



# **vhcentral**

## **LTI-Advantage + Rostering**

## **Canvas**

# **Administrator Guide**

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# Canvas LTI-A + Rostering Administrator Guide

## Creating the LTI-A Platform on Canvas

1 Navigate to Canvas. Click on **"Admin"**.

The screenshot shows the Canvas Admin interface. On the left sidebar, the 'Admin' menu item is highlighted with a red circle. The main content area displays the 'Settings' page, which includes a navigation bar with tabs for 'Settings', 'Quotas', 'Integrations', 'Notifications', 'Admins', 'Announcements', 'Reports', 'Apps', and 'Feature Options'. The 'Account Settings' section is active, showing various configuration options:

- Account Name: [Text input field]
- Default Language: Not set (defaults to English (United States)) [Dropdown menu]
- Default Due Time: Account default (11:59pm) [Dropdown menu]
- Default Time Zone: Eastern Time (US & Canada) (-05:00/-04:00) [Dropdown menu]
- Allow Self-Enrollment: Never [Dropdown menu]
- Trusted HTTP Referers: https://example.edu [Text input field]
- Default View for Dashboard: Card View [Dropdown menu]
- Overwrite all users' existing default dashboard preferences:
- Don't let teachers rename their courses:
- Don't let teachers modify course availability dates:

An 'Update Settings' button is located at the bottom right of the page.

## 2 Click "Developer Keys".

The screenshot shows the Canvas 'Account Settings' page. On the left sidebar, the 'Developer Keys' option is highlighted with a red circle and a red box. The main content area shows various settings for the account, including Account Name, Default Language, Default Due Time, Default Time Zone, Maintenance windows, Allow Self-Enrollment, Trusted HTTP Referers, and Default View for Dashboard. There are also checkboxes for 'Don't let teachers rename their courses' and 'Don't let teachers modify course availability dates'. An 'Update' button is visible at the bottom right.

## 3 Click "+ Developer Key".

The screenshot shows the Canvas 'Developer Keys' page. At the top, there is a breadcrumb 'Developer Keys'. Below it, there are tabs for 'Account' and 'Inherited'. A search bar is present with a 'Clear' button. A red circle highlights the '+ Developer Key' button. Below the search bar is a table with columns: Name, Owner Email, Details, Stats, Type, State, and Actions. The table contains four rows of developer keys, each with a 'Show Key' button and a 'Stats' column showing 'Access Token Count: 0', 'Created' date, and 'Last Used' status. The 'State' column shows a green checkmark icon for each key.

Name	Owner Email	Details	Stats	Type	State	Actions
		Show Key	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never	API	On	✎ 🗑
		Show Key	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never	API	On	✎ 🗑
		Show Key	Access Token Count: 0 Created: Jan 13 at 3:53pm Last Used: Never	API	On	✎ 🗑
		Show Key	Access Token Count: 0 Created: Jan 8 at 10:08am	API	On	✎ 🗑

## 4 Click "+ LTI Key".

> Developer Keys

### Developer Keys

Account Inherited

All Search by name, email Clear + Developer Key

Name	Owner Email	Details	Stats	Type
		Show Key	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never	+ API Key <b>+ LTI Key</b> + LTI Registration
		Show Key	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never	🔄 ✓ 🗑️
		Show Key	Access Token Count: 0 Created: Jan 13 at 3:53pm Last Used: Never	🔄 ✓ 🗑️
		Show Key	Access Token Count: 0 Created: Jan 8 at 10:08am	🔄 ✓ 🗑️

## 5 Click the "Method" field.

### Key Settings

Key Name: Unnamed Tool

Owner Email:

\* Redirect URIs:

Notes:

#### Configure

Method: Manual Entry

Required Values

* Title	* Description
* Target Link URI	* OpenID Connect Initiation Url
* JWK Method	
Public JWK	
Public JWK	
<pre>{}</pre>	

6 Click "Enter URL".

### Key Settings

Key Name:

Owner Email:

\* Redirect URIs:

Notes:

Configure

Method

- Paste JSON
- Manual Entry
- Paste JSON
- Enter URL**

7 Add [https://www.vhlcentral.com/lti/canvas\\_config\\_rostering.json](https://www.vhlcentral.com/lti/canvas_config_rostering.json) to the "JSON URL" field.

