Teachers: Integrate LaunchPad with Blackboard Ultra

This article is for teachers using LaunchPad deep integration with Blackboard Ultra. Deep integration creates direct links to each LaunchPad assignment and multiple gradebook columns in Blackboard Ultra.

Check which integration you are using

Before you proceed with following the steps in this article, it's important to be sure that you're using a **traditional deep integration**. See the help article Determine which LMS integration you're using for more information.

Table of contents

- Preparing your LaunchPad course for Blackboard Ultra integration
- Linking a LaunchPad course to Blackboard Ultra
- Adding LaunchPad content to Blackboard Ultra
- Removing content from Blackboard Ultra
- Notes on grade sync and editing assignment/gradebook settings
- Registration information to present to students

Preparing your LaunchPad course for Blackboard Ultra integration

Follow the instructions below to prepare your course for integration.

1. Get teacher access to LaunchPad.
2. Create a new course or copy a previous semester's course or create a course section. Make note of your course ID(s). Prompting students to enter their LMS ID is not required for Blackboard Ultra integration.
3. Create assignments.
    - If you are using gradebook categories in your course, they must be set in LaunchPad, not in Blackboard Ultra. Gradebook categories will transfer to Blackboard Ultra when the assignments are added to your course.
4. Activate your course to make it available to students. After activating your course, **ignore the auto-generated registration instructions and do not include them in your Blackboard Ultra course or distribute to students.** Grades for students who follow these instructions will not transfer to Blackboard Ultra. See the student registration instructions at the bottom of this article for more information.

After taking these steps, you may proceed with your Blackboard Ultra integration.

Additional help and training

You can get additional training for using the LaunchPad platform or completing Blackboard Ultra integration. **Please note that this training is only effective when you have already created your LaunchPad course(s).**

- High School training

- Select **HS LaunchPad Training** to learn more about the LaunchPad platform.
- Select **HS LMS Integration Training** to learn more about the Blackboard Ultra integration.

Linking a LaunchPad course to Blackboard Ultra

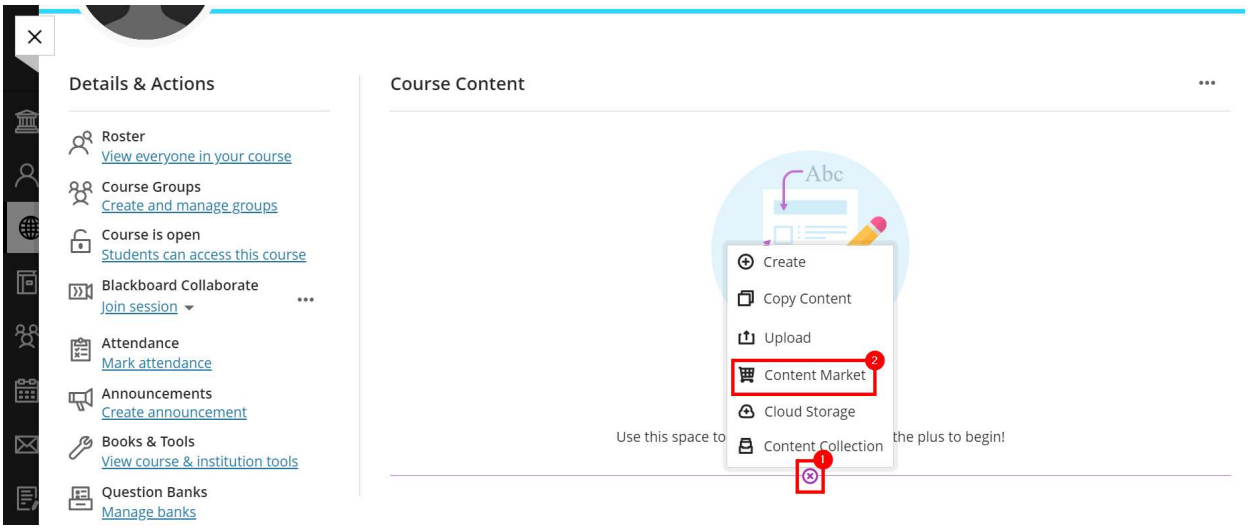
These steps connect your LaunchPad course to your Blackboard Ultra course and must be completed before you will be able to add LaunchPad assignments to Blackboard Ultra.

Please note: LaunchPad will be available for integration with your school's Blackboard Ultra site only after your Blackboard Administrator has completed the integration setup with the assistance of the Macmillan Learning Integration team. If you do not have the ability to proceed with the steps below, please contact your representative.

Access the Macmillan Learning Content Market tool

To easily access the Content Market in Blackboard Ultra, click on the **+** icon anywhere in **Course Content**, then click **Content Market**.

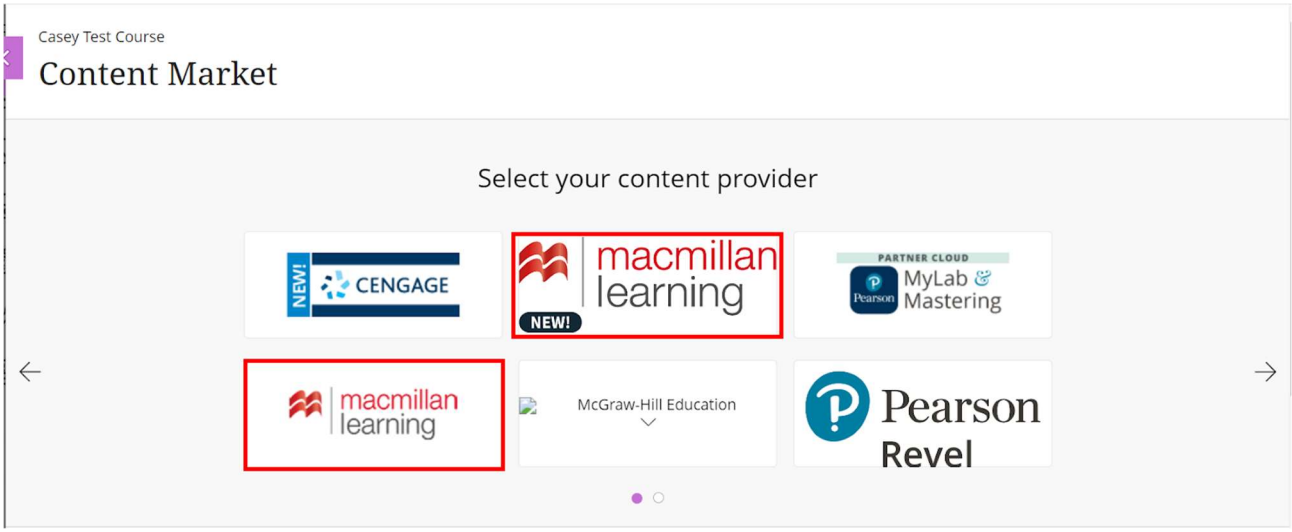
If you do not see the Content Market option here, see troubleshooting.



Click on the Macmillan logo

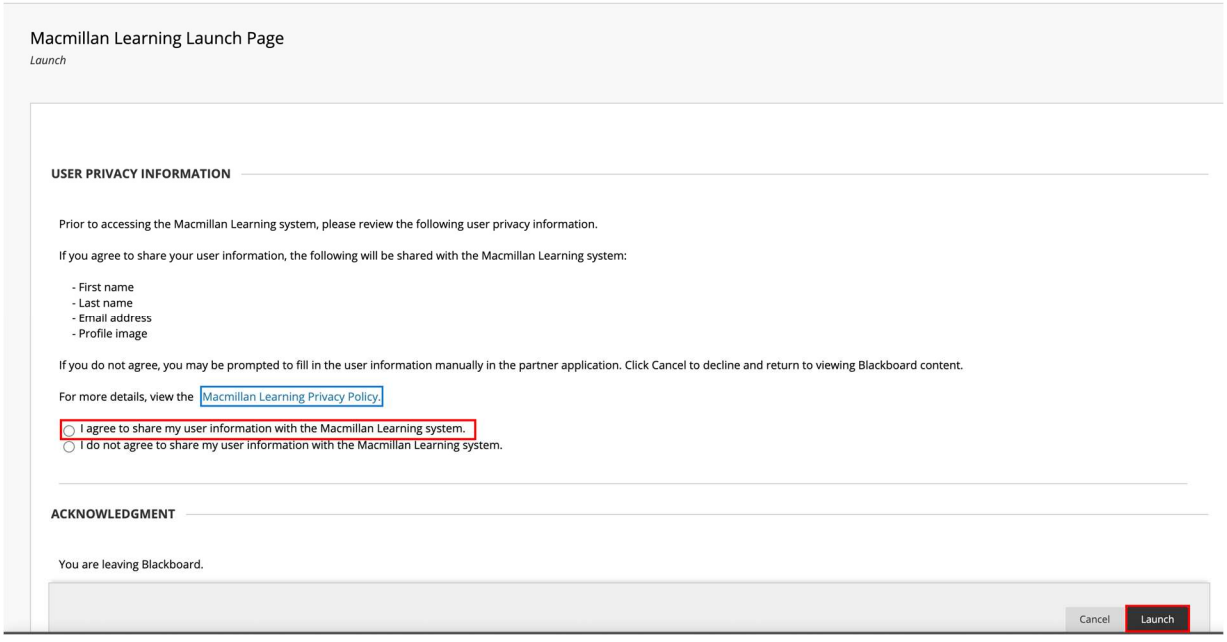
There will be two apps in the Content Market labelled **Macmillan Learning**. The Macmillan Learning app labelled **NEW** is for the Partner Cloud LTI 1.3 integration, which is the recommended integration method. However, at this time you may still be using the Partner Cloud (Legacy) integration, which would require you to click on the app without the **NEW** label. If you aren't sure which app to use, please speak to your campus LMS admin.

