

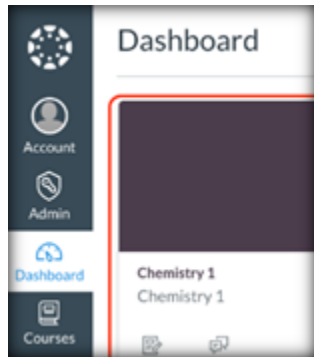
## Kendall Hunt Publishing Instructor Guidance for Canvas

### CANVAS: Instructor Steps

#### Important Notes:

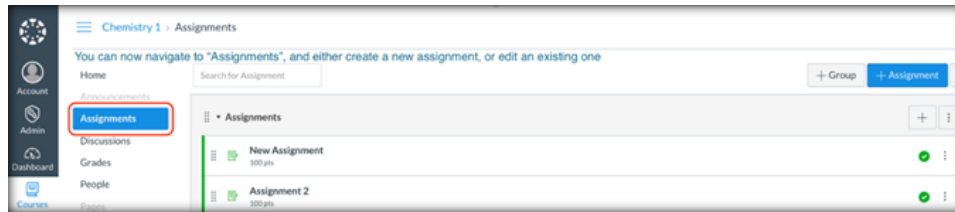
- Assignments need to be published in CANVAS.
- Students need to be added to the CANVAS section that corresponds with their KHP section.
- Currently only assignment types in CANVAS can pass grades back to KHPContent. Quizzes, discussions, etc. don't have the option to add the external tool submission type in step 2. This means even quizzes and other grade items will need to be made as an assignment to pass those grades from KHPContent.
- If there are any questions on which assignments/quizzes/tests are in KHPContent, please contact the account manager or the onboarding team at [integrate@kendallhunt.com](mailto:integrate@kendallhunt.com).

1. In **CANVAS** select **Dashboard** & navigate to the course you want to integrate.



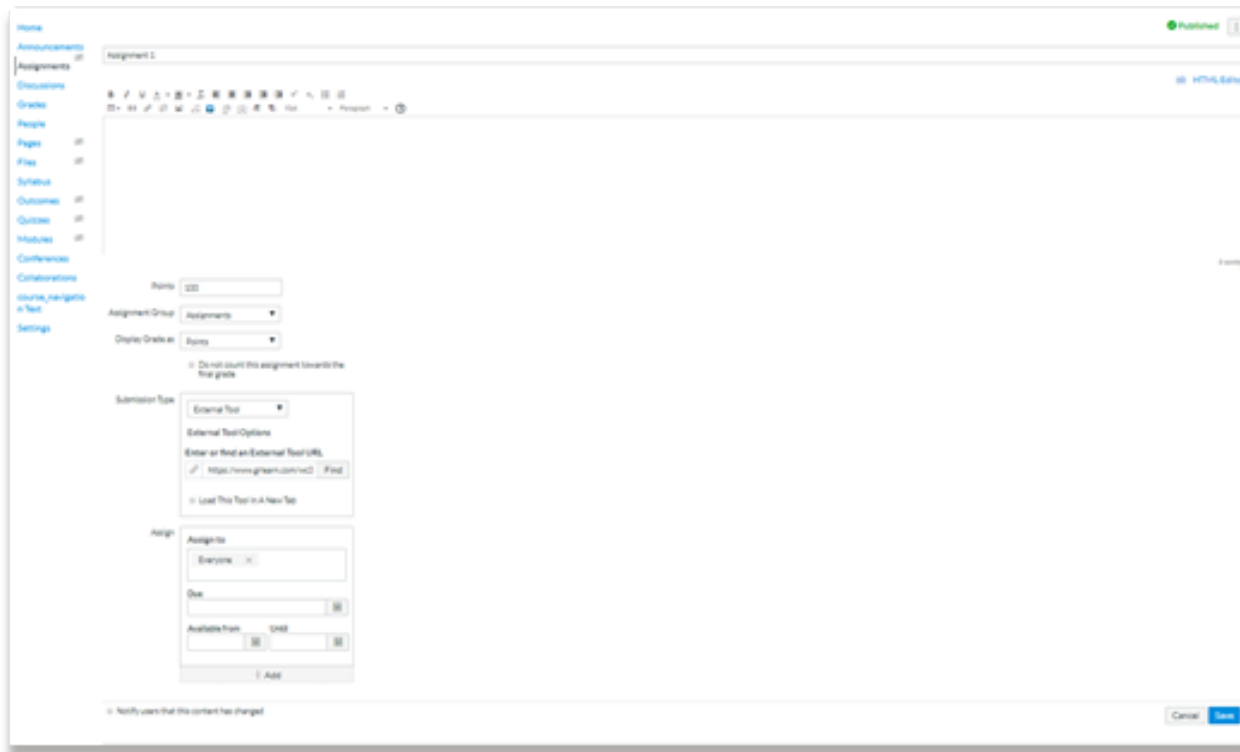
Navigate to **Assignments** (All Assignments/Quizzes/Tests need to be added here that will be synced to KHPContent)


