SoftChalk™ Cloud Guide

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Getting Started

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)
- Web based content authoring program (Create Online)
- Local 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).

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 **Free Trial** button in the upper right on the home page of SoftChalk Cloud. If you decide later to subscribe, 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.

SoftChalk Cloud Guide Web Link

The web link for this guide is below. As we update this guide, the URL will remain the same. (You may want to bookmark this link in your web browser.)

https://softchalk.atlassian.net/wiki/download/attachments/129404604/cloudguide.pdf?api=v2

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
Find and Modify Content	Use and modify content you find in SoftChalk Cloud's SoftChalk Share. (Search for content and modify it in Create Online or SoftChalk Create.)
Create Interactive Content	Create your own content with Create Online or SoftChalk Create (available as part of your account). Save your content to the SoftChalk Cloud. (Space limit is 2 gigabytes – to purchase additional space, contact sales@softchalk.com)
Update Your Lesson Once but Link to the Lesson in Many Places	Update your lesson once but link to the lesson in many places such as multiple courses within your learning management system. Below are the general steps: o Create a lesson with Create Online or SoftChalk Create and save it in SoftChalk Cloud. o Use the LTI Link in your courses. (See the section Learning Management System Guides.) o When you update the lesson in SoftChalk Cloud, the lesson will update in your multiple courses and learning management systems because you are using LTI hyperlinks (or hyperlinks). o For more details, see the sections Create Online, SoftChalk Create – Develop eLearning Content, Copy the Hyperlink for Your Lesson and Copy the LTI Link for Your Lesson.

Track Student Scores	Track student scores within or outside of a learning management system. See the sections Track Student Scores WITHIN Your LMS (ScoreCenter and LTI) and Track Student Scores OUTSIDE an LMS (ScoreCenter).
Collaborate with Other Instructors	***This feature is available for users with a team license.*** (It's not available for single or trial account users.) Collaborate with other instructors to create and share ***content***. See the section Collaborate with Other Instructors on SoftChalk Lessons
Put Your Content in the SoftChalk Share Public Content Repository	See the sections SoftChalk Share, Privacy Options, Save a Learning Object or Quiz Group to the Cloud and Save a Lesson to the Cloud.

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 **Free Trial** in the upper right corner at the SoftChalk Cloud website.

For details on system specifications, please see our web page System Specifications.

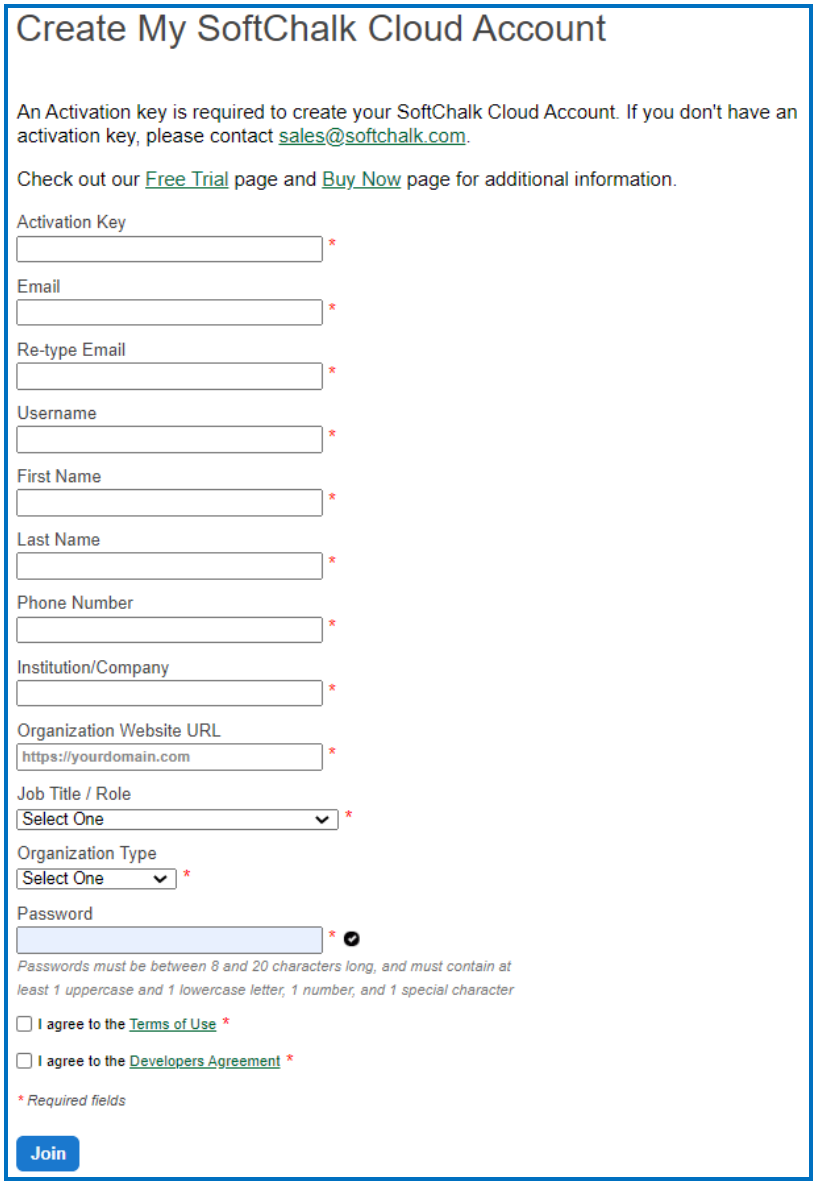
1. Go to https://www.softchalkcloud.com/join.

    - 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.

    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. On the *Create My SoftChalk Cloud Account* page, paste in the key provided to you by SoftChalk or by your institution.

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

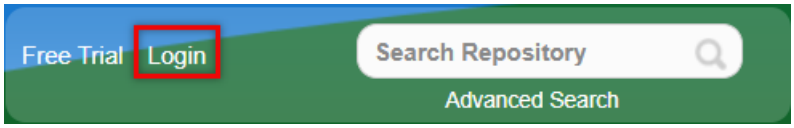


If you have a trial subscription and decide to purchase an account, you don't have to create a new account (see the section Subscribe).

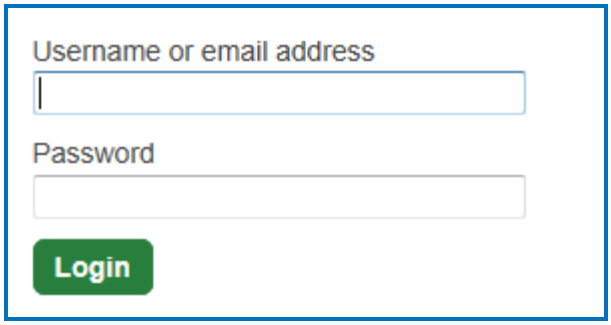
IMPORTANT: Your Username will be visible to the public if you write reviews for items or make your content public. By default, your other information is available for viewing (except for your email) if a user clicks on your owner link to view your profile. ***If you want to make your other information private as well***, see the section Manage Your Account.

Log into Your Account

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



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



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 **SPAM/Junk E-mail** folder.)
5. For details on your account, see the section Manage Your Account.

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).

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 use ***purchase orders*** as your method of payment, please contact 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:

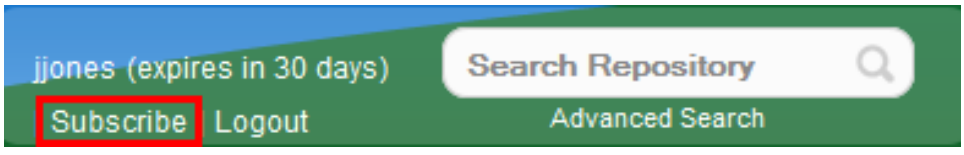
- Create a new account (see the section Create an Account) OR
- If you already have a trial account, log into your account. (You do NOT need to create a new account.) In the upper right corner, click **Subscribe** and enter your Activation Key. (For details, see the section Subscribe.)

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. Enter the activation key that was purchased by your institution (and sent via email from SoftChalk to the purchaser at your institution).

   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.)

4. Click **Upgrade**.

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.

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)

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.

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

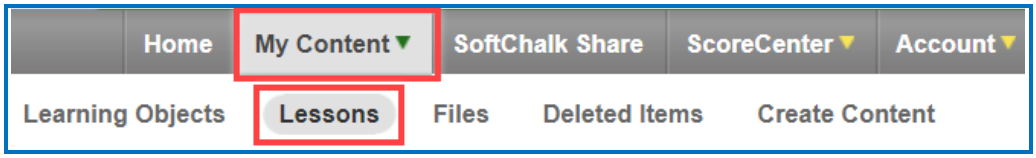
Create Online

Create Online is a feature which allows you to create a new lesson or edit a lesson directly in your browser. In Create Online, you can insert quiz poppers, quiz groups and our new activities into your lesson. You can also add or edit text, add images, and insert media, bookmarks, hyperlinks, iFrames and tables.

In addition to reading the sections below, please be sure to see the section Notes about Using Create Online.

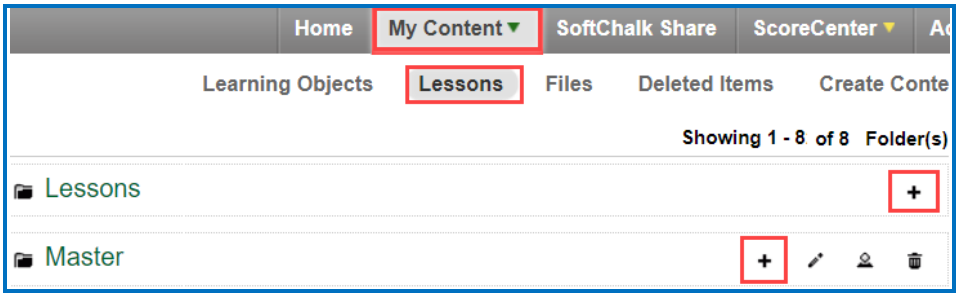
Create a New Lesson in Create Online

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

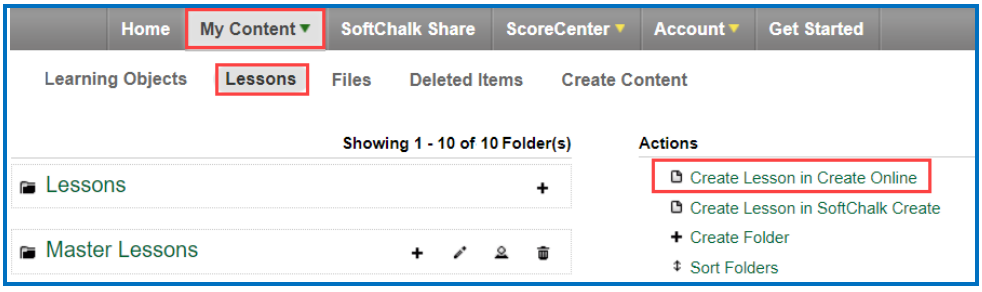


3. There are 2 ways to create a new lesson in Create Online.

   a) Click the **+** icon next to the folder that you want the lesson located.

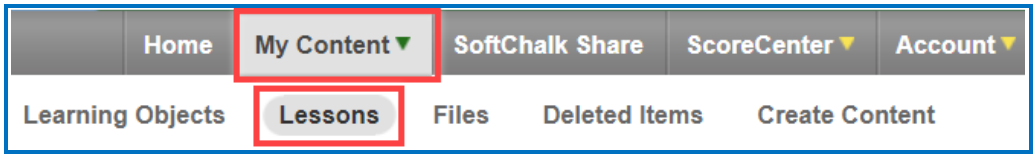


   b) Choose **Create Lesson in Create Online** from the **Actions** menu to the right.

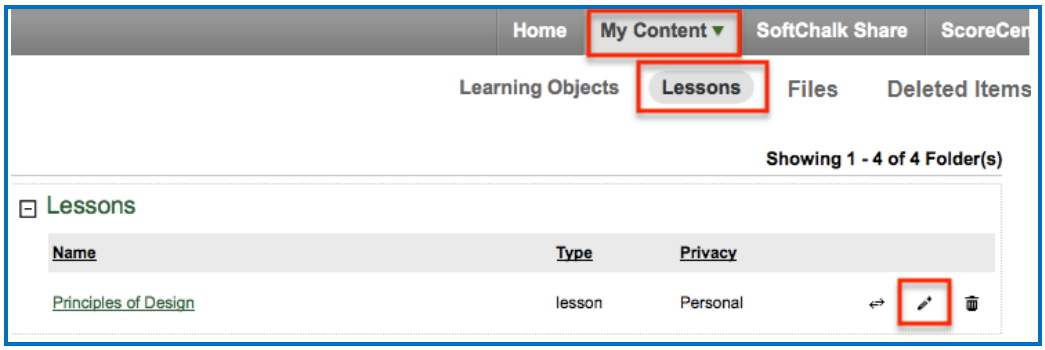


Edit in Create Online from the Lessons Page

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

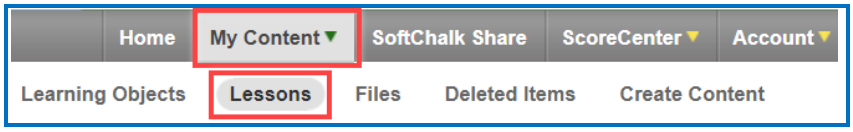


3. Click the pencil icon to edit the lesson in Create Online.

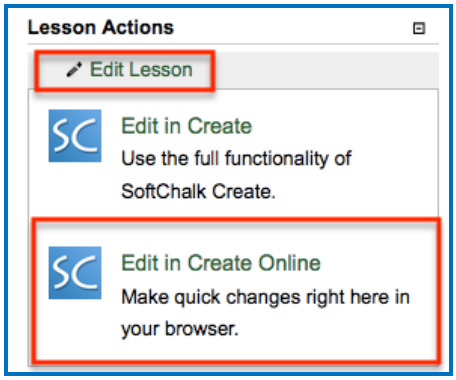


Edit in Create Online from the Lesson Details Page

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



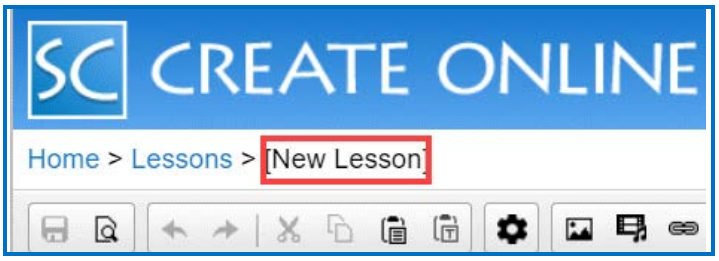
3. Click on the lesson title link.
4. At the right under the **Lesson Actions** menu, click **Edit Lesson / Edit in Create Online**.



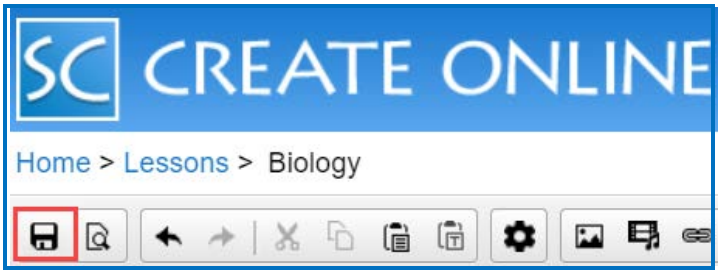
Save and Preview Your Lesson in Create Online

1. To view the lesson the way a student will see it:

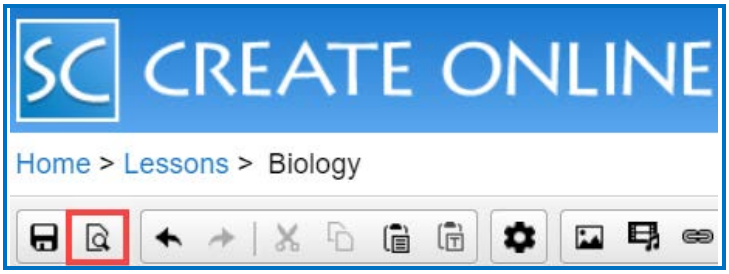
   a. **Name your lesson** by typing into the dialog at the top of the editing window:



   b. **Save your lesson** by clicking the Save icon on the toolbar.



   c. **Preview your lesson** by clicking the Preview icon on the toolbar.



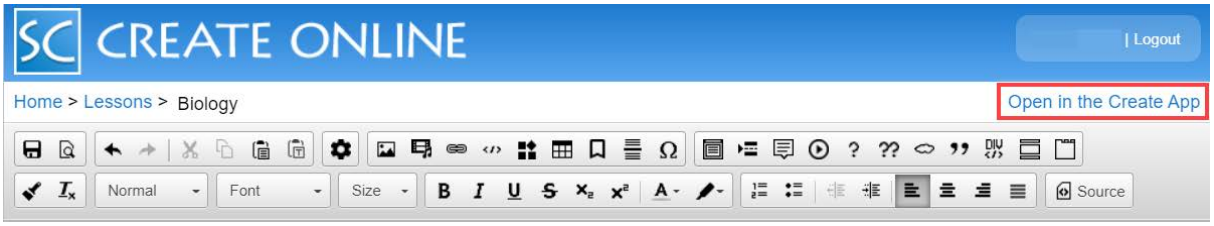
Your lesson will open in a new tab in your browser. Note that your lesson editing session will remain open as well. Once you've previewed your lesson, you can close the preview window and continue editing your lesson.

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 the Create app** 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.

This link will not appear if you are on a mobile device. You will need a Windows or Macintosh computer to use SoftChalk Create. To edit your lesson in SoftChalk Create using a Windows or Macintosh computer, you may install a desktop icon to launch SoftChalk Create. See the sections Install SoftChalk Create for Windows or Install SoftChalk Create for Macintosh.



Enhance a Lesson in Create Online

1. Access an existing lesson in Create Online (see the previous sections) or begin a new lesson directly in Create Online.

2. Use the tools in the toolbar to make your edits.

3. Roll your mouse over a tool icon to identify that tool (see some examples below).

Tool	Details
	Save and Save/Preview
	Image
	Link
	Widget
	Bookmark
	Page Break
	Activity
	Block Quote
	Accordion
	Math/Chemical

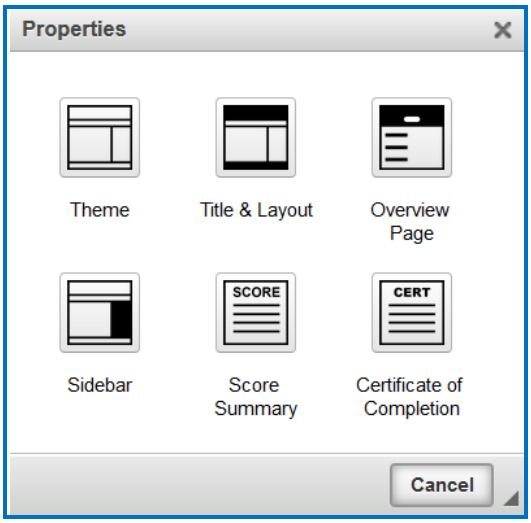
Tool	Details
	Properties
	Media
	iFrame
	Table
	Callout
	Tooltip
	Quiz Popper/Quiz Group
	Div
	Tabs
	Special Character

	Equation		

Properties

You can apply various properties to your lesson including a Theme, Layout, add an Overview Page, Sidebar, and a lesson Title in Create Online. You can also choose to add a Score Summary and Certificate of Completion student options to your lesson in Create Online.

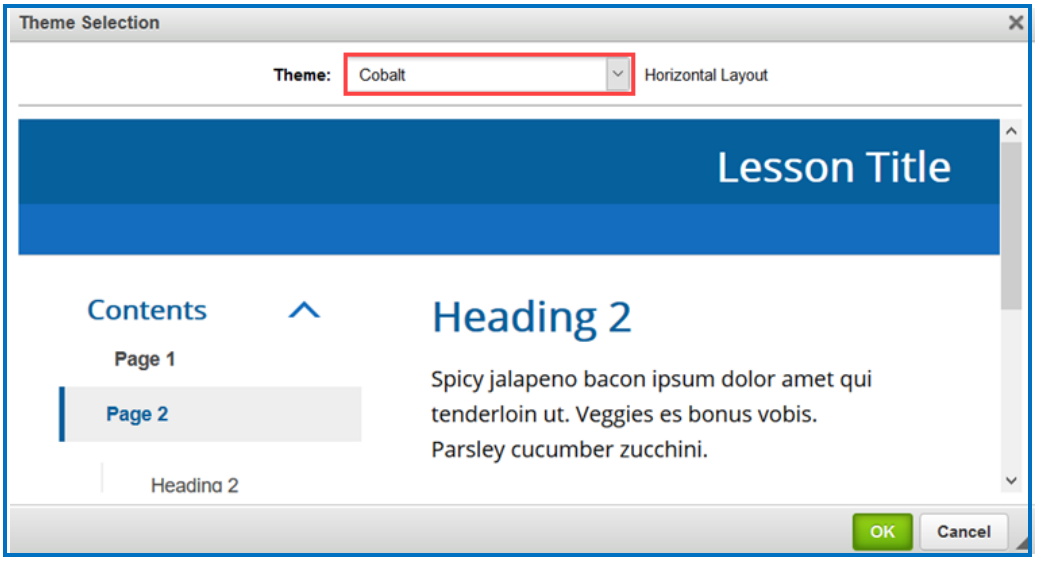
These options are available in the Properties menu.



Theme

There are 15 default Themes available in Create Online. Select the Theme that you would like from the dropdown menu.

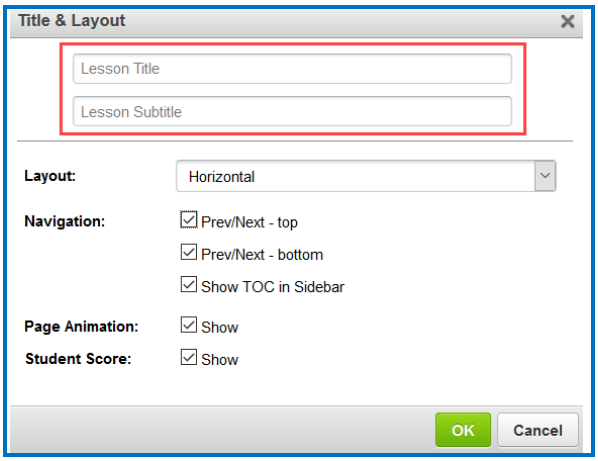
If you convert an existing lesson, then the theme applied to the existing lesson will automatically appear in the Theme dropdown list.



Title & Layout

Title

You have the option to enter a **Title** and **Subtitle** for your lesson that will appear in the upper right-hand corner of your lesson.



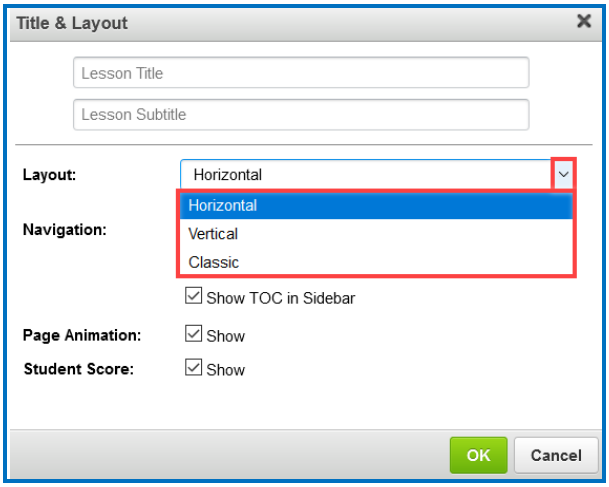
Layout

There are 3 Layout options available in Create 11. The lesson's Layout and its associated options determine in large part the overall experience of a student when they access a SoftChalk lesson.

• The **Horizontal** layout is recommended for content that you intend to be viewed from a desktop computer or other device that uses a similar horizontal aligned screen.

• The **Vertical** layout is intended for content that you intend to be viewed from a mobile device or other small screen where a minimalist interface is beneficial.

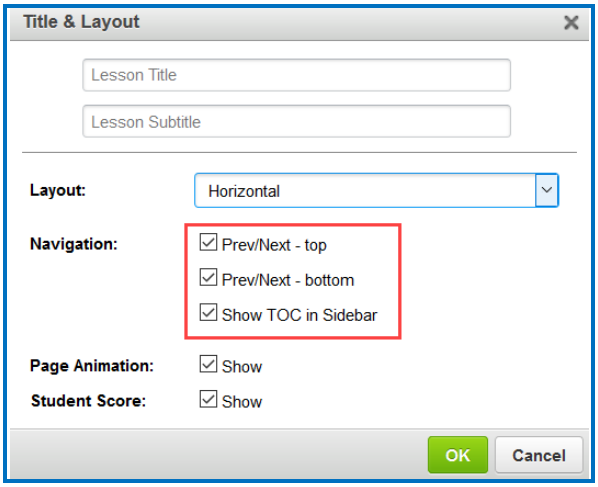
• The **Classic** layout is intended to most closely match the appearance of content built using earlier versions of SoftChalk Create.



Navigation

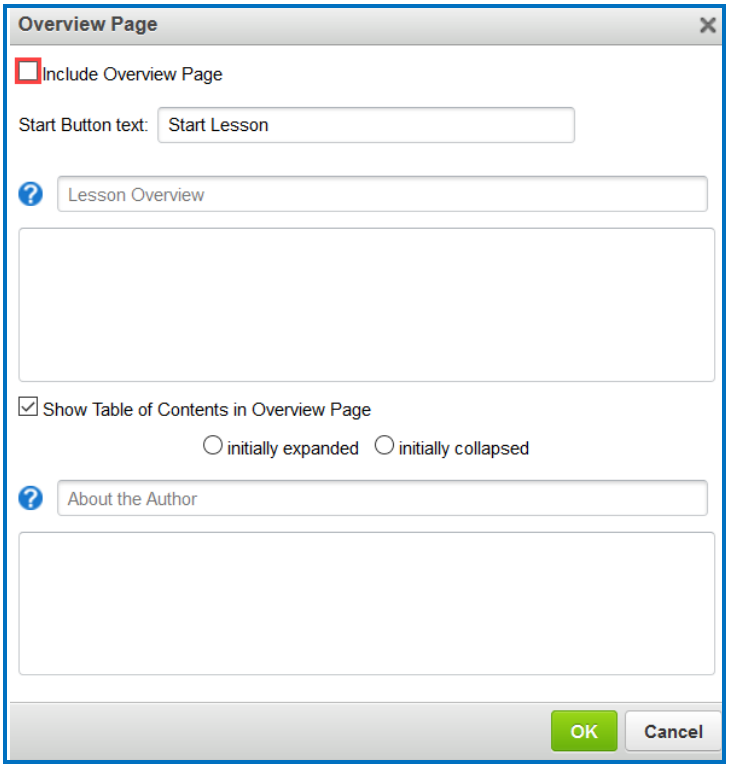
You can individually control whether the top or bottom navigation links are displayed and choose to display the table of contents in the Sidebar.

If you have a Classic Theme applied, you can additionally choose to display lesson information in the header banner, as well as choose to show a table of contents from the header banner dropdown.



Overview Page

The Overview Page, if enabled, will be the first thing that a student encounters when they access your content from a weblink.



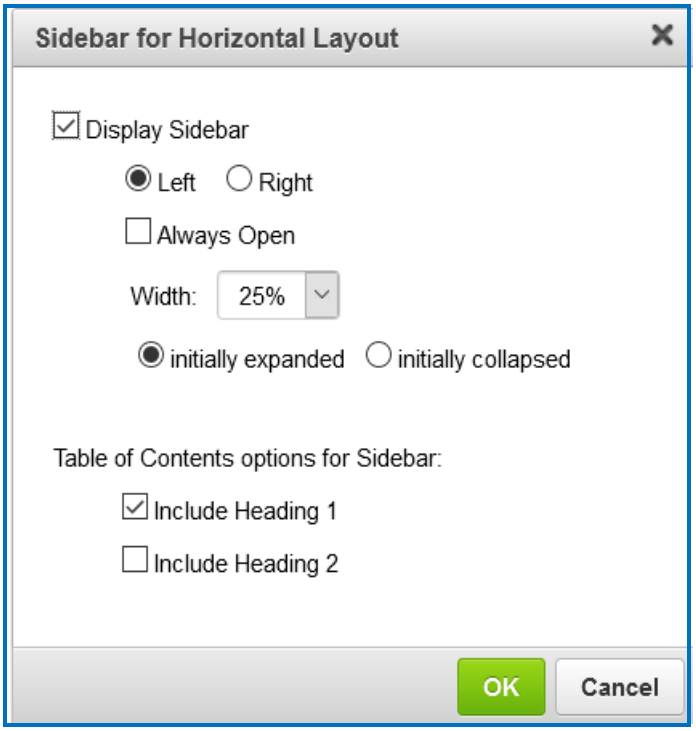
At the top of the menu is the option to enable or disable the Overview Page for a lesson. Once enabled, you can enter custom text for the button that will take students to your lesson content or leave it on the 'Start Lesson' default text.

The 'Lesson Overview' and 'About the Author' heading fields are free edit panels. The panels themselves can include nearly any content that can be added to a SoftChalk lesson. You can add video, audio, HTML5 widgets as well as simple plain text and images. However, you cannot add scored or non-scored interactives to the Overview Page. If the table of contents is enabled to show in the Overview Page, the panels will display above and below the table of contents that is automatically generated for the lesson.

Sidebar

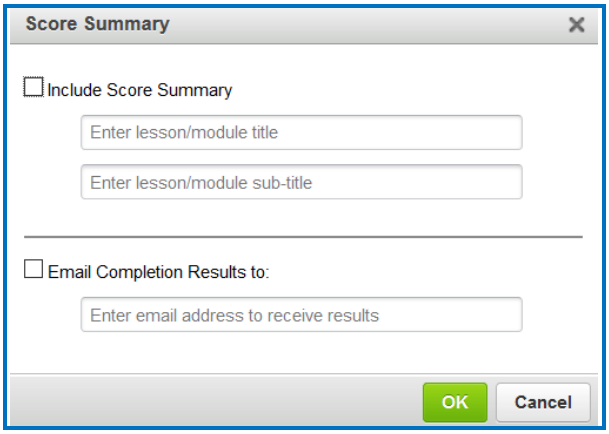
In this menu, you can choose to enable the sidebar to display on the left or right of the lesson. You can adjust the width of the sidebar from the dropdown menu.

As well, if you have enabled the option to display a table of contents in the sidebar (under Properties/Lesson Properties), you can choose the default appearance (expanded or collapsed) of the sidebar table of contents and the included heading levels when the lesson is first loaded in a web browser.

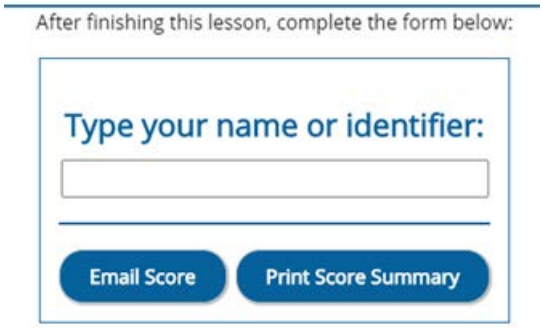

Sidebar for Horizontal Layout
Display Sidebar
Left
Right
Always Open
Width:
25%
initially expanded
initially collapsed
Table of Contents options for Sidebar:
Include Heading 1
Include Heading 2
OK
Cancel

Score Summary

You can gather student information from directly within your lesson. The lesson title(s) will automatically appear in the field(s).



If you select one or more checkboxes in the Score Summary area, then buttons are created automatically for your students on the last page of the lesson in the web browser (see below).



These buttons do not appear in the Create Online main editing window. However, when you preview your lesson, you can view and test these buttons.

Score Summary

The Score Summary allows the student to print details about their attempt, such as the:

- Student's Name or identifier
- Completion date
- Score (regardless if the student passed). The score includes the total possible points, points attempted, points correct and percentage correct)
- Time spent in the lesson

Email Completion Results

If you enable Email Completion Results, you must enter your e-mail address to receive the scores from your students. Only one e-mail address can be entered.

- The e-mail includes the same information as for the Score Summary above.
- In addition, the completion time is recorded.

Certificate of Completion

This certificate will print only if a student passes. (You set the passing percentage in the Certificate Information area).

The certificate prints the:

- Student's Name or identifier
- Lesson Title and Subtitle
- School/Institution
- Completion date
- CEUs (if filled in under the Certification Information area)

If you enable Certificate of Completion, then this button is created automatically for your students on the last page of the lesson in the web browser (see below).

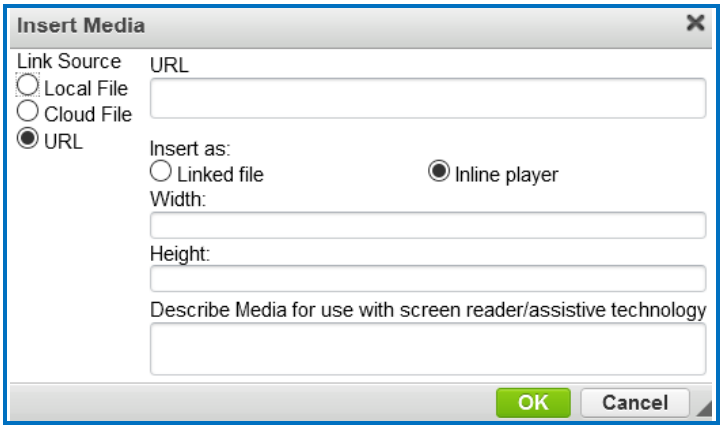
This button doesn't appear in the Create Online main editing window. However, when you preview your lesson, you can view and test the button.

Media (Sound or Video) in Create Online

You can insert various types of media into your lesson. You can insert various sound, video, and animation files.

IMPORTANT: Please be aware of the web browsers that your students will be using. Certain media types may not be supported in the web browsers that your students use. If you plan to use media, please see our FAQ I would like to use some media in my lessons. Do you have any recommendations?

1. Click the insert media icon .
2. Select the Link Source (Local File, Cloud File, or URL).
3. Choose how to insert media: **Linked file** or **Inline player**. You can adjust the height/width of the player or add a description to be read by a screen reader.
4. Click **OK**.



Media Formats

File Type	Formats Supported
Audio	aiff, au, mid, midi, mp3, ra, ram, rmf, wav
Video	avi, mpeg, mp4, m4v, mpg, mov, ogg, wmv

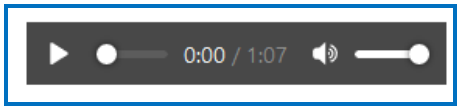
Linked file

You can insert an audio file with the **Linked file** option selected. When you preview your lesson in your web browser and click on the media icon in your lesson, a separate window pops up with controls for you to play the sound (see below).

Why would you want to use the **Linked file** option rather than **Inline player** (see below)? ***If you have a lot of media on your lesson page, use the Linked file option.*** (The **Inline player** option causes the page to load more slowly.)

Inline player

If you select the **Inline player** option, then the player controls appear automatically in your web browser (see below).



Insert an Image in Create Online

IMPORTANT: When you insert an image, a copy of the image is placed in your lesson folder when you save. Your original image remains in its original location.

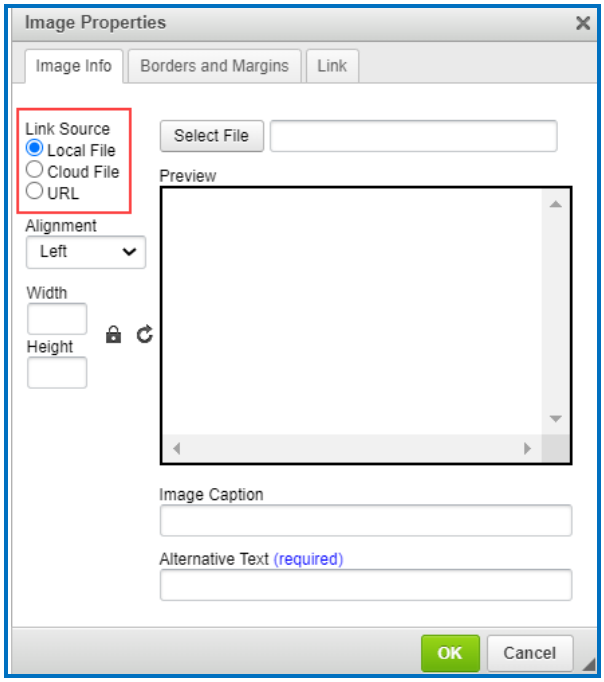
IMPORTANT: If you have issues linking to your file, check to see if you have unusual characters in your file name such as a period, & or # sign.

(If you remove an image, the file remains in your lesson folder. To delete the file from within your lesson folder, open the lesson in the SoftChalk Create app and do a **File / Save As**.)

1. Place your cursor within your lesson where you want your image.

2. Click the Image icon in the toolbar.

3. On the Image Info tab, choose the Link Source: Local file, Cloud file or URL.



4. Select your image file or paste the image URL.

5. Add Alternative Text for the image.

6. Add an Image Caption (optional).

7. At the screen above, you have several options. You can change the alignment to wrap text around an image. You can also adjust the image width and height of the displayed image.

8. Click on the Borders and Margins tab. On this tab you can add space around an Image. Notice that you can add left, right, top, or bottom pixel space around your image. You can also add color and a border around an image.

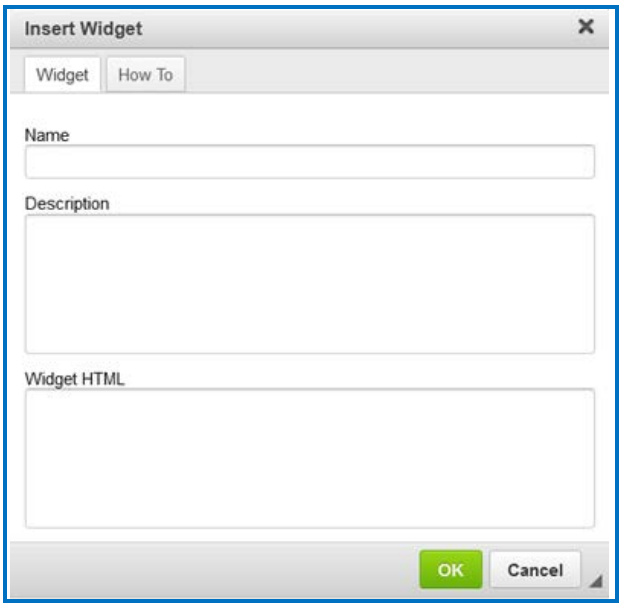
Add a Widget in Create Online

You can incorporate web widgets into your lessons. A web widget is a chunk of web code that can be embedded within any html-based web page. Once a web widget is embedded, it will grab updated information from the originating site and display it within the web page automatically.

First find a widget from another website such as YouTube (https://www.youtube.com/) or the SoftChalk Cloud website. Then copy the **embed code** for that widget.

(Please note that different websites may use different wording for this code but the code to copy should be obvious.)

1. In Create Online, place your cursor in the lesson where you want to add the widget.
2. Click on the Web Widget icon in the toolbar.
3. Give the Web Widget a **Name**, add a description (optional) and **Paste** the widget's HTML.

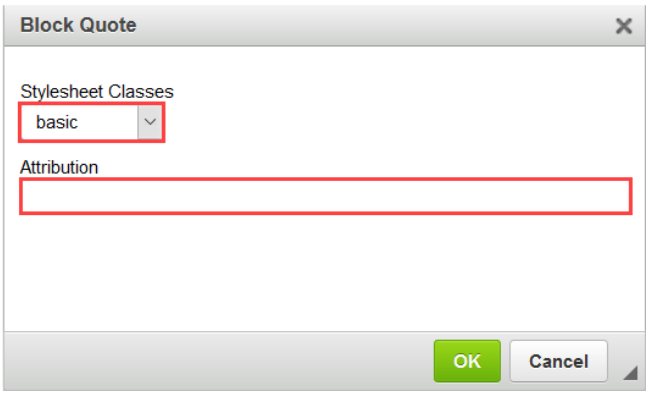


4. Click **OK**

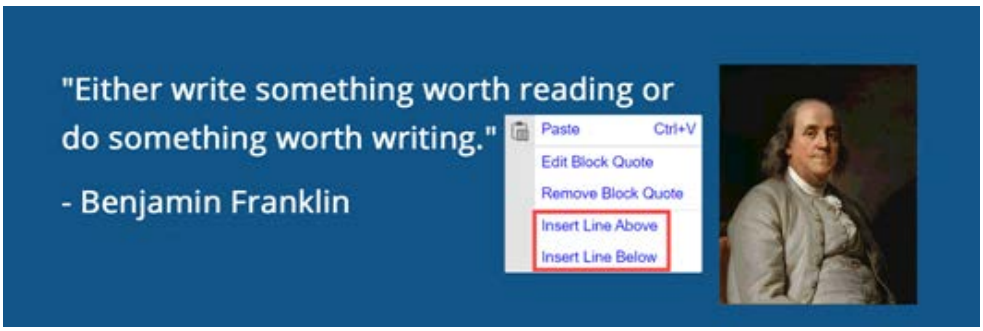
Add Block Quotes in Create Online

A block quotation or “Block Quote” is a quotation in a document that is set off from the main text as a paragraph, or block of text, and typically distinguished visually using indentation and a different typeface or smaller size font. You can incorporate Block Quotes into your lessons to make these statements stand out.

There are several basic default Block Quote styles available to choose from under the Stylesheet Classes drop-down menu: *basic, box, card, circular, italic, notepaper* and *quote-behind*. You can also quickly add an attribution for the quote when creating a block quote.



1. To create a Block Quote, click on the block quote icon in the Create Online toolbar.
2. Choose the ***Stylesheet Classes*** drop-down menu to apply to the block quote.
3. Add an attribution for the quote (optional).
4. Click **OK**. The block quote will insert into the Create Online editor.
5. Place your cursor in the block quote and add text, images or interactives using the toolbar icons.
6. When you are finished adding content, right-click in the block quote and select **Insert Line Above or Below** to move your cursor above or below the block quote and continue to edit the lesson in Create Online.



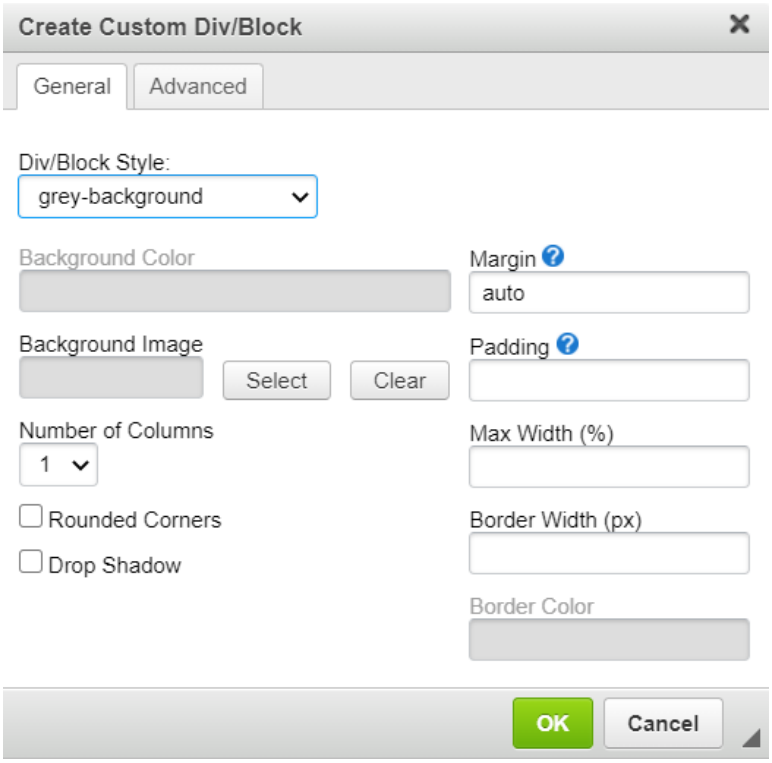
IMPORTANT: When you open a lesson that contains a block quote in SoftChalk Create, you will see the block quote placeholder. Block quotes can only be created and edited in Create Online.

To edit a Block quote, right-click on the block quote in Create Online and select **Edit Block Quote**.

Add a Custom Div/Block in Create Online

A DIV is a generic container that can be used to separate content and can be styled using CSS. You can create nested DIVs that have different CSS styling applied.

1. Click on the **Custom Div/Block** icon in the Create Online toolbar to open the interface to create a DIV.



- **Div/Block Style:**
  There are several default Div/Block styles that can be applied:

  i. grey-background: this Div/Block will have a grey background.

  ii. light-theme-background: this Div/Block will apply a light-colored background that closely matches the applied lesson theme.

  iii. dark-theme-background: this Div/Block will apply a dark-colored background that closely matches the applied lesson theme.

  iv. user-defined: this Div/Block will apply the Background Color and/or Background Image set in those fields. If you apply any changes, the Div/Block style will be changed to user-defined.

- **Background Color** (optional):

  Choose a color for the Div/Block background from the color palette.

- **Background Image** (optional):

  Select a Local image file, a Cloud image file or enter a URL of an image location to display in the background of the Div/Block. Click **Clear** to remove the background image.

- Choose the **Number of Columns** within the Div/Block (1-3).

- Check the box to add **Rounded Corners** to the Div/Block (optional).

- Check the box to add a **Drop Shadow** effect to the Div/Block (optional).
- Set a **Margin** around the Div/Block (optional).

  Example values for margin:

  i. 10px - set a 10 pixel margin all around the element

  ii. 1em auto - 1 em vertical margin, Automatic horizontal margin

  iii. 1px 2px 3px - 1px top margin, 2px horizontal margin, 2px bottom margin

  iv. 1px 2px 3px 4px - top, right, bottom, left margin

- Set **Padding** around the Div/Block (optional).

  Example values for padding:

  i. 10px - set a 10 pixel padding all around the element

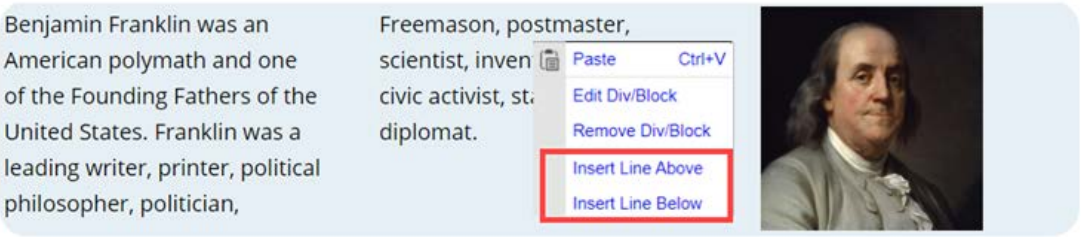
  ii. 1em auto - 1 em vertical padding, Automatic horizontal padding

  iii. 1px 2px 3px - 1px top padding, 2px horizontal padding, 2px bottom padding

  iv. 1px 2px 3px 4px - top, right, bottom, left padding

- Choose the **Max Width** (%) for the Div/Block (optional).
- Set the **Border Width** (px) f or the Div/Block (optional).
- Click and choose a **Border Color** from the color palette (optional).

2. Click **OK**. The Div/Block will insert into the Create Online editor.
3. In Create Online, click in the Div/Block to add text, images or interactives using the toolbar icons.
4. You can create nested Divs/Blocks by clicking the Create a Div/Block Container icon in the Create Online toolbar to open the interface to create another Div/Block.
5. When you are finished creating your Div/Block, right-click in the Div/Block and select **Insert Line Above or Below** to move your cursor above or below the Div/Block and to continue to edit the lesson in Create Online.



IMPORTANT: When you open a lesson that contains a custom div/block in SoftChalk Create, you will see the custom div/block placeholder. Custom div/blocks can only be edited in Create Online.

