



SoftChalk™
Blackboard Academic Suite
Version 7
Integration Guide

Updated September 30, 2008

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Introduction

This guide will cover how to upload your LessonBuilder lessons into **Blackboard Academic Suite Version 7.x**.

(If you're not sure which version of Blackboard you have, please check with a technical support person at your institution. To see other Blackboard integration guides go to: www.softchalk.com/support.html.)

Types of Packaging Formats

After creating your lesson in LessonBuilder, you'll need to decide if you want any of the following information:

- Student scores automatically recorded in the Blackboard gradebook
- Student completion times
- Student completion status (whether or not students complete a lesson)

If you want any of the above information, then you will need to use a SCORM format to package your lesson in LessonBuilder.

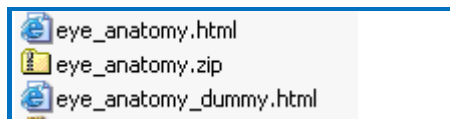
Otherwise, you'll use the standard zip format.

Standard Zip Format

Please read [Types of Packaging Formats](#) if you're not sure whether to use the standard zip format or SCORM.

In LessonBuilder: Package a Lesson

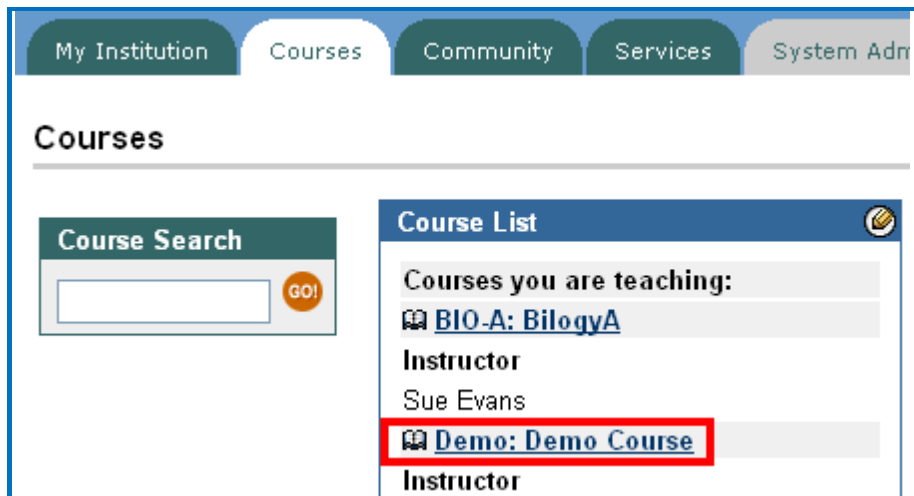
1. Within your lesson in LessonBuilder, choose **File/Package Lesson/Zip Format**.
2. Your packaged file has your lesson name with a .zip extension. *This zip file is located within your lesson folder*. Notice the *eye_anatomy.zip* file in the image below.



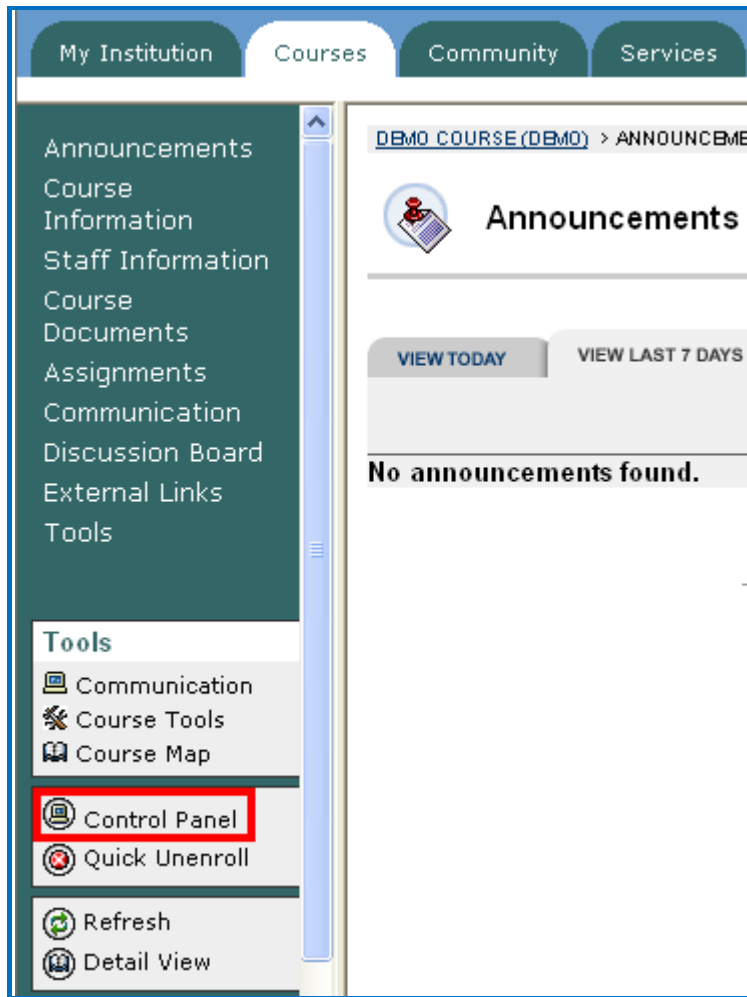
In Blackboard: Upload a Standard Zip File

After packaging your lesson within LessonBuilder (see the above section), then you're ready to upload the lesson zip file into Blackboard.

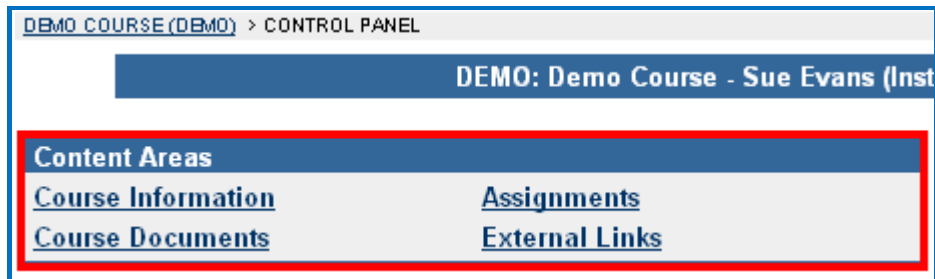
1. Log into your Blackboard account.
2. At the top of your screen, click the **Courses** tab.
3. Within the **Course List**, click on your course to select it (see below).



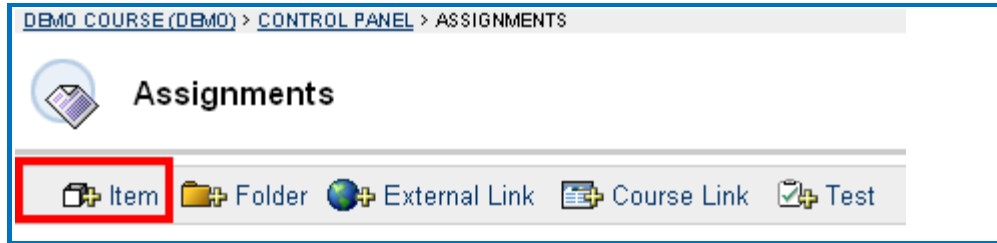
4. At the bottom left in the **Tools** area, select **Control Panel** (see below).



