



# **SoftChalk Cloud™ Quick Start Guide**

Updated July 25, 2017

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## Introduction

The URL for this guide is below. As we update this guide, the URL will remain the same. (You may want to bookmark this link in your web browser.)

<http://support.softchalk.com/FileManagement/Download/14c500ecd6dc415898772c1cecbaf404>



[SoftChalk Cloud](#) is the fastest, easiest, most flexible way to create, manage and share your digital curriculum content for delivery inside or outside of a Learning Management System (LMS). Using SoftChalk Create, our award-winning content authoring software in SoftChalk Cloud, you can create engaging, interactive, media-rich learning content with ease.

Using this guide, you'll learn how to quickly create a lesson in your SoftChalk Cloud account and then put a link of your lesson into your LMS. Depending on the setup of your LMS, you may even be able to capture student scores from your lessons into your LMS gradebook using a feature called LTI (see [Step 5](#) in this guide for details).

Your students will be viewing your lesson in a web browser (all the major browsers are supported – e.g. Chrome, Edge, Firefox, Internet Explorer and Safari).

(If you don't have an LMS, you can still distribute a hyperlink of your lesson or use the ScoreCenter feature within your Cloud account to collect scores.)

After using this guide, you can get additional instructions on getting started, from our [Video Tutorials](#), and [SoftChalk Cloud Guide](#) and the **Getting Started** section in our [SoftChalk Create Guide](#)

Below are the sections in this guide:

[Step 1 - Create a SoftChalk Cloud Account](#)

[Step 2 - Install SoftChalk Create](#)

[Step 3 - Create Your First SoftChalk Lesson](#)

[Step 4 - Put a Hyperlink of Your Lesson into Your Learning Management System](#)

[Step 5 - Put an LTI Link of Your Lesson into Your Learning Management System](#)

[Learning Management Systems](#)

[Other Resources and Guides](#)

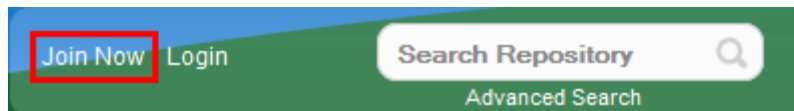
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## Step 1 - Create a SoftChalk Cloud Account

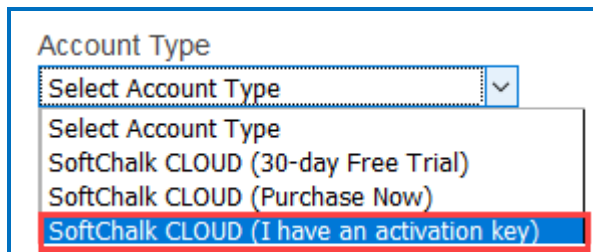
If you haven't already created a SoftChalk Cloud account, please use the steps below to create an account.

**IMPORTANT:** If your institution has an *Enterprise SoftChalk Cloud*, you will need *a different SoftChalk Cloud URL* and may need different steps to create a SoftChalk Cloud account - please consult your institution's technical support.

1. Go to the [SoftChalk Cloud](https://softchalkcloud.com) website (<https://softchalkcloud.com>). At the top right, click **Join Now**.



2. For the **Account Type**, click on the drop down menu and choose **SoftChalk CLOUD (I have an activation key)** and paste in the key provided to you by your institution.



3. Fill in the rest of your profile, select the two checkboxes at the bottom and click **Join**.

Congratulations, you now have a SoftChalk Cloud account!

Please see [Step 2 – Install SoftChalk Create](#).

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## Step 2 - Install SoftChalk Create

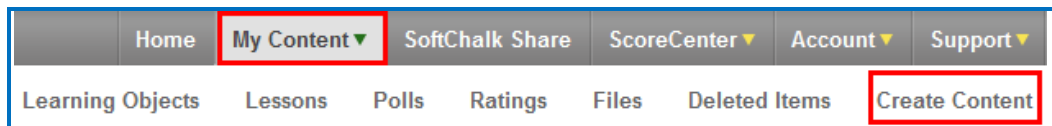
Even if you are not an administrator on your computer, you may still install SoftChalk Create. If you have any questions about computer requirements, please see our [System Specifications](#) page. If you should happen to run into any issues with your installation, please see our [FAQs](#) – at the left toward the bottom you'll see the **Installation** section. If you have a Macintosh, please see the section [Macintosh](#) on the next page.

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### Windows

Please note, that you need to have Java installed on your computer. **Surface Pro Users** – Please see our FAQ [Can I use my Surface Pro with SoftChalk Create?](#)

1. Make sure you are logged into <https://softchalkcloud.com>. The login link is at the upper right corner.
2. Select **My Content** and then **Create Content**.



