Canvas LMS Integration with Norton Learning Tools

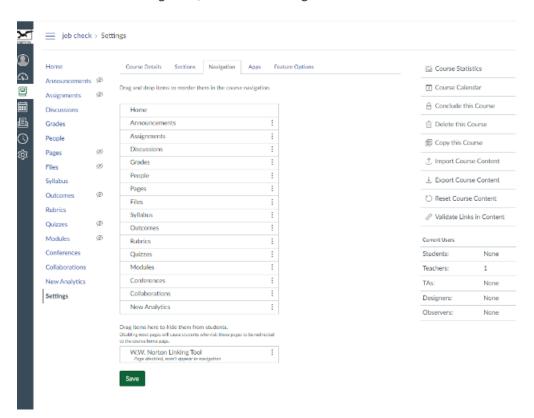Before you use Norton Learning Tools to add links to your Canvas course, two things need to be done:

1. Your campus Canvas administrator has installed the tool.

2. You have a Norton user account already.

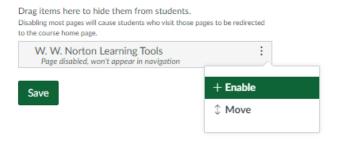If you think either of these isn't already done, then reach out to your Norton rep for help.

If you've confirmed you're ready to go, you can watch this video to get started. It provides a visual overview of the steps provided in more detail below. You can also reach out to your Norton rep for help.

How to enable Norton Learning Tools in your Canvas course

1. Log into Canvas and open the course you'll be using in the coming term.

2. Go to the course **Settings** area, and click the **Navigation tab.**
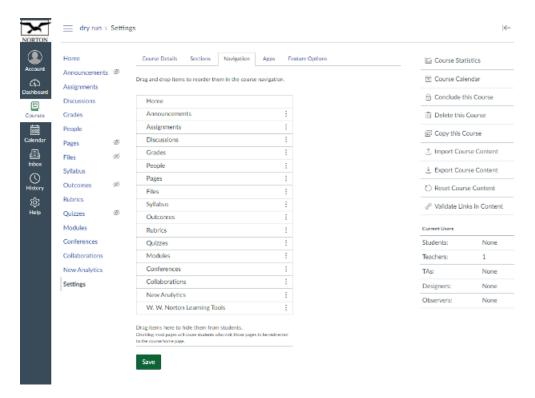

3. At the bottom, look for the item called **W. W. Norton Learning Tools.**
- If you don't see it, then the tool hasn't been installed for this course yet. Please reach out to your Norton rep for help.

4. Click the menu icon (three dots) on the W. W. Norton Learning Tools item, and click **Enable.**

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

W. W. Norton Learning Tools
Page disabled, won't appear in navigation

+ Enable
⇕ Move

Save

5. Then click **Save.**
- The item will now appear in the same group as the other Enabled course navigation items.
- You can re-order it if you want to.

6. Your students **won't ever** see this option in their course view.
- This setting is controlled in the tool installation process, and there's no way to accidentally reveal it to students.

7. You can now launch the tool to create your Norton course and send LTI links into Canvas.

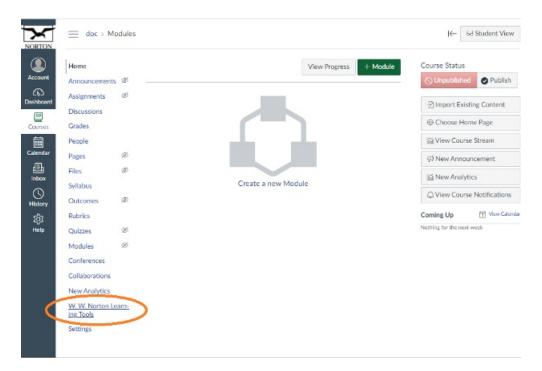## How to launch Norton Learning Tools and create your Norton course

To add Norton links to your Canvas course, there are four main steps:

