EMA INTEGRATION CHECKLIST

RISIS TO BB

All mandatory fields completed, including:

- ☐ Mode of Submission
- ☐ Due Date
- ☐ Points Possible

☐ Flag that the assessments are ready to go to Bb (Working with Modules > Module Data > Flag Sub-modular assessment as ready for transfer to Blackboard)

BB/ TII SET UP

- Points possible to Test need to match those on RISIS – check it hasn't changed
- You cannot change the Title once it is in Blackboard
- You cannot move the submission points from the 'Assessment' area.
- Check the settings for Blackboard Assignments and other submission points created by the integration.
- Create other submission points (e.g. Turnitin and Tests) as normal.

BB TO RISIS

☐ Ensure all columns are mapped to corresponding weighted column

☐ Mark Approvers – drill down from whole course to Assessment > Approval of marks to send them back to RISIS.

- A mark can only be uploaded once. If mark changes for some reason and it has already gone to RISIS, it will have to be changed manually on RISIS.

Key

☐ - Action to be completed

- Instruction