SoftChalk™
Brightspace by D2L
Integration Instructor Guide

Updated April 7, 2020

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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

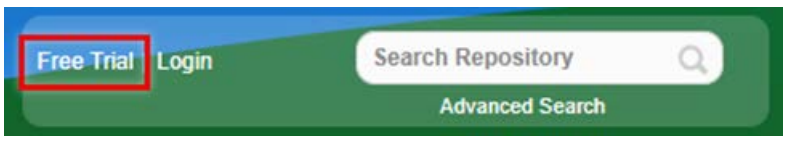
Your institution also has the option to purchase an Enterprise SoftChalk Cloud. Please contact sales@softchalk.com

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 below) and complete the online request form. You will receive an activation key via email.



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 administrator, see the section Brightspace by D2L Administrator for instructions on configuring and enabling the "SoftChalk Link Selector" tool. The Link Selector tool allows instructors to link their SoftChalk lessons directly into their BrightSpace courses, and have student scores from those lessons pass directly into the BrightSpace gradebook. The SoftChalk Link Selector tool uses LTI (Learning Tools Interoperability) to integrate with BrightSpace.

SoftChalk Cloud Users

Overview: How SoftChalk Cloud Content Works with BrightSpace

- **Create Content**: you will use a SoftChalk Cloud account to create and save your lesson in the Cloud (see the SoftChalk Cloud User Guide for additional information about this). After creating and saving a lesson in SoftChalk Cloud, your lesson will be assigned a unique hyperlink that you can use to share your lesson with your students in BrightSpace.
- **Link Your Lesson**: you will use the SoftChalk Link Selector app to link your lessons into your BrightSpace course(s). Additional step-by-step instructions for the SoftChalk Link Selector are provided below. A single SoftChalk lesson can be linked into as many BrightSpace courses as you wish. If you wish to collect scores in your BrightSpace gradebook, student scores for your lesson will pass into each individual course gradebook.
- **Update Content**: if you should need to update your lesson, you will login to SoftChalk Cloud, edit your lesson, and save it. Immediately and simultaneously, all courses in BrightSpace that are using that lesson will be automatically updated.
- **Student Access**: your students do not need to have accounts on SoftChalk Cloud to use your SoftChalk content in BrightSpace. Students will login to your BrightSpace course and click on your SoftChalk lesson links to view your content. To the student, the content is seamless with BrightSpace and appears to be native BrightSpace content. If you are tracking student scores, the SoftChalk lesson scores will pass directly into the BrightSpace gradebook for students to view the same way they view native BrightSpace gradebook information.
- **Collect Scores**: Before linking your SoftChalk lessons into your BrightSpace course, you will 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. Each time you link a lesson into BrightSpace, you can decide whether or not to collect scores. Many instructors use both “scored” and “practice” lessons within a course.

  NOTE: a single SoftChalk lesson can be linked into multiple BrightSpace courses simultaneously, and can be set to report scores in some courses and set to not report courses in other courses. In other words, the same lesson can be used simultaneously in different ways in different courses.

In order to use SoftChalk Cloud lessons in your BrightSpace course, your lesson must be linked into your BrightSpace course. SoftChalk provides a BrightSpace app – SoftChalk Cloud Link Selector - that makes it easy to create these links.

Overview: SoftChalk Cloud Link Selector app

After creating your lesson in SoftChalk Cloud, you will use the SoftChalk Link Selector app to link your lesson(s) into your BrightSpace course(s).

The SoftChalk Link Selector app is an LTI (Learning Tools Interoperability) tool and must be installed and configured by your BrightSpace administrator before it is available for use by BrightSpace instructors or course creators.

When enabled, SoftChalk Link Selector allows instructors and course creators to quickly access their content on the SoftChalk Cloud, browse for saved content, and integrate that content into D2L's BrightSpace LMS as both scored and non-scored lesson links.

The Link Selector app establishes a secure connection between an instructor's BrightSpace account and their SoftChalk Cloud account. When Link Selector is accessed from BrightSpace, it will automatically connect the instructor to their SoftChalk Cloud account and allow them to browse and select their SoftChalk content without needing to leave the BrightSpace platform.

Using the Link Selector tool, the instructor can link content into their BrightSpace course in two ways – as scored content (content that reports student score results into the BrightSpace gradebook) or as unscored content.

See the next section for step-by-step instructions for adding either Scored Lessons or Non-Scored Lessons to your BrightSpace Course.

Adding Scored Lessons using Link Selector

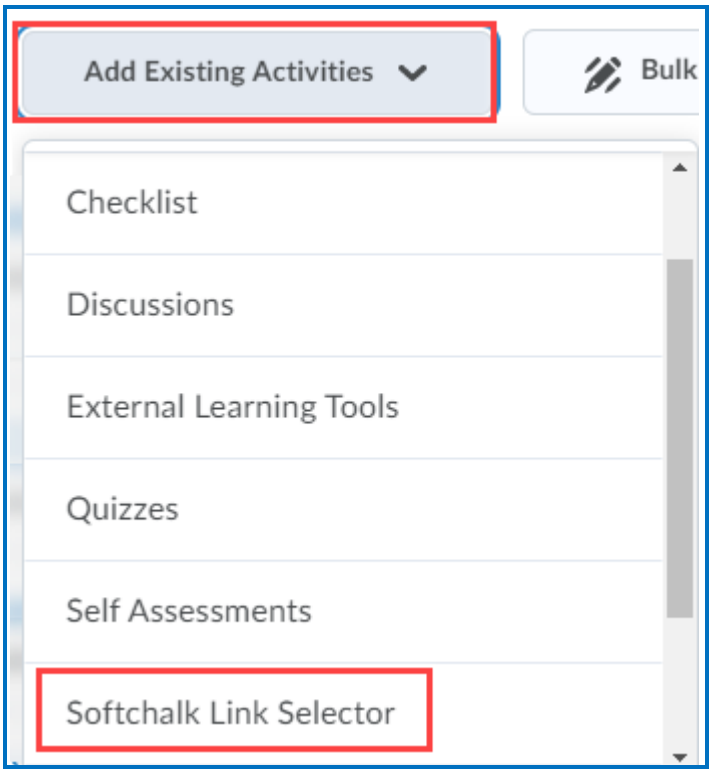
This section describes how to add **scored** SoftChalk lesson links into your BrightSpace course using the SoftChalk Link Selector app. It is assumed that you have already created your SoftChalk lesson and saved it into your SoftChalk Cloud account.

1. Access your Course in Brightspace where you would like to place a lesson from your SoftChalk Cloud account.

2. Create a new BrightSpace module or select an existing module in your BrightSpace course content area which will contain the new SoftChalk lesson link.

3. Click the drop-down from 'Add Existing Activities'. See screenshot below.

4. From the drop-down menu, select 'SoftChalk Link Selector'.



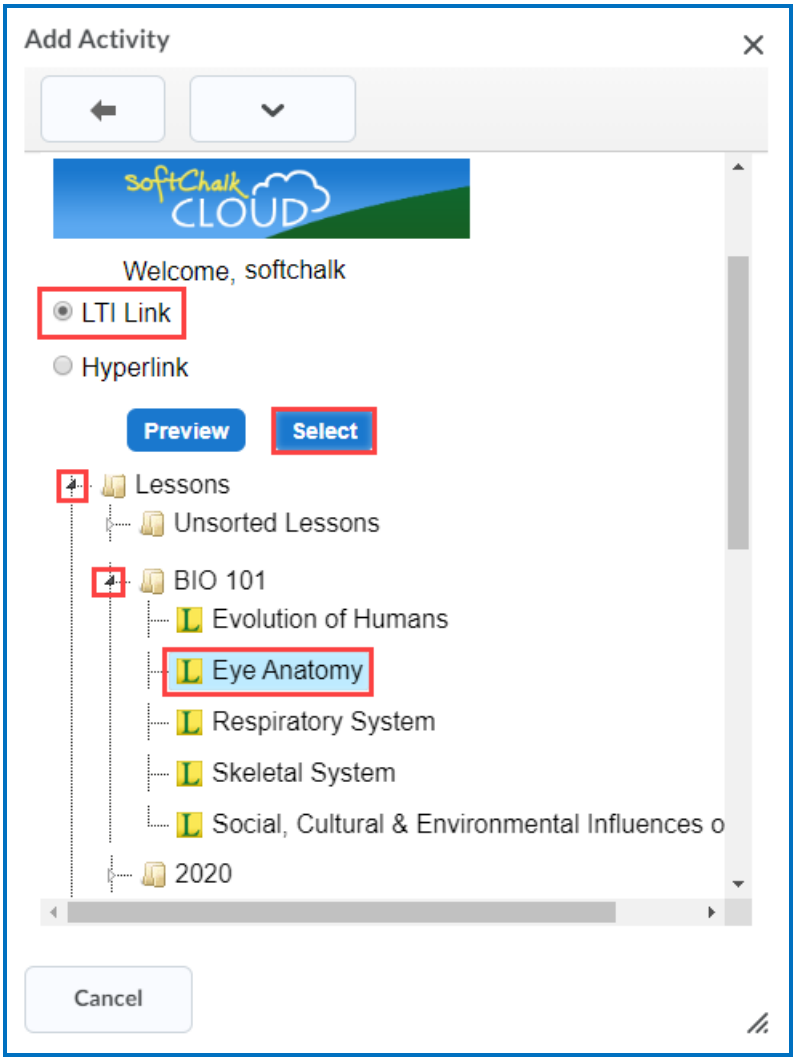
5. The SoftChalk Link Selector dialog will appear.

   IMPORTANT: If this is the first time you are accessing the SoftChalk Link Selector from BrightSpace, you will be prompted to enter your SoftChalk Cloud user name and password. After successfully entering this information, a secure connection is established between your BrightSpace account and your SoftChalk Cloud account.

   Thereafter, when you use the SoftChalk Link Selector tool in BrightSpace, you will be automatically logged into your SoftChalk account and will not be prompted for this information again.

6. Expand the SoftChalk Cloud folder tree until you locate the lesson to add to the course. See below screenshot.

7. Click on the Lesson Name to select it in the folder tree, then choose the 'LTI Link option at the top of the dialog. Then, click the "Select" button.



8. The selected SoftChalk lesson link will be added to your course as a scored external tool link.

9. Students may now access the link in your course to view your SoftChalk content and complete the lesson. The students' scores for the lesson will be passed directly into the BrightSpace gradebook. After completing a lesson, a student can view their lesson scores in the BrightSpace gradebook the same way they view any native BrightSpace scores.

10. When an instructor clicks the SoftChalk lesson link in their course, they do not immediately see the lesson content the way a student sees it. Instead, the instructor will see the SoftChalk ScoreCenter associated with that lesson. ScoreCenter allows an instructor to configure lesson options and also allows the instructor to view detailed student score data. See the next section for additional information about how SoftChalk ScoreCenter works in BrightSpace.

SoftChalk ScoreCenter in BrightSpace

Overview

When a SoftChalk Cloud lesson is linked into a BrightSpace course as a scored lesson, the instructor can use SoftChalk ScoreCenter to view detailed student score results, as well as configure various scoring options for the lesson. Instructors access the SoftChalk ScoreCenter directly in BrightSpace.

Note that although you are able to view student scores via the SoftChalk ScoreCenter, the student's grades are also passed directly into the BrightSpace course gradebook, where the instructor also has access to view and edit individual student grades.