Note: If you are unable to proceed past this step or see an error message, see troubleshooting.



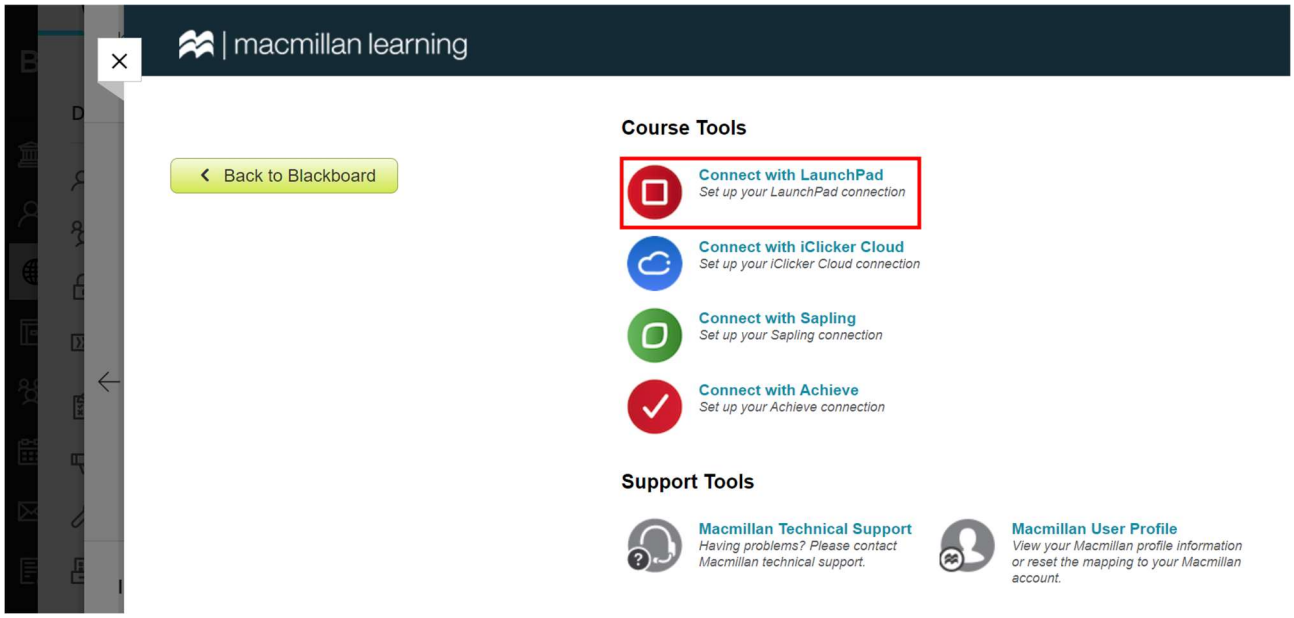
Agree to share your user information

Depending on the privacy settings set by your Blackboard admin, you may see a screen asking you to share your user information. Select **I agree** and click **Launch**.



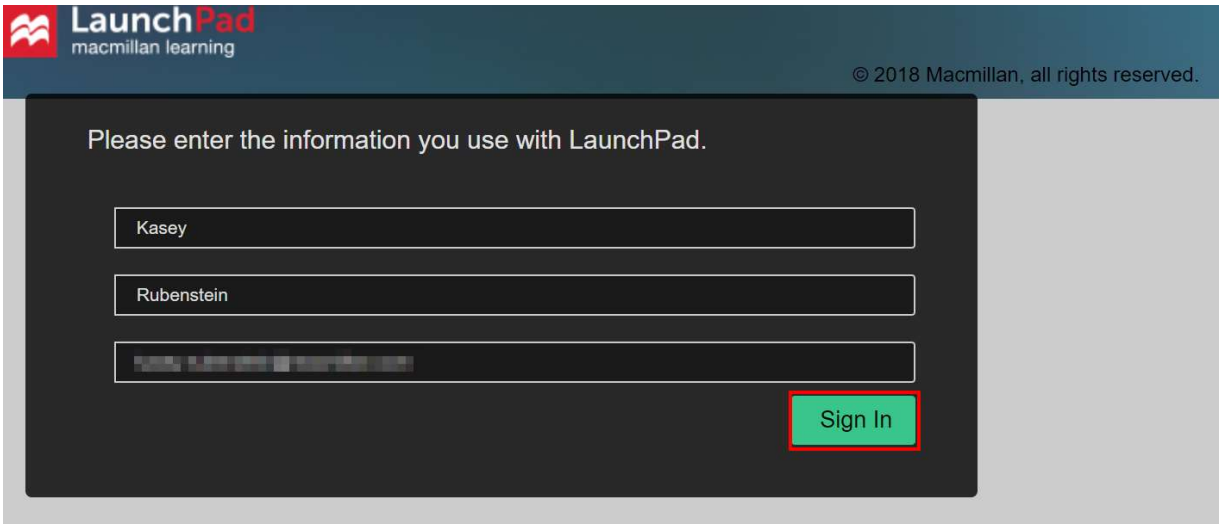
Click "Connect with LaunchPad"

If you encounter an error message or a new tab or window doesn't open after clicking on **Connect with LaunchPad**, you'll need to adjust your browser settings and/or disable pop-up blockers. Please see the instructions here: LMS integration troubleshooting.



Enter your LaunchPad credentials and click "Sign In"

Note: If you do not use the same e-mail address that is associated with your LaunchPad course, it **will not** show as available to link to Blackboard Ultra or you will receive a message that you do not have an account. If you are unable to move past this stage, see the LMS Troubleshooting article.



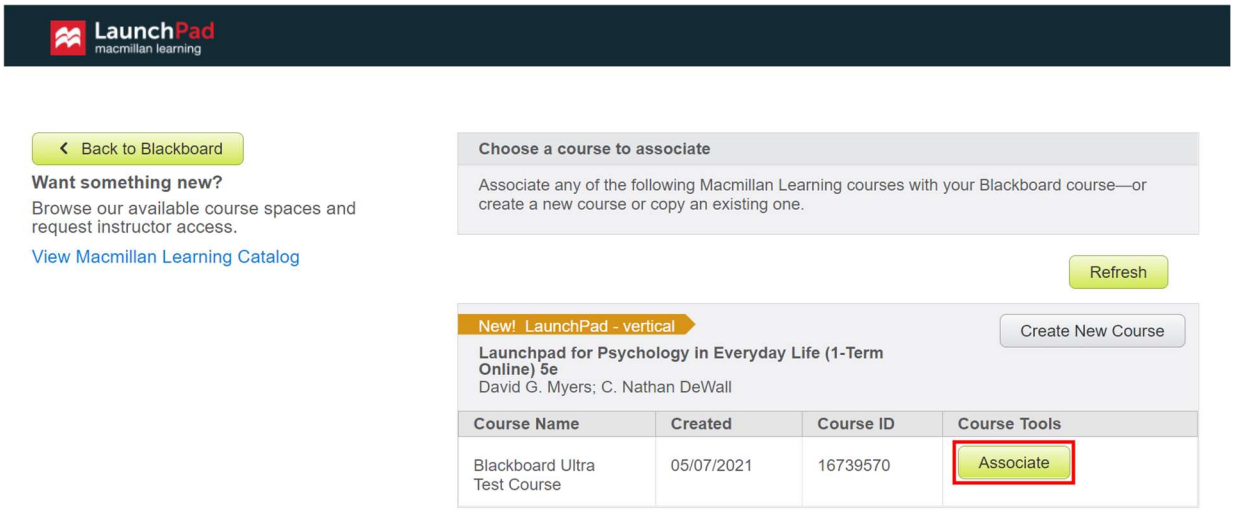
Continue with sign-on or provisioning

Click **Continue Provisioning**.

