



SoftChalk™ Schology Integration Guide

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Introduction

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

Links to SoftChalk FAQs, System Specs and Guides

For your instructors, you may want to post the URLs for our guides (see below). As we update the guides, the URLs will remain the same.

Item	Description and URL
SoftChalk FAQs	Search our FAQs http://support.softchalk.com
System Specifications and Supported Browsers	This web page lists the system specifications for instructors and students. http://softchalk.com/features/system-specifications
Schoology Integration Guide	This guide has step by step instructions for linking to or uploading your SoftChalk lessons into Schoology. Please note that scores from SoftChalk lessons can go into your Schoology gradebook. http://support.softchalk.com/FileManagement/Download/e11ae749bb2e4769abaa51290696b2f4
Student Guide to SoftChalk Lessons	This Student Guide includes a Troubleshooting section . http://support.softchalk.com/FileManagement/Download/f63c73ce33fb45f091657ba93a4d92b0
SoftChalk Create Guide	SofChalk Create is SoftChalk's content authoring program. It is available in both a web launch version (as part of a SoftChalk Cloud Account - see the section SoftChalk Cloud) and in a desktop version. http://support.softchalk.com/FileManagement/Download/980bd45c66154772b957a68616b25f1f
SoftChalk Cloud Guide	SoftChalk Cloud is an award-winning, multi-function platform that combines a learning object repository, content authoring and hosting and management features. http://support.softchalk.com/FileManagement/Download/01a6aedad0e145e6a6267b62647be445

SoftChalk Cloud

As mentioned in the previous table, [SoftChalk Cloud](#) is an award-winning, multi-function platform that combines a learning object repository, content authoring and hosting and management features.

With a [SoftChalk Cloud](#) account, you can:

- **Create and update your content in one place** by logging into your SoftChalk Cloud account whether you are at work or at home. (SoftChalk Create is part of your Cloud account.)
- **Link to your content in many places.**
- **Search for content in SoftChalk Share (SoftChalk Cloud's public content repository)** and add it directly to your lessons. You can modify the content you find with a SoftChalk Cloud account.
- **Collaborate with other instructors on SoftChalk lessons.** For more details, see the section **Collaborate with Other Instructors on SoftChalk Lessons** in the [SoftChalk Cloud Guide](#).
- **Collect scores using the SoftChalk ScoreCenter Feature.** Grades from your SoftChalk lessons can appear within the gradebook of your learning management system.

Volume Purchase or Purchase Order

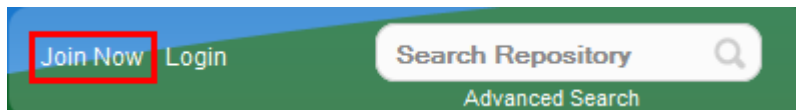
To take advantage of volume purchasing (or if you plan to purchase a SoftChalk Cloud account with a purchase order), please contact sales@softchalk.com.

Enterprise SoftChalk Cloud

Your institution also has the option to purchase an [Enterprise SoftChalk Cloud](#). Please contact sales@softchalk.com

Individual Purchase on the SoftChalk Cloud Website

Go to our [SoftChalk Cloud](#) website and click the **Join Now** button in the upper right part of the screen (see below). Fill out the information and submit your credit card information.



Trial SoftChalk Cloud Account

Try out a SoftChalk Cloud account for 30 days. Click the **Join Now** button (see above) and fill out the information.

SoftChalk Lessons in Schoology

If you are a SoftChalk Cloud user, see the section [SoftChalk Cloud Users](#).

If you don't have a SoftChalk Cloud account and you are using the desktop version of SoftChalk, see the section [Desktop Users](#).

If you are a Schoology administrator, see the section [Schoology Administrator](#) for instructions on enabling your LTI feature to work with SoftChalk Cloud. (The LTI feature allows an instructor to copy and paste an LTI link for his/her SoftChalk Cloud lesson and have the student scores for that lesson go directly into the Schoology gradebook.)

SoftChalk Cloud Users

Use a SoftChalk Cloud account to save your lesson in the Cloud (see the section [SoftChalk Cloud](#)). Then you will paste a link to this lesson in Schoology. You can update your content in SoftChalk Cloud and all your link(s) will reflect your changes. (You can link to the same lesson in multiple sections or courses.)

Before pasting a link to your lesson into Schoology, you will want to decide if you want to collect scores from your students or if you want your lessons to be “practice” lessons and you don’t need to collect scores. (For each lesson you can decide whether or not to collect scores. Many instructors use both “scored” and “practice” lessons within a course.) For details on:

- Scored lessons, see the section [Scored Lessons \(Cloud Users\)](#). (While your preferred method would probably be to collect student scores in the Schoology gradebook, you can also collect emails from students and have students print certificates. See the section [Print or Email Scores](#).)
- Non scored lessons, see the section [Non Scored Lessons \(Cloud Users\)](#).

Scored Lessons (Cloud Users)

ScoreCenter Overview

When you view your SoftChalk lesson scores within the Schoology gradebook, you are using a SoftChalk feature called the ScoreCenter. In other words, you click on the name for your lesson in the assignments area of Schoology and you see the SoftChalk ScoreCenter interface but all the scores are also “plugged into” the Schoology gradebook. (In Schoology, students will also see their grades from SoftChalk lessons as well.)

IMPORTANT: To use the ScoreCenter feature, your Schoology administrator needs to configure your system to use this feature. See the section [Schoology Administrator](#).

With the ScoreCenter feature, you can:

- Determine which score is the grade for the student (i.e. first, highest, last or average score). (Attempts for all scores are viewable.)
- Determine how many times a student can go into a lesson (unlimited times or a specific number of times).
- Get detailed scoring information for individual students (i.e. what a student did on an activity and or quiz items).
- Change scores.
- Update your lesson in one place (SoftChalk Cloud) and link to it in multiple sections or courses.

Basic Procedures

IMPORTANT: Within your lesson in SoftChalk Create, be sure to **assign points to each QuizPopper and Activity**. (In the main editing window of your SoftChalk lesson, right-click on the QuizPopper or Activity and choose **Modify QuizPopper** or **Modify Activity**. Go to the **Options** tab and use the **Points** dropdown menu to assign points.)

To have your student scores appear within the Schoology gradebook area (i.e. ScoreCenter interface), you need to:

- Save your lesson into your SoftChalk Cloud account (see the section **Save a Lesson or Course to the Cloud** in the [SoftChalk Cloud Guide](#)).
- Copy the LTI Link for this lesson (see the section **Copy the LTI Link for Your Lesson** in the [SoftChalk Cloud Guide](#)).
IMPORTANT: Be sure to copy the LTI Link and NOT the Hyperlink for the lesson.
- Paste this LTI Link into the **Lessons** area in Schoology (see the section [Paste the LTI Link into Schoology](#)).
- Set the Grading Method and Maximum Attempts for each lesson (see the section [Set the Grading Method and Maximum Attempts](#)).
- View or change your students' scores (see the section [View or Change Scores](#)).
- If you plan to collect and/or score essays, see the section [Essays](#).

