

Barnes & Noble NOOK Study™ Blackboard Building Block[™] Administrator Guide for Block version 1.0.6 Blackboard Learn[™] Release 8.x v1.0.6 – November 2012



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Table of Contents

1 Introduction to the Barnes & Noble NOOK Study™ Blackboard Building Block	4
1.1 Product Overview	4
1.2 Prerequisites	4
1.3 Customer Support	4
2 Installation	4
2.1 Building Block Installation	5
2.2 Building Block Activation	6
3 Configuration	9
3.1 Entering your License Key	9
3.2 Making the Building Block Available to All Courses	9
3.3 Adding Textbooks Tool to Default Course Menu 1	0
3.4 Verifying the Two Tools are Accessible 1	2
3.5 Changing the Mode of the Block 1	3
4 Upgrading the Building Block 1	5
4.1 Upgrade Procedure1	5
5 Making the Textbooks Tool Available for Specific Courses 1	6
5.1 Adding the Textbooks Tool link for a specific course 1	6
6 Ongoing Maintenance1	7
6.1 Updating Blackboard Administrator Contact Information1	7
6.2 Bulk Upload of Textbook Assignments into Blackboard Courses	7
7 Frequently Asked Questions 1	9
7.1 NOOK Study™ and Device Questions1	9
7.2 Configuration Issues 2	<u>'1</u>
7.3 Textbook Tool Questions	2

Please Note:

This guide is intended for Blackboard administrators. Note that what you see on your system may vary slightly from these screen shots. A separate document, *User Guide*, is available for instructors.

Items that are new to this version of the block are noted in red font in the guide.

1 Introduction to the Barnes & Noble NOOK Study™ Blackboard Building Block

This document details the installation and administration of the Barnes & Noble NOOK Study™ Building Block for the Blackboard Learn platform (Release 9.1 and Service Pack 8 and above). Blackboard administrators should refer to this guide to facilitate the configuration and management of the Barnes & Noble NOOK Study™ Blackboard Building Block to ensure proper installation and functionality.

1.1 Product Overview

Through a partnership between Blackboard and Barnes & Noble College, higher education institutions in North America can help their educators and students do more in Blackboard Learn. The free NOOK Study[™] eTextbook reader application for PC and Mac consolidates eBooks from across publishers. Its study and organization tools enable users to easily find and tag content with searchable terms, highlight sections and take notes, look up additional material online and add links to Web content. This integration also enables eCommerce by giving users the ability to purchase and distribute eTextbooks from within the Blackboard® course environment. NOOK Study[™] eTextbooks often are priced up to 60% less than print books – using NOOK Study[™] can save students money.

There are two Tools included in the Building Block:

- **"Textbooks List" Tool** Enables textbook eCommerce by giving educators and learners the ability to purchase and distribute eTextbooks from the Blackboard environment.
- "Link to NOOK Study™" Tool Integrates NOOK Study™ eTextbooks into a syllabus, course content or assignments quickly and easily by enabling instructors to create links to a chapter, section, or page of a book for the class.

This guide is intended for Blackboard administrators.

1.2 Prerequisites

- An operational test or production Blackboard system (Release 8.x)
- Technical knowledge of Blackboard environment variables, settings, and Building Block installation
- To install the Barnes & Noble NOOK Study™ Blackboard Building Block you will need to be the Blackboard system administrator

1.3 Customer Support

Technical Support is available from the following:

- Blackboard Support website: https://behind.blackboard.com/
- Blackboard Support phone #: 1-888-788-5264
- Barnes & Noble College Support: nookstudy@bncollege.com

2 Installation

The Barnes & Noble NOOK Study™ Blackboard Building Block is downloaded and installed as a standalone Building Block.

Prepared by Barnes & Noble College - Last updated 11/27/2012

Barnes & Noble College recommends that you always use the most recent version of the Building Block for your version of the Blackboard platform. You can check the latest version numbers at www.barnesandnoble.com/nookstudy/blackboard/download.asp

2.1 Building Block Installation

- 1. Log into Blackboard.
- 2. Click the **System Admin** tab.

