



# SoftChalk™ Cloud Guide

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## Getting Started

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/129404604/cloudguide.pdf?api=v2>

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## Overview of SoftChalk Cloud

To quickly get started with SoftChalk Cloud, please see our [SoftChalk Cloud Quick Start Guide](#).

SoftChalk Cloud (<https://softchalkcloud.com>) is an eLearning content authoring platform in the cloud. [SoftChalk Cloud](#) encompasses a:

- Public content repository ([SoftChalk Share](#))
- Content authoring program ([SoftChalk Create](#))
- Hosting service
- ScoreCenter (a score tracking feature available [within your learning management system](#) and [outside a learning management system](#))

From the [SoftChalk Cloud](#) **SoftChalk Share** tab, the public can search the **SoftChalk Share** content repository by grade level and subject. (See the section [SoftChalk Share](#).) The types of content available include learning activities such as crossword puzzles, quiz groups such as multiple choice questions and multi-page lessons. **You can copy hyperlinks or the embed code for this content.** You can even have an Enterprise SoftChalk Cloud for your institution (see the section [Enterprise SoftChalk Cloud for Institutions](#)).

The use of this content is determined by the Creative Commons license for the content. See the section [Creative Commons Licenses](#).

While the public can search the **SoftChalk Share** content repository and copy hyperlinks and embed code to content there, you can have many more features available to you with a SoftChalk Cloud account. See the next section [Features of a SoftChalk Cloud Account](#).

You can create a **free 30-day trial account** and try out the features of a SoftChalk Cloud account. Click the **Join Now** button in the upper right on the home page of [SoftChalk Cloud](#). If you decide later to subscribe, you do NOT need to create a new account (even if your account has expired). You can enter an activation key and keep your same username and account (see the sections [Purchase a SoftChalk Cloud Account](#) and [Subscribe](#)).

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section [Migrate Content from SoftChalk Desktop to SoftChalk Cloud](#).

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## Features of a SoftChalk Cloud Account

### Trial Account

For 30 days, “test drive” the features of a SoftChalk Cloud account (see the next section [Create an Account](#)).

As mentioned previously, we have a [SoftChalk Cloud Quick Start Guide](#) to help you quickly get started using SoftChalk Cloud.

Feature	Description
<b>Find and Modify Content</b>	Use and modify content you find in <a href="#">SoftChalk Cloud</a> 's <a href="#">SoftChalk Share</a> . (Search for content and modify it in <a href="#">SoftChalk Create</a> .)
<b>Create Interactive Content</b>	Create your own content with SoftChalk Create (available as part of your account). Save your content to the SoftChalk Cloud – see the section <a href="#">SoftChalk Create - Develop eLearning Content</a> . (Space limit is 2 gigabytes – to purchase additional space, contact <a href="mailto:sales@softchalk.com">sales@softchalk.com</a> )
<b>Update Your Lesson Once But Link to the Lesson in Many Places</b>	Update your lesson once but link to the lesson in many places such as multiple courses within your learning management system. See the sections <a href="#">Copy the Hyperlink for Your Lesson</a> and <a href="#">Copy the LTI Link for Your Lesson</a> . Below are the general steps: <ul style="list-style-type: none"><li>○ Create a lesson with <a href="#">SoftChalk Create</a> and save it in <a href="#">SoftChalk Cloud</a>.</li><li>○ Copy the Hyperlink (or LTI Link if you are integrating the lesson with your learning management system gradebook)</li><li>○ Paste the Hyperlink or LTI Link in your courses. (Pasting in the LTI hyperlink is NOT the same process as putting in a plain Hyperlink. See the section <a href="#">Learning Management System Guides</a>.)</li><li>○ When you update the lesson in <a href="#">SoftChalk Cloud</a>, the lesson will update in your multiple courses and learning management systems because you are using hyperlinks (or LTI hyperlinks).</li><li>○ For more details, see the sections <a href="#">SoftChalk Create – Develop eLearning Content</a>, <a href="#">Copy the Hyperlink for Your Lesson</a> and <a href="#">Copy the LTI Link for Your Lesson</a>.</li></ul>

<b>Track Student Scores</b>	Track student scores within or outside of a learning management system. See the sections <a href="#">Track Student Scores WITHIN Your LMS (ScoreCenter and LTI)</a> and <a href="#">Track Student Scores OUTSIDE an LMS (ScoreCenter)</a> .
<b>Collaborate with Other Instructors</b>	<b><i>This feature is available for users with a team license.</i></b> (It's not available for single or trial account users.) Collaborate with other instructors to create and share <b>content</b> . See the section <a href="#">Collaborate with Other Instructors on SoftChalk Lessons</a>
<b>Create Polls and Ratings</b>	Create unlimited Polls and Ratings (total space for your account is 2 <b>gigabytes</b> – to purchase additional space, contact <a href="mailto:sales@softchalk.com">sales@softchalk.com</a> ). See the sections <a href="#">Polls</a> and <a href="#">Ratings</a> .
<b>Put Your Content in the SoftChalk Share Public Content Repository</b>	See the sections <a href="#">SoftChalk Share</a> , <a href="#">Privacy Options</a> , <a href="#">Save a Learning Object or Quiz Group to the Cloud</a> and <a href="#">Save a Lesson to the Cloud</a> .

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## Create an Account

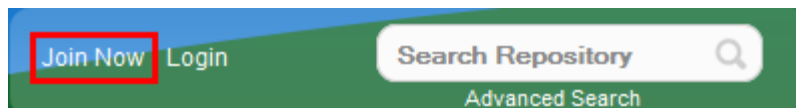
For details on purchasing an account(s), see the section [Purchase a SoftChalk Cloud Account](#).

For a free 30-day trial account click on the **Register for a Free 30-Day trial for SoftChalk Cloud**.

For more details about your account including time zone information, see the section [Manage Your Account](#).

For details on system specifications, please see our web page [System Specifications](#).

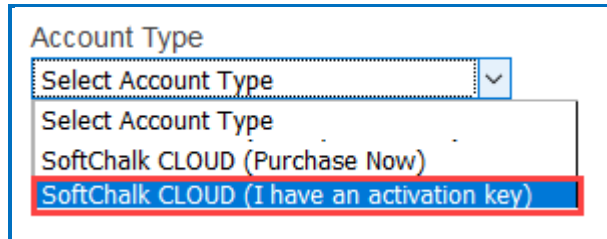
1. Go to the [SoftChalk Cloud](https://softchalkcloud.com) website (<https://softchalkcloud.com>).  
**IMPORTANT:** As mentioned previously, if you already have a 30-day trial account and you decide to get a yearly subscription, you do NOT need to create a new account. See the section [Subscribe](#).
2. At the top right, click **Join Now**.



3. If you are creating a "Free Trial" account, please complete the [online request form](#). You will receive an activation key via email.



- If you are creating a licensed account, you will receive an activation key from SoftChalk, or from your school/institution liaison.
- On the Join Now page, for the **Account Type**, click on the drop down menu and choose **SoftChalk CLOUD (I have an activation key)** and paste in the key provided to you by SoftChalk or by your institution.



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

For details on purchasing an account(s), see the section [Purchase a SoftChalk Cloud Account](#).

If you have a trial subscription and decide to purchase an account, you don't have to create a new account (see the section [Subscribe](#)).

The image shows a screenshot of a web form titled "Join SoftChalk™ CLOUD now!". The form includes the following fields and options:

- Account Type:** A dropdown menu with "Select Account Type" and a downward arrow. The dropdown is open, showing two options: "SoftChalk CLOUD (Purchase Now)" and "SoftChalk CLOUD (I have an activation key)".
- Re-type Email:** A text input field with a red asterisk.
- Username:** A text input field with a red asterisk.
- First Name:** A text input field with a red asterisk.
- Last Name:** A text input field with a red asterisk.
- Phone Number:** A text input field with a red asterisk.
- Institution/Company:** A text input field with a red asterisk.
- Organization Website URL:** A text input field with "http://" pre-filled and a red asterisk.
- Job Title / Role:** A dropdown menu with "Select One" and a downward arrow, and a red asterisk.
- Organization Type:** A dropdown menu with "Select One" and a downward arrow, and a red asterisk.
- Password:** A text input field with a red asterisk. Below it, a note states: "Passwords must be between 8 and 20 characters long, and must contain at least: 1 uppercase and 1 lowercase letter, 1 number, and 1 special character".
- Agreements:** Two checkboxes: "I agree to the Terms of Use" and "I agree to the Developers Agreement", both with red asterisks.
- Required fields:** A note at the bottom left: "\* Required fields".
- Join Button:** A green button labeled "Join" at the bottom center.

As mentioned previously, we have a [SoftChalk Cloud Quick Start Guide](#) to help you quickly get started using SoftChalk Cloud.

**IMPORTANT:** (See below) Your Username will be visible to the public if you write reviews for items or make your content public.

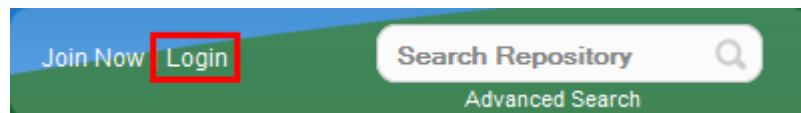
**IMPORTANT:** By default, your other information is available for viewing (except for your email) if a user clicks on your owner link to view your profile.

*If you want to make your other information private as well*, see the section [Manage Your Account](#).

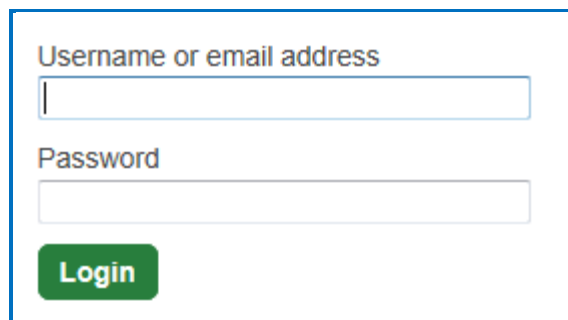
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## Log into Your Account

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



3. Enter your username and password and click **Login**.

A screenshot of the login form on the SoftChalk Cloud website. The form is enclosed in a blue border. It contains two input fields: the first is labeled 'Username or email address' and the second is labeled 'Password'. Below the input fields is a green button with the text 'Login' in white.

4. *If you forget your password*, click the **request your password** link on the login page. After clicking the link, fill in your email associated with your account and click **Reset** to have an email sent to you. This email will have a link for you to reset your password. (If you don't get the email, please check your **Junk E-mail** folder.)
5. For details on your account, see the section [Manage Your Account](#).

As mentioned previously, we have a [SoftChalk Cloud Quick Start Guide](#) to help you quickly get started using SoftChalk Cloud.

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## Purchase a SoftChalk Cloud Account

A SoftChalk Cloud account is available as a yearly subscription. You can purchase a SoftChalk Cloud account in two ways (via credit card or through your institution) – see the next two sections.

### Purchase Now (Submit Credit Card Info)

If you already have a **free 30-day trial account**, you can subscribe at any time to a yearly account. Even if your account expires, you can log into it and subscribe. See the section [Subscribe](#).

If you are creating a **new SoftChalk Cloud account**, you can purchase a SoftChalk Cloud account (see the section [Create an Account](#)).

As soon as you purchase your SoftChalk Cloud account online with a credit card, it is available (i.e. you don't need to enter an activation key).

### I Have an Activation Key (Purchased Through My Institution)

Your institution can purchase SoftChalk Cloud accounts (with an activation key) for one or more users.

**IMPORTANT:** If you want to take advantage of a **volume purchase** or you use **purchase orders** as your method of payment, please contact [sales@softchalk.com](mailto:sales@softchalk.com).

**IMPORTANT:** Please note that the SoftChalk Cloud Activation Key is NOT the same as a desktop SoftChalk Create License Key. (The desktop SoftChalk Create License Key consists of two parts and is entered through the Help menu within the desktop application.)

If your institution purchased a SoftChalk Cloud Activation Key (for one or multiple users) and **you received an Activation Key via email from SoftChalk (or from someone at your institution who forwarded the information)**, then you can enter this SoftChalk Cloud Activation Key:

- If you already have a trial account, log into your account. (You do NOT need to create a new account.) In the upper right corner, click **Subscribe** and enter your Activation Key. (For details, see the section [Subscribe](#) OR
- Create a new account (see the section [Create an Account](#))

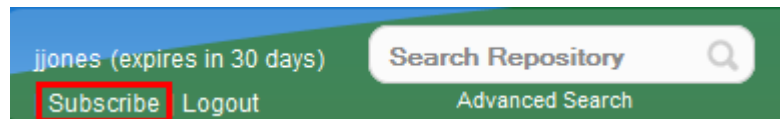
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## Subscribe

**IMPORTANT:** As mentioned previously, if you already have a free trial account, you can subscribe by logging into your current trial account. *You do NOT have to create a new account.* For information on purchasing a SoftChalk Cloud account, see the previous section [Purchase a SoftChalk Cloud Account](#).

1. Log into your SoftChalk Cloud trial account (see the section [Log into Your Account](#)).
2. Once you are logged in, at the top right corner of your screen, click the **Subscribe** link (see below) and complete the information.

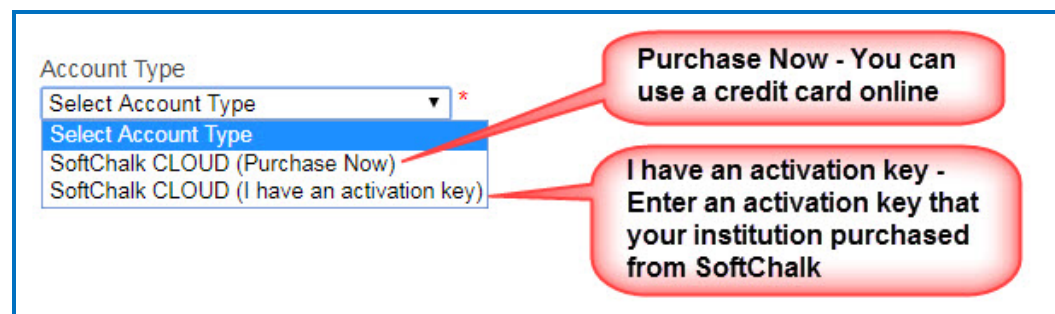
If you are logged in and you do NOT see the **Subscribe** link (see below), then you have already entered your activation key for your account.



3. From the **Account Type** dropdown menu, select the appropriate option - either **Purchase Now** or **I have an activation key**.

As mentioned previously, the **Purchase Now** option allows you to purchase online via credit card and the **I have an activation key** option allows you to enter an activation key that was purchased by your institution (and sent via email from SoftChalk to the purchaser at your institution).

**IMPORTANT:** If you select *I have an activation key, this key is NOT the same as your desktop SoftChalk Create license key.* A SoftChalk Cloud Account (which includes SoftChalk Create) is a separate purchase from the desktop SoftChalk Create purchase.



Account Type  
SoftChalk CLOUD (I have an activation key) ▾

Activation Key

If you do not have a activation key, select a different account type.

**Enter your SoftChalk CLOUD activation key.**  
**(Please note that this activation key is different from a license key of a desktop version of SoftChalk.)**

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## Search for Content to Use

See the sections [Types of Content](#), [SoftChalk Share](#) and [Search for Content](#).

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## Modify Content That You Find

See the section [Modify Content You Find](#).

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## Create Individual Activities and Quizzes

See the sections [SoftChalk Create – Develop eLearning Content](#), [Types of Content](#), and [Save a Learning Object or Quiz Group to the Cloud](#).

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section [Migrate Content from SoftChalk Desktop to SoftChalk Cloud](#).

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## Create Lessons

As mentioned previously, we have a [SoftChalk Cloud Quick Start Guide](#) to help you quickly get started using SoftChalk Cloud. This guide gives steps on creating a simple lesson with SoftChalk Create

See the sections [SoftChalk Create – Develop eLearning Content](#), [Types of Content](#) and [Save a Lesson to the Cloud](#).

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section [Migrate Content from SoftChalk Desktop to SoftChalk Cloud](#).

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## Deliver Lessons

See the section [Deliver a SoftChalk Lesson to Your Students](#).

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## Collect Student Scores

See the sections [Track Student Scores WITHIN Your LMS \(ScoreCenter\)](#) and [Track Student Scores OUTSIDE an LMS \(ScoreCenter\)](#)

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## Make Your Content Public in SoftChalk Cloud

See the section [View, Edit Properties and Delete Your Content](#).

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## Collaborate with Other Instructors

See the section [Collaborate with Other Instructors on SoftChalk Lessons](#).

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section [Migrate Content from SoftChalk Desktop to SoftChalk Cloud](#).

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## Enterprise SoftChalk Cloud for Institutions

SoftChalk has a number of institutions that have their own Enterprise SoftChalk Cloud websites where instructors can create and share content within their own institution.

For a complete description of our Enterprise SoftChalk Cloud option, please visit our [Enterprise SoftChalk Cloud](#) page.

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### Advantages of an Enterprise SoftChalk Cloud

- Private centralized institutional repository for shared content/media
- Institution maintains administrative control of platform content assets
- Features for institutional branding and customizing of the platform
- Management of “permission groups” with varied rights and space allocation that can be modified for each group
- User management via password resets and the ability to view the site as a specific user to troubleshoot user issues
- Institutional control of storage space assignment to users
- Ability to monitor feedback received through the site
- May be integrated with campus single sign on service (see below)

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### Single Sign-on Login

Some of our Enterprise SoftChalk Cloud institutions are using a single-sign on feature. In other words, the logins for their Enterprise SoftChalk Cloud are integrated through the school’s login portal, allowing faculty and users to access their Enterprise SoftChalk Cloud with the same account name and login credentials that they use for other school services.

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### Request a Demo of an Enterprise SoftChalk Cloud

You can either:

- Fill out a request for a demo on our [Request Demo](#) page
- Or contact [sales@softchalk.com](mailto:sales@softchalk.com)

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## SoftChalk Create - Develop eLearning Content

SoftChalk Create is a content authoring program that is easy to use (like a word processor) but allows you to make your lessons engaging and interactive for your students. You can put various activities and quiz groups into your lessons. (See the section [Types of Content](#).)

SoftChalk Create is part of your subscription [SoftChalk Cloud](#) account.

(In addition to SoftChalk Create, you also have a feature called Create Online that is part of your [SoftChalk Cloud](#) account. Create Online allows you to make quick text edits to your lesson. For details, please see the section [Create Online](#).)

See the sections below to install and start and use SoftChalk Create. Once you have completed the installation, please note you can start SoftChalk Create several ways from within your SoftChalk Cloud account or from your desktop shortcut.

For more details on the SoftChalk Create program, please see our [Video Tutorials](#) and [SoftChalk Create Guide](#).

As mentioned previously, we have a [SoftChalk Cloud Quick Start Guide](#) to help you quickly get started using SoftChalk Cloud. This guide gives steps on creating a simple lesson with SoftChalk Create.

For more details on using SoftChalk Create, please see the sections below as well as the [SoftChalk Create Guide](#).

[Install SoftChalk Create for Windows](#)

[Install SoftChalk Create for Macintosh](#)

[Start SoftChalk Create from Your Desktop Shortcut](#)

[Deregister Your Login from a Computer](#)

[Uninstall SoftChalk Create](#)

[Start SoftChalk Create Within Your Cloud Account](#)

[Save Content to the Cloud – My Content](#)

[Types of Content](#)

[Privacy Options](#)

[Save a Learning Object or Quiz Group to the Cloud](#)

[Save a Lesson to the Cloud](#)

[Save Content to Your Files Area](#)

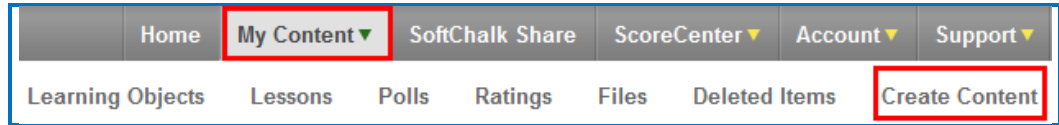
[Edit Your Content](#)



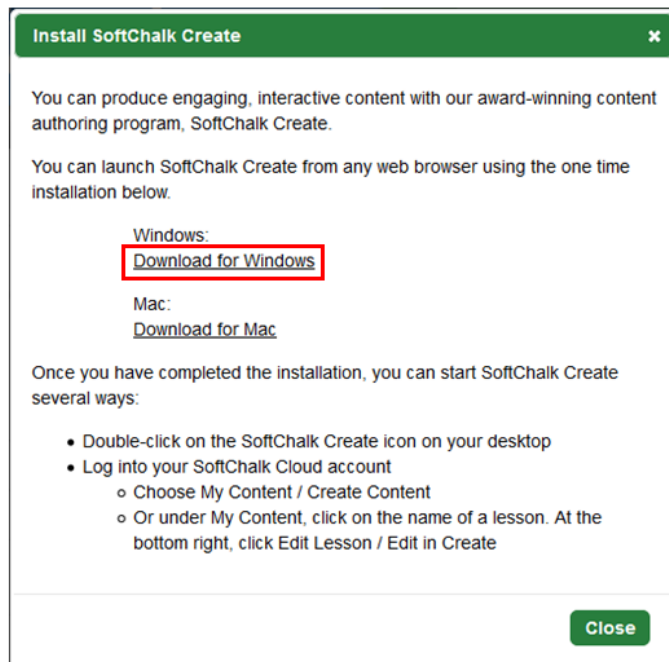
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## Install SoftChalk Create for Windows

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on **My Content** and select **Create Content**.



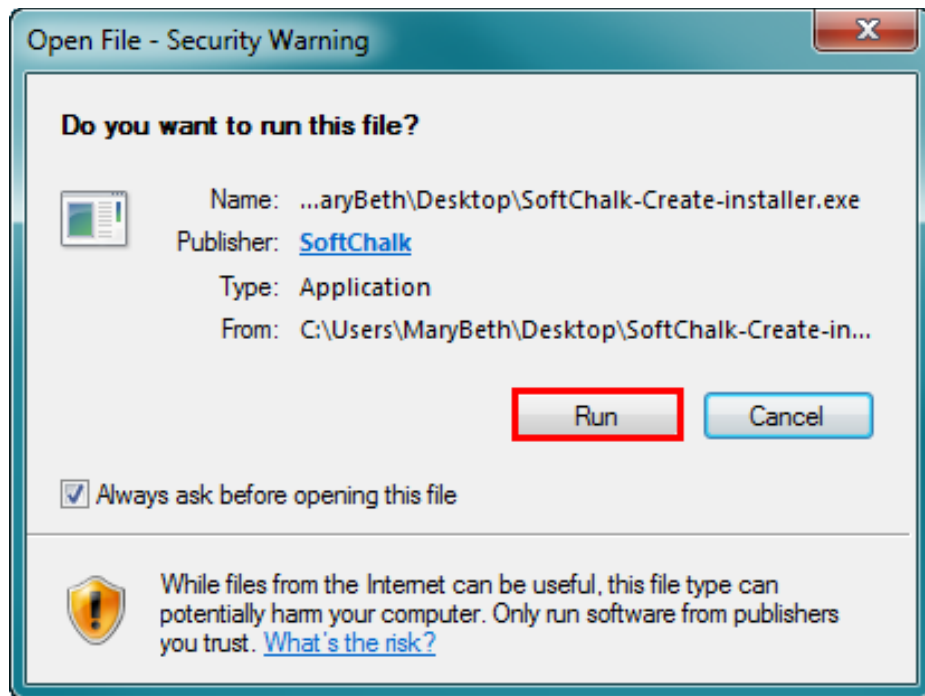
3. Click on the Windows download link (see below). Please be sure to let the download finish. The installation time is typically less than five minutes.



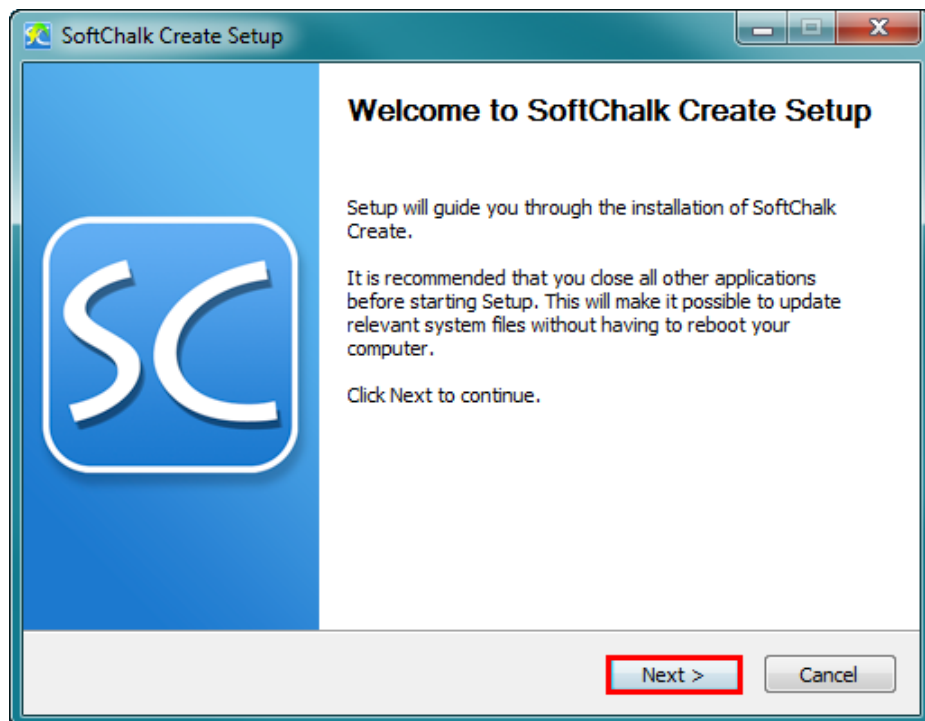
4. Open the folder where you downloaded your installer file. Typically, this folder is called **Downloads** on a Windows computer. The installer file is called **SoftChalk-Create-installer.exe**
5. Drag the installer file to your desktop and double-click on it (see below).



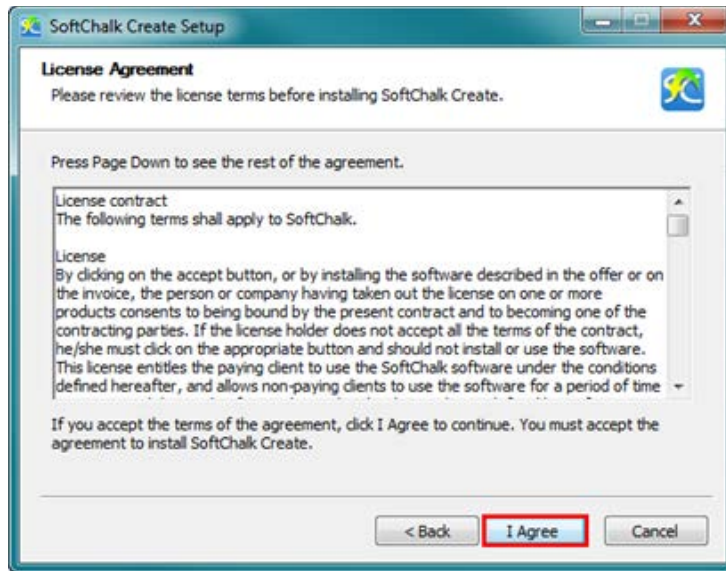
6. Click **Run** when the file first opens (see below).



7. Click **Next** at the initial setup screen.

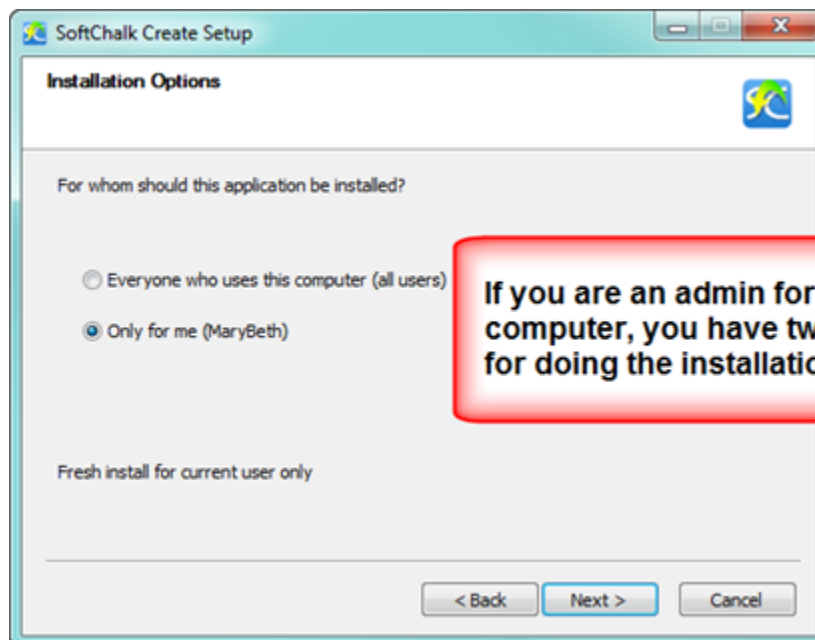


8. At the License Agreement screen, click **I Agree**.

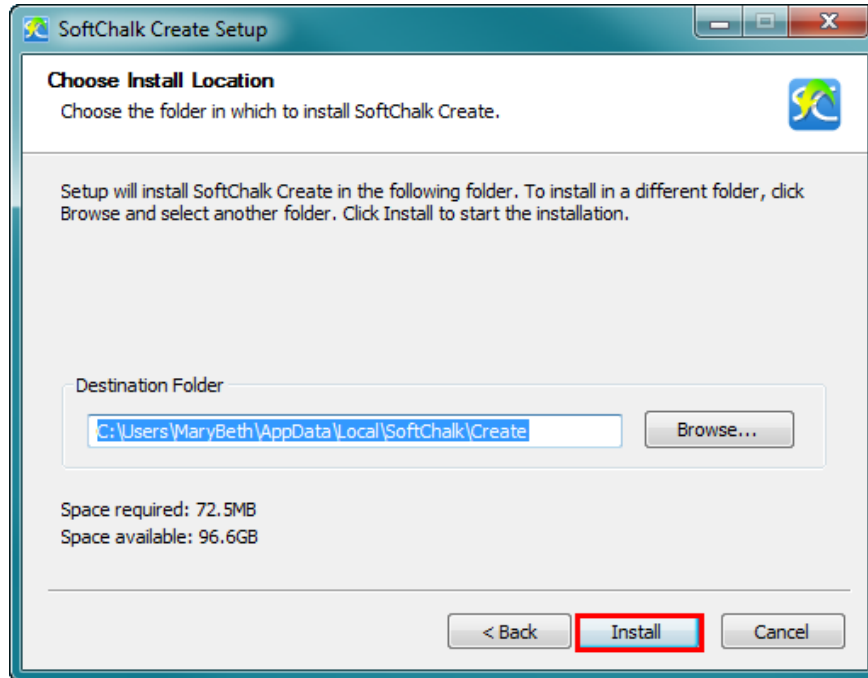


9. If you are an administrator, you have two options: 1) you can install SoftChalk Create for all users on the computer or 2) you can install SoftChalk Create for only your profile. Choose for whom the application should be installed and click **Next**. If you are an administrator for your computer and the first option is grayed out or you have trouble installing, right-click on the installer program on your desktop (blue SoftChalk icon) and choose **Run as Administrator**.

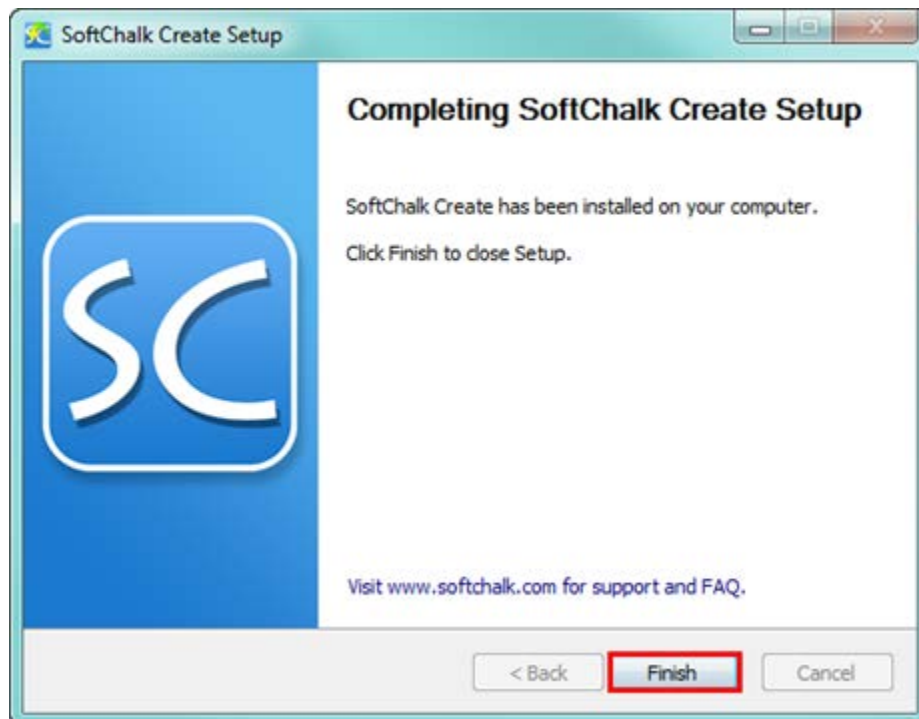
If you are NOT an administrator, you can only install for your user profile on the computer – the **Only for me** option. Click **Next**.



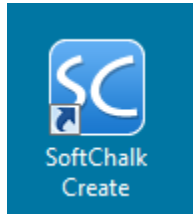
10. Click **Install**. For the single user profile installation, the application will be installed in C:\Users\USERNAME\AppData\Local\SoftChalk\Create. (If you are an admin installing for all users, the location would be C:\Program Files\SoftChalk\Create.)



11. Click **Finish** when the installation is complete.



12. Once you finish installing, you will see a shortcut on your desktop called **SoftChalk Create**.

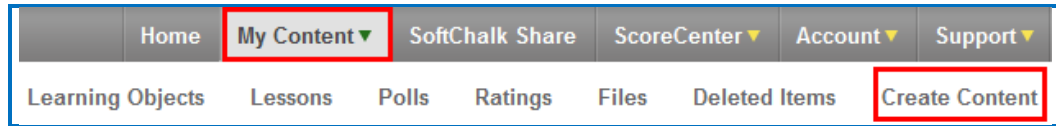


13. You can start Create from the shortcut above. See the section [Start SoftChalk Create from Your Desktop Shortcut](#). If you ever need to remove the login information from your computer, see the section [Deregister Your Login from Your Computer](#).
14. You can also start Create from within your SoftChalk Cloud account. See the section [Start SoftChalk Create Within Your Cloud Account](#).

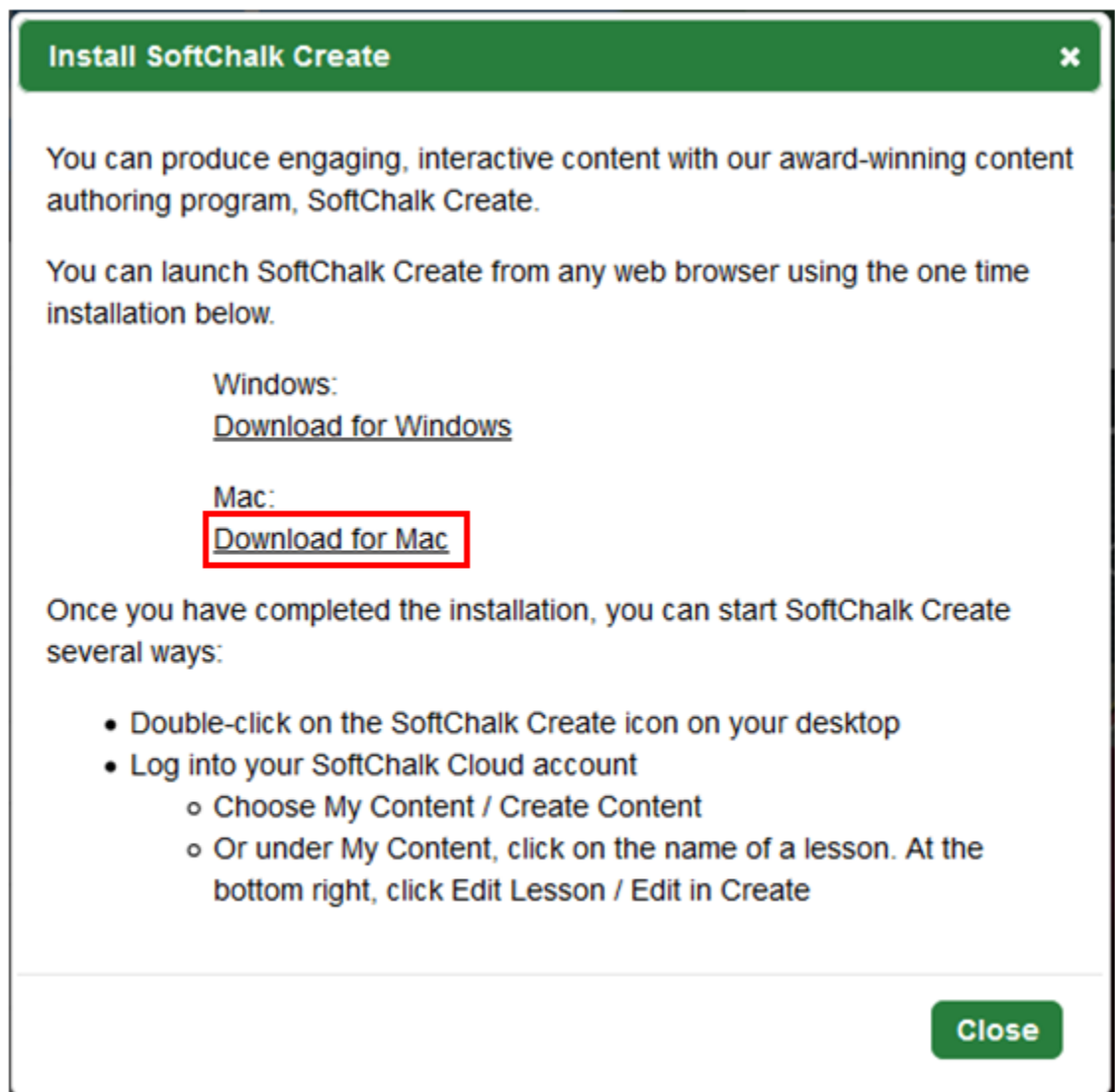
As mentioned previously, we have a [SoftChalk Cloud Quick Start Guide](#) to help you quickly get started using SoftChalk Cloud. This guide gives steps on creating a simple lesson with SoftChalk Create.

## Install SoftChalk Create for Macintosh

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on **My Content** and select **Create Content**.



3. Click on the Mac download link (see below). Please be sure to let the download finish. The installation time is typically less than five minutes.



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



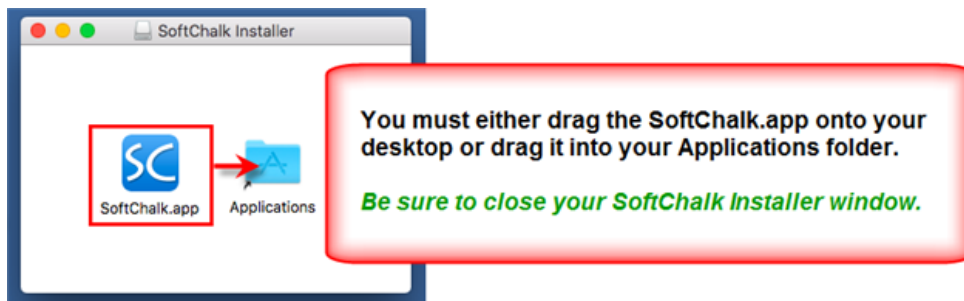
5. Double-click on the SoftChalk Installer icon (see below) and proceed to the next step.



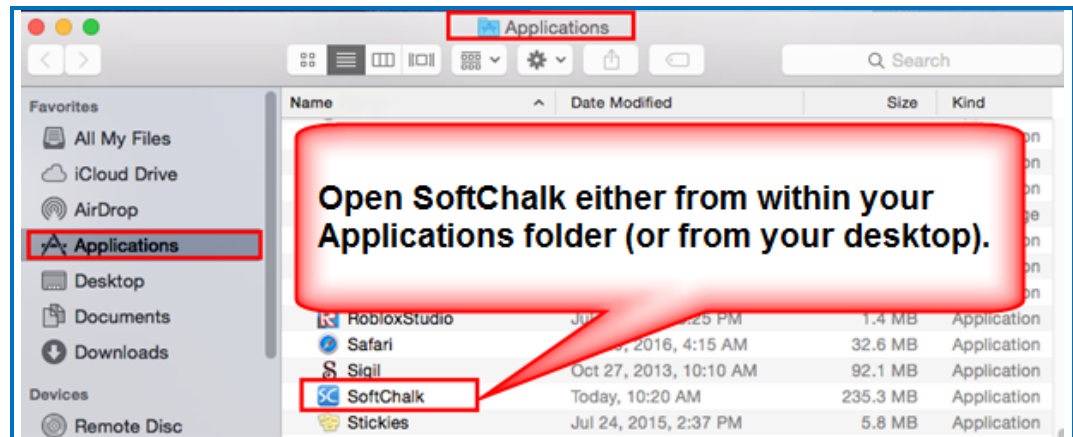
If you do NOT see the SoftChalk Installer icon above on your desktop, then see the solutions below:

- a. Please open your computer icon, typically **Macintosh HD**. Then look at the left hand column under **Devices**, and click on **SoftChalk Installer** and continue with Step 6 below.
  - b. If you do NOT see the SoftChalk Installer icon under the **Devices** area, then you may be using a non-standard program to open .dmg files. Control-click on the SoftChalk-Create.dmg file. Choose **Open with** and make sure that **DiskImageMounter.app** is the selected application.
6. You'll see the SoftChalk.app and the Applications folder (see below).

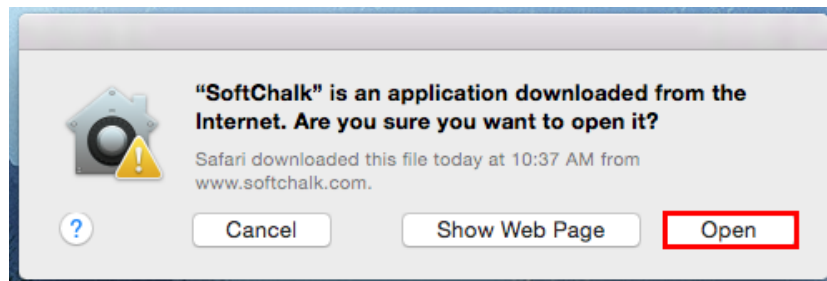
**IMPORTANT:** You must either drag the SoftChalk.app onto your desktop or drag it into your Applications folder. *Be sure to close your SoftChalk Installer window.*



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



- Click **Open** at the screen asking if you want to open this application downloaded from the Internet (see below).



- You can start Create from SoftChalk.app. See the section [Start SoftChalk Create from Your Desktop Shortcut](#). If you ever need to remove the login information from your computer, see the section [Deregister Your Login from Your Computer](#).
- You can also start Create from within your SoftChalk Cloud account. See the section [Start SoftChalk Create Within Your Cloud Account](#).

If you get an error **Unable to establish WebLaunchParams: 1 SoftChalk will close**, then you omitted the step of putting your SoftChalk.app into your Applications folder or dragging it onto your desktop. **Close your SoftChalk Installer window**. If you put it in your Applications folder, then start it from that folder. If you dragged it to your desktop, then start it from there. If the error persists, re-start your Macintosh and double-click on SoftChalk.app.

