Deep Linking Guide for Canvas

This guide will walk you through the process of pairing SAGE Vantage with your Canvas course. Once paired, you can create deep links to Vantage content and set up grade sync for any Vantage assignments you wish to include in your Canvas gradebook.

Table of Contents

Video Tutorials

Tutorial videos for Vantage and for using Vantage with your Canvas course are available on the Vantage Technical Support website:

- SAGE Vantage Instructor Videos

Create a Vantage course

Before you can add deep links or grade sync items to your Canvas course, you must create your SAGE Vantage course. If you have additional sections in the same term or will teach the course again in a new term, you can copy an existing Vantage course to use with the additional sections.

Visit https://vantage.sagepub.com to Login or Sign Up for Vantage. If you are not sure what your password is, you can click the "Forgot Password?" link to reset it.

Do you want to…
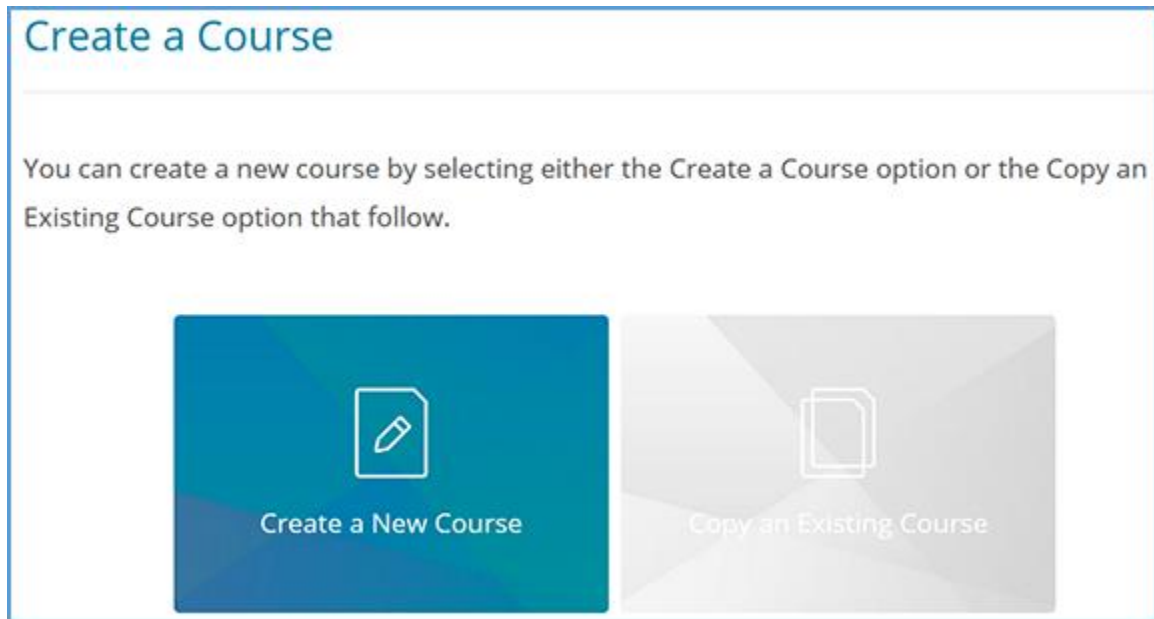
- Create a New Course
- Copy an Existing Course

SAGE vantage®

Create a New Course

If you have never created a Vantage course, when you first login you will be taken directly into the course creation process. If you have created a course before, you can use the **Create Course** button at the top right of your My Courses Dashboard to create a new course.

1. Click **Create a New Course** to begin.

Create a Course

You can create a new course by selecting either the Create a Course option or the Copy an Existing Course option that follow.

Create a New Course — Copy an Existing Course

2. Complete the Course Information page (1. Enter Course Information). Mandatory fields are marked with an asterisk.

   a. Select an Institution and Department. If you do not see your institution or department in the dropdowns, follow the directions on the right of the page to update your information.

   ### 1. Enter Course Information

   Tell us a little bit about your course to get started. Mandatory fields are marked with an asterisk.

   Select an Institution*

   SAGE Institution ▼

   Select a Department*

   College Sales ▼

   If your institution or department is not listed, please click here to update your SAGE profile or contact your SAGE Sales Rep.

   b. Locate the title you wish to use. There are two ways to find it.

You can start typing to search by author or title.

You can also search by discipline. Once you choose the discipline, you can further refine your search by choosing a Course Area. All titles available for the discipline and course area combination you select will display. Choose your title from the list.
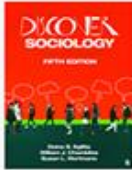
c. Complete the Course name, Section Name, Course Start and End dates, Time Zone, and Course Description fields. Section Name and Course Description are optional fields, but all other information is required.

![SAGE vantage® logo]

Course Name*

Sociology

9 / 150

Section Name

(optional)

0 / 20

Course Start Date*   Course End Date*

9/30/2021   📅   12/31/2021   📅

Course Time Zone*

(UTC-05:00) Eastern Time (US & Canada)   ▼

Course Description

(optional)

0 / 150

BACK   NEXT

d. Click **Next** once you complete your course details.

3. On the next page (2. Choose Gradebook and Assignment Settings), default settings for your gradebook and assignments are selected. The images below show the default settings, but you can make changes based on the needs of your course.

a. **Gradebook Settings**
Default: Accept late assignments, Assign short answer questions and Critical Thinking Checks

2. Choose Gradebook and Assignment Settings

Default settings are selected. For more information about these settings, see the help page.

Gradebook Settings

Late Assignments

◉ Accept late assignments
○ Do not accept late assignments

Short Answers and Critical Thinking Checks

◉ Assign short answer questions and Critical Thinking Checks
○ Do not assign short answer questions and Critical Thinking Checks

b. Global Assignment Settings by Type

    i. **Chapter Tests**
Default: Assigned for a grade, one attempt, Unlimited Chapter Test reviews

    ii. **Knowledge Checks**
Default: Assigned for completion, Hints are allowed, Unlimited attempts

iii. **Critical Thinking Checks**
(If you elected not to assign short answer and Critical Thinking Checks earlier on this page, you will not see this section)
Default: Assigned for completion, Unlimited attempts

Critical Thinking Checks

- Summative
- 5-8 short answer questions, shuffled
- One at end of chapter

☐ Do not assign Critical Thinking Checks

How should Critical Thinking Checks be assigned?
○ Assigned for a grade
● Assigned for completion

How many attempts are permitted?
[-] ☑ Unlimited

iv. **Multimedia Activities**
Default: Assigned for completion, Unlimited attempts

Multimedia Activities

- Build critical thinking and data literacy
- 2-4 questions, not shuffled
- Includes video, data, reading or self-assessment activities depending on your title

☐ Do not assign Activities

How should Multimedia Activities be assigned?
○ Assigned for a grade
● Assigned for completion

How many attempts are permitted?
[-] ☑ Unlimited

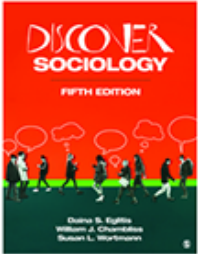BACK   REVIEW

c. Click **Review** to verify your course settings.

