



VETtrak

VETtrak Canvas LMS
Integration
User Guide

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Canvas LMS Integration User Guide

What does the Canvas LMS Integration do?

VETtrak have produced an integration with the Canvas LMS. This works by:

1. Linking a VETtrak occurrence to a Canvas LMS course section.
2. Linking the Canvas modules in that course to VETtrak units and/or tasks in the occurrence.
3. Transferring enrolments in the occurrence to the Canvas LMS course section.
4. Retrieving the status of the completed Canvas modules and updating the linked units and/or tasks for enrolments in the occurrence.

This is available by request for customers on VETtrak Enterprise and Enterprise Plus licences. Customers will need to have a Canvas LMS account and instance.

How to use this Guide

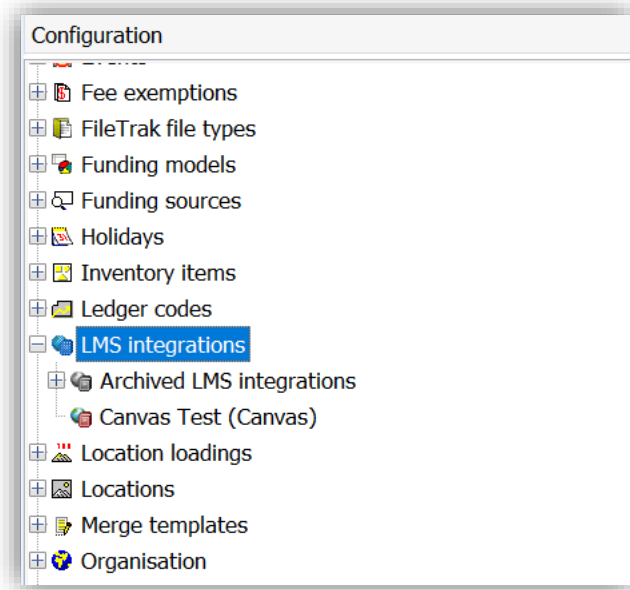
This user guide describes features specific to the *Canvas LMS Integration feature*. It does not cover any features that form part of the base VETtrak product, the VETtrak portal products or other add-ons for VETtrak. Support information for these features and products can be found in the VETtrak Customer Centre at <https://auth.vettrak.com.au/>

Configuration in VETtrak

The settings for the Canvas LMS integration are in:

Manage > Configuration > LMS Integrations

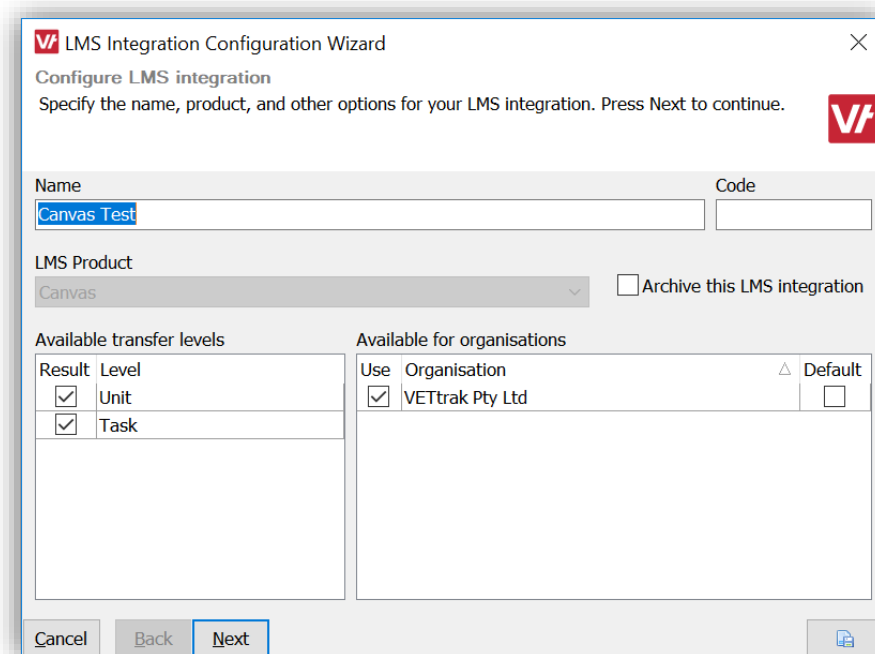
This is where you add the details of the Canvas account, and the mappings for unit results and task statuses.



To add a new LMS integration right-click on the *LMS integrations* node and select *Add LMS integration...*

To edit an existing integration configuration, right-click the LMS integration to edit and select *Edit LMS integration...*

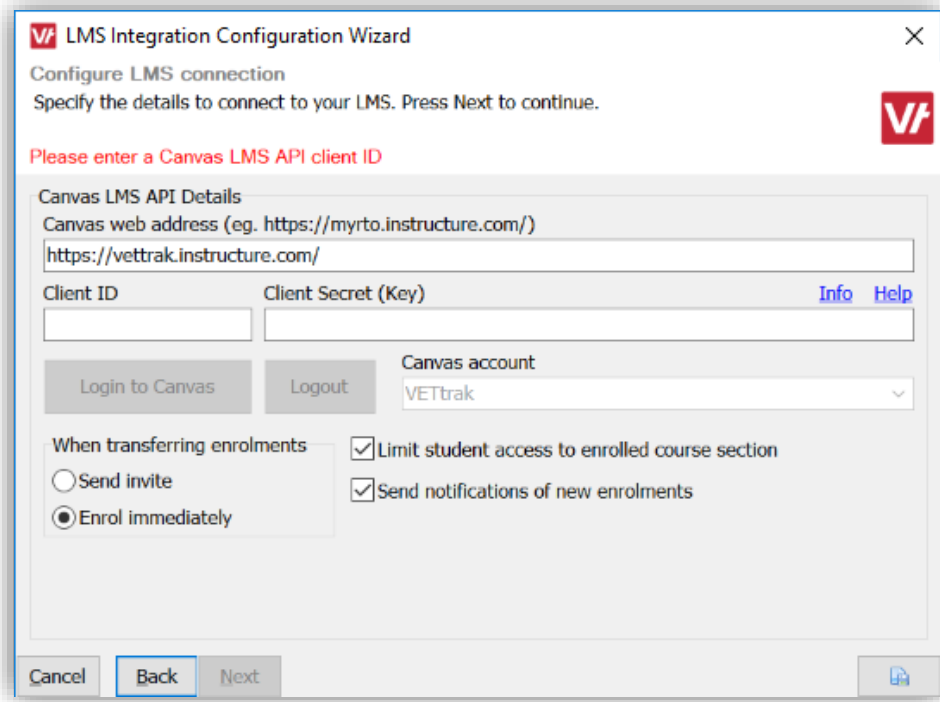
Both methods open a wizard to allow you to add and edit details.



Each LMS integration needs a name and optionally a code.

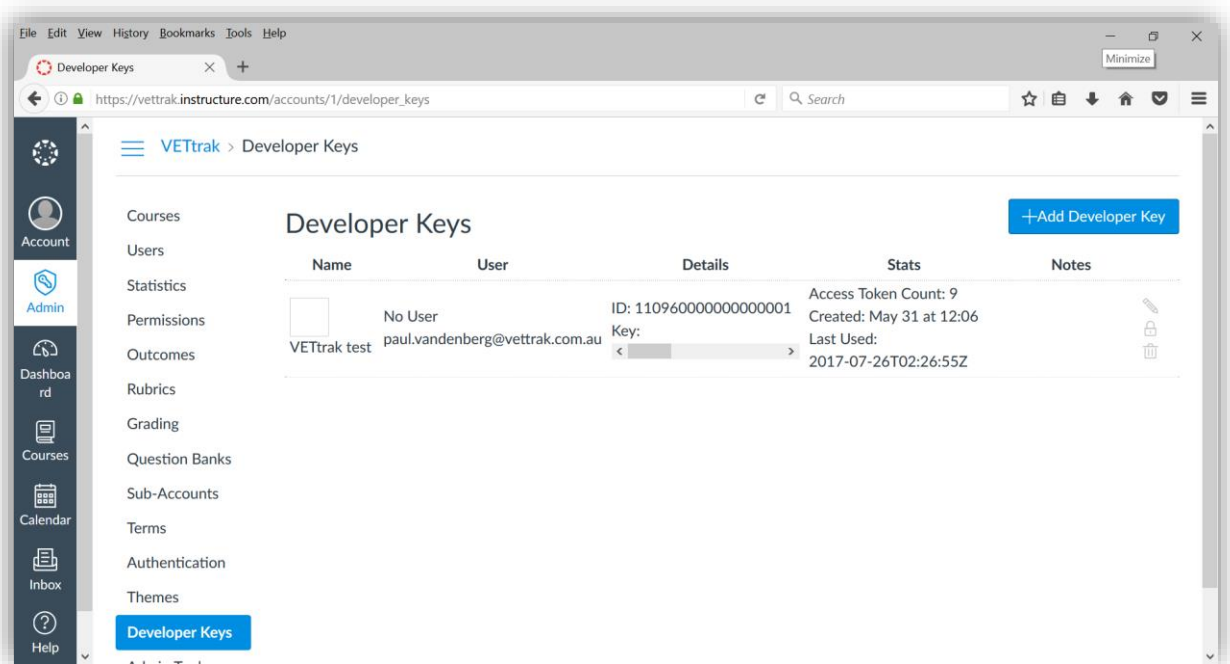
Each LMS integration has an *LMS Product*. Currently the only option available is Canvas.

