



Instructor Quick Start Guide for
Blackboard Deep Integration
with Macmillan LaunchPad

Version 1.3
2/24/15



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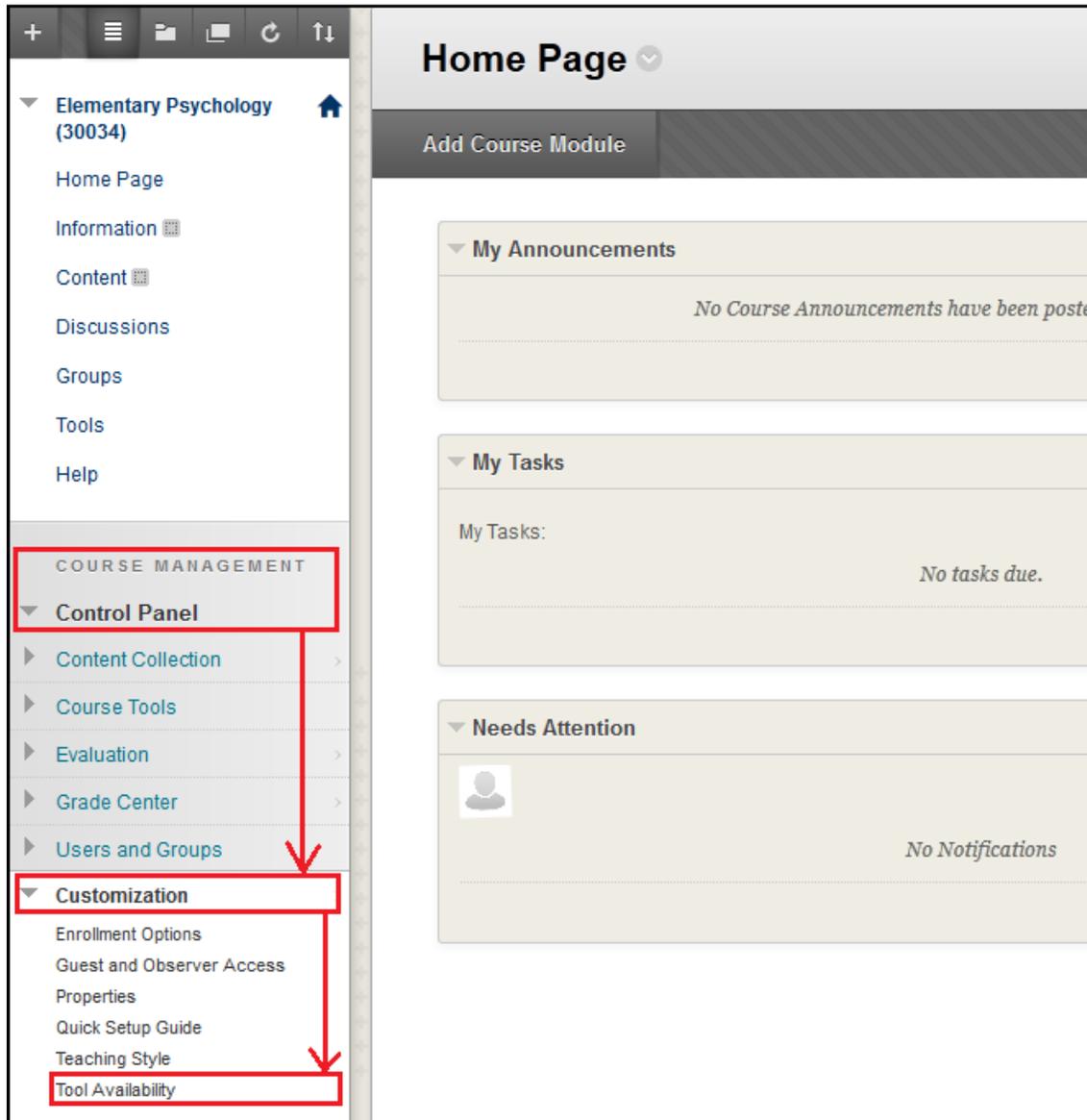
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1. Confirm that the *Commercial Content Tools* are available in your Blackboard course

1.1. On the course home page, in the **Control Panel** of the **Course Management** menu, expand the **Customization** menu.

1.2. Click **Tool Availability**.



Blackboard will display the **Tool Availability** page.



1.3. On the **Tool Availability** page scroll down to the *Commercial Content* and Commercial Content Tools entry and confirm that they have been enabled with a check in the 'Available' and 'Available in Content Area' columns as shown below.

| Tool | Available | Visible to Guests | Visible to Observers | Available in Content Area |
|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Collaboration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commercial Content | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Commercial Content Tools | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If it is not already marked for availability, make them so by clicking the appropriate checkboxes and clicking **Submit** button to save your changes.

Note: If the 'Available' checkbox for Commercial Content Tools is not enabled and you are not able to change it because the checkbox is protected, please contact your Blackboard Administrator. You will be unable to proceed with deep integration until Commercial Content Tools have been enabled in your course.

2. Create a content area for the LaunchPad content

In the Course Menu, create a new content area, provide a convenient name and mark it as *Available to Users*.

The screenshot shows a dialog box titled "Add Content Area" with a red border. It contains a text input field for "Name" with the value "LaunchPad" and a checked checkbox for "Available to Users". At the bottom, there are "Cancel" and "Submit" buttons, with the "Submit" button also highlighted with a red border. The background shows a partial view of the Blackboard interface with "Home Page" and "Add Course Module" visible.

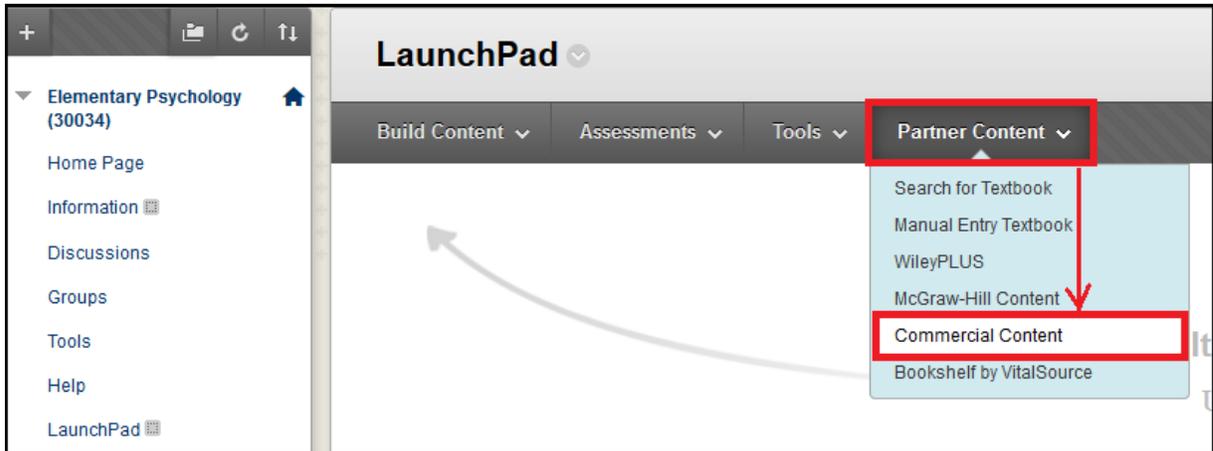


3. Link your Blackboard course to a LaunchPad course

This section is composed of two discrete steps in which the instructor will:

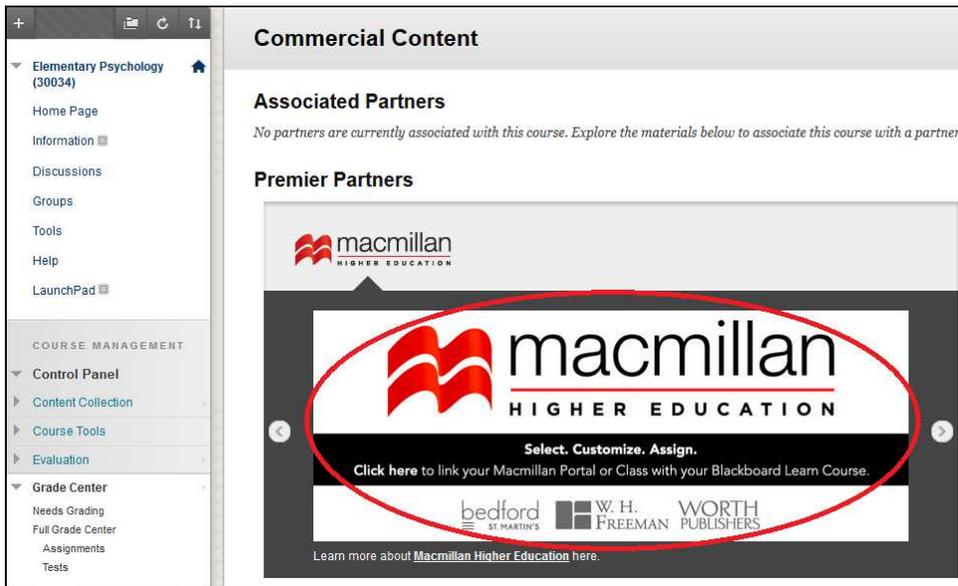
- a) complete SSO registration for their Macmillan instructor account, and
- b) link their Blackboard course to a LaunchPad.