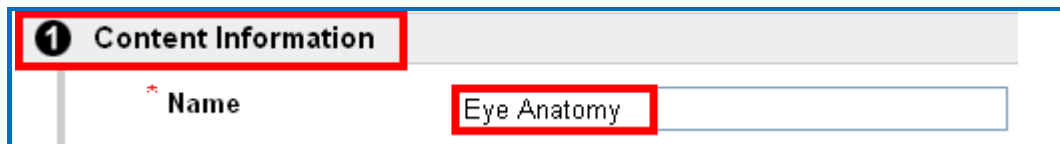
5. Select one of the **Content Areas**, such as Course Information, Course Documents, Assignments, or External Links (see below).



6. Click the add **Item** icon at the top left (see below).

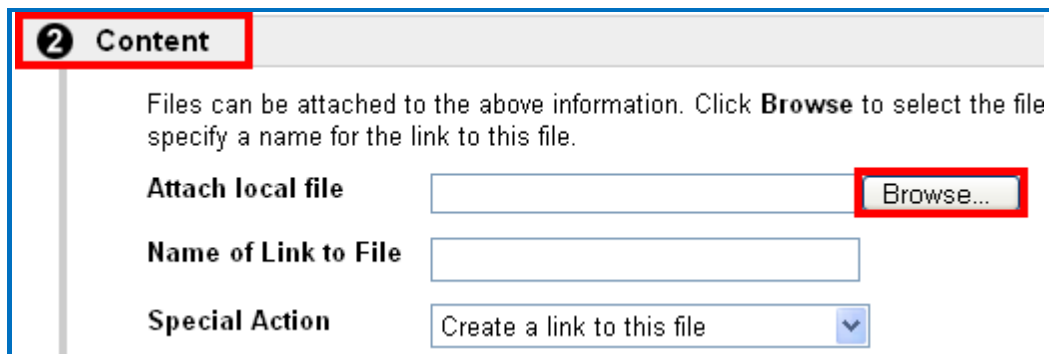


7. Type a name for your Lesson (see below).



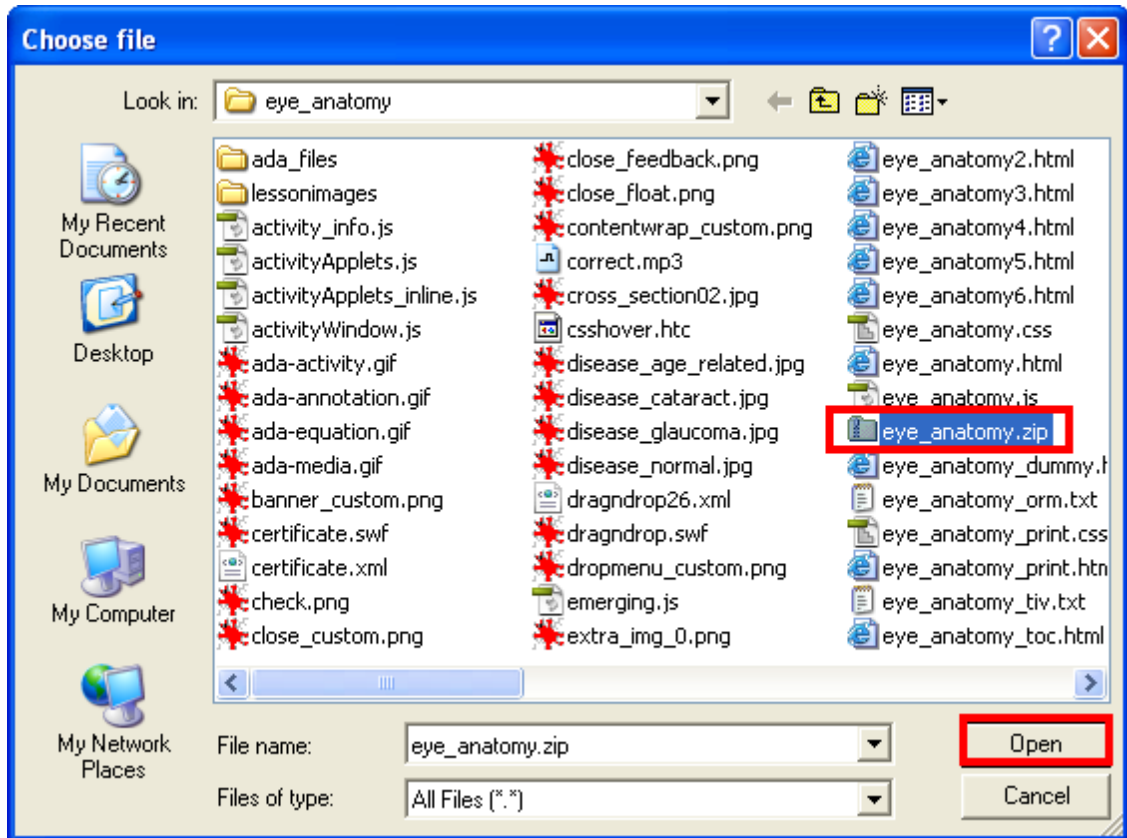
The screenshot shows the 'Content Information' form. The title 'Content Information' is highlighted with a red box. Below the title is a form with a label '* Name' and a text input field containing the text 'Eye Anatomy'. The text input field is also highlighted with a red box.

8. Scroll down to the **Content** area and click **Browse** (see below).

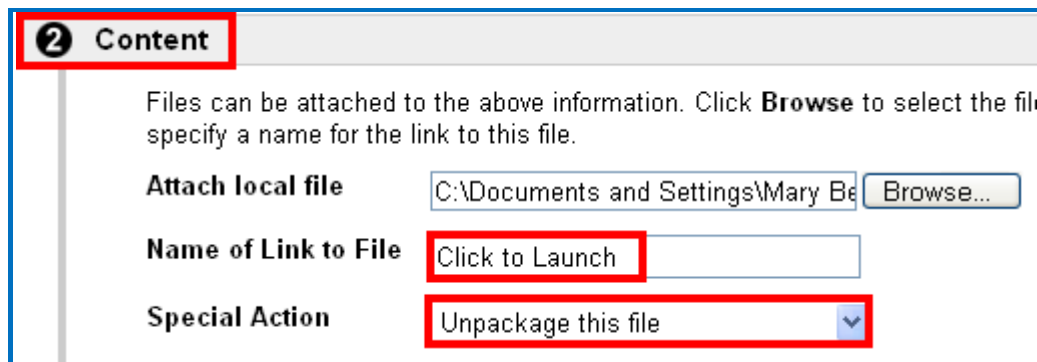


The screenshot shows the 'Content' form. The title 'Content' is highlighted with a red box. Below the title is a text area with the text: 'Files can be attached to the above information. Click **Browse** to select the file specify a name for the link to this file.' Below this are three form fields: 'Attach local file' with a text input field and a 'Browse...' button (highlighted with a red box), 'Name of Link to File' with a text input field, and 'Special Action' with a dropdown menu showing 'Create a link to this file'.

9. Navigate to your lesson folder and open your lesson folder. Click on your .zip file to select it and click **Open** (see below).



10. Enter a **Name of Link to File** such as *Click to Launch*. **IMPORTANT:** Under the **Special Action** dropdown menu, select **Unpackage this file** (see below).



11. Scroll down to the **Options** area. If you want to make the lesson available immediately, leave **Make the content available** at **Yes** (see below).

