



Blackboard - Direct Integration Instructor Self Service including Grade Sync

Table of Contents

Overview	2
Add Links to My Course	2
Manage Grade Sync	5
Enable Grade Sync for Course/Individual Assignments	6
Disable Grade Sync for Course/Individual Assignments	7
Refresh Grade Columns	7
Refresh List.....	8
MyLab/Mastering Settings	8
XL Platform	8
Pegasus Platform.....	9
Mastering Platform.....	11
Edit Start Date	12
View Class Roster	12

Overview

Pearson offers **Direct Integration** between Blackboard and its MyLab/Mastering and products. As a part of the integration, we also provide Instructor Self Service functionality with the Blackboard Learning Management System. This includes the ability for instructors to:

- Create Common Cartridges with integration links specific to their course, including assignment deep links.
- Push integration links directly to their course (*for some institutions*).
- Enable/disable grade sync at a course or assignment level.
- Refresh/re-sync missing or deleted grade columns and items.
- Review grade sync status for their course.
- *For customers using the Direct Integration Opt-in/out functionality, you will also have the option to edit the Start Date for your opting period.*

Add Links to My Course

The **Add Product Links** feature will give you the ability to create your own bundle of integration links based on your individual course needs. These link bundles can include the standard links delivered by Pearson as part of the integration, as well as custom assignment links created on demand within your course. This gives you the greatest flexibility to utilize the integration to add links to assignments as they are created. Here are the steps to follow to create your own bundle:

1. Access the **Instructor Self Service** link within your course.
2. Click on the **Add Product Links** button or **Add Product Links** tab.
3. From **Step 1: Standard Links**, select any links that you would like to include in the link bundle, if any.
4. Click **Next Step**.
5. From **Step 2: Custom Links**, select assignment links that you would like to include in the link bundle, if any. If you aren't seeing your assignment(s), follow these steps:
 - a. Make sure your assignments meet the [minimum requirements](#) for deep linking.

- b. Within the **Step 2: Custom Links** section, click on **Refresh list**. It can take up to 15 minutes for any newly created assignments to appear in the **Create custom links** list.

Course Management Home Add Product Links Grade Sync

Add Links To My Course

Step 1: Standard Links
no links selected

Step 2: Custom Links
no links selected

Step 3: Download Link Bundle
no links selected

Select the links you would like to add to your course

<input type="checkbox"/>	Title	Launch URL
Create custom links by selecting from the list below.		

Create custom links by selecting from the list below

<input type="checkbox"/>	Title
No additional items have been retrieved from MyMathLab/MathXL for Higher Ed. You can click the refresh list button below to fetch updates.	

Refresh list Create custom Links

Next Step

FIG. 1: Refresh list. Click “Refresh list” to populate your MyLab/Mastering assignments.

Course Management Home Add Product Links Grade Sync

Add Links To My Course

Step 1: Standard Links
no links selected

Step 2: Custom Links
no links selected

Step 3: Download Link Bundle
no links selected

Select the links you would like to add to your course

<input type="checkbox"/>	Title	Launch URL
Create custom links by selecting from the list below.		

Create custom links by selecting from the list below

<input type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Chapter O Homework
<input checked="" type="checkbox"/>	Chapter R Post-Test
<input checked="" type="checkbox"/>	Chapter R Pre-Test
<input checked="" type="checkbox"/>	Chapter R Review Homework
<input type="checkbox"/>	Chapter R Review Quiz
<input type="checkbox"/>	Section R.1 Homework
<input type="checkbox"/>	Section R.2 Homework
<input type="checkbox"/>	Section R.3 Homework
<input type="checkbox"/>	Section R.4 Homework
<input type="checkbox"/>	Section R.5 Homework
<input type="checkbox"/>	Section R.6 Homework
<input type="checkbox"/>	Section R.7 Homework

Refresh list **Create custom Links**

Next Step

FIG. 2: Create custom links. Click “Create custom links” to generate launch URLs for your assignments.

Course Management Home Add Product Links Grade Sync

Add Links To My Course

Step 1: Standard Links *no links selected* Step 2: Custom Links *4 links selected* Step 3: Download Link Bundle *4 links selected*

Select the links you would like to add to your course

<input type="checkbox"/>	Title	Launch URL
<input checked="" type="checkbox"/>	Chapter O Homework	https://app.willolabs.com/launch/vXbRdk/b7vBqD2S
<input checked="" type="checkbox"/>	Chapter R Post-Test	https://app.willolabs.com/launch/vXbRdk/H7nQNmH
<input checked="" type="checkbox"/>	Chapter R Pre-Test	https://app.willolabs.com/launch/vXbRdk/KSVvYBky
<input checked="" type="checkbox"/>	Chapter R Review Homework	https://app.willolabs.com/launch/vXbRdk/XcGcaynW

Create custom links by selecting from the list below.

[Next Step](#)

Create custom links by selecting from the list below

<input type="checkbox"/>	Title
<input type="checkbox"/>	Chapter R Review Quiz
<input type="checkbox"/>	Section R.1 Homework
<input type="checkbox"/>	Section R.2 Homework
<input type="checkbox"/>	Section R.3 Homework
<input type="checkbox"/>	Section R.4 Homework
<input type="checkbox"/>	Section R.5 Homework
<input type="checkbox"/>	Section R.6 Homework
<input type="checkbox"/>	Section R.7 Homework

[Refresh list](#) [Create custom Links](#)

FIG. 3: Assignment Launch URLs. The assignments selected in the previous step now have Launch URLs generated.

6. Click **Next Step**.
7. Choose one of the following options:
 - a. **Push Links Directly to My Course:** This option will push the links directly to your Blackboard course. They will populate within a folder in your course's Content area.
 - i. *NOTE: This option may not be available for your institution. It requires additional permissions from your Blackboard's API that your Blackboard Administrator will need to configure. If you're interested in this functionality, please contact your Pearson Account Manager or Sales Representative.*
 - b. **Download CSV:** With this option, a CSV file containing the launch URLs for each link will download to your computer. You can then manually build the LTI link in your course. For help [adding an LTI link to your course](#), please follow the steps below in the Frequently Asked Questions section of this document.
 - c. **Download a Common Cartridge (recommended):** With this option, a Common Cartridge containing the links will download to your computer. You can then import the cartridge directly into your course. For help with [importing a Common Cartridge into your course](#), please follow the steps below in the Frequently Asked Questions section of the document.