As mentioned previously, we have a [SoftChalk Cloud Quick Start Guide](#) to help you quickly get started using SoftChalk Cloud. This guide gives steps on creating a simple lesson with SoftChalk Create.

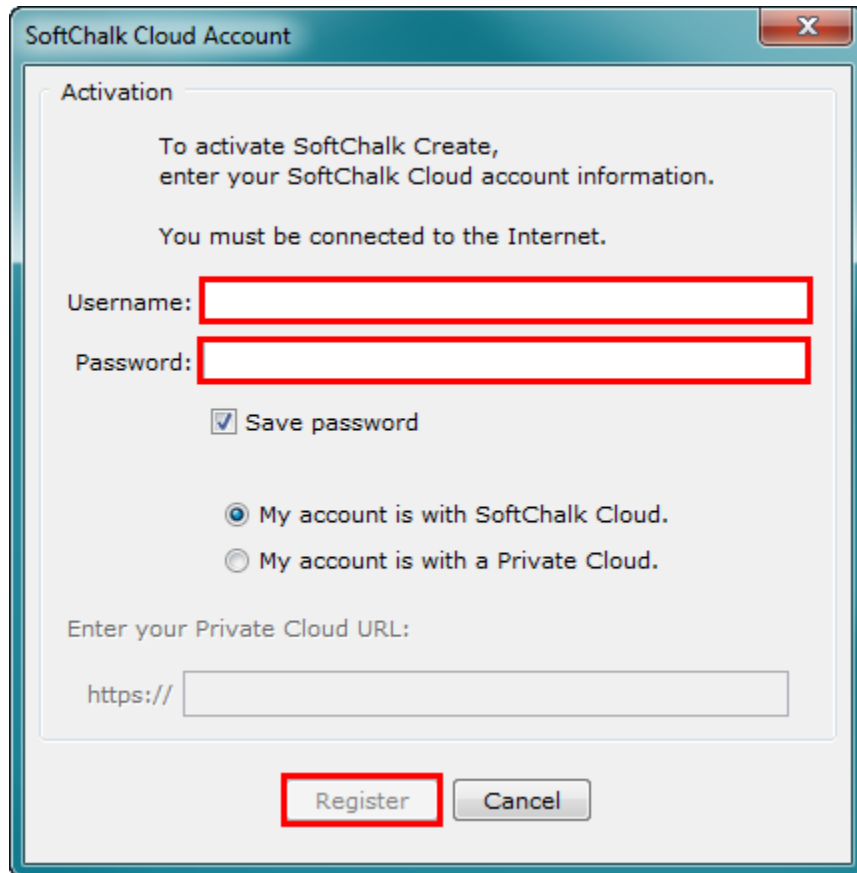


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## Start SoftChalk Create from Your Desktop Shortcut

1. Double-click on the SoftChalk Create shortcut on your desktop.
2. The first time you use the SoftChalk Create desktop shortcut, you will be required to register with your Cloud username and password. Once you fill in the information for your username and password, the **Register** button will become active.

**IMPORTANT:** If you have an *Enterprise Cloud account*, be sure to click **My account is with an Enterprise Cloud** and enter your URL.



The screenshot shows a dialog box titled "SoftChalk Cloud Account" with a close button (X) in the top right corner. The dialog contains the following elements:

- Activation** section with the text: "To activate SoftChalk Create, enter your SoftChalk Cloud account information. You must be connected to the Internet."
- Two text input fields: "Username:" and "Password:". Both fields are highlighted with a red rectangular border.
- A checked checkbox labeled "Save password".
- Two radio button options:
  - My account is with SoftChalk Cloud.
  - My account is with a Private Cloud.
- A text input field labeled "Enter your Private Cloud URL:" with the text "https://" pre-filled. This field is also highlighted with a red rectangular border.
- Two buttons at the bottom: "Register" (highlighted with a red rectangular border) and "Cancel".

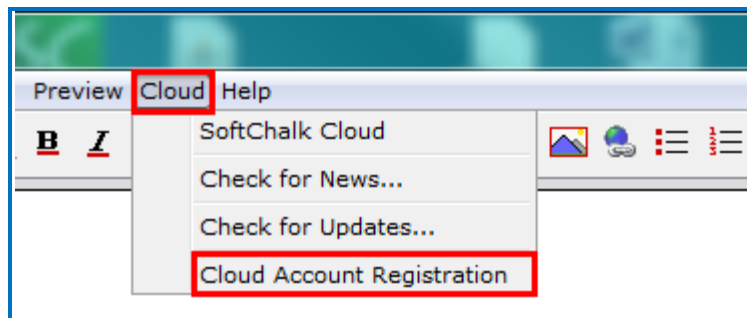
Once you activate Chalk Create with your Cloud account, you can work offline or online. For details on creating a SoftChalk lesson, please see our [Quick Tour Videos](#).

- In either case, you have the option to save your lessons to your local computer and then save them back to the Cloud later if you so choose.
- If you work online, you can open your Cloud lessons from the **File** menu, choosing **Open from SoftChalk Cloud**.
- If you work offline, certain features will not be available that require Internet access such as the Media Search tool.

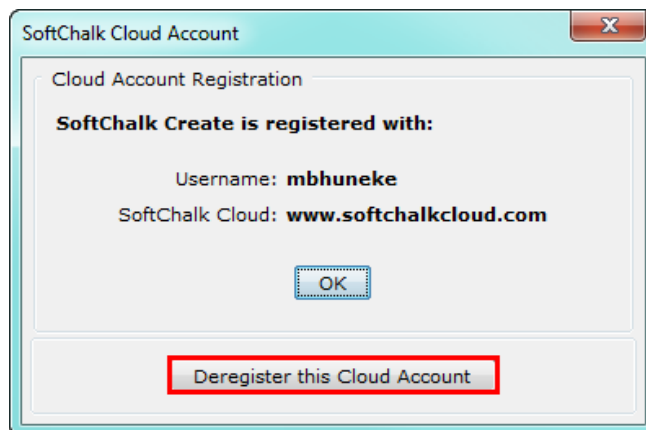
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## Deregister Your Login from Your Computer

1. If you ever need to **deregister your information from a certain computer**, please do the following:
  - **Windows** –Start the **SoftChalk Create** desktop shortcut.
  - **Macintosh** - Start **SoftChalk**
2. Under the **Cloud** menu at the top left of your screen, choose **Cloud Account Registration**. If you do NOT see the Cloud Account Registration option, then you started Create from within your Cloud account rather than from your desktop.



3. Click **Deregister this Cloud Account**. Then click OK at the confirmation screen asking if you want to remove the account login information from your computer.



If you ever need to **change the username and password** in your SoftChalk Create program, please:

- Deregister your Cloud account with the computer (see the previous steps)
- Once you deregister the Cloud account, the empty registration screen will appear allowing you to enter a new username and password.

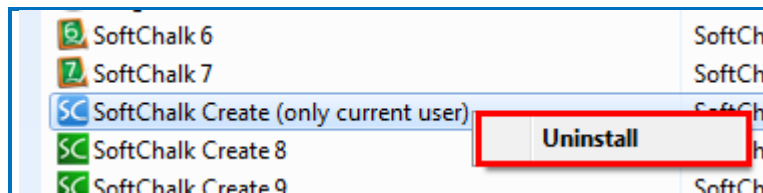
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## Uninstall SoftChalk Create

**IMPORTANT:** If you uninstall SoftChalk Create from your computer, be sure to first deregister your account from the computer. See the section [Deregister Your Login from Your Computer.](#)

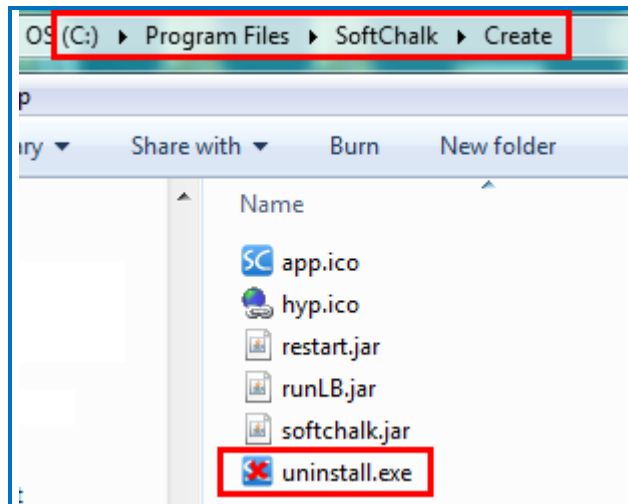
### Windows - Uninstall for the Current User

1. Go to the Control Panel.
2. Select **Programs and Features**.
3. Right-click on **SoftChalk Create** and select **Uninstall**.



### Windows - Admin – Uninstall for All Users

1. Go into the folder **C:\Program Files\SoftChalk\Create**
2. Run the file **uninstall.exe**



### Macintosh

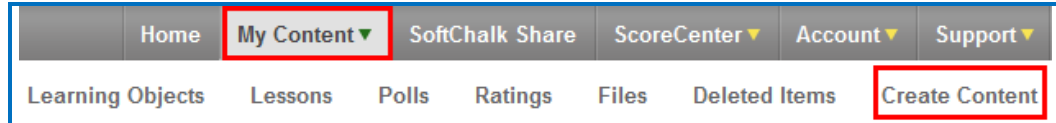
- Drag the SoftChalk icon into the trash and empty the trash.

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## Start SoftChalk Create Within Your Cloud Account

### Start a New Lesson

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Choose **My Content / Create Content**

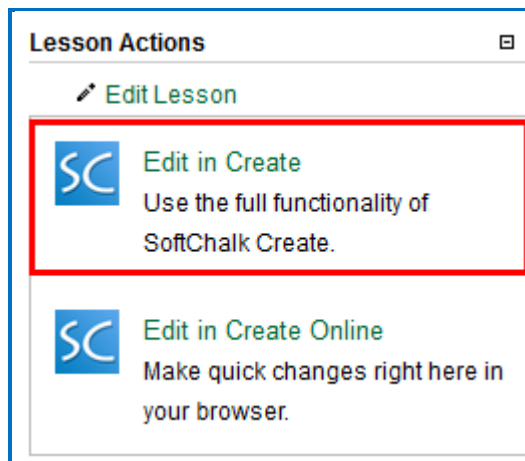


3. Please note when you first start SoftChalk Create from your web browser, you will see a one time message. See the section [Web Browsers – One Time Message](#).
4. Enter information for your lesson. For details on creating a SoftChalk lesson, please see our [Quick Tour Videos](#).
5. Choose **File/Save to SoftChalk Cloud**.

### Edit an Existing Lesson

If you have already saved a lesson to your Cloud account, you can quickly edit a particular lesson.

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Choose **My Content / Lessons**.
3. Click on the name of a lesson.
4. At the bottom right in the **Lesson Actions** area, click **Edit Lesson / Edit in Create**. Please note when you first start SoftChalk Create from your web browser, you will see a one time message. See the section [Web Browsers – One Time Message](#).

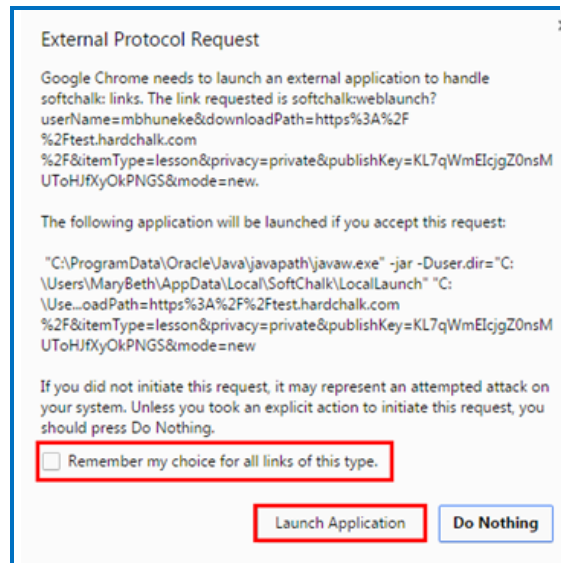


## Web Browsers - One Time Message

Once you complete the installation, the first time you click on **My Content / Create Content** or the Edit Lesson link mentioned above, you will get the following screens in your browser. **By telling the browser to remember your choice, you will only get this screen once.**

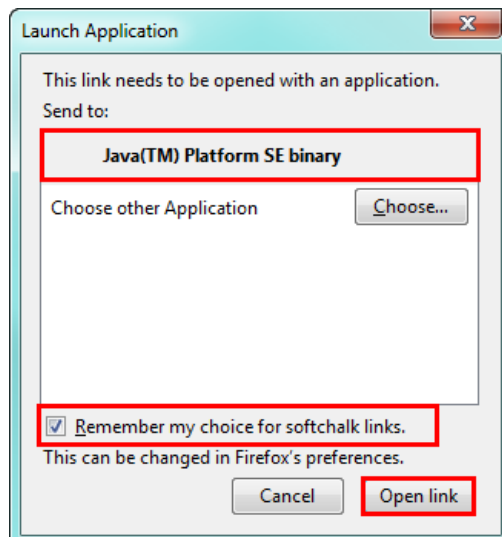
### Chrome

Select **Remember my choice for all links of this type** and click **Launch Application**.



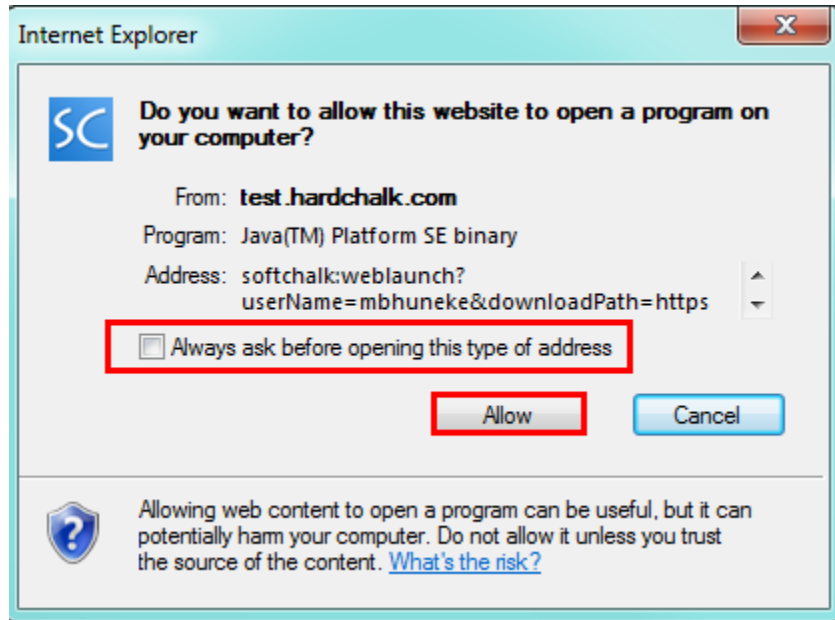
### Firefox

Keep Java(TM) Platform SE binary selected. Select **Remember my choice for softchalk links** and click **Open link**.



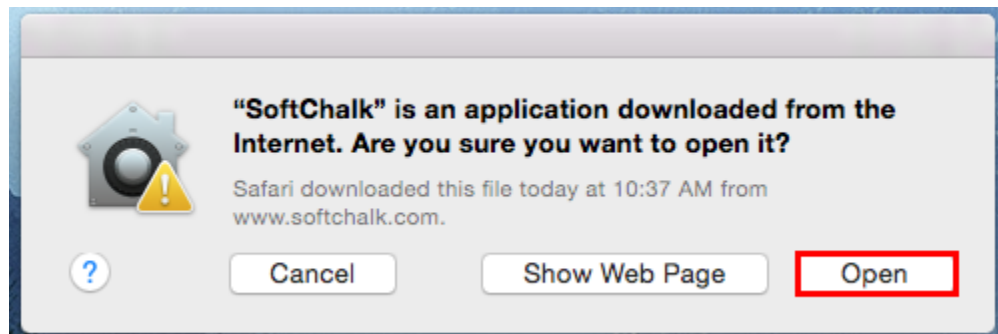
## Internet Explorer

De-select **Always ask before opening this type of address** and click **Allow**.



## Safari

Select **Open**.



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## Save Content to the Cloud – My Content

As you produce content with SoftChalk Create, you can save your content locally on your computer or within your [SoftChalk Cloud](#) account (or have your content in both places). For instance, you may choose to save your content on your computer and then save it to SoftChalk Cloud. At any time you can download your content from SoftChalk Cloud.

There are many advantages of saving your content within your [SoftChalk Cloud](#) account:

- You have automatic backups and you can go back to five previous versions of your item. See the section [Select a Previous Version of Your Content](#).
- Your content is available within the Cloud, so you can log into your account and work on it anywhere.
- You can easily collaborate with other instructors. See the section [Collaborate with Other Instructors on SoftChalk Lessons](#).
- You can update your lesson in one place but post a link to your lesson in many places. See the sections [Copy the Hyperlink for Your Lesson](#) or [Copy the LTI Link for Your Lesson](#).

For instructions on how to save to the Cloud, see the sections:

[Save a Learning Object or Quiz Group to the Cloud](#)

[Save a Lesson to the Cloud](#)

When you save your content in your [SoftChalk Cloud](#) account, the content goes into your **My Content** area. (If **My Content** is disabled, be sure to log into your [SoftChalk Cloud](#) account.) See the next section [Types of Content](#) for an explanation of the different sections under **My Content**.

## Types of Content

With [SoftChalk Create](#), you can develop content that you save in SoftChalk Cloud in the **My Content** area.



You can develop learning objects (also referred to as activities), quiz groups and lessons. You can also insert media such as images and into a lesson and then save that content to your [SoftChalk Cloud](#) account under **My Content/Files** (see the section [Save Content to Files](#)). See the following table for a summary of the types of content you can have in your [SoftChalk Cloud](#) account and where this content is stored. For more instructions on using [SoftChalk Create](#) to develop content, see the [SoftChalk Create Guide](#) and the **Getting Started** section within this guide.

### Types of Content Summary

Content Type	Description	Storage Location
<b>Learning Object</b> (also referred to as an Activity)	In <a href="#">SoftChalk Create</a> : (Top Menu) <b>Insert/Activity</b> Ex. Sequencing, Crossword, Flashcard, Labeling an Image, Hot Spot, etc.	Within SoftChalk Create, right-click on the item and choose <b>Save to SoftChalk Cloud</b> : <b>My Content/Learning Objects.</b>
<b>Quiz Group</b>	In <a href="#">SoftChalk Create</a> (Top Menu): <b>Insert/Quiz Group)</b> Ex. True/False, Multiple Choice, Short Answer, etc.	(same as learning object - see above)
<b>Lesson</b>	In <a href="#">SoftChalk Create</a> : Enter or copy text, insert activities or quiz groups. Choose <b>File/Save</b> .	Default location in <a href="#">SoftChalk Cloud</a> : <b>My Content/Lessons</b>
<b>Polls</b>	See the section <a href="#">Polls</a> .	In <a href="#">SoftChalk Cloud</a> : <b>My Content/Polls</b>



<b>Ratings</b>	See the section <a href="#">Ratings</a> .	In <a href="#">SoftChalk Cloud</a> : <b>My Content/Ratings</b>
<b>Files</b>	There are three ways to save files to your SoftChalk Cloud account. See the section <a href="#">Save Content to Files</a> .	In <a href="#">SoftChalk Cloud</a> : <b>My Content/Files</b>

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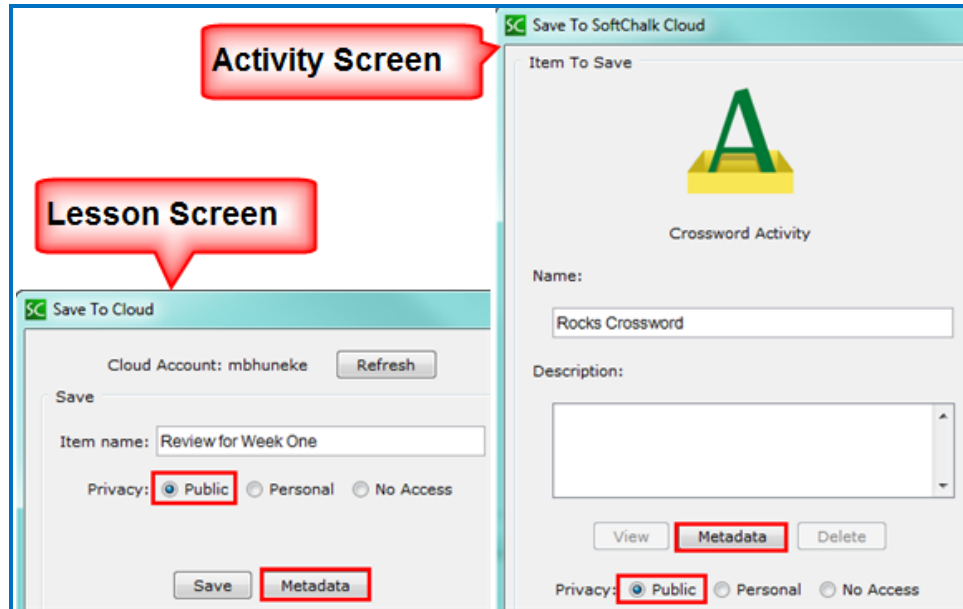
## Privacy Options

When you save your content into your [SoftChalk Cloud](#) account, you have three privacy options. You designate the privacy option when you save your content (see the next sections [Save a Learning Object or Quiz Group to the Cloud](#) and [Save a Lesson to the Cloud](#)). You can also change the privacy option once you save it in your [SoftChalk Cloud](#) account. You can resave your lesson with a different privacy option. Or you can edit the property in the Cloud - see the section [View, Edit Properties and Delete Your Content](#).

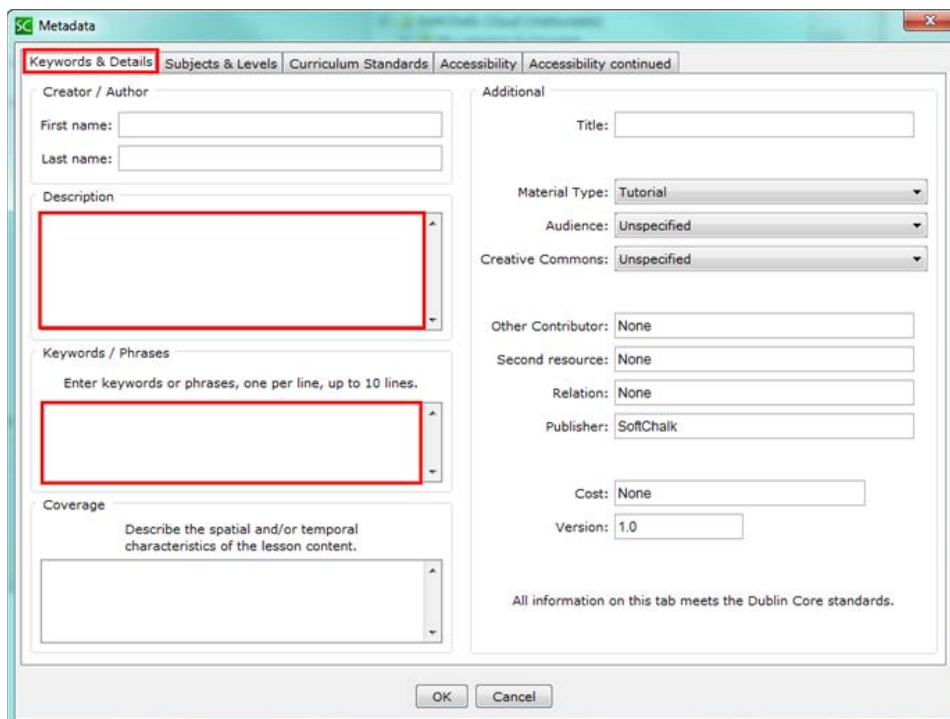
<b>Privacy Option</b>	<b>Description</b>
<b>Public</b>	Anyone can find your item in the <a href="#">SoftChalk Share</a> content repository and copy the Embed code or Hyperlink for it and/or copy your content to modify it. If you make your content public, see the next section <a href="#">Assign Metadata to Public Content</a> .  You can attach a Creative Commons license to your content (see the section <a href="#">Creative Commons Licenses</a> ).
<b>Private</b>	The item is NOT searchable in the <a href="#">SoftChalk Share</a> content repository. (You, however, can find the Embed code or Hyperlink and pass it out to students or colleagues within a learning management system or outside a learning management system.)
<b>No Access</b>	There is no hyperlink or embed code for your item. Only you (or others who share access to your content folders) can view or edit the item.

## Assign Metadata to Public Content

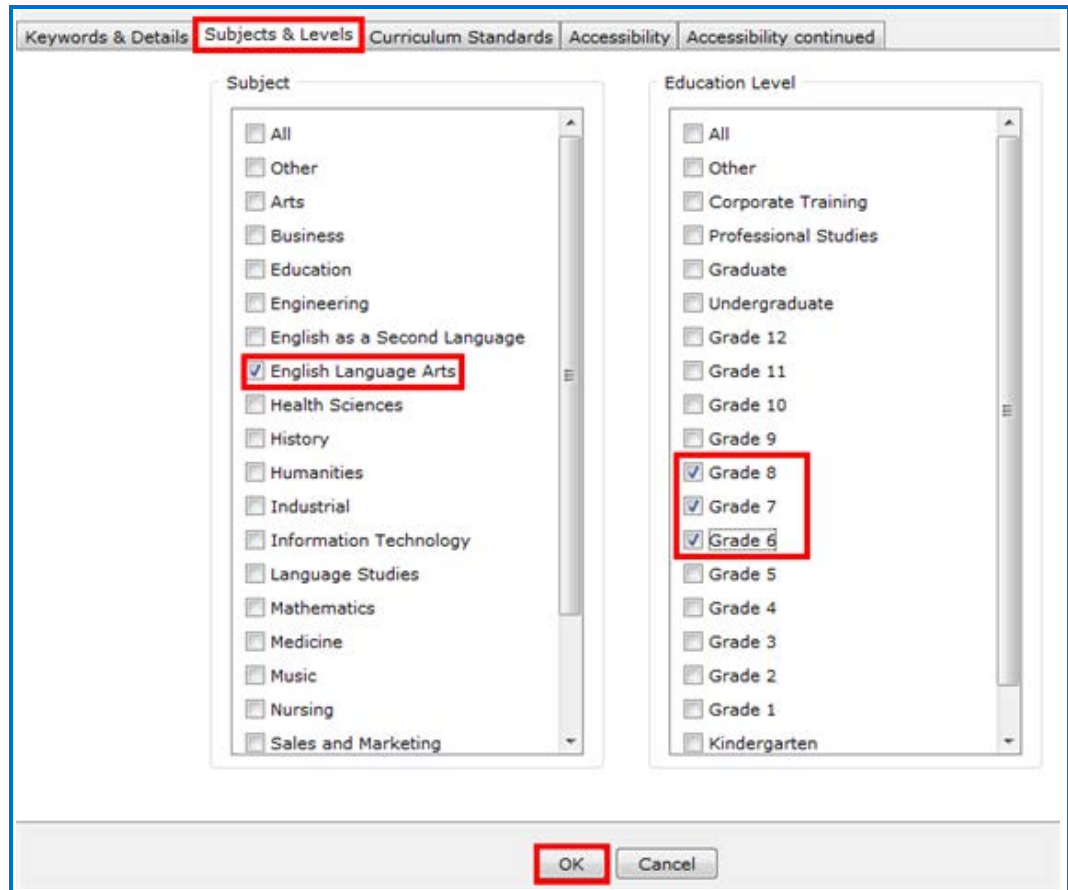
1. If you selected **Public** for your Privacy option when saving content to SoftChalk Cloud, you'll need to enter a description, subject and education level for your item or lesson. Click the **Metadata** button.



2. Click the **Keywords & Details** tab. Enter a description. *We also recommend that you enter keywords* so that your content can be found in the [SoftChalk Share Search Repository](#) field where users search for content.



3. Click the **Subjects & Levels** tab. Select one or more **Subjects** and **Education Levels** and click **OK**.



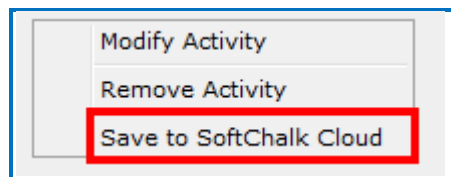
4. For more information about Metadata, see the section **Metadata** in the [SoftChalk Create Guide](#).

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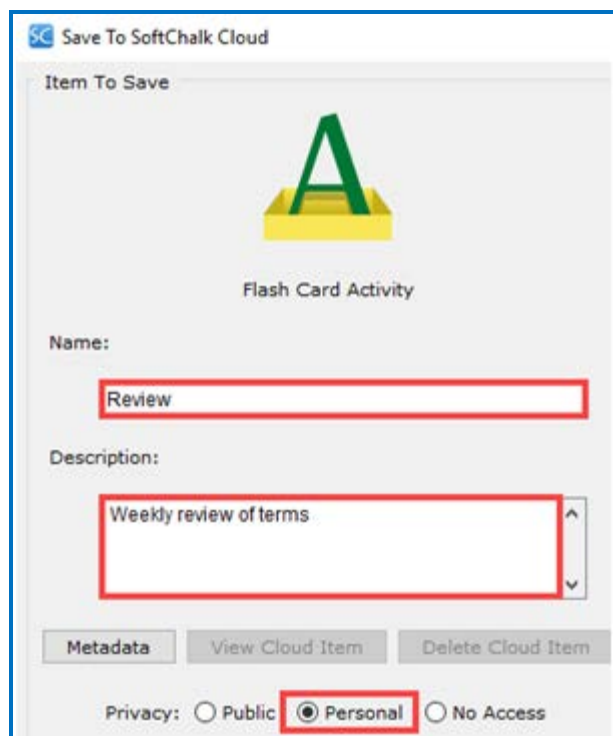
## Save a Learning Object or Quiz Group to the Cloud

(If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section [Migrate Content from SoftChalk Desktop to SoftChalk Cloud](#).)

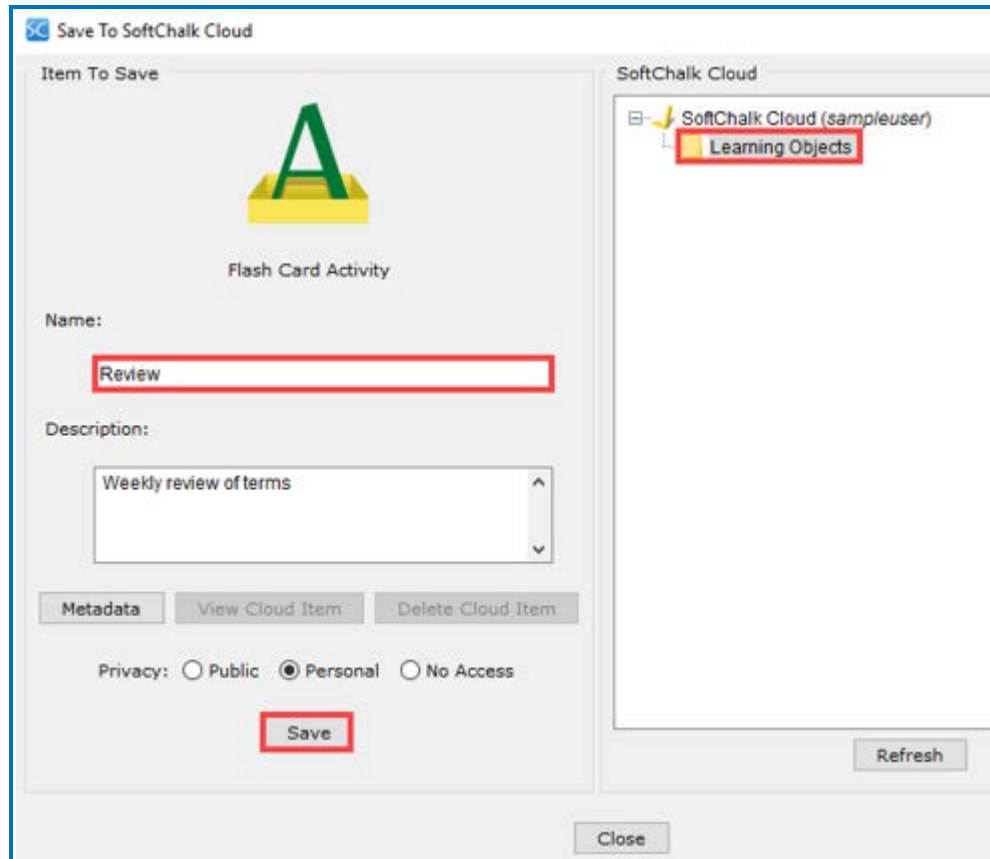
1. Create a [SoftChalk Cloud](#) account (see the section [Create an Account](#)).
2. Start [SoftChalk Create](#) and choose **File/New**. (For details on using SoftChalk Create, see the [SoftChalk Create Guide](#).)
3. Create an activity (**Insert/Activity/[select an Activity]**) or Quiz Group or **Insert/Quiz Group**) Click **OK** after entering your information.
4. Right-click on the Activity or Quiz Group and choose **Save to SoftChalk Cloud**.



5. Complete the information about the Activity or Quiz Group. Select a **Privacy option** (see the section [Privacy Options](#) – if you select **Public**, see the section [Assign Metadata to Public Content](#)).

A screenshot of the 'Save To SoftChalk Cloud' dialog box. The title bar says 'Save To SoftChalk Cloud'. Below the title bar, there is a section 'Item To Save' containing a green letter 'A' on a yellow card icon and the text 'Flash Card Activity'. Below this, there are two text input fields: 'Name:' with the value 'Review' and 'Description:' with the value 'Weekly review of terms'. At the bottom, there are three buttons: 'Metadata', 'View Cloud Item', and 'Delete Cloud Item'. Below the buttons, there is a 'Privacy:' section with three radio buttons: 'Public', 'Personal' (which is selected and highlighted with a red border), and 'No Access'.

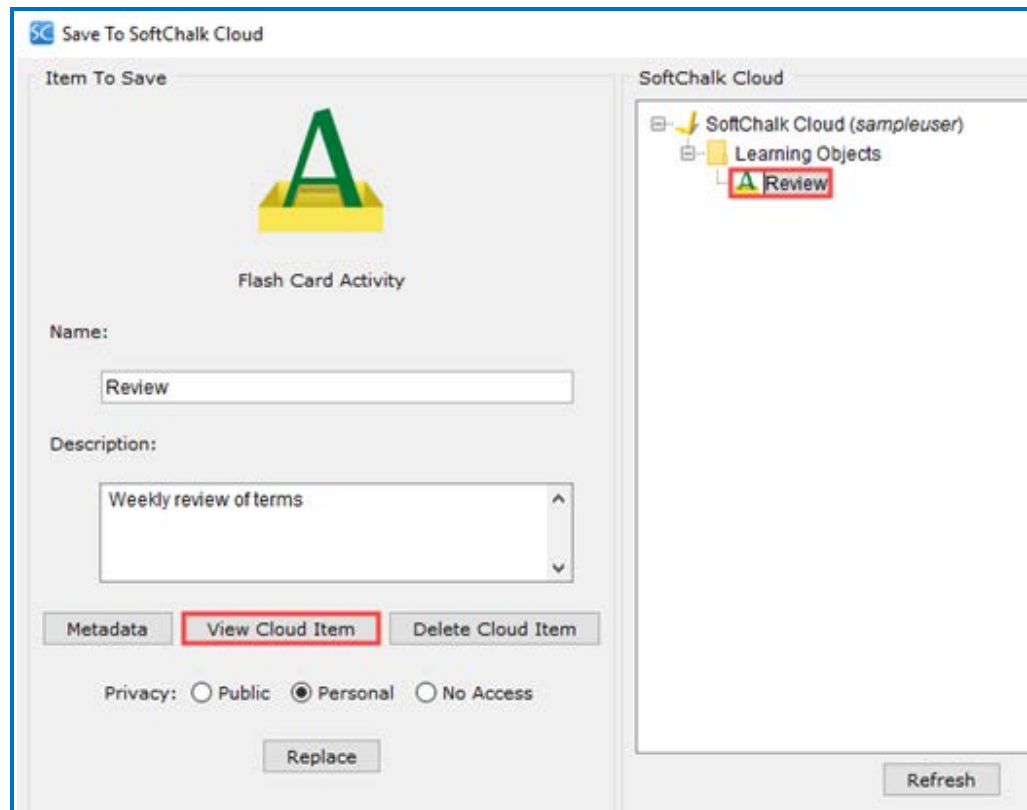
- At the right, select a folder to put your item into. Then click **Save**. (To create folders in [SoftChalk Cloud](#), see the section [Manage Your Content](#).)



- Click **Save** at the bottom of the screen. If **Save** is disabled, be sure to select a folder at the right.

**IMPORTANT:** If you have error messages saving your activity or quiz group, please see the FAQ [When I try to save a lesson or learning object to SoftChalk Cloud, I get a message "Error uploading package. Extraction failed" and "uploaded=false." What should I do?](#)

- After the item is saved, select your saved item. Click **View Cloud Item** to view the item as it appears in the [SoftChalk Cloud](#) (see below).



- Your item should appear in your default web browser.
- Close your browser window.
- In [SoftChalk Create](#), click **Close** to return to your main editing window.
- To edit the item you saved, see the section [Edit Your Content](#).
- To copy the hyperlink for the item you just saved, see the section [Copy the Hyperlink for Your Learning Object or Quiz Group](#).

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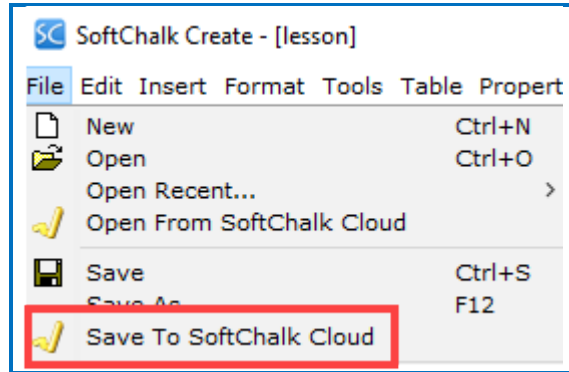
## Save a Lesson to the Cloud

(To save a single activity or quiz group rather than a lesson, see the previous section [Save a Learning Object or Quiz Group to the Cloud](#).)

(If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section [Migrate Content from SoftChalk Desktop to SoftChalk Cloud](#).)

- Start [SoftChalk Create](#) and open or create a new lesson. (Within SoftChalk Create, choose **File/New** or **File/Open**.)

2. Choose **File/Save to SoftChalk Cloud**.

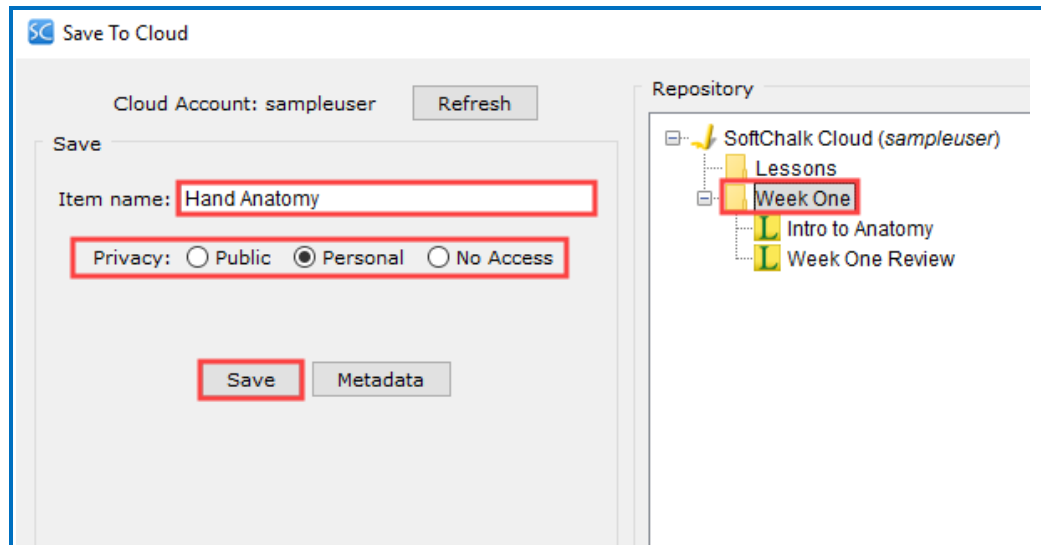


3. On the **Save to Cloud** screen, enter a name for your lesson.

Be sure to select a folder at the right so that your Save button is enabled.

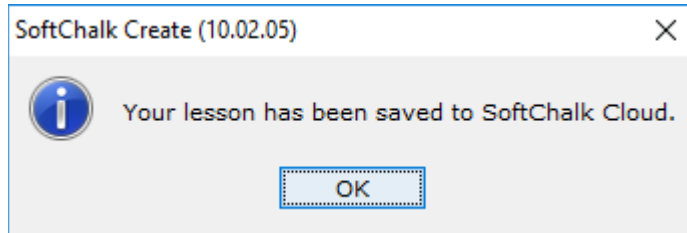
Select a **Privacy** option (see the section [Privacy Options](#) – if you select **Public**, see the section [Assign Metadata to Public Content](#)).

Click **Save**.



4. You will get a window that your lesson was saved. Click **OK**.

**IMPORTANT:** If you have error messages saving your lesson, please see the FAQ [When I try to save a lesson or learning object to SoftChalk Cloud, I get a message "Error uploading package. Extraction failed" and "uploaded=false." What should I do?](#)



5. To get a Hyperlink for the item you just saved, see the sections [Copy the Hyperlink for Your Lesson](#) or [Copy the LTI Link for Your Lesson](#). If you are interested in **tracking student scores** for this lesson, see the section [Track Student Scores WITHIN Your LMS \(ScoreCenter and LTI\)](#) or [Track Student Scores OUTSIDE an LMS \(ScoreCenter\)](#).
6. To edit your lesson, see the section [Edit a Lesson](#).



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## Save Content to Your Files Area

There are three ways to get content into your Files area of your SoftChalk Cloud account:

- 1) Within your Cloud Account: Upload Files
- 2) Within SoftChalk Create: Save Files to SoftChalk Cloud
- 3) Within SoftChalk Create: Save a Single File to SoftChalk Cloud

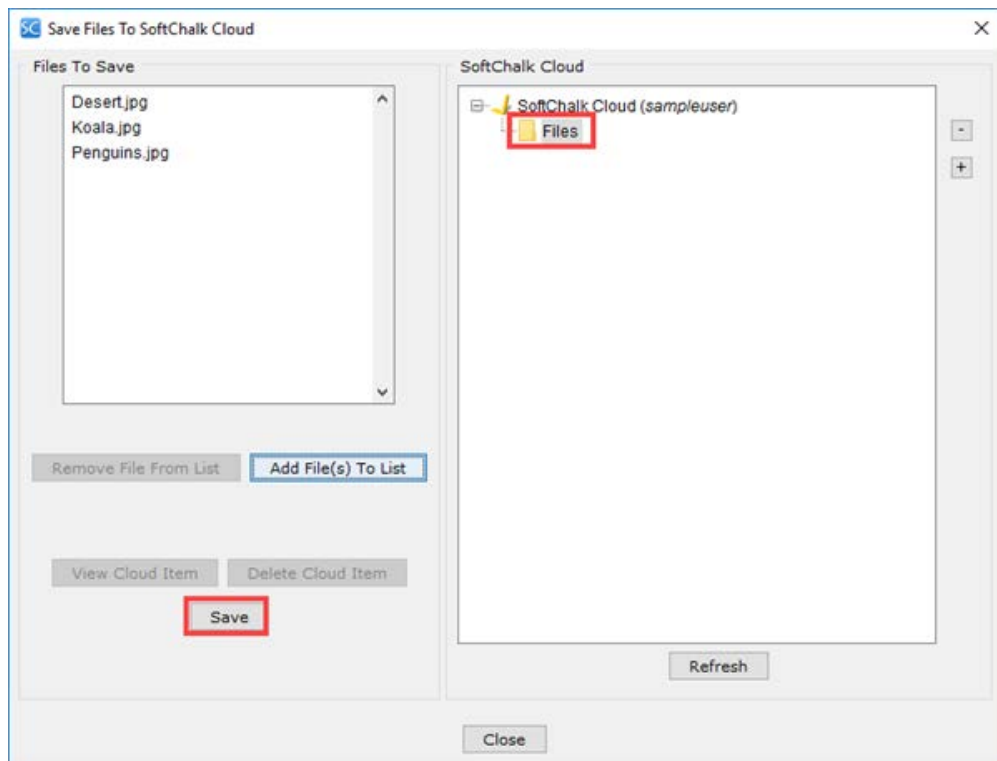
If you have a lot of files to save, you may want to use the first way below.