### Key Settings

Key Name:

Owner Email:

Redirect URIs:

Notes:

Configure

Method

- Enter URL

JSON URL



Tip! Add **ONLY** the URL link to the field. **DO NOT OPEN** the URL  
[https://www.vhlcentral.com/lti/canvas\\_config\\_rostering.json](https://www.vhlcentral.com/lti/canvas_config_rostering.json)

**8** Type "**Launch vhlcentral**" in the "**Key Name:**" field.

## Key Settings

Key Name:

Owner Email:

Redirect URIs:

Notes:

Configure

Method

JSON URL

9 Add **LMS Admin email** to the **"Owner Email:"** field.

## Key Settings

Key Name: <input type="text" value="Launch VHLCentral"/>	Configure
Owner Email: <input type="text"/>	Method <input type="text" value="Enter URL"/>
Redirect URIs: <input type="text"/>	JSON URL <input type="text" value="https://www.vhlcentral.com/lti/canvas_config_rostering.json"/>
Notes: <input type="text"/>	

10 Click **"Save"**.

## Key Settings

Key Name: <input type="text" value="Launch VHLCentral"/>	Configure
Owner Email: <input type="text"/>	Method <input type="text" value="Enter URL"/>
Redirect URIs: <input type="text"/>	JSON URL <input type="text" value="https://www.vhlcentral.com/lti/canvas_config_rostering.json"/>
Notes: <input type="text"/>	

Cancel **Save**



## 11 The Developer Key had been created.

Vista Higher Learning > Developer Keys

### Developer Keys

Account Inherited

All Search by name, email, Clear + Developer Key

Name	Owner Email	Details	Stats	Type	State	Actions
Launch VHLCentral		18197000000000303 Show Key	Access Token Count: 0 Created: Feb 20 at 2:12pm Last Used: Never	2pt	✕	🗑️
		Show Key	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never	2pt	✔️	🗑️
		Show Key	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never	2pt	✔️	🗑️
		Show Key	Access Token Count: 0 Created: Jan 13 at 3:53pm Last Used: Never	2pt	✔️	🗑️
		Show Key	Access Token Count: 0 Created: Jan 8 at 10:08am Last Used: Never	2pt	✔️	🗑️
		Show Key	Access Token Count: 0			

## 12 Copy the Client ID and send to vhlcentral Tech Support via the "Case LTIA ticket" or share it during the deployment call.

Vista Higher Learning > Developer Keys

### Developer Keys

Account Inherited

All Search by name, email, Clear + Developer Key

Name	Owner Email	Details	Stats	Type	State	Actions
Launch VHLCentral		18197000000000303 Show Key	Access Token Count: 0 Created: Feb 20 at 2:12pm Last Used: Never	2pt	✕	🗑️
		Show Key	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never	2pt	✔️	🗑️
		Show Key	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never	2pt	✔️	🗑️
		Show Key	Access Token Count: 0 Created: Jan 13 at 3:53pm Last Used: Never	2pt	✔️	🗑️
		Show Key	Access Token Count: 0 Created: Jan 8 at 10:08am Last Used: Never	2pt	✔️	🗑️
		Show Key	Access Token Count: 0			

13 Click the "State" toggle.

Account Inherited

All Search by name, email, Clear + Developer Key

Name	Owner Email	Details	Stats	Type	State	Actions
Launch VHLCentral		18197000000000303 Show Key	Access Token Count: 0 Created: Feb 20 at 2:12pm Last Used: Never	24h	<input type="checkbox"/>	
		Show Key	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0 Created: Jan 13 at 3:53pm Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0 Created: Jan 8 at 10:08am Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0			

14 Click "Switch to On".

ACCOUNT Inherited

All Search by name, email, Clear + Developer Key

Turn On Developer Key

Are you sure you want to change the state of the developer key "Launch VHLCentral" ?

