# How to Import an LTI-based Cartridge and Enable the JB Learning LTI External Tool in Moodle

This document provides steps to import an LTI-based IMSCC Cartridge and enable the JB Learning LTI External Tool in the Moodle Learning Management System (LMS). The steps below reflect a common and recommended approach for uploading and enabling the LTI content within your LMS. Screenshots are provided for illustrative purposes and may not exactly match your system. Navigation elements may vary depending on your version of the platform and custom configurations.

1. First, create a new Moodle course shell. Each IMSCC file represents an individual course, and we recommend creating a new course shell to upload each LTI IMSCC file.

2. Ensure you are logged into Moodle as the **System Administrator** then click on **Site Administration**.
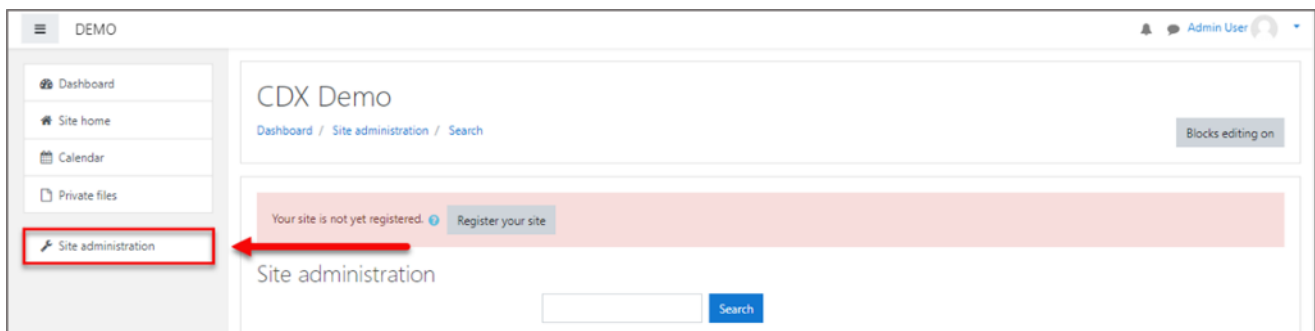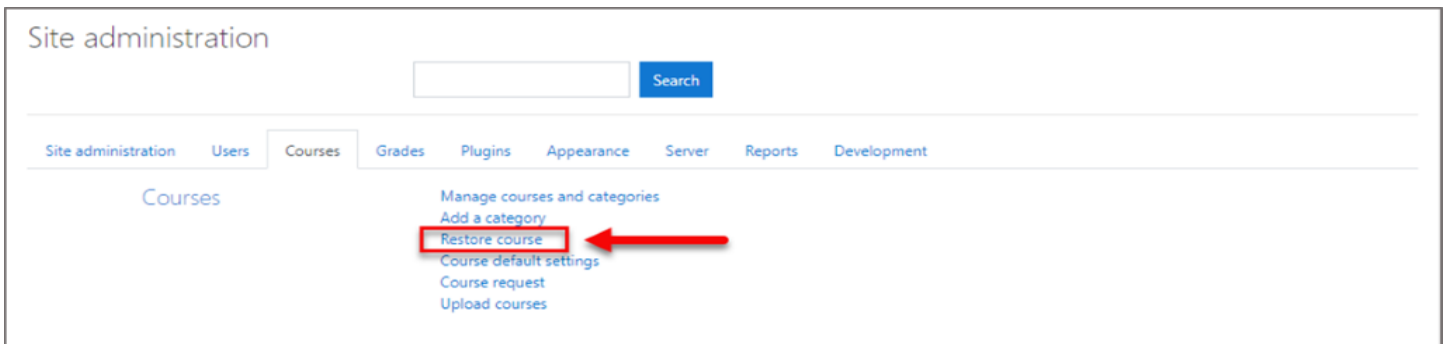

