

# Canvas Career Cruising Setup Guide

## Overview

This document describes the process of adding Career Cruising as an external application within Canvas for the purposes of single sign-on for students.

## Before you Begin

Before you begin adding Career Cruising to Canvas, there are two pieces of information that you'll need from Career Cruising. They should have been included in the email you received with this guide:

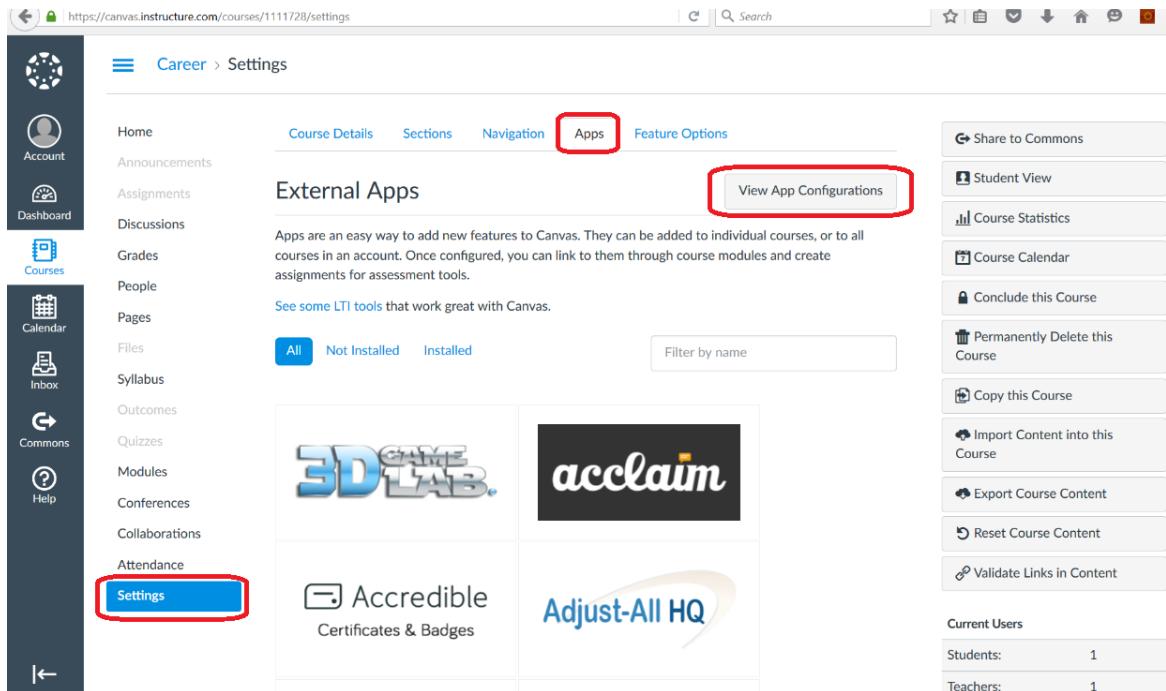
1. Consumer Key
2. Shared Secret

These pieces of information will be used in a later step. The consumer key is our unique identifier for your Canvas implementation, while the shared secret is used to ensure that all communication sent from Canvas to Career Cruising are secure. Both pieces of information are unique to your implementation and are known only by Career Cruising and your Canvas administrator.

