SoftChalk™
Brightspace by D2L
Integration Instructor Guide

Updated December 20, 2019

Contents

Introduction

This guide covers linking to or uploading your SoftChalk lessons into the **Brightspace by D2L** learning management system.

Please note the URL below for this guide. As we update this guide, this URL will remain the same.
https://softchalk.atlassian.net/wiki/download/attachments/129402215/lms_brightspace_by_d2l.pdf?api=v2

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 https://softchalk.atlassian.net/wiki/spaces/SKB/pages/196182576/SoftChalk+FAQs
System Specifications and Supported Browsers	This web page lists the system specifications for instructors and students. https://softchalk.com/cloud/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. https://softchalk.atlassian.net/wiki/download/attachments/129402215/lms_brightspace_by_d2l.pdf?api=v2
Student Guide to SoftChalk Lessons	This Student Guide includes a **Troubleshooting section**. https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2
SoftChalk Create Guide	SofChalk 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. https://softchalk.atlassian.net/wiki/download/attachments/129532299/createguide.pdf?api=v2
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. https://softchalk.atlassian.net/wiki/download/attachments/129404604/cloudguide.pdf?api=v2

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.*

- *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

A SoftChalk Cloud account is available as a yearly subscription. You can purchase a SoftChalk Cloud account on our Buy Now page. Fill out the information and submit your credit card information.

Trial SoftChalk Cloud Account

Try out a SoftChalk Cloud account for 30 days. Click the **Free Trial** button (see above below) and fill out the information.
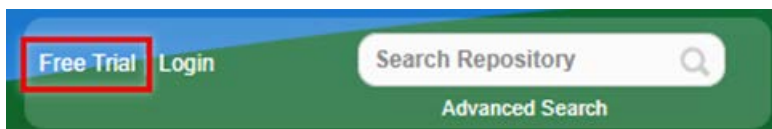
SoftChalk Lessons in Brightspace by D2L

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 integrate 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** 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 Scoring Method and Maximum Attempts for each lesson (see the section Set the Scoring 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).

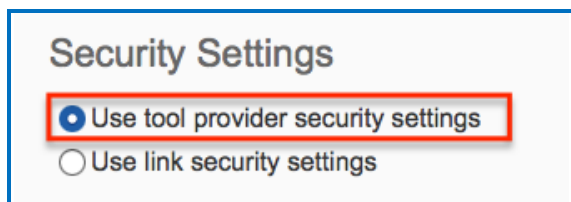3. Click **New Link** under **Manage External Learning Tool Links** (see below).
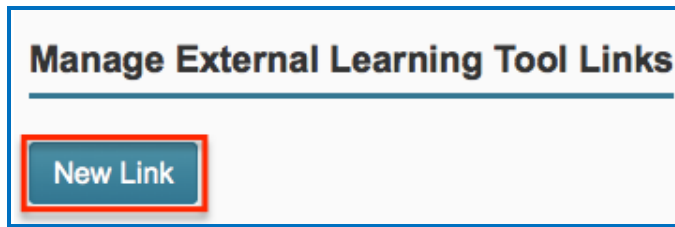
4. Enter the name for your lesson in the **Title** box. For the **URL** box, paste the **LTI Link** for your lesson in your SoftChalk Cloud account.
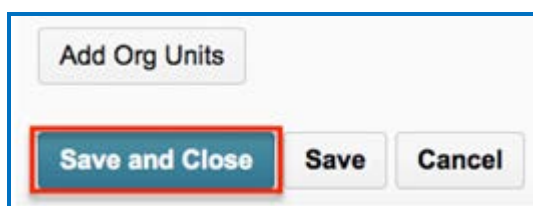

5. Make sure **Sign messages with key/secret** and **Tool consumer key/secret** are selected (see below).
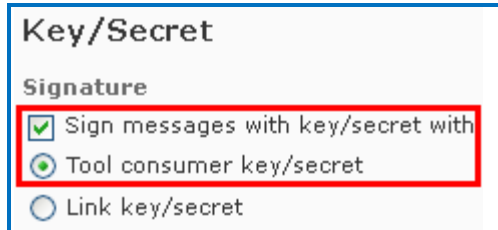
6. Select **Use tool provider security settings** (see below).

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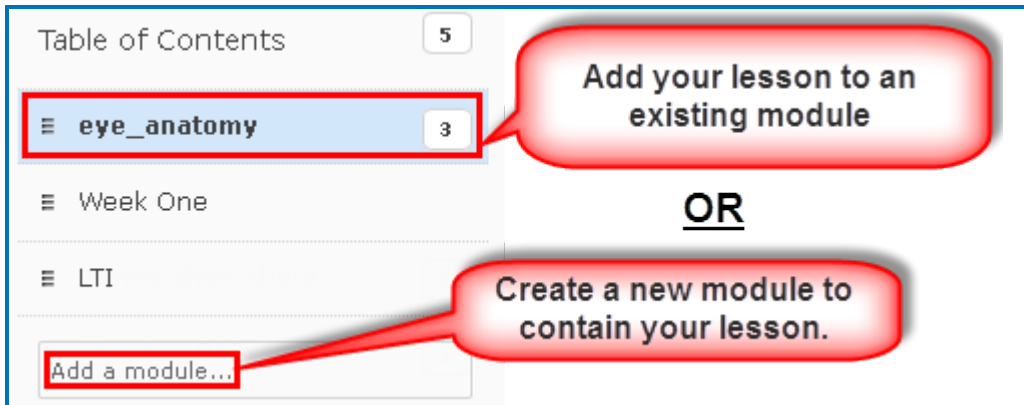
10. After selecting your module, click **Add Existing Activities** and select **External Learning Tools** (see below).