System Admin System Administrator Search	My Institution Courses Community Services System Admin							
Blackboard Academic Suite, Release 8.0.494.5 Products: Blackboard Learning System. Blackboard Community System. Blackboard Content System Blackboard Learning System. Blackboard Community System. Blackboard Content System Blackboard Learning System Courses System Roles Settings Users Users Settings Users Blackboard Content System Manage Content Display Options Users Users Outcomes Roles Blackboard Content System Display Options Blackboard Building Blocks Management Blackboard Building Blocks Management Portfolios Settings Learning Environment Integration Learning Environment Integration Portfoliors System Information Security Security Security Blackboard Community System - Management Tool Panel Security System Settings Labs Tool Panel Settings Settings Settings Export Modules Settings Settings Settings	System Admin							
Blackboard Learning System Users Courses Catalog Settings Copy Files to Collection Blackboard Content System Course	Blackboard Academic Products: Blackboard L Login: Stella Loh (stella	Blackboard Academic Suite, Release 8.0.494.5 Products: Blackboard Learning System, Blackboard Community System, Blackboard Content System Login: Stella Loh (stella)						
Courses Catalog Settings Copy Files to Collection Blackboard Content System Copy Files to Collection Blackboard Content System Display Options Portfolios Settings Learning Objects Catalog Technical Settings e.Reserves Administrator Search Vitrual Hard Drive System Information Web Folders Sustem Settings Blackboard Community System - Management Settings Iabs Tool Panel Modules Settings Export Modules Settings	Blackboard Learning System		Users					
Blackboard Content System Display Options Blackboard Building Blocks Management Manage Content Display Options Blackboard Building Blocks Management Portfolios Settings Learning Objects Catalog Technical Settings Administrator Search Context Encryption Key Virtual Hard Drive System Information Web Folders Security Blackboard Community System - Management Cutext Encryption Key Iabs Tool Panel Modules Settings Export Modules ectimarce	<u>Courses</u> <u>Settings</u>	Catalog Copy Files to Collection	Users Customize User Profile	<u>System Roles</u> <u>Course/Organization Roles</u> Outcomes Poles				
Manage Content Display Options Blackboard Building Blocks Management Portfolios Settings Integration Password Learning Objects Catalog Technical Settings Authentication Learning Environment Integration e.Reserves Administrator Search Context Encryption Key Security Virtual Hard Drive System Information Security Security Blackboard Community System - Management Submission Security Iabs Tool Panel Privileges Privileges Kodules Settings Tools and Utilities Tools and Utilities	Blackboard Content System		Institution Roles	Outcomes Roles				
Portfolios Settings Building Blocks Integration Password Learning Objects Catalog Technical Settings Authentication Learning Chicks e-Reserves Administrator Search Context Encryption Key Virtual Hard Drive System Information Security Web Folders Security Stellings Blackboard Community System - Management Costomize Login Page Gateway Options Modules Settings Privileges Export Modules eCommerce Tools and Utilities	Manage Content	Display Options	Blackboard Building Blocks M	lanagement				
Learning Objects Catalog Technical Settings Authentication Learning Environment Integrations e-Reserves Administrator Search Context Encryption Key Virtual Hard Drive System Information Security Web Folders SSL Choice System Settings Blackboard Community System - Management Cool Panel Customize Login Page Modules Settings Privileges Export Modules eCommerce Tools and Utilities	Portfolios	Settings	Building Blocks	Integration Password				
e-Keserves Administrator_Search Context Encryption Key Virtual Hard Drive System Information Security Web Folders Security Security Blackboard Community System - Management SL Choice System Settings Iabs Tool Panel Privileges Modules Settings Privileges	Learning Objects Catalog	Technical Settings	Authentication	Learning Environment Integrations				
Vitted Info Drive System Information Web Folders Security Blackboard Community System - Management SSL Choice System Settings Iabs Tool Panel Privileges Modules Settings Privileges Export Modules ecommerce Tools and Utilities	e-Reserves	Administrator Search	Context Encryption Key					
New Powers SSL Choice System Settings Blackboard Community System - Management SSL Choice System Settings Tabs Tool Panel Drivileges Privileges Modules Settings Tools and Utilities Tools and Utilities	Web Folders	System information	Security					
Blackboard Community System - Management Customize Login Page Gateway Options Tabs Tool Panel Privileges Privileges Modules Settings Tools and Utilities Tools and Utilities	web Polders		SSL Choice	System Settings				
Tabs Tool Panel Privileges Modules Settings Tools and Utilities Export Modules Commerce Tools and Utilities	Blackboard Community System - M	anagement	Customize Login Page	Gateway Options				
Modules Settings Export Modules eCommerce	Tabs	Tool Panel	Privileges					
Export Modules eCommerce	Modules	Settings	Tools and Utilities					
Appaulacemente System Configuration	Export Modules	eCommerce	Appouncements	System Configuration				

Figure 1: Building Blocks Admin Menu

- 3. Under Blackboard Building Blocks Management, click the Building Blocks link.
- 4. Click Install Building Block.

My Institution Courses Community Services System Admin	
ADMINISTRATOR PANEL > BUILDING BLOCKS > INSTALL BUILDING BLOCKS	
🖻 Install Building Block	
Browse to select a local Building Block file to install on the system. Building Blocks can be downloaded from the Blackboard Building Blocks Catalog.	
Install Building Block	
Building Block package Browse	
O Submit	
Click Submit to finish. Click Cancel to quit.	
	Cancel Submit

Figure 2: Install Building Block File Picker

5. Unzip and extract the files in the Barnes & Noble NOOK Study[™] Building Block zip file that you downloaded prior. Browse to that folder, find and select the .war file, and then click **Submit**. Once the war file is uploaded, you should see it in the list of Installed Building Blocks.

My Institution Courses Community Services	System Admin							
ADMINISTRATOR PANEL > BUILDING BLOCKS								
💣 Install Building Blocks \land Download Building Blocks								
Name	Vendor	Version	Availability	Course/Org Default				
Acxiom Identify-X	Acxiom	1.1.3	Unavailable 🖌	Unavailable 🐱	View Components	Properties	Remove	
Astrology	Astrology.com	1.1.0	Available 🖌	Unavailable 🖌	View Components		Remove	
Barnes & Noble NOOKstudy	Barnes & Noble	1.0.3	Available 🖌	Available 🖌	View Components	Properties	Remove	
Blackboard Mobile Web Services Building Block	Blackboard Inc.	80.2.1	Available 🖌	Available 🖌	View Components	Properties	Remove	
Blackboard Scholar	Blackboard Inc	1.3	Available 💌	Available 💌	View Components	Properties	Remove	
Blackboard Sync	Blackboard Inc.	1.4.0	Available 🖌	Available 👻	View Components	Properties	Remove	
EchoSystem Content Creator, BB	Echo360, Inc.	2.5.8	Available 🖌	Available 🖌	View Components	Properties	Remove	
GoogleModule	Google	1.0.0	Available 🖌	Unavailable 🖌	View Components		Remove	
HETemplateModules	Blackboard Inc.	1.0.0	Available 🖌	Unavailable 🖌	View Components		Remove	
Integrated Learning System Gateway	Blackboard, Inc.	1.0.1	Available 🗸	Unavailable 👻	View Components	Properties	Remove	

Figure 3: Installed Building Blocks

6. Activate the Barnes & Noble NOOK Study[™] Blackboard Building Block by selecting **Available** in the Availability column drop-down menu.

