EQUELLA®

Brightspace Integration Guide

Version 6.4

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Contact documentation@equella.com for matters relating to documentation.

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EQUELLA Brightspace™ integration overview

EQUELLA integrates with Brightspace using LTI to create a seamless system for users. The purpose of this guide is to provide system administrators with an understanding of the EQUELLA Brightspace integration process to enable successful integration.

Please note that this guide has been developed using EQUELLA version 6.4 and Brightspace version 10.5.3 and, as such, may differ in appearance to your own installation.

Prerequisites

To successfully complete this installation the system administrator will require:

- sufficient privileges to access the Brightspace system integration functionality
- sufficient privileges to access the EQUELLA User Management functionality (further information is provided in the *EQUELLA Security Guide).*

System prerequisites for integration

- EQUELLA version 6.4 QA2 and Brightspace version 10.5.3 must be installed and running. Further information on installing EQUELLA is provided in the *EQUELLA Installation and Administration Guide.*
- Ensure the time settings of the servers have the correct time and time zone for their location. This way both will report to Greenwich Mean Time (GMT) and synchronise correctly.
- To access EQUELLA from Brightspace at least one course must have been created in Brightspace. Refer to the Brightspace documentation for more information.

Integration procedure

EQUELLA Brightspace integration can be broken into the following steps:

1. Configure an EQUELLA App in Brightspace.
2. Configure a Brightspace External system connector in EQUELLA.
3. Create a new LTI consumer in EQUELLA.
4. Setup remote plugins (*Course Builder, Insert Stuff, Navbar, Quicklink*) in Brightspace.
5. Test the installation.

Configure Brightspace EQUELLA App

An EQUELLA App needs to be configured in Brightspace before further integration configuration can be carried out in EQUELLA.

To configure an EQUELLA App in Brightspace

1. Log in to Brightspace as an Administrator, then click the Admin cog in the top right. An example is shown in Figure 1.
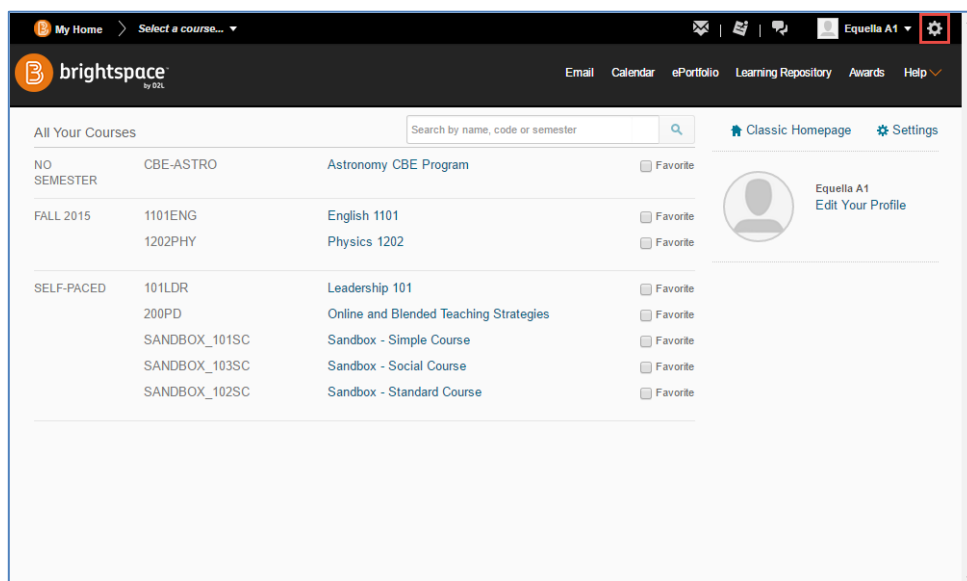

Figure 1 Brightspace My Home page - Admin cog

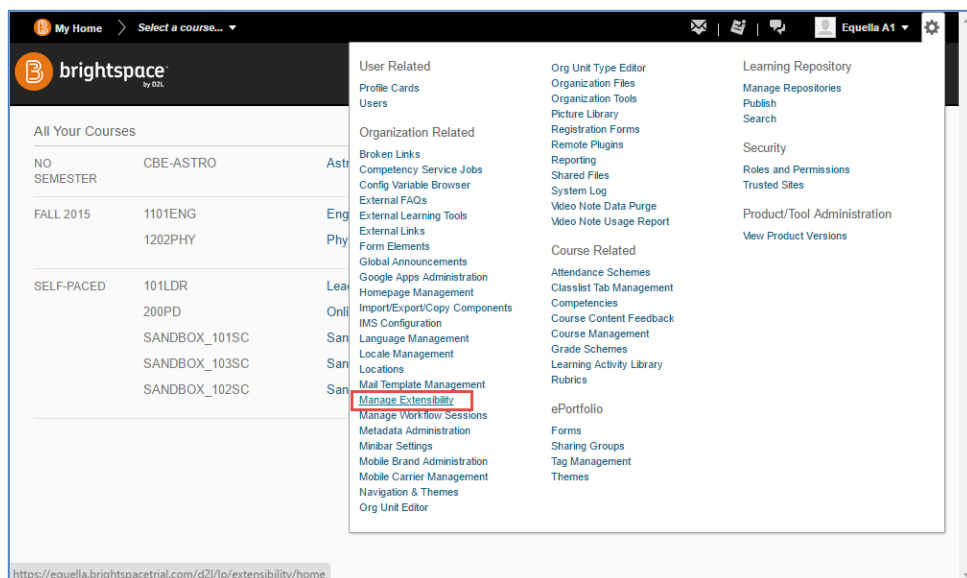2. The Administration menu displays. Select the **Manage Extensibility** link from the menu, as shown in Figure 2.

Figure 2 Brightspace Administration menu - Manage Extensibility

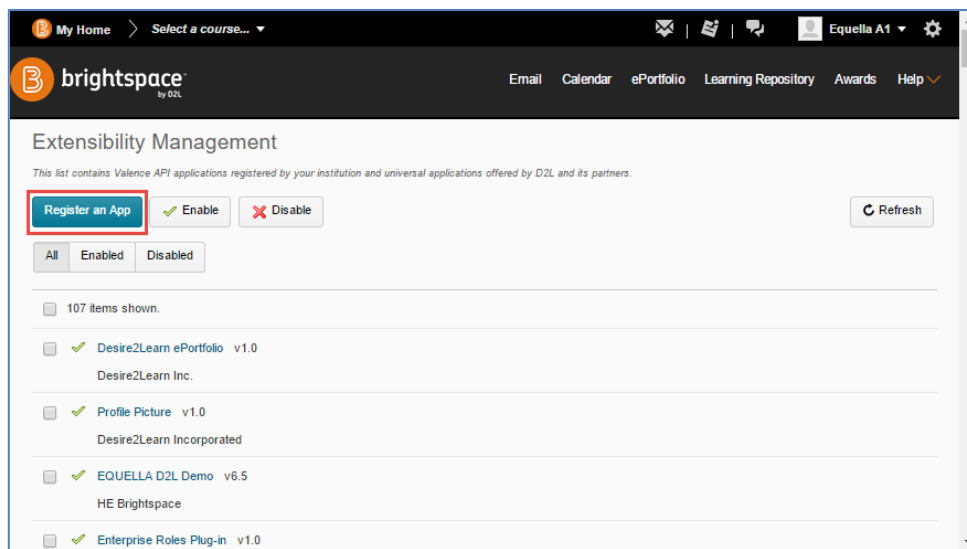3. The Extensibility Management page displays. Select [Register an App], as shown in Figure 3.

Figure 3 Brightspace - Extensibility Management page

4. The **Register an application** page displays. An example is shown in Figure 4
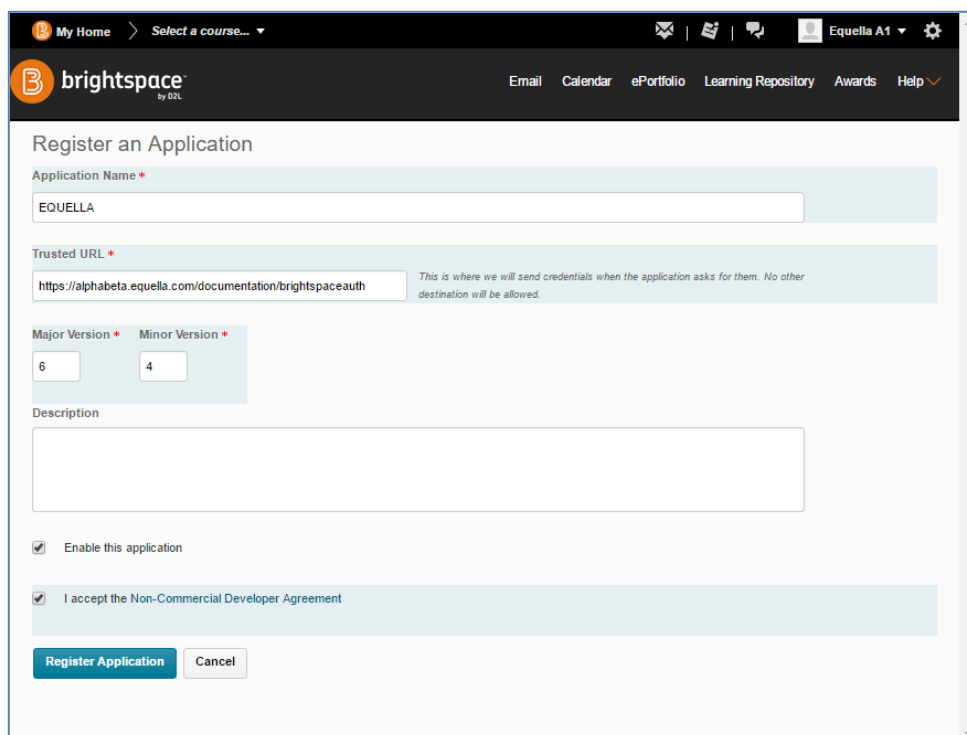

Figure 4 Brightspace - Register an application page

5. Enter an **Application Name** (e.g. *EQUELLA*).

6. Enter the **Trusted URL**. This is the EQUELLA URL, including the institution name, appended with *brightspaceauth*. For example, *https://alphabeta.equella.com/documentation/brightspaceauth.*

NOTE: The URL must be SSL (i.e. https).

7. Enter the **Major Version** (e.g. *6*) and **Minor Version** (e.g. *4*).

8. Select **I accept the Non-Commercial Developer Agreement.**

9. Click Register Application . Brightspace registers the application, and displays the details. An example is shown in Figure 5.
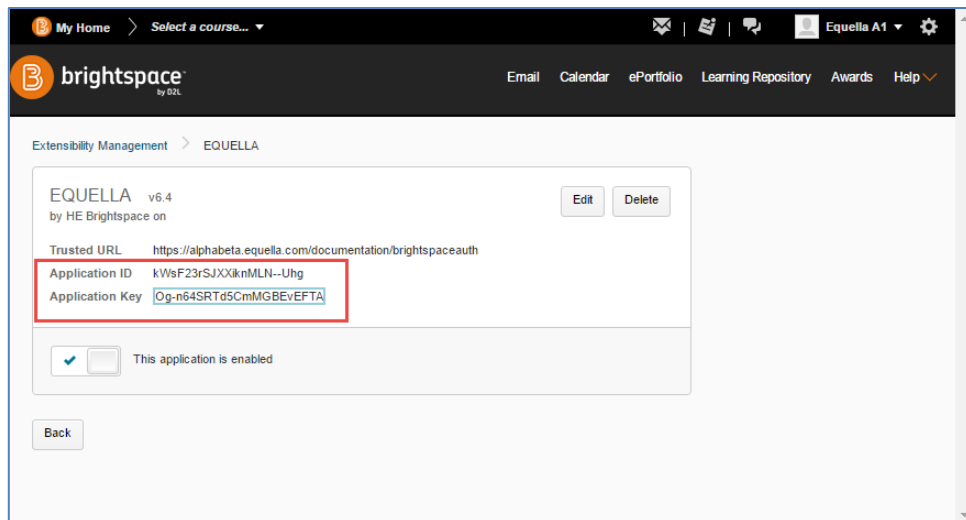
Figure 5 EQUELLA application details

10. Note the **Application ID** and **Application Key**, as they will be required to be entered when configuring the EQUELLA side of the integration.

Configure EQUELLA

This section describes the required configuration changes to EQUELLA to support a seamless integration. To achieve this, an **External system connector** and **LTI Consumer** need to be configured in EQUELLA.

Configure an External system connector

External system connectors are configured from the **External system connectors** option accessed from the **Settings** page in EQUELLA.

To create a new External system connector

1. Select **Settings** from the navigation menu, and either type *External* in the filter box, then select **External system connectors** from the results or scroll down to **External system connectors** on the Settings list. An example is shown in Figure 6.
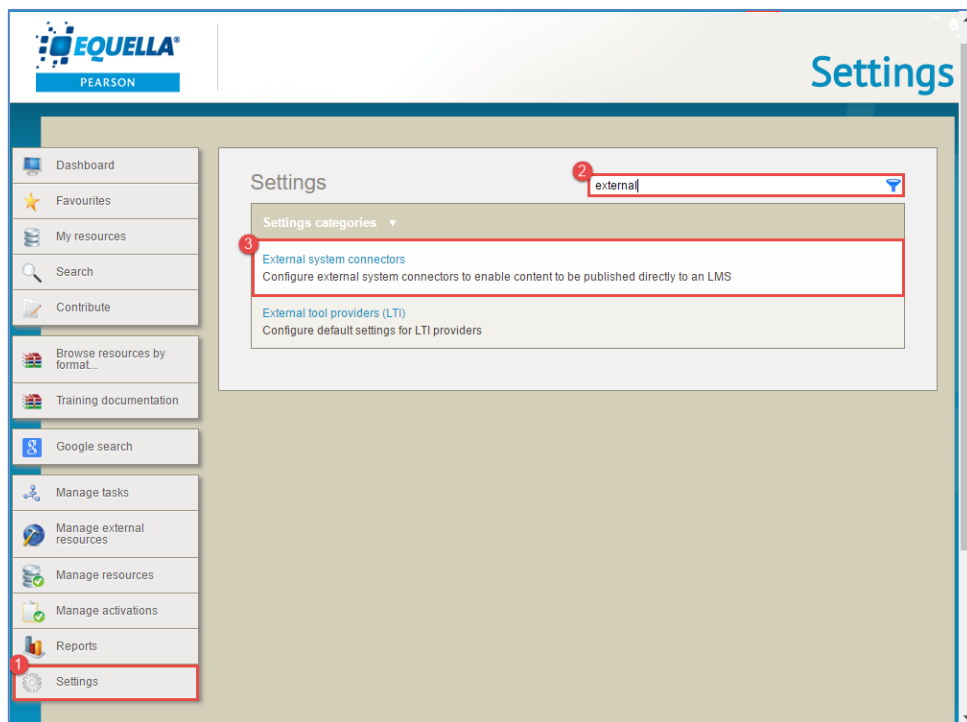
Figure 6 Settings page - External system connectors

2. The **External system connectors** page displays. An example is shown in Figure 7.
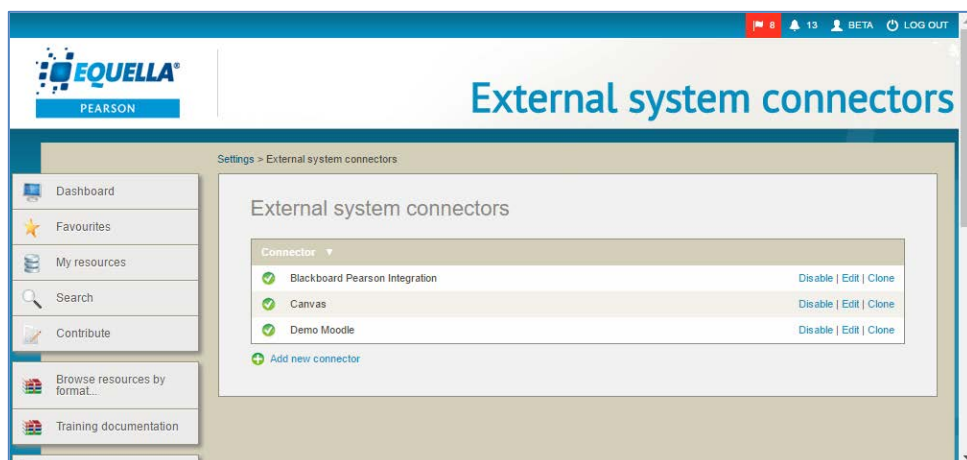

Figure 7 External system connectors page

3. Select the **Add new connector** link to open the **Create new connector** page. An example is shown in Figure 8.
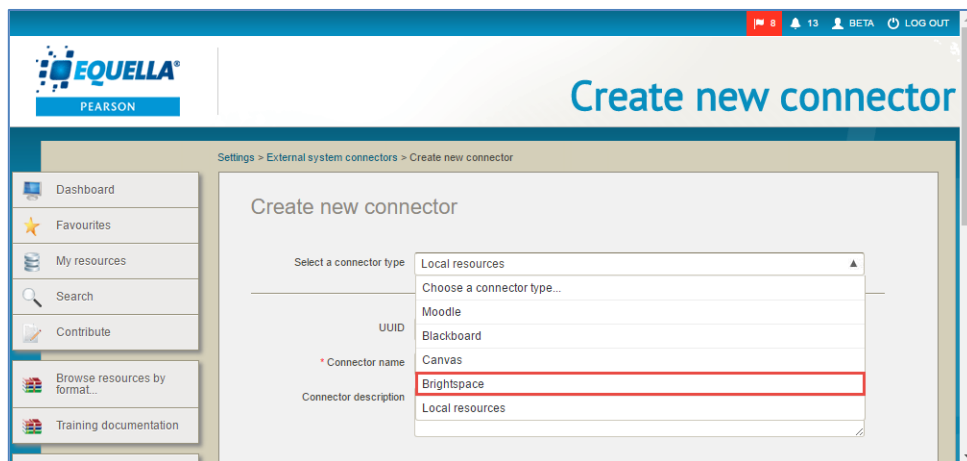
Figure 8 Create new connector page

