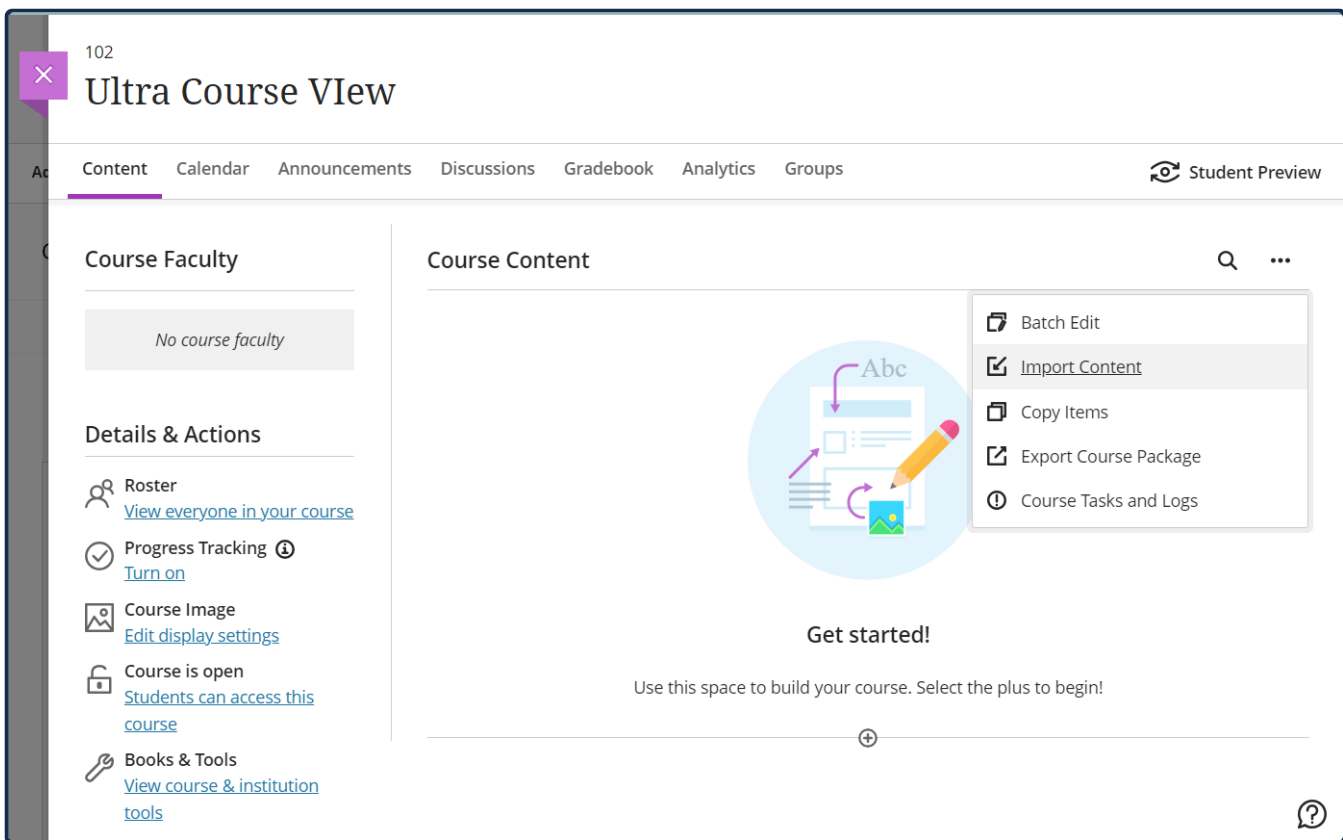


Blackboard Ultra - Import Common Cartridge LTI 1.1

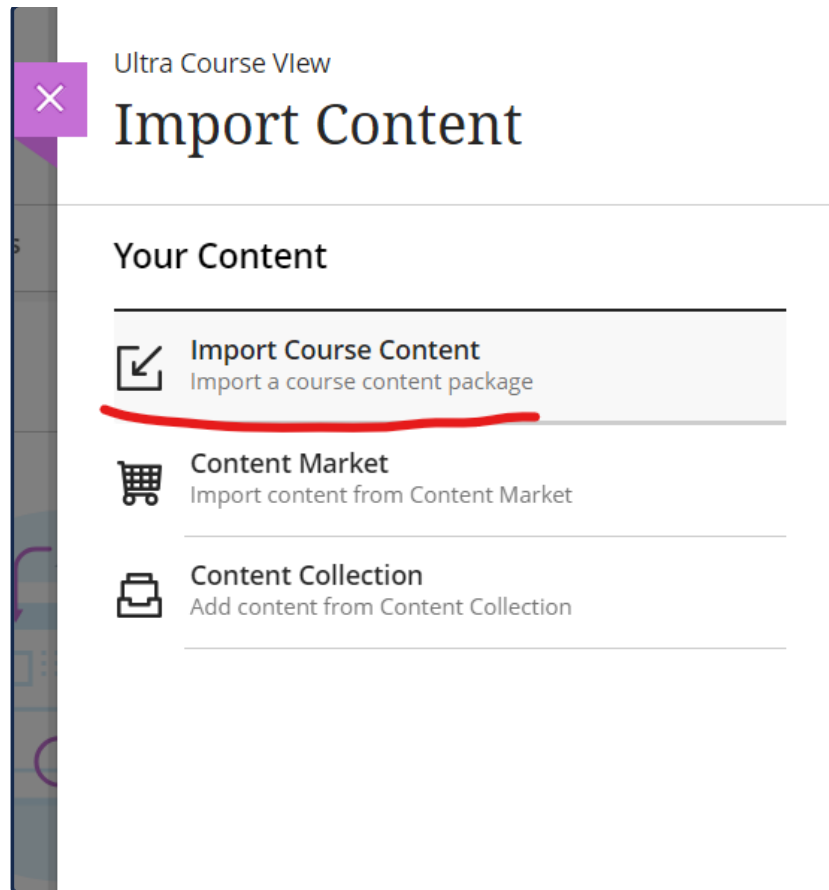
You will be sent a link to download the Common Cartridge file from your account representative at Ascend Education, along with a key and secret. Download the cartridge file. The file extension will be .imsc.

Go to the course you want to add content to, click the three-dot icon and select **Import Content**



The screenshot displays the 'Ultra Course View' interface for course ID 102. The top navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Analytics', and 'Groups', with 'Student Preview' on the right. The left sidebar contains 'Course Faculty' (with 'No course faculty' message), 'Details & Actions' (including Roster, Progress Tracking, Course Image, Course is open, and Books & Tools), and a search icon. The main 'Course Content' area features a large graphic with a pencil and a plus sign, and a dropdown menu with the following options: 'Batch Edit', 'Import Content' (highlighted), 'Copy Items', 'Export Course Package', and 'Course Tasks and Logs'. Below the graphic, it says 'Get started!' and 'Use this space to build your course. Select the plus to begin!'.




Then select **Import Course Content** from the list.



Ultra Course View

Import Content

Your Content

-  **Import Course Content**
Import a course content package
-  **Content Market**
Import content from Content Market
-  **Content Collection**
Add content from Content Collection

