Macmillan Higher Education Integration
Administrator Guide
Version 2.0 for Blackboard Learn 9.1 SP10+
About Macmillan Higher Education Integration

About Macmillan Higher Education

Macmillan Higher Education publishes both print and digital course materials in over 17 discipline areas in the United States and Canada, and is known for high quality content, innovative pedagogy and award winning design. Macmillan Higher Education’s academic imprints include Bedford/St. Martin’s, W.H. Freeman, Worth Publishers, and Hayden-McNeil. Macmillan Higher Education is a part of the global Macmillan Science & Education Division that also includes Macmillan New Ventures, Nature Publishing Group, Macmillan Education, Palgrave Macmillan, Digital Science and Digital Education. Macmillan Science and Education is a part of Verlagsgruppe Georg von Holtzbrinck, GMBH, a global media company based in Stuttgart, Germany.

About Macmillan Higher Education Integration

The Macmillan Higher Education Integration provides seamless access to Macmillan Portal and Class content within the Blackboard Learn platform. Key functionality includes single sign-on between the two systems, deep linking capability to all Macmillan content at the chapter and asset level, and automated gradebook refresh. Macmillan’s high-quality content and course resources together with Blackboard Learn tools increase student engagement through asynchronous interaction and communication. And, with all course resources and grades in one place, instructors and students can enjoy an integrated online teaching and learning experience.

The Macmillan Higher Education Integration is available through Blackboard’s Partner Cloud and is configured through the Partner Cloud Building Block. This Building Block allows institution-level settings and data to be stored and served from a central location. Data sharing and storage is limited to institutional information and encrypted unique identifiers, and sensitive student information is not shared between Blackboard and Macmillan or stored in the Partner Cloud.

About the Partner Cloud

Leveraging the larger Blackboard Cloud infrastructure, the Partner Cloud allows institutions to access multiple state-of-the-art integrations of high quality educational content within the Blackboard Learn platform through a single Building Block.

The Partner Cloud Building Block offers a single registration and activation process for content partner integrations. With this Building Block, system administrators will have access to the full content inventory available through the Partner Cloud and can efficiently control and manage what commercial content is visible through Blackboard Learn. This new distribution vehicle eliminates the cumbersome process of managing old and new versions of building blocks while also providing customers with access to new features and product improvements more quickly.

In moving to this streamlined technology, Blackboard will continue to incorporate best practices and deploy consistent and native Blackboard Learn workflows for all partner integrations, including:

- Single sign-on provides instructors and students with the convenience of one login for all course resources.
- Automated gradebook refresh ensures all assignment grades appear in the Blackboard Grade Center, saving instructors’ time.
• Deep linking functionality gives faculty greater control over how they deliver information and provides students easy access to their course work.
• Compliance with student data privacy laws, such as the Family Educational Rights and Privacy Act (FERPA), ensures sensitive student information remains protected and secure.

Glossary

The following table summarizes some important concepts used in this document:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content area</td>
<td>A content area is a content structure within a Course that is often linked to from the Course menu and organizes course folders, items, and other materials into logical groupings.</td>
</tr>
<tr>
<td>Building Block</td>
<td>A Building Block is an application module that extends the functionality of the Blackboard Learn platform.</td>
</tr>
<tr>
<td>System Admin Panel</td>
<td>This is the tab visible only to system administrators that contains a collection of links to tools targeted to the administration of the Blackboard Learn platform.</td>
</tr>
<tr>
<td>Step</td>
<td>A logical grouping of fields, instructions, and other elements within a data collection form in the Blackboard Learn platform.</td>
</tr>
</tbody>
</table>
Configuring the Partner Cloud Building Block

The Partner Cloud Building Block must be installed in order to configure the Macmillan Higher Education Integration and enable the partner content for use in courses. This Building Block is bundled with Blackboard Learn, Release 9.1 SP13 and above but must be downloaded and installed on Blackboard Learn, Release 9.1 SP10 through SP12.

After confirming the Partner Cloud Building Block is made available, you will be able to configure the Partner Cloud Building Block and make the Partner Cloud Tools available to allow proper usage by instructors and students.

If the Partner Cloud Building Block is already installed and configured, the system administrator may proceed with the Macmillan Higher Education Integration configuration.

