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.

![Assignment Method](image)

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.

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

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

3. 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.
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.
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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade sent to LMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, SSO</td>
<td>Success</td>
</tr>
</tbody>
</table>