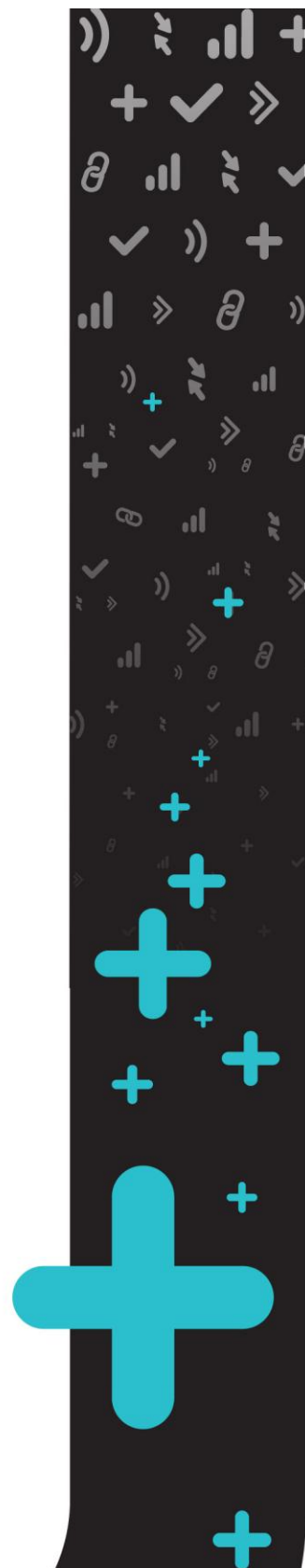




Blackboard Learn Release 9.1

*Bookshelf by VitalSource
Building Block*

Version 3.1 Administrator Guide



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About

About VitalSource

VitalSource Technologies, Inc. was founded in 1994 with a vision of bringing learning and development resources into the digital age. VitalSource was acquired by Ingram Industries in 2006 as part of the formation of Ingram Digital Group.

VitalSource is the preferred and most used eTextbook platform in higher education today. VitalSource's comprehensive e-content platform currently includes over 200,000 titles from the world's leading publishers. Student and faculty users can access their books—online and offline—on a variety of device types including Mac®, Windows®, iOS®, and Android®. Users can make notes, highlights, and annotations in their eTextbook, all of which automatically sync across devices.

The VitalSource eTextbook distribution systems are designed to support learning and are built to scale for dramatic growth. VitalSource has long-standing relationships with more than 350 of the best-known publishers around the world with more than a decade of proven experience helping them expand their digital business.

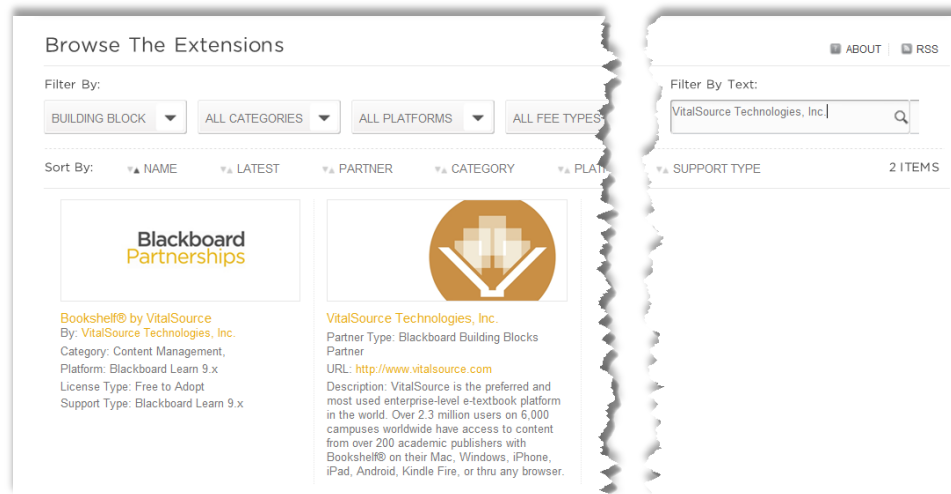
About Blackboard and VitalSource Integration

Blackboard and VitalSource have partnered to create a custom solution that will allow institutions and instructors to preview and select textbooks, as well as pieces of content or learning objects and add them to assignments and activities directly in their courses in the Blackboard Learn system. In addition, faculty and administrators will be able to track eTextbook usage through analytics reports.

The building block will allow for simple and streamlined integration through standards-based content delivery as well as offer Single Sign-On (SSO) capabilities to the VitalSource Bookshelf. Users will have instant access to content in textbooks and instructors will have the ability to link content from anywhere within a course or assignment as well as deep linking into specific areas in the eTextbook.

Configuring the Bookshelf by VitalSource v3.1 Building Block


The Bookshelf by VitalSource Building Block must be installed and enabled for use in courses. To learn more about the Bookshelf by VitalSource Building Block access **Browse the Extensions** from the blackboard.com website.



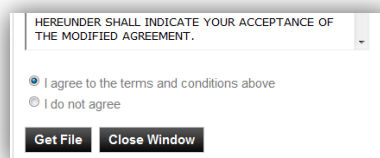
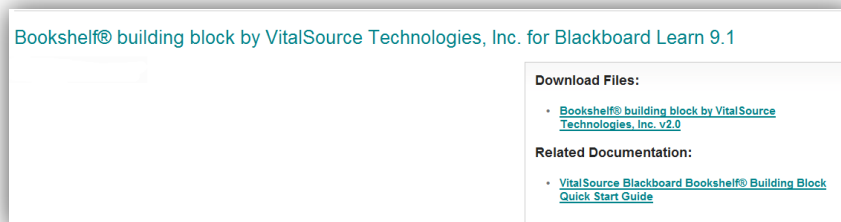
To download and install the Bookshelf by VitalSource Building Block, log in to the Behind the Blackboard website utilizing your Behind the Blackboard License credentials. Locate **Downloads** for Blackboard Learn and select the **Feature Building Blocks>VitalSource**.

Feature Building Blocks for Blackboard Learn

- Feature Building Blocks for Learn

 vitalsource	<p>Vital Source Technologies, Inc., the provider of the most preferred and most used enterprise-level e-textbook platform in the world and a Blackboard Premier Partner, provides a powerful option for delivering e-textbooks within the familiar Blackboard™ Learn platform. The Bookshelf® Building Block, by Vital Source Technologies, allows students and faculty easy, single sign-on with direct access to the most comprehensive e-content platform in the world from the top leading publishers.</p> <p>Click here to download the Vital Source Bookshelf Building Block</p>
--	--

Download and install the Bookshelf by VitalSource Building Block.



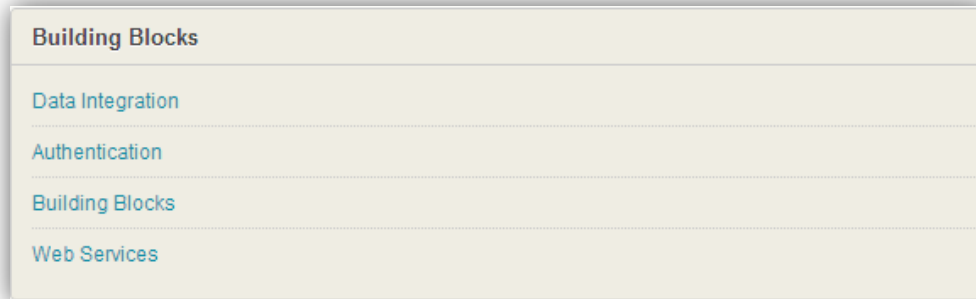
When installed, the Bookshelf by VitalSource Building Block will default to **Inactive** in the **Availability** column.

Configuring and Registering the Bookshelf by VitalSource Building Block

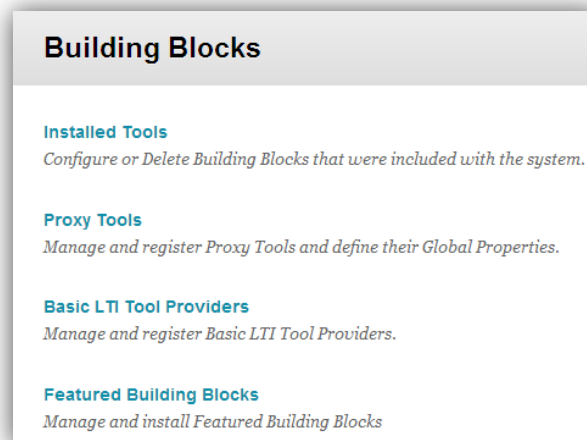
Follow these steps to configure and register the Bookshelf by VitalSource Building Block:

Make the Building Block Available:

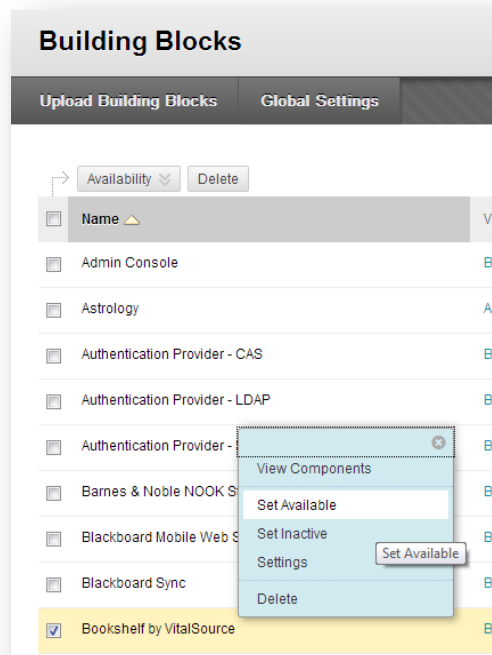
1. From the Administrator Panel, click **Building Blocks**.



2. Click **Installed Tools**.



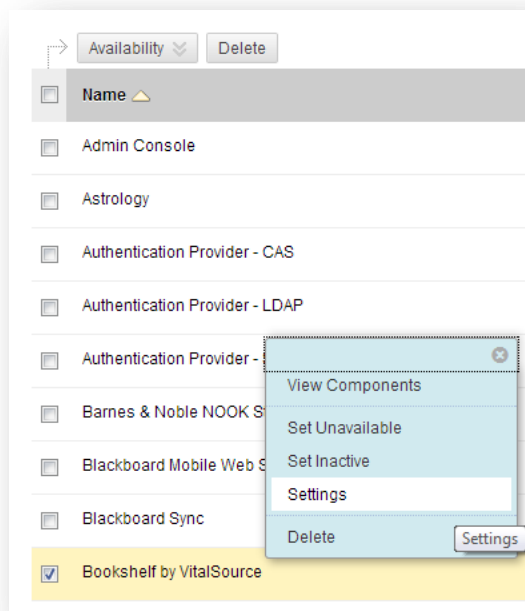
3. Locate the **Bookshelf by VitalSource** Building Block.
4. Select **Available** from the **Bookshelf by VitalSource** Building Block drop-down menu.



