

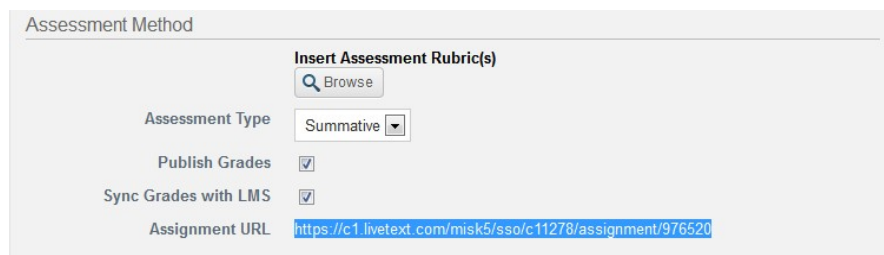
Blackboard Integration - Instructor Guide

Instructors can create assignments in Blackboard that are integrated with portfolios and assignments in LiveText. This reduces the need to work in two separate systems.

This guide will show instructors how to set up and use the integration to collect and assess assignments, and have the results returned to Blackboard automatically.

Setting up the LiveText Assignment

1. While logged onto your LiveText account, click on the text for your assignment.
2. Click on **EDIT** (upper right).
 - LiveText does not recommend adding Grade Sync to assignments that are already in progress.
3. Edit your post and due dates if applicable.
4. Grades will only sync if the student accesses the assignment through Blackboard.
Optional but recommended:
 - When setting up your assignment in LiveText, uncheck “viewable to student” directly under the due date. The student will not see the assignment unless accessed through Blackboard.
 - **IMPORTANT:** Remember to go back to the assignment in LiveText when you have finished assessing the students and check the “viewable to student” box. This will allow your student to see the rubric and have it in their personal LiveText permanently.
5. Click on the checkbox “Sync Grades with LMS”.
6. Highlight and copy the “Assignment URL” by holding CTRL-C or by right clicking on the highlighted text and clicking “Copy” as seen in Figure 1:



Assessment Method

Insert Assessment Rubric(s)
Browse

Assessment Type: Summative

Publish Grades:

Sync Grades with LMS:

Assignment URL: <https://c1.livetext.com/misk5/sso/c11278/assignment/976520>

Figure 1

Create the Blackboard Assignment

NOTE: LiveText does not recommend adding Grade Sync to assignments that are already in progress.

1. Open the content area page where you would like to add your LiveText assignment or create a new content area page.
2. Click on the Assessments button and select Assignment.
3. Type in a name for the assignment
4. In the Instructions text area, type the following instructions: Please click on the link below to submit your assignment.
5. Press the enter key on your keyboard.
6. Click on **Mashups** in the instructions for the assignment as seen in Figure 2.