Cancel Switch to On

Name	Owner Email	Details	Stats	Type	State	Actions
Launch VHLCentral		18197000000000303 Show Key	Access Token Count: 0 Created: Feb 20 at 2:12pm Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0 Created: Jan 13 at 3:53pm Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0 Created: Jan 8 at 10:08am Last Used: Never	24h	<input checked="" type="checkbox"/>	
		Show Key	Access Token Count: 0			





**15** Click the **pencil icon**.

> Developer Keys

## Developer Keys

Account Inherited

All Search by name, email Clear + Developer Key

Name	Owner Email	Details	Stats	Type	State	
Launch VHLCentral		18197000000000303 Show Key	Access Token Count: 0 Created: Feb 20 at 2:12pm Last Used: Never		On	
		Show Key	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never		On	
		Show Key	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never		On	
		Show Key	Access Token Count: 0 Created: Jan 13 at 3:53pm		On	

**16** Verify information.

## Key Settings

Key Name: Launch VHLCentral

Owner Email:

\* Redirect URIs: https://www.vhlcentral.com/lti/launches

Notes:

### Configure

Method: Manual Entry

Required Values

\* Title: VHLCentral

\* Description: Link to assignments/assessments

\* Target Link URI: https://www.vhlcentral.com/lti/launches

\* OpenID Connect Initiation Url: https://www.vhlcentral.com/lti/login\_initiations

\* JWK Method: Public JWK URL

Public JWK URL: https://www.vhlcentral.com/lti/keys

> LTI Advantage Services

> Additional Settings

Placements

Cancel Save

17 Verify that the placements say **"Course Navigation"** and **"Link Selection"**.

### Key Settings

\* Redirect URIs:

Notes:

\* Title:

\* Description:

\* Target Link URI:

\* OpenID Connect Initiation Url:

\* JWK Method:

Public JWK URL:

> LTI Advantage Services

> Additional Settings

**Placements**

> Course Navigation

> Link Selection

Cancel Save



Alert! Under "Placements" you will see "Course Navigation" and "Link Selection". This will show the app as "Disabled" by default and will need to be "Enabled" and "Launched" by each user for each course. Remember to click **save** if you've made any changes.

## Adding the App

18

Click "Settings".

Vista Higher Learning > Settings

Account

Admin

Dashboard

Courses

Calendar

Inbox

History

Commons

Help

Courses

People

Statistics

Permissions

Outcomes

Rubrics

Grading

Question Banks

Sub-Accounts

Account Calendars

Terms

Authentication

SIS Import

Themes

Developer Keys

Analytics Hub

Item Banks

Admin Analytics

Admin Tools

Portfolio Moderation

Settings

Settings Quotas Integrations Notifications Admins Announcements Reports Apps Feature Options

### Account Settings

Account Name: Vista Higher Learning

Default Language: Not set (defaults to English (United States))  
This will override any browser/OS language settings. Preferred languages can still be set at the course/user level.

Default Due Time: Account default (11:59pm)  
This influences the user interface for setting due dates. It does not change the time due for any existing assignments.

Default Time Zone: Eastern Time (US & Canada) (-05:00/-04:00)  
Maintenance windows: 1st and 3rd Thursday of the month from 2:05am to 4:05am (Thursday from 7:05am to 9:05am UTC)  
Next window: Thu Mar 6, 2025 from 2:05am to 4:05am  
For maintenance window details please see the [release notes](#).

Allow Self-Enrollment: Never

Trusted HTTP Referers: https://example.edu  
This is a comma separated list of URLs to trust. Trusting any URL's in this list will bypass the CSRF token when logging in to Canvas.

Default View for Dashboard: Card View  
 Overwrite all users' existing default dashboard preferences

Don't let teachers rename their courses

Don't let teachers modify course availability dates

Update Settings

19

Click "Apps".

Vista Higher Learning > Settings

Settings Quotas Integrations Notifications Admins Announcements Reports **Apps** Feature Options

**Account Settings**

Account Name: Vista Higher Learning

Default Language: Not set (defaults to English (United Stat)   
This will override any browser/OS language settings. Preferred languages can still be set at the course/user level.

Default Due Time: Account default (11:59pm)   
This influences the user interface for setting due dates. It does not change the time due for any existing assignments.

Default Time Zone: Eastern Time (US & Canada) (-05:00/-0-   
Maintenance windows: 1st and 3rd Thursday of the month from 2:05am to 4:05am (Thursday from 7:05am to 9:05am UTC)   
Next window: Thu Mar 6, 2025 from 2:05am to 4:05am   
For maintenance window details please see the [release notes](#).