3. The first time you select this option, you will be asked to download an installer to your computer. Select the installer for **Windows**. Please be patient while the installer downloads which typically takes two to five minutes.
4. Open the folder where you downloaded your installer file. Typically, this folder is called **Downloads** on a Windows computer. The installer file is called **SoftChalk-Create-installer.exe**. Double-click on this file to run the installation. For the single user profile installation, the application will be installed in C:\Users\USERNAME\AppData\Local\SoftChalk\Create. (If you are an admin installing for all users, the location would be C:\Program Files\SoftChalk\Create.)
5. Once you have installed Create you will see a blue SoftChalk Create icon on your desktop (see below).

If you run into problems installing, you may have an issue with Java on your computer. Please see the FAQ [How do I tell if I have Java installed successfully on my Windows computer?](#)

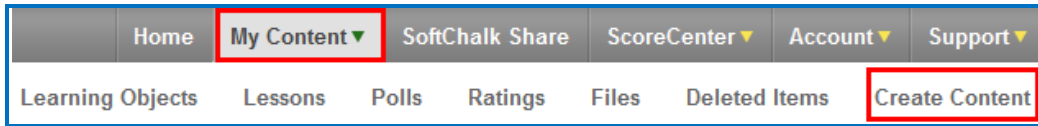


Please see [Step 3 - Create Your First SoftChalk Lesson](#).

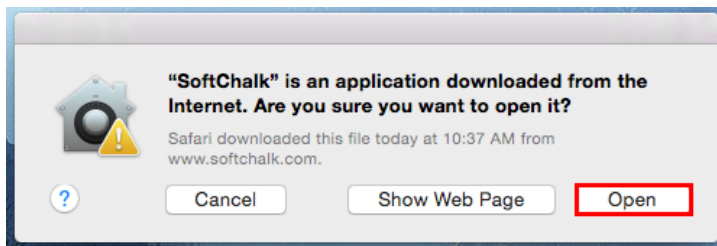
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## Macintosh

1. Make sure you are logged into <https://softchalkcloud.com>. The login link is in the upper right corner.
2. Select **My Content** and then **Create Content**.



3. The first time you select this option, you will be asked to download an installer to your computer. Select the installer for Macintosh. Please be patient while the installer downloads which typically takes two to five minutes. Click **Open**.



4. On your desktop, double-click on the **SoftChalk-Create.dmg** file (see below).



5. Double-click on the SoftChalk Installer icon (see below) and proceed to the next step on the following page.

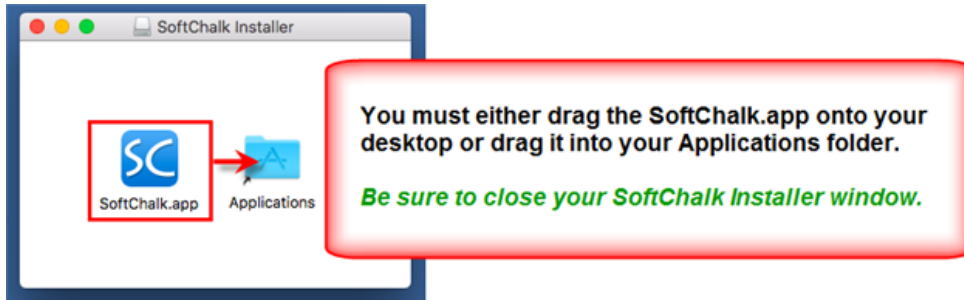


If you do NOT see the SoftChalk Installer icon above on your desktop, then see the following solutions:

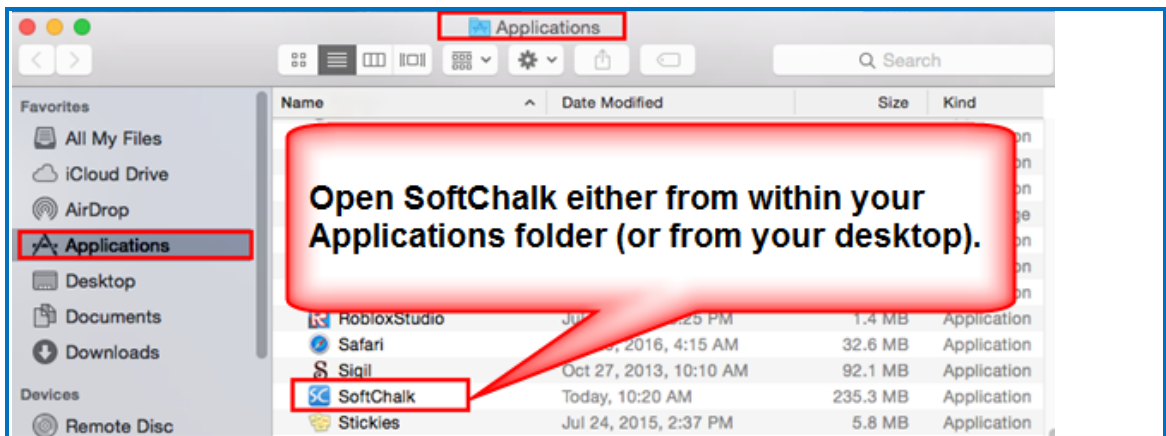
- a. Please open your computer icon, typically **Macintosh HD**. Then look at the left hand column under **Devices**, and click on **SoftChalk Installer** and continue with Step 6 below.