3 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions Display After Display I

Jul 11 2008 Jul 11
10 20 AM 10 20

12. Scroll down to the **Submit** area and click **Submit** (see below).

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

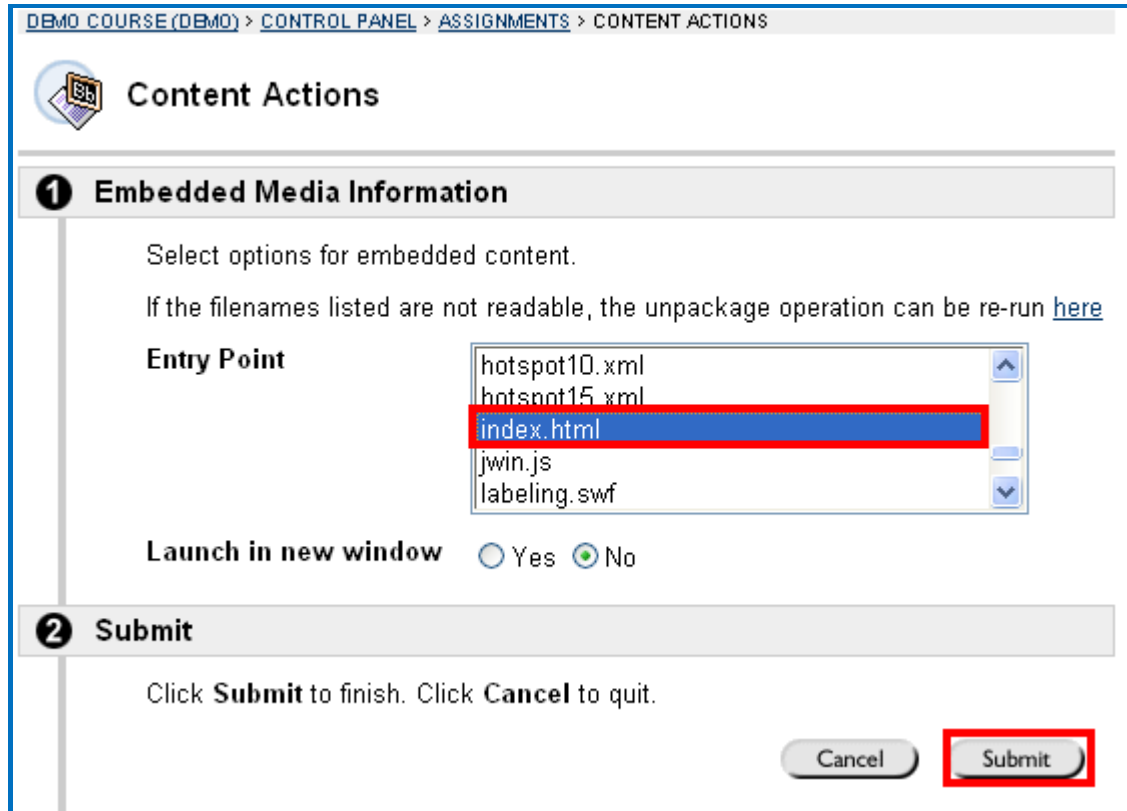
* Required Field

Cancel Submit

13. After clicking **Submit**, a **Content Actions** screen appears (see the next page).

14. **IMPORTANT:** For the **Entry Point**, scroll down to select *index.html*. (For **Launch in new window**, you can select either **Yes** or **No**.) Click **Submit** (see below).

(If you don't get the screen below, then you may not have selected Unpackage lesson in the Content area—see [Step #10 on page 7](#).)



DEMO COURSE (DEMO) > CONTROL PANEL > ASSIGNMENTS > CONTENT ACTIONS

Content Actions

1 Embedded Media Information

Select options for embedded content.

If the filenames listed are not readable, the unpackage operation can be re-run [here](#)

Entry Point

- hotspot10.xml
- hotspot15.xml
- index.html**
- jwin.js
- labeling.swf

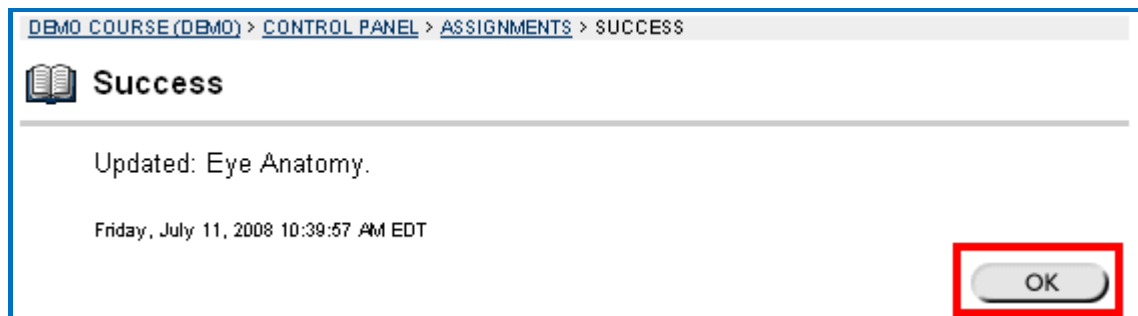
Launch in new window Yes No

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

15. At the Success screen, click **OK** (see below).



DEMO COURSE (DEMO) > CONTROL PANEL > ASSIGNMENTS > SUCCESS

Success

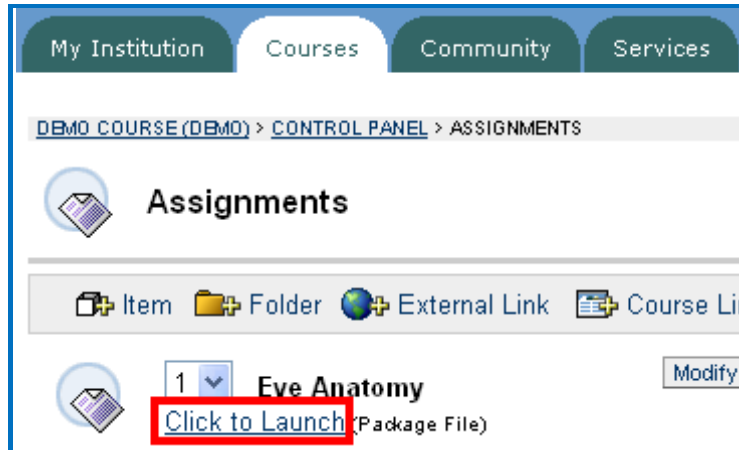
Updated: Eye Anatomy.

Friday, July 11, 2008 10:39:57 AM EDT

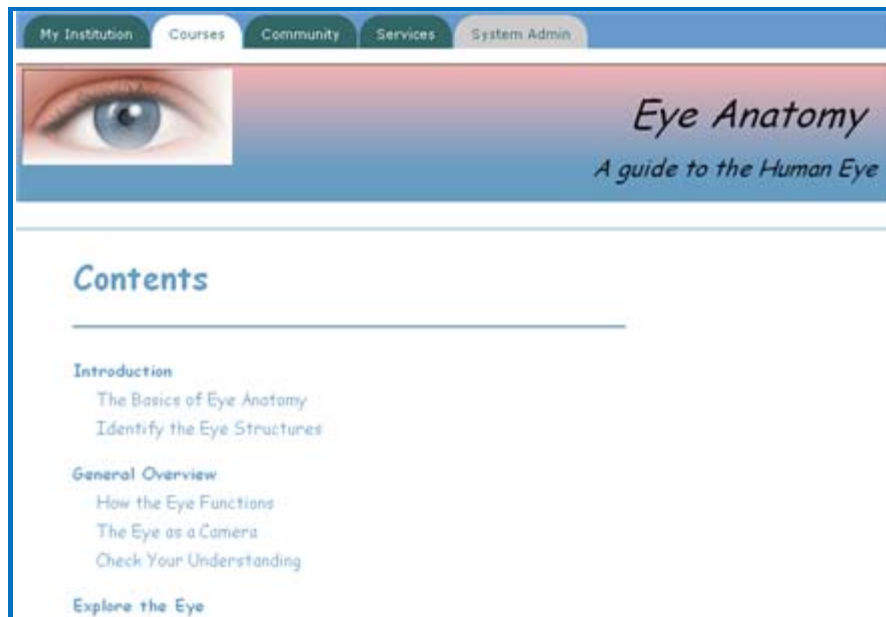
OK

In Blackboard: View Your Lesson

1. After uploading your lesson and clicking **OK** at the Success screen (see the previous steps), you will get the screen below. Click the link you created (see below).



