**Blackboard Setup Instructions**

**LMS Integration - LMS Administrators**

Sail() integration in Canvas creates a seamless experience for you and your students and only takes about 5 minutes to set up! To add the Sail() Platform as an LTI provider, follow these instructions:

1. If you have not received a consumer key and secret for your school, please contact sail-platform@andrew.cmu.edu.
2. Browse to **System Admin → Integrations → LTI Tool Providers**
3. Click on **Register LTI 1.1 Provider**
	* Provider Domain: sail.oli.cmu.edu
	* Provider Domain Status: Approved
	* Default Configuration: Set Globally
	* Tool Provider Key: <consumer\_key\_shared\_via\_email>
	* Tool Provider Secret: <secret\_shared\_via\_email>
	* Send User Data: Send user data only over SSL
	* User Fields to Send:
		+ [✔] Role in Course
		+ [✔] Name
		+ [✔] Email Address
4. Click Submit
5. Click the gray arrow or hover over sail.oli.cmu.edu and click Manage Placements
6. Click "Create Placement"
	* Label: Sail()
	* Handle: Sail()
	* Type:
		+ Course Tool
			- [✔] Allow student access
			- [✔] Non-student (if available)
	* Launch in New Window: [✔]
	* Tool Provider URL: <https://sail.oli.cmu.edu/>
7. Click Submit
8. Browse to **System Admin → Integrations → LTI Tool Providers**
9. Click the gray arrow or hover over sail.oli.cmu.edu, click Approve
10. Browse to **System Admin → Integrations → LTI Tool Providers**
11. Click "Manage Global Properties"
	* Enabled in Courses: Yes
12. Click Submit

**Enable Grade Passback from Sail() - LMS Administrators**

1. Navigate to **System Admin → REST API Integrations → Create Integration**
2. Fill in General Information:
	* Application ID: <provided by Sail() team>
	* Learn User: <blackboard user> (Must be an instructor)
	* End User Access: Yes
	* Authorized To Act As User: Yes
3. Click Submit

###

### **Sail() Course Creation and Configuration - Instructors**

To access Sail(), you must add the integration to your course navigation panel.

1. Navigate to **My Institution → My Courses → Select your Course**
2. Hover over or click the Plus Sign in left navigation panel **→** **Tool Link**
	* Name: Sail()
	* Type: Select "Sail()" from the dropdown
	* [✔] Available to Users

On the first launch of a new course, Instructors must set up their Sail() course by following a few simple steps to configure the content they wish to deliver to students. Click on Sail() in the navigation panel to begin the course configuration.

1. Select **the course you intend to offer** as the curriculum.
2. Select **the term** you intend to offer the course at your institution.
3. Select **the year** you intend to offer the course at your institution.
4. Select the **course start date**. You can choose an estimated start date if you are still finalising the course schedule.
5. Select a **Unique Institution Identifier** for your Institution or University.
	1. For example, a unique institution identifier for Carnegie Mellon University could be cmu.
6. Verify all the information and click on **“Create”**.
	1. Course creation can take a couple of minutes. Please do not refresh the page while course creation is in progress.

All done! Your Sail() course is now ready for students to access through the portal. Please set up the OLI course by clicking on the “Conceptual Content” icon.