2.2 Building Block Activation

Once the Barnes & Noble NOOK Study[™] Blackboard Building Block is installed and made Available, you need to activate the Building Block via the administration page by requesting a license key from Barnes & Noble College. Barnes & Noble College needs to receive your request as there are behind-the-scenes ecommerce configurations that must be made before the Building Block can be properly used. Follow the steps below to activate the Building Block.

1. Navigate to the **System Admin** tab.

2. In the Blackboard Building Block Management section, click **Building Blocks**.

3. Locate the Barnes & Noble NOOK Study[™] Blackboard Building Block and click **Properties.** The first time you select Properties, the Building Block will display a software license agreement that you must accept. Note that after you accept the agreement, you will be able to view it again from the Configuration Menu.



Figure 4: Software Agreement

4. Once you've accepted the Software Agreement, you will be able to view the Configuration Menu for the Building Block.

My	/ Institution Courses Community Services System Admin
00MF	میند Manage and Configure Barnes & Noble NOOKstudy
۲	Request License Key Request a license key from Barnes & Noble.
۲	Enter License Key Enter the license key provided by Barnes & Noble.
Þ	<u>Update My Contact Info</u> Update your contact information so that Barnes & Noble can send you updated license keys or notify you of patches.
Þ	E-Commerce Configuration View configuration data for buying print and digital products; identify whether you are running in test or production mode.
۲	<u>Software Agreement</u> View already accepted software license agreement.
Thi	s building block was developed by Barnes&Noble.com. For inquires, send mail to <u>nookstudy@book.com</u> .

Figure 5: Configuration Menu

5. The Configuration Menu has been set up so that you see the options progressively as you go through the activation process. The first option you see here is **Request License Key**. Click **Request License Key**. Fill out and submit the information on the form. Note that you must have outbound email functioning on your Blackboard instance in order for this operation to work. If there is a problem sending outbound mail, the Building Block will provide an error message. If email cannot be used from within your Blackboard instance, you can email Barnes & Noble College directly at <u>nookstudy@bncollege.com</u> to make your request. Barnes & Noble College will also use your contact information to let you know about updates and other timely information pertinent to this Building Block.

My Institution Cou	rrses Community Services System Admin
CONFIGURE > REQUEST KEY	
🛠 Request a lice	ense key
Please fill out the form b block. Once discussions Admin Guide.	elow to begin the activation process. Once Barnes & Noble receives your request, we will work with your institution to decide on the appropriate e-commerce configurations for this building are complete, we will email you a license key that you will need to enter in order to fully activate this building block. If you have questions about the activation process, please refer to the
Requester Info	ormation
* Institution	
Segment	Higher-education institution (4 year universit) 💌
Title	
* First Name	
* Last Name	
Address	
City	
State or Provanc	e
Zip or Postal Cod	
Country	United States
* Phone	
* Email	
O Submit	
Click Submit to f	finish. Click Cancel to quit.
* Required Field	
	Cancel Submit

Figure 6: Request a License Key

6. Once Barnes & Noble College receives your request, Barnes & Noble College will determine the appropriate e-commerce configurations for your Building Block. For Barnes & Noble College Bookseller schools, your e-commerce settings will point to your campus bookstore website. For everyone else, your "Buy Print" button will point to your campus bookstore website and your "Buy Digital" button will point to the BN.com site to enable your students to purchase NOOK Study™ eTextbooks. Once that's done, Barnes & Noble College will email you a license key that you will need to enter in order to fully activate this Building Block. This process may take several days – please do not expect a license key to be emailed immediately.

3 Configuration

The configuration process starts once you have received your license key from Barnes & Noble College via email.

3.1 Entering your License Key

- 1. Navigate to the **System Admin** tab.
- 2. In the Blackboard Building Block Management section, click **Building Blocks**.
- 3. Locate the Barnes & Noble NOOK Study™ Blackboard Building Block and click **Properties.**

4. Click **Enter License Key**. Enter the license key that was emailed to you and click "Submit". If you have installed this Building Block on your development/test server, you will have to request another license key when you install this Building Block on your production server.

My Institution Courses Community Services System Admin	
CONFIGURE > ENTER KEY	
🛠 Enter a license key	
Please enter the License Key issued to your institution by Barnes & Noble.	
*License 100910022	
2 Submit	
Click Submit to finish. Click Cancel to quit.	
* Required Field	
	Cancel Submit

Figure 7: Enter License Key

3.2 Making the Building Block Available to All Courses

- 1. Navigate to the **System Admin** tab.
- 2. In the Blackboard Building Block Management section, click **Building Blocks**.
- 4. Locate the Barnes & Noble NOOK Study[™] Blackboard Building Block.

5. For the Org/Course Default, change the selection to **Available**. This will now make the Building Block's two Tools available to all courses.