1. Log into Norton Learning Tools with your Norton account.

2. Authorize Norton Learning Tools to access Canvas with your account credentials.

3. Create a Norton course, which is matched to your Canvas course.

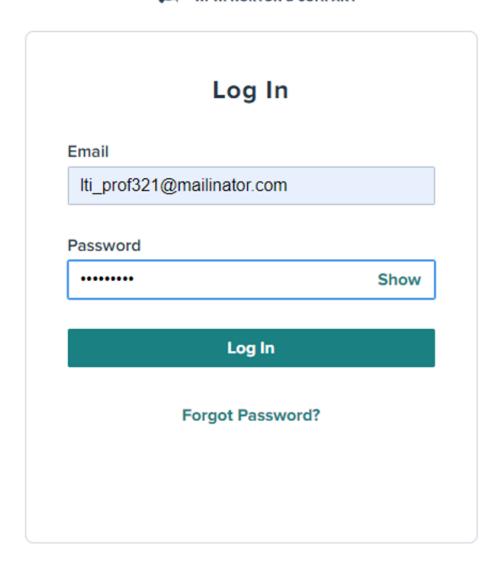4. Select and send graded or ungraded links into your Canvas course.

In this section, we'll walk through the first 3 steps.

Log into Norton Learning Tools with your Norton account

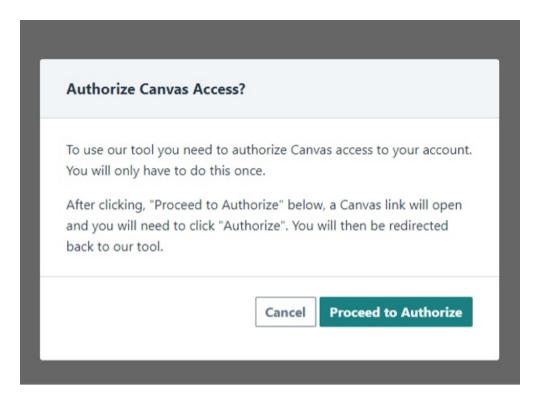1. Launch the **W. W. Norton Learning Tools** link from your left-hand Canvas course menu.

2. In a new tab, W. W. Norton Learning Tools will open, and ask you to log in.
- Log in using the email and password tied to your **Norton** account.
- You need to have a Norton account already. If you don't, then reach out to your Norton rep for help.

W. W. NORTON & COMPANY

Log In

Email

lti_prof321@mailinator.com

Password

••••••••   **Show**

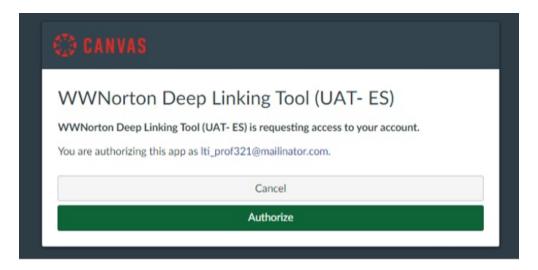**Log In**

Forgot Password?

Help Desk ↗

Authorize Norton Learning Tools to access Canvas with your account credentials

3. Once you're signed in, **if this is the first time** you've used this Norton Learning Tools feature, then you'll be prompted to "Authorize Canvas Access" for your account.

- Click "Proceed to Authorize."
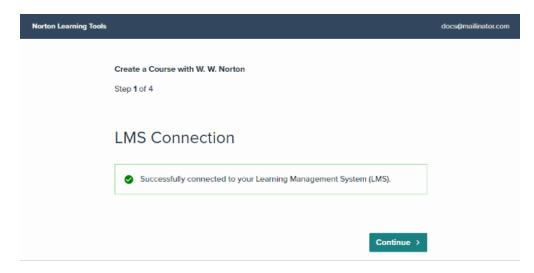
4. On the next screen, click "Authorize."
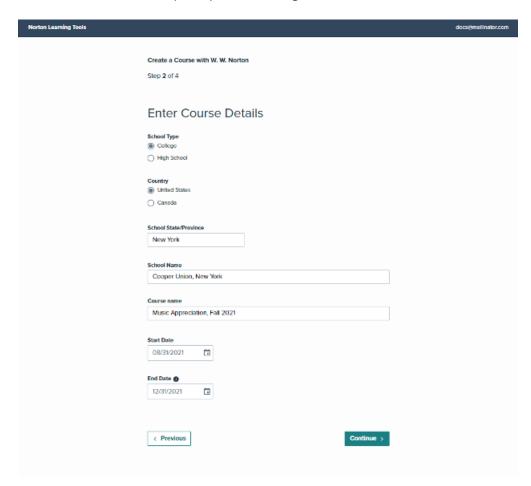
5. Once you've authorized this access, then Norton Learning Tools can connect with Canvas and send links into your course.

