

# How to Configure Blackboard Sync

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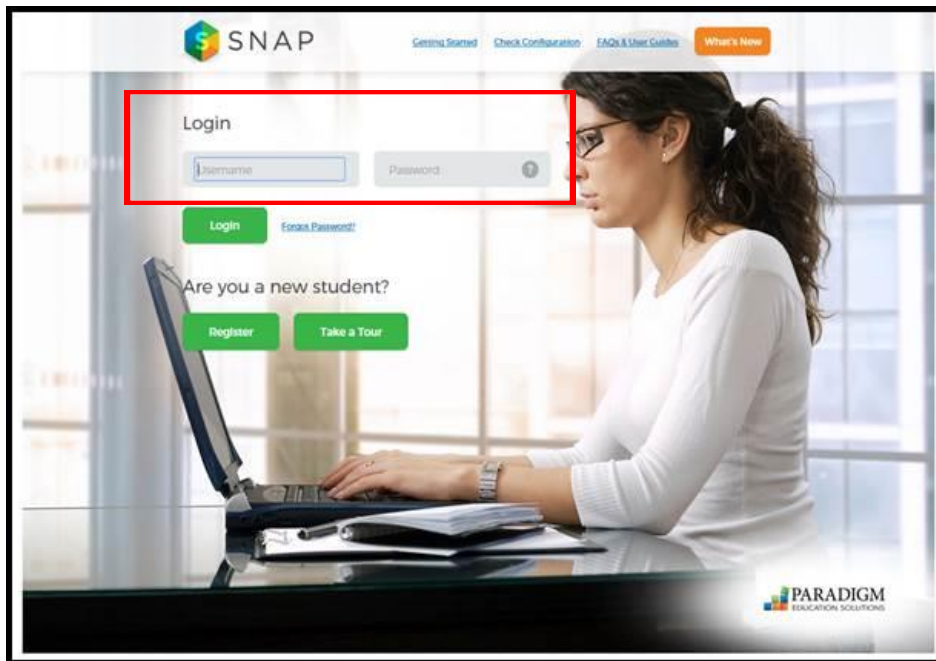
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## Before You Begin

In order to synchronize your SNAP 2013 grade book with your Blackboard grade book, **Web Services** must be enabled on your Blackboard system. When enabled, you will need to know the **Blackboard Instance URL** and the **Blackboard Course ID** for your blackboard course.

## Linking a Blackboard course in SNAP 2013

1. Open SNAP 2013 by visiting: <http://snap2013.emcp.com/snap.php#/login/index.php>
2. Enter your Instructor username and password into SNAP 2013.

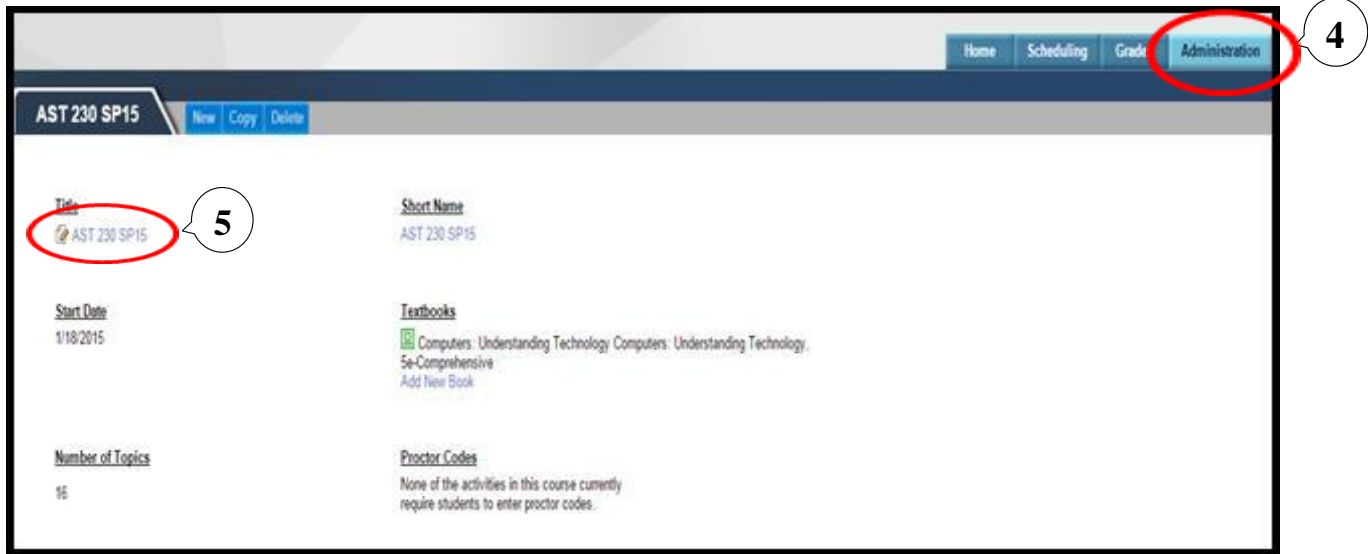


3. Upon logging into SNAP 2013, select the **Course** name that you wish to link to Blackboard (located in the navigation bar at the left side of screen).

