



SoftChalk™
Brightspace by D2L
Integration Guide

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Introduction

This guide covers linking to or uploading your SoftChalk lessons into the **Brightspace by D2L** learning management system version 10.6.3. (If you have an older version of Brightspace by D2L, your screens may look slightly different, but the general information is the same.)

Links to SoftChalk FAQs, System Specs and Guides

For your instructors, you may want to post the URLs for our guides (see below). As we update the guides, the URLs will remain the same.

Item	Description and URL
SoftChalk FAQs	Search our FAQs http://support.softchalk.com
System Specifications and Supported Browsers	This web page lists the system specifications for instructors and students. http://softchalk.com/features/system-specifications
Brightspace by D2L Integration Guide	This guide has step-by-step instructions for linking to or uploading your SoftChalk lessons into Brightspace by D2L. Please note that scores from SoftChalk lessons can go into your Brightspace by D2L gradebook. http://support.softchalk.com/FileManagement/Download/905f3fd4afea45cb9559d359f12a2cd8
Student Guide to SoftChalk Lessons	This Student Guide includes a Troubleshooting section . http://support.softchalk.com/FileManagement/Download/f63c73ce33fb45f091657ba93a4d92b0
SoftChalk Create Guide	SoftChalk Create is SoftChalk's content authoring program. It is available in both a web launch version (as part of a SoftChalk Cloud Account - see the section SoftChalk Cloud) and in a desktop version. http://support.softchalk.com/FileManagement/Download/980bd45c66154772b957a68616b25f1f
SoftChalk Cloud Guide	SoftChalk Cloud is an award-winning, multi-function platform that combines a learning object repository, content authoring and hosting and management features. http://support.softchalk.com/FileManagement/Download/01a6aedad0e145e6a6267b62647be445

SoftChalk Cloud

As mentioned in the previous table, [SoftChalk Cloud](#) is an award-winning, multi-function platform that combines a learning object repository, content authoring and hosting and management features.

With a [SoftChalk Cloud](#) account, you can:

- **Create and update your content in one place** by logging into your SoftChalk Cloud account whether you are at work or at home. (SoftChalk Create is part of your Cloud account.)
- **Link to your content in many places.**
- **Create and share eBooks with your students.**
- **Search for content in SoftChalk Share (SoftChalk Cloud's public content repository)** and add it directly to your lessons. You can modify the content you find with a SoftChalk Cloud account.
- **Collaborate with other instructors on SoftChalk lessons.** For more details, see the section **Collaborate with Other Instructors on SoftChalk Lessons** in the [SoftChalk Cloud Guide](#).
- **Collect scores using the SoftChalk ScoreCenter Feature.** Grades from your SoftChalk lessons can appear within the gradebook of your learning management system.

Volume Purchase or Purchase Order

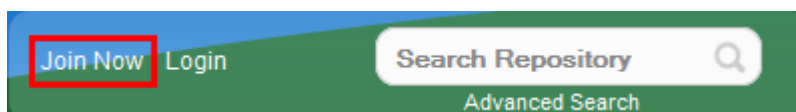
To take advantage of volume purchasing (or if you plan to purchase a SoftChalk Cloud account with a purchase order), please contact sales@softchalk.com.

Enterprise SoftChalk Cloud

Your institution also has the option to purchase an [Enterprise SoftChalk Cloud](#). Please contact sales@softchalk.com

Individual Purchase on the SoftChalk Cloud Website

Go to our [SoftChalk Cloud](#) website and click **Join Now** in the upper right part of the screen (see below). Fill out the information and submit your credit card information.



Trial SoftChalk Cloud Account

Try out a SoftChalk Cloud account for 30 days. Click **Join Now** and fill out the information.

SoftChalk Lessons in Brightspace by D2L

If you are a SoftChalk Cloud user, see the section [SoftChalk Cloud Users](#).

If you don't have a SoftChalk Cloud account and you are using the desktop version of SoftChalk, see the section [Desktop Users](#).

If you are a Brightspace by D2L administrator, see the section [Brightspace by D2L Administrator](#) for instructions on enabling your LTI feature to work with SoftChalk Cloud. (The LTI feature allows an instructor to copy and paste an LTI link for his/her SoftChalk Cloud lesson and have the student scores for that lesson go directly into the Brightspace by D2L gradebook.)

SoftChalk Cloud Users

Use a SoftChalk Cloud account to save your lesson in the Cloud (see the section [SoftChalk Cloud](#)). Then you will paste a link to this lesson in Brightspace by D2L. You can update your content in SoftChalk Cloud and all your link(s) will reflect your changes. (You can link to the same lesson in multiple sections or courses.)

Before pasting a link to your lesson into Brightspace by D2L, you will want to decide if you want to collect scores from your students or if you want your lessons to be “practice” lessons and you don’t need to collect scores. (For each lesson you can decide whether or not to collect scores. Many instructors use both “scored” and “practice” lessons within a course.) For details on:

- Scored lessons, see the section [Scored Lessons \(Cloud Users\)](#). (While your preferred method would probably be to collect student scores in the Brightspace by D2L gradebook, you can also collect emails from students and have students print certificates. See the section [Print or Email Scores](#).)
- Non scored lessons, see the section [Non Scored Lessons \(Cloud Users\)](#).

Scored Lessons (Cloud Users)

ScoreCenter Overview

When you view your SoftChalk lesson scores within the Brightspace by D2L gradebook, you are using a SoftChalk feature called the ScoreCenter. In other words, you click on the name for your lesson in the assignments area of Brightspace by D2L and you see the SoftChalk ScoreCenter interface but all the scores are also “plugged into” the Brightspace by D2L gradebook. (In Brightspace by D2L, students will also see their grades from SoftChalk lessons as well.)

IMPORTANT: To use the ScoreCenter feature, your Brightspace by D2L administrator needs to configure your system to use this feature. See the section [Brightspace by D2L Administrator](#).

With the ScoreCenter feature, you can:

- Determine which score is the grade for the student (i.e. first, highest, last or average score). (Attempts for all scores are viewable.)
- Determine how many times a student can go into a lesson (unlimited times or a specific number of times).
- Get detailed scoring information for individual students (i.e. what a student did on an activity and or quiz items).
- Change scores.
- Update your lesson in one place (SoftChalk Cloud) and link to it in multiple sections or courses.

Basic Procedures

IMPORTANT: Within your lesson in SoftChalk Create, be sure to **assign points to each QuizPopper and Activity**. (In the main editing window of your SoftChalk lesson, right-click on the QuizPopper or Activity and choose **Modify QuizPopper** or **Modify Activity**. Go to the **Options** tab and use the **Points** dropdown menu to assign points.)

To have your student scores appear within the Brightspace by D2L gradebook area (i.e. ScoreCenter interface), you need to:

- Save your lesson into your SoftChalk Cloud account (see the section **Save a Lesson or Course to the Cloud** in the [SoftChalk Cloud Guide](#)).
- Copy the LTI Link for this lesson (see the section **Copy the LTI Link for Your Lesson** in the [SoftChalk Cloud Guide](#)). **IMPORTANT:** Be sure to copy the LTI Link and NOT the Hyperlink for the lesson.
- Paste this LTI Link into the **Lessons** area in Brightspace by D2L (see the section [Paste the LTI Link into D2L](#)).
- Set the Grading Method and Maximum Attempts for each lesson (see the section [Set the Grading Method and Maximum Attempts](#)).
- View or change your students' scores (see the section [View or Change Scores](#)).
- If you plan to collect and/or score essays, see the section [Essays](#).

Copy the LTI Link for a Lesson in SoftChalk Cloud

See the section **Copy the LTI Link for Your Lesson** in the [SoftChalk Cloud Guide](#).

IMPORTANT: As mentioned previously, be sure to copy the LTI Link and NOT the Hyperlink for the lesson.

Paste the LTI Link into Brightspace by D2L

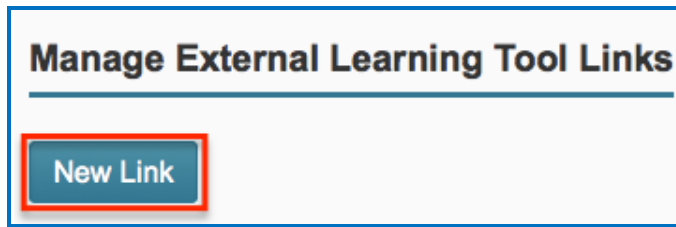
1. After copying the **LTI Link** for your lesson (see the section **Copy the LTI Link** in the [SoftChalk Cloud Guide](#)), log into your Brightspace by D2L account and choose your course (see below).



2. Click the **External Learning Tools** link (see below).



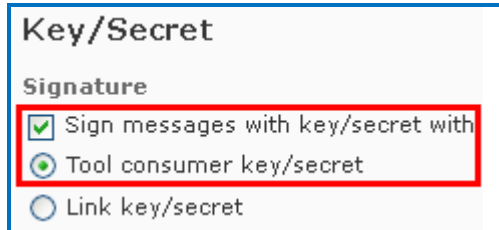
3. Click **New Link** under **Manage External Learning Tool Links** (see below).



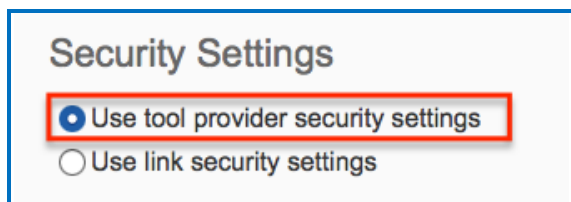
4. Enter the name for your lesson in the **Title** box. For the **URL** box, paste the **LTI Link** for your lesson in your SoftChalk Cloud account.



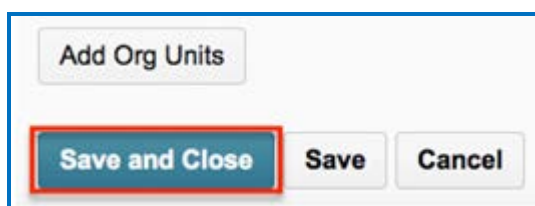
5. Make sure **Sign messages with key/secret** and **Tool consumer key/secret** are selected (see below).



