Integrating Packback with Canvas

Why do I need a Guide?

Packback's connection with Canvas has already been established at CSI through a process known as LTI integration. However, instructors must create (or copy forward) a new Packback Community each semester *and* enable Packback in course navigation to integrate Packback at the course level.

There are important considerations ahead of course-level integration to ensure you and your students have an optimal Packback experience. Each is outlined in this guide.

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STEP 1

Know First

Two rules that govern the Packback/Canvas LTI integration are very helpful for instructors to know *ahead of* copying course content to a new semester or setting up a new Packback community for a coming semester:

A. Information transfer between Packback and Canvas is unidirectional. Packback will pass information to Canvas, and never receive information back from Canvas:

STEP 2

Know Second

The details Packback must transfer to Canvas, and when transfer occurs, include:

A. What – Auto-generated assignments. As part of creating your Packback Community, you will be asked to set up all your assignments for the semester, *within* Packback. It is these assignments that Packback will then auto-create in your Canvas course. This is important to understand, as Packback cannot sync to existing Canvas assignments you may have created in a previous semester. With the present LTI connection, Packback can only sync grades and assignment details with assignments created first in Packback, and then auto-generated in Canvas from Packback.

· **When** – When you click the 'Gradebook Sync' button, and 'Create Grading Columns' in Packback, after you have created all your Packback assignments there.

B. What – Student grades.

· **When** – Grades sync from Packback to Canvas through two processes –
a. Whenever you click to manually sync grades.
b. If you have the Gradebook Sync in Packback turned to 'Auto', every time the due date for a new assignment passes, the grades sync for that assignment and resync for all prior assignments.

STEP 3

Pre-Planning Goes a Long Way

Given the LTI configuration settings connecting Packback to Canvas, all instructors must recognize there is a **desirable order of operations** which, if correctly done each semester, will head off concerns related to duplicate assignments, and incorrect columns in the Canvas Gradebook.

Overview

There are three primary choices you can make as you integrate Packback with Canvas each semester. Please review all three questions that follow:

Decision Point Ahead!

STEP 4

Pre-Planning, Question 1 of 3

1. **Reflect and decide –**

Do I want to sync Packback grades back to my Canvas Gradebook?

🤦 **If no, proceed to "Integrate Packback with Canvas", below.**

🙋 If yes, continue to the next three reflection questions.

STEP 5

Pre-Planning, Question 2 of 3

The second critical point of pre-planning involves your understanding that when you copy over Canvas content from a previous semester to a new Canvas course shell, and that content includes *any* existing assignment that either was part of a Packback Community, or which you intend to be a part of an upcoming Packback Community, there will be **a duplication of these assignments in the newly copied Canvas course.** If you have questions about *why* this will happen, please refer to point 2 in the "Rules of the Road" section describing the LTI connection.

2. Reflect and decide –

Do I want to mitigate duplication of Packback assignments in my Canvas course and Gradebook?

If you choose not to mitigate this eventuality by following Pre-Planning Step 3, outlined below**, be aware you <u>will</u> have duplicate assignments *and* Gradebook columns and must then complete the following steps *every semester* to remedy the duplication prior to semester start.**

1. Discern between original Canvas assignments and Packback auto-generated assignments in your course.

   1. Unpublish all original Canvas assignments.

   2. Identify any needed updates to the Packback auto-generated assignments, including prompt content, and due dates.

   3. Where possible, delete the original (and now unneeded) Canvas assignments, to avoid triplication (and beyond) in future semester course copy processes.

   4. Publish the Packback-generated assignments in Canvas.

If this is your preferred path, please make a note to **complete the steps each semester**. If you'd like to simplify, and if you have additional needs for your assignments, continue to Step 3.

STEP 6

Pre-Planning, 3 of 3

1. Reflect and decide –

Is it important to me to make Packback integration tasks simpler over time?

Is a mid-week due date for discussion posts a part of my assignment plan?

Is special formatting of my assignment prompt important to me? (For example, TILT, text formatting, icons, or etc.).

💪 If yes to any of these, an ideal path forward for you – to avoid duplication of assignments indefinitely each time you copy your Canvas course forward and to sync with a new Packback Community – will be to convert your Canvas Assignments to Canvas Pages prior to course copy.

STEP 7

Rationale: Using Canvas Pages instead of Canvas Assignments with Packback

By using Canvas Pages vs. Canvas Assignments with Packback:

- You avoid the duplication of assignments that will occur once you create the new Packback Community's assignments in Packback and sync, this time and going forward every semester!
- You also have access to the full suite of tools available in the Rich Content Editor to format your 'assignment' prompt using Canvas Pages.

- Also, you can leverage the "Add to Student to Do" feature of Canvas Pages as a mechanism to add that mid-week due date to Canvas Student To-Do by checking the requisite box and assigning your due date for initial posts (assuming you have configured the Packback assignment in the same way). In this way, the mid-week due date will also show up in Canvas 'To Do' for students and in your course calendar.

If you have chosen to use Canvas Pages instead of Canvas Assignments to provide students with any direction or prompt to point them toward Packback assignments, now would be an excellent point to make that transition.

Once completed, you can choose upon course copy to leave behind all Canvas Assignments that are transitioning to Canvas Pages/Packback. This process will avoid ongoing assignment duplication.

⚠️ Be aware of one point if transitioning from Canvas Assignments to Canvas Pages for Packback assignments – due dates in Packback assignments ***do not*** transfer over to Canvas, so you will need to employ another means to remind students of the "end" due date. Consider adding an event to the course calendar as a student reminder.

🏁 Integrate Packback with Copied or Existing Can... 23 Steps

STEP 8

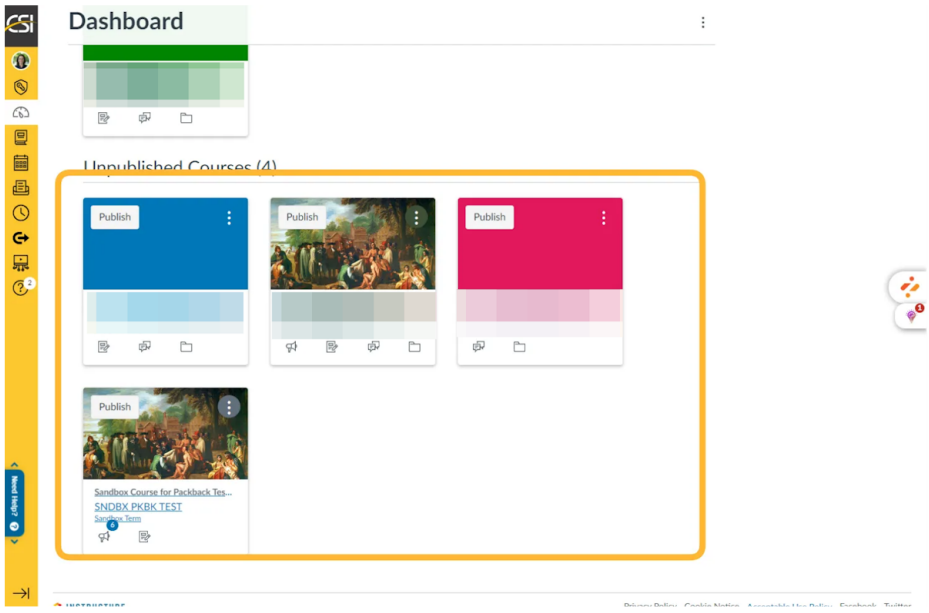
Hooray, now you're ready to begin to integrate Packback and Canvas!

Follow through now on the decision you made with the Pre-Planning Questions 1 through 3 by performing the needed actions as outlined in each section, once your upcoming Canvas course shell is available.

STEP 9

Identify Canvas course shell.

Correctly identify your blank course shell for the upcoming semester. ***Without a blank course shell, you cannot yet proceed.***

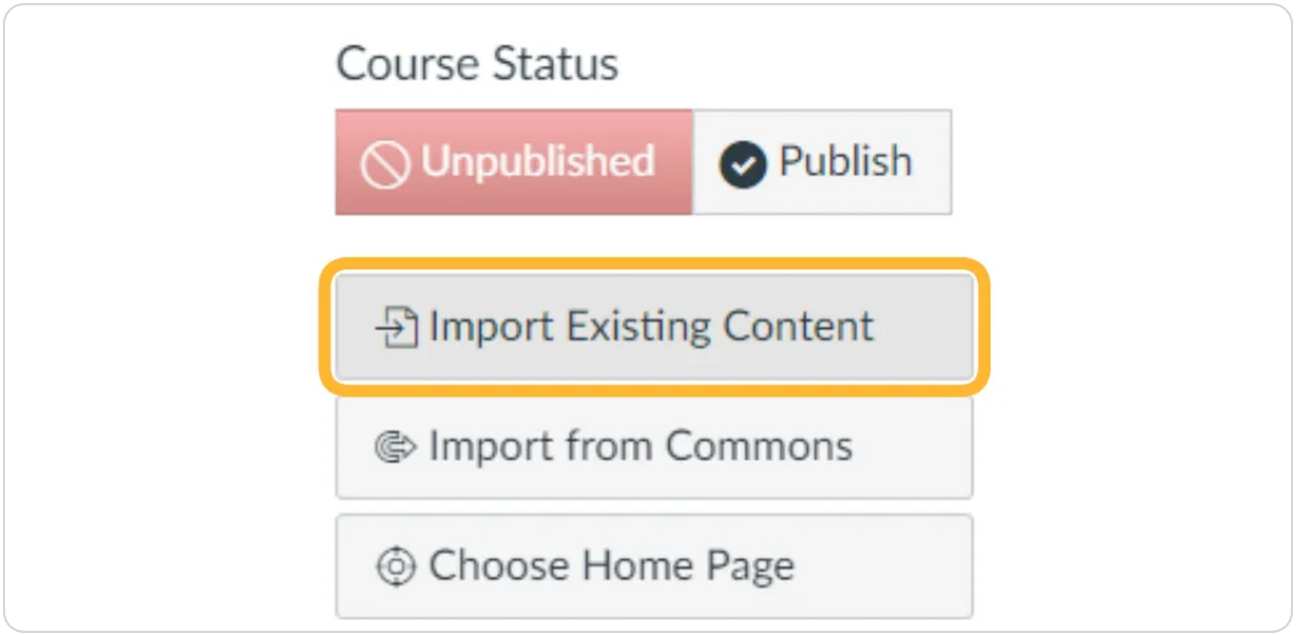


STEP 10

Click on the Dashboard tile to open the blank Canvas course shell.

