Using the Hawkes Synchronization Tool with Blackboard

(Your campus LMS administrator will need to enable this feature in your course.)

Accessing the Tool

In Blackboard, click Course, then navigate to Course Tools → Hawkes Synchronization Tool.

Using the Tool for the First Time

You will be prompted to sign in. Use the same information that you use to access your Online Grade book.

Enter your Course ID.

Select your name.

Enter your Hawkes Grade Book password.
Using the Sync Tool

There are four tabs available within the sync tool, and alerts are provided for un-synced items.

**Students** syncs your Hawkes course with your Blackboard roster. If any Blackboard students are missing from Hawkes, you are given the option to link the student and create a temporary access code.

**Assignments** syncs individual assignments and/or assignment groups. You can create new columns in Blackboard for these items or replace existing Blackboard columns.

**Assignment Grades** syncs the grades for the assignments and/or assignment groups selected under Sync Assignments.

**Final Grades** syncs the students’ final Hawkes grade. You can create a new Final Grade column in Blackboard or replace an existing Blackboard Final Grade column.

**Grading Details**

By default, all items are added into non-calculated columns.

All of these settings can be changed within the grading columns.

**Additional Notes**

You can access multiple Hawkes titles from the sync tool, as long as they are all under the same Blackboard login. You will need to sign out of the sync tool at the top of the screen and re-enter your information with a different Course ID.

Hawkes Grade Book administrators do not have any additional privileges, such as syncing grades for other instructors. You can only sync information for your own courses.

If Hawkes Grade Book information is deleted, it will not be automatically removed from Blackboard. Grades can be manually removed, but nothing is auto-synced between Hawkes and Blackboard.