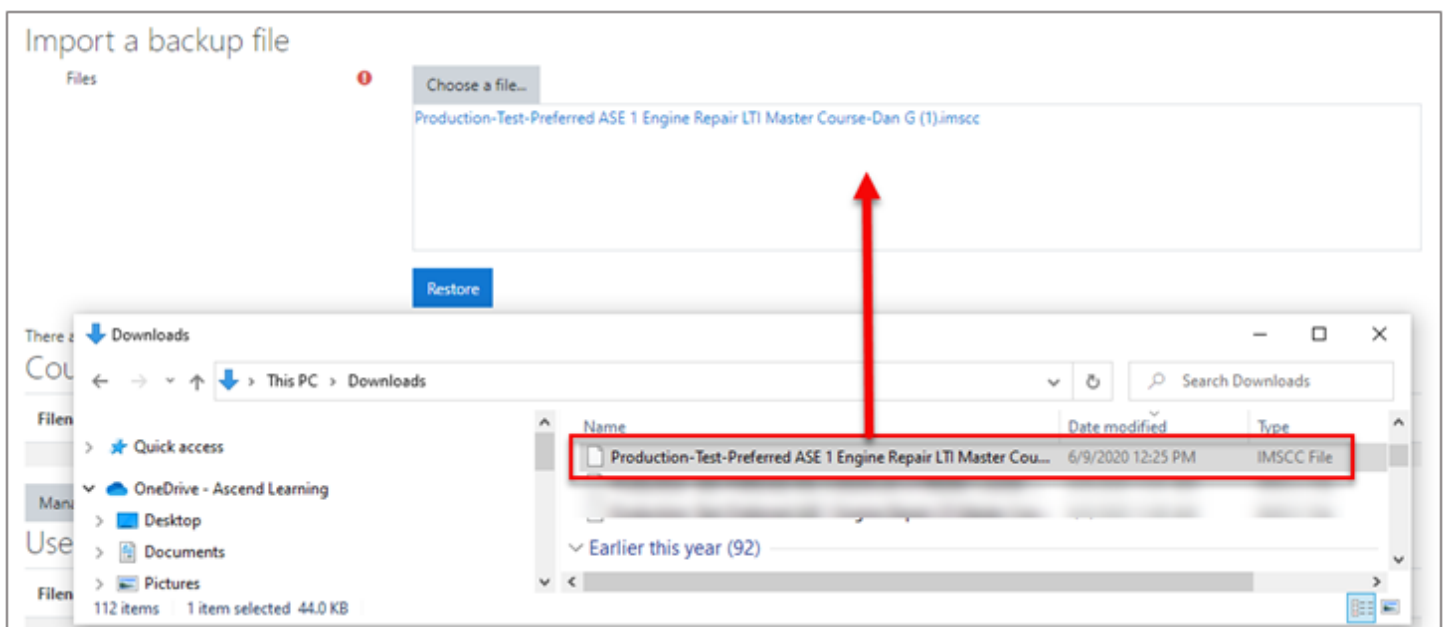3. Once on the **Site administration** page, click on the **Courses** tab**.**
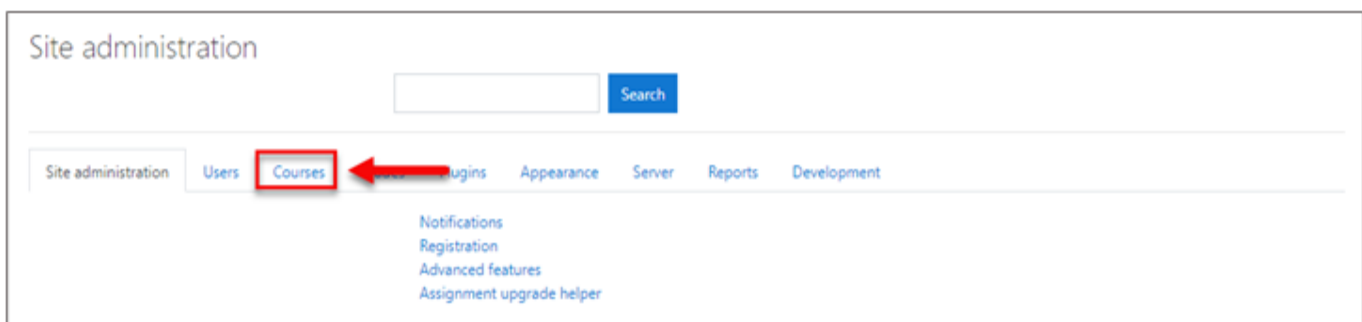
4. From the **Courses** tab, under the **Courses** heading, click on **Restore Course.**

