



## Toolkit: CredID - Using the Canvas LMS integration as an Instructor

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This toolkit provides guidance on using CredID's Canvas LMS integration to automate credential awards in Canvas courses and for learners to submit credentials to a Canvas assignment. It includes instructions for configuring the various triggers supported by the integration and how to configure an assignment to require a credential submission.

The instructions below assume that the CredID LTI is already installed in your Canvas course. If the course navigation menu does not show an option that says **CredID** as shown in the example below, this means the LTI is not installed in the course yet.

Please [contact digitalcredentials@asu.edu](mailto:digitalcredentials@asu.edu) for help.



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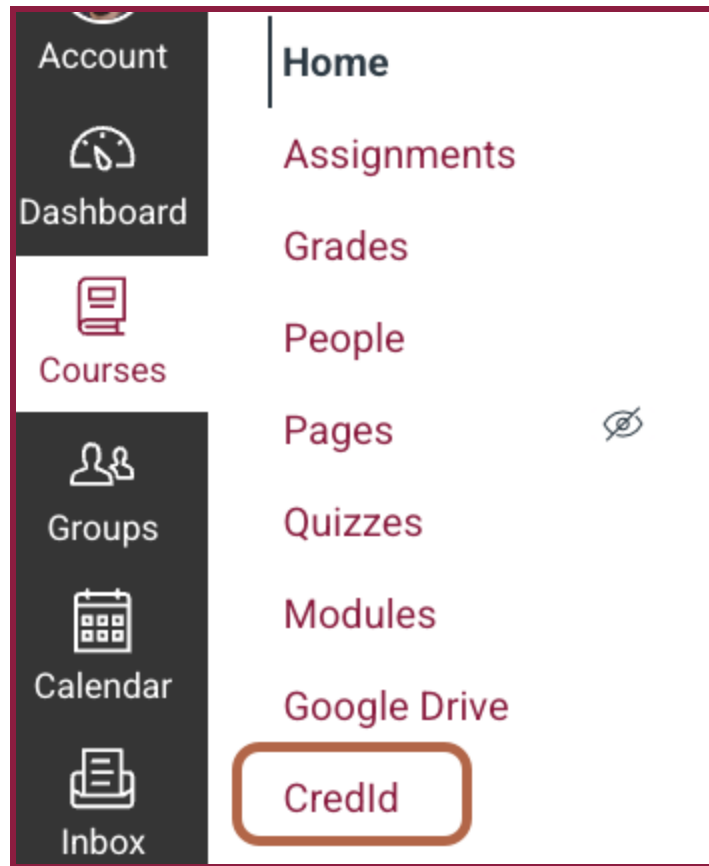


Figure 1. Course navigation menu in Canvas, highlighting the CredID option.

## Automating Credential Awards in a Canvas course

The CredID LTI allows you to configure automated awards based on three types of triggers: course completion requirements, module requirements, and assignment requirements. The automated awarding process runs approximately every 2 hours. Therefore, learners should expect to experience a delay in receiving their award after completing the requirements for a given credential. Each of the triggers is explained in more detail below.

### Course completion requirements

This type of trigger is ideal when you would like to award a credential after learners complete a certain percentage of a course or receive a minimum grade.



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## Module requirements

This type of trigger is most helpful when you would like to award a credential after learners complete a specific module in Canvas. The CredID LTI will check if the specified module's requirements have been met and then award the credential.

**Note:** for Canvas to mark a module as complete, you must first specify what items students must complete. Please refer to this Canvas support article for more information: [How do I add requirements to a module in Canvas LMS?](#)

## Assignment requirements

This type of trigger is ideal when you would like to award a credential after learners complete a specific assignment or receive a minimum grade on a specific assignment.