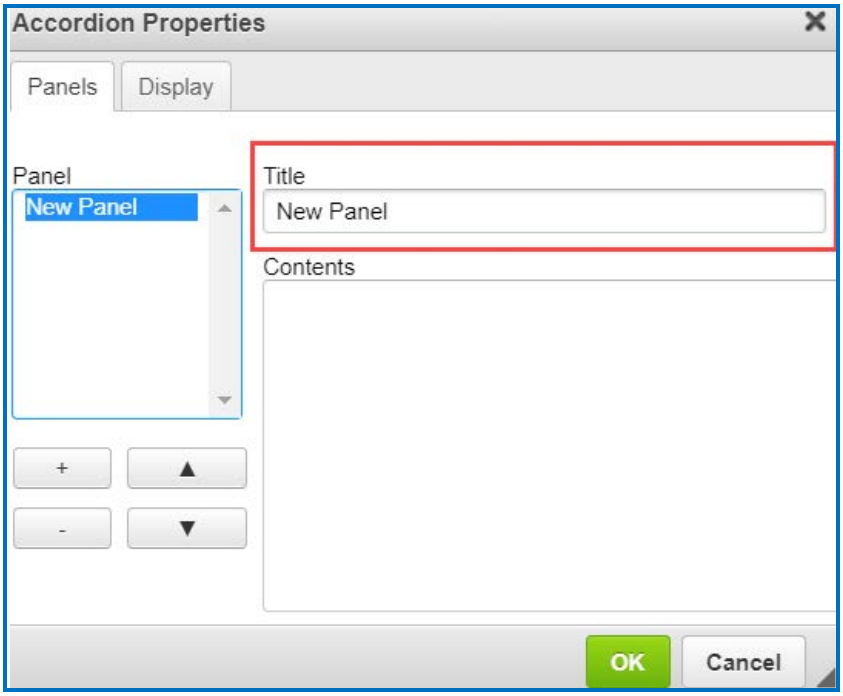
To edit a custom div/block, right-click on the custom div/block placeholder in Create Online and select **Edit Div**.

Add an Accordion in Create Online

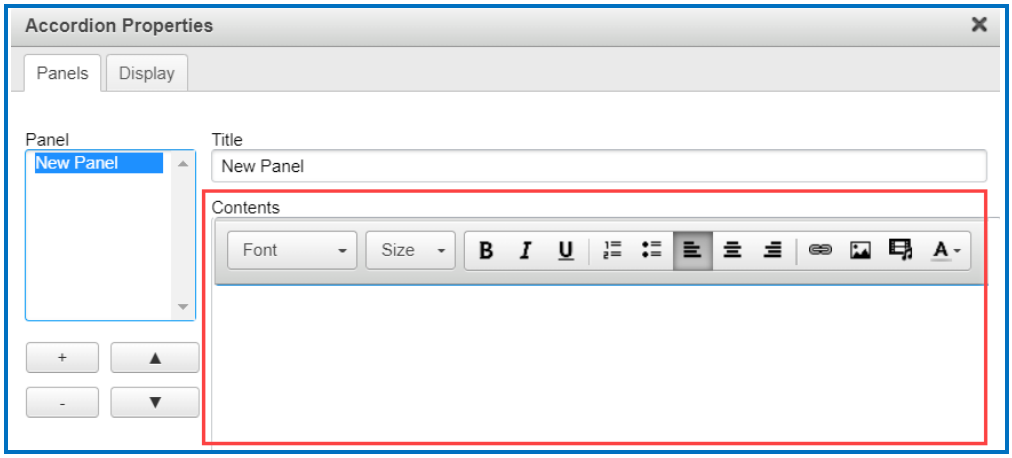
You can create collapsible content with an Accordion. Accordions are useful when you want to toggle between hiding and showing large amount of content.

1. Click on the **Accordion** icon in the Create Online toolbar to open the interface to create an Accordion.

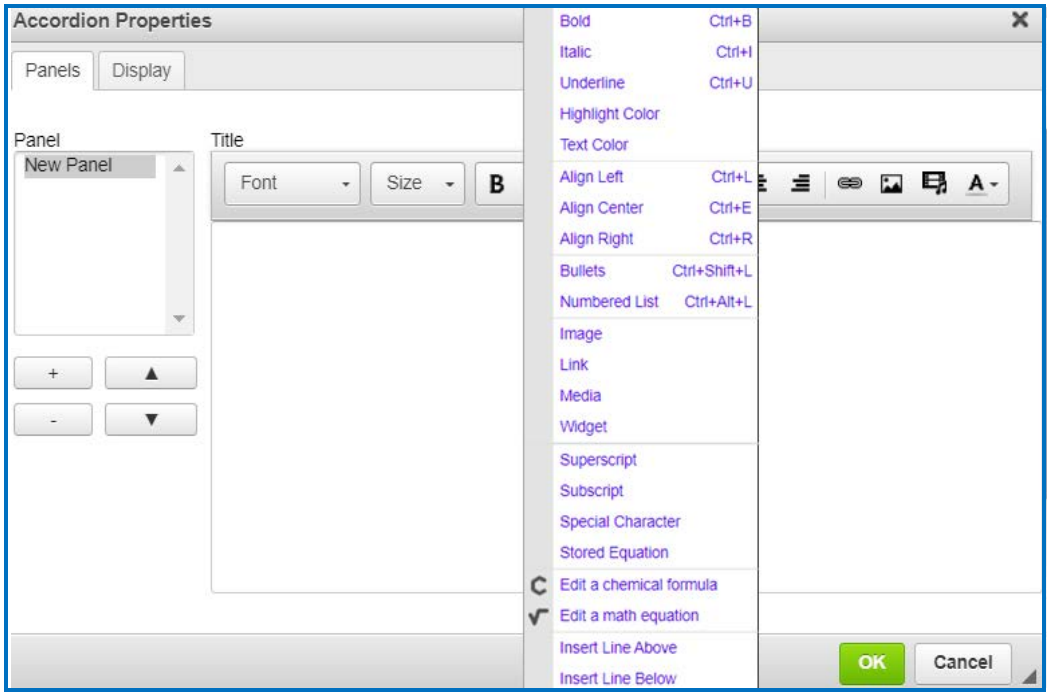
2. Add a Title to the Accordion panel.



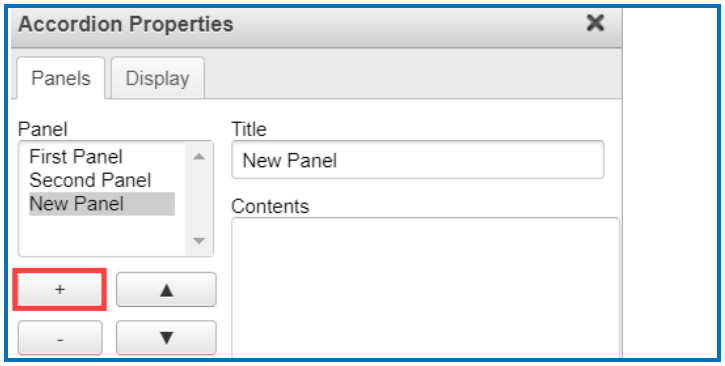
3. Add content such as text, images, and media in the 'Contents' area.



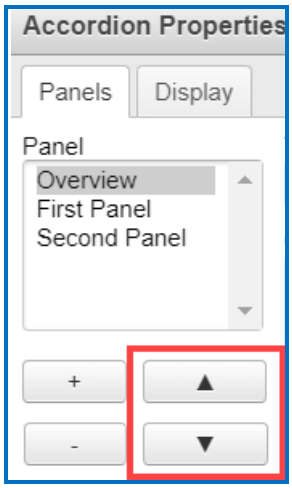
Right-click in the 'Contents' area to add Widgets, hyperlinks, and additional font formatting options.



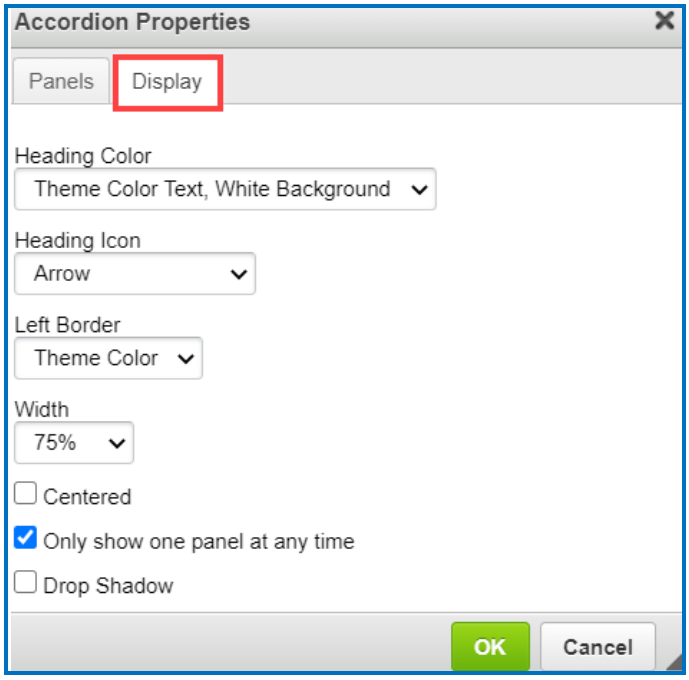
4. Click **+** to create a new Accordion panel.



5. Use the arrows to move panel positions.



6. Click the 'Display' tab.



- **Heading Color:**
  There are several Heading Color options that can be applied:

  i. Theme Color Text, White Background: Text will match the color of the lesson's applied theme and will have a white background.

  ii. White Text, Theme Color Background: Text will be white and the background will closely match the color of the lesson's applied theme.

  iii. Black Text, White Background: Text will be black and will have a white background.

- **Heading Icon:**
  The Heading Icon will appear on the right side of the Accordion panel title.

  i. Arrow

  ii. Plus (+)/Minus (-)

  iii. None

- **Left Border:**

  Adjust the color of the Accordion left border.

  i. Theme color

  ii. Black

  iii. None

- **Accordion Width**:

  Set the Width of the Accordion.

  i. 100%

  ii. 75%

  iii. 50%

- Choose **Centered** to place the Accordion centered in the page (optional).

- **Only show one panel at any time**. This feature will close an Accordion panel before opening another panel. When disabled, multiple panels can be open at the same time (optional).

- Check the box to add a **Drop Shadow** effect to the Accordion (optional).

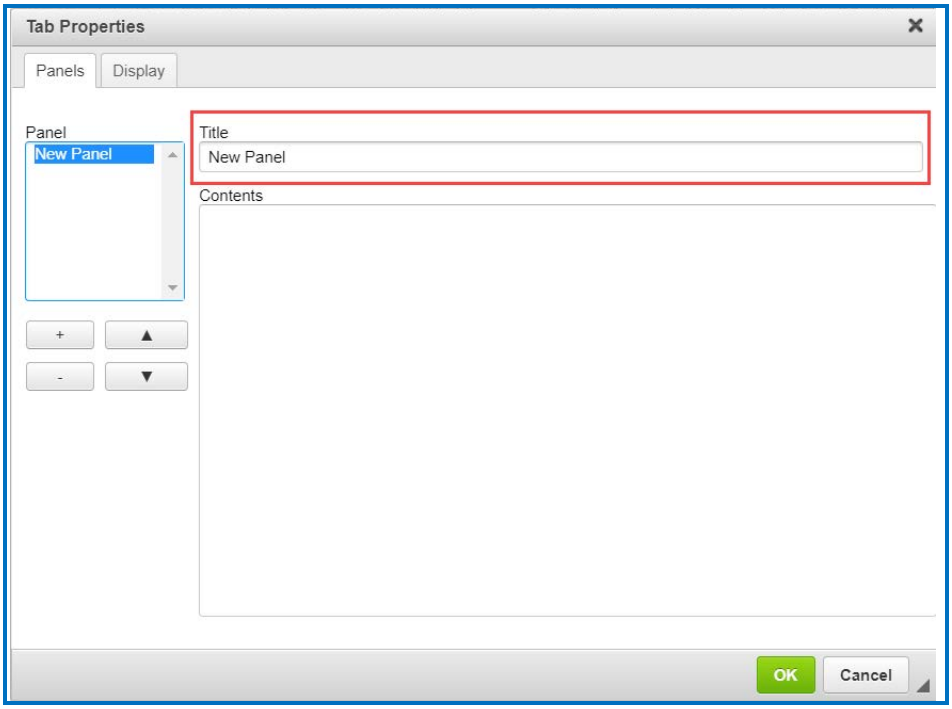
7. Click **OK**. The Accordion will insert into the Create Online editor.

Add Tabs in Create Online

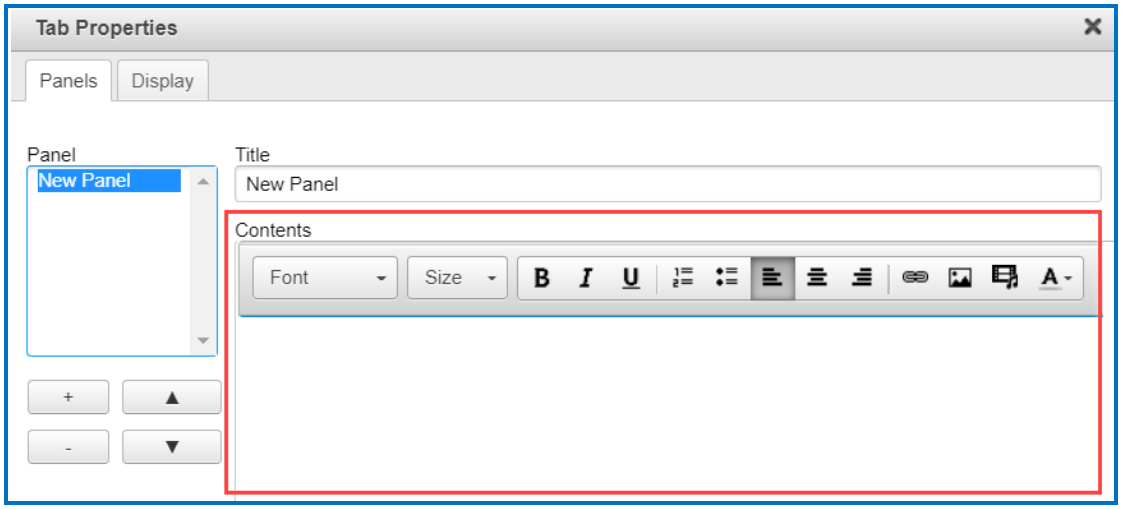
Tabs are a set of layered sections of content, known as tab panels. Each tab panel has an associated tab element, that when activated, displays the panel. The list of tab elements is arranged vertically or horizontally along one edge of the Tab.

1. Click on the **Tabs** icon in the Create Online toolbar to open the interface to create a Tab.

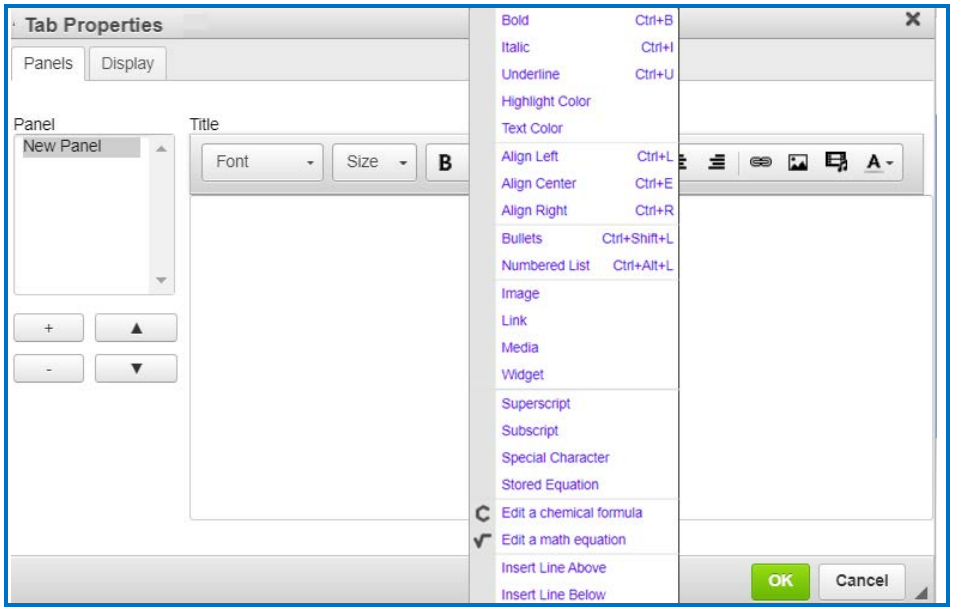
2. Add a Title to the Tab panel.



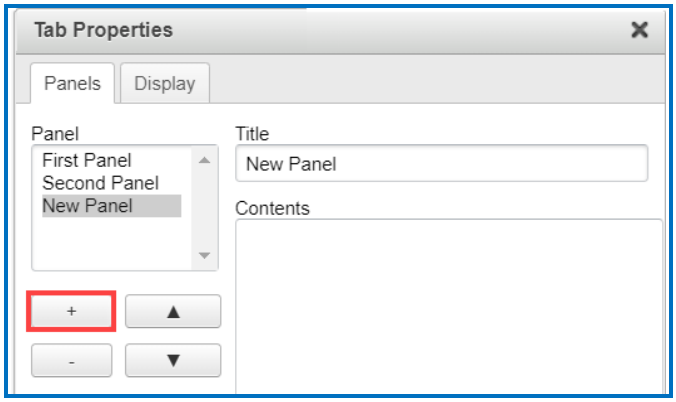
3. Add content such as text, images, and media in the 'Contents' area.



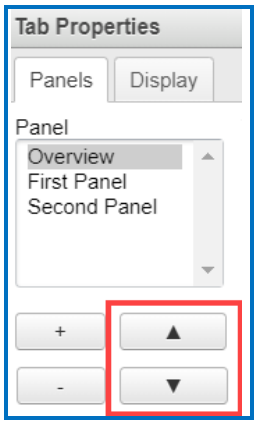
Right-click in the 'Contents' area to add Widgets, hyperlinks, and additional font formatting options.



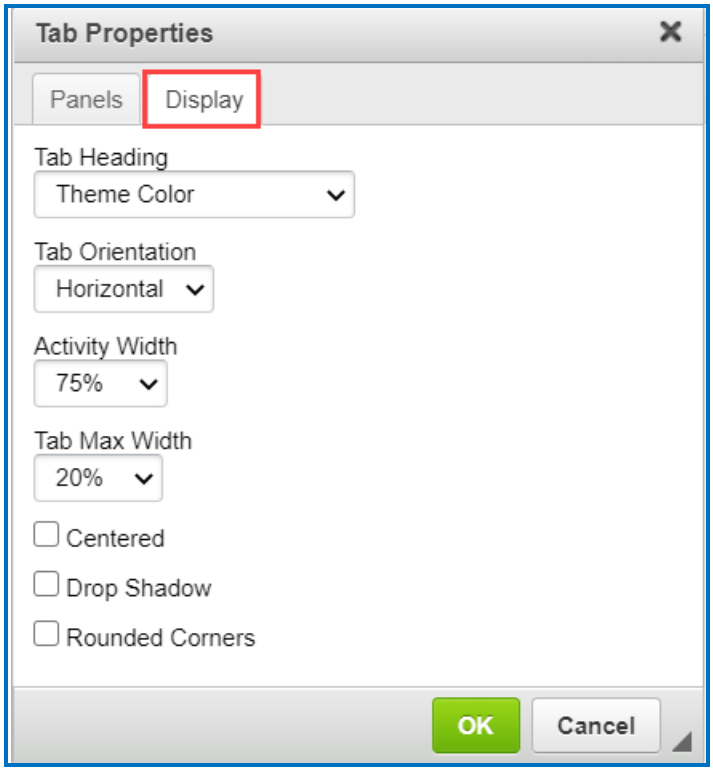
4. Click **+** to create a new Tab panel.



5. Use the arrows to move panel positions.



6. Click the ‘Display’ tab.



- **Tab Heading:**
  There are several Tab Heading options that can be applied:
  i. Theme Color: Text will match the color of the lesson’s applied theme and will have a white background.
  ii. Theme Color Reversed: Text will be white and the background will closely match the color of the lesson’s applied theme.
  iii. Basic: Text will be black and will have a white background.
  iv. Basic Reversed: Text will be white and will have a black background.
- **Tab Orientation:**
  i. Horizontal: Tab Headings will appear across the top.
  ii. Vertical: Tab Headings will appear on the left side.
- **Activity Width**:

  Set the Width of the Tabbed Activity.
  i. 100%

ii. 75%

iii. 50%

- **Tab Max Width**:

  Set the Width of the Heading Tabs.

  i. None

  ii. 15%

  iii. 20%

  iv. 25%

  v. 30%

- Choose **Centered** to place the Tab centered in the page (optional).
- Check the box to add a **Drop Shadow** effect to the Tab (optional)
- Check the box to add **Rounded Corners** to the Tab panels (optional).

7. Click **OK**. The Tabs will insert into the Create Online editor.

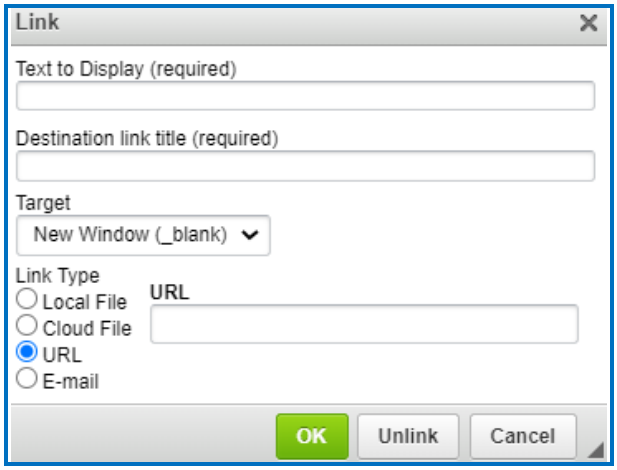
Links in Create Online

You can add links to text within your lesson. You can link to local files on your computer, a SoftChalk Cloud file, a specific URL, an e-mail address, or an internal bookmark.

Note that you can also use the Cloud File Link Type to add Zipped Content items you have already saved in your SoftChalk Cloud account.

First, you'll need to upload zipped content on the SoftChalk Cloud website. For instructions on creating these resources, see the section Upload Files.

1. Click the Link icon .
2. Enter Text to Display for the link.
3. Add a Destination link title.
4. Choose type of content to link – Local files on your computer, a SoftChalk Cloud file, a specific URL, internal bookmark, or an E-mail.



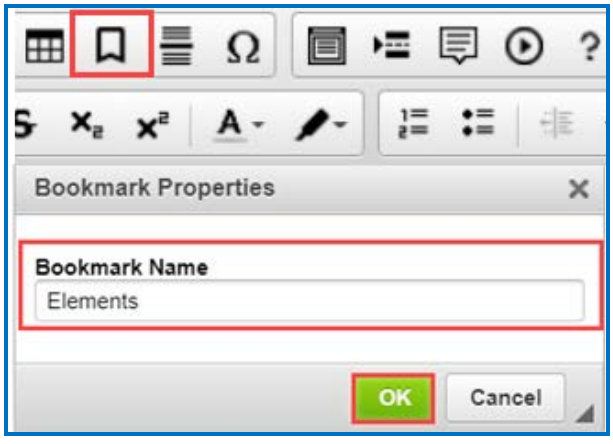
5. Click **OK**.

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.

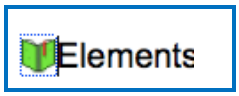
Insert a Bookmark

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.

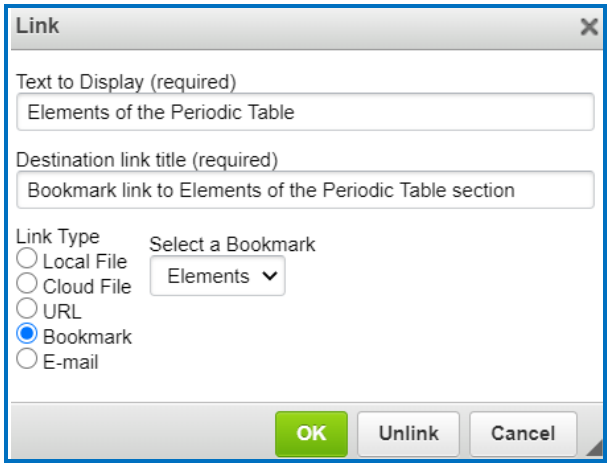
5. Notice the bookmark icon in your lesson.



Link to a Bookmark

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

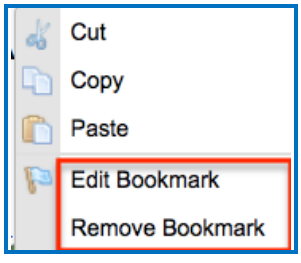
3. Under Link Type, select **Bookmark.**



4. From the dropdown **Select a Bookmark** menu; select your bookmark.
5. Add Text to Display.
6. Add a Destination link title.
7. Click **OK** to return to your main editing window.

Modify or Remove a Bookmark

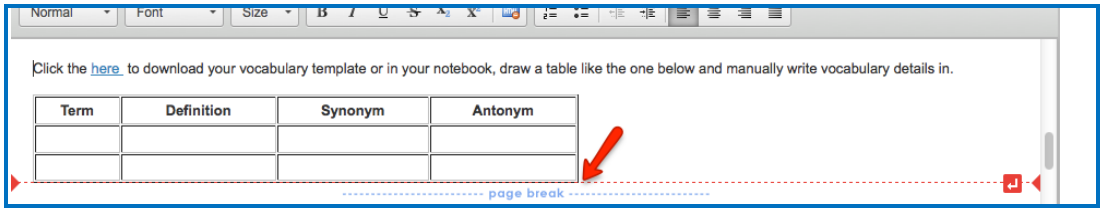
1. Right-click on the bookmark icon.
2. Choose **Edit Bookmark** or **Remove Bookmark.**



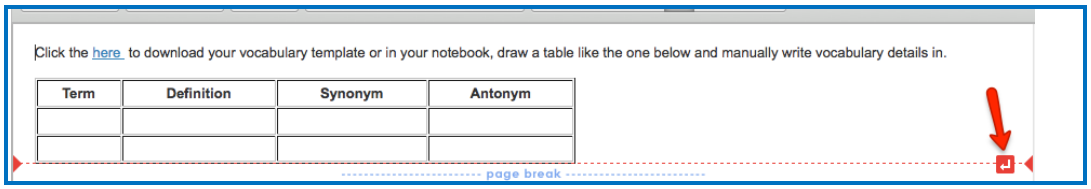
Insert a Paragraph Break After a Table in Create Online

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.



Notes About Using Create Online

- As mentioned earlier, Create Online is a feature which allows you to make lesson edits directly in your browser. You do not need to install any software.
- 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 version 10 of SoftChalk Create and then they will be editable with Create Online. Please reach out to support if there are any questions.)
- 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.

QuizPoppers in Create Online

Overview

You can create and modify quiz poppers, quiz groups and some activities in Create Online.

QuizPopper Overview

There are ten types of QuizPoppers:

- Essay
- Feedback Question
- Matching
- Multiple Answer
- Multiple Blanks
- Multiple Choice
- Ordering
- Sentence Completion
- Short Answer
- True/False

In addition to the above QuizPopper questions, SoftChalk also has Activities (see the section Activities in Create Online).

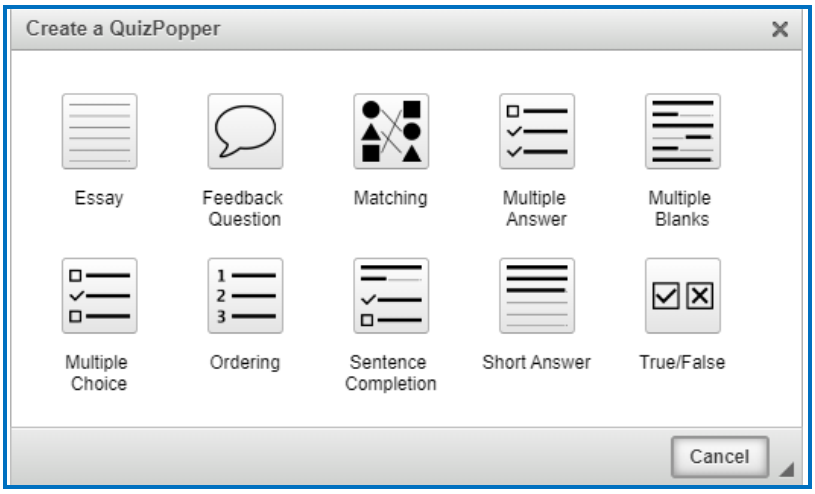
If you want to put in a group of QuizPoppers, see the section Quiz Groups in Create Online. With QuizPoppers you can:

- Insert questions anywhere you like within a lesson
- Paste text from other programs into a QuizPopper
- Enter as many questions as you want into a lesson
- Keep track of your students' scores. See the section Deliver a Lesson to Your Students. If you have a learning management system, see the section Learning Management System (LMS) Guides.

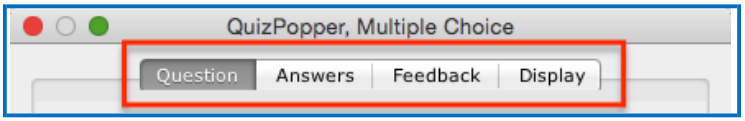
Insert a QuizPopper

In Create Online, click in the main editing window for your lesson where you want your QuizPopper to appear. To add QuizPopper to your lesson, use the QuizPopper icon in the Create Online menu toolbar.

Then select a QuizPopper type (see below).



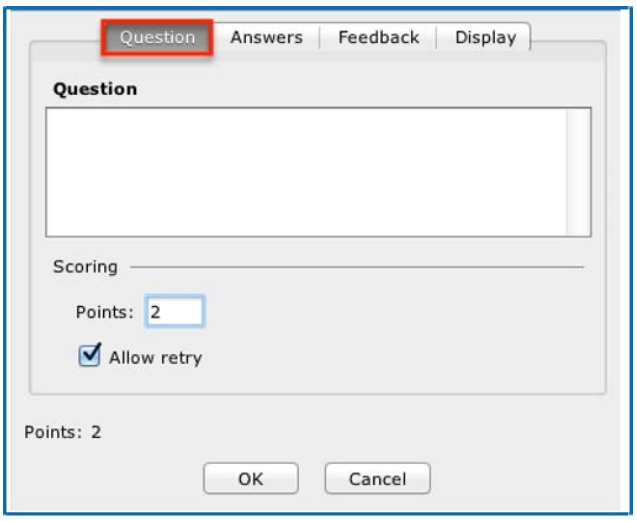
Use the tabs at the top of the QuizPopper window to design your question, answers, feedback, and display method. Each type of QuizPopper displays the tabs that are relevant to that type (example pictured below). Each tab is described in detail below.



QuizPopper Question Tab

1. Type the QuizPopper question in this tab. You can also insert an image, hyperlink, audio, video, widget or math characters and equation into the question.

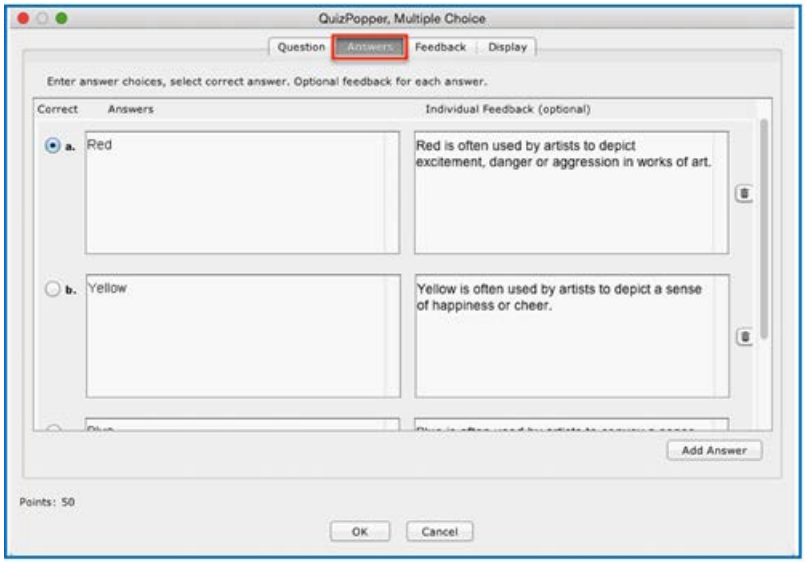
2. In the Scoring area, type the number of points for this question and select your scoring preferences. Then click the **Answers** tab to continue.



QuizPopper Answers Tab

Type or select the answers for your question. **IMPORTANT**: You can also insert an image, hyperlink, audio, video, widget or math characters and equation to an answer.

Also enter individual feedback (feedback related specifically to that answer choice). Click the Add Answer button if you need more choices.

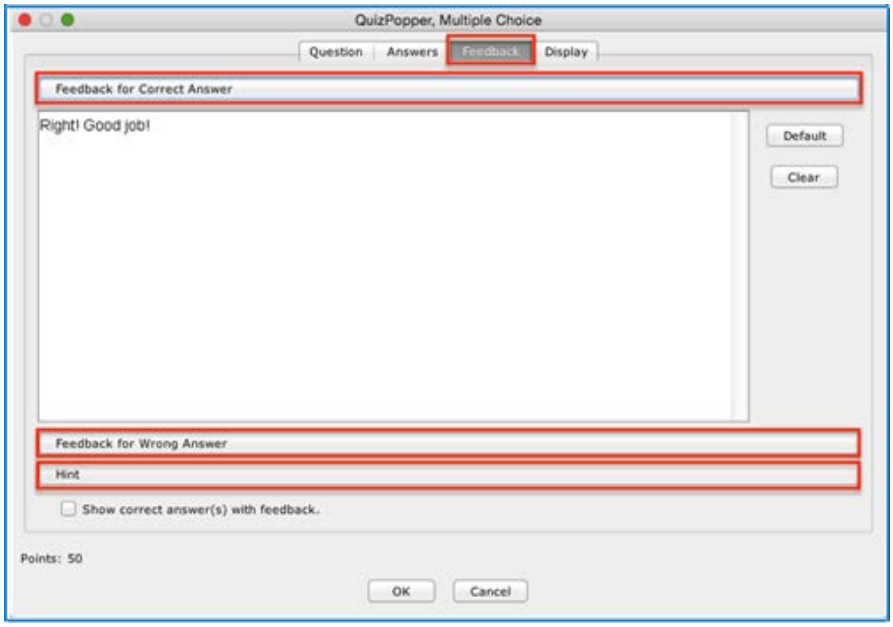


QuizPopper Feedback Tab

You can add specific feedback for a right and wrong answer. Notice you have the option to show the correct answer with the feedback, and you can add a hint.

(To add feedback for individual answers, click on the **Answers** tab.)

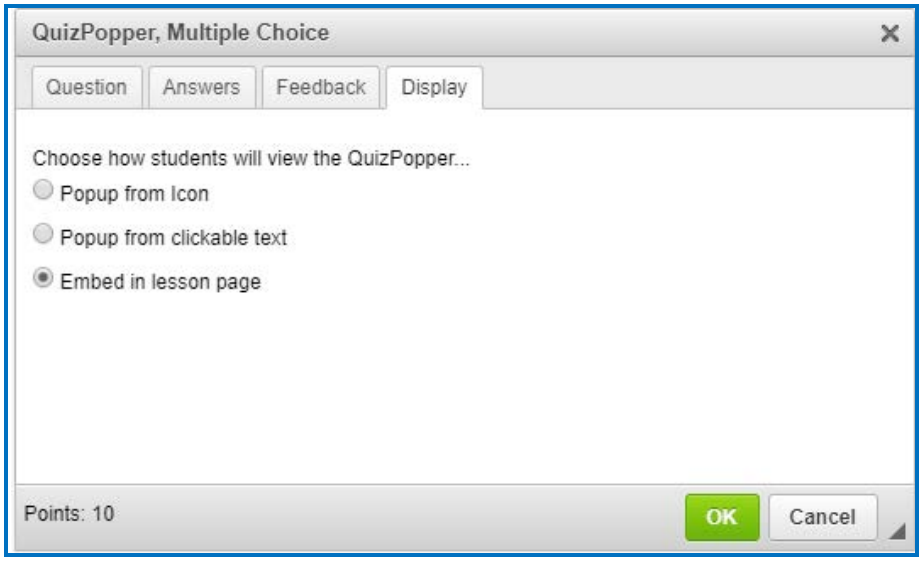
IMPORTANT: You can also insert an image, hyperlink, audio, video, widget or math characters and equation to the feedback.



QuizPopper Display Tab

You can display the QuizPopper three separate ways:

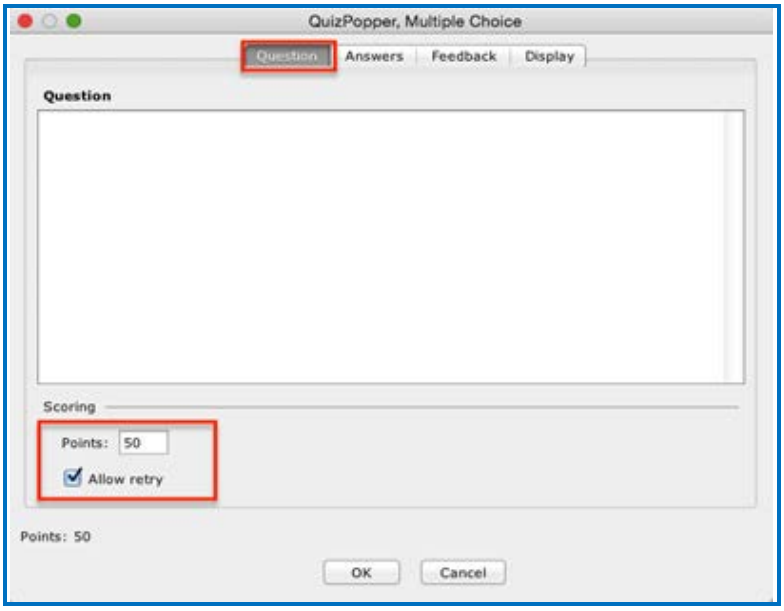
- ***Popup from Icon*** that will open the quiz in a separate window
- ***Popup from clickable text*** that will open the quiz in a separate window
- ***Embed in lesson page***



Assign Points to a QuizPopper

You must assign points to each question for the scoring to work correctly on a QuizPopper. Enter the points possible in the **Scoring** area of the **Question** tab.

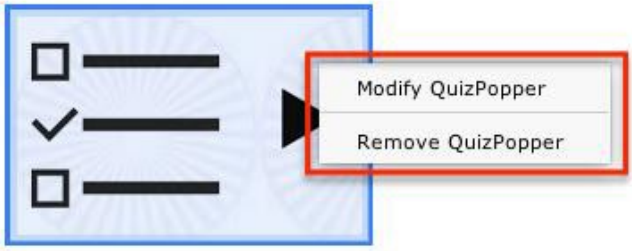
Also, in this area, if you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer.



IMPORTANT: For the Matching, Multiple Answer, Multiple Blanks, Ordering, and Sentence Completion QuizPoppers, there is an ***Allow Partial Credit*** option. For the Multiple Blanks and Short Answer QuizPoppers, there is an ***Answer Must Match Case*** option.

Modify or Remove a QuizPopper

Within the main editing window, right-click on a QuizPopper and choose **Modify QuizPopper** or **Remove QuizPopper** (see below).



QuizPoppers in Create Online

Essay

Create an open-ended question that your students can type an in-depth answer for. Answers may consist of multiple lines of text. See an online example.

IMPORTANT: To collect essays from your students, you have several options. Be sure to see the sections Using Essays with a ScoreCenter and Score an Essay (Change the Score for a Lesson).

Feedback Question

Create a question that provides feedback to your students that is based on the answer chosen. For this question type, there is no right or wrong answer. See an online example.

IMPORTANT: To collect feedback, student results are tracked through our ScoreCenter feature. The student's most recent response will be the student's answer.

Matching

Create a question in which students match items in one set with choices in another set (minimum of two answers). See an online example.

Multiple Answer

Create a question that has more than one correct answer in a list of choices. See an online example.

IMPORTANT: This is different than a multiple-choice question, which only has one correct answer.

Multiple Blanks

Create a question that requires your learners to complete sentences by typing the correct word or phrase in the blank(s). This question type is sometimes called a cloze paragraph. See an online example.

IMPORTANT: This QuizPopper is different than the Sentence Completion type because learners will need to type answers into the blank(s) rather than select answers from drop-down menus.

Multiple Choice

Create a question that has just one correct answer in a list of choices. See an online example.

IMPORTANT: This is different than a multiple answer question, which has more than one correct answer.

Ordering

Create a question that requires students to identify the correct order of items in relation to one another. Be specific in the question as to the direction of the ordering (i.e. lowest to highest, least to greatest, oldest to youngest, etc.). See an online example.

Sentence Completion

Create a question that requires your learners to complete sentences by selecting the correct word or phrase from a drop-down menu of choices. See an online example.

IMPORTANT: This QuizPopper is different than the Multiple Blanks type because learners will need to select answers from drop-down menus of choices rather than type answers into the blank(s).

Short Answer

Create a question in which students provide a short-typed answer, such as a word or phrase. When setting up a short answer question, you will specify in advance what the possible answers are. You can opt to make answers case sensitive. See an online example.

True / False

Create a question in which students see a statement, then select True or False as the answer. See an online example.

Quiz Groups in Create Online

Overview

The Quiz Group feature allows you to insert multiple QuizPoppers at one time. (For information on what a QuizPopper is, please see the section QuizPoppers in Create Online.) You can insert different types of QuizPoppers within the same group.

Points assigned to individual questions within a Quiz Group will be included in the total lesson score.

You can display your Quiz Group questions:

- All at once, allowing students to scroll through the questions OR
- One at a time

IMPORTANT: When students are answering Quiz Group questions with their web browsers, they will need to click **Check Answers** at the bottom of the Quiz Group when you choose the **All at once** option. (For details, see the section Display Questions – All at once.)

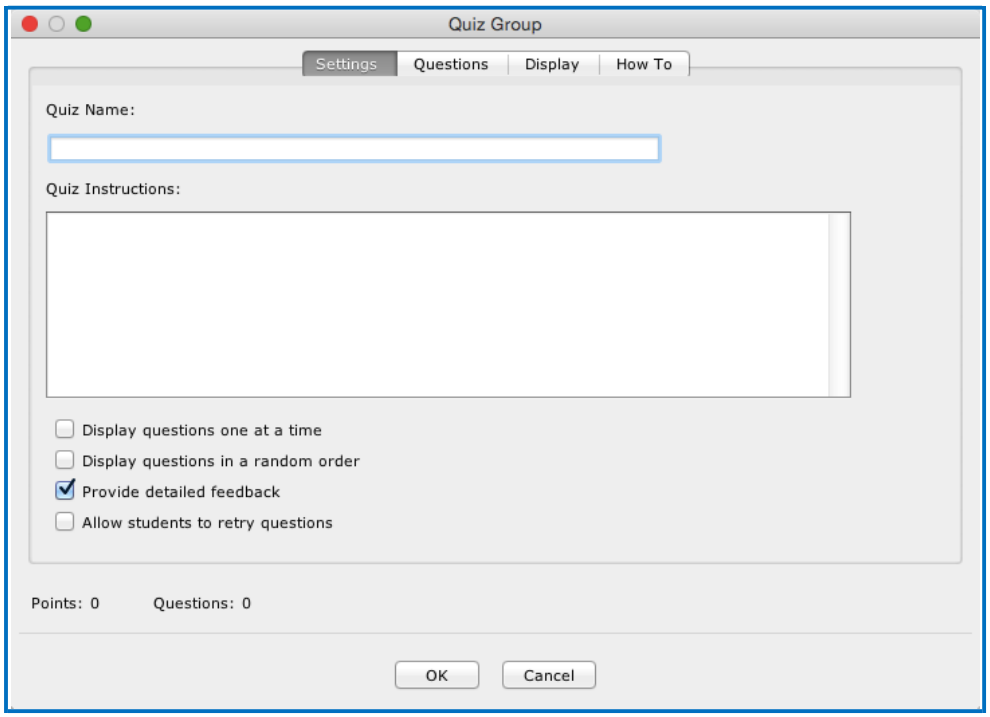
If you choose the **One at a time** option, students will need to click **Check Answers** at the last screen. (For details, see the section Display Questions – One at a Time – Last Screen.)

Insert a Quiz Group

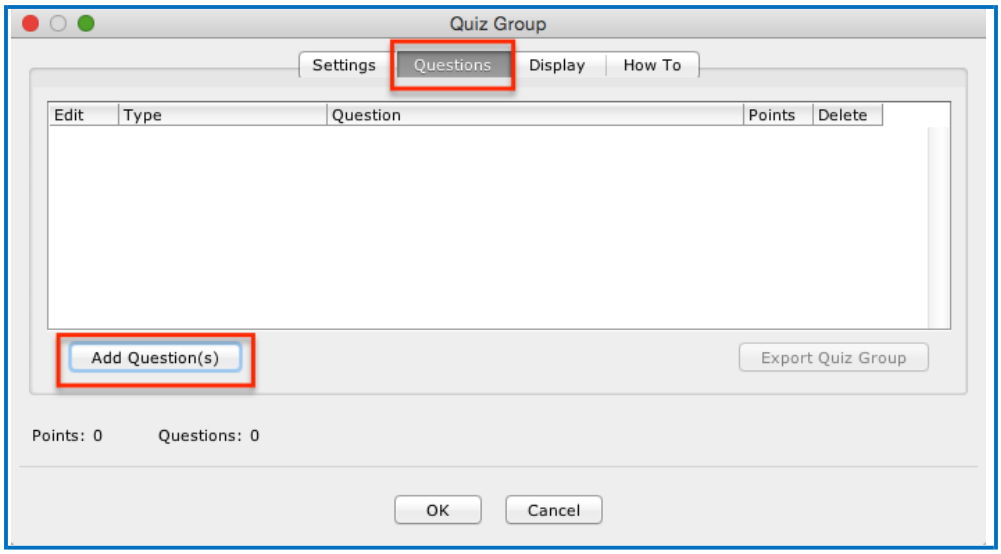
In Create Online, click in the main editing window for your lesson where you want your Quiz Group to appear. To add Quiz Group to your lesson, use the QuizPopper icon in the Create Online menu toolbar.

Add Questions to a Quiz Group

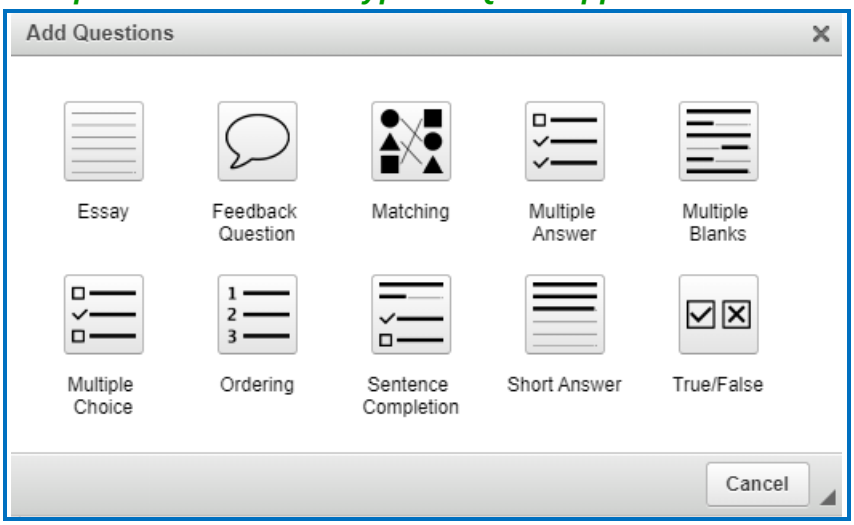
1. Type a name and instructions for your Quiz Group on the Settings tab (see below).