3.2. Proceed to the new content area. Mouse-over the **Publisher Content** tab and select *Commercial Content* from the drop-down list.



Blackboard will display the Commercial Content page.

3.3. On the **Commercial Content** page click any part of the large *Macmillan Higher Education* logo.





3.4. If presented with the **Macmillan Higher Education Launch Page**, select your privacy option and click **Launch**.

Macmillan Higher Education Launch Page
Launch

Cancel Launch

1. User Privacy Information

Prior to accessing the Macmillan Higher Education system, please review the following user privacy information.

If you agree to share your user information, the following will be shared with the Macmillan Higher Education system:

- First name
- Last name
- Email address

If you do not agree, you will be prompted to fill in the user information manually in the partner application. Click Cancel to decline and return to viewing Blackboard content.

For more details, view the [Macmillan Higher Education Privacy Policy](#).

I agree to share my user information with the Macmillan Higher Education system.
 I do not agree to share my user information with the Macmillan Higher Education system.

2. Launch
Click Launch to launch. Click Cancel to quit.

Cancel Launch

Note: If you did not agree on the launch page to let Blackboard automatically share your name and email address with Macmillan Higher Education, you will be prompted to key your email address and password for your LaunchPad instructor account.

3.5 On the login page, key the email address and/or the password for your LaunchPad instructor account and click **LOG IN**.

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Log in
eMail:

Password:

If you have forgotten your password, [click here](#).
New to Macmillan? Please [Register](#).

[Privacy Policy](#) | [Terms of Use](#) | [Accessibility](#) | [Refund Policy](#) | [Customer Service/Support](#)

The **Course Association** page will be displayed (next page).



3.6 On the **Course Association** page, find the LaunchPad course instance that you wish to link to your Blackboard course and click the **Associate** button for it.

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[Back To Blackboard](#)

Want something new?
Browse our available course spaces and request instructor access.

[Browse Our Disciplines](#)
[View Macmillan Catalog](#)

Choose a course to associate

Associate any of the following Macmillan Higher Education courses with your Blackboard course—or create a new course or copy an existing one.

Already know your course key? Enter it here: [Associate Course](#)

New! Launchpad [Create New Course](#)

LaunchPad For Myers's Psychology
David G. Myers

| Course Name | Created | Course ID | Course Tools |
|----------------------------|------------|-----------|---|
| Introduction to Psychology | 01/15/2014 | 363632 | Associate Copy Course |
| Introduction to Psychology | 01/15/2014 | 363321 | Associate Copy Course |

Note: If you don't see the desired LaunchPad course listed on this page contact either your Macmillan sales rep, product specialist or sales engineer.

3.7. In the **Associate Course** module click **Yes, Associate this Course.**

Associate Course

Associating the course listed below means you'll be able to integrate Macmillan Higher Education content and assignments with your Blackboard course.

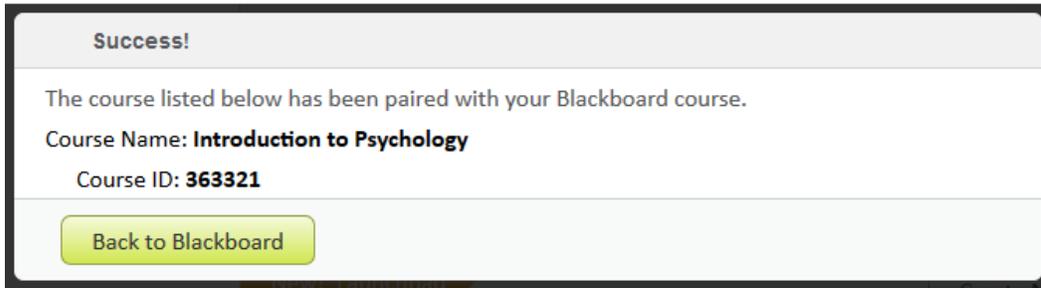
Macmillan Course: **Introduction to Psychology (363321)**

LMS Course: **Elementary Psychology (30034) (51e81064e4b0604dc6f984de-b577382fc55bf568f8ea87104fcef682f7 e7a053709792b7)**

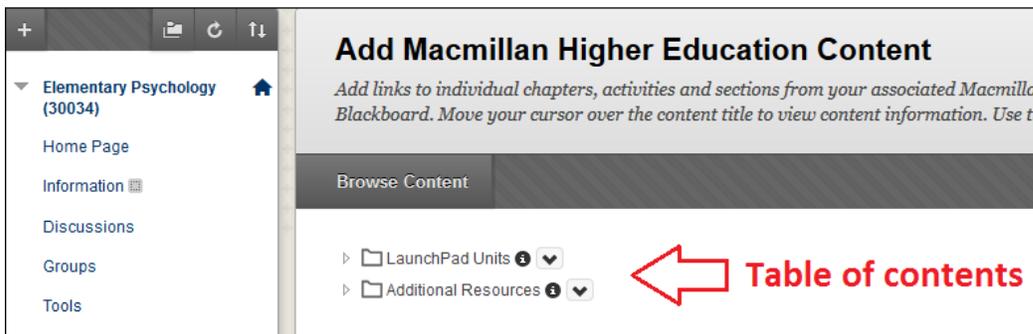
[Yes, Associate This Course](#) [Cancel](#)



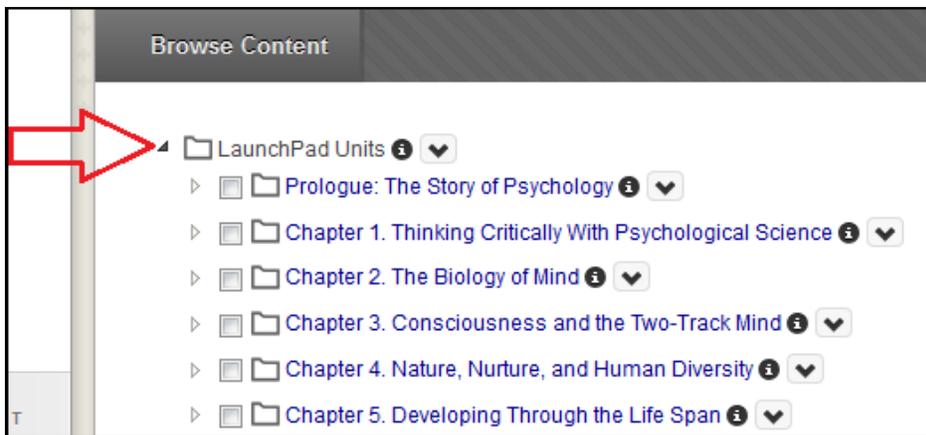
3.8. In the **Success!** box click **Back to Blackboard**.



Blackboard will display the table of contents for the LaunchPad course in the **Add Macmillan Higher Education Content** page.



3.9. The presence of an arrowhead alongside any LaunchPad folder icon indicates that the folder can be expanded to view its contents. To expand the view of a folder, click the arrowhead. Click the arrowhead for the **LaunchPad Units** folder to see all of the units in your LaunchPad course. You can drill down into the components of each LaunchPad unit in the same way.