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.
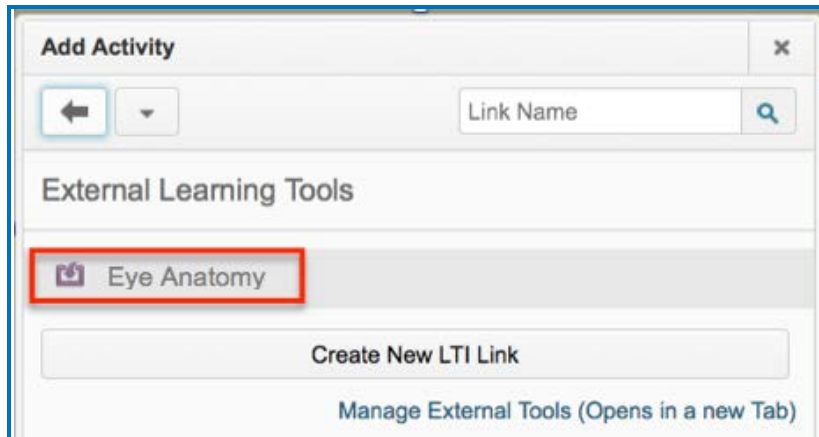
12. A 'Topics saved successfully' message will appear when the lesson has been added to the module.

IMPORTANT: Be sure to see the next section [Set the Scoring Method and Maximum Attempts](#).

Set the Scoring Method and Maximum Attempts

You will need to set the scoring method (i.e. first attempt, most recent 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 scoring method and maximum attempts at any point. 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. Use the Actions drop-down menu to select **Change Scoring Method**.
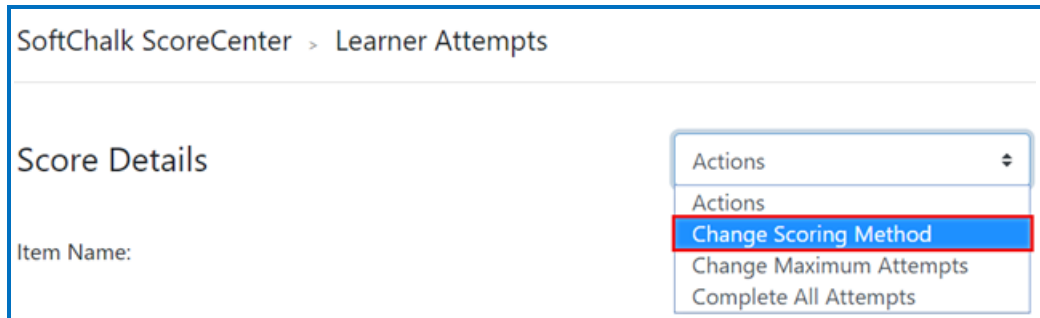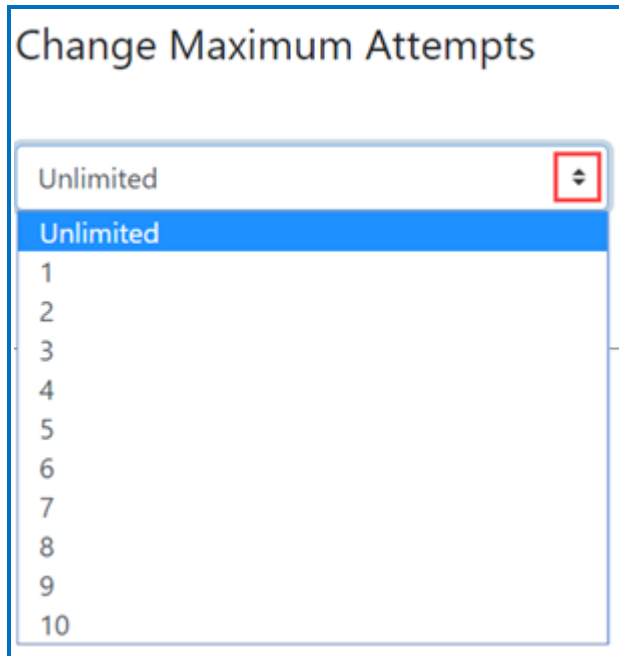
4. Select a scoring method from the drop-down menu and be sure to click **Save changes** (see below).
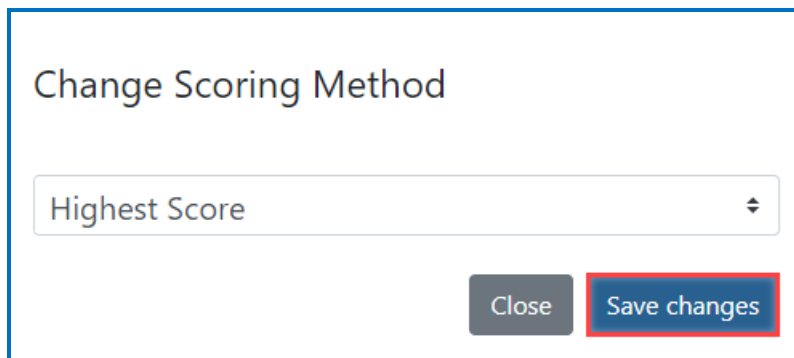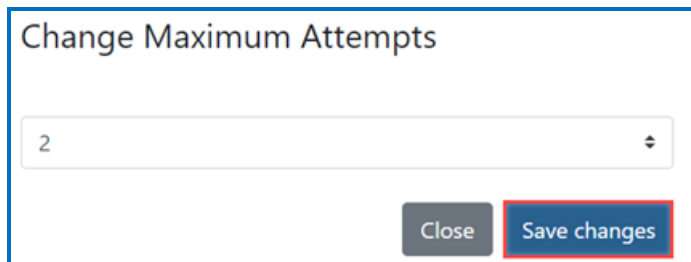
5. At the SoftChalk ScoreCenter screen, use the Actions drop-down menu to select **Change Maximum Attempts**.
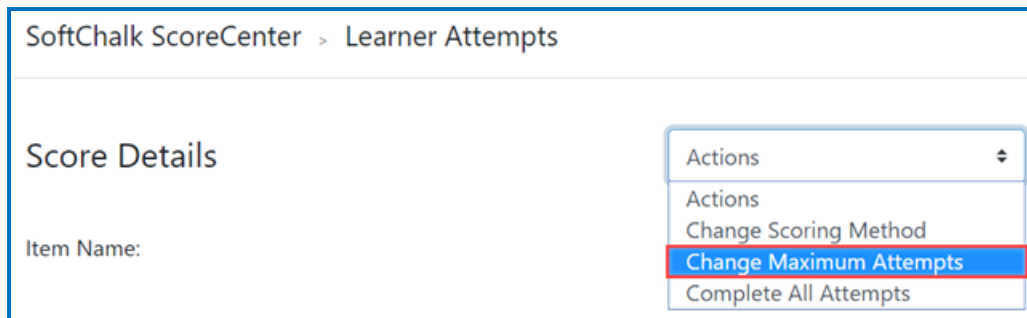
6. Select the number of maximum attempts from the drop-down menu and be sure to click **Save changes** (see below).