2. Your lesson will appear (see below).



SCORM Format

Please read [Types of Packaging Formats](#) if you're not sure whether to use the standard zip format or SCORM.

In LessonBuilder: Package a Lesson for SCORM

1. **IMPORTANT:** Within your lesson in LessonBuilder, be sure to *assign points to each QuizPopper and Activity*. (Right-click on the QuizPopper or Activity and choose **Modify QuizPopper** or **Modify Activity**. Go to the **Options** tab and use the **Points** dropdown menu to assign points.)
2. You can set the following SCORM options within your lesson. Choose **Properties/SCORM properties**.

SCORM Properties

Properties Help

Only letters, numbers, commas, and spaces are allowed in SCORM Properties.

Lesson Description:

Keyword or Phrase, maximum of 10:

Add to List Clear Field

Student Completion Options:

Single attempt
 Unlimited attempts
 Multiple attempts until complete

The Basics of Eye Anatomy
Basic Eye Structures
The Eye is a Camera
Quiz Yourself

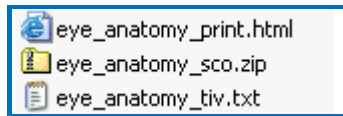
Edit Delete Delete List

OK Cancel

Student Completion Options

Single attempt	A student can access the lesson once. The Blackboard gradebook records the scores for this attempt. (The score is updated as a student answers each question.) IMPORTANT: In Blackboard, select Yes for First Attempt Only . See Step #10 on page 15 .
Unlimited attempts	A student can access the lesson unlimited times. The Blackboard gradebook records the student's last score for this lesson. IMPORTANT: In Blackboard, select No for First Attempt Only . See Step #10 on page 15 .
Multiple attempts until complete	A student can access the lesson multiple times until he or she completes all the exercises for the lesson in a session. Once a student exits the completed lesson, then the student can't access the lesson again. IMPORTANT: In Blackboard, select Yes for First Attempt Only . See Step #10 on page 15 .

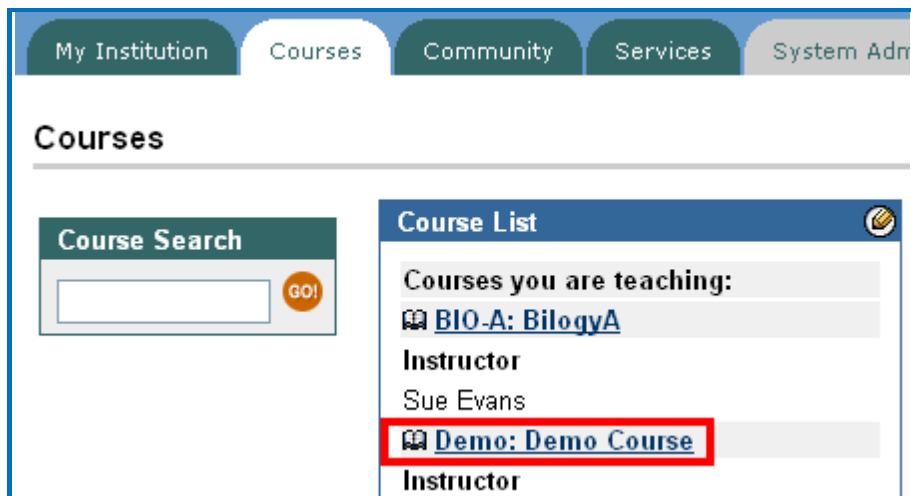
3. Within LessonBuilder, choose **File/Package Lesson/SCORM 1.2 Format**.
IMPORTANT: Generally, we recommend packaging in a SCORM 1.2 Format versus a SCORM 2004 Format. Most Blackboard systems handle this format better.
4. Notice from the image below that your file is packaged with your lesson name with a `_sco.zip` extension. (A SCORM 2004 package has a `_sco2004.zip` extension) **This zip file is located within your lesson folder**. Notice the `eye_anatomy_sco.zip` file in the image below.



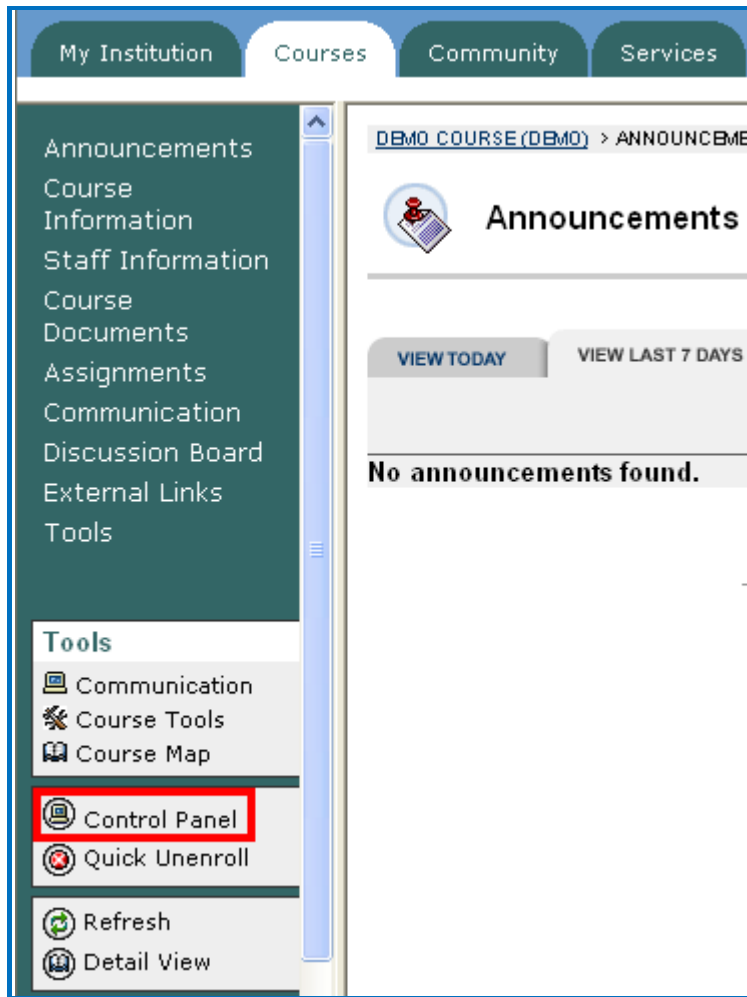
In Blackboard: Upload a SCORM Zip File

The instructions below apply to uploading either the SCORM 1.2 packaged file or the SCORM 2004 packaged file.