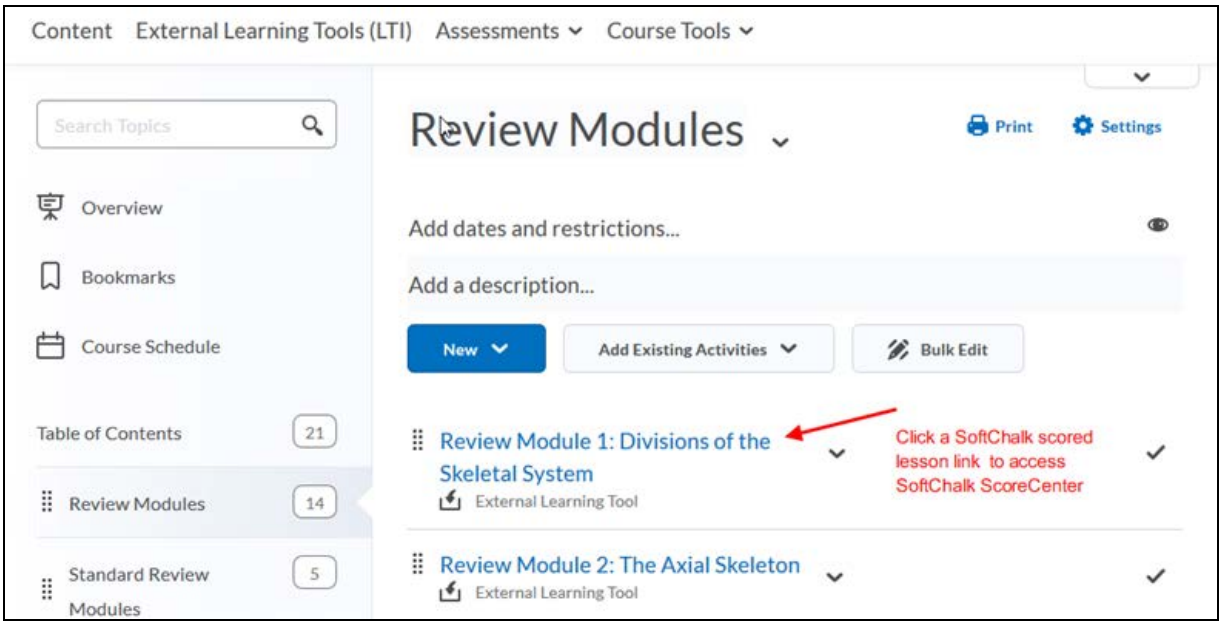
The SoftChalk ScoreCenter serves a variety of functions that allow the instructor to:

- **Set the Maximum Attempts**: Determine how many times a student can access a lesson (unlimited times or a specific number of times).
- **Set the Scoring Method**: Determine which attempt score is sent to the BrightSpace gradebook (i.e. first attempt score, highest score, most recent score, or average score).
- **View all student attempt details** and see how many students have completed the lesson, how many total attempts have been made, average score, etc.
- **View individual detailed student scores**. All student attempts are saved and are viewable. You can see how many attempts each student has made, how long the student spent on each attempt, start and end dates/times for each attempt, and detailed score data (lesson scores, which questions or activities were attempted, etc.)
- **Modify scores**. You can update individual student scores, and you can force completion for all students (this closes out a score for any student who has unfinished attempts or no score.
- **Clear Attempts and Re-Open Attempts**

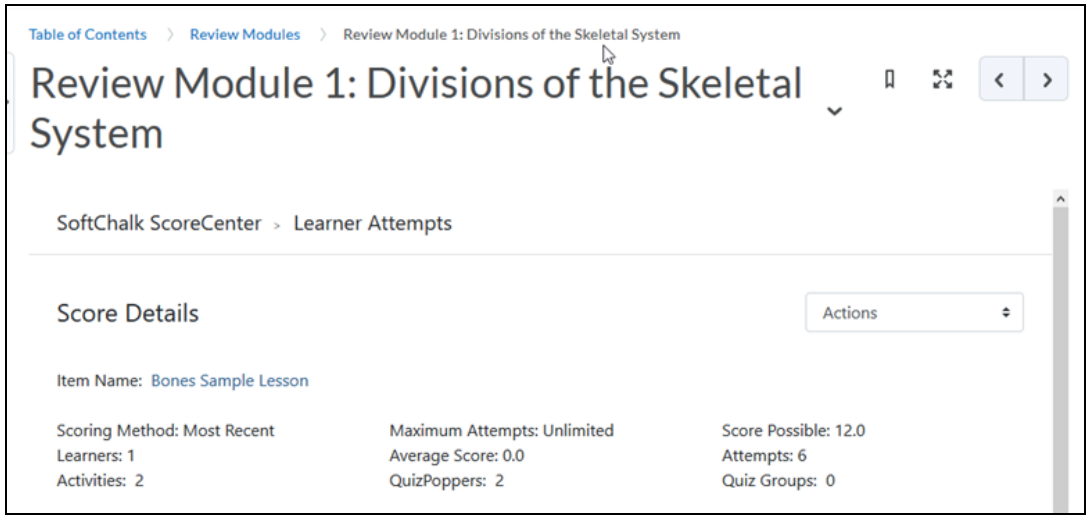
Accessing SoftChalk ScoreCenter in BrightSpace

An instructor accesses the SoftChalk ScoreCenter in BrightSpace by clicking on a SoftChalk lesson link that is scored.

1. Click on a SoftChalk scored lesson link in your BrightSpace course.



2. The SoftChalk ScoreCenter screen appears, as shown below:



The following sections describe how the SoftChalk ScoreCenter features work.

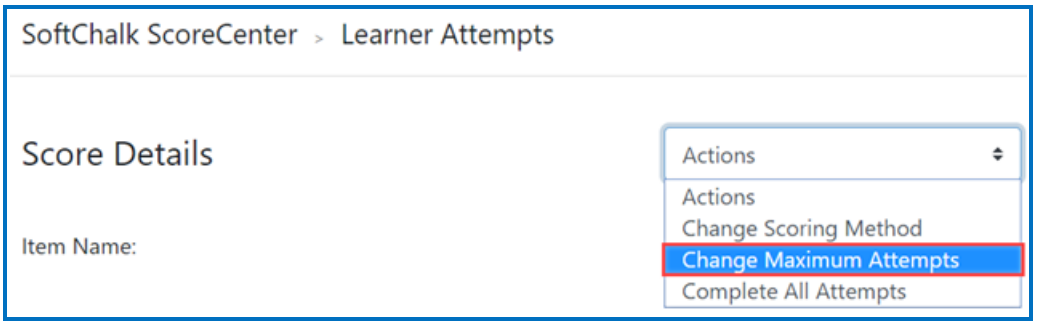
Set the Maximum Attempts

Each time you add a scored SoftChalk Lesson link to your BrightSpace course, the maximum attempts for the lesson is set to the default setting. The default for Attempts is “Unlimited Attempts”.

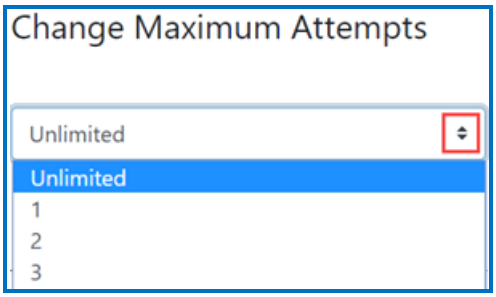
You may change this setting at any time. Typically, you will want to set this before students begin making attempts. If you want to allow your students only one attempt for the lesson, you should set that option right away. But you may change this setting even after students have begun making attempts.

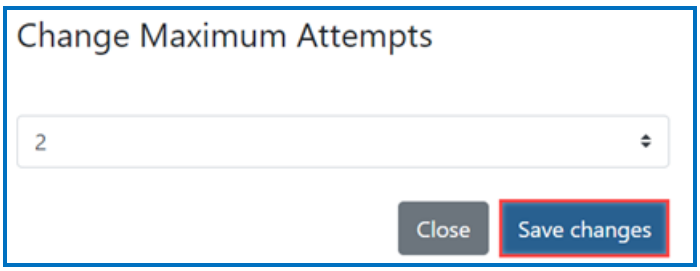
The options for Maximum Attempts are: Unlimited, or you may set a specific number of attempts from 1-10.

1. At the SoftChalk ScoreCenter screen, use the Actions drop-down menu to select **Change Maximum Attempts**.



2. Select the number of maximum attempts from the drop-down menu and be sure to click **Save changes** (see below).





Set the Scoring Method

Each time you add a scored SoftChalk Lesson link to your BrightSpace course, the scoring method for the lesson is set to the default setting. The default for Scoring Method is "Most Recent" (meaning that the student's most recent attempt score will be passed to the BrightSpace gradebook.)

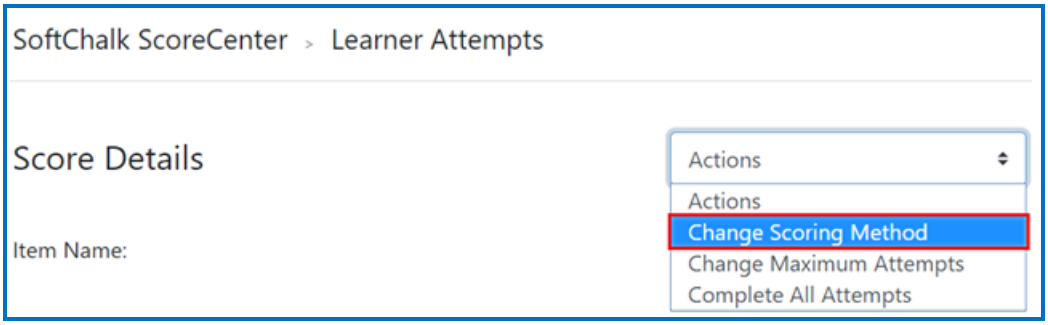
You may change this setting at any time. Typically, you will want to set this before students begin making attempts.

The options for Scoring Method are:

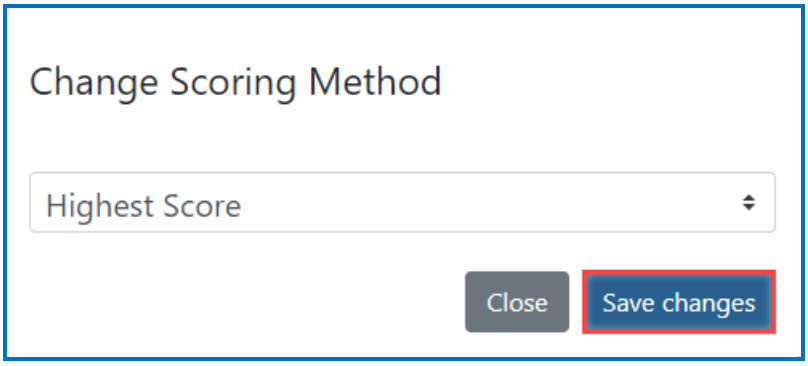
- **first attempt**: passes the student's first attempt to the BrightSpace gradebook as the grade. Subsequent attempt scores will be tracked by ScoreCenter, but the grade passed to BrightSpace gradebook will be the student's first attempt.
- **most recent attempt:** assuming multiple attempts are possible, the student's most recent attempt score will be passed to the BrightSpace gradebook as the grade. All previous attempt scores will be tracked by ScoreCenter but not passed to the BrightSpace gradebook.
- **average attempt**: assuming multiple attempts are made, the score passed to the BrightSpace gradebook is the average of all attempts. Each time the student makes a new attempt, the average is recalculated and a new score is passed to the BrightSpace gradebook.
- **highest attempt**: assuming multiple attempts are made, the student's highest score is the grade that will be passed to the BrightSpace gradebook. Each time the student makes a new attempt, ScoreCenter will evaluate all attempts to determine the highest attempt score by the student, and update the BrightSpace gradebook as appropriate.

An instructor may change this setting even after students have begun making attempts. When this setting is changed, all currently submitted scores for all students are revised and re-sent to the BrightSpace gradebook. For example, if initially, the Scoring Method is set to "Most Recent", and then, after scores are collected for students, Scoring Method is changed to "Average Score", upon this change, SoftChalk ScoreCenter will re-calculate all student scores submitted to date and resend grades to the BrightSpace gradebook.

1. Use the Actions drop-down menu to select **Change Scoring Method**.



2. Select a scoring method from the drop-down menu and be sure to click **Save changes** (see below).



Complete All Attempts for All Students for a Lesson

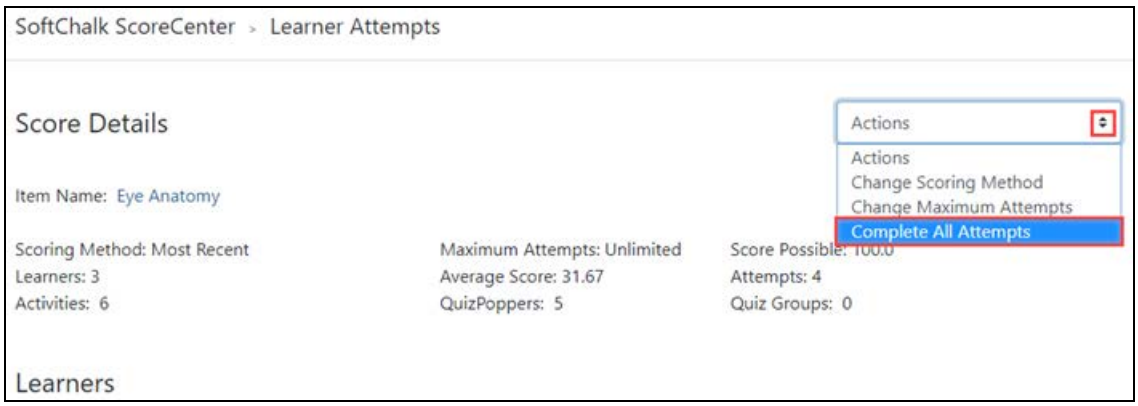
You have the option to complete all attempts for all students for a lesson. You may find that some students have neglected to complete their attempts (i.e. they have neglected to click **Finish** on the last page of the lesson – clicking **Finish** sends a completion status to the gradebook).