4. Select **Brightspace** from the **Select a connector type** drop-down list, as shown in Figure 8. The Brightspace configuration options display. An example is shown in Figure 9.
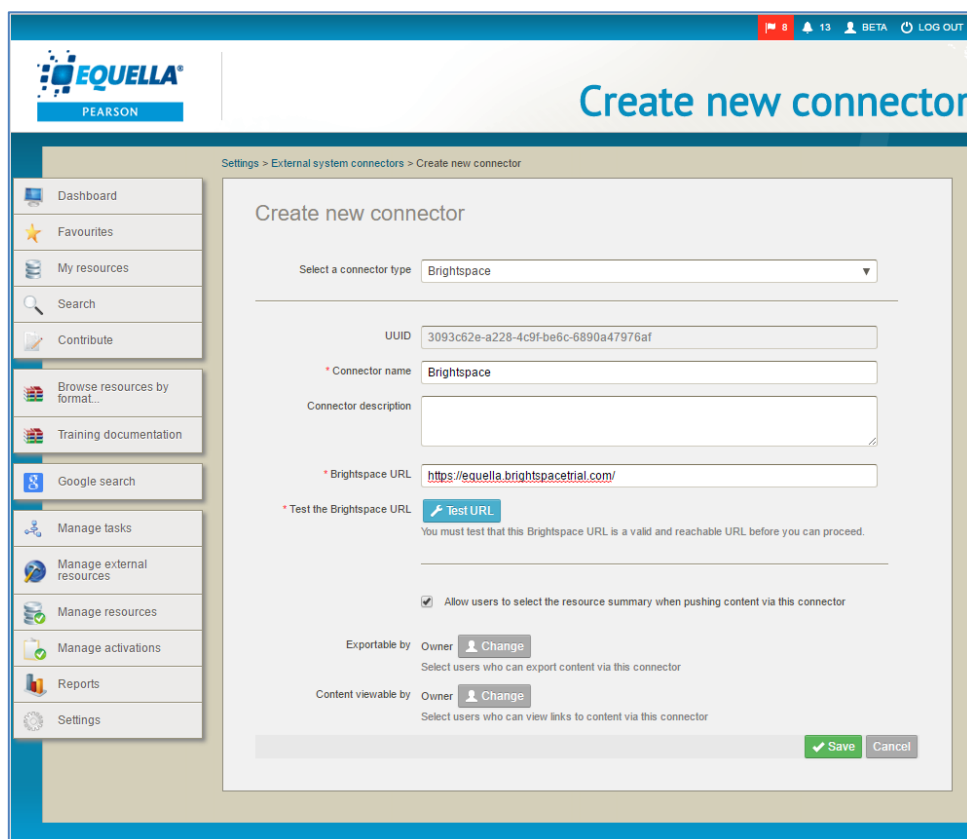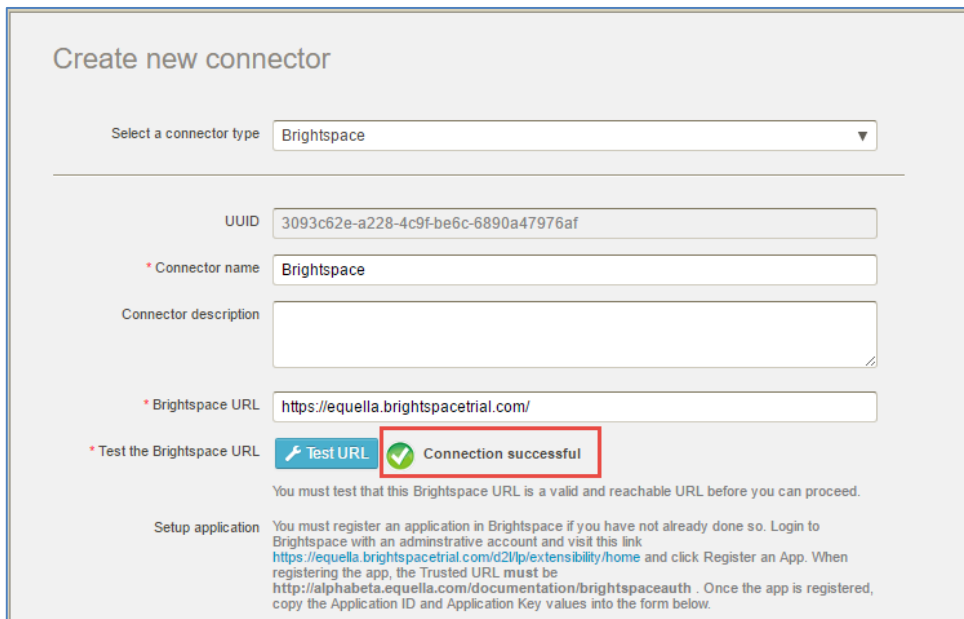
Figure 9 Create new connector - Brightspace options

5. Enter a **Connector name** (e.g. *Brightspace*) and **Connector description** (optional).
6. Enter your **Brightspace URL.**
7. Click [🔧 Test URL] to ensure the entered Brightspace URL is correct. If an error displays, check the validity of the URL. A **Connection successful** message should display, as shown in Figure 10.

Figure 10 Connection successful

*NOTE: The help text under **Setup application** includes a link to your Brightspace instance based on the Brightspace URL entered, and a reference to the Trusted (EQUELLA) URL that must be entered in Brightspace, based on the URL from which the EQUELLA configuration is being completed.*

8. Enter the **Application ID** (e.g. *kWsF23rSJXXiknMLN—Uhg*) and **Application Key** (e.g. *Og-n64SRTd5CmMGBEvEFTA*) that were provided when registering the EQUELLA App in Brightspace (see Configure Brightspace EQUELLA App on page 5). An example is shown in Figure 11.

Figure 11 Application ID and Application Key

9. Click [Test application] to ensure the correct Application ID and Key has been entered. If an error displays, check and correct the values. A **Success** message should display, as shown in Figure 12.

Figure 12 Test application - Success message

10. Click [Sign in as a Brightspace administrator...]. The Brightspace login page displays. Login to Brightspace as an administrator with *Manage External Learning Tool Links* and *Create Quicklinks from available External Learning Tools Links* privileges for all course offerings in Brightspace. The signed in Brightspace administrator displays. An example is shown in Figure 13.

Figure 13 Signed in Brightspace administrator

11. If Resource summary page links are not allowed to be added to LMS courses, uncheck
**Allow users to select the resource summary when pushing content via this
connector**.

12. If required, click [Change] next to **Exportable by** to open the **Select users** page.
Select the users, groups or roles to access the **Add to external system** link from the
Resource summary page to push content to Brightspace.

13. If required, click [Change] next to **Content viewable by** to open the **Select users**
page. Select the users, groups or roles that can access the **Find uses** link from the
Resource summary page.

14. Click [✔ Save].

Register an LTI consumer

LTI consumer client registrations are registered from the **Settings** page in EQUELLA.

To create a new LTI consumer

1. Select **Settings** from the navigation menu, and either type *LTI* in the filter box, then
select **LTI consumers** from the results or scroll down to **LTI consumers** on the
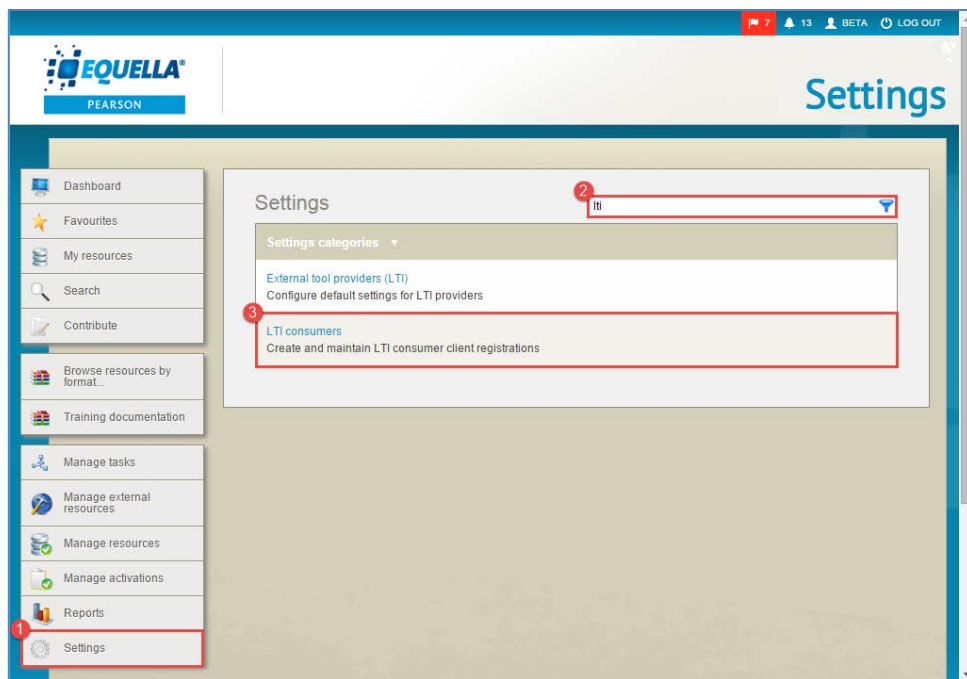Settings list. An example is shown in Figure 14.

Figure 14 Settings page - LTI consumers

The **LTI consumers** page displays. An example is shown in Figure 15.
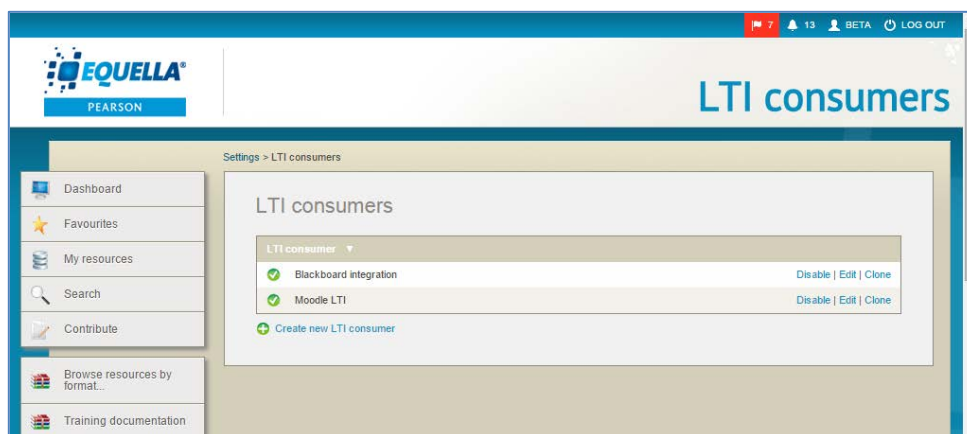

Figure 15 LTI consumers page

2. Select the **Create new LTI consumer** link to open the **Create new LTI consumer** page. An example is shown in Figure 16.

Figure 16 Create new LTI consumer page

3. Enter a **Title** (e.g. *Brightspace*) and a **Description** (optional).

4. A default **Consumer key** displays. This can be changed as desired (e.g. *brightspaceint*). Take note as the **Consumer key** is entered in Brightspace during integration configuration.

5. A default **Consumer secret** displays. This can be changed as desired. Take note as the **Consumer secret** is entered in Brightspace during integration configuration.

6. If required, enter a unique **Username prefix** (e.g. *brsp_*) or **Username postfix** (e.g. *_brsp*) for this LTI consumer. This prefix or postfix is added when new users are created to distinguish those users accessing EQUELLA from this LTI consumer.

7. The **Usable by** field allows administrators to restrict who can use this LTI consumer. The default is *Everyone.* Click [Change] to open the **Select recipients…** dialog to select users, groups or roles from the *Home* tab, or other options, such as Guest users, specific IP address etc. from the *Other* tab. An example is shown in Figure 17.
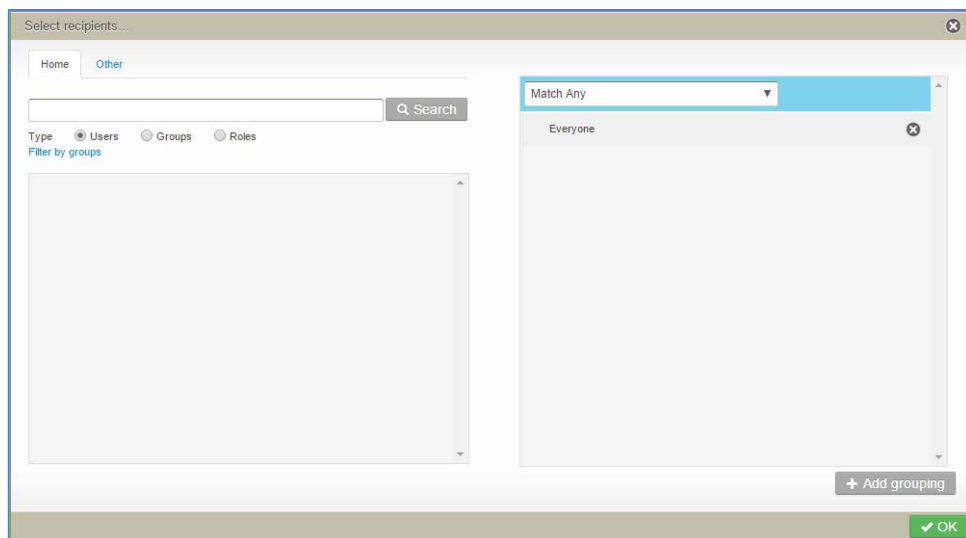
Figure 17 Select recipients dialog

For more information on the Recipient selector, see the *EQUELLA Administration Overview Guide.*

8. From the **Unknown user handling** drop-down, select the system behavior when an attempt is made to logon to EQUELLA with a username that doesn't exist. Options are:

- **Deny access and present error message**
- **Treat user as a guest**
- **Create local user and add them to the following groups…**

If the third option is selected, click the **Add groups** link open the **Select group(s)** dialog to search and select the required groups to which the user will be added. An example is shown in Figure 18.
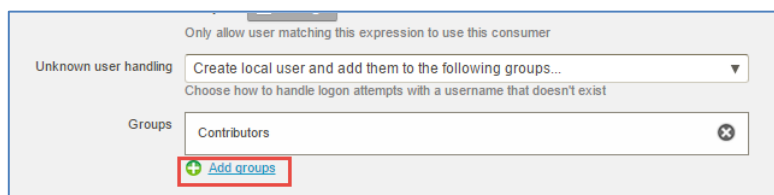

Figure 18 Add groups link

Further information on LTI consumers is provided in the *EQUELLA LTI Consumer Configuration Guide.*

LTI/LIS Role Mappings

Brightspace roles sent through to EQUELLA via the LTI integration need to be mapped to equivalent EQUELLA roles so that relevant privileges can be applied. This is done from the **LTI/LIS Role Mappings** section of the *Create new LTI consumer* or *Edit LTI consumer* pages.

The **LTI/LIS Role Mappings** section has three areas:

- **Instructor role** – map the Brightspace 'Instructor' role to EQUELLA role/s.
- **Other roles** –this area is used to map all other roles that might be used in the integration. A list of the standard LTI/LIS roles is supplied, of which '*Other*' is one. For more information about mapping other LTI/LIS roles and custom roles, see the *EQUELLA LTI Consumer Configuration Guide.*
- **Unknown roles** – use this area to select the EQUELLA roles to default to when an unknown role is sent to EQUELLA. An example is shown in Figure 19.

Figure 19 LTI/LIS Role Mappings

Mapping the Instructor and Unknown roles

In the **Instructor** and **Unknown** roles fields, the **Add roles** link is used to select the EQUELLA roles to be used in the mappings. An example using the Instructor role is shown below:

To map to EQUELLA role/s

1. Click the **Add roles** link under the **Instructor role** field. An example is shown in Figure 20.

Figure 20 Add roles link

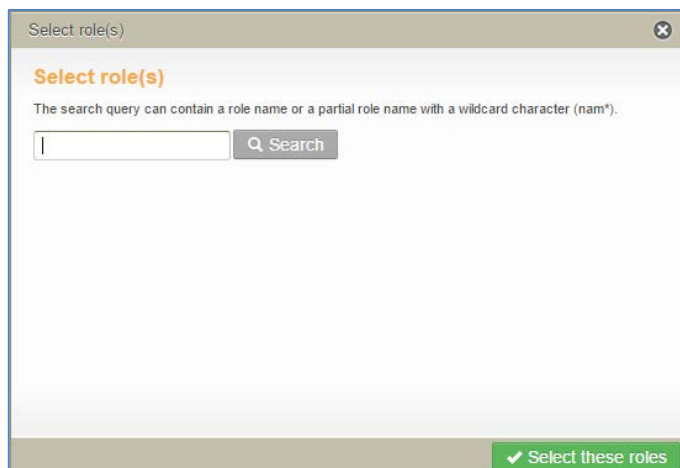The **Select role(s)** dialog displays. An example is shown in Figure 21.

Figure 21 Select role(s) dialog

2. Enter a search query then click [Q Search]. Matching results display. An example is shown in Figure 22.

Figure 22 Select role(s) dialog – results

3. Select the required role/s, then click [✔ Select these roles]. The mapping/s displays in the Instructor role field. An example is shown in Figure 23.
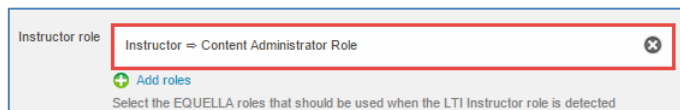

Figure 23 Instructor role field with one mapping

Select the **Add roles** link to add more mappings.

Mapping the 'Other' role

The **Other roles** section is used to map LTI/LIS standard roles (including the role '*Other*' which is used in the Brightspace integration) to EQUELLA roles.

To map the 'Other' role

1. In the **Other roles** area, start typing the required LTI/LIS role (*Other)* in the **Enter LTI/LIS role** field. A list of all the standard LTI/LIS roles displays in a drop-down list. An example is shown in Figure 24.
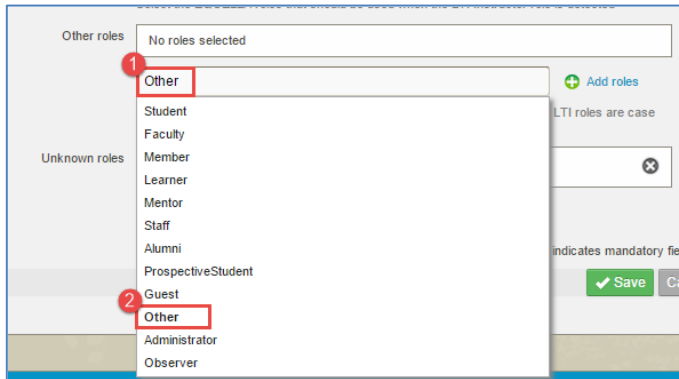

Figure 24 List of standard LTI/LIS roles

2. Select **Other** from the drop-down list.

3. Click the **Add roles** link next to the selected LTI/LIS role. An example is shown in Figure 25.
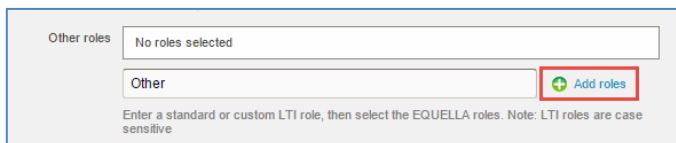

Figure 25 Add roles link

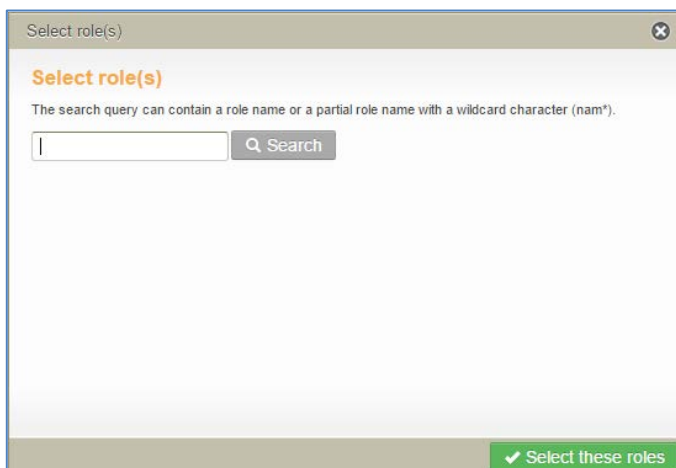The **Select role(s)** dialog displays. An example is shown in Figure 26.

Figure 26 Select role(s) dialog

4. Enter a search query then click [Q Search]. Matching results display. An example is shown in Figure 27.
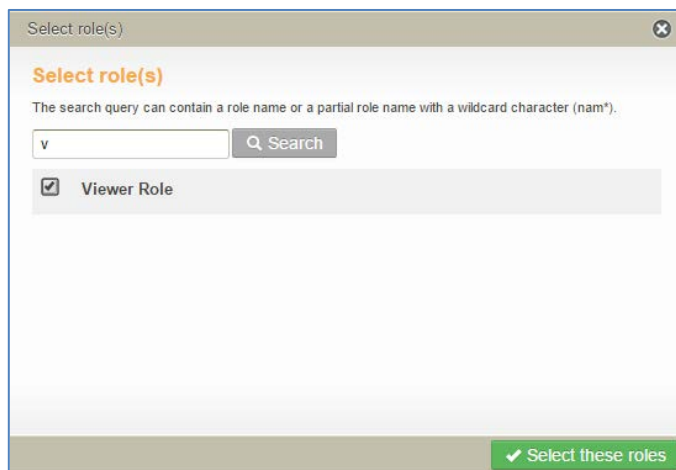
Figure 27 Select role(s) dialog – results

5. Select the required role/s, then click ![Select these roles]. The mapping/s displays in the **Other roles** field. An example is shown in Figure 28.
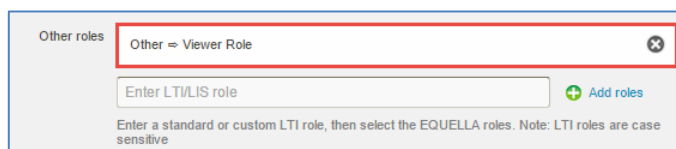

Figure 28 Other roles field with one mapping

To add further EQUELLA roles to '*Other*' roles that have existing mappings or to add another LTI/LIS role mapping, repeat steps 1 to 5.