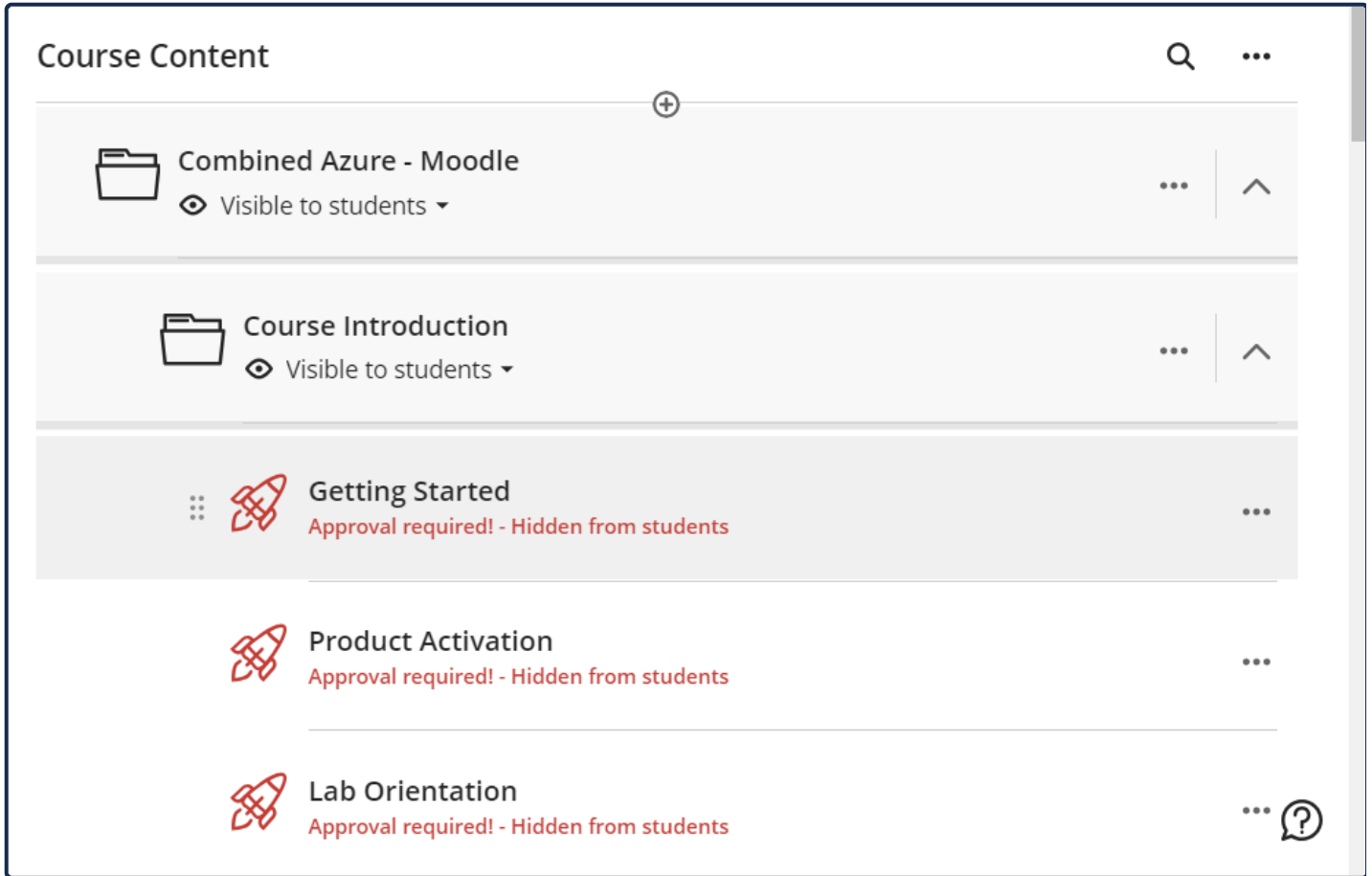
A file selector will pop up, find and select the .imsc file downloaded earlier. Once you click open the file will be uploaded to Blackboard and a message will appear **Importing Course Content**.

The screenshot shows the Blackboard Ultra Course View interface. At the top, the course ID '102' and the title 'Ultra Course View' are displayed. A navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Analytics', and 'Groups'. A 'Student Preview' button is on the right. The left sidebar contains 'Course Faculty' (with 'No course faculty' message) and 'Details & Actions' (with links for Roster, Progress Tracking, Course Image, Course is open, and Books & Tools). The main 'Course Content' area features a large graphic with a pencil and the text 'Get started!' and 'Use this space to build your course. Select the plus to begin!'. A grey progress bar at the bottom indicates 'Importing course content' with a red underline and a plus icon.

Once the import process has completed, you will see the content in your Course.

This screenshot shows the Blackboard Ultra Course View after content import. The 'Course Content' area now displays a list of folders: 'Combined Azure - Moodle' (Visible to students), 'Course Introduction' (Visible to students), 'Module 1: Cloud Concepts' (Visible to students), 'Module 2: Cloud Service Benefits and Types' (Visible to students), and 'Module 3: Azure Architecture and Services'. The left sidebar remains the same as in the previous screenshot.

If you expand a section and see the message **Approval required! - Hidden from students** the LTI Provider needs to be set up by a Blackboard Administrator.