Preview the Lesson

To test 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 the ScoreCenter feature. If you are logged into your SoftChalk Cloud account while *also* logged into Canvas and taking a lesson, then the scores won't be recorded. If you have exited your browser, you may still be logged into SoftChalk Cloud, so please go to SoftChalk Cloud and see if you are logged in.

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 **Learners** area, click on a specific student's name to display a dropdown menu of the student's attempts.

4. Click on an attempt (see below).

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

6. If you need to change the score for an attempt, use the **Actions** menu to select **Change Score** from the dropdown.

7. Enter a new score and click **Change Score** (see below). **IMPORTANT**: An attempt has to be complete before you can change the score.

8. 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 needed, you can also **Restore** the attempt.

9. 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.

   Be sure to click **Complete Attempt**.
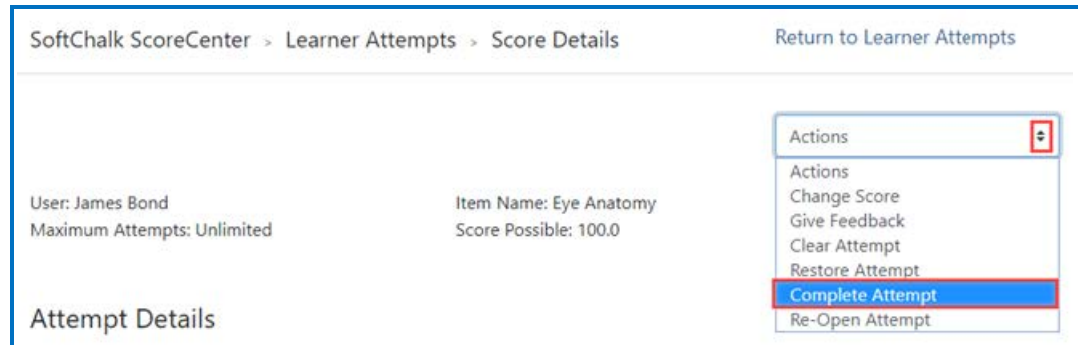
Complete All Attempts for All Students for a Lesson

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.

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. Use the Actions drop-down menu to select **Complete All Attempts.**

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, In SoftChalk Create, insert an essay (**Insert/QuizPopper/Essay**) and assign points to the essay. (Assigning points is optional.)

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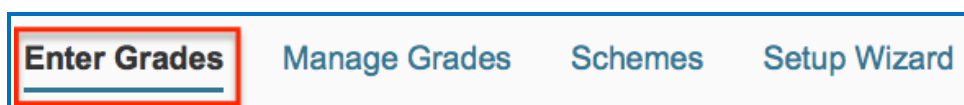
IMPORTANT: You will not see a column for your SoftChalk lesson in the Grades Area in Brightspace by D2L until there is at least one attempt for the lesson.

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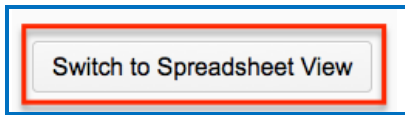
1. Log into your Brightspace by D2L account and choose your course.

2. In the toolbar, click **Assessment / Grades**.
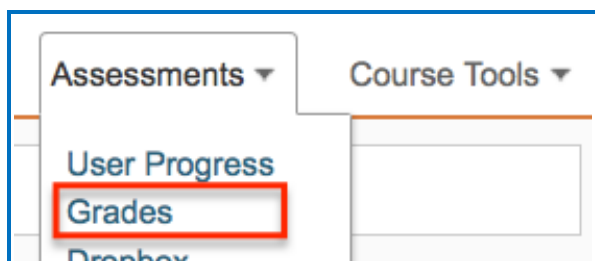
3. Click **Enter Grades.**

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.