Technical Considerations

- The Partner Cloud Building Block requires Cloud Services, which is available with Blackboard Learn SP10 and above. The Cloud Connection must be enabled. Other Cloud features, such as Profiles, are optional.
- The latest patches must be installed for the Partner Cloud Building Block to function properly.
- The Blackboard Learn environment must be reachable by the external Cloud Services, through any firewall or security software. This includes any test or development environments that will need access to the Cloud.
- Help on Blackboard Cloud configuration and testing is available: https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Administrator/130_System_Management/003_Planning_for_Cloud
Configuring and Registering the Partner Cloud Building Block

Follow these steps to configure and register the Partner Cloud Building Block:

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

<table>
<thead>
<tr>
<th>Building Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Integration</td>
</tr>
<tr>
<td>Authentication</td>
</tr>
<tr>
<td>Building Blocks</td>
</tr>
<tr>
<td>Web Services</td>
</tr>
</tbody>
</table>

2. Click **Installed Tools**.

<table>
<thead>
<tr>
<th>Building Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Installed Tools</strong></td>
</tr>
<tr>
<td>Configure or Delete Building Blocks that were included with the system.</td>
</tr>
<tr>
<td><strong>Proxy Tools</strong></td>
</tr>
<tr>
<td>Manage and register Proxy Tools and define their Global Properties.</td>
</tr>
<tr>
<td><strong>Basic LTI Tool Providers</strong></td>
</tr>
<tr>
<td>Manage and register Basic LTI Tool Providers.</td>
</tr>
<tr>
<td><strong>Featured Building Blocks</strong></td>
</tr>
<tr>
<td>Manage and install Featured Building Blocks</td>
</tr>
</tbody>
</table>
3. Locate the Partner Cloud Building Block. Installed Building Blocks are in alphabetical order.

![Installed Tools](image)

4. Highlight the Building Block and select Set Unavailable from the contextual menu.

![View Components](image)

NOTE: Setting the Availability to Unavailable will trigger the approval of the Building Block just as setting it to Available. Setting the Availability to Unavailable allows the Building Block settings to be fully configured ahead of making it available for instructor and student usage.

5. When presented with the Make Building Block Available page, on which a summary of the permissions and access granted to the Building Block is listed, select Approve to activate the Building Block.

![Make Building Block Available](image)
6. Highlight the **Partner Cloud Building Block**. Select **Settings** from the contextual menu. This will direct you to the configuration page.

![Partner Cloud Building Block](image)

Alternatively, the Partner Cloud Building Block settings can be accessed directly from the Administrator Panel through the **Cloud Management** module and the **Partner Cloud Settings** option.

![Cloud Management](image)

7. In the **Local System Information** section:

   a. The Public URL is the institution’s Blackboard Learn URL as accessed by systems outside of the institution. The URL value is used for pushed notifications, such as grade notification.

   b. Select the appropriate option for the **Show User Acknowledgement Message** option. This option designates if users will be required to acknowledge that they are leaving the Blackboard Learn system and that the action will direct their browser to an external site. If the option **Yes** is selected, the **Message Text** will be required in order to complete the Partner Cloud configuration. This message will be displayed to users prior to redirecting their browsers.

   c. The **Open Partner Links in New Window** provides the option to open partner content in a new browser window or in the existing Blackboard Learn window. Each partner configuration will have the option to **Default from the Building Block** to use the value already selected from the Partner Cloud Building Block.
8. In the **Privacy Configuration** section, options are set to specify which information should be shared between the Blackboard Learn and partner servers.

   The **Share User Information** option does not appear with a default and will be required in order to complete the **Partner Cloud** configuration.

   - **Always** indicates that user information will be shared. This includes the user first name, last name and email address.
   - **Never** indicates user information will not be shared.
   - **User Choice** indicates that each individual user will be prompted to decide how their information should be sent upon their first launch of any Macmillan Higher Education link.

   The **Share Course Information** option designates if the Blackboard course ID and name should be shared with the partner systems.

9. In the **Grade Integration** section, options are set to configure the grade integration between Blackboard Learn and partner systems.

   Under **Scheduled Grade Update Frequency**, select an update frequency (Never, 30, 60, 90 or 120 minutes) to determine the frequency with which the local Blackboard Learn installation will communicate with the partner servers to fetch grades. The default selected value is **60 minutes**. Optimal interval time may depend on the number of instructors and students and the local server configuration.
Accept Grade Notifications will allow the local Blackboard Learn system to accept grade notifications from partner systems for quicker update of grades and other information. For grade notifications to work properly, the local Blackboard Learn server must be reachable from the Partner Cloud servers using the public URL on record. The default selected value is No.

Last Checked indicates the date, time and local Blackboard Learn application server of the most recent communication with the partner servers.