## Configure award automation settings

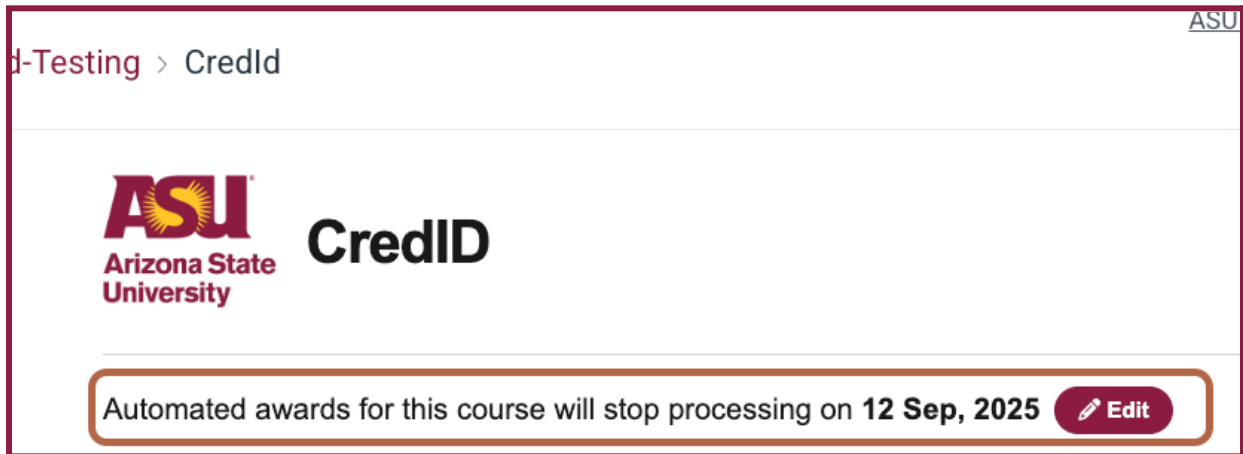
Follow the steps below to configure automated awards in your course.

1. Navigate to the Canvas course where you'd like to award a credential.
2. Click on the CredID link in the course navigation menu.
3. Check the date by which automated awards will stop processing.
  - a. Academic Courses
    - i. This date is configured as 15 days after the end of the course's session.
    - ii. **Note:** this date cannot be changed for academic courses.
  - b. Non-Academic Courses
    - i. This date is configured to be six months after the first time the configuration is saved. The date can be extended one year into the future from the current date.



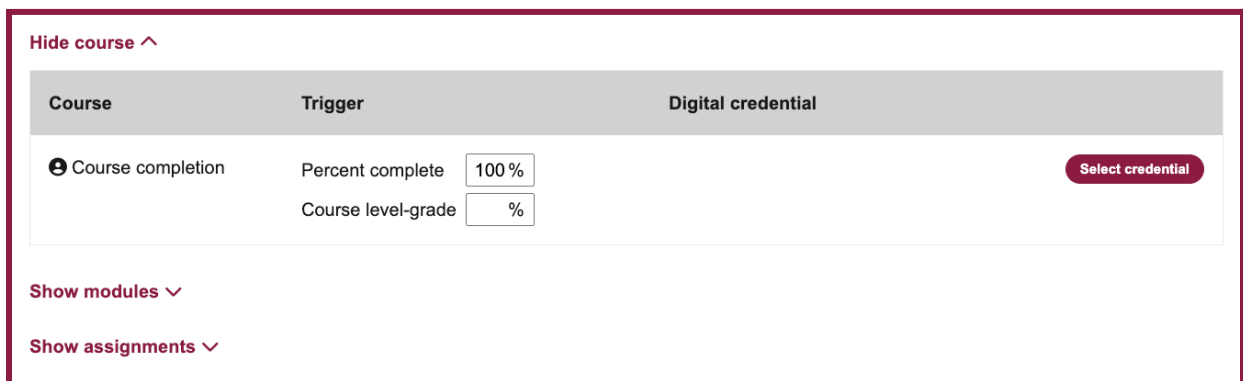
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**Figure 2. CredID LTI screen in Canvas, highlighting the award processing deadline.**

4. Navigate to the section for the type of award trigger you would like to configure.
  - a. **Note:** by default, only the section for course completion requirements is shown. To reveal the contents of the other types of triggers, click on “Show modules” or “Show assignments”.



**Figure 3. CredID LTI screen in Canvas, showing the award configuration settings.**

5. Fill out the corresponding fields for the type of trigger you would like to configure.
  - a. Course completion requirements
    - i. The “Percent complete” field is required.



- ii. The “Course-level grade” field is optional and the grade must be entered as a percentage.

b. Module requirements

- i. There are no fields to fill out for this type of trigger. All available modules will be listed by default. Please refer to this Canvas support article for more information on configuring requirements for Canvas modules: [How do I add requirements to a module in Canvas LMS?](#)

c. Assignment requirements

- i. From the dropdown menu for the assignment you would like to configure, select your preferred option: Percent score, Point score, or Item complete.
  - 1. Percent score: to earn the credential, students must reach the percent score you specify.
  - 2. Point score: to earn the credential, students must reach the number of points you specify.
  - 3. Item complete: to earn the credential, students only need to complete the assignment, i.e., they do not need to receive a specific grade.

