Instructor Quick Start Guide for

Canvas Deep Integration

with Macmillan Learning's LaunchPad

Version 1.5
8/02/16

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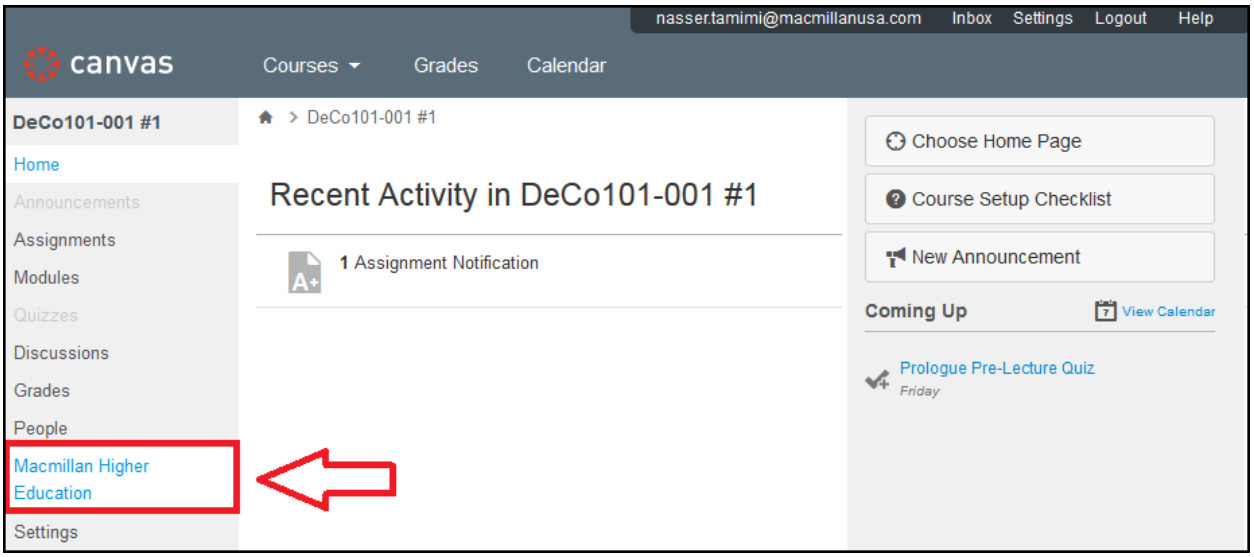
1. Confirm that the *Macmillan App (LaunchPad App)* is available in your Canvas course

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***.

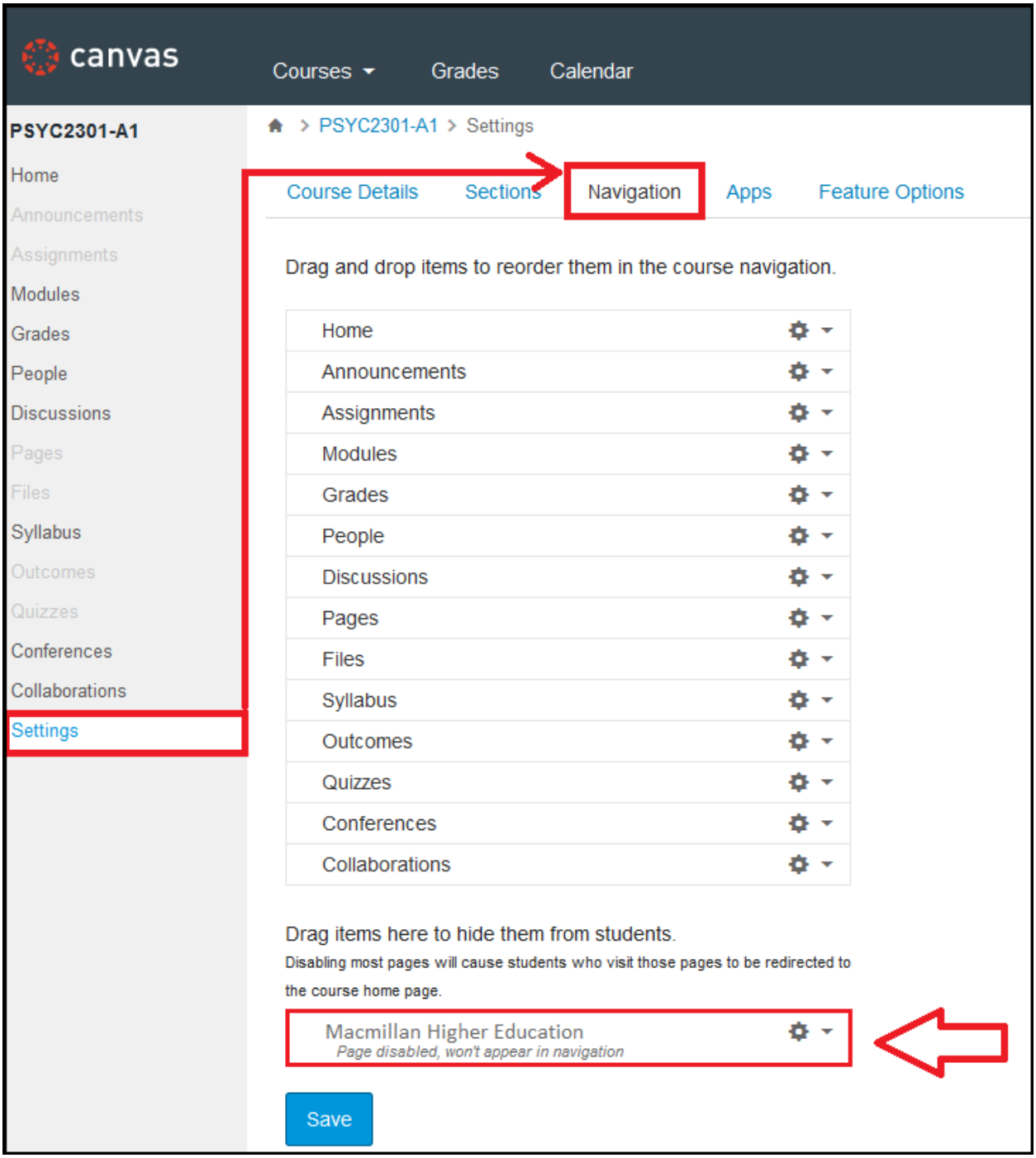
- If the app is available there, you may proceed to part ***3. Pair your Canvas course with a LaunchPad course.***
- If the app is not there, proceed with part ***1.2. Check course navigation settings.***



1.2. Check the Course Navigation settings

If the Macmillan Higher Education app does not appear in the left navigation panel of you 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.***



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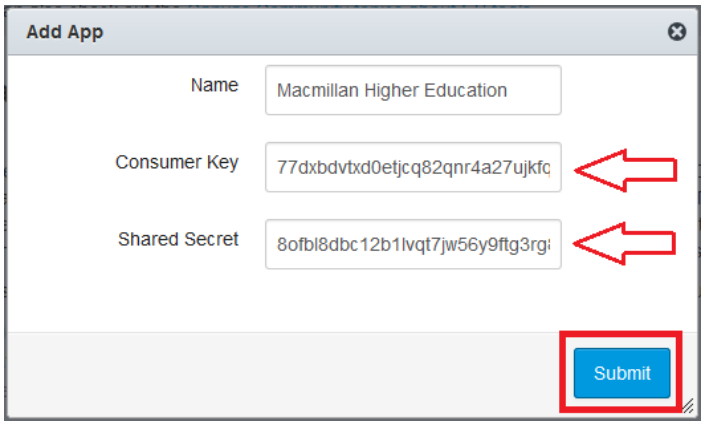
2. Add the Macmillan App to your Canvas course

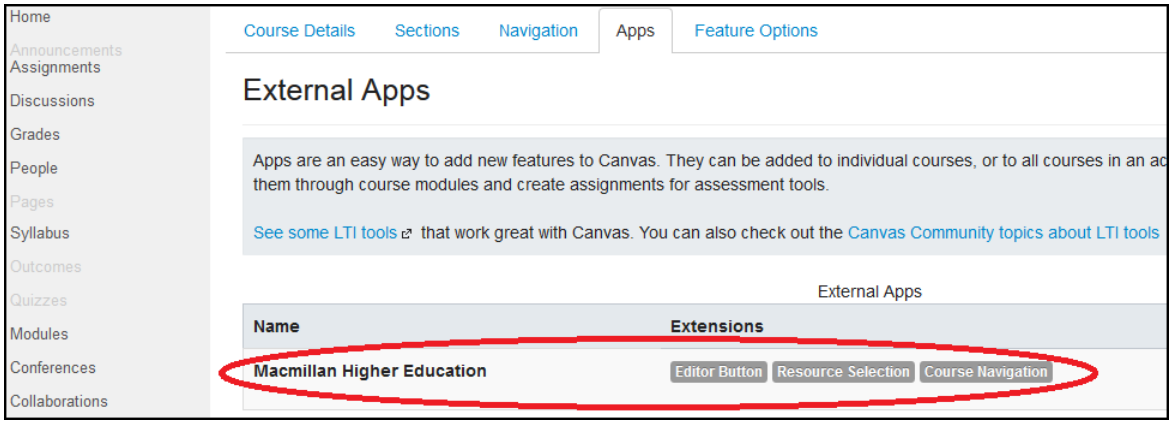
2.1. In your Canvas course go to ***Settings*** → ***Apps,*** find/click the **Macmillan Higher Education** app.

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.

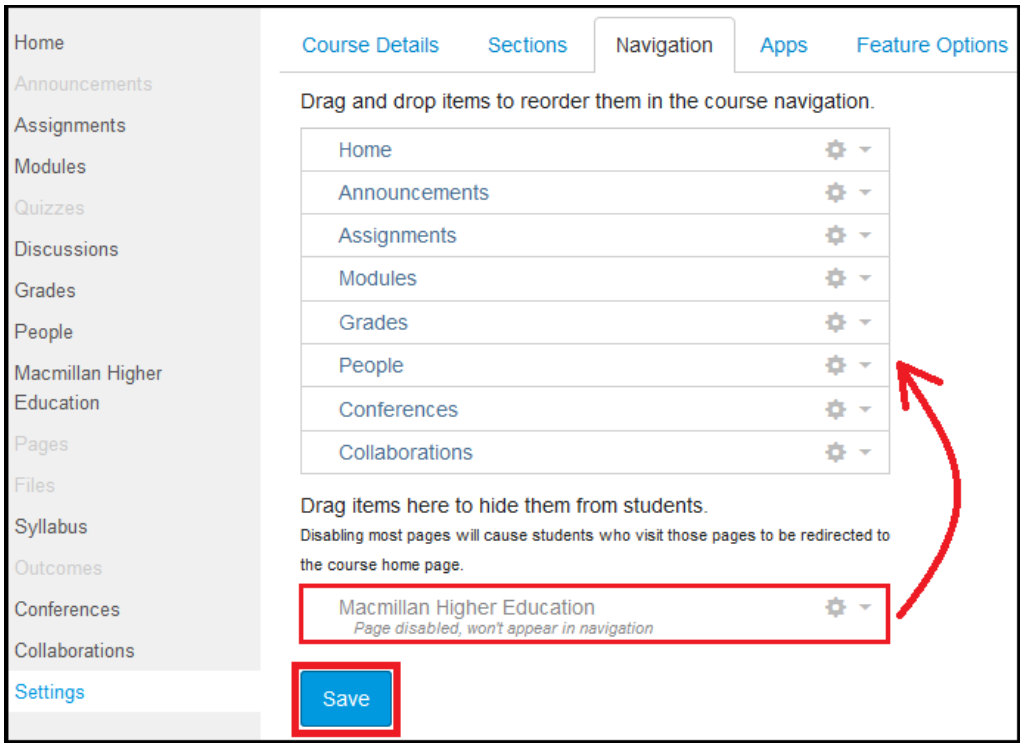


2.4. Canvas will display the External Apps page, which now lists the Macmillan app. *Your own Canvas system may or may not list the Macmillan app's extensions – either case is fine.*



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**.