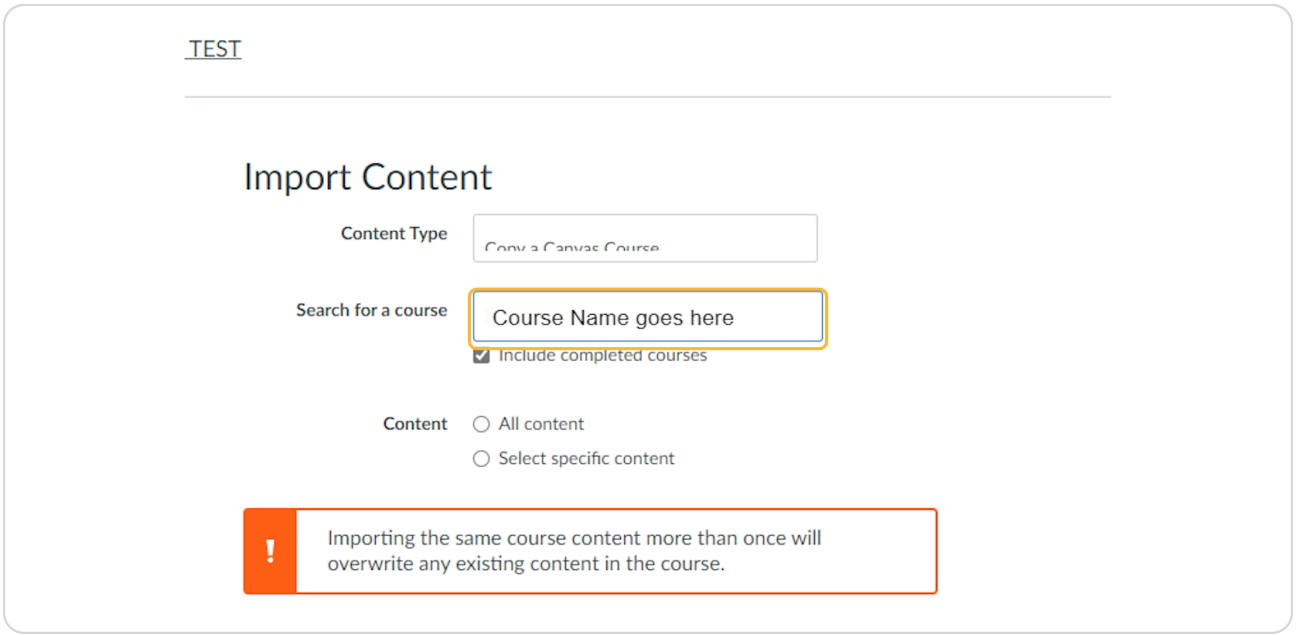
STEP 11

In the right-hand navigation menu, click 'Import Existing Content'.



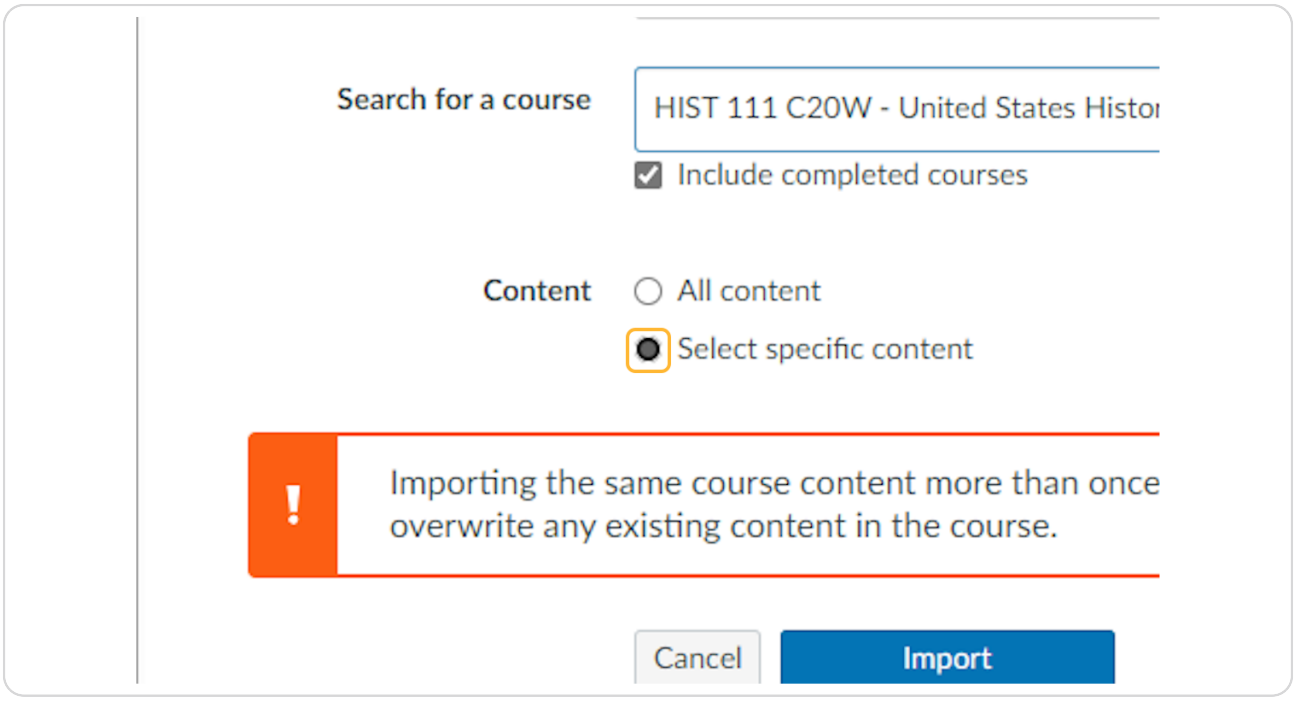
STEP 12

Select 'Copy a Canvas Course' from the dropdown, then type the name of the existing course that will provide content to populate the new course shell.



STEP 13

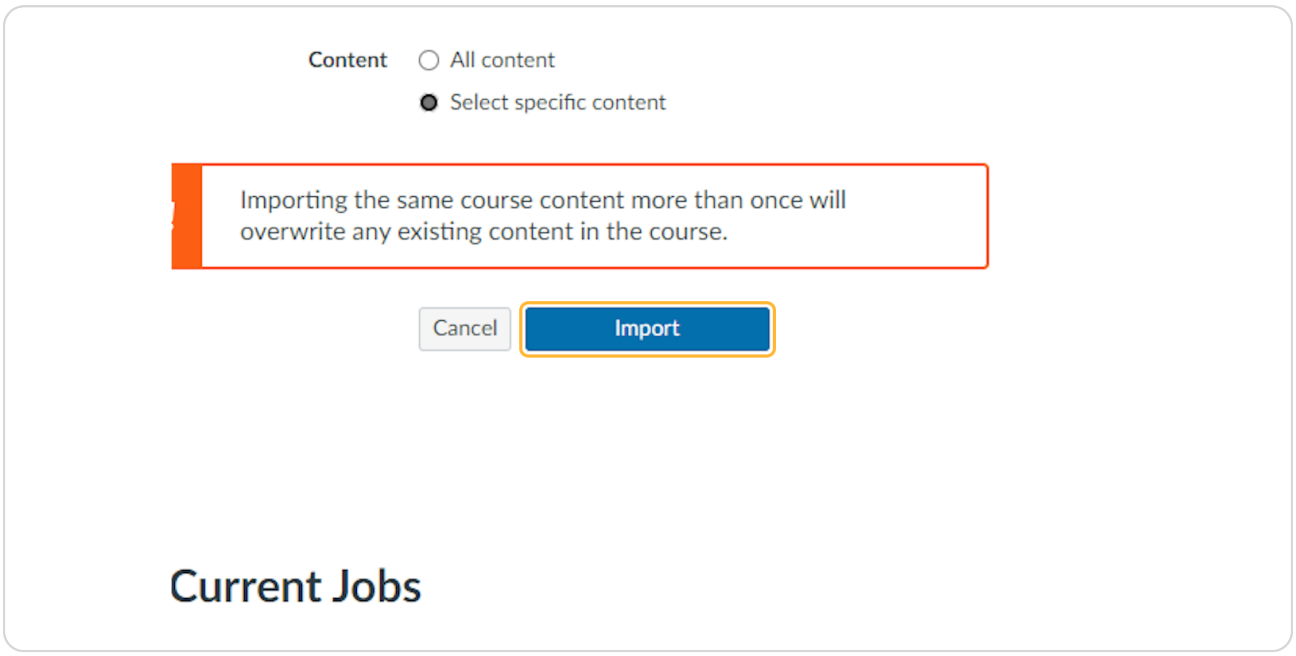
Select specific content to copy.