### Within Your Cloud Account: Upload Files

See the section [Upload Files](#).

### Within SoftChalk Create: Save Files to SoftChalk Cloud

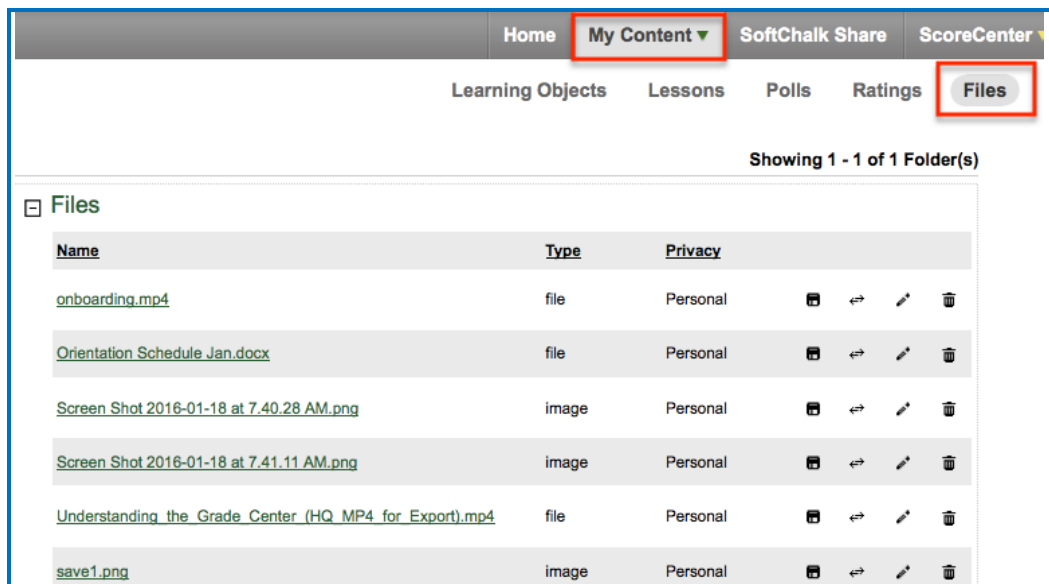
1. Start SoftChalk Create (see the section [SoftChalk Create](#)).
2. Choose **Tools/Save Files to SoftChalk Cloud**.
3. Select the files you want to save and click **Open**.
4. Select the folder where you want to store your files. Click Save.



## Within SoftChalk Create: Save a Single File to SoftChalk Cloud

In a [SoftChalk Create](#) lesson you can insert content into your lesson, save it to SoftChalk Cloud and re-use it later.

1. Within your SoftChalk lesson, from the **Insert** menu at the top choose:
  - Image
  - Hyperlink to a website (choose some text to hyperlink)
  - Hyperlink to a file (choose some text to hyperlink)
  - Media (audio, video, flash)
  - Widget
  - Equation
2. Enter information for your item and click **OK** to return to the main editing window.
3. Right-click on the item you inserted and choose **Save to SoftChalk Cloud**.
4. Type a name for your item and click **Save**.
5. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
6. Click **My Content/Files**. You will see the items you saved.



7. To use an item from **Files** in a SoftChalk lesson, open the lesson. Then choose SoftChalk Cloud item. Select your item and click **Insert**.

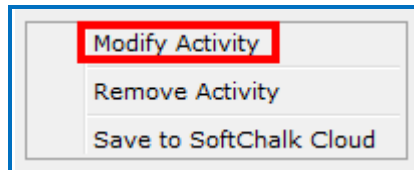
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## Edit Your Content

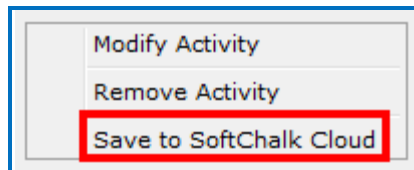
### Modify a Learning Object or Quiz Group

*If you have the original learning object (activity) or quiz group in a lesson*, follow the steps below. (If you do NOT have the original item in a lesson, see the next section [Insert and Modify a Learning Object or Quiz Group](#)).

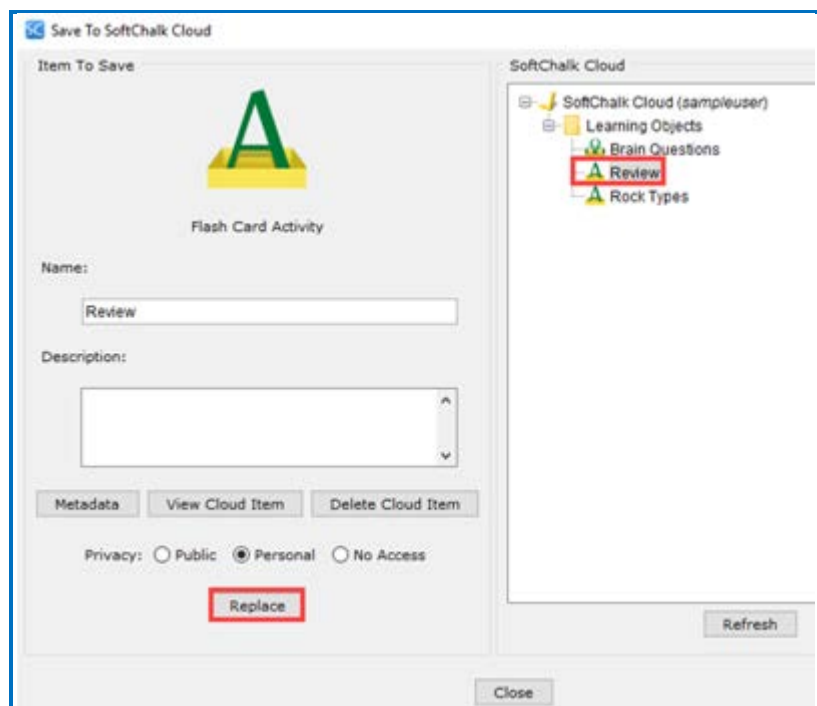
1. Open the lesson with the item. Right-click on the activity or quiz group and choose **Modify Activity** or **Modify Quiz Group**.



2. After making changes to the item, click **OK** to return to the main editing window of SoftChalk Create.
3. Right-click on the item and choose **Save to SoftChalk Cloud**.



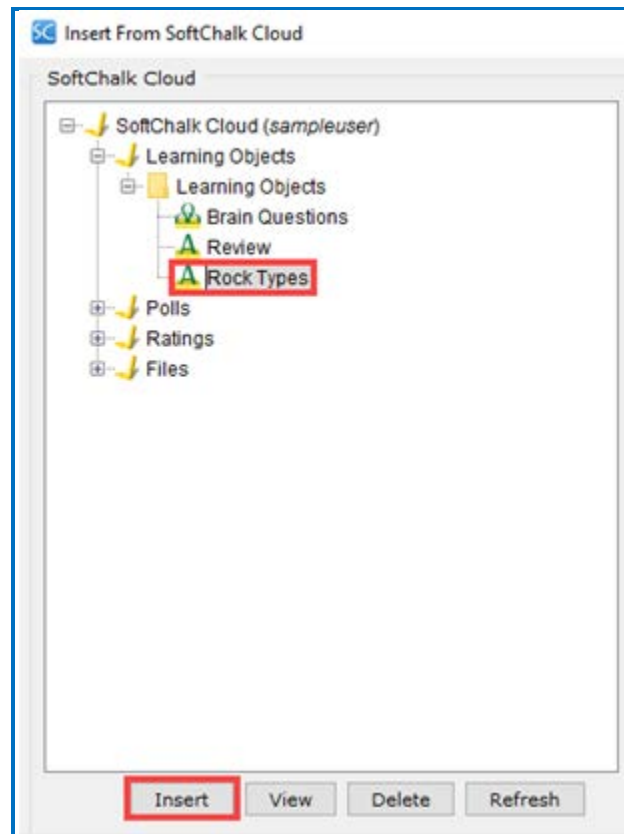
4. At the right, select the item you want to replace and click **Replace**.



## Insert and Modify a Learning Object or Quiz Group

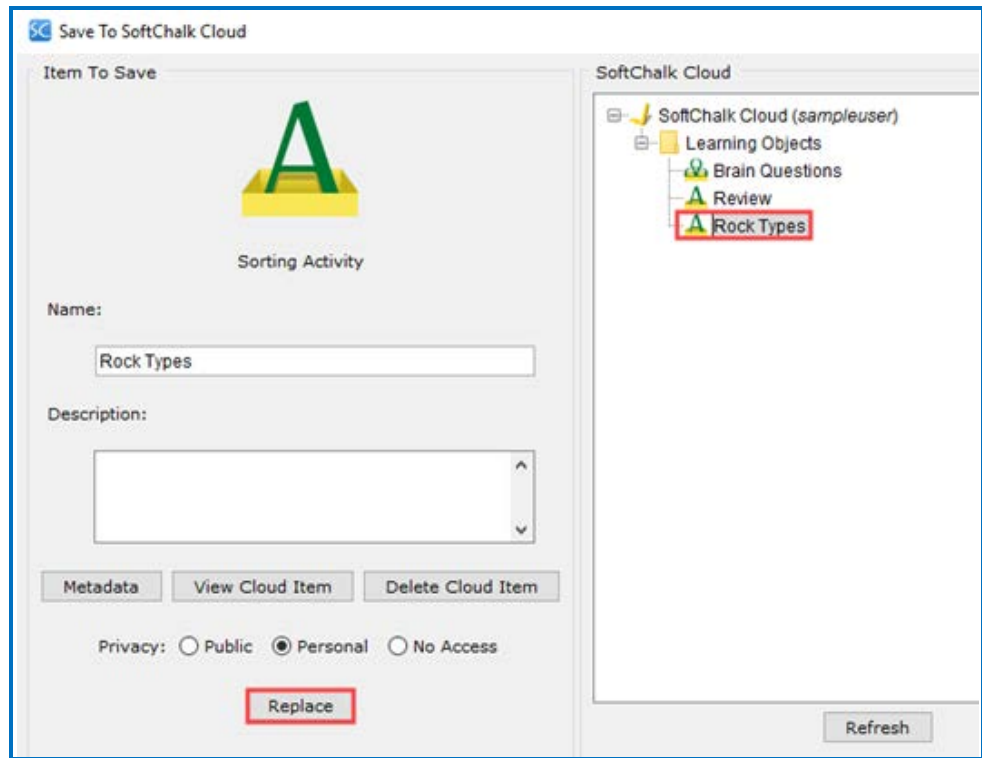
If you do NOT have the original learning object (activity) or quiz group in a lesson, then you can insert the learning object from SoftChalk Cloud into a lesson, modify and re-save it (see the steps below).

1. Start SoftChalk Create (see the section [SoftChalk Create](#)).
2. Choose **Insert/SoftChalk Cloud Item**.
3. Open your **Learning Objects** folder. Open the folder that contains the learning object you want to modify. Select the learning object and click **Insert**.



4. Within SoftChalk Create, right-click on the activity and choose **Modify Activity**. Make changes and click **OK** or **Finish** to return to the main editing window of SoftChalk Create.
5. Within SoftChalk Create, right-click on the activity and choose **Save to SoftChalk Cloud**.

6. **IMPORTANT:** Select the item that you want to replace. Click **Replace** to save your changes. (If you don't select an item to replace, you will have duplicate items with the same name.)



### Edit a Lesson

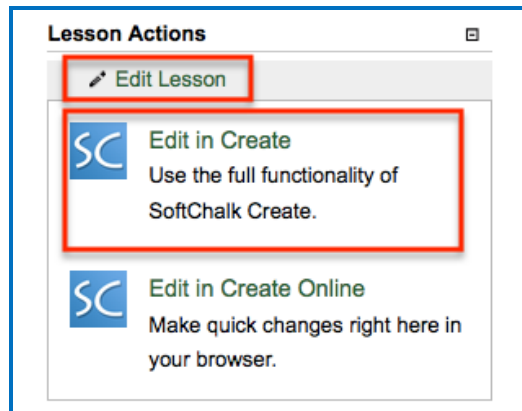
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Choose **My Content/Lessons**.



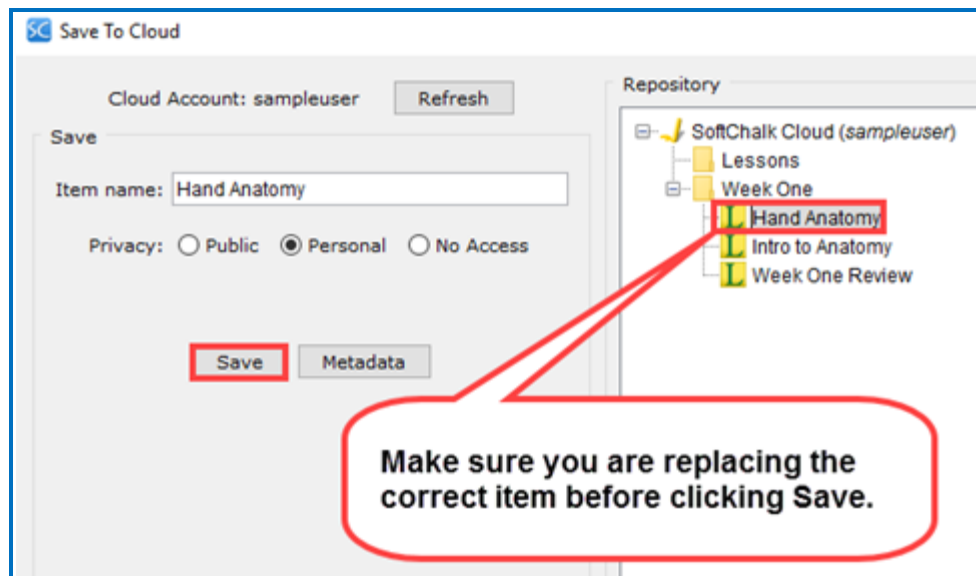
3. Click on the name of a lesson you want to edit.



4. Scroll down to the **Lesson Actions** area and click **Edit Lesson / Edit in Create**. For more information on editing directly in the browser, see the next section [Create Online](#).



5. Within SoftChalk Create, make your changes. (You can click the Save icon to save your lesson temporarily to your local computer.) Then choose **File/Save to SoftChalk Cloud**. For more on saving, see the section [Save Content to the Cloud – My Content](#).
6. Look at the right of your screen and make sure that the lesson you want to replace is selected. Then click **Save**.



---

## Create Online

Create Online is a feature which allows you to make basic lesson edits directly in your browser. In Create Online, you can add or edit text, apply text formatting and insert bookmarks, hyperlinks, iFrames and tables. You can also insert a URL to an image as well as modify the properties for an existing image.

There are two ways to edit a lesson in Create Online:

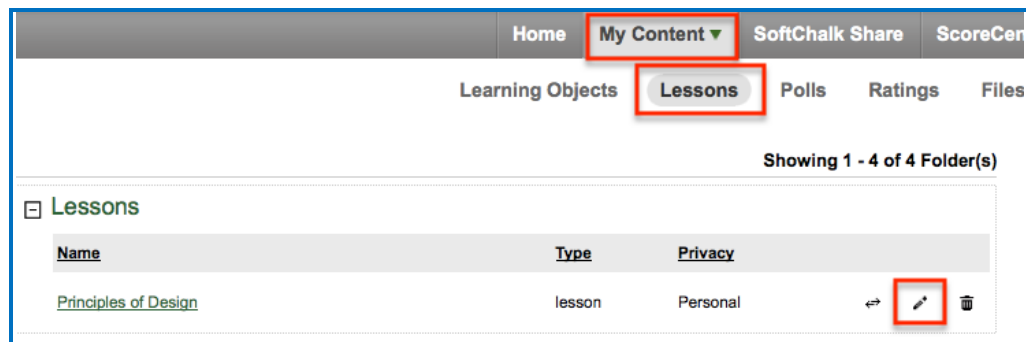
- From the Lessons page
- From the Lesson details page

In addition to reading the sections below, please be sure to see the section [Notes about Using Create Online](#).

---

### Access Create Online From the Lessons Page

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Lessons**.
3. Click the pencil icon to edit the lesson in Create Online.



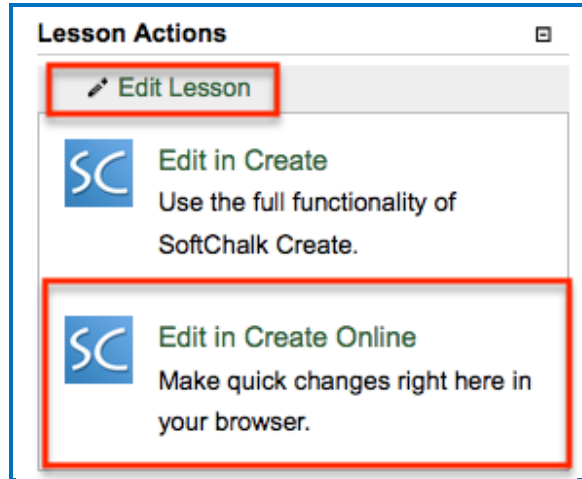
---

### Access Create Online From the Lesson Details Page

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Lessons**.



- At the right under the **Lesson Actions** menu, click **Edit Lesson / Edit in Create Online**.

















## Edit a Lesson in Create Online

- Access an existing lesson in Create Online (see the previous two sections).
- Use the tools in the toolbar to make your edits.



- Roll your mouse over a tool to see a tooltip for that tool (see some examples below).

Tool	Details
	Save
	Save and Preview
	Spell Checker
	Link / Unlink
	Bookmark
	Image
	Table

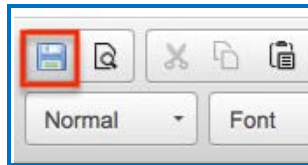
Tool	Details
	Horizontal Rule
	Page Break
	iFrame
	Text Color
	Text Background Color
	View HTML Source
	Remove Formatting



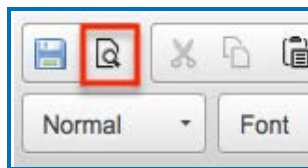
---

## Save a Lesson in Create Online

1. Click the disk icon to save your lesson to the Cloud.



2. Click the Save and Preview icon to save your lesson to the Cloud and preview it in a new tab in your browser (be sure to allow pop-ups in your browser in order to preview the lesson).



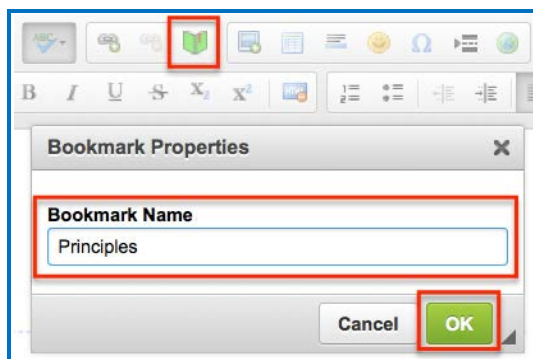
---

## Internal Links (Bookmarks) in Create Online

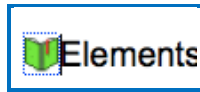
You can create a link from one part of your lesson to another. For instance, you may be on page 5 of your lesson and want to reference information on page 2. In this case, you create a bookmark on page 2 and then insert a hyperlink to that bookmark on page 5. See the steps below for details.

### Insert a Bookmark

1. Click where you want your bookmark to go. (If you select text, the bookmark will be placed before the first character of your selected text).
2. Choose the **Bookmark** tool in the toolbar.
3. Type a name for your bookmark.



4. Click **OK** to return to your main editing window.
5. Notice the bookmark icon in your lesson.

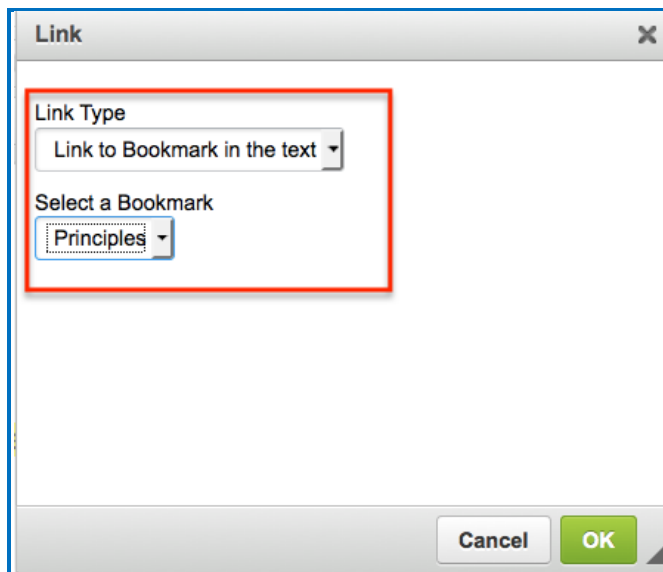


### Link to a Bookmark

1. Select some text.
2. Choose the **Link** tool in the toolbar.



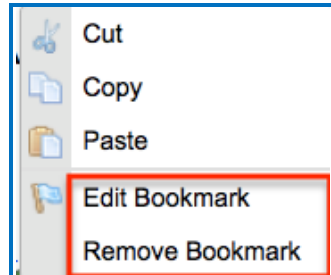
3. From the dropdown Link Type menu, select **Link to Bookmark in the text**. From the dropdown **Select a Bookmark** menu; select your bookmark.



4. Click **OK** to return to your main editing window.

## Modify or Remove a Bookmark

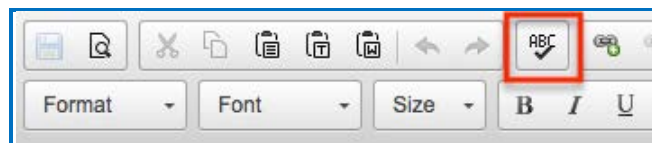
1. Right-click on the bookmark icon.
2. Choose **Edit Bookmark** or **Remove Bookmark**.



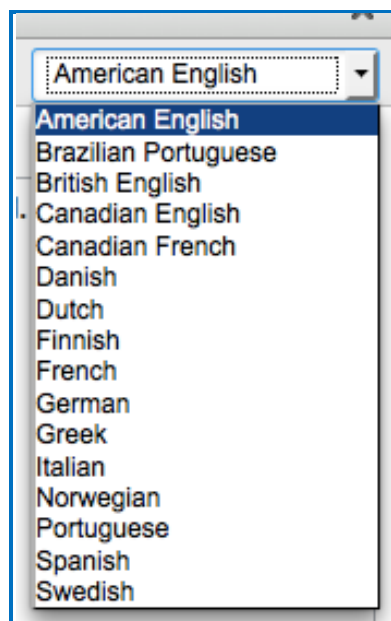
---

## Check Spelling in Create Online

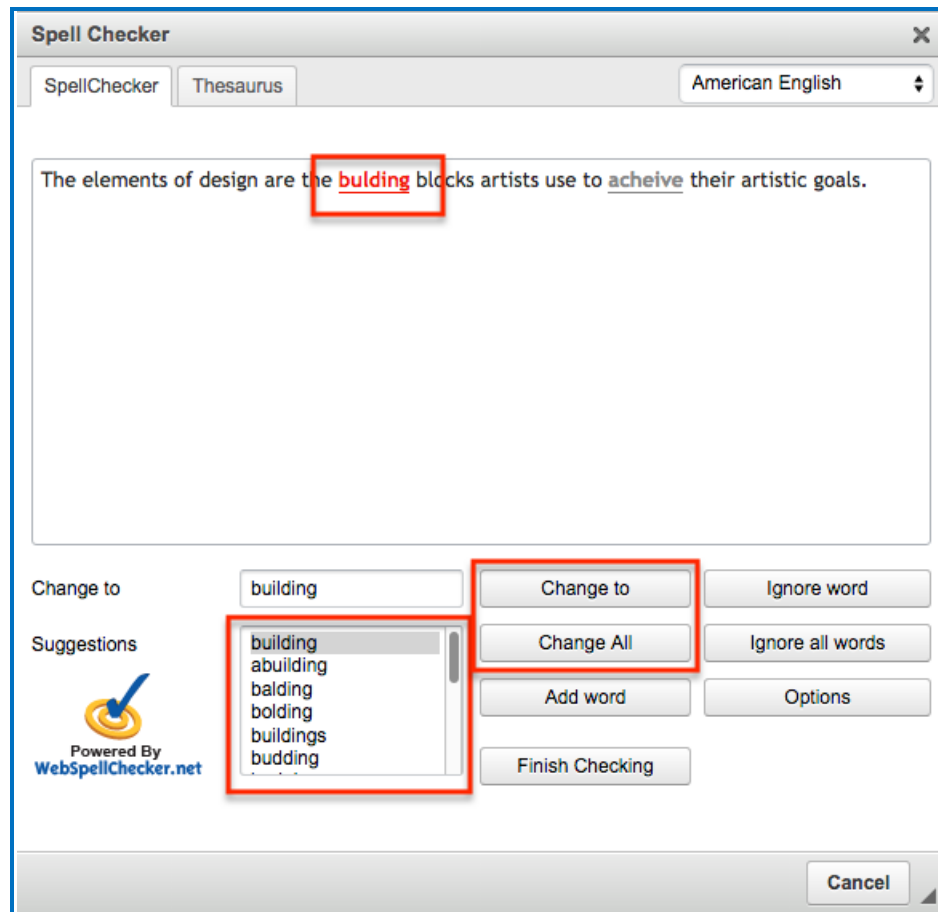
1. Click the Spell Checker tool in the toolbar.



2. In the Spell Checker window, select a language from the dropdown menu in the Spell Checker window.

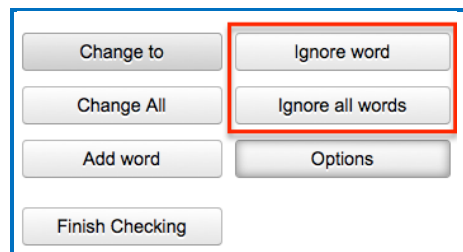


- In the Spell Checker window, you will see the spelling errors underlined. Each will be presented in red text until you take action on the misspelling. Select the suggested correction and click the **Change to** button. Alternatively, click the **Change All** button to change the word to the suggested spelling each time it is used in the document.

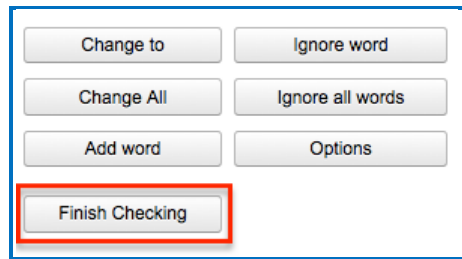


- If a word is identified as misspelled, but the spelling is appropriate for your document (such as an acronym, abbreviation or proper name), click **Ignore** in order to ignore it this one time, or click **Ignore all words** to ignore it each time it is used in this document.

(You also have the option to use the **Add word** feature; see the section [Add a Word – Save the Word to Your Browser's Cookies.](#))



5. Click **Finish Checking** to save your spell check actions.



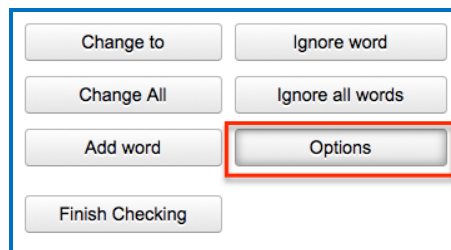
### Add a Word – Save a Word to Your Browser’s Cookies

If a word is identified as misspelled, but the spelling is appropriate for your document (such as an acronym, abbreviation or proper name), you can use the **Add word** feature.

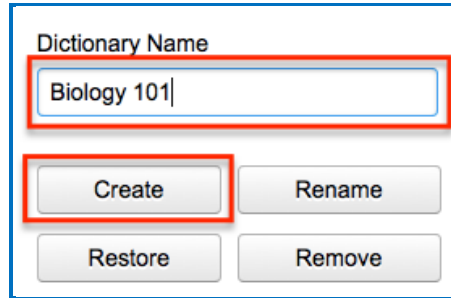
**IMPORTANT:** Initially, your Spell Checker word list is stored in the cookies area of your browser allowing for fast access to your word list. Because your word list is stored in your browser cookies, please note the following:

- If you change browsers, your dictionary will not contain words you added while using the spell checker in a different browser.
- If you clear cookies in your browser, this action also clears your Spell Checker word list.
- Cookies are limited in size, so if your dictionary grows in size past the limitations of your browser cookie storage, your dictionary may be saved on our server. The dictionary feature is only accessed once the limit for the cookies in your browser is reached.
- To create a dictionary, please use the steps below.

1. To create your dictionary, click **Options**.



2. Type a name for your dictionary, then click **Create**.



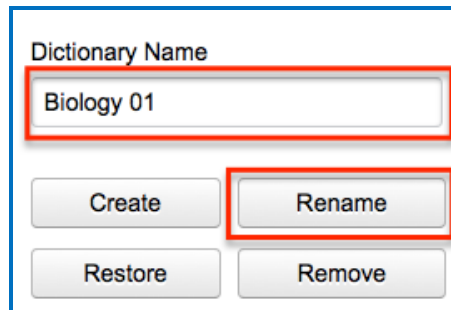
Dictionary Name

Biology 101

Create Rename

Restore Remove

3. Rename your dictionary by typing a new name, then click **Rename**.



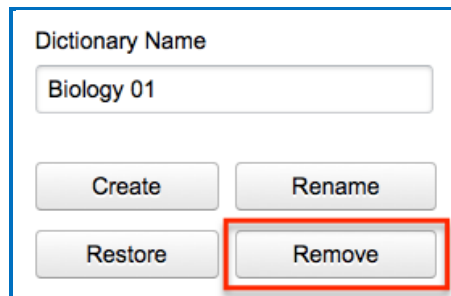
Dictionary Name

Biology 01

Create Rename

Restore Remove

4. Remove your dictionary by typing the name of your dictionary, then click **Remove**.



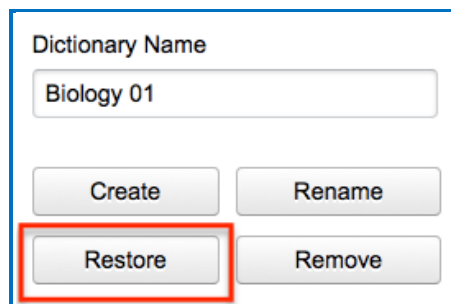
Dictionary Name

Biology 01

Create Rename

Restore Remove

5. Restore your dictionary by typing the name of the dictionary, then click **Restore**.



Dictionary Name

Biology 01

Create Rename

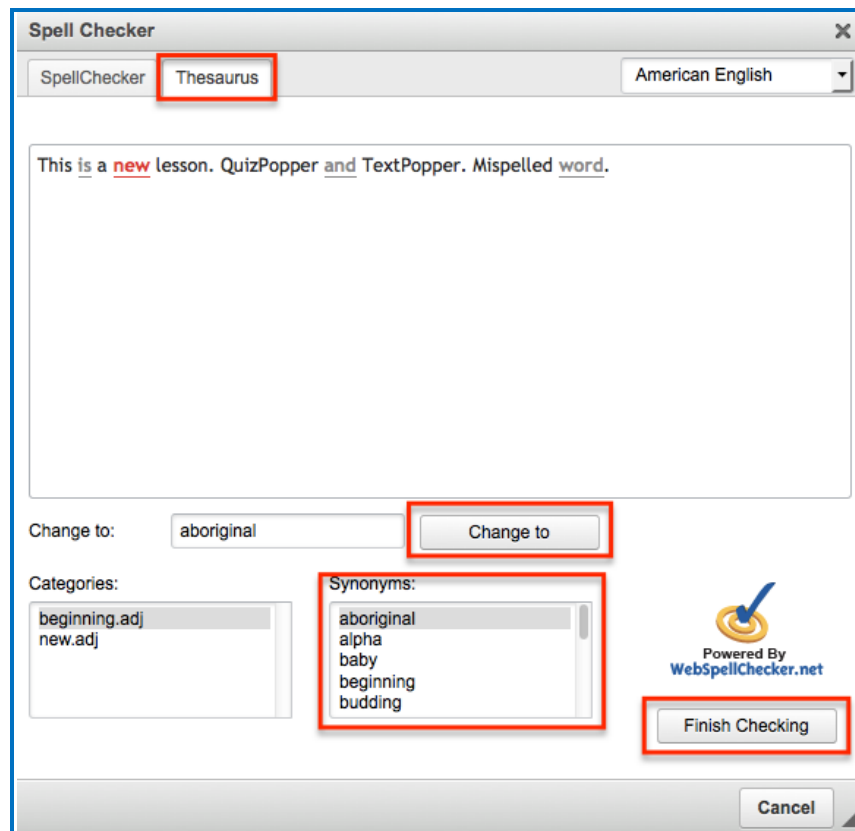
Restore Remove

As mentioned previously, the dictionary feature is only available once the limit for the cookies in your browser is reached.

## Use the Thesaurus

The Thesaurus feature is a part of the Spell Checker tool. It offers suggested synonyms for commonly used words. To use the Thesaurus, click the Spell Checker tool and follow the steps below.

1. Click the **Thesaurus** tab.
2. In the **Categories** area, select the category for the word you are looking to replace.
3. In the **Synonyms** area, select the synonym you wish to use.
4. Click **Change to**.
5. Click **Finish Checking** to save the change.



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## Open in Create Link

If your device and browser supports the ability to open SoftChalk Create from your browser, you will see an Open in Create link.

If you click this link, your lesson will be saved to the Cloud, Create Online will be closed (you'll return to your lesson details page) and SoftChalk Create will launch with your lesson open.

If you are using Safari, this link will not appear. To edit your lesson in SoftChalk Create using a Windows or Macintosh computer, you may install a desktop icon to launch SoftChalk Create. See the sections [Install SoftChalk Create for Windows](#) or [Install SoftChalk Create for Macintosh](#). (Also if you are using an iPad, this link will not appear. You will need a Windows or Macintosh computer to use SoftChalk Create.)

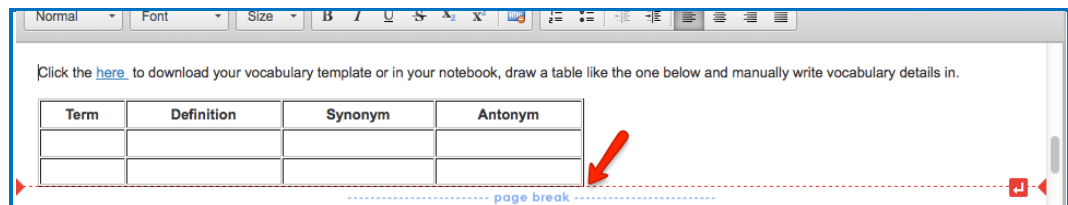


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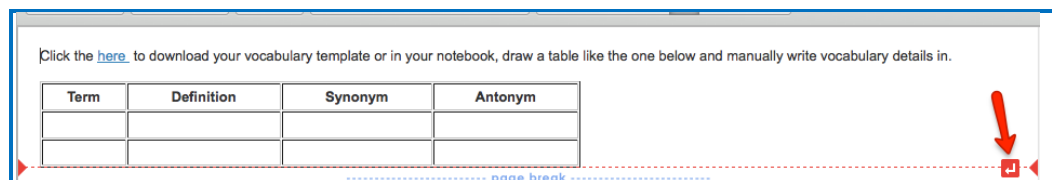
## Insert a Paragraph Break After a Table in Create Online

When editing a lesson in Create Online, you may insert a paragraph break after a table by following the steps below.

1. Hover your mouse at the bottom of the table. A dotted red line will appear indicating placement of a paragraph break.



2. Click the paragraph icon to insert the paragraph break.



(Please be sure to see the next page for miscellaneous notes on using Create Online.)



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## Notes About Using Create Online

- As mentioned earlier, Create Online is a feature which allows you to make basic lesson edits directly in your browser. If you want to build QuizPoppers, Activities, and other interactive elements, use SoftChalk Create (see the section [Start SoftChalk Create](#)).

(While currently the ability to add the above interactive elements in Create Online is unavailable, we will continue to add new features to Create Online over time, so stay tuned for future updates!)

- Style colors that were applied in SoftChalk Create will not appear in headings and tables, etc. when editing in Create Online. (At this time, lesson styles cannot be applied using Create Online.) The styles are retained, however, and will be visible when previewing the lesson in your browser.
- If you create a table using Create Online, initially it will appear with black colors. Later, you can modify the table in SoftChalk Create to use the styled table feature to match the style for your lesson - see the section [Start SoftChalk Create](#).
- Do not copy and paste QuizPoppers, Quiz Groups and Activities from one lesson to another. They each have identifying ID numbers specific to a lesson. If you open your lesson in SoftChalk Create, you can save an Activity or Quiz Group to your Learning Objects in your Cloud account and then insert that object in another lesson using SoftChalk Create. For details, see the section [Save a Learning Object or Quiz Group to the Cloud](#).
- For lessons that were created in SoftChalk Create 8, you can make edits in Create Online and save. At that point, the lesson is a Create 9 lesson and will no longer be editable in Create 8 (just like other Create 9 lessons).
- Lessons created in SoftChalk Create version 6 or 7 cannot be opened in Create Online. (You can open and save these lessons using the most current version of SoftChalk Create and then they will be editable with Create Online.)
- You can edit a lesson in Create Online and then edit it in SoftChalk Create and vice-versa. Just be sure to save your changes wherever you are working and close out the program you are *not* using to avoid confusion.
- While we do not recommend opening the same lesson in multiple tabs in Create Online, you can open multiple lessons in Create Online each in a different browser tab.

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## Manage Content

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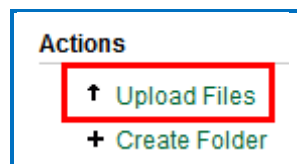
### Upload Files

You can upload files directly from within your SoftChalk Cloud account. You can upload individual files or you can upload complex files (i.e. a .zip package of files) that you created in a program like Camtasia or Articulate.

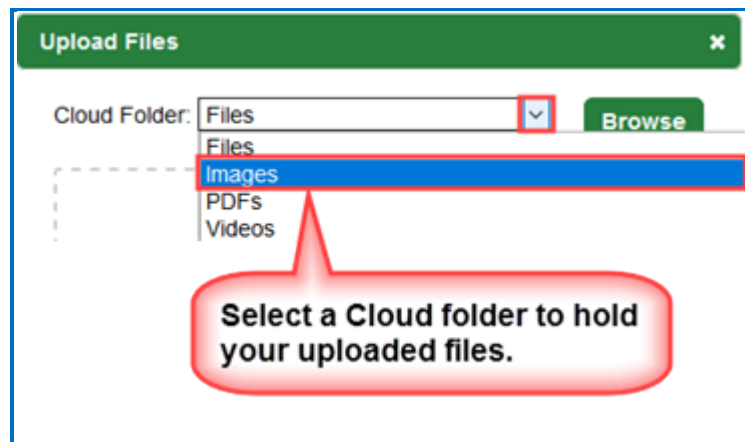
Once you upload a file or .zip package, you can use the SoftChalk Create program (see the section [Start SoftChalk Create](#)) to reference this file or .zip package in a lesson or multiple lessons. Within Create, you would choose **Insert/SoftChalk Cloud Item**.

If you need to update the file or .zip package, you can update it in one place in your Cloud **Files/Upload** files area. Below are the steps for putting files in your SoftChalk Cloud account. (For information on replacing a file or .zip package, see the section [Replace a File](#).)

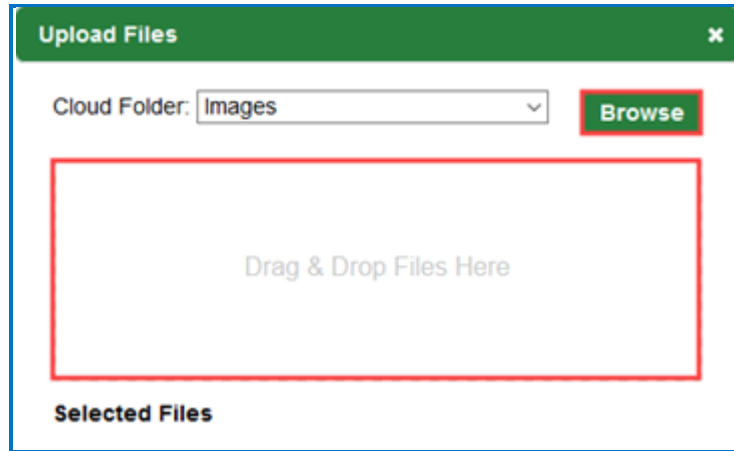
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Select **My Content/Files**.
3. At the right under **Actions**, click **Upload Files**.



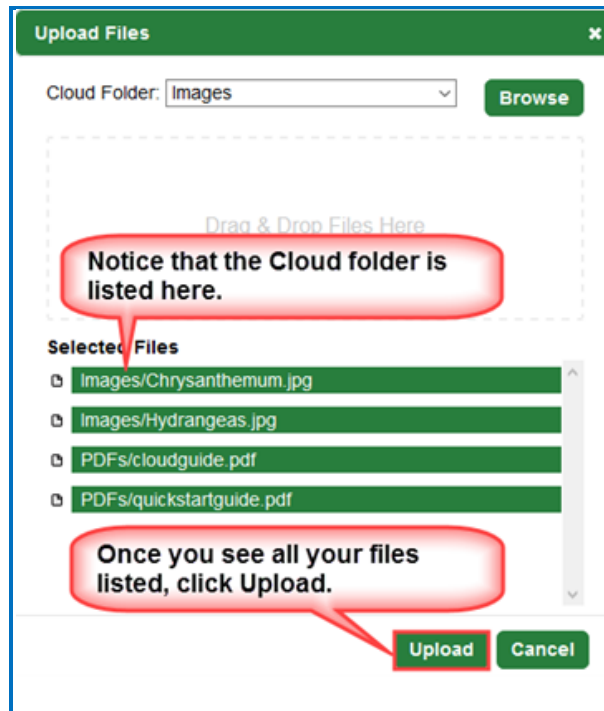
4. Under **Cloud Folder**, select the folder into which you want to upload your files.