5. 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

IMPORTANT: If you want to change the grade or change your scoring method (most recent score, first score, etc.), please see the section Set the Scoring Method and Maximum Number of Attempts.

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).]

1. 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.

2. Copy the Hyperlink (NOT the LTI Link) for your lesson. See the section **Copy the Hyperlink for Your Lesson** in the SoftChalk Cloud Guide.

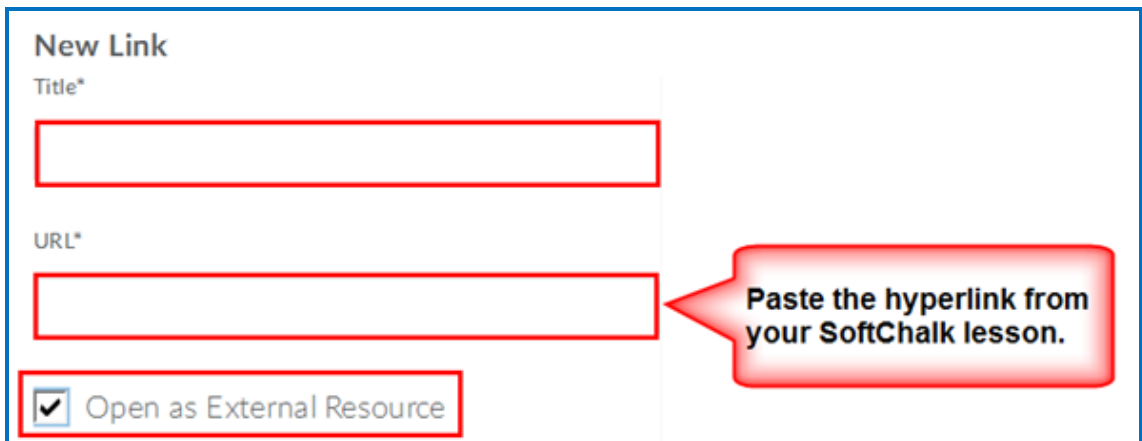3. Log into your Brightspace by D2L account and choose your course (see below).

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

5. Select your module name from the list on the left. Click the **New** button and then click **New Link** from the dropdown menu.
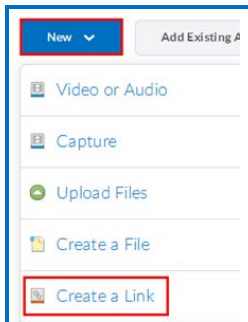
6. Enter the information for **Title** and **URL** (see below). If you want the lesson to appear in a new window, select **Open as External Resource** option. **IMPORTANT**: This Open as External Resource option is not the same as the External Learning Tools feature used for LTI links. (To add LTI links as external resources, see the previous section Paste the LTI Link into Brightspace by D2L.)

7. At the bottom of the page click **Create**.
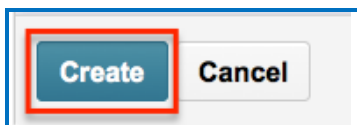
8. Click on the name of your lesson to preview it (see below).

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 you 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.

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** 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:
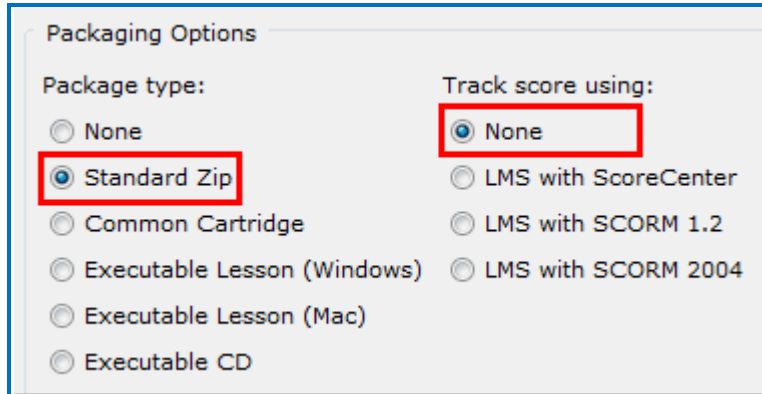
1. Create scored quiz questions and/or activities within your SoftChalk lesson and assign points for each quiz question or activity.

2. Add the email feature within your SoftChalk lesson. Choose **Properties/ Lesson Certificates**. Make the appropriate selections under **Lesson Certificates**.

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

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

1. 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.