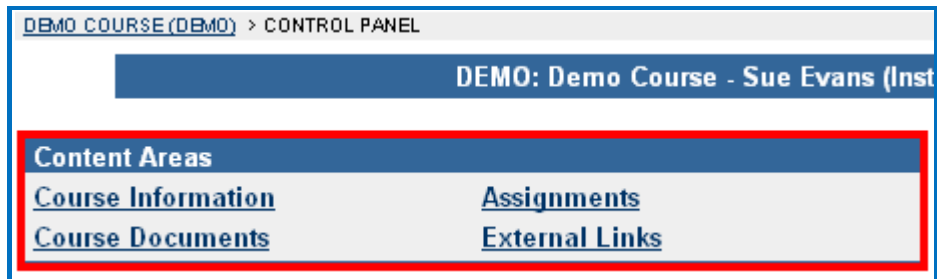
1. Log into your Blackboard account.
2. At the top of your screen, click the **Courses** tab.
3. Select your course (see below).



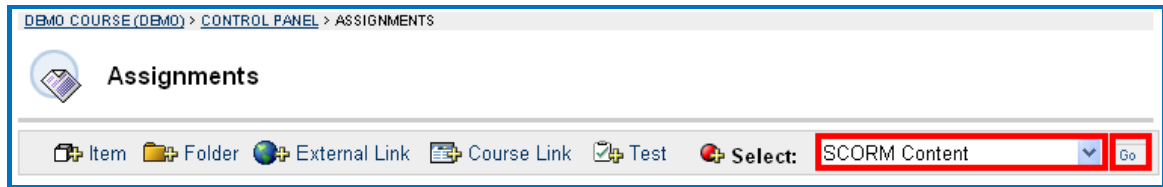
4. At the bottom left, select the **Control Panel** (see below).



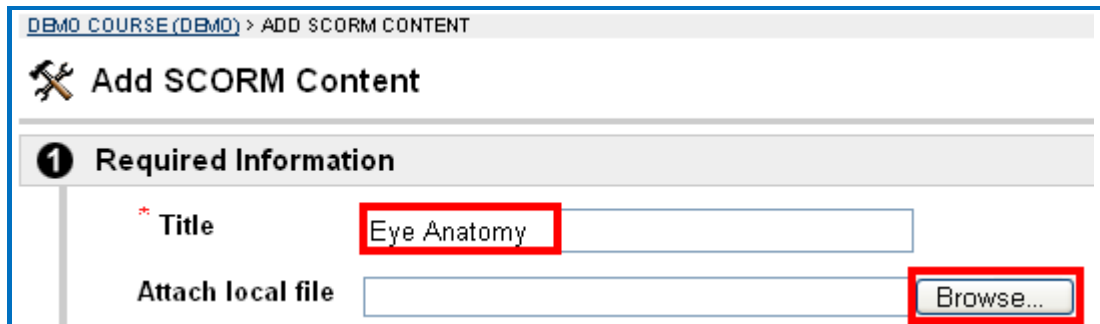
5. Select one of the **Content Areas** (Course Information, Course Documents, Assignments, or External Links--see below).



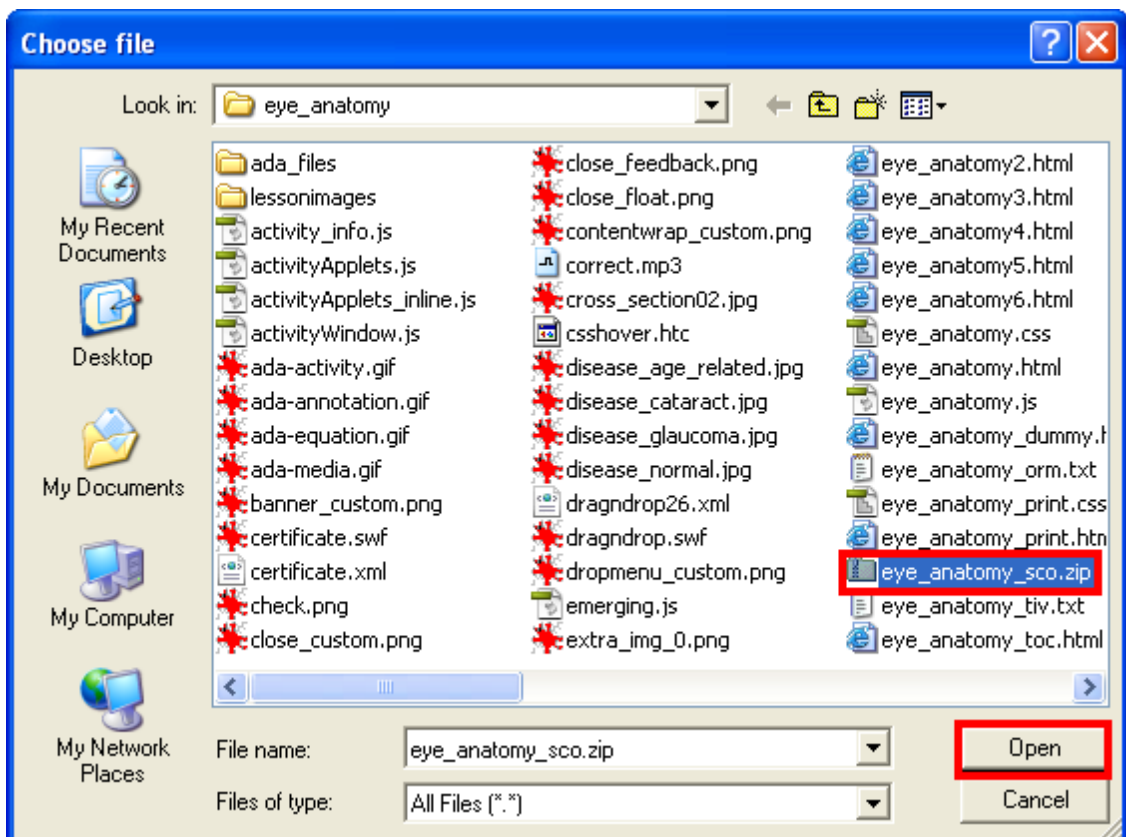
6. **IMPORTANT:** At the top right, from the **Select** dropdown menu, choose **SCORM Content**. Then click **Go** (see below).



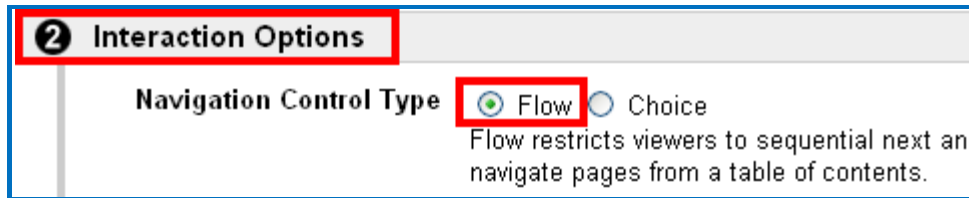
7. Type a title for your lesson and then click Browse (see below).



8. Navigate to your lesson folder and open your lesson folder. Click on your **_sco.zip** file to select it and click **Open** (see below).



9. After selecting your _sco.zip file (see above), under the **Interactions Options** area, for the **Navigation Control Type** select **Flow**.