Remember: you may want to use this opportunity to choose *not* to copy over existing Canvas Assignments that will instead originate in Packback going forward.

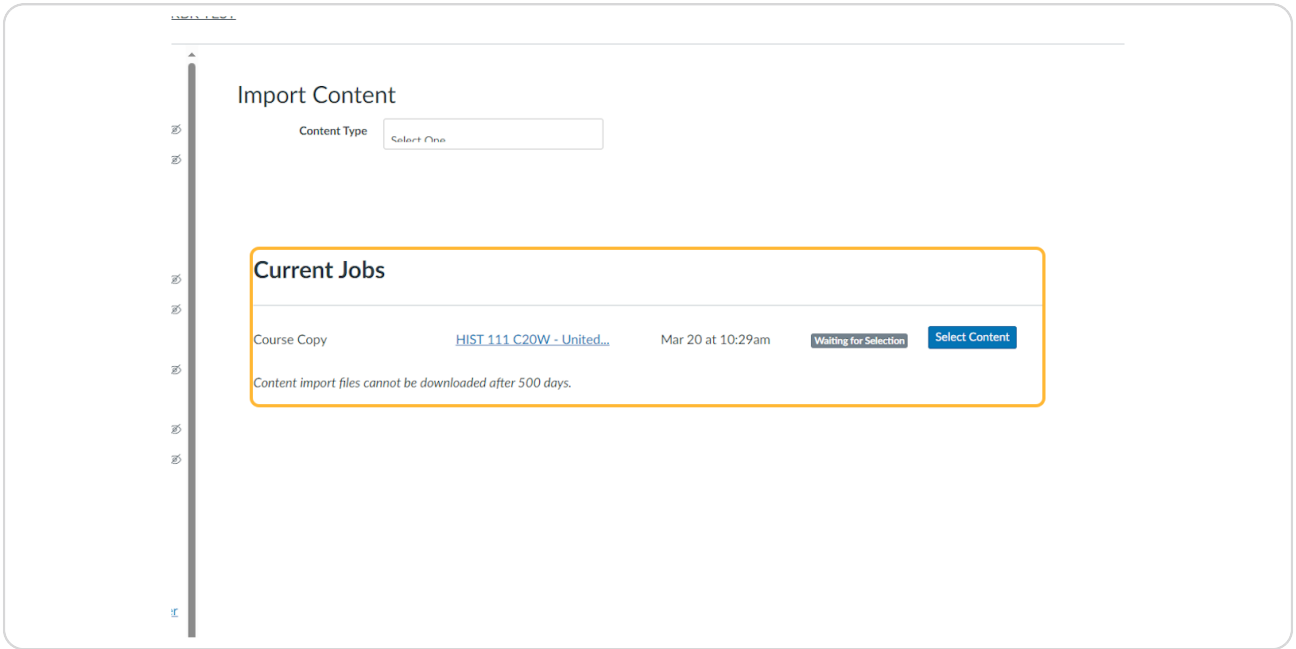
STEP 14

Click the 'Import' button to initiate the course copy process.



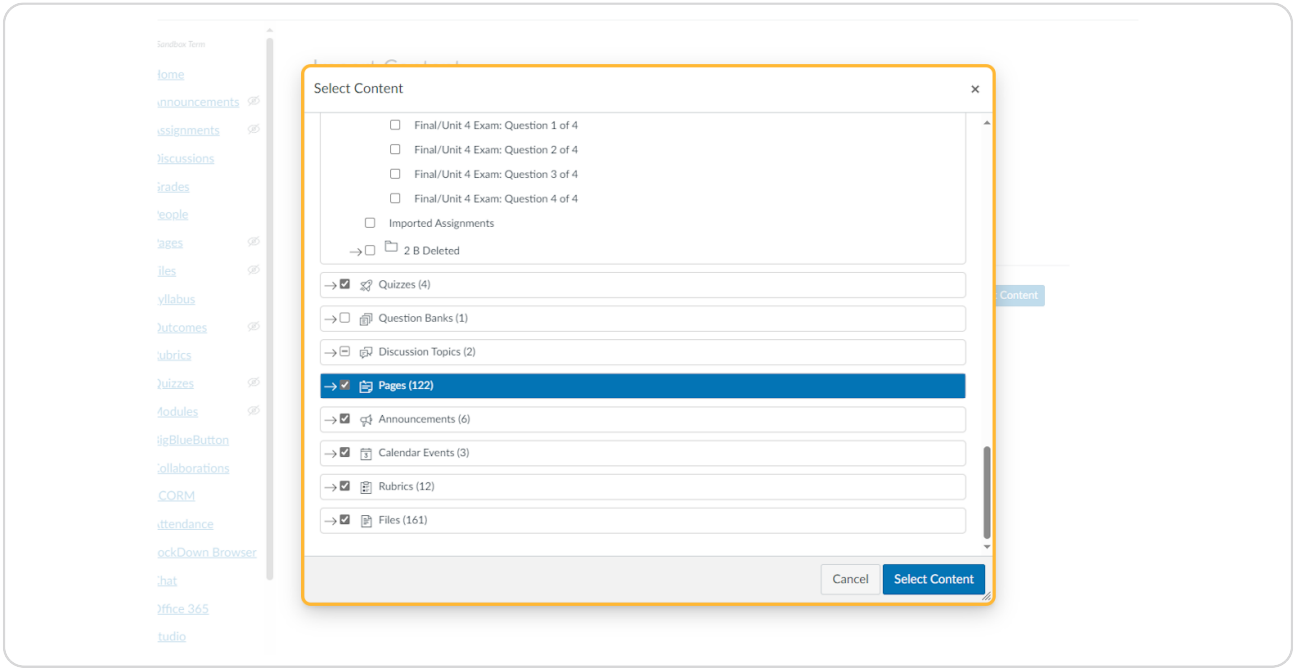
STEP 15

Select the content you intend to copy from the existing course to the new course in Canvas by clicking 'Select Content'.



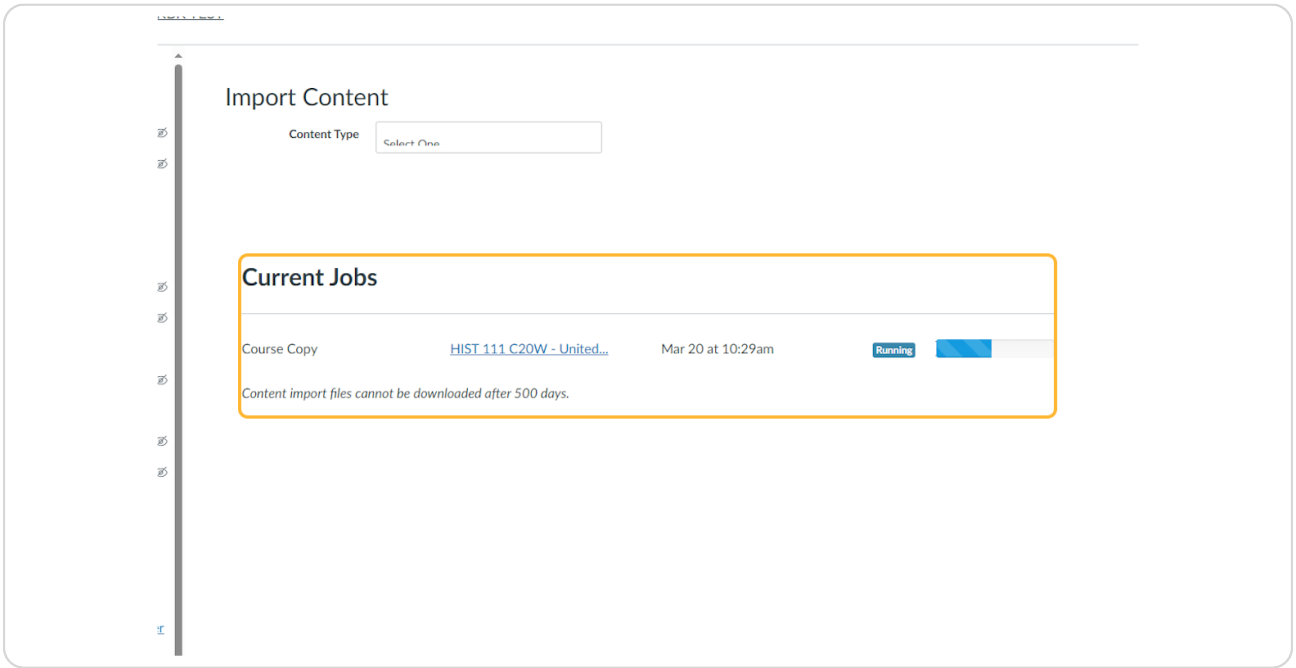
STEP 16

Click on 'Select Content' once more when you have made your selections ...