2. 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.
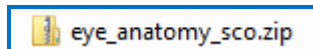
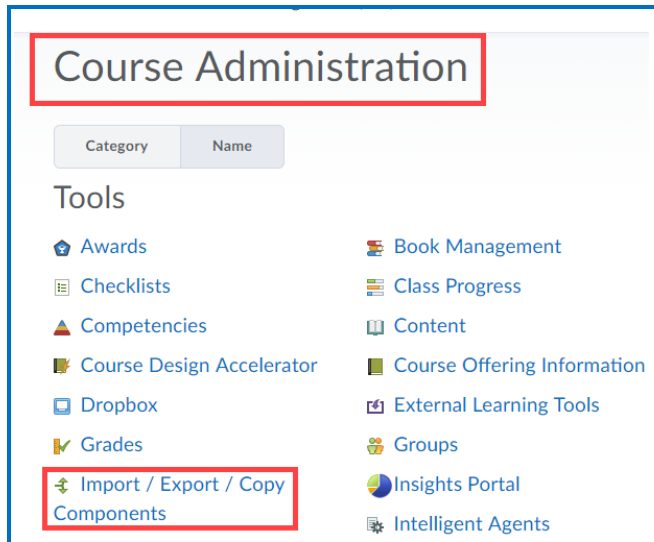## In Brightspace by D2L: Upload the SCORM Zip File

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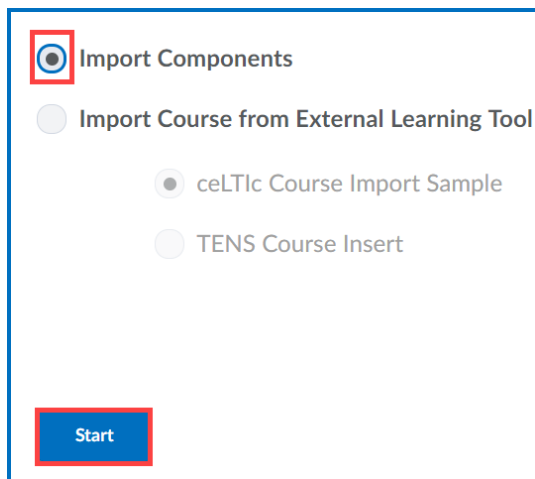

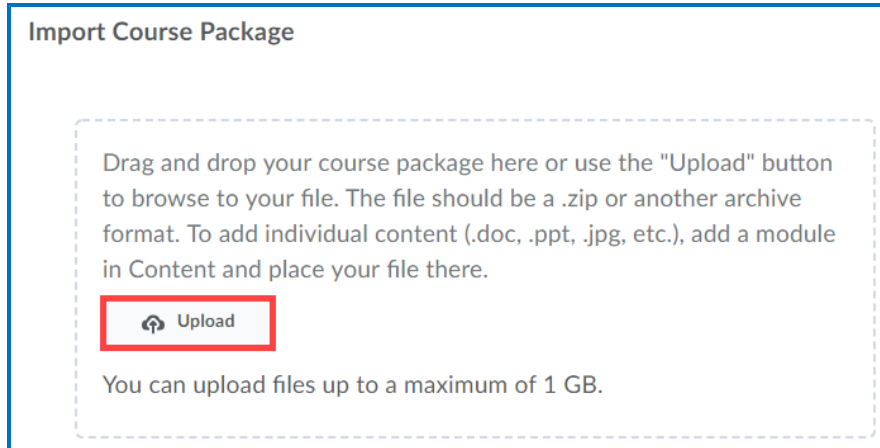2. In the toolbar, click the **Course Tools / Edit Course** link.
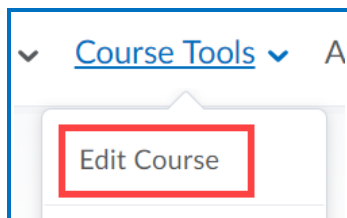
3. Under the **Course Administration** heading, click on **Import/Export/Copy Components**.

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

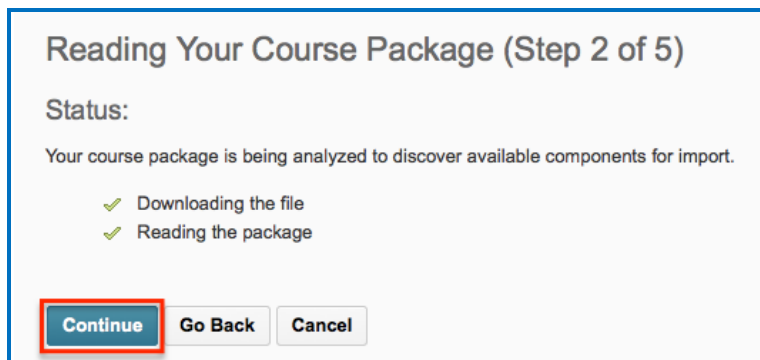5. In the Import Course Package window, click the **Upload** button.

Import Course Package

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

⬆ Upload

You can upload files up to a maximum of 1 GB.

6. 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.)

eye_anatomy_sco.zip
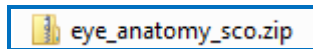
7. Once you have selected your **_sco.zip** file, click **Open**.

8. Wait while the lesson is uploaded. When it has finished click **Advanced Options**.

Import All Components   Advanced Options...   Cancel
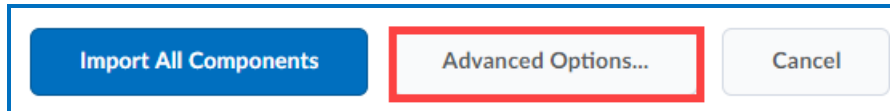
9. In the Reading Your Course Package (Step 2 of 5), click **Continue**.

Reading Your Course Package (Step 2 of 5)

Status:

Your course package is being analyzed to discover available components for import.

✓ Downloading the file
✓ Reading the package

Continue   Go Back   Cancel

10. **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**.