8. Click **Submit**.

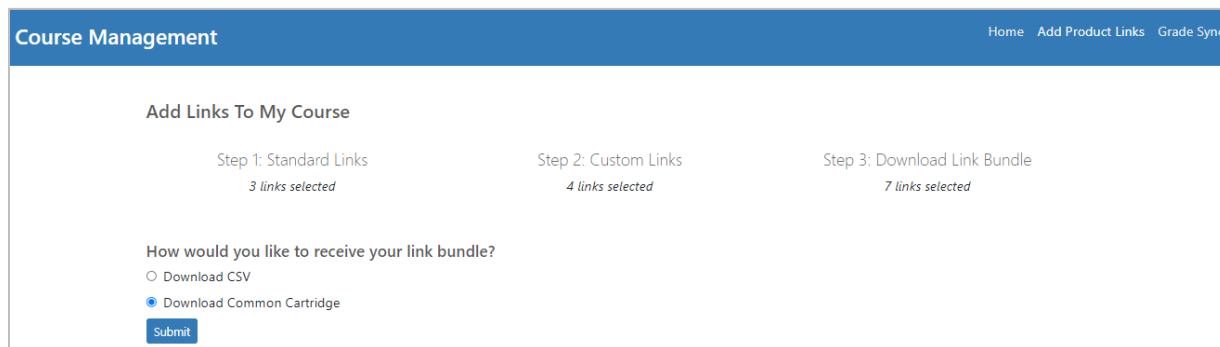


FIG. 4: Step 3: Download Link Bundle (standard). Choose to “Download CSV” or “Download Common Cartridge,” and click the “Submit” button.

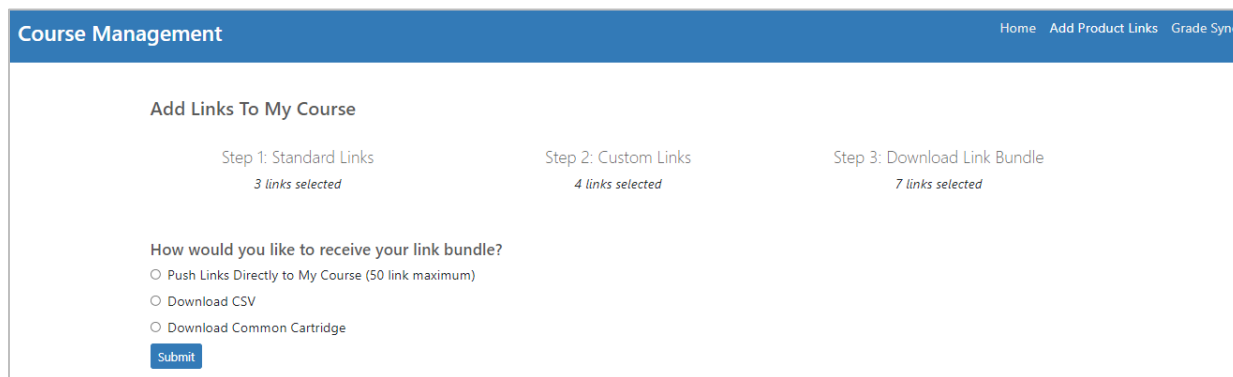


FIG. 5: Step 3: Download Link Bundle with “Push Links to Course” (available at some institutions). Choose to “Push Links Directly to My Course,” “Download CSV,” or “Download Common Cartridge,” and click the “Submit” button.

Manage Grade Sync

The **Manage Grade Sync** feature allows you to enable or disable grade sync within your course as a whole or for selected assignments. Additionally, you can check to see when grade sync most recently occurred and refresh grade columns within your Blackboard Grade Center. Below you will find the details on each component.

Grade sync defaults to **Off** in any new course copies. This includes in new Model course creations. *There is one exception to that rule. If you are utilizing Model/Child functionality, any settings set in the Model course section will copy down into new course copies, based on the settings that exist in the Model course at the time of the child course copy and crossover to the Pearson product.*

Enable Grade Sync for Course/Individual Assignments

1. Access the **Instructor Self Service link** within your course.
2. Click on the **Manage Grade Sync** button or **Grade Sync** tab.
3. Click the button beneath “Enable grade sync for this course” to toggle grade sync **On**.
NOTE: If this feature does not appear within the Instructor Self Service, this means that Grade Sync functionality has not been enabled on the Blackboard System level.
4. Click on **Refresh List** to show a list of all assignments that are assigned and available for sync in the course. If you do not see any assignments populate or find that assignments are missing, review the [MyLab/Mastering Settings](#) section to ensure all necessary settings have been applied to MyLab/Mastering assignments.