5. Drag and drop the downloaded IMSCC file associated with the Moodle course into the **Import a backup file** field displayed.
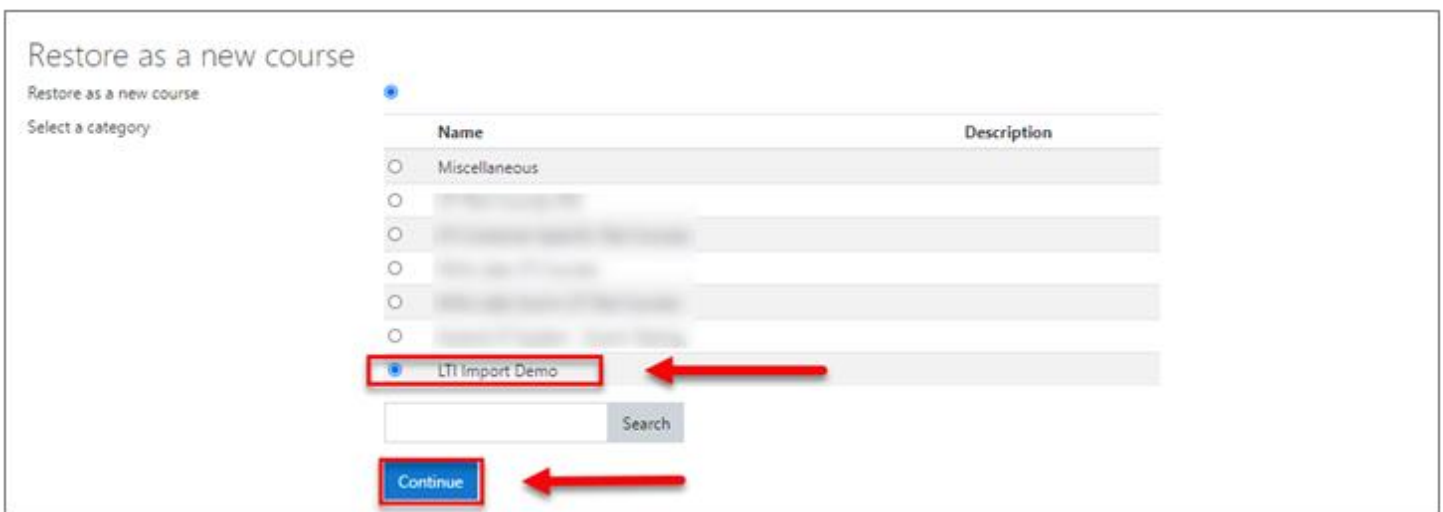

6. Wait for the file name to load and turn blue, then click on **Restore.**

7. Click **Continue.**

8. Under **Restore as a new course,** select the **Category** to which you would like to add the course. Click **Continue.**

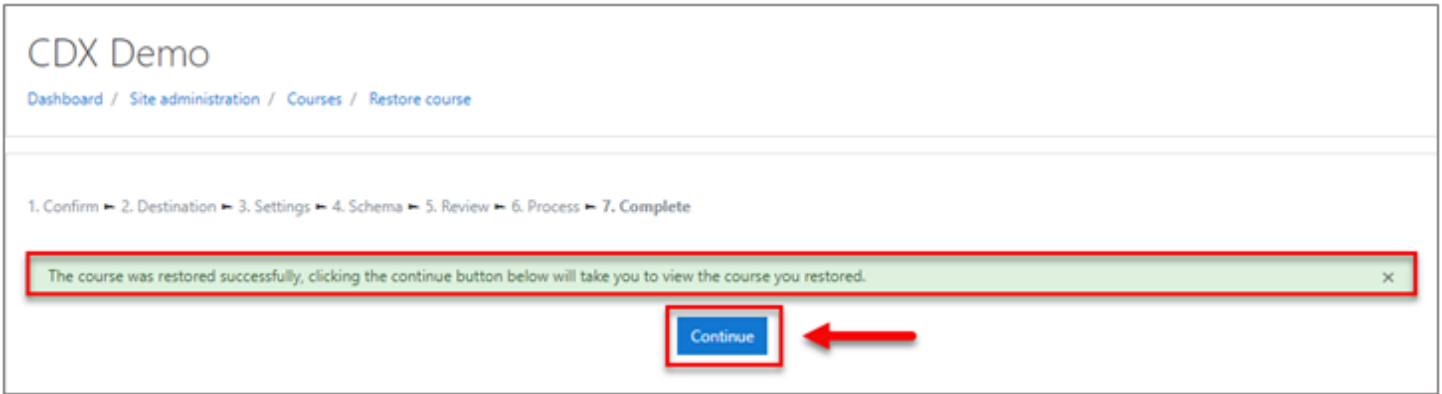9. On the **Restore settings** page, scroll down to the bottom, and click on **Next.**