On this page of the wizard you also choose the available transfer levels. Canvas modules can be linked to VETtrak units and/or tasks.



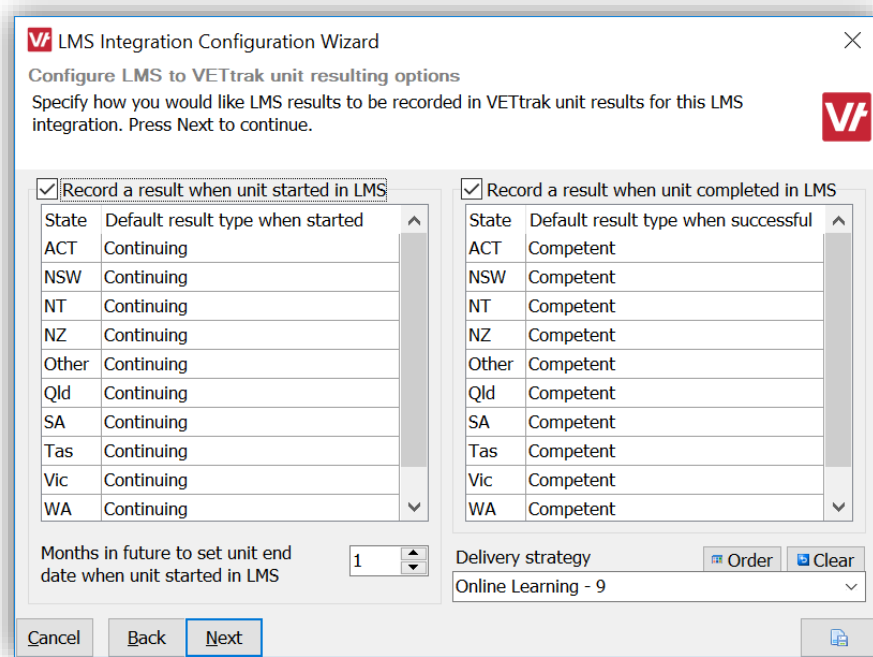
On the second page of the wizard the details of the Canvas API and account need to be set. The address will be supplied by Canvas.

The *Client ID* and the *Client Secret Key* can be found in the Canvas LMS Admin section under *Developer Keys*. These need to be copied and pasted into VETtrak.



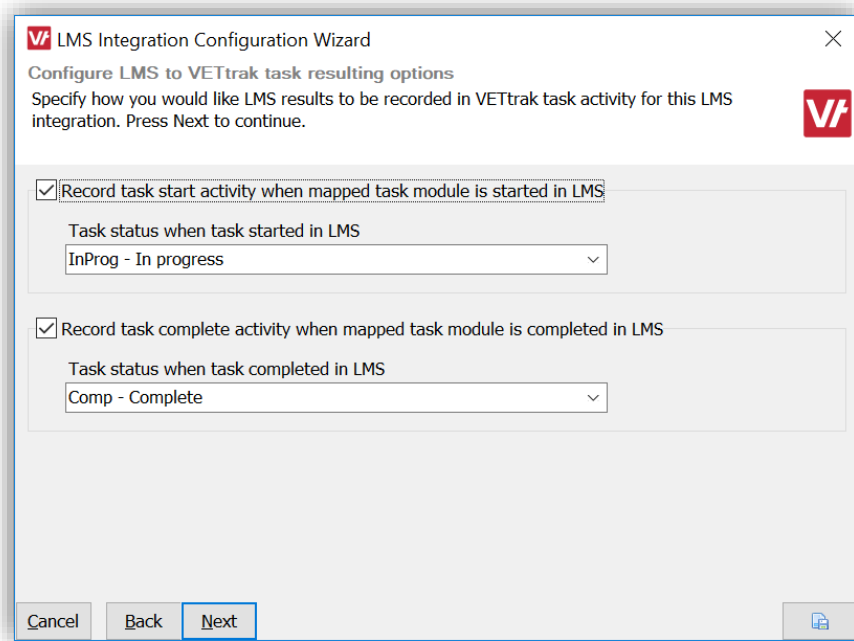
Further, there are several user options on this page of the wizard. You can select whether the student is enrolled immediately into the course, or whether the student is sent an invitation which they must accept before enrolment is started.

There is an option to limit the student access to the enrolled Canvas course section, which when ticked means that students enrolled from VETtrak can only interact with other students that are in their course section, as opposed to being able to interact with students in other sections in the course. There is another option to send notifications for new enrolments. Click *Next*.



The third page of the wizard is to configure the VETtrak unit result mappings. You can choose whether to record a result for a unit if the Canvas module is started, and to record a result for a unit when the Canvas module is completed. For each state, you can choose different result types as the default, but this can be changed when retrieving the module statuses from Canvas.

Additionally, you can set the default end date for units that are started based on a number of months after the start date. The end date for completed units will be the date the linked modules are completed in Canvas. Click *Next*.

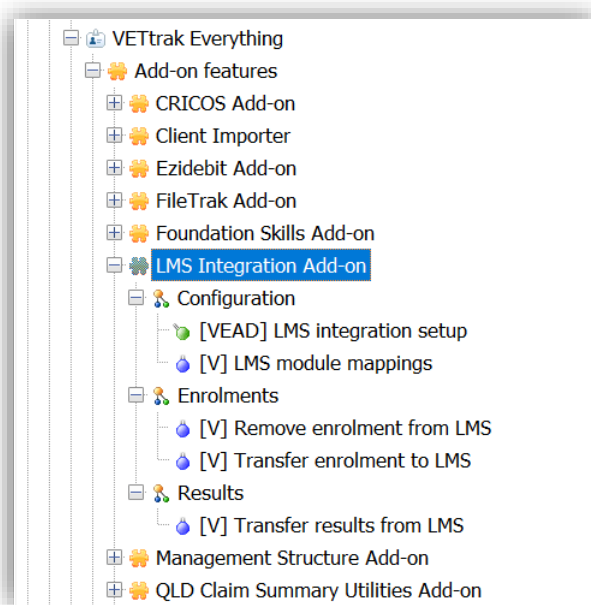


The fourth page of the wizard is used to set the default task statuses for linked tasks in VETtrak. Again, you can choose whether a task status is recorded on Canvas module starts, and/or completion, and what status to use. Click *Next* and *Finish* to save the settings.

Security

Permission to add and edit Canvas LMS integration entities can be set through the Security Manager.

