**Sail() Onboarding Checklist for Blackboard Users**

* Sail() sends the LMS Administrator a **Consumer Key**, **Consumer Secret**, **Application ID**, an **Application Key**, and an **Application Secret**.
* The LMS Administrator integrates Sail() with Blackboard.

1. Go to **System Admin** → **Integrations** → **LTI Tool Providers**.
2. Click on **Register LTI 1.1 Provider**, enter the following information, and click on **Submit**.

| **Key** | **Value** |
| --- | --- |
| Provider Domain | [portal.sailplatform.org](http://portal.sailplatform.org) |
| Provider Domain Status | Approved |
| Default Configuration | Set Globally |
| Tool Provider Key | [consumer key shared by Sail] |
| Tool Provider Secret | [consumer secret shared by Sail] |
| Send User Data | Send user data only over SSL |
| User Fields to Send | [✔] Role in Course  [✔] Name  [✔] Email Address |

1. Click on **˅** next to portal.sailplatform.org under Tool/Provider, and click on **Manage Placements**.
2. Click on **Create Placement**, enter the following information, and click on **Submit**.

| **Key** | **Value** |
| --- | --- |
| Label | Sail() |
| Handle | Sail() |
| Type | Course Tool  [✔] Allow student access  [✔] Non-student (optional) |
| Launch in New Window | [✔] |
| Tool Provider URL | https://portal.sailplatform.org |

1. Go to **System Admin** → **Integrations** → **LTI Tool Providers**.
2. Click on **˅** next to portal.sailplatform.org under Tool/Provider, and click on **Approve**.
3. Click on **Manage Global Properties**, check “**Enabled in Courses**”, and click on **Submit**.

* The LMS Administrator enables grade passback.

1. Go to **System Admin → Integrations → REST API Integrations**.
2. Click on **Create Integration**, enter the following information, and click on **Submit**.

(Note: if sail-portal is listed under Application, then grade passback is enabled)

| **Key** | **Value** |
| --- | --- |
| Application ID | [Application ID shared by Sail] |
| Learn User | [learn user/instructor offering the Sail course] |
| End User Access | Yes |
| Authorize To Act As User | Yes |

* The Instructor creates a Blackboard course.
* The Instructor integrates Sail() with the Blackboard course.

1. Go to **My Institution** **→ My Courses** → **[Course]**.
2. Click on **⊕** in the navigation panel, click on **Tool Link**, enter the following information, and click on **Submit**.

(Note: if Sail() is in the navigation panel, then course integration is complete)

| **Key** | **Value** |
| --- | --- |
| Name | Sail() |
| Type | Sail() |
| Available to Users | [✔] |

1. Click on the newly created **Sail()** tab, set the **curriculum**, **term**, **year**, and **start date**, enter the **unique institution identifier**, **application key**, and **application secret**, check **CONCEPTUAL CONTENT** and **HANDS-ON PROJECTS**, and click on **Create**.

(Note: If you are a returning instructor and had previously authorized, you will not see the fields to enter the application key and application secret.)

(Note: If you are redirected to a page where you are asked to authorize the credentials, click on **Authorize**)

(Note: The course creation process takes a minute. **Do not refresh the page**.)

For additional support, please email [support@sailplatform.org](mailto:support@sailplatform.org).