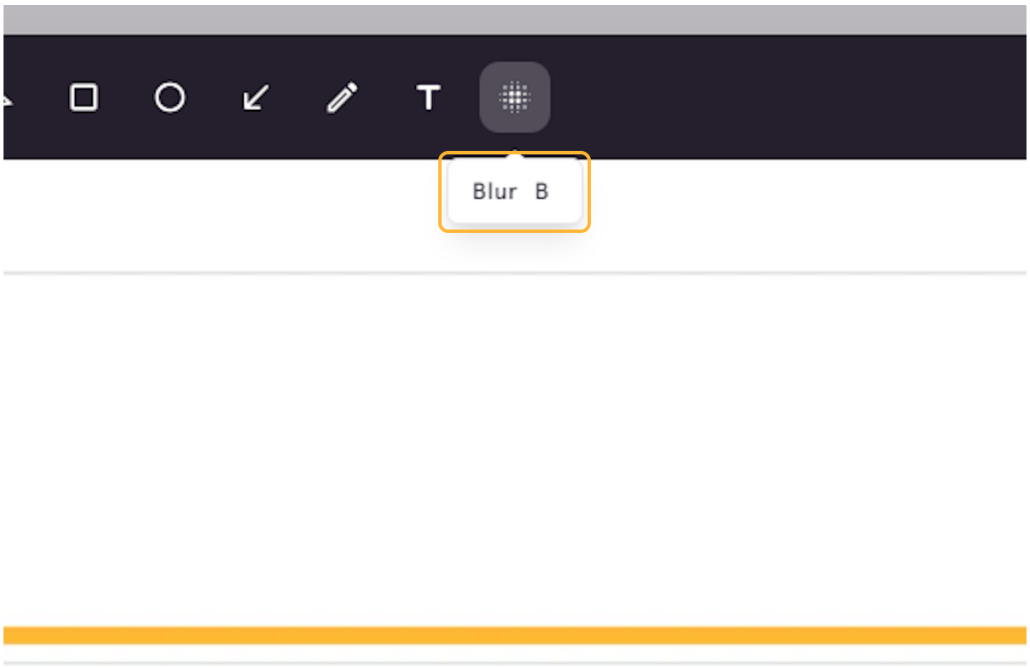
STEP 17

The copy process will queue up and run.



STEP 18

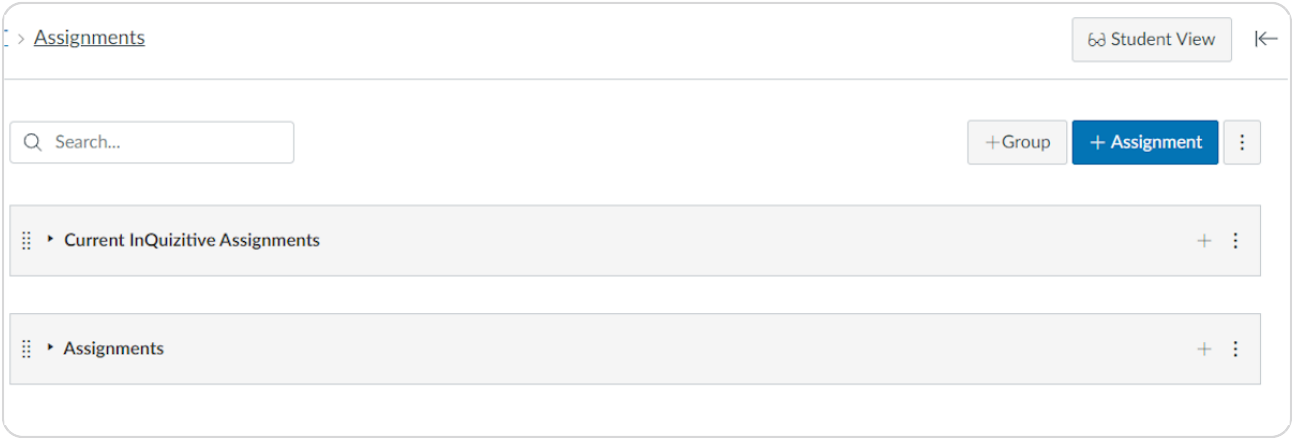
Click on Blur...



STEP 19

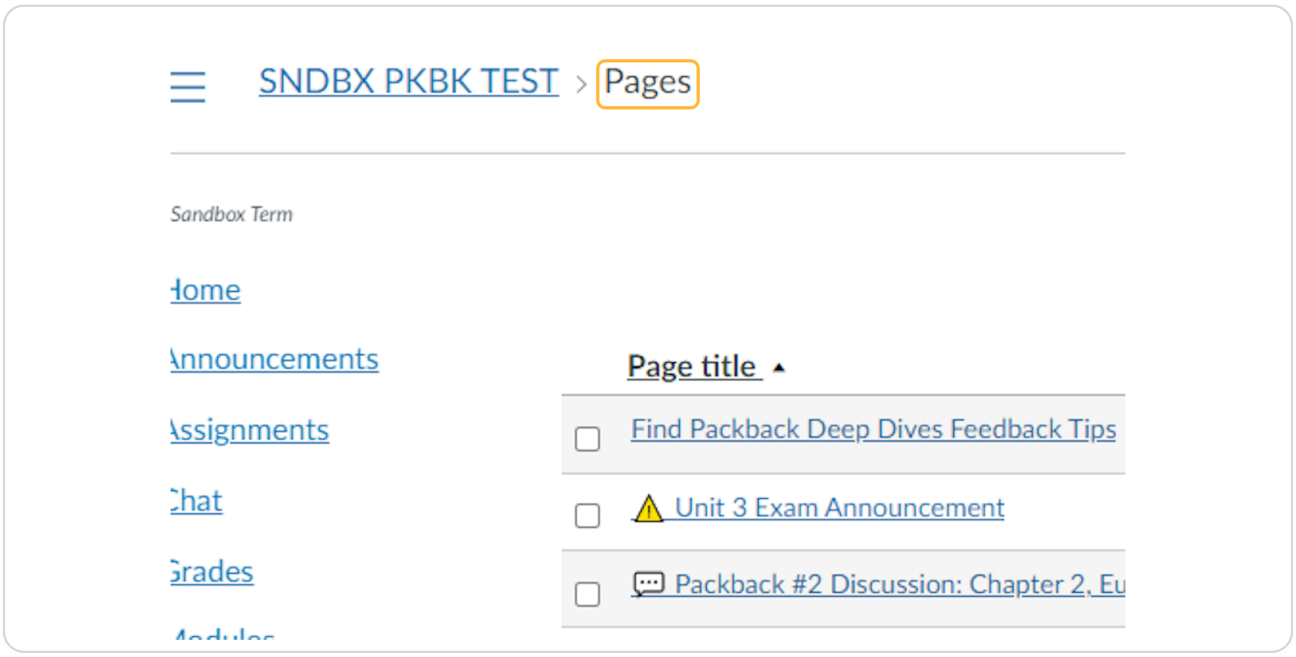
Check on Assignments

Verify that any "old" Canvas Assignments that you now intend to be Packback Assignments did not come through on course copy.



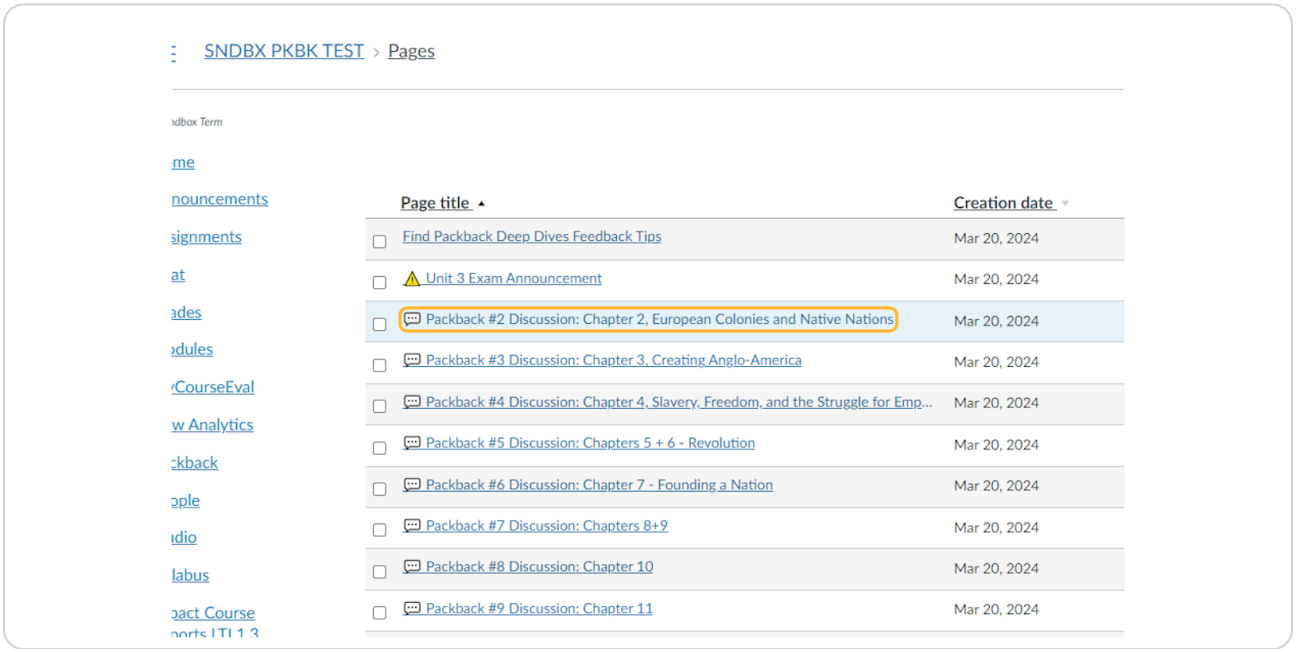
STEP 20

If you want to add a mid-week due date (and intend to format Packback assignments thus), click 'Pages'.