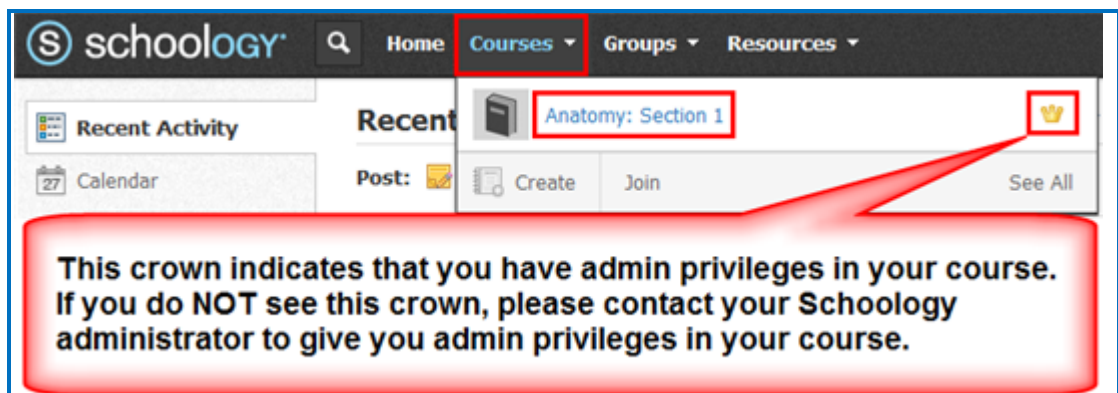
Copy the LTI Link for a Lesson in SoftChalk Cloud

See the section **Copy the LTI Link for Your Lesson** in the [SoftChalk Cloud Guide](#).

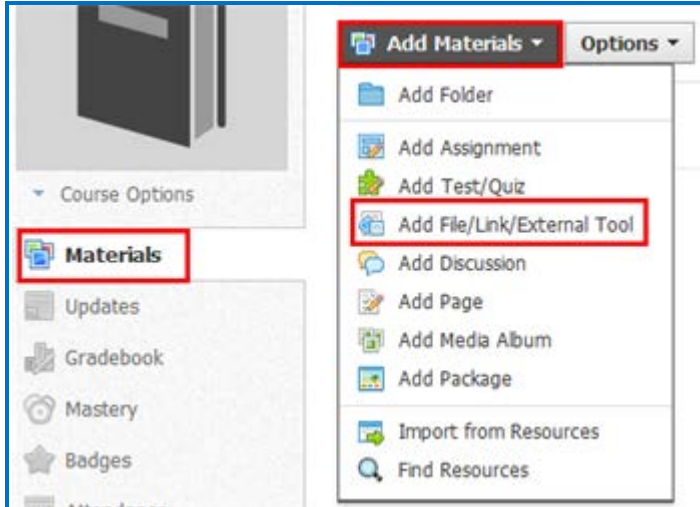
IMPORTANT: As mentioned previously, be sure to copy the LTI Link and NOT the Hyperlink for the lesson.

Paste the LTI Link into Schoology

1. After copying the **LTI Link** for your lesson (see the section **Copy the LTI Link for Your Lesson** in the [SoftChalk Cloud Guide](#)), log into your Schoology account and choose your course from the Courses dropdown menu (see below). You will need admin privileges in your course to add an LTI link (see below).



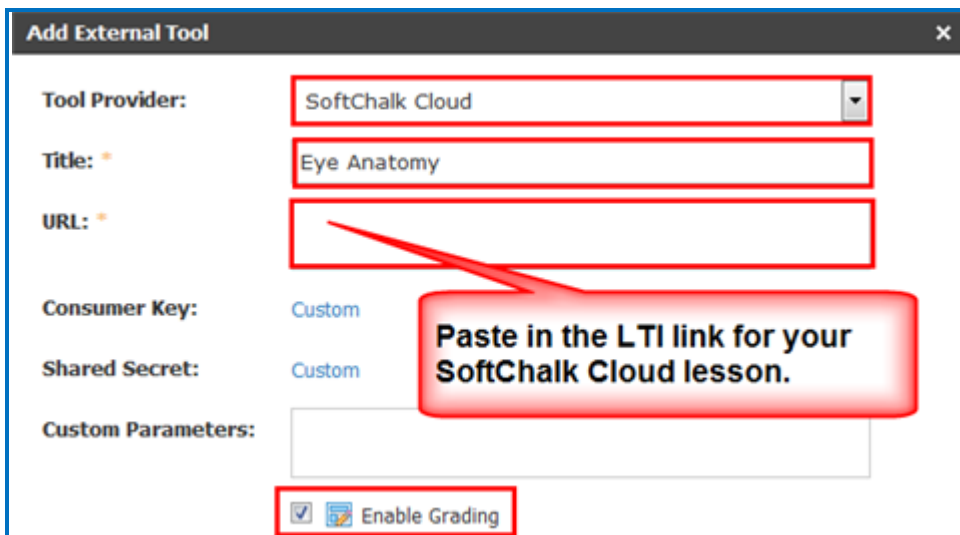
- From the **Add Materials** dropdown menu, choose **Add File/Link/External Tool** (see below). If you do NOT see this **Add Materials** dropdown menu, you may not have **Admin** privileges for your course. Please contact your Schoology Administrator for help.



- Select **External Tool** (see below).



- For the **Tool Provider**, select **SoftChalk Cloud**. (If you do not see SoftChalk Cloud listed, please contact your Schoology administrator who can set up this tool for you.) Type in the **Title** for your item, paste in the LTI link that you copied previously for your SoftChalk Cloud lesson and select **Enable Grading** (see below).



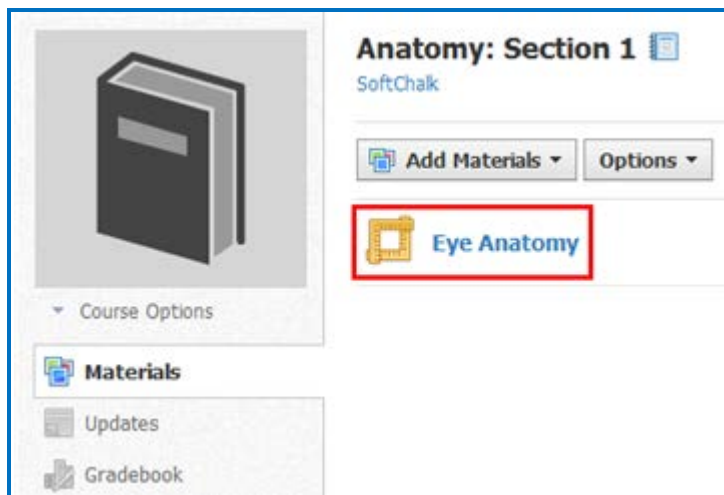
- Once you select **Enable Grading** (see the previous step), you will see the additional items below. Enter the point value for your lesson, select a grading category (create a new category if necessary, select a scale and select a period. Click **Submit** (see below).

IMPORTANT: If you forget to select a grading category, scores from your students will NOT appear in your gradebook. (If you forget to select a category, you can edit the LTI link later and select a category. Then previous and future scores will appear in your gradebook.)

