



NVCC DEEP LINK LTI
INTEGRATION GUIDE
FOR INSTRUCTORS



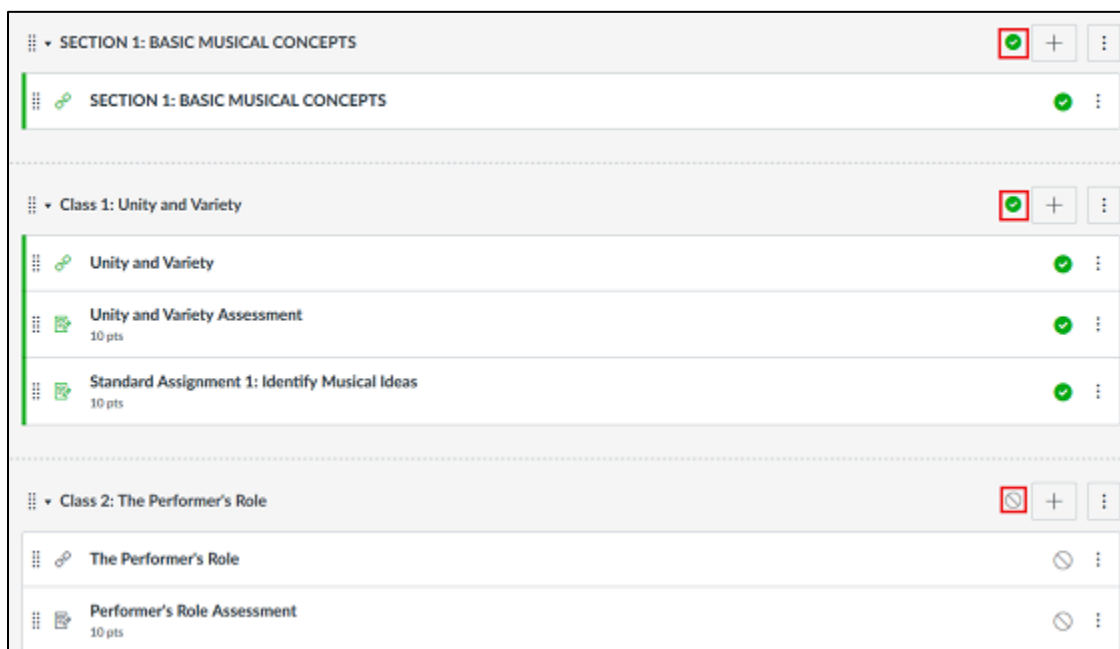
Connect For Education Deep Link LTI Integration Guide Contents

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Step 1: Publishing Your Imported Content Modules

After your course content has been imported, each individual module on your **'Modules'** page will need to be published using the steps below.

1. Log into your Canvas account and access your course shell.
2. From the **Course Navigation** panel (left-side menu), click the **'Modules'** link.
3. Click the **Publish** icon to the right of **each** individual module (this will publish *all* items within the module):