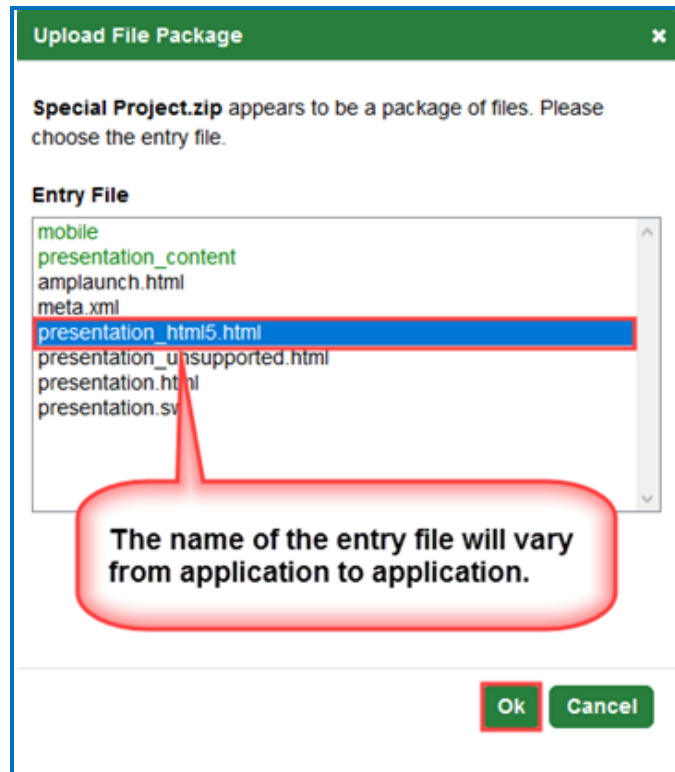
5. Once you've selected a destination folder, you can either:
  - a. Click **Browse** to select your file(s) from your local computer. Select your file(s) and click **Open**.  
OR
  - b. Drag your file(s) into the **Drag & Drop Files Here** area.  
**IMPORTANT:** If you choose to drag your files, be sure to drag them into the **Drag & Drop Files Here** area and NOT outside this area.



6. Notice you can select one Cloud folder, select files for that folder and then select another Cloud folder and select files for that folder. Once your files have been selected, click **Upload**. Once your files are uploaded, click **OK** to exit the **Upload Files** window. (If you upload a .zip file, see the next step.)



7. If you are uploading a .zip file, then be sure to select an entry file for your packaged file. For instance, if you were uploading a .zip file created with Articulate Presenter, you would select the **presentation\_html5.html file**. Then click **OK**. If you do not see a list of files, please see our FAQ [I am having a problem uploading my complex files \(i.e. .zip file\) using the Cloud My Content / My Files / Upload Files feature. What should I do?](#)

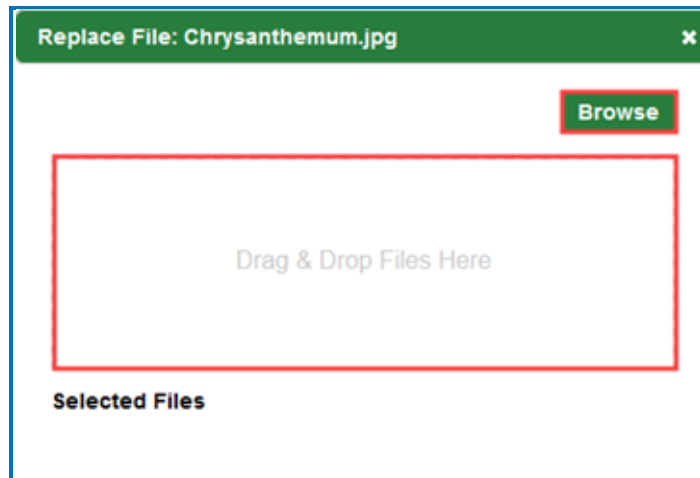


## Replace a File

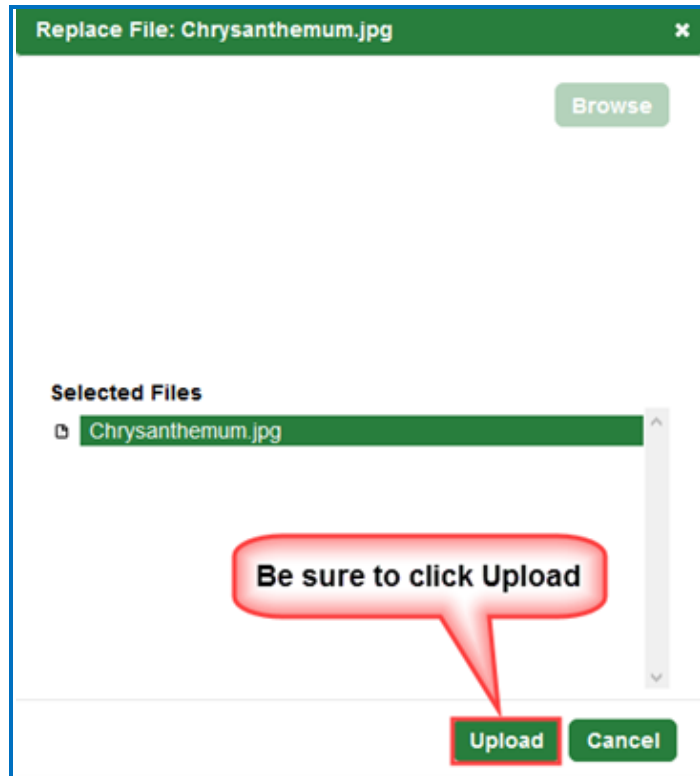
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Files**.
3. Open up the folder that contains the item you want to replace.
4. Click the replace icon.



5. You have two ways to select a file. You can either:
  - a. Click **Browse** to select your file from your local computer. Select your file and click **Open**.  
OR
  - b. Drag your file into the **Drag & Drop Files Here** area.  
**IMPORTANT:** If you choose to drag your file, be sure to drag it into the **Drag & Drop Files Here** area and NOT outside this area.




6. **IMPORTANT:** Be sure to select a file with the same filename that you want to replace. Once your file has been selected, be sure to click **Upload**. Then click **OK** to exit the **Replace File** window.




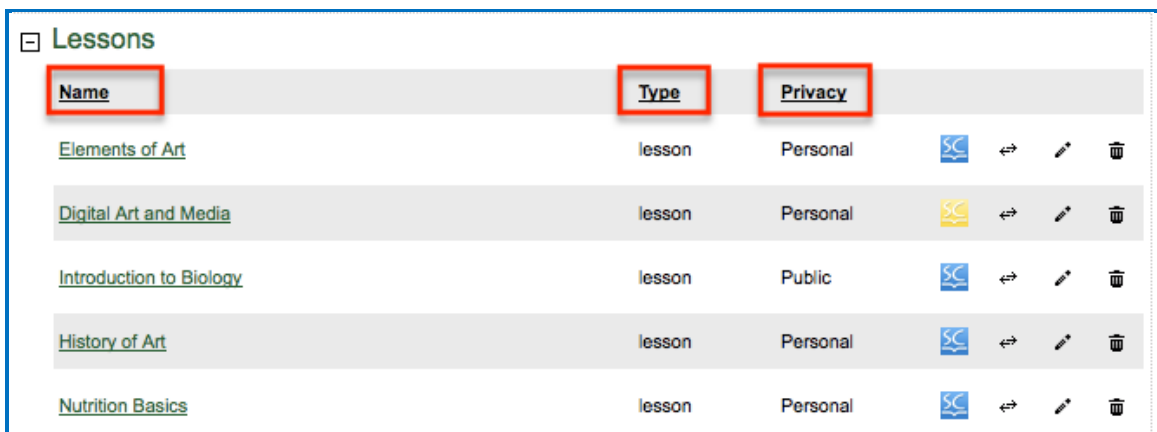
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## Sort Columns





















You can sort columns within any area of [SoftChalk Cloud](#) by **clicking on any column heading name**.

Please note that if you have the grabber hand icon , then you can click a column to sort on that column. You get this icon by moving over the name of the column. Notice that you can sort by ascending or descending order.

(If you have the cross icon , then you can drag to move items – see the next section [Re-arrange Content by Dragging](#).)




The screenshot shows a table titled "Lessons" with five rows of lesson data. The columns are "Name", "Type", and "Privacy", which are highlighted with red boxes. Each row also contains a SoftChalk logo, a sort icon (a double-headed arrow), an edit icon (a pencil), and a delete icon (a trash can). The "Name" column is underlined, indicating it is a link.

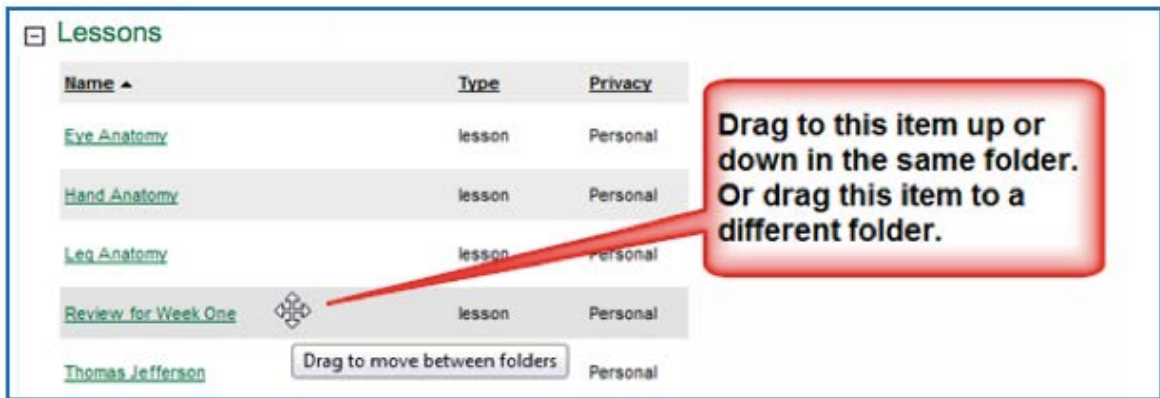
Name	Type	Privacy				
<a href="#">Elements of Art</a>	lesson	Personal				
<a href="#">Digital Art and Media</a>	lesson	Personal				
<a href="#">Introduction to Biology</a>	lesson	Public				
<a href="#">History of Art</a>	lesson	Personal				
<a href="#">Nutrition Basics</a>	lesson	Personal				

## Re-arrange Content by Dragging


There are two methods to change the order of your items – dragging (see below) and sorting alphabetically (see the next section [Re-arrange Content by Sorting Alphabetically](#).)

You can re-arrange both the order of folders and the order of items within a folder by dragging with one exception. If you are in a section within the **My Content** area, **you cannot move a folder ABOVE the initial folder**. In other words, you cannot move a folder ABOVE the My Learning Objects folder, the My Lessons & Courses folder, the My Polls folder, the My Ratings folder or the My Files folder.

Move your cursor over the name of your item. When you get the cross icon , drag up or down to change the order of your items.

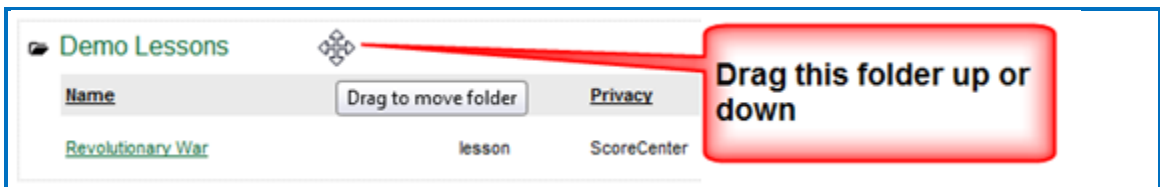



**Lessons**

Name ▲	Type	Privacy
<a href="#">Eye Anatomy</a>	lesson	Personal
<a href="#">Hand Anatomy</a>	lesson	Personal
<a href="#">Leg Anatomy</a>	lesson	Personal
<a href="#">Review for Week One</a> 	lesson	Personal
<a href="#">Thomas Jefferson</a>		Personal

Drag to move between folders

**Drag to this item up or down in the same folder. Or drag this item to a different folder.**



**Demo Lessons** 

Name	Drag to move folder	Privacy
<a href="#">Revolutionary War</a>		ScoreCenter

**Drag this folder up or down**



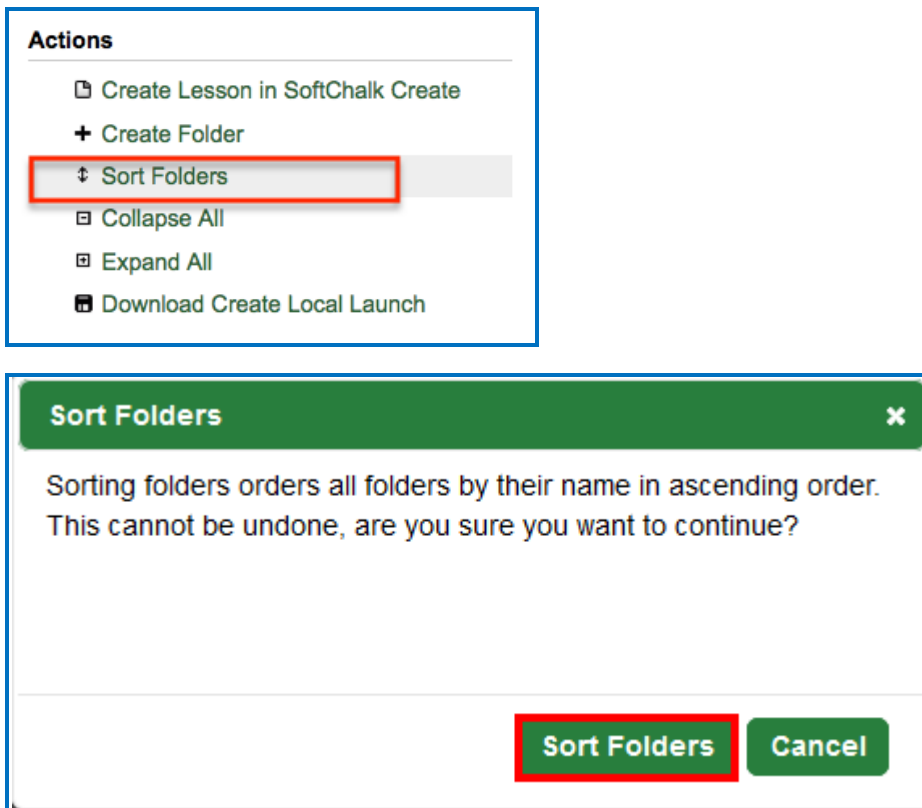
---

## Re-arrange Content by Sorting Alphabetically

You can quickly sort by Name. For instance, in the **My Content/My Lessons & Courses** area under the **Actions** menu at the right (see below), click **Sort Folders**. Click **Sort Folders** at the confirmation screen.

(As mentioned previously, other areas besides **My Lessons & Courses** within [SoftChalk Cloud](#) may have a **Sort** option under the **Actions** menu at the right.)

If you sort by name, afterwards you can drag and change the order using the previous method ([Re-arrange Content by Dragging](#)).



---

## Select a Previous Version of Your Content

As mentioned previously, within [SoftChalk Create](#) you can save your SoftChalk content (either a lesson, activities or quiz group) to [SoftChalk Cloud](#).

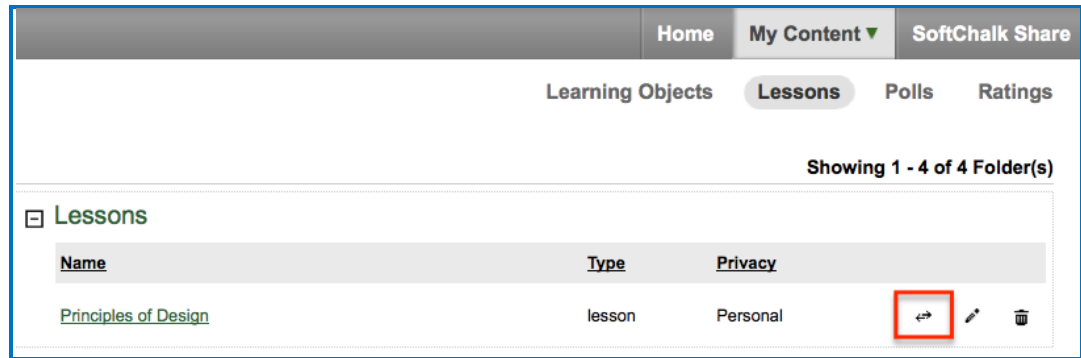
You can replace your item, but [SoftChalk Cloud](#) remembers your previous five versions of the item.

By default, the last version you save is your current version. By “**current version**” we mean the version that is available when:

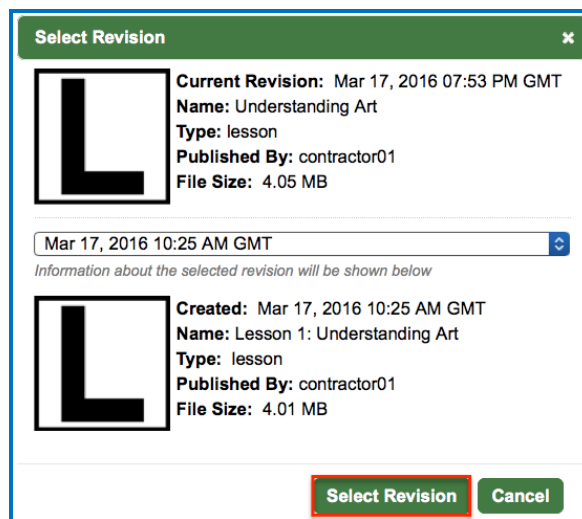
- Accessing the content with an embed code, hyperlink or LTI hyperlink.
- Clicking on the name of the item within the **My Content** area.
- Opening the item within the [SoftChalk Create File/Open from SoftChalk Cloud](#).

**With a SoftChalk Cloud Account (or free 30-day trial SoftChalk account), however, you can select a previous version as your current version.** (The instructions below show changing the version of a lesson but the same steps apply to changing the version of a Learning Object (**My Content/Learning Objects**)).

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click the **My Content/Lessons**.
3. Locate your item and click the **Select Revision** icon for it.



4. The **Current Revision** is listed at the top. Select a different revision from the dropdown menu. Click **Select Revision** to save your change.



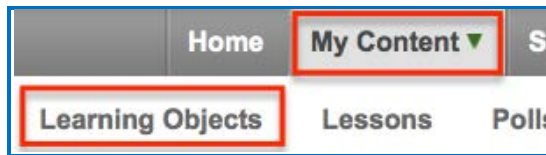
---

## View, Edit Properties and Delete Your Content

After you save an item, you can view, edit properties for your item or delete your item from the [SoftChalk Cloud](#). (The steps below apply to Lessons as well as Learning Objects.) **Please note the following IMPORTANT comment concerning editing the properties for your items.**

**IMPORTANT:** If you re-save your item back to the Cloud, whatever **Metadata** you have for your item, will replace the properties you modified in the Cloud. (When you save an item to the Cloud, you will see a **Metadata** button on the Save screen.)

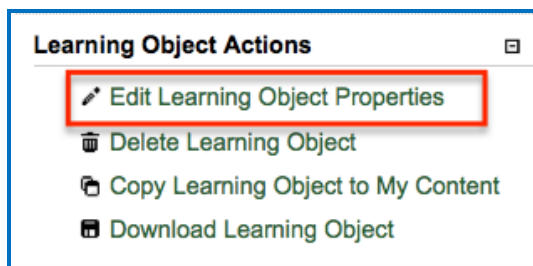
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Learning Objects**.



3. Under the **Name** column, locate your learning object and click on its link to view it. When viewing it, you are seeing and using the learning object as other users would view it. Once you click on the link (see below), you can also click **Preview** to view the learning object in a new window.



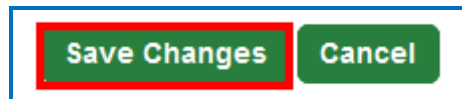
4. At the right under **Learning Object Actions**, click **Editing Learning Object Properties**.



5. **IMPORTANT:** Notice when you are editing properties, you are editing the information associated with the learning object and NOT the learning object itself. *To edit the learning object itself, you must use **SoftChalk Create**.* (See the section [Edit Your Content](#).)

As mentioned previously, if you re-save your item back to the Cloud, whatever **Metadata** you have for your item, will replace the properties you modified in the Cloud.

6. **IMPORTANT:** When you *edit the information for a learning object*, be sure to click **Save Changes** (at the top or bottom of your screen – see below).



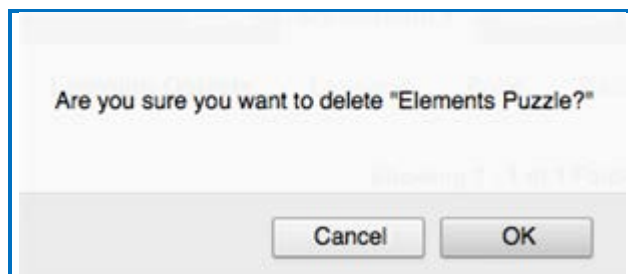
7. On the **Edit Properties** screen, you can edit the **Name**, **Description**, **Privacy** access and **License** information. For details on privacy options and licensing options, see the sections [Privacy Options](#) and [Creative Commons Licenses](#).

A screenshot of the 'Edit Properties' form. The form is titled 'Properties' and contains several fields: 'Name\*' (with a sub-field 'Timeline Date' and a note 'Up to 100 characters'), 'Description' (with a note 'Up to 250 characters'), 'Privacy\*' (a dropdown menu set to 'Personal' with a note 'Personal allows for your content to be served without any access restrictions against your file size limit.'), 'License\*' (a dropdown menu set to 'Creative Commons: Attribution' with a note 'This license lets others distribute, remix, tweak, and build upon your work, under the condition that you credit the creator and allow for distribution and adaptation.'), and a checkbox 'Show License' (with a note 'Certain privacy settings allow the license to be hidden when the learning object is viewed'). At the bottom of the form are 'Save Changes' and 'Cancel' buttons. Red rectangular boxes highlight the 'Properties' title, the 'Name\*' field, the 'Privacy\*' dropdown, the 'License\*' dropdown, the 'Show License' checkbox, and the 'Save Changes' button.

8. To *delete a learning object*, click the **trashcan** for the learning object.

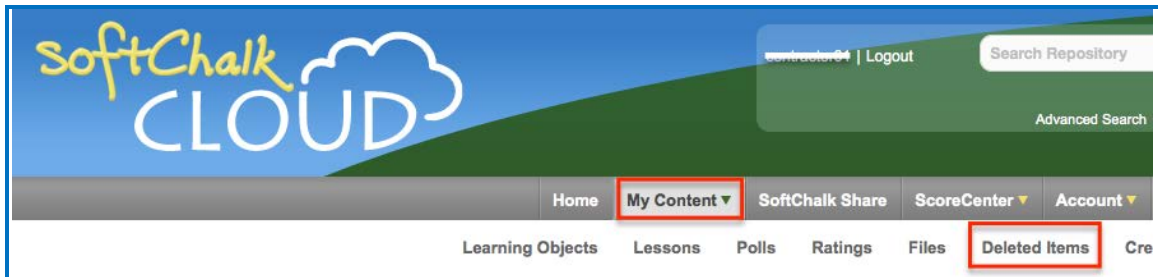


9. Click **OK** at the confirmation screen.

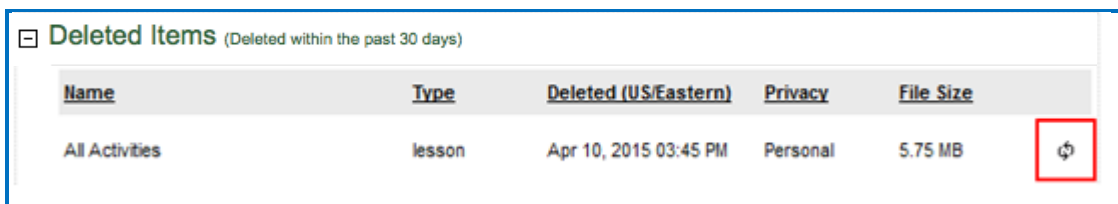



## Restore Deleted Items

If you have accidentally deleted an item, it is easily recoverable by using the **Deleted Items** section under the **My Content** area of your SoftChalk Cloud account.



You will see any lesson, learning object, poll or file you have deleted within the past 30 days listed here. Once you find the lesson you would like to restore please select the **circular arrows** button shown below.

A screenshot of the 'Deleted Items' section in the SoftChalk Cloud interface. The title is 'Deleted Items (Deleted within the past 30 days)'. Below the title is a table with the following columns: Name, Type, Deleted (US/Eastern), Privacy, File Size, and a circular arrows icon. The table contains one row: 'All Activities', lesson, Apr 10, 2015 03:45 PM, Personal, 5.75 MB, and the circular arrows icon. The circular arrows icon is highlighted with a red box.

Name	Type	Deleted (US/Eastern)	Privacy	File Size	
All Activities	lesson	Apr 10, 2015 03:45 PM	Personal	5.75 MB	

If you restore a:

- Lesson - it will be restored to your **My Content/Lessons /Lessons** area.
- File - it will be restored to your **My Content/Files /Files** area.
- Learning Object - it will be restored to your **My Content/Learning Objects /Learning Objects** area.

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## Create eBooks

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### Overview

With a SoftChalk Cloud account, you now have the ability to use the same SoftChalk lessons for distributing your content online and offline. In other words, you can use the same SoftChalk lesson as a web-based lesson and as an eBook. With eBooks, students who ride buses or who have no internet service at home can benefit from the engaging, interactive content of your SoftChalk lessons without being connected to the internet.

The steps are easy to create and update eBooks. Once an eBook has been created within your SoftChalk Cloud account, you then distribute the hyperlink to this file to your students. They will open your eBook in the free SoftChalk eReader app, which is available for:

- iOS devices (iPads and iPhones)
- Android devices
- Chromebooks
- Chrome browser
- Windows computers

**IMPORTANT:** Be sure to save your lessons using *Create 10.01.04 or higher*.

**IMPORTANT:** See the **View Your Lesson as an eBook** section in the [Student Guide to SoftChalk Lessons](#) for instructions on installing and using the free *SoftChalk eReader app*. The link to install the free SoftChalk eReaders can be found at: <http://softchalk.com/ebookreader>.

See the sections below:

[Best Practices for Creating eBooks](#)

[Create a New eBook](#)

[Preview an eBook in Your Web Browser](#)

[Update an eBook](#)

[Delete an eBook](#)

[Access an eBook in the SoftChalk eReader](#)

[Notes about the SoftChalk eReader](#)

[eBook Status Icons](#)

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## Best Practices for Creating eBooks

This section contains recommendations for creating your SoftChalk lesson to work well as an eBook. See the areas below:

[Use Version Numbers and Revision Dates in Your eBook](#)

[Format Your Lesson for the eBook](#)

[Styles](#)

[Activities and QuizPoppers](#)

[Scores and Essays Are Not Captured](#)

[Headings](#)

[Page Breaks](#)

[Table of Contents](#)

[Create Page Names in Your Lesson](#)

[Sidebars](#)

[Tables](#)

[TextPoppers](#)

[YouTube Videos](#)

[iFrames with PDF Files](#)

[iFrames with URLs](#)

[Hyperlinks to Files](#)

[Audio and Video](#)

[Insert SoftChalk Cloud Item](#)

### Use Version Numbers and Revision Dates in Your eBook

We recommend using version numbers and/or revision dates for your eBook either as content on the first page of your lesson or as part of the title for your eBook. That way, if you update your eBook, you can tell your students to double-check that they have the revised eBook, for instance, **Version 3 updated on December 10, 2016**.

### Format Your Lesson for the eBook

You can use the same SoftChalk lesson to deliver content in a web browser or as an eBook. As you develop your lessons, please be aware of the inherent differences between viewing the lesson in a web browser and reading an eBook. A web page has the capability for unlimited scrolling while an eBook page has a fixed dimension. Since SoftChalk lessons can include activities and quiz items, please review your eBook to observe the page breaks, making sure your content flows well. Also, you may need to shorten the width of your tables to have them fit into the eBooks dimensions.

In short, if you plan on delivering your lesson to your students as both a web-based lesson and as an eBook, then we recommend that you format your lesson for the eBook. If you already have SoftChalk lessons that you want to



use as eBooks, you may need to make adjustments to the lesson to make it flow as an eBook.

## Styles

The style for your lesson needs to be a Banner style, Personal style or Custom style (i.e. a style purchased by your institution).

**IMPORTANT:** Non-styled lessons and lessons with Basic styles do not work in eBooks. (Within the SoftChalk lesson, choose **Properties/Style Properties**. On the **Styles** tab, select a style at the right that is NOT a Basic style.)

## Activities and QuizPoppers

- Activities and QuizPoppers will always display as a pop up from an icon if they are embedded in lesson pages.
- Quiz Groups will always display questions as a pop up from an icon, even if they are embedded in lesson pages. You may want to consider using the display one at a time option for the best appearance. If you choose not to use this option, the questions will appear in a scrolling window.
- Essay questions are not supported. (There is no way to capture the student answers).

## Scores and Essays Are Not Captured

While there is no mechanism for capturing scores or essays in an eBook, students can use eBooks lessons for “practice scores.” In other words, you can assign points to activities and quiz items. As your students view your lessons, they can complete items and see scores.

Since scores and essays are not captured, ***you cannot use the following features in eBooks.*** (These features are set within the SoftChalk Create lesson under **File/Package Lesson**.)

- Print Certificate of Completion
- Print Score Summary
- Email Completion Results

## Headings

We recommend that you use headings in your lessons. To create a heading when editing a SoftChalk lesson, click within a line of text and at the upper right of the screen, click the dropdown arrow beside Plain Text to select a heading: Heading 1, Heading 1 Designer, Heading 2, Heading 2 Designer, Heading 3, or Heading 3 Designer.

## Page Breaks

Page breaks from your lesson are recognized by the eReader. In the example below, the SoftChalk lesson for this eBook contained page breaks before each main heading (Jefferson Overview, Drafting the Declaration, President). As you can see, these page breaks are recognized as the eBook is presented in the eReader.

Please be aware that the number of pages in your web-based lesson may not correspond to the number of pages in your eBook. For instance, the first page of your lesson may be really long and comprise two pages in your eBook. If you are planning to create eBooks from your lessons, you may want to keep the content on each page short.



## Table of Contents

You can use the Table of Contents icon within the SoftChalk eReader with the Page Names feature. If you use Page Names for your lesson (see the next section [Create Page Names in Your Lesson](#)), these names will appear in the eBook Table of Contents.

For details on viewing the table of contents, see the **View Your Lesson as an eBook** section in the [Student Guide to SoftChalk Lessons](#).

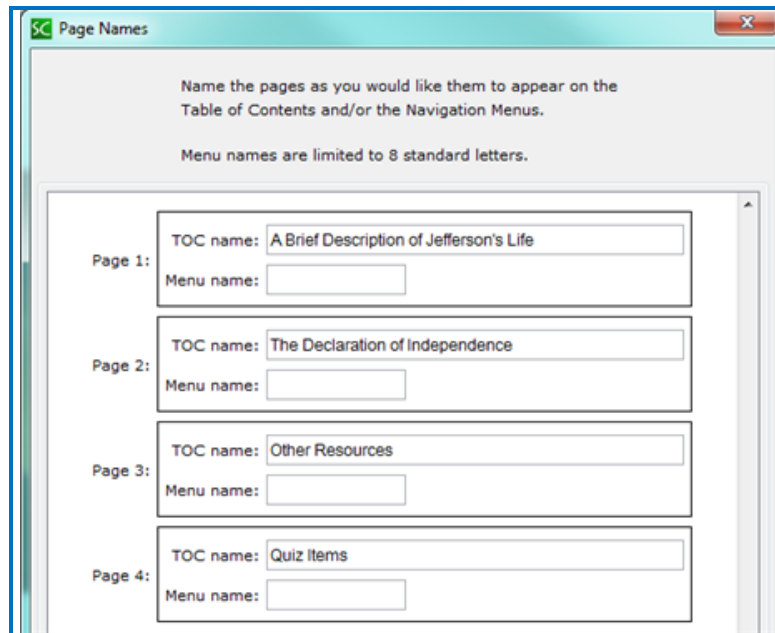
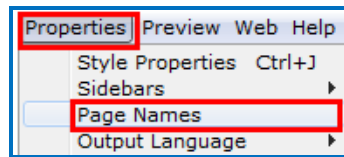
Please note: If you use a Table of Contents page in your lesson (selected from **Properties/Style Properties/Title and Layout** tab within your Create lesson), that Table of Contents entry page will not appear in your eBook.

## Create Page Names in Your Lesson

As mentioned previously, if you use Page Names in your lesson, they will appear in the Table of Contents for your eBook.

1. Start the SoftChalk Create application and create or edit a lesson. (Within your Cloud account, choose **My Content/Create Content**. If you need more information on using the SoftChalk Create program, please see the [SoftChalk Create Guide](#)).

2. Choose **Properties/Page Names** and enter your Page Names. (To have multiple page names, you can insert page breaks within your lesson – **Insert/Page Break**.)



3. As previously mentioned, we also recommend that you *use headings in your lesson*.
4. Save your lesson to SoftChalk Cloud. Within your lesson, choose **File**, then **Save to SoftChalk Cloud**.

## Sidebars

Sidebars are not supported in the eReader.

## Tables

As mentioned previously, you may need to shorten the widths of your tables to have them fit on an eBook.

## Bookmarks

Bookmarks function as external links in SoftChalk eBooks. Let's say you have inserted and linked to a bookmark within your lesson (Insert/Bookmark and then created a hyperlink to the bookmark). In an eBook, clicking on this bookmark link will open the hyperlink for the lesson in the web browser and take you to the bookmark in the lesson.

## TextPoppers

TextPoppers in eBooks will function as tooltips in eBooks and have a maximum width allotted to them. In other words, when you move over a TextPopper, a tooltip will appear below it.

Below is a description of how content from your TextPoppers may appear in your eBook. We recommend you experiment and see what works best for your content.

### Images

- Because of the maximum width of the tooltip and depending on the width of your images, your images may exceed the boundary of the maximum width for the tooltip. (Your images may be present but overflow the border for the tooltip.)
- If you inserted a reference link to an image for a SoftChalk Cloud item, it will appear if the student is online when viewing your eBook.

**Equations** – The images comments above apply to equations as well.

**Media** – (audio and video) not supported within TextPoppers.

**Hyperlinks** – Hyperlinks should appear in the device's browser window when clicked on.

**Background style TextPoppers (Flower, Oval, Speech, Quotation, Thought, Postit and Pushpin)** - are not supported

The following TextPopper values will be irrelevant when creating an eBook:

**Position** – The position of the tooltip appears directly below your TextPopper.

**Width of TextPopper** – A maximum width is allotted by default.

## YouTube Videos

If you used the standard method for putting a YouTube video in your SoftChalk lesson (either finding it through the **Tools/Media Search** tool or choosing **Insert/Widget** and pasting in the HTML), then your YouTube videos should work fine in your eBooks. (Of course, you have to be online for the YouTube videos to appear.)

## iFrames with PDF Files

You will need to be online to access iframes within an eBook. In creating your lesson, if you put an attachment such as a PDF into an iFrame in your lesson, you will see this iFrame converted to the following within the eBook.

To view the link, click [here](#).

Once you click the link, your browser will open for you to view the attachment.

## iFrames with URLs

If you have iFrames with URLs, you may want to consider using hyperlinks that open in a new window instead.

For the following eReaders, an iFrame with a URL will display the website within the page of the eBook. (Of course, you have to be online for the websites to appear.) Just fyi, there are some websites that automatically launch the website in a browser window, but a website such as <https://softchalkcloud.com> is viewable within an iFrame for the eReaders below.)

If your students will be viewing on smaller (mini) devices, you may want to test the dimensions of your iFrame and see how it works.

- Android SoftChalk eReader
- Chrome SoftChalk eReader
- Windows SoftChalk eReader

For the iOS SoftChalk eReader (iPad and iPhone), if you go to a page in your eBook that has an iFrame with a website, your web browser is automatically launched taking you to the website for the URL. If your students will be using iPads, then we recommend you use hyperlinks to websites rather than iFrames.

## Hyperlinks to Files

You may have created a hyperlink to a file in your lesson (In other words, within your Create lesson, you selected some text, chose hyperlink and then chose the **Select File** button to select a file). To use these hyperlinks to files in your eBook, you will need to be online. The file will be launched from a web browser.

## Audio and Video

As always when using media, you need to be aware of the devices that your users may have. We recommend formats such as .mp3 for audio and .mp4 for video as those formats are used widely on various devices and web browsers.

There are several ways to have audio and video in your SoftChalk lesson.

**IMPORTANT:** For all the options below, you would need to be online to access your media in an eBook.

**Put your media in SoftChalk Cloud** – Within your SoftChalk Cloud account, you can upload files to the Content/Files area. The file can be a single file or complex files (i.e. a zip package containing a Camtasia or Articulate project).

- For details, see the section [Upload Files](#).
- When you create your lesson in SoftChalk Create, to link or insert this media into your lesson, you can choose **Insert/SoftChalk Cloud Item**. Then you can choose the reference on Cloud option. If you happen to choose the **Include file with lesson** option, you would still need to be online to access the media in an eBook.

**Widget** – Put your media on a streaming media server at your institution. When you create your lesson, use the **Insert/Widget** option and paste the HTML code for your media.

**Insert/Media** – Most of the time we recommend using the first two options above because those options will keep your lesson size small and the lesson loading time faster. If you decide, however, to use the **Insert/Media** feature within SoftChalk Create to add media files that way, we support the **Linked file** option. (The inline player option is not supported.)

## Insert SoftChalk Cloud Item

When creating your lesson if you used the **Insert / SoftChalk Cloud Item** feature to link to content in your Cloud account, this content is displayed as follows.

Of course for all the options below you need to be online.

- Images appear within the pages
- Audio and Video – you click on an icon, which opens your browser and takes you to <https://softchalkcloud.com> to play your file
- For files like PDFs and Word documents, you click on a link to the file, which opens your browser and takes you to <https://softchalkcloud.com> to view or download the file. (Viewing or downloading the file depends on how your browser is configured to handle different file types.)

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## Create a New eBook

1. Be sure to see the previous section [Best Practices for Creating eBooks](#) for tips on formatting your lessons for eBooks. **IMPORTANT:** As mentioned previously, be sure to save your lessons using **Create 10.01.04 or higher**.
2. Log into your SoftChalk Cloud account (see the section [Log into Your Account](#)).
3. Go to **My Content/Lessons**.
4. To the right of each lesson title, you will see an icon that represents the eBook status of your lesson.

Name	Type	Privacy	
<a href="#">Elements of Art</a>	lesson	Personal	
<a href="#">Digital Art and Media</a>	lesson	Public	
<a href="#">Introduction to Biology</a>	lesson	Personal	
<a href="#">History of Art</a>	lesson	Personal	

5. Initially, you will see a gray icon next to each lesson indicating that the eBook has not yet been created from the lesson. See the description of all [eBook status icons](#). To create the eBook, click the gray eBook status icon.

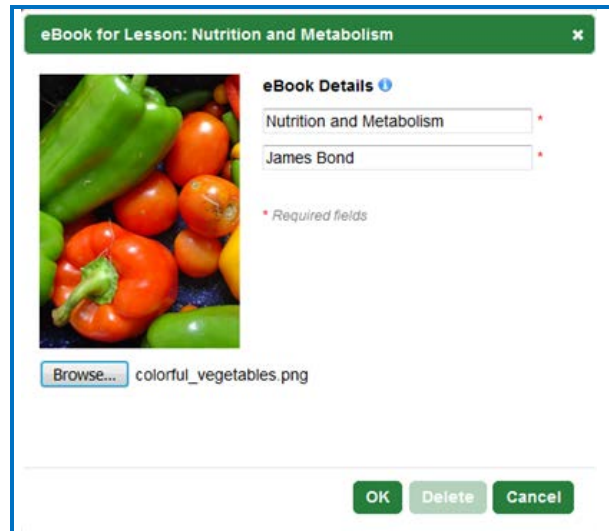
Name	Type	Privacy	
<a href="#">Nutrition and Metabolism</a>	lesson	Personal	

(Alternatively, you can click the lesson name to view the lesson details page. At the lower right under the **Lesson Actions** menu, click **Create eBook**.)

Lesson Actions
Edit Lesson
Edit Lesson Properties
Delete Lesson
Copy Lesson to My Content
Download Lesson
Download Create Local Launch
<b>Create eBook</b>

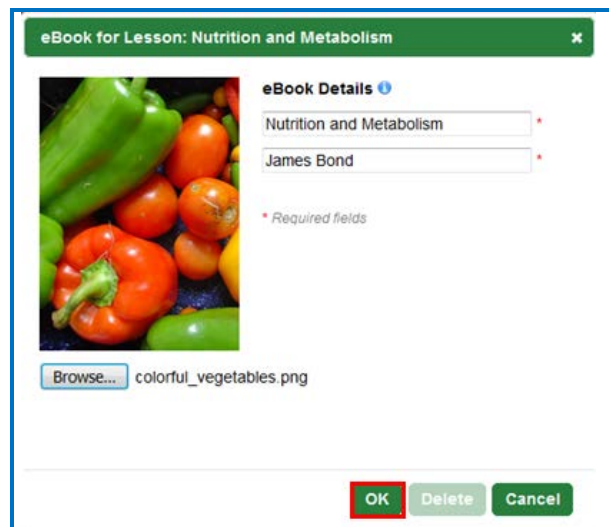
- The Create eBook window will pop-up allowing you to select eBook details. By default, the title is the Cloud name for your lesson and the Author is your first and last name from your SoftChalk Cloud account. Both of these fields are editable but are required.

*The cover image below is attributed to Jane Fresco from Flickr, CC BY 2.0, <https://commons.wikimedia.org/w/index.php?curid=351018>*



- Using a cover image is optional. Click **Browse** to select a file or drag over a file. The recommended size is 875 X 1200. (There is a maximum size limit of 500 MB, so you may want to use a .jpg format for your image if you have a photo.) If you don't use a cover page, the SoftChalk eReader will automatically "assign" a cover page to your book.
- Once you have made all your selections, click the **OK** button to save the eBook.

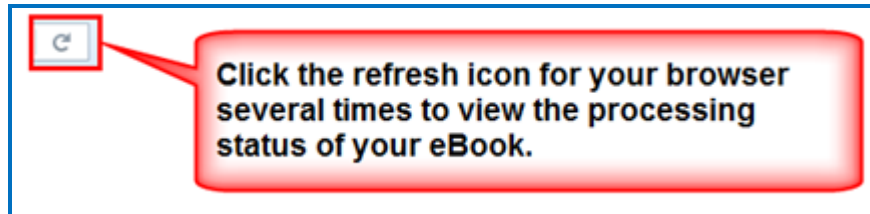
*The cover image below is attributed to Jane Fresco from Flickr, CC BY 2.0, <https://commons.wikimedia.org/w/index.php?curid=351018>*






9. A couple of messages will appear that your eBook is processing and then you will be returned to your list of lessons or the Lessons actions area.

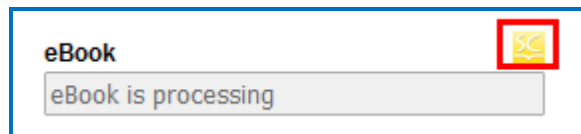
**IMPORTANT:** Click the refresh icon for your browser several times to view the processing status of your eBook.



10. Depending on the size of your lesson, the eBook may take a few seconds or a couple of minutes to process. While processing, the eBook status icon next to your lesson name (in your list of lessons) will be yellow instead of gray, indicating that the eBook is processing. (For the status of eBooks, please [see the description of all eBook status icons.](#))

<u>Name</u>	<u>Type</u>	<u>Privacy</u>	
<a href="#">Nutrition and Metabolism</a>	lesson	Personal	 ↔ ✎ 🗑

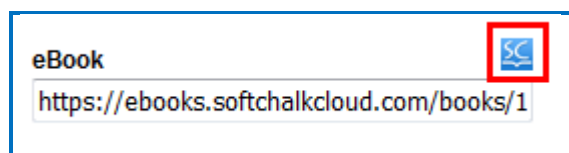
If you are in the **Lesson Actions** area, you can scroll down the page to see the status of your eBook.



