



vhcentral

LTI-Advantage Self-Rostering

Canvas

Administrator Guide

Trademark and License Information

Copyright © and ® 2025 Vista Higher Learning

All rights reserved. No part of this publication may be reproduced without the prior written permission of the publisher.
Published in the United States of America.

Canvas LTI-A Self-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 'Account Settings' page. The 'Settings' tab is selected, and the 'Admins' sub-tab is active. The 'Account Settings' section includes the following fields and options:

- Account Name:** [Text input field]
- Default Language:** [Dropdown menu: 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:** [Dropdown menu: 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:** [Dropdown menu: 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 [link].
- Allow Self-Enrollment:** [Dropdown menu: Never]
- Trusted HTTP Referers:** [Text input field: 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:** [Dropdown menu: Card View]
 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 settings area.

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 'Developer Keys' page in Canvas. At the top, there is a breadcrumb 'Developer Keys' and a search bar. Below the search bar, there is a '+ Developer Key' button highlighted with a red circle. The main content area displays a table of developer keys with columns for Name, Owner Email, Details, Stats, Type, State, and Actions. The table contains four rows of data, each with a 'Show Key' button and a 'Stats' column showing 'Access Token Count: 0', 'Created' time, 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	🔄	✅	🗑️
		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	🔄	✅	🗑️

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 LTI Key + 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	
{}	

6 Click "Enter URL".

Key Settings

Key Name:

Unnamed Tool

Owner Email:

* Redirect URIs:

Sync URIs

Notes:

Configure

Method

Paste JSON

Manual Entry

Paste JSON

Enter URL

Prettify JSON

7 Add https://www.vhlcentral.com/lti/canvas_config_dd to the "JSON URL" field.

Key Settings

Key Name:

Unnamed Tool

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_dd

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

Key Settings

Key Name:

Unnamed Tool



Owner Email:

Redirect URIs:

Notes:

Configure

Method

Enter URL

JSON URL

https://www.VHLCentral.com/lti/canvas_config_dd

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

Key Settings x

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

10 Click **"Save"**.

all:

JSON URL

Rs:

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	x	🗑️
		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 during the 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	x	🗑️
		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.

The screenshot shows the 'Developer Keys' interface. On the left is a navigation sidebar with options like Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area has a breadcrumb 'Developer Keys' and tabs for 'Account' and 'Inherited'. Below the tabs is a search bar and a '+ Developer Key' button. A table lists developer keys with columns: Name, Owner Email, Details, Stats, Type, State, and Actions. The first row, 'Launch VHLCentral', has a red 'X' in the State column, circled in red. Other keys have green checkmarks in the State column.

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	Off (Red X)	✎ 🗑
		Show Key	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never	24h	On (Green Check)	✎ 🗑
		Show Key	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never	24h	On (Green Check)	✎ 🗑
		Show Key	Access Token Count: 0 Created: Jan 13 at 3:53pm Last Used: Never	24h	On (Green Check)	✎ 🗑
		Show Key	Access Token Count: 0 Created: Jan 8 at 10:08am Last Used: Never	24h	On (Green Check)	✎ 🗑
		Show Key	Access Token Count: 0			

14 Click "Switch to On".

The screenshot shows the same 'Developer Keys' page as above, but with a modal dialog box open. The dialog is titled 'Turn On Developer Key' and contains the text: 'Are you sure you want to change the state of the developer key "Launch VHLCentral"?' Below the text are two buttons: 'Cancel' and 'Switch to On'. The 'Switch to On' button is circled in red. In the background, the 'Launch VHLCentral' key's state toggle is now a green checkmark.

