Deep Linking Guide for Blackboard

This guide will walk you through the process of pairing Sage Vantage with your Blackboard course. Once paired, you can create deep links to Vantage content and set up grade sync for any Vantage assignments you wish to include in your Blackboard gradebook.

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Video Tutorials

Tutorial videos for Vantage and for using Vantage with your Blackboard course are available on the Vantage Technical Support website:

- Sage Vantage Instructor Videos

Create a Vantage course

Before you can add deep links or grade sync items to your Blackboard course, you must create your Sage Vantage course. If you have additional sections in the same term or will teach the course again in a new term, you can copy an existing Vantage course to use with the additional sections.

Visit https://vantage.sagepub.com to Login or Sign Up for Vantage. If you are not sure what your password is, you can click the "Forgot Password?" link to reset it.

Do you want to...

- Create a New Course
Copy an Existing Course

Create a New Course

If you have never created a Vantage course, when you first login you will be taken directly into the course creation process. If you have created a course before, you can use the Create Course button at the top right of your My Courses Dashboard to create a new course.

1. Click Create a New Course to begin.

2. Complete the Course Information page (1. Enter Course Information). Mandatory fields are marked with an asterisk.

   a. Select an Institution and Department. If you do not see your institution or department in the dropdowns, follow the directions on the right of the page to update your information.
b. Locate the title you wish to use. There are two ways to find it.

You can start typing to search by author or title.

You can also search by discipline. Once you choose the discipline, you can further refine your search by choosing a Course Area. All titles available for the discipline and course area combination you select will display. Choose your title from the list.
c. Complete the Course name, Section Name, Course Start and End dates, Time Zone, and Course Description fields. Section Name and Course Description are optional fields, but all other information is required.
d. Click **Next** once you complete your course details.

3. On the next page (Choose Gradebook and Assignment Settings), default settings for your gradebook and assignments are selected. The images below show the default settings, but you can make changes based on the needs of your course.

4. **Late Assignments**
   Selecting "Accept late assignments" will display grades for all student submissions. If all attempts for an assignment are submitted after the due date, the student grade for that assignment will display in red in the gradebook.

   If you select "Do not accept late assignments", Vantage will not display any late assignment submissions in your gradebook. All student work is viewable from the student's dashboard.

5. **Short Answers and Critical Thinking Checks**
   Short answers are present in Critical Thinking Checks, Video Activities, Data Activities, Reading Activities. If they are assigned and not set for auto credit, you will need to review and assign credit for students when they complete their attempts for these assessments before the student will receive a full grade.

6. **Vantage Grade To Date**
   You can choose to display or not the cumulative grade for all Vantage assignments assigned for a grade and for completion on the student dashboard and the percentage of what Vantage is worth in your overall grade.
Gradebook Settings

Late Assignments

Selecting "Accept late assignments" will display grades for all student submissions. If all attempts for an assignment are submitted after the due date, the student grade for that assignment will display in red in the gradebook.

If you select "Do not accept late assignments", Vantage will not display any late assignment submissions in your gradebook. All student work is viewable from the student's dashboard.

- Accept late assignments
- Do not accept late assignments

Short Answers and Critical Thinking Checks

Short answers are present in Critical Thinking Checks, Video Activities, Data Activities, Reading Activities. If they are assigned and not set for auto credit, you will need to review and assign credit for students when they complete their attempts for these assessments before the student will receive a full grade.

- Do not assign Critical Thinking Checks
- Assign short answer questions for Video Activities
- Assign short answer questions for Data Activities
- Assign short answer questions for Reading Activities

Vantage Grade to Date

This is the grade for Vantage assessments assigned for a grade or completion. This grade matches the "Percent To Date" column in the gradebook.

- Display on Student Dashboard
- Do not display on Student Dashboard

Assigned work in Vantage will be worth what percentage of the students overall grade?

