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canvas

**Canvas LTI Configuration Manual  
for Instructors**

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*Last revised May 16, 2022*

## Section 1- Initial Product Setup

1. Login to Canvas with an instructor or administrator user and create a course. If a course shell already exists, move on to step 2.
2. Click the Settings link on the main course menu on the left.
3. Click Import Course Content on the right-hand menu.
4. Click on the Content Type drop-down and choose *Configure (product name)* with the product name of the item you are interested in adding.
5. Click Find a Course and click the icon of the product.
6. The configuration screen will display in a pop-up window:

### CONFIGURATION

Please choose the configuration options for this product. Once you've saved this configuration, it cannot be changed. If you want a different configuration later, you must delete the assignments in Canvas – all associated grades would be lost.

- College & Career Success 8th Edition
  - Chapter 1 – Understanding Motivation
  - Chapter 2 – Exploring Your Personality and Major
  - Chapter 3 – Exploring Multiple Intelligences, Interests And Values
  - Chapter 4 – Planning Your Education and Career
  - Chapter 5 – Managing Time and Money
  - Chapter 6 – Using Brain Science to Improve Memory
  - Chapter 7 – Using Brain Science to Improve Study Skills
  - Chapter 8 – Taking Notes, Writing, and Speaking
  - Chapter 9 – Test Taking
  - Chapter 10 – Communication and Relationships
  - Chapter 11 – Thinking Critically and Creatively
  - Chapter 12 – Maintaining a Healthy Lifestyle
  - Chapter 13 – Appreciating Diversity
  - Chapter 14 – Thinking Positively about the Future
  - Measure Your Success -- After
- College & Career Success 8th Edition – chapter freedom
  - Chapter 1 – Understanding Motivation
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  - Chapter 9 – Test Taking
  - Chapter 10 – Communication and Relationships
  - Chapter 11 – Thinking Critically and Creatively
  - Chapter 12 – Maintaining a Healthy Lifestyle
  - Chapter 13 – Appreciating Diversity
  - Chapter 14 – Thinking Positively about the Future
  - Measure Your Success -- After

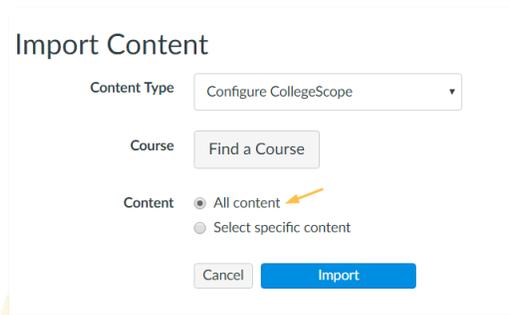
Please choose a journal grading method.

- One Journal Grade per Chapter
- Individual Journal Grades

**For single assessments**, the window will flash and disappear as there is no configuration to be done.

**For online textbooks**, you need to choose the configuration and journal grading methods then click “Submit Configuration choices”. Choose the default configuration or Chapter Freedom. "Default" restricts students to completing an entire chapter before the next one is unlocked. "Chapter Freedom" allows them to move on without completing the preceding chapter. Choose **One Journal Grade per Chapter** or **Individual Journal Grades**. Note: If you decide to change the configuration later, it will require reconfiguring the product and all previous grading will be lost.

