



VCU

Academic Technologies
Technology Services

Canvas LMS - Tool Integration Request

Purpose and General Use

The 'Canvas LMS Tool Integration Request' form serves as a comprehensive tool for gathering essential information from requestors, vendors, and IT Governance, facilitating the seamless integration of external tools into the Canvas Learning Management System (LMS). This form is designed to collect pertinent details required to evaluate and deliberate on the feasibility, functionality, and benefits of incorporating the proposed tool within the Canvas LMS ecosystem. By gathering comprehensive information, this form aims to streamline the decision-making and integration process, ensuring that only relevant and impactful tools are integrated, enhancing the overall learning experience for stakeholders within the educational institution. This form is NOT to request course level integrations, or integrations outside of the Canvas LMS.

Course-Level Integration

Faculty and staff can install tools within their courses, but caution is advised for their impact on students (cost, security, accessibility, etc). Instructors needing tools for their own courses should work with the vendor or publisher to get credentials (i.e. secret and key) and configuration instructions. This applies to specific tools on LTI 1.1; LTI 1.3 tools need Administrative configuration from the Learning Systems Team and will be subject to the Canvas 3rd Party Tools review process. If you can add an LTI 1.1 tool at the course level, you do not need to continue with this document.

Procedure and Workflow

Required steps prior to submitting this form

1. Submission to IT Governance process, at the following link: <https://itgovernance.vcu.edu/submit-for-review/>
2. Be prepared to provide the following information:
 - a. IT Governance tracking number
 - b. Overview of tool support resources and tool support routing information
 - c. Known and/or estimated level of tool usage
 - d. Vendor contact information for requested tool
 - e. Contact information for internal VCU group(s) testing Canvas tool functionality

Testing by a Learning Systems Administrator and the Requestor

In order for Learning Systems to successfully integrate a tool, we must test the installation instructions and functionality. To do so, we will first install the tool in our Development instance of Canvas (which is a full production instance) to ensure there are no issues with the integration. Once the tool is integrated in the Development Instance and a Learning Systems Administrator has an opportunity to perform base tests, the requestor will have an opportunity to test and verify the tool is functioning as intended and expected before it is scheduled for deployment to our primary Canvas instance.



VCU

Academic Technologies

Technology Services

Important Considerations

Once requested, tools undergo a thorough security, privacy, and Canvas compatibility review which, depending on vendor responses, can take a significant amount of time. While the Learning Systems team works with the vendors to implement requests as soon as we can, please be aware we cannot guarantee a timeline and course planning should take this into consideration. *Please note that the Learning Systems team is responsible for the maintenance and management of the Canvas integration, however, the maintenance of management of the technology is the responsibility of the requester.*

Requestor

- These requests take time, be sure to have a contingency plan if the requested tool cannot be integrated for the following possible reasons:
 - Accessibility Concerns
 - Security Concerns
 - Requested Scope
 - Time Restrictions
- If this tool is not selected for integration in Canvas, the requester will be contacted with context regarding this decision. It should be noted that Canvas integration may not be necessary or even preferable for all instructional tools. This is typically determined on a case-by-case basis with the requester.

Vendor

- VCU LMS Admins reserve the right to modify the placements, enforce scopes, or parameters of tool installs if we deem it necessary.



Responsibilities

Each signer has different responsibilities and are expected to fill out their section as completely and accurately as possible. Each signer, please initial next to your section to acknowledge you understand what is required.

<p>Requester</p> <p>The requester is expected to possess an understanding of the functions of the requested tool and its associated Canvas LTI functionality. The requestor is also responsible for initiating the IT Governance review prior to submitting this document. They are also expected to provide the scope of usage for this tool as well as support resources. The requester is responsible for creating the testing course and participating in functional testing of the LTI tool in our Canvas Development Environment.</p>	<p>Please initial to acknowledge you have read and understood your role in this process</p> <hr/> <p>Requestor Initial</p>
<p>Vendor</p> <p>The Vendor is expected to be able to provide a Canvas Integration Guide for LTI 1.3, as well as an HECVAT and VPAT, contract or agreement, data types stored, costs and funding methods, and a technical support contact who can assist with the integration if issues should arise. There will be an opportunity to upload supporting documents outlined later in this form.</p>	<p>Please initial to acknowledge you have read and understood your role in this process</p> <hr/> <p>Vendor Initial</p>
<p>Learning Systems</p> <p>TS-Learning Systems is expected to review the information provided by the Requestor, Vendor, and IT Governance and evaluate the accuracy of the information, and review the support resources and integration guides. TS-Learning Systems will make a determination if it is feasible to integrate the requested tool as requested, if a modification to scope is needed, or if the tool provides duplicative functionality of a tool which is already integrated.</p>	<p>Please initial to acknowledge you have read and understood your role in this process</p> <hr/> <p>Learning Systems Initial</p>
<p>Academic Technologies</p> <p>TS-Academic Technologies is expected to review information provided by all participants and give the final approval or denial of the requested tool. They are responsible for ensuring the tool and purpose of the tool aligns with VCU's mission and student success.</p>	<p>Please initial to acknowledge you have read and understood your role in this process</p> <hr/> <p>Academic Tech. Initial</p>



Requestor

General Information

NAME:	VCU EMAIL:
TOOL VENDOR:	TOOL NAME:
TOOL WEBSITE:	TOOL SUPPORT SITE:
IT GOVERNANCE TRACKING NUMBER:	ACADEMIC TERM*:

** The preferred term for implementation. However, due to factors such as Vendor response, IT Governance review, and functional testing, we may not be able to meet the requested deadline.*

- What is the intended purpose of this tool and what is the benefit of integrating with Canvas?
- What is the scope of usage for this tool, and is it limited to certain faculty, enrollments, schools or units?
- Is this tool currently in a pilot program? If so, please provide the start and end dates of the pilot program.
- How is this tool funded?
- Is this tool required for Course Participation and/or Course Credit?
- How is support provided for the requested tool (i.e. vendor support, internal support)?