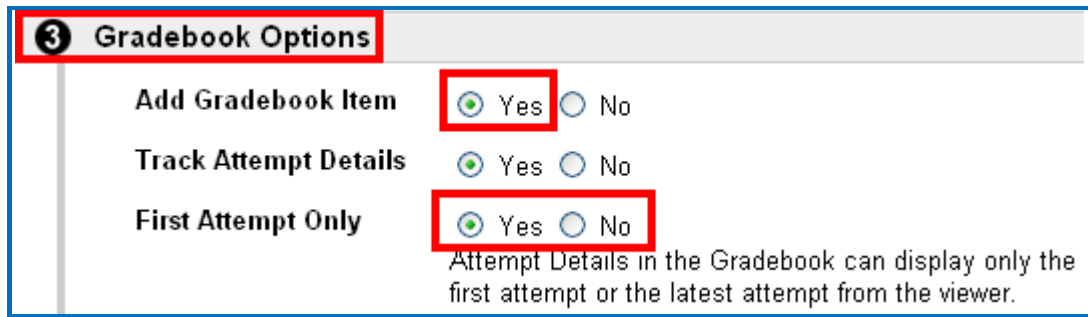


2 Interaction Options

Navigation Control Type Flow Choice

Flow restricts viewers to sequential next and navigate pages from a table of contents.

10. In the Gradebook Options area, for **Add Gradebook Item** select **Yes** (see below). **IMPORTANT:** For **First Attempt Only**, select **Yes** if you chose **Single Attempt Or Multiple Attempts Until Complete** in your lesson in LessonBuilder (For more details, see [Student Completion Options](#).)



3 Gradebook Options

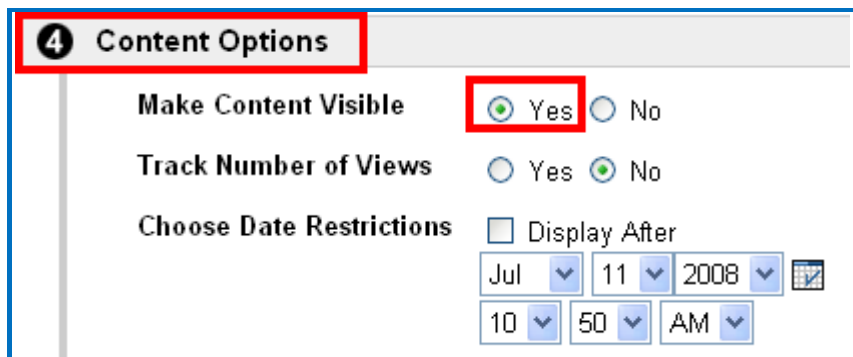
Add Gradebook Item Yes No

Track Attempt Details Yes No

First Attempt Only Yes No

Attempt Details in the Gradebook can display only the first attempt or the latest attempt from the viewer.

11. Scroll down to the **Content Options** area. If you want to make the lesson available immediately, leave the default settings (see below).



4 Content Options

Make Content Visible Yes No

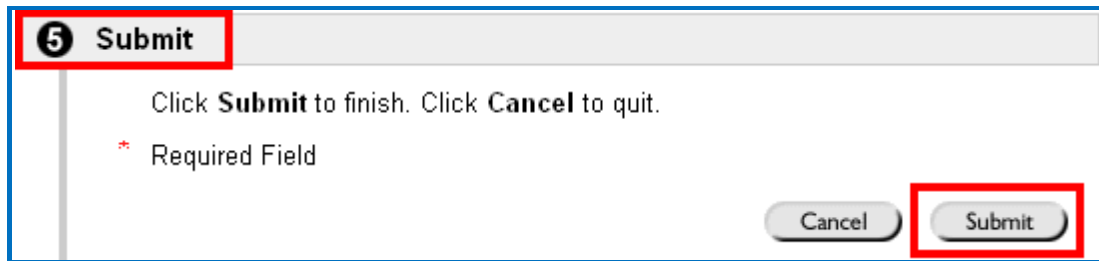
Track Number of Views Yes No

Choose Date Restrictions Display After

Jul 11 2008

10 50 AM

12. Scroll down to the **Submit** area and click **Submit** (see below).



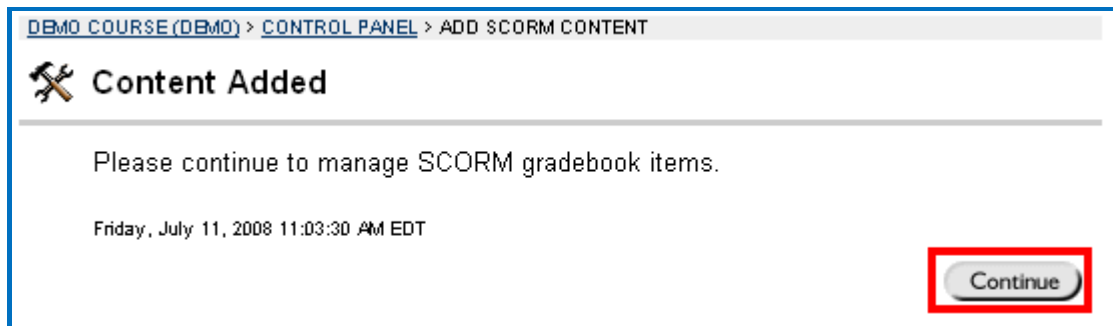
5 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

13. At the **Content Added** screen, click **Continue** (see below).



DEMO COURSE (DEMO) > CONTROL PANEL > ADD SCORM CONTENT

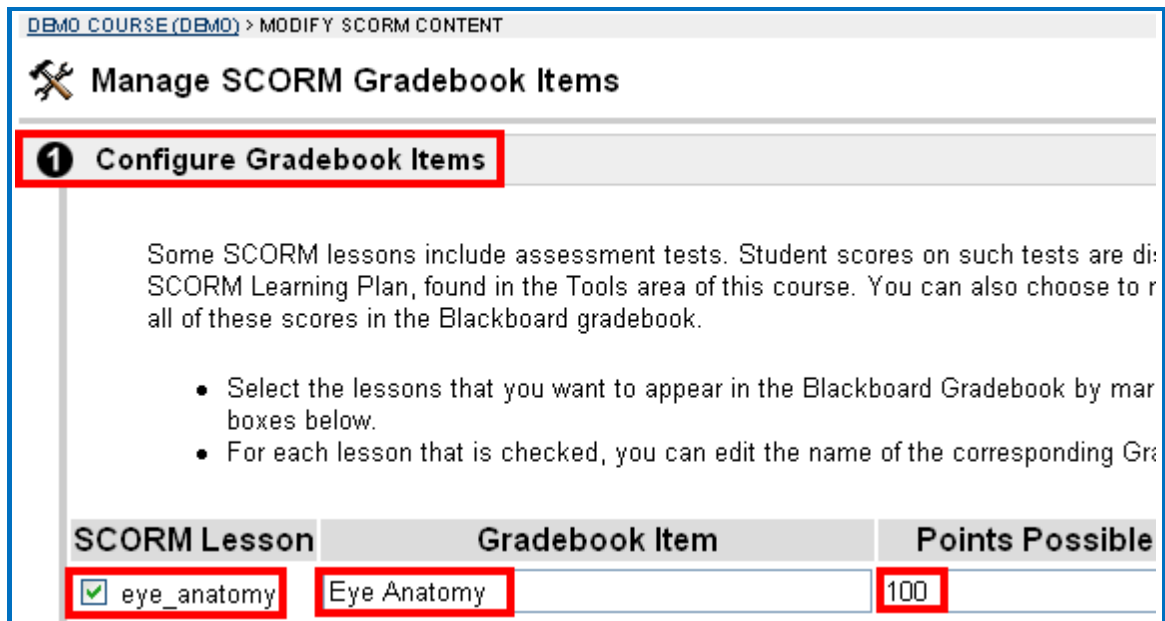
Content Added

Please continue to manage SCORM gradebook items.

