

## G-W Assessment Quick Start Guide for Canvas Administrator - LTI 1.3

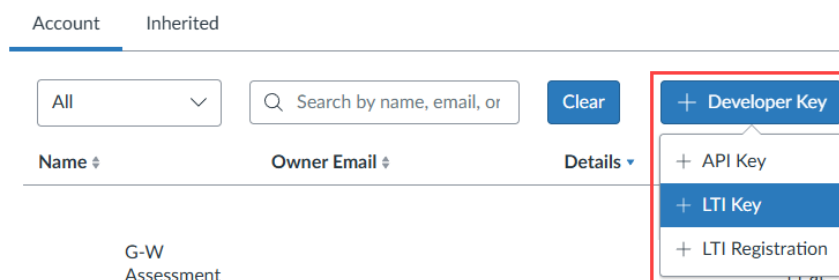
This quick start guide provides instructions for integrating G-W Assessment with Canvas. The process should take five minutes or less. The LTI tool configuration information will be provided in a separate document.

1. Log into Canvas.
2. Navigate to the Admin section on the left-hand navigation menu then select your school account name.



3. Select “**Developer Keys**” from the admin navigation.
4. On this page select “**+ Developer Key**”.

### Developer Keys



5. Under the “**Configure**” heading, open the drop down and select “**Paste JSON**”.
6. Copy the JSON provided in a separate document and paste it into the “**LTI 1.3 Configuration**” field.
7. Select “**Save**”.

- You will be returned to the “**Developer Keys**” section.
- Next, you must enable the “**State**” of the developer key for the G-W Assessment app to work properly. You can leave this turned off for now, if necessary, during setup. There is another reminder to turn this on at the end of this documentation.
- Copy the “**Client ID**” in the Details column, located above the “**Show Key**” button. You will need this for the next steps.

Depending on where and for which instructors the G-W Assessment app will be available within your Canvas Instance, find the setup below that matches your needs:

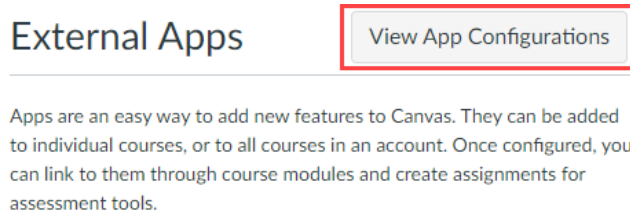
## Admin Level Canvas Set-up

This setup will allow the G-W Assessment app to be available within every course in your Canvas. Follow the steps below to set it up at the admin level.

- Navigate to the Admin section on the left-hand navigation menu then select your school account name.



- Select “**Settings**” from the admin navigation.
- Select the “**Apps**” tab.
- Select the “**View App Configurations**” button.



- Select the “**+App**” button.



- In the Configuration Type field, select “**By Client ID**” from the dropdown menu.

7. Paste the Client ID that you copied in the previous step from your Developer Keys.
8. Select the “**Submit**” button.
9. There will be a confirmation popup. Click the “**Install**” button.

10. The app will now be available in all courses within your Canvas.

## Sub-Account level Set-up

This setup will allow the G-W Assessment app to be available only in courses within a specific Sub-Account. Follow the steps below to set the application up at the Sub-Account level.

1. Navigate to the Admin section on the left-hand navigation menu then select your school account name.



2. Select “**Sub-Accounts**” from the menu.
3. From this menu, select the Sub-Account specifically that you want to set up the application for.
  - a. If you need this set up for multiple Sub-Accounts but not all, you will have to repeat this process for each Sub-Account. If all sub-accounts need the app, look into the section for setting up the App at the Admin level.
4. Select “**Settings**” from the Sub-Account navigation.