10. On the **Course settings** page, scroll down and click on **Next**.

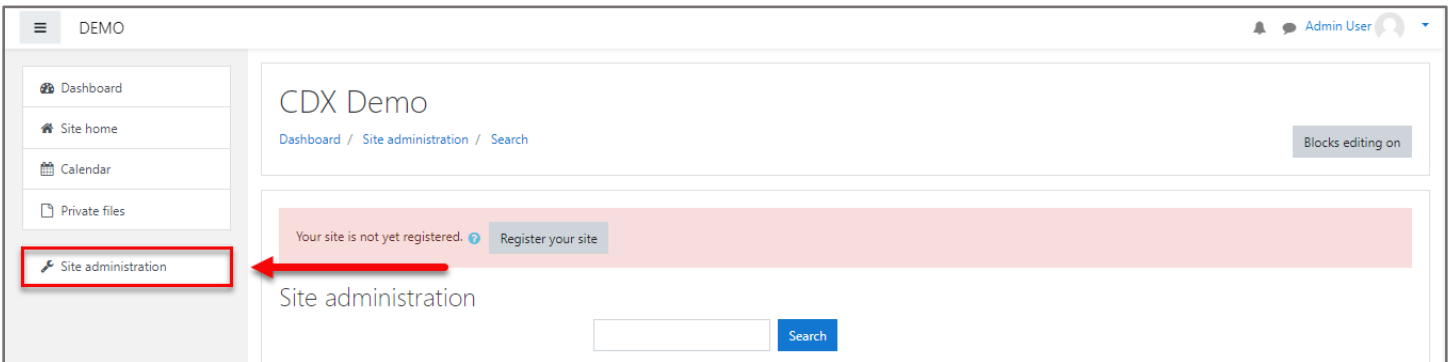11. Then, on the next page, scroll to the bottom and click on **Perform restore**.

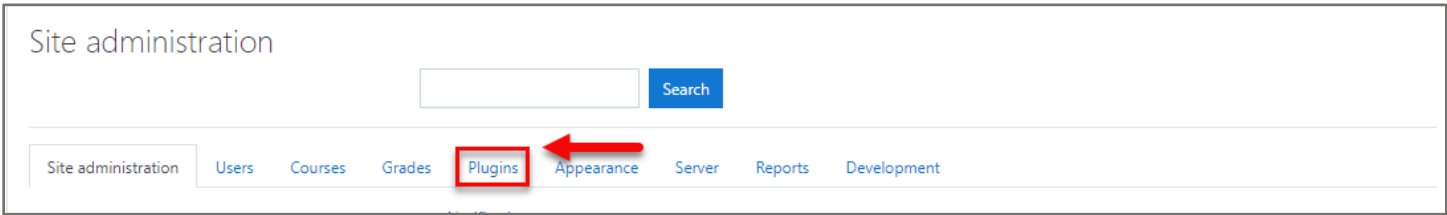12. Upon receiving the **Course Restored Successfully** notice, click on **Continue**.

