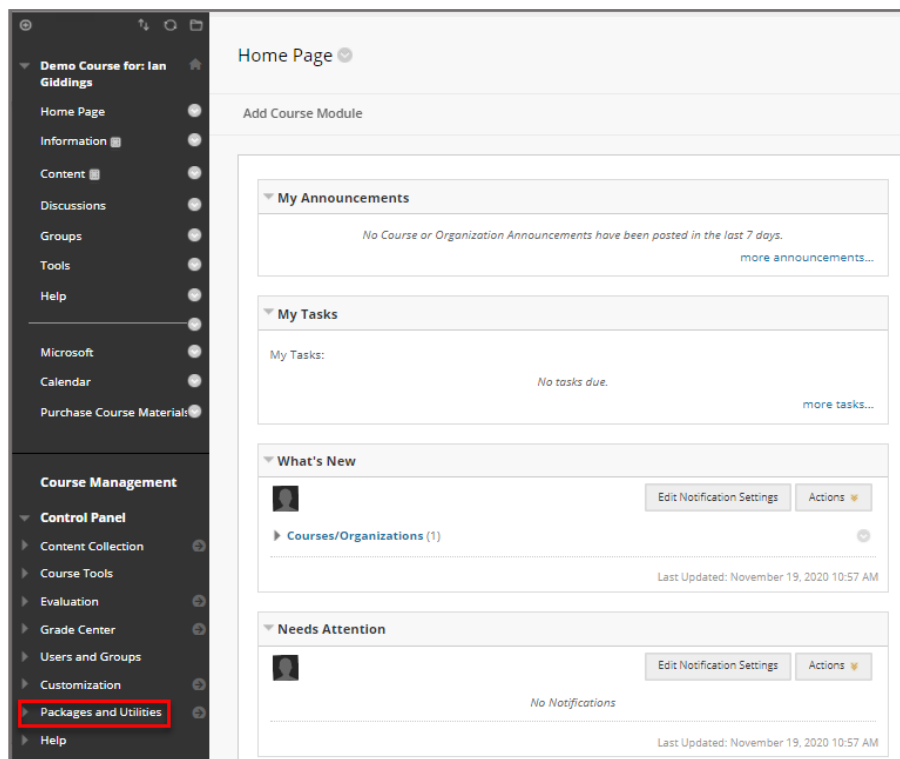


How to Import and Enable a JB Learning LTI-Based Cartridge in Blackboard

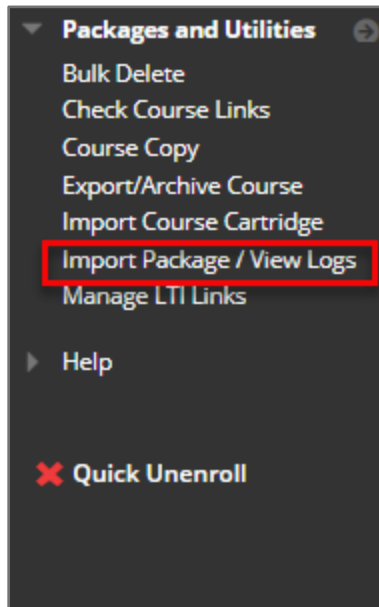
This document provides steps to import the LTI-based IMSCC cartridge and set up the JB Learning LTI Tool Provider at the system-level in the Blackboard Learning Management System (LMS). The steps below reflect a common and recommended approach for uploading and enabling our LTI content within your LMS. Screenshots are provided for illustrative purposes and may not match your platform exactly. Navigation elements may vary depending on your version and system configurations.

1. First, create a new Blackboard Course. Each cartridge file provided represents an individual course. We recommend creating a new course shell for each course cartridge if applicable.
2. Navigate to the **Control Panel** and click on **Packages and Utilities**.