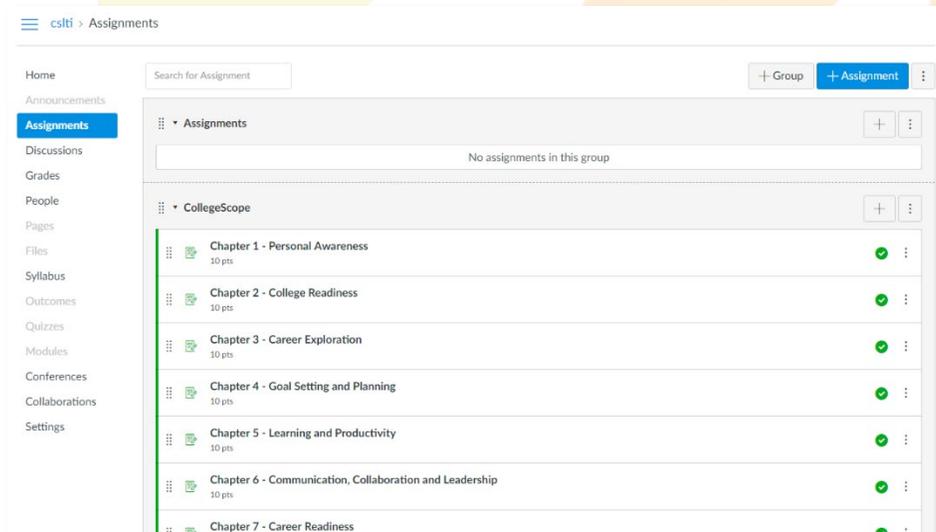
- Back on the Import Content form, select All content.



- Click the Import button and wait for confirmation that the process has been completed. The Current Jobs will first show the file as not available, which will then change to Completed in green once the content has been imported.
- Click Assignments and you should see a new assignment group named the same as the product, along with one or more assignments:

**For online textbooks**, one assignment for each chapter. Grades for each chapter are weighted 50/50 between journals and quizzes, unless you have requested a different configuration for your account.

**For single assessments**, one single assignment (which will not be graded).



Check your gradebook to make sure you have one entry for each chapter in the textbook. You are done setting up the product. For any additional products, repeat the process from 1.

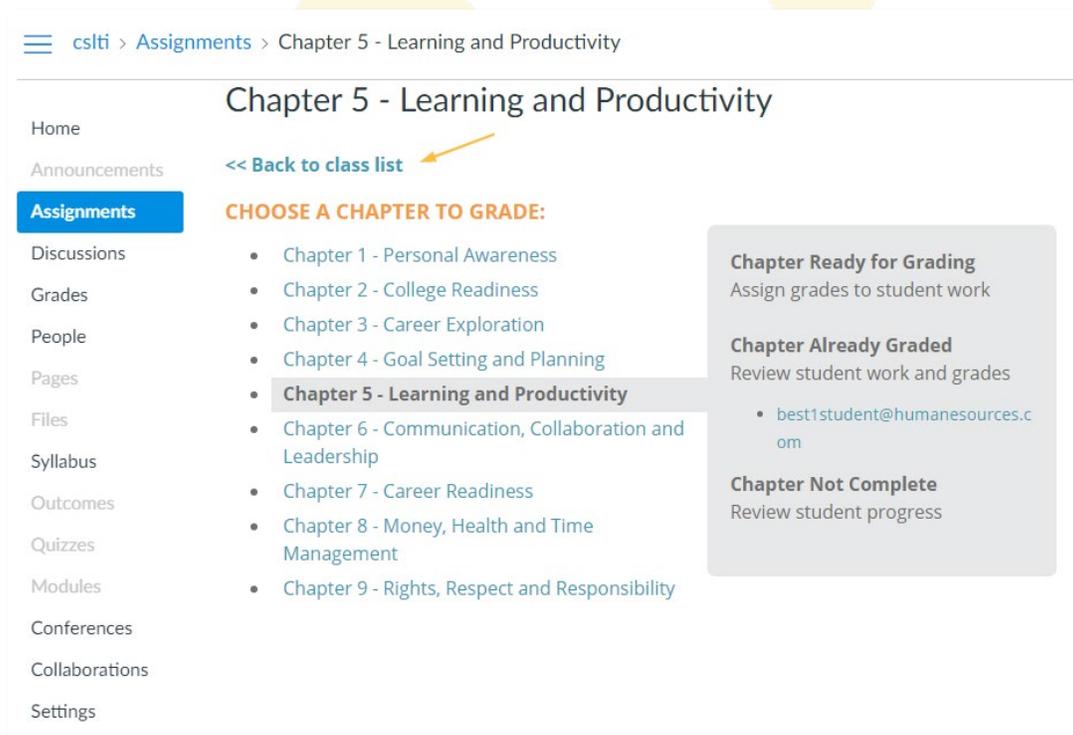
**Note:** The successful integration between Canvas and online textbooks requires that all assignments created during setup remain in your Canvas course. Do not delete any of the chapter assignments or duplicate them. You may unpublish them or set availability dates if you wish to control visibility to students.