Create a Norton course, which is matched to your Canvas course

6. Next you'll create a Norton course.
- Each Canvas course is matched to a Norton course. You'll need to set this up just once per Canvas course.
- This is a 4-step process.

7. **Create a Course, Step 1.** This step confirms that you're connected with your Canvas course.

Create a Course with W. W. Norton

Step **1** of 4

LMS Connection

✓ Successfully connected to your Learning Management System (LMS).

Continue ›
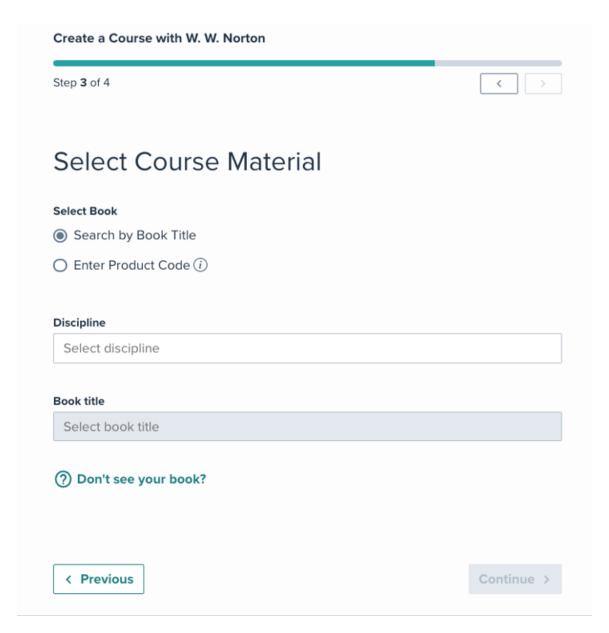
8. **Create a Course, Step 2.** Enter some required course details.

- The **School Type, Country, School State/Province,** and **School Name** fields all work to tie your course to the right school record.
- The **Course Name** can be up to 35 characters long.
- The **Start Date** is the first day of student access to the course.
- The **End Date** is when you expect all course grades to be final.

Create a Course with W. W. Norton

Step **2** of 4

Enter Course Details

School Type
◉ College
○ High School

Country
◉ United States
○ Canada

School State/Province
New York

School Name
Cooper Union, New York

Course name
Music Appreciation, Fall 2021

Start Date
08/31/2021

End Date ❶
12/31/2021

‹ Previous   Continue ›

9. **Create a Course, Step 3.** Select your course material.

You can search for course material in two ways:

A. Search by Book Title. Use this search to browse from available titles to find the textbook you're assigning. This will be the most commonly used option.

1. Use the type-ahead *discipline* and *book title* fields to find your Norton text

2. Use the cover and edition details to choose the correct version

Select Course Material

Select Book

◉ Search by Book Title

○ Enter Product Code ⓘ

Discipline

History

Book title

Give Me Liberty!

Select Edition

Sixth AP® Edition

An American History

SEAGULL SIXTH EDITION

An American History, Volume Two

SEAGULL SIXTH EDITION ✓
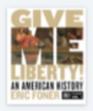
An American History, Volume One

BRIEF SIXTH EDITION
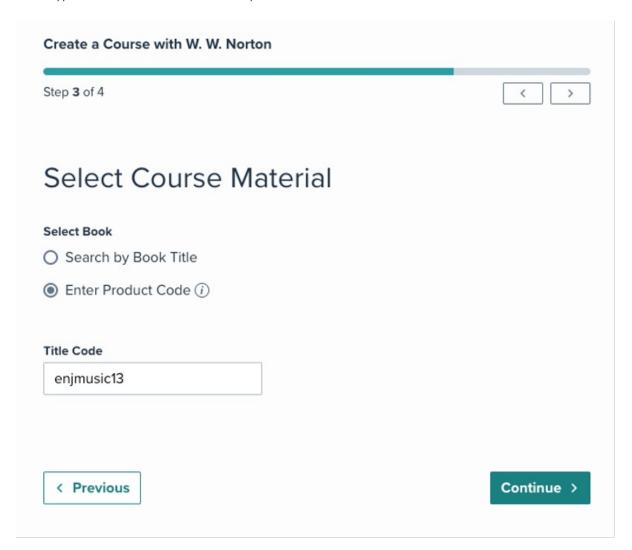
An American History, Volume Two