4. On the Review page (3. Review & Complete Course), you can double check the settings you made for your course.

a. Review the Course Details. If you need to make changes, click the pencil icon to the right of this section.

3. Review & Complete Course

Here's a summary of your course setup. Please review and make changes before completing. (Note: You will be able to edit these settings later as well.)

Course Details

Course Name	Sociology
Instititution	SAGE Institution
Department	College Sales
Title	**Discover Sociology**
	Daina S. Eglitis, William J. Chambliss, Susan L. Wortmann
	Fifth Edition	2022
Course Dates	09/30/2021 — 12/31/2021
Course Time Zone	(UTC-05:00) Eastern Time (US & Canada)

b. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.

Gradebook Settings

○ Late assignments recorded & flagged
○ Short Answer questions are not assigned

c. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.

d. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.

You can also click the **Send** button to email a copy of this information to yourself. Once you are finished on this page, click **Back to My Courses** to return to your My Courses Dashboard.

5. Once your course is created, you can go to the Assignments tab from the course tile on your My Courses Dashboard page. This will allow you to apply more granular settings for each Chapter and/or assignment.


6. Once you have finished editing Chapters and Assignments, your Vantage course can be paired with your Canvas course.

Copy an Existing Course

If you have created a Vantage course in the past, you may wish to copy that course to use for another section in the same term or for a new term.

> **TIP**: Copying a course is a one-time action. You should finish customizing the assignments and due dates of your course before making a copy of it. After you finish the copy process, changes will need to be made to both courses separately.

1. Click **Create Course** at the top right of your My Courses Dashboard.
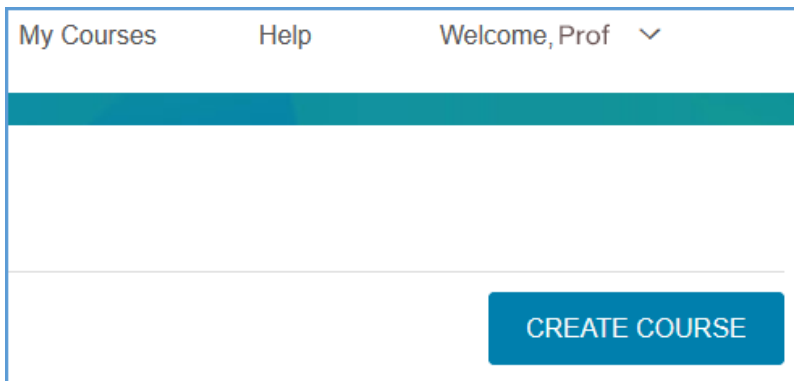
2. Click **Copy an Existing Course**.
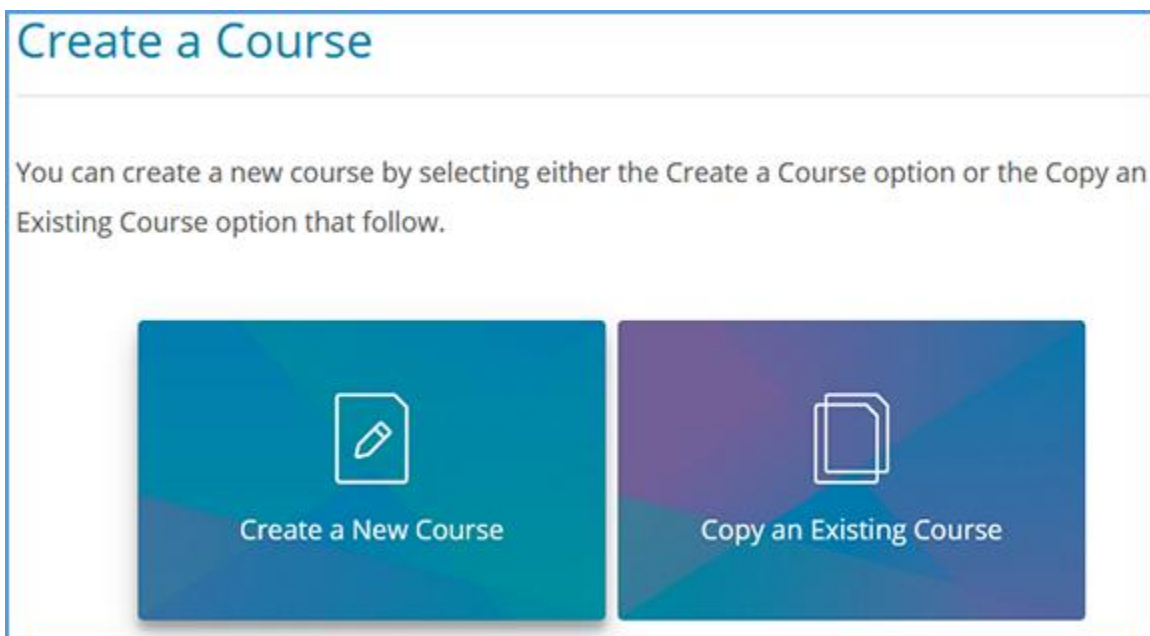
3. You will see a list of all of your courses available to copy.

   a. Choose the course you wish to copy.

   b. If the course dates of your old and new courses match – for example, if you are running multiple sections of the same course in a single term – you can copy the due dates as well. Tick the "Copy due dates" checkbox to retain them.

c. Click **Next** to start the course creation process.

4. The Course Details of your chosen course will appear. You will see a banner message to change the Course Name, Section Name or Start and End Dates. Once you change one or more of these fields, click **Next**.

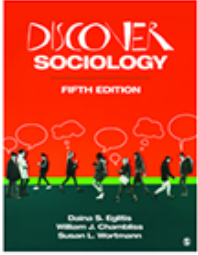5. On the Review page (3. Review & Complete Course), you can double check the settings you made for your course.

a. Review the Course Details. If you need to make changes, click the pencil icon to the right of this section.

3. Review & Complete Course

Here's a summary of your course setup. Please review and make changes before completing. (Note: You will be able to edit these settings later as well.)

Course Details

Course Name	Sociology
Institiution	SAGE Institution
Department	College Sales
Title	**Discover Sociology**
	Daina S. Eglitis, William J. Chambliss, Susan L. Wortmann
	Fifth Edition	2022
Course Dates	09/30/2021 — 12/31/2021
Course Time Zone	(UTC-05:00) Eastern Time (US & Canada)

b. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.

Gradebook Settings

○ Late assignments recorded & flagged
○ Short Answer questions are not assigned

c. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.

Global Assignment Settings

Chapter Tests

○ Assigned for grade

○ 3 attempt(s)

○ Best attempt

Knowledge Checks

○ Assigned for completion

○ Hints permitted

○ Unlimited attempt(s)

Critical Thinking Checks

○ Not assigned

Multimedia Activities

○ Assigned for completion

○ Unlimited attempt(s)

BACK   COMPLETE

d. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.

You can also click the **Send** button to email a copy of this information to yourself. Once you are finished on this page, click **Back to My Courses** to return to your My Courses Dashboard.

