

# Instructor instructions for Macmillan Learning Ultra Integration

## Add a web link to the desired course section

Choose a location within your course where you'd like to add the link to your Achieve course. Click the + icon in this location, then click + **Create**.

The screenshot displays the instructor interface for Don Cook. On the left is a navigation sidebar with icons for Roster, Course Groups, Course is open, Blackboard Collaborate, Attendance, Announcements, Books & Tools, Question Banks, and Student Preview. The main area is titled 'Course Content' and features a large circular graphic with a pencil and the text 'Get started!'. Below this graphic is the instruction: 'Use this space to build your course. Select the plus to begin!'. A red box highlights a plus icon at the bottom center of the main area.

Don Cook  
Instructor

Details & Actions

- Roster  
[View everyone in your course](#)
- Course Groups  
[Create and manage groups](#)
- Course is open  
[Students can access this course](#)
- Blackboard Collaborate  
[Join session](#)
- Attendance  
[Mark attendance](#)
- Announcements  
[Create announcement](#)
- Books & Tools  
[View course & institution tools](#)
- Question Banks  
[Manage banks](#)
- Student Preview  
[Enter student preview mode](#)

Course Content

Get started!

Use this space to build your course. Select the plus to begin!


DC\_Test\_Course\_3  
**DC Test Course 3**

**Don Cook**  
Instructor

**Details & Actions**

- Roster [View everyone in your course](#)
- Course Groups [Create and manage groups](#)
- Course is open [Students can access this course](#)
- Blackboard Collaborate [Join session](#)
- Attendance [Mark attendance](#)
- Announcements [Create announcement](#)
- Books & Tools [View course & institution tools](#)
- Question Banks [Manage banks](#)

**Course Content**

Use this space to  the plus to begin!

- Create
- Copy Content
- Upload
- Content Market
- Content Collection

[https://bd-partner-a-ultra.blackboard.com/ultra/courses/\\_3194\\_1/outline/create?parentId=\\_52942\\_1&positionBefore=start](https://bd-partner-a-ultra.blackboard.com/ultra/courses/_3194_1/outline/create?parentId=_52942_1&positionBefore=start)

Click "Teaching Tools with LTI Connection" in the right panel

**Don Cook**  
Instructor

**Details & Actions**

- Roster [View everyone in your course](#)
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- Student Preview [Enter student preview mode](#)

**Course Content**

**Create Item**

**Course Content Items**

- Learning module
- Folder
- Document
- Link
- Teaching tools with LTI connection**
- SCORM package

**Assessment**

- Test
- Assignment

1. **Name** the Web Link something that your students will recognize as the way to access their Achieve course.
2. Select **Visible to Students** in the drop-down menu to allow students see and use the link.
3. For **Configuration URL**, use the URL provided by your Macmillan Learning Customer Support contact. To ensure that you're using the correct URL, note the format for the Achieve URL below, where **XXXXXX** is the unique ID for your Achieve course.
  - <https://gateway.mnv-tech.com/v1/launch/LTI11/Achieve/Launch?courseid=XXXXXX&tooltype=course>
4. Use the **Key** provided by your Macmillan Learning Customer Support contact.
5. Use the **Security token** (also known as a Secret) provided by your Macmillan Learning Customer Support contact.

Scroll down to continue editing these settings before saving.

The screenshot shows the course management interface for Kasey Rubenstein, Instructor. The main content area displays the 'Course Content' section with an 'Achieve HW' item. The right-hand configuration panel is open, showing the following settings:

- 1. Item name: **Achieve HW**
- 2. Visibility: **Visible to students**
- 3. Configuration URL: **https:// gateway.mnv-tech.com/v1/launc**
- 4. Key: **Type the provided key**
- 5. Security Token: **Type your provided security token**

Buttons for 'Cancel' and 'Save' are visible at the bottom of the configuration panel.

1. Check the boxes for **Open in a new window** and **Create a gradebook entry for this item**.
2. Set the **Due Date**. In general you can set this to the last day of the term.

3. Set the **Maximum points**. Your students' scores here will be determined by their performance in the Achieve course. For example, if a student earns 83% in the Achieve course as their overall grade, and you set maximum points here to 100, the student will earn 83 points out of 100.
  - You can also set a Gradebook **Category** here if desired.
4. Leave the **Description** field blank.
5. Click **Save**.

The screenshot shows the Blackboard interface for Kasey Rubenstein, Instructor. The 'Details & Actions' panel is on the left, and the 'Course Content' section is in the center. A modal window is open on the right, showing the settings for an item. The modal window has several fields highlighted with red boxes and numbered 1 through 5:

- 1:  Open in new window
- 2:  Allow class conversations
- 3:  Create gradebook entry for this item
- 4: Due date (12/17/21, 11:59 PM)
- 5: Grade using (Points)
- 6: Maximum points (100)
- 7: Select Category
- 8: Additional Tools
- 9: Goals & standards (You need to save the LTI link before you can edit the aligned goals. Save the LTI link and return.)
- 10: Description (Type an optional description)
- 11: Cancel button
- 12: Save button

**Click on the content link to ensure it launches without an error**

Once you click on this link, you should be taken to your Achieve course page.

DC\_Test\_Course\_3  
DC Test Course 3

Don Cook  
Instructor

Details & Actions

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[Manage banks](#)

Course Content

- Achieve HW  
Due date: 3/12/21, 11:22 AM  
Visible to students

If you encounter the following error, make sure you have entered the key and secret exactly, with no leading or trailing spaces, and that you have left the description field blank.

## Oops! An Error Occurred

### The server returned a "401 Unauthorized".

The key and/or secret used to set up your Learning Tool link may have been entered incorrectly. Some common causes for this problem are:

- Mistakenly adding or removing characters (even an extra empty space at the end) from the key or secret.
- A web browser's autofill feature might have inserted text where the key or secret should have been entered in the configuration screen.

If you're using Blackboard, a long link description can also sometime cause this error. In that case, shortening or removing the link description will fix this error.

If you see this error, the Configuration URL may be incorrect.

## Oops! An Error Occurred

### The server returned a "500 Internal Server Error".

Something is broken. Please let us know what you were doing when this error occurred. We will fix it as soon as possible. Sorry for any inconvenience caused.

**If you need to make any changes, edit the content link**

Click on the three dots icon to the right of the link and click **Edit** if you need to make any changes to the link. Once you are finished editing, click on the link again to make sure you are taken to your Achieve course page.

The screenshot shows the Blackboard interface for a course titled "DC Test Course 3". At the top, the instructor's name "Don Cook" and title "Instructor" are displayed. The main content area is titled "Course Content" and lists an item named "Achieve HW" with a due date of "3/12/21, 11:22 AM" and a status of "Visible to students". A context menu is open over the "Achieve HW" item, showing "Edit" and "Delete" options. The "Edit" option is highlighted with a red box. On the left side, there is a "Details & Actions" sidebar with various course management tools such as "Roster", "Course Groups", "Course is open", "Blackboard Collaborate", "Attendance", "Announcements", "Books & Tools", "Question Banks", and "Student Preview".