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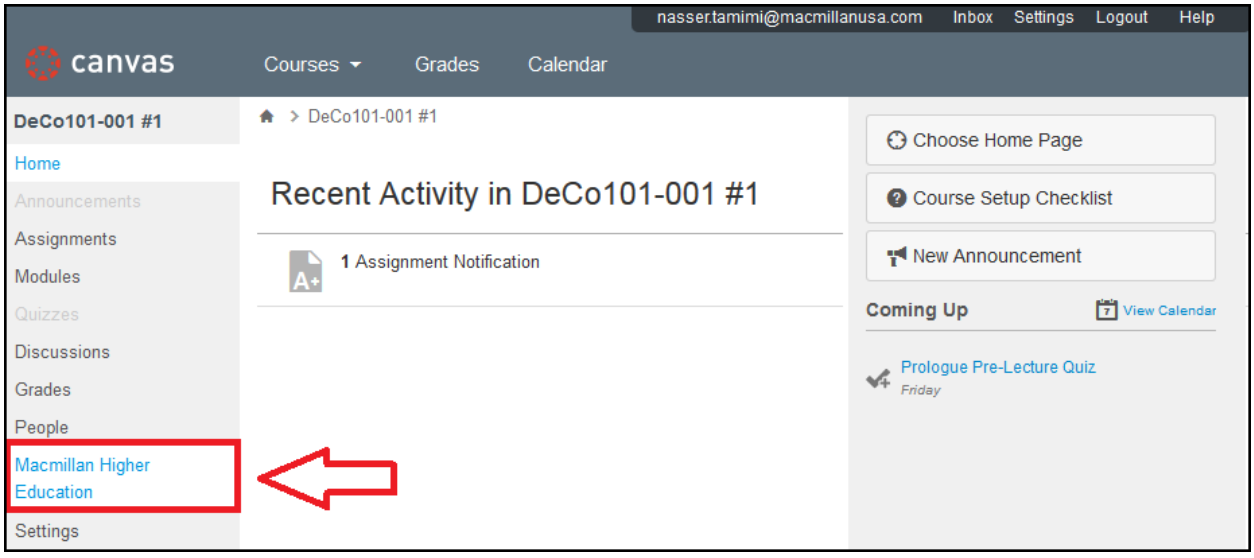
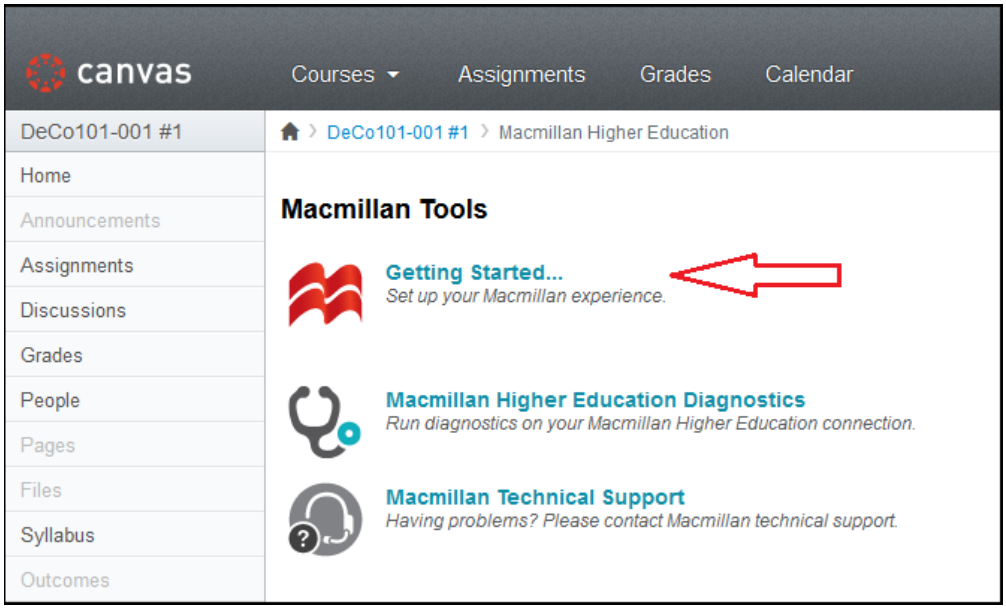
3. Pair your Canvas course with a LaunchPad course

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**.

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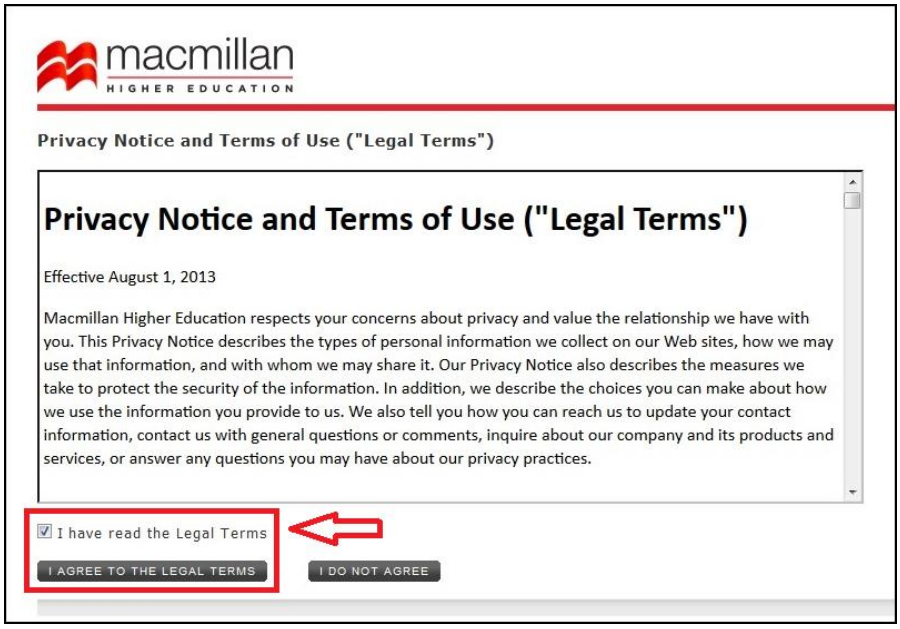
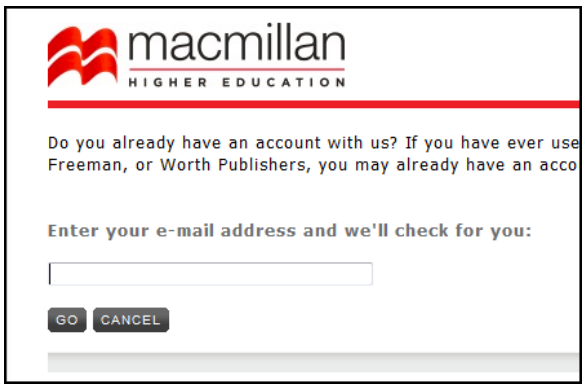
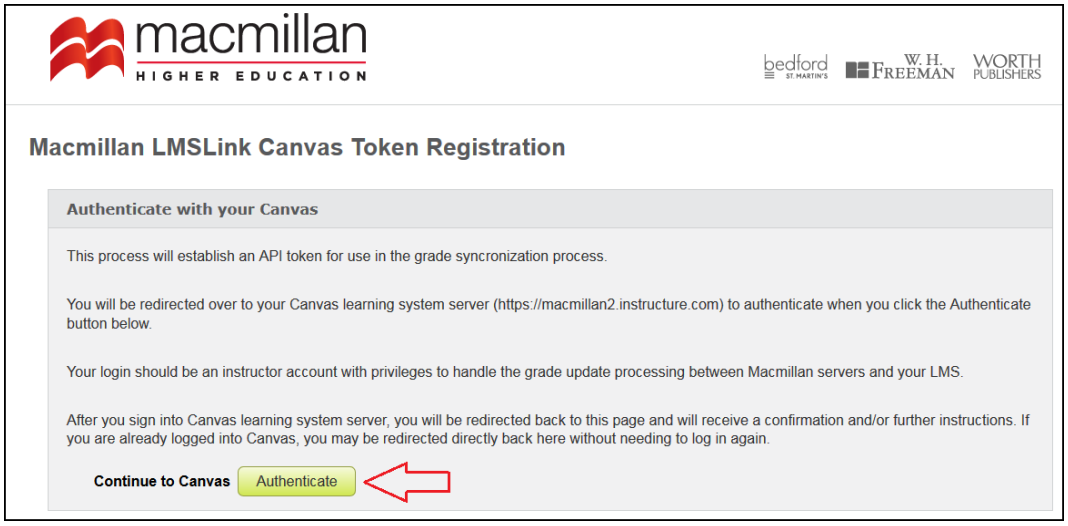


3.4. If prompted for your LaunchPad email address and/or password, key the required inputs and click **LOG IN**.

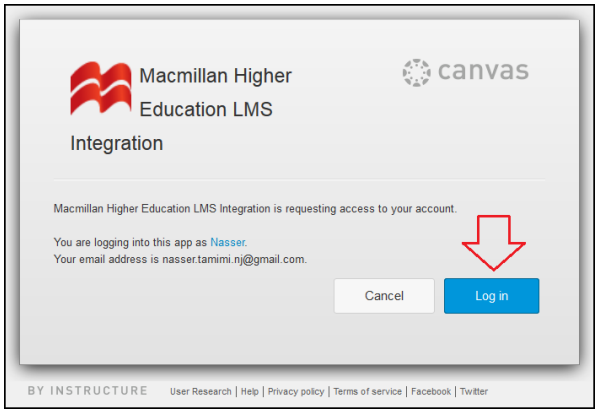


The **Token Registration** page will be displayed (*see next page*).

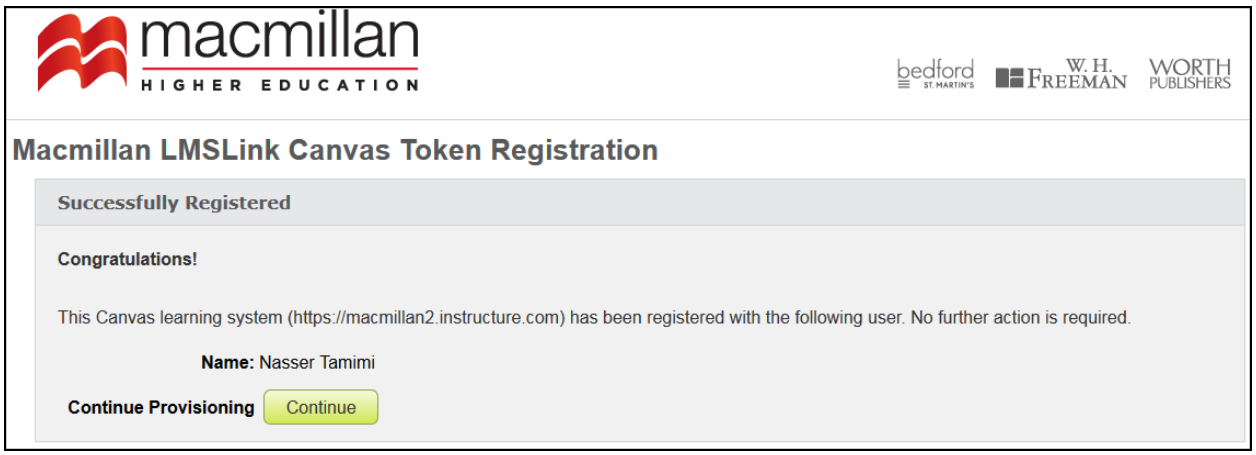
3.5. The Token Registration pages essentially ask the instructor's permission to perform updates to this Canvas course's gradebook during the semester. To proceed, click the **Authenticate** button.



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

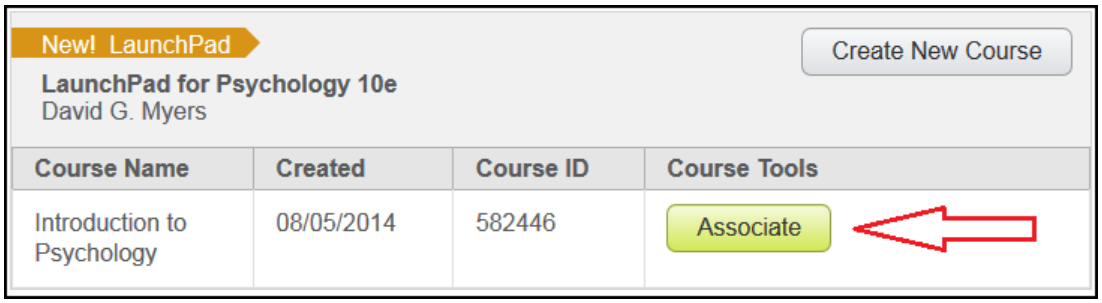


3.7. You will then see the success page below. Click **Continue** to complete token registration.

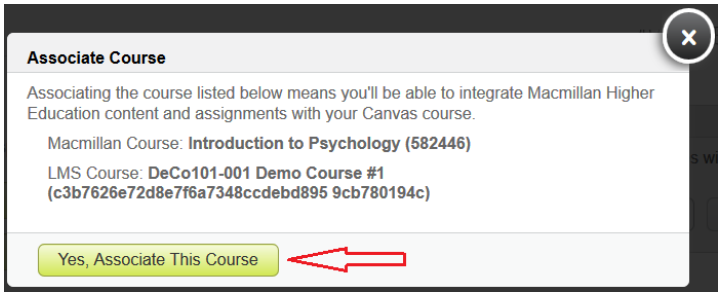


Once you've completed token registration you'll see the **Choose Course** page.

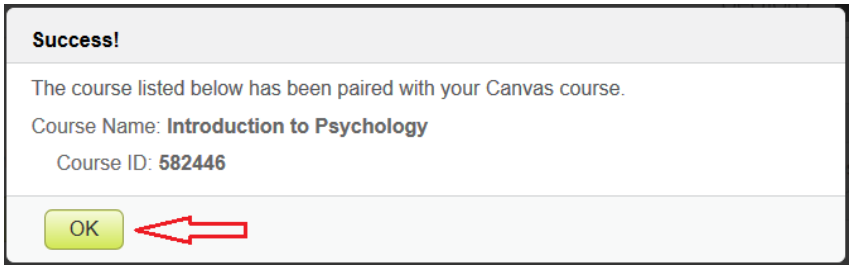
3.8. On the Choose Course page **carefully review** the list of courses shown and select the LaunchPad course that you wish to pair with your Canvas course by clicking the **Associate** button.