- 40%

- Display on Student Dashboard
- Do not display on Student Dashboard
a. **Gradebook Settings**  
Default: Accept late assignments, Assign short answer questions for each activity type, Critical Thinking Checks, Vantage grade to date and overall Vantage % of students' overall grade

b. **Global Assignment Settings by Type**

   i. **Chapter Quizzes**  
   Default: Assigned for a grade, one attempt, Unlimited Chapter Quiz reviews, and to restrict or not access to the quizzes

   ![Global Assignment Settings by Type](image)

   ii. **Knowledge Checks**  
   Default: Assigned for completion, Hints are allowed, Unlimited attempts
iii. **Critical Thinking Checks**
(If you elected not to assign short answer and Critical Thinking Checks earlier on this page, you will not see this section)
Default: Assigned for completion, Unlimited attempts

iv. **Video Activities, Data Activities, Reading Activities**
Default: Assign short answer questions, Assigned for completion, Unlimited attempts
v. If assigned for a grade, will have a choice to receive credit automatically or require instructor review.

vi. **Self Assessments**

    Default: Are for completion only
c. Click **Review** to verify your course settings.

7. **Review the Course Details** on the Review page (3. Review & Complete Course) to double check the settings you made for your course.

   a. If you need to make changes, click the pencil icon to the right of this section.

   b. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.
c. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.

d. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.
You can also click the **Send** button to email a copy of this information to yourself. Once you are finished on this page, click **Back to My Courses** to return to your My Courses Dashboard.

8. Once your course is created, you can go to the Assignments tab from the course tile on your My Courses Dashboard page. This will allow you to apply more granular settings for each Chapter and/or assignment.

9. Once you have finished editing Chapters and Assignments, your Vantage course can be paired with your Canvas course.
Copy an Existing Course

If you have created a Vantage course in the past, you may wish to copy that course to use for another section in the same term or for a new term.

**TIP:** Copying a course is a one-time action. You should finish customizing the assignments and due dates of your course before making a copy of it. After you finish the copy process, changes will need to be made to both courses separately.

1. Click **Create Course** at the top right of your My Courses Dashboard.

2. Click **Copy an Existing Course**.

Or Click on the Cogwheel above the cover of the textbook and click copy.

3. You will see a list of all of your courses available to copy if you click on the “copy an existing course box.” NOTE: If you click on the cogwheel and then copy you will only see that course but all other steps are the same.

   a. Choose the course you wish to copy.

   b. If the course dates of your old and new courses match – for example, if you are running multiple sections of the same course in a single term – you can copy the due dates as well. Tick the "Copy due dates" checkbox to retain them.
c. Click **Next** to start the course creation process.

4. The Course Details of your chosen course will appear. You will see a banner message to change the Course Name, Section Name or Start and End Dates. Once you change one or more of these fields, click **Next**.

5. On the Review page (3. Review & Complete Course), you can double check the settings you made for your course.
a. Review the Course Details. If you need to make changes, click the pencil icon to the right of this section.

![Course Details](image)

b. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.

![Gradebook Settings](image)

c. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.
d. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.

You can also click the **Send** button to email a copy of this information to yourself. Once you are finished on this page, click **Back to My Courses** to return to your My Courses Dashboard.
6. Once your course is created, you can go to the Assignments tab from the course tile on your My Courses Dashboard page. This will allow you to apply more granular settings for each Chapter and/or assignment.

7. Once you have finished editing Chapters and Assignments (if necessary), your Vantage course can be paired with your Blackboard course.

Deep Links and Grade Sync in a New Blackboard Course

For best results, create your Vantage course before you are ready to pair it with your Blackboard course.

Depending on your Blackboard environment, you may have either the original course view or the Ultra course view (see the side-by-side comparison below). Note that some schools may allow you to choose which of the two views you want your Blackboard course to use.

You can add a module specifically for your Sage Vantage content or you can include the Vantage links within existing modules (for example, if you set up your Blackboard course with a module for each chapter). The layout of your Blackboard course depends entirely on your instructional design preferences.

Choose your course view to create Deep Links and Grade Sync:

- Original Course View
- Ultra Course View
Blackboard Courses Using Original Course View

1. Navigate to the Content Area in your course where you would like to place a Vantage link. Click **Build Content** to open the action menu. You will see a list of actions and available tools. Choose the tool for Sage Vantage.
2. Locate the Vantage course you wish to pair with, then click **Select**. If you only have one Vantage course in your account, it will automatically be selected for you.

3. After selecting your Vantage course, the link selection page will load. Three dropdown menus are available to help you filter content in your Vantage course. They will help you narrow content selections to more easily pick links and grade sync items. We recommend using only one filter at a time.

