



# **SoftChalk Cloud™ Quick Start Guide**

Updated June 6, 2019

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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.)

<https://softchalk.atlassian.net/wiki/download/attachments/129237016/quickstartguide.pdf?api=v2>



[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 the ["Get Started" page](#) on our website, our [Video Tutorials](#), the [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 the SoftChalk Create App](#)

[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 <https://www.softchalkcloud.com/join>
  - If you are creating a "Free Trial" account, please complete the [online request form](#). You will receive an activation key via email.
  - If you are creating a licensed account, you will receive an activation key from SoftChalk, or from your school/institution liaison.
2. On the Create My SoftChalk Cloud Account page, paste in the activation key provided to you by SoftChalk or 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 the SoftChalk Create App](#).

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## Step 2 - Install the SoftChalk Create App

The SoftChalk Create App is the authoring tool you'll use to create lessons while in SoftChalk Cloud. Follow the instructions below to install the Create App on your Windows or Macintosh computer.

Even if you are not an administrator on your computer, you should be able to install the SoftChalk Create App. 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

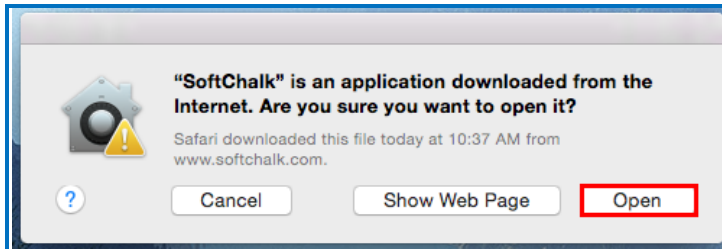
1. Download and install the [SoftChalk Create App](#) (windows version).
  - a. Please be patient while the installer downloads - it typically takes one to five minutes.
2. Open the folder where you saved your installer file. Typically, this folder is called **Downloads** on a Windows computer. The installer file is called **SoftChalk-Create-Cloud-11.exe**. **Double-click** on this file to run the installation.
3. Congratulations! You have installed the Create App successfully on your computer.

You're ready for [Step 3 - Create Your First SoftChalk Lesson!](#)

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## Macintosh

1. Download and install the [SoftChalk Create App](#) (Macintosh version).
  - a. Please be patient while the installer downloads - it typically takes one to five minutes.
2. Once the installer has downloaded, Click **Open**.



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



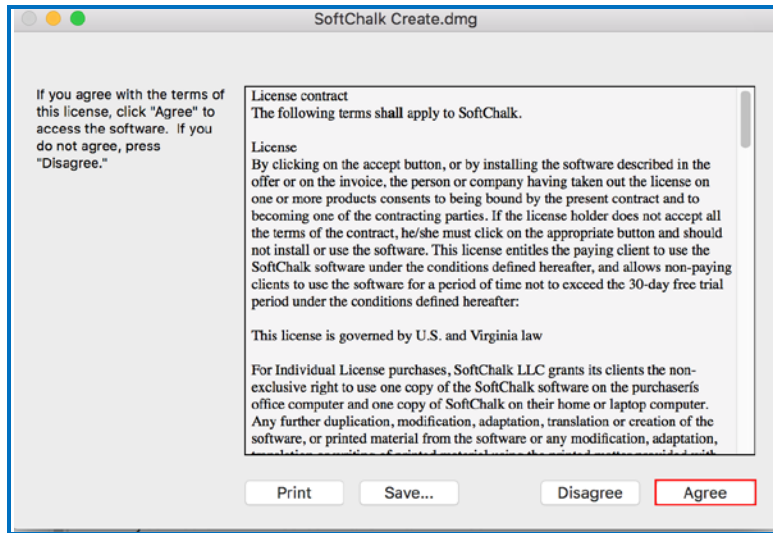
4. Double-click on the SoftChalk Installer icon (see below) and proceed to the next step on the following page.