Note: FYI, we noticed in our testing, that if you enter 100 points for a lesson that does not have 100 points, for example your SoftChalk lesson has 3 points, then the score for your lesson in the Schoology gradebook will reflect a percentage. For example, if you got 1 item correct, the score would be 33.33 in the Schoology gradebook.

The screenshot shows a form for enabling grading. At the top, there is a checkbox labeled 'Enable Grading' which is checked. Below this are four input fields: 'Points' with the value '100', 'Category' with the value 'Quizzes', 'Scale' with the value 'Numeric', and 'Period' with the value '2015 Spring Term'. A red callout box points to the 'Category' field with the text 'IMPORTANT: Select or create a grading category.' At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

- Your LTI link will appear in your **Materials** area (see below). (At this point there will also be a column in your Gradebook for this item.)



- Be sure to see the next section [Set the Grading Method and Maximum Attempts.](#)

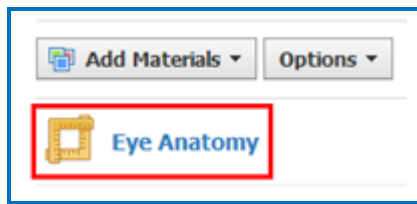
Set the Grading Method and Maximum Attempts

You will need to set the grading method (i.e. first attempt, last attempt, average attempt or highest attempt) and the maximum attempts allowed (unlimited or a specific number of attempts). All the student attempts will be collected and you can view all the attempts for each student for each lesson. You can change the grading method and maximum attempts at any point. (Obviously, if you want to allow your students only one attempt for the lesson, you need to set that option right away.)

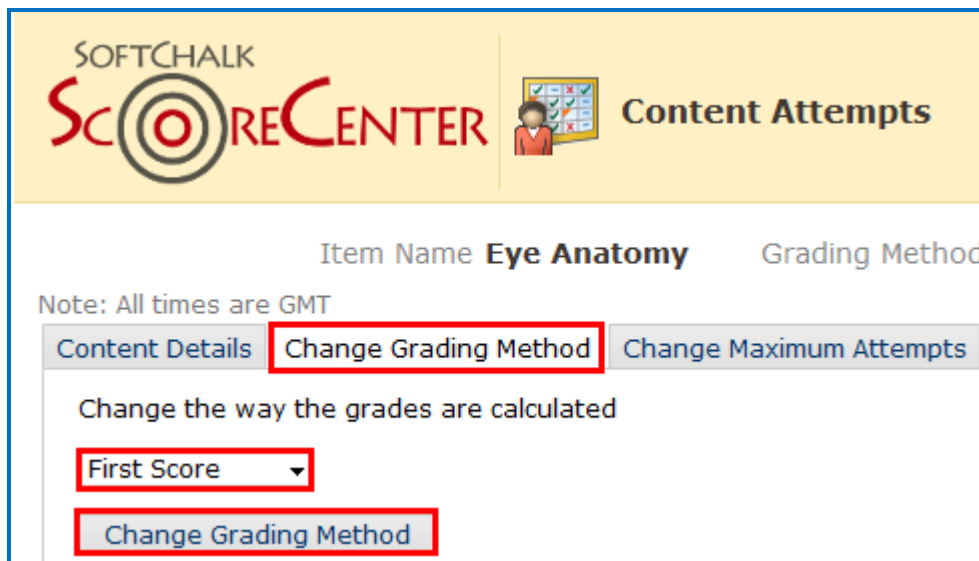
1. Log into your Schoology account and choose your course (see below).



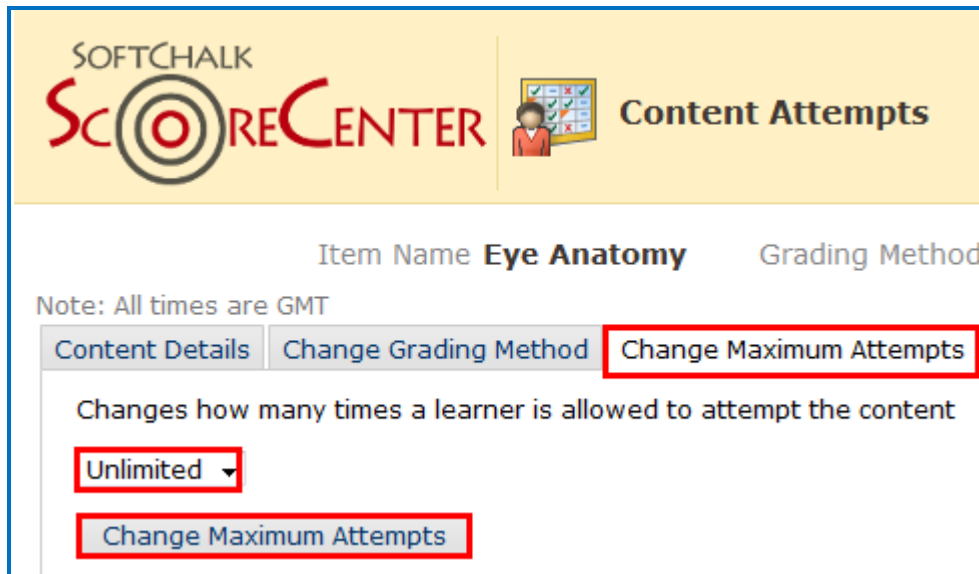
2. Under the **Materials** area for your lesson, click on the link for your LTI lesson (see below).



3. The SoftChalk ScoreCenter screen appears. Click **Change Grading Method**. Select a grading method from the drop down menu and be sure to click **Change Grading Method** (see below).



4. At the SoftChalk ScoreCenter screen, click **Change Maximum Attempts**. Select the maximum attempts from the drop down menu and be sure to click **Change Maximum Attempts** (see below).



5. If you chose to open your lesson in a new window, you can click the X for the browser window to return to your course.

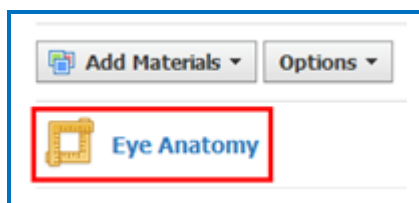
Preview the Lesson

To test out the lesson, you need to be logged into your course as a student.

IMPORTANT: Be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test out the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Schoology and taking a lesson, then the scores won't be recorded.)

View or Change Scores

1. Log into your Schoology account and choose your course.
2. Under the **Materials** area for your lesson, click on the link for your LTI lesson (see below).



3. The SoftChalk ScoreCenter screen appears. In the **Learner** area, click the dropdown menu for the attempts for a specific student. Click on an attempt (see below).

As mentioned previously, **IMPORTANT**: Be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test out the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Schoology and taking a lesson, then the scores won't be recorded.)

