



# Canvas Installation Guide

## Site Admin Install

Navigate to:

[https://\[myaccount\].instructure.com/accounts/self/settings](https://[myaccount].instructure.com/accounts/self/settings)

1. Select: Settings
2. Select: Apps
3. Find/Search: ActiveClass
4. Click: Add App
5. Enter Key and Secret from Sales

The screenshot illustrates the Canvas Admin interface for installing the ActiveClass app. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation options such as Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Help, and Settings. The main content area shows the 'External Apps' section, which includes a search filter and a list of installed apps. A modal window titled 'Add App' is open, showing the 'activeclass' app with fields for Name, Consumer Key, and Shared Secret. A 'Back to App Center' button is also visible.

1. Select: Settings

2. Select: Apps

3. Find/Search: ActiveClass

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## Create API, ActiveClass user

1. Select: Account Settings.  
Add new user called "API, ActiveClass"
2. Navigate to 'Permissions' page > Account Roles > Add Role.  
Create an account role "ActiveClass"
3. Scroll to 'Manage Assignments and Quizzes'  
Select 'Edit'
4. Go to 'Settings' > Admins > select "+ Account Admins".  
Choose "ActiveClass", type in "canvas-api@activeclass.com" click "continue" and "Okay Looks Good".

### Add a New User ×

**Full Name**   
This name will be used by teachers for grading.

**Display Name**   
People will see this name in discussions, messages and comments.

**Sortable Name**   
This name appears in sorted lists.

**Login**

**Email**

Email the user about this account creation

### 2 × New Account Role

Role Name:

### 3

Permissions	Account Admin	Outcomes Service
Account-level settings - manage	✓	✗
Data Services - manage	✓	✗
Developer Keys - manage	✓	✗
Item Banks - manage account	✓	✗
Manage Assignments and Quizzes add / delete / edit	✓	✗
Assignments and Quizzes - add	☑	☐
Assignments and Quizzes - delete	☑	☐
Assignments and Quizzes - edit	☑	☐
Manage Course Files add / delete / edit	✓	✗
Manage Course Sections	✓	✗

### 4 Add Account Admins

Add More

Copy and paste a list of email addresses to add users.

Sample format: "Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com





# Canvas Course-Level Activation

## Course Activation

Navigate to: Your Course

1. Click On: Setting
2. Click On: Navigation
3. Drag: ActiveClass into the course menu
4. Click: Save

Course Details Sections Navigation **2** Apps Feature Previews Integrations

Drag and drop items to reorder them in the course navigation.

Home	
Syllabus	⋮
ActiveClass	⋮
Assignments	⋮
Grades	⋮

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

New Analytics	⋮
<i>Page disabled, won't appear in navigation</i>	
Files	⋮
<i>Page disabled, will redirect to course home page</i>	
BigBlueButton (Conferences)	⋮
<i>Page disabled, will redirect to course home page</i>	
Modules	⋮
<i>Page disabled, will redirect to course home page</i>	
Collaborations	⋮
<i>Page disabled, will redirect to course home page</i>	
Attendance	⋮
<i>Page disabled, won't appear in navigation</i>	
Rubrics	⋮
<i>Page disabled, will redirect to course home page</i>	
Quizzes	⋮
<i>Page disabled, will redirect to course home page</i>	
Outcomes	⋮
<i>Page disabled, will redirect to course home page</i>	
People	⋮
<i>Page disabled, will redirect to course home page</i>	
Discussions	⋮
<i>This page can't be disabled, only hidden</i>	
Pages	⋮
<i>Page disabled, will redirect to course home page</i>	
Announcements	⋮
<i>Page disabled, will redirect to course home page</i>	

**1** Settings

**3** Drag up

**4** Save