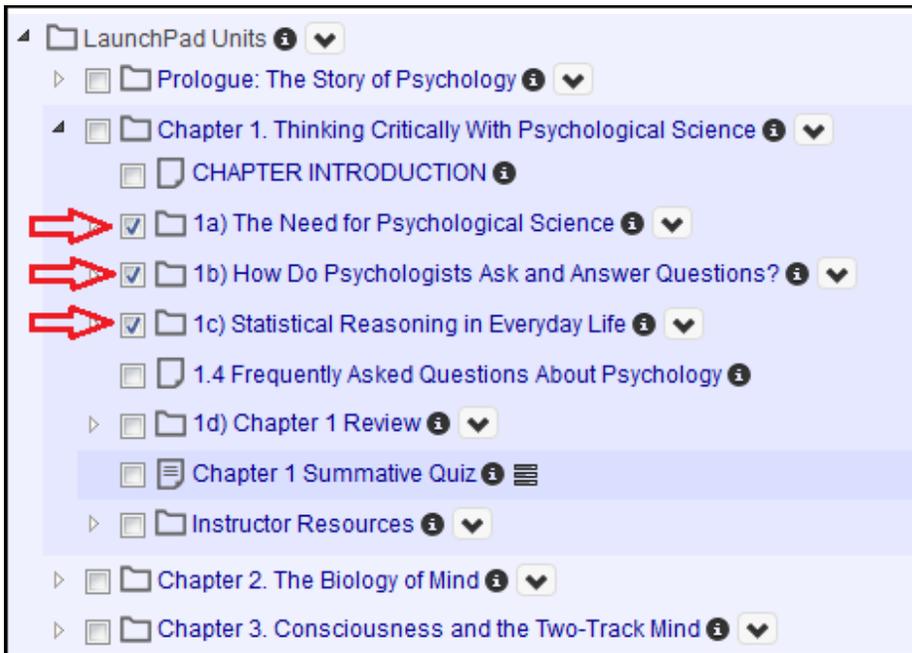
3.10. **Important note:** If this Blackboard course is a copy of Blackboard that you had linked to a similar LaunchPad course, please refer to part 7. **Run a Content Refresh.**



4. Deploy LaunchPad content to your Blackboard course: Non-gradebook Items

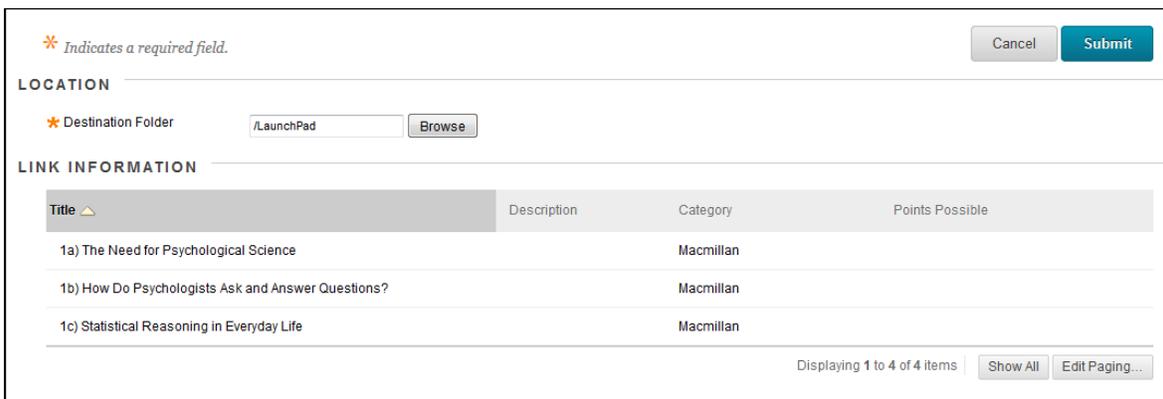
4.1. To preview any item in the table of contents simply click its name. The link will place you directly in that resource in LaunchPad. After reviewing the content you can return to Blackboard by simply closing the browser tab in which the Macmillan content is being displayed.

4.2. To deploy Macmillan content to Blackboard select one or more content items shown in the expanded view by selecting the checkbox for each . . .



. . . and then clicking the **Submit** button at the bottom/right of the page.

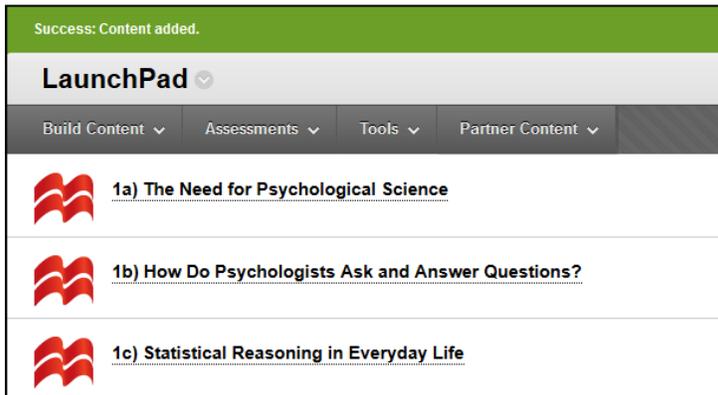
4.3. On the Selected Macmillan Higher Education Content page click **Submit**.



The content page will be re-displayed and will now contain the newly deployed content items.

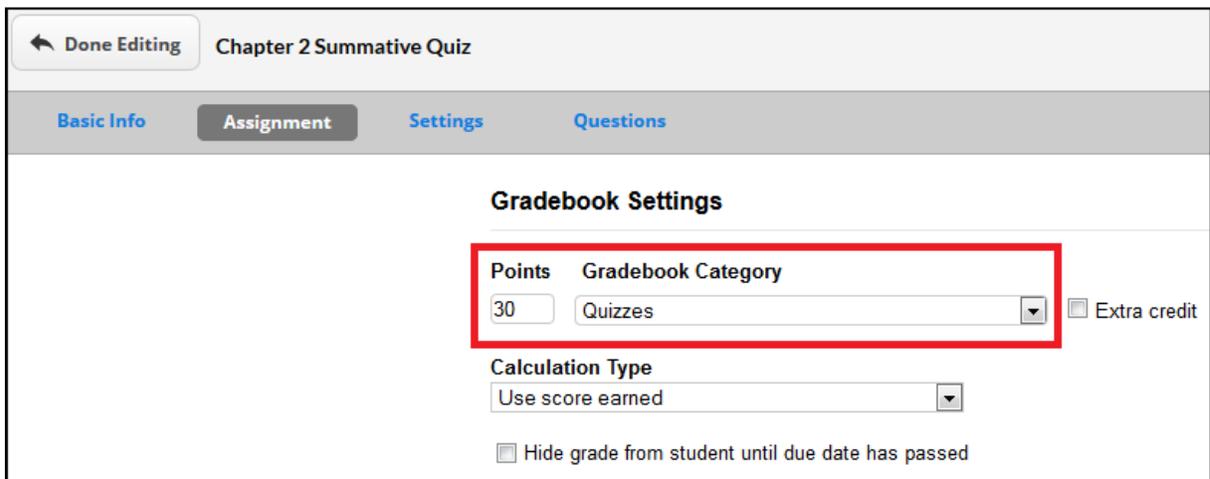


4.4. Click the title of any LaunchPad content item to access it directly.



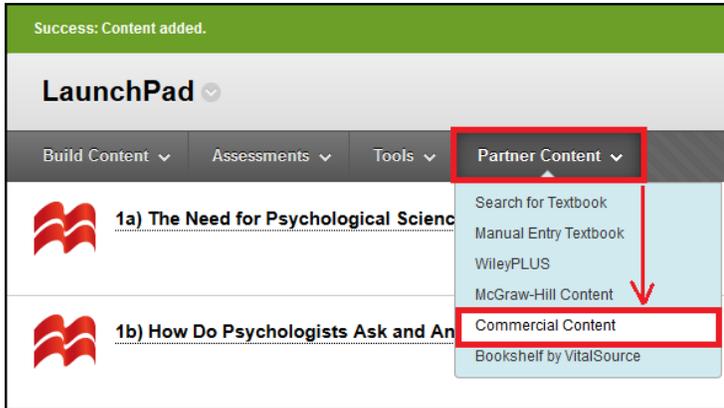
5. Deploy LaunchPad content to your Blackboard course: Gradebook Items

5.1. To deploy gradable student activities to Blackboard so that they will be posted to the Grade Center you must first assign the activities in LaunchPad with gradebook settings (points and a gradebook category) – see LaunchPad screenshot below.



