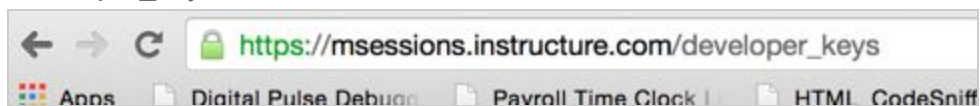




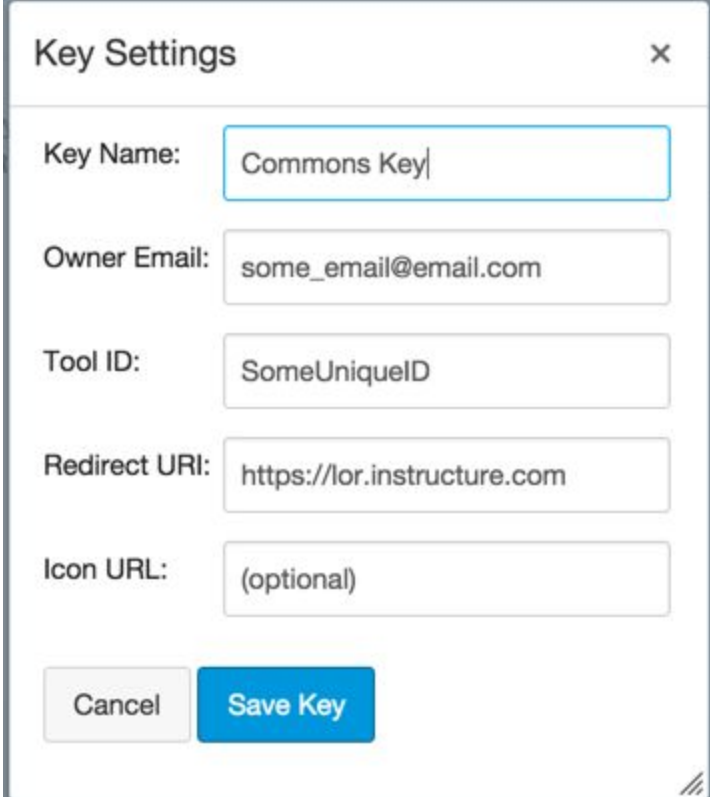
1. After signing in to the Canvas instance you are turning on commons for go to /developer_keys



2. Click Add Developer Key. A popup should appear



3. Fill out the form and click Save Key
 - a. Key Name: Should be a human readable key that easily labels the key as being used for Commons
 - b. Owner Email: An email of an admin who will be responsible for maintaining the commons integration
 - c. Tool ID: Some unique id to associate with the key
 - d. Redirect URI: <https://lor.instructure.com>
 - e. Icon URL: This is optional. Should be a URL to an icon to associate with this key




The image shows a 'Key Settings' dialog box with the following fields and values:

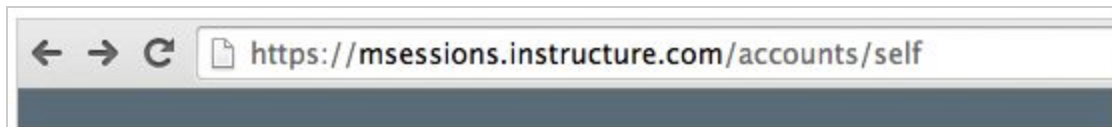
- Key Name:** Commons Key
- Owner Email:** some_email@email.com
- Tool ID:** SomeUniqueID
- Redirect URI:** https://lor.instructure.com
- Icon URL:** (optional)

At the bottom, there are two buttons: 'Cancel' and 'Save Key'.

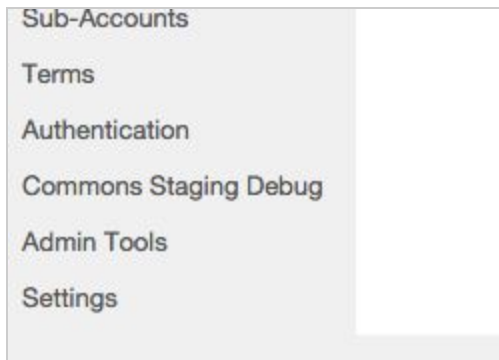
4. Copy the ID and the Key (note the key only becomes visible after hovering over the row)

Name	User	Details	Stats
 Commons (1)	No User	ID: 10000000000001 Key: URI: http://localhost:4000	Created: Jul 14 at 8:58am  