Need Help Installing? Visit <https://support.humanesources.com> for a video tutorial

## Section 2- Viewing Student List and Resources

Click on one of the assignments and you will see:

**For online textbooks**, the Choose a Chapter to Grade page defaulted to the chapter you chose. You may select a different chapter on this screen at any time.



cslti > Assignments > Chapter 5 - Learning and Productivity

### Chapter 5 - Learning and Productivity

[<< Back to class list](#)

**CHOOSE A CHAPTER TO GRADE:**

- Chapter 1 - Personal Awareness
- Chapter 2 - College Readiness
- Chapter 3 - Career Exploration
- Chapter 4 - Goal Setting and Planning
- Chapter 5 - Learning and Productivity**
- Chapter 6 - Communication, Collaboration and Leadership
- Chapter 7 - Career Readiness
- Chapter 8 - Money, Health and Time Management
- Chapter 9 - Rights, Respect and Responsibility

**Chapter Ready for Grading**  
Assign grades to student work

**Chapter Already Graded**  
Review student work and grades

- best1student@humanesources.com

**Chapter Not Complete**  
Review student progress

Select **Back to class list** to see the student list page.

**Note:** Students will not be displayed within the product until they use it. If students are appearing on the class list and have work completed before the course has begun, they may be retaking the course. Email our Customer Care Team if a student is retaking the course and you would like us to reset their work.

### Chapter 1 - Personal Awareness

#### GRADE STUDENT WORK

[Grade student work by chapter](#)

#### INDIVIDUAL RESULTS

Remove from list	Individual	CollegeScope - chapter freedom	AchieveWORKS Personality	AchieveWORKS Learning and Productivity College	AchieveWORKS Intelligences	AchieveWORKS Skills
<a href="#">Remove</a>	John Smith	<a href="#">Chapters</a>	<a href="#">View</a>		<a href="#">View</a>	
<a href="#">Remove</a>	Jeremy Lee	<a href="#">Chapters</a>	<a href="#">View</a>		<a href="#">View</a>	
<a href="#">Remove</a>	Cassandra Ruiz	<a href="#">Chapters</a>	<a href="#">View</a>		<a href="#">View</a>	
<a href="#">Remove</a>	Heather Minot	<a href="#">Chapters</a>				
<a href="#">Remove</a>	Nick Robin	<a href="#">Chapters</a>				

#### REFERENCE MATERIALS

- [Sample Chapters](#)
- [CollegeScope Instructor Manual](#)
- [College & Career Success Instructor Manual](#)
- [Personality Handbook](#)
- [Learning and Productivity Handbook](#)
- [Intelligences Handbook](#)

#### TOOLS

[Remove CollegeScope - chapter freedom](#)

## Individual Results

See [Section 5](#) of this guide for grading information.

## Reference Materials

### Sample Chapters

This section serves as your “desk copy” of the online textbook and allows you to view completed student results. Use the Chapters links on the left to view the page-by-page content in the online textbook. Click the View Results links to see a sample student’s results.

### Instructor Manual

This is a detailed set of instructions that guides you through each chapter and offers instructional resources, tips and additional supporting activities.

### Assessment Handbooks

View or download the assessment handbooks.

## Tools

See [Section 7](#) on removing the product from your course.