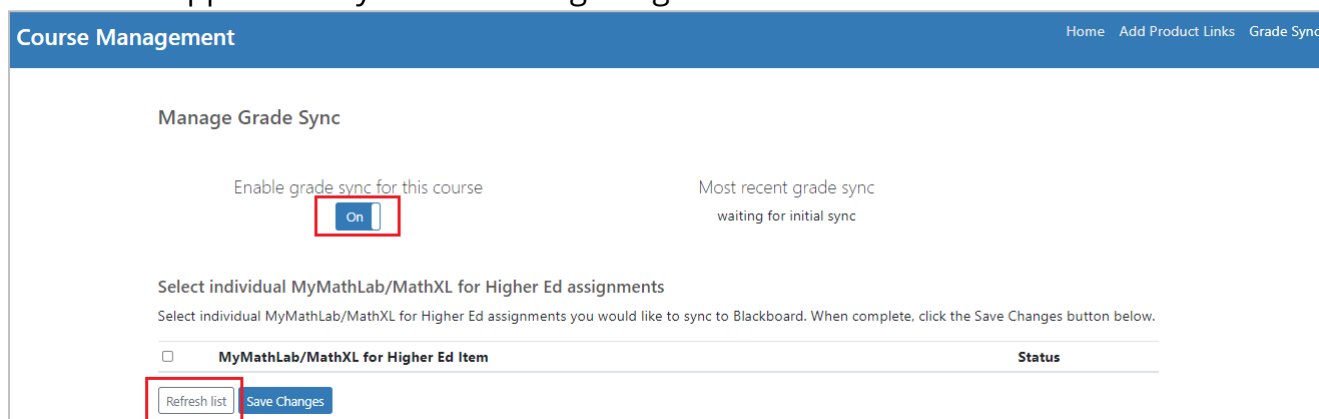


FIG. 6: Enable grade sync for this course. Toggle grade sync “On” in the “Manage Grade Sync” section and then click “Refresh List” to see a list of your MyLab/Mastering assignments.

5. To enable individual assignments, check the box next to the assignments you want to enable and click **Save Changes**. Any items not checked will be marked as “disabled” and will not sync with the Blackboard Grade Center. If an assignment shows as “pending,” that means that the Blackboard grade column does not currently exist and will be created on the next grade sync cycle.

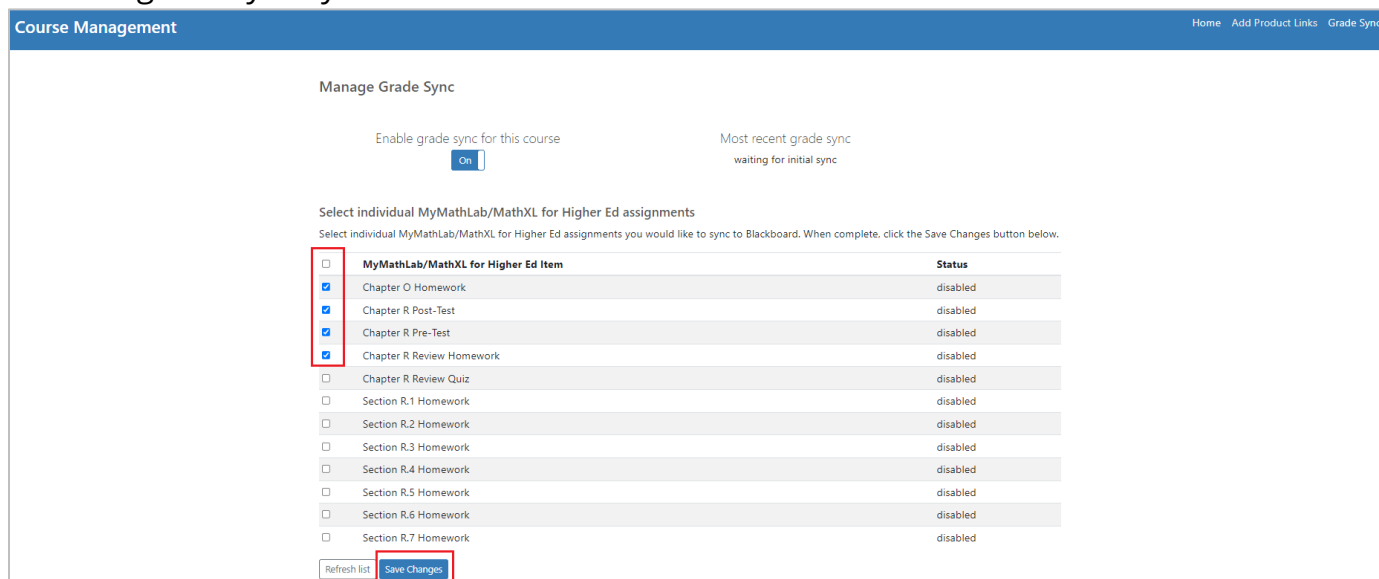


FIG. 7: Enable grade sync for individual assignments. Select the assignments to be synced with the Blackboard Grade Center and click on the “Save Changes” button.

Disable Grade Sync for Course/Individual Assignments

NOTE: If grade sync has previously been enabled either at the course or assignment level and then is disabled, the assignment grade columns and any student grades that have already passed for the assignment(s) will not automatically be removed from your Blackboard Grade Center. However, any new student grades will not pass to existing columns.

1. Access the **Instructor Self Service link** within your course.
2. Click on the **Manage Grade Sync** button or **Grade Sync** tab.
 - a. **To turn off grade sync completely at the course level**, click the button beneath “Enable grade sync for this course” to toggle grade sync **Off**. *NOTE: If this feature does not appear within the Instructor Self Service, this means that Grade Sync functionality has not been enabled on the Blackboard System level.*