6. Select **Use tool provider security settings** (see below).



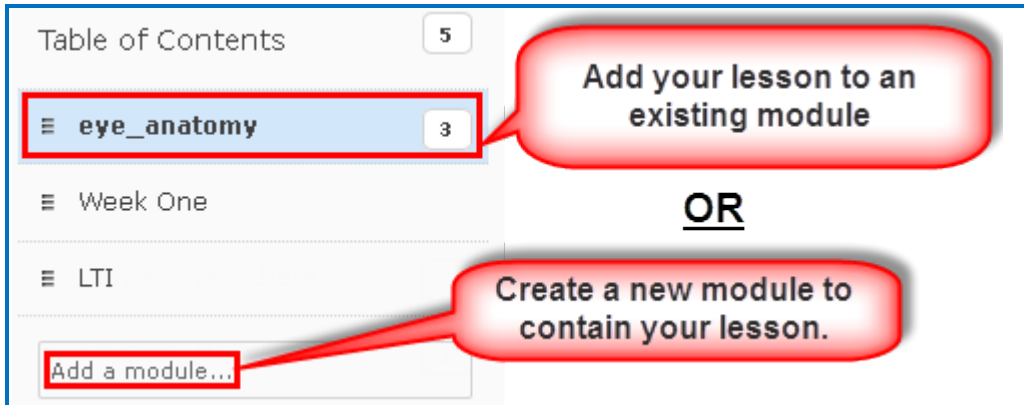
7. Click **Save and Close** at the bottom of the page (see below).



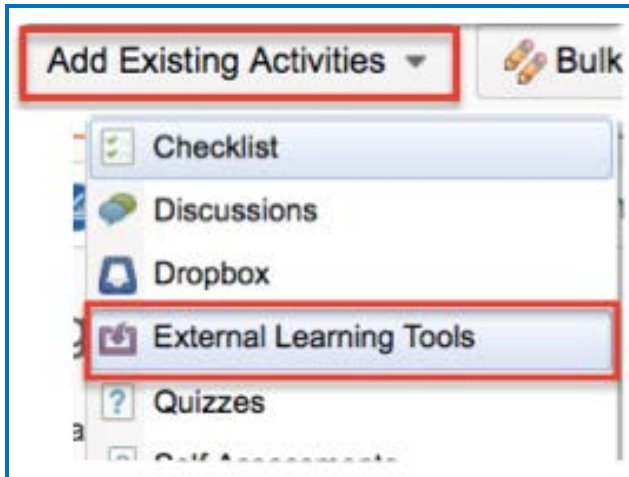
8. A 'created successfully' message will appear when the lesson link has been created. Click the **Content** button on the left side of the toolbar.



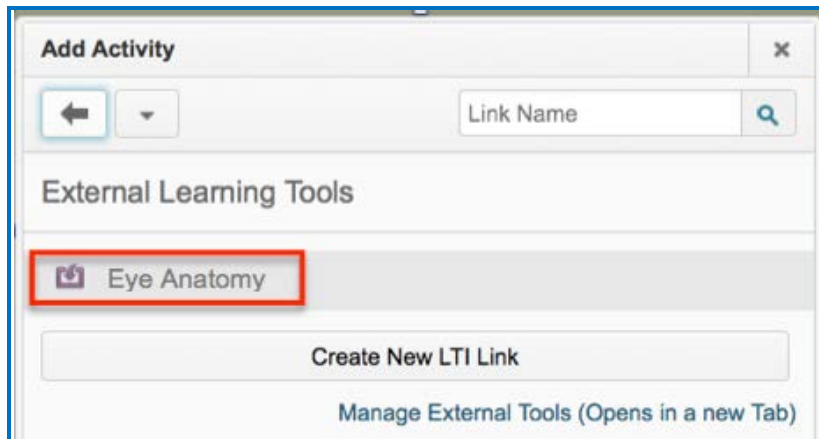
9. Select an existing module to include the new lesson in, or click **Add a module** to create a new course module (see below).



10. After selecting your module, click **Add Existing Activities** and select **External Learning Tools** (see below).



11. A window will pop up listing the external links you previously set up in steps 2-7. Choose your lesson name from the list of external links to insert that link into your module.



12. A 'Topics saved successfully' message will appear when the lesson has been added to the module.
13. Be sure to see the next section [Set the Grading Method and Maximum Attempts](#).

Set the Grading Method and Maximum Attempts

You will need to set the grading method (i.e. first attempt, last attempt, average attempt or highest attempt) and the maximum attempts allowed (unlimited or a specific number of attempts). All the student attempts will be collected and you can view all the attempts for each student for each lesson. You can change the grading method and maximum attempts at any point. (Obviously, if you want to allow your students only one attempt for the lesson, you need to set that option right away.)

1. Log into your Brightspace by D2L account and choose your course (see below).



2. Click on the name of your lesson (see below).



3. The SoftChalk ScoreCenter screen appears. Click **Change Grading Method**. Select a grading method from the drop down menu and be sure to click **Change Grading Method** (see below).

The screenshot shows the 'Content Attempts' page for an item named 'Eye Anatomy'. At the top, there is a navigation bar with the SoftChalk ScoreCenter logo and a 'Content Attempts' title. Below the title, the item name 'Eye Anatomy' and 'Grading Method' are displayed. A note states 'Note: All times are GMT'. There are three tabs: 'Content Details', 'Change Grading Method', and 'Change Maximum Attempts'. The 'Change Grading Method' tab is selected and highlighted with a red box. Below the tabs, the text reads 'Change the way the grades are calculated'. There is a dropdown menu currently showing 'First Score', which is also highlighted with a red box. Below the dropdown is a button labeled 'Change Grading Method', also highlighted with a red box.

4. At the SoftChalk ScoreCenter screen, click **Change Maximum Attempts**. Select the maximum attempts from the drop down menu and be sure to click **Change Maximum Attempts** (see below).

The screenshot shows the 'Content Attempts' page for an item named 'Eye Anatomy'. At the top, there is a navigation bar with the SoftChalk ScoreCenter logo and a 'Content Attempts' title. Below the title, the item name 'Eye Anatomy' and 'Grading Method' are displayed. A note states 'Note: All times are GMT'. There are three tabs: 'Content Details', 'Change Grading Method', and 'Change Maximum Attempts'. The 'Change Maximum Attempts' tab is selected and highlighted with a red box. Below the tabs, the text reads 'Changes how many times a learner is allowed to attempt the content'. There is a dropdown menu currently showing 'Unlimited', which is highlighted with a red box. Below the dropdown is a button labeled 'Change Maximum Attempts', also highlighted with a red box.

5. If you chose to open your lesson in a new window, you can click the X for the browser window to return to your course.

Preview the Lesson

To test out the lesson, you need to be logged into your course as a student.

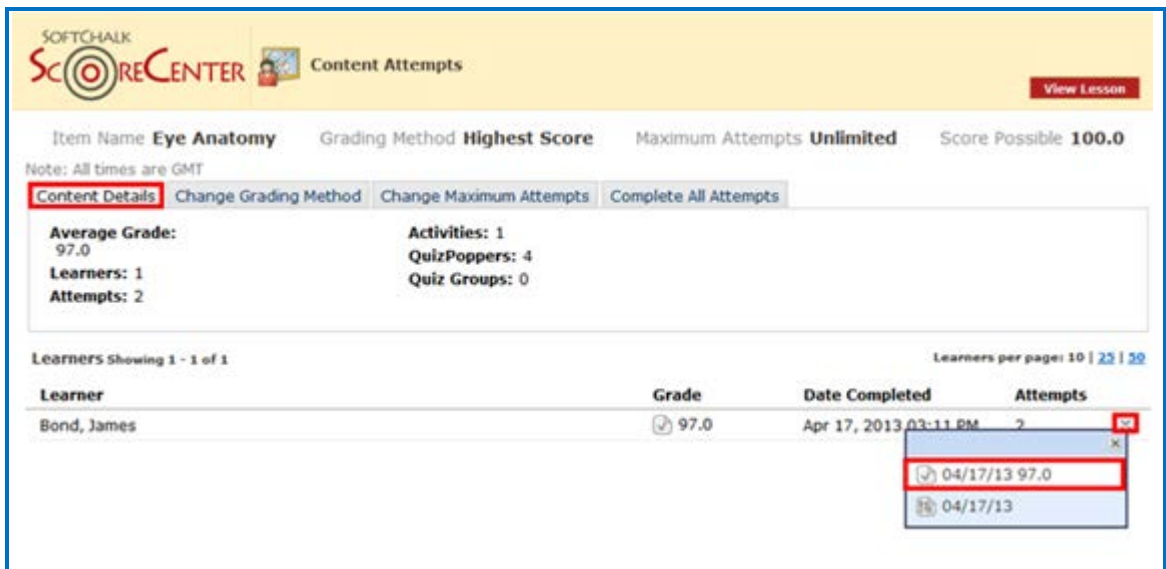
IMPORTANT: Be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test out the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Brightspace by D2L and taking a lesson, then the scores won't be recorded.)

View or Change Scores

1. Log into your Brightspace by D2L account and choose your course.
2. Click on the lesson name (see below).



3. The SoftChalk ScoreCenter screen appears. In the **Learner** area, click the dropdown menu for the attempts for a specific student. Click on an attempt (see below). As mentioned previously, **IMPORTANT:** Be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test out the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Brightspace by D2L and taking a lesson, then the scores won't be recorded.)

A screenshot of the SoftChalk ScoreCenter interface. At the top left is the 'SOFTCHALK SCORECENTER' logo. To its right is the text 'Content Attempts' and a 'View Lesson' button. Below this, the item name 'Eye Anatomy' is shown along with grading method 'Highest Score', maximum attempts 'Unlimited', and score possible '100.0'. A note states 'All times are GMT'. There are four tabs: 'Content Details' (highlighted with a red box), 'Change Grading Method', 'Change Maximum Attempts', and 'Complete All Attempts'. The 'Content Details' tab shows statistics: Average Grade: 97.0, Learners: 1, Attempts: 2, Activities: 1, QuizPoppers: 4, and Quiz Groups: 0. Below this is a table of learners. The table has columns for 'Learner', 'Grade', 'Date Completed', and 'Attempts'. One learner, 'Bond, James', is listed with a grade of 97.0 and a date of 'Apr 17, 2013 03:11 PM'. A dropdown menu is open for the 'Attempts' column, showing two options: '04/17/13 97.0' (highlighted with a red box) and '04/17/13'.

4. Notice you can view detailed information about this attempt at the bottom.

User **Bond, James** Item Name **Eye Anatomy** Grading Method **Highest Score**
97.0

Note: All times are GMT

Attempt Details **Change Score for Attempt** Clear/Restore Attempt Complete/Re-Open Attempt Con

Score: 97.0 Duration: 0:00:45
Status: **Completed** Started: 2013-04-17 15:10:40
Receipt: 75258c844b11ed00e8050cf2e6caa638cdb92f47 Ended: 2013-04-17 15:11:25

All **QuizPoppers** Quiz Groups

Ordering: Page (Ascending), Position on Page (Ascending)

QuizPopper: True/False (Page:1)
Score: 25.0 out of 25.0
Date: 2013-04-17 15:10:44
Retry Allowed: Yes

Question: The vitreous is a jelly-like substance.