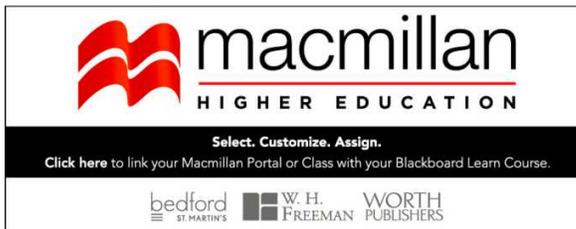
5.2. Once your Blackboard course has been linked to a LaunchPad course you can load the Macmillan table of contents in a Blackboard content area at any time. To do this:

5.2.1. Mouse-over the **Publisher Content** tab and select *Commercial Content* from the drop-down list.



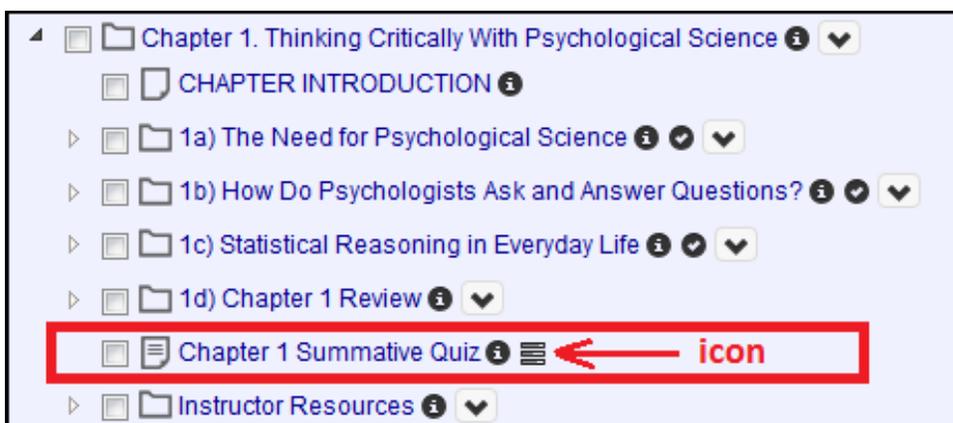
Blackboard will display the Commercial Content page.

5.2.2. On the **Commercial Content** page click anywhere on the large *Macmillan Higher Education* logo.



Blackboard will load the Macmillan table of contents for your LaunchPad course.

5.3. Expand the view of the desired LaunchPad unit in the table of contents and select the assignment. Gradable assignments can be identified by the three-bar icon that appears alongside their names.

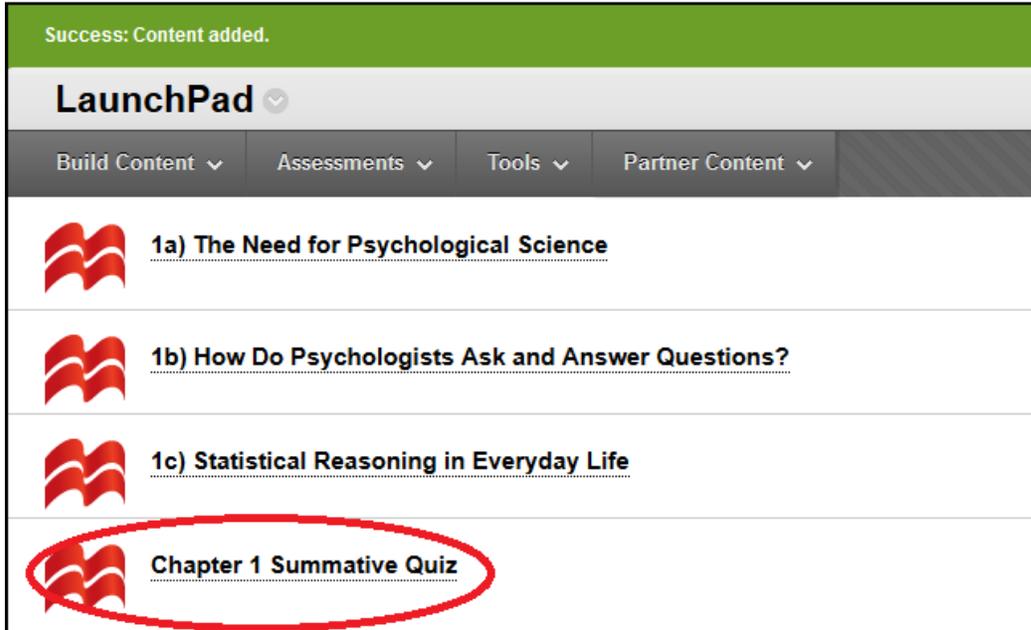


Click **Submit** to deploy the assignment to Blackboard.



5.4. On the [Selected Macmillan Higher Education Content](#) page that follows, accept all defaults and click **Submit**. *This action will deploy your selected assignments to Blackboard.*

5.5. The Blackboard content page will re-display and will now contain the newly deployed LaunchPad assignment.



5.6. Click the title of the assignment to confirm that you can access it in LaunchPad. Return to Blackboard.

5.7. In the Blackboard Control Panel click [Grade Center](#) and then [Full Grade Center](#). Confirm that the deployed LaunchPad assignment is present in the Blackboard Grade Center.

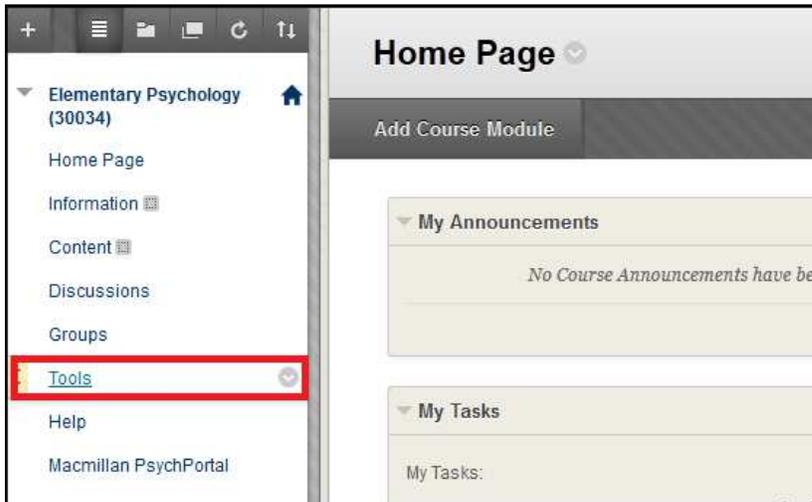


6. Run Manual Grade Refresh

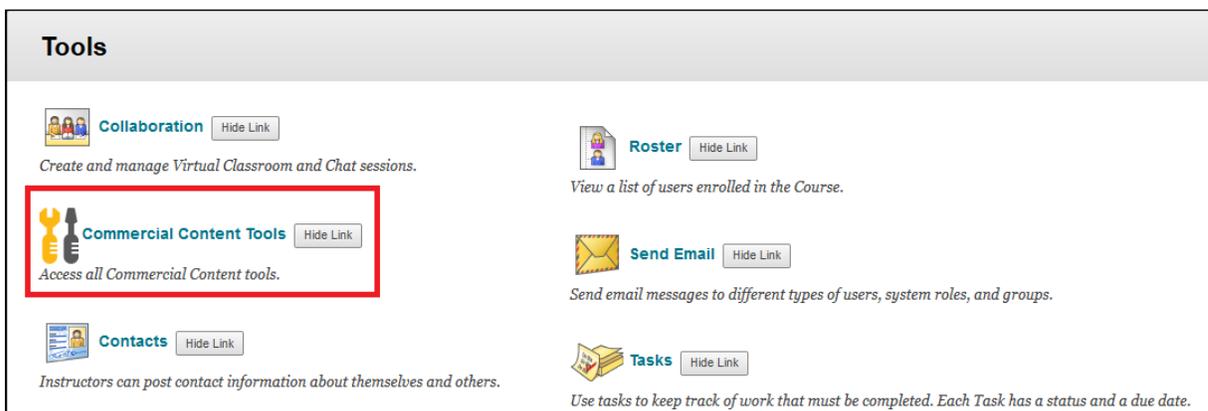
Although the Partner Cloud/Macmillan deep integration provides an automated process for gradesync, the update interval can often extend to several hours. For those situations where immediate gradesync is required the instructor can use the Manual Grade Refresh support tool at any time, irrespective of the automated gradesync process.

