



# SoftChalk™ Cloud Guide

Updated November 14, 2018

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# Contents

<b>Getting Started</b>	<b>6</b>
Overview of SoftChalk Cloud	6
Features of a SoftChalk Cloud Account	7
Trial Account	7
Create an Account	8
Log into Your Account	10
Purchase a SoftChalk Cloud Account	11
Purchase Now (Submit Credit Card Info)	11
I Have an Activation Key (Purchased Through My Institution)	11
Subscribe	12
Search for Content to Use	13
Modify Content That You Find	13
Create Individual Activities and Quizzes	13
Create Lessons	13
Deliver Lessons	13
Collect Student Scores	14
Make Your Content Public in SoftChalk Cloud	14
Collaborate with Other Instructors	14
<b>Enterprise SoftChalk Cloud for Institutions</b>	<b>15</b>
Advantages of an Enterprise SoftChalk Cloud	15
Single Sign-on Login	15
Request a Demo of an Enterprise SoftChalk Cloud	15
<b>SoftChalk Create - Develop eLearning Content</b>	<b>16</b>
Install SoftChalk Create for Windows	17
Install SoftChalk Create for Macintosh	22
Start SoftChalk Create from Your Desktop Shortcut	25
Deregister Your Login from Your Computer	26
Uninstall SoftChalk Create	27
Windows - Uninstall for the Current User	27
Windows - Admin – Uninstall for All Users	27
Macintosh	27
Start SoftChalk Create Within Your Cloud Account	28
Start a New Lesson	28
Edit an Existing Lesson	28
Web Browsers - One Time Message	29
Chrome	29
Firefox	29
Internet Explorer	30
Safari	30
Save Content to the Cloud – My Content	31
Types of Content	32
Types of Content Summary	32
Privacy Options	33
Assign Metadata to Cloud Content	34
Save a Learning Object or Quiz Group to the Cloud	35
Save a Lesson to the Cloud	37
Save Content to Your Files Area	40
Within Your Cloud Account: Upload Files	40
Within SoftChalk Create: Save a Single File to SoftChalk Cloud	40

Edit Your Content.....	41
Modify a Learning Object or Quiz Group.....	41
Insert and Modify a Learning Object or Quiz Group .....	42
Edit a Lesson .....	44
<b>Create Online</b> .....	<b>46</b>
Access Create Online from the Lessons Page .....	46
Access Create Online from the Lesson Details Page .....	46
Edit a Lesson in Create Online .....	47
Save a Lesson in Create Online.....	50
Internal Links (Bookmarks) in Create Online .....	50
Insert a Bookmark.....	50
Link to a Bookmark.....	51
Modify or Remove a Bookmark.....	52
Open in Create Link .....	52
Insert a Paragraph Break After a Table in Create Online .....	52
Notes About Using Create Online .....	53
<b>Manage Content</b> .....	<b>54</b>
Upload Files .....	54
Replace a File .....	56
Sort Columns .....	58
Re-arrange Content by Dragging .....	59
Re-arrange Content by Sorting Alphabetically.....	60
Select a Previous Version of Your Content .....	60
View, Edit Properties and Delete Your Content .....	62
Restore Deleted Items.....	65
<b>Deliver a SoftChalk Lesson to Your Students</b> .....	<b>66</b>
Overview .....	66
Copy the Hyperlink for Your Learning Object or Quiz Group.....	67
Copy the Hyperlink for Your Lesson .....	68
Copy the LTI Link for Your Lesson .....	69
<b>Track Student Scores WITHIN Your LMS (ScoreCenter and LTI)</b> .....	<b>70</b>
Explanation of ScoreCenter and LTI Feature .....	70
Learning Management Systems Guides.....	71
<b>Track Student Scores OUTSIDE an LMS (ScoreCenter)</b> .....	<b>72</b>
Overview .....	73
Deliver ScoreCenter Lessons to Your Students .....	73
Create a ScoreCenter .....	74
Properties.....	76
Authentication.....	76
Users.....	77
Password .....	78
IP Ranges.....	79
Dates.....	79
Share Results.....	80
Tracked Lessons .....	81
Set the Grading Method for a Lesson.....	82
Set the Maximum Attempts for a Lesson.....	83
ScoreCenter Checklist.....	85
URL to Student Guide to SoftChalk Lessons: .....	86
Edit a Tracked Lesson.....	86
View and Change Student Scores.....	86

View Student Scores for All Lessons in a ScoreCenter.....	87
View Student Scores for a Single Lesson .....	88
Complete All Attempts for a Lesson.....	89
View Detailed Information for Individual Students .....	91
Complete a Student Attempt / Re-open a Student Attempt .....	92
Clear a Student Attempt / Restore a Student Attempt .....	94
Change a Student Score .....	96
Download Student Scores .....	97
Give Feedback to a Student .....	98
Edit a ScoreCenter .....	100
Archive a ScoreCenter .....	101
Using Essays with a ScoreCenter .....	102
Create the Essay Question and Assign Points .....	102
Read an Essay Submitted by a Student .....	102
Change the Score for the Lesson .....	103
<b>Use Master Lessons in SoftChalk Cloud</b> .....	<b>104</b>
Advantages of Using Master Lessons in SoftChalk Cloud .....	104
Steps to Create Master Lessons .....	104
<b>Collaborate with Other Instructors on SoftChalk Lessons</b> .....	<b>106</b>
Overview .....	106
Create a Folder to be Shared.....	106
Save Your Content to the Cloud .....	109
Edit Shared Content .....	109
View or Edit a Previous Version of the Content.....	109
Share Student Results (Scores) .....	109
<b>SoftChalk Share</b> .....	<b>110</b>
Overview .....	110
Advantages of a SoftChalk Cloud Account .....	110
Search for Content.....	111
View More Content by the Owner .....	114
Rate Content.....	115
Hyperlink and Embed Code .....	116
Hyperlink.....	116
Embed Code .....	116
Copy a Hyperlink or an Embed Code .....	116
Set the Background Color .....	117
Insert an Item into a SoftChalk Lesson (Hyperlink) .....	119
Insert an Item into a SoftChalk Lesson (Embed Code) .....	120
Insert an Item into a Web Page (Embed Code) .....	121
Modify Content You Find .....	122
<b>Creative Commons Licenses</b> .....	<b>123</b>
Attach a Creative Commons License to Your Content .....	123
View the Creative Commons License for Content You Find .....	124
<b>Polls</b> .....	<b>125</b>
Create a Poll .....	125
Insert a Poll into a Web Page.....	127
Insert a Poll into a SoftChalk Lesson.....	127
View the Results of Your Poll .....	128
Edit or Delete a Poll.....	129
<b>Ratings</b> .....	<b>130</b>
Create a Rating .....	130

Insert a Rating into a Web Page.....	131
Insert a Rating into a SoftChalk Lesson .....	132
View the Results of Your Rating .....	132
Edit or Delete a Rating .....	133
<b>Manage Your Account</b> .....	<b>134</b>
Edit Your Profile and Select a Time Zone.....	134
Account Overview – Usage and Expiration Date .....	135
Add Additional Storage Space to Your Subscription Account .....	136
Create Groups .....	136
Add a Group to Share a Folder .....	139
Add a Group to Share a ScoreCenter.....	140
<b>Report Inappropriate Content</b> .....	<b>142</b>
<b>Migrate Content from SoftChalk Desktop to SoftChalk Cloud</b> .....	<b>143</b>
Steps to Migrate Content .....	143
<b>Help</b> .....	<b>144</b>
<b>Copyright Information</b> .....	<b>144</b>

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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’s 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>	<i><b>This feature is available for users with a team license.</b></i> (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

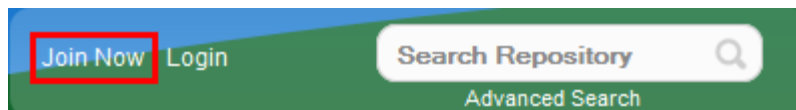
For details on purchasing an account(s), see the section [Purchase a SoftChalk Cloud Account](#).

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.

Account Type

Select Account Type ▼

Select Account Type

SoftChalk CLOUD (Purchase Now)

Cloud (I have an activation key)

- 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](#)).

Join SoftChalk™ CLOUD now!

Join

- Register for a [Free 30-Day trial for SoftChalk Cloud](#)
- Purchase an individual annual subscription for educators (\$495/year)
- Enter your activation key to register your subscription

Check out our [Buy Now](#) page to [purchase individual subscriptions for Students, Government/Military and Retail](#). For Team Subscriptions and Enterprise SoftChalk Cloud subscriptions for institutions, please contact [sales@softchalk.com](mailto:sales@softchalk.com). See our [Enterprise SoftChalk Cloud](#) product page for details.

Account Type

Select Account Type ▼ \*

Select Account Type

SoftChalk CLOUD (Purchase Now)

SoftChalk CLOUD (I have an activation key)

Re-type Email \*

Username \*

First Name \*

Last Name \*

Phone Number \*

Institution/Company \*

Organization Website URL \*

http://

Job Title / Role \*

Select One ▼ \*

Organization Type \*

Select One ▼ \*

Password \*

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

I agree to the [Terms of Use](#) \*

I agree to the [Developers Agreement](#) \*

\* Required fields

Join

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.

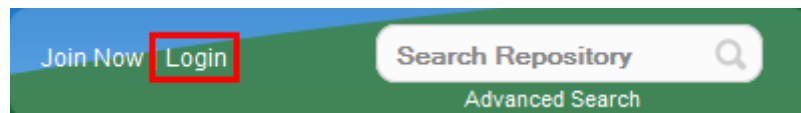
**IMPORTANT:** By default, your other information is available for viewing (except for your email) if a user clicks on your owner link to view your profile.

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

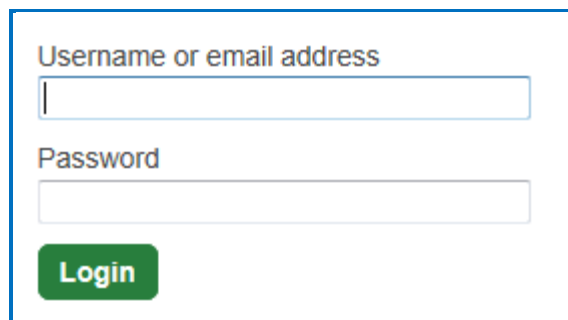
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## Log into Your Account

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](#))

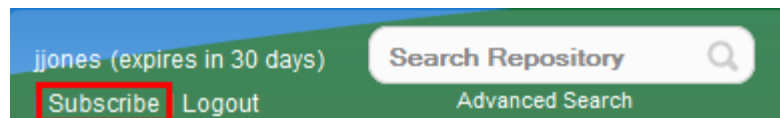
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## Subscribe

**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.

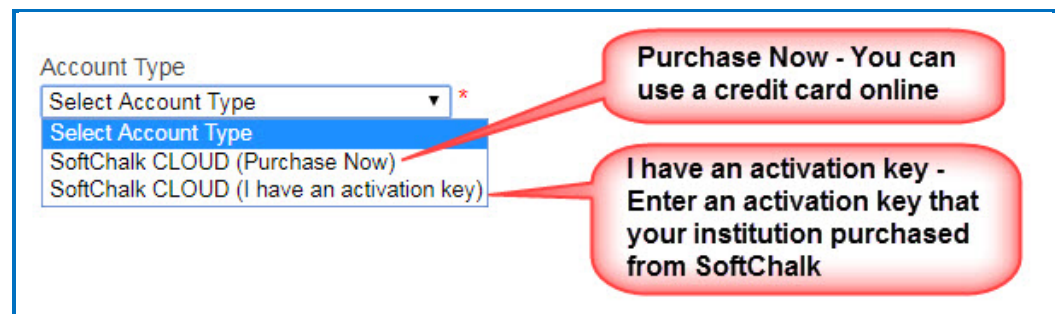
If you are logged in and you do NOT see the **Subscribe** link (see below), then you have already entered your activation key for your account.



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.



The image shows a screenshot of a web form for account setup. On the left, there is a dropdown menu labeled 'Account Type' with 'SoftChalk CLOUD (I have an activatic' selected. Below it is a text input field labeled 'Activation Key' which is highlighted with a red border. A small note below the field reads 'If you do not have a activation key, select a diffe'. To the right of the form is a red rounded rectangular callout box containing the text: '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](#)

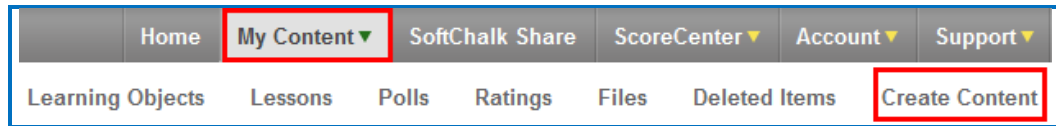
[Save Content to Your Files Area](#)

[Edit Your Content](#)

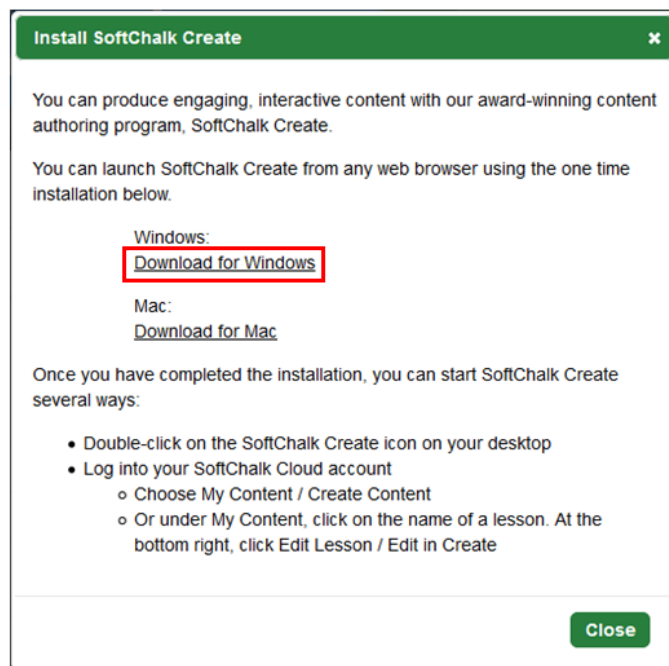


## Install SoftChalk Create for Windows

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



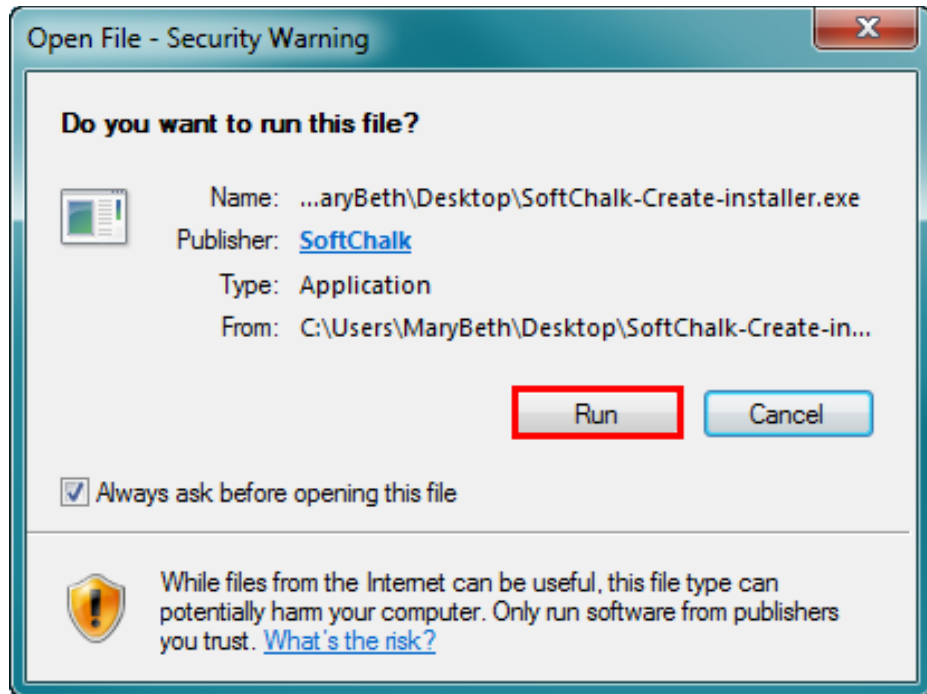
3. Click on the Windows download link (see below). Please be sure to let the download finish. The installation time is typically less than five minutes.



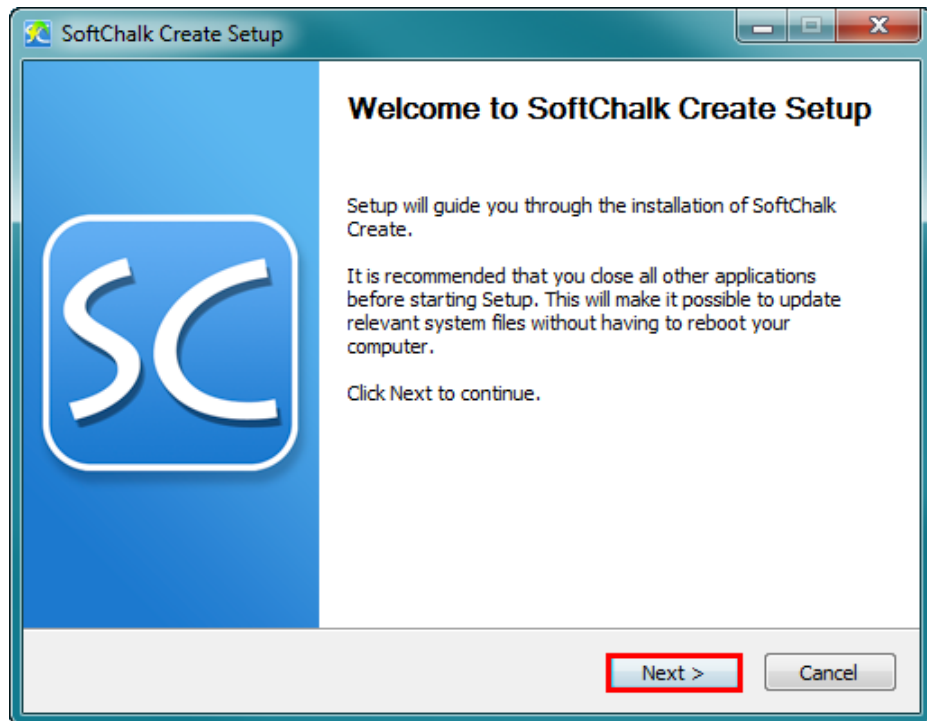
4. Open the folder where you downloaded your installer file. Typically, this folder is called **Downloads** on a Windows computer. The installer file is called **SoftChalk-Create-installer.exe**
5. Drag the installer file to your desktop and double-click on it (see below).



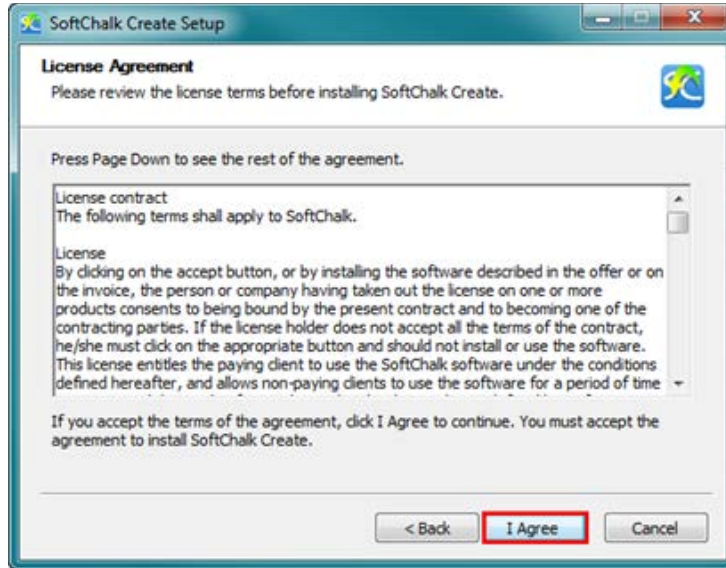
6. Click **Run** when the file first opens (see below).



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

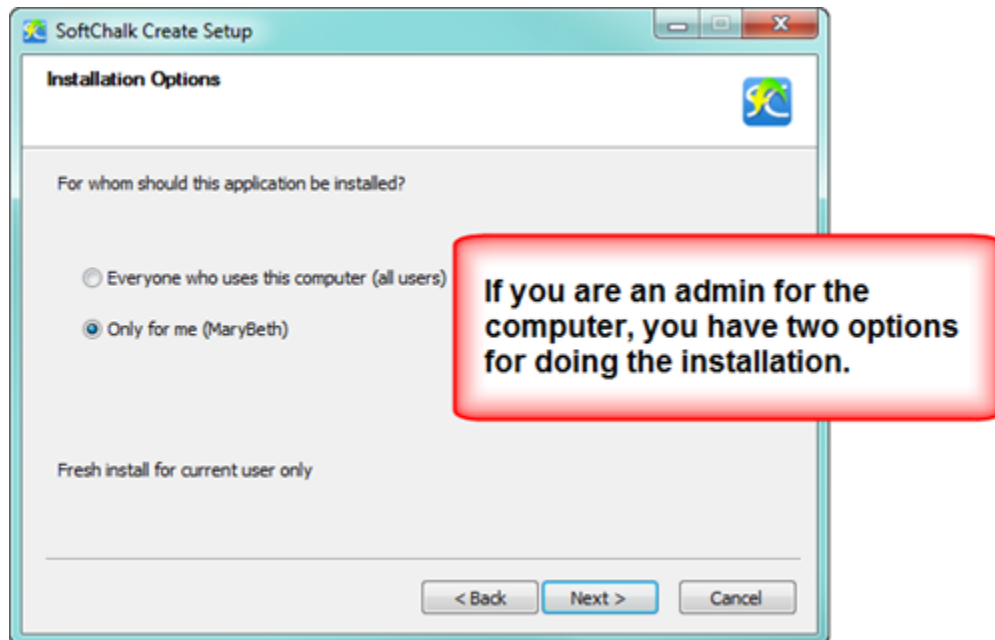


8. At the License Agreement screen, click **I Agree**.

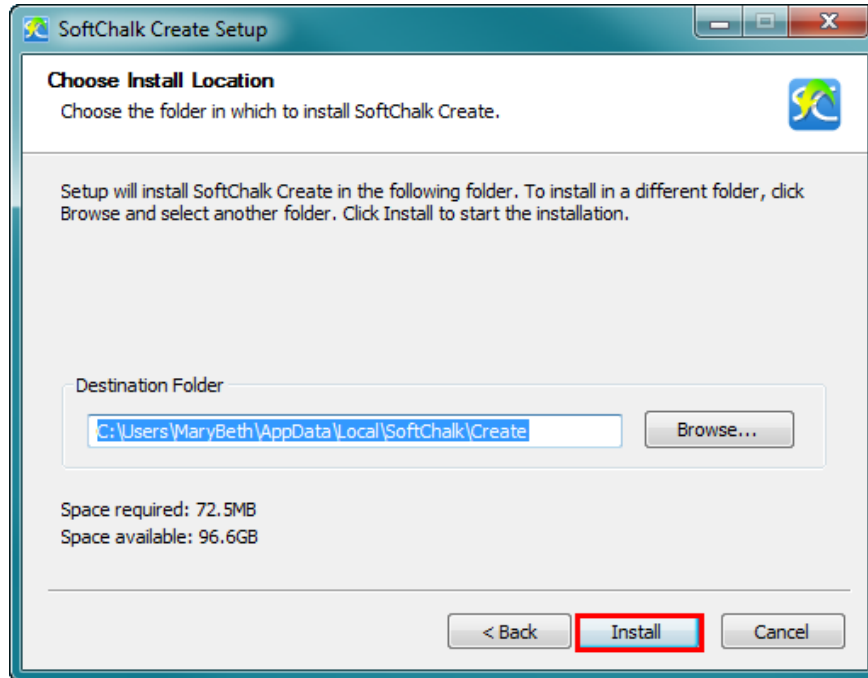


9. If you are an administrator, you have two options: 1) you can install SoftChalk Create for all users on the computer or 2) you can install SoftChalk Create for only your profile. Choose for whom the application should be installed and click **Next**. If you are an administrator for your computer and 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**.

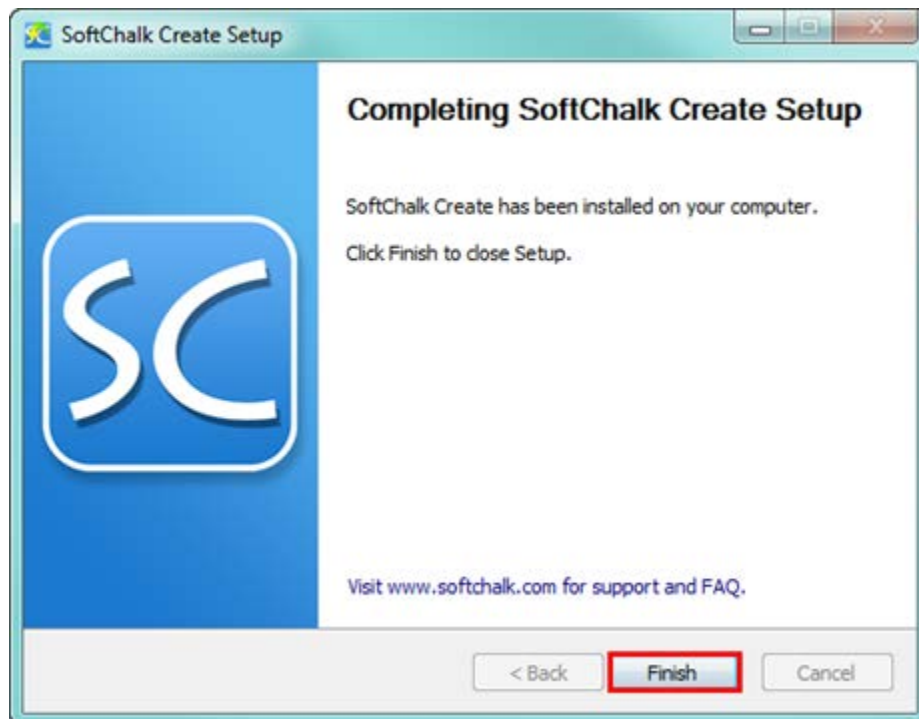
If you are NOT an administrator, you can only install for your user profile on the computer – the **Only for me** option. Click **Next**.