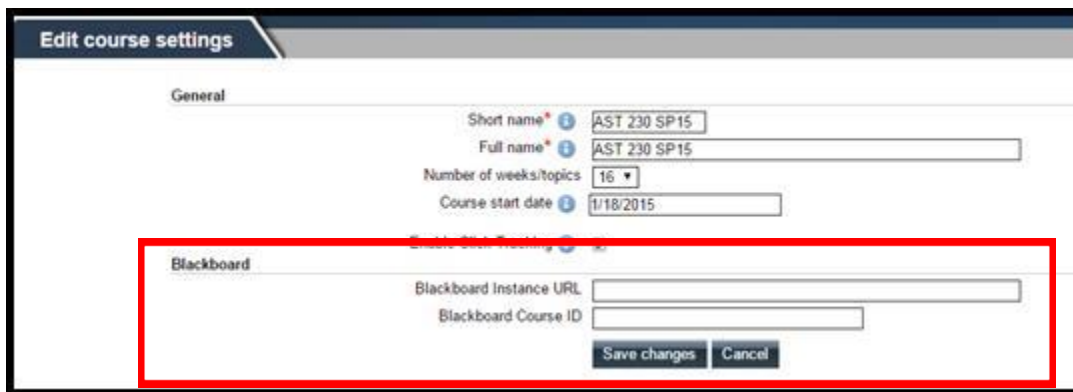


4. Once the course is selected, click the **Administration** tab (located at the right side of screen).

5. In the **Course** tab, click the **course name** located under the **Title** heading.



6. In the **Edit Course Settings** tab, enter the **Blackboard Instance URL** and **Blackboard Course ID** information under the Blackboard section. Click on **Save Changes**.



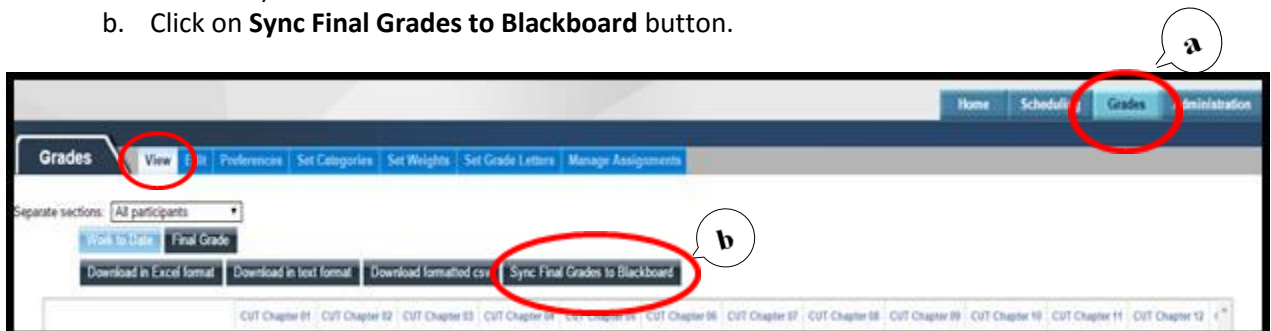
After saving changes to the course, you will be taken back to the **Administration** page for the current course.

## Syncing Grades from SNAP 2013 to Blackboard

1. Select the **Course** you wish to sync with Blackboard (located at the left side of screen).



2. Click on **Grades** tab (located at the right side of screen).
  - a. In the **Grades** tab, the **View** sub-tab is the default (if you are not in this area, click on the **View** sub-tab)
  - b. Click on **Sync Final Grades to Blackboard** button.