- b. If you do NOT see the SoftChalk Installer icon under the **Devices** area, then you may be using a non-standard program to open .dmg files. Control-click on the SoftChalk-Create.dmg file. Choose **Open with** and make sure that **DiskImageMounter.app** is the selected application.
6. You'll see the SoftChalk.app and the Applications folder (see below).

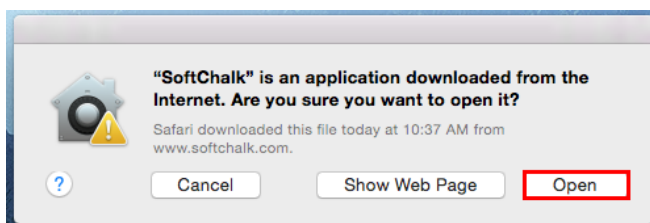
**IMPORTANT:** You must either drag the SoftChalk.app onto your desktop or drag it into your Applications folder. *Be sure to close your SoftChalk Installer window.*



7. Open your Applications folder. Double-click on **SoftChalk** within your Applications folder (see below) or on your desktop (NOT within the SoftChalk Installer area shown previously).



8. Click **Open** at the screen asking if you want to open this application downloaded from the Internet (see below). Please see [Step 3 - Create Your First SoftChalk Lesson](#).



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## Step 3 - Create Your First SoftChalk Lesson

Below are instructions on creating a simple three page lesson with a question, an activity and an embedded YouTube video.

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### Start SoftChalk Create

1. Once you have installed Create successfully (see the previous section [Step 2 – Install SoftChalk Create](#)), you will see a blue SoftChalk Create icon on your desktop (see below). Double-click on this icon. (The Macintosh icon will say **SoftChalk**.)

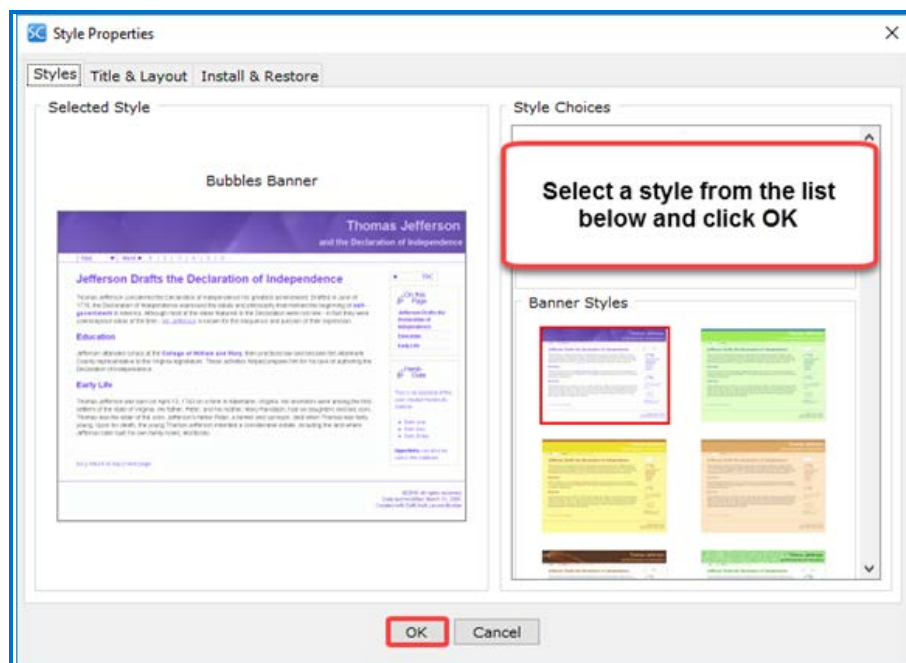


2. Enter your SoftChalk Cloud username and password and click **Register**. (If your institution has an **Enterprise SoftChalk Cloud**, then select the option **My account is with a Enterprise Cloud** and enter the appropriate URL that you have gotten from your institution's technical support.)

