



# **LTI Tool Admin Guide – Blackboard Open LMS**

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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 Open LMS).
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 complete your 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 further instructions to set up the LTI integration.

## Testing Link Connectivity with Barnes & Noble College

By testing the link connectivity, you are providing Barnes & Noble College with the parameters used within your LMS instance. Knowing the Course ID or Course Registration Number format used by your campus will help us connect students and instructors to the right course materials.

Following are the steps to test connectivity:

Steps
1. Log in to Blackboard Open with your administrator username and password. Users will need to have LTI link authoring privileges.
2. Navigate to and select an available course. A course from your current term is preferable, as it will contain the most up-to-date parameters. If you test in staging, please employ a course with a production naming scheme (e.g. an SIS course).
3. Click the <b>Turn editing on</b> button at the top right-hand corner of your course page.
4. In your General section, click <b>+ Add an activity or resource</b> .
5. Your list of activities and resources will appear.
6. Select <b>External tool</b> from the Activities list, then click <b>Add</b> .
7. In the new page titled Adding a new External tool, click “Show more...” under the General section and enter the following in the fields: <ul style="list-style-type: none"><li>• <b>Tool Name:</b> BNC Connectivity Test</li><li>• Display description on course page: <i>unchecked</i></li><li>• Display activity name when launched: <i>unchecked</i></li><li>• Display activity description when launched: <i>unchecked</i></li><li>• Preconfigured tool: Automatic, based on tool URL</li><li>• <b>Tool Base URL:</b> <a href="https://blti.bncollege.com/lti/1.1/debug">https://blti.bncollege.com/lti/1.1/debug</a></li><li>• Secure tool URL: <a href="https://blti.bncollege.com/lti/1.1/debug">https://blti.bncollege.com/lti/1.1/debug</a></li><li>• <b>Default launch container:</b> New window</li><li>• <b>Consumer Key:</b> Test</li><li>• <b>Shared Secret:</b> Test</li><li>• <b>Custom Parameters:</b> none</li><li>• <b>Icon URL:</b> <i>none</i></li><li>• Secure icon URL: <i>none</i></li></ul>
8. In the Privacy area, enter the following: <ul style="list-style-type: none"><li>• <b>Share launcher’s name with tool:</b> Always</li><li>• <b>Share launcher’s email with tool:</b> Always</li><li>• <b>Accept grades from the tool:</b> Never</li></ul>
9. Leave the rest of the settings as-is, and click <b>Save and display</b> .
10. You will be taken to the LTI Parameters page in a new window. <ol style="list-style-type: none"><li>a. If prompted, click <b>Load BNC Connectivity Test</b> to proceed.</li></ol>

**Steps**

11. On this page, click **Send LTI Parameters to Barnes & Noble College**.

12. Fill in the required information, then click **Submit**.

a. A message will appear indicating the successful submission of your test.

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

14. Once testing is complete, please email a listing of term codes for the academic year (e.g. **FA19 = Fall 2019, etc.**) to [ltisupport@bncollege.com](mailto:ltisupport@bncollege.com).

15. We recommend that you remove the BNC Connectivity Test external tool from your courses once you have submitted the results to Barnes & Noble College.



If you have trouble submitting your connectivity test, send a screenshot to [ltisupport@bncollege.com](mailto:ltisupport@bncollege.com).


## System-Level External Tool Configuration

In this section, the Blackboard Open LMS administrator will create an external tool that will enable the following LTI link at the institution level. This will automatically become available for faculty to add in their courses:

- **Purchase Course Materials**
  - This external tool directs students to their section’s course materials on the official bookstore website.
  - A one-time sign-in links students’ bookstore website credentials to the LMS.

If possible, 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.	In Blackboard Open LMS, sign in as the site administrator.
2.	Navigate to <b>Administration &gt; Site administration &gt; Plugins &gt; Activity modules &gt; LTI &gt; Add external tool configuration</b>
3.	Select <b>Add external tool configuration</b> from External Tool Types.
4.	In the Tool Settings area, enter the following: <ul style="list-style-type: none"><li>• <b>Tool Name:</b> Purchase Course Materials</li><li>• <b>Tool Base URL:</b> <a href="https://blti.bncollege.com/lti/1.1/launch/bn_wcs">https://blti.bncollege.com/lti/1.1/launch/bn_wcs</a></li><li>• <b>Consumer Key:</b> <i>Enter the consumer key provided to you via email.</i></li><li>• <b>Shared Secret:</b> <i>Enter the shared secret provided to you via email.</i></li><li>• <b>Custom Parameters:</b> none</li><li>• <b>External tool type:</b> Automatic, based on launch URL</li><li>• <b>Default launch container:</b> New window</li><li>• <b>Icon URL:</b> <a href="https://facultyenlight.com/sites/default/files/u53/icon_purchase.png">https://facultyenlight.com/sites/default/files/u53/icon_purchase.png</a></li></ul>
5.	In the Privacy area, enter the following: <ul style="list-style-type: none"><li>• <b>Share launcher’s name with tool:</b> Always</li><li>• <b>Share launcher’s email with tool:</b> Always</li><li>• <b>Accept grades from the tool:</b> Never</li></ul>
	Grade settings, outcomes, and completion tracking are not required for this tool. Default common module settings should remain in place.
6.	Click <b>Save Changes</b> .
7.	The Purchase Course Materials tool will now be available for faculty to add to their courses.

## Testing the Link

After placing the link, we recommend testing it before pushing it campus-wide.



When testing, be sure to use a course from a current or upcoming term. Using a course from a past term will not test successfully, as the term may no longer be available on the bookstore website.

## Purchase Course Materials

Steps
1. Log into Blackboard Open LMS with student credentials.
2. Select a course that has the LTI link enabled from your <b>My Courses</b> menu.
3. In the section where the link is placed, click <b>Purchase Course Materials</b> . 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 <b>Create Account</b> , fill out the required information, and click <b>Create Account</b> .
5. You will be signed in, and your Blackboard Open 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 the LMS. 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 <b>My Account</b> . c. Scroll down to “LMS Account.” If you are linked, you will have the option to unlink your account.

## Course-Level External Tool Configuration

Once you have completed the System-Level External Setup, the links must be enabled at the course level, either in each course or in your course template.

The following steps are to add the link to the template, but may be followed on a course-by-course basis by instructors if desired.

Steps
1. Log in to Blackboard Open as the site administrator.
2. Navigate to your course template.
3. Click the <b>Turn editing on</b> button at the top right-hand corner of your course page.
4. In the section where you wish to place the link, click <b>Add an activity or resource</b> . <i>Snap theme: click <b>Create learning activity or resource</b>.</i>
5. Select <b>Purchase Course Materials</b> from the list of activities and resources, then click <b>Add</b> .
6. On the <b>Adding a new External tool</b> page, enter the following: <ul style="list-style-type: none"><li>• Activity name: <b>Purchase Course Materials</b></li></ul>
7. Click <b>Save and return to course</b> .



## Going Live

When 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](mailto:ltisupport@bncollege.com). This way, we will know to follow up with the bookstore manager in order to help him or her inform faculty of the presence of these links in Blackboard Open LMS.

## Important Notes and Troubleshooting

### Link Doesn't Launch



The LTI link may fail to launch from your Blackboard Open LMS. Most often, the web browser is preventing the new window or tab from launching. If this occurs, please allow pop-ups to open from your Blackboard Open site, and then attempt the link again.

### 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.

### Additional 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.

## Contact Us

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

Email Address
<a href="mailto:ltisupport@bncollege.com">ltisupport@bncollege.com</a>