15 Click the **pencil icon**.

> Developer Keys

Developer Keys

Account Inherited

All

Name	Owner Email	Details	Stats	Type	State	
Launch VHLCentral		18197000000000303 <input type="button" value="Show Key"/>	Access Token Count: 0 Created: Feb 20 at 2:12pm Last Used: Never		<input checked="" type="checkbox"/>	<input type="button" value="Edit this key"/>
		<input type="button" value="Show Key"/>	Access Token Count: 0 Created: Feb 17 at 12:44pm Last Used: Never		<input checked="" type="checkbox"/>	<input type="button" value="Edit this key"/>
		<input type="button" value="Show Key"/>	Access Token Count: 0 Created: Feb 5 at 4:37pm Last Used: Never		<input checked="" type="checkbox"/>	<input type="button" value="Edit this key"/>
		<input type="button" value="Show Key"/>	Access Token Count: 0 Created: Jan 13 at 3:53pm		<input checked="" type="checkbox"/>	<input type="button" value="Edit this key"/>

16 Verify information.

Key Settings

Key Name:

Owner Email:

* Redirect URIs:

Notes:

Configure

Method:

Required Values

* Title: * Description:

* Target Link URI: * OpenID Connect Initiation Url:

* JWK Method:

Public JWK URL:

> LTI Advantage Services

> Additional Settings

Placements

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 **"save"** if you've made any changes.

Adding the App

18

Click "Settings".

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 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

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 ePortfolio Moderation

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 [?]	
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".

The screenshot shows the 'Add App' dialog box in the Canvas LMS interface. The 'Configuration Type' dropdown menu is highlighted with a red circle, and 'Manual Entry' is selected. The dialog includes the following fields and options:

- Configuration Type:** Manual Entry (highlighted with a red circle)
- Name ***: Text input field
- Consumer Key**: Text input field
- Shared Secret**: Text input field
- Launch URL ***: Text input field
- Domain**: Text input field
- Privacy Level**: Dropdown menu with 'Anonymous' selected
- Custom Fields**: Text area with the instruction 'One per line. Format: name=value'
- Description**: Text area

Buttons for 'Cancel' and 'Submit' are located at the bottom of the dialog.

23 Select the "By Client ID" option.

The screenshot shows the 'Add App' dialog box in the Canvas LMS interface. The 'Configuration Type' dropdown menu is highlighted with a red circle, and 'By Client ID' is selected. The dialog includes the following fields and options:

- Configuration Type:** By Client ID (highlighted with a red circle)
- Client ID ***: Text input field with a copy icon

Below the 'Client ID' field, there is a note: "To obtain a client ID, an account admin will need to generate an LTI developer key." Buttons for 'Cancel' and 'Submit' are located at the bottom of the dialog.

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, indicating the next action to be taken. The 'Client ID' field still contains the value '18197000000000303'.

26 Click "Install".

The screenshot shows the Canvas 'External Apps' settings page. A dialog box titled 'Add App' is open, displaying the message: 'Tool "VHLCentral" found for client ID 18197000000000303. Would you like to install it?'. The 'Install' button in the dialog is circled in red. The background shows the 'External Apps' section with a table of installed apps:

Name	Add to RCE toolbar
Quizzes 2	NA
Vimeo	X

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.

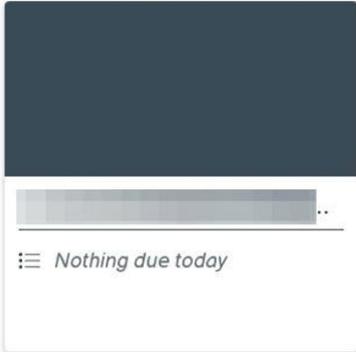


Alert! Testing "**Launch vhlcentral**" can only be done after the platform has been created by Vista Tech Support either on a call or after the **Client ID** has been sent and verification of the platform has been sent through the "**Case LTIA ticket**" as mentioned in [step 12](#).

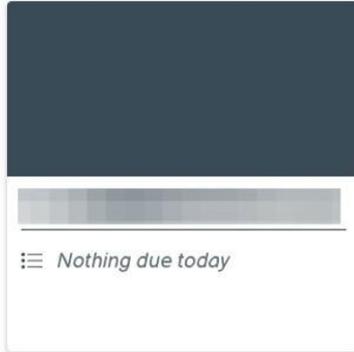
28 Select the course you'd like to sync with vhlcentral.