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### Add a Style

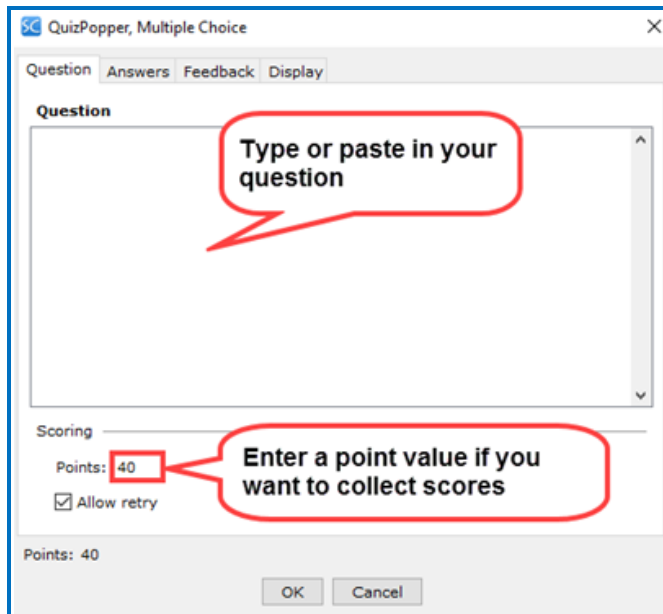
1. Go to the **Properties** menu at the top and select **Style Properties**.
2. At the right select a style and click **OK**. (At any point you can change this style.)





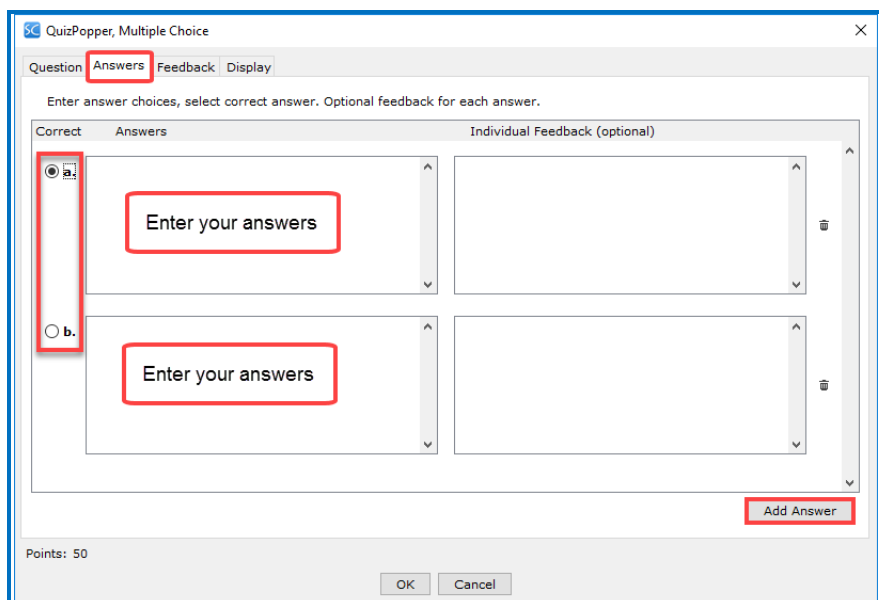
## Add a Question – Ex. Multiple Choice

1. Hit your Enter or Return key to create a new paragraph.
2. Go to the **Insert** menu at the top and select **QuizPopper / Multiple Choice**. Please note there are a variety of questions that you can insert besides Multiple Choice.
3. Type in a question. At the bottom, enter **40** for the points.



The screenshot shows the 'QuizPopper, Multiple Choice' dialog box with the 'Question' tab selected. A large text area is labeled 'Type or paste in your question'. Below it, the 'Scoring' section has 'Points: 40' and a checked 'Allow retry' checkbox. A red box highlights the '40' and a callout bubble says 'Enter a point value if you want to collect scores'. At the bottom, 'Points: 40' is displayed, and there are 'OK' and 'Cancel' buttons.

4. Click the **Answers** tab. Enter your answers and individual feedback (optional). To add another answer, click **Add Answer**. In the correct column at the left, select the correct answer.



The screenshot shows the 'QuizPopper, Multiple Choice' dialog box with the 'Answers' tab selected. The 'Correct' column has radio buttons for 'a.' and 'b.'. The 'Answers' column has two text boxes labeled 'Enter your answers'. The 'Individual Feedback (optional)' column has two text boxes. A red box highlights the 'Add Answer' button at the bottom right. At the bottom, 'Points: 50' is displayed, and there are 'OK' and 'Cancel' buttons.

5. Click the **Display** tab at the top. Notice you have three options for how the question will be viewed by the student. The default is **Embed in lesson page**. Click **OK**.
6. If you left the default display setting for the Multiple Choice question as embed in lesson page, you will see a gray placeholder box. (To edit the question you just created, you can right click on this box and choose **Modify QuizPopper**.)

