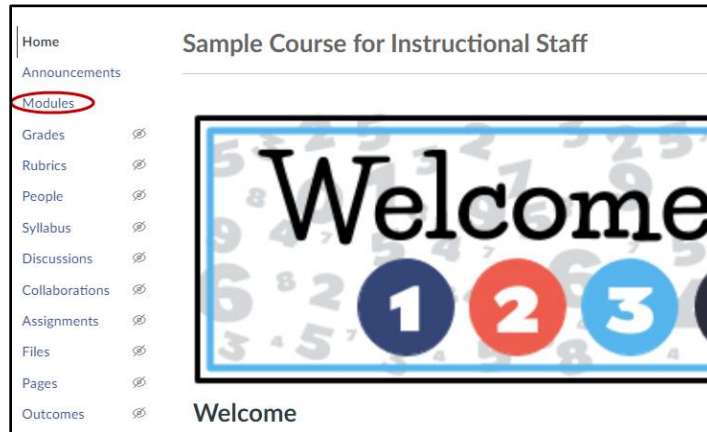


Integrating SchoolCity in Canvas

Directions provided by the Canvas Team

Create an Assignment with SchoolCity

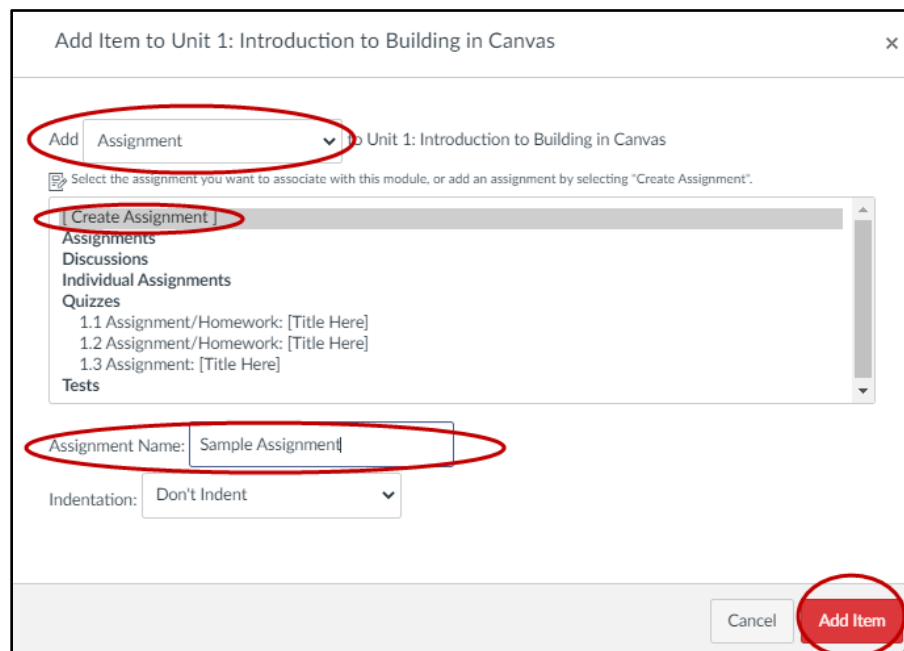
1. Enter your Canvas course.
2. Select Modules (See image below.)



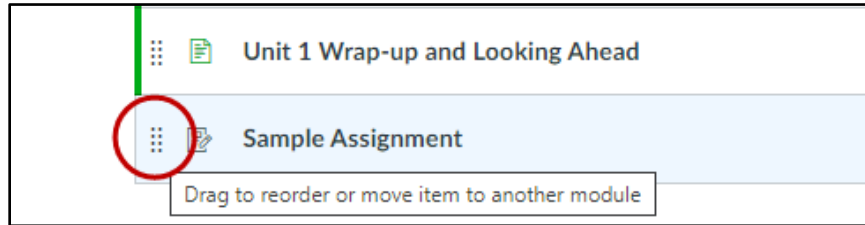
3. Select the appropriate module. If this is an empty course, add a module. Select the + and the pop up allows you to take the next step. (See image below.)



4. On the pop up, ensure Assignments is selected at the top and then select Create Assignment from the choices below. Give the assignment a title and select Add Item. (See image below.)