2. To create questions for your Quiz Group, click the **Add Questions** button on the Questions tab (see below).

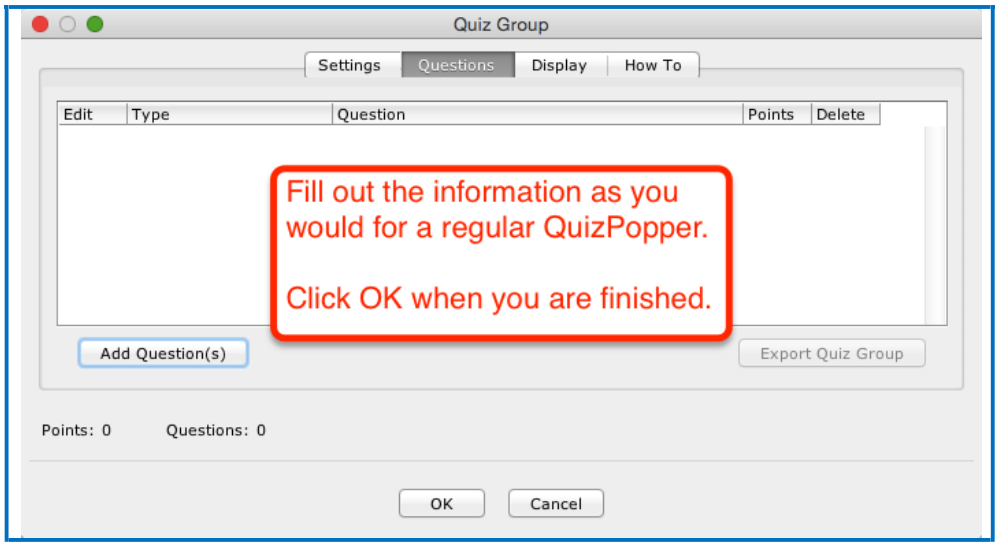


3. Select a **Question Type** (see below). ***You can have a Quiz Group composed of different types of QuizPoppers.***



4. After selecting a **Question Type**, enter your first question (see below).

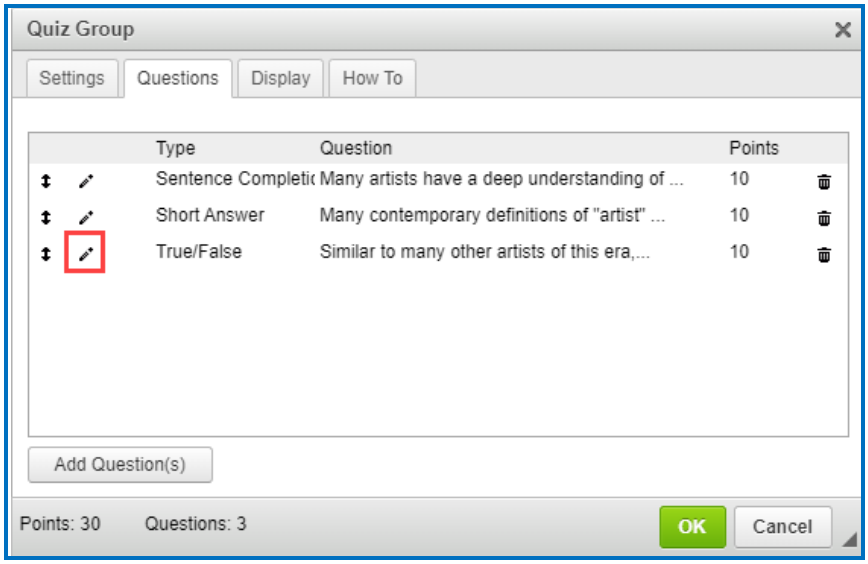
5. Fill out the information as you would for a regular QuizPopper. Click **OK** when you're done. To add another QuizPopper, click the **Add Questions** button.



6. When you have finished adding questions to your quiz group, click **OK** to return to your main editing window.

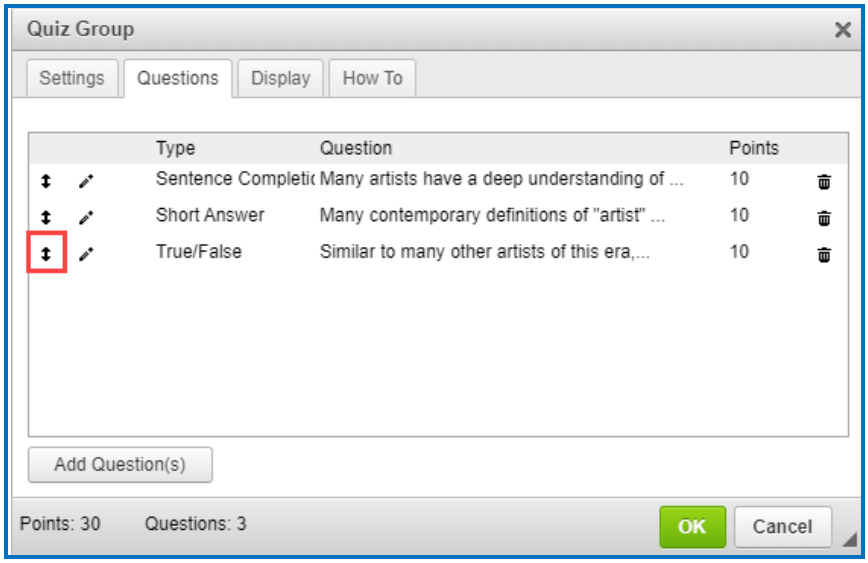
Edit a Question in a Quiz Group

Notice as you add questions, your question list appears on the Question tab. Click the edit (pencil) icon to modify it (see below).



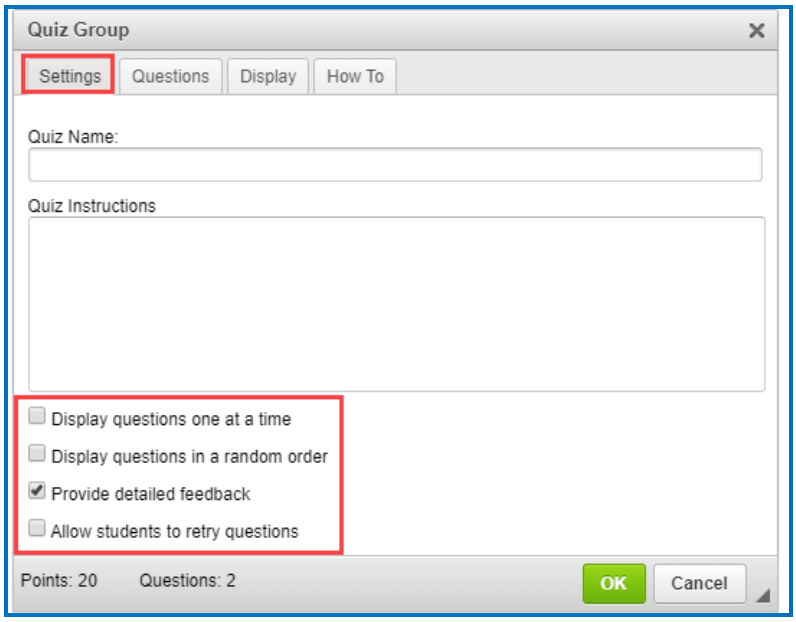
Change the Order of the Questions in a Quiz Group

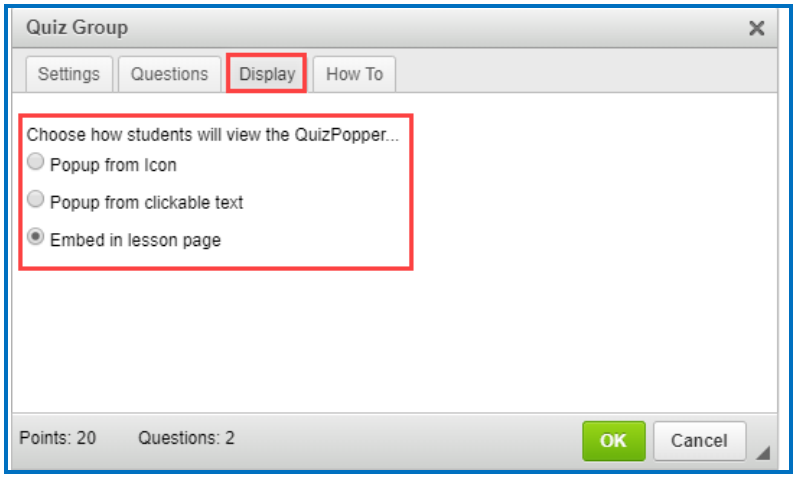
Questions can be reordered by clicking the question and dragging it to a new position in the list.



Quiz Group Options

Notice that you have various options for a Quiz Group. You will see some of these options on the **Settings** tab and others on the **Display** tab. Both tabs are pictured below and are described on next few pages.

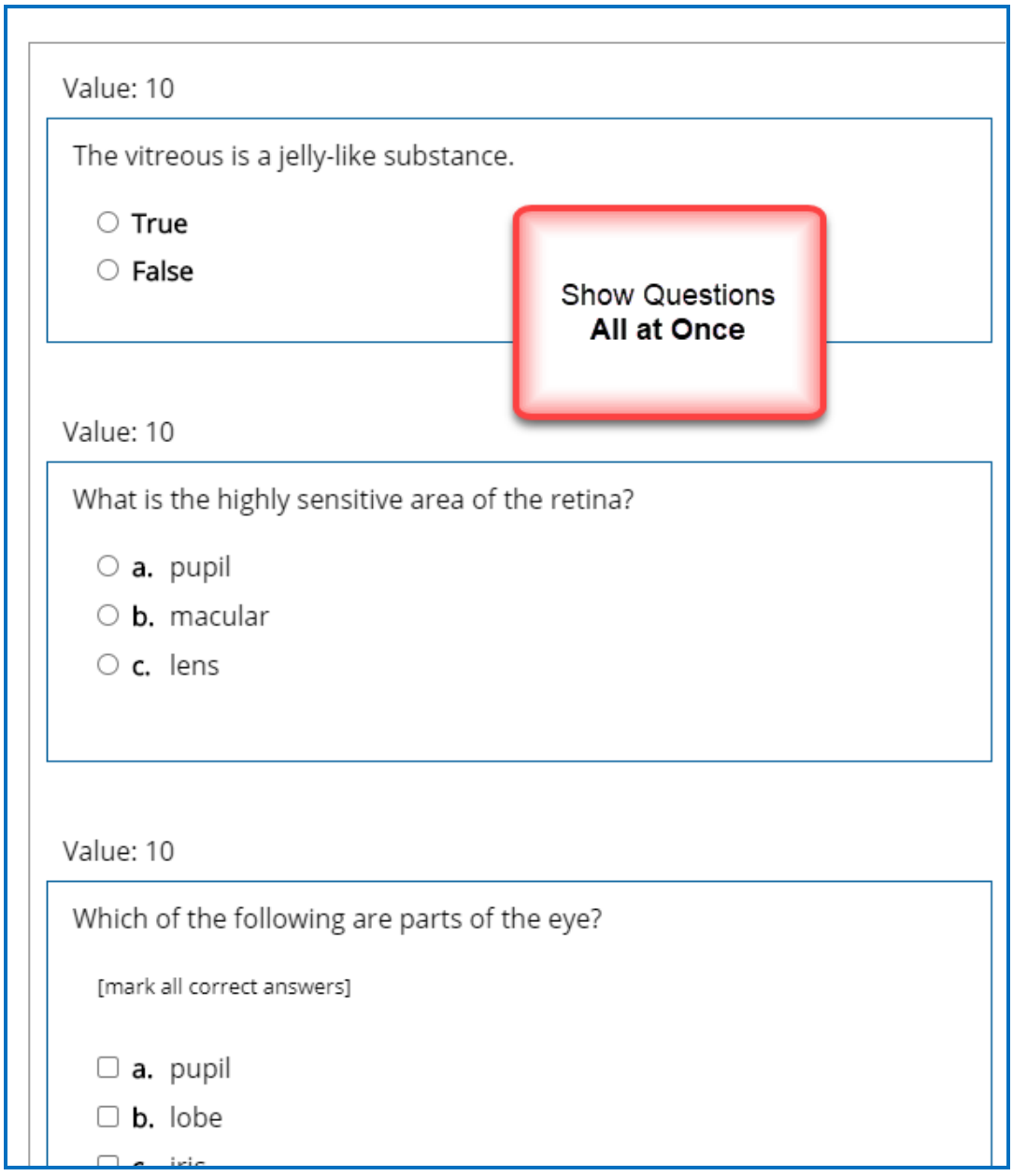




Show Questions - All at Once

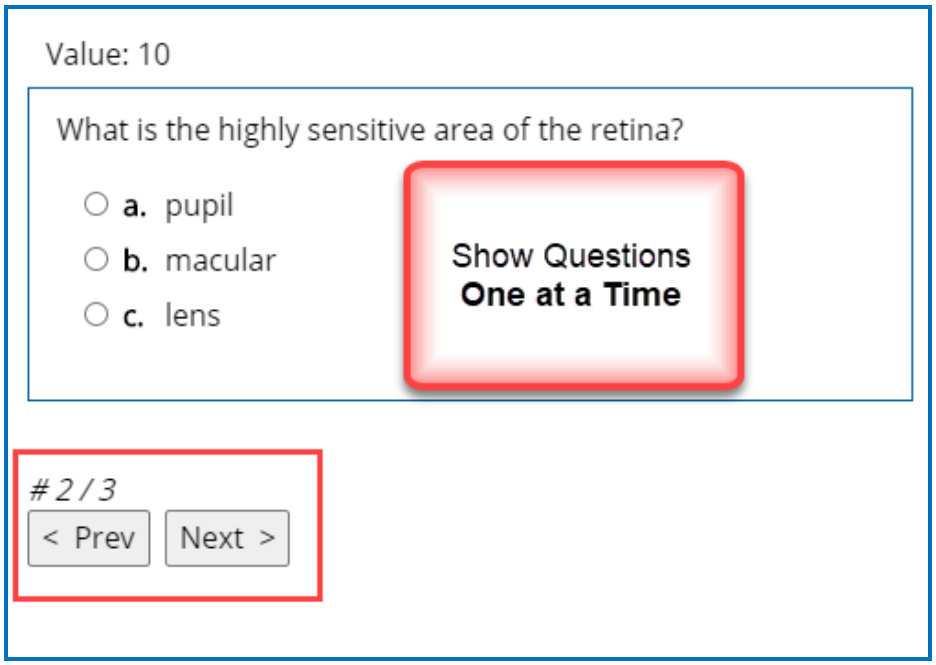
In their web browser, students can view all the questions by scrolling up and down the browser (see below).

IMPORTANT: As mentioned previously, students must click **Check Answers** at the end of the Quiz Group.



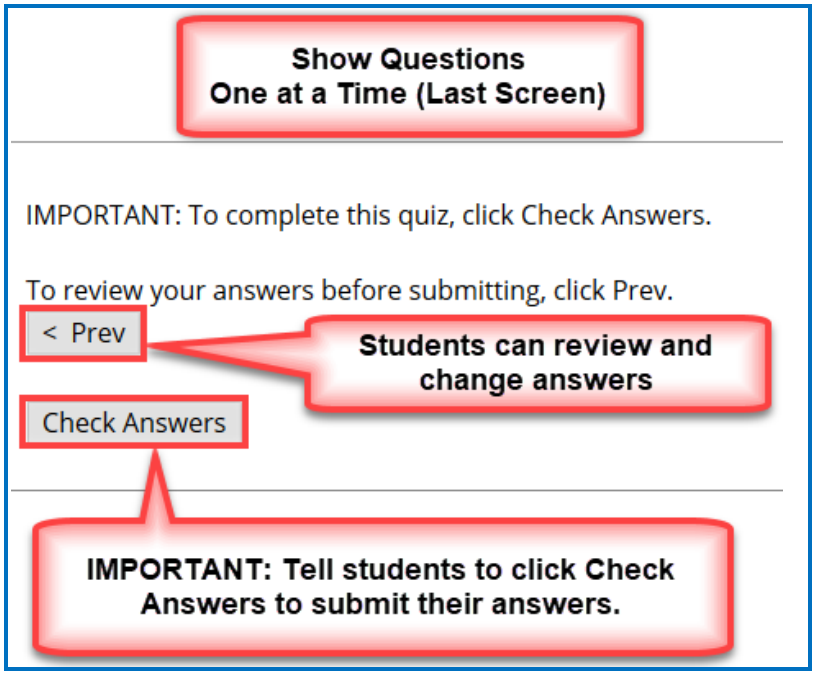
Show Questions - One at a Time

In their web browser, students can view one question at a time (see below).



Show Questions - One at a Time – Last screen

After clicking **Next** after the last question, students will see the following display.

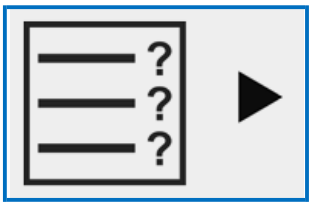


Random Order

Selecting this option will cause questions to appear in a random order each time students view the lesson in a browser.

Choose How Students Will View This Quiz Question

This option is like the display option for QuizPoppers. If you select **Pop-up From an Icon**, then students would click the Quiz Group icon to show the question(s) (see below). If you **Pop-up From Clickable Text**, then students would click the Quiz Group text (you choose this text) to show the question(s). If you select **Embed in Lesson Page**, then the questions appear automatically.



Detailed Feedback

If you select **Provide Detailed Feedback** on the Question tab, then when students click **Check Answers** at the end of the Quiz Group, a checkmark or X will appear for the questions as well as the customized feedback. The Quiz Group score appears, too (e.g. 20/40), indicating the student got 20 out of 40 correct. If you do not select the detailed feedback box, then only the score appears after the students click **Check Answers**. (The questions and feedback are not visible.)

Allow Retry

If you select **Allow Retry**, then a **Retry** button appears after students click **Check Answers**. If students click **Retry**, then answers are removed from the Quiz Group questions and students can re-take the Quiz Group.

Modify a Quiz Group

After you have finished creating a Quiz Group, you may want to modify it. From your main editing window in Create, right-click on the **Quiz Group** icon and select **Modify Quiz Group**.

Activities in Create Online

Overview

All Activities (and QuizPoppers) are now mobile friendly. The lessons auto-format for the device being used (not only distinguishing between a computer and a mobile device but also distinguishing among mobile devices). ***Students do NOT need to download any apps for their mobile devices to access SoftChalk lessons***. For details on supported mobile devices, please see our System Specifications.

Some activities use ***images***. You can add an image from:

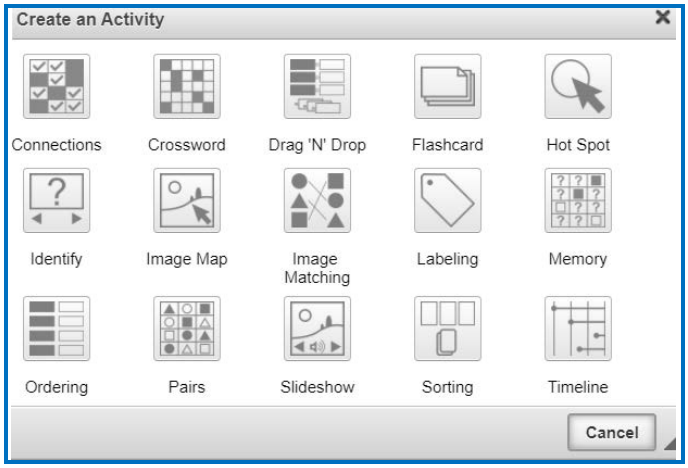
- a file on your computer
- an image you saved to your Cloud account
- URL

For a list of ***keyboard controls*** that can be used with the activities, see the **Keyboard Controls** section of the Student Guide to SoftChalk Lessons. Details on individual activities appear later in this section.

Insert an Activity

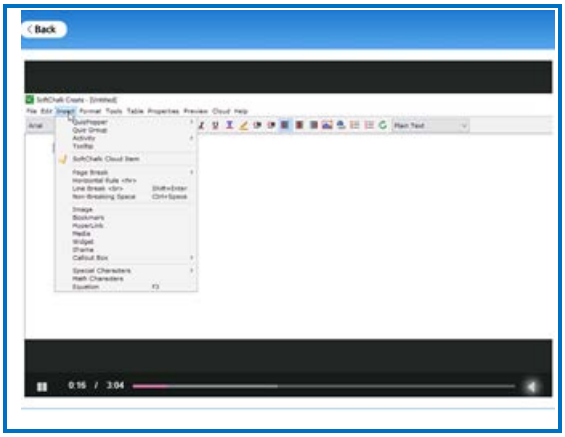
In Create Online, click in the main editing window for your lesson where you want your QuizPopper to appear. To add Quiz Group to your lesson, use the Activity icon in the Create Online menu toolbar.

Then select an Activity type (see below).



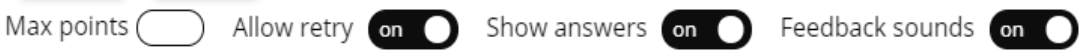
Activity How To Tab

You may want to explore the **How To** tab for each activity. Click on the icon to view an online tutorial (see below).

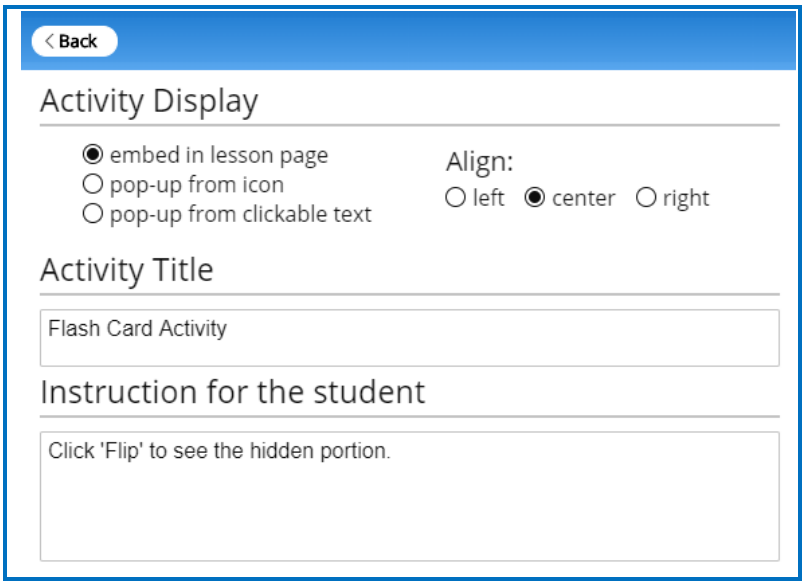


Activity Options

There are certain options that are common among the activities. Depending on the activity, different options may appear.



- Assign points to an activity. **IMPORTANT:** For the scoring to work correctly, you must ***assign points to each activity***.
- Choose to allow users to retry the activity. Users can click the restart icon to reset the activity and change the activity score back to zero.
- Choose to show the answers upon completion. When users complete the activity or use the Complete Activity icon (to complete the activity without finishing the activity and receive partial credit for correctly answered items) the correct answers will display in the activity.
- Choose to enable/disable feedback sounds.
- Click on the icon within each activity for display options.



Activity Display

Select the display method.

- Embed in lesson page.
- Pop-up from an icon, also need to select the icon position.
- Pop-up from clickable text, also need to enter the text that will be clickable.

If you have a lot of activities on a page, you may want to choose **pop-up from an icon** or **pop-up from clickable text**. That way, the page will load faster in a web browser and your students can focus on one activity at a time.

Set the alignment for the activity.

Activity Title

You can change the default title of the activity. (optional)

Instructions for the student

You can add instructions or a description of the activity for accessibility (Section 508 compliance).

Modify or Remove an Activity in Create Online

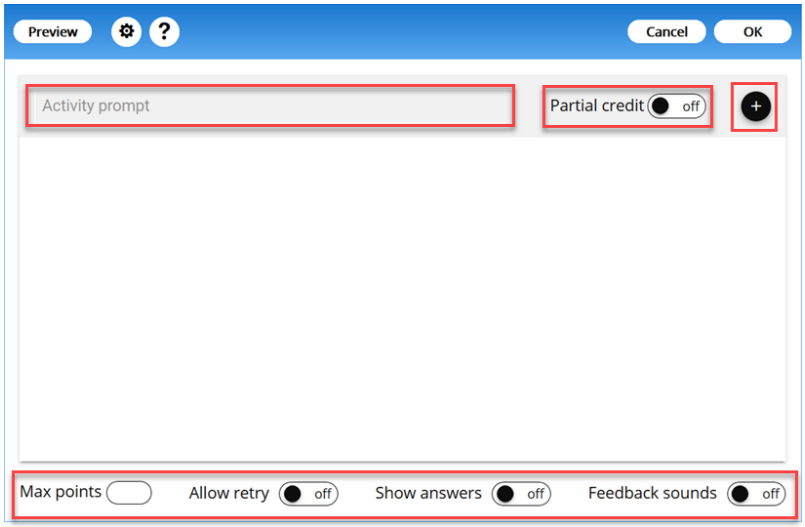
Once you have completed your activity, you will return to the main editing window. Within your main editing window, right-click on an activity and choose **Modify Activity** or **Remove Interactive** (see below).

Activities in Create Online

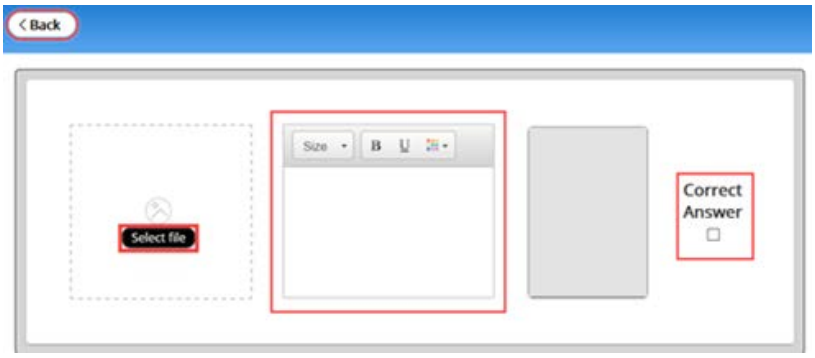
Connections Activity

With the Connections Activity, the instructor will provide the 'prompt' for students to identify an item(s) from a group of items. Students will click to select items that are 'connected' or related to the 'prompt'. See an online example.

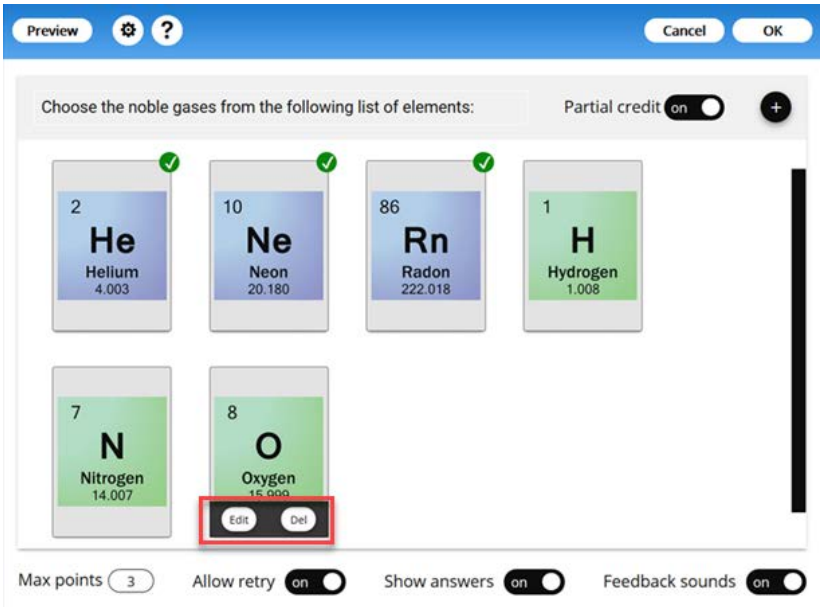
Create Online



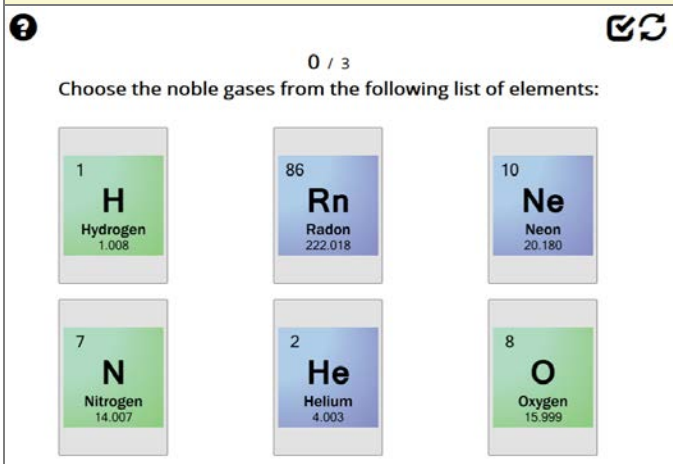
1. Add a prompt for students to identify an 'item' out of a group of 'items'. For example: *Choose the noble gases from the following list of elements*.
2. Enable Partial Credit (optional).
   If Partial Credit is off, then the students must select all of the correct 'items' to receive credit for the activity.
   If Partial Credit is on, then students can receive partial credit for correctly selected 'items' upon completing the activity.
3. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).
   For information about the options, see the section Activity Options Tab.
4. Click the **+** icon



5. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location (optional).
6. Add alt text for image accessibility.
7. Enter text and format using the toolbar in the center (optional).

	You'll see a preview of the item with image and/or text on the right. 8. Click the 'Correct Answer' check box if this item is a correct answer for the activity prompt. 9. Click **Back** when finished.
	10. Repeat steps 4-9 until all items in the group have been created for the students to choose from for their answer. In the activity editor, you'll see the group of items that have been created. The 'correct' items will have a green check mark in the upper right corner. 11. Hover over an item to **Edit** or **Delete** the item. 12. Click **OK** to insert the activity into the lesson.

Web Browser – Connections Activity



Students will see the items in a random order. They will click on each item that is 'connected' or related to the prompt.

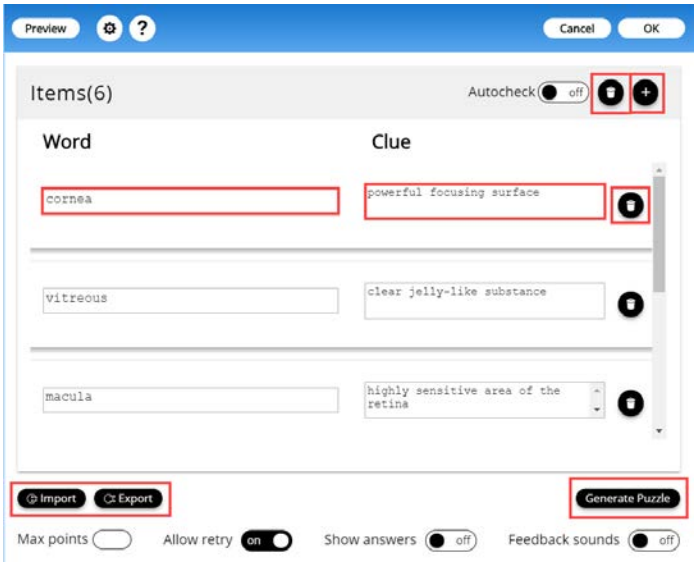
Students can click to select an item and click on an item already selected to de-select the item.

Students will click on the icon to submit their answers and complete the activity.

Crossword Activity

The Crossword activity lets you generate a crossword puzzle from a list of words. Words can include a space. **IMPORTANT**: Do not include special characters, periods, or dashes in the Word list.

Create Online



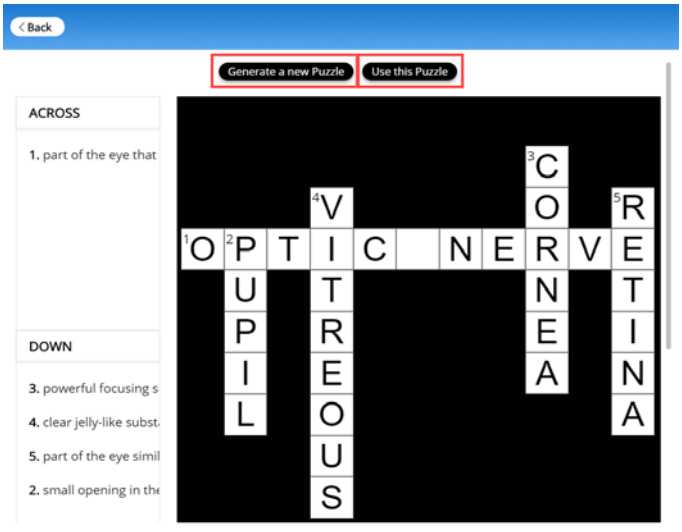
1. Click the **+** icon and enter a text matching pair (item and match, two to twelve pairs).

   Or Import a text list (optional). For instructions on importing and exporting text lists, see the section Import and Export Text Lists.

   Click on the **Trash can** next to the matched pair to remove the Word/Clue pair from the list.

   Click the **Trash Can** icon in the header to remove all Word/Clue pairs from the list.

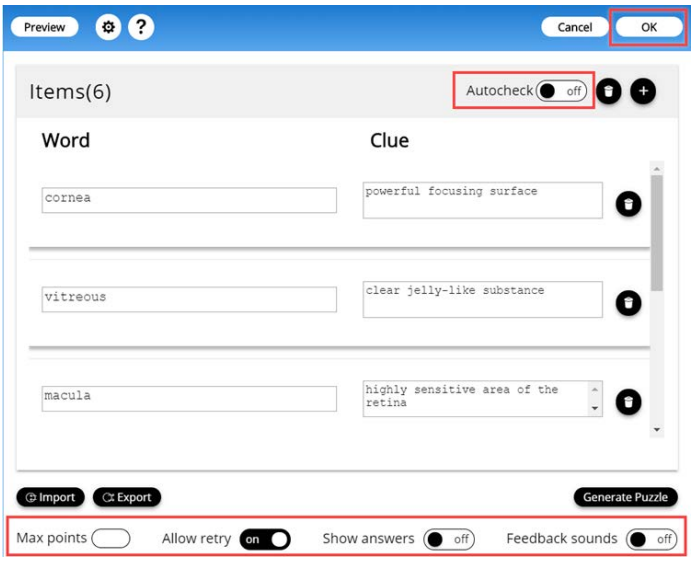
2. Click **Generate Puzzle**



3. At the top of the generated puzzle, choose to either **Generate a New Puzzle** or **Use this Puzzle**.

   Once you click **Use this Puzzle**, your students will see the same puzzle each time rather than a randomly generated puzzle.

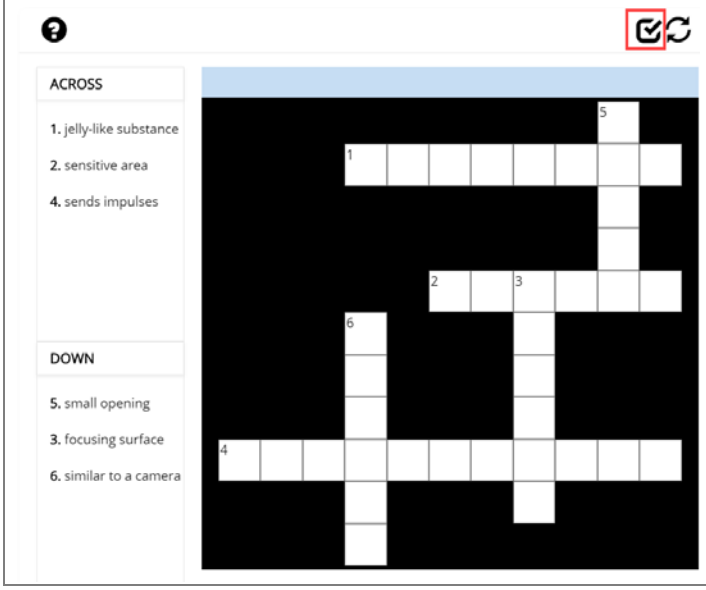
   If you happen to have a small number of words (or short words), only a few words may get generated in the puzzle.



4. Enable **Autocheck** (optional). Autocheck will highlight correctly entered words as students move through the activity.
5. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

   For information about the options, see the section Activity Options Tab.
6. Click **OK** to insert the activity into your lesson.

Web Browser – Crossword Activity



Students will enter letters for the Word that is described in the Clues listed to the left.

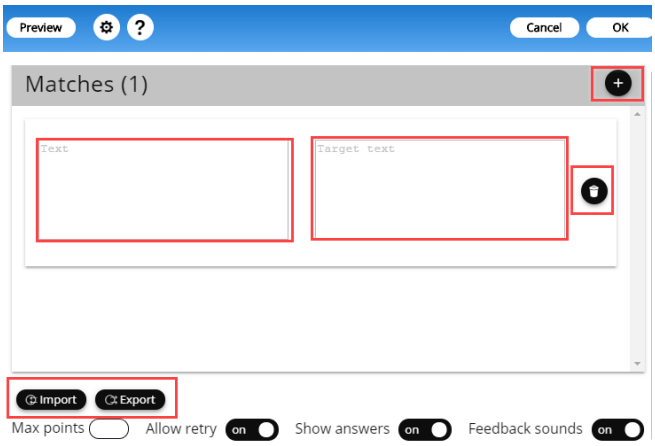
If **Autocheck** is enabled, then students will see correctly entered Words highlighted. As well, the score will be calculated as the student progresses through the activity.

If disabled, the student must click the **Complete** icon to submit their choice and obtain a score for the activity.

DragNDrop Activity

With the DragNDrop Activity, students drag items in a list to match with their corresponding item. (Maximum of 12 matching 'cards' within each DragNDrop Activity.) See an online example.

Create Online



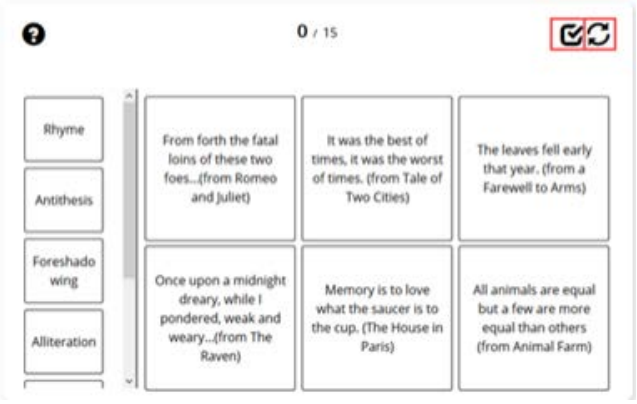
1. Click the **+** icon and enter a text matching pair (item and match, two to twelve pairs).

   Or Import a text list (optional). For instructions on importing and exporting text lists, see the section Import and Export Text Lists.
2. Repeat step 1 until all matching text pairs have been created.

   Click on the **Trash can** next to the matched pair to remove the item/match pair from the list.
3. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

   For information about the options, see the section Activity Options Tab.
4. Click **OK** to insert the activity into your lesson.

Web Browser – DragNDrop Activity



Students will drag the items listed from the left column to the matching pair on the right to make the correct matches.

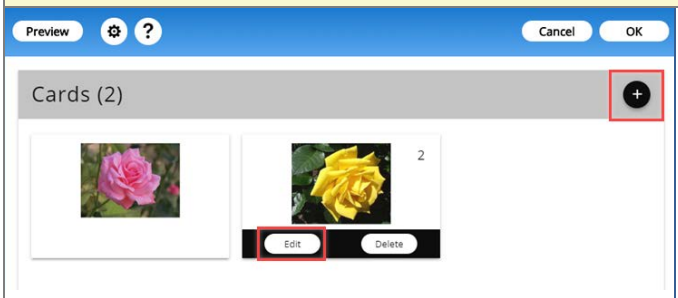
Students will click the icon to submit their matches and complete the activity.

The activity can be completed without moving all matching text pairs and students will receive partial credit for the correctly answered items.

Flash Card Activity

With the Flash Card Activity, students can view text, images or media and can "flip" the card to see additional content. See an online example.

Create Online



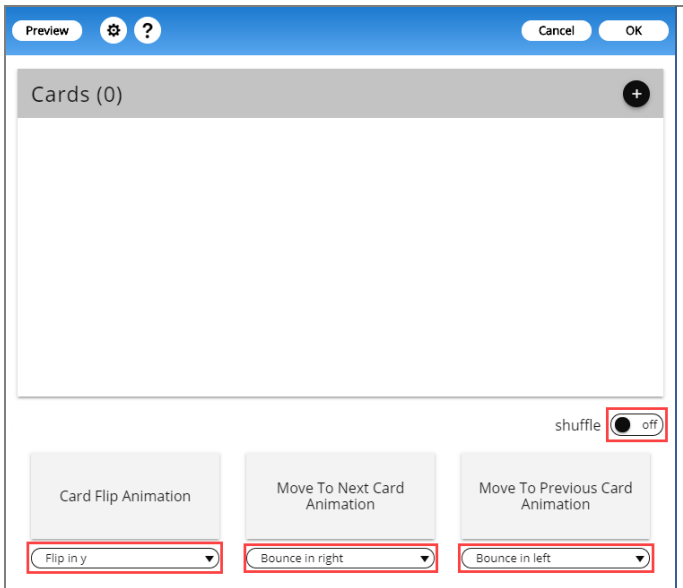
1. Click **+** to create a card.

   Hover over an existing card and choose **Edit** to make changes or **Delete** to remove the card from the activity.

2. Add text, image, or media content to the card.

   Click in the editor window to:
   - Format text font style, size, color, and alignment.
   - Click the image icon to add an image to the flash card.
   - Click the media icon to add media to the flash card.
   - Use the link icon to hyperlink text to a website, local files, etc.

3. Click on **Front/Back** to edit the opposite side of the card.



4. Change the animation (optional) used for:
   - Card flip
   - Move to Next Card
   - Move to Previous Card
5. Turn **Shuffle: On** to automatically rearrange the cards.
6. Click **OK** to insert the activity into your lesson.

Web Browser – Flash Card Activity

Students can click flip to view the opposite side of the card and use the arrows to navigate to other cards.

Students can click ✖ to remove that card from the deck *temporarily*. If the activity or page is refreshed, the student will see the full deck once again

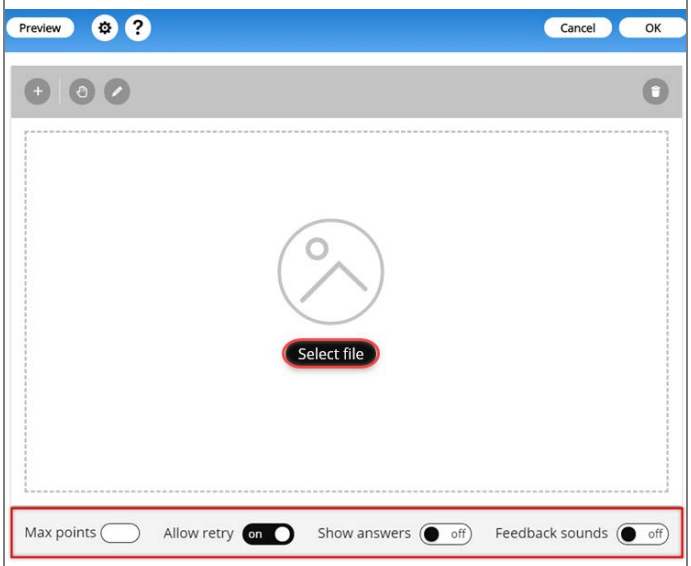
Students can click ⚙ to refresh the activity, view back/front of the cards or export the activity text file.

Click ? to view keyboard control commands.

Hot Spot Activity

With the Hot Spot Activity, you can give students an image with specific parts you want them to be able to identify by clicking on that spot. They earn points for each correct answer. See an online example.

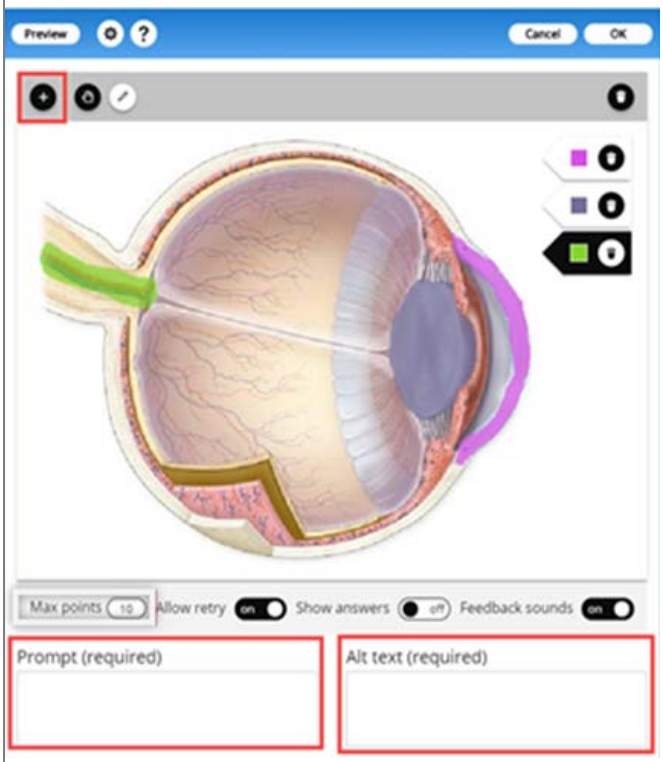
Create Online



1. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location.

2. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

For information about the options, see the section Activity Options Tab.



3. Click **+** to color part of the image.

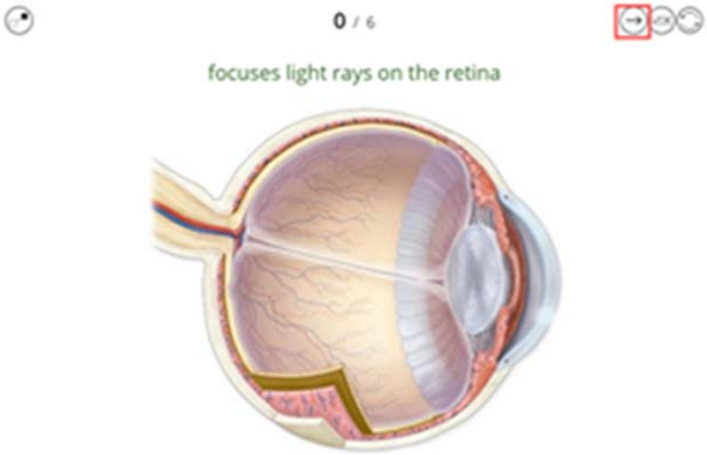
4. Enter text in the Prompt and Alt text areas to create a hot spot area on the image for students to identify.

5. Repeat steps 3 and 4 until all hot spots have been created.

Notice a different color appears when adding another hotspot. You can click on the chosen color to choose a new color for the hot spot or edit the hot spot.

6. Click **OK** to insert the activity into your lesson.

Web Browser – Hot Spot Activity



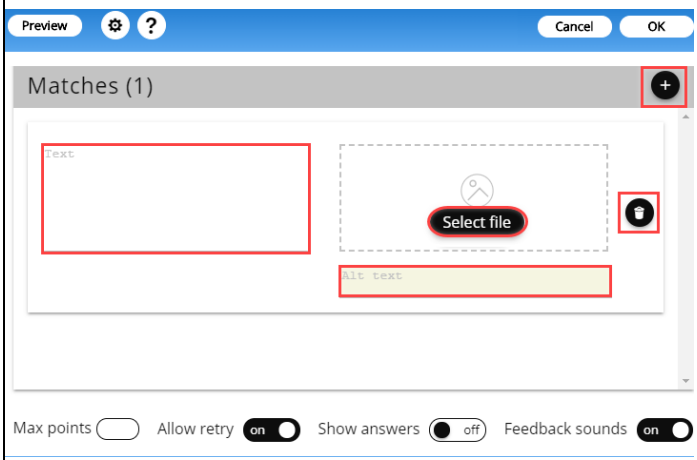
Students will click on the hot spot corresponding to the prompt at the top of the screen.

Students can click **Skip** to go to the next prompt.