The screenshot displays the SoftChalk ScoreCenter interface. At the top, the logo and 'Content Attempts' are visible. The item name is 'Eye Anatomy', the grading method is 'Highest Score', and the maximum attempts are 'Unlimited'. The score possible is 100.0. A note indicates that all times are GMT. The 'Content Details' tab is selected, showing an average grade of 97.0, 1 learner, and 2 attempts. To the right, it shows 1 activity, 4 QuizPoppers, and 0 Quiz Groups. Below this, a table lists learners, with 'Bond, James' having a grade of 97.0 and completing the item on April 17, 2013, at 03:11 PM. A dropdown menu for the 'Attempts' column is open, showing two entries: '04/17/13 97.0' and '04/17/13'. The first entry is highlighted with a red box.

Learner	Grade	Date Completed	Attempts
Bond, James	97.0	Apr 17, 2013 03:11 PM	2

Attempt
04/17/13 97.0
04/17/13

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

The screenshot shows the user attempt details for 'Eye Anatomy' by James Bond. The score is 97.0, and the status is 'Completed'. The duration is 0:00:45. The attempt started on 2013-04-17 at 15:10:40 and ended at 15:11:25. The receipt ID is 75258c844b11ed00e8050cf2e6caa638cdb92f47. Below the attempt details, there are tabs for 'All', 'Activities', 'QuizPoppers', and 'Quiz Groups'. The 'QuizPoppers' tab is selected, showing a question: 'The vitreous is a jelly-like substance.' The possible answers are 'True' (checked) and 'False' (unchecked). The user's answer is 'True'. A red callout box points to the 'QuizPoppers' tab with the text 'View detailed information about the attempt'.

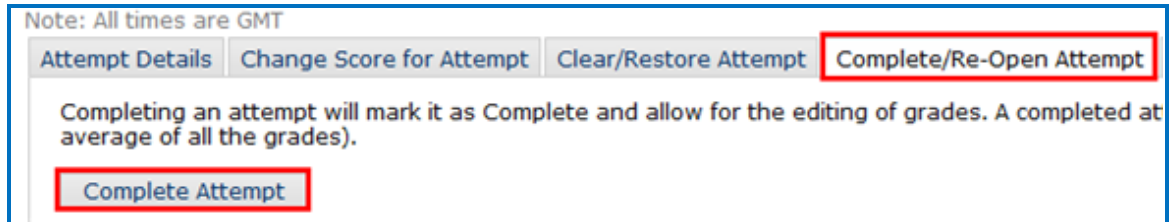
5. If you need to change the Score for the Attempt, click **Change Score for Attempt**. Enter a new score and click **Submit** (see below). **IMPORTANT**: An attempt has to be complete before you can change the score.

The screenshot shows the 'Change Score for Attempt' dialog box. The 'Score Value for Attempt' is set to 97. The 'Notes' field is empty. A red callout box with the text 'An attempt has to be Complete before you can change the score.' is overlaid on the dialog. The 'Submit' button is visible at the bottom right.

6. Notice that you also have the option to **Clear** an attempt (see below). If you clear an attempt, it will not count as part of the grade calculation. If you change your mind, you can restore the attempt.

The screenshot shows the 'Clear/Restore Attempt' dialog box. The text reads: 'Clearing the attempt will remove it and allow the user to try again. C'. The 'Clear Attempt' button is highlighted with a red box.

7. Notice that you also have the option to **Complete** an attempt (see below). If a student starts a lesson but neglects to click the **Finish** button at the end of the lesson, then that attempt is incomplete. An incomplete attempt does not count as part of the grade calculation. You can cause the attempt to be completed so that the score for the attempt is part of the grade calculation.



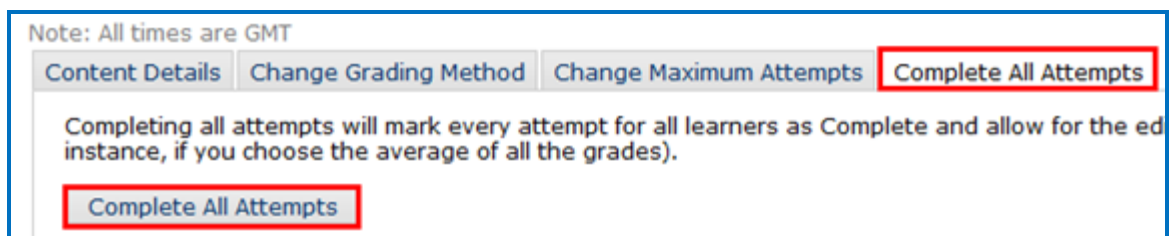
Complete All Attempts for All Students for a Lesson

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

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

IMPORTANT: This procedure cannot be undone. (You can change individual scores or re-open individual attempts if you need to.)

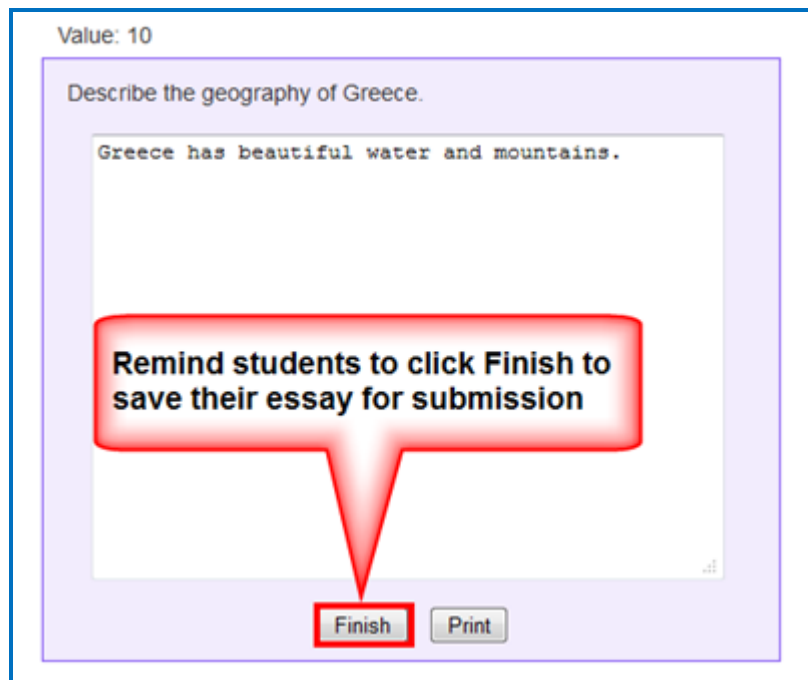
1. Log into your Schoology account and choose your course.
2. Go to the area where you have your content or assignments.
3. Click on the name of your lesson.
4. Click **Complete All Attempts** and **Complete All Attempts** (see below).



Essays

If you use essays in your lesson, you can view the essays within the ScoreCenter area (see the previous section [View or Change Scores](#)). Please note the following important information.

1. In SoftChalk Create, insert an essay (**File/Insert/QuizPopper/Essay**).
2. In SoftChalk Create, you can assign points to the essay under the **Options** tab for the essay (**File/Insert/QuizPopper/Essay**). (Assigning points is optional.)
3. Remind your students to click **Finish** for each essay (see below).



You can modify the grade for the lesson based on the points you decide to give to the essay. For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points 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. You can go into the gradebook (i.e. ScoreCenter) and evaluate the essay and modify the score. You may want to provide feedback to the student on the essay by clicking the **Feedback** button within the attempt.