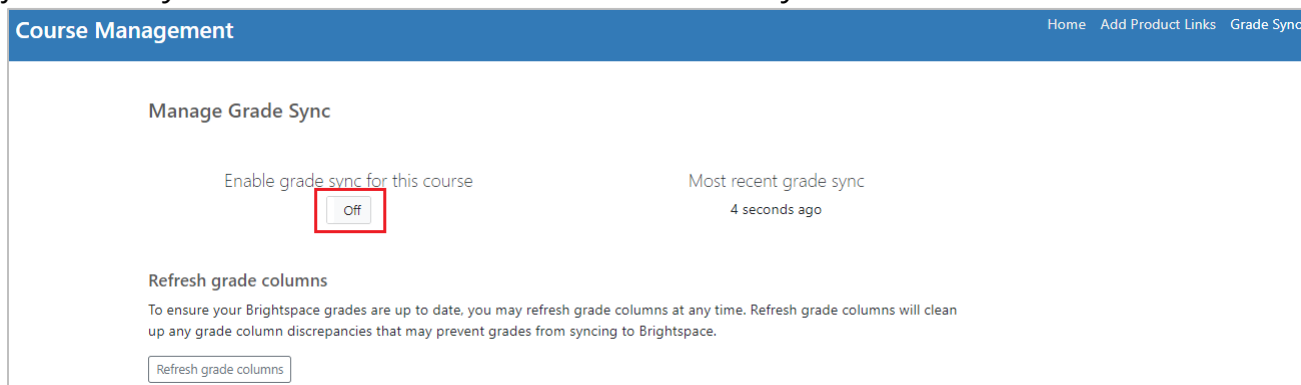
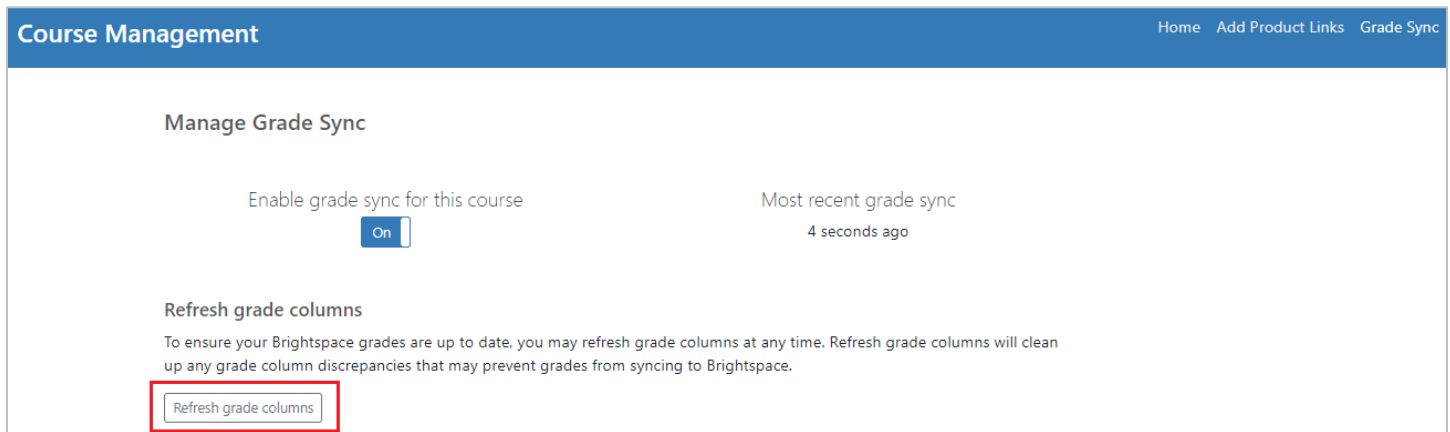


FIG. 8: Disable grade sync for this course. Toggle grade sync “Off” in the “Manage Grade Sync” section.

- b. **To disable grade sync for individual assignments**, follow [Steps 3-5](#) in the “Enable Grade Sync for Course/Individual Assignments section” and leave any assignments un-checked that you do not want to sync with the Blackboard Grade Center. If you want to disable an assignment that was previously enabled, un-check that assignment and click **Save Changes**.

Refresh Grade Columns

This component will give you the ability to add back any Pearson grade columns that were manually removed from your Blackboard Grade Center on the next grade sync cycle. This functionality will only add back columns that are missing from the Blackboard Grade Center and selected as enabled for grade sync under the individual assignments section.



Course Management

Home Add Product Links Grade Sync

Manage Grade Sync

Enable grade sync for this course

On

Most recent grade sync

4 seconds ago

Refresh grade columns

To ensure your Brightspace grades are up to date, you may refresh grade columns at any time. Refresh grade columns will clean up any grade column discrepancies that may prevent grades from syncing to Brightspace.

Refresh grade columns

FIG. 9: Refresh grade columns. Click on this button or re-push deleted grade columns back to the Blackboard Grade Center or clear up any grade discrepancies.

Refresh List

Click on **Refresh List** to show a list of all assignments that are assigned and available for sync in the course. Further information on assignment setting controls in the different MyLab/Mastering platforms can be found in the [MyLab/Mastering Settings](#) section, separated by platform.

MyLab/Mastering Settings

Before you enable Grade Sync in your course, it is necessary to set up the MyLab/Mastering assignments and configure settings relative to its platform. Please reference this [support article](#) or contact your Pearson Account Manager or Customer Success Representative if you are unsure which platform your course is based on.

XL Platform

This platform would include Math, English and Business/Career disciplines with products including (but not limited to) MyLab Math, MyLab Statistics, MyLab Accounting, MyLab Reading/Writing, and MyLab Foundational Skills.

For an item in an XL-based MyLab to sync, it must be assigned in the MyLab Assignment Manager, have a point value, cannot be set to "Omit Results," and be set to "Send to Blackboard" in the MyLab Gradebook. Some MyLabs do not default items to "Send to Blackboard," so it is important to review this setting.

Navigate to your MyLab Instructor Gradebook and click the **Grade Sync Settings** tab.

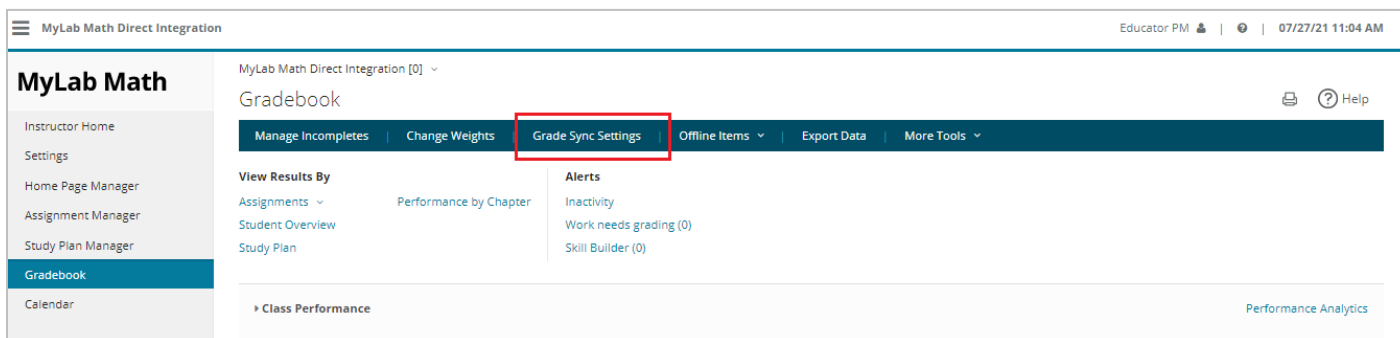


FIG. 10: XL MyLab Gradebook (Lial: College Algebra, 12th Edition). Click on the “Grade Sync Settings” tab in the MyLab Gradebook to choose which assignments to sync to the Blackboard Grade Center.