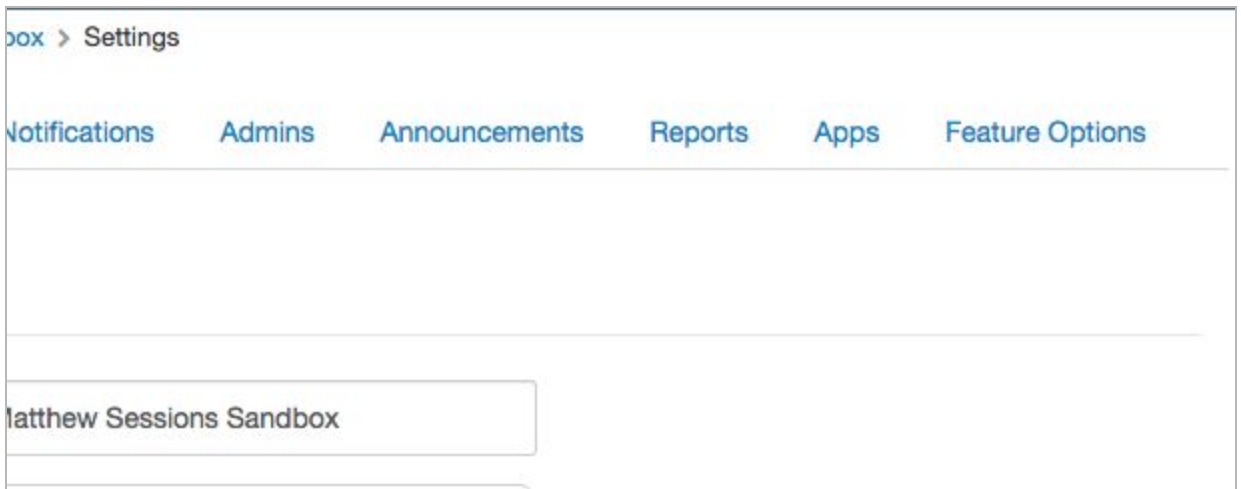
5. Now go to /accounts/self



6. Select Settings



7. Select Feature Options



8. Make sure that **LOR External Tools** is on

A screenshot of a settings interface. At the top left, there is a 'hidden' label. Below it, a list of settings is shown. The first item is 'New Student Groups Page' with a status of 'ENABLED'. The second item is 'Allow Users to Opt-out of the Inbox', with a 'hidden' label and a toggle switch set to 'Off'. The third item is 'LOR External Tools', with a 'beta' label and a toggle switch set to 'On'. Below this is another 'hidden' label. The fourth item is 'Multiple Grading Periods' with a toggle switch set to 'Off'. Below this is a 'hidden' label and a 'development' label. The fifth item is 'Course Catalog', with a 'beta' label and a toggle switch set to 'Off'.

9.

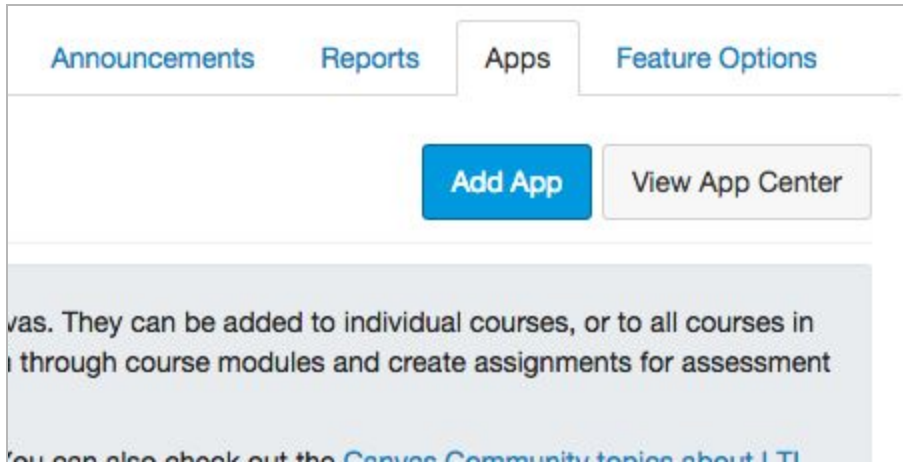
Select Apps

A screenshot of a navigation menu. The menu items are: Settings, Quotas, Notifications, Admins, Announcements, Reports, Apps, and Feature Options. The 'Apps' item is highlighted with a blue background. Below the menu, the text 'Account Settings' is visible.

