



# **LTI Tool Admin Guide – Canvas**

## **Contents**

|  |   |
|--|---|
| Getting Started - Requesting Credentials from Barnes & Noble College ..... | 3 |
| Testing Link Connectivity with Barnes & Noble College.....                 | 4 |
| System-Level External Tool Configuration .....                             | 5 |
| Setup for “Purchase Course Materials” Link.....                            | 5 |
| Testing the Link.....  | 6 |
| Purchase Course Materials .....  | 6 |
| Going Live.....  | 7 |
| Important Notes and Troubleshooting.....                                   | 7 |
| Link Doesn’t Launch .....  | 7 |
| 403 Error .....  | 7 |
| An Error Has Occurred .....  | 7 |
| Additional Error Messages .....  | 7 |
| Other Issues or Concerns – Contact Us.....                                 | 8 |

## 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. Canvas).  |
| 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 including CAPTCHA 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 Canvas 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.

Following are the steps to test connectivity:

| Steps   |
|---|
| 1. Log into Canvas with your administrator username and password. Users will need to have app creation and configuration 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. <b>Please note:</b> a test conducted from a sandbox will not provide the necessary course information.   |
| 3. Click <b>Settings</b> from the left-hand navigation.   |
| 4. Click the <b>Apps</b> tab.   |
| 5. Click the <b>View App Configurations</b> button.   |
| 6. Click the <b>+ App</b> button to add the Connectivity Test.  |
| 7. The Add App dialog will appear in Canvas. Enter the following in the fields: <ul style="list-style-type: none"> <li>• Configuration Type: Select <b>By URL</b> from the drop-down menu.</li> <li>• Name: <b>BNC Connectivity Test</b></li> <li>• Consumer Key: <b>TEST</b></li> <li>• Shared Secret: <b>TEST</b></li> <li>• Config URL: <a href="https://blti.bncollege.com/assets/canvas/bn_connectivity_test_prod_config.xml">https://blti.bncollege.com/assets/canvas/bn_connectivity_test_prod_config.xml</a></li> </ul> |
| 8. Click <b>Submit</b> once the URL is pasted.  |
| 9. Return to the course Home page or refresh your browser to see the <b>BNC Connectivity Test</b> link in the left-hand navigation.   |
| 10. Click on <b>BNC Connectivity Test</b> .   |
| 11. You will be taken to the LTI Parameters page. <ol style="list-style-type: none"> <li>a. If prompted, click <b>Load BNC Connectivity Test</b> to proceed.</li> </ol>   |
| 12. On this page, click <b>Send LTI Parameters to Barnes &amp; Noble College</b> .  |
| 13. Fill in the required information, then click <b>Submit</b> . <ol style="list-style-type: none"> <li>a. A message will appear indicating the successful submission of your test.</li> </ol>  |
| 14. Please repeat the test for courses of different formats, e.g. multi-section or cross-listed courses.  |
| 15. Once testing is complete, please email a listing of term codes for the academic year (e.g. <b>2021FA = Fall 2021, etc.</b> ) to <a href="mailto:ltisupport@bncollege.com">ltisupport@bncollege.com</a> .  |
|  If you have trouble submitting your connectivity test, send a screenshot to <a href="mailto:ltisupport@bncollege.com">ltisupport@bncollege.com</a> .  |

## System-Level External Tool Configuration

In this section, the Canvas administrator will create an external tool that will enable the following LTI link site-wide. This link will automatically appear in all courses without requiring any action on the part of the faculty:

- **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. In Canvas, click on the Admin tab. This tab is represented by a shield containing a star.  |
| 2. Select your institution’s account from the list that appears. <ul style="list-style-type: none"><li>a. If your institution has multiple accounts, select the account or sub-account that is applicable to your specific college, university, or campus.</li></ul>  |
| 3. Click <b>Settings</b> from the left-hand navigation.   |
| 4. Click the <b>Apps</b> tab.   |
| 5. Click the <b>View App Configurations</b> button.   |
| 6. Click the <b>+ App</b> button to add Purchase Course Materials.  |
| 7. The Add App dialog will appear. Enter the following in the fields: <ul style="list-style-type: none"><li>• Configuration Type: Select <b>By URL</b> from the drop-down menu.</li><li>• Name: <b>Purchase Course Materials</b></li><li>• Consumer Key: <b><i>Enter the consumer key provided to you via email.</i></b></li><li>• Shared Secret: <b><i>Enter the shared secret provided to you via email.</i></b></li><li>• Config URL: <code>https://blti.bncollege.com/assets/canvas/bn_wcs_prod_config.xml</code></li></ul> |
| 8. Click <b>Submit</b> .  |
| 9. Purchase Course Materials will now appear among your External Apps under View App Configurations, and the “Purchase Course Materials” link will now be available in the left-hand navigation of your courses in Canvas.  |

## Testing the Link

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

## Purchase Course Materials

| Steps  |
|--|
| 1. Log into Canvas 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 <b>Purchase Course Materials</b> . <ol style="list-style-type: none"><li>You will be redirected to your campus bookstore website in a new tab or window.</li><li>The pop-up may be blocked on the first attempt. Enable the pop-up from your browser.</li></ol> |
| 4. On the first cross-over, you will be prompted to log into your campus bookstore website. <ol style="list-style-type: none"><li>Please click <b>Create Account</b>, fill out the required information, and click <b>Create Account</b>.</li></ol>  |
| 5. You will be signed in, and your Canvas account will be paired with the bookstore website. <ol style="list-style-type: none"><li>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.</li></ol>                           |
| 6. On the bookstore website, you are provided with the course materials for the course you selected in Canvas. Text materials will appear in all of the available formats (new, used, rental, and/or digital). <ol style="list-style-type: none"><li>Once you reach this point, the test is successful.</li></ol>      |
| 7. To further verify the account pairing: <ol style="list-style-type: none"><li>Hover over “Hello, [Your Name]” at the top of the page.</li><li>Click <b>My Account</b>.</li><li>Scroll down to “LMS Account.” If you are linked, you will have the option to unlink your account.</li></ol>                           |

## Going Live

When you have completed the setup of the Barnes & Noble College LTI link in your production environment, please let us know by reaching out directly to your setup contact, or to [ltisupport@bncollege.com](mailto:ltisupport@bncollege.com). This way, we will know to follow up with the bookstore manager to help him or her inform faculty of the presence of these links in Canvas.

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 Canvas. We can also provide how-to documentation for the faculty and student links to you and the store manager.

## Important Notes and Troubleshooting

### Link Doesn't Launch



The LTI link may fail to launch from your Canvas 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 Canvas site, and then click the link again.

### 403 Error

When copying the key and/or secret from email, you may have picked up a white space. If this happens, a user could receive a Forbidden 403 error message, or a notification that the key and secret must be provided.

To resolve this, copy the information into Notepad or TextEdit to remove formatting, and then copy it into the dialog box, taking care to omit additional characters that may precede or follow the key and secret.

### 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.

### 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.

## **Other Issues or Concerns – Contact Us**

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

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