# Canvas 1.1 LMS LTI Integration with Norton Learning Tools

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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.

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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
 :

 Save
 + Enable

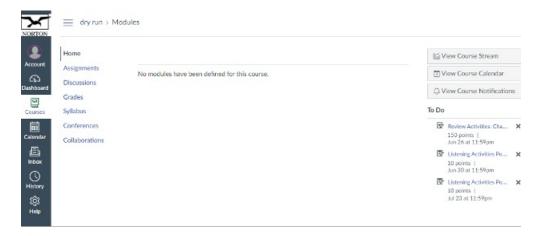
 \$\$ Move

#### 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.

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Discussions		Home		🔒 Conclude this Course
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Quizzes	Ø	Outcomes	1	
Modules		Rubrics	1	Current Users
Conferences		Quizzes	1	Students: None
Collaborations		Modules	1	Teachers: 1
New Analytics		Conferences	1	TAs: None
Settings		Collaborations	:	Designers: None
		New Analytics	÷	Observers: None
		W. W. Norton Learning Tools	E	

- 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.

Home			View Progress	+ Module Cou	irse Status	
Announceme	nts @			Ø	Unpublished	Publish
Assignments	Ø			3	Import Existin	ve Content
Discussions					-	-
Grades		r –	- 1	0	Choose Home	e Page
People		and the second se	ada ta sa	16	View Course S	Stream
Pages	90			95	New Annound	tement
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Outcomes	ø			4	View Course 1	Notifications
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Quizzes	Ø			Nath	ing for the next we	eek
Modules	ø					
Conferences						
Collaboration	5					
New Analytic	S					
W.W. Norton	Learn-					
ing Tools						

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.

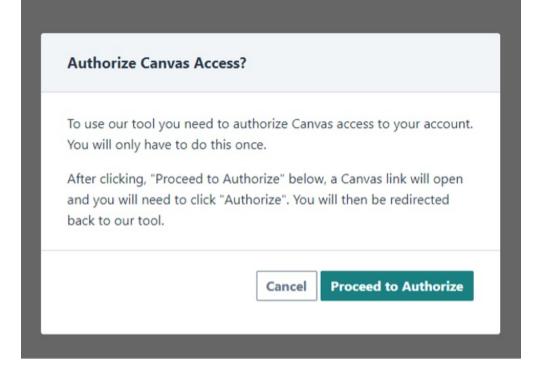
د	W. W. NORTON & CO	MPANY
	Log In	
Email		
lti_prof321@	@mailinator.com	
Password		Show
	Log In	
	Forgot Password?	?

## 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."

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ww	Norton Deep Linking Tool (UAT- ES)
WWNor	ton Deep Linking Tool (UAT- ES) is requesting access to your account.
You are a	uthorizing this app as Iti_prof321@mailinator.com.
	Cancel
	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.

Norton Learning Tools		docs@mailinator.com
	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.

Norton Learning Tools		docs@mailinator.com
	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 🕐	
	12/31/2021	
	< Previous Continue >	
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9. Create a Course, Step 3. Select your course material.

You can search for course material in two ways:

Create a Course with W. W. Norton	
Step <b>3</b> of 4	$\boldsymbol{\boldsymbol{\langle}}$
Select Course Material	
Select Book	
Search by Book Title	
O Enter Product Code (i)	
Discipline	
Select discipline	
Book title	
Select book title	
⑦ Don't see your book?	
< Previous	Continue >

**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
- O Enter Product Code (i)

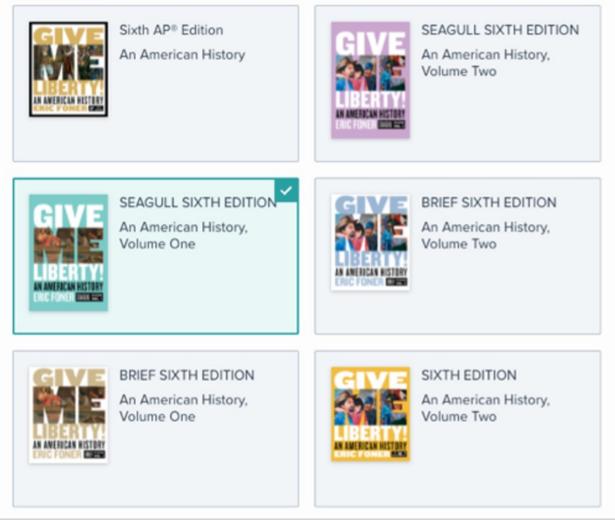
#### Discipline

History

#### **Book title**

Give Me Liberty!