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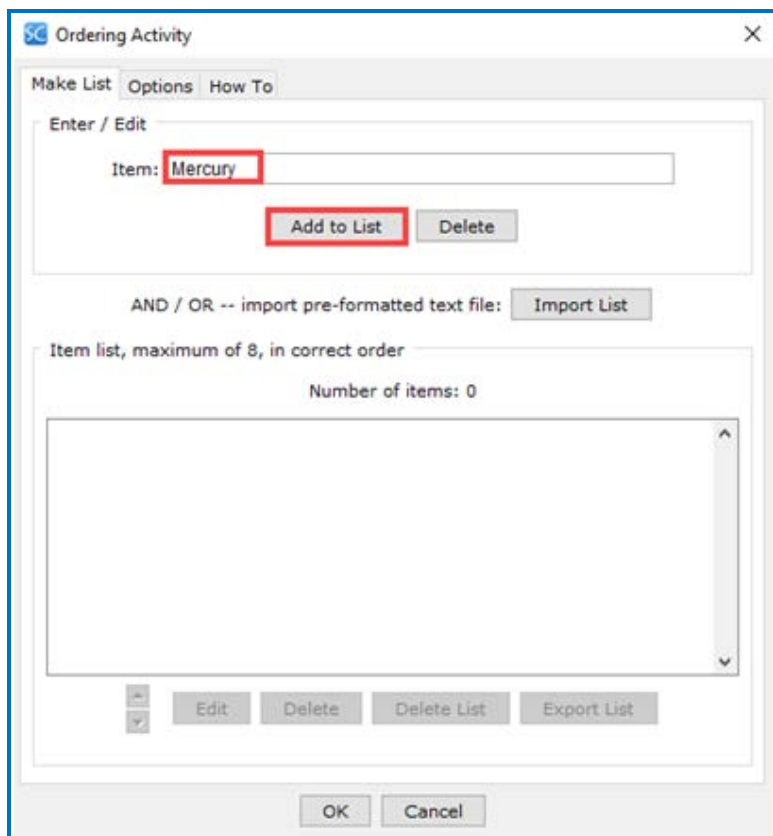
## Add a Page Break

1. In the main editing window, hit your Enter or Return key to create a new paragraph.
2. Go to the **Insert** menu at the top and select **Page Break / Insert**.

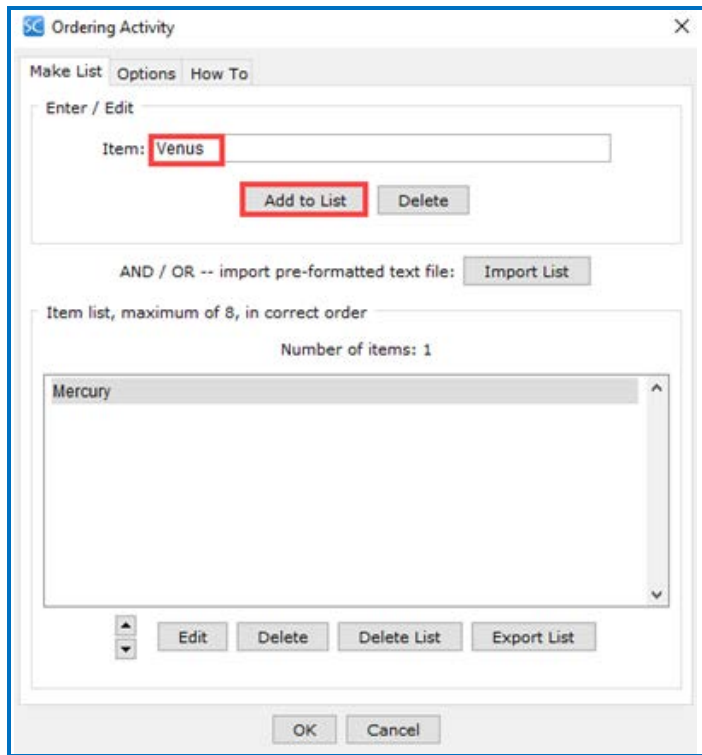
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## Add an Activity – Ex. Ordering

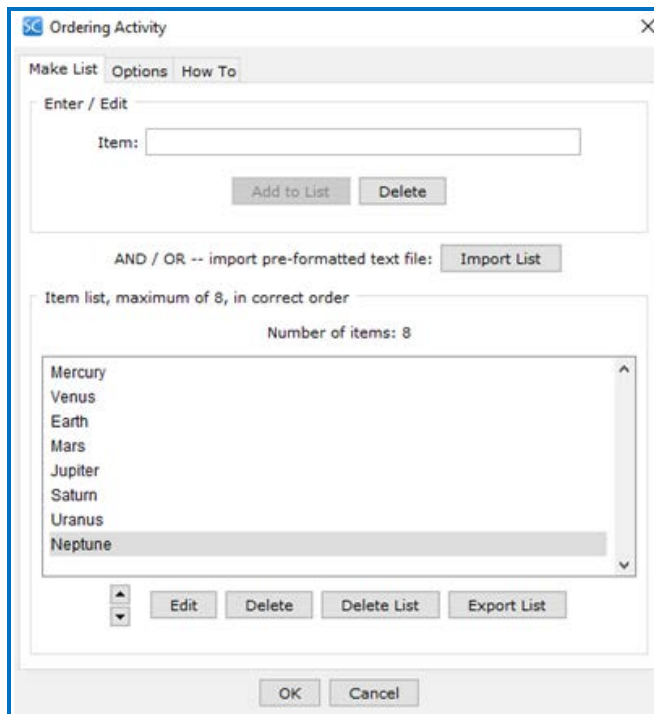
1. Go to the **Insert** menu at the top and select **Activity / Ordering**. Please note there are a variety of activities that you can insert besides the Ordering activity.
2. Please note the **How To** tab, which is available on all activities. You can view an example of the activity and a short video on how to create the activity.
3. Let's say you want to have students order the first eight planets based on proximity to the sun. In the Item area, type **Mercury**. Then click **Add to List**.