If a student has an attempt that is incomplete – they achieved a score but did not click the **Finish** button to submit their score – when the 'Complete All Attempts' option is selected, that student's current score will be submitted.

IMPORTANT: You may want to perform 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.)

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

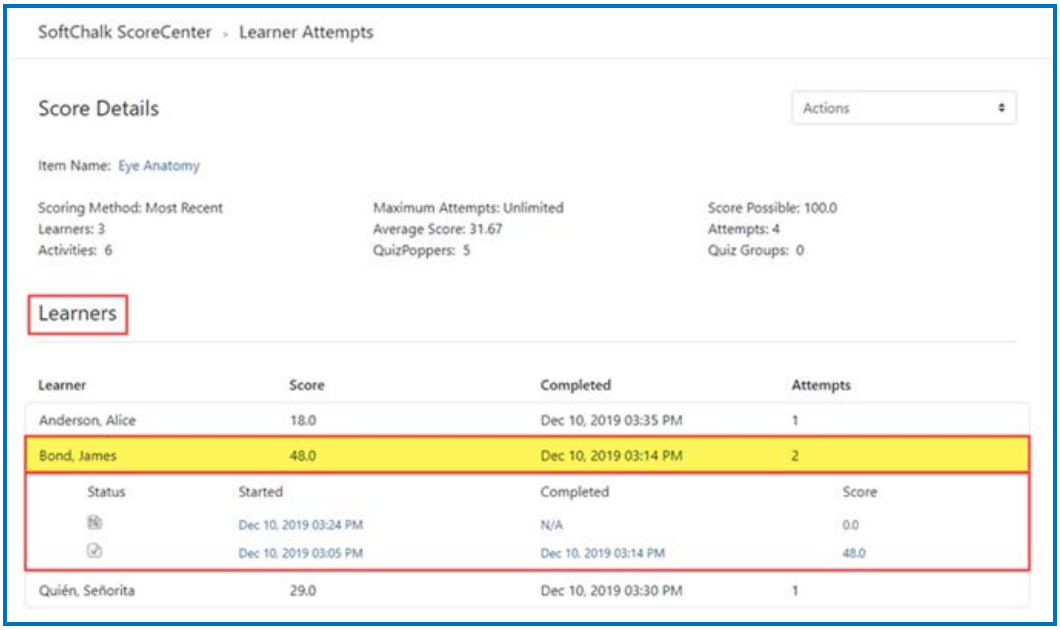


View Student Attempt Details

The ScoreCenter Score Details screen allows the instructor to see how many students have completed the lesson, how many total attempts have been made, total Score points possible, and the Average score achieved by students.

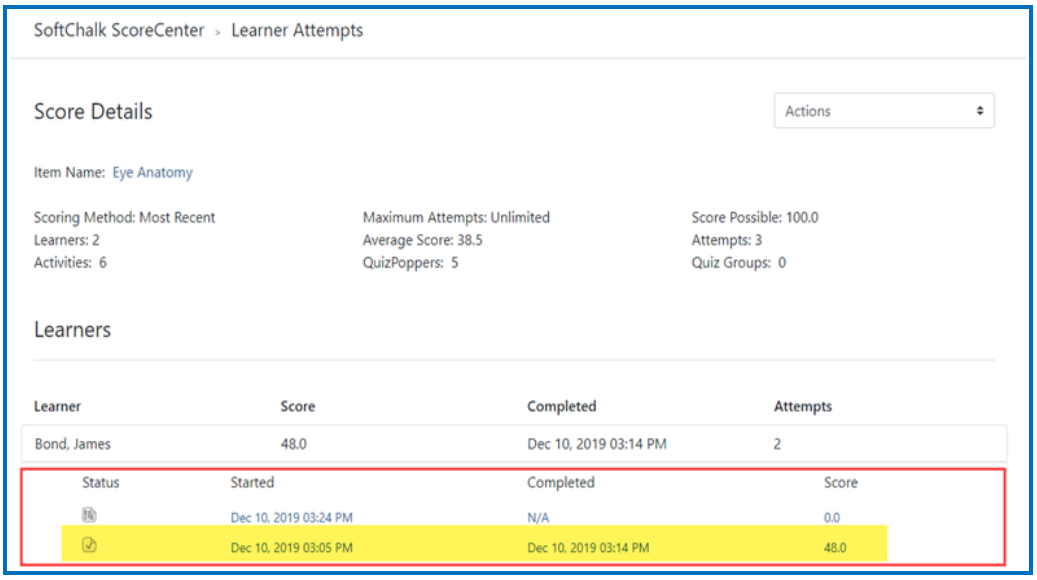
This screen also allows the instructor to see a list of the students who have made attempts at the lesson.

1. In the **Learners** area of the Score Details screen, click on a specific student's name to display a dropdown list all of the each student's attempts.

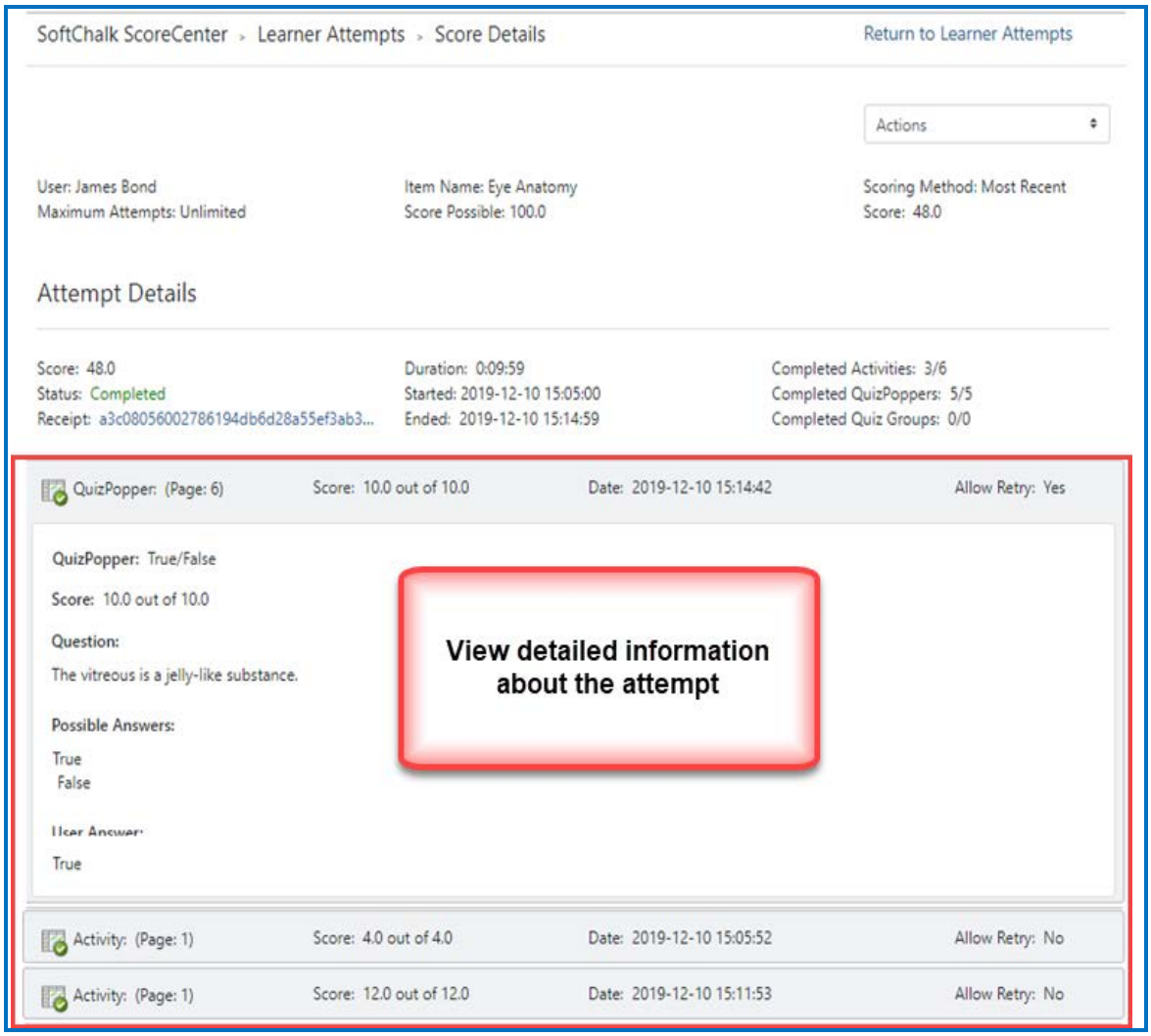


Modify Attempts

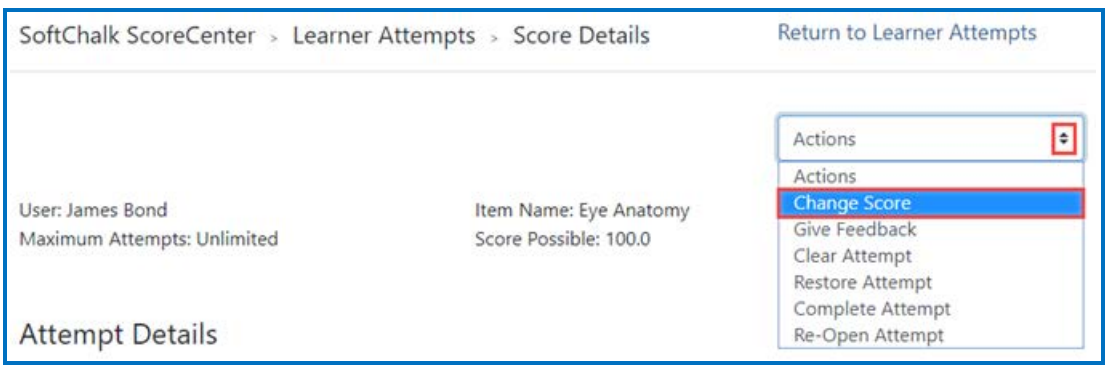
1. Click on an attempt to see detailed score information for that attempt and to access options to make changes to that attempt.



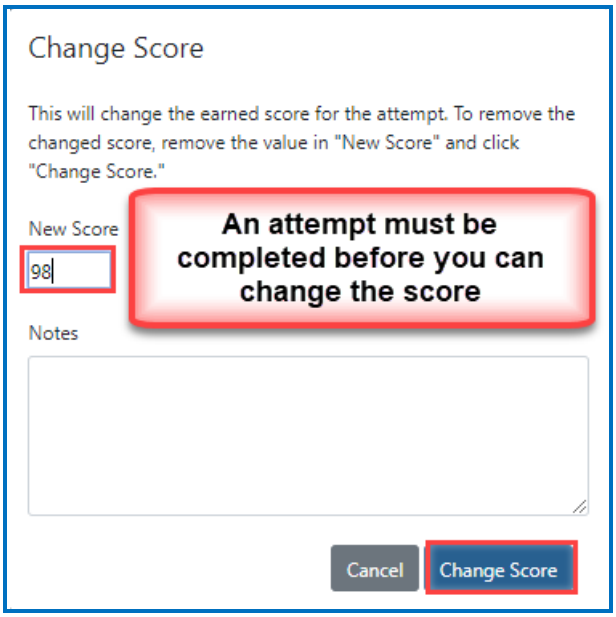
2. You can view detailed information about this attempt including the Score, Duration, Date/Time Started and Ended, and Status of the attempt. You may also click on each scored item in the lesson, such as a QuizPopper or Activity, to see detailed score information.



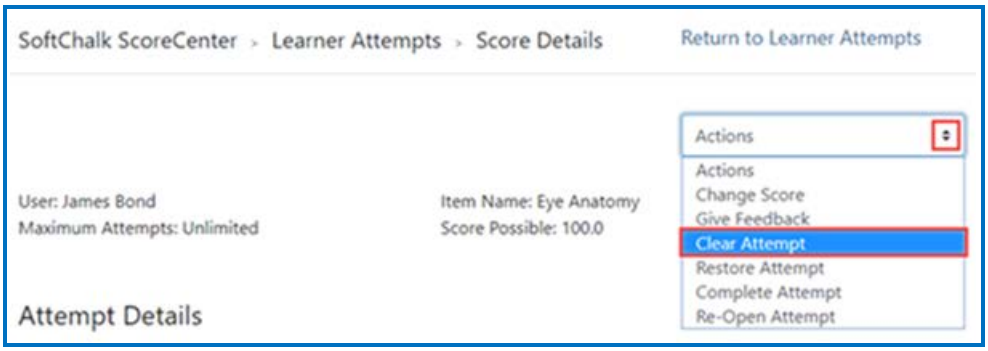
3. If you need to change the score for an attempt, use the **Actions** menu to select **Change Score** from the dropdown.



