SoftChalk™ Create 10 Guide

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Introduction

Overview

The URL 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.)

http://support.softchalk.com/FileManagement/Download/980bd45c66154772b957a68616b25f1f

Welcome to our award-winning content authoring software that lets you create engaging lessons and learning objects quickly and easily. You can style your lesson for a professional look. You can add many activities and quizzes that promote active learning. (For more details, see the sections QuizPoppers, Quiz Groups and Activities.) Our software, which runs on both Windows and Macintosh computers, comes in both a Cloud version and a Desktop version (see the section Cloud Version and Desktop Version). Your students can view your lesson in a web browser (Chrome, Internet Explorer, Firefox or Safari) on standard computers and mobile devices. Your students can also view your content in eBooks (see the section Create eBooks).

Quick Links

Description	Section in this Guide
Cloud and Desktop	Cloud Version and Desktop Version
New to SoftChalk Create	Getting Started
Already Familiar with SoftChalk Create	SoftChalk Create New Features and Enhancements
Incorporate Your Existing Content into SoftChalk Lessons	Use Content from SoftChalk Cloud, PowerPoint, Word or Other Sources
Find Content to Put in Your Lessons	SoftChalk Cloud, Media Search, Widgets and iFrames
Scores and Essays	Track Student Scores and Essays
Curriculum Standards	Metadata and Curriculum Standards Page
Mobile Devices (including iPads and Chromebooks)	Mobile Devices
Deliver a Lesson to Your Students	Deliver a Lesson to Your Students
Host Content. Collaborate on Content. Share Content.	SoftChalk Cloud
Link to SoftChalk Content in Your LMS	Learning Management System (LMS) Guides

Use Content from SoftChalk Cloud, PowerPoint, Word or Other Sources

You can easily find open source content to put in your SoftChalk lessons or re-purpose your existing content.

You can search for content:

- Within SoftChalk Create choose **Tools / Media Search** (see the section Media Search).
- Search on the SoftChalk Cloud website (www.softchalkcloud.com)

You can easily re-purpose your existing content in SoftChalk Create.

- If you want to use content from PowerPoint in your SoftChalk lessons, please view our PowerPoint Integration Guide on our website.
- To bring over content from Microsoft Word, you can copy your content in Microsoft Word and then paste it into your SoftChalk lesson. To select all your content in Word, you can use the Select All feature (Ctrl+a). Within SoftChalk Create, choose **Edit / Paste** or (Ctrl+v).
- You can also create hyperlinks to your content such as a pdf, Word file or Excel file. Please see the section Insert a Hyperlink to another File.
- For information on using **Adobe Captivate**, **Articulate Presenter**, **Camtasia** or **Flash**, please go to our SoftChalk Support Center. At the top left in the **Search** box, type in your search item (for example ***Camtasia***).
- For information on importing Quiz Pools, see the section Quiz Pools.

System Specifications

To find out the system specifications for using SoftChalk Create, please visit the link below. This web page lists specifications both for instructors creating lessons with SoftChalk Create and for students viewing the lessons.

https://softchalk.com/products/system-specifications

Links to Learning Management System Guides

If you are using a learning management system at your institution, be sure to view the specific guide for your learning management system. See the section Learning Management System (LMS) Guides.

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 full URL is below (as we update this guide, the URL will remain the same), so we recommend posting this link for your students.

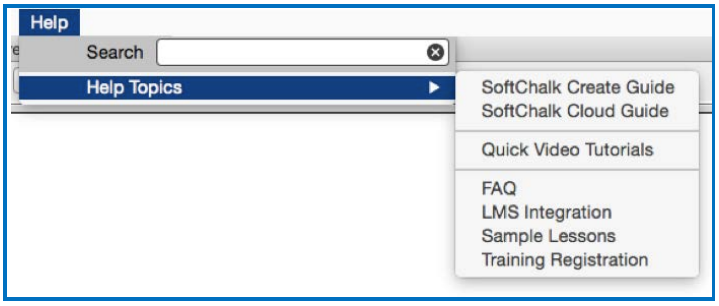
http://support.softchalk.com/FileManagement/Download/f63c73ce33fb45f091657ba93a4d92b0

Purchase SoftChalk Create

If you don't have a license already and would like to purchase SoftChalk Create, please see our website page Buy Now. Please notice that the Cloud version of SoftChalk Create comes as a feature of a SoftChalk Cloud account.

Help Topics and Resources

IMPORTANT: The items below under Help Topics can be accessed within SoftChalk Create. On your top menu bar choose **Help / Help Topics** (see below).

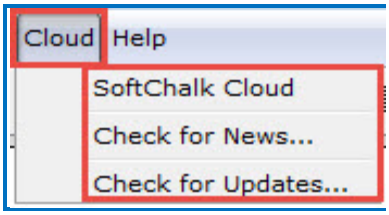


Help Topics	Description
SoftChalk Create Guide	That's this guide! Click on an item in the **Table of Contents** or use Find (**Ctrl+F**) to find information. Includes a Getting Started section.
SoftChalk Cloud Guide	Guide to using other features of SoftChalk Cloud that are not covered in the SoftChalk Create Guide. For instance, this guide describes how to create eBooks as well as how to set up folders to share content.
LMS Integration	For direct links to individual guides, see the section in this guide Learning Management System (LMS) Guides. Guides include: Blackboard, BrainHoney, Canvas, eCollege, Desire2Learn, Jenzabar eLearning and Moodle.
FAQ	Link to Frequently Asked Questions.

Quick Video Tutorials	Link to Quick Video Tutorials. These videos are 2-5 minutes long demonstrating various features of SoftChalk.
Sample Lessons	Link to Sample Lessons including lessons by the Winners of the Lesson Challenge.
Training Registration	Link to sign up for ***free online short courses***.
Other Resources on the SoftChalk Website	**Description**
Introducing SoftChalk	Live online demo introducing SoftChalk features.
Innovator Series	Live online demo by innovative educators who demonstrate their use of SoftChalk lessons.
Innovator Archives	Archives of the Innovator Series.
System Specifications	Lists the system specifications for both instructors creating SoftChalk lessons and students accessing SoftChalk lessons.
Migration to SoftChalk Cloud Guide	This guide is for users who know the basics of using the SoftChalk Desktop version but would like to migrate to a SoftChalk Cloud account.

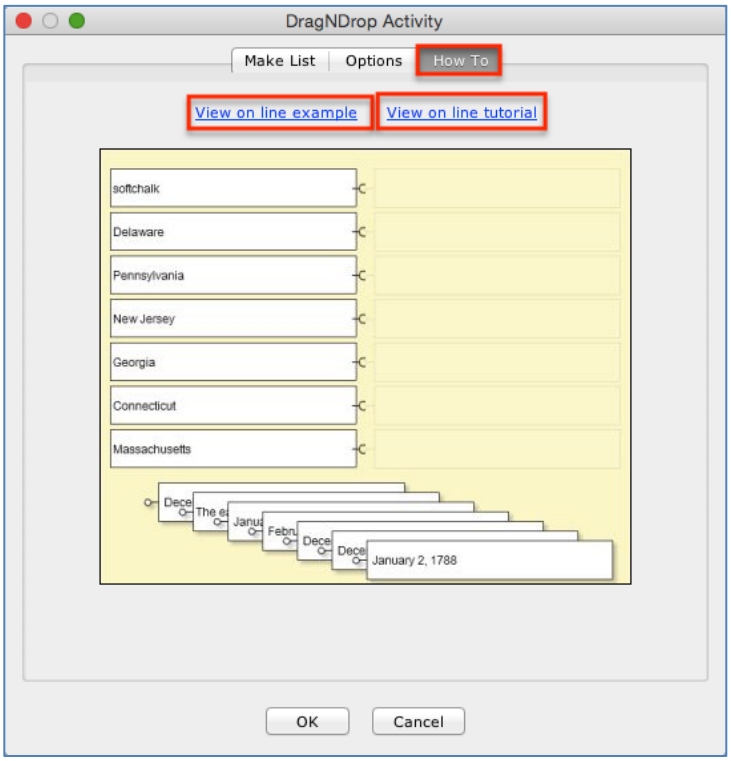
Link to the SoftChalk Cloud Website

Notice under the **Cloud** menu for the Desktop version of SoftChalk Create (see below), there is a link to the SoftChalk Cloud website (SoftChalk's online community and public learning object repository). For details about the SoftChalk Cloud website, see the section SoftChalk Cloud and the SoftChalk Cloud Guide.



How To Tab

Within SoftChalk Create, you can find **How To tabs** with video tutorials on creating a specific activity or item.



Cloud Version and Desktop Version

Overview

SoftChalk Create comes in both a Cloud version and a Desktop version. (The Desktop version does not include a SoftChalk Cloud account.) There are a few differences between the Cloud version and Desktop version – see the section Differences between the Cloud Version and the Desktop Version.

Many SoftChalk users have migrated from the Desktop version to SoftChalk Cloud. For purchasing information on how to make the transition, please contact sales@softchalk.com. For instructions on how to move your content to SoftChalk Cloud, please see our Migration to SoftChalk Cloud Guide.

If you have never used SoftChalk Create, you can try out a fully functional version of SoftChalk Create by signing up for a 30 day trial SoftChalk Cloud account. See step 1 on this page for instructions on how to sign up for a trial account.

SoftChalk Create – Cloud Version

As mentioned previously, SoftChalk Create is one feature of a SoftChalk Cloud account. A SoftChalk Cloud Account is a subscription account that runs for a year. For details on SoftChalk Cloud, see the section in this guide SoftChalk Cloud and the SoftChalk Cloud Guide.

If you are new to SoftChalk Cloud, please see our SoftChalk Cloud Quick Start Guide.

1. Create a SoftChalk Cloud account (or trial account) on the SoftChalk Cloud website. Click the **Join Now** button in the upper right-hand corner on the SoftChalk Cloud website. Select the Account Type – 30-day trial, purchase now or I have an activation key.
2. Log into your account by going to SoftChalk Cloud.
3. Click the **Login** link at the top right.
4. To use SoftChalk Create, select **My Content / Create Content**.
5. You will see a download screen to install SoftChalk Create.
6. For more details on installing SoftChalk Create, see the section **SoftChalk Create – Develop eLearning Content** in the SoftChalk Cloud Guide.

7. Once you have launched SoftChalk Create, you can begin making lessons. See the section Getting Started. If you want to make quick text edits to your lesson, see the section SoftChalk Create Online.

8. If you have a trial SoftChalk Cloud account initially and you then purchase a subscription SoftChalk Cloud account, you don't have to create a new account. You can **subscribe** from your trial account (see the section SoftChalk Cloud Account).

SoftChalk Create Online

A new feature within your SoftChalk Cloud account allows you to make quick text edits to your lesson using Create Online. There are two ways to access Create Online within your SoftChalk Cloud account. Log into your SoftChalk Cloud account and choose **My Content/Lessons**.

- Click the pencil icon next to the name of your lesson.
- Or click the name of your lesson. Scroll down to the **Lesson Actions** area, select **Edit Lesson** and select **Edit in Create Online**.

For additional details on Create Online, see the **Create Online** section in the SoftChalk Cloud Guide.

Differences between the Cloud Version and the Desktop Version

As mentioned previously, the Cloud version of SoftChalk Create is one of the features available with a SoftChalk Cloud account.

Besides the Create program, there are other valuable features available with a SoftChalk Cloud account (see the section SoftChalk Cloud).

Description	Cloud	Desktop
Availability	Available whenever you log into your SoftChalk Cloud account on any computer. Choose **My Content/Create Content** Available on unlimited computers.	Available only on the desktop computer where you have SoftChalk Create installed. You can install SoftChalk Create on three computers that YOU use.
Collaborate on Content	Easily collaborate with other SoftChalk Cloud users on content	Collaboration must be managed carefully

Description	Cloud	Desktop
Versions of Your Content	Select and edit previous versions of your content. (Individual Cloud License Account holders are not eligible)	No automatic versioning of your content.
Collect Scores in a Learning Management System	For each SoftChalk lesson you save in the Cloud, there is a hyperlink and an LTI link for the lesson. Using the LTI link in a learning management system, you can collect student scores in the learning management system gradebook. For details, see the section Learning Management Systems (LMS) Guides.	You can package your lesson as SCORM for some learning management systems.
Update Content	You can use the same lesson link in multiple courses so updating content is easy. Just update the lesson once in the Cloud.	You have to re-package and upload your content to each course in your learning management system.
Re-use Your Content	Save activities and quiz groups to the **My Content/My Learning** area of your SoftChalk Cloud account.	Save activities and quiz groups to the **Library**. By default, the Library is on your local computer. (If you use SoftChalk Create on a different computer and wanted to re-use content, you would need to import Library items to that computer.)
Library	Not available (see the above information on the **My Content/Learning Objects** area of your SoftChalk Cloud account)	Available
Work off line	Create lessons off line. You can save your lessons to your local computer or save them to SoftChalk Cloud.	Create lessons off line

Description	Cloud	Desktop
Package executable lessons	Not available but you can save lessons to your SoftChalk Cloud account and give the hyperlink to your students. Updating is much simpler than using executable lessons.	Available
eBook	You can now easily create an eBook of any lesson you have saved to the Cloud. Please see section **Create eBooks** in our SoftChalk Cloud Guide	Not available to Desktop users.
Subscription or Perpetual License	One year subscription	Subscription or Perpetual License

SoftChalk Create New Features and Enhancements

Below is a description of the new features in SoftChalk Create. If you are new to SoftChalk, then you may want to look at the sections Getting Started, Media Search, Library, QuizPoppers, Quiz Groups, and Activities in addition to this section.

IMPORTANT: If you open and save a SoftChalk Create 9 lesson in SoftChalk Create 10, you need to keep using SoftChalk Create 10.

New Features	Description
Create eBooks	Save your SoftChalk lessons as eBooks that can be used on iOS devices (iPads and iPhones), Android devices, Chromebooks, Chrome browser and Windows computers. See the section Create eBooks.
SoftChalk eReader App	Access your SoftChalk lessons as eBoooks using the free SoftChalk eReader app. See the section **View Your Lesson as an eBook** in our Student Guide to SoftChalk Lessons.
New Designer Headers and Callout Boxes	Select from new styled headers and coordinating callout boxes that complement the theme (or style properties) of your lesson. See the section Apply Designer Headings and Callout Boxes.
Feedback Questions QuizPopper	Create a question that provides feedback to your students that is based on the answer chosen. See the section QuizPoppers or an online example.
Multiple Blanks QuizPopper	Create a question that requires your learners to complete sentences by typing the correct word or phrase in the blank(s). See the section QuizPoppers or an online example.
Sentence Completion QuizPopper	Create a question that requires your students to complete sentences by selecting the correct word or phrase from a drop-down menu of choices. See the section QuizPoppers or an online example.
Streamlined Process for Creating QuizPoppers	Creating QuizPoppers is easier than ever with clearly organized tabs guiding you through the setup process. See the section QuizPoppers.
New QuizPopper and Activity Display Options	You now have three options to display your QuizPoppers, Quiz Groups and Activities: Pop-up from Icon, Pop-up From Clickable Text and Embed in Lesson. See the section QuizPoppers.

Accessibility Improvements	There have been more improvements in accessibility features. The improvements include: • Improved experience for users with screen readers for table of contents, sidebar contents, print all link and the main lesson content. • Banner title improvements For more details about SoftChalk Create's accessibility, please see our **VPAT (Voluntary Product Evaluation Template) Guide**.
Enhancements to QuizPoppers	Add more answer choices or possible answers when building QuizPoppers.

Getting Started

Start SoftChalk Create

If you are new to SoftChalk Cloud (i.e. you have a SoftChalk Cloud account), please see our SoftChalk Cloud Quick Start Guide. You can start SoftChalk Create by logging into your SoftChalk Cloud account and selecting My Content / Create Content. Please see the steps in the SoftChalk Cloud Quick Start Guide for details.

If you have the Desktop version of SoftChalk Create, then install SoftChalk Create on your computer. (For details, see the SoftChalk Create Installation Guide.)

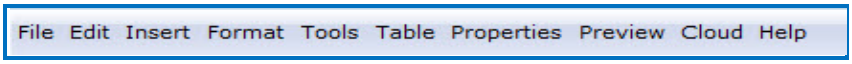
For details on these two versions, see the previous section Cloud Version and Desktop Version.

Create a New Lesson

As mentioned above, if you have a SoftChalk Cloud account, you may want to start with our SoftChalk Cloud Quick Start Guide. When you start SoftChalk Create, you are automatically on a new, untitled lesson (or you may need to select **File / New** if you have just downloaded the program). You can type in this main editing window or copy and paste text and images from your word processor or other programs.

If you want to incorporate your existing content into a SoftChalk Create lesson, see the section Use Content from SoftChalk Cloud, PowerPoint, Word or Other Sources.

Top Menu



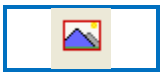
Notice the top menu with File, Edit etc. In this guide, when you need to use this menu, the instructions will have the name of the item on the top menu followed by the item underneath it. Ex. **File / Save to SoftChalk Cloud**.

Toolbar

Notice the toolbar under the top menu with the standard word processing functions such as:

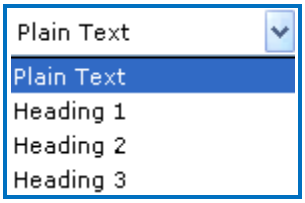
- Changing the font and font size
- Bold, italics, underline, text color and highlight color
- Text indentation and alignment
- Bullets and Numbering

It also has the following items:



Insert or Modify an Image – brings up the insert image menu

Insert or Modify a Hyperlink – brings up the insert hyperlink menu



Headings – apply headings, which will be used for navigating sections in a page. For details, see the section Style a Lesson.

(You can't use headings for TextPoppers, QuizPoppers, Activities, Hyperlinks or Media.)

Save a Lesson

Save To SoftChalk Cloud

IMPORTANT: Please note that if you are using the Cloud version of SoftChalk Create, then using **File / Save** or **Ctrl+S** or clicking the **Save icon** on the toolbar, only saves your lesson temporarily. To permanently save your lesson, choose **File / Save To SoftChalk Cloud**.

1. Choose **File / Save To SoftChalk Cloud**. (If you have the Desktop version of SoftChalk and want to use this feature, you will need to enter your SoftChalk account information under **File / Manage Publish Accounts.** See the section Manage Publish Accounts.)
2. At the left, enter an **Item Name**. (Do NOT enter a % sign.)
3. At the right, select a folder in which to save your lesson.
4. At the left, Click **Save**. If your **Save** button is disabled, you need to select a folder at the right. Notice that you have three privacy options – **Public**, **Personal** and **No Access**. For details on these options, see the section Privacy Options.
5. You can keep making changes and choose **File / Save To SoftChalk Cloud**. At the right, your lesson should be selected. Click **Save**. You'll be asked to replace your lesson; click **OK**.

For details on your storage allotment, see the FAQ What is the storage space allotted to SoftChalk Cloud users?

Save a Local Lesson

You can also choose **File/Save as** to save your lesson to your local computer or a network drive. If your lesson is saved locally, then you can use **File/Save** or **Ctrl+S** or click the **Save icon** to keep updating your lesson. (Use **File/Save as** just to save it the first time.)

IMPORTANT: For a lesson name, you can use only letters, numbers, dashes and underscores. ***You cannot use spaces, apostrophes or characters that are not letters, numbers, dashes or underscores.***

When you save your lesson, it becomes a folder with various files in it. Fortunately, you don't need to know the function of each file; just remember that your lesson is a folder with files in it. Later in this guide, you'll learn how to package and deliver your lesson to your students.

IMPORTANT: If you have inserted a file from your local computer into your lesson such as an image, ***SoftChalk automatically places a copy of the inserted file into your lesson folder***.

If you plan to put a lesson on a network drive, we recommend that you save your lesson locally on your computer and then copy your lesson folder onto your network drive. (That's also a good way to have a back-up of your lesson.)

Auto-Recovery

SoftChalk has an Auto-Recovery feature with additional safeguards when you save your lesson to help prevent data loss during extraordinary circumstances like a sudden power outage during the middle of saving your lesson.

This Auto-Recovery feature adds time to the saving process. In case you want to turn this feature off to shorten the time it takes to save your lessons, you can choose **Tools/Enable Auto-Recovery** to de-select this option. (By default, this option is selected and has a check mark.)

IMPORTANT: As always, make back-ups of your information (i.e. your SoftChalk lesson folders).

Preview a Lesson

At any time while you are working on your lesson, you may preview it to see how it would look to your students in their web browser. Click the **Preview** icon on the toolbar at the top (see below). You can also use **Ctrl+P.**

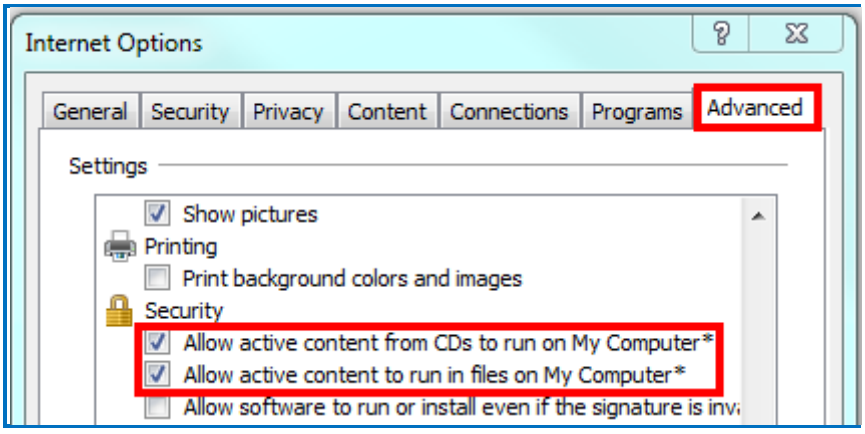
IMPORTANT: When you preview your lesson in **Internet Explorer** on your local computer, you may get a message in your information bar at the top that it is ***restricting scripts and Active X controls***. (This message won't occur when looking at the lesson on a web server or within a Learning Management System.)

To turn off this blocking function on your local computer, use the steps below.

In Internet Explorer: Change Setting for Active Content

Changing the setting below prevents the information bar from appearing when you preview your lessons with Internet Explorer. (As mentioned earlier, your students won't have this issue because they will be looking at the lesson from a web server or within a Learning Management System.)

1. Within **Internet Explorer**, choose **Tools / Internet Options**.
2. Click the **Advanced** tab.
3. Scroll down to the **Security** area.
4. Select **Allow active content to run in files on My Computer** (see below). (You can also select **Allow active content from CDs to run on My Computer** if you're planning on creating CDs of your lessons.)



5. Click **OK**.
6. Close all your Internet Explorer windows and try to preview your lesson again.
7. If you still have the information bar appear, re-boot your computer and then preview your lesson.

Open a Lesson

Open From SoftChalk Cloud

Start SoftChalk Create (see the section Start SoftChalk Create). To open a lesson from SoftChalk Cloud, choose **File / Open from SoftChalk Cloud**. Select the lesson you want to open and choose **Open**.

(If you log into your SoftChalk Cloud account, you can select **My Content / Lessons** and click on the name of your lesson. Scroll down to the **Lesson Actions** area and select **Edit Lesson**.)

If you have the Desktop version of SoftChalk Create and want to use this feature, you will need to enter your SoftChalk account information under **File / Manage Publish Accounts.** See the section Manage Publish Accounts.

Open a Local Lesson

Open

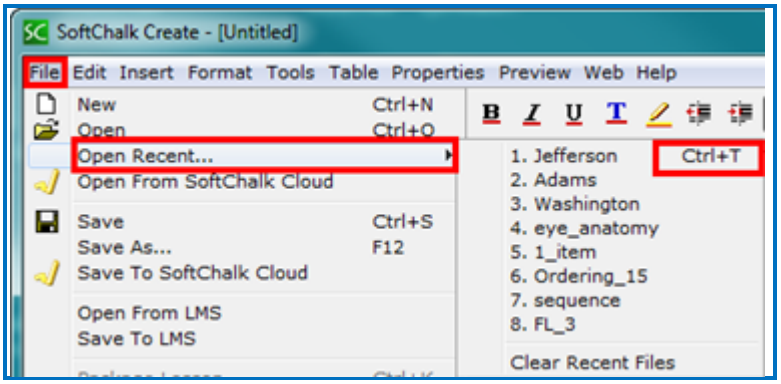
Start SoftChalk Create (see the section Start SoftChalk Create). Choose **File / Open.** Locate your lesson folder and double-click on it. Double-click on any .html file to open your lesson.

IMPORTANT: Avoid using **File / Open Packaged Lesson** unless you're opening a packaged lesson**.** For details, see the section Package a Lesson and Open a Packaged Lesson.

Open Recent

Choose **File / Open Recent** and select your lesson from the dropdown list at the right (see below). Choosing **Open Recent** lets you open lessons from your local computer. (If you want to open lessons from your SoftChalk Cloud account, choose **File / Open From SoftChalk Cloud**.)

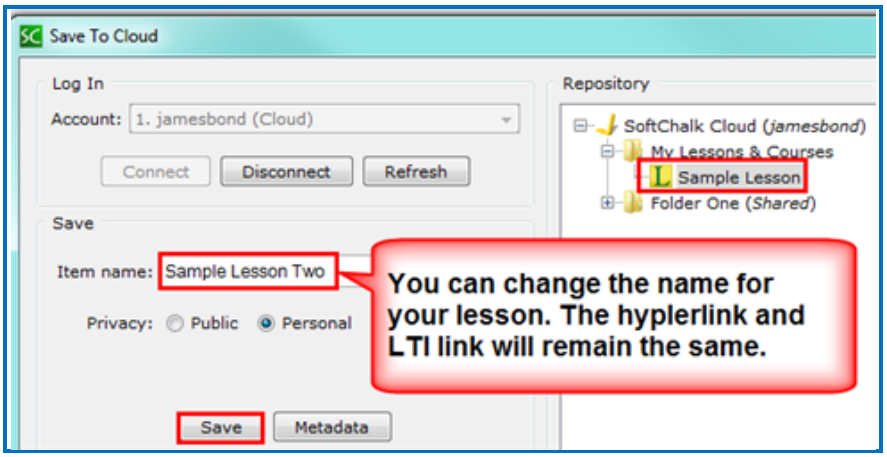
Notice that for your most recent lesson, you can use **Ctrl+T**.



Replace or Rename a Lesson in SoftChalk Cloud

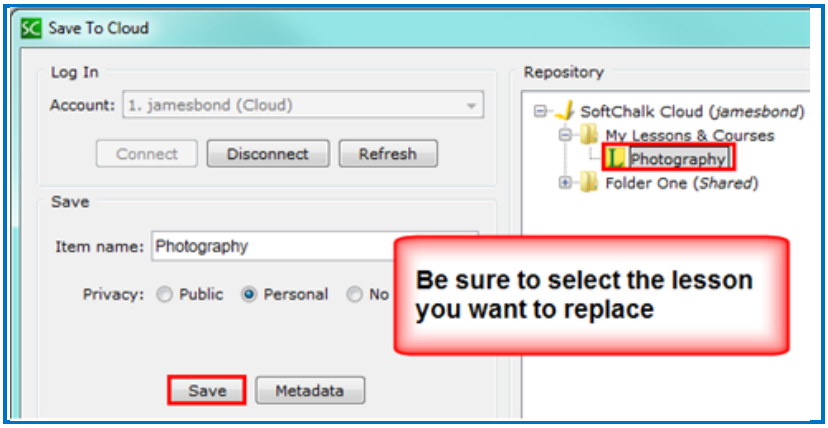
As mentioned previously, if you use **File / Open From SoftChalk Cloud** and select a file to edit, then when you choose **Save To SoftChalk Cloud**, your lesson will automatically be selected. Click **Save**. You'll be asked if you want to replace the lesson; click **OK**.

You can change the item name for a lesson and the hyperlink and LTI link will remain the same (see below).



You can also open a lesson from your local computer and replace a lesson in SoftChalk Cloud. As mentioned above, if you replace a lesson the hyperlinks remain the same.

1. Choose **File / Open** or **Open recent**. Locate your lesson folder and double-click on it. Double-click on any .html file to open your lesson.
2. Make your edits and save your changes.
3. Choose **File / Save To SoftChalk Cloud**.
4. **IMPORTANT**: At the right, select the lesson you want to replace. Then click **Save** (see below). Click **OK** at the window asking to replace your item.



Rename a Lesson (Desktop Version)

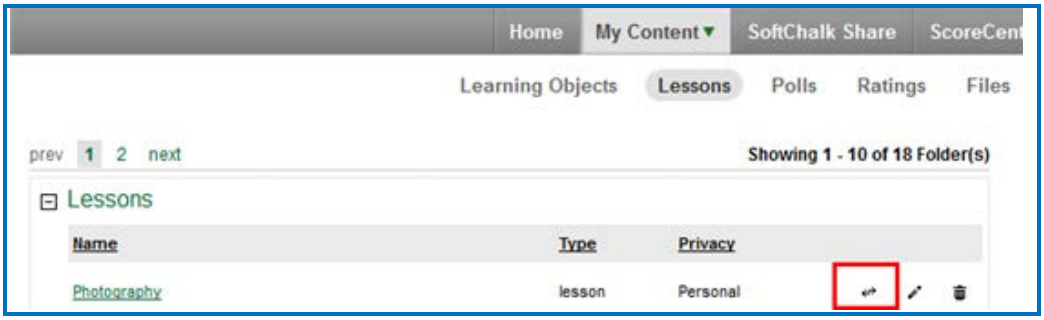
The recommended way to rename a lesson is to open SoftChalk Create and choose **File / Save As** (see the steps below). We don't recommend copying and pasting your folder and renaming it as there may be confusion when using **File / Open Recent**.

1. Within SoftChalk Create, open your lesson (**File / Open** or **File / Open Recent**.)
2. Choose **File / Save As**. Type a new name for your lesson and click **Save**.

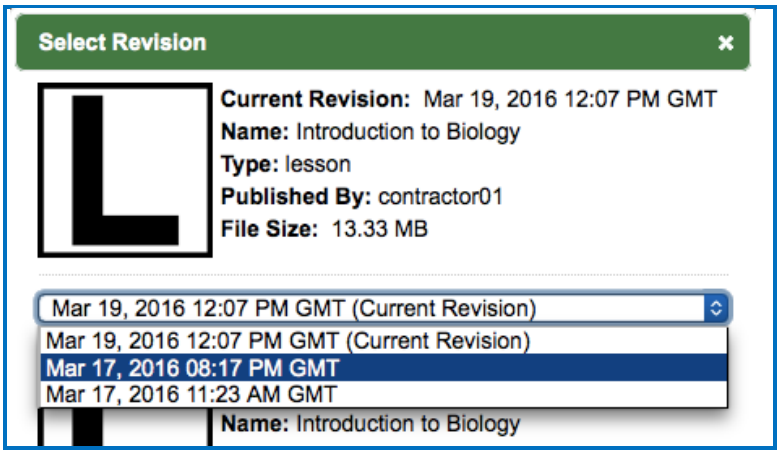
Back Up a Lesson and Select a Previous Revision

Backups in SoftChalk Cloud (Individual Cloud Accounts are not eligible for this feature)

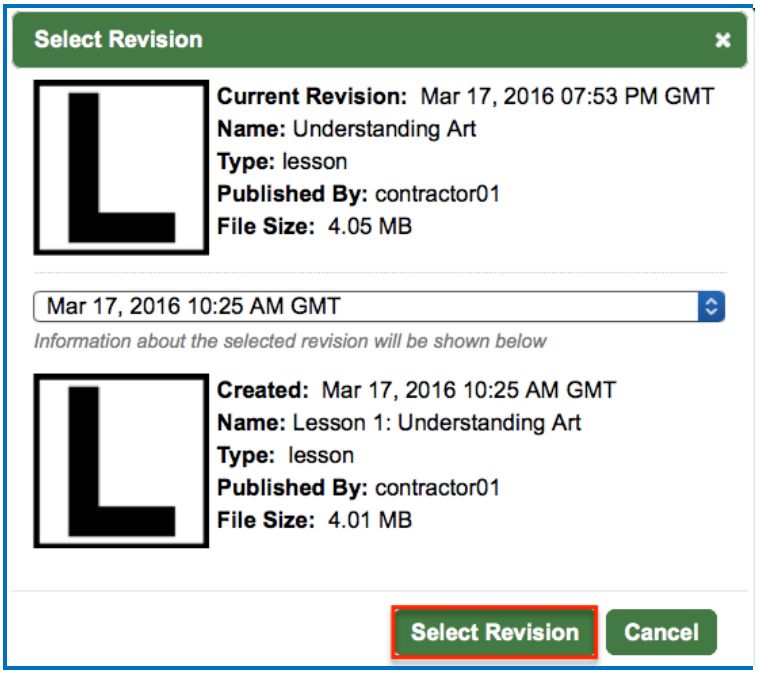
Log into your SoftChalk Cloud account. Select My Content/Lessons. **Click the** Select Revision **icon (see below).**



1. Click the dropdown menu to select your revision (see below).



2. After selecting your revision from the drop down menu, click the **Select Revision** button (see below).



3. If you have SoftChalk Create open and choose **File / Open From SoftChalk Cloud**, then this version of your lesson will appear in your Cloud "tree" at the right.

   If you need to save more than five previous versions of your lesson, then you can save your lesson to your local computer and manage your backups there – see below.

Backups on Your Local Computer

If you are not saving your lessons in SoftChalk Cloud or if you want additional backups for your lessons, see below.

To back up your lesson, ***copy and paste your lesson folder onto another physical media such as a thumb drive or a server***. Or if you have a lesson with a large file size, you may want to package the lesson as a zip file and then back up the zip file. See the instructions below.

1. Choose **File / Package Lesson.** For Package Type, select **Standard Zip** and for Track Score Using, select **None**. Click **OK**.
2. You will be asked where you want to save your .zip file.
3. Copy this zip file onto a thumb drive or server.

Manage Publish Accounts

If you are using the Cloud version of SoftChalk Create, then you may not need to use the Manage Publish Accounts feature.

You may want to create and save content in the Cloud and put hyperlinks (or LTI hyperlinks) to your content in your learning management system. (For information on putting hyperlinks or LTI hyperlinks into your learning management system, see the section Learning Management Systems (LMS) Guides.)

The Manage Publish Accounts feature is for users who want to Publish their content to Blackboard, CourseSites by Blackboard, Sakai, DSpace or MERLOT.

(If you have the Desktop version of SoftChalk Create and you want to publish your content to your SoftChalk Cloud account, you can set up your SoftChalk Cloud account with **Manage Publish Accounts** as well.)

1. Within SoftChalk Create to setup an account, choose **File / Manage Publish Accounts**.
2. Click **New**.
3. Select an account type and fill in the appropriate information.
4. If you choose Blackboard or CourseSites by Blackboard, an access code is required. For details on getting an access code, see the appropriate guide in the section Learning Management Systems (LMS) Guides.
5. Once you set up your account to Blackboard, CourseSites by Blackboard or Sakai, you can choose **File / Save to LMS** to save your content to your learning management system.
6. For details on MERLOT, see the section Publish to MERLOT.

Save to LMS

Before using the **File / Save to LMS** feature, you must set up an account. See the above section Manage Publish Accounts.

For more details on publishing, see the appropriate guide for your learning management system in the section Learning Management Systems (LMS) Guides.

Create a Multi-page Lesson

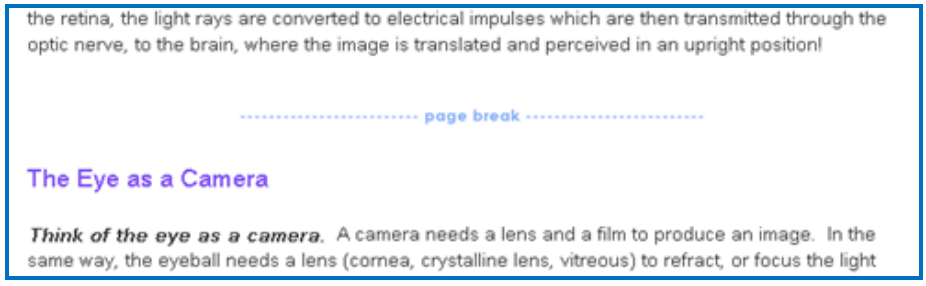
You can type in your main editing window or copy and paste information from your word processor. To create multi-page lessons, you can insert page breaks to create your pages. For details on navigating among your pages in your web browser, see the section Style a Lesson.

There is no limit per se on the number of pages you can put in a lesson. (The file size limit for the lesson would be determined by any limits you may have on uploading your lesson into a web server or into a Learning Management System.)We have seen 80-page lessons though we don't recommend lessons that large for using in a web browser. ***"Chunking" your information into lessons of pages 5-20 pages would be easier for your students to handle in a web browser or eBook.*** You may also want to explore our Create eBook feature (available to Cloud users only). Please see the section Create eBooks.

Typically, you would present information and then add QuizPoppers, Activities, Widgets or iFrames to re-enforce your content. (For details, see the sections QuizPoppers, Activities, Widgets and iFrames.) Then you could insert a page break for a new topic.

Insert a Page Break

1. Place your cursor where you want a page to begin.
2. Choose **Insert/Page Break/Insert** (or **Ctrl+Enter** or right-click and choose **Page Break**) You can see a blue dotted blue line representing your page break (see below).



Remove a Page Break

1. Right-click on the page break.
2. Choose **Remove Page Break** (see below).

Style a Lesson

Without a style, your lesson looks similar in a web browser to the way it looks in SoftChalk Create. There is no header or footer. There are no sidebars; there are just navigation links (previous page | next page) at the bottom of a page.

When you attach a style to your lesson, your lesson automatically acquires a professional appearance with a header (also referred to as a banner), footer, navigation bar and options for sidebars.

Attach a Style

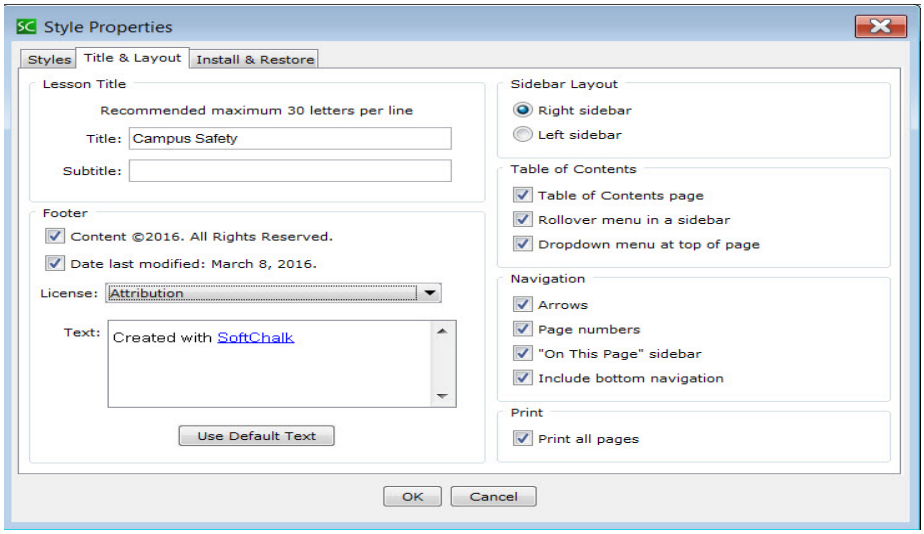
1. Choose **Properties/Style Properties**.
2. Click on a style at the right. Notice that you can scroll down to view even more styles. (To learn how to create your own style, see the section StyleBuilder.)
3. Click **OK**.

If you preview your lesson at this point, you'll see a header with no text, a footer with some default text and a navigation bar at the top if you have inserted some page breaks. (These "style" items don't appear when you're looking at your lesson in SoftChalk Create.)

You can add more options to your lesson (see below).

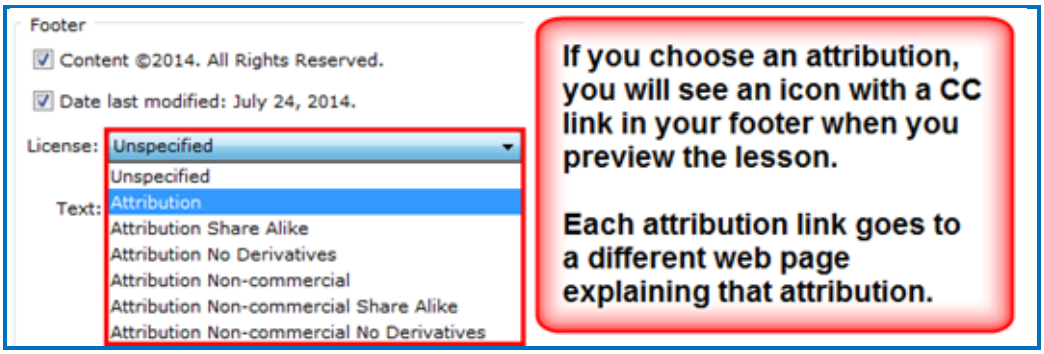
Set Options for Your Style

1. Choose **Properties/Style Properties**.
2. Click the **Title & Layout** tab (see below). If options on this screen are disabled, see the previous section Attach a Style.

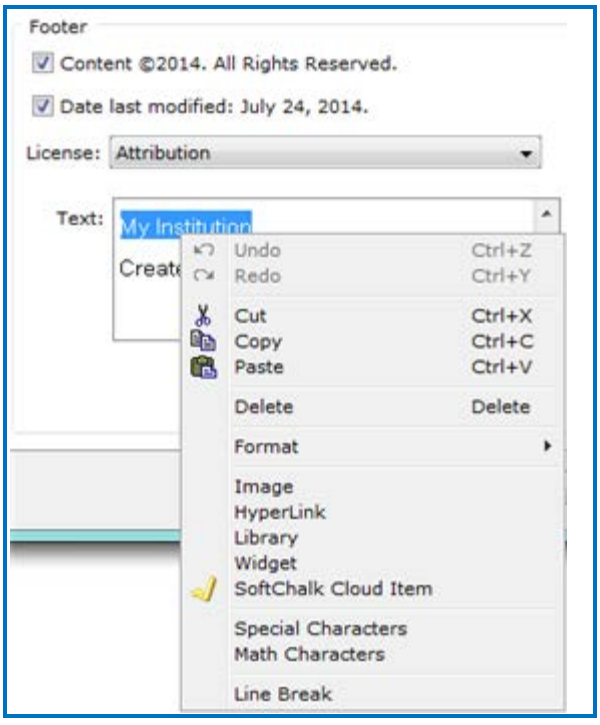


Options on the Title & Layout Tab

- **Lesson Title:** The Lesson Title and Subtitle appear in the header in a web browser.
- **Footer - License:** Under the **License** dropdown menu, you can select an Attribution for Creative Commons licensing (see below). When you preview your lesson, a CC icon shows up in the footer indicating an Attribution. Each Attribution links to a different license. For details on these licenses, see the Creative Commons website and select **Licenses / About the Licenses**.



- **Footer - Text:** Right-click within the Footer Text area and notice that you can add an Image, Hyperlink, Widget or Special Characters (see below). (For details on Widgets, see the section Widgets.) Like the header, the footer will appear when viewing the lesson in a web browser.



- **Sidebar Layout:** You can have several sidebars for your lesson. The **"On This Page"** sidebar is explained on the next page. You can create other sidebars by choosing **Properties/Sidebars**. For details, see the section Sidebars.

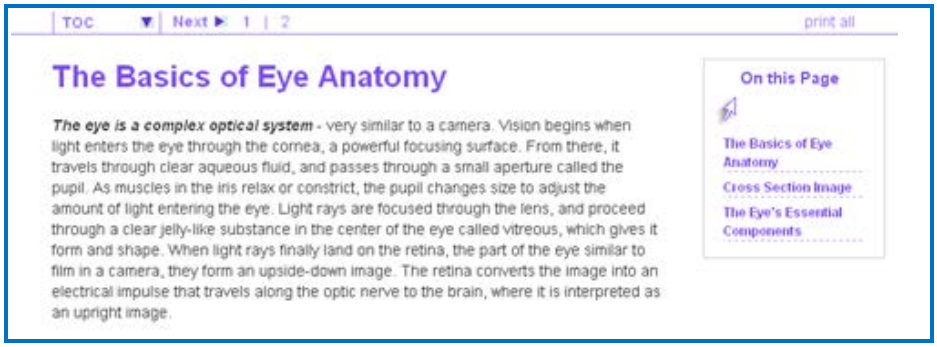
- **Table of Contents:** For details on setting up a Table of Contents, see the section Table of Contents.

- **Navigation:**

    - **Arrows –** When selected, the Prev (Previous) and Next arrows appear in the navigation bar at the top in the web browser.

    - **Page Numbers -** When selected, numbers for the pages appear in the navigation bar at the top in the web browser. (See the navigation bar below where the Arrows and Page Numbers options are selected.)

    - **"On This Page" sidebar** - When selected, a sidebar appears in the web browser with links to the headings (Heading 1, Heading 2, Heading 3) on the page (see below).



    - **Include bottom navigation** - When selected, the Return to Top, Prev (Previous) and Next arrows appear in the navigation bar at the bottom in the web browser.

- **Print all pages:** When selected, a **print all** button appears (see above), allowing your students to print all the pages of your lesson. (This feature does not include printing the TextPoppers, QuizPoppers or Activities.)

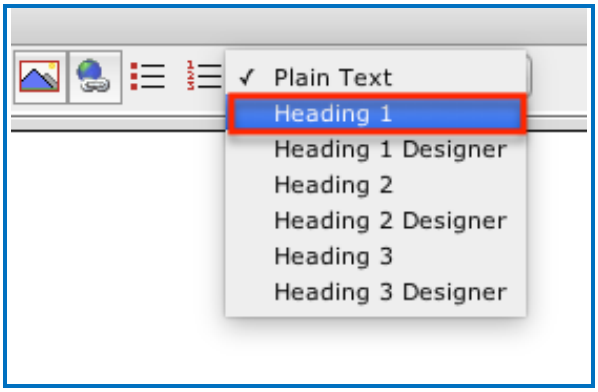
Apply Designer Headings and Callout Boxes

Enhance your lessons by using designer headings and callout boxes. These designer features will match the style properties you have chosen for your lesson using the Properties/Style Properties options (see Attach a Style section).

Headings also appear in the "Table of Contents" and in the "On This Page" sidebar when the lesson is viewed in the browser, helping students navigate sections of a page. See the Table of Contents section and Set Options for Your Style section for more details.

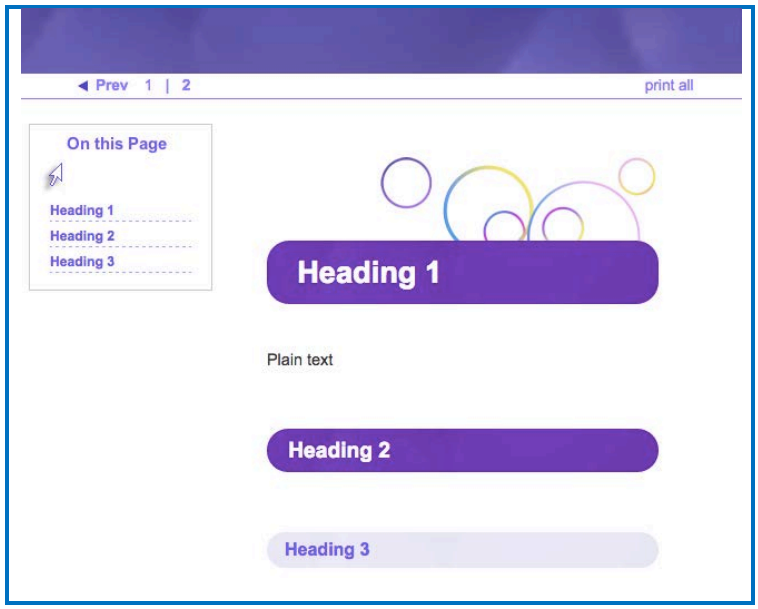
IMPORTANT: If you have a mixture of heading levels (for example, Heading 1, Heading 2 and Heading 3) in your lesson, then you will see indentation in your Table of Contents when you preview your lesson.

To apply a heading, select some text you want to make a heading. Then use the dropdown menu on the toolbar to select a heading style.



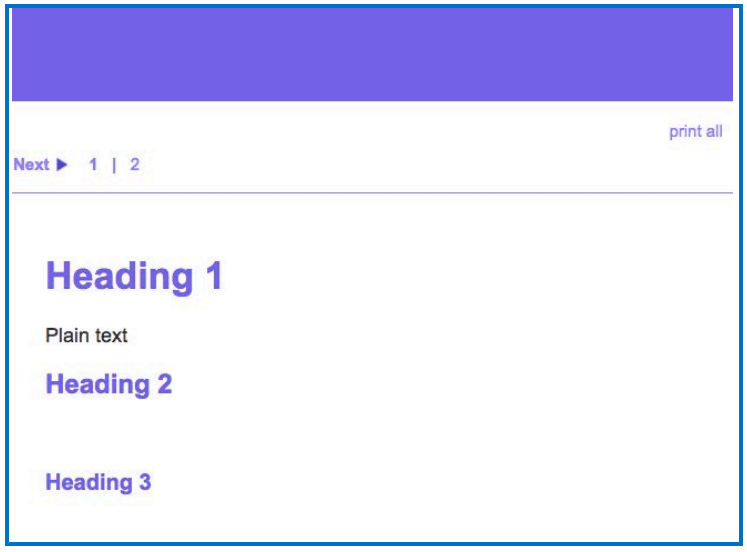
New Designer Headings

The new designer headings are Heading Designer 1, Heading Designer 2, and Heading Designer 3. These designer headings are colorful headings which add emphasis and navigation on your lesson page.



Original Headings

The original headings are Heading 1, Heading 2, and Heading 3. These headings alter the appearance of the text by changing the font size and color. See the example below showing all three heading styles applied to

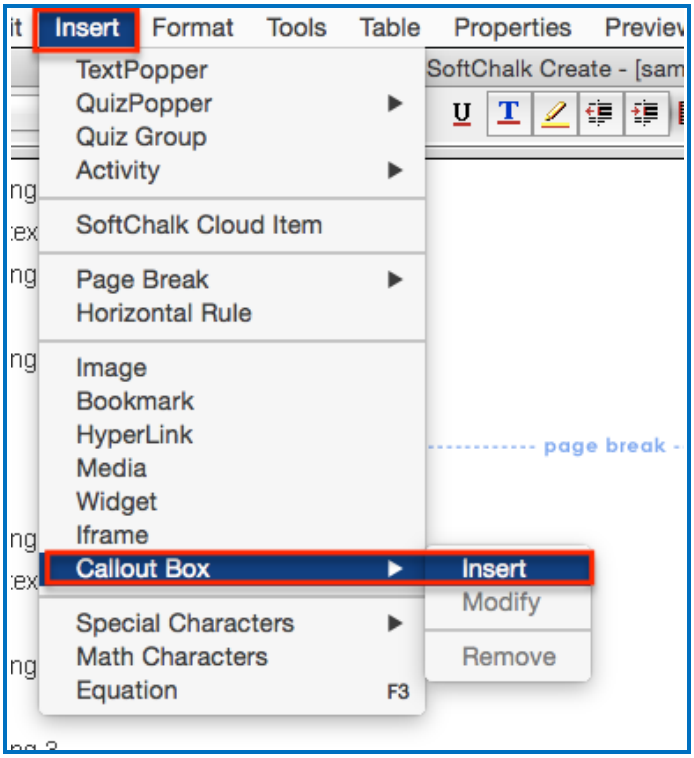


Callout Boxes

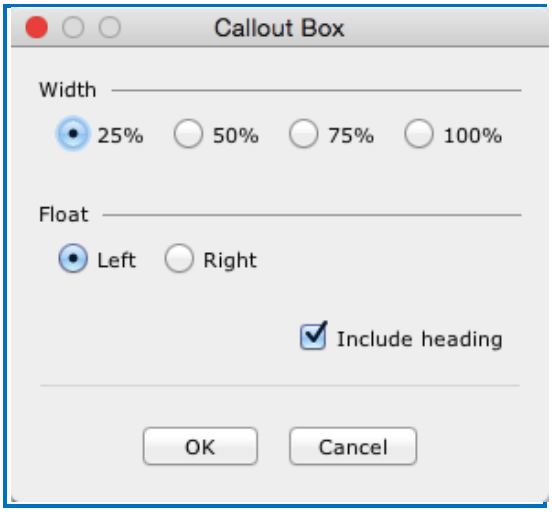
Add callout boxes to your lesson page to enhance the page's appearance and draw attention to specific text.

Insert a Callout Box

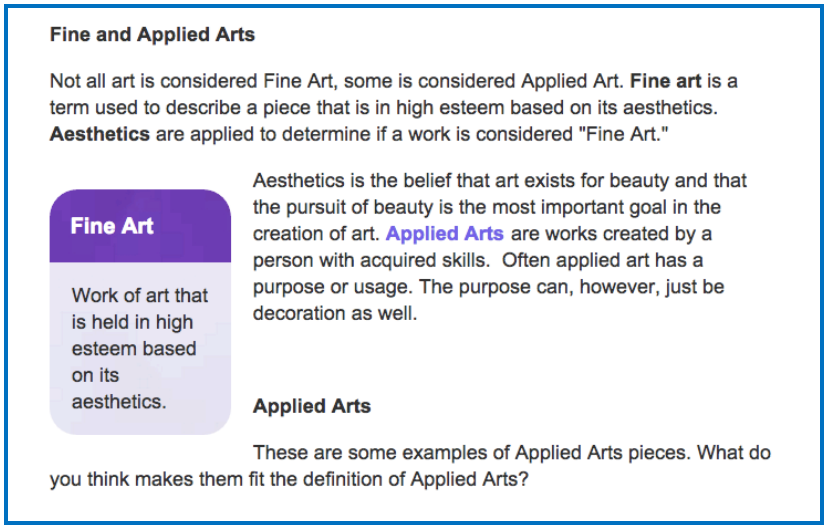
1. Click **Insert**, then **Callout Box** and **Insert**.



2. Select the size and float (location in relation to text) for your callout box. Check the **Include Heading** box if you want your callout box to have a header row.

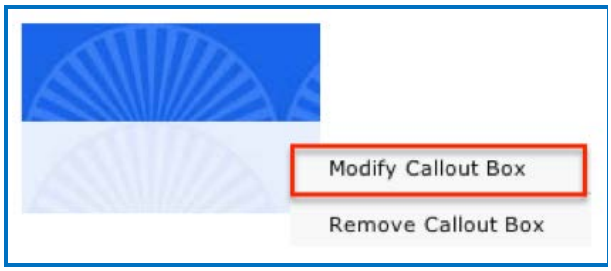


3. Click inside the callout box and then type to enter text. See an example of a callout box below.

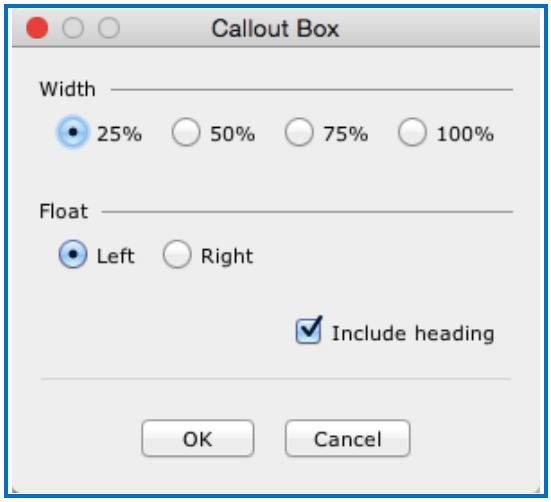


Edit Callout Box Settings

1. Right-click inside the callout box and select **Modify Callout Box.**



2. Edit the settings and click **OK.**

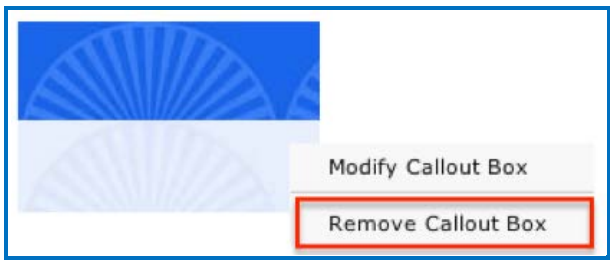


Insert an Image, Equation, QuizPopper or Activity into a Callout Box

1. Right-click inside the callout box. A menu of options will appear.
2. Select an item from the list. For details about setting up these items, see the links to other areas of this guide below.
    - Insert an Image
    - Insert an Equation
    - Insert a QuizPopper
    - Insert an Activity

Remove a Callout Box

1. Right-click inside the callout box and select **Remove Callout Box.**



Sidebars

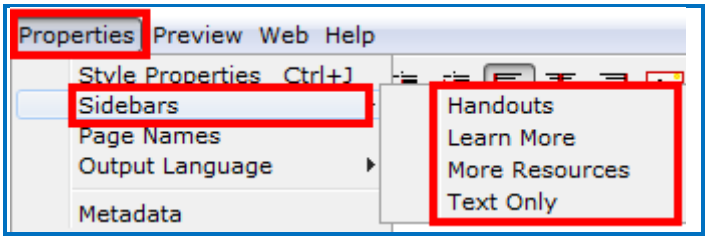
Besides the **"On This Page"** sidebar discussed in the previous section Style a Lesson, you can add other sidebars to your lesson. The only difference in the functionality among the **Handouts**, **Learn More**, **More Resources** and **Text Only** sidebars is the title for the sidebar. (You can put your own title in the Text Only sidebar.)

As you add sidebars, you won't see the sidebars within your main editing window. You will see them when previewing the lesson in the web browser.

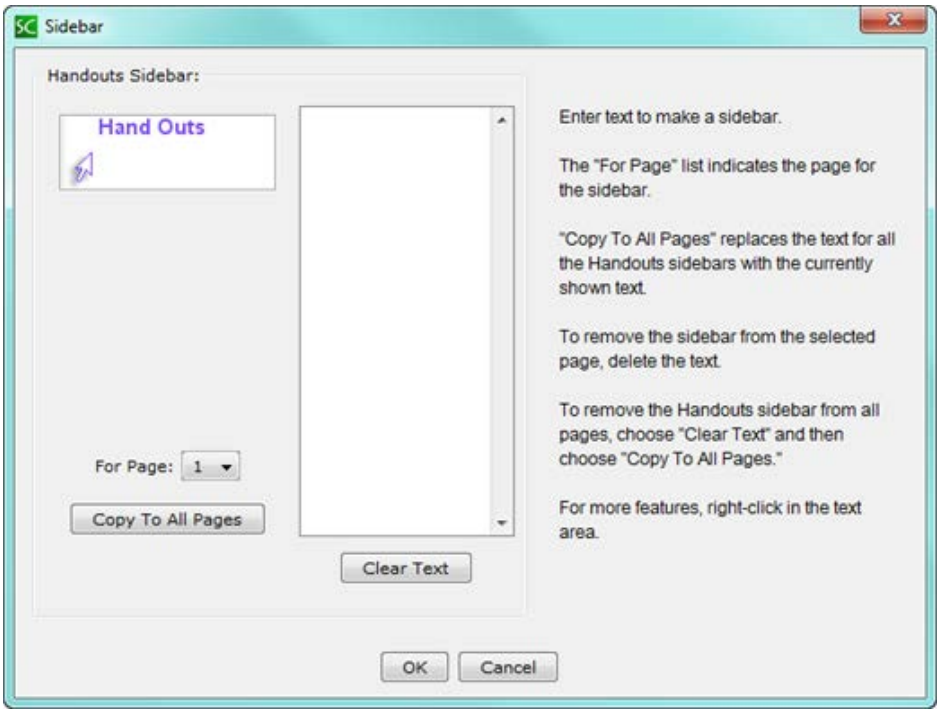
IMPORTANT: If you have both a table and sidebar on the same page, then you'll need to set your **Table width** to 99% or less. To change the table width, see the section Create a Table.

Create a Sidebar

1. Choose **Properties / Sidebars** and select a sidebar (see below).

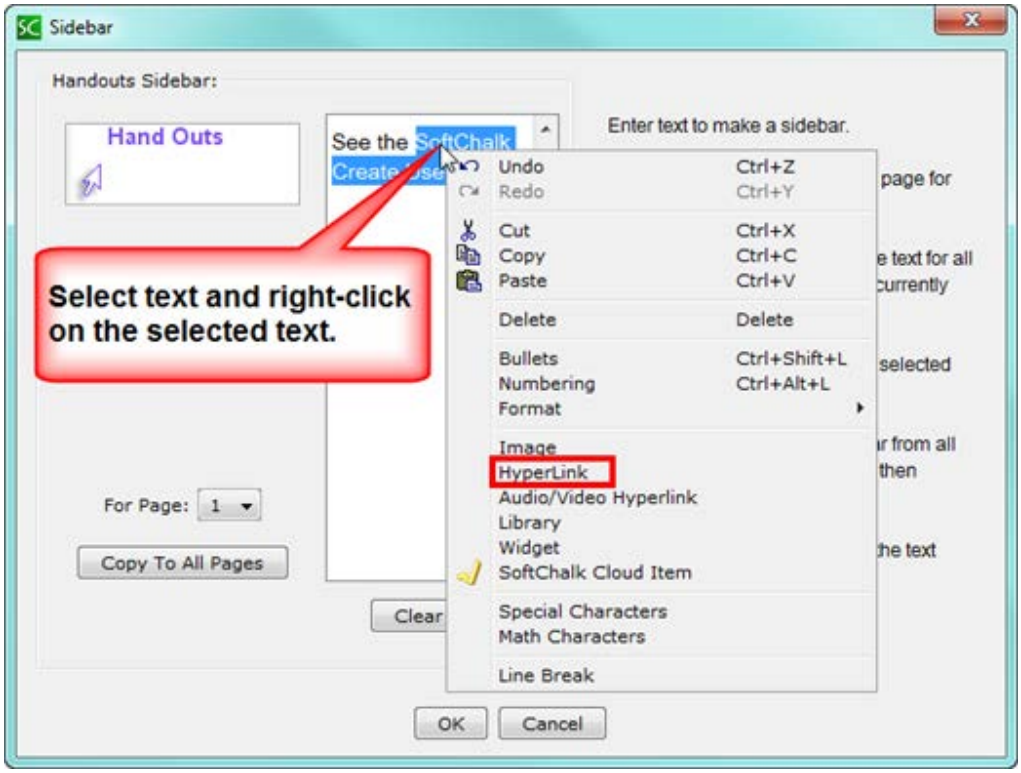


2. Type or paste text into the white box.



Add a Hyperlink

Select some text and right-click to bring up the insert menu. Select **Hyperlink**.



Insert an Image or Widget into a Sidebar

Right-click within a sidebar (see the image above) and select **Image** or **Widget**. For details on Widgets, see the section Widgets.

Put the Sidebar on All Pages

1. Click **Copy to All Pages**.
2. Click **OK** at the message window.
3. Click **OK** to return to your main editing window.

Remove the Sidebar from All Pages

1. Click **Clear Text**.
2. Click **Copy to All Pages**.
3. Click **OK** at the message window.
4. Click **OK** to return to your main editing window.

Put the Sidebar on a Specific Page

1. Choose **Properties/Sidebars** and select a sidebar.
2. Select a page from the **For Page** dropdown menu.
3. Type or paste text into the white box.
4. Click **OK** to return to your main editing window.

Modify the Sidebar for a Specific Page

1. Choose **Properties/Sidebars** and select a sidebar.
2. Select a page from the **For Page** dropdown menu.
3. Edit the text into the white box.
4. Click **OK** to return to your main editing window.

How Removing a Page Break Affects Sidebars

IMPORTANT: Let's say you have a lesson with three pages and a Learn More sidebar with different content for each page. If you remove the page break between page two and page three, you have a two page lesson. SoftChalk Create keeps the sidebar content for pages one and two and deletes the sidebar content that was on page three.

Copy Information from One Sidebar to Another

You can copy text from one sidebar to another and retain the formatting and hyperlinks.

Curriculum Standards Sidebar

If you add curriculum standards to your lesson (see the section Metadata), you may see a sidebar that has a Curriculum Standards link in it when you preview your lesson. (If you add curriculum standards to your lesson, you have the option to include the curriculum standards page within your lesson.)

For more details, see the section Curriculum Standards Page.

Table of Contents

Create a Table of Contents

First you need to create:

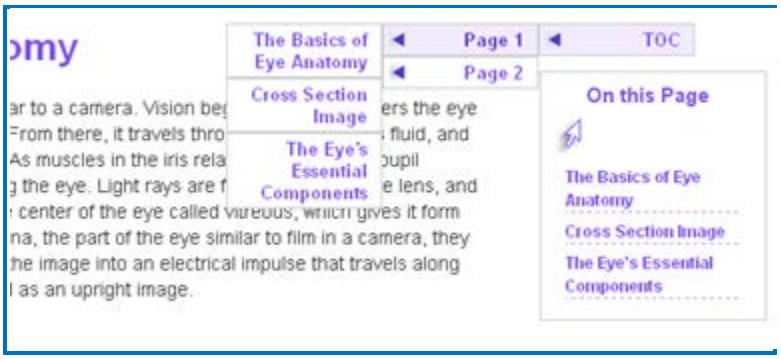
1. Pages in your lesson (**Insert/Page Break**).
2. (Optional) Headings within a page (Heading 1, Heading 2 and Heading 3). Select some text you want to make a heading. Then use the dropdown menu on the toolbar to select a heading. (The default for text is Plain Text.)

Set the Location of Your Table of Contents

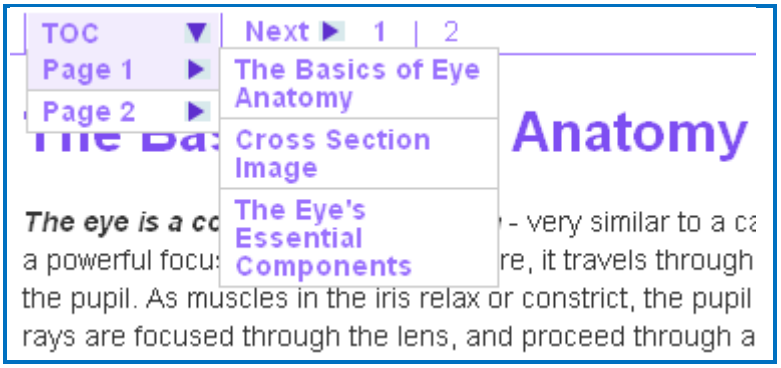
1. Choose **Properties/Style Properties**.
2. Click the **Title & Layout** tab (see below). Make selections and click **OK**.

Entry page (in the web browser)

Rollover menu in a sidebar (in the web browser)



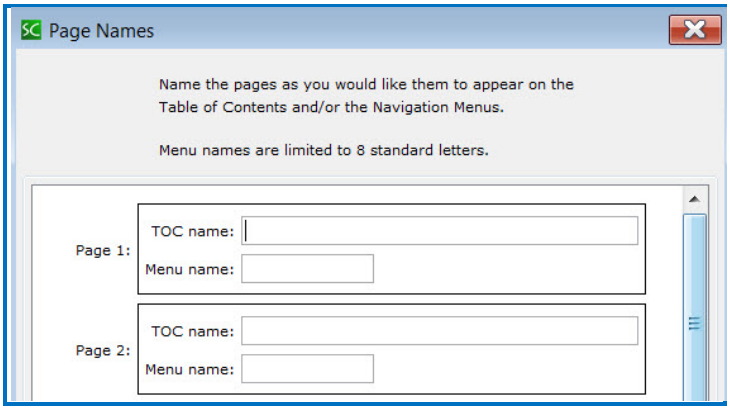
Dropdown menu at top of page (in the web browser)



Create Page Names

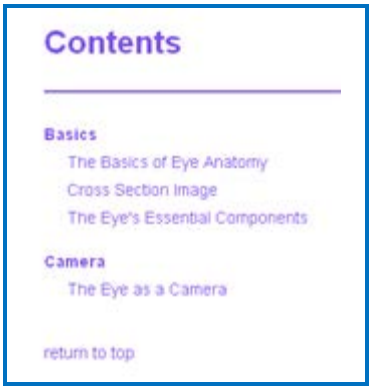
1. Select a style for your lesson (see the section Attach a Style).

2. Choose **Properties/Page Names**. Notice you can type two entries for each page (see below). The TOC name appears on the initial Table of Contents page and the Menu name appears in the rollover and dropdown menus (see above).



View the Page Names

Below are the page names as they appear on the entry page of your lesson (see below) (If you do NOT see the Table of Contents when you preview your lesson, within your SoftChalk lesson choose **Properties/Style Properties** and click the **Title & Layout** tab. Make sure **Table of Contents page** is selected for the **Table of Contents**).

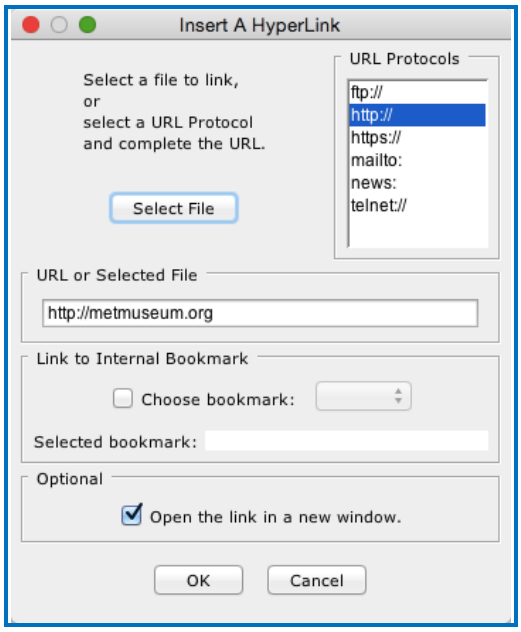


View a Table of Contents with Different Heading Levels

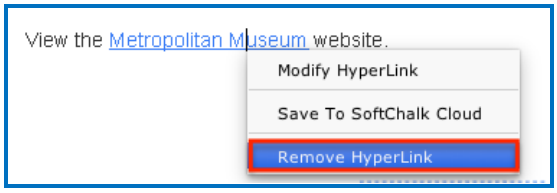
If you have a mixture of heading levels (Heading 1, Heading 2 and Heading 3) in your lesson, then you will see indentation in your Table of Contents when you preview your lesson (see below).

Insert and Remove a Hyperlink

1. Select some text.
2. Choose **Insert/Hyperlink** (or right-click and choose **Hyperlink**).
3. Within the **URL or Selected File** box, use **Ctrl+V** to paste your URL.
4. We recommend having the **Open the link in a new window** selected if you're going to another website.



5. To remove a hyperlink, right-click on the hyperlink and choose **Remove Hyperlink**.



Insert a Hyperlink to Another File

You can link to a Microsoft Word™, Microsoft Excel™, PDF or other file (see below).

1. **IMPORTANT:** When you insert a file, a copy of the file is placed in your lesson folder when you save. Your original file remains in its original location. If you modify the original file, you'll need to create a hyperlink to it again (or copy and replace the file into your lesson folder). If you remove

your hyperlink, then you can manually remove your file from your lesson folder.

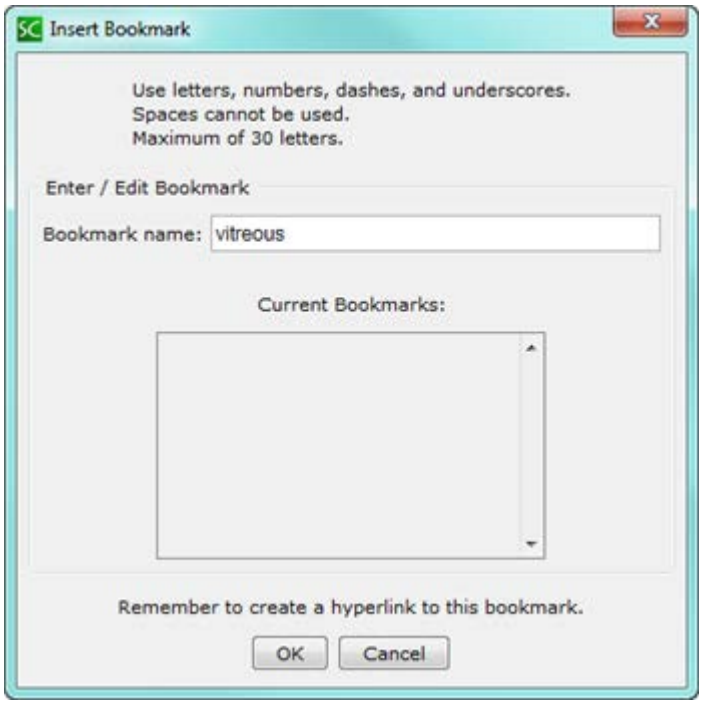
2. Select some text.
3. Choose **Insert/Hyperlink** (or right-click and choose **Hyperlink**).
4. Click **Select file**. Navigate to your file. Click on it to select it. Click **Open**.
5. It's a good idea to select **Open the link in a new window**. Click **OK**.
6. **IMPORTANT**: If you have issues linking to your file, check to see if you have unusual characters in your file name such as a period, & or # sign.

Internal Links (Bookmarks)

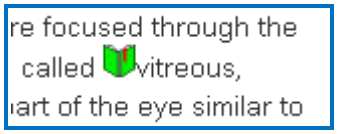
You can create a link from one part of your lesson to another. For instance, you may be on page 5 of your lesson and want to reference information on page 2. In this case, you create a bookmark on page 2 and then insert a hyperlink to that bookmark on page 5. See the steps below for details.

Insert a Bookmark

1. Click where you want your bookmark to go. (If you select text, the bookmark will be placed before the first character of your selected text.)
2. Choose **Insert/Bookmark** (or right-click and choose **Bookmark**).
3. Type a name for your bookmark (see below).

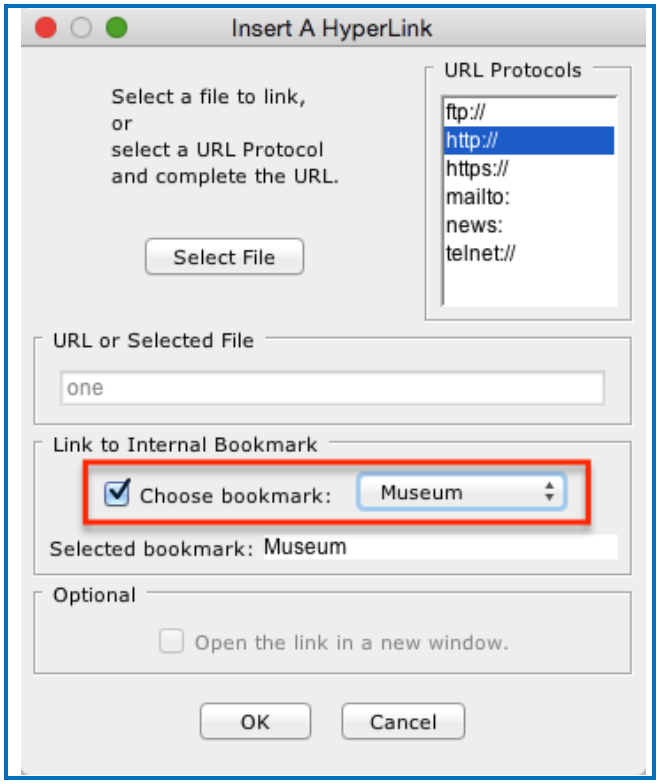


4. Click **OK** to return to your main editing window.
5. Notice the bookmark icon in your lesson.



Link to a Bookmark

1. Select some text.
2. Choose **Insert / Hyperlink** (or right-click and choose **Hyperlink**.)
3. Select **Choose Bookmark**.
4. From the dropdown menu, select your bookmark (see below).



