



LTI Tool Admin Guide – Jenzabar

Contents

Getting Started - Requesting Credentials from Barnes & Noble College	3
Testing Link Connectivity with Barnes & Noble College.....	4
System-Level External Tool Configuration	6
Setup for “Purchase Course Materials” Link.....	6
Testing the Link.....	7
Purchase Course Materials	7
Going Live.....	8
Important Notes and Troubleshooting.....	8
Link Doesn’t Launch	8
403 Error	8
An Error Has Occurred	8
Additional Error Messages	8
Contact Us	9

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. Jenzabar).
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 steps to [test the connectivity](#) (also seen in the next step) and 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 Jenzabar instance. Knowing the Course ID format within Jenzabar 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 Jenzabar:

Steps
1. Log in to Jenzabar with your administrator username and password. Users will need to have LTI link authoring privileges.
2. Click the Academics tab.
3. Under the Learning Tools header, click Manage your learning tools .
4. Click Add a new learning tool .
5. Under Learning Tools, enter the following in the fields: <ul style="list-style-type: none">• Name: BNC Connectivity Test• Category: Assignment• Description: <i>leave blank</i>• Sharing: Do not check the box for “Share this tool with other JICS members”• Location: https://blti.bncollege.com/lti/1.1/debug• Key: <i>test</i>• Secret/Password: <i>test</i>• Tool display: <i>new window</i>
6. Click Submit .
7. Navigate to Faculty > Course Search - LMS Courses > Course Search
8. Use one or more of the search options to locate a course site where you would like to add the test LTI link. <ol style="list-style-type: none">a. You may use the term field to restrict your search to inactive courses from a previous or upcoming term. Please do not select a sandbox or course template.
9. Click Search , and select a course from the results.
10. Within the course, click Add a Page from the left-hand navigation bar.
11. In the Name field, type: B&N Test Page .
12. Scroll down to Learning Features, and click Learning Tools .
13. On the Test Page, click + Add a tool to this page .
14. Then, click BNC Connectivity Test under Your Learning Tools.
15. Once the tool is on the Test Page, click the tool link and then select Launch the BNC Connectivity Test .
16. The LTI Parameters will launch in a new window.
17. Click “Send LTI Parameters to Barnes & Noble College.”
18. Enter your email address, school name, and a brief message, then click Submit .

Steps
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. 20FA = Fall 2020, etc.) to ltisupport@bncollege.com .
21. Delete the test page(s) and placement(s) for the BNC Connectivity Test once you have submitted the results to Barnes & Noble College. Otherwise, faculty users may attempt to use it.

System-Level External Tool Configuration

In this section, the Jenzabar administrator will create an external tool that will enable the following LTI link at the institution level. This will automatically become available in courses without requiring faculty to handle the key or secret:

- **Purchase Course Materials**
 - This external tool directs students to their course materials on the official bookstore website.
 - A one-time sign-in to the bookstore website links students' LMS IDs to the bookstore site.

If possible, we suggest setting up this link in a staging environment for testing before implementing in your production environment.

Setup for “Purchase Course Materials” Link

Steps
1. In Jenzabar, sign in as the System Admin.
2. Click the Academics tab.
3. Under the Learning Tools header, click Manage your learning tools .
4. Click Add a new learning tool .
5. Under Learning Tools, enter the following in the fields: <ul style="list-style-type: none">• Name: Purchase Course Materials• Category: Assignment• Description: <i>leave blank</i>• Sharing: Check the box for “Share this tool with other JICS members”• Location: https://bkti.bncollege.com/lti/1.1/launch/bn_wcs• Key: <i>Enter the consumer key provided to you via email.</i>• Secret/Password: <i>Enter the shared secret provided to you via email. Check the box for “This key & secret are ‘domain-level’ and can be reused for other tools in the same domain.</i>• Tool display: <i>Set to your preference - <u>leave blank</u> or <u>new window</u></i>
6. Click Submit .
7. Purchase Course Materials will now appear among your Learning Tools, and the 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 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 Jenzabar with admin credentials.
2. Navigate to Faculty > Course Search - LMS Courses > Course Search
3. Use one or more of the search options to locate a course site where you would like to add the test LTI link. a. You may use the term field to restrict your search to inactive courses from a previous or upcoming term. Please do not select a sandbox or course template.
4. Click Search , and select a course from the results.
5. Within the course, click Add a Page from the left-hand navigation bar.
6. In the Name field, type: Campus Bookstore .
7. Scroll down to Learning Features, and click Learning Tools .
8. On the Test Page, click + Add a tool to this page .
9. Then, click Purchase Course Materials under Your Learning Tools.
10. Click the tool link and then select Launch the Purchase Course Materials .
11. You will be redirected to your campus bookstore website in a new tab or window. a. The pop-up may be blocked on the first attempt. Enable the pop-up from your browser.
12. In the new tab/window, select your term from the drop-down. Then, your course information will auto-fill.
13. Click Submit .
14. You will be prompted to log into your campus bookstore website.
15. Please click Create Account , fill out the required information, and click Create Account .
16. You will be signed in, and your Jenzabar account will be paired with the bookstore website.
17. 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.
18. On the bookstore website, you are provided with the course materials for the course you selected in Jenzabar. Text materials will appear in all of the available formats (new, used, rental, digital).
19. Once you reach this point, the test is successful.
20. To further verify the account pairing: a. Hover over "Hello, [Your Name]" at the top of the page. b. Click My Account .
21. Scroll down to "LMS Account." If you are linked, you will have the option to unlink your account.

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. 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 Jenzabar.

Important Notes and Troubleshooting

Link Doesn't Launch



The LTI link may fail to launch from your Jenzabar 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 Jenzabar 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 Jenzabar 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.

Contact Us

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

Email Address
ltisupport@bncollege.com