My Institution Courses Community Services	System Admin						
ADMINISTRATOR PANEL > BUILDING BLOCKS							
💣 Install Building Blocks 🛛 @ Download Building Bloc	ks						
Name	Vendor	Version	Availability	Course/Org Default			
Acxiom Identify-X	Acxiom	1.1.3	Unavailable 💌	Unavailable 💌	View Components	Properties	Remove
Astrology	Astrology.com	1.1.0	Available 🔽	Unavailable 💌	View Components		Remove
Barnes & Noble NOOKstudy	Barnes & Noble	1.0.3	Available 🔽	Available 💌	View Components	Properties	Remove
Blackboard Mobile Web Services Building Block	Blackboard Inc.	80.2.1	Available 🖌	Available 💌	View Components	Properties	Remove
Blackboard Scholar	Blackboard Inc	1.3	Available 🖌	Available 💌	View Components	Properties	Remove
Blackboard Sync	Blackboard Inc.	1.4.0	Available 🔽	Available 💌	View Components	Properties	Remove
EchoSystem Content Creator, BB	Echo360, Inc.	2.5.8	Available 🔽	Available 💌	View Components	Properties	Remove
GoogleModule	Google	1.0.0	Available 🔽	Unavailable 💌	View Components		Remove
HETemplateModules	Blackboard Inc.	1.0.0	Available 🔽	Unavailable 💌	View Components		Remove
Integrated Learning System Gateway	Blackboard, Inc.	1.0.1	Available 🔽	Unavailable 💌	View Components	Properties	Remove

Figure 8: Installed Building Blocks

3.3 Adding Textbooks Tool to Default Course Menu

The last piece of the configuration process is to add a new "Textbooks" link to the Default Course Menu for all courses. The "Textbooks" link will be linked to the Building Block and supports the ability for Faculty to create a list of assigned textbooks for their courses to present to students.

- 1. Navigate to the **System Admin** tab.
- 2. In the Blackboard Learning System section, click **Settings**.

My Institution Courses Community Services System Admin
ADMINISTRATOR PANEL > SETTINGS
Rettings
(and Settings
Default Course Properties Set the default duration, enrollment options, and other settings.
Course Images Images that are displayed within each course.
Default Course Design Set the default design for courses.
Icon Themes Select an icon theme set for courses.
Default Course Menu Set the default Menu for courses.
Default Course Menu Display Options Set the default menu display options for courses.
Default Course Tool Panel Design Set the default tool panel properties and design and for courses.
<u>Course Tools</u> Manage course tools.
<u>Course Disk Quotas</u> Set default disk quotas for courses.
Grade Center Settings Enable or disable Grade History.
Default Grading Schema Define the default Grading Schema for the Grade Center.
 <u>Content Collection Export and Archive Setting</u> Set whether or not there is an option to include copies of Content Collection items in course archive and export packages.

Figure 9: Course Settings

3. Select **Default Course Menu**.

My Institution Courses Community Services System Admin	
ADMINISTRATOR PANEL > SETTINGS > DEFAULT COURSE MENUL	
Default Course Menu	
Add 💼 Content Area 🗗 Tool Link 🌗 External Link	
1 V Announcements Announcements	(Modify) (Remove)
2 Course Information Content Area	(Modify) (Remove)
3 V Staff Information Staff Information	(Modify) (Remove)
[4] Course Documents Content Area	(Modify) (Remove)
S ✓ Assignments Content Area	(Modify) (Remove)
6	(Modify) (Remove)
7 ✓ Discussion Board Discussion Board	(Modify) (Remove)
8 ✓ External Links Content Area	(Modify) (Remove)
9 V Tools Tools Area	(Modify) (Remove)

Figure 10: Default Course Menu

4. Click on **+ Tool Link**. The Barnes & Noble NOOK Study[™] Tool should appear in the drop-down menu under **Type**. If the tool does not appear, check that it is installed and marked "Available" under the System Admin tab's Building Blocks area (see Section 3.2).

5. Type in **Textbooks** as the name of the link. If your institution has an existing Textbooks link as part of your default navigation, please contact Barnes & Noble College at <u>nookstudy@bncollege.com</u> for further instructions. Make sure that the check box next to "Available for Student/Participant Users" is checked.

My Institution Courses Community	Services System Admin
ADMINISTRATOR PANEL > SETTINGS > DEFAULT COURSE ME	NU > ADD NEW AREA
Add New Area	
Item Information	
Туре	Barnes & Noble NOOKstudy
"Name	Textbooks Suggested maximum 18 charactere. Longer names or names fait use wide charactere may cause problems with the button Menu style. See Course Meu Design inder Course Design to change Menu style.
Allow Guest access	
Allow Observer access	
Available for Student/Participant users	
2 Submit	
*Required Field	
Click Submit to finish. Click Cancel to o	uit.
	Cancel Submit

Figure 11: Creating a Course Menu Tool Link

6. Click **Submit**. Now all new courses created after this point will contain the Textbooks link as part of their course navigation. Please note that existing courses are NOT affected by this addition and will not see the new Textbooks link in their course navigation. If you would like to add the Textbooks link to an existing course, please see Section 5.

3.4 Verifying the Two Tools are Accessible

The Barnes & Noble NOOK Study[™] Blackboard Building Block contains two tools, the "Textbooks List" tool and the "Link to NOOK Study[™]" tool. Now that you have made the Building Block available to all users and courses and added the Textbooks link to the Default Course Menu, it is time to verify that both tools are indeed appearing as they should and accessible to end users.

- 1. Create a new **Course** in the system.
- 2. Navigate to the **Courses** tab and click on the course you just created.