6. Click on the “Select credential” button.

7. The table will show the list of issuers for which you have access. Locate the desired issuer and click on the “View digital credential” button.



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# CredID

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**CredID award selection for:** Assignment: Award Automation  
Assignment  
Percent score: 100%

**Issuer name**

Search issuers
[Clear search](#)

| Issuer Name                                                                                                                                    | Description                                                                                                                                                                                                                                                                                                                                                 |                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
|  <b>Endless Games and Learning Lab</b>                        | The Endless Games and Learning Lab at Arizona State University pioneers the future of education by advancing cutting-edge technology and scalable game-based learning. Our mission is to create universally accessible, massively distributed, and deeply personalized learning experiences that empower learners worldwide.                                | <a href="#">View digital credentials</a> |
|  <b>Enterprise Technology</b>                                | ASU Enterprise Technology collaborates to design and deliver an exceptional, human-centered digital experience for communities we serve at Arizona State University. We do this by building a network – both by designing the digital infrastructure and cultivating an inclusive community – to deliver on ASU's charter of access, equity and excellence. | <a href="#">View digital credentials</a> |
|  <b>HIDA CAFE (Center for Advancing Faculty Excellence)</b> | The Center for Advancing Faculty Excellence is the Herberger Institute's digital teaching and learning                                                                                                                                                                                                                                                      | <a href="#">View digital credentials</a> |

**Figure 4. CredID LTI screen in Canvas, showing the issuer selection menu.**

- The credentials for the selected issuer will be shown as cards. Locate the desired credential and enable the checkbox.



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CredID

Confirm selection

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**Issuer: Enterprise Technology**

**CredID award selection for:**

Assignment: Award Automation  
Assignment  
Percent score: 100%

**Selected credential(s):**

Welcome to CredID



**Welcome to CredID**  

Congratulations on logging in to CredID and earning your first credential! Think of this as your ...

☒ Credential selected



**Zoom AI on Campus Spark Challenge: First Place Winning Team**  

Digital credential awarded to Team JAR-GONE for winning first place team at the Zoom AI on Campus ...

☐ Select credential



**Zoom AI on Campus Spark Challenge: Second Place Winning Team**  

Digital credential awarded to Team Think Tank Twins for winning second place at the Zoom AI on ...

☐ Select credential

**Figure 5. CredID LTI screen in Canvas, showing the credential selection menu.**

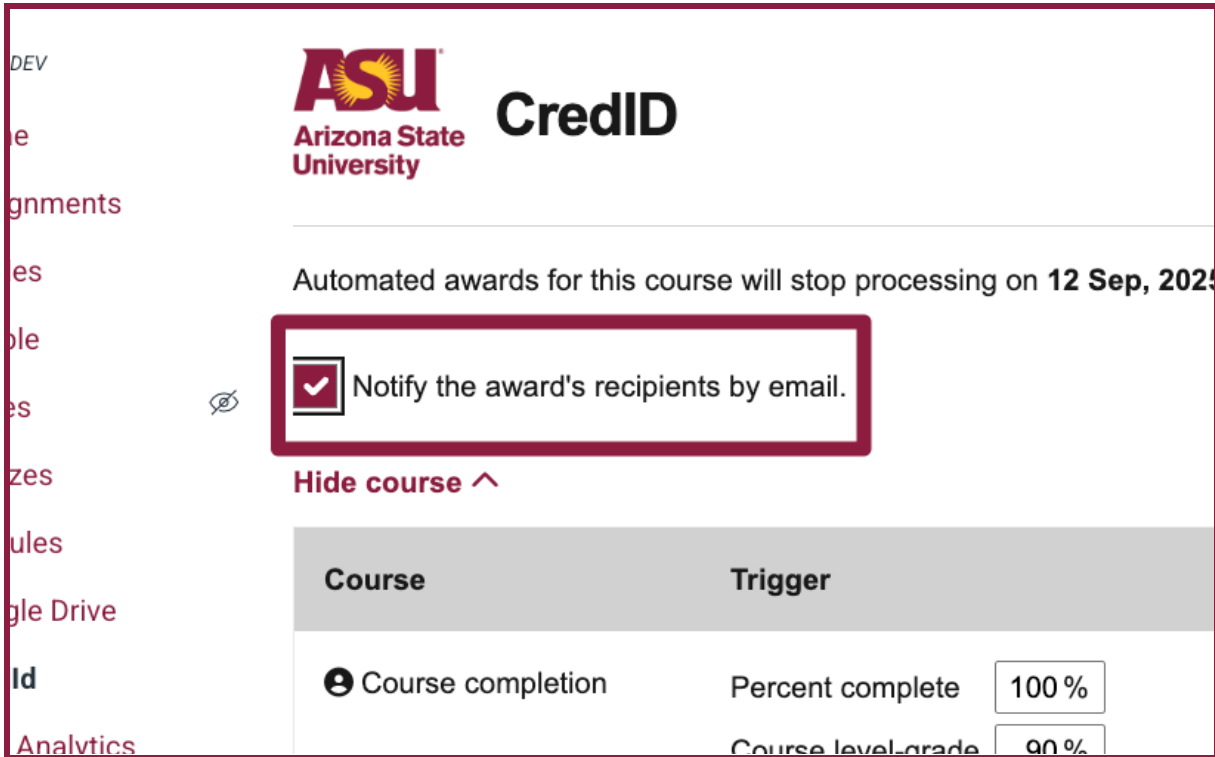
9. Click the “Confirm selection” button located at the top right of the screen.
10. If you’d like to disable the email notifications that learners receive when earning credentials through this automated process, disable the checkbox that reads “Notify the award’s recipients by email”.