4. Enter a new score and click **Change Score** (see below). **IMPORTANT**: An attempt has to be complete before you can change the score. We recommend that you consider adding a "Note" to describe why you are updating the Score for future reference.

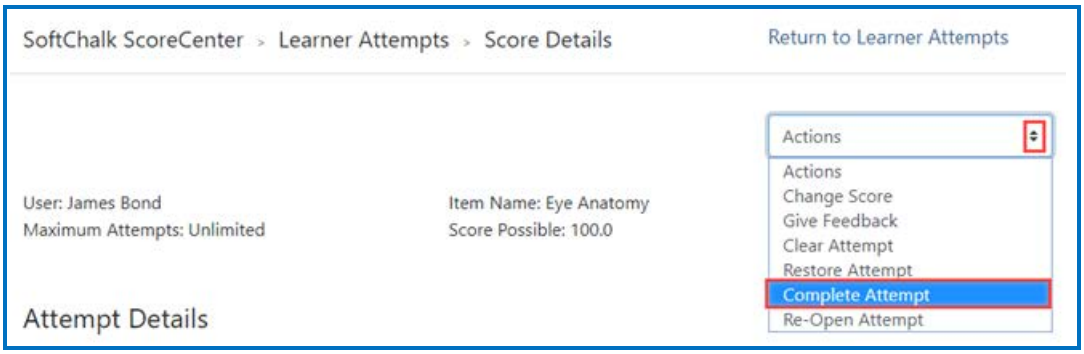


5. Notice that you also have the option to **Clear** an attempt (see below). If you clear an attempt, it will not count as part of the grade calculation. If needed, you can also **Restore** the attempt.



6. 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**.

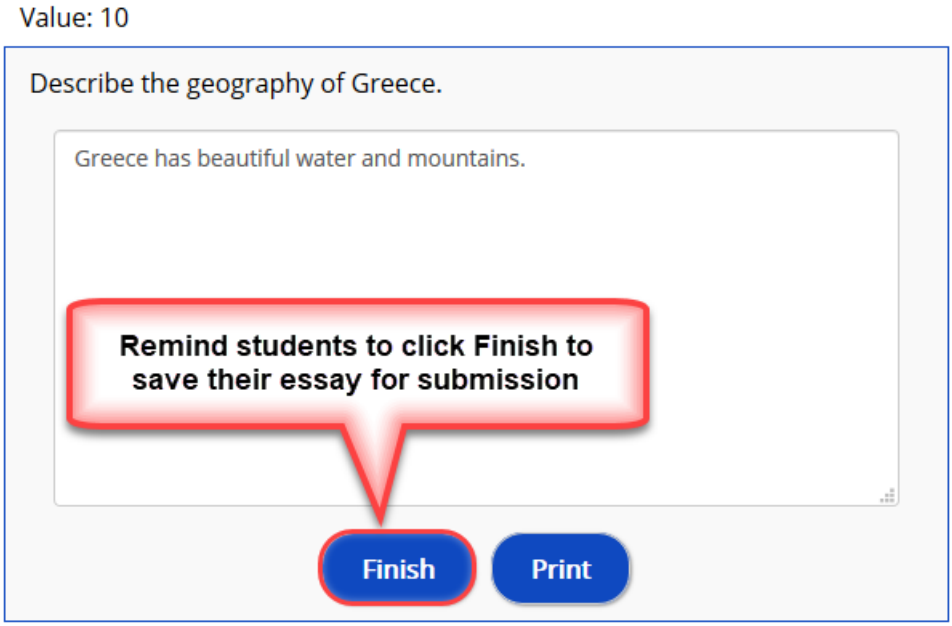


Essay Questions

If you use Essay QuizPoppers in your lesson, you can view your students' essay responses and provide feedback to your students from within the ScoreCenter area. Following are steps for using Essay QuizPoppers with SoftChalk ScoreCenter.

1. Add an Essay Question to your SoftChalk lesson.

2. See the example below that shows what an Essay question looks like in a lesson.



3. To view your student's responses to your Essay question, click on each Student's attempt, and then in the Attempt Details, click on the Essay Question.

4. If you wish to grade your students' essays, 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.

   In SoftChalk ScoreCenter, use the "Change Score" option for the student's attempt (see instructions in previous section, 'Modify Attempts'.) 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 SoftChalk Lessons in the Brightspace Grades Area

Go to the Grades Area in Brightspace to see that the student scores for your lessons appear in your Brightspace Grades Area.

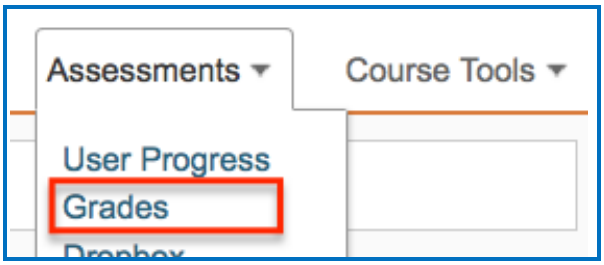
IMPORTANT: You will not see a column for your SoftChalk lesson in the Grades Area in Brightspace **until there is at least one student attempt** for the lesson.

IMPORTANT: To view your SoftChalk scored lessons as a student, you must be logged into BrightSpace as a student account. If you are logged into BrightSpace as an Instructor, viewing your course as a student, you will not be able to view your scored lessons the way a student will see them.

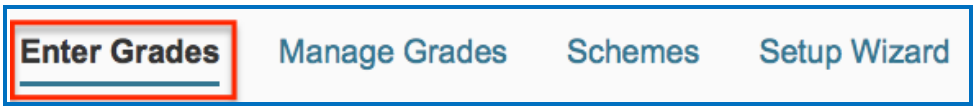
You must login as an actual student account and you must be sure to ***LOG OUT*** of your SoftChalk Cloud account when you are accessing your lesson as a student to test the ScoreCenter feature. (If you are logged into your SoftChalk Cloud account while logged into Brightspace by D2L and taking a lesson as a student, then the scores won't be recorded.)

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

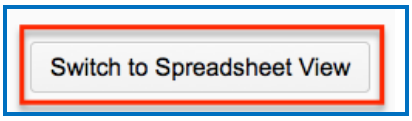
2. In the toolbar, click **Assessment / Grades**.



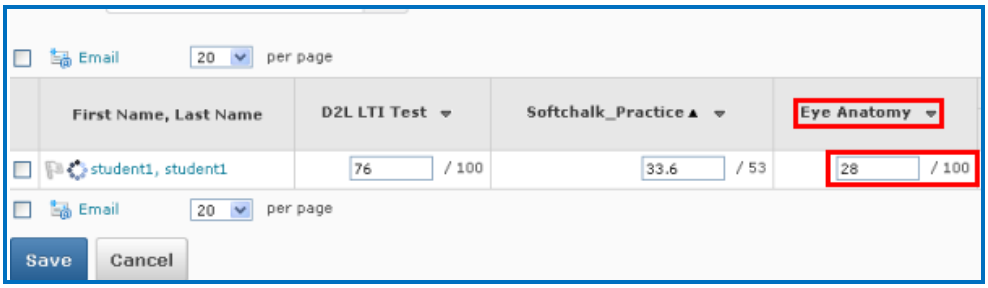
3. Click **Enter Grades.**



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.

Adding Non-Scored Lessons Using Link Selector

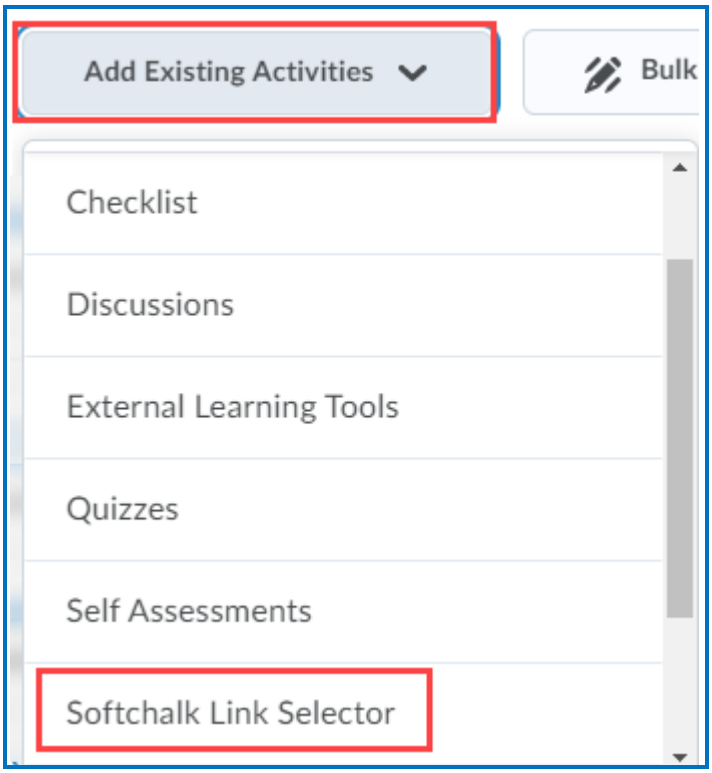
This section describes how to add **non-scored** SoftChalk lesson links into your BrightSpace course using the SoftChalk Link Selector app. It is assumed that you have already created your SoftChalk lesson and saved it into your SoftChalk Cloud account.

1. Access your Course in Brightspace where you would like to place a lesson from your SoftChalk Cloud account.

2. Create a new BrightSpace module or select an existing module in your BrightSpace course which will contain the new SoftChalk lesson link.

3. Click the drop-down from 'Add Existing Activities'.

4. From the drop-down menu, select 'SoftChalk Link Selector'.



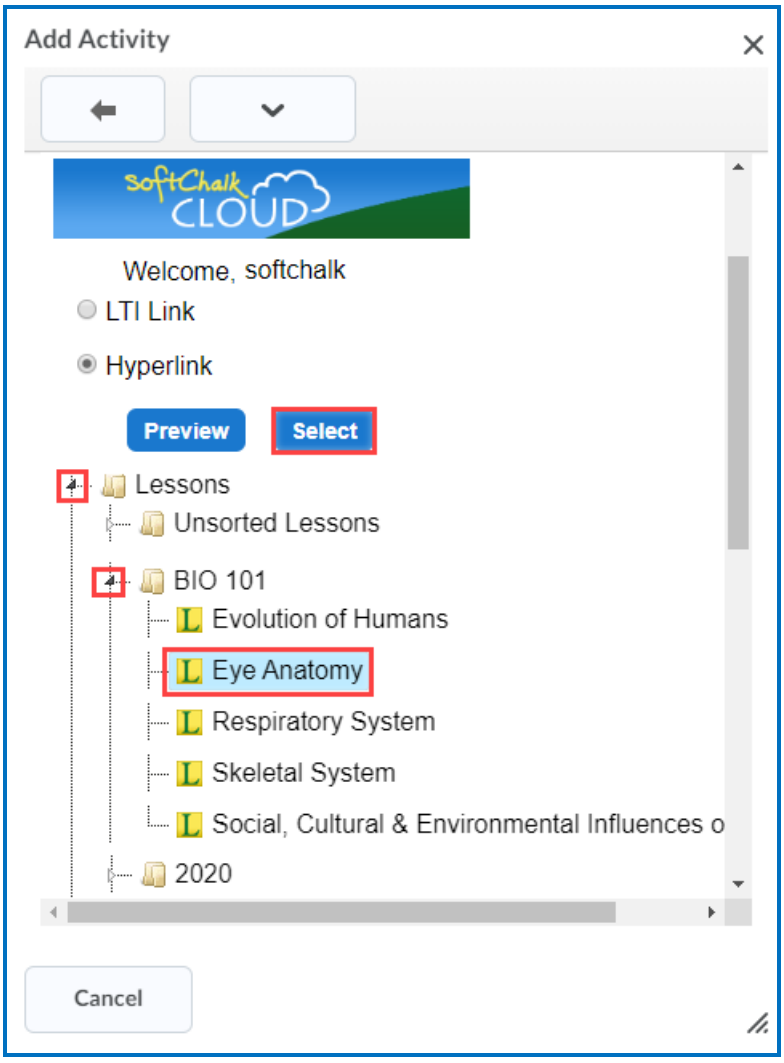
5. The SoftChalk Link Selector dialog will appear.

   NOTE: If this is the first time you are accessing the SoftChalk Link Selector from BrightSpace, you will be prompted to enter your SoftChalk Cloud user name and password. After successfully entering this information, a secure connection is established between your BrightSpace account and your SoftChalk Cloud account.