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

Modify or Remove a Bookmark

1. Right-click on the bookmark icon.
2. Choose **Modify Bookmark** or **Remove Bookmark** (see below).

Insert an Image

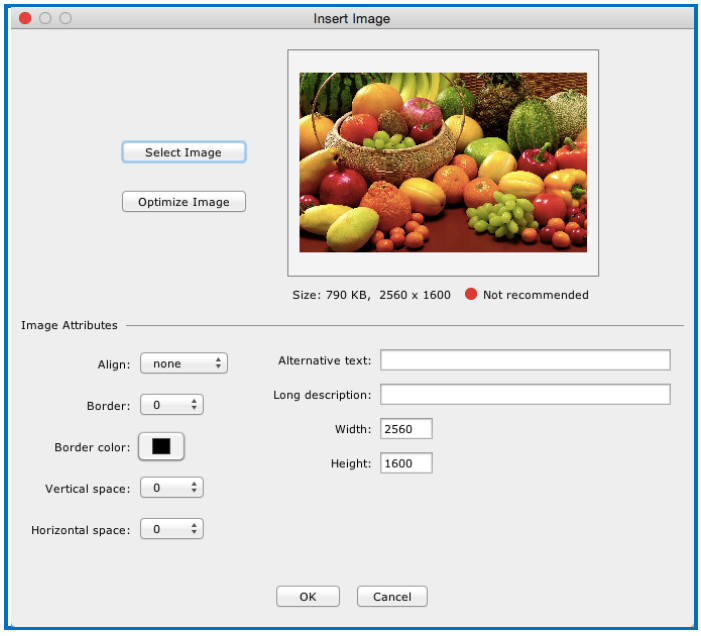
IMPORTANT: When you insert an image, a copy of the image is placed in your lesson folder when you save. Your original image remains in its original location. If you modify the original image, you'll need to re-insert the image.

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. Delete the file from within your lesson folder. For details, see the section Remove an Image.)

You may want to investigate the Media Search Tool which lets you insert media (including images) from various content repositories. For details, see the section Media Search. To put a caption under an image, see the section Create a Caption for an Image.

1. Click within your lesson to put your insertion point where you want your image.
2. Choose **Insert/Image** (or right-click and choose **Image**).
3. Click **Select image**.
4. Select your image file.
5. Click **Select**.
6. At the screen below, you have several options. You can change the alignment, border and dimensions. You can choose whether or not to have space around your image. You can also add text for accessibility.



Space around an Image

Notice that you can add vertical space or horizontal space in pixels. Use this option if the image is left or right aligned and there are bullets in the text next to the image.

If you do NOT put a value for vertical space or horizontal space, there will be no padding (extra spacing) around the image.

Align – None, Left, Right, Top, Middle and Bottom

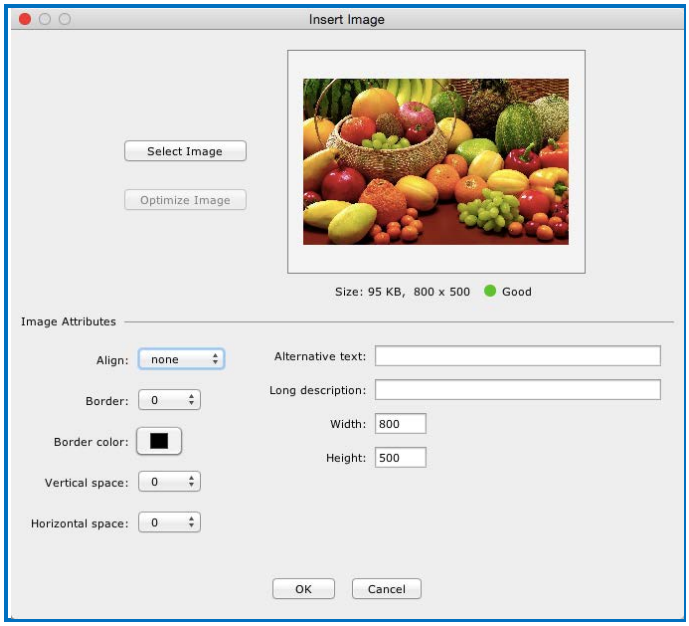
You can set the alignment for images. Please see the section Wrap Text around an Image.

Reduce Your Image Size

For the initial inserted image, notice the red dot **Not recommended** indicates that your image file size is very large. (The file size is 902 KB.)

IMPORTANT: Too many images with large file sizes in your lesson may cause your pages to load slowly in the web browser. See the following section to see how to reduce your image size.

If you click **Optimize Image** on the previous screen, notice the changes below:



The green dot **Good** appears now. (For images over 800 by 800, the image dimensions will be reduced proportionally if you click **Optimize Image**.) Incidentally, your original image outside your lesson folder remains unchanged when you click **Optimize Image**.

Notice that this image is still somewhat large (164 KB and 800 by 500 pixels). If you have a lot of images in a lesson, you may want to use an image editing program [such as Photoshop or Irfanview (www.irfanview.com – free program)] to reduce the size and/or dimensions of your image even more.

Image File Types

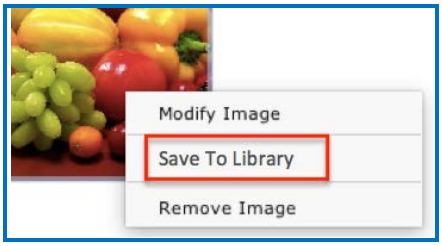
You can insert a file that is a .jpg, jpeg, .gif, .png or a .bmp. (If you insert a .bmp file, it will get converted to a .png file type.) You can't insert a .tif file.

Accessibility Items

Complete the **Alternative text** and **Long Description** text boxes. For more information about SoftChalk's Accessibility compliance, see see http://softchalk.com/products/cloud/accessibility/.

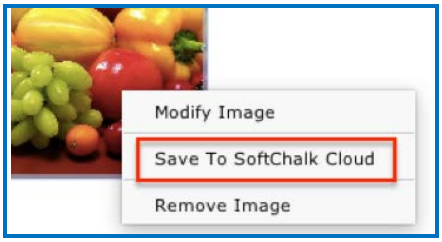
Save an Image to the Library

You can save an image to the library. (For details on using the Library, see the section Library (Desktop Version).) After inserting an image into the main editing window, right-click on the image and choose **Save To Library** (see below).



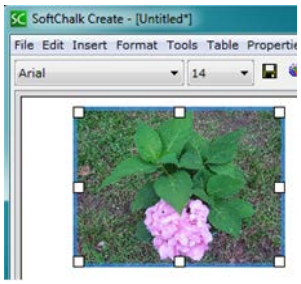
Save an Image to SoftChalk Cloud

You can save an image to your SoftChalk Cloud account – **My Content / My Files** area. For details on SoftChalk Cloud, see the section SoftChalk Cloud. After inserting an image into the main editing window, right-click on the image and choose **Save To Cloud** (see below).



Re-size an Image within the Main Editing Window

1. Within your main editing window, click on your image to select it.
2. Drag a corner square handle to re-size it proportionally (see below).



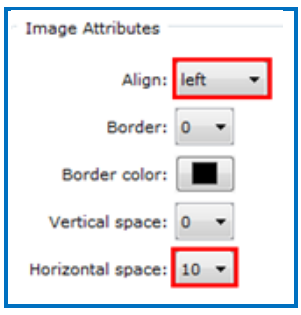
IMPORTANT: When you re-size an image in the main editing window, the re-sizing affects the presentation of the image but not the actual file size.

As mentioned previously, you may want to reduce the size of your image before inserting it into your lesson. For details, see the section Reduce Your Image Size.

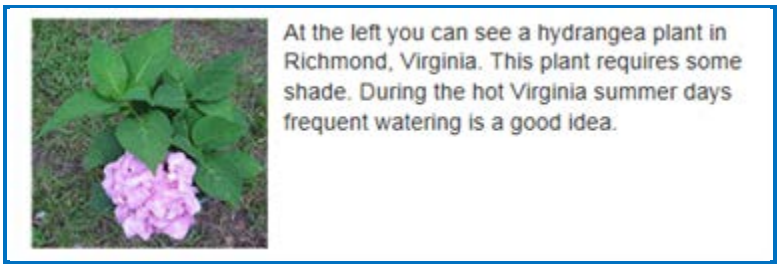
Wrap Text around an Image

(If you have a lot of images and want text beside them, you may want to consider using tables. See the section Tables.)

1. Within your main editing window, click at the beginning of a paragraph.
2. Choose **Insert / Image** (or right-click and choose **Image**).
3. Click **Select image**.
4. Select your image file.
5. Click **Select**.
6. For **Align**, select **left**. You may also want to add horizontal space (see below). Click **OK** to return to your main editing window



7. Save and preview your lesson (see below).



If your image is at the bottom of your page and you see the navigation links beside your image, return to your main editing window and add extra returns (i.e. hit the Enter key several times) at the end of your text.

Remove an Image

1. Within your main editing window, right-click on an image.
2. Choose **Modify Image**.45
3. Click **Remove.**

IMPORTANT: ***When you remove an image, the file remains in your lesson folder.*** Outside of SoftChalk Create, delete the extra image manually from your lesson folder.

If you don't delete the image, your students won't see the removed image, but your lesson may become large if you have a lot of removed images still in your lesson folder. The large size of the lesson may become an issue as you deliver it in a Learning Management System for your students. Your lesson may load slowly in the web browser. (For details on delivering a lesson to your students, see the section Deliver a Lesson to Your Students.) (If you plan to reinsert the file, then don't worry about deleting it from your lesson folder.)

Another option to handle removed images is to use **Save As**. Within SoftChalk Create, you can choose **File / Save As** and give your lesson a different name. When you choose **Save As**, SoftChalk Create saves only the current images for the lesson. **IMPORTANT**: Be careful where you save your lesson. ***You do NOT want to save your renamed lesson within your current lesson folder.***

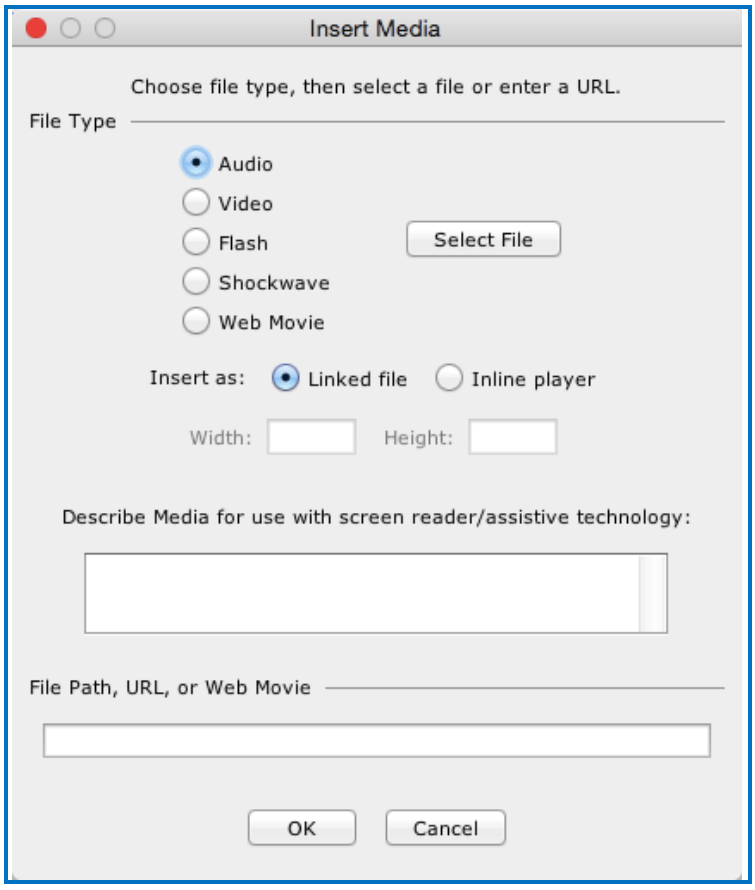
Insert Media (Sound, Animation or Video)

You can insert various types of media into your lesson. You can insert various sound, video and animation files. (For information on searching content repositories to find media, see the section Media Search.) If you need a sound program, Audacity is a popular free recording and editing program (http://audacity.sourceforge.net/).

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 video, please see our FAQ I would like to use some video in my lessons. Do you have any recommendations?

1. Choose **Insert/Media** (or right-click and choose **Media**).



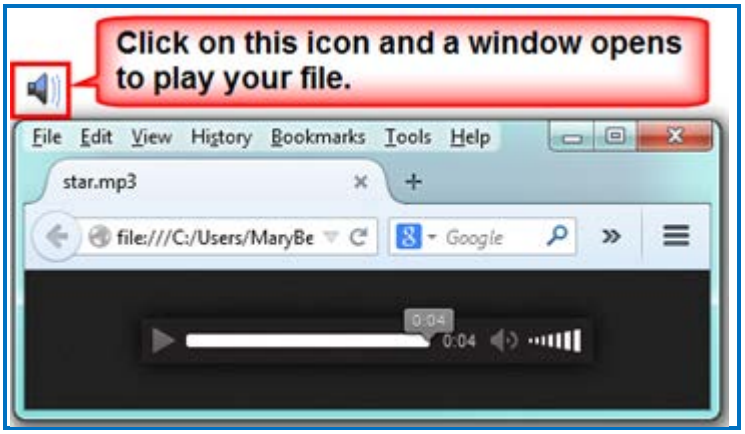
2. Select the **File Type** (Audio, Video, etc.).
3. Click **Select file** to select your file (see the following table for supported formats).

Media Formats

File Type	Formats Supported
Audio	aiff, au, mid, midi, mp3, ra, ram, rmf, wav, wma
Video	avi, mpeg, mp4, mpg, mov, wmv
Flash	swf
Shockwave	dcr
Web Movie	The Web Movie feature was introduced in earlier versions of SoftChalk to handle Web video that used embed code with SWF files. (YouTube used to have this type of embed code.) We have continued to include this Web Movie feature for backwards compatibility. Now most Web sites like YouTube use a different format to stream video. We recommend using the **Insert / Widget** feature rather than the **Insert / Media / Web Movie** feature. For more details about Widgets, see the section Widgets.

Linked file

Notice the following scenario. You 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

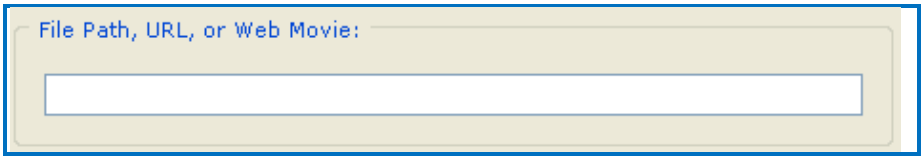
If you select the **Inline player** option, then the player controls appear automatically in your web browser (see below).

IMPORTANT: You may need to enter values for the width and height for the inline player option if you insert a video, flash or shockwave file type.

IMPORTANT: If you are using .mov video files, then your students will need to have QuickTime on their computers to play this file type.

Link to a Media File Using the File Path, URL or Web Movie

Rather than select a file on your local computer, you can link to a media file on the web. Copy and paste (**Ctrl+V**) a URL in the box below. For more info on web movies, see web movie.



Save an Item to SoftChalk Cloud and Reference This Item

If you want to use the same image, media item (sound, animation or video) or video project in multiple places, then you can save an item to your **My Content / Files** area of SoftChalk Cloud. You can insert a reference to the item rather than have the item be part of your lesson. There are several advantages for referencing an item:

- The file size for your lessons will be less since you are referencing items. Therefore saving your lessons will take less time.
- If you need to update your item, you only have to update it in one place by re-saving the item to SoftChalk Cloud. **IMPORTANT**: The replacement must be of the same file type (e.g. .jpg, .gif or .zip) and have the same name and extension as the item being replaced. The name must be case sensitive as well. (Equations and hyperlinks cannot be updated.)

Save Files to SoftChalk Cloud

You have two ways to save files to the Cloud.

1) You can log into your SoftChalk Cloud account and choose **My Content / Files**. Under the **Actions** menu at the right, choose **Upload Files**. For details on uploading files, see the **Upload Files** section of the SoftChalk Cloud Guide. With this method you can upload packaged .zip files as well as single files. For instance, you can upload video projects created in programs such as Camtasia, Adobe Captivate, Adobe Flash, Adobe Premiere, Articulate Engage, Articulate Presenter, Articulate QuizMaker and Articulate Storyline.

2) Within SoftChalk Create, choose **Tools / Save Files to SoftChalk Cloud** – see the steps below**.** With this method, you can only upload single files (versus a .zip file).

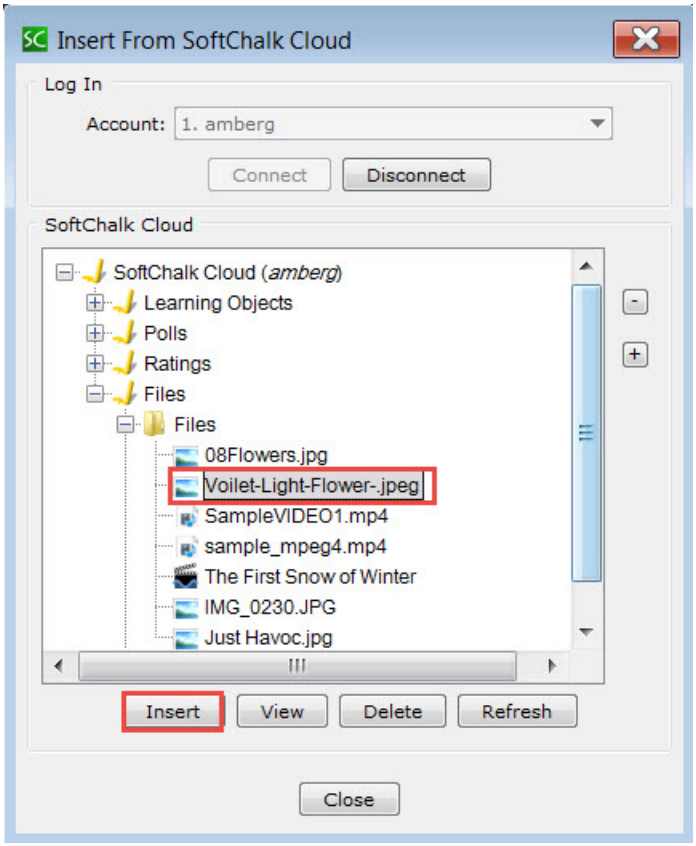
    1. Within SoftChalk Create, choose **Tools / Save Files to SoftChalk Cloud.**
    2. Navigate to the file you want to upload and select it. Then click **Open**.
    3. Under the SoftChalk Cloud menu at the right, select the folder where you want to save the file.
    4. Click **Save**. Then click **Close** to return to your main editing window.

For details on how to reference the files in a SoftChalk lesson and how to update the referenced files, see the next two pages.

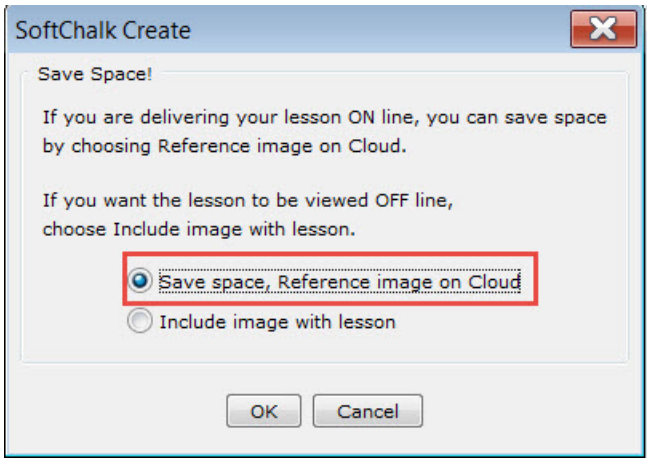
Reference the File(s) in a SoftChalk Lesson

1. Within SoftChalk Create from your main editing window, choose **Insert / SoftChalk Cloud Item**.

2. Open up the **Files** area and select the item you want to insert. Click **Insert** (see below).



3. Select **Save space, Reference file on Cloud** (see below).



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

Update File(s) in SoftChalk Cloud

As mentioned previously, the advantage of using referenced files is that you can update the file(s) once in the Cloud and the references will be automatically updated in your lessons.

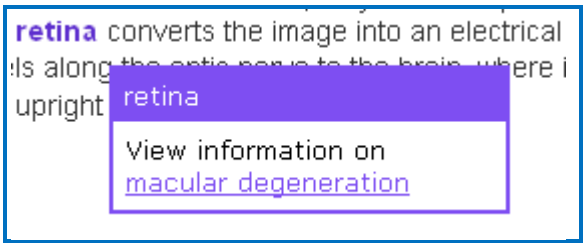
There are two ways to update an item in SoftChalk Cloud:

1. You can log into your SoftChalk Cloud account and choose **My Content / Files**. Find the file you want to replace and click on the first icon, which is the Replace File icon. Click **Browse** to select your file or drag your file over. If you are replacing a .zip file, select an entry file. Then click **OK**.

2. Within SoftChalk Create, choose **Tools / Save Files to SoftChalk Cloud.** Then select the file with the same name that you want to replace. Click **Open**. **IMPORTANT**: Under the SoftChalk Cloud menu at the right, select the file you want to replace and click **Replace**. As mentioned previously, you must use the same filename and file type when replacing an item. The filename must be case sensitive as well. (Equations and Hyperlinks cannot be updated.)

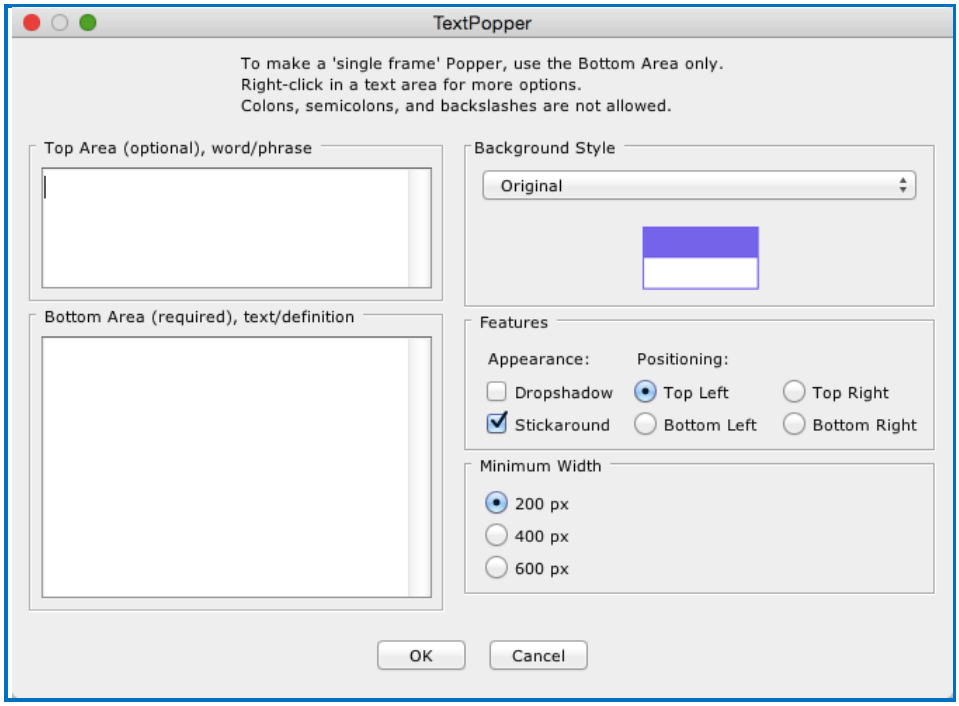
Insert Text Annotations (TextPoppers)

You can create text annotations using the TextPopper feature. Within the web browser when you move your cursor over a highlighted word, a text annotation "pops up" with additional information (see below). **IMPORTANT**: You can't copy and paste TextPoppers; however you can cut and paste a TextPopper within the same lesson.

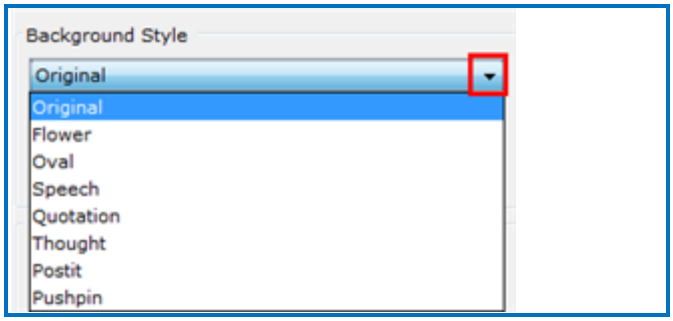


Create a TextPopper

1. In your main editing window, select some text.
2. Choose **Insert/TextPopper** (or right-click in the middle of your selected text and choose **TextPopper**).
3. Type or paste text in the top and bottom areas (see below). You can right-click in a text area to insert an image, hyperlink, media or equation.



4. Notice that you can select various styles for your TextPopper under **Background Style** (see below).



5. Notice the **Stickaround** checkbox under the **Features** area. Selecting this option lets the TextPopper stay on the screen until you click **Close**. (Otherwise, the TextPopper goes away when you move your cursor away from the annotated text.)

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

7. Notice in your main editing window that the annotated text is now bold and has the color of your lesson style.

Create a TextPopper with an Image, Hyperlink or Media

1. Follow the previous instructions for creating a TextPopper.

2. When entering information in the top or bottom area, right-click and select **Image**, **Hyperlink** or **Media**.

3. Use the instructions given earlier in this guide for inserting an image, hyperlink or media.

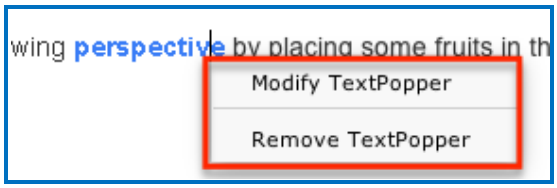
4. Select the **Stickaround** option for the TextPopper.

5. If you have inserted a wide image, you may want to make the minimum width of your TextPopper 400 or 600.

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

Modify or Remove a TextPopper

Right-click on the TextPopper and choose **Modify TextPopper** or **Remove TextPopper**.



Insert Quiz Items, Activities, Widgets and iFrames

Within SoftChalk Create, you can create quiz items (e.g. true/false, multiple choice, short answer) and various activities (e.g. crossword puzzle, flashcards, image identification) to make your lessons engaging for your students. Additionally, you can also embed interactive widgets from other websites into your lesson. You can create iFrames for showing other websites within your lesson window.

For the Activities, there is a **How To tab** that provides an online example and a video tutorial for the specific activity. (For a Quiz Group, Widget, iFrame and the Media Search Tool, there is also a How To tab with a video tutorial.)

For details on creating quiz items, activities, widgets and iFrames, see the sections QuizPoppers, Activities, Widgets and iFrames.

Spell Checker

You can run a spell checker for the content in your main editing window (but not in TextPoppers, QuizPoppers or Activities). Choose **Tools / Check Spelling**.

Find or Replace

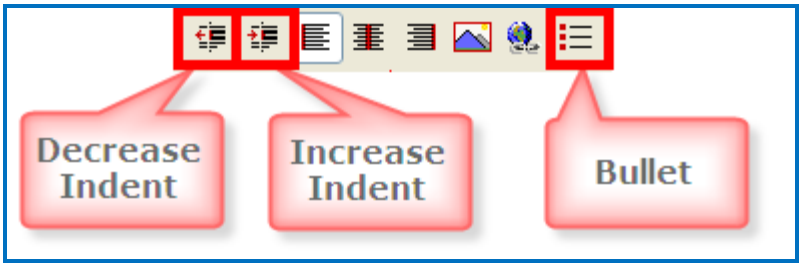
As with the Spell Checker, these features work in your main editing window (but not in TextPoppers, QuizPoppers or Activities). Choose **Edit / Find and Replace**.

Nested List

Below is a sample nested list as it appears in a web browser.

- Baroque
  - Rubens
    - Venus and Adonis
    - The Last Judgment
  - Caravaggio
    - The Calling of Saint Matthew
    - David and Goliath
- Renaissance
  - da Vinci
    - Mona Lisa
    - The Last Supper
  - Michelangelo
  - Raphael

You can create nested lists using the following icons on the toolbar:



1. Type the first item for your list such as ***Baroque***.
2. Click the **Bullet** icon on the toolbar.
3. Type the second item such as ***Rubens*** and click the **Increase Indent** icon on the toolbar.
4. Type the third item such as ***Venus and Adonis*** and click the **Increase Indent** icon.
5. Type the fourth item such as ***The Last Judgment***.
6. When you type the fifth item such as ***Caravaggio***, click the **Decrease Indent** icon.
7. Save and preview your lesson when you've finished the list.

Curriculum Standards

You can add various curriculum standards to your lesson. These standards can be viewed as a link within a sidebar to your lesson. For details, see the sections Metadata and Curriculum Standards Page.

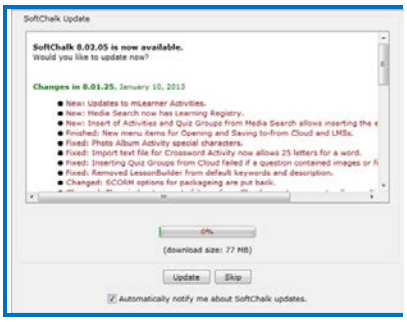
Read Text of the Lesson

To have the text of your lesson read as audio to your students, you have two options:

- You can create your own audio files and insert them into your lesson. For details, see the section Insert Media (Sound, Animation or Video).
- If you have purchased a ReadSpeaker account (http://www.readspeaker.com), you can activate the ReadSpeaker feature in SoftChalk Create. For details, see the section ReadSpeaker (Read Text Out Loud).

Updates to SoftChalk

If you're connected to the Internet, you will get a notice if there are updates to SoftChalk Create (see below). You can choose **Update** or **Skip**. If you skip, you will get the notice again when you're connected to the Internet and you open SoftChalk Create. Typically, updates install within a few minutes. If you've turned off the automatic check for updates feature, you can check for updates in SoftChalk Create under **Web/Check for Updates**.



Distribute or Project a Lesson

In addition to projecting your lesson on an electronic whiteboard such as on a Promethean™ whiteboard or a SmartBoard™, you can deliver your lesson to your students in several ways. You can also collect lesson scores from your students. For more details on distributing your lesson, see the sections Create eBooks, Deliver a Lesson to Your Students, Track Student Scores and Essays and Mobile Devices.

Create eBooks

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

As an instructor, the steps are easy to create and update eBooks.

- Create an eBook within your SoftChalk Cloud account (an eBook hyperlink is generated).
- Distribute this eBook hyperlink to your students

As a student, you would install the free SoftChalk eReader app, which is available for the devices below. Once you have installed the free SoftChalk eReader app, then you can start this app and paste in an eBook hyperlink.

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

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

IMPORTANT: See our other guides for full details about eBooks:

- For instructions on ***creating your own eBooks*** from SoftChalk lessons, see the **Create eBooks** section in our SoftChalk Cloud Guide.
- For instructions on installing the free SoftChalk eReader app and viewing your lesson as an eBook, see the **View Your Lesson as an eBook** section in our Student Guide to SoftChalk Lessons.

Deliver a Lesson to Your Students

You have several options for delivering a lesson to your students (see the table below). As mentioned previously in this guide, ***emailing a lesson packaged as a .zip file to your students is NOT supported***.

If you have a SoftChalk Cloud account and a Learning Management System, you may want to save your content in your SoftChalk Cloud account and put a hyperlink or LTI hyperlink to your lesson in your course. An LTI hyperlink allows grades to go into the gradebook for a learning management system. See the section Learning Management System (LMS) Guides for details. For a listing of our supported system specifications, see our website page System Specifications.

IMPORTANT: Be sure to tell your students about the Student Guide to SoftChalk Lessons.

Delivery Method	Description
Learning Management System (LMS)	You can use a hyperlink or LTI hyperlink to your lesson in SoftChalk Cloud. You also have the option to upload your lesson to your LMS. See the section Learning Management System (LMS) Guides
Save a lesson to SoftChalk Cloud and Distribute the Hyperlink	Save a lesson to SoftChalk Cloud. Give your students the Hyperlink to your lesson. Or you can create a SoftChalk Cloud account and designate controlled access your lesson. See the section Save to SoftChalk Cloud and the section **ScoreCenter** in the SoftChalk Cloud Guide.
Upload a lesson to a web server	See the section Upload a Lesson to a Web Server
eBooks	Deliver your lessons as eBooks on iOS devices (iPads and iPhones), Android devices, Chromebooks, Chrome browser and Windows computers. See the section Create eBooks.
Project a lesson on an electronic whiteboard	See the section Project Your Lesson on an Electronic Whiteboard
Create a CD of your lesson	See the sections Create a CD of a Lesson and SoftChalk Cloud.
Create an executable file for your lesson (Windows or Macintosh) Available with the Desktop Version Only	See the sections Load an Executable Lesson on a Windows Computer and Load an Executable Lesson on a Macintosh Computer.

Learning Management System (LMS) Guides

If you don't see your learning management system listed, see the FAQ (from our SoftChalk Support Center). My institution has a Learning Management System that is not listed. Can a SoftChalk lesson be loaded into my Learning Management System?

IMPORTANT: As mentioned previously, please tell your students about the Student Guide to SoftChalk Lessons.

IMPORTANT: **Please post the URLs of these guides for your faculty rather than the PDF files. As we update these guides, the URLs will remain the same.**

LMS
Blackboard and SoftChalk Cloud Integration Guide (If your faculty is using the Cloud and Blackboard, this is the only guide they need. This guide also includes a section for Blackboard administrators to set up the LTI feature.) http://support.softchalk.com/FileManagement/Download/1d8dded15c3747cb817ff8868ce612d5
Blackboard and SoftChalk Desktop Integration Guide (If you faculty wants to use the File/Save to LMS feature, then this would be the guide to use.) http://support.softchalk.com/FileManagement/Download/a25b5a7391bf41b79f9c8bf52cf1ac0f
Blackboard Administrator Guide (If your faculty wants to use the **File/Save to LMS** feature, then this guide explains how to install the SoftChalk Publish to ScoreCenter building block.) http://support.softchalk.com/FileManagement/Download/a130b72addc445e08b3b5a3ffe70607f
BrainHoney http://support.softchalk.com/FileManagement/Download/9f174df7223d41609a78093ad9217683

Canvas (Instructure) http://support.softchalk.com/FileManagement/Download/e3265a4581394ac0b980d772a97983f7
Desire2Learn (D2L) http://support.softchalk.com/FileManagement/Download/905f3fd4afea45cb9559d359f12a2cd8
eCollege http://support.softchalk.com/FileManagement/Download/5a5108e0d6c54e91b2ffdf003eb14fc3
Jenzabar eLearning http://support.softchalk.com/FileManagement/Download/ac08e1dfbc874ae28c0f939617b29f6b
Moodle 2 http://support.softchalk.com/FileManagement/Download/5eefaab891744e8d93a431433d51ed12
Sakai http://support.softchalk.com/FileManagement/Download/941d350c71f8405d883d1a93d72a4fd0

Upload a Lesson to a Web Server

Use an FTP program to upload your lesson folder to a web server. (If you're not sure how to upload files, contact your local technical support person for help.)

Once your lesson folder is uploaded, have your students link to the **index.html** file within your lesson folder.

eBooks

For details, please see the section Create eBooks.

Project Your Lesson on an Electronic Whiteboard

You can use your lesson as part of your classroom "lecture." Your lesson will work on projectors including electronic whiteboards such as on a Promethean™ whiteboard or a SmartBoard™.

Create a CD of a Lesson

This feature is only available with the Desktop version of SoftChalk Create. Creating a CD is a two part process – package your lesson and then create your CD.

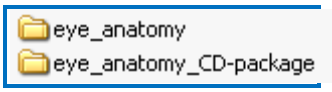
Package a Lesson within SoftChalk Create

1. Choose **File / Package Lesson.** For the **Package type**, select **Executable CD.** For the **Track score using** option, you can select either **None** or **SoftChalk Cloud**. For details on the SoftChalk Cloud scoring option, see the section SoftChalk Cloud. Click **OK**.

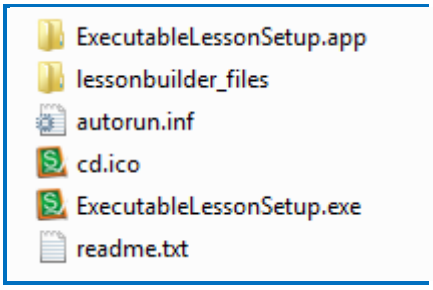
2. A dialogue window appears letting you choose where to save your CD package folder. The default location is the directory where your lesson folder is located. Click **OK**. Click **OK** to return to your main editing window.

Create a CD

1. From your local computer, notice that when you packaged your lesson above, a folder with your lesson name followed by _CD-package was created (see below).



2. Open this CD-package folder (see below).



3. Select all the files and then copy them.

4. Paste these files into your CD making program. Make your CD.

IMPORTANT: In other words, DON'T paste the CD-package folder; paste the contents of the folder. **IMPORTANT:** Your CD can be used on either a PC or Macintosh. For PC users, the CD should start automatically (unless you have autorun turned off for CDs). If autorun is turned off, then users will need to double-click on **ExecutableLessonSetup.exe**.

Mac users will need to open the CD and double-click on **ExecutableLessonSetup.app**.

Load an Executable Lesson on a Windows Computer

This feature is only available with the Desktop version of SoftChalk Create. You can create a single file to launch your lesson on a Windows computer. You can create this executable lesson on either a Windows or Macintosh computer. (For executable lessons on the Macintosh – see the next section Load an Executable Lesson on a Macintosh.)

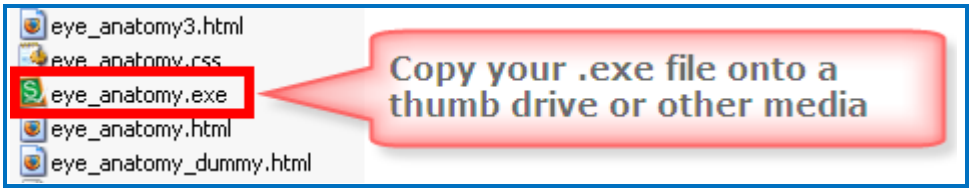
1. Choose **File / Package Lesson.**
   For the **Package type**, select **Executable Lesson (Windows).**
   For the **Track score using** option, select either **None** or **SoftChalk Cloud**.
   Click **OK**.

   For details on the SoftChalk Cloud scoring option, see the section SoftChalk Cloud Score Tracking Options.

2. After selecting **Executable Lesson (Windows),** a message appears indicating that your lesson was packaged as an .exe. The file is located inside your lesson folder. Click **OK** to return to your lesson window (see below).

3. Click **Open Folder** (see above).

4. Copy the .exe file onto a thumb drive or other media (see below).
   (You can then delete this .exe file from within your lesson folder.)



5. Copy this file onto a Windows computer.

6. Double-click on the file to launch the lesson.

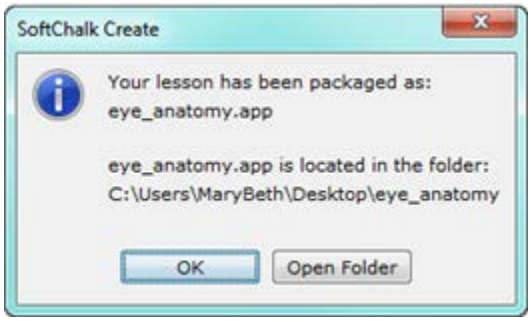
Load an Executable Lesson on a Macintosh

This feature is only available with the Desktop version of SoftChalk Create. You can create a single file to launch your lesson on a Macintosh computer. You can create this executable lesson on either a Windows or Macintosh computer. (For executable lessons on the Windows computer – see the previous section Load an Executable Lesson on a Windows Computer.)

1. Choose **File / Package Lesson.**
   For the **Package type**, select **Executable Lesson (Macintosh).**
   For the **Track score using** option, select either **None** or **SoftChalk Cloud**.
   Click **OK.**

   For details on the SoftChalk Cloud scoring option, see the section SoftChalk Cloud Score Tracking Options.

2. A message appears indicating that your lesson was packaged as an .app file. The file is located inside your lesson folder. Click **OK** to return to your lesson window (see below).



3. Click **Open Folder** (see above).

4. Copy the .app folder onto a thumb drive or other media (see below). Then copy this folder onto a Macintosh. (Once you've copied this .app folder, you can delete it within your lesson folder.)

7. Copy this folder onto a Macintosh.

8. The lesson will appear as a single icon on the Macintosh. Double-click on this icon to launch the lesson.

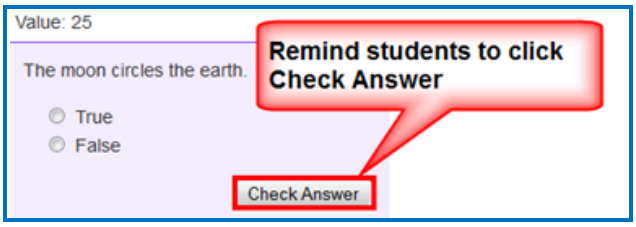
Track Student Scores and Essays

Overview

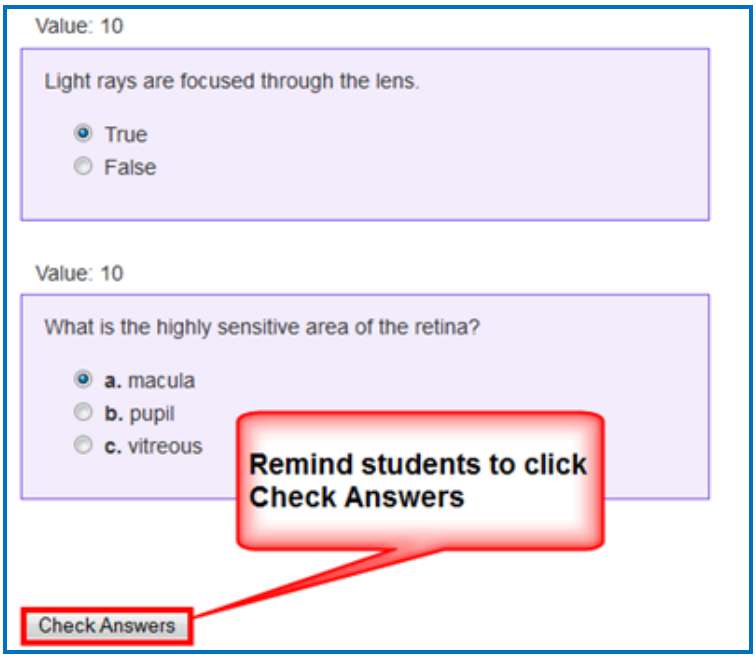
IMPORTANT: If you want to keep track of your students' scores, be sure to assign points to your QuizPoppers and Activities (see the sections QuizPopper Question Tab and Activity Options Tab). If you have essays in your lesson, be sure to see the section Collect Essays from Your Students.

IMPORTANT: Be sure to tell your students about the Student Guide to SoftChalk Lessons. The following important information is included in this guide.

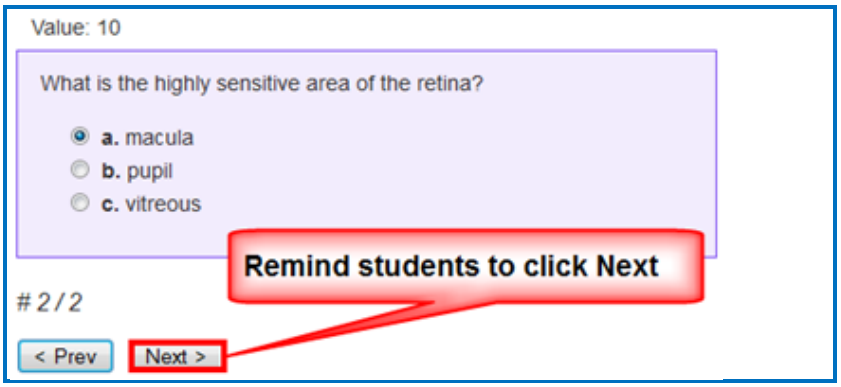
If your lesson has QuizPopper items with a **Check Answer** button, please tell your students to click the **Check Answer** button for each question (see below).

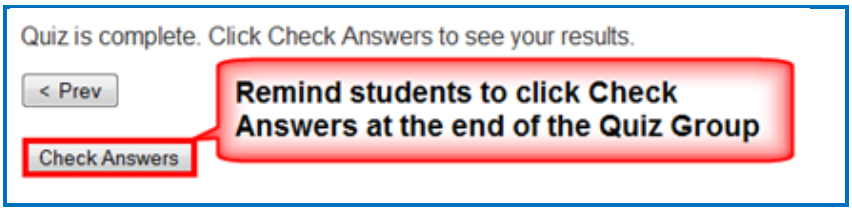


If your lesson has a Quiz Group with questions shown all at once, please tell your students to click the **Check Answers** button at the end of the Quiz Group (see below).

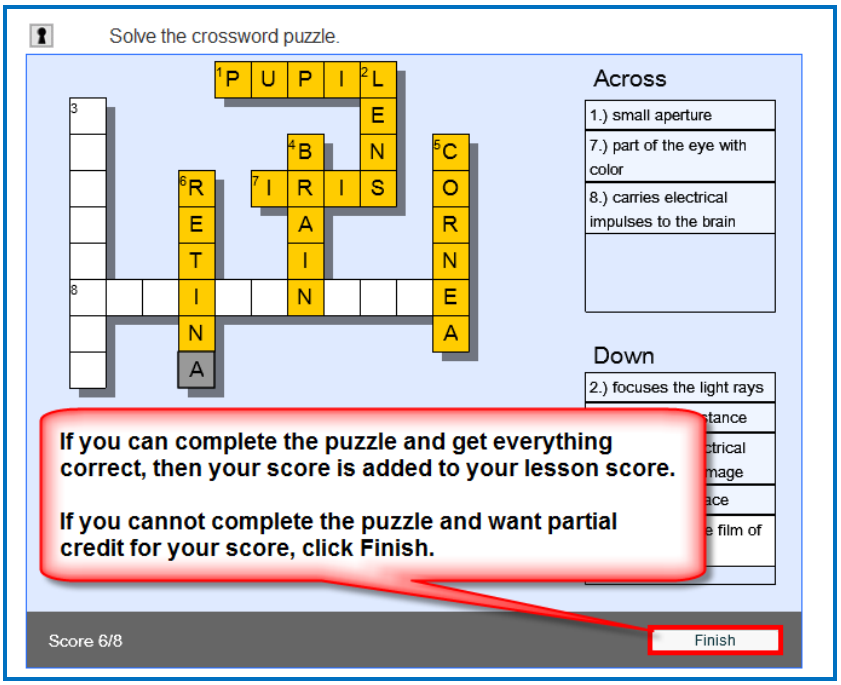


For a Quiz Group with questions shown one at a time, please tell your students to answer each question and click the **Next** and then click **Check Answers** (see below)

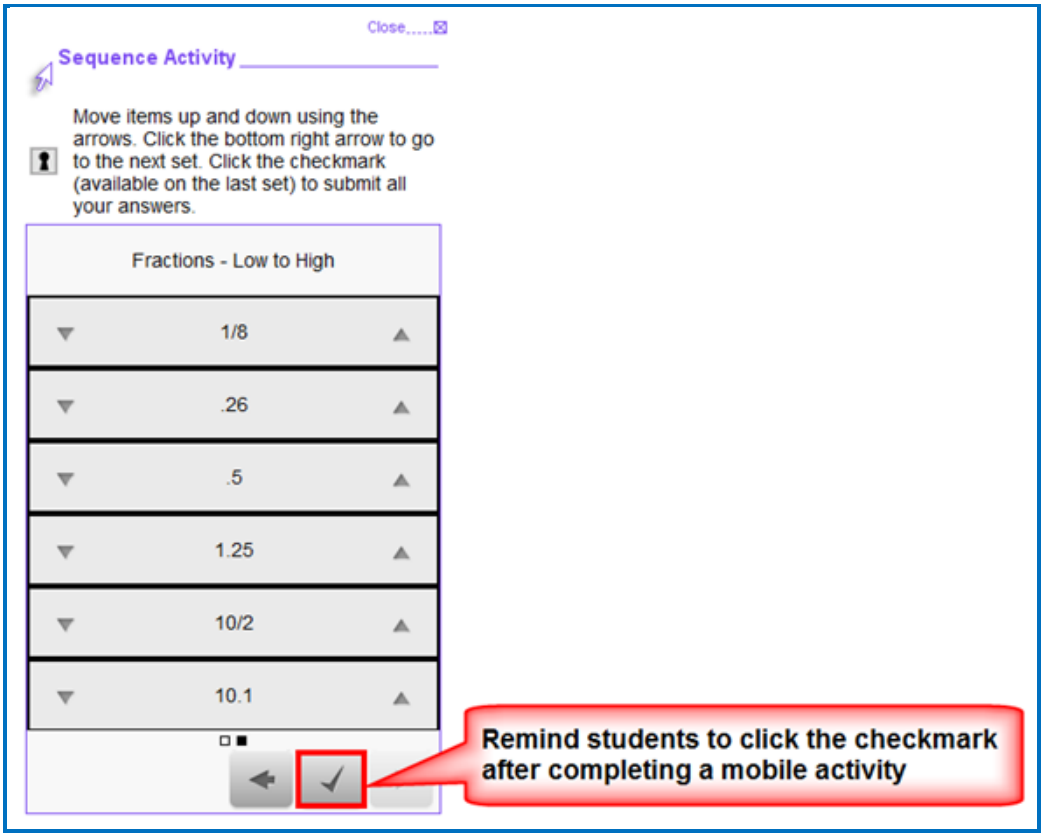




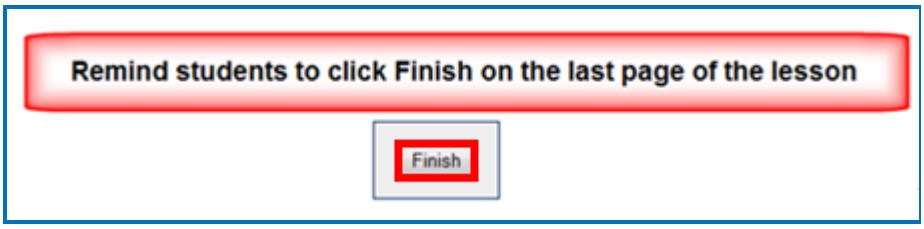
If your lesson has activity items with a **Finish** button, please tell your students to click the **Finish** button when they are finished (see below).



If your lessons are designed to work on hand held devices (i.e. iPhones and Android devices), please tell your students to click the **checkmark** button when they are finished (see below). This checkmark will appear on the last screen for the activity. In other words, you may have several screens (or sets) within your activity and ***the checkmark appears once the student has advanced through all the sets***. The student has the option to review and change the previous information (by clicking the left arrow) before clicking the checkmark. ***To submit the answers, however, the student has to click the checkmark.***



If your lesson has a **Finish** button on the last page (i.e. you are delivering your lesson in the SCORM or ScoreCenter format – see the next section Options for Tracking Scores), please tell your students to click the **Finish** button on the last page of your lesson (see below).



Options for Tracking Scores

You have several options for collecting results and scores from students taking your lessons. Please note that you can use a combination of options if you prefer though most instructors choose just one option.

IMPORTANT: If you have essays in your lesson, be sure to see the section Collect Essays from Your Students.

- Save your lessons to SoftChalk Cloud. Put an LTI hyperlink of your lesson into your learning management system. The advantage of using an LTI hyperlink is that you can link to the same lesson in multiple courses and easily update your lesson your lesson in SoftChalk Cloud.

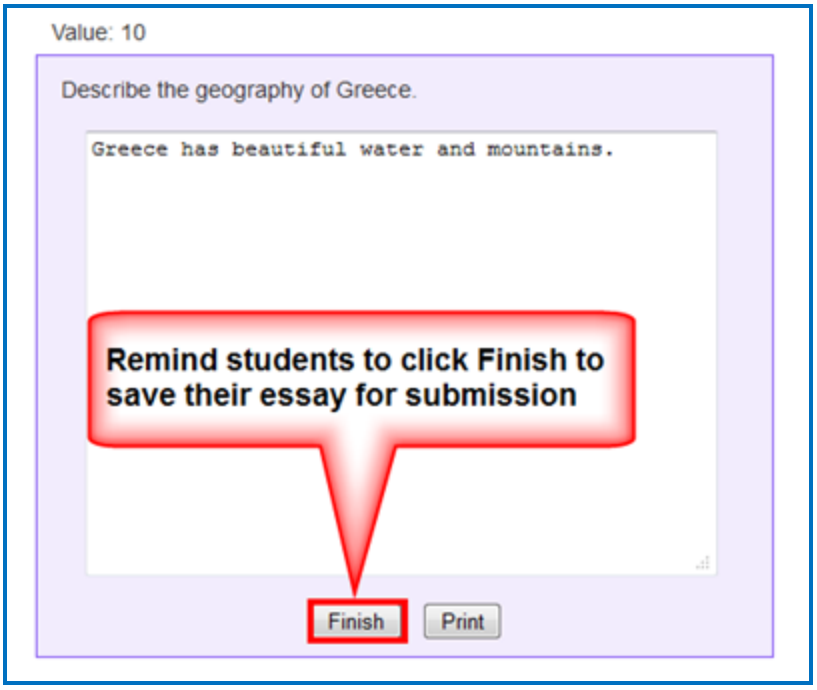
  Within your learning management system, you can view detailed scoring information for your students as well as essays submitted by your students. For details, see the section Learning Management Systems (LMS) Guides. (Your learning management system must have the LTI feature enabled.)
- Save your lesson in a **ScoreCenter format to Blackboard** (See the Blackboard Desktop Integration Guide.) If you want to use the LTI hyperlink option mentioned above, then see the Blackboard Cloud Integration Guide.)
- Have students ***print certificates***. For details, see the section Student Options.
- Have students ***email their scores and essays to you***. For details, see the section Student Options.
- If you don't have a learning management system or your learning management system doesn't support LTI, then you collect scores and essays within your SoftChalk Cloud account (section **ScoreCenter** in the SoftChalk Cloud Guide).

For information about collecting essays, see the next sections Collect Essays from Your Students and Score an Essay (Change the Score for a Lesson).

Collect Essays from Your Students

[For details on scoring your essays, see the next section Score an Essay (Change the Score for a Lesson)]

IMPORTANT: Remind your students to click **Finish** for each essay (see below).



IMPORTANT: If you want to ***collect essays from your students*** created with the **QuizPopper / Essay** feature (see the section Essay), then you collect essay information as you would collect scoring information (see the previous section Options for Tracking Scores).

Score an Essay (Change the Score for a Lesson)

The following information is relevant if you:

- Used an LTI hyperlink to your lesson in your learning management system.
- Saved your lesson in a ScoreCenter format to Blackboard
- Created a ScoreCenter in your SoftChalk Cloud account and added your lesson to a ScoreCenter there

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.) 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. See the guides below.

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

For details on changing the score for a lesson, see the guides mentioned below:

- See the section Learning Management Systems (LMS) Guides.
- SoftChalk Cloud Guide

Mobile Devices

Lessons Viewed in a Web Browser

Lessons created with SoftChalk Create can automatically detect which device (e.g. computer or specific mobile device) the student is using. The lesson pages are automatically formatted for the correct device (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 in a web browser on their mobile device***.

For details on supported mobile devices, please see our System Specifications.

As mentioned previously, all activities (i.e. all SoftChalk lesson content) can now be viewed on mobile devices. Additional accessibility features are available. For details, see the section SoftChalk Create New Features and the section Activities.

- QuizPoppers, Quiz Groups and sidebars will be formatted for the correct device (For details on creating these items, see the sections QuizPoppers, Quiz Groups and Sidebars.)
- Activities will be formatted appropriately for the device being used though the following activities work best on mobile phones because these activities are more compact: (For details on these activities, see the section Activities.)
    - Align
    - Identify
    - Pairs
    - Presenter
    - Selection
    - Sequence

eBooks on Mobile Devices

With a SoftChalk Cloud account, you can easily turn your lessons into eBooks that students can view offline on their mobile devices using our new free SoftChalk eReader. For details, see the section Create eBooks.

SoftChalk Cloud

Overview

SoftChalk Cloud (https://softchalkcloud.com) is SoftChalk's Learning Object Repository and Hosting Services website.

If you are new to SoftChalk Cloud, please feel free to search the Cloud for content to use in your courses. See the sections Media Search and Find Content in SoftChalk Cloud – Search on the Website.

With a SoftChalk Cloud account (see the section SoftChalk Cloud Account), you can use the Cloud version of SoftChalk Create, save your content in the Cloud. You can easily log into your SoftChalk Cloud account from anywhere and update your lessons. You can put links to your lessons in a website or learning management system. (For more details, see the section Differences between the Cloud Version and the Desktop Version.)

You can also track student scores without or within a learning management system. You can track student scores from your SoftChalk Cloud lessons directly into the gradebook for Blackboard, Canvas, Desire2Learn, Moodle, Jenzabar and BrainHoney. For details, see the section Learning Management System (LMS) Guides.)

For details on the features of a SoftChalk Cloud account, see below.

Use SoftChalk Cloud to:	Details
Create interactive content	Use the Cloud Version of SoftChalk Create. (Log into your account, choose **My Content/Create Content**.) You can save your SoftChalk lessons to the Cloud (and/or save your lessons on your local computer).
Host content	Save your content to SoftChalk Cloud (see the sections Save to SoftChalk Cloud and Save an Item to SoftChalk Cloud and Reference This Item). You can put links to your lessons in a website or learning management system. See the section Learning Management System (LMS) Guides
Find content to use in your classes	Media Search Find Content in SoftChalk Cloud – Search on the Website

Create Polls and Ratings	Insert a SoftChalk Cloud Poll into a SoftChalk Lesson and Insert a SoftChalk Cloud Rating into a SoftChalk Lesson.
Collect Detailed Scoring Information Within an LMS	See the section Learning Management System (LMS) Guides.
Collect Detailed Scoring Information Outside an LMS	See the **Track Student Scores OUTSIDE an LMS (ScoreCenter)** section in the SoftChalk Cloud Guide and the section Package a Lesson in the SoftChalk Cloud Format.
Collaborate with other instructors to create SoftChalk lessons	You can share folders and lessons with other instructors. See the section **Collaborate with Other Instructors on SoftChalk Lessons** in the SoftChalk Cloud Guide.

SoftChalk Cloud Account

To read about the features of a SoftChalk Cloud Account, see the section **Features of a SoftChalk Cloud Account** in the SoftChalk Cloud Guide. You can create a ***free 30-day trial account*** and try out the features of a SoftChalk Cloud account.

IMPORTANT: If you purchase a subscription (see below) and ***you already have a trial account***, you do NOT need to create a new account. You can log into your trial account and click the **Subscribe** button in the upper right part of your screen (see below). Fill in the information to activate your subscription.

Purchase a SoftChalk Cloud Account

You can purchase a SoftChalk Cloud account, by using a credit card under the **Join Now** area (see below). If you want to take advantage of a ***volume purchase*** or if you use ***purchase orders*** as your method of payment, please contact sales@softchalk.com.

1. To create a SoftChalk Cloud account, go to the SoftChalk Cloud website (https://softchalkcloud.com/).
2. At the top right, click **Join Now** (see below).

3. Fill in the information and click **Join** at the bottom of the screen.

SoftChalk Cloud Guide and FAQs

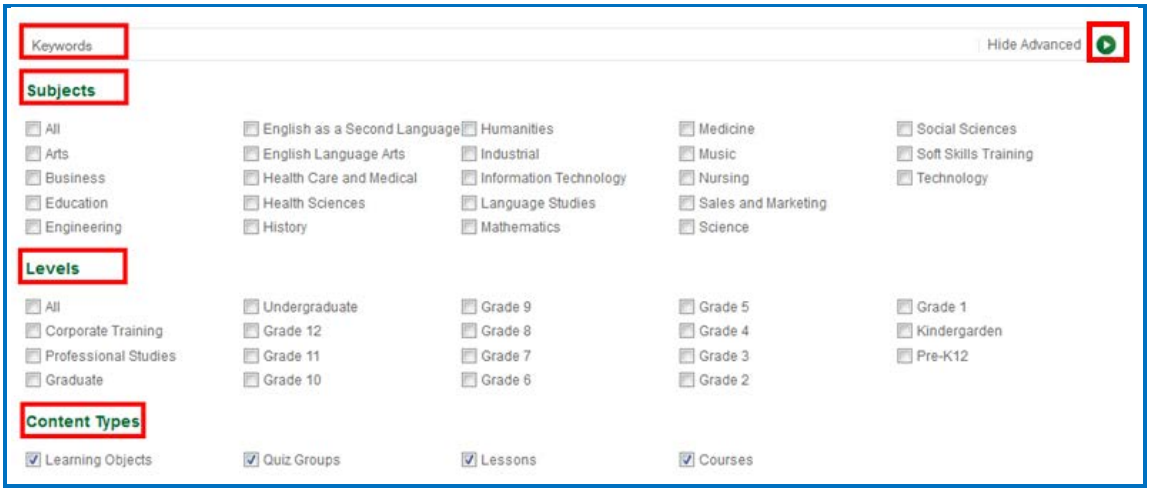
For additional details about the SoftChalk Cloud website, see the:

- SoftChalk Cloud Guide and
- FAQs about SoftChalk Cloud on our SoftChalk Support Center. At the SoftChalk Support Center, on the left in the **Search** box, type **Cloud** and press **Enter**.

Find Content in SoftChalk Cloud – Search on the Website

(As mentioned previously, you can also search for content within the **SoftChalk Create application** with the **Tools / Media Search** feature. See the section Media Search.)

Search for content in SoftChalk Cloud – click on the **SoftChalk Share** tab. For instance, you can type the word ***rocks*** into the search box and press enter. Please note that you can click the **Show Advanced** link next to the **Search** arrow and search by **Subject**, **Level** or **Content Type**. You don't have to type a keyword; you can search for just a subject and level (see below).



Once you find an interesting lesson or activity that you can use, you can click on the item and get the **embed code** or **hyperlink** for the item. If you are using the embed code, see the sections Insert a SoftChalk Cloud Learning Object into a SoftChalk Lesson and Insert a Hyperlink of a Learning Object.

You can also get learning objects or lessons that you can edit.

- Modify a Learning Object Found in SoftChalk Cloud
- Modify a Lesson Found in SoftChalk Cloud

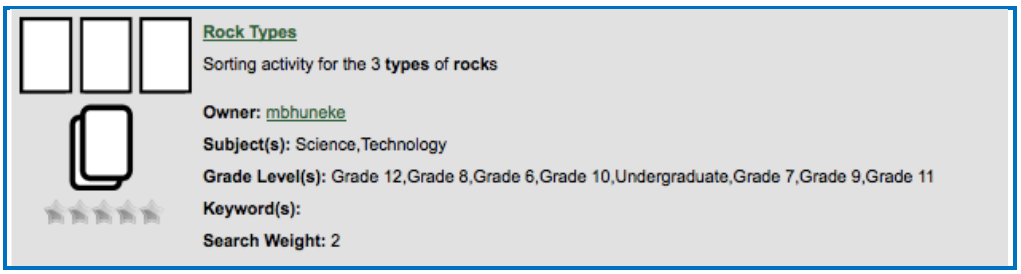
Insert a SoftChalk Cloud Learning Object into a SoftChalk Lesson

(As mentioned previously, you can also search for content within the **SoftChalk Create application** with the **Tools / Media Search** feature. See the section Media Search.)

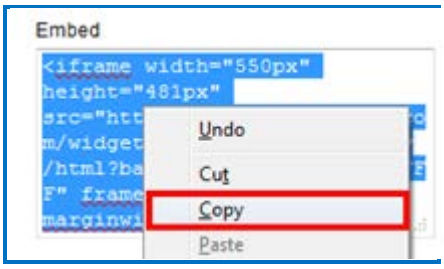
(If you want to insert a SoftChalk Cloud learning object into your lesson and **MODIFY** it, then see the section Modify a Learning Object Found in SoftChalk Cloud.)

1. In SoftChalk Cloud search for learning objects (see the section Find Content in SoftChalk Cloud – Search on the Website).

2. Click on a learning object that you found on the SoftChalk Cloud website (see below).



3. At the bottom right, select the text in the **Embed** area. Right-click and choose **Copy** (see below).

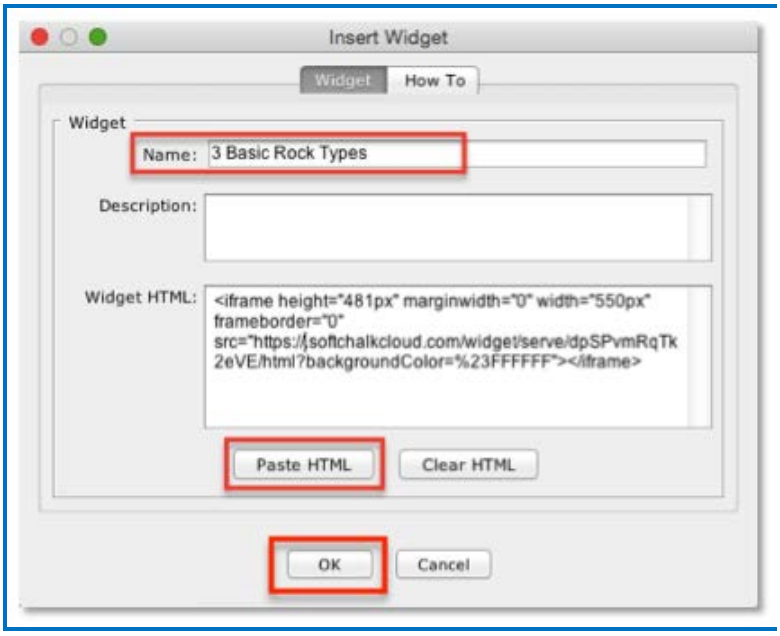


4. Start SoftChalk Create.

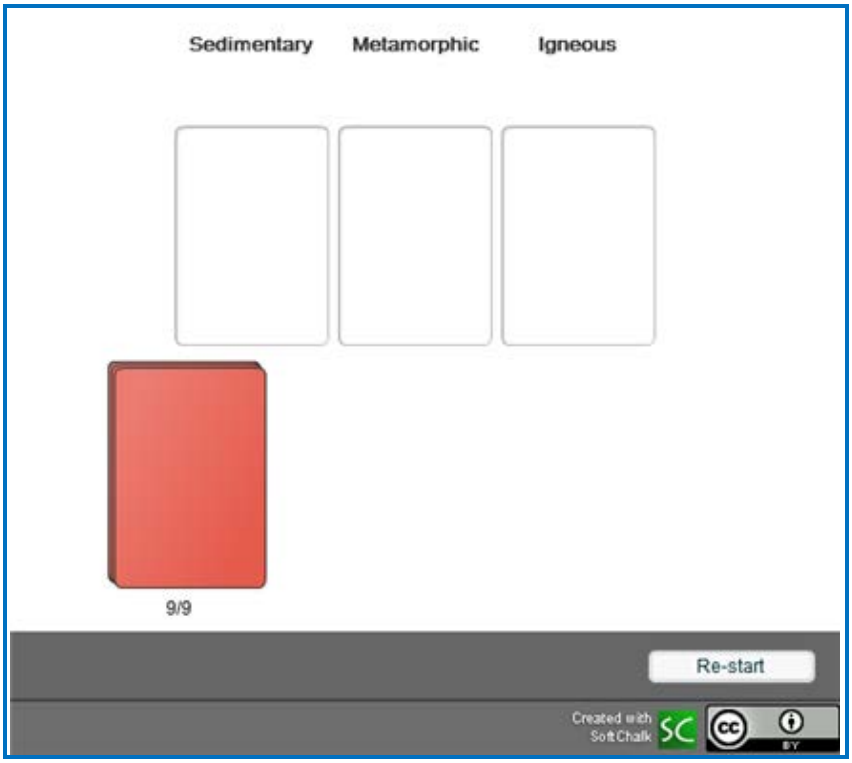
5. Open an existing lesson or start a new lesson.

6. Choose **Insert / Widget**.

7. Type a name in the Name field. Click **Paste HTML**. Click **OK** (see below). (For more information about Widgets, see the section Widgets.)



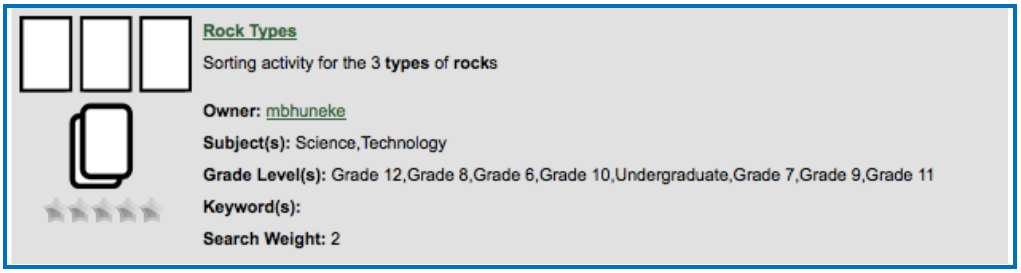
8. Save and preview your lesson (see below). **IMPORTANT:** By inserting a widget, you are placing an embed link to the SoftChalk Cloud website. In other words, you are linking to the learning object (i.e. the learning object itself does NOT reside within your lesson).



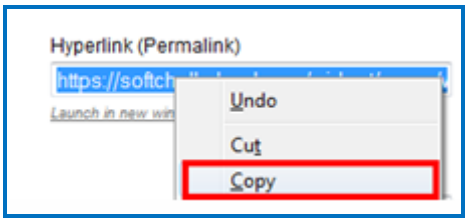
Insert a Hyperlink of a Learning Object

In addition to embedding a learning object in your SoftChalk lesson (via the **Insert / Widget** feature mentioned previously), you can also create a hyperlink to the learning object.

1. In SoftChalk Cloud search for learning objects (see the section Find Content in SoftChalk Cloud – Search on the Website).
2. Click on a learning object that you found on the SoftChalk Cloud website (see below).



3. At the bottom right, select the text in the **Hyperlink (Permalink)** area. Right-click and choose **Copy** (see below).



4. Start SoftChalk Create.
5. Open an existing lesson or start a new lesson.
6. Select some text and choose **Insert / Hyperlink**.
7. In the **URL or Selected File** box, paste the URL.
8. Select **Open the link in a new window**.
9. Click **OK**.
10. Save and preview your lesson.

Modify a Learning Object Found in SoftChalk Cloud

(As mentioned previously, you can also search for content within the **SoftChalk Create application** with the **Tools / Media Search** feature. See the section Media Search.)

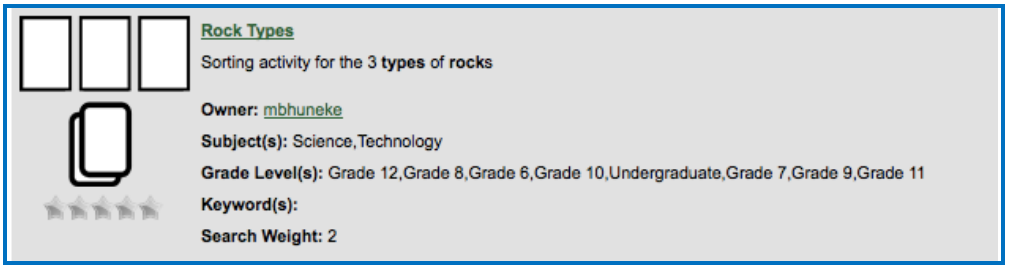
There are two ways to put in a SoftChalk Cloud learning object into your SoftChalk lesson and modify it. These instructions also allow you to assign points to this learning object to use it as part of your score for the lesson.

If you have the Cloud version of SoftChalk Create, see the next section Modify Found Content with SoftChalk Create (Cloud Version). If you have the Desktop version of SoftChalk Create, see the section Modify Found Content with SoftChalk Create (Desktop Version).

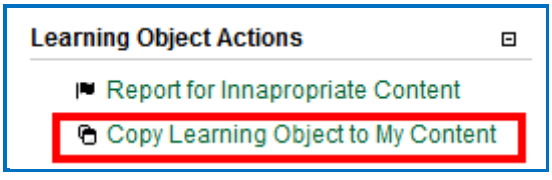
Modify Found Content with SoftChalk Create (Cloud Version)

1. Log into your SoftChalk Cloud account. In SoftChalk Cloud search for learning objects (see the section Find Content in SoftChalk Cloud – Search on the Website). For content type, select **Learning Objects**.

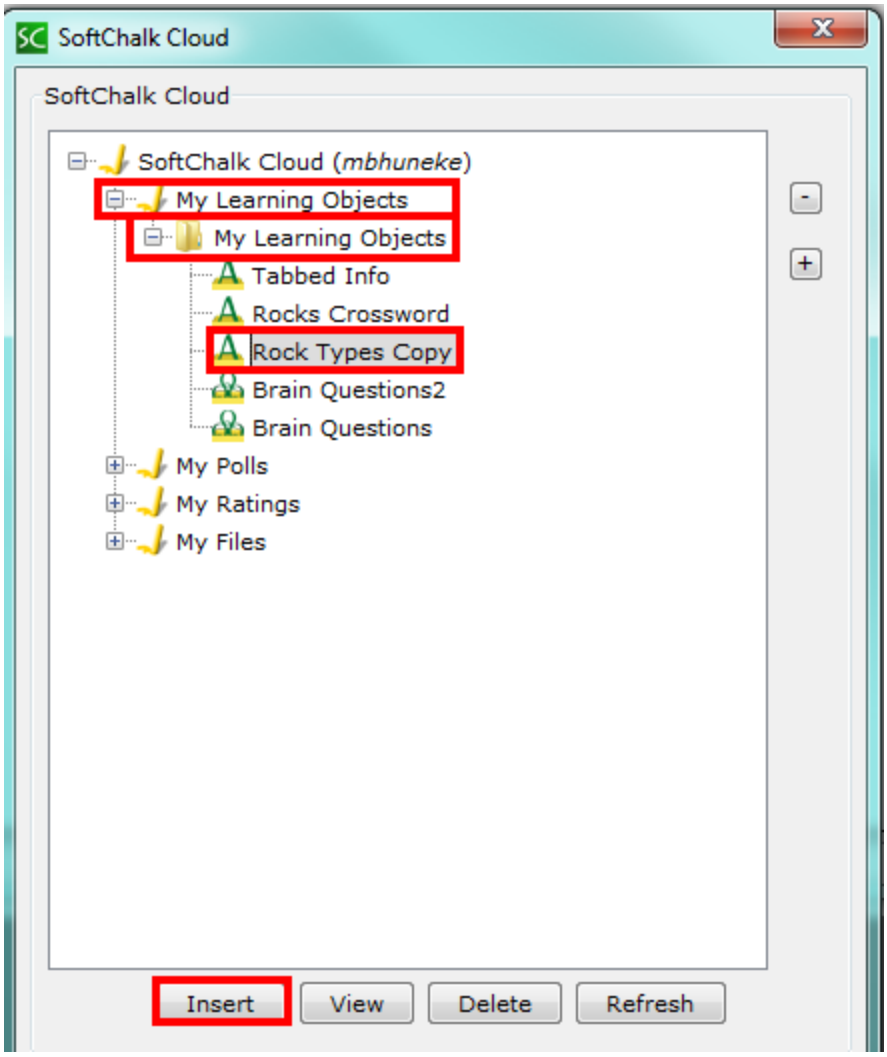
2. Click on a learning object that you found on the SoftChalk Cloud website (see below).



3. Scroll halfway down the page. At the right under **Learning Object Actions**, click **Copy Learning Object to My Content** (see below). Your learning object is copied into your **Learning Objects** folder under **My Content / Learning Objects**.



4. Start SoftChalk Create.
5. Open an existing lesson or start a new lesson.
6. Choose **Insert / SoftChalk Cloud item**.
7. Open **Learning Object folder** and **Learning Object folder**. Select the copied learning object. Click **Insert** (see below).

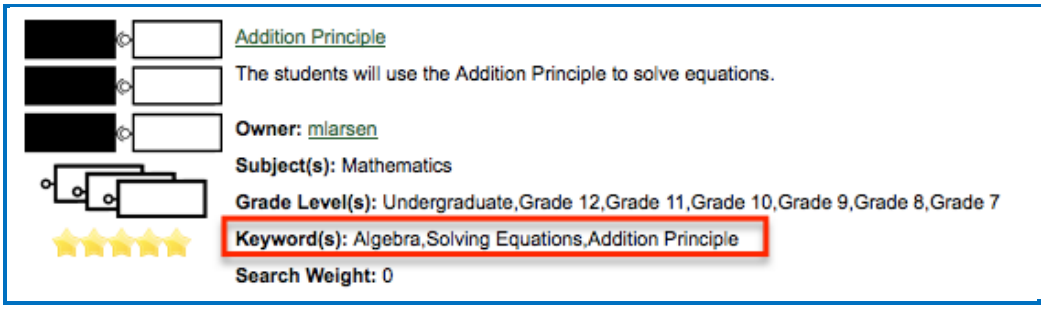


8. Click **Close** to leave the insert window.
9. Right click on the activity and choose **Modify Activity**.
10. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the lesson. See the section Attribution to the Original Author - Creative Commons License.