Allow Self-Enrollment: Never

Trusted HTTP Referers: https://example.edu   
This is a comma separated list of URLs to trust. Trusting any URLs in this list will bypass the CSRF token when logging in to Canvas.

Default View for Dashboard: Card View   
 Overwrite all users' existing default dashboard preferences

Don't let teachers rename their courses

Don't let teachers modify course availability dates

Update Settings

## 20 Click "View App Configurations".

Vista Higher Learning > Settings

Settings Quotas Integrations Notifications Admins Announcements Reports **Apps** Feature Options

External Apps Manage App List **View App Configurations**

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

[See some LTI tools that work great with Canvas.](#)

All Not Installed Installed


## 21 Click "+ App".

Vista Higher Learning > Settings

Settings Quotas Integrations Notifications Admins Announcements Reports **Apps** Feature Options

External Apps + App View App Center

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

[See some LTI tools that work great with Canvas.](#)

Name	Add to RCE toolbar <sup>?</sup>	
Admin Analytics	NA	
Canvas Commons	<input checked="" type="checkbox"/>	
Lucid Integration	<input checked="" type="checkbox"/>	
New Analytics	NA	
Quizzes 2	NA	
Vimeo	<input checked="" type="checkbox"/>	

## 22 Click "Configuration Type".

Vista Higher Learning > Settings

### Add App

Configuration Type  
Manual Entry

Name \*

Consumer Key Shared Secret

Launch URL \*

Domain Privacy Level  
Anonymous

Custom Fields  
One per line. Format: name=value

Description

Cancel Submit

## 23 Select the "By Client ID" option.

Vista Higher Learning > Settings

Settings Quotas Integrations Notifications Admins Announcements Reports 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. Once configured, you can link to them through course modules and create assignments for assessment tools.

### Add App

Configuration Type  
By Client ID

Client ID \*

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

Cancel Submit



**24** Paste the "Client ID" from [Step 12](#).

The screenshot shows the 'External Apps' configuration page in Canvas LMS. A modal window titled 'Add App' is open, showing the 'Configuration Type' set to 'By Client ID' and the 'Client ID' field containing the value '18197000000000303'. A red circle highlights the 'Client ID' field. Below the field, a note states: 'To obtain a client ID, an account admin will need to generate an LTI developer key.' The 'Submit' button is visible at the bottom of the modal. The background shows the 'External Apps' page with a list of installed apps, including 'Vimeo'.

**25** Click "Submit".

This screenshot is identical to the previous one, showing the 'Add App' modal with the 'Client ID' field highlighted. In this step, a red circle highlights the 'Submit' button at the bottom of the modal, indicating the next action to be taken.

## 26 Click "Install".

Vista Higher Learning > Settings

Settings Quotas Integrations Notifications Admins Announcements Reports 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. Once configured, you can link to them through course modules and create assignments for assessment tools.

[See some LTI tools that work great with Canvas.](#)

Name	Add to RCE toolbar
Quizzes 2	NA
Vimeo	X

**Add App**

Tool "VHLCentral" found for client ID 18197000000000303. Would you like to install it?

Cancel Install

## Testing the "Launch vhlcentral" link

### 27 Navigate to your Canvas instance.



Tip! Testing the "**Launch vhlcentral**" link can be done in a "**Sandbox**" course or a regular course.

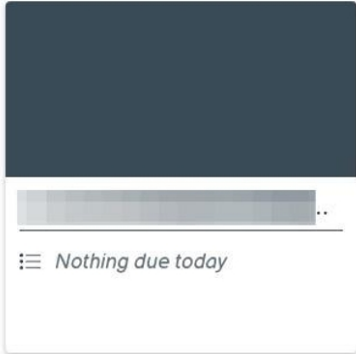


Alert! Testing "**Launch vhlcentral**" can only be done after the platform has been created by Vista Tech Support either on a call or after the **Client ID** has been sent and verification of the platform has been sent through the "**Case LTIA ticket**" as mentioned in [step 12](#).

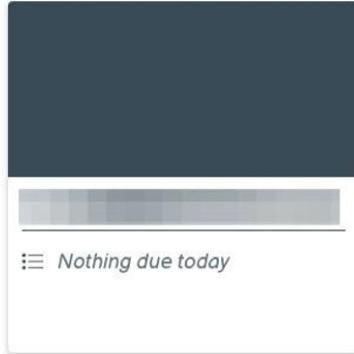
28 Select the course you'd like to sync with vhlcentral.