3. Verify that you see the **Textbooks** link in the course navigation. Click on the **Textbooks** link and verify that you are able to access the **Textbooks for this course** page.

My Institution Cours	es Community Services System Admin	
Announcements Course Information Staff Information	MARKETING IDI (MATCHIDI) > TERTBOOKS LIST	
Course Documents Assignments	Search for a textbook to add to your course. If you do not find what you are looking for, choose Manual Entry Textbook to enter information about a textbook.	
Communication Discussion Board External Links Tools	Search Keyword ISBN Go	
Textbooks Tools Communication Course Tools Course Map Control Panel Quick Unenroll	No textbooks have been assigned yet for this course.	Printer Friendly View

Figure 12: Textbooks Page

4. Click on **Tools** in the course navigation. Verify that you see the **Textbooks List tool** on the page.



Figure 13: Tools View

4. Click on **Course Information** in the course navigation (or other similar page where you can place content items).

- 5. Click on Edit View and under + Select, verify that you see the Link to NOOK Study™ tool.
- 6. Select the tool and click **Go** and verify that you see a page titled **Create a NOOK Study™ Link**.
 - Please note that if this is your first time using the Building Block, you will not see a list of textbooks (as shown in the screen shot below) because there are no assigned textbooks yet for the course. Once textbooks have been assigned using the Textbooks List tool, any titles available in digital format will automatically show in the Booklist.

My Institution Course	s Community Serv	vices System Ad	Imin		
Announcements Course Information	■ Create a NOOKstudy Link Add a note for your students and incorporate a link directly to a NOOKstudy eTextbook for the course.				
Course	Name your link				
Assignments	* Name				
Communication Discussion Board External Links Tools Textbooks	Description			8	
	2 Select a textboo	ok or provide a li	nk		
Tools ■ Communication \$ Course Tools ₩ Course Map ■ Control Panel ● Quick Unenroll	You must EITHER eTextbook page yo clipboard, and then Book	(1) Select a textboo ou want to reference. h paste it into the link Calculus : Early Tr Biology / Edition 1 Psychology / Editi Eclipse Principles of Micro	k from the list of titles that are ave Launch NOOKstudy, select the l (field below. anscendentals) on 9 economics / Edition 5	ailable in NOOKstudy format assig oook and section you want to link	gned for this course; OR (2) Provide a URL directly to the NOOKstudy to, use the "Create Link to Selection" feature to copy a link to the
Refresh Detail View		or			
Detail View	NOOKstudy link			Launch NOOKstudy	
	Options				
	Make the content	available	⊙Yes ○No		
	Track number of v	views	◯Yes ⊙No		
	Choose Date and	Time Restrictions	Display After Oct v 18 v 2010 v 20 09 v 35 v PM v	Display Until Oct V 18 V 2010 V 09 V 35 V PM V	
	Submit				
	Click Submit to fir	nish. Click Cancel to	o quit.		
	* Required Field				

Figure 14: Create NOOK Study™ Link page

7. Congratulations! You have properly activated and configured the Building Block now for your end users.

3.5 Changing the Mode of the Block

This last step in the configuration process applies only after you have installed the Building Block on your **Production server** and followed all the activation and configuration steps in Sections 2 and 3 above. Now you are ready to let Barnes & Noble College know that you plan to begin using the Building Block.

- 1. Navigate to the System Admin tab.
- 2. In the Blackboard Building Block Management section, click **Building Blocks**.
- 4. Locate the Barnes & Noble NOOK Study[™] Building Block and click **Properties.**
- 5. Select **E-Commerce Configuration**.

My Institution Courses Community Services System Admin
CUNVISHE >=-COMMERCE
🛠 Barnes & Noble E-Commerce Configuration
The e-commerce configurations below were set in accordance with prearranged discussions between Barnes & Noble and your institution. The configurations below are managed by Barnes & Noble and cannot be changed. If you need to make changes, please contact Barnes & Noble at nookstudy@book com.
Once you are ready to introduce this building block to your Production environment, please change the "Mode" from Test to Production and submit the form so that Barnes & Noble is notified and can credit your institution for the appropriate sales.
Buy print is currently active redirect template is: http://jsu.bncollege.com
Buy digital is currently active redirect template is: http://search.bamesandnoble.com/booksearch/isbninquiry.asp?EAN=SUBSTITUTE_EAN&digonly=1
Blackboard Instance
Current Mode test
Ø Submit
Click Submit to finish. Click Cancel to quit.
Cancel Submit)

Figure 15: E-commerce Configuration Settings

5. You will see your institution's license key and e-commerce configuration settings. The ecommerce configurations for the Building Block were set based on availability of NOOK Study™ eTextbooks at your campus bookstore. The configurations are managed remotely by Barnes & Noble College. If you need to make changes, please contact Barnes & Noble College at nookstudy@bncollege.com.

6. The default mode of the Building Block is **test**. Change the mode from **test** to **production** and submit the form so that Barnes & Noble College is notified and can credit your institution for the appropriate sales.

7. And that's it! Everything is now properly set and configured.

4 Upgrading the Building Block

Barnes & Noble College has plans to continually improve and enhance the NOOK Study[™] Building Block. As such, the need will arise for the Blackboard System Administrator to update the Building Block from time to time. If an update is released, the Blackboard System Administrator will be notified two ways:

- Via email
- A pop-up notification after you attempt to access the Building Block's 'Properties'.