6.1. Log in as the instructor and proceed to the Home Page of the desired Blackboard course.

6.2. In the course menu, click either **Tools** or **Course Tools**.

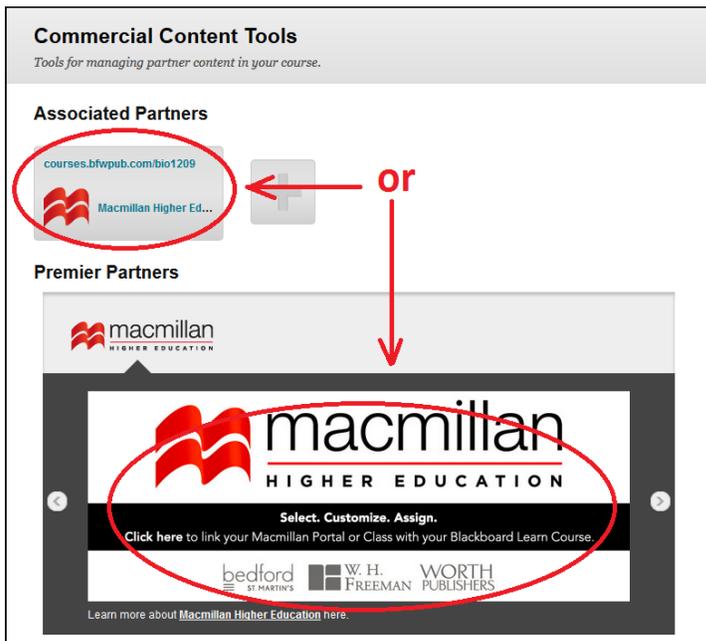


6.3. On the Tools page click the **Commercial Content Tools** link (If using the **Course Tools** under the **Control Panel**, just click **Commercial Content Tools** from the drop down).

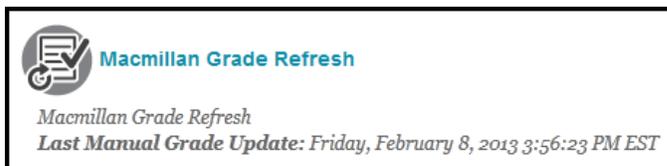




6.4. On the [Commercial Content Tools](#) page, click anywhere on either of the Macmillan logos under **Associated Partners** or **Premier Partners**.



6.5. On the [Macmillan Higher Education Tools](#) page, scroll down to the Support Tools area and click **Macmillan Grade Refresh**.



(Continued on next page.)



6.6. On the [Macmillan Higher Education Grade Sync Refresh](#) page, note that all gradable assignments you have deployed to Blackboard are listed here. Accept all defaults and click **Submit**.

Macmillan Higher Education Grade Sync Refresh

Grade Center information will be refreshed in the list below, based on the most current results in your Portal or Class. By default, grades will be refreshed for all Macmillan Higher Education content that are available in the Blackboard Content area. To refresh grades for particular content only, please choose the 'Select content' option below and select the appropriate content.

1. Select Gradable Content

All Content Select Content

| Name ▲ | Description | Points Possible | Due Date |
|-------------------|-------------|-----------------|---|
| Ch2 Quiz (Mar 21) | | 2.0 | Thursday, March 21, 2013 8:10:00 AM EDT |
| Ch3 Quiz (Mar 26) | | 3.0 | Tuesday, March 26, 2013 8:10:00 AM EDT |
| Ch4 Quiz (Mar 28) | | 22.0 | Thursday, March 28, 2013 8:15:00 AM EDT |

Blackboard will perform the gradebook refresh for all the items listed and return you to the [Macmillan Higher Education Tools](#) page, and display a green bar indicating a successful update.

Success: 1 of 1 grades were successfully updated.

Macmillan Higher Education Tools

Access and manage Macmillan application tools via Blackboard.

6.7. Return to the Blackboard Grade Center and confirm that the students' scores have been posted.

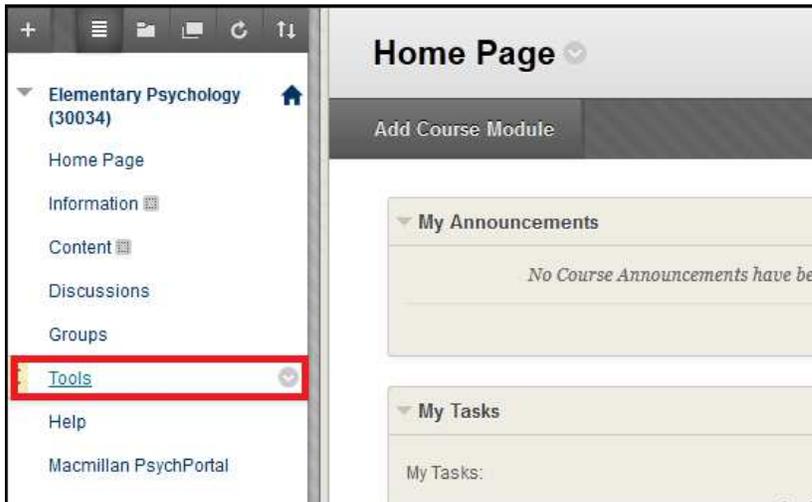


7. Run a Content Refresh

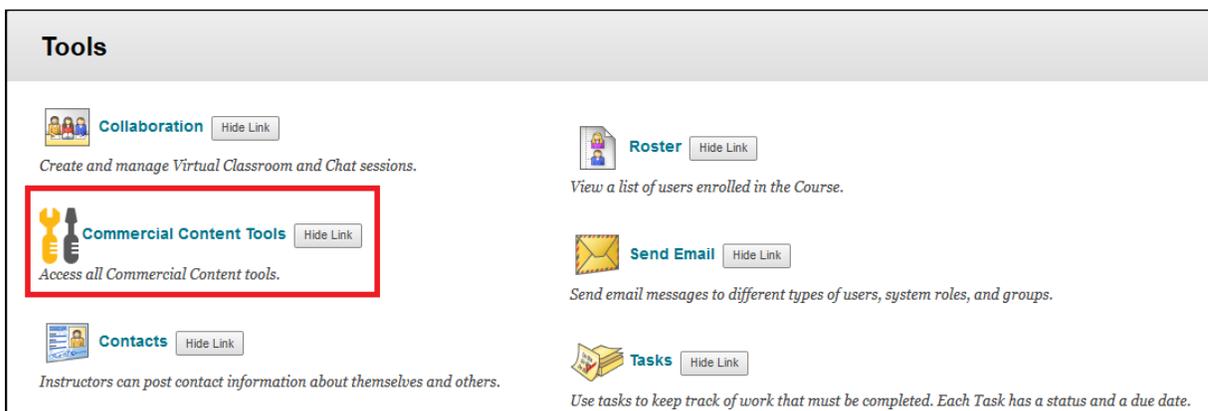
Important note: If your current Blackboard course is a copy of a Blackboard course that had been linked to a LaunchPad course, and you have just linked it to a new copy of a previously linked LaunchPad course, then you must perform a content refresh to fully enable gradesync between your new Blackboard and LaunchPad courses.

7.1. Log in as the instructor and proceed to the Home Page of the desired Blackboard course.

7.2. In the course menu, click either **Tools** or **Course Tools**.

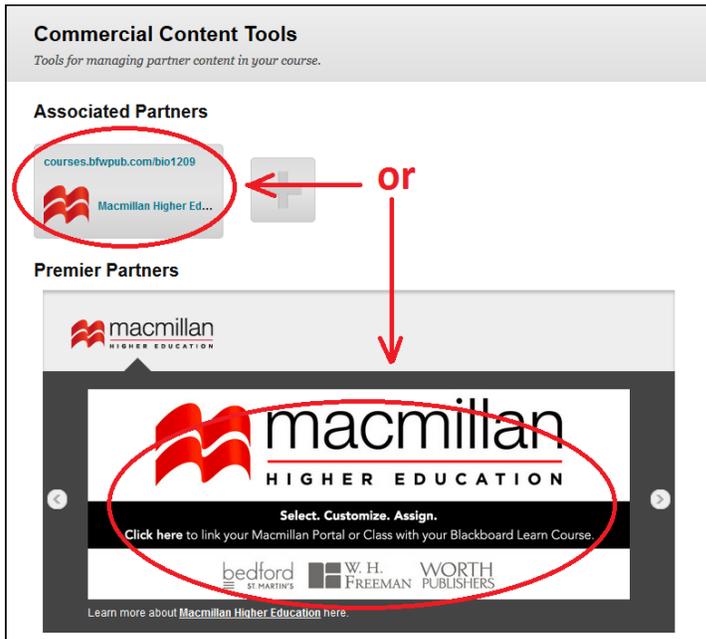


7.3. On the Tools page click the **Commercial Content Tools** link (If using the **Course Tools** under the **Control Panel** , just click **Commercial Content Tools** from the drop down).

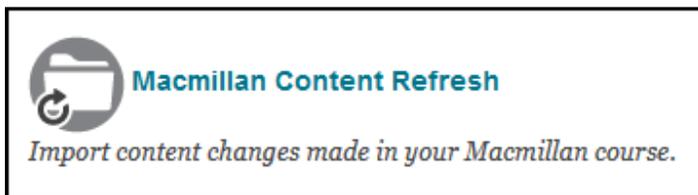




7.4. On the Commercial Content Tools page, click anywhere on either of the Macmillan logos under **Associated Partners** or **Premier Partners**.