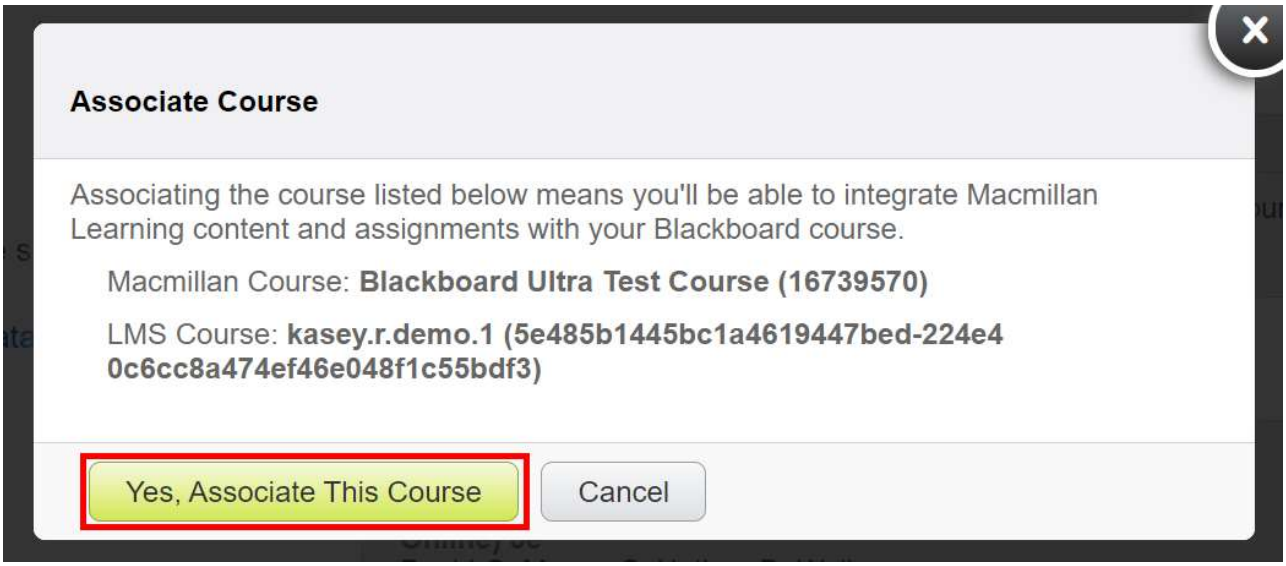
Locate your LaunchPad course and click "Associate"

Be sure to double-check that the course name and course ID match the course you would like to connect to Blackboard.

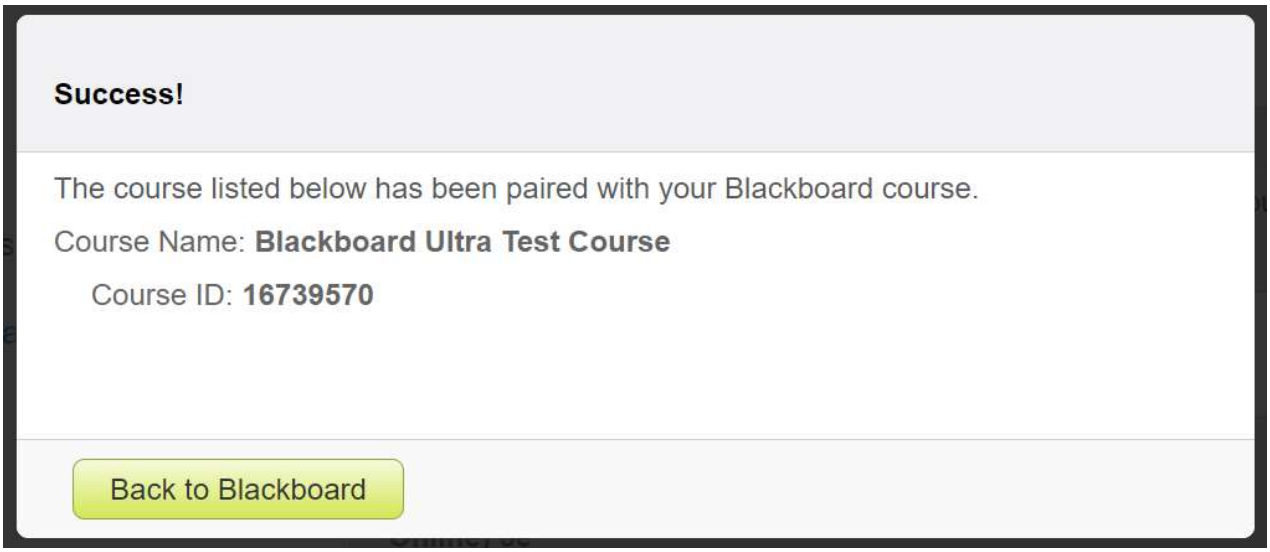
Note: If you do not see your LaunchPad course as available to associate, or the **Associate** button for it is greyed out, please see the LMS troubleshooting article.



Click "Yes, Associate This Course"



Click "Back to Blackboard" or simply close the current browser tab to return to Blackboard Ultra



Adding LaunchPad content to Blackboard Ultra

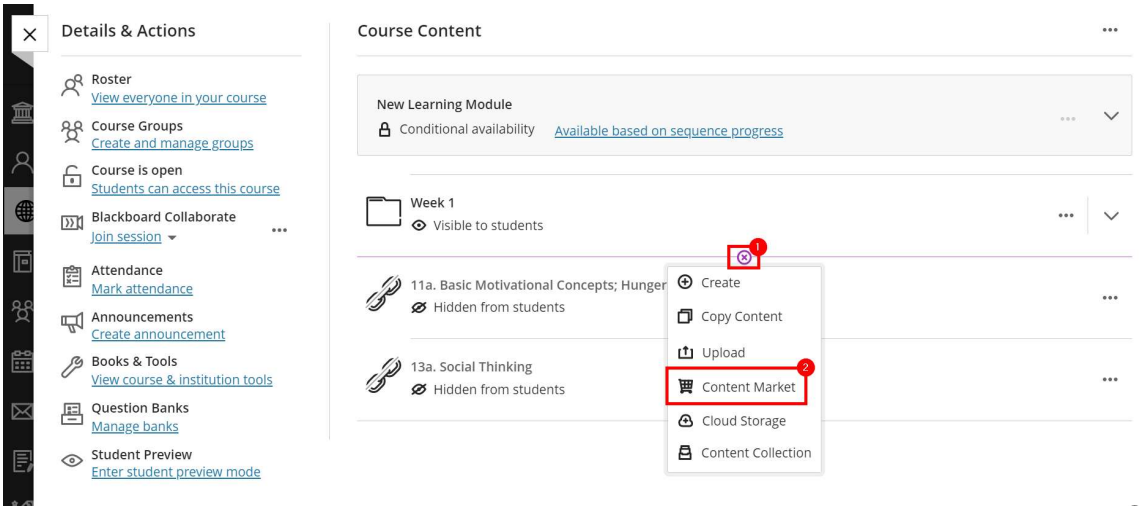
Adding assignments from your LaunchPad course creates a link to those assignments in your Blackboard Ultra course and allows grades for those assignments to sync with the Blackboard Ultra gradebook. We recommend you add at least one link to your course using this method: either a single LaunchPad homepage link (if you do not need grade sync), or multiple links, one for each of the assignments you'd like to sync grades for. Students will be able to click on any of these links to enroll in your LaunchPad course.

Decide where to add content

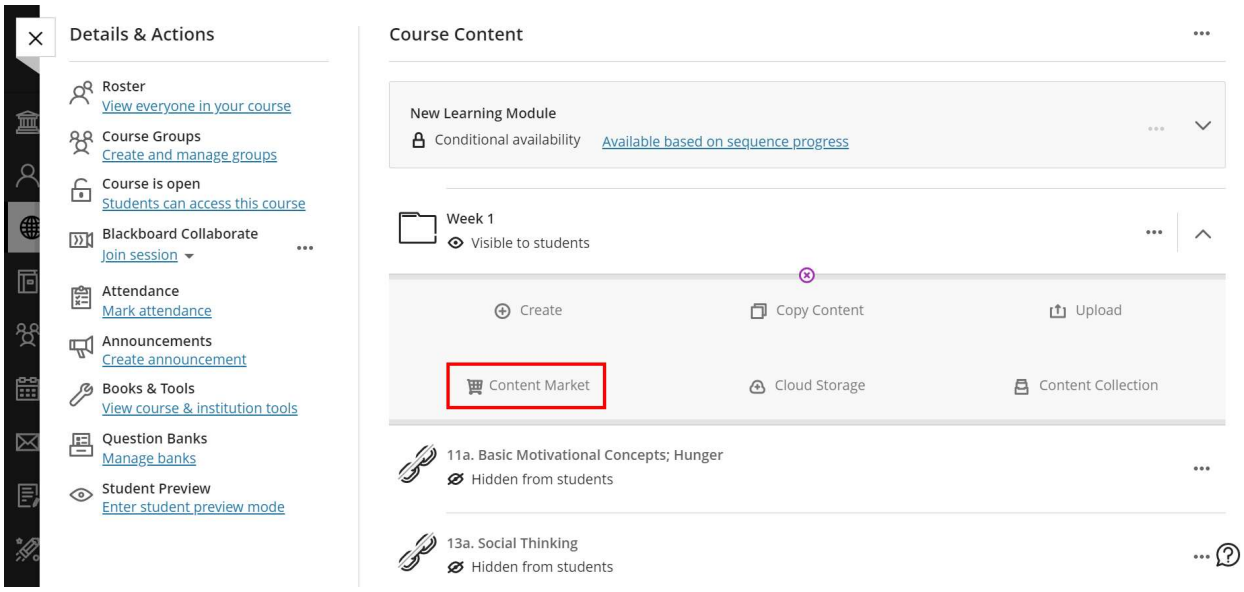
LaunchPad content can be added to your Blackboard Ultra course at the course level, in a **Folder**, or in a **Learning Module**. Do not add LaunchPad content to a **Document** in Blackboard Ultra.