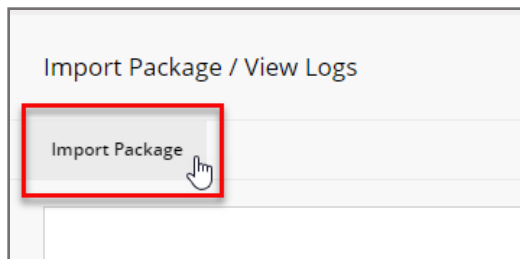


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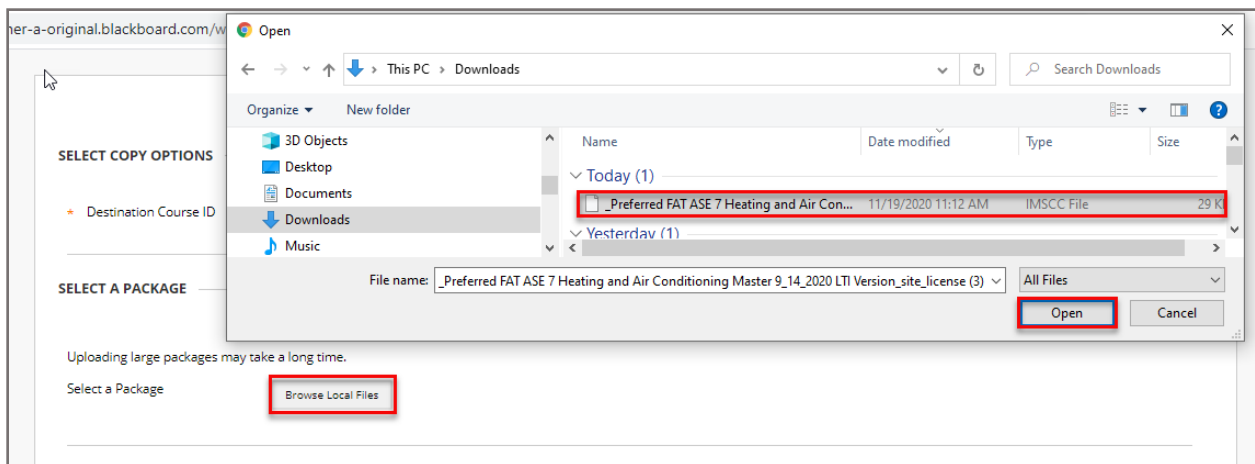
3. Click on **Import Package/View Logs**.



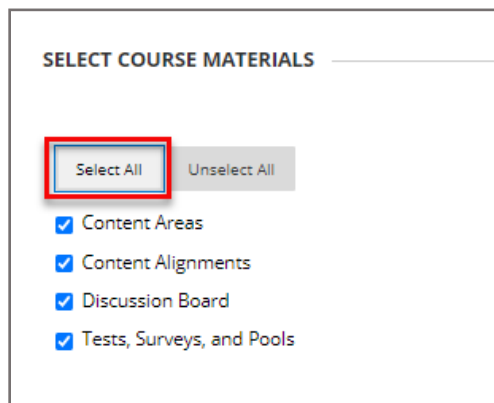
4. Click on **Import Package**.



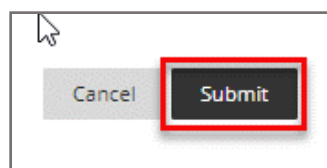
5. Click on **Browse Local Files** and choose the corresponding downloaded IMSCC file associated with the Blackboard course.