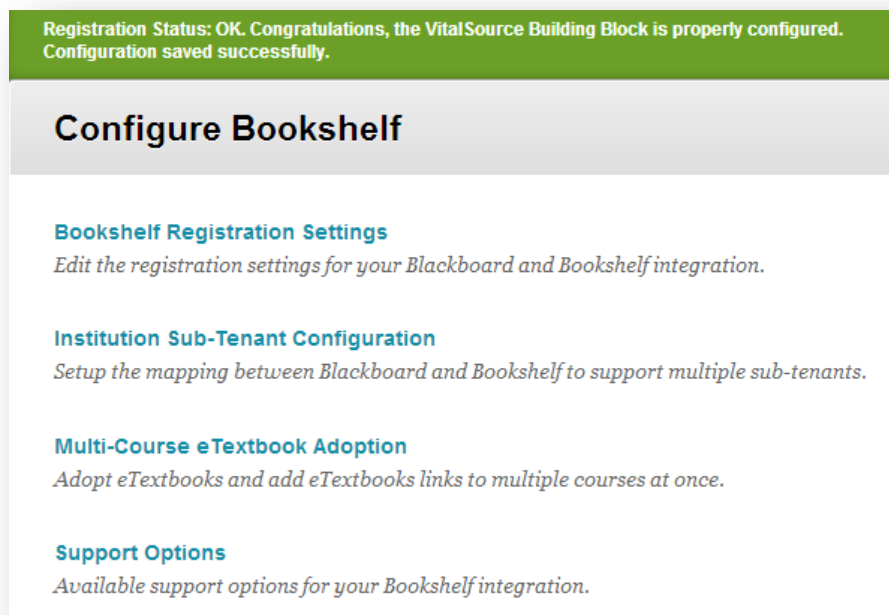
5. On the **Make Building Block Available** page, click **Approve**. A confirmation of success will appear above your list of Building Blocks when complete.

Configuring and Registering the Bookshelf by VitalSource Building Block

6. Locate the **Bookshelf by VitalSource** Building Block and click **Settings** from the drop down menu.



7. On the **Configure Bookshelf** page, click the '**Bookshelf Registration Settings**' link.



8. In Section 2 VitalSource Bookshelf Configuration, click the '**Click here to register with VitalSource to obtain a Consumer Key/Secret**' Link. This will redirect you to VitalSource to obtain the necessary information.
 - a. If your institution has a tuition inclusive model for eTextbooks or a previous licensing relationship with VitalSource, please contact your VitalSource representative for a Consumer Key/Secret pair and DO NOT self-register.

Configure VitalSource Bookshelf

* Indicates a required field.

1. VitalSource Bookshelf Registration Status

Status OK

Message Organization has been added as a partner to VitalSource

2. VitalSource Bookshelf Configuration

* VitalSource Bookshelf URL

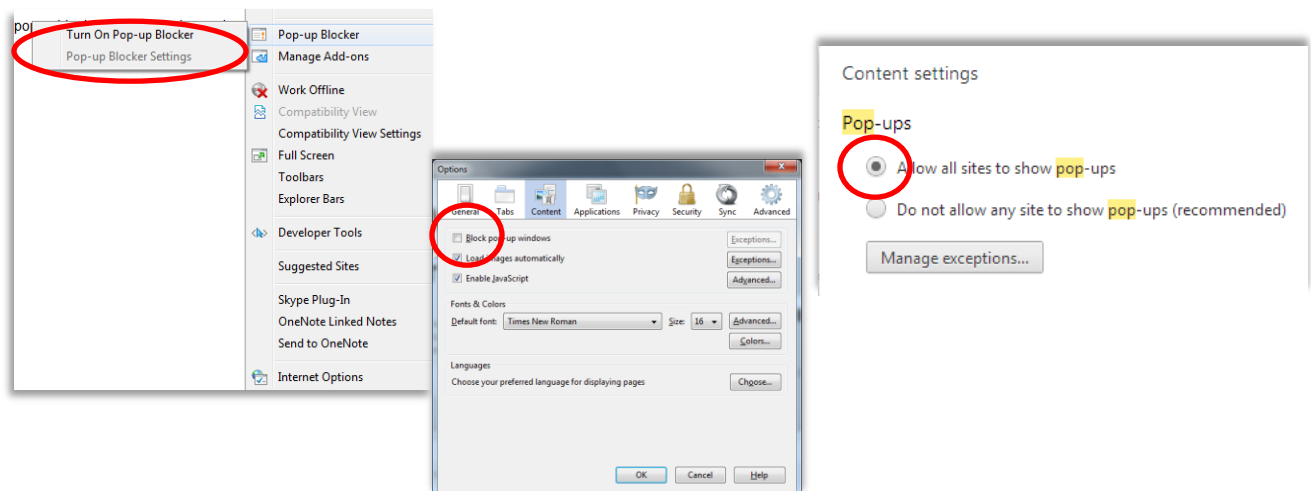
* Consumer Key

* Consumer Secret

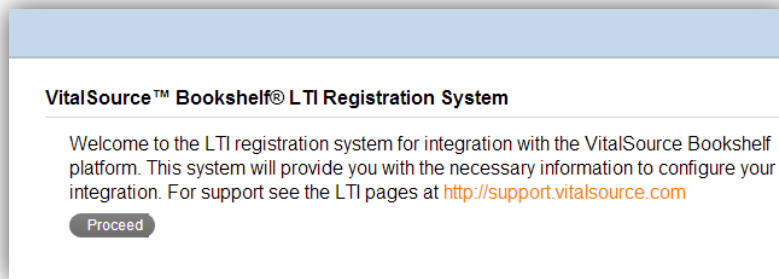
Uncheck to Edit Fields ☐

[Click here to initiate a full re-registration with VitalSource and obtain a new Consumer Key/Secret](#)

NOTE: Some browsers may require pop ups to be enabled. Change Internet Options/Content Settings to allow pop ups while registering product.



9. On the **VitalSource™ Bookshelf® LTI Registration System** page, click the **Proceed** button.



10. On the **Registration Information** page, enter your institution and contact information and click **Submit**. **Consumer Key/Secret** will be provided via email; check Junk/Spam folders if not received within ten minutes of requesting.

A screenshot of the "Registration Information" form. The form has the following fields: "Name of your Institution*", "System Administrator Contact*", "System Administrator Email*", "System Administrator Phone", "Support Contact*", "Support Email*", "Support Phone", and "Version and release number of your system". There is a "Read EULA" button, a checkbox for "Is EULA Accepted", and "Get Credentials" and "Cancel" buttons at the bottom.

11. Copy and paste the Consumer Key and Secret into the appropriate fields in Section 2 of the Settings page. The VitalSource URL to connect to the VitalSource will be prefilled.

2. VitalSource Bookshelf Configuration

* VitalSource Bookshelf URL

* Consumer Key

* Consumer Secret

Uncheck to Edit Fields ☐

[Click here to initiate a full re-registration with VitalSource and obtain a new Consumer Key/Secret.](#)

NOTE: If your institution has **multiple Blackboard instances** (like different production, test or staging Blackboard environments), each Blackboard instance will require a **unique set of Consumer Key and Consumer Secret**. **Do not** use the same **Consumer Key** and **Consumer Secret** on multiple Blackboard instances.

12. In Section 3, the **Local System Information** fields, enter values for your service as follows:

Installation Type: Identifies the type of installation for this instance of Blackboard Learn as **Production**, **Staging**, **Test** or **Development**. The **Installation Type** has no default and should be selected so that your and Blackboard support teams can accurately identify your Blackboard instance and provide the correct level of support.

Show User Acknowledgement Message: Select **Yes** so that users will see a message each time they click a VitalSource link, notifying them that they are accessing a link outside of Blackboard Learn. A checkbox accompanies the notification, allowing users to hide the message for future access into VitalSource. See the screenshot below for a sample of the screen.

Select **No** to prevent the Acknowledgement screen from displaying.

Message Text: If **Show User Acknowledgement Message** is selected as **Yes**, the administrator must include a customized message which will be included on the Acknowledgement screen shown below.

3. Local System Information

★ Installation Type ☐ Production ☐ Staging ☐ Test ☐ Development

Show User Acknowledgment Message ☐ Yes ☒ No
Determine if a user acknowledgment should appear when accessing VitalSource Bookshelf to alert a user that they are navigating away from Blackboard to an external site. Each user will have the ability to suppress the notification for future access into VitalSource Bookshelf.

Message Text

Custom message to be written by the institution.

This field has a maximum character limit of 255. Anything over 255 characters will be truncated.

NOTE: VitalSource Window

- All VitalSource links from your Blackboard courses will open in a new window or tab (depending on the user's browser setting).
- The student will be able to view the VitalSource content in the new window or tab, but will need to return to the original window in order to view Blackboard content.

13. In Section 4, the Privacy Settings fields, enter values for your service as follows:

Share User Information: This configuration is provided with two options **Yes/No**. Default value is **No**. If **Yes** is selected then Blackboard user ID, first name, last name and email address (if provided) is shared with VitalSource. If **No** is selected then Blackboard user ID, first name, last name and email address will not be shared with VitalSource.

Share User Course Role Information: This configuration is provided with two options **Yes/No**. Default value is **No**. If **Yes** is selected then user's course role will be shared with VitalSource. If **No** is selected then the user's course role will not be shared with VitalSource.

Share Course Information: This configuration is provided with two options **Yes/No**. Default value is **No**. If **Yes** is selected then Blackboard course ID and course name will be shared with VitalSource. If **No** is selected then Blackboard course ID and course name will not be shared with VitalSource.

Share Course Roster Information: This configuration is provided with two options **Yes/No**. Default value is **No**. If **Yes** is selected then the course roster information will be shared with VitalSource to enable licensing or reporting on the complete class list. If **No** is selected then the course roster information will not be shared with VitalSource.

4. Privacy Settings

- Share User Information ☐ Yes ☒ No
Select 'Yes' to share user ID, user first name, last name and email address (if provided) with VitalSource
- Share User Course Role Information ☐ Yes ☒ No
Select 'Yes' to share the user's course role with VitalSource
- Share Course Information ☐ Yes ☒ No
Select 'Yes' to share course ID and Course Name with VitalSource
- Share Course Roster Information ☐ Yes ☒ No
Allow VitalSource to access the course roster information to enable licensing or reporting on the complete class list.