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



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



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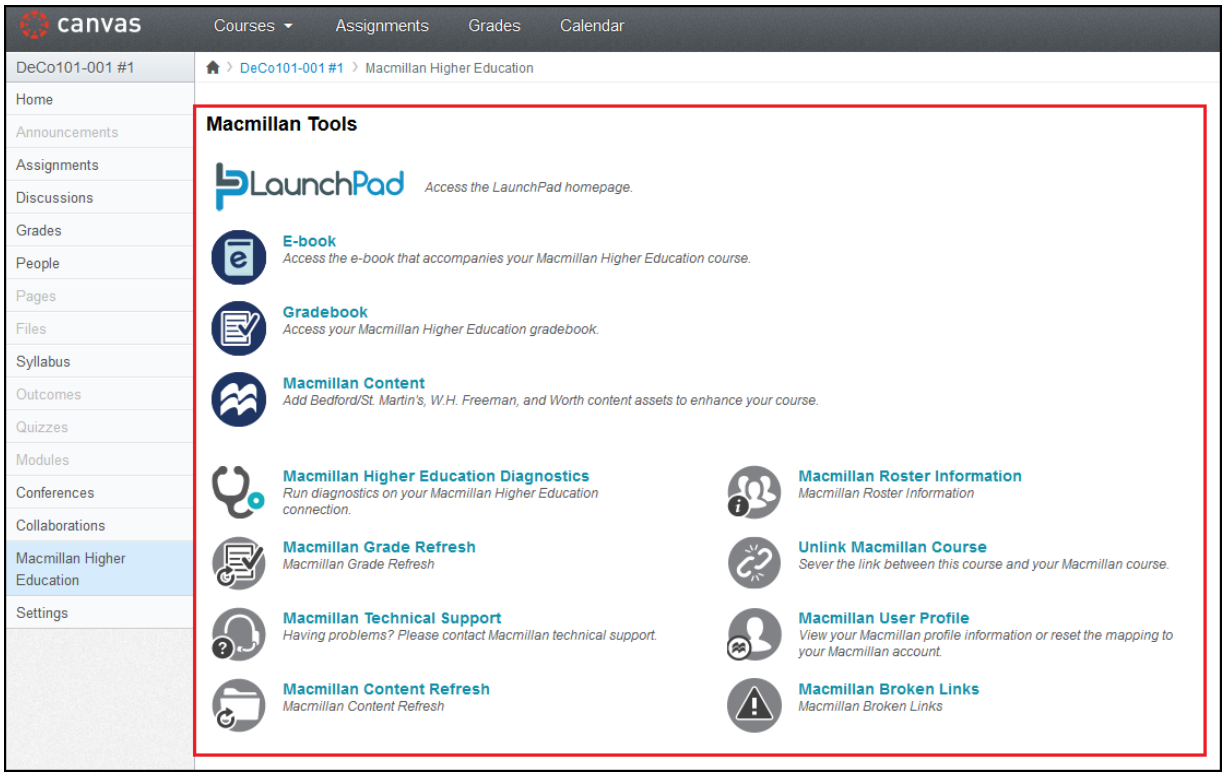
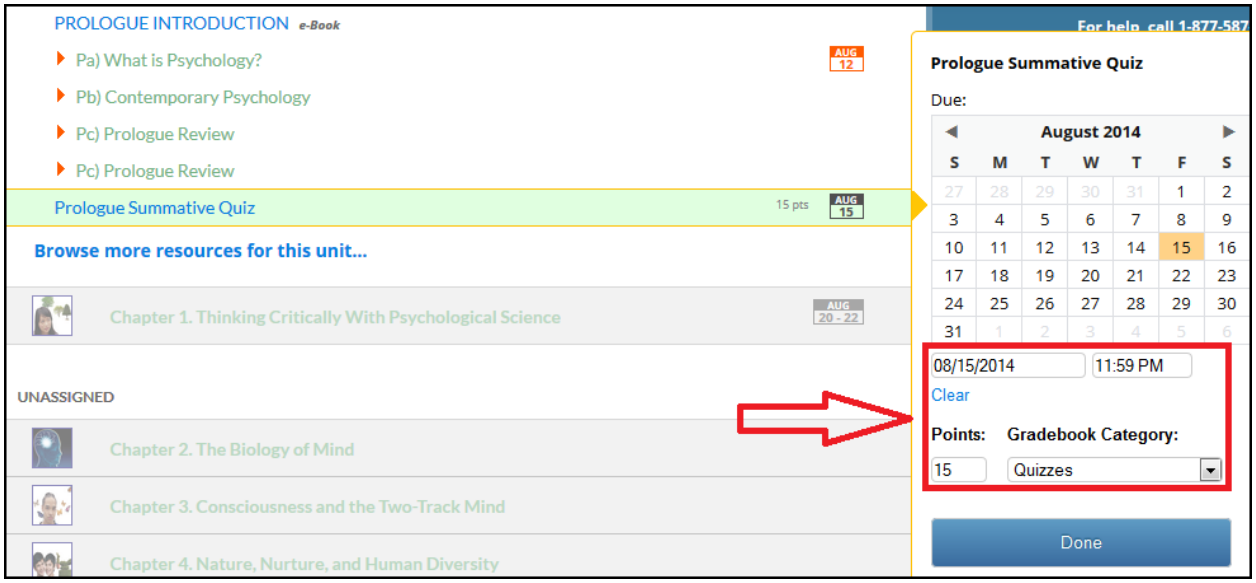
3.10. The **Macmillan Tools** page will be re-displayed and will now include a number of new tool links. These tools are described in greater detail in other sections of this guide.


canvas
Courses
Assignments
Grades
Calendar
DeCo101-001 #1
Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Macmillan Higher Education
Settings
DeCo101-001 #1 › Macmillan Higher Education
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 Roster Information
Macmillan Roster Information
Macmillan Grade Refresh
Macmillan Grade Refresh
Unlink Macmillan Course
Sever the link between this course and your Macmillan course.
Macmillan Technical Support
Having problems? Please contact Macmillan technical support.
Macmillan User Profile
View your Macmillan profile information or reset the mapping to your Macmillan account.
Macmillan Content Refresh
Macmillan Content Refresh
Macmillan Broken Links
Macmillan Broken Links

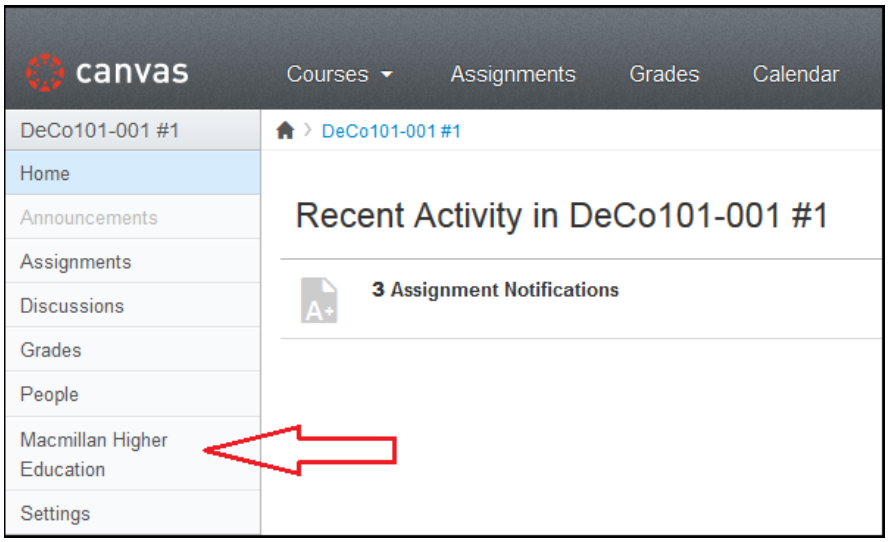
4. Import LaunchPad content into your Canvas course: Gradebook Items

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.



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.

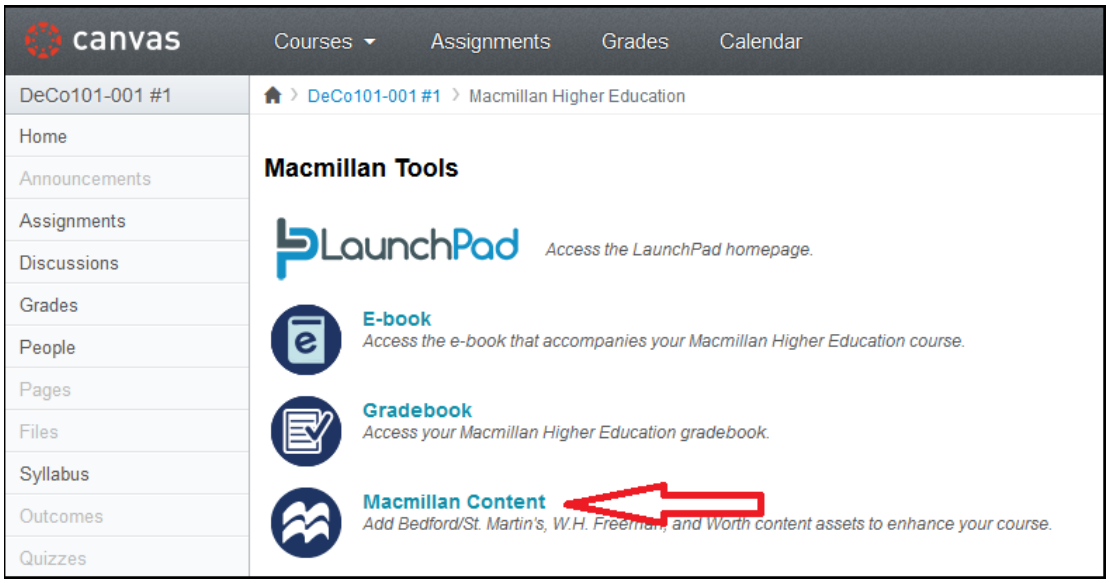
4.2. To import LaunchPad content to your Canvas course click the ***Macmillan Higher Education*** link in the course navigation panel of your Canvas course.



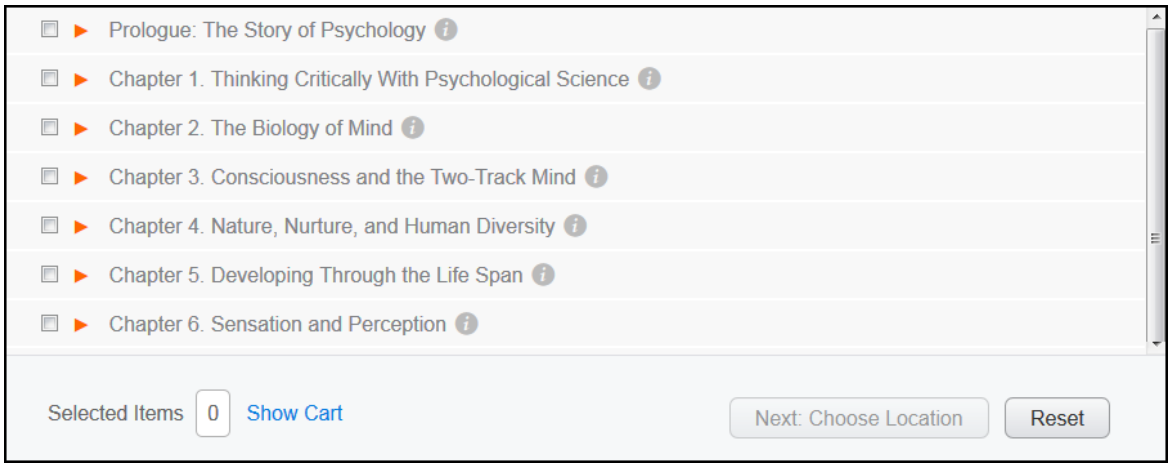
4.3. On the Macmillan Tools page, click **Macmillan Content**.

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****.*

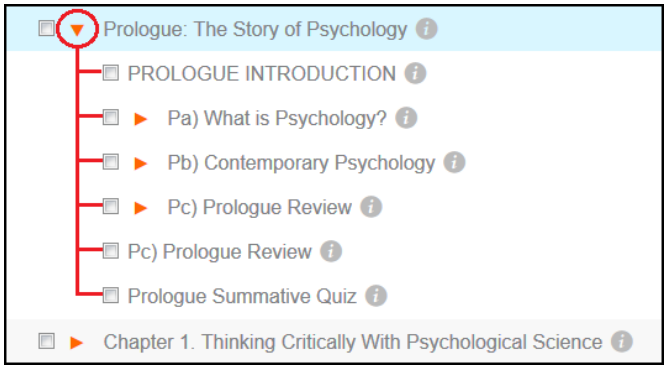
To import ungraded content such as unit readings, certain video exercises and the like, refer to part ***5.*** **Import LaunchPad content into your Canvas course: Non-gradebook Items**.



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

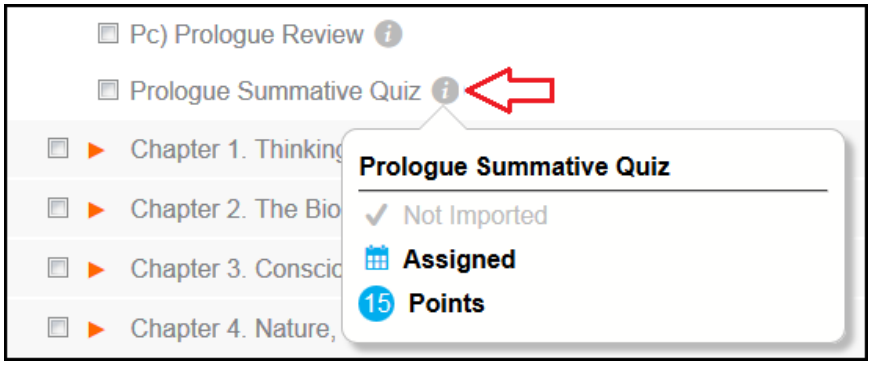


4.4. The presence of a red arrowhead alongside any LaunchPad content header in the TOC indicates that this item is a folder which can be expanded to view additional content. To expand the view of a folder, click the arrowhead. You can drill down into the components of each LaunchPad unit in the same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



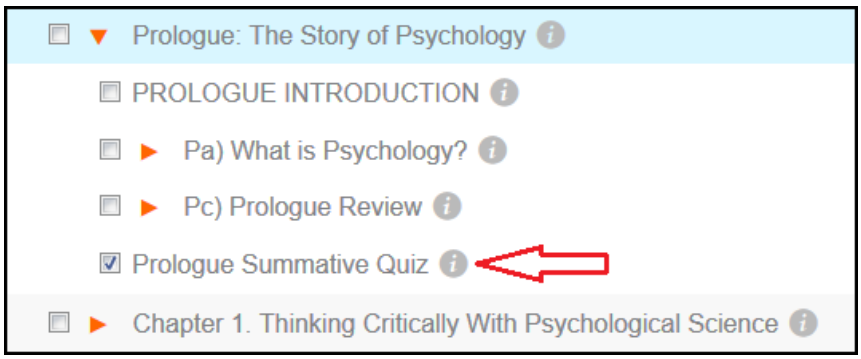
4.5. To preview any item in the TOC simply click its name. The link will place you directly in that resource in LaunchPad. After reviewing the content you can return to Canvas by simply closing the browser tab in which the LaunchPad content is displayed.