BRIEF SIXTH EDITION
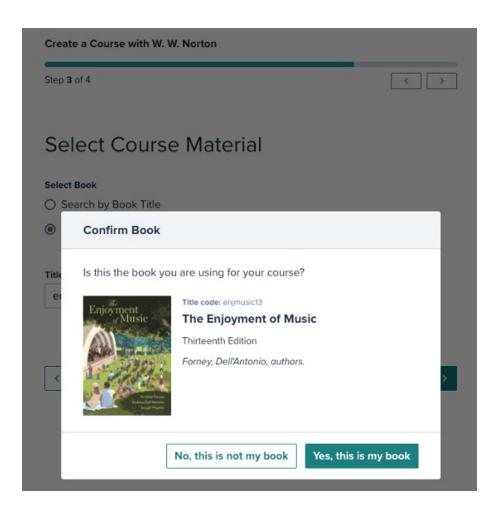
An American History, Volume One

SIXTH EDITION

An American History, Volume Two

B. Enter Product Code. Use this option if your Norton representative or specialist provided you with a custom title
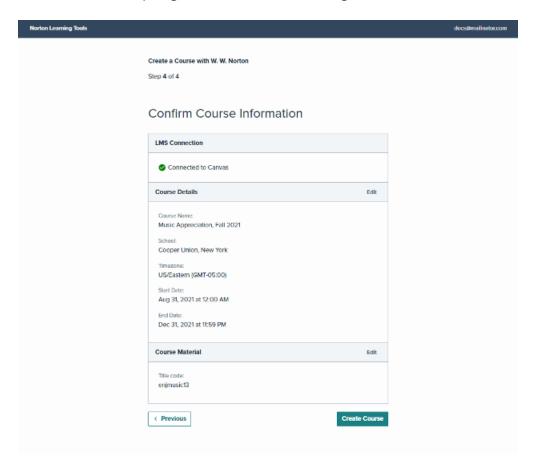
code. Type the title code into the text entry field.

Create a Course with W. W. Norton

Step **3** of 4

Select Course Material

Select Book

◯ Search by Book Title

◉ Enter Product Code ⓘ

Title Code

enjmusic13

‹ Previous   Continue ›

10. Confirm that you've selected the right book for your course.

Create a Course with W. W. Norton

Step **3** of 4

Select Course Material

Select Book

○ Search by Book Title

◉

Confirm Book

Is this the book you are using for your course?

Title code: enjmusic13

The Enjoyment of Music

Thirteenth Edition

Forney, Dell'Antonio, authors.

[No, this is not my book] [Yes, this is my book]

11. **Create a Course, Step 4.** Confirm all your course information and create the course.
   - Or, to correct anything, use the "Previous" button to go back and edit it.

Norton Learning Tools   docs@mailinator.com

Create a Course with W. W. Norton

Step **4** of 4

Confirm Course Information

LMS Connection

✓ Connected to Canvas

Course Details	Edit

Course Name:
Music Appreciation, Fall 2021

School:
Cooper Union, New York

Timezone:
US/Eastern (GMT-05:00)

Start Date:
Aug 31, 2021 at 12:00 AM

End Date:
Dec 31, 2021 at 11:59 PM

Course Material	Edit

Title code:
enjmusic13

[< Previous]   [Create Course]

12. When you create your course, you can do two things:
- **Review Course Content** for the book you selected. You should select this option if you need to get familiar with the Norton premade assignments for the course, or if you would like to create your own custom assignments.
- **Select Content** and send links into your Canvas course. You should select this option if you are ready to choose the assignments and resources to send to your Canvas course.

✅ Your course has been created.

