



## Request for LMS (WTClass/Blackboard) 3rd Party Tool Integration

For all requests for integration for publisher and other third party tools to be added into WTClass (Blackboard):

### **Step 1:** Complete this form

All items must be filled out and include signatures from you (the requestor), your academic department head or associate dean, and dean. Incomplete forms without the required signatures will be returned.

### **Step 2:** Submit completed form to ITSC

Once complete, please send an email with the completed form attached to [itsc@wtamu.edu](mailto:itsc@wtamu.edu) with the subject line "WTClass Integration Request" and your form will be routed to the appropriate project request process.

### **Step 3:** Move to project status for accessibility and security review.

After the request has been submitted to ITSC, the vendor integration will be reviewed under Texas Administrative Codes (TAC) [206](#) and [213](#) for accessibility, Texas Administrative Code (TAC) [202](#) for security, and Texas Administrative Code (TAC) [216](#). This process may take several weeks to process depending on the response rate of the vendor submitting documentation and processes for accessibility and security and review of required information by the vendor.

### **Step 4:** WTClass (Blackboard) Integration.

Once reviewed and approved through accessibility, security, and project management, the integration will be scheduled for an upcoming network downtime to be connected to WTClass/Blackboard.



**Request for LMS (WTClass/Blackboard)  
3rd Party Tool Integration**

Your Name: \_\_\_\_\_ Your Email: \_\_\_\_\_

Academic Department: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Contact Info: \_\_\_\_\_

Vendor Website Address: \_\_\_\_\_

Explanation of Need/Purpose of Use of Vendor's Product:

Course(s) that will use Vendor Product:

Planned semester for first use (include year and term): \_\_\_\_\_

Estimated number of Faculty \_\_\_\_\_ and Students \_\_\_\_\_ that will use Vendor Product.

Is there a Cost to Students?  Yes  No If yes, enter \$ amount per course: \_\_\_\_\_

Is there a Cost to a WT Department?  Yes  No If yes, enter \$ amount per course: \_\_\_\_\_

Please provide any additional information on the justification of the cost:

Will graded student data/activity be stored in the vendor's cloud/website?  Yes  No

Will graded student data/activity be transported between the vendor's cloud/website and WTClass?

Yes  No

Upon completion of this document with all approval signatures, please send to [ITSC@wtamu.edu](mailto:ITSC@wtamu.edu) to be reviewed for state required accessibility, security, and project management standards.  
This process may take several weeks to process depending on the response rate of the vendor.

Requestors Signature: \_\_\_\_\_

\_\_\_\_\_  
Department Head, Associate Dean, or Academic Supervisor

\_\_\_\_\_  
Academic Dean

\_\_\_\_\_  
Approval Signature by Dept. Head, Assoc. Dean, or Aca. Sup.

\_\_\_\_\_  
Approval Signature by Academic Dean

\_\_\_\_\_  
Approval Signature by Provost/Executive VP

\_\_\_\_\_  
Approval Signature by VP for Information Technology/CIO