



Instructor Quick Start Guide for
Canvas Deep Integration
with Macmillan Learning's LaunchPad



Table of Contents

- 1. Confirm that the *Macmillan App (LaunchPad App)* is available in your Canvas course**
- 2. Add the Macmillan App to your Canvas course**
- 3. Pair your Canvas course with a LaunchPad course**
- 4. Import LaunchPad content into your Canvas course: Gradebook Items**
- 5. Import LaunchPad content into your Canvas course: Non-gradebook Items**
- 6. Run Manual Grade Refresh**
- 7. View Roster Information**
- 8. Unlink your Canvas course from a LaunchPad course**
- 9. Course Copying**
- 10. Technical Support for Instructors and Students**



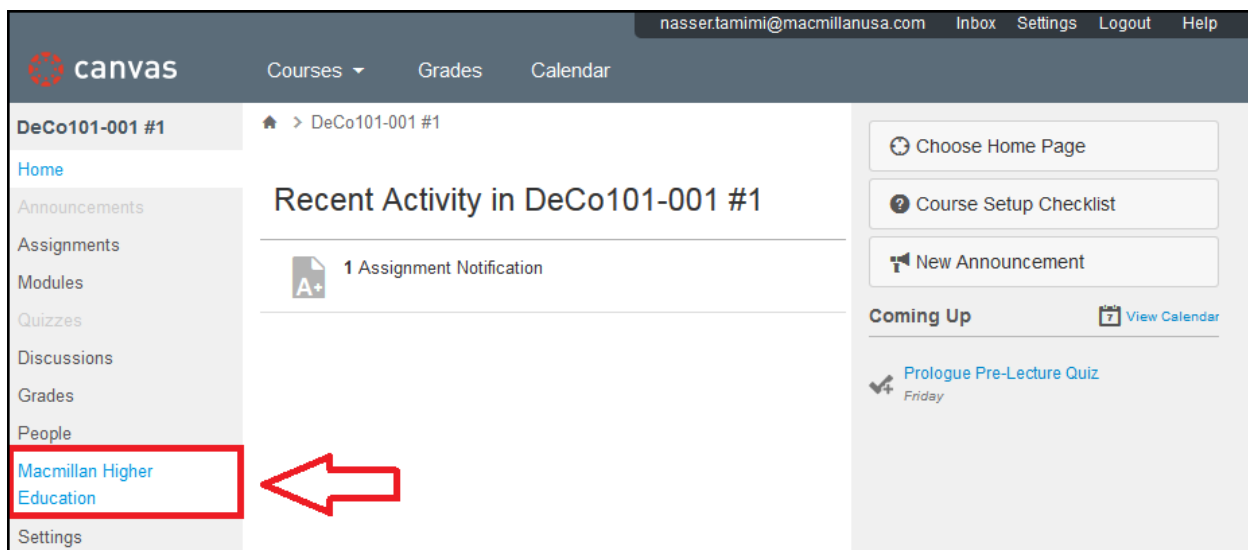
1. Confirm that the **Macmillan App (LaunchPad App)** is available in your Canvas course

Please note that the Canvas/Macmillan LaunchPad integration will be enabled in your Canvas course only after your Canvas Administrator has completed the integration setup with the assistance of a Macmillan Sales Engineer. You will be notified by either your Canvas Administrator or your Macmillan Rep when this preparatory work has been completed.

1.1. Check the Course Navigation panel

On the course home page, in the **Course Navigation** panel, check if the Macmillan app (**Macmillan Higher Education**) is available. Please note that your Canvas administrator may have named the app simply as **LaunchPad**.

- If the app is available there, you may proceed to part **3. Pair your Canvas course with a LaunchPad course**.
- If the app is not there, proceed with part **1.2. Check course navigation settings**.



1.2. Check the Course Navigation settings

If the Macmillan Higher Education app does not appear in the left navigation panel of your Canvas course, then it might be available but merely hidden. In the left navigation panel click **Settings** and on the next page select the **Navigation** tab (see screenshot on next page).

- If the Macmillan Higher Education app (or LaunchPad) appears in the list of hidden items, simply drag and drop it into the active course navigation list and click **Save**. Then proceed to part **3. Pair your Canvas course with a LaunchPad course**.
- If the app is not there, proceed with part **2. Add the Macmillan App to your Canvas course**.



The screenshot shows the Canvas LMS interface for a course named PSYC2301-A1. The left sidebar contains a list of course items: Home, Announcements, Assignments, Modules, Grades, People, Discussions, Pages, Files, Syllabus, Outcomes, Quizzes, Conferences, Collaborations, and Settings. The 'Settings' link is highlighted with a red box. The main content area shows the 'Navigation' tab selected, with a red arrow pointing to it. Below the tab, there is a list of items that can be reordered in the course navigation. At the bottom, there is a section for items that can be hidden from students. The 'Macmillan Higher Education' app is listed as disabled, with a red box around it and a red arrow pointing to it. A 'Save' button is located at the bottom of the page.

canvas

Courses ▾ Grades Calendar

PSYC2301-A1

Home > PSYC2301-A1 > Settings

Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

| | |
|----------------|------|
| Home | ⚙️ ▾ |
| Announcements | ⚙️ ▾ |
| Assignments | ⚙️ ▾ |
| Modules | ⚙️ ▾ |
| Grades | ⚙️ ▾ |
| People | ⚙️ ▾ |
| Discussions | ⚙️ ▾ |
| Pages | ⚙️ ▾ |
| Files | ⚙️ ▾ |
| Syllabus | ⚙️ ▾ |
| Outcomes | ⚙️ ▾ |
| Quizzes | ⚙️ ▾ |
| Conferences | ⚙️ ▾ |
| Collaborations | ⚙️ ▾ |

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.

| | |
|--|------|
| Macmillan Higher Education <i>Page disabled, won't appear in navigation</i> | ⚙️ ▾ |
|--|------|

Save

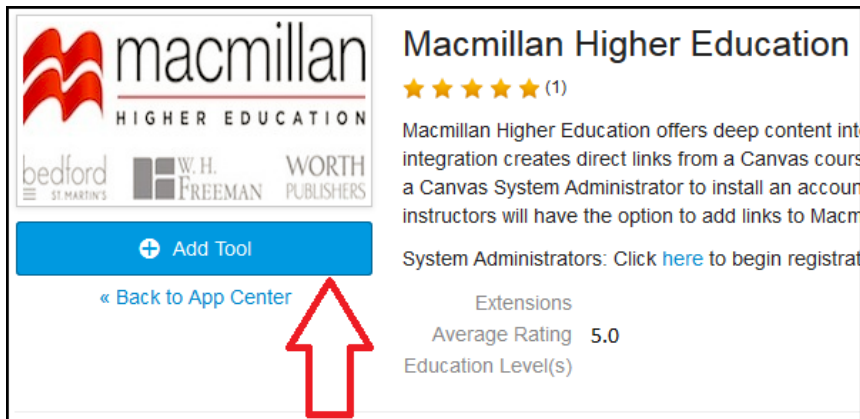
(Continued on next page.)

2. Add the Macmillan App to your Canvas course

2.1. In your Canvas course go to **Settings** → **Apps**, find/click the **Macmillan Higher Education** app.
Macmillan Learning



2.2. Click the **+ Add Tool** button for the Macmillan Higher Education app.



2.3. On the **Add App** panel key the *Consumer Key* and *Shared Secret* provided by your Macmillan Sales Engineer and click **Submit**. You may use the same key and secret to add the Macmillan App to all of your Canvas courses, semester to semester.

2.4. Canvas will display the External Apps page, which now lists the Macmillan app. *Your own Canvas system may or may not list the Macmillan app's extensions – either case is fine.*



Home | Course Details | Sections | Navigation | Apps | Feature Options

External Apps

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. You can also add them through course modules and create assignments for assessment tools.

[See some LTI tools](#) that work great with Canvas. You can also check out the [Canvas Community topics about LTI tools](#).

| Name | Extensions |
|----------------------------|--|
| Macmillan Higher Education | Editor Button Resource Selection Course Navigation |

2.5. Click the “refresh page” button on your browser and then click the **Navigation** tab.

2.6. Drag the Macmillan Higher Education app into “visibility” in your Canvas course and click **Save**.

Home | Course Details | Sections | Navigation | Apps | Feature Options

Drag and drop items to reorder them in the course navigation.

| | |
|----------------|---|
| Home | ⚙ |
| Announcements | ⚙ |
| Assignments | ⚙ |
| Modules | ⚙ |
| Grades | ⚙ |
| People | ⚙ |
| Conferences | ⚙ |
| Collaborations | ⚙ |

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.

| | |
|---|---|
| Macmillan Higher Education | ⚙ |
| Page disabled, won't appear in navigation | |

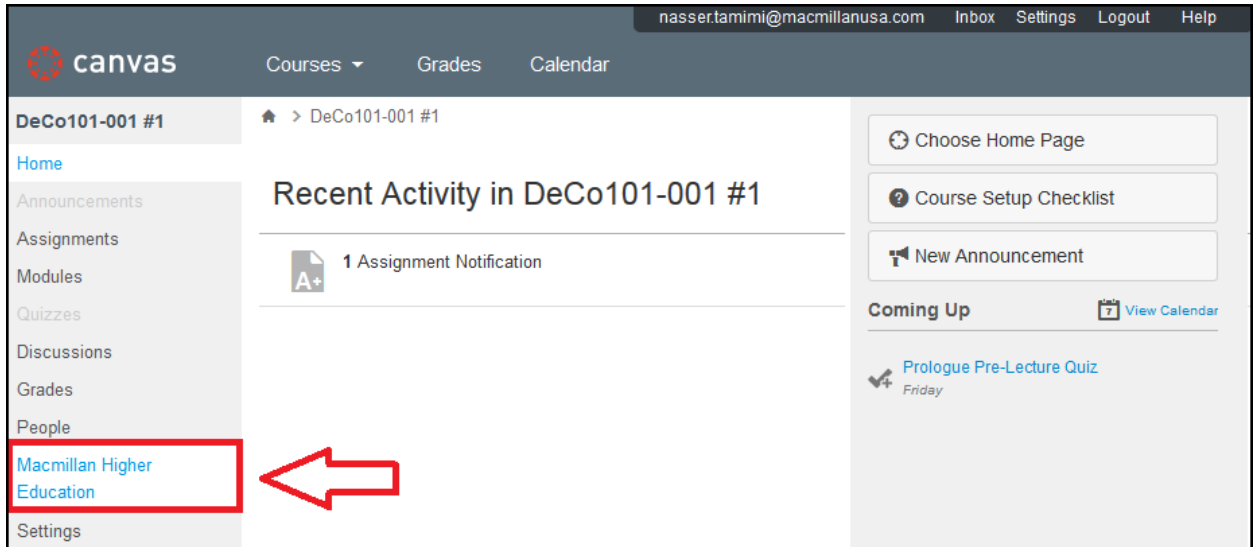
Save

(Continued on next page.)