## Kendall Hunt Publishing Instructor Guidance for Canvas



2. Click on the **+ Assignment** button in the top right to add a new assignment (Or edit a current assignment to add the LTI link).
  - Give the item a name
  - Assign the points that the item is worth
  - Change Submission Type to **External Tool**
  - Click on **Find** and scroll down on the list to find KHPContent, then click **Select**
    - Alternatively, after verifying the tool is found with the step above, paste this URL into the box next to **Find**:  
<https://www.khpcontent.com/wc3LtiRedirect>
  - Select the **Load This Tool in a New Tab** checkmark
  - Then click **Save and Publish**

## Kendall Hunt Publishing Instructor Guidance for Canvas



3. Repeat step 2 above until all the assignments/tests/quizzes that are to be synced are added in Canvas.
4. Launch in from any Canvas assignment by clicking on the assignment link from Canvas. You will then be presented the following screen, select which KHPCONTENT gradebook to associate with the Canvas gradebook by clicking on the  sign *to the left of the grade book* you are working on.


### IMPORTANT NOTES:


- ✓ **This step links the grade book so it is important that this step be completed!** If you **DO NOT** see the message “Choose a Grade Book to associate with your LMS”, it means the course has already been linked to a different grade book & IT will need to resolve the issue.





## Kendall Hunt Publishing Instructor Guidance for Canvas

- ✓ KHP's IT developer will need the **CANVAS course ID** to determine the name of the grade book the course is tied to. The course ID can be found at the end of the URL from the home page of the Canvas course. **For example**, the courseID is 1020754 for this Canvas course:  
<https://ivytech.instructure.com/courses/1020754>

### Choose a Grade Book to associate with your LMS

 This will be the Grade Book that will send grades back to your LMS Grade Book

 **Selecting a Grade Book will enable it for Grade Book Sync**

	Name ↕	Type	Date Created
	Grade Book: O'Neill-Earnheardt: Fall 16 48792	Grade Book	06/26/2014
	Unicorn - LTI Gradebook - NEW	Grade Book	02/28/2020
	Unicorn - LTI Gradebook - TEST	Grade Book	03/05/2020

Search | Reset | 1 to 3 of 3 | Page 1

5. After the grade book is paired, the individual elements need to be connected between Canvas and KHPContent. This next section can be done individually by the instructor, or by the KHP onboarding team. Please e-mail the onboarding team at [onboarding@kendallhunt.com](mailto:onboarding@kendallhunt.com) if you require assistance.

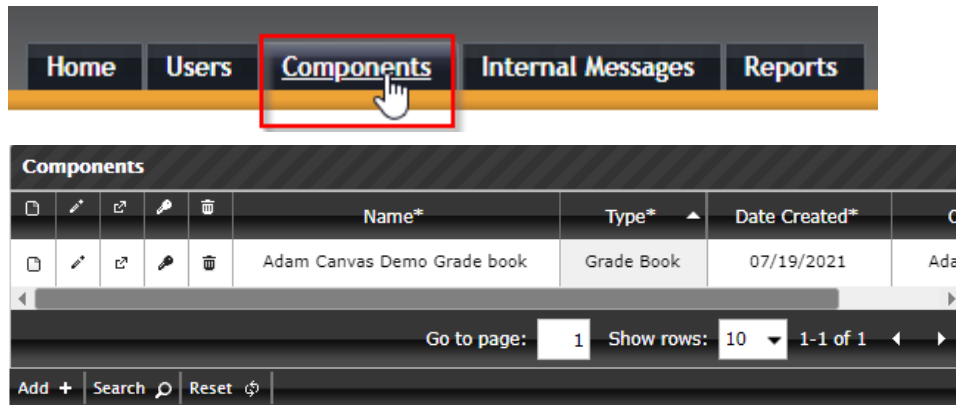
### Pairing Grade Book Elements

Once the grade book is paired to the LMS, it will create an area in the grade book that allows the pairing of grade book items in KHPContent to those grade book items sent from the LMS.

This function does away with needing to go into each grading element and select the LTI line item from the LMS.