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

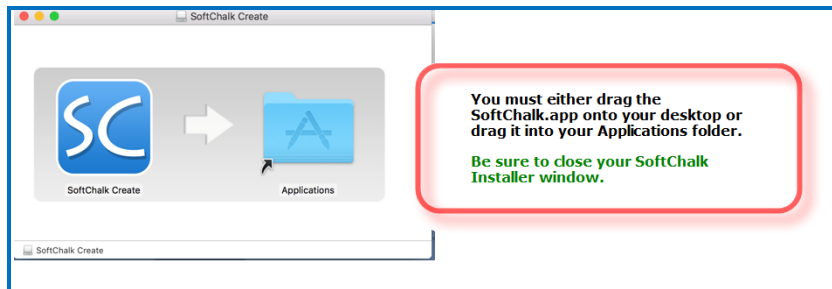
- a. Please open your computer icon, typically **Macintosh HD**. Then look at the left hand column under **Devices**, and click on **SoftChalk Installer** and continue with Step 6 below.
- b. If you do NOT see the SoftChalk Installer icon under the **Devices** area, then you may be using a non-standard 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.

5. You'll see the SoftChalk License Agreement:



6. When you click on "Agree" to agree to the license, you'll see the contents of the disk image for the installer.

**IMPORTANT:** To complete the installation, either drag the SoftChalk.app onto your desktop or drag it into your Applications folder. *Be sure to close your SoftChalk Installer window.*



7. Congratulations! You have installed the Create App successfully on your computer.

You're ready for [Step 3 - Create Your First SoftChalk Lesson!](#)

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## Step 3 - Create Your First SoftChalk Lesson

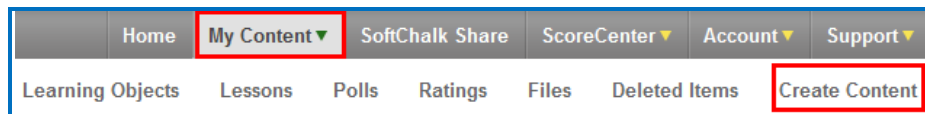
Below are instructions on creating a simple three page lesson with a question, an activity and an embedded YouTube video.

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### Start SoftChalk Create

1. Once you have completed the installation of the SoftChalk Create App using the steps above, launch Create from your Cloud account:

- a. Login to [SoftChalk Cloud](#) with your username and password
- b. From the SoftChalk Cloud menus, choose **My Content** and then **Create Content**.



- c. This will open the SoftChalk Create app and you will be ready to start creating a SoftChalk lesson.
2. The SoftChalk Create app works like a word processing program. Simply type your lesson information into the text area of the SoftChalk Create app. You may also copy and paste text into the text area.

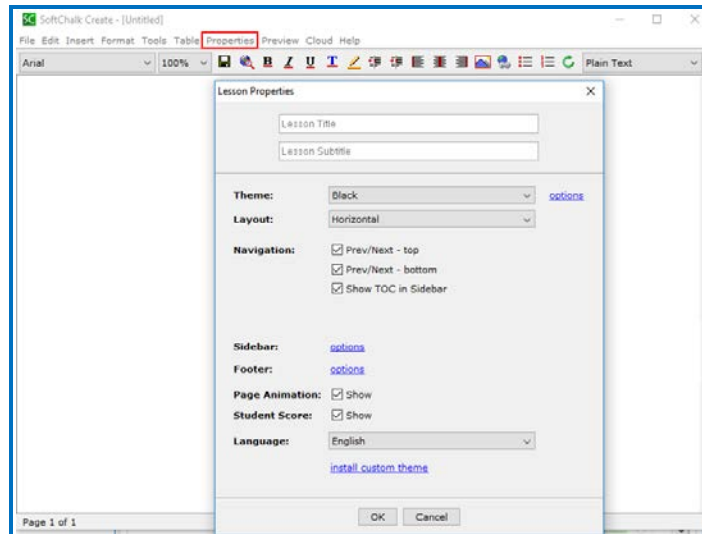


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## Choose a Theme & Enter a Title

It's easy to change the look-and-feel of your lesson – simply select a “Theme” and “Layout”.

1. In the Create app, go to the **Properties** menu and select **Lesson Properties**.



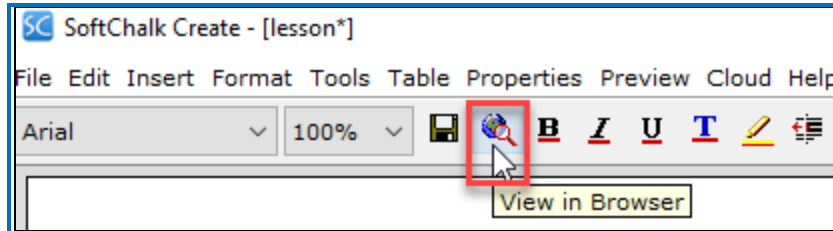
2. Choose your 'Theme' from the drop-down menu. Choose your 'Layout' from the dropdown menu. You can create your own 'Theme' using the ThemeBuilder under the Tools menu in Create. For more information on creating your own 'Theme', please see pages 248-259 of our [SoftChalk Create Guide](#) and visit the [ThemeBuilder video tutorial](#).
3. Additionally, you may enter a Lesson Title and Subtitle, and make selections from the Navigation, Sidebar, Footer, etc. options that are available on this dialog.
4. Once you've made your selections, click **OK**.