5. Select the “**Apps**” tab.
6. Select the “**View App Configurations**” button.

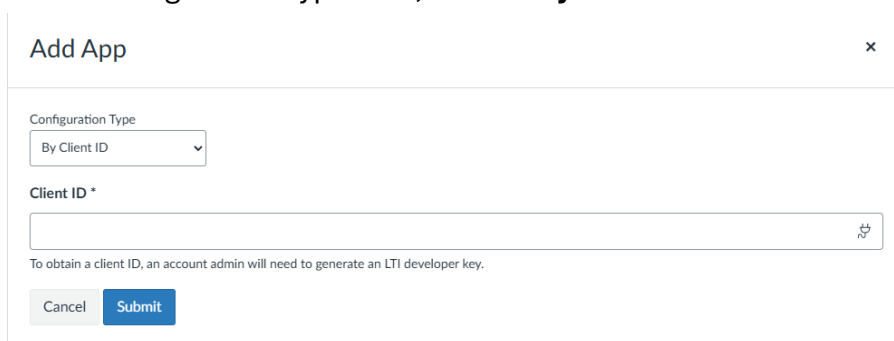


Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

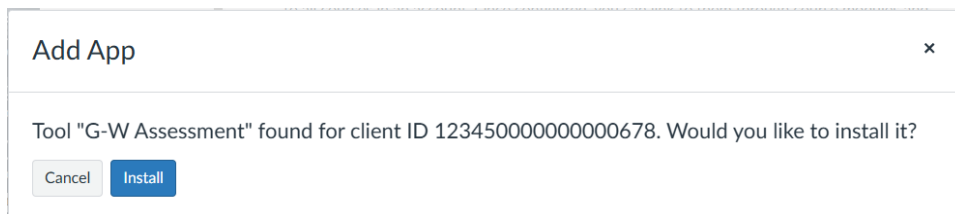
7. Select the “**+App**” button.



8. In the Configuration Type field, select “**By Client ID**” from the dropdown menu.

A screenshot of the 'Add App' configuration form. The form has a title bar 'Add App' with a close button 'x'. Below the title bar is a 'Configuration Type' dropdown menu with 'By Client ID' selected. Below that is a 'Client ID' input field with a asterisk and a copy icon. Below the input field is a note: 'To obtain a client ID, an account admin will need to generate an LTI developer key.' At the bottom are 'Cancel' and 'Submit' buttons.

9. Paste the Client ID that you copied in the previous step from your Developer Keys.
10. Select the “**Submit**” button.
11. There will be a confirmation popup. Click the “**Install**” button.

A screenshot of the 'Add App' confirmation popup. The popup has a title bar 'Add App' with a close button 'x'. Below the title bar is a message: 'Tool "G-W Assessment" found for client ID 12345000000000678. Would you like to install it?'. At the bottom are 'Cancel' and 'Install' buttons.

12. The application will now be available for each course under this sub-account.

## Course Level Set-up

This setup will allow the G-W Assessment app to be available only within the course it is set up for. Follow the steps below to set the application up at the course level.

1. Navigate to the Canvas course where the G-W Assessment app will be available.
2. Select “**Settings**” from the Course navigation.
3. Select the “**Apps**” tab.
4. Select the “**View App Configurations**” button.

## External Apps

[View App Configurations](#)

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

5. Select the “+App” button.



6. In the Configuration Type field, select “By Client ID” from the dropdown menu.

Add App

Configuration Type  
By Client ID

Client ID \*

To obtain a client ID, an account admin will need to generate an LTI developer key.

Cancel Submit

7. Paste the Client ID that you copied in the previous step from your Developer Keys.
8. Select the “Submit” button.
9. There will be a confirmation popup. Click the “Install” button.

Add App

Tool "G-W Assessment" found for client ID 12345000000000678. Would you like to install it?

Cancel Install

10. The application will now be available on this Canvas course.

## Repositioning App link in Canvas Navigation

1. After setting up the App, one additional step might be required to place the app in the preferred location for instructors.
2. Navigate to the class/course that the app will be set up in.
3. Select “Settings”.
4. Select the “Navigation” tab.
5. Scroll down and G-W Assessment should be located near the bottom.
6. Move “G-W Assessment” to any location in the list so it will display in the Navigation for the course.
  - a) Students will be unable to see the G-W Assessment link in the navigation.
7. The app is now ready for use by the instructor.