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**Figure 6. CredID LTI screen in Canvas, highlighting the email notification checkbox.**

11. Click the “Save” button located at the top right of the screen.
  - a. **Note:** if you navigate away from the page, all of your selections and entered information will be lost.
12. A banner message will appear at the top of the screen indicating that the automated award settings have been saved successfully.

## Configure a Canvas Assignment to Require a Credential Award Submission

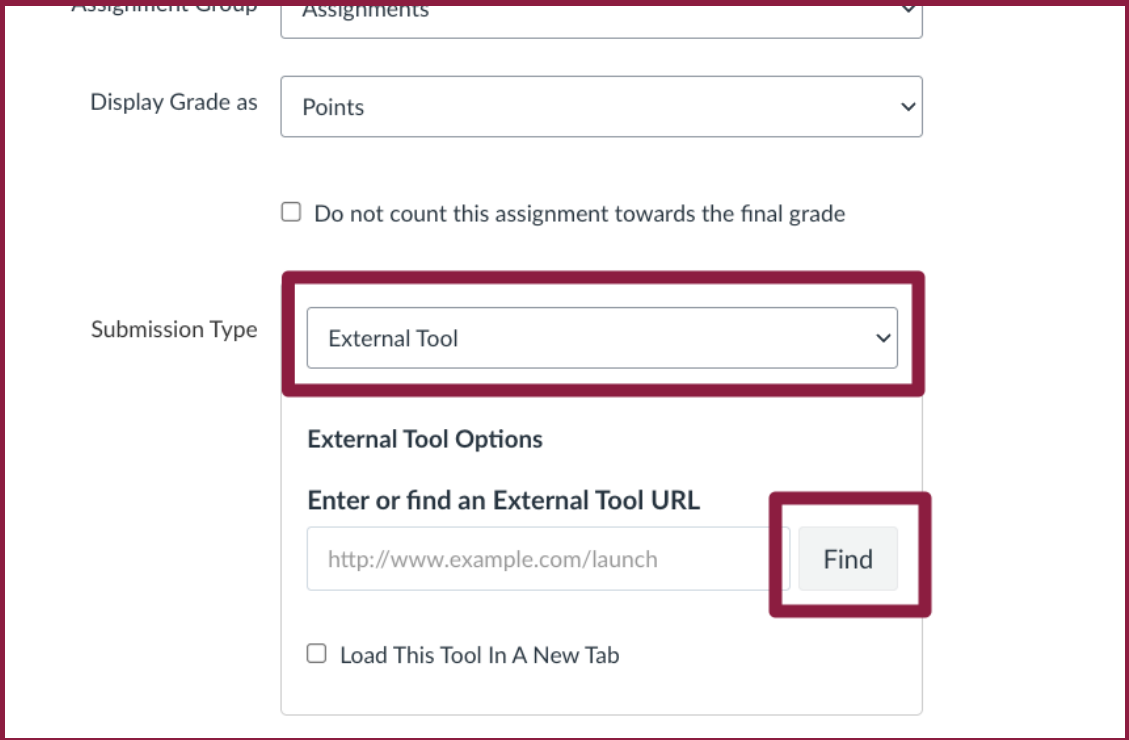
This feature allows an instructor to configure a Canvas assignment that requires learners to submit a CredID credential award. For example, if an instructor would like to



have learners complete one of [ASU Library's LibLessons](#) and submit proof of completion, this feature in the LTI streamlines this process.