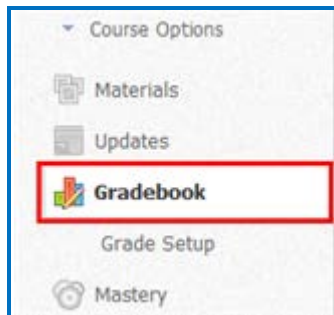
(You may want to explain the above process to your students; as mentioned, you also have the option to assign 0 points to an essay if you like.)

View Grades from LTI Lessons in the Schoology Gradebook

If you go to the Gradebook area in Schoology, you can see that the scores from your lessons (using the LTI Link and external tool – see the previous sections [Paste the LTI Link into Schoology](#) and [Set the Grading Method and Maximum Attempts](#)) appear in your Schoology Gradebook. (If you want to view or change scores for individual student attempts, see the section [View or Change Scores](#).)

IMPORTANT: As previously mentioned, be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test out the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Schoology and taking a lesson, then the scores won't be recorded.)

1. Log into your Schoology account and choose your course.
2. From the left menu, select **Gradebook** (see below).



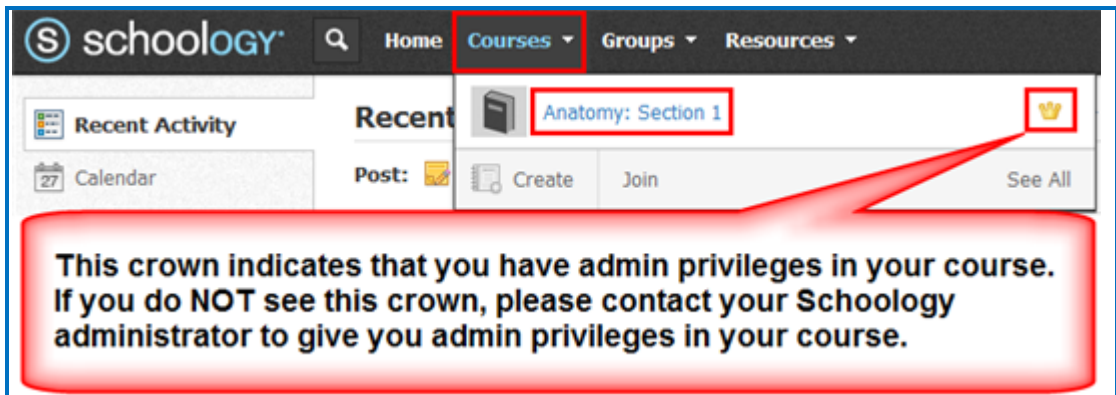
3. You can view your students' scores (see below). If you do NOT see the scores, please check that you have selected the correct grading period (second column below) and the correct category (third column below).

	Overall	2015 Spring Tern	Eye Anatomy 100 pts
Student, One	83%	83%	83

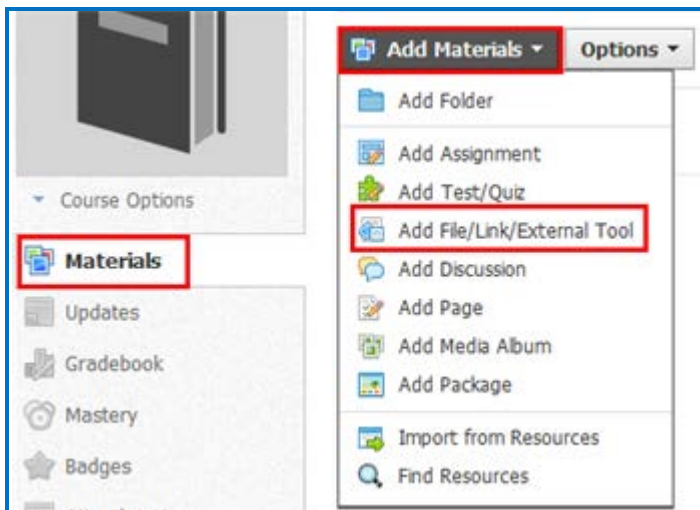
Non Scored Lessons (Cloud Users)

This section explains how to have your students access “practice” SoftChalk lessons. In other words, you don’t plan to collect student scores from these lessons. [You can have items that have points assigned to them within your lesson, but if you want to collect the scores, see the section [Scored Lessons \(Cloud Users\)](#).]

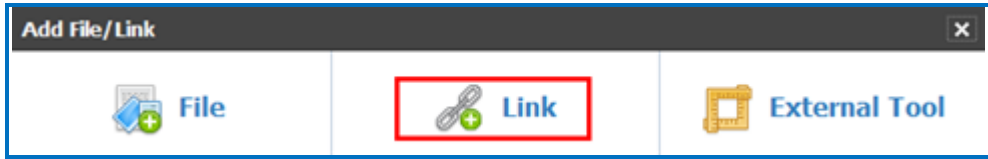
1. Save your SoftChalk lesson to your SoftChalk Cloud account. See the section **Save a Lesson or Course to the Cloud** in the [SoftChalk Cloud Guide](#).
2. Copy the Hyperlink (NOT the LTI Link) for your lesson. See the section **Copy the Hyperlink for Your Lesson** in the [SoftChalk Cloud Guide](#).
3. After copying the **Hyperlink** for your lesson, log into your Schoology account and choose your course from the **Courses** dropdown menu (see below). You will need admin privileges to add a hyperlink (see below).



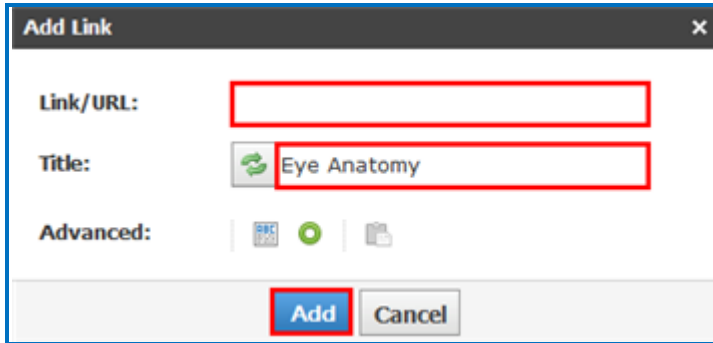
4. From the **Add Materials** dropdown menu, choose **Add File/Link/External Tool** (see below). If you do NOT see this **Add Materials** dropdown menu, you may not have **Admin** privileges for your course. Please contact your Schoology Administrator for help.



5. Select **Link** (see below).



6. In the **Link/URL** box, paste in the Hyperlink for your SoftChalk Cloud lesson, enter a **Title** and click **Add** (see below).



7. If you want the lesson to display in a new window, click the icon to the right of **Advanced** (see below).



8. Your Hyperlink will appear in your **Materials** area (see below). (The yellow checkmark indicates a link to a SoftChalk item.)