Last Update indicates the date and time of the most recent communication with the partner servers in which there was user activity shared between the systems and the number of successful and/or failed course updates that occurred. If a communication occurred but there was no data to be updated, this date and time may be older than the Last Checked information.

Locked From will typically appear as blank. A lock indicates that the Partner Cloud and Blackboard Learn servers are communicating. If there is a lock, a Clear button will appear next to the lock information. Before pressing Clear, wait 15 to 20 minutes to determine if the lock is part of the regular update process. The lock information can also be compared with the Last Update time. Clicking the Clear button will provide you with the path of the lock on your Blackboard Learn application server. The lock has to be deleted manually.

Run Grade Update will start the synchronization process and re-set the automated update interval countdown. If the synchronization needs to be updated before the next scheduled automatic time, or if the Blackboard Learn administrator believes there is information not being passed between the partner servers and the Blackboard Learn installation, clicking Run Now will force a communication and pass any pending information between the systems.

10. In the Blackboard Course Roles to LIS (Learning Information Services) Context Role Mapping section, designate how to map the Blackboard Learn course roles to the six LIS Context Roles. Administrator, Learner and Instructor are required. Below indicates the suggested mapping for default course roles.
11. In the **Multi-Institution Installation** section, the Building Block can be configured to support licensing of partner content by Domains, Institution Hierarchy, or Data Source Keys.

   These options can be used to enable the partner integration based on the multi-institution set up.

   **NOTE:** If No is selected for **Support Multiple Institutions**, the **Identify Institutions by** options will not appear.
12. In the **Debug Logging Level** section, designate debug settings to be used when troubleshooting an issue with support assistance. During initial configuration, the suggested and default value is **Not Enabled**.

13. Upon submission, the registration process will occur and the **Registration Status** will be updated to indicate either a successful or failed registration.
Making the Partner Cloud Building Block Available

Once configuration is complete, you are ready to make the Building Block available for instructor and student access.

These are the steps to make the Partner Cloud Building Block available:

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

   ![Building Blocks](image)

2. Click **Installed Tools**.

   ![Installed Tools](image)

3. Locate the Partner Cloud Building Block. Installed Building Blocks are in alphabetical order.

4. Highlight the Building Block and **Set Available** from the contextual menu.

   ![Contextual Menu](image)
Configuring the Macmillan Higher Education Integration

1. From the Administrator Panel, locate the Cloud Management module and select the Partner Cloud Settings option.

   Cloud Management
   - Software Updates
   - Cloud Connector
   - Cloud Profiles and Tools
   - Cloud Settings
   - Reported Items
   - Social Settings
   - Private Spaces
   - Partner Cloud Settings

2. Locate the Configure and Activate Partners section and the Macmillan Higher Education option. Select Settings in the contextual menu. This will direct you to the configuration page.

To register the Macmillan Higher Education Integration, locate the Macmillan Higher Education Configuration section, and enter the credentials provided by Macmillan. **Note: If credentials are needed, select the link Register and obtain consumer key/secret.**

Note: If Blackboard Cloud Profiles are enabled, and the Administrator has not yet set up their profile, they will be prompted to complete the setup before continuing. Information on configuring Profiles can be found on the Blackboard Help site: https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/020_My_Blackboard/About_Profiles

Macmillan Higher Ed Configuration

Please enter the credentials provided by Macmillan Higher Ed.

Consumer Key: [sn3vo0ua7iluy6puxchswqix3kv8k3f4kx] Register and obtain consumer key/secret

Consumer Secret: [2ysvym66305gq27vpzxcl0wh91hewqbx]
3. In the **Macmillan Higher Education Specific Settings**, options are set to indicate how the Macmillan Higher Education links are launched.

   The **Open Macmillan Higher Education Links in New Window** notes that the Macmillan content will always open in the Blackboard Learn window.

   The **Share User Information** option specifies how information should be shared between the Blackboard Learn and Macmillan Higher Education servers.

   - **Always** indicates that user information will be shared. This includes the user first name, last name and email address.
   - **Never** indicates user information will not be shared.
   - **User Choice** indicates that each individual user will be prompted to decide how their information should be sent upon their first launch of any Macmillan Higher Education link.

   The **Accept Grades from Macmillan Higher Education** option specifies whether to accept scores for the Blackboard Learn Grade Center.

   ![Macmillan Higher Ed Specific Settings Table]

4. Select **Submit** to save all changes.

5. Upon submission, the registration process will occur and the **Registration Status** will be updated to indicate either a successful or failed registration.

