

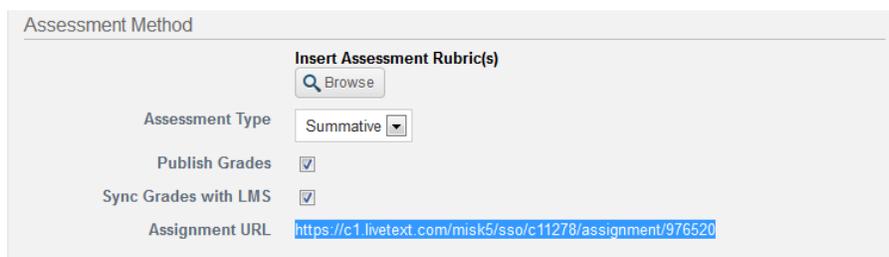
Blackboard Integration - Instructor Guide

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. Login to faculty or admin account in LiveText.
2. Click on “Courses” tab.
3. Click on the appropriate course/section.
4. Click on the “Assignments” tab.
5. Click on **New**.
 - LiveText does not recommend adding Grade Sync to assignments that are already in progress.
6. Enter all assignment details including title and post date.
7. If you would like the grade entered for a student’s assessment to automatically update within Blackboard, click on the checkbox “Sync Grades with LMS”.
 - If you would only like to create a “Deep Link” that allows the student to click on a link within their Blackboard assignment and submit directly in, keep this box unchecked. Any grade entered into LiveText for this student’s assignment submission will not automatically be posted within Blackboard if this “Sync Grades with LMS” checkbox is not checked.
8. 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

Setting up the Blackboard Assignment

1. Create an assignment in LiveText per your institution's instructions.
 - LiveText does not recommend adding Grade Sync to assignments that are already in progress.
2. Click on **Mashups** in the instructions for the assignment as seen in Figure 2.

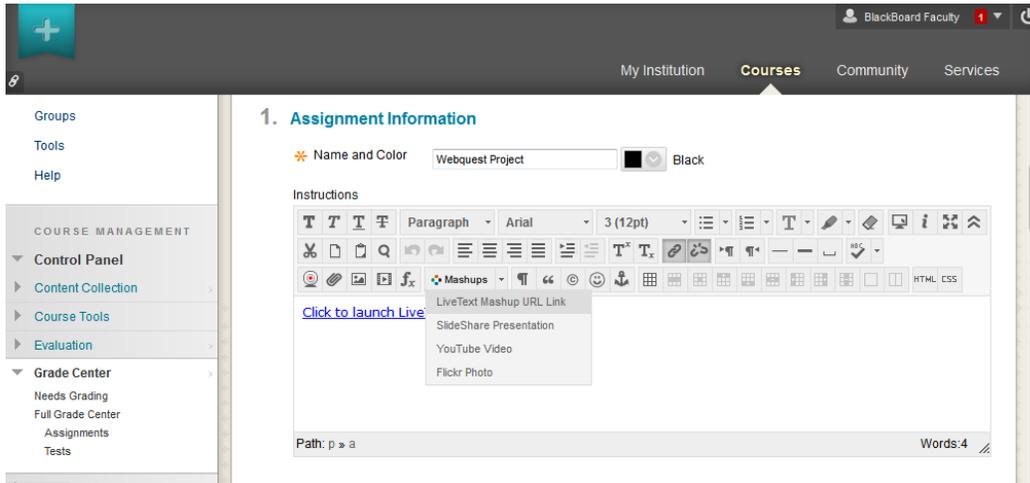
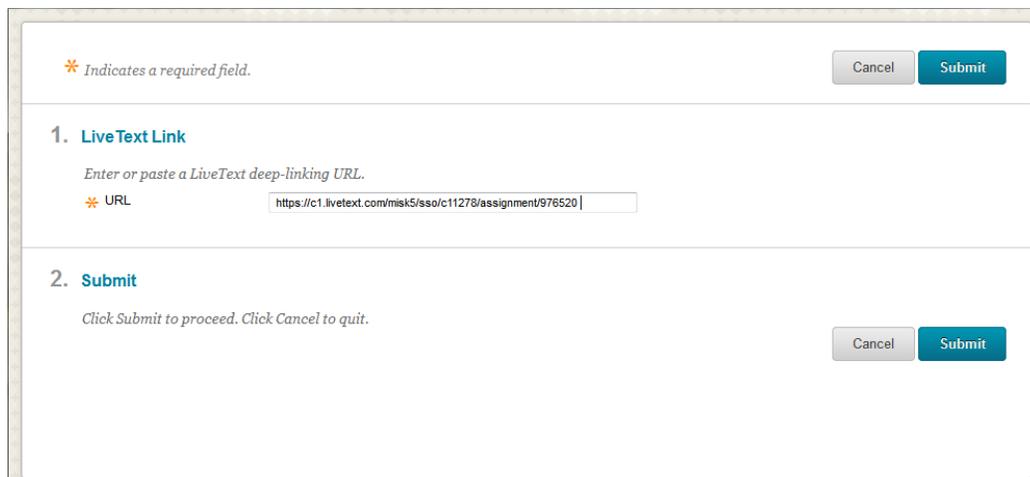