From here you can choose to sync Raw vs. Weighted Scores and select which assignments should sync with Blackboard.

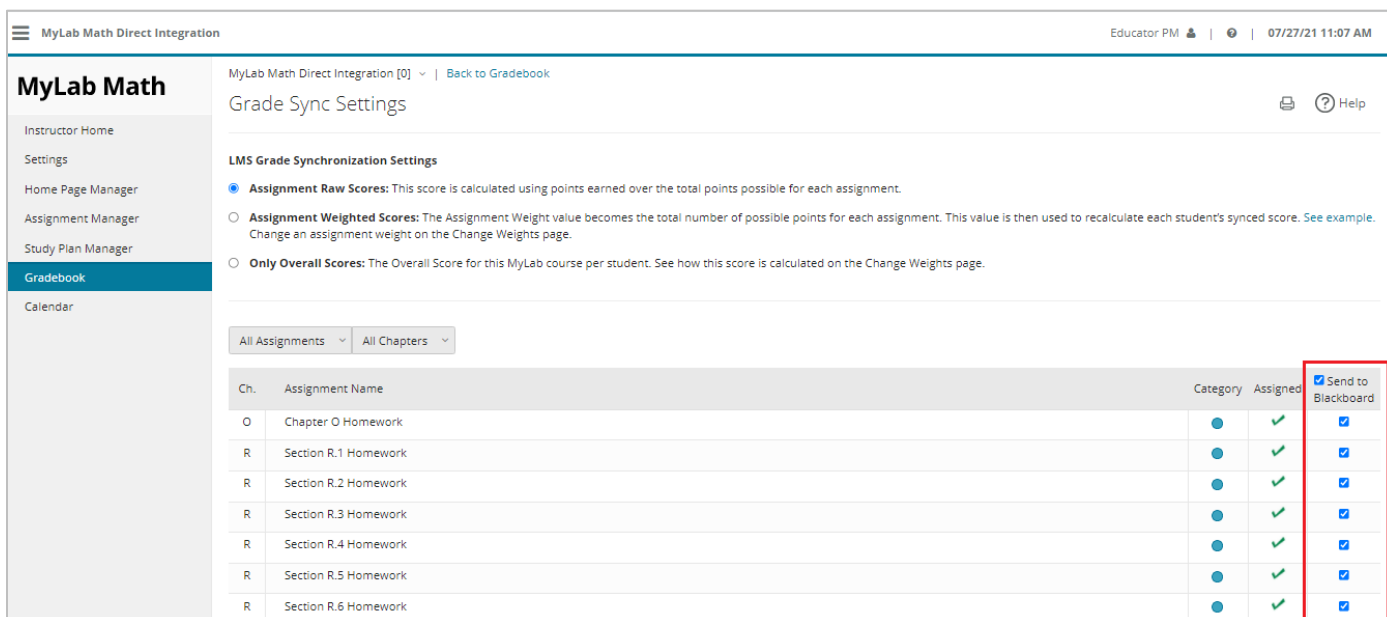


FIG. 11: XL Grade Sync Settings (Lial: College Algebra, 12th Edition). Choose whether to sync Raw or Weighted Scores and select “Send to Blackboard” for assignments you’d like to sync with the Blackboard Grade Center. If an assignment is not checked here, it will not appear in the “Manage Grade Sync” section of the Instructor Self Service.

Pegasus Platform

This platform would include MyLab IT as well as World Languages and products including (but not limited to) MyLab Psychology, MyLab History, MyLab Arts, MyLab Music, and MyLab Communication.

All items are set to sync by default as long as they are assigned and have a point value, but they can be turned off in the MyLab Gradebook. To see which assignments are set to sync, navigate to the MyLab Gradebook, click on the **Grade Sync** button. Items enabled for sync will appear under the “Synced” filter, and the “Item sync” icon will appear next to the assignment.

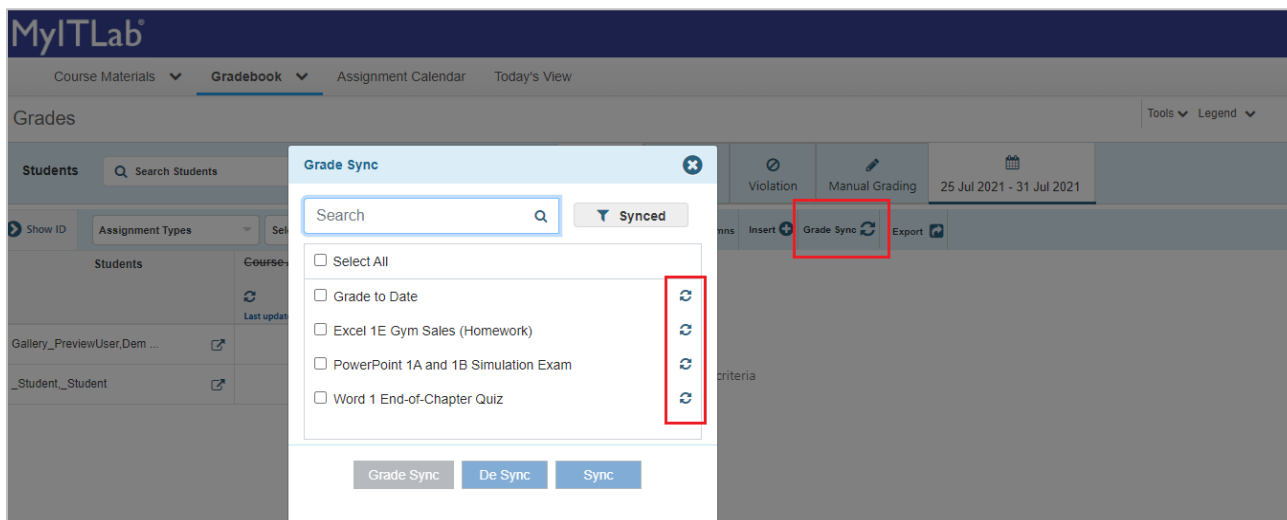


FIG. 12: Pegasus Grade Sync (Gaskin: GO! with Microsoft Office 365, 2019 Edition). Navigate to the “Grade Sync” section of the MyLab Gradebook to confirm the assignment is set to sync. If an assignment is not enabled for sync here, it will not appear in the “Manage Grade Sync” section of the Instructor Self Service.