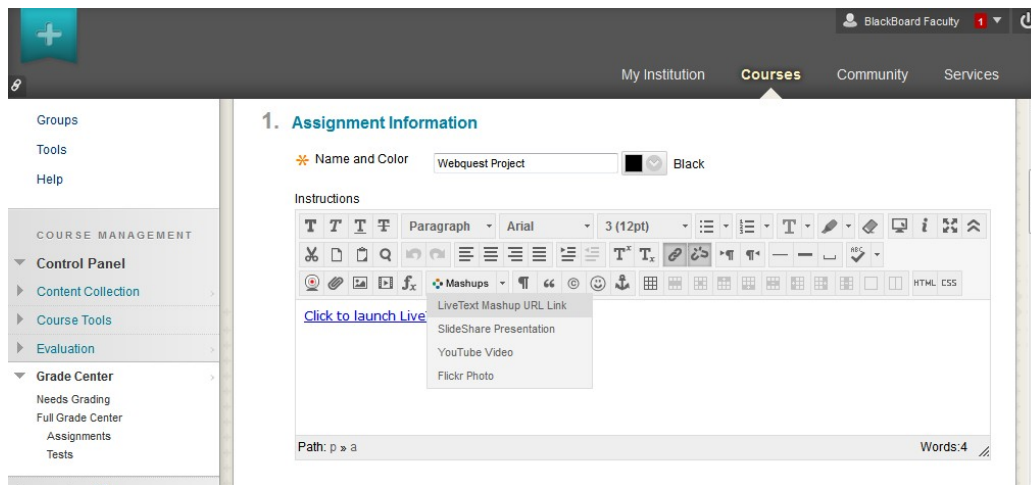


Figure 2

7. In the space provided, paste the Assignment URL you copied from LiveText. Refer to Figure 3. Click Submit.

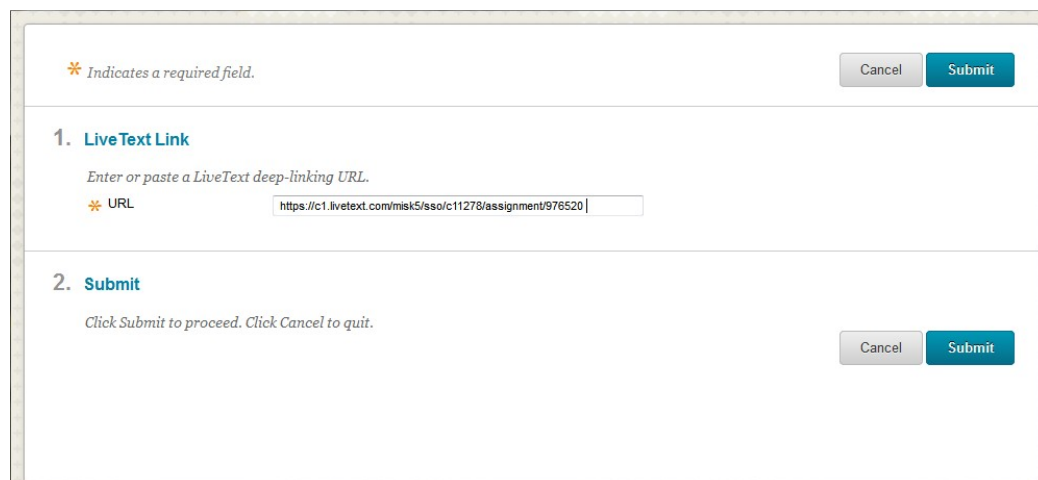


Figure 3

8. Fill in the points possible.
9. Complete all necessary remaining fields to create the assignment.
10. Click Submit.

Using the Link to LiveText

1. Once the assignment is saved in Blackboard, a link titled “Click to launch LiveText” will be created to go directly to the LiveText assignment page for faculty and the submission page for students in LiveText. See Figure 4.

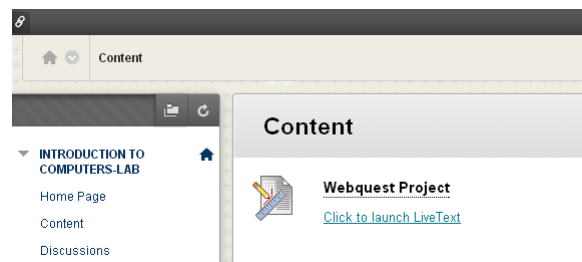


Figure 4

- It is important to note that the student **MUST** click on this link at least once for the Grade Sync feature to work. If the student never clicks on the link and the instructor assesses the student, the grade will not be posted to Blackboard.

When that link is clicked, the student will go directly to the submission page in LiveText where they can submit his/her assignment. (Pictured in Figure 5.)

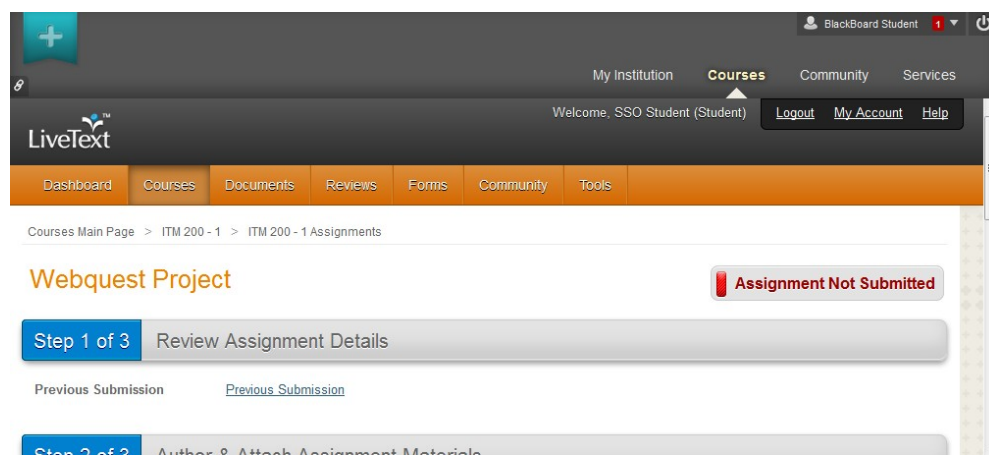


Figure 5

2. If a student submits their assignment directly to Blackboard and does not use the LiveText link within the assignment, you can clear that attempt in the Blackboard Grade Center.
 - a. Go to the control panel menu of the course.
 - b. Click on Grade Center, and then click on Full Grade Center.
 - c. Go to the student’s cell within the assignment column.
 - d. Click on the drop down arrow within the student’s cell and select View Grade Details.
 - e. Click on the Clear Attempt button to the right of the attempt that you would like to clear.