If you would like to create Folders and Learning Modules in Blackboard Ultra, visit this article for instructions. Creating the structure of your course with these containers first is recommended before adding content.

Add content at the course level by clicking the **+** icon where you want to add the item, then clicking **Content Market**.

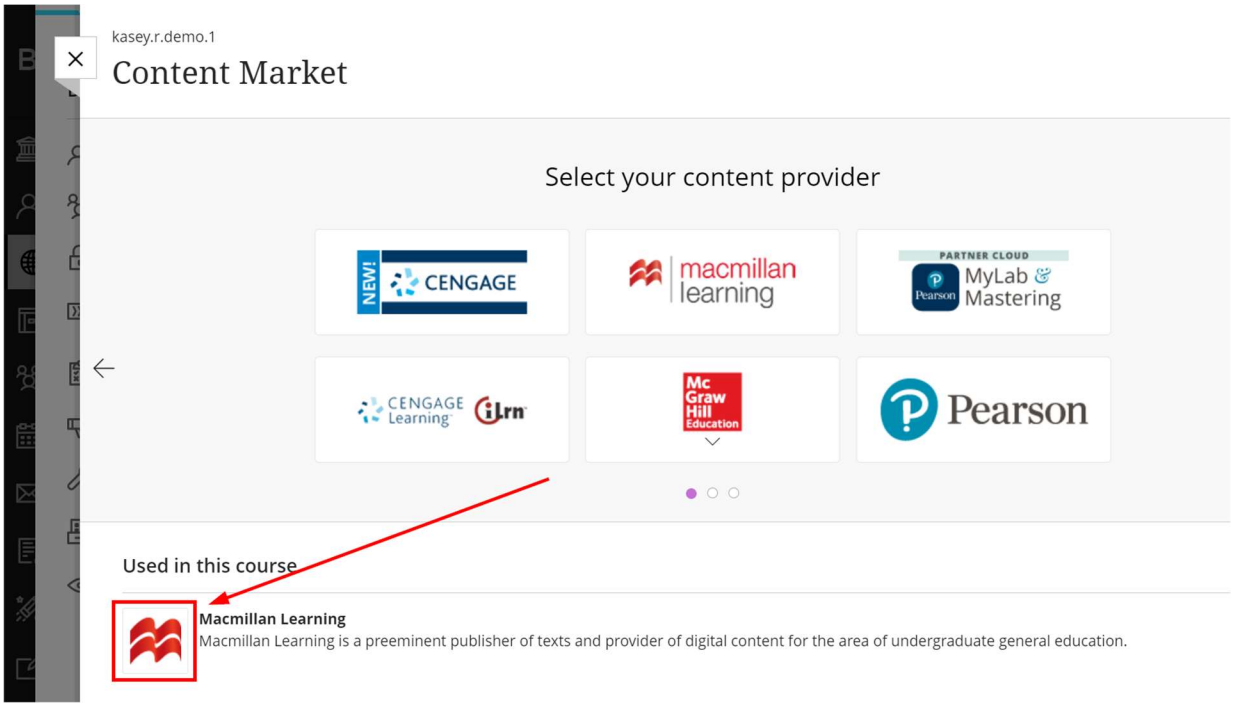


Items can be added to a folder or learning module in the same way, unless the folder or learning module is empty. In this case, there will be no **+** icon. You will simply click **Content Market** within the folder or learning module.



Click on the Macmillan Learning icon under "Used in this course"

Take care to avoid using the app that does not match your integration type (Partner Cloud Legacy vs. Partner Cloud LTI 1.3) by only clicking the icon shown under **Used in this course**.



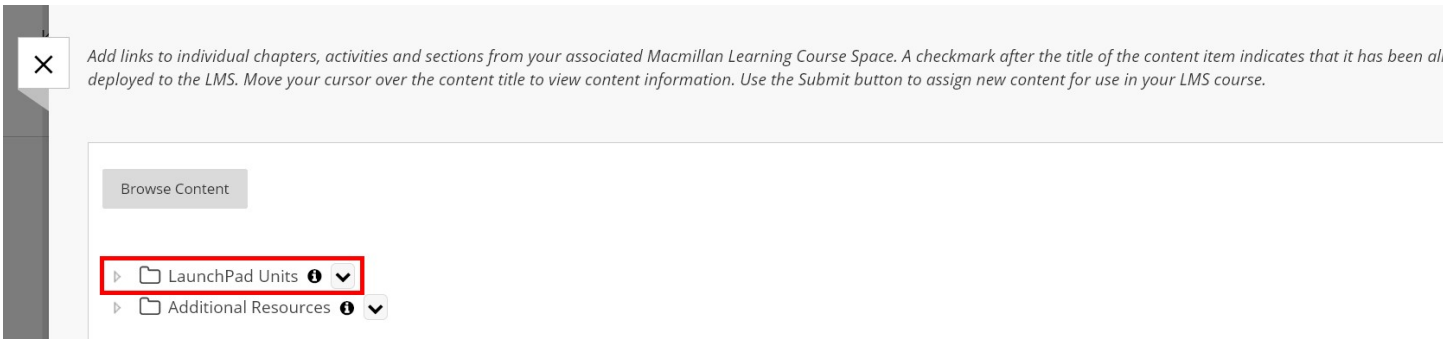
Prepare your content before adding to Blackboard Ultra

Before proceeding any further, make sure to assign LaunchPad items as shown in the Preparing section of this article.

View your LaunchPad content inside Blackboard Ultra

Expand the **LaunchPad Units** folder. Do not use the **Additional Resources** folder. (More information on the Additional Resources folder is below.)

For Partner Cloud LTI 1.3: Your view of this content will be slightly different.

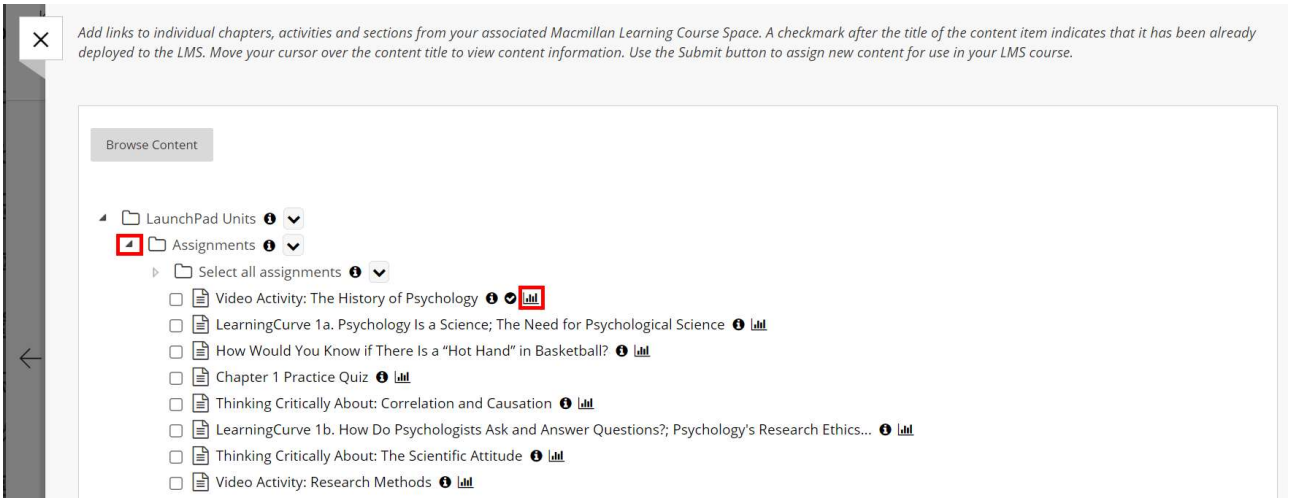


Locate items assigned in the LaunchPad course

LaunchPad content that has been assigned with a due date will populate in the **Assignments** folder. Click the drop-down arrow to expand the **Assignments** folder.