Possible Answers: True
 False

User Answer: True

View detailed information about the attempt

5. If you need to change the Score for the Attempt, click **Change Score for Attempt**. Enter a new score and click **Submit** (see below). **IMPORTANT**: An attempt has to be complete before you can change the score.

Note: All times are GMT

Attempt Details **Change Score for Attempt** Clear/Restore Attempt Complete/Re-Open Atte

Score Value for Attempt: Notes:

An attempt has to be Complete before you can change the score.

Submit

6. Notice that you also have the option to **Clear** an attempt (see below). If you clear an attempt, it will not count as part of the grade calculation. If you change your mind, you can restore the attempt.

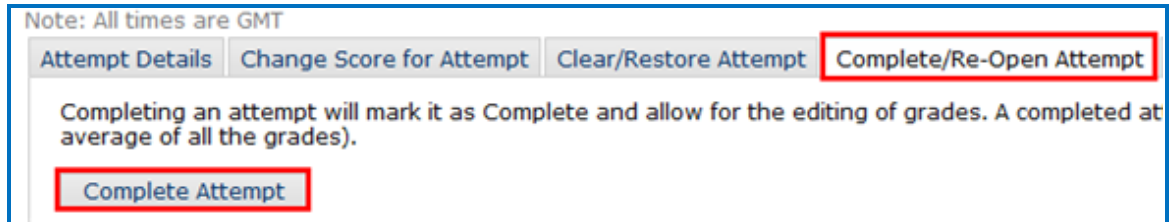
Note: All times are GMT

Attempt Details **Change Score for Attempt** **Clear/Restore Attempt**

Clearing the attempt will remove it and allow the user to try again. C

Clear Attempt

7. Notice that you also have the option to **Complete** an attempt (see below). If a student starts a lesson but neglects to click the **Finish** button at the end of the lesson, then that attempt is incomplete. An incomplete attempt does not count as part of the grade calculation. You can cause the attempt to be completed so that the score for the attempt is part of the grade calculation.



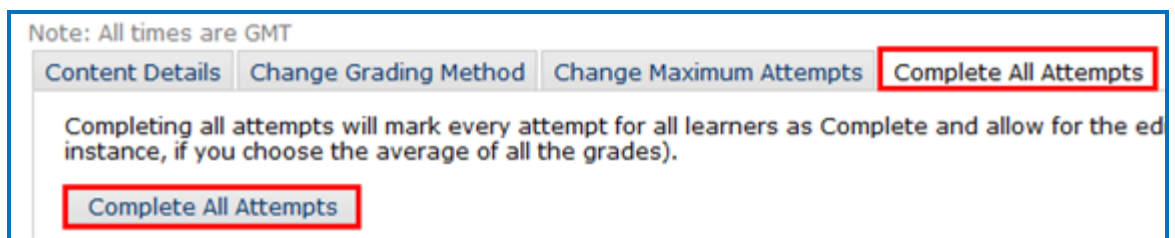
Complete All Attempts for All Students for a Lesson

You have the option to complete all attempts for all students for a lesson. You may find that your students have neglected to complete their attempts (i.e. they have neglected to click **Finish** on the last page of the lesson – clicking **Finish** sends a completion status to the gradebook).

IMPORTANT: You may want to do this procedure after the availability of your lesson has expired. After you do this procedure, future attempts can be incomplete.

IMPORTANT: This procedure cannot be undone. (You can change individual scores or re-open individual attempts if you need to.)

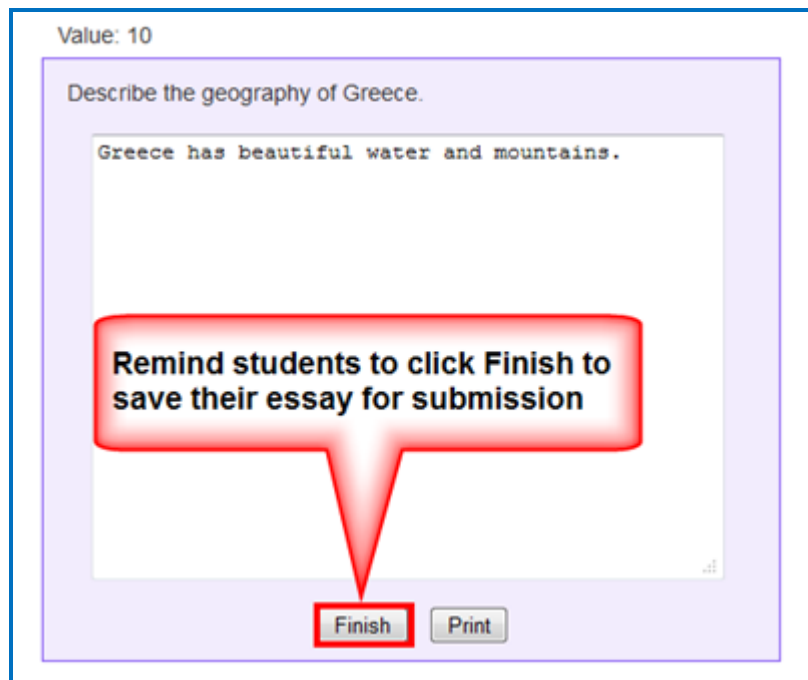
1. Log into your Brightspace by D2L account and choose your course.
2. Go to the area where you have your content or assignments.
3. Click on the name of your lesson.
4. Click **Complete All Attempts** and **Complete All Attempts** (see below).



Essays

If you use essays in your lesson, you can view the essays within the ScoreCenter area (see the previous section [View or Change Scores](#)). Please note the following important information.

1. In SoftChalk Create, insert an essay (**File/Insert/QuizPopper/Essay**).
2. In SoftChalk Create, you can assign points to the essay under the **Options** tab for the essay (**File/Insert/QuizPopper/Essay**). (Assigning points is optional.)
3. Remind your students to click **Finish** for each essay (see below).



You can modify the grade for the lesson based on the points you decide to give to the essay. For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points under the **Options** tab for the essay and other items.) Let's say a student completes everything correctly, completes the essay, clicks the **Finish** button for the essay and then clicks the **Finish** button on the last page of the lesson to submit his or her score. At this stage, the student has a score of 90 out of 100 because you will need to evaluate the essay and assign points. You can go into the gradebook (i.e. ScoreCenter) and evaluate the essay and modify the score. You may want to provide feedback to the student on the essay by clicking the **Feedback** button within the attempt.

(You may want to explain the above process to your students; as mentioned, you also have the option to assign 0 points to an essay if you like.)

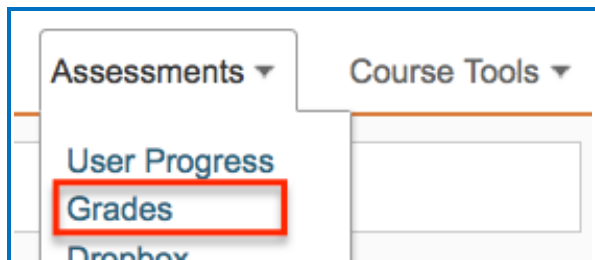
View Grades from LTI Lessons in the Brightspace by D2L Grades Area

If you go to the Grades Area in Brightspace by D2L, you can see that the scores from your lessons (using the LTI Link and external tool – see the previous sections [Paste the LTI Link into Brightspace by D2L](#) and [Set the Grading Method and Maximum Attempts](#)) appear in your Brightspace by D2L Grades Area. (If you want to view or change scores for individual student attempts, see the section [View or Change Scores](#).)

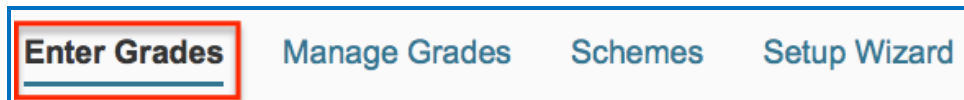
IMPORTANT: You will not see a column for your SoftChalk lesson in the Grades Area in Brightspace by D2L until there is at least one attempt for the lesson.

IMPORTANT: As previously mentioned, be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test out the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Brightspace by D2L and taking a lesson, then the scores won't be recorded.)

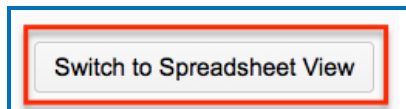
1. Log into your Brightspace by D2L account and choose your course.
2. In the toolbar, click **Assessment / Grades**.



3. Click **Enter Grades**.



4. If your scores do not appear, click **Switch to Spreadsheet View**. **IMPORTANT:** Spreadsheet View shows grade values in terms of points. Standard View shows grade values in terms of percentages.



- Your Grades report shows the scores from your SoftChalk lessons (see below). As previously mentioned, you will not see a column for your SoftChalk lesson in the Grades Area in Brightspace by D2L until there is at least one attempt for the lesson

First Name, Last Name	D2L LTI Test	Softchalk_Practice	Eye Anatomy
student1, student1	76 / 100	33.6 / 53	28 / 100

Non Scored Lessons (Cloud Users)

This section explains how to have your students access “practice” SoftChalk lessons. In other words, you don’t plan to collect student scores from these lessons. [You can have items that have points assigned to them within your lesson, but if you want to collect the scores, see the section [Scored Lessons \(Cloud Users\)](#).]

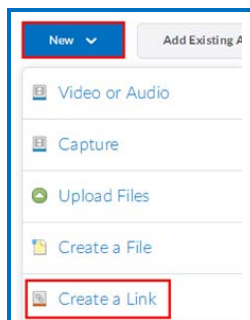
- Save your SoftChalk lesson to your SoftChalk Cloud account. See the section **Save a Lesson or Course to the Cloud** in the [SoftChalk Cloud Guide](#).
- Copy the Hyperlink (NOT the LTI Link) for your lesson. See the section **Copy the Hyperlink for Your Lesson** in the [SoftChalk Cloud Guide](#).
- Log into your Brightspace by D2L account and choose your course (see below).