Your course has been created

For courses with LMS integration, students will register by clicking on any Vantage link that you have created within your LMS course. For assistance setting up your Vantage course with your school's Learning Management System (such as Canvas, Blackboard, etc.) or if your course is part of your school's Inclusive Access program, please contact SAGE's Implementation Team (LMSsupport@sagepub.com) to complete your course setup.

If you plan to use Vantage without LMS integration, share the Course Link (preferable) or Course ID below with your students, as they will need that information to join your course. You can copy or email the Course Link or Course ID using the options below.

Course Link **(not for use with LMS-integrated courses)**

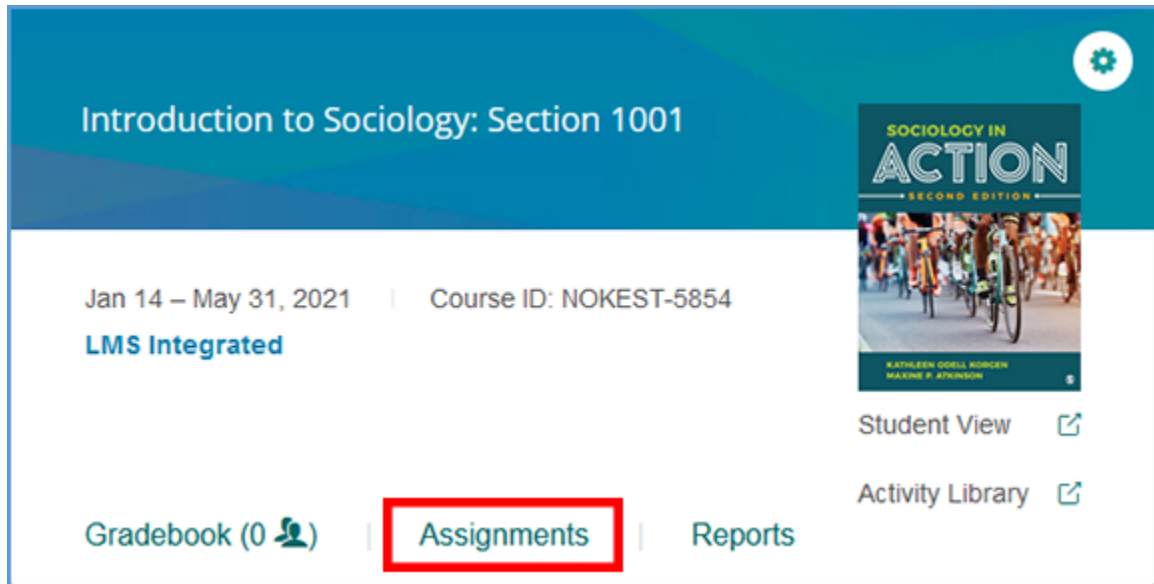https://vantage.sagepub.com/NC   COPY

Course ID

NOKESF-2279   COPY

Email Course ID and Course Link

          SEND

BACK TO MY COURSES

6. Once your course is created, you can go to the Assignments tab from the course tile on your My Courses Dashboard page. This will allow you to apply more granular settings for each Chapter and/or assignment.

7. Once you have finished editing Chapters and Assignments (if necessary), your Vantage course can be paired with your Canvas course.

Deep Links and Grade Sync in a New Canvas Course

For best results, create your Vantage course before you are ready to pair it with your Canvas course.

We recommend creating links in the Modules area of your course, although you could also use the Pages area. Using Modules tends to give the smoothest user experience. You do not need to create Assignments in Canvas to match your SAGE Vantage assignments. When you create a grade sync to an assignment, a placeholder assignment is created automatically in Canvas.

You can add a module specifically for your SAGE Vantage content or you can include the Vantage links within existing modules (for example, if you set up your Canvas course with a module for each chapter). The layout of your Canvas course depends entirely on your instructional design preferences.

1. Choose the module where you would like to add a Vantage link. Next, click the "**+**" button to add new content to the module.
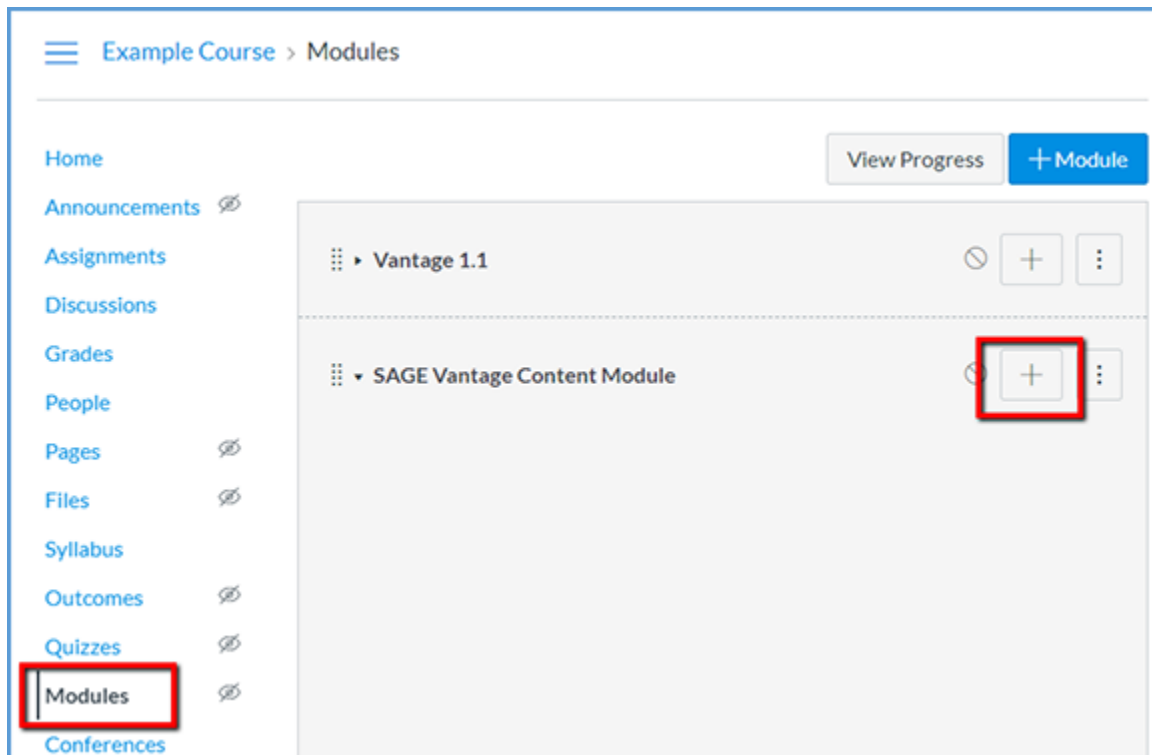
Note: If you are adding Vantage content through Pages instead of Modules, create or edit the Page where you wish to add content. Click the Apps icon in the toolbar and select the SAGE Vantage tool. Adding links will mirror the process outlined below for Modules.


2. In the "Add" dropdown menu, select **External Tool** from the list. You will see a list of available tools. Choose the tool for SAGE Vantage.