Friday, July 11, 2008 11:03:30 AM EDT

Continue

14. At the **Manage SCORM Gradebook Items** screen (see below), select the checkbox for the lesson. Edit the **Gradebook Item** name if necessary. Enter the **Points Possible**, which should be the same as the total points you assigned to your Activities and QuizPoppers within your lesson.



DEMO COURSE (DEMO) > MODIFY SCORM CONTENT

Manage SCORM Gradebook Items

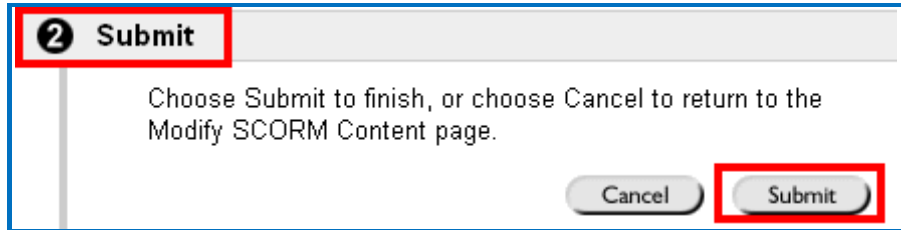
1 Configure Gradebook Items

Some SCORM lessons include assessment tests. Student scores on such tests are displayed in the SCORM Learning Plan, found in the Tools area of this course. You can also choose to include all of these scores in the Blackboard gradebook.

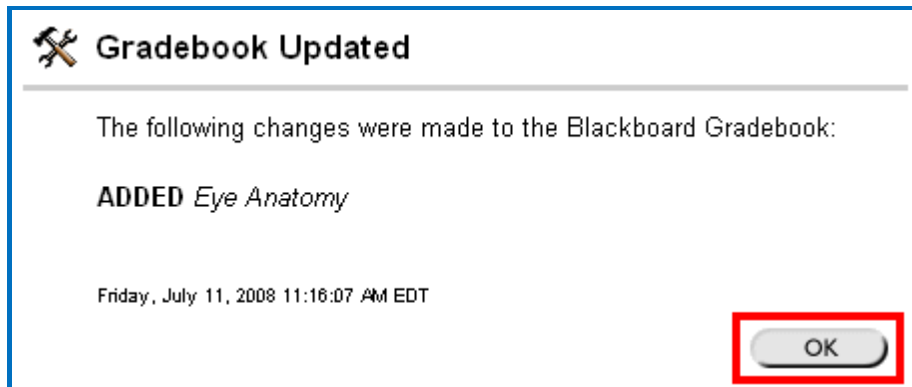
- Select the lessons that you want to appear in the Blackboard Gradebook by marking the checkboxes below.
- For each lesson that is checked, you can edit the name of the corresponding Gradebook Item.

SCORM Lesson	Gradebook Item	Points Possible
<input checked="" type="checkbox"/> eye_anatomy	Eye Anatomy	100

15. In the **Submit** area, click **Submit** (see below).



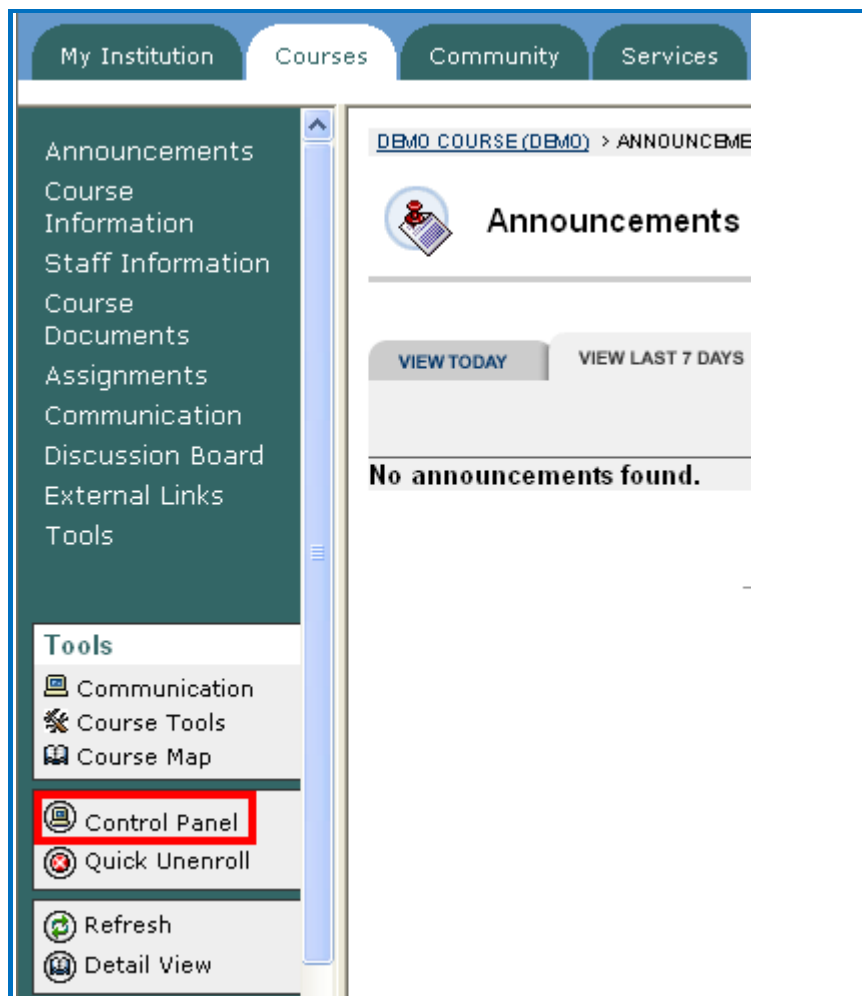
16. At the **Gradebook Updated** screen, click **OK** (see below).



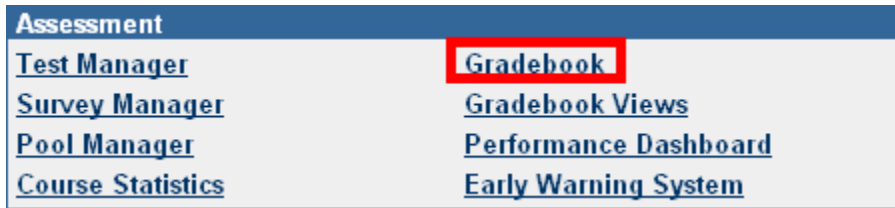
In Blackboard: View the Lesson Scores in the Gradebook

After your students have finished your lesson, then you can view their scores in your Blackboard gradebook using the steps below.