11. Once the icon is blue, you can click on it to view the eBook in your browser. The link that appears in your browser is the eBook link that you can give to your students.

<u>Name</u>	<u>Type</u>	<u>Privacy</u>	
<a href="#">Nutrition and Metabolism</a>	lesson	Personal	 ↔ ✎ 🗑

**Lesson Actions** area – You can also copy the eBook link from here.




**IMPORTANT:** *Be sure to save and back up the SoftChalk lessons you use for creating your eBooks.* If you lose or delete your SoftChalk lessons, there isn't a way to recover the lesson from an eBook.

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## Preview an eBook in Your Web Browser

When you first view your eBook in a web browser, you may need to refresh the browser window to view the book cover.

As previously mentioned, if you are looking at your lesson list, you can click the blue icon to view your eBook in a web browser.

Name	Type	Privacy	
<a href="#">Nutrition and Metabolism</a>	lesson	Personal	 ↔ ✎ 🗑️

If you are in the **Lesson Actions** area, you can copy and paste your eBook link into a web browser or you can click the blue icon.

**Hyperlink**

  
[Launch in new window](#)

**LTI Link**

**Embed**


```
<iframe width="800px"
height="600px"
src="https://beta.softchalkcloud.com/lesson/serve
/eBQzpvqmxSLR61/html"
frameborder="0"
marginwidth="0" ></iframe>
```

**eBook** 

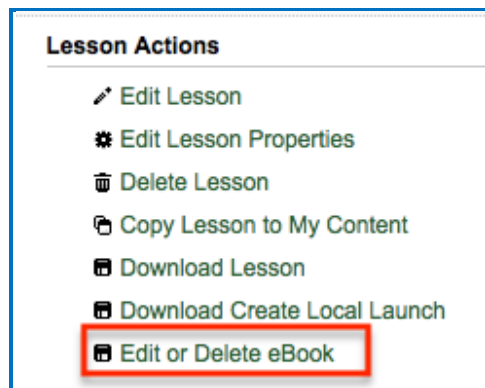
For your students to use your eBook, *give them this URL to paste into their free **SoftChalk eReader app**.* As mentioned previously, please see the **View Your Lesson as an eBook** section in the [Student Guide to SoftChalk Lessons](#) for instructions on installing and using the free **SoftChalk eReader app**.

## Update an eBook


Once you have created your eBook, a blue icon will appear as the eBook status in your lesson list, indicating that your lesson and eBook are synced. In other words, your eBook was created after your lesson indicating that the contents of your eBook are current. See the description of all [eBook status icons](#).

<u>Name</u>	<u>Type</u>	<u>Privacy</u>	
<a href="#">Nutrition and Metabolism</a>	lesson	Personal	 ↔ ✎ 🗑️

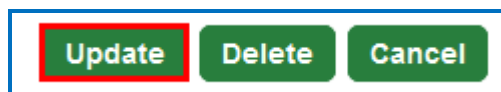
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)). Go to **My Content/Lessons** and click your lesson name.
2. Under the **Lesson Actions** menu, click **Edit or Delete eBook** to edit the existing eBook properties (title, author, etc.). Click **Update** once you have made your changes.



3. If you edit your lesson AFTER you have made your eBook, the eBook status icon will be red, indicating that the eBook is out of sync with the lesson. You can update the existing eBook by clicking the red eBook status icon. See the description of all [eBook status icons](#).

<u>Name</u>	<u>Type</u>	<u>Privacy</u>	
<a href="#">Nutrition and Metabolism</a>	lesson	Personal	 ↔ ✎ 🗑️

4. On the eBook editing screen, click **Update**.



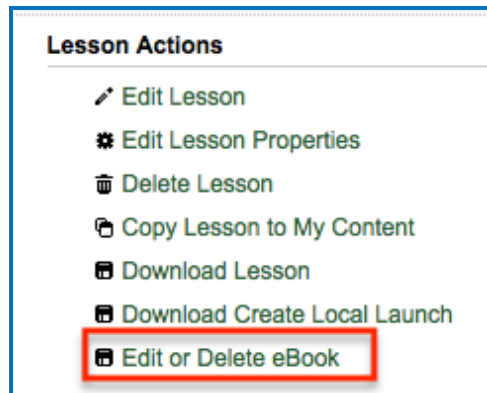
**IMPORTANT:** When you update your eBook, students will be notified automatically when they click the refresh button on the eReader. Then, they can click **Update** and download the updated eBook. Due to the nature of eBooks, annotations (bookmarks, comments and highlights) are NOT kept when an eBook is updated. For more details on how updating an eBook works for the different SoftChalk eReaders, please see the section **Update an eBook** in the [Student Guide to SoftChalk Lessons](#).

---

## Delete an eBook

Deleting an eBook from the Cloud only makes the URL for the eBook inoperative. A student would still have the eBook on their device until they delete it.

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)). Go to **My Content/Lessons** and click your lesson name.
2. Under the **Lesson Actions** menu, click **Edit or Delete eBook**.



3. Click **Delete**. For the delete confirmation screen, click **OK**. If you return back to your Lesson list, you will notice that icon for your eBook has reverted to gray.

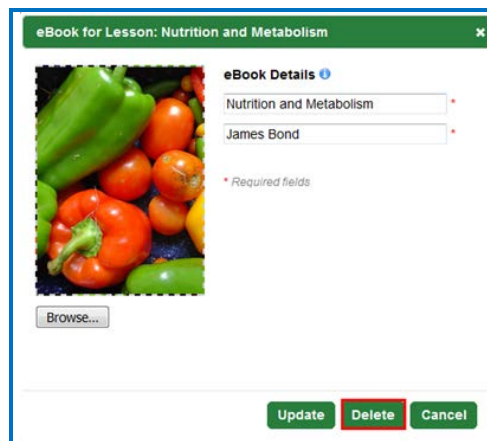


Image attributed to Jane Fresco from Flickr, CC BY 2.0,  
<https://commons.wikimedia.org/w/index.php?curid=351018>

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## Access an eBook in the SoftChalk eReader

After creating your eBook, share the eBook link with your students (see the steps below). This link will enable students to download the eBook and read it using the free SoftChalk eReader application.

**IMPORTANT:** See the **View Your Lesson as an eBook** section in the [Student Guide to SoftChalk Lessons](#) for instructions on installing and using the free **SoftChalk eReader app**.

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)). Go to **My Content/Lessons** and click your lesson name.
2. Under the **Lesson Actions** menu, click once in the **eBook** box to select the entire link.
3. Copy the link and provide it to your students.

The screenshot shows a user interface with four sections for sharing content:

- Hyperlink:** A text box containing the URL `https://beta.softchalkcloud.com/lesson/ser` and a link icon. Below it is the text "Launch in new window".
- LTI Link:** A text box containing the URL `https://beta.softchalkcloud.com/scorecente`.
- Embed:** A text box containing an HTML `<iframe>` code snippet for embedding the lesson.
- eBook:** A text box containing the URL `https://ebooks.softchalkcloud.com/books/1`, which is highlighted with a red rectangular border. To the right of the text box is a small blue icon with the letters "SC".

---





## Notes about the SoftChalk eReader

- Be sure to see the section [Best Practices for Creating eBooks](#).
- As previously mentioned, scores and essays are not captured with eBooks. As your students complete scored items, they will see their scores but those scores are not captured for you, as the teacher, to see.
- As previously mentioned, see the **View Your Lesson as an eBook** section in the [Student Guide to SoftChalk Lessons](#) for instructions on installing and using the free **SoftChalk eReader app**. The link to install the free SoftChalk eReaders can be found at: <http://softchalk.com/ebookreader>.
- Activities will be formatted appropriately for the device being used although the following activities work best on mobile phones because these activities are more compact: Align, Identify, Pairs, Presenter, Selection and Sequence. (For details on these activities, see the section **Activities** section of the [SoftChalk Create Guide](#).)
- Blank pages in the eBook may be the result of changing the font size within the eReader app.
- The font for the eBook is currently Times New Roman for the general text in the lesson.
- There is no SoftChalk eReader app for the Kindle as this device does not support the epub3 format upon which SoftChalk eBooks are based.
- Your eBook link MAY work in other eBook reader applications such as iBooks or Radium, but SoftChalk does not officially support these other eBook reader applications. We suggest you have your students use our free SoftChalk eReader app instead.
- Be sure you are always using the most updated version of the SoftChalk eReader app. You should be able to get updates for the app as you would any other app on your device. (For the Windows eReader, you can uninstall the app, download the current installer and install the new Windows eReader.)

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## eBook Status Icons

In the **My Content/Lessons** area, you will see an icon next to each lesson that represents the eBook status of your lesson. The table below shows what each status icon represents.

eBook Status Icons	
	eBook has not yet been created from lesson. Click on this icon to create an eBook.
	eBook is being processed.
	eBook is synced with lesson. Click on this icon to view the eBook in a web browser.
	eBook is not synced with lesson. Click on this icon to update the eBook.

---

## Deliver a SoftChalk Lesson to Your Students

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### Overview

If you want to track scores, see the sections:

[Track Student Scores WITHIN Your LMS \(ScoreCenter and LTI\)](#)

or [Track Student Scores OUTSIDE an LMS \(ScoreCenter\)](#) **BEFORE** you copy the Hyperlink or LTI Link to your lesson.

As previously mentioned, the advantage of putting your lessons into your [SoftChalk Cloud](#) account is that you can link to your lesson in multiple places. For example, let's say you are using the same lesson in multiple courses or the same lesson in multiple learning management systems. You would:

- Create a lesson with [SoftChalk Create](#) and save it in [SoftChalk Cloud](#).
- [If you are using the ScoreCenter feature within your [SoftChalk Cloud](#) account to collect student scores, be sure to set up your ScoreCenter first. See the section [Track Student Scores OUTSIDE an LMS \(ScoreCenter\)](#)]
- Copy the Hyperlink for your lesson or the LTI Link if you are integrating the lesson with your learning management system gradebook.
- Paste the Hyperlink or LTI Link in your courses. (Pasting in the LTI Link is NOT the same process as pasting in a plain hyperlink. See the section [Learning Management System Guides](#).)
- When you update the lesson in [SoftChalk Cloud](#), the lesson will update in your multiple courses and learning management systems because you are using Hyperlinks or LTI Links.

To copy the Embed Code, Hyperlink or LTI Link for your lesson, see the next sections [Copy the Hyperlink for Your Learning Object or Quiz Group](#), [Copy the Hyperlink for Your Lesson](#) and [Copy the LTI Link for Your Lesson](#).

You can also create eBooks for your SoftChalk lessons. See the section [Create eBooks](#).

If you decide not to link to your lessons in your [SoftChalk Cloud](#) account, there are other options to package and deliver your lessons. For details, see the section **Deliver a Lesson to Your Students** in the [SoftChalk Create Guide](#). (Emailing a lesson packaged as a .zip file to your students is NOT supported.)



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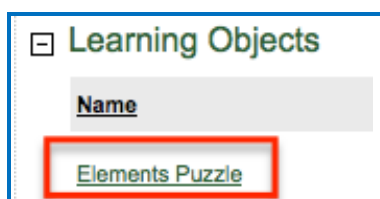
## Copy the Hyperlink for Your Learning Object or Quiz Group

You can copy a hyperlink for a single learning object or quiz group. (You won't be able to track scores with a hyperlink for individual learning objects or quiz groups; think of these items as practice for your students.)

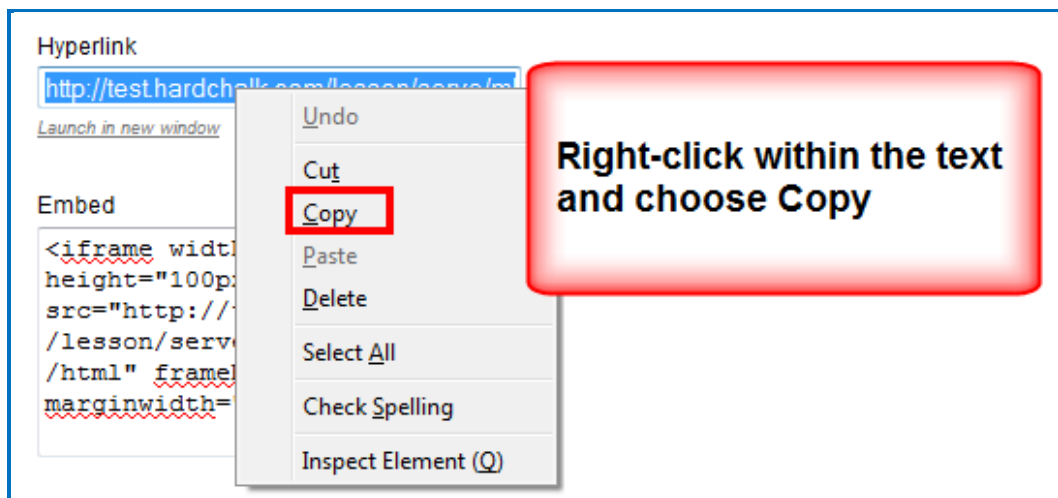
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Learning Objects**.



3. Click on the name of a learning object.



4. Scroll down. At the bottom right, right-click within the **Hyperlink** field and choose **Copy**.



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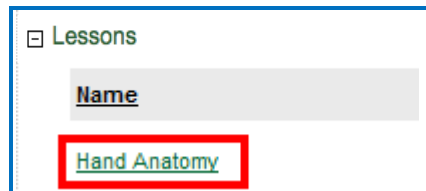
## Copy the Hyperlink for Your Lesson

If you want to post a practice lesson for your students or if you want to track student scores WITHOUT an LMS using the ScoreCenter feature inside your [SoftChalk Cloud](#) account, then copy the Hyperlink.

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Lessons**.

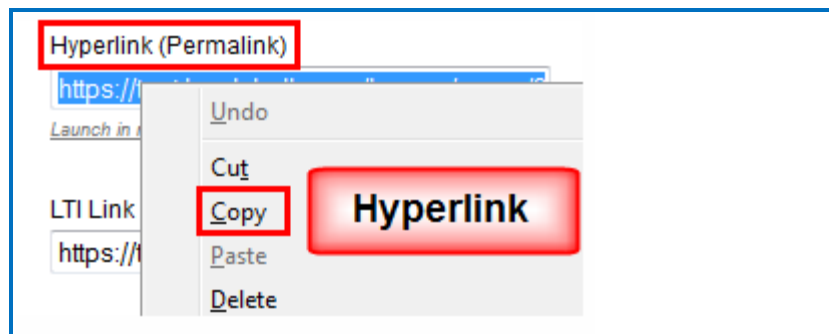


3. Click on the name of a lesson.



4. Scroll down. At the bottom right, right-click within the **Hyperlink** field and choose **Copy**.

**IMPORTANT:** See the previous page on the difference between a Hyperlink and an LTI Link.



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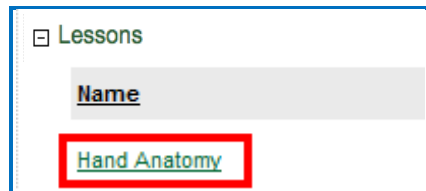
## Copy the LTI Link for Your Lesson

If you plan to have grades from your lesson go into the gradebook for your learning management system, copy the **LTI Link** and paste that into your course(s) in your learning management system. (Pasting in the LTI hyperlink is NOT the same process as putting in a plain hyperlink. See the section [Learning Management System Guides](#).) **IMPORTANT:** Check with your learning management system administrator that your learning management system has been set up to accept the LTI integration with SoftChalk Cloud.

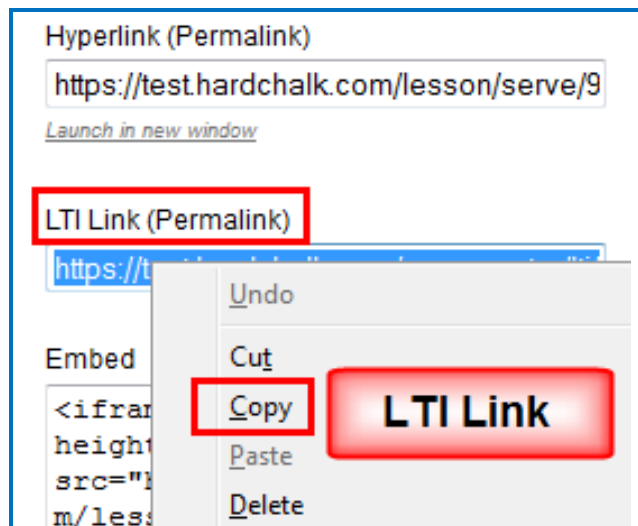
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Lessons**.



3. Click on the name of a lesson.



4. Scroll down. At the bottom right, right-click within the **LTI Link** field and choose **Copy**. (You will NOT see the LTI Link if the privacy option for your lesson is public or no access. See the sections [Privacy Options](#) and [View, Edit Properties and Delete Your Content](#).)



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## Track Student Scores WITHIN Your LMS (ScoreCenter and LTI)

Depending on your learning management system, there are different options to collect scores within your learning management system - see the next two sections – [Explanation of ScoreCenter and LTI Features](#) and [Learning Management System Guides](#)).

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### Explanation of ScoreCenter and LTI Feature

The ScoreCenter and LTI feature is available for certain learning management systems (see the next section [Learning Management System Guides](#)). The ScoreCenter and LTI feature allows instructors to collect detailed scoring information from SoftChalk lessons within the gradebook area of the LMS. In order to use the LTI feature, learning management system administrators need to configure their LMS to enable the LTI feature. (For details, see the next section [Learning Management System Guides](#).) **IMPORTANT NOTE FOR LMS Administrators:** If you plan to use the LTI feature, you must have you must have **LTI 1.1 or higher**.

As an instructor, the LTI feature allows you to:

- Save lessons in your [SoftChalk Cloud](#) account
- Copy an LTI Link for a lesson (see the section [Copy the LTI Link for Your Lesson](#)). **IMPORTANT:** Be sure to copy the LTI Link (and NOT the Hyperlink).
- Paste the LTI hyperlink into your course(s) within your learning management system(s). (Pasting in the LTI Link is NOT the same process as pasting in a normal hyperlink. See the section [Learning Management System Guides](#).)
- Set the properties for the lesson in your LMS. See the section [Learning Management System Guides](#). For instance, you would set the grading method (first score, most recent score, highest score or average score). In other words, all the attempts are kept but you can determine how the grade is set for the lesson. You can also designate the number of attempts allowed (unlimited or a specific number).
- View and edit student scores within the LMS gradebook area. (This area links to the SoftChalk ScoreCenter. You can use all the features of the ScoreCenter – see the next section [Learning Management System Guides](#) for a guide to your learning management system.)
- Students can view their scores as they normally would within your LMS.
- Update the lessons in one place. (Replace the lesson within your [SoftChalk Cloud](#) account – see the section [Edit a Lesson](#).) The content updates in your course(s) and learning management system(s) because you have an LTI link to it.

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## Learning Management Systems Guides

See the previous section [Explanation of ScoreCenter and LTI](#) for details about LTI.

(Even if your learning management system does not support LTI, you can still collect student scores using the ScoreCenter feature within your [SoftChalk Cloud](#) account. You can download these scores in a spreadsheet format. See the sections [Track Student Scores OUTSIDE an LMS \(ScoreCenter\)](#) and [Download Student Scores](#).

To view the guide for your LMS, click the link in the table below.

If you are a Blackboard administrator and your instructors will only be using SoftChalk Create within their SoftChalk Cloud accounts (and NOT the desktop version of SoftChalk), then please see the [Blackboard and SoftChalk Cloud Integration Guide](#). This guide contains instructions for both instructors and the Blackboard administrator.

If you are a Blackboard administrator and your instructors will be using BOTH the SoftChalk Create in their SoftChalk Cloud accounts and the desktop version of SoftChalk, see the [Blackboard and SoftChalk Cloud Integration Guide](#) and the [Blackboard Administrator Guide](#).

Links to Guide
<a href="#">Blackboard and SoftChalk Cloud Integration Guide</a>
<a href="#">Blackboard and SoftChalk Desktop Integration Guide</a> <a href="#">Blackboard Administrator Guide</a>
<a href="#">BrainHoney</a>
<a href="#">Canvas (Instructure)</a>
<a href="#">BrightSpace by D2L (Desire to Learn)</a>
<a href="#">eCollege</a>
<a href="#">Jenzaber eLearning</a>
<a href="#">Moodle</a>
<a href="#">Sakai</a>
<a href="#">Schoolology</a>

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## Track Student Scores OUTSIDE an LMS (ScoreCenter)

Below are links to all the ScoreCenter topics:

(See also a previous section: [Save Content to the Cloud - My Content](#))

[Overview](#)

[Create a ScoreCenter](#)

[Properties](#)

[Authentication](#)

[Users](#)

[Password](#)

[IP Ranges](#)

[Dates](#)

[Share Results](#)

[Tracked Lessons](#)

[Set a Grading Method for a Lesson](#)

[Set the Maximum Attempts for a Lesson](#)

[ScoreCenter Checklist](#)

[Modify a Tracked Lesson](#)

[View and Change Student Scores](#)

[View Student Scores for All Lessons in a ScoreCenter](#)

[View Student Scores for a Single Lesson](#)

[Complete All Attempts for a Lesson](#)

[View Detailed Information for Individual Students](#)

[Complete a Student Attempt / Re-open a Student Attempt](#)

[Clear a Student Attempt / Restore a Student Attempt](#)

[Change a Student Score](#)

[Download Student Scores](#)

[Give Feedback to a Student](#)

[Edit a ScoreCenter](#)

[Archive a ScoreCenter](#)

[Using Essays with a ScoreCenter](#)

[Create the Essay Question and Assign Points](#)

[Read an Essay Submitted by a Student](#)

[Change the Score for the Lesson](#)

---

## Overview

If your institution does not have a learning management system, you may want to track student scores with the ScoreCenter feature within [SoftChalk Cloud](#). (If your institution HAS a learning management system but it does NOT support the LTI feature (see below), you may also want to use the ScoreCenter feature within [SoftChalk Cloud](#).) The ScoreCenter feature lets you collect detailed scoring information for students who take your SoftChalk lessons (developed in [SoftChalk Create](#)). Within your [SoftChalk Cloud](#) account, you can set up various ScoreCenters and designate lessons to be tracked (i.e. collect student scores from these lessons). You can choose to share this scoring information with other instructors as well as download these scores.

[If your institution HAS a learning management system that supports the LTI feature, then you can collect student scores WITHIN your learning management systems gradebook. See the section [Track Student Scores WITHIN an LMS \(ScoreCenter and LTI\)](#).]

### Deliver ScoreCenter Lessons to Your Students

A “ScoreCenter lesson” is a SoftChalk lesson that you have chosen to track within a ScoreCenter (see the section [Tracked Lessons](#)). Your ScoreCenter lessons can be delivered using one of the ways below. (For more details on delivering your lessons, see the section [Deliver a SoftChalk Lesson to Your Students](#).)

- On a website - see the sections [Copy the Hyperlink for Your Lesson](#) or [Copy the LTI Link for Your Lesson](#).
- Within a learning management system - see the section [Copy the LTI Link for Your Lesson](#).

**IMPORTANT: BEFORE** you deliver your lesson to your students:

- Save a lesson to your [SoftChalk Cloud](#) account (see the section [Save Content to the Cloud – My Content](#))
- Create a ScoreCenter (see the section [Create a ScoreCenter](#))
- Assign a lesson(s) from your **Lessons** area to your specified ScoreCenter (see the section [Tracked Lessons](#))
- Review the [ScoreCenter Checklist](#).

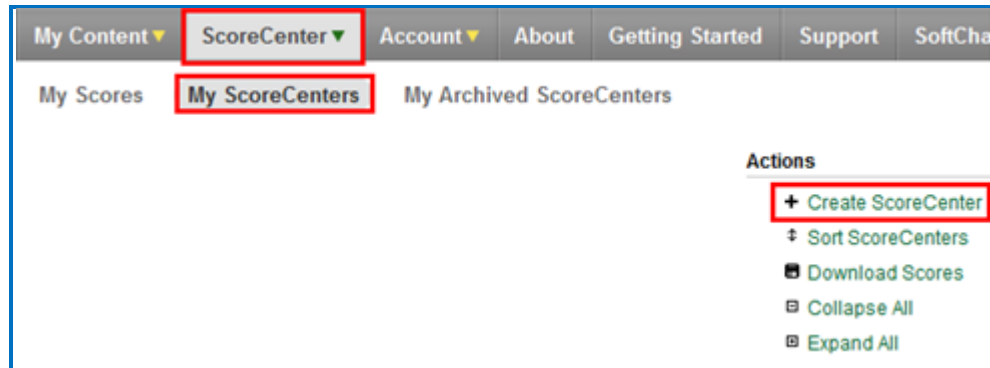
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## Create a ScoreCenter

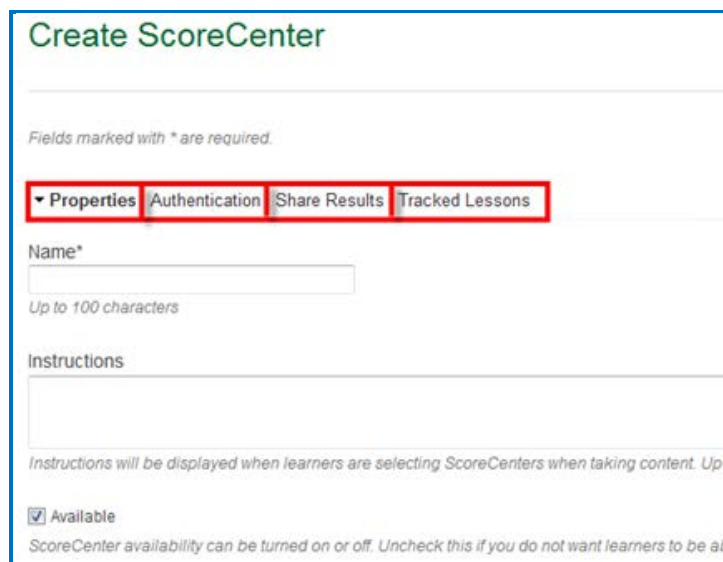
Before you can use a lesson with a ScoreCenter to track your students' scores, you must create a ScoreCenter within your [SoftChalk Cloud](#) Account. (To get a [SoftChalk Cloud](#) Account, see the section [Create an Account](#).)

(As mentioned previously, before you have your students take a ScoreCenter lesson, please see the section [ScoreCenter Checklist](#).)

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**.
3. At the right, select **Create ScoreCenter**.

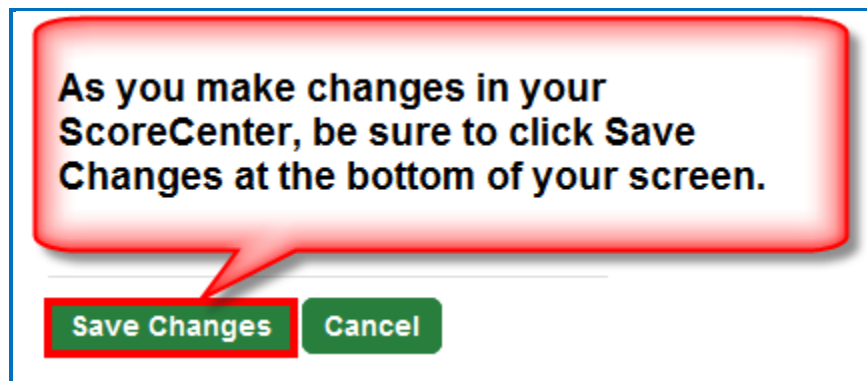
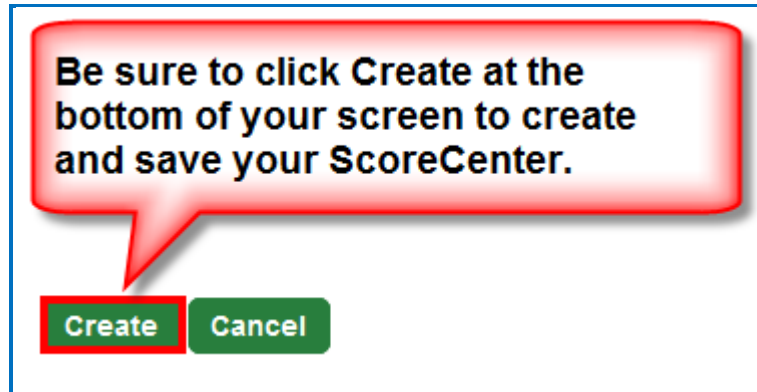


4. Notice that you have four tabs for your ScoreCenter – **Properties** (the tab that comes up when you first create a ScoreCenter), **Authentication**, **Share Results** and **Tracked Lessons**.





5. **IMPORTANT:** After entering your information for each area **Properties**, **Authentication**, **Share Results** and **Tracked Lessons**, be sure to click the **Create** button at the bottom of your screen to create and save your ScoreCenter or click **Save Changes**. For details on the four areas mentioned see the sections [Properties](#), [Authentication](#), [Share Results](#) and [Tracked Lessons](#).

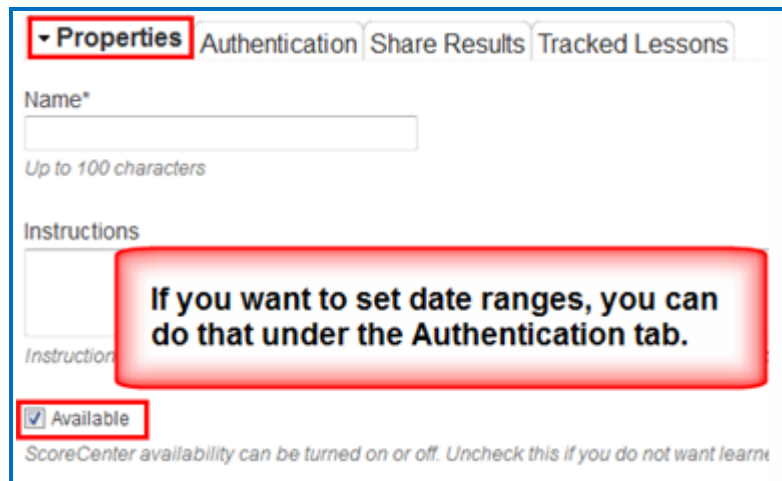


## Properties

Set the name for your ScoreCenter, initial instructions and whether or not the ScoreCenter is available.

You may want to use the name of your Course and Section such as ***Biology 101 Section 2***. It's okay if you want to change the name of your ScoreCenter later on.

**Available:** **IMPORTANT:** If this box is not checked, then the ScoreCenter will not be collecting scores when students are taking your lessons.



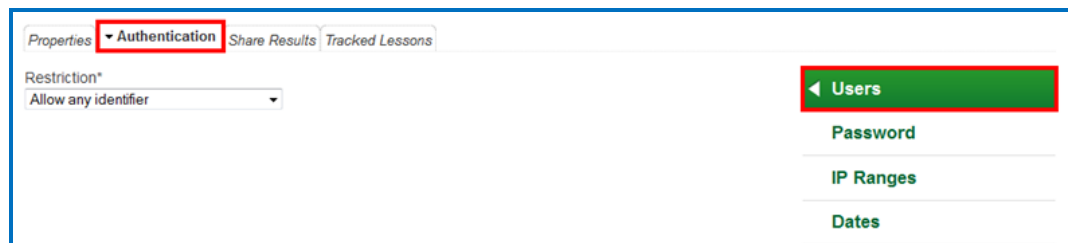
The screenshot shows the 'Properties' tab selected in a navigation menu. Below the menu are three tabs: 'Authentication', 'Share Results', and 'Tracked Lessons'. The main content area contains a 'Name\*' text input field with a placeholder 'Up to 100 characters'. Below that is an 'Instructions' text area with a placeholder 'Instruction'. A red callout box is overlaid on the instructions area, containing the text: 'If you want to set date ranges, you can do that under the Authentication tab.' At the bottom, there is a checked checkbox labeled 'Available' with the text 'ScoreCenter availability can be turned on or off. Uncheck this if you do not want learn' below it.

## Authentication

You can set authentication to your lessons in four areas. This list appears at the right of your screen.

For an explanation of each area, see the sections:

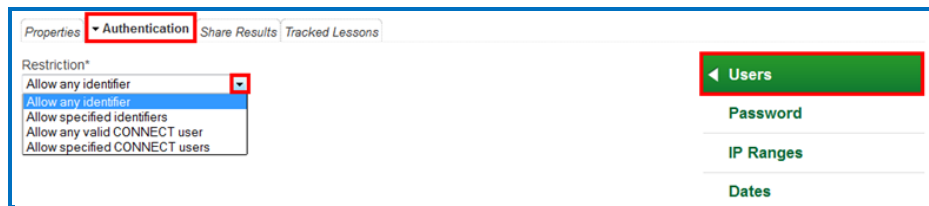
[Users](#), [Password](#), [IP Ranges](#) and [Dates](#).



The screenshot shows the 'Authentication' tab selected in a navigation menu. Below the menu are three tabs: 'Properties', 'Share Results', and 'Tracked Lessons'. The main content area contains a 'Restriction\*' dropdown menu with the value 'Allow any identifier'. On the right side, there is a vertical list of four options: 'Users', 'Password', 'IP Ranges', and 'Dates'. The 'Users' option is highlighted with a green background and a red border.

## Users

Four options appear in your dropdown list.



Properties **Authentication** Share Results Tracked Lessons

Restriction\*

- Allow any identifier
- Allow specified identifiers
- Allow any valid CONNECT user
- Allow specified CONNECT users

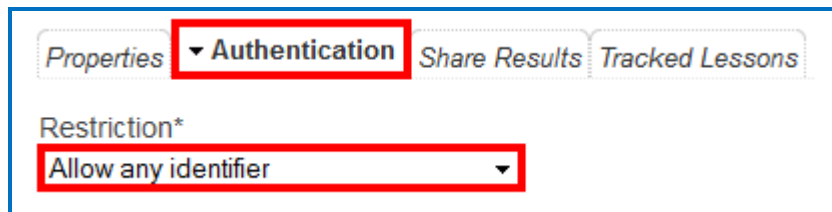
**Users**

Password

IP Ranges

Dates

**Allow any identifier** (see below) – a learner accessing your lesson can type anything on the initial screen to your lesson.



Properties **Authentication** Share Results Tracked Lessons

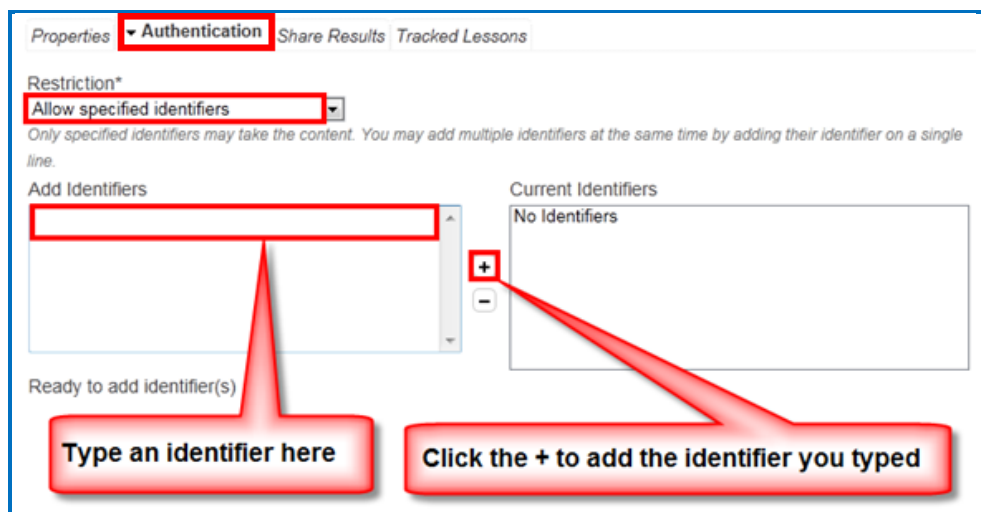
Restriction\*

Allow any identifier

**Allow specified identifiers** (see below) – type in identifiers that your learners will know to enter such as the digits for a student ID number. (You can also enter words).

You can type or copy/paste a list of identifiers – with one identifier per line. Then click the + sign.

**IMPORTANT:** Be sure to click **Save Changes** at the bottom of your screen.



Properties **Authentication** Share Results Tracked Lessons

Restriction\*

Allow specified identifiers

Only specified identifiers may take the content. You may add multiple identifiers at the same time by adding their identifier on a single line.

Add Identifiers

Current Identifiers

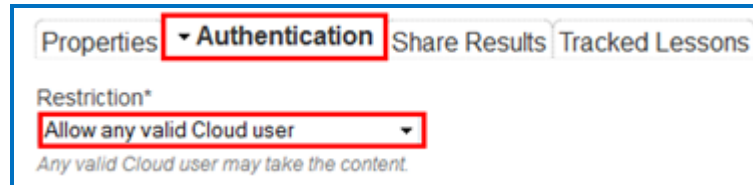
No Identifiers

Ready to add identifier(s)

Type an identifier here

Click the + to add the identifier you typed

**Allow any valid SoftChalk Cloud user** (see below) – anyone who has signed up for a [SoftChalk Cloud](#) account may take your lesson. (See the section [Create an Account](#).)



Properties **Authentication** Share Results Tracked Lessons

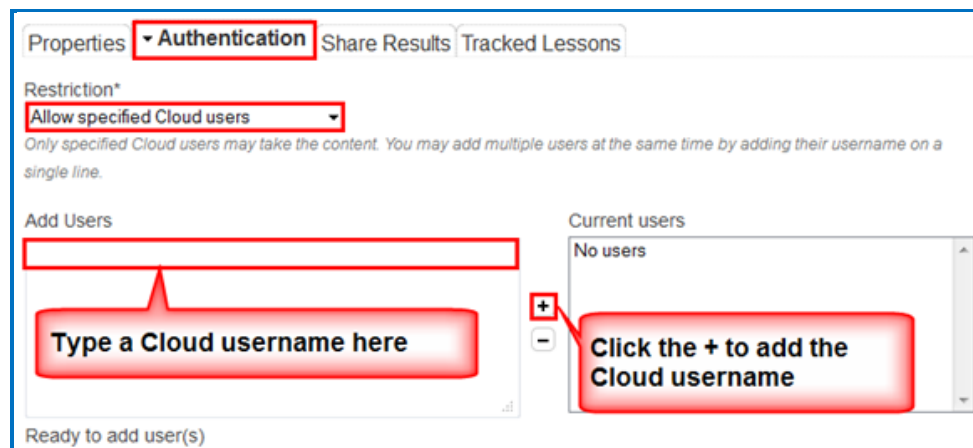
Restriction\*  
**Allow any valid Cloud user**

*Any valid Cloud user may take the content.*

**Allow specified SoftChalk Cloud users** (see below)

You can type or copy/paste a list of usernames – with one username per line. Then click the + sign.

**IMPORTANT:** Be sure to click **Save Changes** at the bottom of your screen.



Properties **Authentication** Share Results Tracked Lessons

Restriction\*  
**Allow specified Cloud users**

*Only specified Cloud users may take the content. You may add multiple users at the same time by adding their username on a single line.*

Add Users

**Type a Cloud username here**

Current users

No users

**+**

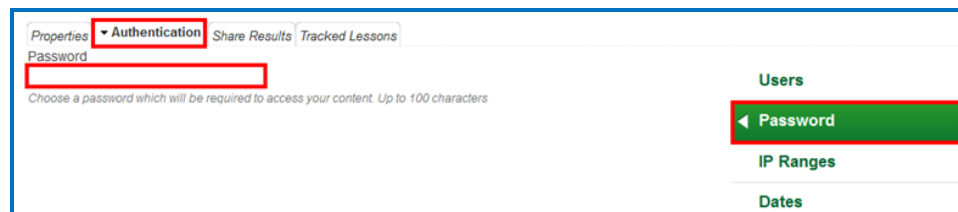
**Click the + to add the Cloud username**

Ready to add user(s)

## Password

At the right of your screen, click **Password**. (You must be in the **Authentication** area for your ScoreCenter.) Enter a password.

**IMPORTANT:** Be sure to click **Save Changes** at the bottom of your screen.



Properties **Authentication** Share Results Tracked Lessons

Password

*Choose a password which will be required to access your content. Up to 100 characters*

**Users**

**← Password**

IP Ranges

Dates

## IP Ranges

At the right of your screen, click **IP Ranges**. (You must be in the **Authentication** area for your ScoreCenter.) Add your IP Range(s).

The screenshot shows the 'Authentication' tab selected in the top navigation. Below the navigation, there are tabs for 'Properties', 'Authentication', 'Share Results', and 'Tracked Lessons'. A descriptive text reads: 'Restrict by IP range allows you to restrict access to only those users accessing the content from a specific IP address or range of addresses. You may add multiple IP addresses.' On the right side, there is a vertical menu with 'Users', 'Password', 'IP Ranges', and 'Dates'. The 'IP Ranges' option is highlighted with a green box. The main content area has a section for 'IP Range' with four input boxes and an 'Add IP Range' button. Below this is a 'Current IP Range(s)' dropdown menu showing 'No IP Ranges' and buttons for 'Edit IP Range' and 'Remove'.

## Dates

At the right of your screen, click **Dates**. (You must be in the **Authentication** area for your ScoreCenter.) Click in a date box and a calendar will pop up for you to select a date. You can select a timezone for your account (**Account/Profile/Edit Profile**). Times in the ScoreCenter will appear in the timezone you select.

The screenshot shows the 'Authentication' tab selected. Below the navigation, there are tabs for 'Properties', 'Authentication', 'Share Results', and 'Tracked Lessons'. A descriptive text reads: 'Add dates which will require the user to access the content between one of the specified dates. You may add multiple date ranges.' On the right side, there is a vertical menu with 'Users', 'Password', 'IP Ranges', and 'Dates'. The 'Dates' option is highlighted with a green box. The main content area has a section for 'Start Date' and 'End Date' with 'GMT' dropdowns and an 'Add Date Range' button. Below this is a 'Current Date Range(s)' dropdown menu showing 'No Date Ranges' and buttons for 'Edit Date Range' and 'Remove'.

This screenshot shows a close-up of the 'Start Date' input field with a calendar pop-up. The calendar is for May 2012, with the 23rd highlighted. A red callout box with a white background and a red border contains the following text: 'Click in a date box (Start Date or End Date) and a calendar will pop up for you to select a date. You can select a timezone for your account (Account/Profile/Edit Profile). Times in the ScoreCenter will appear in the timezone you select.'

## Share Results

You have the option to share score results with other [SoftChalk Cloud](#) users. (To get a [SoftChalk Cloud](#) account, see the section [Create an Account](#). To view or edit student scores, see the section [View and Change Student Scores](#).)

Click **Share Results** and add your [SoftChalk Cloud](#) users.

Notice that there is an **Editing** checkbox. You have the option for your shared users to either:

- Only view the scores (Editing is de-selected) or
- Make changes to your ScoreCenter (Editing is selected) – i.e. change the grading method for a lesson, number of allowed attempts, override grades and provide feedback

**The Editing feature applies to all your shared users for this ScoreCenter.**

1. **IMPORTANT:** Be sure to click **Save Changes** at the bottom of your screen when you make your changes. If you want to create a group of users, see the sections [Create Groups](#) and [Add a Group to Share a ScoreCenter](#).