7.5. On the Macmillan Higher Education Tools page, scroll down to the *Support Tools* area and click **Macmillan Content Refresh**.



(Continued on next page.)



7.6. On the [Macmillan Higher Education Content Refresh](#) page, accept all default selections and click **Submit**.

Macmillan Higher Education Content Refresh

Use the tools below to ensure your Macmillan Higher Education links are up to date and all links are available. Content information will be refreshed.

MACMILLAN HIGHER EDUCATION CONTENT

Content information will be refreshed for the items in the list below based on their current status in Macmillan Higher Education.

| Name ▲ | Description | Location | Points Possible |
|--------------------------|-------------|------------|-----------------|
| Chapter 1 Summative Quiz | | /LaunchPad | 10.0 |
| Chapter 2 Summative Quiz | | /LaunchPad | 10.0 |
| Prologue Summative Quiz | | /LaunchPad | 15.0 |

Displaying 1 to 3 of 3 items |

Blackboard will perform the content refresh for all the items listed and return you to the [Macmillan Higher Education Tools](#) page, and display a green bar indicating a successful update.

Success: 3 of 3 items were successfully refreshed.

Macmillan Higher Education Tools

Access and manage Macmillan application tools via the LMS.



8. View Roster Information

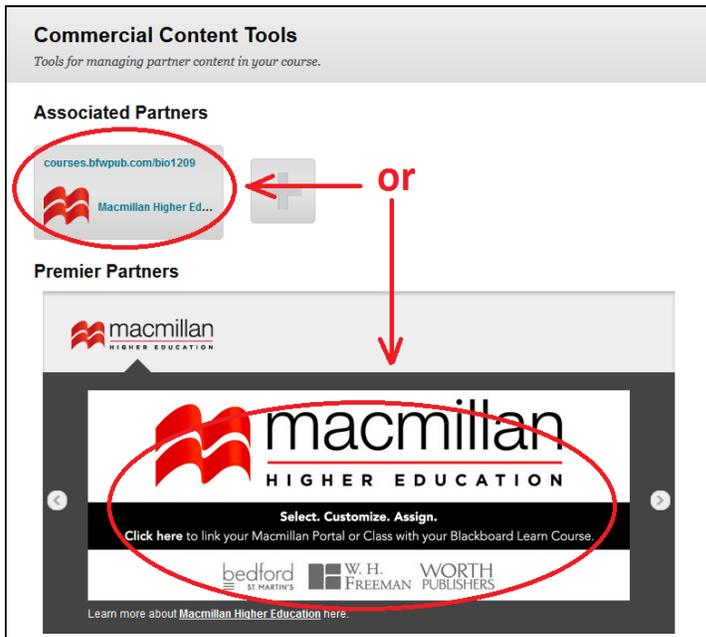
Instructors can use the [Macmillan Roster Information](#) page to track which students have completed SSO registration with Macmillan via Blackboard. The automated gradesync and manual grade refresh functions will synchronize grades and scores for only those students who have completed SSO registration from Blackboard. The instructor can use the roster information page to identify which students need to be reminded of the need to complete SSO registration.

8.1. On the Course Menu, click **Tools**.

8.2. On the [Tools](#) page click the **Commercial Content Tools** link.



8.3. On the [Commercial Content Tools](#) page, click anywhere on either of the Macmillan logos under **Associated Partners** or **Premier Partners**.





8.4. On the [Macmillan Higher Education Tools](#) page, scroll down to the Support Tools area and click **Macmillan Roster Information**.



8.5. On the [Macmillan Higher Education Roster](#) page, confirm that all students actively enrolled in your Blackboard course have a LaunchPad account number listed in the *Macmillan Higher Education Account* column.

The presence of a LaunchPad account number for that student confirms that they have completed SSO registration from Blackboard. ***Students listed on this roster without a LaunchPad account will be excluded from any gradesync process.***

Macmillan Higher Education Roster

The table below matches your Blackboard course members to their Macmillan Higher Education user information. Users with no Macmillan Higher Education account in the table below have either not created a Macmillan account or not associated their account within this course. These users can create and associate a Macmillan Higher Education account by clicking any Macmillan Higher Education link or tool in the Blackboard course.

| Username | First Name | Last Name ▲ | Macmillan Higher Education Account | Role |
|-----------|------------|-------------|------------------------------------|------------|
| AWind | Augusta | Wind | 366793 | Student |
| MFriedman | Milton | Friedman | 356228 | Instructor |
| RLeaking | Rufus | Leaking | | Student |
| SDomgai | Sumran | Domgai | 388755 | Student |
| SFoote | Shelby | Foote | | Student |
| SStudent | Sheila | Student | 542779 | Student |

Displaying 1 to 11 of 11 items [Show All](#) [Edit Paging...](#)



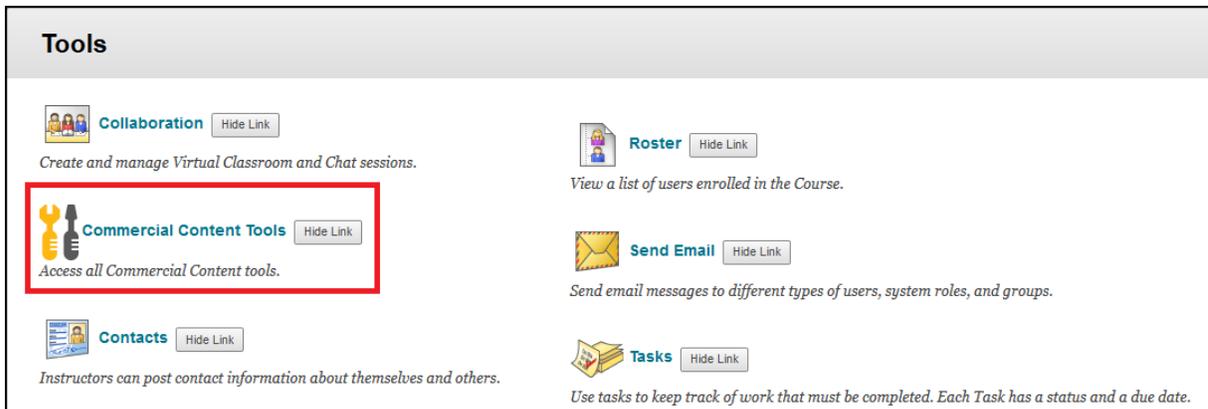
9. Unlink your Blackboard course from a LaunchPad course

From time to time the need might arise for the instructor to break the link between their Blackboard course and a LaunchPad course. This might be necessary if the instructor had first linked their Blackboard course to the wrong LaunchPad course and now wishes to correct the course pairing.

**** Very important note:** *If there are students already enrolled in your LaunchPad course, please contact your Macmillan Sales Engineer before performing this operation. In certain integration scenarios you will need the assistance of your Macmillan Sales Engineer and/or Macmillan Higher Education's Technical Support to effect a clean break between your Blackboard course and the LaunchPad course.*

9.1. On the Course Menu, click **Tools**.

9.2. On the Tools page click the **Commercial Content Tools** link.



9.3. On the Commercial Content Tools page, click either of the Macmillan logos under **Associated Partners** or **Premier Partners**.

9.4. On the Macmillan Higher Education Tools page, scroll down to the Support Tools area and click **Unlink Macmillan Course**.



(Continued on next page.)



9.5. On the End This Course Association page, confirm the name of the LaunchPad course that you wish to unlink. Click **Yes, Dissociate This Course**.

End This Course Association

Ending this course association will end content and grade integration between the two.

Macmillan Course: Lifespan and Growth Development - Spring 2014 (362565)

LMS Course: **American History to 1860 (HST101-011) (51e81064e4b0604dc6f984de-e77744e37ada8208f8ea87104 fcef6821299b94ccacc8632)**

 Last Grade Sync: **No successful last sync on record.**

Yes, Dissociate This Course Cancel

9.6. On the Success! panel you may return to Blackboard by clicking **Back to Blackboard**, or if you know which other LaunchPad course it is that you wish to link, click **Choose Another Course**.

Success! x

Lifespan and Growth Development - Spring 2014 (362565) is no longer associated with your Blackboard course.