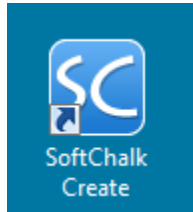
10. Click **Install**. For the single user profile installation, the application will be installed in C:\Users\USERNAME\AppData\Local\SoftChalk\Create. (If you are an admin installing for all users, the location would be C:\Program Files\SoftChalk\Create.)



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



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

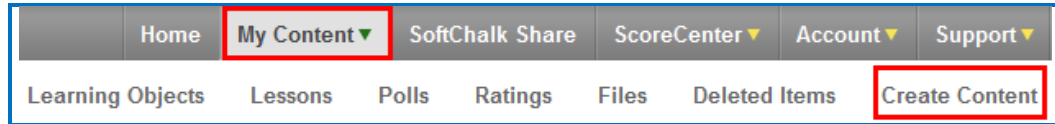


13. You can start Create from the shortcut above. See the section [Start SoftChalk Create from Your Desktop Shortcut](#). If you ever need to remove the login information from your computer, see the section [Deregister Your Login from Your Computer](#).
14. You can also start Create from within your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

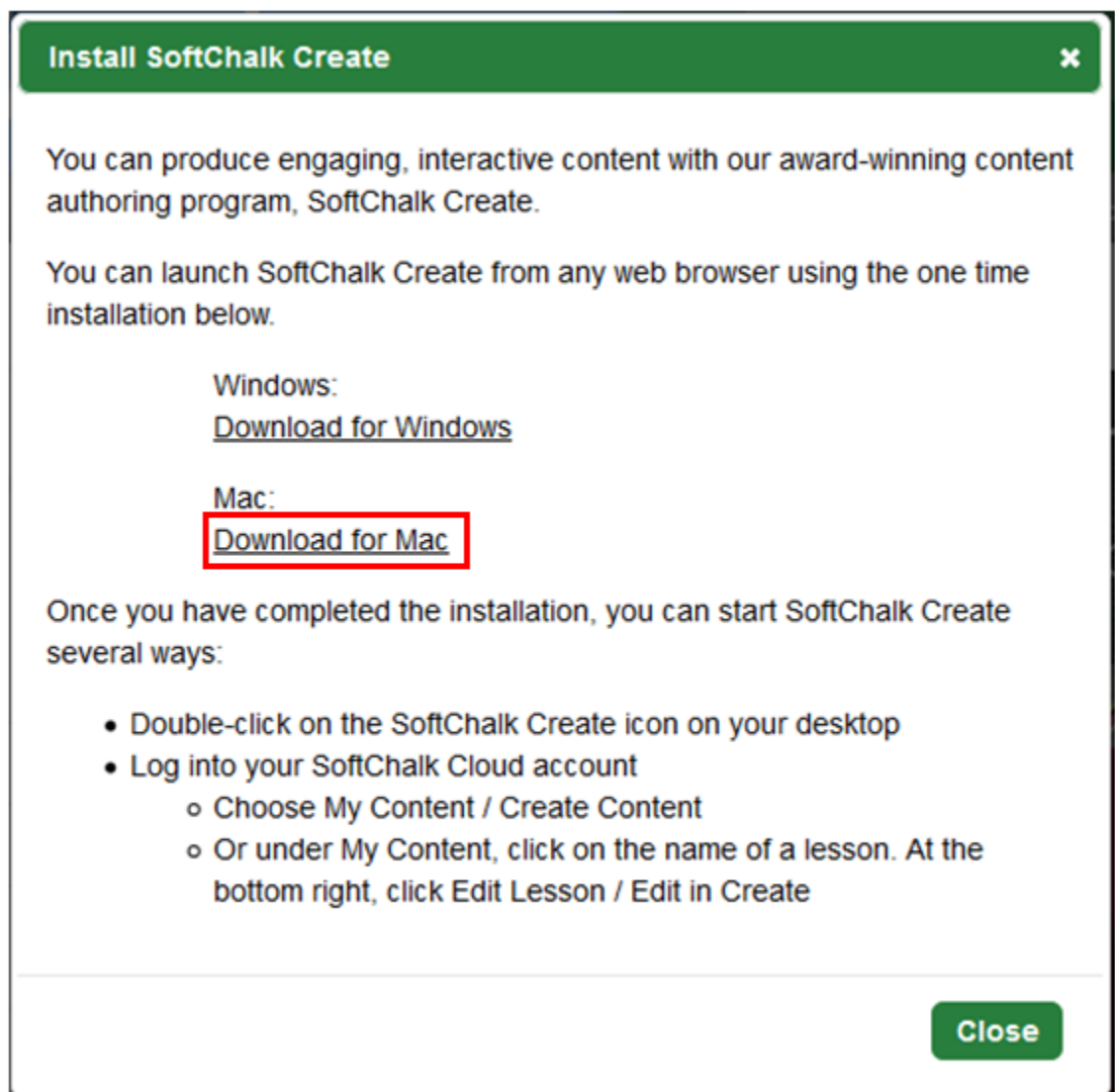
As mentioned previously, we have a [SoftChalk Cloud Quick Start Guide](#) to help you quickly get started using SoftChalk Cloud. This guide gives steps on creating a simple lesson with SoftChalk Create.

## 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).



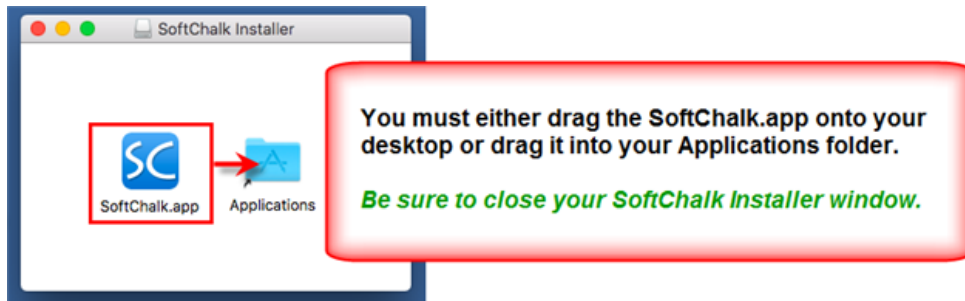
5. Double-click on the SoftChalk Installer icon (see below) and proceed to the next step.



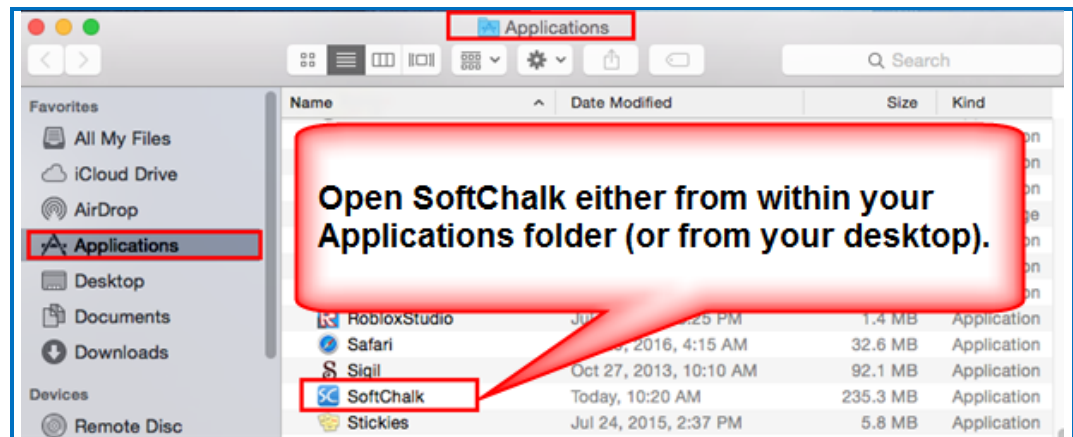
If you do NOT see the SoftChalk Installer icon above on your desktop, then see the solutions below:

- 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).

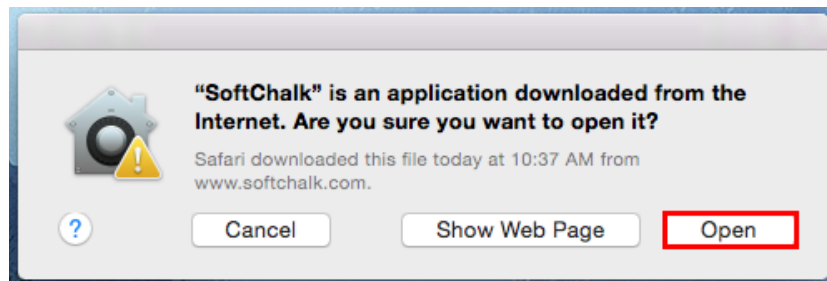
**IMPORTANT:** You must either drag the SoftChalk.app onto your desktop or drag it into your Applications folder. *Be sure to close your SoftChalk Installer window.*



- 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.

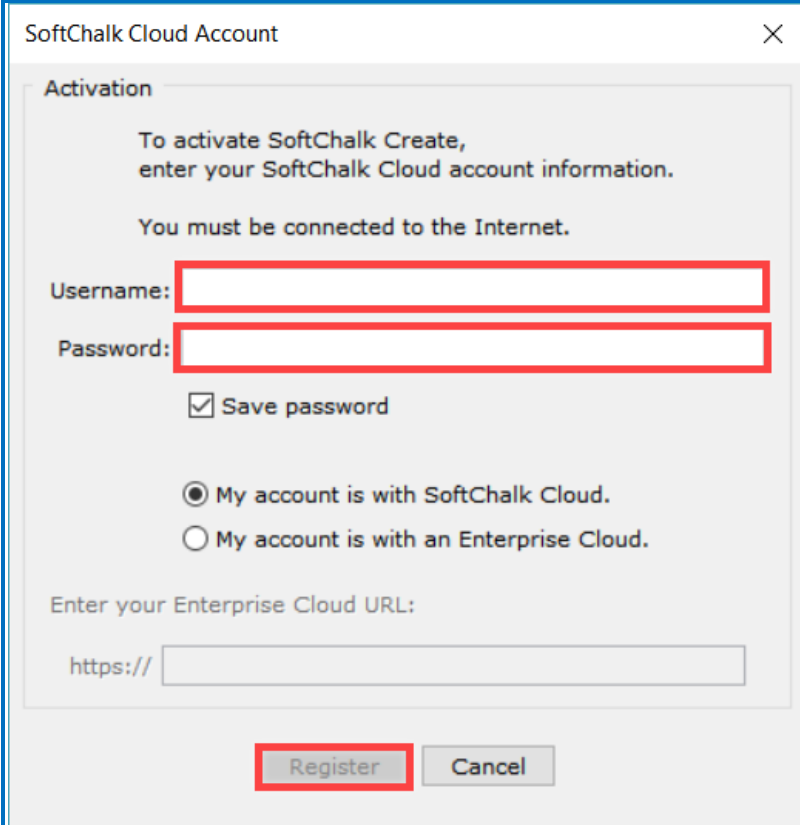


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## Start SoftChalk Create from Your Desktop Shortcut

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 is titled "Activation" and contains the following text: "To activate SoftChalk Create, enter your SoftChalk Cloud account information." and "You must be connected to the Internet." Below this, there are two input fields: "Username:" and "Password:", both of which are highlighted with a red rectangular border. Under the "Password:" field, there is a checked checkbox labeled "Save password". Below the checkboxes, there are two radio button options: "My account is with SoftChalk Cloud." (which is selected) and "My account is with an Enterprise Cloud." Below these options, there is a text label "Enter your Enterprise Cloud URL:" followed by a text input field containing "https://". At the bottom of the dialog, there are two buttons: "Register" (highlighted with a red rectangular border) and "Cancel".

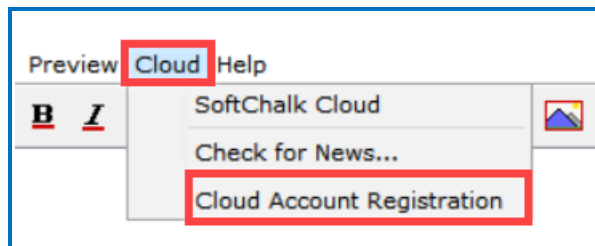
Once you activate Chalk Create with your Cloud account, you can work offline or online. For details on creating a SoftChalk lesson, please see our [Quick Tour Videos](#).

- 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.

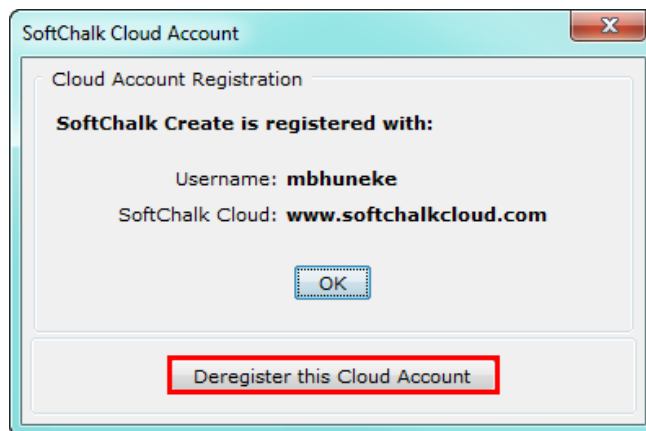
---

## 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.

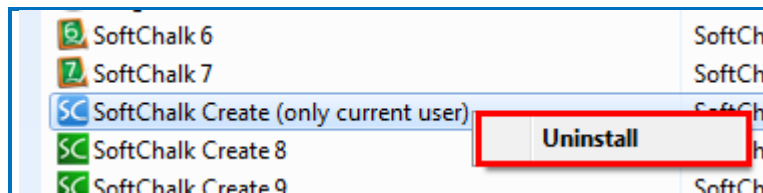
---

## 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](#).

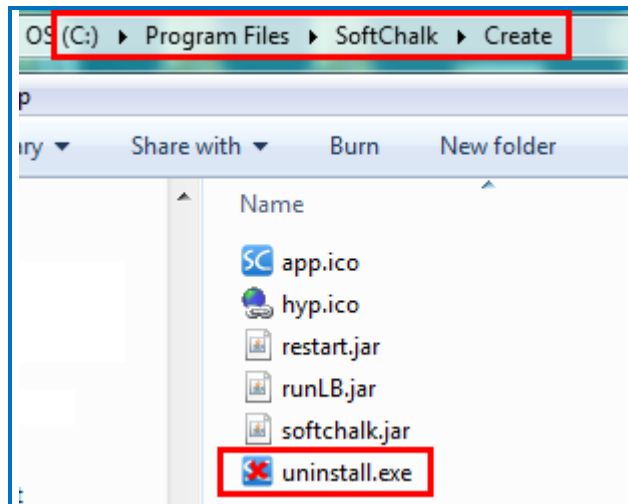
### Windows - Uninstall for the Current User

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

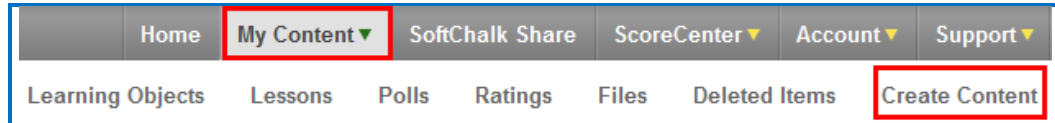
- Drag the SoftChalk icon into the trash and empty the trash.

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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**

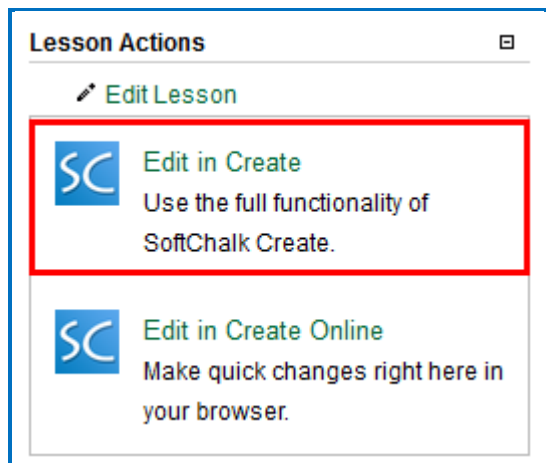


3. Please note when you first start SoftChalk Create from your web browser, you will see a one-time message. See the section [Web Browsers – One Time Message](#).
4. Enter information for your lesson. For details on creating a SoftChalk lesson, please see our [Quick Tour Videos](#).
5. Choose **File/Save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

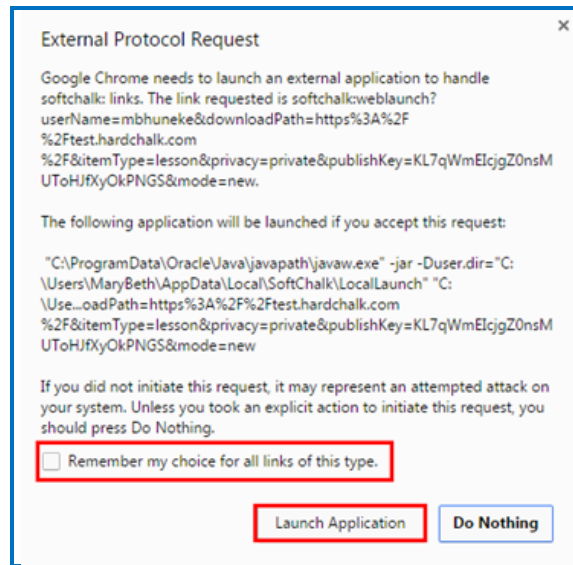


## Web Browsers - One Time Message

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.**

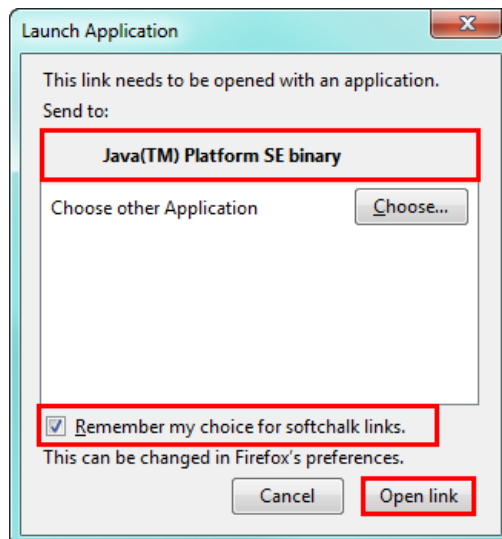
### Chrome

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



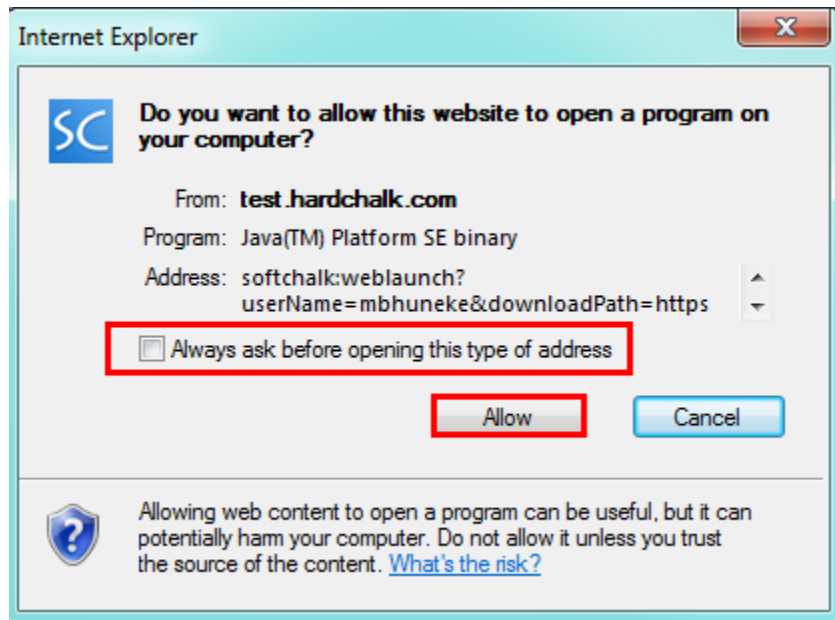
### Firefox

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



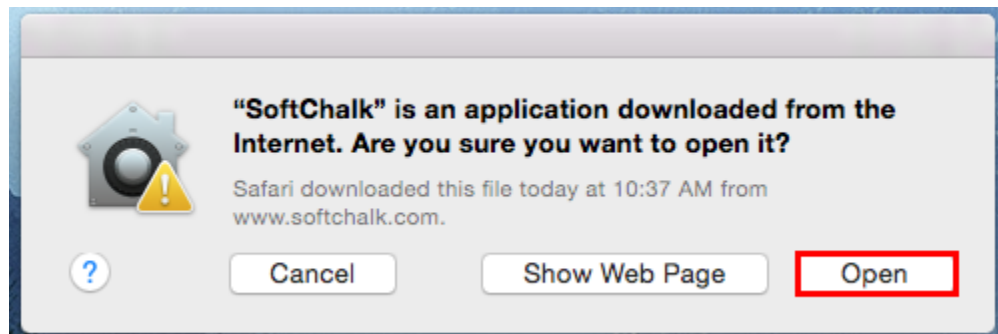
## Internet Explorer

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 Cloud Content

You can enter a description, subject and education level for your item or lesson.

1. Log into your [SoftChalk Cloud](#) account.
2. Go to **My Content**
3. Click on **Lessons**
4. Select the hyperlinked lesson name to assign the metadata
5. Add 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.
6. Select one or more **Subjects** and **Education Levels** and click **Save Changes**

**Edit Properties: Example: Eye Anatomy**

Fields marked with \* are required.

**Properties**

Name\*  
Eye Anatomy  
Up to 100 characters

Description  
A guide to the Human Eye  
Up to 250 characters

Privacy\*  
Personal  
Personal allows for your content to be served without any access restrictions but does not allow your content to be found using the Cloud search function. Personal does count against your file size limit.

License\*  
Creative Commons: Attribution  
This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered, in terms of what others can do with your works licensed under Attribution.  
[More Information](#)

Show License  
Certain privacy settings allow the license to be hidden when the lesson is viewed. Uncheck this to hide the license when the lesson is viewed.

Keywords  
10 Keyword(s)  
Review the Eye Structures, Eye Diseases, Eye Anatomy, Eye Anatomy - A guide to the Human Eye, Eye Anatomy - A guide to the Human Eye, Eye Anatomy - A guide to the Human Eye, Eye Anatomy - A guide to the Human Eye, Eye Anatomy - A guide to the Human Eye, Eye Anatomy - A guide to the Human Eye  
You may enter as many keywords or phrases as you like separated by commas.

Subjects\*  
Select all that could apply.

<input checked="" 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 type="checkbox"/> Science	

Levels\*  
Select all that could apply.

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

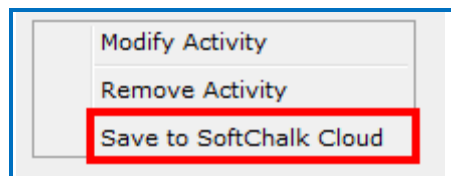
**Save Changes** **Cancel**

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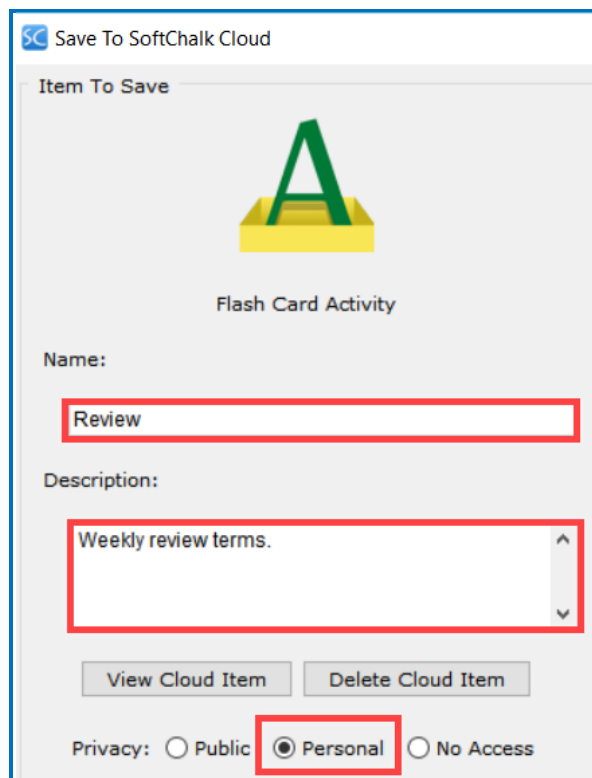
## Save a Learning Object or Quiz Group to the Cloud

(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](#).)

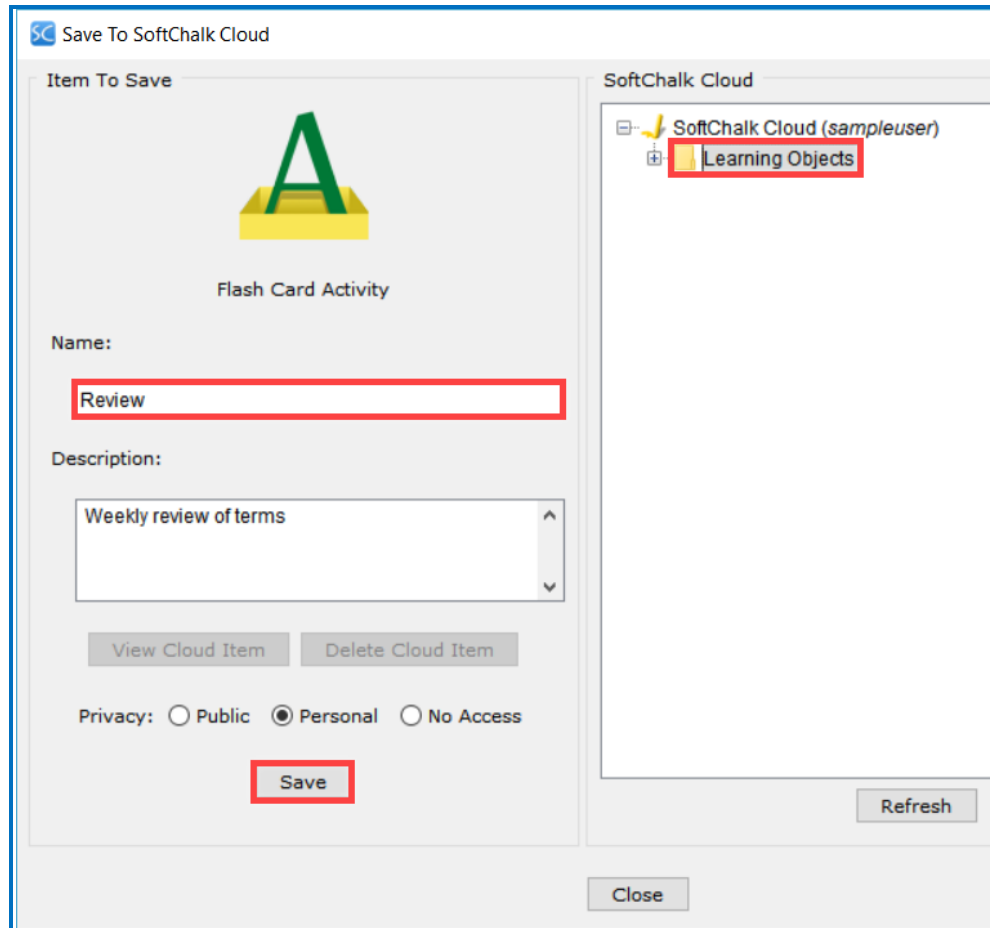
1. Create a [SoftChalk Cloud](#) account (see the section [Create an Account](#)).
2. Start [SoftChalk Create](#) and choose **File/New**. (For details on using SoftChalk Create, see the [SoftChalk Create Guide](#).)
3. Create an activity (**Insert/Activity**/[select an Activity]) or Quiz Group or **Insert/Quiz 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 shows the SoftChalk logo and the text 'Save To SoftChalk Cloud'. The main area is titled 'Item To Save' and features a green 'A' icon on a yellow box representing a 'Flash Card Activity'. Below this, there are fields for 'Name:' and 'Description:'. The 'Name' field contains the text 'Review' and is highlighted with a red border. The 'Description' field contains the text 'Weekly review terms.' and is also highlighted with a red border. At the bottom, there are two buttons: 'View Cloud Item' and 'Delete Cloud Item'. Below the buttons, there is a 'Privacy:' section with three radio button options: 'Public', 'Personal', and 'No Access'. The 'Personal' option is selected and highlighted with a red border.