An example with multiple EQUELLA roles mapped to LTI role '*Other*' is shown in Figure 29.
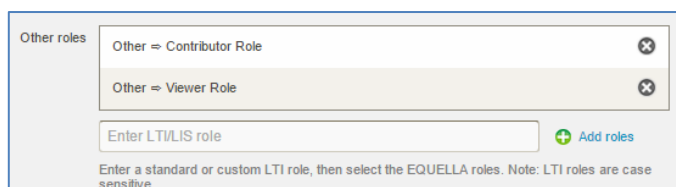

Figure 29 Other roles section with multiple EQUELLA mappings for 'Other' role

Configure Brightspace Plugins

This section describes how to add plugins to Brightspace to allow EQUELLA content to be added. There are four plugins that can be configured to open the EQUELLA integration screen, outlined below:

Course Builder

The **Course Builder** plugin allows EQUELLA content to be added to multiple course modules via the **Course Builder** function accessed from the **Related Tools** drop-down found on the **Content** page of a Brightspace course.

To configure an EQUELLA Course Builder item

1. Log in to Brightspace as an administrator then click the Admin Tools icon ⚙ in the top right hand corner of the Brightspace page. The administration menu displays.

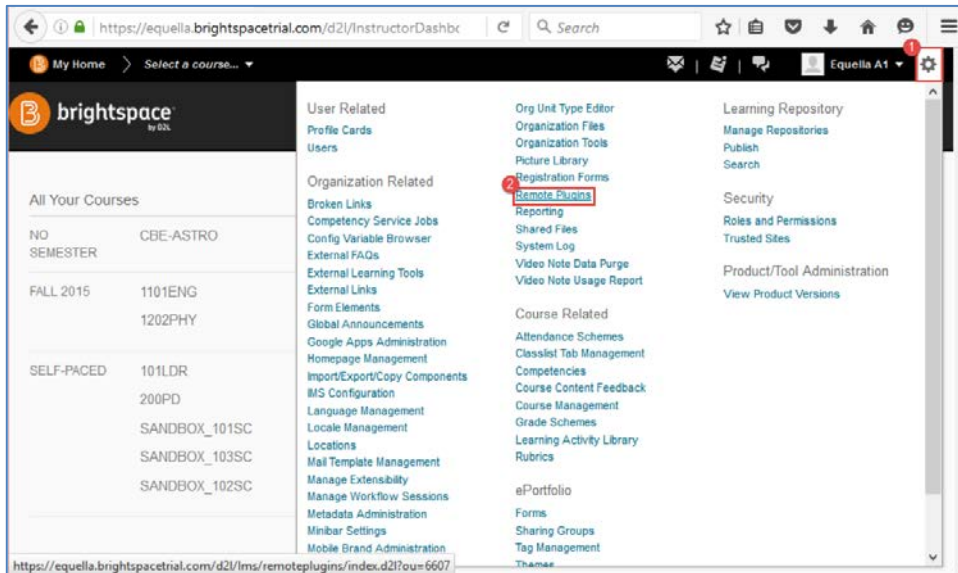2. Select the **Remote Plugins** link. An example is shown in Figure 30.

Figure 30 Brightspace administration menu

The **Manage Remote Plugins** page displays. An example is shown in Figure 31.
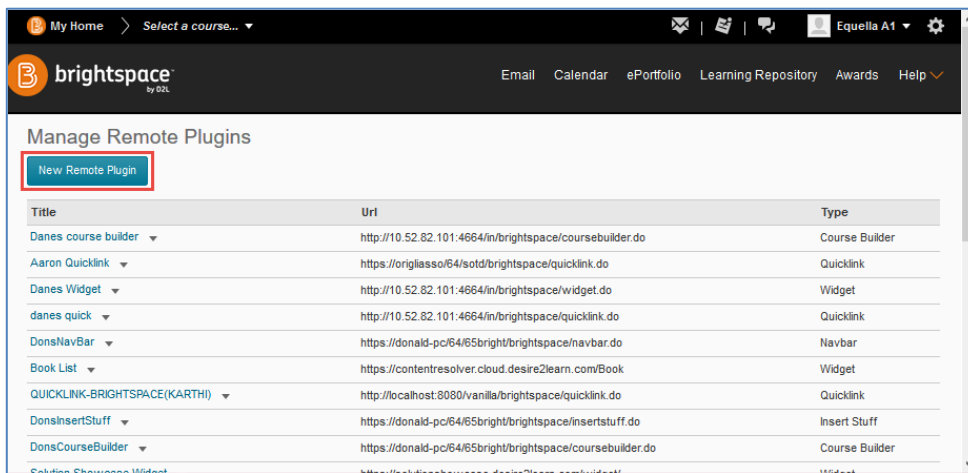

Figure 31 Manage Remote Plugins page

3. Click ▭New Remote Plugin▭ . The **Create a new Remote Plugin** page displays, as shown in Figure 32.

Figure 32 Create a new Remote Plugin page

4. Select **Course Builder** from the **Plugin Type** drop-down.

5. Enter a **Name** for the Course Builder item (e.g. *EQUELLA Content*).

6. Enter the **Launch Point URL** in the form:
   https://yourinstitution.com/institution/brightspace/coursebuilder.do

7. Enter the **LTI Key** and **LTI Secret** from the Brightspace LTI consumer configured in EQUELLA (see Register an LTI consumer on page 12).

8. If desired, enter an **Icon URL**. A small EQUELLA logo can be found at
   https://yourinstitution.com/institution/images/equella.gif.

9. Click [Add Org Units]. The **Add Org Units** page displays. An example is shown in Figure 33.

Figure 33 Add Org Units page

10. Select the courses (and descendant options) in which the Course Builder item should be available, then click [Insert].The selections display on the **Create a new Remote Plugin** page. An example is shown in Figure 34.

Figure 34 Create a new Remote Plugin – Course Builder page

11. Click [Save]. The **Manage Remote Plugins** page displays with the new Course Builder item listed.

12. Click the Admin Tools icon [⚙] in the top right hand corner of the Brightspace page. The administration menu displays.

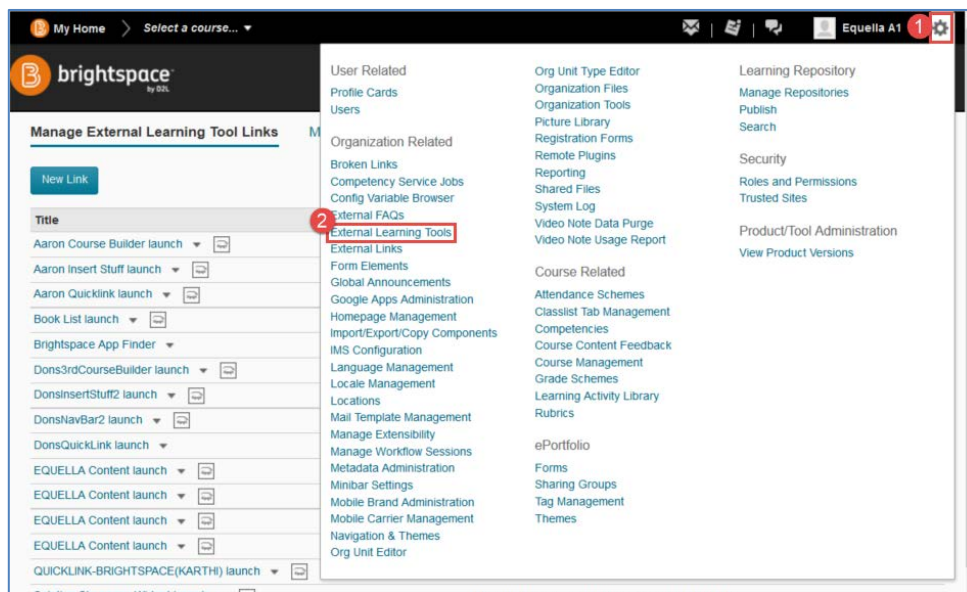13. Select the **External Learning Tools** link. An example is shown in Figure 35.

Figure 35 Brightspace administration menu - External Learning Tools

The **Manage External Learning Tools Links** page displays. An example is shown in Figure 36.
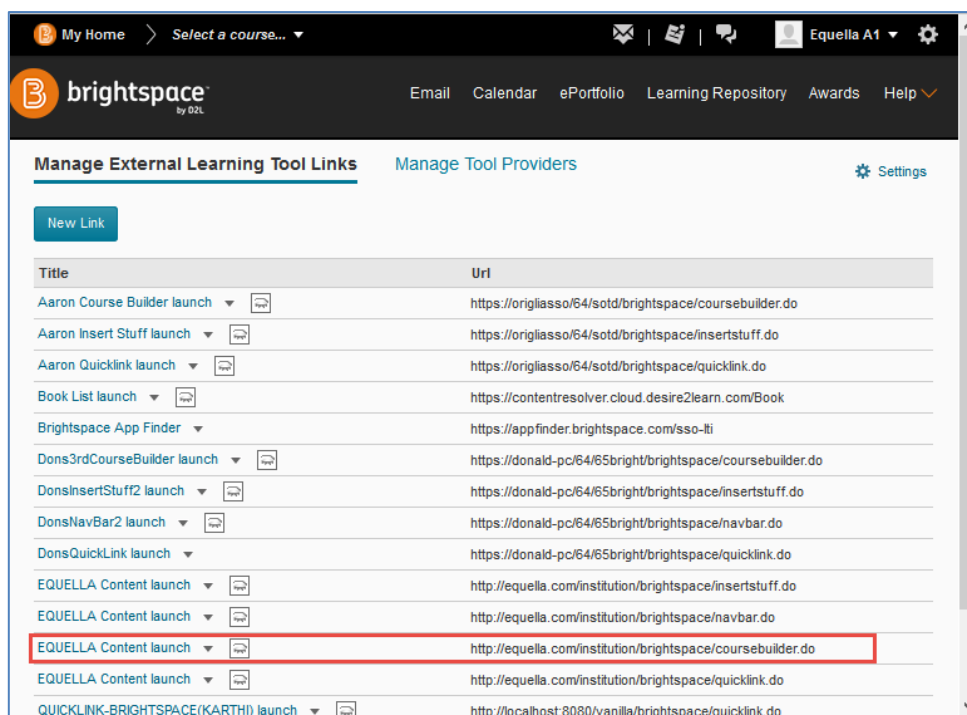

Figure 36 Manage External Learning Tools Links page

14. Click the EQUELLA Course Builder link (e.g. *EQUELLA Content launch*). The **Edit Link** page displays.
15. Scroll down to the **Security Settings** section, and if not already selected, select **Send system username to tool provider** and **Send system Org Defined ID to tool provider.** An example is shown in Figure 37.

Figure 37 Edit Link page - Security Settings

16. Click Save and Close.

To test the Course Builder item

1. Open a Brightspace course that was added as an Org Unit.
2. Select the **Content** link. The course content displays. An example is shown in Figure 38.
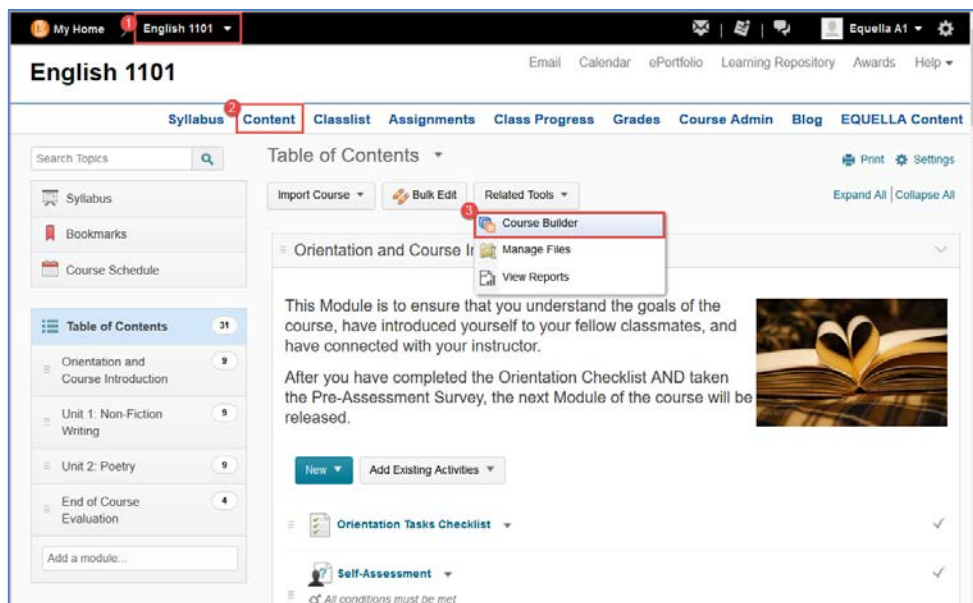
Figure 38 Course Content page

3. Select **Course Builder** from the **Related Tools** drop-down. The **Course Builder** page displays. An example is shown in Figure 39.
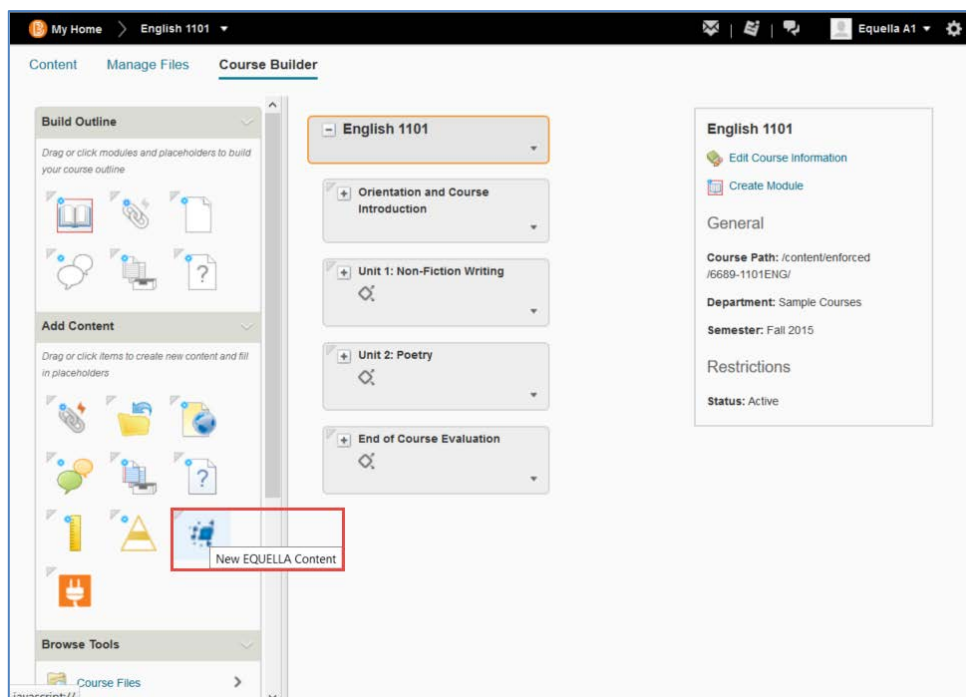

Figure 39 Course Builder - EQUELLA Content item

4. Drag the EQUELLA item to a course module.

5. An access message may display the first time the Course Builder item is used. If so, select the **Do not ask me again for this application** checkbox, then click Continue An example is shown in Figure 40.
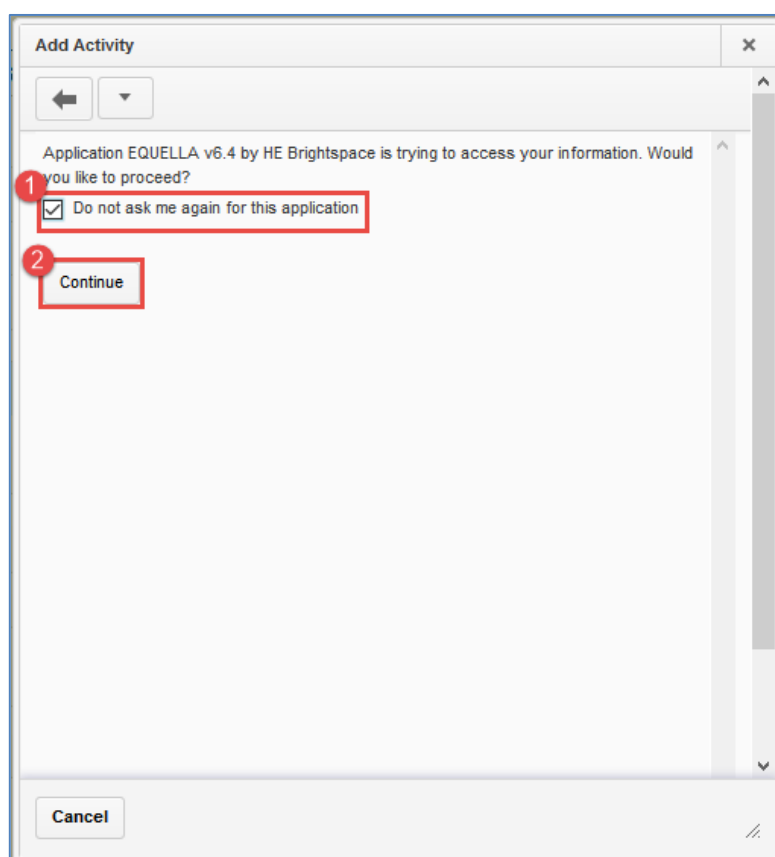
Figure 40 Access page

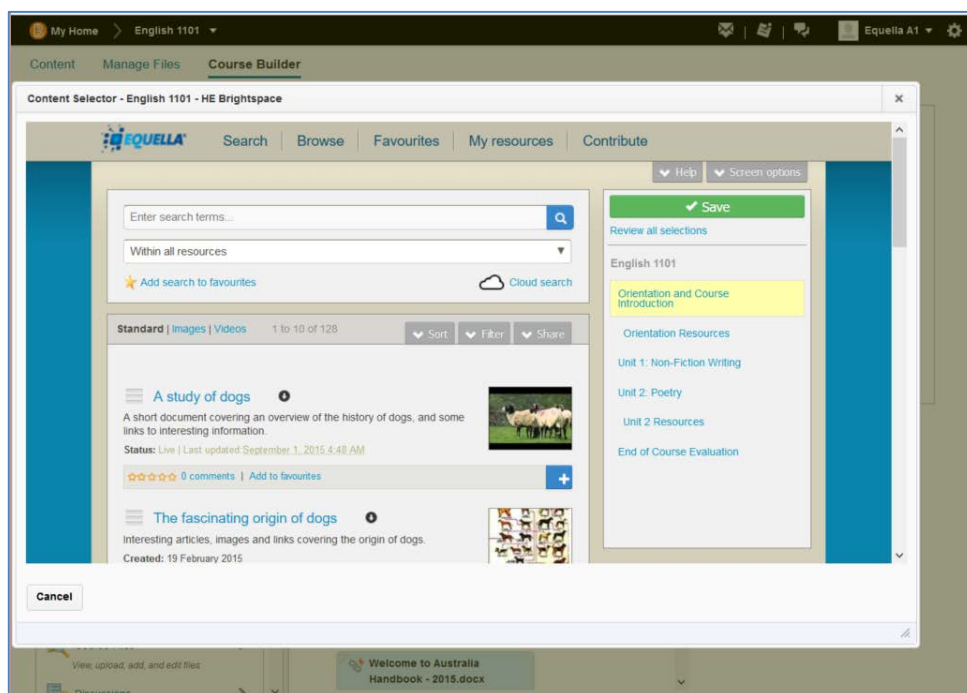The EQUELLA Integration screen displays. An example is shown in Figure 41.