Import Summary

The course import was successful.
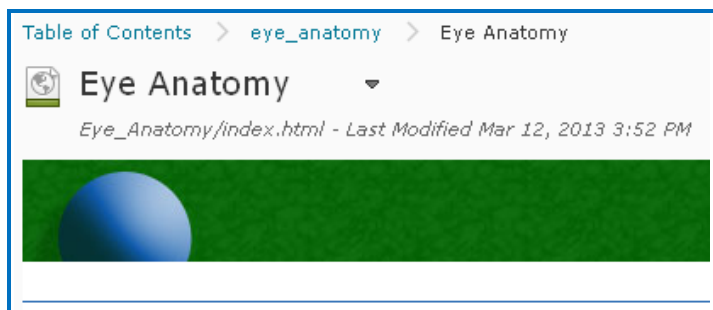
View Content Import another package
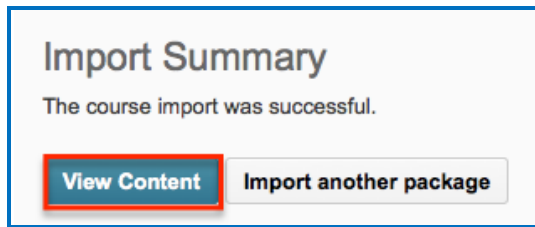
Preview Your SCORM Lesson

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

Table of Contents	5	New ▼	Add Activities ▼	More Actions ▼
☰ **eye_anatomy**	3			*Drag and drop files her*
☰ Week One		☰ 🌐 **Eye Anatomy Lesson** ▼		
☰ theyre_their_there	1			
		☰ 🌐 **index** ▼		
☰ Chapter_013_Lesson	1			
☰ LTI		☰ 🌐 **Eye Anatomy** ▼		
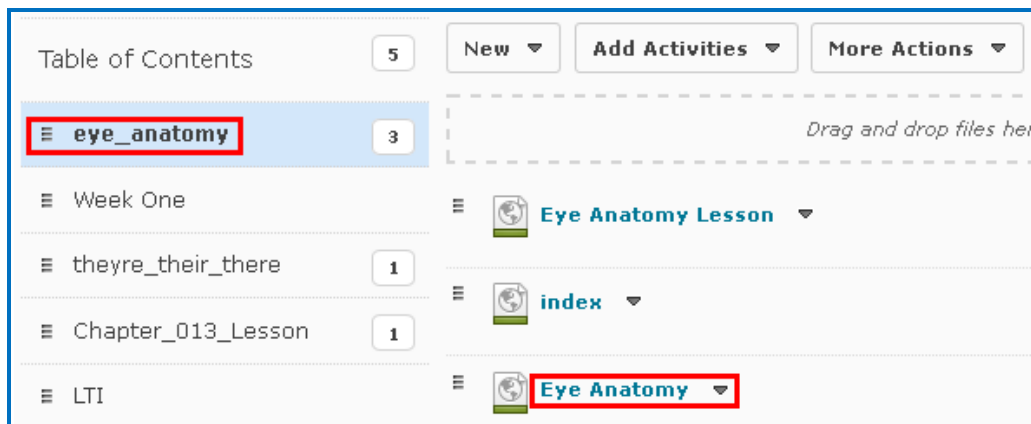
2. The lesson preview will appear in the current window.

Table of Contents > eye_anatomy > Eye Anatomy

🌐 Eye Anatomy ▼

*Eye_Anatomy/index.html - Last Modified Mar 12, 2013 3:52 PM*

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).

Table of Contents > eye_anatomy > Eye Anatomy
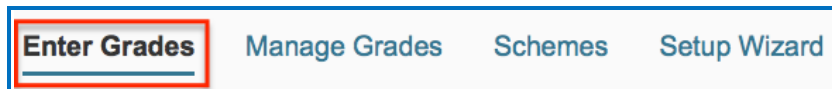
🌐 Eye Anatomy ✏ ▼
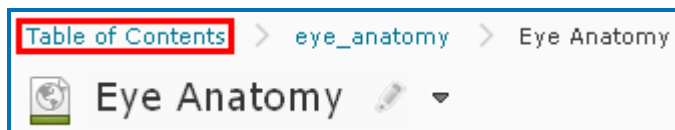
View Grades from SCORM Lessons in the Brightspace by D2L Grades Area

After your students have finished your lesson, then you can view their scores in your grade book using the steps below.
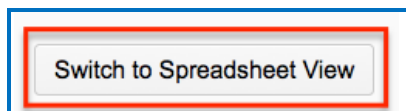
1. Log into your Brightspace by D2L account.

2. Click on your course to select it.

3. Select **Assessments / Grades** from the course toolbar.
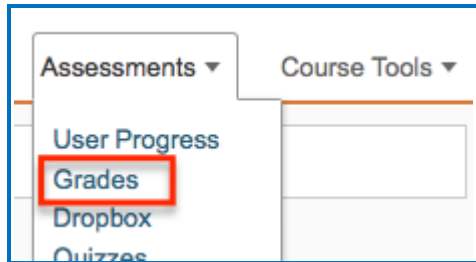
4. Click **Enter Grades.**

5. 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.