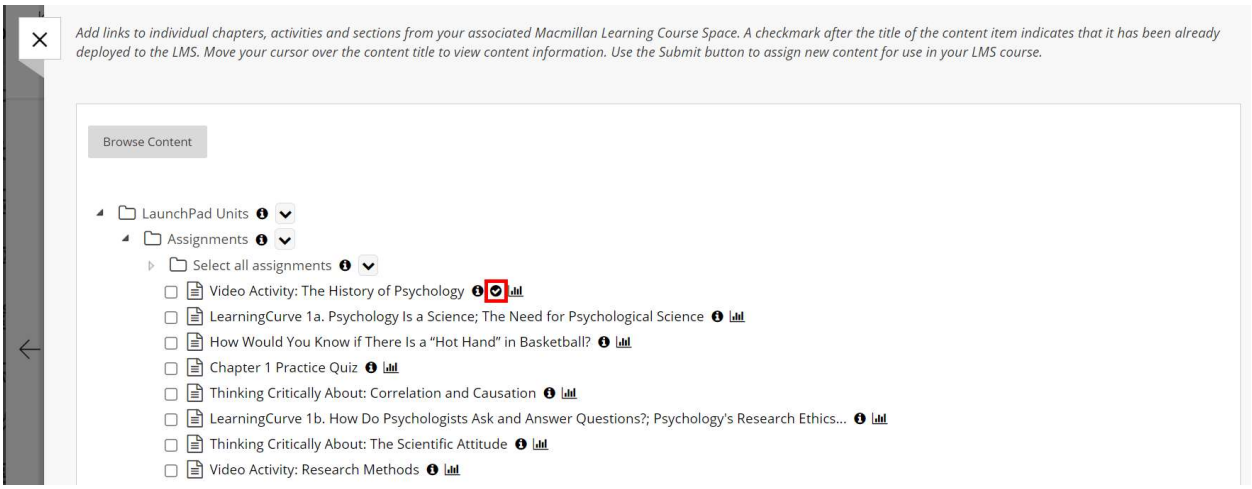
Items that have been assigned for more than zero points will have a bar graph icon on the right and, once added, will create gradebook columns in Blackboard Ultra that automatically sync the grades for the assignment.

For Partner Cloud LTI 1.3: Gradeable items will not have a bar graph icon.



Items with a checkmark icon on the right have already been added to Blackboard Ultra. You may add these items again if you'd like them to appear in another place within your Blackboard Ultra course.

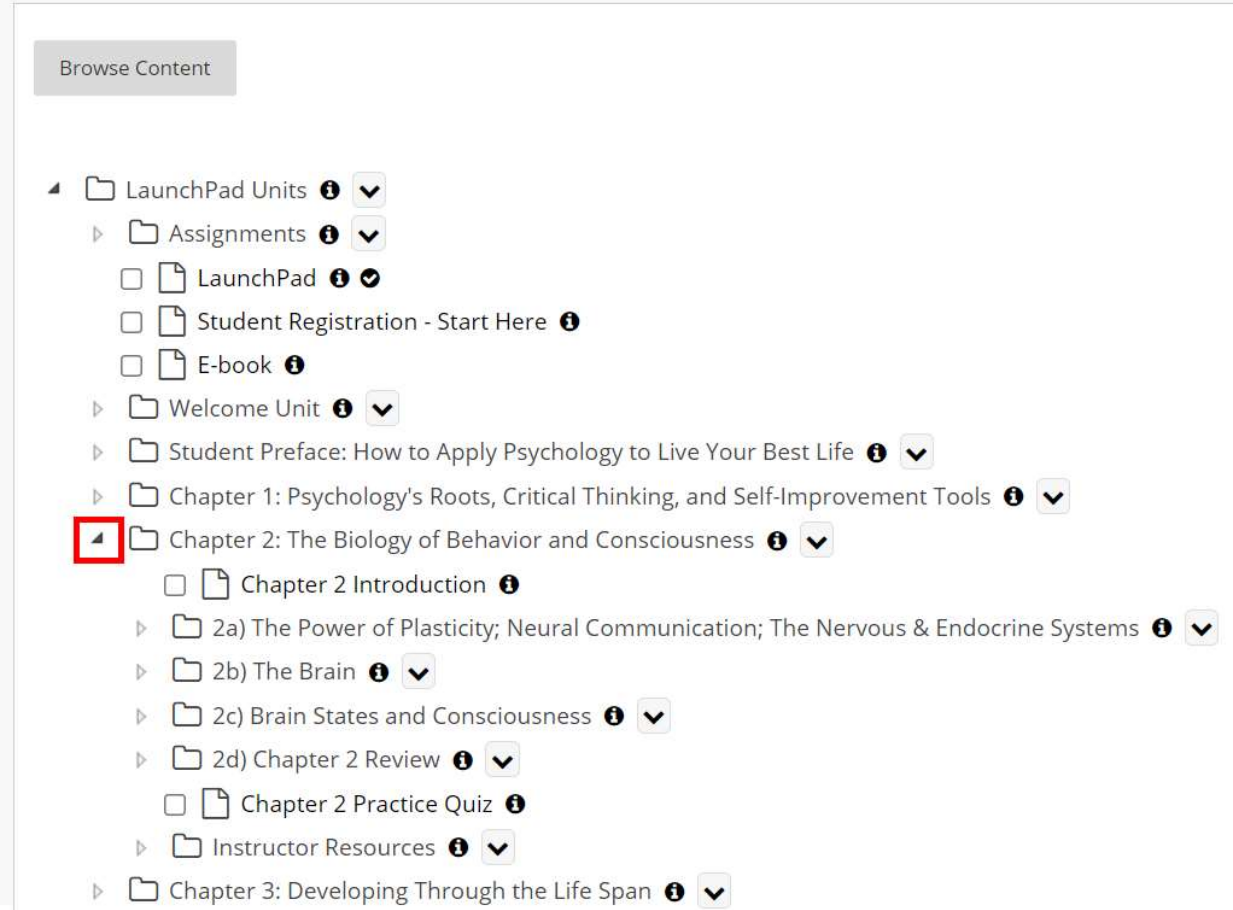
For Partner Cloud LTI 1.3: Items will appear in bold if they have already been added to Blackboard, instead of having a checkmark icon.



Items with a due date in LaunchPad are also available for selection in the unit folders below the Assignments folder. It's recommended to use the Assignments folder to ensure that you've added everything assigned in LaunchPad to Blackboard Ultra.

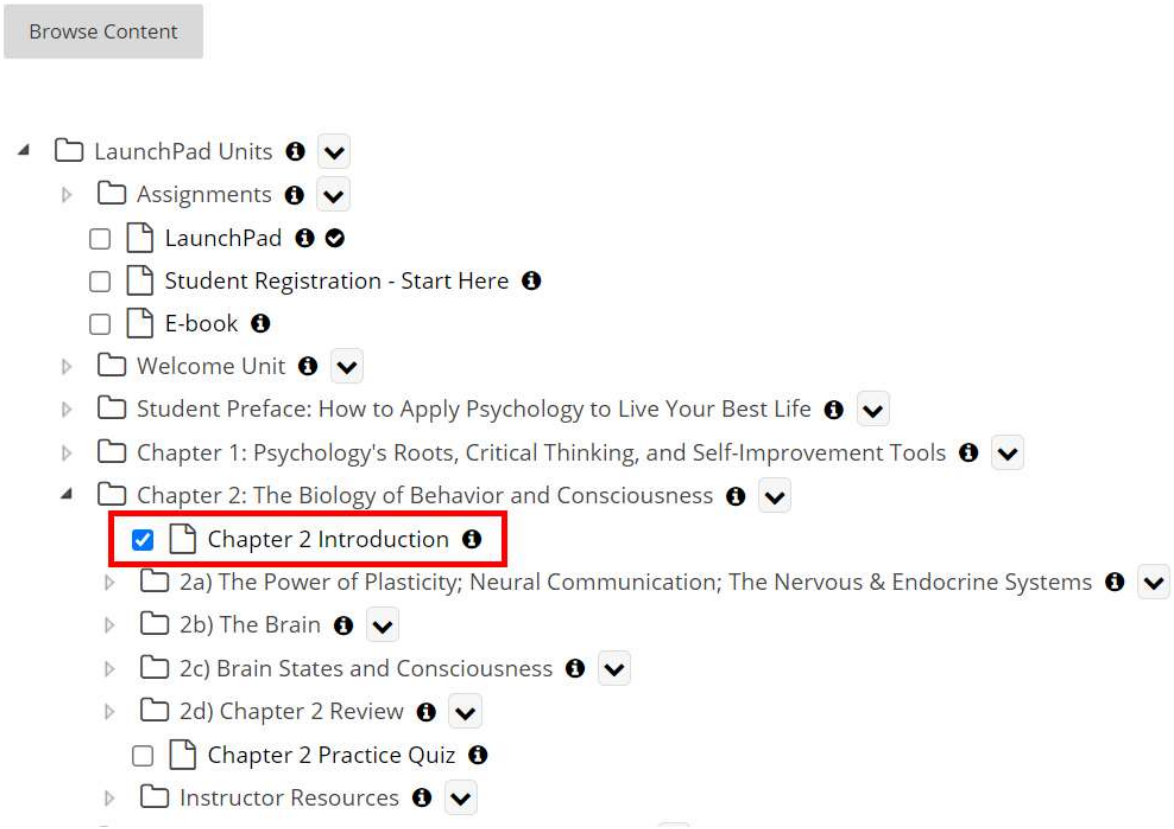
Adding ungraded content to Blackboard Ultra

Items that have not been assigned in the LaunchPad course, such as animations, videos, podcasts, and e-book snippets, are available for selection within the unit folders. Expand the folders using the drop-down arrows to select non-graded content.