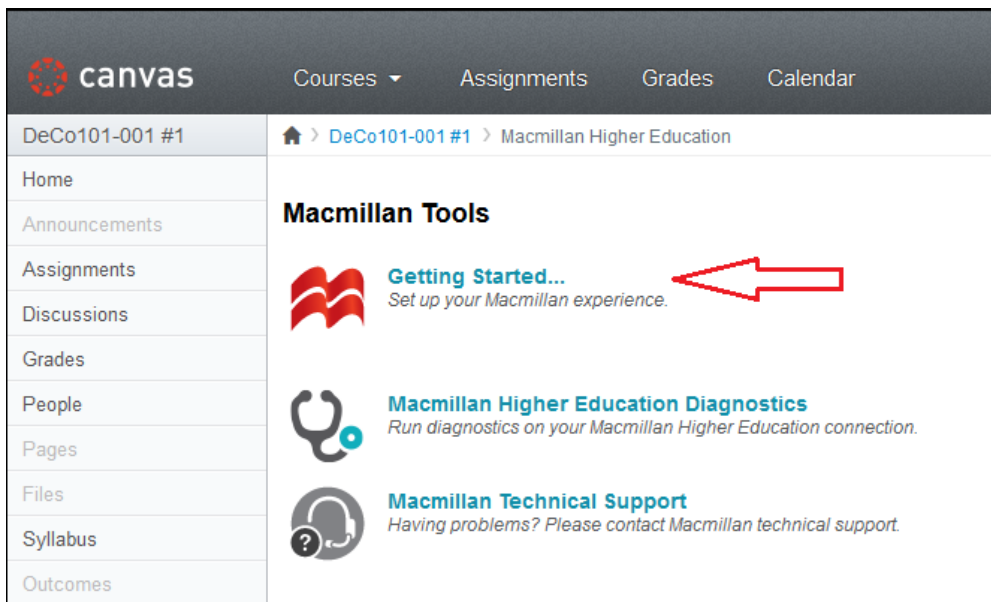


3. Pair your Canvas course with a LaunchPad course

3.1. Click **Macmillan Higher Education** in the course navigation panel to access the **Macmillan Tools** page.



3.2. On the **Macmillan Tools** page, click **Getting Started . . .**



3.3. If presented with Macmillan's **End User License Agreement (EULA)**, review the terms, indicate that you have read them and click **I AGREE TO THE LEGAL TERMS**.

(Continued on next page.)



macmillan
HIGHER EDUCATION

Privacy Notice and Terms of Use ("Legal Terms")

Privacy Notice and Terms of Use ("Legal Terms")

Effective August 1, 2013

Macmillan Higher Education respects your concerns about privacy and value the relationship we have with you. This Privacy Notice describes the types of personal information we collect on our Web sites, how we may use that information, and with whom we may share it. Our Privacy Notice also describes the measures we take to protect the security of the information. In addition, we describe the choices you can make about how we use the information you provide to us. We also tell you how you can reach us to update your contact information, contact us with general questions or comments, inquire about our company and its products and services, or answer any questions you may have about our privacy practices.

☒ I have read the Legal Terms

I AGREE TO THE LEGAL TERMS I DO NOT AGREE

3.4. If prompted for your LaunchPad email address and/or password, key the required inputs and click **LOG IN**.

macmillan
HIGHER EDUCATION

Do you already have an account with us? If you have ever used Freeman, or Worth Publishers, you may already have an account with us.

Enter your e-mail address and we'll check for you:

GO CANCEL



macmillan
HIGHER EDUCATION

Log in

eMail:
nasser.tamimi.nj@gmail.com

Password:
••••••••

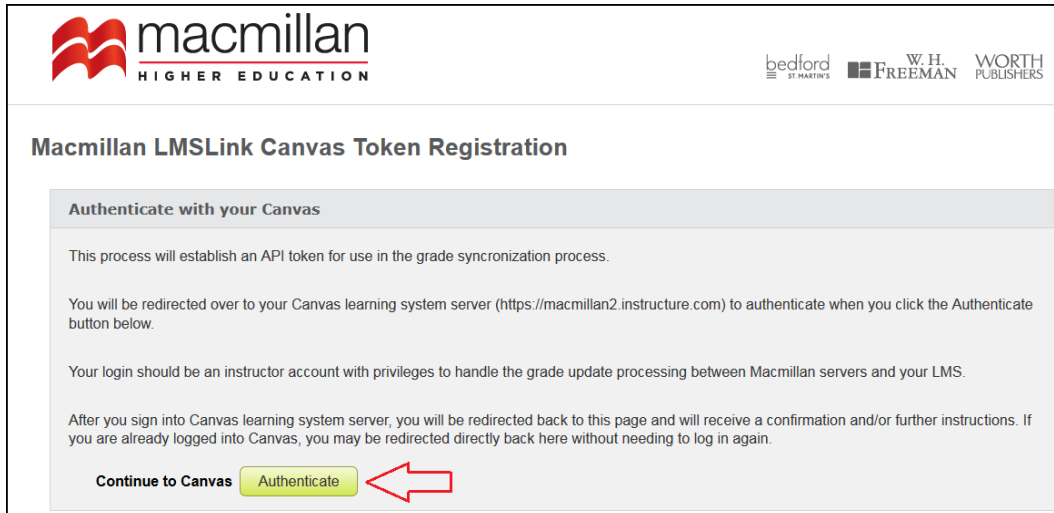
LOG IN CANCEL

If you have forgotten your password, [click here](#).

The **Token Registration** page will be displayed (see next page).

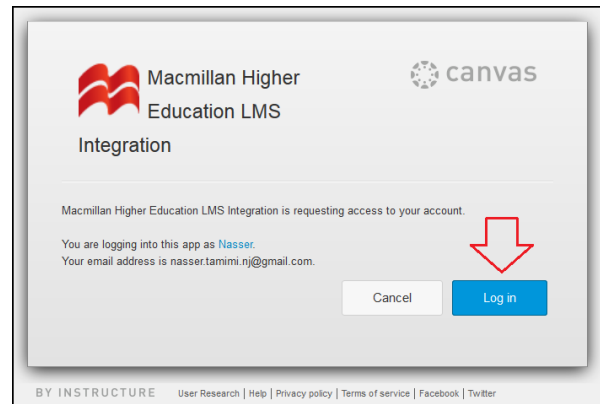


3.5. The Token Registration pages essentially ask the instructor's permission to perform updates to this Canvas course's gradebook during the semester. To proceed, click the **Authenticate** button.



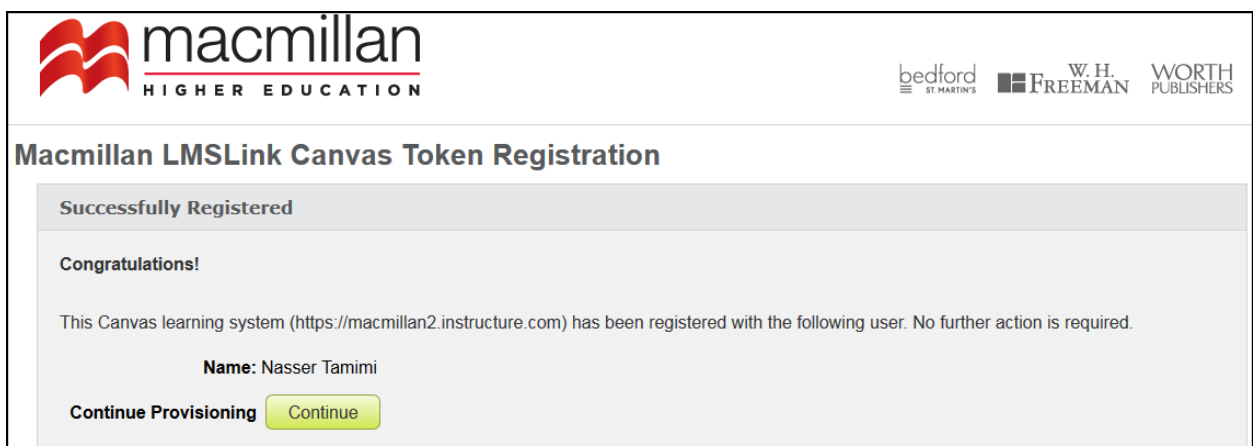
The screenshot shows the 'Macmillan LMSLink Canvas Token Registration' page. At the top, there are logos for Macmillan Higher Education, Bedford/St. Martin's, W.H. Freeman, and Worth Publishers. The main heading is 'Macmillan LMSLink Canvas Token Registration'. Below it, a section titled 'Authenticate with your Canvas' contains the following text: 'This process will establish an API token for use in the grade synchronization process.', 'You will be redirected over to your Canvas learning system server (https://macmillan2.instructure.com) to authenticate when you click the Authenticate button below.', 'Your login should be an instructor account with privileges to handle the grade update processing between Macmillan servers and your LMS.', and 'After you sign into Canvas learning system server, you will be redirected back to this page and will receive a confirmation and/or further instructions. If you are already logged into Canvas, you may be redirected directly back here without needing to log in again.' At the bottom, there are two buttons: 'Continue to Canvas' and 'Authenticate'. A red arrow points to the 'Authenticate' button.