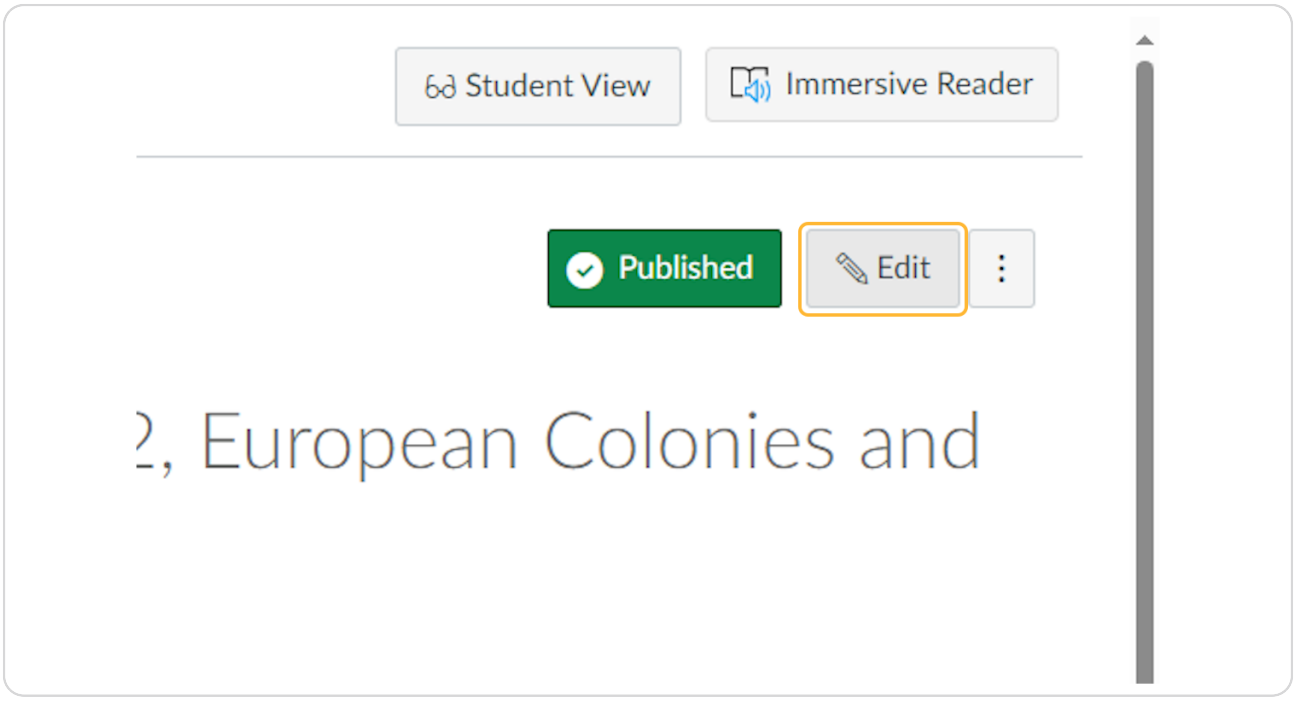
STEP 21

Select the requisite Canvas Page from the list:



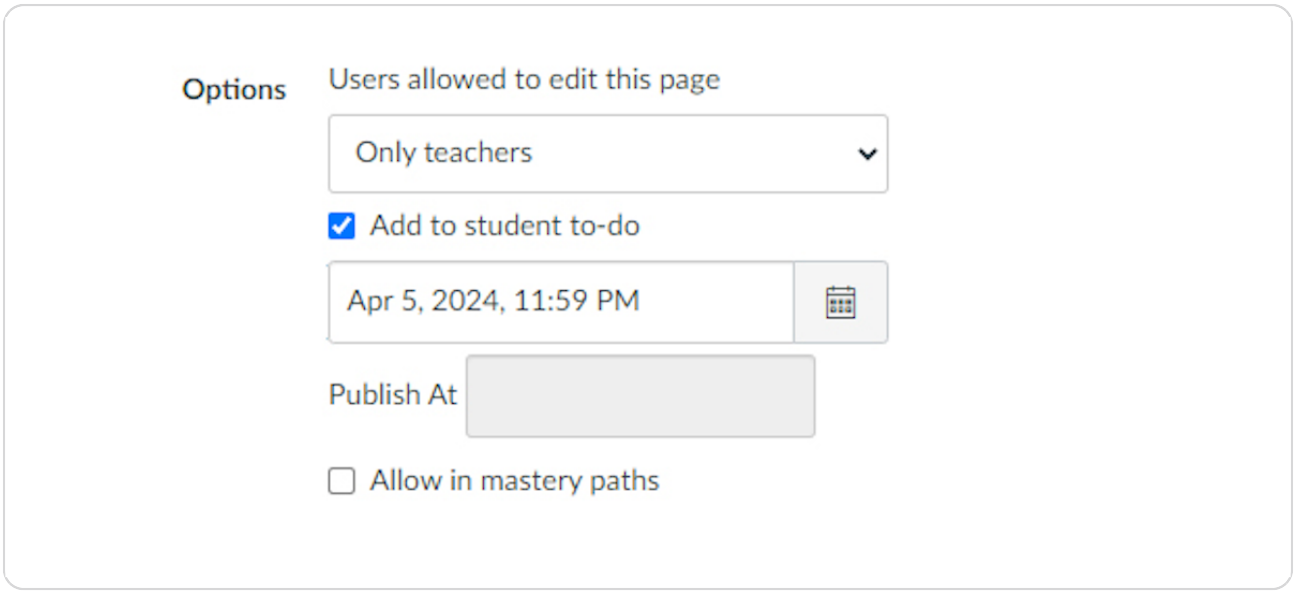
STEP 22

Click 'Edit' in the upper right corner:



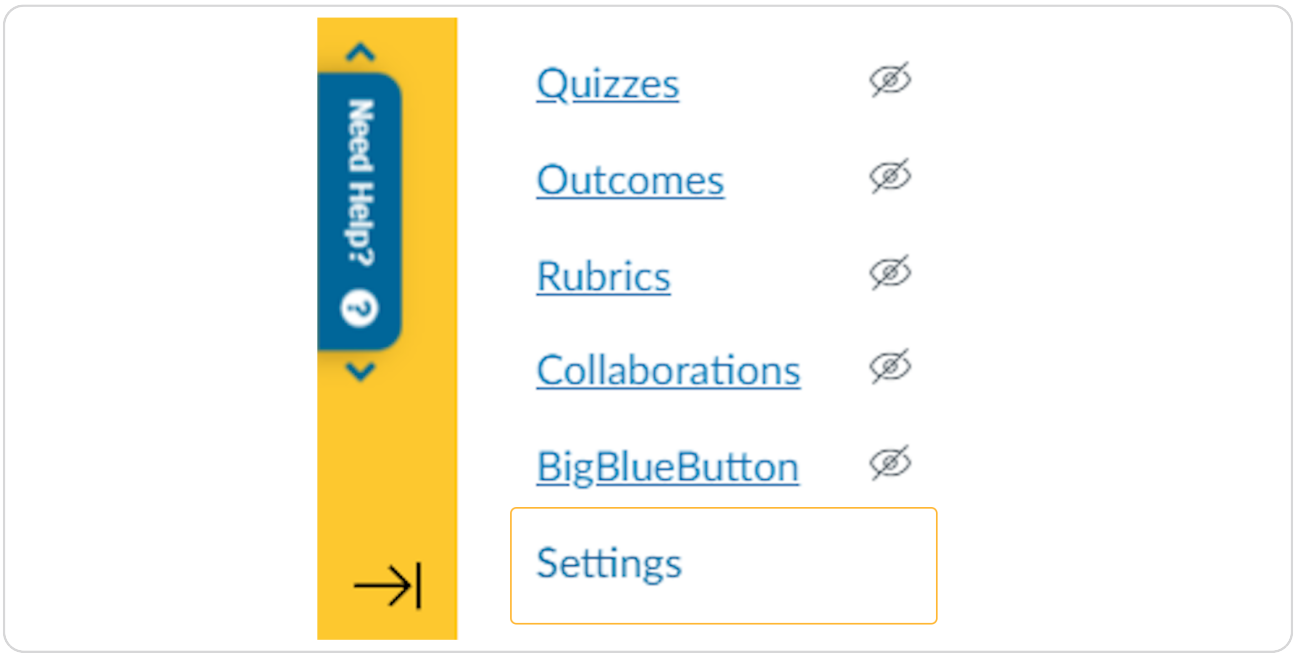
STEP 23

Check to 'Add to student To-Do', add a date, and save.