Note: Your Canvas administrator can choose the name of the tool when installing it. While the tool name may be simply SAGE Vantage or Vantage, it also could be named something such as SAGE Vantage Link Selector.
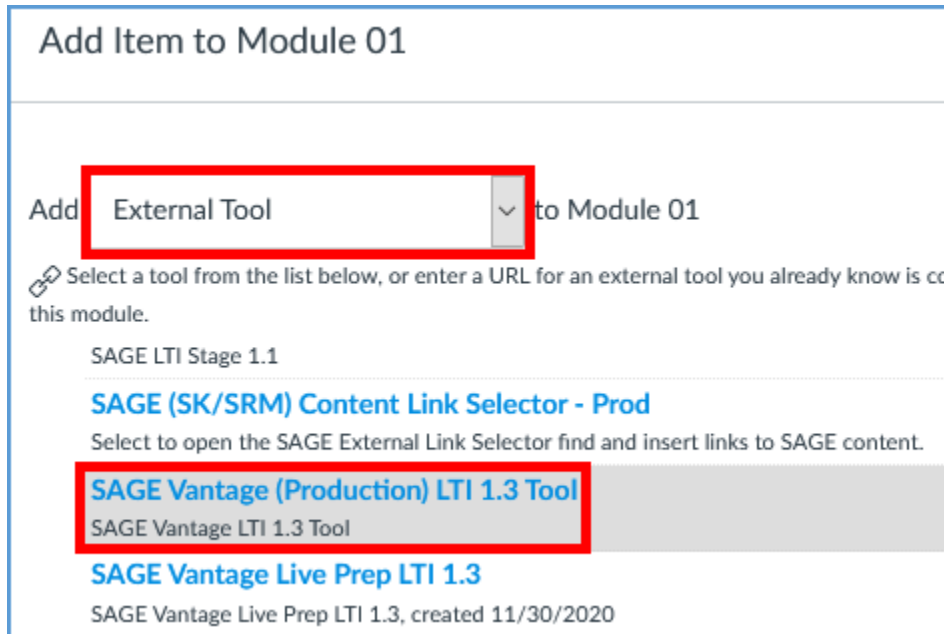
3. Locate the Vantage course you wish to pair with, then click **Select**. If you only have one Vantage course in your account, it will automatically be selected for you.
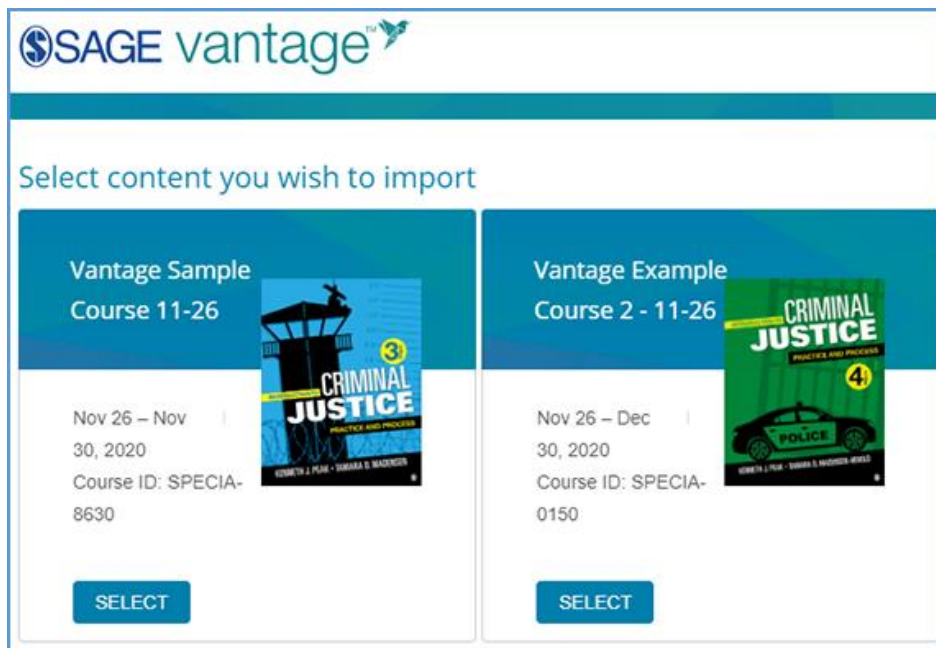
4. After selecting your Vantage course, the link selection page will load. Three dropdown menus are available to help you filter content in your Vantage course. They will help you narrow content selections to more easily pick links and grade sync items. We recommend using only one filter at a time.

The dropdown menu options are

a. **Resource Types** – Filter by a single resource type such as Readings, Chapter Tests, etc.

b. **Chapters** – Filter content by a single chapter

c. **Assignments** – Filter only assignments or by assignment status (assigned for grade / completion or unassigned)
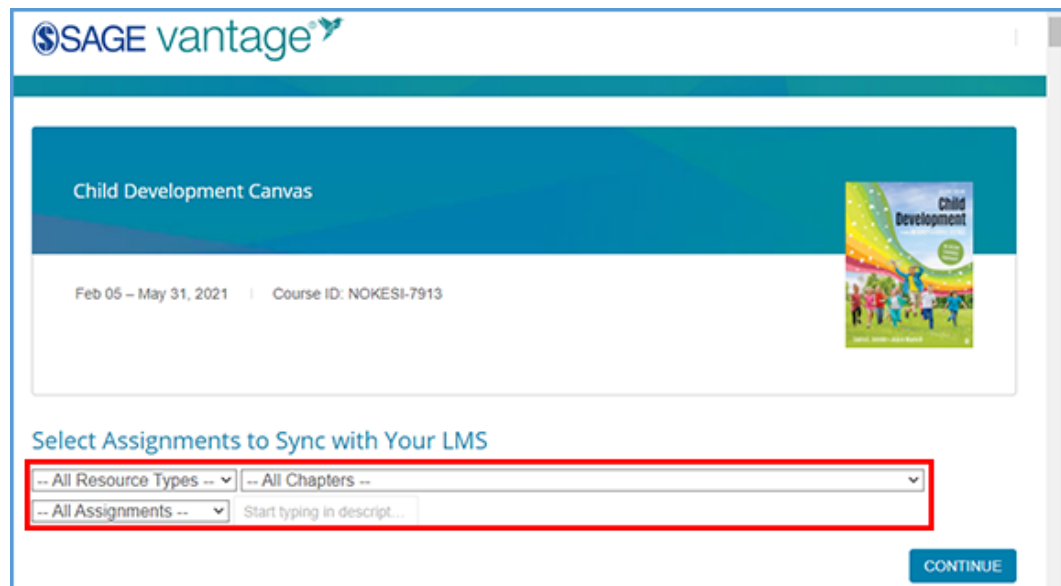
5. Once you filter the content, the sorted list will show only those items matching your selection. You can choose items from the resulting list to create deep links and/or grade syncs in your Canvas course.

For each item in the list, there are two columns on the right of the page. The left column (Link to Course) refers to the deep link that is added to your Canvas module. The right column (Grade Sync) determines if an assignment is synced with your Canvas gradebook.