3.6. On the Instructure App Login page, click **Login**.



The screenshot shows the 'Macmillan Higher Education LMS Integration' page. At the top, there are logos for Macmillan Higher Education and Canvas. The main heading is 'Integration'. Below it, the text reads: 'Macmillan Higher Education LMS Integration is requesting access to your account.', 'You are logging into this app as Nasser.', and 'Your email address is nasser.tamimi.nj@gmail.com.' At the bottom, there are two buttons: 'Cancel' and 'Log in'. A red arrow points to the 'Log in' button.

3.7. You will then see the success page below. Click **Continue** to complete token registration.



The screenshot shows the 'Macmillan LMSLink Canvas Token Registration' success page. At the top, there are logos for Macmillan Higher Education, Bedford/St. Martin's, W.H. Freeman, and Worth Publishers. The main heading is 'Macmillan LMSLink Canvas Token Registration'. Below it, a section titled 'Successfully Registered' contains the following text: 'Congratulations!', 'This Canvas learning system (https://macmillan2.instructure.com) has been registered with the following user. No further action is required.', 'Name: Nasser Tamimi', and 'Continue Provisioning'. At the bottom, there are two buttons: 'Continue Provisioning' and 'Continue'. A red arrow points to the 'Continue' button.


Once you've completed token registration you'll see the Choose Course page.



3.8. On the Choose Course page **carefully review** the list of courses shown and select the LaunchPad course that you wish to pair with your Canvas course by clicking the **Associate** button.

New! LaunchPad Create New Course

LaunchPad for Psychology 10e
David G. Myers

| Course Name | Created | Course ID | Course Tools |
|----------------------------|------------|-----------|--|
| Introduction to Psychology | 08/05/2014 | 582446 | Associate  |


3.9. Proceed through the confirmation prompts, by clicking **Yes, Associate This Course . . .**

Associate Course ✕

Associating the course listed below means you'll be able to integrate Macmillan Higher Education content and assignments with your Canvas course.

Macmillan Course: **Introduction to Psychology (582446)**

LMS Course: **DeCo101-001 Demo Course #1 (c3b7626e72d8e7f6a7348ccdebd895 9cb780194c)**

Yes, Associate This Course 


. . . then, click **OK**.

Success!

The course listed below has been paired with your Canvas course.

Course Name: **Introduction to Psychology**

Course ID: **582446**

OK 

(Continued on next page.)

3.10. The Macmillan Tools page will be re-displayed and will now include a number of new tool links. These tools are described in greater detail in other sections of this guide.



canvas Courses Assignments Grades Calendar

DeCo101-001 #1 DeCo101-001 #1 Macmillan Higher Education

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Macmillan Higher Education
Settings

Macmillan Tools

- LaunchPad** Access the LaunchPad homepage.
- E-book** Access the e-book that accompanies your Macmillan Higher Education course.
- Gradebook** Access your Macmillan Higher Education gradebook.
- Macmillan Content** Add Bedford/St. Martin's, W.H. Freeman, and Worth content assets to enhance your course.
- Macmillan Higher Education Diagnostics** Run diagnostics on your Macmillan Higher Education connection.
- Macmillan Grade Refresh** Macmillan Grade Refresh
- Macmillan Technical Support** Having problems? Please contact Macmillan technical support.
- Macmillan Content Refresh** Macmillan Content Refresh
- Macmillan Roster Information** Macmillan Roster Information
- Unlink Macmillan Course** Sever the link between this course and your Macmillan course.
- Macmillan User Profile** View your Macmillan profile information or reset the mapping to your Macmillan account.
- Macmillan Broken Links** Macmillan Broken Links



4. Import LaunchPad content into your Canvas course: Gradebook Items

4.1. To import gradable items to Canvas so that they will be posted to the Canvas Assignments area and the gradebook you must first assign the activities in LaunchPad with gradebook settings (points possible and a due date) – see LaunchPad screenshot below.

The screenshot shows the Macmillan LaunchPad interface. On the left, a list of activities is shown, including 'Prologue Summative Quiz' (15 pts) and 'Chapter 1. Thinking Critically With Psychological Science'. On the right, a calendar for August 2014 is displayed. Below the calendar, the 'Prologue Summative Quiz' assignment is configured. The 'Due' date is set to 08/15/2014 at 11:59 PM. The 'Points' field is set to 15, and the 'Gradebook Category' is set to 'Quizzes'. A red arrow points to the 'Points' field, and another red arrow points to the 'Gradebook Category' dropdown.

After setting up the assignments in your LaunchPad course you may proceed to your Canvas course to import LaunchPad content. Remember: to perform the import operations described in part 3 and 4 of this guide you must first pair your Canvas course with a LaunchPad course.

4.2. To import LaunchPad content to your Canvas course click the **Macmillan Higher Education** link in the course navigation panel of your Canvas course.

The screenshot shows the Canvas LMS interface. The course navigation panel on the left lists various options: Home, Announcements, Assignments, Discussions, Grades, People, Macmillan Higher Education, and Settings. A red arrow points to the 'Macmillan Higher Education' link. The main content area shows 'Recent Activity in DeCo101-001 #1' with 3 Assignment Notifications.

4.3. On the Macmillan Tools page, click **Macmillan Content**.



***Very important note:** You can use the **Macmillan Content** tool to import only gradable LaunchPad activities into your Canvas course. Any LaunchPad content imported into Canvas using the steps below will also post automatically to the Canvas **Assignments** area and the Canvas **gradebook**.

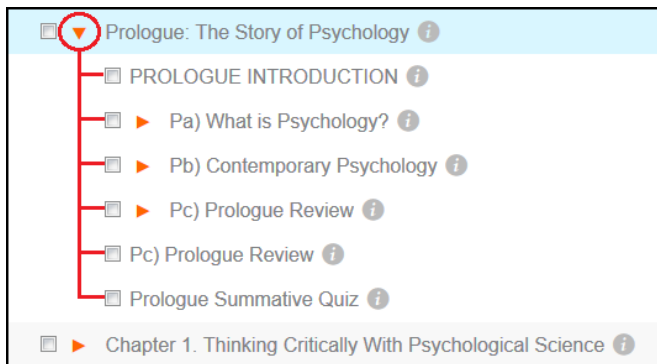
To import ungraded content such as unit readings, certain video exercises and the like, refer to part 5. **Import LaunchPad content into your Canvas course: Non-gradebook Items.**

The screenshot shows the Canvas LMS interface for a course named 'DeCo101-001 #1'. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, and Quizzes. The main content area is titled 'Macmillan Tools' and includes three links: 'LaunchPad' (Access the LaunchPad homepage), 'E-book' (Access the e-book that accompanies your Macmillan Higher Education course), and 'Gradebook' (Access your Macmillan Higher Education gradebook). A red arrow points to the 'Macmillan Content' link, which has the description 'Add Bedford/St. Martin's, W.H. Freeman, and Worth content assets to enhance your course.'

Canvas will display the table of contents (TOC) for your LaunchPad course.

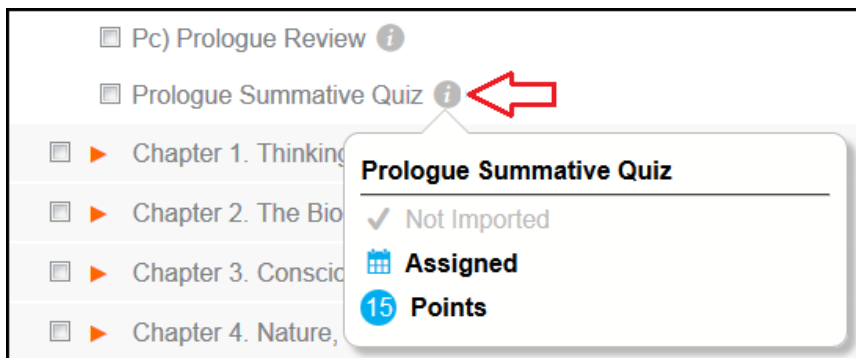
The screenshot displays the LaunchPad Table of Contents (TOC) for a course titled 'Psychology'. The TOC lists the following items: Prologue: The Story of Psychology, Chapter 1. Thinking Critically With Psychological Science, Chapter 2. The Biology of Mind, Chapter 3. Consciousness and the Two-Track Mind, Chapter 4. Nature, Nurture, and Human Diversity, Chapter 5. Developing Through the Life Span, and Chapter 6. Sensation and Perception. Each item has a red arrowhead next to it, indicating it is a folder that can be expanded. At the bottom of the TOC, there is a 'Selected Items' counter showing 0, a 'Show Cart' button, and two buttons: 'Next: Choose Location' and 'Reset'.

4.4. The presence of a red arrowhead alongside any LaunchPad content header in the TOC indicates that this item is a folder which can be expanded to view additional content. To expand the view of a folder, click the arrowhead. You can drill down into the components of each LaunchPad unit in the same way (see next page).



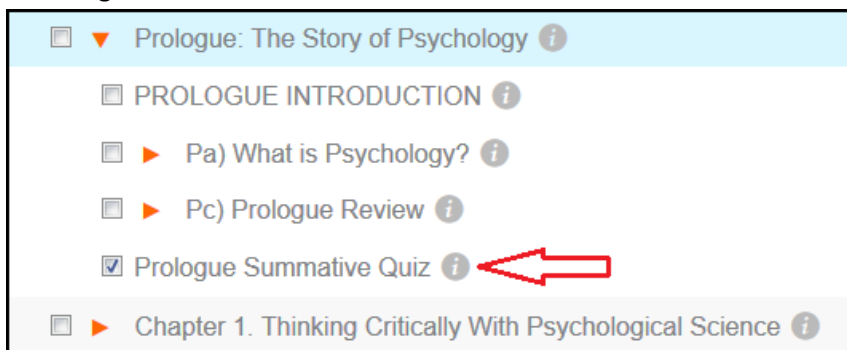
4.5. To preview any item in the TOC simply click its name. The link will place you directly in that resource in LaunchPad. After reviewing the content you can return to Canvas by simply closing the browser tab in which the LaunchPad content is displayed.