### My Subjects

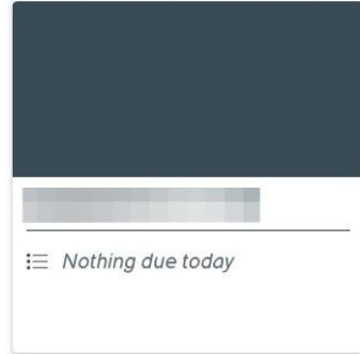
#### Published Courses (10)



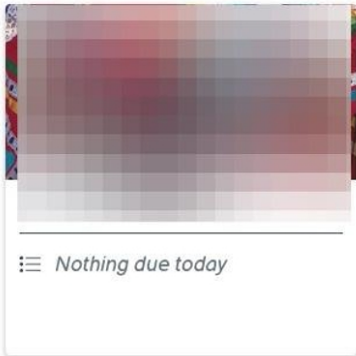
Nothing due today



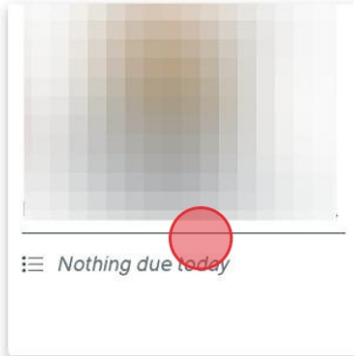
Nothing due today



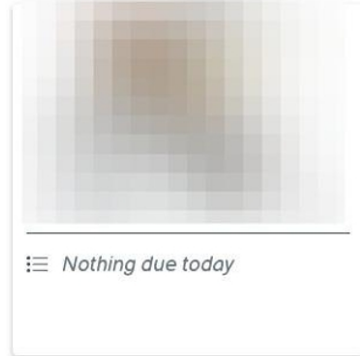
Nothing due today



Nothing due today



Nothing due today



Nothing due today

## 29 Click "Settings".

Course Details

Image:

Name:

Course Code:

Blueprint Course:  Enable course as a Blueprint Course

Course Template:  Enable course as a Course Template

Time Zone:

SIS ID:

Subaccount:

Term:

Participation:

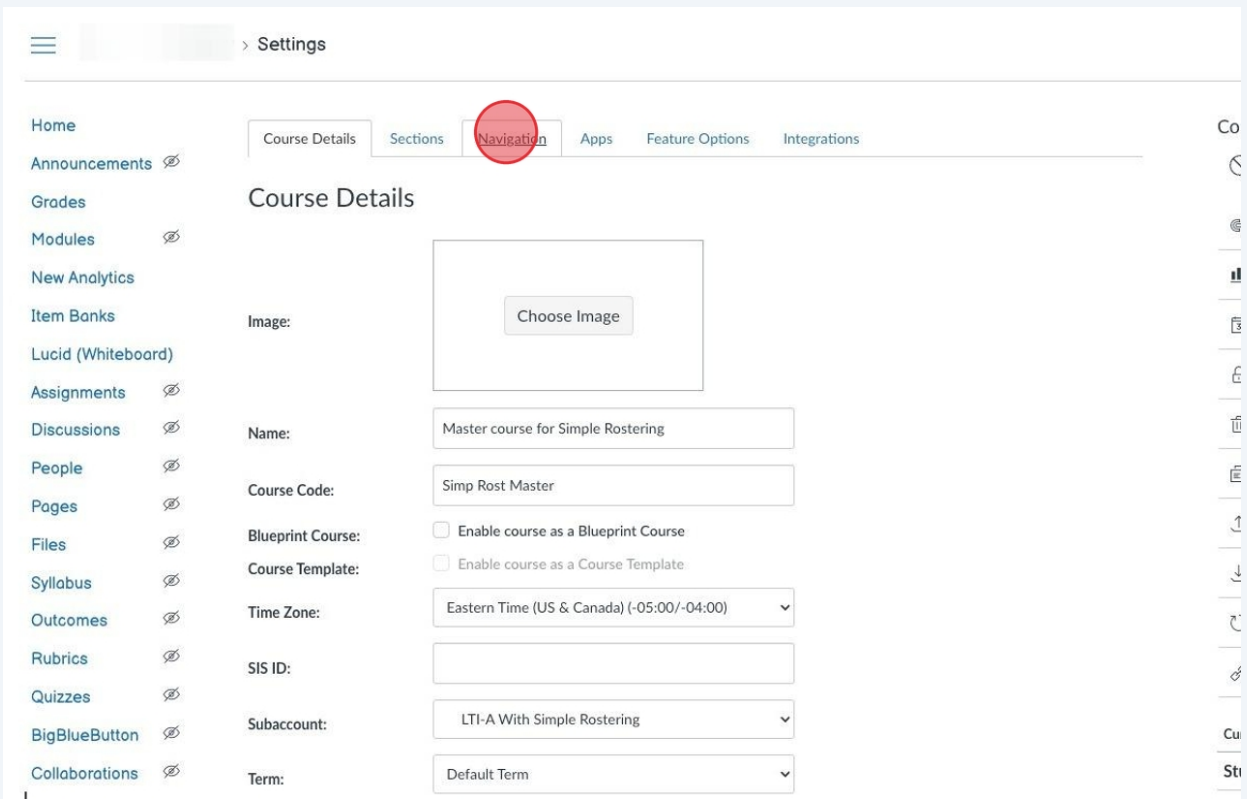
Course participation is limited to **term** start and end dates.