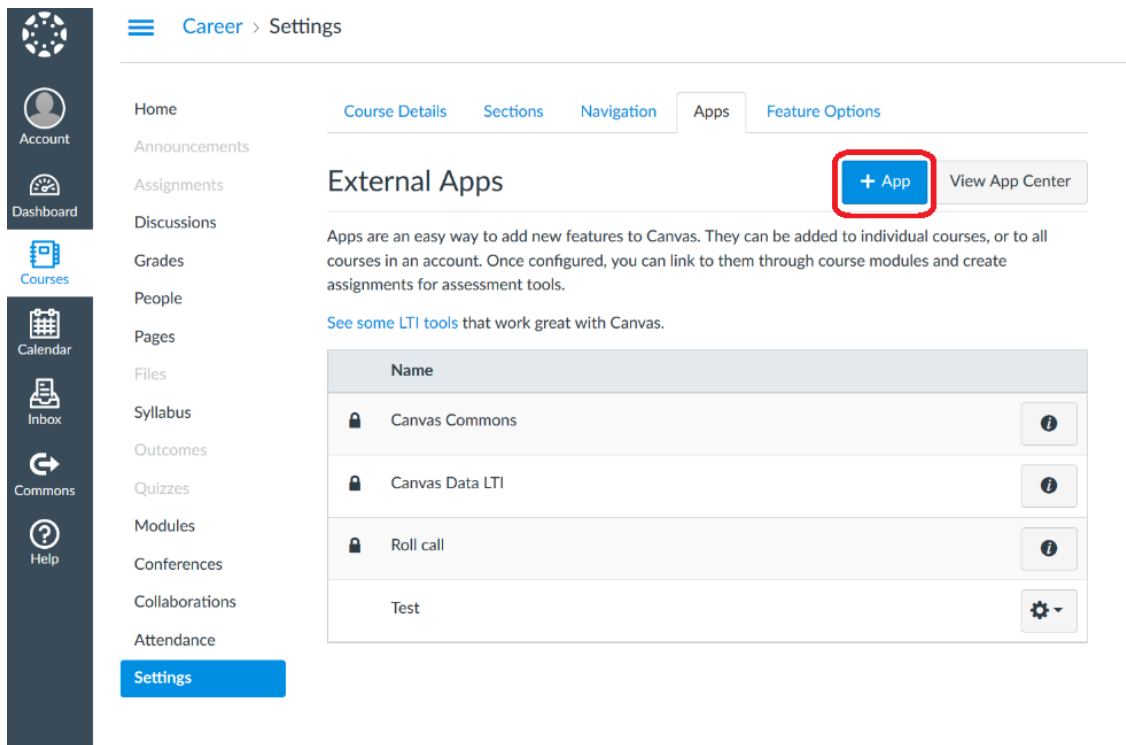
## Adding the Career Cruising App to Canvas

Before Career Cruising can be added to any courses, the Career Cruising app must be setup in Canvas. The following section details the necessary steps:

- 1) From the main dashboard, click on one of the courses.
- 2) Click on the "Settings" link and then the "Apps" sub-link as shown in the image below. Next, click on the "View App Configurations" button.



- 3) You'll now be taken to an "External Apps" page that lists all of your installed 3<sup>rd</sup> party applications. To add Career Cruising, click on the "+ App" button highlighted in the image below:



- 4) You'll now be prompted to enter the configuration details of the Career Cruising application, as shown in the image below:

The screenshot shows a web browser window with the address bar containing 'courses/1111728/settings/configurations'. The main content area is titled 'Add App' and contains the following configuration fields:

- Configuration Type:** A dropdown menu set to 'Manual Entry'.
- Name:** A text input field containing 'Career Cruising'.
- Consumer key:** A text input field containing 'Consumer key'.
- Shared Secret:** A text input field containing 'Shared Secret'.
- Launch URL:** A text input field containing 'https://sso.careercruising.com/v2/LTI'.
- Domain:** A text input field containing 'sso.careercruising.com'.
- Privacy:** A dropdown menu set to 'Public'.
- Custom Fields:** A text area containing 'studentid=\$Canvas.account.sisSourceId'. The text is underlined with red wavy lines.
- Description:** A text input field containing 'Description'.

Below the Custom Fields text area, there is a note: 'One per line. Format: name=value'.

The settings should be as follows:

- Configuration Type = Manual Entry
- Name = Career Cruising (or whatever you want students to see)
- Consumer Key = (the consumer key that was sent to you via email)
- Shared Secret = (the shared secret that was sent to you via email)
- Launch URL = <https://sso.careercruising.com/v2/LTI> (note: this is case sensitive)
- Domain = sso.careercruising.com
- Privacy = Public (note: This is **VERY** important)
- Custom Fields = studentid=\$Canvas.account.sisSourceId
- Description = (the description you'd like to give to the Career Cruising application)










Once all of the configuration information has been entered, click on the "Submit" button in the bottom right of the window.

