

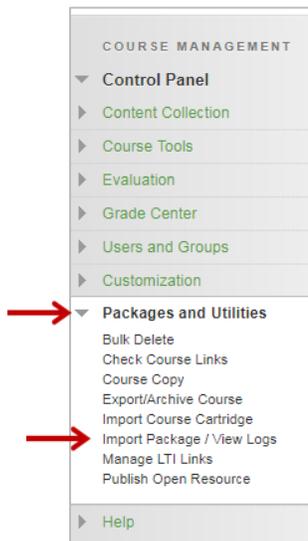
## Common Cartridge Implementation with Blackboard

### Common Cartridge

The common cartridge (.imsc file) and integration pdf was sent to you through our ticket system. Please save those to your computer for ease of access.

### Blackboard

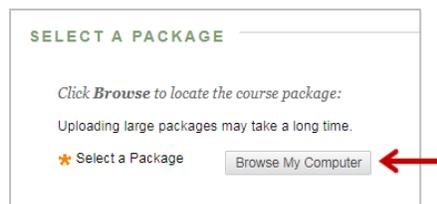
1. Log into your Blackboard account.
2. Create a new course or open a course you wish to import content into.
3. Under Course Management select *Packages and Utilities*, and then select *Import Package/View Logs*



4. Select *Import Package*.



5. Select *Browse My Computer* to upload the common cartridge (.imsc) file that was sent.



6. Select, *Select All*, and then select *Submit*.

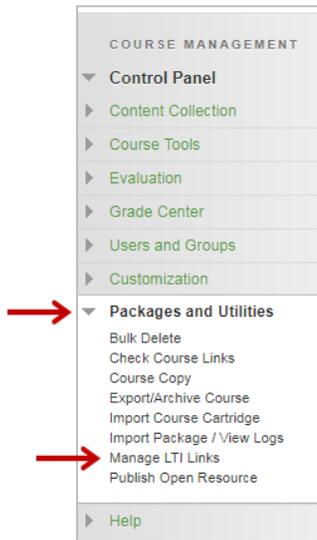


- Your cartridge will now start uploading and should look similar to the image below. Depending on the size of the file, the import process may take some time.

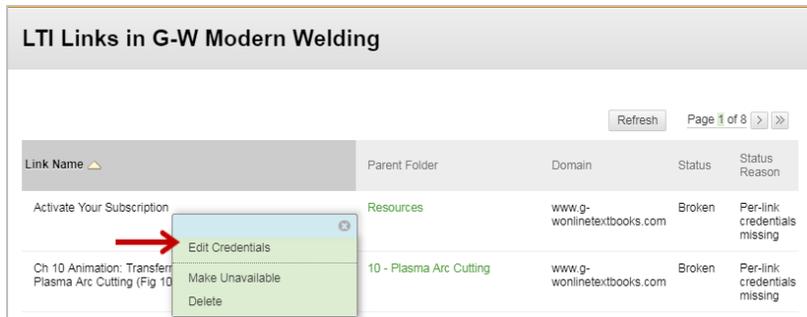


## Setting Up LTI Links in Blackboard

- Go to your course.
- The below steps describe how to set up the LTI Links at the course level. If you are a Blackboard Administrator, you will likely want to add the LTI Links at the site level. Directions for that can be found here: <https://www.g-w.com/faq/blackboard-lti-tool-providers.aspx>
- Under Course Management select *Packages and Utilities*, and then select *Manage LTI Links*



- Select one of the Link Names that has the status as Broken. And select *Edit Credentials*.



- Find and open the Integration PDF that you received from G-W.
- Fill in the *Tool Provider Key* and *Tool Provider Secret*. And select *Apply these credentials to all links in this course from this provider domain*. Then, select *Submit*.



- Status should now say *Working*.

## **Content Activation**

### **1) Instructor Activation**

Instructors must click on the “INSTRUCTOR – Activate Your Subscription” link to gain access to the content. When the cartridge is imported, this link will import hidden from the students. This link is programmed to allow a specific number of activations (matching the number of instructors listed in the contract). Please advise each instructor to *only click this link once*. Note: Instructors should not click on the student activation link, as it will count against the total number of student activations.

### **2) Student Activation**

Students must click on the “Activate Your Subscription” link within the course to gain access to the content. These links are programmed to allow a specific number of activations (matching the number of students listed in the contract). Please advise each student to *only click this link once*. We recommend hiding this link from students after the initial enrollment period is over.

## **Support**

For Common Cartridge or LTI support, please contact: [implementation@g-w.com](mailto:implementation@g-w.com) or 800.323.0440