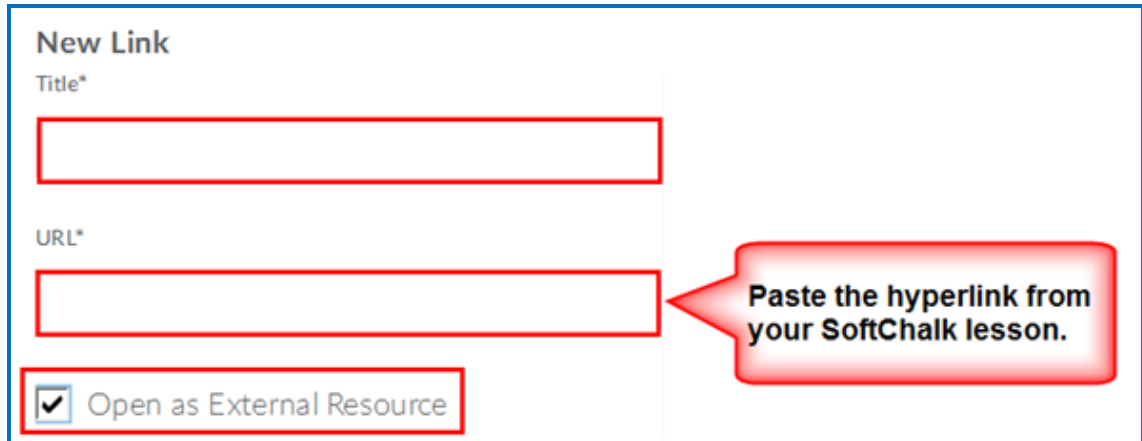
- Click **Content** on the left side of the toolbar.



- Select your module name from the list on the left. Click the **New** button and then click **New Link** from the dropdown menu.



6. Enter the information for **Title** and **URL** (see below). If you want the lesson to appear in a new window, select **Open as External Resource** option. **IMPORTANT:** This Open as External Resource option is not the same as the External Learning Tools feature used for LTI links. (To add LTI links as external resources, see the previous section [Paste the LTI Link into Brightspace by D2L.](#))



New Link

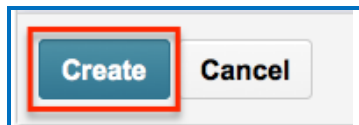
Title*

URL*

Open as External Resource

Paste the hyperlink from your SoftChalk lesson.

7. At the bottom of the page click **Create**.



Create Cancel

8. Click on the name of your lesson to preview it (see below).



 **Eye Anatomy** ▾

Edit a SoftChalk Cloud Lesson

If you used the LTI Link or Hyperlink to your SoftChalk Cloud lesson, then you can easily edit your lesson within your SoftChalk Cloud account. (You don't have to paste in a new LTI Link or Hyperlink; simply edit your current lesson in SoftChalk Cloud and the LTI Link or Hyperlink for this lesson will still work.)

IMPORTANT: If you edit a lesson that has scored items and you have pasted an LTI Link for this lesson into Brightspace by D2L, we recommend the scoring for your lesson remain the same if students have started taking this lesson.

1. Log into your [SoftChalk Cloud](#) account.
2. Click **My Content/My Lessons and Courses**.
3. Open the folder that contains your lesson. Click on the name of your lesson.
4. Scroll down to the bottom right under **Lesson Actions** and click **Edit Lesson in SoftChalk Create**.
5. Make changes and choose **File/Save to SoftChalk Cloud**. (If you click the **Save** icon, you are saving your lesson temporarily to your local computer.)
6. Double-check that your lesson is selected in the file tree at the right. Click **Save**. Click **OK** at the screen saying your item will be replaced. Click **OK** at the screen saying your lesson was saved to SoftChalk Cloud. Click **Close**. Choose **File/Quit** if you want to quit SoftChalk Create. (For more details on editing, see the section **Edit a Lesson** in the [SoftChalk Cloud Guide](#).)
7. Your lessons will be automatically updated with any changes in all linked instances within Brightspace by D2L.

Collaborate with Other Instructors on SoftChalk Lessons

You can collaborate with other instructors to create your SoftChalk lessons using a SoftChalk Cloud account (or a trial SoftChalk Cloud account). Within SoftChalk Create, you can publish your lesson to your SoftChalk Cloud account. Another instructor [also using SoftChalk Create and a SoftChalk Cloud account (or a trial SoftChalk Cloud account)] can access and edit the lesson you published.

IMPORTANT: Simultaneous work in the same lesson is not supported. In other words, one person should be working on the lesson at a time. (If two or more people are making changes to the same lesson at the same time and saving the lesson to the Cloud, they may end up overwriting each other's changes.)

For more details, see the section **Collaborate with Other Instructors on SoftChalk Lessons** in the [SoftChalk Cloud Guide](#).

Brightspace by D2L Administrator

The steps below are for your Brightspace by D2L administrator to enable the LTI/ScoreCenter feature for your Brightspace by D2L server. For details on the LTI/ScoreCenter feature, see the section [Scored Lessons \(Cloud Users\)](#).

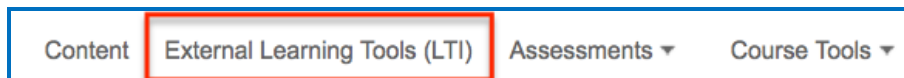
As a Brightspace by D2L administrator to use the ScoreCenter feature, you need to register with SoftChalk and configure the ScoreCenter for your system.

IMPORTANT: You must have *Brightspace by D2L 10.1.0 Service Pack 2 or higher*.

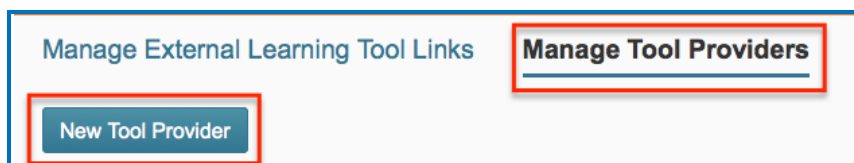
1. Please contact help@softchalk.com and provide the following information to register with SoftChalk and receive authentication credentials (i.e. an OAuth Consumer Key and an OAuth Consumer Secret).

If you have a test server and a production server, you may send us two LMS URLs and we will register both of them. (You will receive a separate email with a unique key and secret for each registered URL.)

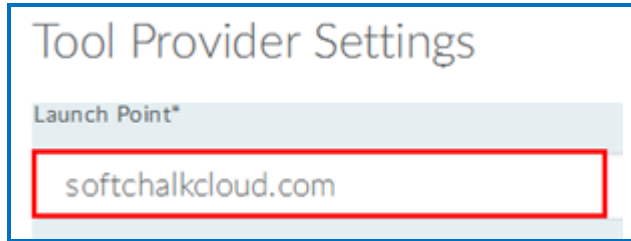
- Your institution name
 - LMS URL
 - First Name (optional) of the person registering with us
 - Last Name (optional) of the person registering with us
 - Email for this registration (the email can be a specific person's email or a generic email such as imsadmin@myinstitution.edu)
2. After registering, you will receive an email from SoftChalk with information to enter into your Brightspace by D2L system (see the steps below).
 3. Log into Brightspace by D2L. Click on the **External Learning Tools** link in the toolbar (see below.)



4. Select **Manage Tool Providers** and then click **New Tool Provider** (see below).



5. For the **Launch Point**, enter softchalkcloud.com



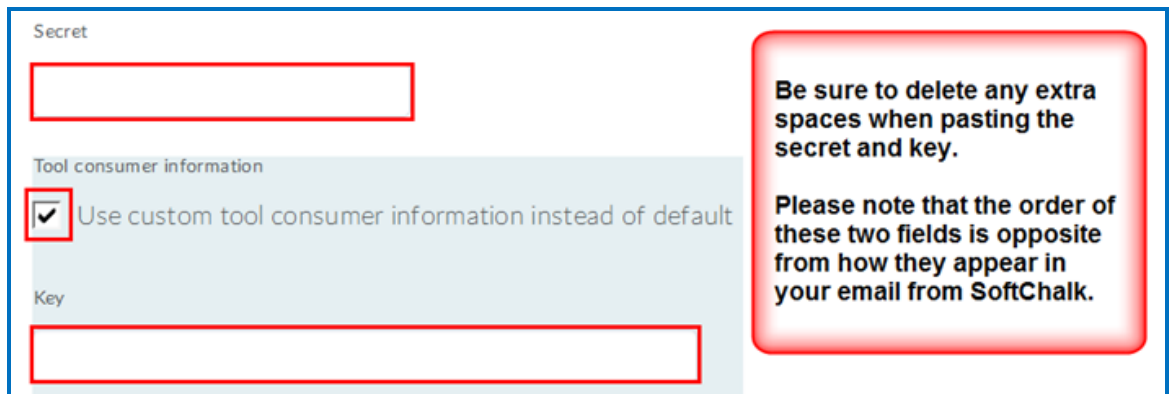
The screenshot shows a form titled "Tool Provider Settings". Under the heading "Launch Point*", there is a text input field containing the text "softchalkcloud.com". The field is highlighted with a red border.

6. **Copy and paste** the consumer **Key** and **Secret** from the SoftChalk email you received after you registered your server.

Make sure to select **Use custom tool consumer information instead of default** (see below).

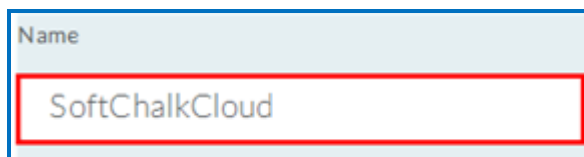
IMPORTANT: Be sure NOT to paste in spaces at the end of the key and secret. (Make sure you do NOT copy the spaces from your email.)

IMPORTANT: In Brightspace by D2L you enter the **Secret** first and then the **Key**. **This is opposite the order that they appear in your email from SoftChalk.**



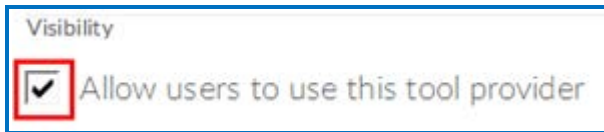
The screenshot shows a form with three main sections: "Secret", "Tool consumer information", and "Key". The "Secret" field is empty. The "Tool consumer information" section has a checkbox checked, with the text "Use custom tool consumer information instead of default". The "Key" field is empty. A red callout box on the right contains the following text: "Be sure to delete any extra spaces when pasting the secret and key. Please note that the order of these two fields is opposite from how they appear in your email from SoftChalk."

7. For the **Tool Name**, enter **SoftChalk Cloud**. (This name will be easy for your instructors to recognize.) You can leave the Description and Contact Email fields blank.



The screenshot shows a form with a section titled "Name". Below the title is a text input field containing the text "SoftChalkCloud". The field is highlighted with a red border.