To turn off sync for assignments, navigate to the **MyLab Gradebook**, click on the **Grade Sync** button, select the item(s) you wish to turn off, and click on the **De Sync** button.

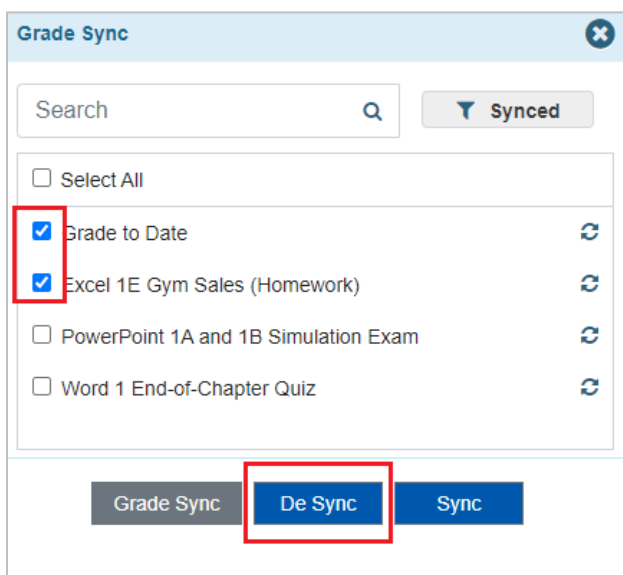


FIG. 13: Pegasus De Sync Assignments (Gaskin: GO! with Microsoft Office 365, 2019 Edition). Navigate to the “Grade Sync” section of the MyLab Gradebook, select the assignments you don’t want to sync, and click the “De Sync” button.

You can resume grade sync for a given item by clicking on the **Grade Sync** button, clicking on the **Synced** button (Pegasus auto-filters to synced assignments), and filtering to **De-Synced** assignments. Select the assignments you want to sync and click the **Sync** button.

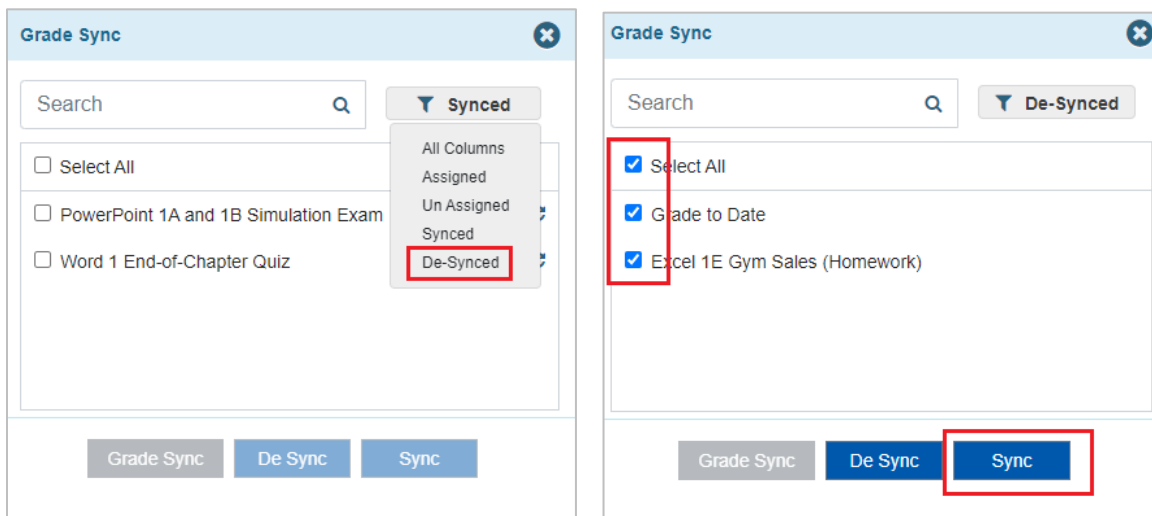


FIG. 14: Pegasus Sync Previously De-Synced Assignments (Gaskin: *GO! with Microsoft Office 365*, 2019 Edition). Navigate to the “Grade Sync” section of the MyLab Gradebook, filter to “De-Synced” assignments, select the assignments you want to sync, and click the “Sync” button.

Mastering Platform

This platform would include all courses in the Science discipline. All items are set to sync by default as long as they are assigned, have a point value, and a due date set. Due date and availability are controlled from the **Edit** button in **Mastering Assignments**.

You cannot turn off assignment sync from the Pearson Mastering course, however you may still control assignments from Blackboard using [Instructor Self Service](#) as detailed in this guide.

# ↑	Title ↕	Category ↕	Due Date/Time ↕	Availability to Students	Edit
1	Introduction to MasteringBiology	Homework	01/02/23 at 11:59pm	From: 01/30/19 at 11:59pm Until: 01/30/23 at 12:00am	
2	Chapter 01 Reading Quiz	Homework	01/02/23 at 11:59pm	From: 01/30/19 at 11:59pm Until: 01/30/23 at 12:00am	
3	Chapter 02 Reading Quiz	Homework	01/02/23 at 11:59pm	From: 01/30/19 at 11:59pm Until: 01/30/23 at 12:00am	
4	Chapter 10 Sample Assignment	Homework	01/02/23 at 11:59pm	From: 01/30/19 at 12:46pm Until: 01/30/23 at 11:59pm	

FIG. 15: Mastering Assignments (Urry: *Campbell Biology*, 11/e). Navigate to “Mastering Assignments” to apply due dates and set availability using the “Edit” button. Point values can be applied by clicking into the menu for the individual assignment, selecting “Edit Assignment,” and then navigating to the “Organization” tab to set point values for each question.