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## Preview Your Lesson in a Web Browser

At any time, you can preview your lesson and see it in a web browser, the way your students will see the lesson. It's a good idea to preview your lesson often, as you are adding and editing content, or modifying your lesson properties.

1. From the toolbar at the top of the Create app, click the **View in Browser** icon. You may be prompted to Save your lesson. Then, your web browser will open a new window and display your lesson. After viewing your lesson, close the browser and return to the Create app to continue editing your lesson.

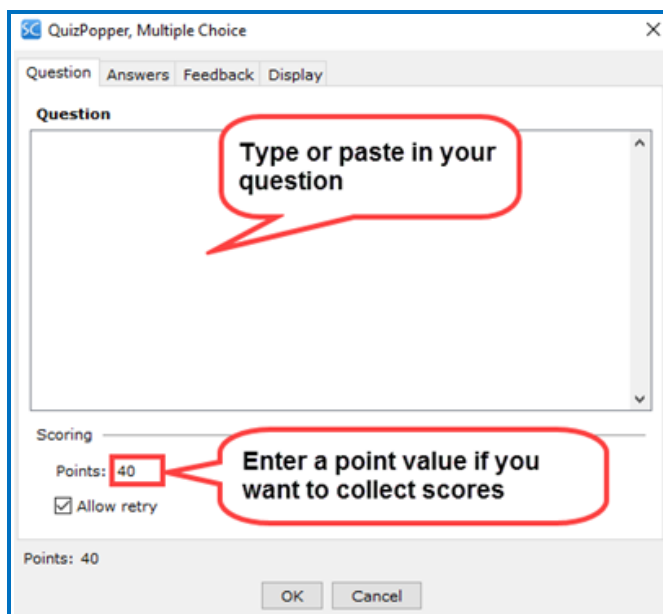


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## Add a Question – Example: Multiple Choice

Adding quiz questions to your lesson is a great way to include formative assessment and student feedback into your lesson.

1. To add a quiz question, press the Enter or Return key on your keyboard to create a new paragraph in your lesson text.
2. Go to the **Insert** menu in the Create app 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.



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. At the top, there are four tabs: 'Question', 'Answers', 'Feedback', and 'Display'. The 'Answers' tab is selected and highlighted with a red box. Below the tabs, there is a text prompt: 'Enter answer choices, select correct answer. Optional feedback for each answer.' The main area is divided into three columns: 'Correct', 'Answers', and 'Individual Feedback (optional)'. There are two rows of input fields. The first row has a radio button selected next to 'a.', a text box containing 'Enter your answers', and an empty text box for feedback. The second row has a radio button next to 'b.', a text box containing 'Enter your answers', and an empty text box for feedback. At the bottom right of the main area, there is a red-bordered button labeled 'Add Answer'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons, and a 'Points: 50' label.

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**.)
7. Click **Ok** to save your quiz question into your lesson.

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## Add a Page Break

If you have a lot of content in your lesson, you may want to insert page breaks to “chunk” your content into multiple pages (rather than delivering all of your content in a single lesson page).

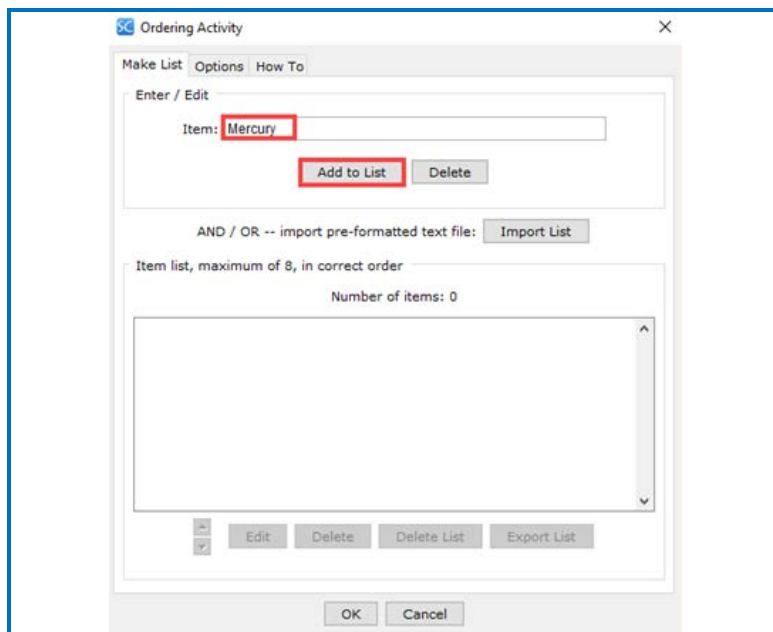
1. In the main editing window, place your cursor in the text where you’d like the page to break, then hit your Enter or Return key to create a new paragraph.
2. Go to the **Insert** menu at the top and select **Page Break / Insert**.

