

# HOW IT WORKS

## INSTANT ACCESS COMPLETE IN CANVAS

- The “Instant Access Complete” navigation option is how students will find their IAC materials
- For VitalSource e-texts this is all that is required. For publisher-proprietary content you may need to add their specific tool or link
- The IAC navigation tab is automatically enabled by default in all Canvas shells. If you see it, you’re all good!
- If you are copying a course over from a previous term that didn’t have it enabled, you just need to enable it.

(Bookstore Course Materials Dept. staff can help with these steps, if faculty add us to the course as temporary co instructor)

# HOW IT WORKS: INSTANT ACCESS COMPLETE NAVIGATION TAB – FACULTY VIEW

- Go to “Settings”:

The screenshot shows the CalPoly Pomona Instructure LMS Faculty View interface. The left sidebar contains navigation tabs: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The 'Courses' tab is selected, showing a list of courses. The '21F\_PSY3332.01-1' course is selected, and the 'Modules' tab is active. The main content area displays a list of modules. A yellow arrow points to the 'Settings' link in the left sidebar.

CalPoly Pomona

21F\_PSY3332.01-1 > Modules

63 Student View

Collapse All View Progress + Module

Module 0: Introduction to the Course - Week 1 (Complete by 8/27 at 11:59pm)

- Steps to Module 0 - Introduction to the Course
- Review Course Syllabus and Course Schedule
- Syllabus Course Agreement
- Introduction and Preliminary Knowledge Assessment
- Video: The 5 Trends Shaping the Future
- Module 0 Completed

Module 1a: Introduction to Organizational Psychology and the Foundation for Feeling Happy at Work - Week 2 (Complete by 9/3 at 11:59pm)

- Steps to Module 1a - Introduction to Organizational Psychology and The Foundation for Feeling Happy at Work
- Lecture: Introduction to Organizational Psychology
- Lecture: The Foundation for Feeling Happy at Work

Settings

# HOW IT WORKS: INSTANT ACCESS COMPLETE NAVIGATION TAB – FACULTY VIEW

- Click on “Navigation”

The screenshot shows the Canvas LMS interface for a course named "23\_CPPF\_Test-Course-1". The "Navigation" tab is selected in the top navigation bar, indicated by a yellow arrow. The left sidebar contains a list of navigation items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Accessibility Report, and Library Resources. The main content area displays a list of these items with drag handles, allowing for reordering. The right sidebar shows the "Course Status" section with "Unpublish" and "Published" buttons, and a "Current Users" table.

Current Users	
Students:	7
Teachers:	1
TAs:	None
Designers:	None
Observers:	None
DRC Staff:	None
DRC Staff:	None



# HOW IT WORKS: INSTANT ACCESS COMPLETE NAVIGATION TAB – FACULTY VIEW

- Click on the ellipsis for the “Instant Access Complete” option:

The screenshot displays the Canvas LMS Faculty View for a course. The left sidebar contains the navigation menu with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Accessibility Report, Library Resources, Virtual Business, Badges, Course Materials, and Course Evaluations. The main content area shows a list of course items with ellipses for each. The 'Instant Access Complete' option is highlighted with a yellow arrow. The right sidebar shows the Course Calendar, Conclude this Course, Import Course Content, Export Course Content, Validate Links in Content, and Current Users section.

Current Users	
Students:	7
Teachers:	1
TAs:	None
Designers:	None
Observers:	None
DRC Staff:	None
DRC Staff:	None

# HOW IT WORKS: INSTANT ACCESS COMPLETE NAVIGATION TAB – FACULTY VIEW

- If it is disabled, then enable it :

The screenshot shows the Canvas LMS Faculty View settings page for a course. The left sidebar contains the navigation menu with the following items: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, My Media, CPP Kaltura, and Help. The main content area displays a list of items that are disabled, including Zoom LTI Integration, Student Name Recordings, Kaltura Media, Wiley Course Resources, McGraw-Hill Connect, MyLab and Mastering, Pearson, Gradescope, iClicker Registration, Cengage, Macmillan Learning, SCORM, iClicker Sync, ALEKS, Perusall, Labster LTI1.3 Dashboard, ALEKS, and Instant Access Complete. A yellow arrow points to the '+ Enable' button at the bottom of the list.

Item	Status
Zoom LTI Integration	Disabled
Zoom LTI Integration	Disabled
Student Name Recordings	Disabled
Kaltura Media	Disabled
Wiley Course Resources	Page disabled, won't appear in navigation
McGraw-Hill Connect	Page disabled, won't appear in navigation
MyLab and Mastering	Page disabled, won't appear in navigation
Pearson	Page disabled, won't appear in navigation
Gradescope	Page disabled, won't appear in navigation
iClicker Registration	Page disabled, won't appear in navigation
Cengage	Page disabled, won't appear in navigation
Macmillan Learning	Page disabled, won't appear in navigation
SCORM	Page disabled, won't appear in navigation
iClicker Sync	Page disabled, won't appear in navigation
ALEKS	Page disabled, won't appear in navigation
Perusall	Page disabled, won't appear in navigation
Labster LTI1.3 Dashboard	Page disabled, won't appear in navigation
ALEKS	Page disabled, won't appear in navigation
Instant Access Complete	Page disabled, won't appear in navigation

Buttons: Save, + Enable, Move

# HOW IT WORKS: INSTANT ACCESS COMPLETE NAVIGATION TAB – FACULTY VIEW

- You can click “Move” to position the tab to be more prominent:

The screenshot displays the Canvas LMS Faculty View for a course. The left sidebar shows the navigation menu with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Accessibility Report, Library Resources, Virtual Business, Badges, and Badges. The main content area shows a list of navigation tabs, including New Analytics, Accessibility Report, Library Resources, Virtual Business, Badges, Course Materials, Course Evaluations, Zoom LTI Integration, Student Name Recordings, Kaltura Media, ALEKS, and Instant Access Complete. A context menu is open over the 'Instant Access Complete' tab, showing options to 'Disable' or 'Move' the tab. A yellow arrow points to the 'Move' option, indicating that clicking it will allow the user to reposition the tab to be more prominent.