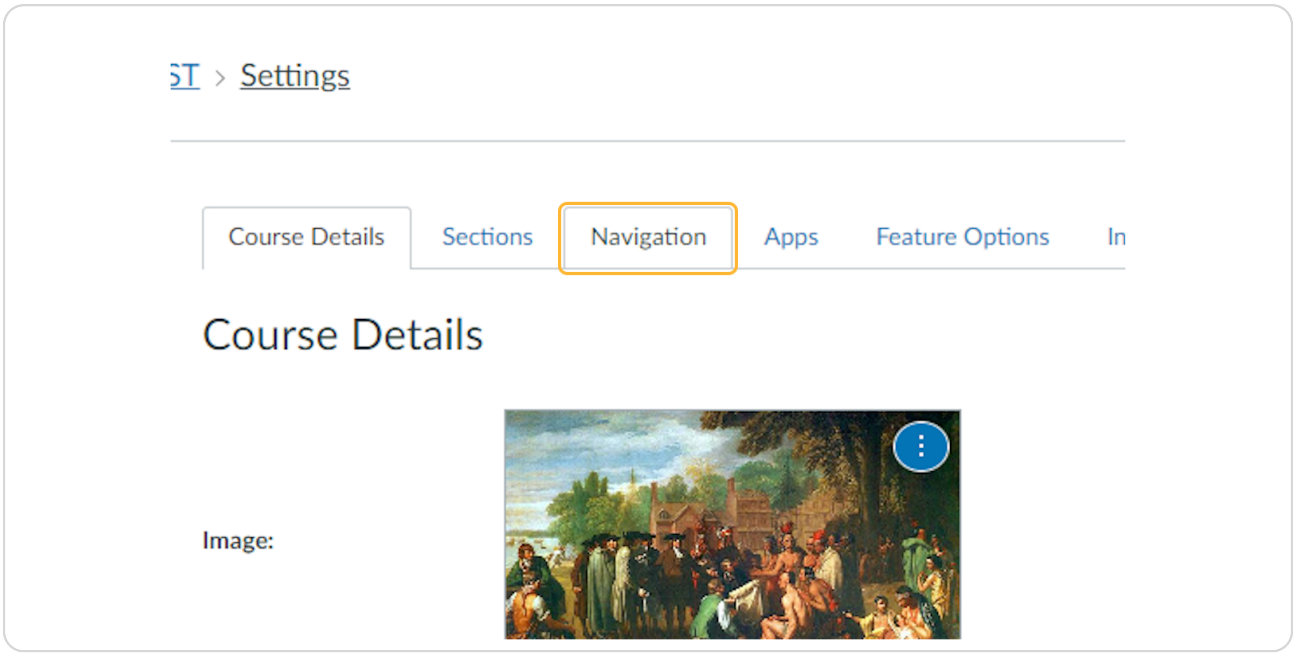
STEP 24

Now it's time to add Packback to your new course's Course Navigation. Click on Settings in course navigation.



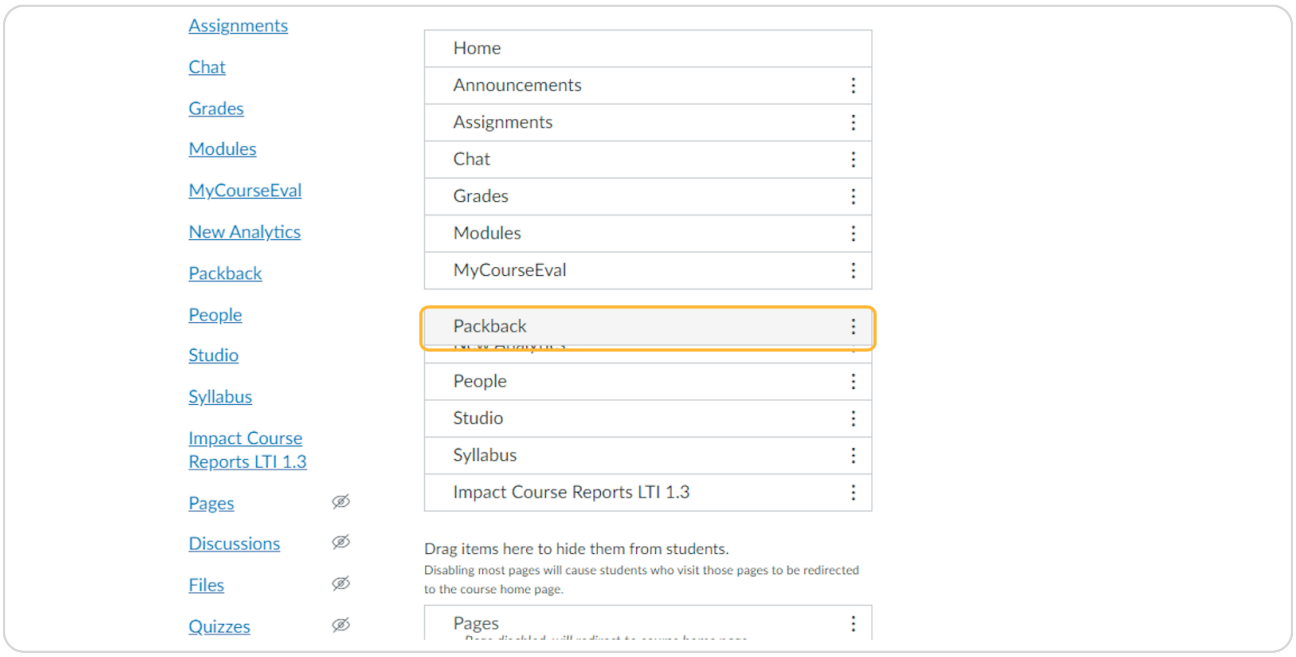
STEP 25

Click on the Navigation tab.



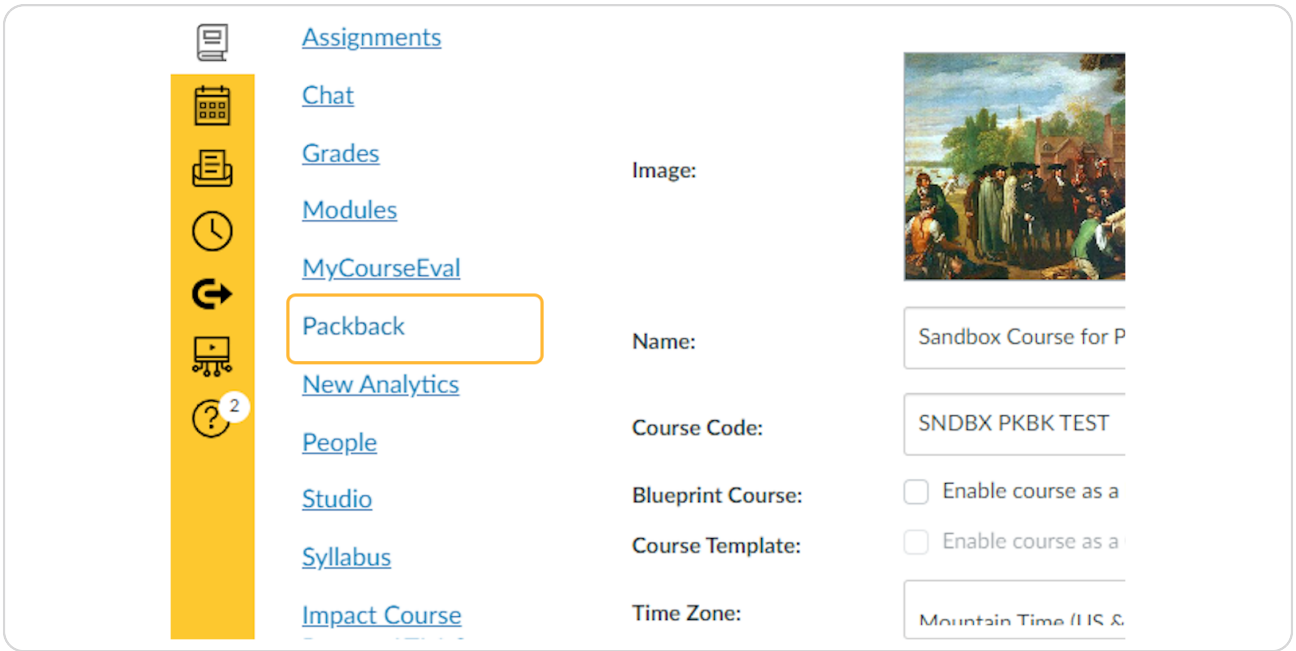
STEP 26

Click on Packback, and drag it up to the 'Viewable' menu, or right click the menu item and click '+Enable'.



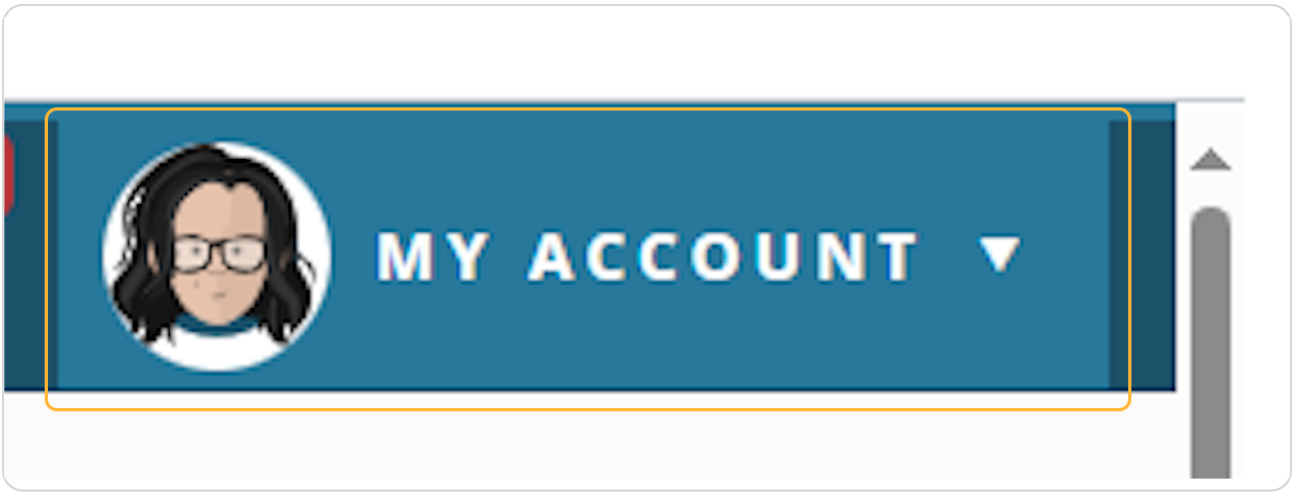
STEP 27

Now that it's enabled, click on Packback in course navigation.