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.

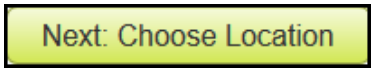


In the example above, the instructor has assigned the *Prologue Summative Quiz* in LaunchPad with a points possible of 15, but has not yet imported this assignment into Canvas.

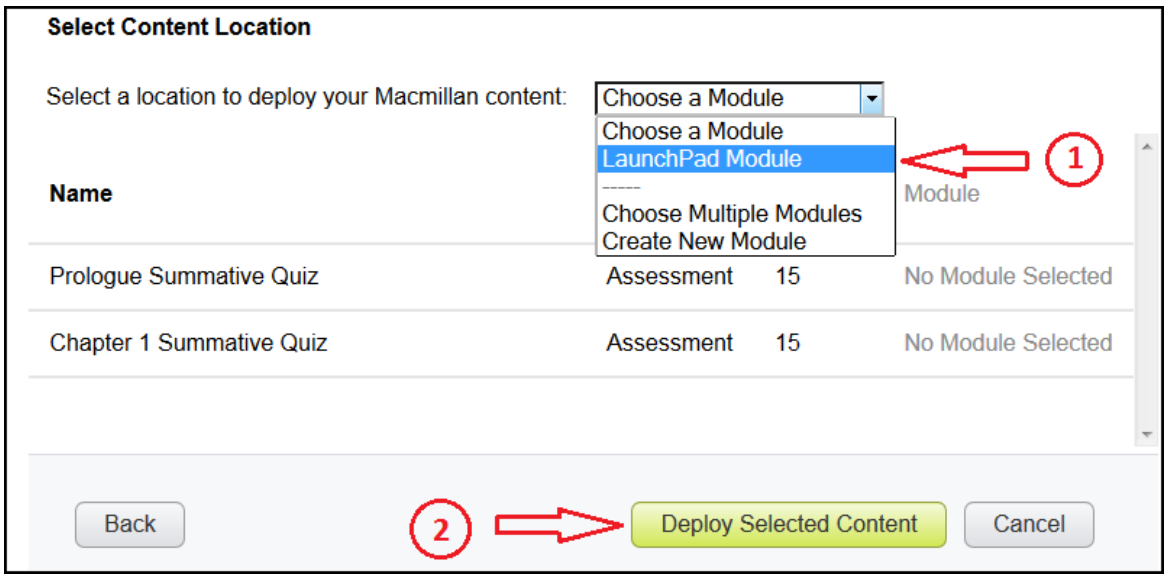
4.7. To import LaunchPad gradable items into Canvas select one or more of them from the TOC by selecting the checkbox for each . . .



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



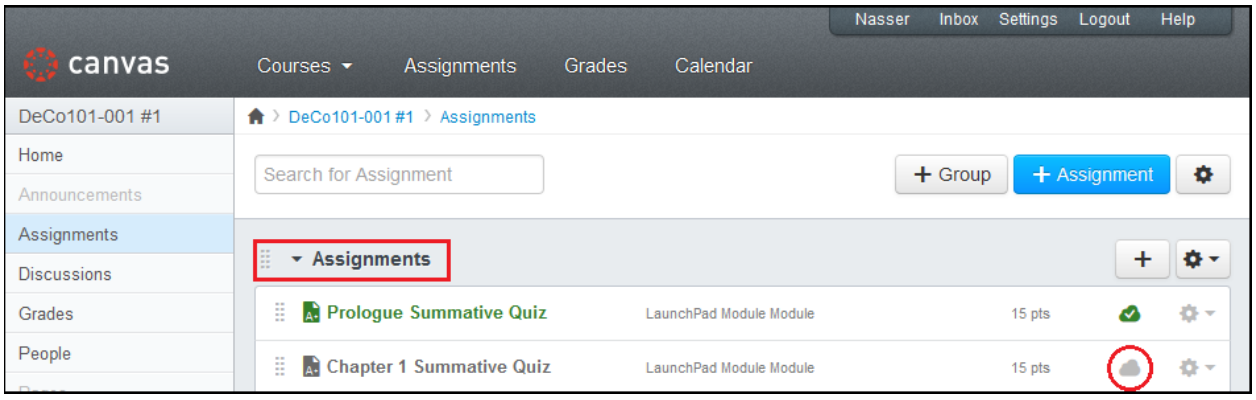
4.8. On the Select Content Location page, (1) select the Canvas module to place the content and (2) click **Deploy Selected Content.**



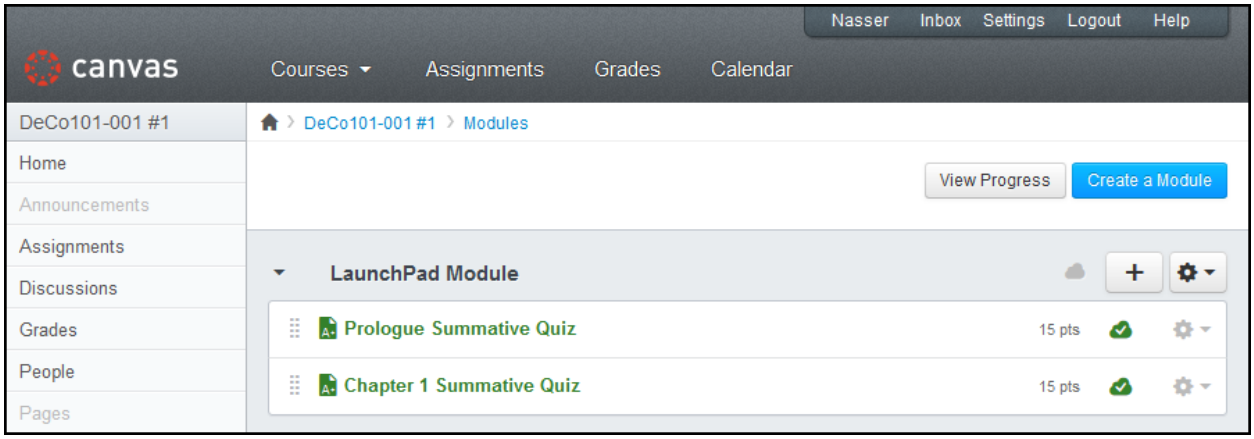
Canvas will display a confirmation that the import operation was successful.

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

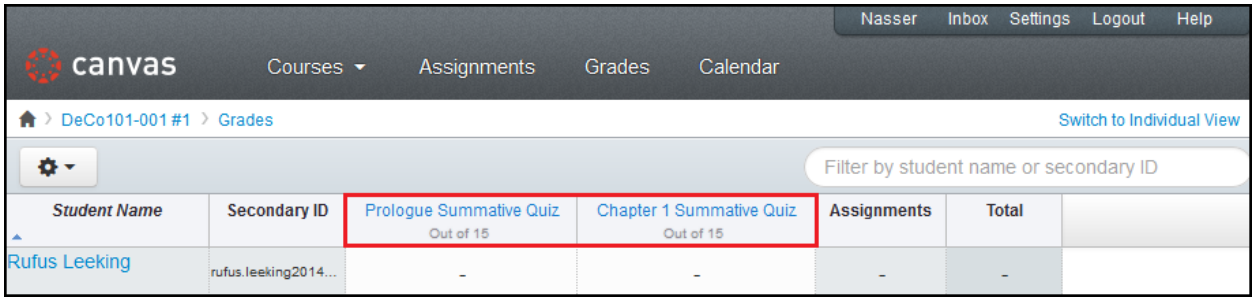
4.10. Proceed to the **Assignments** area in you Canvas course and confirm that the imported LaunchPad items are there and ***publish them in the course.***



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



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

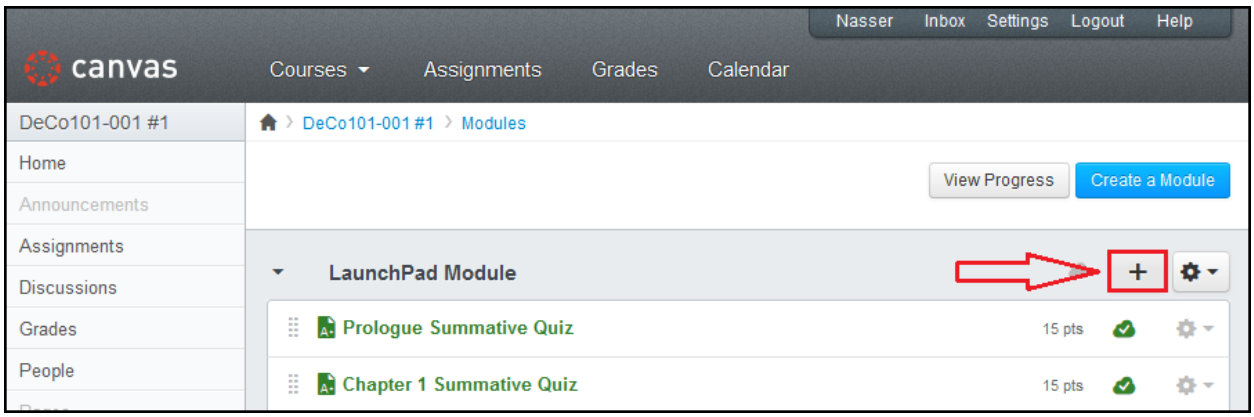


5. Import LaunchPad content to your Canvas course: Non-gradebook Items

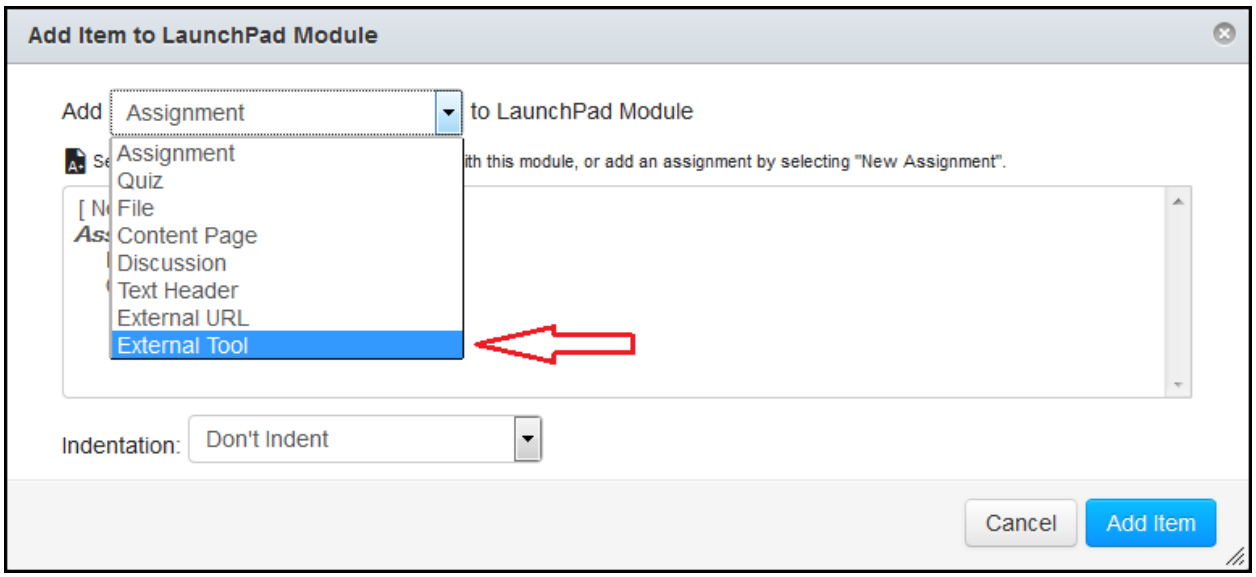
Important note: *The steps detailed in this section describe the operations that you can perform to import only* ***non-gradable*** *LaunchPad activities into your Canvas course. Any LaunchPad content imported into Canvas using the steps below will not post to the Canvas Assignments area or the Canvas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

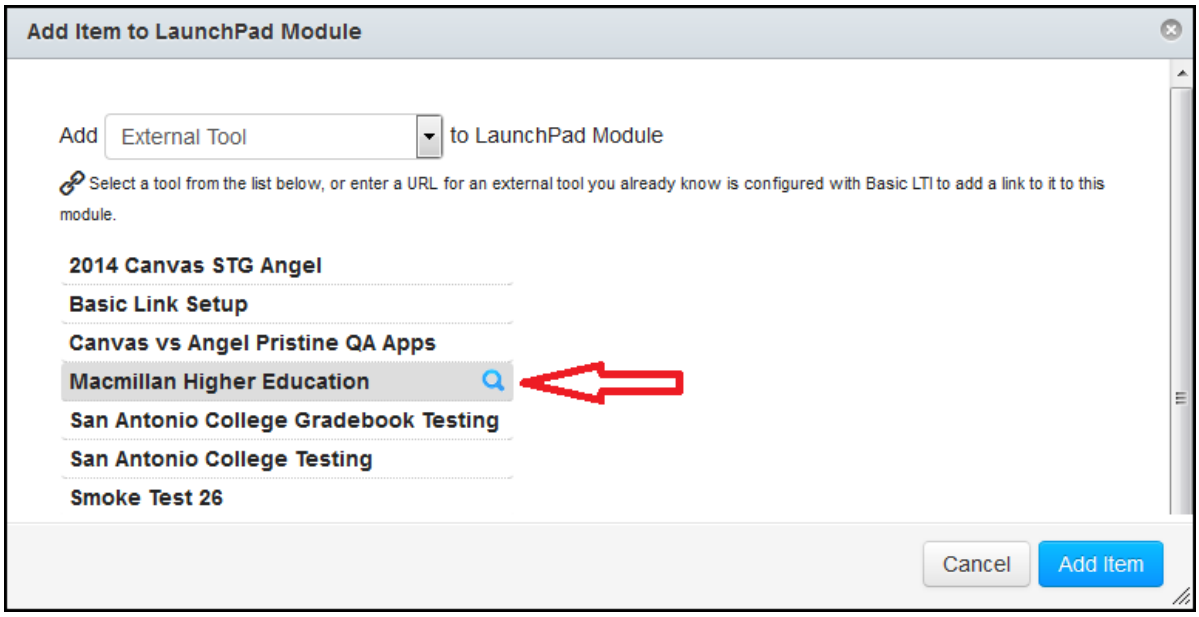
5.1. Proceed to the desired Canvas course module (in the example it's called *LaunchPad Module*) and click the '**+**' to add an item.