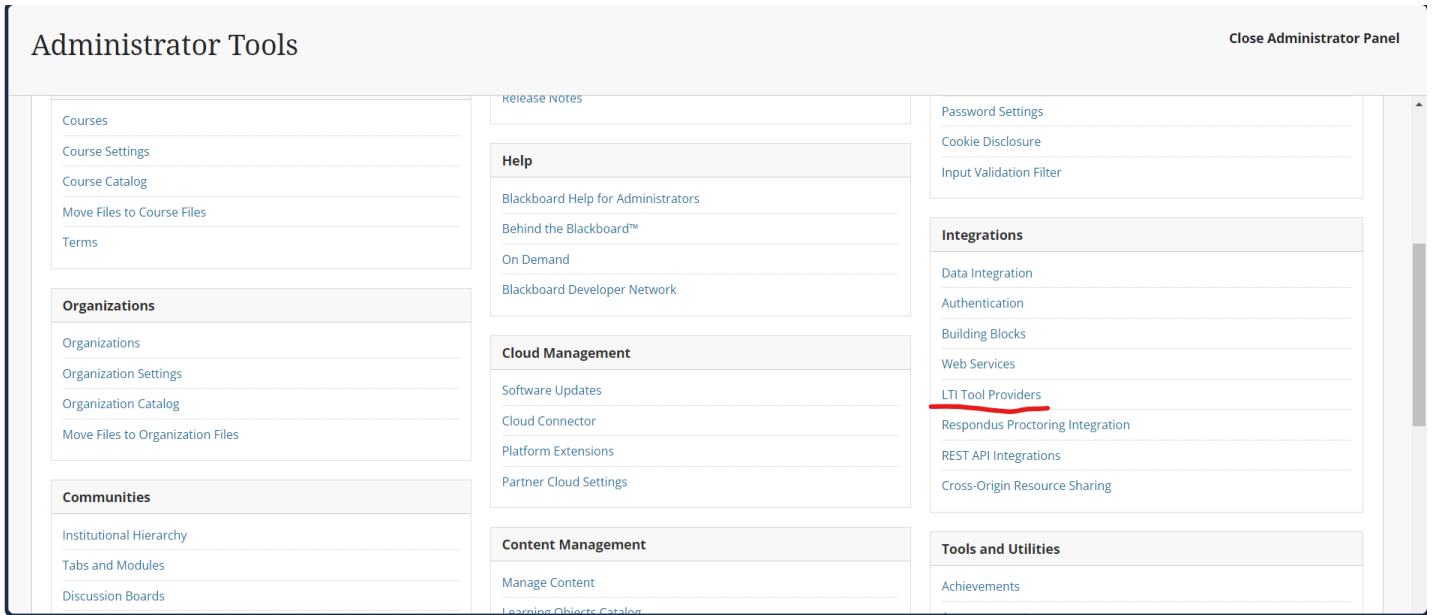


The screenshot displays the 'Course Content' interface. At the top, there is a search icon and a menu icon. Below this, a list of course items is shown:

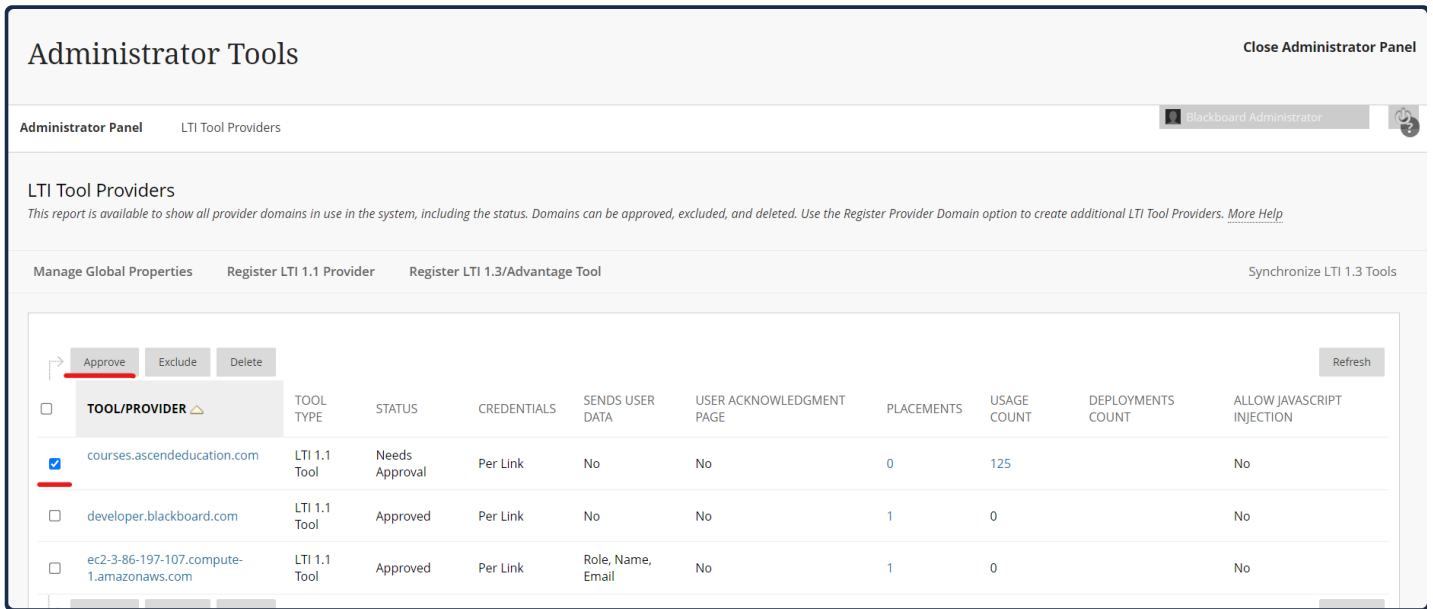
- Combined Azure - Moodle**: A folder icon, 'Visible to students' status, and a menu icon.
- Course Introduction**: A folder icon, 'Visible to students' status, and a menu icon.
- Getting Started**: A rocket icon, 'Approval required! - Hidden from students' warning, and a menu icon.
- Product Activation**: A rocket icon, 'Approval required! - Hidden from students' warning, and a menu icon.
- Lab Orientation**: A rocket icon, 'Approval required! - Hidden from students' warning, a menu icon, and a help icon.