#### Select Edition

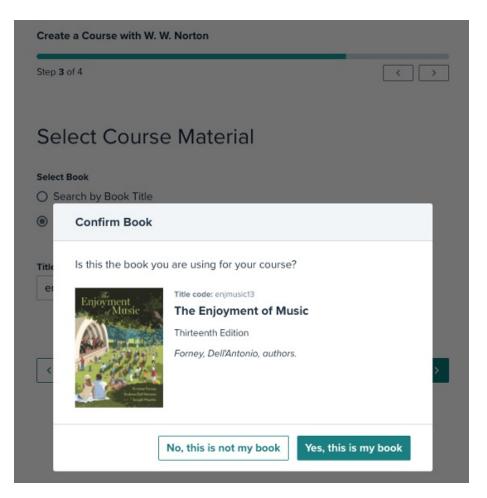


B. Enter Product Code. Use this option if your Norton representative or specialist provided you with a custom title

code. Type the title code into the text entry field.

elect Course Material	
lect Book	
Search by Book Title	
Enter Product Code (i)	
le Code	
enjmusic13	

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



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 Timezona: 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	
	Titie code: enįmusic13		
	< 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.

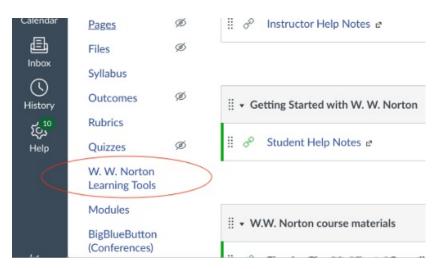
You'll see a new For Instructors module in your Canvas course with some helpful links and notes.

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.

#### Select Course Content for Your LMS

Select and send resources and assignments to your LMS for single sign on and grade syncing. You can return to this tool at any time to select additional content.

Not ready to select content? Browse Norton content

We recommend setting due dates and point values for graded assignments here before sending them to your LMS. 0 More info

> Getting Started with W. W. Norton				
✓ Ebook: The Enjoyment of Music, Thirteenth Edition				
Assignment Name 💠	Status ≑			
Full ebook link  Recommended	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			

- 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.

Sel	ect Course Content for Your LMS	
	t and send resources and assignments to your LMS for single sign on and syncing. You can return to this tool at any time to select additional content.	
	recommend softing due datas and point values for graded assignments e before sending them to your LMS, OMore Info	
~	Ebook - The Enjoyment of Music, Thirteenth Edition	0
-	Assignment Name e	Status 0
	Full ebook link	Not Sont
	Part 1: Materials of Music	Not Sant
	Prolude 1: Listening to Music	Not Sent
	Chapter 1: Melody: Musical Line	Not Sunt
	Chapter 2: Rhythm and Meter: Musical Time	Hart Sound
	Chapter 2: Harmony: Musical Depth	Not Sout
	Chapter 4: The Organization of Musical Sounds	Next Secul
	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 Sant

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	85
Aczignment Name 0	Status 0
Pull 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 B: Text and Music	Not Sent
Chapter 9: Voices and Instrument Families	Not Sent
Chapter 10: Western Musical Instruments	Not Sunt
Chapter 11: Musical Ensembles	Not Sent
Chapter 12: Style and Function of Music in Society	Not Sont

## Selecting activity links

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

h Learning Tools				
select Course Content for Your LMS				
elect and send resources and assignments to your LMS for single sign on and rade syncing. You can return to this tool at any time to select additional content.				
We recommend setting due dates and point values for graded assignments here before sending them to your LMS, $\textcircled{\black}$				
> Ebook - The Enjoyment of Music, Thirteenth Edition				0
✓ Listening Activities Powered by InQuizitive				3
asignment Name 😄	Due Dete 💠	LMS Point Value 😄	Status 💠	
How to Use InQuizitive	Sep 03, 2021 at 11:59 PM	100	Not Sent	
Chapter 11 - Listening Guide Quiz 1: Britten: The Young Person's Guide to the Orchestro	Sep 10, 2021 at 11:59 PM	100	Not Sent	
Chapter 14 - Listening Guide Quiz 2a: Gregorian Chant: Kyrie		10	Not Sent	
Chapter 14 - Listening Guide Quiz 2b: Hildegard: Allelvia, O virga mediatrix		10	Not Sent	
Chapter 15 - Listening Guide Quiz 3: Notre Dame School: Goude Maria virgo	Sep 17, 2021 at 11:59 PM	100	Not Sent	
Chapter 16 - Listening Guide Quiz 4: Machaut: Ma fin est mon commencement (My end is my beginning)		10	Not Sent	
Chapter 17 - Listening Guide Quiz 5: Monteverdi: Si, ch'io vorrei morire		10	Not Sent	
Chapter 17 - Listening Guide Quiz 6: Farmer: Fair Phyllis		10	Not Sent	
Chapter 18 - Listening Guide Quiz 7: Josquin: Ave Moria virgo serena		10	Not Sent	
Chapter 19 - Listening Guide Quiz 8: Palestrina: Gloria, from Pope Marcellus Mass		10	Not Sent	
Chapter 20 - Listening Guide Guiz 9: Susato: Three Dances		10	Not Sent	
Chapter 21 - Listening Guide Guiz 10: Cozzolani: Magnificat		10	Not Sent	
Chapter 21 - Listening Guide Guiz 11: Strozzi: Amor domiglione		10	Not Sent	