4. In the Item area, type **Venus**. Then click **Add to List**.



5. Continue adding the other planets.



6. Click on the **Options** tab. At the top in the **Instructions for the student**, you can modify the instructions for your specific activity.

For the **Activity Display**, you can choose **Pop-up from icon**.

At bottom right, choose **80** for the points.

Click **OK**.

The screenshot shows the 'Ordering Activity' dialog box with the following settings:

- Instructions for the student:** Drag items from the left column to the correct order in the right column based on proximity to the sun.
- Describe Activity for use with screen reader/assistive technology:** (Empty text area)
- Activity Display:**
  - Pop-up from icon
  - Pop-up from clickable text
  - Embed in lesson page
  - Icon position:  Inline,  Float left,  Float right
- Options:**
  - Big text
  - Show answers option
  - Show restart button
  - Play feedback sounds (all Activities)
  - Points:** 80

The **OK** button is highlighted with a red box.

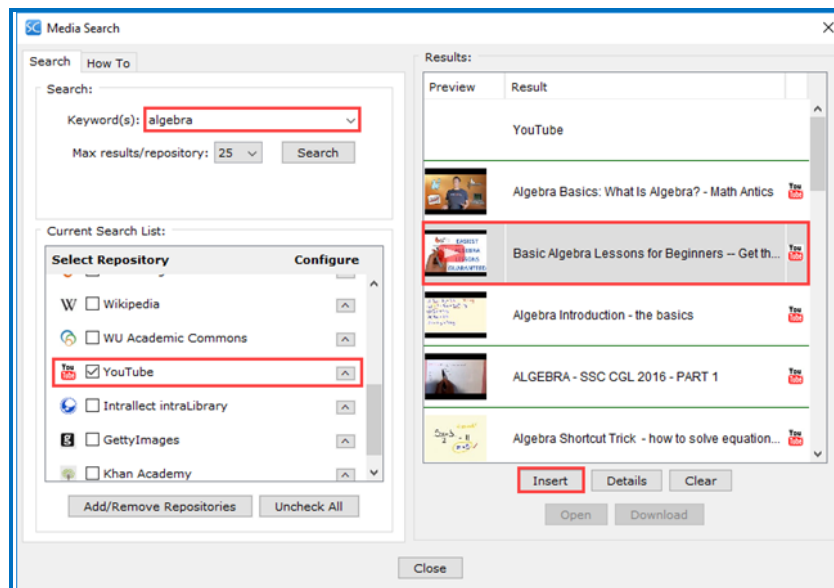
7. In the main editing window, hit your Enter or Return key to create a new paragraph.
8. Go to the **Insert** menu at the top and select **Page Break / Insert**.

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## Embed a YouTube Video

Using the steps below, you'll embed the code for a YouTube video within your lesson.

1. Go to the **Tools** menu at the top and select **Media Search**.
2. In the list at the left, scroll down and select **YouTube** and click **I agree**.
3. At the top, type in a keyword such as *algebra* and click **Search**.
4. From the results list at the right, select an item and click **Insert**. Click **OK** at the Insert complete window. Click **Close** to return to your main editing window.



5. In your main editing window, you will see a gray placeholder box for your widget (i.e. YouTube video code). To edit the change the YouTube you just created, you can right click on this box and choose **Modify Widget**.)

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## Save Your Lesson to SoftChalk Cloud

1. Go to the **File** menu at the top and select **Save to SoftChalk Cloud**. (If you happen to click the Save icon rather than choosing **File / Save to SoftChalk Cloud**, you would be saving your lesson temporarily on your local computer. You will be prompted to save to your lesson permanently before you exit the Create program.)
2. Type an item name and click **Save**.
3. Click **Close** to leave the Save window. Congratulations you have created your first SoftChalk lesson!
4. To exit the Create program, choose **File / Exit**.

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## Preview Your Lesson in a Web Browser

You can log into your Cloud account and preview your lesson or you can preview you lesson from your SoftChalk Create program.