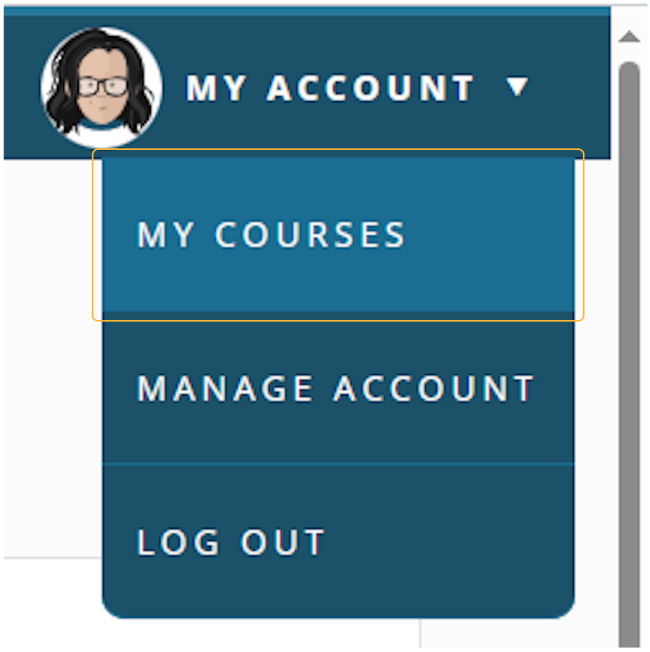
STEP 28

Packback is configured for Single-Sign-On access at CSI, so you will not need to provide a username or password. Once in Packback, locate your profile in the upper right corner, and click 'MY ACCOUNT'.



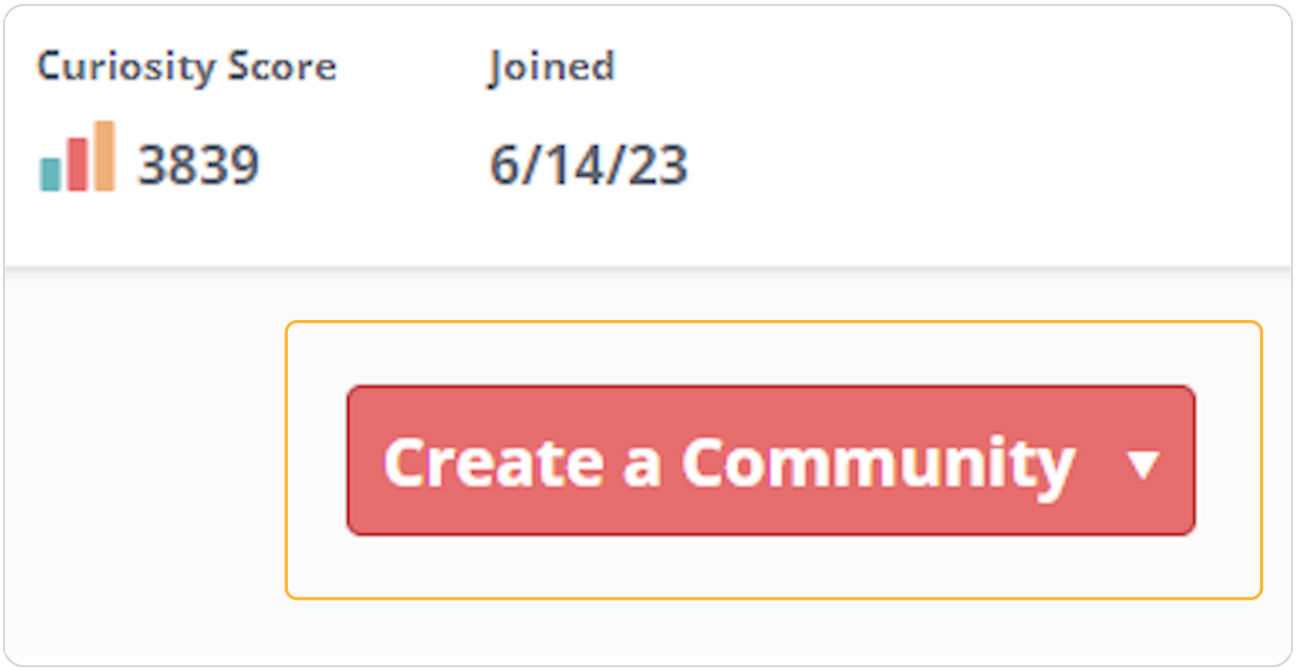
STEP 29

Click 'MY COURSES'



STEP 30

Click 'Create a Community'



Decision Point Ahead!

❓ Will you copy or create a Packback Community... 6 Steps

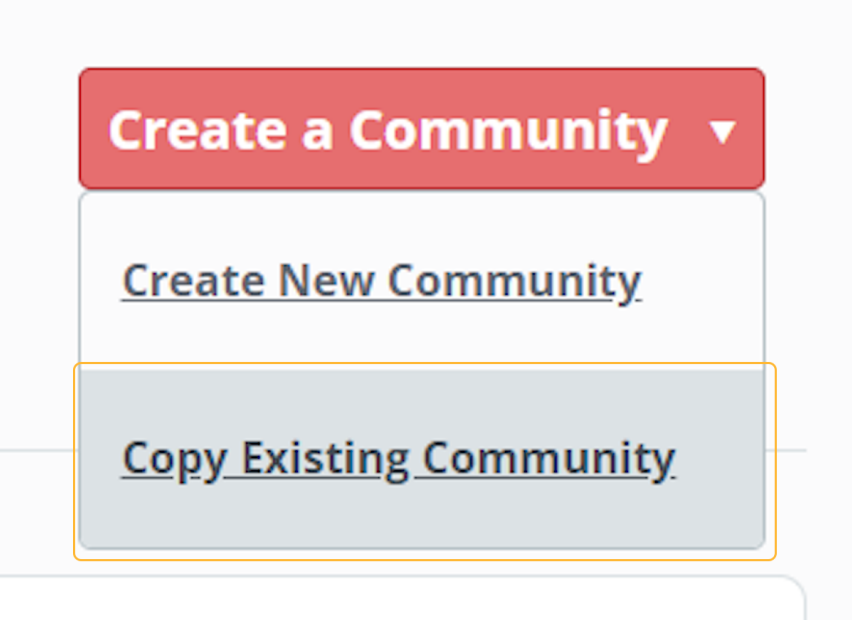
Here you can either create a brand-new Packback community or copy an existing one from a previous semester. If you need to set up a new Packback Community, please see the following Packback Guide to learn the steps or contact tlc@csi.edu to be connected with CSI's Packback Curriculum Consultant, who can meet virtually to guide you.

[How to create a new community on Packback – Packback]

In this guide, we will demonstrate the steps to *copy* a community.

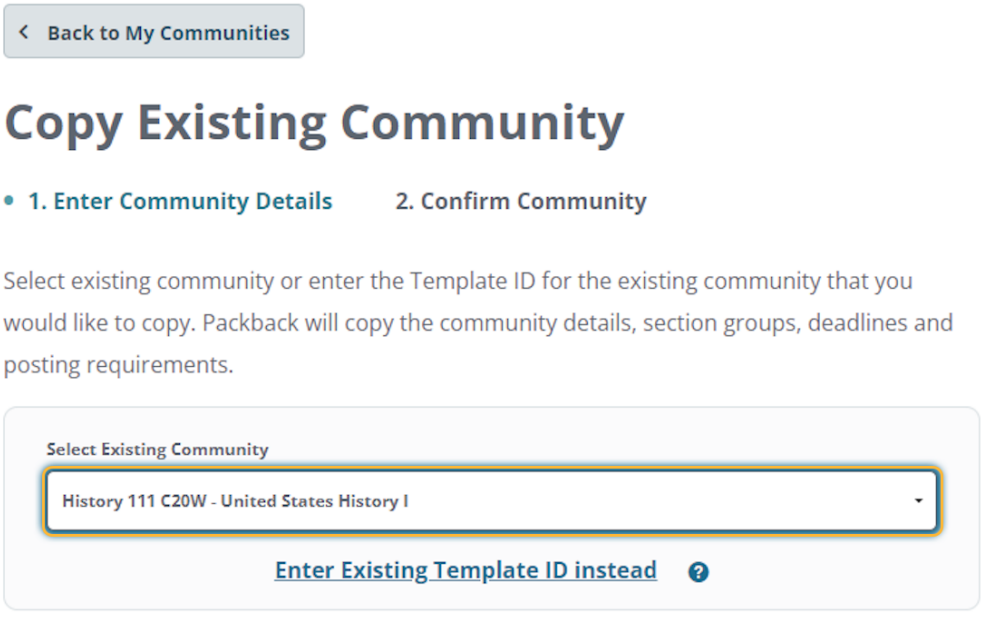
STEP 31

To continue, click 'Copy Existing Community' from the dropdown menu.