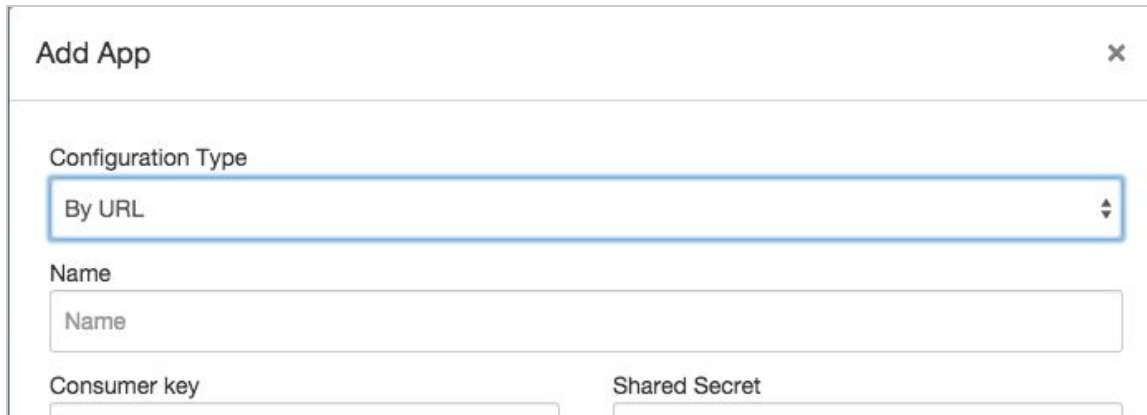
10. Select View App Configurations

A screenshot of a settings page. At the top, there are four tabs: 'Announcements', 'Reports', 'Apps', and 'Feature Options'. The 'Apps' tab is selected and highlighted with a blue border. Below the tabs, there is a button labeled 'View App Configurations'. At the bottom of the page, there is a grey box containing text: 'as. They can be added to individual courses, or to all courses in through course modules and create assignments for assessment'.

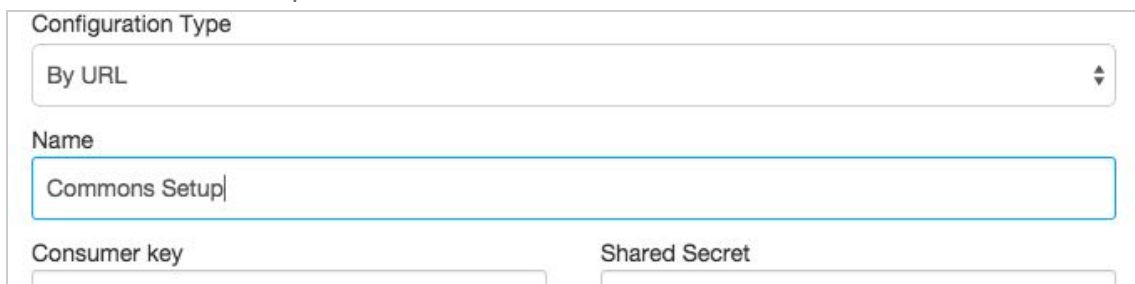
11. Select Add App



12. Change Configuration Type to By Url



13. Enter "Commons Setup" as the name



14. Leave the Consumer Key and Shared Secret blank

15. Enter the config url for the environment you want to set up
<https://lor.instructure.com/api/self-hosted-setup/tool-config>

Consumer key

Shared Secret

Config URL





Example: <https://example.com/config.xml>

16. Select Submit

17. Select the gear dropdown in the new app configuration

Commons Setup

18. Select the Configure option

-  **Configure**
-  **Edit**
-  **Placements**
-  **Delete**

19. A popup should appear

20. A form should load. Fill in the Client ID and Client Secret with the values from the developer key you created in step 4. Then click Continue Setup

Configure Commons Setup App? ✕

Go to https://your-canvas-domain.com/developer_keys and click Add Developer Key.