[Reconnect This Course](#) **Choose Another Course**

OR

Back to Blackboard

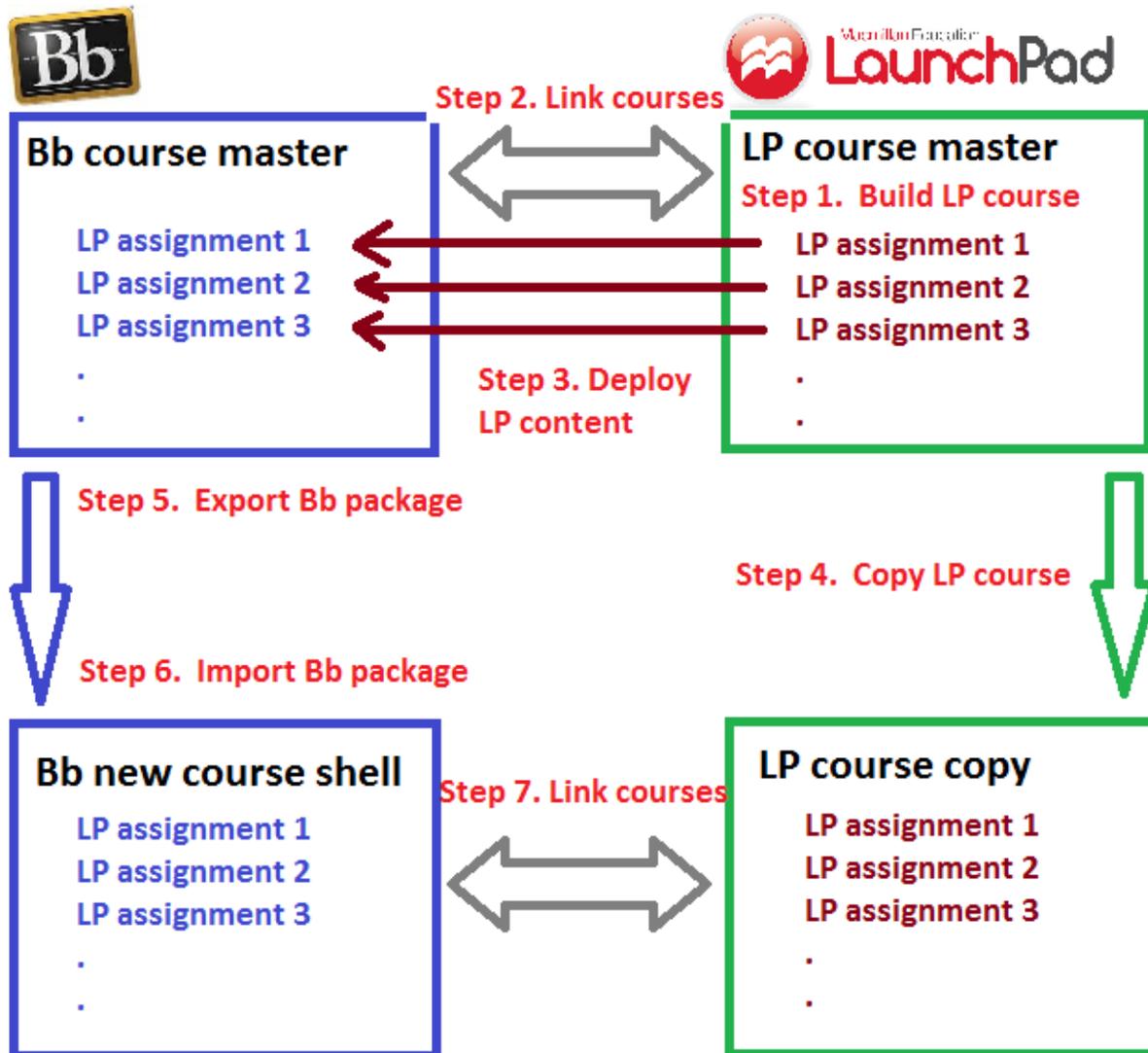
If you select **Choose Another Course**, proceed to **Step 3.6** on page 7 of this guide to continue with the new association.



10. Course copying and linking

The course copying functions available in both LaunchPad and Blackboard allow an instructor to avoid having to completely rebuild their courses each semester and bring existing course content from a prior course forward into their current courses. Course copying also allows a lead instructor to create a single course in LaunchPad and Blackboard, integrate them and then use those courses as master templates to create additional course copies which can be readily used by other faculty.

This section describes how to use Blackboard's Export/Import function to bring existing course content into fresh Blackboard course shells. The high-level graphic below illustrates how course-copying for integration generally works and each step is further detailed in the pages that follow.





The steps described in this section assume that the instructor has already completed the following:

Step 1) Created a LaunchPad master course and has assigned/organized all the student activities that will compose the LaunchPad portion of their course work.

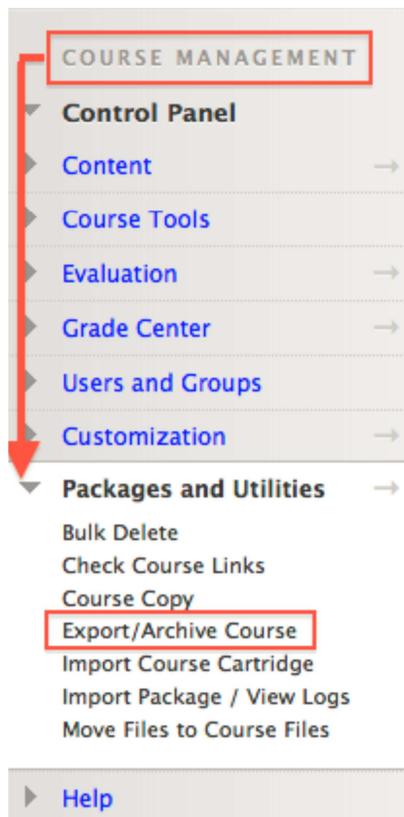
Step 2) Linked the LaunchPad master course to a Blackboard master course (Section 3).

Step 3) Deployed the desired content from the LaunchPad master course to the Blackboard master course (Sections 4 and 5).

Step 4) Created the desired number of copies of the LaunchPad master course. This can be done using either LaunchPad's Create Course-based on an existing course function or its course branching feature.

Once the instructor has completed the steps described above they may proceed in Blackboard as described below.

10.1. In your Bb master course's *Course Management – Control Panel* area, choose **Control Panel > Packages and Utilities >Export/Archive Course**.



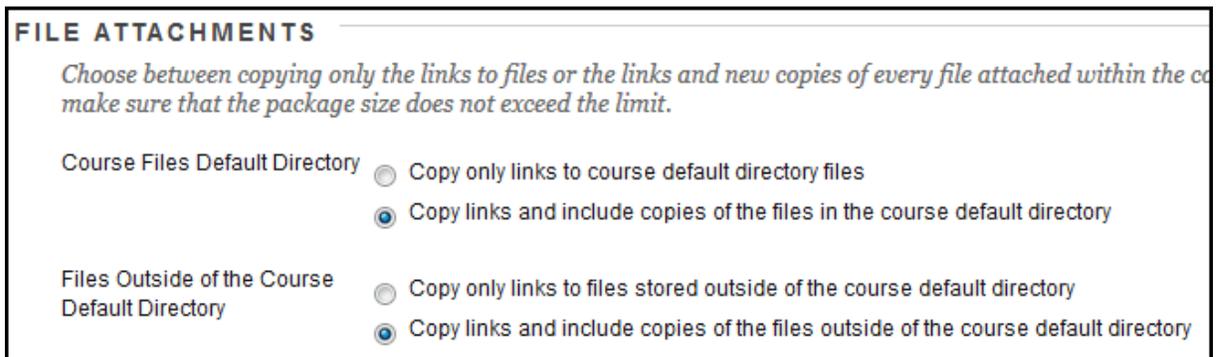


10.2. On the Export/Archive Course page, choose **Export**.

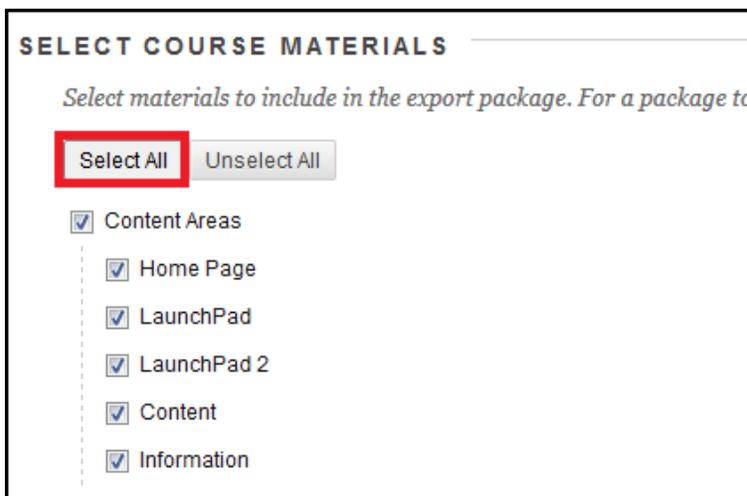


10.3. On the **Export Course** page (see screenshot below), note the following -

- a) **Source Course ID:** This is the ID of the course **from** which you will export content.
- b) **File Attachments** section: choose the options selected below;



- c) Under **Select Course Materials**, you may choose **Select All**. **Very important:** If you do not choose **Select All**, then you must select **Content Areas** and **Grade Center Columns and Settings**.