Follow the steps below to configure the assignment.

1. Navigate to the Canvas course where you'd like to configure the assignment.
2. Select the Assignments option from the course navigation menu.
3. Select the "+ Assignment" button near the top right of the screen.
4. Enter the relevant details for the assignment, such as the name, assignment prompt, and points.
5. From the "Submission Type" dropdown, select the "External Tool" option, then select the "Find" button.



Assignment Group: Assignments

Display Grade as: Points

☐ Do not count this assignment towards the final grade

Submission Type: External Tool

External Tool Options

Enter or find an External Tool URL

Find

☐ Load This Tool In A New Tab

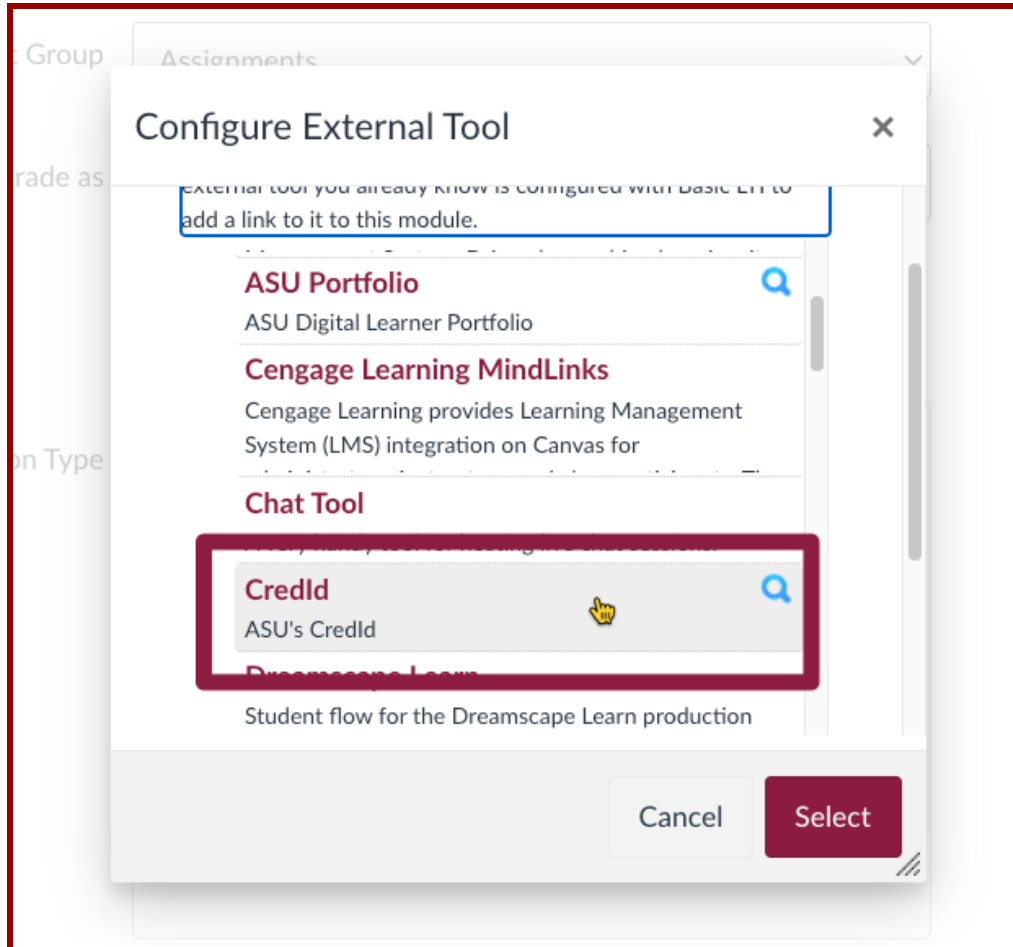
6. Find and select the option for CredId.



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- a. **NOTE:** the LTI does not currently allow for instructors to select a specific credential award for learners to submit. It is recommended that you provide clear instructions in the assignment prompt to ensure that learners submit the correct credential award.
7. Finish configuring the rest of the assignment, and select the “Save & Publish” button at the bottom of the screen.
8. The assignment page will now display a table listing the students on the roster. Once a student submits a credential award, the table will populate the name of the credential they submitted and submission date.



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## Credential Award Submission Test

Testing the credential award submission feature of the CredID LTI.


CredID

Name
Digital Credential
Submission Date

Total Submitted: 0

Edit Assignment
SpeedGrader

- To grade a student's submission, select the "Speedgrader" button located near the top right of the screen.



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