

LTI APPLICATION ADMIN GUIDE

This guide can be used in its entirety or separated out by concept to provide to others as appropriate.

Overview

PSI's offers two LTI integration applications to simplify the proctoring experience, LTI Instructor and LTI Student.

LTI Instructor

The LTI instructor Application allows teachers and/or admins to register exams in the RPNOW system, set-up configurable exam security, and review exam integrity reports without having to leave their LMS.

LTI Student

The LTI Student Application allows students to access their exams from directly within their LMS course. This reduces the chances of students selecting the wrong exam and receiving password errors. The LTI Instructor Application must be installed in order for the LTI Student Application to work.

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Configuration

Each LMS has their own unique configuration instructions for LTI Instructor and LTI Student. All require receiving keys from PSI. In some cases, you will also need to provide keys to PSI. The below links will guide you through how to install the LTI application into your LMS. If you have any questions, please do not hesitate to reach out to your organization's distribution list which will be <orgcode>@softwaresecure.com

LTI Instructor

Blackboard

- [New Install](#)
- [Upgrade to Latest Version](#)

Brightspace/D2L

- [New Install](#)
- [Upgrade to Latest Version](#)

Canvas

- [New Install](#)
- [Upgrade to Latest Version](#)

Moodle

- [New Install](#)
- [Upgrade to Latest Version](#)

Third Party

- [New Install](#)

LTI Student

Blackboard

- [New Install](#)

Brightspace/D2L

- [New Install](#)

Canvas

- [New Install](#)

Moodle

- [New Install](#)

Third Party

- [New Install](#)

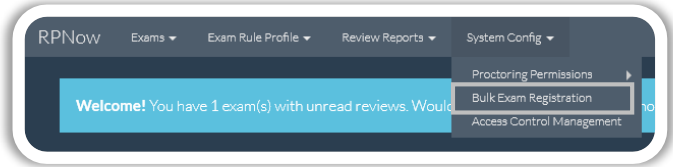
LTI ADMIN GUIDE – BULK REGISTRATION

Bulk Exam Registration

The Bulk Registration feature allows Users to upload countless exams using a .csv file. Users can upload complete files or edit uploaded files within the registration tool. CourseIDs are all that are required to begin the registration process. The LTI Application will then pull all exams associated with those CourseIDs for registration.

Access

The Bulk Registration function is available by launching the RPNOW LTI Instructor v8 (or above) Application with an Administrator Role in your LMS. Then, navigate to System Config > Bulk Exam Registration.



Download Template

A CSV template has been provided to get you started within the Bulk Exam Registration page. You can also access that template [here](#). It should be noted that this will show the five required fields to register an exam (CourseID, TestID, Proctored, Test Duration, and Number of Students). However, only the CourseID needs to be uploaded. The Test ID will automatically be populated based on exams in your LMS and the others can be edited/updated within the tool.

Fill Out Registration Template

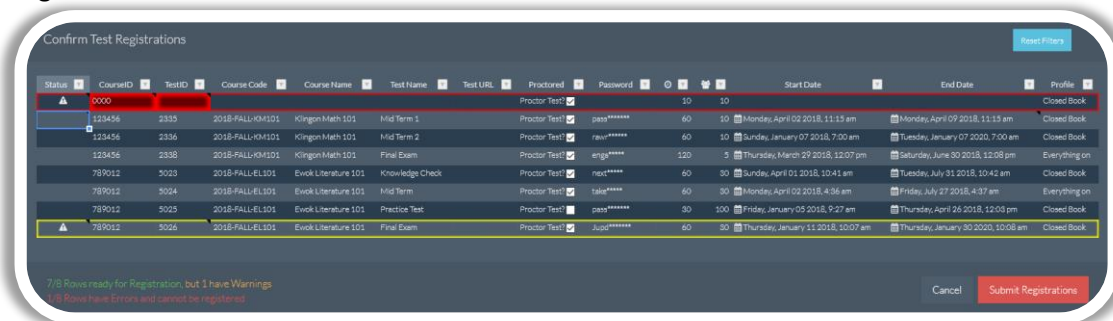
This section will walk you through the complete bulk registration process including definitions of each field and a sample completed template.

Upload Completed Registration and Refine Data

Here you will upload your csv file. You will then have the option to sort by any column, edit fields, add required data, select exam profiles, create filters (hidden rows will still be uploaded), manually override exam dates and remove exams from upload.

Usage Notes

- Exams will automatically be listed as having a “Closed Book” profile. However, any profile listed in the course you launched LTI Instructor from may be selected from the drop down.
- If uploading just CourseIDs, all exams associated with the course will be inputted into the registration tool. You will have to select if you wish to have them proctored or removed from the list entirely.
- To remove exam(s)/row(s), highlight the exam(s)/row(s) you wish to remove. Right click and select “Remove selected row.”
- There will be a warning at the bottom of the registration tool highlighting the number of exams that are “Ready” as well as those that have “Warnings” or “Errors.” The “Status” column will further explain the warning or error.



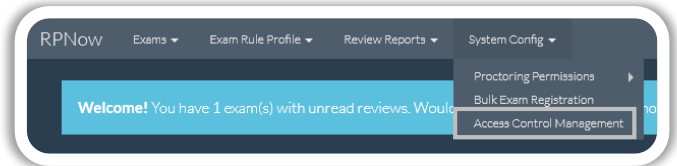
LTI ADMIN GUIDE – ACCESS CONTROL

Access Control Management – Role Based Permissions

The Access Control Management feature allows Administrators to provide varying levels of access and permissions to groups based on their LTI Role. For example, an Administrator could grant TAs access to Register Exams, but not Reviews.

Access

The Access Control Management function is available by launching the RPNOW LTI Instructor v8 (or above) Application with an Administrator Role in your LMS. Then, navigate to System Config > Access Control Management



1. Roles – The titles that will be given or disabled access

The Roles available are derived directly from the [IMS Global Learning Consortium LTI Roles List](#) which are used when mapping an LMS to LTI. Keep in mind, the LTI Roles listed in the application are based on the IMS List and not the LMS mapping, they may not share identical names with the roles assigned in your LMS.

2. Resources – The areas within the application you can assign permissions to

The Resources directly correlate to the tabs available in the LTI Tool: Exams, Exam Rule Profile, Review Reports, and System Config.

3. Permissions – The possible actions available for each Resource & Role

For any given Role and Resource, one or more permissions can be assigned:

- Full – Tab visible and all permissions granted
- Disabled – Tab hidden and no permissions granted
- View – View an existing item such as proctored exam list
- Create – Create a new item, such as registering a new exam
- Edit – Modify an existing item, such as editing an already registered exam
- Delete – Remove an item, such as closing an exam or deleting a reviewed record

Use

Adjacent to each role, select the permissions you wish to allow for that resource. When you have completed your selection, click “Save.” “Reset” will change permissions back to the original default system values.

