# 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.

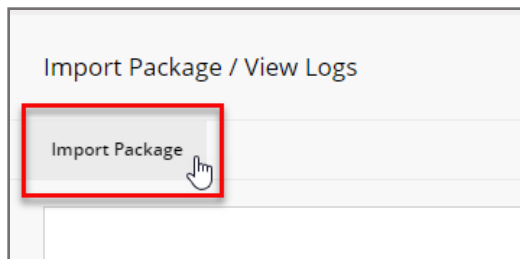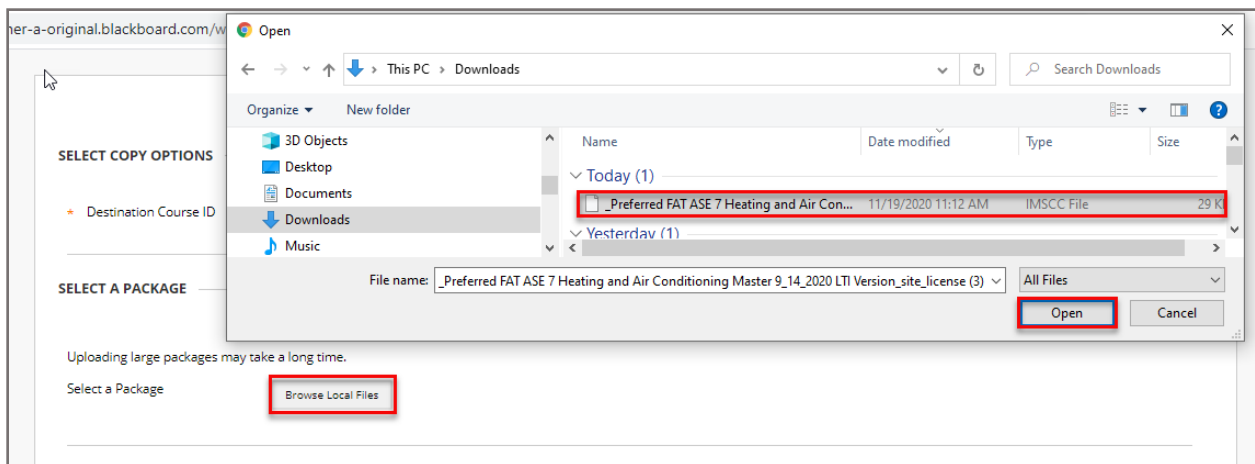2. Navigate to the **Control Panel** and click on **Packages and Utilities**.
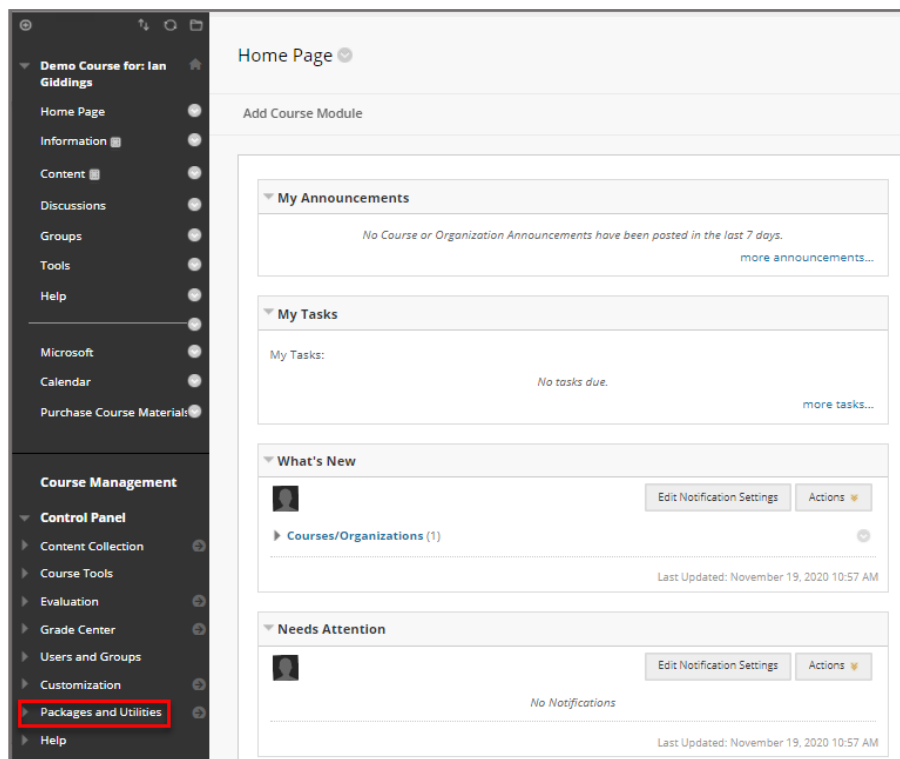
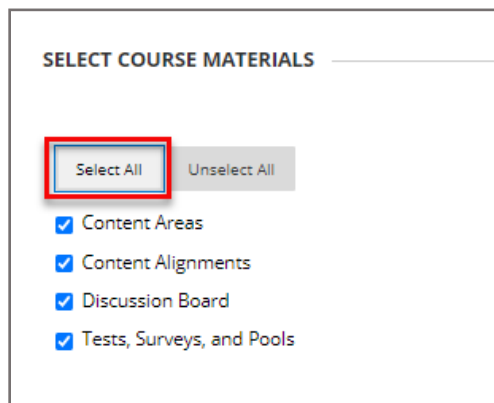3. Click on **Import Package/View Logs.**
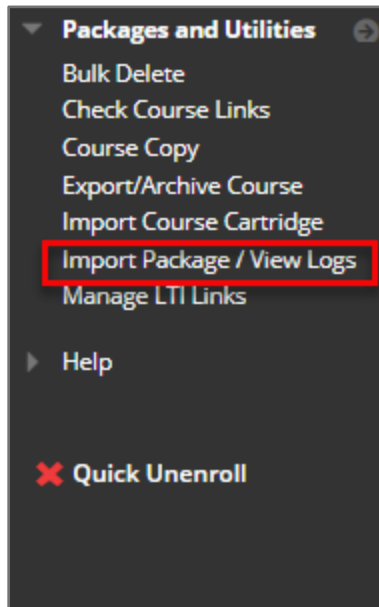
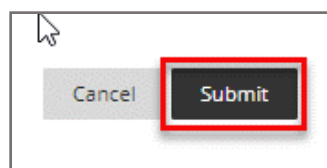4. Click on **Import Package.**