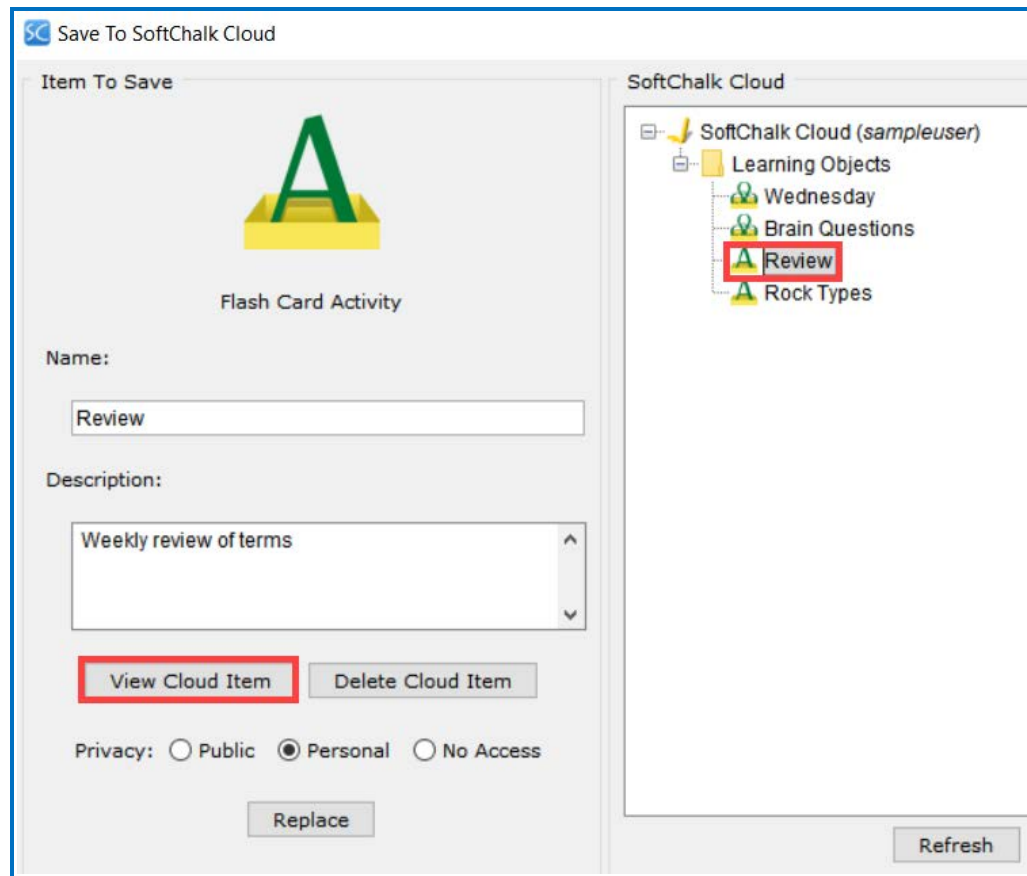
- At the right, select a folder to put your item into. Then click **Save**. (To create folders in [SoftChalk Cloud](#), see the section [Manage Your Content](#).)



- 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](#).

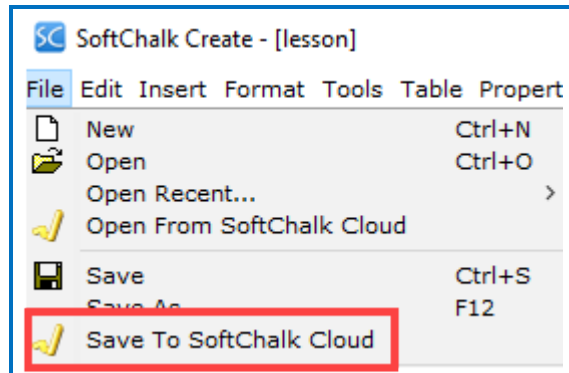
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## Save a Lesson to the Cloud

(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](#).)

1. 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**.

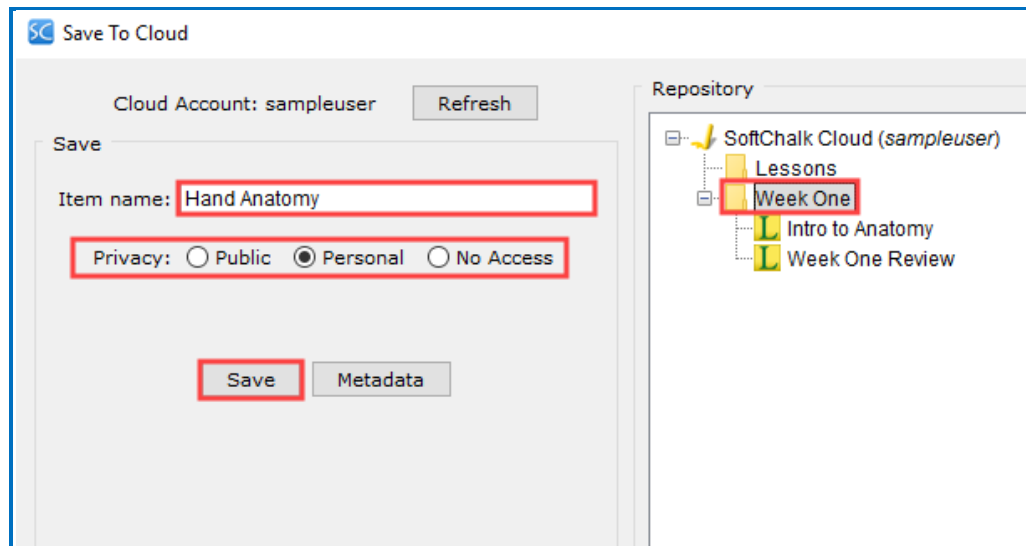


3. On the **Save to Cloud** screen, enter a name for your lesson.

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

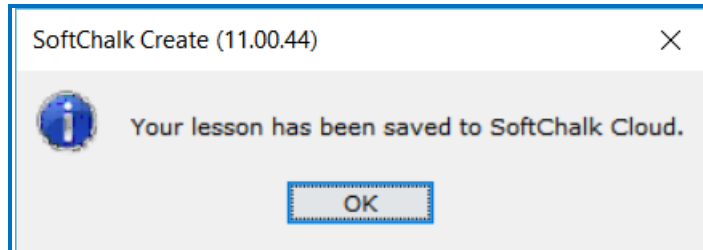
Select a **Privacy** option (see the section [Privacy Options](#) – if you select **Public**, see the section [Assign Metadata to Public Content](#)).

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?](#)



1. 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 \(ScoreCenter\)](#).
2. To edit your lesson, see the section [Edit a Lesson](#).

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## Save Content to Your Files Area

There are two 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 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](#).

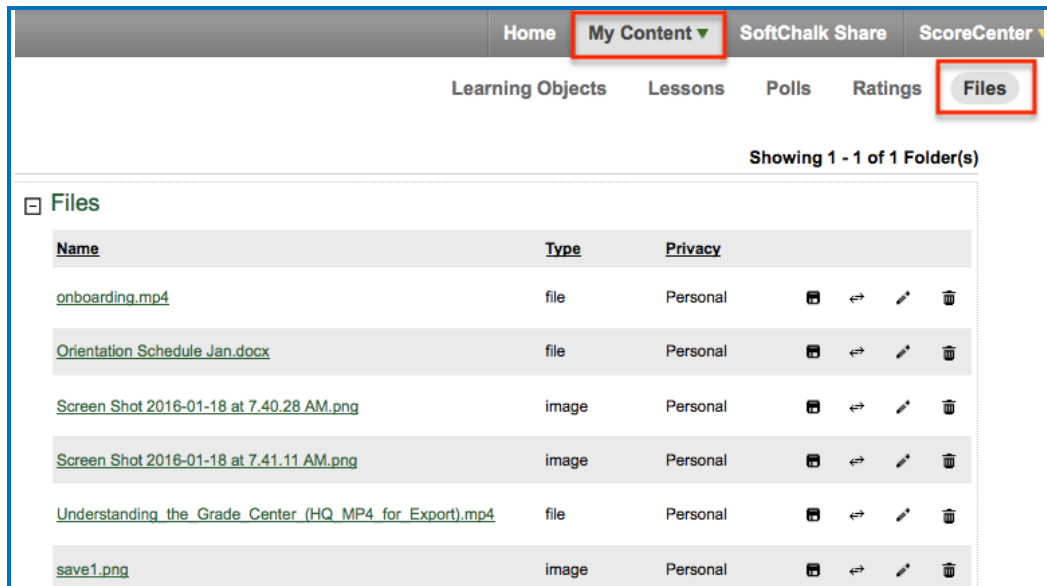
### Within SoftChalk Create: Save a Single File to SoftChalk Cloud

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)
  - 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**.

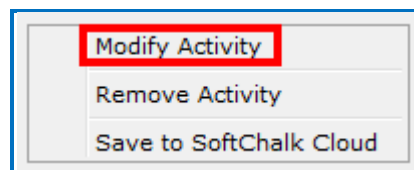
---

## Edit Your Content

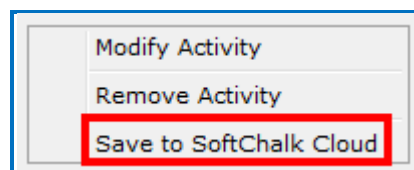
### Modify a Learning Object or Quiz Group

*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](#)).

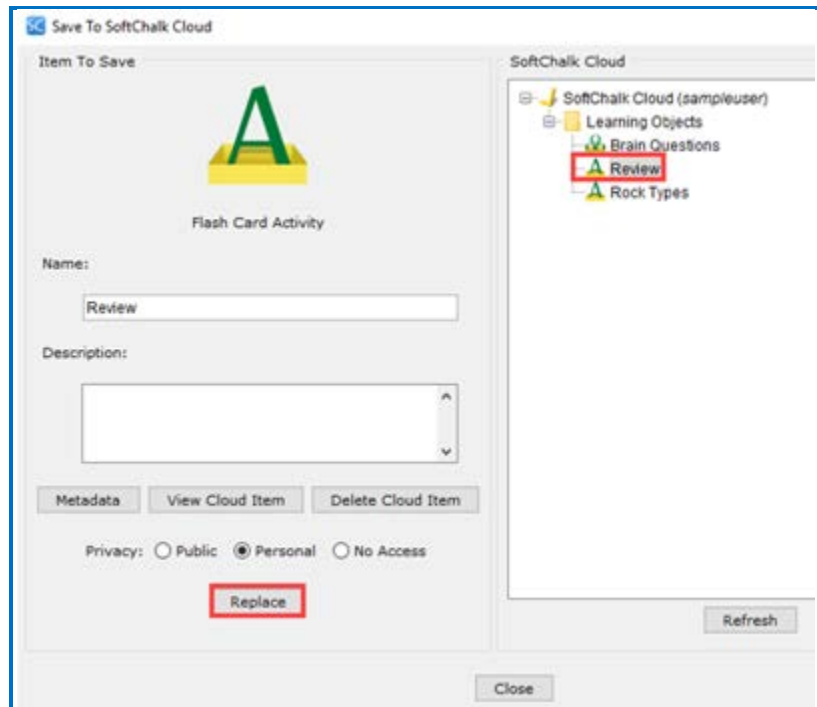
1. Open the lesson with the item. Right-click on the activity or quiz group and choose **Modify Activity** or **Modify Quiz Group**.



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**.

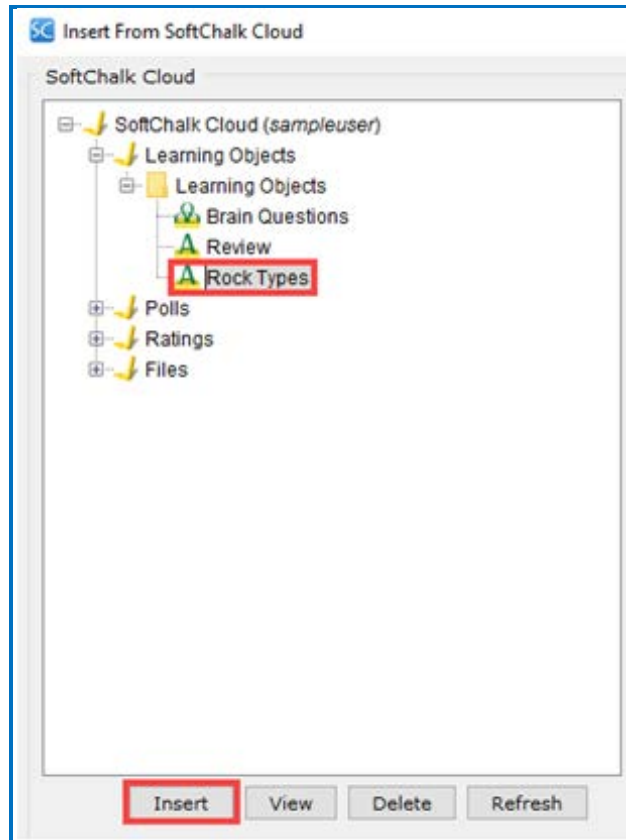


### Insert and Modify a Learning Object or Quiz Group

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).

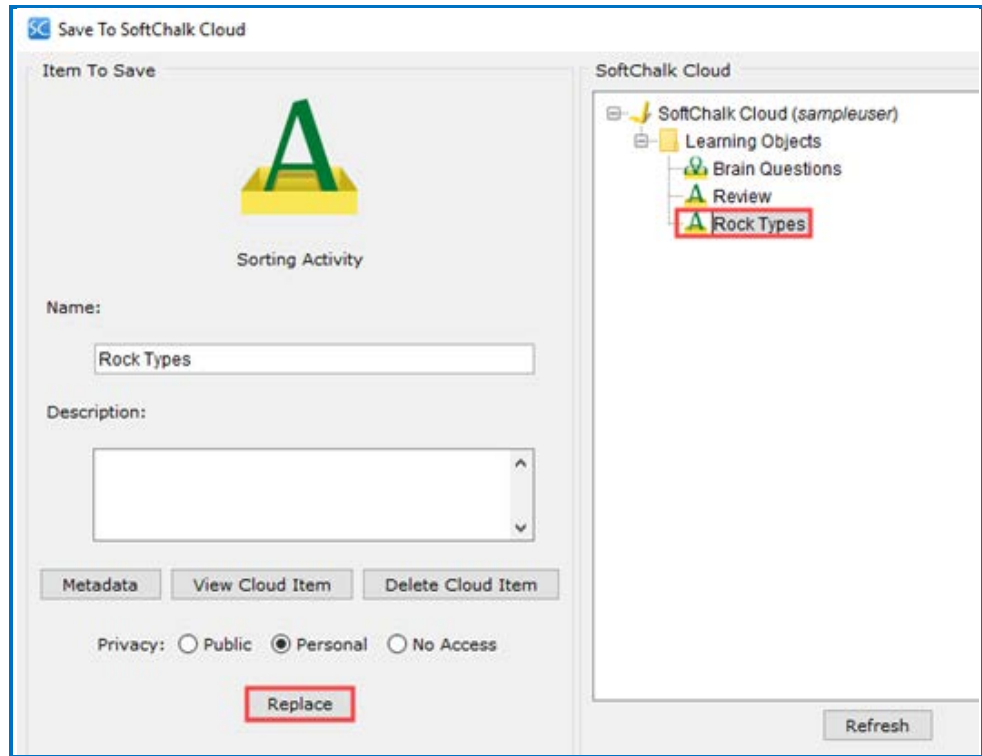
1. Start SoftChalk Create (see the section [SoftChalk Create](#)).
2. Choose **Insert/SoftChalk Cloud Item**.

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.)

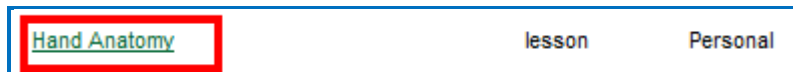


### Edit a Lesson

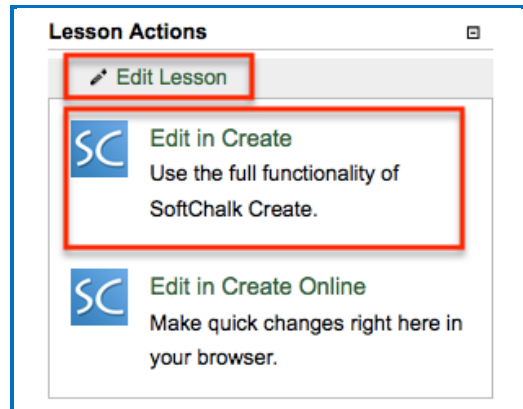
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Choose **My Content/Lessons**.



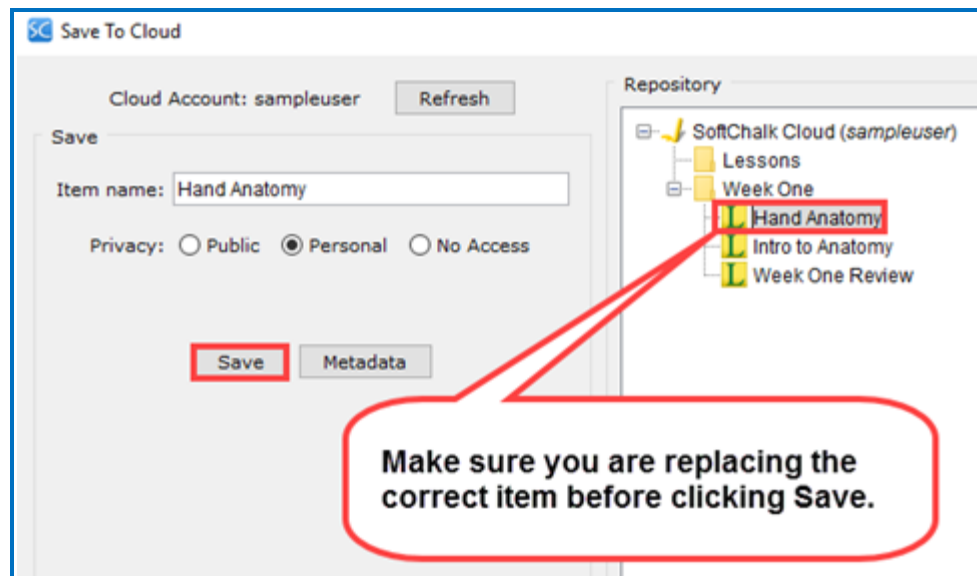
3. Click on the name of a lesson you want to edit.



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 quiz poppers, quiz groups, activities bookmarks, hyperlinks, iFrames, widgets 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:

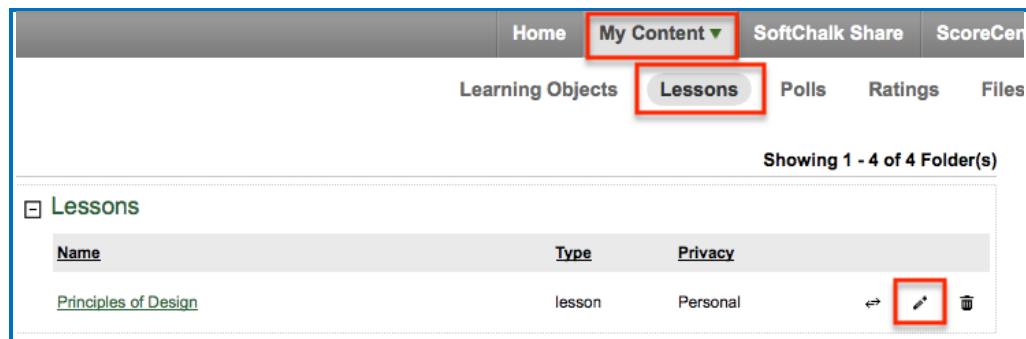
- From the Lessons page
- From the Lesson details page

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.



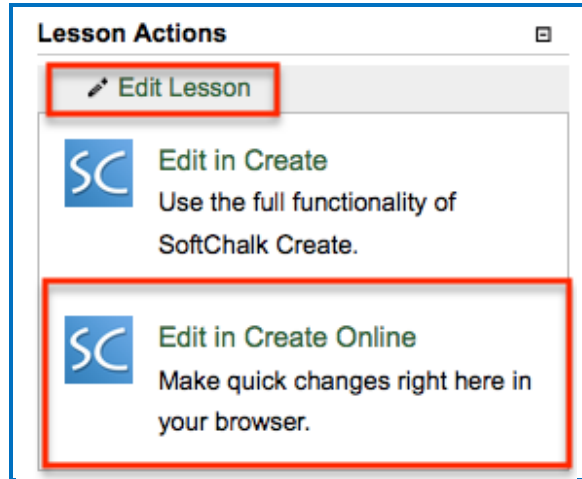
---

### 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 Icon	Tool Name	Description
	Save	Save your changes to the SoftChalk Cloud
	Save and Preview	Save your changes and open web browser preview
	Cut / Copy	Cut or Copy content
	Paste	Paste directly into Create Online, paste as plain text or paste from Word

Tool Icon	Tool Name	Description
	Undo/Redo	Undo changes or Redo changes made
	Insert Media	Insert media from Local file, Cloud file or URL as Linked or Inline player
	Insert Interactive Content	Create a QuizPopper, Quiz Group or Insert a Saved Interactive
	Image	Add image from Local file, Cloud file or URL with a Caption and Alternative Text
	Embed a Cloud Resource Item	Insert a Poll, Rating, Web Widget or Zipped Content from your SoftChalk Cloud
	Link / Unlink	Link to Local file, Cloud file, URL, Bookmark or E-mail
	iFrame	Insert an iFrame linked to a Local file, Cloud file or URL
	Table	Create a table
	Bookmark	Create a link from one part of your lesson to another
	Call Out Box	Highlight content in your lesson using a styled element
	Tooltip	Insert Tooltip
	Insert Special Characters	Add a special character

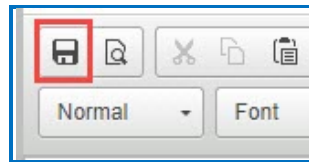


Tool Icon	Tool Name	Description
	Page Break	Add a page break to create multiple pages
	Horizontal Rule	Insert Horizontal Rule
	Smiley	Add a Smiley Face or icon emoji
	View HTML Source	View HTML Source information
	Font Type, Style and Size	Set Font Type, Style and Size
	Text Formatting	Bold, Italics, Underline, Strikethrough, Subscript or Superscript to text
	Copy/Remove Formatting	Copy formatting to apply to other text or remove formatting from selected text
	Block Quote	Distinguish quoted words or phrases
	Insert/Remove Numbered or Bullet List	Add or Remove Numbered or Bullet list
	Decrease/Increase Indent	Decrease or Increase line indent
	Alignment	Align text left, centered, right or justified
	Text Color / Text Background Color	Adjust text color and background color

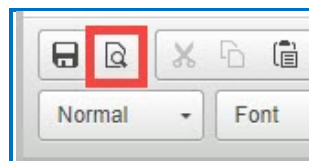
---

## 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).



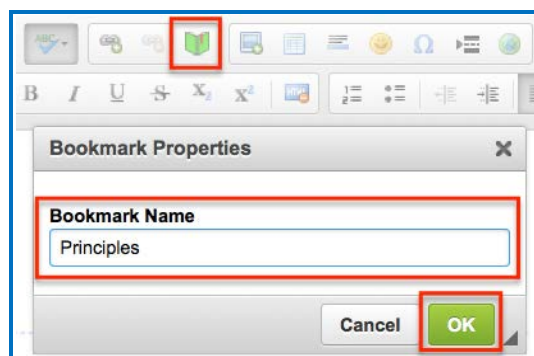
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## Internal Links (Bookmarks) in Create Online

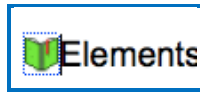
You can create a link from one part of your lesson to another. For instance, you may be on page 5 of your lesson and want to reference information on page 2. In this case, you create a bookmark on page 2 and then insert a hyperlink to that bookmark on page 5. See the steps below for details.

