



LTI Tool Admin Guide – Blackboard

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Getting Started - Requesting Credentials from Barnes & Noble College

The LMS Administrator will need to request a key and secret in order to successfully author links for courses in the LMS.

Following are instructions on how to access and request a consumer key and shared secret:

- Navigate to the following URL:
<https://blti.bncollege.com/registration/consumer>
- Complete the form, taking note of the required fields:

| Field Name | Description |
|------------|--|
| LMS Type | Please select the LMS used at your institution (e.g. Blackboard). |
| School | Enter your institution's name in this field. This is a free form text box with no character limits. |
| Email | Please enter your institutional email address. An auto-generated email will be sent to this address when the consumer key and shared secret are created. |
| First Name | Enter your first name in this field. |
| Last Name | Enter your last name in this field. |
| Phone | Enter your phone number in this field. |
| Job Title | We recommend that you also enter your job title. This will help Barnes & Noble College know this request is legitimate. |
| CAPTCHA | For security purposes. This step must be completed before the credential request can be submitted for processing. |

If your institution employs multiple learning management systems, a separate key request will need to be submitted for each.

Once all the required fields are successfully filled, click the **Submit** button to submit the key and secret request.

After the credential request has been successfully submitted, the system will direct you to a success page. You will also receive a confirmation email from the Barnes & Noble College LTI support team with steps to [test the connectivity](#) (also seen in the next step) and further instructions to set up the LTI integration.



Your consumer key and shared secret will be generated and sent to your provided email address, after you have provided Barnes & Noble College with all of the information requested in the following step.

Testing Link Connectivity with Barnes & Noble College

By testing the link connectivity, you are providing Barnes & Noble College with the parameters used within your Blackboard instance. Knowing the Course ID or Course Registration Number format used by your campus will help us devise an algorithm to link students to the correct course materials and instructors to their correct courses.

Below are the steps to test connectivity in the Blackboard Learn Original Experience:

| Steps |
|---|
| 1. Log in to Blackboard with your administrator username and password. Users will need to have LTI link authoring privileges. |
| 2. Click Admin to go to the Administrator Panel. |
| 3. Find the Building Blocks sub-menu and select Building Blocks . |
| 4. Click LTI Tool Providers . |
| 5. On the LTI Tool Providers page, click Register Provider Domain (under the header). |
| 6. In the form, enter the following in the fields: <ul style="list-style-type: none">• Provider Domain: <i>blti.bncollege.com</i>• Provider Domain Status: <i>Approved</i>• Secondary Hostnames: <i>leave blank</i>• Default Configuration: <i>Set globally</i>• Tool Provider Key: <i>enter the temporary key test</i>• Too Provider Secret: <i>enter the temporary secret test</i>• Tool Provider Custom Parameters: <i>leave blank</i>• Send User Data: <i>Send user data only over SSL</i>• User Fields to Send: check Name, Email Address, and Role in Course• Show User Acknowledgement Message: <i>No</i>• Message Text: <i>leave blank</i> |
| 7. Click Submit . |
| 8. You will be returned to the LTI Tool Providers menu. From there, hover over the provider <i>blti.bncollege.com</i> and click the down arrow icon to reveal the Options Menu. |
| 9. From your options, click Manage Placements . |
| 10. In the Manage Placements menu, click Create Placement . |

Steps

11. On the Create Placement page, enter the following in the fields:

- Label: **BNC Connectivity Test**
- Description: *leave blank*
- Handle: bn_test
- Availability: Yes
- Type: Student Tool
- Launch in New Window: *leave unchecked*
- Icon: *no icon*
- Tool Provider URL: <https://blti.bncollege.com/lti/1.1/debug>
- Tool Provider Custom Parameters: *leave blank*

12. Click **Submit**.

13. Return to your main Administrator Panel.

14. Under Courses, click **Courses**. Locate and access a current or recent term course, as generated from your SIS.

15. Click **Tools**.

16. Locate and click **BNC Connectivity Test**.

17. Once the LTI Parameters appear, click “**Send LTI Parameters to Barnes & Noble College**.”

18. Enter your email, School, and a brief message, then click **Submit**.

19. Please repeat the test for courses of different formats, e.g. multi-section or cross-listed courses.

20. Once testing is complete, please email a listing of term codes for the academic year (e.g. **202001 = Spring 2020, etc.**) to ltisupport@bncollege.com.

21. Delete the placement for the BNC Connectivity Test once you have submitted the results to Barnes & Noble College. Otherwise, instructor and student users may attempt to use it.



If you have trouble submitting your connectivity test, send a screenshot to ltisupport@bncollege.com.

System-Level External Tool Configuration

In this section, the Blackboard administrator will create an external tool that will enable the following LTI link site-wide in Blackboard:

- **Purchase Course Materials**
 - This LTI link will direct students to their course materials on the official bookstore website.