Identify Activity

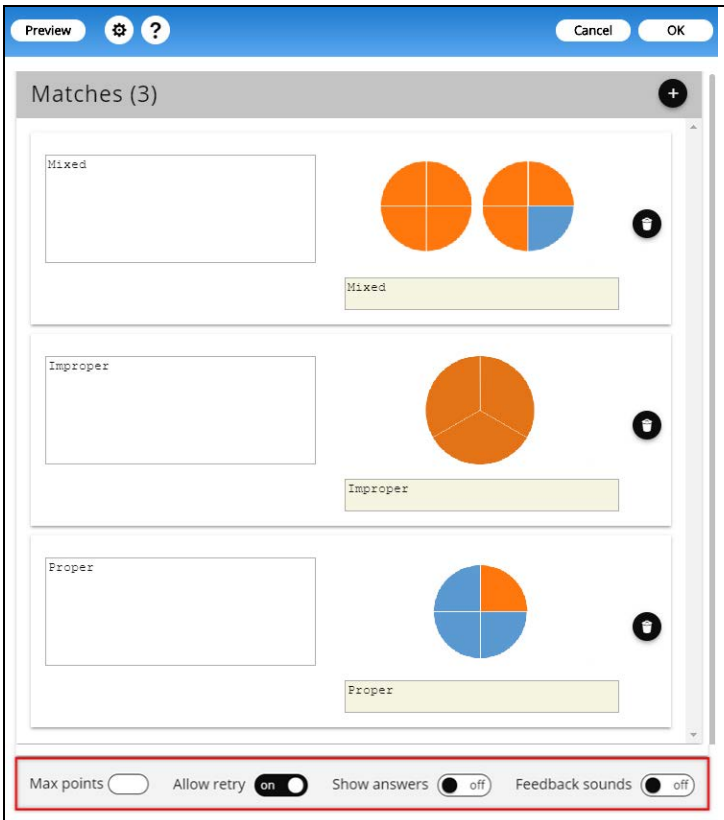
With the Identify Activity, students scroll through words or phrases until they find the one that matches answers the question associated with the given image. See an online example.

Create Online



1. Click the **+** icon to create a text and image matching pair.
2. Enter a matching text and image pair (two to twelve pairs).
3. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location.
4. Add Alt Text for the image.

   Hover over the image and choose to **Change Image** or click the **Trash Can** icon to delete the image.



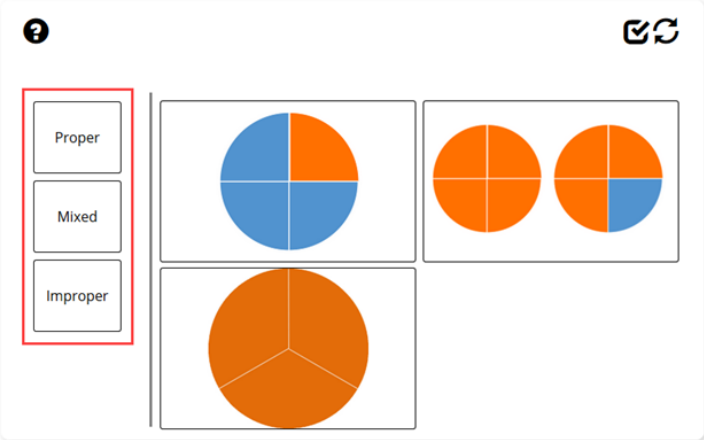
5. Repeat steps 1-4 until each text and image matching set has been created.

6. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

   For information about the options, see the section Activity Options Tab.

7. Click **OK** to insert the activity into your lesson.

Web Browser – Identify Activity



Students will drag the text listed in the left column to the correct matching image on the right.

Students will complete the activity once all items have been matched.

Students can click the icon to submit their matches and complete the activity.

The activity can be completed without moving all matching text pairs and students will receive partial credit for the correctly answered items.

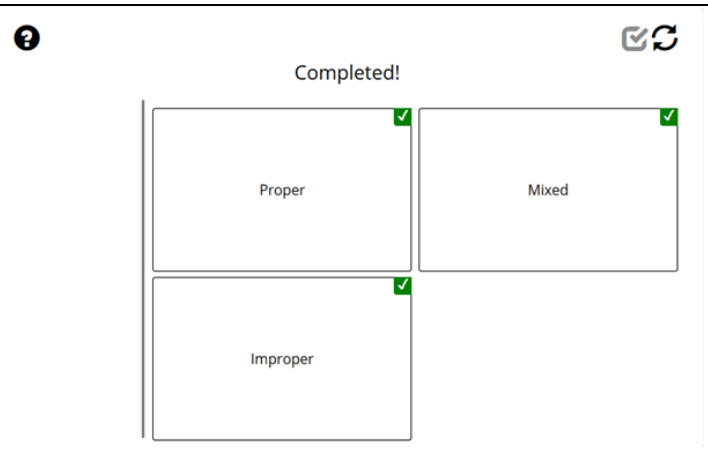
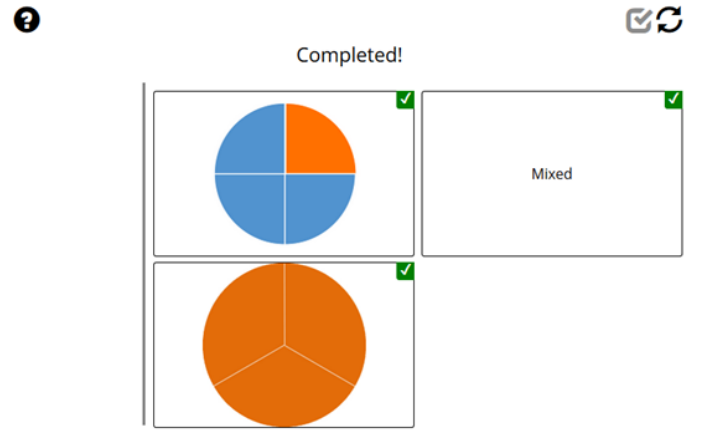
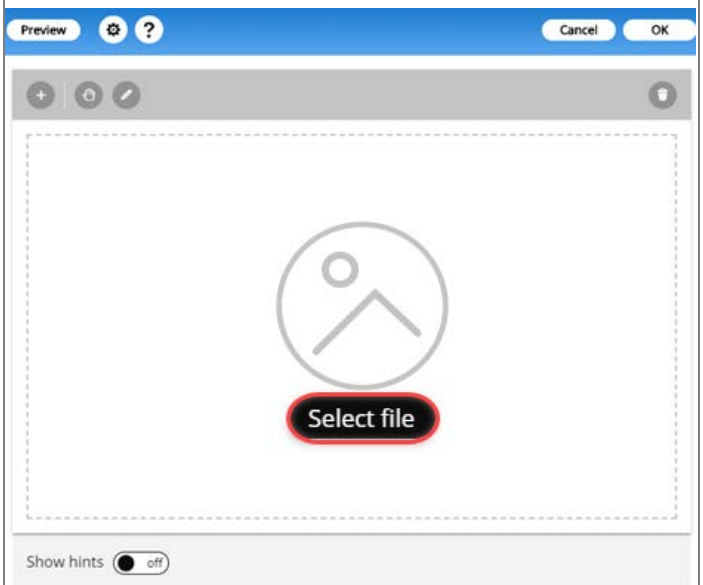
	Students will see a green check in the upper right corner of the correctly matched sets. If 'Show Answers' is enabled, students will see all correctly matched pairs.
	Users can then click on the matched pair to scroll through the text and image.

Image Map Activity

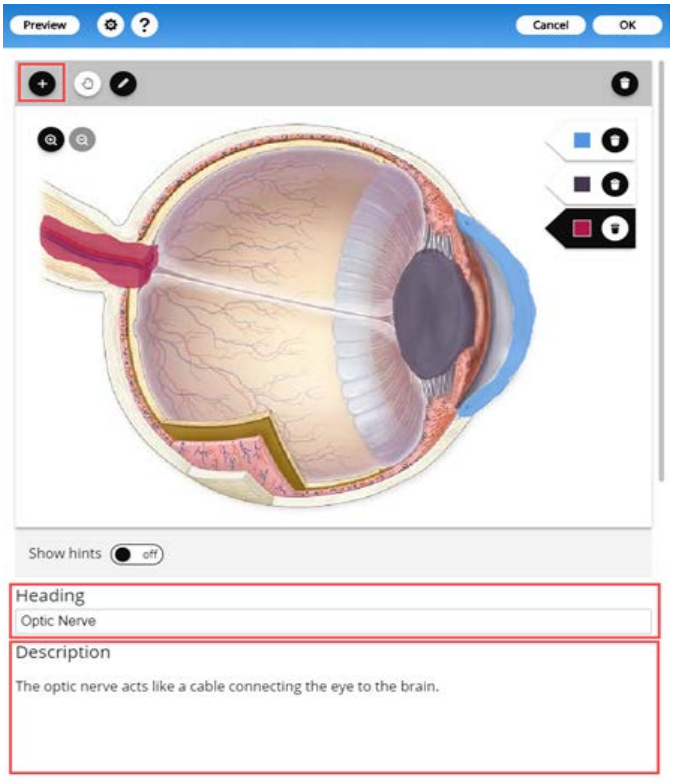
With the Image Map Activity, you can give students an image with specific parts you want them to be able to identify by clicking on that spot. They can practice as many times as they want. See an online example.

Create Online



1. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location.
2. Enabled 'Show hints (optional).

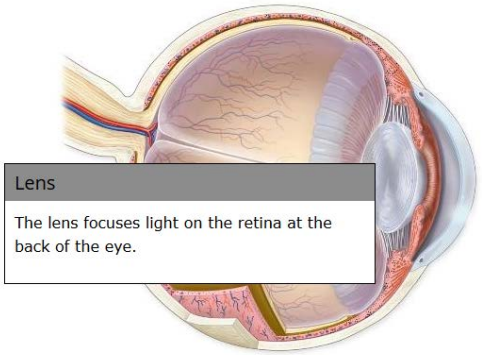
   If 'Show hints' is enabled, then the colored hot spot will appear on the image when the student completes the activity.



3. Click **+** to color part of the image.
4. Enter text in the Heading and Description area.
5. Repeat steps 3 and 4 until all hot spots have been created.

   Notice a different color appears when adding another hotspot.
6. Click **OK** to insert the activity into your lesson.

Web Browser – Image Map Activity

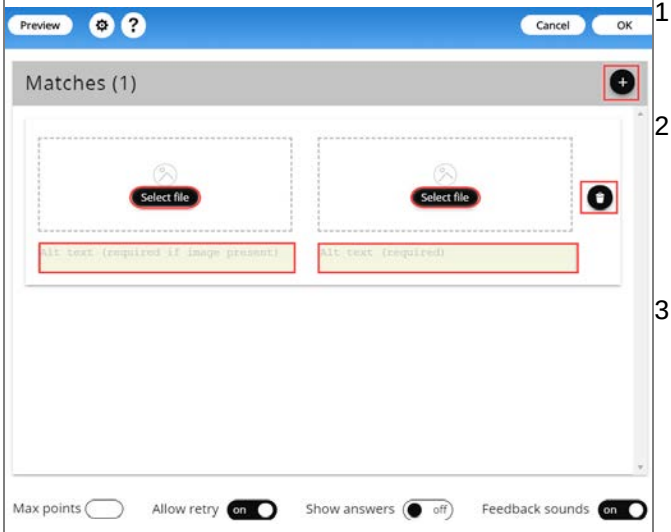


Students will move their cursor over the hot spot in the image and view the popup heading and description content.

Image Matching Activity

With the Image Matching Activity, students scroll through words or phrases until they find the one that matches answers the question associated with the given image. See an online example.

Create Online



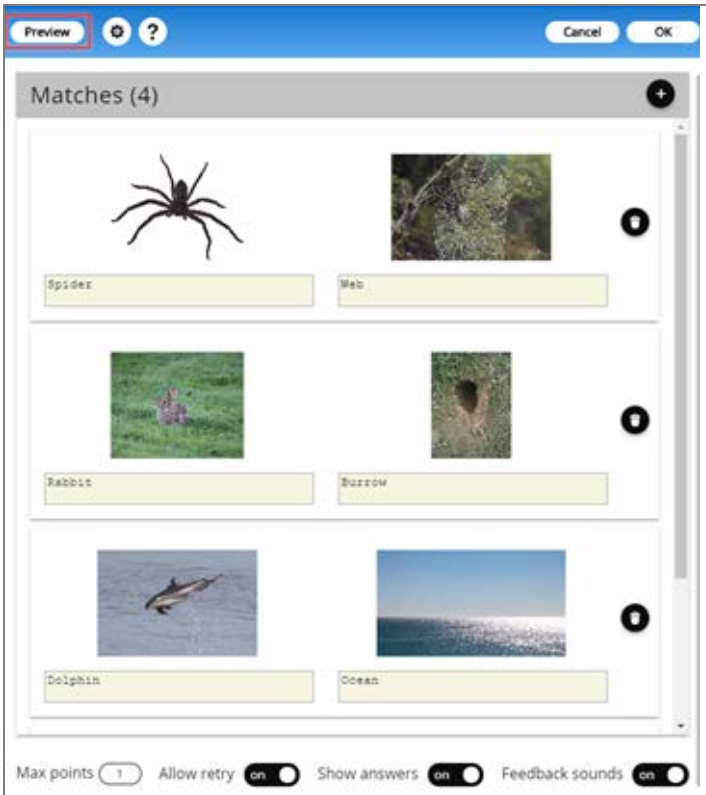
1. Click the **+** icon to create an image matching pair.

2. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location for each matching image pair.

3. Add alt text for each image.

To edit an image match, hover over the image and choose to **Change Image** or click the **Trash Can** icon to delete the image.

Click the **Trash Can** icon next to the image pair to delete a matching set.



4. Repeat steps 1-3 until all matching image pair sets have been created.

5. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

   For information about the options, see the section Activity Options Tab.

6. Click **OK** to insert the activity into your lesson.

Web Browser – Image Matching Activity

Students will drag each image listed in the left column to the correct matching image on the right.

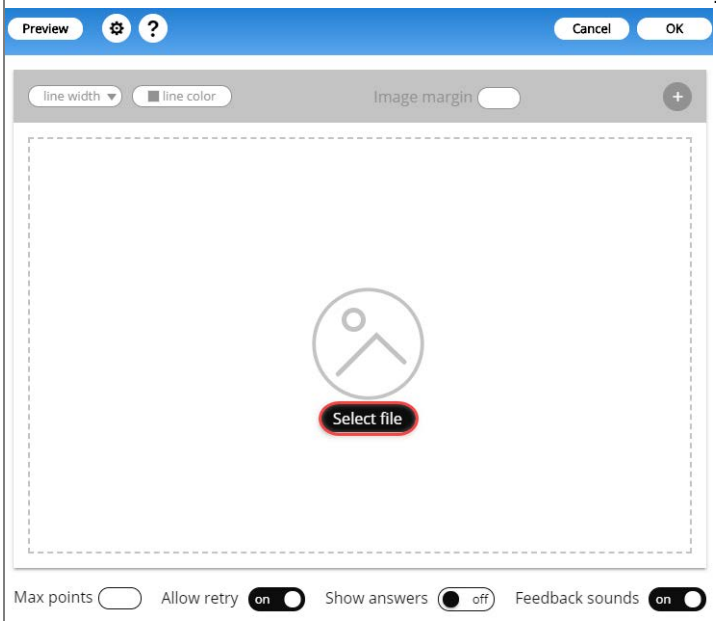
Students can click the icon to submit their matches and complete the activity.

The activity can be completed without moving all matching text pairs and students will receive partial credit for the correctly answered items.

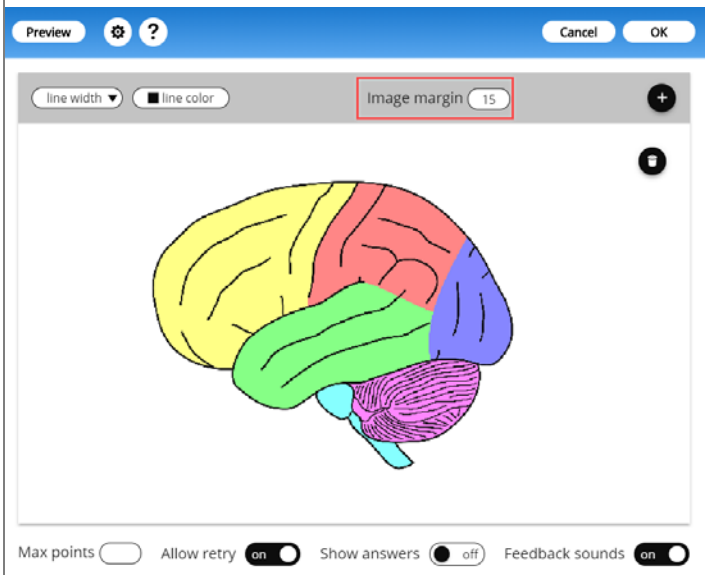
Labeling Activity

With the Labeling Activity, you can give students an image with specific parts you want them to be able to identify and label. See an online example.

Create Online

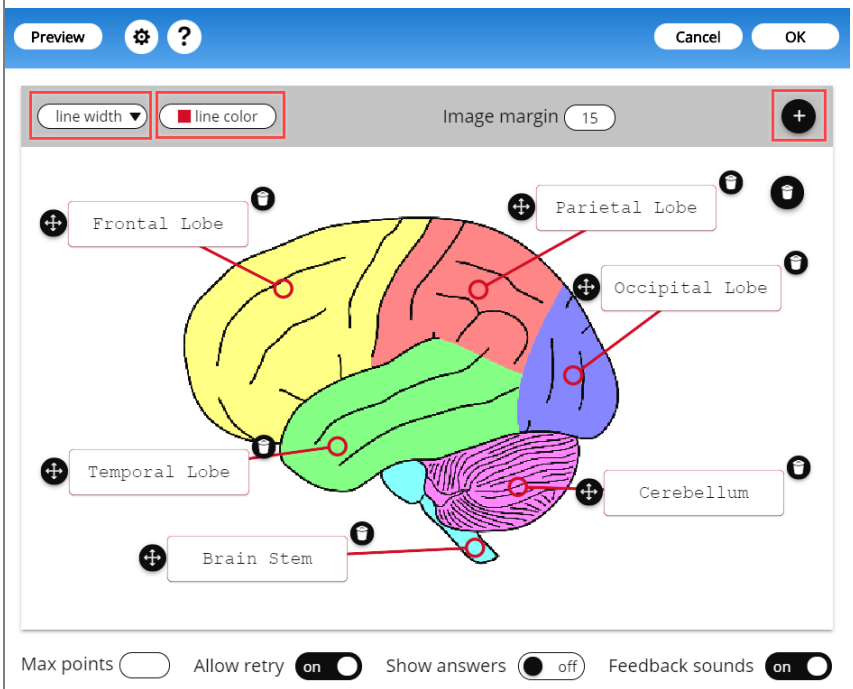


1. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location for each matching image pair.



2. Add margin spacing (optional.)

   Enter pixel value for margin spacing around your image, if desired.



3. Click **+** in the upper right corner to create a label.

IMPORTANT: Be sure to drag each label with the 4-way arrow icon **and** circle pointer onto the image.

4. Add text to the label.

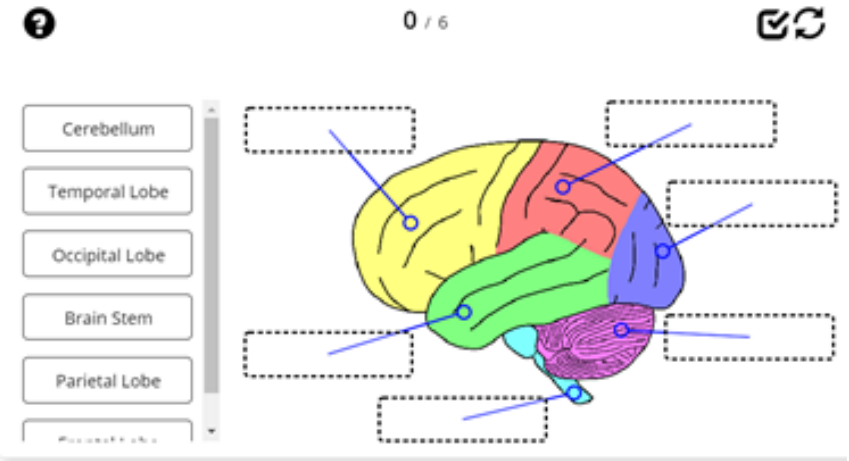
5. Change the line color and width (optional).

Click the trash can next to the label to remove that label.

6. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

For information about the options, see the section Activity Options Tab.

Web Browser – Labeling Activity



Students will drag each label listed in the left column to the correct slot on the image.

Students will complete the activity once all items have been matched.

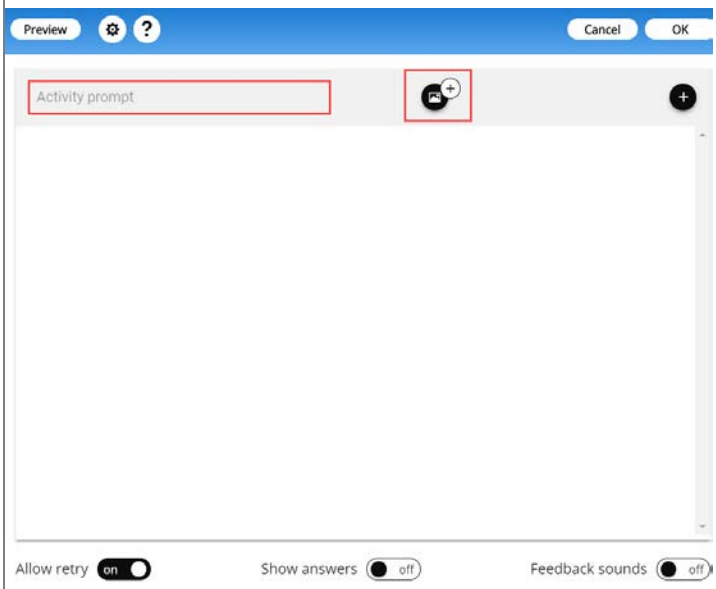
Students can click the icon to submit their matches and complete the activity.

Complete the activity without moving all matching text pairs to receive partial credit for the correctly answered items.

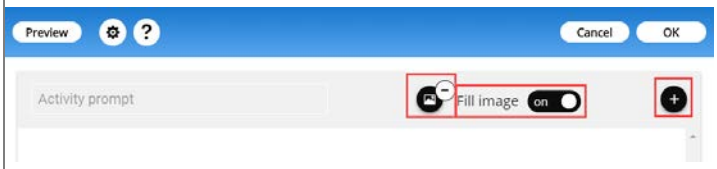
Memory Activity

With the Memory Activity, students will click on a card to flip the card over. The student will then click on another card to identify a matching card. See an online example.

Create Online

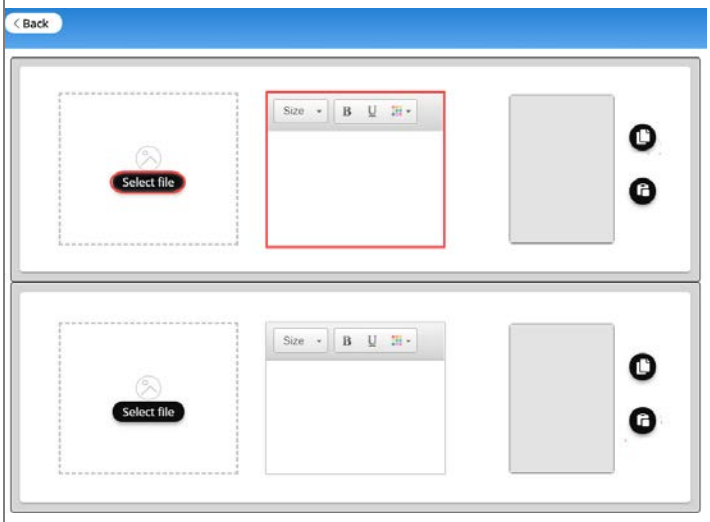


1. Add a prompt to help students identify the matching pairs. For example: *Match the Spanish name to the color image.*
2. Click on the 'Choose card deck image' icon to add a Local image file, SoftChalk Cloud image file or URL image file location to display on the card backs. (optional.)



If you have added an image to the card back, click on the **–** icon to remove the image on the card back.

3. Choose **Fill image: On** (optional) to have the image fill the full back of the card.
4. Click on **+** to create a matching pair.

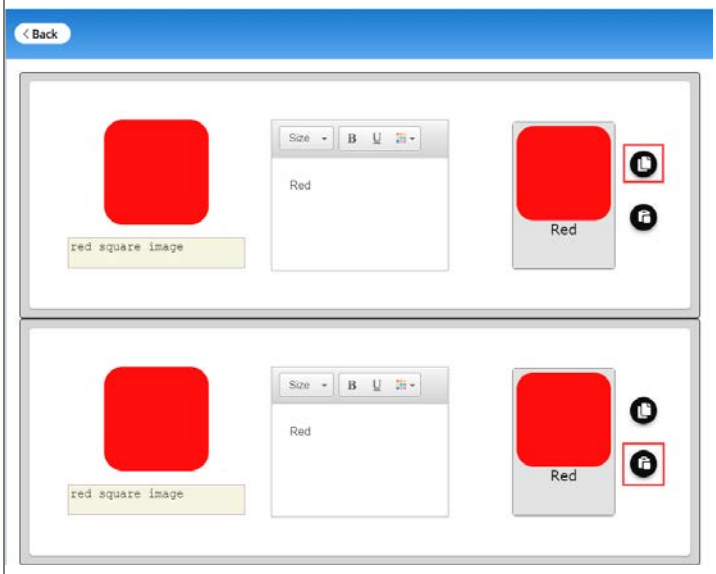


5. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location (optional).

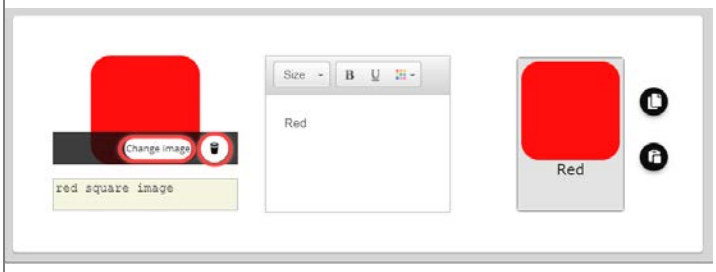
   Add alt text for the image.

6. Enter text and format using the toolbar in the center (optional).

   You'll see a preview of the item with image and/or text on the right.



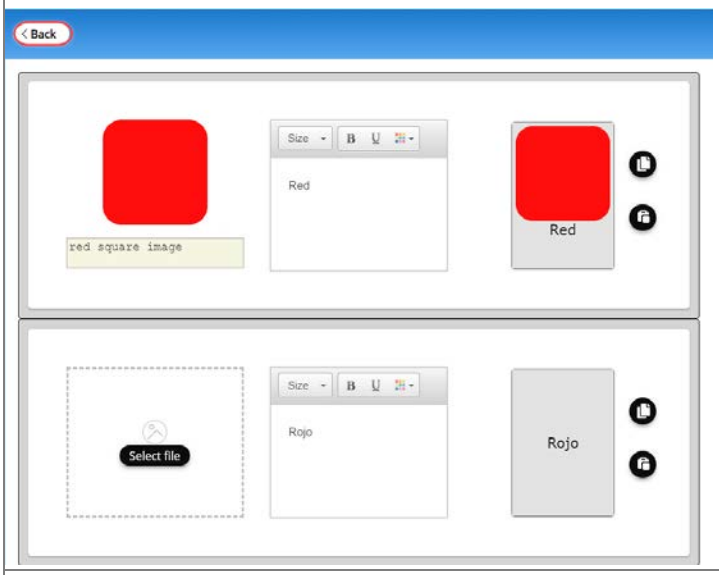
7. Click the top-right 'Copy Card Content' icon to copy the card. Then, use the bottom-right 'Paste Card Content' icon to create a duplicate of that card (optional).



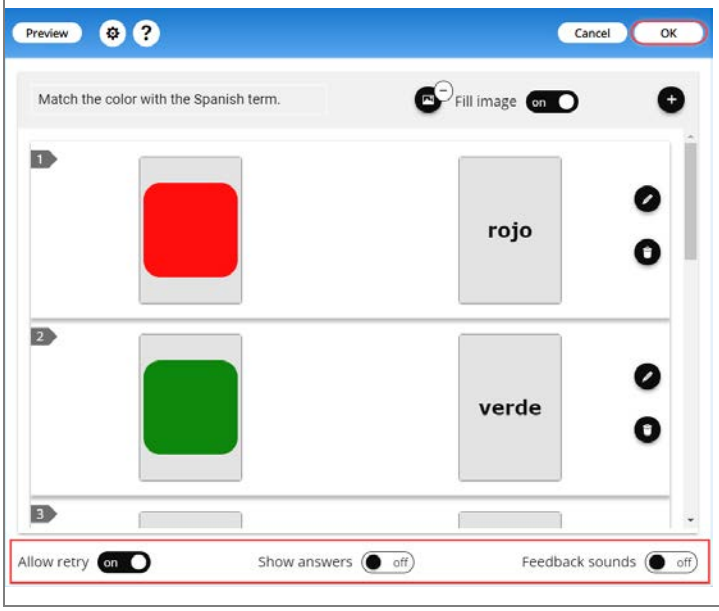
8. Hover over an image to **Change Image** or **Delete** the image.

9. You can also edit the text and format using the toolbar in the center (optional).

   You'll see a preview of the item with image and/or text on the right.



10. Once you have finished creating your matching pair, click **Back**.



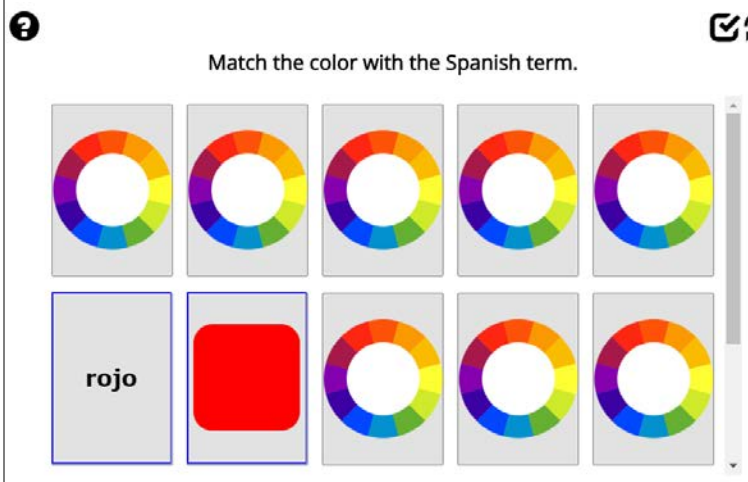
11. Repeat steps **4-10** until each matching pair has been created.

12. Enable Retry, Show Answers or Feedback sounds (optional).

    For information about the options, see the section Activity Options Tab.

13. Click **OK** to insert the activity into your lesson.

Web Browser – Memory Activity



Students will click on a card to flip one over. Then the student will look for the matching card by clicking to flip another card over.

Students will complete the activity once all items have been matched.

Students can click the icon to submit their matches and complete the activity.

The activity can be completed without moving all matching text pairs and students will receive partial credit for the correctly answered items.

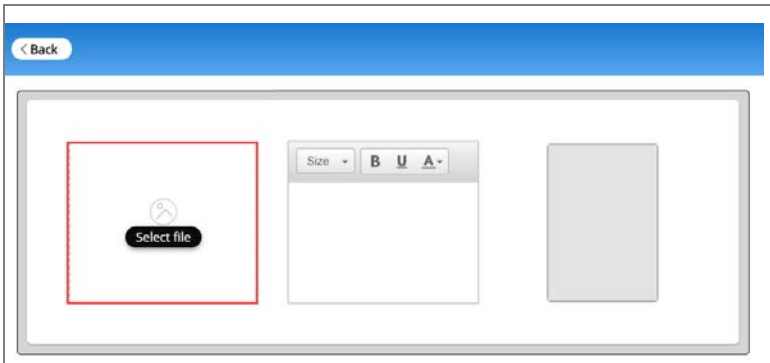
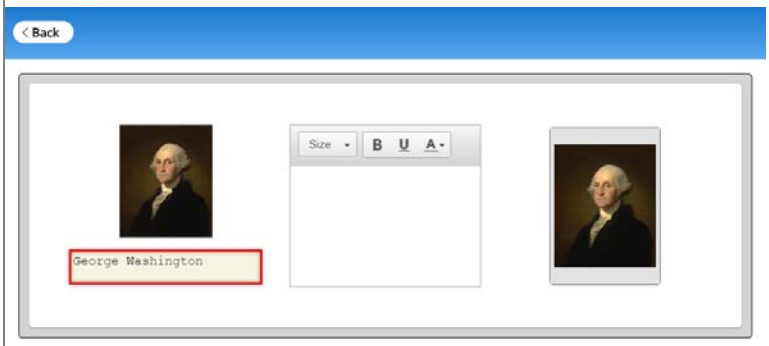
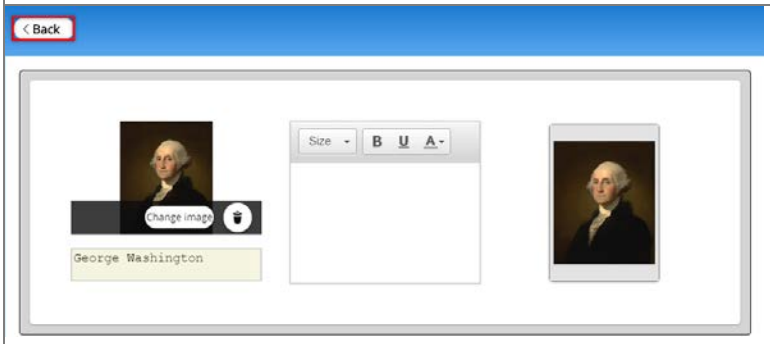
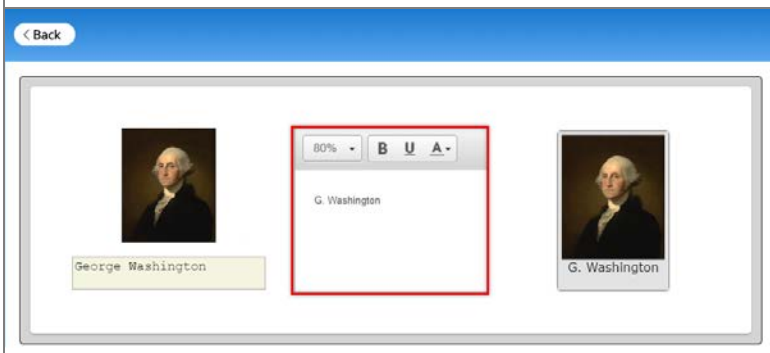
Ordering Activity

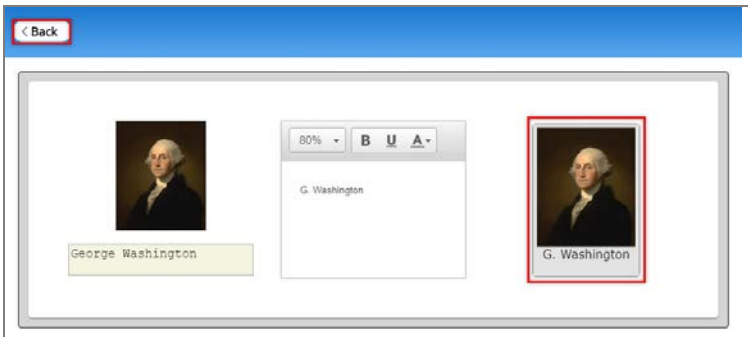
Create a question that requires students to identify the correct order of items in relation to one another. Be specific in the question as to the direction of the ordering (i.e. lowest to highest, least to greatest, oldest to youngest, etc.). See an online example.

Create Online

1. Click the + icon and enter a text matching pair (item and match, two to twelve pairs).

   Or Import a text list (optional). For instructions on importing and exporting text lists, see the section Import and Export Text Lists.

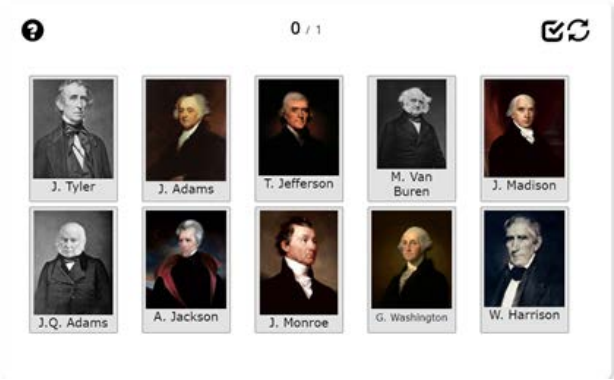
	2. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location (optional).
	3. Add Alt text to the image.
	Hover over the image and choose to **Change Image** or click the **Trash Can** icon to delete the image. 4. Click **Back** to return to the Category list. 5. Then click the **+** icon to add another card for a category.
	6. Enter text into the editor card in the center. Use the text toolbar to change font size, format, and color. To the right is a preview of the card as it will appear in the activity.



6. You can click **Back** to return to the activity editor and view the cards already created or add a new item in the activity.

7. Click **OK** to insert the activity into your lesson.

Web Browser – Ordering Activity



The items will appear in random order.

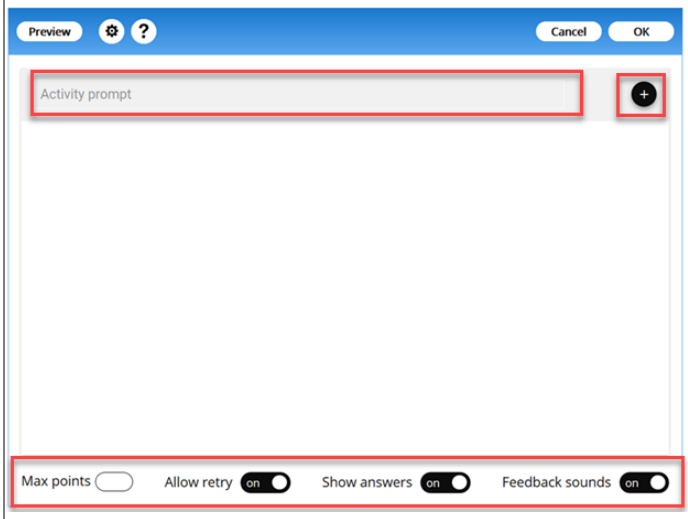
Drag the items into the correct order.

If **Allow Retry** is enabled in the activity, then the items will again appear in a random order when the **Restart** icon is clicked.

Pairs Activity

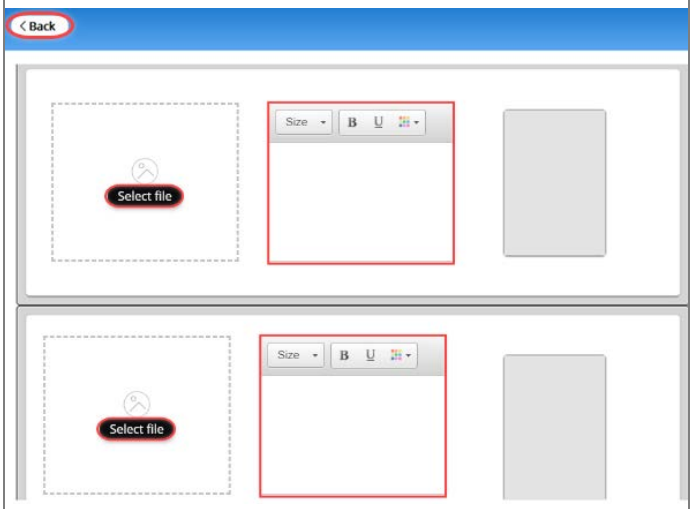
The Pairs activity lets you put match text and/or image items in pairs. The following screens show how to set up the activity in SoftChalk Create and how students will view the activity. See an online example.

Create Online



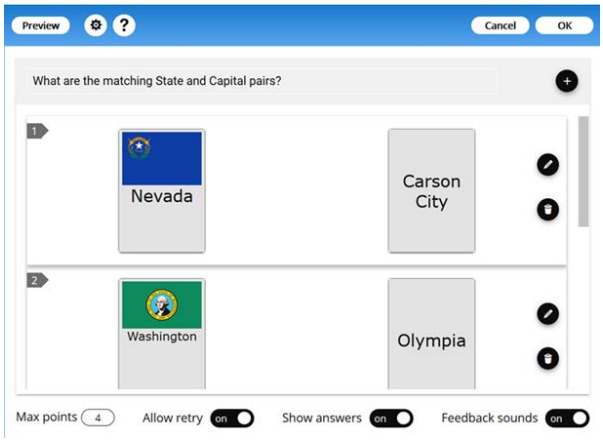
1. Add a prompt for students to identify an 'item' out of a group of 'items'. For example: *Choose the noble gases from the following list of elements*.
2. Enable Partial Credit (optional). If Partial Credit is not enabled, then the students must select all of the correct 'items' to receive credit for the activity.
3. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

   For information about the options, see the section Activity Options Tab.
4. Click the + icon to create a matched pair.



5. Drag and drop or click **Select File** to insert your local or Cloud image file for each item (optional). Add Alt text to the image(s).
6. Enter text and format using the toolbar in the center for each item (optional).

   You'll see a preview of the item with image and/or text on the right.
7. Click **Back** when finished with this matched pair.



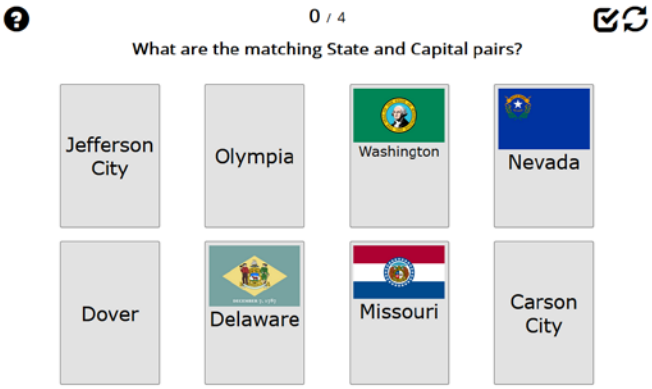
8. Repeat process until all matching pairs have been created.

   In the activity editor, you'll see the paired items that have been created.

   Click the pencil icon to **Edit** or **Delete** the pair.

9. Click **OK** to insert the activity into the lesson.

Web Browser – Pairs Activity



Students will see the items in a random order. They will click on each item 'pair' according to the prompt.

Students can click on an item to select and can click another item to match.

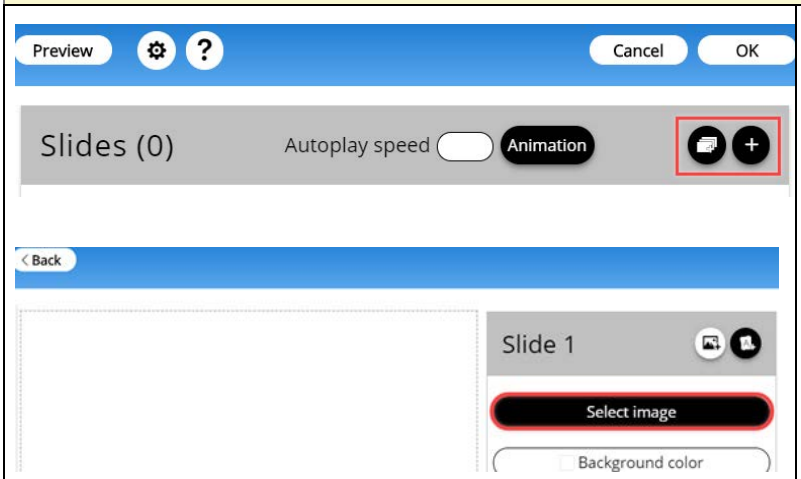
- If correct, the student will see a green check mark in the upper right corner of the paired items.
- If incorrect, the student must successfully match the 'first' card they selected.

Students will click on the icon to submit their answers and complete the activity.

Slideshow Activity

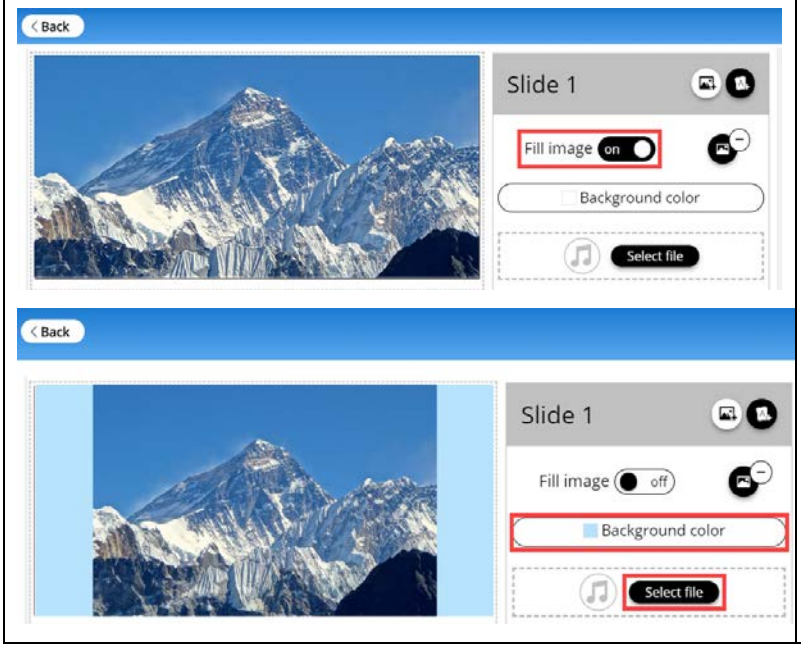
With the Slideshow Activity, students view photographs associated with the subject and content of the lesson. The slideshow can include text for each image as well. You can also add audio (in an mp3 format). See the online example.

Create Online



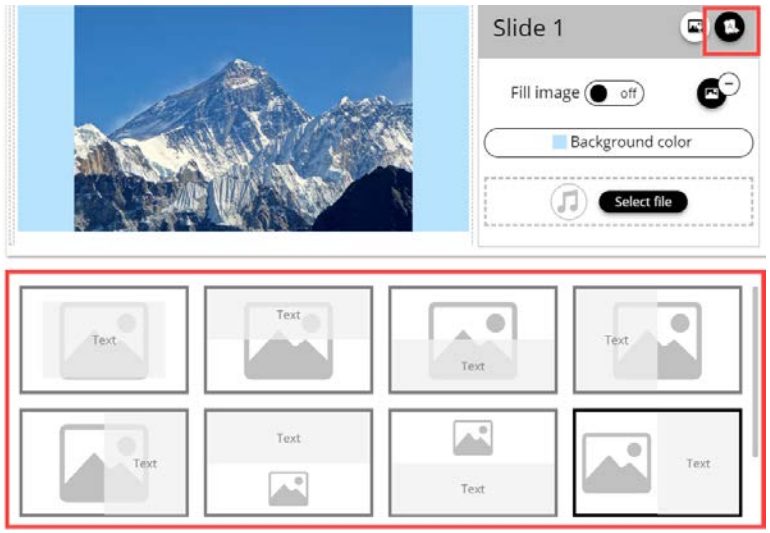
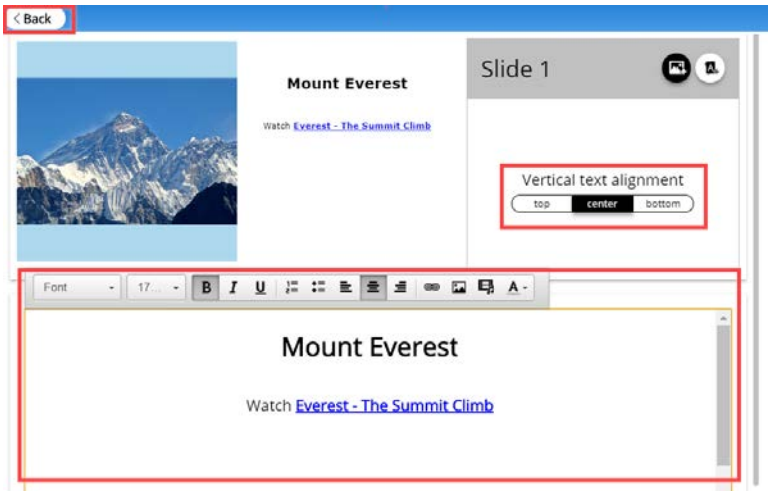
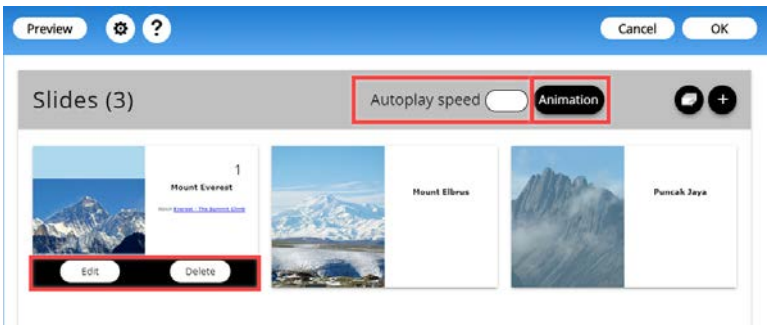
1. Click the **+** icon to create a new slide.
   Or, click the folder icon to select and create multiple local image slides at once.
2. Click **Select File** to choose a local, Cloud, or URL image file for the slide (optional).