   Thereafter, when you use the SoftChalk Link Selector tool in BrightSpace, you will be automatically logged into your SoftChalk account and will not be prompted for this information again.

6. Expand the SoftChalk Cloud folder tree until you locate the lesson to add to the course.

7. Click on the Lesson name to select it in the folder tree, then choose the 'Hyperlink' option at the top of the dialog. Then, click the "Select" button.



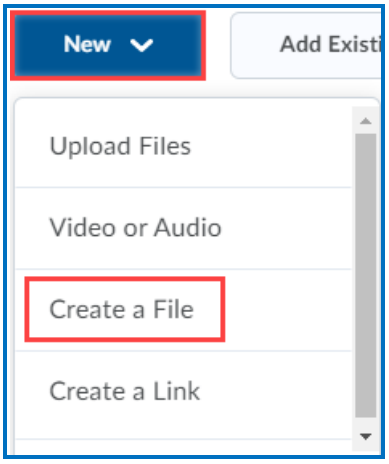
8. The selected SoftChalk lesson link will be added to your course.

9. Students may now access the link in your course to view your SoftChalk content and complete the lesson.

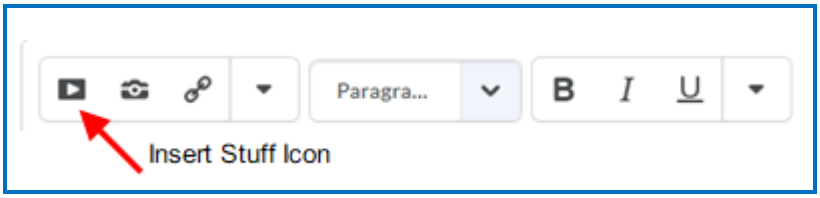
Adding a Non-Scored Lesson using the BrightSpace Rich Text Editor

This method of adding SoftChalk non-scored items into your BrightSpace course uses the "Insert Stuff" feature that is available in the rich text editor in BrightSpace. This allows you to add SoftChalk content into any BrightSpace content area that uses the BrightSpace rich text editor – this includes Files, Discussions, Quizzes and Surveys. The instructions below describe adding a SoftChalk lesson using the BrightSpace File tool, but the process is similar for Discussions, Quizzes and Surveys.

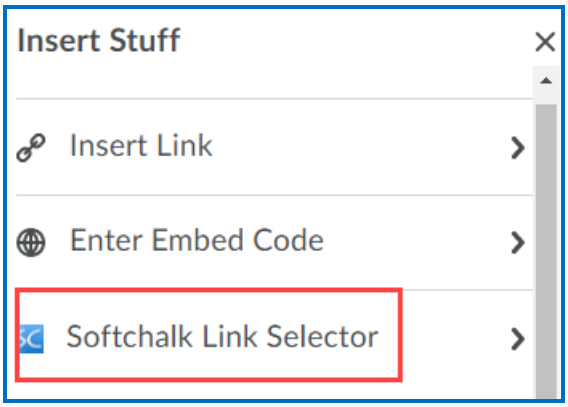
1. Within a Module in the Course, select New > Create a File.



2. At the top-left of the rich text editor panel, you will see an 'Insert Stuff' icon.



3. Click 'Insert Stuff' to see a list of available options; scroll down to select 'SoftChalk Link Selector'.



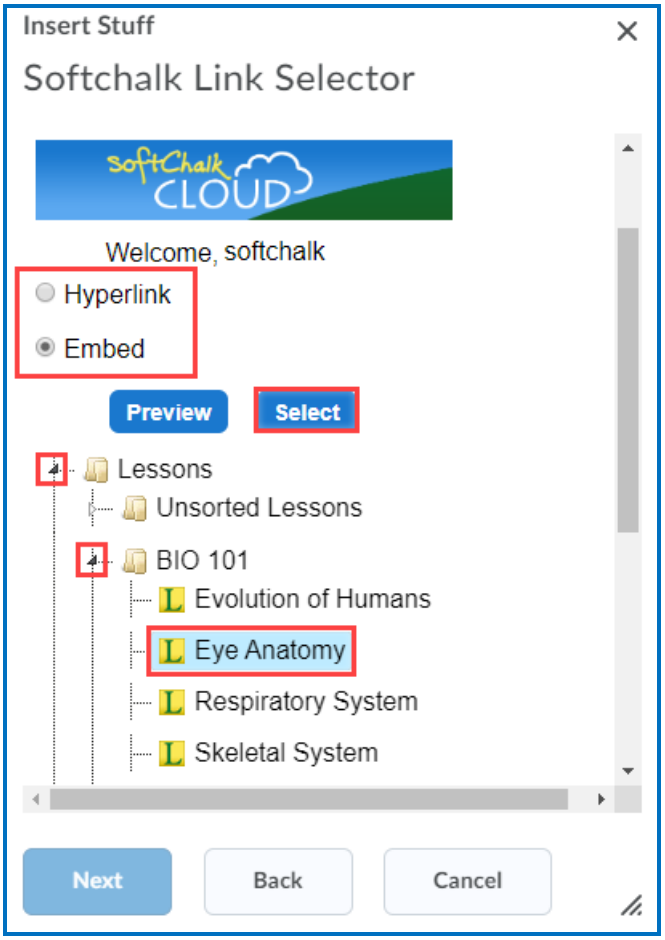
The Link Selector application dialog will display.

NOTE: If this is the first time you are accessing the SoftChalk Link Selector from BrightSpace, you will be prompted to enter your SoftChalk Cloud user name and password. After successfully entering this information, a secure connection is established between your BrightSpace account and your SoftChalk Cloud account.

Thereafter, when you use the SoftChalk Link Selector tool in BrightSpace, you will be automatically logged into your SoftChalk account and will not be prompted for this information again.

4. Expand the SoftChalk Cloud folder tree until you locate the item to add to the course. Note that because you are adding a non-scored item to your course, you may choose from your SoftChalk lessons, polls, ratings or files.

5. Click on the item name to select it in the folder tree, then choose either the 'Hyperlink' or the 'Embed' option at the top of the dialog.



6. Note that embedded content will load in a frame in your D2L course, while hyperlinked content will appear as a link that when clicked by the student will load the content in a new tab or window.

7. Once you have chosen an item and a display type (hyperlink or embed), click ‘Select’ to place the content into your new File in Brightspace. You may be prompted to “Allow” the content. Make certain the check to “Always trust this URL” is selected. Then Click the “Insert” button.

8. Fill out any remaining required description or title information in the BrightSpace File dialog and then click ‘Save and Close.

9. Once published the File will show within the selected module.

Managing your SoftChalk Lessons with BrightSpace

One of the primary reasons for using SoftChalk Cloud with BrightSpace is the ease of managing your BrightSpace content. When you build your content in SoftChalk Cloud and link it into your BrightSpace course, updating your content is quick and easy!

For example, lets imagine that you create a lesson that you link into three different BrightSpace courses. As explained above, you can track scores for that lesson into each of those courses simultaneously (and independently). If you decide to make an update to the lesson, you don't have to login to each course and update. Instead, you will login to SoftChalk Cloud and update your lesson. As soon as you save the lesson in SoftChalk Cloud, every course it is linked in BrightSpace is simultaneously and immediately updated! One click to save, and all three courses are updated!

Additionally, at the end of the semester, you can copy your BrightSpace course that contains your SoftChalk lesson links. All of the links will be automatically ready for your students in your new course to use. You don't have to make any updates to the BrightSpace course in order to re-use your SoftChalk links. So easy!

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 wish to edit a lesson for which you are tracking scores within BrightSpace. we recommend that you do not make scoring changes to the lesson if students have already started taking this lesson.

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:

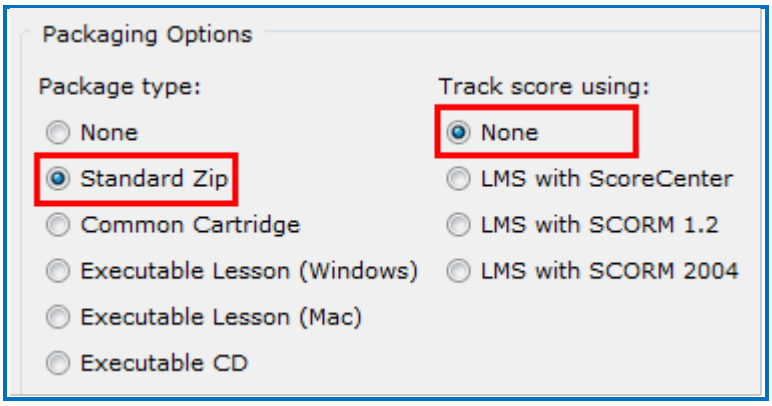
1. Create scored quiz questions and/or activities within your SoftChalk lesson and assign points for each quiz question or activity.
2. Add the email feature within your SoftChalk lesson. Choose **Properties/ Lesson Certificates**. Make the appropriate selections under **Lesson Certificates**.
3. On 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.)

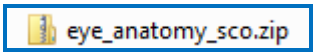
If you are uploading a zip file to Brightspace by D2L, then see the next sections In SoftChalk: Package a Zip Lesson and In Brightspace by D2L: Upload a Zip File.

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**.



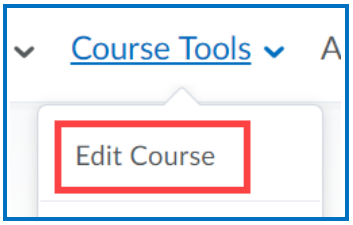
1. Select the area where you want the zip file saved such as your **Desktop**. Then click **OK**. By default, you would save to your **Documents** area.
2. Your packaged file has your lesson name with a **_sco.zip** extension (see below). If your file extensions are not showing, you will not see the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



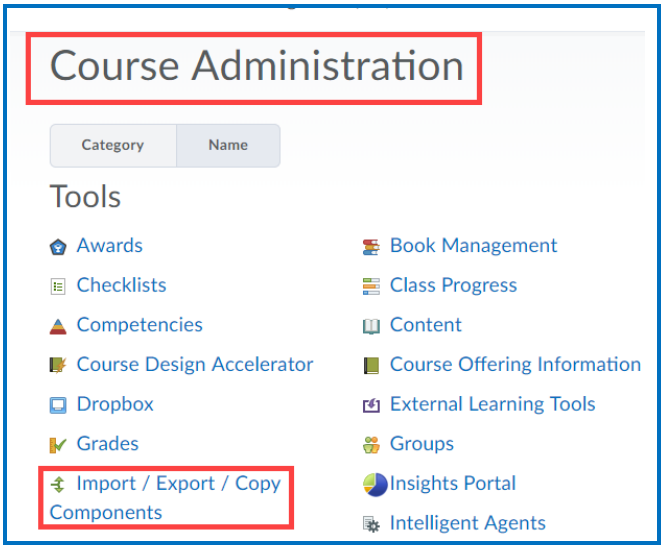
In Brightspace by D2L: Upload the SCORM Zip File

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

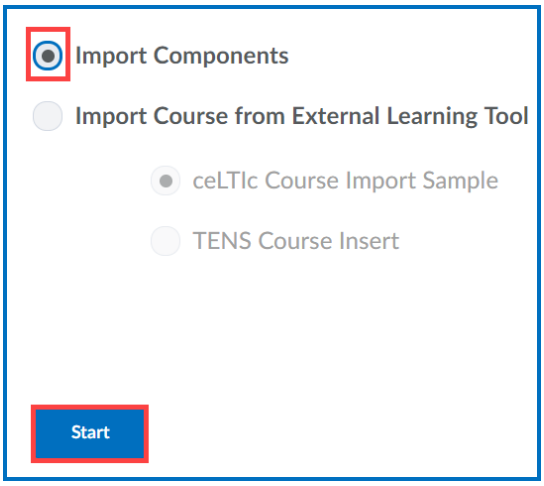
2. In the toolbar, click the **Course Tools / Edit Course** link.



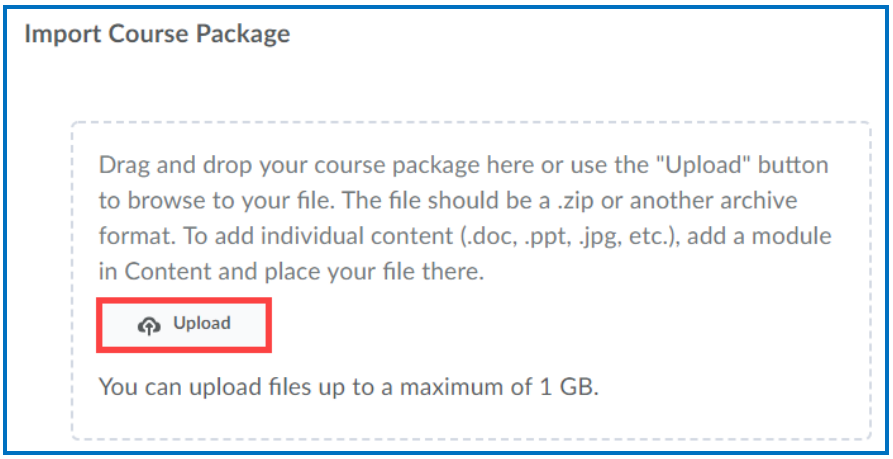
3. Under the **Course Administration** heading, click on **Import/Export/Copy Components**.