### Insert a Bookmark

1. Click where you want your bookmark to be placed. (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.

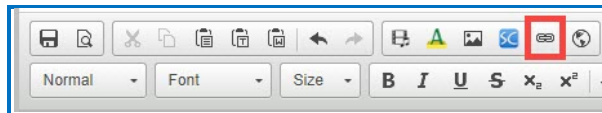


4. Click **OK** to return to your main editing window.
5. Notice the bookmark icon in your lesson.

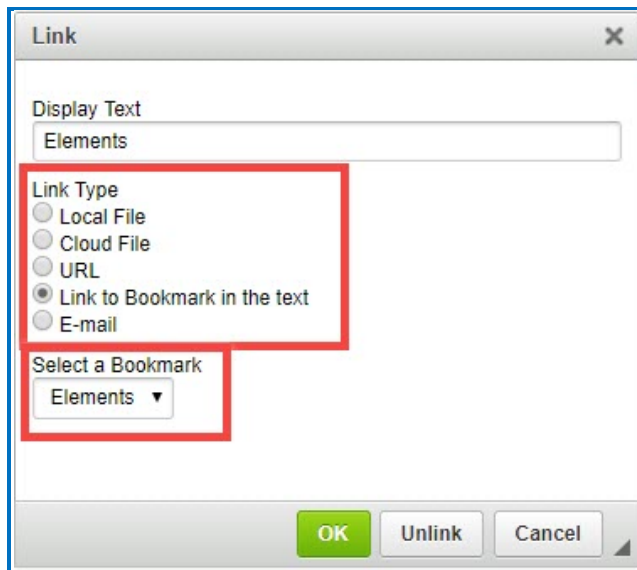


### Link to a Bookmark

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



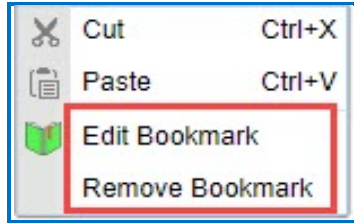
3. From the dropdown Link Type menu, select **Link to Bookmark in the text**. From the dropdown **Select a Bookmark** menu; select your bookmark.



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**.

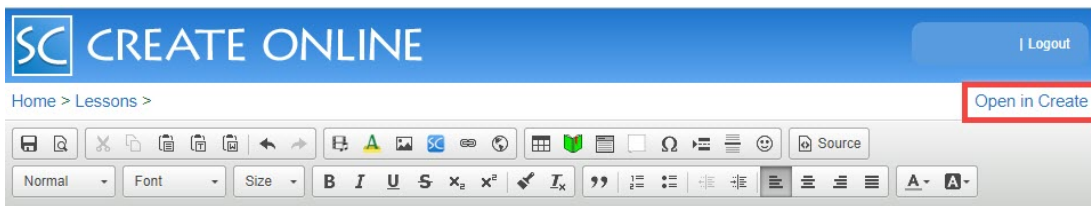


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## Open in Create Link

If your device and browser support 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.

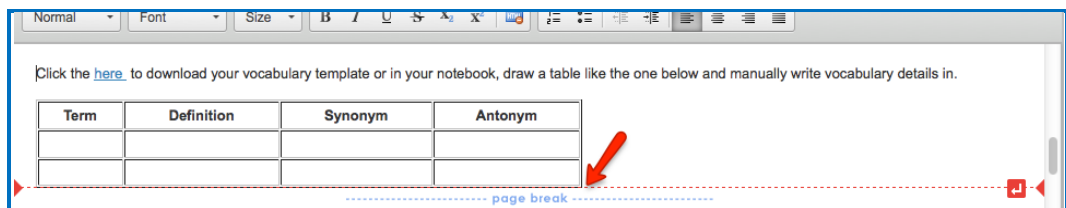


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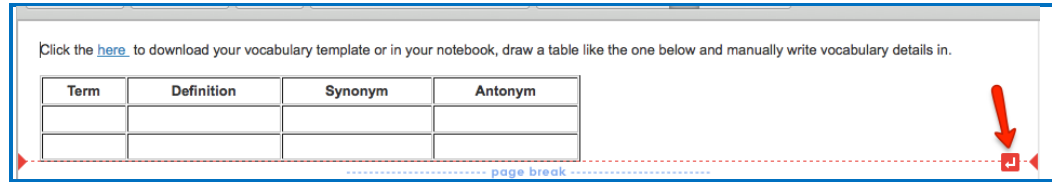
## Insert a Paragraph Break After a Table in Create Online

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

- Theme colors that were applied in SoftChalk Create will not appear in headings and tables, etc. when editing in Create Online. (At this time, lesson themes cannot be applied using Create Online.) The themes 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 theme 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 9, you can make edits in Create Online and save. At that point, the lesson is a Create 11 lesson and will no longer be editable in Create 9 (just like other Create 11 lessons).
- Lessons created in SoftChalk Create version 8 or earlier 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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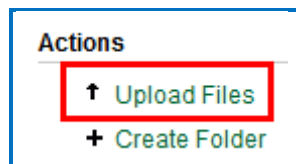
### Upload Files

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.

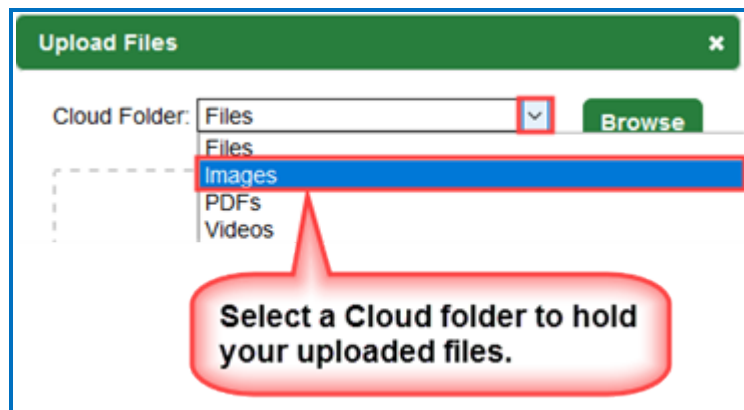
Once you upload a file or .zip package, you can use the SoftChalk Create program (see the section [Start SoftChalk Create](#)) to reference this file or .zip package in a lesson or multiple lessons. Within Create, you would choose **Insert/SoftChalk Cloud Item**.

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](#).)

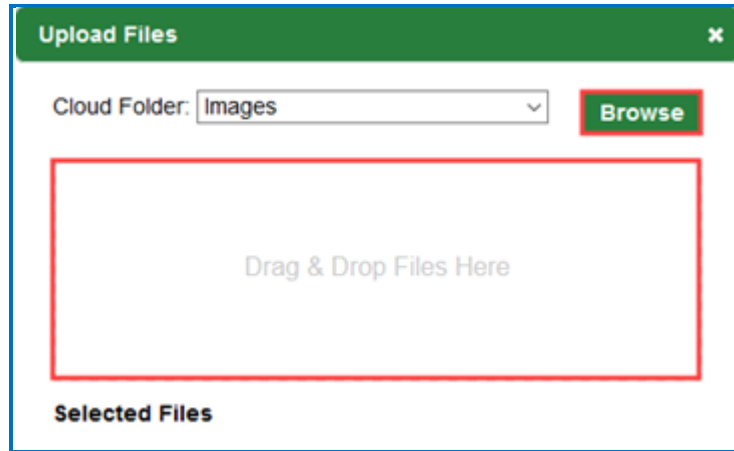
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Select **My Content/Files**.
3. At the right under **Actions**, click **Upload Files**.



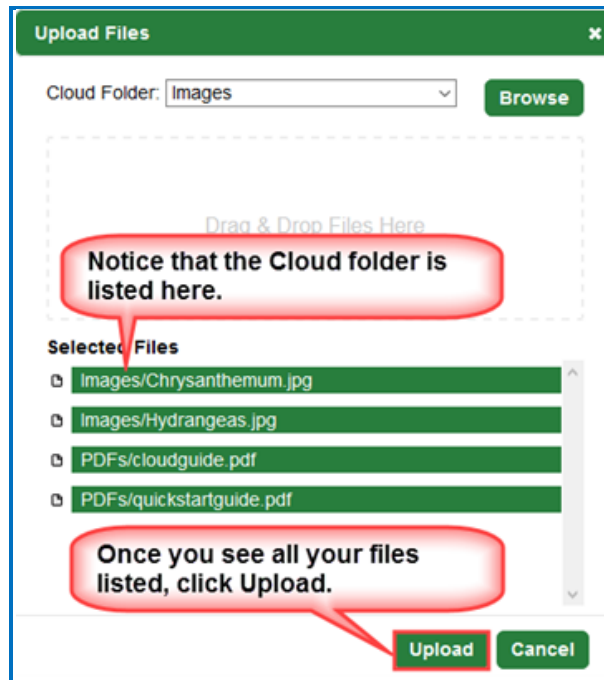
4. Under **Cloud Folder**, select the folder into which you want to upload your files.



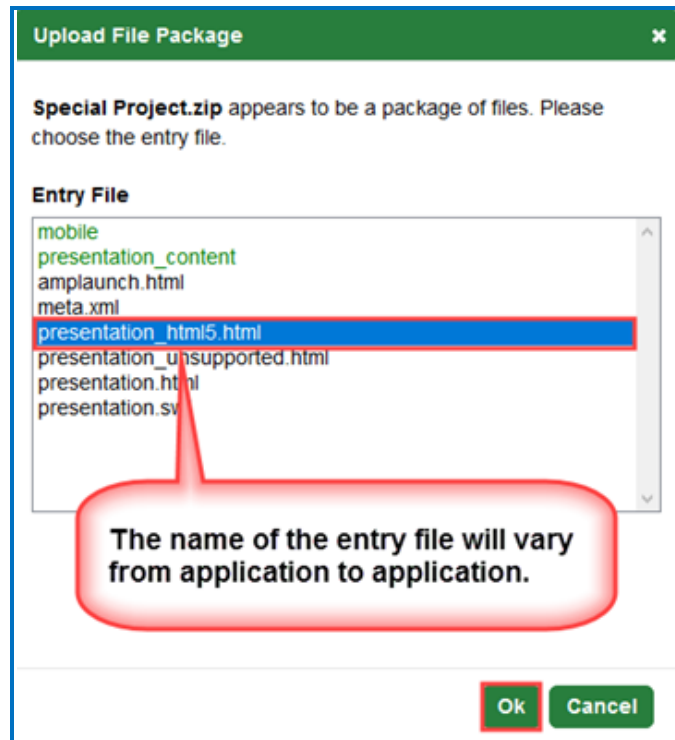
5. Once you've selected a destination folder, you can either:
  - a. Click **Browse** to select your file(s) from your local computer. Select your file(s) and click **Open**.  
OR
  - b. Drag your file(s) into the **Drag & Drop Files Here** area.  
**IMPORTANT:** If you choose to drag your files, be 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?](#)



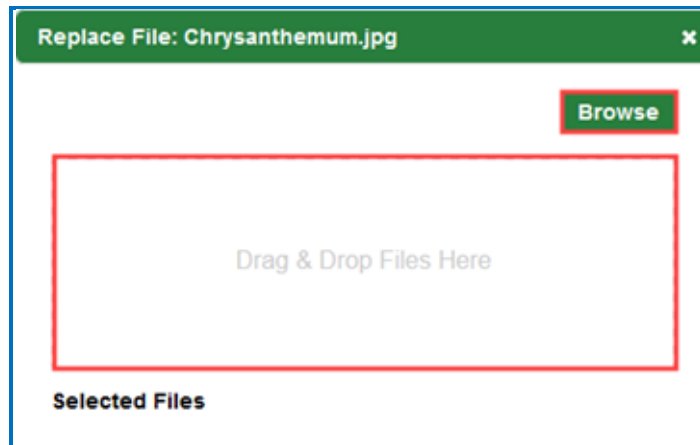
## Replace a File

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.

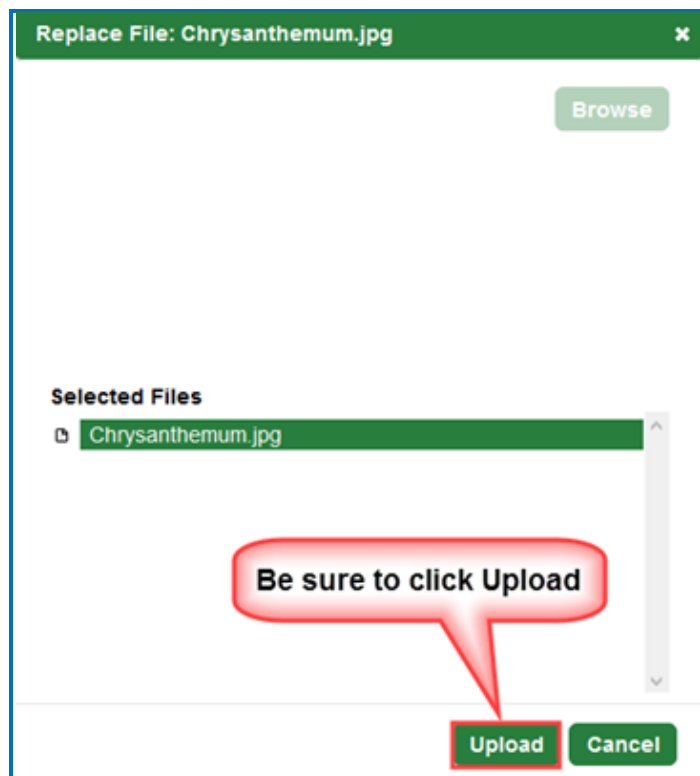




5. You have two ways to select a file. You can either:
- a. Click **Browse** to select your file from your local computer. Select your file and click **Open**.  
OR
  - b. Drag your file into the **Drag & Drop Files Here** area.  
**IMPORTANT:** If you choose to drag your file, be sure to drag it into 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.




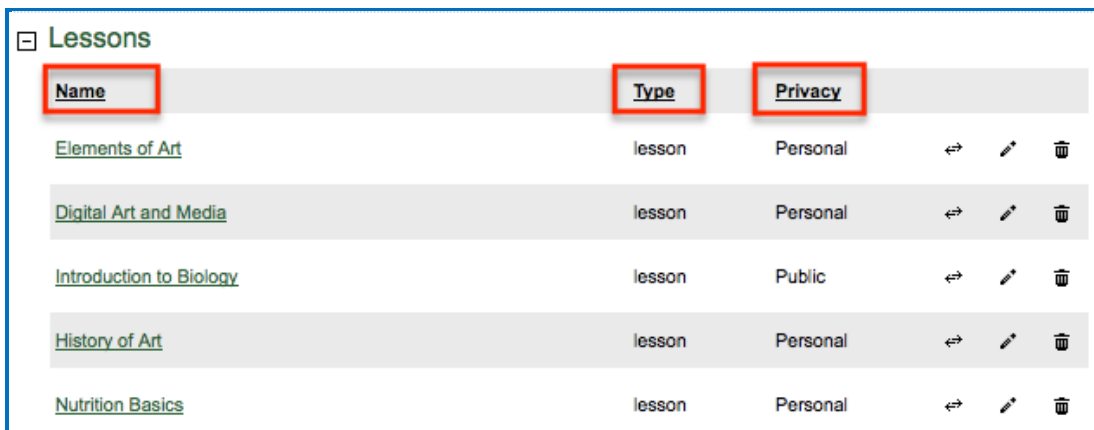
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## Sort Columns

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](#).)




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.

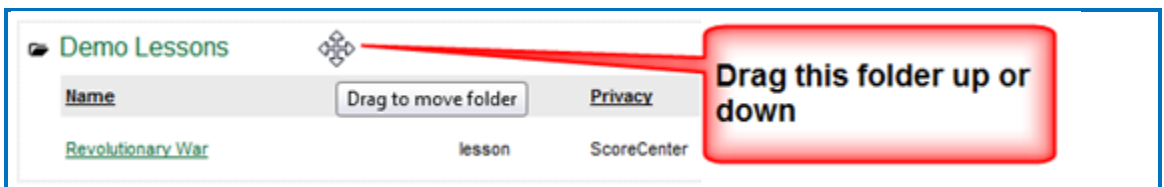



**Lessons**

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

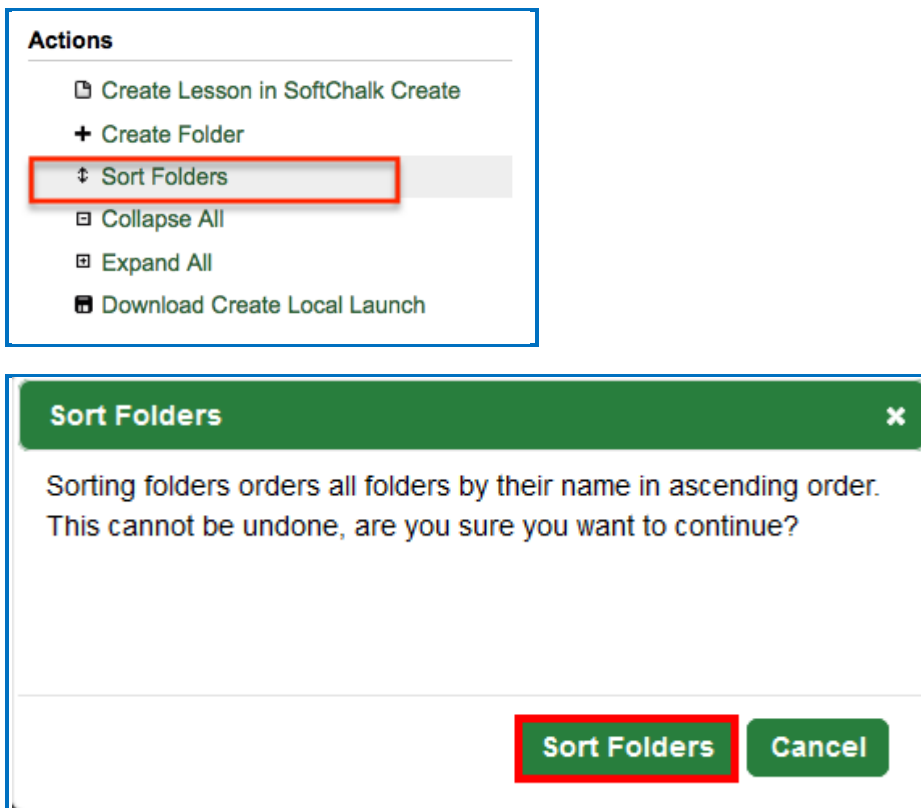
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## Re-arrange Content by Sorting Alphabetically

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](#)).



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## 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](#).

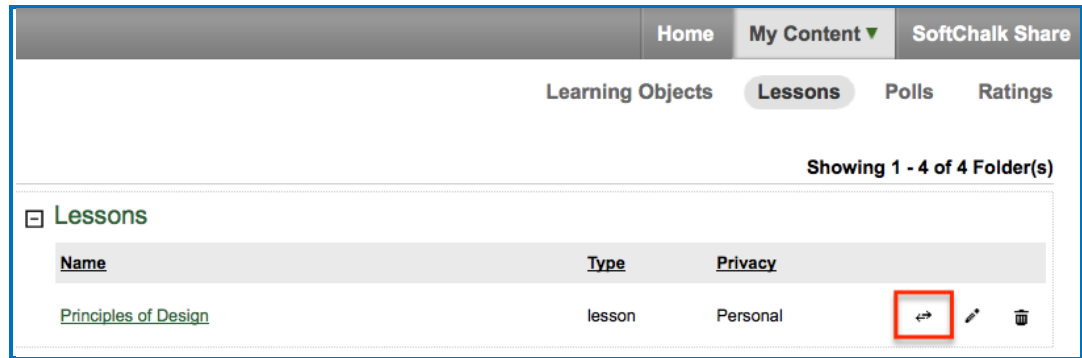
You can replace your item, but [SoftChalk Cloud](#) remembers your previous five versions of the item.

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

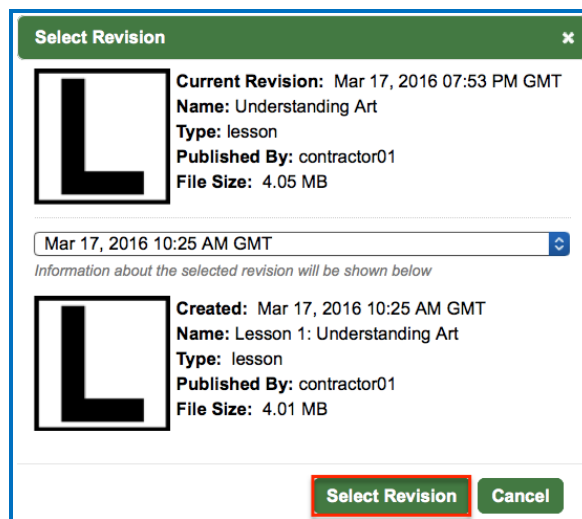
- Accessing the content with an embed code, hyperlink or LTI hyperlink.
- Clicking on the name of the item within the **My Content** area.
- Opening the item within the [SoftChalk Create File/Open from SoftChalk Cloud](#).

**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.

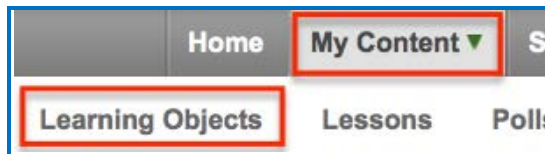


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## View, Edit Properties and Delete Your Content

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.**

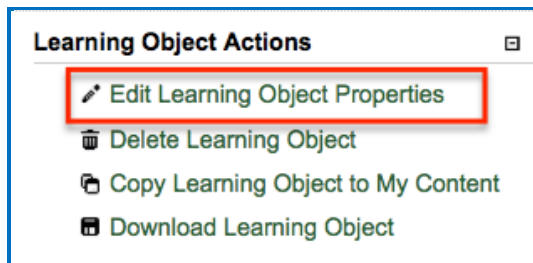
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Learning Objects**.



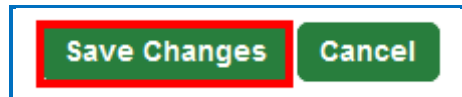
3. Under the **Name** column, locate your learning object and click on its link to view it. When viewing it, you are seeing and using the learning object as other users would view it. Once you click on the link (see below), you can also click **Preview** to view the learning object in a new window.



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



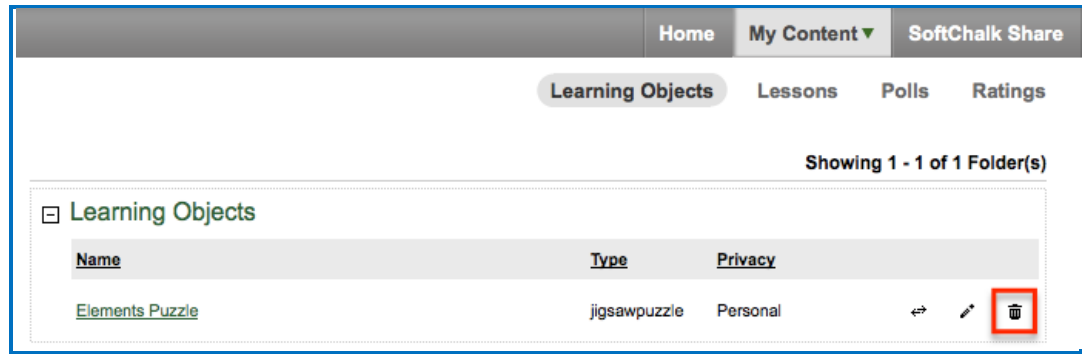
5. **IMPORTANT:** Notice when you are editing properties, you are editing the information associated with the learning object and NOT the learning object itself. *To edit the learning object itself, you must use **SoftChalk Create**.* (See the section [Edit Your Content](#).)
6. **IMPORTANT:** When you *edit the information for a learning object*, be sure to click **Save Changes** (at the top or bottom of your screen – see below).



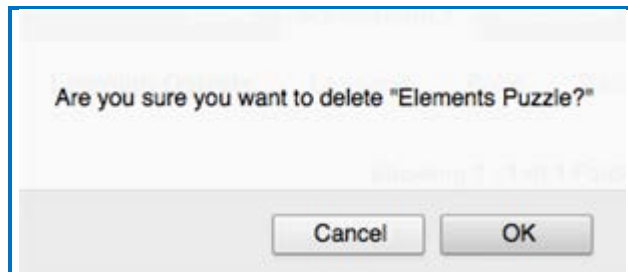
7. On the **Edit Properties** screen, you can edit the **Name**, **Description**, **Privacy** access and **License** information. For details on privacy options and licensing options, see the sections [Privacy Options](#) and [Creative Commons Licenses](#).

A screenshot of the 'Edit Properties' form. The form is titled 'Properties' and contains several fields: 'Name\*' (with a 'Timeline Date' sub-field and 'Up to 100 characters' limit), 'Description' (with 'Up to 250 characters' limit), '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, as long as you credit the creator and allow them to remix and improve your work. It disallows commercial use without the creator's permission. For more information, see [Creative Commons Attribution License](#)'), and a 'Show License' checkbox. At the bottom, there are 'Save Changes' and 'Cancel' buttons. Red boxes highlight the 'Properties' header, 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.



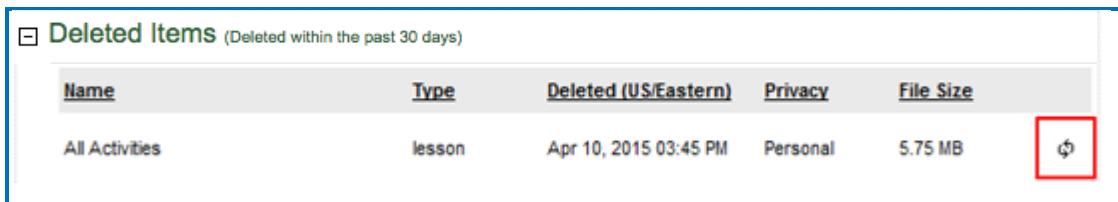


## Restore Deleted Items

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', and 'File Size'. There is one row of data: 'All Activities', 'lesson', 'Apr 10, 2015 03:45 PM', 'Personal', and '5.75 MB'. To the right of the '5.75 MB' cell, there is a circular arrows icon (refresh/restore) highlighted with a red box.

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** area.

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## 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](#).

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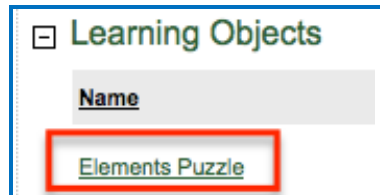
## Copy the Hyperlink for Your Learning Object or Quiz Group

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.)

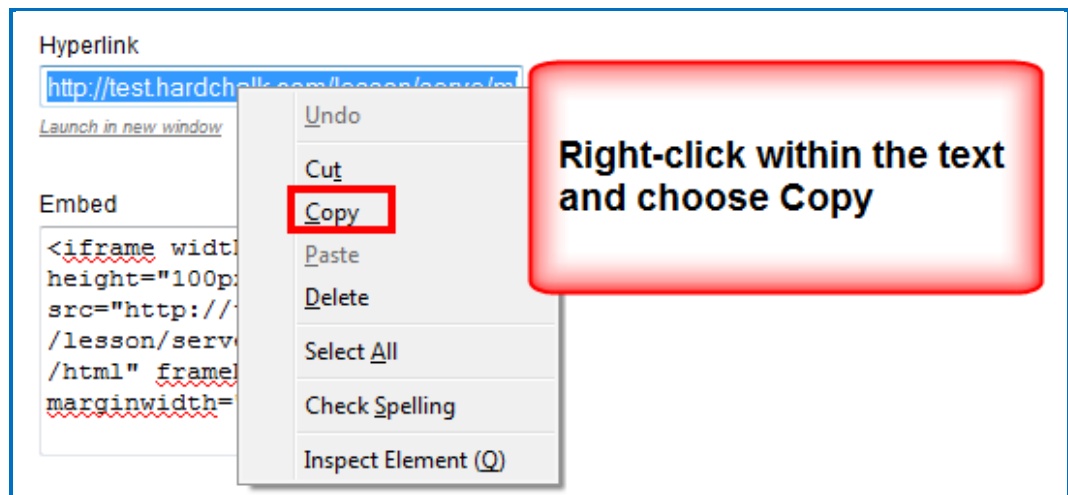
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Learning Objects**.