14. In Section 5, **Allow Auto Redemption** will have two options to choose from **Yes/No** Default value is **No**. If **Yes** is selected then VitalSource automatically redeems content for users based on the licensing model setup for your institution. If **No** is selected then VitalSource does not allow content for users based on the licensing model setup for your institution auto redemption.

5. Auto Redemption

- Allow Auto Redemption ☐ Yes ☒ No
Allow VitalSource to audit the VitalSource Bookshelf eTextbook licenses with courses that have at least one adopted VitalSource Bookshelf eTextbook and allow auto redemption for enrolled users based on the licensing model setup for your institution.

15. In Section 6, **Grade Integration** will allow the administrator to schedule grade updates at a fixed interval from VitalSource or allow VitalSource to send push notifications to Blackboard to initiate the request to pull grades from VitalSource.

Scheduled Grade Update Frequency: Select how often Blackboard should initiate a scheduled grade refresh. **Every 30 minutes** is selected by default for daily grade refreshes.

The frequency can be set to any one of the following values:

- Never
- 15 mins
- 30 mins
- 60 mins
- 120 mins

Accept Push Notifications: Accept push notifications for real-time update of grades and other information. Default value will be empty. Available options are **Yes** or **No**.

Last Checked: Displays the date and time of the last attempt to update Blackboard grades from VitalSource.

Last Updated: The Date/Time of the last update made in Blackboard for grade data received from the VitalSource server reflecting any user grade activity. This field will also display the number of courses that were updated successfully and the number that failed in the last run.

Locked Since: This field will display the Date/Time and Blackboard application server name from where the current lock is taken on the database to update the records in Blackboard.

Run Grade Update: A button to initiate the request to pull grades from VitalSource now.

6. Grade Integration

Scheduled Grade Refresh Frequency: 30
Update interval in minutes.

Accept Push Notifications: ☐ Yes ☒ No
Accept push notifications for real-time update of grades and other information. This server must be reachable from the VitalSource servers using the public URL.

Last Checked: -
Date and time of the last communication with the VitalSource servers.

Last Updated: -
Date and time of the last update received from the VitalSource servers reflecting user activity.

Locked Since: -
Server currently holding the lock for background updates. The lock may need to be cleared on rare occasions where the server malfunctioned during a background update.

Run Grade Update:
Click the button above to run the grade update now.

16. The Section 7 **Blackboard Course Roles Mapping** will allow the administrator to select one or more Blackboard course roles (on the left) that map to the 6 different LIS roles (on the right). All roles can be mapped by selecting the Blackboard course role and then clicking on the arrow '>' button next to the LIS role you want to map the Blackboard course role to. Instructor and Student roles are required fields.

7. Blackboard Course Roles Mapping

Available Blackboard Roles

- Course Builder
- Grader
- Guest
- Primary Instructor
- Teaching Assistant

Select one or more Blackboard course roles to map to the corresponding LIS roles.

Student

> Student <

Instructor

> Instructor <

Teaching Assistant

> <

Content Developer

> <

Grader

> <

Guest

> <

17. Click **Submit** to save all changes.

8. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

If you receive a **Registration Status: OK. Congratulations, the VitalSource Building Block is properly configured. Configuration saved successfully.** inline success receipt on the **Configure Bookshelf** page, the Building Block was installed and configured successfully. The VitalSource Bookshelf Registration Status will change to **OK** in the Bookshelf Registration settings page.

If you receive an **Invalid Configuration: Please see error messages below.** inline error receipt on the **Configure VitalSource Bookshelf** settings page, look at the **Message** field in the **VitalSource Bookshelf Registration Status** section for details. If the registration still fails after making the appropriate changes based on the error message, contact your VitalSource account manager or open a ticket on Behind the Blackboard.

NOTE: The Blackboard Learn server time must be accurate to plus or minus five minutes of UTC (Coordinated Universal Time), or the links between Blackboard Learn and VitalSource will fail.

If your school's installation of Blackboard Learn is behind a firewall and the Building Block registration fails due to a connection timeout, open the following hostname and ports on the firewall to permit communication between VitalSource and Blackboard Learn:

Hostname: bc.vitalsource.com

Ports: 80 and 443

Refer to the **Bookshelf by VitalSource Building Block Release Notes** on Behind the Blackboard for details on the integration, correct Building Block package for your Blackboard Service Pack and, open and resolved issues.

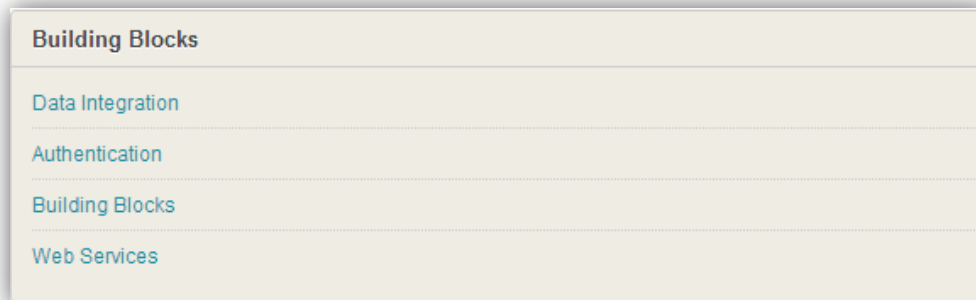
Institution Sub-Tenant Configuration

If your Blackboard installation supports multiple sub-tenants with different licensing models, the **Institution Sub-Tenant Configuration** allows you to setup the mapping between Blackboard and VitalSource Bookshelf to support multiple sub-tenants. Institution sub-tenants must be defined with your VitalSource representative prior to being able to configure them within Blackboard.

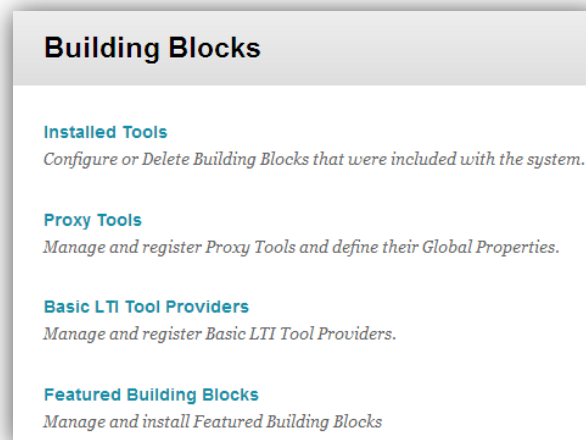
Configure Institution Sub-Tenants

Manage the VitalSource tools for different nodes in the Institutional Hierarchy. Follow the steps below to configure the mapping between Blackboard and VitalSource if this installation supports multiple sub-tenants:

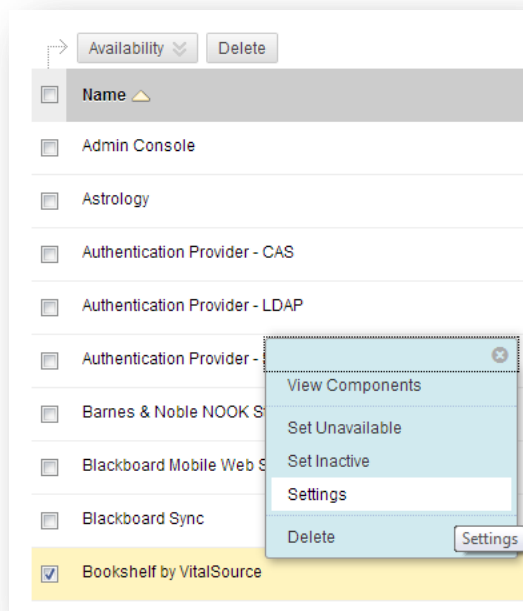
1. From the Administrator Panel, click **Building Blocks**.



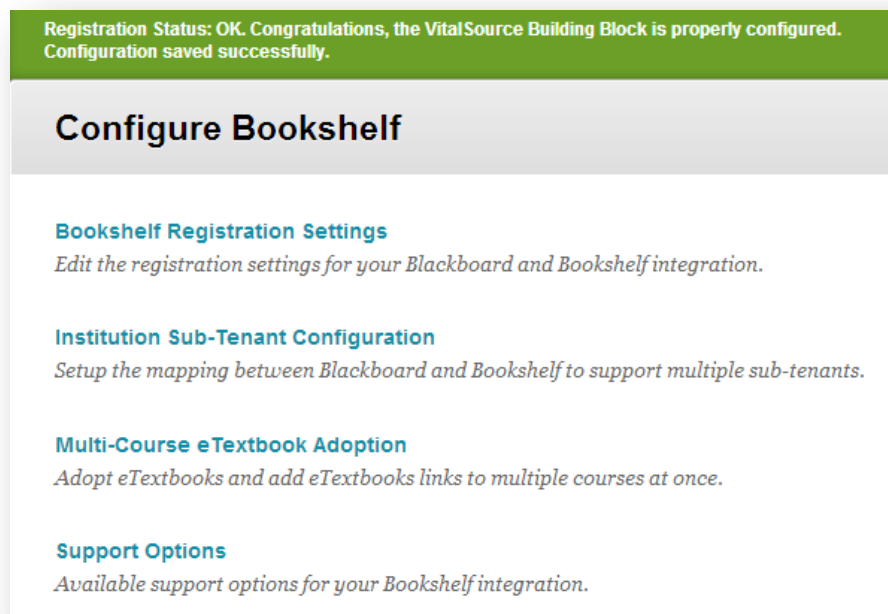
2. Click **Installed Tools**.



3. Locate the **Bookshelf by VitalSource** Building Block and click **Settings** from the drop down menu.



4. On the **Configure Bookshelf** page, click the '**Institution Sub-Tenant Configuration**' link.



5. On the **Institution Sub-Tenant Configuration** page, click the '**Edit Sub-Tenant Configuration**' button. By default, the support for multiple sub-tenants setting is set to **No**.

Institution Sub-Tenant Configuration

Configure the mapping between Blackboard and VitalSource if this installation supports multiple sub-tenants. The section below shows the current sub-tenant mapping. Click the 'Edit Sub-Tenant Configuration' button to update the mapping.

Edit Sub-Tenant Configuration

Does this Blackboard Installation Support Multiple Sub-Tenants: No

- On the **Edit Sub-Tenant Configuration** page, in Section 1 select the '**Does this Blackboard Installation Support Multiple Sub-Tenants**' setting as **Yes**. By default, the support for multiple sub-tenants setting is set to **No**.

Edit Sub-Tenant Configuration

Edit sub-tenant configuration for this Blackboard installation. To map sub-tenants, select 'Yes' below and then select from the list of available options to identify sub-tenants in your Blackboard installation.