The dropdown menu options are:

a. **Resource Types** – Filter by a single resource type such as Readings, Chapter Quizzess, etc.

b. **Chapters** – Filter content by a single chapter

c. **Assignments** – Filter only assignments or by assignment status (assigned for grade / completion or unassigned)
4. Once you filter the content, the sorted list will show only those items matching your selection. You can choose items from the resulting list to create deep links and/or grade syncs in your Blackboard course.

For each item in the list, there are two columns on the right of the page. The left column (Link to Course) refers to the deep link that is added to your Blackboard module. The right column (Grade Sync) determines if an assignment is synced with your Blackboard gradebook.

If an item is not gradable – such as a chapter reading – the grade sync column will not have a checkbox. It will instead have a dash indicating it cannot be synced. If you have previously grade synced an assignment, the Grade Sync column will show a dash as well indicating it's already synced.
a. **Create deep links (with or without grade sync):**

To create a link in your Blackboard course, choose one or more items you wish to add by ticking the checkbox in the "Link to Course" column for that item. If you select a gradable item (such as a Knowledge Check, Video Activity or Chapter Quiz), the Grade Sync column is automatically ticked as well. This allows you to create a link and a grade sync item at the same time.
To add a link for all items in the sort list, you can use the "Select All" checkbox above the "Link to Course" column. All checkboxes will be ticked including any associated Grade Sync items.
After you've selected one or more links to add to your Blackboard course, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

If you want to add more items, you can use the **Go Back** button to choose more content. When you review, you will see all choices you have made.

Once you have picked all links you want to add to your Blackboard module, click **Continue** on the "Confirm LMS Selection(s)" page.

After a few seconds, you will see a "Success!" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.
b. **Create grade syncs only (without deep links):**

You can add grade sync assignments without adding deep links for them. For example, you may want to link only a single chapter reading in your Blackboard module, but still have all assignments from that same chapter grade synced with your Blackboard gradebook.

If you want to grade sync only specific assignments, you can tick the Grade Sync checkbox next to those assignments. Only the items you choose to grade sync will create a gradebook column in Blackboard. In this example, a Knowledge Check and Video Activity are selected for grade sync, but the Data Activity is not.

If you want to grade sync everything in the filtered list – for instance, if you filter by Chapter Quizzes and want to grade sync all of them – you can tick the "Select All" checkbox above the Grade Sync column. All items will be selected for grade sync.
When you choose to Grade Sync an assignment, a gradebook column is created in your Blackboard gradebook for the assignment.

After you’ve selected one or more items to grade sync, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

If you want to add more grade sync items, you can use the **Go Back** button to add more grade syncs. Once you have picked everything you want grade synced, click **Continue** on the "Confirm LMS Selection(s)" page to complete the grade sync.
After a few seconds, you will see a pop-up message indicating that no links were created. Click **OK** to return to Blackboard. You can visit your Blackboard gradebook to see the new columns that were added for your assignment selections.

An embedded page at vantage.sagepub.com says

The LMS request did not have any resource links. Nothing is being sent back to the LMS. Just cancel out of the current screen on your LMS and view your gradebook to see the gradebook item(s) that were created.

5. When you are finished adding deep links and grade sync items to your Blackboard course, refresh the browser tab displaying your Blackboard course to see the Vantage content. Next, click on a Vantage link to complete the grade sync connection. If you do not click on a Vantage link, Vantage will not send grades to your Blackboard gradebook.

**Note:** If you add new grade sync items at a later date, you must click on a Vantage link again to complete the grade sync connection for the new items.
6. It is recommended that you set your links to open in a new window for accessibility purposes, as well as providing a better user experience for students who are accessing the course on mobile devices.
   
a. Next to the Vantage link in your Blackboard course, expand the action menu. Choose **Edit**.

![Edit link icon](image)

b. On the "Edit Web Link" page, scroll down to about the middle of the page. In the "Web Link Options" section, set the **Open in New Window** radio button to **Yes**.

![Open in New Window](image)

c. Click **Submit** in the bottom right corner of the page to save the change.

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**Blackboard Courses Using Ultra Course View**

1. Navigate to the Content Area in your course where you would like to place your links. Click the plus sign to begin.
Note: You can also look under "Books & Tools" in the left navigation, then click the View course & institution tools link. You may then need to click "Browse available partners" or "Browse all course tools" to find the Sage Vantage tool. Both options will take you to the Content Market.
2. In the content menu, select **Content Market**.