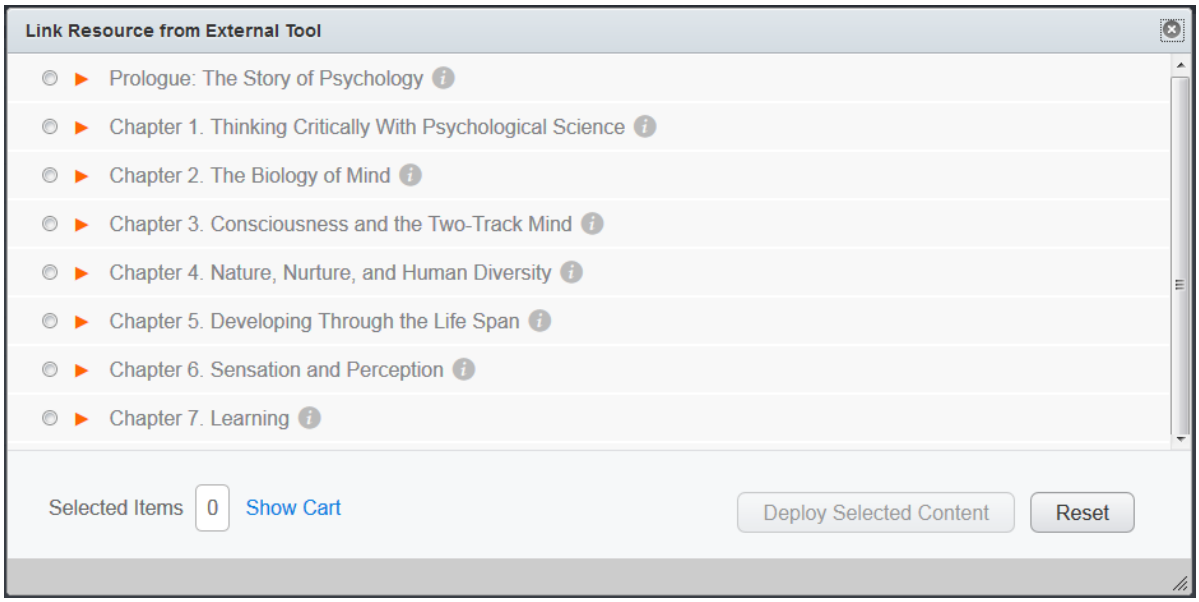
5.2. On the Add Item panel, select **External Tool** from the drop down.



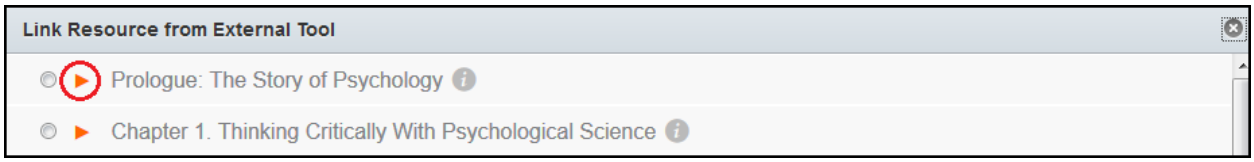
5.3. Still in the Add Item panel, click **Macmillan Higher Education**.



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

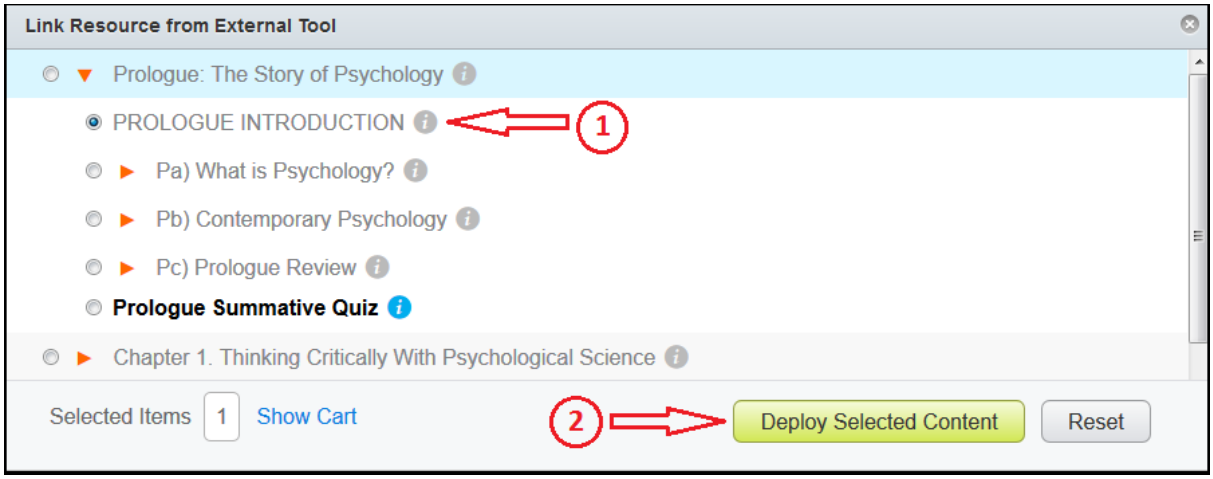


5.4. Click the red arrow to expand the view of a desired LaunchPad unit.



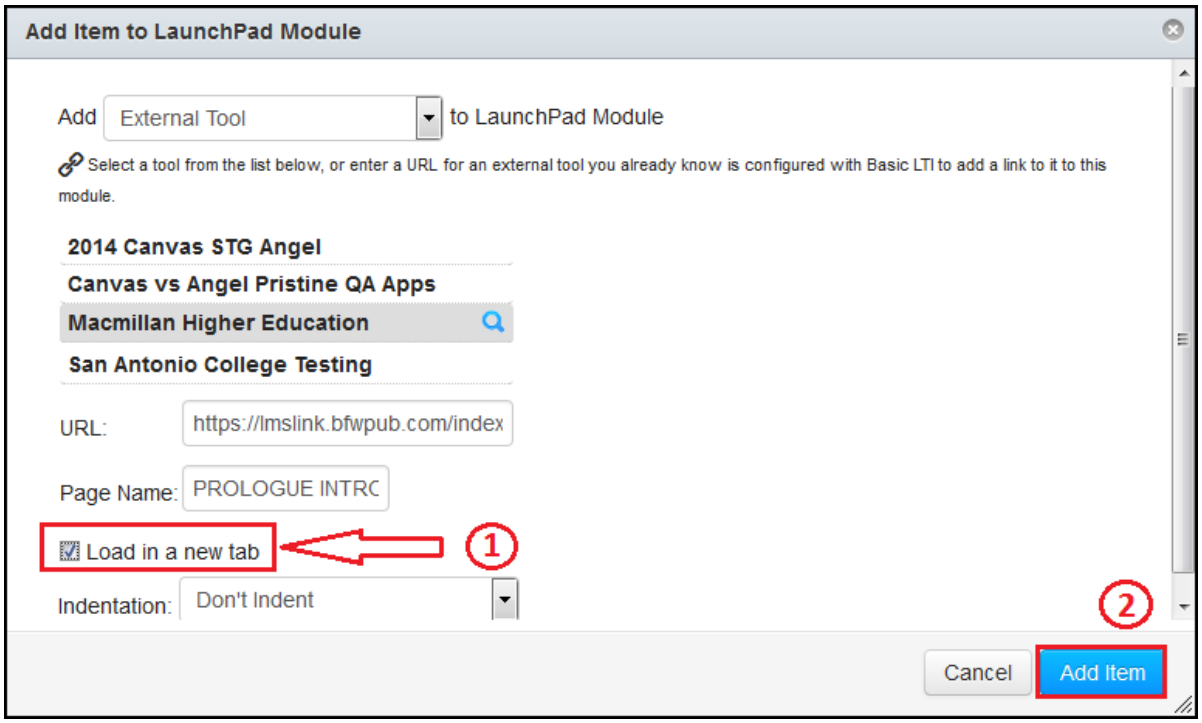
5.5. Click the radio button (1) for the non-gradable LaunchPad item that you wish to import to

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.*



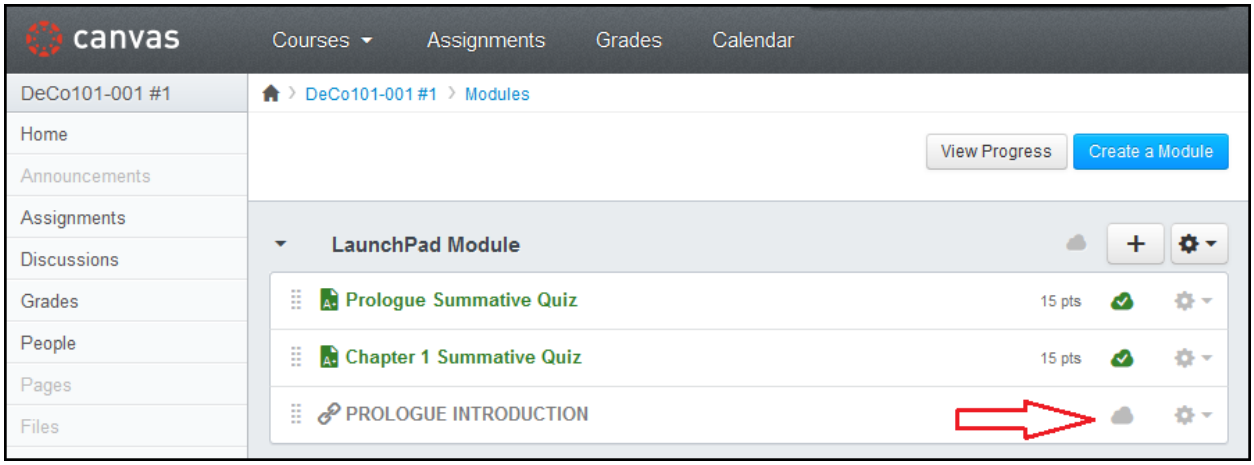
Canvas will re-display the Add Item to Module panel.

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.

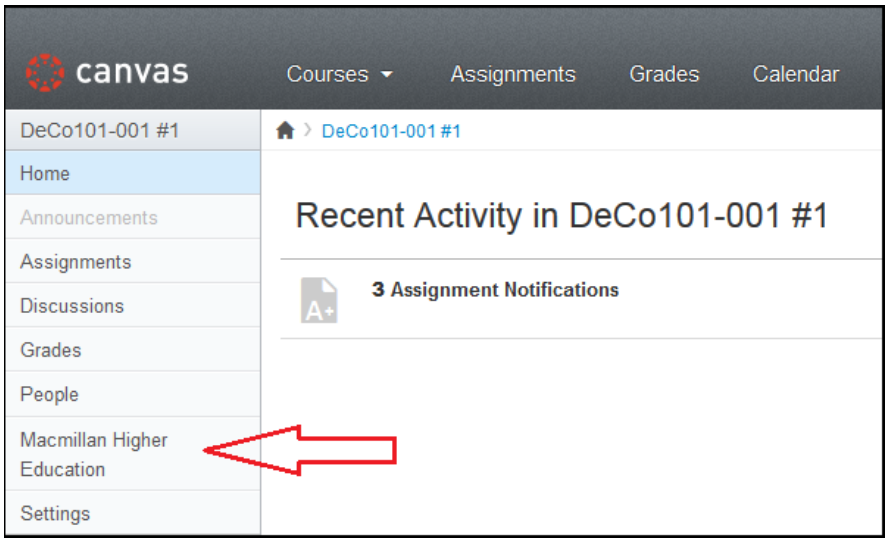
5.7. In the module view, remember to publish the LaunchPad content item.


canvas
Courses
Assignments
Grades
Calendar
DeCo101-001 #1
Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
DeCo101-001 #1 › Modules
View Progress
Create a Module
LaunchPad Module
Prologue Summative Quiz
15 pts
Chapter 1 Summative Quiz
15 pts
PROLOGUE INTRODUCTION

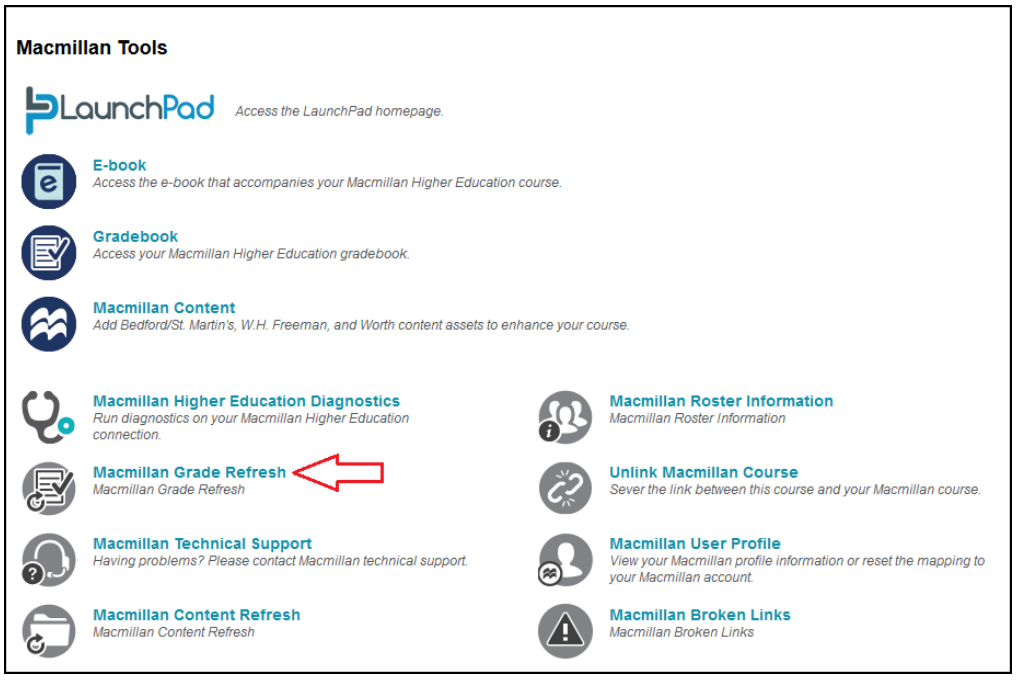
6. Run Manual Grade Refresh

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.