Music Appreciation, Fall 2021

W. W. Norton School, NY
Oct 26, 2021 at 12:00 AM -
Dec 31, 2021 at 11:59 PM US/Eastern (GMT-05:00)

Title code: enjmusic13
The Enjoyment of Music
Thirteenth Edition
Forney, Dell'Antonio, authors.

What's next

Need to review or edit your assignments?
Make assignment edits or create custom assignments before selecting content to send to your LMS.

Review Course Content

Ready to send your assignments?
We recommend only sending assignments after you have finished editing them to ensure consistency between your Norton content and your LMS.
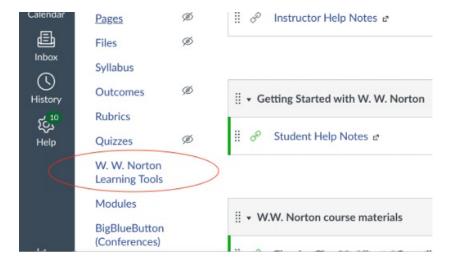
Select Content

You can relaunch this tool at any time to add more assignments.
You'll see a new For Instructors module in your Canvas course with some helpful links and notes.

Note that upon course creation, a new **For Instructors Module** will appear in your Canvas course with a link to review course content (link is titled Norton Course Administration) and other help notes.
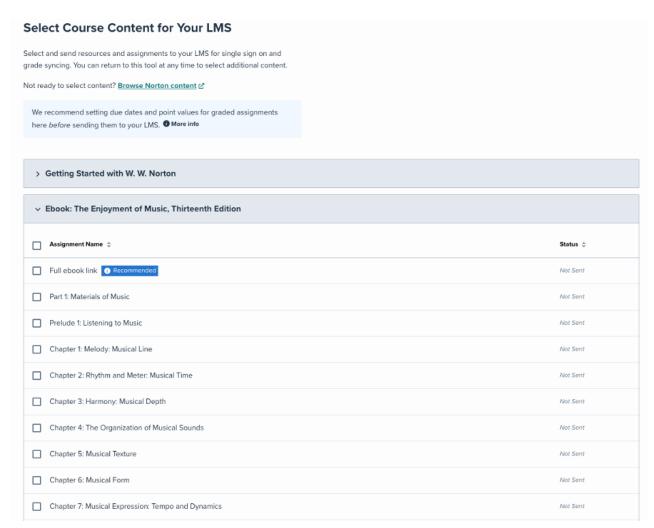
13. To **select course content,** follow the instructions written below.

14. If you choose to **review course content,** the book's Digital Resources homepage will open.

- You can explore the ebook, gradable activities, and other resources on this page.
- To link them to your Canvas course, **relaunch the W. W. Norton Learning Tool** from your Canvas course again, and then select course content

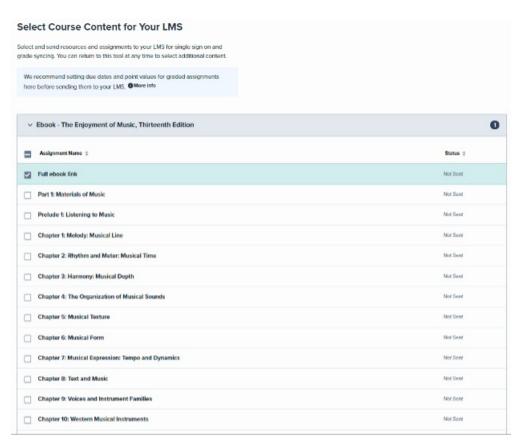# How to select and send links into your Canvas course

1. You'll see the **Select Course Content** tool when:
- You've finished creating your Norton course.
- **Or** you create your course, then relaunch Norton Learning Tools again.

2. Each linkable resource for your book is listed here.
- They're grouped into sections according to type.
- As you browse these, you can expand or hide activity sections by clicking the gray section headings.
- **Ebook** or other resource links will be sent to Canvas as links in the **Modules** section
- **Assignable activities** like InQuizitive, Smartwork, Tutorials, etc. will be sent to Canvas as assignments in the Canvas **Assignments** area.
- There's an optional **Getting Started with W. W. Norton** Module we recommend that contains help notes for students and a link to our Support Desk

3. You don't have to select all your links at once!
- You can launch this tool from your Canvas course as many times as you need to.