Upgrading the Barnes & Noble NOOK Study[™] Blackboard Building Block requires identical steps as when you first installed the Building Block, with the exception of the license key request. Prior to upgrading/reinstalling, please complete the following checklist:

- 1. Note your existing license key and copy it to a safe location.
- 2. Download the appropriate Building Block.
- 3. You will not need to remove or uninstall the existing Building Block.
- 4. Complete the rest of the configuration steps in Section 3 above.

** NOTE: Content associated with the Textbooks Tool and all links to NOOK Study[™] will not be impacted by the upgrade process. However, you will have to add back the Textbooks link in the Default Course Menu (see Section 3.3).

4.1 Upgrade Procedure

1. Click the **System Admin** tab.

2. In the Blackboard Building Block Management section, click the **Building Blocks** link.

3. Click **Install Building Blocks**.

4. Unzip and extract the files in the Barnes & Noble NOOK Study[™] Building Block zip file that you downloaded prior. Browse to that folder, find and select the .war file, and then click **Submit**.

5. Activate the Barnes & Noble NOOK Study[™] Blackboard Building Block by selecting **Available** in the Availability column drop-down menu.

6. Locate the Barnes & Noble NOOK Study[™] Blackboard Building Block and click **Properties.** Accept the software license agreement if needed.

7. Click **Enter License Key**. Your original license key should already be pre-populated. If it isn't for some reason, just enter the key that you saved from your first installation.

8. Continue with the rest of the configuration steps starting from section 3.2 and on.

5 Making the Textbooks Tool Available for Specific Courses

Adding the Textbooks link to the Default Course Menu applies to all NEW courses created after that point in time. Any existing courses are NOT affected by this addition and will not see the new Textbooks link in their course navigation. However, the Textbooks link can be added to the navigation of these courses manually.

5.1 Adding the Textbooks Tool link for a specific course

- 1. Navigate to the course you want to add the link for.
- 2. From the Tools menu, click **Control Panel**.

3. Click Manage Course Menu. Click + Tool Link. Type Textbooks as the name of the link and select the Barnes & Noble NOOK Study[™] Tool from the drop-down menu. If the tool does not appear, check that it is installed and marked "Available" under the System Admin tab's Building Block area (see Section 3.2). Mark the link as Available to Users.

My Institution	Courses Community	Services System Admin
	CTIOI) > CONTROL PANEL > MANAGE COL	IRSE MENU > ADD NEW AREA
Set Area	Properties	
Туре		Barnes & Noble NOOKstudy 💌
*Name	9	Textbooks Suggeted maximum 18 characters Longer names or names that use characters may cause problems with the button Menu style. See Course Menu Elegin under Course Cleary to charge Henu style.
Allow	Guest access	
Allow	Observer access	
Availa users	ble for Student/Participant	
🛛 Submit		
*Required	Field	
Click Su	bmit to finish. Click Cancel to qu	it.
		Cancel Submit

Figure 16: Add Tool Link to Course Navigation

4. Click Submit.

5. Click on the Textbooks link you just created and verify that you are able to access the **Textbooks for this course** page.

My Institution Course	es Community Services System Admin	
Announcements Course Information Staff Information Course Documents Assignments	MARKETING 181 (ARTGIOT) > TECTRONKS UST Textbooks for this course Search for a textbook to add to your course. If you do not find what you are looking for, choose <u>Manual Entry Textbook</u> to enter information about a textbook.	
Communication Discussion Board External Links Tools	Search Keyword	
Textbooks	No textbooks have been assigned yet for this course.	Printer Friendly View

Figure 17: Textbooks Page

6 Ongoing Maintenance

6.1 Updating Blackboard Administrator Contact Information

Barnes & Noble College would like to maintain accurate contact details for the Blackboard administrator at each institution. If your contact details change, please update them using the Building Block's 'Update My Contact Info' option.

- 1. Navigate to the **System Admin** tab.
- 2. In the Blackboard Building Block Management section, click **Building Blocks**.
- 4. Locate the Barnes & Noble NOOK Study[™] Building Block and click **Properties**.

5. Select Update My Contact Info.

ly Institution Course	s Community Services System Admin
Cont	tact Info
ackboard Administrators dicates a required field.	- Please make sure that Barnes & Noble has your most update-to-date contact information so that we can send you updated license keys or notify you of patches.
Requester Inform	nation
* Institution	
Segment	Higher-education institution (4 year universit)
Title	
* First Name	
[*] Last Name	
Address	
City	
State or Provance	
Zip or Postal Code	
Country	Linited States
* Phone	
* Email	
Update	
Click Submit to finis	sh. Click Cancel to quit.
* Required Field	
	Cancel Submit

Figure 18: Update Contact Information

6. The contact information that was filled out during the license key request process is automatically pre-filled in the form. Please make the necessary updates and submit the form to Barnes & Noble College.

6.2 Bulk Upload of Textbook Assignments into Blackboard Courses

The Bulk Textbook Assignment feature allows you to add textbook titles to all of the courses you've created in Blackboard for your Faculty prior to the start of their classes. These titles will appear on the Textbooks List page (see section 3.4) that you've added in your Default Course Menu. This feature provides an added level of convenience for Faculty as they don't have to create their Assigned

Textbooks list manually. In order to use this feature, you must have your courses already created in Blackboard and you must obtain the list of textbook assignments from your campus bookstore.

The Bulk Textbook Assignment process works with a mapping file (CSV format). This file should contain 2 columns of data:

Column 1 is your Blackboard Course IDs such as ENG101

Column 2 is the ISBN numbers of the titles assigned for each course.