Cancel Next

- Select Sub-Tenant Identifier**

Does this Blackboard Installation Support Multiple Sub-Tenants ☐ Yes ☒ No

Select whether this installation of Blackboard supports multiple sub-tenants. This information may be used by VitalSource to license eTextbook titles and products. If this installation does support multiple sub-tenants, select from the list of available options to identify sub-tenants in your Blackboard installation.
- Next**

Click Next to next. Click Cancel to quit.

Cancel Next

- A list of identifiers through which the sub-tenants in Blackboard can be identified is displayed. If Yes is selected for the '**Does this Blackboard Installation Support Multiple Sub-Tenants**' setting, select from the list of the available options to identify sub-tenants in your Blackboard installation. None of the options are selected by default. The options available are:
 - Domains:** Select this option if the sub-tenants are differentiated based on courses in different domains.
 - Institution Hierarchy:** Select this option if the sub-tenants are differentiated based on courses different institution hierarchy nodes.
 - Course ID:** Select this option if the sub-tenants are differentiated based on patterns in the course IDs.

- **External Course Key:** Select this option if the sub-tenants are differentiated based on patterns in the external course keys.
- **Data Source Key:** Select this option if the sub-tenants are differentiated based on courses in different data source keys.

1. Select Sub-Tenant Identifier

Does this Blackboard Installation Support Multiple Sub-Tenants ☒ Yes ☐ No
Select whether this installation of Blackboard supports multiple sub-tenants. This information may be used by VitalSource to license eTextbook titles and products. If this installation does support multiple sub-tenants, select from the list of available options to identify sub-tenants in your Blackboard installation.

☐ Domains
Select this option if the sub-tenants are differentiated based on courses in different domains.

☐ Institution Hierarchy
Select this option if the sub-tenants are differentiated based on courses different institution hierarchy nodes.

☐ Course ID
Select this option if the sub-tenants are differentiated based on patterns in the course IDs.

☐ External Course Key
Select this option if the sub-tenants are differentiated based on patterns in the external course keys.

☐ Data Source Key
Select this option if the sub-tenants are differentiated based on courses in different data source keys.

8. Click the **Next** button to continue.

NOTE: If the sub-tenants are not setup with VitalSource then an inline error receipt will be displayed informing you that the sub-tenant information could not be loaded. Contact your VitalSource account manager if you see this error.

9. Based on the selection of the identifier, you will be directed to a screen to map available identifier values on your Blackboard installation to the different sub-tenants set up with VitalSource. Multiple identifier values can map to a single sub-tenant that is setup with VitalSource based on the setup of your Blackboard installation.

1. Map Sub-Tenants

Selected Identifier
VST Bb SP10 Test Child
Company 4a

Institution Hierarchy
Add Nodes
Find Node

Name
✕ Remove Node BB Anthropology
✕ Remove Node BB Interdisciplinary Studies

VST Bb SP10 Test Child
Company 4b

Add Nodes
Find Node

VST Bb SP10 Test Child
Company 4c

Add Nodes
Find Node

Name
✕ Remove Node BB Art and Design
✕ Remove Node BB Theatre Arts
✕ Remove Node BB Arts and Sciences

- Once complete, click the **Submit** button to save the configuration. A success inline receipt will confirm that the sub-tenant configuration is saved successfully.

Sub-Tenant configuration successfully updated.

Institution Sub-Tenant Configuration

Configure the mapping between Blackboard and VitalSource if this installation supports multiple sub-tenants. The section below shows the current sub-tenant mapping. Click the 'Edit Sub-Tenant Configuration' button to update the mapping.

Edit Sub-Tenant Configuration

Does this Blackboard Installation Support Multiple Sub-Tenants: Yes
Selected Identifier: Institution Hierarchy

Sub-Tenants set up with VitalSource	Mapped Identifier Values in Blackboard
VST Bb SP10 Test Child Company 4a	Anthropology, Interdisciplinary Studies
VST Bb SP10 Test Child Company 4b	
VST Bb SP10 Test Child Company 4c	Art and Design, Theatre Arts, Arts and Sciences
VST Bb SP10 Test Child Company 4d	
VST Bb SP10 Test Child Company 4e	

- Click the **OK** button to exit out of the page.

Update Institution Sub-Tenants

To update the **Institution Sub-Tenant Configuration** follow the same steps in the **Configure Institution Sub-Tenants** section above.

Multi-Course eTextbook Adoption

The new **Multi-Course eTextbook Adoption** tool in this release allows users with access to the **Bookshelf by VitalSource** Building Block settings page to perform the following operations by simply uploading a **Multi-Course eTextbook Adoption** file with the required columns and information:

- Adopt multiple eTextbooks to multiple courses at once
- Add eTextbooks links for adopted eTextbooks to multiple courses at once

Rather than creating the **Multi-Course eTextbook Adoption** file manually from start, these users can also use the tool to **download templates**, empty or pre-populated with selected course information.

For the **Multi-Course eTextbook Adoption** file to process successfully, the file must be in comma-separated values (csv) format and should have all the required columns. The different available columns and their functionality are as follows; the text in brackets is not part of the column name and only indicates whether the column is a **REQUIRED** or **OPTIONAL** field:

- **BB_COURSE_ID (REQUIRED)**: The course ID in Blackboard.
- **BOOKSHELF_COURSE_TAG (REQUIRED)**: The course tag mapping from VitalSource.
- **OVERRIDE_EXISTING_ADOPTIONS (REQUIRED)**: Select whether or not to override existing VitalSource eTextbooks adoptions in the course or not. This option will only override the adoptions but will not remove any links to existing eTextbooks from the Blackboard course. This is a [Y/N] field.
- **COURSE_MENU_AREA (OPTIONAL)**: Specify the location where the top-level links should be added for the adopted eTextbooks. If a value is provided in this field it implies link creation is expected. Links can only be added to a course content area level. Add a 'Y' value to the **CREATE_COURSE_MENU_OVERRIDE** column if a course menu with this name should be created if it doesn't already exist.
- **CREATE_COURSE_MENU_OVERRIDE (OPTIONAL)**: Specify whether or not to create the content area in the above field if it does not exist. This is a [Y/N] field.

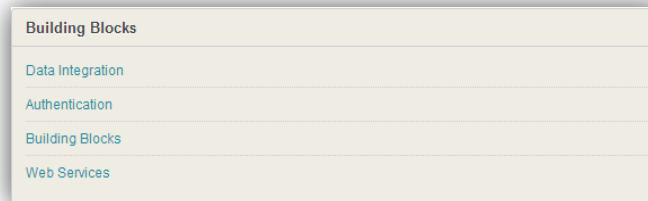
Example of the **Multi-Course eTextbook Adoption** file:

	A	B	C	D	E	F
1	bb_course_id	bookshelf_course_tag	override_existing_adoptions	course_menu_area	create_course_menu_override	status
2	phy_101	phy_tag_101	Y	Content	Y	
3	chem_101	chem_tag_101	Y	Paul's Area	Y	
4						

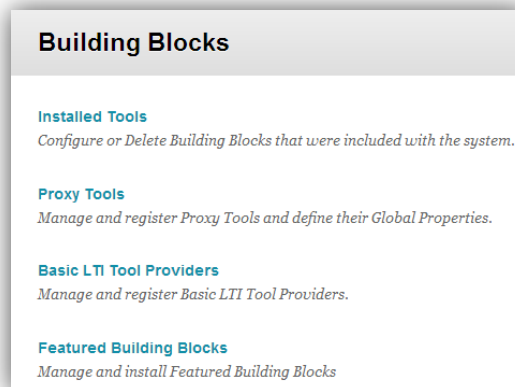
Download Multi-Course eTextbook Adoption Template

To download an empty or pre-populated **Multi-Course eTextbook Adoption Template**, follow the steps below:

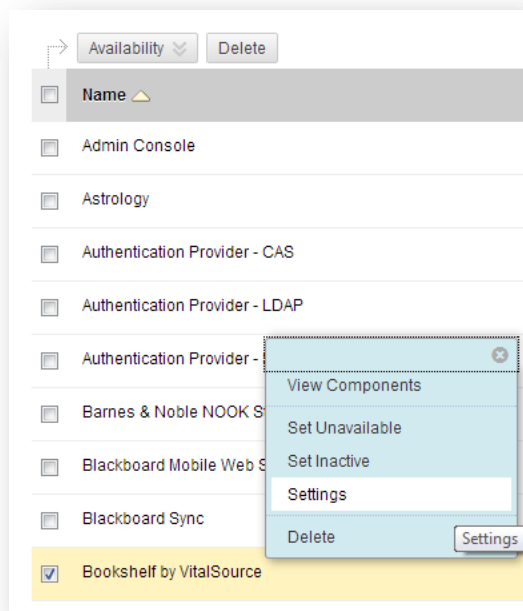
1. From the Administrator Panel, click **Building Blocks**.



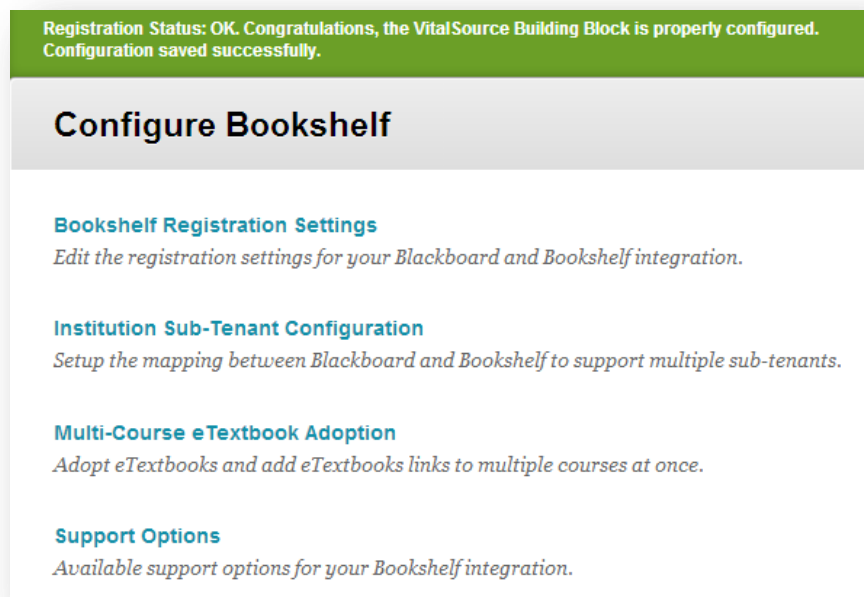
2. Click **Installed Tools**.