   ![Congratulations, your Macmillan Higher Ed integration is properly configured.]

6. Upon a successful registration, the Macmillan Higher Education Integration can be made available to the instructor by returning to the **Configure Partner Cloud**.

   Locate the **Configure and Activate Partners** section and the Macmillan Higher Education option. Select the down arrow and **Make Available**.
Enabling Partner Cloud Tools

When the Building Block is set to **Available**, the Partner Tools are not automatically made available.

These are the steps to make the Partner Tools available:

1. From the Administrator Panel, click **Tools** within the **Tools and Utilities** module.
2. Select the All Tools option under Filter By:

3. Locate the **Partner Cloud** Tools:
   a. For SP10 and 11:

   Select the **Availability Default** dropdown. Select the appropriate value to make the **Partner Cloud Tools** available.

<table>
<thead>
<tr>
<th>Default Off</th>
<th>Default On</th>
<th>Default Off</th>
<th>Default Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default On</td>
<td>Default Off</td>
<td>Default On</td>
<td>Default Off</td>
</tr>
<tr>
<td>Default Off</td>
<td>Always On</td>
<td>Default Off</td>
<td>Always Off</td>
</tr>
</tbody>
</table>

**Default On** designates that for newly created courses or organizations the tool will be enabled by default. Within a course or organization, the tool is configurable by the instructor.

**Default Off** designates that for newly created courses or organizations the tool will not be enabled by default. Within a course or organization, the tool is configurable by the instructor.

**Always On** designates that the tool will always be enabled within a course or organization. It is not configurable by the instructor.

**Always Off** designates that the tool will never be enabled within a course or organization. It is not configurable by the instructor.
b. For SP12 and above:

Select the **Availability** as ON or OFF by clicking on the ON/OFF value. Once your option is selected the **Scope of Change** can be set.

![Table of Partner Cloud Tools]

Note: The Partner Cloud Tools are not available to guests or observers.

4. Click **Submit**.
Removing Access to the Macmillan Higher Education

1. From the Administrator Panel, locate the Cloud Management module and select the Partner Cloud Settings option.

2. Locate the Configure and Activate Partners section and the Macmillan Higher Education option. Select Set Unavailable from the contextual menu. This will disable the Macmillan Higher Education Integration.

3. Click Submit.
Removing Access to the Partner Cloud Building Block

To remove access to the Partner Cloud, change the Availability setting to Inactive on the Building Blocks page. This will remove all Partner Cloud features from Blackboard Learn. Links to partner content and features deployed inside courses will remain visible, but will not function.

Note: 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 partners, which may be disruptive to instructors and students.

These are the steps to make the Partner Cloud Building Block inactive:

1. From the Administrator Panel, click Building Blocks.

2. Click Installed Tools.

   - Installed Tools
     Configure or delete Building Blocks that were included with the system.

   - Proxy Tools
     Manage and register Proxy Tools and define their Global Properties.

   - Basic LTI Tool Providers
     Manage and register Basic LTI Tool Providers.

   - Featured Building Blocks
     Manage and install Featured Building Blocks.
3. Locate the Partner Cloud Building Block. Installed Building Blocks are in alphabetical order.

4. Highlight the Building Block and select **Set Inactive** from the contextual menu.
Instructor Macmillan Higher Education Integration Usage

Once the Partner Cloud Building Block is available and the Macmillan Higher Education Integration configured, instructors will have the ability to add Macmillan Higher Education Content within a course.

1. Using the course menu, instructors should navigate to a content area in which they wish to add a Macmillan Higher Education content item.

2. Instructors should select the Publisher Content option and click on Commercial Content. Note: With SP13 and above the Publisher Content option is renamed to Partner Content.

3. The Commercial Content page will launch allowing the instructor to pick the appropriate partner content including Macmillan Higher Education.
4. After selecting **Macmillan Higher Education Content**, instructors will be prompted in two different ways:

Note: If Blackboard Cloud Profiles are enabled, and the instructor has not yet set up their profile, they will be prompted to complete the setup before continuing. Information on configuring Profiles can be found on the Blackboard Help site: [https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/020_My_Blackboard/About_Profiles](https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/020_My_Blackboard/About_Profiles)

   a. **Upon the first access to Macmillan content from the selected Blackboard Learn course, the instructor will be prompted to register:**

   ![Register](image)
b. After the registration process is complete, subsequent visits to Macmillan Higher Education Content will take the instructor directly to the **Add Macmillan Higher Education Content** selection page:

![Add Macmillan Higher Education Content](image-url)

Add links to individual chapters, activities and sections from your associated Macmillan Higher Education Portal or Class. A checkmark after the title of the content item indicates that it has been already deployed to Blackboard. Move your cursor over the content title to view content information. Use the "Add Selected Content" button to assign new content for use in your Blackboard course.
Accessing Macmillan Higher Education Items and Tools

Instructors will also have the ability to access the Macmillan Higher Education tool within a course. Tools are listed alphabetically.

