



---

**Contact**

IT Help Desk  
301.696.3622

[helpdesk@hood.edu](mailto:helpdesk@hood.edu) or  
[assessment@hood.edu](mailto:assessment@hood.edu)

---

## Linking a Chalk & Wire assignment from Bb

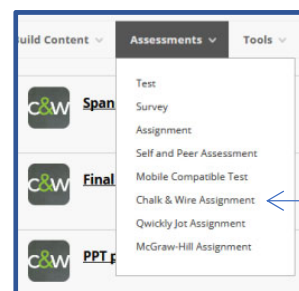
Students do not have to set up an account ahead of time. There is no code to purchase. Chalk & Wire is connected to Blackboard. When a student clicks on the link in Bb a Chalk & Wire account is automatically created or renewed. The link from Bb will direct the student to the assignment page to turn in their work.

### Part I: The Set Up

#### LOG INTO BLACKBOARD

#### Select the appropriate course

- Click on 'Assignments' on the left side of the screen.
- Choose the middle 'Assessments' drop down menu on the page.
- Choose Chalk & Wire Assignment.



#### Populate the information as you would with any other student assignment

- Note: If you are using the Gradebook feature in Bb and want the assignment to populate the score you need to include the points possible at this time. Chalk & Wire will recommend a percent score based upon the rubric scores. An instructor can edit the points after scoring before they are pushed back to the Bb gradebook.
- Click 'Submit' to save the assignment information.

### Part II: Make the Connection from Bb to Chalk & Wire

The assignment title will now have a C&W logo next to it.



Click on the title of the assignment

The next screen will have two drop down menus

1. The top menu is for the Department. The Department relates to which Academic Program the course is associates.
2. The second menu is for the Table of Contents. If necessary, find the correct Table of Contents for the course by dropping down the menu.
3. Locate the course – click directly on the assignment title **before** clicking Save.

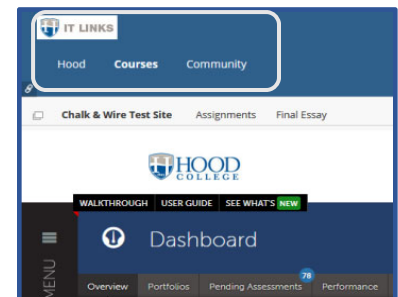
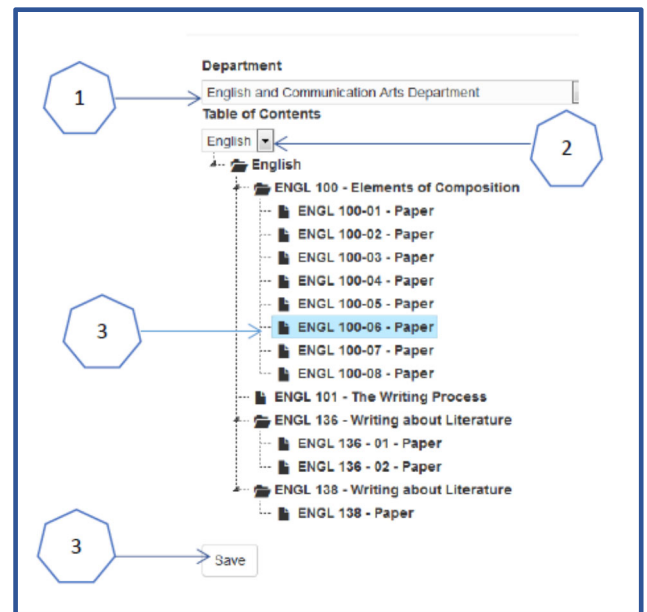
Note: The assignment name needs to be highlighted in **blue** before clicking save.

There will be a pause as the connection takes you to Chalk & Wire.

The link should take you to the Dashboard page in Chalk & Wire.

Note: The link will need to be made for each Chalk & Wire assignment for the course.

**Both Bb and Chalk & Wire are active after the link is made. Note that the Bb links are still active in the upper right of the screen.**



## TROUBLESHOOTING

### Avoid using Internet Explorer

**The students are reporting that they receive the message that the 'link is not configured'.**

- This message lets you know the process of connecting Bb to Chalk & Wire has not been completed.
- Start at Part II of the instructions to complete the process.

**I went through all of the steps and clicked 'save' to make the link but I only get to the spinning 'thinking' icon.**

- You did not click on the assignment name before clicking save. Log out and return to the 'assignments' page. Click on the assignment title again. Use the menus to find the assignment. Click directly on the assignment title to highlight it in blue before clicking save.

**I went through the steps and everything linked up. I double checked - the students still cannot see the assignment.**

- Make sure the 'permit users to view this content' is enabled in Bb.