4.6. To view the gradebook status of any item listed in the TOC, simply click the “i” alongside it and keep the cursor positioned over it. Canvas will display a small panel with the LaunchPad gradebook details and the import status for that TOC item.



In the example above, the instructor has assigned the *Prologue Summative Quiz* in LaunchPad with a points possible of 15, but has not yet imported this assignment into Canvas.

4.7. To import LaunchPad gradable items into Canvas select one or more of them from the TOC by selecting the checkbox for each . . .





... and then clicking the green **Next: Choose Location** button at the bottom/right of the page.

Next: Choose Location

4.8. On the Select Content Location page, (1) select the Canvas module to place the content and (2) click **Deploy Selected Content**.

Select Content Location

Select a location to deploy your Macmillan content:

Name

| | | | |
|--------------------------|------------|----|--------------------|
| Prologue Summative Quiz | Assessment | 15 | No Module Selected |
| Chapter 1 Summative Quiz | Assessment | 15 | No Module Selected |

Back **2** Deploy Selected Content Cancel

Canvas will display a confirmation that the import operation was successful.

Content Added

You have successfully added Macmillan Higher Education content to your Canvas course.

4.9. Close the confirmation tab to return to the Macmillan Tools page in Canvas.

4.10. Proceed to the **Assignments** area in your Canvas course and confirm that the imported LaunchPad items are there and ***publish them in the course***.

canvas Courses ▾ Assignments Grades Calendar

DeCo101-001 #1

Home Announcements **Assignments** Discussions Grades People

Search for Assignment

+ Group + Assignment

Assignments

| | | | |
|--------------------------|-------------------------|--------|---|
| Prologue Summative Quiz | LaunchPad Module Module | 15 pts | ✓ |
| Chapter 1 Summative Quiz | LaunchPad Module Module | 15 pts | ⚙ |



4.11. Proceed to the appropriate Canvas course module and confirm that the LaunchPad assignment links are there.

The screenshot shows the Canvas course interface for 'DeCo101-001 #1'. The left sidebar contains links to Home, Announcements, Assignments, Discussions, Grades, People, and Pages. The main content area shows the 'LaunchPad Module' with two items: 'Prologue Summative Quiz' and 'Chapter 1 Summative Quiz', both worth 15 pts and marked as complete. Buttons for 'View Progress' and 'Create a Module' are visible.

4.12. If you wish, proceed to the Grades area of your Canvas course and confirm that the LaunchPad assignments are there, too.

The screenshot shows the Canvas 'Grades' area for 'DeCo101-001 #1'. A table displays the grades for the student 'Rufus Leeking'. The columns are 'Student Name', 'Secondary ID', 'Prologue Summative Quiz', 'Chapter 1 Summative Quiz', 'Assignments', and 'Total'. The 'Prologue Summative Quiz' and 'Chapter 1 Summative Quiz' columns are highlighted with a red box, showing 'Out of 15' and a score of '-'. The 'Assignments' and 'Total' columns also show a score of '-'. A filter bar at the top allows filtering by student name or secondary ID.

| Student Name | Secondary ID | Prologue Summative Quiz Out of 15 | Chapter 1 Summative Quiz Out of 15 | Assignments | Total |
|---------------|----------------------|--------------------------------------|---------------------------------------|-------------|-------|
| Rufus Leeking | rufus.leeking2014... | - | - | - | - |

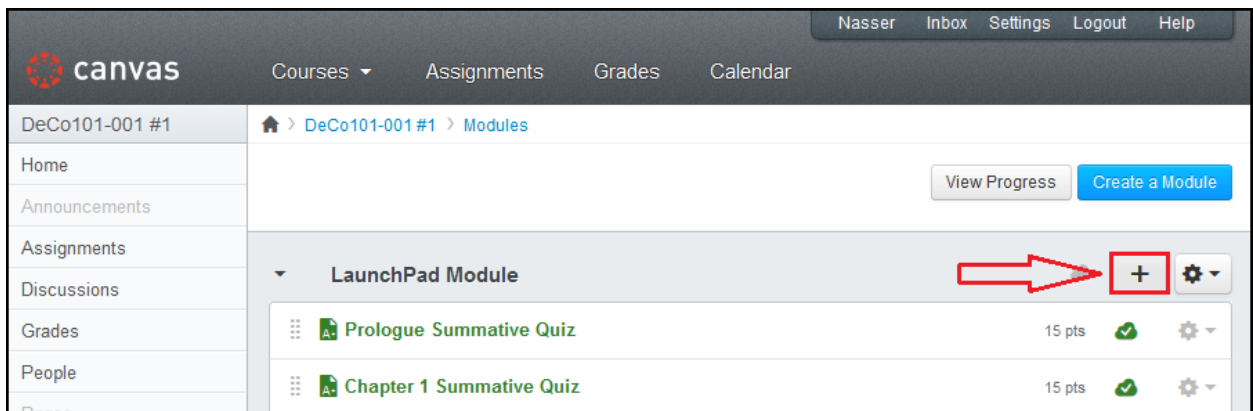


5. Import LaunchPad content to your Canvas course: Non-gradebook Items

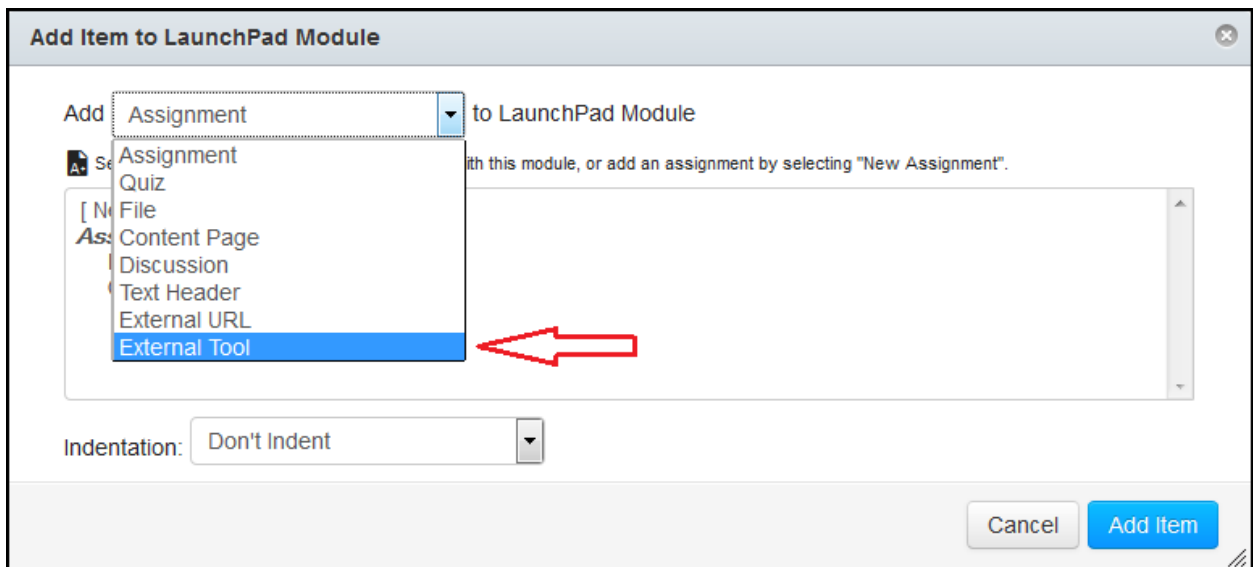
***Important note:** The steps detailed in this section describe the operations that you can perform to import only **non-gradable** LaunchPad activities into your Canvas course. Any LaunchPad content imported into Canvas using the steps below will not post to the Canvas Assignments area or the Canvas gradebook.

To import gradable content such as quizzes, Learning Curve exercises and other assignment types refer to part 3. **Import LaunchPad content into your Canvas course: Gradebook Items.**

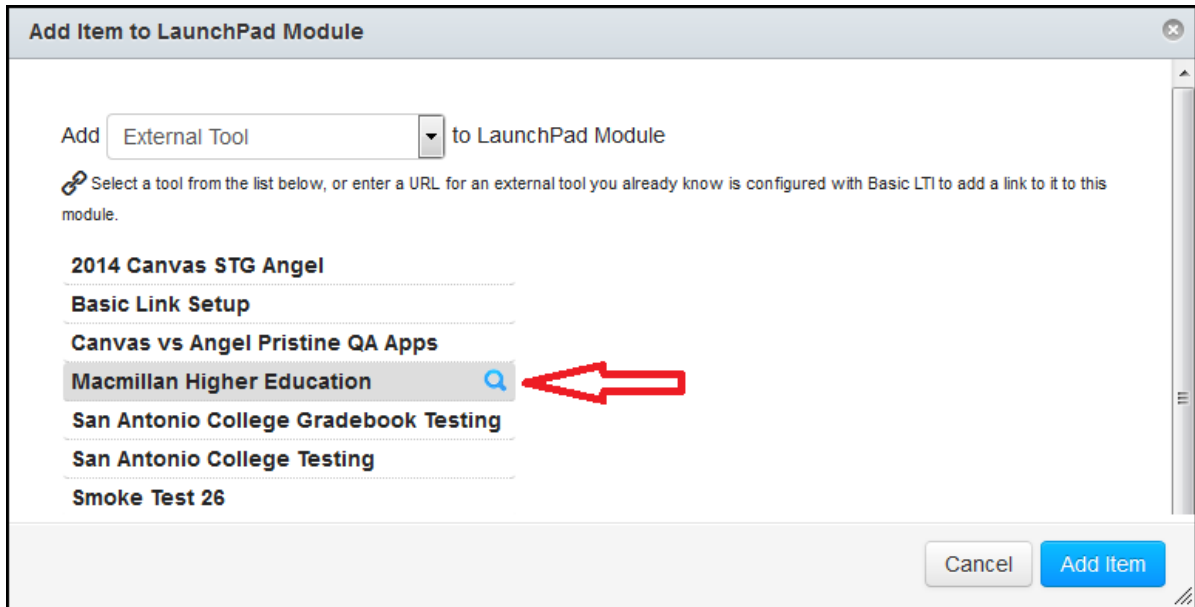
5.1. Proceed to the desired Canvas course module (in the example it's called *LaunchPad Module*) and click the '+' to add an item.