3. Locate the **Bookshelf by VitalSource** Building Block and click **Settings** from the drop down menu.



4. On the **Configure Bookshelf** page, click the '**Multi-Course eTextbook Adoption**' link.



5. On the **Multi-Course eTextbook Adoption** page, click the '**Download Multi-Course eTextbook Adoption Template**' link.

Multi-Course eTextbook Adoption

Upload or Download the multi-course eTextbook adoption template.

Upload Multi-Course eTextbook Adoption File

Adopt eTextbooks and add eTextbook links for multiple courses at once.

Download Multi-Course eTextbook Adoption Template

Download the template file.

6. On the **Multi-Course eTextbook Adoption Template** page, in Section 1 select the Default Template Data that should be pre-populated. The options available are:

- **Empty Template:** If this option is selected, the template created will only include the column header and NO course information.
- **All Courses:** If this option is selected, course information for all 'Enabled' courses in the Blackboard system will be added to the template.
- **Specific Courses:** This option allows you to either enter comma-separated list of specific course IDs or click the **Browse** button to search for courses to include in the template.

1. Template Data

To download the multi-course eTextbook adoption csv template selects the courses you want to be added to the eTextbooks to. The downloaded csv file will contain the following columns:

- **BB_COURSE_ID (REQUIRED)** - The course ID in Blackboard.
- **BOOKSHELF_COURSE_TAG (REQUIRED)** - The course tag mapping from VitalSource.
- **OVERRIDE_EXISTING_ADOPTIONS (REQUIRED)** - Select whether or not to override existing VitalSource eTextbooks adoptions in the course or not. This option will only override the adoptions but will not remove any links to existing eTextbooks from the Blackboard course. This is a [Y/N] field.
- **COURSE_MENU_AREA (OPTIONAL)** - Specify the location where the top-level links should be added for the adopted eTextbooks. If a value is provided in this field it implies link creation is expected. Links can only be added to a course content area level. Add a 'Y' value to the **CREATE_COURSE_MENU_OVERRIDE** column if a course menu with this name should be created if it doesn't already exist.
- **CREATE_COURSE_MENU_OVERRIDE (OPTIONAL)** - Specify whether or not to create the content area in the above field if it does not exist. This is a [Y/N] field.

Default Template Data

- ☒ Empty Template
☐ All Courses
☐ Specific Courses

Browse

Provide a comma-separated list of course IDs or click the Browse button to search for courses.

7. In section 2 **Additional Email Notifications**, if you would like to add additional recipients, provide a comma-separated list of emails to use as additional recipients for any email notifications. The system administrator invoking this process must ensure that he/she has included their email address in their Blackboard user profile in order to receive the email notification.

2. Additional Email Notifications

Additional Email Recipients

The email notifications will by default always be sent to you. If you would like to add additional recipients, provide a comma-separated list of emails to use as additional recipients for any email notifications.

8. Click the **Submit** button to complete. An inline receipt will be displayed informing you that the download action has been queued and an email will be sent to your inbox with the template attached once the process is complete. The processing time will vary based on the default template data selection and other tasks queued in the Blackboard system. Check Junk/Spam folders if email not received within 2 hours, although the actual amount of time will depend on the number of updates in the file. If you still do not receive the template after multiple attempts, open a ticket for the support team on the **Behind the Blackboard** site.

Success: Multi Course eTextbook Adoption Download action queued. An email will be sent with the template attached when the process is complete.

Multi-Course eTextbook Adoption

Upload or Download the multi-course eTextbook adoption template.

Upload Multi-Course eTextbook Adoption File

Adopt eTextbooks and add eTextbook links for multiple courses at once.

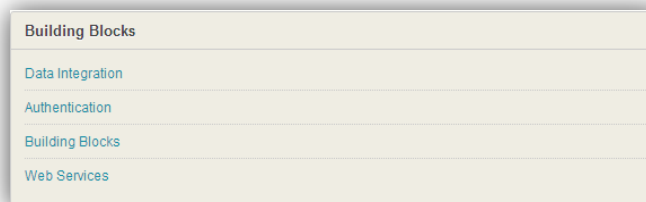
Download Multi-Course eTextbook Adoption Template

Download the template file.

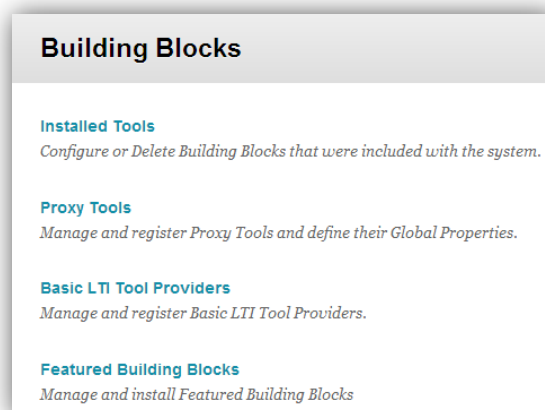
Upload Multi-Course eTextbook Adoption File

To upload a filled **Multi-Course eTextbook Adoption** file, follow the steps below:

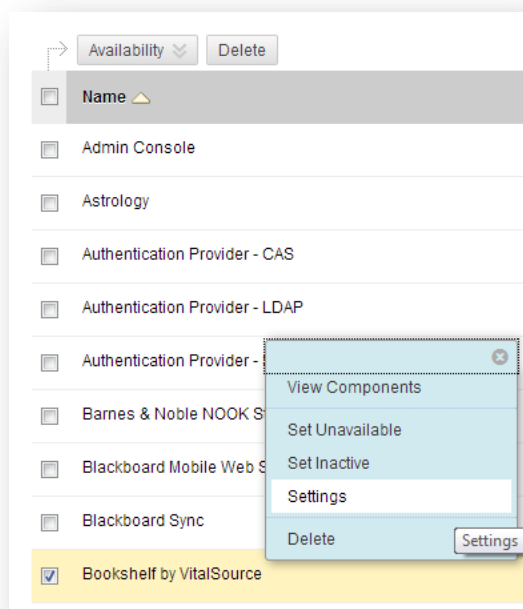
1. From the Administrator Panel, click **Building Blocks**.



2. Click **Installed Tools**.



3. Locate the **Bookshelf by VitalSource** Building Block and click **Settings** from the drop down menu.



4. On the **Configure Bookshelf** page, click the '**Multi-Course eTextbook Adoption**' link.

Registration Status: OK. Congratulations, the VitalSource Building Block is properly configured. Configuration saved successfully.

Configure Bookshelf

Bookshelf Registration Settings

Edit the registration settings for your Blackboard and Bookshelf integration.

Institution Sub-Tenant Configuration

Setup the mapping between Blackboard and Bookshelf to support multiple sub-tenants.

Multi-Course eTextbook Adoption

Adopt eTextbooks and add eTextbooks links to multiple courses at once.

Support Options

Available support options for your Bookshelf integration.

5. On the **Multi-Course eTextbook Adoption** page, click the **'Upload Multi-Course eTextbook Adoption File'** link.

Multi-Course eTextbook Adoption

Upload or Download the multi-course eTextbook adoption template.

Upload Multi-Course eTextbook Adoption File

Adopt eTextbooks and add eTextbook links for multiple courses at once.

Download Multi-Course eTextbook Adoption Template

Download the template file.

6. On the **Upload Multi-Course eTextbook Adoption File** page, in Section 1 attach the filled file by clicking the Choose File button and searching for the file on your local computer.

1. Upload Multi-Course eTextbook Adoption File

For the upload process to run successfully, the multi-course eTextbook adoption file must be in csv format and should have all the required columns. The different available columns and their functionality is as follows:

- **BB_COURSE_ID (REQUIRED)** - The course ID in Blackboard.
- **BOOKSHELF_COURSE_TAG (REQUIRED)** - The course tag mapping from VitalSource.
- **OVERRIDE_EXISTING_ADOPTIONS (REQUIRED)** - Select whether or not to override existing VitalSource eTextbooks adoptions in the course or not. This option will only override the adoptions but will not remove any links to existing eTextbooks from the Blackboard course. This is a [Y/N] field.
- **COURSE_MENU_AREA (OPTIONAL)** - Specify the location where the top-level links should be added for the adopted eTextbooks. If a value is provided in this field it implies link creation is expected. Links can only be added to a course content area level. Add a 'Y' value to the **CREATE_COURSE_MENU_OVERRIDE** column if a course menu with this name should be created if it doesn't already exist.
- **CREATE_COURSE_MENU_OVERRIDE (OPTIONAL)** - Specify whether or not to create the content area in the above field if it does not exist. This is a [Y/N] field.

Attach File

Choose File

No file chosen

7. In section 2 Run Mode, select the mode in which you want to process the file. The options available are:

- **Preview Mode:** Select **Preview Mode** to preview the results of the run. The records in the Blackboard system will not be updated with this mode. Use this mode to verify the data entered in your file before running the file in **Full Run Mode**.
- **Full Run Mode:** Select "Full Run" to perform a complete run and make actual changes in the Blackboard system.

2. Run Mode

Select Run Mode

☒ Preview Mode ☐ Full Run Mode

Select "Preview Mode" to preview the results of the run. The records in Bb will not be updated with this mode. Select "Full Run" to make changes to Blackboard.

8. In section 3 **Additional Email Notifications**, if you would like to add additional recipients, provide a comma-separated list of emails to use as additional recipients for any email notifications. The email notifications will by default always be sent to you.

3. Additional Email Notifications

Additional Email Recipients

The email notifications will by default always be sent to you. If you would like to add additional recipients, provide a comma-separated list of emails to use as additional recipients for any email notifications.

9. Click the **Submit** button to complete. An inline receipt will be displayed informing you that the upload action has been queued and an email will be sent to your inbox with the details of the action and any errors found once the process is complete. The processing time will vary based on the records in the file to process and other tasks queued in the Blackboard system. Check Junk/Spam folders if email not received within 2 hours. If you still do not receive the email after multiple attempts, open a ticket for the support team on the **Behind the Blackboard** site.

Success: Multi-Course eTextbook Adoption Upload action queued. An email will be sent when the process is complete.



Multi-Course eTextbook Adoption

Upload or Download the multi-course eTextbook adoption template.

Upload Multi-Course eTextbook Adoption File

Adopt eTextbooks and add eTextbook links for multiple courses at once.

Download Multi-Course eTextbook Adoption Template

Download the template file.

Support Options

The **Support Options** section provides the administrator with the ability to **Enable Debug Logging** for the **Bookshelf by VitalSource Building Block** and view the **Universal Diagnostics page** link for troubleshooting and resolving issues.

Debug Logging Level: Temporarily enables detailed (DEBUG) system logging for troubleshooting. Detailed Logging is not enabled when initially configuring the Building Block. If needed, you can select the time for detailed logging from the drop-down and select **Start**. The detailed logs will be recorded for the selected time, after which logging will revert to the default level to maintain system performance.

