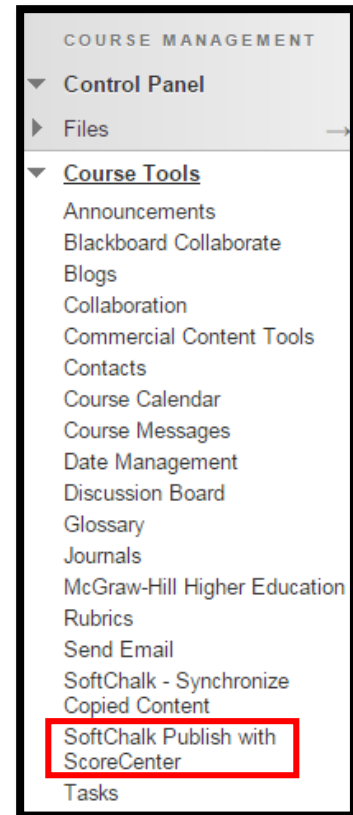


## Publishing a SoftChalk Lesson into Blackboard Learn

### In Blackboard

1. Navigate to the course you want to upload a SoftChalk lesson to
2. From the **Control Panel** select **Course Tools**
3. Now select **SoftChalk Publish with ScoreCenter**
4. Press **Submit** to get the Access Code

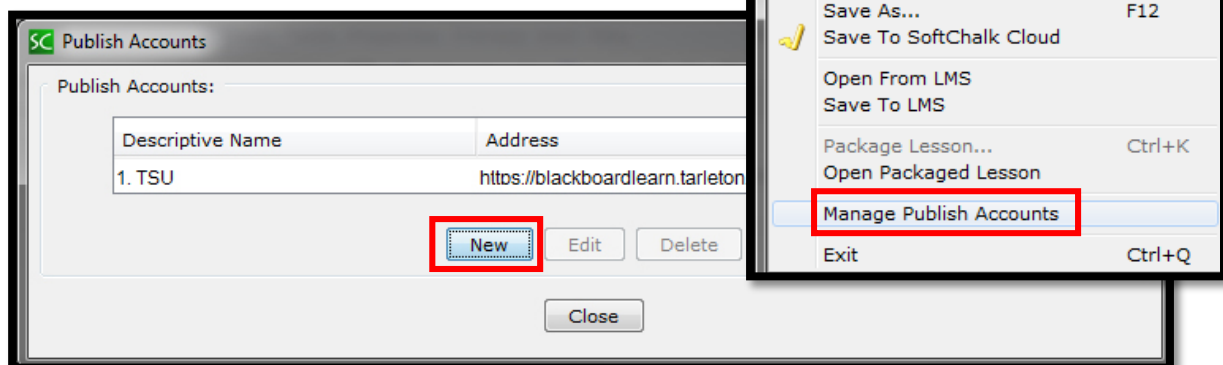
You are going to Copy and Paste this code in the steps below.



### In SoftChalk

You will need to create a **Publish Account** if you haven't already.

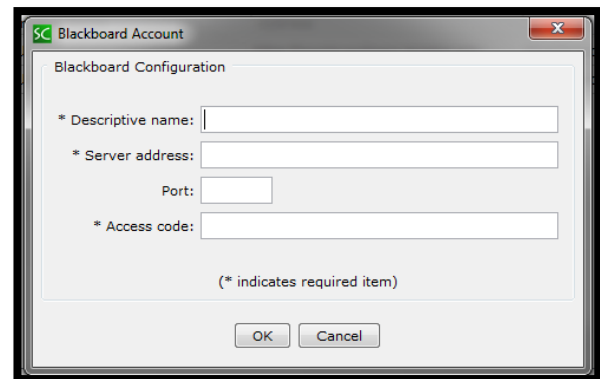
1. Click **File** and **Manage Publish Accounts**
2. Click **New**



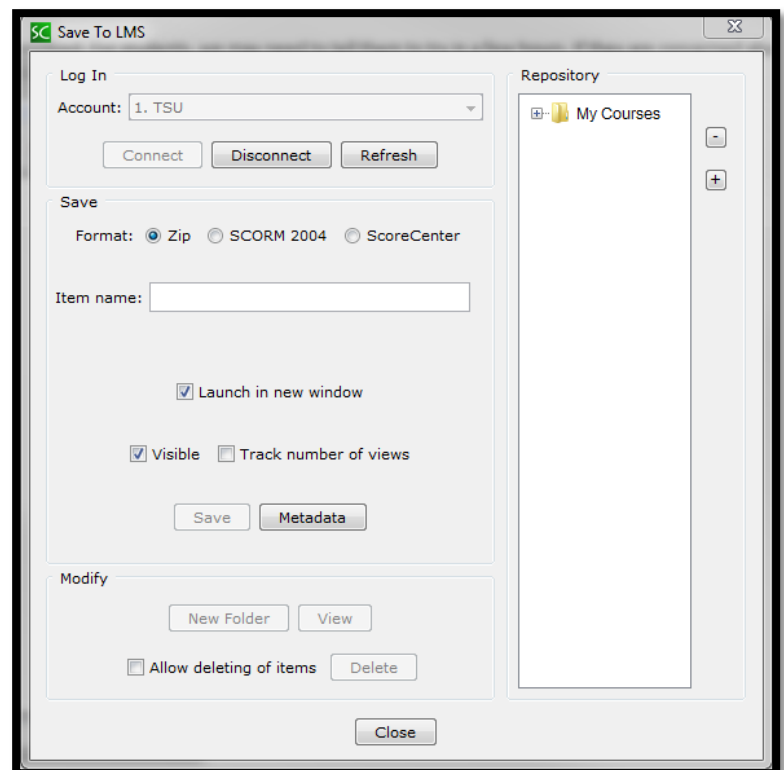
3. Fill in the details as follows:
  - a. Descriptive Name – TSU
  - b. Server Address: <http://blackboardlearn.tarleton.edu>
  - c. Access Code: Paste from Blackboard
  - d. Press **OK**

4. Close the Publish Accounts window.
5. Select **File** and **Save to LMS**

It should connect to the TSU Account for you.



6. In the Repository window on the right select the course
7. Within that hierarchy, select the Content Area name you would like the SoftChalk file to appear within, (e.g. SoftChalk Lessons).
8. Under the Save Section, select the **Zip** option, unless you want the activities in the lesson to be graded.
9. Give an **Item Name**
10. Click **Save**
11. A confirmation window will state that your file has been published. Click **OK**.
12. Click **Close**



### In Blackboard

1. Open the Course you saved the lesson to
2. The lesson should appear as a link where you placed it