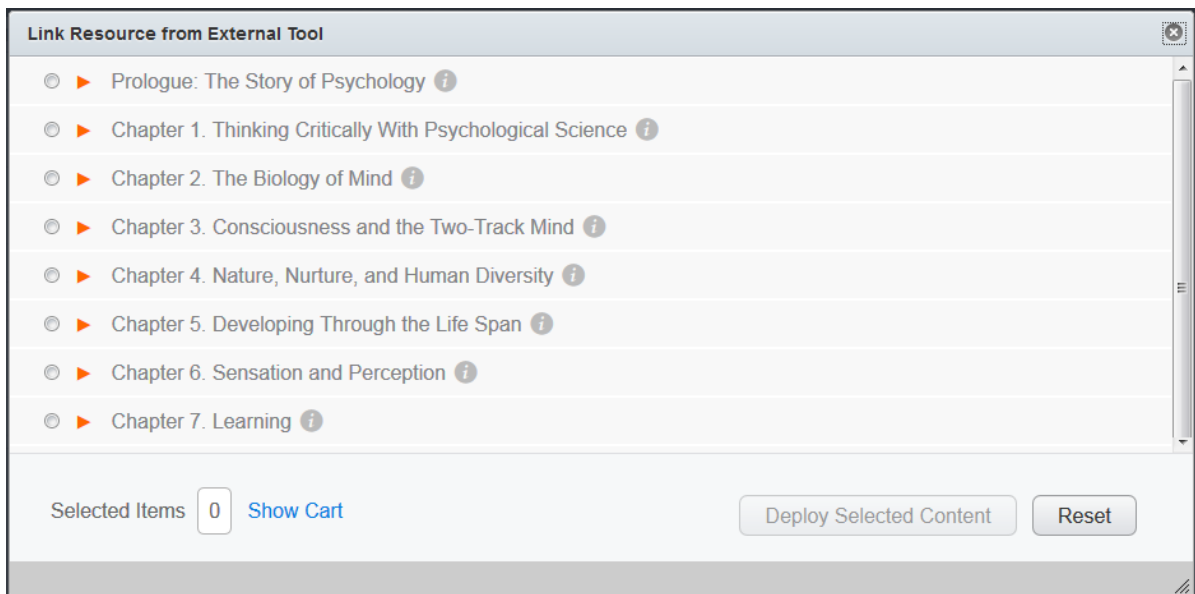
5.2. On the Add Item panel, select **External Tool** from the drop down.



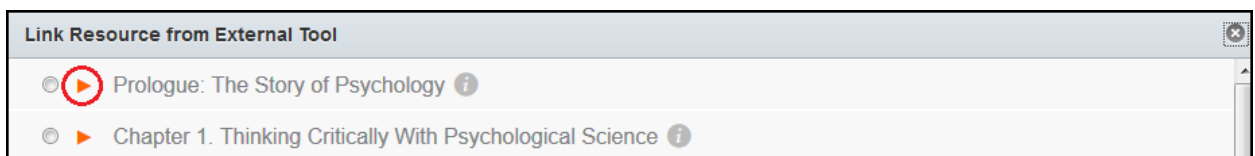
5.3. Still in the Add Item panel, click **Macmillan Higher Education**.



Canvas will display the LaunchPad table of contents (TOC), titled Link Resource from External Tool.



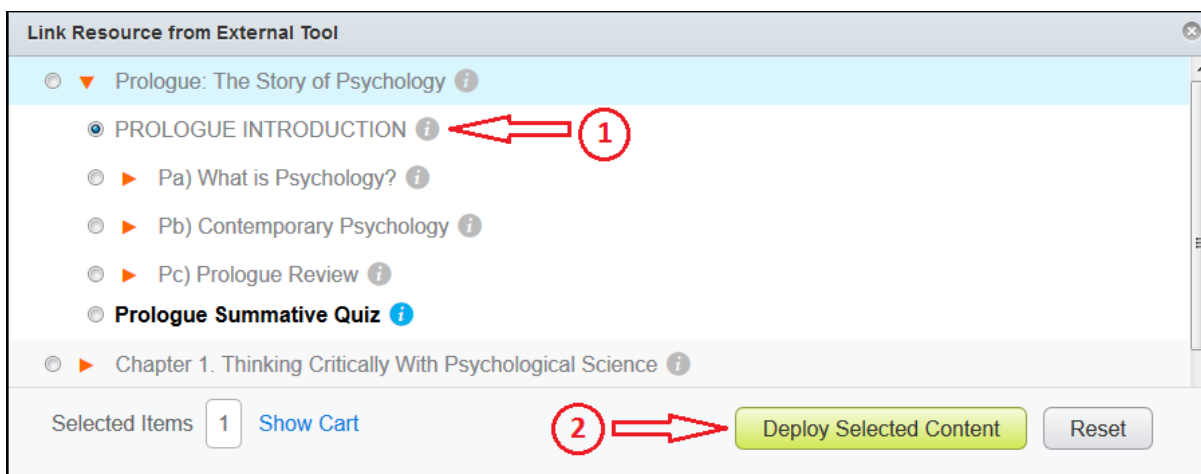
5.4. Click the red arrow to expand the view of a desired LaunchPad unit.



5.5. Click the radio button (1) for the non-gradable LaunchPad item that you wish to import to

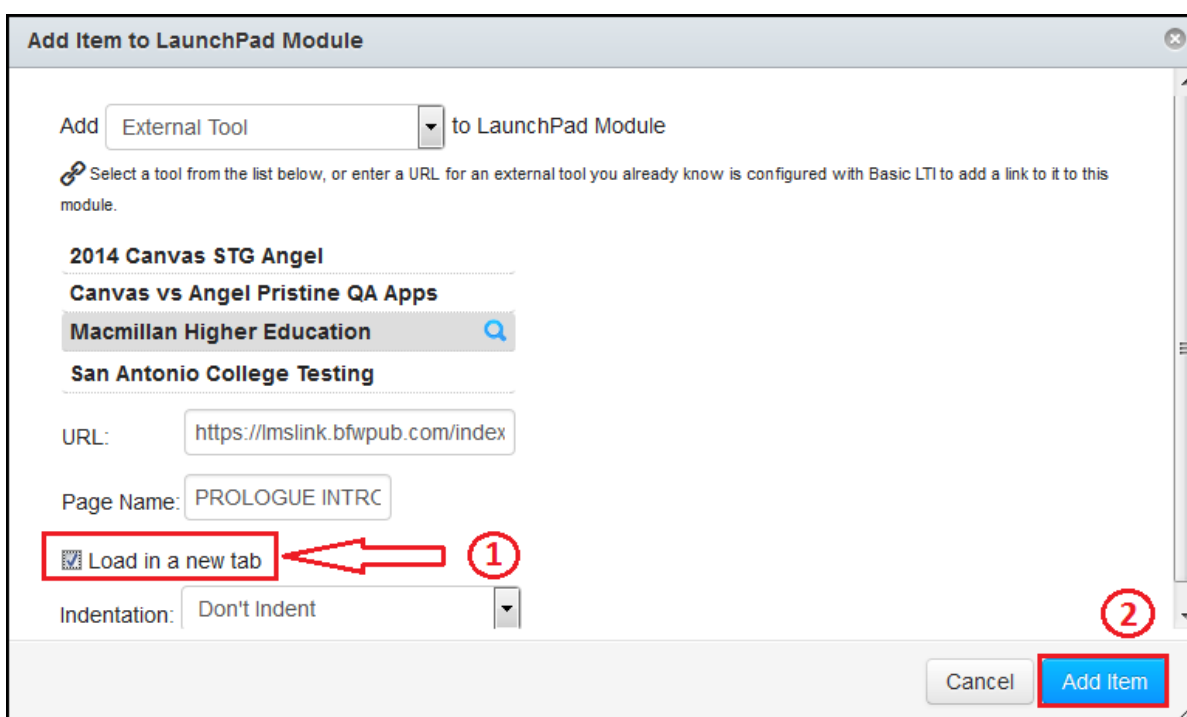


Canvas, and click (2) **Deploy Selected Content** button. *Please note that you can select/import just one LaunchPad non-gradable item to Canvas at a time.*



Canvas will re-display the Add Item to Module panel.

5.6. On the Add Item to Module panel, (1) enable **Load in a new tab** and (2) click **Add Item**.



Canvas will re-display the course module which now contains the new LaunchPad content item.

5.7. In the module view, remember to publish the LaunchPad content item.



Canvas interface showing the 'LaunchPad Module' section. The module contains the following items:

| Item Name | Points | Status | Actions |
|--------------------------|--------|--------|---------|
| Prologue Summative Quiz | 15 pts | ✓ | ⚙️ |
| Chapter 1 Summative Quiz | 15 pts | ✓ | ⚙️ |
| PROLOGUE INTRODUCTION | | | ☁️ ⚙️ |

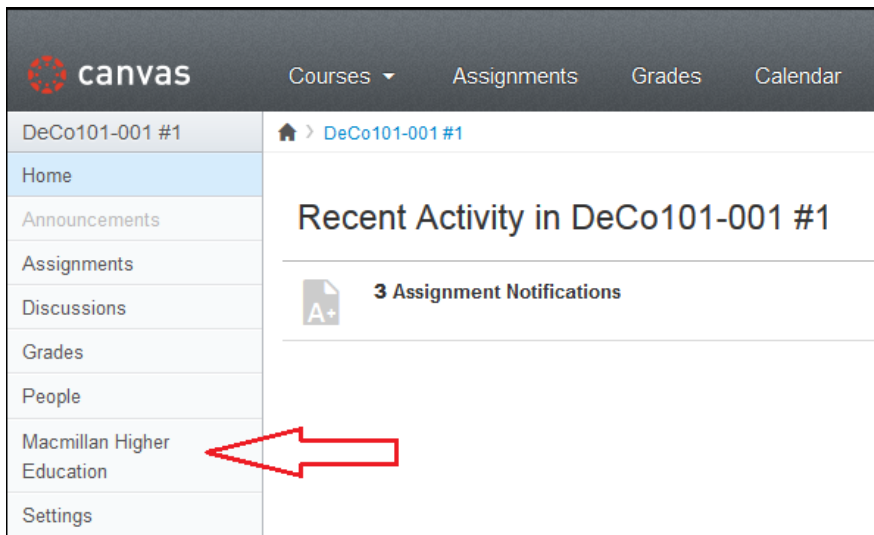
A red arrow points to the cloud icon (☁️) next to the 'PROLOGUE INTRODUCTION' item, indicating the action to be taken.