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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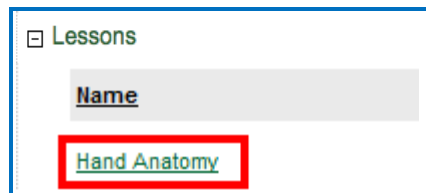
## Copy the Hyperlink for Your Lesson

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**.

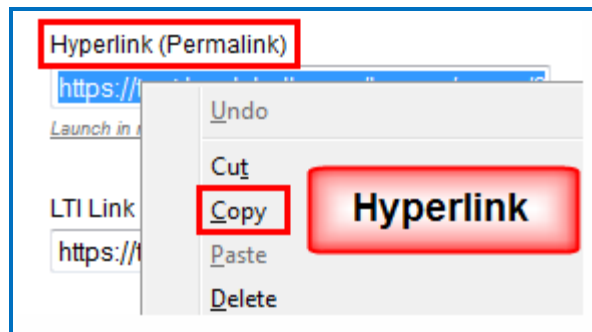


3. Click on the name of a lesson.



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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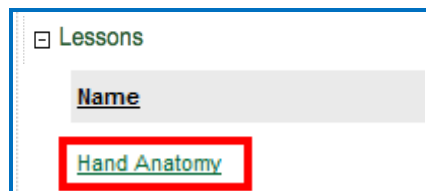
## Copy the LTI Link for Your Lesson

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.

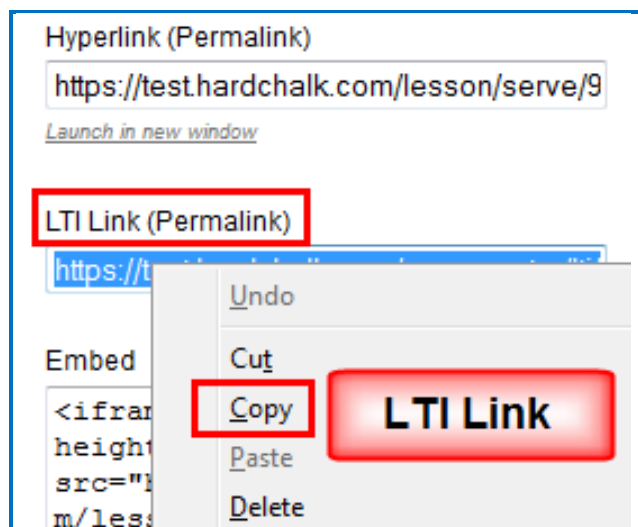
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content/Lessons**.



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="#">Jenzaber eLearning</a>
<a href="#">Moodle</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](#)



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## 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](#).

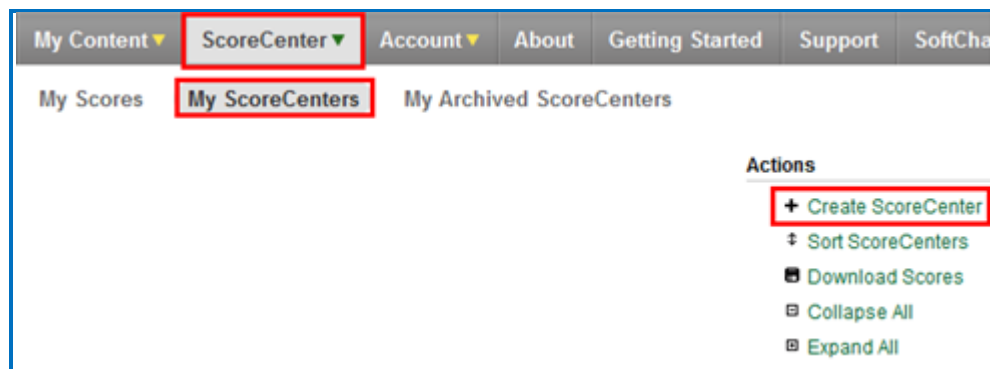
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## Create a ScoreCenter

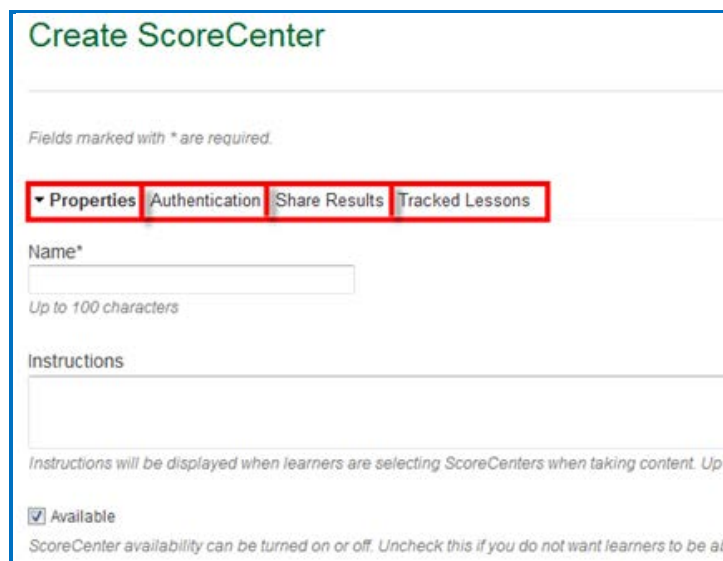
Before you can use a lesson with a ScoreCenter to track your students' scores, you must create a ScoreCenter within your [SoftChalk Cloud](#) Account. (To get a [SoftChalk Cloud](#) Account, see the section [Create an Account](#).)

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

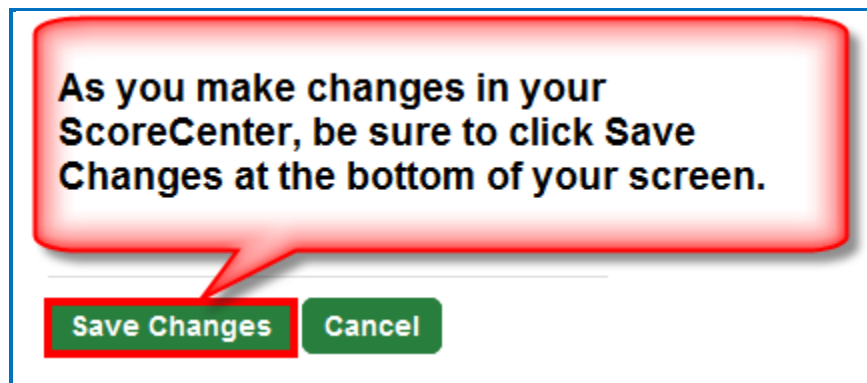
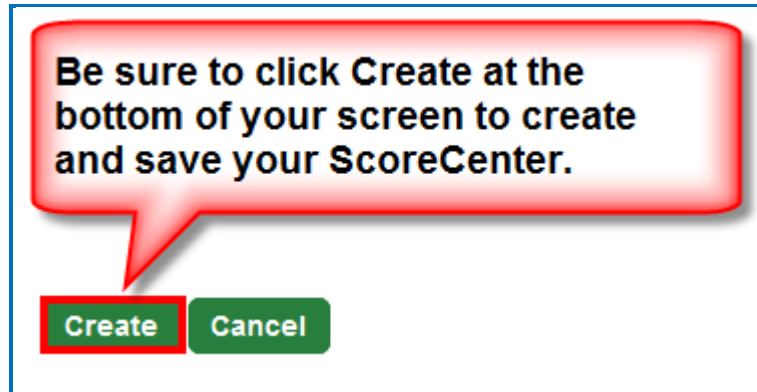
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**.
3. At the right, select **Create ScoreCenter**.



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](#).

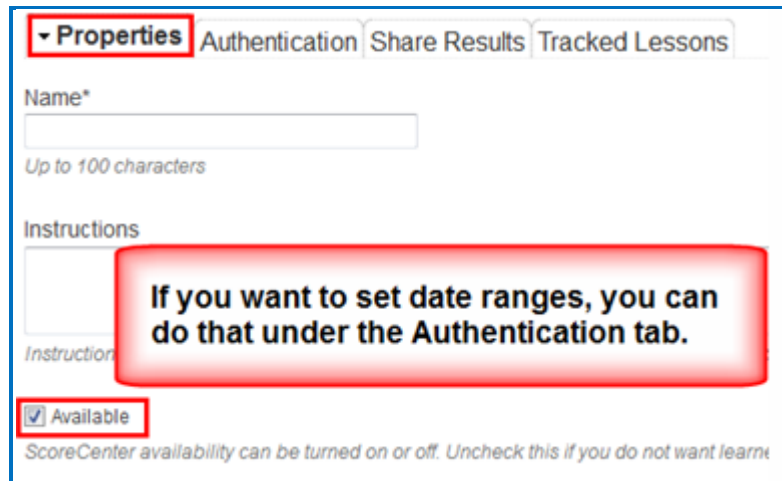


## Properties

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.



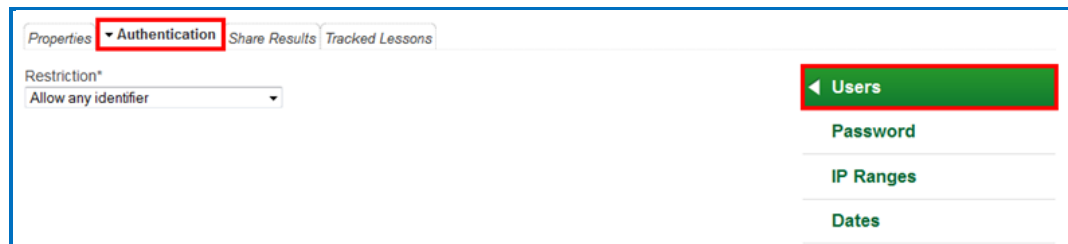
The screenshot shows the 'Properties' tab selected in a navigation bar. Below the tabs are three input fields: 'Name\*' (with a note 'Up to 100 characters'), 'Instructions' (with a note 'Instruction'), and 'Available' (with a checked checkbox). A red callout box with a white background and black text is overlaid on the 'Instructions' field, stating: 'If you want to set date ranges, you can do that under the Authentication tab.' The 'Available' checkbox is also highlighted with a red box. Below the 'Available' checkbox is a small note: 'ScoreCenter availability can be turned on or off. Uncheck this if you do not want learn'.

## 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 bar. Below the tabs is a 'Restriction\*' dropdown menu with 'Allow any identifier' selected. On the right side of the screen, 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.

The screenshot shows the 'Authentication' tab selected in the top navigation. Below it, the 'Restriction\*' dropdown menu is open, displaying four options: 'Allow any identifier' (highlighted in blue), 'Allow any valid Cloud user', 'Allow specified identifiers', and 'Allow specified Cloud users'. On the right side, the 'Users' tab is selected, with 'Password' and 'IP Ranges' options visible below it.

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

The screenshot shows the 'Authentication' tab selected. The 'Restriction\*' dropdown menu is set to '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.

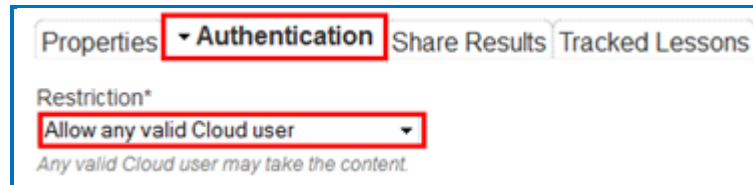
The screenshot shows the 'Authentication' tab selected. The 'Restriction\*' dropdown menu is set to 'Allow specified identifiers'. Below it, the 'Add Identifiers' field is empty, and the 'Current Identifiers' field is empty. A red callout box points to the '+' sign next to the 'Add Identifiers' field. Another red callout box points to the '+' sign next to the 'Current Identifiers' field.

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](#).)

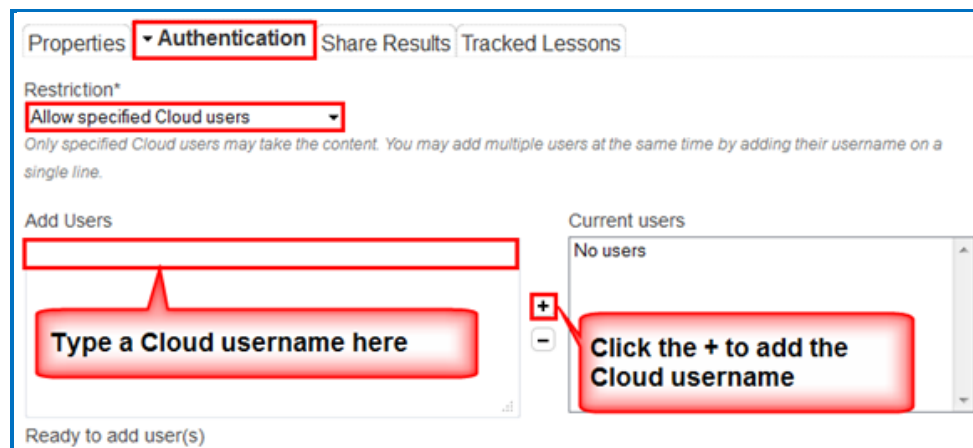


The screenshot shows the 'Authentication' tab selected. Under the 'Restriction\*' section, the dropdown menu is set to 'Allow any valid Cloud user'. Below the dropdown, it says 'Any valid Cloud user may take the content.'

**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.

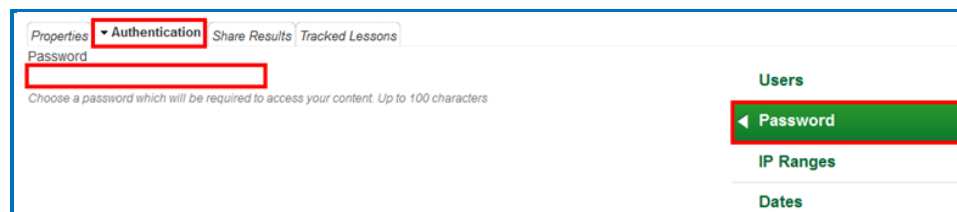


The screenshot shows the 'Authentication' tab. The 'Restriction\*' dropdown is set to 'Allow specified Cloud users'. Below it, it says 'Only specified Cloud users may take the content. You may add multiple users at the same time by adding their username on a single line.' There is an 'Add Users' text input field with a callout bubble that says 'Type a Cloud username here'. To the right, there is a 'Current users' list with 'No users' and a '+' button with a callout bubble that says 'Click the + to add the Cloud username'.

## 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.



The screenshot shows the 'Authentication' tab. There is a 'Password' text input field with a callout bubble that says 'Choose a password which will be required to access your content. Up to 100 characters'. To the right, there is a list of options: 'Users', 'Password', 'IP Ranges', and 'Dates'. The 'Password' option is highlighted in green.

## 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 links for 'Properties', 'Authentication', 'Share Results', and 'Tracked Lessons'. A descriptive text states: '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' item is highlighted with a green background and a red border. In the main content area, there is an 'IP Range' section with four input boxes and an 'Add IP Range' button. Below this, a note says: 'You may also use the "\*" character to indicate all numbers in an octet or a numeric range (Example: 1-100) in an octet.' There is also 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 links for 'Properties', 'Authentication', 'Share Results', and 'Tracked Lessons'. A descriptive text states: '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' item is highlighted with a green background and a red border. In the main content area, there is a 'Start Date' and 'End Date' section with input boxes and 'GMT' labels, and an 'Add Date Range' button. Below this, a note says: 'Add start and/or end dates which restrict content availability.' There is also 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 date selection interface. It features 'Start Date' and 'End Date' input boxes with 'GMT' labels and an 'Add Date Range' button. A calendar for May 2012 is displayed below the input boxes. A red callout box with a white background and a red border points to the calendar. The text inside the callout box reads: '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.**

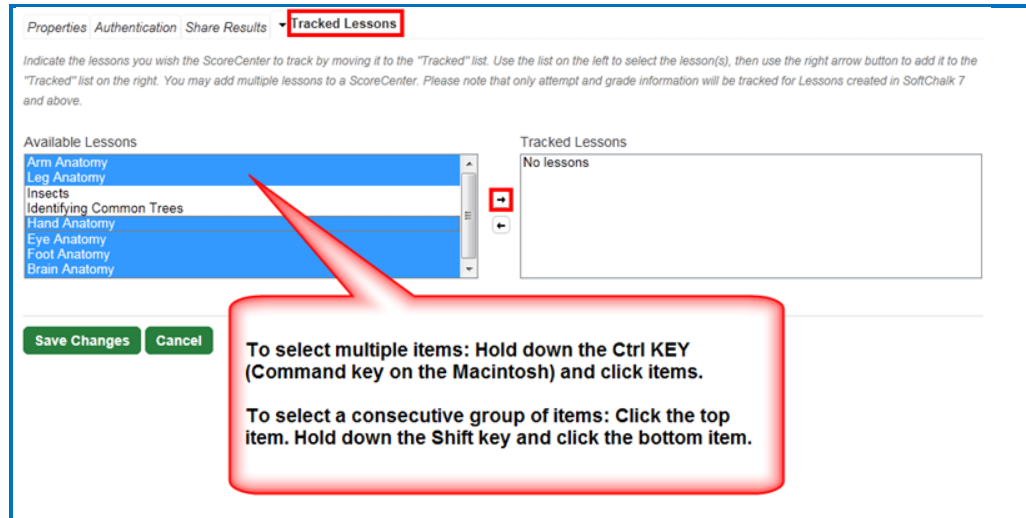
1. **IMPORTANT:** Be sure to click **Save Changes** at the bottom of your screen when you make your changes. If you want to create a group of users, see the sections [Create Groups](#) and [Add a Group to Share a ScoreCenter](#).

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 text input field with a red border and a red callout bubble pointing to it that says 'Type a Cloud username here'. Below the input field is the text 'Ready to add user(s)'. The 'Current users' section shows a list with 'No users' and a red callout bubble pointing to a '+' button that says 'Click the + to add the Cloud username'. Below these sections is an 'Editing' checkbox, which is currently unchecked and highlighted with a red box. A note below the checkbox states: '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 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](#)).

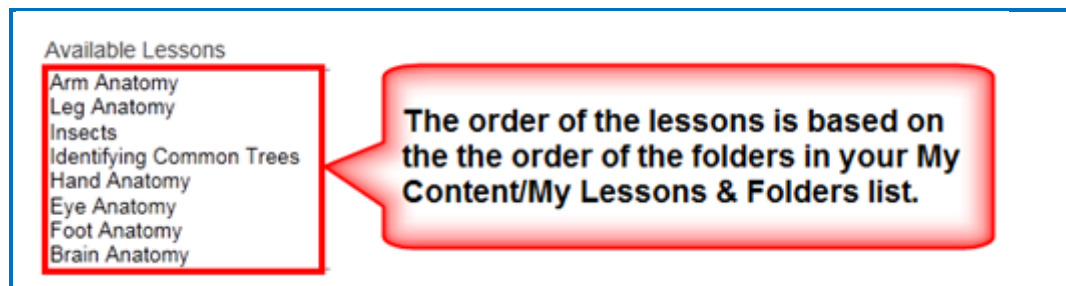


The screenshot shows the 'Tracked Lessons' interface. At the top, there are tabs for 'Properties', 'Authentication', 'Share Results', and 'Tracked Lessons'. Below the tabs is a descriptive paragraph: 'Indicate the lessons you wish the ScoreCenter to track by moving it to the "Tracked" list. Use the list 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 is currently empty, showing '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 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.' At the bottom left of the interface, there are two buttons: 'Save Changes' and 'Cancel'.

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 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.' The list of lessons is: Arm Anatomy, Leg Anatomy, Insects, Identifying Common Trees, Hand Anatomy, Eye Anatomy, Foot Anatomy, and Brain Anatomy.

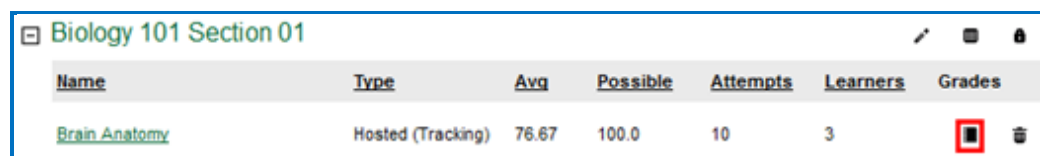
**To remove a lesson from being tracked in your ScoreCenter,** select it in the **Tracked** box, and click the arrow pointing to the left. Click **Save**


**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

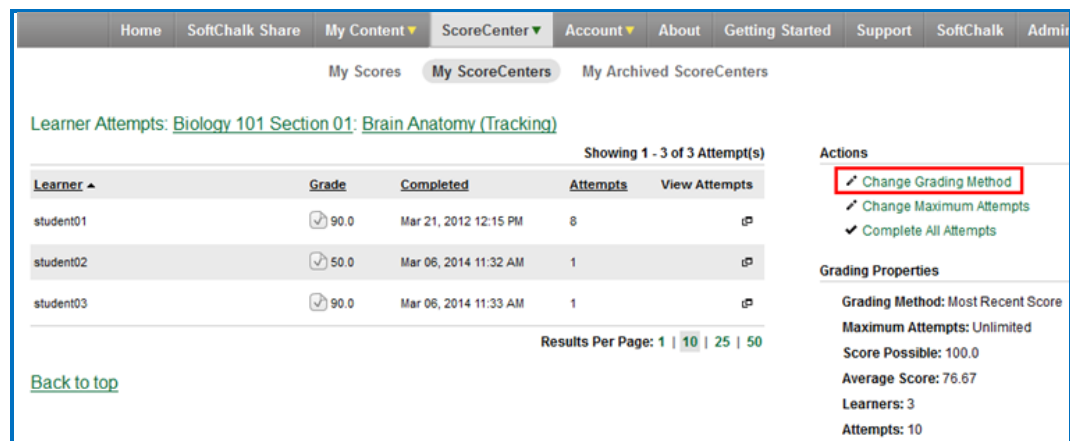
You can set the grading method (i.e. first attempt, average of the attempts, most recent attempt or highest attempt) **for each lesson** within a ScoreCenter. (In other words, you set the grading method for a lesson within a ScoreCenter and NOT as a global setting for an entire ScoreCenter. In fact,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

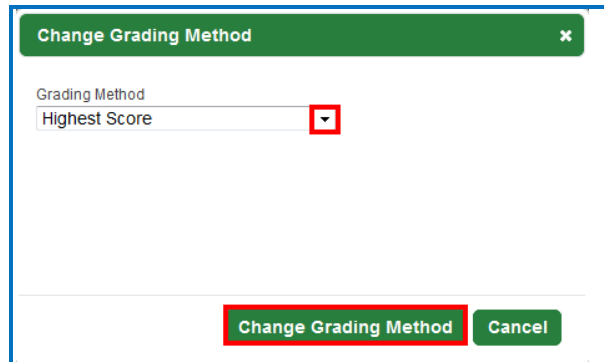
**Actions**

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

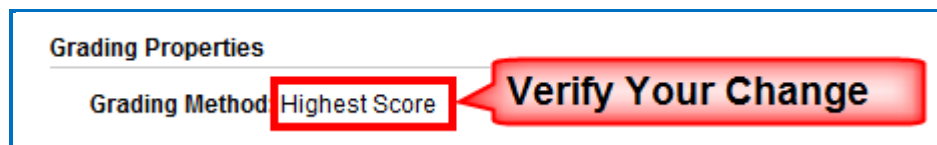
**Grading Properties**

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

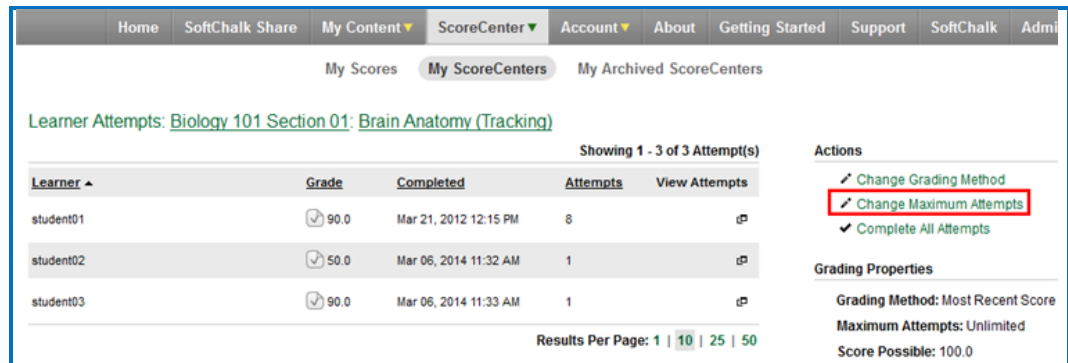
You set the maximum attempts for each lesson within a ScoreCenter (and NOT as a global setting for an entire ScoreCenter). (In fact, you could have the same lesson in different ScoreCenters and set the maximum attempts differently for the lesson in each ScoreCenter.) **The default is Unlimited Attempts.** 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 a sidebar with action buttons.

