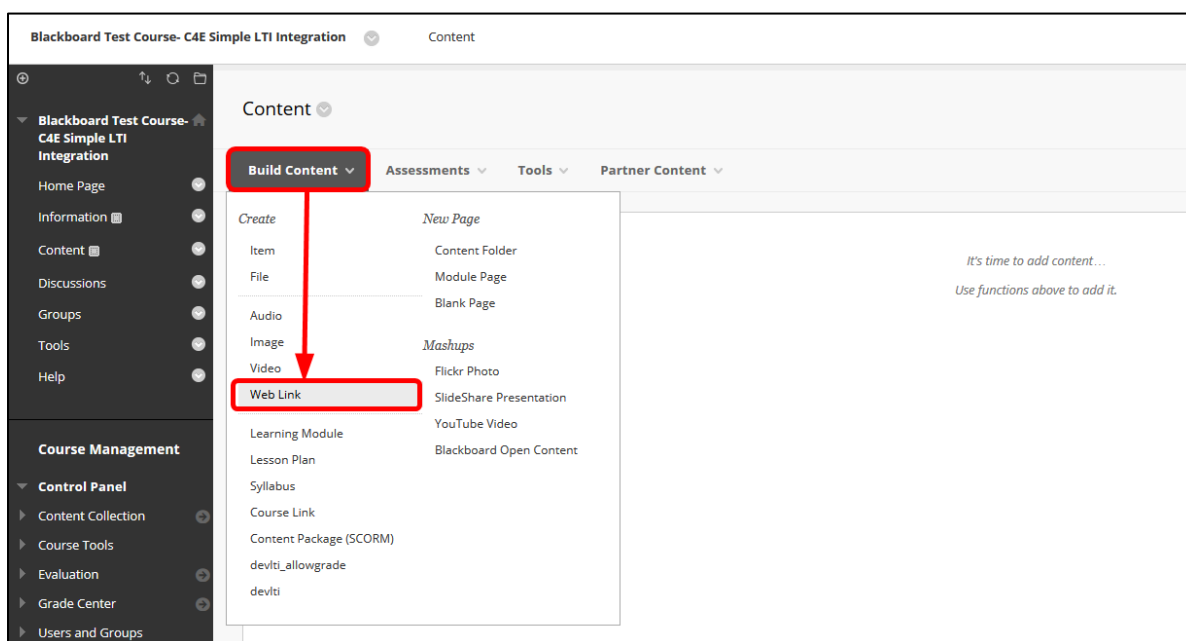


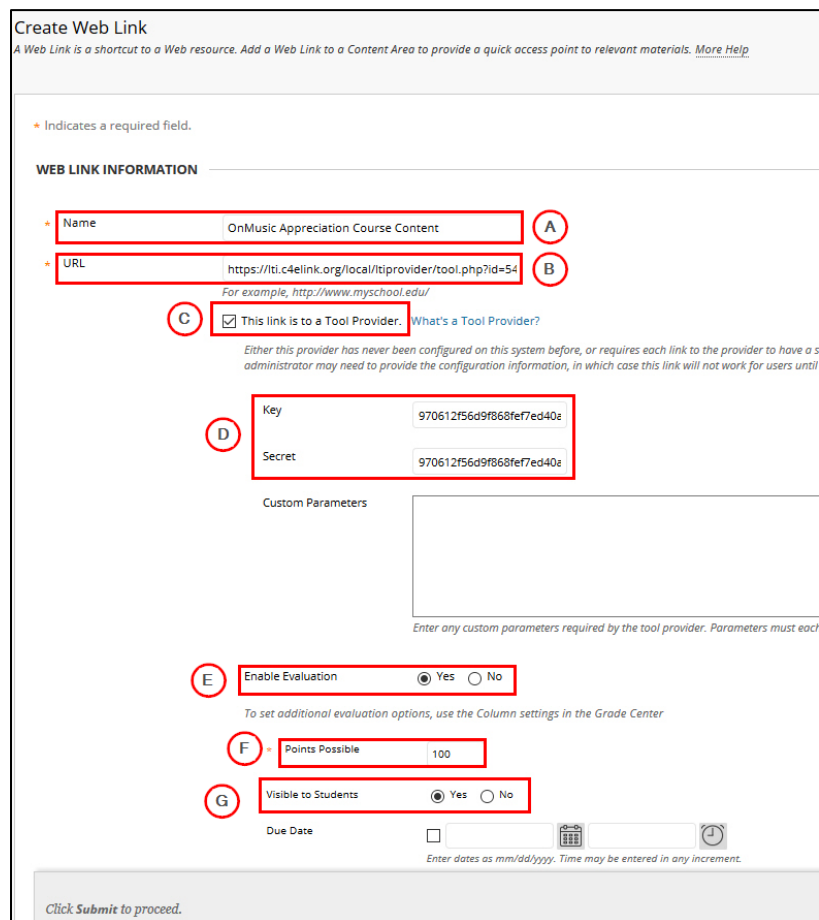
## Creating the Connect For Education Course Link (Simple LTI Integration)

1. Log into your Blackboard account and access your course shell.  
*\*\* If you are teaching multiple sections, you will need to access each course shell individually to create the LTI links. \*\**
2. From the **Course Navigation** panel on the left side of the window, select the appropriate area of your course where you would like to add the Connect For Education course link. If you have not customized the course setup, Blackboard should provide a default section called '**Content**' where this link can be added.
3. Click the '**Build Content**' drop down menu and select the '**Web Link**' option.



**Important Note:** Only one web link should be created within each course shell. Multiple web links can result in duplicated Grade Center columns and/or grades not passing to the Blackboard Grade Center.