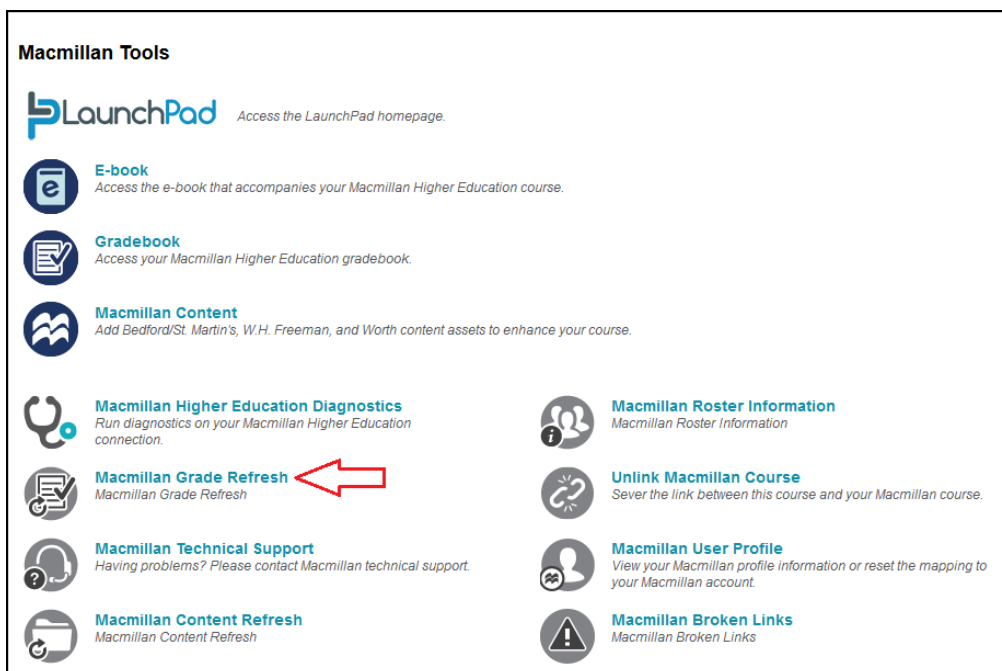
6. Run Manual Grade Refresh

Although the Canvas/Macmillan deep integration provides an automated process for gradesync, the update interval can often extend to several hours. For those situations where immediate gradesync is required the instructor can use the Manual Grade Refresh support tool at any time.

6.1. To perform a manual grade refresh click the **Macmillan Higher Education** link in the course navigation panel of your Canvas course.







6.2. On the Macmillan Tools page click the **Macmillan Grade Refresh** option.






6.3. On the Macmillan Higher Education Grade Refresh page, note that all gradable assignments you imported to Canvas are listed here. Accept all defaults and click **Refresh Grades**.




Macmillan Higher Education Grade Refresh

The table below displays all of the imported, gradeable content from your Macmillan space. Your gradebook columns for each of the below rows. The Grade Refresh table allows you to request a refresh of all Macmillan gradeable content or you may select specific content to refresh. You would want to activate grade refresh if you believe that some students have completed some assignments in the Macmillan space and you want to "refresh" your Canvas gradebook with the latest scores.

☒ All Content ☐ Selected Content

 [Refresh Grades](#)


| | Name  | Description | Points Possible | Due Date |
|-------------------------------------|--|-------------|-----------------|---------------------------------|
| <input checked="" type="checkbox"/> | Chapter 1 Summative Quiz | | 15 | Friday, August 22, 2014 11:59PM |
| <input checked="" type="checkbox"/> | Prologue Summative Quiz | | 15 | Friday, August 15, 2014 11:59PM |

Canvas will perform the gradebook refresh for all the items listed and display a success message:

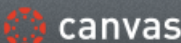
Macmillan Higher Education Grade Refresh

Success!


Your grades were successfully refreshed.




6.4. Proceed to the Canvas gradebook and confirm that the students' scores have been posted.

Courses ▾AssignmentsGradesCalendar

[Home](#) > [DeCo101-001 #1](#) > [Grades](#)



| Student Name | Secondary ID | Prologue Summative Quiz Out of 15 | Chapter 1 Summative Quiz Out of 15 | Assignments | Total |
|-------------------------------|-----------------------|--------------------------------------|---------------------------------------|-------------|-------|
| Rufus Leeking | rufus.leeeking2014... | 2.5 | 10 | 41.7% | 41.7% |

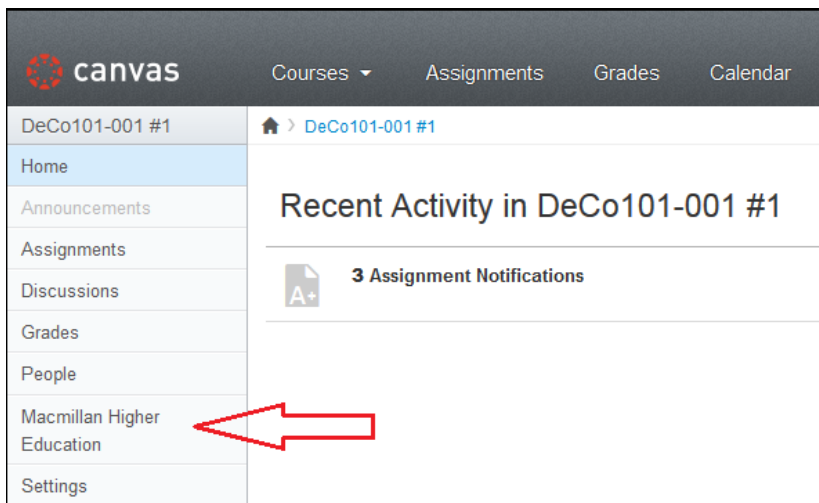




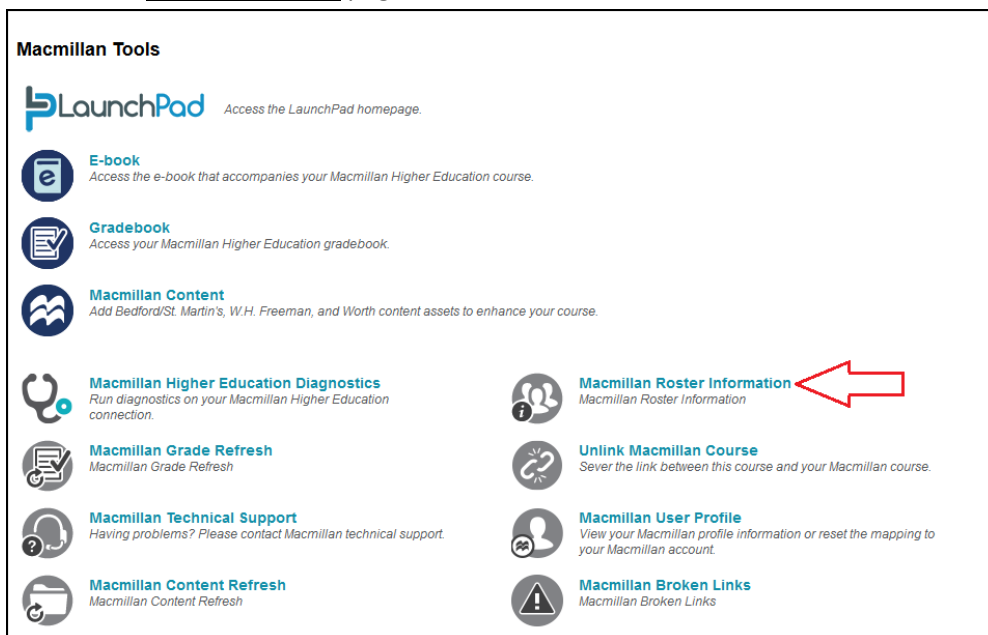
7. View Roster Information

Instructors can use the [Macmillan Roster Information](#) page to track which students have completed SSO (single sign-on) registration with LaunchPad from Canvas. The automated and manual gradesync functions will synchronize grades for only those students who have completed SSO registration from Canvas. You can use the roster information page to identify which students need to be reminded of the need to complete SSO registration.

7.1. To access the [Macmillan Roster Information](#) page click the **Macmillan Higher Education** link in the course navigation panel of your Canvas course.





7.2. On the [Macmillan Tools](#) page click **Macmillan Roster Information**.





7.3. On the Macmillan Higher Education Roster page, confirm that all students actively enrolled in your Canvas course have an email address listed in the *Macmillan Higher Education Account* column.