If an item is not gradable – such as a chapter reading – the grade sync column will not have a checkbox. It will instead have a dash indicating it cannot be synced. If you have previously grade synced an assignment, the Grade Sync column will show a dash as well indicating it's already synced.

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	☐	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Fundamentals of Criminal Justice: Essential Themes and Practices: Introduction	☐	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	1.1: Introduction	☐	—
Knowledge Check	Assigned (Completion)	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Knowledge Check 1.1	☐	☐

IMPORTANT: Due to recent changes in the Canvas platform, we highly recommend that you set up your grade syncs prior to creating the links in your course.

    a. **Create grade syncs only (without deep links):**

You can add grade sync assignments without adding deep links for them. For example, you may want to link only a single chapter reading in your Canvas module, but still have all assignments from that same chapter grade synced with your Canvas gradebook.

If you want to grade sync only specific assignments, you can tick the Grade Sync checkbox next to those assignments. Only the items you choose to grade sync will create a gradebook column in Canvas. In this example, a Knowledge Check

and Video Activity are selected for grade sync, but the Data Activity is not.

If you want to grade sync everything in the filtered list – for instance, if you filter by Chapter Tests and want to grade sync all of them – you can tick the "Select All" checkbox above the Grade Sync column. All items will be selected for grade sync.

When you choose to Grade Sync an assignment, a gradebook column is created in your Canvas gradebook for the assignment. A corresponding assignment is also created in the Assignments area of the Canvas course.

After you've selected one or more items to grade sync, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

If you want to add more grade sync items, you can use the **Go Back** button to add more grade syncs. Once you have picked everything you want grade synced, click **Continue** on the "Confirm LMS Selection(s)" page to complete the grade sync.

After a few seconds, you will see a pop-up message indicating that no links were created. Click **OK** to return to Canvas.

b. **Create content links in your course**

To create a link in your Canvas course, choose one or more items you wish to

add by ticking the checkbox in the "Link to Course" column for that item. If you previously selected an item for grade sync (such as Knowledge Checks, Video Activities or Chapter Tests), the Grade Sync column will display a gray dash confirming it is grade synced.

To add a link for all items in the sort list, you can use the "Select All" checkbox above the "Link to Course" column. All checkboxes will be ticked and a link added to the Canvas course module.

After you've selected one or more links to add to your Canvas course, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.
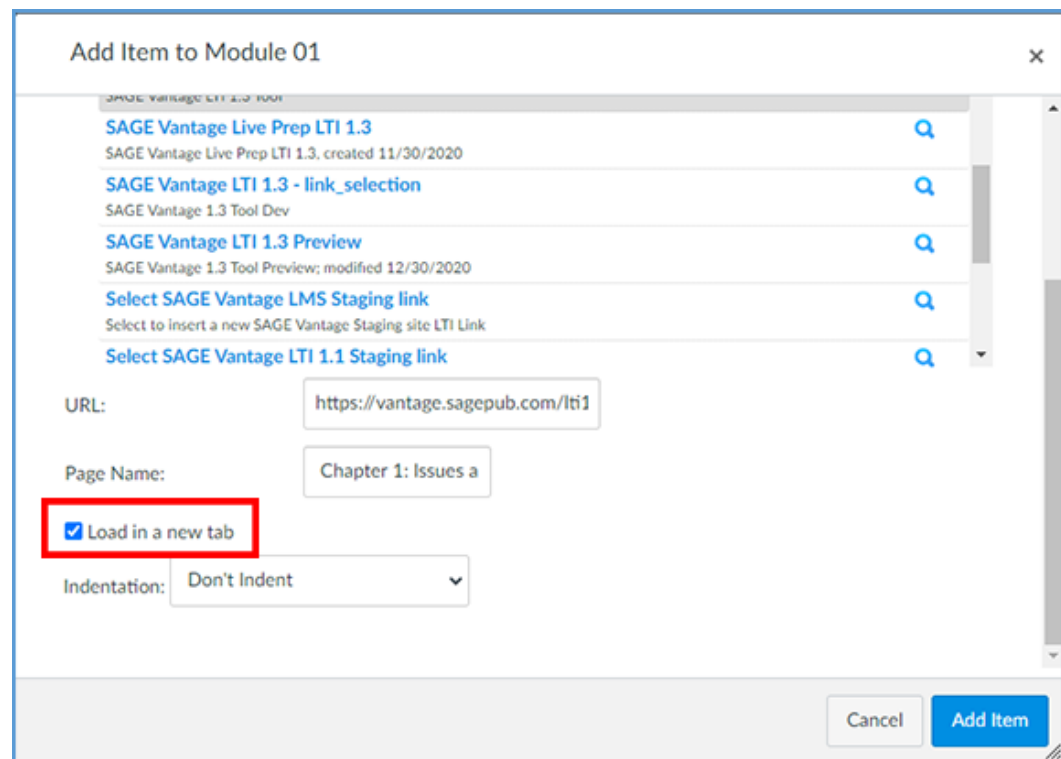
If you want to add more items, you can use the **Go Back** button to choose more content. When you review, you will see all choices you have made.

Once you have picked all links you want to add to your Canvas module, click **Continue** on the "Confirm LMS Selection(s)" page to return to the Canvas selection screen. Scroll down until you see the URL and Page Name fields. You can change the Page Name if you wish. We recommend that you select the **Load in a new tab** checkbox. Click **Add Item** to finish.


The deep links will appear in your module. If necessary, publish your module / content so students can access it.

6. When you are finished adding deep links and grade sync items to your Canvas course, click on a Vantage link to complete the grade sync connection. If you do not click on a Vantage link, Vantage will not send grades to your Canvas gradebook.

   Note: If you add new grade sync items at a later date, you must click on a Vantage link again to complete the grade sync connection for the new items.
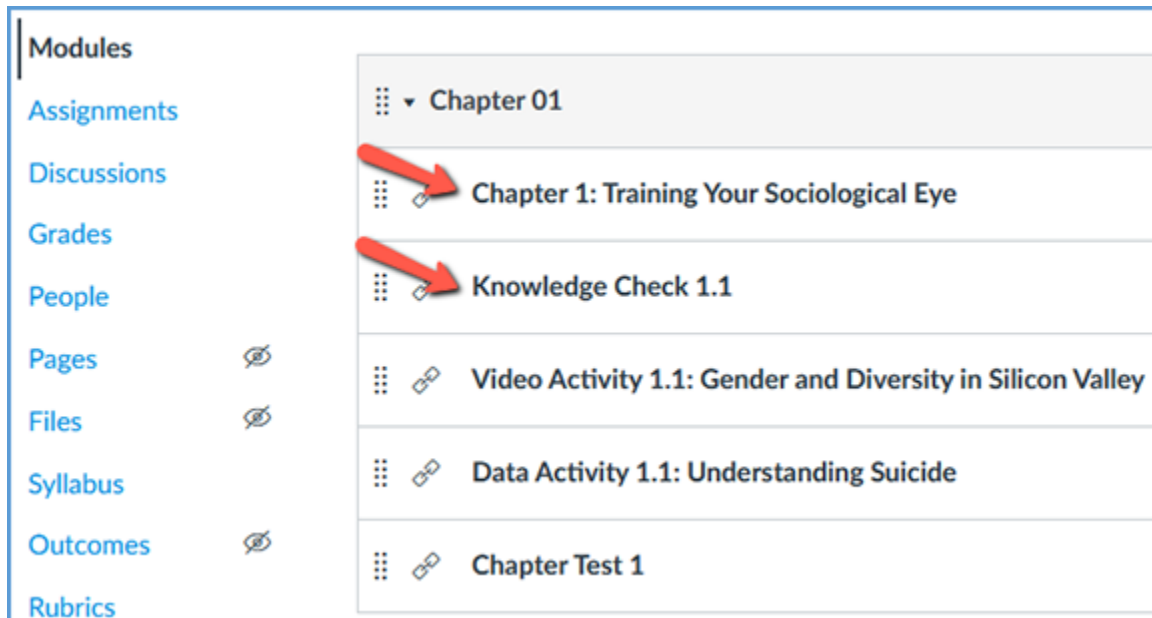