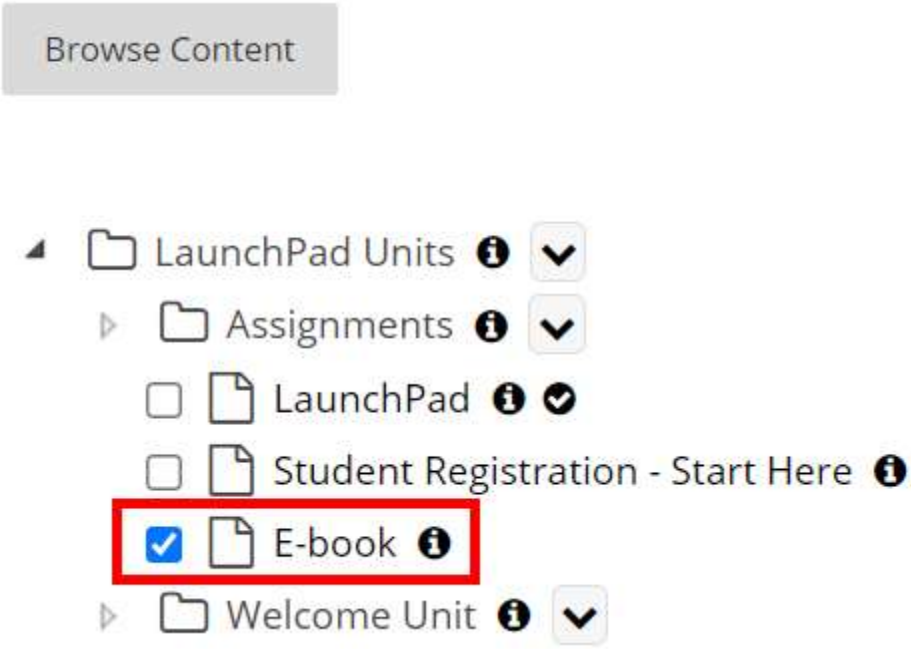
Adding links to e-book snippets

If you add an individual e-book snippet to Blackboard Ultra, students will only see that portion of the e-book when they click the link. They will not be able to continuously scroll through the entire e-book. If you would like to give students the option to navigate through the e-book, add a single link to the entire LaunchPad e-book as shown in the next section.



Adding a link to the entire e-book

The **E-book** link will take students to their entire LaunchPad e-book. Please note that if you are using LaunchPad Solo, your course does not have an e-book, and this link will be available but not function properly.

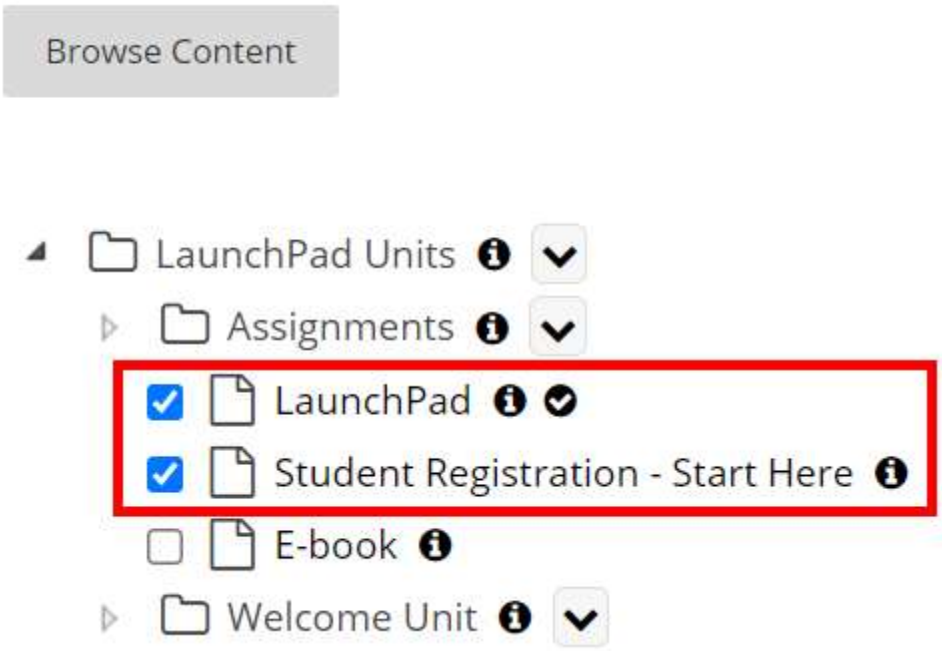


Links to course homepage and student registration

You can also add the following links to your Blackboard Ultra course. These links will not create gradebook columns in Blackboard Ultra.

- **Student Registration - Start Here**
- **LaunchPad**

Both the **LaunchPad** and **Student Registration - Start Here** links will take students to their LaunchPad course homepage. Clicking on one of these links, or any other LaunchPad content item link in Blackboard Ultra, will initiate the registration process for the student.



“Additional resources” folder

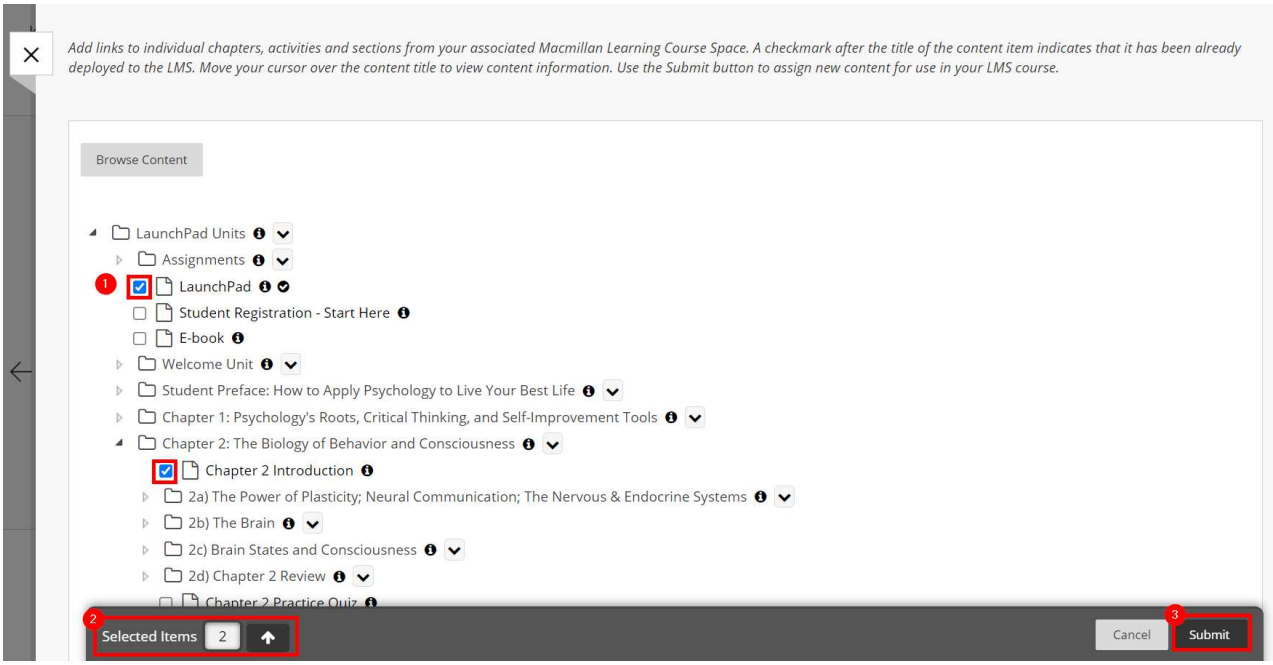
Do not add items from the **Additional resources** folder. If an item is in the **Additional resources** folder but not in a LaunchPad unit, you will not be able to load the item.

If there is an item in this folder that won’t load that you still wish to add, add it to a unit in your LaunchPad course, then add it to Blackboard from the corresponding unit folder.

