### 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



- **Course - for aggregate grade:** this choice is appropriate for instructors who like to maintain one column in Canvas for student responses.
- **All top-level folders:** this choice will upload each lecture grade into a separate column, **we don't recommend** this because it will sync each day individually. Also this contributes to longer syncing time for grades, as more columns are being accumulated from each lecture.
- **Specified folders only:** this option is **highly recommended** for faculty to track student grades on a lecture-by-lecture basis. Instructors have to specify which lecture's grades to sync to Canvas. In addition, using this option is a full-proof method if faculty edit their columns manually in Canvas.

Click **Save**, after you select the appropriate option.

## Points or Percentage Options

**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 points [Edit](#)

**Roster Options**  
Remove students from my course who disenroll from the LMS [Edit](#)

**Grade Availability Options**  
Grades are available to students on sync [Edit](#)

There are two Value Options for uploading the grades, **Percentage** or **Points**.

### 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

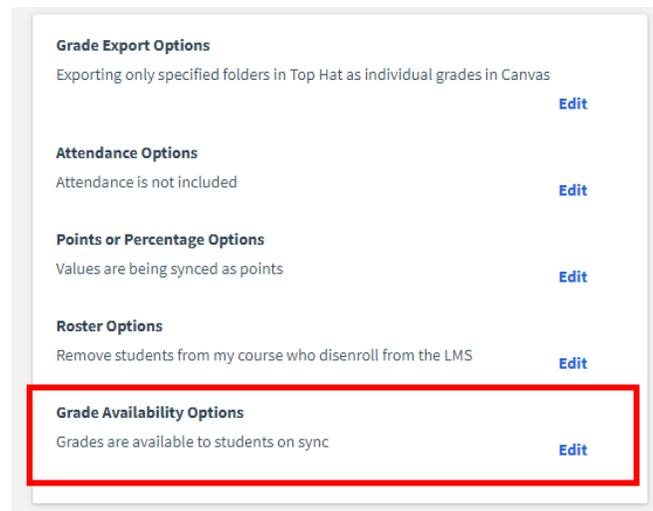
Whatever points you set up in Top Hat will be reported in your LMS.

[Cancel](#)

[Save](#)

Instructors are advised to select **Points**, because most faculty assign a small percentage to the classroom responses in respect toward the overall grade of the class. Click **Save** to finalize your selection.

## Grade Availability Options



**Grade Export Options**  
Exporting only specified folders in Top Hat as individual grades in Canvas [Edit](#)

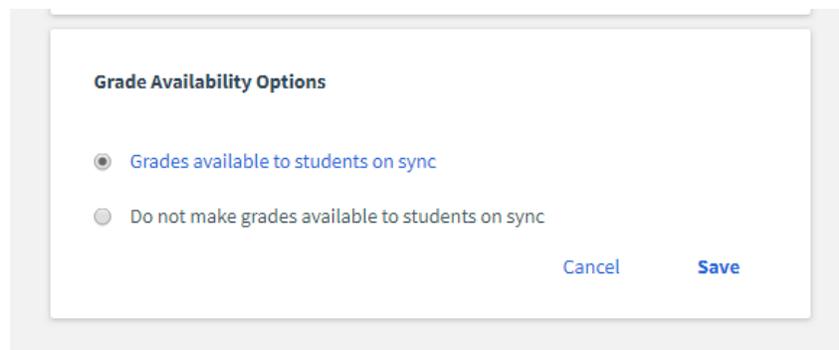
**Attendance Options**  
Attendance is not included [Edit](#)

**Points or Percentage Options**  
Values are being synced as points [Edit](#)

**Roster Options**  
Remove students from my course who disenroll from the LMS [Edit](#)

**Grade Availability Options**  
Grades are available to students on sync [Edit](#)

These options allow you to control the availability of the grades after the grades have been uploaded to CANVAS.



**Grade Availability Options**

Grades available to students on sync

Do not make grades available to students on sync

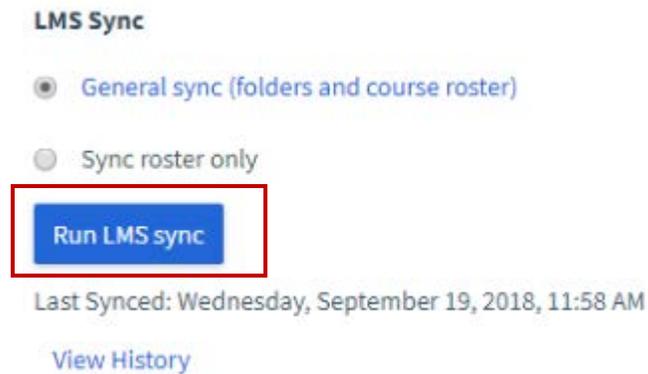
[Cancel](#) [Save](#)

- **Grades available to students on sync:** If this option is selected, students will be able to view their grades immediately after syncing to CANVAS.
- **Do not make grades available to students on sync:** If this option is selected the grades will be uploaded to CANVAS. However, the uploaded column will appear as **“Muted”** in CANVAS. The column has to be **“unmuted”** from within Canvas for the grades to be visible to students.

Click **Save** to finalize your selection.

## LMS SYNC

Now you can sync your grades by clicking on **Run LMS sync**.