1. Click on the **Components** tab in the top-right. This will show a list of all the components of the textbook.

## Kendall Hunt Publishing Instructor Guidance for Canvas



2. Click **Search** to find your gradebook (May not need to do this step if you can see your grade book initially on the Components screen)

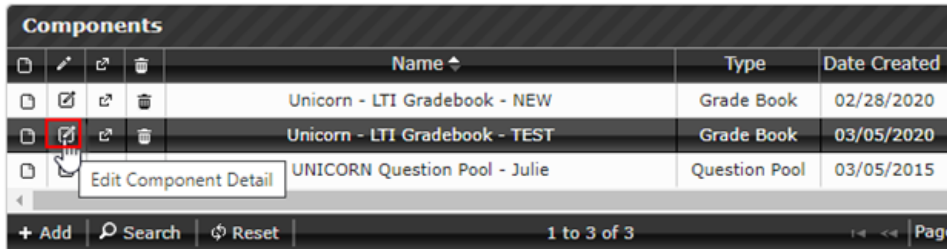
The screenshot shows a search dialog box titled 'Find A Component' with the following fields and options:

- Name:
- Category:
- Deployed in--
- Institution:
- Online Publication:
- Section:

At the bottom of the dialog are 'Submit' and 'Cancel' buttons.

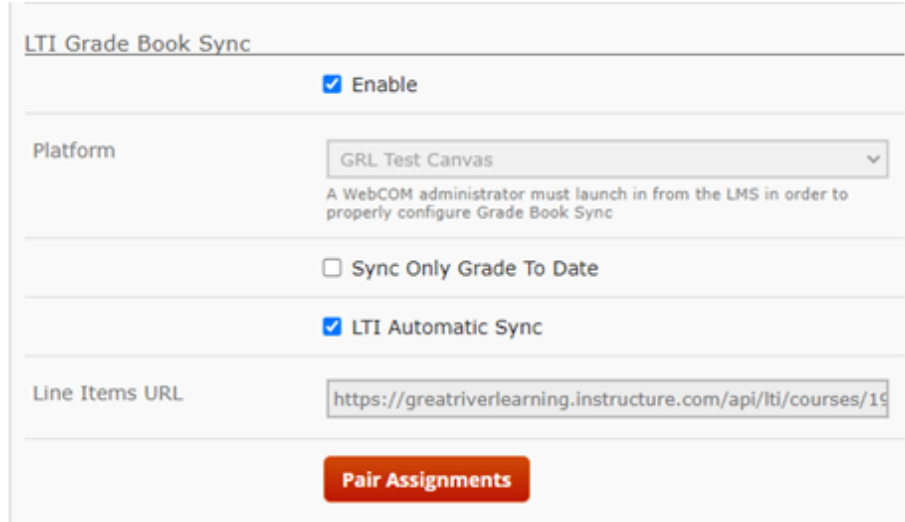
3. Select the **pencil** icon to edit the grade book.

## Kendall Hunt Publishing Instructor Guidance for Canvas



Components			
	Name ↑	Type	Date Created
	Unicorn - LTI Gradebook - NEW	Grade Book	02/28/2020
	Unicorn - LTI Gradebook - TEST	Grade Book	03/05/2020
	UNICORN Question Pool - Julie	Question Pool	03/05/2015

4. Scroll down to the bottom of the screen. Click on the **Pair Assignments** button. If the button does not show up, make sure that the platform is enabled above it. If not, this may not be the correct grade book that was paired.



**LTI Grade Book Sync**

Enable

Platform:

A WebCOM administrator must launch in from the LMS in order to properly configure Grade Book Sync

Sync Only Grade To Date

LTI Automatic Sync

Line Items URL:

**Pair Assignments**

5. If the grade items from the LMS were successfully created and sent, they would show up in the dropdowns on the screen. Pair up the items on the left (from the textbook) to the items on the right (from the LMS). If there are no elements on the right side, please check with the onboarding team at [onboarding@kendallhunt.com](mailto:onboarding@kendallhunt.com).

## Kendall Hunt Publishing Instructor Guidance for Canvas

Element: End of Unit Progress Checks		
Element Component	Enable	LMS Assignment
Chapter 1 Unit 1 Progress Check	<input checked="" type="checkbox"/>	Chapter 1 Unit 1 End of Unit Checkpoints ▾
Chapter 1 Unit 3 Progress Check	<input checked="" type="checkbox"/>	Chapter 1 Unit 3 End of Unit Checkpoints ▾
Chapter 2 Unit 1 Progress Check	<input type="checkbox"/>	-- Select an Assignment -- ▾
Chapter 2 Unit 3 Progress Check	<input type="checkbox"/>	-- Select an Assignment -- ▾

6. Click **Submit** on the bottom of the page. The page will load back to the grade book. The grade book pairing is now complete.