- 5) You should now see the Career Cruising application listed in the External Apps page, as shown here:

**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.

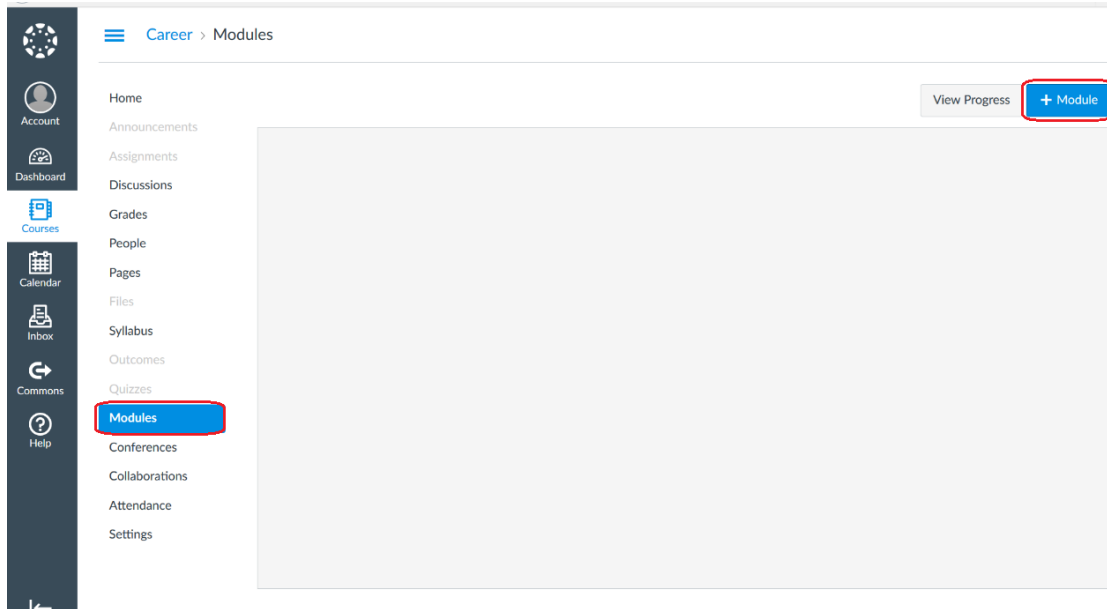
| Name   |
|--|
|  Canvas Commons <span></span>  |
|  Canvas Data LTI <span></span> |
|  Career Cruising <span></span> |
|  Roll call <span></span>       |
| Test <span></span>  |

At this point the Career Cruising application should now be available to be added to any course module.

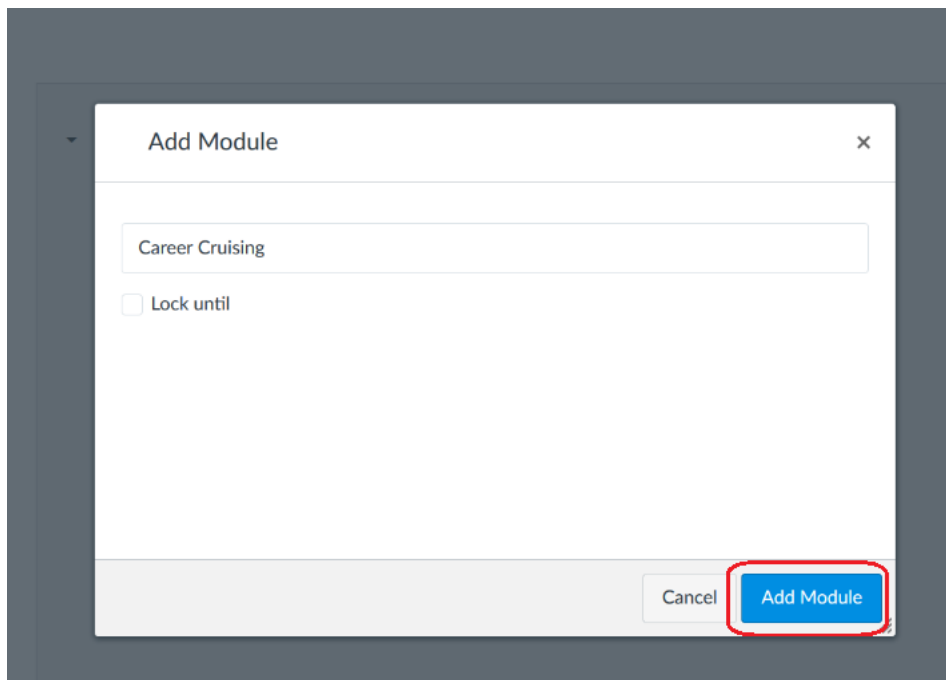
### Adding Career Cruising to a Course Module

This section of the guide will walk you through the process of adding the Career Cruising app to a course module.