## Section 3 – Assignment Configuration and Customization

The integration automatically creates assignments that can be viewed from the **Assignments** tab. These assignments will have corresponding grade book columns that consist of the chapter journal and quiz grades weighed 50/50, unless you have requested a different configuration on your account.

From your assignment page, you are able to:

1. Change the point value for each assignment to comply with your syllabus. For example, if you would like a chapter grade to be out of 25 points rather than the 10 points allotted, the number of points in the gradebook will adjust based on the percentage (for example, an 8 out of 10 will become 20 points).
2. Add a due date. Due dates are for students' reference only—they will not affect availability or grading of the journals/quizzes.
3. Change the assignment name.
4. Add an "Available From" or "Available To" date. This can be used to limit chapter availability for students to a certain time period. If availability dates are set prior to the course start, students will not be able to view content or complete work on a chapter outside of this time frame. **These dates should be set before students access the course for the first time.** Once a student clicks on a chapter, that chapter content is unlocked. Therefore, changing the availability of the assignment will not prevent the student from seeing the chapter once they have been able to view it. However, if a student does not unlock the chapter during the assignment availability period, they will not be able to unless you open the assignment back up.
5. Display the grade as a percentage.
6. Change assignment groups.
7. Change the order in which assignments appear.

**Important:** If you need to reconfigure your product setup at any point, the Assignment Configuration may return to the default settings. You will have to reapply your customizations.

## Section 4- Student Access

Students can purchase a pre-paid access key, or pay via MasterCard, VISA or PayPal. The shopping cart appears the first time a student enters the module and clicks the product logo. Students should only access the product *through Canvas!* Any work completed outside of Canvas cannot be transferred and the student will have to redo the work.

## Section 5 – Reviewing and Grading Student Work

### Grading Student Work by Chapter

The most efficient way of grading student work is to grade by chapter (similar to the Canvas Speed Grading option). When you are ready to grade student work in a chapter, Select the *Grade student work by chapter link* under the module.

Select the chapter you wish you grade, then select the first student under Chapter Ready for Grading.

**Chapter 1 - Personal Awareness**

[<< Back to class list](#)

**CHOOSE A CHAPTER TO GRADE:**

- [Chapter 1 - Personal Awareness](#)
- [Chapter 2 - College Readiness](#)
- [Chapter 3 - Career Exploration](#)
- **[Chapter 4 - Goal Setting and Planning](#)**
- [Chapter 5 - Learning and Productivity](#)
- [Chapter 6 - Communication, Collaboration and Leadership](#)
- [Chapter 7 - Career Readiness](#)
- [Chapter 8 - Money, Health and Time Management](#)
- [Chapter 9 - Rights, Respect and Responsibility](#)

**Chapter Ready for Grading**  
Assign grades to student work

- [John Smith](#)

**Chapter Already Graded**  
Review student work and grades

**Chapter Not Complete**  
Review student progress

- [Jeremy Lee](#)
- [Heather Minot](#)
- [Nick Robin](#)
- [Cassandra Ruiz](#)

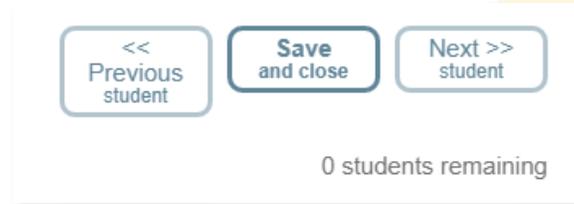
Review the student's submissions for the chapter, enter a grade, a comment to the student and grading notes (if desired) for each submission. Grading notes are to keep track of recommended grading instructions for that journal or chapter.

sad

**Grading "Which Career Secret Do You Like?" (journal 1 of 5)**

<p><b>Grade</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 30px; text-align: center;">2</div> <p>(0.0 to 5.0)</p>	<p><b>Comment to Student</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">                     Journal entries should be at least 3-5 sentences and show thought put into the content.                 </div>	<p><b>Grading Notes (visible to professionals only)</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"></div>
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You can then select **Save and close** at the top or click **Next** to grade the next student.