3. Scroll down to the **Institution Tools** section at the bottom of the page. Look for the Sage Vantage tool and select it. If you don't see the tool, you may need to click **Find More** to locate it.

4. Locate the Vantage course you wish to pair with, then click **Select**. If you only have one Vantage course in your account, it will automatically be selected for you.
5. After selecting your Vantage course, the link selection page will load. Three dropdown menus are available to help you filter content in your Vantage course. They will help you narrow content selections to more easily pick links and grade sync items. We recommend using only one filter at a time.

The dropdown menu options are

a. **Resource Types** – Filter by a single resource type such as Readings, Chapter Quizzes, etc.

b. **Chapters** – Filter content by a single chapter

c. **Assignments** – Filter only assignments or by assignment status (assigned for grade / completion or unassigned)
6. Once you filter the content, the sorted list will show only those items matching your selection. You can choose items from the resulting list to create deep links and/or grade syncs in your Blackboard course.

For each item in the list, there are two columns on the right of the page. The left column (Link to Course) refers to the deep link that is added to your Blackboard module. The right column (Grade Sync) determines if an assignment is synced with your Blackboard gradebook.

If an item is not gradable – such as a chapter reading – the grade sync column will not have a checkbox. It will instead have a dash indicating it cannot be synced. If you have previously grade synced an assignment, the Grade Sync column will show a dash as well indicating it's already synced.
### Create deep links (with or without grade sync):

To create a link in your Blackboard course, choose one or more items you wish to add by ticking the checkbox in the "Link to Course" column for that item. If you select a gradable item (such as a Knowledge Check, Video Activity or Chapter Quiz), the Grade Sync column is automatically ticked as well. This allows you to create a link and a grade sync item at the same time.
To add a link for all items in the sort list, you can use the "Select All" checkbox above the "Link to Course" column. All checkboxes will be ticked including any associated Grade Sync items.
After you've selected one or more links to add to your Blackboard course, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

<table>
<thead>
<tr>
<th>Chapter/Part</th>
<th>Description</th>
<th>Link to Course</th>
<th>Grade Sync</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1: Discover Sociology</td>
<td>Discover Sociology: Introduction</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chapter 1: Discover Sociology</td>
<td>Video Activity 1.1: Individuals in Context: The Sociological Imagination</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chapter 1: Discover Sociology</td>
<td>Data Activity 1.1: Beliefs about Why People are Rich or Poor in the US</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chapter 1: Discover Sociology</td>
<td>Knowledge Check 1.1</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

If you want to add more items, you can use the **Go Back** button to choose more content. When you review, you will see all choices you have made.

Once you have picked all links you want to add to your Blackboard module, click **Continue** on the "Confirm LMS Selection(s)" page.

After a few seconds, you will see a "Success!" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.
b. **Create grade syncs only (without deep links):**

You can add grade sync assignments without adding deep links for them. For example, you may want to link only a single chapter reading in your Blackboard module, but still have all assignments from that same chapter grade synced with your Blackboard gradebook.

If you want to grade sync only specific assignments, you can tick the Grade Sync checkbox next to those assignments. Only the items you choose to grade sync will create a gradebook column in Blackboard. In this example, a Knowledge Check and Video Activity are selected for grade sync, but the Data Activity is not.

If you want to grade sync everything in the filtered list – for instance, if you filter by Chapter Quizzes and want to grade sync all of them – you can tick the "Select All" checkbox above the Grade Sync column. All items will be selected for grade sync.
When you choose to Grade Sync an assignment, a gradebook column is created in your Blackboard gradebook for the assignment.

After you’ve selected one or more items to grade sync, click Continue to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

If you want to add more grade sync items, you can use the Go Back button to add more grade syncs. Once you have picked everything you want grade synced, click Continue on the "Confirm LMS Selection(s)" page to complete the grade sync.
After a few seconds, you will see a pop-up message indicating that no links were created. Click **OK** to return to Blackboard. You can visit your Blackboard gradebook to see the new columns that were added for your assignment selections.

An embedded page at vantage.sagepub.com says

The LMS request did not have any resource links. Nothing is being sent back to the LMS. Just cancel out of the current screen on your LMS and view your gradebook to see the gradebook item(s) that were created.