   To remove the slide image, click the **(-)** image icon.

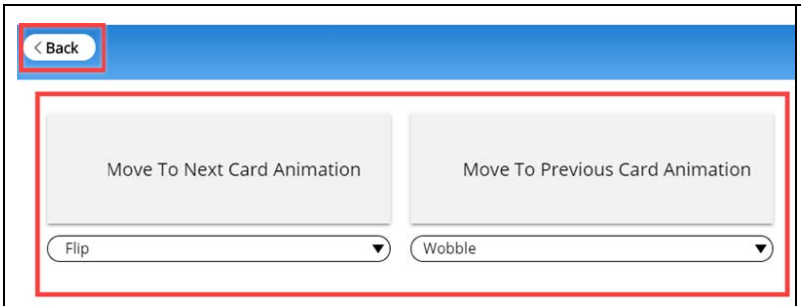
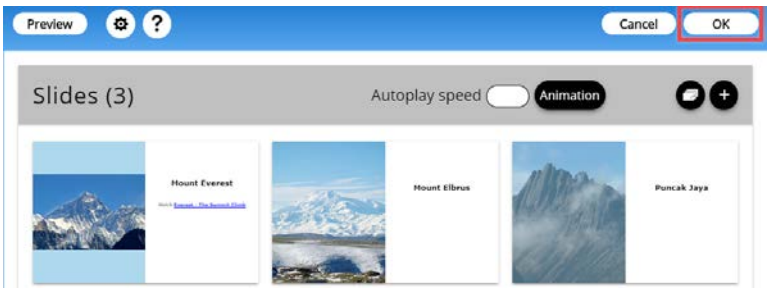
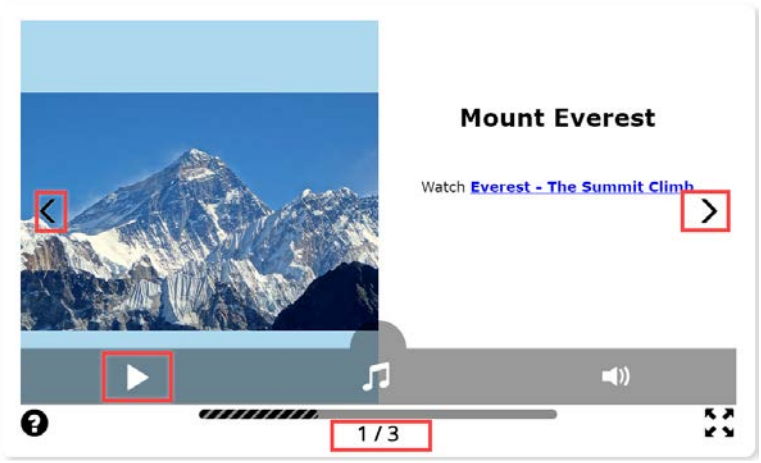


3. When **Fill image: On** is selected, the image will resize to better fill the entire slide. (optional)
4. When **Fill image: Off** is selected, the image will appear in the slide with the defined image dimension.

   You can also set a **Background color** around the image. (optional)
5. Click **Select file** next to the audio icon to add **Audio** to the slide. (optional)

<table>
<tr>
<td> 
</td>
<td>6. Select an overlay to display additional content along with the image. (optional)
7. Click the Content icon in the top-right corner to add context to the slide. (optional)</td>
</tr>
<tr>
<td> 
</td>
<td>8. Add text and/or use the toolbar to add additional context to the slide. (optional)
9. Set the text alignment in the overlay ‘Text’ area.
10. Click Back to return to the Slideshow Activity editor.</td>
</tr>
<tr>
<td> 
</td>
<td>11. Click and drag slides to change the slide order.

Hover over a slide to choose to Edit or Delete the slide.
12. Manually set the Autoplay speed to specify how many seconds a slide should display before moving to the next slide. (optional)
13. Click on Animation to set card action animation.</td>
</tr>
</table>

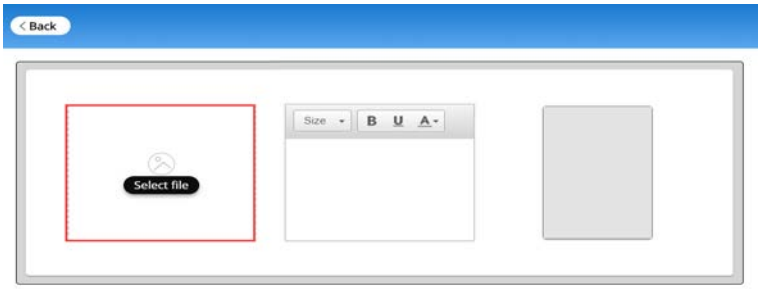
	14. Set the *Move to Next Card Animation* and *Move to Previous Card Animation* style using the dropdown menu. (optional) 15. Click **Back** to return to the Slideshow Activity editor.
	16. Click **OK** to insert the activity into the lesson.
Web Browser – Slideshow Activity	
	Students can click on the left/right arrows to sort through the slides, or the set autoplay speed will automatically move the slides. If audio was added to the slide, students can click on the play button to listen to the audio. Students know how far along they are in the activity by the slide count at the bottom.

Sorting Activity

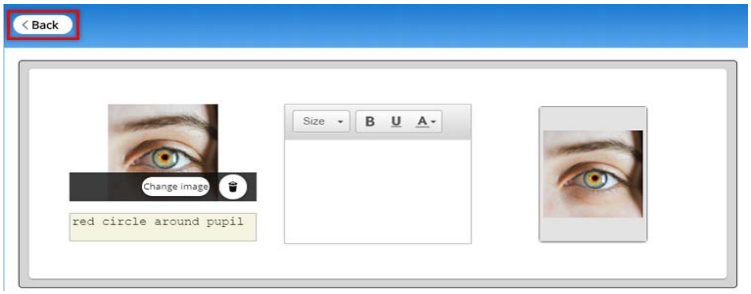
With the Sorting Activity, students practice sorting items into different categories. Students click the card deck to view a card, consisting of either text or images, then drag the card into its corresponding category. See an online example.

Create Online

1. Enter your category titles.
2. Click the + icon to add the **Card** for the category.

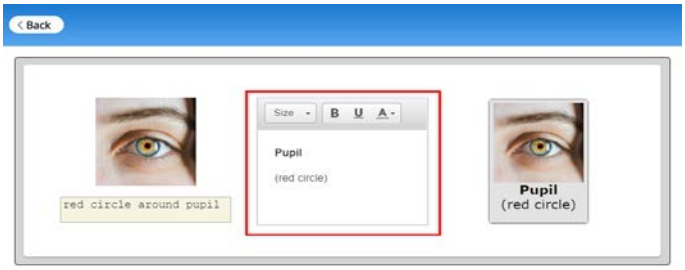


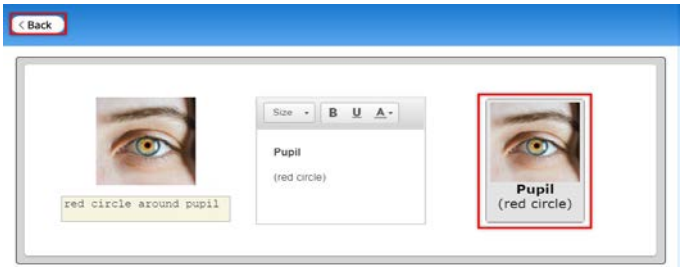
3. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location (optional).



4. Add Alt Text for each image.

   To edit, hover over the image and choose to **Change Image** or click the **Trash Can** icon to delete the image.





5. Enter text into the editor card in the center (optional).

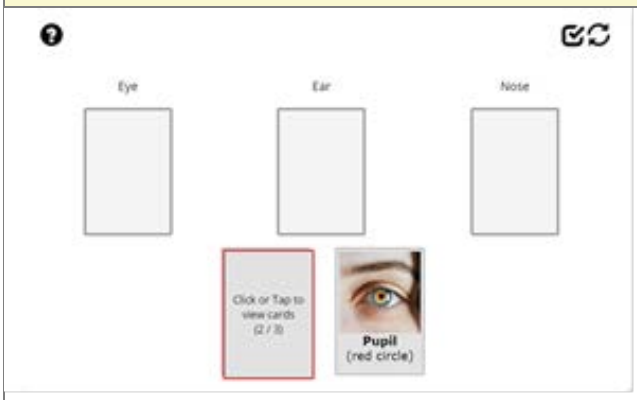
   Use the text toolbar to change font size, format, and color.

To the right is a preview of the card as it will appear in the activity.

6. You can click **Back** to return to the Category list and add or edit a category.

7. Click **OK** to insert the activity into the lesson.

Web Browser – Sorting Activity



This activity resembles the solitaire game.

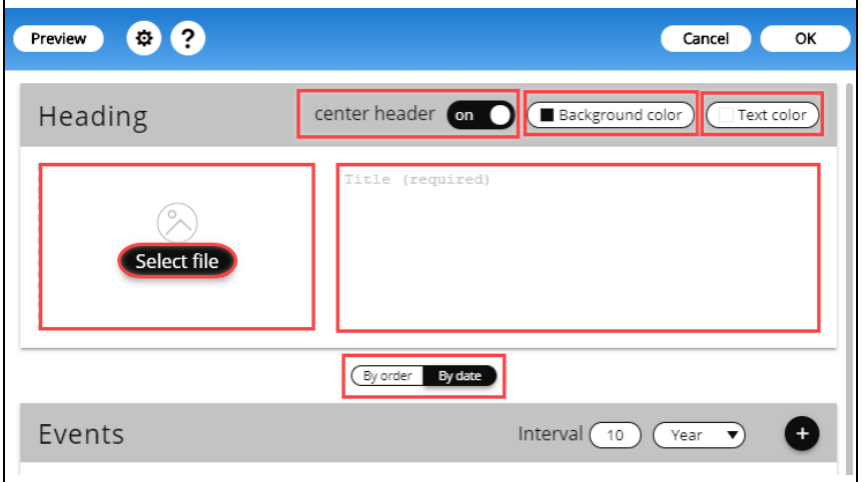
The cards will appear in random order in the stock deck.

Students will click on the stock deck to flip over cards. Students can drag the flipped stock cards to the correct category.

Timeline Activity

The Timeline activity lets you view a timeline ordered by date or list. For instance, you would select **by date** to create a timeline for the Revolutionary War and **by List** to create a timeline for a process such as baking a cake. See an online example.

Create Online



1. Click **Select File** to add an image file (Local, Cloud, or URL) into the heading. (optional).

   Add image alt text.
2. Enter a title for your timeline.

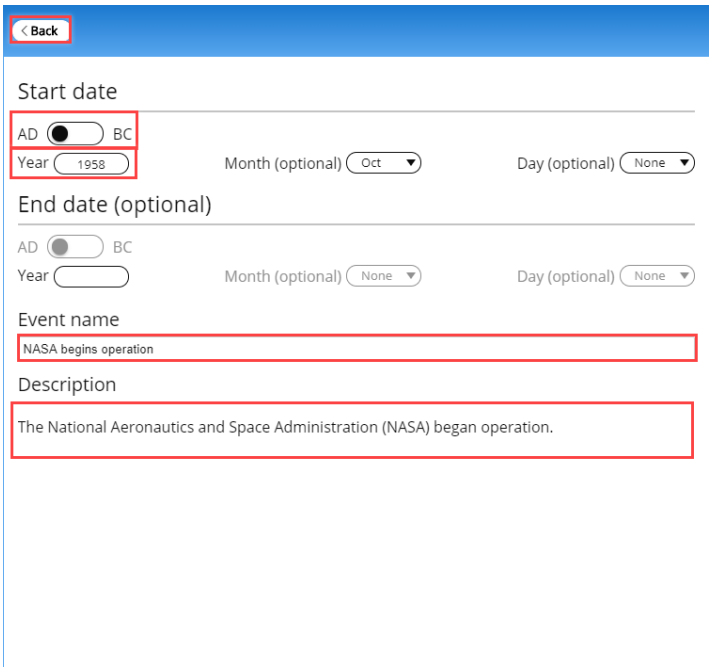
   To center the title, click the toggle **On**.
3. Choose the header background color and text color.

4. Decide if the activity should display events ***By order*** or ***By date***.

IMPORTANT: If Date is chosen, be sure to select an appropriate **Interval**.

5. Click **+** to create an event.

6. Select the event listed to add the event details.



Events – Date

7. Choose date period (AD or BC).

8. Enter Start Date: year (required) and month/day (optional).

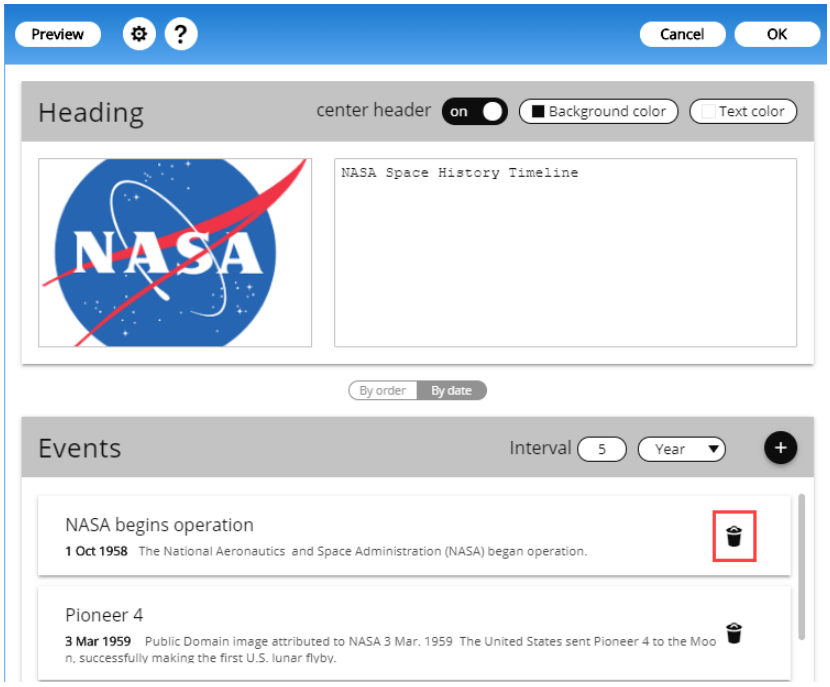
9. Enter End Date: year, month/day (optional).

   IMPORTANT: If the *Start Date* includes month and/or day, then the *End Date* requires a month and/or day to be entered.

10. Enter the event name.

11. Enter the event description (optional).

12. Click **Back** to add another event.



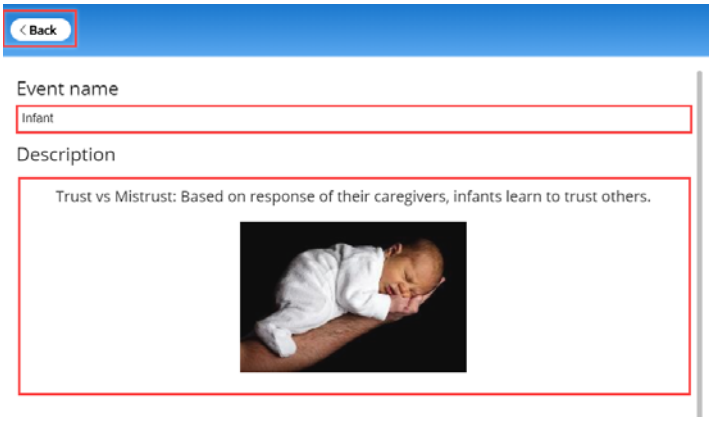
13. Click and drag an event to set the order (optional).

14. Click on the trash can icon to remove an event from activity, if needed.

Events - Order

15. Click **+** to create an event.

16. Click on the event to modify the event details.

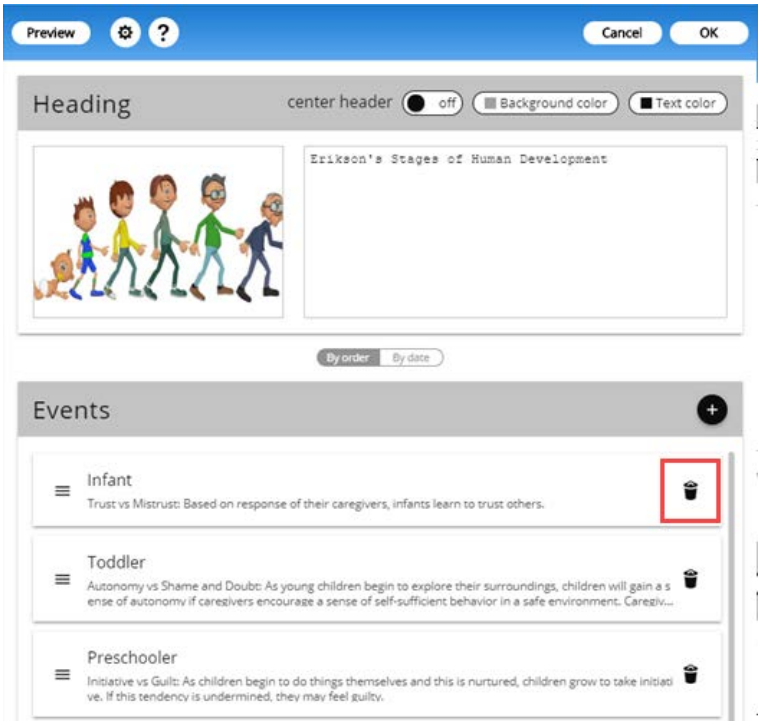


17. Enter the event name.

18. Enter the description (optional).

    Formatted text, images and media can be added to the description.

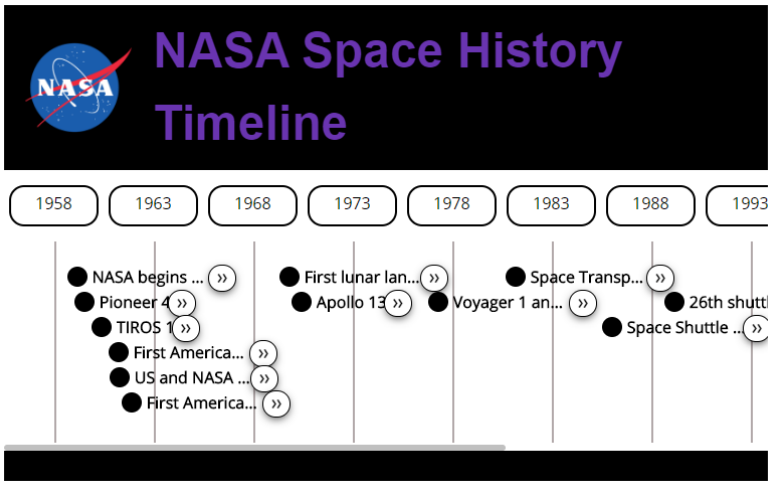
19. Click **Back** to add another event.



20. Click and drag an event to set the order.

21. Click on the trash can icon to remove an event from activity, if needed.

Web Browser – Timeline Activity

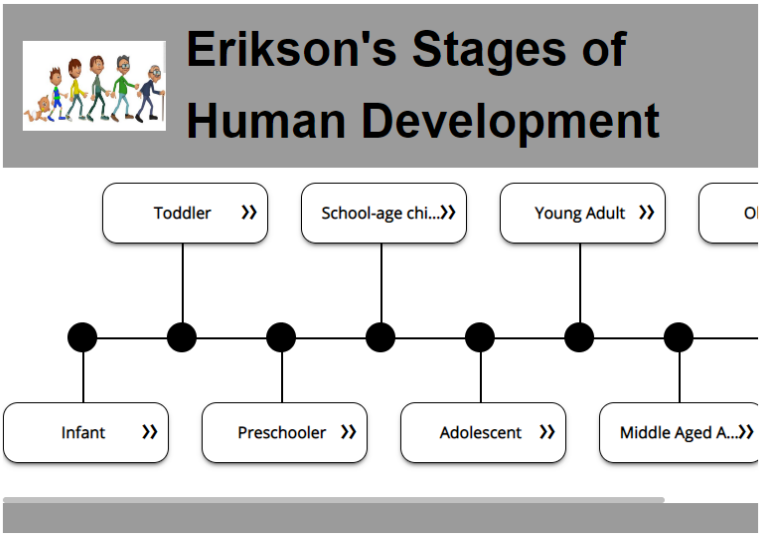


Date

Drag the bottom scroll bar to scroll the timeline.

Click each event for more details.

Notice the years at the top. Notice that the interval for this timeline was set to 5 years, beginning with the first event year.



Order

Drag the bottom scroll bar to scroll the timeline.

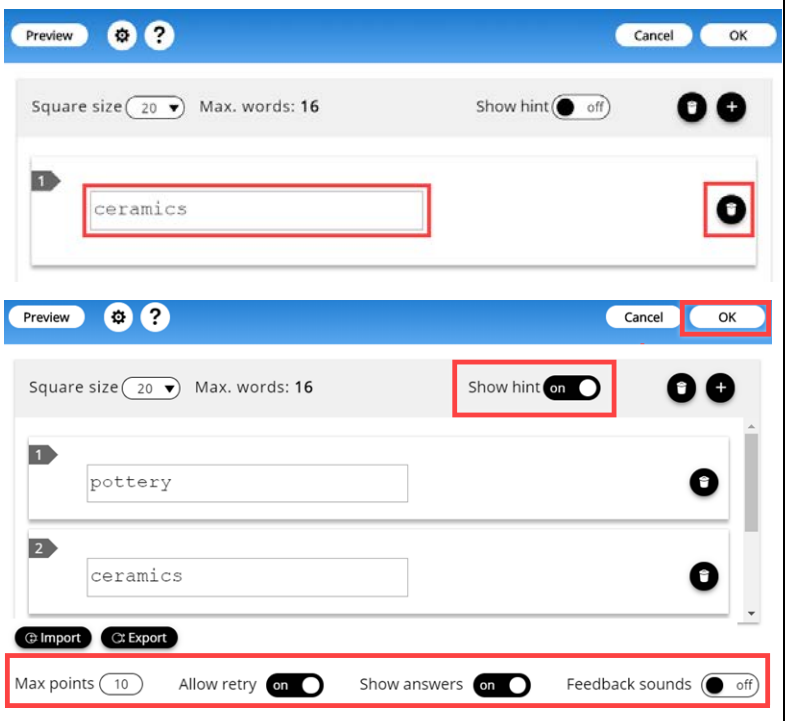
Click each event for more details.

Word Search Activity

The Word Search activity lets you pick out words in a grid. If you want to introduce difficult terms, this would be a good activity for an initial exposure to the terms.

Create Online

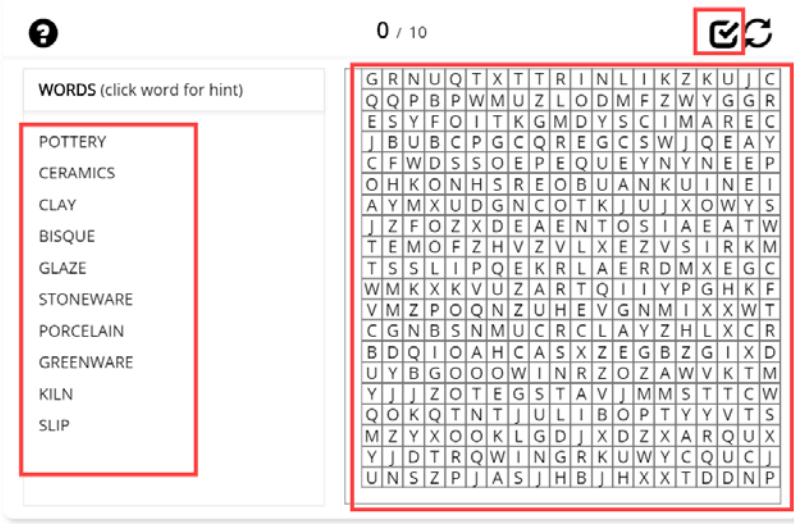
1. Set the Square size using the dropdown menu.
   The **Square size determines the maximum number and length** of words allowed in the activity.
2. Click the **+** icon to create a new word.
   Or Import a text list (optional). For instructions on importing and exporting text lists, see the section Import and Export Text Lists.



3. Type a word.
   Maximum word length equals Square size -1.

   Click the trash can icon to delete the word.
4. Repeat steps 2-3 until all words have been entered for the Word Search.
5. Enable **Show hint** if you want students to be able to click on a word listed to reveal a location hint of the word within the puzzle.
6. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).
   For information about the options, see the section Activity Options Tab.
7. Click **OK** to insert the activity into the lesson

Web Browser – Word Search Activity



Students will need to locate the words listed within the puzzle to the right.

If **Show hint** is enabled, then students can click on a word for a hint to the location of the word in the puzzle.

If they are unable to complete the puzzle, students can click on the icon to complete the activity and receive partial credit for words they were able to find.

SoftChalk Create app

The SoftChalk Create app is a content authoring program that is easy to use (like a word processer) 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 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.

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 Within Your Cloud Account

Save Content to the Cloud – My Content

Types of Content

Save a Learning Object or Quiz Group to the Cloud

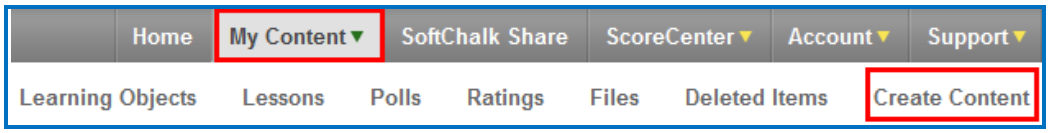
Save a Lesson to the Cloud

Save Content to Your Files Area

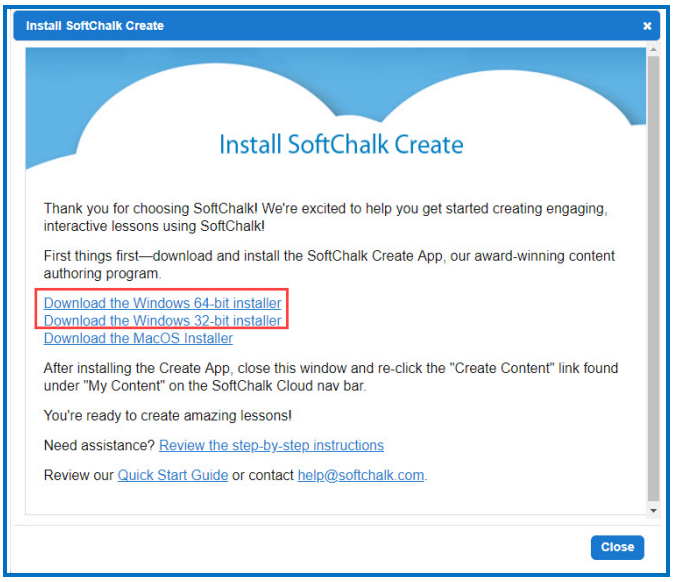
Edit Your Content

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**.



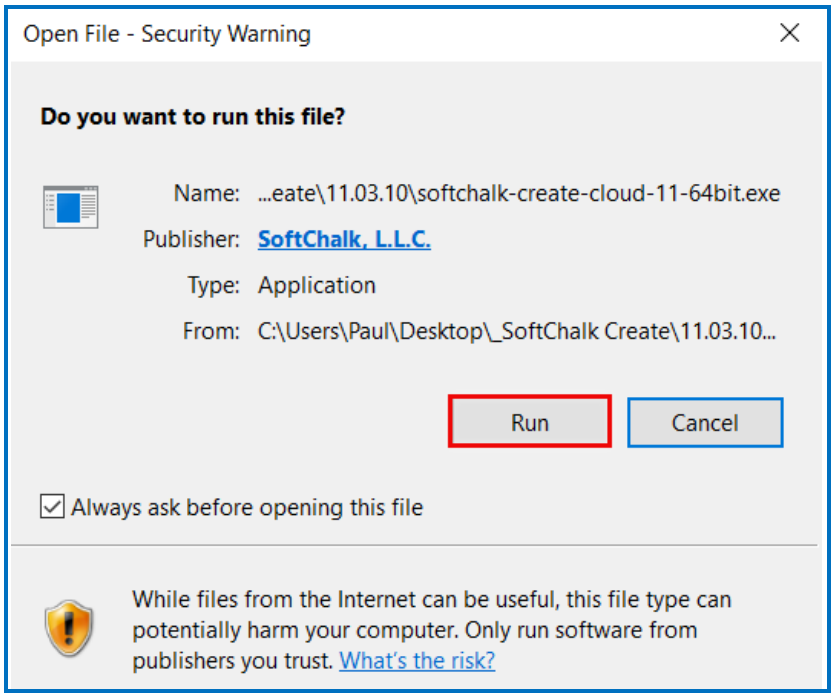
3. Click on the appropriate Windows download link (see below). Please be sure to let the download finish. The installation time is typically less than five minutes.



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-Cloud-11.exe*** or ***SoftChalk-Create-Cloud-11-64bit.exe***.

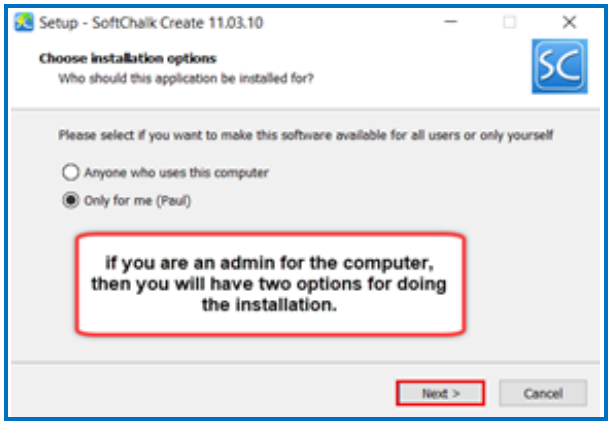
5. Drag the installer file to your desktop and double-click on it (see below).

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

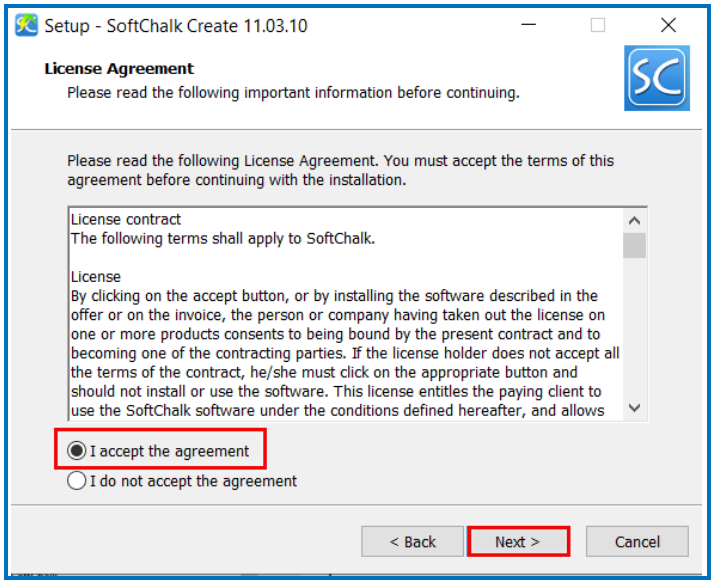


7. If you are an administrator, you have two options: 1) you can install SoftChalk Create for all users on the computer or 2) you can install SoftChalk Create for only your profile. Choose for whom the application should be installed and click **Next**. If you are an administrator for your computer and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



8. At the License Agreement screen, click **I accept the agreement** and click **Next**.



9. The application will begin installation and 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.)

10. Once you finish installing, the installer window will automatically close and you will see a shortcut on your desktop called ***SoftChalk Create***.

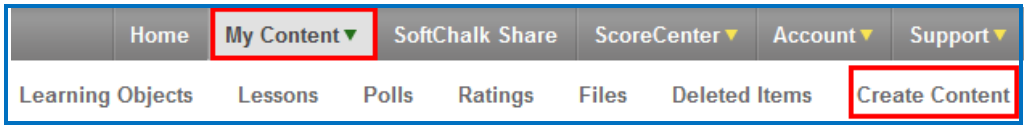
11. You can start Create from the shortcut above.

12. You can also start Create from within your SoftChalk Cloud account. See the section Start SoftChalk Create Within Your Cloud Account.

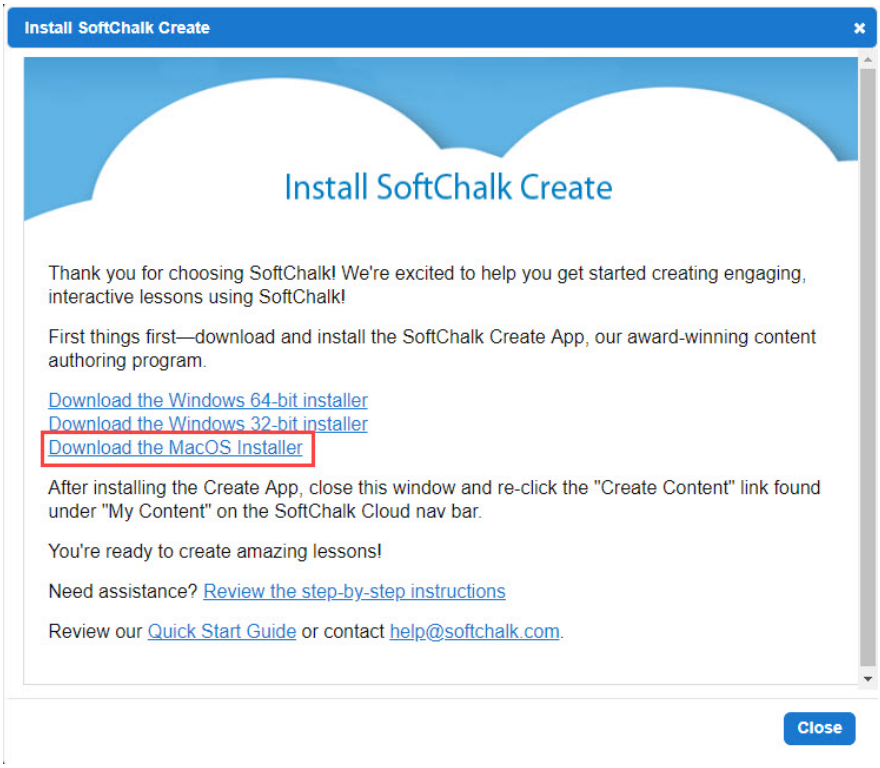
As mentioned previously, we have a SoftChalk Cloud Quick Start Guide to help you quickly get started using SoftChalk Cloud. This guide gives steps on creating a simple lesson with SoftChalk Create.

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.

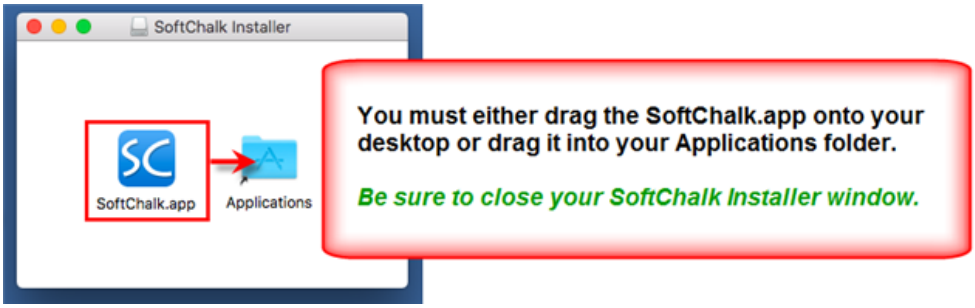
If you do NOT see the SoftChalk Installer icon above on your desktop, then see the solutions below:

   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.

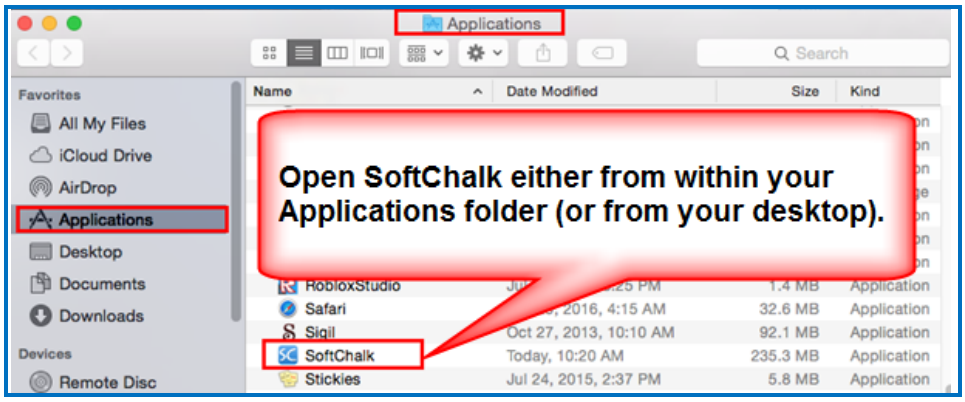
   b. If you do NOT see the SoftChalk Installer icon under the **Devices** area, then you may be using a non-standard program to open .dmg files. Control-click on the SoftChalk-Create.dmg file. Choose **Open with** and make sure that **DiskImageMounter.app** is the selected application.

6. You'll see the SoftChalk.app and the Applications folder (see below).

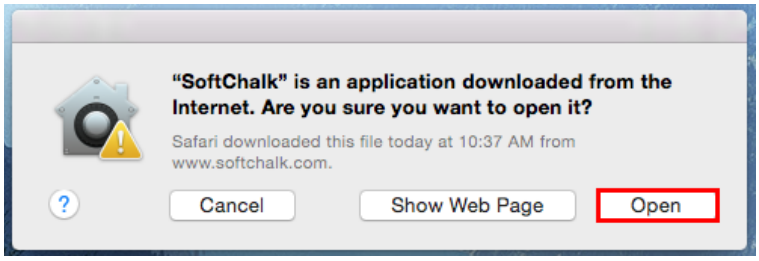
IMPORTANT: You must either drag the SoftChalk.app onto your desktop or drag it into your Applications folder. ***Be sure to close your SoftChalk Installer window.***



7. 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).



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



9. 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.

10. You can also start Create from within your SoftChalk Cloud account. See the section Start SoftChalk Create Within Your Cloud Account.

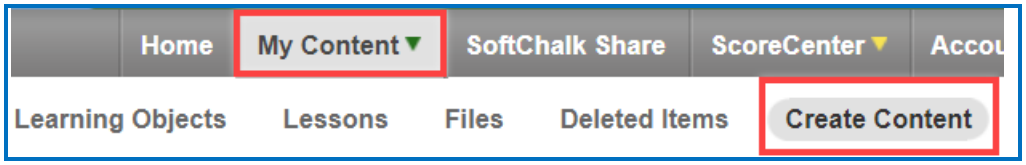
If you get an error ***Unable to establish WebLaunchParams: 1 SoftChalk will close***, then you omitted the step of putting your SoftChalk.app into your Applications folder or dragging it onto your desktop. ***Close your SoftChalk Installer window***. If you put it in your Applications folder, then start 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.

Start the SoftChalk Create app 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**



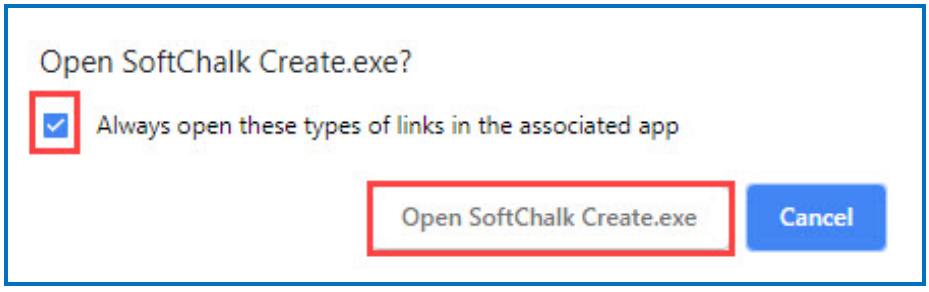
3. Please note when you first start SoftChalk Create from your web browser, you will see a one-time message. See the section Web Browsers – One Time Message.
4. Enter information for your lesson. For details on creating a SoftChalk lesson, please see our Quick Tour Videos.
5. Choose **File / Save to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

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.***

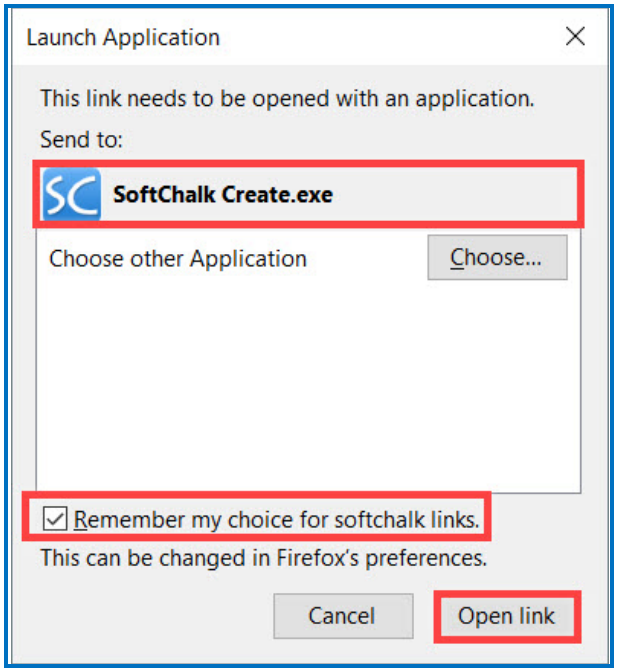
Chrome

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



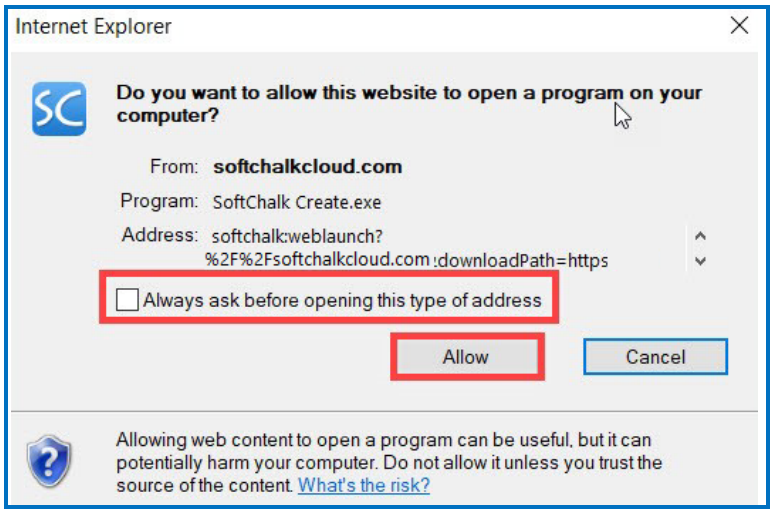
Firefox

Select **Choose**. Locate SoftChalk Create.exe on your computer (**C:\Program Files\SoftChalk\Create**). Select **Remember my choice for all links of this type** and click **Open Link.**



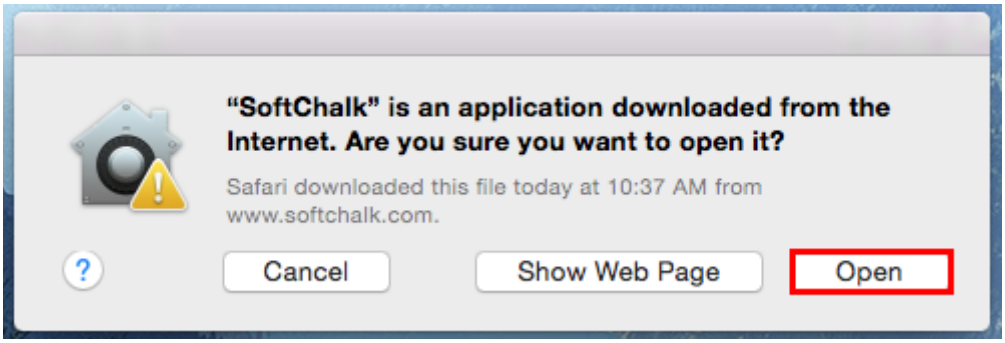
Internet Explorer

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



Safari

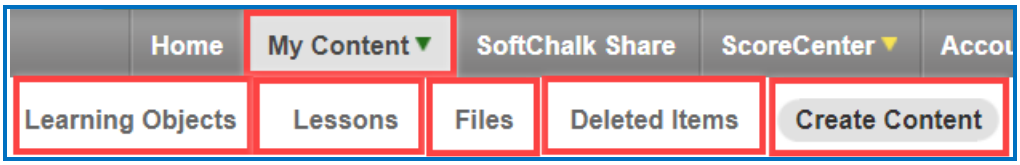
Select **Open**.



Manage 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
Learning Object (also referred to as an Activity)	In SoftChalk Create: (Top Menu) **Insert / Activity** Ex. Sequencing, Crossword, Flashcard, Labeling an Image, Hot Spot, etc.	Within SoftChalk Create, right-click on the item and choose **Save to SoftChalk Cloud**: **My Content / Learning Objects.**
Quiz Group	In SoftChalk Create (Top Menu): **Insert / Quiz Group)** Ex. True/False, Multiple Choice, Short Answer, etc.	(same as learning object - see above)
Lesson	In SoftChalk Create: Enter or copy text, insert activities or quiz groups. Choose **File / Save to SoftChalk Cloud**.	Default location in SoftChalk Cloud: **My Content / Lessons**
Files	There are three ways to save files to your SoftChalk Cloud account. See the section Save Content to Files.	In SoftChalk Cloud: **My Content / Files**

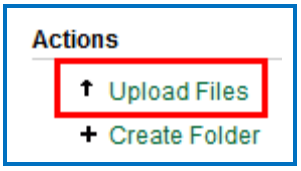
Upload Files

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.

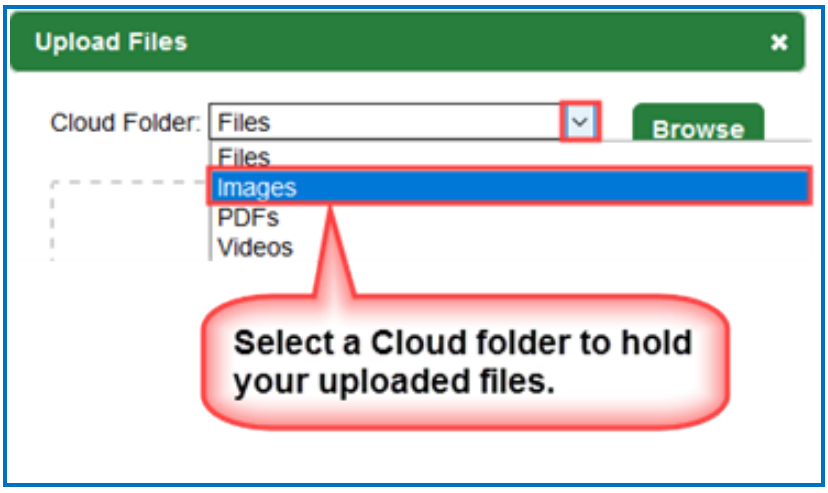
Once you upload a file or .zip package, you can use the SoftChalk Create program (see the section Start SoftChalk Create) to reference this file or .zip package in a lesson or multiple lessons. Within Create, you would choose **Insert / SoftChalk Cloud Item**.

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**.