**LMS Sync**

General sync (folders and course roster)

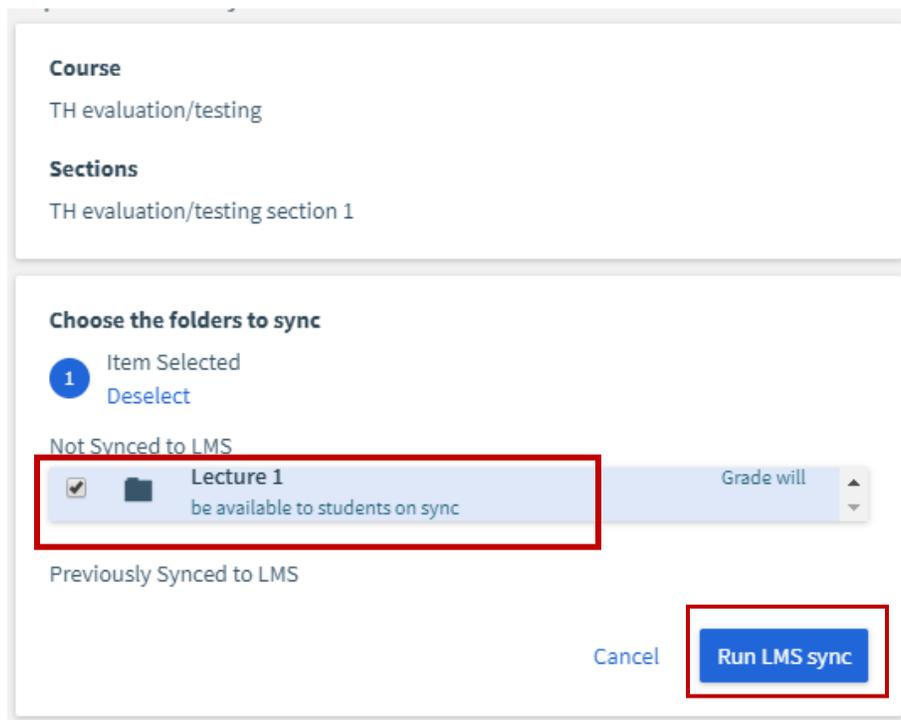
Sync roster only

**Run LMS sync**

Last Synced: Wednesday, September 19, 2018, 11:58 AM

[View History](#)

Instructors need to **select** the folder they want to have uploaded to Canvas, and then click on **Run LMS sync**. **Note:** Instructors are advised to create every lecture question within a folder, therefore polling questions are treated as one lecture grade column in Canvas when synced.



**Course**  
TH evaluation/testing

**Sections**  
TH evaluation/testing section 1

**Choose the folders to sync**

1 Item Selected  
[Deselect](#)

Not Synced to LMS

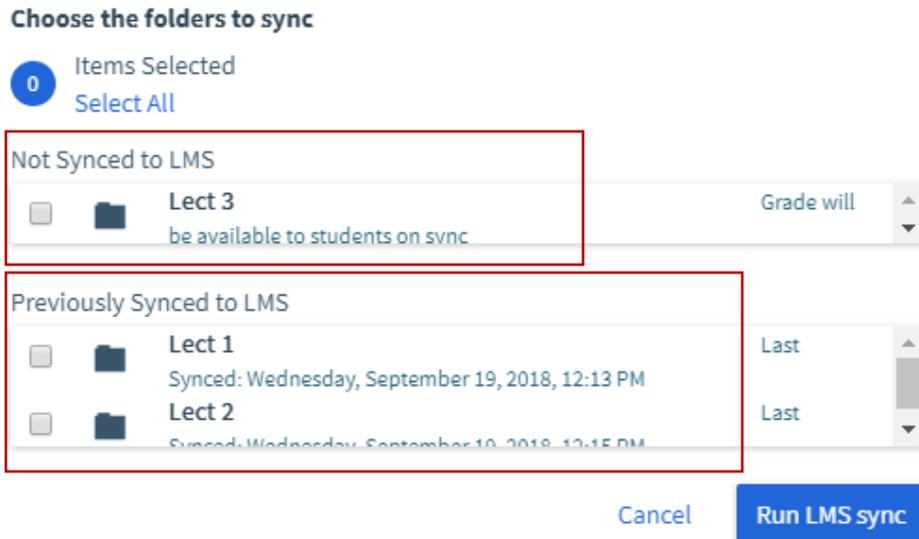
<input checked="" type="checkbox"/>	 <b>Lecture 1</b> be available to students on sync	Grade will 
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Previously Synced to LMS

[Cancel](#) **Run LMS sync**

If you have multiple folders you can see which one has already been synced and which one needs to be synced with Canvas.

**Warning:** Changing the folder name in Top Hat will still override the columns created by Top Hat in Canvas.



Once you complete the process, corresponding columns should appear in Canvas Grades. The lecture column appears with the following naming convention: **TH-Folder Name in Top Hat (Canvas course name/section #)**.

Student Name	Secondary ID	TH-Lecture 1 (TH evaluation/testing section 2) Out of 1	TH-Lecture 1 (TH evaluation/testing section 1) Out of 1	Assignments	Total
TH evaluation/testing			1	100%	100%
TH evaluation/testing			0	0%	0%
TH evaluation/testing		0		0%	0%
TH evaluation/testing		1		100%	100%

If you are teaching one section or using independent sections for each of your courses in Canvas, the name might be lengthy. In that case you can rename that column in CANVAS.

**Warning:** Changing the column name in Canvas does not prevent Top Hat from overriding the information in that column. However, if the columns' name was changed in Canvas, Top Hat will display the updated name.