Step by Step: Setting Up SoftChalk to Publish to Blackboard

SoftChalk 7 integrates with Blackboard Learn to easily publish lessons. To publish for the first time, you need to grab the Access Code from within a Blackboard course and set up the account within SoftChalk. This example assumes you’ve already created a SoftChalk lesson and are ready to publish. However, you can also set up the Publish Account when you first open SoftChalk and enter the license information.

1. In your Blackboard course, go to the Control Panel and click on Course Tools.

2. Scroll down the list of Tools and click on SoftChalk Publish with ScoreCenter.

3. The SoftChalk Access Code Configuration page displays. Click the Submit button.

4. The SoftChalk Access Code page displays. Put your cursor at the beginning of the access code and drag it to highlight it. Copy it by right-clicking your mouse and selecting Copy or pressing Ctrl+C on your keyboard to copy it. Click the OK button.
5. Open **SoftChalk 7**. From the File menu, click the **Publish lesson** link.

6. The **Publish Lesson** window displays and shows that the **Account** menu is blank and the Repository is **Not Connected**.

   Click the **Accounts** tab.
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7. The Accounts window displays. Click the New button.

8. An Account Type Selection window pops up. Click the Blackboard option and then the OK button.
9. A **Blackboard Configuration** window appears with blank fields:
   - Enter a **Descriptive name**.
   - Type in the **Server address**: `http://uams.blackboard.com`.
   - There is no need to enter the Port number, so just skip it.
   - Paste in the **Access code** copied from your Blackboard course in Step 4.

10. The **Configure Accounts** window displays with the new Blackboard account listed. Click the **Publish** tab.
11. The **Publish Lesson** displays. The **Account** window now displays the new account. Click the **Connect** button.

12. After connecting with Blackboard, SoftChalk displays the list of courses in the **Repository** window at far right.

Click the desired Blackboard course and content area.

13. In the **Publish** area at left, select the Format:
   - **Zip** if the lesson has no scoring.
   - **ScoreCenter** if the lesson has scoring. This will capture scores in the Grade Center column.
   - **Name** the lesson.
   - Select other desired options (which can be changed later in Blackboard.)

14. Click the **Publish** button. A confirmation message displays. Confirm inside your course.