Period for detailed logging are set for 1 hour, 24 hours, 48 hours, or 72 hours.

Universal Diagnostics Page: This link provides detailed information for support teams to troubleshoot and resolve any issues with the integration. Copy and provide this link to the affected users.

Support Options

Options for supporting the integration with VitalSource.

1. Debug Logging Level

Enable Detailed Logging

Not Enabled

Start

Select a period for which detailed logging will be enabled. Detailed logging will revert to Not Enabled after the selected period to maintain system performance.

2. Universal Diagnostics Page

Universal Diagnostics Page Link	https://myinstitution.blackboard.com/webapps/bbgs-vitalsource-BBLEARN/app/tools/universalDiagnostics <i>This link provides detailed information for support teams to troubleshoot and resolve any issues with the integration. Copy and provide this link to the affected users.</i>
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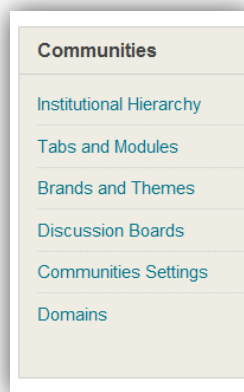
Managing the Bookshelf by VitalSource Building Block

Below are steps to manage the Bookshelf by VitalSource Building Block based on the configuration of your Blackboard instance.

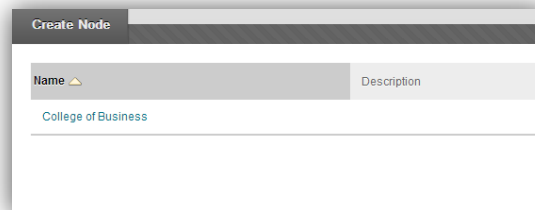
Managing VitalSource for Institutional Hierarchy – Community Engagement License Only

Manage the VitalSource tools for different nodes in the Institutional Hierarchy (available only for Blackboard Learn environments with Community Engagement license).

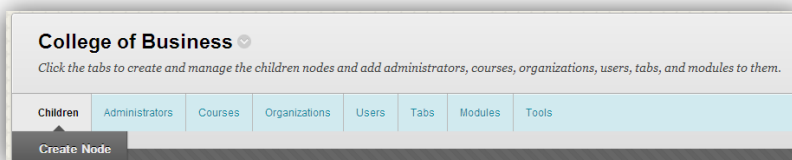
1. From the Administrator Panel, under **Communities**, click **Institutional Hierarchy**.



2. Click the name of the **Node** in which you want to edit the VitalSource tools.



3. Click the **Tools** tab and locate the VitalSource tools.



4. Change the Availability Default in the drop-down menu for the VitalSource tools.

Bookshelf by VitalSource				
Bookshelf by VitalSource (Tools)	Course Tool	Default Off	⊗	⊗
Bookshelf by VitalSource (Tools)	Organization Tool	Default Off	⊗	⊗
Search for Bookshelf eTextbooks	Content Type	Default On	⊗	⊗
	Content Type	Default On	⊗	⊗

5. Click **Submit**.

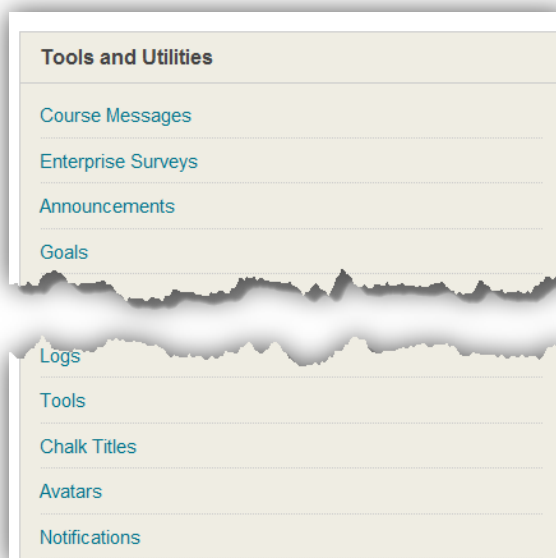
NOTE: Tools may be set to one of four different states for each node:

- **Default On** - The tool is enabled by default, but it can be disabled in child Nodes or Courses/Organizations.
- **Default Off** - The tool is disabled by default, but it can be enabled in child Nodes or Courses/Organizations.
- **Always On** - The tool is always on, and it can never be disabled in child Nodes or Courses/Organizations.
- **Always Off** - The tool is always disabled, and it can never be enabled in child Nodes or Courses/Organizations.

Enabling VitalSource for all Courses and Organizations

Follow these steps to enable the Bookshelf by VitalSource Building Block in the Blackboard Tools area.

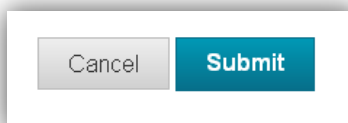
1. From the Administrator Panel, under **Tools and Utilities**, click **Tools**.



2. Select the Tool **VitalSource**. Determine the availability for each Tool Type: **Course Tool** to enable VitalSource as an option in Course Tools; **Organization Tool** to enable VitalSource as an option in Organization Tools; and **Content Type** to enable VitalSource as an option in the Content area of both Courses and Organizations.

VitalSource Bookshelf Integration				
VitalSource Bookshelf	Course Tool	Always On ▼	ⓘ	⌵
VitalSource Bookshelf	Organization Tool	Always On ▼	ⓘ	⌵
VitalSource Bookshelf Textbooks	Content Type	Always On ▼	ⓘ	⌵

3. Click **Submit**.



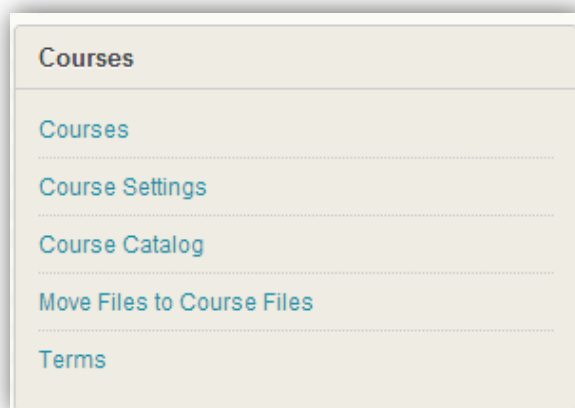
NOTE: Select the appropriate value to make the **Bookshelf by VitalSource Building Block Tool** available.

- **Default On** - designates that for newly created courses the tool will be enabled by default. Within the course, the tool is configurable by the instructor.
- **Default Off** - designates that for newly created courses the tool will not be enabled by default. Within the course, the tool is configurable by the instructor.
- **Always On** - designates that the tool will always be enabled within a course. It is not configurable by the instructor.
- **Always Off** - designates that the tool will never be enabled within a course. It is not configurable by the instructor.

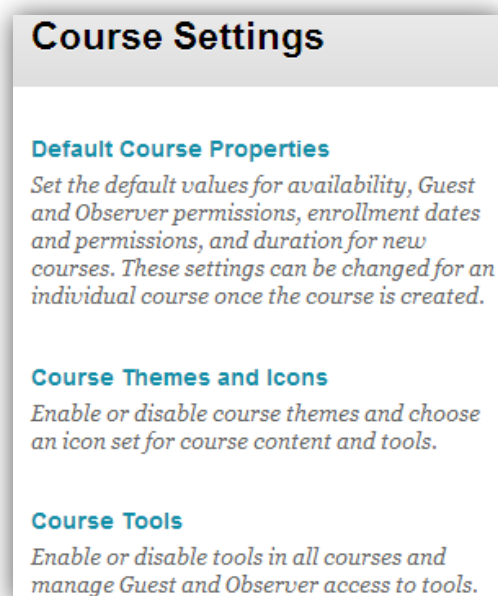
Managing VitalSource for all Courses and Organizations

Follow these steps to manage the Bookshelf by VitalSource Building Block in the Course or Organization Tools area.

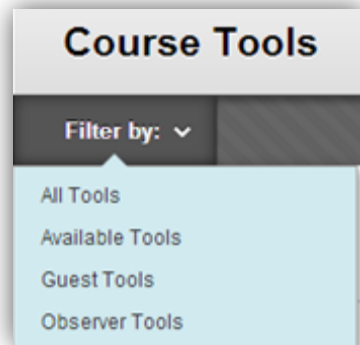
1. From the Administrator Panel, under **Courses**, click **Course Settings** or, to enable in Organizations, under **Organizations**, click **Organization Settings**.



2. Click **Course Tools**. If enabling for Organizations, click **Organization Tools**.



- Filter by **Available Tools**.



- Locate **VitalSource** in the list and check the box to turn the tool on in Courses or Organizations.

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blackboard Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blank Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blogs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bookshelf by VitalSource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bookshelf by VitalSource (Tools)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

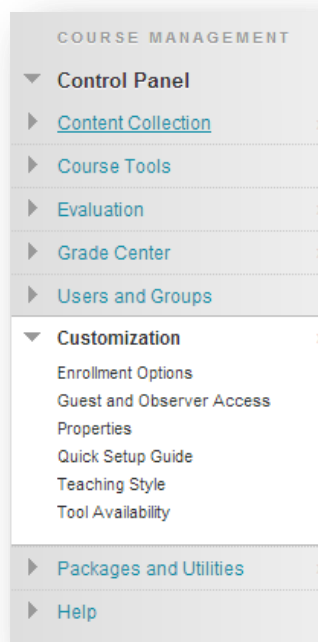
NOTE: The features of VitalSource course tools are not available to guests or observers.

- Click **Submit**

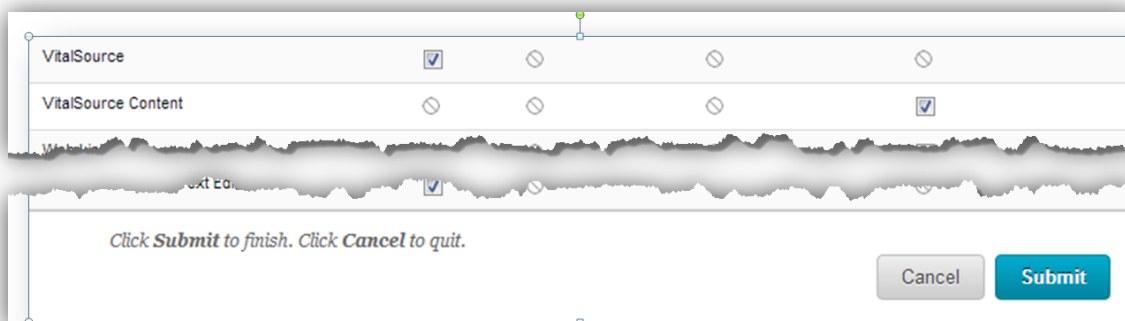
Managing VitalSource for Individual Courses and Organizations

Follow these steps to manage the Bookshelf by VitalSource Building Block in individual Courses or Organizations.