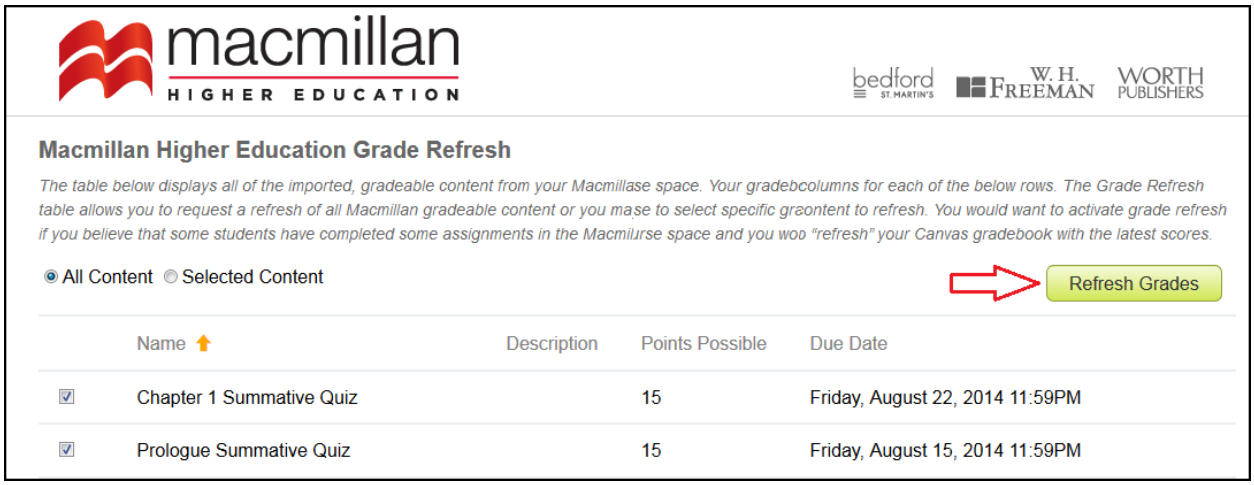
6.1. To perform a manual grade refresh click the ***Macmillan Higher Education*** link in the course navigation panel of your Canvas course.



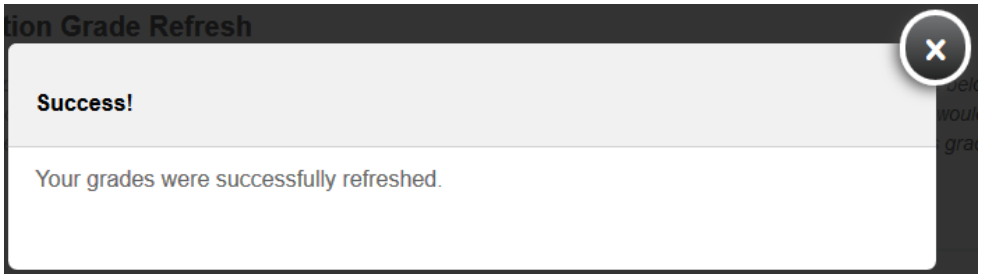
6.2. On the Macmillan Tools page click the **Macmillan Grade Refresh** option.



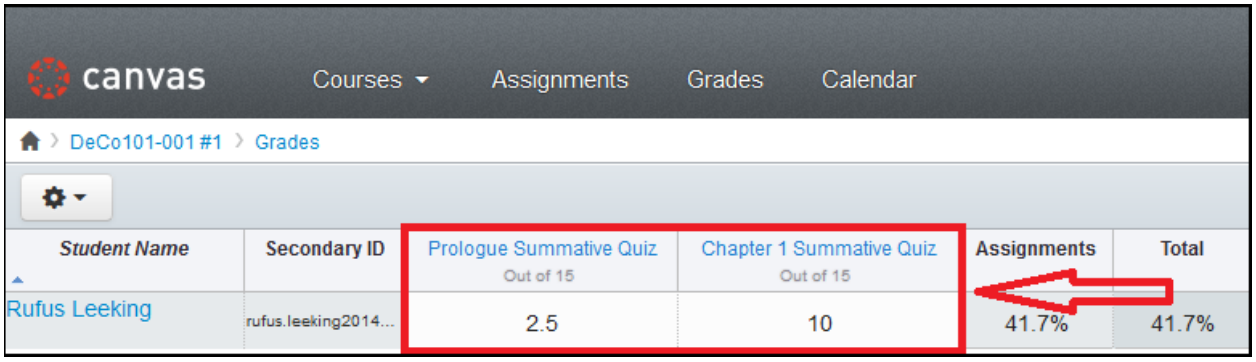
6.3. On the Macmillan Higher Education Grade Refresh page, note that all gradable assignments you imported to Canvas are listed here. Accept all defaults and click **Refresh Grades.**



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



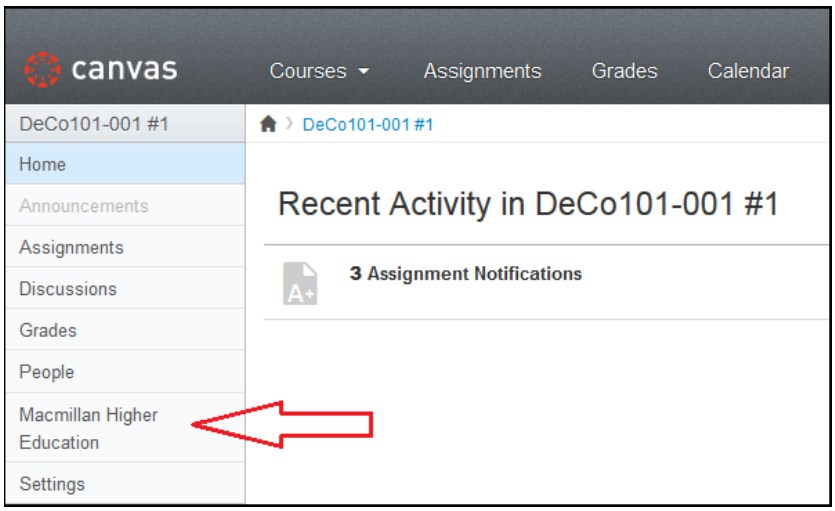
6.4. Proceed to the Canvas gradebook and confirm that the students' scores have been posted.



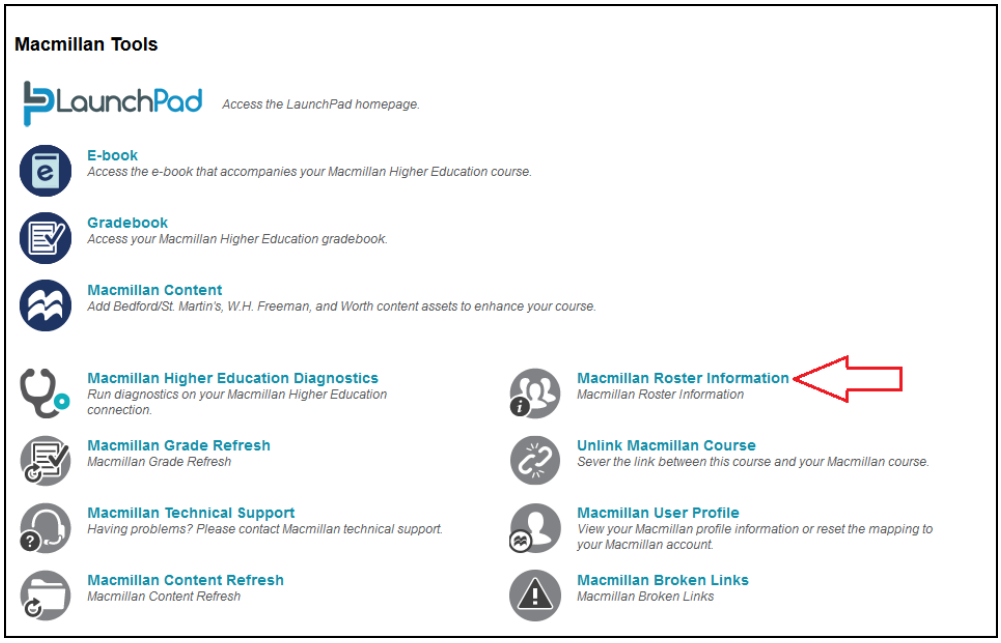
7. View Roster Information

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.

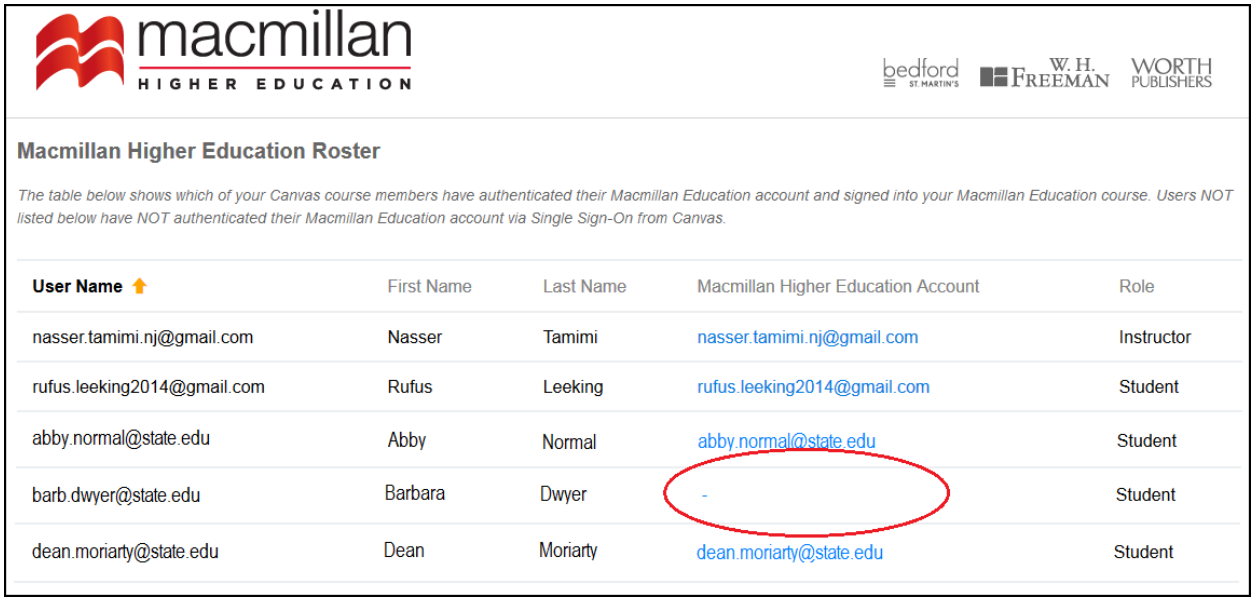


7.2. On the Macmillan Tools page click **Macmillan Roster Information**.



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.***



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Macmillan Higher Education Roster

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.