Selecting ebook links

4. At the top of the ebook section, there's a **Full ebook link.**
- We recommend placing this in your Canvas course.
- It's a useful link for your students to go to the main ebook page (and table of contents).
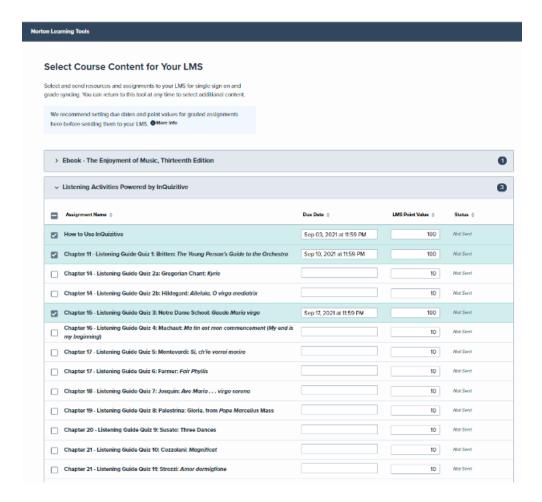- To select this link (or any other link), check the box next to its name.

5. You can **select all** links in a section by clicking the checkbox next to "Assignment Name" in the table header.

Ebook - The Enjoyment of Music, Thirteenth Edition

Assignment Name	Status
Full ebook link	Not Sent
Part 1: Materials of Music	Not Sent
Prelude 1: Listening to Music	Not Sent
Chapter 1: Melody: Musical Line	Not Sent
Chapter 2: Rhythm and Meter: Musical Time	Not Sent
Chapter 3: Harmony: Musical Depth	Not Sent
Chapter 4: The Organization of Musical Sounds	Not Sent
Chapter 5: Musical Texture	Not Sent
Chapter 6: Musical Form	Not Sent
Chapter 7: Musical Expression: Tempo and Dynamics	Not Sent
Chapter 8: Text and Music	Not Sent
Chapter 9: Voices and Instrument Families	Not Sent
Chapter 10: Western Musical Instruments	Not Sent
Chapter 11: Musical Ensembles	Not Sent
Chapter 12: Style and Function of Music in Society	Not Sent

Selecting activity links

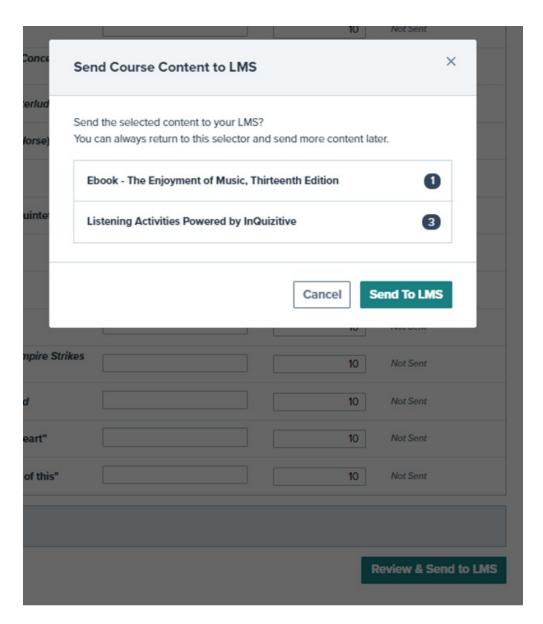6. You can select InQuizitive or other gradable activity links the same way, but you can make two additional settings.

7. You can set a **Due Date** for the assignment.
- This is saved **both** into the Canvas course **and** into Norton's activity settings, so the student will see consistent information about when an assignment is due.
- **But,** please be aware that if you change the due date **after** you've linked the activity to Canvas, you'll need to update both in Canvas and in Norton.
- The dates don't keep in sync automatically after the activity is linked to Canvas.

8. You can set the **LMS Point Value** for the assignment.
- This is what the assignment will be worth in your Canvas gradebook.

9. The due date is optional, but every gradable assignment needs an LMS Point Value.
- And these activities will always create a gradebook column in your Canvas course when you send them over.