1. From the Course or Organization homepage, under **Control Panel**, click **Customization > Tool Availability**.

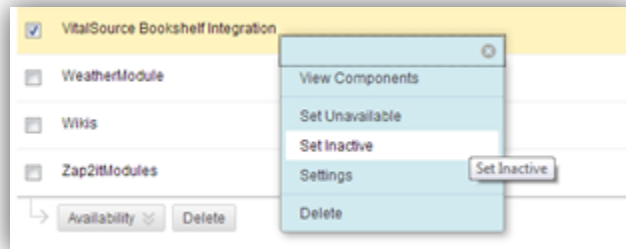


2. Locate **VitalSource** and **VitalSource Materials** in the list and check/uncheck the box to turn the tool on or off in the individual Course or Organization.
3. Click **Submit**.

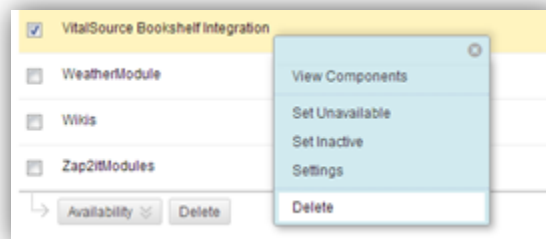


Removing Access to the Bookshelf by VitalSource Building Block

To remove access to the Bookshelf by VitalSource Building Block, change the Availability setting to **Inactive** on the **Building Blocks** page. This will remove all VitalSource features from Blackboard Learn, but will maintain Grade information in each course's Grade Center. Links to VitalSource deployed inside courses will remain visible, but will not function.



To completely remove the Bookshelf by VitalSource Building Block from Blackboard Learn, click the Delete button next to the Building Block name in the **Building Blocks** page.



Setting the Availability to **Unavailable** is not recommended, as it will allow links inside courses to remain live, but will not guarantee synchronization between Blackboard Learn and VitalSource, which may be disruptive to instructors and students.

Upload Building Blocks		Global Settings		Find and Download Building Blocks	
Availability ▾ Uninstall				Page 1 of 3	
Name	Vendor	Version	Availability	Update Status	
00-VitalSource Integration	Blackboard Inc.	1.0.91100048	Unavailable	No Info Available	

Instructor and Student Access

Instructors and students will have access to VitalSource resources from within the content area and Tools area of their courses.

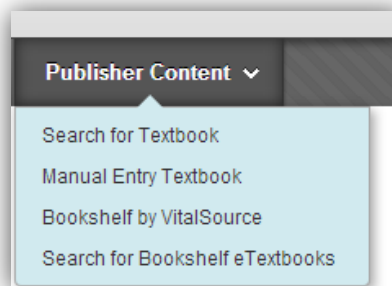
There is no charge for instructor access to VitalSource. Information about the integration and instructions for setting up access and connecting their Blackboard Learn course are available under the **Learn more about VitalSource** link in the VitalSource tools page in each Blackboard course.

Students will be directed to registration information and may be also directed to payment information based on the integration setup in VitalSource when they first access any VitalSource link from their course. Tuition inclusive set ups will bypass the ecommerce component of the integration as those eTextbooks will already be adopted in the student's course.

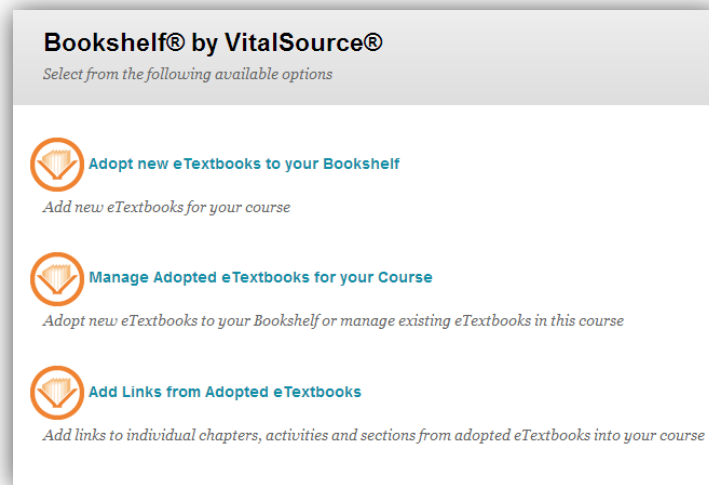
Instructor VitalSource Building Block Usage

Once the Bookshelf by VitalSource Building Block is available and configured, instructors will have the ability to add VitalSource content within a course.

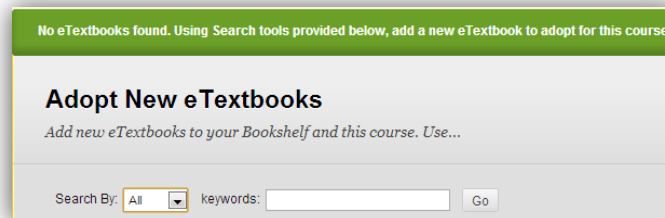
1. Using the **Course Menu**, navigate to a Content area in which you wish to add a VitalSource item.



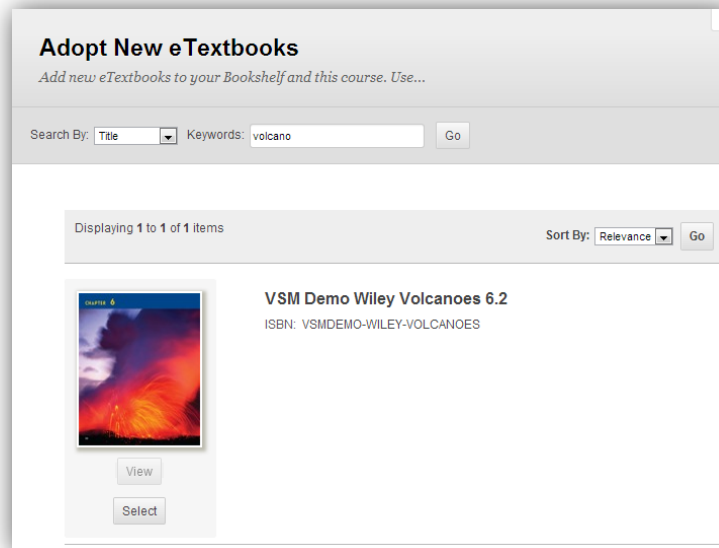
2. Select the **Publisher Content** option and click **Bookshelf by VitalSource** or **Search for Bookshelf eTextbooks**.



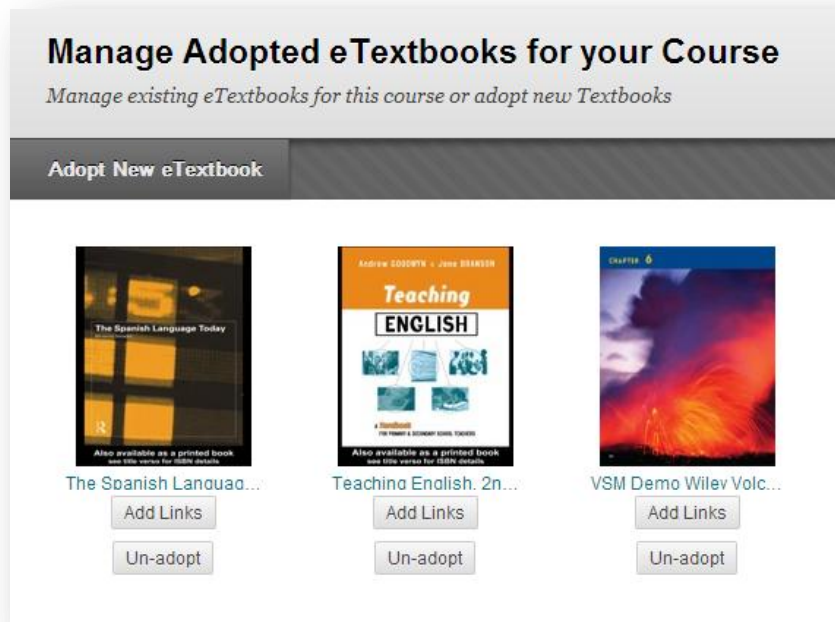
3. If this is the first time accessing VitalSource, the instructor will need to Adopt New eTextbook(s) for the course.



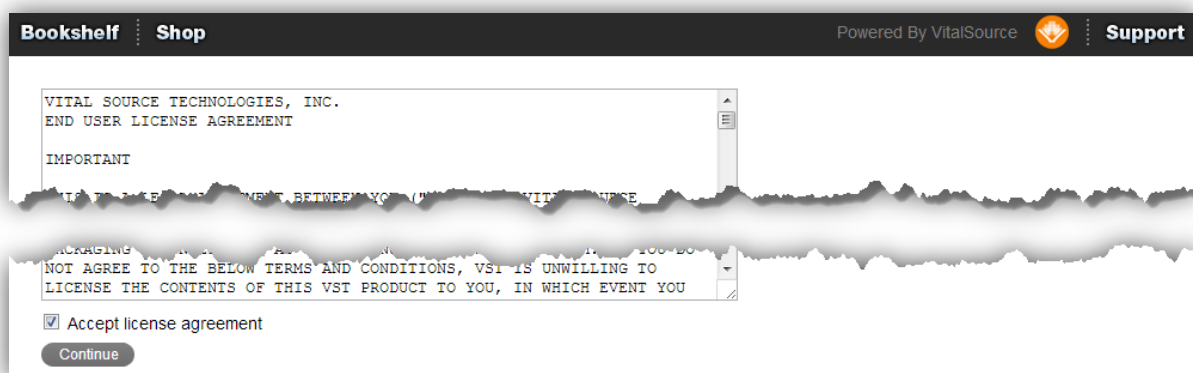
4. Search for eTextbooks by defining the Search criteria of **All**, **ISBN**, **Author** or **Title** and click **Go**.



- After adopting eTextbook(s), the Manage Adopted eTextbooks and add links from Adopted eTextbooks will display. Select the **Manage eTextbooks** option or **Add Links from Adopted eTextbooks** to launch **VitalSource** content options.