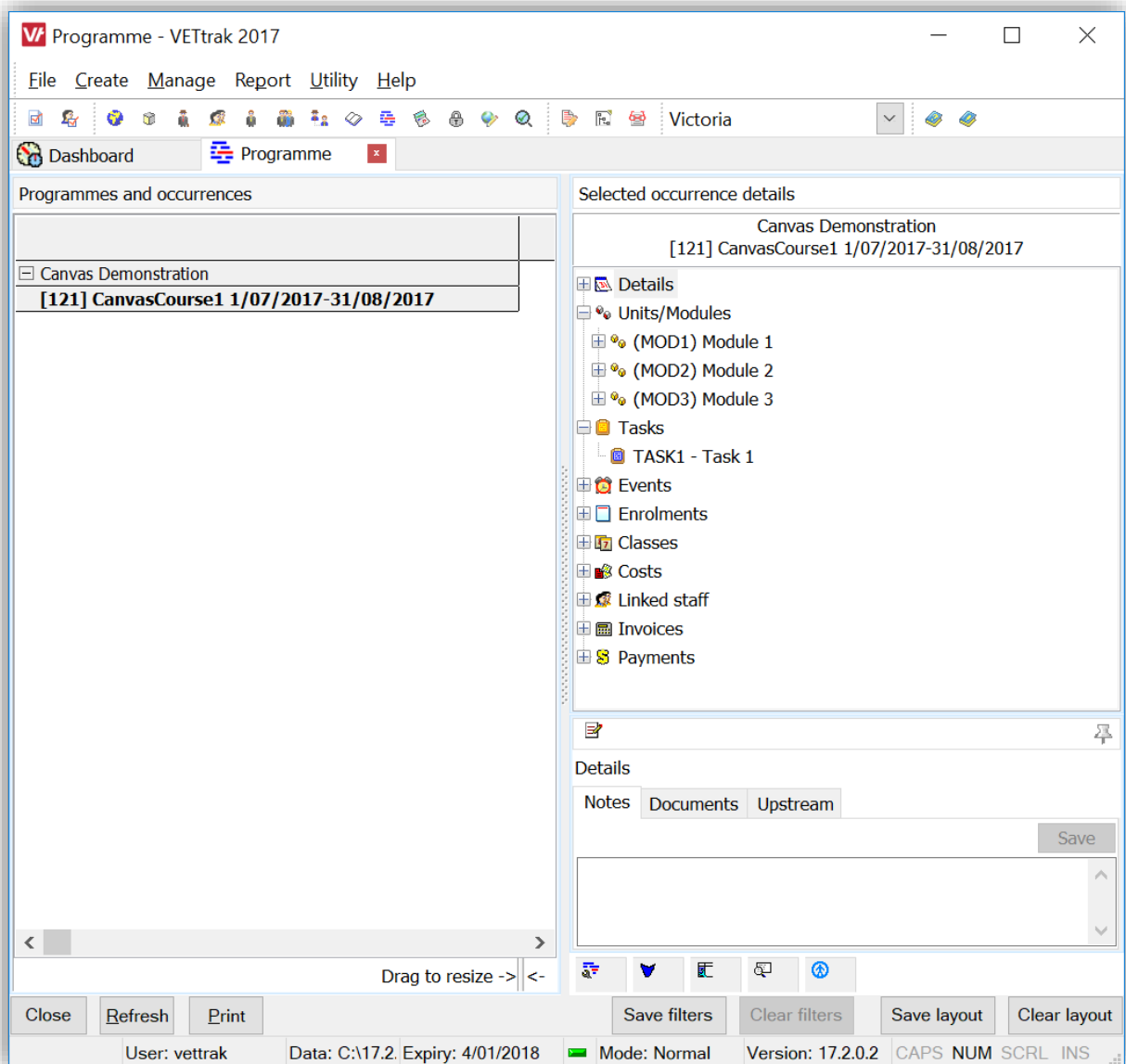
Manage > Security



To restrict editing, remove the **Edit access** for a role. To prevent the addition of new entities by a user, remove the **Add access** for the role, and to prevent deletion permissions, remove the **Delete access** for a role. For more information on setting up security settings for a role, and assigning users to roles, please see the *VETtrak Security Guide*.

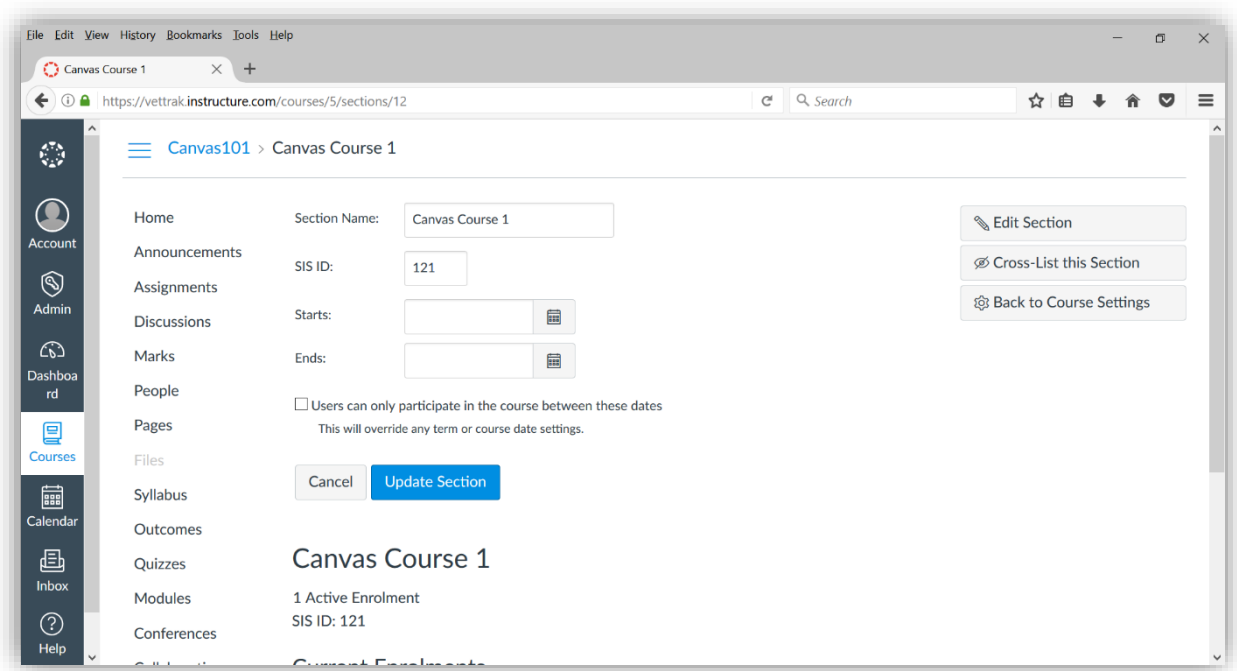
Configuration in Canvas LMS

The Canvas LMS integration uses occurrences to map to Canvas course sections. Below is an example of an occurrence in the Programme Manager that we want to link to Canvas.



The occurrence in this example has an occurrence ID of 121.

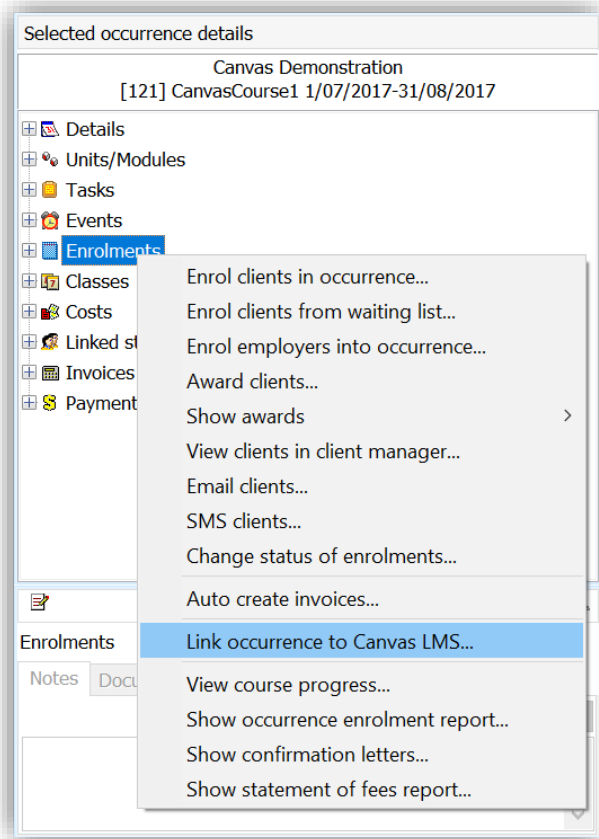
The course in Canvas LMS will need to have a *Section* with the VETtrak occurrence ID set as the *SIS ID*. The Canvas LMS will also need *modules* that are going to map to VETtrak units and/or tasks, and the required assessments the student will complete.