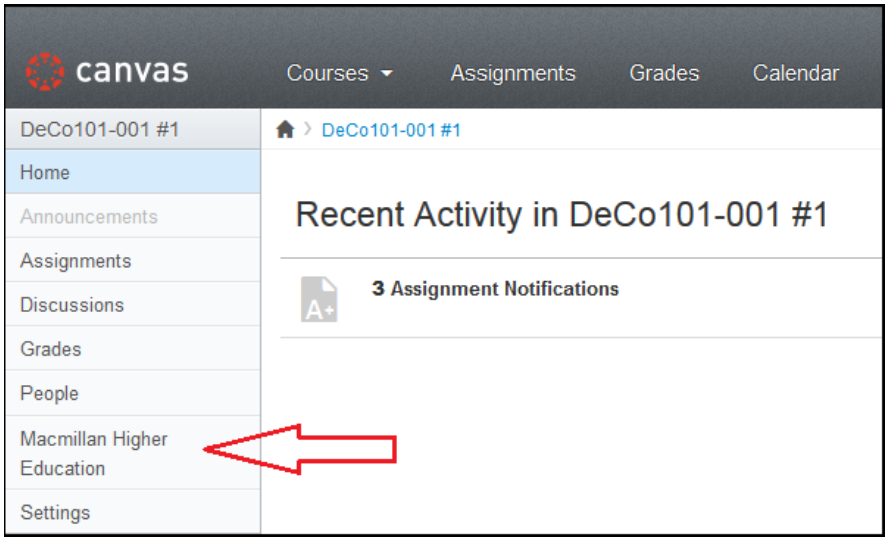
User Name	First Name	Last Name	Macmillan Higher Education Account	Role
nasser.tamimi.nj@gmail.com	Nasser	Tamimi	nasser.tamimi.nj@gmail.com	Instructor
rufus.leeking2014@gmail.com	Rufus	Leeking	rufus.leeking2014@gmail.com	Student
abby.normal@state.edu	Abby	Normal	abby.normal@state.edu	Student
barb.dwyer@state.edu	Barbara	Dwyer	-	Student
dean.moriarty@state.edu	Dean	Moriarty	dean.moriarty@state.edu	Student

8. Unlink your Canvas course from a LaunchPad course

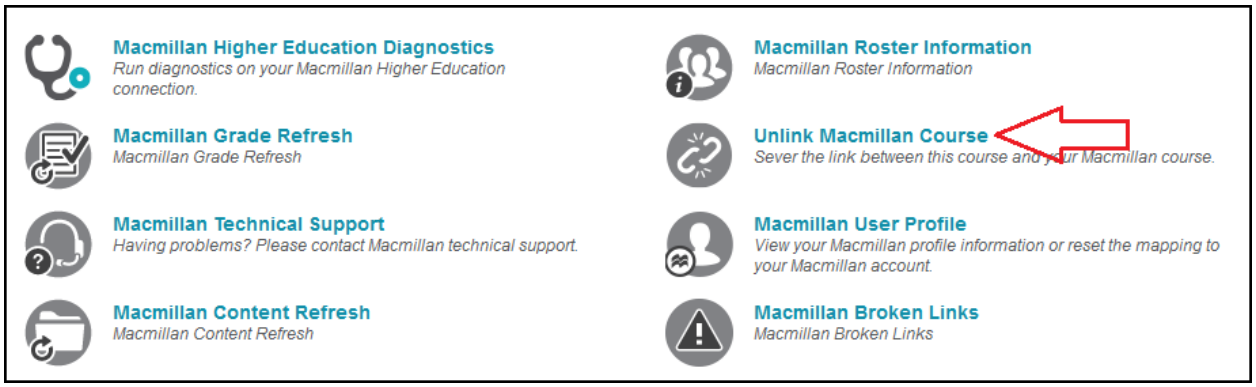
From time to time the need might arise for the instructor to break the link between their Canvas course and a LaunchPad course. This might be necessary if the instructor had first linked their Canvas course to the wrong LaunchPad course and now wishes to correct the course pairing.

***** 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.*

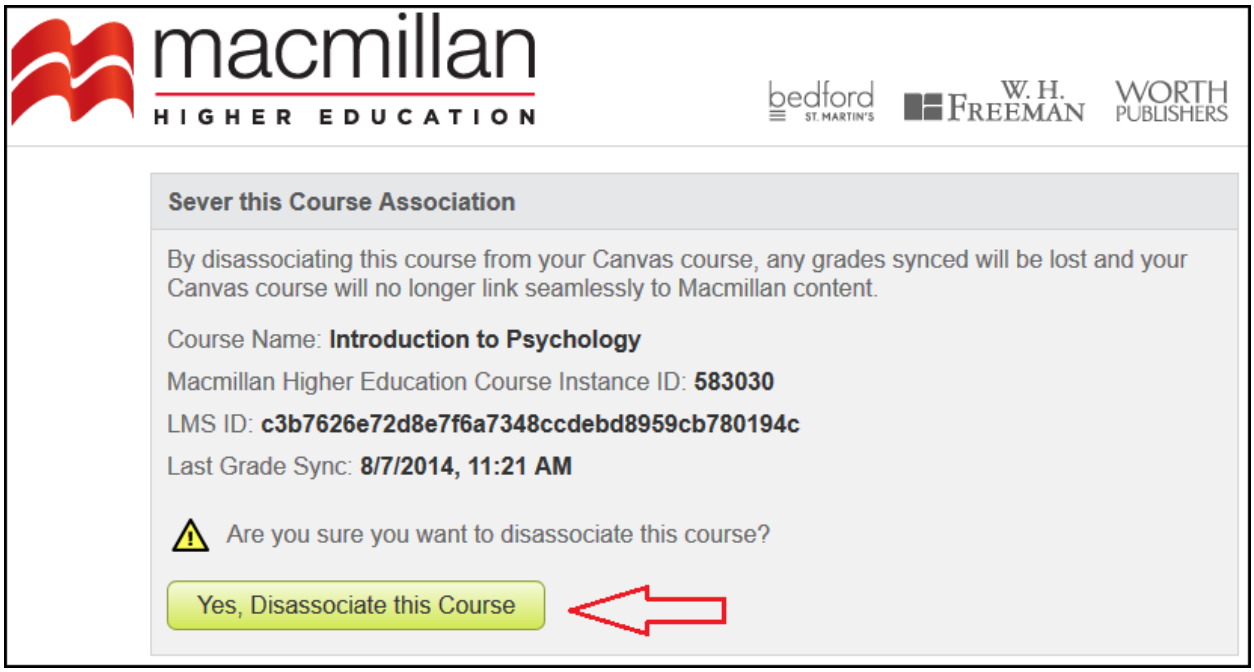
8.1. To access the Unlink Macmillan Course page click the ***Macmillan Higher Education*** link in the course navigation panel of your Canvas course.



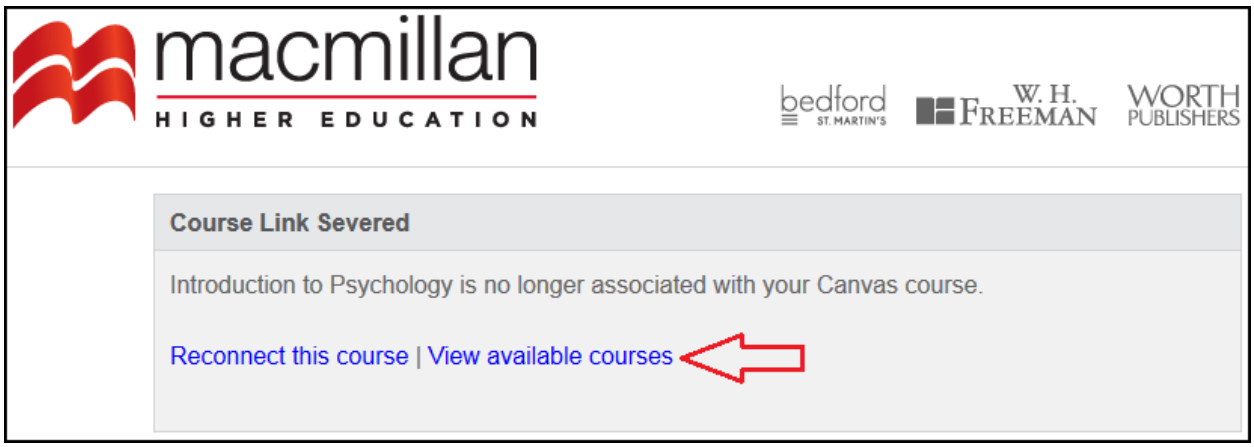
8.2. On the Macmillan Tools page, click **Unlink Macmillan Course**.



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**.

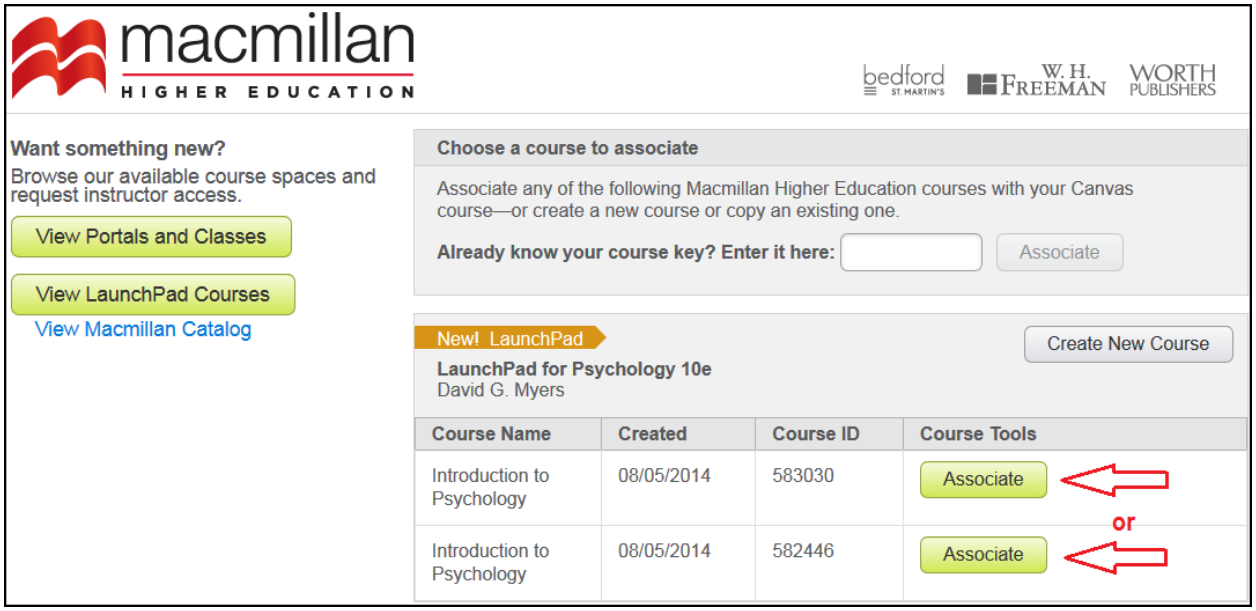


8.4. On the **Course Link Severed** you may return to Canvas by simply closing this browser tab or you may re-associate (pair) your Canvas course with another LaunchPad course. To pair your Canvas course with another LaunchPad course simply click **View available courses**.



Canvas will display the Macmillan Choose Course page.

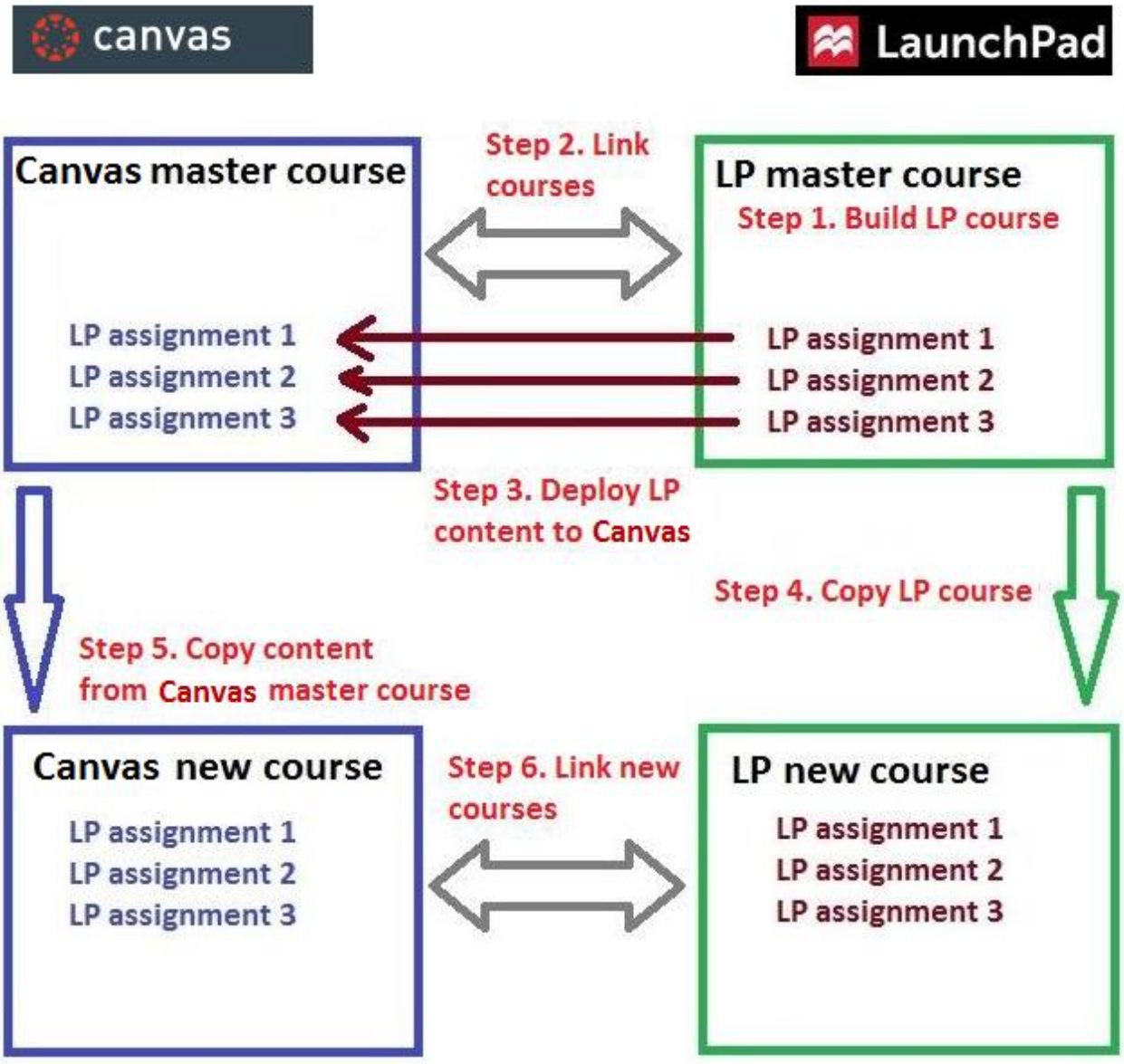
8.5. On the **Choose Course** page **carefully review** the list of courses shown and select the LaunchPad course that you wish to pair with your Canvas course by clicking the **Associate** button and proceeding as described in part 2.6 of this guide.