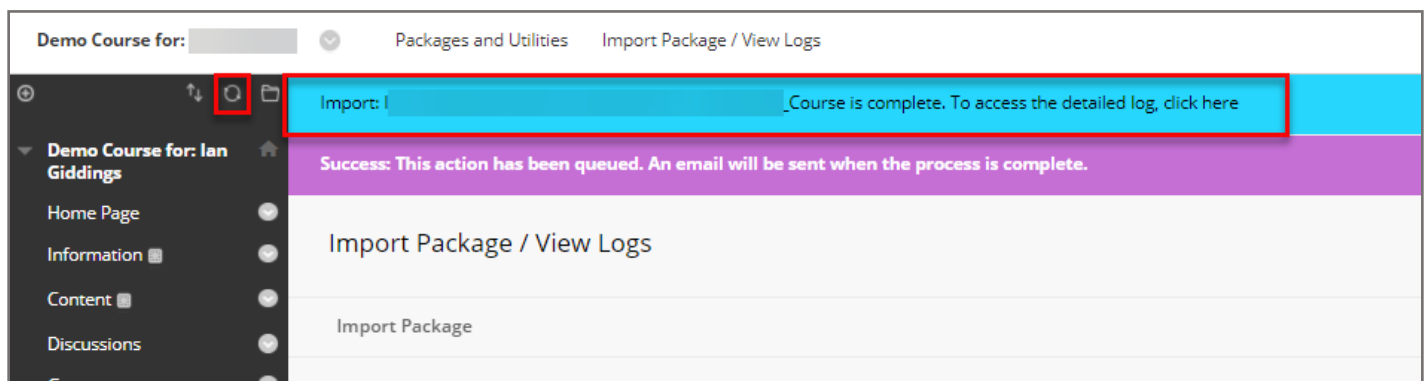
6. Click on **Select All** Course Materials.



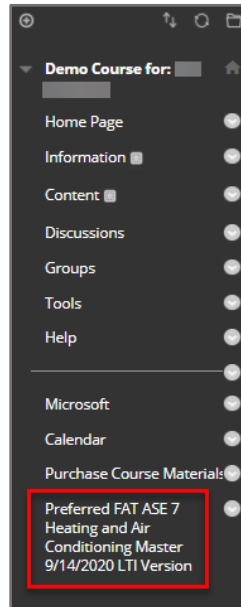
7. Then click on **Submit**.



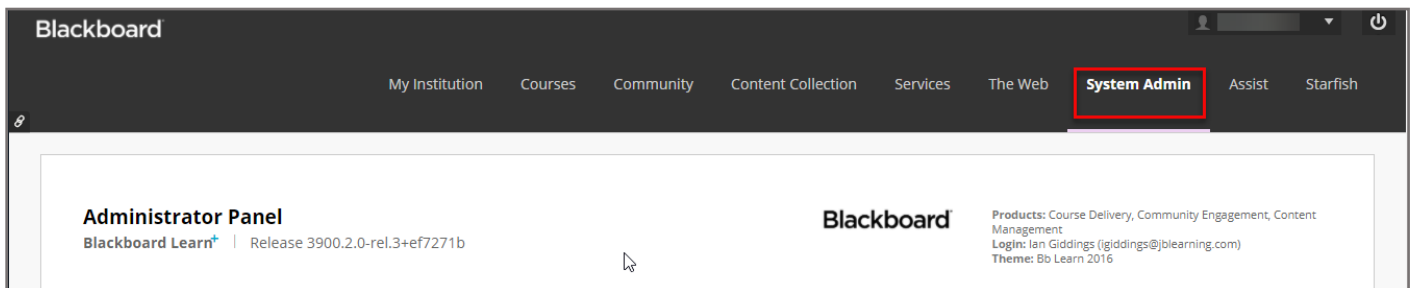
8. Check that the import is complete and then click on the **Refresh Icon**.



9. The imported course should now be visible in the System Menu. This concludes the **File Import** of the LTI Cartridge in Blackboard. Next, you must configure the **LTI Tool** to enable access to the content.



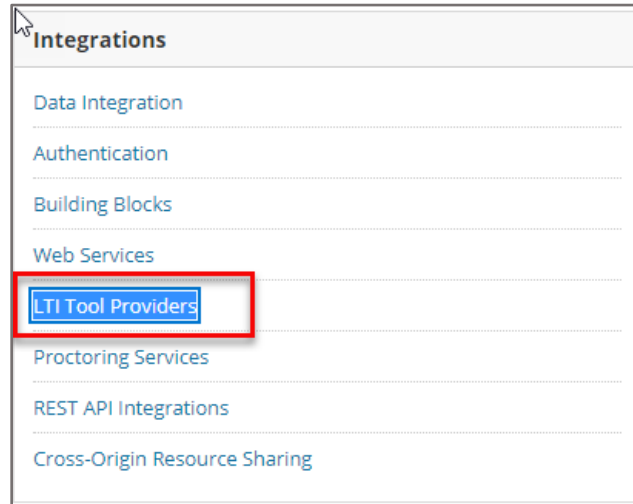
10. Log in to Blackboard as the **System Administrator** and click on the **System Admin** tab.