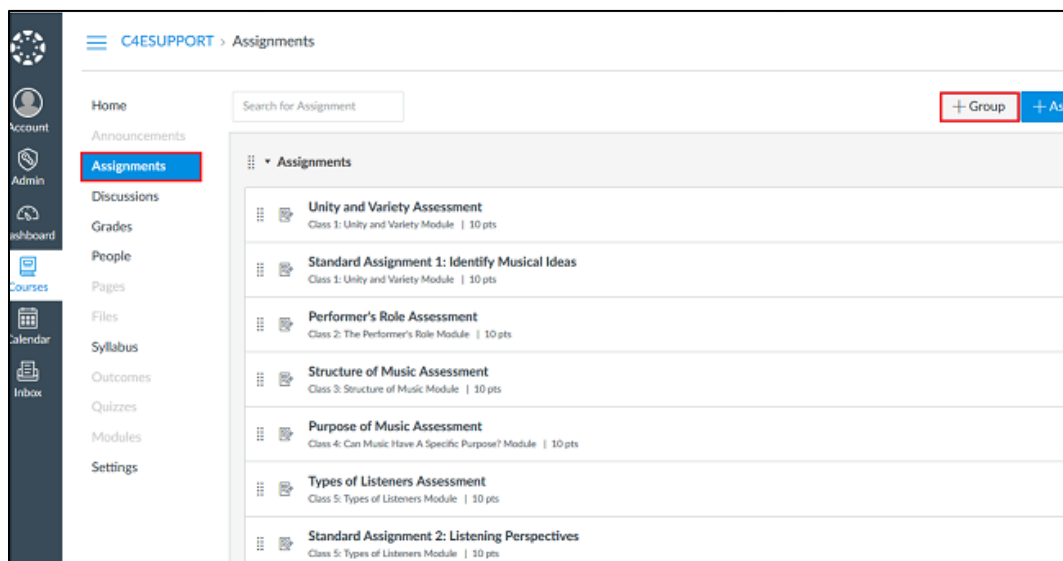
The 'Publish' icon may vary depending on which version of Canvas your school uses. Typically, once the module is published, the icon will go from gray to green. Please also note, to make this course available to students once it has been finalized, you will also need to publish the entire course, as discussed later in this document.

Step 2: Setting Up Your Gradebook

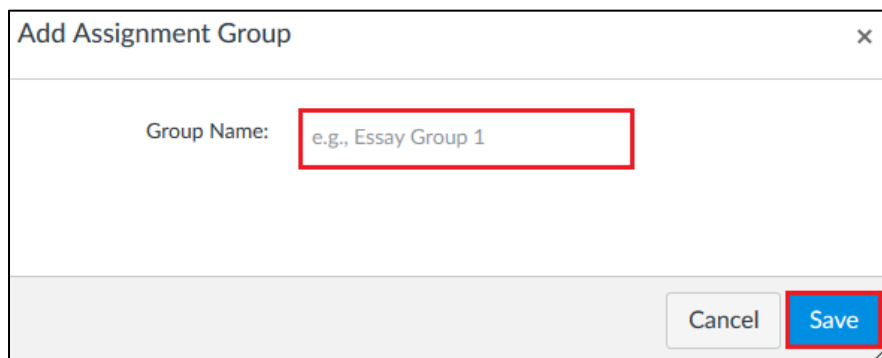
Once your course content has been pulled into your Canvas course shell, all coursework items will be listed under a generic 'Assignments' group in the gradebook. You will need to setup your Canvas gradebook to mirror the weights/values of the Connect For Education gradebook. This will ensure the accuracy of all grades being passed back. *Please note that this process may vary*

if your Connect For Education gradebook is set to a flat gradebook, and does not feature any weighted categories.

1. From the **Course Navigation** panel (left-side menu), click the **'Assignments'** link and select the **'+ Group'** button:



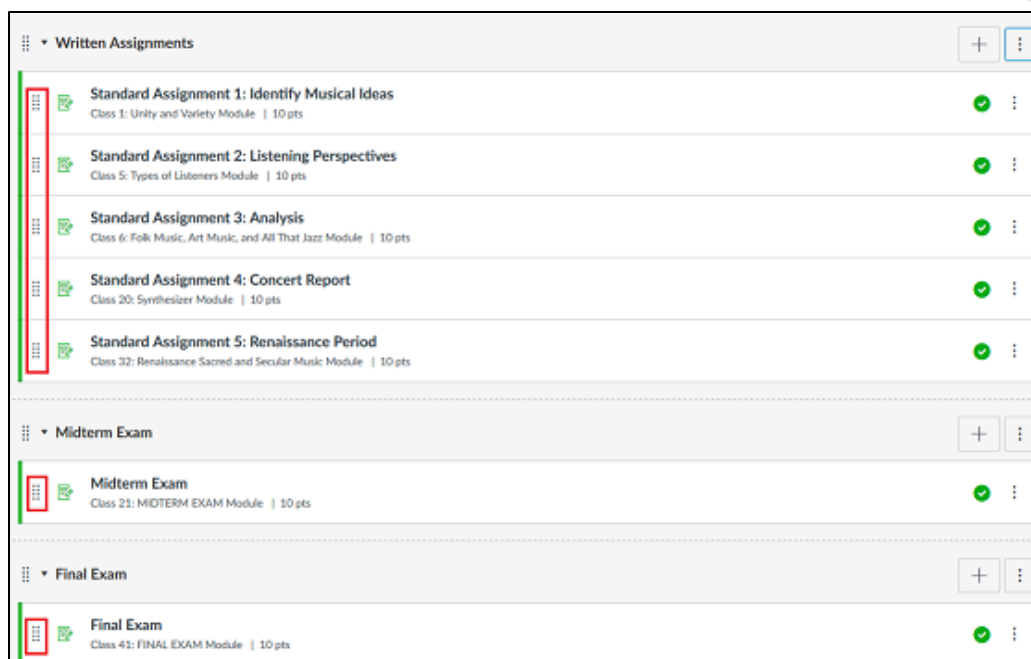
2. Enter the name of the desired group (i.e., Quizzes) and click **'Save'**:



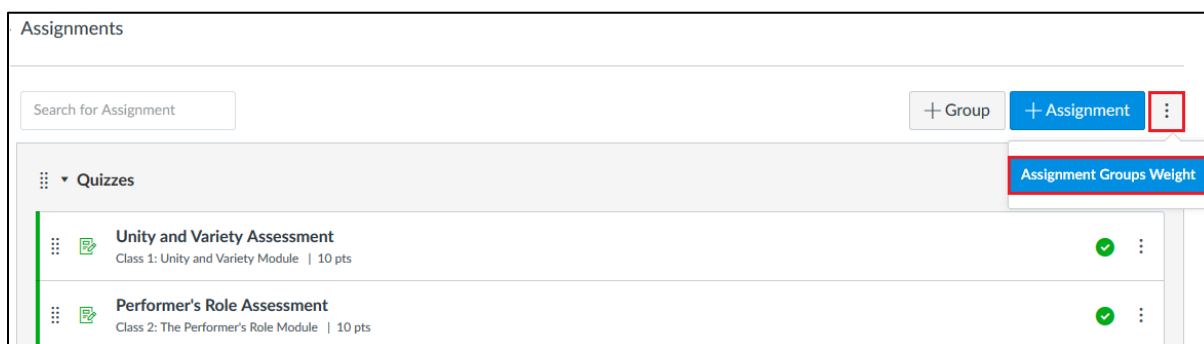
You will need to repeat this step to create all remaining gradebook groups.

Tip: if your course contains many quizzes, it might be helpful to rename the original 'Assignments' group to 'Quizzes,' therefore eliminating the need to move each and every quiz into a new group. To rename, simply click the three stacked dots to expand the Additional Options menu, and select 'Edit.'

3. Once your groups have been created, use the **Drag** buttons to the left of each coursework item to drag and drop into the correct assignment groups (i.e., move the Midterm Exam into the corresponding 'Midterm' group):



- After the groups have been arranged, the next step will be adjusting your group weights to match the category weights of the Connect For Education gradebook. Click the three stacked dots to the right of '+ Assignment' to expand the **Additional Options** menu:



- Check '**Weight final grade based on assignment groups,**' adjust your weights accordingly, and save:

Assignment Groups Weight ✕

Weight final grade based on assignment groups

Quizzes	<input style="width: 50px;" type="text" value="35"/> %
Written Assignments	<input style="width: 50px;" type="text" value="15"/> %
Midterm Exam	<input style="width: 50px;" type="text" value="25"/> %
Final Exam	<input style="width: 50px;" type="text" value="25"/> %
Total	100%

