

Academic Innovation & eLearning

Publishing from SoftChalk to Blackboard - Spring 2017 Semester

The LLCC Blackboard system was moved to a hosted environment over the winter break. This change will require SoftChalk users who want to publish lessons to update their server settings in the SoftChalk software. Please take the following steps to update your server settings in SoftChalk:

Step 1:

Open SoftChalk

Step 2:

Go to File > Manage Publish Accounts

Step 3:

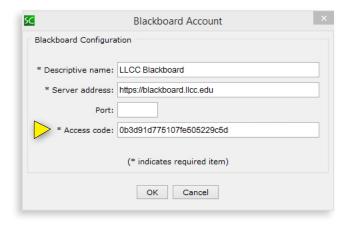
Highlight your existing account and click Edit

Step 4:

You will need to update the following fields:

Server Address: https://blackboard.llcc.edu
Access Code: this code needs to be copied from the
Control Panel of the Blackboard server. Find it by
going to Blackboard and then:

- Control Panel > Course Tools > SoftChalk
 Publish with ScoreCenter
- Click Submit
- Copy the code that appears and paste it into the Access Code field.



Step 5:

5. Click **OK**. You should now be able to publish to Blackboard as before.

If you have any technical problems with this process, please call **Barry Lamb** at (217) 786-2334 | <u>barry.lamb@llcc.edu</u> or **Gary Bach** at (217) 786-2345 | <u>gary.bach@llcc.edu</u>