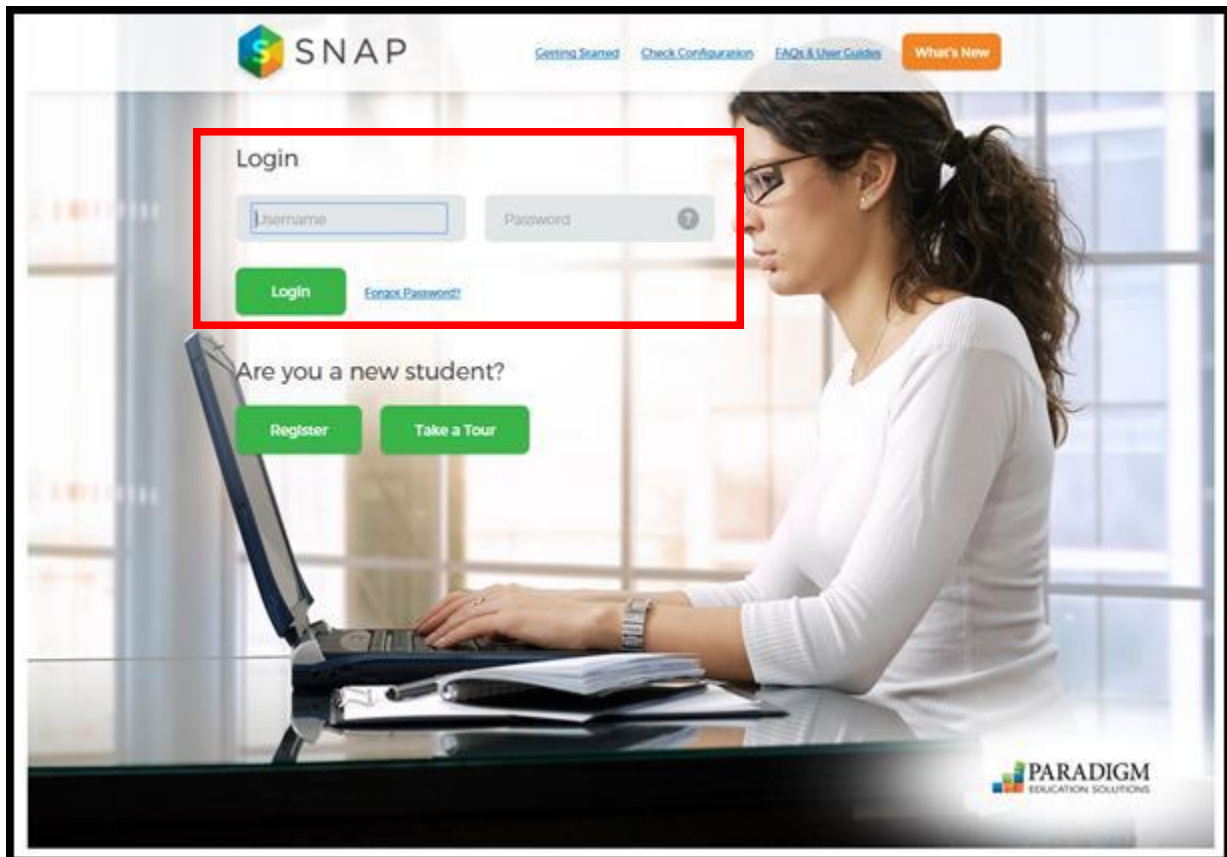


*The grades from SNAP 2013 course are now sync with the Blackboard course grades.*

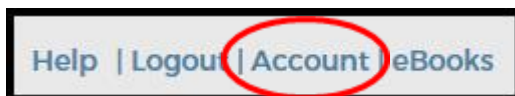
## Configure Student Accounts

Each Student will need to enter their Blackboard Student Username into their SNAP 2013 Account. They can do so by following the steps below:

1. Open SNAP 2013 by visiting: <http://snap2013.emcp.com/snap.php#/login/index.php>
2. Enter your Student username and password into SNAP 2013.



3. Upon opening SNAP 2013, select the **Account** link above your name in SNAP 2013 (located in the upper right hand side).



4. Click the Edit Profile sub tab.
  - a. Enter your *Blackboard Student Username* in the **Blackboard Student Username** field.
  - b. Click on the **Update Profile** button when completed.

The screenshot shows the Blackboard user interface for Nadine Mehring. At the top, there are navigation tabs: Profile, Edit profile (circled in red), Forum posts, and Blog. Below the tabs, the page title is 'Update Profile'. The profile information is displayed as follows:

First name	Nadine
Middle initial	
Last name	Mehring
Email address	nmehring@emcp.com
Email activated	<input type="checkbox"/> This email address is enabled
City/town	St. Paul
State/Province	MN - Minnesota - US
Zipcode	55110
Timezone	Central Time
Blackboard Student Username	<input type="text"/>
SNAP 365 enabled	<input type="checkbox"/>
SNAP/365	<input type="text"/>

At the bottom right, there is an 'Update profile' button circled in red. A circled '4' is located near the 'Edit profile' tab, and a circled 'a' is next to the 'Blackboard Student Username' field, and a circled 'b' is next to the 'Update profile' button.