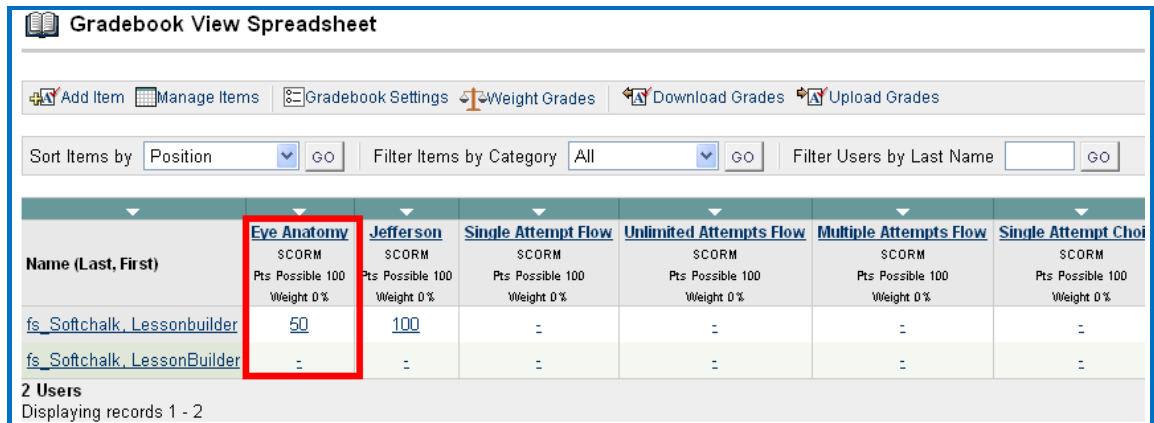
1. Log into your Blackboard account.
2. At the top of your screen, click the **Courses** tab.
3. Within the **Course List**, click on your course to select it.
4. At the bottom left in the **Tools** area, select **Control Panel**.



- In the **Assessment** area, select **Gradebook** (see below).




- If necessary, scroll to the right to view the grades for your lesson (see below).



- Click on the grade to get more details (see below).



- On the **Modify Grade** screen, if you want to change the grade, click in the **Calculated Grade** cell and type in a new grade. Then click **Submit**.


 **Modify Grade**

Enter or modify a Grade for the Item. Click View to access any available student attempt details related to this item.

Student Name	Item Name	Due Date	Last Submitted/Modified Date	Calculated Grade	Points Possible	Average Score	Weight	
Lessonbuilder fs_Softchalk (fs_softchalk2)	Eye Anatomy (SCORM)		Sep 30, 2008 12:35 PM	<input type="text" value="75"/>	100.0	50	0.0	View

- On the **Modify Grade** screen, if you want to view more information (e.g. the student's time to complete the lesson and the student's response to individual questions), click **View** (see below).

Clicking on **View** will take you to the **Attempt Details** screen (see the next page).

 **Modify Grade**

Enter or modify a Grade for the Item. Click View to access any available student attempt details related to this item.

Student Name	Item Name	Due Date	Last Submitted/Modified Date	Calculated Grade	Points Possible	Average Score	Weight	
Lessonbuilder fs_Softchalk (fs_softchalk2)	Eye Anatomy (SCORM)		Sep 30, 2008 12:35 PM	<input type="text" value="75"/>	100.0	50	0.0	View

10. On the **Attempt Details** screen, you can view the time to complete a lesson, the completion status and the student's response to individual items (see below).

You can also click **Clear Attempt** if you want to remove the information (including the grade) for that student's attempt. Then click **OK**.

Attempt Details: Eye Anatomy

1 Gradebook Information

Student Name: Lessonbuilder fs_Softchalk
Clear Attempt: Clearing the attempt will remove any Responses and Results currently displayed and allow the page to display the student's next attempt. [Clear Attempt](#)

2 Learning Object Interactions

Suggested point value is provided in parentheses, if available, beside the Learning Object Name.

Learning Object Name	Total Time	Status	Scaled Score	Learner Response	Result
eye_anatomy	00:00:8.72	completed	50 out of 100	Q1: true Q2: false	correct wrong

3 Grade

Grade out of 100.0

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

[Cancel](#) [Submit](#)

Students Accessing Your Lesson

Your students will need to log into Blackboard and select your course. Then they click on the appropriate link (Assignments or Course Documents, etc.) and then click the link to your lesson.

IMPORTANT: If your lesson is in a SCORM format, then *your students will need to use Internet Explorer on a Windows computer*. Using Internet Explorer on a Windows computer allows the grades to be recorded correctly in the gradebook.

Because of Blackboard limitations with SCORM, using a Macintosh and having grades recorded into the gradebook is problematic.

Revising a Lesson after It Has Been Uploaded into Blackboard

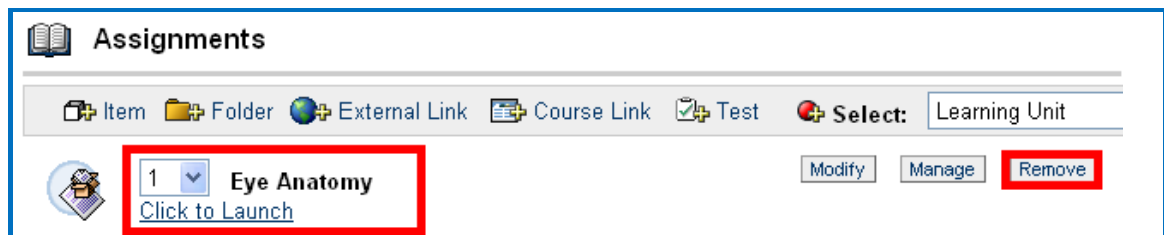
Basically, you first remove the lesson in Blackboard (see below). Then you make the changes to the lesson in LessonBuilder and package the lesson again. Finally, you upload the lesson.

IMPORTANT: When you remove a lesson, be aware that the grades for that lesson remain in the gradebook. (You can delete a lesson column in the gradebook if you want.)

When you upload the revised lesson, then your students can re-take this new lesson. In other words, you can't replace a lesson in Blackboard. You can remove a lesson and upload a revised lesson (which acts like a new lesson as far the Blackboard grading goes).

In Blackboard: Remove the Lesson

1. In Blackboard, select your course to bring up your lesson list. (See [page 4](#) of this handout for details on selecting your course.)
2. Once you see your lesson, click **REMOVE** (see below).



In LessonBuilder: Make Changes and Package the Lesson

1. Start LessonBuilder on your local computer and open your original lesson. (**File/Open Recent** or **File/Open** and navigate to your lesson folder and click on any .html file within your lesson folder to open your lesson.)
2. Make your changes in LessonBuilder and save your lesson.
3. Choose **File/Package Lesson/Zip Format** or **File/Package Lesson/SCORM 1.2 Format**.

In Blackboard: Upload the Lesson

1. Upload your lesson as a [standard .zip file](#) or [SCORM file](#).

Link to a Discussion Forum within a Lesson

(The following instructions assume you already have a forum set up under the Discussion Board.)

1. **IMPORTANT:** Log into your Blackboard account *as a student* (rather than as the instructor).
2. At the top of your screen, click the **Courses** tab.
3. Within the **Course List**, click on your course to select it.
4. At the bottom left in the **Tools** area, select **Control Panel**.
5. Within the **Course Tools** area, select **Discussion Board** (see below).



6. Right-click on the name of your forum and choose **Copy Shortcut** (see below).
7. Start LessonBuilder and open your lesson.
8. Select some text in your lesson.
9. Choose **Insert/Hyperlink**.
10. In the **URL or Selected file** area, use **Ctrl+V** to paste the link (or right-click and choose **Paste**.)
11. Select **Open the link in a new window**. Click **OK**.
12. Save and package your lesson as a .zip or SCORM 1.2 format.
13. Upload your .zip or _sco.zip file using the instructions found earlier in this handout.

IMPORTANT: The link will only work when you're in Blackboard (not if you preview your lesson on your local computer).

If your students get an **Access Denied Error**, then you may have neglected to log in as a student. See Step #1 above.

Help

If you have problems, questions or comments, please contact us at help@softchalk.com or visit our website at www.softchalk.com

Copyright Information

SoftChalk LessonBuilder 4

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