Figure 41 Course Builder - EQUELLA Integration screen

For further information about using the EQUELLA Integration screen, see the *EQUELLA 6.4 Brightspace User Guide.*

Insert Stuff

The **Insert Stuff** plugin allows an EQUELLA content link to be added to the **Insert Stuff** menu accessed from the Brightspace HTML editor, opening the EQUELLA Integration screen to select and add a single content item which may be embedded or display as a link, depending on the MIME type.

To configure an EQUELLA Insert Stuff link

1. Log in to Brightspace as an administrator then click the Admin Tools icon ⚙ in the top right hand corner of the Brightspace page. The administration menu displays.

2. Select the **Remote Plugins** link. An example is shown in Figure 42.
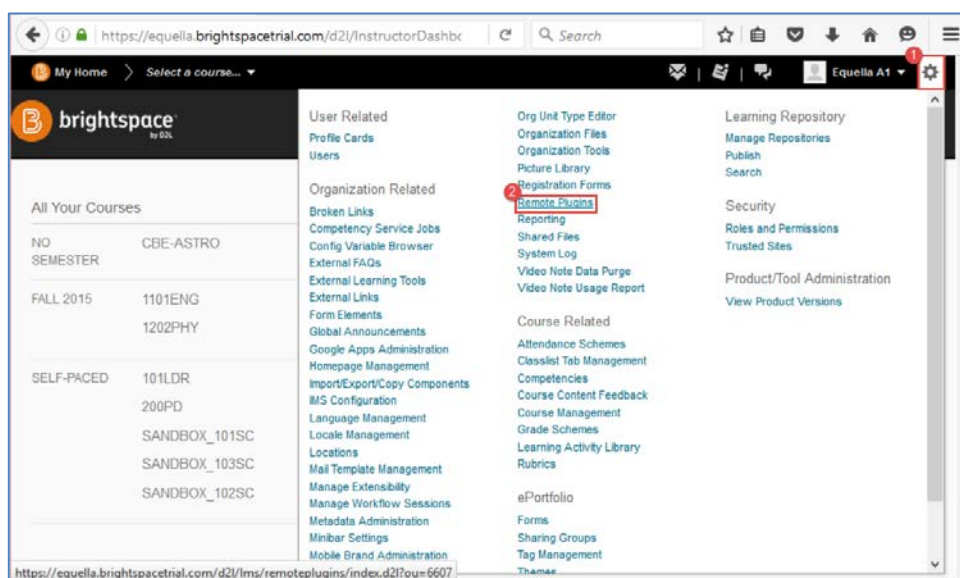

Figure 42 Brightspace administration menu

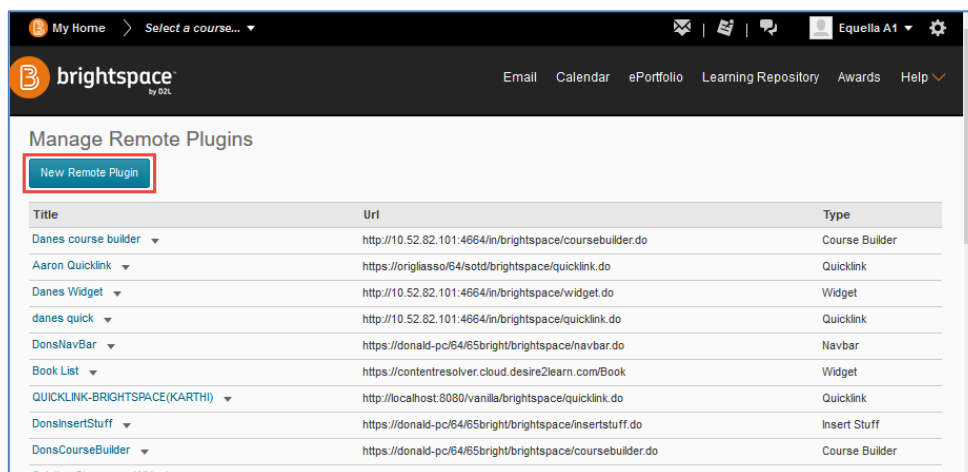The **Manage Remote Plugins** page displays. An example is shown in Figure 43.

Figure 43 Manage Remote Plugins page

3. Click ![New Remote Plugin]. The **Create a new Remote Plugin** page displays, as shown in Figure 44.

Figure 44 Create a new Remote Plugin page

4. Select **Insert Stuff** from the **Plugin Type** drop-down.

5. Enter a **Name** for the Insert Stuff link (e.g. *EQUELLA Content*).

6. Enter the **Launch Point URL** in the form:
   https://yourinstitution.com/institution/brightspace/insertstuff.do

7. Enter the **LTI Key** and **LTI Secret** from the Brightspace LTI consumer configured in EQUELLA (see Register an LTI consumer on page 12).

8. If desired, enter an **Icon URL**. A small EQUELLA logo can be found at
   https://yourinstitution.com/institution/images/equella.gif.

9. Click ![Add Org Units]. The **Add Org Units** page displays. An example is shown in Figure 45.

Figure 45 Add Org Units page

10. Select the courses (and descendant options) in which the Insert Stuff link should be available, then click [Insert].The selections display on the **Create a new Remote Plugin** page. An example is shown in Figure 46.

Figure 46 Create a new Remote Plugin – Insert Stuff page

11. Click [Save]. The **Manage Remote Plugins** page displays with the new Insert Stuff link listed.

12. Click the Admin Tools icon ⚙ in the top right hand corner of the Brightspace page. The administration menu displays.

13. Select the **External Learning Tools** link. An example is shown in Figure 47.

Figure 47 Brightspace administration menu - External Learning Tools
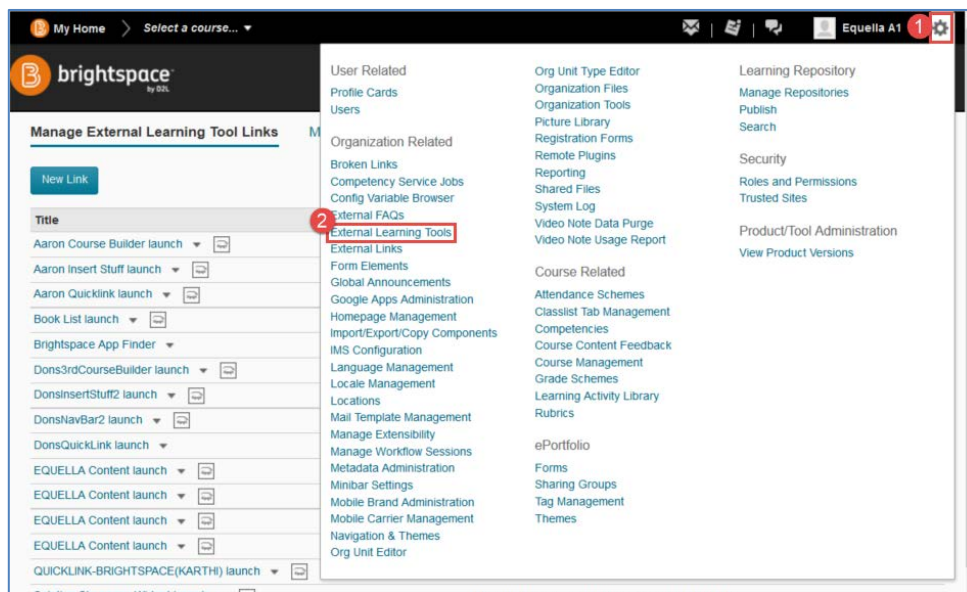
The **Manage External Learning Tools Links** page displays. An example is shown in Figure 48.
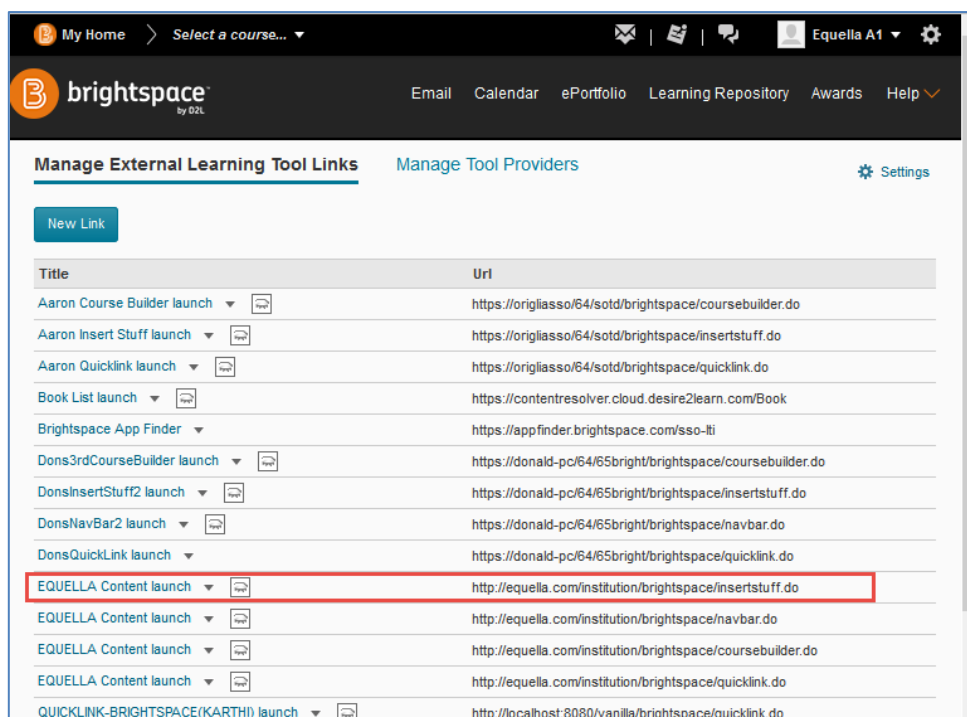

Figure 48 Manage External Learning Tools Links page

14. Click the EQUELLA Insert Stuff link (e.g. *EQUELLA Content launch*). The **Edit Link** page displays.

15. Scroll down to the **Security Settings** section, and if not already selected, select **Send system username to tool provider** and **Send system Org Defined ID to tool provider.** An example is shown in Figure 49.

Figure 49 Edit Link page - Security Settings

16. Click [Save and Close].

To test the Insert Stuff link

1. Open a Brightspace course that was added as an Org Unit.

2. Select the **Content** link. The course content displays. An example is shown in Figure 38.
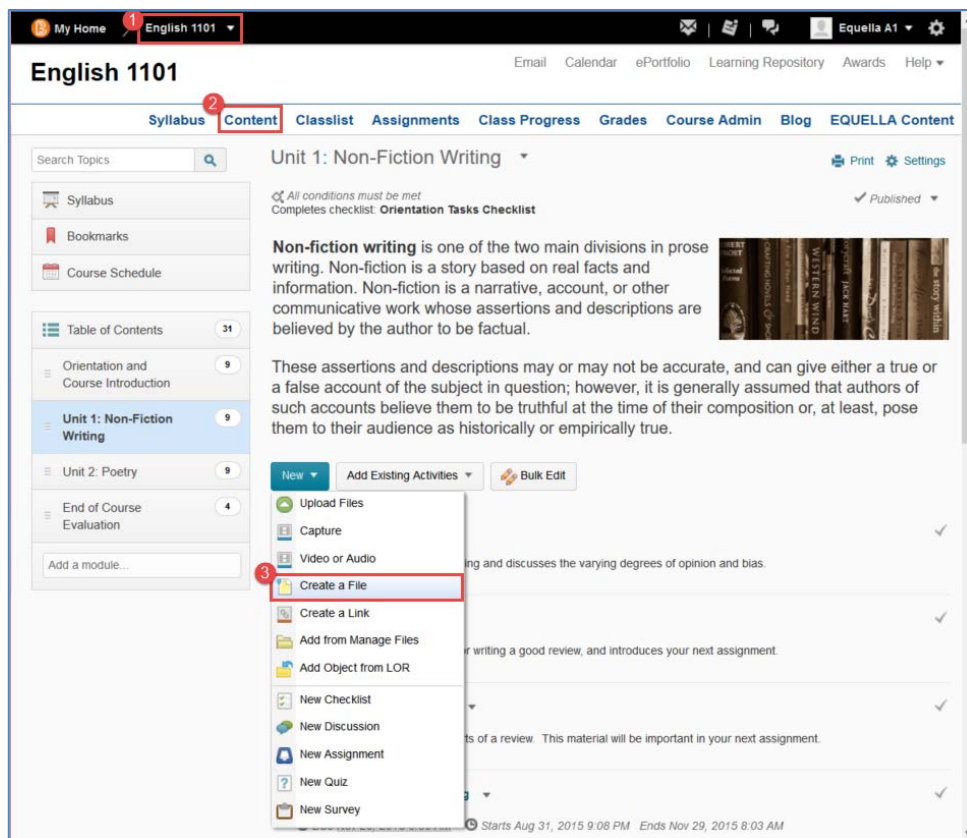
Figure 50 Course Content – Create a File

3. From a course module select **Create a File** from the **New** drop-down. The Brightspace HTML Editor displays.

4. Click the (Insert Stuff) button to open the **Insert Stuff** page.

5. Select the EQUELLA plugin link to open the EQUELLA Integration screen.

6. An access message may display the first time the Insert Stuff link is opened. If so, select the **Do not ask me again for this application** checkbox, then click Continue An example is shown in Figure 51.
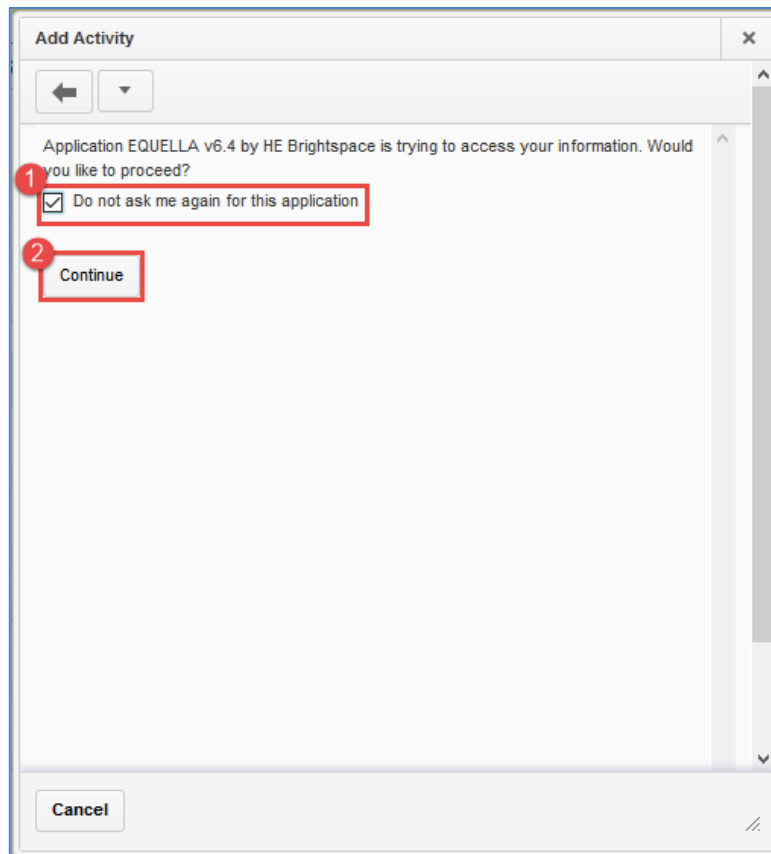
Figure 51 Access page

The EQUELLA Integration screen displays. An example is shown in Figure 52.
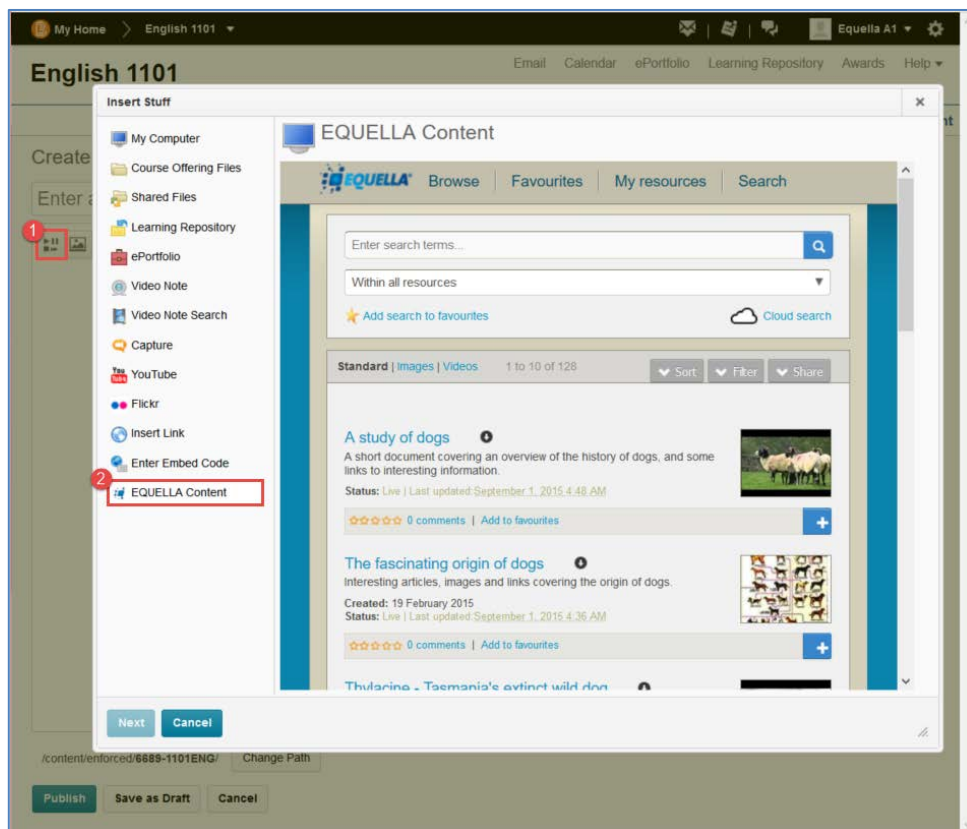
Figure 52 Insert Stuff - EQUELLA Integration screen

For further information about using the EQUELLA Integration screen, see the *EQUELLA 6.4 Brightspace User Guide.*

Navbar

The **Navbar** plugin allows a link to the EQUELLA Integration screen to be added to course Navigation menus in Brightspace.

To configure an EQUELLA Navbar link

1. Log in to Brightspace as an administrator then click the Admin Tools icon ⚙ in the top right hand corner of the Brightspace page. The administration menu displays.
2. Select the **Remote Plugins** link. An example is shown in Figure 53.

Figure 53 Brightspace administration menu

The **Manage Remote Plugins** page displays. An example is shown in Figure 54.