Figure 2

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



The screenshot shows a form with two sections. The first section is titled "1. LiveText Link" and contains the instruction "Enter or paste a LiveText deep-linking URL." Below this is a required field (indicated by an asterisk) for a URL, with the example "https://c1.livetext.com/misk5/iso/c11278/assignment/976520" entered. The second section is titled "2. Submit" and contains the instruction "Click Submit to proceed. Click Cancel to quit." Both sections have "Cancel" and "Submit" buttons.

Figure 3

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.

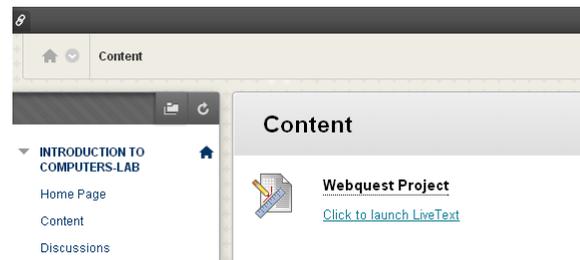


Figure 4

- 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.)

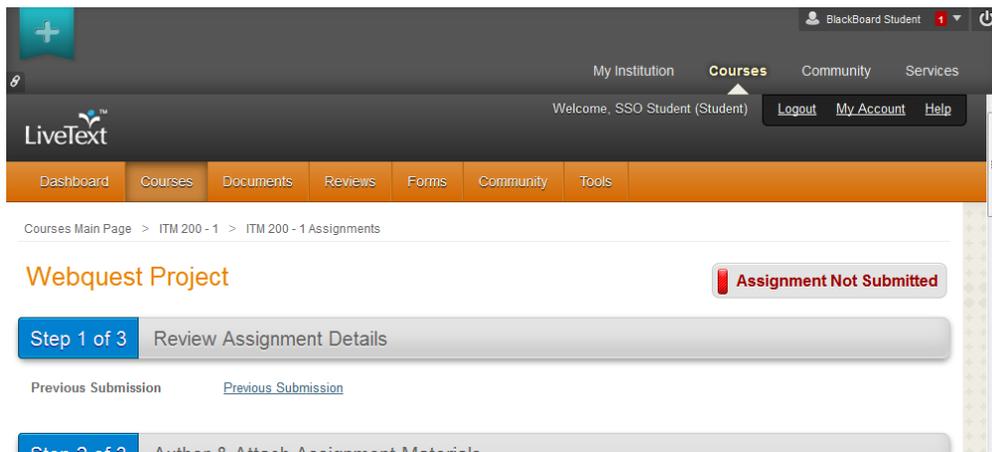


Figure 5

- 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

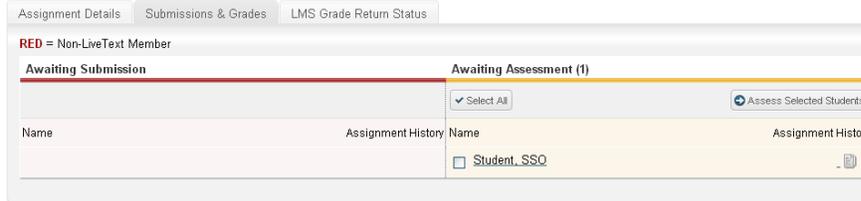


Figure 6

- 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.