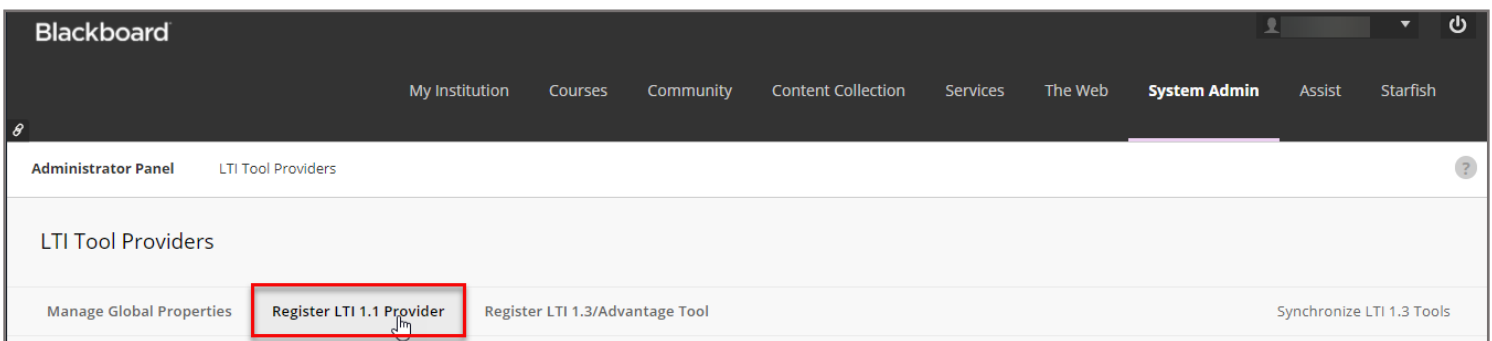
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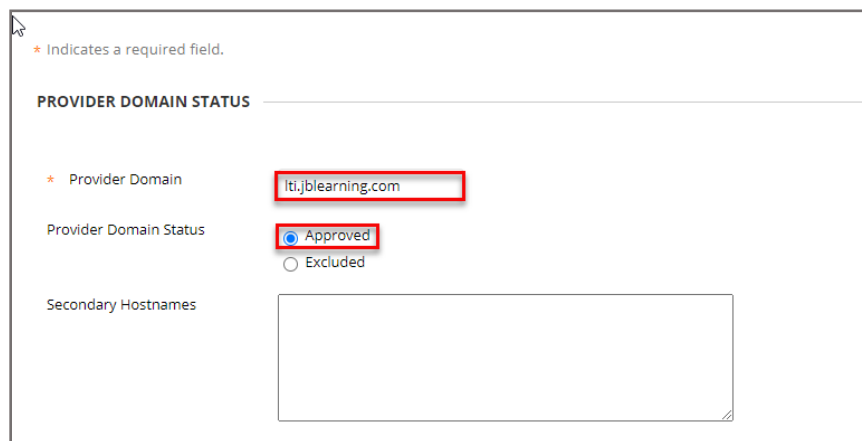
11. Scroll to the **Integrations** section and click on **LTI Tool Providers**. *Note, in some versions of Blackboard, this section is labelled as "Building Blocks" rather than "Integrations."*



12. Proceed to click on **Register LTI 1.1 Provider**.



13. Enter the **Provider Domain**: *lti.jblearning.com*. Ensure the **Provider Domain Status** is set to **Approved**.

A screenshot of the 'Register LTI 1.1 Provider' form. The form has a section titled 'PROVIDER DOMAIN STATUS'. Below this, there are three fields: 'Provider Domain' with the value 'lti.jblearning.com' (highlighted with a red box), 'Provider Domain Status' with the radio button for 'Approved' selected (highlighted with a red box), and 'Excluded' unselected. There is also a 'Secondary Hostnames' text area which is empty.