The screenshot displays the 'Share Results' configuration page. At the top, there are four tabs: 'Properties', 'Authentication', 'Share Results' (which is selected and highlighted with a red box), and 'Tracked Lessons'. Below the tabs, a message reads: 'Allow other Cloud users to access these ScoreCenter results. You may add multiple users at the same time by copying and pasting a list of must appear on its own line.' The main area is divided into two sections: 'Add Users' on the left and 'Current users' on the right. The 'Add Users' section contains a large text input field with a red callout bubble that says 'Type a Cloud username here'. Below the input field is a 'Ready to add user(s)' indicator. The 'Current users' section shows 'No users' and a list with a '+' button and a '-' button. A red callout bubble points to the '+' button with the text 'Click the + to add the Cloud username'. At the bottom left, there is an 'Editing' checkbox, which is also highlighted with a red box. Below the checkbox is a message: 'Check this to allow sharing users to change how lessons are graded, number of allowed attempts, override grades, and provide feedback.' At the bottom of the page, there are two buttons: 'Save Changes' (highlighted with a red box) and 'Cancel'.

## Tracked Lessons

Add lessons to your ScoreCenter. Click the middle right arrow. If you don't see any lessons listed, be sure to save your lessons to [SoftChalk Cloud](#) (see the section [Save a Lesson to SoftChalk Cloud](#)).

The screenshot shows the 'Tracked Lessons' tab in a software interface. At the top, there are tabs for 'Properties', 'Authentication', 'Share Results', and 'Tracked Lessons'. Below the tabs is a descriptive paragraph: 'Indicate the lessons you wish the ScoreCenter to track by moving it to the "Tracked" list. Use the list on the left to select the lesson(s), then use the right arrow button to add it to the "Tracked" list on the right. You may add multiple lessons to a ScoreCenter. Please note that only attempt and grade information will be tracked for Lessons created in SoftChalk 7 and above.' The interface is divided into two main sections: 'Available Lessons' on the left and 'Tracked Lessons' on the right. The 'Available Lessons' list includes: Arm Anatomy, Leg Anatomy, Insects, Identifying Common Trees, Hand Anatomy, Eye Anatomy, Foot Anatomy, and Brain Anatomy. The 'Tracked Lessons' section currently shows 'No lessons'. A red callout box with a white background and a red border points to the right arrow button between the two lists. The callout box contains the following text: 'To select multiple items: Hold down the Ctrl KEY (Command key on the Macintosh) and click items. To select a consecutive group of items: Click the top item. Hold down the Shift key and click the bottom item.'

The **Tracked Lessons** area allows you to assign any content that you have uploaded to your [SoftChalk Cloud](#) Account to be tracked by this ScoreCenter. Only lessons that have been saved to your account need to be added to the ScoreCenter this way. (As the previous screen indicates, select the lessons and click the right middle arrow.)

**IMPORTANT:** Only SoftChalk Create lessons (version 7 or higher) will appear in the **Available** box. If you have SoftChalk 6 and wish to upgrade to SoftChalk Create, please contact [sales@softchalk.com](mailto:sales@softchalk.com).

**The order of the lessons in the Available box at the left is determined by the order of your folders.** For instance, the first lessons to appear come from the **Lessons** folder. If you created folders such as Unit 1, Unit 2, etc. lessons from Unit 1 will appear before lessons from Unit 2. (This order is based on the order of the folders in your folder list. You set the order of your folders under **My Content/ Lessons**).


The screenshot shows the 'Available Lessons' list from the previous screenshot. A red callout box with a white background and a red border points to the list. The callout box contains the following text: 'The order of the lessons is based on the the order of the folders in your My Content/My Lessons & Folders list.'

To remove a lesson from being tracked in your ScoreCenter, select it in the **Tracked** box, and click the arrow pointing to the left. Click **Save Changes** at the bottom of your screen. (After completing this action, the lesson is still in your **My Content** and **My Lessons & Courses** area; it's just not being tracked in your selected ScoreCenter.)

## Set the Grading Method for a Lesson

You can set the grading method (i.e. first attempt, average of the attempts, most recent attempt or highest attempt) *for each lesson* within a ScoreCenter. (In other words, you set the grading method for a lesson within a ScoreCenter and NOT as a global setting for an entire ScoreCenter. In fact, you could have the same lesson in different ScoreCenters and set the grading method differently for the lesson in each ScoreCenter.)

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. Under the **Grades** column, click on the learner attempts icon for a lesson.

Name	Type	Avg	Possible	Attempts	Learners	Grades
Brain Anatomy	Hosted (Tracking)	76.67	100.0	10	3	




4. At the right under **Actions**, click **Change Grading Method**.

Home SoftChalk Share My Content ScoreCenter Account About Getting Started Support SoftChalk Admin

My Scores My ScoreCenters My Archived ScoreCenters

Learner Attempts: [Biology 101 Section 01: Brain Anatomy \(Tracking\)](#)

Showing 1 - 3 of 3 Attempt(s)

Learner	Grade	Completed	Attempts	View Attempts
student01	90.0	Mar 21, 2012 12:15 PM	8	
student02	50.0	Mar 06, 2014 11:32 AM	1	
student03	90.0	Mar 06, 2014 11:33 AM	1	

Results Per Page: 1 | 10 | 25 | 50

[Back to top](#)

**Actions**

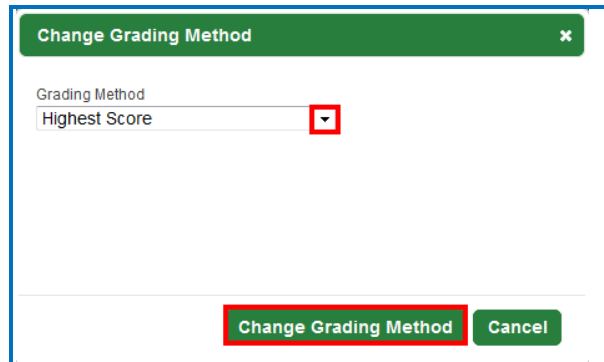
- Change Grading Method
- Change Maximum Attempts
- Complete All Attempts

**Grading Properties**

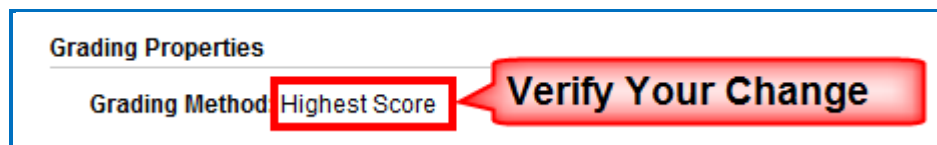
- Grading Method: Most Recent Score
- Maximum Attempts: Unlimited
- Score Possible: 100.0
- Average Score: 76.67
- Learners: 3
- Attempts: 10



- From the dropdown menu, select the **Grading Method** you want (first, most recent, highest or average). Then click **Change Grading Method**.



- At the right under **Grading Properties**, verify your change for **Grading Method**.




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## Set the Maximum Attempts for a Lesson

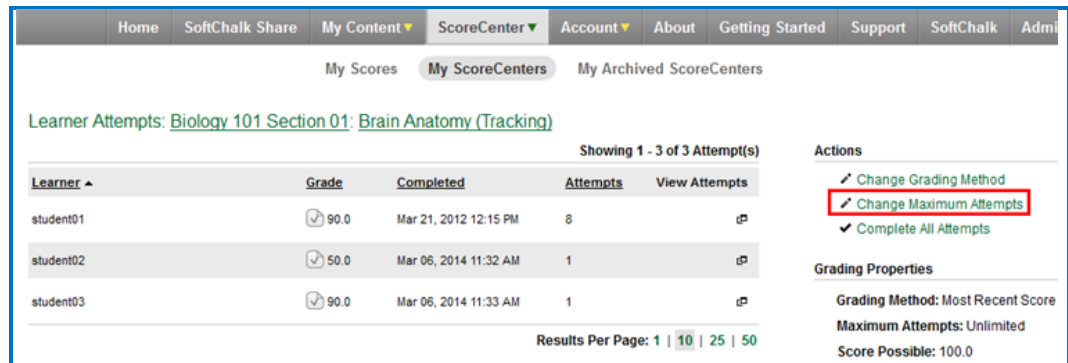
You set the maximum attempts for each lesson within a ScoreCenter (and NOT as a global setting for an entire ScoreCenter). (In fact, you could have the same lesson in different ScoreCenters and set the maximum attempts differently for the lesson in each ScoreCenter.) **The default is Unlimited Attempts.** Often instructors choose to have the first attempt be the grade for the lesson (see the previous section [Set the Grading Method for a Lesson](#)) but allow unlimited attempts to the lesson so that students can go over the information multiple times.

- Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
- Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
- Under the **Grades** column, click on the learner attempts icon for a lesson.



Name	Type	Avg	Possible	Attempts	Learners	Grades
Brain Anatomy	Hosted (Tracking)	76.67	100.0	10	3	

4. At the right under **Actions**, click **Change Maximum Attempts**.



The screenshot shows the 'ScoreCenter' interface for 'Biology 101 Section 01: Brain Anatomy (Tracking)'. It displays a table of learner attempts and an 'Actions' menu. The 'Change Maximum Attempts' option is highlighted with a red box.

Learner	Grade	Completed	Attempts	View Attempts
student01	90.0	Mar 21, 2012 12:15 PM	8	
student02	50.0	Mar 06, 2014 11:32 AM	1	
student03	90.0	Mar 06, 2014 11:33 AM	1	

Showing 1 - 3 of 3 Attempt(s)

Results Per Page: 1 | 10 | 25 | 50

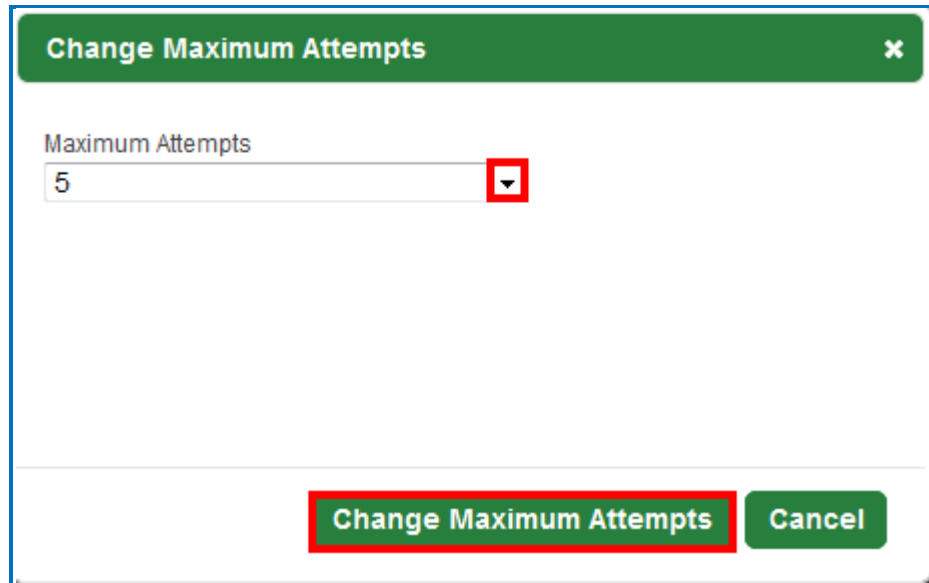
**Actions**

- Change Grading Method
- Change Maximum Attempts**
- Complete All Attempts

**Grading Properties**

Grading Method: Most Recent Score  
Maximum Attempts: Unlimited  
Score Possible: 100.0

5. From the dropdown menu, select the number of attempts you want. Then click **Change Maximum Attempts**.



The screenshot shows the 'Change Maximum Attempts' dialog box. The 'Maximum Attempts' dropdown menu is set to 5. The 'Change Maximum Attempts' button is highlighted with a red box.

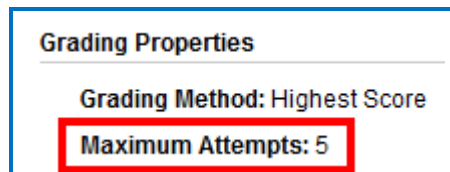
**Change Maximum Attempts**

Maximum Attempts

5

**Change Maximum Attempts** Cancel

7. At the right under **Lesson Properties**, verify your change for **Maximum Attempts**.



The screenshot shows the 'Grading Properties' section. The 'Maximum Attempts' is set to 5, which is highlighted with a red box.

**Grading Properties**

Grading Method: Highest Score

**Maximum Attempts: 5**

## ScoreCenter Checklist

**IMPORTANT:** Before delivering your lesson to your students, we recommend that you use the following checklist.

Action	Details
<b>Assign points to activities and quiz groups in your SoftChalk lessons</b>	Double-check that you have <b>assigned points to the activities and quiz groups</b> in your SoftChalk lessons. (Within a SoftChalk lesson, you can right-click on an activity or QuizPopper and select <b>Modify Activity</b> or <b>Modify QuizPopper</b> . Go to the <b>Options</b> tab and select a point value. Click <b>OK</b> and save your lesson.)
<b>Use Essays in your SoftChalk lesson (optional)</b>	If you plan to use essays in your SoftChalk lesson, please see the section <a href="#">Using Essays with the ScoreCenter</a>
<b>Edit a lesson</b>	If you <b>need to edit a lesson</b> that you have already added to a ScoreCenter, see the section <a href="#">Edit a Tracked Lesson</a> .
<b>Check Authentication</b>	Double-check all the <b>appropriate information in the Authentication area</b> (see the section <a href="#">Authentication</a> ).
<b>Set the Grading Method</b>	See the section <a href="#">Set the Grading Method for a Lesson</a>
<b>Set the Maximum Number of Attempts</b>	See the section <a href="#">Set the Maximum Number of Attempts for a Lesson</a>
<b>Tell Your Students about the Student Guide to SoftChalk Lessons</b>	We encourage you to have your students review our <a href="#">Student Guide to SoftChalk Lessons</a> , which includes a troubleshooting section. <b>The URL for this Student Guide is below this table.</b> As we update this Student Guide, this URL will remain the same.
<b>Take Your Lessons as a Practice Student</b>	We highly recommend that you test your lesson as a potential student to verify that you have set up all the options as you want. <b>IMPORTANT:</b> In order to view the lesson as a student would, first copy the hyperlink for your lesson (click the <b>My Content/Lessons</b> link at the top, click your lesson link and click <b>Get Hyperlink</b> ) and <b>logout of SoftChalk Cloud</b> . Then paste the link in a browser window.

<p><b>Trouble Viewing as a Practice Student?</b></p>	<p><b>IMPORTANT:</b> Check that your lesson is being tracked in your ScoreCenter. See the section <a href="#">Tracked Lessons</a>.</p> <p><b>IMPORTANT:</b> If you try to view your lesson as a student would and do NOT see a <b>Finish</b> button (or an opening screen with a Continue button), then see the steps above for logging out of your <a href="#">SoftChalk Cloud</a> account.</p>
<p><b>Make ScoreCenter Available</b></p>	<p>When you are ready to collect scores, select the <b>Available checkbox under the Properties area</b> (see the section <a href="#">Properties</a>).</p>
<p><b>Edit Options for Your ScoreCenter</b></p>	<p>You can always edit the options for your ScoreCenter at a later time. See the next section <a href="#">Edit a ScoreCenter</a></p>

### URL to Student Guide to SoftChalk Lessons:

(As we update this Student Guide to SoftChalk Lessons, this URL will remain the same.)

<https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2>

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## Edit a Tracked Lesson

If you **need to edit a lesson** that you have already added to a ScoreCenter, you may modify the lesson within [SoftChalk Create](#) and re-save the lesson. See the section [Edit a Lesson](#). If you happen to change a point value, that change will be reflected as well.

If you need to change the grading method for a lesson (i.e. whether the grade is the first, average, most recent, or highest attempt), then see the section [Set the Grading Method for a Lesson](#). If you need to change the number of attempts for a lesson, see the section [Set the Maximum Number of Attempts for a Lesson](#).

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## View and Change Student Scores

Below are quick links to topics in this section.

- [View Student Scores for All Lessons in a ScoreCenter](#)
- [View Student Scores for a Single Lesson](#)
- [Complete All Attempts for a Lesson](#)
- [View Detailed Information for Individual Students](#)
- [Complete a Student Attempt / Re-open a Student Attempt](#)
- [Clear a Student Attempt / Restore a Student Attempt](#)
- [Change a Student Score](#)
- [Download Student Scores](#)

## View Student Scores for All Lessons in a ScoreCenter

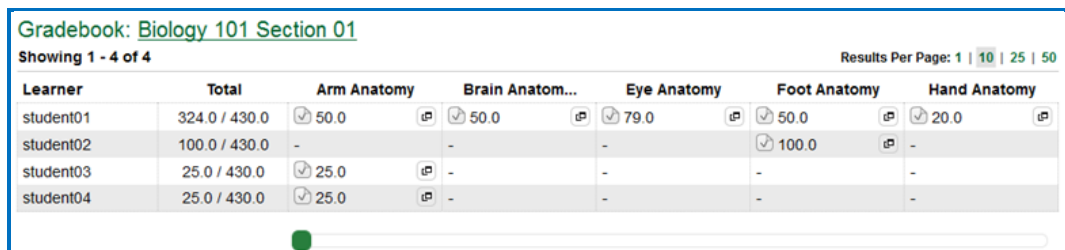
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.



3. At the right, click the View Gradebook icon for your ScoreCenter.  
**IMPORTANT:** Lessons will NOT appear in the Gradebook until at least one person has taken the lesson.



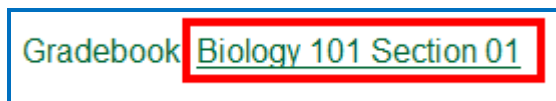
4. View your gradebook. Notice that you have a scroll bar at the bottom so that you can scroll to the right to view more lessons.



The screenshot shows the Gradebook for 'Biology 101 Section 01'. The table displays scores for four students across six categories: Total, Arm Anatomy, Brain Anatom..., Eye Anatomy, Foot Anatomy, and Hand Anatomy. A scroll bar is visible at the bottom of the table.

Learner	Total	Arm Anatomy	Brain Anatom...	Eye Anatomy	Foot Anatomy	Hand Anatomy
student01	324.0 / 430.0	✔ 50.0	✔ 50.0	✔ 79.0	✔ 50.0	✔ 20.0
student02	100.0 / 430.0	-	-	-	✔ 100.0	-
student03	25.0 / 430.0	✔ 25.0	-	-	-	-
student04	25.0 / 430.0	✔ 25.0	-	-	-	-

5. To return to the ScoreCenter click the top link for your ScoreCenter (e.g. **Biology 101 Section01**).



## View Student Scores for a Single Lesson

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. Click the learner attempts icon for the lesson.

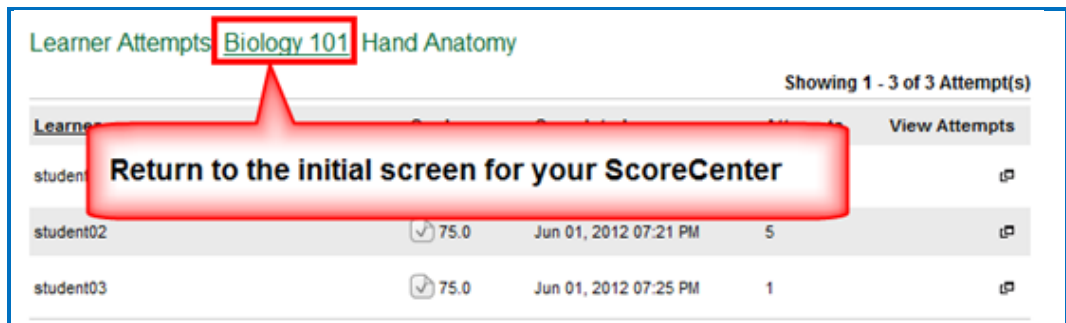


4. View the student scores for that lesson.

The screenshot shows a table titled 'Learner Attempts: Biology 101: Hand Anatomy'. The table has five columns: 'Learner', 'Grade', 'Completed', 'Attempts', and 'View Attempts'. It displays three rows of student data. At the bottom right, it says 'Results Per Page: 1 | 10 | 25 | 50'.

Learner	Grade	Completed	Attempts	View Attempts
student01	100.0	Jun 01, 2012 07:11 PM	2	
student02	75.0	Jun 01, 2012 07:21 PM	5	
student03	75.0	Jun 01, 2012 07:25 PM	1	

6. To return to the ScoreCenter click the top link for your ScoreCenter (e.g. **Biology 101 Section01**).



## Complete All Attempts 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).

- If an attempt is COMPLETED, then the score from the attempt is calculated to determine a student's grade for the lesson (e.g. first attempt, average of the attempts, most recent attempt and highest attempt).
- If an attempt is INCOMPLETE, the score from the incomplete attempt is not part of the grade calculation.

(As noted previously, you can set the number of attempts for a lesson – see the section [Set the Maximum Number of Attempts for a Lesson.](#))

If you want to change the status to complete for incomplete attempts, you have two options. You can:

- Change the incomplete status of a single attempt for a student to complete (see the section [Complete a Student Attempt / Re-open a Student Attempt](#)).
- Change the incomplete status of *all attempts for all students for a single lesson* within a ScoreCenter to complete using the steps below.

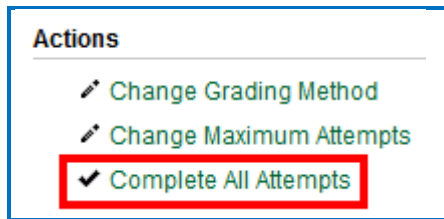
**IMPORTANT:** You may want to do this procedure after the availability of your lesson has expired. After you do this procedure, future attempts can be incomplete.

**IMPORTANT:** This procedure cannot be undone. (You can change individual scores if you need to.)

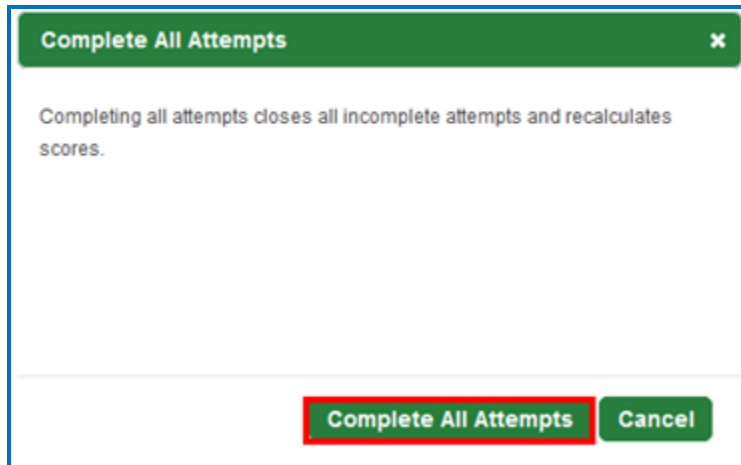
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. Click the learner attempts icon for the lesson.



4. At the right under **Actions**, click **Complete All Attempt** (see below)



5. Click **Complete All Attempts**.



6. At this moment, every attempt for every student for this lesson will have a complete status. As mentioned previously, future attempts may be incomplete.



## View Detailed Information for Individual Students

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. At the right, click the View Gradebook icon for your ScoreCenter.



4. Click on the attempts icon for a specific student.

Learner	Total	Arm Anatomy	Brain Anatom...
student01	25.0 / 225.0	-	25.0 

5. Select an attempt to view. The check icon represents a completed attempt (i.e. the student clicked the Finish button on the last page of your lesson).

Scoring Option: Highest Score			
Attempts			
	Started	Completed	Score
<input checked="" type="checkbox"/>	Jun 01, 2012 07:12 PM	Jun 01, 2012 07:12 PM	75.0
<input checked="" type="checkbox"/>	Jun 01, 2012 07:11 PM	Jun 01, 2012 07:11 PM	100.0

7. Notice you can view details for the student's attempt (see below)
  - Responses for each item
  - Time taking the lesson (i.e. duration)
  - Start and end times in GMT time (default) OR a time zone you select within your SoftChalk Cloud account (see the section [Edit Your Profile and Select a Time Zone](#)).

Learner Attempt: [Biology 101: Hand Anatomy](#): student01

▼ All Activities QuizPoppers Quiz Groups  Show Not Attempted

No Activities

No Quiz Groups

QuizPopper: True/False (Page:1)  
Points: 25.0 out of 25.0

Question: The moon circles the earth.

Possible Answers: User Answer:  
 True  True  
 False

QuizPopper: True/False (Page:1)  
Points: 25.0 out of 25.0

**Attempt Actions**

- Change Score
- Give Learner Feedback
- Clear Attempt
- Restore Attempt
- Complete Attempt
- Re-Open Attempt

**Attempt Details**

Score: 100.0  
Status:  Completed  
Duration: 0 Hours 0 Minutes 21 Seconds  
Started: Jun 01, 2012 07:11 PM  
Completed: Jun 01, 2012 07:11 PM  
Feedback to Learner:  
Score Notes:  
Receipt: ...1528399c07b85c4c51eb0b08

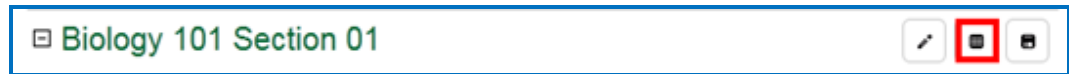
8. To return to the ScoreCenter click the link for your ScoreCenter (e.g. **Biology 101 Section01**).

## Complete a Student Attempt / Re-open a Student Attempt

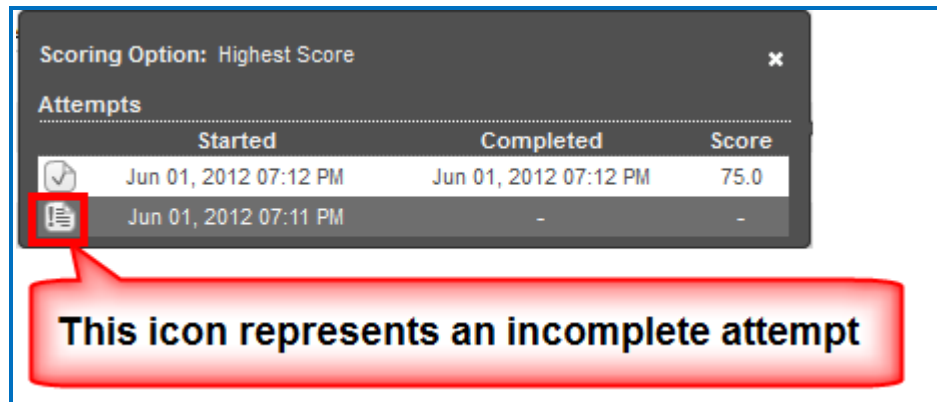
If a student attempt was incomplete, you can make the attempt complete so that the attempt counts in the grade calculation for the lesson.

**IMPORTANT:** If it looks like your action didn't take effect, be sure to *refresh your web page* by going to another page and returning.

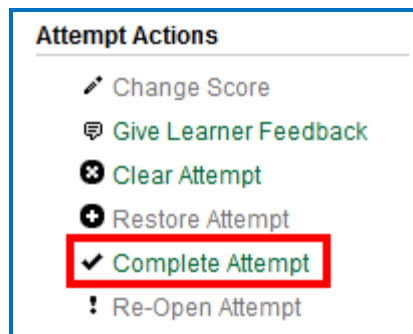
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. At the right, click the View Gradebook icon for your ScoreCenter.



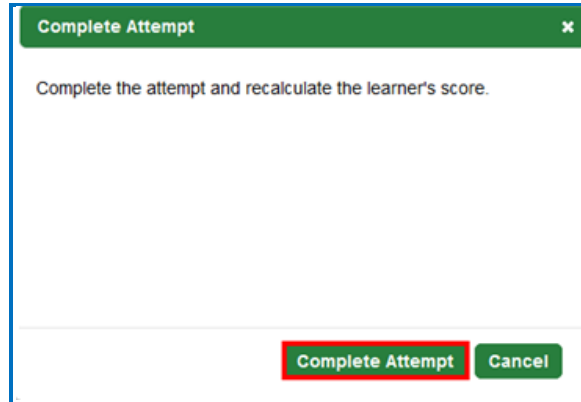
4. Under the Learner column at the left, find the student. Then click on the attempts icon for that student for a lesson. Notice that an incomplete attempt has a special icon. Click on the incomplete attempt.



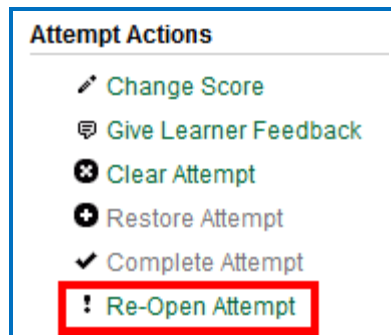
5. Scroll down to the **Attempt Actions** area at the bottom right. Click **Complete Attempt**. (If this button is disabled, then the student clicked the **Finish** button to complete the attempt.)



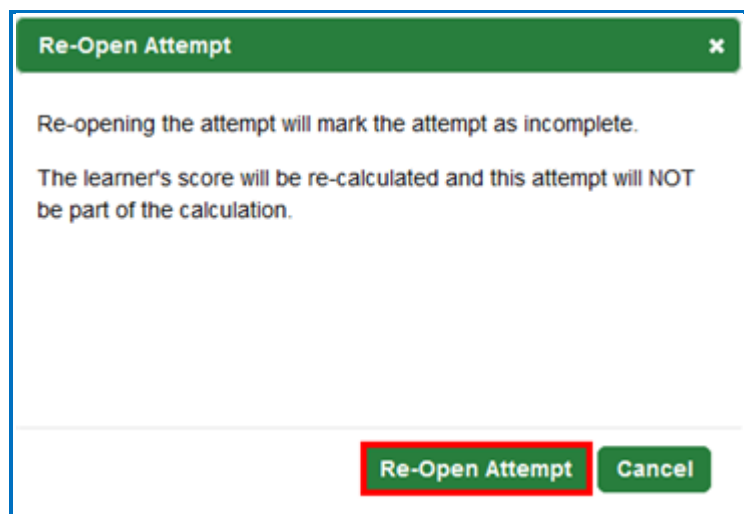
6. Click **Complete Attempt** at the confirmation screen.



7. If you want to re-open a completed attempt (i.e. change the attempt to incomplete and allow the student to re-take the attempt), then follow the previous steps except under the **Attempt Actions** area; choose **Re-Open**. (If **Re-Open Attempt** is disabled, then the attempt is already **Incomplete**.)



8. Then click **Re-Open Attempt** at the confirmation screen.



## Clear a Student Attempt / Restore a Student Attempt

You also have the option to clear an attempt so that the attempt is removed and not counted in the score calculation for the lesson. You can clear both complete and incomplete attempts.

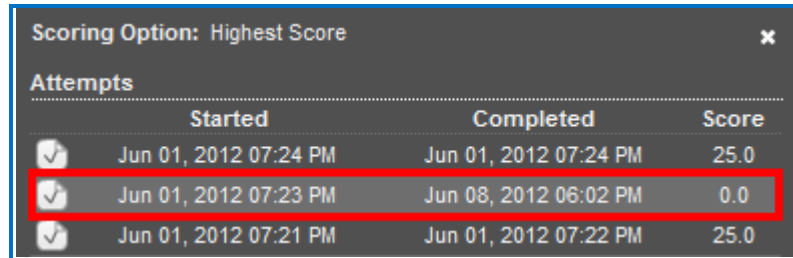
If you accidentally clear an attempt (or change your mind), you can restore the attempt.

**IMPORTANT:** If it looks like your action didn't take effect, be sure to **refresh your web page** by going to another page and returning.

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. At the right, click the View Gradebook icon for your ScoreCenter.

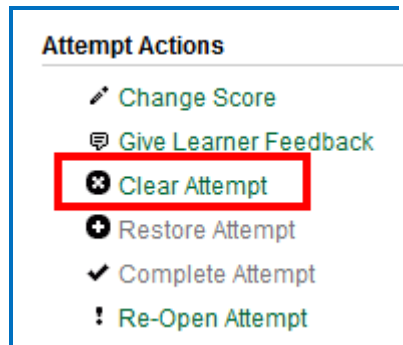


4. Under the Learner column at the left, find the student. Then click on the attempts icon for that student for a lesson. Click on an attempt.

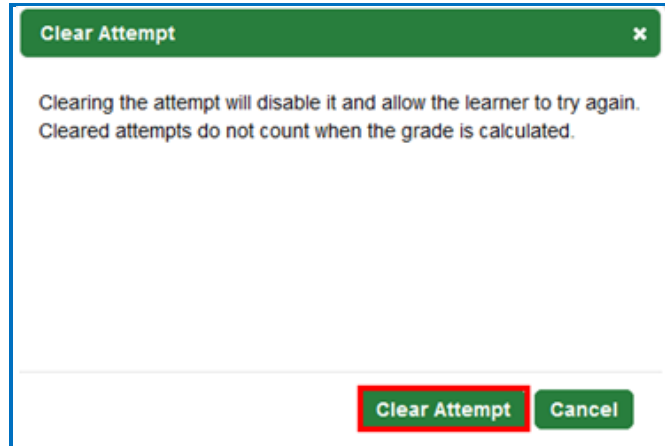


Scoring Option: Highest Score			
Attempts			
	Started	Completed	Score
✓	Jun 01, 2012 07:24 PM	Jun 01, 2012 07:24 PM	25.0
✓	Jun 01, 2012 07:23 PM	Jun 08, 2012 06:02 PM	0.0
✓	Jun 01, 2012 07:21 PM	Jun 01, 2012 07:22 PM	25.0

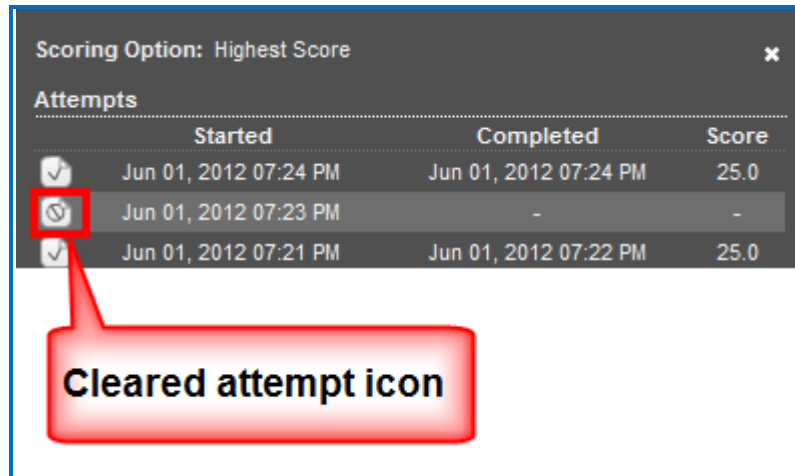
5. Scroll down to the **Attempt Actions** area at the bottom right. Click **Clear Attempt**.



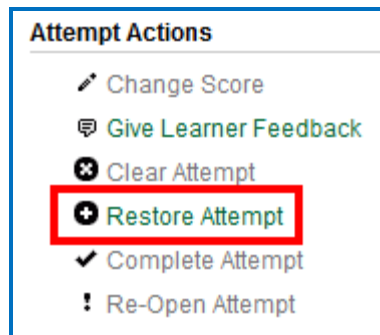
6. Click **Clear Attempt** at the confirmation screen.



7. If you view this attempt from the student attempts area, you will see an icon for the cleared attempt.



8. If you want to restore a cleared attempt (i.e. you accidentally cleared an attempt or you changed your mind), then follow the previous steps except under the **Attempt Actions** area, choose **Restore Attempt**. Then click **Restore Attempt** at the confirmation screen.



## Change a Student Score

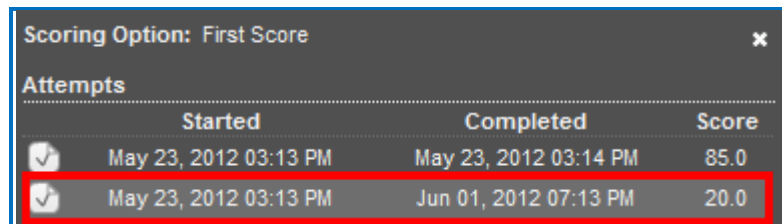
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. At the right, click the View Gradebook icon for your ScoreCenter.



4. Click on the attempts icon for a specific student.

Learner	Total	Arm Anatomy	Brain Anatom...
student01	25.0 / 225.0	-	25.0 

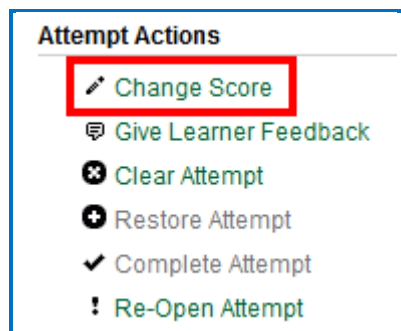
5. Click on an attempt.



A screenshot of the "Attempts" table. The table has columns for "Started", "Completed", and "Score". The second row is highlighted with a red box.

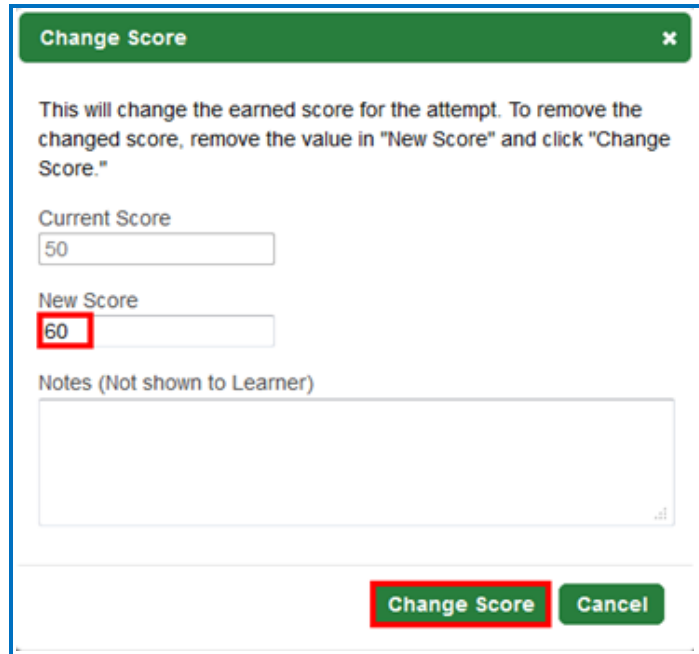
Scoring Option: First Score			
Attempts			
	Started	Completed	Score
<input checked="" type="checkbox"/>	May 23, 2012 03:13 PM	May 23, 2012 03:14 PM	85.0
<input checked="" type="checkbox"/>	May 23, 2012 03:13 PM	Jun 01, 2012 07:13 PM	20.0

6. Under the **Attempt Actions** area at the right, click **Change Score**.



7. Type in the score you want and click **Change Score**.

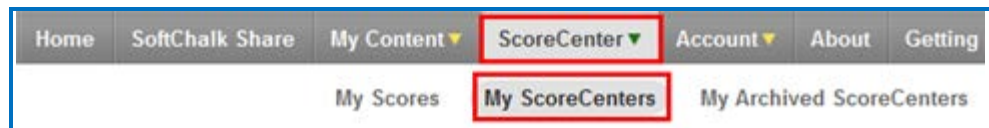
Notice that you can make a note to yourself about this change in the **Notes** area. *Comments here are NOT shown to the student.* (If you want give your student feedback on an attempt, see the section [Give Feedback to a Student](#).)



The image shows a 'Change Score' dialog box with a green header and a close button. The text inside reads: 'This will change the earned score for the attempt. To remove the changed score, remove the value in "New Score" and click "Change Score."' Below this, there are two input fields: 'Current Score' with the value '50' and 'New Score' with the value '60'. The '60' is highlighted with a red box. There is also a text area for 'Notes (Not shown to Learner)'. At the bottom, there are two buttons: 'Change Score' (highlighted with a red box) and 'Cancel'.

### Download Student Scores

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.



3. At the right, click the View Gradebook icon for your ScoreCenter.  
**IMPORTANT:** Lessons will NOT appear in the Gradebook until at least one person has taken the lesson.



4. At the bottom right under the **Actions** area, click **Download Simple CSV** or **Download Detailed CSV**. (You can open the CSV files in a spreadsheet program.)



The **Simple CSV** format gives each student's name and his/her grade for each lesson.

The **Detailed CSV** format includes ALL the attempts for each student for each lesson.

---


## Give Feedback to a Student

If your students are [SoftChalk Cloud](#) users AND you set up your ScoreCenter to **Allow any valid SoftChalk Cloud user** or **Allow specified SoftChalk Cloud users** (see the section [Users](#)), then you have the option to give your students feedback on a particular attempt.

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. At the right, click the View Gradebook icon for your ScoreCenter.



4. Click on the attempts icon for a specific student.



A screenshot of a gradebook table. The table has four columns: 'Learner', 'Total', 'Arm Anatomy', and 'Brain Anatom...'. The rows represent different students. The 'student01' row is highlighted, and its 'Attempts' icon is highlighted with a red square.

Learner ▲	Total	Arm Anatomy	Brain Anatom...
m	25.0 / 480.0	-	-
mbh	50.0 / 480.0	-	-
mbhuneke	90.0 / 480.0	-	✓ 90.0
student01	368.17 / 480.0	✓ 50.0	✓ 90.0









5. Click on an attempt.

Attempts			
	Started	Completed	Score
	Mar 21, 2012 12:13 PM	Mar 21, 2012 12:15 PM	90.0

6. Under the **Attempt Actions** area at the right, click **Give Learner Feedback**.

### Attempt Actions

-  Change Score
-  Give Learner Feedback
-  Clear Attempt
-  Restore Attempt
-  Complete Attempt
-  Re-Open Attempt

7. Type in the feedback and click **Give Learner Feedback**.

### Give Learner Feedback



This feedback is shown to the Learner when they view attempts for this lesson.

Learner Feedback

You did a wonderful job on this lesson. Way to go!

**Give Learner Feedback** Cancel

8. The Cloud user will see this feedback when logging into his/her [SoftChalk Cloud](#) account, clicking ScoreCenter, My Scores and clicking the feedback icon.

Lesson	ScoreCenter	Grade	Attempts	Completed	View Feedback
<a href="#">Arm Anatomy</a>	(mbhuneke) Biology 101 Section 01	50.0	4	Mar 27, 2012 07:17 AM	
<a href="#">Brain Anatomy</a>	(mbhuneke) Biology 101 Section 01	90.0	1	Mar 21, 2012 12:15 PM	

Learner Attempt: Biology 101 Section 01: Brain Anatomy

Date: Mar 21, 2012 12:15 PM

**Feedback: You did a wonderful job on this lesson. Way to go!**

Status: Complete      Earned Score: 90.0      Duration: 0:01:58

## Edit a ScoreCenter

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **ScoreCenter** and **My ScoreCenters**. Click the **Edit** button (pencil icon) for your ScoreCenter.

The screenshot shows the top navigation bar with 'Home', 'SoftChalk Share', 'My Content', 'ScoreCenter', 'Account', 'About', and 'Getting Started'. Below this, there are three tabs: 'My Scores', 'My ScoreCenters', and 'My Archived ScoreCenters'. The 'My ScoreCenters' tab is active. Below the tabs, it says 'Showing 1 - 1 of 1 ScoreCenter(s)'. A single ScoreCenter is listed: 'Biology 101 Section 01'. To the right of the ScoreCenter name, there is a pencil icon (edit), a square icon, and a lock icon.

3. For information about the different areas, see the sections [Properties](#), [Authentication](#), [Share Results](#) and [Tracked Lessons](#).
4. You can change information for your ScoreCenter including the name of your ScoreCenter and the current scores of your students will be preserved.
5. Be sure to click **Save Changes**.