5. Click on **Browse Local Files** and choose the corresponding downloaded IMSCC file associated with the Blackboard course.
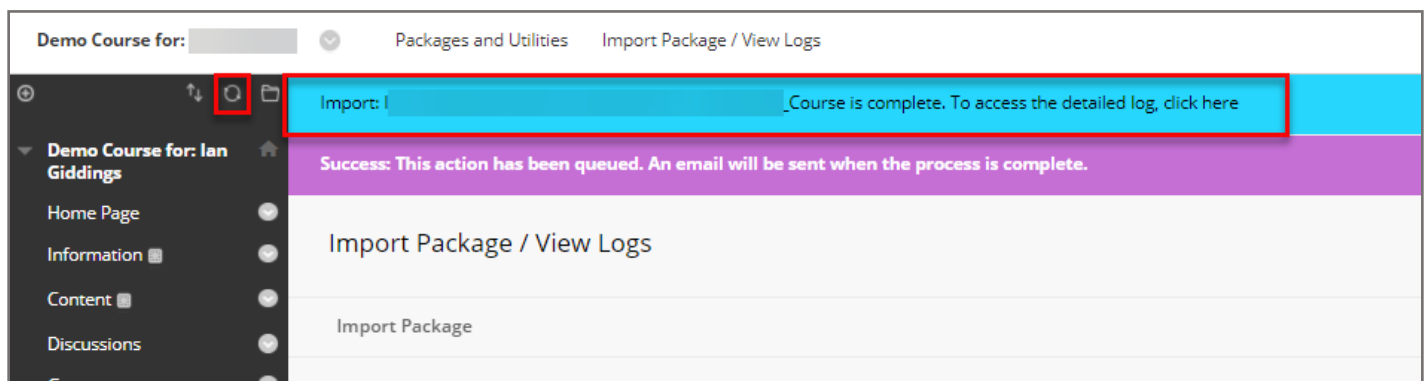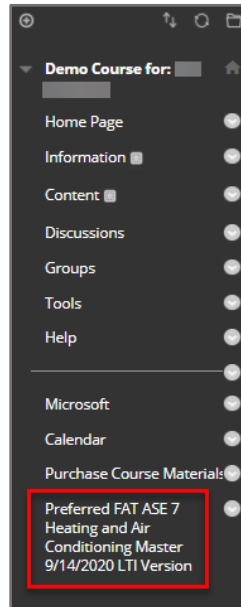
6. Click on **Select All** Course Materials.