The process will upload the file, examine each row and create appropriate textbook assignments for those courses. Duplicate titles for each course will be ignored.

- 1. Navigate to the **System Admin** tab.
- 2. In the Blackboard Building Block section, click **Building Blocks**.
- 3. Select **Installed Tools**.
- 4. Locate the Barnes & Noble NOOK Study[™] Building Block and click **Settings**.
- 5. Select Bulk Textbook Assignment → Bulk Assign Textbooks.

Administrator Panel Building Blocks > > Configure > Choos	se Bulk Assign
Bulk assign textbooks or view	the most recent log
» Bulk Assign Textbooks	
Upload textbook assignments using a mapping file.	
» View Log	
View log of most recent bulk assign operation.	

6. Acceptable file format is CSV. The file needs to be formatted as such:

First Column \rightarrow Blackboard Course ID's; Second Column \rightarrow Textbook ISBN

Browse for your file and click Submit when you've found it.

Administrator Panel Building Blocks > > Choose Buik Assign > Builk Textbook Assignment
Bulk Textbook Assignment
The Bulk Textbook Assignment feature allows you to add textbook titles to all of the courses you've created in Blackboard for your Faculty prior to the start of their classes. These titles will appear on the "Textbooks List" page that you've added in your Default Course Menu. This feature provides an added level of convenience for Faculty as they don't have to create their Assigned Textbooks list manually. In order to use this feature, you must have your courses already created in Blackboard.
The Bulk Textbook Assignment process works with a mapping file (CSV format). This file should contain 2 columns of data:
Column 1 is your Blackboard Course IDs such as ENG101.
Column 2 are the ISBN numbers of the titles assigned for each course.
The process will upload the file, examine each row and create appropriate textbook assignments for those courses. Duplicate titles for each course will be ignored. <u>View and download a sample input file in Excel format</u> The process will upload the file. Cancel Submit
-1. Upload Mapping File
Upload your mapping file of Course IDs and ISBNs
* Attach File (CSV format) Browse
2. Submit
Cancel Submit

7. Blackboard will automatically add each Textbook from your file to the Textbooks List page for the corresponding course.

Administrator Panel Building Blocks > > Bulk Assign Textbooks > Log
Log of the most recent Bulk textbook Assignment operation
Course: Anthropology ISBN Added: 9780226142418 (Producing Success : The Culture of Personal Advancement in an American High School) ISBN Added: 9780631222378 (Investigating Culture : An Experiential Introduction to Anthropology / Edition 1) ISBN Added: 9780812241242 (Women of Fes : Ambiguities of Urban Life in Morocco) Course: Communications ISBN Added: 978080569662 (Autobiography of a Face) ISBN Added: 978080569662 (Autobiography of a Face) ISBN Added: 97808075704079 (Seeing Voicee) ISBN Added: 978081717258 (I And Tool) ISBN Added: 9781401308810 (Sacred Hoops : Spiritual Lessons of a Hardwood Warrior) ISBN Added: 1429215976 (Psychology / Edition 9)

7 Frequently Asked Questions

7.1 NOOK Study[™] and Device Questions

What is the NOOK Study[™] application?

NOOK Study[™] is a PC/Mac-based application which you must download and install in order to access and read Barnes & Noble College eTextbooks. NOOK Study[™] comes with a powerful set of study tools and features designed especially with students in mind. Install NOOK Study[™] now at: http://www.nookstudy.com/college

Which devices are compatible with NOOK Study™?

NOOK Study[™] can be installed on your PC or Mac. NOOK Study[™] is NOT for the NOOK device. NOOK Study[™] is supported on the following platforms and operating systems:

- PC: Windows XP, Vista, 7
- Mac: OS X (10.6.x)

Is there an iPad-compatible NOOK Study™ application?

Not at this time. We do understand the increasing need for mobile solutions and are committed to providing products that offer both a great student reading and studying experience while utilizing the features of the device the student chooses.

I'm running Mac 10.5.8 - can I still install NOOK Study™?

Mac operating systems older than 10.6 do not have the latest code libraries that we used for all the great features in NOOK Study[™]. We're evaluating our options on backwards compatibility in light of how quickly operating systems update as well. We sincerely hope that once you upgrade to Snow Leopard, you'll be able to enjoy the versatile toolset available in this free application. For more information on upgrading, please visit the Apple website.

How many devices can I install NOOK Study[™] on?

NOOK Study[™] can be installed on up to six devices. However, each eTextbook that you purchase can only be downloaded onto a maximum of two devices (e.g. home computer and your laptop). We recommend you install NOOK Study[™] on the computers that you use most often for school.

What study tools are built-in to NOOK Study™?

Here are just a few of the great features and tools we've included:

- Highlighting
- Annotations
- Tagging & Searching
- Side-by-Side Reading
- Organization by Course
- Note-taking directly in your book
- Importing of local documents such as your syllabus, lecture notes, etc to view and organize
- The ability to look up terms immediately in Wikipedia and Google
- And many more

Can I use my NOOK or iPhone to read digital textbooks?

No, you cannot use your NOOK or mobile devices to read your eTextbooks. Textbooks are complex and usually graphic-intensive — they do not display well on small screens. However, if you have purchased eBooks (e.g. Moby Dick, Pride & Prejudice, etc) that are predominantly text, those are supported on NOOK and mobile devices, in addition to NOOK Study[™].