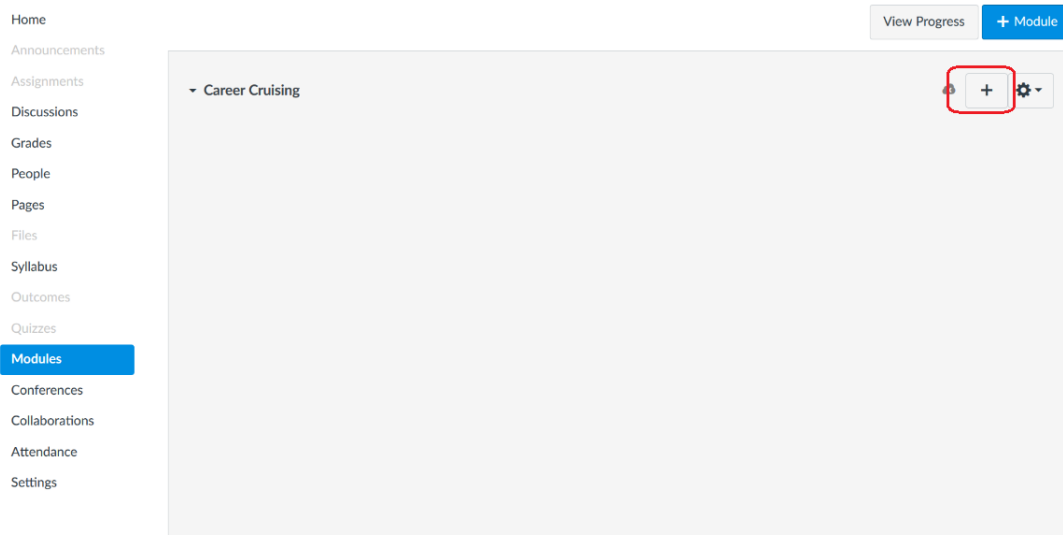
- 1) From the course in which you wish Career Cruising to be accessible from, click on the “Modules” link and then the “+ Module” button in the top right corner of the screen, as shown here:



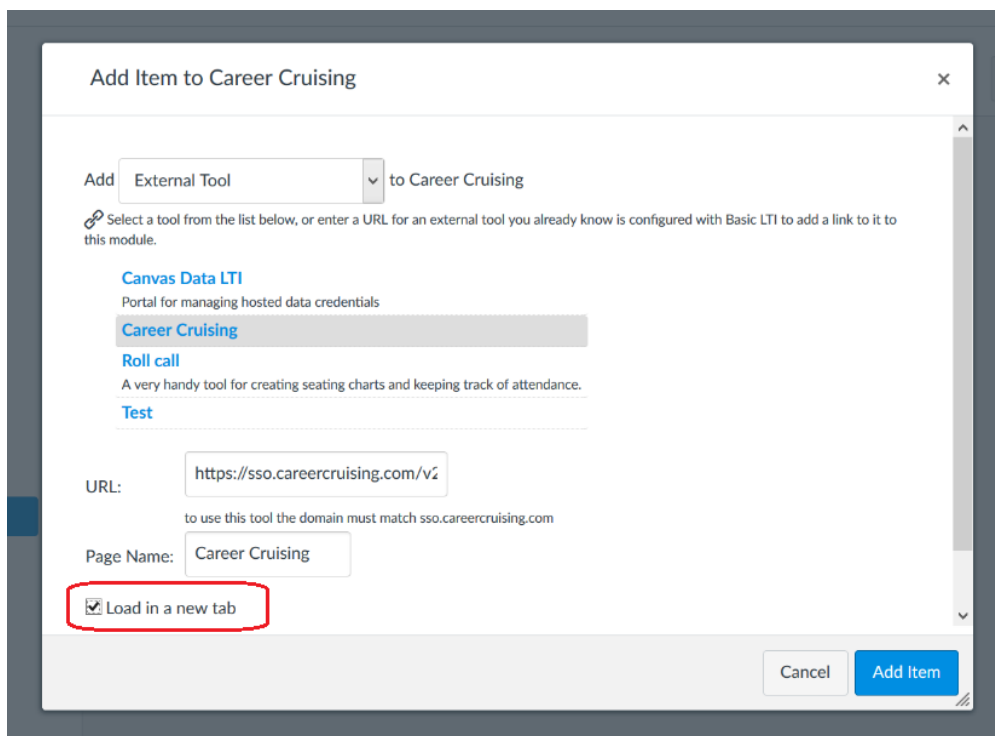
2) Name the module “Career Cruising”, or enter a name of your choosing:



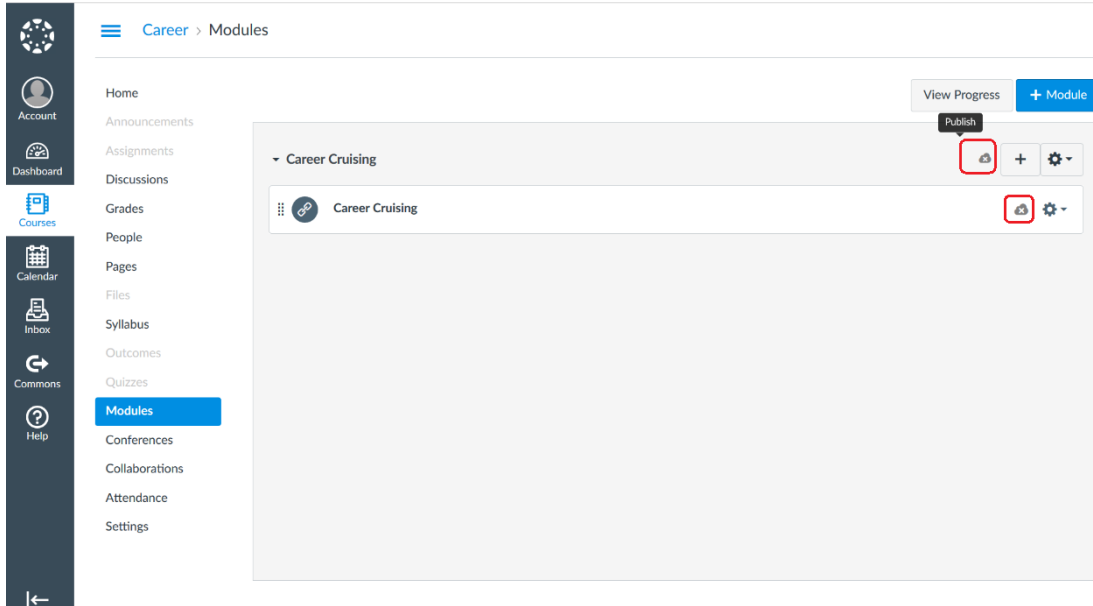
3) You should now see the Career Cruising module listed. Next, we need to add one item to the module by clicking on the “+” button shown in the screenshot that follows:



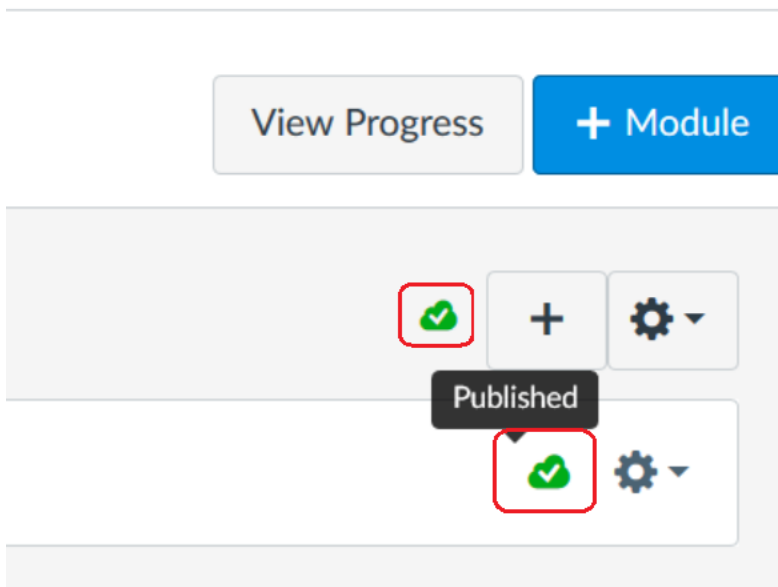
- 4) You'll now see a window that prompts you for information on which item to add. Choose "External Tool" from the first dropdown menu. Then click on the "Career Cruising" link. This will automatically populate the URL and Page Name which can be left as-is. Make sure you check off the "Load in a new tab" checkbox, as Career Cruising cannot be run in an iFrame.