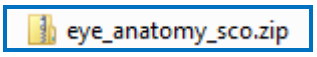
4. Select **Import Components** then click the **Start** button.



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

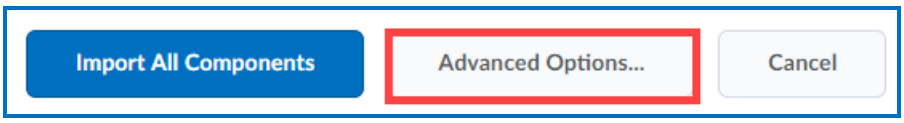


6. Navigate to the location of your _sco.zip file. Click on your ***_sco.zip*** file to select it (see below) and click **Open**. (If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.)

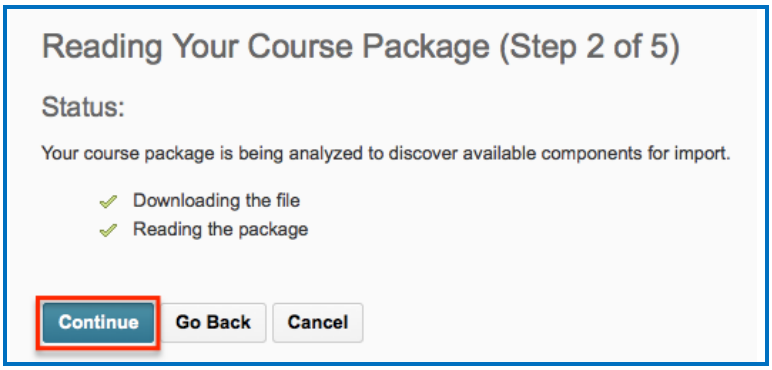


7. Once you have selected your ***_sco.zip*** file, click **Open**.

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

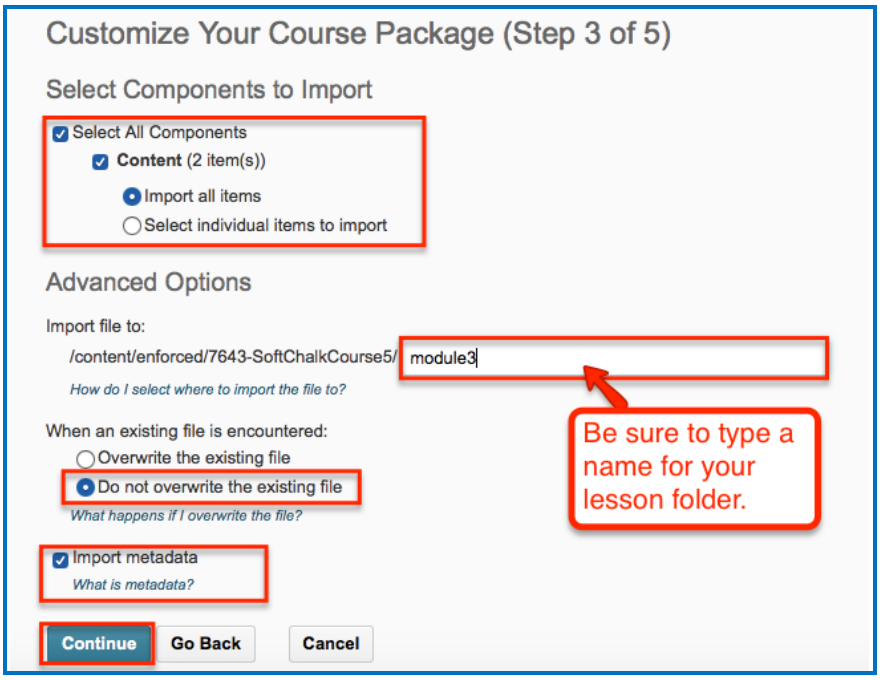


9. In the Reading Your Course Package (Step 2 of 5), click **Continue**.

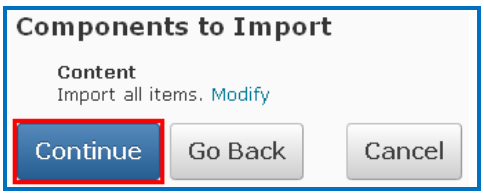


10. **IMPORTANT:** Type a name for a folder to put your lesson in. (If you omit this step, all the lesson files will end up in the root directory for your course. There is the potential of uploading later lessons and having intermingling files and a mess! Please type a name to create a folder!)

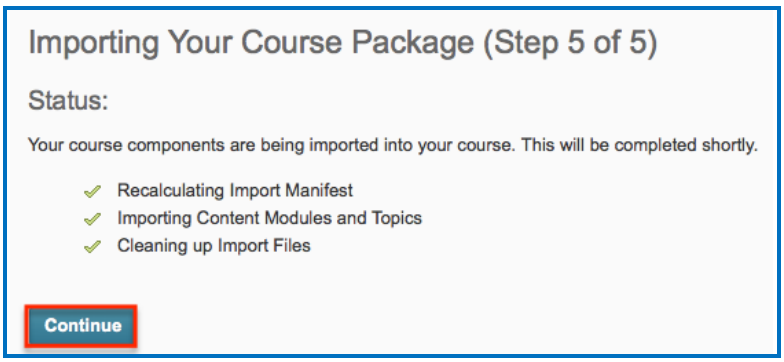
    Be sure **Import Metadata** and **Select All Components** are selected, then click the **Continue** button.



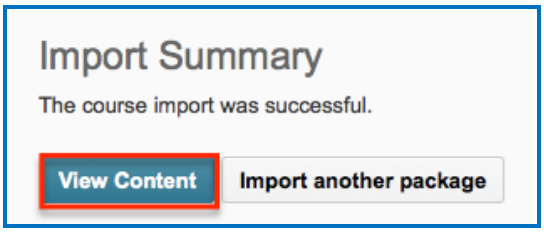
11. Click **Continue** once again when it appears.



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

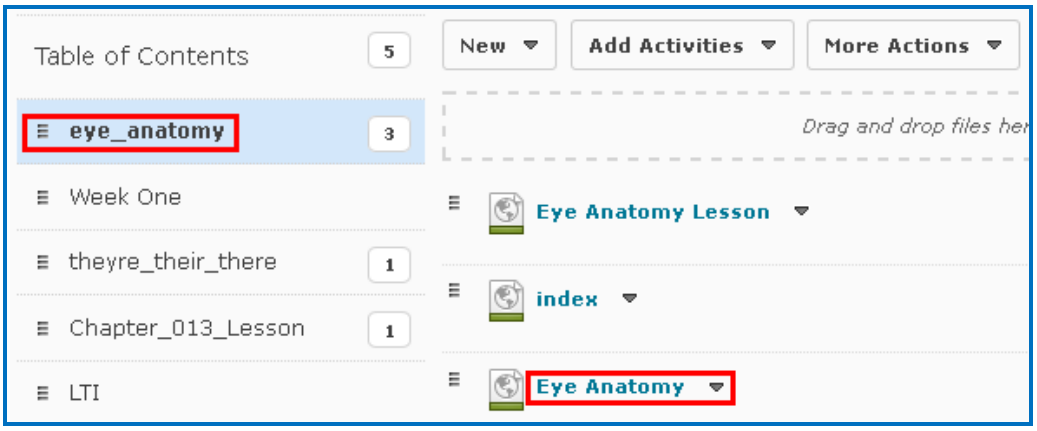


13. You will see a 'course import was successful' message. Click **View Content**.

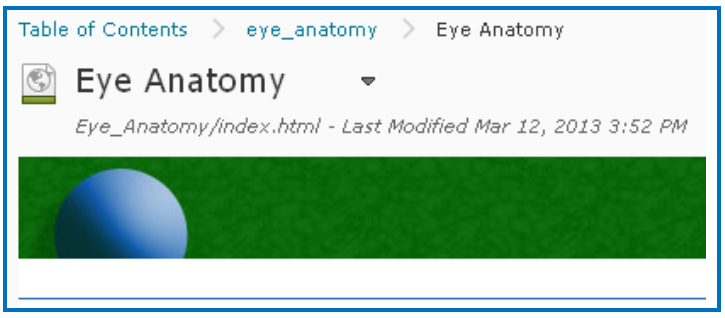


Preview Your SCORM Lesson

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.

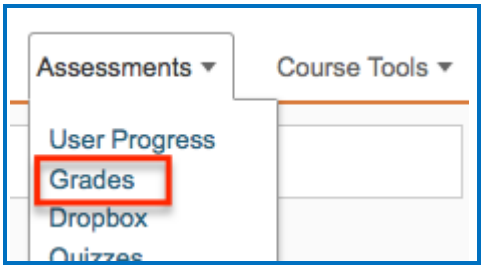


3. After previewing your lesson, you can return to your course page by clicking on Table of Contents in the upper left corner of your screen (see below).

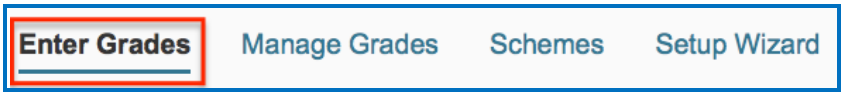
View Grades from SCORM Lessons in the Brightspace by D2L Grades Area

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

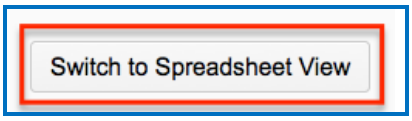
1. Log into your Brightspace by D2L account.
2. Click on your course to select it.
3. Select **Assessments / Grades** from the course toolbar.



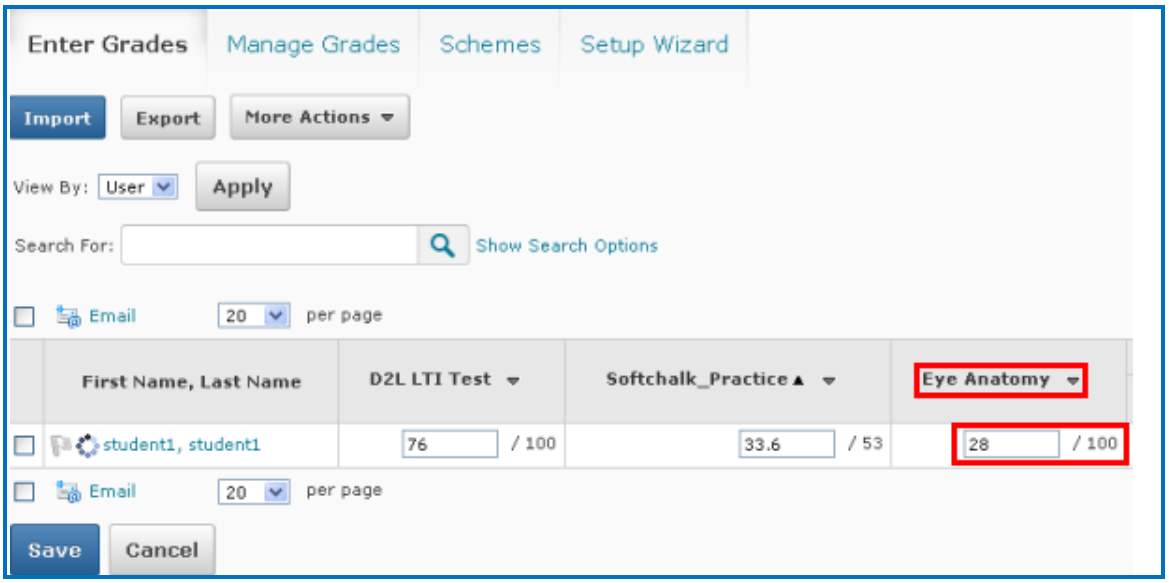
4. Click **Enter Grades.**



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.