9. You can click on this link to view the lesson.

Edit a SoftChalk Cloud Lesson

If you used the LTI Link or Hyperlink to your SoftChalk Cloud lesson, then you can easily edit your lesson within your SoftChalk Cloud account. (You don't have to paste in a new LTI Link or Hyperlink; simply edit your current lesson in SoftChalk Cloud and the LTI Link or Hyperlink for this lesson will still work.)

IMPORTANT: If you edit a lesson that has scored items and you have pasted an LTI Link for this lesson into Schoology, we recommend the scoring for your lesson remain the same if students have started taking this lesson.

1. Log into your [SoftChalk Cloud](#) account.
2. Click **My Content/My Lessons and Courses**.
3. Open the folder that contains your lesson. Click on the name of your lesson.
4. Scroll down to the bottom right under **Lesson Actions** and click **Edit Lesson in SoftChalk Create**.
5. Make changes and choose **File/Save to SoftChalk Cloud**. (If you click the **Save** icon, you are saving your lesson temporarily to your local computer.)
6. Double-check that your lesson is selected in the file tree at the right. Click **Save**. Click **OK** at the screen saying your item will be replaced. Click **OK** at the screen saying your lesson was saved to SoftChalk Cloud. Click **Close**. Choose **File/Quit** if you want to quit SoftChalk Create. (For more details on editing, see the section **Edit a Lesson** in the [SoftChalk Cloud Guide](#).)
7. Your lessons will be automatically updated with any changes in all linked instances within Schoology.

Collaborate with Other Instructors on SoftChalk Lessons

You can collaborate with other instructors to create your SoftChalk lessons using a SoftChalk Cloud account (or a trial SoftChalk Cloud account). Within SoftChalk Create, you can publish your lesson to your SoftChalk Cloud account. Another instructor [also using SoftChalk Create and a SoftChalk Cloud account (or a trial SoftChalk Cloud account)] can access and edit the lesson you published.

IMPORTANT: Simultaneous work in the same lesson is not supported. In other words, one person should be working on the lesson at a time. (If two or more people are making changes to the same lesson at the same time and saving the lesson to the Cloud, they may end up overwriting each other's changes.)

For more details, see the section **Collaborate with Other Instructors on SoftChalk Lessons** in the [SoftChalk Cloud Guide](#).

Schoology Administrator

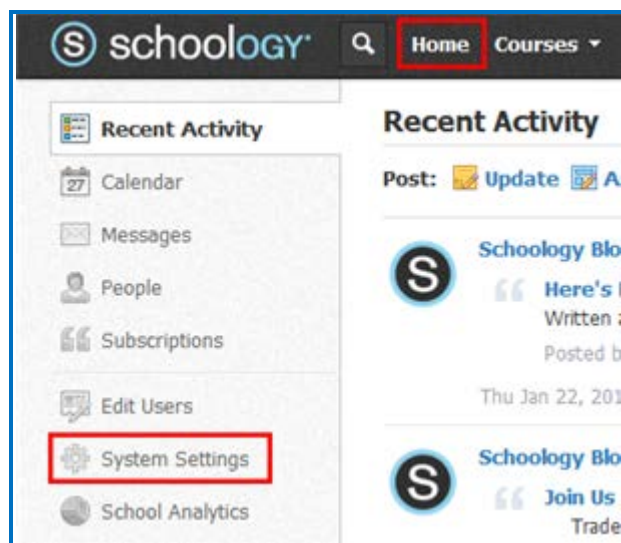
The steps below are for your Schoology administrator to enable the LTI/ScoreCenter feature for your Schoology server. For details on the LTI/ScoreCenter feature, see the section [Scored Lessons \(Cloud Users\)](#).

As a Schoology administrator to use the ScoreCenter feature, you need to register with SoftChalk and configure the ScoreCenter for your system.

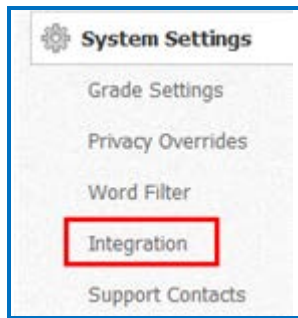
1. Please contact help@softchalk.com and provide the following information to register with SoftChalk and receive authentication credentials (i.e. an OAuth Consumer Key and an OAuth Consumer Secret).

If you have a test server and a production server, you may send us two LMS URLs and we will register both of them. (You will receive a separate email with a unique key and secret for each registered URL.)

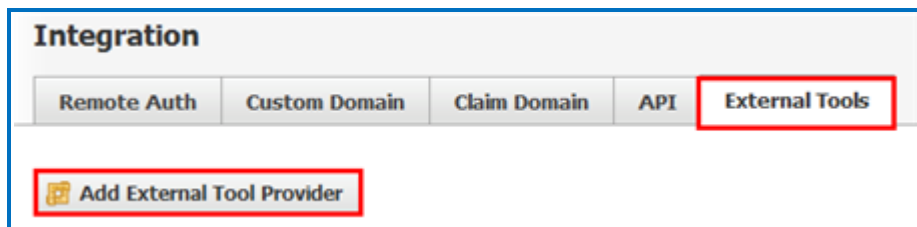
- a. Your institution name
 - b. LMS URL
 - c. First Name (optional) of the person registering with us
 - d. Last Name (optional) of the person registering with us
 - e. Email for this registration (the email can be a specific person's email or a generic email such as imsadmin@myinstitution.edu)
2. After registering, you will receive an email from SoftChalk with information to enter into your Schoology system (see the steps below).
 3. From your home page, select **System Settings** at the left (see below).



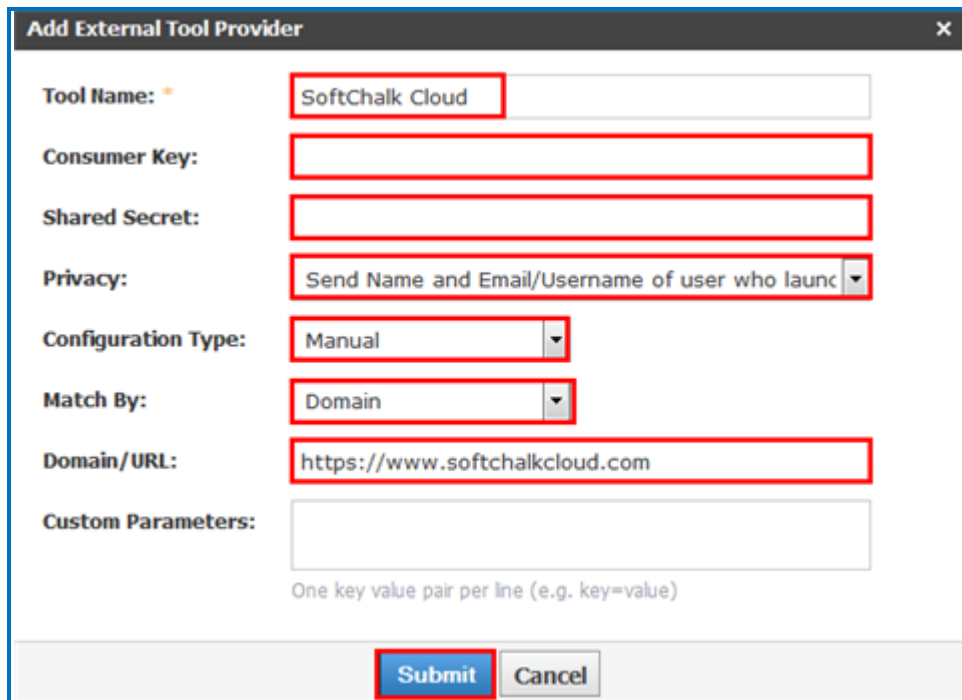
4. Select **Integration** (see below).