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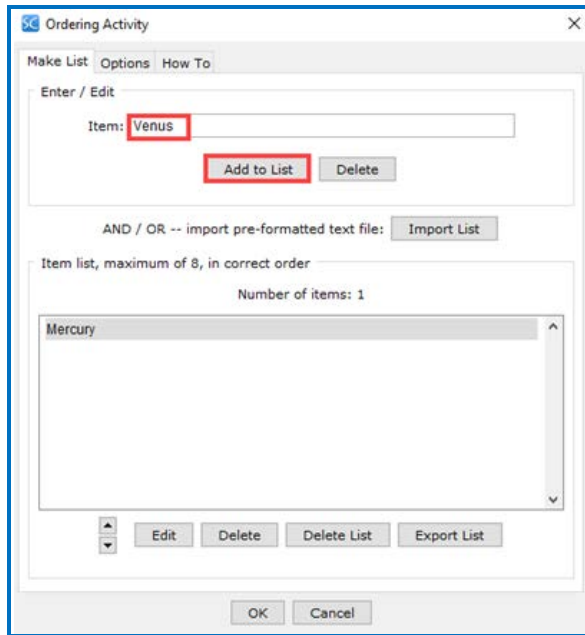
## Add an Activity – Example: Ordering

Activities are another way to include formative assessment and feedback for your student. Some activities can be scored, like a quiz question. Other activities are “information presentation” style activities.

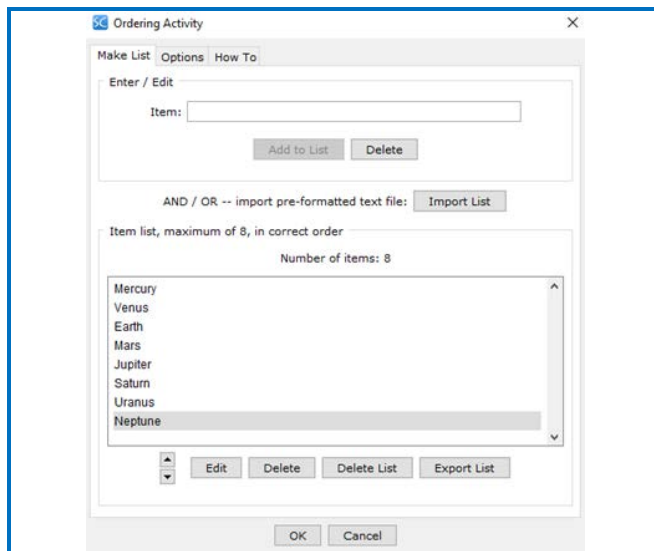
1. Go to the **Insert** menu at the top and select **Activity / Ordering**. (Please note there are a variety of activities that you can insert in addition to the ordering activity.)
2. Please note the **How To** tab, which is available on all activities. You can view an example of the activity and a 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.