My Subjects

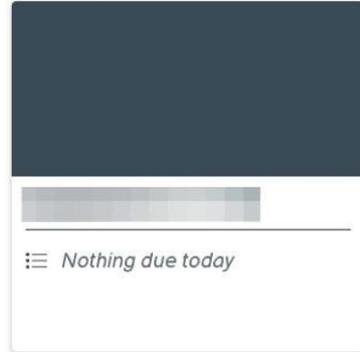
Published Courses (10)



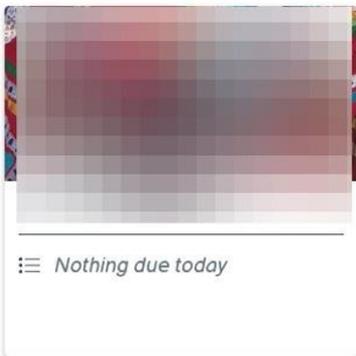
☰ *Nothing due today*



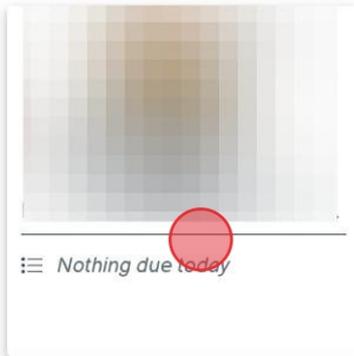
☰ *Nothing due today*



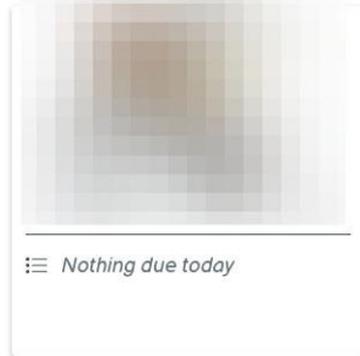
☰ *Nothing due today*



☰ *Nothing due today*



☰ *Nothing due today*



☰ *Nothing due today*

29 Click "Settings".

Course Details

Modules 

New Analytics

Item Banks

Lucid (Whiteboard)

Assignments 

Discussions 

People 

Pages 

Files 

Syllabus 

Outcomes 

Rubrics 

Quizzes 

BigBlueButton 

Collaborations 

Settings

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

30 Click "Navigation".

The screenshot shows the Canvas LMS Settings page for a course. The 'Navigation' tab is highlighted with a red circle. The 'Course Details' section is visible, showing fields for Name, Course Code, Time Zone, and Subaccount. The 'Navigation' tab is highlighted with a red circle.

Home

Announcements

Grades

Modules

New Analytics

Item Banks

Lucid (Whiteboard)

Assignments

Discussions

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

BigBlueButton

Collaborations

Course Details Sections **Navigation** Apps Feature Options Integrations

Course Details

Image: Choose Image

Name: Master course for Simple Rostering

Course Code: Simp Rost Master

Blueprint Course: Enable course as a Blueprint Course

Course Template: Enable course as a Course Template

Time Zone: Eastern Time (US & Canada) (-05:00/-04:00)

SIS ID:

Subaccount: LTI-A With Simple Rostering

Term: Default Term

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

The screenshot shows the Canvas LMS Navigation page. The 'Launch VHLCentral' link is highlighted with a red circle. The 'Save' button is visible at the bottom.

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

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

The screenshot shows a configuration interface for navigation items. At the top, there is a list of items to be hidden from students. The items are:

- Lucid (Whiteboard)
- 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)

Below the list is a "Save" button. A context menu is open over the "Launch VHLCentral" item, showing two options: "+ Enable" and "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 VHLCentral user interface. On the left is a sidebar menu with the following items: Home, Launch VHLCentral (highlighted with a red circle), Announcements, Grades, Modules, New Analytics, Item Banks, Lucid (Whiteboard), Assignments, Discussions, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, BigBlueButton, Collaborations, and Settings. The main content area is titled 'vhlcentral' and features a 'Welcome' message. Below the welcome message are input fields for 'Username or email' and 'Password', followed by a red 'Login' button. There are also links for 'Forgot password?', 'Create an account', and 'Roster Assistant Setup'. At the bottom of the main area is the VISTA Higher Learning logo and the text 'Get Started | Visit Our Store'. A copyright notice at the very bottom reads '© 2025 VISTA Higher Learning, Inc. | Privacy policy | Terms of use'. On the right side of the page, there is a large image of a yellow building with arches, and a notification box in the top right corner that says 'Logout successful!' with a close button.