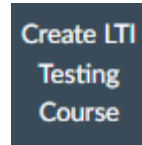


- What unit or group is responsible for the maintenance and management of the technology? *Please note that the Learning Systems team is responsible for the maintenance and management of the Canvas integration, however, the maintenance of management of the technology is the responsibility of the requester.*
- What is the implementation plan for the tool? Which audience(s) are affected (i.e. student, faculty, staff)?

Test Course Creation

Steps to Create Integration Testing Course in the Development Instance

1. Log into the Development instance here:
<https://go.vcu.edu/canvas-dev>
2. Click on the 'Create LTI Testing Course' link in the Global Navigation Bar on the left side of the screen
3. Enter the name of the tool or integration and Submit
 - a. This will Create a new course shell
 - b. Assign the requestor as the teacher and invite them
 - c. Apply a testing activities blueprint to the course shell
4. Refresh your window to see a new course invite



Create Course for Integration Testing ×

What is the name of the LTI Tool you will be testing?

Cancel Submit



- Provide the URL to the Newly Created Course here:

Supplemental Information and Documentation

If you wish to submit any documents along with this request (such as a Contract/Agreement, etc), you can do so by using the Learning Systems Document Upload Portal: <https://go.vcu.edu/canvas-lti-docs>

- Did you submit supplemental documents?



VCU

Academic Technologies
Technology Services

Requestor Sign-off

By signing this page, you acknowledge the information provided is complete and accurate. You also acknowledge this is a Request for a third party integration with VCU's instance of the LMS Canvas, and submission of the request form does not guarantee the integration will be recommended for integration.

EXAMPLE

Requestor Name

Requestor Signature

Date

This request form is subject to revision and review at the discretion of VCU Learning Systems Administrators.



VCU

Academic Technologies

Technology Services

Vendor

General Information

NAME:	EMAIL:
SUPPORT CONTACT:	TECHNICAL CONTACT:
AVAILABLE LTI TOOL VERSION(S):	RELEASE NOTE DOCUMENTATION (if applicable):
SERVICE STATUS PAGE (if applicable):	

- How would you classify this tool? (i.e. Discussions, Polling, Video Conferencing, Textbook Publisher, etc)
- What functionality does the Canvas integration provide? (i.e. Grade Sync, Roster Sync, deep linking, etc)
- How are accounts provisioned and how is access managed?
- How are roles passed from Canvas into your tool (i.e. Institution Role vs Context/Course Role)?
- Are there usage limitations for who can use this tool, and if so, how is this monitored?
- Has this tool been vetted or certified by [1EdTech](#)?



- What is the scope of vendor provided support, and how are support requests submitted?
- On what date does the Agreement or Contract start?
- On what date does the Agreement or Contract end or have to be renewed?
- URL for integration instructions (Alternatively, you may upload the instructions in the next step):

Supplemental Information and Documentation

Please upload the following documents by using the Learning Systems Document upload Portal:

<https://go.vcu.edu/canvas-lti-docs>

- Higher Education Community Vendor Assessment Tool (HECVAT) (REQUIRED)	
- Voluntary Product Accessibility Template (VPAT) (REQUIRED)	
- Contract or Agreement	
- Integration Instructions	



VCU

Academic Technologies
Technology Services

Vendor Sign-off

By signing this page, you acknowledge the information provided is complete and accurate. You also acknowledge this is a Request for a third party integration with VCU's instance of the LMS Canvas, and submission of the request form does not guarantee the integration will be recommended for integration.

EXAMPLE

!ve, nam

Vendor Representative Name

Vendor Representative Signature

Date

This request form is subject to revision and review at the discretion of VCU Learning Systems Administrators.



Learning Systems

IT GOVERNANCE REVIEW COMPLETED:	INFORMATION PROVIDED ACCURATE & COMPLETE:
CONFIRM RECEIPT OF ADDITIONAL DOCUMENTS:	TENTATIVE INSTALL TIMEFRAME:
RECOMMENDED INSTALLATION LOCATION:	TENTATIVE REMOVAL TIMEFRAME (IF PILOT):

- Based on the information provided, is it feasible to integrate the tool as requested?
- Based on the information provided, is there a modification to the installation scope needed?
- Does this tool provide duplicative functionality, either native or through another third party integration, of a tool which is already integrated? If yes, what tool?
- Do you recommend listing this integration publicly on the list of available tools (<https://go.vcu.edu/canvas-tools>)?
- Please provide any additional notes or comments.



VCU

Academic Technologies
Technology Services

Learning Systems Sign-off

By signing this page, you acknowledge the information provided is complete and accurate.

Based on all information provided, do you approve or deny the request?

EXAMPLE

Learning Systems
Representative Name

Learning Systems
Representative Signature

Date

This request form is subject to revision and review at the discretion of VCU Learning Systems Administrators.



VCU

Academic Technologies
Technology Services

Academic Technologies Sign-off

By signing this page, you acknowledge the information provided is complete and accurate.

- Please provide any additional notes, comments, or concerns.

Based on all information provided, do you approve or deny the request?

Academic Technologies
Representative Name

Academic Technologies
Representative Signature

Date

This request form is subject to revision and review at the discretion of VCU Learning Systems Administrators.