Saved grades will be reflected in the Gradebook.

## Viewing Individual Results

Once a student has accessed the online textbook, their name will appear under **Individual Results** on your Instructor Home Page. Click the **Chapters** link to view their work. Click the **View** links to see their assessment reports.

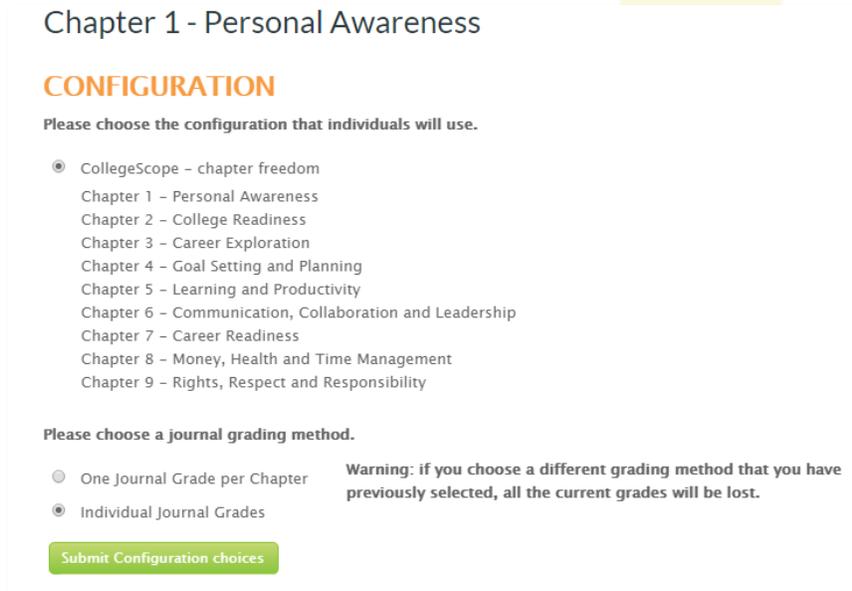
INDIVIDUAL RESULTS						
Remove from list	Individual	CollegeScope - chapter freedom	AchieveWORKS Personality	AchieveWORKS Learning and Productivity College	AchieveWORKS Intelligences	AchieveWORKS Skills
<a href="#">Remove</a>	John Smith	<a href="#">Chapters</a>	<a href="#">View</a>		<a href="#">View</a>	
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<a href="#">Remove</a>	Heather Minot	<a href="#">Chapters</a>				
<a href="#">Remove</a>	Nick Robin	<a href="#">Chapters</a>				

Upon clicking the **Chapters** link, the individual student portfolio will open. Click **View Results** to see the student's chapter results and enter journal grades, create a note for them or enter private grading notes. Click a chapter name to view completed student work page by page.

CHAPTERS	CHAPTER RESULTS
<a href="#">Introduction</a>	Chapter Completed
<a href="#">Chapter 1 - Personal Awareness</a>	<a href="#">View Results</a>
<a href="#">Chapter 2 - College Readiness</a>	

## Section 6 – Using Course Copy

1. You can use the Canvas course copy function to copy all course content including assignments.
2. After copying a course, click on any of the created assignments for your online textbook in the new course to bring up a configuration screen.



**Chapter 1 - Personal Awareness**

**CONFIGURATION**

Please choose the configuration that individuals will use.

- CollegeScope - chapter freedom
  - Chapter 1 - Personal Awareness
  - Chapter 2 - College Readiness
  - Chapter 3 - Career Exploration
  - Chapter 4 - Goal Setting and Planning
  - Chapter 5 - Learning and Productivity
  - Chapter 6 - Communication, Collaboration and Leadership
  - Chapter 7 - Career Readiness
  - Chapter 8 - Money, Health and Time Management
  - Chapter 9 - Rights, Respect and Responsibility

Please choose a journal grading method.