### Preview Your Lesson from within Your Cloud Account

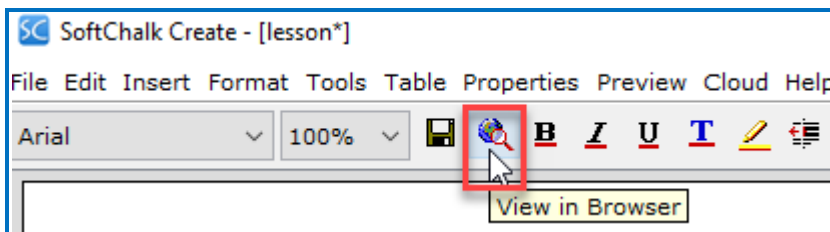
1. Log into <https://softchalkcloud.com>. The login link is in the upper right corner.
2. Select **My Content** and then **Lessons**.
3. Click on the name of your lesson.
4. Click the Preview link.

### Preview Your Lesson from within the Create Program

1. Start your SoftChalk Create program if it is not open already.



2. Open you lesson if it is not open already (choose **File / Open from SoftChalk Cloud**). Selet you lesson and click **Open**.
3. From the toolbar at the top, click the **View in Browser** icon.



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## Edit Your Lesson

Below are several methods to edit your lesson that was saved to SoftChalk Cloud:

### Start Create from Your Desktop Icon:

1. From your computer desktop, double-click on the blue SoftChalk Create icon to start the program.
2. Go to the **File** menu at the top and select **Open from SoftChalk Cloud**.
3. Select the lesson you want to edit and click **Open**.
4. After you make your edits and then choose **File / Save to SoftChalk Cloud**, please make sure that your lesson is selected at the right to be replaced.

### Start Create from Your SoftChalk Cloud Account

1. Log into <https://softchalkcloud.com>. The login link is in the upper right corner.
2. Select **My Content** and then **Lessons**.
3. Click on the name of your lesson.
4. Scroll down to the **Lesson Actions** area on the right and select **Edit Lesson**.
  - The first option, **Edit in Create**, will launch the same program you used previously. After you make your edits and then choose **File / Save to SoftChalk Cloud**, please make sure that your lesson is selected at the right to be replaced.
  - The second option, **Edit in Create Online**, will launch the Create Online browser program that allows you to make quick edits to your text. You can also enter text as well. Over time, SoftChalk plans to make more and more features available in this browser version of SoftChalk Create. Make your edits and then click the Save icon.

The next sections will cover the steps for putting links to your lessons into your learning management system.

- If you don't need to collect scores from your lesson, then see the section [Step 4 – Put a Hyperlink of Your Lesson into Your Learning Management System](#).
- If you want to collect student scores from your lesson in your LMS gradebook, then see the section [Step 5 – Put an LTI Link of Your Lesson into Your Learning Management System](#).

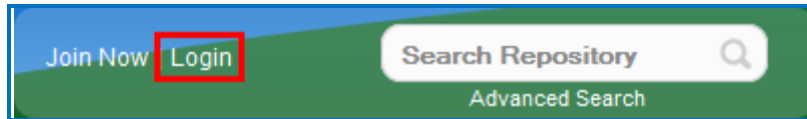
If you do NOT have an LMS and want to collect scores, please see the section **Track Student Scores OUTSIDE an LMS (ScoreCenter)** in the [SoftChalk Cloud Guide](#).

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## Step 4 - Put a Hyperlink of Your Lesson into Your Learning Management System

If you want to use your SoftChalk lesson as a “practice” lesson for your students, below are instructions for finding the hyperlink for your lesson, which you can put into your LMS (or give to your students via email if you don’t have an LMS).

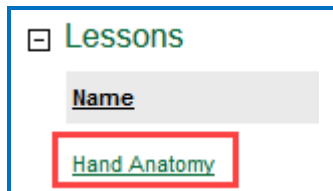
1. Log into <https://softchalkcloud.com>. The login link is in the upper right corner.



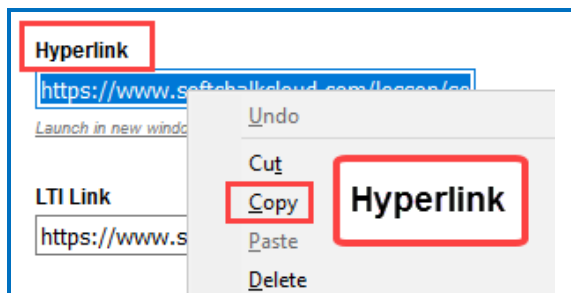
2. Select **My Content / Lessons**.



3. Click on the name of your lesson.



4. Scroll down to the **Lesson Actions** area. At the bottom right, right-click within the **Hyperlink** field and choose **Copy** (see below)



5. See the section [Learning Management Systems](#) for information on putting this link into your LMS. You can view a **Non Scored Lesson** video or follow a guide for instructions - see the section **Non Scored Lessons** in the **Guide** for your particular Learning Management System.