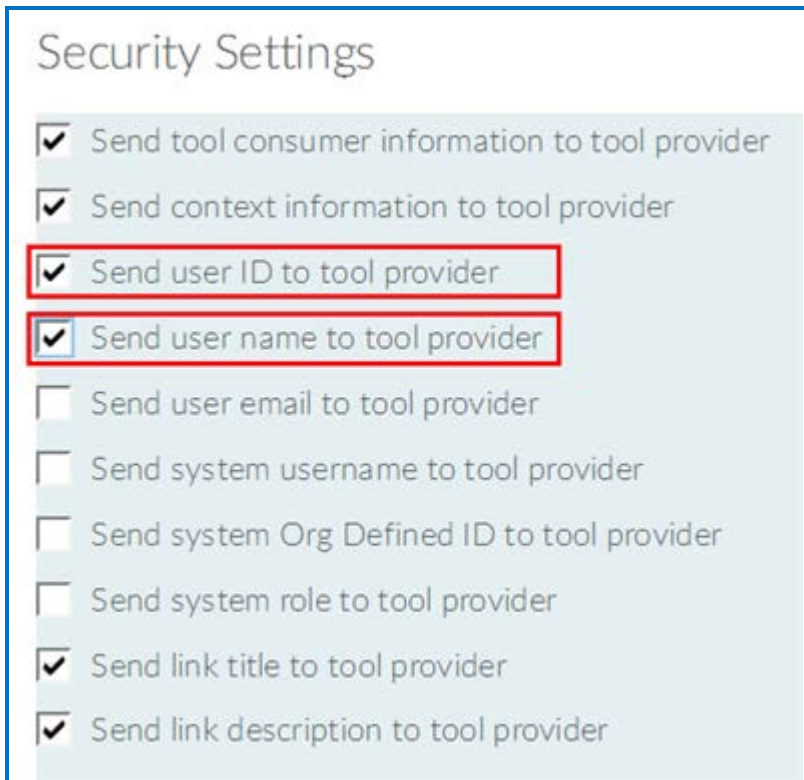
8. Under the **Visibility** area be sure to select **Allow users to use this tool provider** (see below).



Visibility

Allow users to use this tool provider

9. Under Security Settings, select **Send user ID to tool provider** and **Send username to tool provider** (see below).



Security Settings

Send tool consumer information to tool provider

Send context information to tool provider

Send user ID to tool provider

Send user name to tool provider

Send user email to tool provider

Send system username to tool provider

Send system Org Defined ID to tool provider

Send system role to tool provider

Send link title to tool provider

Send link description to tool provider

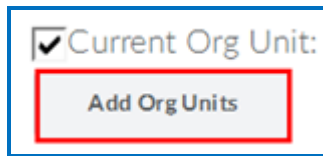
10. Next, you must make the SoftChalk Cloud tool provider available to all org units under your current org unit. (Typically, the current org unit would be your institution.) Select the checkbox for **Current Org Unit** (see below).



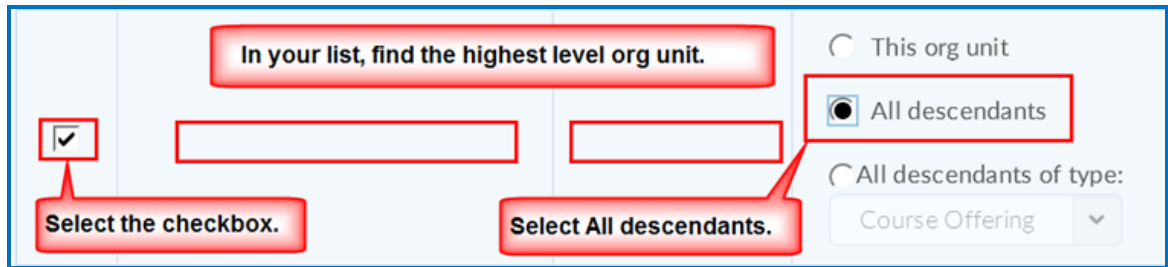
Make tool provider available to:

Current Org Unit: **Your org unit name may be listed here.**

11. Click **Add Org Units** (see below).



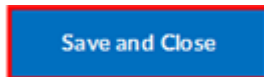
12. A window opens. In the list, find the highest level Org Unit that you have (see below). Then, select the checkbox and also select **All descendants** (see below).



13. At the bottom left, click **Insert**.



14. Once you click **Insert**, you are back at your initial Tool Provider screen. Click **Save and Close** (or Save if you need to add additional Org Units).



15. Test an LTI Link to see that grades go into the Brightspace by D2L gradebook by following the steps in the section [Scored Lessons \(Cloud Users\)](#).

IMPORTANT: As previously mentioned, be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test out the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Brightspace by D2L and taking a lesson, then the scores won't be recorded.)

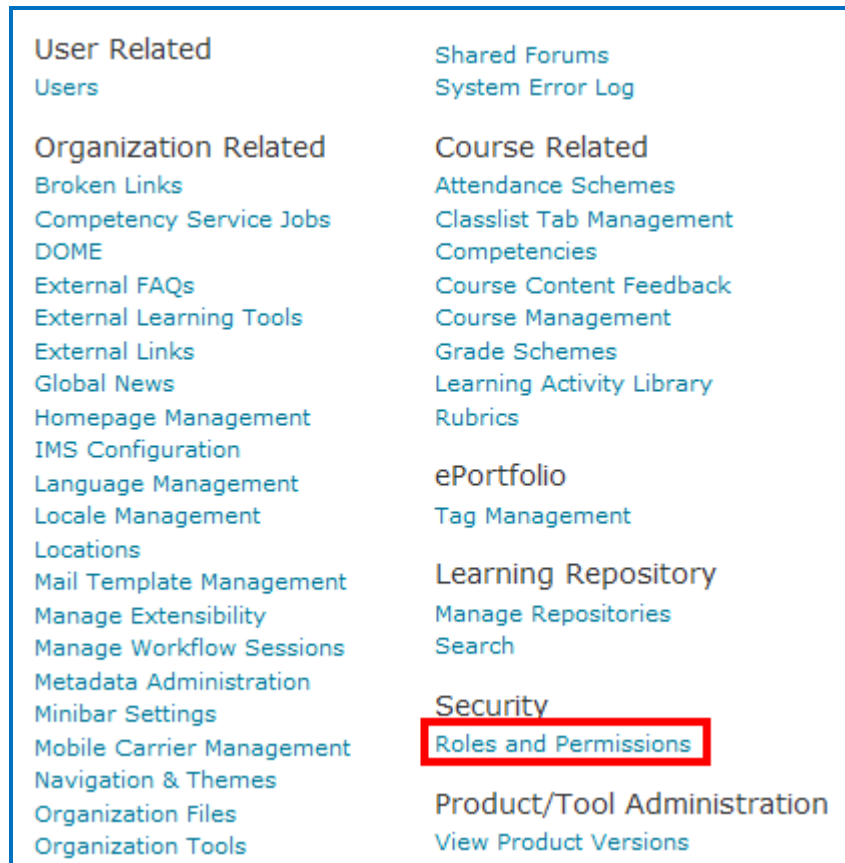
16. **IMPORTANT:** If you notice any problems, please see the following sections [Map User Roles and Permissions](#).

Map User Roles and Permissions

1. Click the **Admin Tools** button (gear icon).



2. Under the **Security** area, select **Roles and Permissions** (see below).



3. Verify that your student, instructor and administrator roles have the necessary permissions to launch, create and edit External Learning Tools.

IMPORTANT: For each role, at **minimum** the following permissions need to be enabled at the **Course Offering** level. Depending on your Brightspace by D2L setup you may also need to enable them at the **Organization** and **Course Template** levels as shown in the following screenshots.

- For **Administrators**: be sure that the following 4 permissions are enabled: Manage External Learning Tool Configuration, Launch External Learning Tool Links, Manage External Learning Tool Links and Manage External Learning Tool Providers.

Edit Role Permissions - Administrator ▾

Filter by Role: Administrator ▾ Filter by Tool: External Learning Tools ▾

External Learning Tools	Organization	Course Template	Course Offering	Group	Semester	Section	Department
Manage External Learning Tools Configuration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Launch External Learning Tool Links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage External Learning Tool Links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage External Learning Tool Providers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Quicklinks from available External Learning Tools links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- For **Instructors**: be sure that the following 3 permissions are enabled: Manage External Learning Tool Configuration, Launch External Learning Tool Links and Manage External Learning Tool Links.

Edit Role Permissions - Instructor ▾

Filter by Role: Instructor ▾ Filter by Tool: External Learning Tools ▾

External Learning Tools	Organization	Course Template	Course Offering	Group	Semester	Section	Department
Manage External Learning Tools Configuration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Launch External Learning Tool Links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage External Learning Tool Links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage External Learning Tool Providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Quicklinks from available External Learning Tools links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- For **Students**: Be sure that the Student role has the following permission enabled: **Launch External Tool Links**.

Edit Role Permissions - Student ▾

Filter by Role: Student ▾ Filter by Tool: External Learning Tools ▾

External Learning Tools	Organization	Course Template	Course Offering	Group	Semester	Section	Department
Manage External Learning Tools Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Launch External Learning Tool Links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage External Learning Tool Links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage External Learning Tool Providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Quicklinks from available External Learning Tools links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Desktop Users

IMPORTANT: As mentioned previously, we recommend using the SoftChalk Cloud ScoreCenter solution versus using SCORM. See the section [ScoreCenter Overview](#).

IMPORTANT: Within your lesson in SoftChalk Create, be sure to **assign points to each QuizPopper and Activity**. (In the main editing window of your SoftChalk lesson, right-click on the QuizPopper or Activity and choose **Modify QuizPopper** or **Modify Activity**. Go to the **Options** tab and use the **Points** dropdown menu to assign points.)

Scored Lessons (Desktop Users) – SCORM 1.2

Print or Email Scores

Your students can print certificates of their scores and/or your students can email you within the lesson to send their scores. The basic steps are:

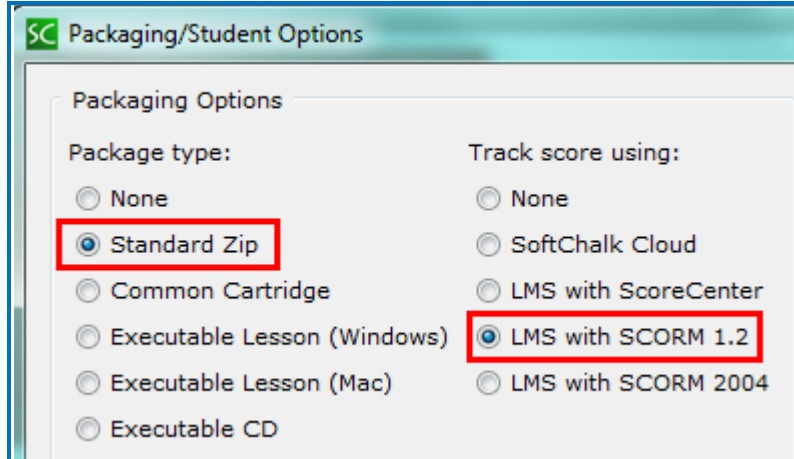
1. Create scored quiz questions and/or activities within your SoftChalk lesson and assign points via the **Options** tab for each quiz question or activity.
2. Add the email feature within your SoftChalk lesson. Choose **File/Package Lesson**. Make the appropriate selections under **Student Options**.
3. On the last page of your lesson within the web browser, is an area for students to type their name or identifier and then click **Email Score, Print Certificate** and/or **Print Score Summary**. (You can preview your lesson on your local computer to see how this works.)