4. Complete the following fields on the 'Create Web Link' screen:



**Create Web Link**  
 A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

Indicates a required field.

**WEB LINK INFORMATION**

A Name  A

B URL  B  
 For example, <http://www.myschool.edu/>

C ☒ This link is to a Tool Provider. What's a Tool Provider?  
 Either this provider has never been configured on this system before, or requires each link to the provider to have a s administrator may need to provide the configuration information, in which case this link will not work for users until

D Key   
 Secret

Custom Parameters   
 Enter any custom parameters required by the tool provider. Parameters must each

E Enable Evaluation ☒ Yes ☐ No  
 To set additional evaluation options, use the Column settings in the Grade Center

F Points Possible

G Visible to Students ☒ Yes ☐ No




Due Date     
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click Submit to proceed.

- A. **Name:** Enter a name for the course link in the Name field. Often the name of the course text is used (*i.e. OnMusic Appreciation Content*).
- B. **URL:** Enter the 'URL' provided by C4E.
- C. **This link is to a Tool Provider:** Check to enable this setting. This will display additional fields required for the tool.

**Please Note:** If the 'This link is to a Tool Provider' option is not available, you will need your Blackboard Administration to turn on and lock the 'LTI' and 'LTI Link' Tool Availability in the Tools dashboard using the steps below (by default, these settings are typically turned off):

- Access System Admin>Tools and Utilities>Tools.
- Locate the 'LTI- Course Tool', 'LTI-Organization Tool' and 'LTI Link-Content Type' tools.
- In the '**Availability**' column for each of these tools, verify that each item is toggled to '**On**' and locked:

LTI	Tool Type	Availability
LTI	Course Tool	<input checked="" type="checkbox"/> ON 
	Organization Tool	<input checked="" type="checkbox"/> ON 
LTI Link	Content Type	<input checked="" type="checkbox"/> ON 

Once this process is complete, you should see the **'This link is to a Tool Provider'** option on the **'Create Web Link'** screen and can proceed with the remaining steps.

- D. **Key/Secret:** Enter the 'Key' provided by C4E. The same key will be entered in both of these fields.
- E. **Enable Evaluation:** Select 'Yes' at this prompt if you want students' grade totals to automatically update in the Blackboard Grade Center as they complete their coursework. If 'Yes' is selected, a Grade Center column will be created for this purpose. If you do not want students' grade totals to display in your Blackboard Grade Center, select 'No' at this prompt.
- F. **Points Possible:** This field only appears if 'Enable Evaluation' is set to 'Yes.' If students' grade totals are being pulled into your Blackboard Grade Center, enter '100' at this prompt.

**Note:** If you are utilizing a flat (points-based) gradebook, you may need to make additional adjustments to your course link settings to ensure that grades are handled correctly. For more information on using a flat gradebook when teaching a simple LTI course, please see [here](#).

- G. **Visible to Students:** Enter 'Yes' to ensure this course link is accessible to your students.

Note: By default, the course link will be set to **'Open in New Window.'** If you prefer that the course is displayed within the Blackboard window, you can adjust this this prompt to **'No.'**

**WEB LINK OPTIONS**

Open in New Window
☒ Yes
☐ No

5. Click the **'Submit'** button to save this web link.



Once the web link is in place, students will be able to click the link to access the Connect For Education course content.

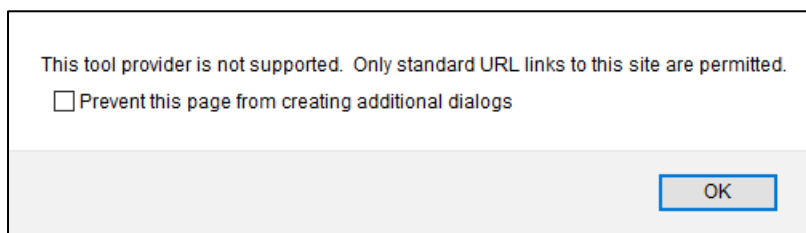
**Please note:** Instructors should not be prompted for access codes when accessing the LTI course link(s). By design, the system should only be prompting users with the 'Student' role to enter access codes. Following the release of Blackboard 3900.44.0, if you are being prompted for an access code, your Blackboard admin may need to adjust your account to ensure you have the following roles assigned within the Blackboard LMS:

- Institution Role: Faculty
- Course Role: Instructor

For assistance troubleshooting, please contact the Connect For Education Technical Support Team for additional guidance.

### Additional Steps May Be Required!

In the event you receive an error (similar to the one below) when attempting to create this 'Web Link,' you may need to request that your Blackboard Administration register our domain as an allowed domain in your Blackboard environment.



The following steps will be necessary in allowing our domain in your Blackboard environment:

1. On the **System Administrator** Panel, under '**Integrations**,' Select '**LTI Tool Providers**.'
2. Click the '**Register Provider Domain**' button.
3. Enter **lti.c4elink.org** at the '**Provider Domain**' field.
4. Select '**Approved**' at the '**Provider Domain Status**' field.

**PROVIDER DOMAIN STATUS**

Set the status of the provider domain. You can also provide a list of additional hostnames to share this configuration if needed.

\* Provider Domain

Provider Domain Status ☒ Approved ☐ Excluded

Secondary Hostnames

Enter one hostname per line.

5. Select **'Set separately for each link'** at the **'Default Configuration'** field.

**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.

6. Select **'Send user data only over SSL'** at the **'Send User Data'** field.
7. Check off the **'Role in Course'**, **'Name'**, and **'Email Address'** options at the **'User Field to Send'** field.
8. Select **'Yes'** at the **'Allow Membership Service Access'** field.

**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

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*Click **Submit** to proceed.*

9. Click **'Submit'** to save these changes.