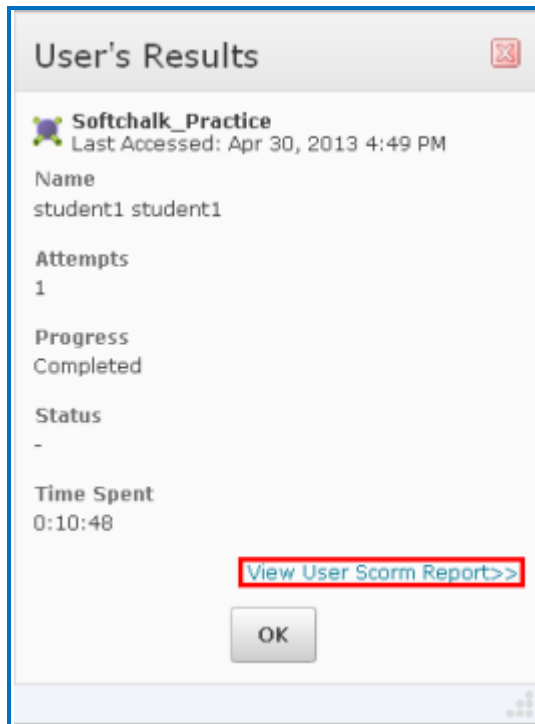6. You can view your student scores (see below).

7. 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).

8. Click the purple SCORM icon by the lesson name (see below).
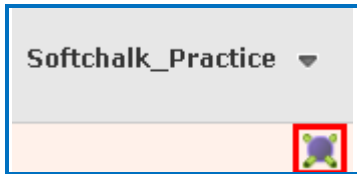
9. In the window that opens, click **View User Scorm Report** (see below).

10. 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	-	26.00000	-	1	0:10:48	4/30/2013 4:49 PM	››

11. 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 **Scoring** 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.)
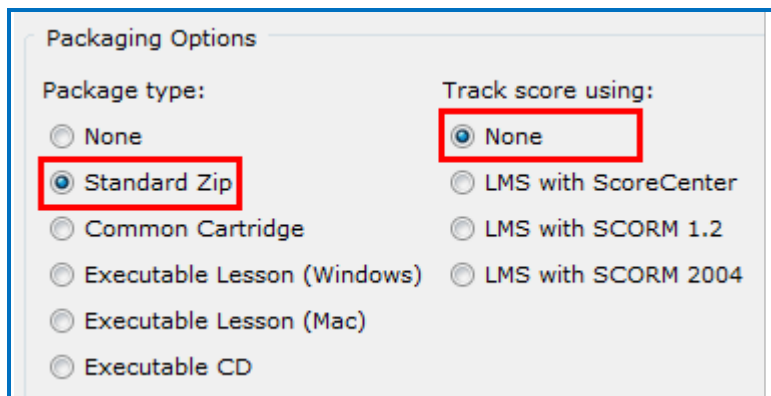
IMPORTANT: As mentioned previously, we recommend using the SoftChalk Cloud ScoreCenter solution versus using SCORM 1.2. See the section ScoreCenter Overview.

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.
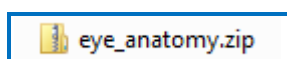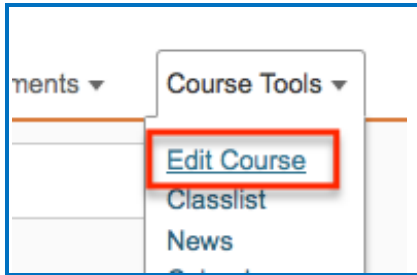
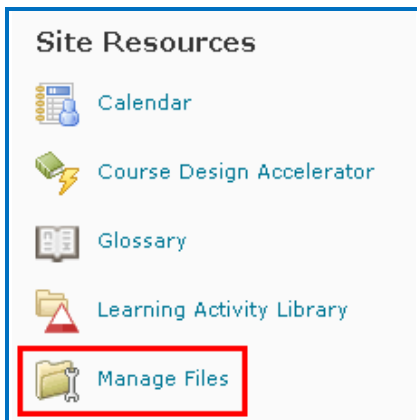## In Brightspace by D2L: Upload a Zip File

1. Log into your Brightspace by D2L account and click on your course to select it (see below).
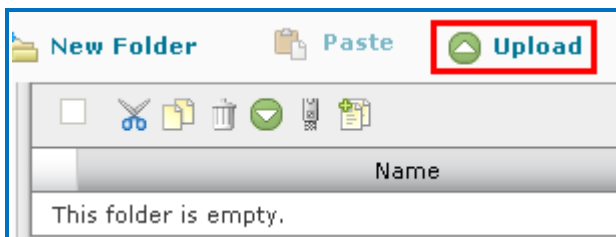
2. Click on the **Edit Course** button.

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.)
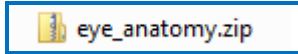

8. Wait while your lesson is uploaded.
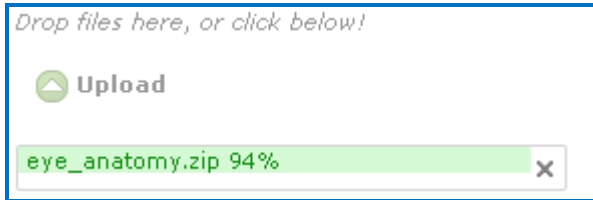
9. Click the blue **Save** button to close the window.