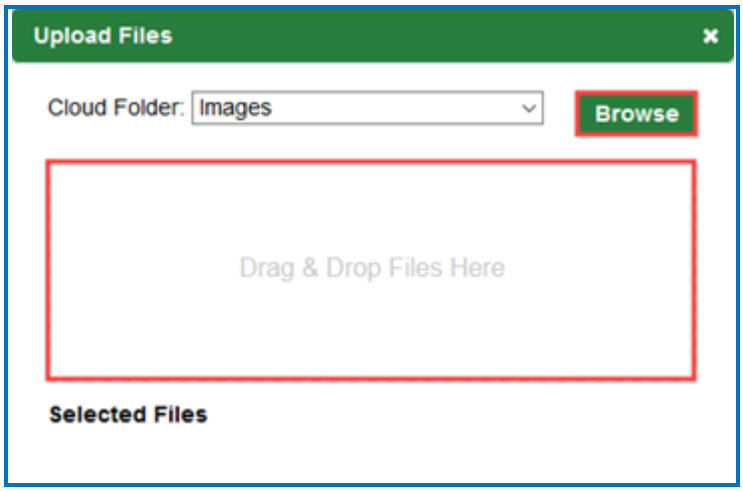


4. Under **Cloud Folder**, select the folder into which you want to upload your files.

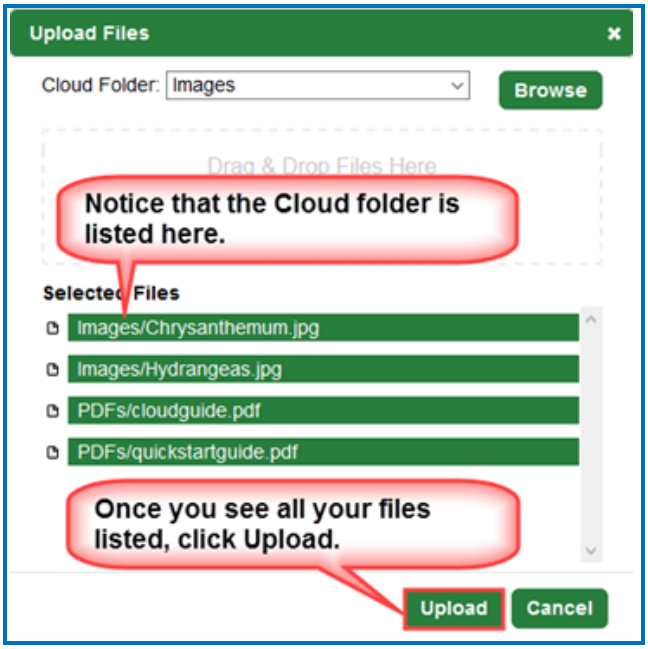


5. Once you've selected a destination folder, you can either:

    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.

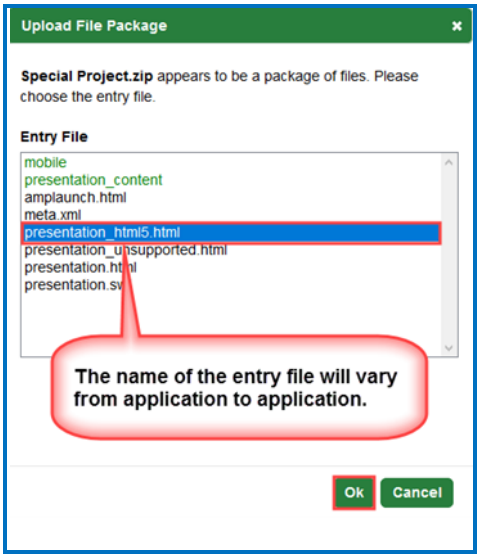


6. Notice you can select one Cloud folder, select files for that folder and then select another Cloud folder and select files for that folder. Once your files have been selected, click **Upload.** Once your files are uploaded, click **OK** to exit the **Upload Files** window. (If you upload a .zip file,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



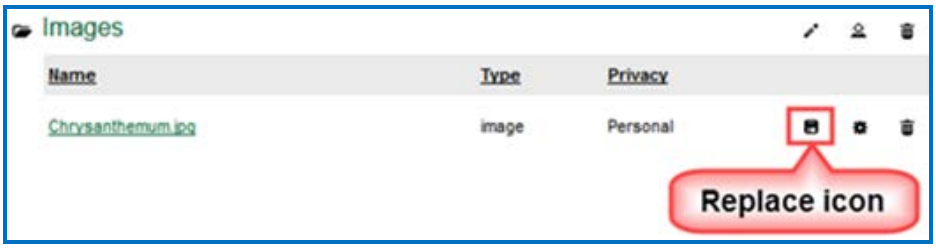
7. If you are uploading a .zip file, then be sure to select an entry file for your packaged file. For instance, if you were uploading a .zip file created with Articulate Presenter, you would select the ***presentation_html5.html file***. Then click **OK**.

   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?



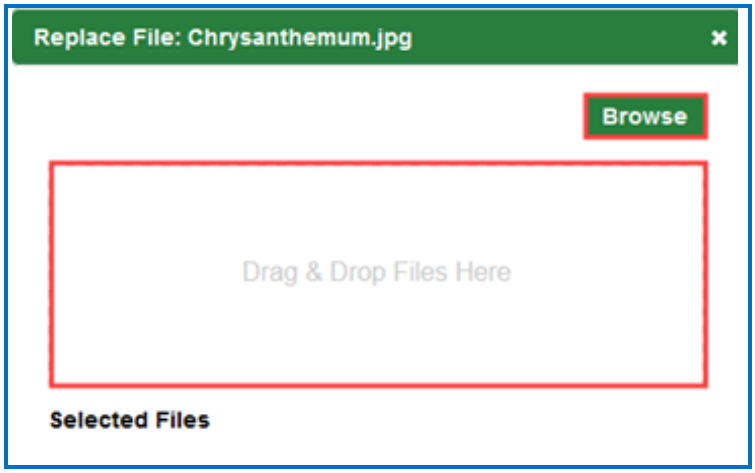
Replace a File

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

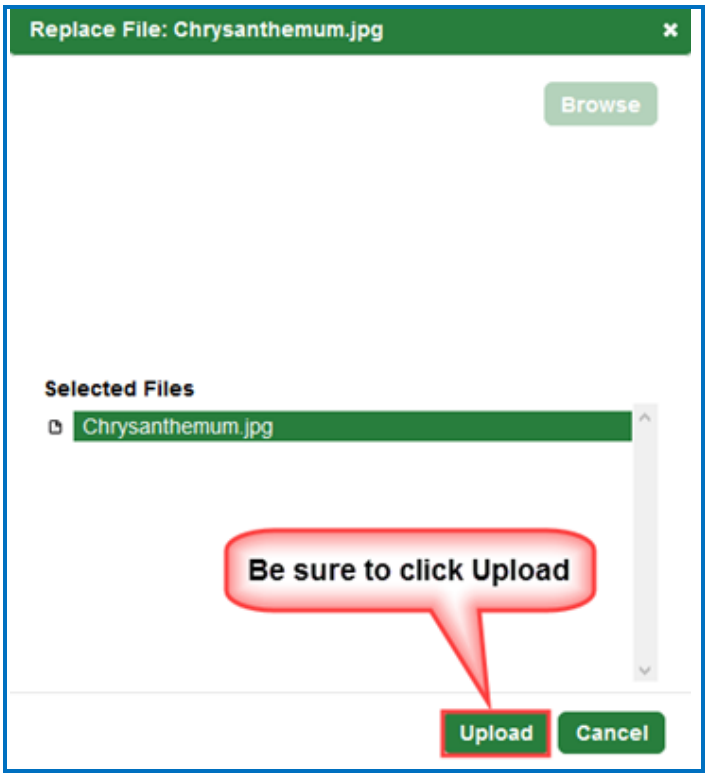


5. You have two ways to select a file. You can either:

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.

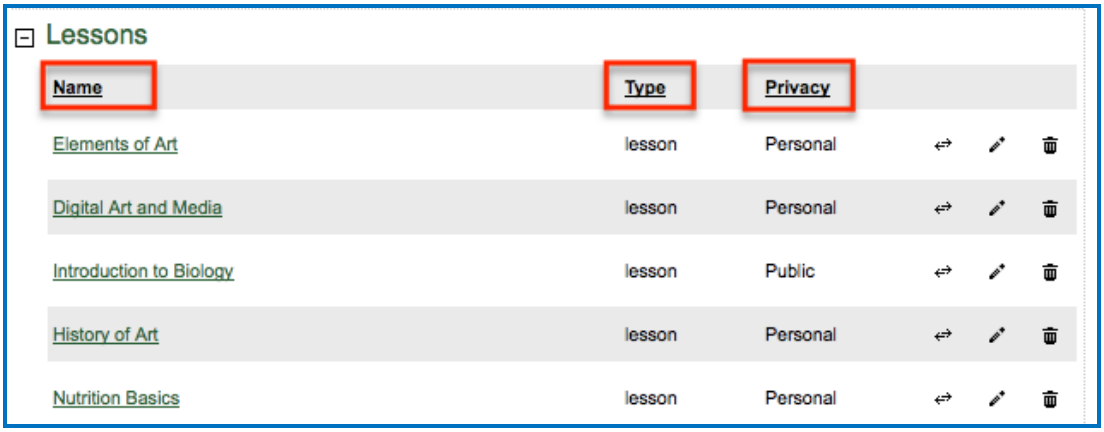


Sort Columns

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.)

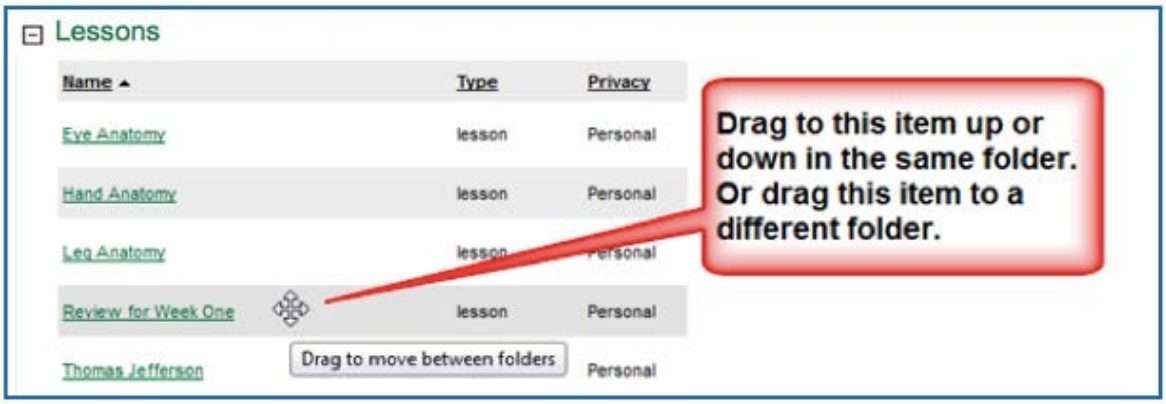


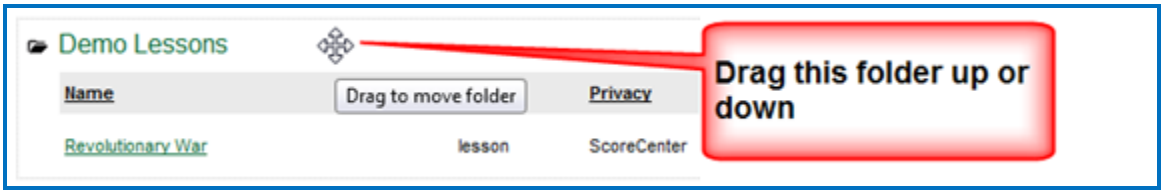
Re-arrange Content by Dragging

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 Learning Objects folder, the Lessons folder or the 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.



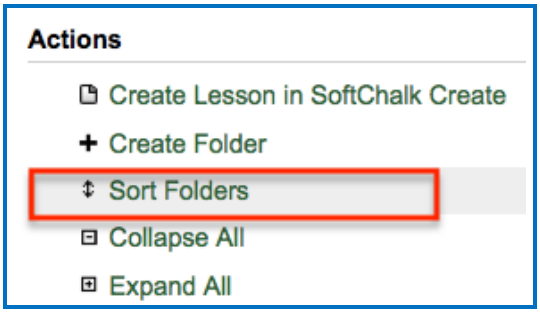


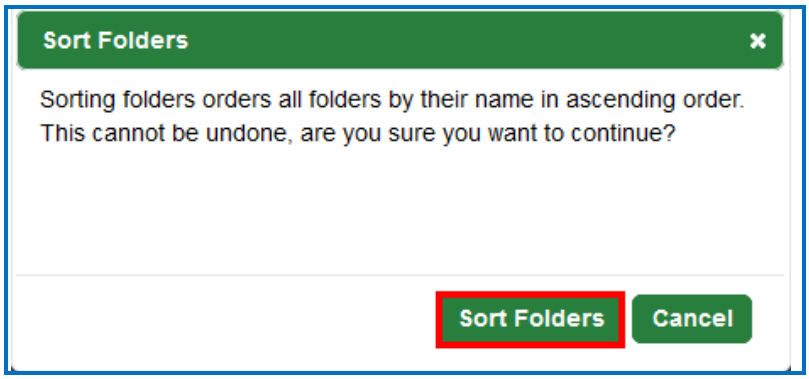
Re-arrange Content by Sorting Alphabetically

You can quickly sort by Name. For instance, in the **My Content / Lessons** 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 **Lessons** within SoftChalk Cloud may have a **Sort** option under the **Actions** menu at the right.)

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





Select a Previous Version of Your Content

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

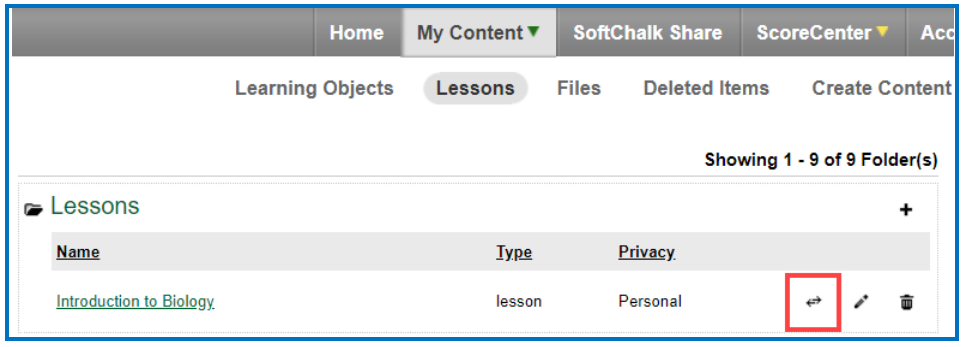
You can replace your item, but SoftChalk Cloud remembers your previous five versions of the item.

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

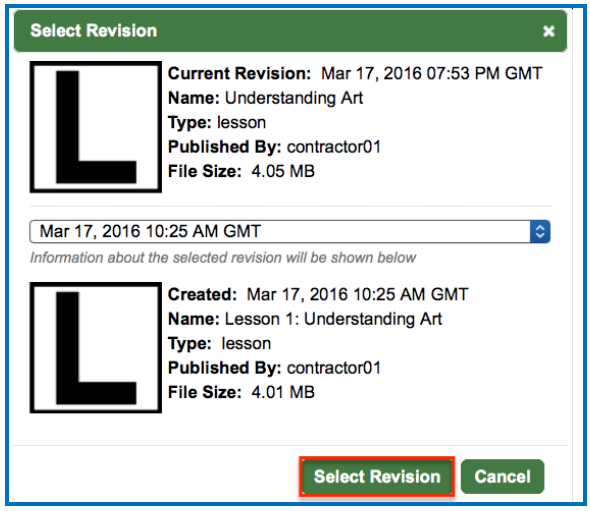
- Accessing the content with an embed code, hyperlink or LTI hyperlink.
- Clicking on the name of the item within the **My Content** area.
- Opening the item within the SoftChalk Create **File/Open from SoftChalk Cloud.**

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

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



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

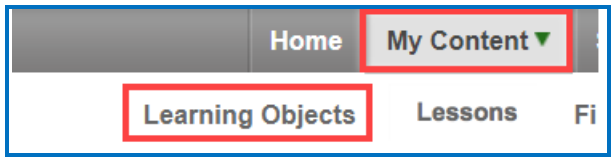


View, Edit Properties and Delete Your Content

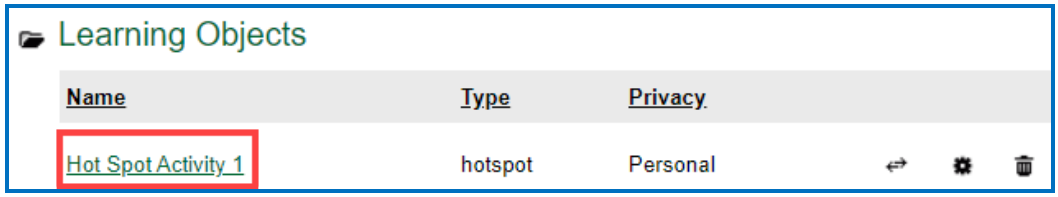
After you save an item, you can view, edit properties for your item or delete your item from the SoftChalk Cloud. (The steps below apply to Lessons as well as Learning Objects.) ***Please note the following IMPORTANT comment concerning editing the properties for your items.***

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

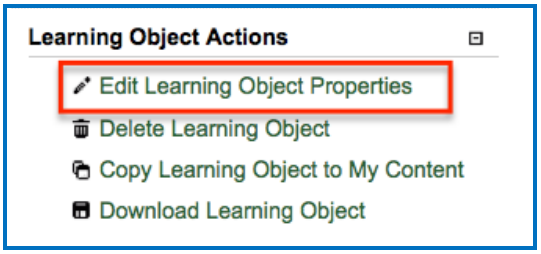
2. Click **My Content / Learning Objects**.



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.



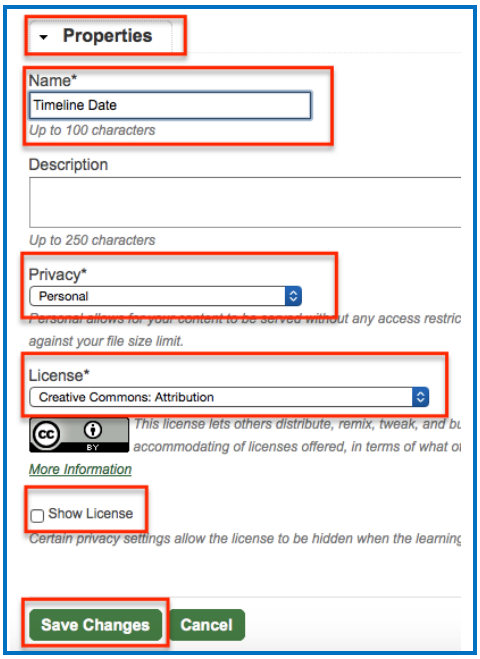
4. At the right under **Learning Object Actions**, click **Editing Learning Object Properties**.



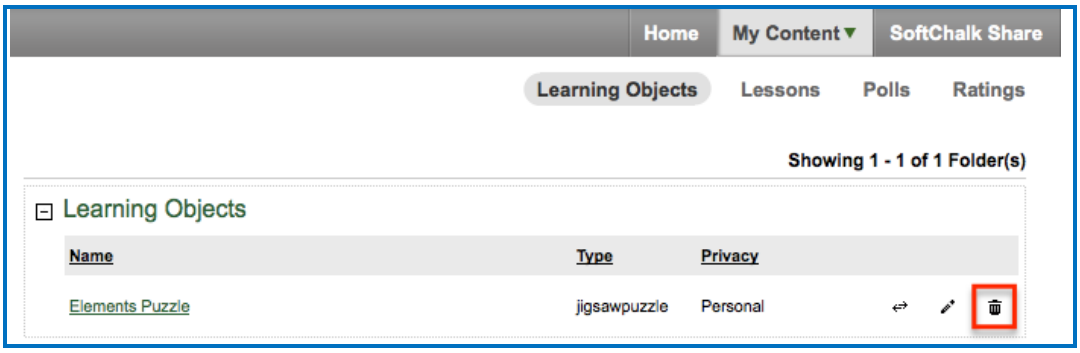
5. **IMPORTANT**: Notice when you are editing properties, you are editing the information associated with the learning object and NOT the learning object itself. ***To edit the learning object itself, you must use SoftChalk Create.*** (See the section Edit Your Content.)

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).

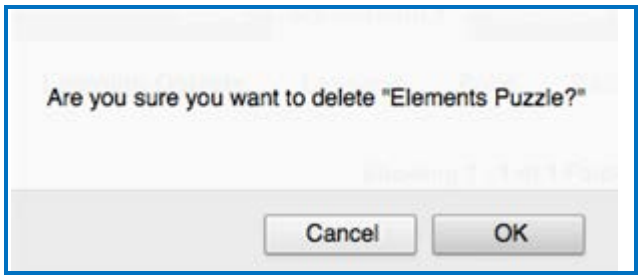
7. On the **Edit Properties** screen, you can edit the **Name**, **Description**, **Privacy** access and **License** information. For details on privacy options and licensing options, see the sections Privacy Options and Creative Commons Licenses.



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



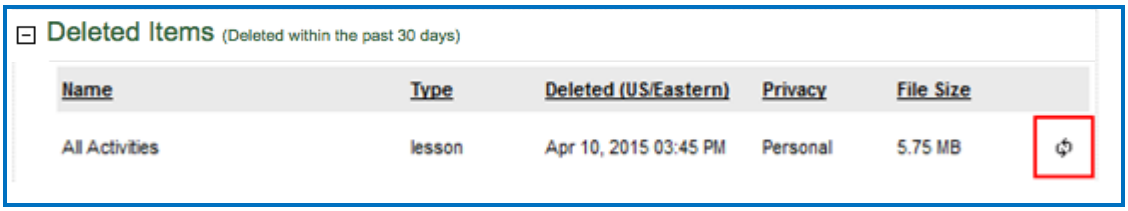
9. Click **OK** at the confirmation screen.



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, 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.



If you restore a:

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

Privacy Options

When you save your content into your SoftChalk Cloud account, you have three privacy options. You designate the privacy option once you save your content within your SoftChalk Cloud account (see the next sections Save a Learning Object or Quiz Group to the Cloud and Save a Lesson to the Cloud). 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.

Privacy Option	Description
Public	Anyone can find your item in the SoftChalk Share 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 Assign Metadata to Public Content. You can attach a Creative Commons license to your content (see the section Creative Commons Licenses).
Private	The item is NOT searchable in the SoftChalk Share 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.)
No Access	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

If you choose to have your content public, be sure to set the appropriate Metadata for your content so that it can be searched in SoftChalk Cloud. The Metadata settings are in your Cloud account.

Go to **My Lessons** and click on a lesson title view the lesson's preview page. Under the *Lesson Actions* sidebar menu, you can access specific Metadata by accessing **Lesson Properties**.

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 title
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**

Save Content from the SoftChalk Create app to the Cloud – My Content

As you produce content within the SoftChalk Create app, 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.

This feature is coming soon to Create Online!

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**.

Deliver a SoftChalk Lesson to Your Students

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.)

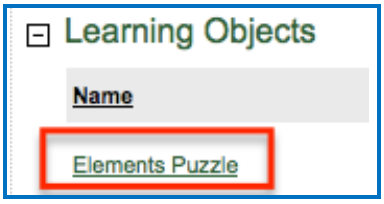
Copy the Hyperlink for Your Learning Object or Quiz Group

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.)

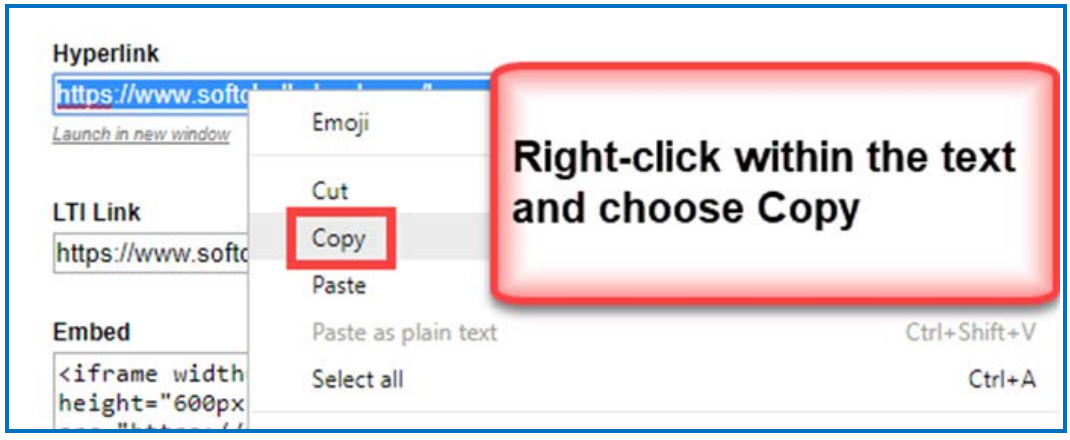
1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

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**.



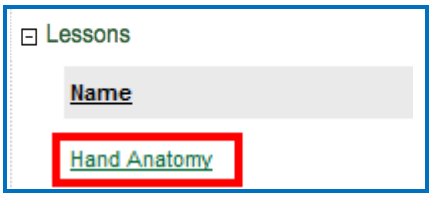
Copy the Hyperlink for Your Lesson

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).

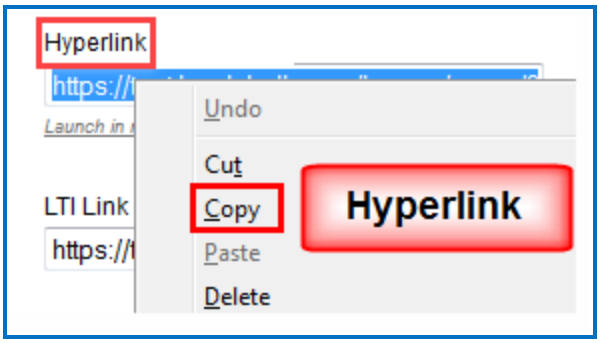
2. Click **My Content / Lessons.**

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.



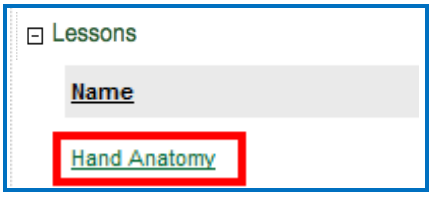
Copy the LTI Link for Your Lesson

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.

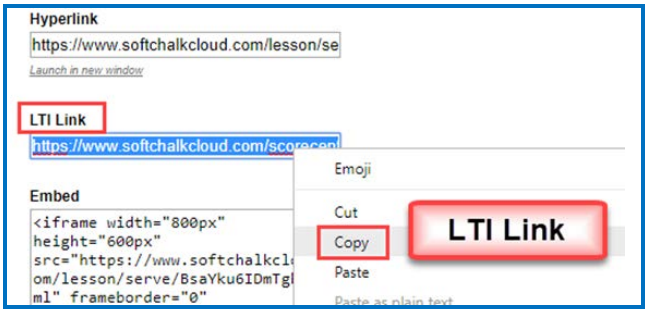
1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

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.)



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).

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.

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
Blackboard and SoftChalk Cloud Integration Guide
Blackboard and SoftChalk Desktop Integration Guide Blackboard Administrator Guide
BrainHoney
Canvas (Instructure)
BrightSpace by D2L (Desire to Learn)
Jenzabar eLearning
Moodle
Schoology

Track Student Scores OUTSIDE an LMS (ScoreCenter)

Below are links to all the ScoreCenter topics:

- Overview
- Create a ScoreCenter
  - Properties
  - Authentication
    - Users
    - Password
    - IP Ranges
    - Dates
  - Share Results
  - Tracked Lessons
- Set a Grading Method for a Lesson
- Set the Maximum Attempts for a Lesson
- ScoreCenter Checklist
- Modify a Tracked Lesson
- View and Change Student Scores
  - View Student Scores for All Lessons in a ScoreCenter
  - View Student Scores for a Single Lesson
  - Complete All Attempts for a Lesson
  - View Detailed Information for Individual Students
  - Complete a Student Attempt / Re-open a Student Attempt
  - Clear a Student Attempt / Restore a Student Attempt
  - Change a Student Score
  - Download Student Scores
- Give Feedback to a Student
- Edit a ScoreCenter
- Archive a ScoreCenter
- Using Essays with a ScoreCenter
  - Create the Essay Question and Assign Points
  - Read an Essay Submitted by a Student
  - Change the Score for the Lesson

Overview

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

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

Deliver ScoreCenter Lessons to Your Students

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

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

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

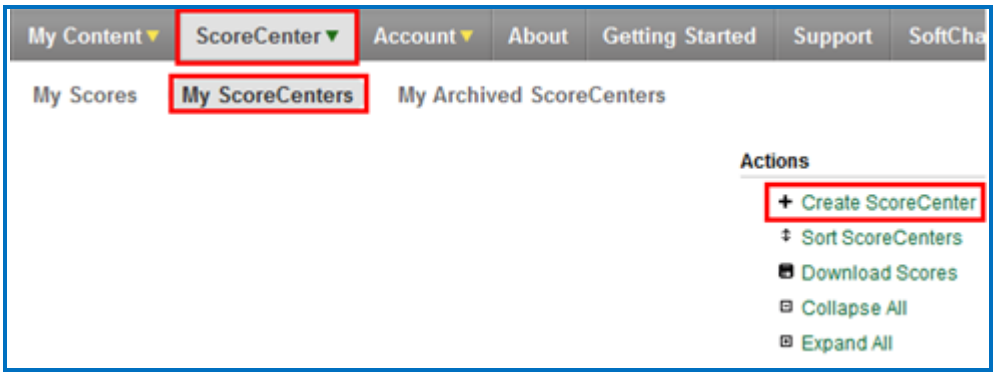
- Save a lesson to your SoftChalk Cloud account (see the section Save Content to the Cloud – My Content)
- Create a ScoreCenter (see the section Create a ScoreCenter)
- Assign a lesson(s) from your **Lessons** area to your specified ScoreCenter (see the section Tracked Lessons)
- Review the ScoreCenter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

Create a ScoreCenter

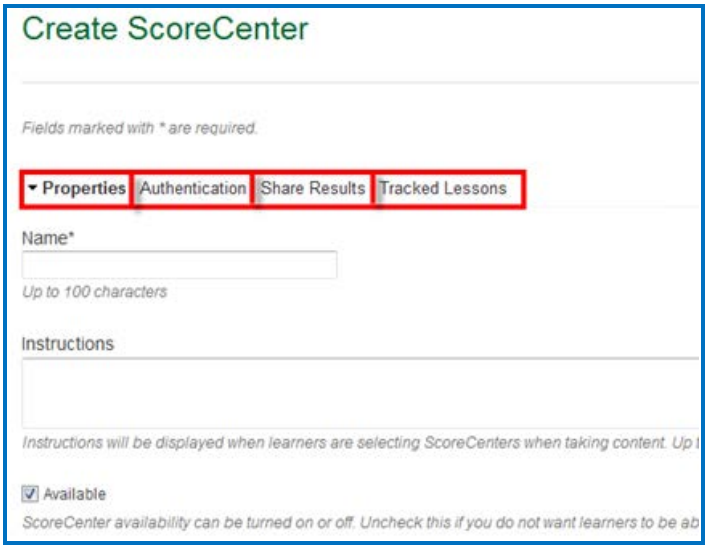
Before you can use a lesson with a ScoreCenter to track your students' scores, you must create a ScoreCenter within your SoftChalk Cloud Account. (To get a SoftChalk Cloud Account, see the section Create an Account.)

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

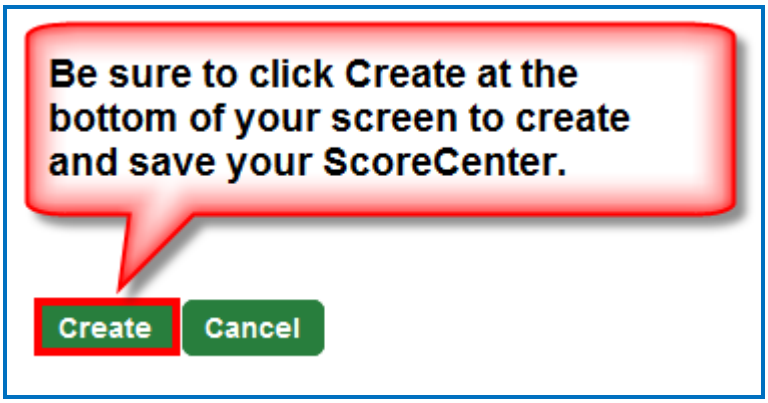
1. Log into your SoftChalk Cloud account (see the section Log into Your Account).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**.
3. At the right, select **Create ScoreCenter**.

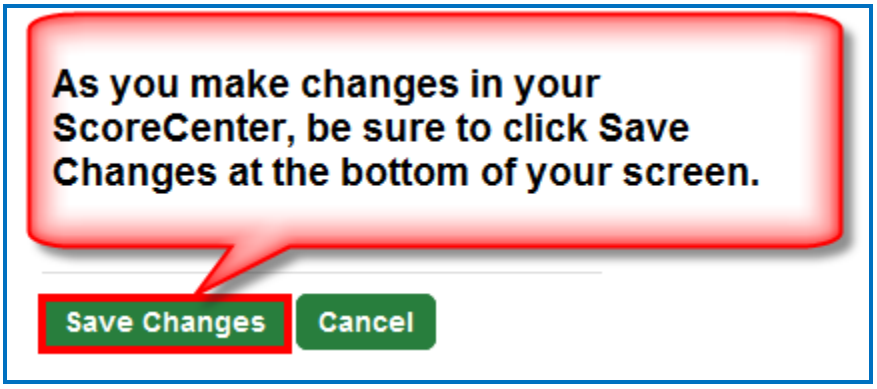


4. Notice that you have four tabs for your ScoreCenter – **Properties** (the tab that comes up when you first create a ScoreCenter), **Authentication**, **Share Results** and **Tracked Lessons**.



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.



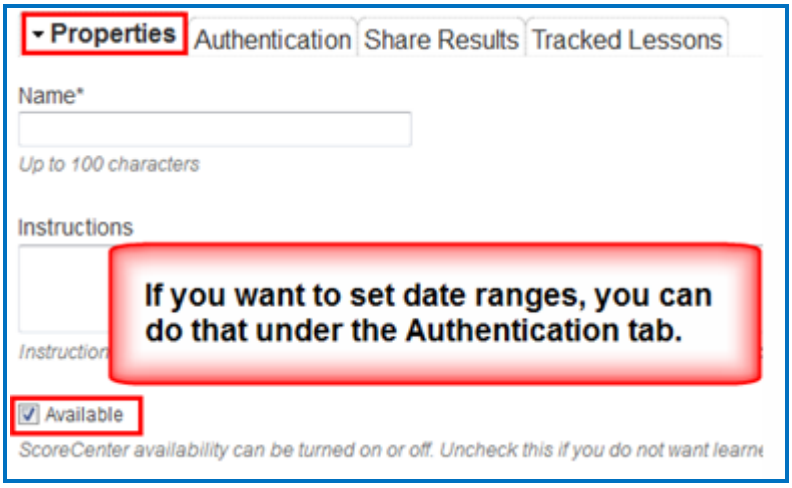


Properties

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.

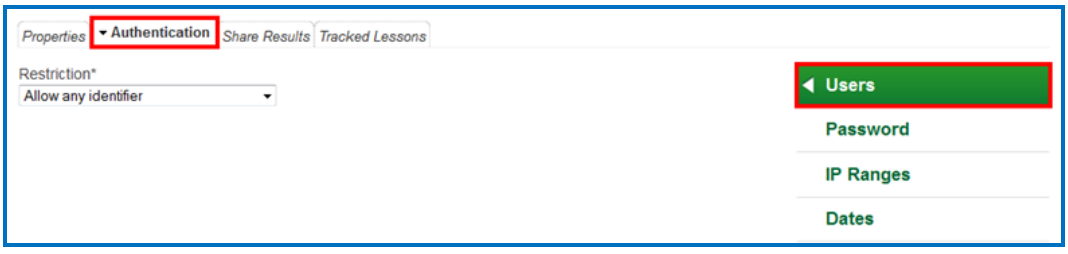


Authentication

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

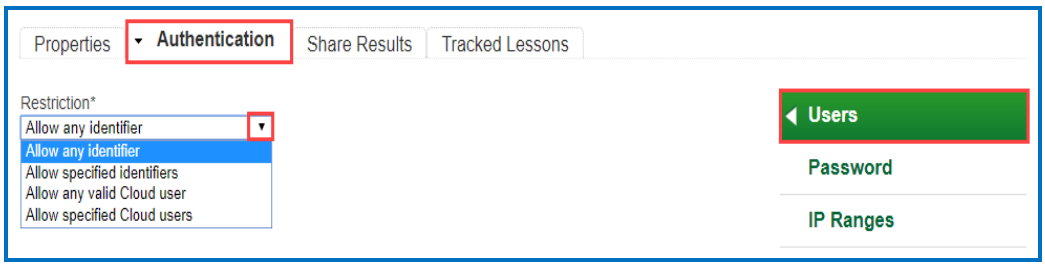
For an explanation of each area, see the sections:

Users, Password, IP Ranges and Dates.

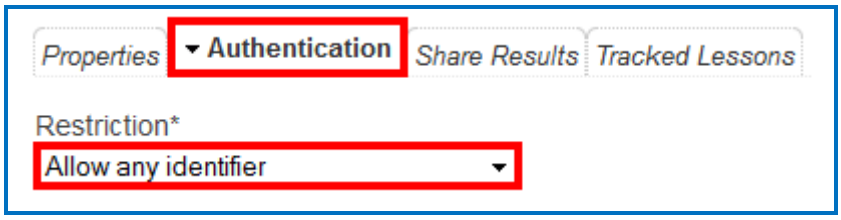


Users

Four options appear in your dropdown list.

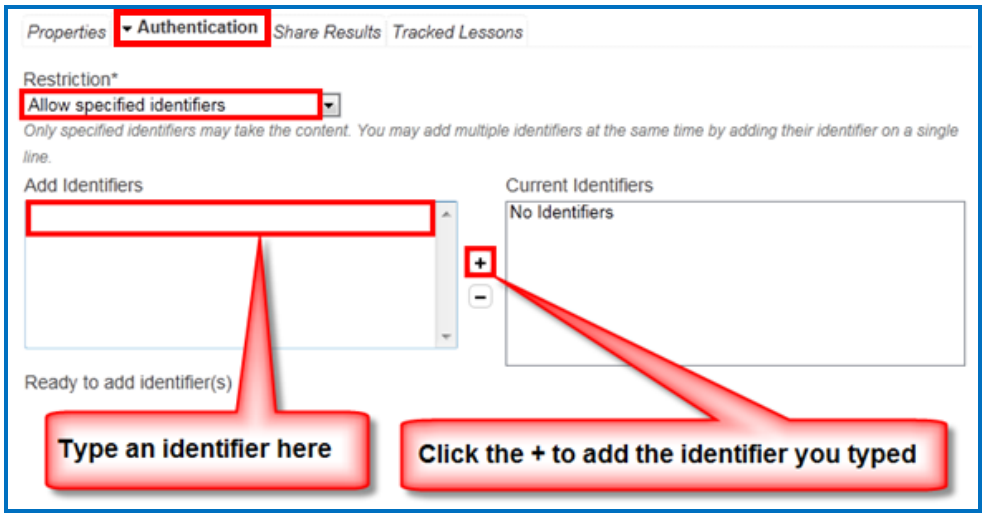


Allow any identifier (see below) – a learner accessing your lesson can type anything on the initial screen to your lesson.

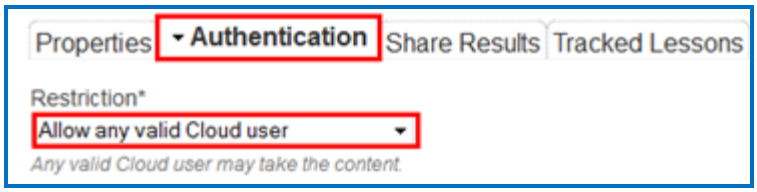


Allow specified identifiers (see below) – type in identifiers that your learners will know to enter such as the digits for a student ID number. (You can also enter words).

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.

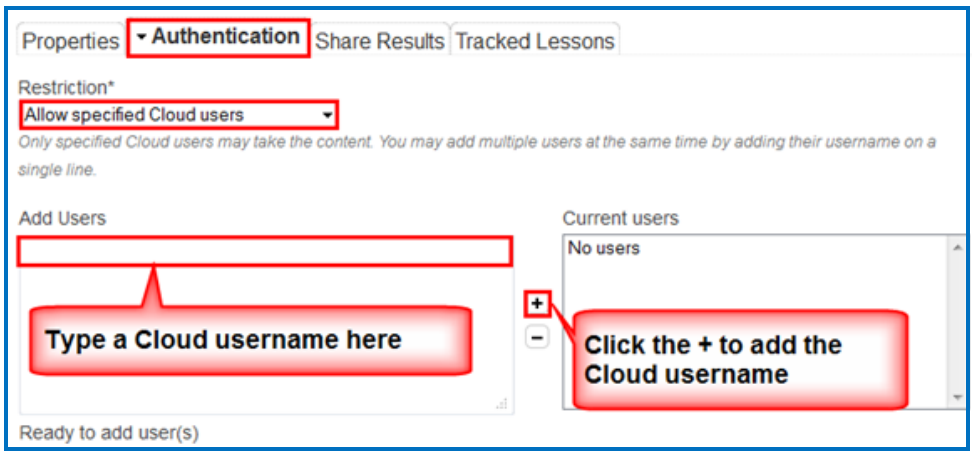


Allow any valid SoftChalk Cloud user (see below) – anyone who has signed up for a SoftChalk Cloud account may take your lesson. (See the section Create an Account.)



Allow specified SoftChalk Cloud users (see below)

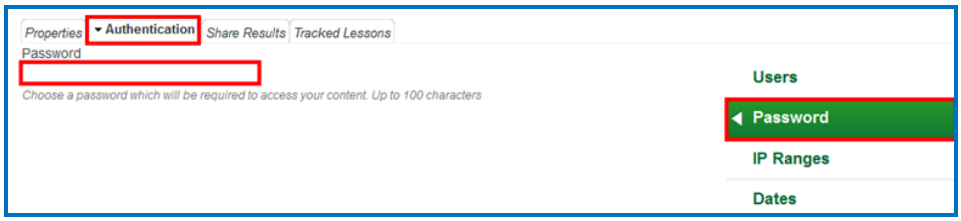
You can type or copy/paste a list of usernames – with one username per line. Then click the + sign.
IMPORTANT: Be sure to click **Save Changes** at the bottom of your screen.



Password

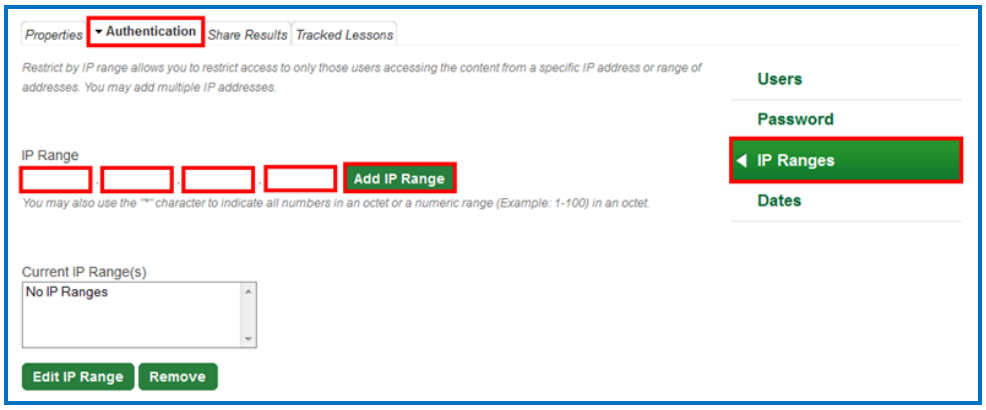
At the right of your screen, click **Password**. (You must be in the **Authentication** area for your ScoreCenter.) Enter a password.

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



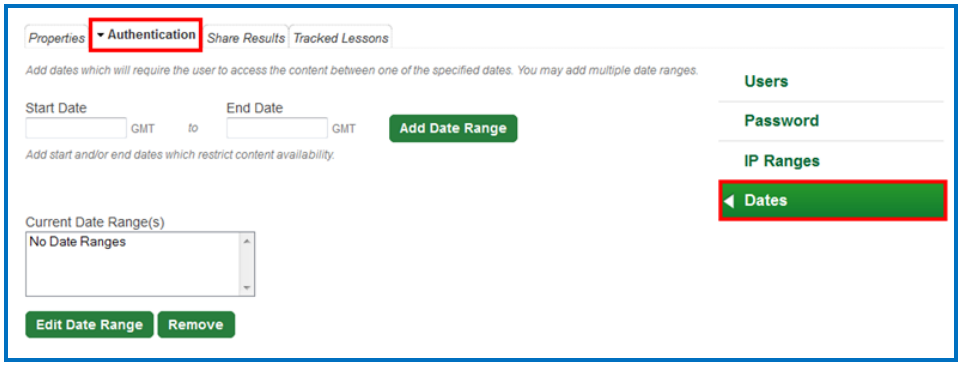
IP Ranges

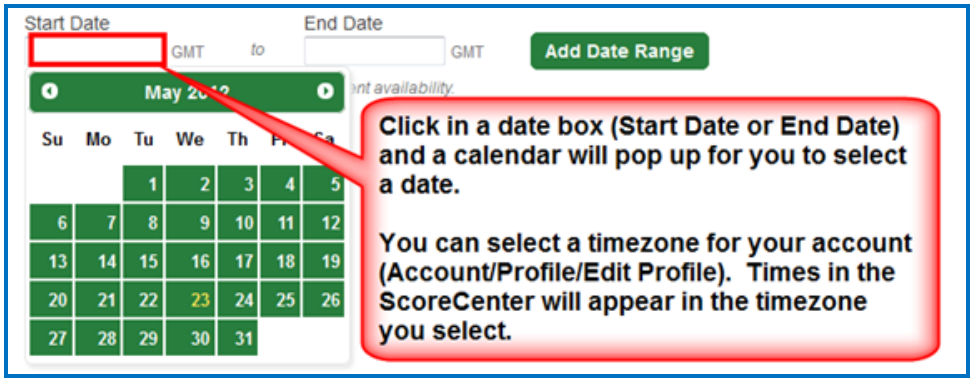
At the right of your screen, click **IP Ranges**. (You must be in the **Authentication** area for your ScoreCenter.) Add your IP Range(s).



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 time zone for your account (**Account / Profile / Edit Profile**). Times in the ScoreCenter will appear in the time zone 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.)

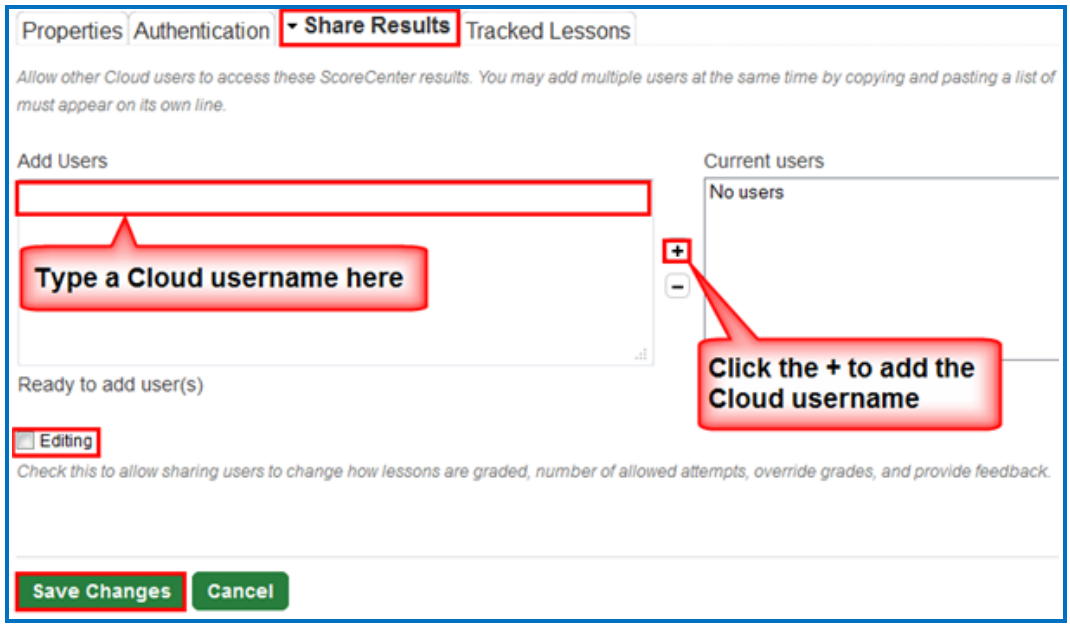
Click **Share Results** and add your SoftChalk Cloud users.

