

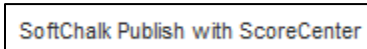


How to Save a SoftChalk Create 9 Lesson into Blackboard 9

PART 1 - Copy/paste Blackboard Access Code into SoftChalk Create. (This part is only done one time).

In Blackboard 9

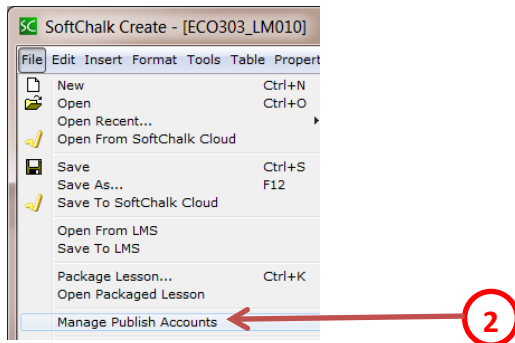
1. Open the course in which you wish to upload a SoftChalk file.
2. From the **Control Panel** in the menu, select **Course Tools/ SoftChalk Publish with ScoreCenter**.



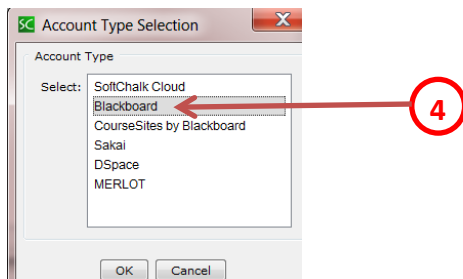
3. Click **Submit** to generate a unique Access Code.
4. Copy (Ctrl+C) the unique access code provided.
5. Click **OK**

In SoftChalk Create 9

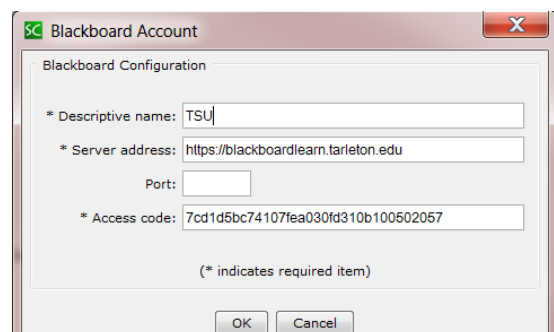
1. Open the file you wish to publish.
2. Select **File, Manage Publish Accounts**.



3. Click **New**
4. Select **Blackboard** from the list of Account Types and click **OK**



5. Fill in the details as follows:
 - a. Descriptive Name – TSU
 - b. Server address – <https://blackboardlearn.tarleton.edu>



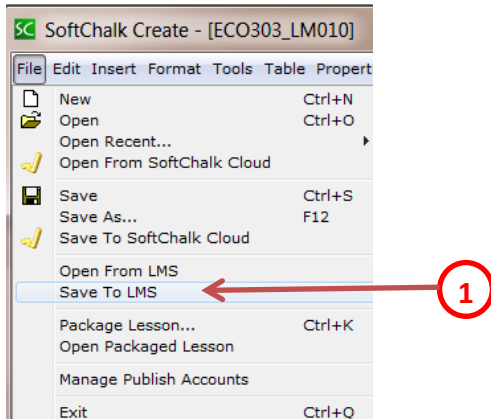
- c. Access code – paste (Ctrl+V) the code which you copied from Blackboard 9, here.
- d. Click **OK**.

6. Click **Close**.

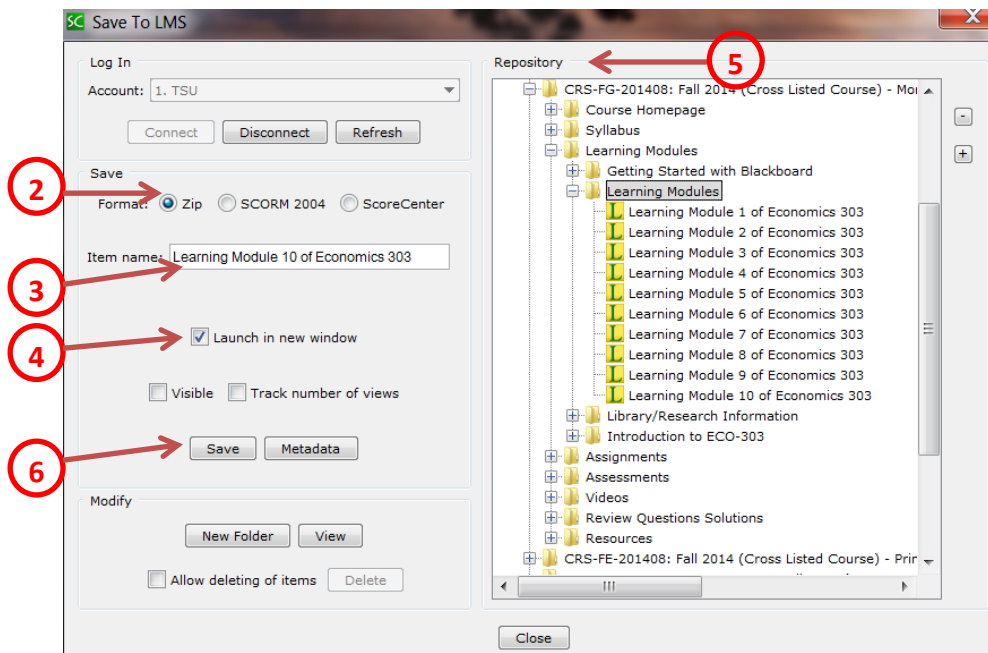
NOTE: Once you have set up the server access, you do not need to repeat these steps again.

How to Upload a SoftChalk module into Blackboard 9

1. In SoftChalk click **File, Save to LMS**



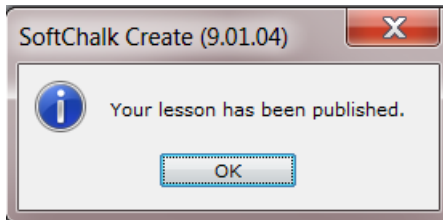
2. Select the **Zip** Format radio button



3. Insert an **Item name**

4. Be sure to select the **Launch in new window** checkbox

5. Below Repository, navigate to the Course and content area/folder where you would like the SoftChalk module to appear
6. Click **Save**
7. A confirmation dialog box should appear stating that the lesson has been packaged



8. Click **OK**

In Blackboard

1. Open the course in which you published the lesson.
2. The published SoftChalk file should appear as a link in the content area where it was saved.