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 Submodular 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