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
- Buttons:** OK, Cancel

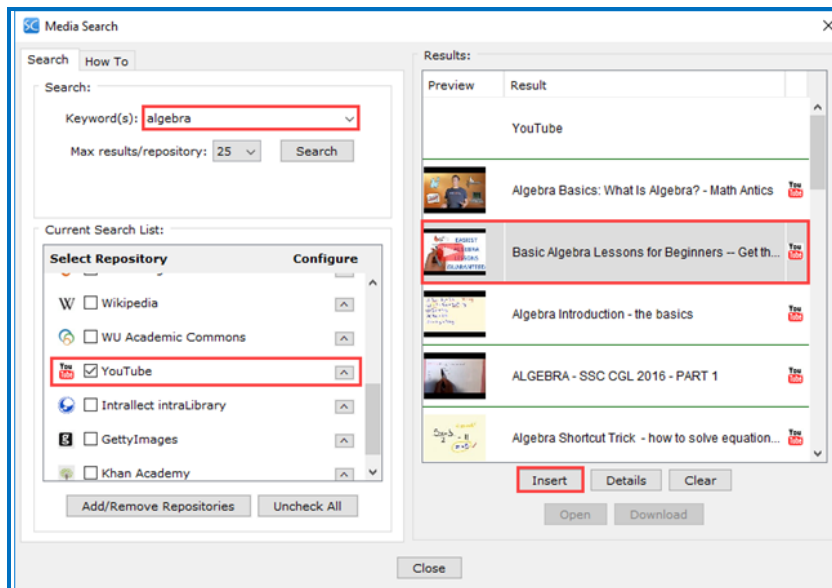
7. For the **Activity Display**, choose **Pop-up from icon**. At bottom right, choose **80** for the points. Click **OK**.
8. In the main editing window, hit your Enter or Return key to create a new paragraph.

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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.



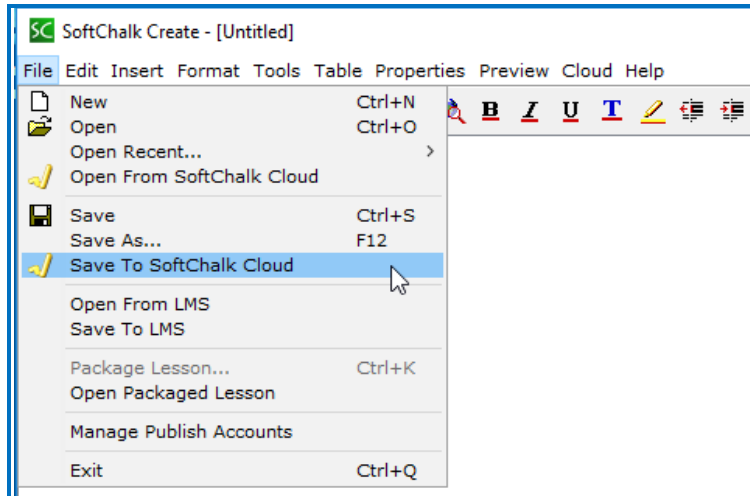
5. In your main editing window, you will see a gray placeholder box for your widget (i.e. YouTube video code). To edit the YouTube you just created, you can right click on this box and choose **Modify Widget**.)

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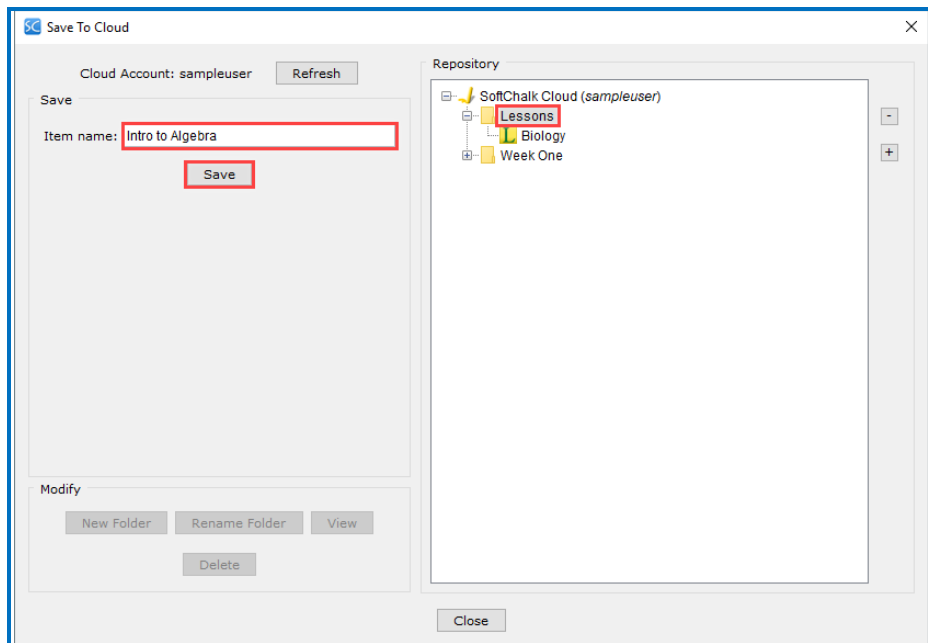
## Save Your Lesson to SoftChalk Cloud

When you're finished editing your lesson, you will save it into your SoftChalk Cloud account.