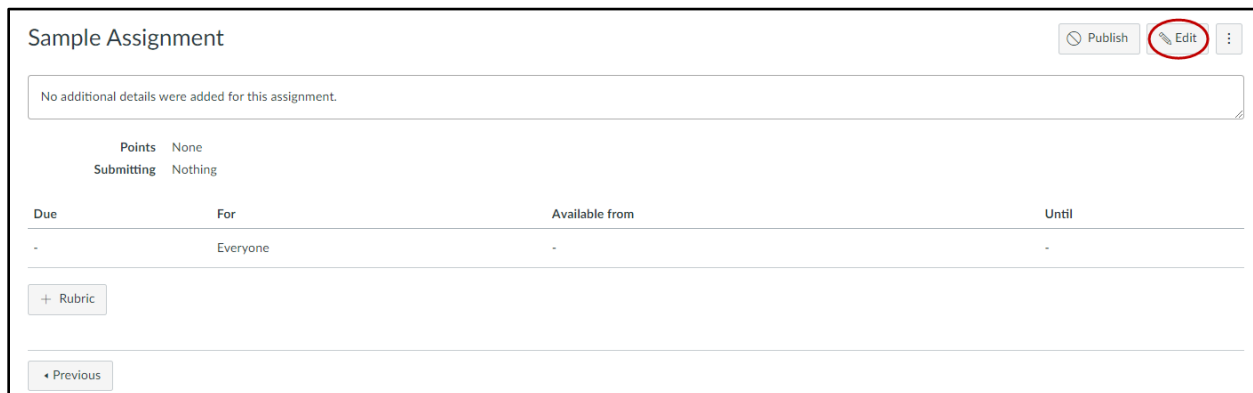
- The new assignment will populate at the bottom of the module if there are other items in the module. It may be moved by selecting the far left and dragging it into the location of your choosing. (See image below.)



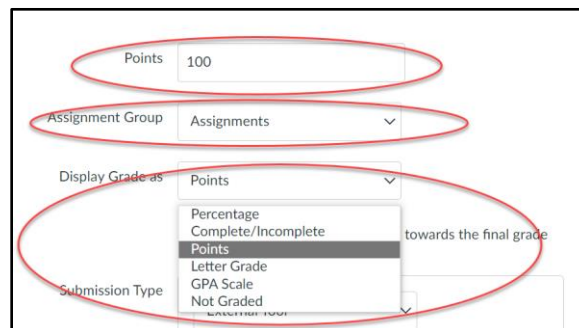
- Next, the assignment can be edited to include the integration and directions. Select the assignment title to open. (See image below.)



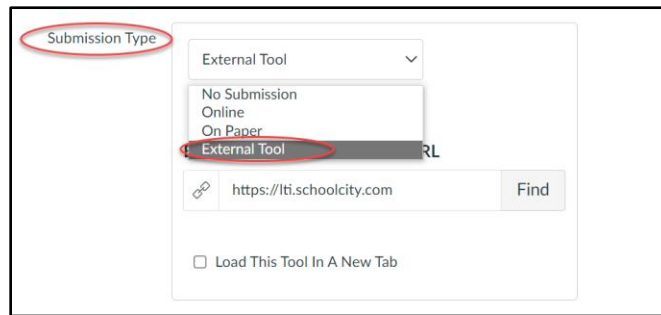
- Select Edit to begin editing the assignment content and settings. (See image below.)



- Add directions to the text box, if desired.
- Scroll down to the settings of the assignment. Set the grading preferences to match the needs of the assignment. This is also where instructors may select Assignment Groups for the weighted categories. (See image below.)