Edit Start Date

NOTE: This feature is only available with institutions that utilize Pearson Direct Integration-managed Opt-in/out functionality. If this feature does not appear within the Instructor Self Service, this means that Opt-in/out functionality is not enabled within the course's Pearson Direct Integration.

The **Edit Start Date** feature allows clients using Pearson Direct Integration Opt-in/out functionality to adjust the start date for the course opting period. Adjustment of this date ensures that the students are able to access the opt-in/out screens if the wrong date was set upon the first course crossover to the Pearson materials. This is the date at which the Census and Open Access Periods will commence.

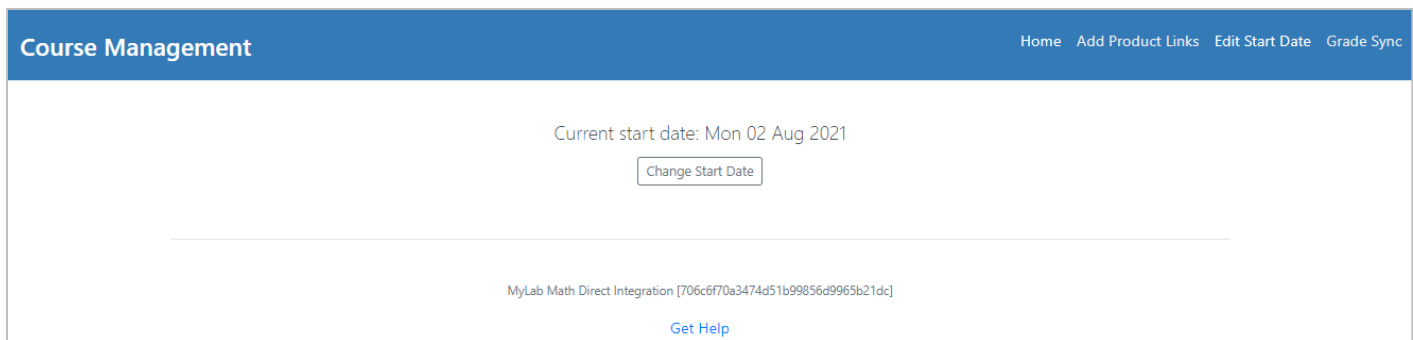


FIG. 16: Edit Start Date. When using Pearson Direct Integration Opt-in/out functionality, use this feature to set your course start date, which is when the Census and Open Access Periods will begin.

View Class Roster

NOTE: This feature is only available with institutions that utilize anonymization. If this feature does not appear within the Instructor Self Service, this means that your institution does not use anonymization.

To conform with Canadian privacy laws, and on-demand for our other customers, we can anonymize user data in Pearson Direct Integration. This hides student names and e-mail addresses in our Integration Support Diagnostics, allowing compliance with privacy standards.

If your institution is using our enhanced user anonymity feature, this means that student names are not directly visible inside your MyLab/Mastering course, so when grades sync, an anonymized alias is passed instead. Our **View Class Roster** feature, conveniently located with our other Instructor Self Service options, gives instructors the chance to match up the anonymized data with their students' names.

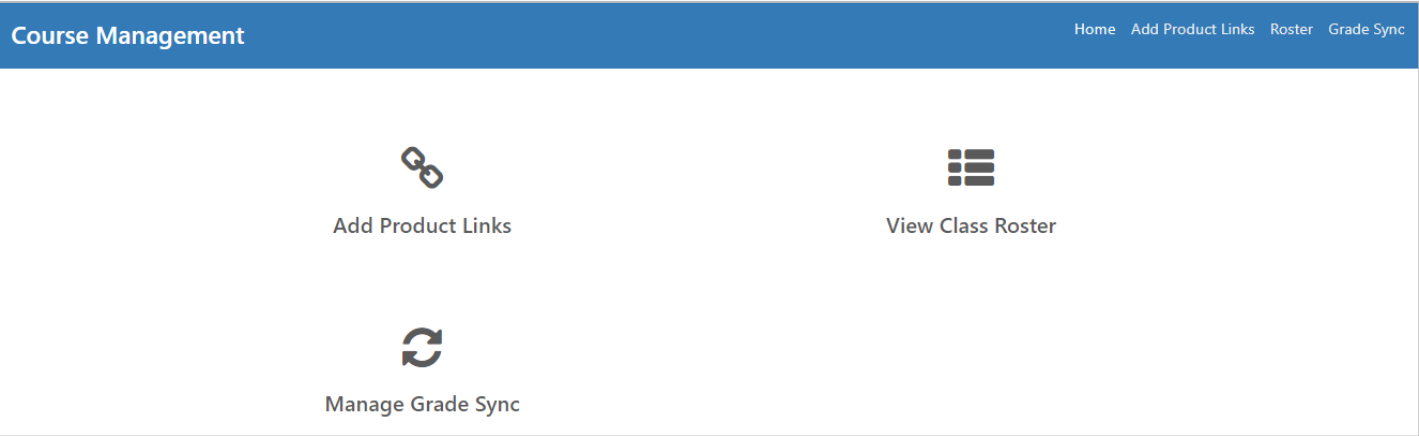


FIG. 17: View Class Roster. When using enhanced anonymization, this feature allows instructors to match up anonymized data with their students’ names.