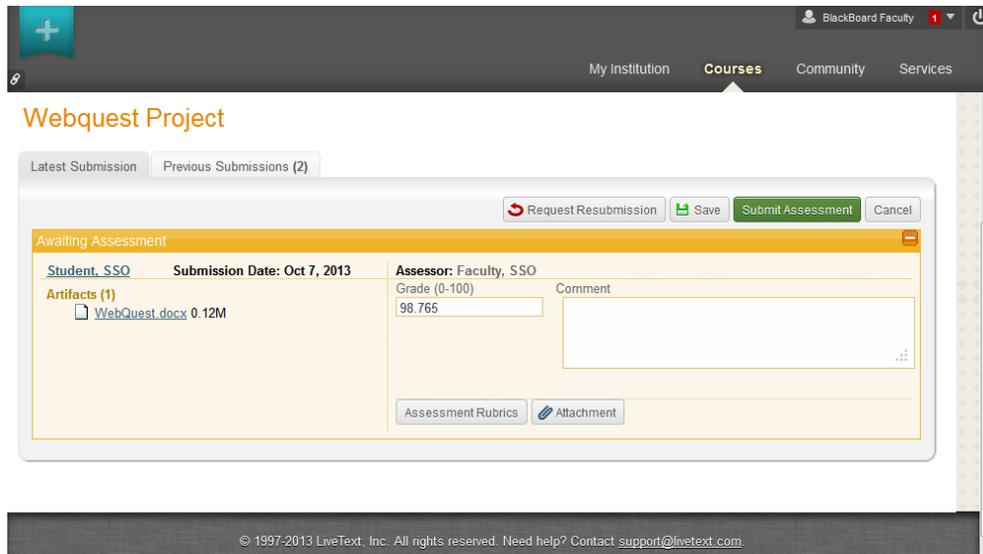
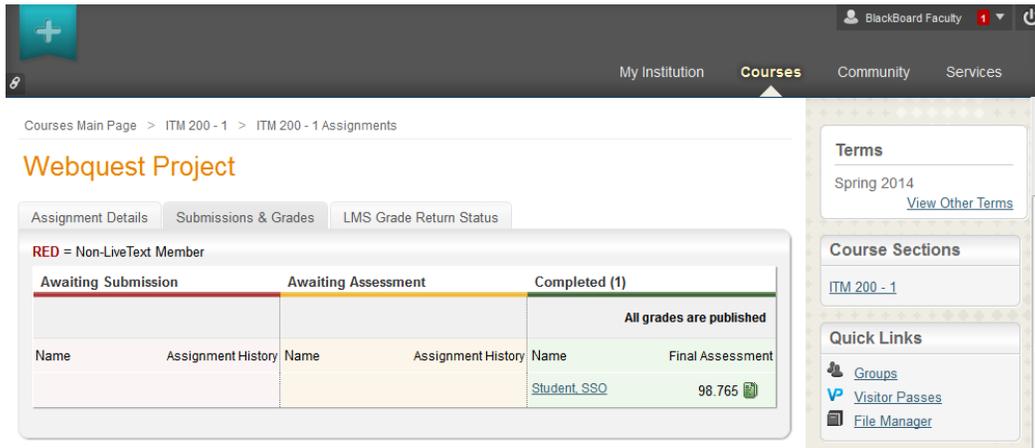


Figure 7

- 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.