7. When you are finished adding deep links and grade sync items to your Blackboard course, refresh the browser tab displaying your Blackboard course to see the Vantage content. **Next, click on a Vantage link to complete the grade sync connection. If you do not click on a Vantage link, Vantage will not send grades to your Blackboard gradebook.**

**Note**: If you add new grade sync items at a later date, you must click on a Vantage link again to complete the grade sync connection for the new items.
8. It is recommended that you set your links to open in a new window for accessibility purposes, as well as providing a better user experience for students who are accessing the course on mobile devices.

   a. Next to the Vantage link in your Blackboard course, expand the action menu (three horizontal dots).

   b. Choose Edit.

   c. Tick the checkbox to **Open in new window**.

   d. Click **Save** in the bottom right corner.

**Excluding Grades for Completion from the Blackboard Gradebook Calculations**

Knowledge Checks, Video Activities, etc. are often assigned for completion instead of a grade in Vantage. If you choose to grade sync these assignments, the gradebook column in Blackboard will record the point value to show the assignment was completed.

While you may want your Blackboard gradebook to show these assignments were completed, you may not want to include these points in the final grade calculations. You can exclude these assignments from the final grade, but still allow them to display in the gradebook to show the assignment was completed.
1. **Blackboard Original Course View**

   a. Go to your Blackboard gradebook.

   b. Locate the assignment and click the action menu icon to the right of its name. In the list of available actions, click **Edit Column Information**.

   ![Edit Column Information](image)

   c. Scroll to the Options section which is at the bottom of the page. Next to the **Include this column in Grade Center calculations**, select the radio button for **No**.

   ![Options](image)
d. Click **Submit** at the bottom right of the page.

e. Repeat this process to exclude any assignments that you don't want to include in the final grade calculations.

2. **Blackboard Ultra Course View**

a. Go to your Blackboard gradebook.

b. At the bottom of the page, click **Set it up.**

If you have previously hidden this message, click the gear icon at the top right of the page to open the Gradebook Settings panel. Scroll down to about the middle of the panel to the "Overall Grade" section and click **Set up overall grade.**

**Note:** If you have previously made changes to your gradebook setup, this will instead say **Manage overall grade settings.**

c. For each assignment you wish to exclude from the final grade calculations, click the circle icon to the right of its name to exempt it from the final grade.

**TIP:** If you sort assignments into categories, you can use this same process to exempt categories instead of individual assignments.
d. Once you click the icon, it turns purple to indicate the grade is exempted. The title of the assignment becomes lighter grey. The percentage points will also change to "N/A."

<table>
<thead>
<tr>
<th>Items in the Gradebook</th>
<th>Overall grade percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Check 1.1</td>
<td>N/A</td>
</tr>
</tbody>
</table>

If necessary, readjust percentage points for graded assignments so that the total is 100%.

<table>
<thead>
<tr>
<th>Items in the Gradebook</th>
<th>Overall grade percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Check 1.1</td>
<td>N/A</td>
</tr>
<tr>
<td>Video Activity 1.1: Gender and Diversity in Silicon Valley</td>
<td>N/A</td>
</tr>
<tr>
<td>Data Activity 1.1: Understanding Suicide</td>
<td>20%</td>
</tr>
<tr>
<td>Chapter Test 1</td>
<td>40%</td>
</tr>
<tr>
<td>Knowledge Check 2.1</td>
<td>N/A</td>
</tr>
<tr>
<td>Video Activity 2.1: Racial Disparities in Education</td>
<td>N/A</td>
</tr>
<tr>
<td>Chapter Test 2</td>
<td>40%</td>
</tr>
</tbody>
</table>

**Total: 100%**

f. Click **Save** at the bottom right of the page.
Deep Links and Grade Sync in a Blackboard Course Copy

For best results, create or copy your Vantage course before you are ready to pair it with your Blackboard course copy.

1. Follow your school's normal process to make a copy of your Blackboard course including the Vantage links.

2. Once your Blackboard course copy is complete, go to a module and click on any Vantage link to begin the pairing process. These images show sample links from Original View and Ultra View, respectively.
3. On the Vantage "Copy Course Selection" page, choose the option to **Pair your LMS course to an existing Vantage course.**

![Copy Course Selection](image)

4. Locate the Vantage course you wish to pair with, then click **Select.**
5. After you select the course, you will see the student preview of the content for the link you clicked to initiate the pairing process.

6. You can close the student preview and return to your Blackboard course. No further action is required.