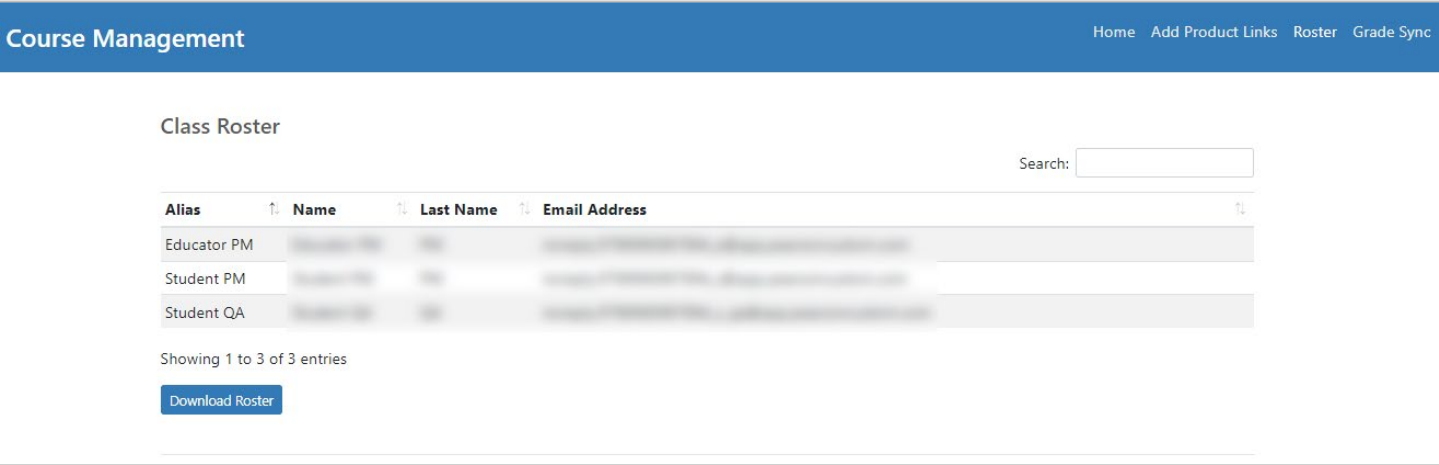


FIG. 18: Class Roster. The Class Roster will allow the instructor to correlate the students anonymized “alias” to their actual name and e-mail. There is also a box to search for a specific student.

Instructor Self Service Details/Frequently Asked Questions

I am missing the Instructor Self Service link within my course. What do I do?	Please contact your Pearson Account Manager, Sales Representative, or Customer Success Representative to have a link created for your course. Links from alternate course deliveries will not work as the integration links are specific for each course delivered.
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Blackboard

<p>What are the minimum requirements for deep linking an assignment?</p>	<p>For XL-based MyLab courseware, it must be assigned in the MyLab Assignment Manager, have a point value, cannot be set to “Omit Results,” and be set to “Send to Blackboard” in the MyLab Gradebook.</p> <p>For Pegasus-based MyLab courseware, the assignment must be set to sync within the MyLab Gradebook. It does not need to be assigned.</p> <p>For Mastering-based courseware, the assignments must be assigned, have a due date set, and a point value greater than zero.</p> <p>If you are unsure about which MyLab or Mastering platform you are currently utilizing, please reference this support article or contact your Pearson Account Manager or Customer Success Representative</p>
<p>How do I create an LTI link in my Blackboard course using the CSV download?</p>	<p>Please review the Blackboard Link Authoring Instructions. Please make sure to check the option for “This link is to a Tool Provider”.</p>
<p>How do I import a Common Cartridge into my Blackboard Course?</p>	<p>Please review the steps for Importing a Common Cartridge into Your Blackboard Course.</p>
<p>Can I change the name of an assignment?</p>	<p>Yes! The API was designed to allow you to change the name of an assignment after the initial sync without issue. However, if you want the API to map to an existing column prior to the initial sync, it must have the exact same name as the MyLab/Mastering item, otherwise a new column/assignment will be created in the Blackboard Grade Center.</p> <p>To see refreshed grade columns after an assignment name has been changed, go to Instructor Self Service > Manage Grade Sync > Refresh Grade Columns to push the column change into the Blackboard Grade Center. You should see the update flow within 15 minutes.</p>

Blackboard

	<p><i>NOTE: Assignment name changes will not flow to assignment deep links. The link will continue to work, but it will retain the original name in your course and in the Instructor Self Service. You may update the name of the link in your course.</i></p>
Will changes I make to the point value or due date of an assignment push to my LMS gradebook?	Yes! Point value and due date changes made to the MyLab/Mastering assignment will flow to your Blackboard Grade Center on the next sync. You can also click Refresh Grade Columns in the Instructor Self Service to push those updates.
I have items in my Blackboard Grade Center I do not want. How can I remove them?	<p>You can delete an assignment column from the Blackboard Grade Center after you sync grades from the MyLab Gradebook.</p> <ol style="list-style-type: none">1. Enter the Blackboard course.2. Click Grade Center > Full Grade Center.3. Scroll horizontally to the assignment you want to delete.4. Click the arrow icon next to the assignment you want to delete and choose Delete Column from the dropdown list.5. The item is removed from the Blackboard gradebook. <p><i>NOTE: The next time you sync grades, the deleted assignment column will re-appear in the Blackboard Grade Center unless you un-check the item in Instructor Self Service.</i></p>
I have duplicate columns in my gradebook. What could be the cause?	<p>When a grade sync column is created, a unique "sync id" will be associated in the description of the column. If this is deleted or modified, it could cause a duplicate column to appear. In Blackboard this is found when viewing the html of a grade column. Please do not delete or adjust this data.</p>

Blackboard

	<p>If you made a course copy and updated your Blackboard Grade Center assignment column titles prior to the initial course grade sync, you may have inadvertently disassociated the columns. Our recommendation is to remove the existing column and update the new duplicate column with any required changes. This process will also work if the “sync id” was accidentally removed or altered.</p>
<p>How does Direct Integration in Blackboard handle extra credit?</p>	<p>While Blackboard does not support pure extra credit, meaning a maximum score of zero, it does support scores in excess of the total, i.e., 12/10 or 120%.</p>
<p>Do assignment deep links copy forward?</p>	<p>Yes! Assignment links copy forward into new course sections.</p> <p><i>NOTE: When creating copies of a Pegasus or Mastering-based courses, it can take up to 15 minutes for deep links to launch the specific assignment.</i></p>