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

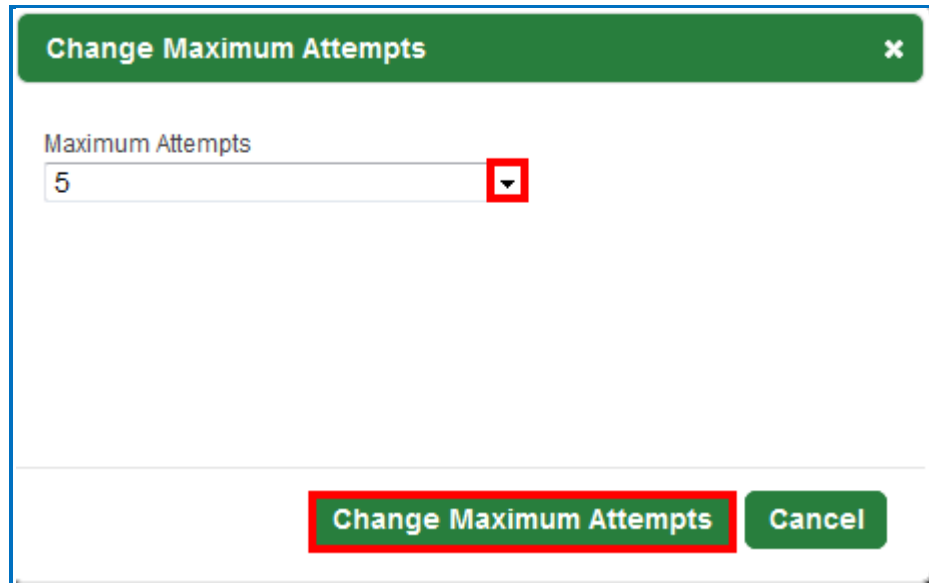
**Actions**

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

**Grading Properties**

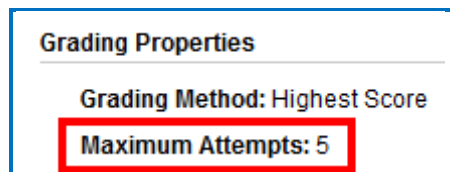
Grading Method: Most Recent Score  
Maximum Attempts: Unlimited  
Score Possible: 100.0

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. It has a title bar with a close button. The main content area contains a label 'Maximum Attempts' and a text input field with the value '5'. A dropdown arrow is visible on the right side of the input field. At the bottom, there are two buttons: 'Change Maximum Attempts' and 'Cancel'.

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



The screenshot shows the 'Grading Properties' section. It displays the following information:

**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
Assign points to activities and quiz groups in your SoftChalk lessons	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.)
Use Essays in your SoftChalk lesson (optional)	If you plan to use essays in your SoftChalk lesson, please see the section <a href="#">Using Essays with the ScoreCenter</a>
Edit a lesson	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> .
Check Authentication	Double-check all the <b>appropriate information in the Authentication area</b> (see the section <a href="#">Authentication</a> ).
Set the Grading Method	See the section <a href="#">Set the Grading Method for a Lesson</a>
Set the Maximum Number of Attempts	See the section <a href="#">Set the Maximum Number of Attempts for a Lesson</a>
Tell Your Students about the Student Guide to SoftChalk Lessons	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.
Take Your Lessons as a Practice Student	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

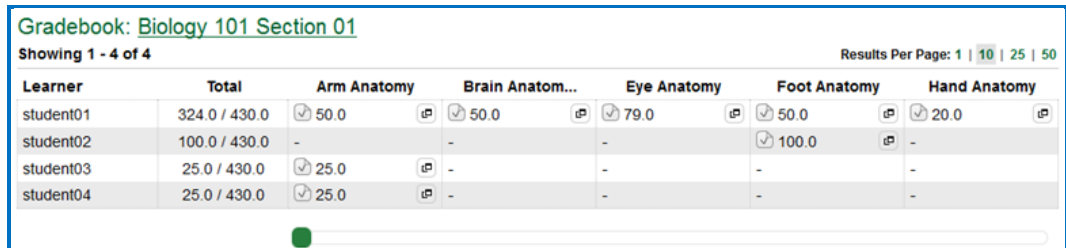
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.



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.



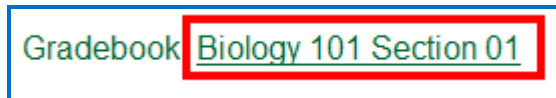
4. View your gradebook. Notice that you have a scroll bar at the bottom so that you can scroll to the right to view more lessons.



The screenshot shows a gradebook table for 'Biology 101 Section 01'. The table has columns for 'Learner', 'Total', 'Arm Anatomy', 'Brain Anatom...', 'Eye Anatomy', 'Foot Anatomy', and 'Hand Anatomy'. The table shows scores for four students (student01, student02, student03, student04). A scroll bar is visible at the bottom of the table.

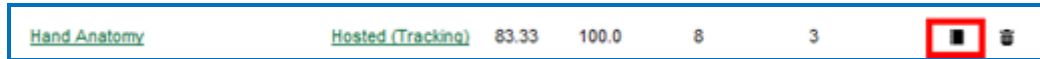
Learner	Total	Arm Anatomy	Brain Anatom...	Eye Anatomy	Foot Anatomy	Hand Anatomy
student01	324.0 / 430.0	50.0	50.0	79.0	50.0	20.0
student02	100.0 / 430.0	-	-	-	100.0	-
student03	25.0 / 430.0	25.0	-	-	-	-
student04	25.0 / 430.0	25.0	-	-	-	-

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.



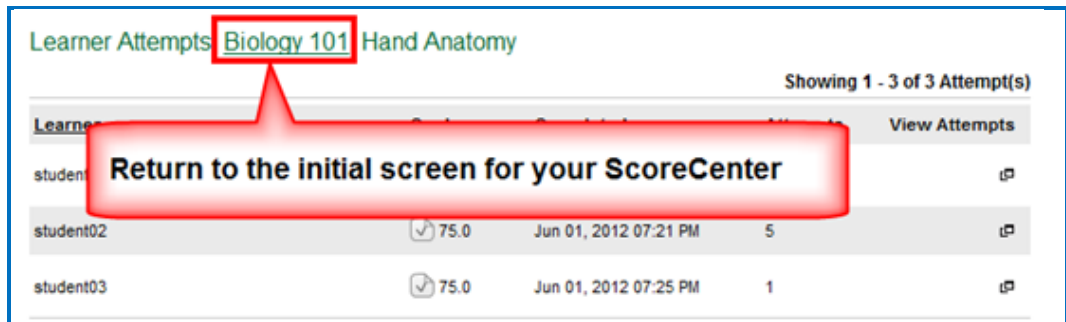
4. View the student scores for that lesson.

Learner Attempts: [Biology 101: Hand Anatomy](#) Showing 1 - 3 of 3 Attempt(s)

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	

Results Per Page: 1 | 10 | 25 | 50

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.

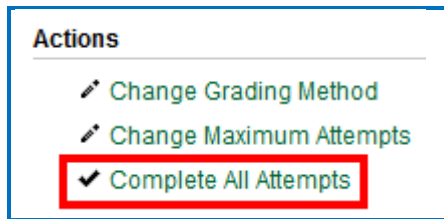
**IMPORTANT:** You may want to do this procedure after the availability of your lesson has expired. After you do this procedure, future attempts can be incomplete.

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

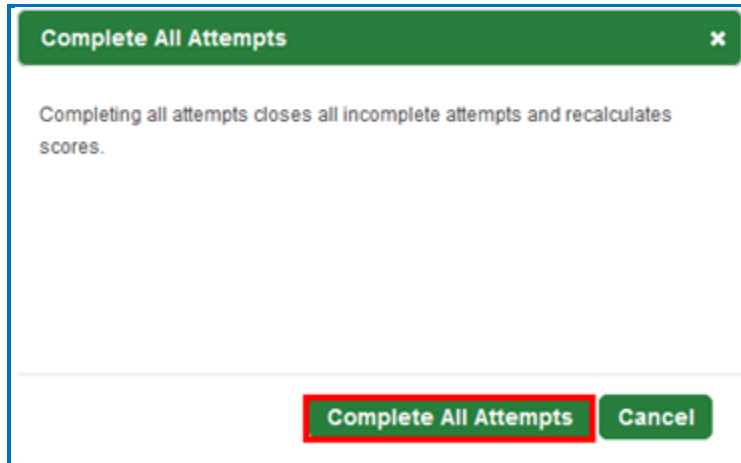
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. Click the learner attempts icon for the lesson.



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
	Jun 01, 2012 07:12 PM	Jun 01, 2012 07:12 PM	75.0
	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

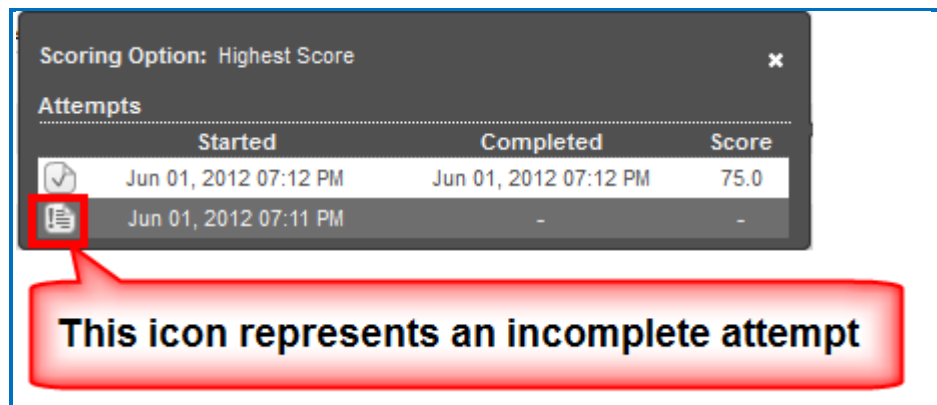
If a student attempt was incomplete, you can make the attempt complete so that the attempt counts in the grade calculation for the lesson.

**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.

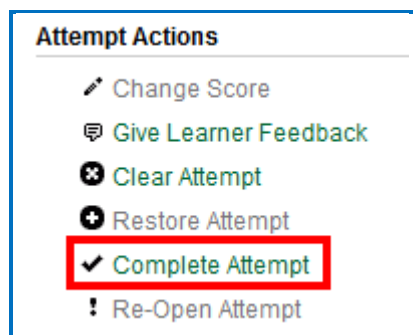


4. Under the Learner column at the left, find the student. Then click on the attempts icon for that student for a lesson. Notice that an incomplete attempt has a special icon. Click on the incomplete attempt.

A screenshot of an 'Attempts' table. The table has columns for 'Started', 'Completed', and 'Score'. The first row shows a completed attempt on Jun 01, 2012 at 07:12 PM with a score of 75.0. The second row shows an incomplete attempt on Jun 01, 2012 at 07:11 PM with a score of '-'. A red box highlights the icon for the incomplete attempt. A red callout box with a white background and black text points to the icon, stating: 'This icon represents an incomplete attempt'.

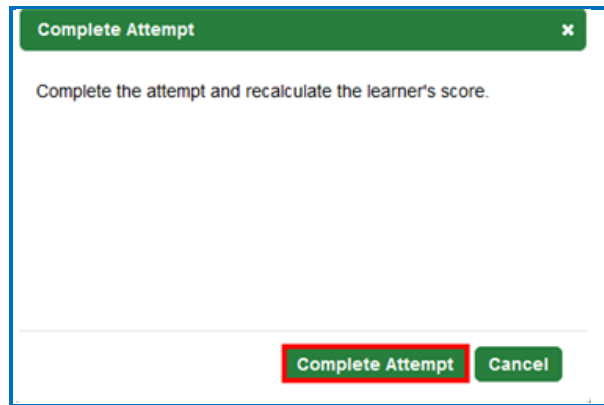
Scoring Option: Highest Score			
Attempts			
	Started	Completed	Score
	Jun 01, 2012 07:12 PM	Jun 01, 2012 07:12 PM	75.0
	Jun 01, 2012 07:11 PM	-	-

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.)

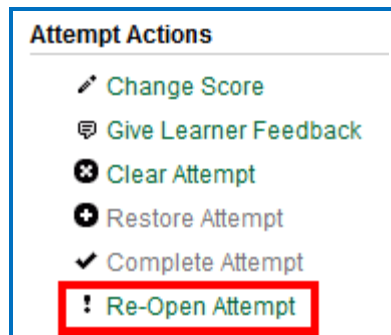
A screenshot of the 'Attempt Actions' menu. The menu items are: 'Change Score', 'Give Learner Feedback', 'Clear Attempt', 'Restore Attempt', 'Complete Attempt', and 'Re-Open Attempt'. The 'Complete Attempt' option is highlighted with a red box.

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

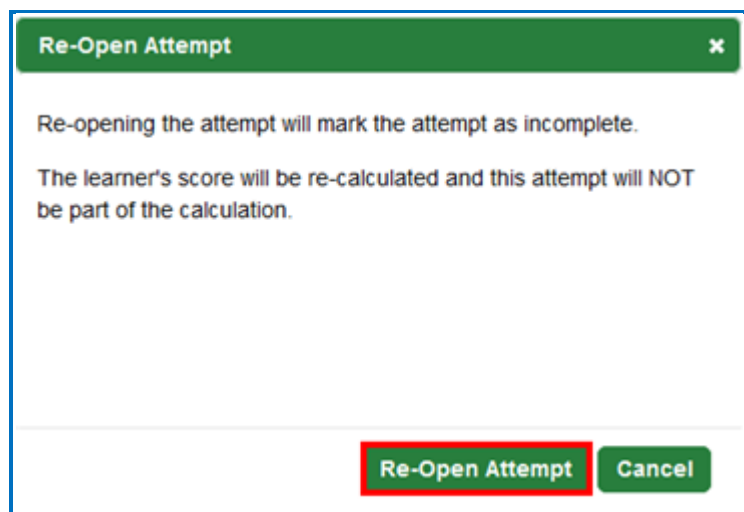
6. Click **Complete Attempt** at the confirmation screen.



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.

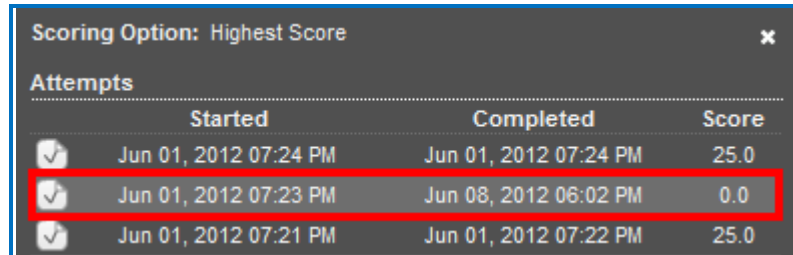
If you accidentally clear an attempt (or change your mind), you can restore the attempt.

**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.

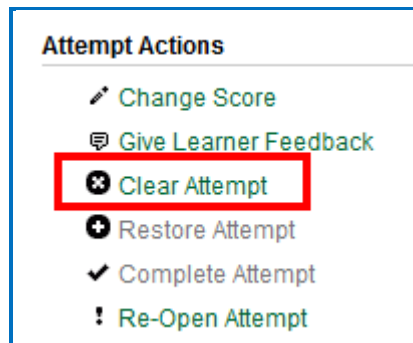


4. Under the Learner column at the left, find the student. Then click on the attempts icon for that student for a lesson. Click on an attempt.

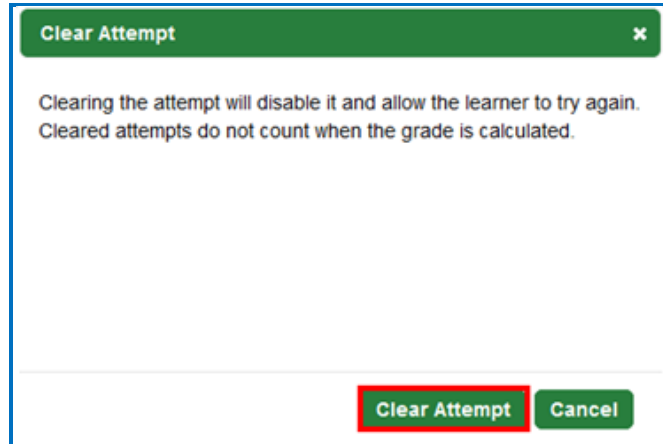


Scoring Option: Highest Score			
Attempts			
	Started	Completed	Score
✓	Jun 01, 2012 07:24 PM	Jun 01, 2012 07:24 PM	25.0
✓	Jun 01, 2012 07:23 PM	Jun 08, 2012 06:02 PM	0.0
✓	Jun 01, 2012 07:21 PM	Jun 01, 2012 07:22 PM	25.0

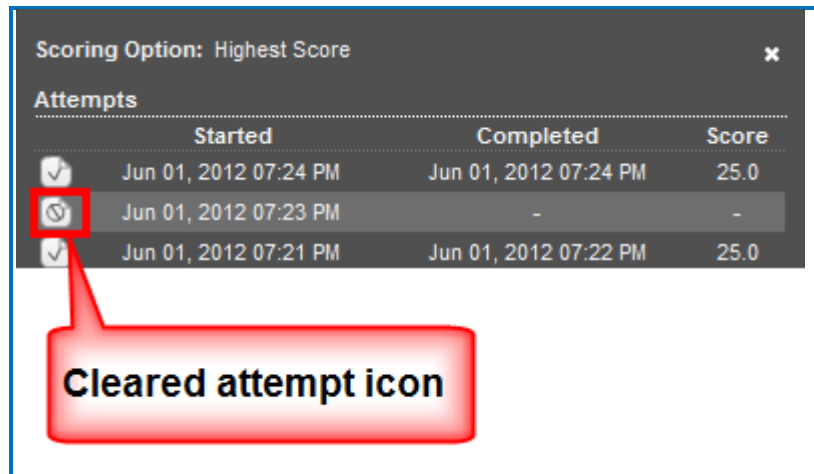
5. Scroll down to the **Attempt Actions** area at the bottom right. Click **Clear Attempt**.



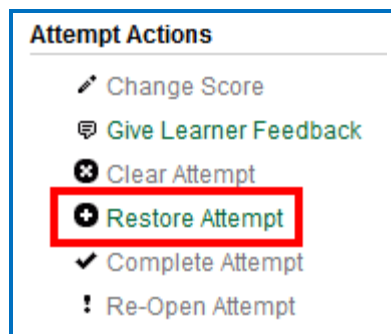
6. Click **Clear Attempt** at the confirmation screen.



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.

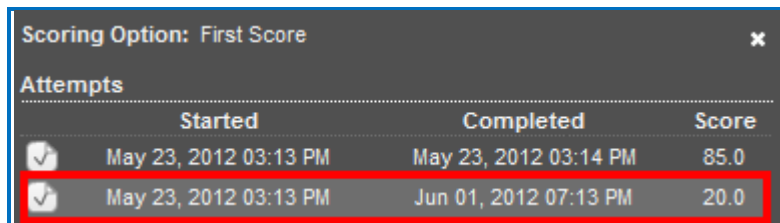


4. Click on the attempts icon for a specific student.





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

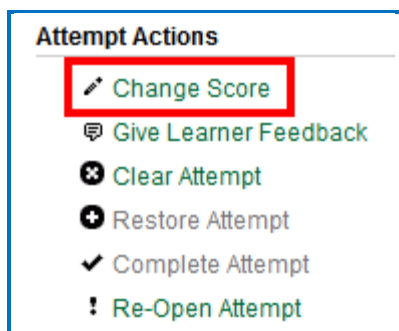
5. Click on an attempt.



Scoring Option: First Score

Attempts			
	Started	Completed	Score
	May 23, 2012 03:13 PM	May 23, 2012 03:14 PM	85.0
	May 23, 2012 03:13 PM	Jun 01, 2012 07:13 PM	20.0

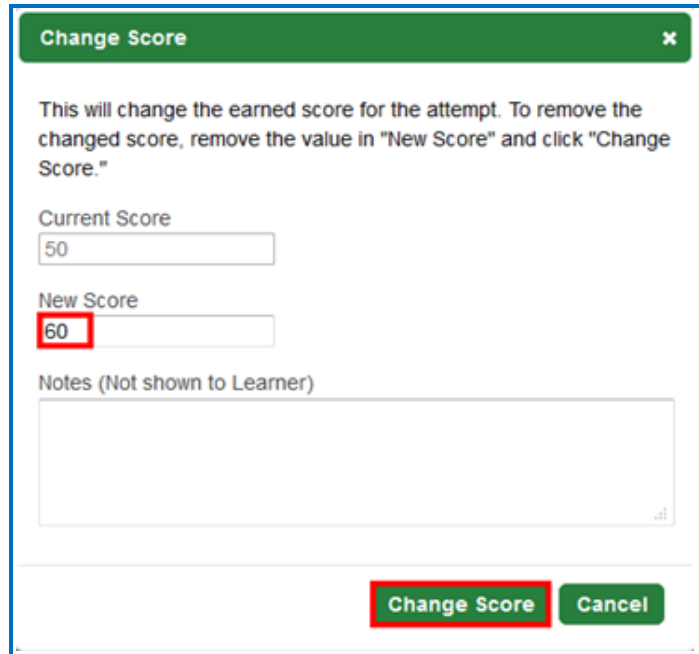
6. Under the **Attempt Actions** area at the right, click **Change Score**.





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

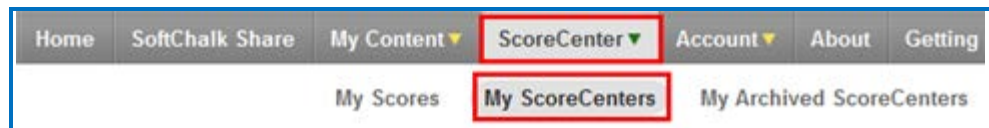
Notice that you can make a note to yourself about this change in the **Notes** area. *Comments here are NOT shown to the student.* (If you want give your student feedback on an attempt, see the section [Give Feedback to a Student](#).)



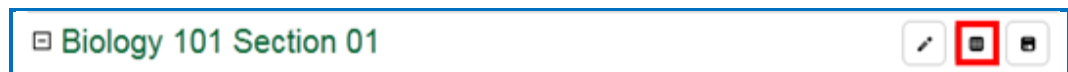
The image shows a 'Change Score' dialog box with a green header and a close button. The text inside reads: 'This will change the earned score for the attempt. To remove the changed score, remove the value in "New Score" and click "Change Score."' Below this, there are two input fields: 'Current Score'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



- 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.

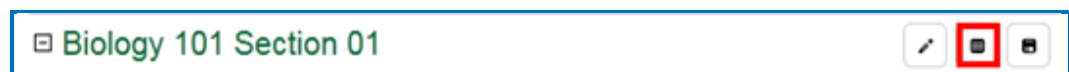
The **Detailed CSV** format includes ALL the attempts for each student for each lesson.

---

## 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.

- 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.
- At the right, click the View Gradebook icon for your ScoreCenter.



- Click on the attempts icon for a specific student.







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 are three icons: a pencil (edit), a trash can (delete), and a lock (share settings).

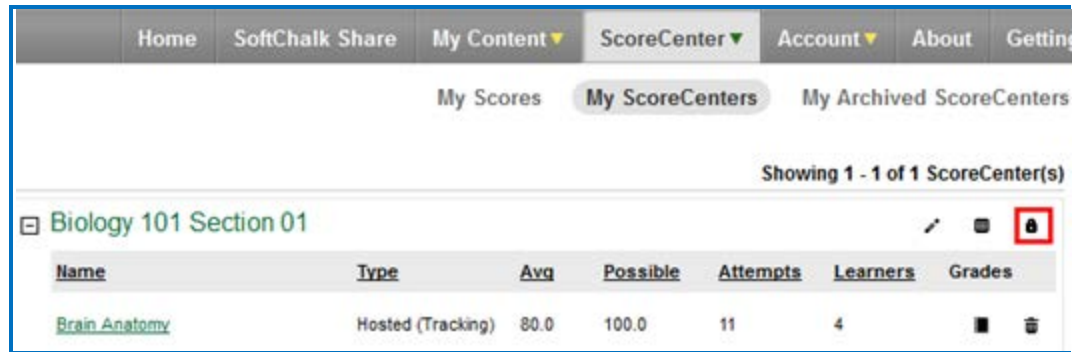
3. For information about the different areas, see the sections [Properties](#), [Authentication](#), [Share Results](#) and [Tracked Lessons](#).
4. You can change information for your ScoreCenter including the name of your ScoreCenter and the current scores of your students will be preserved.
5. Be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

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

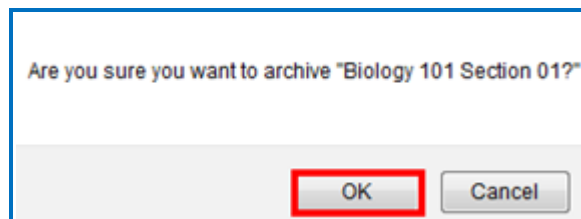
**Save Changes**   **Cancel**

## 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.



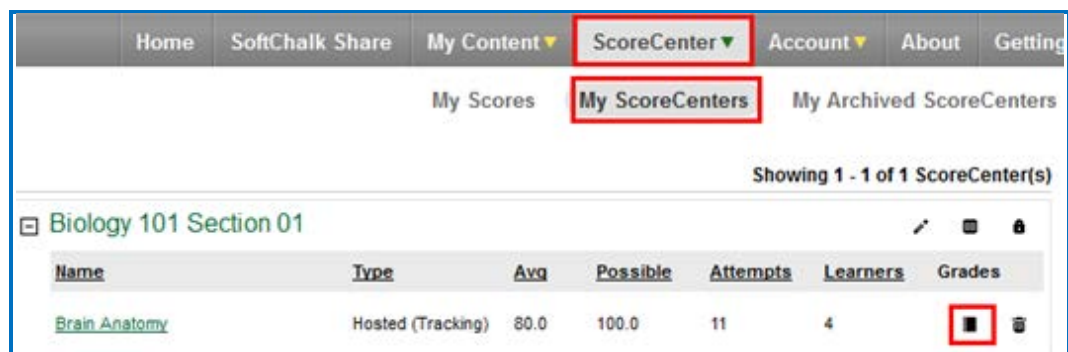
## Using Essays with a ScoreCenter

### 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

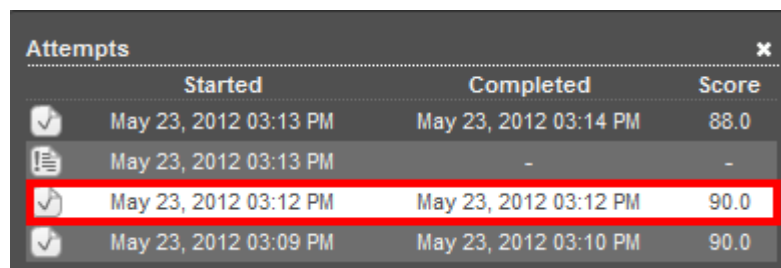
1. To view a student's essay, click ScoreCenter and then My ScoreCenters. Click the Learner Attempts icon for a lesson.



The screenshot shows the ScoreCenter interface. At the top, there is a navigation bar with 'Home', 'SoftChalk Share', 'My Content', 'ScoreCenter', 'Account', 'About', and 'Getting'. Below this, there are tabs for 'My Scores', 'My ScoreCenters', and 'My Archived ScoreCenters'. The 'My ScoreCenters' tab is selected. Below the tabs, it says 'Showing 1 - 1 of 1 ScoreCenter(s)'. There is a section for 'Biology 101 Section 01' with a table of ScoreCenters. The table has columns for Name, Type, Avg, Possible, Attempts, Learners, and Grades. The 'Brain Anatomy' ScoreCenter is listed with an Avg of 80.0, Possible of 100.0, Attempts of 11, and Learners of 4. A red box highlights the 'Learner Attempts' icon in the Grades column.

