



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.

Blackboard Account

Blackboard Configuration

* Descriptive name:

* Server address:

Port:

* Access code:

(* indicates required item)

OK Cancel

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 | barry.lamb@llcc.edu or **Gary Bach** at (217) 786-2345 | gary.bach@llcc.edu*