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

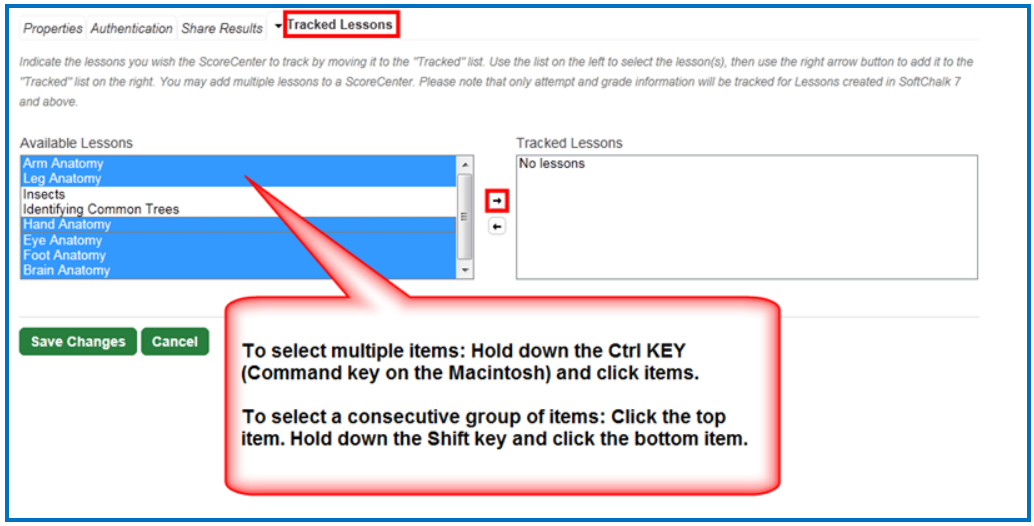
The Editing feature applies to all your shared users for this ScoreCenter.

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.



Tracked Lessons

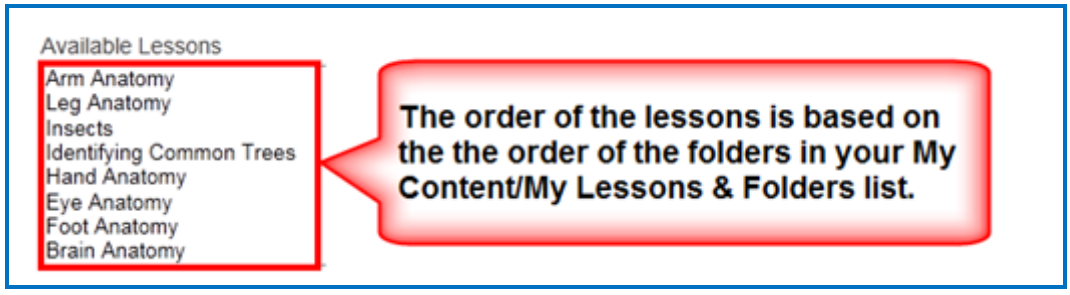
Add lessons to your ScoreCenter. Click the middle right arrow. If you don't see any lessons listed, be sure to save your lessons to SoftChalk Cloud (see the section Save a Lesson to SoftChalk Cloud).



The **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.

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**).

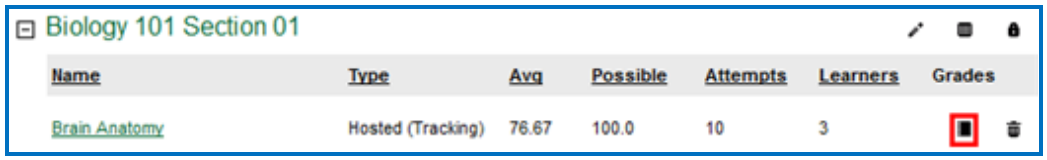


To remove a lesson from being tracked in your ScoreCenter, select it in the **Tracked** box, and click the arrow pointing to the left. Click **Save Changes** at the bottom of your screen. (After completing this action, the lesson is still in your **My Content**/**Lessons** area; it's just not being tracked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

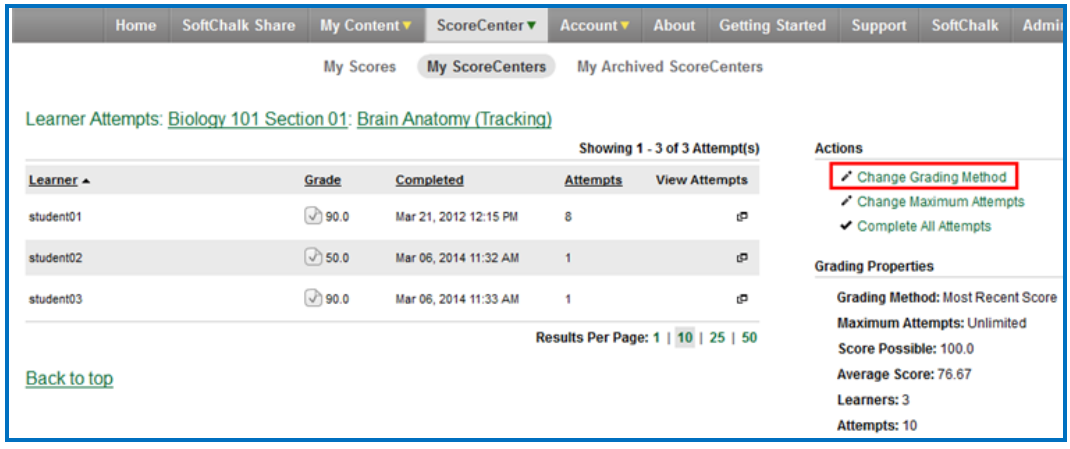
Set the Grading Method for a Lesson

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.)

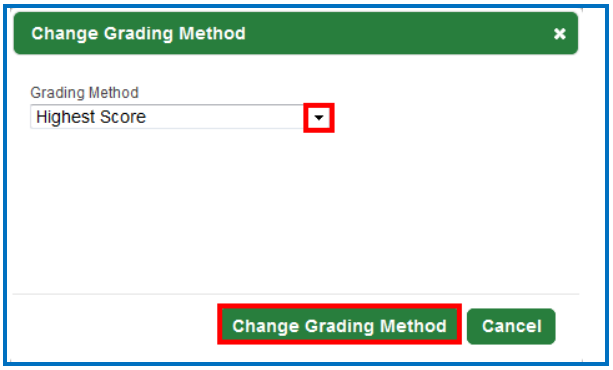
1. Log into your SoftChalk Cloud account (see the section Log into Your Account).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. Under the **Grades** column, click on the learner attempts icon for a lesson.



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



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



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

Set the Maximum Attempts for a Lesson

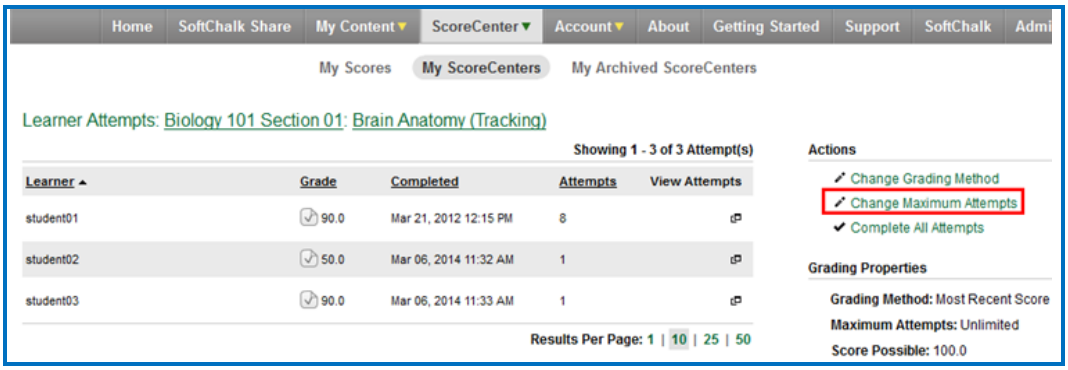
You set the maximum attempts for each lesson within a ScoreCenter (and NOT as a global setting for an entire ScoreCenter). (In fact, you could have the same lesson in different ScoreCenters and set the maximum attempts differently for the lesson in each ScoreCenter.) ***The default is Unlimited Attempts.***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

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

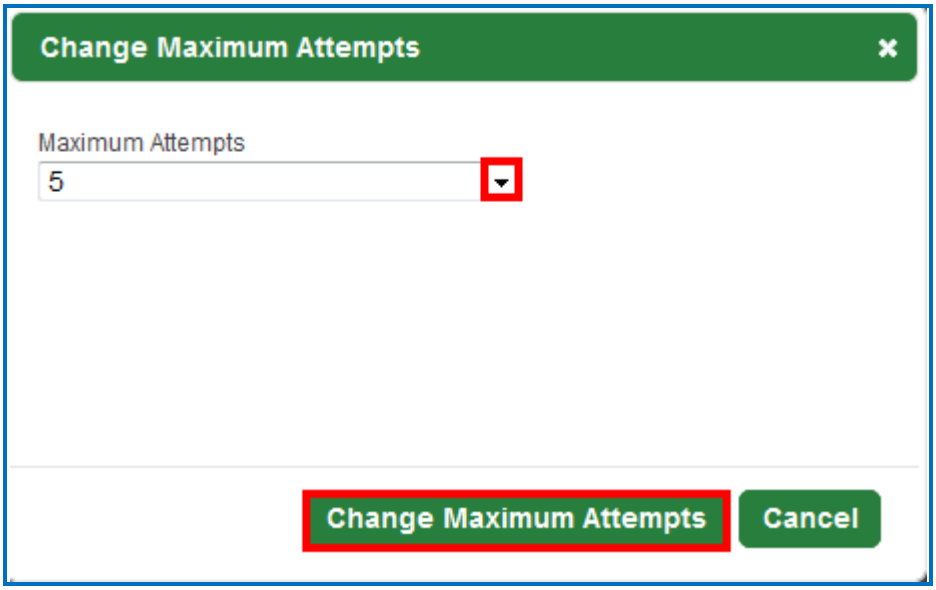
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

3. Under the **Grades** column, click on the learner attempts icon for a lesson.

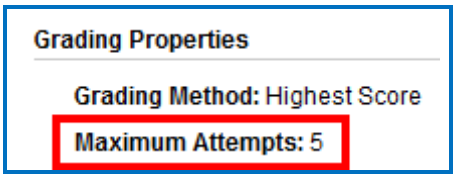
4. At the right under **Actions**, click **Change Maximum Attempts**.



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



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



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 ***assigned points to the activities and quiz groups*** in your SoftChalk lessons. (Within a SoftChalk lesson, you can right-click on an activity or QuizPopper and select **Modify Activity** or **Modify QuizPopper**. Go to the **Options** tab and select a point value. Click **OK** 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 Using Essays with the ScoreCenter
Edit a lesson	If you ***need to edit a lesson*** that you have already added to a ScoreCenter, see the section Edit a Tracked Lesson.
Check Authentication	Double-check all the ***appropriate information in the Authentication area*** (see the section Authentication).
Set the Grading Method	See the section Set the Grading Method for a Lesson
Set the Maximum Number of Attempts	See the section Set the Maximum Number of Attempts for a Lesson
Tell Your Students about the Student Guide to SoftChalk Lessons	We encourage you to have your students review our Student Guide to SoftChalk Lessons, which includes a troubleshooting section. **The URL for this Student Guide is below this table**. 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. **IMPORTANT**: In order to view the lesson as a student would, first copy the hyperlink for your lesson (click the **My Content/Lessons** link at the top, click your lesson link and click **Get Hyperlink)** and ***logout of SoftChalk Cloud***. Then paste the link in a browser window.

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

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

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.

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

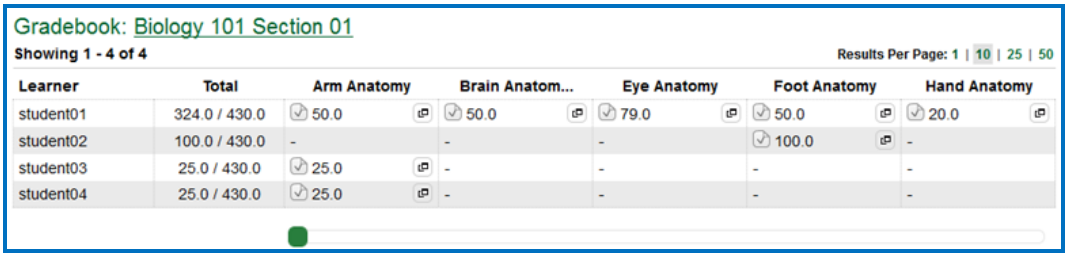
View Student Scores for All Lessons in a ScoreCenter

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.



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

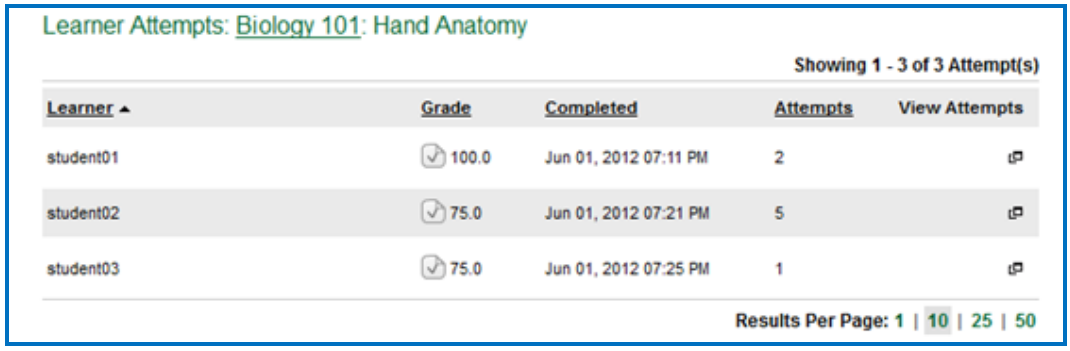
View Student Scores for a Single Lesson

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

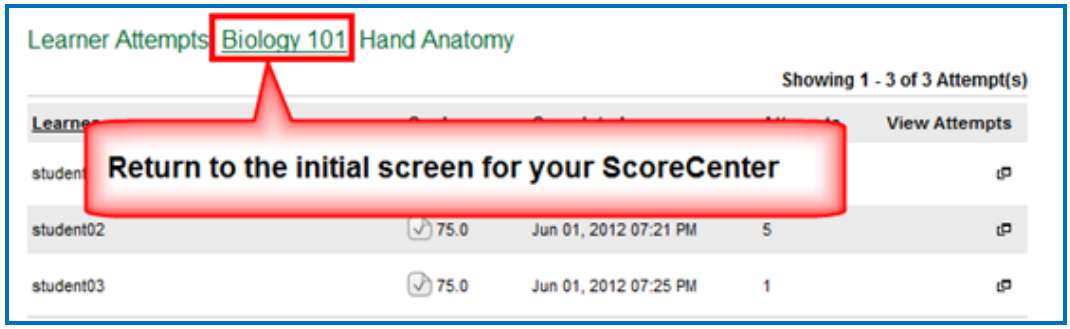
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

3. Click the learner attempts icon for the lesson.

4. View the student scores for that lesson.



5. 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:

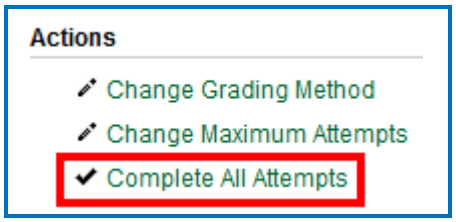
- Change the incomplete status of a single attempt for a student to complete (see the section Complete a Student Attempt / Re-open a Student Attempt).
- Change the incomplete status of ***all attempts for all students for a single lesson*** within a ScoreCenter to complete using the steps below.

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.

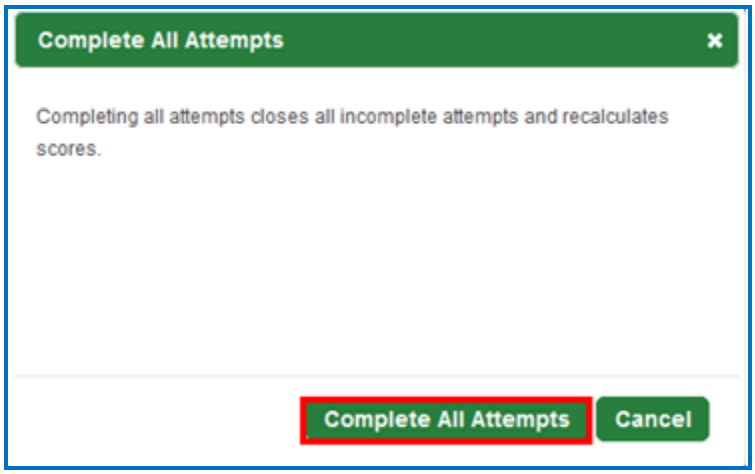
IMPORTANT: This procedure cannot be undone. (You can change individual scores if you need to.)

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**.



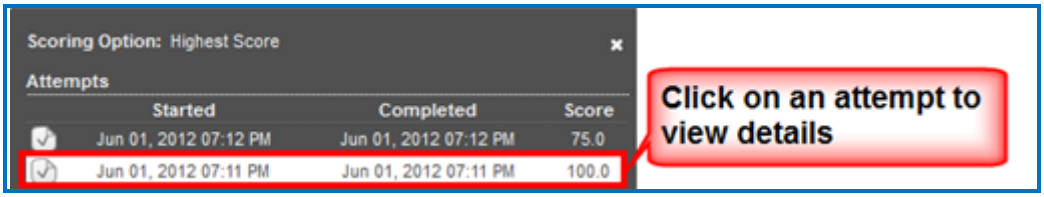
6. At this moment, every attempt for every student for this lesson will have a complete status. As mentioned previously, future attempts may be incomplete.

View Detailed Information for Individual Students

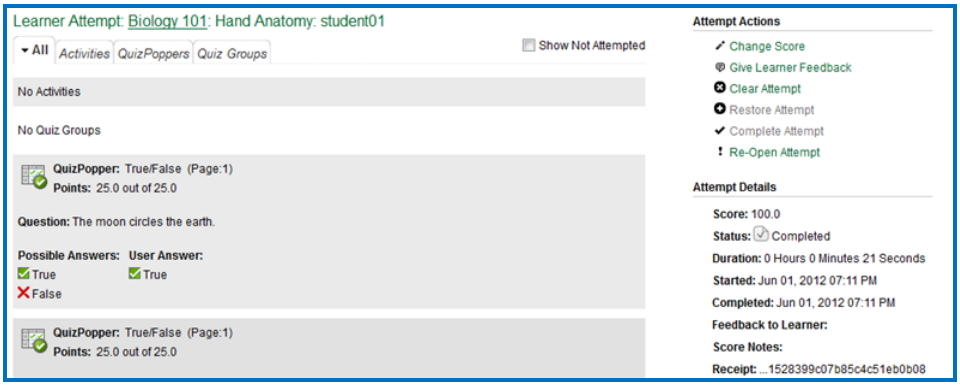
1. Log into your SoftChalk Cloud account (see the section Log into Your Account).
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.
3. At the right, click the View Gradebook icon for your ScoreCenter.

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

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).



6. 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).



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

Complete a Student Attempt / Re-open a Student Attempt

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

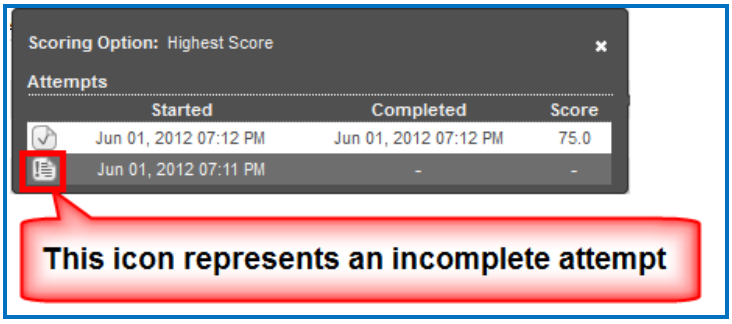
IMPORTANT: If it looks like your action didn't take effect, be sure to ***refresh your web page*** by going to another page and returning.

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

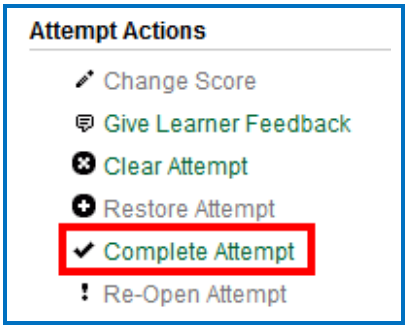
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

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

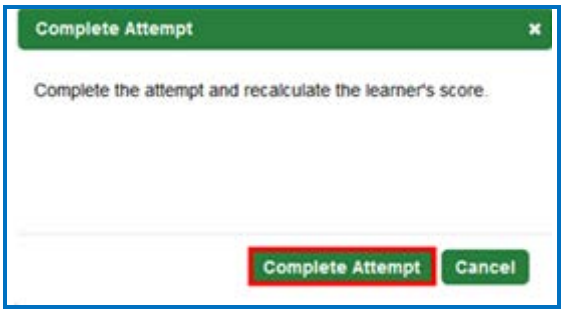
4. Under the Learner column at the left, find the student. Then click on the attempts icon for that student for a lesson. Notice that an incomplete attempt has a special icon. Click on the incomplete attempt.



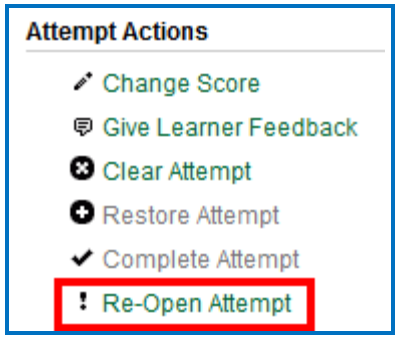
5. Scroll down to the **Attempt Actions** area at the bottom right. Click **Complete Attempt**. (If this button is disabled, then the student clicked the **Finish** button to complete the attempt.)



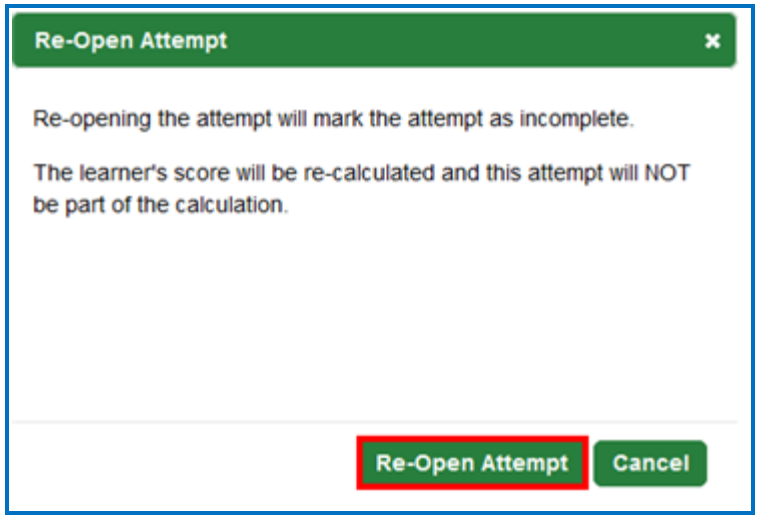
6. Click **Complete Attempt** at the confirmation screen.



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



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



Clear a Student Attempt / Restore a Student Attempt

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

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

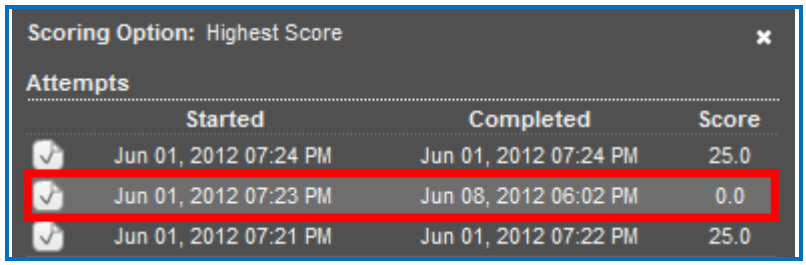
IMPORTANT: If it looks like your action didn't take effect, be sure to ***refresh your web page*** by going to another page and returning.

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

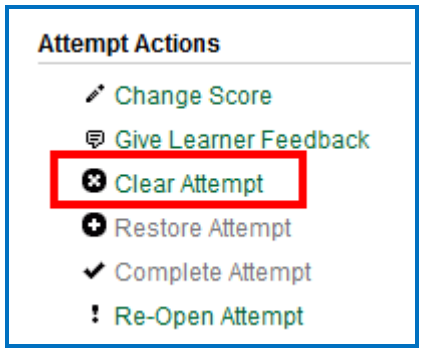
2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

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

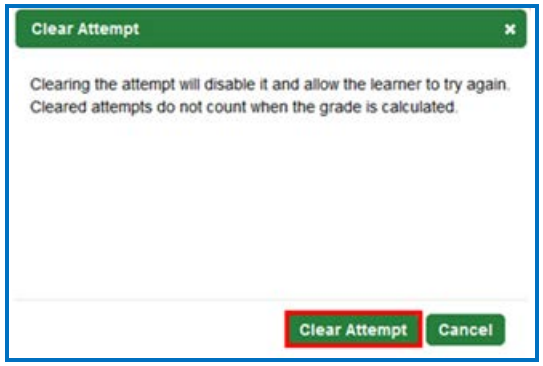
4. Under the Learner column at the left, find the student. Then click on the attempts icon for that student for a lesson. Click on an attempt.



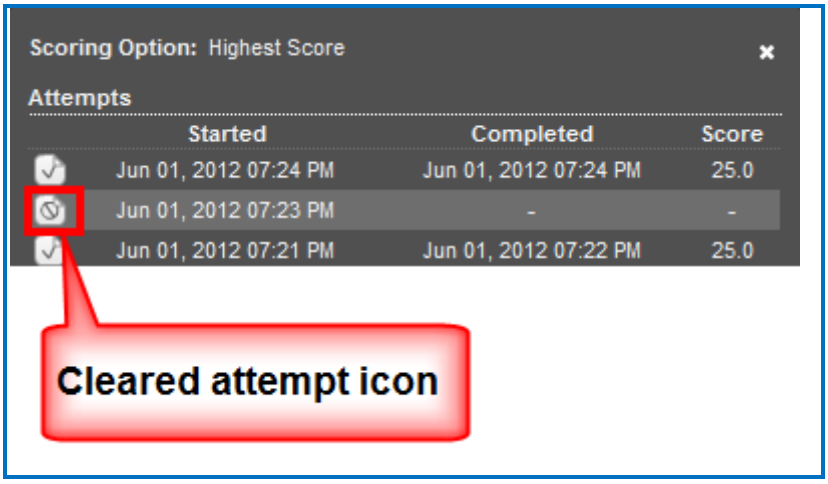
5. Scroll down to the **Attempt Actions** area at the bottom right. Click **Clear Attempt**.



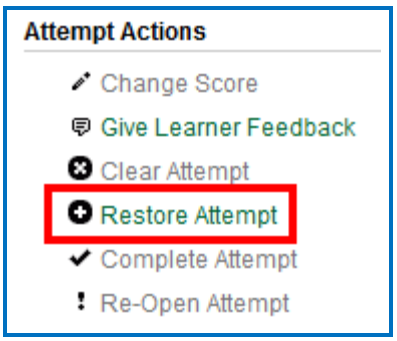
6. Click **Clear Attempt** at the confirmation screen.



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

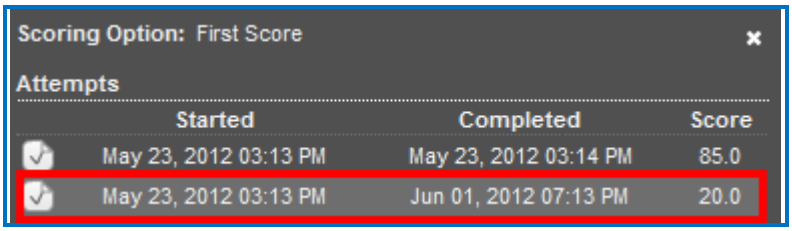
1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

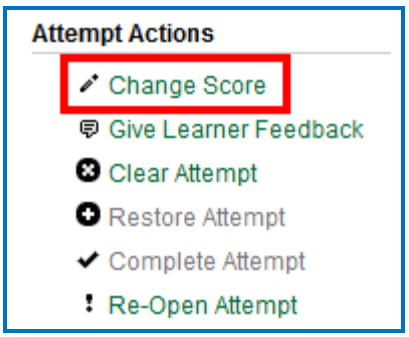
3. At the right, click the View Gradebook icon for your ScoreCenter.

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

5. Click on an attempt.

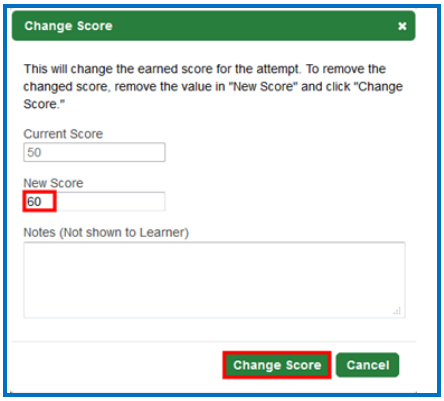


6. Under the **Attempt Actions** area at the right, click **Change Score**.



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.)



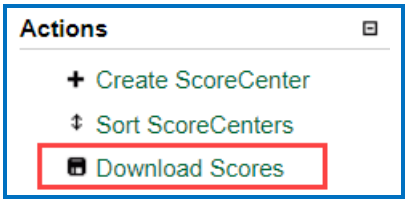
Download Student Scores

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

2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

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

4. At the bottom right under the **Actions** area, click **Download Scores**. (You can open the CSV files in a spreadsheet program.) The **Detailed CSV** format includes ALL the attempts for each student for each lesson.



Give Feedback to a Student

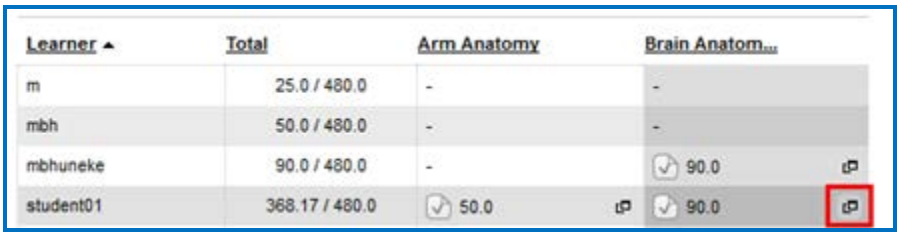
If your students are SoftChalk Cloud users AND you set up your ScoreCenter to **Allow any valid SoftChalk Cloud user** or **Allow specified SoftChalk Cloud users** (see the section Users), then you have the option to give your students feedback on a particular attempt.

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

2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

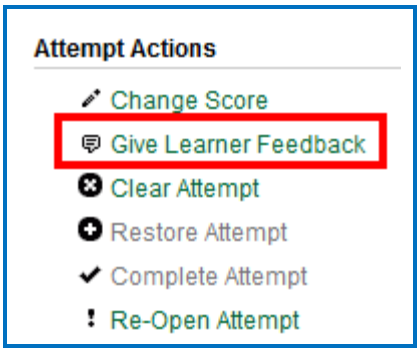
3. At the right, click the View Gradebook icon for your ScoreCenter.

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

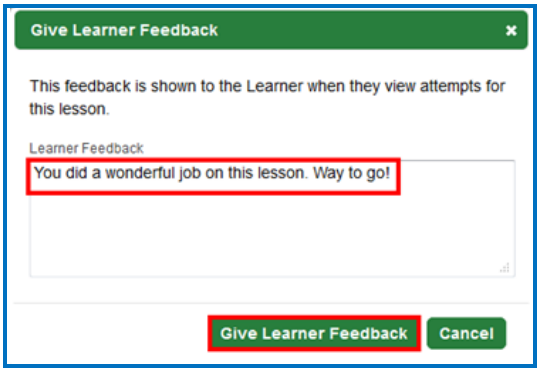


5. Click on an attempt.

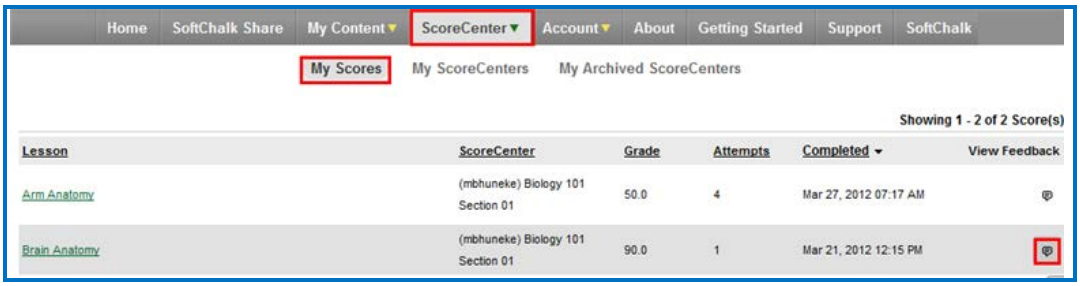
6. Under the **Attempt Actions** area at the right, click **Give Learner Feedback**.

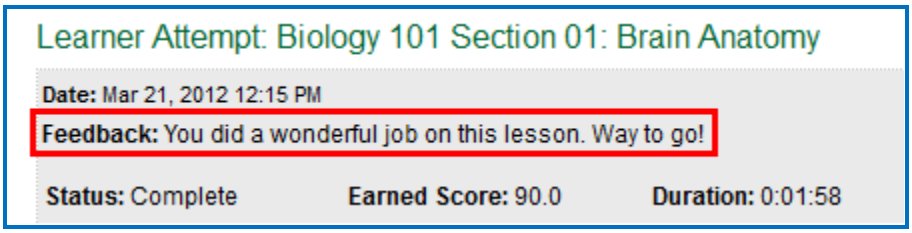


7. Type in the feedback and click **Give Learner Feedback.**



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.

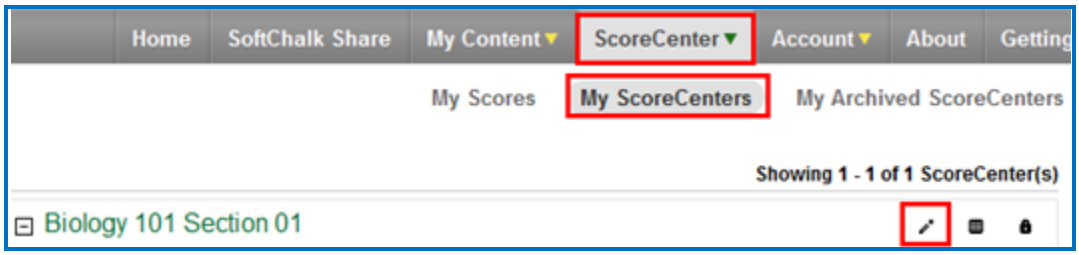




Edit a ScoreCenter

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

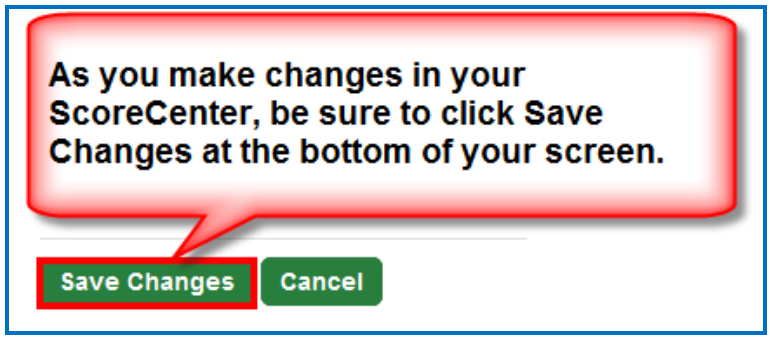
2. Click **ScoreCenter** and **My ScoreCenters**. Click the **Edit** button (pencil icon) for your ScoreCenter.



3. For information about the different areas, see the sections Properties, Authentication, Share Results and Tracked Lessons.

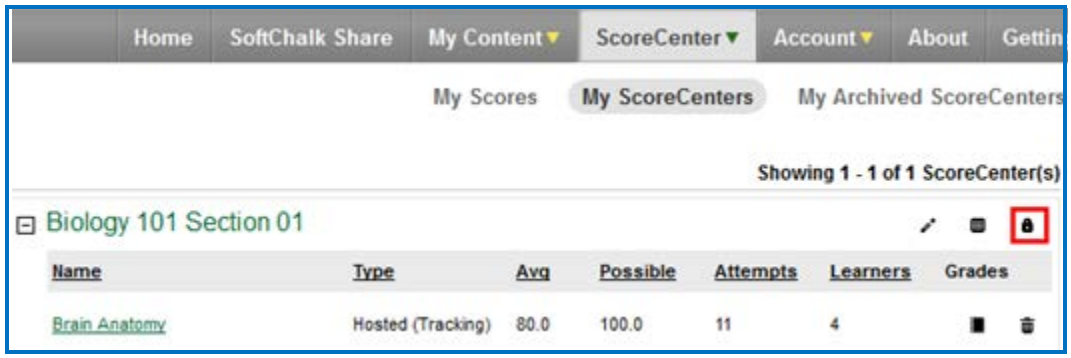
4. You can change information for your ScoreCenter including the name of your ScoreCenter and the current scores of your students will be preserved.

5. Be sure to click **Save Changes**.

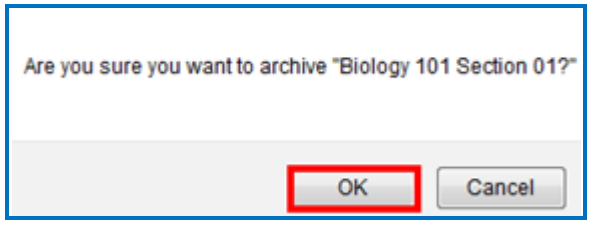


Archive a ScoreCenter

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.

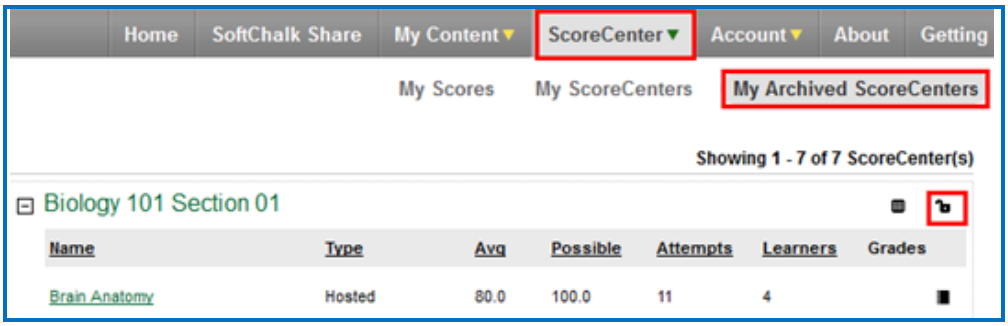


4. You will get a warning message asking if you want to archive the ScoreCenter. Click **OK** to archive the ScoreCenter. ***Archiving the ScoreCenter will not allow new content to be added to this ScoreCenter or new student attempts to be added to this ScoreCenter.***



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.



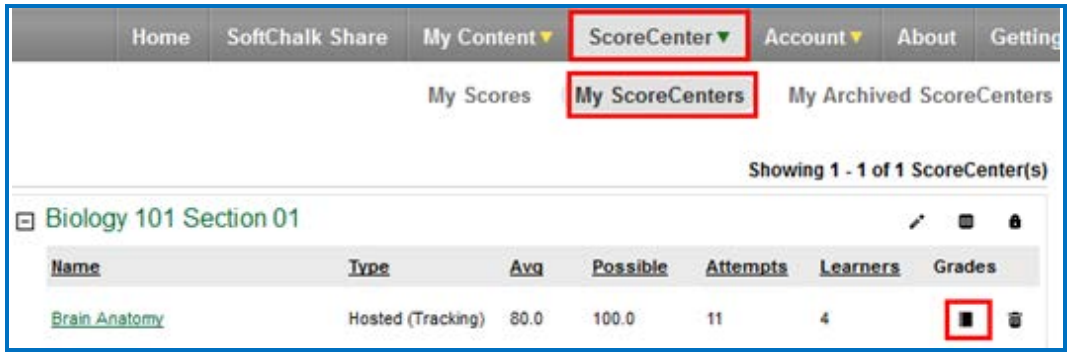
Using Essays with a ScoreCenter

Create the Essay Question and Assign Points

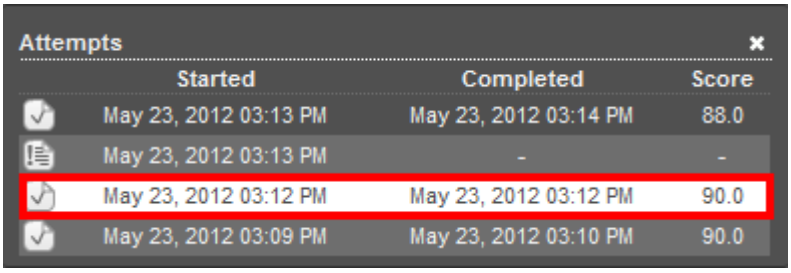
You can create essay questions within SoftChalk Create (choose **Insert / QuizPopper / Essay**). If you like, you can assign points to your essay question. In this case, you would need to change the score for a lesson based on the points you want to give for the essay. For example, you may have a lesson 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.

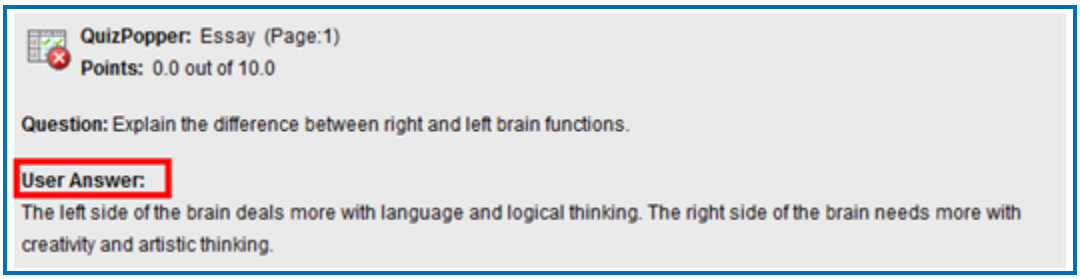


2. Select an attempt.



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.

Use Master Lessons in SoftChalk Cloud

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.)

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.

Collaborate with Other Instructors on SoftChalk Lessons

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 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.)

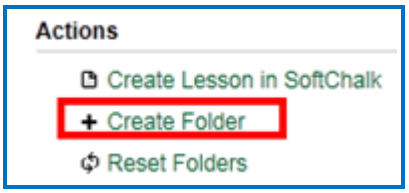
If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.

Create a Folder to be Shared

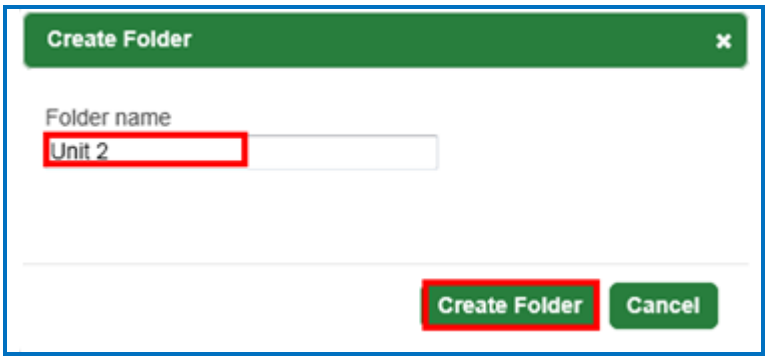
IMPORTANT: You must create a folder and put content in the folder to share. (You CANNOT share your **Lessons** folder.)

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

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



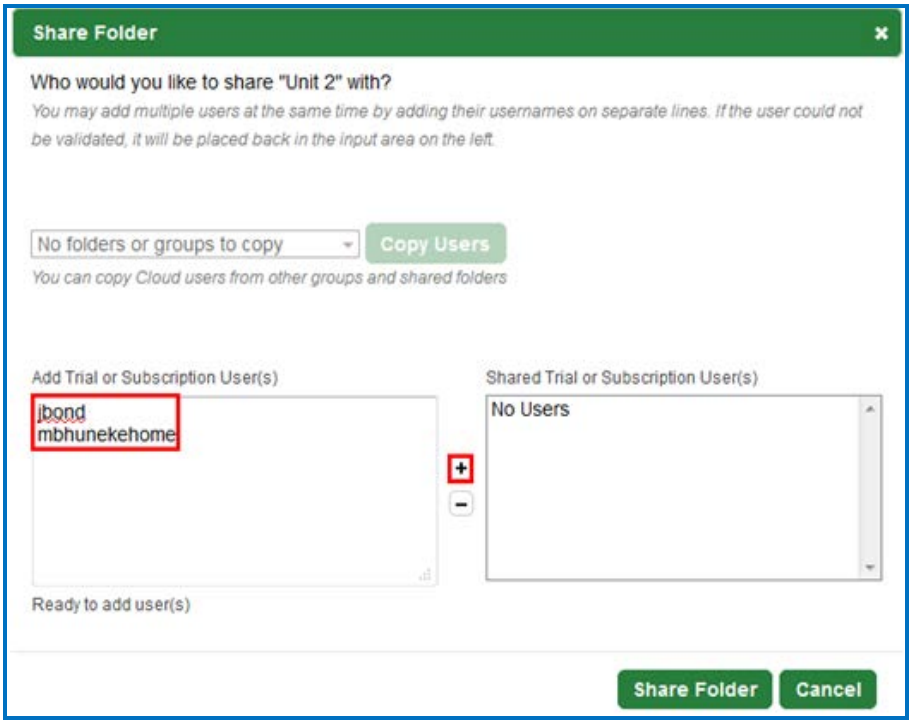
5. Type a name for your folder and click **Create Folder**.



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

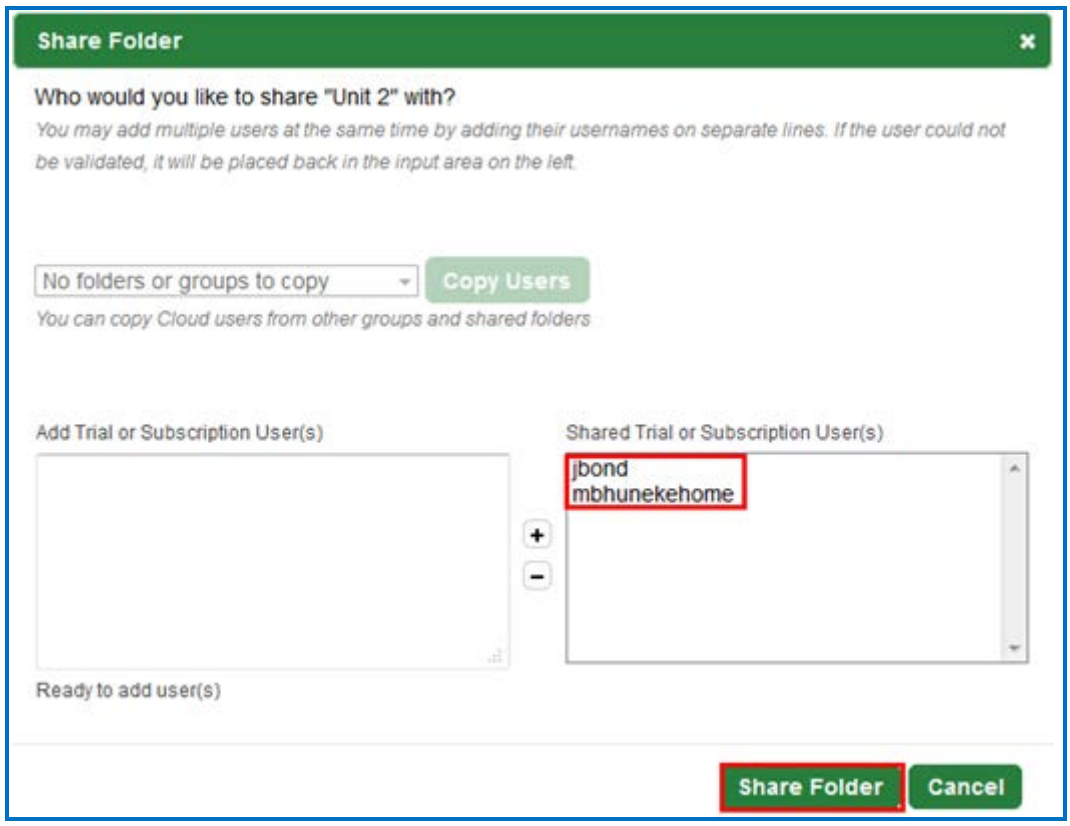
7. Type in **SoftChalk Cloud usernames** (or Trial SoftChalk Cloud users) and click **Add Users**.