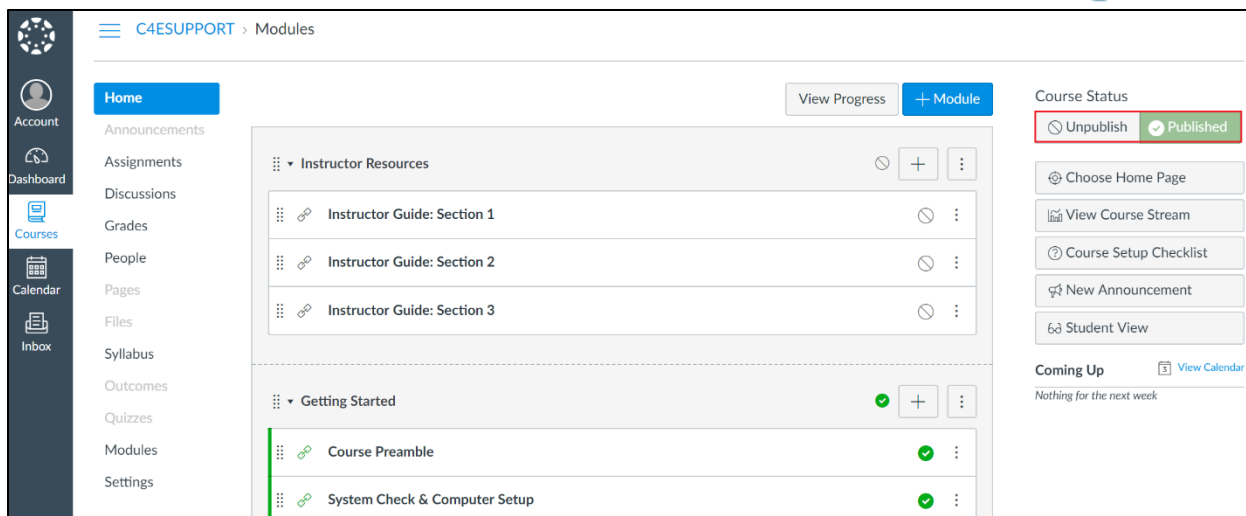
Cancel
Save

Percentages will update to the right of each group heading:

<div style="display: flex; justify-content: space-between; align-items: center;"> Written Assignments 15% of Total + ⋮ </div> <ul style="list-style-type: none"> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Standard Assignment 1: Identify Musical Ideas ✓ ⋮ </div> <small>Class 1: Unity and Variety Module 10 pts</small> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Standard Assignment 2: Listening Perspectives ✓ ⋮ </div> <small>Class 5: Types of Listeners Module 10 pts</small> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Standard Assignment 3: Analysis ✓ ⋮ </div> <small>Class 6: Folk Music, Art Music, and All That Jazz Module 10 pts</small> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Standard Assignment 4: Concert Report ✓ ⋮ </div> <small>Class 20: Synthesizer Module 10 pts</small> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Standard Assignment 5: Renaissance Period ✓ ⋮ </div> <small>Class 32: Renaissance Sacred and Secular Music Module 10 pts</small>
<div style="display: flex; justify-content: space-between; align-items: center;"> Midterm Exam 25% of Total + ⋮ </div> <ul style="list-style-type: none"> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Midterm Exam ✓ ⋮ </div> <small>Class 21: MIDTERM EXAM Module 80 pts</small>
<div style="display: flex; justify-content: space-between; align-items: center;"> Final Exam 25% of Total + ⋮ </div> <ul style="list-style-type: none"> <li style="padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Final Exam ✓ ⋮ </div> <small>Class 41: FINAL EXAM Module Not available until May 10 Due May 12 at 11:59pm 80 pts</small>

Please note, any manually-added gradebook items previously created in the Connect For Education gradebook will not carry over and will need to be recreated in your Canvas gradebook.

