Setting up SoftChalk to Publish Lessons in Blackboard 8

Important Note: Complete Steps 1 & 2 the first time you publish SoftChalk Lessons on your office and/or home computers and any time you use a public campus computer. (It's recommended that public campus computers are rebooted after using SoftChalk to publish Lessons).

Step 1: Getting your unique access code from Blackboard

1. Go to any Blackboard course that you are teaching
2. In that course, go to the **Control Panel > Course Tools area > click on SoftChalk v6 Publish > click Submit**
3. You will see the following confirmation message:

> The unique access code below has been generated for use in *SoftChalk LessonBuilder v6*.
> *<your unique access code consisting of numbers and letters>*

4. Copy your unique access code from Blackboard

Step 2: Entering your unique access code into SoftChalk

1. Start SoftChalk
2. From the **SoftChalk menu bar**, choose **File > Publish Lesson**
3. Click the **Servers tab** and choose **New**
4. Server Type Selection > choose Blackboard from the drop down menu
5. Enter the following required info, then click **OK**

Step 3: Publishing your SoftChalk Lessons to your Blackboard courses

Access detailed instructions from SoftChalk about publishing your Lessons by visiting:
http://courses.durhamtech.edu/wiki/images/3/32/SCPublish.pdf