- 5) Next, both the module and item need to be published so that students can see it. First click on the "publish" icon (circled below) on the module. Then click on the "publish" icon (also circled below) on the item.



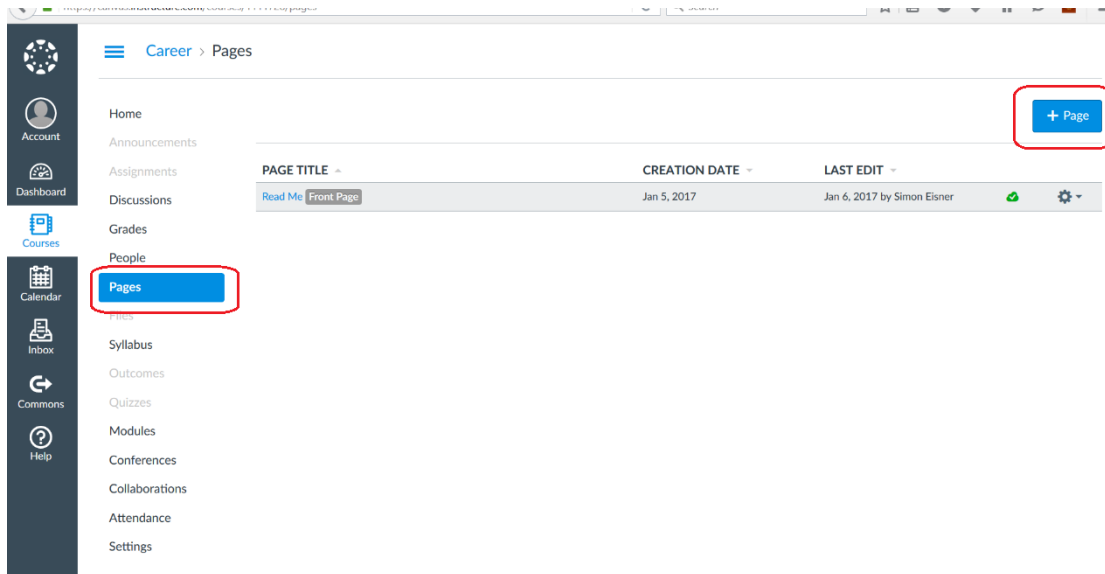
- 6) You'll be able to tell that the module and the item are published because the "publish" icons should both now be green:



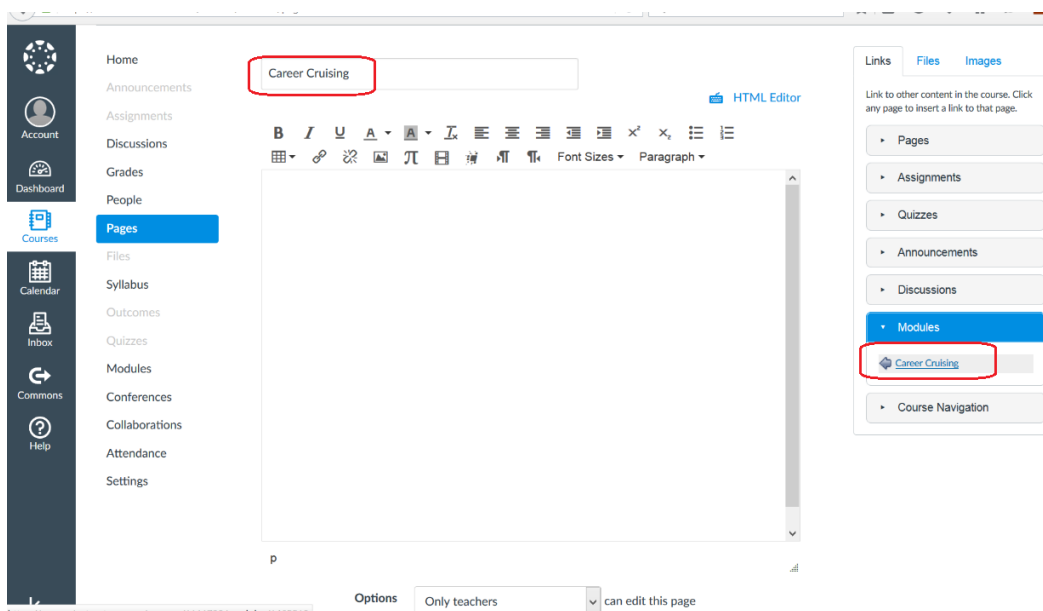
### Adding Career Cruising to a Page (Optional)

