

## **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.

Insert Assessment Rubric(s) Q Browse Assessment Type Publish Grades Sync Grades with LMS V	Assessment Method	
Assessment Type Summative  Publish Grades		Insert Assessment Rubric(s)
Publish Grades  Sync Grades  V	Assessment Type	Summative V
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Assignment URL https://c1.livetext.com/misk5/sso/c11278/assignment/976520	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.

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Figure 2

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

★ Indicates a requ	ired field.	Cancel Submit
<b>1. Live Text Link</b> Enter or paste a	LiveText deep-linking URL.	
* URL	https://c1.livetext.com/misk5/sso/c11278/assignment/976520	
Z. Submit Click Submit to p	roceed. Click Cancel to quit.	Cancel 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.



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

Assignment Details	Submissions & Grades	LMS Grade Return Status		
RED = Non-LiveText M	1ember			
Awaiting Submissi	on		Awaiting Assessment (1)	
			Select All	Assess Selected Student
Name		Assignment History	Name	Assignment Histo
			Student_SSO	

#### 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 between 0 – 100 in order for it to be posted back to Blackboard properly.

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Latest Submission Previous Submissions (2)	
	Save Submit Assessment Cancel
Awaiting Assessment	
Student, SSO Submission Date: Oct 7, 2013 Artifacts (1) WebQuest.docx 0.12M	Assessor: Faculty, SSO Grade (0-100) Comment 98.765
	Assessment Rubrics 🖉 Attachment
© 1997-2013   weText In	All makes reserved. Need help? Contact support/Albetext.com

Figure 7



4. 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.

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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

Assignment Details	Submissions & Grades	LMS Grade Return Status	
Name			Grade sent to LMS
Student, SSO			Success

Figure 10