Select items and submit

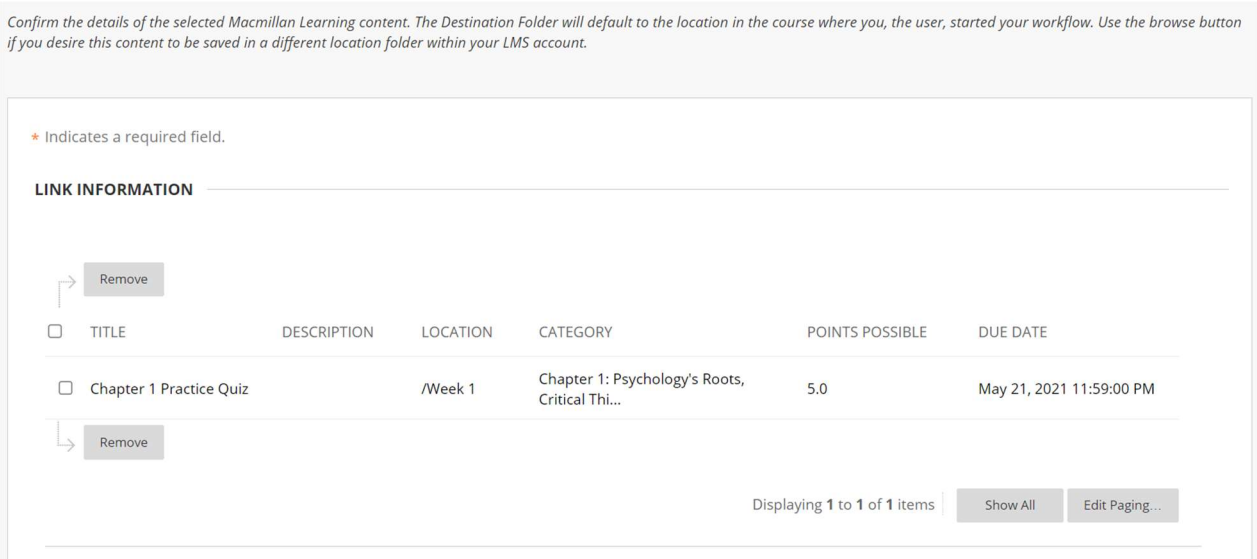
Select the items you wish to add, confirm the number of items selected, and click **Submit**.

For Partner Cloud LTI 1.3: Click the **Deploy Selected Content** button.



Confirm the Blackboard Ultra destination folder, points, and gradebook categories

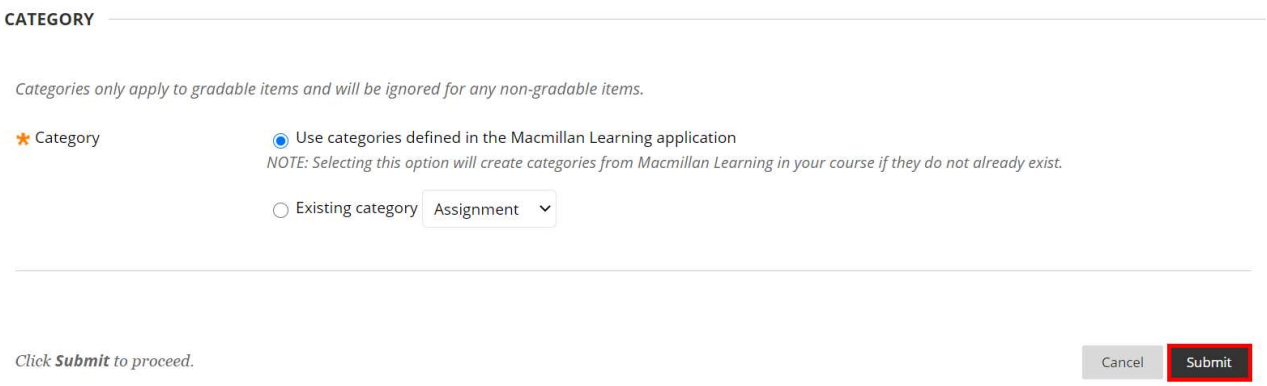
Content will be added to your course in the area you chose at the beginning of this process.



Under **Category**, you have two options.

1. If you **Use categories defined in the Macmillan Learning application**, items will be added with the gradebook categories you set in the LaunchPad course. If you did not set categories in the LaunchPad course and you choose this option, the gradebook category will be automatically set to **Uncategorized**. These gradebook categories can't be changed once added. If you need to change the gradebook category for an item, you will need to delete it and re-add it with the correct category.
2. If you select an **Existing category** in Blackboard Ultra, all assignments will be added to the category you select.

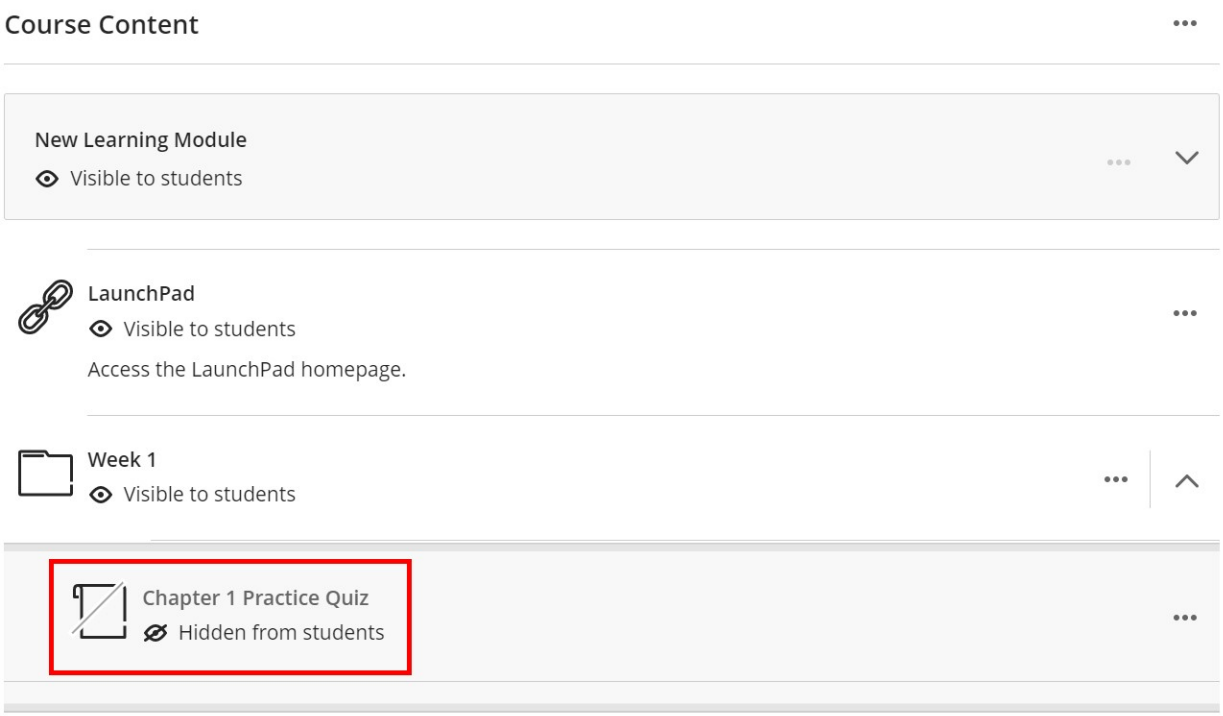
When done, click **Submit**.



View LaunchPad content in Blackboard Ultra

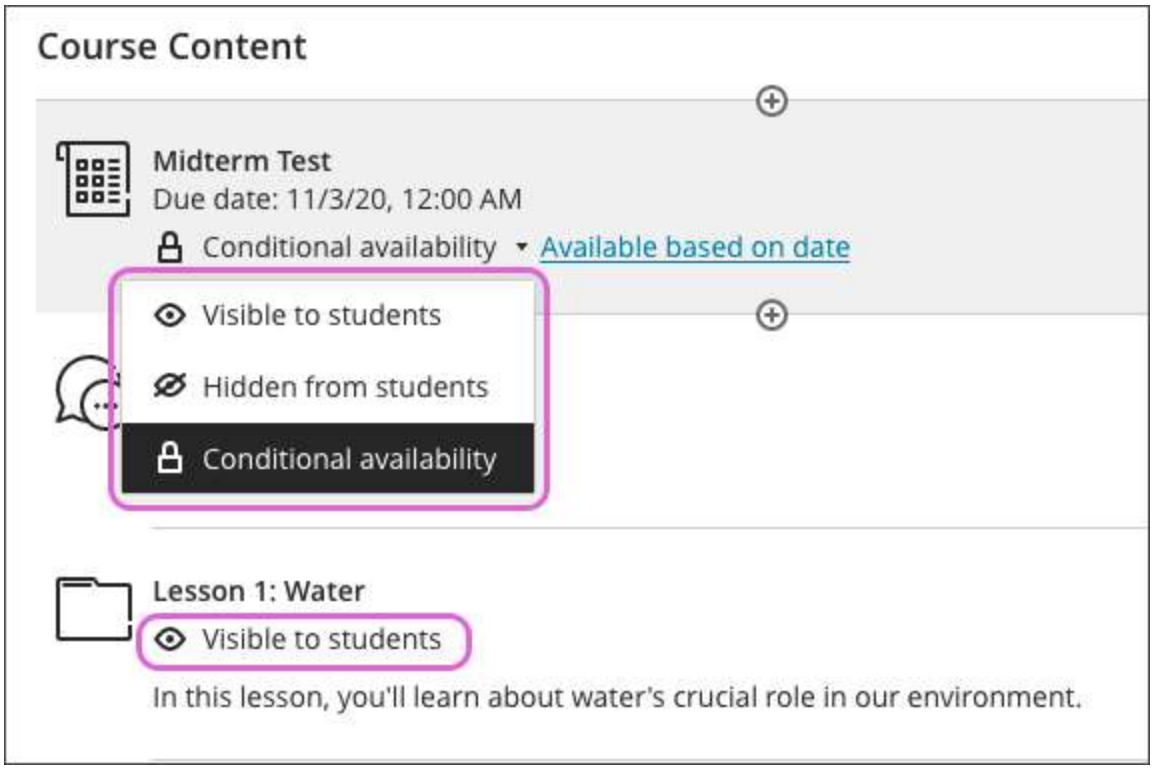
Direct links to LaunchPad content will appear in the location you specified when starting this process. To move items, please follow these instructions: ULTRA: Reorder, edit, and delete content.