Modify Found Content with SoftChalk Create (Desktop Version)

1. In SoftChalk Cloud search for learning objects (see the section Find Content in SoftChalk Cloud – Search on the Website). For content type, select **Learning Objects**.

2. Scroll down the list of learning objects. Copy one of the keywords.



3. Start your Desktop version of SoftChalk Create.

4. Choose **Tools / Media Search**.

5. In the list at the left, select **SoftChalk Cloud**. (You may want to click **Uncheck all** at the bottom and then select **SoftChalk Cloud**.)

6. At the top in the **Keyword(s)** field, type or paste one of the keywords you found for your learning object and click **Search**.

7. At the right, click on the name of the item you found and click **Insert**.

8. Click **Insert Editable Activity**.

9. Right-click on your item and choose **Modify**.

10. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the content. See the section Attribution to the Original Author - Creative Commons License.

Modify a Lesson Found in SoftChalk Cloud

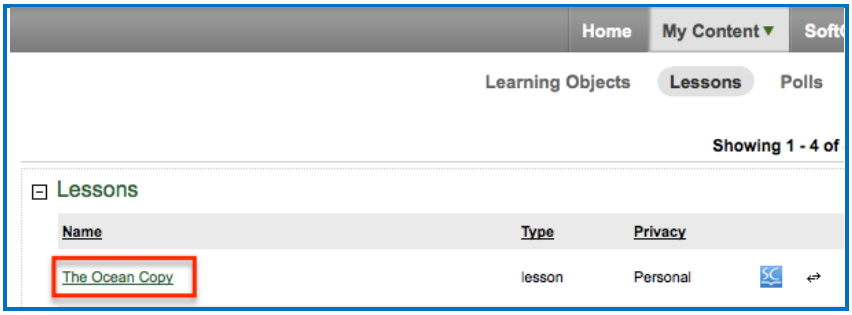
(As mentioned previously, you can also search for content within the **SoftChalk Create application** with the **Tools / Media Search** feature. See the section Media Search.)

1. Log into your SoftChalk Cloud account. In SoftChalk Cloud search for lessons (see the section Find Content in SoftChalk Cloud – Search on the Website). For content type, select **Lessons.**

2. After doing your search, click on a lesson.

3. Scroll halfway down the page. At the right under **Lesson Actions**, click **Copy Lesson to My Content** (see below). Your lesson is copied into your **My Content / My Lessons** folder.

4. Click **My Content / My Lessons.** Click on the lesson you just copied (see below).



5. Scroll halfway down. At the right under **Lesson Actions**, click **Edit Lesson,** then **Edit in SoftChalk Create** or **Edit in Create Online**.

6. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the lesson. See the section Attribution to the Original Author - Creative Commons License.

Attribution to the Original Author – Creative Commons License

As mentioned previously, you can find content in SoftChalk Cloud several ways (see below). Users who publish their content to SoftChalk Cloud can designate a Creative Commons License. See below to find the Creative Commons License for the SoftChalk content. For details on these licenses, see the Creative Commons website and select **Licenses / About the Licenses**.

- On the SoftChalk Cloud website after you have found your learning object, quiz group, or lesson, click on the icon or name. You will see the creative commons attribution at the bottom right of your item (see the image below). Click on the Creative Commons link (CC gray link below) to find out how to attribute your modified item.

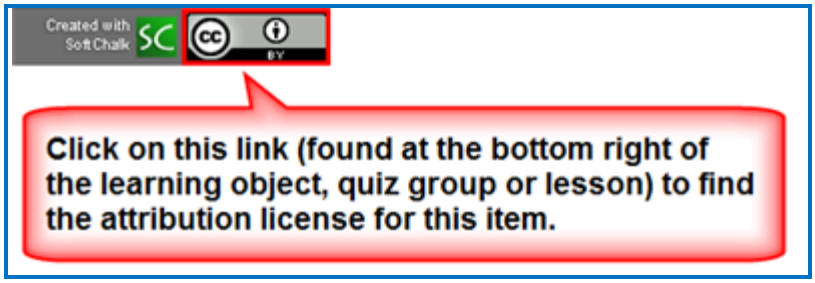
- If you found content within the **Media Search** window (**Tools / Media Search**), then you can find a link to this information.

    1. Within the Media Search area after doing a search, look under the **Result** area at the right.

    2. Click on the name of your item and click the **Details** button.

    3. Click the **location** link.

    4. Scroll to the bottom of the learning object, quiz group or lesson and click on the Creative Commons link (see below).



If you publish your own lesson or learning object (activity or quiz group) to SoftChalk Cloud, ***you can set the Attribution for Creative Commons licensing in the Metadata for your lesson or learning object***. For details, see the sections Metadata Overview and Keywords & Details Tab.

Privacy Options

When you save your content into your SoftChalk Cloud account, you have three privacy options.

You designate the privacy option when you save your content to the **My Content** area of your SoftChalk Cloud account (see the next section Save Content to SoftChalk Cloud).

You can also change the privacy option once you save it in your SoftChalk Cloud account. See the section **View, Edit Properties and Delete Your Content** in the SoftChalk Cloud Guide.

Privacy Option	Description
Public	Anyone can find your item in the SoftChalk Cloud website and copy the Embed code or Hyperlink for it and copy your content to modify. You can attach a Creative Commons license to your content (see the section Creative Commons License).
Private	The item is NOT searchable in the SoftChalk Cloud website. (You, however, can find the Embed code or Hyperlink and pass it out to students or colleagues.)
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.

Set Metadata for Your Public 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. For instance, be sure to enter subjects, levels and keywords. For details, see the sections Metadata Overview and Keywords & Details Tab.

Save Content to SoftChalk Cloud

For saving a lesson, see the section Save to SoftChalk Cloud.

For other items, see the sections:

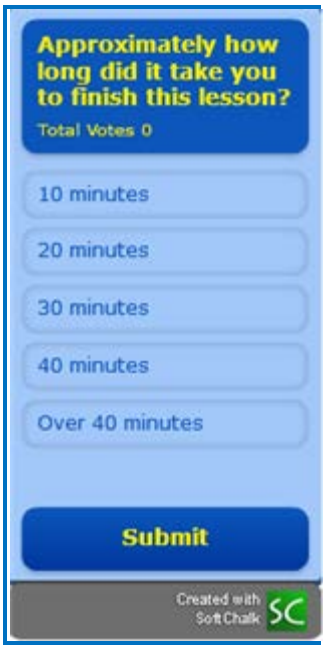
- Save an Item to SoftChalk Cloud and Reference This Item
- Save Quiz Group Questions to SoftChalk Cloud
- Save an Activity to SoftChalk Cloud

Insert a SoftChalk Cloud Poll into a SoftChalk Lesson

IMPORTANT: Please note that with a SoftChalk Cloud account, you can have an unlimited number of polls. See the section SoftChalk Cloud Account.

First you'll need to create a poll on the SoftChalk Cloud website. (Create an account on this website if you haven't done so already. See the section SoftChalk Cloud Account.) Log into your SoftChalk Cloud account by clicking **Log In** at the upper right corner on the SoftChalk Cloud website.

1. For instructions on creating a poll, see the section **Polls** in the SoftChalk Cloud Guide.
2. On the SoftChalk Cloud website after you have created your poll, review your poll details. Click **Get Embed Code**. Right-click inside the code and choose **Copy**.
3. Start SoftChalk Create (Cloud version). Choose **Insert / Widget.** Type a name, click **Paste Code** and click **OK**.
4. Save and preview your lesson (see below for a sample poll in a lesson).



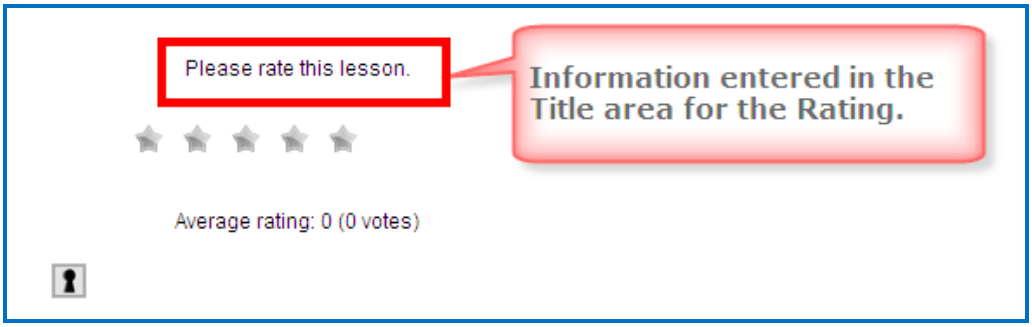
5. To review the results of your poll, log into your SoftChalk Cloud account on the SoftChalk Cloud website. Click **My Connections**. Click **Polls**. Under the **Actions** column for your poll, click **View**. The results of your poll appear on the left.

Insert a SoftChalk Cloud Rating into a SoftChalk Lesson

IMPORTANT: Please note that with a SoftChalk Cloud account, you can have an unlimited number of ratings. See the sections SoftChalk Cloud Account.

First you'll need to create a poll on the SoftChalk Cloud website. (Create an account on this website if you haven't done so already. See the section SoftChalk Cloud Account.) Log into your SoftChalk Cloud account by clicking **Log In** at the upper right corner on the SoftChalk Cloud website.

1. For instructions on creating a rating, see the section **Ratings** in the SoftChalk Cloud Guide.
2. On the SoftChalk Cloud website after you have created your rating, review your rating details. Click **Get Embed Code**. Right-click inside the code and choose **Copy**.
3. Start SoftChalk Create (the Cloud version).
4. Choose **Insert/Widget.** Type a name, click **Paste Code** and click **OK**.
5. Save and preview your lesson (see below for a rating in a lesson).



6. To review the results of your poll, log into your SoftChalk Cloud account on the SoftChalk Cloud website. Click **My Ratings**. Under the **Actions** column for your ratings, click **View**. The results of your ratings appear on the left.

Package a Lesson in the SoftChalk Cloud Format

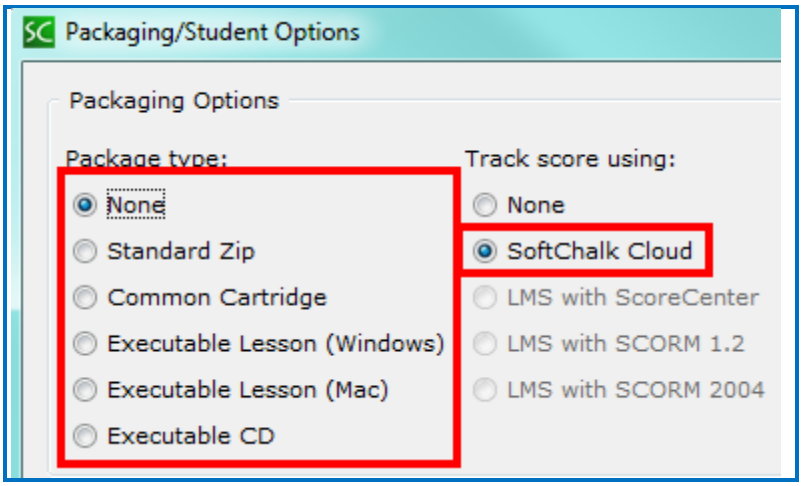
If you are not able to track detailed scores in your learning management system (see the section Learning Management System (LMS) Guides) and you do not want to host your content in SoftChalk Cloud (i.e. use links to your lessons), you have the option to Package your lesson in the SoftChalk Cloud Format.

This format allows you to collect student scores and essays within a ScoreCenter in your SoftChalk Cloud account. Your students would need to be online to collect their scores. (If they are using a .exe file for instance, their computer would need to be online.)

IMPORTANT: Before delivering your lesson to your students, be sure to create a ScoreCenter within your SoftChalk Cloud account. See the section **Create a ScoreCenter** within the SoftChalk Cloud Guide.

Within your SoftChalk lesson, choose **File / Package Lesson** (see below). As mentioned previously, the executable options [Executable Lesson (Windows), Executable Lesson (Mac) and Executable CD] are available only for the desktop.

Notice the file extensions listed in the last column in the table on the next page.



See the next page for an explanation of these different options.

Packaging Options with SoftChalk Cloud

Package Type	Track score using:	Description	File extension
None	SoftChalk Cloud	**Upload your lesson folder to a website** via an FTP program (the lesson is saved with the SoftChalk Cloud format). You can preview the lesson to see how the ScoreCenter works.	(no packaging)
Standard Zip	SoftChalk Cloud	**Learning Management System such as eCollege**. (Some learning management systems already have the ability to track scores from SoftChalk lessons in the learning management system gradebook. For details, see the section Learning Management System (LMS) Guides.)	_scsc.zip
Common Cartridge	SoftChalk Cloud	**Learning Management System that accepts a Common Cartridge format such as Jenzabar's eRacer.** You can choose a specific version of Common Cartridge for your package (1.0, 1.1 or 1.2).	_cc1-0.zip
Executable Lesson (Windows) Available only on Desktop version	SoftChalk Cloud	**Create single executable files that could be loaded onto classroom computers**. See the section Load an Executable Lesson on a Windows Computer	.exe
Executable Lesson (Mac) Available only on Desktop version	SoftChalk Cloud	**Create single executable files that could be loaded onto classroom computers**. See the section Load an Executable Lesson on a Macintosh	.app
Executable CD Available only on Desktop version	SoftChalk Cloud	**CD** See the sections Create a CD of a Lesson.	Creates a folder OUTSIDE of your lesson folder.

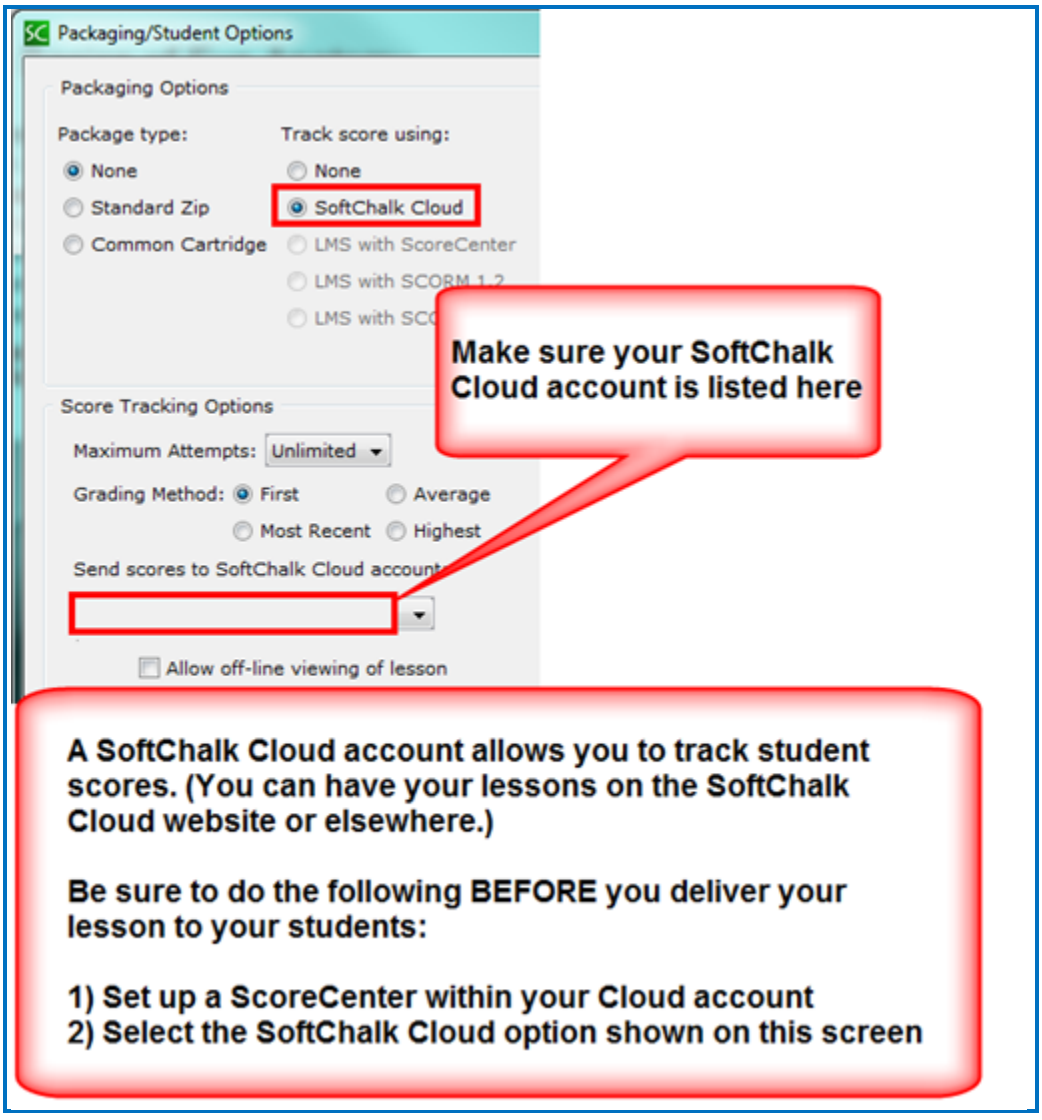
For an explanation of the score tracking options, see the next section SoftChalk Cloud Score Tracking Options.

SoftChalk Cloud Score Tracking Options

When you package your lesson with the SoftChalk Cloud track score option (see the previous section Package a Lesson in the SoftChalk Cloud Format), you have several options for collecting how the scores will be recorded.

IMPORTANT: As mentioned previously, you must set up a ScoreCenter(s) within your SoftChalk Cloud account **BEFORE** you deliver your lesson to your students. See the section **Create a ScoreCenter** within the SoftChalk Cloud Guide.

IMPORTANT: If you have the Desktop version of SoftChalk Create, make sure you select your SoftChalk Cloud account before you package your lesson. If you are using the SoftChalk Create Cloud version, your account will be detected automatically.



Notice that you have various options for the score tracking. You can set:

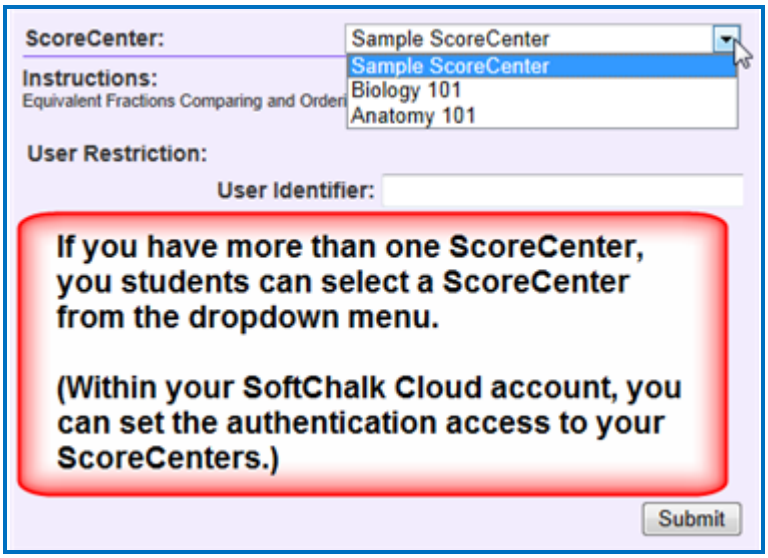
- The number of times a student can access the lesson
- Which attempt (first, most recent, average or highest) will be the student's grade for the lesson
- Whether the student can view the lesson off-line (i.e. not connected to the Internet). If this option is selected, then scores will NOT be recorded on the SoftChalk Cloud website if a student views the lesson off-line.

Initial Screen for a Packaged SoftChalk Cloud Lesson

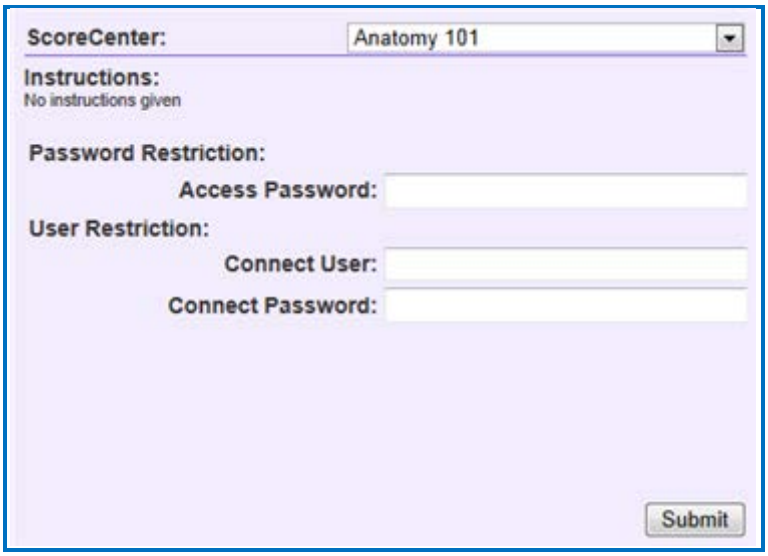
If you have packaged your lesson as one of the following options, you can see how the lesson would work for your students.

- None – Within your SoftChalk lesson, preview the lesson as you would normally preview a lesson. You will see the initial ScoreCenter screen (see below).
- Executable Lesson (Windows) or Executable Lesson (Macintosh) – Find the .exe file (or .app file) within your lesson folder. Double-click on this file. Click **Launch Lesson**. You will see one of the initial ScoreCenter screens (see below).

Authentication - Allow any identifier or Allow specified identifiers



Authentication - Allow any valid Cloud user or Allow specified Cloud users



View Student Scores in the SoftChalk Cloud ScoreCenter

To view your student scores, log into your SoftChalk Cloud account and click **ScoreCenters / My ScoreCenters**. For more details, see the section **View and Change Student Scores** in the SoftChalk Cloud Guide.

More Information on SoftChalk Cloud

As mentioned previously, you can find more information about the SoftChalk Cloud website in the SoftChalk Cloud Guide.

We also have FAQs about the SoftChalk Cloud website on our SoftChalk Support Center. At the SoftChalk Support Center, on the left in the **Search** box, type **Cloud** and press **Enter**.

Media Search

Media Search Additions in Create 9

In SoftChalk Create 9, the following two new repositories have been added to the Media Search. Within SoftChalk Create, choose **Tools / Media Search**. Click on the checkbox for these items. (No login credentials are required to search these repositories).

- Khan Academy
- Getty Images – Please see the FAQ Is there a cost or subscription needed for Getty Images when using the Media Search tool via SoftChalk Create?

Also, if you have an account with Pearson's Equella Digital Repository, you can search that repository through the Media Search. (**Tools / Media Search** - click **Add / Remove Repository** and add Equella.) Once you've added Equella to your repository, you will need to enter your Equella's host address and client key and client secret for this repository. Click the icon under the Configure column in **Media Search** to add this information.

Overview

The Media Search tool allows you to search for content across multiple content repositories. A content repository is a website or content database with searchable content such as the Learning Registry, Flickr and YouTube. (You must be online for the YouTube video to play since the video will be streaming from the YouTube website.)

For a list of the all available repositories, see the section Add/Remove Repositories to the Search List.

You can find details about the repositories by:

- Clicking on a button for the repository (see the section View the Configuration of a Repository).
- Viewing our website at: www.softchalk.com/repositories.html

The SoftChalk Cloud website is one of the content repositories that you can search. (You do NOT need a SoftChalk Cloud account to search. For details about SoftChalk Cloud, see the section SoftChalk Cloud.)

The content in the content repositories can be a:

- Learning objects or Quiz Groups (from SoftChalk Cloud)
- SoftChalk Lessons (from SoftChalk Cloud)
- Image file

- Hyperlink to a Web page
- Video file
- Streaming video (e.g. videos from www.youtube.com)
- Text file
- PDF file

Once you find content with the Media Search tool, you can:

- Insert an item directly into a lesson AND/OR
- Save the item(s) into your SoftChalk Library (Desktop version). (For details, see the sections Save a Media Search Item to the Library (Desktop Version) and Library.)
- Download or Open a SoftChalk Lesson from SoftChalk Cloud

Copyright Considerations

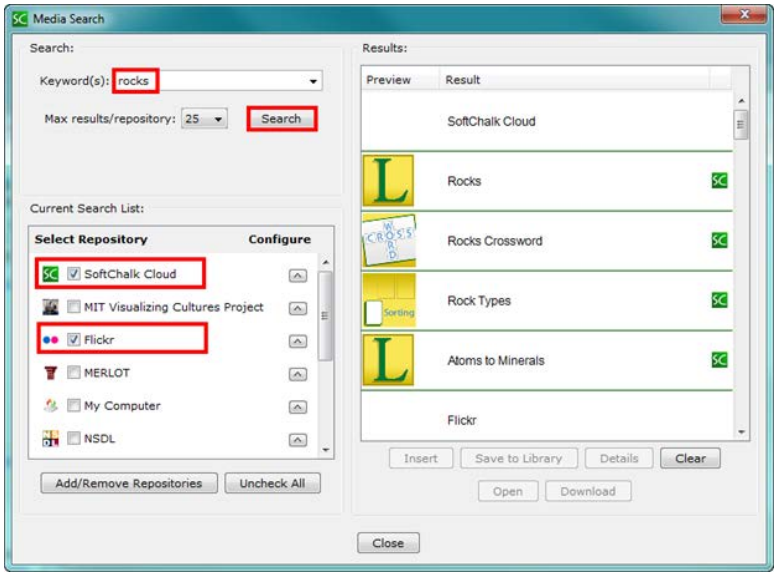
Each of the repositories included in SoftChalk is governed by different license agreements. Use of any material found within these repositories is subject to rights, terms, and conditions posted on each repository website.

Do a Basic Search

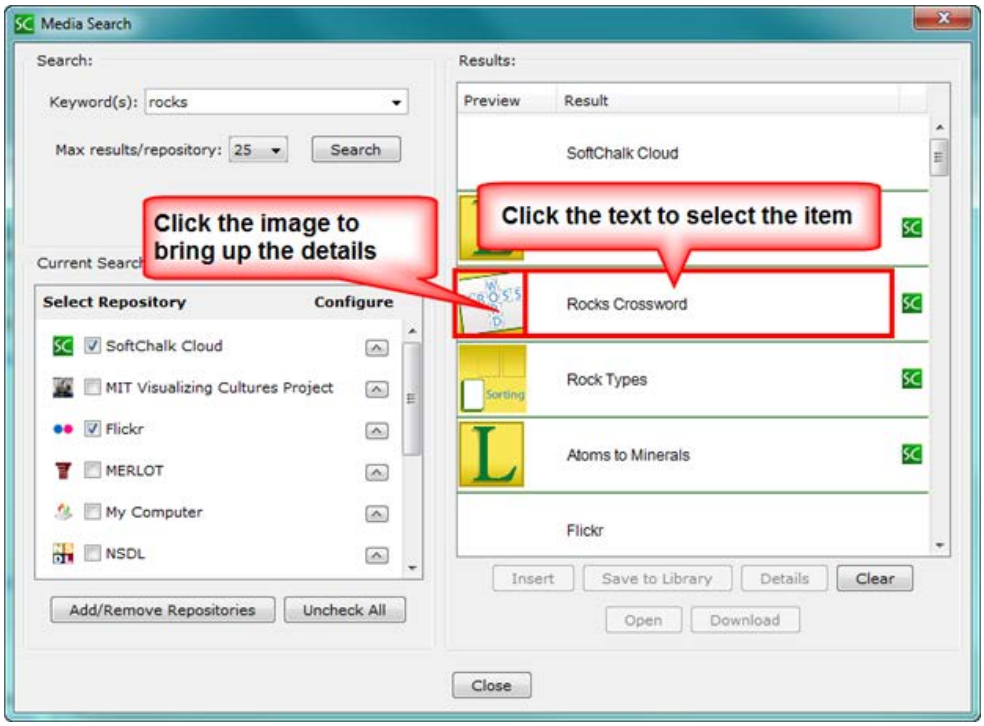
Let's say you're working on a geology lesson and you want to look for content to add to your lesson. Follow the steps below to find content about rocks.

1. Within SoftChalk Create, choose **Tools / Media Search**. At the left in the **Select Repository** list, click on one or more repositories to select them. **IMPORTANT**: You can scroll down and select YouTube if you like.

2. In the **Keyword(s)** box at the top, type ***rocks*** and click **Search** (see below). Notice under the **Max results / repository** dropdown list, you can set the maximum number of results from each repository.



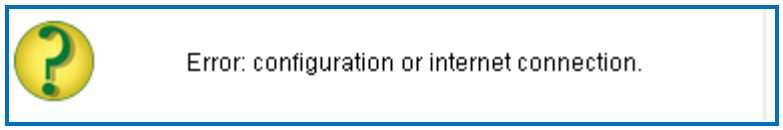
3. At the right, you'll see the results of your search. To get details about an item, click the image in the **Preview** column (see below). (Or you can click the text for the item and click **Details**.)



4. When you search, you can search on several key words. For instance, you could enter ***rainbow thunder*** as the keywords and you would see results with both words in the name or one of the words in the name.

5. Notice in the upper left corner you can use the dropdown menu in your **Keyword** box to select a previous keyword search.

6. If you happen to get the **Error** image below when you do a search, then either you have not set up your permission information for your repository item (see the section View the Configuration of a Repository) or your internet connection is down.



Insert an Item into a Lesson

1. After doing a **Media Search** (**Tools / Media Search**), you can insert a selected item into your lesson. Select an item by clicking the text for the item under the **Result** column.

2. Click **Insert** to put the item into your lesson. If you searched in SoftChalk Cloud and found an activity or quiz group, then you can insert the item as an ***editable activity or editable quiz group*** or as a ***widget***. (You can edit the item just like any other activity or quiz group and assign points to it.)

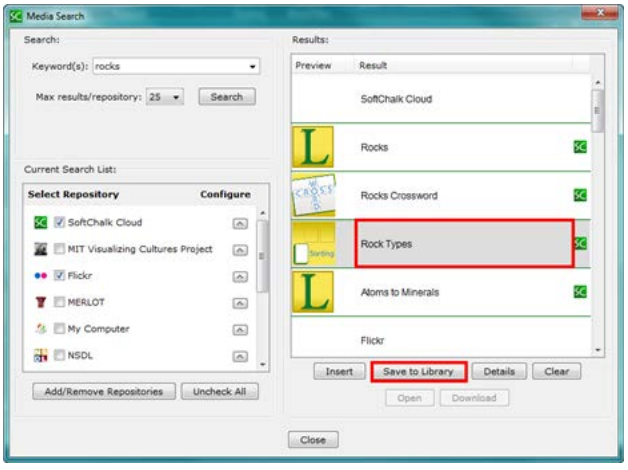
3. You can continue searching for items and inserting them into your lesson. Click **Close** to return to your main editing window when you're finished with your searches.

4. If you insert an item from a site such as YouTube or SoftChalk Cloud, then a **Widget placeholder** appears in your main editing window. When you preview the lesson in your browser, your content will be coming from the originating site (e.g. YouTube or SoftChalk Cloud). For details on Widgets, see the section Widgets.

Save a Media Search Item to the Library (Desktop Version)

If you have the Desktop version of SoftChalk Create, you can save a SoftChalk Cloud item (i.e. a Quiz Group or Activity) to your SoftChalk Library. (For details on using the Library, see the section Library (Desktop Version).) Then you can insert this Quiz Group or Activity into a lesson and modify it. See the steps below.

1. After doing a **Media Search** (**Tools / Media Search**), you can insert one or more selected items into your Library if you have the Desktop version of SoftChalk Create. (See the info above if you have the Cloud version of SoftChalk Create.) Select an item by clicking the text for the item under the **Result** column. Click **Save to Library** (see below).



2. As mentioned previously, once a SoftChalk Cloud item (i.e. an Activity like the crossword) is in the SoftChalk Library, then you can insert it into a lesson and modify it. (See the section Insert a Library Item into a Lesson. After a Quiz Group or Activity has been inserted into the main editing window, right-click on it and choose **Modify**.)

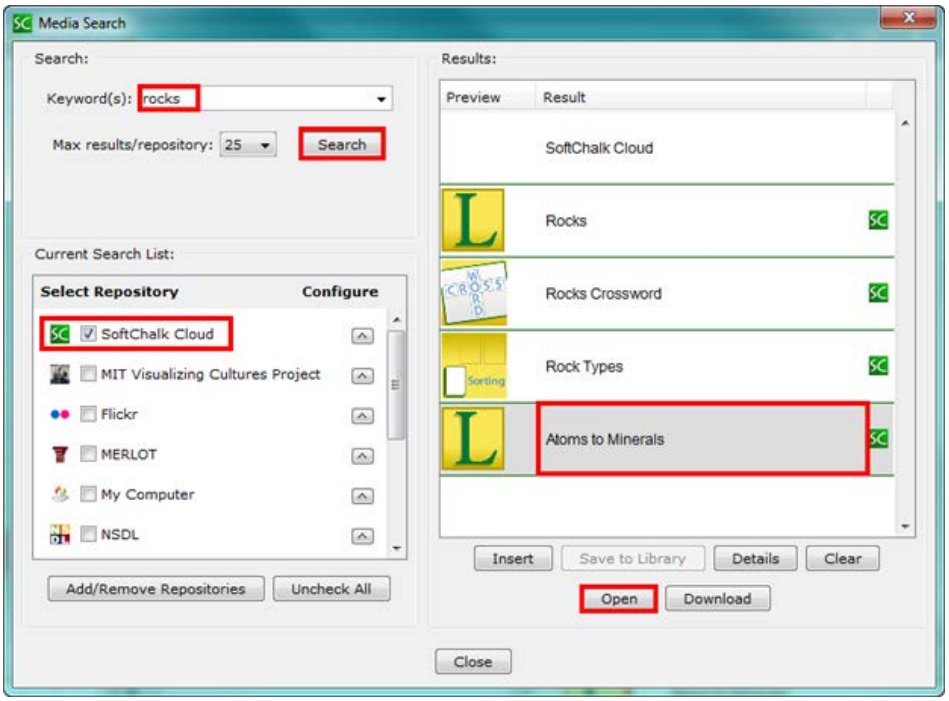
3. Within the Media Search window, you can save multiple items to the Library by selecting multiple items and clicking **Save to Library**. To select multiple items:
    a. Hold down your **Ctrl** key and click different items under the **Result** column OR
    b. To select a contiguous group of items, click your first item under the **Result** column. Then hold down your **SHIFT** key and click your last item under the **Result** column.
4. You can put these items into folders in your Library. See the section Create Folders in the Library.

Open a Lesson from SoftChalk Cloud Using the Media Search

1. Start a new lesson. (Choose **File / New** within SoftChalk Create.)

2. If your Media Search window is not open already in SoftChalk Create, choose **Tools / Media Search**. Type in a Keyword(s), make sure SoftChalk Cloud is selected in your repository list and click **Search**.

3. A SoftChalk lesson has the L icon beside it. Click on the lesson name and click **Open** (see below).



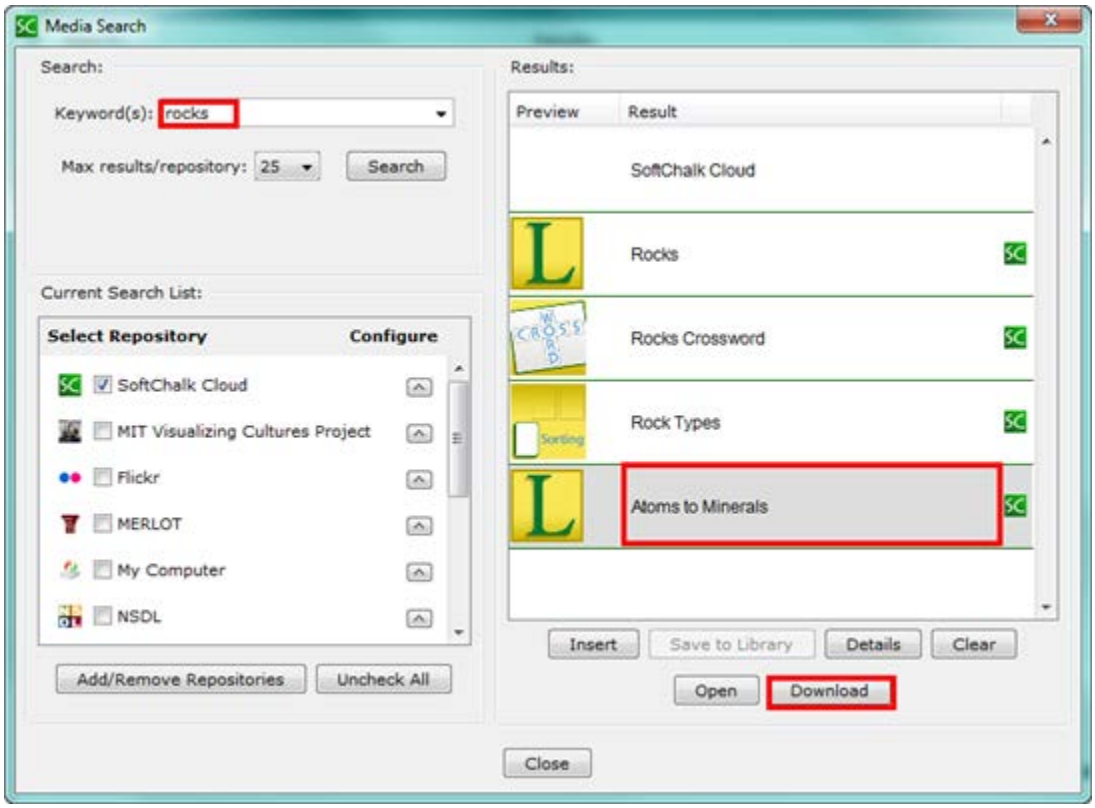
4. Make any modifications necessary. Be sure to make the appropriate attribution to the original author of the lesson. (You can click on the **Details** button from the Media Search window to find out the original author under attribution.)

5. Save the lesson (Choose **File / Save** and give the lesson a name and click **Save**.)

Download a Lesson from SoftChalk Cloud

1. If your Media Search window is not open already in SoftChalk Create, choose **Tools / Media Search**. Type in a Keyword(s), make sure SoftChalk Cloud is selected in your repository list and click **Search**.

2. A SoftChalk lesson has the L icon beside it. Click on the lesson name and click **Download** (see below).



3. **IMPORTANT**: The downloaded filename has the filename for the original .zip lesson. In other words, the name that appears in the Media Search window may be different from the name of the downloaded .zip filename. We recommend you create a separate folder for downloaded lessons to easily find them. After creating and opening the folder, then click **Save**.

4. To open and work on this downloaded lesson, choose **File / New** within SoftChalk Create.

5. Choose **File / Open Packaged Lesson**.

6. Navigate to the folder where you downloaded the .zip file. Select the .zip file and click **Open**. A lesson folder (versus a .zip file) will be created in the same folder as your .zip file.

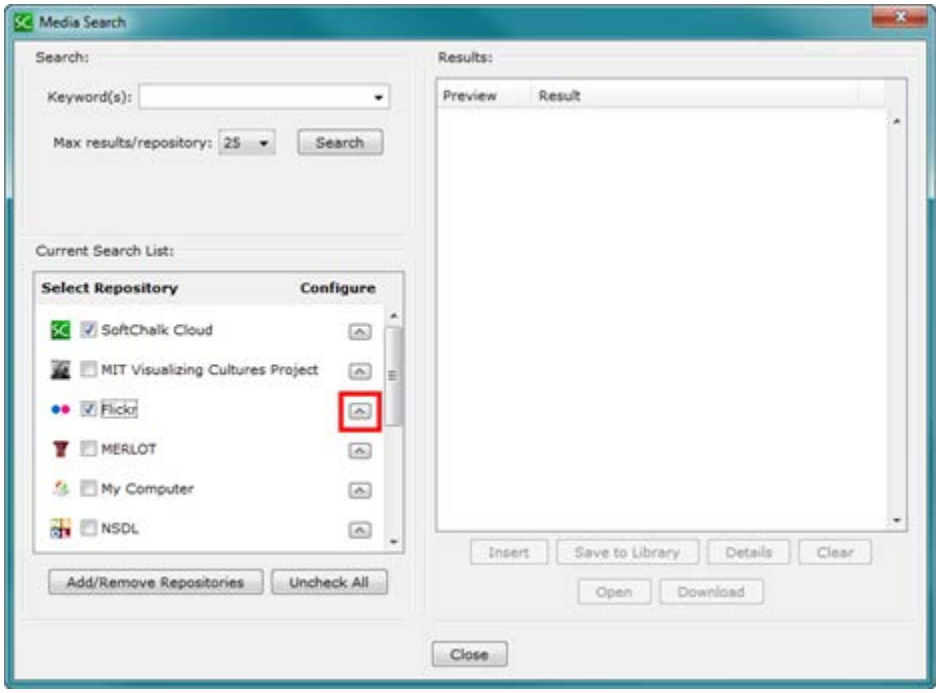
7. Make any modifications necessary and save the lesson.

8. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the lesson. See the section Attribution to the Original Author - Creative Commons License.

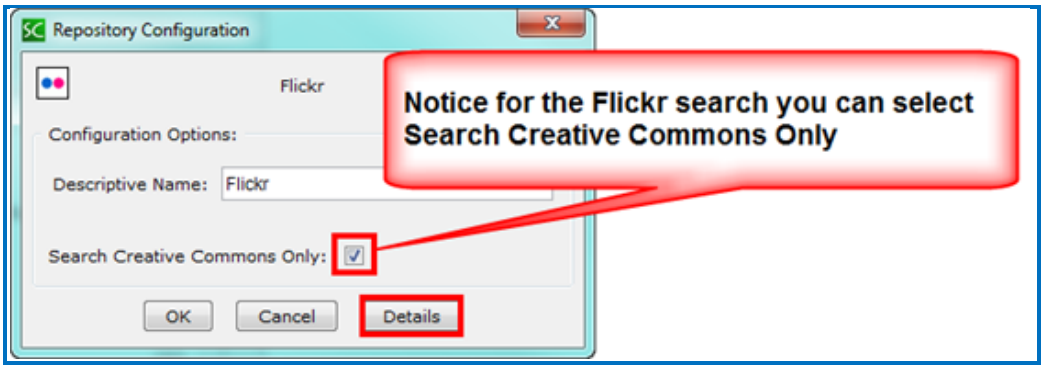
View the Configuration of a Repository

1. If your Media Search window is not open already in SoftChalk Create, choose **Tools / Media Search**.

2. Click a button under the **Configure** column (see below).



3. Notice that you can change the name as it appears in your search list (see below). ***Some repository configurations require access information and other options.*** (You can also view details about the repository by clicking **Details**.)



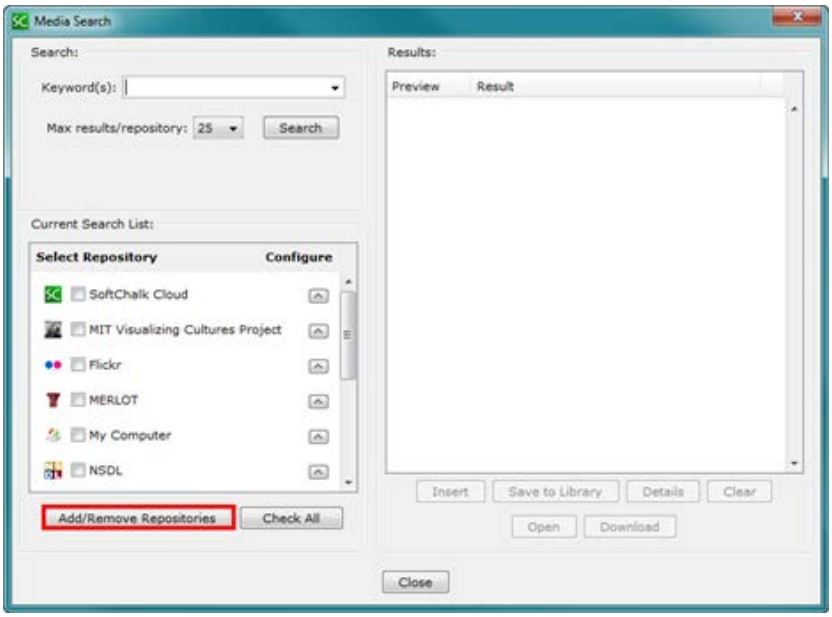
4. As mentioned previously, you can also read about the Media Search repositories on our website at: www.softchalk.com/repositories.html

Add/Remove Repositories to the Search List

You can add or remove repositories to your search list. (If you remove a repository, you can always add it back later.) As mentioned earlier, you can add your own computer to the search list.

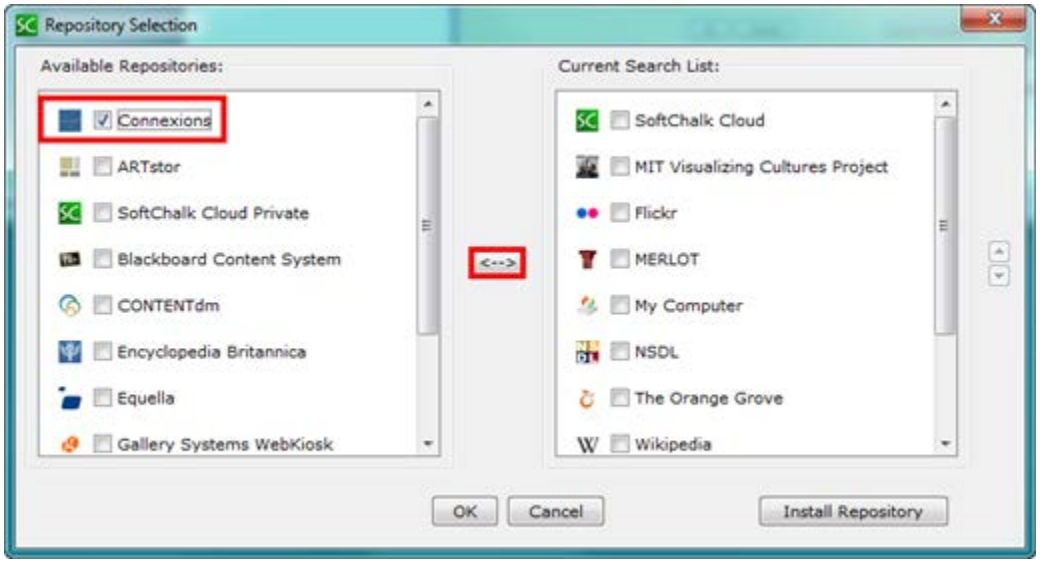
1. Within SoftChalk Create, choose **Tools/Media Search** (if your search window is not open already).

2. Click **Add/Remove Repositories** (see below).



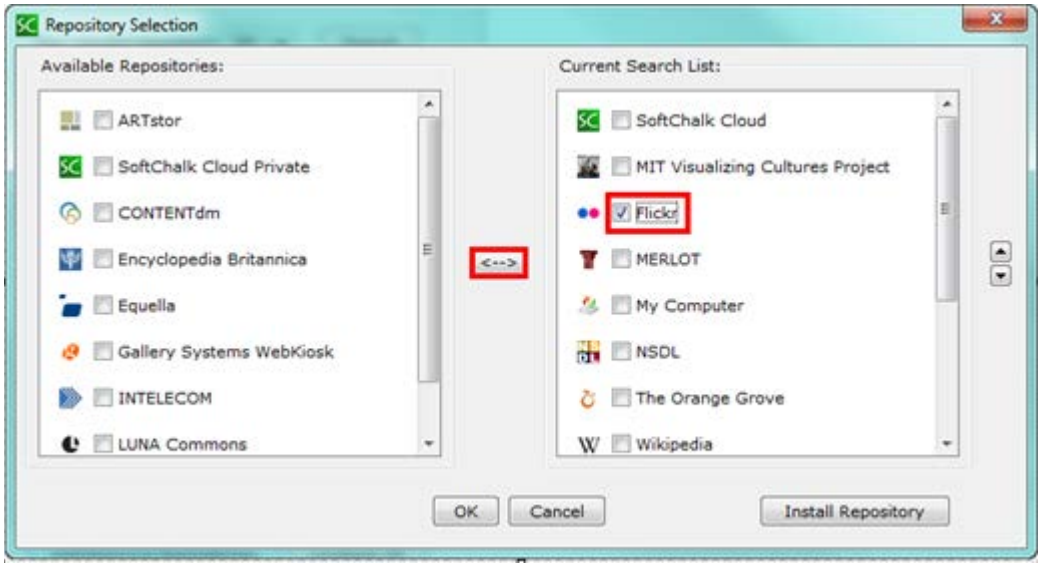
3. To add an item to your current list, click one or more items on the left.

4. Click the middle double-arrow button (see below). The item(s) will then appear on the right under the **Current Search List**.

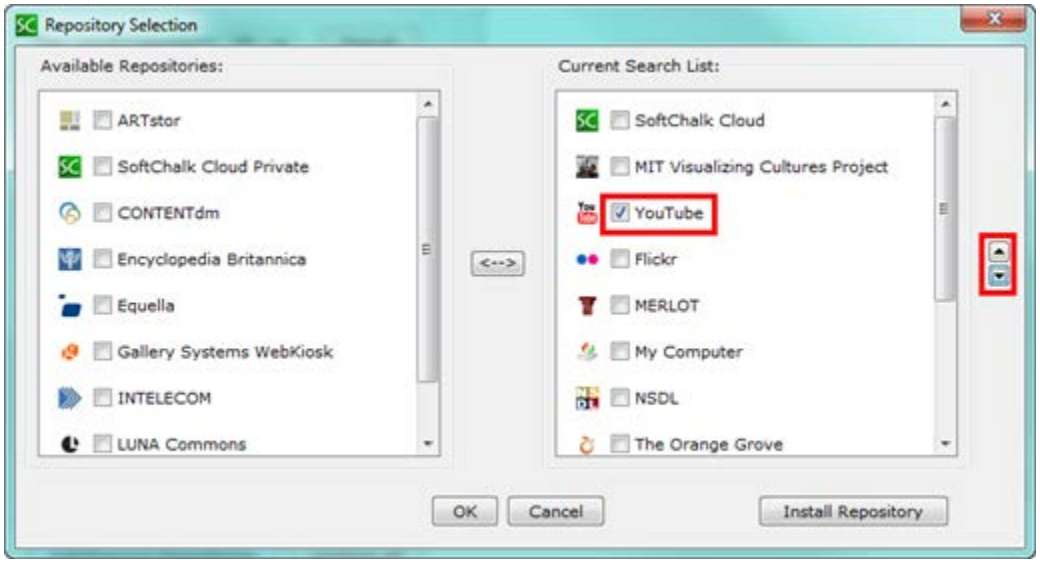


5. To remove a repository from your current search list, select one or more items on the right.

6. Click the middle double-arrow button (see below). The items will then appear on the left under the **Available Repositories** list.



7. You can change the order of the current search list by selecting an item on the right and clicking the up or down arrow (see below).



Install a Repository

If you have a repository connector to add to your search list, follow the steps below. (Repository connectors are packaged as .zip files.)

1. Within SoftChalk Create, choose **Tools / Media Search** (if your search window is not open already).
2. Click **Add / Remove Repositories**.
3. Click **Install Repository**.
4. Navigate to the repository .zip and select it.
5. Click **Open**.
6. Click **OK**.

Library (Desktop Version)

Overview

IMPORTANT: The Library is available ONLY with the Desktop version of SoftChalk Create. If you have the Cloud version of SoftChalk Create, then you can save and re-use content in the **My Content** area of your SoftChalk Cloud account. See the section Save Content to SoftChalk Cloud. As you create a lesson with SoftChalk Create, you can insert an item from SoftChalk Cloud by choosing **Insert/SoftChalk Cloud item**.

The Library lets you save images, media, equations, QuizPoppers, Quiz Groups and Activities for re-use in the same lesson or in a different lesson. When you insert an item from the Library into a lesson, you can edit the item.

IMPORTANT: You can save SoftChalk Cloud learning objects to your Library. See the section Save a Media Search Item to the Library (Desktop Version).

You can also ***share library items*** with others by:

- Exporting and importing library items and folders (see the sections Export a Library Item or Folder and Import a Library Item or Folder).
- Saving your activities to the SoftChalk Cloud website (see the section SoftChalk Cloud).

Since you may use the Library frequently, please note the ***keyboard shortcut*** to bring up the Library menu is **F6**.

IMPORTANT: You are encouraged to back up your SoftChalk Library. See the section Back up the SoftChalk Library.

Save an Item to the Library

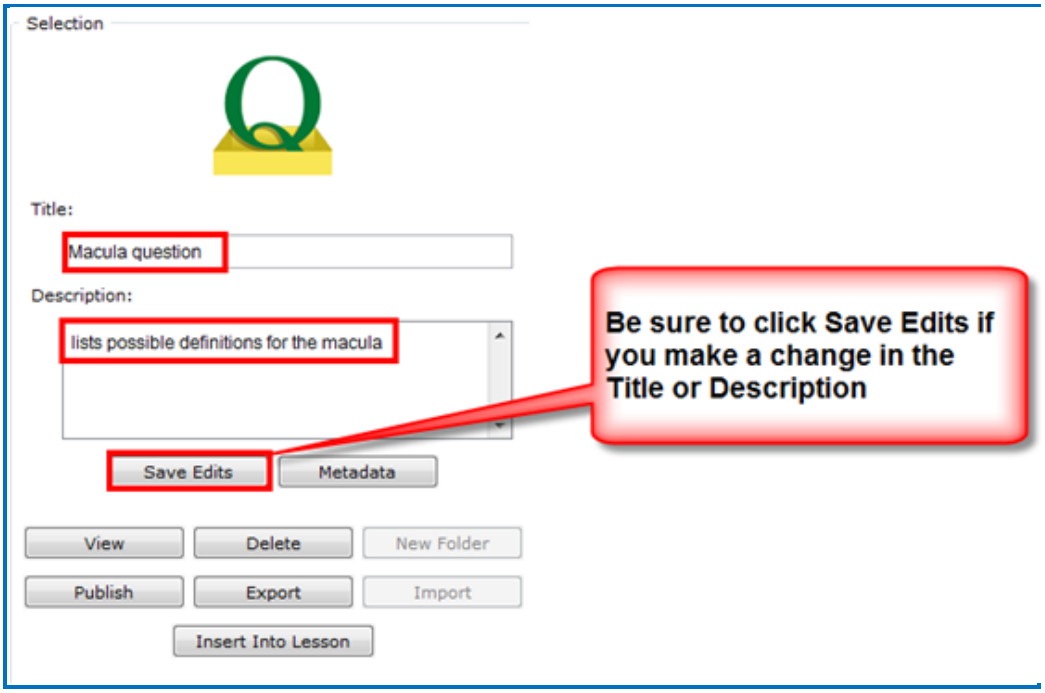
1. ***Right-click on an item in the main editing window*** and select **Save To Library**.
2. Select the folder where you want your item saved.
3. Type a title and description for your item.
4. Click **Save Item**.
5. After you save your item, you'll see the standard Library buttons (**View**, **Delete**, **New Folder**, **Publish**, **Export**, **Import** and **Insert Into Lesson**). (If you access the Library from **Tools/Library**, these buttons appear.)

For more details on saving an item in the Library, see the sections:

- Save an Image to the Library
- Save a Media Search Item to the Library (Desktop Version)
- Save an Equation to the Library
- Save a QuizPopper to the Library
- Save a Quiz Group to the Library
- Save an Activity to the Library

Edit an Item Title or Description

1. Select an item in the Library.
2. Type or edit information in the Title or Description boxes. Notice that the **Save Edits** button becomes activated.
3. Click **Save Edits** (see below). **IMPORTANT**: If you click other items or buttons before clicking **Save Edits**, your edits will be lost.



Replace an Item in the Library

When you right-click on an item within the main editing window for your lesson and choose **Save To Library**, you can either:

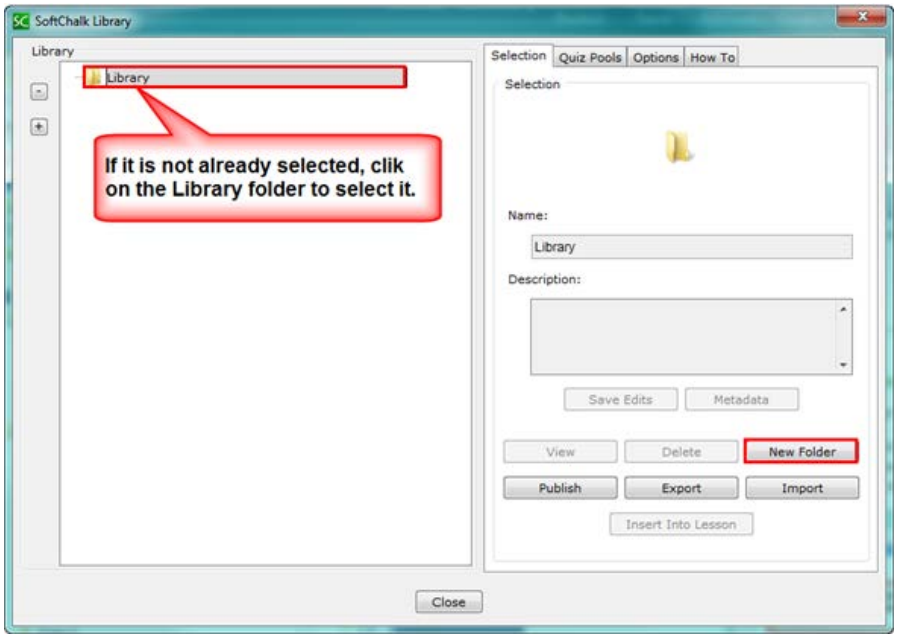
- Save the item as a new item in the library
- OR click on a similar item in the library and click **Replace Item**. "Similar item" means the same type of QuizPopper, Activity, or media.

  IMPORTANT: If you right-clicked on a True/False question and chose **Save to Library** in your lesson, then you can click on a True/False question in your Library list and the **Replace Item** button becomes activated. (If you clicked on a Multiple Choice question in the library, the **Replace Item** button would be disabled.)

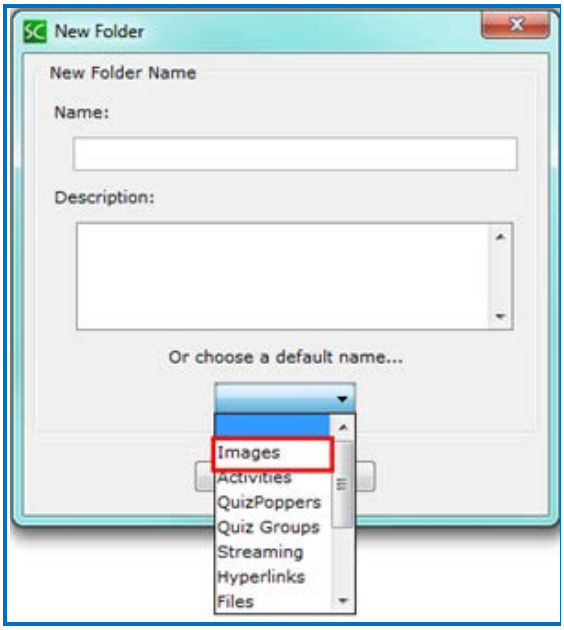
Manage the Library List

Create Folders in the Library

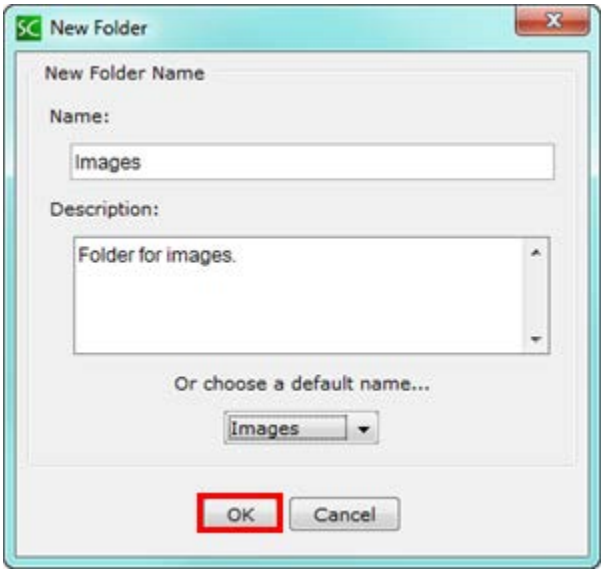
1. Choose **Tools/Library** or click **F6** on your keyboard.
2. At the top left, click the **Library** folder to select it. At the bottom right, click **New Folder** (see below). If **New Folder** is disabled, be sure you have selected a folder such as Library at the top left of your screen.



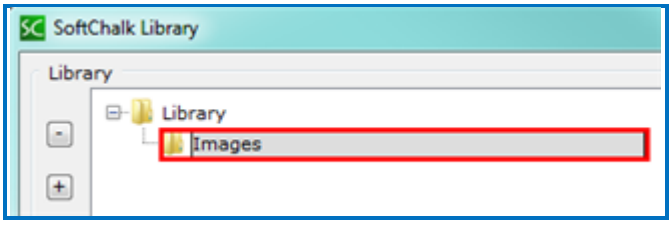
3. Notice by using the dropdown menu you can set up default folders for your images, activities, QuizPoppers, hyperlinks, etc. (see below).



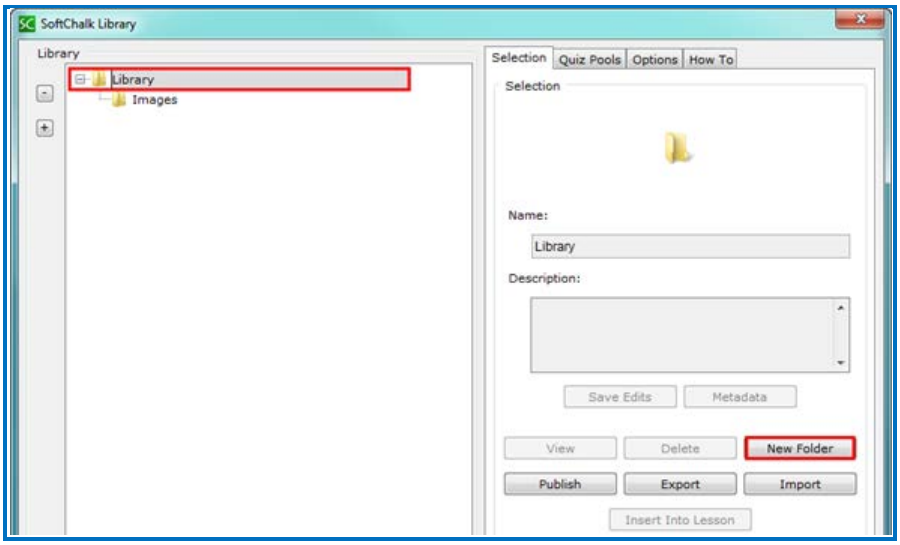
4. After either selecting a folder name from the dropdown menu or typing a name, click **OK** (see below).



5. Notice your folder (see below).



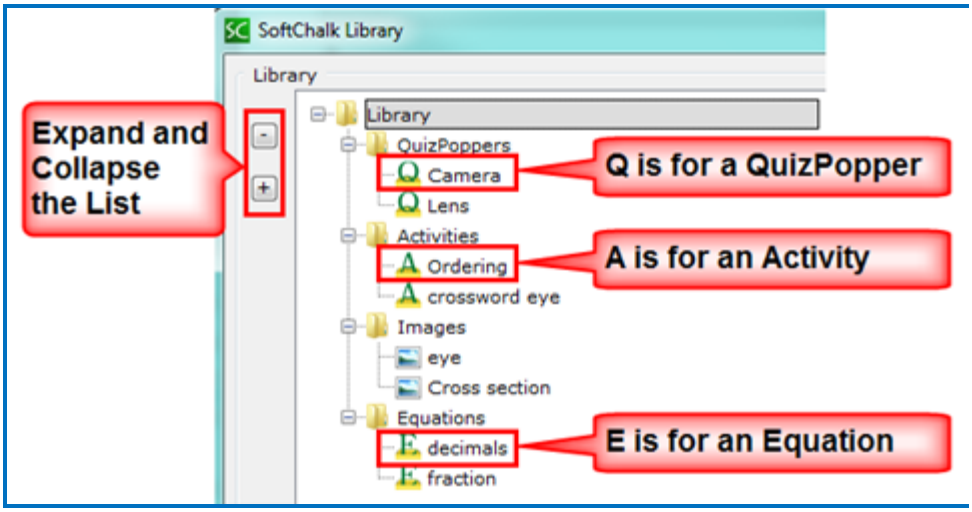
6. To add another folder to the Library, click on the **Library** folder. Then click **New Folder** (see below). **IMPORTANT**: If the ***Images*** folder is selected and you click **New Folder**, then the folder will be under the ***Images*** folder. Please note that you can drag your folder from one place to another.



Icons in the Library List

Notice the different icons in the Library list: Q = QuizPopper, A=Activity, E = Equation.

Once you have items within folders, you can use the plus or minus buttons to expand or collapse the list (see below).



Move Items within the Library List

Notice that by dragging the icons you can:

- re-arrange the order of the folders
- move items into folders

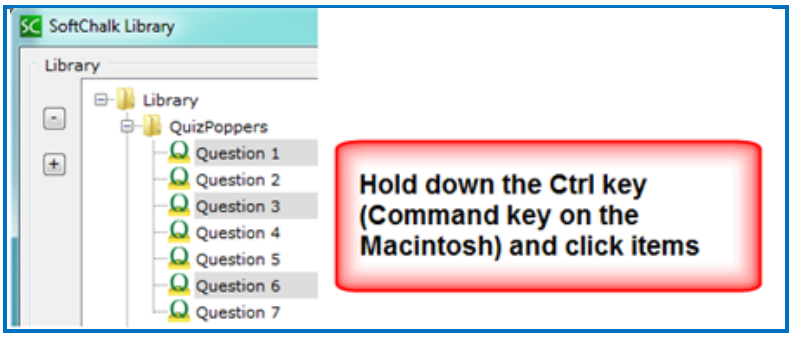
Delete an Item or Folder

To delete a Library item or Library folder, ***you must delete it within SoftChalk Create*** versus manually deleting an item or folder outside of SoftChalk Create. [Each item in the Library is assigned a code with a description and a properties text file so a Library item is not a separate file within a folder.] **IMPORTANT**: You are encouraged to back up your SoftChalk library. For details, see the section Back up the SoftChalk Library.)

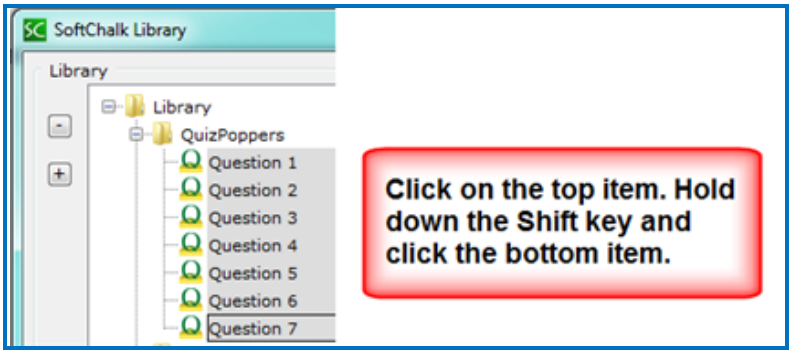
1. Select a Library item or folder.
2. Click **Delete**.

Select Multiple Items in the Library

1. Hold down the **Ctrl** key (or **Command** key on the Macintosh) and click individual items (see below).



2. Click on the top item. Then hold down your **Shift** Key and click on the bottom item. The list will be selected (see below).



View a Library Item

You can select a Library item to preview it. If you select a QuizPopper or Activity, then you can answer the question or do the activity.

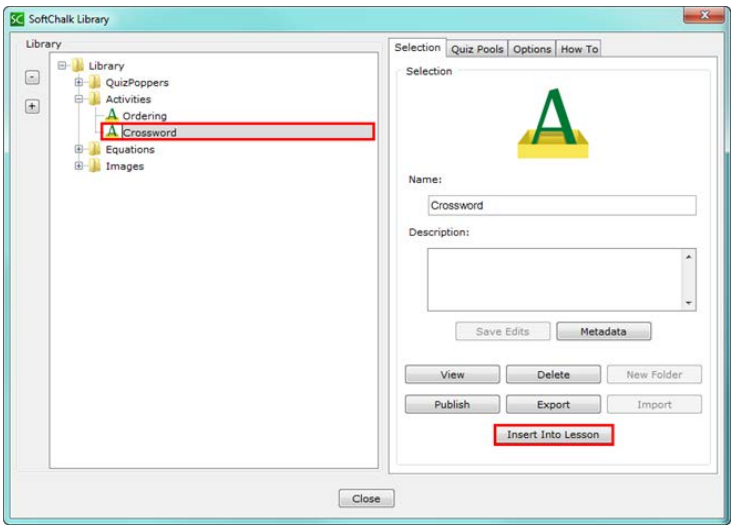
1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
2. Select a Library item. Click **View**.
3. Your Library item comes up in a separate window for you to view. (If you select a QuizPopper, Activity or Widget item, a browser window opens. If you select an image or equation, your image appears in your image editing program.)

Insert a Library Item into a Lesson

When you insert an item, the original item stays in the Library and the inserted item gets copied into the lesson folder.

Notice that you can edit an Activity or QuizPopper that has been inserted from the Library.

1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
2. Open a folder such as ***Activities*** and click on an item to select it.
3. Once your item is selected, click **Insert Into Lesson** (see below). (If you don't see the **Insert Into Lesson** button, you may have accessed the Library by right-clicking on an item in the main editing window and choosing **Save To Library**. You must finish saving your item before the other buttons appear. See the section Save an Item to the Library.)



4. When you have finished inserting items into your lesson, click **Close**.

Export a Library Item or Folder

1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.

1. Select a Library item.

2. Click **Export**. (If you don't see the **Export** button, you may have accessed the Library by right-clicking on an item in the main editing window and choosing **Save To Library**. You must finish saving your item before the other buttons appear. See the section Save an Item to the Library.)

3. Type a name for your export file name. (You may want to use the same name you used in the Library to avoid confusion.) As always, notice where you are saving your file. **IMPORTANT**: Do NOT add .zip to your filename as the .zip extension will be added automatically.

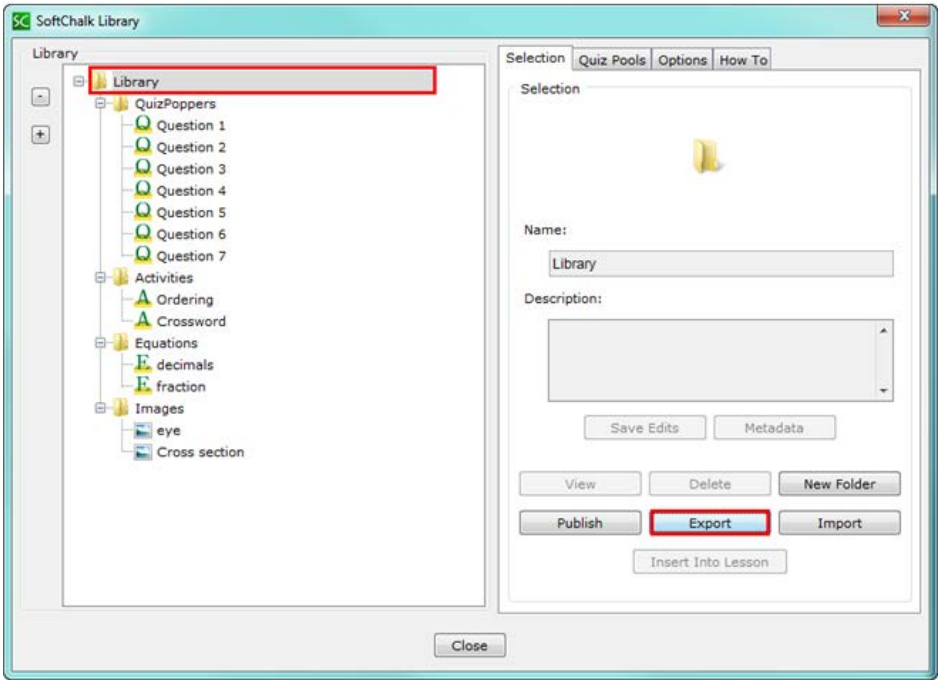
4. Click **Save**.

5. Your exported item or folder becomes a .zip file.

6. You can email this .zip to yourself or others to import into the Library (see the section Import a Library Item or Folder).

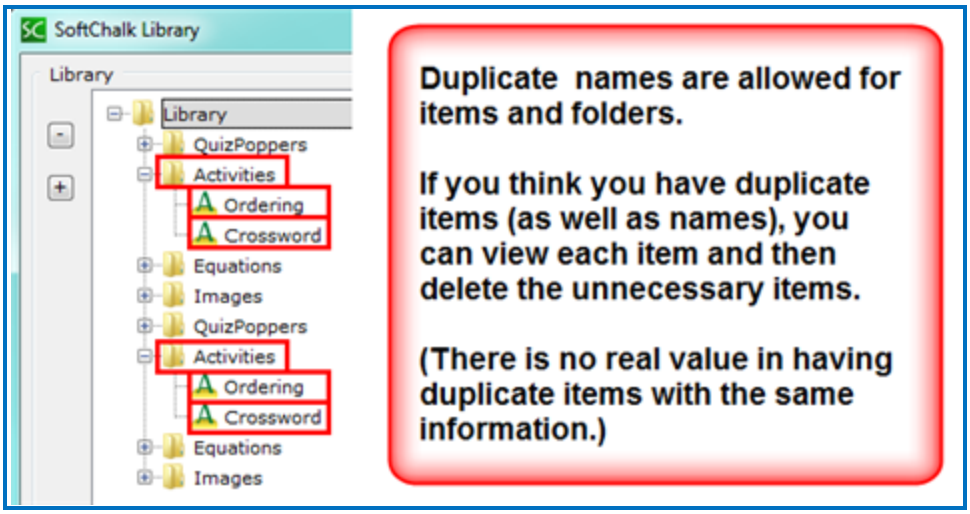
Export the Entire Library

Select your Library folder and follow the previous steps for exporting to a .zip file.



Import a Library Item or Folder

IMPORTANT: If you import an item or folder and there is another item or folder with the same name in the same folder, the original item or folder is NOT replaced. In other words, ***duplicate names are allowed for items and folders*** (see below).



Let's say you exported your entire Library as a ***Library.zip*** file. If you import this file, then the contents of that file will be added to your library. In other words, there is no replacing of files when you **Import** a .zip file; you are adding content.

If you end up with duplicate items, you can select each item and view it; then delete the items you don't need.

1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
2. Select a folder where you would like to import your item or folder. If you want to import your entire library, select the ***Library*** folder at the top.
3. Click **Import**. (If you don't see the **Import** button, you may have accessed the Library by right-clicking on an item in the main editing window and choosing **Save To Library**. You must finish saving your item before the other buttons appear. See the section Save an Item to the Library.)
4. Select an exported library item. (If you have previously exported your entire library, select your ***Library.zip*** file.) **IMPORTANT**: You can only import an exported library item; you cannot import just any .zip file.
5. Click **Open**. An **Import complete** message appears when the import is complete.