The presence of an email address in that column for that student confirms that they have completed SSO registration from Canvas. ***Students listed on this roster without an email address will be excluded from any gradesync process.***

| <div><div>bedford ST. MARTIN'S</div><div>W. H. FREEMAN</div><div>WORTH PUBLISHERS</div></div> | | | | |
|--|------------|-----------|--|------------|
| Macmillan Higher Education Roster | | | | |
| <small>The table below shows which of your Canvas course members have authenticated their Macmillan Education account and signed into your Macmillan Education course. Users NOT listed below have NOT authenticated their Macmillan Education account via Single Sign-On from Canvas.</small> | | | | |
| User Name  | First Name | Last Name | Macmillan Higher Education Account | Role |
| nasser.tamimi.nj@gmail.com | Nasser | Tamimi | nasser.tamimi.nj@gmail.com | Instructor |
| rufus.leeking2014@gmail.com | Rufus | Leeking | rufus.leeking2014@gmail.com | Student |
| abby.normal@state.edu | Abby | Normal | abby.normal@state.edu | Student |
| barb.dwyer@state.edu | Barbara | Dwyer | - | Student |
| dean.moriarty@state.edu | Dean | Moriarty | dean.moriarty@state.edu | Student |

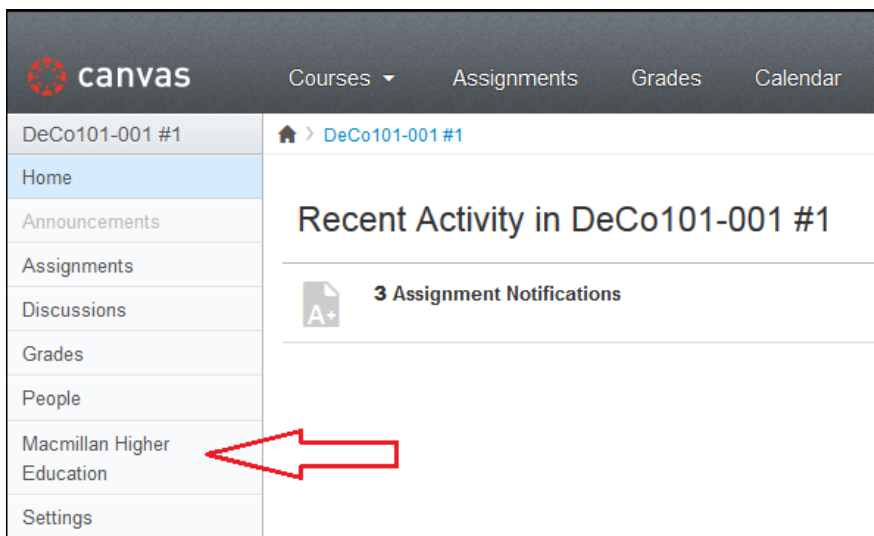


8. Unlink your Canvas course from a LaunchPad course

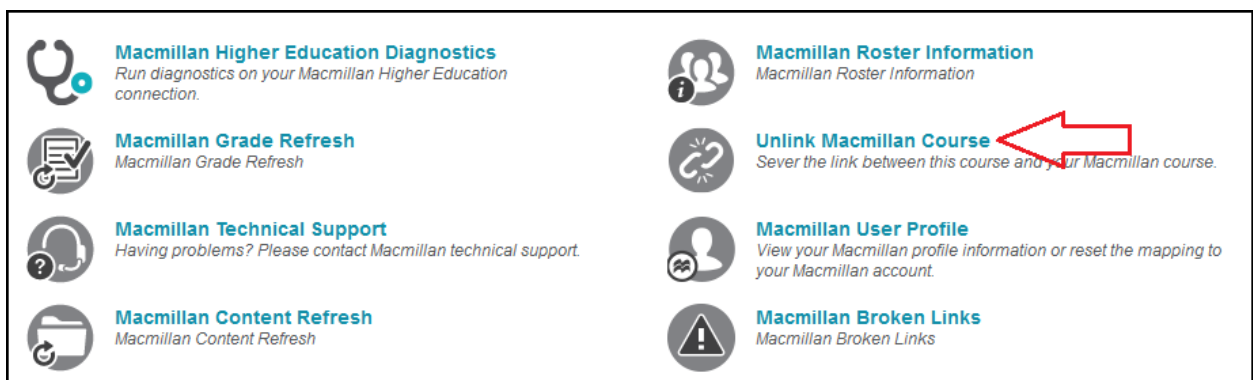
From time to time the need might arise for the instructor to break the link between their Canvas course and a LaunchPad course. This might be necessary if the instructor had first linked their Canvas course to the wrong LaunchPad course and now wishes to correct the course pairing.

**** Very important note:** *If there are students already enrolled in your LaunchPad course, please contact your Macmillan Sales Engineer before performing this operation. In certain integration scenarios you will need the assistance of your Macmillan Sales Engineer and/or Macmillan Higher Education's Technical Support to effect a clean break between your Canvas course and the LaunchPad course.*

8.1. To access the Unlink Macmillan Course page click the **Macmillan Higher Education** link in the course navigation panel of your Canvas course.



8.2. On the Macmillan Tools page, click **Unlink Macmillan Course**.





8.3. On the [Sever this Course Association](#) page, confirm the name of the LaunchPad course that you wish to unlink. Click **Yes, Disassociate this Course**.

macmillan
HIGHER EDUCATION

bedford ST. MARTIN'S W. H. FREEMAN WORTH PUBLISHERS

Sever this Course Association

By disassociating this course from your Canvas course, any grades synced will be lost and your Canvas course will no longer link seamlessly to Macmillan content.

Course Name: **Introduction to Psychology**
Macmillan Higher Education Course Instance ID: **583030**
LMS ID: **c3b7626e72d8e7f6a7348ccdebd8959cb780194c**
Last Grade Sync: **8/7/2014, 11:21 AM**

Are you sure you want to disassociate this course?

Yes, Disassociate this Course

8.4. On the [Course Link Severed](#) you may return to Canvas by simply closing this browser tab or you may re-associate (pair) your Canvas course with another LaunchPad course. To pair your Canvas course with another LaunchPad course simply click [View available courses](#).

macmillan
HIGHER EDUCATION

bedford ST. MARTIN'S W. H. FREEMAN WORTH PUBLISHERS

Course Link Severed


Introduction to Psychology is no longer associated with your Canvas course.

[Reconnect this course](#) | [View available courses](#)

Canvas will display the Macmillan [Choose Course](#) page.



8.5. On the **Choose Course** page **carefully review** the list of courses shown and select the LaunchPad course that you wish to pair with your Canvas course by clicking the **Associate** button and proceeding as described in part 2.6 of this guide.

**macmillan**
HIGHER EDUCATION

bedford
ST MARTIN'S

W. H.
FREEMAN

WORTH
PUBLISHERS

Want something new?
Browse our available course spaces and request instructor access.

View Portals and Classes

View LaunchPad Courses

[View Macmillan Catalog](#)

Choose a course to associate

Associate any of the following Macmillan Higher Education courses with your Canvas course—or create a new course or copy an existing one.

Already know your course key? Enter it here:

Associate

New! LaunchPad

Create New Course

LaunchPad for Psychology 10e
David G. Myers

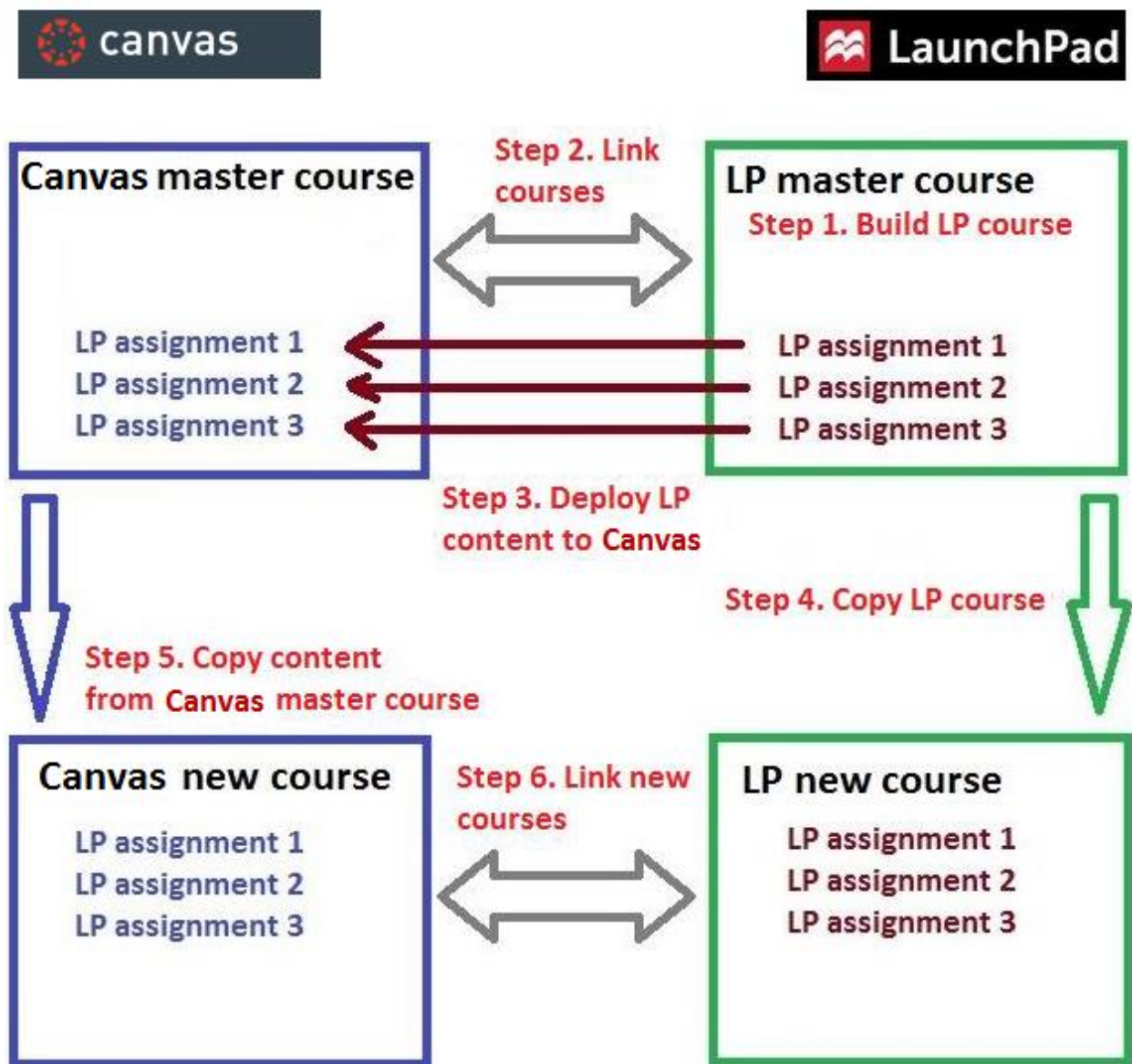
| Course Name | Created | Course ID | Course Tools |
|----------------------------|------------|-----------|--------------|
| Introduction to Psychology | 08/05/2014 | 583030 | Associate |
| Introduction to Psychology | 08/05/2014 | 582446 | Associate |



9. Course Copying

The course copying functions available in both LaunchPad and Canvas allow an instructor to avoid having to completely rebuild their courses each semester and bring existing course content from a prior course forward into their current courses. Course copying also allows a lead instructor to create a single course in LaunchPad and Canvas, integrate them and then use those courses as master templates to create additional course copies which can be readily used by other instructors.