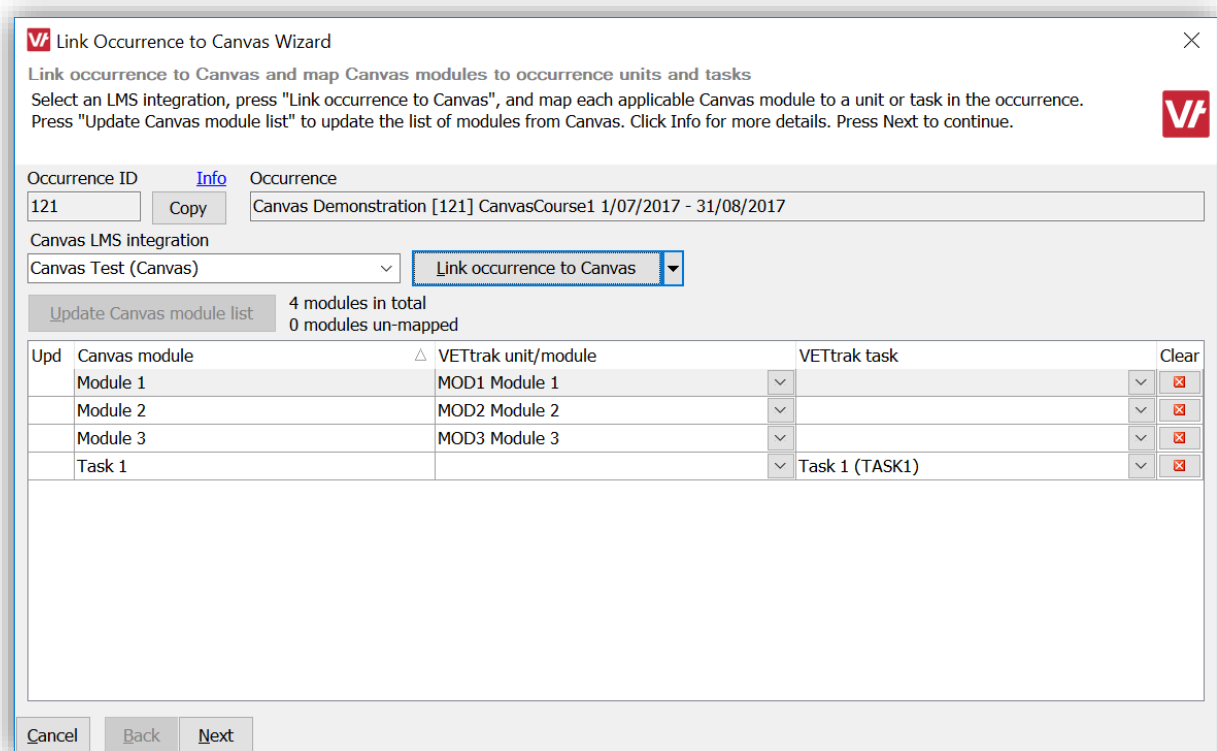
Link an Occurrence to a Canvas LMS Section

Once the occurrence ID has been set to the Canvas section SIS ID, the occurrence needs to be linked to the Canvas section.

Right-click the *Enrolments* node and select *Link occurrence to Canvas LMS...*

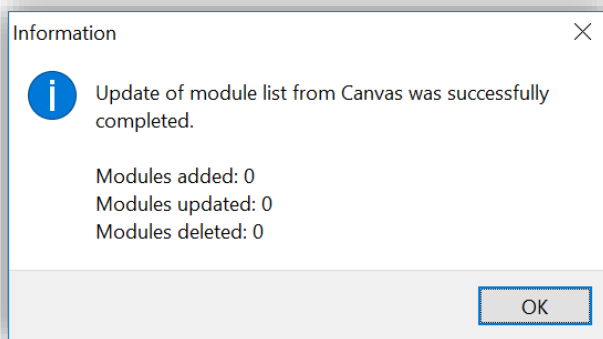


This opens the *Link occurrence to Canvas wizard*.



Select the Canvas LMS integration and click the button *Link occurrence to Canvas*.

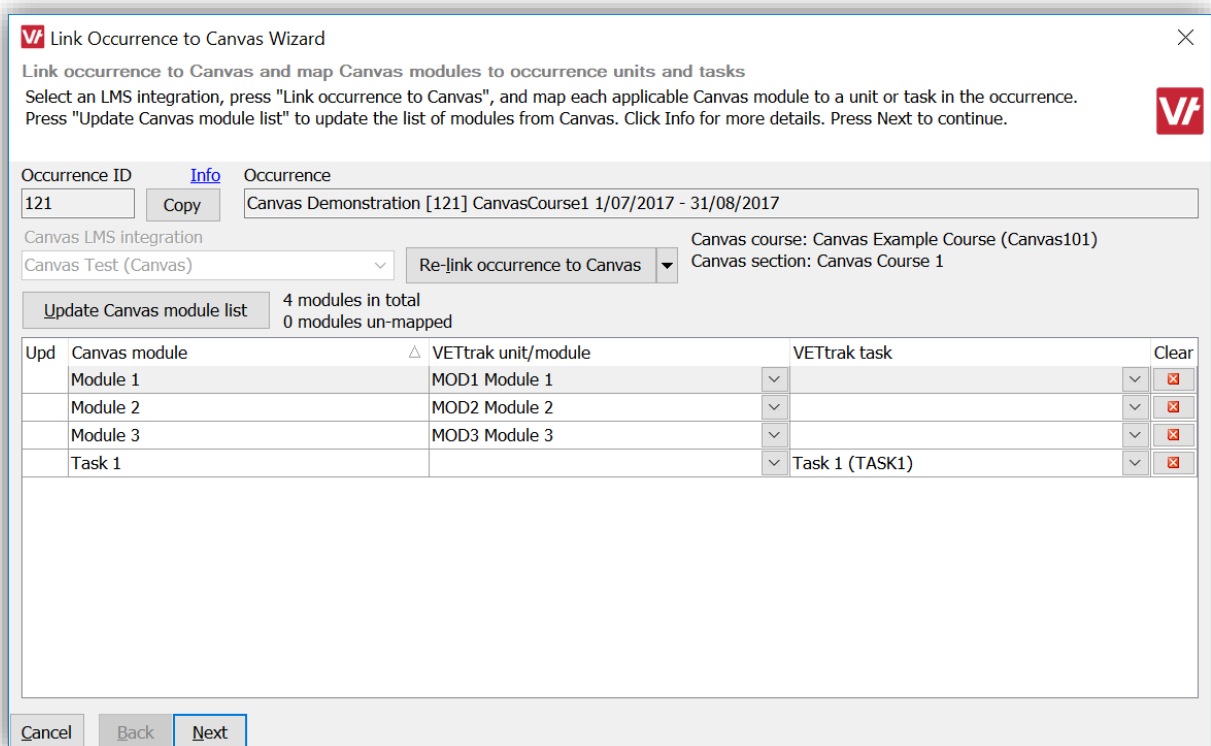
If VETtrak can find a course section with the same SIS ID as the occurrence ID the following message will appear.



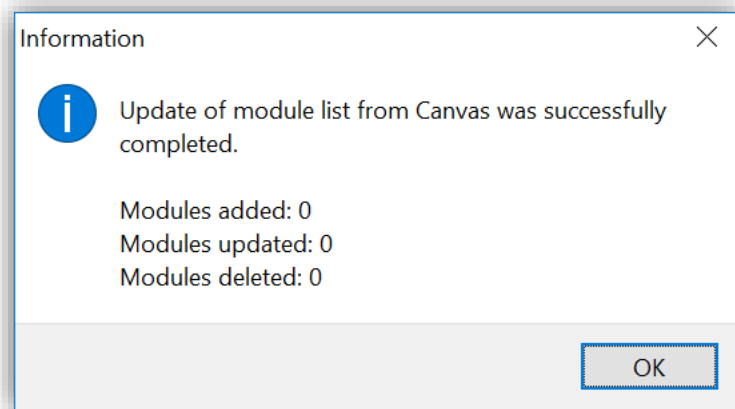
VETtrak will link the Canvas section with the corresponding occurrence ID and return the list of Canvas modules to be mapped. In the case above the occurrence was previously mapped to the section, and the modules already added.

Link Canvas LMS modules to VETtrak units/tasks

The wizard will now allow you to retrieve the list of Canvas modules for this Canvas course, so they can be mapped to VETtrak units and/or tasks.



Click the button *Update Canvas module list*. You will then get the message.



VETtrak will try to match the Canvas modules to VETtrak units and tasks by comparing the names of the Canvas modules and the units and tasks. If they match, they will be automatically selected, but can be changed.

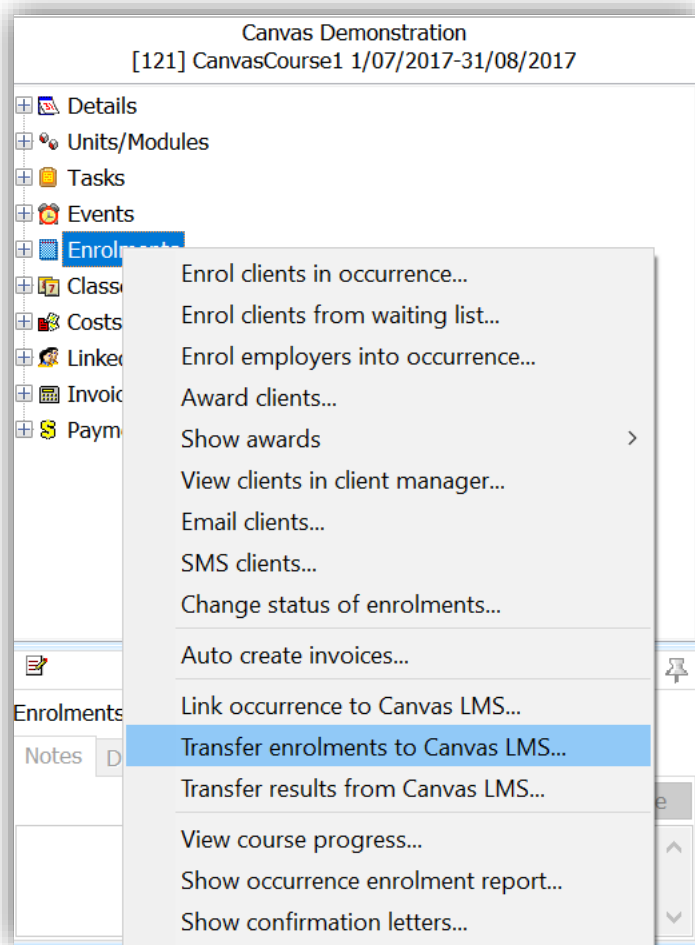
Canvas modules do not necessarily need to be mapped to units and tasks if they are not contributing to a task progression, or a unit result.