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.

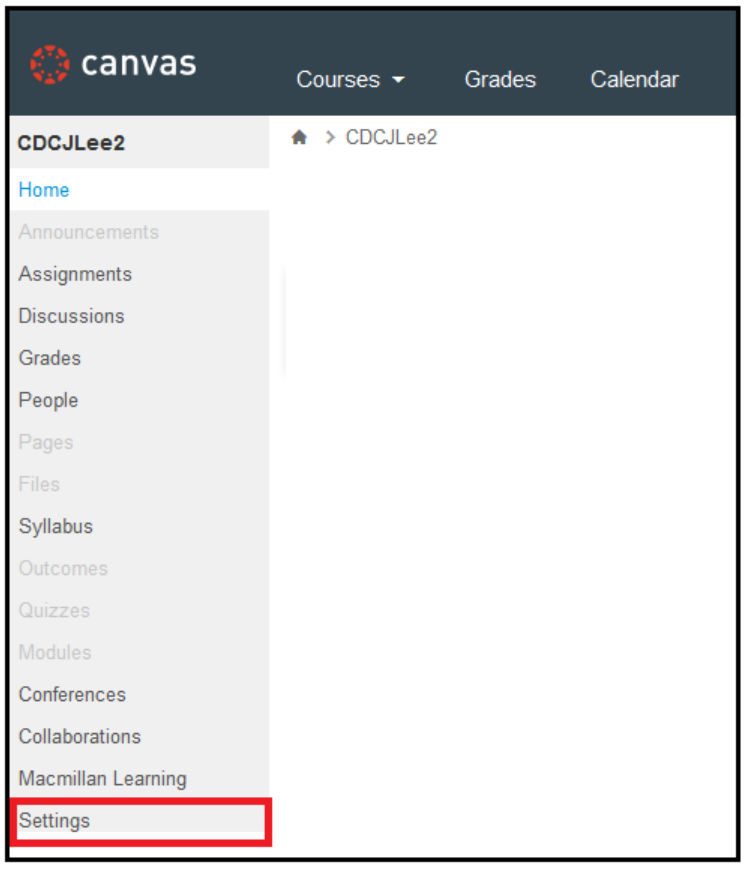
9.2. Linked the LaunchPad master course to a Canvas master course (Part 3 of this guide).

9.3. Deployed the desired content from the LaunchPad master course to the Canvas master course (Parts 4 and 5).

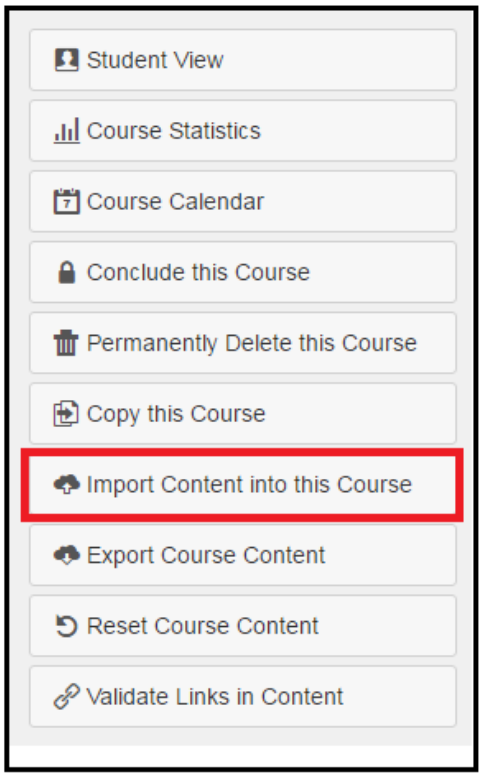
9.4. Created the desired number of copies of the LaunchPad master course. This can be done using either LaunchPad's Create Course-based on an existing course function or its course branching feature.

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).

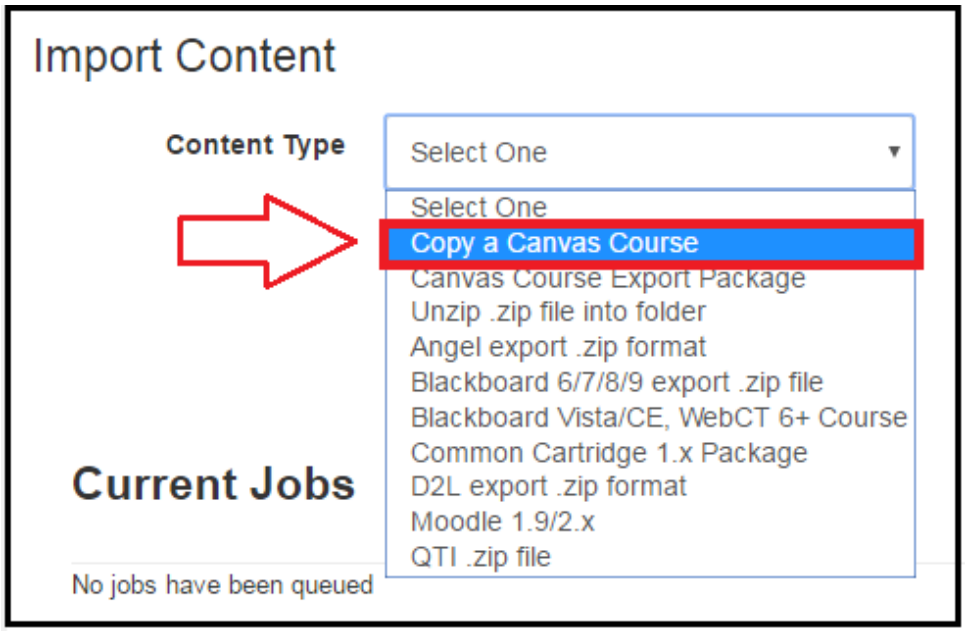
9.5. Enter into a Canvas course shell and in the left navigation panel on the course **homepage**, click **Settings**, which will open to a **Course Details** page.



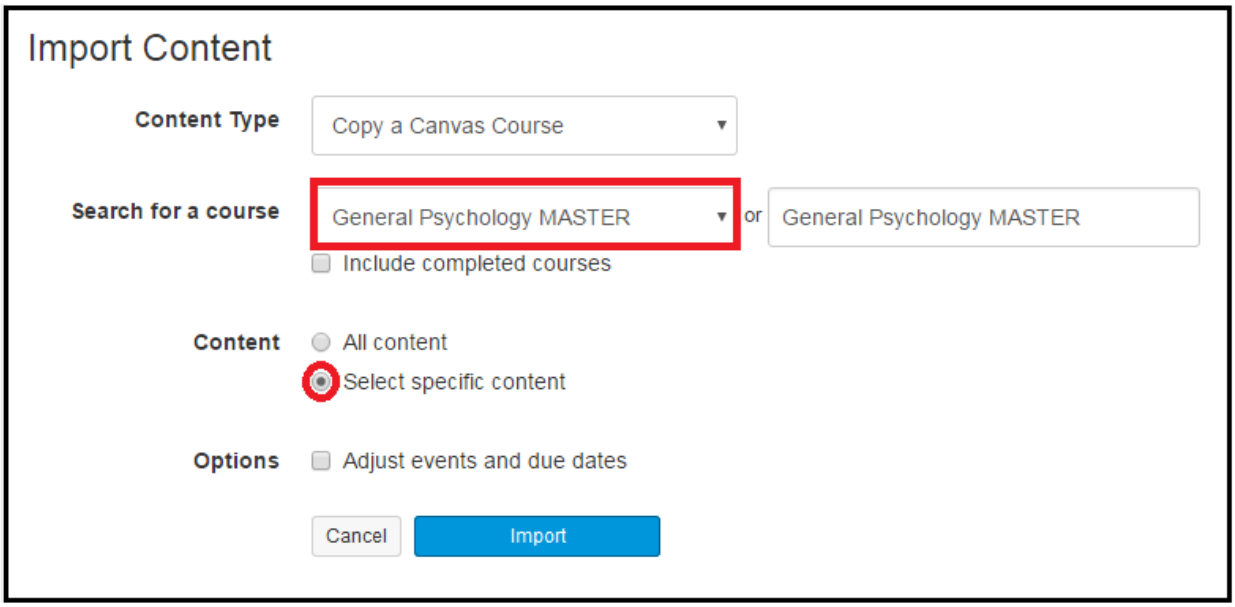
9.6. In the **Course Details** page, locate the right navigation panel and click on **Import Content into this Course**.



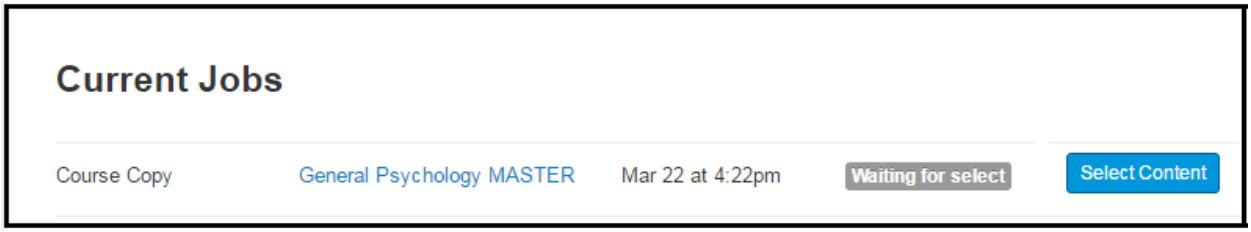
9.7. On the **Import Content** page and in the **Content Type** section, click on the drop-down arrow in the search bar to select the **Copy a Canvas Course** option in the menu.



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.**

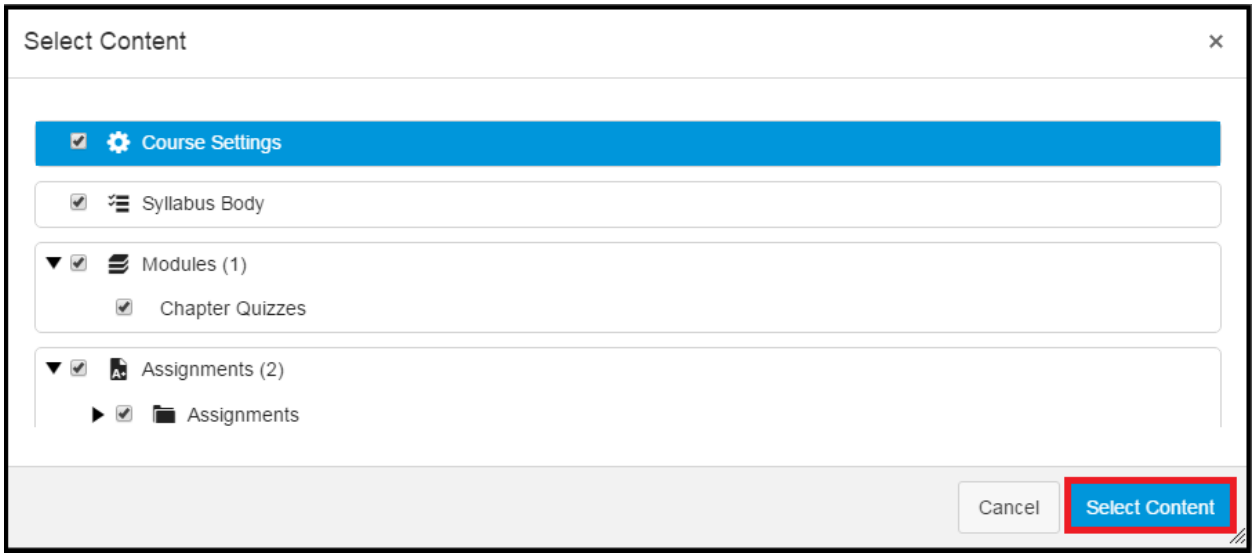


9.9. Once the **Import** button is selected, a page will open up to a Current Jobs listing and indicate that the current session is **Waiting for selection**. Click **Select Content** to continue, which will allow the instructor to specifically customize which content to import.

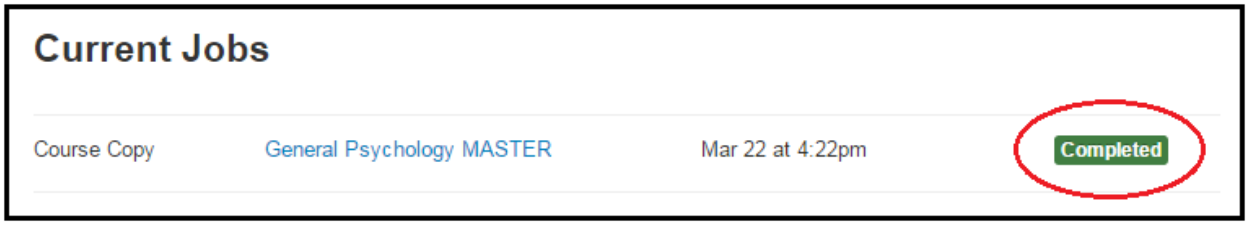


(Continued on next page.)

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.



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.



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.