3. Instructors who click the link will be brought to the “Submissions and Grades” page within LiveText, Figure 6, to assess the appropriate assignment.

Webquest Project

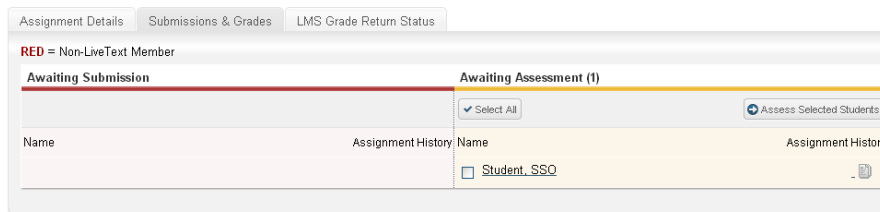


Figure 6

4. As shown in Figure 7, instructors can perform their assessments using the rubric or making comments as necessary. Enter the grade in the box. The grade must be between 0 – 100 in order for it to be posted back to Blackboard properly.

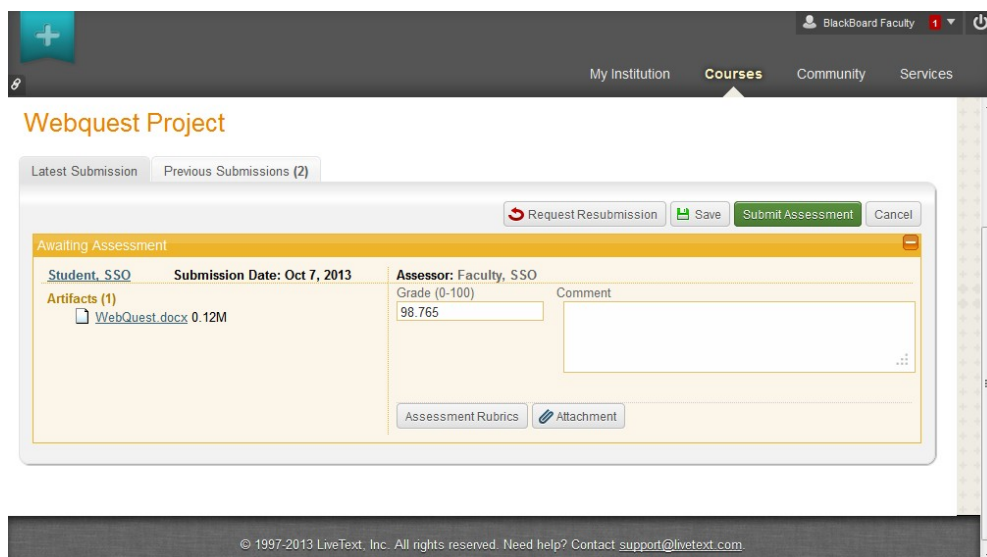


Figure 7

- Once the assessment is submitted and appears in the green column, Figure 8, the grade will be posted in Blackboard's Grade Center simultaneously, Figure 9. This is based on the publishing rules for the assignment in LiveText. To access the Blackboard Grade Center, go to the control panel menu of the course, click on Grade Center, then click on Full Grade Center.