This section describes how to use Canvas's Course Copy function to bring existing course content into fresh Canvas course shells. This high-level graphic below illustrates how course-copying for integration generally works and each step further detailed in the pages that follow.



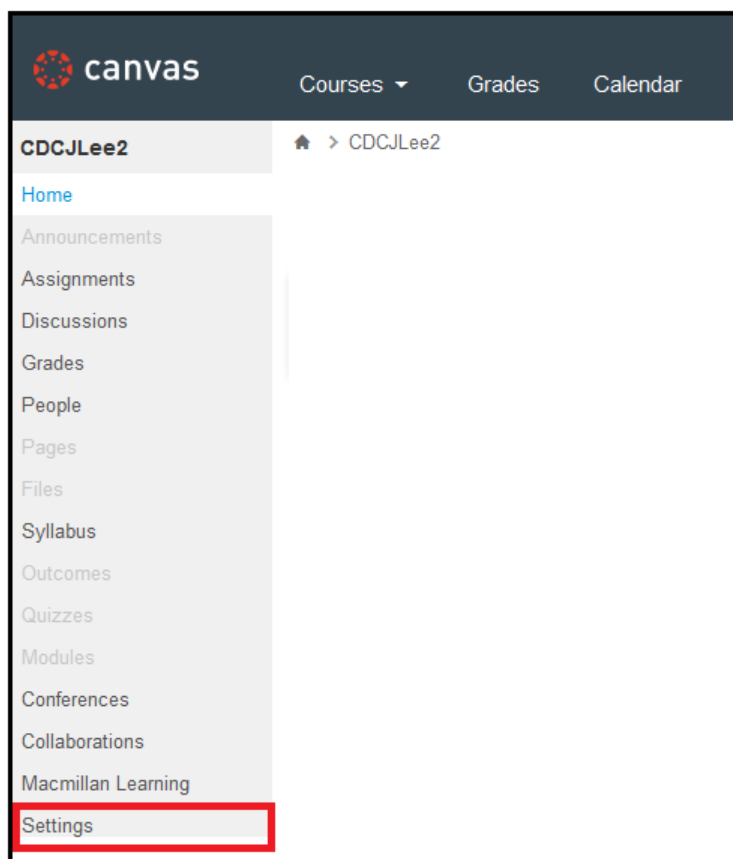


The steps described in this section assume that the instructor has already completed the following:

- 9.1.** Created a LaunchPad master course and has assigned/organized all the student activities that will compose the LaunchPad portion of the course work.
- 9.2.** Linked the LaunchPad master course to a Canvas master course (Part 3 of this guide).
- 9.3.** Deployed the desired content from the LaunchPad master course to the Canvas master course (Parts 4 and 5).
- 9.4.** Created the desired number of copies of the LaunchPad master course. This can be done using either LaunchPad's Create Course-based on an existing course function or its course branching feature.

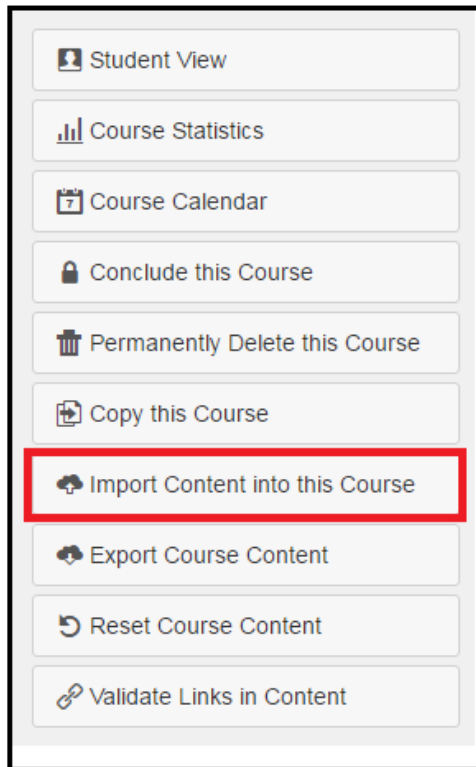
Once the instructor has completed the steps described above, they may proceed in Canvas as described below. The steps detailed below assume that the instructor has complete access to the Canvas master course and the new Canvas courses shell(s).

- 9.5.** Enter into a Canvas course shell and in the left navigation panel on the course **homepage**, click **Settings**, which will open to a **Course Details** page.

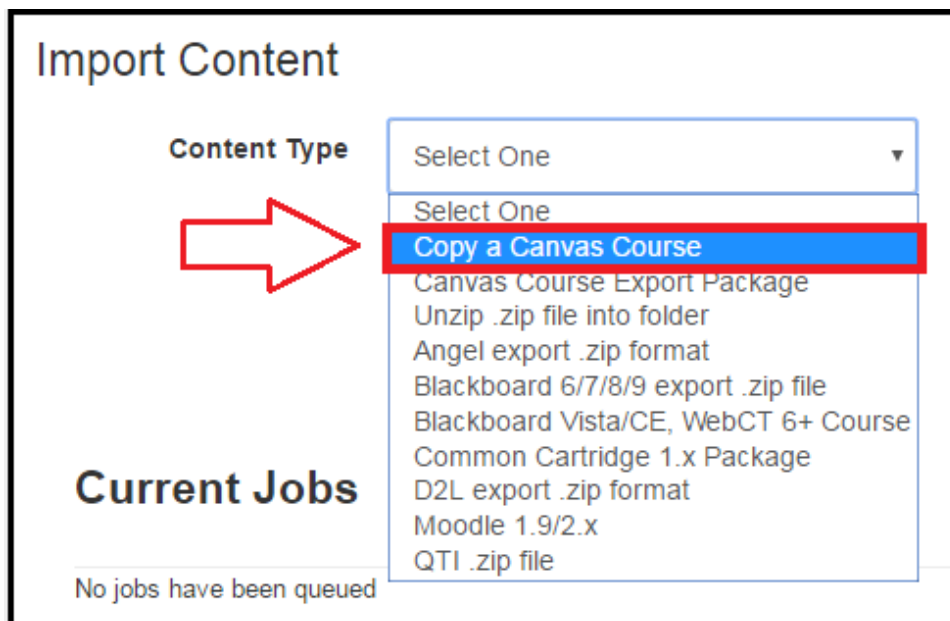




9.6. In the **Course Details** page, locate the right navigation panel and click on **Import Content into this Course**.



9.7. On the **Import Content** page and in the **Content Type** section, click on the drop-down arrow in the search bar to select the **Copy a Canvas Course** option in the menu.





9.8. In the **Search for a course** section, click on the drop-down arrow in the search bar and choose a previous course or type in the name of the desired course into the search bar and click **Select specific content**. Click **Import**.

Import Content

Content Type Copy a Canvas Course ▼

Search for a course General Psychology MASTER ▼ or General Psychology MASTER

☐ Include completed courses

Content ☐ All content ☒ Select specific content

Options ☐ Adjust events and due dates

Cancel Import

9.9. Once the **Import** button is selected, a page will open up to a Current Jobs listing and indicate that the current session is **Waiting for selection**. Click **Select Content** to continue, which will allow the instructor to specifically customize which content to import.

Current Jobs

| | | | | |
|-------------|---------------------------|------------------|--------------------|----------------|
| Course Copy | General Psychology MASTER | Mar 22 at 4:22pm | Waiting for select | Select Content |
|-------------|---------------------------|------------------|--------------------|----------------|

(Continued on next page.)



9.10. On the **Select Content** page, click on the drop-down arrow next to each module to expand and view all content items. Select the checkbox for the entire module or select specific content items within a module to import desired content and click **Select Content** to proceed.

Select Content

- ☒ Course Settings
- ☒ Syllabus Body
- ☒ Modules (1)
 - ☒ Chapter Quizzes
- ☒ Assignments (2)
 - ☒ Assignments

Cancel Select Content

9.11. Back to the Current Jobs listing, notice that the course copying operation is queued for processing and eventually a green status will appear to indicate that the job is complete.

| Current Jobs | | | |
|--------------|---------------------------|------------------|-----------|
| Course Copy | General Psychology MASTER | Mar 22 at 4:22pm | Completed |

9.12. The final step is to associate this new Canvas course to LaunchPad (See Part 3).



10. Technical Support for Instructors and Students

The primary contact for any questions from faculty and students about LaunchPad and/or its integration with Canvas is Macmillan's Technical Support, whose contact details are provided below:

- Call: 1-800-936-6899, or
- Call: 1-877-587-6534
- Online: <http://support.bfwpub.com/supportform/form.php>

Monday - Thursday: 8:00 a.m. - 3:00 a.m. (all times ET)

Friday: 8:00 a.m. - 12:00 a.m.

Saturday: 12:00 p.m. - 8:00 p.m.

Sunday: 12:00 p.m. - 3:00 a.m.