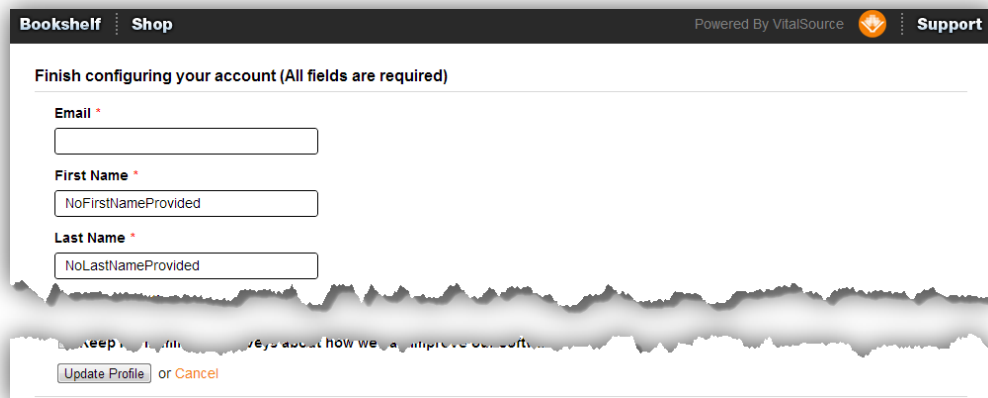


- Based on the Bookshelf by VitalSource Building Block, an acknowledgement screen may be presented to the user upon clicking a VitalSource link in Blackboard. If there is a need to have users agree to an End User License Agreement (EULA), the EULA will appear upon the first-time launch of a VitalSource link from within Blackboard by a user.



Users may opt to hide this message in the future by clicking the “Do not show me this message again” box.

7. Users not associated with a VitalSource Bookshelf account will be redirected to the provisioning process in a new VitalSource Bookshelf® window based on the user's preference selection. The user will complete the one-time pairing process at this time to sync their current VitalSource materials within Blackboard to their mobile devices. There is never a charge for instructors; however, students may be also directed to payment information based on the integration setup in VitalSource when they first access any VitalSource link from their course.



The screenshot shows a web interface for configuring a VitalSource Bookshelf account. At the top, there is a dark header bar with 'Bookshelf' and 'Shop' on the left, 'Powered By VitalSource' with a logo in the center, and 'Support' on the right. Below the header, the main content area has a title 'Finish configuring your account (All fields are required)'. There are three input fields: 'Email *' (empty), 'First Name *' (containing 'NoFirstNameProvided'), and 'Last Name *' (containing 'NoLastNameProvided'). At the bottom of the form, there is a link 'Keep track of your progress' and a row with an 'Update Profile' button and a 'Cancel' link.

8. After returning to Blackboard, select the desired content by checking the boxes next to each item listed under the Title. Select **Submit** to confirm selections. Note that the instructor can make multiple selections.

Add Links from Adopted eTextbooks

Add links to individual chapters, activities and sections from adopted...

Teaching English, 2nd Edition

- ☐ Half-Title
- ☐ Series Title
- ☐ Title
- ☐ Copyright
- ☐ Contents
- ☐ Illustrations
- ☐ Abbreviations
- ☒ 1 The subject of English: putting English in perspective
- ☒ 2 The English curriculum and the Literacy Strategy
- ☐ 3 Planning teaching and learning in English
- ☒ 4 Assessment, recording and reporting
- ☒ 5 The role of Drama
- ☐ 6 The role of Media Education
- ☐ 7 Information and Communications Technology
- ☐ 8 Inclusion, special needs and differentiation
- ☐ 9 Professionalism and accountability

Selected Items 4

- After submitting, the instructor confirms or changes the location of the newly selected VitalSource content and selects to **Submit** or **Cancel** to return to the Content selection screen.

1. Location

Destination Folder

2. Link Information

<input checked="" type="checkbox"/>	Title	Description	Points Possible
<input checked="" type="checkbox"/>	1 The subject of English: putting English in perspective		-
<input checked="" type="checkbox"/>	2 The English curriculum and the Literacy Strategy		-
<input checked="" type="checkbox"/>	4 Assessment, recording and reporting		-
<input checked="" type="checkbox"/>	5 The role of Drama		-

Displaying 1 to 4 of 4 items

3. Submit

Click Submit to proceed. Click Cancel to quit.

10. Clicking **Submit** places the link in the content area from which the instructor started. Once the VitalSource content is submitted, the content is created and displayed in the content area. Content is now manageable with native Blackboard options.

Success: Ch 3: Systems of Linear Equations and Matrices deleted.

Content ▾

Build Content ▾

Assessments ▾

Tools ▾

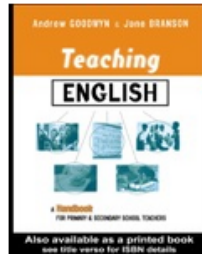
Publisher Content ▾



Teaching English, 2nd Edition

↪ 1 The subject of English: putting English in perspective

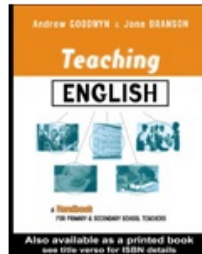
Author: Jane Branson
VBID: 9780203416167



Teaching English, 2nd Edition

↪ 2 The English curriculum and the Literacy Strategy

Author: Jane Branson
VBID: 9780203416167

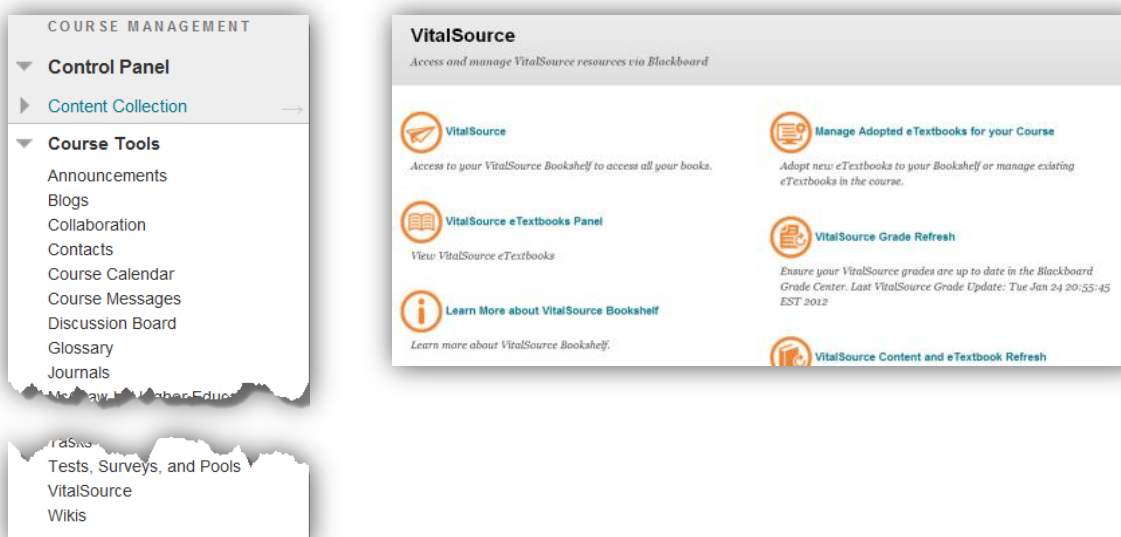


Accessing VitalSource Items and Tools

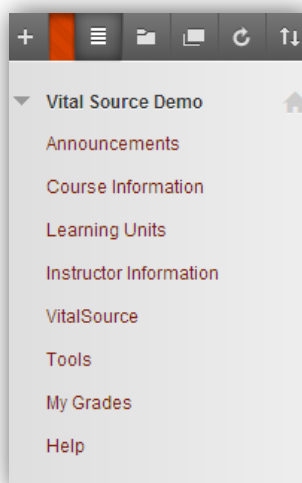
Information about the integration and instructions for setting up access and connecting their Blackboard Learn course are available under the Learn more about VitalSource link in the VitalSource tools page in each Blackboard course.

Instructors will also have the ability to access the entire set of support links on the VitalSource tools page within a course. Tools are listed alphabetically.

1. Locate **Course Tools** from the Control Panel and select the **Bookshelf** tool as displayed.
2. Upon selecting **Bookshelf**, additional information will be provided regarding the VitalSource tools and features.



NOTE: To provide Students with the various support VitalSource tools, Instructors/Instructional Designers will need to make the VitalSource tool link available to them. Options to do this include placing the **Bookshelf** tool link **or Blackboard Tools** link in the Course Menu.



Information Transmission Summary

The following table provides a summary of the information transmitted between your school's Blackboard environment and the VitalSource systems:

Category	Sent to VitalSource	Received from VitalSource
User Information	<p>Encrypted version of the user ID (external person key). VitalSource does not have the ability to decrypt these identifiers.</p> <p>User IMS context role.</p> <p>Optional: First name, last name, email address to enhance the user experience. These are not sent by default, the user must choose to send this information.</p> <p>This information is sent when a user clicks on links to VitalSource. The SSL status of these links matches exactly that of the page where the link was placed. Please note that not all VitalSource sites support SSL throughout; the browsing experience may drop to plain HTTP at some points while visiting VitalSource.</p>	<p>Account ID of the associated VitalSource account.</p> <p>This information is always transmitted to Blackboard secured with OAuth and is only available to the student himself and the course instructor. Whether this information is presented over SSL is dictated by the local configuration of Blackboard.</p>
Course Information	<p>Encrypted version of the context id (external course key). VitalSource does not have the ability to decrypt these identifiers.</p> <p>Optional: course title and course label to enhance the student experience.</p> <p>This information is sent when a user clicks on links to VitalSource. The SSL status of these links matches exactly that of the page where the link was placed.</p>	<p>Section ID, section status and domain ID of the associated VitalSource section.</p> <p>This information is always transmitted to Blackboard secured with OAuth and is only available to students and instructors enrolled in the course. Whether this information is presented over SSL is dictated by the local configuration of Blackboard.</p>
Enrollment Information	None	VitalSource user ID, course ID, master class ID, class status, IMS context role.

		<p>This information is always transmitted to Blackboard secured with OAuth and is only available to the student himself and the course instructor. Whether this information is presented over SSL is dictated by the local configuration of Blackboard.</p>
VitalSource Content (assignments, announcements)	Resource ID (unique identifier for VitalSource resource in Blackboard).	<p>Metadata about available content (title, due date, etc.).</p> <p>This information is always transmitted to Blackboard secured with OAuth and is only available to students and instructors enrolled in the course. Whether this information is presented over SSL is dictated by the local configuration of Blackboard.</p>
Scores	None	<p>Score information is always pulled into Blackboard from VitalSource secured with OAuth. The information transmitted only uses the encrypted identifiers for user and course and cannot be directly traced back to an individual student even if intercepted. This information is only visible in the grade center. Whether this information is presented over SSL is dictated by the local configuration of Blackboard</p>