



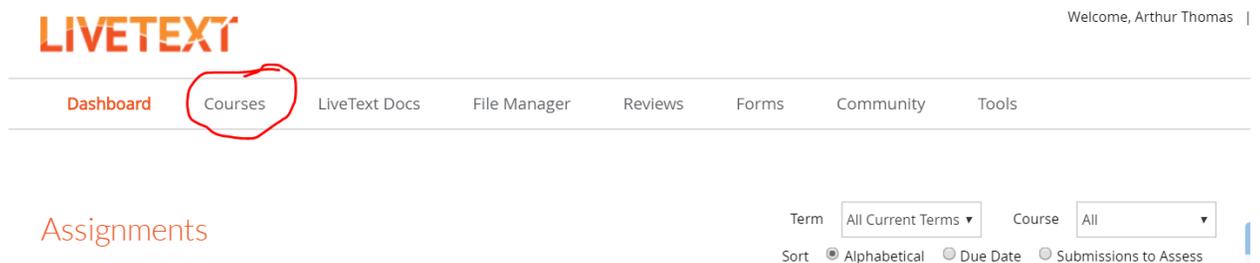
## Blackboard Integration - Instructor Guide

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 Courses Tab.



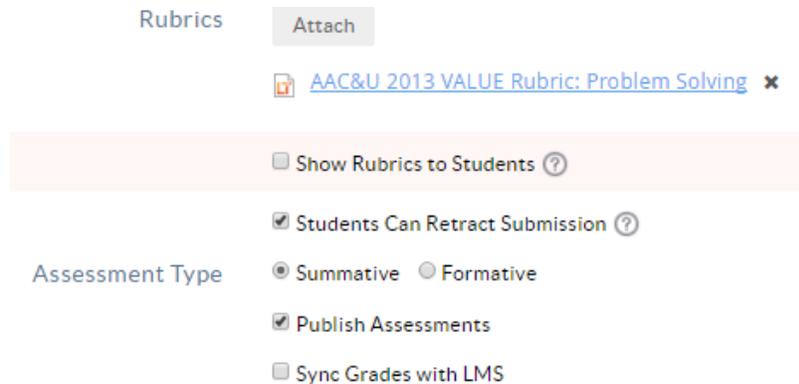
2. Select the Course and Section in which the assignment will be created.
3. Click on the title of the assignment that will be synced, or click new to create a new assignment.
4. Click the **EDIT** button (upper left).

a) **NOTE:** if you're making a new assignment, visit the Assessment Webpage to learn how to create an assignment with an existing rubric.

b) Grades will only sync if the student accesses the assignment through Blackboard.

c) Optional but recommended: When setting up your assignment in LiveText, click “**show more**” under the description and uncheck “**Show Assignment to Students**” The student will not see the assignment unless accessed through Blackboard. **IMPORTANT:**

5. In the Assessment section, click “**show more**” on the right side of the screen. Then, under Assessment Type, click on the checkbox “**Publish Assessments**” is on.

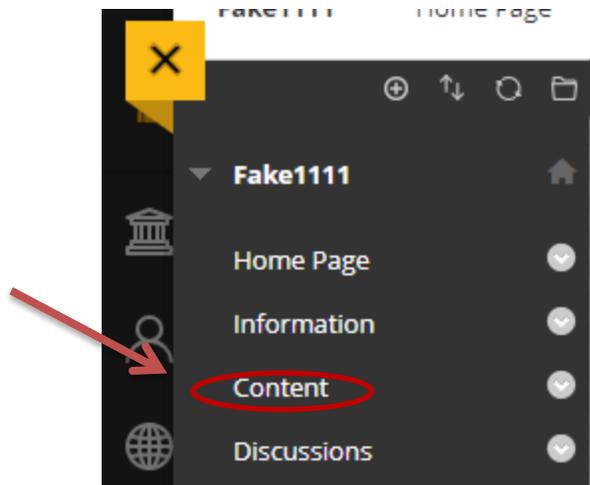


The screenshot shows the Blackboard assessment configuration interface. At the top, there are two tabs: "Rubrics" (selected) and "Attach". Below the tabs, a blue link with a document icon reads "AAC&U 2013 VALUE Rubric: Problem Solving" followed by a close icon (x). A light pink background highlights a section containing three settings: "Show Rubrics to Students" (unchecked), "Students Can Retract Submission" (checked), and "Assessment Type" (radio buttons for "Summative" and "Formative", with "Summative" selected). Below this, the "Assessment Type" label is followed by "Publish Assessments" (checked) and "Sync Grades with LMS" (unchecked).