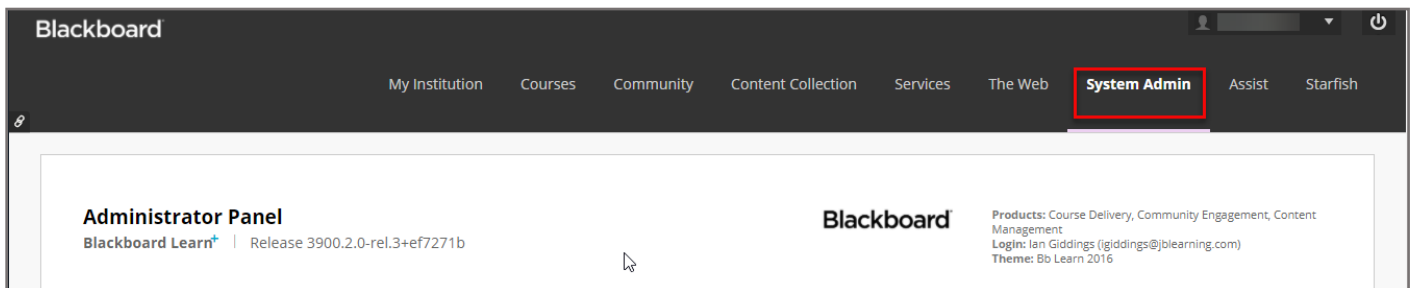7. Then click on **Submit.**

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.
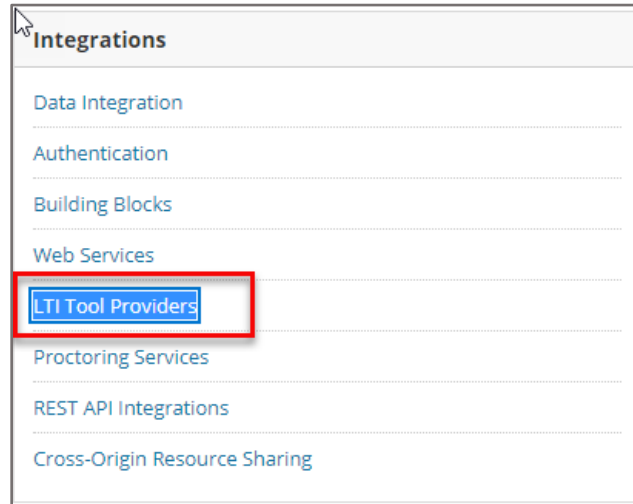