5. Click the **External Tools** tab and click **Add External Tool Provider** (see below).



6. For the **Tool Name**, enter **SoftChalk Cloud**. Paste in the **Consumer Key** and **Shared Secret** information that you received in an email when you registered with SoftChalk (see the previous step 1 in this section). For the **Privacy**, select **Send Name and Email/Username of user who launches the tool**. For the **Domain/URL**, enter <https://www.softchalkcloud.com>. Click **Submit** (see below).

A screenshot of the 'Add External Tool Provider' dialog box. The fields are: Tool Name: SoftChalk Cloud; Consumer Key: (empty); Shared Secret: (empty); Privacy: Send Name and Email/Username of user who launches the tool; Configuration Type: Manual; Match By: Domain; Domain/URL: https://www.softchalkcloud.com; Custom Parameters: (empty). At the bottom are 'Submit' and 'Cancel' buttons. A note at the bottom says 'One key value pair per line (e.g. key=value)'. All input fields and the Submit button are highlighted with red boxes.

7. Test an LTI Link to see that grades go into the Schoology gradebook by following the steps in the section [Scored Lessons \(Cloud Users\)](#). **IMPORTANT:** As previously mentioned, be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test out the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Schoology and taking a lesson, then the scores won't be recorded.)

Desktop Users

IMPORTANT: Within your lesson in SoftChalk Create, be sure to **assign points to each QuizPopper and Activity**. (In the main editing window of your SoftChalk lesson, right-click on the QuizPopper or Activity and choose **Modify QuizPopper** or **Modify Activity**. Go to the **Options** tab and use the **Points** dropdown menu to assign points.)

Scored Lessons (Desktop Users) – Print or Email Scores

Your students can print certificates of their scores and/or your students can email you within the lesson to send their scores. The basic steps are:

1. Create scored quiz questions and/or activities within your SoftChalk lesson and assign points via the **Options** tab for each quiz question or activity.
2. Add the email feature within your SoftChalk lesson. Choose **File/Package Lesson**. Make the appropriate selections under **Student Options**.
3. On the last page of your lesson within the web browser, is an area for students to type their name or identifier and then click **Email Score, Print Certificate** and/or **Print Score Summary**. (You can preview your lesson on your local computer to see how this works.)

With the email option, you will get an email from each student for each attempt the student made for the lesson. (As mentioned previously, we recommend the use of the ScoreCenter feature with SoftChalk Cloud as you won't have to manage individual emails. With the ScoreCenter feature, students can click the **Finish** button on the last page of an LTI linked lesson and have the option to print or email the score to themselves.)

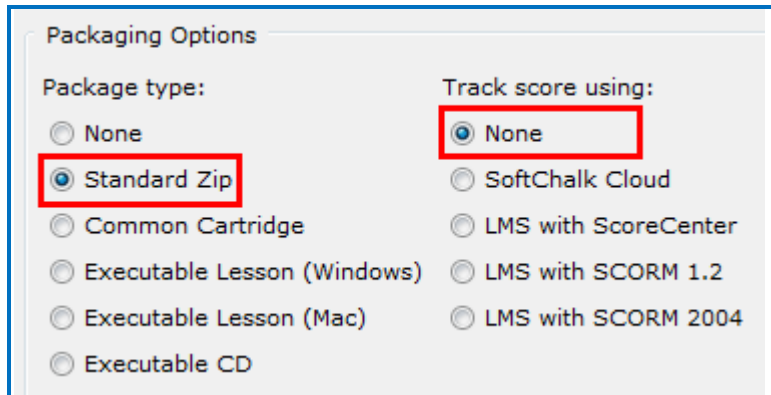
If you are uploading a zip file to Schoology, then see the next sections [In SoftChalk: Package a Zip Lesson](#) and [In Schoology: Upload a Zip File](#).

Non Scored Lessons (Desktop Users)

Within SoftChalk, you can package a lesson in a .zip format. Then upload this .zip file into Schoology and unzip it. See the steps below.

In SoftChalk: Package a Lesson

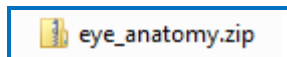
1. Start SoftChalk Create. Within your lesson in SoftChalk Create, choose **File/Package Lesson**. Under Package type, choose **Standard Zip**. Under Track score using choose **None** (see below).



The screenshot shows a dialog box titled "Packaging Options". It is divided into two columns. The left column is labeled "Package type:" and contains radio buttons for "None", "Standard Zip", "Common Cartridge", "Executable Lesson (Windows)", "Executable Lesson (Mac)", and "Executable CD". The "Standard Zip" option is selected and highlighted with a red box. The right column is labeled "Track score using:" and contains radio buttons for "None", "SoftChalk Cloud", "LMS with ScoreCenter", "LMS with SCORM 1.2", and "LMS with SCORM 2004". The "None" option is selected and highlighted with a red box.

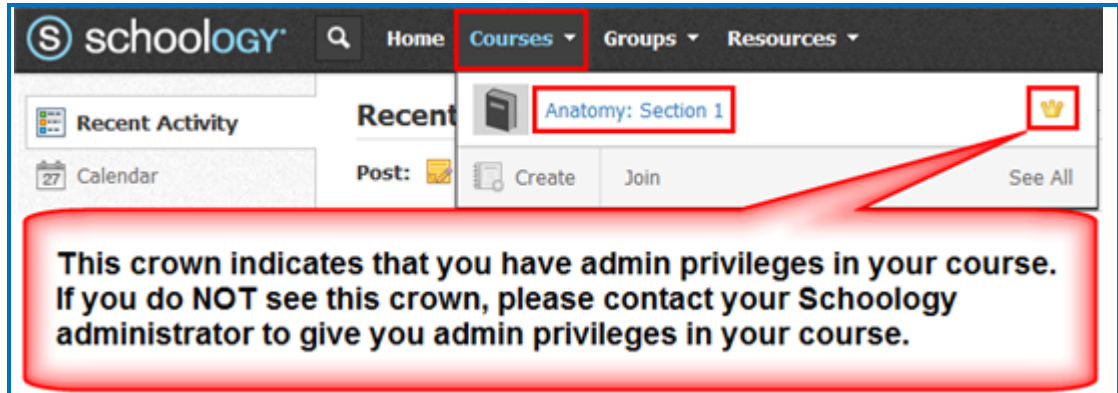
Within your lesson in **SoftChalk 6 or lower**, choose **File/Package Lesson/Zip Format**. (If this option is disabled, then save your lesson or open a lesson.)