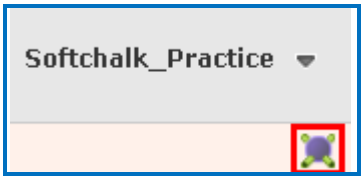


6. You can view your student scores (see below).

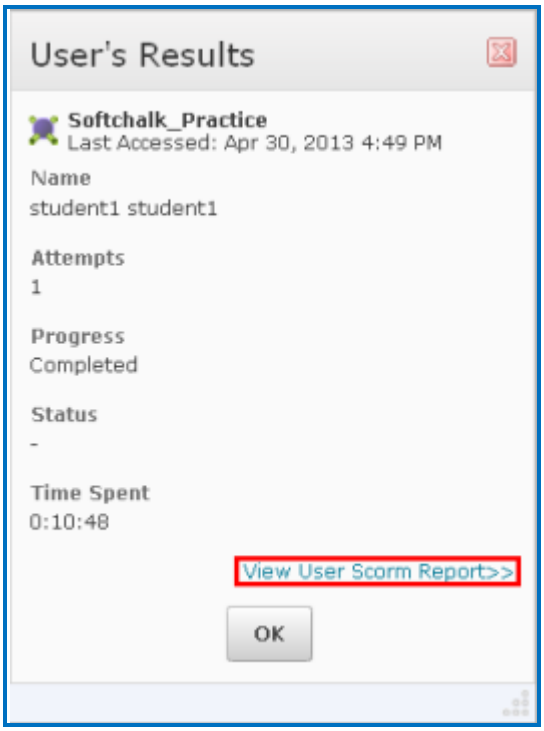


7. If you want to view detailed score info for a student's attempt you need to go to the SCORM Reports area. First, click **Switch to Standard View** (see below).

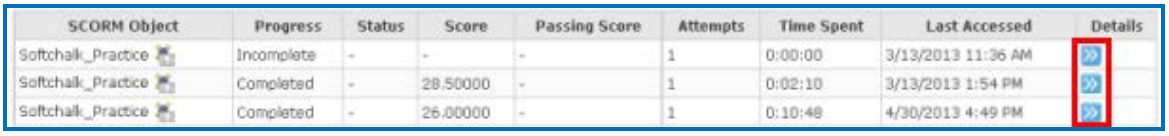
8. Click the purple SCORM icon by the lesson name (see below).



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

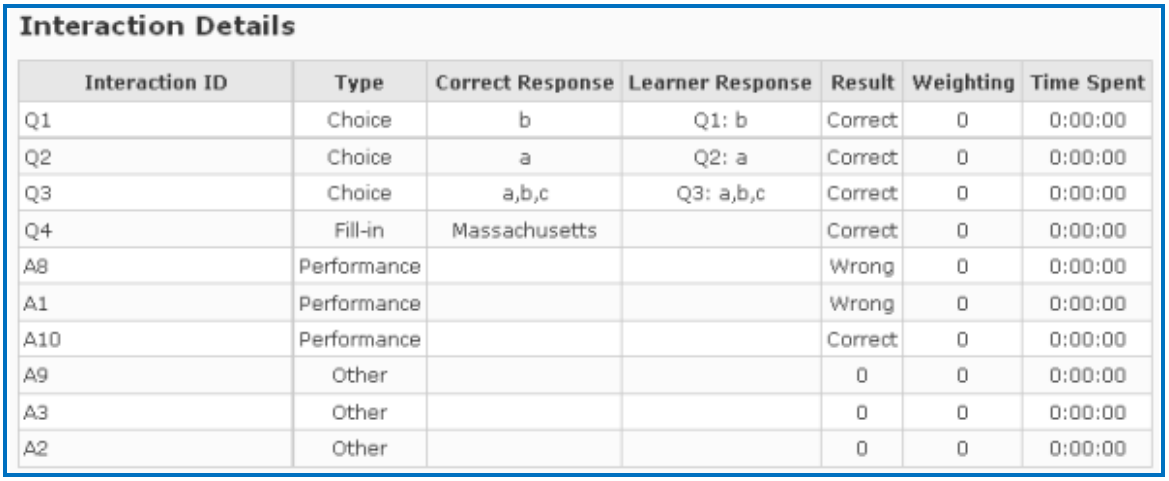


10. Below is the list of attempts made by this student. Click the blue arrow button under **Details** to see detailed info for that attempt (see below).



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.)

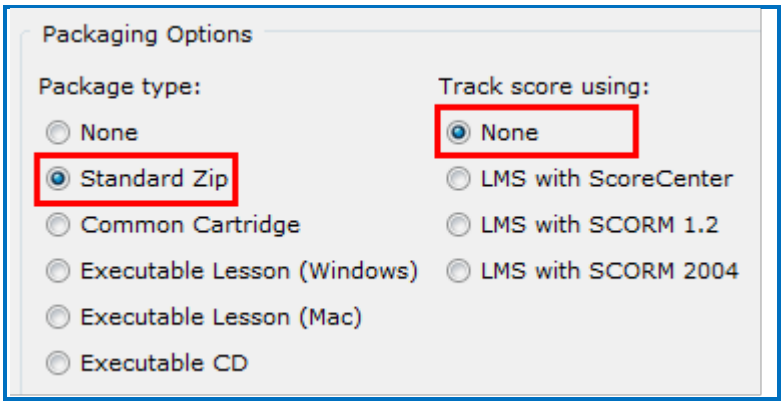
IMPORTANT: As mentioned previously, we recommend using the SoftChalk Cloud ScoreCenter solution versus using SCORM 1.2. See the section ScoreCenter Overview.

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.

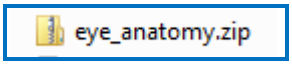
In SoftChalk: Package a Lesson

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.

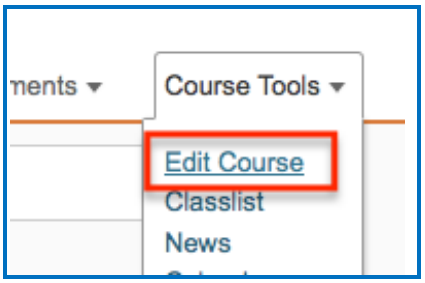
3. Your packaged file has your lesson name with a **.zip** extension (see below). If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.



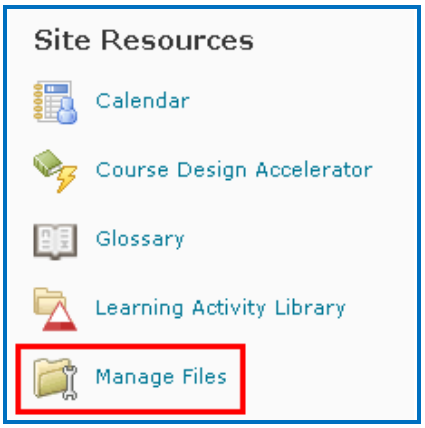
In Brightspace by D2L: Upload a Zip File

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.

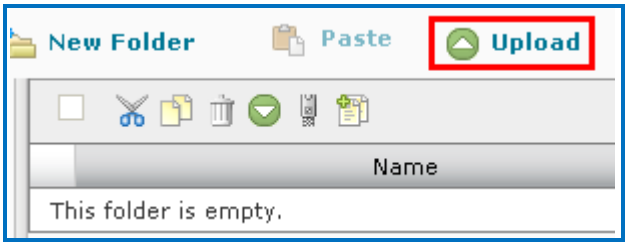


3. Under the Site Resources heading, click Manage Files.



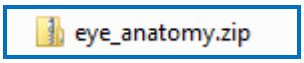
4. Click **New Folder**, enter a name and click **Save**

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

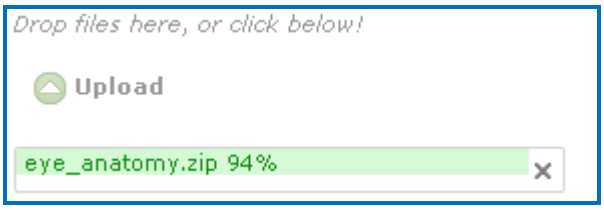


6. Select files by clicking **Upload** again in the window that opens.

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.)

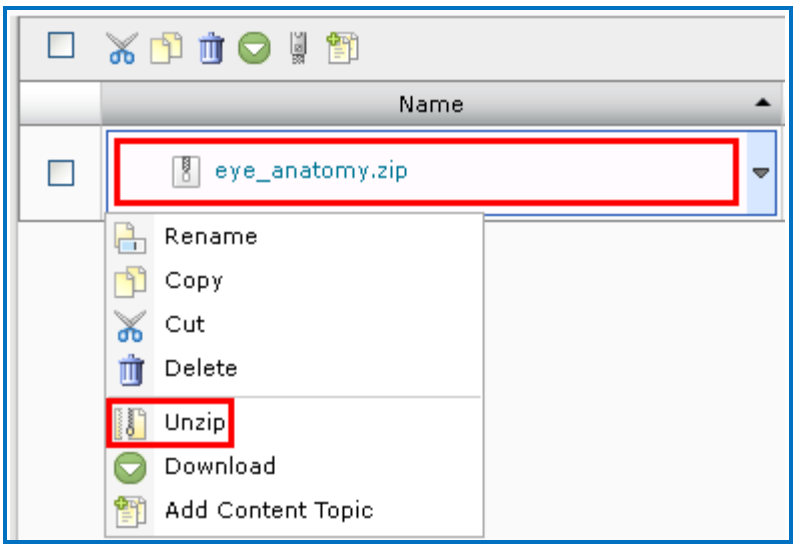


8. Wait while your lesson is uploaded.

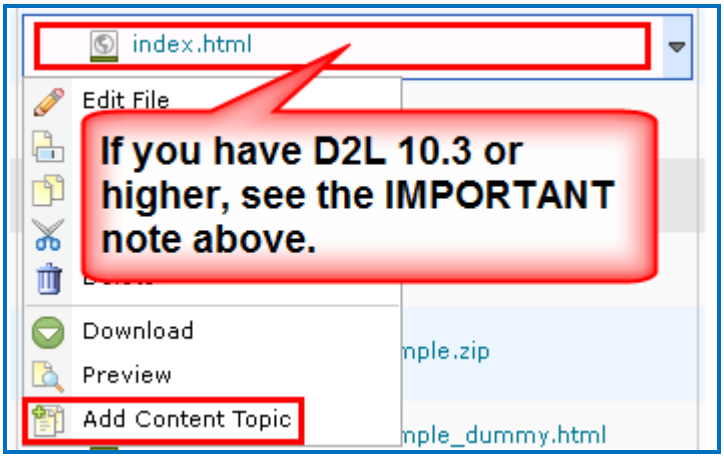


9. Click the blue **Save** button to close the window.

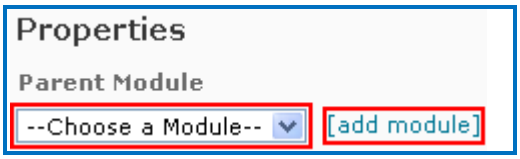
10. Click on your zip file and a dropdown menu will appear. Click **Unzip**.



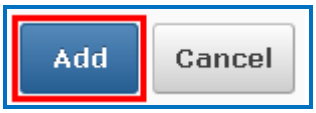
11. There may be a pause while the file unzips. After your unzipped files appear, scroll down your list of files and click the **index.html** file (see the IMPORTANT NOTE below) and select **Add Content Topic** (see below). **IMPORTANT**: If you have Brightspace by D2L 10.3, select *lessonname.html*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



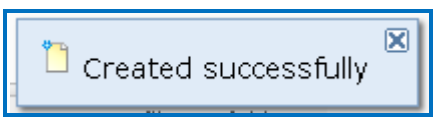
12. On the next screen select a course module from the dropdown list; otherwise, click **Add Module** to create a new course module.



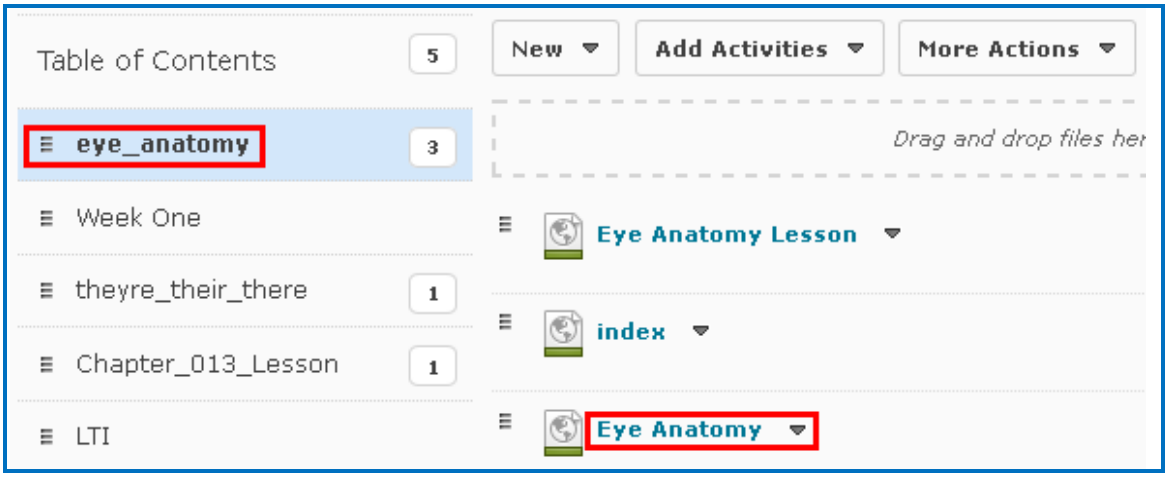
13. Enter a Topic Title for this lesson then click the blue **Add** button at the bottom of the page.