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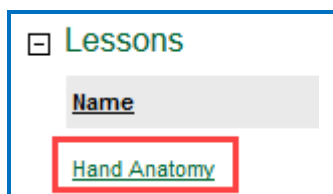
## Step 5 - Put an LTI Link of Your Lesson into Your Learning Management System

Your Learning Management System gradebook may be able to accept scores from SoftChalk lessons using a feature called LTI. Please contact your institution's technical support to see if LTI has been enabled. If it has, please see the steps below.

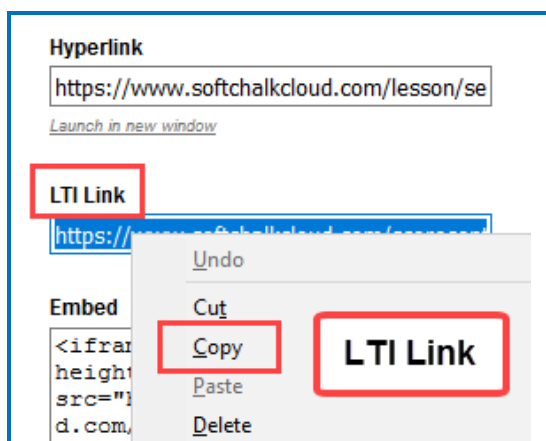
1. Log into <https://softchalkcloud.com>. The login link is in the upper right corner.
1. Select **My Content / Lessons**.



2. Click on the name of your lesson.



3. Scroll down to the **Lesson Actions** area. At the bottom right, right-click within the **LTI Link** field and choose **Copy** (see below)



4. See the section [Learning Management Systems](#) for information on putting this link into your LMS. You can view a **Scored Lesson** video or follow a guide for instructions - see the section **Scored Lessons** in the **Guide** for your particular Learning Management System.

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## Learning Management Systems

As mentioned previously, in order to use the scored lesson feature shown in the Scored Lesson Videos below, your LMS administrator needs to enable the LTI feature in your LMS. Instructions for the LMS administrator for enabling this LTI feature are found in the guides below. Typically, this process takes thirty minutes for the LMS administrator.

Please contact your institution's technical support to see if the LTI feature has been enabled.

LMS	Videos	Guide
Blackboard	<a href="#">Non Scored Lesson</a> <a href="#">Scored Lesson</a>	<a href="#">Blackboard and SoftChalk Cloud Integration Guide</a>
BrainHoney	<a href="#">Non Scored Lesson</a> <a href="#">Scored Lesson</a>	<a href="#">BrainHoney</a>
BrightSpace by D2L	<a href="#">Non Scored Lesson</a> <a href="#">Scored Lesson</a>	<a href="#">BrightSpace by D2L</a>
Canvas	<a href="#">Non Scored Lesson</a> <a href="#">Scored Lesson</a>	<a href="#">Canvas (Instructure)</a>
Jenzabar		<a href="#">Jenzabar eLearning</a>
Moodle	<a href="#">Non Scored Lesson</a> <a href="#">Scored Lesson</a>	<a href="#">Moodle</a>
Schoology	<a href="#">Scored Lesson</a>	<a href="#">Schoology</a>

For additional resources and guides, please see the next section [Other Resources and Guides](#).

## Other Resources and Guides

Resource	Description
<a href="#">Sample Lessons</a>	View sample lessons created by SoftChalk customers.
<a href="#">Video Tutorials</a>	The videos are typically 2-5 minutes long and cover Getting Started with SoftChalk Cloud as well as saving a lesson to SoftChalk Cloud, using images in SoftChalk, and creating quizzes and activities.
<a href="#">SoftChalk Webinars</a>	Sign up for free SoftChalk webinars including Introductory Webinars for getting started with SoftChalk Cloud.
<a href="#">SoftChalk Cloud Guide</a>	Contains info on how to create a Cloud account, collaborate on lessons with other instructors, share content and find content to use in our SoftChalk Share repository.
<a href="#">SoftChalk Create Guide</a>	Gives details on using SoftChalk Create, our award-winning content authoring software. SoftChalk Create is a feature within your SoftChalk Cloud account.
<a href="#">Student Guide to SoftChalk Lessons</a>	Contains info for students taking SoftChalk lessons. Includes a <b>Troubleshooting</b> section.
<a href="#">Migration to SoftChalk Cloud</a>	If you are already familiar with the desktop version of SoftChalk Create and want to start using SoftChalk Cloud, this is the guide for you.
<a href="#">PowerPoint Integration Guide</a>	Describes options for incorporating PowerPoint content into your SoftChalk lessons
<a href="#">System Specifications</a>	Gives the system specifications for both instructors who are creating content (e.g. SoftChalk lessons) and students who are viewing SoftChalk lessons in web browsers.
<a href="#">FAQs</a>	Frequently Asked Questions

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## Help

Please visit our [SoftChalk Support](#) webpage. For purchase information, please contact [sales@softchalk.com](mailto:sales@softchalk.com).

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## Copyright Information

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