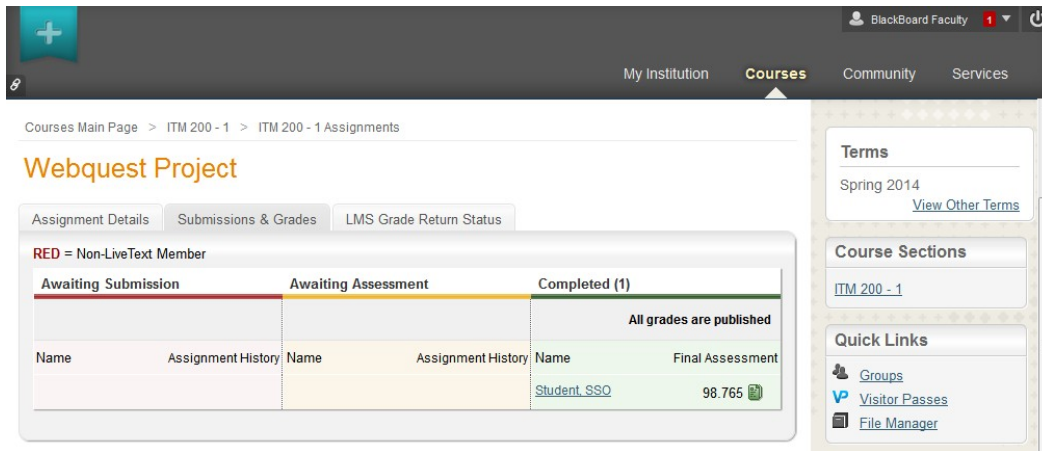
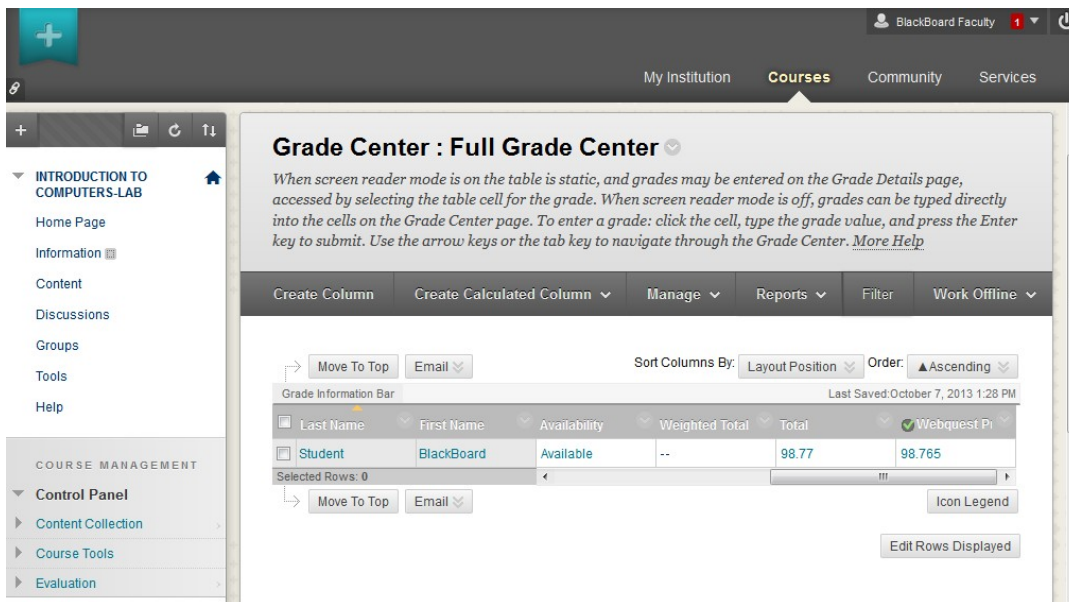


Figure 8

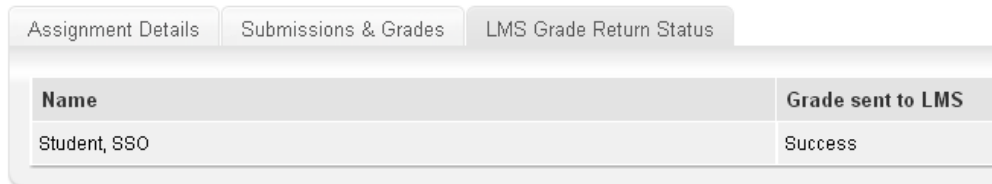


Last Name	First Name	Availability	Weighted Total	Total	Webquest Project
Student	BlackBoard	Available	--	98.77	98.765

Figure 9

Figure 10 shows how instructors can check if grades were submitted to the LMS properly by clicking on the “LMS Grade Return Status” tab within the “Assignment Details” area in LiveText. If there is an issue, it will display under the Grade sent to LMS column.

Webquest Project



The screenshot shows a web interface with three tabs: "Assignment Details", "Submissions & Grades", and "LMS Grade Return Status". The "LMS Grade Return Status" tab is active. Below the tabs is a table with two columns: "Name" and "Grade sent to LMS". The table contains one row with the name "Student, SSO" and the status "Success".

Name	Grade sent to LMS
Student, SSO	Success

Figure 10