Blackboard Ultra - Adding LTI 1.1 Tool Provider

You will need a Blackboard Administrator to complete the following steps in order for the LTI links in your course to work. Access the **Administrator Tools** in Blackboard, scroll to **Integrations** and select **LTI Tool Providers**.



If an instructor has imported a Common Cartridge from Ascend Education, you will see a tool provider listed under **courses.ascendededucation.com** with the status of **Needs Approval**. You can mark the check box next to the tool name and select **Approve**.



Now you will need to add the Key and Secret as well as set global permissions for the Tool Provider. Click the dropdown arrow next to **courses.ascendededucation.com** and select **Edit**.

Administrator Tools Close Administrator Panel

LTI TOOL PROVIDERS
 This report is available to show all provider domains in use in the system, including the status. Domains can be approved, excluded, and deleted. Use the Register Provider Domain option to create additional LTI Tool Providers. [More Help](#)

Manage Register LTI 1.1 Provider Register LTI 1.3/Advantage Tool Synchronize LTI 1.3 Tools

	TOOL TYPE	STATUS	CREDENTIALS	SENDS USER DATA	USER ACKNOWLEDGMENT PAGE	PLACEMENTS	USAGE COUNT	DEPLOYMENTS COUNT	ALLOW JAVASCRIPT INJECTION
<input checked="" type="checkbox"/>	LTI 1.1 Tool	Approved	Per Link	No	No	0	125		No
<input type="checkbox"/>	developer.blackboard.com	Approved	Per Link	No	No	1	0		No
<input type="checkbox"/>	ec2-3-86-197-107.compute-1.amazonaws.com	Approved	Per Link	Role, Name, Email	No	1	0		No

Displaying 1 to 3 of 3 items | [Show All](#) | [Edit Paging...](#)

In the Tool Settings, set the Default Configuration to **Set Globally** and enter the **Tool Provider Key** and **Tool Provider Secret** given to you by your Ascend Education account representative.

Administrator Tools Close Administrator Panel

DEFAULT CONFIGURATION

LTI Tool Providers can request configuration per link, or can provide key and shared secret information for site-wide configuration.

Default Configuration
 Set separately for each link
 Set globally

* Tool Provider Key

* Tool Provider Secret

Tool Provider Custom Parameters

Enter any custom parameters required by the tool provider. Parameters must each be on their own line and be entered in "name=value" format.

INSTITUTION POLICIES

In the Institution Policies section, set the following:

- Send User Data: Send user data only over SSL
- User Fields to Send: mark all
- Allow Membership Service Access: Yes

Administrator Tools Close Administrator Panel

Enter any custom parameters required by the tool provider. Parameters must each be on their own line and be entered in "name=value" format.

INSTITUTION POLICIES

Choose whether you want to override the institution policies for this specific tool provider domain.

Send User Data Never
 Send user data only over SSL
 Send user data over any connection

User Fields to Send Role in Course
 Name
 Email Address

Allow Membership Service Access Yes No

*Click **Submit** to proceed.*

Once all of those are set, click **Submit**.

Now that the Tool provider is approved and the key and secret are entered, the links in the course will not have the approval needed message and should connect to our system.

Ultra Course View

Content | Calendar | Announcements | Discussions | Gradebook | Analytics | Groups Student Preview

Course Faculty

No course faculty

Details & Actions

- Roster [View everyone in your course](#)
- Progress Tracking [Turn on](#)
- Course Image [Edit display settings](#)
- Course is open [Students can access this course](#)
- Books & Tools [View course & institution tools](#)
- Question Banks [Manage banks](#)

Course Content

- Combined Azure - Moodle
Visible to students
- Course Introduction
Visible to students
- Getting Started
Visible to students
- Product Activation
Visible to students
- Lab Orientation
Visible to students