6. Once your gradebook has been fully setup, you may publish your course by clicking the **'Publish'** button on the right-side of your course Home page:



Making Changes in Your Course

- Please note, once all content has been pulled in the first time, this process should only be repeated for newly created items (i.e., new discussion forums created after the initial content pull). Pulling content that has already been pulled will result in duplication.
- As grades are synced regularly, there may be a very short amount of time where grades will be blank.
- The table below provides guidance on some common changes. As you will see, some changes can be made exclusively on the Canvas side, while others will require you to complete the changes on **BOTH** platforms (Canvas and the Connect For Education LTI site).

Types of Changes	Location of Change
Grading written assignments	When grading written assignments, you may do so directly from the C4E grading tool, which can be accessed from the Canvas assignment. This will record the grade on the C4E LTI course site, which will then be passed back to the Canvas gradebook during the grade sync.
Calculating final grades/Entering zeros for unsubmitted items	To calculate final grades, zeros will need to be manually entered for all unsubmitted course work. You will need to enter zeros directly in the Canvas gradebook. This cannot be done on the C4E LTI course site. We recommend performing this step very soon after an assignment deadline has closed,

	and once you are certain students can no longer submit this item. If assignments remain open after zeros have been entered, students will be able to complete the assignments and the grade they receive will override the zero with an updated score.
Adjustments to student grades	Grade changes should be made on the C4ELink LTI site (simply access the graded item or the C4E Gradebook). Doing so will ensure that the correct grade remains in the Canvas gradebook. Please be aware that any grade changes made in Canvas may be overwritten if there is an update to the grade in C4ELink.
Setting or adjusting class deadlines	All deadlines should be implemented and maintained from within the Connect For Education course items. Using your Canvas controls is not advised.
Modifying exam times or number of attempts for specific students	This will need to be done using the 'User overrides' feature from within the Connect For Education course items.
Adding announcements	Course announcements should be implemented in Canvas.
Adding files/documents	Files and documents added in Canvas may be more easily accessed by students.
Modifying point values for quizzes and/or assignments	Changes to quiz or assignment point values after the initial course import must be made on both platforms.
Modifying Gradebook structure/course grading scheme	As the gradebook is facilitated in Canvas, all adjustments must be maintained in Canvas. If you choose to reference the Connect For Education LTI course site for student grades, changes should be made there as well.

**If you are interested in making a modification to your course and are unsure where a change should be made, please contact Connect For Education Technical Support and we would be happy to provide guidance.*

Calculating Final Grades in Canvas

As a reminder, we recommend performing this step very soon after an assignment deadline has closed, and once you are certain students can no longer submit this item. If assignments remain open after zeros have been entered, students will be able to complete the assignments and the grade they receive will override the zero with an updated score.

Please also note, the grade sync process is unable to transmit grade values that exceed 100%. As a result, any course totals that exceed 100% (as a result of extra credit) will be transmitted to your Canvas gradebook as 100%.

1. Access your gradebook.

2. Locate the assignment you wish to enter zeros for.
3. Hover over the assignment title and click the **downward arrow icon**.
4. Select **'Set Default Grade'**

Standard Assignment 2: Listening ... Out of 10	Section 1 Assessment Out of 12	Duration Assessment Out of 10
-	7	-
9	0	8

Assignment Details
SpeedGrader
Message Students Who...
Set Default Grade
Curve Grades
Mute Assignment

5. Enter **'0'** in the **'out of'** field. Do **NOT** check the **'Overwrite already-entered grades'** option as this will override all existing grades and enter zeros for those who have already completed the work and received a grade.

Default grade for Standard Assignment 2: Listening Perspectives ✕

Give all students the same grade for *Standard Assignment 2: Listening Perspectives* by entering and submitting a grade value below:

out of 10

Overwrite already-entered grades

Set Default Grade

6. Click **'Set Default Grade.'** This will populate zeros in all empty grade fields for this assignment.
7. Repeat as necessary for all remaining assignments.