**As you make changes in your ScoreCenter, be sure to click Save Changes at the bottom of your screen.**

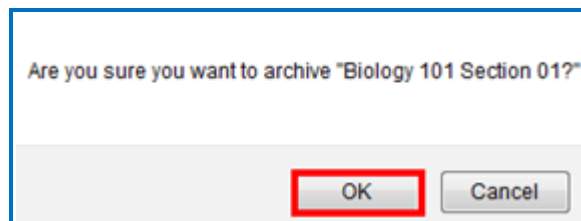
**Save Changes**   **Cancel**

## Archive a ScoreCenter

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click the **ScoreCenter** link and **My ScoreCenters**.
3. Click the **Archive** icon in the top area of the ScoreCenter.



4. You will get a warning message asking if you want to archive the ScoreCenter. Click **OK** to archive the ScoreCenter. *Archiving the ScoreCenter will not allow new content to be added to this ScoreCenter or new student attempts to be added to this ScoreCenter.*



5. To restore an archived ScoreCenter (i.e. make the ScoreCenter active again), in the [SoftChalk Cloud](#), log into your [SoftChalk Cloud](#) Account. Click the **ScoreCenter** link and **My Archived ScoreCenters**.
6. Find the ScoreCenter that you want to restore and, in the top area for the ScoreCenter, click the **Restore ScoreCenter** icon. Click **OK** at the confirmation message window.



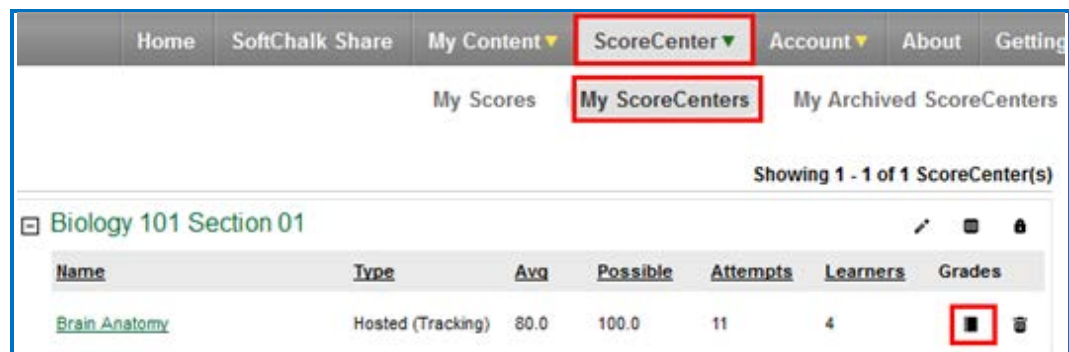
## Using Essays with a ScoreCenter

### Create the Essay Question and Assign Points

You can create essay questions within [SoftChalk Create](#) (choose **Insert/QuizPopper/Essay**). If you like, you can assign points to your essay question. In this case, you would need to change the score for a lesson based on the points you want to give for the essay. For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points under the **Options** tab for the essay and other items.) Let's say a student completes everything correctly, completes the essay, clicks the **Finish** button for the essay and then clicks the **Finish** button on the last page of the lesson to submit his or her score. At this stage, the student has a score of 90 out of 100 because you will need to evaluate the essay and assign points.

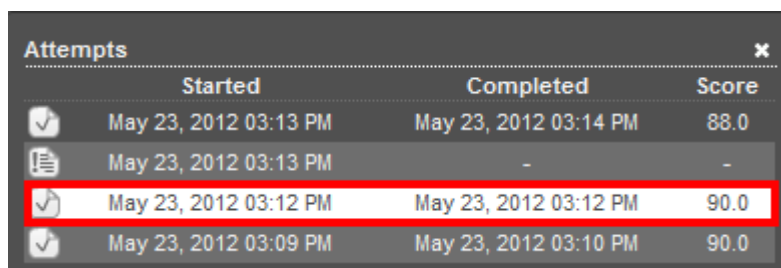
### Read an Essay Submitted by a Student





1. To view a student's essay, click ScoreCenter and then My ScoreCenters. Click the Learner Attempts icon for a lesson.



Home	SoftChalk Share	My Content	ScoreCenter	Account	About	Getting
My Scores			My ScoreCenters	My Archived ScoreCenters		
Showing 1 - 1 of 1 ScoreCenter(s)						
Biology 101 Section 01						
Name	Type	Avg	Possible	Attempts	Learners	Grades
Brain Anatomy	Hosted (Tracking)	80.0	100.0	11	4	

2. Select an attempt.

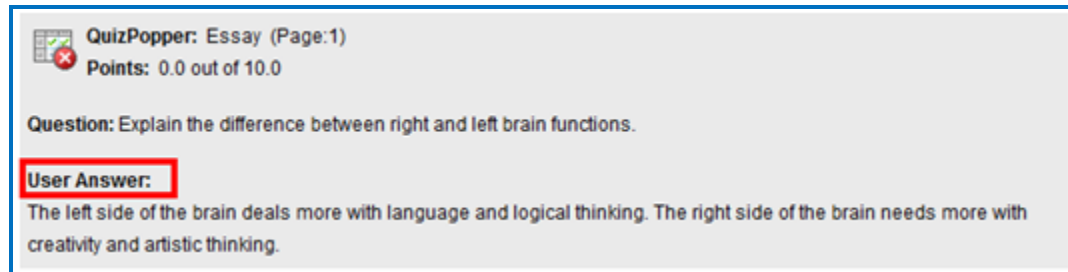


Attempts			
	Started	Completed	Score
	May 23, 2012 03:13 PM	May 23, 2012 03:14 PM	88.0
	May 23, 2012 03:13 PM	-	-
	May 23, 2012 03:12 PM	May 23, 2012 03:12 PM	90.0
	May 23, 2012 03:09 PM	May 23, 2012 03:10 PM	90.0

3. Click on the **QuizPoppers** tab.



4. If necessary, scroll down the screen to read the essay. If the essay is a scored item, then see the next section for changing the student score.



### Change the Score for the Lesson

See the section [Change a Student Score](#)

If you want to give feedback to the student about the essay, see the section [Give Feedback to a Student](#).

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## Use Master Lessons in SoftChalk Cloud

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### Advantages of Using Master Lessons in SoftChalk Cloud

You can use SoftChalk Cloud to manage master lessons that can vary from semester to semester.

(Please note that you can purchase additional space for your SoftChalk Cloud account if you need to. To purchase additional space, please contact [sales@softchalk.com](mailto:sales@softchalk.com).)

Using the instructions below, you can:

- Work on a distinct set of master lessons that can be modified for future semesters but not effect lessons in the current semester
- Maintain versions of the lessons that were used for each semester in your SoftChalk Cloud account.

---

### Steps to Create Master Lessons

1. Log into your SoftChalk Cloud account.
2. Create a folder in **My Content/Lessons** called **Master Lessons**.
3. Create master lessons and put them into this folder.
4. When these lessons are ready to be “rolled out” for a particular semester, create a new folder in **My Content/Lessons**. Name this folder after the semester, for example, **2015 Spring Semester**.
5. Go back to the original **Master Lessons** folder. Click on the name of a lesson in this folder.
6. Scroll down to the **Lesson Actions** area and choose **Copy Lesson to My Content**.
7. At the top under **My Content/Lessons**.
8. Drag the copied lesson from the **Lessons** folder into your semester folder, for example, **2015 Spring Semester**.
9. Rename the lesson. (You could reference the semester name in the lesson name. This name is what you would see when you view the lesson in your Cloud account versus a title for the lesson that the student would see in a learning management system.)
10. Repeat for each lesson. (Copy the master lesson. Move it to your semester folder and rename the lesson.)
11. Copy the Hyperlink or LTI link for a lesson in the semester folder, for example, your **2015 Spring Semester**.

12. Paste this Hyperlink or LTI link into the **course template or course** in your learning management system. For details on pasting Hyperlinks or LTI Links into your learning management system, please see your learning management system guide for SoftChalk.
13. Repeat for each lesson. (Copy the current link for a lesson in your semester folder and paste it into your learning management system.)
14. If you are using a course template in your learning management system, you can copy this template to various courses.

**IMPORTANT:** If you are a Blackboard user and plan to copy courses that have LTI links, be sure to select the **Results Center, Columns and Settings** option when doing a course copy in Blackboard. For details, see the section **In Blackboard: LTI Links and Course Copy** in the [Blackboard and SoftChalk Cloud Integration Guide](#).

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## Collaborate with Other Instructors on SoftChalk Lessons

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### Overview

The share feature within the [SoftChalk Cloud](#) allows you to collaborate with other instructors to create SoftChalk lessons. (As mentioned previously, you can also share ScoreCenters with other instructors. For details, see the section [Share Results](#).)

**IMPORTANT:** To use the share feature on the [SoftChalk Cloud](#), you AND the instructors with whom you will collaborate must have a team license for [SoftChalk Cloud](#). Please contact [sales@softchalk.com](mailto:sales@softchalk.com) for information about a team license.

**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.)

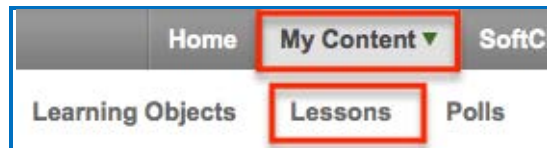
If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section [Migrate Content from SoftChalk Desktop to SoftChalk Cloud](#).

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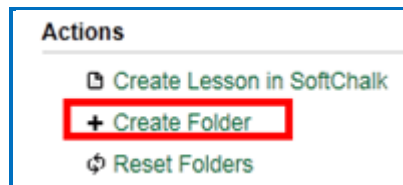
### Create a Folder to be Shared

**IMPORTANT:** You must create a folder and put content in the folder to share. (You CANNOT share your **Lessons** folder.)

2. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
3. Click on the **My Content** tab at the top.
4. Click the **Lessons** link.

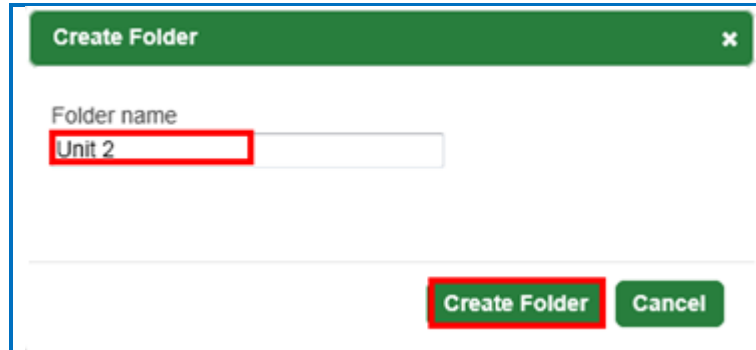


5. At the right under the **Actions** area, click **Create Folder**.





6. Type a name for your folder and click **Create Folder**.



**Create Folder** [X]

Folder name  
Unit 2

**Create Folder** **Cancel**

7. Scroll down to find your folder. Click the **Share** icon.



**Unit 2** [Share Icon] [Edit Icon] [Trash Icon]

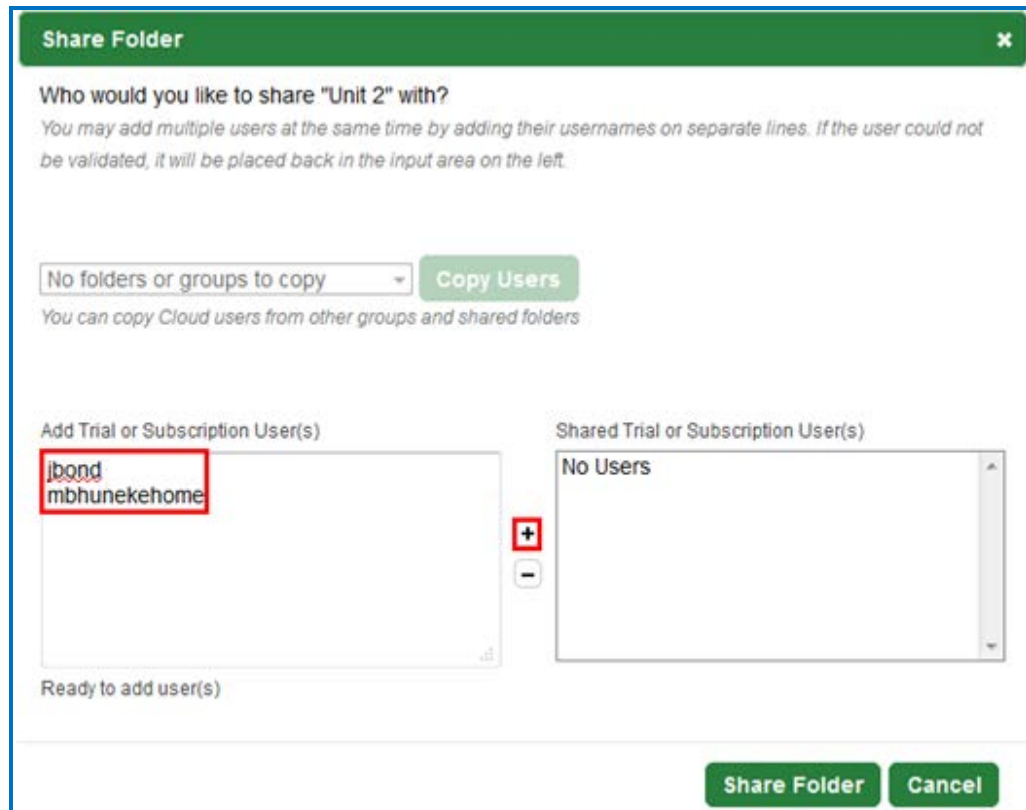
**Click the Share icon**

Name

No lessons or courses. Drag a lesson or course to this folder to add it.

8. Type in **SoftChalk Cloud usernames** (or Trial SoftChalk Cloud users) and click **Add Users**.

If you want to create a group of users, see the sections [Create Groups](#) and [Add a Group to Share a Folder](#).



**Share Folder** [X]

Who would you like to share "Unit 2" with?  
*You may add multiple users at the same time by adding their usernames on separate lines. If the user could not be validated, it will be placed back in the input area on the left.*

No folders or groups to copy [Copy Users]  
*You can copy Cloud users from other groups and shared folders*

Add Trial or Subscription User(s)  
jbond  
mbhunekehome

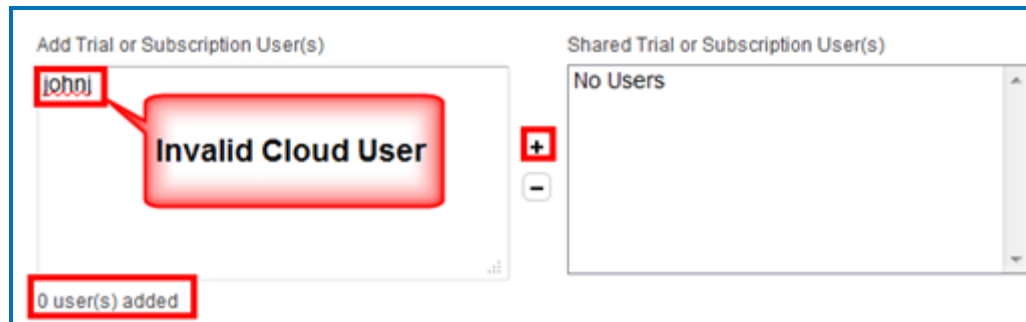
Shared Trial or Subscription User(s)  
No Users

[+] [-]

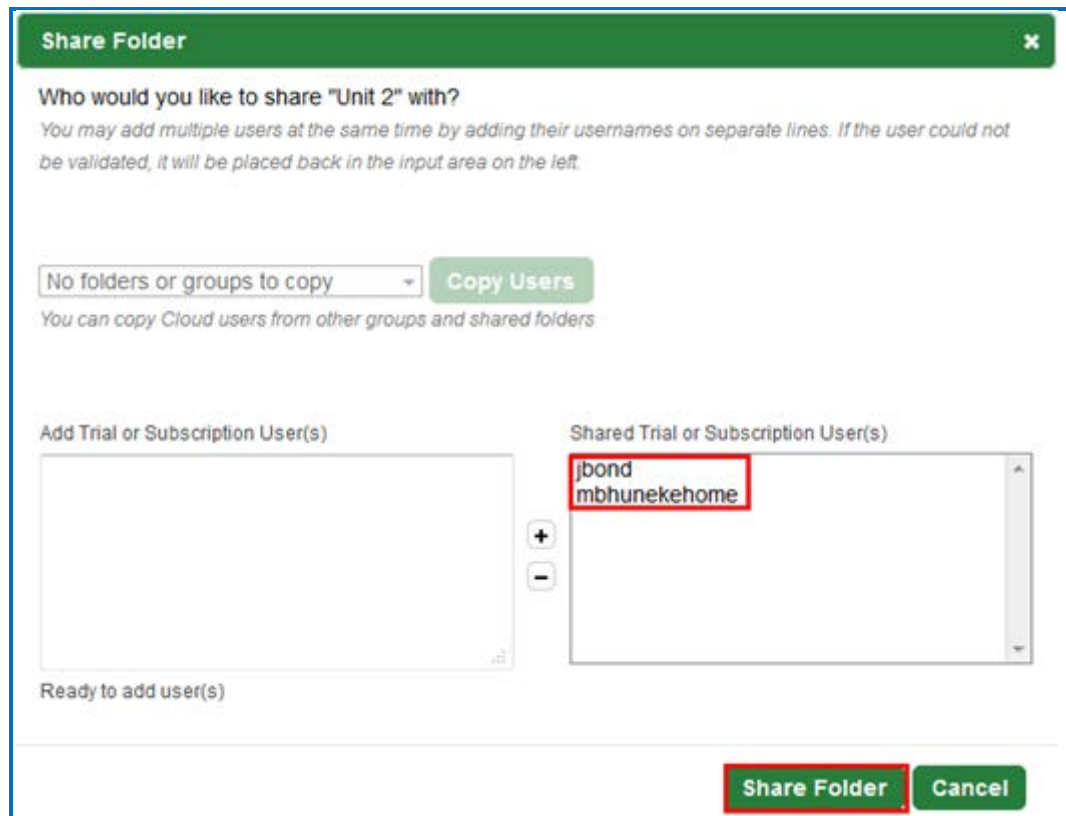
Ready to add user(s)

**Share Folder** **Cancel**

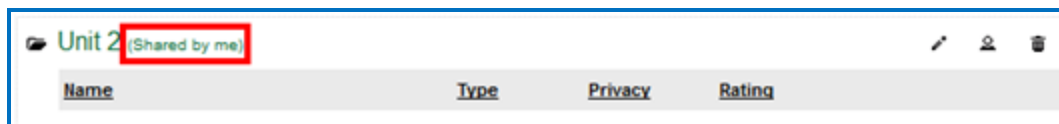
9. If you happen to add an invalid user, you will get an error message at the bottom **0 user(s) added** (see below) and the user will not appear in the right column.



10. After adding valid [SoftChalk Cloud](#) users (or trial user), their usernames will appear under the **Shared Cloud User(s)** list. Click **Share Folder** to save your changes.



11. You may need to refresh your web page in order to see your changes. Once you refresh your web page, you will see the words **Shared by me** beside your folder name indicating that you have shared a folder.



12. At this point, the users you designated to share this folder (e.g. jbond and mbhunekehome) can:

- Put additional SoftChalk content in this folder by saving content from Softchalk into this folder (see the section [Save Content to the Cloud – My Content](#))
- Within SoftChalk open any content in this folder, make changes and replace the existing content (see the section [Edit Shared Content](#))
- Go to a previous version of the content (if necessary)

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## Save Your Content to the Cloud

Within [SoftChalk Create](#), save your lesson to the [SoftChalk Cloud](#). For details, see the sections [Save Content to the Cloud – My Content](#).

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## Edit Shared Content

Within [SoftChalk Create](#), you can go to your **File/Save to SoftChalk Cloud** window and connect to the [SoftChalk Cloud](#).

Then open the shared content. Save and replace the current content. For details, see the sections [Save Content to the Cloud – My Content](#)

**IMPORTANT:** As mentioned previously, 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.)

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## View or Edit a Previous Version of the Content

See the section [Select a Previous Version of Your Content](#).

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## Share Student Results (Scores)

See the section [Share Results](#).

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# SoftChalk Share

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## Overview

A public content repository called **SoftChalk Share** is part of the [SoftChalk Cloud](#). From the **SoftChalk Share** tab of [SoftChalk Cloud](#), the public (without a SoftChalk Cloud account) can search for content and get a hyperlink or embed code for a large volume of educational content. The public can search by:

- Keyword(s)
- Subject (e.g. math, science, language arts, music, etc.)
- Level (e.g. undergraduate, 12<sup>th</sup> grade, 11<sup>th</sup> grade, etc.)
- Type of content (learning object, quiz group and lesson)

Content on this site is governed by Creative Commons licensing (see the section [Creative Commons Licenses](#)).

As previously mentioned, users with a [SoftChalk Cloud account](#) have posted this content, which they produced with [SoftChalk Create](#). (SoftChalk Create is an eLearning content authoring program that is part of a [SoftChalk Cloud](#) account.)

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## Advantages of a SoftChalk Cloud Account

If the public can search SoftChalk Share and get hyperlinks to content, what are the advantages of having a SoftChalk Cloud account? With a [SoftChalk Cloud account](#) you can:

- Copy content you find through SoftChalk Share and modify it (see the sections [Modify Content that You Find](#)).
- **Have your content available wherever you have internet access** because you can log into your SoftChalk Cloud account and edit your lessons from anywhere.
- **Update a lesson once but link to this lesson in many places** such as multiple courses within your learning management system.
- **Collect grades using LTI links within your learning management system** if you have Angel, Blackboard, BrainHoney, Canvas, Desire2Learn, Jenzabar and Moodle.
- Collect grades outside of a learning management system using the ScoreCenter feature within your Cloud account.
- Collaborate with other instructors on lessons – see the section [Collaborate with Other Instructors on SoftChalk Lessons](#).
- Save your SoftChalk content to **SoftChalk Share** as public content.
- Designate a creative commons license for your content (see the section [Attach a Creative Commons License to Your Content](#))

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## Search for Content

For the licensing information on content that you find, see the section [Creative Commons Licenses](#).

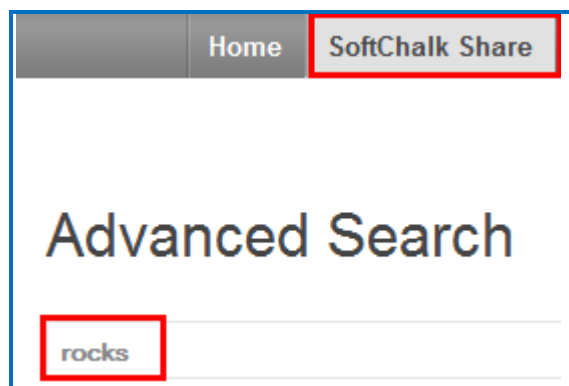
1. There are two ways to search for content. In the [SoftChalk Cloud](#), click the **SoftChalk Share** tab. With the **Search SoftChalk Share** option selected, click **Advanced Search**.



2. You can also click the **Advanced Search** link in the top right of your SoftChalk Cloud screen.



3. Type a keyword such as **rocks** in the Search Repository box.



4. Select one or multiple **Subject** areas.

**Subjects**

<input type="checkbox"/> All	<input type="checkbox"/> English as a Second Language	<input type="checkbox"/> Humanities	<input type="checkbox"/> Medicine	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Arts	<input type="checkbox"/> English Language Arts	<input type="checkbox"/> Industrial	<input type="checkbox"/> Music	<input type="checkbox"/> Soft Skills Training
<input type="checkbox"/> Business	<input type="checkbox"/> Health Care and Medical	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Nursing	<input type="checkbox"/> Technology
<input type="checkbox"/> Education	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Language Studies	<input type="checkbox"/> Sales and Marketing	
<input type="checkbox"/> Engineering	<input type="checkbox"/> History	<input type="checkbox"/> Mathematics	<input checked="" type="checkbox"/> Science	

5. Select one or multiple **Levels** and select one or multiple **Content Types**.

**Levels**

<input type="checkbox"/> All	<input checked="" type="checkbox"/> Undergraduate	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 1
<input type="checkbox"/> Corporate Training	<input checked="" type="checkbox"/> Grade 12	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Kindergarten
<input type="checkbox"/> Professional Studies	<input checked="" type="checkbox"/> Grade 11	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Pre-K12
<input type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Grade 10	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 2	

**Content Types**

<input checked="" type="checkbox"/> Learning Objects	<input checked="" type="checkbox"/> Quiz Groups	<input checked="" type="checkbox"/> Lessons	<input checked="" type="checkbox"/> Courses
--	---	---	---

6. Once you have entered your keyword and designated your subject(s), level(s) and content type(s), click the **Search** icon at the right.

rocks

7. Your search results should appear below your Keyword box. Click on a learning object that you found. **IMPORTANT:** If you click on the **Owner** link (e.g. **mbhuneke**), you can see the profile provided by that owner and link to other content that the owner created.

**Thomas Jefferson**

**Owner:** [spolyson](#)

**Subject(s):** All

**Grade Level(s):** All

**Keyword(s):** Thomas Jefferson, Drafting the Declaration of Independence, Jefferson Drafts the Declaration of Independence, Jeffersons Influences, Check your understanding, Drafting the Constitution, The Continental Committee

**Search Weight:** 0

★★★★★

8. You should see your item.

- Notice that you can get both a **hyperlink** and an **embed code** for the item (you would probably want one or the other). For details on hyperlinks and embed codes, see the sections [Hyperlink and Embed Code](#).
- **Notice that you can use this item as your students would use it.**
- Below the item is general information that the owner provided including a description, subject(s) and grade level(s).

**Across**

- 2.) Ordinary an unremarkable
- 7.) Governmen people
- 8.) Thomas Jel family home

**Down**

- 1.) Those who
- 3.) A system of
- 4.) United Stat legislature
- 5.) conductor c surveys
- 6.) Third presic United States

**Name:** Jefferson Crossword Copy  
**Owner:** [spolyson](#)  
**Type:** crossword  
**Created:** May 16, 2012 07:44 AM GMT  
**SoftChalk Version:** 6  
**File Size:** 0.0 MB  
**Based on:** [Jefferson Crossword](#) by [spolyson](#)  
**Rating:** ☆☆☆☆☆ 0 vote(s)

**Description:** ⓧ A crossword puzzle that reviews information about Thomas Jefferson and general government terms  
**Subject(s):** History  
**Grade Level(s):** Grade 5  
**Keyword(s):** Government, History, Jefferson  
**Views:** 140  
**Downloads:** 0  
**Copied:** 0

**Learning Object Actions**

- Report for Inappropriate Content
- Copy Learning Object to My Content

**Share**

- Customiz

**Hyperlink**

<https://beta.softchalkcloud.com/widget/serve/zf/zfNKNmOxb4dwqL>  
Launch in new window

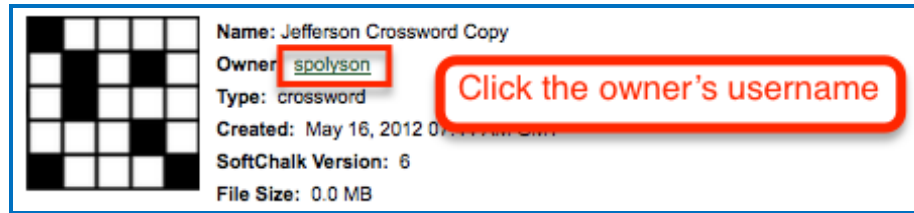
**Embed**

```
<iframe width="540px" height="541px" src="https://beta.softchalkcloud.com/widget/serve/zf/zfNKNmOxb4dwqL"></iframe>
```

---

## View More Content by the Owner

1. Click on the link for the **Owner** to view more content by this person.



**Name:** Jefferson Crossword Copy  
**Owner:** [spolyson](#)  
**Type:** crossword  
**Created:** May 16, 2012 09:11 AM EDT  
**SoftChalk Version:** 6  
**File Size:** 0.0 MB

2. Scroll down to view more content by this person. Click on a link to view another item.



---

## Rate Content

1. You must have a [SoftChalk Cloud](#) account to rate an item. To create an account, see the section [Create an Account](#).
2. Click an item from the Home page or search for content (see the section [Search for Content](#)). Then click on an item that you found.
3. If you scroll down the page, you will see an area to rate the item and offer comments. Click on a star (5 stars is the best) and type a comment.

If you don't see the area below, then you will need to log in (see the section [Log into Your Account](#)). After you log in, you will return to the screen and you can scroll down and rate the item and post comments.

What do you think?

---

Select a star and share your rating.




**To rate an item, move over a star and click.**

What do you think?

---

Select a star and share your rating.



Like to make a comment? Let others know what you think about this learning object.

---

**Post Comment**

At the bottom of the page you will see your comment as well as comments from others about the item. The most recent comments are on the top.

---

Comments (1)

---

1 [mbhuneke](#) on Mar 23, 2012 03:34 PM

This is a good quick test of the three types of rocks. Adding some photos would be nice.

---

---

## Hyperlink and Embed Code

### Hyperlink

A **hyperlink** is a link to a web page or web file.

SoftChalk users can use the **Insert/Hyperlink** feature within SoftChalk to paste the hyperlink. For details, see the section [Insert an Item into a SoftChalk Lesson \(Hyperlink\)](#).

### Embed Code

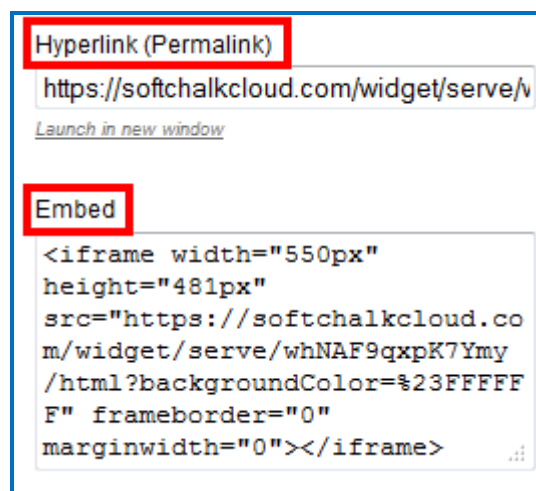
An **embed code** allows you to have the item appear within the context of your web page or SoftChalk lesson. In other words, the user will automatically see the item when the web page appears. (The user must be online to view the item as the embed code is linking to the website with the item's information.)

SoftChalk users can use the **Insert/Widget** feature within SoftChalk to paste the embed code. For details, see the section [Insert an Item into a SoftChalk Lesson \(Embed Code\)](#).

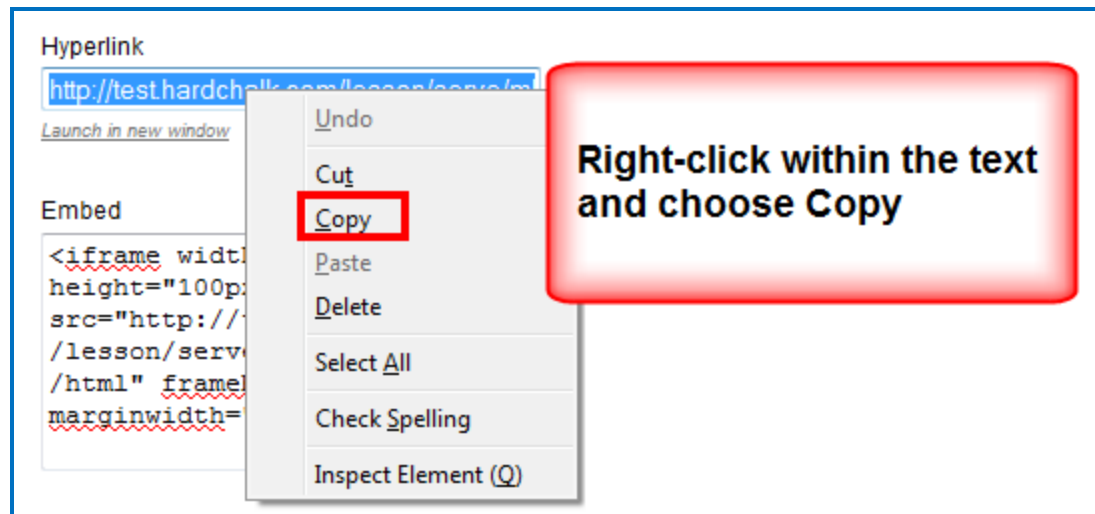
Note that you can make changes to the dimension, point value, or background color if you copy the embed code. See the sections [Set the Point Value](#) and [Set the Background Color](#).

### Copy a Hyperlink or an Embed Code

1. Search for an item. See the section [Search for Content](#).
2. Click on the item. In the lower right corner, you will see a hyperlink and embed code for the item.



3. To copy the hyperlink or embed code, you can right-click with your mouse within the text and choose copy.



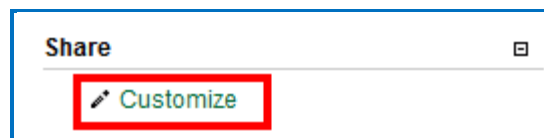
4. As mentioned previously, you can paste this code into a web page or SoftChalk lesson. See the sections [Insert an item into a SoftChalk Lesson \(Hyperlink\)](#), [Insert an Item into a SoftChalk Lesson \(Embed Code\)](#) and [Insert an Item into a Web Page \(Embed Code\)](#).

---

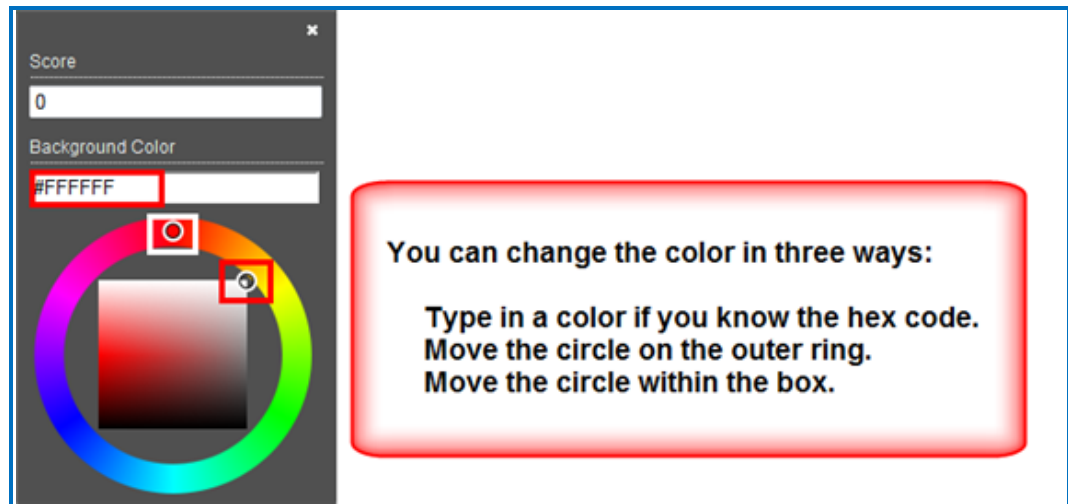
## Set the Background Color

If you are getting the embed code, then you can change how the background color will display for an activity (learning object) or quiz group.

1. Search for an item (see the section [Search for Content](#)).
2. Click on your item to view it. At right under **Share**, click **Customize**.



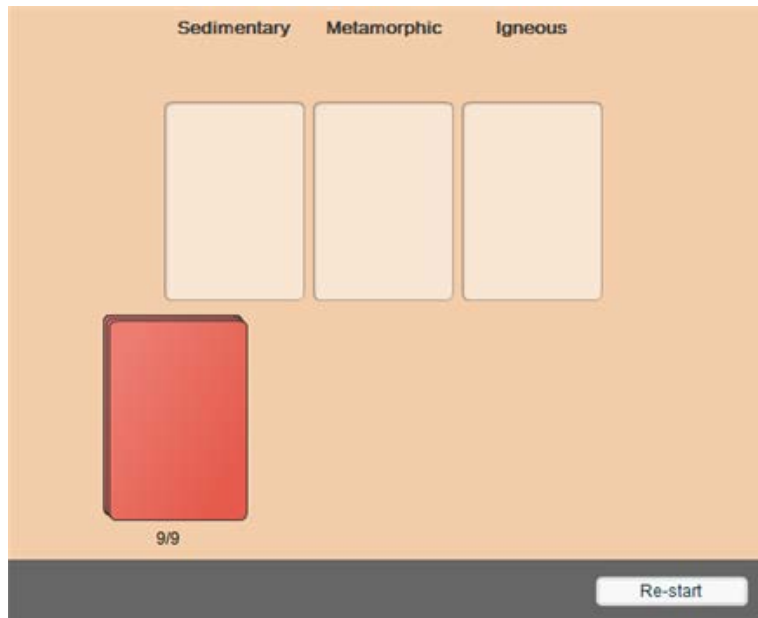
3. If you already know the Hex # number for your color, you can type or paste it in the box. Or you can drag both circles to change the color. (The circle for the box lets you “fine tune” the outer circle color.



4. After changing the color, click the top X to save your value temporarily to get a hyperlink or embed code.



5. Copy the hyperlink or embed code (see the section [Hyperlink and Embed Code](#)) and the color you assigned will appear on the screen for the activity. Notice this activity as a hyperlink.

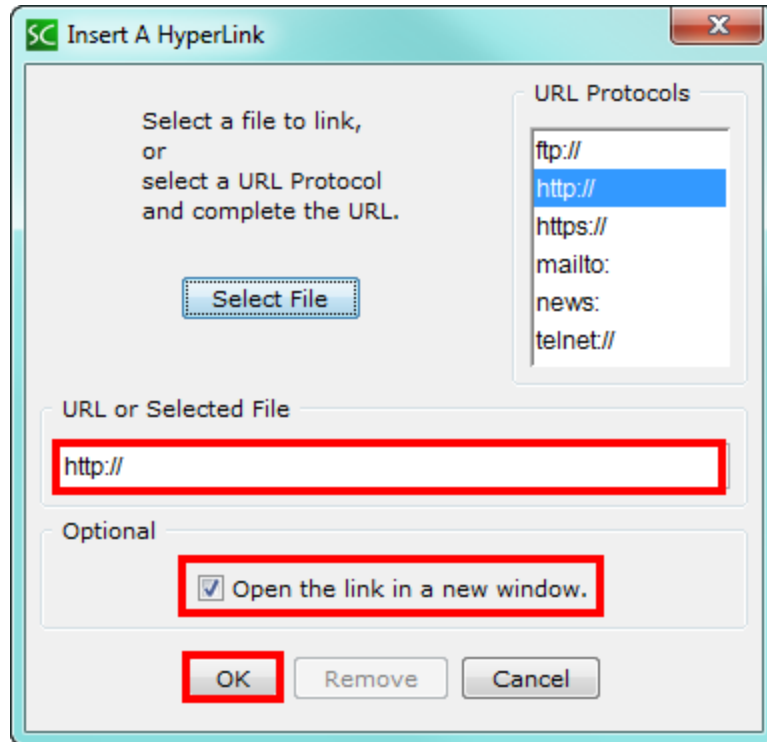


---

## Insert an Item into a SoftChalk Lesson (Hyperlink)

1. Search for an item (see the section [Search for Content](#)).
2. Click on your item to view it.
3. See the section [Hyperlink and Embed Code](#) on how to copy a hyperlink.
4. Start [SoftChalk Create](#) and open a lesson.
5. Select some text and choose **Insert/Hyperlink**.

6. In the **URL or Selected File** box, paste the hyperlink. Select **Open the link in a new window**. Click **OK**.



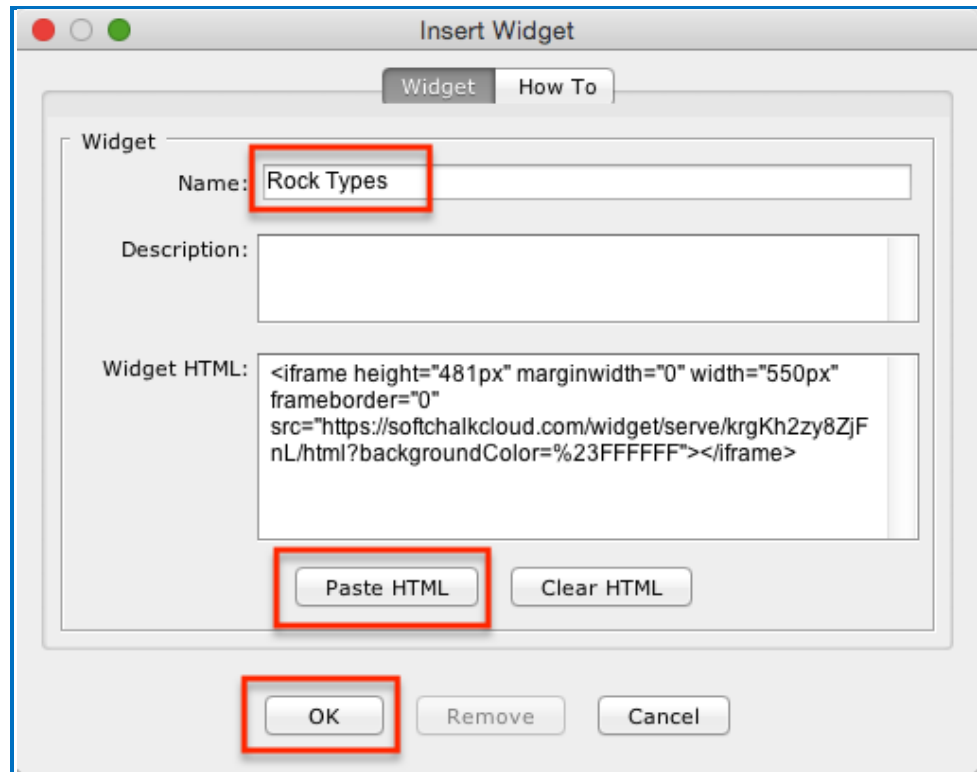
7. Save and preview your lesson.

---

## Insert an Item into a SoftChalk Lesson (Embed Code)

1. Search for an item (see the section [Search for Content](#)).
2. Click on your item to view it.
3. See the section [Hyperlink and Embed Code](#) on how to copy embed code.
4. Start [SoftChalk Create](#) and open a lesson.
5. Click where you want your item to appear.
6. Choose **Insert/Widget**.

7. Type a name in the **Name** field. Click **Paste Code**. Click **OK**.



8. Save and preview your lesson. **IMPORTANT:** As mentioned before, by inserting a widget, you are placing an embed link to the [SoftChalk Cloud](#) area where the content is stored. In other words, you are linking to the learning object (i.e. the learning object does NOT reside inside your lesson).

---

## Insert an Item into a Web Page (Embed Code)

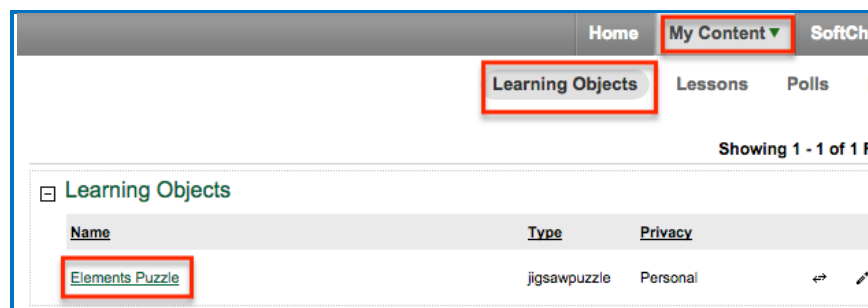
1. Search for an item (see the section [Search for Content](#)).
2. Click on your item to view it.
3. See the section [Hyperlink and Embed Code](#) on how to copy embed code.
4. For a web page, go into the html code and paste the embed code.