This section is completely optional. If you would like the Career Cruising app to appear on any custom pages, the following steps may be undertaken.

- 1) From the "Pages" link, click on the "+ Page" button:

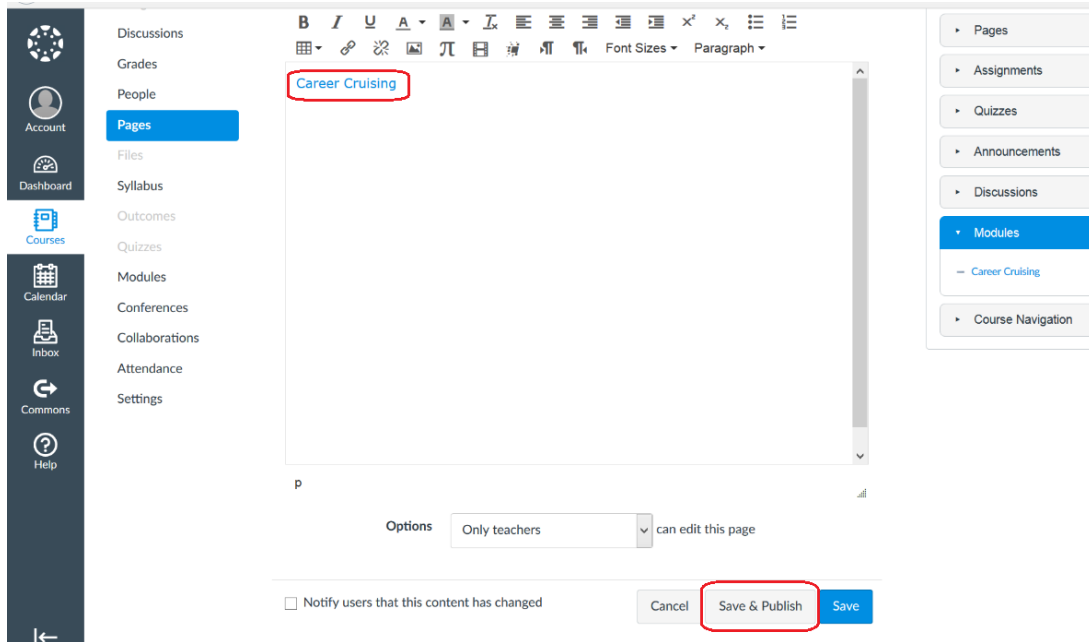


- 2) Enter a name for the page and any HTML or page content. To add a link to the Career Cruising module, click on the “Modules” button to the right of the screen and click the “Career Cruising” link to insert the Career Cruising link into the page.