If you require a Canvas module to link to multiple units, then tasks should be used, and the task matrix for the occurrence set up to start/complete multiple units for a task.

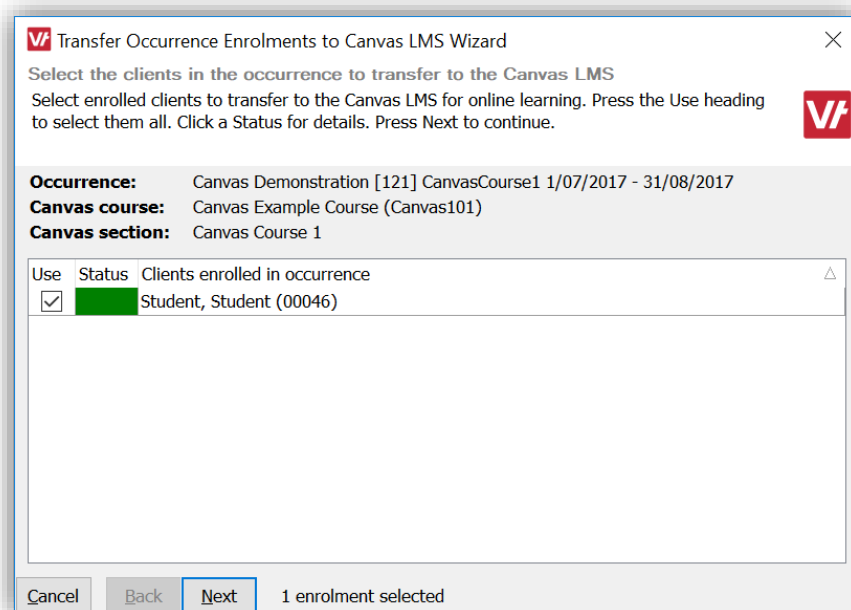
Transferring occurrence enrolments to the Canvas LMS section

The next step is to transfer the enrolments in the occurrence to the Canvas LMS. This will enrol the students in the linked section of the Canvas course.

Once the occurrence is linked, a new right-click menu on the *Enrolments* node is now available of *Transfer enrolments to Canvas LMS...*



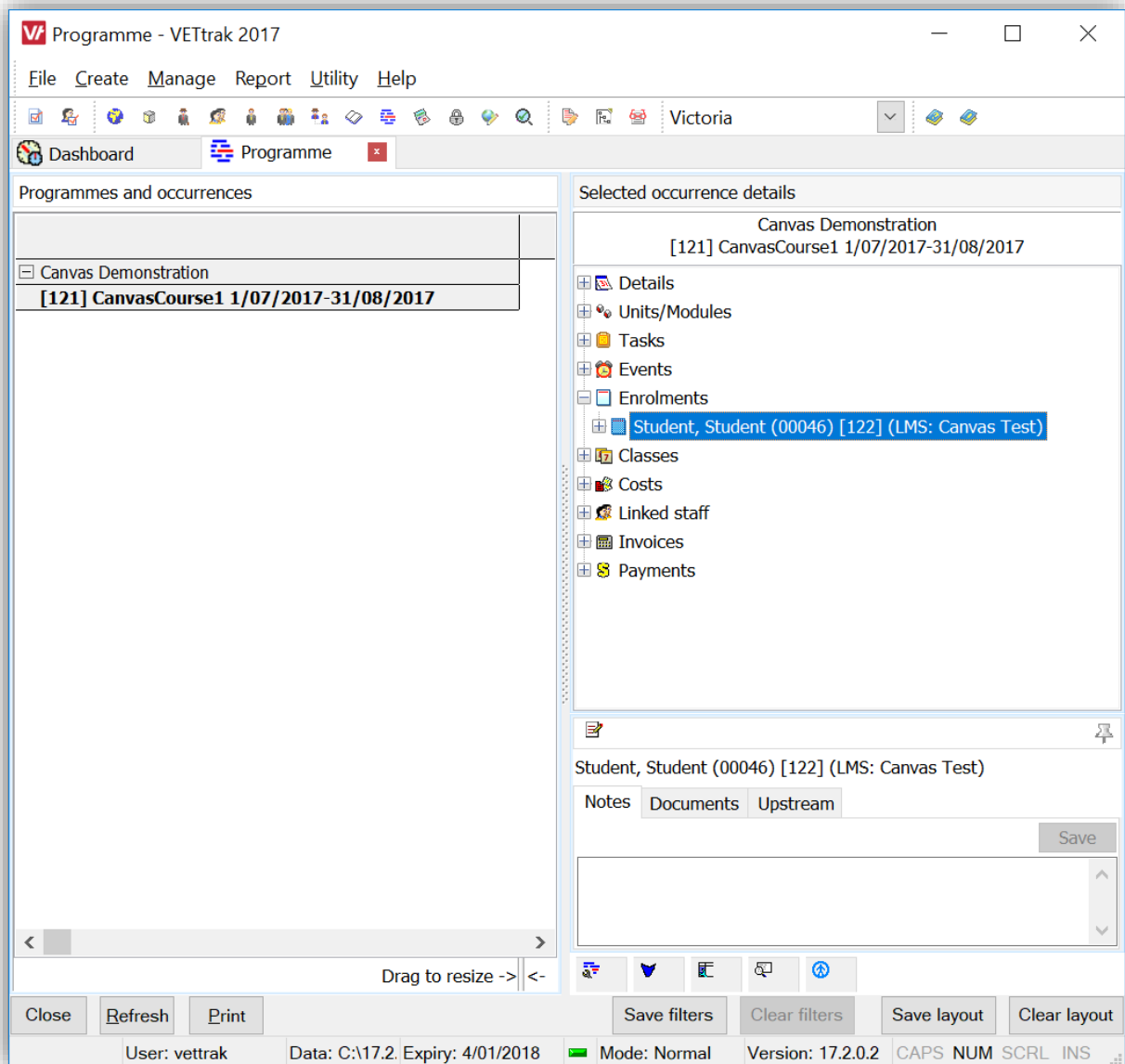
This opens the *Transfer occurrence enrolments to Canvas LMS wizard*.



Select the students to transfer and click *Next* and *Finish*.

The student will now be enrolled into the Canvas LMS section. Depending on your setting the student may need to accept an invitation to the course. They will be sent an email to create their login for the Canvas LMS if they don't already exist in Canvas. Their username will be their email address, and they set the password. The VETtrak username and password are not used in this integration.

Note that in VETtrak the students transferred will be noted as such.

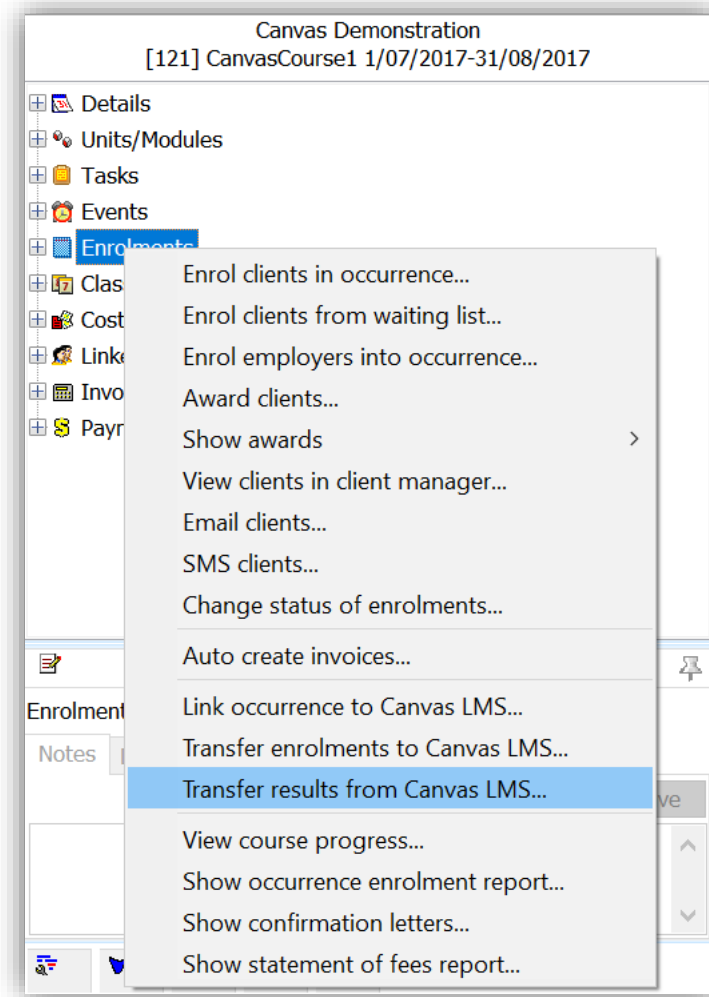


Transfer results from Canvas LMS (per occurrence)