Figure 54 Manage Remote Plugins page

3. Click [New Remote Plugin]. The **Create a new Remote Plugin** page displays, as shown in Figure 55.
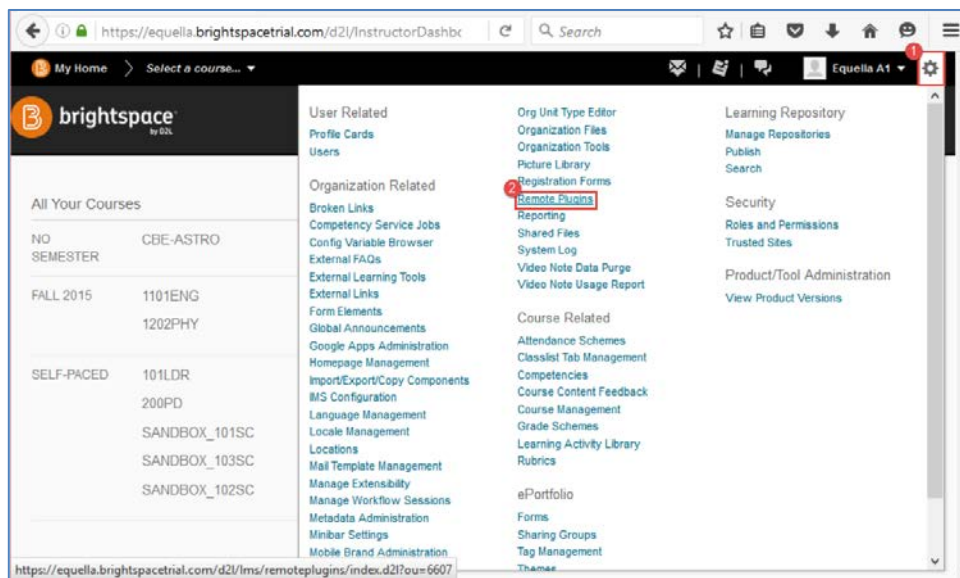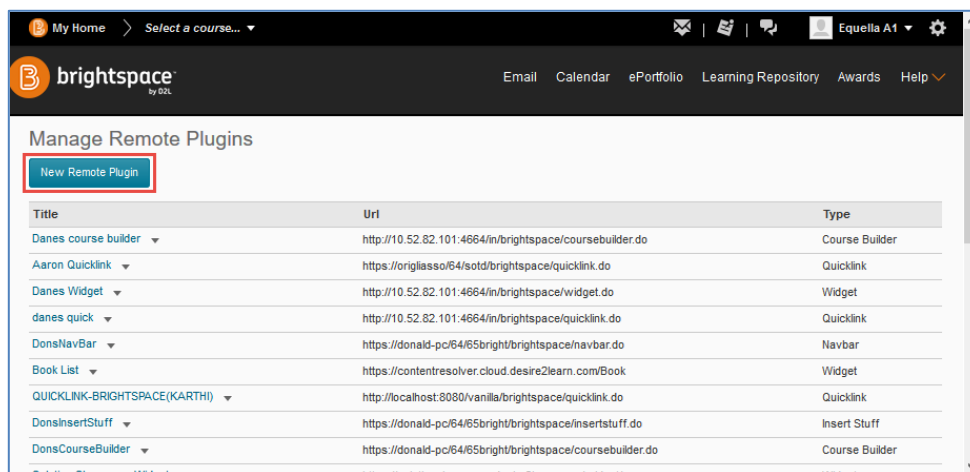
Figure 55 Create a new Remote Plugin page

4. Select **Navbar** from the **Plugin Type** drop-down.

5. Select a **Target** option from the drop-down. **Same frame** is recommended.

6. Enter a **Name** for the Navbar link (e.g. *EQUELLA Content*).

7. Enter the **Launch Point URL** in the form:
   https://yourinstitution.com/institution/brightspace/navbar.do

8. Enter the **LTI Key** and **LTI Secret** from the Brightspace LTI consumer configured in EQUELLA (see Register an LTI consumer on page 12).

9. If desired, enter an **Icon URL**. A small EQUELLA logo can be found at *https://yourinstitution.com/institution/images/equella.gif.*

10. Click [Add Org Units]. The **Add Org Units** page displays. An example is shown in Figure 56.

Figure 56 Add Org Units page

11. Select the courses (and descendant options) in which the Navbar link should be available, then click Insert. The selections display on the **Create a new Remote Plugin** page. An example is shown in Figure 57.

Figure 57 Create a new Remote Plugin – Navbar page

12. Click [Save]. The **Manage Remote Plugins** page displays with the new Navbar link listed.

13. Click the Admin Tools icon ⚙ in the top right hand corner of the Brightspace page. The administration menu displays.

14. Select the **External Learning Tools** link. An example is shown in Figure 58.
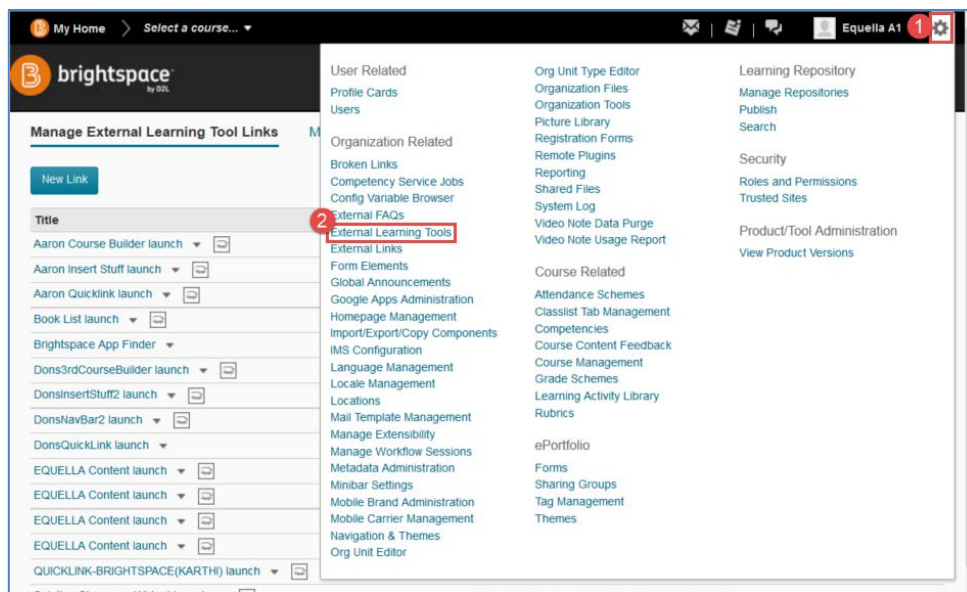
Figure 58 Brightspace administration menu - External Learning Tools

The **Manage External Learning Tools Links** page displays. An example is shown in Figure 59.
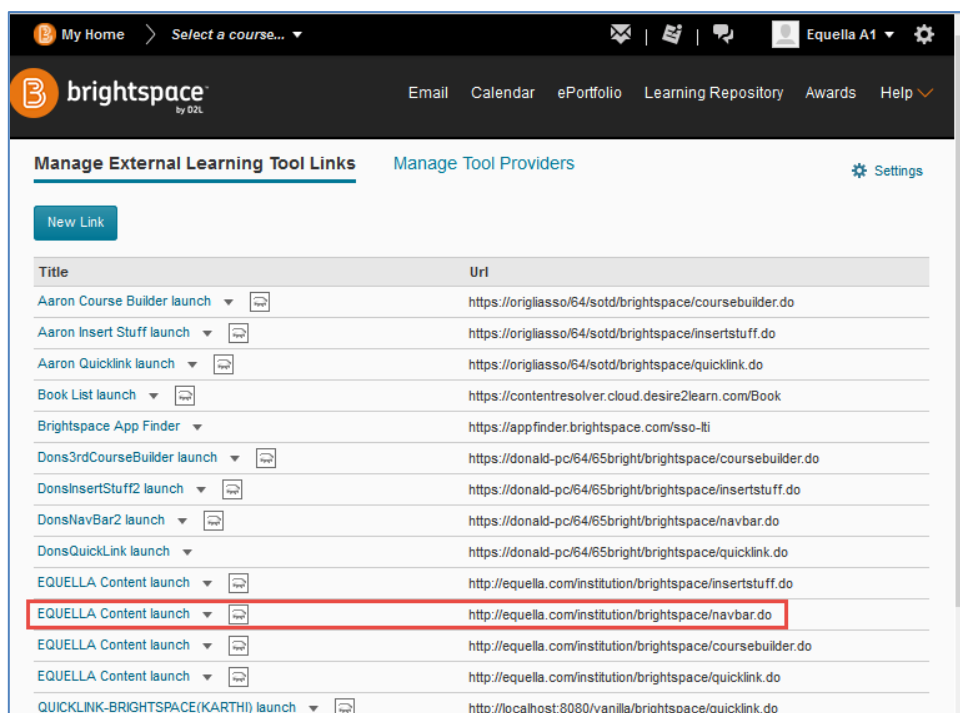
Figure 59 Manage External Learning Tools Links page

15. Click the EQUELLA Navbar link (e.g. *EQUELLA Content launch*). The **Edit Link** page displays.

16. Scroll down to the **Security Settings** section, and if not already selected, select **Send system username to tool provider** and **Send system Org Defined ID to tool provider.** An example is shown in Figure 60.

Figure 60 Edit Link page - Security Settings

17. Click [Save and Close].

To add the Navbar link to a Navigation bar

1. Click the Admin Tools icon ⚙ in the top right hand corner of the Brightspace page. The administration menu displays.

2. Select the **Navigation and Themes** link. An example is shown in Figure 61.
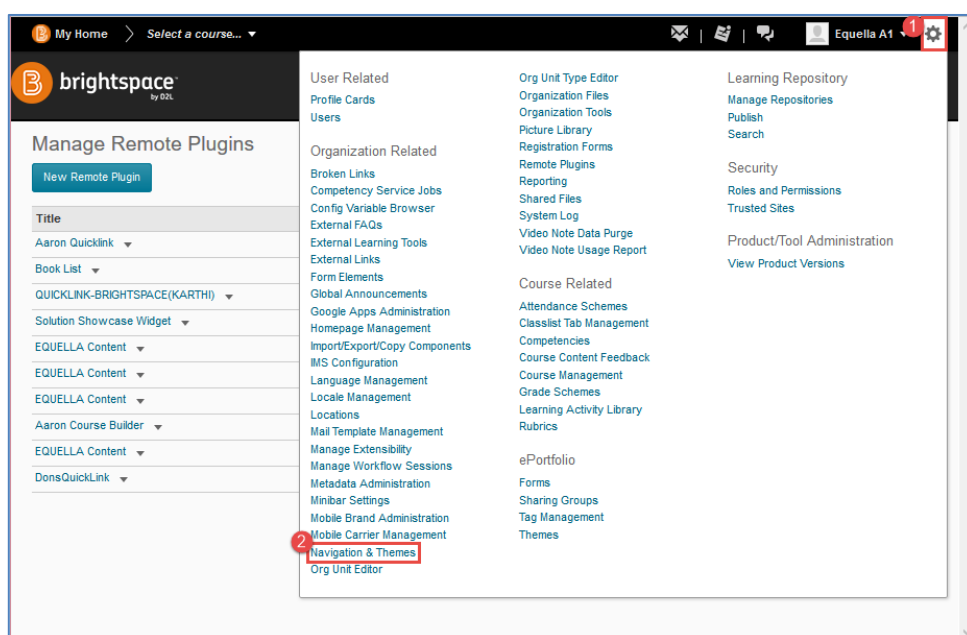
Figure 61 Brightspace administration menu

3. The **Navbars** page displays. An example is shown in Figure 62.
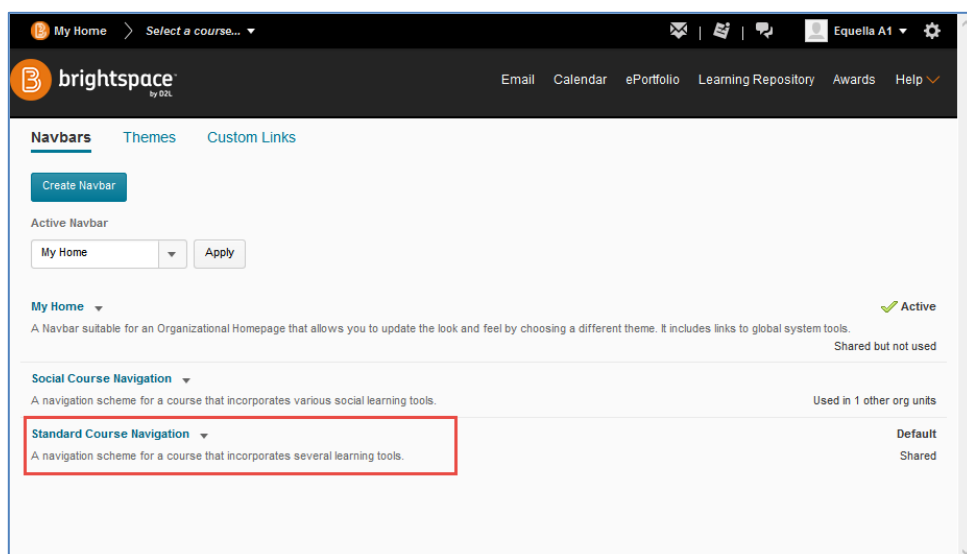
Figure 62 Navbars page

4. Select the relevant Navbar link (e.g. *Standard Course Navigation*). The **Edit Navbar** page displays. An example is shown in Figure 63.

Figure 63 Edit Navbar page

5. Click [Add Links] in the bottom right panel. The **Add links** dialog displays a list of all available links. An example is shown in Figure 64.
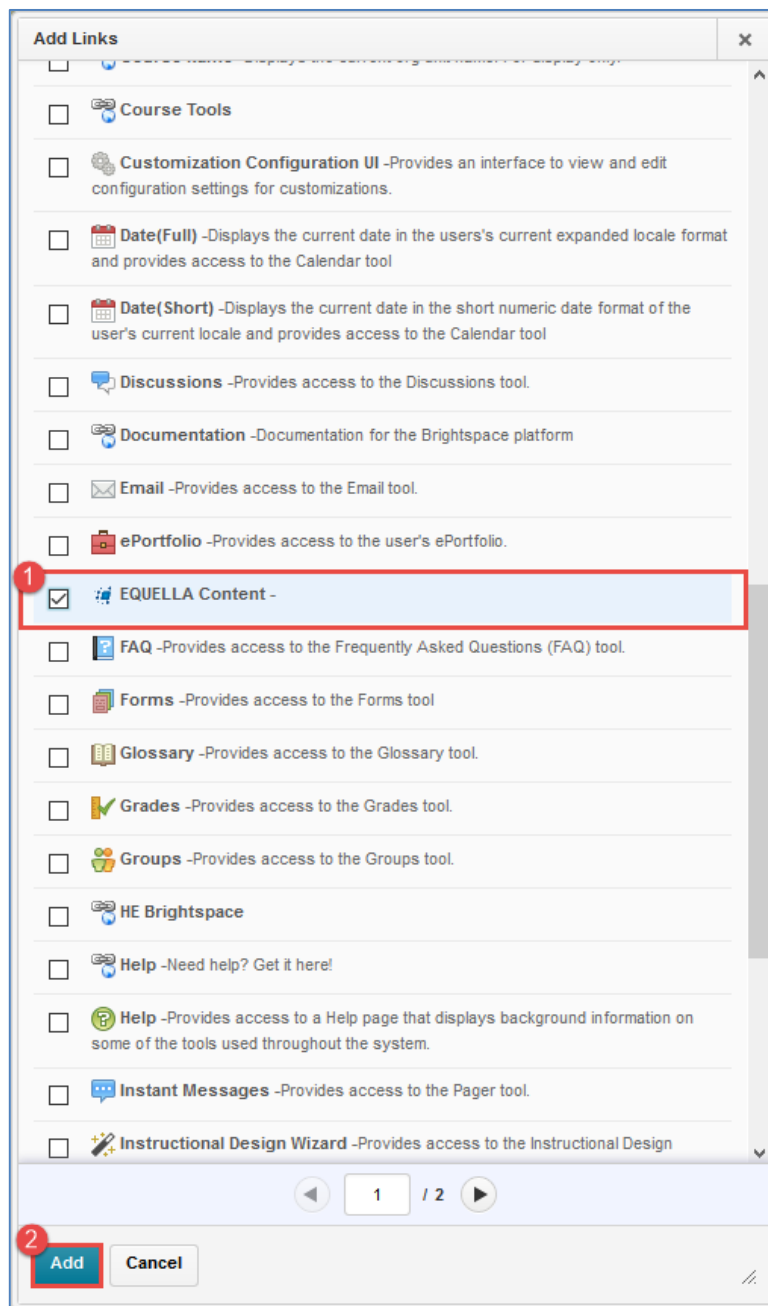
Figure 64 Add Links dialog

6. Scroll or search for and select the required Navbar link (e.g. *EQUELLA Content*), then click [Add]. The Navbar link now displays in the bottom right panel. Drag and drop to reorder links. An example is shown in Figure 65.
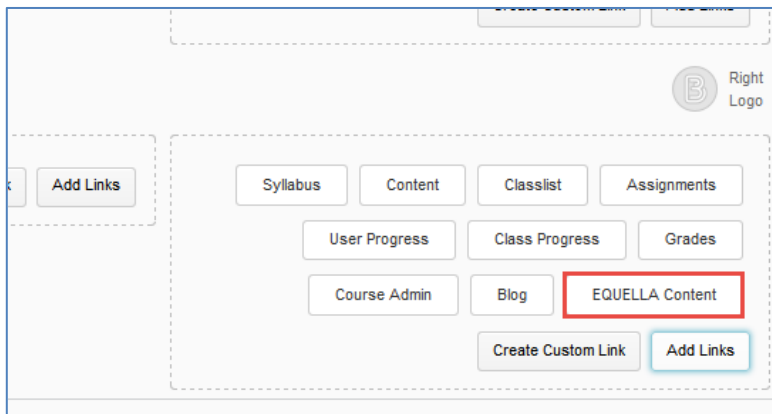
Figure 65 New Navbar added

7. Click [Save and Close]. The new Navbar link should now appear on the Standard Course Navigation Navbar.

To test the Navbar link

1. Open a Brightspace course that was added as an Org Unit. The new link appears on the Navbar. An example is shown in Figure 65.
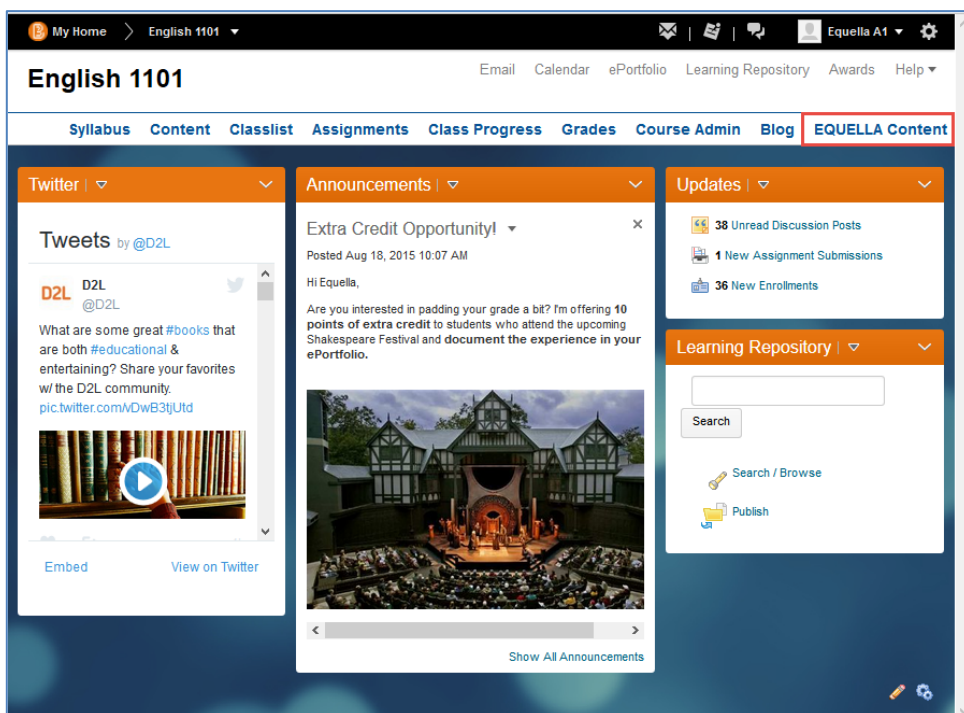
Figure 66 New Navbar link