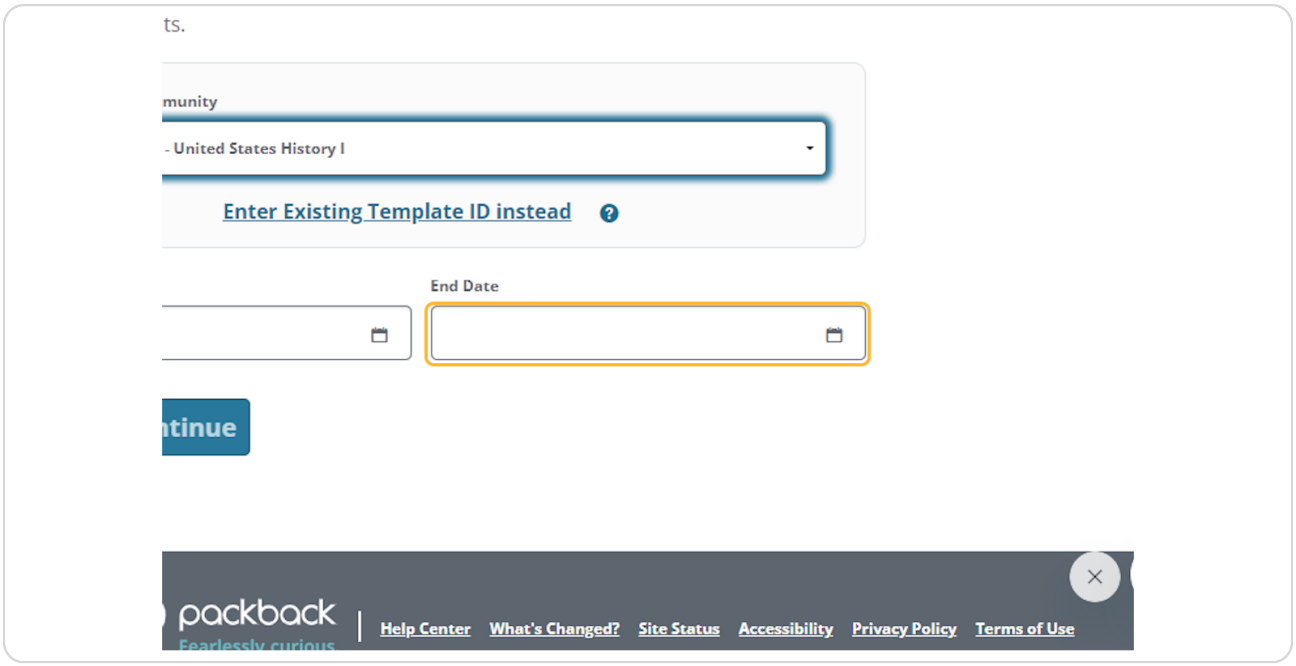
STEP 32

Select the appropriate Packback Community you want to copy from the dropdown.



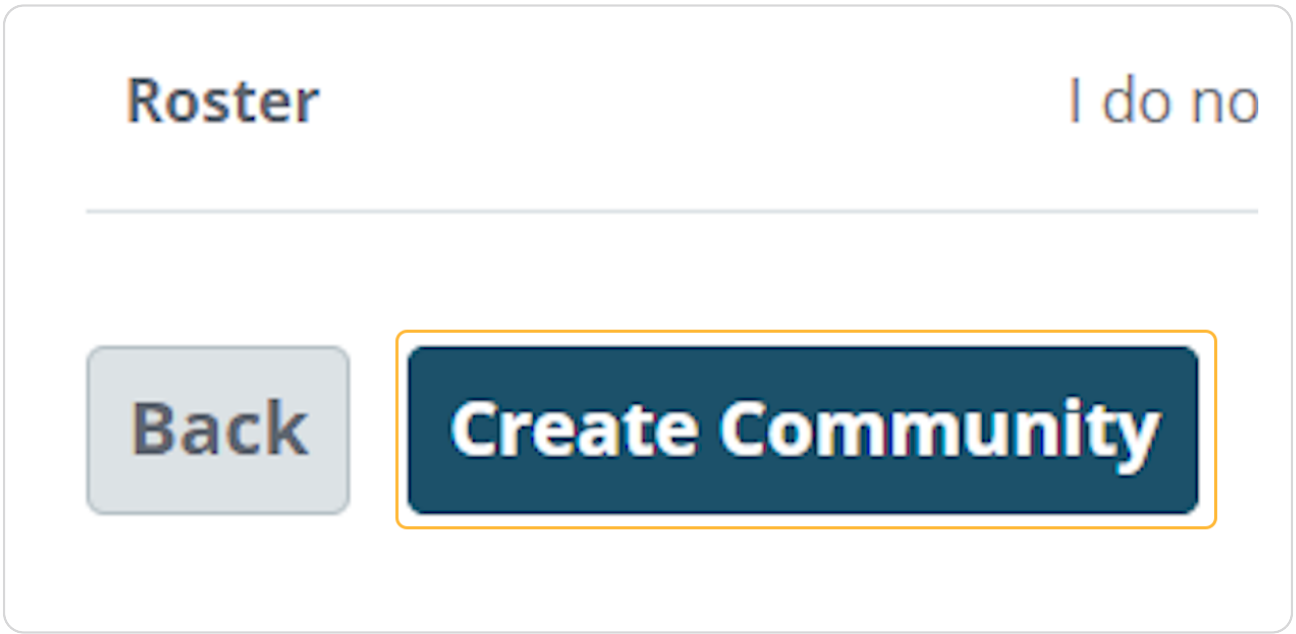
STEP 33

Click to set Start and End Dates for the Packback Community, then click 'Continue'.



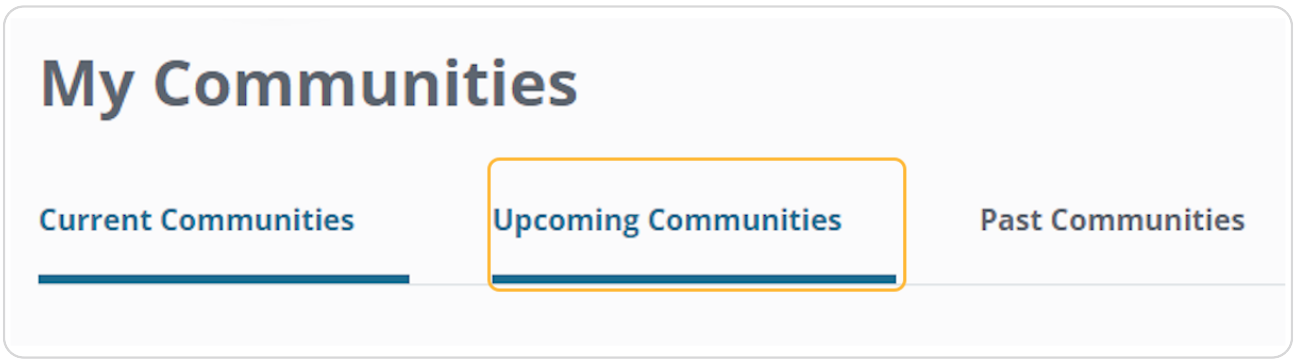
STEP 34

Review your details list, and if all looks good, click on 'Create Community'.



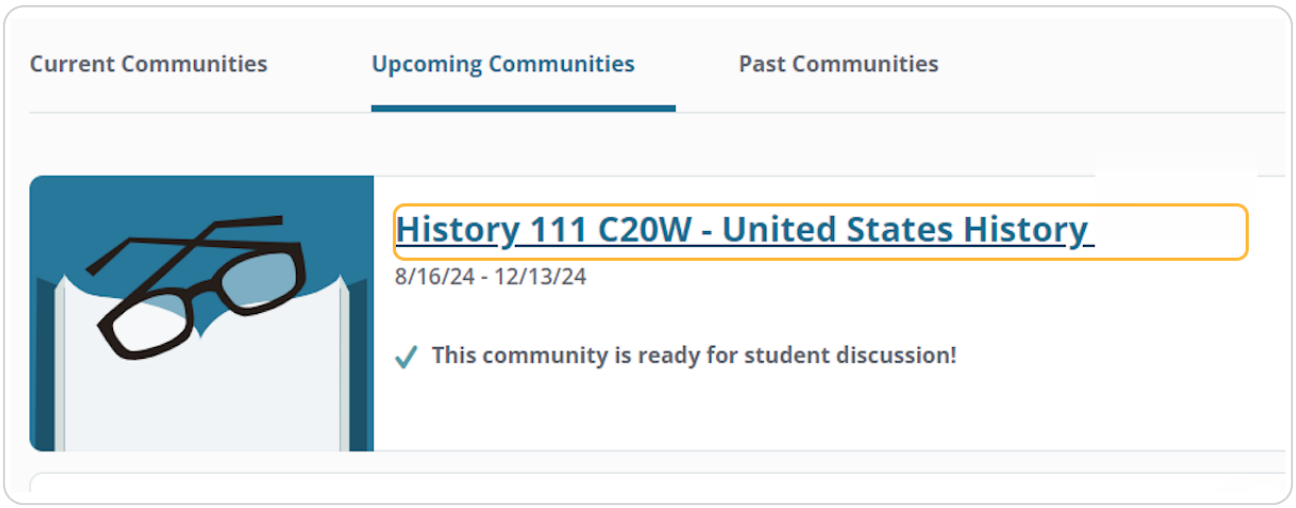
STEP 35

Click the 'Upcoming Communities' tab to verify your community was created for this course.



STEP 36

Click the name of your upcoming community to verify readiness.



Success!

0 Steps

If you have a verified upcoming community and Packback is live in course navigation, you are ready to go!

Please contact a learning designer in CSI's Teaching and Learning Center with any questions:
`tlc@csi.edu`

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