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.)

BrightSpace Administrator – Instructions for Installing SoftChalk Link Selector App

The steps below are for a Brightspace administrator to install and enable SoftChalk's Link Selector remote plugin for D2L. This guide will walk you through setting up both the non-scored Insert Stuff remote plugin and the LTI Quicklink (CIM) remote plugin.

SoftChalk Link Selector is an LTI (Learning Tools Interoperability) app which makes use of the IMS Content Item Select protocol in conjunction with Brightspace's Remote Plugin functions. When enabled, it allows faculty and admins to quickly access their content on the SoftChalk Cloud, browse for saved content, and integrate that content into D2L's BrightSpace LMS as both scored and non-scored lesson links.

The Link Selector app will establish a secure connection (using a key and secret) between an instructor's BrightSpace account and their SoftChalk Cloud account. When Link Selector is accessed from BrightSpace, it will automatically connect the instructor to their SoftChalk Cloud account and allow them to browse and select their SoftChalk content without needing to leave the BrightSpace platform.

By using the Link Selector tool, the instructor can link content into their BrightSpace course in two ways – as scored content (content that reports student score results into the BrightSpace gradebook) or an unscored content. To add scored content, the instructor will use the BrightSpace QuickLink (CIM). SoftChalk content that is not intended to report a score can be added to a course using either BrightSpace QuickLink (CIM) or the BrightSpace Insert Stuff (CIM) feature.

The BrightSpace administrator must setup and install the SoftChalk Link Selector app in order for instructors to access and use the app. The app is not designed for installation and setup by individual BrightSpace instructors.

Step-by-Step instructions for installing and configuring the SoftChalk Link Selector app are provided below.

Step 1: Register your BrightSpace LMS with SoftChalk

In order to install and configure the SoftChalk Link Selector app in Brightspace, the BrightSpace administrator must register their LMS with the SoftChalk Cloud platform.

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

Note: 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.)

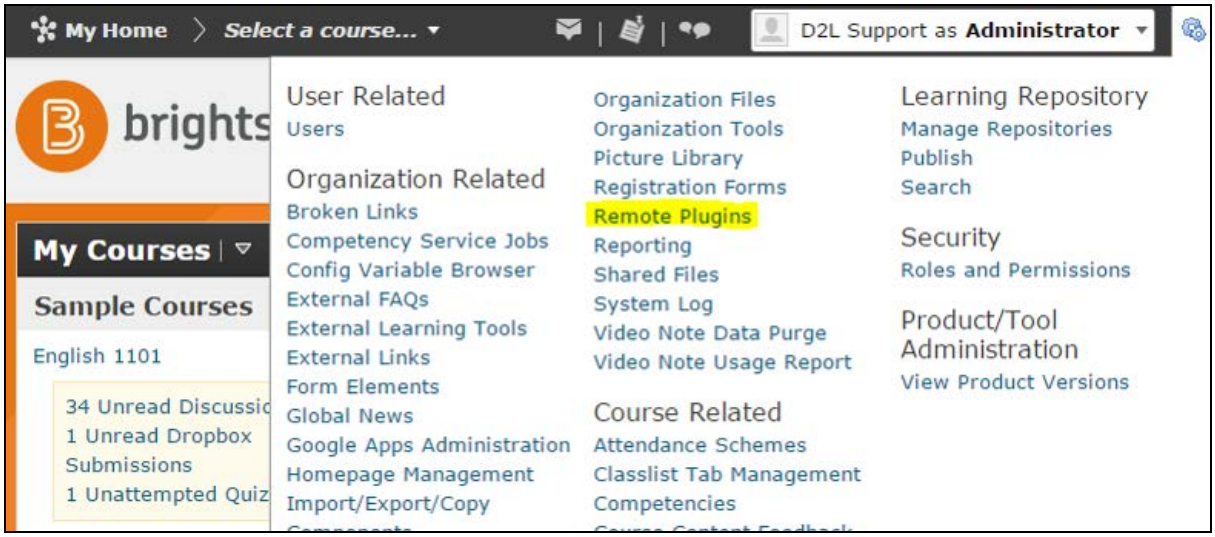
- Your institution name
- LMS URL
- First Name (optional) of the person registering with us
- Last Name (optional) of the person registering with us
- Email for this registration (the email can be a specific person's email or a generic email such as lmsadmin@myinstitution.edu)

After registering, you will receive an email from SoftChalk with information to enter into your Brightspace by D2L system to configure the SoftChalk Link Selector app (see the steps below).

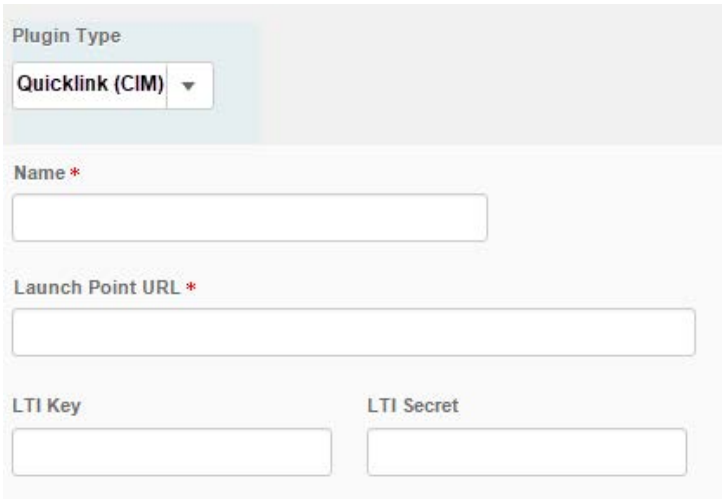
Step 2: Add the QuickLink (CIM) and Insert Stuff (CIM) Remote Plugins

QuickLink (CIM)

1. Log into your Brightspace by D2L system as the Administrator for your system.
2. Click on the Admin Gears and then select **Remote Plugins**.



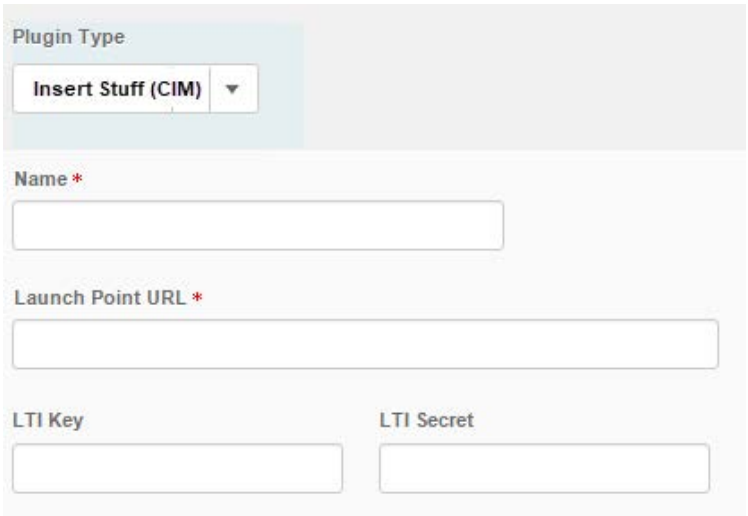
3. Click on the **New Remote Plugin** button. Use the **Plugin Type** dropdown to select **Quicklink (CIM).**



4. The **Name** should be entered as "SoftChalk Link Selector" but can be adjusted.
5. The **Launch Point URL** should be entered as "https://softchalkcloud.com/lti/content".
6. The **LTI Key** and **LTI Secret** are provided by email from SoftChalk as described above. Enter the provided key and secret information.
7. Add the Org Units that will have access to the SoftChalk Link Selector by clicking **Add Org Units.**
8. Click **Save**.

Insert Stuff (CIM)

9. Then, generate a 2nd remote plugin for Insert Stuff (CIM).

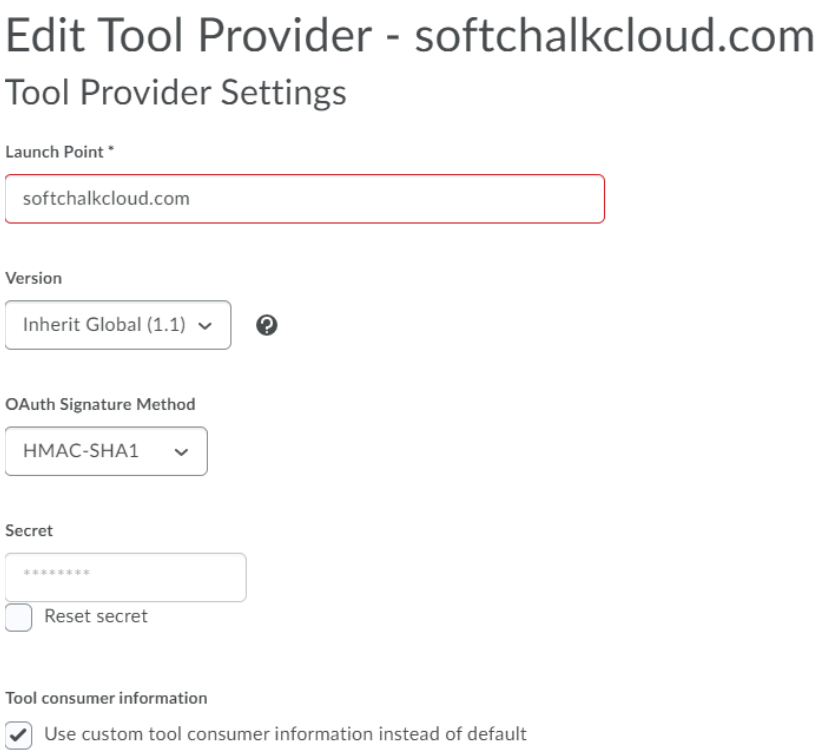


10. When selecting the **Plugin Type** for this 2nd remote plugin, choose **Insert Stuff (CIM)**
11. The **Name** should be entered as “SoftChalk Link Selector” but can be adjusted.
12. The **Launch Point URL** should be entered as “https://softchalkcloud.com/lti/content”.
13. Once again add the appropriate Org Units that the plugin will need to be available in using **Add Org Units**.
14. Finally, click **Save**.

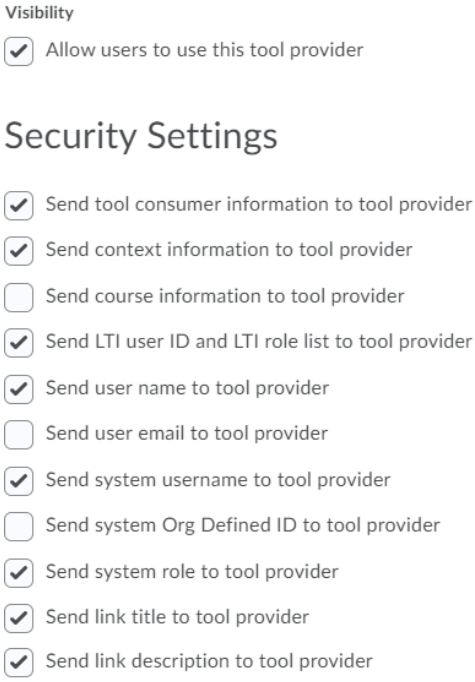
Step 3: Delete Multiple External Tool Providers and Adjust the SoftChalk Cloud Global Tool Provider settings

1. Once you’ve created the two Remote Plugins successfully, you’ll want to adjust the Global Tool Providers which Brightspace will generate automatically to ensure that the ‘Security Settings’ are correct.
2. Click on the Admin Gears and then select **External Tool Providers.**
3. Then, click **Global Tool Providers** from the listed tabs.
4. Locate the SoftChalk Cloud tool provider; there should be two of them present.
5. Delete one of the duplicate SoftChalk Cloud tool providers; **only one of them is necessary when using the Link Selector integration**.
6. Click to edit the remaining SoftChalk Cloud tool provider.

7. Ensure the tool provider Launch Point URL is **softchalkcloud.com**



8. Under 'Security Settings' make sure that options for 'User Role' and 'User Name' are checked.



9. Click Save to save changes to the Global Tool Provider for SoftChalk Cloud.

This completes the setup and install of the SoftChalk Link Selector app.

Help

Please visit our SoftChalk Support webpage. For purchase information, please contact sales@softchalk.com.

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