14. Select **Set Globally**, then enter the provided **Tool Provider Key** and **Tool Provider Secret**.

DEFAULT CONFIGURATION

Default Configuration Set separately for each link
 Set globally

* Tool Provider Key

* Tool Provider Secret

Tool Provider Custom Parameters

15. Ensure **Institution Policies** options are configured as displayed in the image below.

INSTITUTION POLICIES

Send User Data Never
 Send user data only over SSL
 Send user data over any connection

User Fields to Send Role in Course
 Name
 Email Address

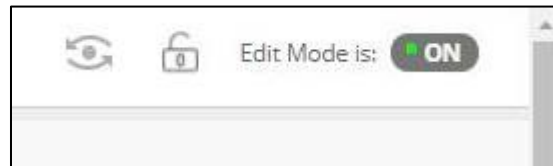
Allow Membership Service Access Yes No

16. Click **Submit**.

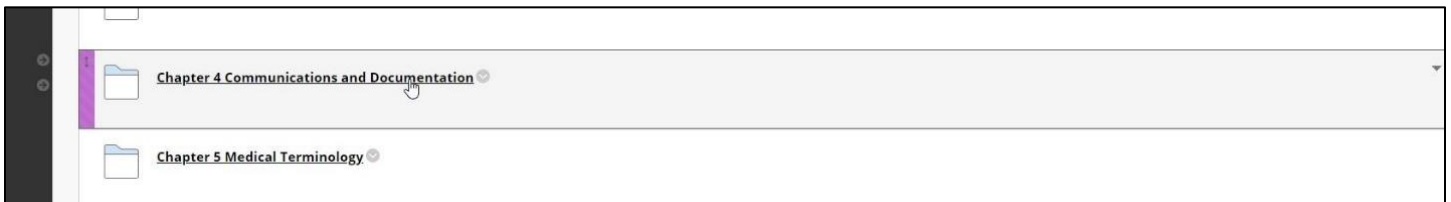
Enabling LTI Graded Activities in Blackboard Classic

Where applicable, certain LTI links connect to modules which report grades for student attempts. Examples include eBook Quizzes and select Interactive Lectures. Applicable links must be manually adjusted to enable grade reporting in Blackboard. Please consult with your Sales Representative if you are uncertain if your course contains activities intended to return grades.

1. Ensure that **Edit Mode** is switched **On**.



2. Open the chapter containing the gradable items.



3. Next to the item you would like to convert to a graded activity, click on the down arrow to open the menu and choose **Edit**.



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4. Under **Web Link Information**, select **Yes** to **Enable Evaluation**. Then enter a desired value in the **Points Possible** field.

WEB LINK INFORMATION

* Name

* URL
For example, http://www.myschool.edu/

This link is to a Tool Provider. [What's a Tool Provider?](#)

Enable Evaluation Yes No

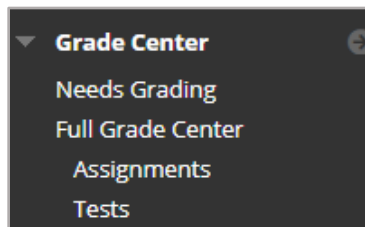
To set additional evaluation options, use the Column settings in the Grade Center

* Points Possible

5. Adjust the remaining settings as necessary and hit **Submit** when finished.

Cancel **Submit**

6. To confirm this activity is now reporting to your gradebook, click on the **Full Grade Center** under the **Grade Center** menu option.



7. Scroll through the **Grade Center** to confirm it displays as desired.

Sort Columns By: Layout Position		Order: Ascending	
Last Saved: March 8, 2021 12:06 PM			
LATIONS: RGIC TION	CHAPTER 2 EBOOK QUIZ	LECTURE: CHAPTER 2 WORKFORCE SAFETY AND WELLNESS	CHAPTER 4 EBOOK QUIZ
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If you are unable locate your Key and Secret, please contact us at support@jblearning.com or dial **800-832-0034**.

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