## 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

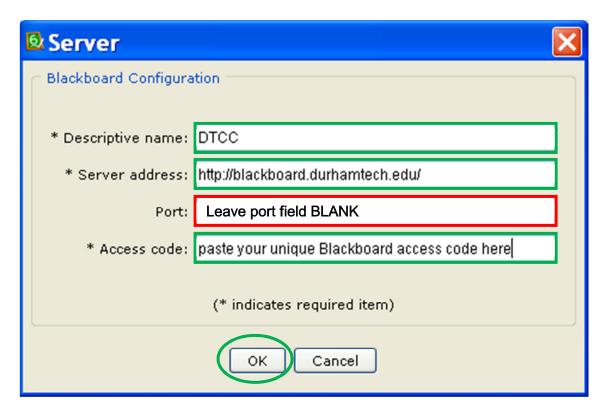
- 1. Go to any Blackboard course that you are teaching
- 2. In that course, go to the Control Panel > Course Tools area > click on SoftChalk v6
  Publish > click Submit
- 3. You will see the following confirmation message:

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**
- 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

Access detailed instructions from SoftChalk about publishing your Lessons