2. Click on the new link.

3. An access message may display the first time the Navbar link is opened. If so, select the **Do not ask me again for this application** checkbox, then click [Continue] An example is shown in Figure 67.
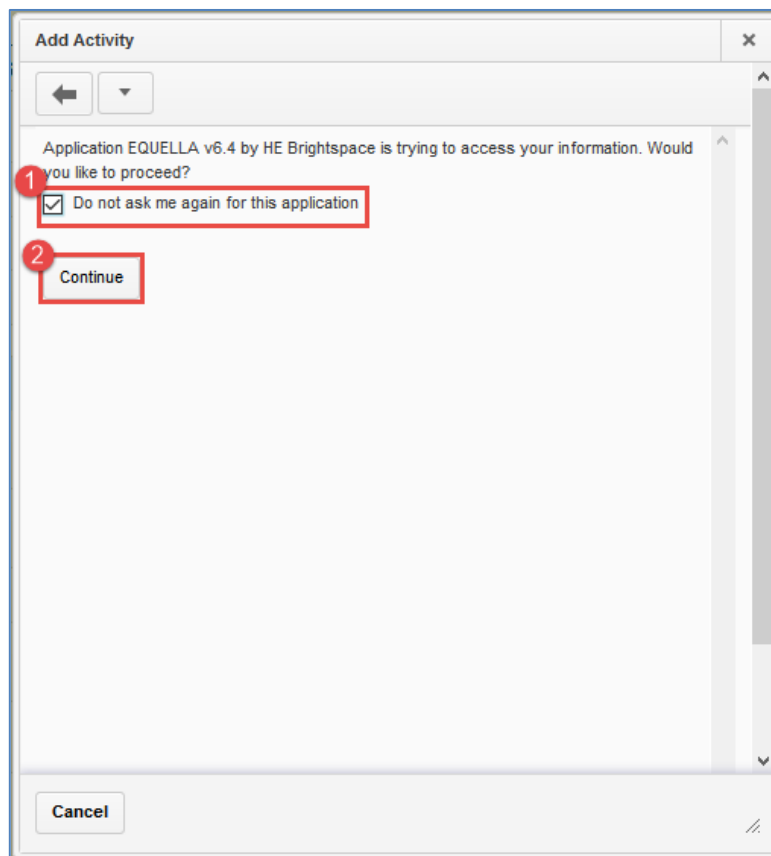
Figure 67 Access page

The EQUELLA integration screen displays. An example is shown in Figure 68.
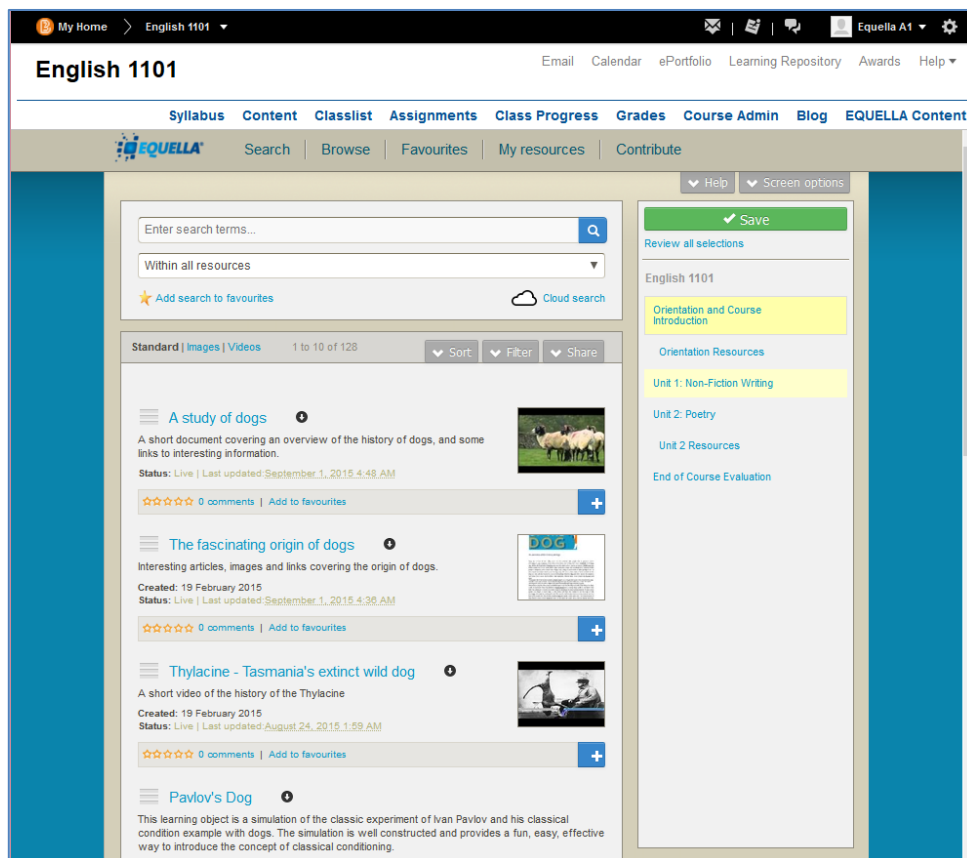
Figure 68 EQUELLA Integration screen

For further information about using the EQUELLA Integration screen, see the *EQUELLA 6.4 Brightspace User Guide.*

Quicklink

The **Quicklink** plugin is accessed from within a course's **Content** page, and allows the user to select a single EQUELLA resource to be added to the course module from which the integration screen was accessed.

To configure an EQUELLA Quicklink

1. Log in to Brightspace as an administrator then click the Admin Tools icon ⚙ in the top right hand corner of the Brightspace page. The administration menu displays.
2. Select the **Remote Plugins** link. An example is shown in Figure 69.

Figure 69 Brightspace administration menu

The **Manage Remote Plugins** page displays. An example is shown in Figure 70.
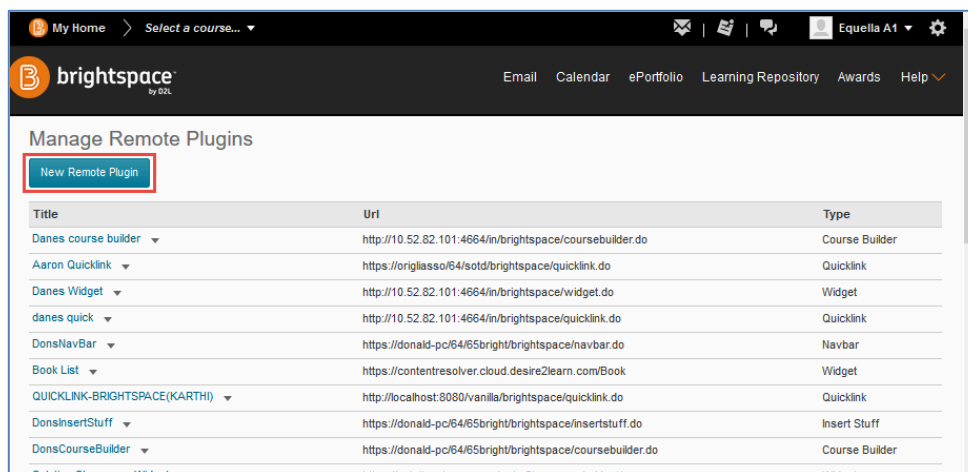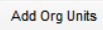
Figure 70 Manage Remote Plugins page

3. Click [New Remote Plugin]. The **Create a new Remote Plugin** page displays, as shown in Figure 71.

Figure 71 Create a new Remote Plugin page

4. Select **Quicklink** from the **Plugin Type** drop-down.

5. Enter a **Name** (e.g. *EQUELLA Content*).

6. Enter the **Launch Point URL** in the form:
   https://yourinstitution.com/institution/brightspace/quicklink.do

7. Enter the **LTI Key** and **LTI Secret** from the Brightspace LTI consumer configured in EQUELLA (see Register an LTI consumer on page 12).

8. If desired, enter an **Icon URL**. A small EQUELLA logo can be found at *https://yourinstitution.com/institution/images/equella.gif.*

9. Click Add Org Units . The **Add Org Units** page displays. An example is shown in Figure 72.

Figure 72 Add Org Units page

10. Select the courses (and descendant options) in which the Quicklink should be available, then click [Insert]. The selections display on the **Create a new Remote Plugin** page. An example is shown in Figure 73.

Figure 73 Create a new Remote Plugin – Quicklink page

11. Click [Save] . The **Manage Remote Plugins** page displays with the new Quicklink listed.

12. Click the Admin Tools icon [⚙] in the top right hand corner of the Brightspace page. The administration menu displays.

13. Select the **External Learning Tools** link. An example is shown in Figure 74.
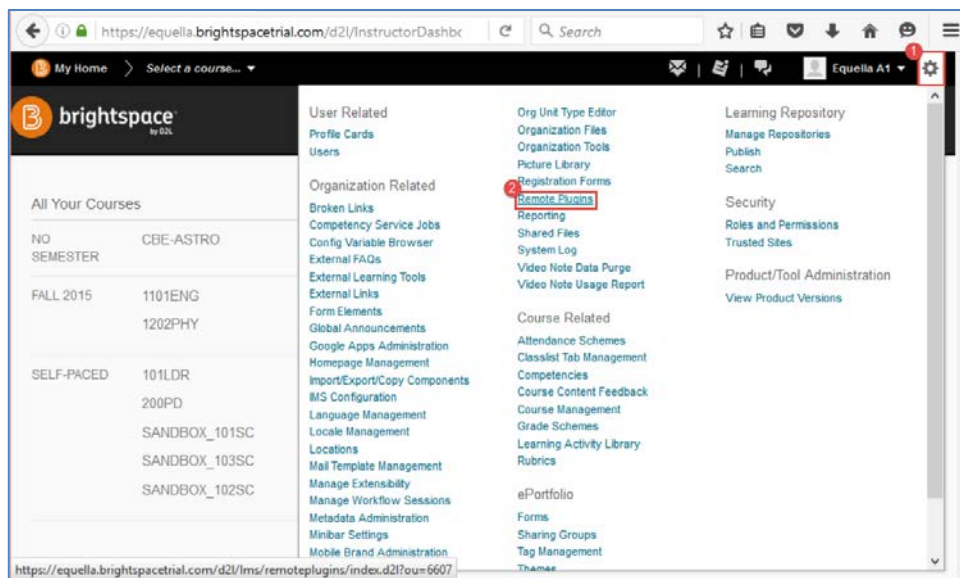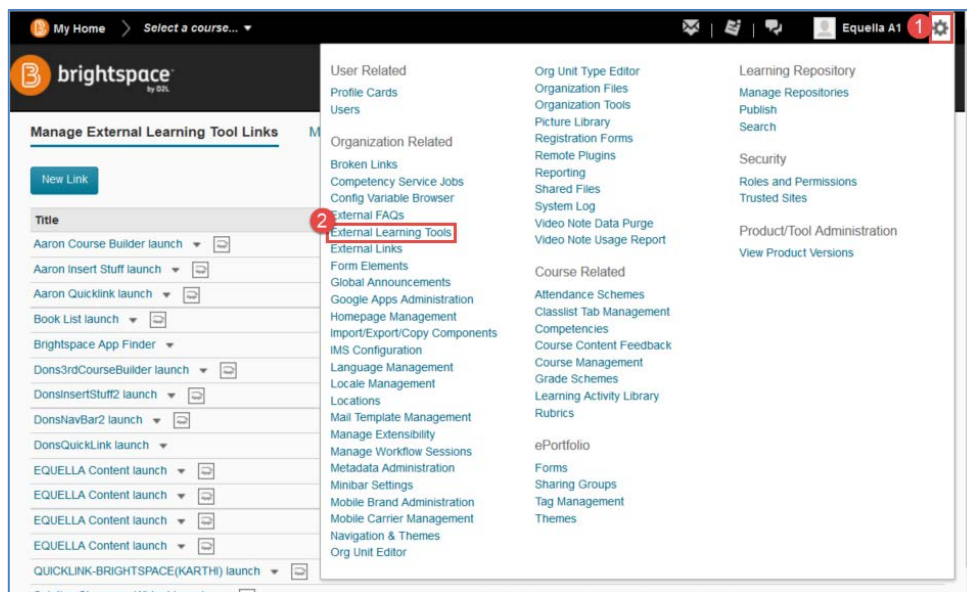
Figure 74 Brightspace administration menu - External Learning Tools

The **Manage External Learning Tools Links** page displays. An example is shown in Figure 75.
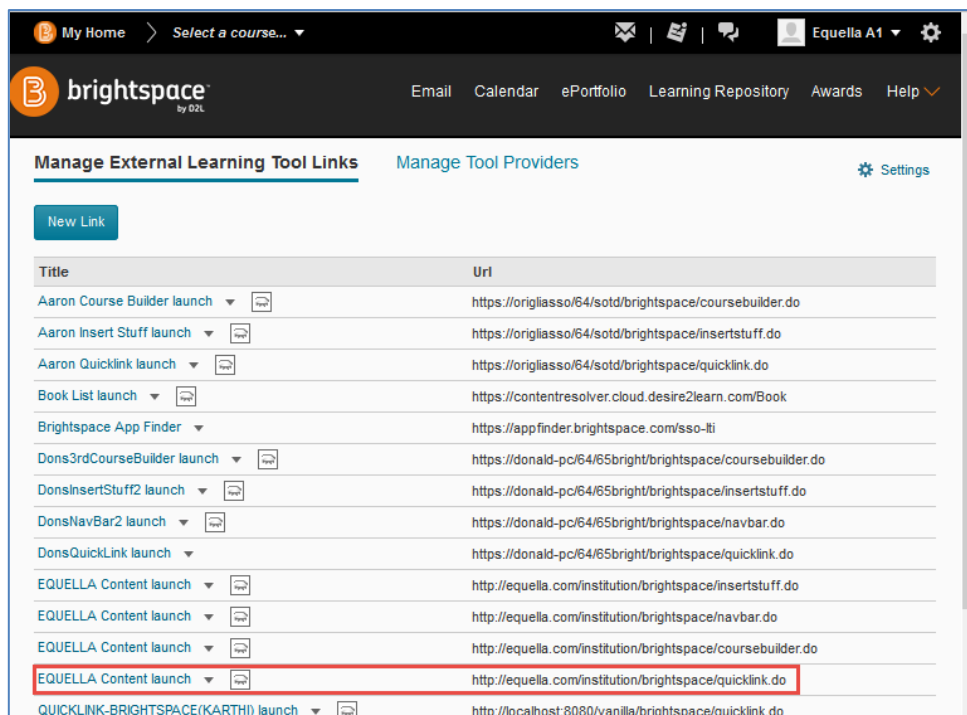
Figure 75 Manage External Learning Tools Links page

14. Click the EQUELLA Quicklink link (e.g. *EQUELLA Content launch*). The **Edit Link** page displays.

15. Scroll down to the **Security Settings** section, and if not already selected, select **Send system username to tool provider** and **Send system Org Defined ID to tool provider.** An example is shown in Figure 76.

Figure 76 Edit Link page - Security Settings

16. Click **Save and Close** .

To test the Quicklink

1. Open a Brightspace course that was added as an Org Unit in step 11 above.
2. Select the **Content** link. The course content displays.
3. Select a course module then select the **Quicklink** (e.g. *EQUELLA content*) from the **Add Existing Activities** drop-down. An example is shown in Figure 77.
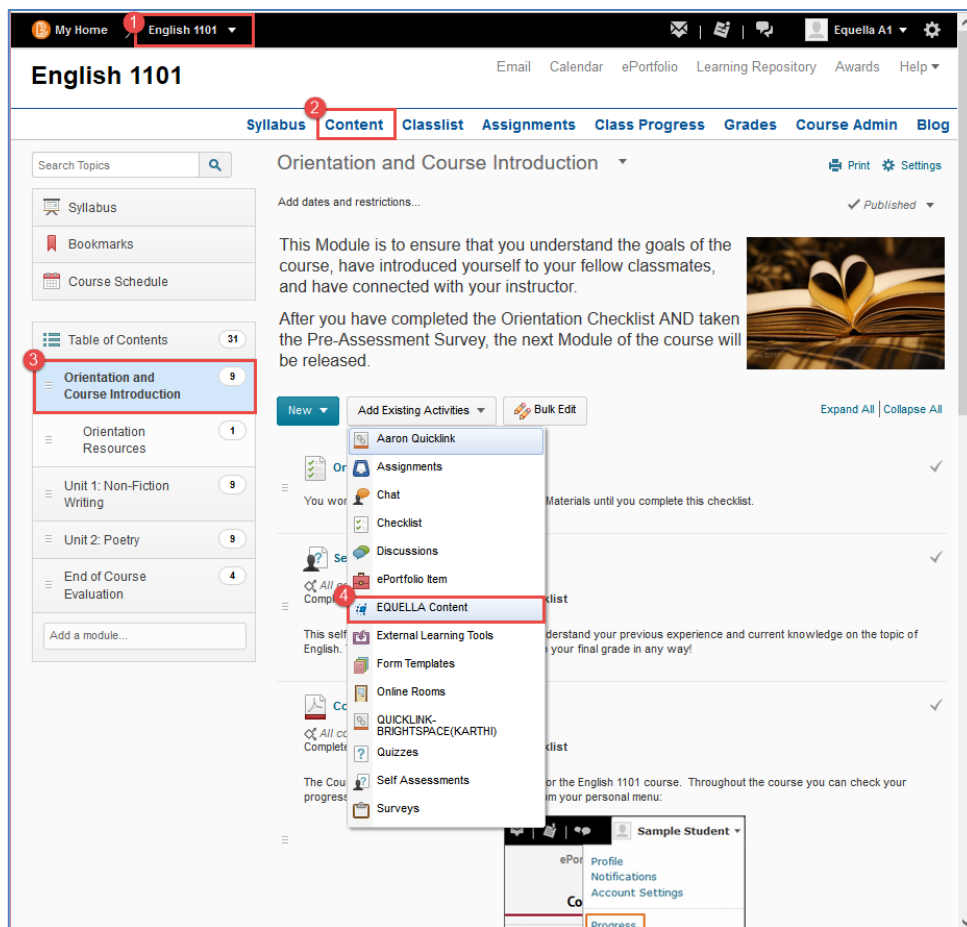
Figure 77 Course Content page - accessing a Quicklink

4. An access message may display the first time the Quicklink is opened. If so, select the **Do not ask me again for this application** checkbox, then click Continue An example is shown in Figure 78.
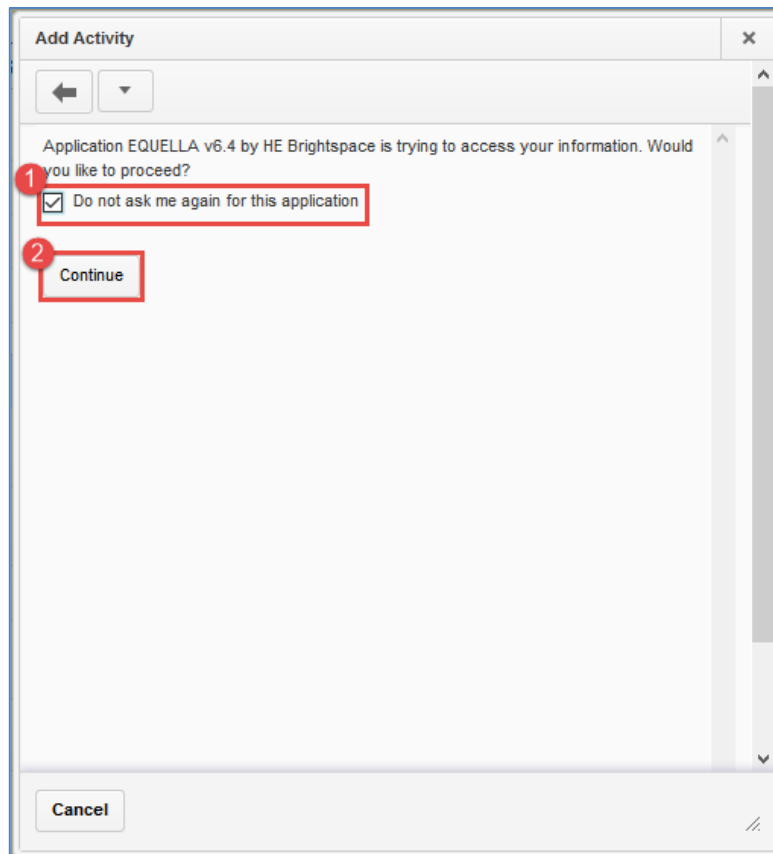
Figure 78 Access page