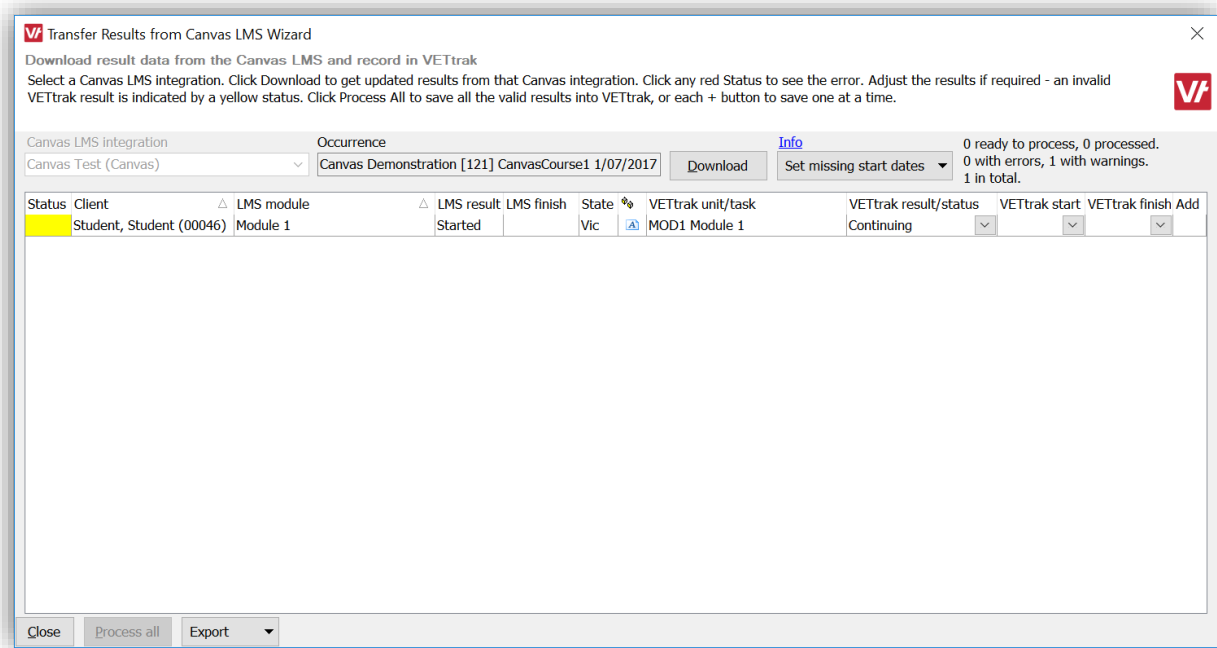
In the example below the student has submitted a Canvas assignment that contributes to a Canvas module, but has not yet fulfilled all the requirements to complete the module. We will retrieve that they have started the module, but it's not yet completed.

When the student has started an assessment task in Canvas, the status of that 'started' assessment can be retrieved by VETtrak.

Results can be retrieved on a per occurrence basis by right-clicking on the *Enrolments* node and selecting *Transfer results from Canvas LMS...*



This opens the *Transfer results from Canvas LMS wizard*

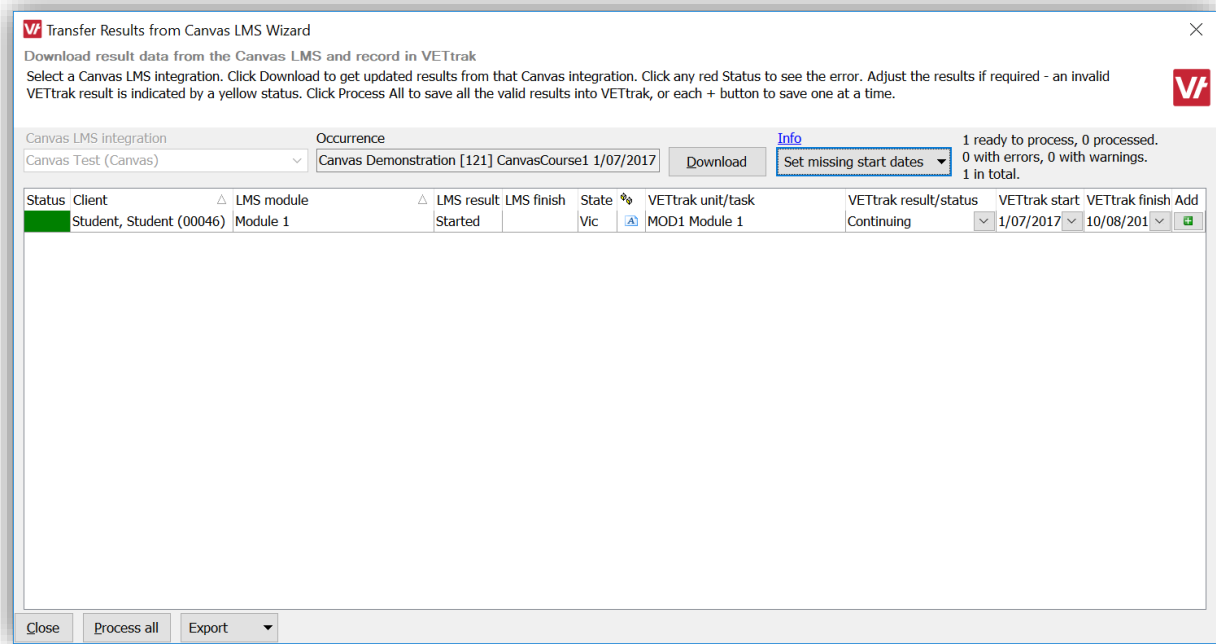


Click the *Download* button to retrieve the results.

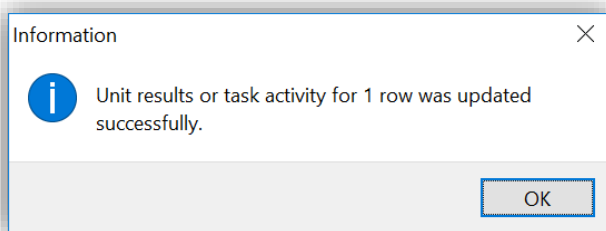
If the assessment has a started status in Canvas, on transfer to VETtrak the user will need to populate the start date as this currently can't be retrieved from Canvas. There are several options to use:

1. Canvas module unlock date
2. Training plan unit start date
3. Enrolment start date
4. Today

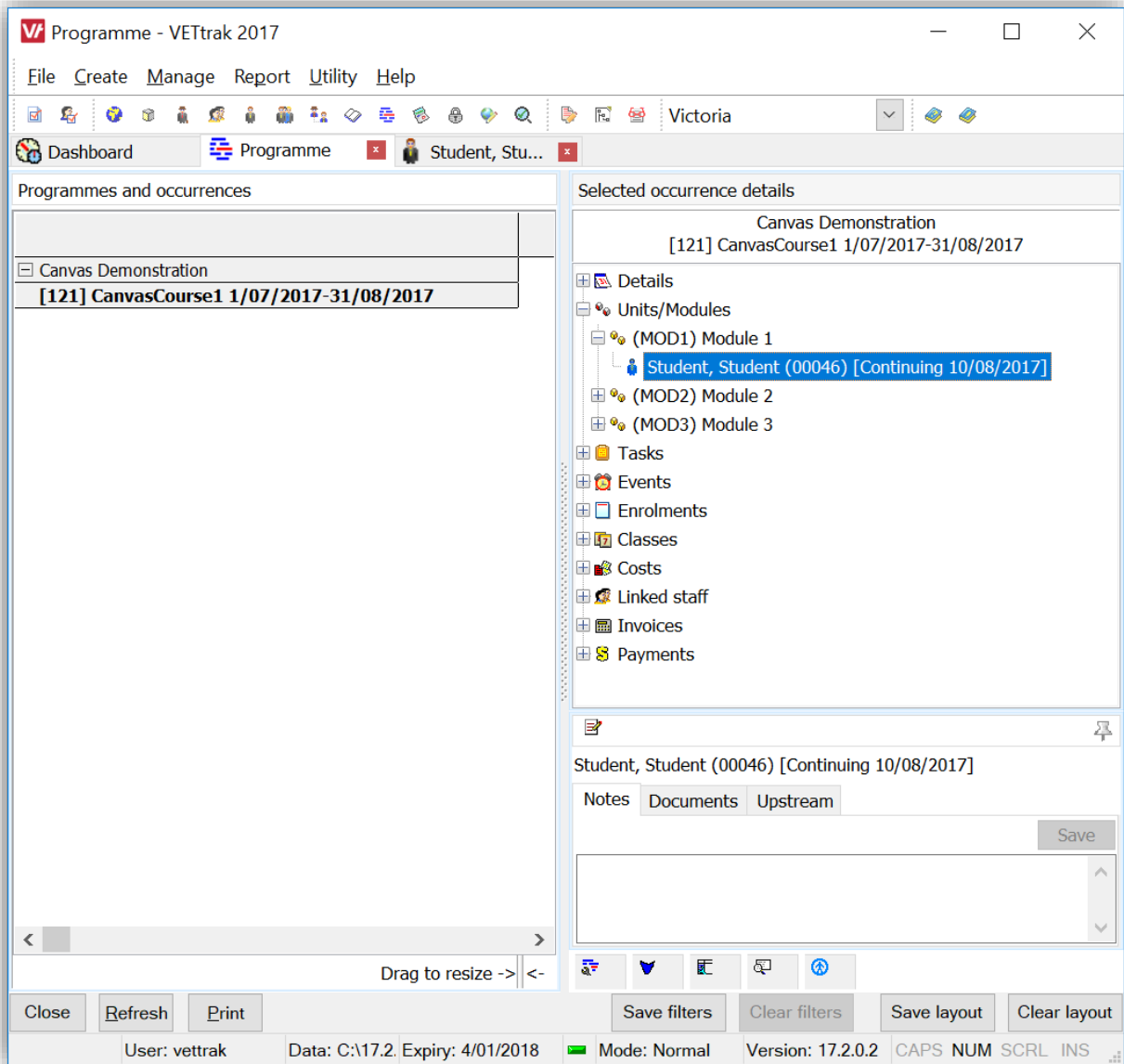
Choose one of the options, or enter the date manually. The finish date will be set to the number of months ahead as per the configuration. The transferred results can be adjusted at this point before saving them.



When the dates have been set, all valid results can be saved by clicking the *Process all* button, or saved one at a time using the individual Add buttons. If successful, the following message will appear.



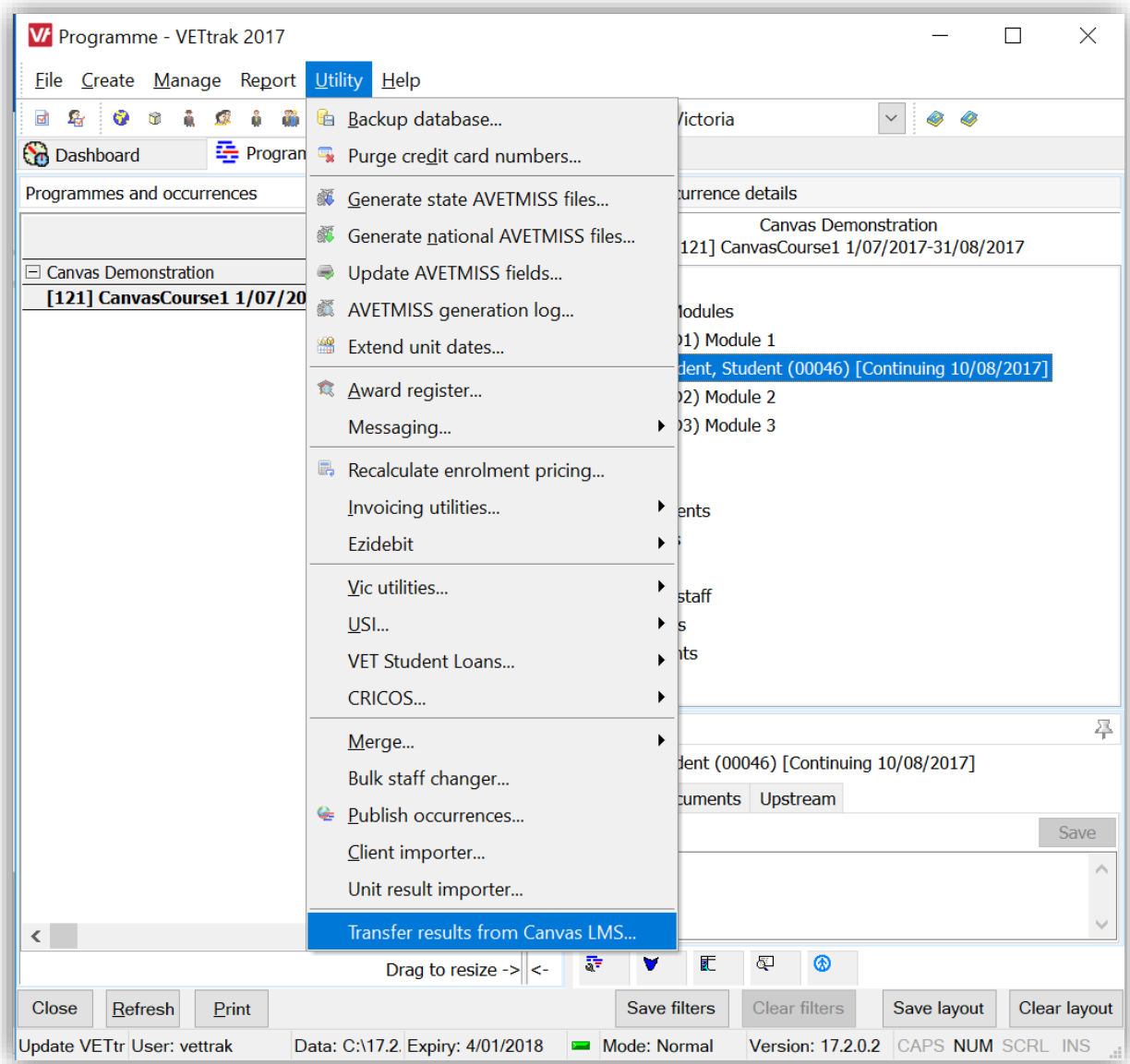
The results will be recorded in VETtrak.



Transfer results from Canvas LMS (bulk)

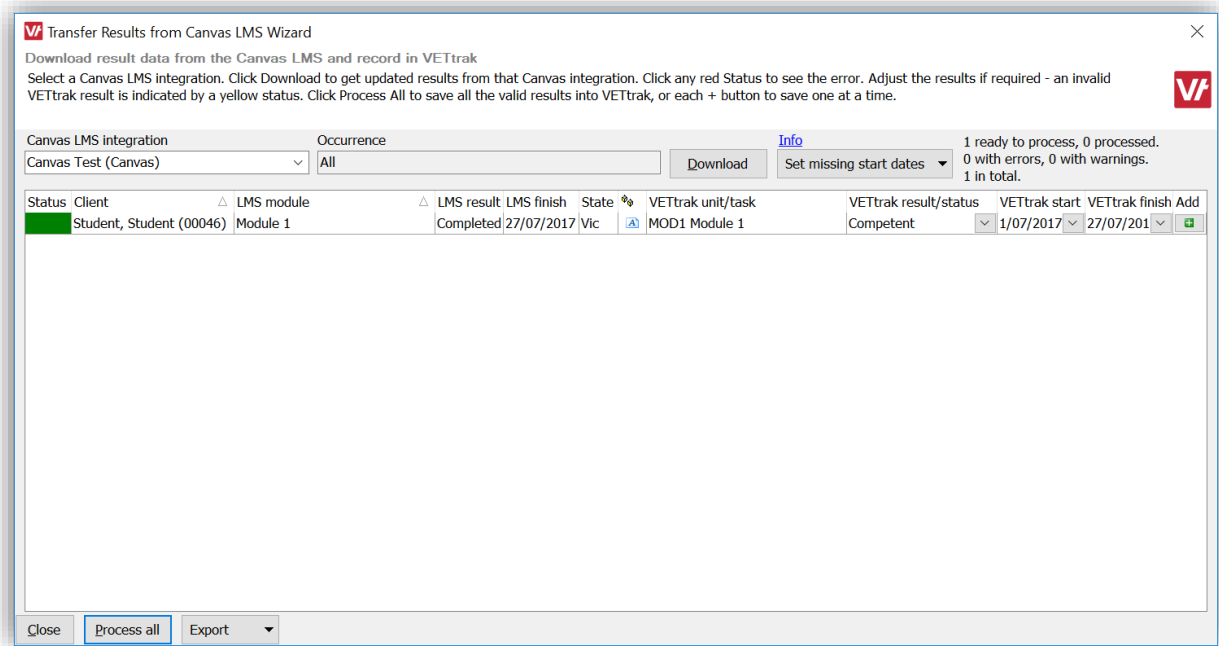
Results can be retrieved on a per occurrence basis by going to:

Utilities > Transfer results from Canvas LMS



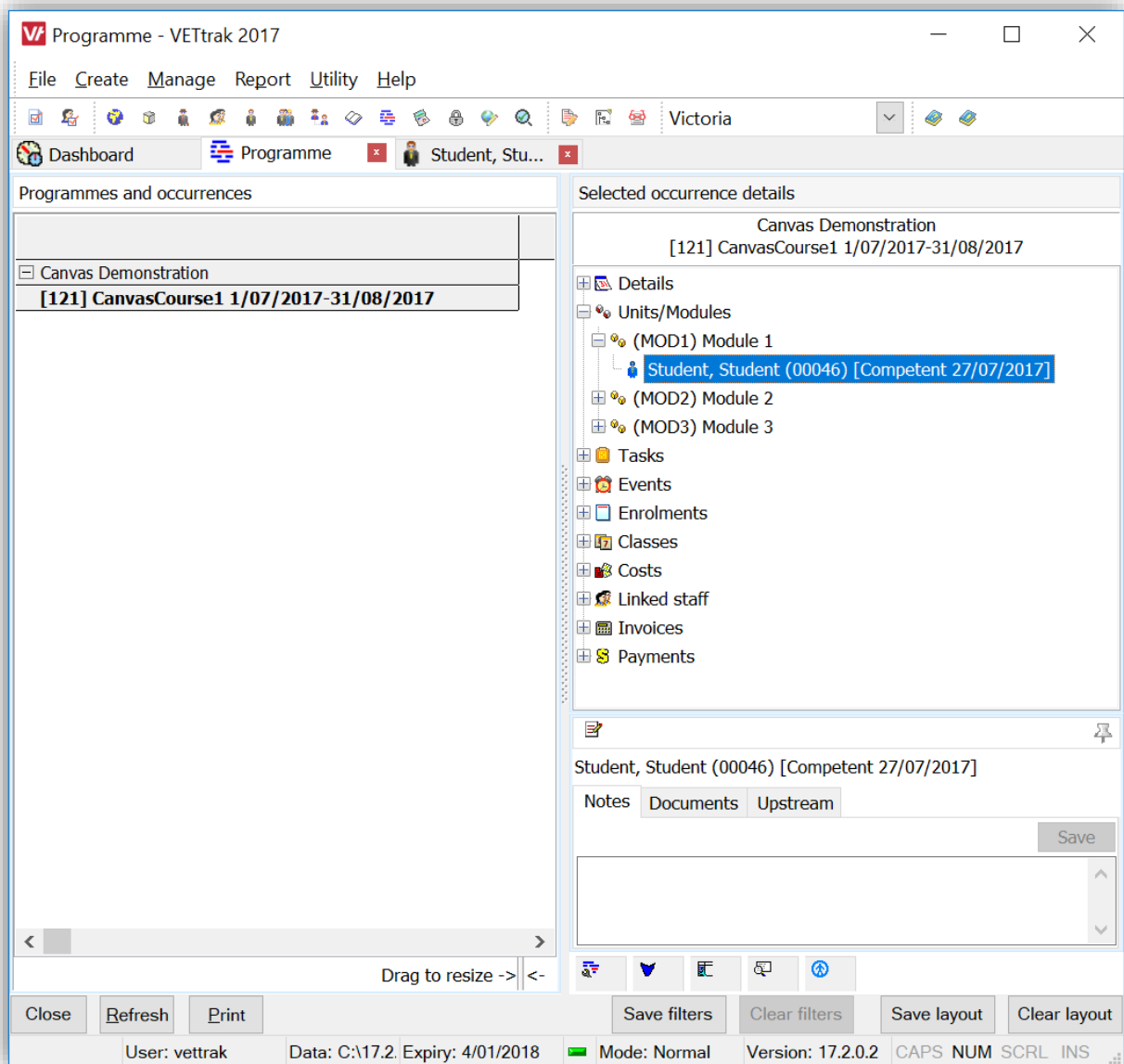
This opens the *Transfer results from Canvas LMS*. This will retrieve all results from Canvas across all active-status occurrences and enrolments that have been mapped or transferred to Canvas course sections. This option can take some time to run.

If you wish to use this function, it is recommended that you maintain enrolment and occurrence statuses. Set them to a Completed or Cancelled status type when they are finished and you no longer need results downloaded for them, to reduce the time it takes to download results in this wizard.



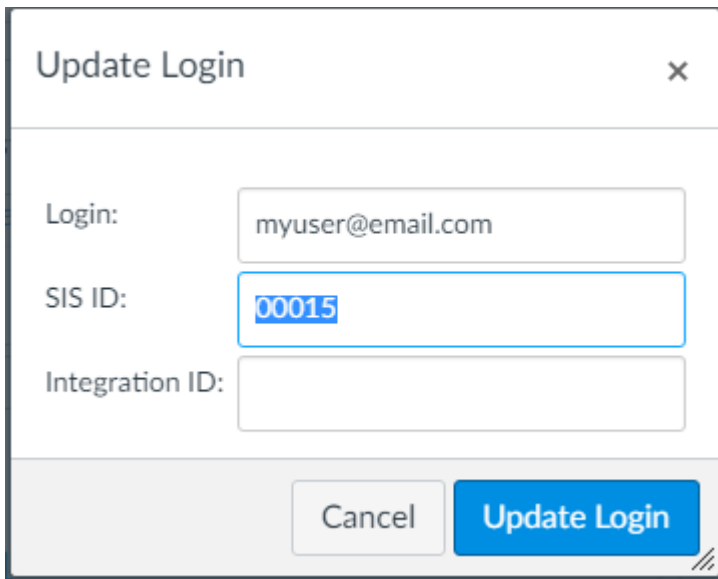
In the example above the student has completed all the requirements for the Canvas module, and its status is now completed. As such, the unit will be saved with the Competent result mapped in the configuration, and the end date is the date the module was completed.

After processing the unit in VETtrak has now been marked as competent.



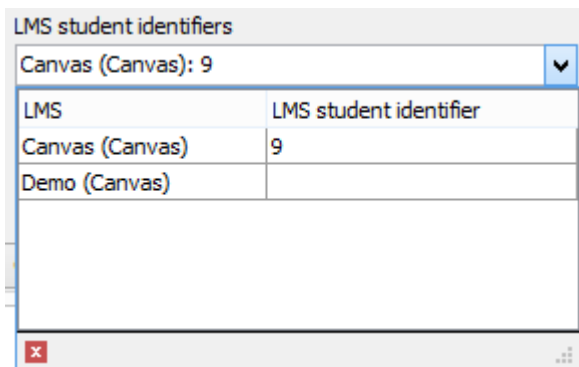
Linking existing VETtrak clients to existing Canvas accounts

If you already have a student in Canvas that was not created by transferring an enrolment from VETtrak, and want to transfer enrolments from VETtrak for that existing student, you must first edit the student's login in Canvas and set the "SIS ID" to the code of the client in VETtrak. VETtrak will then link the VETtrak client to the existing student's account in Canvas, instead of creating a new Canvas account, when an enrolment for that student is transferred to Canvas.



The image shows a dialog box titled "Update Login" with a close button (X) in the top right corner. It contains three input fields: "Login:" with the value "myuser@email.com", "SIS ID:" with the value "00015", and "Integration ID:" which is empty. At the bottom, there are two buttons: "Cancel" and "Update Login".

The Client Personal wizard in VETtrak will show the internal Canvas account identifier that the client is linked to. An alternative (advanced) way to link a client to an existing Canvas account is to enter the Canvas account ID into this field.



The image shows a dialog box titled "LMS student identifiers". At the top, there is a dropdown menu showing "Canvas (Canvas): 9". Below this is a table with two columns: "LMS" and "LMS student identifier".

LMS	LMS student identifier
Canvas (Canvas)	9
Demo (Canvas)	

The dialog box has a close button (X) in the bottom left corner and a help icon in the bottom right corner.