**UHCL Third-Party Learning Management System (LMS) Integration Guidelines**

Adapted from the document [*UH Blackboard External Building Block Guidelines*](http://www.uh.edu/blackboard/faculty/uh-blackboard-external-building-block-guidelines.pdf)

These guidelines refer to LMS integrations, which are third party applications added to UHCL’s learning management system (either Canvas or Blackboard) to provide tools not native to those systems but that users access from within UHCL’s LMS.

UHCL faculty/staff may submit a request to add a third-party integration to UHCL’s learning management system (LMS) by completing the new [LMS (Blackboard or Canvas) 3rd-Party Tool Integration Request form](https://forms.office.com/r/Y774WPF25g). This form gathers essential information about the requested third-party tool. It is important to complete the form as thoroughly as possible to expedite the evaluation process. Some of the information requested is needed to complete the top section of UHS’ [Information Security Hosted Services Contract Checklist](https://uhsystem.edu/legal-affairs/contract-administration/pdf-documents/information-security-hosted-services-contract-checklist-ogc-s-2016-03_revised-03.09.2022.pdf). You may need to obtain additional information from your vendor representative before completing this online request form. Specific information that will be required includes the following:

* Your Department
* Your Department Business Administrator’s Name
* Name of the Vendor (Company)
* Vendor’s Federal Tax ID Number
* Vendor’s FedRAMP or TX-RAMP Certification Status (Ready, Provisional, Authorized)
* Vendor Contact Person
* Vendor Address and Phone Number
* Brief description of any UHCL information (including faculty, staff, and student) that will be stored on the vendor’s equipment or cloud site:
* Does the data to be hosted by the vendor include Level 1 data as defined in SAM 07.A.08?
* Does the data to be hosted by the vendor include information specific to individual persons?

Integration requests are first routed to UHCL’s Information Security Officer (ISO). Once the ISO review is completed and approval to proceed granted, a member of OIT’s Instructional Design and Technology (IDT) team will contact you regarding the next steps in the process. Next steps typically include integration in a test/beta LMS environment and operational testing by IDT staff.

**Please note that the entire request and review process could take 60-90 days (about three months).**

External building blocks and LTI/API integrations will not be approved if they require a separate username/password to access these external tools.

Approved external building blocks/integrations can only be enabled campus-wide. It is impossible to activate a building block for just one department, instructor, or course.