When adding grade sync items, placeholder assignments are created within the Assignments area of Canvas. These placeholders allow the integration to pass grades from Vantage to your Canvas gradebook. If a student clicks on a placeholder assignment, they will not be forwarded to Vantage. Students should click Vantage links in the Modules (or Pages) area of Canvas to access the assignments.

You can visit your Canvas gradebook to see the new columns that were added for your assignment selections.
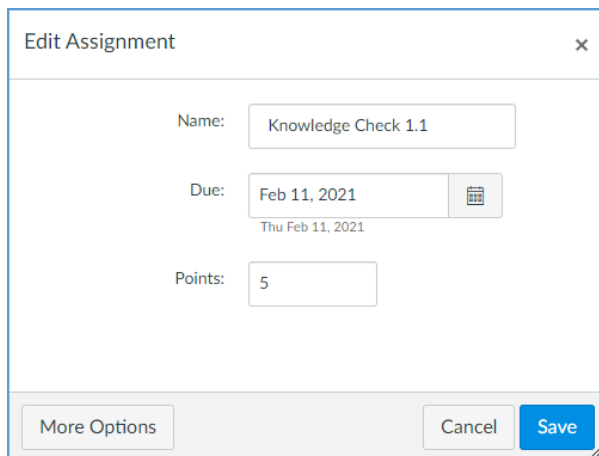
Add Assignment Due Dates in Canvas

After you grade sync Vantage assignments, you can assign due dates in Canvas. Doing so allows students to take advantage of the native features in Canvas to monitor their upcoming tasks.

1. In the left navigation menu, click on Assignments. Next to the first assignment you would like to update, click the 3 dots to the right of the assignment's title to open the action menu. Select **Edit** from the list of options.
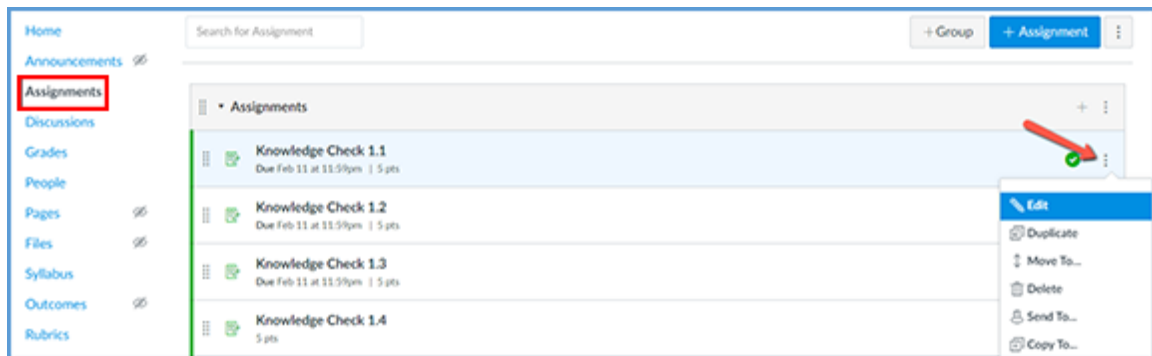
2. Add the due date, then click **Save**.

3. Repeat this process to add a date for all Vantage assignments in Canvas.

4. Once the assignment dates are added, you and your students can see the assignments listed on the course Home page in Canvas. They will appear in the "Coming Up" area on the right side of the page.

   Students will also be able to see upcoming assignments in the "To Do" list of their Canvas dashboard, by clicking the assignment icon of their course card on the dashboard, or in the Canvas calendar.
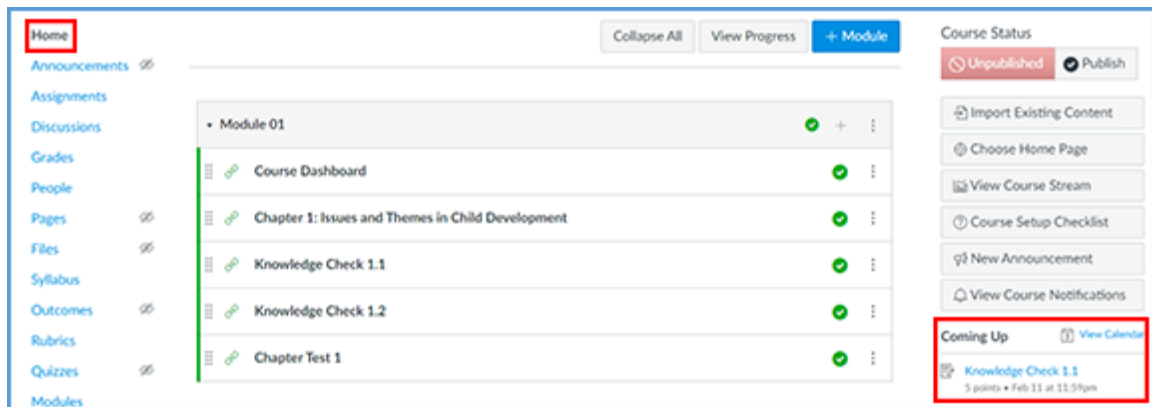
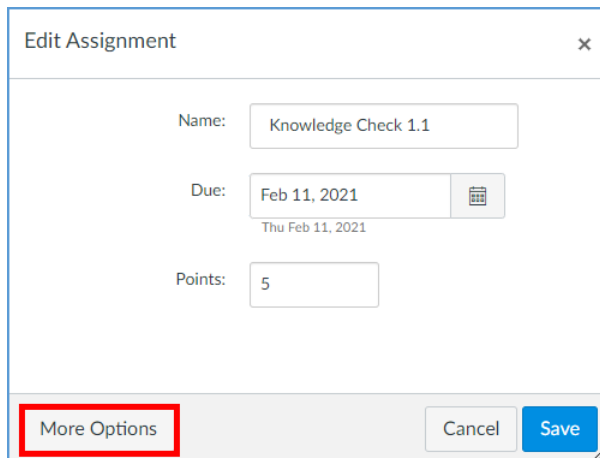## Excluding Grades for Completion from the Canvas Gradebook Calculations

Knowledge Checks, Video Activities, etc. are often assigned for completion instead of a grade in Vantage. If you choose to grade sync these assignments, the gradebook column in Canvas will record the point value to show the assignment was completed.