13. The course will automatically open. This concludes the **Import** of the LTI IMSCC Cartridge in your Moodle LMS, and you must now configure the **LTI Tool Provider** in Moodle.
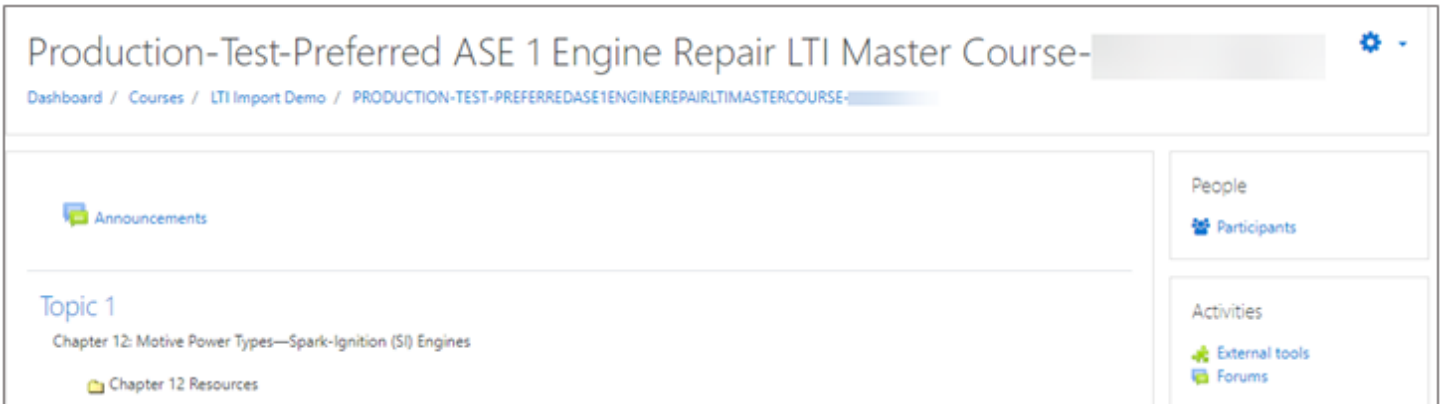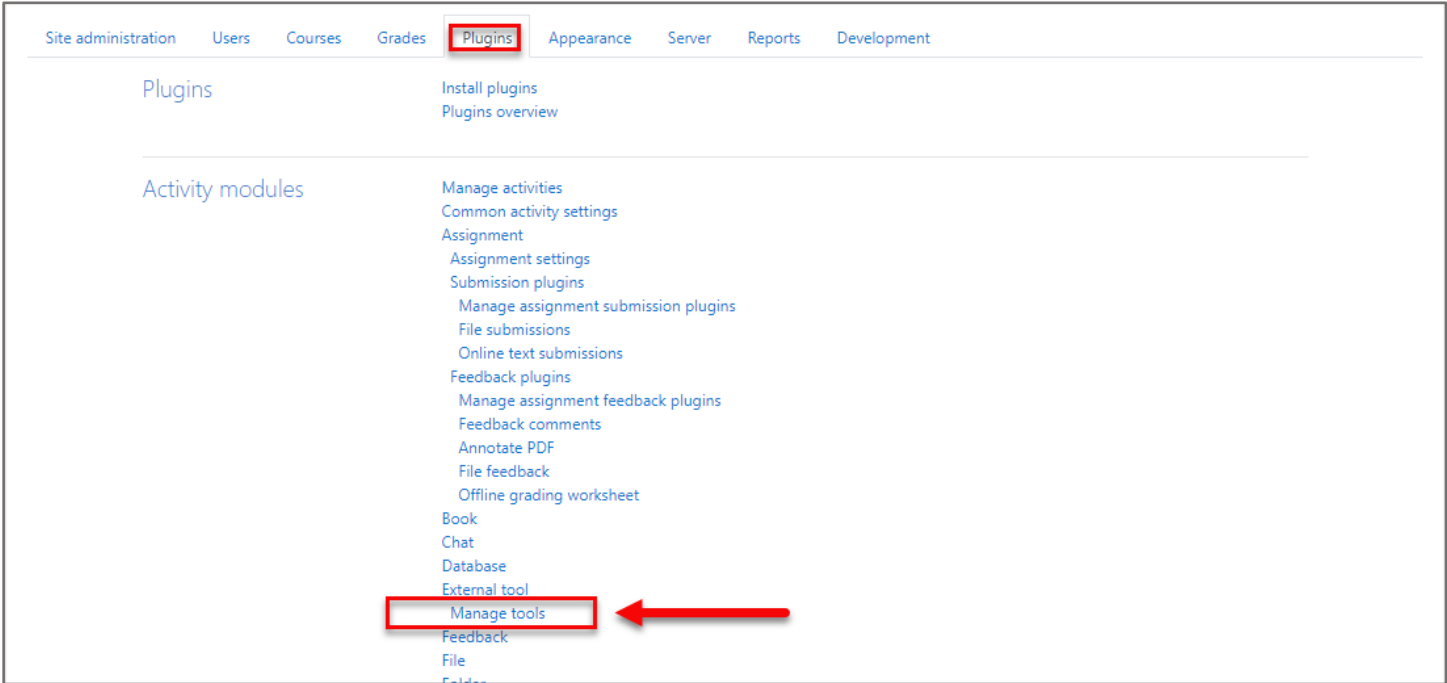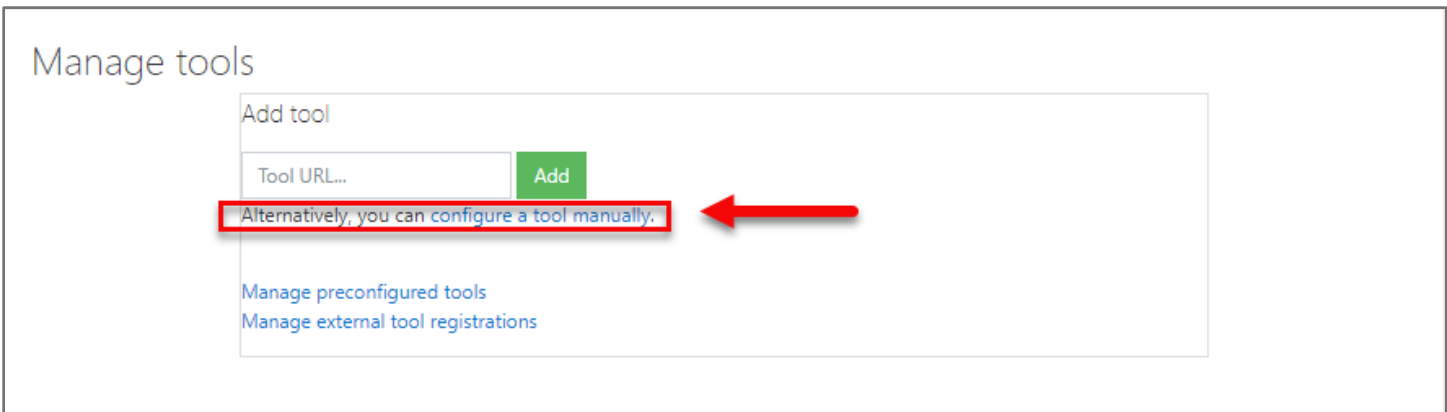