Publish a Library Item to SoftChalk Cloud

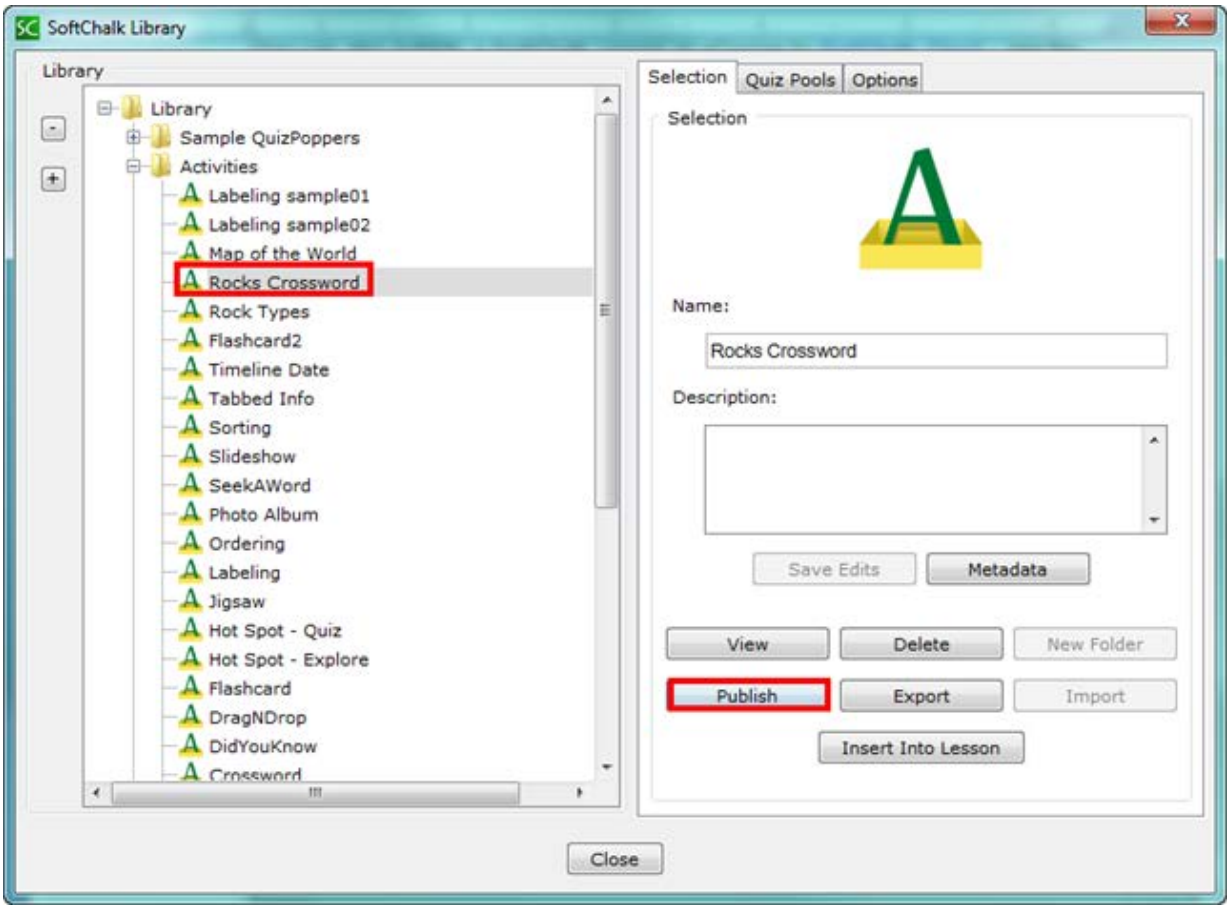
You can publish an Activity or Quiz Group as a reusable learning object into your SoftChalk Cloud account. (Only Activities and Quiz Groups can be published.)

Select the Library item and click **Publish** (see below).

For more details on publishing to SoftChalk Cloud, See the section Save Content to SoftChalk Cloud. (For privacy options, see the section Privacy Options.)

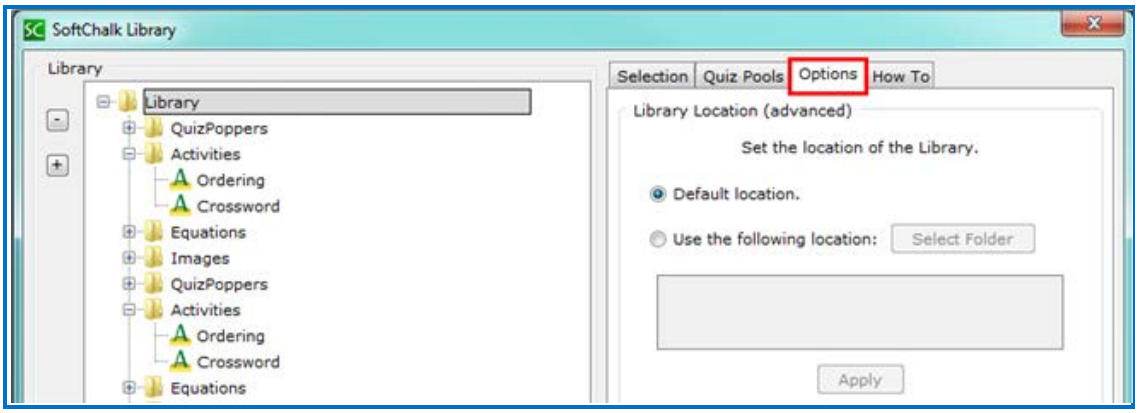
(You can also publish a SoftChalk Lesson to SoftChalk Cloud - see the section Save to SoftChalk Cloud.)

You can set the Attribution for Creative Commons licensing in the footer for your lesson. See the section Options on the Title & Layout Tab.



Library Options

In the SoftChalk Library under the **Options** tab (see below) are settings for your ***Library location***. You can change the default location for your library (see below). As you are navigating to select a folder, you can double-click to open a folder to select a folder inside your folder. **IMPORTANT**: Click the **Apply** button once you have selected your folder



Back up the SoftChalk Library

1. Export your library as a .zip file. See the section Export the Entire Library.
2. After exporting your Library folder, copy and paste your Library.zip file onto another physical media such as a thumb drive or a server.
3. If you ever need to import your Library.zip file, see the section Import a Library Item or Folder.

IMPORTANT: As mentioned before, if you need to save, delete or modify a library item, you need to make these changes within SoftChalk Create. (Saving, deleting or modifying a library item outside of SoftChalk is not supported.)

Quiz Pools (Library)

You can import and export QuizPopper questions from the **Quiz Pools tab** in the Library.

IMPORTANT: At the left, be sure to select only QuizPopper items for export. If the **Export** button is disabled, then at least one of the items you have selected is NOT a QuizPopper. De-select the NON QuizPopper items and then your **Export** button should become enabled.

For more details on Quiz Pools, see the section Quiz Pools.

Package a Lesson and Open a Packaged Lesson

When Would You Package a Lesson

You may need to package a lesson for one of the following reasons:

You want to package and upload your lesson into your Learning Management System. See the section Learning Management System (LMS) Guides. (If you use one of the guides listed in that section, then you don't need to read further in this section about packaging a lesson unless you want to track your scores using SoftChalk Cloud.)

You can package a lesson in the ***IMS™ Common Cartridge*** format. (This format will work with Learning Management Systems that support Common Cartridge.) Notice that you can choose the version of Common Cartridge (1.0, 1.1 and 1.2).

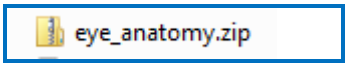
- You may want to package a lesson if you back it up on a thumb drive or other location. (You could also copy the lesson folder onto the thumb drive or other location as well.)
- You may want to package a lesson if you collaborate with another instructor on a lesson. You may be able to send a packaged lesson (zip file) via e-mail though we don't recommend or support this method. (Often lessons may be too large to send via email and .zip files are often blocked by email systems.) ***If you are collaborating with other instructor(s) on a lesson, we recommend getting a SoftChalk Cloud account.*** For details, see the section SoftChalk Cloud.
- Packaging a lesson to send to your students via email is NOT supported. See the section Deliver a Lesson to Your Students.)

Steps to Package a Lesson

As mentioned previously, if you are using a learning management system, you can just follow the appropriate guide listed in the section Learning Management System (LMS) Guides. (For some learning management systems, you would use the **File / Save to LMS** feature rather than the **File / Package Lesson** feature described here.)

1. Save your lesson.
2. Choose **File / Package Lesson.** For an explanation of the **Packaging Options**, see the section Packaging Options. For an explanation of the **Student Options**, see the section Student Options.

3. If you have SoftChalk Create, you will be asked where you want to save your .zip file. (The file extension may be different depending on the packaging option you chose. See the section Packaging Options.). (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 icon with your lesson name.) Notice the ***eye_anatomy.zip*** file in the image below.



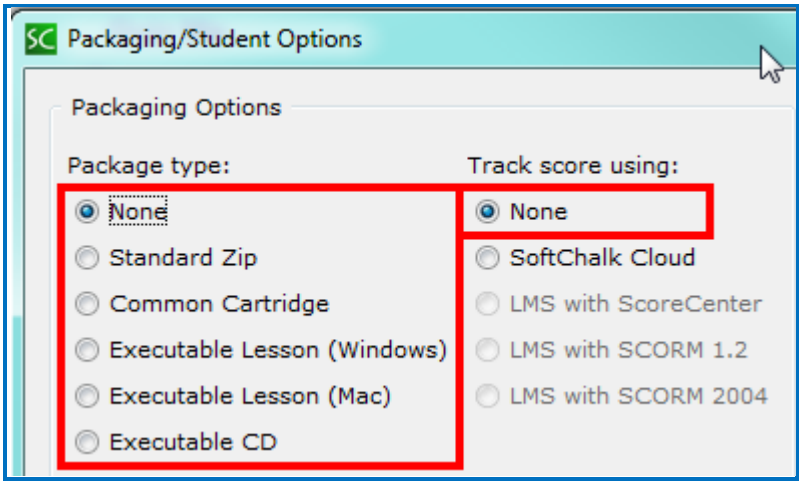
4. Upload this zip file to a server or copy this .zip file to a thumb drive.

   As mentioned previously, we don't recommend sending .zip files via email because of size constraints and the fact that email systems often block .zip files. (In other words, distributing lessons to students via email is NOT supported.) We recommend getting a SoftChalk Cloud account to collaborate with other instructors on a lesson or to distribute your lesson to your students. For details on getting a SoftChalk Cloud account, see the section SoftChalk Cloud.

IMPORTANT: If you make changes in your lesson, then you will need to package your lesson again (and overwrite the previous package).

Packaging Options

When you choose **File / Package Lesson**, you will see the following packaging options. See the next page for details on these options. If you have SoftChalk Create, you will be asked where you want to save your .zip file.

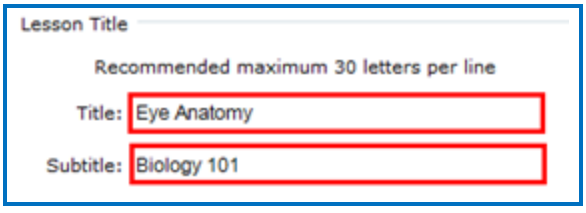


[For an explanation of packaging options with the SoftChalk Cloud feature, see the section Package a Lesson in the SoftChalk Cloud Format. For an explanation of the LMS options, see the appropriate LMS guide for your institution -see the section Learning Management Systems (LMS) Guides.]

Package Type	Track score using:	Description	File extension
None	None	Upload your lesson folder to a website via an FTP program	(no packaging occurs)
Standard Zip	None	Upload your lesson to a learning management system or website	.zip
Common Cartridge	None	Upload your lesson to a learning management system (such as Jenzabar's e-Racer) that accepts the common cartridge format. You can choose a specific version of Common Cartridge for your package (1.0, 1.1 or 1.2).	_cc1-0.zip
Executable Lesson (Windows)	None	See the section Load an Executable Lesson on a Windows Computer	.exe
Executable Lesson (Mac)	None	See the section Load an Executable Lesson on a Macintosh	.app
Executable CD	None	See the sections Create a CD of a Lesson.	Creates a folder OUTSIDE of your lesson folder.

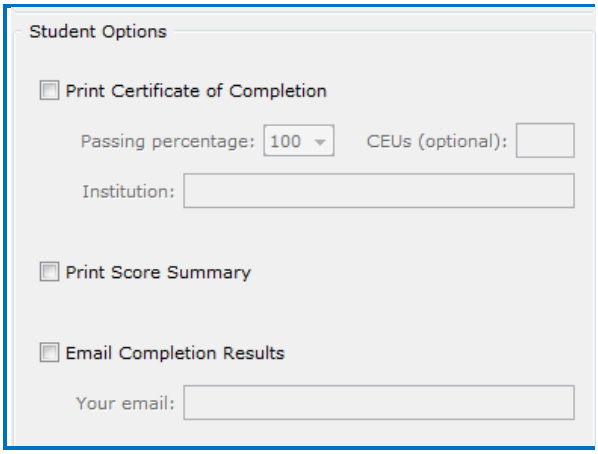
Lesson Title

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. The same **Title** and **Subtitle** fields appear under **Properties/Style Properties**. (If you update the fields in one place, they will the updated in the other place.)



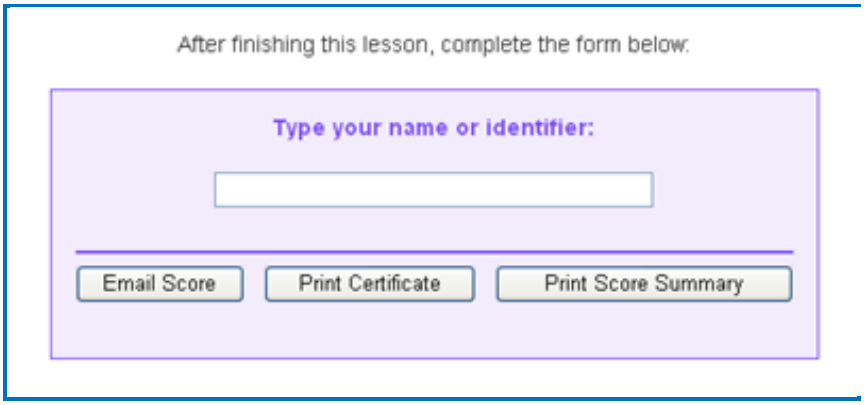
Student Options

(In previous versions this feature was under **Properties / Lesson Reporting**. It now appears under **File / Package Lesson**.)



For details on this screen, see the next section Explanation of Items Under Student Options. **IMPORTANT**: If you select **Email Completion Results,** you must enter ***your e-mail address*** to receive the scores from your students.

Notice if you select one or more checkboxes under the **Student Options** area, then ***buttons are created automatically for your students on the last page of the lesson*** in the web browser (see below). These buttons don't appear in your SoftChalk Create main editing window. However, when you preview your lesson on your local computer, you can view and test these buttons.



See the next page for an explanation of these options.

Explanation of Items under Student Options

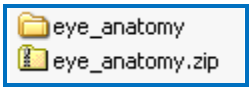
With **Print Certificate of Completion**, **Print Score Summary** and **Email Completion Results**, you gather information from each student.

Student Option	Explanation
Print 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)
Print Score Summary	This summary prints 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	The e-mail includes the ***same information*** as for the Print Score Summary above. In addition, the ***completion time is recorded***. **IMPORTANT:** Again, you must enter your e-mail address to receive the scores.

Open a Packaged Lesson

If someone has sent you a packaged lesson (see above), then you can open the lesson using the steps below.

1. Choose **File / Open Packaged Lesson.** Select the zip file. Click **Open**.
2. Notice that ***SoftChalk creates a lesson folder in the same directory as the zip file*** (see below). As you work on the lesson, your information is saved in the eye_anatomy folder (not in the eye_anatomy.zip folder).



QuizPoppers

Overview

There are ten types of QuizPoppers:

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

See the New QuizPoppers section for details about creating the new QuizPoppers.

In addition to the above QuizPopper questions, SoftChalk Create also has Activities (see the section Activities). For details on the differences between QuizPoppers and Activities, see the section Differences between QuizPoppers and Activities.

If you want to put in a group of QuizPoppers, see the section Quiz Groups.

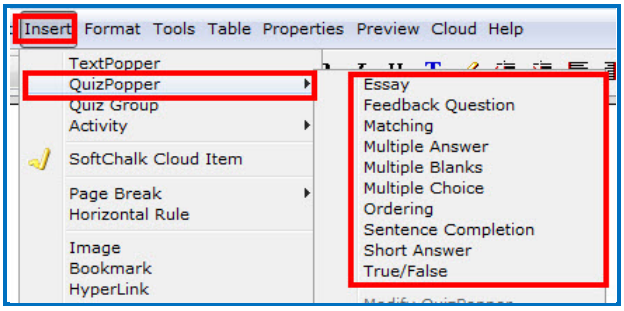
With QuizPoppers you can:

- 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.
- **IMPORTANT**: ***You cannot copy and paste QuizPoppers***; however, you can save a QuizPopper to the Library for re-use. See the section Save a QuizPopper to the Library.

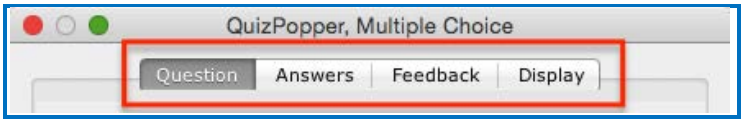
  You can save Quiz Groups to SoftChalk Cloud. See the section Save Quiz Groups to SoftChalk Cloud.

Insert a QuizPopper

Click in the main editing window for your lesson where you want your QuizPopper to appear. Choose **Insert / QuizPopper** and select a QuizPopper type (see below).



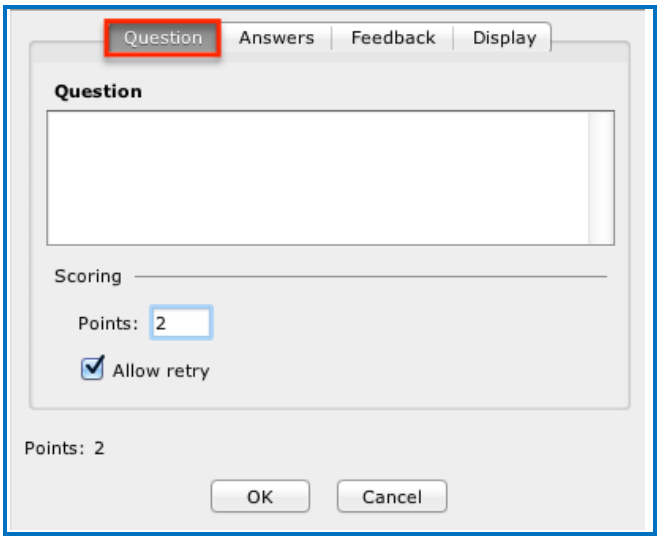
Use the tabs at the top of the QuizPopper window to design your question, answers, feedback and display method. Each type of QuizPopper displays the tabs that are relevant to that type (example pictured below). Each tab is described in detail below.



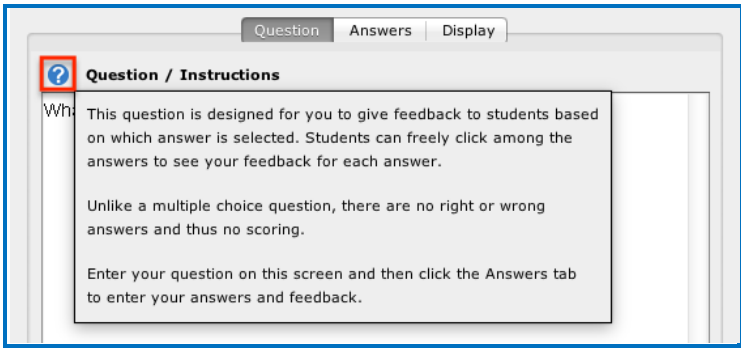
QuizPopper Question Tab

1. Type the QuizPopper question in this tab. You can also insert an image, hyperlink, audio, video, Library item, widget or math characters and equation into the question. (For details, see the section Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper.)

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.



IMPORTANT: For new QuizPoppers, rollover the question mark icon for information about this specific type of QuizPopper (see below).

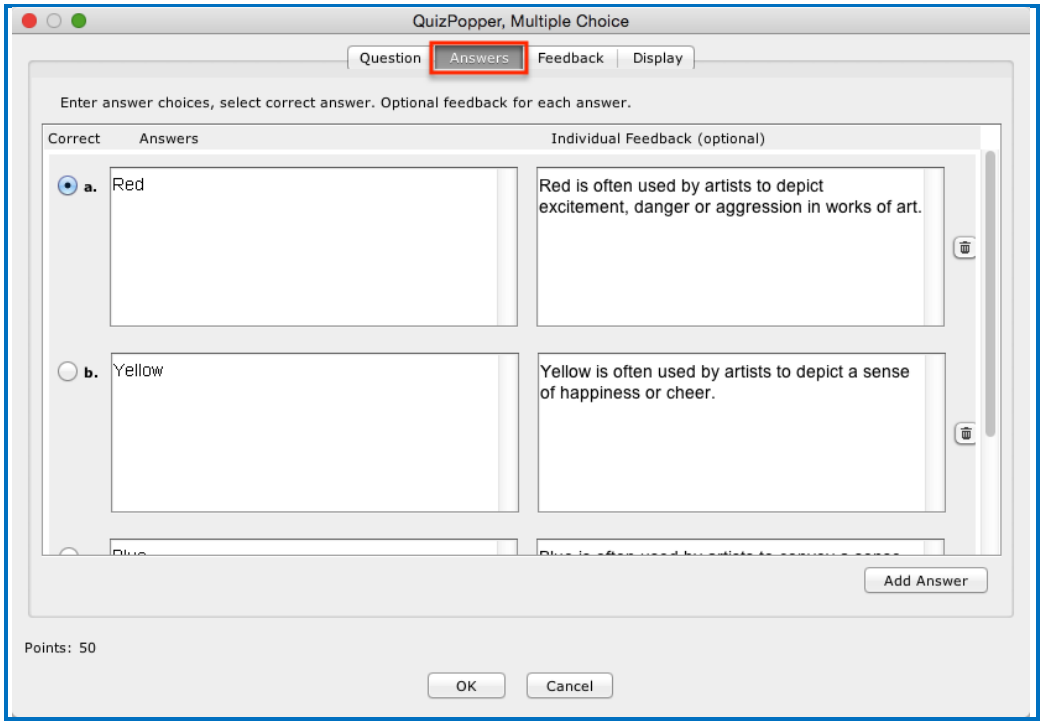


QuizPopper Answers Tab

Type or select the answers for your question. **IMPORTANT**: You can also insert an image, hyperlink, audio, video, Library item, widget or math characters and equation to an answer. (For details, see the section Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper.)

Also enter individual feedback (feedback related specifically to that answer choice).

Click the **Add Answer** button if you need more choices. Many of the QuizPoppers will now allow up to twenty-six choices.

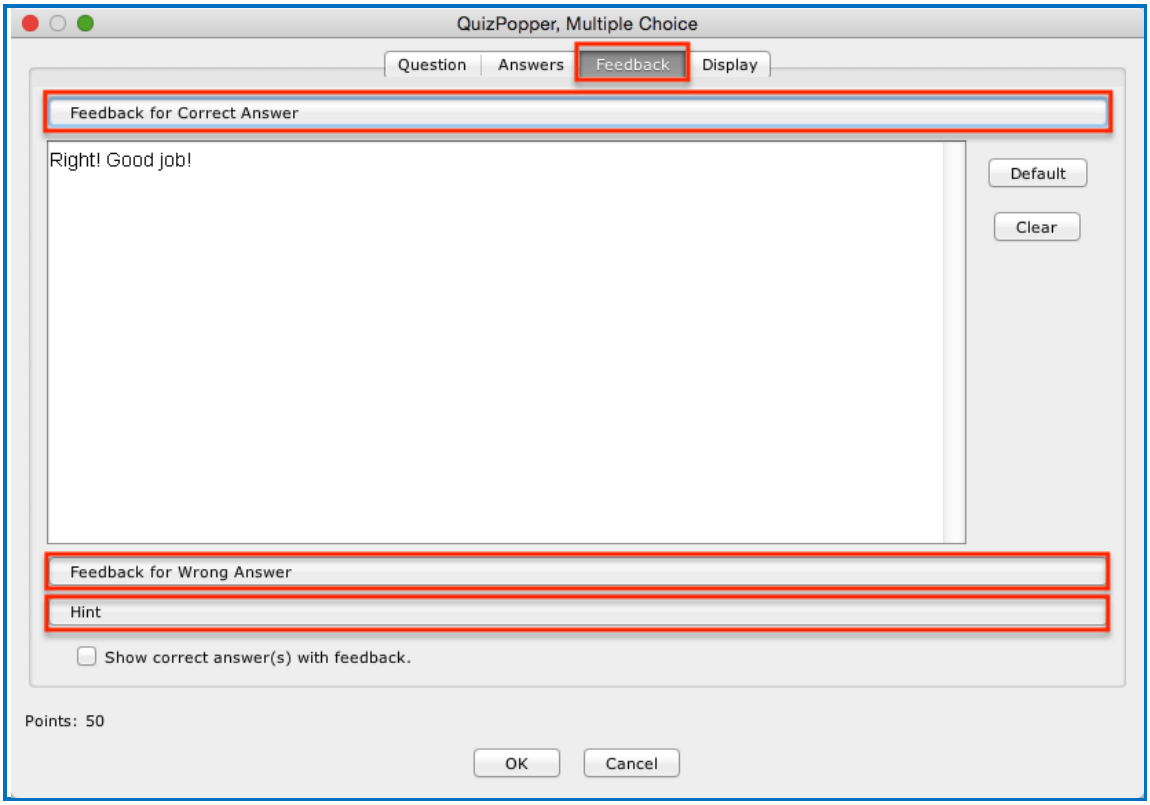


QuizPopper Feedback Tab

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, Library item, widget or math characters and equation to the feedback. (For details, see the section Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper.)

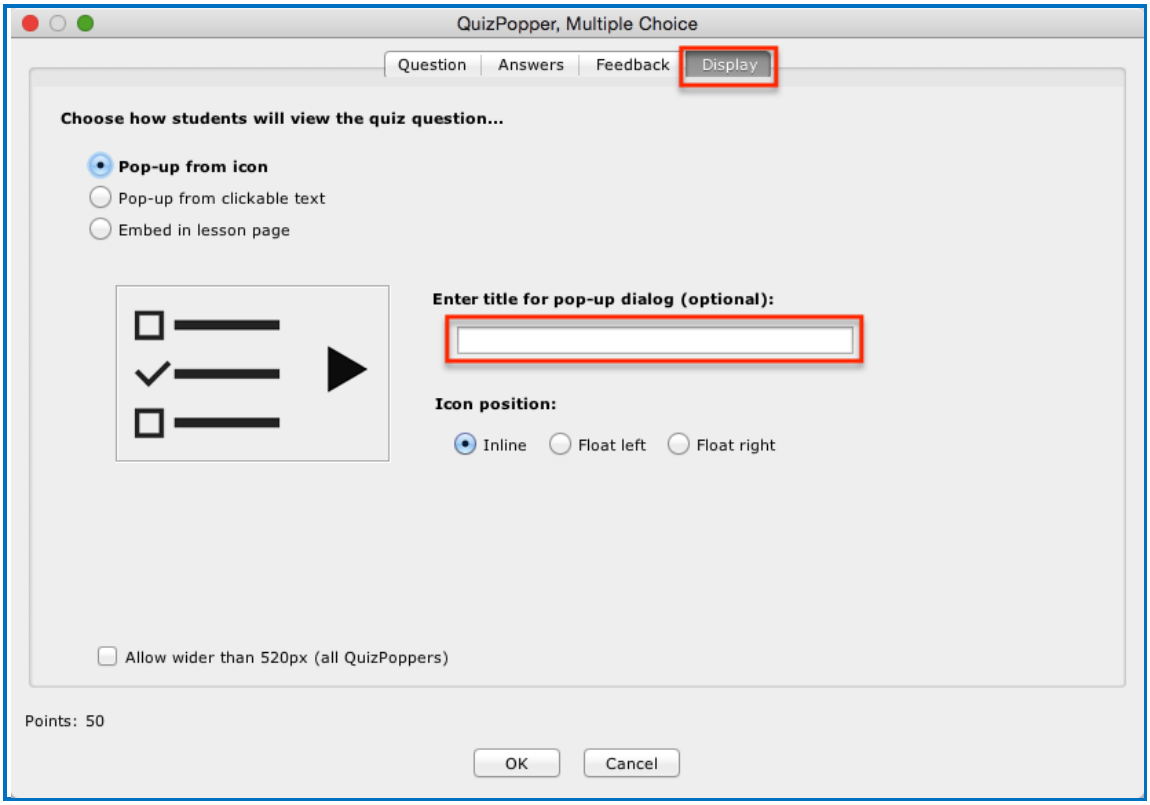


QuizPopper Display Tab

You can display the QuizPopper three separate ways:

- ***Display an icon*** that will open the quiz in a separate window
- ***Display from clickable text***
- ***Embed the QuizPopper directly into the lesson***

For an extra wide display, select **Allow wider than 520 pixels box**. With this option selected, the width of all the QuizPoppers in the lesson will expand to the width of the browser page.

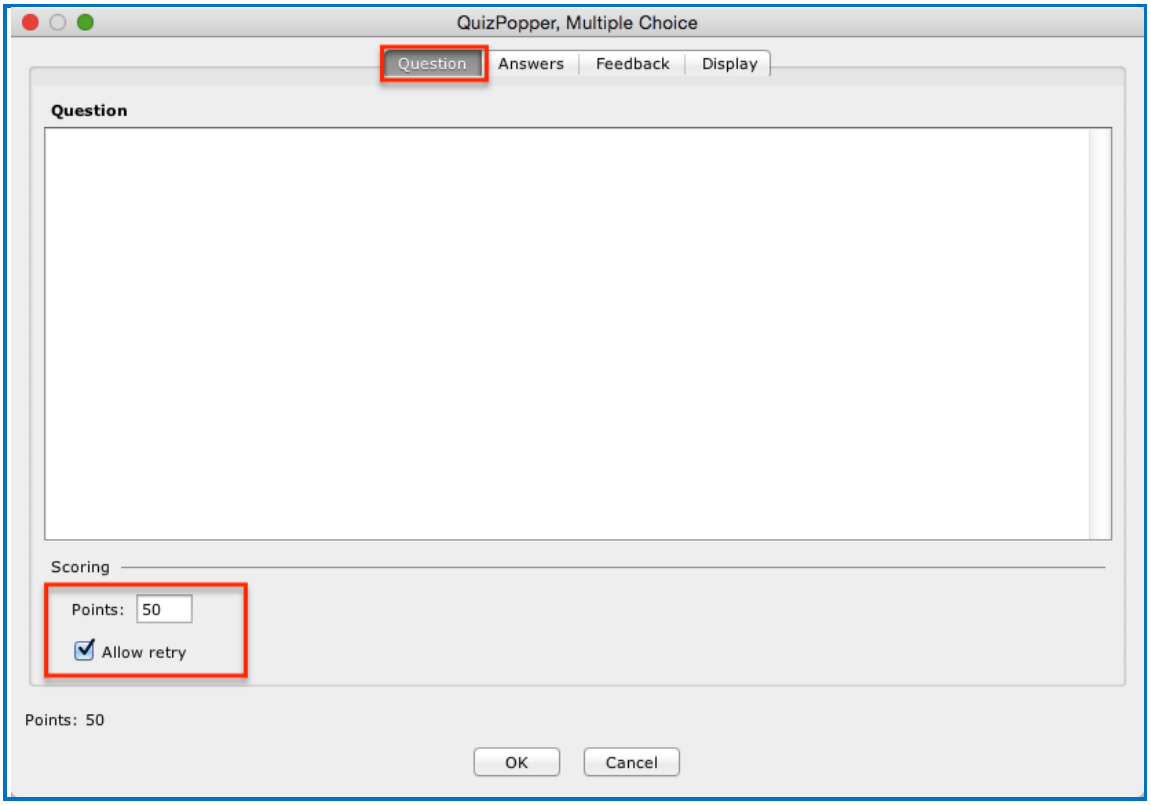


Assign Points to a QuizPopper

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

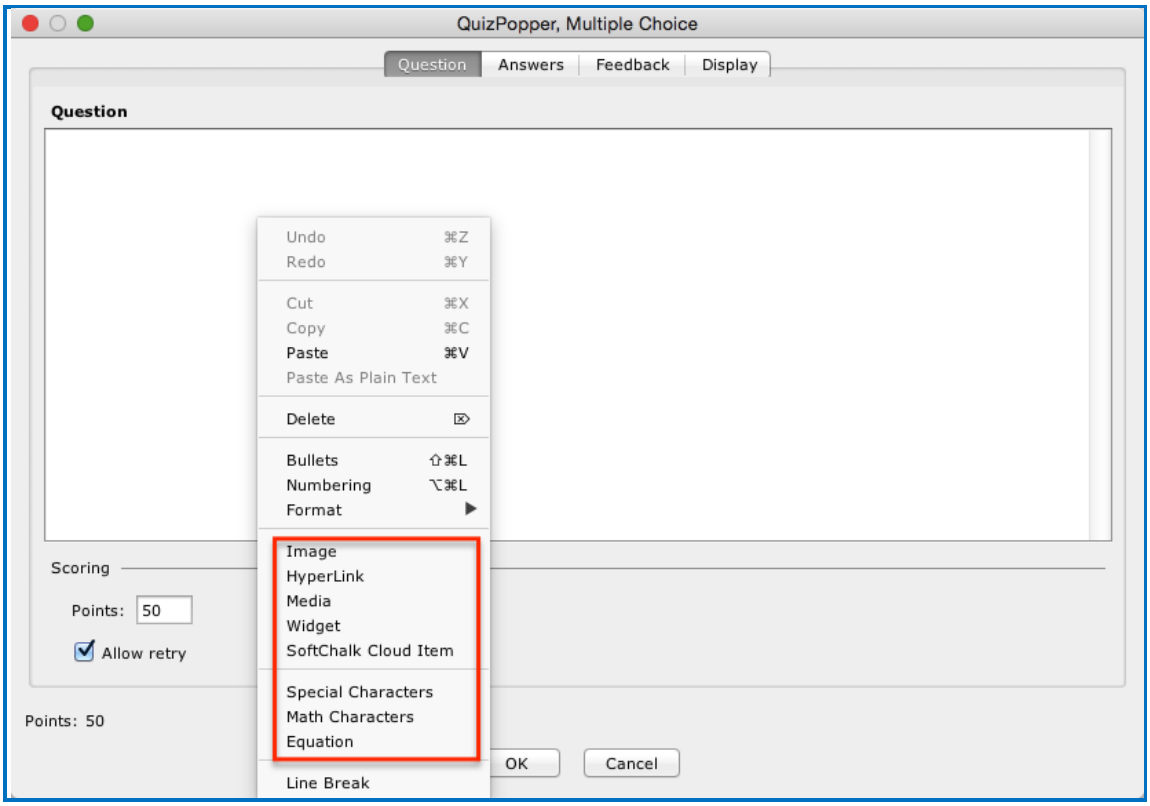
Also in this area, if you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer. (See the section Options for Tracking Scores.)

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



Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper

You can type or paste text into your QuizPopper. You can also insert an image, hyperlink, audio, video, Library item, widget or math characters and equation. Right-click within a text area (see below).

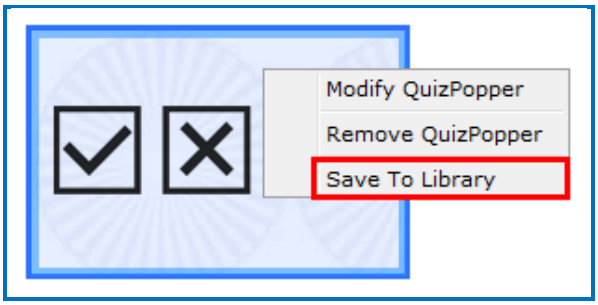


Modify or Remove a QuizPopper

Within the main editing window, right-click on a QuizPopper and choose **Modify QuizPopper** or **Remove QuizPopper** (see below). For details on saving a QuizPopper to the Library, see the section Save a QuizPopper to the Library.

Save a QuizPopper to the Library

Within the main editing window for your lesson, right-click on a QuizPopper and choose **Save To Library** (see below). **Save To Library** is available for the Desktop version only. (For details on organizing the Library and inserting items from the Library into your lesson, see the section Library (Desktop Version).)



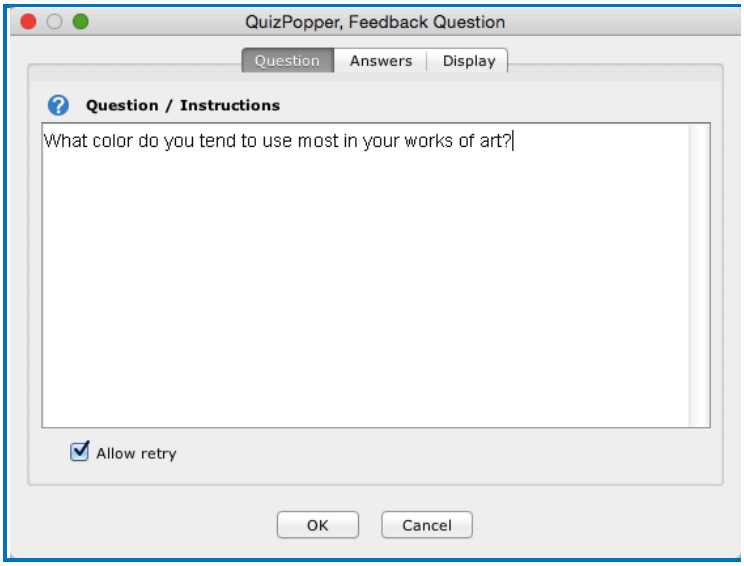
(If you have the Cloud version of SoftChalk Create, you can save a Quiz Group to the Cloud. See the section Save Quiz Groups to SoftChalk Cloud.)

New QuizPoppers

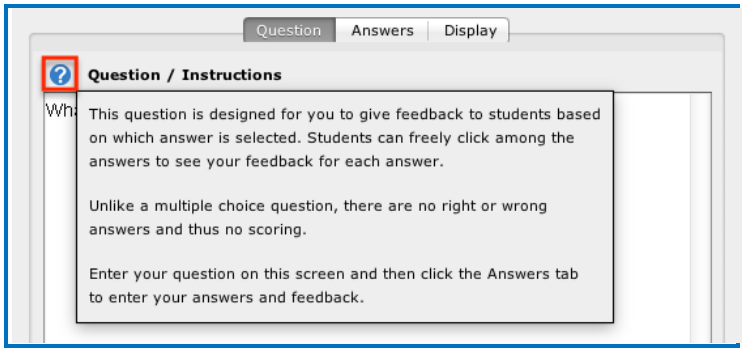
Feedback Question

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.

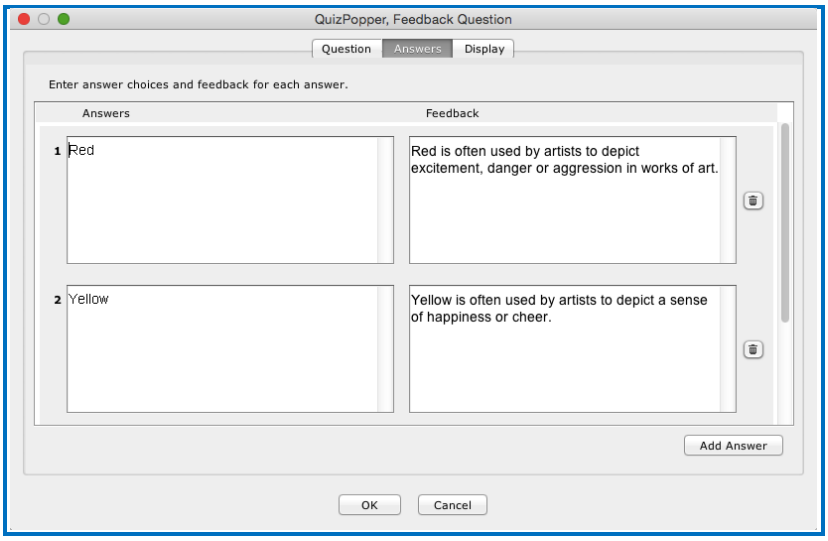
1. On the **Questions** tab, type a question. If you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer. (See the section Options for Tracking Scores.)



IMPORTANT: Rollover the question mark icon for information about this specific type of QuizPopper (see below).



2. On the **Answers** tab, list each possible answer in the boxes to the left. Next to each possible answer, enter the feedback to display if that answer is selected. Click the **Add Answer** button if more choices are needed (maximum of 26 answers).



3. On the **Display** tab, choose how students will view the question.

4. Click **OK** to save the question.

Multiple Blanks

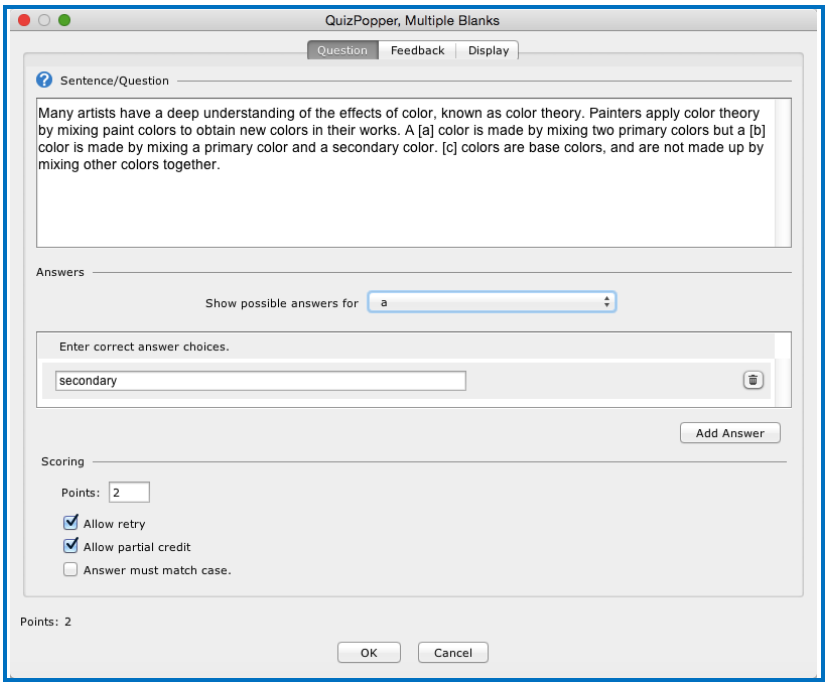
Create a question that requires your learners to complete sentences by typing the correct word or phrase in the blank(s). This question type is sometimes called a cloze paragraph. See an online example.

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.

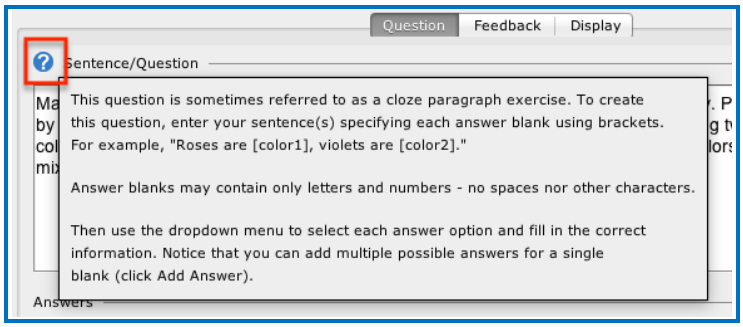
1. On the **Questions** tab, type the sentence / question. Type a different variable inside brackets (for example [a] or [b]) in each part of the sentence where you want a blank to appear. If you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer. (See the section Options for Tracking Scores.)

2. Notice you can select **Partial Credit** (optional) and **Answer Must Match Case** (optional).

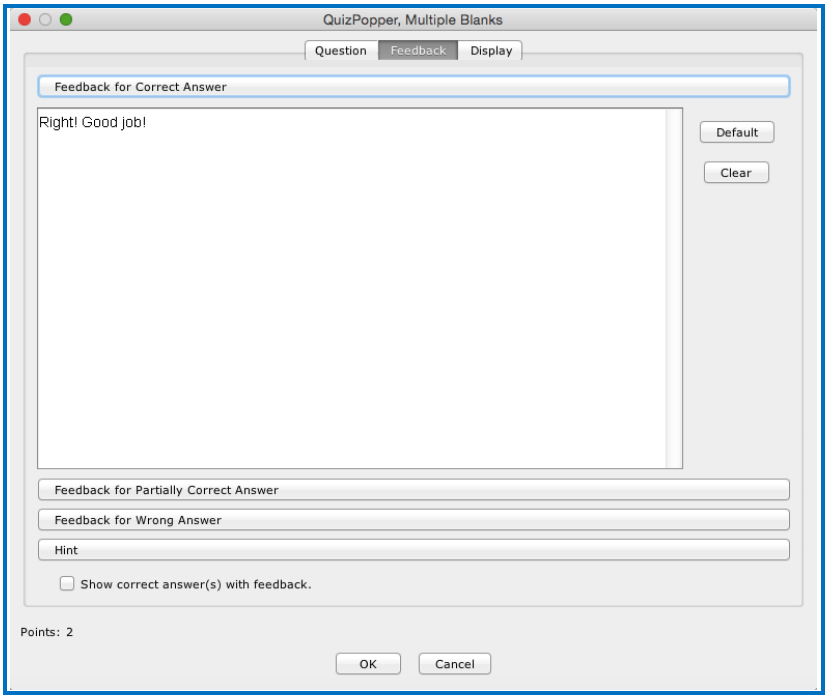
3. Also on the **Questions** tab, enter the correct answer for each variable. Click the **Add Answer** button to enter more than one correct answer for a variable.



IMPORTANT: Rollover the question mark icon for information about this specific type of QuizPopper (see below).



4. On the **Feedback** tab, default feedback will appear. Edit the default feedback, if desired, to customize feedback shown for correct or incorrect answer and for the hint (optional). Check the **Show Correct Answers** box to have the correct answers show for students with this feedback.



5. On the **Display** tab, choose how students will view the question.

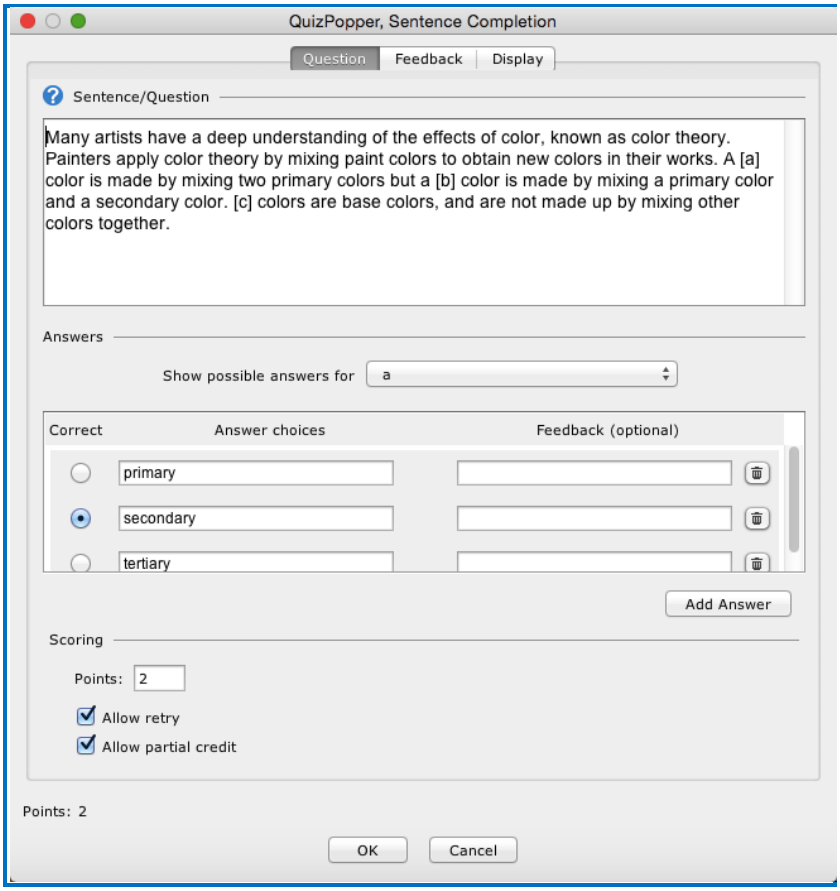
6. Click **OK** to save the question.

Sentence Completion

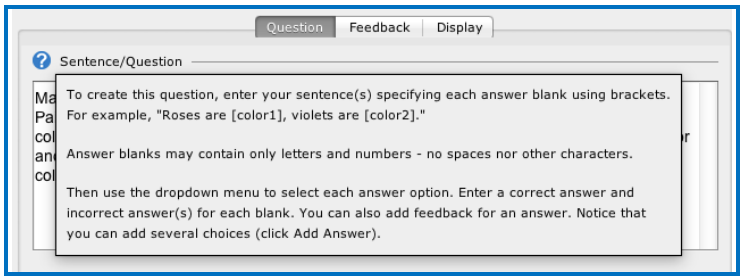
Create a question that requires your learners to complete sentences by selecting the correct word or phrase from a drop-down menu of choices. See an online example.

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).

1. On the Questions tab, type the sentence / question. Type a different variable inside brackets (for example [a] or [b]) in each part of the sentence where you want a drop-down menu of answer choices to appear. 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. (See the section Options for Tracking Scores.) Notice you can select **Partial Credit** (optional).



IMPORTANT: Rollover the question mark icon for information about this specific type of QuizPopper (see below).



2. On the **Feedback** tab, default feedback will appear. Edit the default feedback, if desired, to customize feedback shown for the correct or incorrect answer and for the hint (optional). Select **Show Correct Answers** to have the correct answers show for students with this feedback.

3. On the **Feedback** tab, default feedback will appear. Edit the default feedback, if desired, to customize feedback shown for correct or incorrect answer and for the hint (optional). Select **Show Correct Answers** to have the correct answers show for students with this feedback.

4. Click **OK** to save the question.

Original QuizPoppers

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 Collect Essays from Your Students and Score an Essay (Change the Score for a Lesson).

Matching

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

Multiple Answer

Create a question that has more than one correct answer in a list of choices (minimum of one correct answer, maximum of twenty-six). See an online example. **IMPORTANT**: This is different than a multiple choice question, which only has one correct answer.

Multiple Choice

Create a question that has just one correct answer in a list of choices (maximum of twenty-six answer 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 (maximum of twenty-six items). 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.

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

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.) 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 get questions from the Library to put into your Quiz Group. You can also save your Quiz Group questions to your SoftChalk Cloud account or to your Library. For details, see the sections Save Quiz Group Questions to SoftChalk Cloud or Save Quiz Group Questions to the Library.

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.)

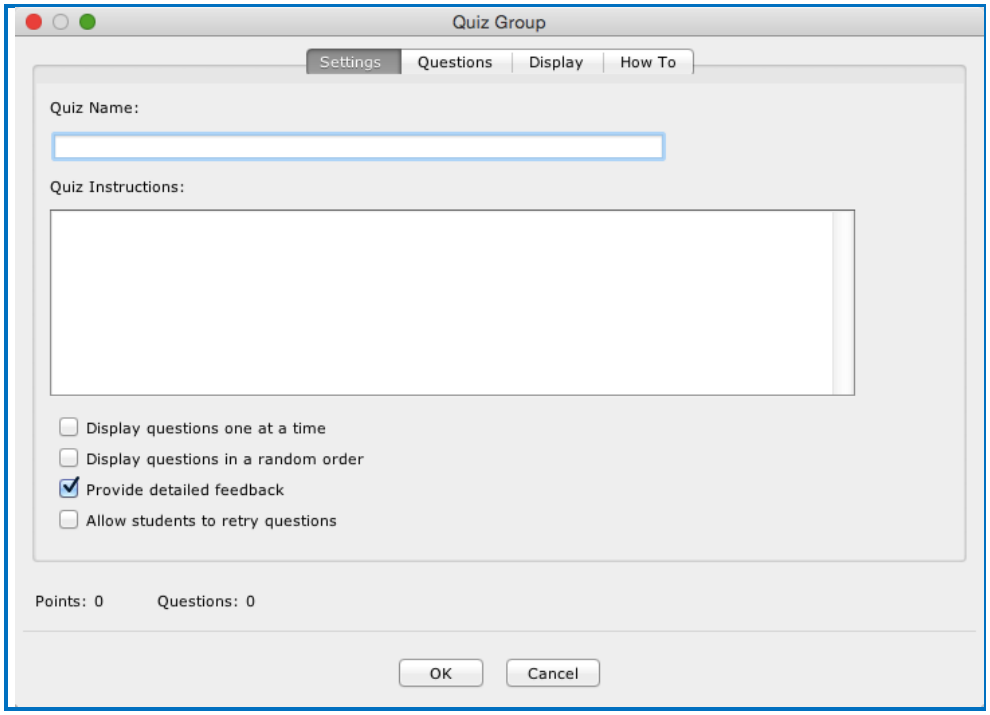
If you choose the **One at a time** option, students will need to click **Check Answers** at the last screen. (For details, see the section Display Questions – One at a Time – Last Screen.)

Insert a Quiz Group

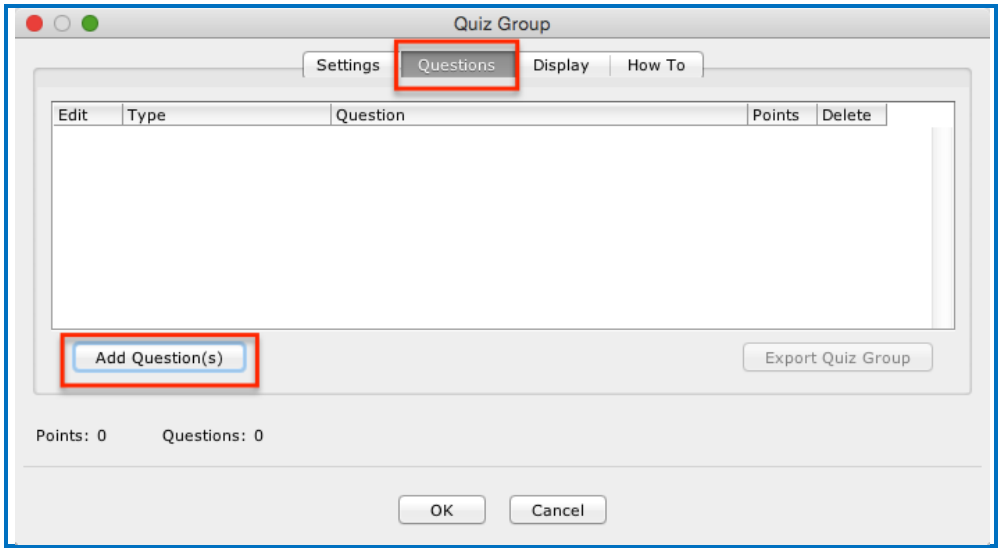
1. Click in your lesson where you want your Quiz Group.
2. Choose **Insert/Quiz Group**.
3. Create your questions for your Quiz Group (see the next section Add Questions to a Quiz Group).
4. Click **OK** to return to your main editing window.

Add Questions to a Quiz Group

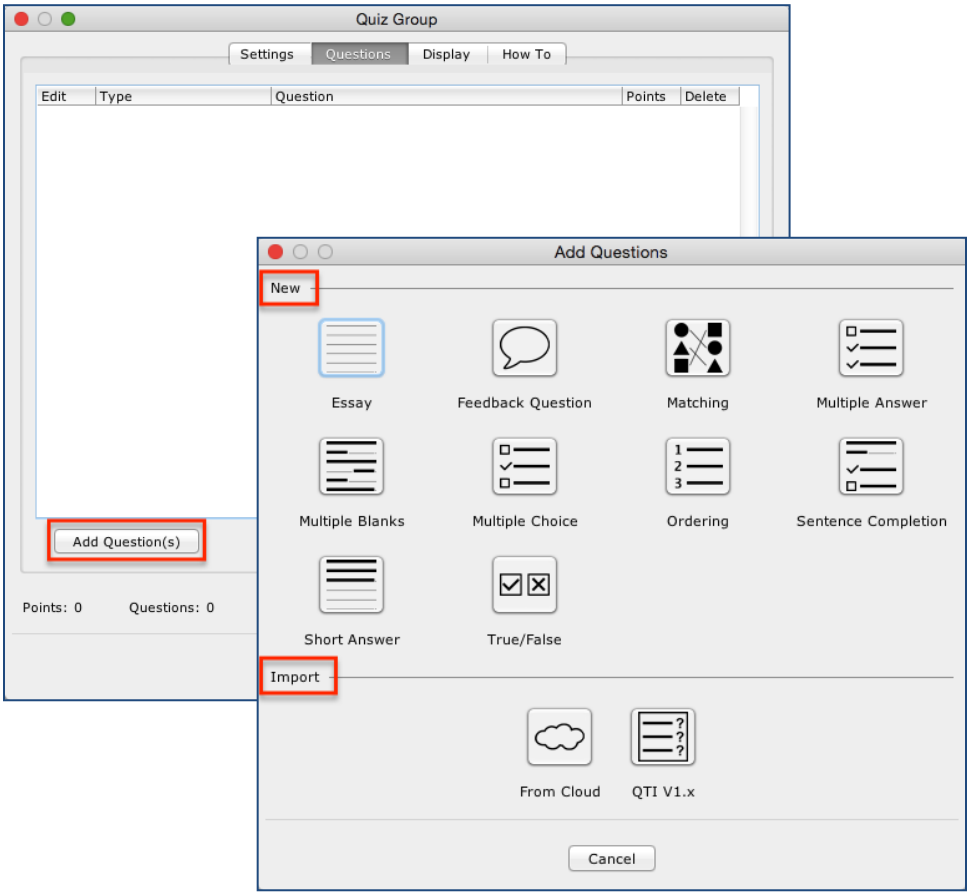
1. Type a name and instructions for your Quiz Group on the Settings tab (see below).



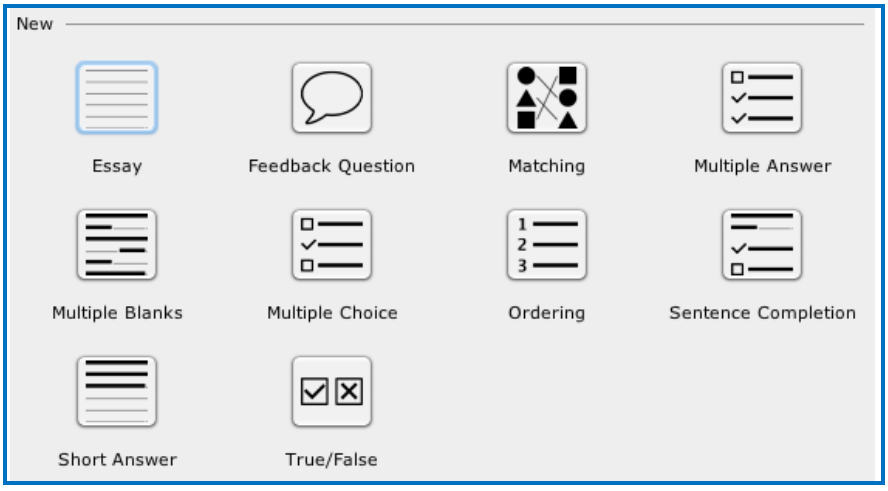
2. To create questions for your Quiz Group, click the **Add Questions** button.



3. You can either create new questions (see the next step), and/or import them from the Cloud (see the section Get Questions from SoftChalk Cloud), from the Library (see the section Get Questions from the Library) or from a QTI file.

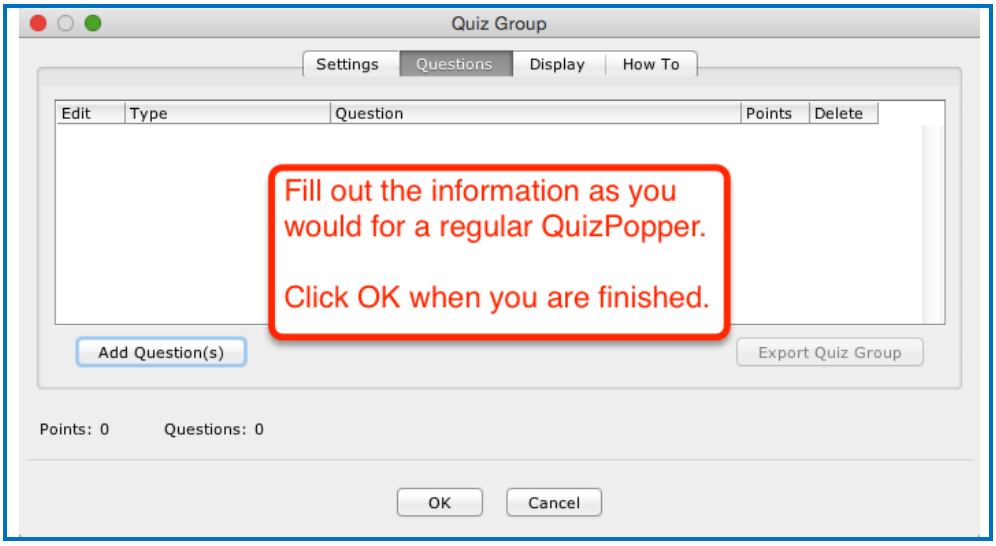


4. Select a **Question Type** (see below). ***You can have a Quiz Group composed of different types of QuizPoppers.***



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

6. Fill out the information as you would for a regular QuizPopper see the Insert a QuizPopper section of the guide for setup instructions. Click **OK** when you're done. To add another QuizPopper, click the **Add Questions** button.



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

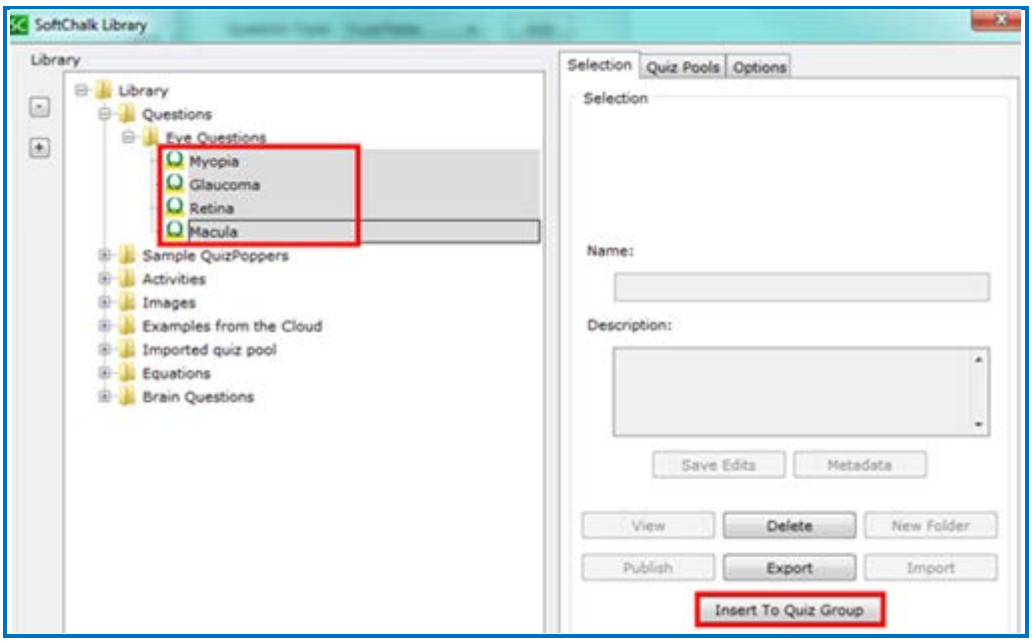
Get Questions from the Library

You can also get questions (i.e. QuizPoppers) that you have saved previously in the Library. (For details, see the section Library (Desktop Version).)

1. Choose **Insert/Quiz Group**. Click **Add Question button**, then **From Library** (see below).

2. Navigate to the folder where your QuizPoppers are. Select your QuizPoppers and click **Insert To Quiz Group** (see below). If your **Insert To Quiz Group** button is disabled, then one of your selected items is NOT a QuizPopper (with the Q icon).

   IMPORTANT: QuizPoppers with widgets, Flash, Shockwave, or web movies (**Insert/Media/Web Movie**) cannot be put into a Quiz Group. QuizPoppers with images, audio and video (**Insert/Media/Video**) CAN be inserted into a Quiz Group.

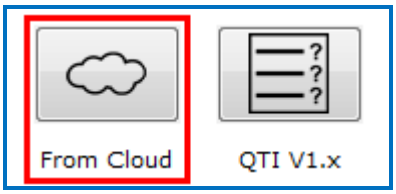


3. When you have finished adding questions to your quiz group, click **OK** to return to your main editing window.

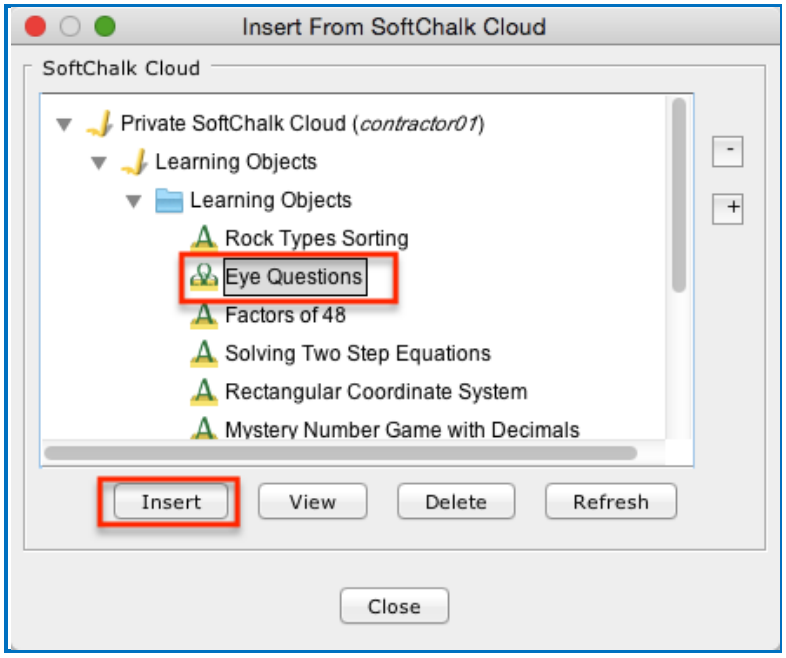
Get Questions from SoftChalk Cloud

You can also get questions (i.e. a quiz group with QuizPoppers) that you have saved previously to the **MyContent/Learning Object** area of your SoftChalk Cloud account. (For details on saving a Quiz Group to your Cloud account, see the section Save Quiz Group Questions to SoftChalk Cloud.)

1. Choose **Insert/Quiz Group**. Click **Add Question(s)** button, then **From Cloud** (see below).



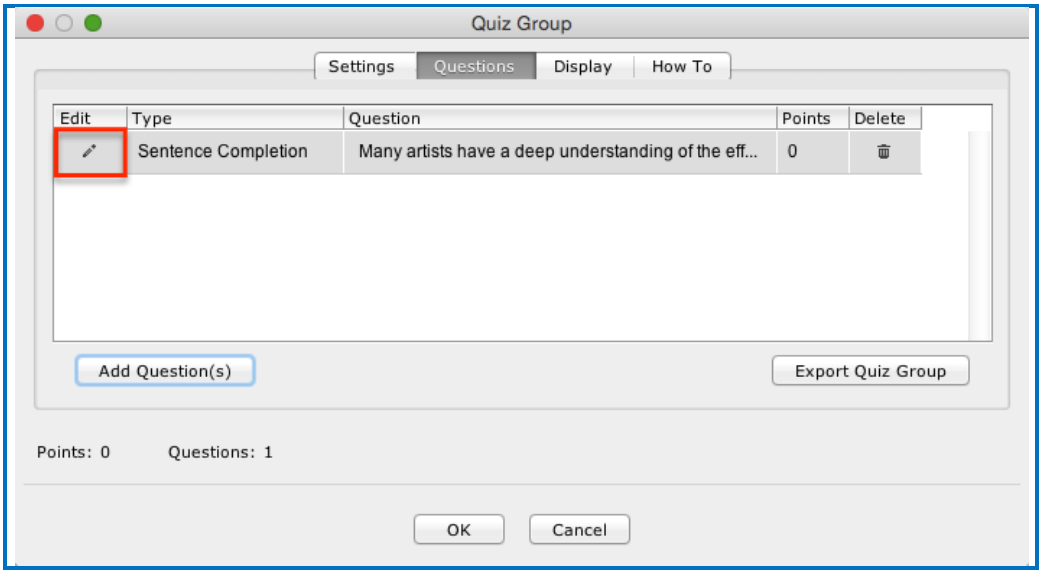
2. Click on the + signs to open up your **Learning Object** area. Select the Quiz Group that you want to insert and choose **Insert** (see below). If the Insert button is disabled, then you have not selected a Quiz Group (see an icon with a Q).



4. 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 icon to modify it (see below).

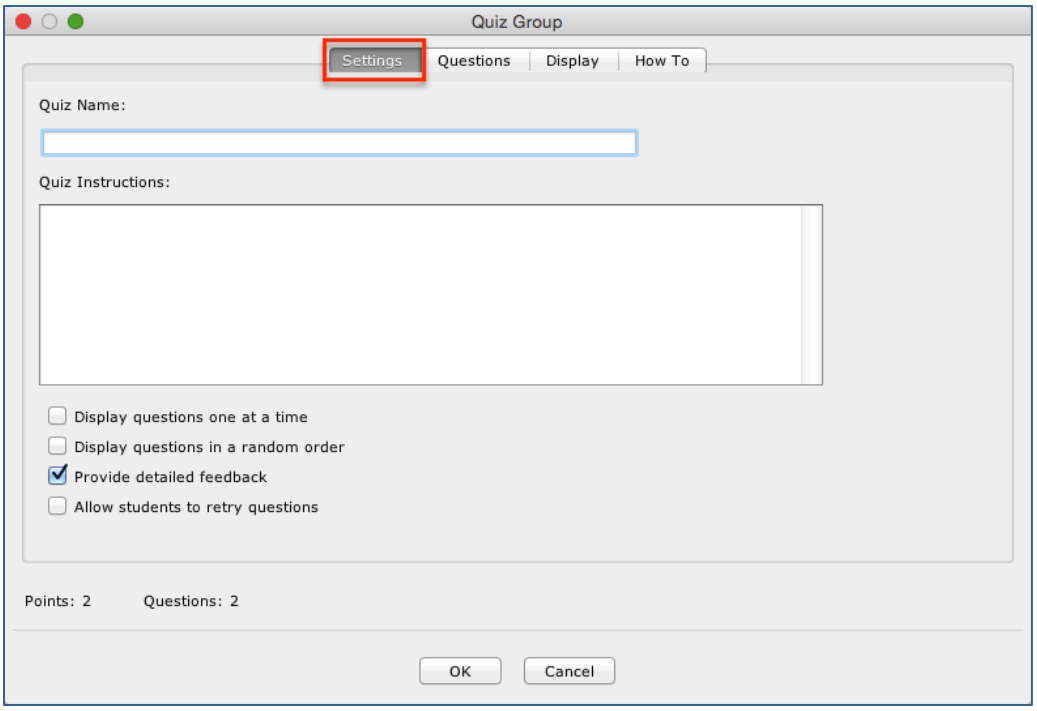


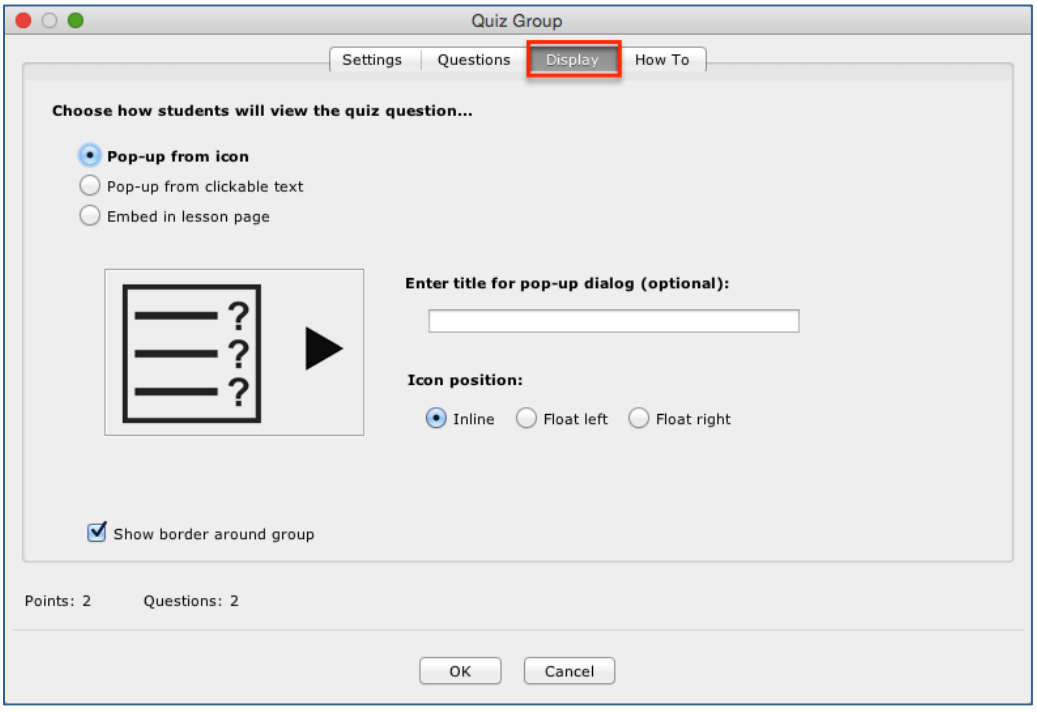
Change the Order of the Questions in a Quiz Group

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

Quiz Group Options

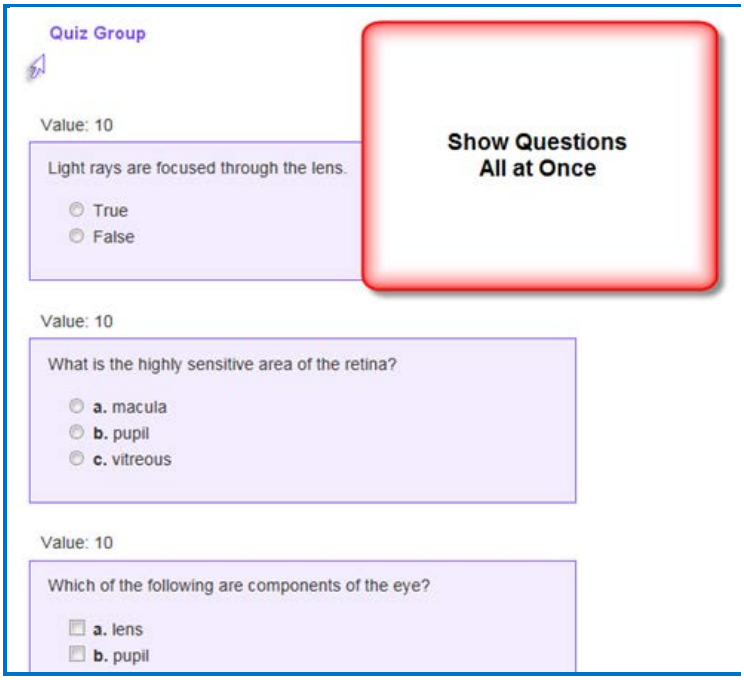
Notice that you have various options for a Quiz Group. You will see some of these options on the Question tab and others on the Display tab. Both tabs are pictured below and are described on next few pages.





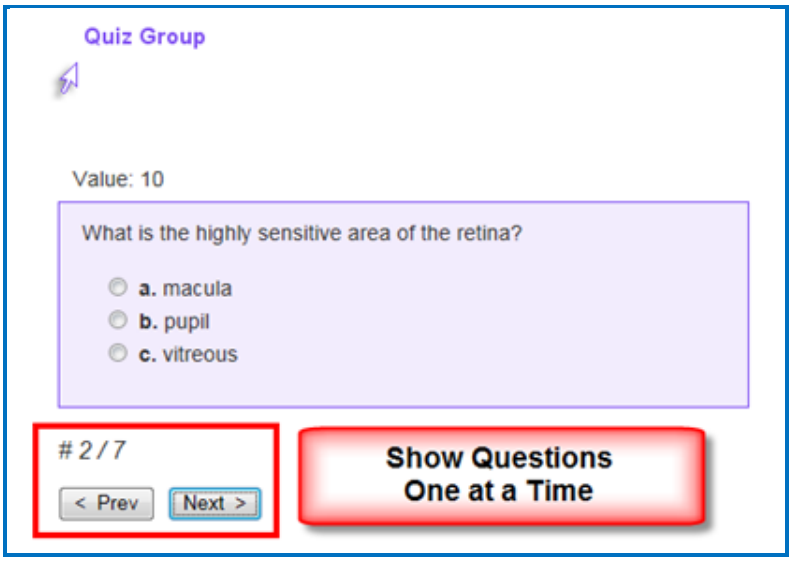
Show Questions - All at Once

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.