1. Go to the **File** menu at the top of the Create app, 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. Notice the Item Name is the same as the title for the lesson. Choose the folder where you'd like to save your lesson. (The default folder is named **Lessons**. You can create additional folders as desired.) Click **Save**.





3. You will see a success message once your lesson has been fully uploaded and saved to Cloud. Congratulations you have created your first SoftChalk lesson!
4. In the Create App, click **Close** to leave the **Save to Cloud** window.
5. To exit the Create App, choose **File / Exit**.

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## Lesson Actions in SoftChalk Cloud

Once you've saved a lesson into your SoftChalk Cloud account, you can perform several actions – preview the lesson, edit the lesson, and access the lesson link information to put into your learning management system. These actions are described below.

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



Click on the name of your lesson to display the lesson “detail” page. (If you have multiple folders of lessons, navigate the folders to find the lesson you wish to access.)

3. From the lesson detail page, you can perform several actions – preview the lesson, edit the lesson, and locate the lesson link information for sharing your lesson and to use with your learning management system. These actions are described below.

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## Edit Your Lesson

If you wish to edit your lesson, from the lesson detail page:

1. Scroll down to the **Lesson Actions** area on the right and select **Edit Lesson**.
  - The first option, **Edit in Create**, will launch the same Create app you used previously to create your lesson.
  - The second option, **Edit in Create Online**, will launch the Create Online browser program that allows you to make quick edits to your text. Create Online does not have all the features of the Create app you used earlier. It's an easy way to make quick updates to your content. Make your edits and then click the Save icon.

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## Share Your Lesson

Each lesson you create in SoftChalk Cloud has its own unique web link (URL). You can provide this web link if you wish students or colleagues to view your lesson.

1. Scroll down to the **Lesson Actions** area. At the bottom right, right-click within the **Hyperlink** field and choose **Copy** to grab a copy of the lesson link.
2. The next sections will cover the steps for putting lesson links into your learning management system.

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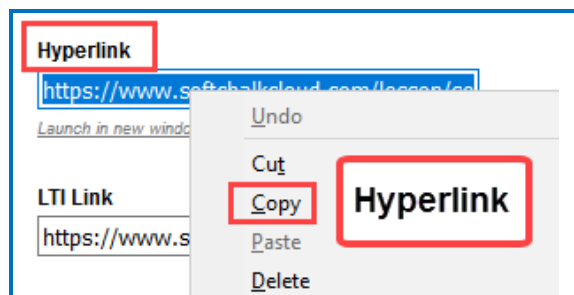
## Step 4 - Put a Hyperlink of Your Lesson into Your Learning Management System

There are several options for using your SoftChalk lessons in your learning management system. In this section we describe how to put a hyperlink to your lesson into your learning management system course. Use this option if you do not need to collect student scores from the lesson into your LMS gradebook.

If you want to collect student scores from your lesson in your LMS gradebook, 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](#).

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



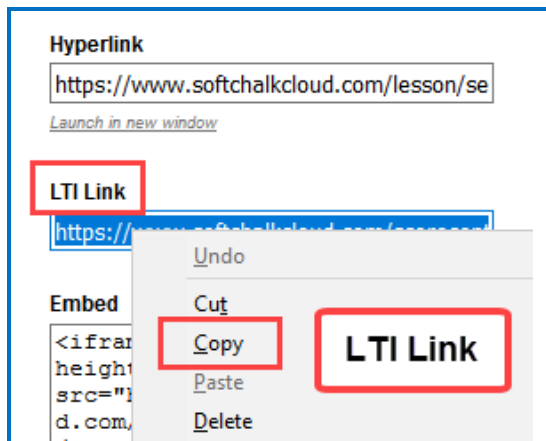
2. See the section [Learning Management Systems](#) for information on putting this link into your LMS. You can view a video or follow a guide for instructions - see the section **Non Scored Lessons** in the **Guide** for your particular Learning Management System.

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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 follow the steps below.

1. On the lesson detail page in SoftChalk Cloud, scroll down to the **Lesson Actions** area. At the bottom right, right-click within the **LTI Link** field and choose **Copy** (see below)



2. See the section [Learning Management Systems](#) for information on putting this link into your LMS. You can view a 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="#">Non Scored Lesson</a> <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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