While you may want your Canvas gradebook to show these assignments were completed, you may not want to include these points in the final grade calculations. You can exclude these assignments from the final grade, but still allow them to display in the gradebook to show the assignment was completed.

1. In the left navigation menu, click on Assignments. Next to the first assignment you would like to update, click the 3 dots to the right of the assignment's title to open the action menu. Select **Edit** from the list of options.
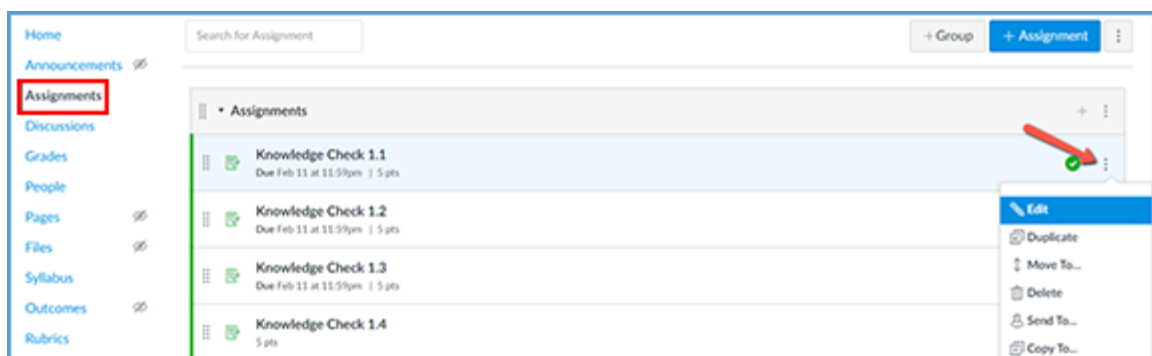
2. Add the due date, then click **Save**.

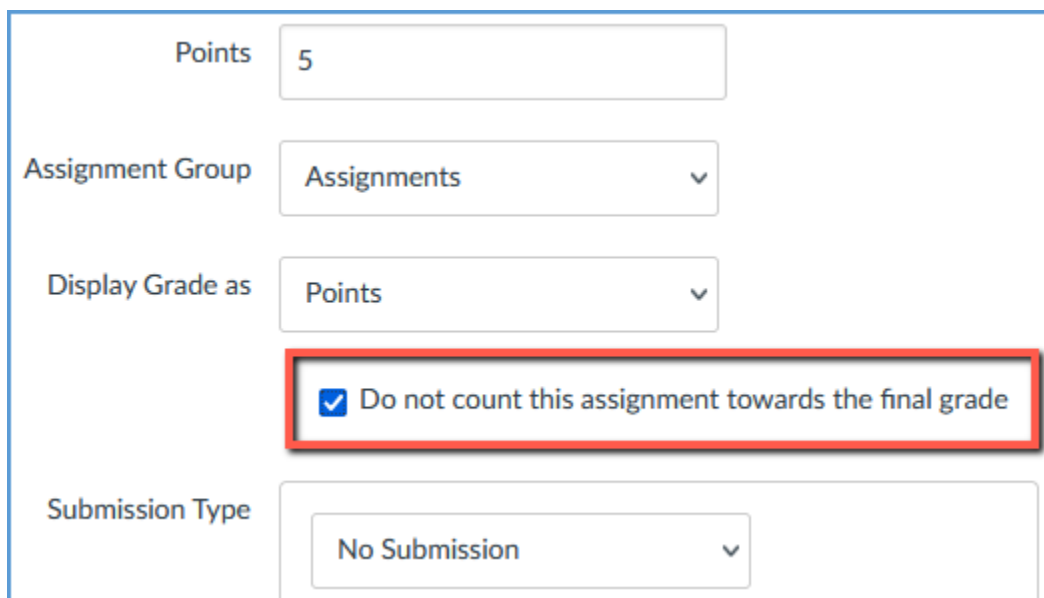3. Scroll down the page about halfway. Tick the checkbox next to **Do not count this assignment towards the final grade**.


4. Click **Save** on the bottom right of the page.

5. Repeat this process to exclude any assignments that you don't want to include in the final grade calculations.

Deep Links and Grade Sync in a Canvas Course Copy

For best results, create or copy your Vantage course before you are ready to pair it with your Canvas course copy.