# HOW IT WORKS: INSTANT ACCESS COMPLETE NAVIGATION TAB – FACULTY VIEW

- When you click on the navigation tab, you should see something like this :

The screenshot displays the Canvas LMS interface for a faculty member. The left sidebar contains a navigation menu with the following items: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, My Media, CPP Kaltura, and Help. The 'Courses' item is selected, and the 'Instant Access Complete' sub-item is highlighted with a yellow arrow. The main content area shows the 'Course Details' tab for the course 'VEA 1000.02 (S23) Test Course 2'. The course details include fields for Name, Course Code, Blueprint Course, Course Template, Time Zone, Subaccount, Term, and Participation. The 'Published' status is indicated by a green button. The right sidebar shows the 'Course Status' section with options like 'Unpublish' and 'Published', and a 'Current Users' table.


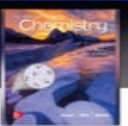

Current Users	
Students:	7
Teachers:	1
TAs:	None
Designers:	None

Below the 'Current Users' table, there is a section for 'Observations' and a list of users. One user is visible: David P. Towbin, FRL 1013-01 and FR Semester 2023 -- In Program, Hi Suzanne.

# HOW IT WORKS: INSTANT ACCESS COMPLETE NAVIGATION TAB – FACULTY VIEW

- Click on “Instant Access Complete” which will open this:

The screenshot shows a web browser window with the URL <https://courses.vitalsource.com>. The page is titled "VEA 1000.02 (S23) Test Course 2" and features a navigation bar with "Instructor Portal" and "My Courses". The main content area displays three items, each with a tabbed interface for "Item Info" and "Notes".

Item Info	Notes
 <p><b>Chemistry, 8th Edition</b> ISBN: 9780135216972 By: Jill Kirsten Robinson; John E. ... Required ⌚ The last day to opt out for students is 06/30/2024.</p>	
 <p><b>ALEKS for General Chemistry</b> ISBN: 9781260994018 By: Rich Bauer, James Birk, Pamel... Required ⌚ The last day to opt out for students is 06/30/2024.</p>	
 <p><b>CHM 1210L LAB MANUAL 2022-2023</b> ISBN: 9781533944795 By: CASALNUOVO Required ⌚ The last day to opt out for students is 06/30/2024.</p>	

Each item has a corresponding button at the bottom: "Read Now" for the first two items and "Reveal Access Code" for the third item.



## HOW IT WORKS: INSTANT ACCESS COMPLETE NAVIGATION TAB – FACULTY VIEW

- **Your students can now click on that navigation tab to see their Instant Access materials, how much they cost, and the opt out/back in button. They may also see a tile showing their “compare and purchase” options for acquiring the material if they opt out, as well as “compare and purchase” tiles for any non-IA materials for the course.**
- **If the material is hosted by or enabled by VitalSource they will click on “Read Now”, “Redeem Code” or “Launch Courseware” depending on the type of materials you have adopted.**

# HOW IT WORKS: STUDENT VIEW

- Look for “Course Materials”/”Instant Access Complete” in left-side navigation bar:

The screenshot displays the Canvas LMS interface for a course titled "VEA 1000.02 (S23) Test Course 2". The left-hand navigation bar is visible, with the "Instant Access Complete" link highlighted by a yellow arrow. The main content area shows the "Course Summary" section, which includes a table with columns for "Date", "Details", and "Due". The right-hand sidebar contains links for "View Course Stream", "View Course Calendar", and "View Course Notifications", along with a "To Do" section showing a calendar for July 2023. At the bottom of the screen, a purple banner indicates that the user is logged into Student View and provides a "Reset Student" button.

VEA 1000.02 (S23) Test Course 2

Course Summary:

Date	Details	Due

63 You are currently logged into Student View  
Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student Leave Student View

# HOW IT WORKS: STUDENT VIEW

- Clicking that will bring up a page like this:

The screenshot shows a web browser window with the URL <https://courses.vitalsource.com>. The page is titled "1 Course, 2 Materials" and features a search bar labeled "Filter course materials". Below the header, the course name "VEA 1000.02 (S23) Test Course 2" is displayed. A green button labeled "Want to opt out?" is located in the top right corner. The main content area contains two material cards. The first card, titled "Chemistry, 8th Edition", shows the book cover, ISBN 9780135216972, and authors Jill Kirsten Robinson and John E. ... It is marked as "Required" with a note that the last day to opt out is 06/30/2024. A blue button labeled "Read Now" is at the bottom of this card. The second card, titled "ALEKS for General Chemistry", shows the ALEKS logo, ISBN 9781260994018, and authors Rich Bauer, James Birk, and Pamela ... It is also marked as "Required" with the same opt-out deadline. A blue button labeled "Reveal Access Code" is at the bottom of this card. A large yellow arrow points upwards towards the "Reveal Access Code" button. The footer includes the copyright notice "© 2023 VITALSOURCE" and links for "Privacy Policy", "Cookie Policy", and "Third-Party Terms of Use".



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