**Start**

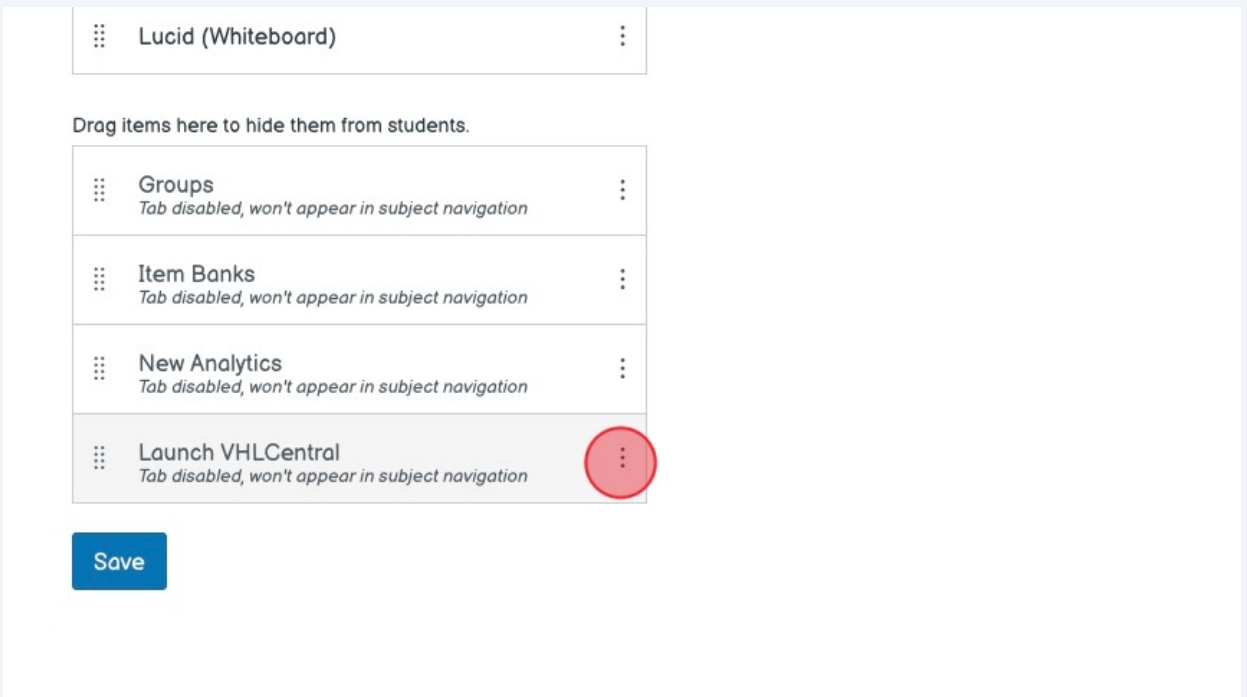
Navigation menu (left): Modules, New Analytics, Item Banks, Lucid (Whiteboard), Assignments, Discussions, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, BigBlueButton, Collaborations, **Settings**

Navigation menu (right): Home, Course, Settings, Add Content, Lock, Trash, Copy, Import, Download, Refresh, Link, Current, Student, Teacher, TAs, Design, Observe

**30** Click "**Navigation**".



**31** Scroll to the bottom of the Navigation page to Enable the "*Launch vhlcentral*" link.



32 Click **"Enable"** and move to your preferred navigation position.

Lucid (Whiteboard)

Drag items here to hide them from students.