Name	Type	Avg	Possible	Attempts	Learners	Grades
Brain Anatomy	Hosted (Tracking)	80.0	100.0	11	4	

2. Select an attempt.



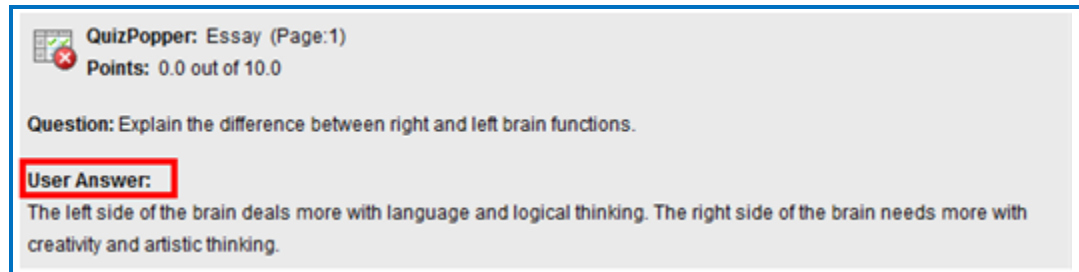
The screenshot shows the 'Attempts' table for a lesson. The table has columns for Started, Completed, and Score. The third attempt is highlighted with a red box, showing a score of 90.0.

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.)

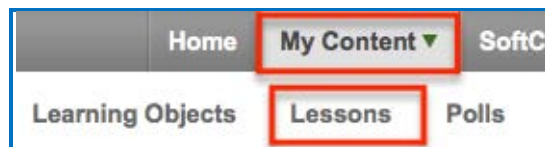
If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section [Migrate Content from SoftChalk Desktop to SoftChalk Cloud](#).

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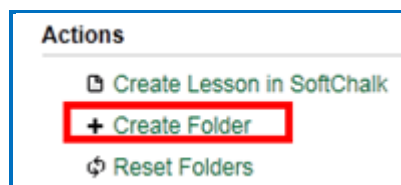
## Create a Folder to be Shared

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

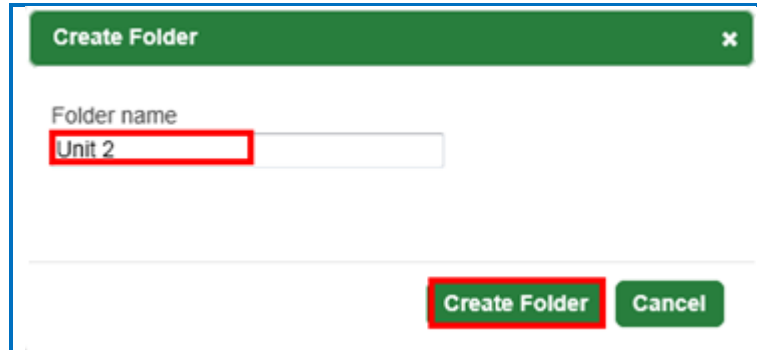
2. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
3. Click on the **My Content** tab at the top.
4. Click the **Lessons** link.



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]

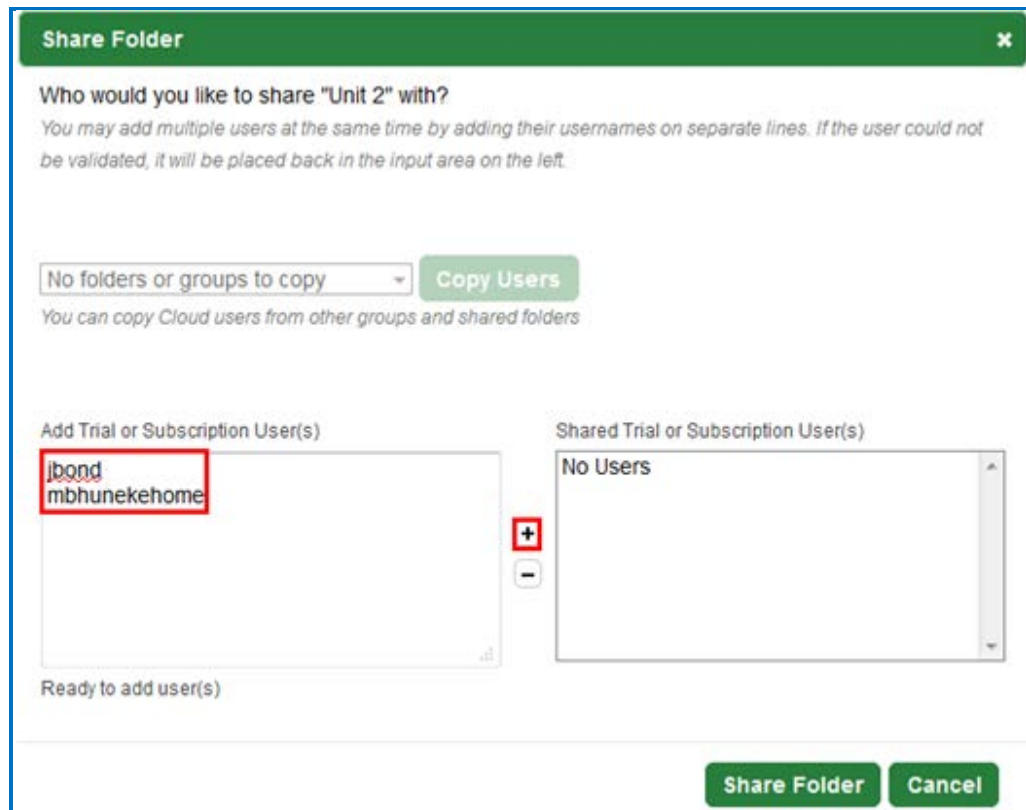
**Click the Share icon**

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.

The screenshot shows a web interface with two main sections. The left section is titled "Add Trial or Subscription User(s)" and contains a text input field with the username "john" entered. A red callout box points to the input field with the text "Invalid Cloud User". Below the input field, a status message reads "0 user(s) added". The right section is titled "Shared Trial or Subscription User(s)" and contains a list box that is currently empty, displaying "No Users". There are plus and minus buttons between the two sections.

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.

The screenshot shows a "Share Folder" dialog box. At the top, it asks "Who would you like to share 'Unit 2' with?" and provides instructions: "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." Below this is a dropdown menu showing "No folders or groups to copy" and a "Copy Users" button. A note says "You can copy Cloud users from other groups and shared folders." The dialog has two main sections: "Add Trial or Subscription User(s)" on the left, which is currently empty and labeled "Ready to add user(s)", and "Shared Trial or Subscription User(s)" on the right, which contains a list box with two usernames: "jbond" and "mbhunekehome". At the bottom right, there are two buttons: "Share Folder" and "Cancel".

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](#))

## Search for Content

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

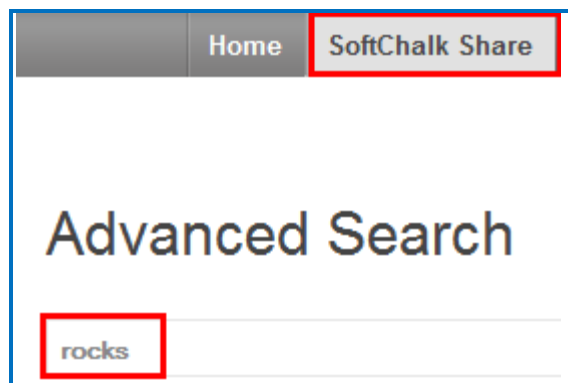
1. There are two ways to search for content. In the [SoftChalk Cloud](#), click the **SoftChalk Share** tab. With the **Search SoftChalk Share** option selected, click **Advanced Search**.