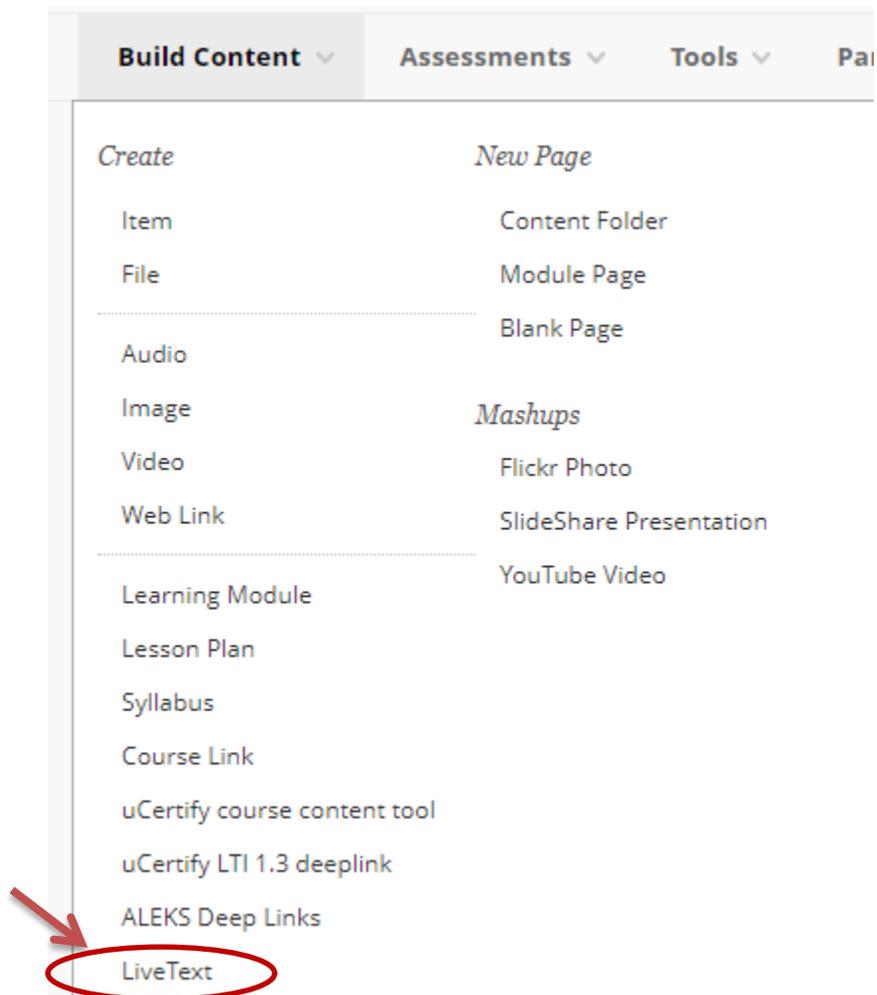
6. Edit your post and due dates if applicable
7. Save Assignment.

## Create the Blackboard Assignment

1. Login to Blackboard.
2. Select the course you wish to integrate with LiveText.
3. Click Content



4. In the Build Content menu click LiveText



5. In the information section, enter the name and description of the assignment to be linked to livetext
6. In grading section, make sure enable evaluation is clicked yes.

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## GRADING

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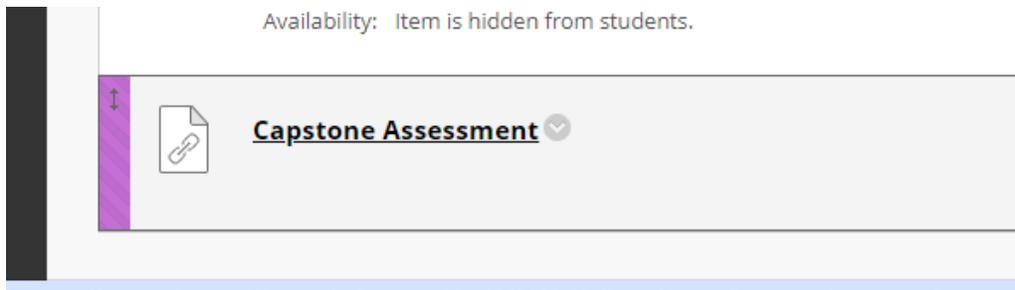
Enable Evaluation

Yes  No

7. Fill in the points possible and due date.
8. Click Submit.

## Using the Link to LiveText

1. Once the assignment is saved in Blackboard, click the Assignment title that was just create



2. Select Specific Assignment to select the Course and the name of the assignment to be linked.

## Choose Student Experience

Select whether this should direct students to a specific Watermark assignment or to their dashboard screen. Directing to dashboard screen does

Specific Assignment

Dashboard

### 1. Choose Course Section

Select the Watermark course section from which you would like to connect an assignment

FAKE 1111 - Section 01

### 2. Choose Existing Assignment

Select the specific Watermark assignment to which you would like to direct students. You may only select the published assignments

Capstone Assessment

[Return to LMS](#)

[Select & Save](#)

3. Click Select & Save.
4. Your Assignment has now been linked from livetext to blackboard

## NOTE

- a. 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 assignment, 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.
- b. Instructors who click the link will be brought to the "Submissions and Grades" page within LiveText to assess the appropriate assignment.
- c. Once the assessment is submitted and appears in the green column, the grade will be posted in Blackboard's Grade Center simultaneously. 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.