With the email option, you will get an email from each student for each attempt the student made for the lesson. (As mentioned previously, we recommend the use of the ScoreCenter feature with SoftChalk Cloud as you won't have to manage individual emails. With the ScoreCenter feature, students can click the **Finish** button on the last page of an LTI linked lesson and have the option to print or email the score to themselves.)

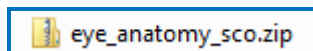
If you are uploading a zip file to Brightspace by D2L, then see the next sections [In SoftChalk: Package a Zip Lesson](#) and [In Brightspace by D2L: Upload a Zip File](#).

In SoftChalk: Package a Lesson for SCORM 1.2

1. Within your lesson in **SoftChalk Create (or desktop version)**, choose **File/Package Lesson**. Under Package type, choose **Standard Zip**. Under Track score using, choose **LMS with SCORM 1.2** (see below). Click **OK**.



2. If you are using **SoftChalk Create**, select the area where you want the zip file saved such as your **Desktop**. Then click **OK**. By default, you would save to your **Documents** area. With earlier versions of SoftChalk, the `_sco.zip` file is saved within the lesson folder.
3. Your packaged file has your lesson name with a `_sco.zip` extension (see below). If your file extensions are not showing, you will not see the `.zip` at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.

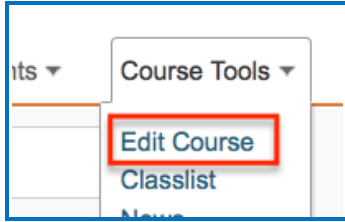


In Brightspace by D2L: Upload the SCORM Zip File

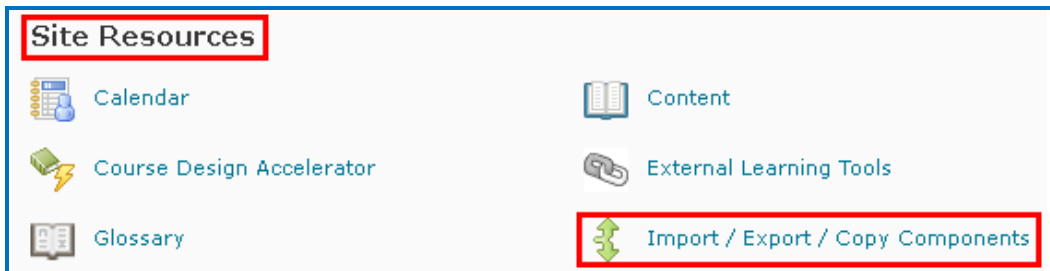
1. Log into your Brightspace by D2L account and choose your course (see below).



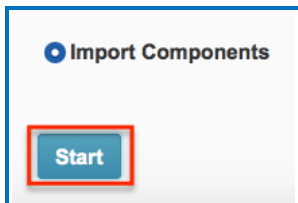
- In the toolbar, click the **Course Tools / Edit Course** link.



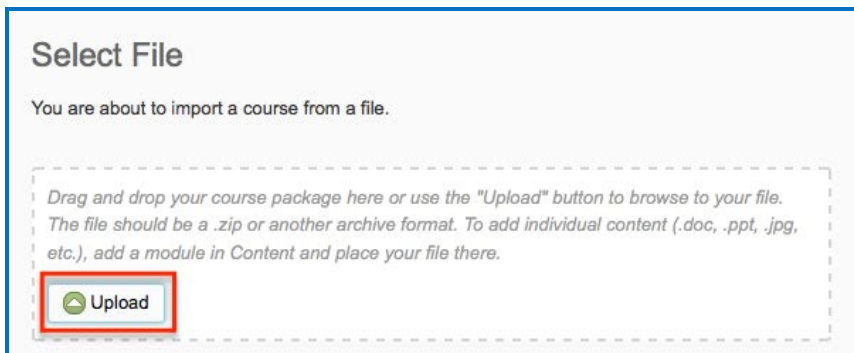
- Under the **Site Resources** heading, click on **Import/Export/Copy Components**.



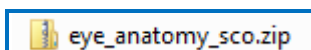
- Select **Import Components** then click the **Start** button.



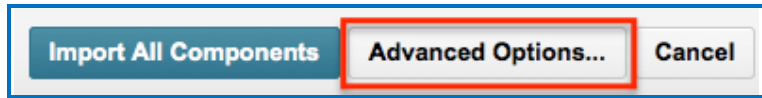
- In the Import Course Package window, click the **Upload** button.



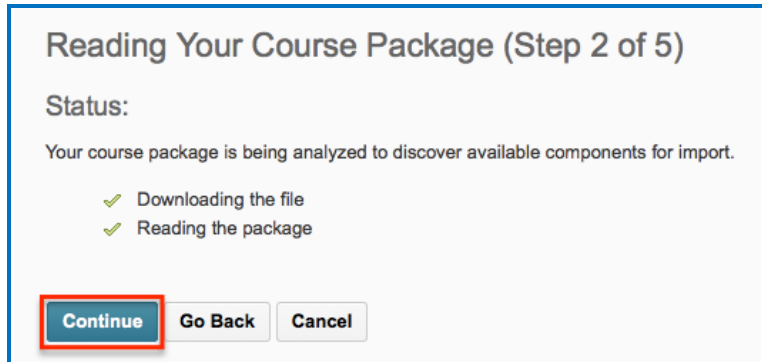
- Navigate to the location of your `_sco.zip` file. Click on your `_sco.zip` file to select it (see below) and click **Open**. (If your file extensions are not showing, you will not see the `.zip` at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.)



- Once you have selected your `_sco.zip` file, click **Open**.
- Wait while the lesson is uploaded. When it has finished click **Advanced Options**.

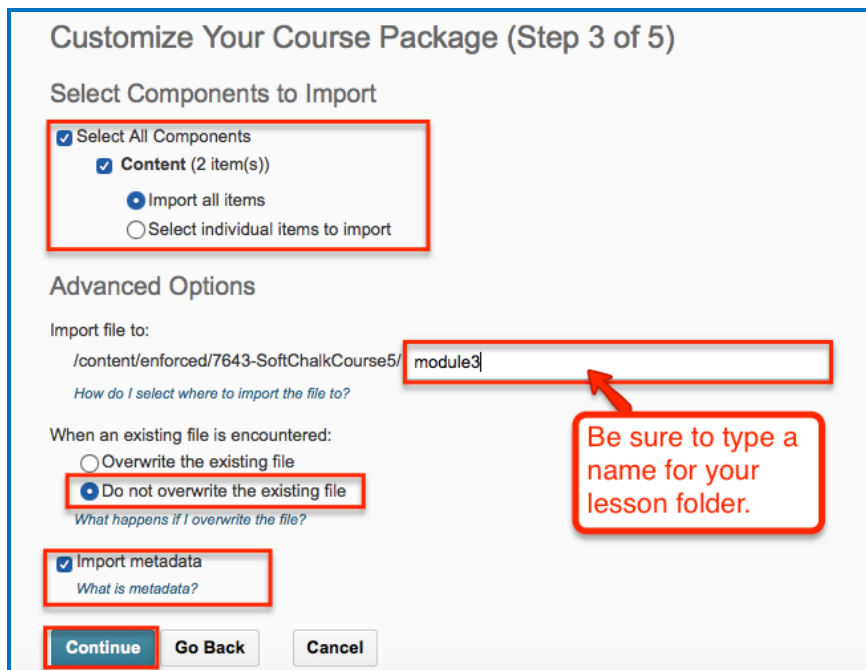


- In the Reading Your Course Package (Step 2 of 5), click **Continue**.

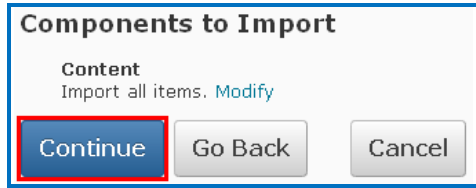


- IMPORTANT:** Type a name for a folder to put your lesson in. (If you omit this step, all the lesson files will end up in the root directory for your course. There is the potential of uploading later lessons and having intermingling files and a mess! Please type a name to create a folder!)

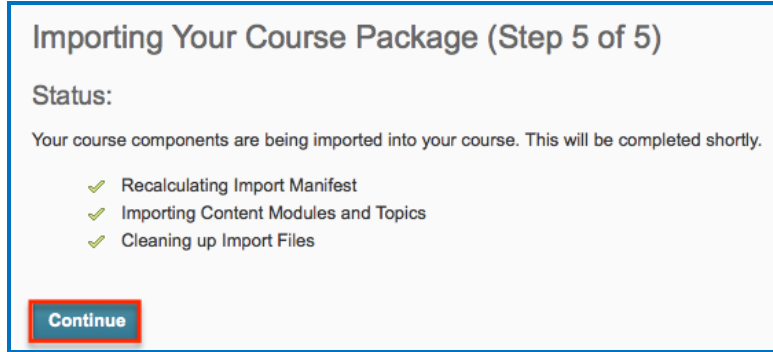
Be sure **Import Metadata** and **Select All Components** are selected, then click the **Continue** button.



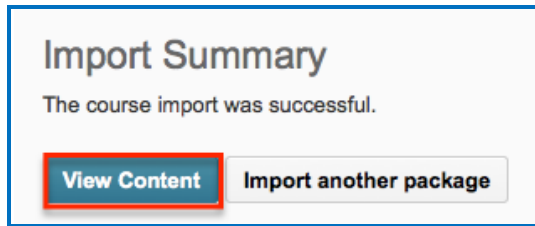
11. Click **Continue** once again when it appears.