14. Click on **Site administration**.

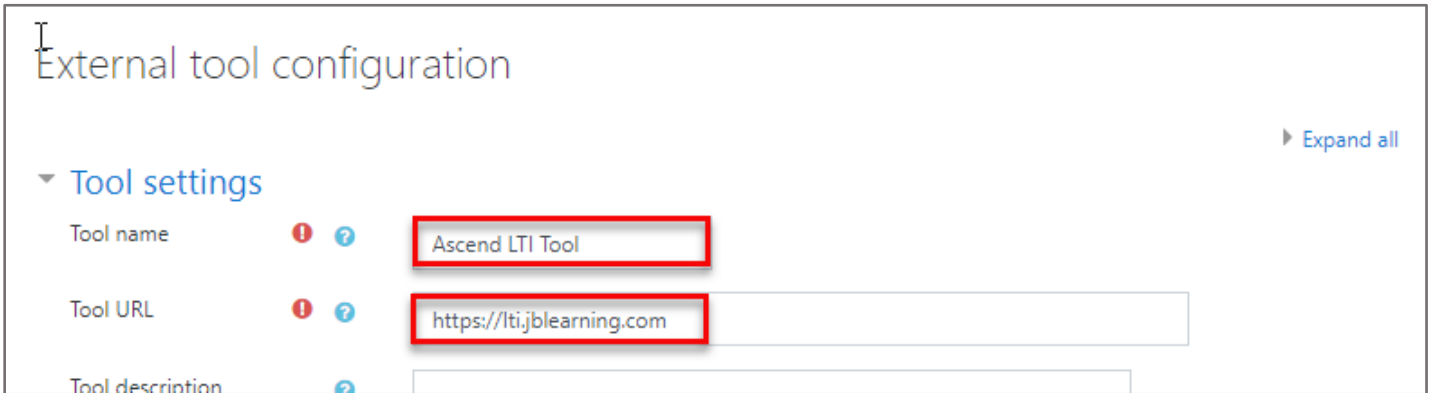15. From the **Site administration** page, select the **Plugins** tab.

16. Under **Plugins**, scroll to the **Activity modules** section and click on **Manage tools** (Just below External tool).