If you encounter an error message or a new tab or window doesn't open when you click on these links, you'll need to adjust your browser settings and/or disable pop-up blockers. Please see the instructions here: LMS integration troubleshooting.



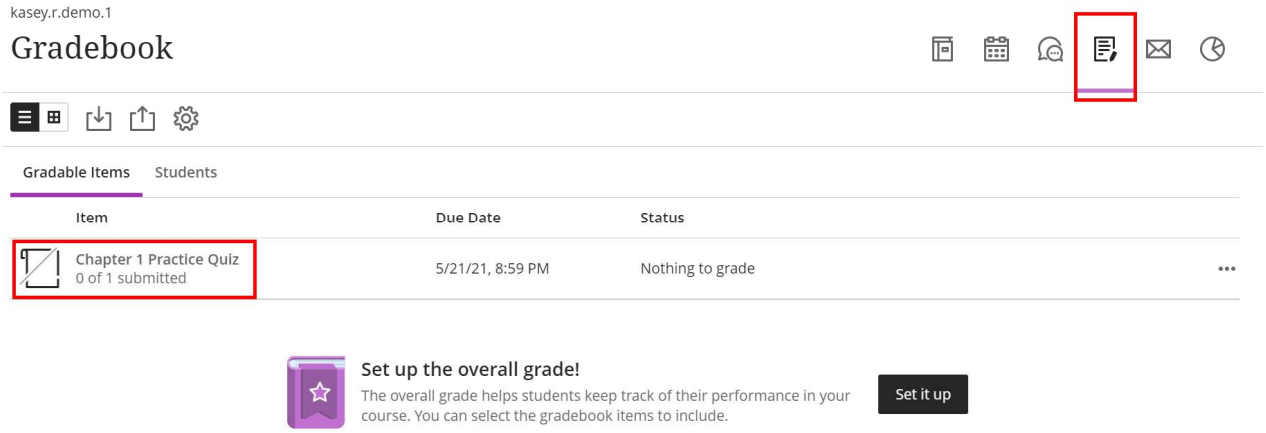
Make items visible to students

By default, any items added to the course will be **Hidden from students**. You can make the items **Visible to students** by following the instructions in this help article.



View assigned items in gradebook

Items assigned for a grade in LaunchPad will create gradebook items in the Blackboard Ultra gradebook.



Important notes about grade sync

Students must connect their Blackboard and LaunchPad accounts for their grades to sync with the Blackboard gradebook. See the registration instructions below to present this information to students.

LaunchPad grades will sync automatically but not instantaneously. It may take several hours for new grades to sync. If you need to see new grades in Blackboard Ultra right away, perform a grade refresh.

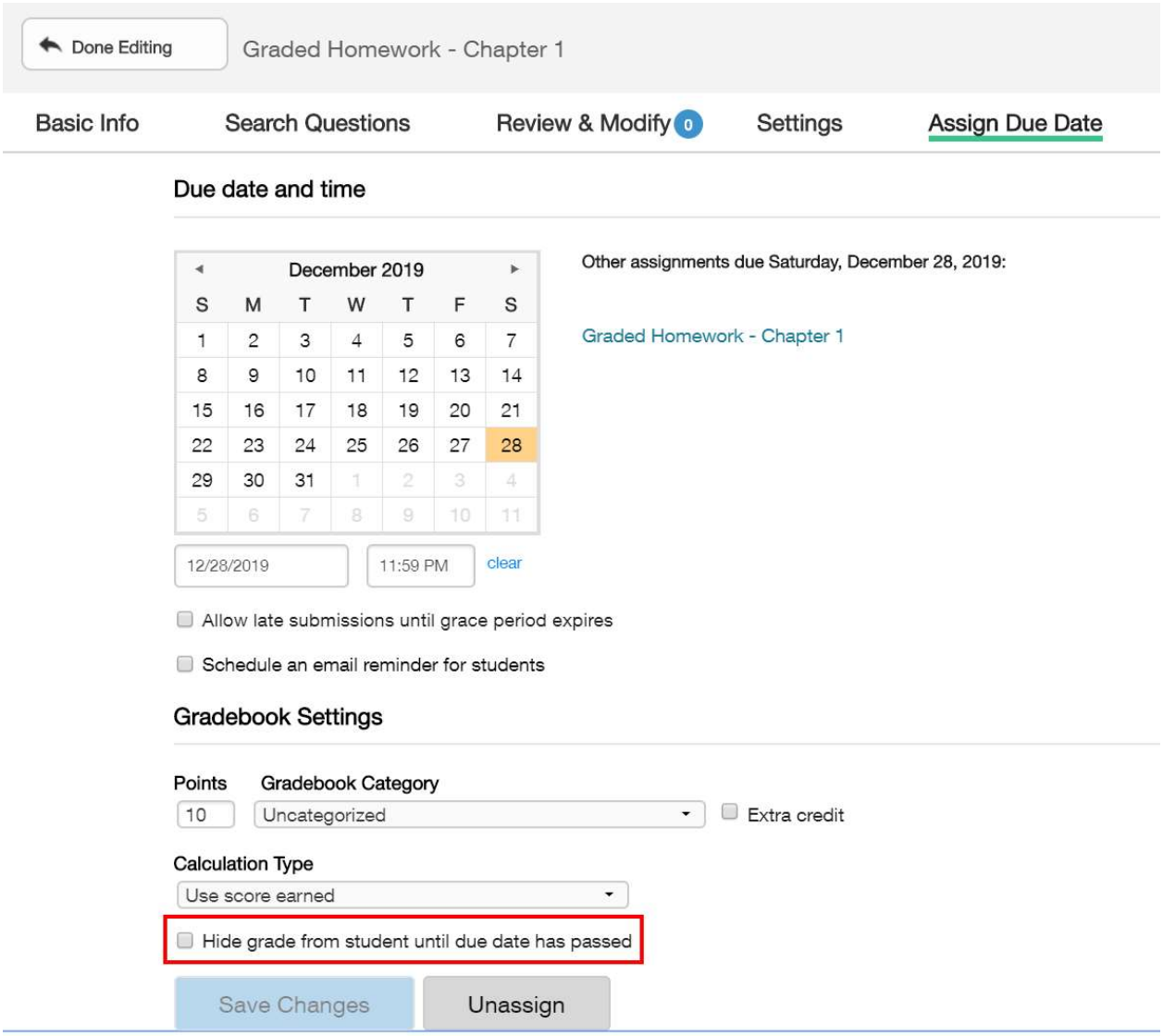
Changing due dates or point values

If you wish to set due dates and/or points for any LaunchPad items, you must do so in LaunchPad and not in Blackboard Ultra. During an automated grade sync, manual grade refresh, or content refresh, due dates or points set in Blackboard Ultra will either be replaced with the due dates and points from LaunchPad or cause the grade sync to fail entirely.

After changing due dates or points in the LaunchPad course, perform a content refresh to make the same changes appear for the corresponding items added to Blackboard Ultra.

Do not "hide grades from students until due date has passed"

Make sure that the assignment is not set to hide grades until after the due date passes. Grades will not sync to Blackboard Ultra until after this setting is unchecked.



Changing grades

If you wish to manually enter or edit grades for student assignments, it is recommended to do so in LaunchPad and not in Blackboard Ultra. After changing grades in the LaunchPad course, perform a grade refresh to make the same changes appear for the corresponding items added to Blackboard Ultra.

If you enter or edit grades in Blackboard Ultra, this will prohibit the automatic grade sync or grade refresh from updating those edited scores. If you ever want to undo your manual grade edit and resume grade sync from LaunchPad, simply click into the grade cell again and delete the grade you entered. The grade from LaunchPad should appear automatically. We also recommend performing a grade refresh after deleting the edited grade if the grade doesn't match the LaunchPad gradebook.

Gradebook categories

When adding items to Blackboard Ultra, you can choose from either the category set in LaunchPad or your existing Blackboard Ultra categories. If you choose to use categories from LaunchPad, any items that do not have a category set in LaunchPad will have a generic **Uncategorized** category added in Blackboard Ultra automatically.

Gradebook categories from LaunchPad can't be changed in Blackboard Ultra once the assignment is added. If you need to change the gradebook category for an item, you will need to delete it and re-add it with the correct category.

Weighted percentages and dropping lowest scores

Calculations like dropping lowest scores or weighted percentages do not transfer from LaunchPad and must only be set in Blackboard Ultra. Follow these instructions for configuring the Overall Grade in the Blackboard Ultra gradebook to set weighted percentages.