1. Select **Tools**. Select **Partner Cloud Tools**.

2. Select the Macmillan Higher Education option.

3. Macmillan Higher Education Tools are displayed:
### Macmillan Higher Education Support Tools

Setup and maintain your Macmillan Higher Education integration.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macmillan Higher Education Diagnostics</td>
<td>Run diagnostics on your Macmillan Higher Education connection.</td>
</tr>
<tr>
<td>Macmillan Technical Support</td>
<td>Having problems? Please contact Macmillan technical support.</td>
</tr>
<tr>
<td>Macmillan User Profile</td>
<td>View your Macmillan profile information or reset the mapping to your Macmillan account.</td>
</tr>
<tr>
<td>Macmillan Roster Information</td>
<td>Macmillan Roster Information</td>
</tr>
<tr>
<td>Macmillan Grade Refresh</td>
<td>Macmillan Grade Refresh: Last Manual Grade Update: Wednesday, June 19, 2013 7:17:32 AM EDT</td>
</tr>
<tr>
<td>Macmillan Content Refresh</td>
<td>Macmillan Content Refresh</td>
</tr>
<tr>
<td>Unlink Macmillan Course</td>
<td>Unlink the link between this course and your Macmillan course</td>
</tr>
</tbody>
</table>

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## Information Transmission Summary

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Sent to Macmillan Higher Education</th>
<th>Received from Macmillan Higher Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Information</td>
<td>Bb profile ID</td>
<td>Account ID of the associated Macmillan Higher Education account</td>
</tr>
<tr>
<td></td>
<td>User IMS context role</td>
<td>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 Learn.</td>
</tr>
<tr>
<td></td>
<td><strong>Optional:</strong> First name, last name, and email address to enhance the user experience. These are not sent by default. The user or the institution's system administrator must choose to send this information. This information is sent when a user clicks on links to Macmillan Higher Education. The SSL status of these links matches exactly that of the page where the link was placed. Please note that not all Macmillan Higher Education sites support SSL throughout; the browsing experience may drop to plain HTTP at some points while visiting Macmillan Higher Education.</td>
<td></td>
</tr>
<tr>
<td>Course Information</td>
<td>Encrypted version of the context id (external course key) Macmillan Higher Education does not have the ability to decrypt these identifiers. <strong>Optional:</strong> Course ID and course name to enhance the student experience. This information is sent when a user clicks on links to Macmillan Higher Education. The SSL status of these links matches exactly that of the page where the link was placed.</td>
<td></td>
</tr>
<tr>
<td>Enrollment Information</td>
<td>None</td>
<td>Macmillan Higher Education user</td>
</tr>
<tr>
<td>Category</td>
<td>Information Provided</td>
<td>Security and Availability</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ID, course ID, master class ID, class status, IMS context role</td>
<td></td>
<td>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 Learn.</td>
</tr>
<tr>
<td>Macmillan Higher Education Content (assignments, chapters, etc)</td>
<td>Resource ID (unique identifier for Macmillan Higher Education resource in Blackboard)</td>
<td>Metadata about available content (title, due date, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 Learn.</td>
</tr>
<tr>
<td>Scores</td>
<td>None</td>
<td>Score information is always pulled into Blackboard Learn from Macmillan Higher Education secured with OAuth. Even if the grade notifications (push) option is selected, only a message with no user, course or score information is pushed to the local Blackboard Learn instance to pull grades from Macmillan Higher Education. 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 Learn.</td>
</tr>
</tbody>
</table>
Cookies and Privacy Information

For more information about Blackboard Learn, visit the Blackboard Privacy Center at http://www.blackboard.com/privacy/.


The Macmillan Higher Education Integration does not use any additional cookies beyond the ones provided in the links above.

Partner Cloud Support

When entering a Behind the Blackboard ticket for issues found with the integration, it is important to designate the **Issue Topic** as **Building Blocks/Extensions**, the **Functional Area** as **by Partner** and the **Category** as **Partner Cloud** or the specific partner.