1. Follow your school's normal process to make a copy of your Canvas course including the Vantage links.

2. Once your Canvas course copy is complete, go to a module and click on any Vantage link to begin the pairing process.
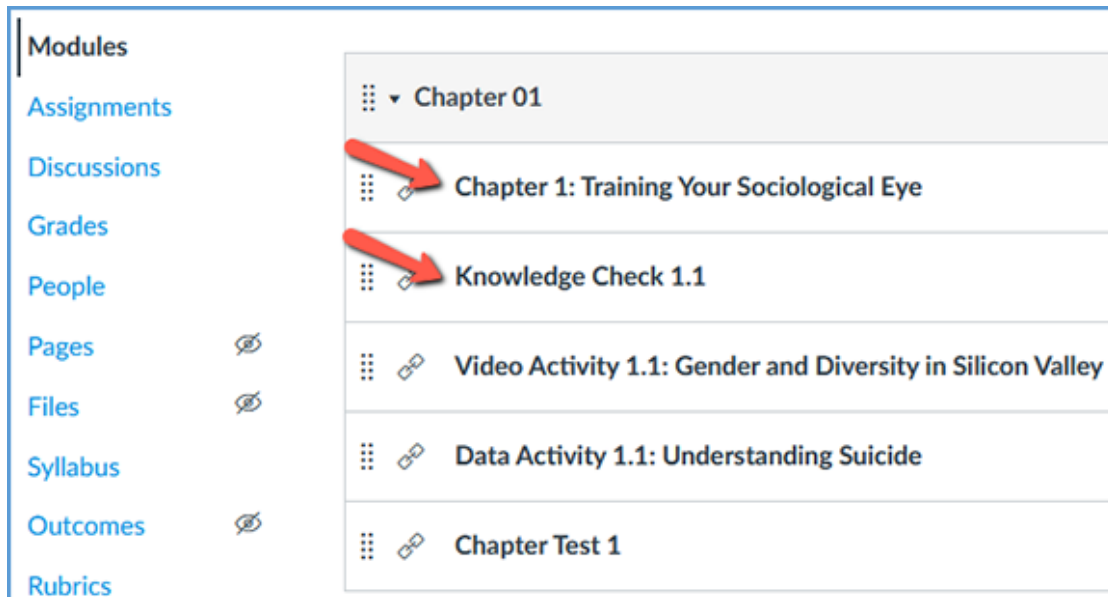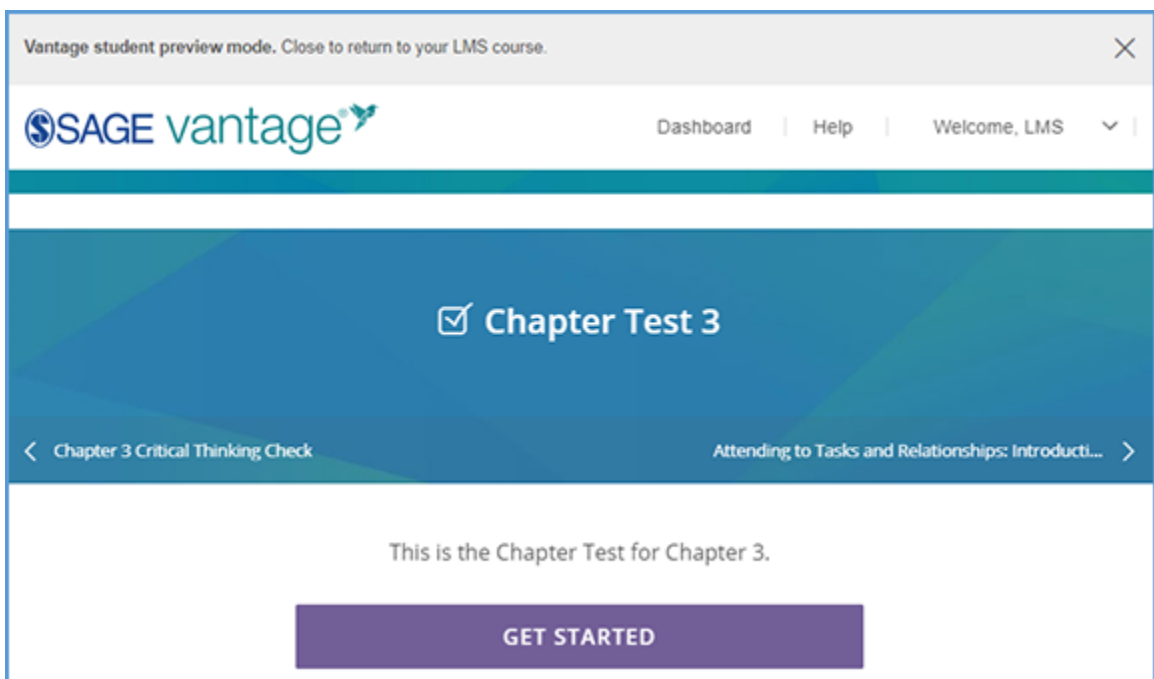

3. On the Vantage "Copy Course Selection" page, choose the option to **Pair your LMS course to an existing Vantage course**.
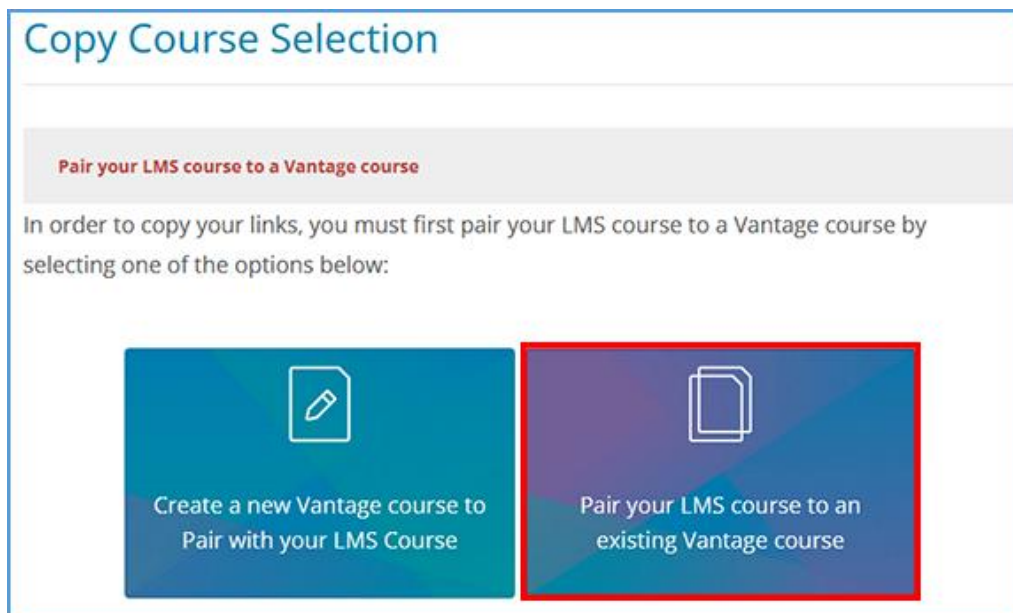
4. Locate the Vantage course you wish to pair with, then click **Select**.
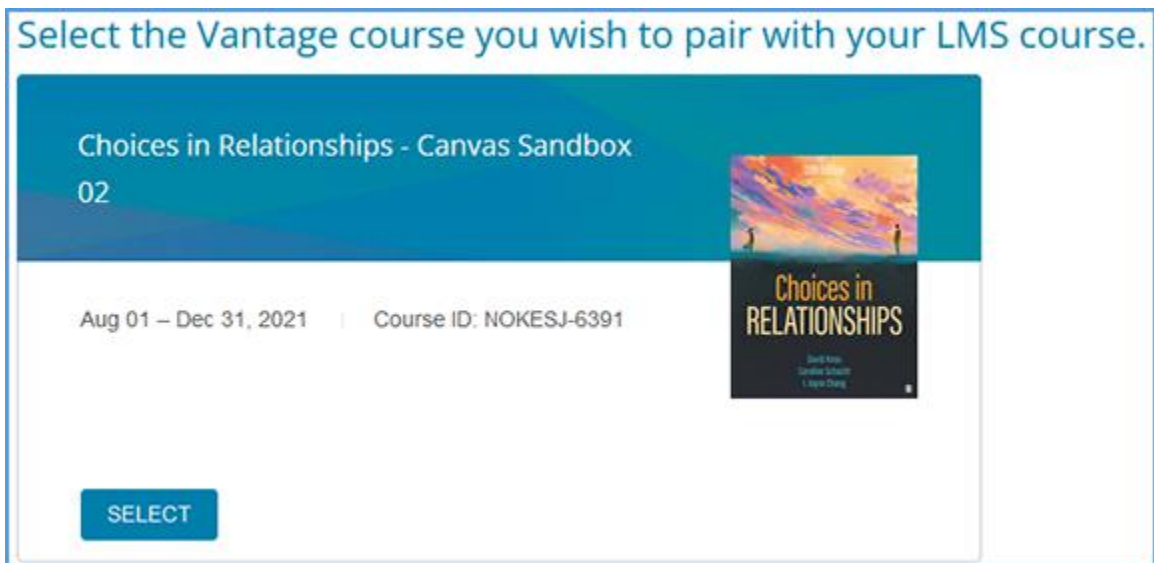
5. After you select the course, you will see the student preview of the content for the link you clicked to initiate the pairing process.

6. You can close the student preview and return to your Canvas course. No further action is required.