---

## Modify Content You Find

If you have a [SoftChalk Cloud account](#), you can modify content that you find.

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Search for an item (see the section [Search for Content](#)).
3. Click on your item to view it.
4. At the right under **Actions**, click either **Copy Learning Object**, **Copy QuizGroup** or **Copy Lesson**. If you do NOT see an **Actions** menu, then log into your account (see the section [Log into Your Account](#)).
5. Once you have copied your item, it will appear within the appropriate area under **My Content**. The copied item will have the word "Copy" at the end of it. See below for an example of an item that was copied into My Learning Objects.



6. To edit the properties for this item, click the edit (pencil) icon next to the icon. **IMPORTANT:** As mentioned previously, if you re-save your item back to the Cloud, whatever **Metadata** you have for your item, will replace the properties you modified in the Cloud. (When you save an item to the Cloud, you will see a **Metadata** button on the Save screen.)
7. To edit the content for this item, see the section [Insert and Modify a Learning Object or Quiz Group](#). If you want to edit a lesson that you copied, see the section [Edit a Lesson](#).



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## Creative Commons Licenses

For additional information about the different types of Creative Commons licenses, see the [Creative Commons](#) website and select **Licenses/About the Licenses**.

### Attach a Creative Commons License to Your Content

As mentioned previously, you can make your SoftChalk content public (see the sections [Privacy Options](#), [Save a Learning Object or Quiz Group to the Cloud](#) and [Save a Lesson to the Cloud](#)). You can designate the type of Creative Commons licensing that you want for this content within the **Metadata** area for the item.

Content Type	Create Item	Enter Metadata
<b>Learning Object</b> (also referred to as an Activity)	In <a href="#">SoftChalk Create</a> : (Top Menu) <b>Insert/Activity</b> Ex. Sequencing, Crossword, Flashcard, etc.	In <a href="#">SoftChalk Create</a> : <b>Metadata tab</b> for the individual learning object. <b>Keywords &amp; Details tab / Creative Commons</b>
<b>Quiz Group</b>	In <a href="#">SoftChalk Create</a> (Top Menu): <b>Insert/QuizPopper (or Quiz Group)</b> Ex. True/False, Multiple Choice, Short Answer, etc.	(same as learning object - see above)
<b>Lesson</b>	In <a href="#">SoftChalk Create</a> : Enter or copy text, insert activities or quiz groups. Choose <b>File/Save</b> .	In <a href="#">SoftChalk Create</a> : Top menu in the lesson – <b>Properties/Metadata</b> . <b>Keywords &amp; Details tab / Creative Commons</b>

To see how your license information appears, see the next section [View the Creative Commons License for Content You Find](#).

## View the Creative Commons License for Content You Find

If you have found SoftChalk content to use, you can find the Creative Commons licensing information for the content.

1. Search for an item. See the section [Search for Content](#).
2. Click on the name of an item you found.
3. Look in the **lower right-hand corner of an item** (learning objects, quiz groups and lessons) for the Creative Commons logo (CC logo). You can click on this logo to link to the licensing information on the Creative Commons website.



---

# Polls

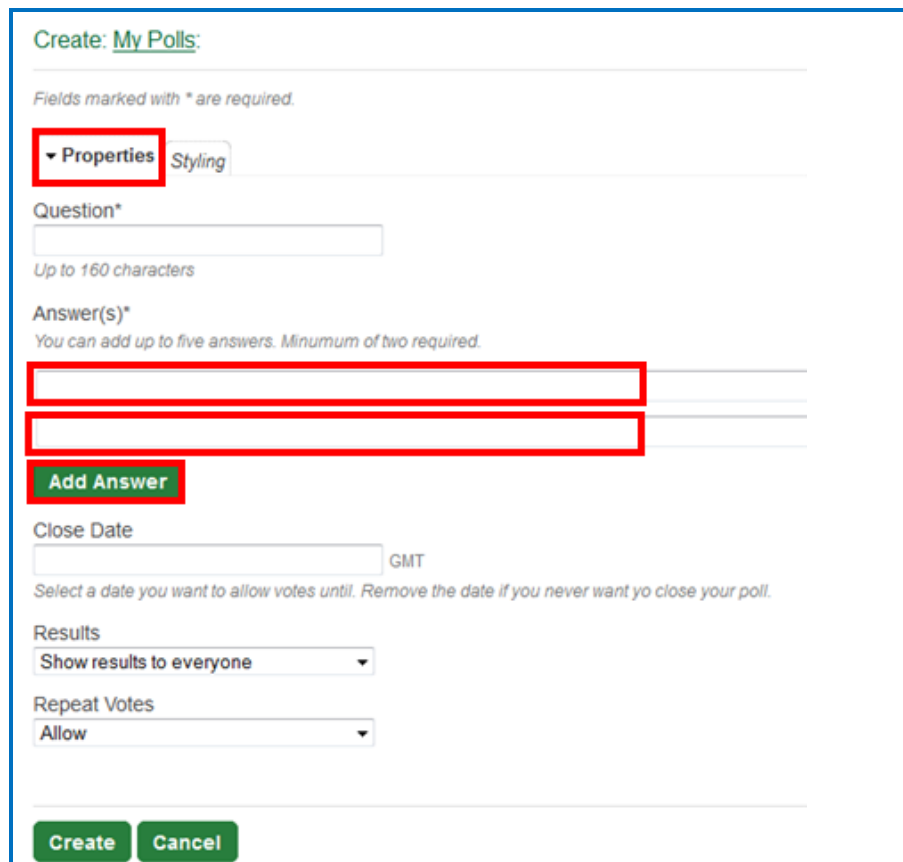
---

## Create a Poll

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **My Polls**.

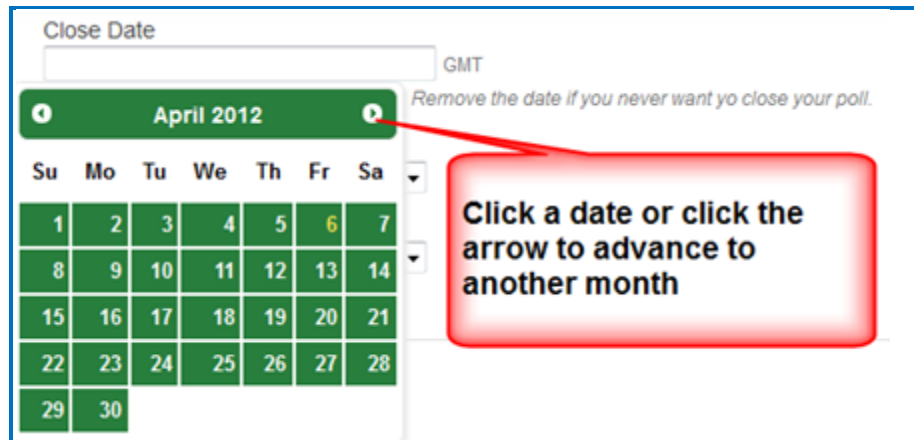


3. At the right under **Actions**, click **Create a Poll**.
4. Under the **Properties** tab, enter the question for your poll. Click **Add Answer** if you need to put in more than one answer.

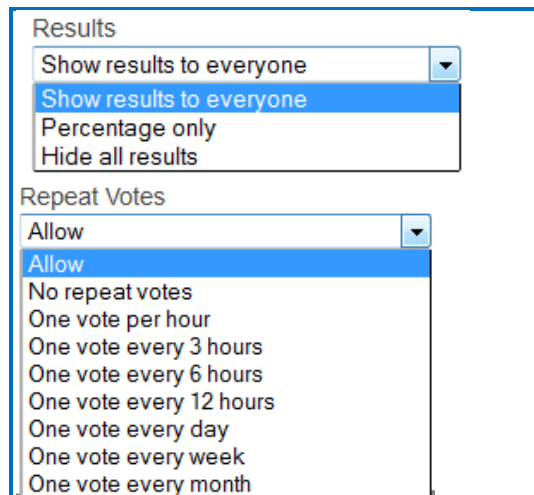
A screenshot of the 'Create: My Polls' form. The form has a white background and a blue border. At the top, it says 'Create: [My Polls](#):' followed by a horizontal line. Below that is the text 'Fields marked with \* are required.' The form has several sections: 1. 'Properties Styling' with a dropdown arrow and a red box around it. 2. 'Question\*' with a text input field and the note 'Up to 160 characters'. 3. 'Answer(s)\*' with the note 'You can add up to five answers. Minimum of two required.' and two text input fields, each with a red box around it. 4. 'Add Answer' button with a green background and white text, also with a red box around it. 5. 'Close Date' with a date input field and 'GMT' text, and the note 'Select a date you want to allow votes until. Remove the date if you never want yo close your poll.' 6. 'Results' with a dropdown menu set to 'Show results to everyone'. 7. 'Repeat Votes' with a dropdown menu set to 'Allow'. At the bottom are 'Create' and 'Cancel' buttons with green backgrounds and white text.

- When you click in the **Close date** field, a calendar appears allowing you to select a close date.

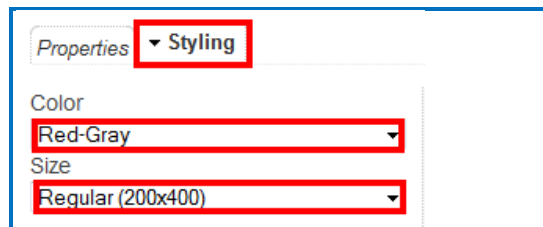
**IMPORTANT:** If you want to use a time zone other than GMT, change the time zone in your profile (see the section [Edit Your Profile and Select a Time Zone](#)).



- Select whatever options you want from **Results** and **Repeat votes**.



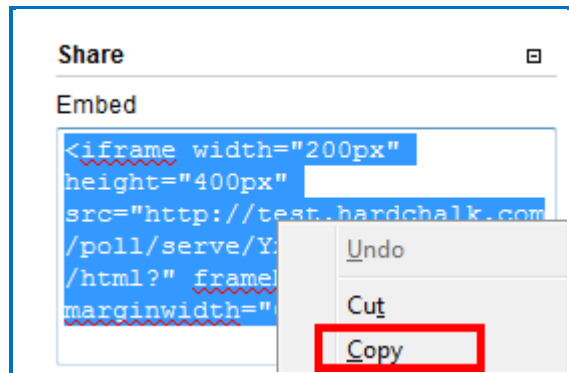
- To change the color for your poll, click the top tab **Styling**. Select the color and size you want. If you use a narrow dimension for your poll, you can insert the poll as a widget in a sidebar in a SoftChalk lesson.



8. Be sure to click **Create** at the bottom to save your poll.



9. At the bottom right click inside the Embed area and all the text should be selected and choose **Copy**.



---

## Insert a Poll into a Web Page

For a web page, go into the html code and paste the Embed code.

---

## Insert a Poll into a SoftChalk Lesson

1. Start [SoftChalk Create](#) and open or create a new lesson.
2. Choose **Insert/Widget**. Type a name, click **Paste HTML** and click **OK**.
3. Save and preview your lesson.



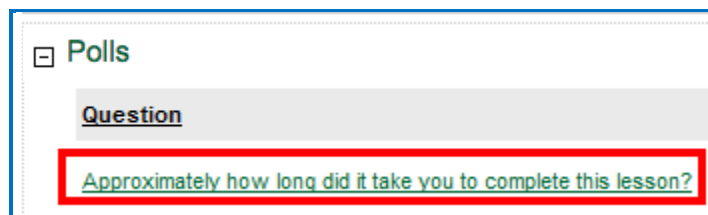
4. As mentioned previously, if you use a narrow dimension for your poll, you can insert the poll as a widget in a sidebar (see the explanation below).

To create a sidebar in a SoftChalk lesson, choose **Properties/Sidebars** and select a sidebar like **Text Only**. Right-click in the text field of the sidebar and choose **Insert/Widget**. Type a name, paste your code and click **OK**. (If **Sidebars** is disabled under the **Properties** menu, then you need to select a style under **Properties/Style Properties**.)

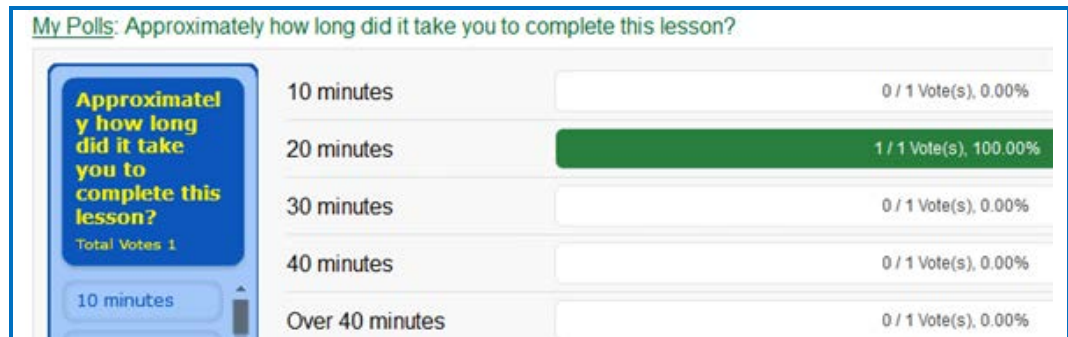
---

## View the Results of Your Poll

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Polls**.
3. Click on the name of your poll.



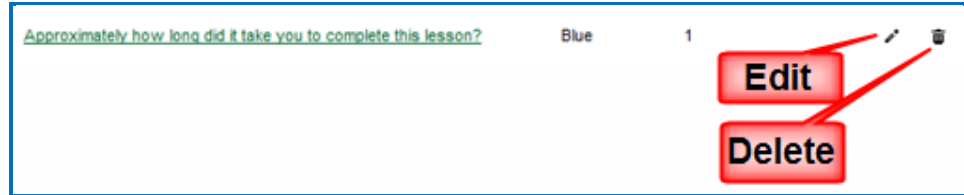
4. The results of your poll appear.



---

## Edit or Delete a Poll

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Polls**.
3. To edit your poll, click the pencil icon. To delete your poll, click the trashcan.



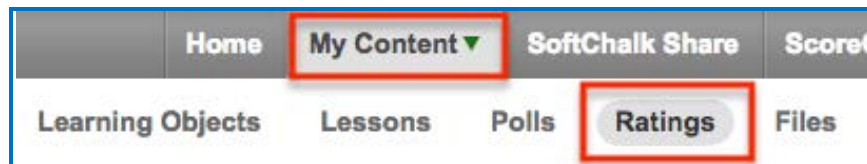
---

## Ratings

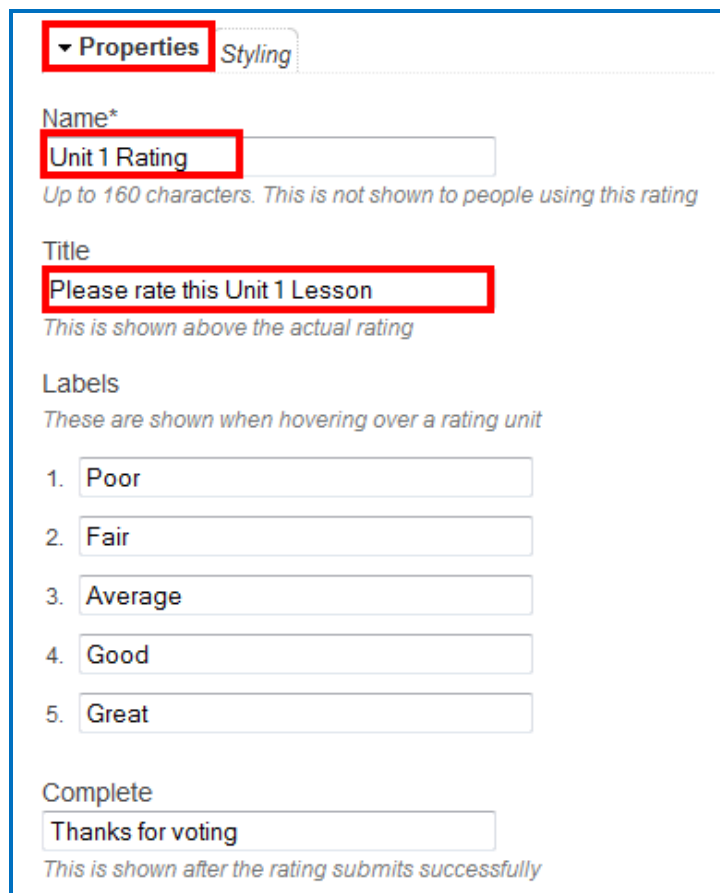
---

### Create a Rating

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Ratings**.



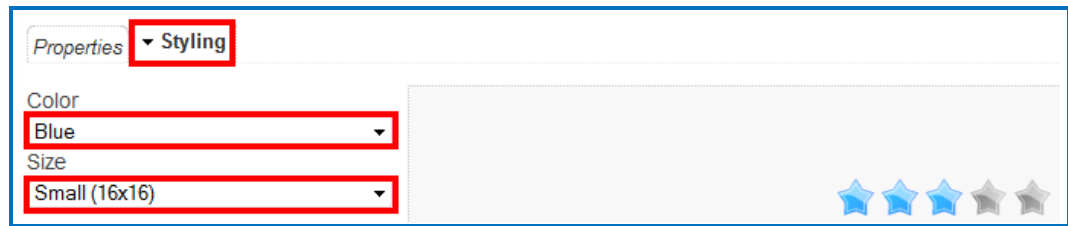
3. At the right under **Actions**, click **Create Rating**.
4. Under the **Properties** tab, enter the Name for your rating. This name is for your reference only and is not shown to people taking the rating. The Title IS shown to the people taking the rating.

A screenshot of the 'Create Rating' form. The 'Properties' tab is selected and highlighted with a red box. The form has several sections:

- Name\***: A text input field containing 'Unit 1 Rating', highlighted with a red box. Below it is the text: 'Up to 160 characters. This is not shown to people using this rating'.
- Title**: A text input field containing 'Please rate this Unit 1 Lesson', highlighted with a red box. Below it is the text: 'This is shown above the actual rating'.
- Labels**: A section with the text 'These are shown when hovering over a rating unit'. It contains five numbered text input fields:
  - 1. 'Poor'
  - 2. 'Fair'
  - 3. 'Average'
  - 4. 'Good'
  - 5. 'Great'
- Complete**: A text input field containing 'Thanks for voting'. Below it is the text: 'This is shown after the rating submits successfully'.



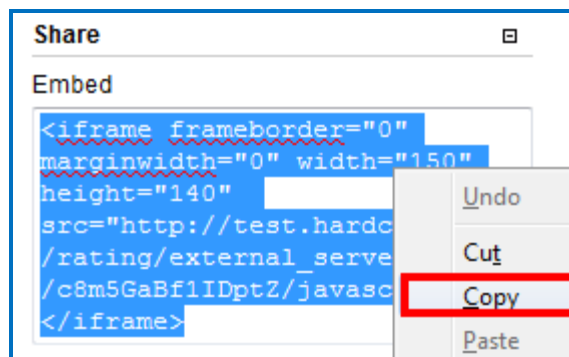
- To change the color of the stars for your rating, click the top tab **Styling**. Select the color and size you want. If you use a narrow dimension for your poll, you can insert the rating as a widget in a sidebar in a SoftChalk lesson.



- Be sure to click **Create** at the bottom to save your rating.



- At the bottom right click inside the **Embed** area and all the text should be selected and choose **Copy**.



- As mentioned previously, if you use a narrow dimension for your poll, you can insert the poll as a widget in a sidebar (see the explanation below).

To create a sidebar in a SoftChalk lesson, choose **Properties/Sidebars** and select a sidebar like **Text Only**. Right-click in the text field of the sidebar and choose **Insert/Widget**. Type a name, paste your code and click **OK**. (If **Sidebars** is disabled under the **Properties** menu, then you need to select a style under **Properties/Style Properties**.)

---

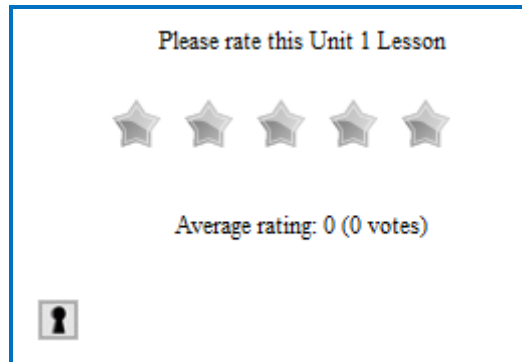
## Insert a Rating into a Web Page

For a web page, go into the html code and paste the Embed code.

---

## Insert a Rating into a SoftChalk Lesson

1. Start [SoftChalk Create](#) and open or create a new lesson.
2. Choose **Insert/Widget**. Type a name, click **Paste HTML** and click **OK**.
3. Save and preview your lesson (see below for a sample poll in a SoftChalk lesson).



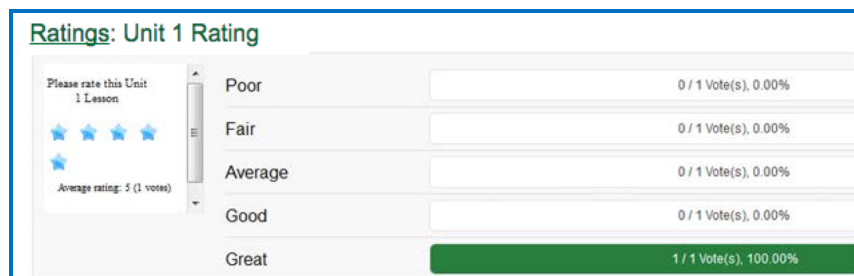
---

## View the Results of Your Rating

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Ratings**.
3. Click on the name of your rating.



4. The results of your poll appear.



---

## Edit or Delete a Rating

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Ratings**.
3. To edit your poll, click the pencil icon. To delete your poll, click the trashcan.



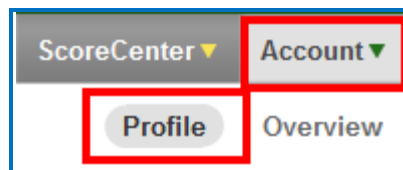
---

## Manage Your Account

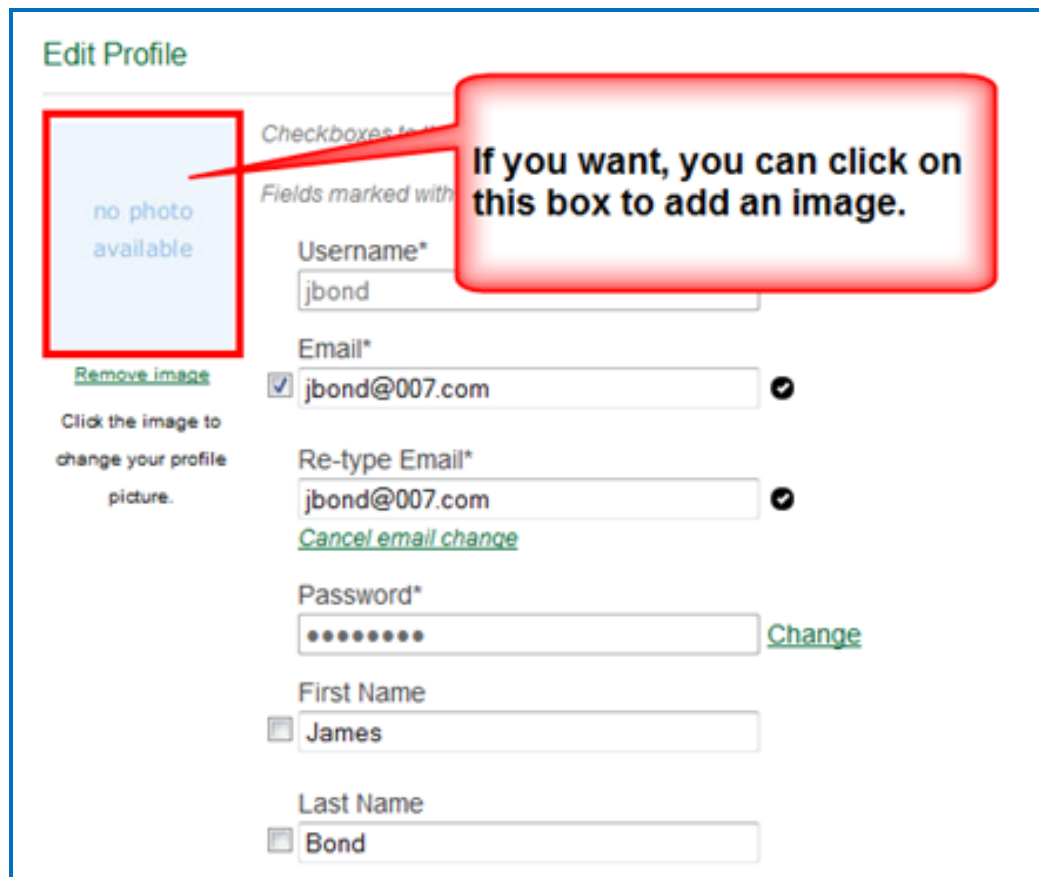
---

### Edit Your Profile and Select a Time Zone

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **Account** and **Profile**.



3. At the right under **Actions**, click **Edit Profile**.
4. Notice that you can add an image if you desire. This image will appear to the public if someone finds content you created and made public and clicks on your link (see the section [View More Content by the Owner](#)).

A screenshot of the 'Edit Profile' form. On the left, there is a placeholder for a profile picture with the text 'no photo available' and a red box around it. A red callout bubble points to this box with the text 'If you want, you can click on this box to add an image.' Below the placeholder is a 'Remove image' link and instructions to click the image to change the profile picture. The form fields include: 'Username\*' (jbond), 'Email\*' (jbond@007.com) with a checkmark, 'Re-type Email\*' (jbond@007.com) with a checkmark, 'Password\*' (masked with dots) with a 'Change' link, 'First Name' (James), and 'Last Name' (Bond). There are also checkboxes for 'First Name' and 'Last Name'.

5. **IMPORTANT:** Notice that you can change your privacy settings as well as your information. Selecting the checkbox beside an item makes it private.

A screenshot of a user profile settings page. It shows two rows of settings. The first row is for 'Last Name' with a checked checkbox and a red callout box pointing to a 'Private' button. The second row is for 'Institution' with an unchecked checkbox and a red callout box pointing to a 'Public' button.

6. To select a time zone, scroll to the bottom of your screen and select a time zone from the dropdown menu.

A screenshot of a 'Timezone' dropdown menu. The dropdown is open, showing 'US/Eastern' selected. Below the dropdown is a note: 'Please provide a timezone so we can ensure that all times are displayed in your location'.

7. After saving your time zone changes, updates to your content will be in your time zone (see the section [Select a Previous Version of Your Content](#)) as well as student submissions to your ScoreCenter content (see the section [View and Change Student Scores](#)).
8. Be sure to scroll to the bottom of the screen and click **Save Changes** to save your changes.

A screenshot of two buttons: 'Save Changes' and 'Cancel'. The 'Save Changes' button is highlighted with a red border.

---

## Account Overview – Usage and Expiration Date

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **Account** and **Overview**.

A screenshot of a navigation menu. The 'Account' dropdown menu is open, and the 'Overview' option is highlighted with a red border. Other options in the menu include 'ScoreCenter', 'About', 'Profile', and 'Groups'.

3. View your account information including your usage and expiration date.

**Account Overview**

Type: CONNECT Free

Description:

License Used: No license used

License Description: No description available

Expiration: Nov 17, 2011 GMT

**Usage Overview**

**View Your Usage Information**

Disk Space Used:		1.32 MB / 20.00 MB
Polls Used:	<input type="text" value="0"/>	0 of Unlimited Poll(s)
Ratings Used:	<input type="text" value="0"/>	0 of Unlimited Rating(s)
ScoreCenters Used:	<input type="text" value="0"/>	0 / Unlimited ScoreCenter(s)

---

## Add Additional Storage Space to Your Subscription Account

If you need additional storage space for your [SoftChalk Cloud](#) Account, please contact [sales@softchalk.com](mailto:sales@softchalk.com).

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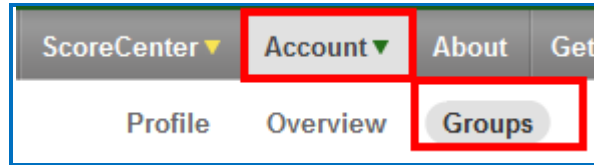
## Create Groups

If you intend to share content folders or ScoreCenters with others, you may want to create a group(s) to simplify your work. For instance, you may have a team that will share a folder of lessons and have the same team share a ScoreCenter. You could create one group and add that group each time.

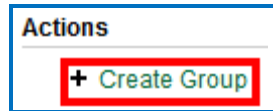
**IMPORTANT:** If you need to add or delete a member from the group, you would need to add or delete that member in each place that you entered the group (e.g. a content folder of a ScoreCenter).

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).

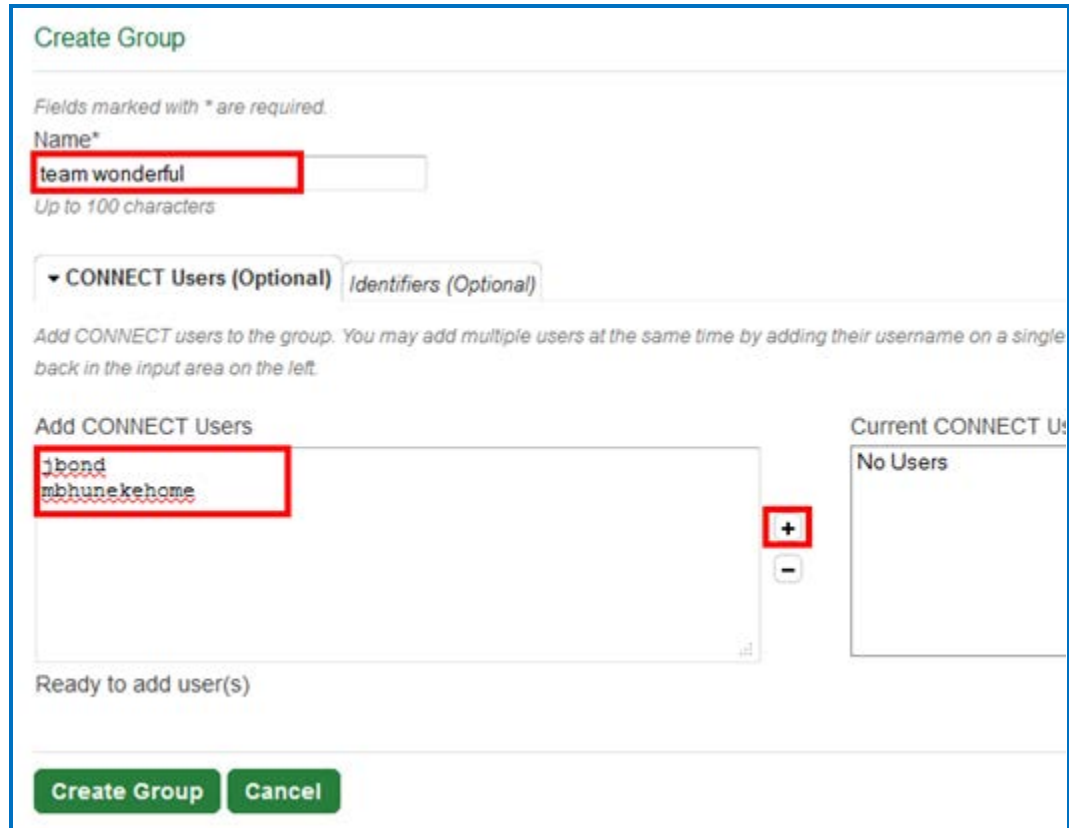
2. Click **Account** and **Groups**.



3. At the right under **Actions**, click **Create Group**.



4. Type a name for your group and enter each Cloud user on one line. Click the + sign to add the users.

A screenshot of the 'Create Group' form. The form has a title 'Create Group' and a note 'Fields marked with \* are required.' The 'Name\*' field contains 'team wonderful' and is highlighted with a red box. Below it is a section for 'CONNECT Users (Optional)' with a sub-section 'Identifiers (Optional)'. A text area labeled 'Add CONNECT Users' contains two lines of text: 'jbond' and 'mbhunekehome', both highlighted with a red box. To the right of this text area is a '+ -' control, with the '+' sign highlighted by a red box. Below the text area is a 'Ready to add user(s)' label. At the bottom are two buttons: 'Create Group' and 'Cancel'.

5. At the bottom click **Create Group** once you have added your users.

Add CONNECT Users

Current CONNECT Users

jbond  
mbhunekehome

+

-

2 user(s) added

Create Group Cancel

6. You can enter identifiers that can be easily added to a ScoreCenter. (When editing a ScoreCenter, you can click the **Authentication** tab and select **Allow specified identifiers**. For details, see the section [Users](#).)

CONNECT Users (Optional) Identifiers (Optional)

Add identifiers to the group. You may add multiple identifiers at the same time by adding their identifier on a single line back in the input area on the left.

team wonderful, 0 identifier(s) Copy Identifiers

You can copy identifiers from other groups

Add Identifiers

Current Identifiers

No Identifiers

You can enter identifiers that can put into the authentication area of a ScoreCenter - Allow specified identifiers

+

-

Ready to add identifier(s)

7. In the left column, you can enter anything as an identifier. Click the + to add your identifiers. Be sure to click **Save Changes** at the bottom when you are finished.

Add Identifiers

Current Identifiers

4789  
sallys  
John Brown

No identifiers

+

-

Ready to add identifier(s)



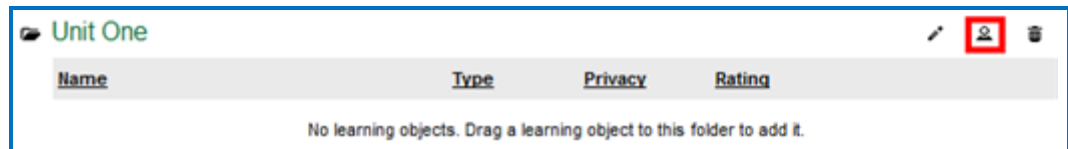
## Add a Group to Share a Folder

The following instructions mention the **My Learning Objects** area but the same concept applies to any folder you have with the **My Content** area (e.g. **My Learning Objects**, **My Lessons & Courses**, **My Polls**, **My Ratings** and **My Files**).

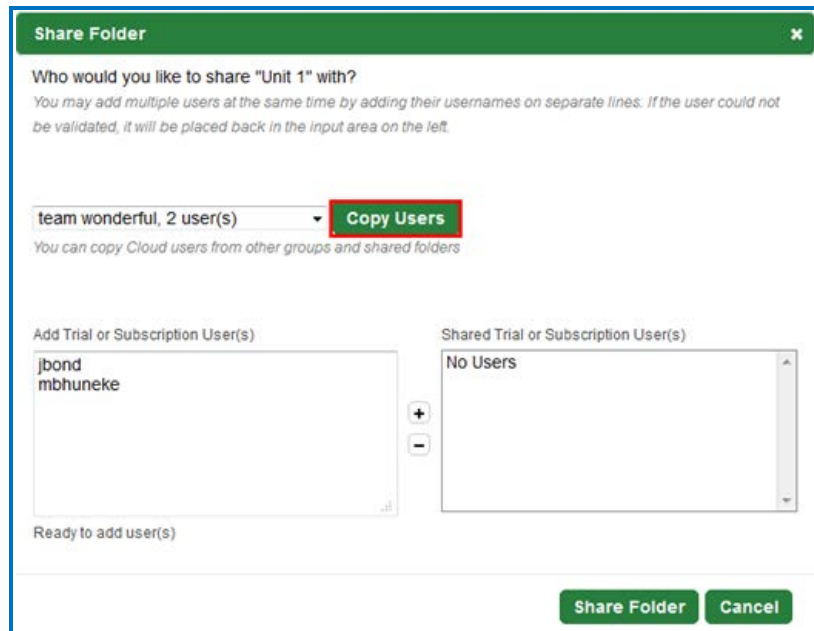
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Learning Objects**.
3. Create a folder if you haven't done so already by clicking **Create Folder** under the Actions menu at the right.

**IMPORTANT:** You cannot share the My Lessons & Courses folder (or the My Learning Objects folder, My Polls folder, My Ratings folder, My Files folder). You must create a folder within each area to share.

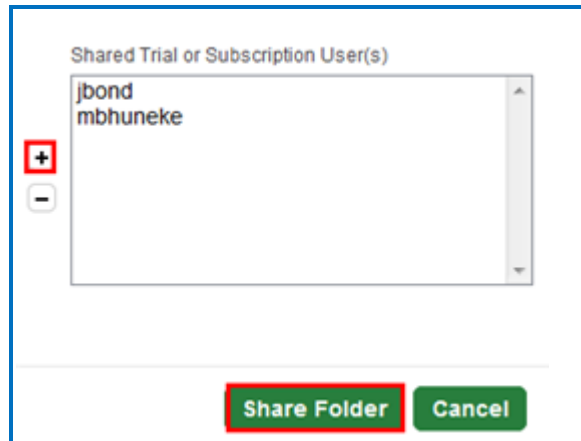
4. Once you have created your folder, click the share folder icon.



5. Click **Copy Users** to copy your group into the left column.



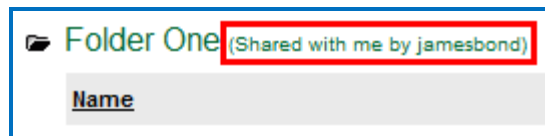
- When you have finished putting in your users, click the **+ sign** to add the users to the right column and at the bottom click **Share Folder**.



- Notice the words **(Shared by me)** next to folder you just shared. You may need to refresh your web page to see this change.



- If someone has shared a folder with you, then you will see the words Shared with me by username.



### Add a Group to Share a ScoreCenter

You can share the results of a ScoreCenter with other users.

- Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
- Click **ScoreCenter**. (If **ScoreCenter** is disabled, then you need to log in.) Click **My ScoreCenters**.
- Click the pencil (edit icon) for the ScoreCenter you wish to share.



4. Click the **Share Results** tab. Click the **Copy Users** button for the group you want to share. (If you don't see the **Copy Users** button, then you haven't created a group – see the section [Create Groups](#).)

Properties Authentication **Share Results** Tracked Lessons

Allow other Cloud users to access these ScoreCenter results. You may add multiple users at the same time it must appear on its own line.

team wonderful, 2 user(s) **Copy Users**

You can copy users from other Groups and ScoreCenters

Add Users Current users

No users

+  
-

5. The users should appear under the **Current users** list at the right. Be sure to click **Save Changes**.

team wonderful, 2 user(s) **Copy Users**

You can copy users from other Groups and ScoreCenters

Add Users Current users

jbond  
mbhuneke

+  
-

Ready to add user(s)

Editing

Check this to allow sharing users to change how lessons are graded, number of allowed attempts, override gr

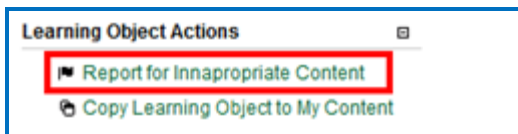
**Save Changes** Cancel

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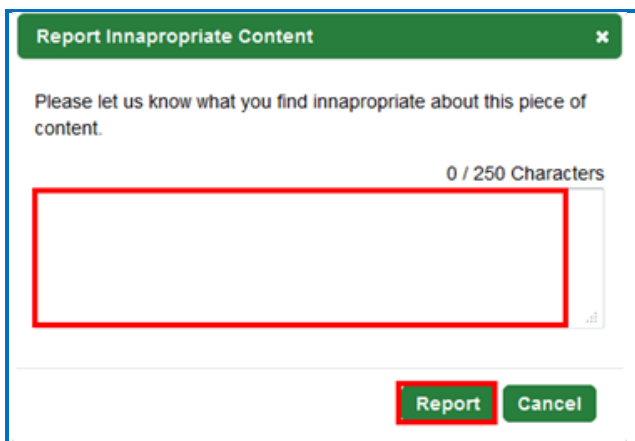
## Report Inappropriate Content

This functionality allows you to report content as inappropriate (i.e. you can report abuse). *You would need to be logged into your SoftChalk Cloud account to report any inappropriate content.*

Once you are logged into [SoftChalk Cloud](#), after searching for content (see the section [Search for Content](#), click on the name of an item in your Search results) Under the **Actions** area at the right, click **Report for Inappropriate Content**.



Then enter any details about this inappropriate content. Then click **Report**.

A screenshot of a 'Report Inappropriate Content' form. The form has a green header with the title 'Report Inappropriate Content' and a close button. Below the header, there is a text prompt: 'Please let us know what you find inappropriate about this piece of content.' Below the prompt is a text input field with a character count '0 / 250 Characters'. The input field is highlighted with a red rectangular box. At the bottom of the form, there are two buttons: 'Report' and 'Cancel'. The 'Report' button is highlighted with a red rectangular box.

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## Migrate Content from SoftChalk Desktop to SoftChalk Cloud

If you would like a more detailed guide with screen captures, please see our [Migration to SoftChalk Cloud Guide](#).

This section is for SoftChalk users who have the desktop version of SoftChalk and want to migrate their content to their SoftChalk Cloud accounts. When you migrate your content to SoftChalk Cloud, you will see many advantages to using SoftChalk Cloud:

- Your content is available wherever you have internet access because you can log into your SoftChalk Cloud account and edit your lesson from anywhere.
- You can update your lesson once but link to the lesson in many places such as multiple courses within your learning management system.
- You can collaborate with other instructors on lessons – see the section [Collaborate with Other Instructors on SoftChalk Lessons](#).

(You have the option to save your content to your local computer as well.)

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### Steps to Migrate Content

1. Create a SoftChalk Cloud account – see the section [Create an Account](#).
2. Start your desktop version of SoftChalk. (Double-click on your SoftChalk icon on your desktop.)
3. Save your lessons to SoftChalk Cloud. Within your desktop SoftChalk Create, choose **File/Manage Publish Accounts**. Click **New**. Click **OK** to accept SoftChalk Cloud. Type in your username and password and click **OK**. Open your lesson from your local computer. Choose **File/Save to SoftChalk Cloud** – see the section [Save a Lesson to the Cloud](#).
4. Edit your lessons within SoftChalk Cloud – see the section [Edit a Lesson](#).
5. Put content from your SoftChalk Library (desktop version) such as activities, quiz groups or images into SoftChalk Cloud.
  - a. Start your desktop version of SoftChalk. (Double-click on your SoftChalk icon on your desktop.)
  - b. Choose **Tools/Library**. At the left, select an item. At the right, select the **My Learning Objects** folder (or another folder you may have created).
  - c. At the left, select a privacy option such as **Personal** – see the section [Privacy Options](#).

- d. At the left, click **Save**. (If Save is disabled, you may have selected a single QuizPopper. You can only save a Quiz Group. Be sure to select a folder that contains only QuizPoppers.)
      - e. Click **Close** and **Close** to return to your main editing window.
  6. Your saved Library items appear within your SoftChalk Cloud account. Log into your SoftChalk Cloud account. Under **My Content/Learning Objects**, you will see your content.
  7. To insert or modify an item from your **My Content/Learning Objects** into a SoftChalk lesson, see the section [Insert and Modify a Learning Object or Quiz Group](#).
  8. To create folders and manage your content, see the section [Manage Content](#).
  9. To collaborate with other instructors on content, see the section [Collaborate with Other Instructors on SoftChalk Lessons](#).
  10. To deliver your lesson to your students, see the section [Deliver a SoftChalk Lesson to Your Students](#).
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## Help

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

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