10. Log in to Blackboard as the **System Administrator** and click on the **System Admin** tab.
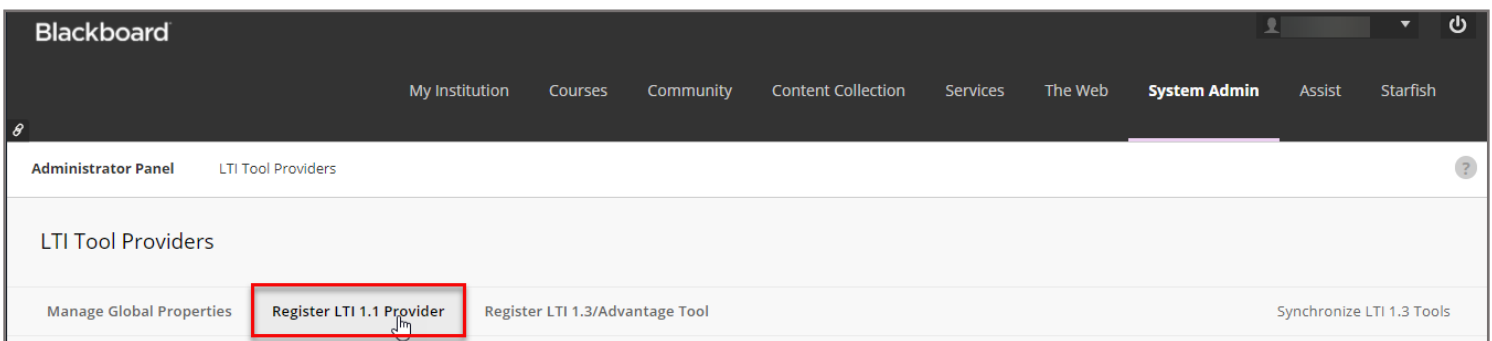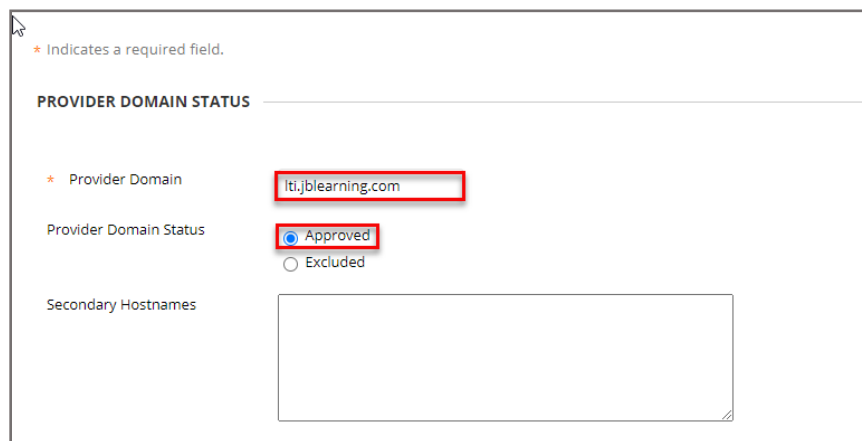
11. Scroll to the **Integrations** section and click on **LTI Tool Providers.** *Note, in some versions of Blackboard, this section is labelled as "Building Blocks" rather than "Integrations."*

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.**

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

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


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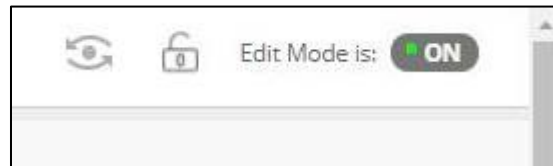
2. Open the chapter containing the gradable items.
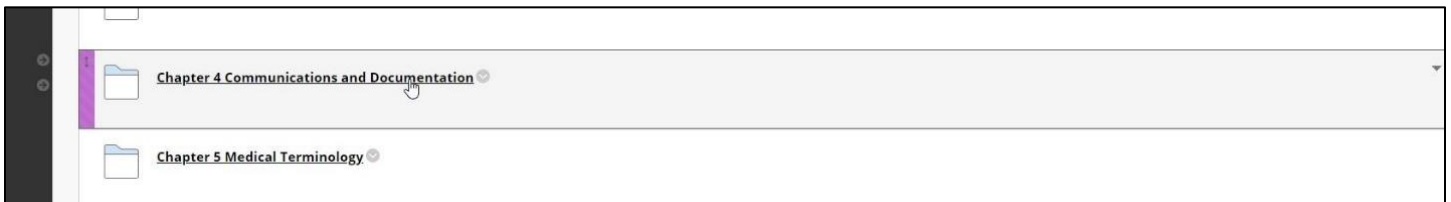
3. Next to the item you would like to convert to a graded activity, click on the down arrow to open the menu and choose **Edit**.

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

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

6. To confirm this activity is now reporting to your gradebook, click on the **Full Grade Center** under the **Grade Center** menu option.
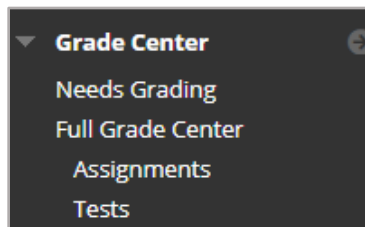
7. Scroll through the **Grade Center** to confirm it displays as desired.

If you are unable locate your Key and Secret, please contact us at **support@jblearning.com** or dial **800-832-0034**.

JONES & BARTLETT LEARNING
An Ascend Learning Company

PUBLIC SAFETY GROUP
A DIVISION OF JONES & BARTLETT LEARNING

CDX Learning Systems