These steps are to be executed after the connectivity test is complete and the consumer key and shared secret have been issued by Barnes & Noble College. **We suggest setting up these links in a staging environment for testing before implementing in your production environment.**

Setup for “Purchase Course Materials” Link

| Steps |
|---|
| 1. Once you have received your key and secret, click Admin to go to the Administrator Panel. |
| 2. Select Building Blocks from the Building Blocks sub-menu. |
| 3. Click LTI Tool Providers . |
| 4. Locate and hover over the provider blti.bncollege.com . |
| 5. Click the arrow icon that appears, and click Edit . |
| 6. Enter your new key and secret under the Default Configuration section. |
| 7. Click Submit . |
| 8. You will be returned to the LTI Tool Providers menu. Hover over the provider blti.bncollege.com and click the arrow icon again. |
| 9. Click Manage Placements . |
| 10. In the Manage Placements menu, click Create Placement . |
| 11. On the Create Placement page, enter the following in the fields: <ul style="list-style-type: none">• Label: Purchase Course Materials• Description: <i>leave blank</i>• Handle: bookstore• Availability: Yes• Type: Student Tool• Launch in New Window: <i>check the box</i>• Icon: Download the icon to your hard drive and upload it to the form.• Tool Provider URL: https://blti.bncollege.com/lti/1.1/launch/bn_wcs• Tool Provider Custom Parameters: <i>leave blank</i> |
| 12. Click Submit . |

Adding “Purchase Course Materials” to Your Default Course Menu

After installing the LTI placement for Purchase Course Materials, please follow the steps below to add it to your default course menu.

| Steps | |
|--|---|
| 1. | Return to the Administrator Panel. |
| 2. | Select Course Settings from the Courses sub-menu. |
| 3. | Click on Course Menu and Structures . |
| 4. | Under Create Default Menu, click the + sign in the navigation menu. |
| 5. | Select Tool Link from the drop-down options. |
| 6. | For Name , type Purchase Course Materials. a. If you prefer, you can name the link more specifically for your campus bookstore. Please inform the bookstore in the case of a name change. |
| 7. | Click the drop-down next to Type and select Purchase Course Materials. |
| 8. | Check the box for Available to Users . |
| 9. | Click Submit. |
|  | If your master course template is located elsewhere, please navigate to it and complete steps 4 through 9. |

Testing the Link

After placing the link, we recommend testing it before pushing them campus-wide. To include Barnes & Noble College in your testing process, please generate test credentials and share them with us via ltisupport@bncollege.com.

Purchase Course Materials

| Steps |
|---|
| 1. Log into Blackboard with student credentials. |
| 2. Select a course from your Dashboard or Courses menu that has the LTI link enabled. |
| 3. On the left-hand navigation bar, click the link for Purchase Course Materials . a. You will be redirected to your campus bookstore website in a new tab or window. b. The pop-up may be blocked on the first attempt. Enable the pop-up from your browser. |
| 4. On the first cross-over, you will be prompted to log into your campus bookstore website. a. Please click Create Account , fill out the required information, and click Create Account . |
| 5. You will be signed in, and your Blackboard account will be paired with the bookstore website. a. You will not have to log in again when using the Purchase Course Materials link in the future, whether from the same course or a different one. |
| 6. On the bookstore website, you are provided with the course materials for the course you selected in Blackboard. Text materials will appear in all of the available formats (new, used, rental, and/or digital). a. Once you reach this point, the test is successful. |
| 7. To further verify the account pairing: a. Hover over “Hello, [Your Name]” at the top of the page. b. Click My Account . c. Scroll down to “LMS Account.” If you are linked, you will have the option to unlink your account. |

Going Live

Once you have completed the setup of the Barnes & Noble College LTI links in your production environment, please let us know by reaching out to ltisupport@bncollege.com.

Please provide us with a screenshot of the link(s) within your course template, so that the store manager can advise students and faculty where to find the bookstore within Blackboard.

Upon going live, we provide the store manager with an email template that may be used to communicate the availability of the bookstore links in Blackboard. We can also provide how-to documentation for the faculty and student links to you and the store manager.

Important Notes and Troubleshooting

Error Messages

An error message may appear when the tool link is accessed. The most common errors include:

400 Bad Request

404 Page Not Found

500 Internal Server Error

403 Forbidden

406 Cookie Error

The message that appears will provide more detail as to the nature of the error, and actions to take to resolve it.

An Error Has Occurred

If you see the message, “AN UNEXPECTED ERROR HAS OCCURRED. PLEASE CONTACT YOUR CAMPUS BOOKSTORE,” please enable cookies in your browser. This message may also appear if you are attempting to access the link from within a private window.

If the LTI link fails to launch, the pop-out window may be blocked. Please allow pop-ups from your Canvas site, and then attempt the link again.

Pop Ups Blocked

If the LTI link fails to launch, the pop-out window may be blocked. Please allow pop-ups from your Blackboard site, and then attempt the link again.

Other Issues or Concerns – Contact Us

For help with other concerns relating to the LMS integration in Blackboard, please contact us by email:

| Email Address |
|--|
| ltisupport@bncollege.com |