- Groups  
*Tab disabled, won't appear in subject navigation*
- Item Banks  
*Tab disabled, won't appear in subject navigation*
- New Analytics  
*Tab disabled, won't appear in subject navigation*
- Launch VHLCentral  
*Tab disabled, won't appear in subject navigation*

Save

+ Enable

Move

**i** Tip! You can also drag and drop **"Launch vhlcentral"**.

**33** Move "**Launch vhlcentral**" to your preferred navigation position.

⋮	Schedule	⋮
⋮	Grades	⋮
⋮	Modules	⋮
⋮	Lucid (Whiteboard)	⋮
⋮	Launch VHLCentral	⋮

Drag items here to hide them from students.

⋮	Groups <i>Tab disabled, won't appear in subject navigation</i>	⋮
⋮	Item Banks <i>Tab disabled, won't appear in subject navigation</i>	⋮
⋮	New Analytics	⋮

**34** Click "**Save**".

⋮	Launch VHLCentral	⋮
⋮	Lucid (Whiteboard)	⋮

Drag items here to hide them from students.

⋮	Groups <i>Tab disabled, won't appear in subject navigation</i>	⋮
⋮	Item Banks <i>Tab disabled, won't appear in subject navigation</i>	⋮
⋮	New Analytics <i>Tab disabled, won't appear in subject navigation</i>	⋮



### 35 Click "Launch vhlcentral".

The screenshot shows the Canvas LMS interface. On the left, a navigation menu lists various tools, with 'Launch VHL Central' highlighted by a red circle. The main content area features a 'Create a new Module' button and a diagram of a module structure. The top right of the interface includes buttons for 'View Progress', 'Publish All', and '+ Module'.



Alert! If this is your first time logging in to vhlcentral from Canvas, you will be prompted to log in and agree to the **Terms of Use**. Agreeing to the Terms of Use (TOU) should only be done by the teacher who will be setting up the course. If you see the Terms of Use (TOU) as an admin, it indicates that the app is configured correctly and is ready for teacher and student use.



**36** Scroll and read through the "Terms of Use".

Terms of Use  
×

**Please note that these Terms of Use have changed effective May 10, 2024.**

Welcome to Vista Higher Learning / VHL Central. Please read these Terms of Use carefully before you or your Authorized Users ("You," "Your," or "User") register on or use the website provided by Vista Higher Learning, Inc. ("Vista Higher Learning" or "VHL") at [vhlcentral.com](http://vhlcentral.com) or [vistahigherlearning.com](http://vistahigherlearning.com) (each a "VHL Site"). These Terms of Use incorporate the applicable Privacy Policy available at [www.vistahigherlearning.com/privacy-policy](http://www.vistahigherlearning.com/privacy-policy) or [www.vhlcentral.com/privacy\\_policy](http://www.vhlcentral.com/privacy_policy). IF YOU ARE UNDER 18 YEARS OF AGE (OR OTHER AGE OF MAJORITY IN YOUR JURISDICTION OF RESIDENCE), PLEASE BE SURE TO READ THIS AGREEMENT WITH YOUR PARENTS OR GUARDIAN, OR INSTRUCTOR IF APPROPRIATE, AND OBTAIN THEIR CONSENT TO THESE TERMS PRIOR TO YOUR USE OF A VHL SITE. YOUR REGISTRATION ON, OR USE OF, THE VHL SITE INDICATES THAT YOU ACCEPT THESE TERMS OF USE. IF YOU DO NOT ACCEPT THESE TERMS OF USE, PLEASE DO NOT USE OR REGISTER FOR USE OF THE VHL SITE. These terms and conditions apply to all users of the VHL Site and associated services.

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