Sending links to your Canvas course

10. Click the **Review & Send to LMS** button at the bottom of the screen.

11. You'll see a summary of the links you selected.
- Confirm these before sending them into Canvas.

Send Course Content to LMS

Send the selected content to your LMS?
You can always return to this selector and send more content later.

| Ebook - The Enjoyment of Music, Thirteenth Edition | 1 |
| Listening Activities Powered by InQuizitive | 3 |

Cancel   **Send To LMS**

Not Sent
pire Strikes   10   Not Sent
d   10   Not Sent
eart"   10   Not Sent
of this"   10   Not Sent

Review & Send to LMS

12. When your links are being sent, you'll see a **confirmation** message.

We are sending your content to your LMS.

Please note it can take up to 1 minute for all your content to appear in your LMS.

Next steps:

- Refresh your LMS course, and confirm that your content appears.
    - Graded activities will appear in the Assignments section.
    - Ungraded links will appear in the Modules section.
- Edit and move your content within your LMS.
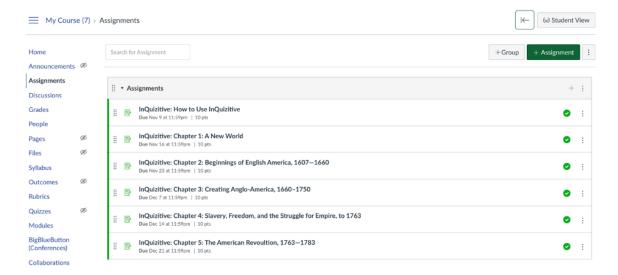- Relaunch this tool from your LMS to send more content.
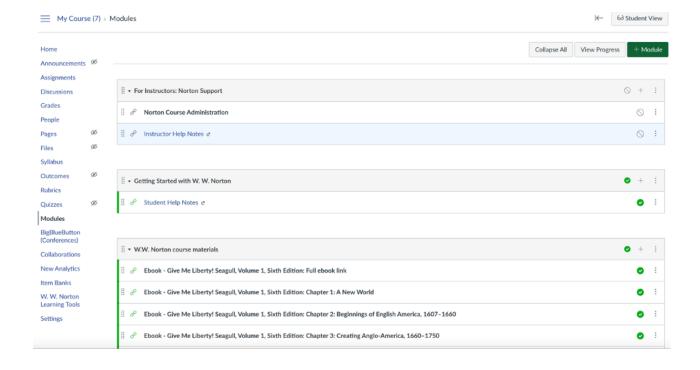
For more tips, read our **LMS Integration Help Notes** ⬈ .
For additional questions, contact your **Norton Representative** ⬈ .

13. Close the Norton Learning Tools tab, and return to Canvas.
- Refresh your Canvas course
- You can see your links there, and organize them in your Canvas course the way you want.

Organizing Norton links in your Canvas course

14. Back in your Canvas course, find the Norton links you sent over.
- Graded activities are in the **Assignments** area.
- Ebook links and other ungraded items are in the **Modules** area, in a module titled *W.W. Norton course materials*
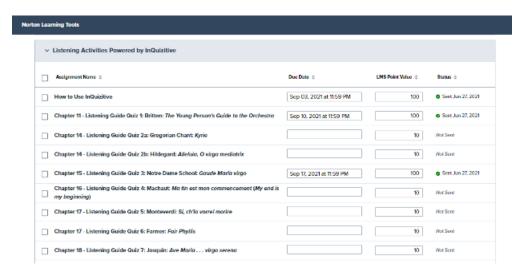- Student help notes are in a Module titled *Getting Started with W. W. Norton*

15. All of the student-facing links and assignments are **published** in Canvas by default.
    - That is, they're visible to students unless you choose to hide them
    - The For Instructors: Norton Support Module will be hidden, and you should keep it hidden from students.

16. You can reorganize or regroup your links in Canvas so that your course is laid out the way you want.

Sending more links from Norton Learning Tools

17. You can return to Norton Learning Tools as many times as you want, and send more links into Canvas.

18. When you return, you'll see an indication of links that were already sent into the course.
    - And your previously set Due Dates and LMS Point Values will be displayed.

19. You **can** send links more than once.
    - But be careful about duplicate links in your Canvas course, especially for graded assignments.