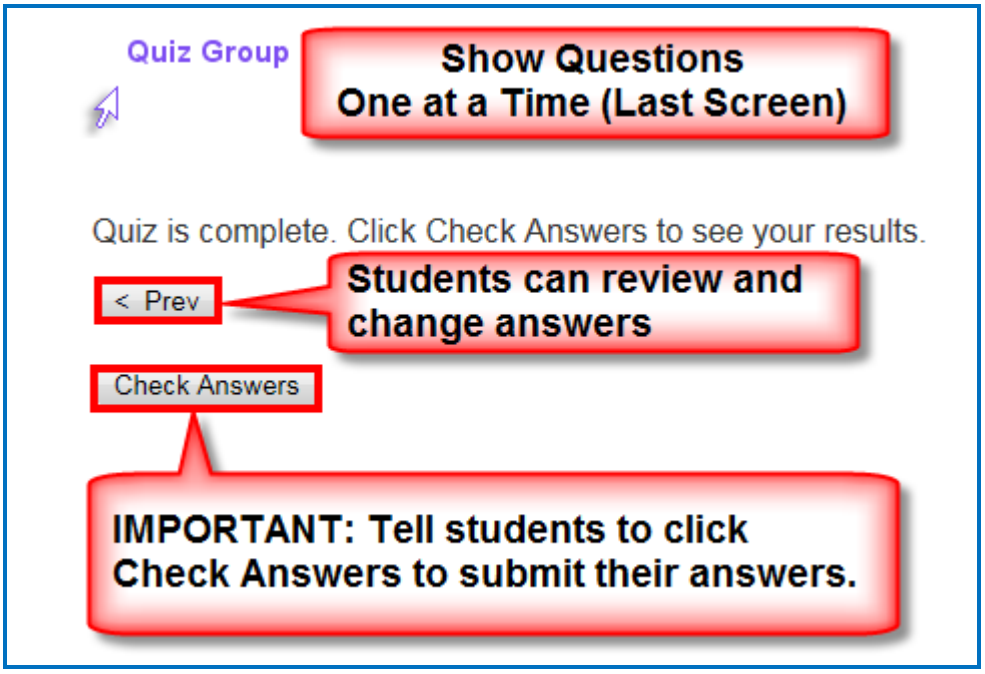
Show Questions - One at a Time

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.

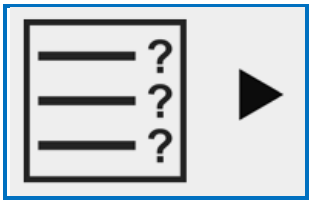


Random Order

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). select **Embed in Lesson Page**, then, the questions appear automatically.



Detailed Feedback

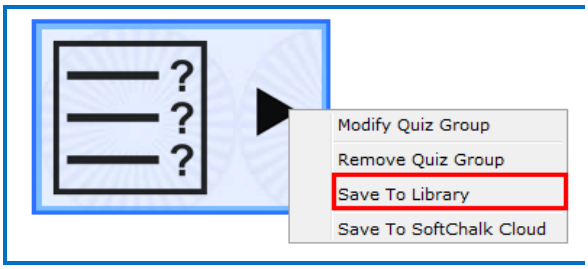
If you select **Provide Detailed Feedback** on the Question tab, then when students click **Check Answers** at the end of the Quiz Group, a checkmark or X will appear for the questions as well as the customized feedback. The Quiz Group score appears, too (e.g. 20/40), indicating the student got 20 out 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

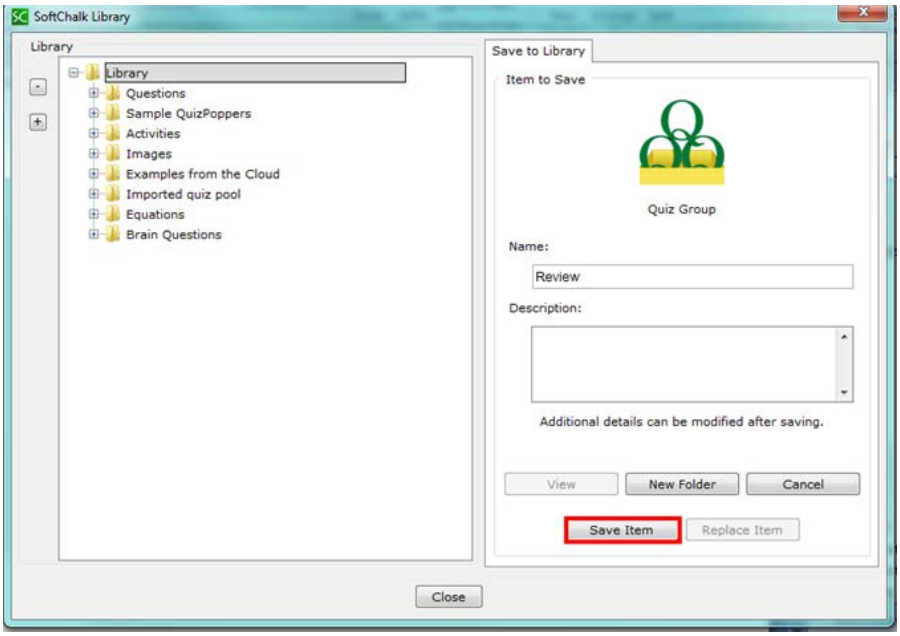
If you select **Allow Retry**, then a **Retry** button appears after students click **Check Answers**. If students click **Retry**, then answers are removed from the Quiz Group questions and students can re-take the Quiz Group.

Save Quiz Group Questions to the Library

1. After you have finished creating a Quiz Group within the main editing window for your lesson, right-click on the **Quiz Group** icon and choose **Save To Library** (see below). (For details on organizing the Library and inserting items from the Library into your lesson, see the section Library (Desktop Version).)

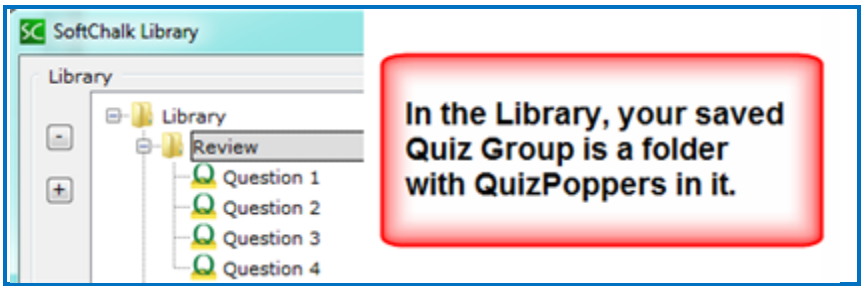


2. Notice that the default name for the Library item is the name you gave the Quiz Group. Click **Save Item** (see below). Click **OK** at the Save complete screen.



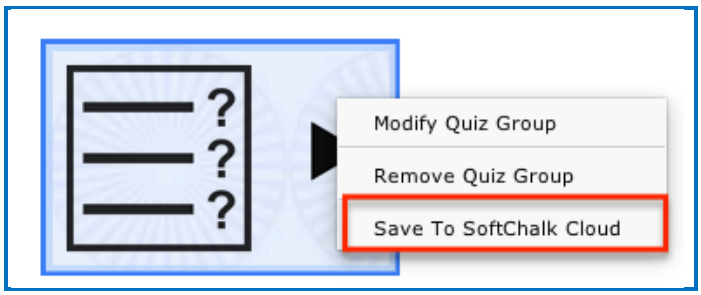
3. Notice that your saved Quiz Group item is actually a folder with individual QuizPoppers in it (see below). (Click the plus sign beside your folder to see the items in the folder.)

   As mentioned previously, if you want to insert questions from the Library into a Quiz Group, you can easily select multiple items at once. (For details, see the section Get Questions from the Library. For details on how to select multiple items in the Library, see the section Select Multiple Items in the Library.)

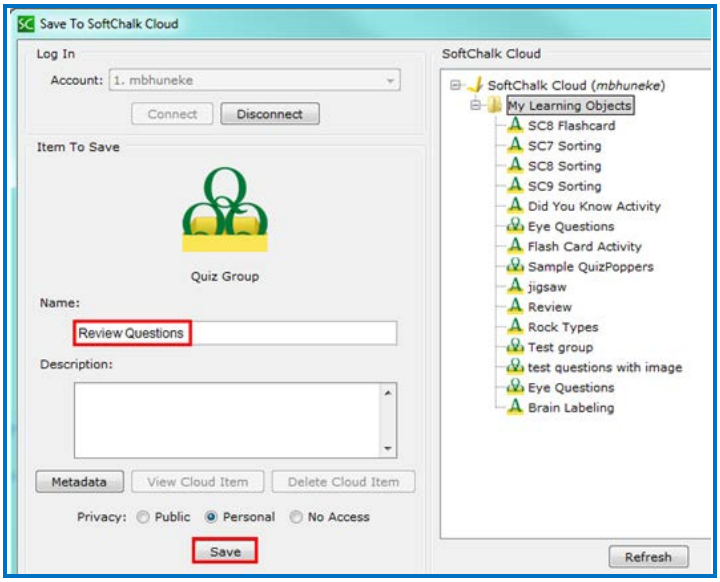


Save Quiz Group Questions to SoftChalk Cloud

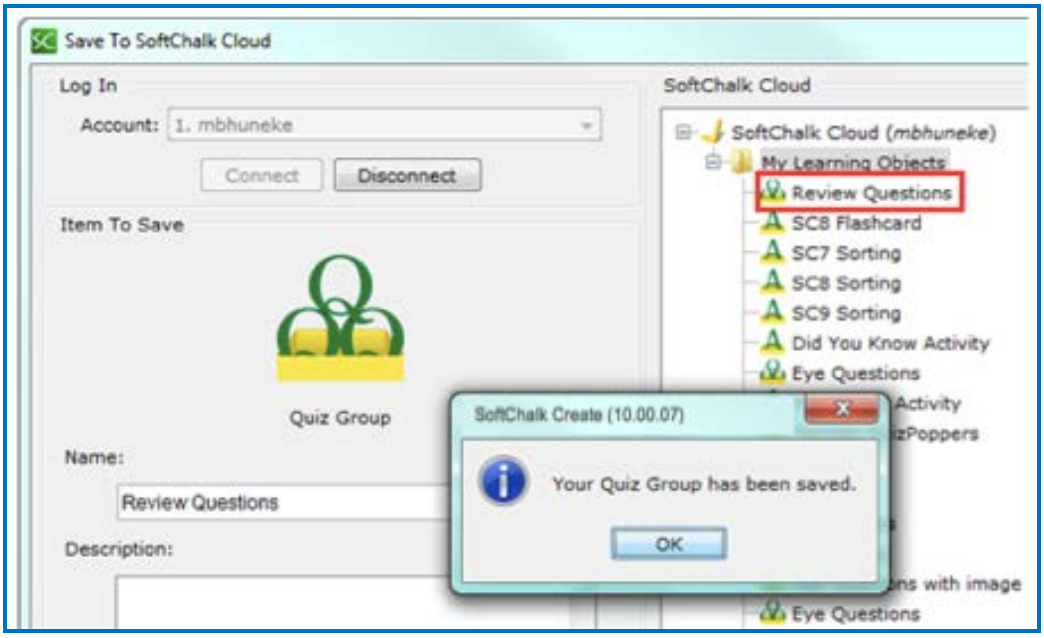
1. From your main editing window, right-click on a **Quiz Group** icon and select **Save To SoftChalk Cloud** (see below).



2. Type in a name for your Quiz Group and click **Save** (see below).



3. Notice that there is a Q icon for your Quiz Group (see below). Click **OK** at the message screen that your Quiz Group has been saved.



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

5. To put in a Quiz Group that you have saved to the Cloud, choose **Insert/SoftChalk Cloud Item**.

Modify a Quiz Group

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

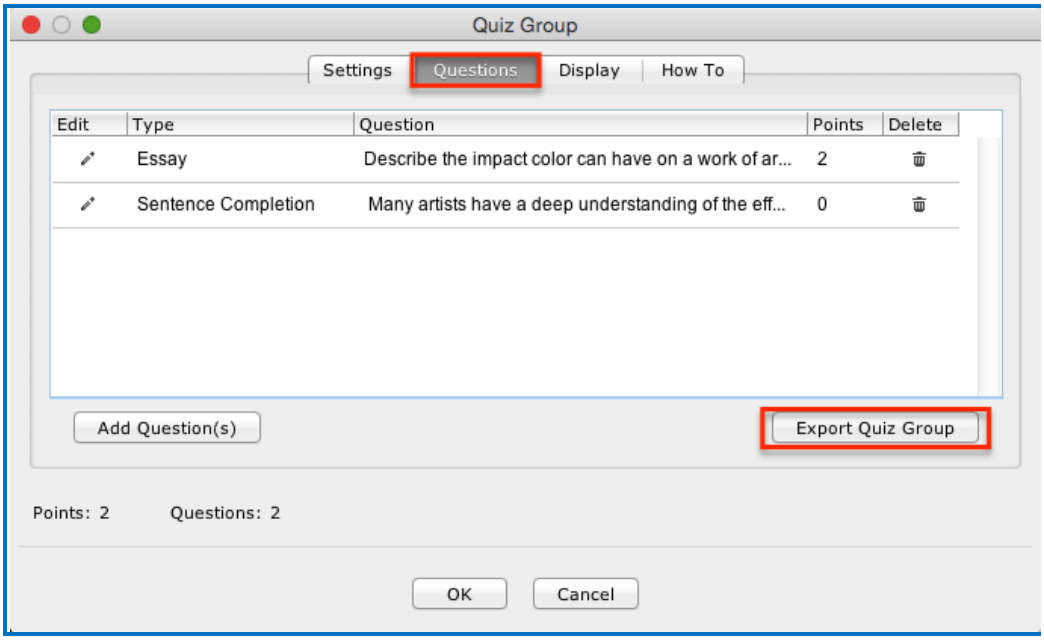
Quiz Pools

You can create questions or select multiple QuizPoppers from the Library or from SoftChalk Cloud to ***export in Respondus formats***. Then you can upload these questions into Respondus. See the section Export Questions to Respondus™, and the QTI Format.

You can also ***import and export questions in the QTI format***, which is a widely-used standard format for test questions. Many systems allow for the importing and exporting of questions using the QTI format. You can select which **Common Cartridge format** to use (1.0, 1.1 or 1.2). See the section Import Questions in a QTI Format.

IMPORTANT: Please note the following:

- ***Point values are NOT exported***; you may be able to set point values in the system receiving the questions.
- Only QuizPoppers (NOT Activities, Images, etc.) can be exported to quiz pools.
- Certain QuizPopper types may not be imported (see the sections QTI and SoftChalk QuizPopper Conversion and In RespondusTM: Import Questions)
- The Export buttons are enabled when there are questions in your Quiz Group (see below).



Export Questions to Respondus™ and the QTI Format

IMPORTANT: **Respondus** does not support ordering questions, so if you select an Ordering QuizPopper then it will not be imported into Respondus.

IMPORTANT: For **QTI supported formats,** see the section QTI and SoftChalk QuizPopper Conversion.

1. Choose **Insert/Quiz Group**. Click the **Questions** tab at the top.
2. You can add questions. Select the **Add Question(s)** button.
3. If you have the Desktop version and click the **From Library** button, select one or more QuizPoppers in the Library list (see the section Select Multiple Items in the Library). Click **Insert To Quiz Group**. **IMPORTANT**: If the **Insert To Quiz Group** button is disabled, then at least one of the items you have selected is NOT a QuizPopper. De-select the NON QuizPopper items and then your **Insert To Quiz Group** button should become enabled. Click **Close**.
4. If you click the **From Cloud** button, select a quiz group from your **Learning Object** area. Click **Insert**. Click **Close**.
5. Click the appropriate **Export** button.
6. Type a name and click **Save**. See below to see how the information was saved.

   Respondus Formatted Quiz Pool - a folder that includes a text file and any images that you might have used in your QuizPoppers.

   For quick steps on uploading your questions into Respondus, see the section In Respondus: Import Questions.

   QTI Formatted Quiz Pool – an xml file

Import Questions in a QTI Format

As mentioned previously, the QTI format is a widely-used standard format for test questions. Many systems allow for the importing and exporting of questions using the QTI format.

For formats that can be imported and exported between the QTI format and SoftChalk Create, see the next section QTI and SoftChalk QuizPopper Conversion.

1. Choose **Insert/Quiz Group**. Click the **Add Question(s)** tab at the top.
2. Click the **QTI** button and select the .xml file to import. Click Select.
3. Your questions should appear in your list.
4. Click OK to insert your quiz group into your lesson.
5. See the table below for details on how the question types are imported and exported from the QTI format.

QTI and SoftChalk QuizPopper Conversion

The following five question types can be imported and exported between the QTI format and SoftChalk Create.

QTI Question	SoftChalk QuizPopper
Multiple Choice (Single Response)	Multiple Choice
Multiple Choice (Multiple Response)	Multiple Answer
True/False	True/False
Essay	Essay
Fill in the blank	Short Answer

The QTI Pattern Match question is not supported by SoftChalk Create.

SoftChalk Create's Ordering QuizPopper and Match QuizPopper are not supported by the QTI format.

In Respondus™: Import Questions

1. Start Respondus™. Click the **Start** tab if it is not already selected.
2. Select the appropriate **Current Personality**.
3. Click **Import Questions**.
4. **Browse** to find the exported text file and select it. (If you saved your exported questions as ***eye questions*****,** then an ***eye questions_respondus*** folder was created. Open this folder and select the file ***eye questions.txt***.)
5. **Browse** and click to select the folder with your images. (If you didn't have images with your exported questions, you can skip this step. If you do have images, using the above example, then select the ***eye questions_respondus*** folder)
6. Type a name under **Create a new document, named**:
7. **IMPORTANT**: Click **Preview**. If you don't click **Preview**, then you won't be able to see your imported questions.

   IMPORTANT: As mentioned previously, Respondus does NOT support ordering questions, so if you select an Ordering QuizPopper then it will not be imported into Respondus. If you happened to include an Ordering QuizPopper in your Export in SoftChalk Create, when you **Preview** in Respondus in the **Warning and Notes** area, you may see Question(s) were missing (left out of number sequence), invalid, or type 'matching'.
8. Click **Finish**.

Activities

Overview

In addition to the ten types of QuizPoppers, there are twenty-one types of activities. (For details on the differences between QuizPoppers and Activities, see the section Differences between QuizPoppers and Activities. For details on QuizPoppers and Quiz Groups, see the sections QuizPoppers and Quiz Groups.)

All the activities (and QuizPoppers) are now mobile friendly. For details on supported mobile devices, please see our System Specifications.

As mentioned previously, 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***.

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

- a file on your computer
- an image you saved to your Cloud account
- an image from your Library - see the section Library (Desktop Version)

For information on which activities allow you to insert ***equations***, see the section Math and Activities.

IMPORTANT: You cannot copy and paste Activities; however, you can save an Activity to SoftChalk Cloud or to the Library for re-use. See the sections Save an Activity to SoftChalk Cloud and Save an Activity to the Library.

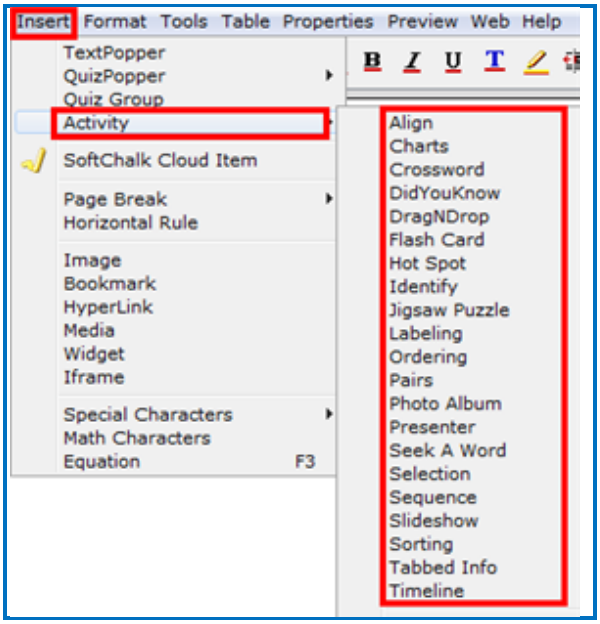
You can also import and export text lists for certain activities. For details, see the section Import and Export Text Lists.

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.

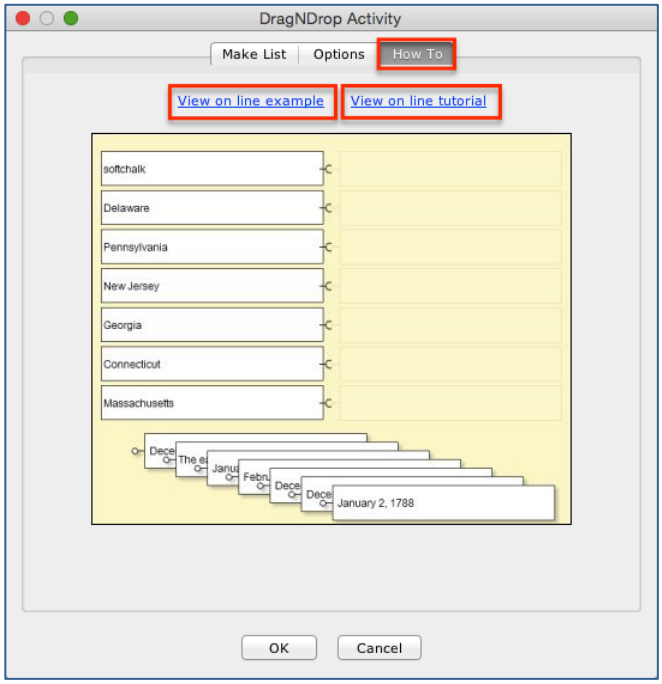
Insert an Activity

Click in your lesson where you want your activity. Choose **Insert / Activity** and select an activity (see below).



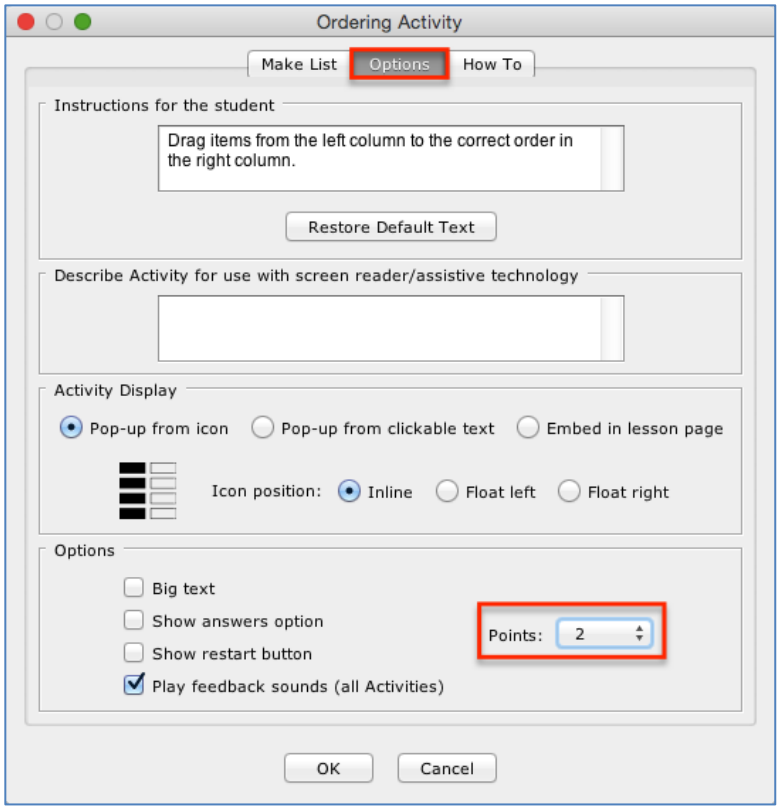
Activity How To Tab

You may want to explore the **How To** tab for each activity. You can view an online example of the activity and an online tutorial (see below).



Activity Options Tab

There are certain options that are common among the activities. Depending on the activity, different options may appear. Click on the **Options** tab within each activity.



Instructions for the student

Notice you can change the default instructions and add a description of the activity for accessibility (Section 508 compliance).

Activity Display

Select the display method.

- 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.
- Embed in lesson.

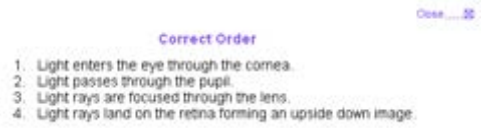
If you have a lot of activities on a page, you may want to choose **Pop-up from an icon** or **Pop-up from clickable text**. That way, the page will load faster in a web browser and your students can focus on one activity at a time.

IMPORTANT: You must ***assign points to each activity*** in order for the scoring to work correctly.

Big text

For several activities, you can select **Big text** to have a larger font for your activity.

Show answers option
Some activities have this option. For instance, for the Ordering Activity, students can click an Answers link that brings up the following:

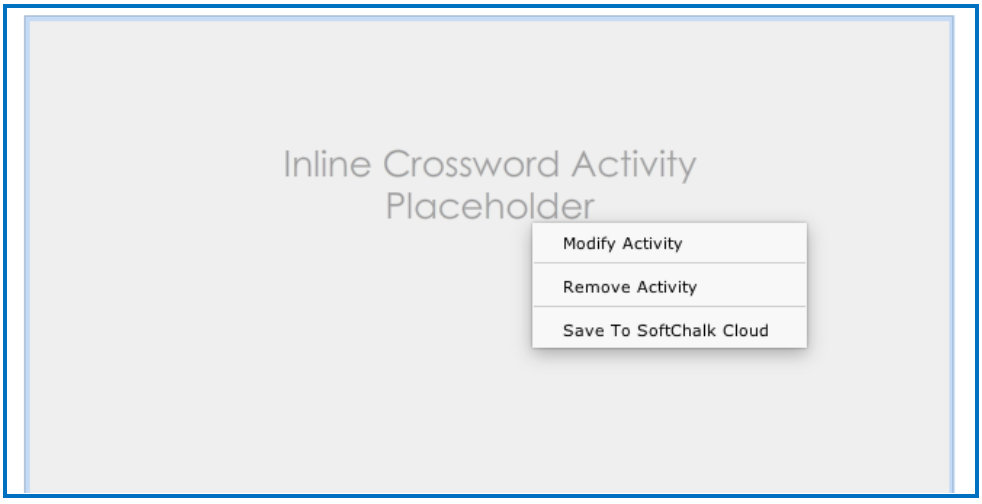


Show restart button
IMPORTANT: SoftChalk will record the student's most recent responses as the student's answers.

Play feedback sounds (all Activities)

Modify or Remove an Activity

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 Activity** (see below).



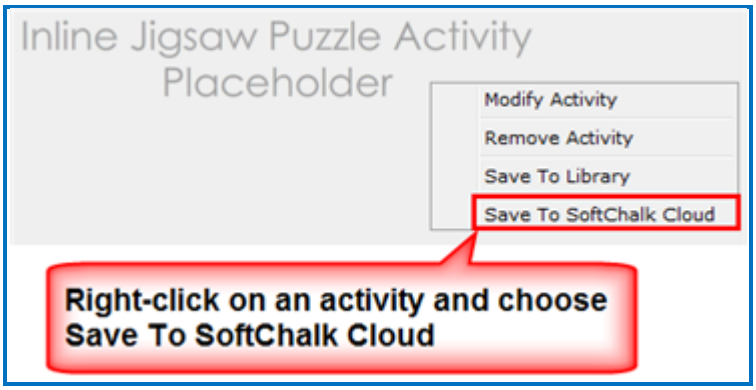
Save an Activity to the Library

If you have the Desktop version, within the main editing window for your lesson, right-click on an Activity and choose **Save To Library** (see below). (For details on

organizing the Library and inserting items from the Library into your lesson, see the section Library (Desktop Version).)

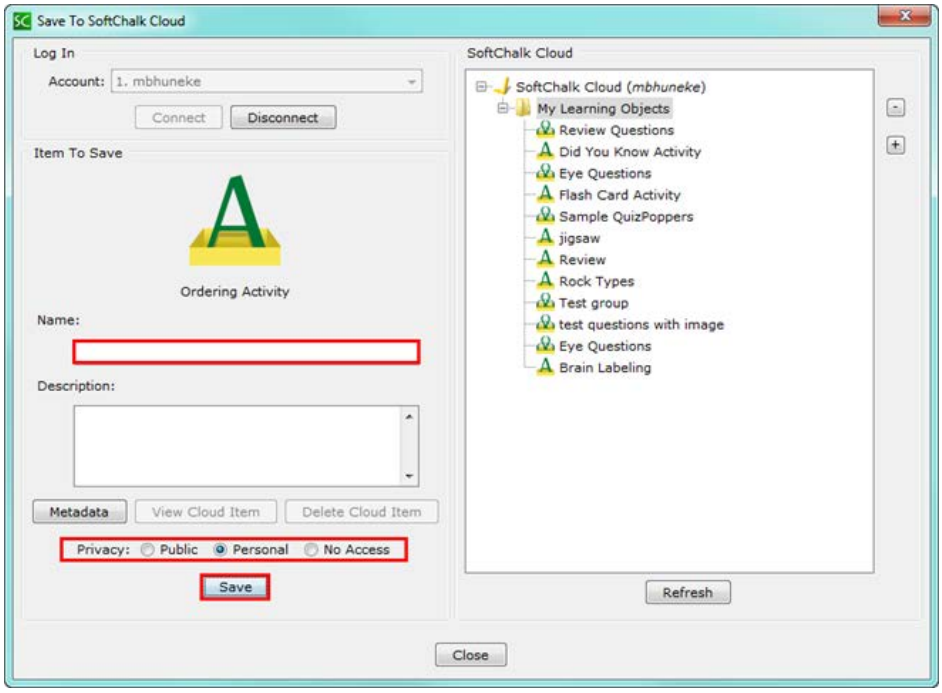
Save an Activity to SoftChalk Cloud

1. If you have the Cloud version of SoftChalk Create (see the section Cloud and Desktop Version), within the main editing window for your lesson, right-click on an Activity and choose **Save To SoftChalk Cloud** (see below).



See the next page for the Save item screen.

2. Type in a name, designate a privacy option and click **Save** (see below). For details on the privacy options, see the section Privacy Options.



3. Click **Close** to return to your main editing window.

4. To insert this item in a lesson, choose **Insert / SoftChalk Cloud Item**.

Import and Export Text Lists

When you first start learning SoftChalk Create, you may want to enter text directly in your activities within SoftChalk (or paste information from your word processor).

However, as you work more with SoftChalk Create, you may want to import and export text lists for your activities. As mentioned earlier in this user guide, you can't copy and paste activities, so importing and exporting text lists may help you transfer your information.

The activities below let you import and export text lists:

- Crossword
- DragNDrop
- Flash Card
- Ordering
- Seek A Word

IMPORTANT: Keep in mind that when you import or export a list, you're importing and exporting text but not images. If an activity has images, you'll have to insert those images within the activity.

Use a Simple Text Editor or Word

To create a text list to import, you can create your list in a simple text editor. (For Windows users, from your desktop, go to your **Start** ball in the lower left corner of your screen. Select **Notepad**.

You can also create your list in your word processor (such as Word) but be sure to use **Save As** and save in a plain text (.txt) format.

Enter Data in Your Text File

1. Enter an item (you can use spaces).
2. Then use the | symbol (hold the Shift key and hit the key above your Enter or Return key).
3. Enter the "companion" item (you can use spaces).
4. Hit **Enter** or **Return**. (See below for a sample list.)

```
pupil|small opening
cornea|focusing surface
vitreous|jelly-like substance
```

5. Save your file as a .txt file. (For English, the encoding format doesn't matter. If you're using a foreign language, for encoding use UTF-8.)

Import the List into an Activity

1. Insert an activity such as the Flash Card Activity (Choose **Insert / Flash Card**.)
2. Click **Import Cards**. (For some activities such as the Ordering Activity, the button will be **Browse**.)
3. Browse to your text file and select it.
4. Click **Select** and your text is imported.

Export a List from within an Activity

1. In SoftChalk Create within the Crossword, DragNDrop, Ordering or Seek A Word activity, click **Export Cards** (or **Export List**).
2. Type a name for your list and click **Save**.
3. You can import this list into an activity using the previous directions.

IMPORTANT: If you happen to double-click on your exported text list, you may see all your information on one line (see below). (Don't worry; it's formatted correctly.)

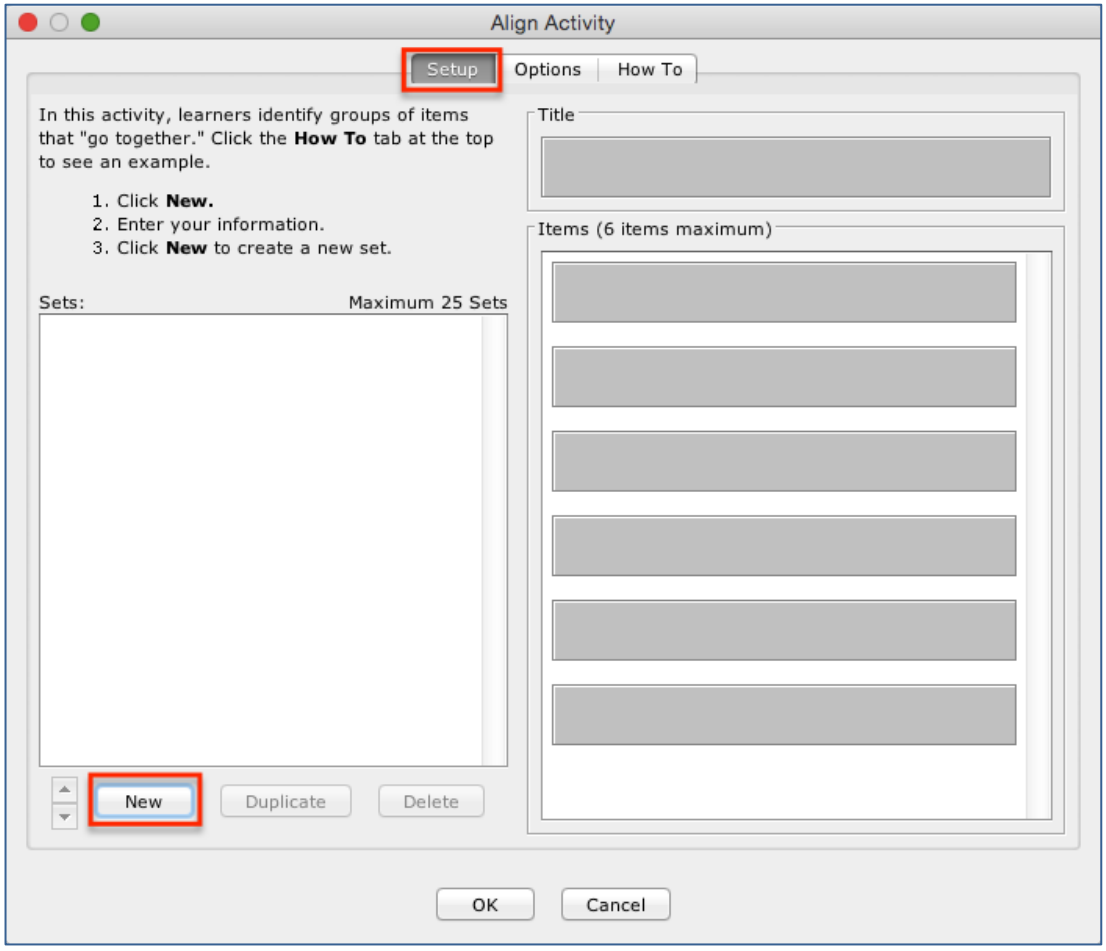
If you need to see your information in a word processor, you can right-click on the text file and choose Open With and select your word processor.

Align Activity

The Align activity lets you select items for a category such as ***Parts of the Eye***. The following screens show you how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To tab**.

SoftChalk Create

Click **New.**

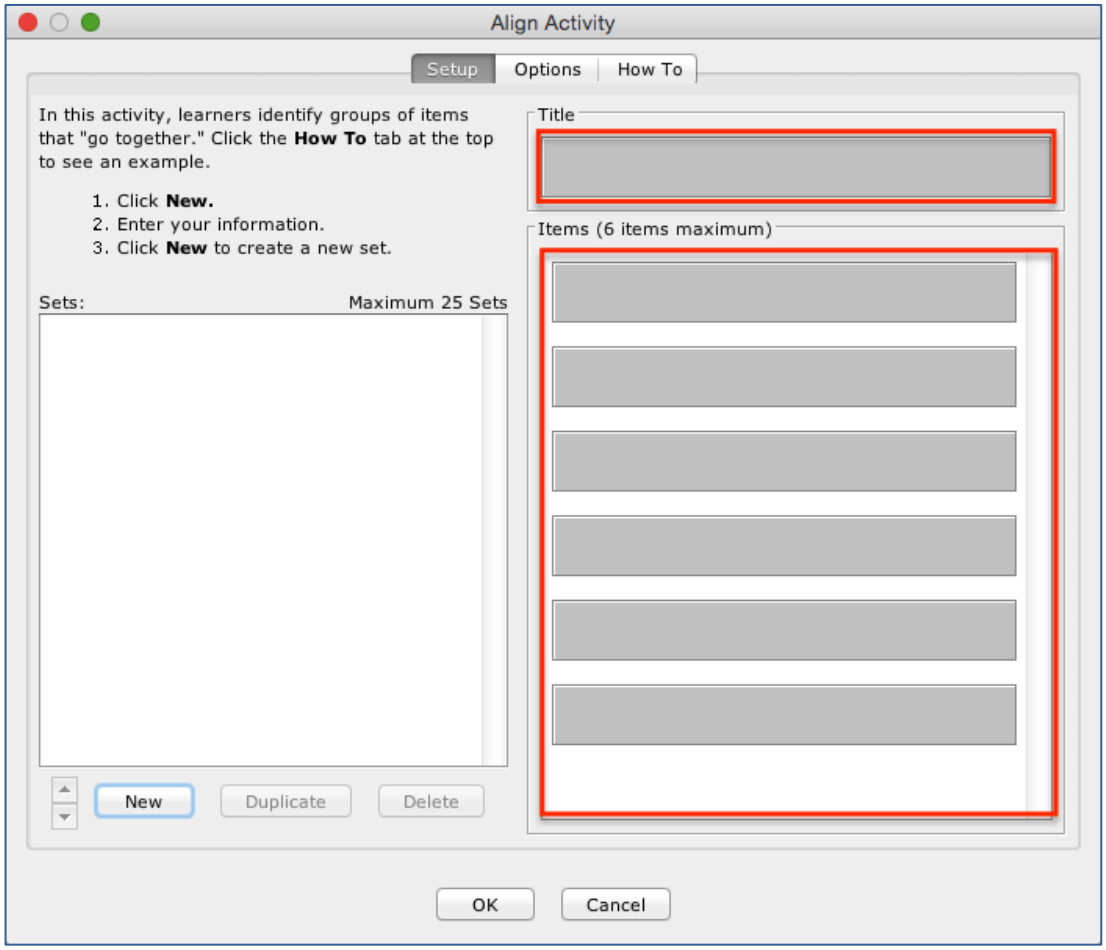


Enter a title in the **Title** area such as ***Parts of the Eye***. Then enter items in the boxes for the **Items** such as ***Iris, Pupil, Cornea, Vitreous, Retina and Sclera*** (see below, twenty-five sets maximum, six items maximum per set)**.**

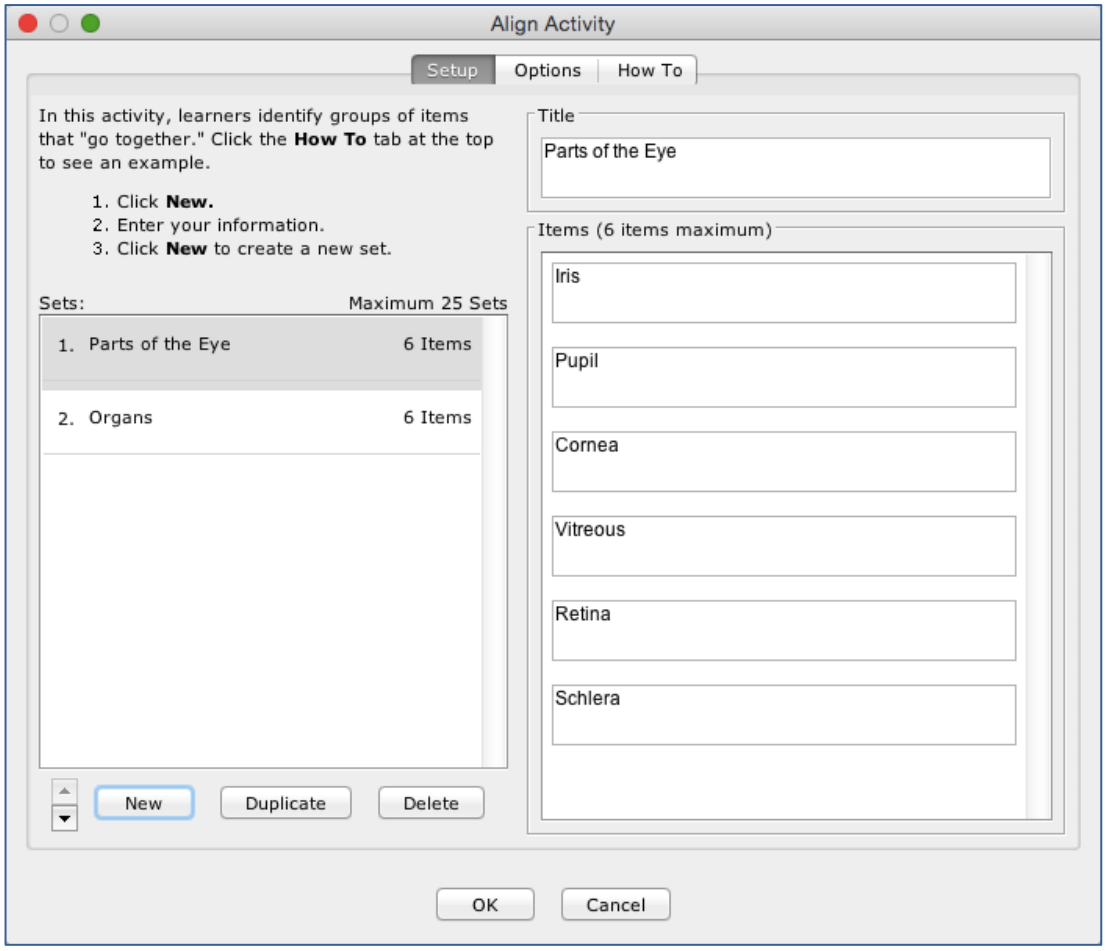
Once you have completed one set, click **New** to enter another set such as ***Organs.***

Click the **Options** tab to assign points and a display method for the activity.

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



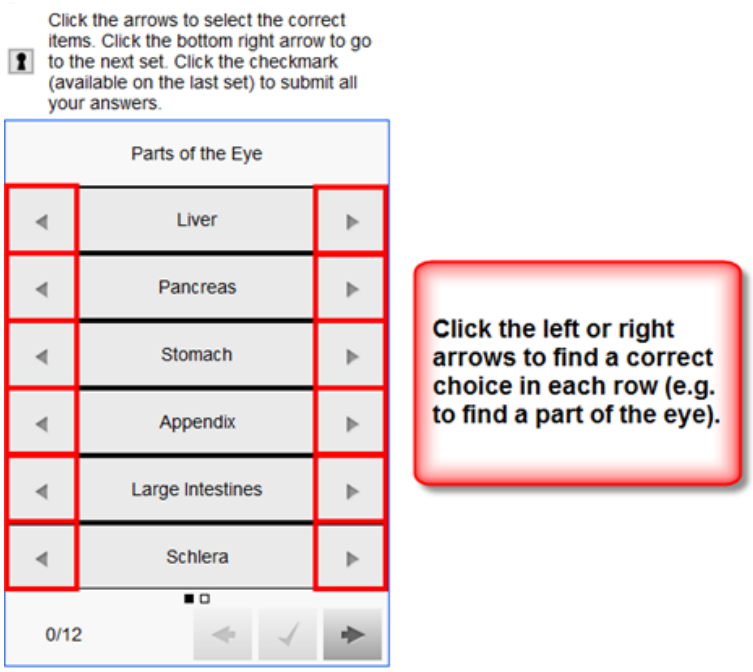
See a sample of a completed activity below.



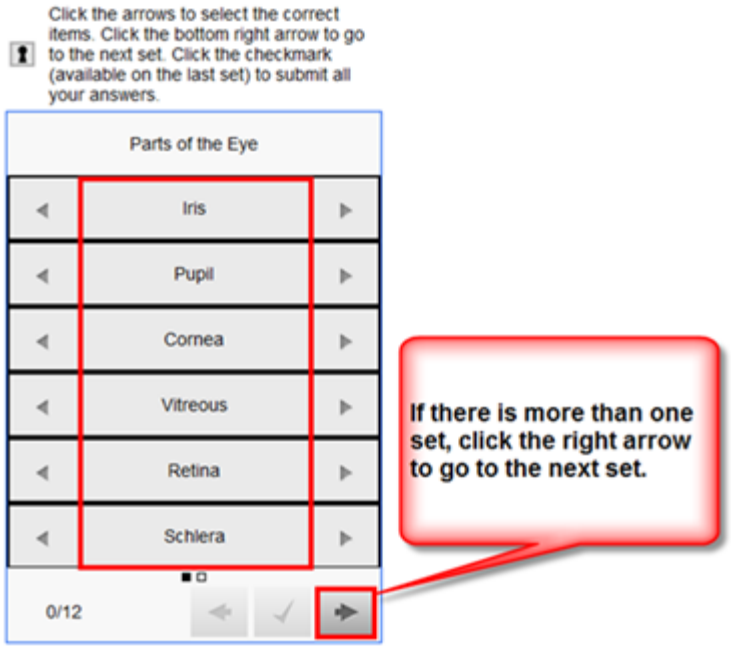
When you have finished entering your sets, save and preview your lesson (see the next screens).

Web Browser or eBook – Align Activity

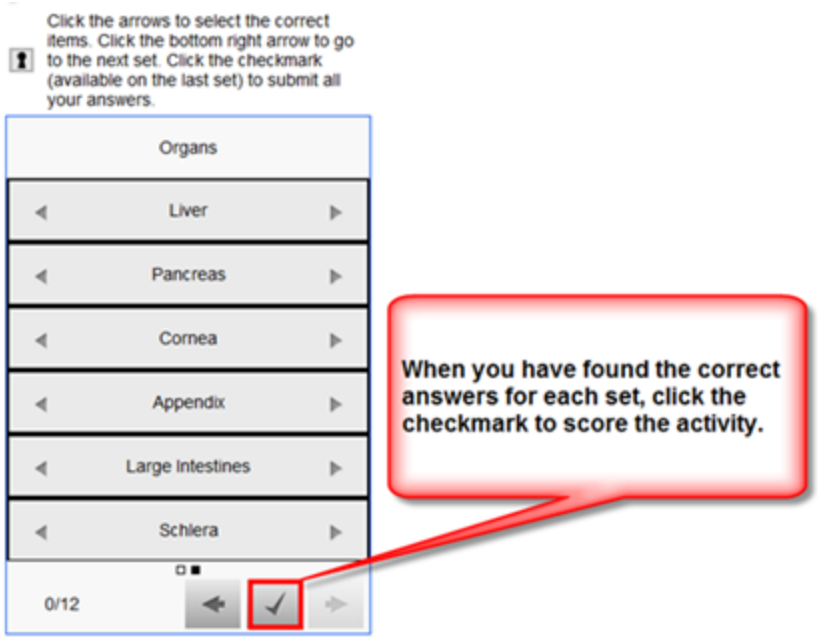
Click the arrows to select the correct items (see below).



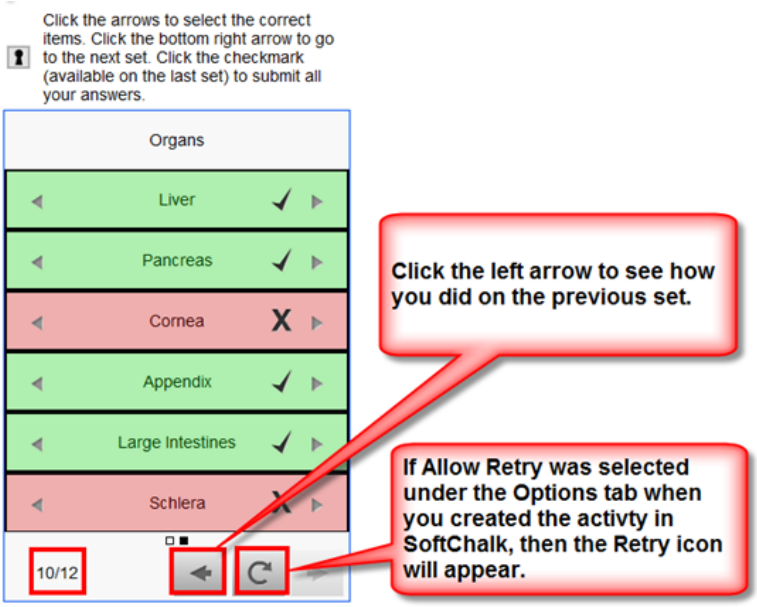
When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).



When you have found the correct answers for each set, click the checkmark (see below).



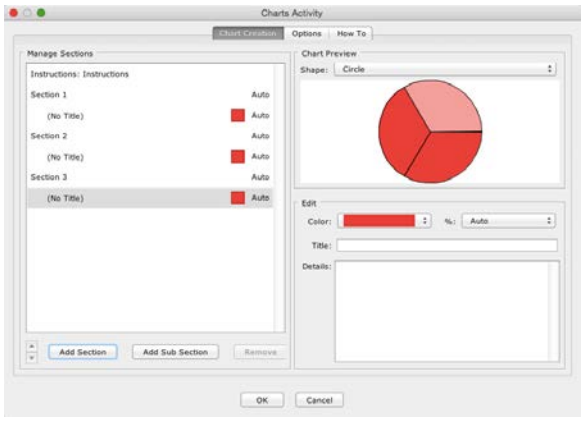
You can see the answers you got correct (see below).

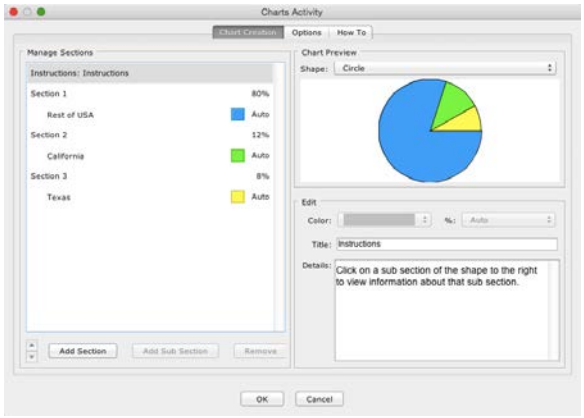


Charts Activity - Circle

The Charts activity lets you create circle and pyramid charts for display.

SoftChalk Create





(You can add Sub Sections if you like.)

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

To remove a section, click on Section 1, Section 2, etc. and click **Remove**.

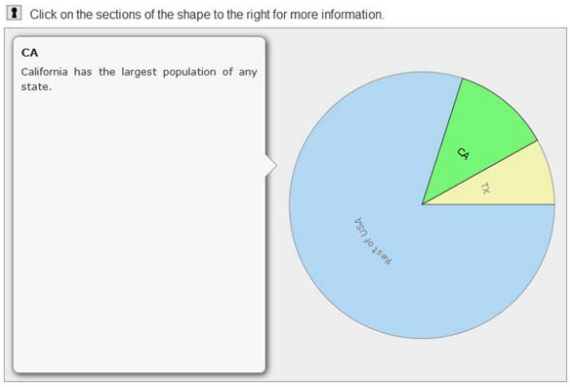
Chart Creation Tab

Select **Circle** from the **Shape** dropdown menu at the top right.

Let's say you want to create a simple pie chart showing the population of the USA broken into three slices – ***CA (California), TX (Texas) and the Rest of USA***.

1. Click **Add Section** until you have 3 sections (see the screen at the top left).
2. Click on the **Section 1** line.
3. Select a percentage (***80%***).
4. Click on the (No Title) line under Section 1.
5. Enter a **Title** (***Rest of USA***) and **Details** and select a color. (Do NOT select a percentage.)
6. Click on the **Section 2** line.
7. Select a percentage (***12%***).
8. Click on the (No Title) line under Section 2.
9. Enter a Title (***CA***) and **Details** and select a color. (Do NOT select a percentage.)
10. Repeat for ***TX*** (see the bottom screen at the left).

Web Browser or eBook – Chart Activity - Circle

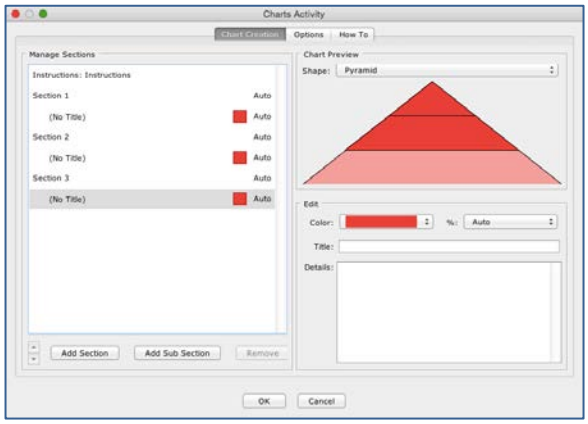


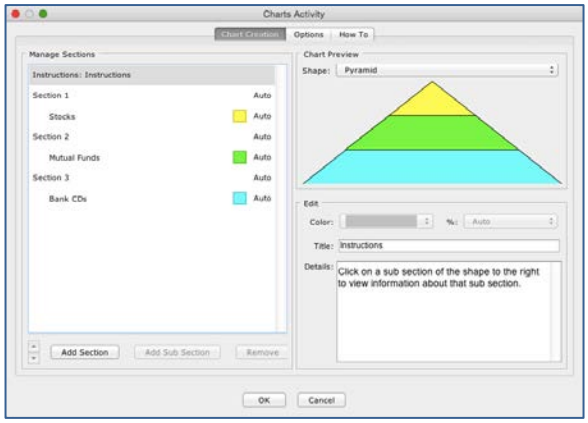
Click on a section to bring up information about that section.

Charts Activity - Pyramid

The Charts activity lets you create circle and pyramid charts for display.

SoftChalk Create





(You can add Sub Sections if you like.)

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

To remove a section, click on Section 1, Section 2, etc. and click **Remove**.

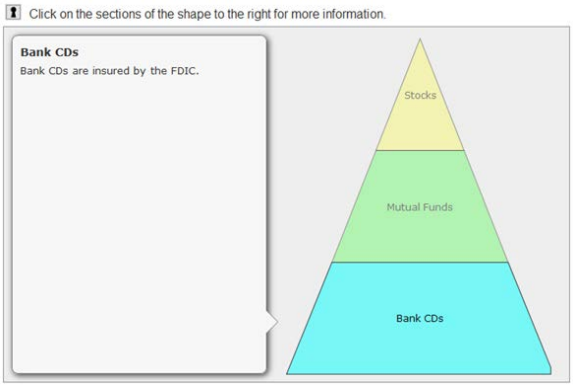
Chart Creation Tab

Select **Pyramid** from the **Shape** dropdown menu.

Let's say you want to create a simple pyramid chart showing investment risk options (e.g. ***Stocks, Mutual Funds and Bank CDs***).

1. Click **Add Section** until you have 3 sections (see the screen at the top left).
2. Click on the (No Title) line under **Section 1**.
3. Enter a **Title** (***Stocks***) and **Details** and select a color.
4. Click on the (No Title) line under **Section 2**.
5. Enter a Title (***Mutual Funds***) and **Details** and select a color.
6. Repeat for ***Bank CDs*** (see the bottom screen at the left).

Web Browser or eBook– Chart Activity - Circle

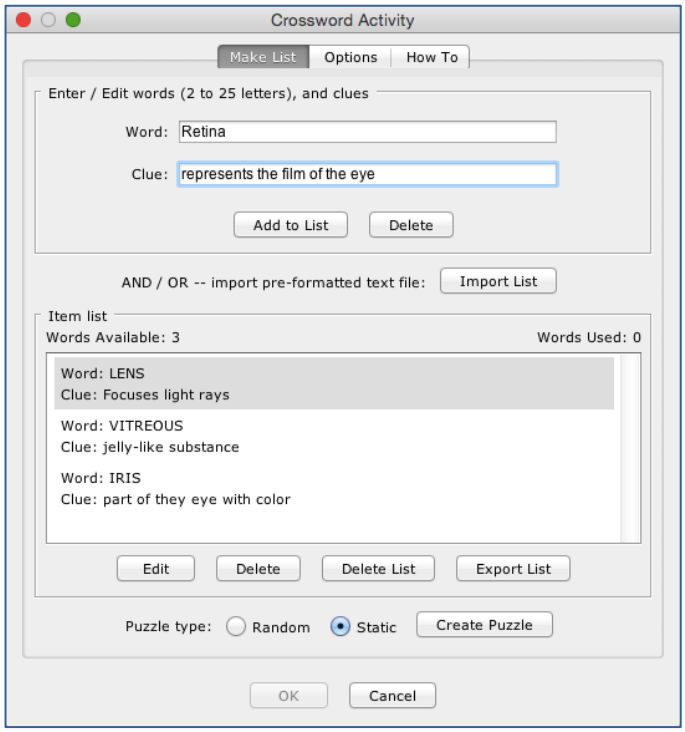


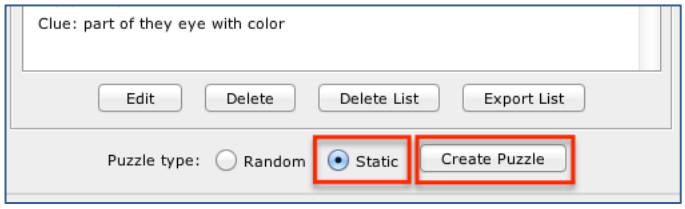
Click on a section to bring up information about that section.

Crossword Activity

The Crossword activity lets you generate a crossword puzzle.

SoftChalk Create



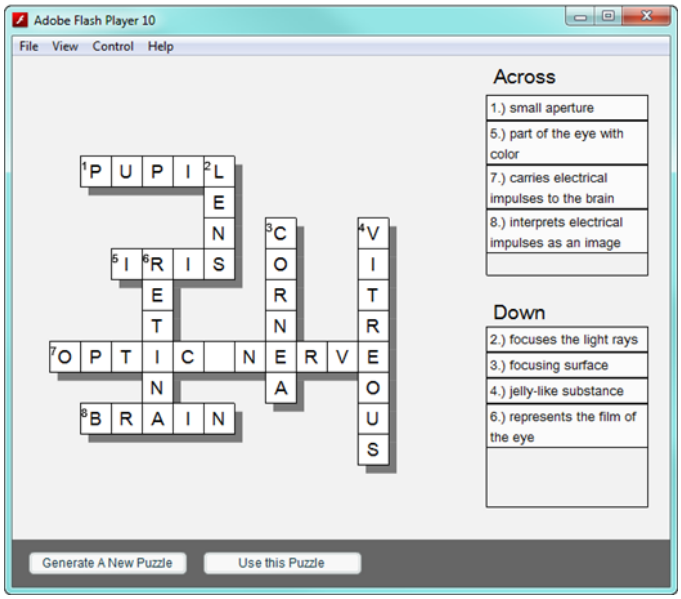


Make List Tab

Click **Add to List** after entering a pair (word and clue). To edit a word or clue, click on the item in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

For instructions on importing and exporting text lists, see the section Import and Export Text Lists. For information about the options, see the section Activity Options Tab.

IMPORTANT: At the bottom right, click **Static** and then click **Create Puzzle.**

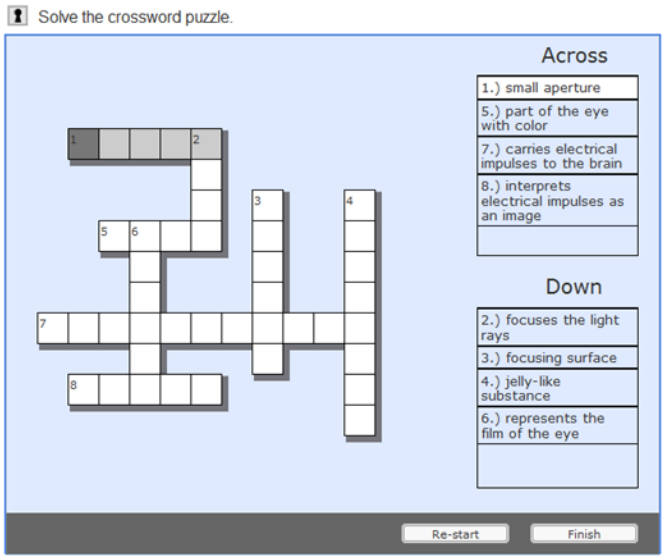


After clicking **Create Puzzle**, you will see the screen at the left. Click either **Generate a New Puzzle** or **Use this Puzzle**.

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.

Web Browser or eBook – Crossword Activity



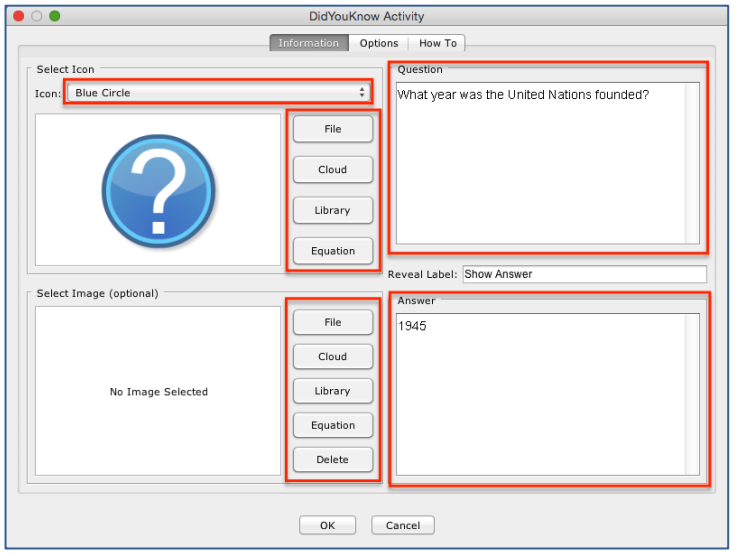
As mentioned previously, you can designate a certain puzzle to appear each time.

If you don't use the **Create Puzzle** button in SoftChalk Create, then each time the crossword puzzle is generated in the web browser, a different configuration may appear.

DidYouKnow Activity

The DidYouKnow activity lets you present an important question to add visual interest to your lesson and emphasis a point.

SoftChalk Create



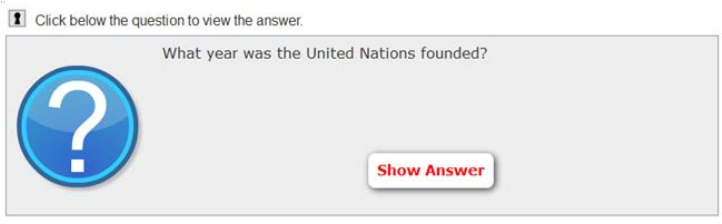
Information Tab

Select an icon from the dropdown menu at the top left or click File, Cloud, Library or Equation to select an i mage. You can also add an image to the left of your question by clicking File, Cloud, Library or Equation.

Enter a question and answer. ***Notice that you can right-click in either text box to add an image.***

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

Web Browser or eBook – DidYouKnow Activity

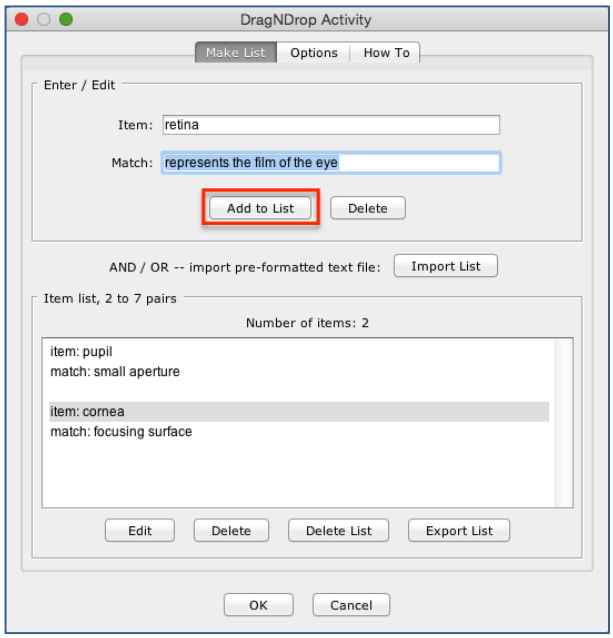


Click on **Show answer** to show the answer.

DragNDrop Activity

The DragNDrop activity lets you match text items.

SoftChalk Create



Make List Tab

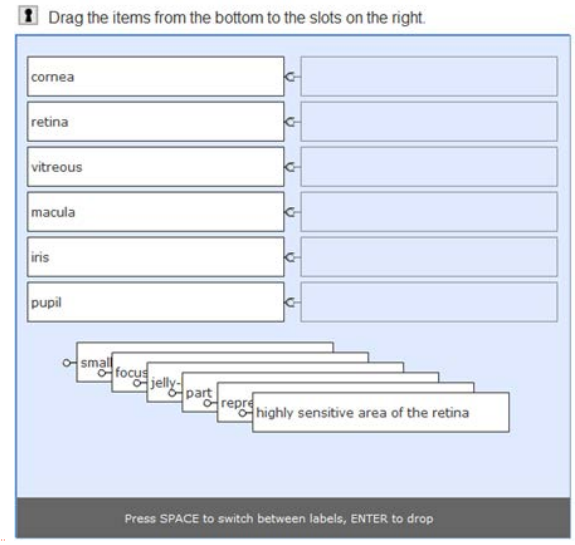
Click **Add to List** after entering a pair (item and match, two to seven pairs).

To edit an item or match, click on the item in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

For instructions on importing and exporting text lists, see the section Import and Export Text Lists.

For information about the options, see the section Activity Options Tab. Notice there is a **Big text** option.

Web Browser or eBook – DragNDrop Activity



Drag the items in any order to make the correct matches.

Flash Card Activity

The Flash Card activity lets you review terms and definitions in a flash card format. The definitions can include equations and/or images.

IMPORTANT: If your images are not appearing, you may have Big Text selected under the **Options** tab. (See the next page.)

SoftChalk Create

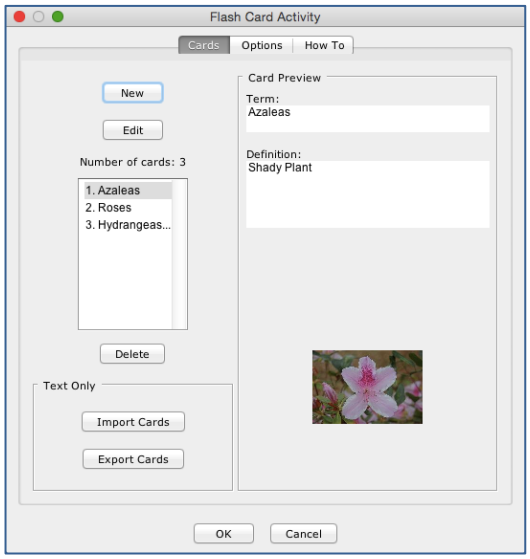


Image by Jud McCranie, CC BY-SA 3.0, https://commons.wikimedia.org/w/index.php?curid=38546957

Cards Tab

Click **New** to create a card (see below).

To edit a term or definition, click on the item in the list and then click **Edit**.

For instructions on importing and exporting text lists, see the section Import and Export Text Lists.

For information about the options, see the section Activity Options Tab. Notice there is a **Big text** option.

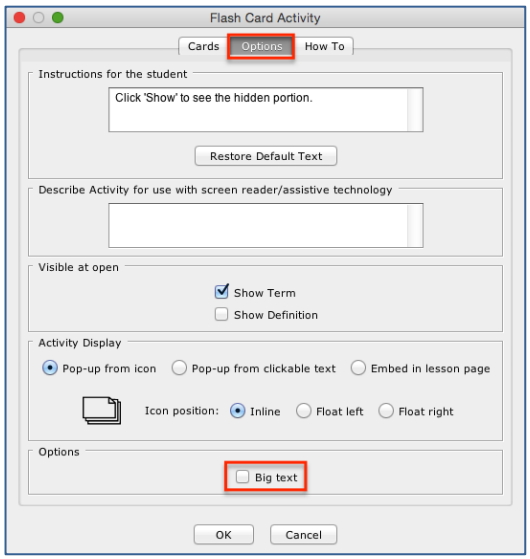
IMPORTANT: To set big text for your flash cards, see the next page (Flash Card Options Tab).

Cards Tab / New Card

Enter your term and definition.

Click:

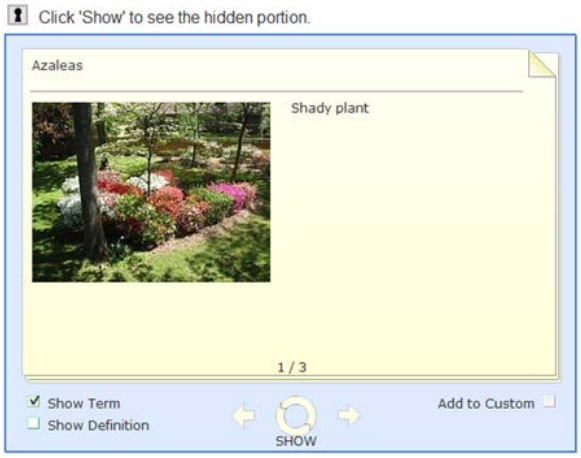
- **File** to add an image
- **Equation** to create an equation
- **Library** to select an image from your library.



Flashcard Options Tab

See the next page for screens in the web browser of the **Big text** option deselected and selected.

Web Browser or eBook – Flashcard Activity



Big Text Deselected

Click the **Show** button to show the term or definition.

You can view the term, definition or both by clicking the appropriate checkboxes in the lower left corner.

Select **Add to Custom** to add a card to the Custom Deck.

Select **Custom Deck** to review your custom cards.

Big Text Selected

If you select Big Text from the **Options** tab when you edit or modify a Flash Card activity, then big text will appear.

Hot Spot Activity – Explore Mode

The Hotspot activity lets you explore areas of an image. ***There are two modes - Explore and Quiz.*** With the explore mode, you move your cursor over an image and popup text appears. (For details on the quiz mode, see the section Hot Spot Activity – Quiz Mode.)

SoftChalk Create

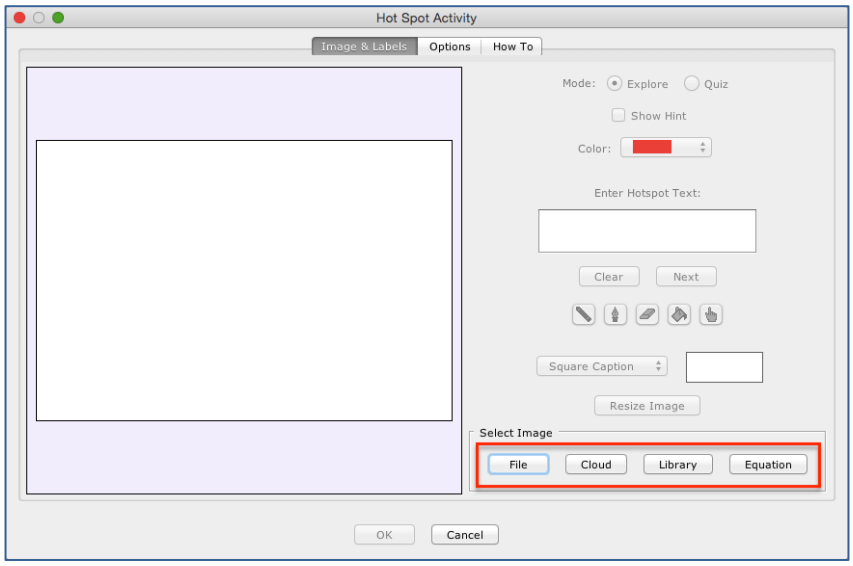
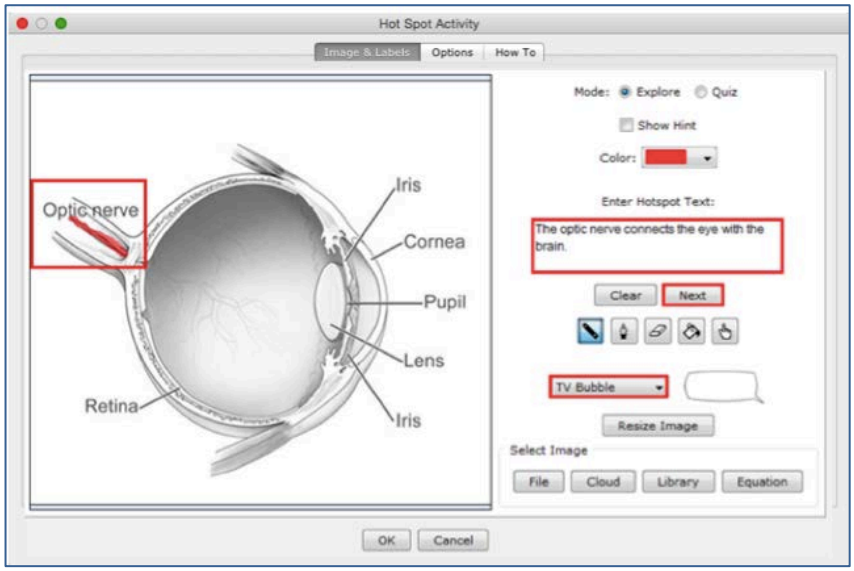


Image & Labels Tab

To select your image, click either **File**, **Cloud**, **Library** or **Equation**.

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



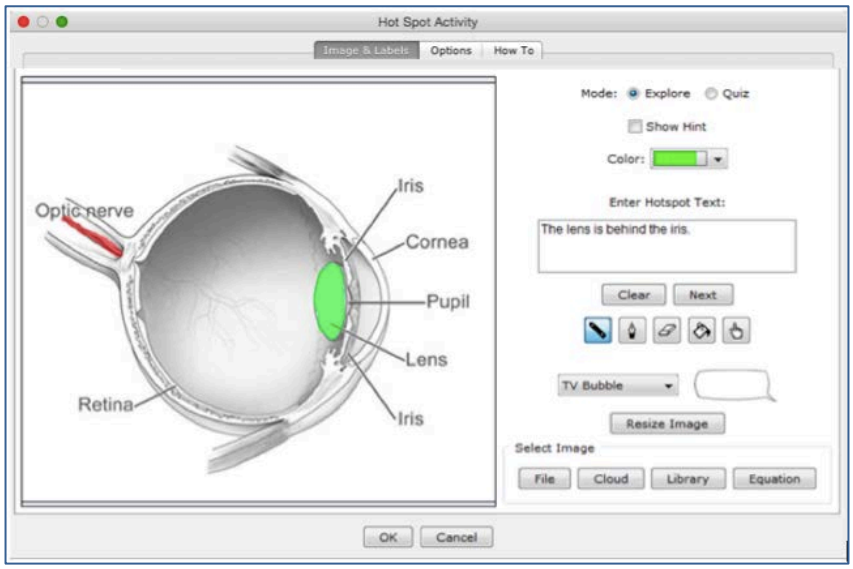
Use the drawing tools (below the **Clear** and **Next** buttons) to color part of the image.

Enter text in the **Enter Hotspot Text** area.

Select a "bubble" for your text.