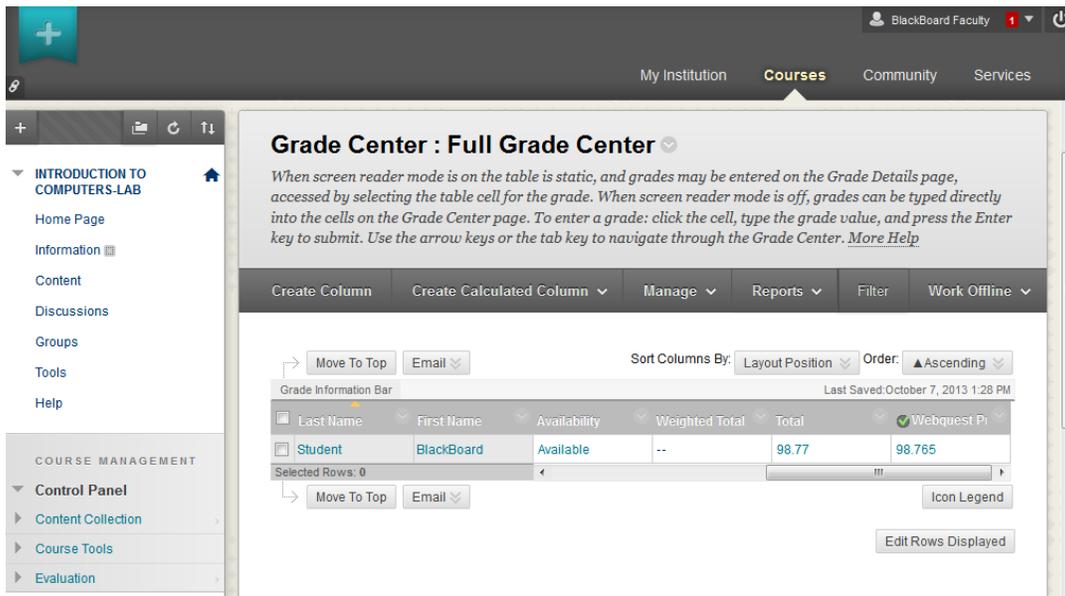


The screenshot shows the Blackboard interface for a course. The main content area displays the 'Webquest Project' assignment details. There are three tabs: 'Assignment Details', 'Submissions & Grades', and 'LMS Grade Return Status'. The 'Submissions & Grades' tab is active, showing a table with three columns: 'Awaiting Submission', 'Awaiting Assessment', and 'Completed (1)'. The 'Completed (1)' column is highlighted in green and contains the text 'All grades are published'. Below this, a table lists student submissions:

Name	Assignment History	Name	Assignment History	Name	Final Assessment
				Student_SSO	98.765

On the right side of the interface, there are sections for 'Terms' (Spring 2014), 'Course Sections' (ITM 200 - 1), and 'Quick Links' (Groups, Visitor Passes, File Manager).

Figure 8



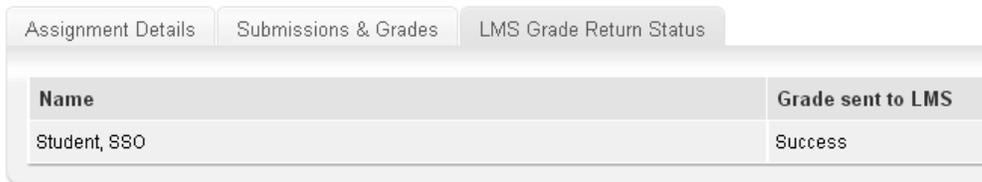
The screenshot shows the Blackboard Grade Center interface. The main heading is 'Grade Center : Full Grade Center'. Below the heading, there is a help text: 'When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help'. The interface includes a toolbar with options like 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Below the toolbar, there is a table with columns for 'Last Name', 'First Name', 'Availability', 'Weighted Total', 'Total', and 'Webquest P'. The table contains one row for a student named 'BlackBoard' with a grade of 98.77 and a final assessment of 98.765. The 'Total' column is highlighted in green.

Last Name	First Name	Availability	Weighted Total	Total	Webquest P
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 and displays a table with two columns: "Name" and "Grade sent to LMS".

Name	Grade sent to LMS
Student, SSO	Success

Figure 10