Integration via a Blackboard Original Common Cartridge

Last Modified on 08/01/2024 10:03 am EDT

This article describes how to add Norton digital learning tool links with Learning Tools Interoperability (LTI) integration that provides single sign in for students and automatic grade reporting to your Blackboard Learning Management System (LMS) course.

Prerequisites: In order to add Norton digital learning tool links, it is necessary for your Blackboard system administrator to enable the W. W. Norton Learning Tools LTI Tool Provider. Do not proceed until you have received confirmation from Norton or your campus's Blackboard system administrator that this has been done.

In addition, you will need a Norton instructor account. If you do not have a Norton instructor account, please visit our Instructor Resources page, or contact your Norton representative to request one.

Hide All Answers

1. Export a Common Cartridge file with your W. W. Norton links.

- While you're logged into your Norton instructor account on your textbook's Digital Landing Page, open the account menu in the upper right-hand corner and select "Export Content to LMS."
  - If you don't see this menu option, it may mean that you don't have instructor credentials on your account yet. Please contact your Norton representative for help.
- Follow the steps provided onscreen to select your course materials. Make sure to select the Recommended links.
- On the final screen, click the "Generate Common Cartridge" button and click the "Download Common Cartridge" button to save it to your computer.

2. Import the Common Cartridge into your Blackboard course.

- In your Blackboard course, make sure EDIT mode is ON.
- This import process will create a new content area on the left-hand menu called "Content." If you have any existing content areas on that menu called "Content," please rename it until this file upload has completed (you can change the name back after the import is complete)
  - In the Control Panel, select Packages and Utilities.
  - Navigate to Import Package/View Logs.
  - Click on Import Package.
  - In the Select a Package field, use the Browse feature to select the Common Cartridge (.imscc) file you saved to your computer.
  - Choose Select All.
  - Press the Submit button and wait for the process to complete. A status message will appear when the process is complete.

3. Apply the correct link settings in Blackboard.

Once the import has completed, you should now see an area on the left-hand menu called "Content." Your W. W. Norton links will be located there.

Blackboard can sometimes default to the incorrect settings, unchecking necessary fields. You will also need to

connect graded activities to your Blackboard gradebook. To ensure the correct settings are in place and connect the grade as needed, please follow the appropriate steps below.

You'll also need to connect graded activities to your Blackboard gradebook.

For each link to an ungraded activity (like the ebook or a video playlist):
- Navigate to the link you would like to edit within your Blackboard course.
- Click the downward arrow next to the link and select **Edit** from the dropdown.
- Under **Web Link Information**, ensure that "This Link is to a Tool Provider" is checked and "Leave Enable Evaluation" set to **No**.
- Under **Web Link Options**, set "Open In New Window" to **Yes**.
- Under **Standard Options**, ensure that "Permit Users to View This Content" is set to **Yes**.
- Click **Submit**

For each link to an activity you wish to report to the Blackboard gradebook:
- Navigate to the link you would like to edit within your Blackboard course.
- Click the downward arrow next to the link and select "Edit" from the dropdown.
- Under **Web Link Information**:
    - Ensure that "This Link is to a Tool Provider" is checked.
    - Set "Enable Evaluation" to **Yes** and set a non-zero point value.
- Under **Web Link Options**, set "Open In New Window" to **Yes**.
- Under **Standard Options**, ensure that "Permit Users to View This Content" is set to **Yes**.
- Click **Submit**
- Once this is complete, you may move these links into other Content areas or folders as desired.

4. Next Steps
- If you haven't already created a Student Set in your W. W. Norton product, you must do that to complete your course set up. **Create a Student Set**

Reporting error messages

Please take a screenshot and/or copy the text from the error message and contact W. W. Norton Customer Support for assistance. A support specialist will contact you to assist with further troubleshooting.