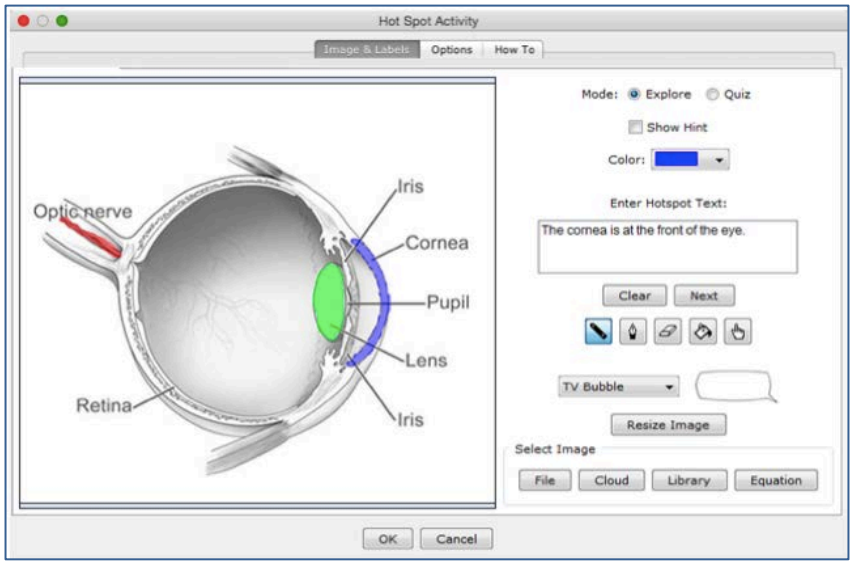
Click **Next** to enter another hotspot area (see the following screen).

SoftChalk Create (cont.)



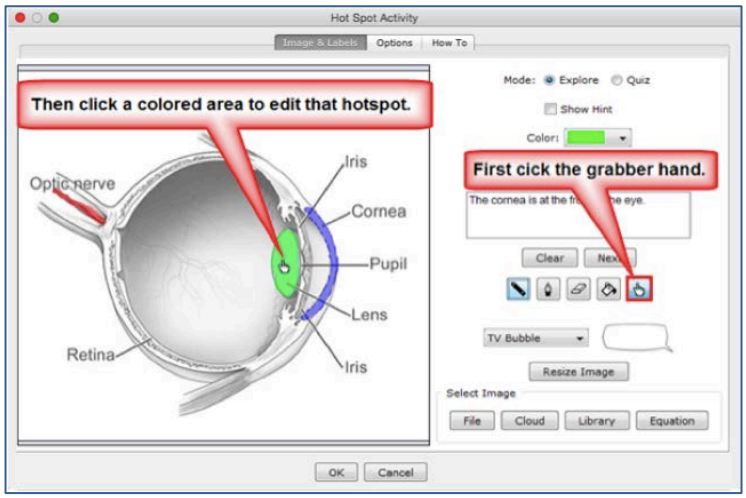
Draw over another area of the image (notice a different color appears). Enter the hotspot text.

Click **Next** to enter another hotspot.



Enter another hotspot.

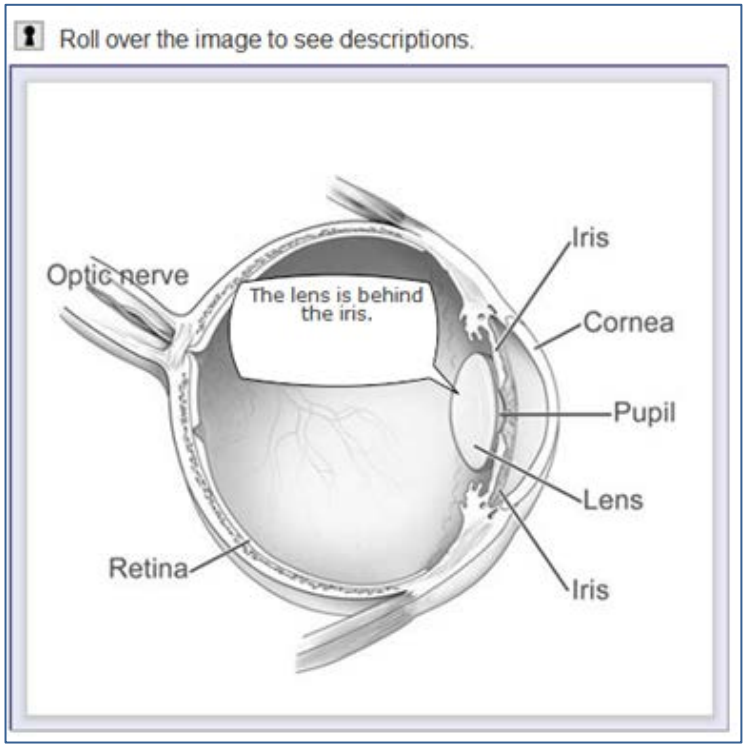
SoftChalk Create (cont.)



Edit a Hotspot

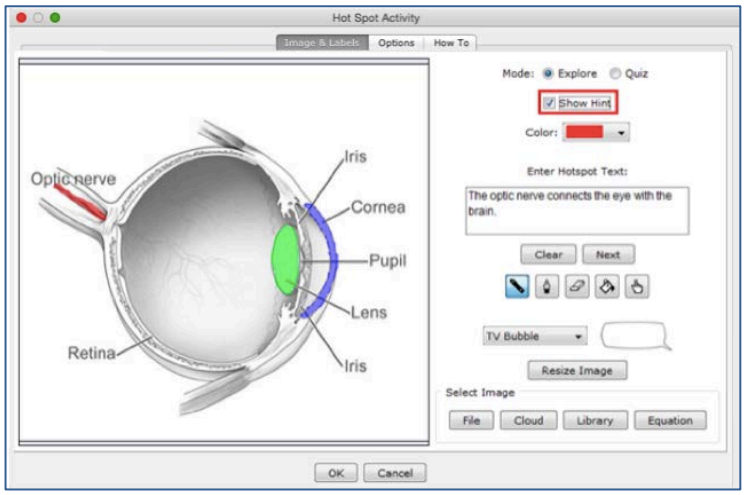
Click the grabber hand. Then click on another color within the image to edit that hotspot.

Web Browser or eBook (No Hint) – Hot Spot Activity – Explore Mode



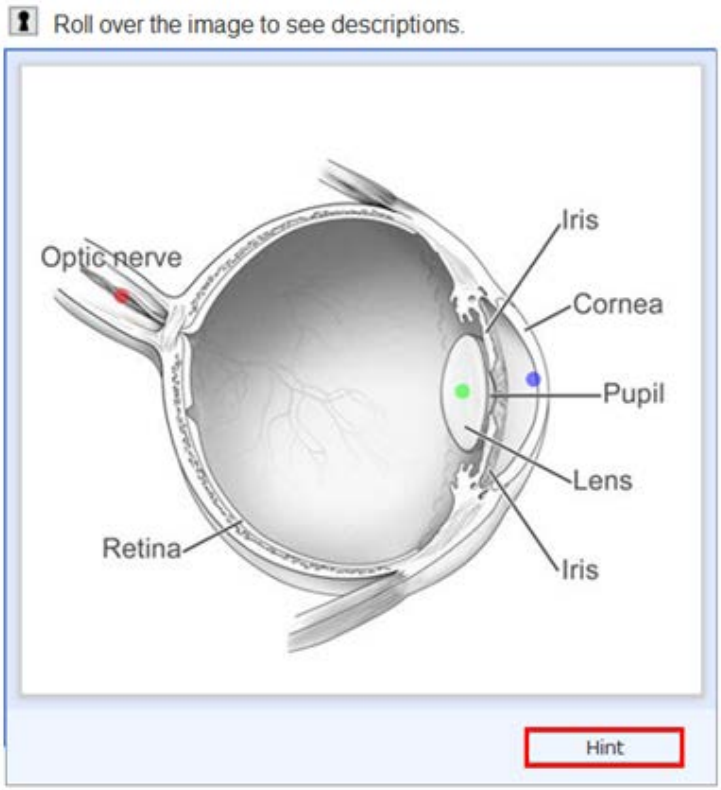
Move your cursor over the hotspot in the image and view the popup text.

SoftChalk Create (Hint) – Hot Spot Activity – Explore Mode



Select **Show Hint**.

Web Browser or eBook (Hint)



Click the **Hint** button. Notice that dots appear indicating a hot spot area.

Hot Spot Activity – Quiz Mode

The Hotspot activity lets you explore areas of an image. With the quiz mode, you must click on a hotspot area to identify it.

SoftChalk Create

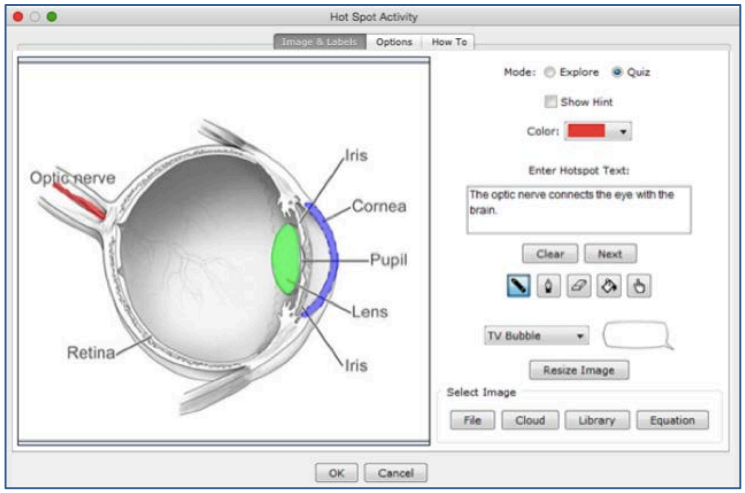


Image & Labels Tab

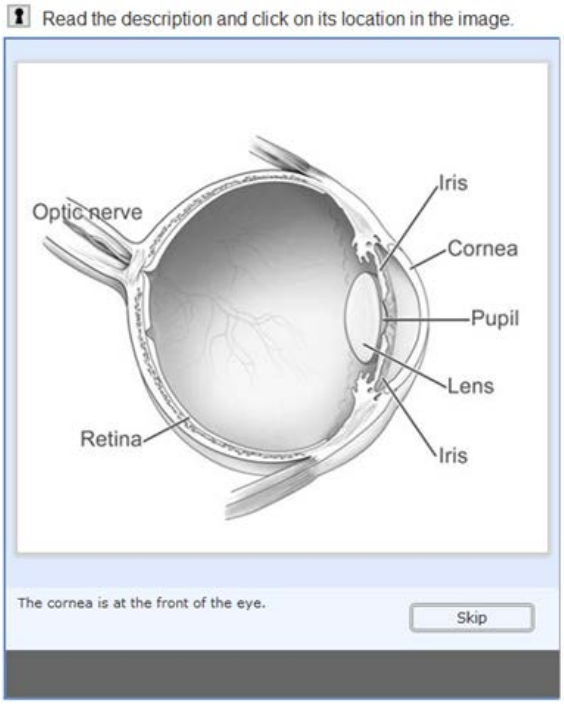
Create your hot spots. For details, see the section Hot Spot Activity – Explore Mode.

For the mode, select **Quiz**.

Deselect **Show Hint**.

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

Web Browser or eBook – Hot Spot Activity – Quiz Mode



Click on the hotspot corresponding to the description at the bottom of the screen.

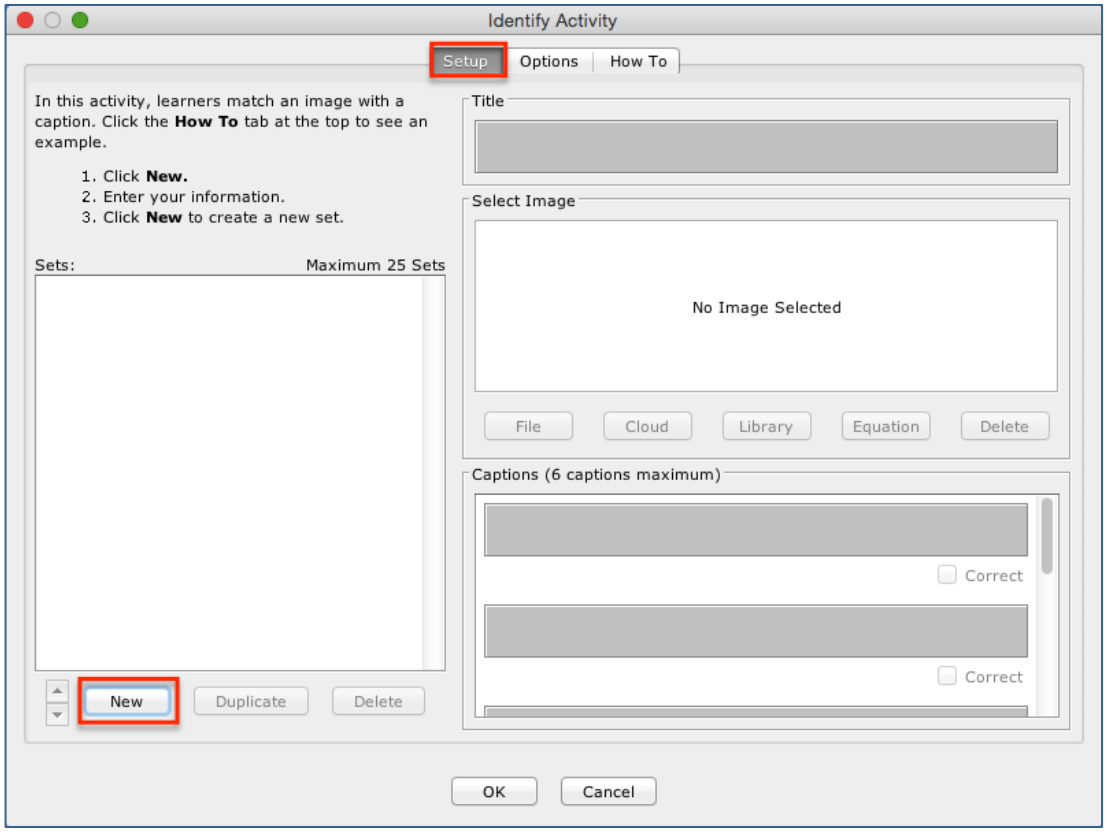
Click **Skip** to go to the next description.

Identify Activity

The **Identify** activity lets you match an image to a term or phrase. For instance, you have the title as ***Indentify the flower*** and the correct answer is ***tulip***. The following screens show how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To tab**.

SoftChalk Create

Click **New**

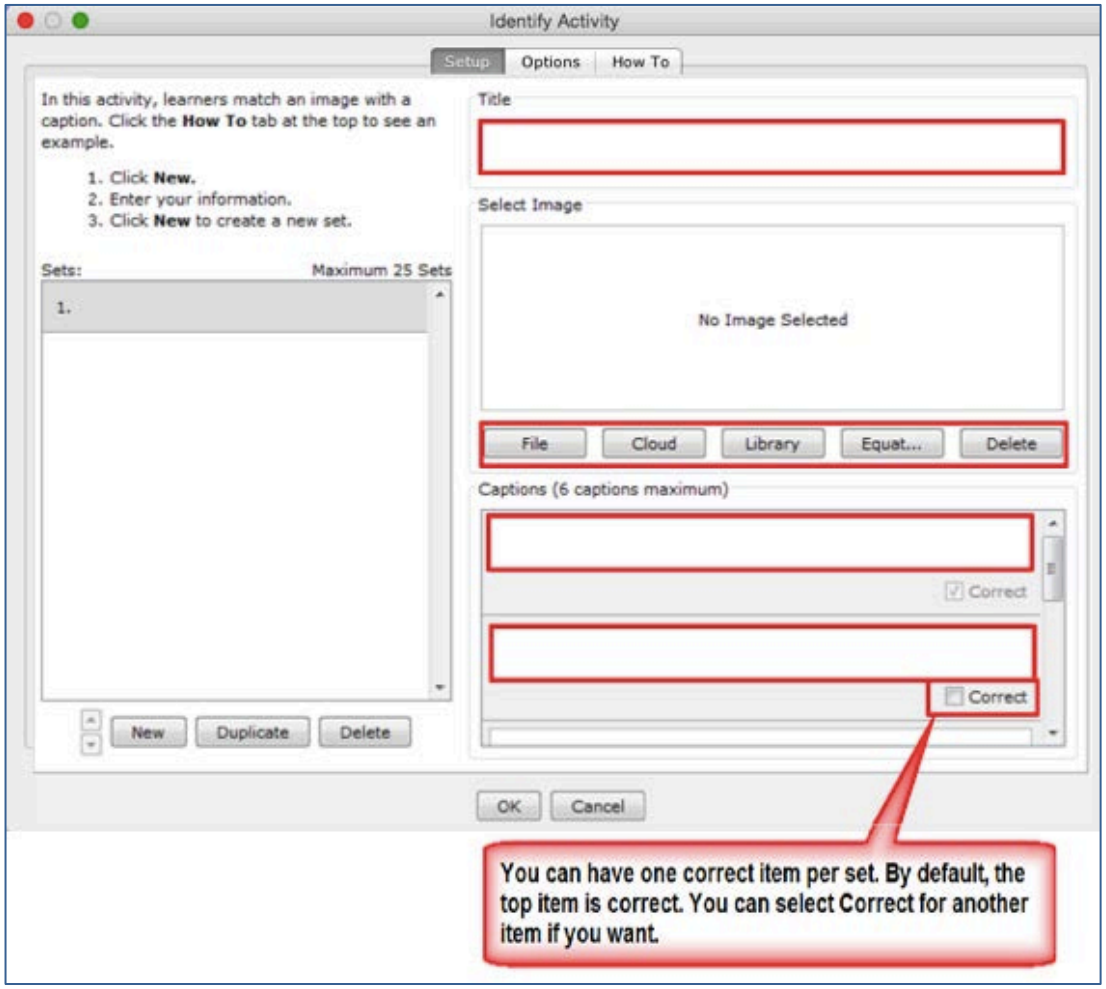


Enter a **Title** such as ***Identify the Flower*** (see below). In the **Captions** area, type in the correct answer in the top box such as ***Tulip*** and type incorrect answers in the other boxes such as ***Rose, Hydrangea, Azalea, Vinca and Iris***. Select an image for ***Tulip*** using the **File** or **Library** button.

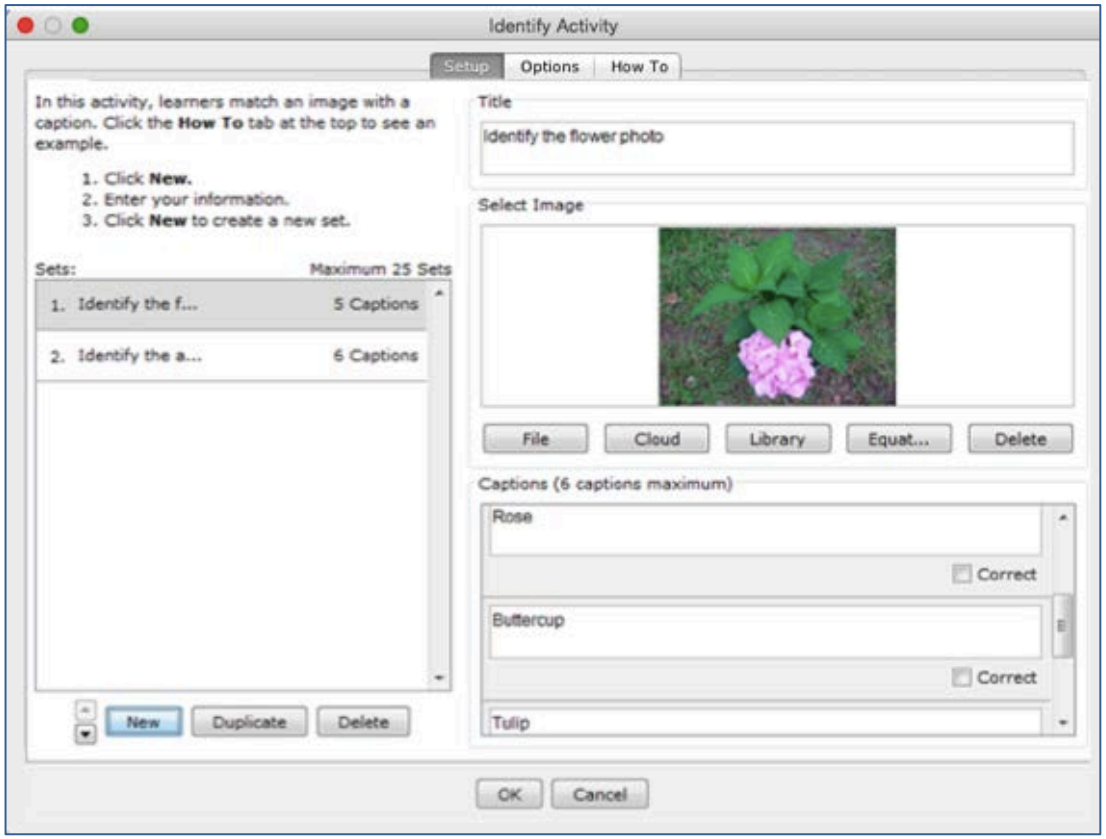
Once you have completed one set, click **New** to enter another set such as ***Animals.***

Click the **Options** tab to assign points and display method for the activity.

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



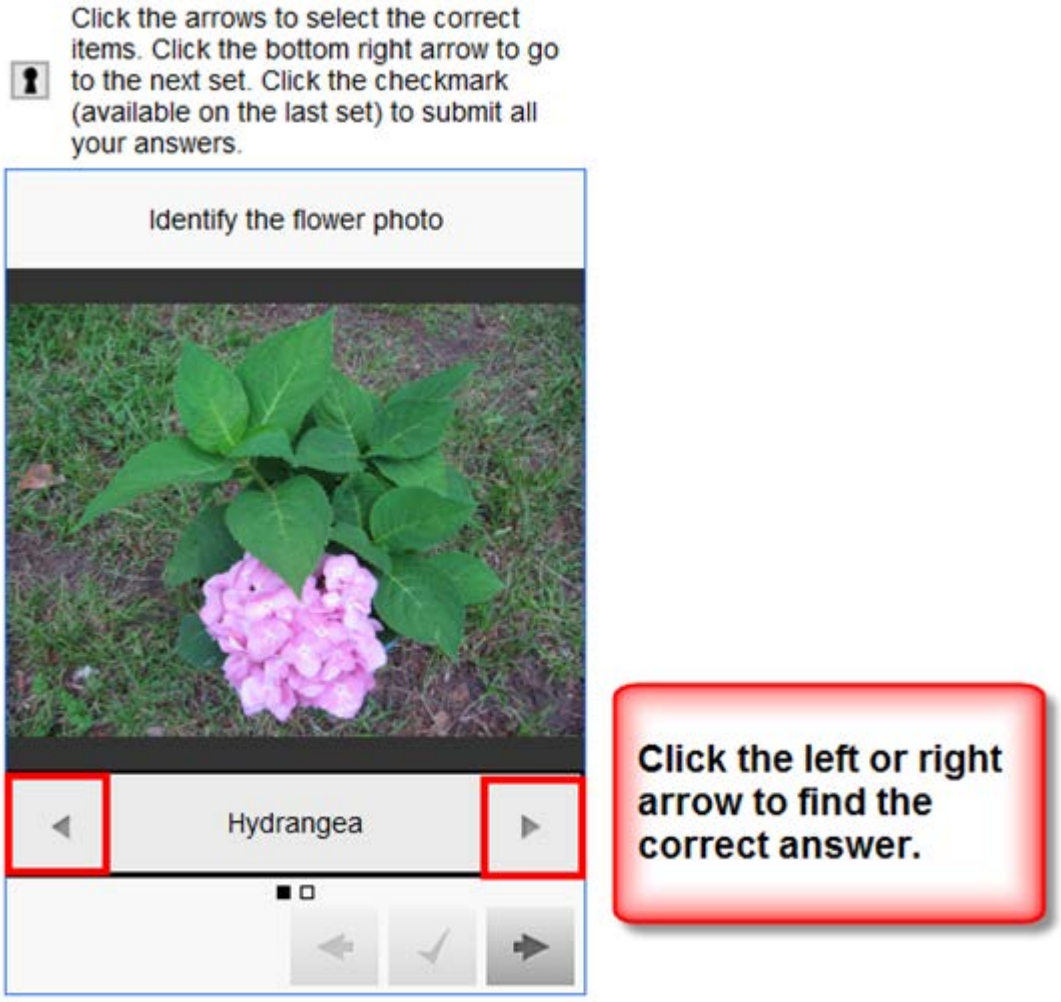
See a sample completed activity below.



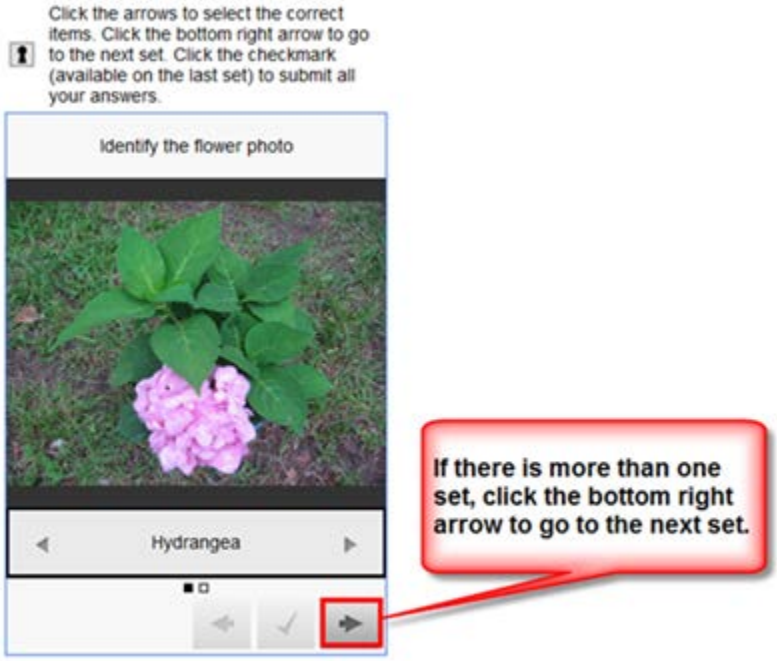
When you have finished, save and preview your lesson (see the next screens).

Web Browser or eBook – Identify Activity

Click the arrows to select the correct items (see below).

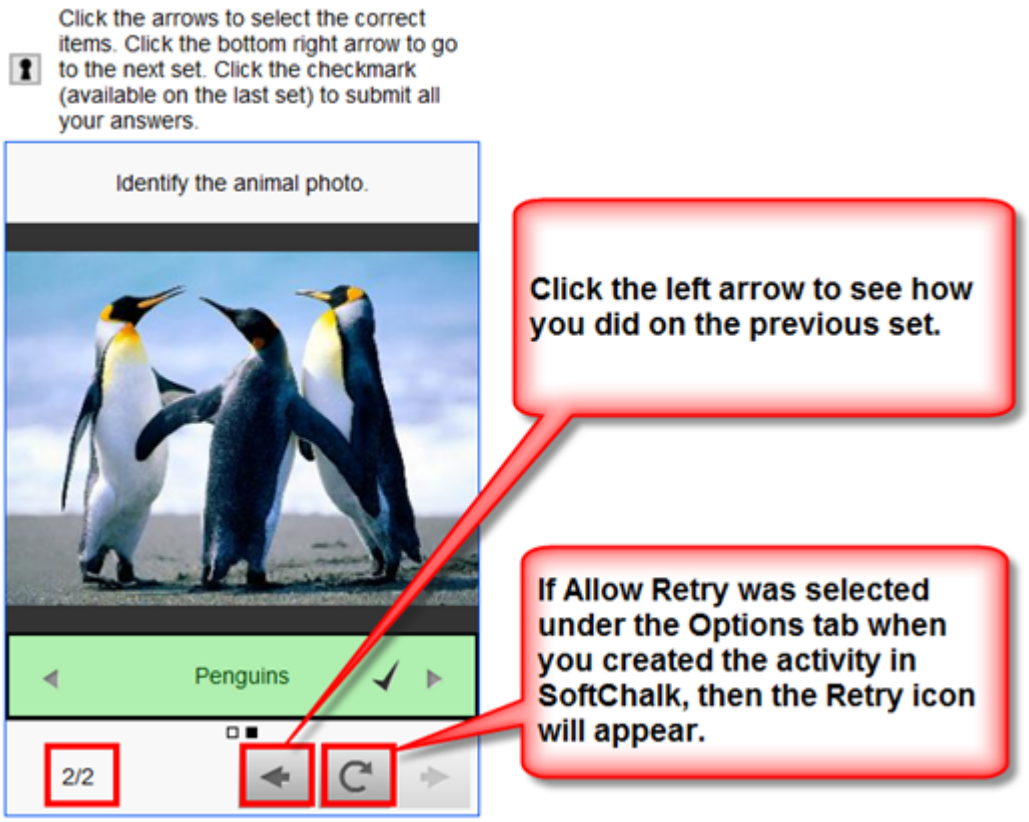


When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).



When you have found the correct answers for each set, click the checkmark (see below).

You can see the answers you got correct (see below).



Jigsaw Puzzle Activity

SoftChalk Create

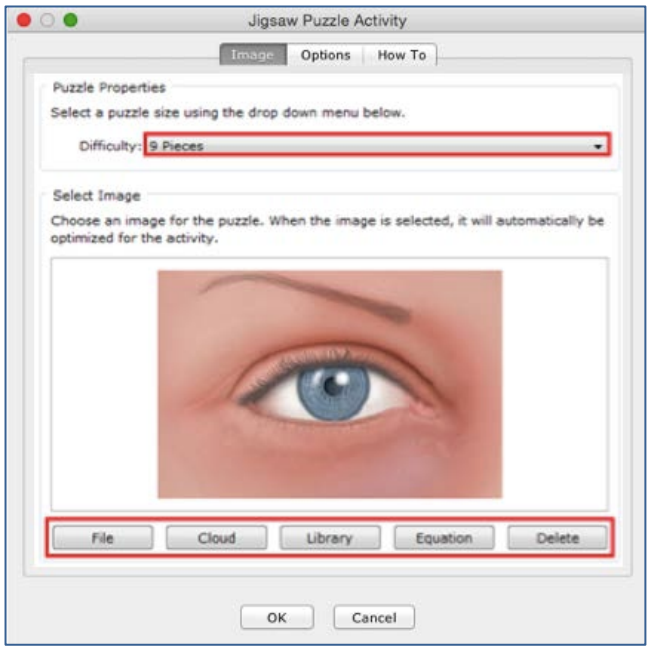


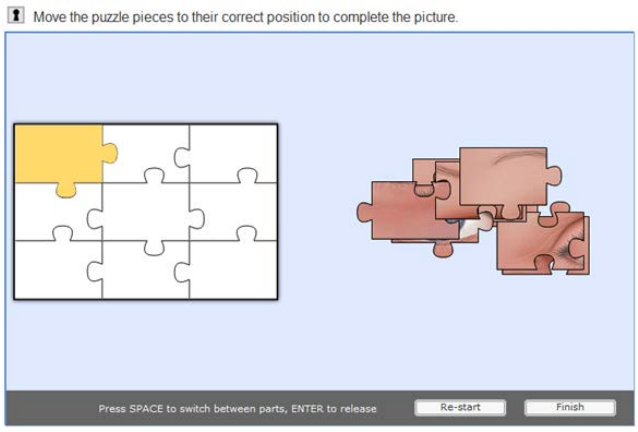
Image Tab

Select the **Difficulty** (i.e. number of pieces) for your puzzle.

Click **File, Equation or Library** to select an image.

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

Web Browser or eBook – Jigsaw Puzzle Activity

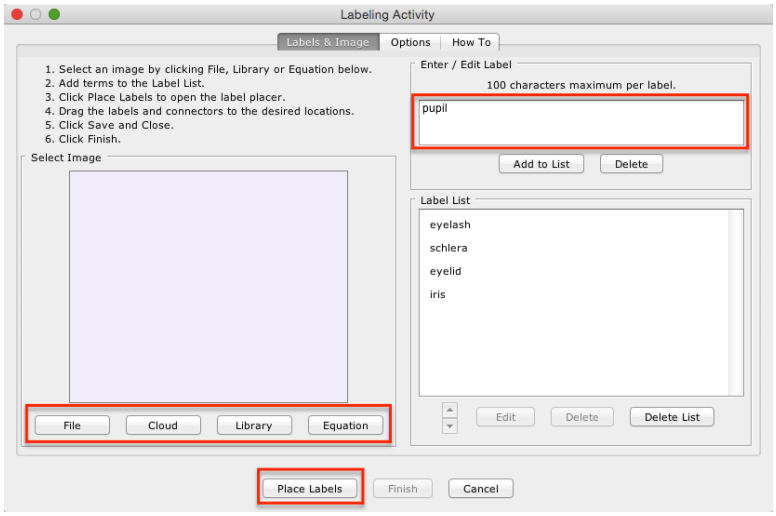


Move each puzzle piece to the correct square.

Labeling Activity

The Labeling activity lets you label parts of an image.

SoftChalk Create



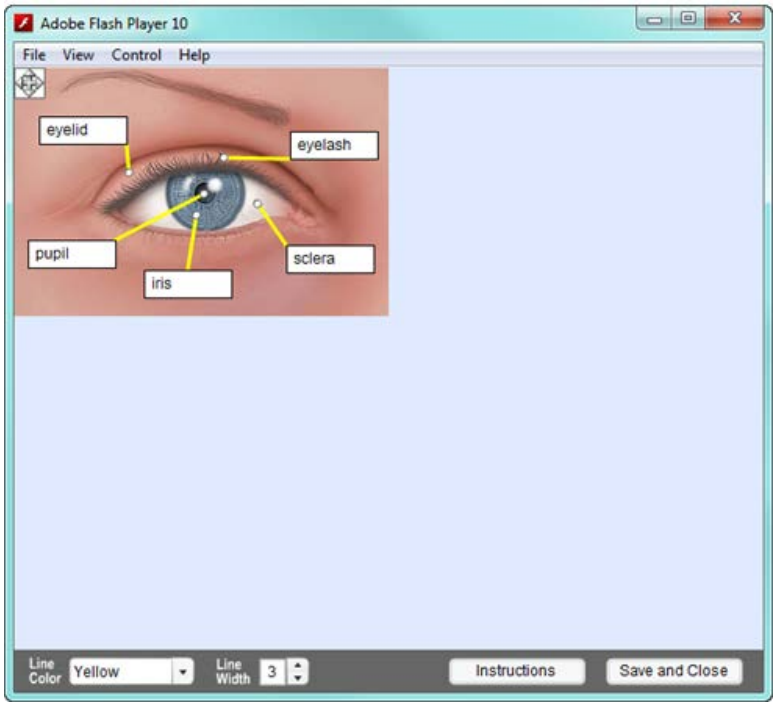
Labels & Image Tab

Click **File, Cloud, Library or Equation** to select an image.

At the top right, enter each label and click **Add to List**.

Click **Place Labels** (see below). Once you've placed your labels, the **Finish** button will activate. Click **Finish** to return to your main editing window.

For information about the options, see the section Activity Options Tab. Notice there is a **Big text** option.



Place Labels

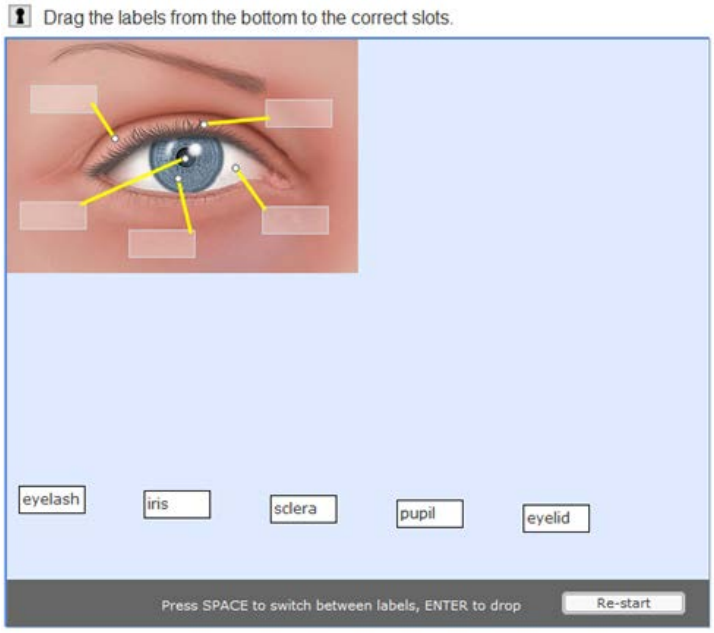
IMPORTANT: Be sure to drag each label and circle pointer onto the image.

Note that you can change the line color and width.

The graphic in the upper left corner allows you to move the image within your window.

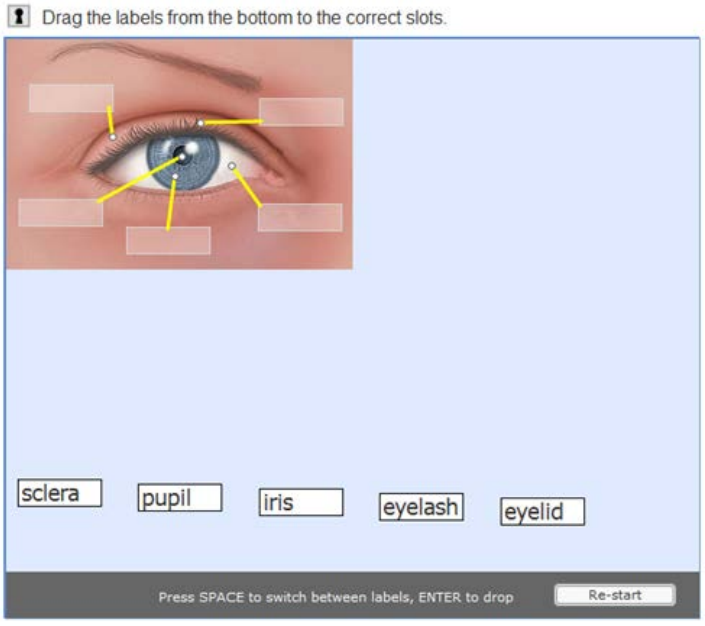
Click **Save and Close** to return to your previous window (see above). Then click **Finish**.

Web Browser or eBook – Labeling Activity



Big Text Deselected

Drag each label to the correct slot. (You can deselect or select **Big Text** under the **Options** tab for the activity.)



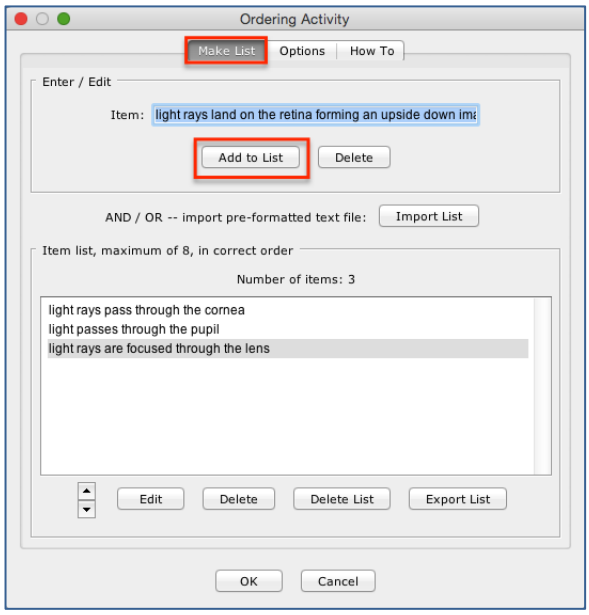
Big Text Selected

(You can deselect or select **Big Text** under the **Options** tab for the activity.)

Ordering Activity

The Ordering activity lets you put text items (maximum of 8) into a sequence.

SoftChalk Create



Make List Tab

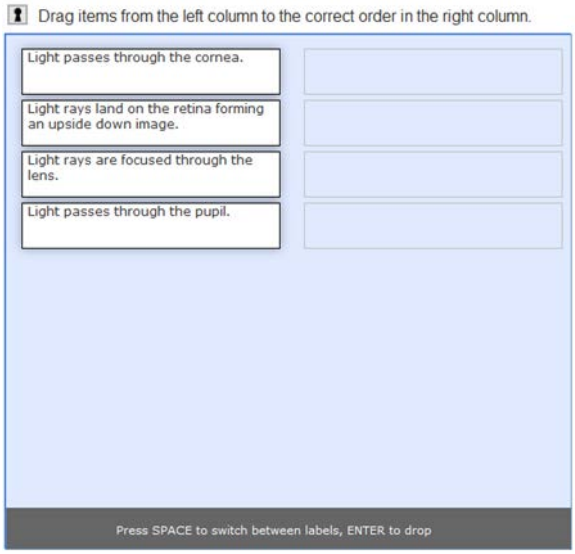
Click **Add to List** after entering item.

To edit an item, click on the item in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

Use the up and down arrows at the bottom to re-order your items.

For instructions on importing and exporting text lists, see the section Import and Export Text Lists. For information about the options, see the section Activity Options Tab. Notice there is a **Big text** option.

Web Browser or eBook – Ordering Activity



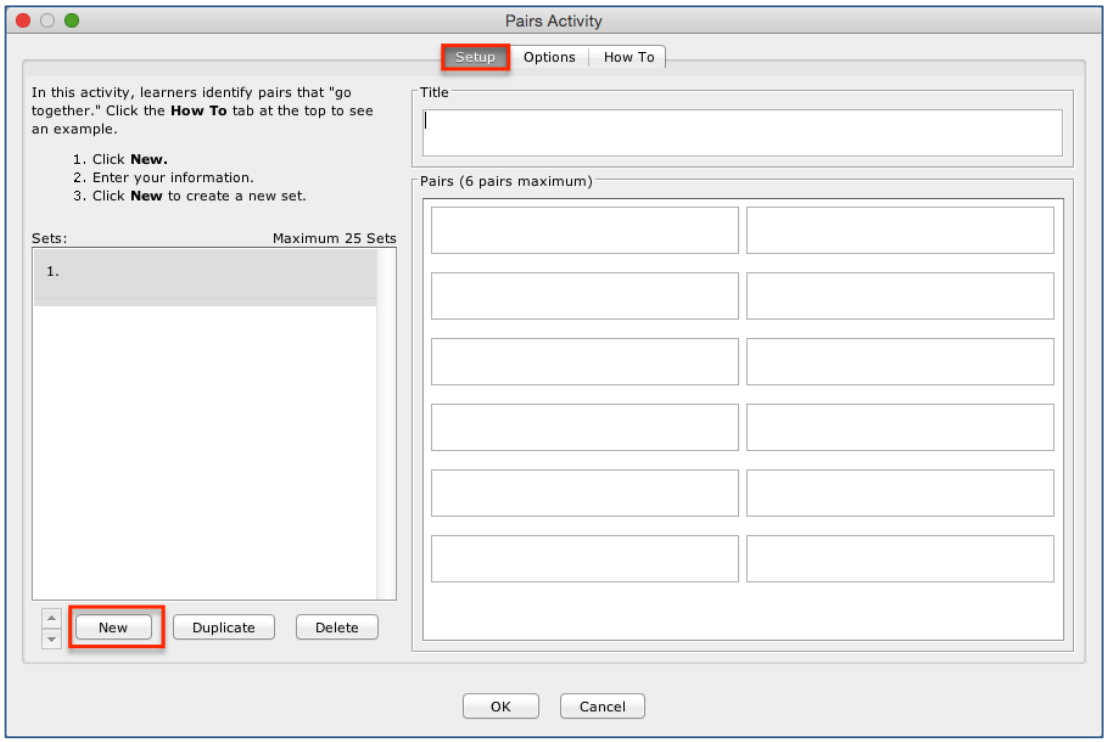
Drag an item into the correct order in the right column.

Pairs Activity

The Pairs activity lets you put match items in pairs. The following screens show how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To tab**.

SoftChalk Create

Click **New.**

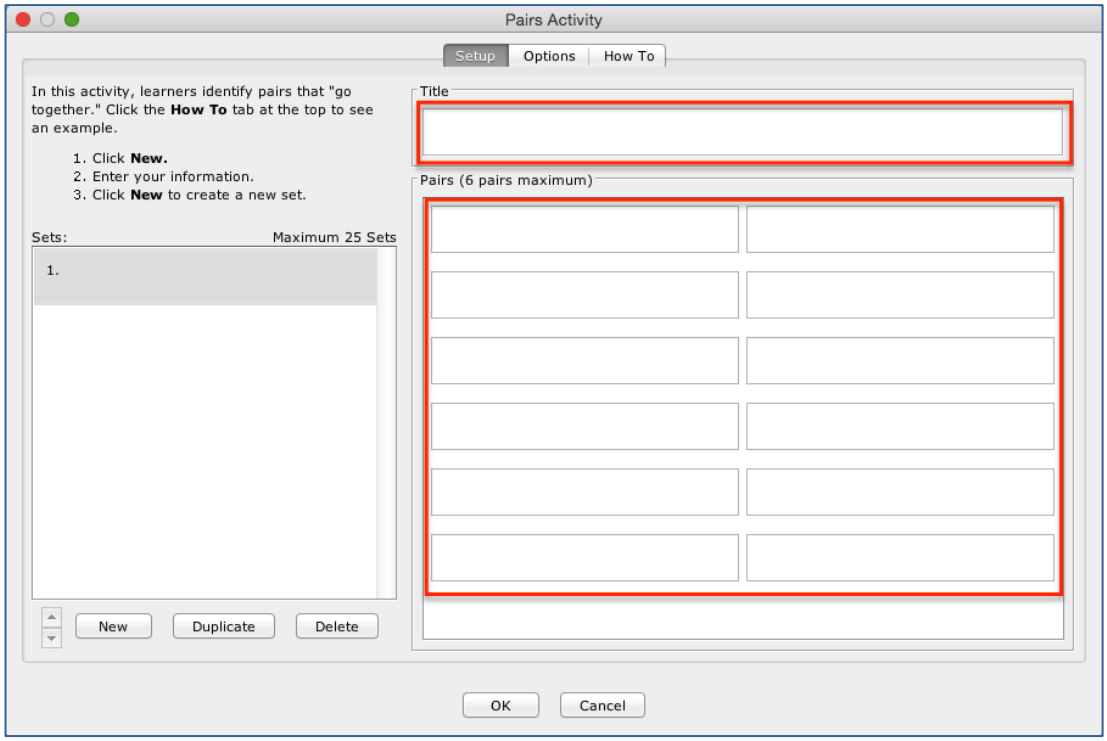


Enter a **Title** such as ***World Leaders*** (see below). Enter a pair such as ***Barack Obama*** in the top left box and ***United States*** in the top right box.

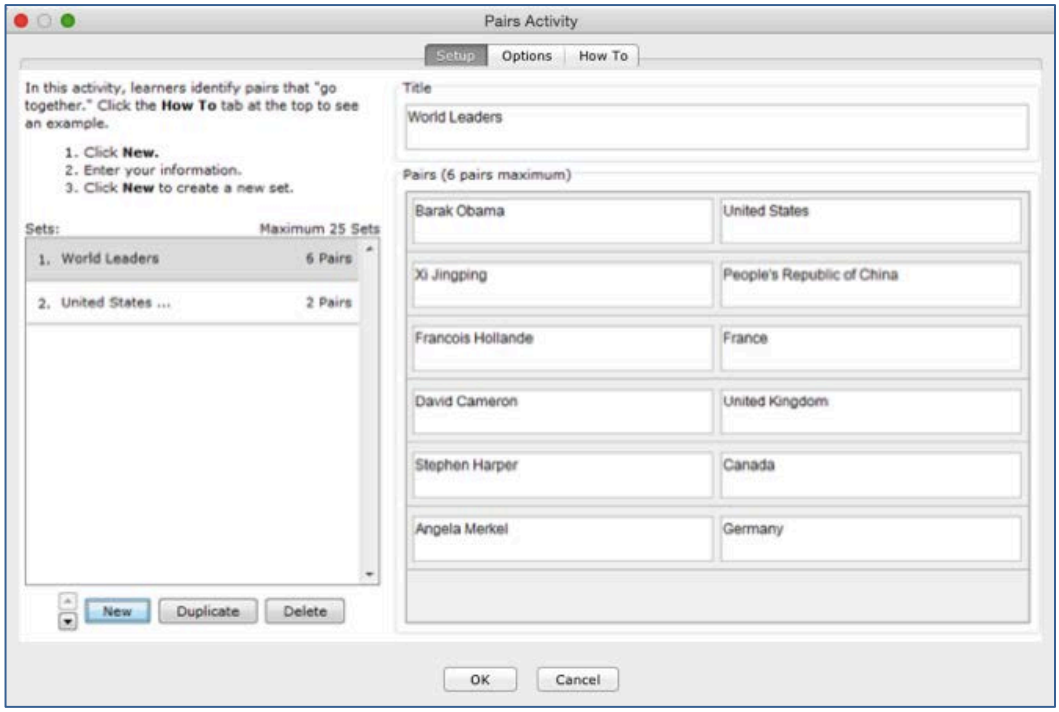
Once you have completed one set, click **New** to enter another set such as ***U.S. Presidents and Their Home States.***

Click the **Options** tab to assign points to the activity.

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



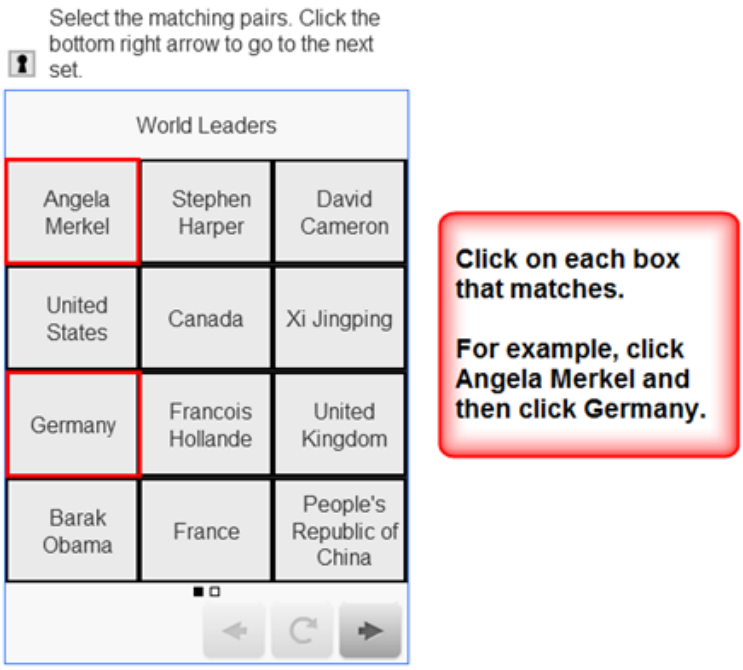
See a sample completed activity below.



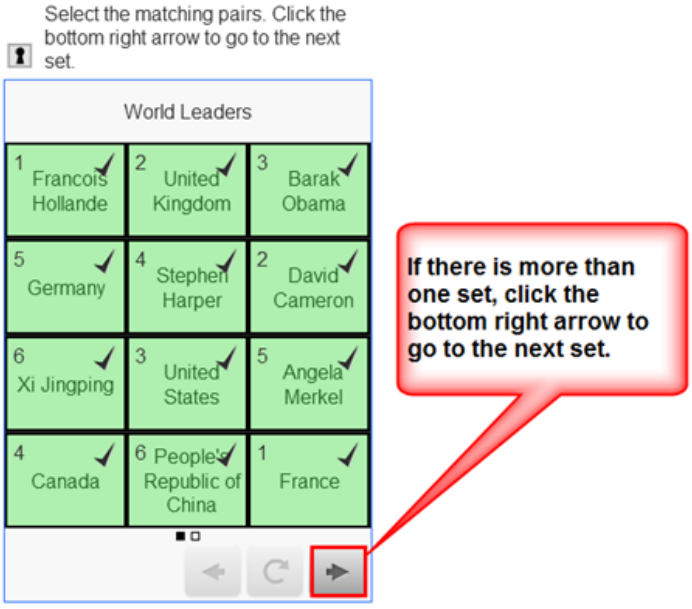
When you have finished, save and preview your lesson (see the next screens).

Web Browser or eBook – Pairs Activity

Click on each box that matches (see below).



When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).



Once you've completed the sets, you can click the arrows to review the answers.

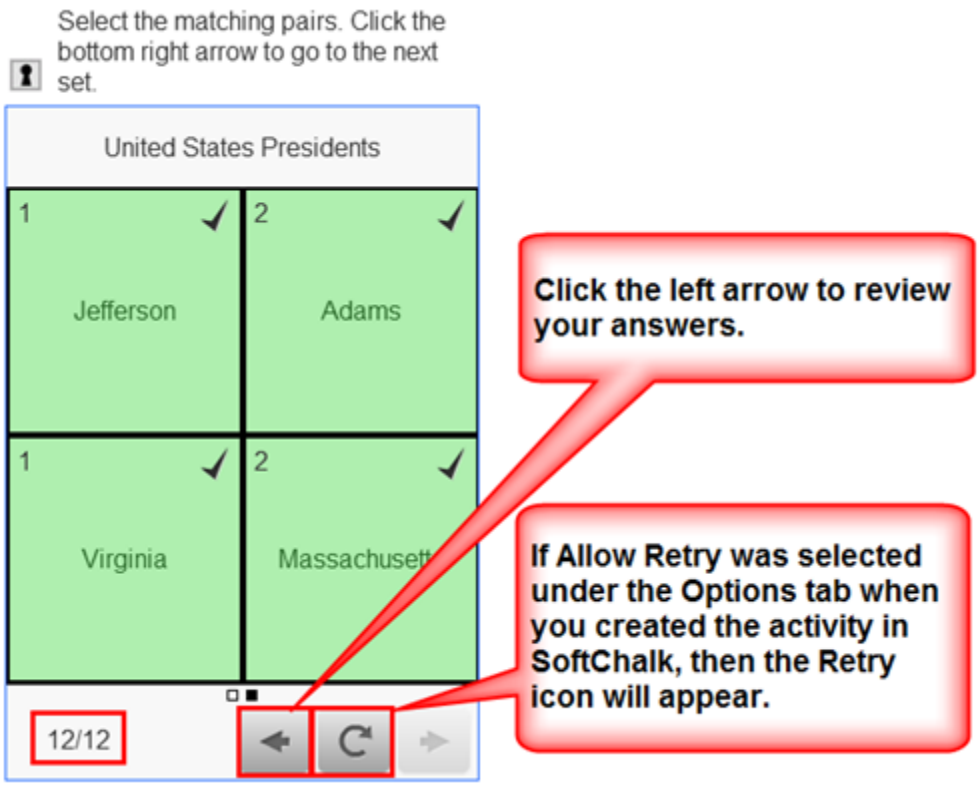
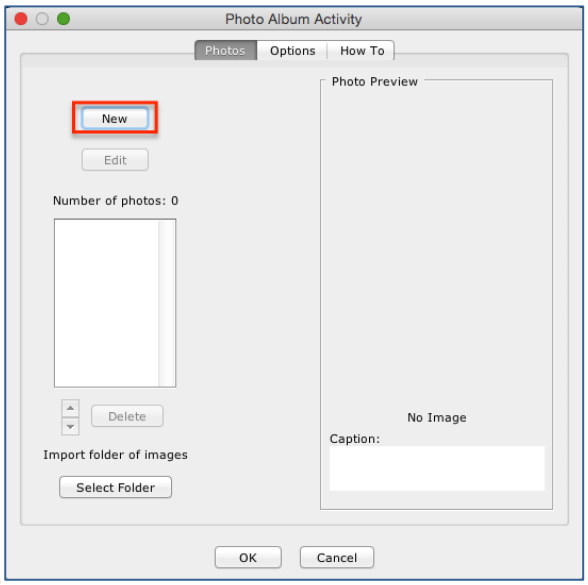


Photo Album Activity

The photo album activity lets you create a clickable photo album.

SoftChalk Create

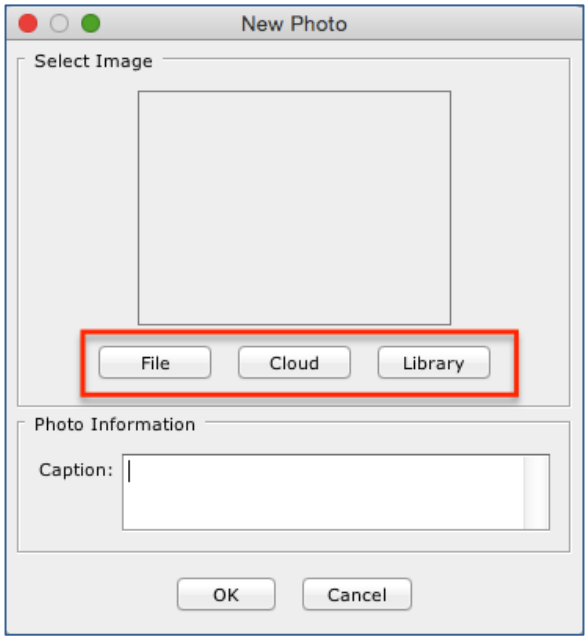


Photos Tab

You can add each image one at a time or you can import a folder of images.

Click **New** to add a single image.

After adding your images, you can use the up and down arrows to set the order.

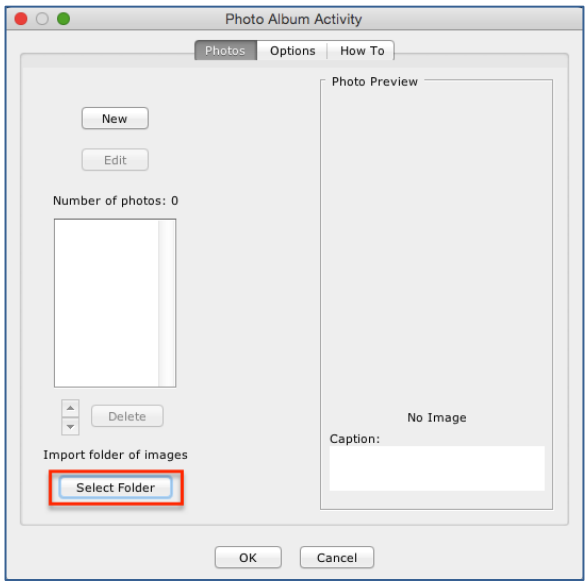


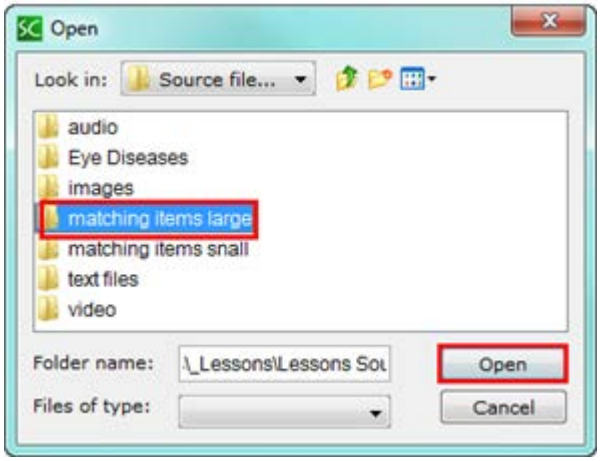
Select One Image at a Time

At the New Photo window, click:

- **File** to select an image file on your computer
- **Cloud** to select an image from your SoftChalk Cloud / My Files area
- **Library** to select an image from your SoftChalk Library

Type a caption for your image and click **OK**.

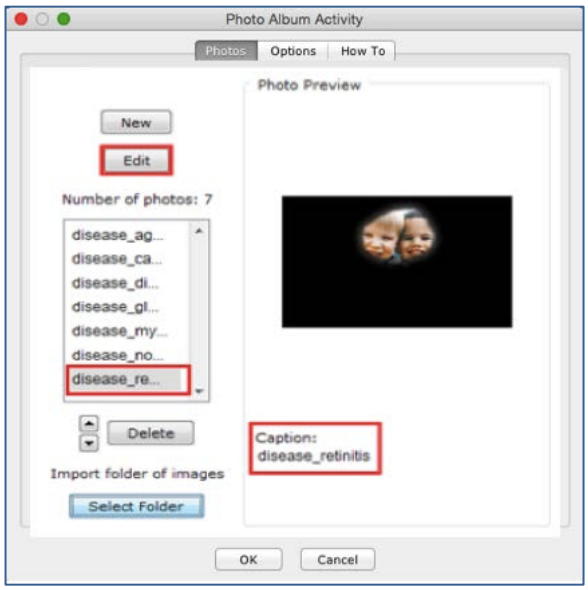




Import a Folder of Images

As mentioned previously, you can import a folder of images. From the **Photos** tab (see the image at the left):

1. Click **Select Folder**.
2. Navigate your computer to click on a folder of images to select it (see the image to the left).
3. Click **Open**.

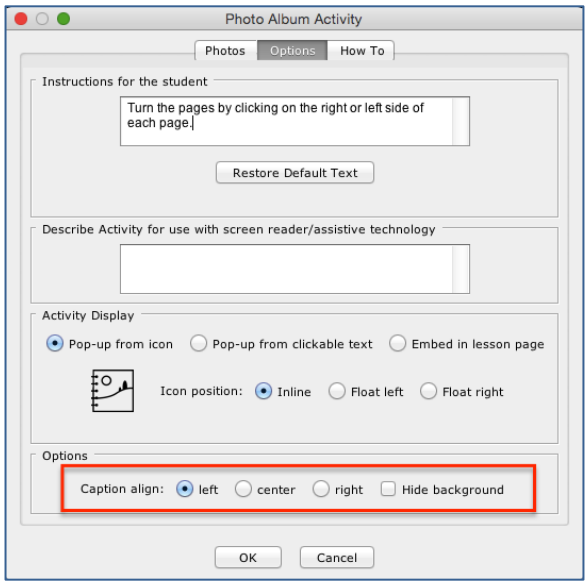


Edit a Caption

You will get a message that images have been added to your photo album.

When you import a folder, the caption for each image comes from the file name. You can edit the caption by clicking on an item in the list and then clicking **Edit**.

Type a new caption and click **OK**.

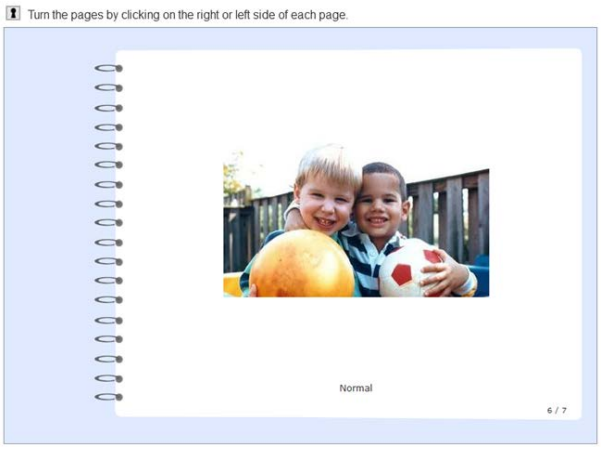


Options – Caption Alignment and Hide Background

Please note that you have the option to set the alignment for your caption (left, center and right).

You also have the option to hide the background.

Web Browser or eBook – Photo Album Activity



Click on the right side of the image to go to the next image.

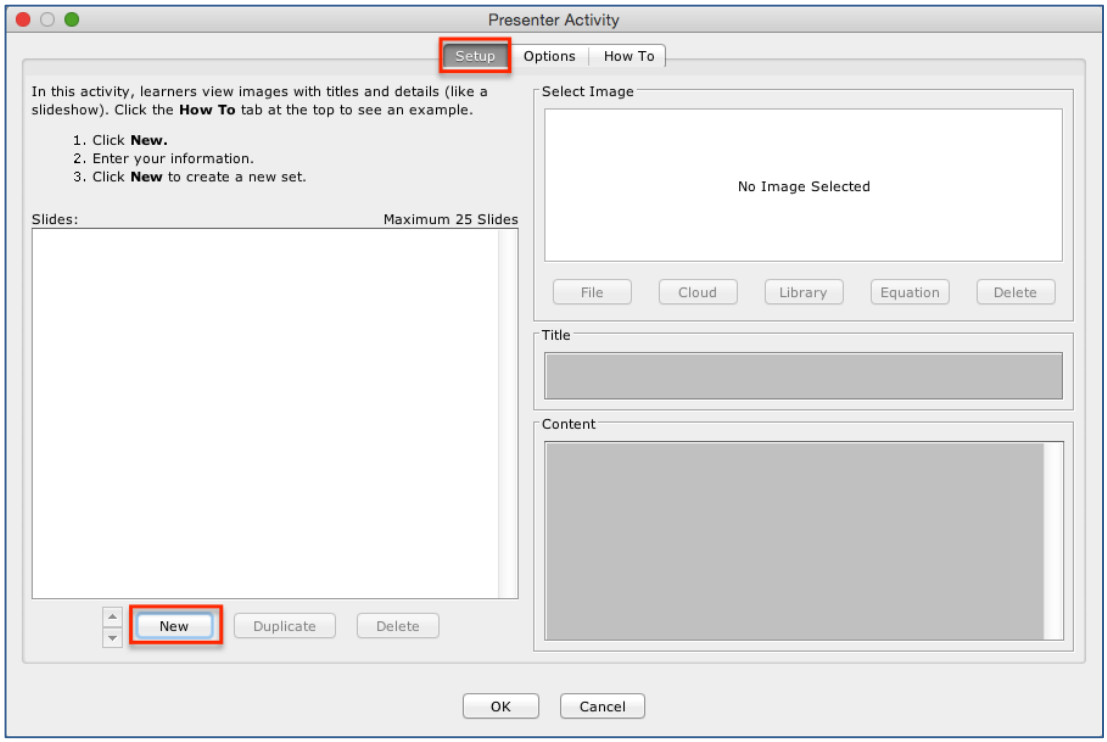
Click on the left side of the image to go to the previous page.

Presenter Activity

The Presenter activity lets you present information (i.e. an image and text) in a "mini-slideshow" format. Each new set is the equivalent of a new slide. The following screens show you how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To tab**.

SoftChalk Create

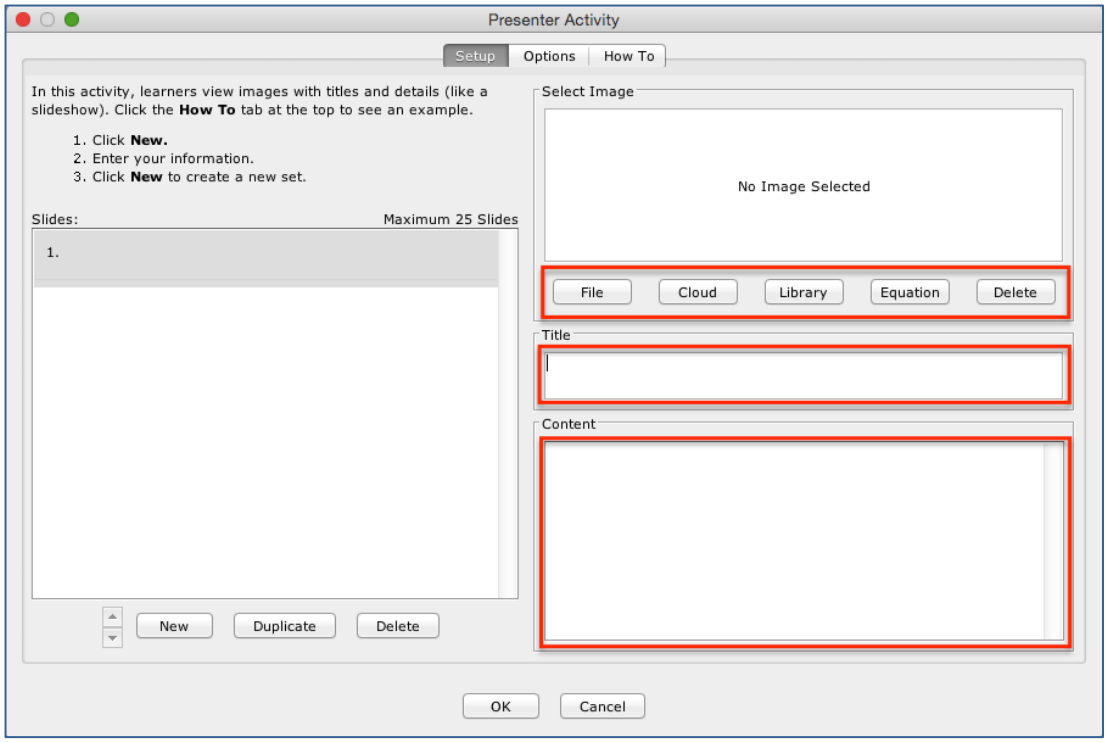
Click **New**



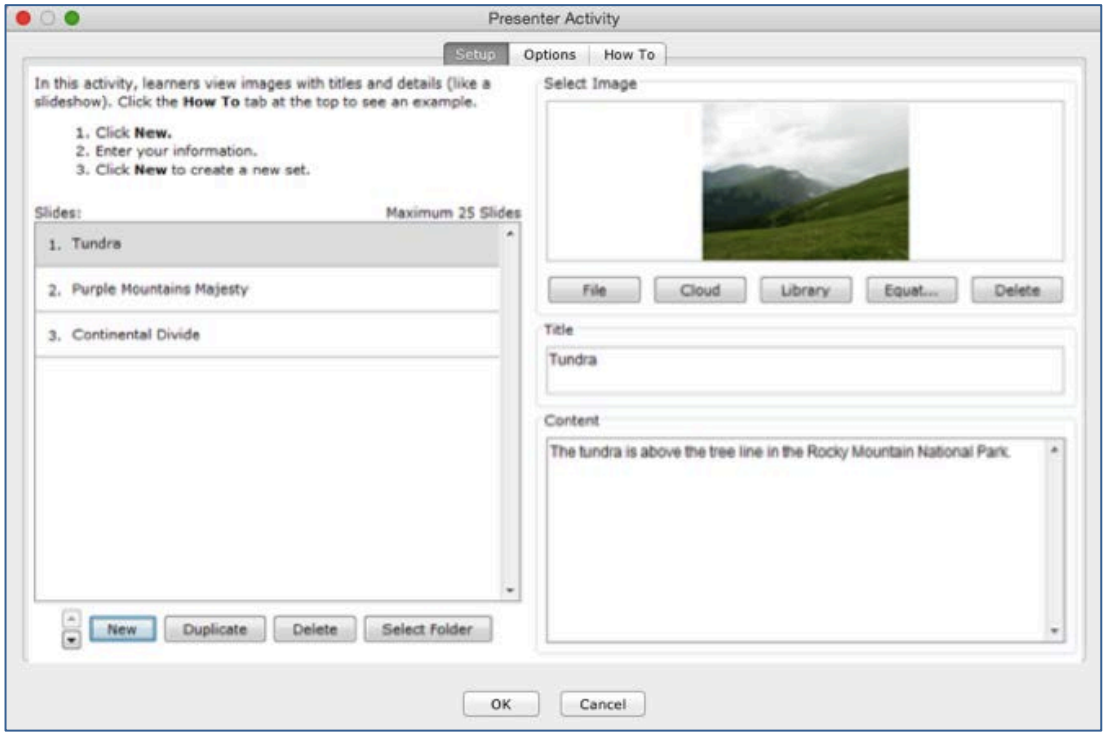
Enter a title in the **Title** area such as ***Tundra*** (see below). Then enter details in the **Content** area such as ***This tundra is above the tree line in the Rocky Mountain National Park***.

Once you have completed one set (i.e. slide), click **New** to enter another set such as ***Continental Divide.***

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



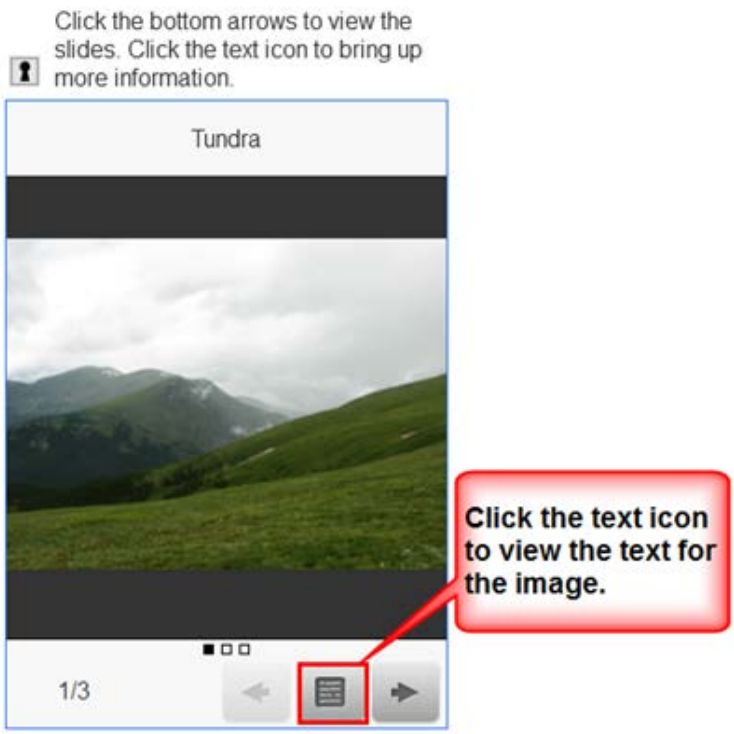
See a sample completed activity below.

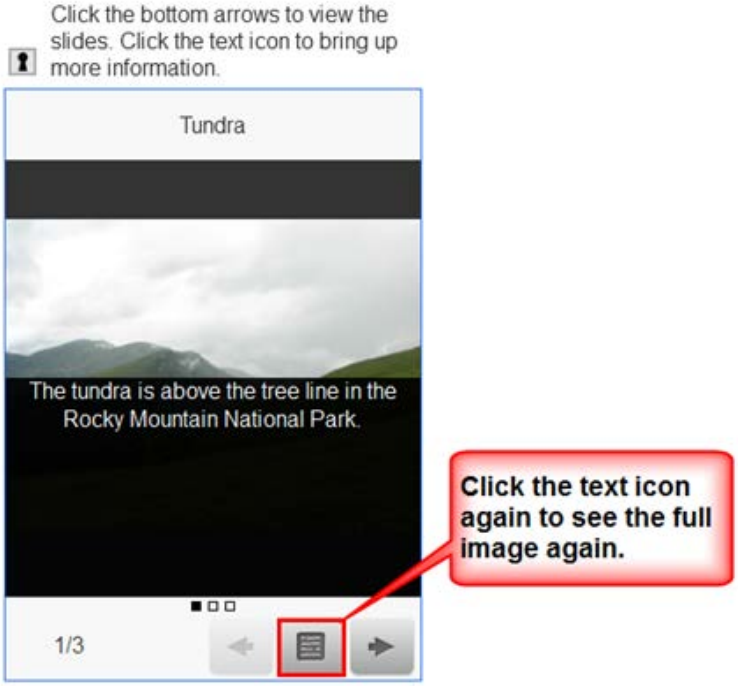


When you have finished, save and preview your lesson (see the next screens).