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

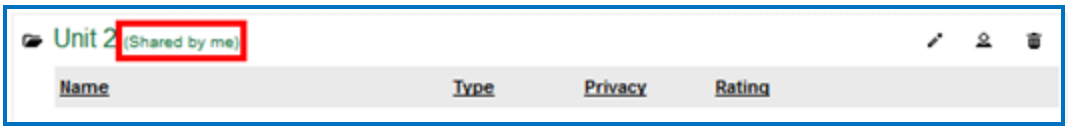


8. If you happen to add an invalid user, you will get an error message at the bottom **0 user(s) added** (see below) and the user will not appear in the right column.

9. 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.



10. 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.



11. 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)

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.

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.)

View or Edit a Previous Version of the Content

See the section Select a Previous Version of Your Content.

Share Student Results (Scores)

See the section Share Results.

SoftChalk Share

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, 12th grade, 11th 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.)

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)

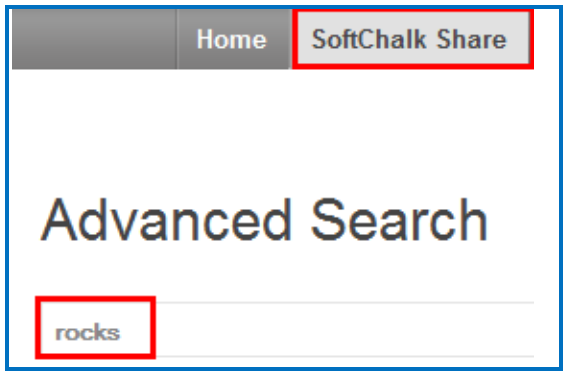
Search for Content

For the licensing information on content that you find, see the section Creative Commons Licenses.

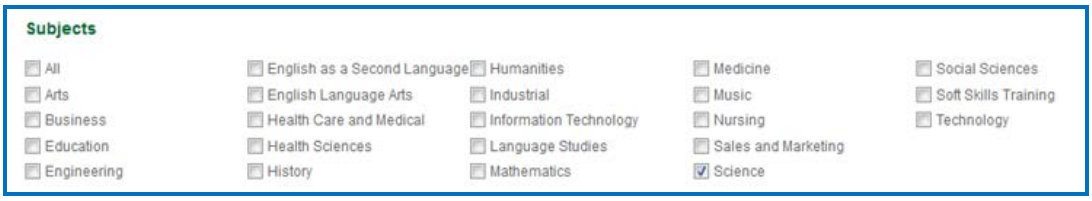
1. There are two ways to search for content. In the SoftChalk Cloud, click the **SoftChalk Share** tab. With the **Search SoftChalk Share** option selected, click **Advanced Search.**

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

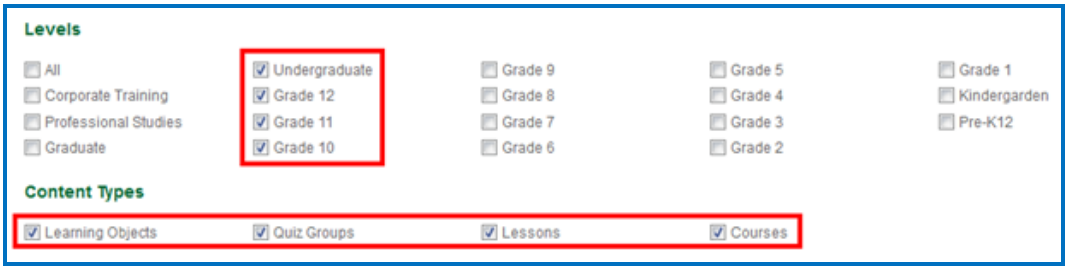
3. Type a keyword such as ***rocks*** in the Search Repository box.



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

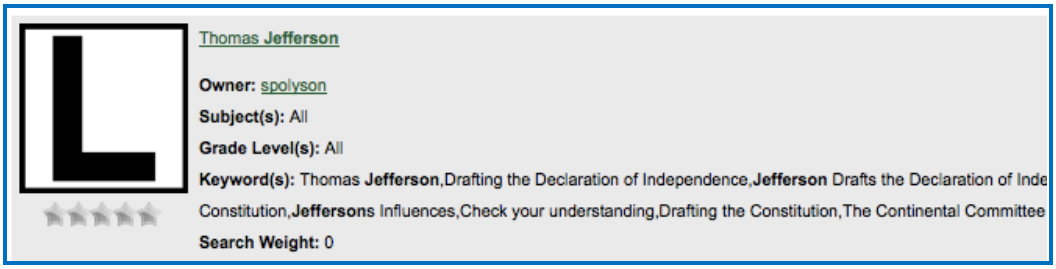


5. Select one or multiple **Levels** and select one or multiple **Content Types**.



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.

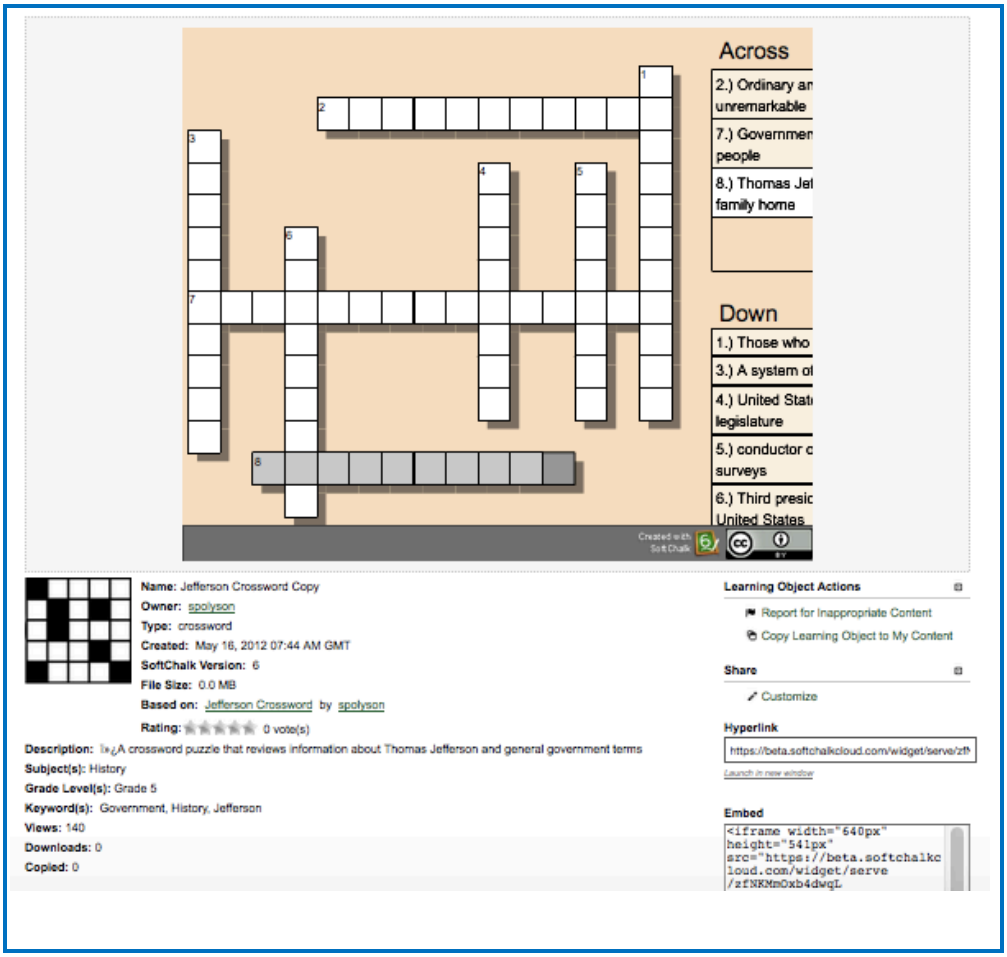
7. Your search results should appear below your Keyword box. Click on a learning object that you found. **IMPORTANT**: If you click on the **Owner** link (e.g. ***mbhuneke***), you can see the profile provided by that owner and link to other content that the owner created.



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).



View More Content by the Owner

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

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

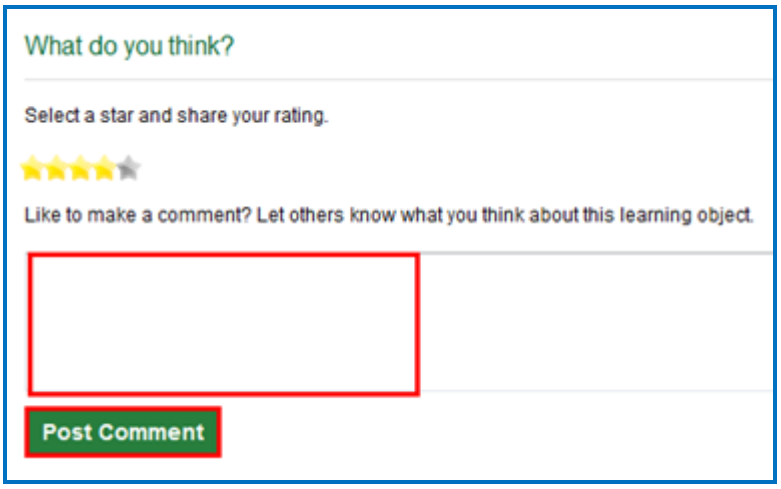
Rate Content

1. You must have a SoftChalk Cloud account to rate an item. To create an account, see the section Create an Account.

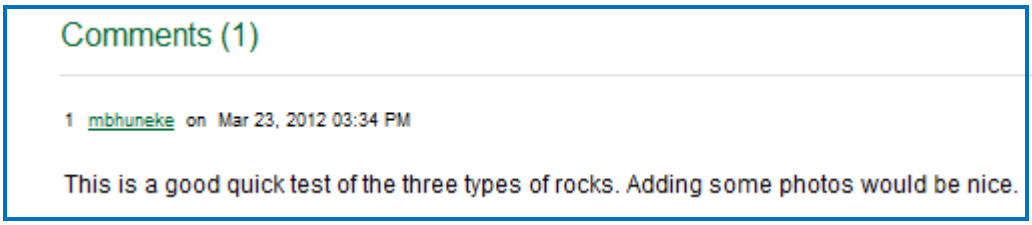
2. Click an item from the Home page or search for content (see the section Search for Content). Then click on an item that you found.

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.



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.



Hyperlink and Embed Code

Hyperlink

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

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

Embed Code

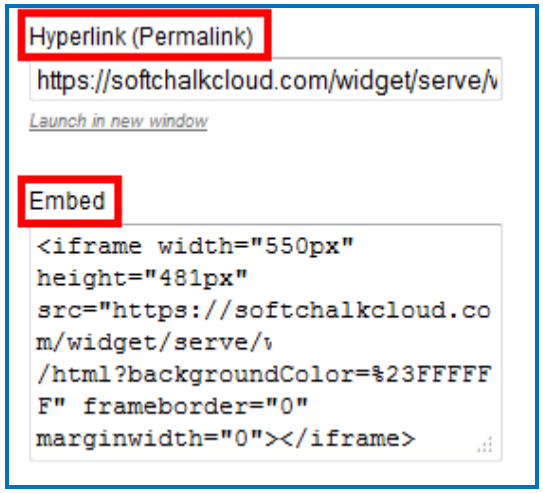
An ***embed code*** allows you to have the item appear within the context of your web page or SoftChalk lesson. In other words, the user will automatically see the item when the web page appears. (The user must be online to view the item as the embed code is linking to the website with the item's information.)

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

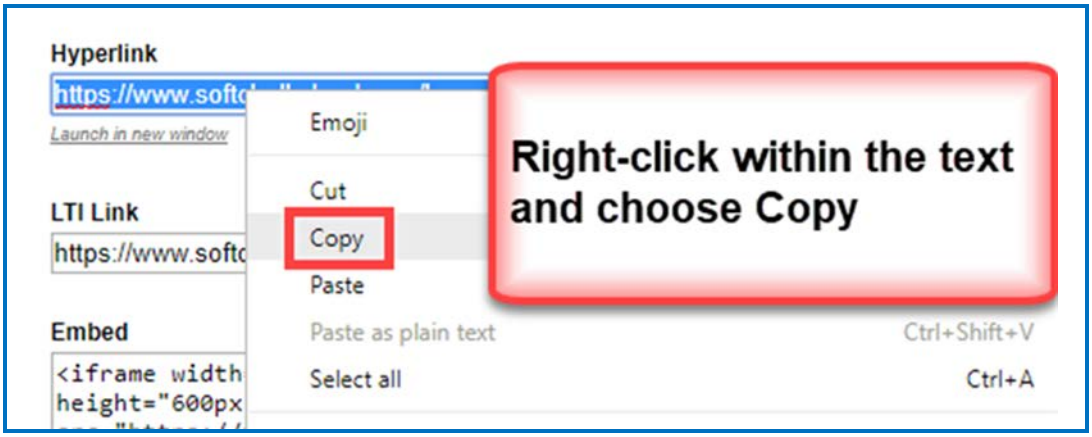
Note that you can make changes to the dimension, point value, or background color if you copy the embed code. See the sections Set the Point Value and Set the Background Color.

Copy a Hyperlink or an Embed Code

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



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

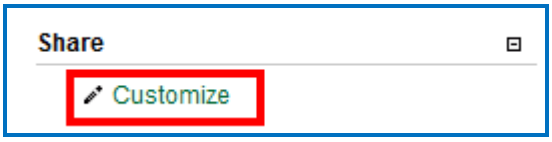


4. As mentioned previously, you can paste this code into a web page or SoftChalk lesson. See the sections Insert an item into a SoftChalk Lesson (Hyperlink), Insert an Item into a SoftChalk Lesson (Embed Code) and Insert an Item into a Web Page (Embed Code).

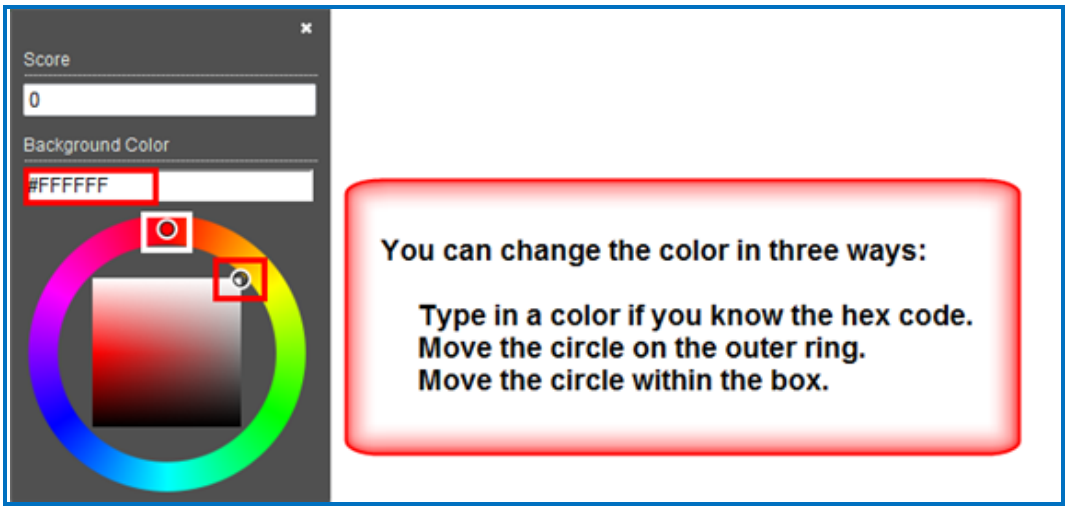
Set the Background Color

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

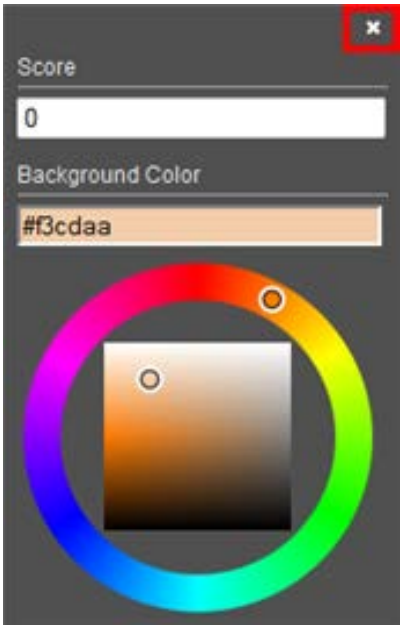
1. Search for an item (see the section Search for Content).
2. Click on your item to view it. At right under **Share**, click **Customize**.



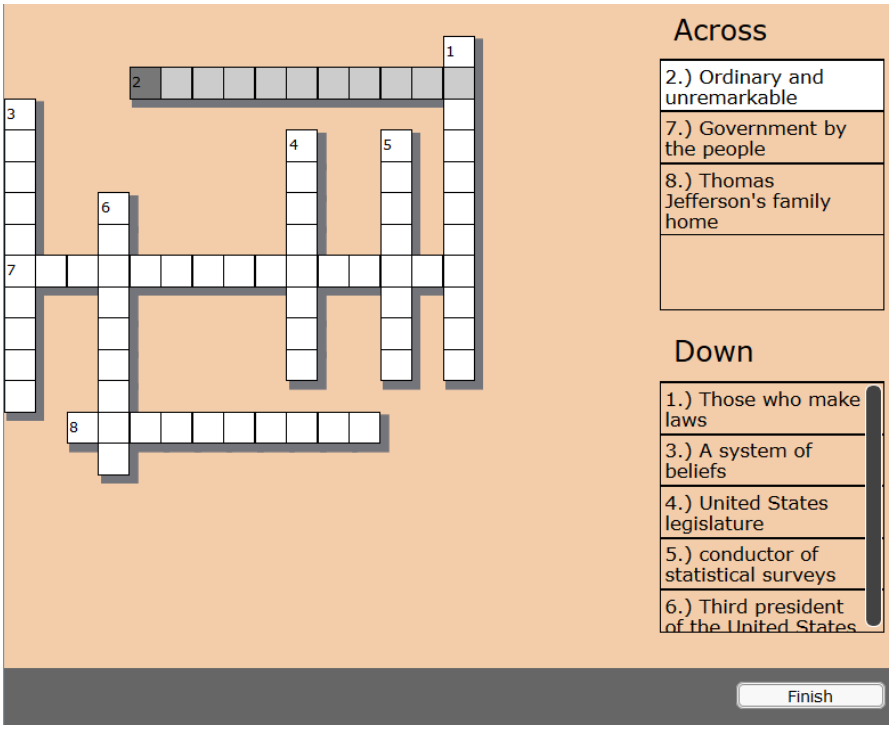
3. If you already know the Hex # number for your color, you can type or paste it in the box. Or you can drag both circles to change the color. (The circle for the box lets you “fine tune” the outer circle color.



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

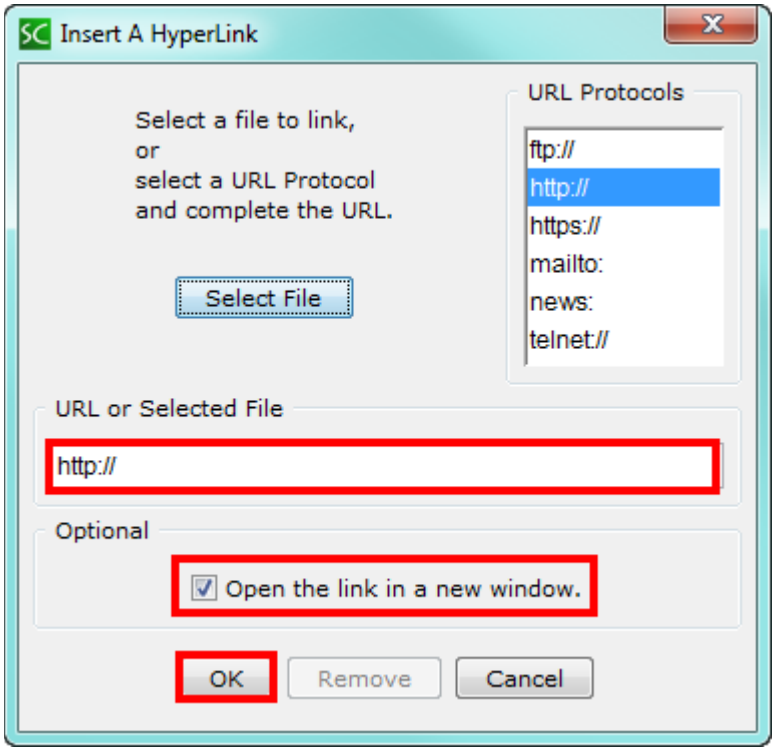


5. Copy the hyperlink or embed code (see the section Hyperlink and Embed Code) and the color you assigned will appear on the screen for the activity. Notice this activity as a hyperlink.



Insert an Item into a SoftChalk Lesson (Hyperlink)

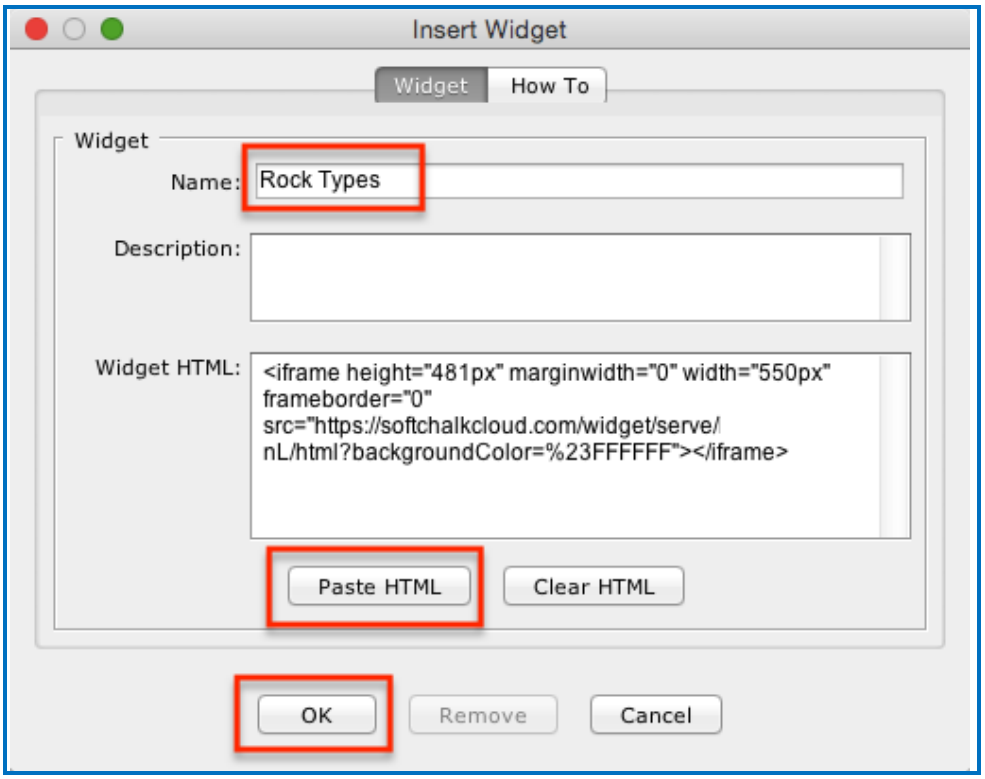
1. Search for an item (see the section Search for Content).
2. Click on your item to view it.
3. See the section Hyperlink and Embed Code on how to copy a hyperlink.
4. Start SoftChalk Create and open a lesson.
5. Select some text and choose **Insert/Hyperlink**.
6. In the **URL or Selected File** box, paste the hyperlink. Select **Open the link in a new window**. Click **OK**.



7. Save and preview your lesson.

Insert an Item into a SoftChalk Lesson (Embed Code)

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



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

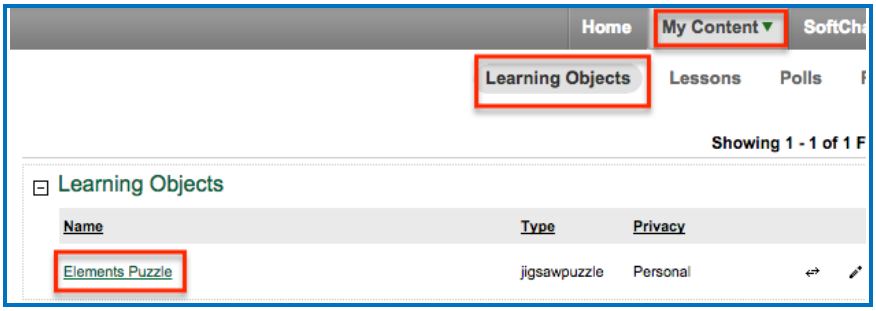
Insert an Item into a Web Page (Embed Code)

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

Modify Content You Find

If you have a SoftChalk Cloud account, you can modify content that you find.

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



6. To edit the properties for this item, click the edit (pencil) icon next to the icon. **IMPORTANT**: As mentioned previously, if you re-save your item back to the Cloud, whatever **Metadata** you have for your item, will replace the properties you modified in the Cloud.

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

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.

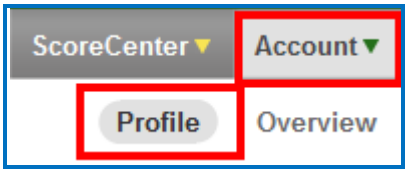
1. Search for an item. See the section Search for Content.
2. Click on the name of an item you found.
3. Look in the ***lower right-hand corner of an item*** (learning objects, quiz groups and lessons) for the Creative Commons logo (CC logo). You can click on this logo to link to the licensing information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

Manage Your Account

Edit Your Profile and Select a Time Zone

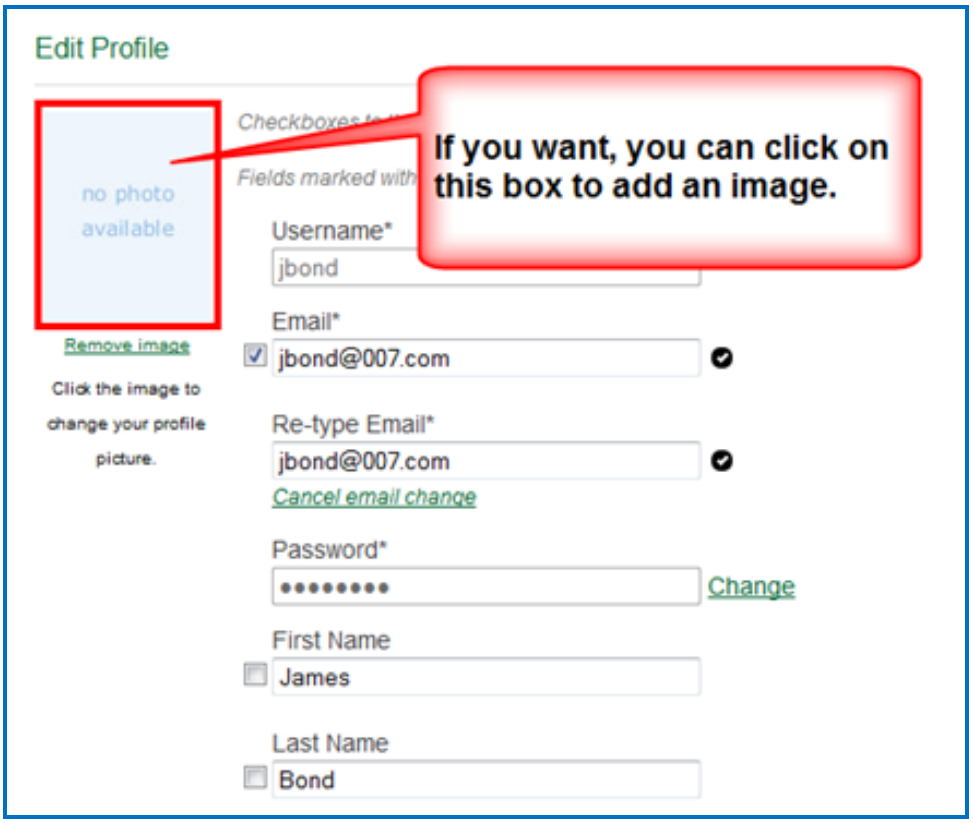
1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

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).



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

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

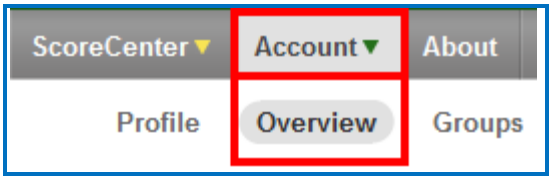
7. After saving your time zone changes, updates to your content will be in your time zone (see the section Select a Previous Version of Your Content) as well as student submissions to your ScoreCenter content (see the section View and Change Student Scores).

8. Be sure to scroll to the bottom of the screen and click **Save Changes** to save your changes.

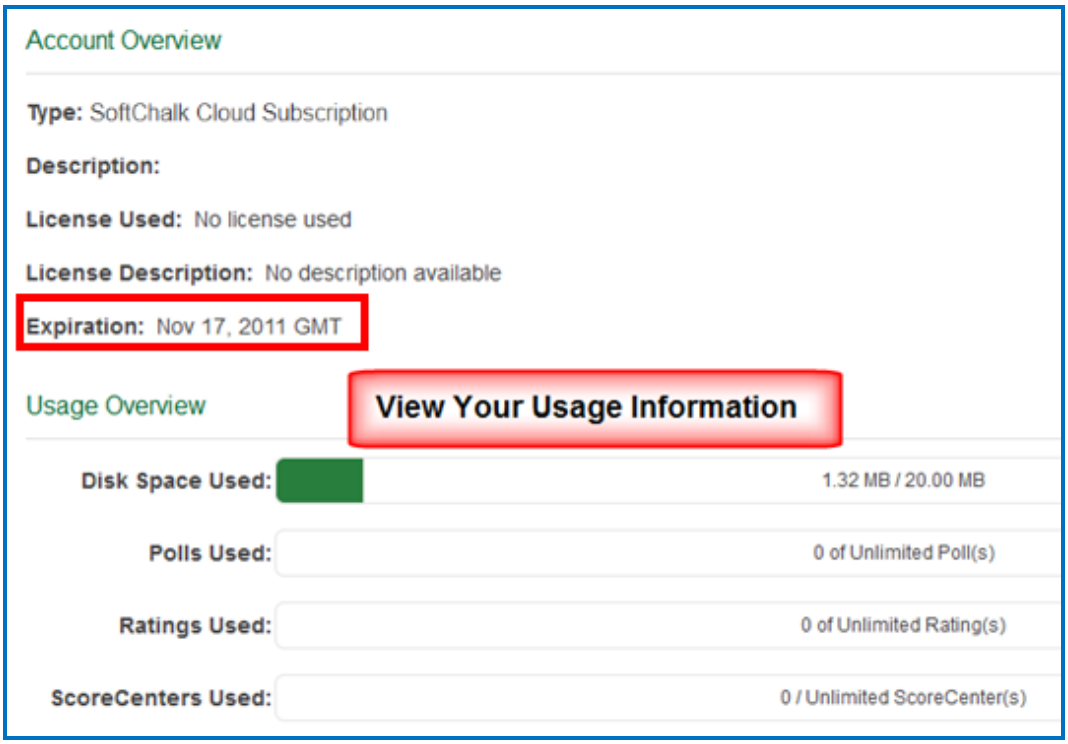
Account Overview – Usage and Expiration Date

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

2. Click **Account** and **Overview**.



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



Add Additional Storage Space to Your Subscription Account

If you need additional storage space for your SoftChalk Cloud Account, please contact sales@softchalk.com.

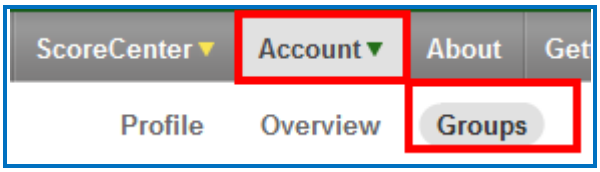
Create Groups

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.

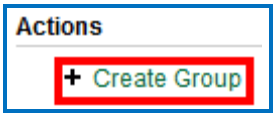
IMPORTANT: If you need to add or delete a member from the group, you will need to add or delete that member in each place that you entered the group (e.g., a content folder of a ScoreCenter).

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

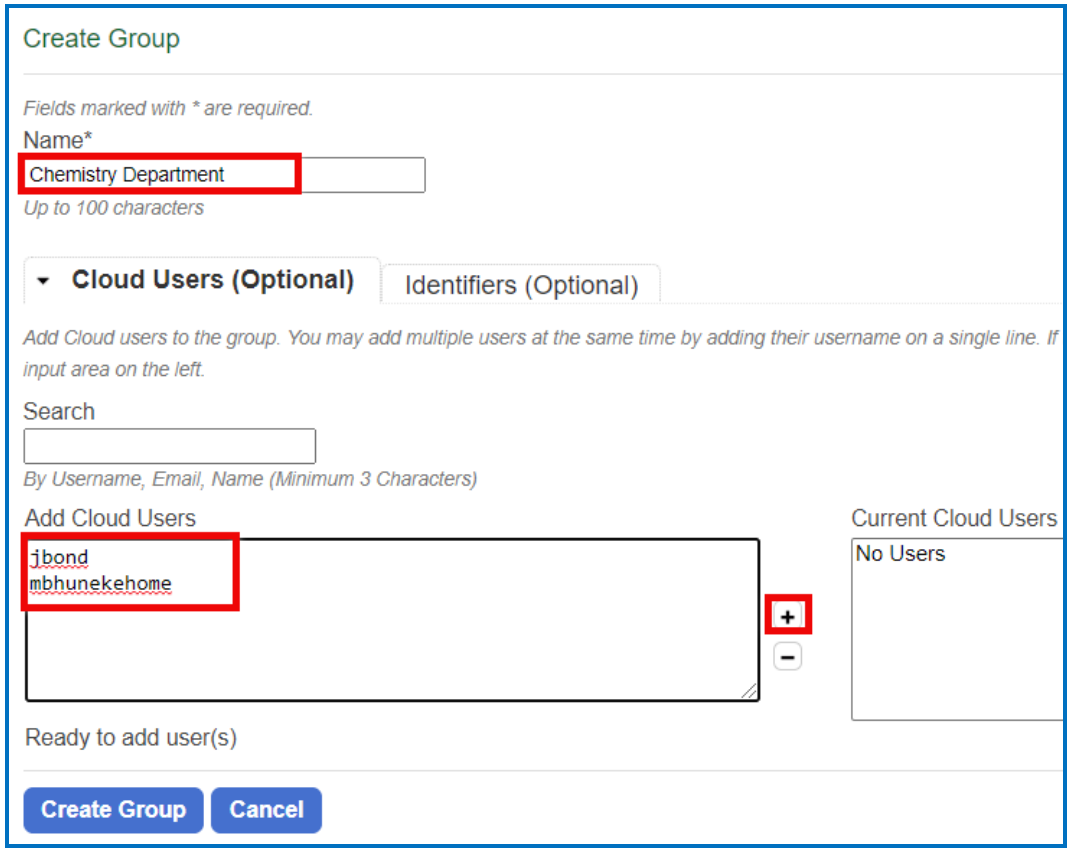
2. Click **Account** and **Groups**.



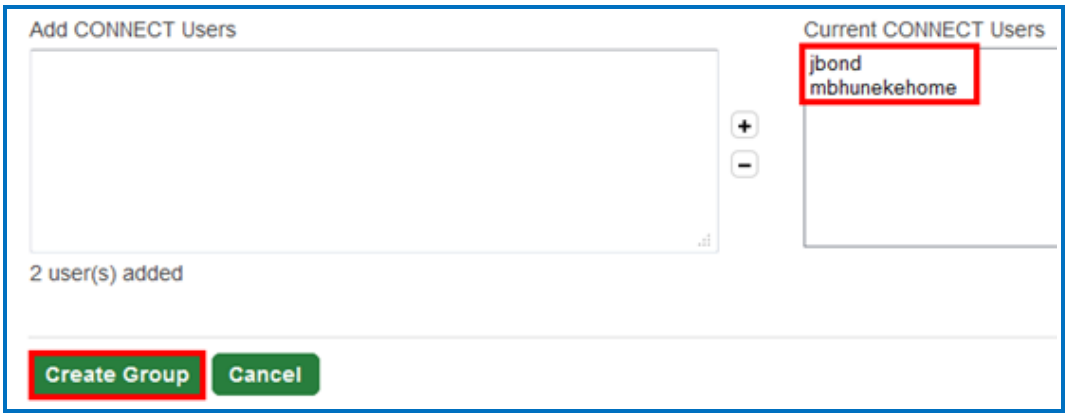
3. At the right under **Actions**, click **Create Group**.



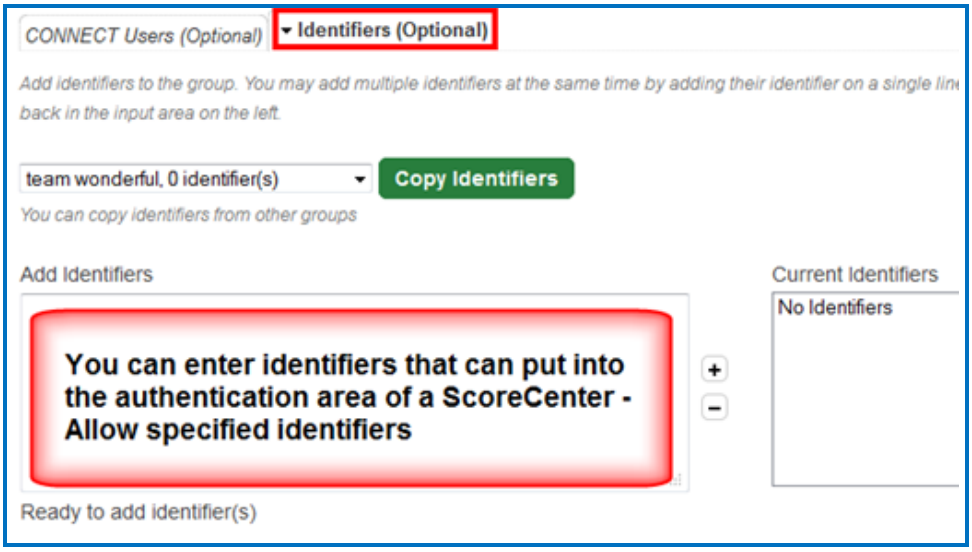
4. Type a name for your group and enter each Cloud user on one line. Click the + sign to add the users.



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



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.)



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

Add a Group to Share a Folder

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

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

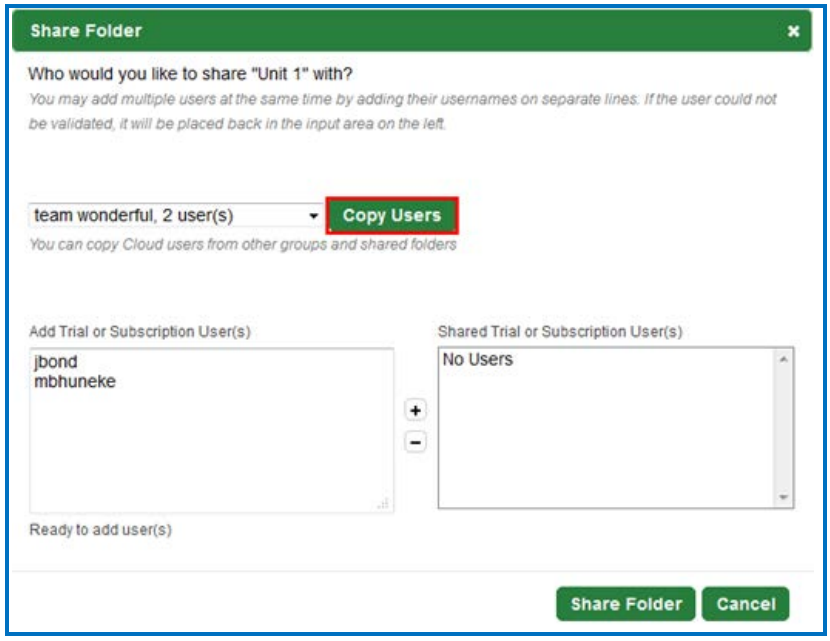
2. Click **My Content**. (If **My Content** is disabled, then you need to log in.) Click **Learning Objects**.

3. Create a folder if you haven't done so already by clicking **Create Folder** under the Actions menu at the right.

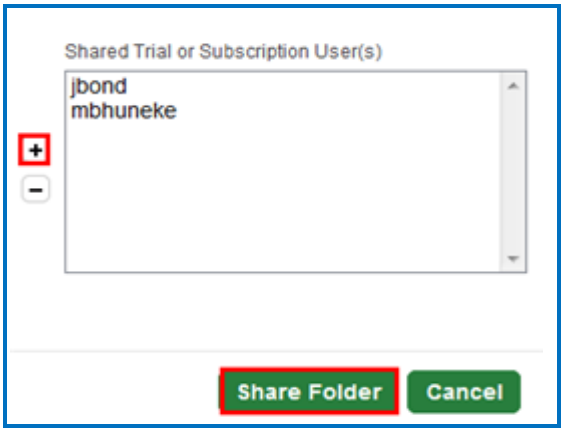
   IMPORTANT: You cannot share the Lessons folder (or the Learning Objects folder or the Files folder). You must create a folder within each area to share.

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

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

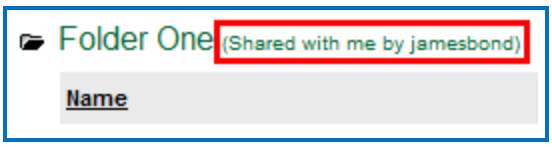


6. When you have finished putting in your users, click the **+ sign** to add the users to the right column and at the bottom click **Share Folder**.



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

8. 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

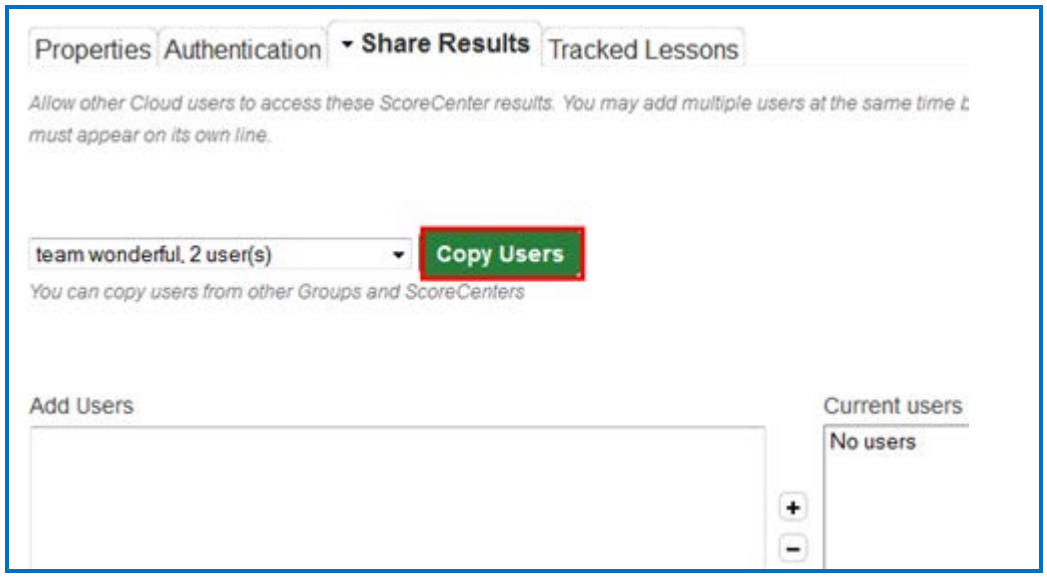
You can share the results of a ScoreCenter with other users.

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

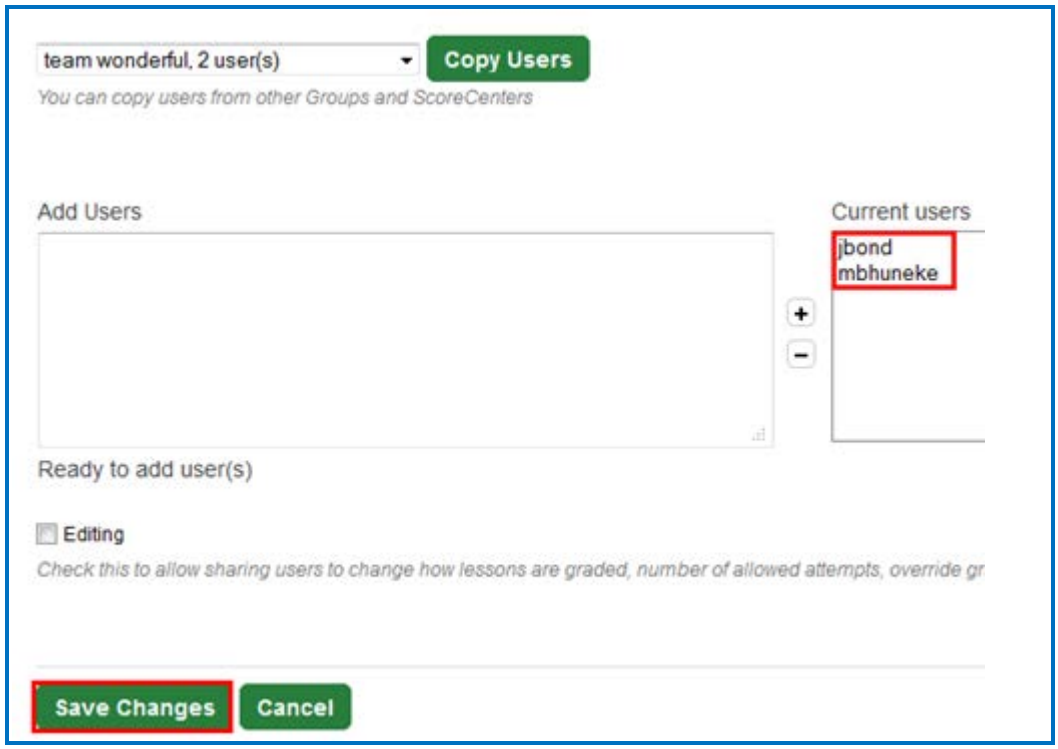
2. Click **ScoreCenter**. (If **ScoreCenter** is disabled, then you need to log in.) Click **My ScoreCenters**.

3. 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.)



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

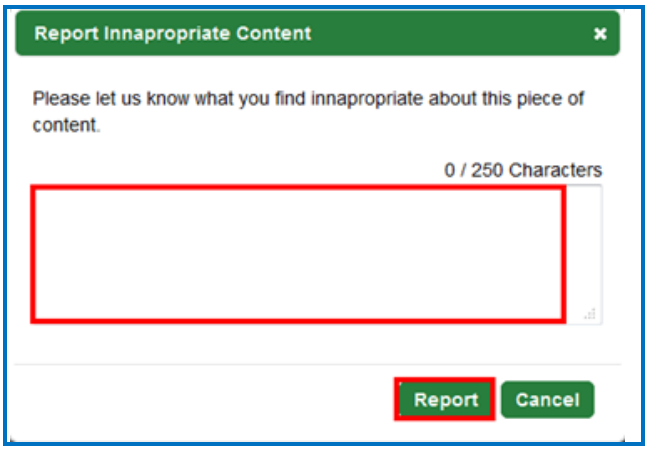


Report Inappropriate Content

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**.



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.)

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, 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.)
    d. Click **Close** and **Close** again 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.

Help

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

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