Tips for installing NOOK Study[™] seamlessly:

- Make sure you are connected to the Internet during installation.
- If you have a Barnes & Noble.com account, please use that same account during installation of NOOK Study™.
- Make sure the operating system you have is supported.
- Make sure you have administrator rights to install NOOK Study™.
- Do NOT install NOOK Study[™] on a shared computer (e.g. library computer).
- Make sure the clock on your computer is current.
- Make sure your firewall is not blocking the application's connection to Adobe.

Where can I go to learn more about NOOK Study™?

You can learn more about NOOK Study[™] at <u>www.nookstudy.com</u>. Go to the Support section to see the full set of FAQs for the application.

What if my end-users are having issues with their NOOK Study[™] application?

If your end-users are having issues with their NOOK Study[™] application as it relates to Blackboard, it is most likely because they either do not have NOOK Study[™] installed or they did not purchase the eTextbook that they are attempting to launch. When an end-user first clicks on any NOOK Study[™] link in their Blackboard instance, they will be presented with the following screen:



Figure 19: Launch NOOK Study™ prompt

At this point, the end-user will have to select whether they have or don't have NOOK Study™ installed.

- If you click I have NOOK Study[™] installed, this choice will be remembered. The next time you click on a NOOK Study[™] link, it will bypass this screen and automatically attempt to launch NOOK Study[™] on your computer.
- If you click **I do NOT have NOOK Study**[™], the link will take you to the download page where you can download the application. The next time you click on a NOOK Study[™] link, you will be presented with the same screen so that you have the opportunity to launch NOOK Study[™] directly.

lf you:	Purchased the eTextbook	Did not purchase the eTextbook
Have NOOK Study™ installed	The link will launch NOOK Study™ and open the eTextbook to either the last page read or the one specified by the Professor in the link itself.	The link will launch NOOK Study™ but a message will display telling you that you do not have the eTextbook.

If the end-user clicks on **I have NOOK Study™ installed** but does not actually have NOOK Study™ installed on their computer, the end-user will see an error message telling them that the application could not be launched.

What if my end-users are experiencing technical issues with their NOOK Study™ application / can't get eTextbooks to download or open

Please have them call Barnes & Noble Customer Service at 1-800-THE-BOOK and we'll be happy to assist them.

7.2 Configuration Issues

The war file I have is not for my version of Blackboard Learn

Please ensure that you download the correct version of the war file for your Blackboard Learn platform. Blackboard Learn, Release 9.0 and Release 9.1 share the same war file. Blackboard Learn, Release 8.x has a different war file.

I have a multi-domain environment. Can the building block be enabled for some domains on an enterprise server but not others?

For a multi-domain environment, all of the sub-domains are included in one master instance, so any installed building blocks can only be turned on globally, not per domain. The best option would be to install the block and make it available globally, but unavailable at the course/org level by default. Then only the instructors of a particular department who wanted to use the block would make it available to their students.

I received an error message when entering my license key

Please double-check that the license key you are entering matches the one that you were emailed. Do you have separate Blackboard development/test and production servers? If so, and if you requested a license key for the Barnes & Noble NOOK Study™ Blackboard Building Block that you loaded on your development/test server, and now you have loaded the Building Block on your production server, you will need to request a separate license key for the instance on your production server. The license keys are tied to the machine, not the institution.

I want to change the e-commerce configurations

The e-commerce configurations for the Building Block were set based on availability of NOOK Study™ eTextbooks at your campus bookstore. The configurations are managed remotely by Barnes & Noble College. If you need to make changes, please contact Barnes & Noble College at nookstudy@bncollege.com

I have Faculty who want to remove the "Buy" buttons from the Textbooks page.

Instructors have the ability to add or remove any links in the course navigation for their course. However, the "Buy" buttons cannot be removed selectively at the course level. The decision to have them be displayed or not displayed is made at the institution level in accordance with prearranged discussions between Barnes & Noble College and your institution. The configurations are managed by Barnes & Noble College and cannot be changed. If you need to make changes, please contact Barnes & Noble College at <u>nookstudy@bncollege.com</u>.

Can my institution adopt the NOOK Study™ Building Block if it is not a Barnes & Noble campus?

Yes, your institution can adopt the NOOK Study™ Building Block. Barnes & Noble College would work out an arrangement with your campus bookstore.

Is there any user information tracked while the software is used? For example, how many times is a particular user copy and pastes text?

No individual user information is tracked or stored by the block. Everything we track is at the institution level as an aggregate – for example, "How many students have clicked on a Buy button? How many faculty have assigned a textbook using the block?" We do not store individual user information.

7.3 Textbook Tool Questions

How do I delete textbooks from the Textbooks Page?

Items that were added can be removed by clicking on the "delete" link.

al and	Psychology / Edition 9			
	Author	David G. Myers		
NASC T	ISBN	978-1-42-921597-8		
a series	Publisher	Worth Publisher	s, Incorporated	
sychology	Required			
	Buy Print	Buy Digital	edit delete OER Finder	
lead Now In	_	-		

Figure 20: Textbook item

Why do some textbooks have a "Buy Print" button, a "Buy Digital" button, both or neither? All textbook items will show a "Buy Print" button, unless the institution has decided to suppress the button altogether. The "Buy Digital" button will only show for textbook items that Barnes & Noble College has a digital (NOOK Study[™]) version of. If the textbook item is not available as a NOOK Study[™] eTextbook, the "Buy Digital" button is suppressed. If a textbook item does not have either button, that most likely means that the institution has decided to suppress both buttons.

What is the OER Finder?

The OER Finder is there to allow Faculty easy access to Online Educational Resources based on the ISBN of the title that they're using for their class.