The EQUELLA Integration page displays. An example is shown in Figure 79.
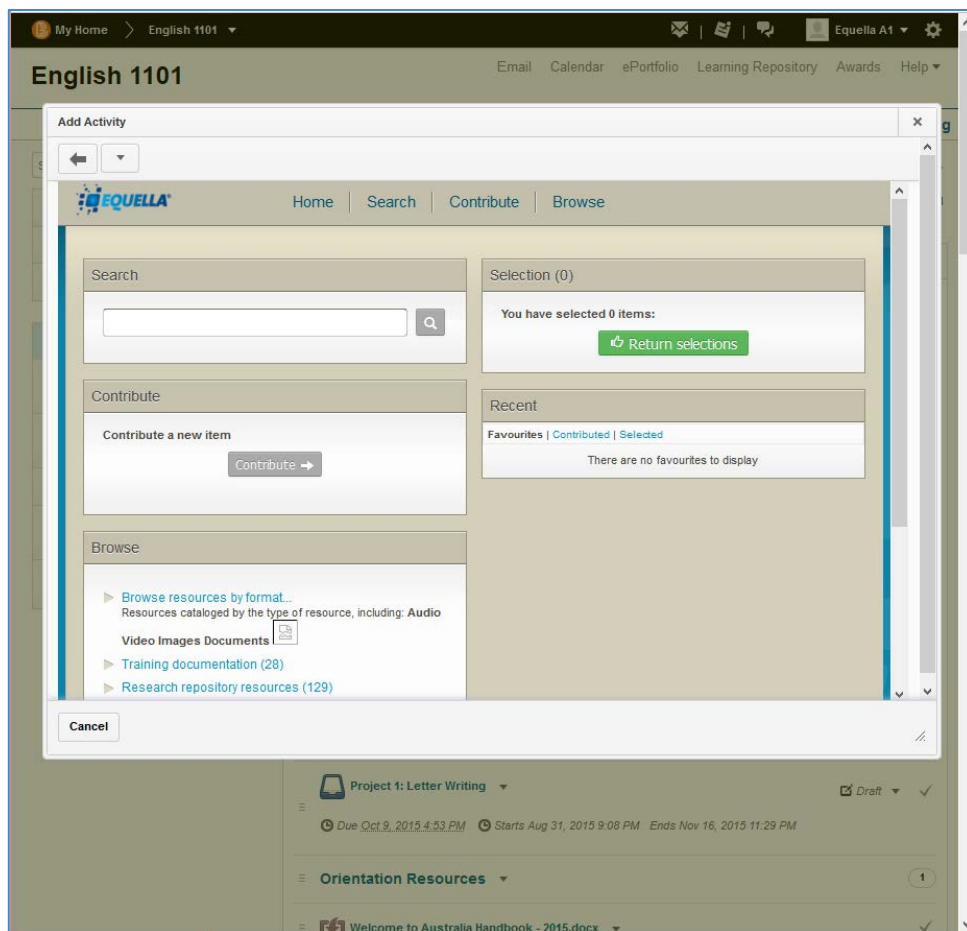
Figure 79 EQUELLA Integration screen

NOTE: The dialog needs to be manually resized to see the whole integration page.

For further information on using the Integration screen, see the *EQUELLA 6.4 Brightspace User Guide.*

Manage external resources & Find uses

The **Manage external resources** page displays all instances of EQUELLA resources or resource attachments that have been allocated to courses within Brightspace. It enables suitably privileged administration users to perform a variety of actions to any of these EQUELLA resources or resource attachments. These actions include editing the Brightspace display name, and deleting and moving (the latter two can be done in bulk).

The **Find uses** function allows users to view the Brightspace course modules in which a single resource and/or its attachments have been added. This function is accessed from the **Details** panel on the EQUELLA Resource summary page. See the *EQUELLA Brightspace User Guide* for further information on Find uses.

Enable Manage external resources and Find uses

To enable the Find uses and Manage external resources functionality, a Brightspace configuration process must be completed.

To configure Brightspace for Manage external resources and Find uses

1. Log in to Brightspace then click the **Customization Configuration** link in the Navbar. An example is shown in Figure 80.
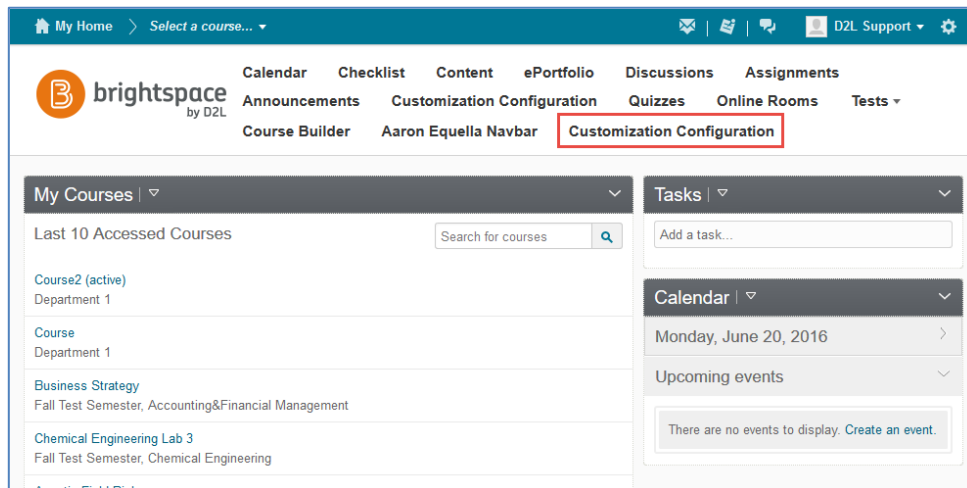
Figure 80 Customization Configuration link

The **Customization Configuration Settings** page displays.

2. Select the **Equella Domain Match** link in the **Equella APIs** section. An example is shown in Figure 81.

Figure 81 Customization Configuration Settings - Equella Domain match link

The **Equella Domain Match** page displays. An example is shown in Figure 82.
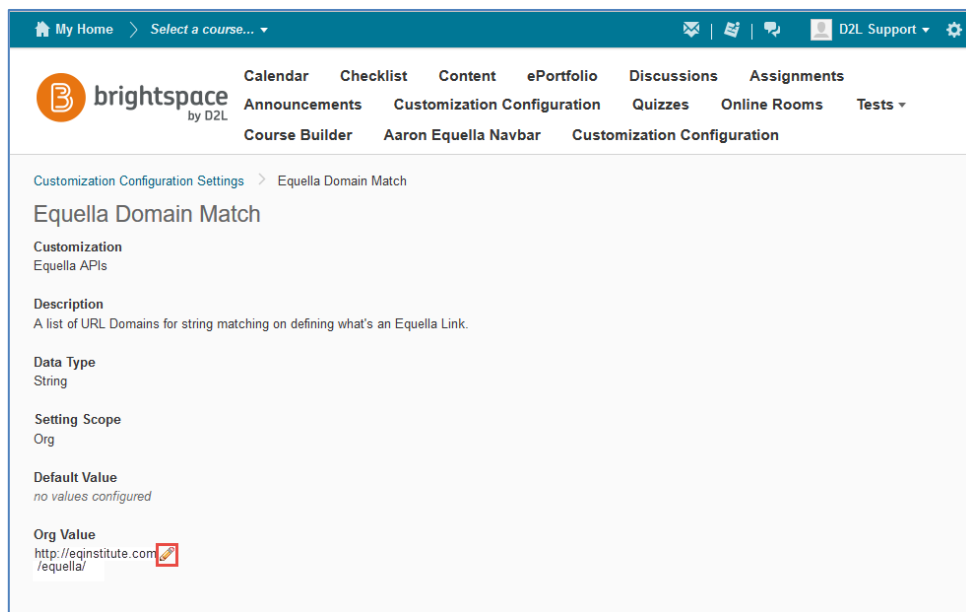
Figure 82 Equella Domain Match page

3. Click the ✎ icon in the **Org Value** field to open edit mode. An example is shown in Figure 83.
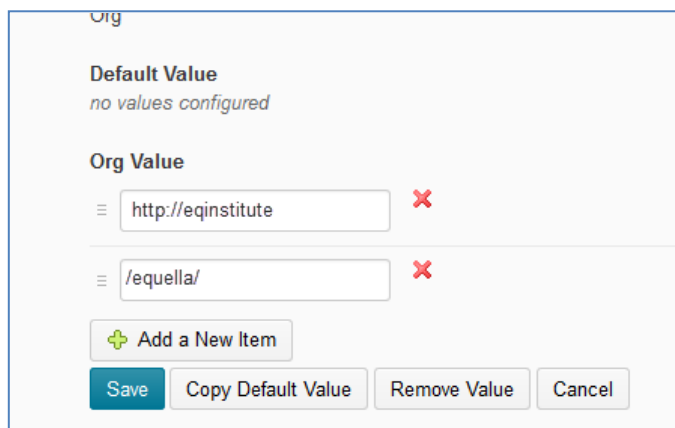
Figure 83 Org value edit mode

4. Enter the **Org Value** in the fields. The **Org Value** is the institution and path URL (*http://myinstitution.com/path/)*, the institution going in the first field, and the path in the second. The second field is left blank if no path is used in the URL (for example, if your institution URL is just *http://myinstitution.com*).
   For example, if the EQUELLA URL is *http://eqinstitute/equella/*, **http://eqinstitute** would be entered in the first field, and the path **/equella/** in the second.

NOTE: *This is not to be confused with your EQUELLA institution instance, which is not included in this URL.*

5. Click ▢Save▢.

Manage external resources page

To view the Manage external resources page

1. Select **Manage external resources** from the navigation menu. The Manage external resources page displays. An example is shown in Figure 84.
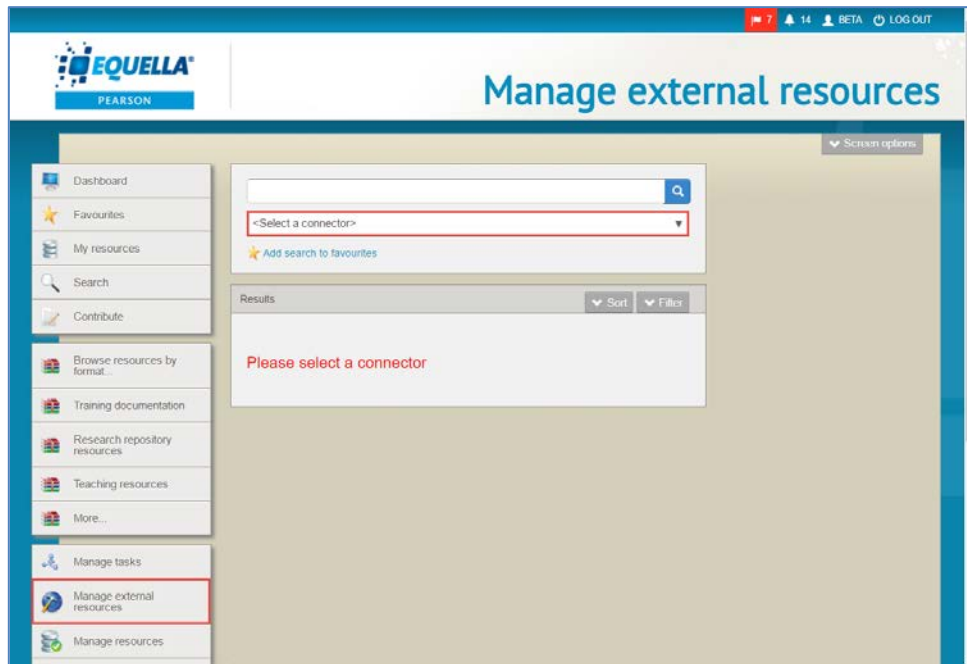
Figure 84 Manage external resources page with Select a connector drop-down

The first time a user accesses the **Manage external resources** function during a session, and if there are multiple connectors (LMSs) configured in the system, the page will prompt for a connector to be selected, otherwise the results page will display immediately.

2. Select the Brightspace connector from the **Within** drop-down. The Manage external resources results page displays for Brightspace resources. An example is shown in Figure 85.
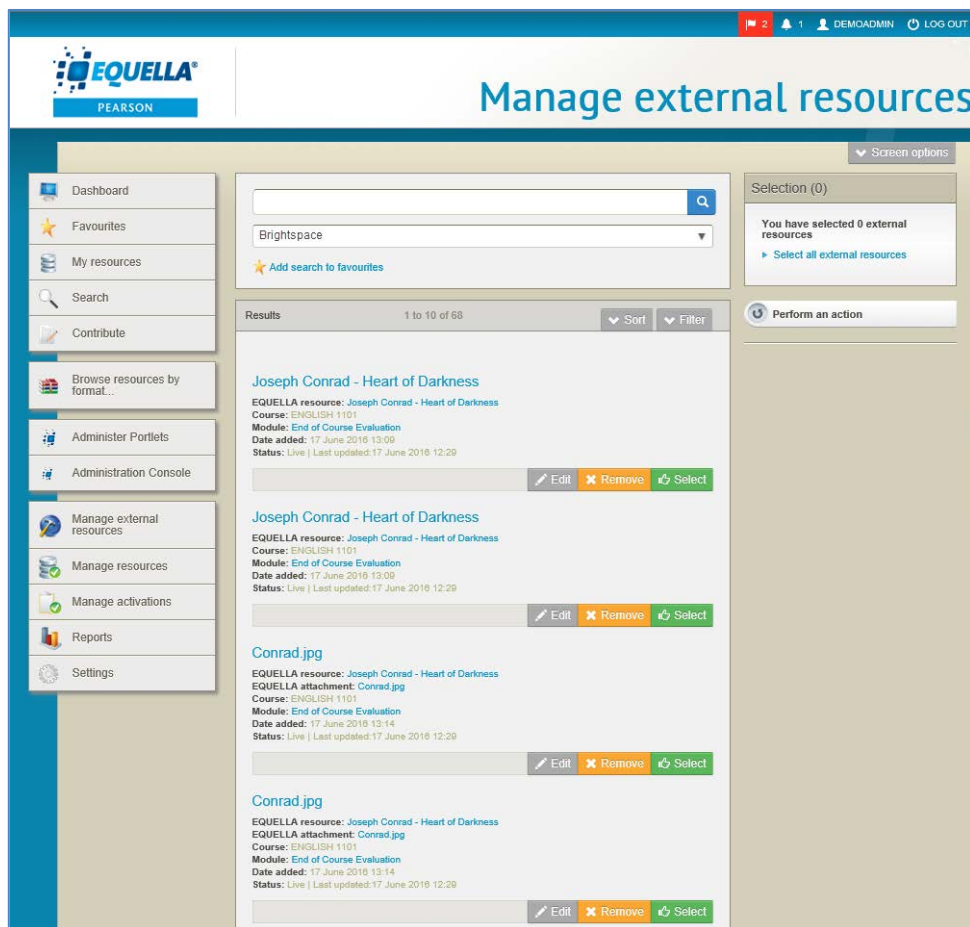
Figure 85 Manage external resources—Brightspace

The Brightspace **Manage external resources** page displays EQUELLA resources and resource attachments that have been added to Brightspace courses as links. It provides functionality for viewing, sorting and filtering resources. Additionally, resources can be edited and deleted. The ability to select multiple resources to perform bulk actions (delete and move) is also available from this page. Elements of this page include:

Screen options

Click ⌄ Screen options to display the screen options at the top of the page. One screen option is available from this page, **Number of results per page.** Select the required option from the drop-down list. Options available are *Minimum (10), Medium (50) or Maximum (100).* An example is shown in Figure 86.
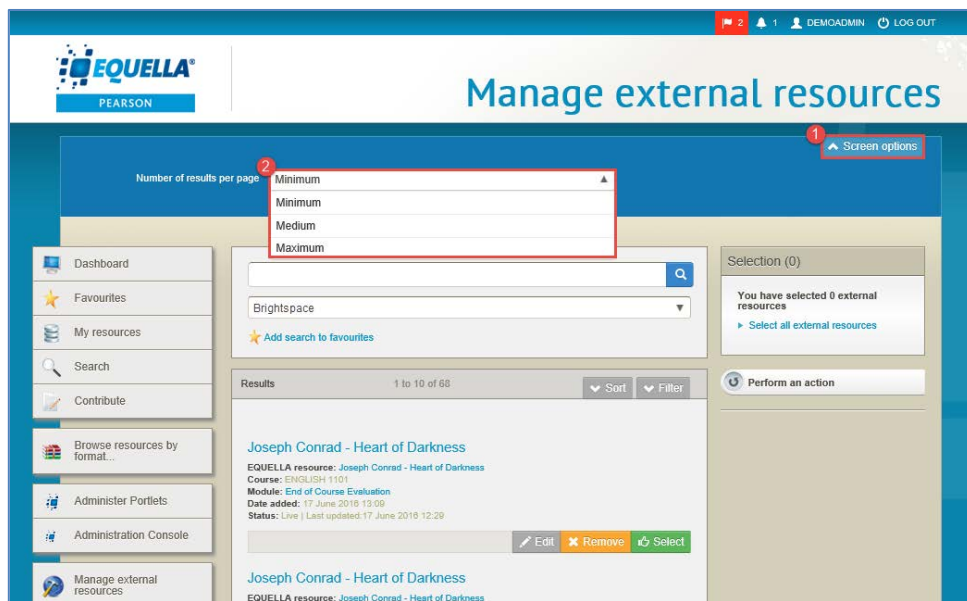
Figure 86 Manage external resources—Screen options

Search pane

- **Search**—enter a search term and click . Matching results are displayed. See
  EQUELLA Searching User Guide for more information.

- **Within**—select the required external connector (LMS) to show matching results. If
  only one connector is configured on the system, this option does not display.

Search results

Results can be displayed in groups of 10, 50 or 100 per page, with paging displayed at
the end of the search results page. Information displayed for each matching result can
include:

- **Title**—the Brightspace name for the resource or resource attachment. Select this link
  to display the EQUELLA resource summary page.

- **EQUELLA resource**—the name of the resource in EQUELLA.

- **EQUELLA attachment**—the name of the attachment in EQUELLA. (Only displays if
  the Brightspace resource is an EQUELLA attachment.)

- **Course**—the Brightspace course the resource or resource attachment is associated
  with.

- **Module**—the module within the selected Brightspace course.

- **Date added**—the date and time the resource was added to the course module.
  Mouse-over to see the approximate time in minutes, hours, days or months since the
  resource or resource attachment was added to the Brightspace system.

- **Status**—displays the EQUELLA resource status and when it was last updated.
  Statuses displayed can be *live*, *archived*, *deleted*, *suspended*, *review*, *moderating*,
  rejected or *draft*.

- **Last updated**—the last time the status was updated.

- **✎ Edit**—click to edit the name shown in the Brightspace module. See Edit section below for more information.

- **✖ Remove**—click to remove the resource or resource attachment from the Brightspace course module.

