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LEARNING TOOLS INTEROPERABILITY (LTI) APPROVAL PROCESS | OTL

## **Last Evaluation**

11/15/2024

## **Executive Staff Approval**

02/24/2025

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### **1. Process Purpose**

The Learning Tools Interoperability (LTI) Approval Process is designed to ensure smooth and secure integration of third-party software with Canvas. It addresses challenges such as unapproved software integration, privacy and security concerns, and last-minute requests, thereby improving compatibility, functionality, and user experience while safeguarding sensitive data.

### **2. Definitions**

**Canvas** - The student learning management system.

**Integration** - The process of adding and configuring external software or tools to work within the LMS.

**Learning Management System (LMS)** - A software application used to manage, deliver, and track educational courses or training programs.

**Learning Tools Interoperability (LTI)** - A standard for integrating third-party software into an LMS, allowing seamless access and interaction.

**Sensitive Data** - Information that must be protected to ensure privacy and security, such as student records or personal details.

### **3. References**

Utah Admin. Code § R277-487 *Public School Data Confidentiality and Disclosure*

World Wide Web Consortium (W3C) *Web Content Accessibility Guidelines*

(WCAG) 2.1

### **4. Stakeholders**

This process involves the programmatic Associate Vice President (AVP), Director, Coordinator, Vice President (VP) of Instruction, the Office of Teaching and Learning (OTL), and the software publisher.

## 5. Steps for Software and LTI Integration Approval

- 5.1 The following process will allow OTL to assess compatibility between the software and Canvas; however, OTL is not responsible for ensuring software functionality.
- 5.2 Before the acquisition and/or integration of any third-party software, the following steps must be taken to ensure compliance with state law as established in Utah Admin. Code § R277-487.
  - 5.2.1 Funding is approved through the programmatic Director, supervising AVP, and the VP of Instruction.
  - 5.2.2 The software publisher provides documentation regarding collection and protection of any sensitive data gathered through Canvas LTI integration or other use of the third-party software.
    - 5.2.2.1 If the software publisher cannot provide adequate documentation, the process cannot continue.
  - 5.2.3 The software publisher provides evidence that their software is accessible following the WCAG 2.1 requirements as published by the W3C.
  - 5.2.4 The OTL Helpdesk and OTL Manager are contacted to discuss the software's purpose and use cases.
  - 5.2.5 All stakeholders meet to assess the software's compatibility with Canvas, user experience, verify exactly how students and faculty will interact with the third-party software in and/or outside of Canvas, potential security risks, and any other necessary information.
  - 5.2.6 The software publisher must provide a demo where possible.
- 5.3 If all of the above requirements have been met and the Program Coordinator and Director would like to move forward with the acquisition and/or integration, OTL will work with the software publisher to complete the integration process.

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## 10. Evaluation History

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This document was adopted by Executive Staff approval on 02/24/2025.	