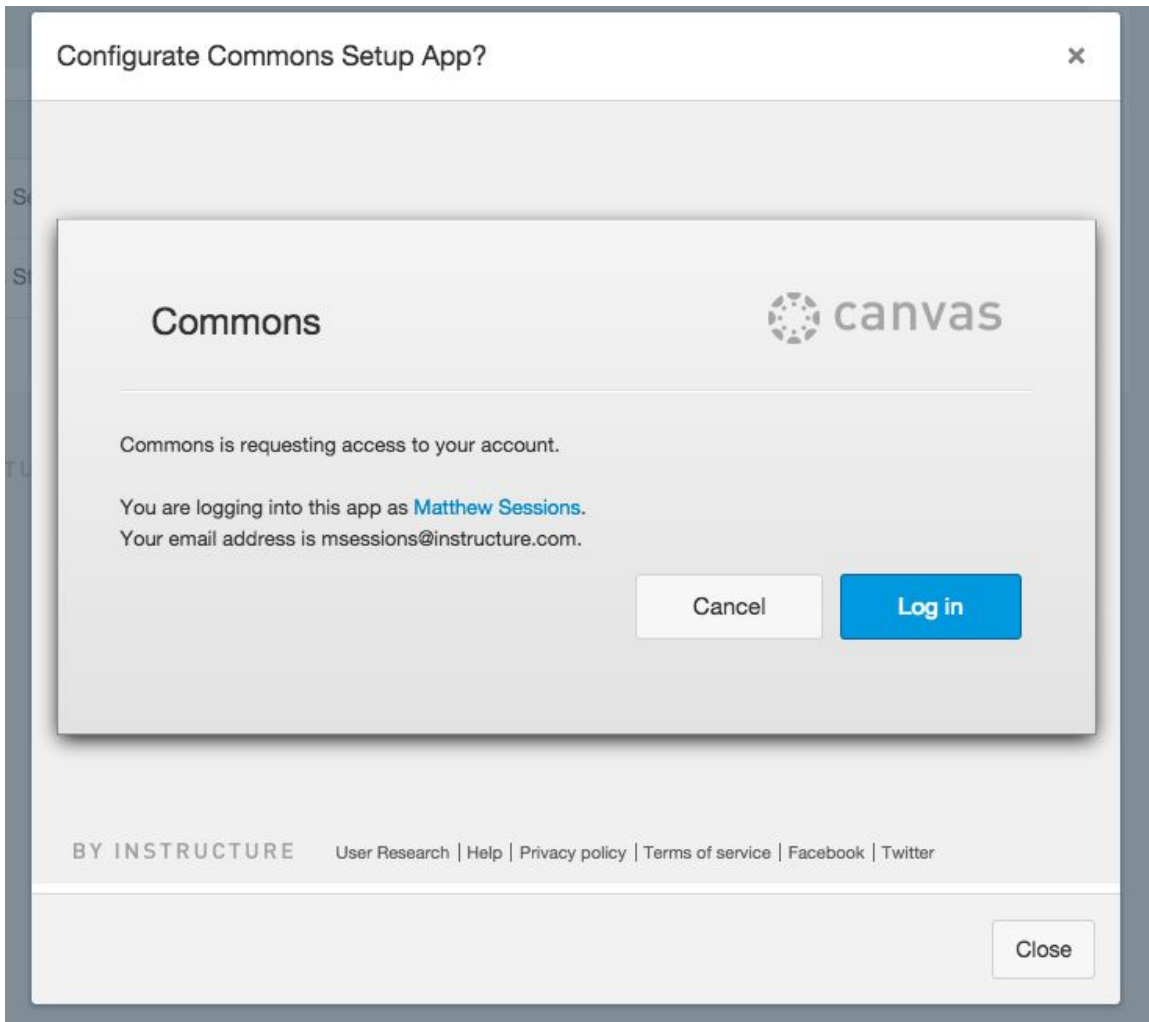
Use <https://lor.instructure.com> for your redirect URI.

Client ID

Client Secret (Key)

Feedback

21. Log in to Commons via Canvas if it asks. It may not so if you don't see this don't be alarmed.



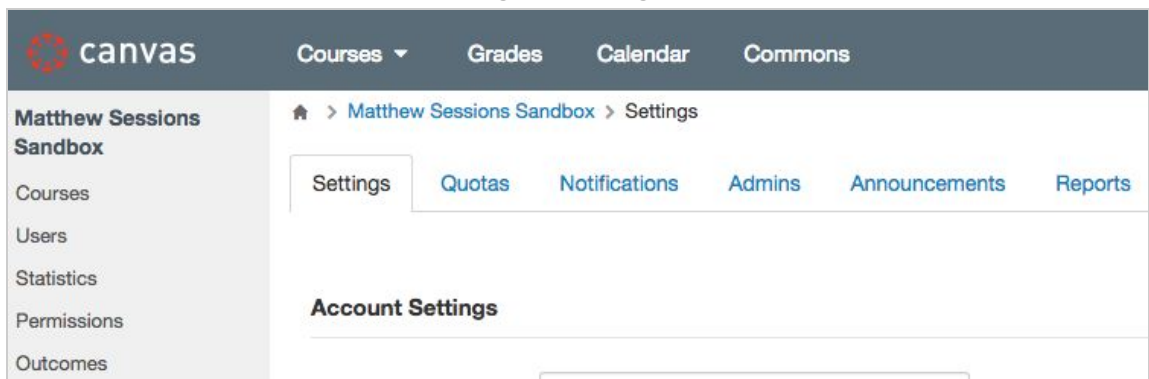
22. If everything worked correctly you should see



23. Close the popup window

24. Refresh the page

25. You should now see Commons in the global navigation



26. Click on the Commons link in the global navigation and it should launch you into Commons

Awesome Job! You now have Commons installed on your Canvas account!