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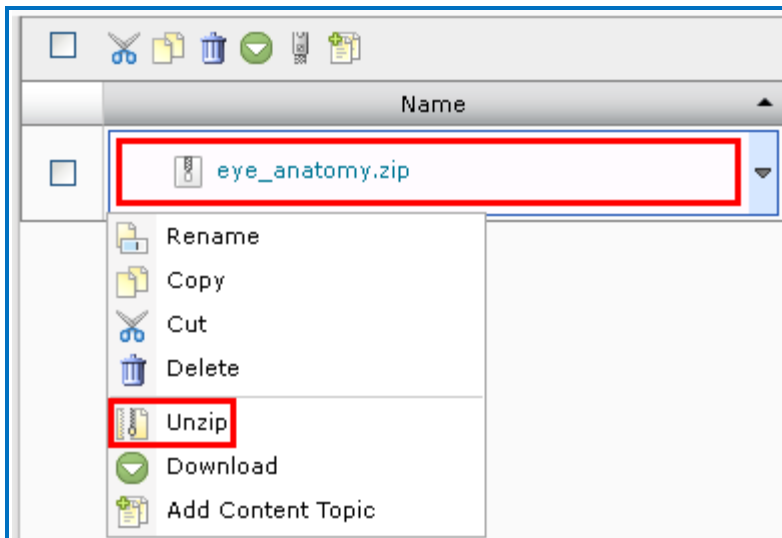
11. There may be a pause while the file unzips. After your unzipped files appear, scroll down your list of files and click the **index.html** file (see the IMPORTANT NOTE below) and select **Add Content Topic** (see below). **IMPORTANT**: If you have Brightspace by D2L 10.3, select *lessonname.html*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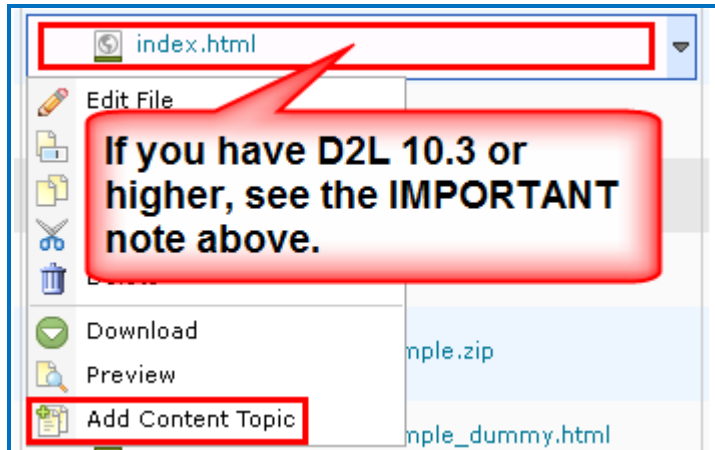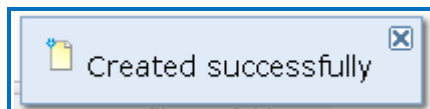

12. On the next screen select a course module from the dropdown list; otherwise, click **Add Module** to create a new course module.
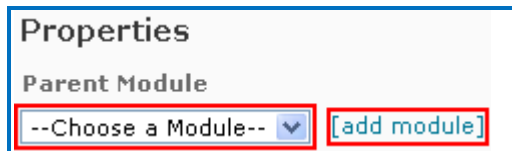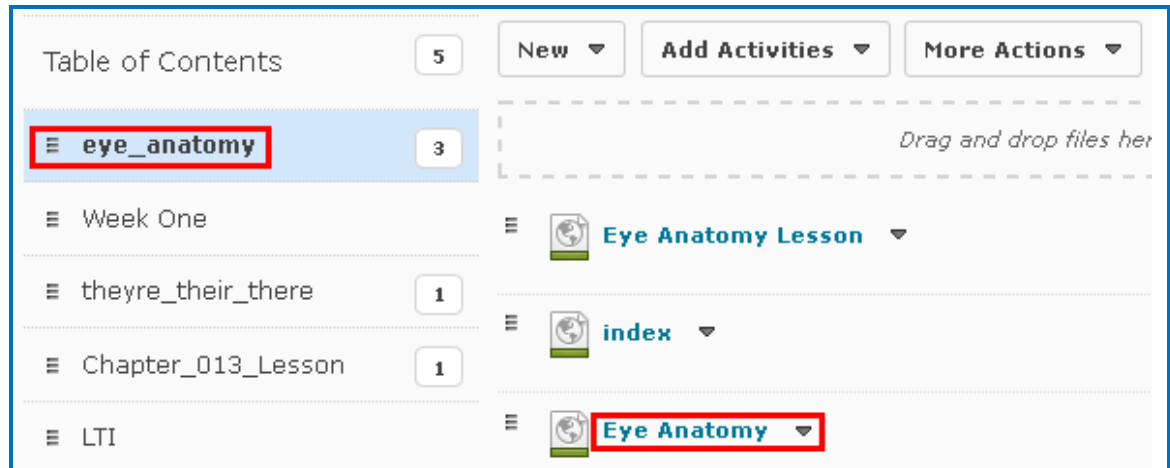

13. Enter a Topic Title for this lesson then click the blue **Add** button at the bottom of the page.
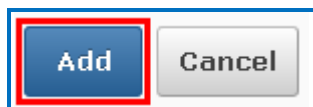

14. You will see the message, 'Created successfully' at the bottom of the page when the lesson has been uploaded.

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.

16. 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).
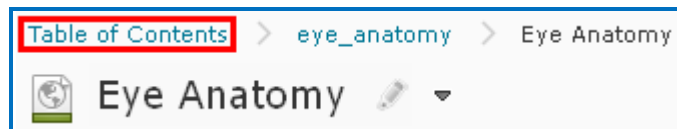
Edit a Lesson NOT Saved to SoftChalk Cloud

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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