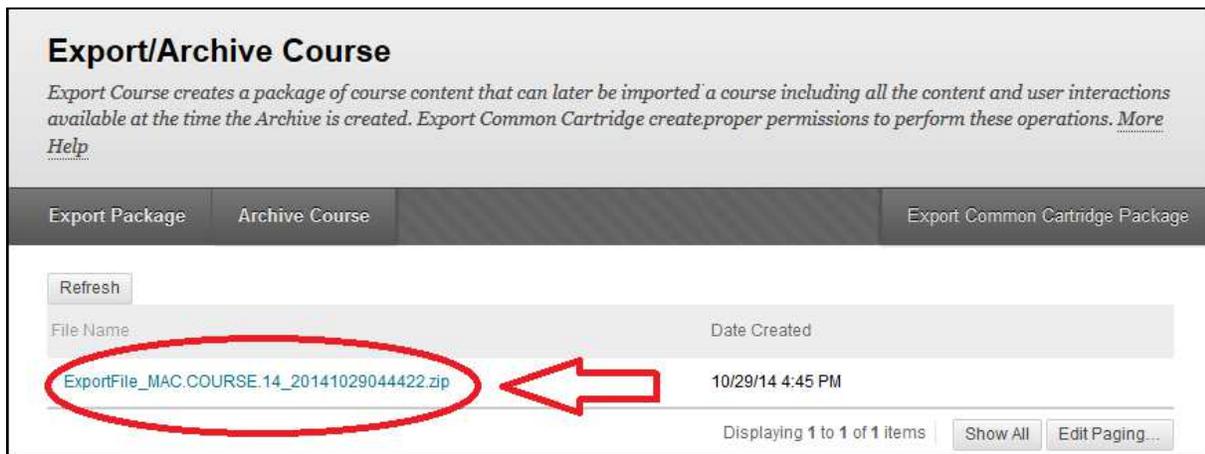




d) Click **Submit** to export this course with these settings. The [Export/Archive Course](#) page will display a “Success” message. Note that in some cases Blackboard may queue the request, in which case you will see this message:

Success: This action has been queued. An email will be sent when the process is complete.

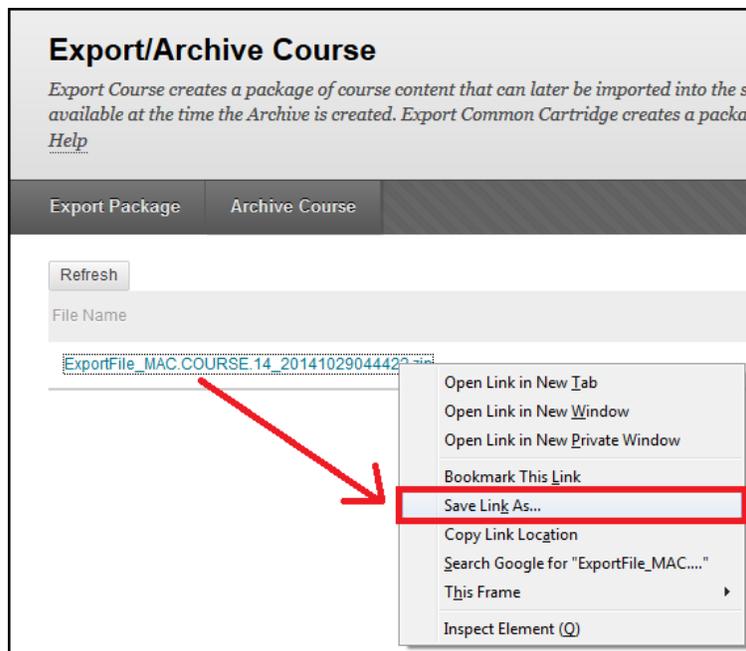
10.4. Once Blackboard completes the export operation you’ll see a new export file listed on the [Export/Archive Course](#) page. You will have to download this export file in order to import it into another Blackboard course.



Right-click the ExportFile link and select **Save Link As...** and save the export file making sure of its name and where you save it.

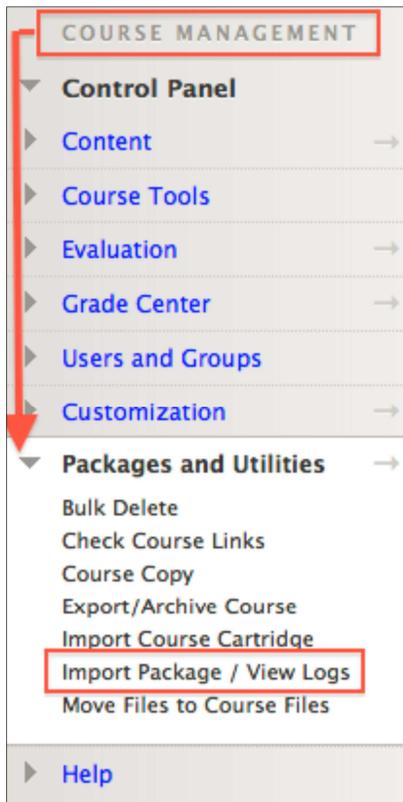
An export package is a .zip file of exported course content. Importing a package copies the content of the package into an existing. Import packages do not contain user enrollments or records, such as discussion boards posts and assessment attempts.

Do not unzip or remove files from the export package.

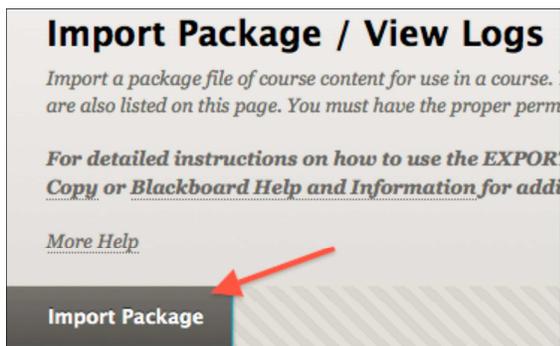




10.5. Proceed to your new Blackboard course shell, into which you wish to import the content from the Blackboard course shell. In the course's *Course Management – Control Panel* area, choose **Control Panel > Packages and Utilities > Import Package / View Logs**.



10.6. On the Import Package / View Logs page, click **Import Package**.





10.7. On the Import Package page, click **Browse My Computer** to retrieve the export package you created in Step 9.3.

10.8. Blackboard will redisplay the Import Package page which now shows the name of the selected export file.

10.9. Under **Select Course Materials**, you may choose **Select All**. **Very important:** If you do not choose **Select All**, then you must select **Content Areas** and **Grade Center Columns and Settings**. Click **Submit**.



10.10. When Blackboard completes your import request it will display a message similar to:

Import: MAC.COURSE.13 is Complete. To access the detailed log, click here

You will also receive an email listing any issues that might have occurred. These can be warnings or errors. Review the email to determine if action is required. You might need to refresh your browser or log out and re-login to Blackboard in order to see your imported content.

Important note: If you encounter any difficulty with the export and import operations detailed in this section, please contact your Blackboard administrator for assistance, but copy your Macmillan contact on the email communication.

10.11. What remains is for the instructor to link (pair) his new Blackboard course with its corresponding LaunchPad course as described in section 3 of this guide. Once that's done, the integration including single sign-on and gradebook synchronization is fully functional.



11. Technical Support

If you encounter any problems when trying to establish a link between your Blackboard course and your LaunchPad course, contact **Macmillan Technical Support**:

- **Call:** 1-800-936-6899, or
- **Call:** 1-877-587-6534
- **Online:** <http://support.bfwpub.com/supportform/form.php>

Tech Support Hours:

Monday-Thursday, 7:00 a.m. to 3:00 a.m. ET

Friday, 7:00 a.m. to 11:00 p.m. ET

Saturday, 11:30 a.m. 8:00 p.m. ET

Sunday, 11:30 a.m. to 11:00 p.m. ET