Web Browser or eBook

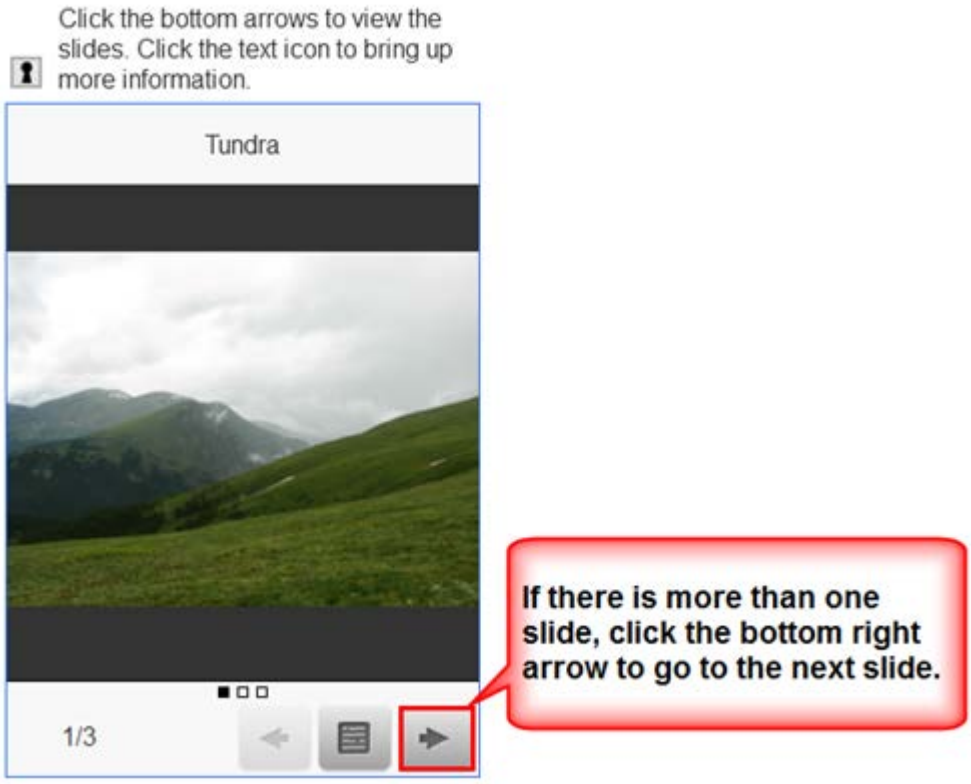
Click the bottom arrows to view the slides. Click the text icon to bring up more information.





Click the next arrow to go to another set (i.e. slide).

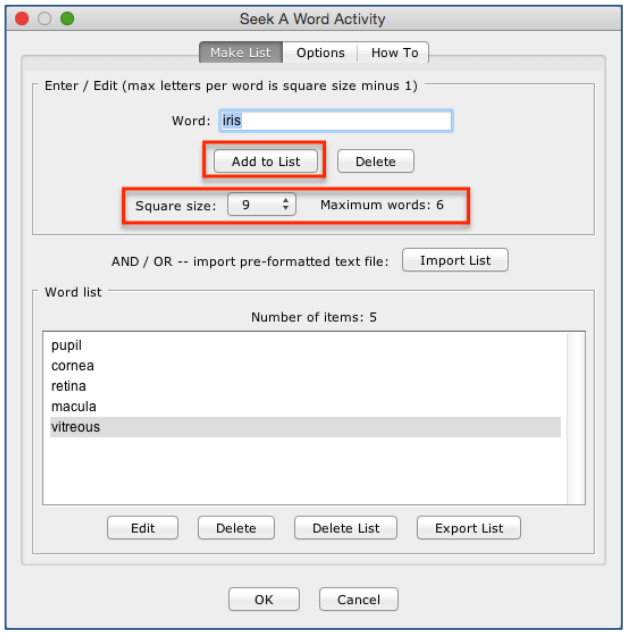
Click the left and right arrows to move back and forth among the sets.



Seek A Word Activity

The Seek A Word 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.

SoftChalk Create



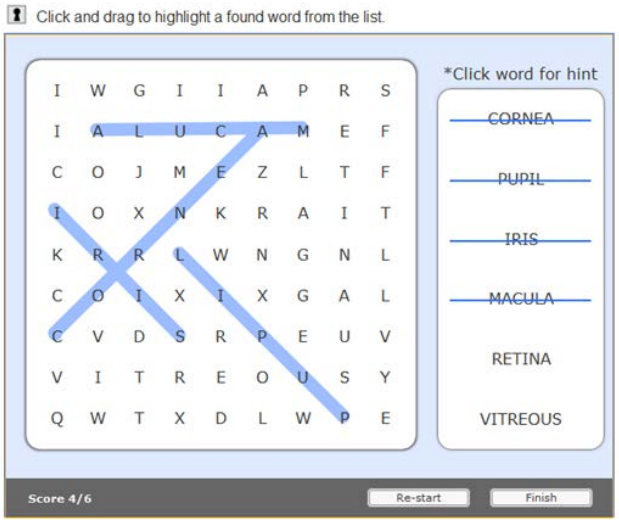
Make List Tab

Click **Add to List** after entering a word. The square size is the number of letters in each row and column. ***The bigger the square size, the bigger the grid and the more difficult the activity.***

To edit a word, click on the word in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

For instructions on importing and exporting text lists, see the section Import and Export Text Lists. For information about the options, see the section Activity Options Tab.

Web Browser or eBook – Seek A Word Activity



Notice that the words appear in alphabetical order on the right. The letters in the grid are randomized each time you see it in the web browser.

In the grid, the words can appear backwards or forwards, diagonally, horizontally or vertically.

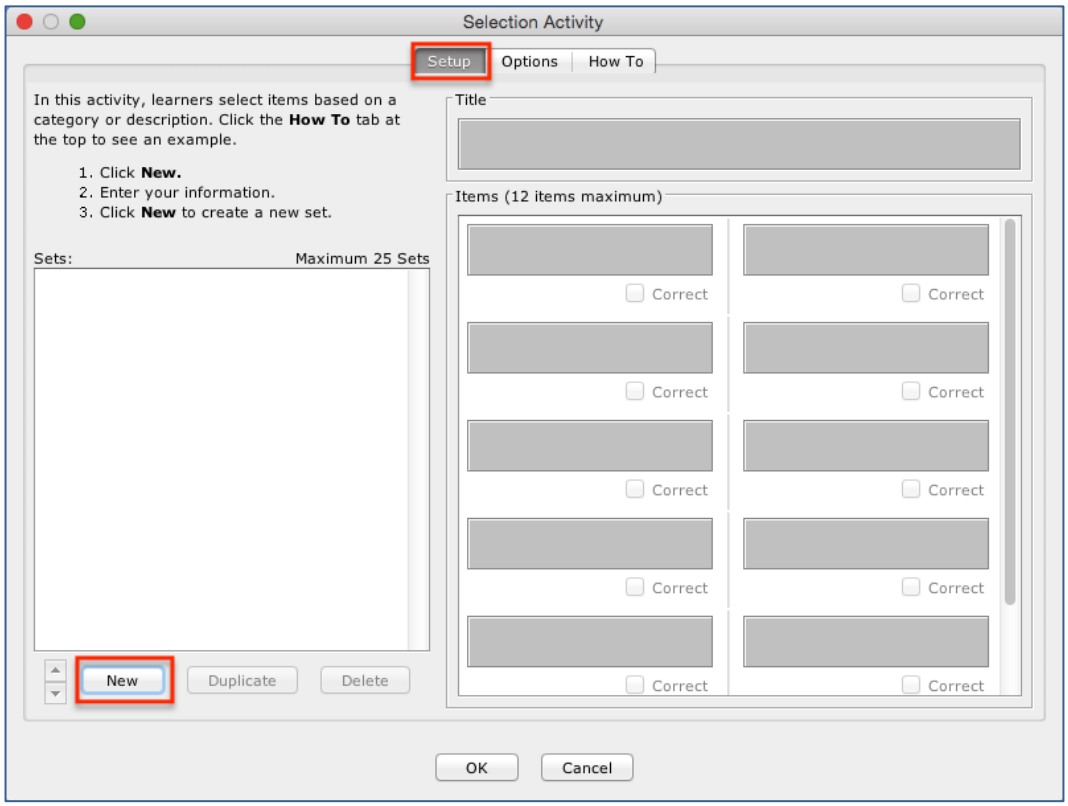
When you click on a word, the first letter of the word becomes highlighted.

Selection Activity

The Selection activity lets you select correct answers from a list of possible answers. The following screens show you how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To tab**.

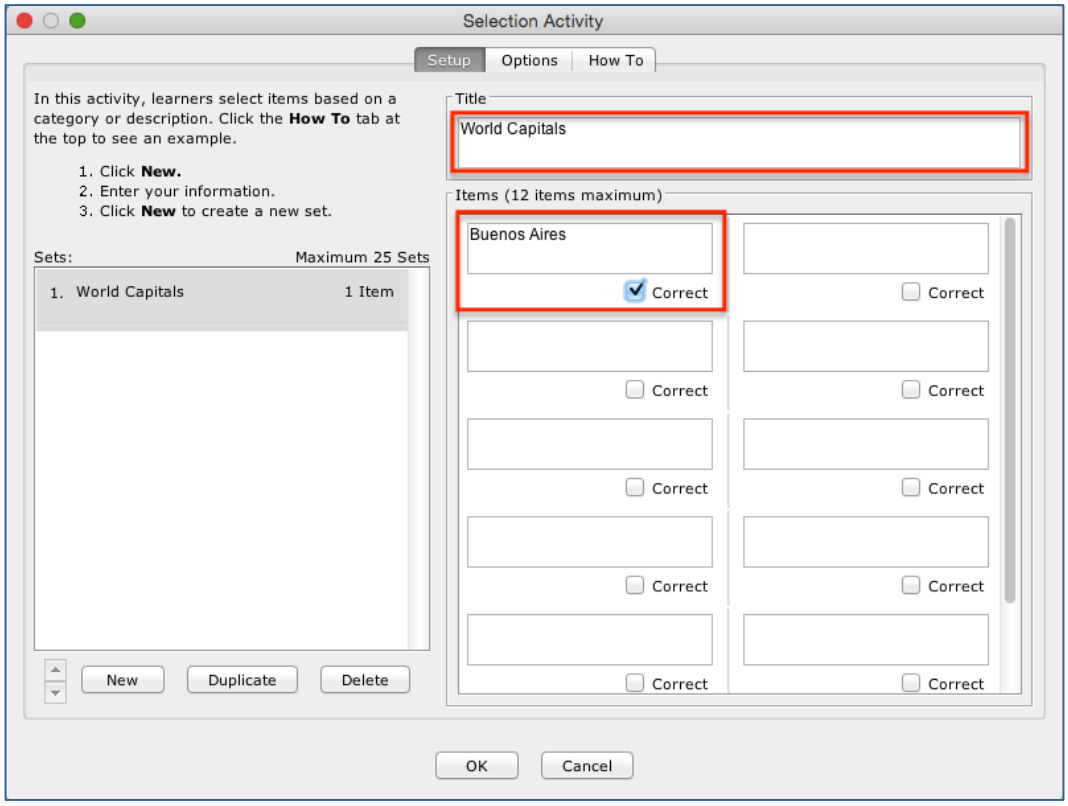
SoftChalk Create

Click **New**

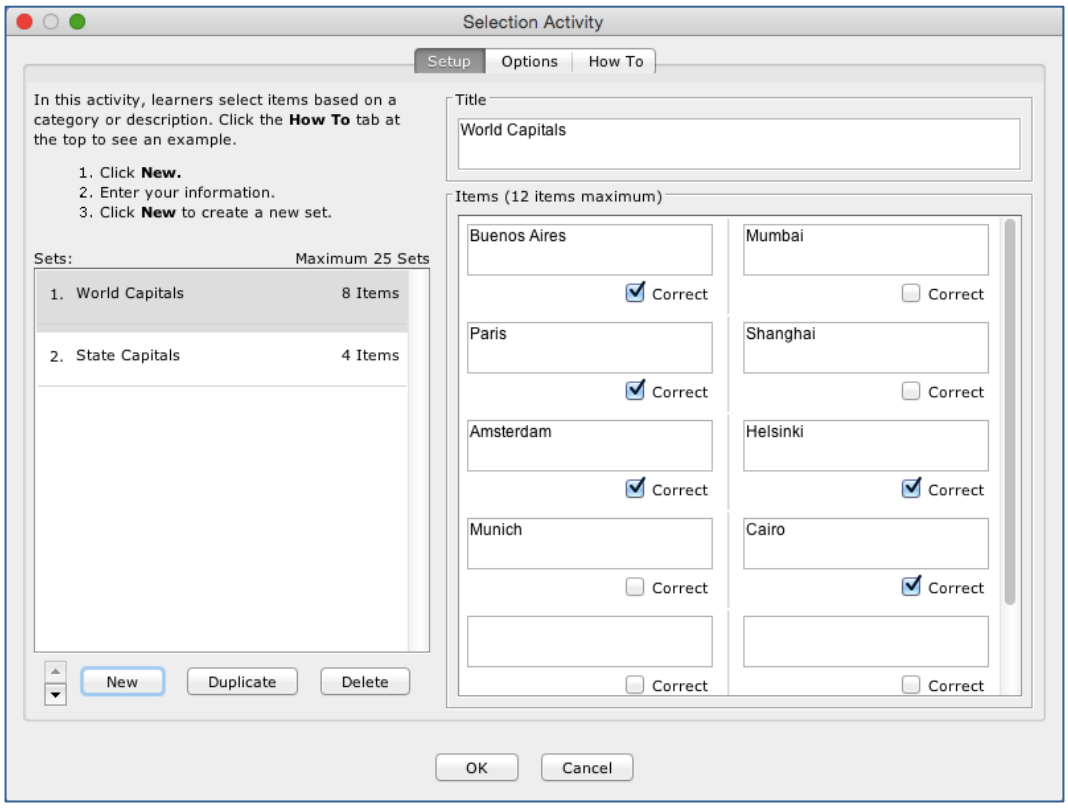


Enter a **Title** such as ***World Capitals*** (see below). Click the **Correct** checkbox for the correct answers. Once you have completed one set, click **New** to enter another set such as ***State Capitals.*** Click the **Options** tab to assign points to the activity.

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



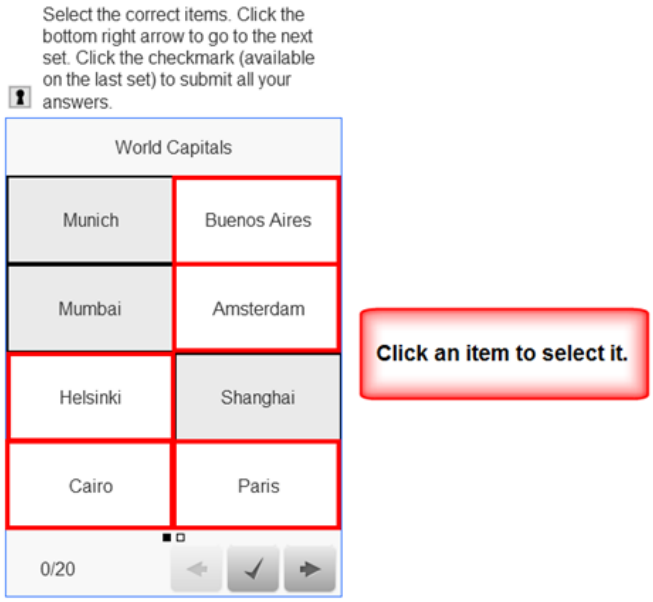
See a sample completed activity below.



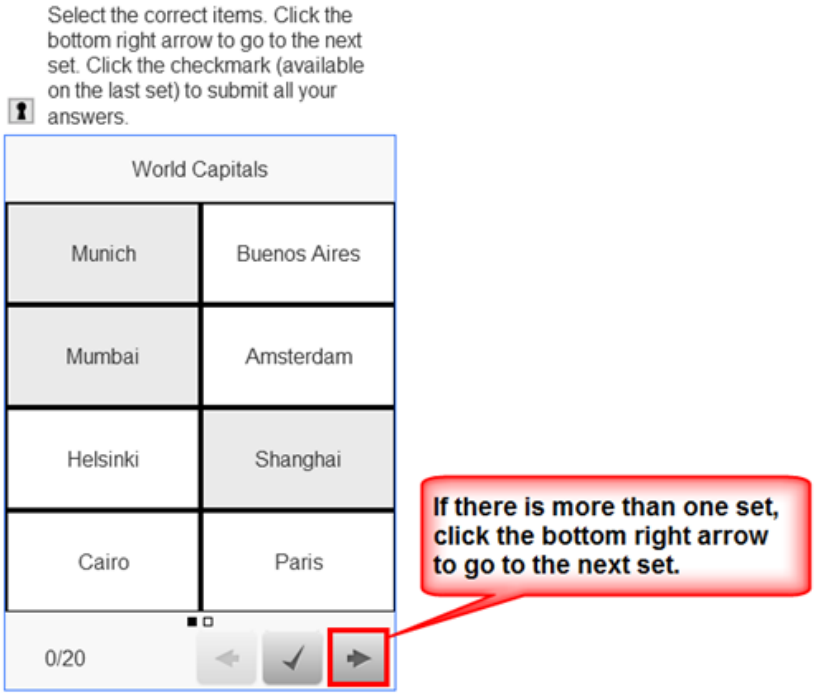
When you have finished entering your sets, save and preview your lesson (see the next screens).

Web Browser or eBook

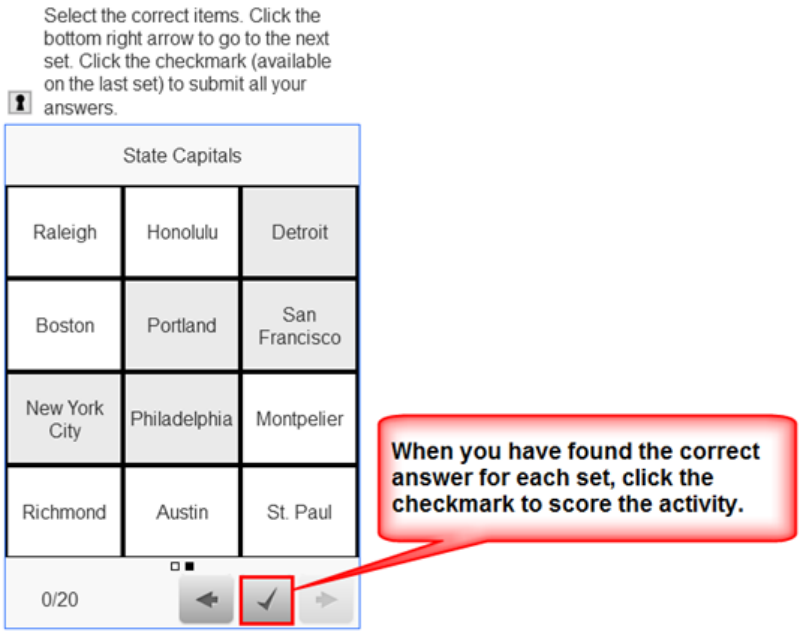
Click a box to select an item. To de-select an item, click on it again.



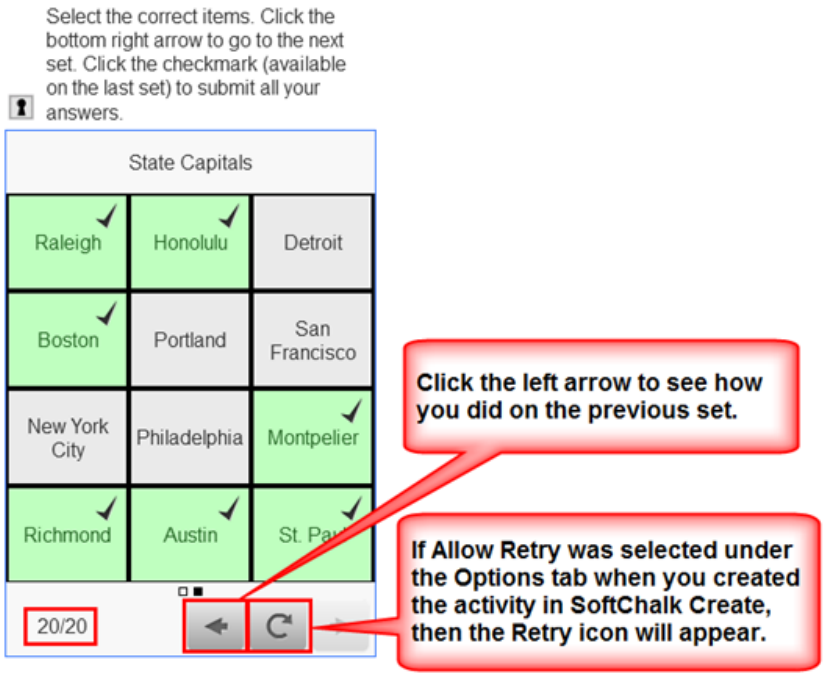
When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).



When you have found the correct answers for each set, click the checkmark (see below).



You can see the answers you got correct (see below).

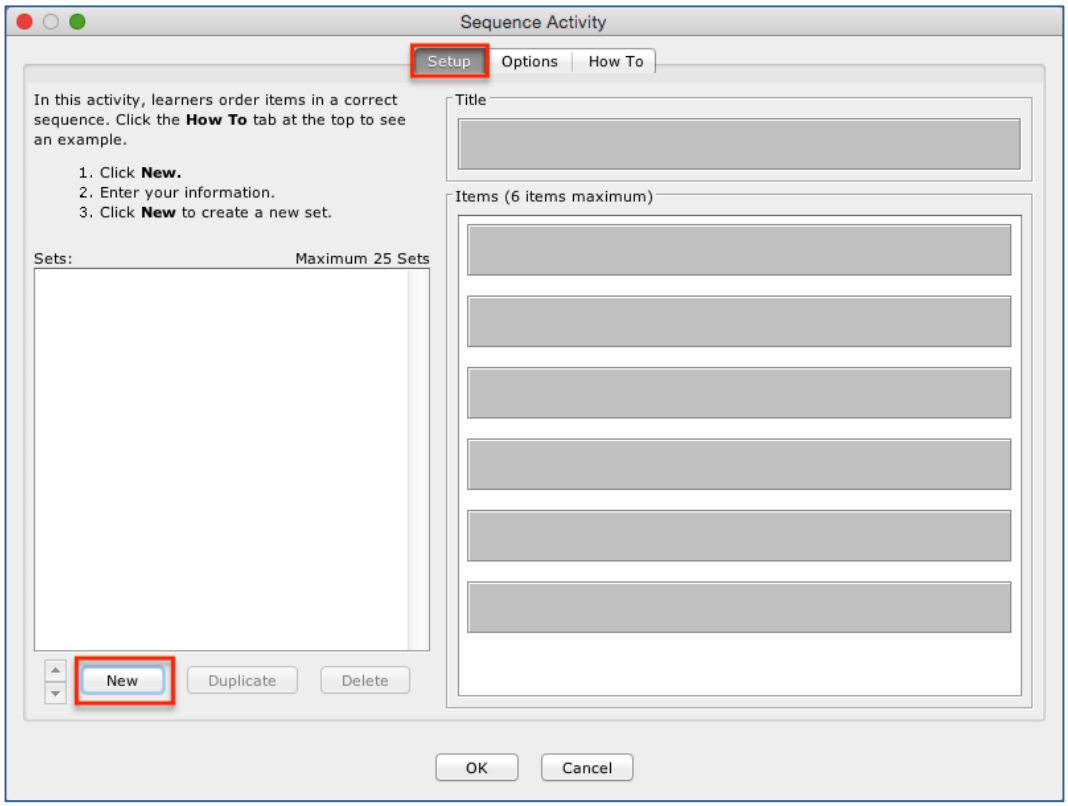


Sequence Activity

The Sequence activity lets you put items in a correct order. The following screens show you how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To tab**.

SoftChalk Create

Click **New.**

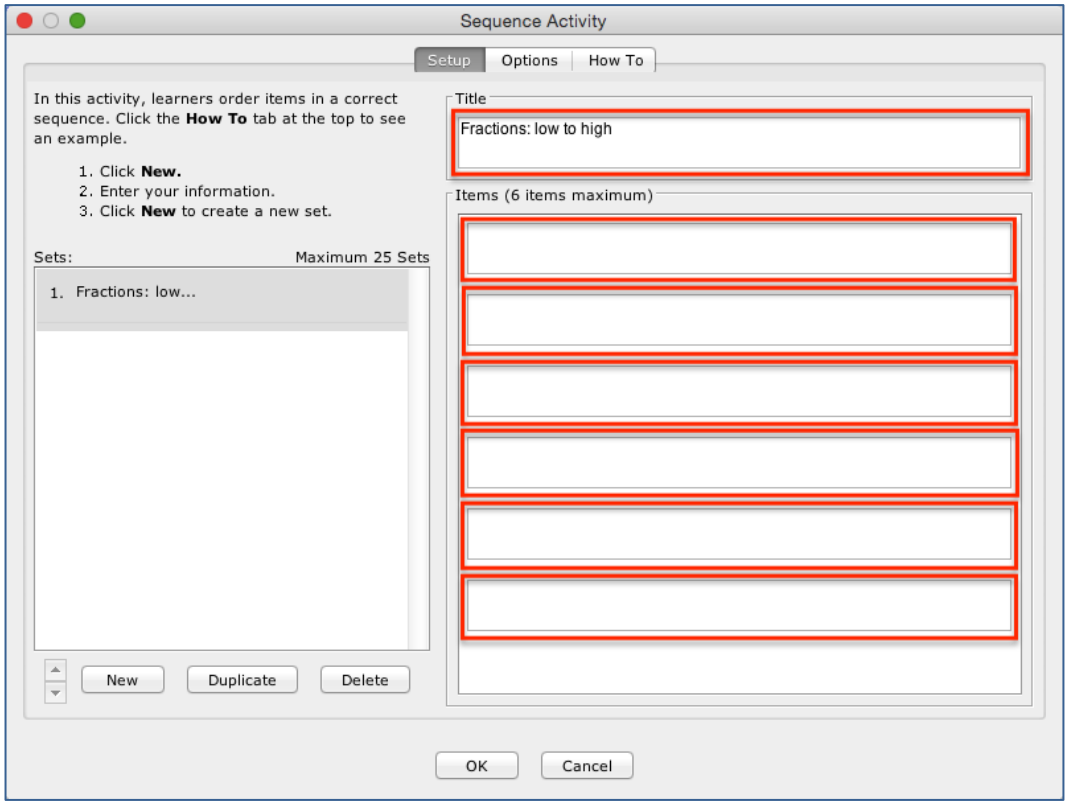


Enter a **Title** such as ***Fractions – Low to High*** (see below).

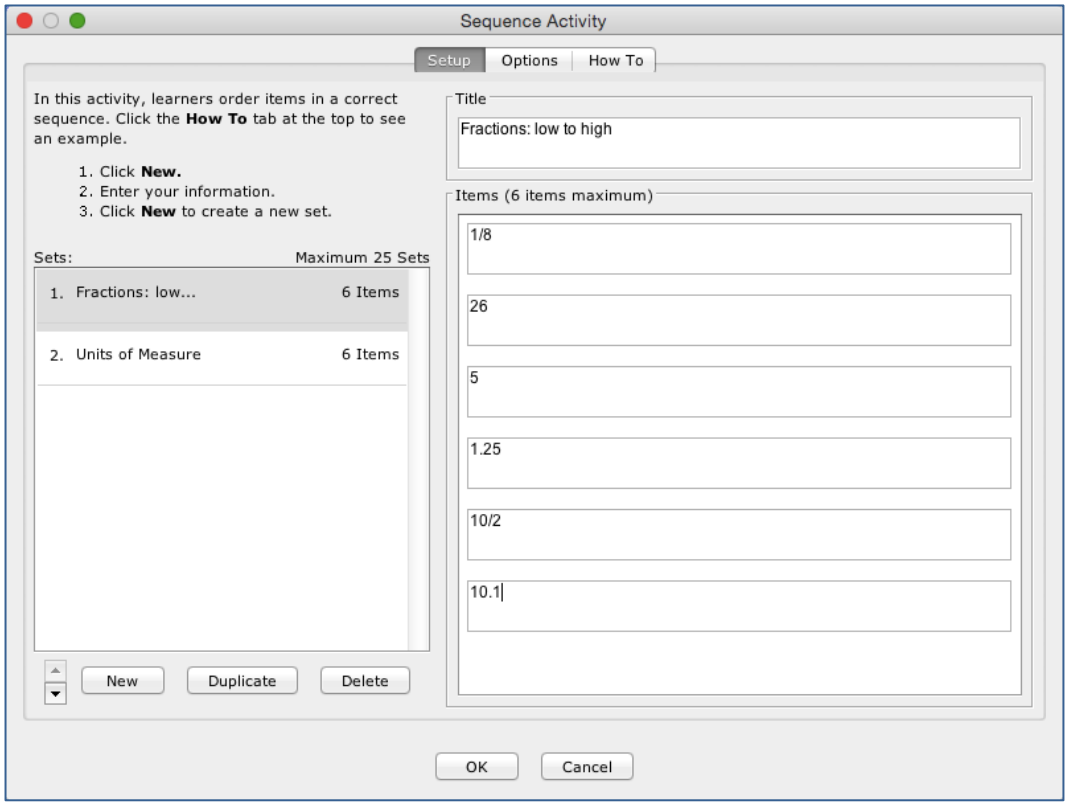
Once you have completed one set, click **New** to enter another set such as ***Units of Measure.***

Click the **Options** tab to assign points and a display method for the activity.

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



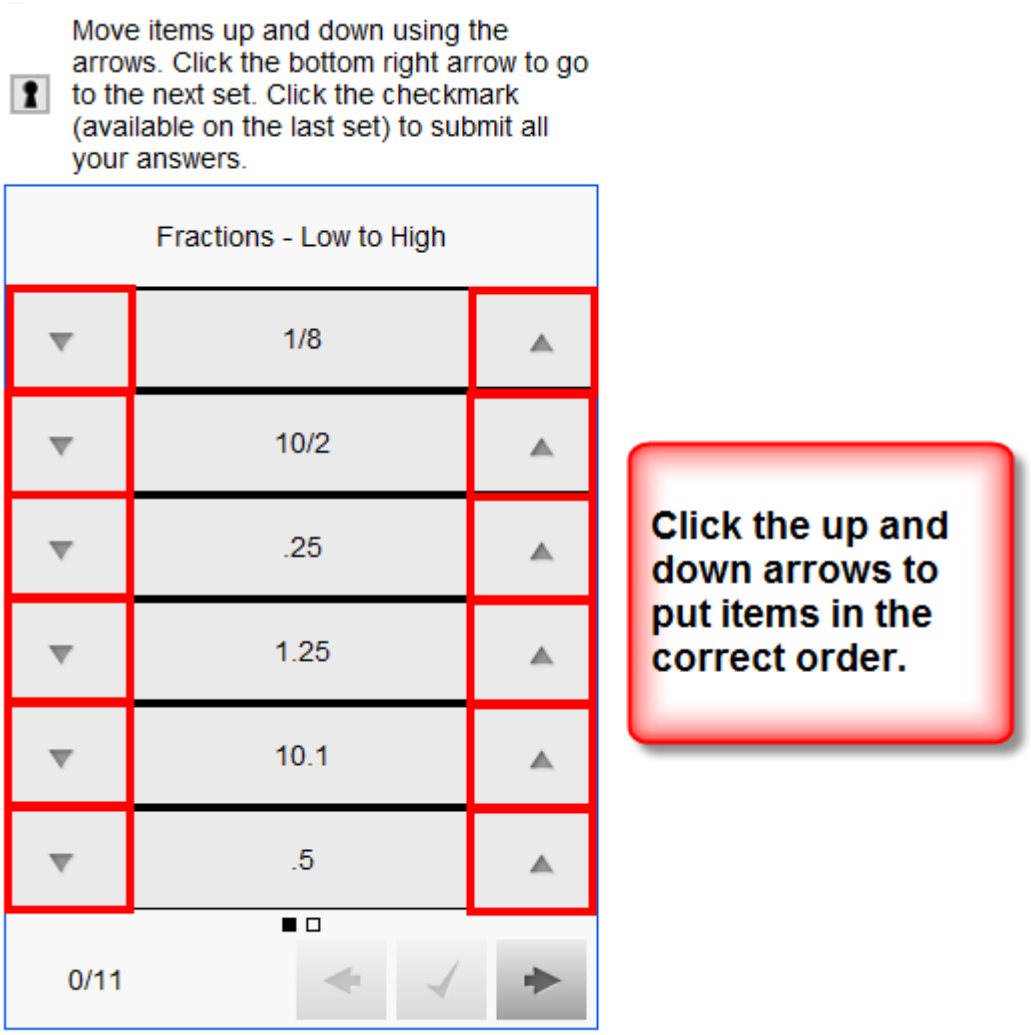
See a sample completed activity below



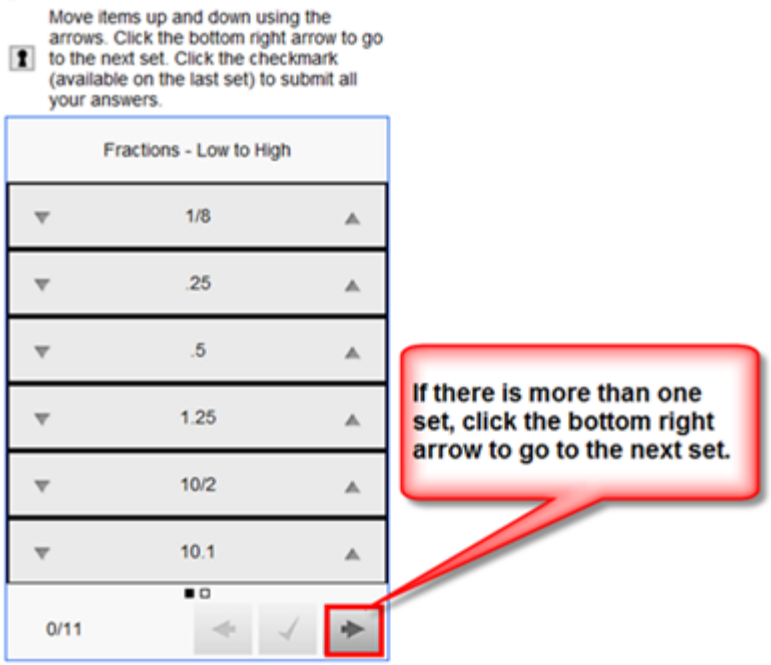
When you have finished, save and preview your lesson (see the next screens).

Web Browser or eBook

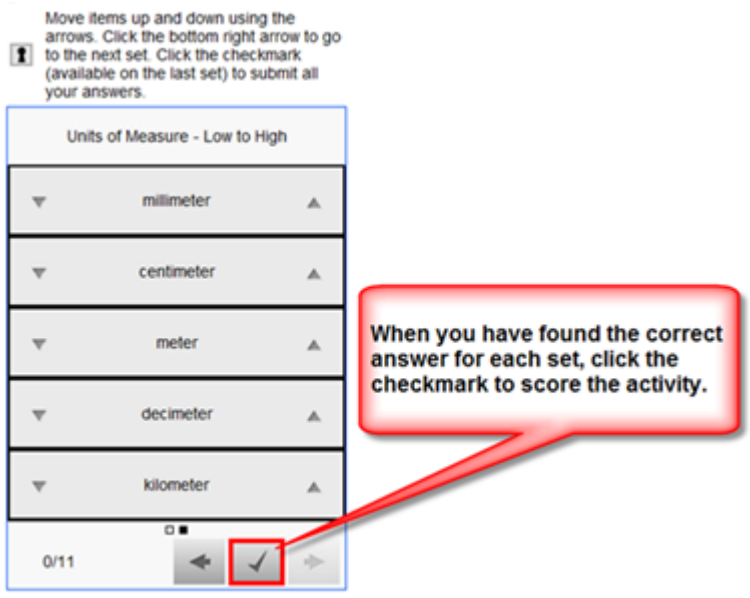
Move items up and down using the arrows.



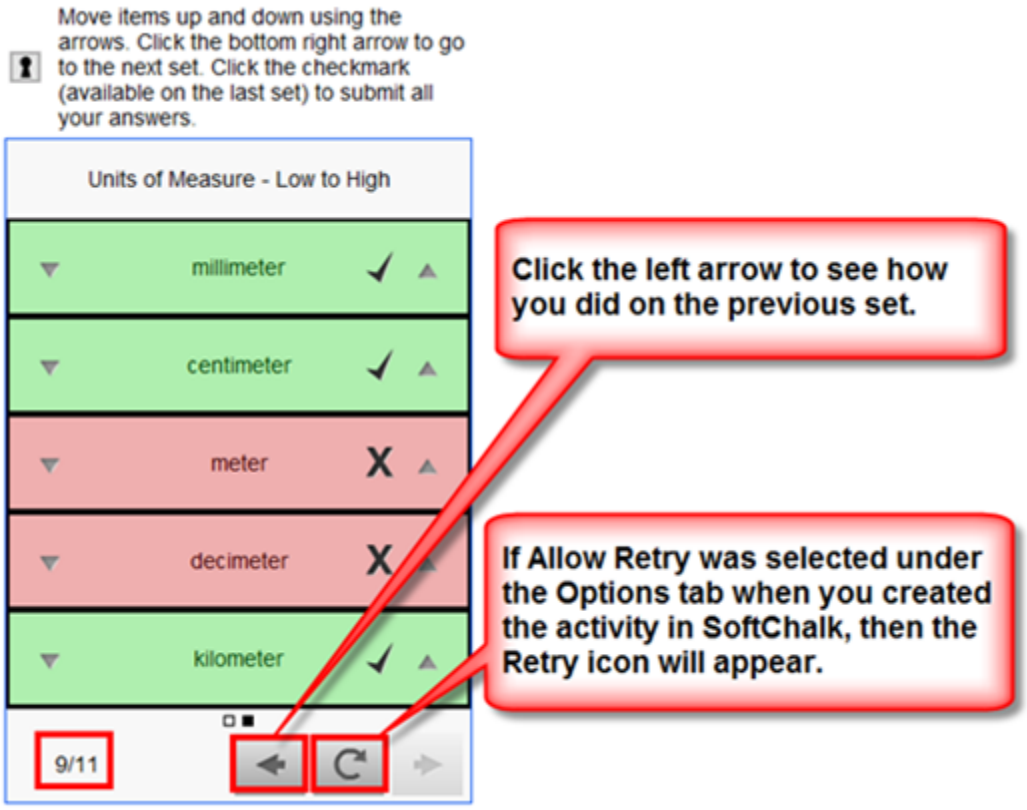
When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).



When you have found the correct answers for each set, click the checkmark (see below).



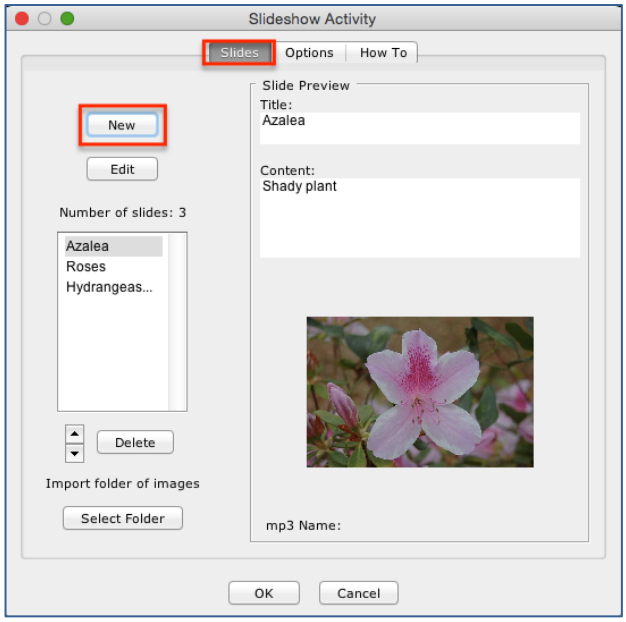
You can see the answers you got correct (see below).



Slideshow Activity

The Slideshow activity lets you view images and text in a slideshow format. You can also add audio (in an mp3 format).

SoftChalk Create



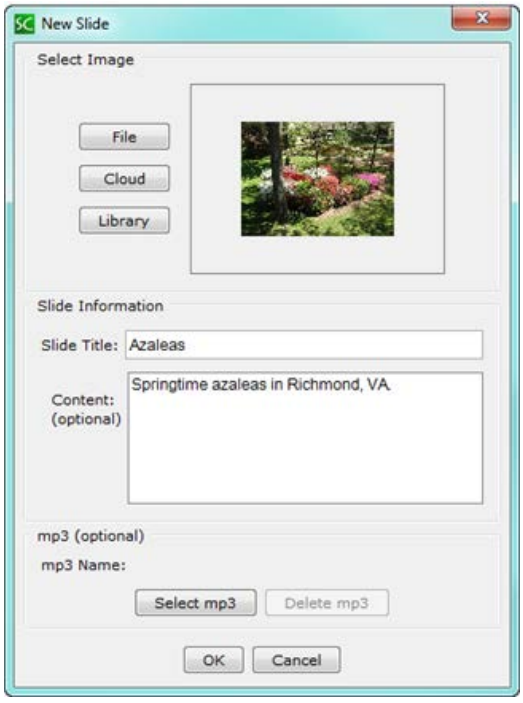
Slides Tab

You can add each image one at a time or you can import a folder of images.

Click **New** to add a single image (see below).

After adding your images, you can use the up and down arrows to set the order.

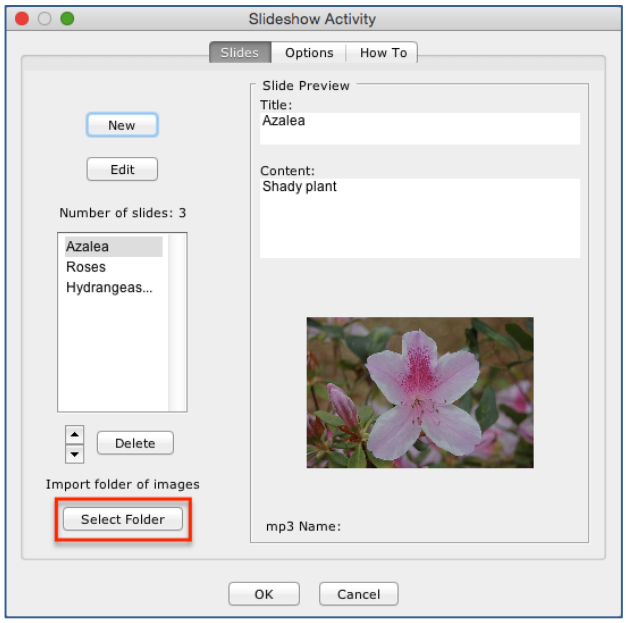
For information about the options, see the section Activity Options Tab.

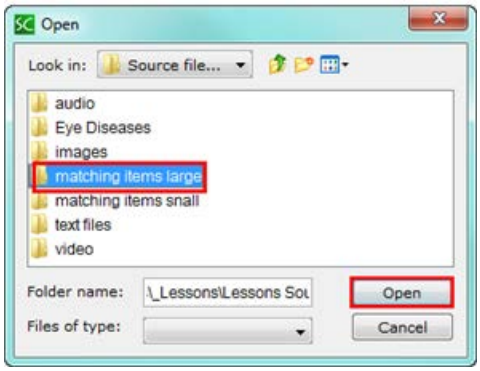


Slides Tab / New

When you select an image, the image gets optimized automatically if you have a large image. (The file size is reduced.)

You can select an mp3 audio file. (Other audio formats won't work.)

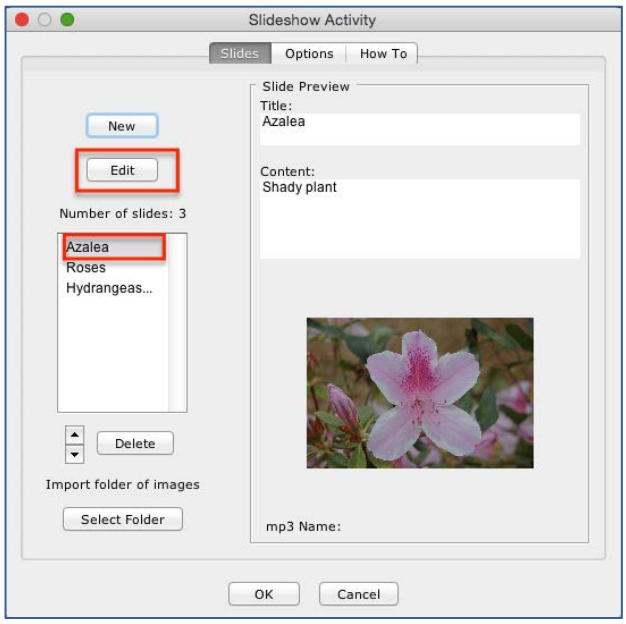




Import a Folder of Images

As mentioned previously, you can import a folder of images. From the **Slides** tab (see the image at the left), click **Select Folder**.

Navigate your computer to click on a folder of images to select it (see the image to the left). Then click **Open**.

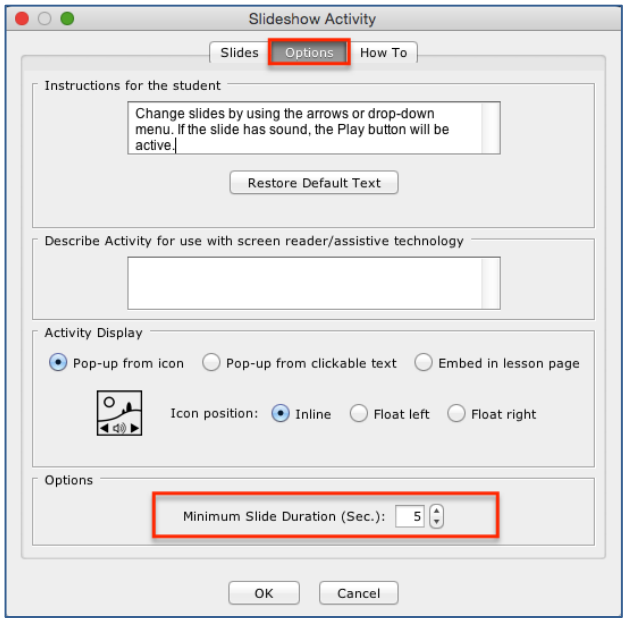


Edit a Title

You will get a message that images have been added to your slide show.

When you import a folder, the title for each slide comes from the file name of the image. You can edit the title by clicking on an item in the list and then clicking **Edit**.

Type a new Slide Title and click **OK**.



Slideshow Options Tab

You can set minimum slide duration for viewing each slide if you click **Start Slide Show** in the browser (see below).

Web Browser or eBook

Click the right arrow to advance to the next slide.

Click **Start Slide Show** to have the slides advance automatically based on the minimum slide duration you set under the Slide Show **Options** tab.

If you've added audio to a slide, the audio controls at the bottom will appear.

Click **View Text** to view text for this slide (see the following page).

Web Browser or eBook (cont.)

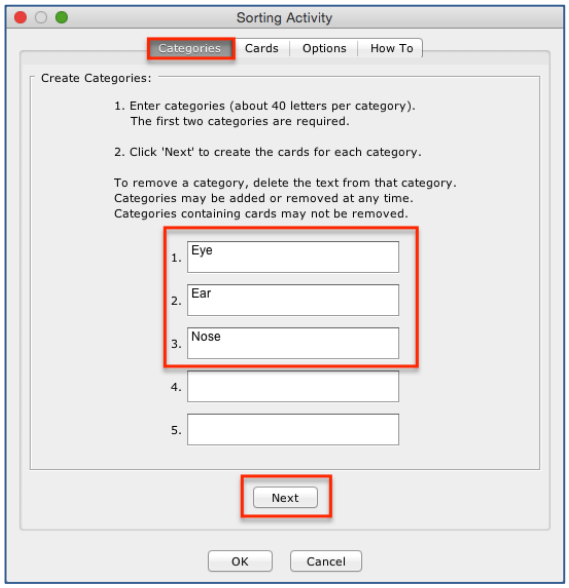
Click **View Slide** to return to the previous slide view.

Click the dropdown arrow to jump to another slide.

Sorting Activity

The Sorting activity lets you put items into categories. The items can be text and/or images.

SoftChalk Create



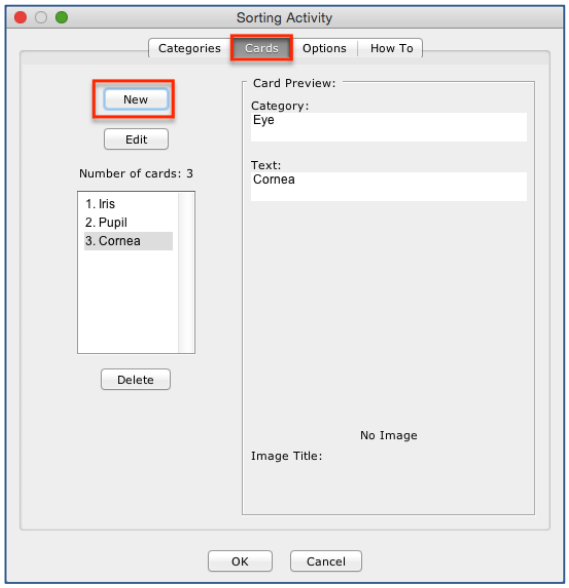
Categories Tab

First enter your categories.

Then click **Next** to go to the **Cards** tab (see below).

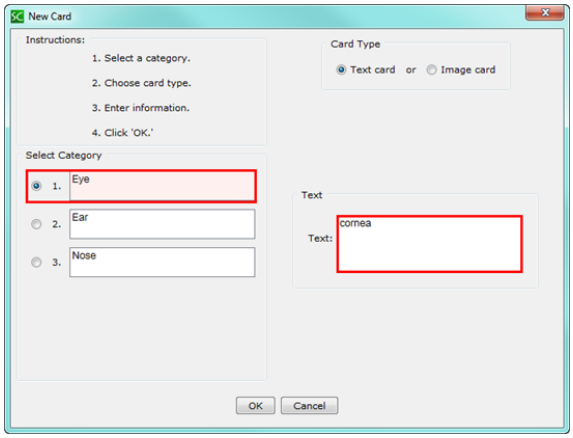
You can always return to the **Categories** tab to add or edit a category.

For information about the options, see the section Activity Options Tab. Notice there is a **Big text** option.



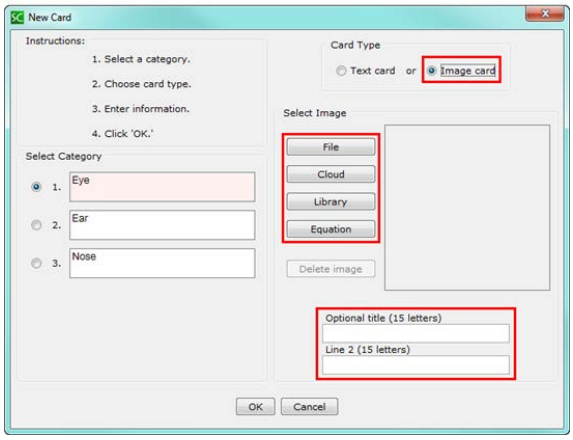
Cards Tab

Click **New** to create a card (item) for a category.



Cards Tab / New

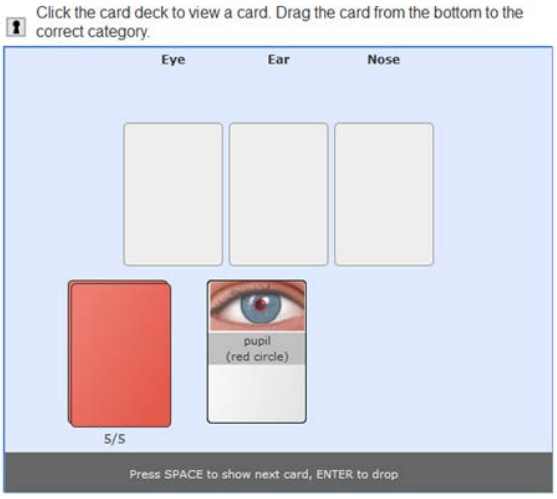
Select a category at the left and enter text.



To add an image, select **Image card** for the **Card Type**. Then click **File, Equation** or **Library** to select your image.

Notice that you can type optional text.

Web Browser or eBook

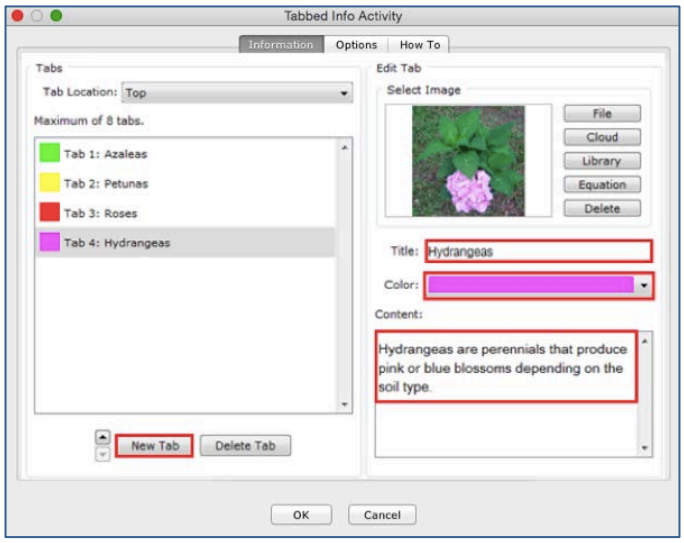


This activity resembles the solitaire game. Drag a card to the correct category.

Tabbed Info Activity

The Tabbed Info activity lets you present information in a tabular format.

SoftChalk Create



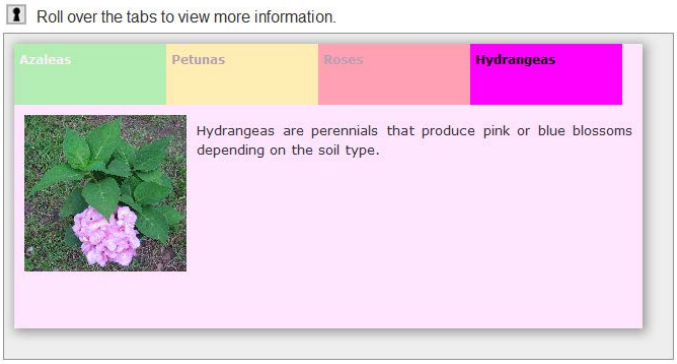
Information Tab

Click **New Tab**. Then type a title, select a color and enter content.

Notice that you can change the tab location from Top to Right, Bottom or Left.

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

Web Browser or eBook

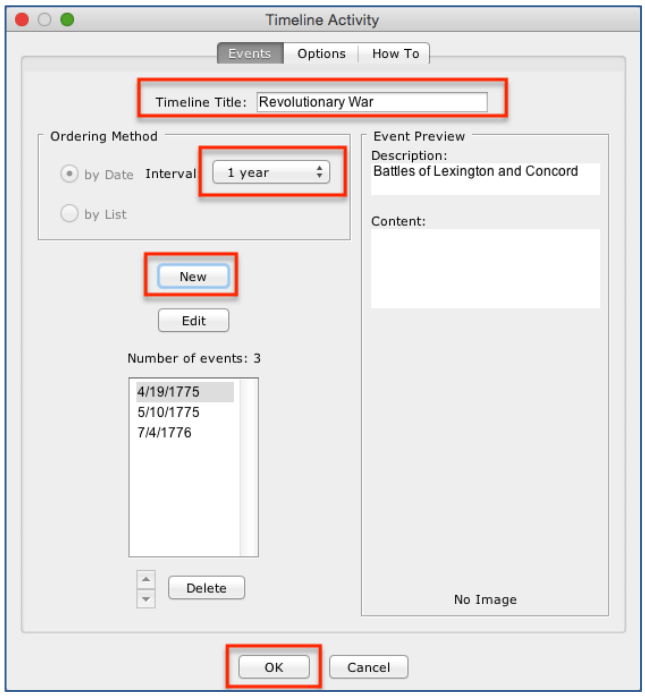


Move your cursor over each tab to see the information.

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.

SoftChalk Create



Events Tab - Date

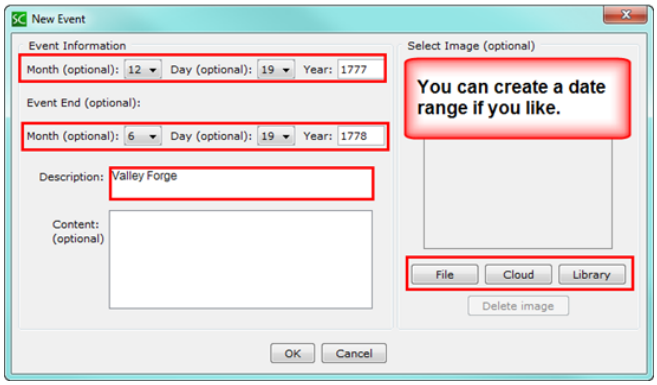
Enter a title for your timeline.

Click **New** to create an event.

If your Ordering Method is **by Date**, then the list appears automatically in chronological order.

IMPORTANT: Be sure to select an appropriate **Interval**.

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

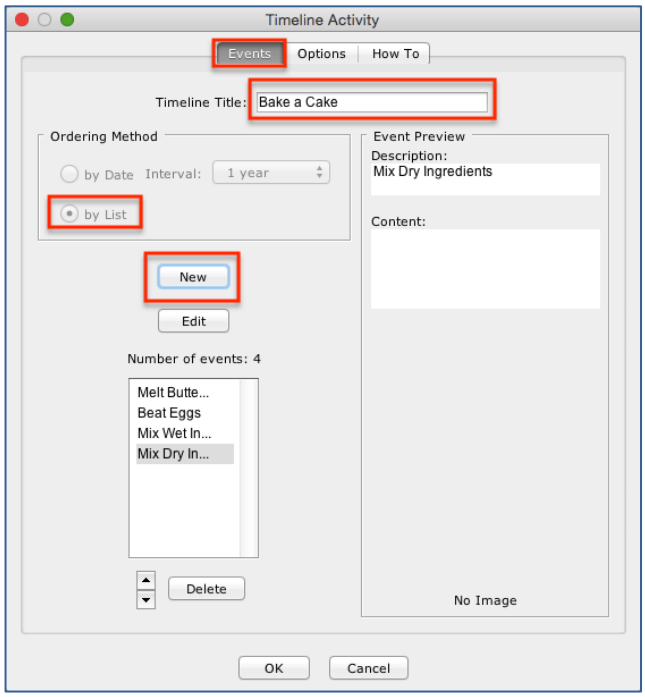


New Event - Date

Notice that you have the option to enter an **Event End** date.

The timeline works for A.D. dates (not B.C. dates).

Click **File**, **Cloud** or **Library** to select an image.

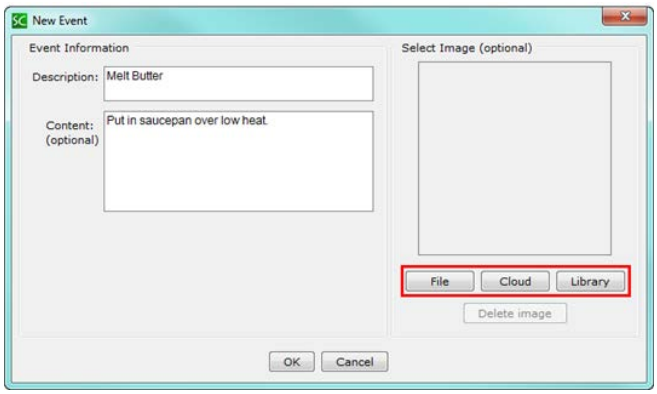


Events Tab - List

Enter a title for your timeline.

Click **New** to create an event.

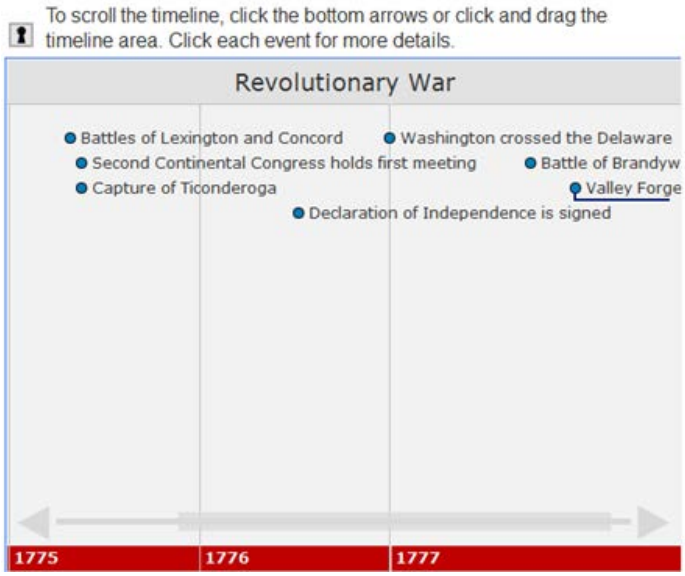
If your Ordering Method is **by List**, then you can use the up and down arrows to set the order.



New Event - List

Click **File**, **Cloud** or **Library** to select an image.

Web Browser or eBook



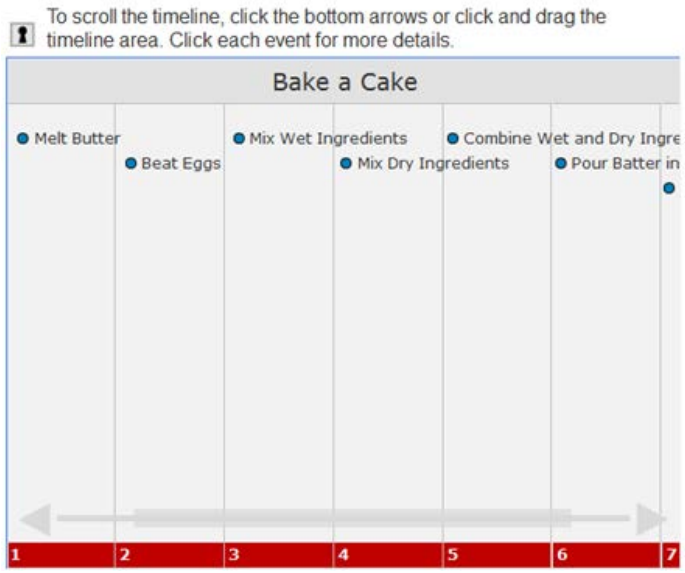
Date

To scroll the timeline, click the bottom arrows, drag the bottom scroll bar, or click and drag the timeline area.

Click each event for more details.

The line under ***Valley Forge*** indicates a span of time.

Notice the years at the bottom. Notice that the interval for this timeline was set to 1 year.



List

To scroll the timeline, click the bottom arrows, drag the bottom scroll bar, or click and drag the timeline area.

Click each event for more details.

Notice the number for the steps at the bottom.

Differences between QuizPoppers and Activities

Major Differences between QuizPoppers and Activities

QuizPoppers	Activities
Ability to insert hyperlinks and media including sound and images	Ability to insert images for some activities. For details see the section Activities Overview.
Customized feedback for the right and wrong answer	No customized feedback
Hint	Show Answers option for some activities
Students can receive partial credit. Within SoftChalk Create, see the **Options** tab for the Matching, Multiple Answer and Ordering QuizPoppers.	Students receive partial credit.

The Ordering QuizPopper and Ordering Activity are both sequencing exercises. The Matching QuizPopper and DragNDrop Activity are both matching exercises. The two tables on the next page below summarize the differences.

Ordering QuizPopper versus Ordering Activity

Ordering QuizPopper	Ordering Activity
Use a dropdown menu to assign the order of the items	Drag items to the correct order
Exercise is scored upon clicking the Check Answer button.	Activity is scored after dragging each item.
Allows for lengthy text entry	Maximum of 100 characters
See the table above for other differences	

Matching QuizPopper versus DragNDrop Activity

Matching QuizPopper	DragNDrop Activity
Use a dropdown menu to assign the match the items	Drag items to the correct match
Exercise is scored upon clicking the Check Answer button.	Activity is scored after dragging each item.
Allows for lengthy text entry	Maximum of 100 characters
See the table on the previous page for other differences	

Widgets

Overview

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.

- YouTube (www.youtube.com) would be an example of a website where you can get **Embed code** to insert a widget into SoftChalk Create.
- The SoftChalk Cloud website has activities, quiz items and lessons with embed codes as well. (For details, see the section SoftChalk Cloud.)

(If you want to embed content from YouTube (www.youtube.com) and the SoftChalk Cloud website, you can search for content using the **Media Search** tool. For details, see the section Media Search.)

(Please note that there are other kinds of widgets – platform widgets and desktop widgets which cannot be embedded in SoftChalk Create.)

IMPORTANT: Your students need to be online for the web widget to appear since the information is coming from a website.

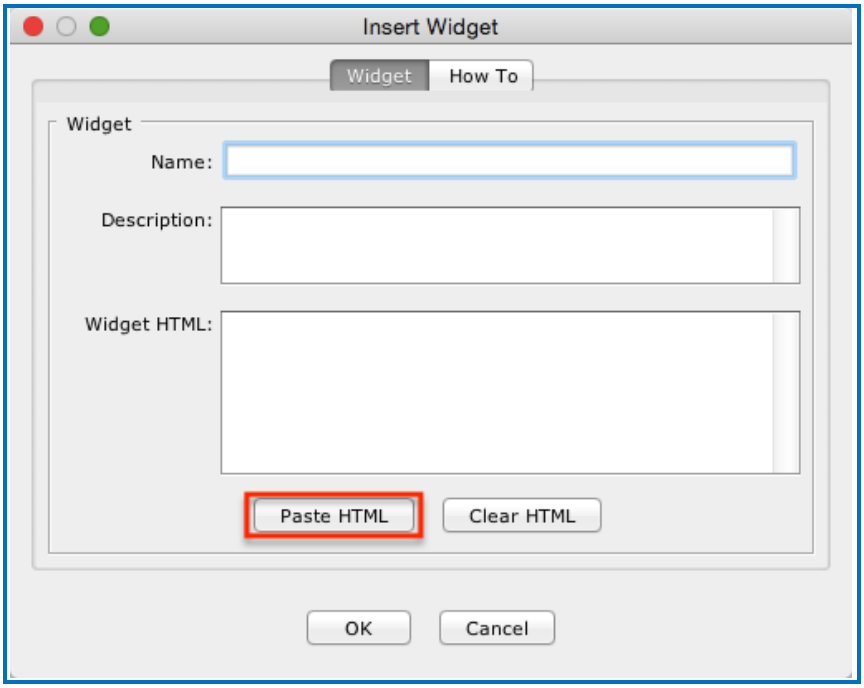
Insert a Widget into a Lesson

1. Find a widget from another website such as youtube or the SoftChalk Cloud website.
2. 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.
3. Start SoftChalk Create. Choose **Insert / Widget**.

4. Fill out the information below. Notice that you can click **Paste HTML** to put in the copied code in (see below).

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

6. You'll see a placeholder for your survey in your lesson (see below).



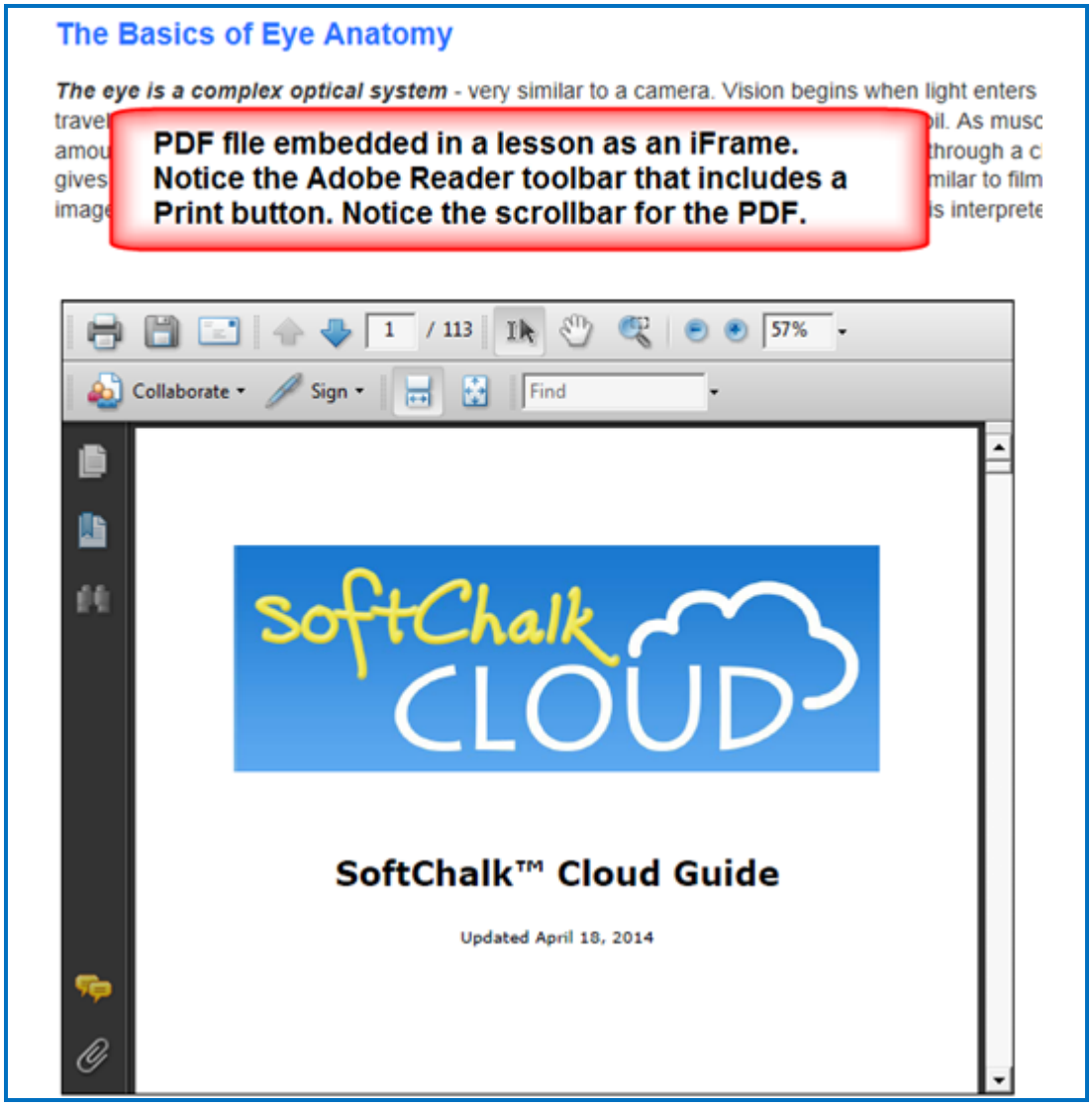
7. When you save and preview your lesson, you will see your embedded widget. Again, this widget information is coming from the website where you got your widget.

iFrames

Overview

The iFrames feature allows you to embed .pdf files and live websites within your SoftChalk Create lesson window.

- View a scrollable .pdf file within your lesson (see below).
    - Notice that the Adobe Reader controls including a Print button, a Save button and a Find area.
    - Notice the scroll bar.



- View a live website within your lesson (see below).
    - Notice that you can click on items for the live website.
    - Notice that you can scroll around the web page.

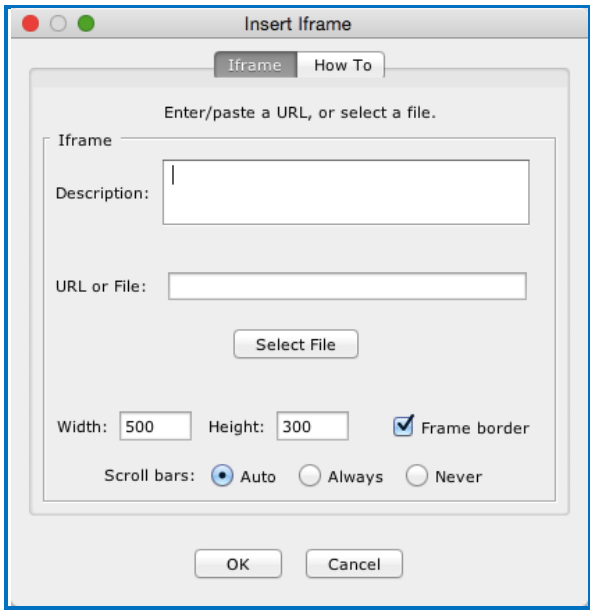
Insert an iFrame into a Lesson

1. Start SoftChalk Create. Choose **Insert / Iframe**.

2. Fill out the information (see below). You can either select a .pdf file OR paste in a web address.

   IMPORTANT: When you select a .pdf file, a copy of this file is placed in your lesson folder when you save. Your original .pdf file remains in its original location. If you modify the original .pdf file, you'll need to re-select this file using the **Select file** button below.

   IMPORTANT: When you paste a web address, be sure to use the full URL, for example use http://www.softchalk.com and NOT www.softchalk.com.



3. Click **OK** to return to your main editing window. You'll see a placeholder for your iframe in your lesson (see below). Save and preview your lesson.

ReadSpeaker (Read Text Out Loud)

Overview

If you have purchased an account with ReadSpeaker (http://www.readspeaker.com), then you can activate the ReadSpeaker feature within SoftChalk Create.

Please note that you purchase your ReadSpeaker account directly from ReadSpeaker (http://www.readspeaker.com) and not from SoftChalk.

This feature will allow your students to click a button on a page of your lesson (this button is called **Listen**) and have the text on the page read to them. For an example, see the Thomas Jefferson lesson.

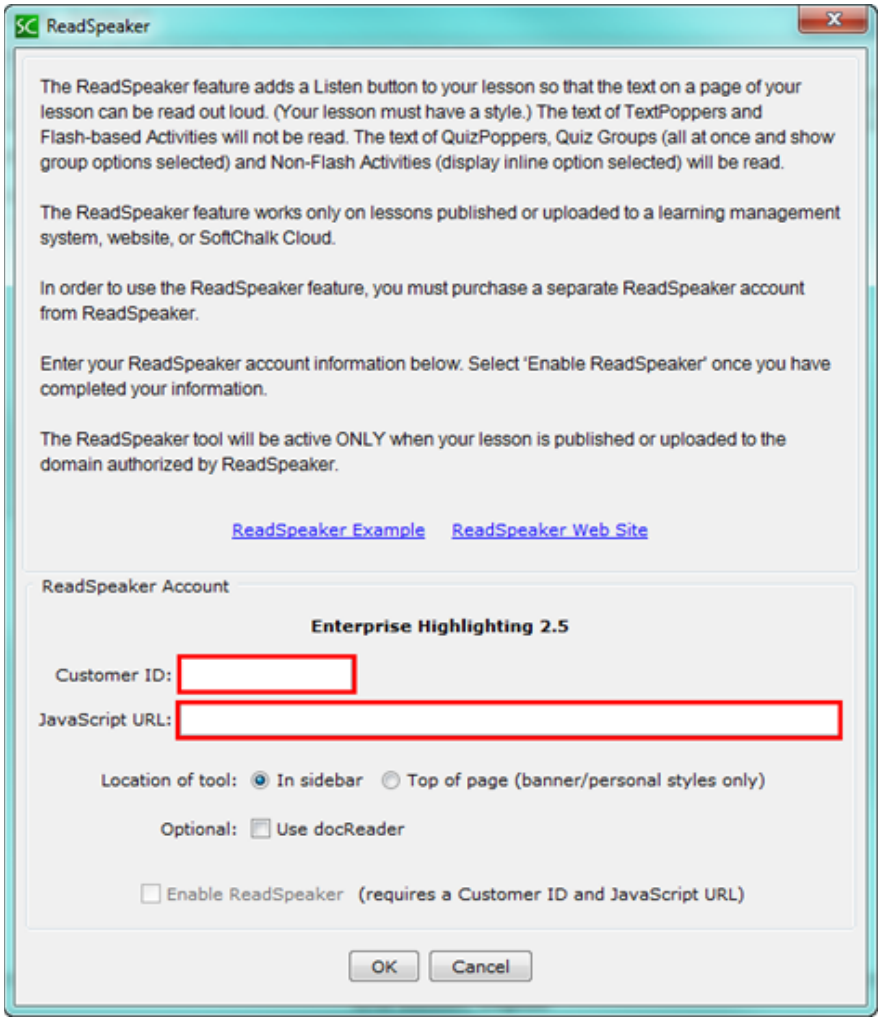
Please note the following:

- Your lesson must have a style (Properties/Style Properties) to use the ReadSpeaker feature.
- The text of TextPoppers will not be read.
- The text of QuizPoppers, Quiz Groups (all at once and show group options selected) and Mobile Friendly Activities (display inline option selected) WILL be read.
- The ReadSpeaker feature will work on mobile devices as well as laptop computers.
- You have the option to display the **Listen** button in a sidebar or at the top of the page.
- You can use this feature within lessons that are published or uploaded to a learning management system or a website (such as www.softchalkcloud.com). The ReadSpeaker feature will NOT work on standalone .exe or Macintosh .app packaged lessons or on CDs of SoftChalk lessons.

Steps to Implement ReadSpeaker in a SoftChalk Lesson

1. Within your SoftChalk Create lesson, choose **Tools/ReadSpeaker** (see below).
2. Enter the **Customer ID** and **JavaScript URL** authentication information that you received when you purchased your ReadSpeaker account from ReadSpeaker (https://www.readspeaker.com).