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

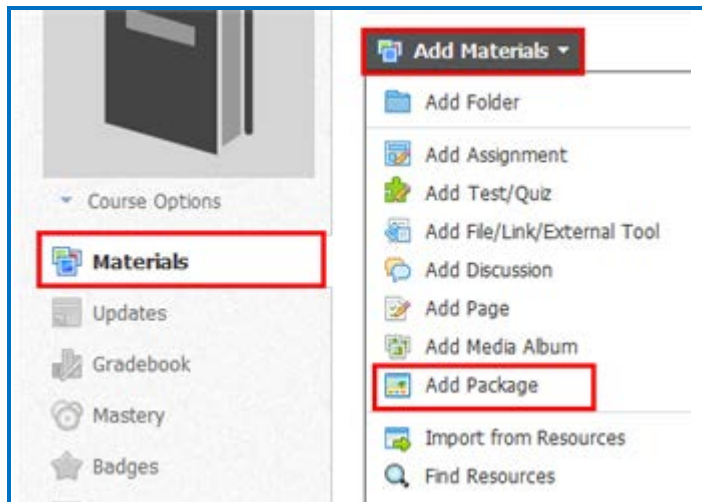


In Schoology: Upload a Zip File

1. Log into your Schoology account and choose your course from the **Courses** dropdown menu (see below). You will need admin privileges to add a packaged lesson (see below).



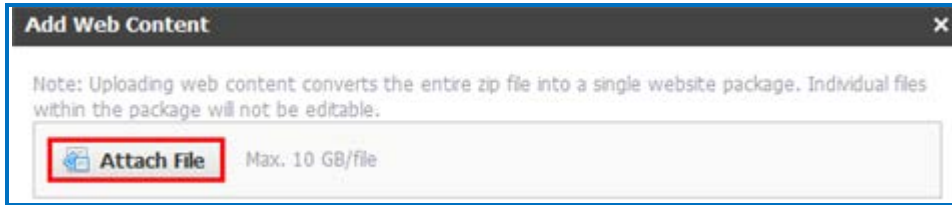
2. From the **Add Materials** dropdown menu, choose **Add File/Link/External Tool** (see below). If you do NOT see this **Add Materials** dropdown menu, you may not have **Admin** privileges for your course. Please contact your Schoology Administrator for help.



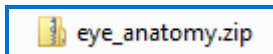
3. Click **Web Content** (see below).



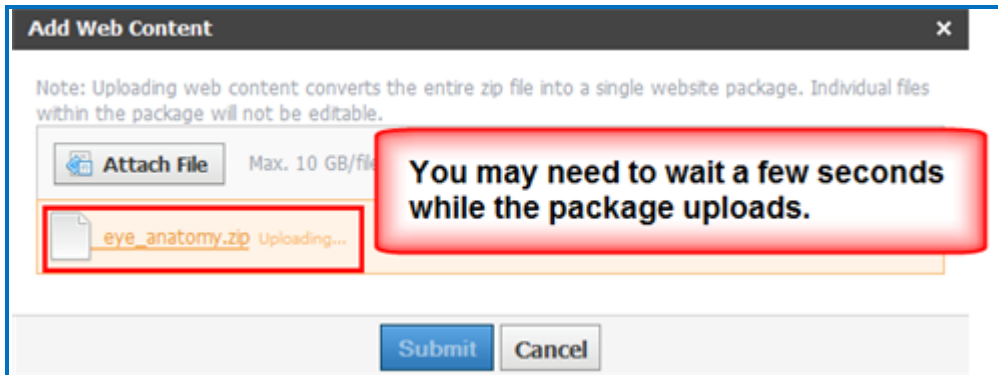
4. Click **Attach File** (see below).



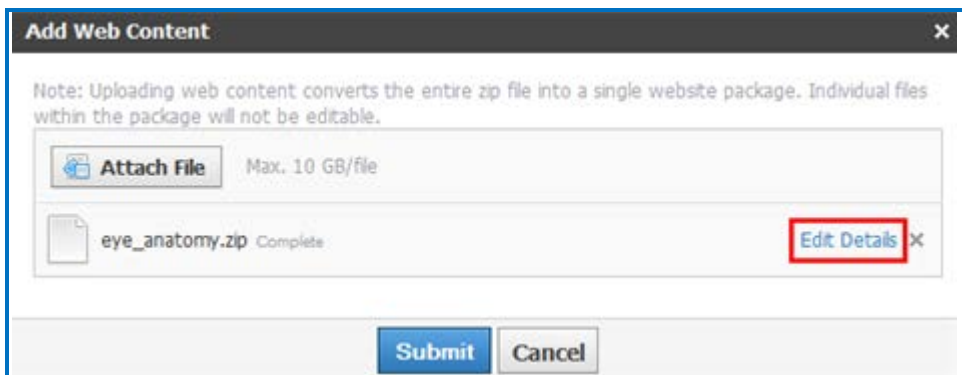
5. Navigate to your zip file. Click on your .zip file to select it (see below) and click **Open**. (If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.)



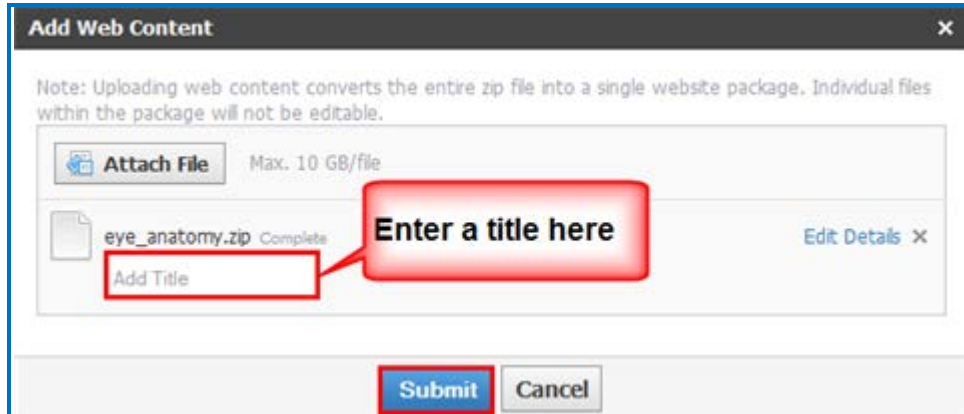
6. You may need to wait a few seconds while your package uploads (see below).



7. Once your package has finished uploading, you can click **Edit Details** to give your package a title (see below).



8. Enter a Title and click Submit (see below).



9. Your packaged lesson now appears in your **Materials** area. Click on it to view your lesson (see below).



Edit a Lesson NOT Saved to SoftChalk Cloud

IMPORTANT: You cannot overwrite a SCORM lesson. If you put up a second SCORM lesson, there will be a separate column for the SCORM lesson in your gradebook.

1. In SoftChalk, edit and save your lesson. Package the lesson (see the section [In SoftChalk: Package a Lesson](#)).
2. In Schoology, delete your lesson folder or SCORM item.
3. Upload your lesson again (see the previous section [In Schoology: Upload a Zip File.](#))

Help

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

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