- **👍 Select**—click to add the current resource or resource attachment to the Select panel. See the Bulk actions section on page 66 for more information.
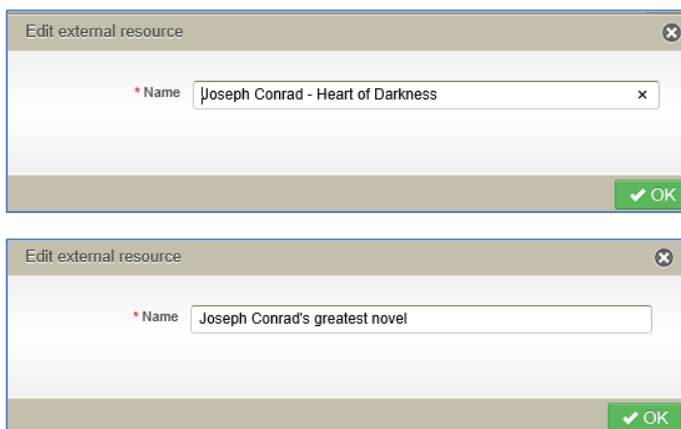
Edit

The names that display in Brightspace for resource and resource attachments can be edited from the **Manage external resources** page. This does not affect the EQUELLA names.

To edit names

1. Locate the required Brightspace resource on the **Manage external resources** results page, then click **✎ Edit**. The **Edit external resource** dialog displays. An example is shown in Figure 87.

Figure 87 Edit external resource

2. Edit the **Name** field as required, then click **✔ OK**. The new text displays on the **Manage external resources** results page, and in the Brightspace system. An example of the updated entry in the **Manage external resources** results page is shown in Figure 88.

Figure 88 Updated entry on Manage external resources results page

An example of the updated resource in Brightspace is shown in Figure 89.
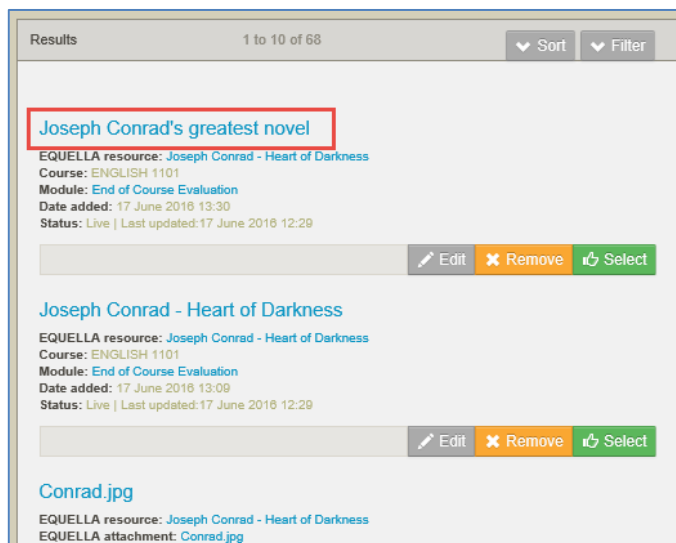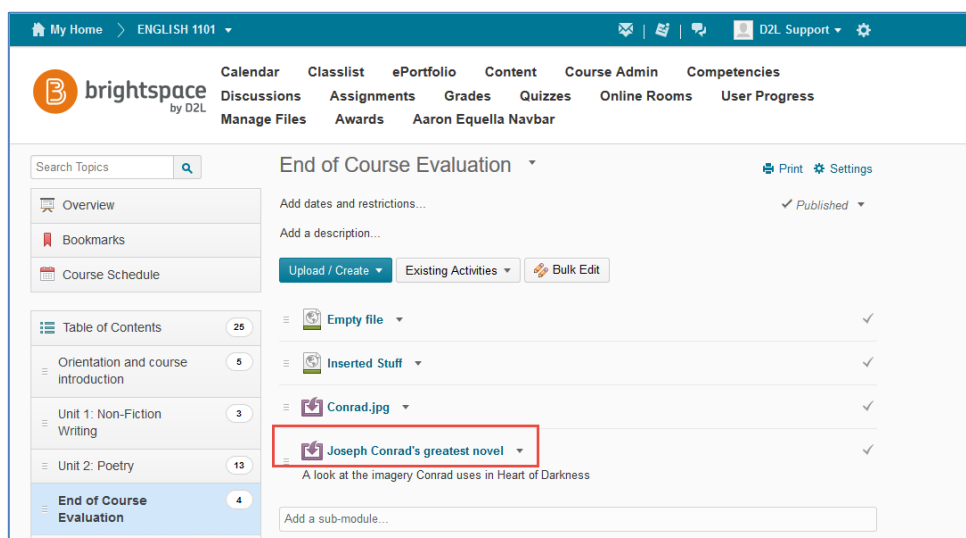

Figure 89 Brightspace view of updated resource description

Sort and filter

The **Sort** and **Filter** tabs on the Manage external resources results page (Brightspace) display options relevant to Brightspace resources. An example of the **Sort** tab is shown in Figure 90.
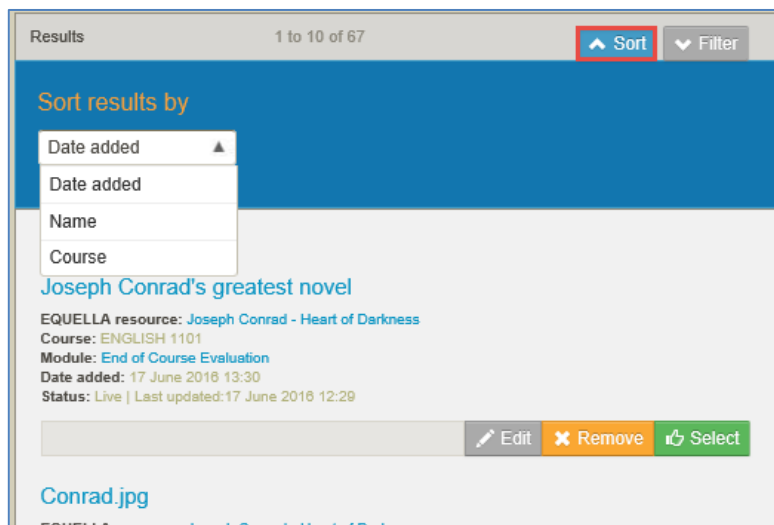
Figure 90 Manage external resources sort tab

The sort options are:

- **Date added—**sorts the results by the date the resource was added to its Brightspace location.

- **Name**—sorts the results by the Brightspace name of the resource.

- **Course**—sorts the results by Brightspace course name.

An example of the **Filter** tab is shown in Figure 91.

Figure 91 Manage external resources filter tab—Brightspace

From the Manage external resources results page (Brightspace), the following filter options are available:

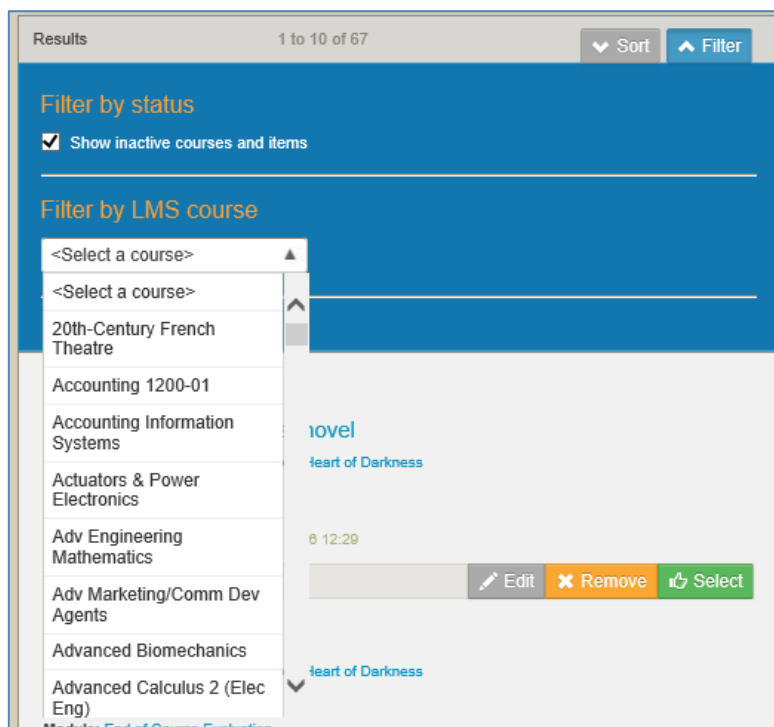- **Filter by status**—select this option to include results from courses set as 'inactive' in Brightspace.

- **Filter by LMS course—**select a Brightspace course from the drop down list to show only results from the selected course.

Bulk actions

Administrators can remove or move individual or multiple external resources in a single operation using the [⟳ Perform an action] button to the right-hand side of the Manage external resources page. An example is shown in Figure 92.
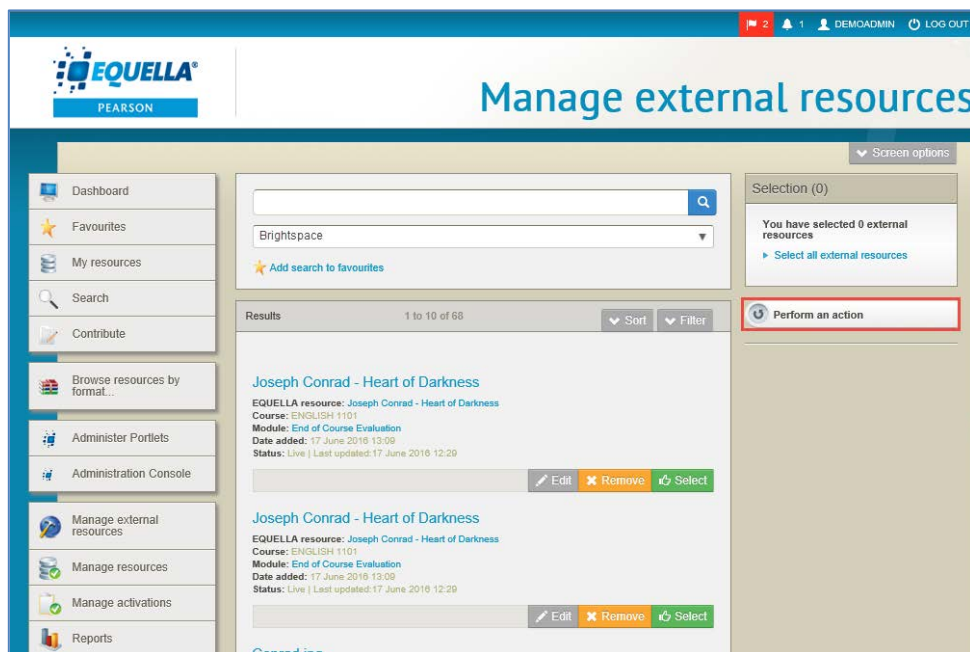

Figure 92 Perform an action control

Selecting resources

Select the required resource or resources by clicking [👍 Select] beside each resource. To select all resources on the results page, click the **Select all external resources** link in the **Selection pane**. An example is shown in Figure 93.
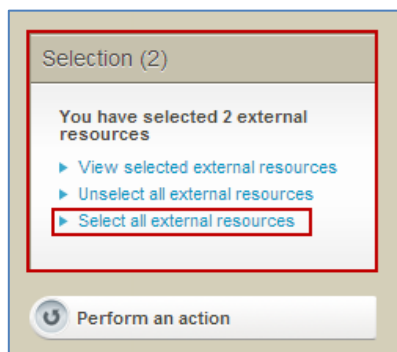

Figure 93 Selection pane

The selection pane displays the current number of selected resources, as well as the following links:

- **View selected external resources**—click to open a **Bulk actions** dialog which lists the currently selected resources. An example is shown in Figure 94.
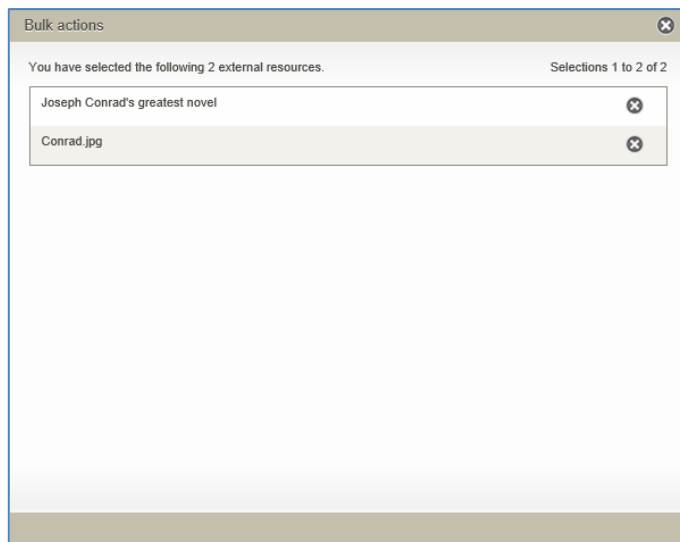

Figure 94 Bulk actions dialog—currently selected resources

Click ⊗ to delete resources.

- **Unselect all external resources**—click to unselect all resources currently selected.
- **Select all external resources**—click to select all external resources listed in the Manage external resources results pages.

Actions

Remove

Selecting this action removes the selected resources from their location within the associated LMS. They are also removed from the Manage external resources results page.

To remove external resources

1. With the required resources selected, click [Perform an action] to display the **Bulk actions** page, as shown in Figure 95.
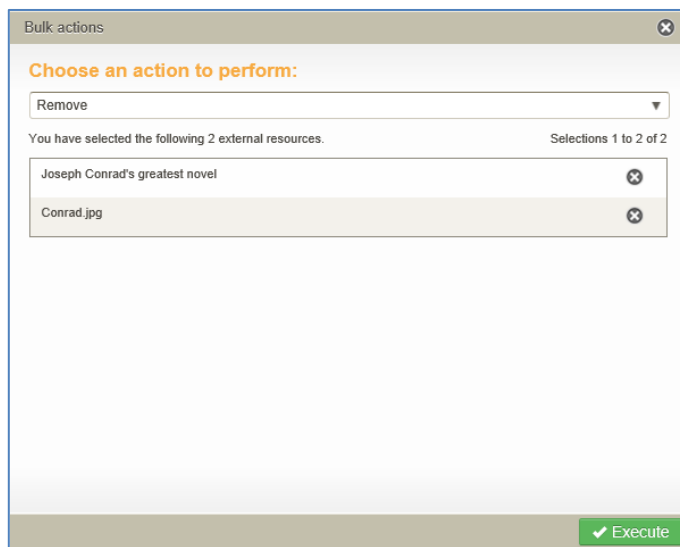
Figure 95 Bulk operations list

Click ⊗ next to a resource to remove that resource from the list.

2. Select **Remove** from the **Choose an action to perform:** drop-down list then click
    ✔ Execute . A confirmation dialog displays, as shown in Figure 96.
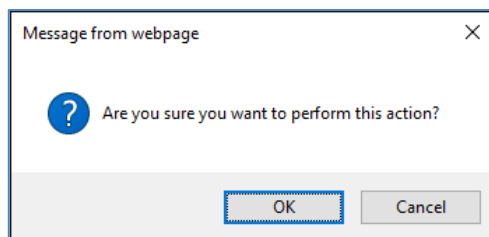

Figure 96 Confirmation dialog

3. Click OK . An information dialog displays, confirming the action was successful. In
    the case of an unsuccessful action, an error message displays with an explanation of
    the failed action.

Move

The **Move** action moves the selected resources from their current locations within the
associated LMS to the one selected on the Move dialog.

To move selected resources

1. With the required resources selected, click Perform an action to display the **Bulk
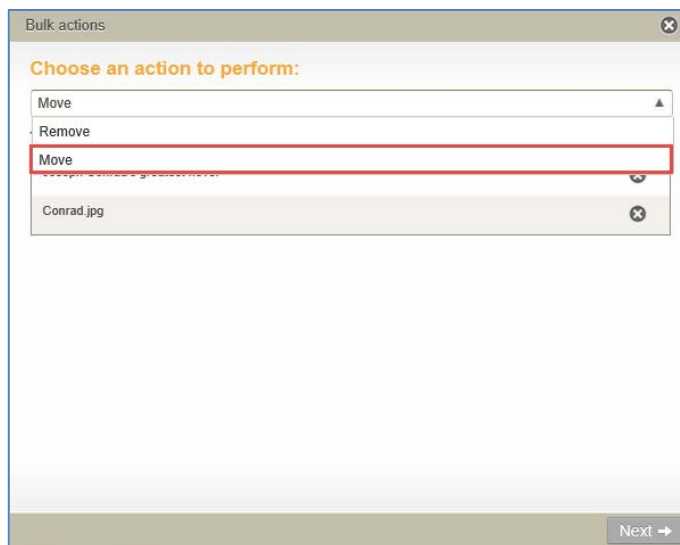   actions** page, as shown in Figure 97.

Figure 97 Bulk actions list—Move

Click ⊗ next to a resource to remove that resource from the list.

2. Select **Move** from the drop-down list, then click Next ➔ . The **Bulk actions—Select
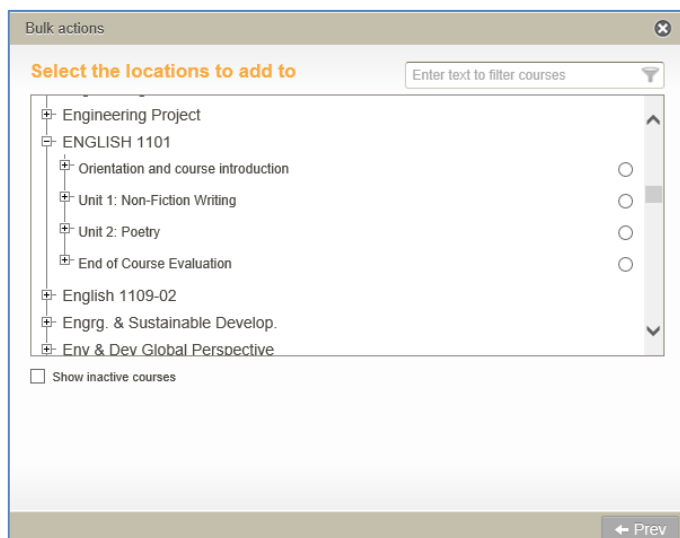   the locations to add to** dialog displays. An example is shown in Figure 98.

Figure 98 Bulk actions—Move dialog

3. Click ⊞ to expand courses and select the required location to move the selected
    resources to. Select **Show inactive courses** to display Brightspace courses marked
    as 'inactive'.

4. Click ✔ Execute . A confirmation dialog displays, as shown in Figure 99.
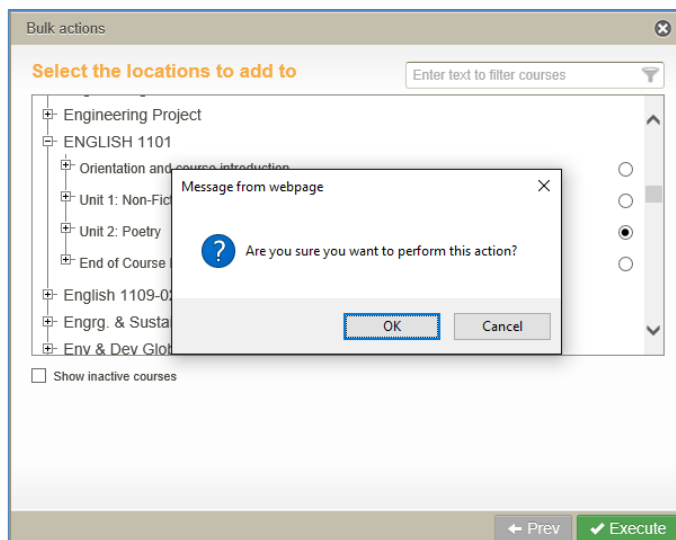
Figure 99 Confirmation dialog

5. Click [OK]. In the case of an unsuccessful action, an error message displays with an explanation of the failed action.

Contact Client Support

We are always happy to help.

If your organisation has a support agreement with EQUELLA then help is available at http://equella.custhelp.com.