12. Wait while the course material is uploaded. When it is complete click **Continue**.

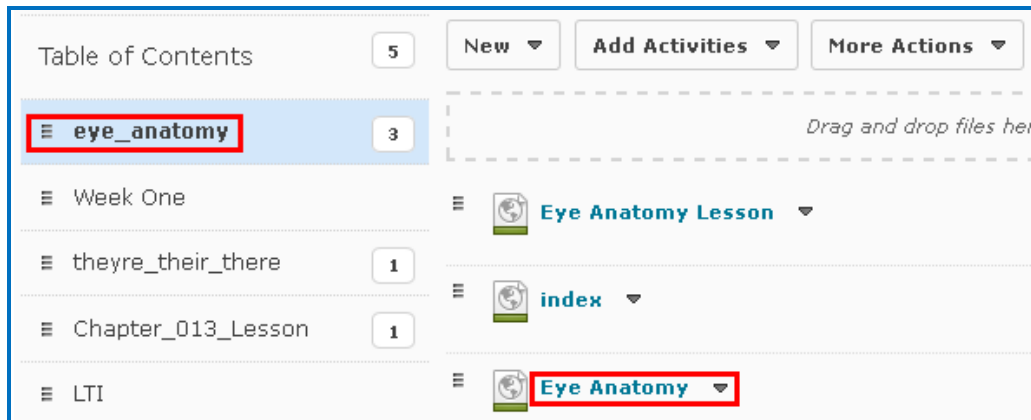


13. You will see a 'course import was successful' message. Click **View Content**.

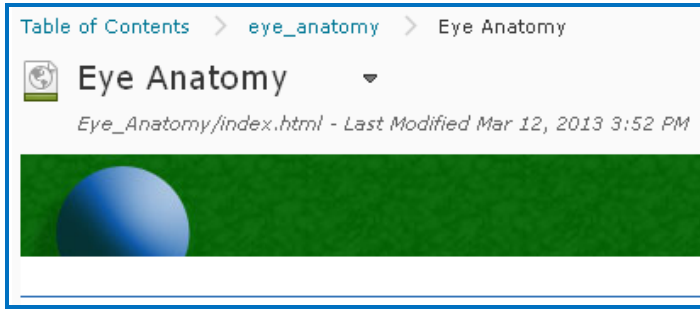


Preview Your SCORM Lesson

1. Click on the module that contains your lesson, then click the lesson name to open it for previewing (see below).



2. The lesson preview will appear in the current window.



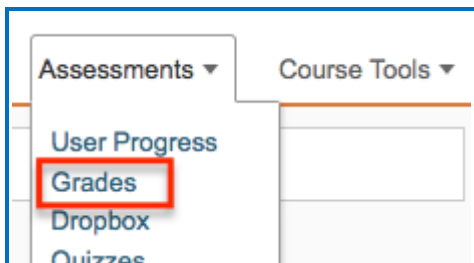
3. After previewing your lesson, you can return to your course page by clicking on Table of Contents in the upper left corner of your screen (see below).



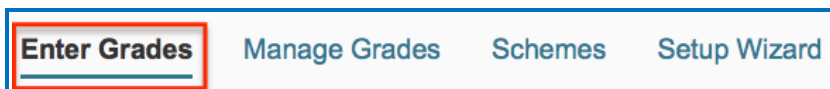
View Grades from SCORM Lessons in the Brightspace by D2L Grades Area

After your students have finished your lesson, then you can view their scores in your grade book using the steps below.

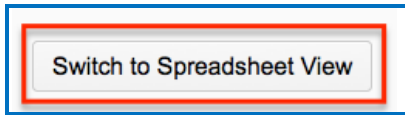
1. Log into your Brightspace by D2L account.
2. Click on your course to select it.
3. Select **Assessments / Grades** from the course toolbar.



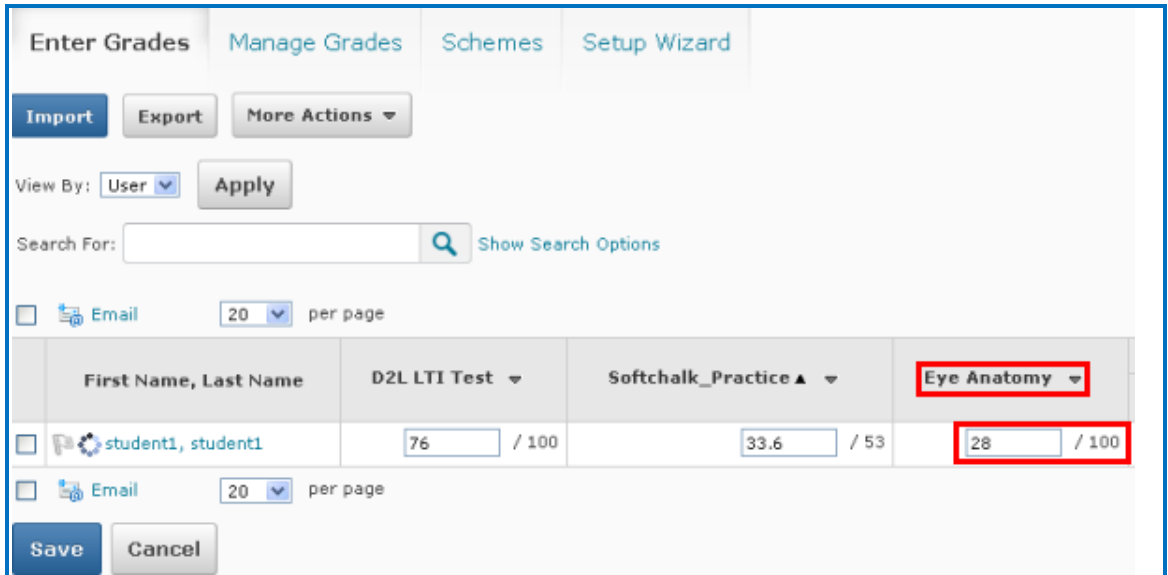
6. Click **Enter Grades**.



7. If your scores do not appear, click **Switch to Spreadsheet View**. **IMPORTANT:** Spreadsheet View shows grade values in terms of points. Standard View shows grade values in terms of percentages.



8. You can view your student scores (see below).



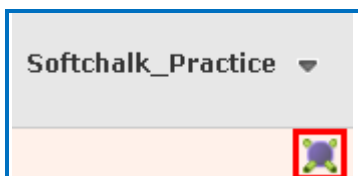
The screenshot shows a grade management interface with the following elements:

- Navigation tabs: Enter Grades, Manage Grades, Schemes, Setup Wizard
- Buttons: Import, Export, More Actions
- View By: User (dropdown), Apply
- Search For: [text input], Show Search Options
- Options: Email (checkbox), 20 per page
- Table with columns: First Name, Last Name; D2L LTI Test; Softchalk_Practice; Eye Anatomy
- Table Row 1: student1, student1; 76 / 100; 33.6 / 53; 28 / 100 (highlighted)
- Options: Email (checkbox), 20 per page
- Buttons: Save, Cancel

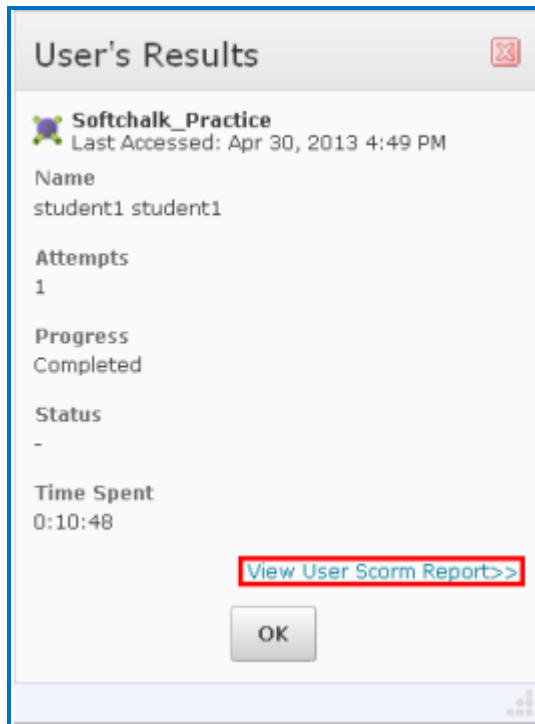
9. If you want to view detailed score info for a student's attempt you need to go to the SCORM Reports area. First, click **Switch to Standard View** (see below).



10. Click the purple SCORM icon by the lesson name (see below).



11. In the window that opens, click **View User Scorm Report** (see below).



12. Below is the list of attempts made by this student. Click the blue arrow button under **Details** to see detailed info for that attempt (see below).

SCORM Object	Progress	Status	Score	Passing Score	Attempts	Time Spent	Last Accessed	Details
Softchalk_Practice	Incomplete	-	-	-	1	0:00:00	3/13/2013 11:36 AM	
Softchalk_Practice	Completed	-	28.50000	-	1	0:02:10	3/13/2013 1:54 PM	
Softchalk_Practice	Completed	-	25.00000	-	1	0:10:48	4/30/2013 4:49 PM	

13. Information on student responses and time spent appears (see below).

Interaction Details						
Interaction ID	Type	Correct Response	Learner Response	Result	Weighting	Time Spent
Q1	Choice	b	Q1: b	Correct	0	0:00:00
Q2	Choice	a	Q2: a	Correct	0	0:00:00
Q3	Choice	a,b,c	Q3: a,b,c	Correct	0	0:00:00
Q4	Fill-in	Massachusetts		Correct	0	0:00:00
A8	Performance			Wrong	0	0:00:00
A1	Performance			Wrong	0	0:00:00
A10	Performance			Correct	0	0:00:00
A9	Other			0	0	0:00:00
A3	Other			0	0	0:00:00
A2	Other			0	0	0:00:00

IMPORTANT: As mentioned previously, when you upload packaged SoftChalk lessons into Brightspace by D2L, the **Number of Attempts** and **Attempts grading** options do not have any effect.

IMPORTANT: As mentioned previously, the score updates each time in the gradebook. In other words, *the score displays the LAST score for the student.* (This is how Brightspace by D2L works with SCORM content.)

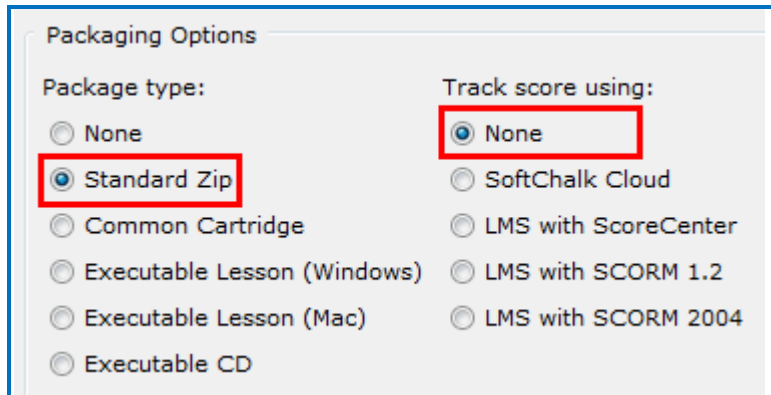
IMPORTANT: As mentioned previously, we recommend using the SoftChalk Cloud ScoreCenter solution versus using SCORM 1.2. See the section [ScoreCenter Overview](#).