- 3) The below image shows the “Career Cruising” link as it would appear on a blank page. When you’re finished, click “Save and Publish”:

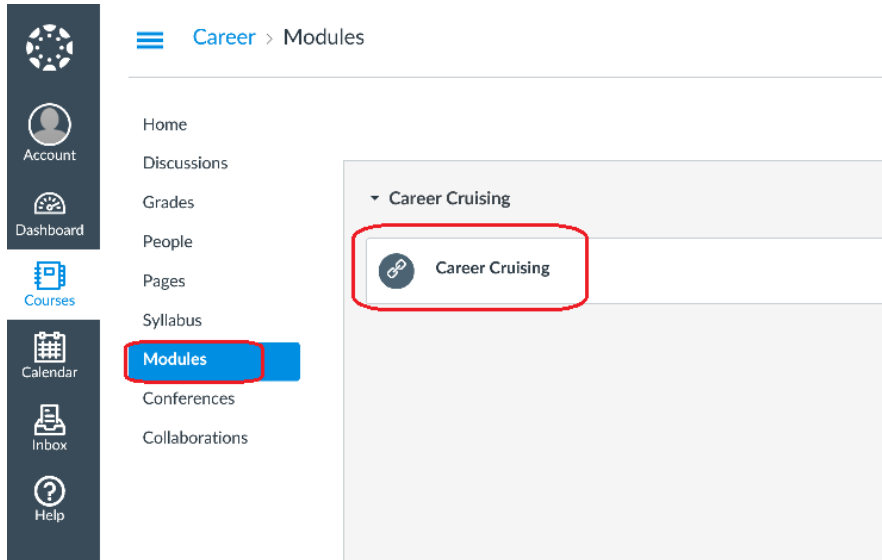




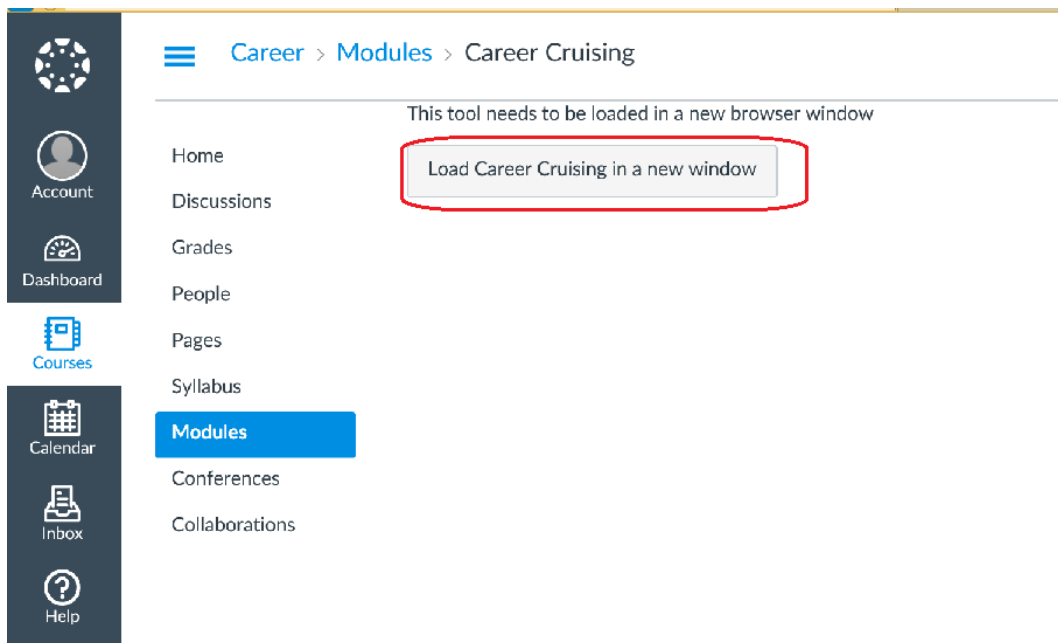
## Testing Career Cruising as a Student

Now that Career Cruising has been setup in Canvas, it's time to test a student. The following steps walk you through the process:

- 1) First, login to Canvas as a real student (one that exists in your SIS and would have been data integrated into Career Cruising already).
- 2) Click on the course which contains the Career Cruising module.
- 3) Click on the "Modules" link. You should see Career Cruising listed as one of the modules. Click on the "Career Cruising" link.



- 4) You should now see a button that says “Load Career Cruising in a new window”. Click on this link and you should now be taken directly into Career Cruising without having to enter any username or password.



## Troubleshooting

If you experience any difficulties during testing, or would like a Career Cruising support technician to walk you through the above setup, please let your Implementation Manager know and we'll be more than happy to arrange a screen sharing session.