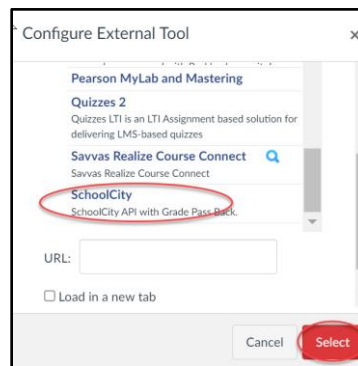


10. Next, select External Tool in the dropdown for Submission Type.



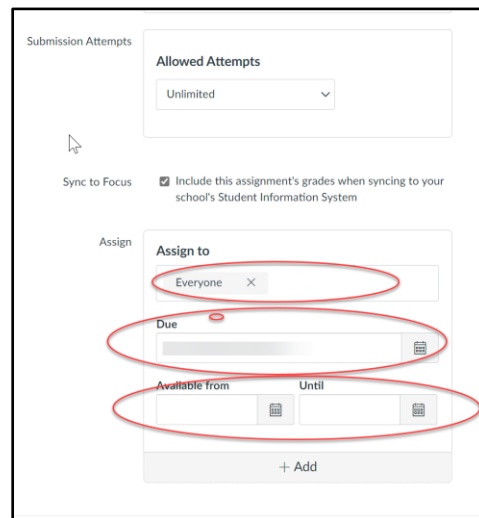
A screenshot of a form's 'Submission Type' dropdown menu. The dropdown is open, showing options: 'External Tool', 'No Submission', 'Online', 'On Paper', and 'External Tool'. The 'External Tool' option is highlighted with a red oval. Below the dropdown is a URL input field containing 'https://lfi.schoolcity.com' and a 'Find' button. At the bottom, there is a checkbox labeled 'Load This Tool In A New Tab'.

11. Select the Find under External Tool Options to locate SchoolCity and select it.



A screenshot of a 'Configure External Tool' dialog box. It lists several external tools: 'Pearson MyLab and Mastering Quizzes 2', 'Savvas Realize Course Connect', and 'SchoolCity'. The 'SchoolCity' option is circled in red. Below the list is a 'URL:' input field and a checkbox for 'Load in a new tab'. At the bottom right are 'Cancel' and 'Select' buttons.

12. Enter assignment information in Assign pertaining to the student groups who will be assigned, the due date and availability dates. (See image below.)

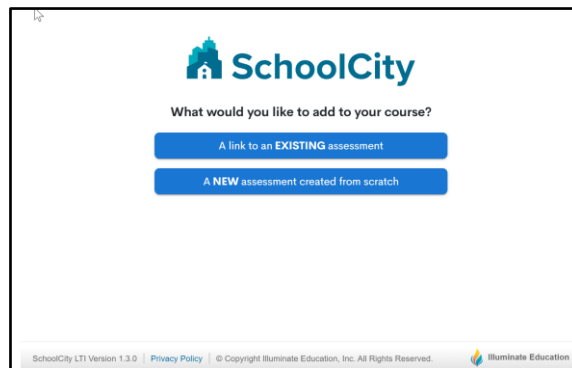


A screenshot of the 'Assign' section in an assignment configuration interface. It includes a 'Submission Attempts' section with an 'Allowed Attempts' dropdown set to 'Unlimited'. Below that is a 'Sync to Focus' section with a checked checkbox 'Include this assignment's grades when syncing to your school's Student Information System'. The 'Assign' section has an 'Assign to' field with 'Everyone' selected, a 'Due' date field, and 'Available from' and 'Until' date fields. All three date fields are circled in red. A '+ Add' button is at the bottom.

13. If the assignment will be ready for publishing after assigning SchoolCity, select Save & Publish. If it will not be ready to publish soon, select Save to publish later.

14. After saving, School City will open on the screen within the assignment text box.

15. The first time a teacher logs in to SchoolCity within Canvas, it will ask for credentials. The teacher credentials are:
- Username: Active Directory Username (same that is used to log in to a computer)
 - Password: Either one previously created for SchoolCity or Schoolcity1 (default)
 - If the password has been forgotten, please visit: osceola.schoolcity.com and reset the password using your @osceola.k12.fl.us email address.
16. The first time a student logs in to SchoolCity within Canvas, it will ask for credentials. The student credentials are:
- Username: Full ID Number
 - Password: Full Birthday with / included, such as 12/05/2005.
17. Once logged in, as a teacher, SchoolCity will ask what you would like to add to your course. The system operates within Canvas in the same manner as within the SchoolCity platform itself. Once an assessment is created and/or assigned, you may exit the Canvas assignment by selecting new navigation (for example, returning to the Home page or the Modules page). (See image below.)



18. Remember, when a course is ready for student interactions, all content pages, assignments, and quizzes must be published.
19. Viewing the course in Student View allows an instructor to see the course through the eyes of their students. *Please note that some assignment types will not allow "student view" to actually complete the activity due to the fact that the "Test Student" created in Student View does not have an account associated with the activity or resource.*
20. The course now has a completed assignment integrated into SchoolCity!

This page is added as an optional tool for assisting students with logging in for the first time.

STUDENT LOGIN FOR SCHOOLCITY

The first time you log in to SchoolCity in Canvas, you'll need:

- Your Username: Your Full ID Number
- Your Password: Your Full Birthday with / included, for example, 12/05/2005