Non Scored Lessons (Desktop Users)

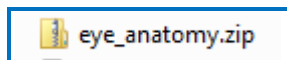
Within SoftChalk, you can package a lesson in a .zip format. Then upload this .zip file into Brightspace by D2L and unzip it. See the steps below.

In SoftChalk: Package a Lesson

1. Start SoftChalk Create. Within your lesson in SoftChalk Create, choose **File/Package Lesson**. Under Package type, choose **Standard Zip**. Under Track score using choose **None** (see below).



2. If you are using **SoftChalk Create**, select the area where you want the .zip file saved such as your **Desktop**. Then click **OK**. By default, you would save to your **Documents** area. With earlier versions of SoftChalk, the .zip file is saved within the lesson folder.
3. Your packaged file has your lesson name with a **.zip** extension (see below). If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.

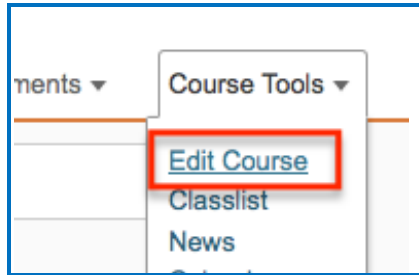


In Brightspace by D2L: Upload a Zip File

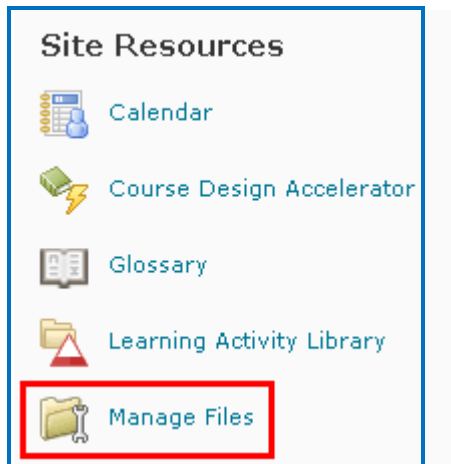
1. Log into your Brightspace by D2L account and click on your course to select it (see below).



2. Click on the **Edit Course** button.



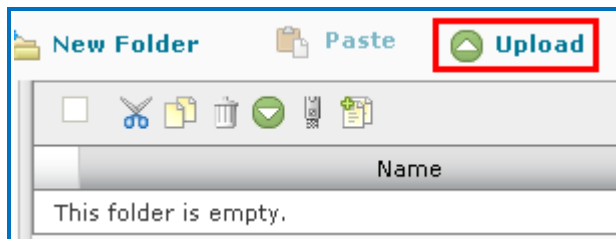
3. Under the Site Resources heading, click Manage Files.



4. Click **New Folder**, enter a name and click **Save**

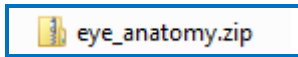


5. Click on your new folder to open it and then click on the green **Upload** button

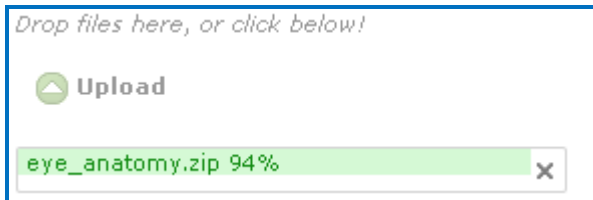


6. Select files by clicking **Upload** again in the window that opens.

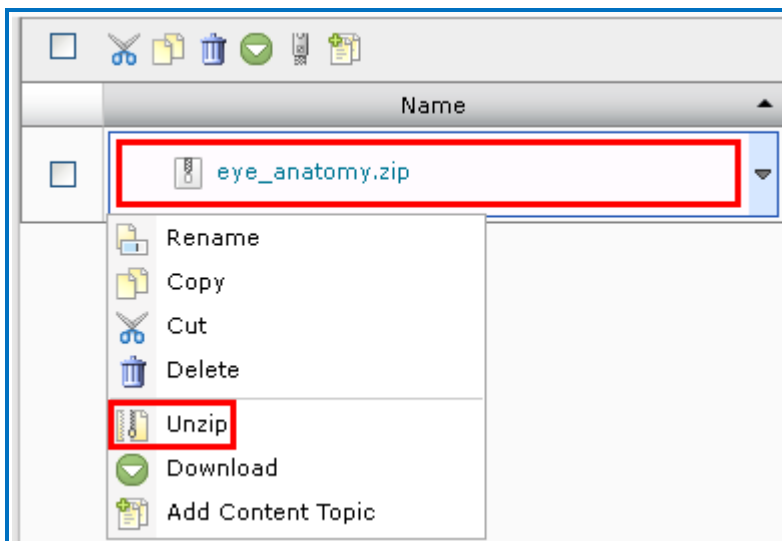
7. Navigate to your zip file. Click on your .zip file to select it (see below) and click **Open**. (If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.)



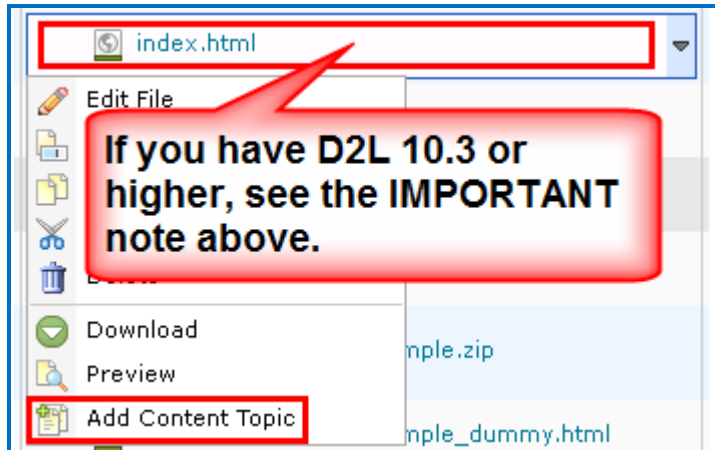
8. Wait while your lesson is uploaded.



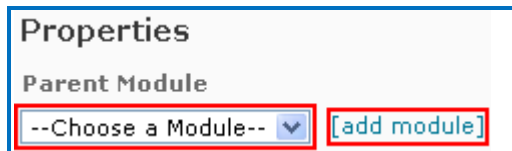
9. Click the blue **Save** button to close the window.
10. Click on your zip file and a dropdown menu will appear. Click **Unzip**.



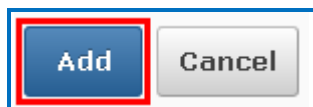
11. There may be a pause while the file unzips. After your unzipped files appear, scroll down your list of files and click the **index.html** file (see the IMPORTANT NOTE below) and select **Add Content Topic** (see below). **IMPORTANT:** If you have Brightspace by D2L 10.3, select *lessonname.html* – e.g. if your lesson is called *jefferson*, then select *jefferson.html* rather than index.html.



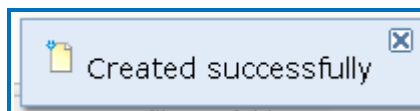
12. On the next screen select a course module from the dropdown list; otherwise, click **Add Module** to create a new course module.



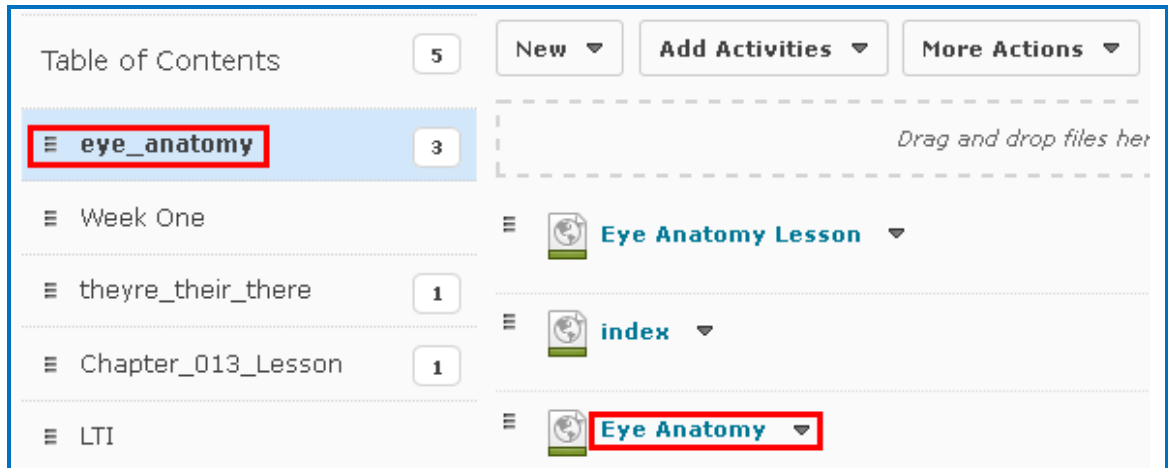
13. Enter a Topic Title for this lesson then click the blue **Add** button at the bottom of the page.



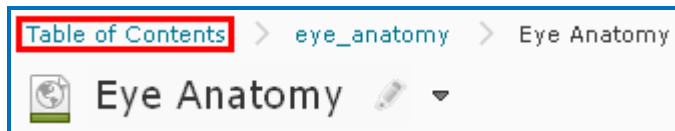
14. You will see the message, 'Created successfully' at the bottom of the page when the lesson has been uploaded.



15. Return to the Course Content area. Click on the course module that contains the new lesson and click the lesson name to preview it.



4. After previewing your lesson, you can return to your course page by clicking on Table of Contents in the upper left corner of your screen (see below).



Edit a Lesson NOT Saved to SoftChalk Cloud

IMPORTANT: You cannot overwrite a SCORM lesson. If you put up a second SCORM lesson, there will be a separate column for the SCORM lesson in your gradebook.

1. In SoftChalk, edit and save your lesson. Package the lesson (see the section [In SoftChalk: Package a Lesson](#)).
2. In Brightspace by D2L, delete your lesson folder.
3. Upload your lesson again (see the previous section [In Brightspace by D2L: Upload a Zip File.](#))

Help

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

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