#### 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.

Review & Send to LMS

## Sending links to your Canvas course

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

> Review Activities

11. You'll see a summary of the links you selected.

• Confirm these before sending them into Canvas.

s	Send Course C	ontent to LMS		×
		content to your LMS rn to this selector a	? nd send more conter	nt later.
	Ebook - The Enjoyment of Music, Thirteenth Edition			0
nter	Listening Activiti	ies Powered by InG	luizitive	3
E				
			Cancel	Send To LMS
ire Strike	s		10	Not Sent
			10	Not Sent
t"			10	

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

⊟ My Cour	se (7) > As	ssignn	nent	5	ŀ	← 6∂ Student	View
Home		Searc	:h for	Assignment	+Group	+ Assignment	t :
Announcement	ø						
Assignments							
Discussions			As	ignments		-	
Grades			Ð	InQuizitive: How to Use InQuizitive		0	
People		_		Due Nov 9 at 11:59pm   10 pts			
Pages	Ø	8	P	InQuizitive: Chapter 1: A New World Due Nov 16 at 11:590m   10 pts		0	-
Files	Ø						
Syllabus		1	P	InQuizitive: Chapter 2: Beginnings of English America, 1607–1660 Due Nov 23 at 11:59pm   10 pts		0	
Outcomes	Ø		_	InQuizitive: Chapter 3: Creating Anglo-America, 1660–1750			
Rubrics			₽	Due Dec 7 at 11:59pm   10 pts		0	
Quizzes	Ø		Ð	InQuizitive: Chapter 4: Slavery, Freedom, and the Struggle for Empire, to 1763			
Modules		1	2	Due Dec 14 at 11:59pm   10 pts		0	-
BigBlueButton (Conferences)			P	InQuizitive: Chapter 5: The American Revoultion, 1763–1783 Due Dec 21 at 11:59pm   10 pts		0	:
Collaborations							

My Cours	ie (7) > M	Iodules		⊬	6ð Studen	t View
Home	ø		Collapse All	View Progres	s + M	1odule
Assignments Discussions					⊘ +	:
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Quizzes	ø	$\exists \sigma^{\phi}$ Student Help Notes $\sigma$			0	:
Modules BigBlueButton						
(Conferences) Collaborations		ii ▼ W.W. Norton course materials			⊘ +	:
New Analytics		🗄 🛷 Ebook - Give Me Liberty! Seagull, Volume 1, Sixth Edition: Full ebook link			0	:
Item Banks W. W. Norton		🗄 🔗 Ebook - Give Me Liberty! Seagull, Volume 1, Sixth Edition: Chapter 1: A New World			0	:
Learning Tools Settings		🗄 🔗 Ebook - Give Me Liberty! Seagull, Volume 1, Sixth Edition: Chapter 2: Beginnings of English America, 1607–1660			0	:
		🗄 🔗 Ebook - Give Me Liberty! Seagull, Volume 1, Sixth Edition: Chapter 3: Creating Anglo-America, 1660–1750			0	:

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.

ton Learning Tools						
<ul> <li>Listening Activities Powered by InQuizitive</li> </ul>						
Assignment Name o	Due Date 0	LMS Point Value 🔅	Status e			
How to Use InQuizitive	Sep 03, 2021 at 11:59 PM	100	Sent Jun 27, 2021			
Chapter 11 - Listening Guide Quiz 1: Britten: The Young Person's Guide to the Orchestra	Sep 10, 2021 at 11:59 PM	100	Sent Jun 27, 2021			
Chapter 14 - Listening Guide Quiz 2a: Gregorian Chant: Kyrie		10	Not Sent			
Chapter 14 - Listening Guide Quiz 2b: Hildegard: Allebuio, O virga mediatrix		10	Not Sent			
Chapter 15 - Listening Guide Guiz 3: Notre Dame School: Gaude Maria virgo	Sep 17, 2021 at 11:59 PM	100	Sent Jun 27, 2021			
Chapter 16 - Listening Guide Guiz 4: Machaut: Mo fin est mon commencement (My end is my beginning)		10	Not Sent			
Chapter 17 - Listening Guide Quiz 5: Monteverdi: Si, ch'io vorrei morire		10	Not Sent			
Chapter 17 - Listening Guide Quiz 6: Farmer: Fair Phyllis		10	Not Sent			
Chapter 18 - Listening Guide Guiz 7: Jasquin: dve Maria virgo serena		10	Not Sent			

19. You **can** send links more than once.

• But be careful about duplicate links in your Canvas course, especially for graded assignments.