17. From the **Manage tools** page, click on **configure a tool manually.**

18. On the **External tool configuration** page, under **Tool settings,** enter the required **Tool name**: *JB Learning LTI Tool*, or a name of your choosing, and **Tool URL**: *https://lti.jblearning.com*
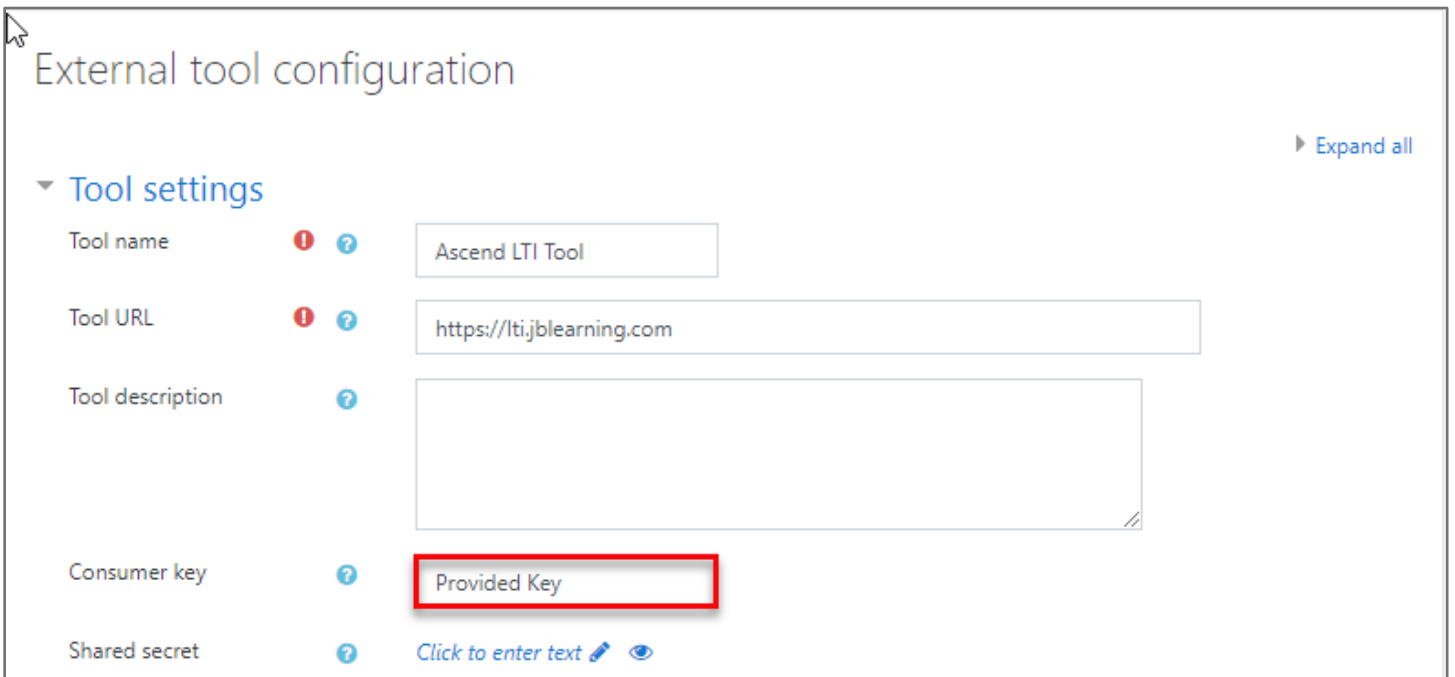

19. Enter the provided **Consumer key.**

20. Click on **Click to enter text** next to **Shared secret** and enter your provided Shared Secret.

21. Scroll down on the **External tool configuration** page and click on **Privacy.** These settings control what information your Moodle environment sends to JB Learning's platform during an LTI Launch. We recommend applying the following settings:

   a. Share launcher's name with tool: **Always** share the launcher's information.

   b. Share launcher's email with tool: **Always** share the launcher's information.

   c. Accept grades from the tool: **Delegate to teacher** (this allows the teacher to choose which grades report to the Moodle gradebook)

22. Scroll to the bottom and click on **Save Changes**.
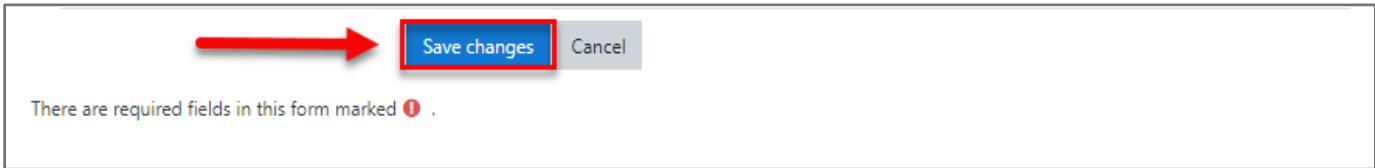
If you cannot locate your key and secret, please contact us at **support@jblearning.com** or dial **800-832-0034.**