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 Q

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**

- Customize

**Hyperlink**

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

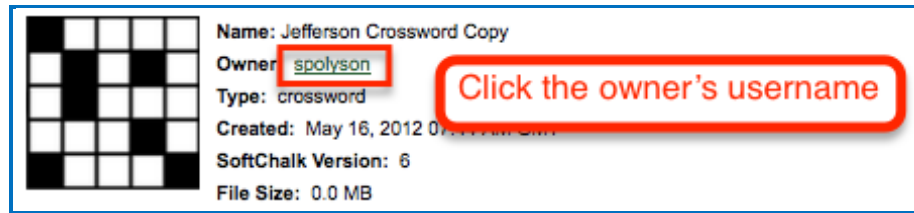
**Embed**

```
<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.



The screenshot shows a crossword puzzle grid on the left and a list of metadata on the right. The metadata includes: Name: Jefferson Crossword Copy, Owner: [spolyson](#), Type: crossword, Created: May 16, 2012 01:11:11 PM, SoftChalk Version: 6, and File Size: 0.0 MB. A red box highlights the username 'spolyson', and a larger red rounded rectangle with the text 'Click the owner's username' is positioned over the 'Owner' field.

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.

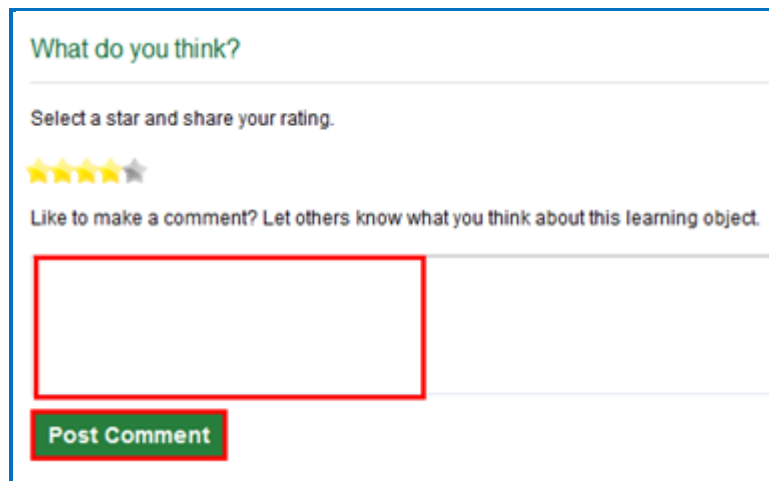
If you don't see the area below, then you will need to log in (see the section [Log into Your Account](#)). After you log in, you will return to the screen and you can scroll down and rate the item and post comments.



What do you think?

Select a star and share your rating.

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



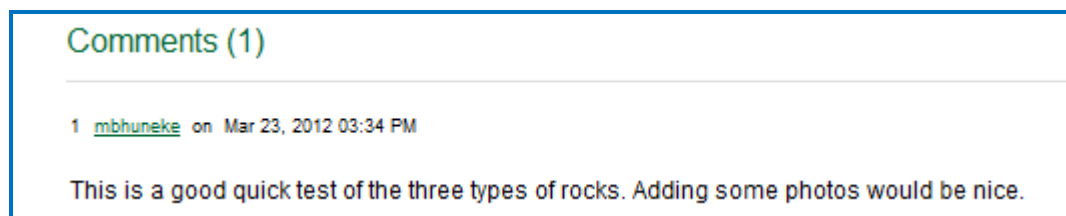
What do you think?

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

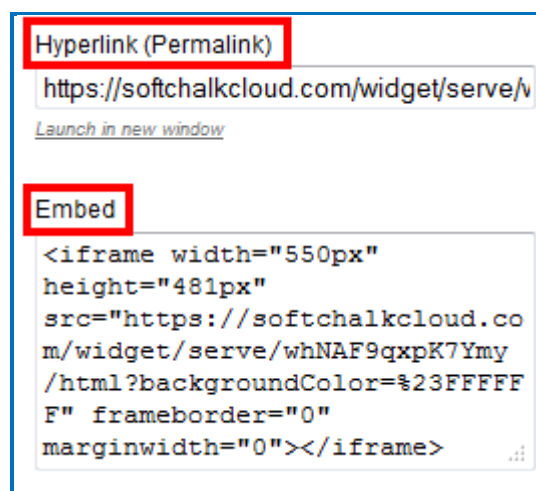
An **embed code** allows you to have the item appear within the context of your web page or SoftChalk lesson. In other words, the user will automatically see the item when the web page appears. (The user must be online to view the item as the embed code is linking to the website with the item's information.)

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 \(Embed Code\)](#).

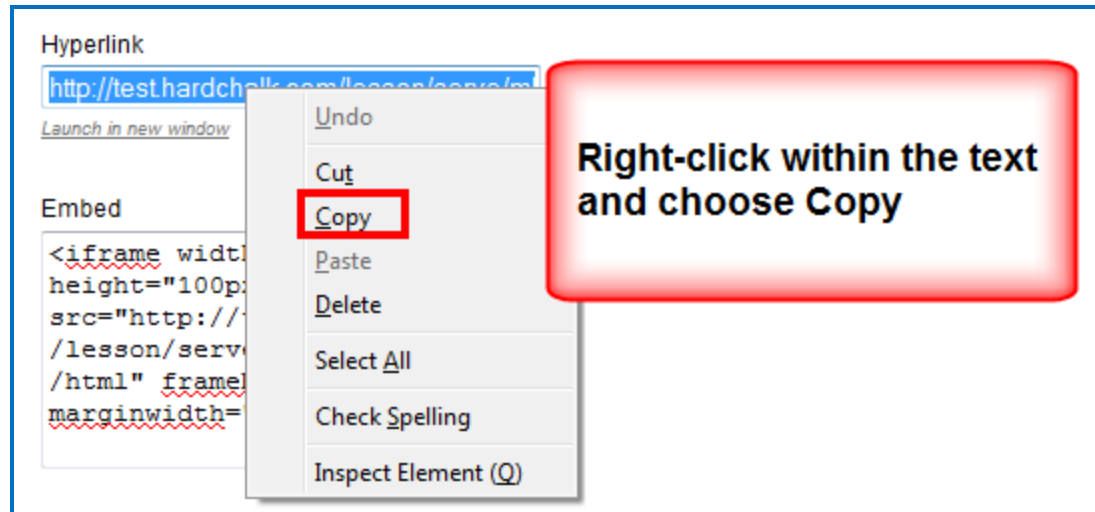
Note that you can make changes to the dimension, point value, or background color if you copy the embed code. See the sections [Set the Point Value](#) and [Set the Background Color](#).

### 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.



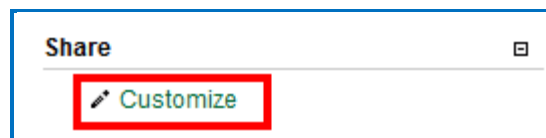
4. As mentioned previously, you can paste this code into a web page or SoftChalk lesson. See the sections [Insert an item into a SoftChalk Lesson \(Hyperlink\)](#), [Insert an Item into a SoftChalk Lesson \(Embed Code\)](#) and [Insert an Item into a Web Page \(Embed Code\)](#).

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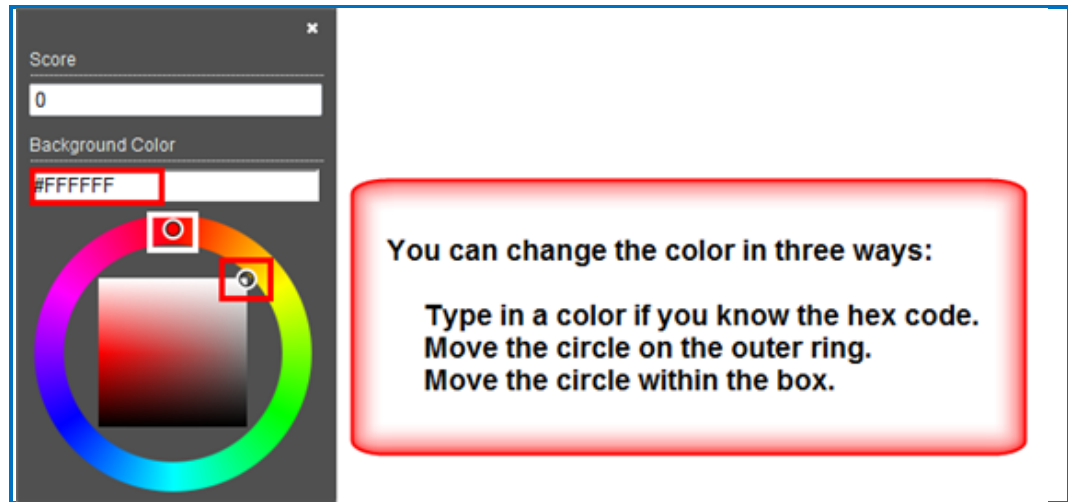
## Set the Background Color

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**.



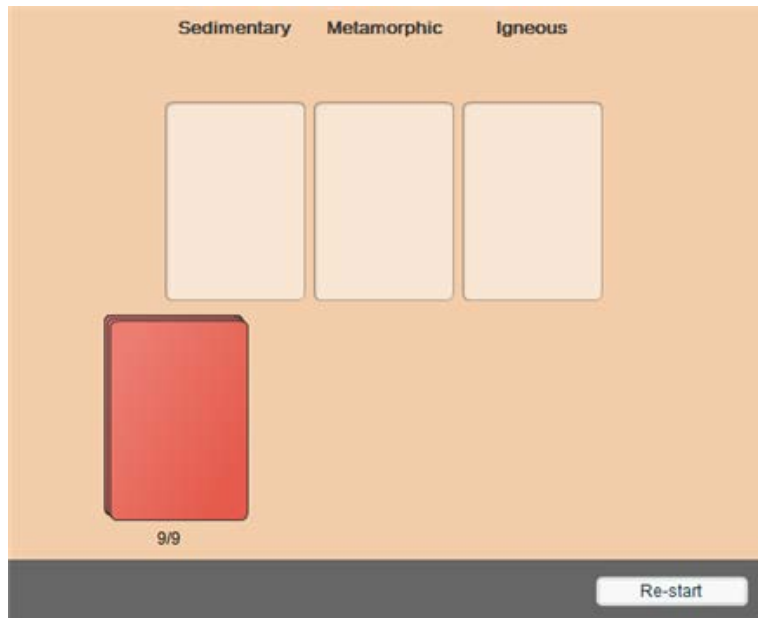
3. If you already know the Hex # number for your color, you can type or paste it in the box. Or you can drag both circles to change the color. (The circle for the box lets you “fine tune” the outer circle color.



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.

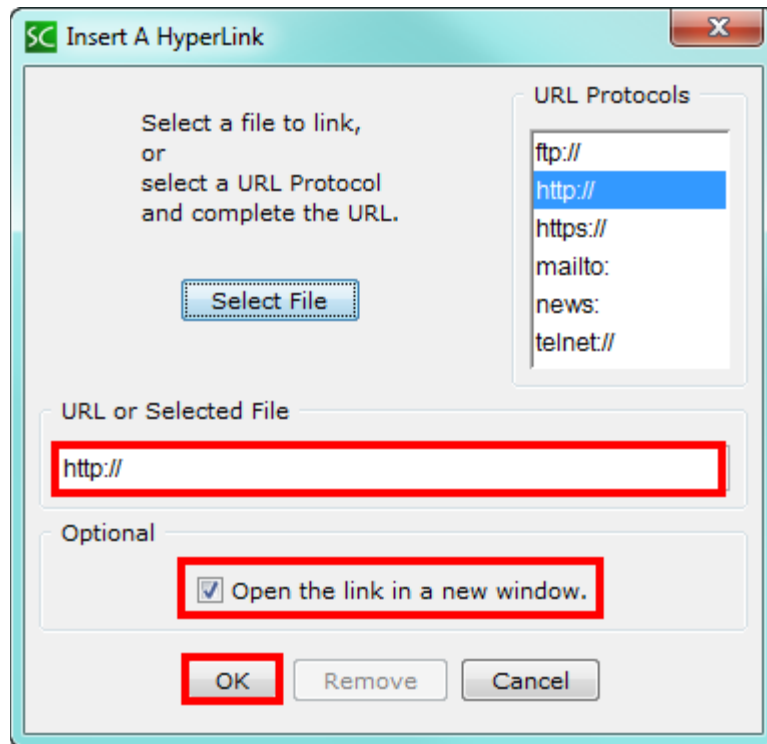


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## Insert an Item into a SoftChalk Lesson (Hyperlink)

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.

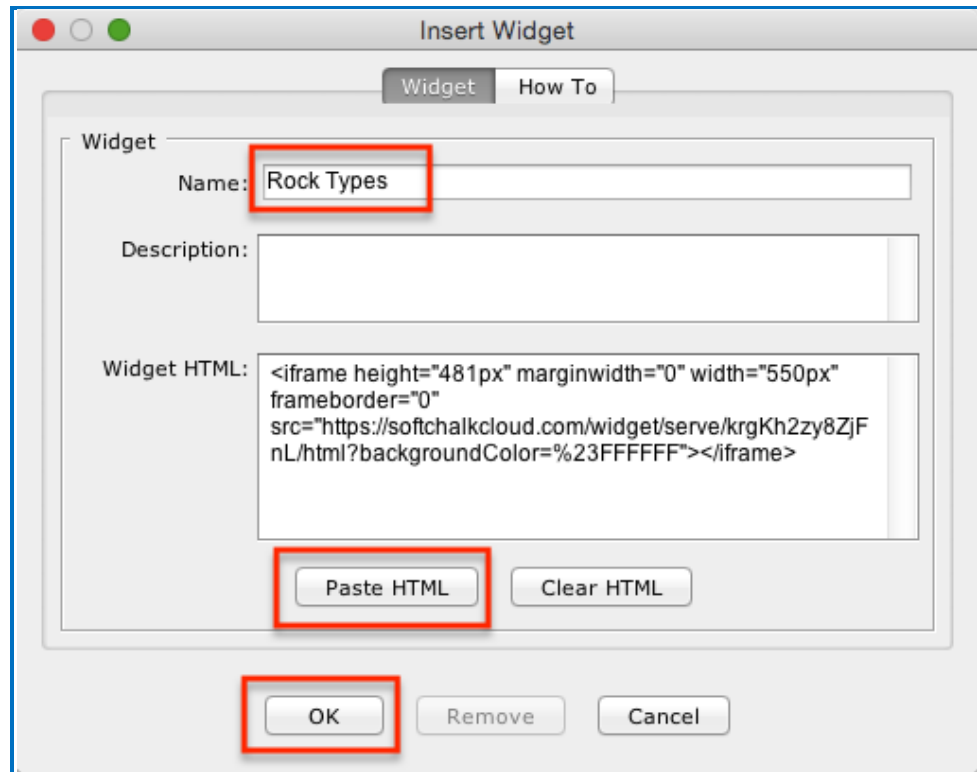
---

## 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)

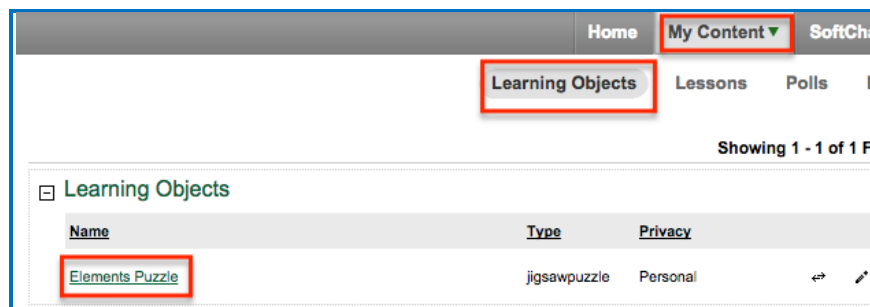
1. Search for an item (see the section [Search for Content](#)).
2. Click on your item to view it.
3. See the section [Hyperlink and Embed Code](#) on how to copy embed code.
4. For a web page, go into the html code and paste the embed code.

---

## 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](#).

## 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.



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# Polls

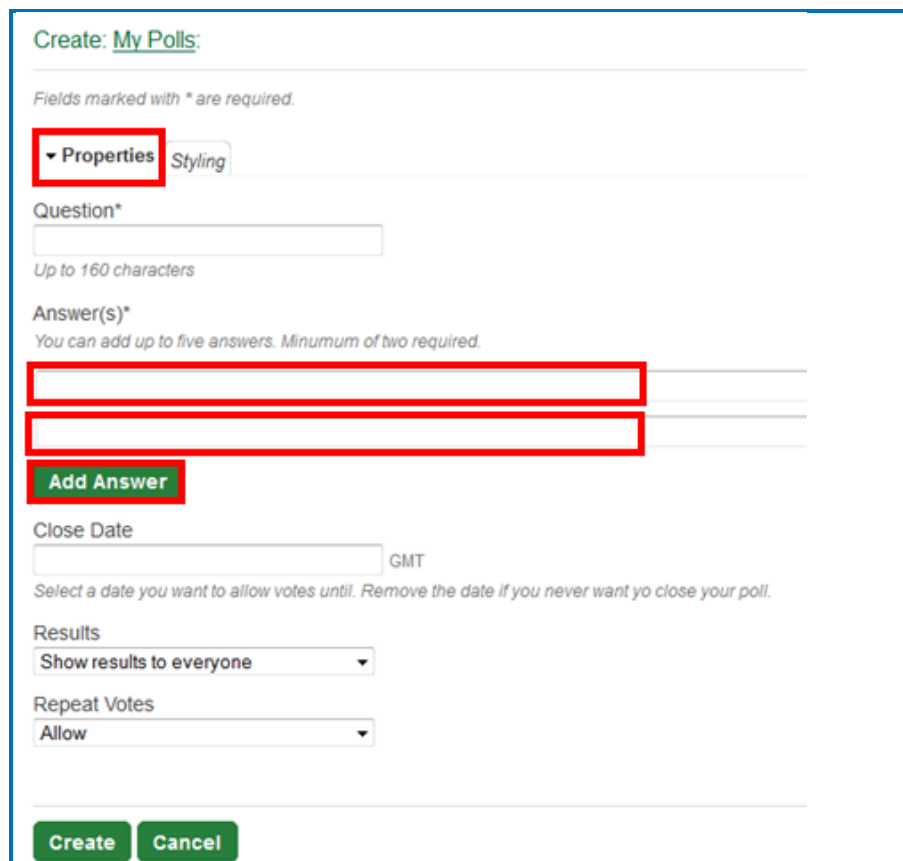
---

## 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**.

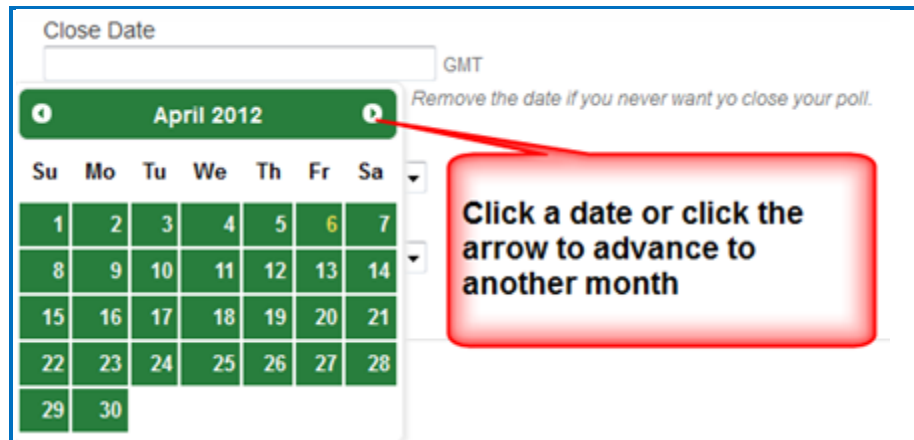


3. At the right under **Actions**, click **Create a Poll**.
4. Under the **Properties** tab, enter the question for your poll. Click **Add Answer** if you need to put in more than one answer.

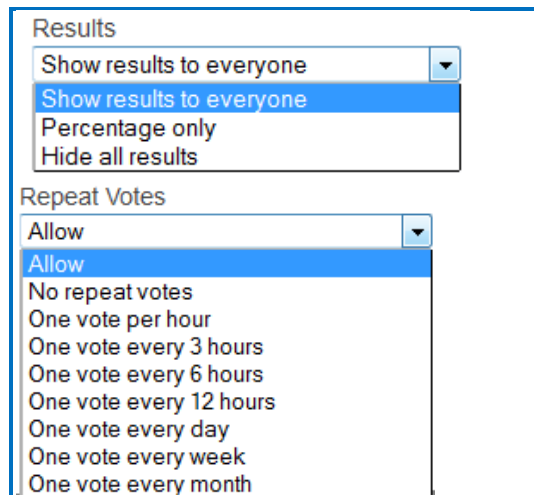
A screenshot of the 'Create: My Polls' form. At the top, it says 'Create: [My Polls](#):' and 'Fields marked with \* are required.' Below this is a tabbed interface with 'Properties' selected and 'Styling' as an alternative. The 'Question\*' field is empty, with a note 'Up to 160 characters'. The 'Answer(s)\*' section has a note 'You can add up to five answers. Minimum of two required.' and two empty input fields, both highlighted with red boxes. Below the input fields is a green 'Add Answer' button, also highlighted with a red box. Further down are fields for 'Close Date' (with a 'GMT' label and a note 'Select a date you want to allow votes until. Remove the date if you never want yo close your poll.'), 'Results' (a dropdown menu set to 'Show results to everyone'), and 'Repeat Votes' (a dropdown menu set to 'Allow'). At the bottom are two green buttons: 'Create' and 'Cancel'.

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

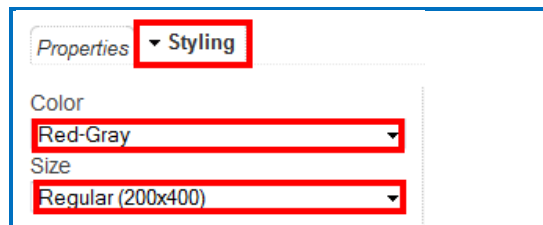
**IMPORTANT:** If you want to use a time zone other than GMT, change the time zone in your profile (see the section [Edit Your Profile and Select a Time Zone](#)).



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



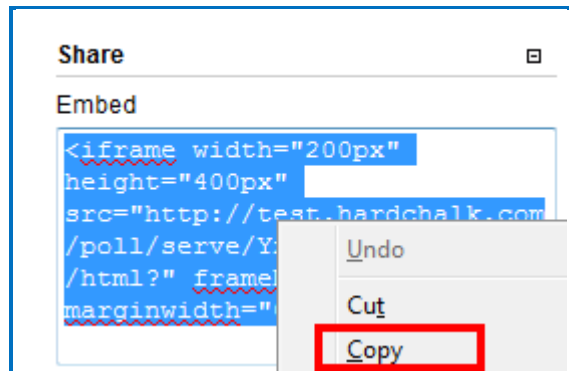
- To change the color for your poll, click the top tab **Styling**. Select the color and size you want. If you use a narrow dimension for your poll, you can insert the poll as a widget in a sidebar in a SoftChalk lesson.



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.



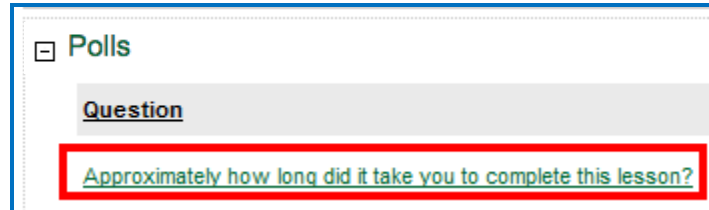
4. As mentioned previously, if you use a narrow dimension for your poll, you can insert the poll as a widget in a sidebar (see the explanation below).

To create a sidebar in a SoftChalk lesson, choose **Properties/Sidebar Panels**. Right-click in the content field of the sidebar and choose **Insert/Widget**. Type a name, paste your code and click **OK**.

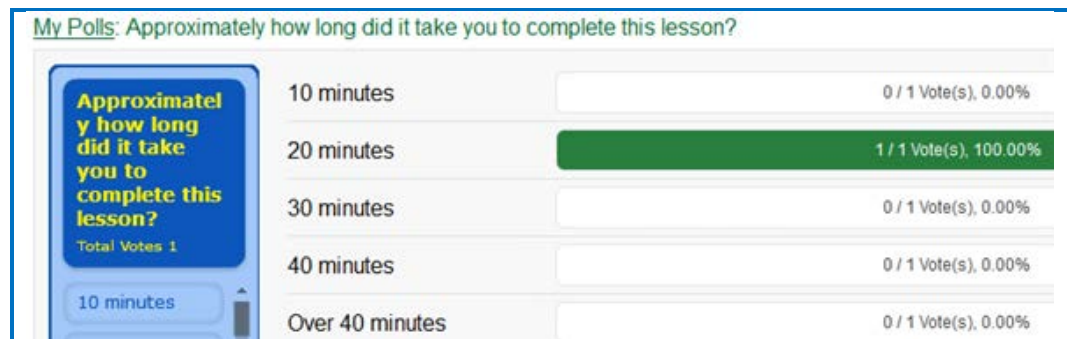
---

## 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.





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## 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.



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# Ratings

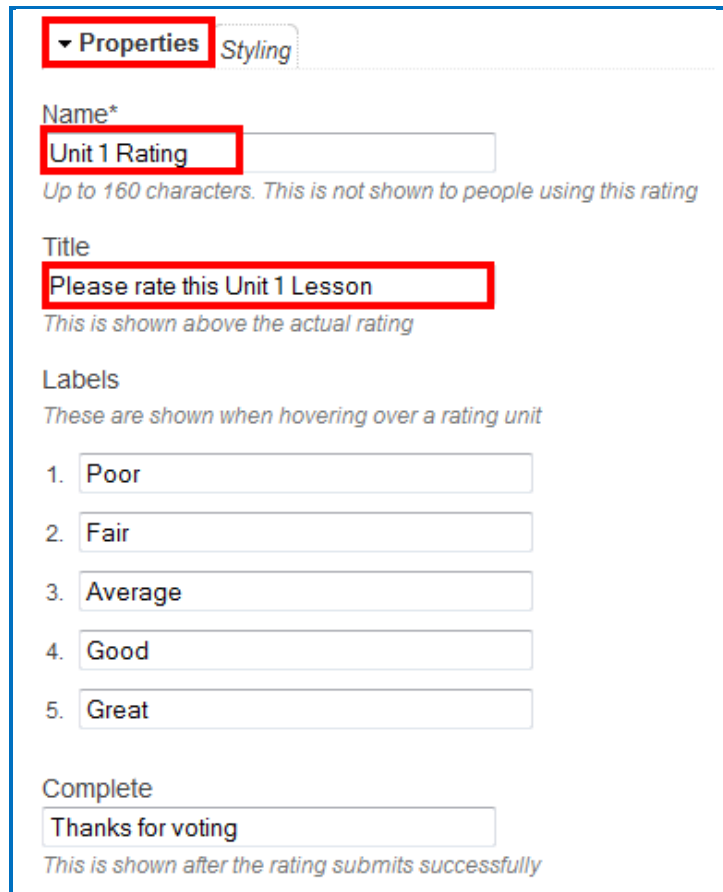
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## Create a Rating

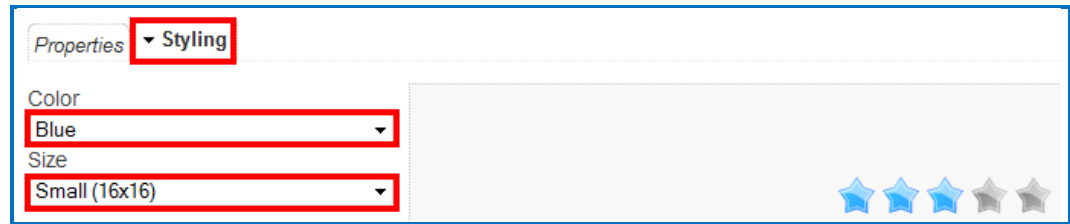
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Ratings**.



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. The 'Name\*' field contains 'Unit 1 Rating' with a note below it: 'Up to 160 characters. This is not shown to people using this rating'. The 'Title' field contains 'Please rate this Unit 1 Lesson' with a note below it: 'This is shown above the actual rating'. The 'Labels' section has a note: 'These are shown when hovering over a rating unit' and a list of five rating options: 1. Poor, 2. Fair, 3. Average, 4. Good, 5. Great. The 'Complete' field contains 'Thanks for voting' with a note below it: 'This is shown after the rating submits successfully'.

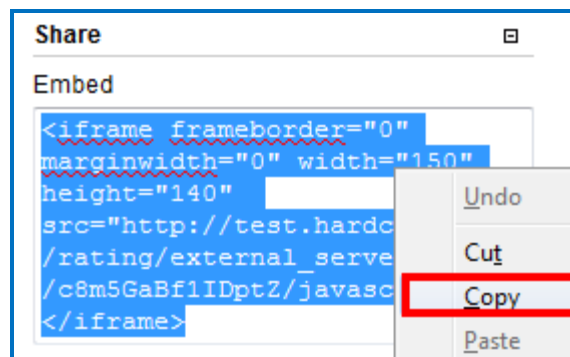
- To change the color of the stars for your rating, click the top tab **Styling**. Select the color and size you want. If you use a narrow dimension for your poll, you can insert the rating as a widget in a sidebar in a SoftChalk lesson.



- 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/Sidebar Panel**. Right-click in the text field of the sidebar and choose **Insert/Widget**. Type a name, paste your code and click **OK**.

---

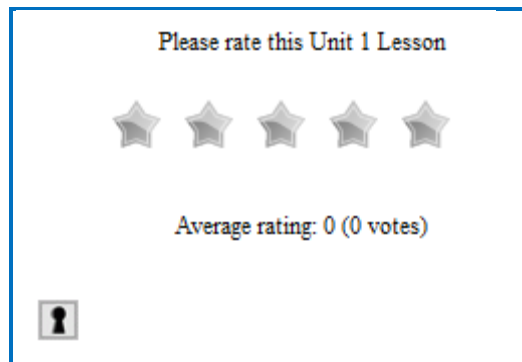
## Insert a Rating into a Web Page

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).



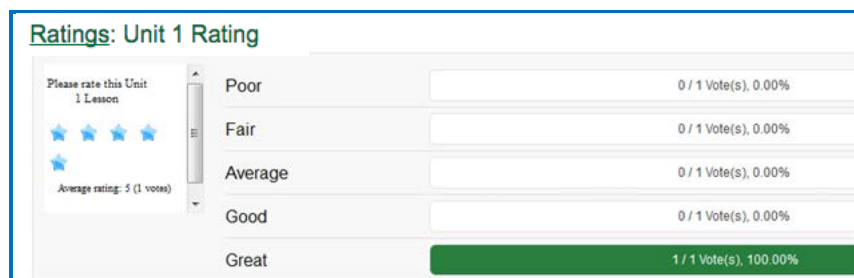
---

## 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.



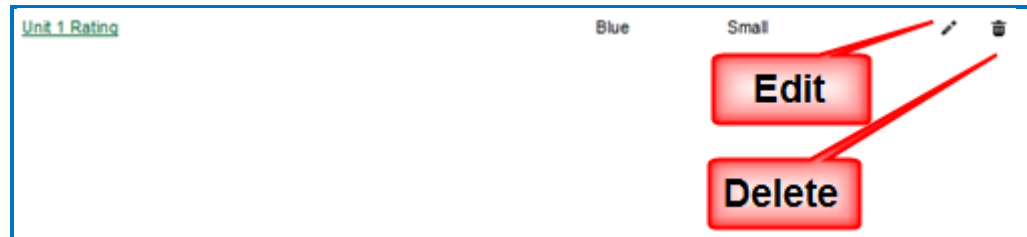
4. The results of your poll appear.



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## 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.



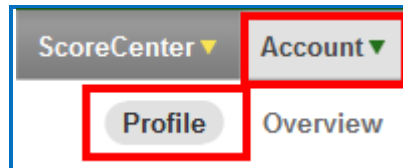
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## Manage Your Account

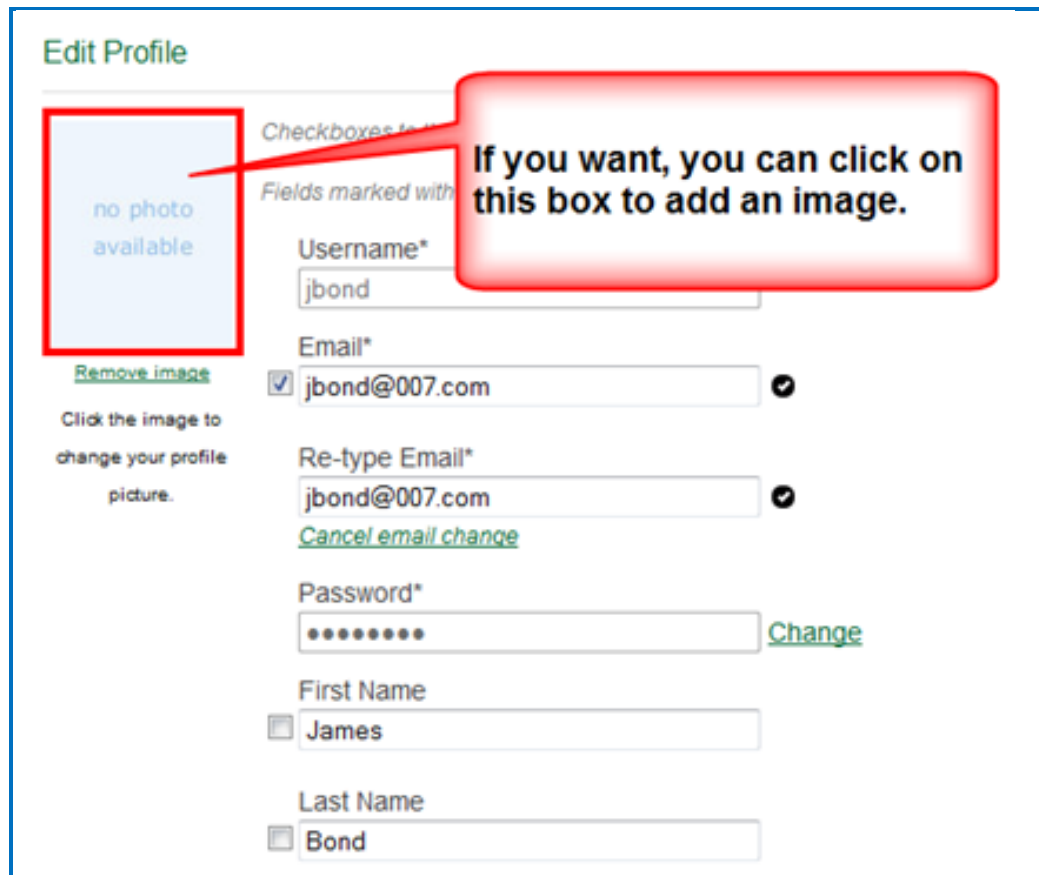
---

### 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 'Remove image' link. A red box highlights this area, and a red callout bubble points to it with the text: 'If you want, you can click on this box to add an image.' 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).

**Edit Profile**

no photo available

[Remove image](#)

Click the image to change your profile picture.

Username\*

jbond

Email\*

jbond@007.com

Re-type Email\*

jbond@007.com

[Cancel email change](#)

Password\*

..... [Change](#)

First Name

James

Last Name

Bond

**If you want, you can click on this box to add an image.**

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' as the selected option. Below the dropdown, there 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 at the bottom of a form: a green 'Save Changes' button and a grey 'Cancel' button. 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 top row contains 'ScoreCenter', 'Account', and 'About'. The 'Account' item is highlighted with a red border. Below it, a sub-menu is visible with 'Profile', 'Overview', and 'Groups'. The 'Overview' item is also highlighted with a red border.

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"/>	0 of Unlimited Poll(s)
Ratings Used:	<input type="text"/>	0 of Unlimited Rating(s)
ScoreCenters Used:	<input type="text"/>	0 / Unlimited ScoreCenter(s)

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## 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

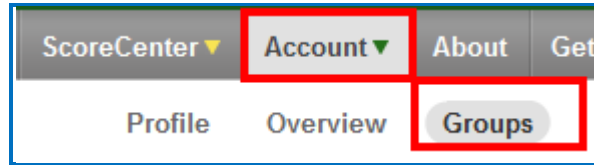
If you intend to share content folders or ScoreCenters with others, you may want to create a group(s) to simplify your work. For instance, you may have a team that will share a folder of lessons and have the same team share a ScoreCenter. You could create one group and add that group each time.

**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).

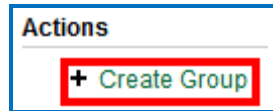
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).



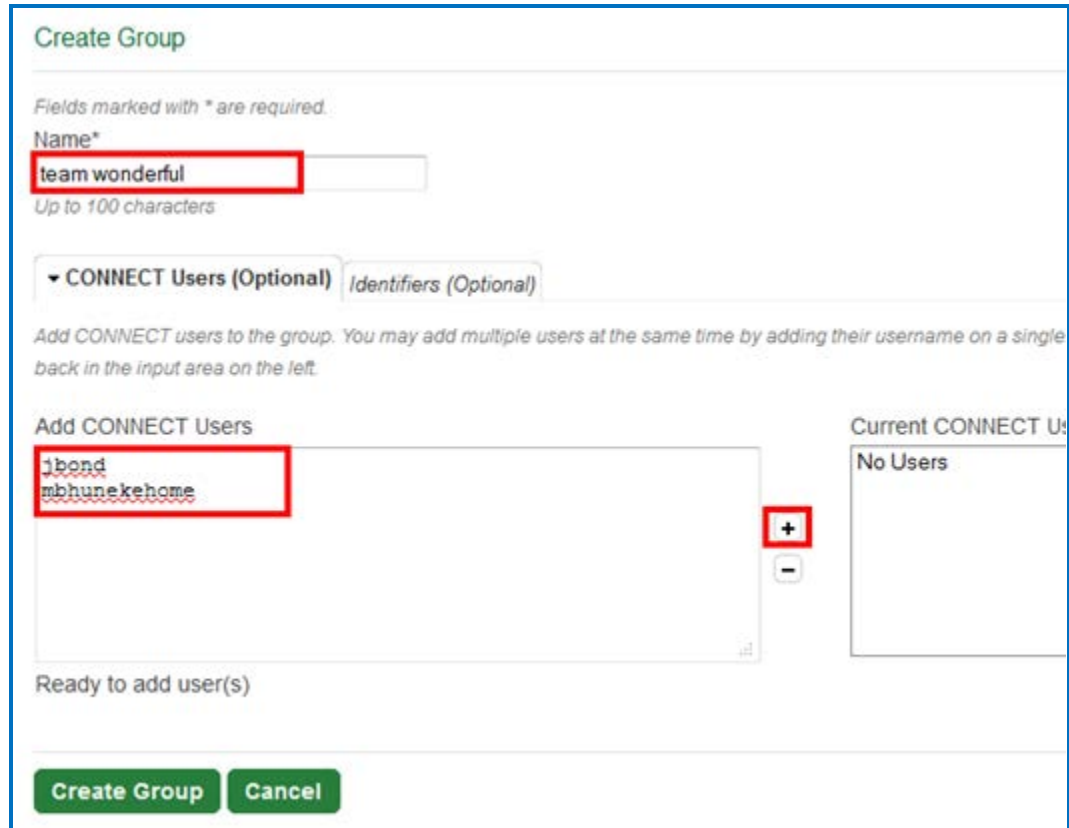
2. Click **Account** and **Groups**.



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 the text 'team wonderful' and is highlighted with a red box. Below it is a dropdown menu for 'CONNECT Users (Optional)' and an input field for 'Identifiers (Optional)'. A note says 'Add CONNECT users to the group. You may add multiple users at the same time by adding their username on a single back in the input area on the left.' There are two input areas: 'Add CONNECT Users' and 'Current CONNECT Users'. The 'Add CONNECT Users' area contains the text 'jbond' and 'mbhunekehome' and is highlighted with a red box. To its right is a '+' button, also highlighted with a red box, and a '-' button. The 'Current CONNECT Users' area is empty and contains the text 'No Users'. At the bottom of the form 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

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

Current Identifiers

No 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

4789  
sallys  
John Brown

Current Identifiers

No identifiers

Ready to add identifier(s)

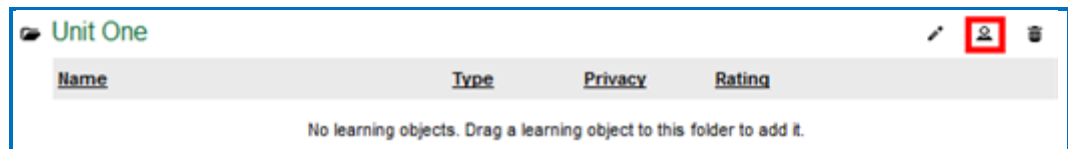
## Add a Group to Share a Folder

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**).

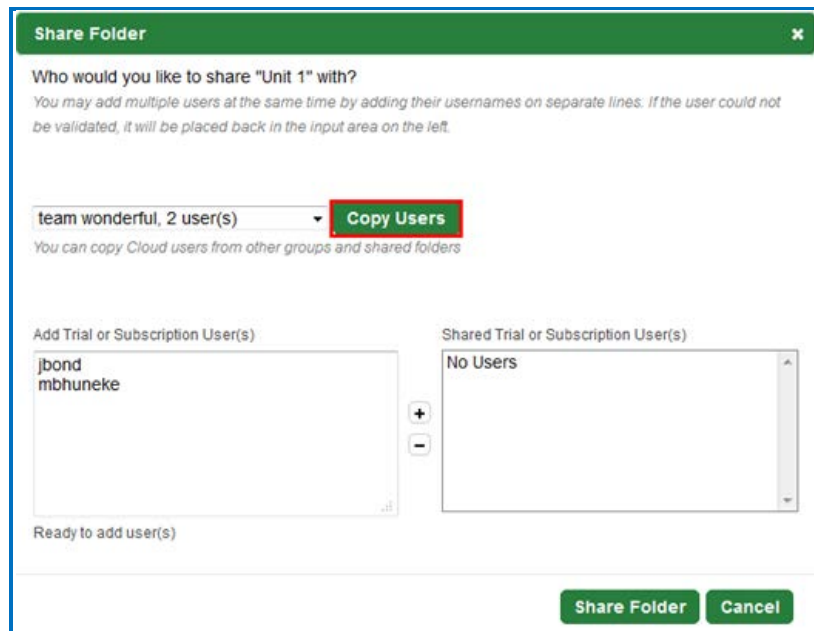
1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Learning Objects**.
3. Create a folder if you haven't done so already by clicking **Create Folder** under the Actions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

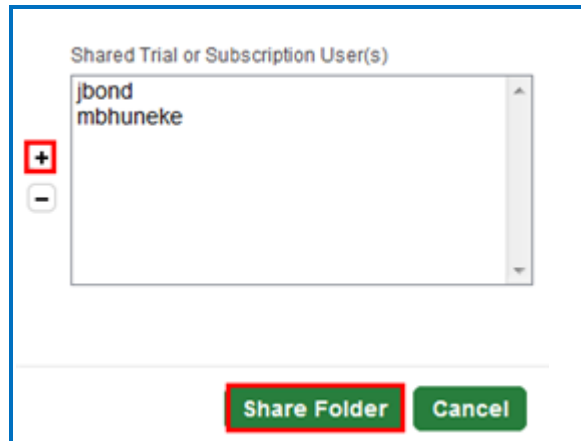
4. Once you have created your folder, click the share folder icon.



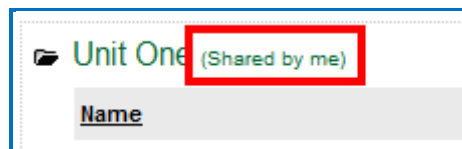
5. Click **Copy Users** to copy your group into the left column.



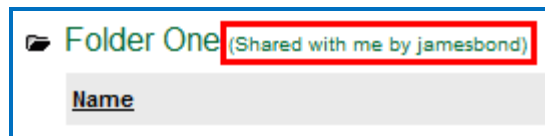
- When you have finished putting in your users, click the **+ sign** to add the users to the right column and at the bottom click **Share Folder**.



- 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

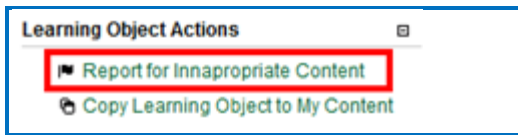
**Save Changes** Cancel

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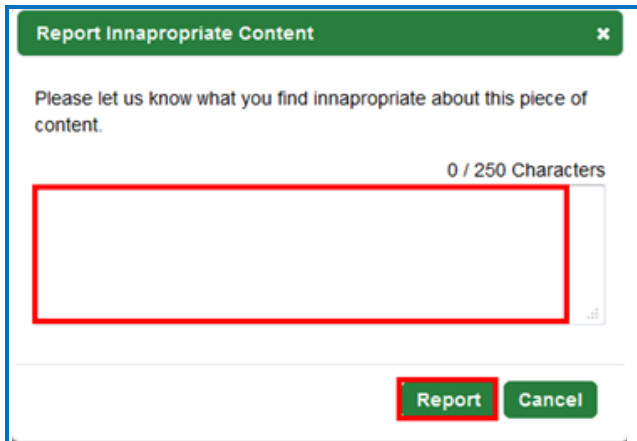
## Report Inappropriate Content

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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