- One Journal Grade per Chapter
- Individual Journal Grades

**Warning: if you choose a different grading method that you have previously selected, all the current grades will be lost.**

**Submit Configuration choices**

3. Select your preferred journal grading option and **Submit Configuration choices**.

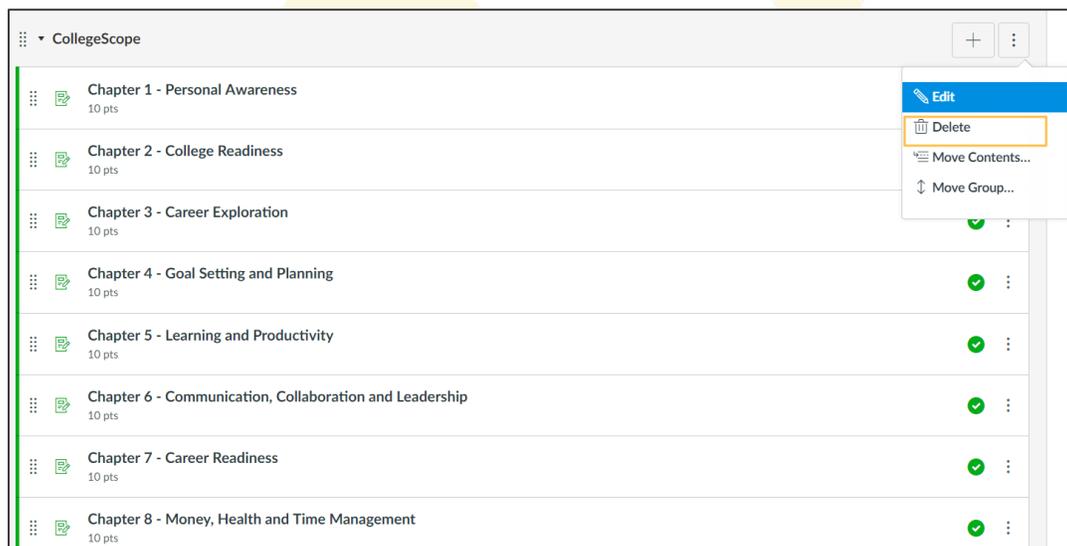
If the course is copied and the you do not configure the product, a student clicking on an assignment will see a message saying that the product is not configured yet. Follow the configuration steps and the students will then be able to access the online textbook.

**Note:** The configuration screen should only show the configuration that was previously used. Changing to a different configuration requires deleting the assignments and starting with Section 1 to install the new configuration.

## Section 7 - Reconfiguration or Removal of a product

If you need to change your configuration choices for a product

1. Go to the “Assignments” page of your course and delete the assignment group for the product.
  - o Deletion of the assignments will not delete any student work. However, changing the configuration or journal grading method will result in a loss of prior grading.
  - o All grades will be removed after deleting the assignments.



2. Follow the steps in Section 1 to add the product again. If using the same journal grading method, the grades will repopulate your gradebook again as students log back in. Changing a configuration may require students to go to the last page of previously completed chapters and submit the chapter again.

**Note:** After reconfiguring a product, students will not be displayed within the student list until they access the product again.

If you mistakenly added a product and need to remove it

Go to the “Assignments” page of your course and click on one of the assignments.

1. Click on the “<< Back to class list” link if you are not already on that page.
2. Choose “Remove (product name)” and then confirm by selecting the Remove Product button.
3. Go to the “Assignments” page of your course and delete the assignment group for the product.
  - o Deletion of the assignments will not delete any student work
  - o All grades will be removed from the grading page

## Section 8 – Support

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Questions?



You'll find our support widget in the bottom right any time you are in our products, which provides access to our full Help Center. This also contains our **Chat**, which provides live support from our CustomerCare team during business hours (9am-7pm Eastern).

Our CustomerCare team can also be reached at [customer care@humanesources.com](mailto:customer care@humanesources.com).