3. (When you set up your account with ReadSpeaker, you will be asked for a **Publish domain**.)



4. Once the **Customer ID** and **JavaScript URL** fields are complete, click the **Enable ReadSpeaker** checkbox. Notice that you also have a location option – **In Sidebar** or **Top of Page (banner or personal styles only)**.

5. **IMPORTANT:** You will not be able to use the ReadSpeaker feature until you save or upload your lesson to the domain you listed (see below) (Ex. www.softchalkcloud.com). In other words, you can't preview this lesson on your local computer and have the ReadSpeaker feature work.

SoftChalk Cloud Account and ReadSpeaker License Info

If you have a SoftChalk Cloud account, your ReadSpeaker license information is saved with your SoftChalk Cloud account preferences. In other words, the ReadSpeaker feature will be available whenever you log into your account regardless of what computer you are using.

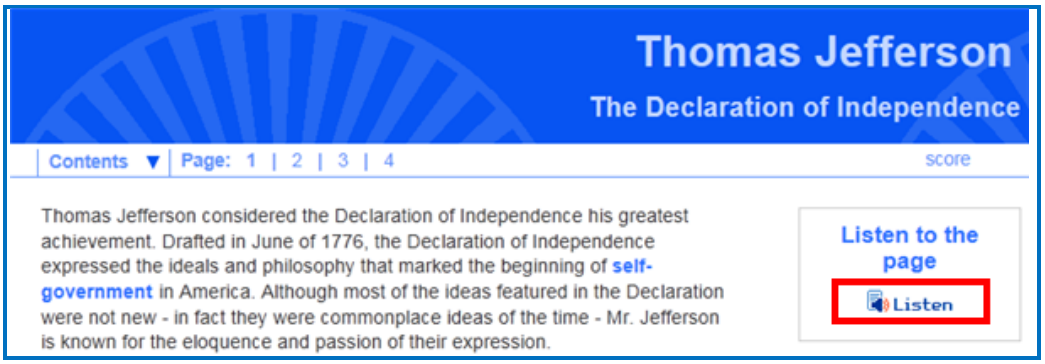
Use the ReadSpeaker Feature in the Saved or Uploaded Lesson

As mentioned previously, once you have saved or uploaded your lesson to a learning management system or website (including www.softchalkcloud.com), then you can use the ReadSpeaker feature (see below).

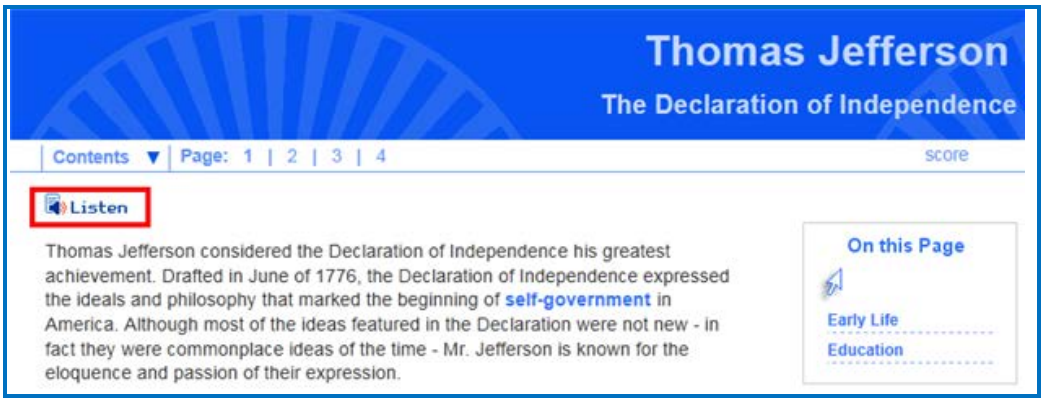
IMPORTANT: If the **Listen** link (see below) does NOT work properly, then please check with ReadSpeaker, that you have submitted the correct **Publish Domain**. (You can also check the settings in your saved SoftChalk lesson – see the previous page).

The two screens below show the two **Location of tool** options (Within your SoftChalk Create lesson, choose **Tools/ReadSpeaker** to select these options.)

In Sidebar Option (A sidebar is created automatically called Listen to the page)



Top of Page Option



StyleBuilder

Create a Personal Style

The StyleBuilder tool lets you create your own style for a lesson or import a style someone has created for your institution or department. A style you create with the StyleBuilder is referred to as a "Personal Style."

(As mentioned previously, you can apply pre-made SoftChalk styles to your lesson by choosing **Properties/Style Properties**. See the section Style a Lesson.)

1. Start SoftChalk Create.
2. Choose **Tools/StyleBuilder** (or press the **F11** key).
3. Notice that there are **five tabs** in the StyleBuilder – General, Banner, Content, Sidebar and Footer. See the next several pages to learn how to use these tabs to create a style.
4. To add a **logo** to your style, go to the **Banner tab** (see the following pages on the Banner tab).

IMPORTANT: When you save a style (see the information under the **General** tab on the next page), the style is saved independent from any lesson you may have open. (The style gets saved with the rest of the default SoftChalk styles.) The style will be available under **Properties/Style Properties** for lessons on your computer.

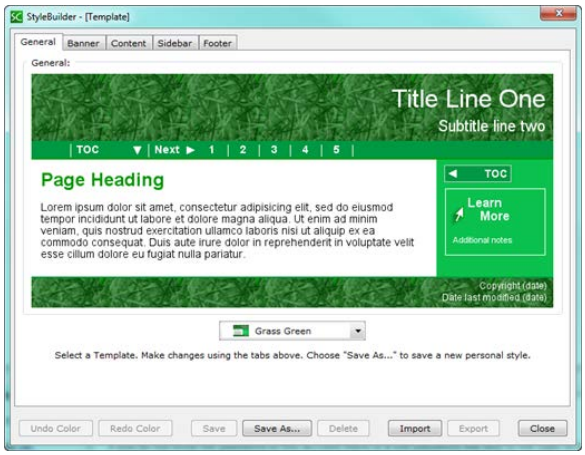
Back Up a Style

To back up a style, see the section Export a Style Using StyleBuilder.

Transfer a Style to Other Users

To transfer a style to other users, see the section Import a Style Using StyleBuilder.

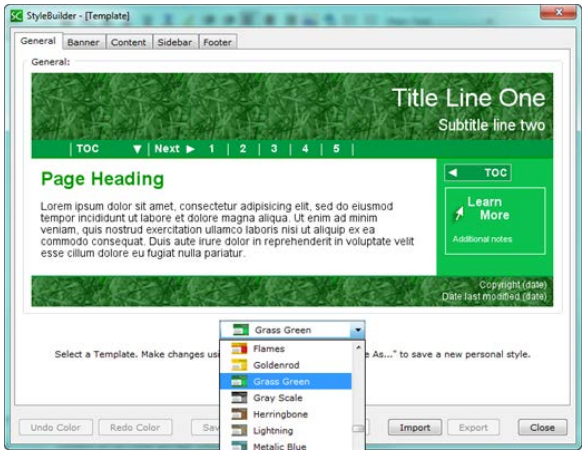
General Tab



Overview

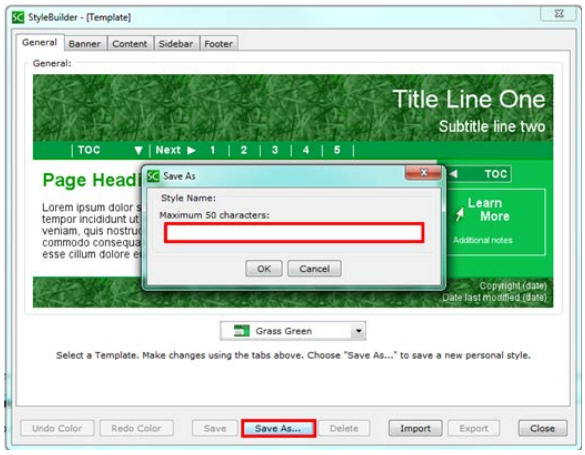
On this tab, you can:

- Select a style to modify
- Click **Save As** to create a new style
- Select a style you created previously in order to make changes



Dropdown List

Before creating a new style, you may want to browse through the existing styles from the dropdown list and select one to modify. Once you select a style to modify, click **Save As** to type a named for your style (see below).

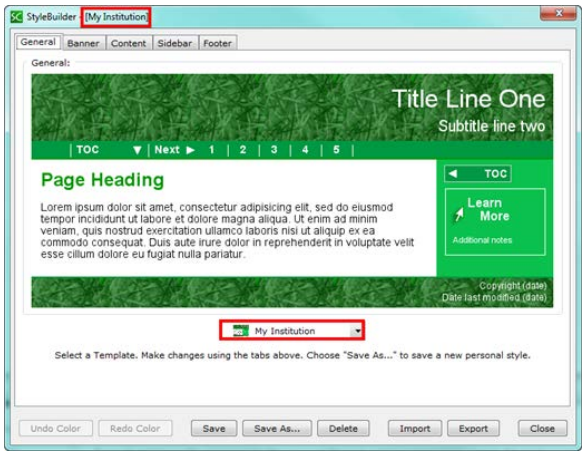


Save

As mentioned above, click **Save As** to save your style for the first time. (You can save from any tab.) Type a name for your style such as ***MyInstitution*** and click **OK**.

As you continue to make changes to your style, click **Save** at the bottom of the window (rather than **Save As**).

General Tab

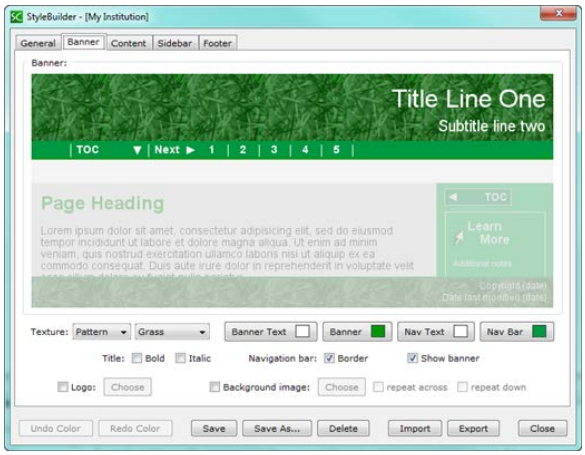


Save (cont.)

Notice that your style name appears in the title bar and in the dropdown list toward the top of the list.

IMPORTANT: Notice you can click on any part of the style (such as the top banner area) and go directly to that area for modifications.

Banner Tab

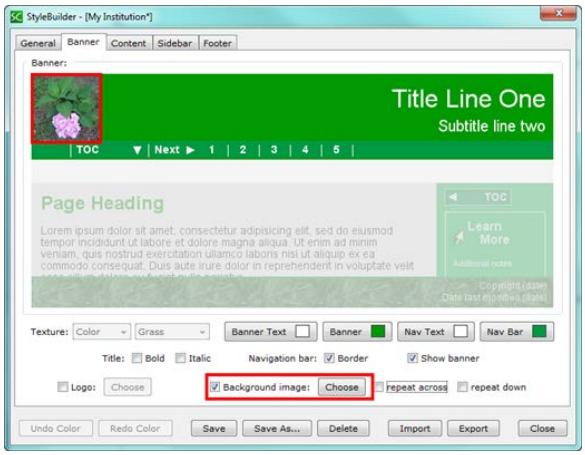


Overview

On this tab, you can change the appearance of the banner (header area), which includes the navigation bar (which contains the numbers for the pages). You can also insert a logo (see below)

You can also insert a background image that repeats.

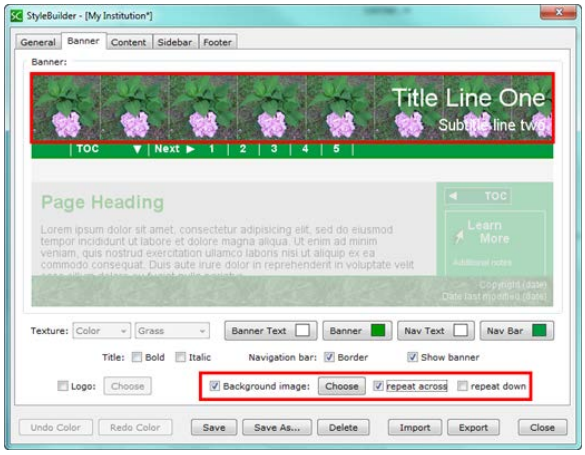
The **Bold** and **Italic** options affect the Title and Subtitle in the upper right corner.



Background Image

You can insert a background image for your banner. The image can be transparent.

(If you use the Background Image option, then the texture feature is disabled. The background image is essentially your texture.)

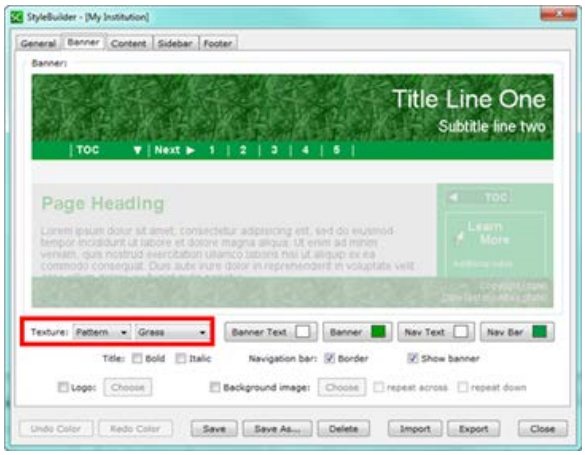


Background Image – Repeat across

You can select repeat across and/or repeat down.

By using the repeat feature, the image will accommodate re-sizing a window.

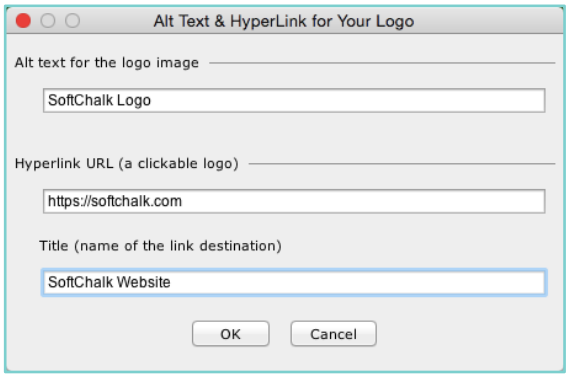
Banner Tab



Texture

Notice that you can choose to have a solid color, gradient or pattern for the texture.

If you choose **Pattern**, additional options (such as Grass) appear in a dropdown menu at the right.



Logo

To add a logo to your banner, select the **Logo** checkbox. Then click **Choose**. Select a logo and click **OK**.

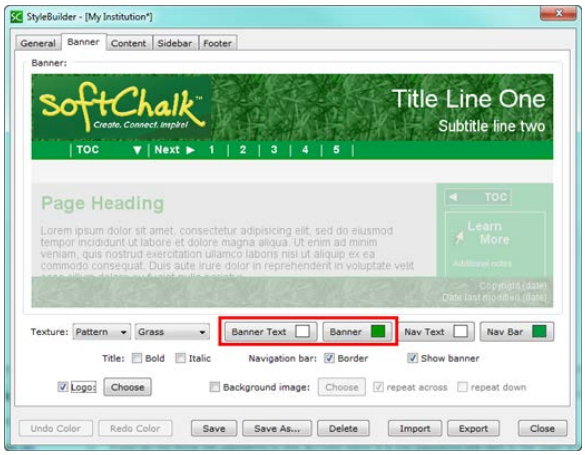
The maximum size for a logo is 400 pixels by 300 pixels. (If the logo is larger than this, the logo will be re-sized.)

After selecting a logo, the logo appears in the upper left corner.

Click the **Alt Text** button to specify the alternative text for the logo. This is the text that will display when the image is not available (for example, in screen readers for visually impaired).

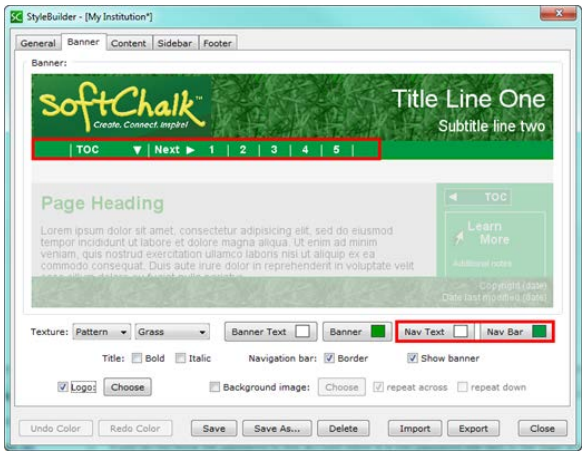
You can also insert a hyperlink and title of the link destination for when the logo image is clicked. Click **OK** to save the logo alt text and hyperlink information.

Banner Tab



Banner Colors

You can set separate colors for the banner text and the banner background by clicking the **Banner Text** and **Banner** buttons.



Navigation Bar Colors

You can set separate colors for the navigation text and the navigation bar by clicking the **Nav Text** and **Nav Bar** buttons.

The **Border** checkbox refers to the bottom border for the Navigation bar. (The color for the border comes from the Banner color.)

Content Tab

Overview

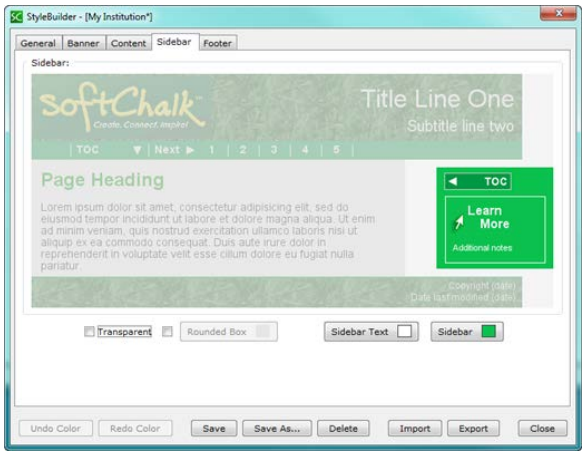
On this tab, you can set the color for your:

- Headings
- Links
- Link Hover (rollover color for your links)
- Text (in the body of your lesson)
- Page (background color for your pages)
- QuizPopper Background

You can also set the font for your lesson.

The font affects the title, subtitle, body text, headings, sidebar and footer. (It doesn't affect the navigation elements such as Prev and Next within the navigation bar.)

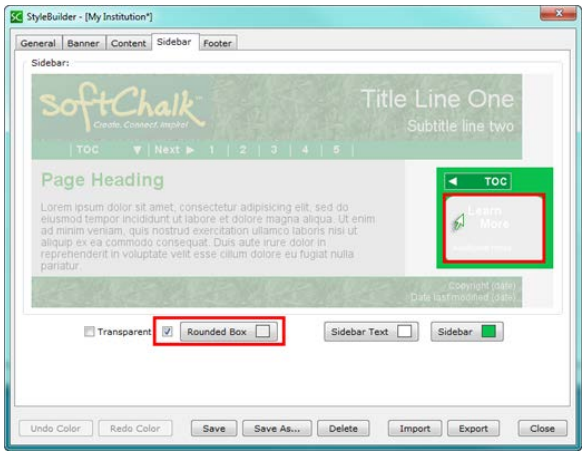
Sidebar Tab



Overview

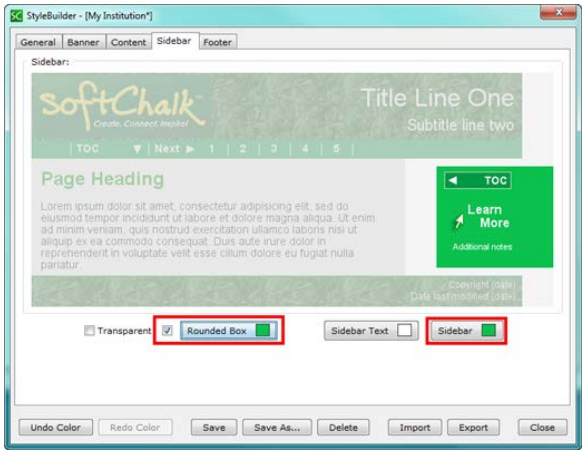
On this tab, you can change the appearance of the sidebar.

If you select **Transparent**, the color for the sidebar disappears and you see the **Background** color chosen under the **Content** tab.



Rounded box

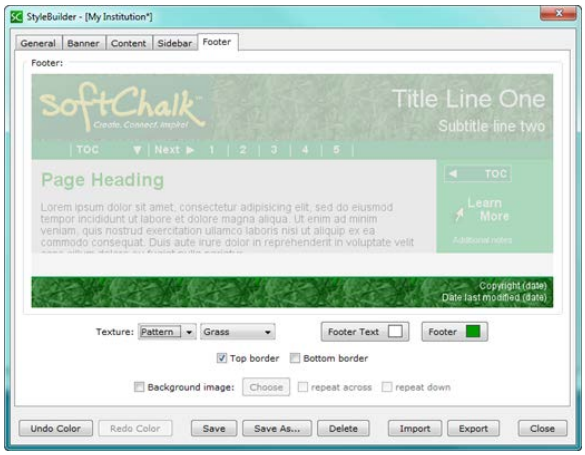
With a Rounded box color chosen, a rounded box appears within the sidebar.



No Lines

If you don't want lines within your sidebar, you can select **Rounded box** and use the same color that you use for your **Sidebar** color.

Footer Tab



Overview

On this tab, you can change the appearance of the footer. You can change the:

- Texture
- Color for the footer text
- Color for the footer background
- Use a background image that repeats

If you select and deselect the **Top border** or **Bottom border**, notice that the border is a thin line.

The color for the border comes from the color for the **Navigation bar** (chosen under the **Banner** tab).

IMPORTANT: Click **Save** at the bottom of your screen to update your changes and click **Close** to return to your main editing window.

Apply a Personal Style to Your Lesson

1. Open a lesson (if a lesson is not open already).
2. Choose **Properties/Style Properties**. Notice that the style you created appears under **Personal Styles**.
3. Click on this style to select it.
4. Click **OK** to return to your main editing window.

Create a Personal Style from a Template

You may want to make slight changes to a template and save it as a personal style.

1. Choose **Tools/StyleBuilder** (or press the **F11** key).

2. On the **General** tab, use the dropdown menu to select a template such as ***Aqua Blue***.
3. Make some changes to this style.
4. Click **Save As.**
5. Type a name for your style such as ***MyDepartment*** and click **OK**.

Export a Style Using StyleBuilder

Exporting and importing a style lets you give your personal style to others. (Exporting a style will also allow you to back up the style since the export process creates a .zip file.)

1. Choose **Tools/StyleBuilder** (or press the **F11** key).
2. On the **General** tab, select a personal style from the dropdown menu.
3. Click **Export**.
4. Type a name for your exported style such as ***MyOrganization***.
   IMPORTANT: You probably want to use the same name as your style to avoid confusion.
5. Click **Save**.
6. Click **OK** at the Export complete screen.
7. On your local computer, notice that your exported style became a zip file (e.g. ***MyInstitution.zip***)
8. To have others use this style, e-mail this file or upload this file to a server.
9. To back up this style, just copy this .zip to another physical media like a server or thumb drive.

Import a Style Using StyleBuilder

You can import a style someone else created. (Once you import a style and apply it to a lesson, then this style will be your default style for new lessons.)

1. Choose **Tools/StyleBuilder** (or press the **F11** key).
2. Click **Import**.
3. Select the exported zip file (see the section above Export a Style Using StyleBuilder).
4. Click **Open**.

5. Click **OK** at the Import complete dialogue window. Notice the imported style now appears in your dropdown list.
6. Click **Close** to return to your main editing window
7. To apply this style to a lesson, choose **Properties/Style Properties.**
8. Notice that the style you just imported appears under **Personal Styles**.
9. Click on this style to select it.
10. Click **OK** to return to your main editing window.

Delete a Personal Style

1. Choose **Tools/StyleBuilder**.
2. From the dropdown menu at the button of the screen, select the style you want to delete.
3. Click **Delete** at the bottom of the screen.
4. Click **OK** when asked if you want to delete this style.

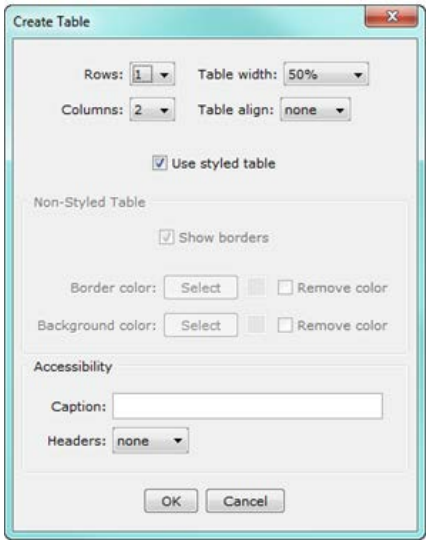
   (If you get a message that your style may not be deleted because it is the current lesson style, then click **OK**. Then click **Close**. Choose **Properties/Style Properties** and select a different style. Then repeat steps # 1-4.)
5. If you have lessons with the deleted style and you want to make edits, then you will need to apply another style using **Properties/Style Properties**.

Tables

Create a Table

To put a table in your lesson, choose **Table / Create Table**. One of the following screens appears:

Styled Table

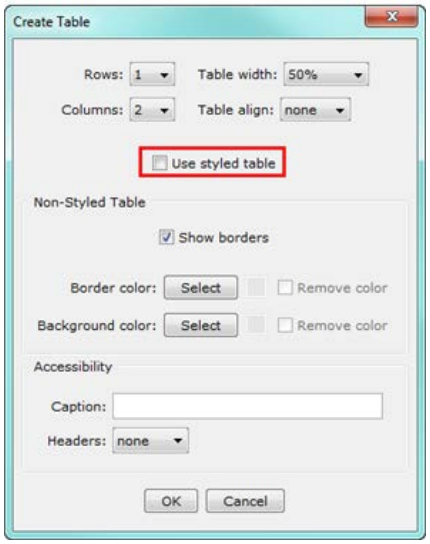


The table width % refers to the width of the table within the lesson window. **IMPORTANT**: If you have both a table and sidebar on the same page, then you'll need to set your **Table width** to 99% or less.

If you have a style for your lesson, (see the section Style a Lesson), then SoftChalk creates default settings for

- Cell spacing and padding
- Border width
- Border and background colors

Unstyled Table



With **Use styled table** deselected, you can set other options.

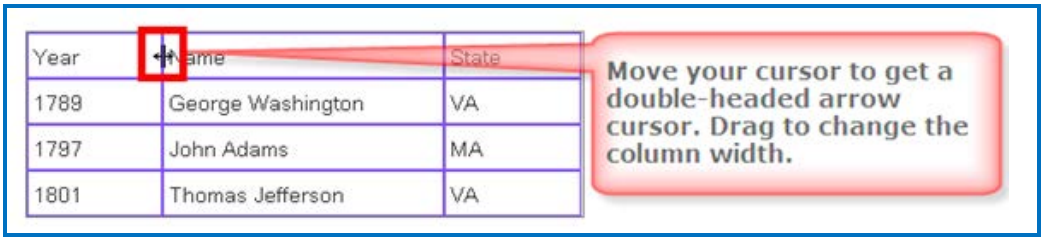
Click the **Select** buttons if you want to change the colors for the border and background.

Modify or Delete a Table

Click within a cell and choose **Table / Modify Table**. To delete a table, select the area before and after the table and hit your Delete key.

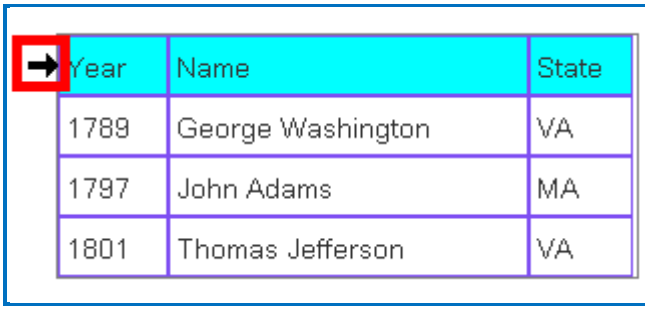
Change a Column Width

1. Move you cursor over a line dividing a column and the cursor changes into a "double-headed arrow" cursor (see below).
2. Drag to change the column width (see below).



Select a Row to Make a Header

1. Select a row by moving your cursor in front of a row and clicking (see below).



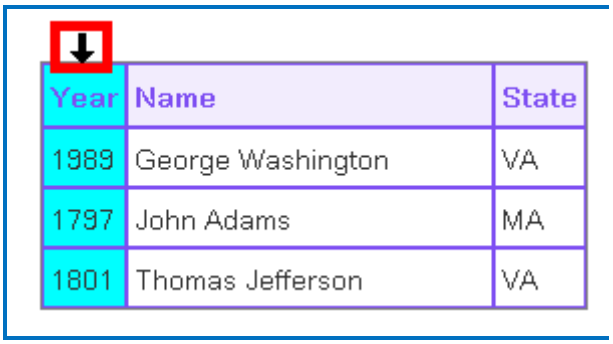
2. Choose **Table / Row / Make Column Headers**.
3. Headers appear (see below). [If the **Used styled table** checkbox is not selected (see the section Create a Table), the headers are bold and centered.]

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Select a Column to Make a Header

You may want headers on both the top and left of your table. If you don't have header cells already, then you can skip steps #1-2.

1. Select the first column (see below).



Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

2. Choose **Table / Column / Remove Headers**.
3. Select the column again.
4. Choose **Table / Column / Make Row Headers**.
5. Your headers appear (see below).

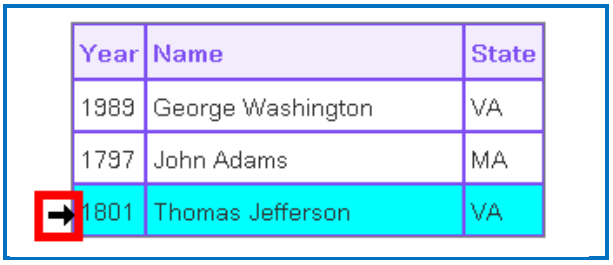
Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Insert or Delete Rows

If you're in the last cell of a table, you can hit the **Tab** key to create a new row. You can also insert a new row using the following steps:

1. You can click inside a cell and choose **Row / Insert Row Above** (or **Append Row to Bottom** or **Delete Row**). You can also use the steps below.

2. Select a row by moving your cursor in front of a row and clicking (see below).



Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

3. Choose **Tables / Row / Insert Row Above**. (To add a row to the end of the table, select **Append Row to Bottom**.)

4. Your additional row appears (see below).

Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

5. To delete a row, select the row (see previous step #1).

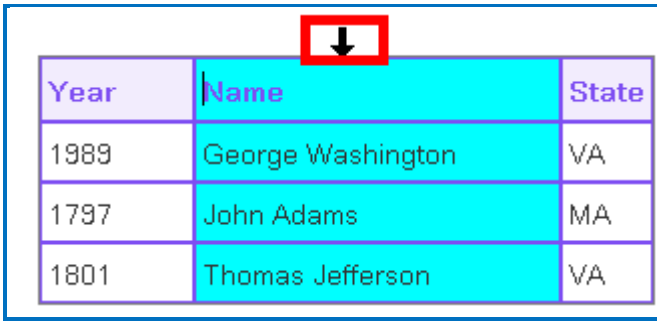
6. Choose **Tables / Row / Delete Row**.

Insert or Delete Columns

IMPORTANT: If you have entered a caption for your table, you will need to remove your caption before selecting a column. To remove a caption for the table, see the section Accessibility – Enter a Caption.

1. You can click inside a cell and choose **Column / Insert Column to the Left** (or **Append Column to the End** or **Delete Column**). You can also use the steps below.

2. Select a column by moving your cursor over the top of the column and clicking (see below).



Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

7. Choose **Tables / Column / Insert Column to the Left.** (To add a column to the end of the table, select **Append Column to the End**.)

8. Your additional column appears (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

9. Since the column width for this table was set at 50%, increase your table width before beginning to edit. Click in the table and choose **Table / Modify Table** and then increase the table width.

10. To delete a column, select the column (see previous step #1).

11. Choose **Tables / Column / Delete Column**.

Select Multiple Cells

You may want to select multiple cells to change the text formatting to bold, italics or another color.

1. Hold down **Ctrl** and click in a cell to select it. (Macintosh users hold down the **Option** key.)

2. With the **Ctrl** (or Macintosh **Option**) key still held, click in another cell to select it (see below).

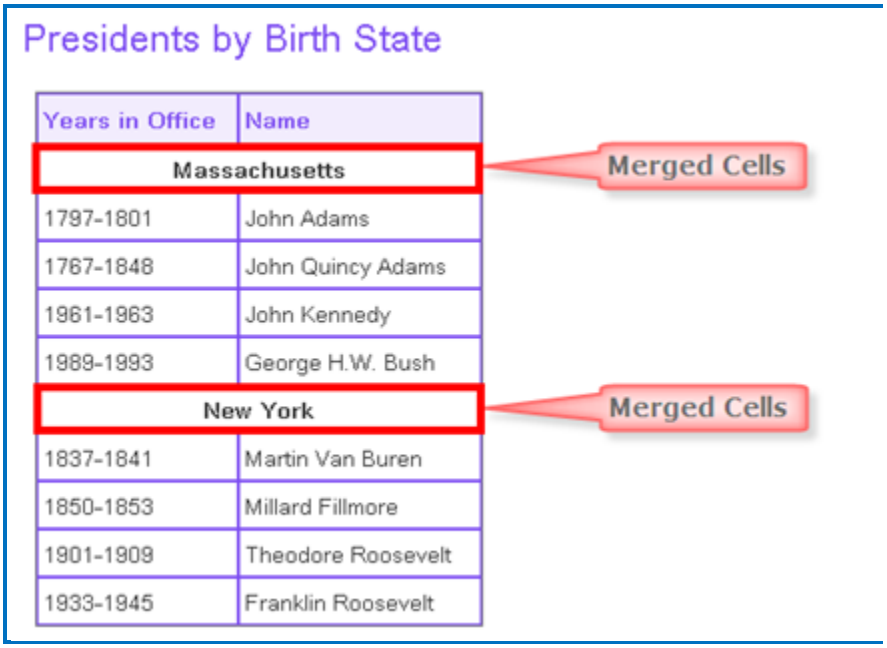
Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

3. Select formatting options such as Bold and Italic. (Click on the Bold and Italic buttons on the toolbar.) The formatted cells appear (see below).

Year	Name	State
1789	George Washington	***VA***
1797	John Adams	MA
1801	Thomas Jefferson	***VA***

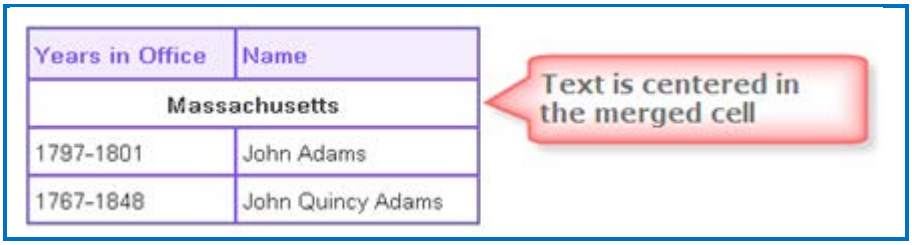
Merge Cells

You can merge cells in a table (see below).



1. To merge cells, select the cells to be merged (see below).

2. Choose **Table / Merge Cells**.
3. Type some text. You can click the Center Paragraph icon on your toolbar at the top to center the text in your merged cell (see below).



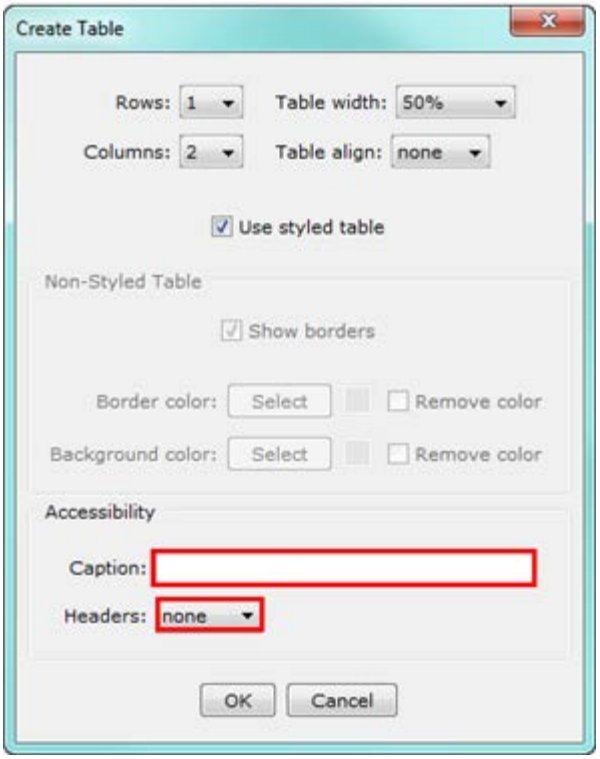
4. To split a merged cell, click within the merged cell. Then choose **Table / Split Cells**.

Accessibility - Enter a Caption

When creating or modifying your table, you can:

- Enter a caption for your table and
- Designate column or row headers or both

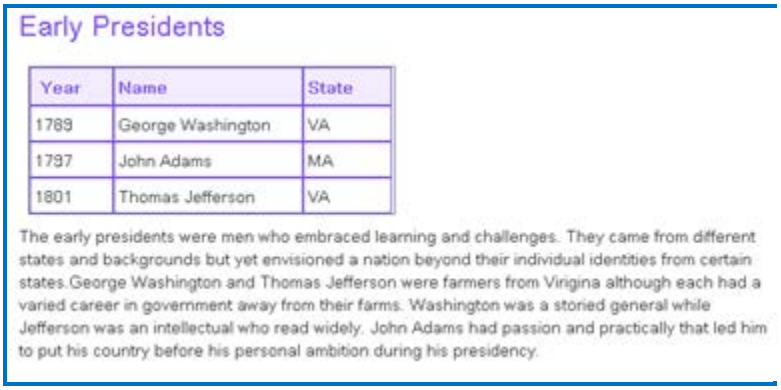
  When you enter a caption, it appears as the title for your table directly above your table. For more information about SoftChalk's Accessibility compliance, see http://softchalk.com/products/cloud/accessibility/.



Wrap Text around a Table

If you have a table with a width less than 100% (typically 75% or 50%), then you can have text wrap around the table.

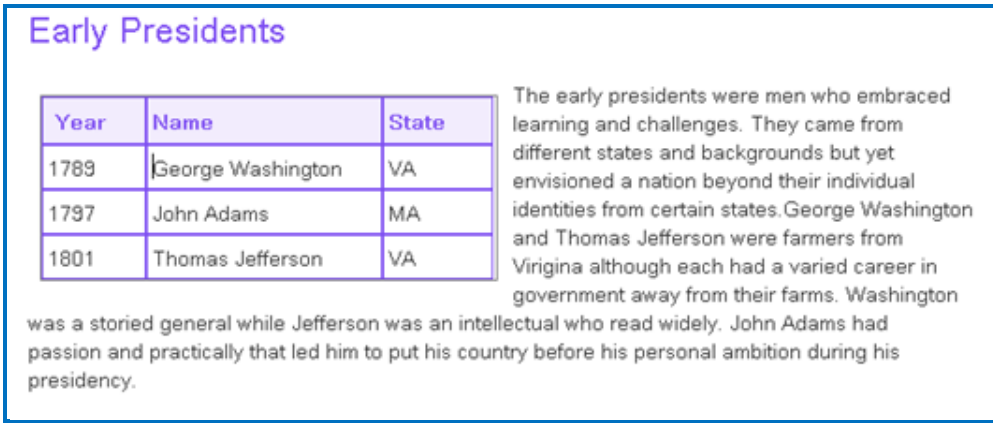
1. Enter text below your table (see below).



2. Click in your table and choose **Table / Modify Table**.

3. Set the **Table align** value to **Left** (see below). Click **OK**.

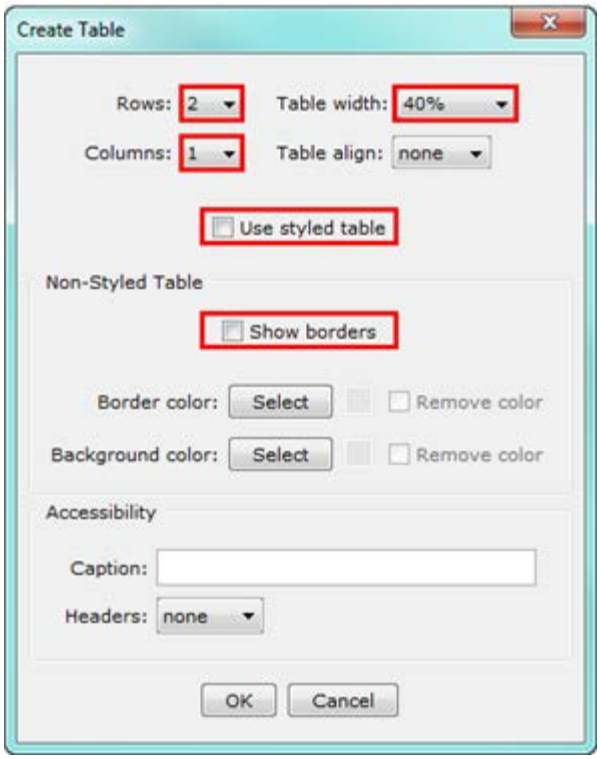
4. Your table with text wrapping appears (see below).



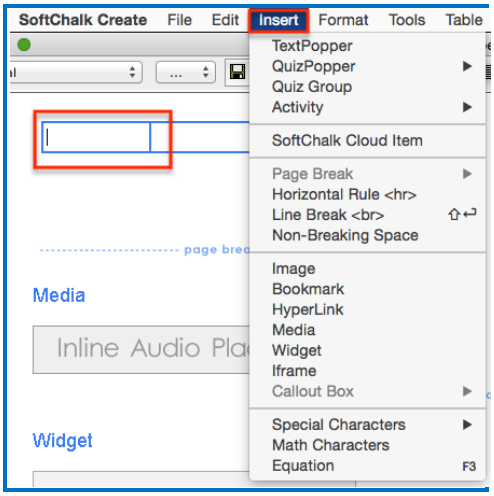
Create a Caption for an Image

You can use a table to create a caption for an image. You can wrap text around this image.

1. Create a table. (Choose **Table / Create Table**.)
2. Deselect **Use styled table**. Set the **Rows** to 2, **Columns** to 1, **Table width** to a width appropriate to your image, de-select **Use styled table** and **Show borders** (see below). Click **OK**.



3. Click in the top cell of your table and select **Insert / Image** (see below).

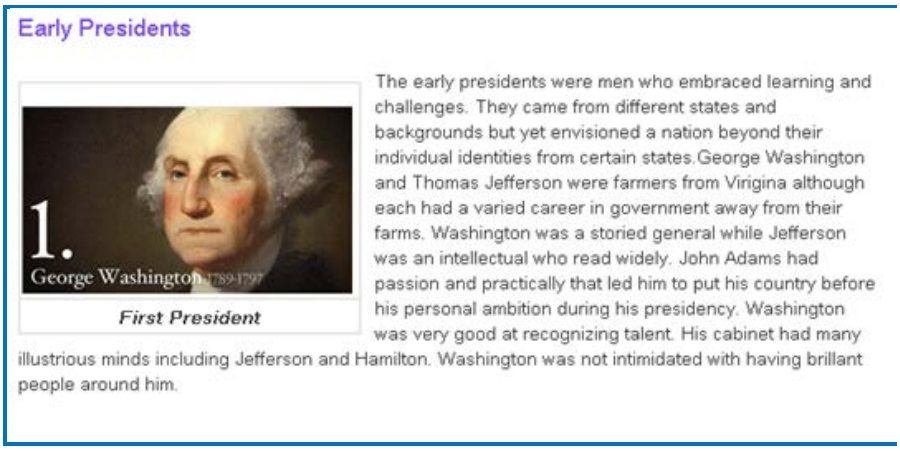


4. Select your image (see the section Insert an Image).

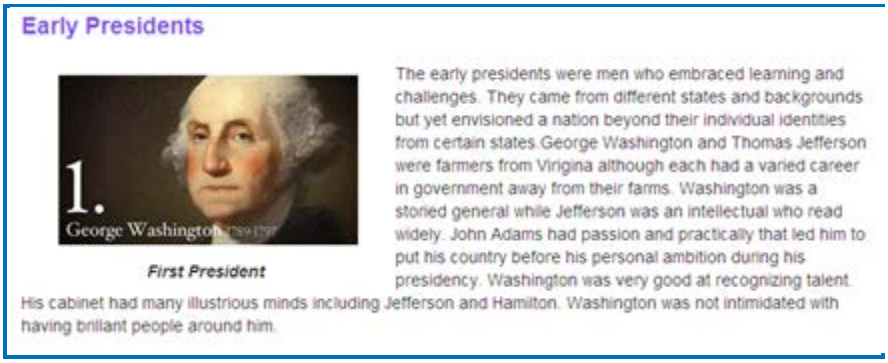
5. Type a caption in your second row. Click the Align Center icon on the toolbar (see below). You can format the caption for Bold and Italic. (The faint outline you see designates your table area but when you preview the table, you won't see a border.)

6. To make your image wrap around text, make sure you have text below your image. Then click in your image table.

7. Choose **Table / Modify Table**. For **Table align**, select **Left**. Click **OK** (see below).



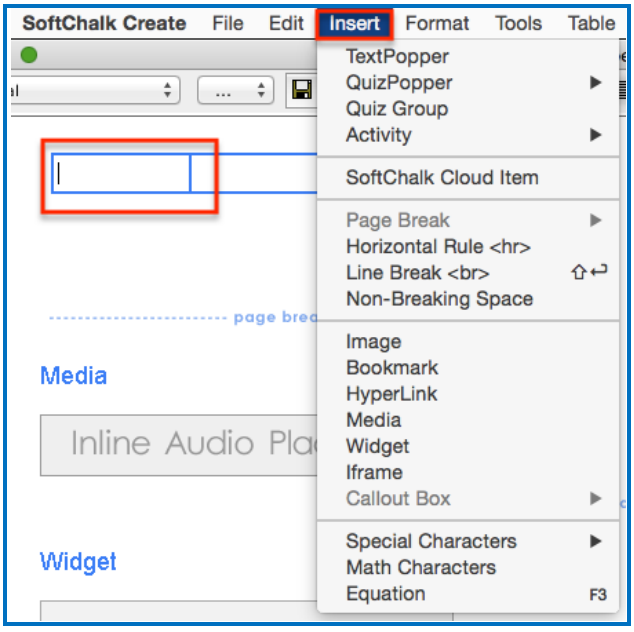
8. Preview your lesson (see below). No border appears.



9. You can modify your image caption table as you would any table. You can add a row to include a credits line (see below).

Insert Menu

You can click within a cell, then click the Insert menu at the top.



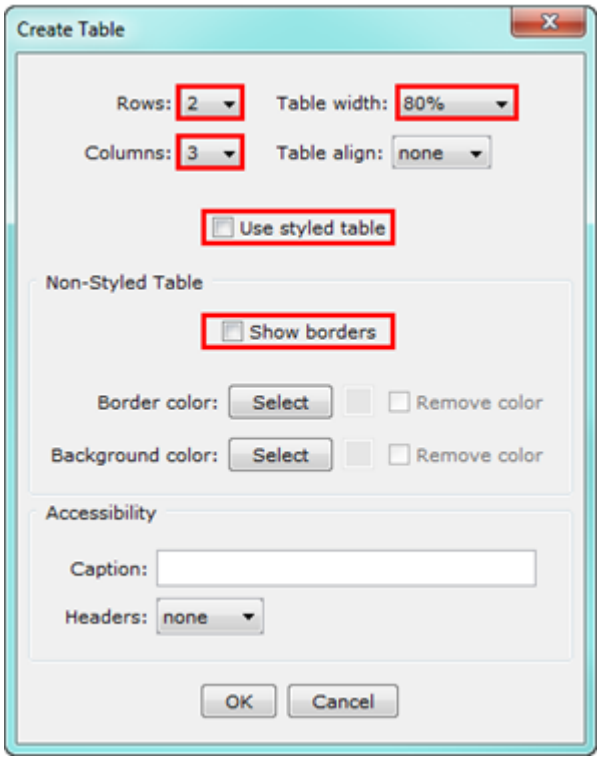
Please notice that you can insert QuizPoppers or Activities within a table.

Put Images Side by Side

If you want to put images side by side, you should use an unstyled table.

1. Create a table. (Choose **Table/Create Table**.)

2. Deselect **Use styled table**. Set the **Rows** to 2, **Columns** to 3, **Table width** to a width appropriate to your image, de-select **Use styled table** and deselect **Show borders** (see below). Click **OK**.



3. Click in the first cell and choose **Insert/Image** to insert an image. (See the section Insert an Image.)

4. Insert an image in each top cell. Enter text in the bottom cells. Select the text in the bottom cells and create a hyperlink (see below). (See the section Insert and Remove a Hyperlink.)

5. Preview your lesson in the browser (see below). Extra space appears between the images because when an image is inserted, automatic padding is added.

Copy and Paste a Table from Word

You can copy and paste a table from Word. It will paste as an unstyled table. You can click within a cell and choose **Table / Modify** and select **Use Styled Table** (provided you have attached a style to your lesson).

Google Analytics

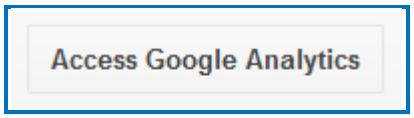
You can add tracking code from Google Analytics into your SoftChalk Create lessons in order to see how many views there are on each page of your lesson. For example, if you have a five page SoftChalk lesson, you can see how many times page three was viewed.

For general information about Google Analytics, please see the website for Google Analytics. Select the **Resources** drop down menu at the top and select **Help Center**.

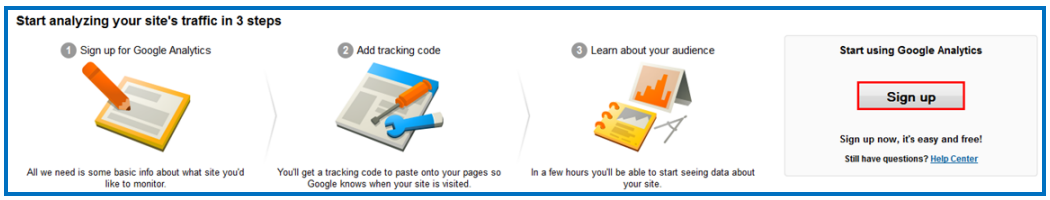
IMPORTANT: You will need to have your SoftChalk lesson on a website such as SoftChalk Cloud and you will need a **Google Account** to use the Google Analytics feature within SoftChalk Create.

Set Up Your Google Analytics Account and Insert Code into a Lesson

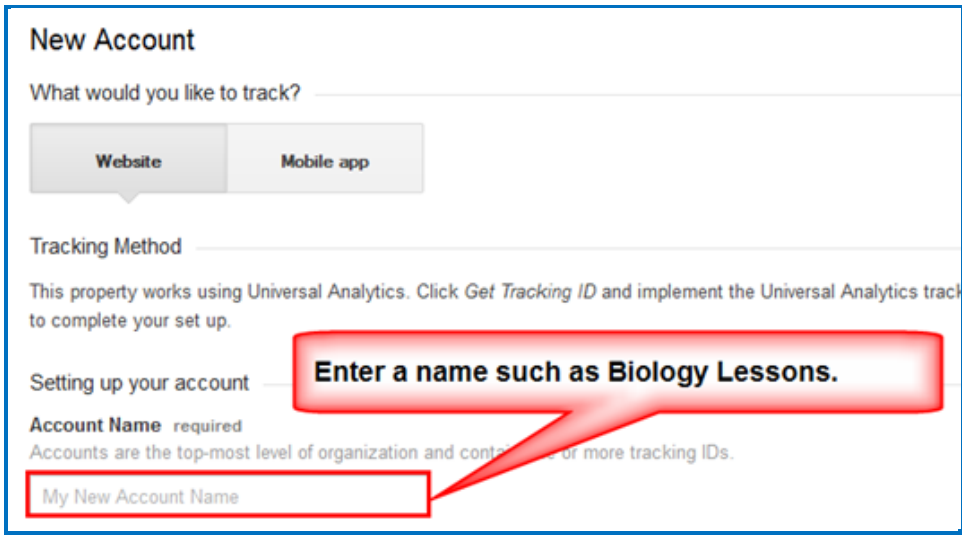
1. Please make sure your lesson is already saved on SoftChalk Cloud (or a website) before you continue. You will need the Hyperlink to your lesson to set up Google Analytics account.
2. You must have a Google Account to access Google Analytics. If you do not currently have an account, please go to Create your Google Account.
3. After you have created your Google Account, please access Google Analytics through http://www.google.com/analytics/.
4. At the top right, click **Access Google Analytics** (see below).



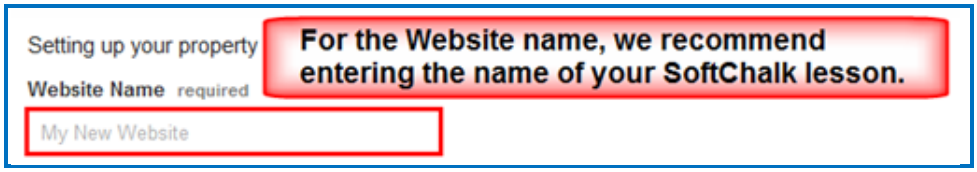
5. At the right, click **Sign Up** (see below).



6. With one Google account, you can set up one or multiple Google Analytics accounts. For instance, if you are an instructor, you could have one Google Analytics account to track all your biology lessons and another Google Analytics account to track all your math lessons. Or you may decide to have one Google Analytics account to track all your lessons. Let's assume you want to track all your Biology lessons. For the account name, you could enter Biology Lessons (see below).



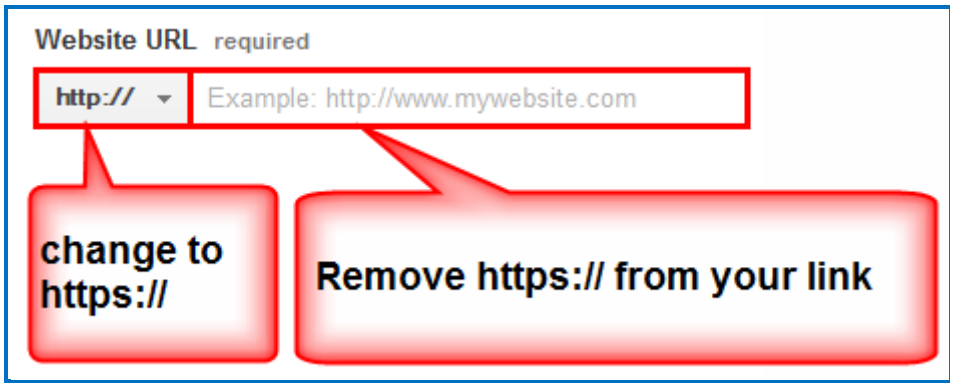
7. You can have one or multiple properties under a Google Analytics account. For instance, you can track multiple Softchalk lessons and each lesson would be considered a property. For the **Website Name**, we recommend that you use the name of your SoftChalk lesson (see below).



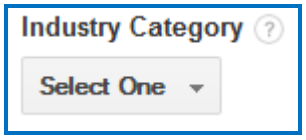
8. **IMPORTANT**: If you would like to add another property (lesson) at another time, see the section Add Another Property (Lesson). If you would like to add another account (course) at another time, see the section Add Another Account (Course).

9. Copy the hyperlink for your SoftChalk Cloud lesson (or website). (Log into your SoftChalk Cloud account. Click **My Content/Lessons**. Click the name of your lesson. At the bottom right under Lesson actions, copy the **Hyperlink**.)

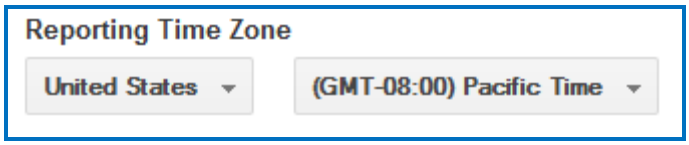
10. On your Google Analytics web page, **change http to https**. Then paste in your hyperlink but **remove https:/ / from the beginning of the link** (see below).



11. Selecting an **Industry Category** is optional (see below).

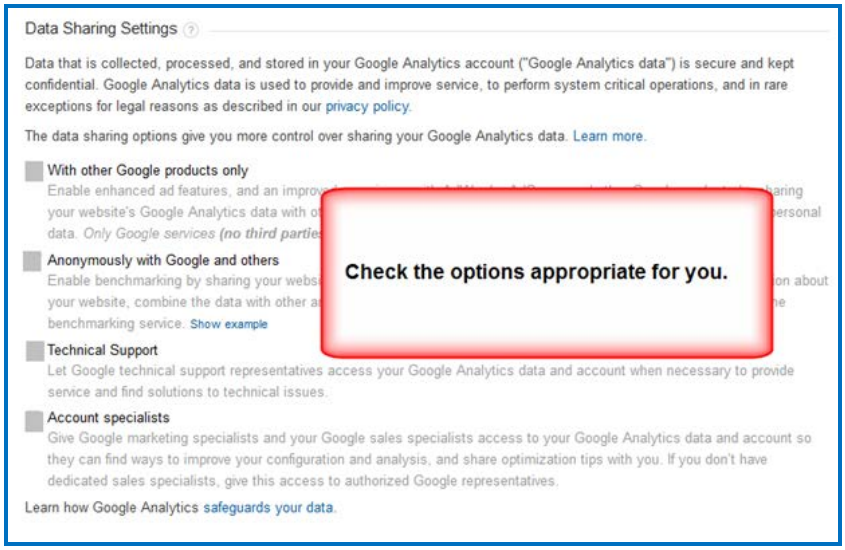


12. Make a selection for the **Time Zone** (see below).

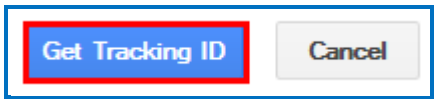


(Instructions are continued on the next page.)

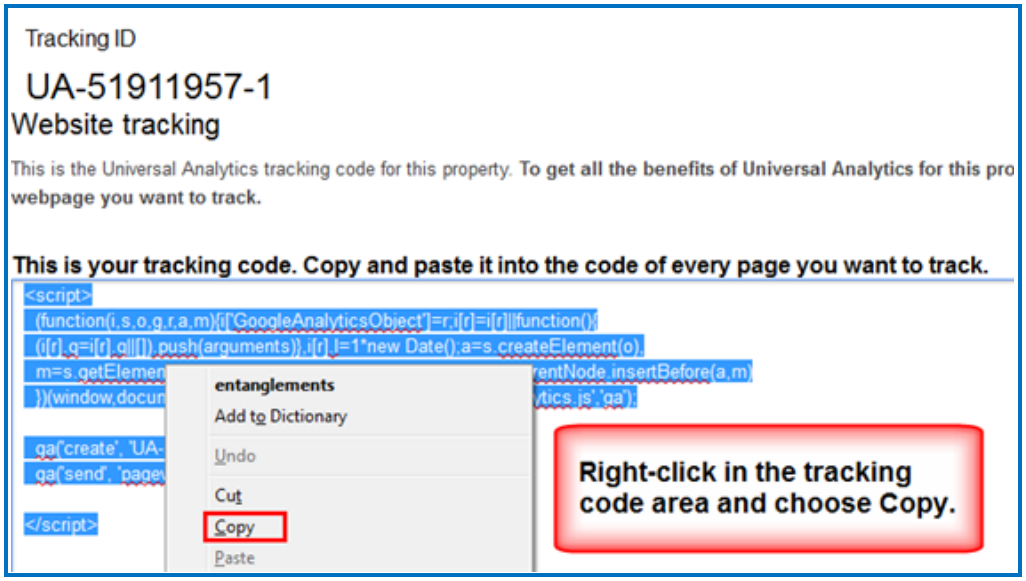
13. Under **Data Sharing Settings**, select the options appropriate for you (see below).



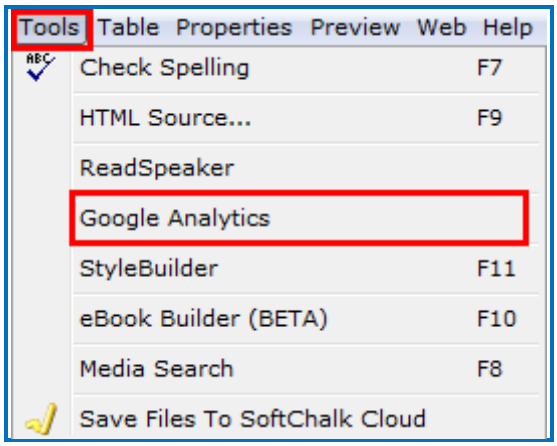
14. At the bottom left, click **Get Tracking ID.** For first time users, a Google Analytics Terms and Agreement pops up, click **I Accept** to continue.



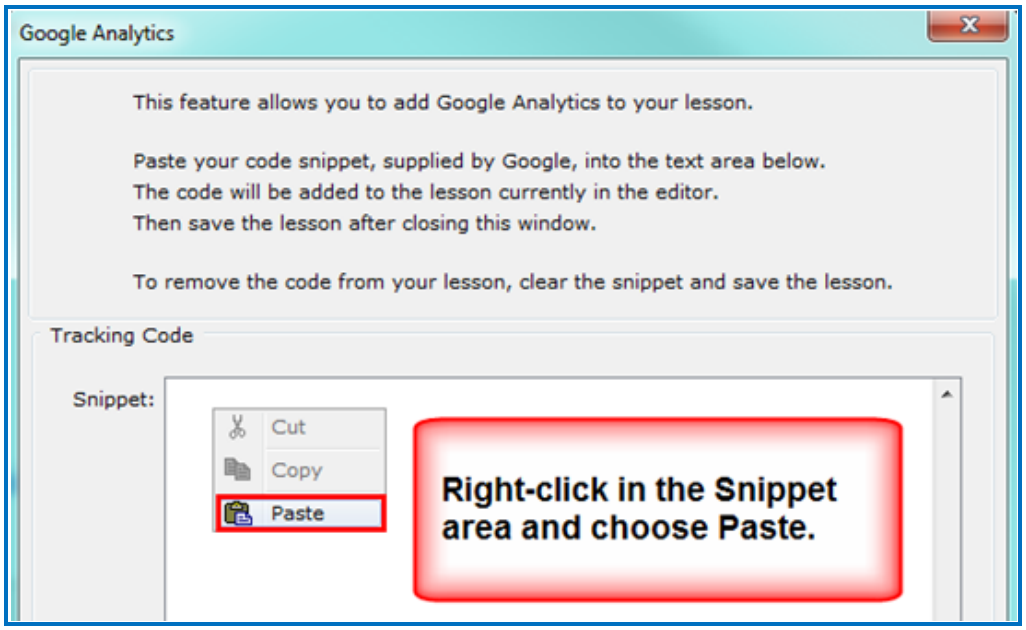
15. A screen appears with the tracking code for your property (e.g. your SoftChalk lesson). Select and copy this code (see below). (Please note that you are copying the tracking code and NOT the Tracking ID number.)



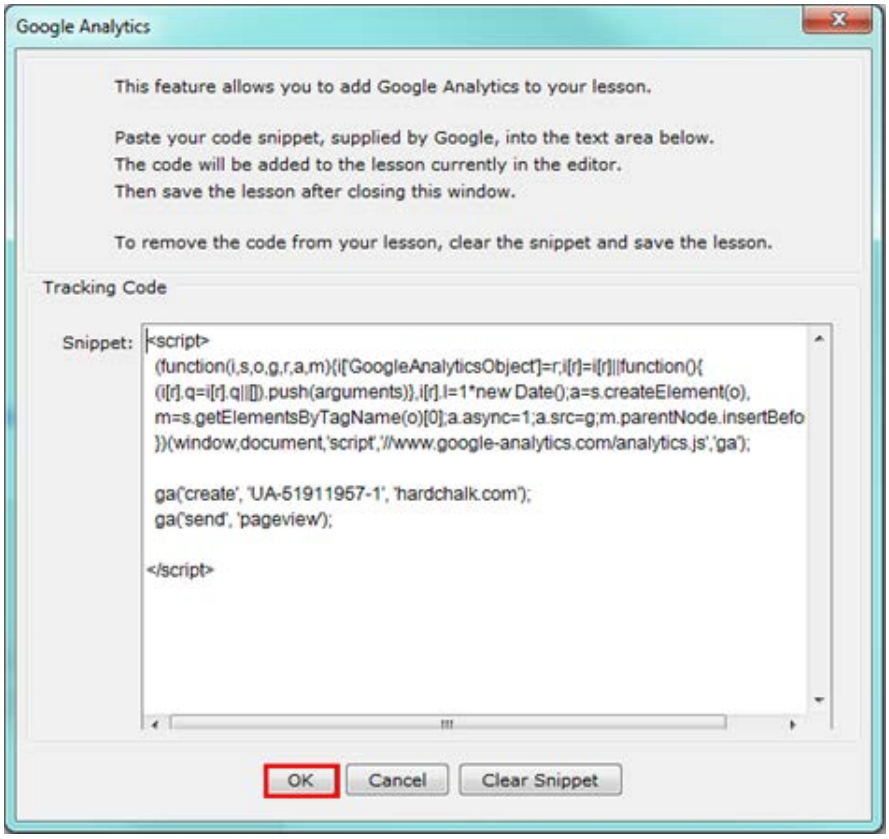
16. In **SoftChalk Cloud**, open the same SoftChalk lesson (from which you used the hyperlink) in **SoftChalk Create**. Choose **Tools / Google Analytics** (see below).



17. Right-click in the **Snippet** area and choose **Paste** (see below). This is the only area of your lesson where you need to paste this code. In other words, you do NOT need to put this code in every page of your lesson.

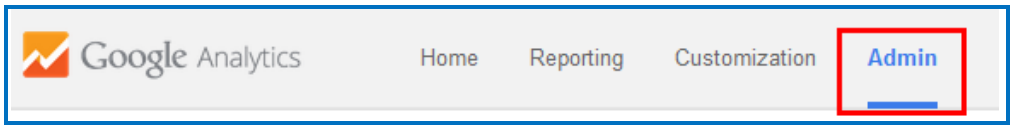


18. Once you've pasted your Snippet, click **OK** to return to your main editing screen (see below).

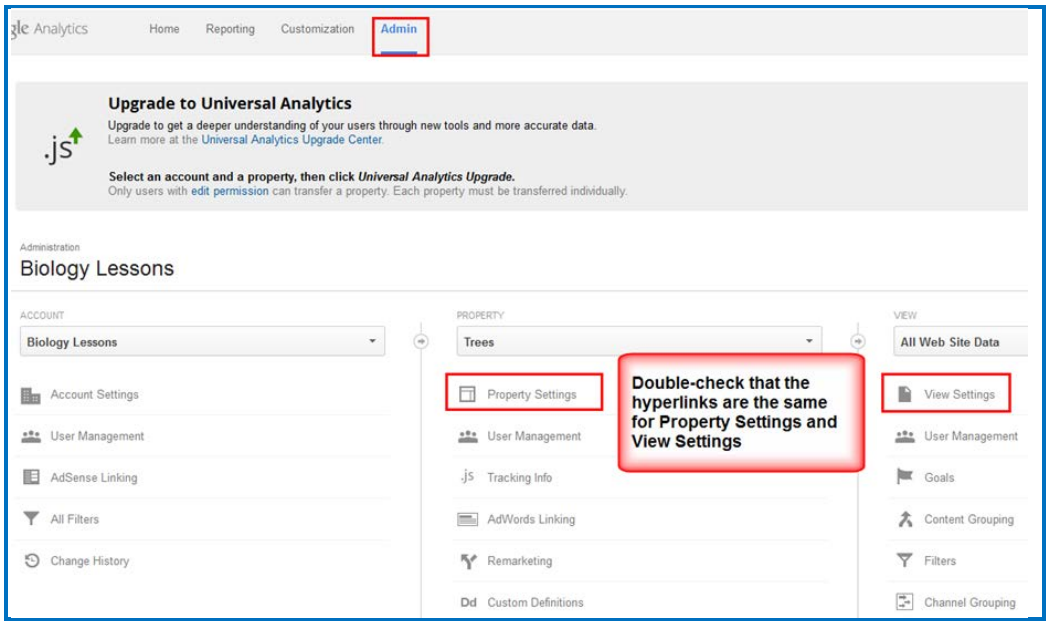


19. **IMPORTANT**: Be sure to save your lesson back to SoftChalk Cloud (or website).

20. Please go back to your Google Analytics account setup. Click the **Admin** area at the top of your screen (see below).



21. After the initial setup of your Google Analytics account, the **Admin** section is where you access the information for your account (see below). Double-check that the hyperlinks are the same for **Property Settings** and **View Settings**.



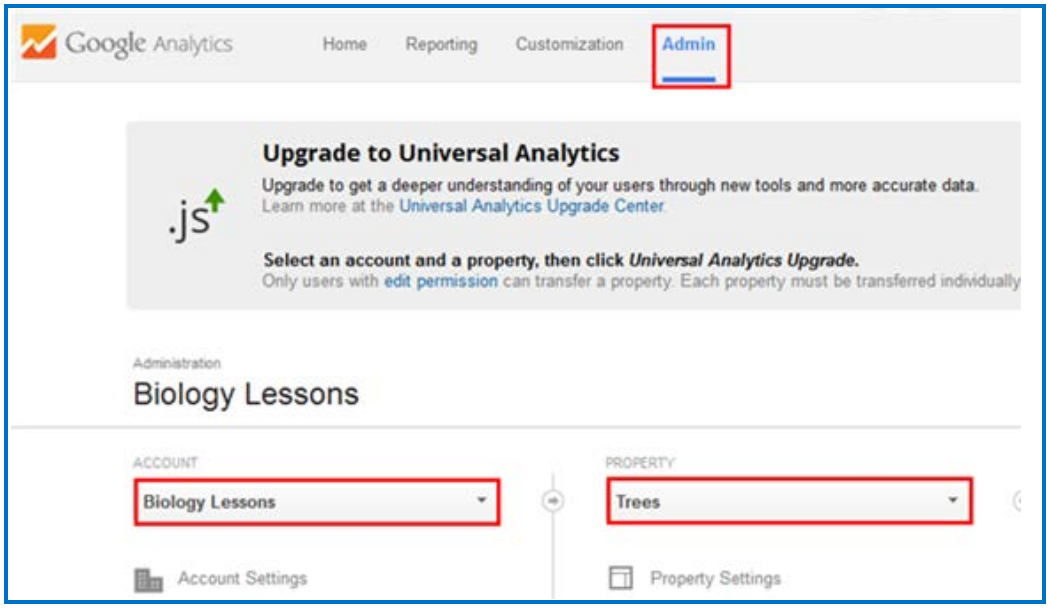
22. Please be sure to read the next section View the Analytics to verify that your lesson is being tracked.

View the Analytics

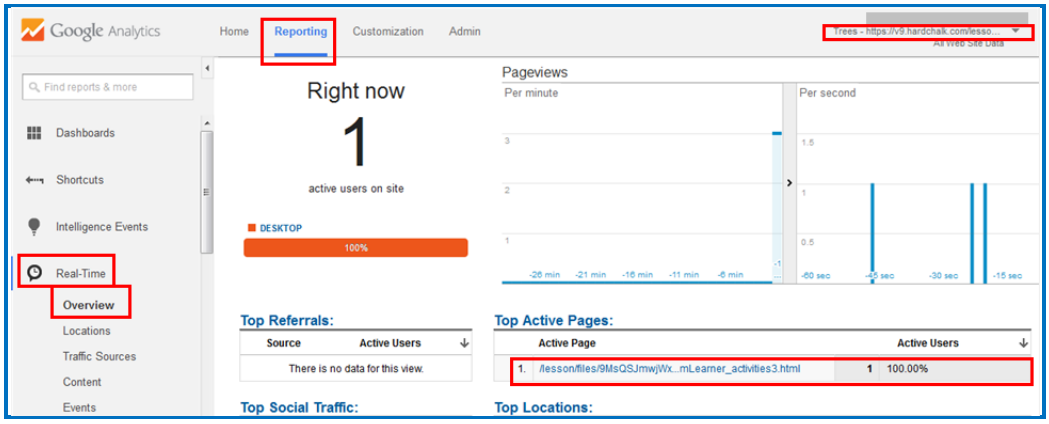
You can see if your lesson is tracking in Google Analytics. You'll want to use the real time tracking feature in Google Analytics as other tracking may not appear for 24 hours.

1. To make sure Google Analytics is tracking properly, in a web browser, open the hyperlink to your SoftChalk lesson that has the Google Analytics code. View several pages of your lesson. **IMPORTANT**: Keep this lesson open in the web browser.

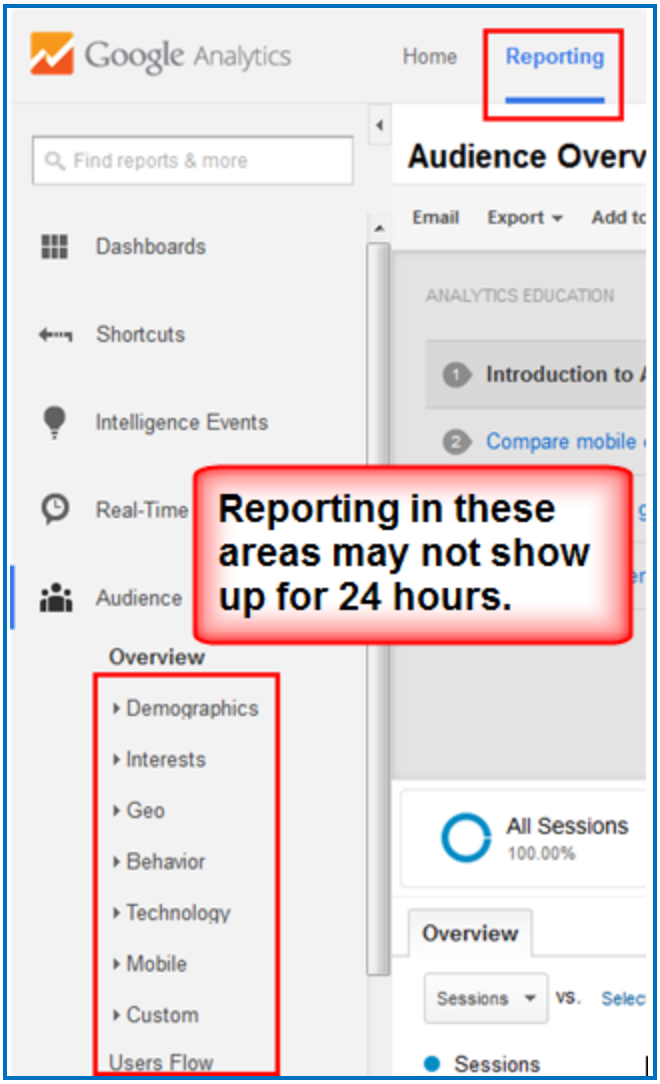
2. In a different web browser tab, access the Google Analytics site http://www.google.com/analytics/. Click the **Admin** tab and select your account and property (see below).



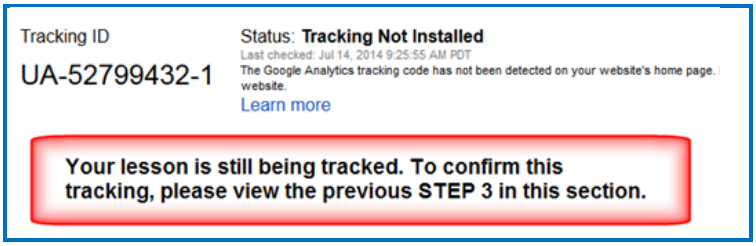
3. Click the **Reporting** tab. Then select **Real-Time** and **Overview** (see below). As you can see, the lesson is being tracked.



4. As mentioned previously, tracking may not appear in other areas for 24 hours (see below).



5. **IMPORTANT**: Please be aware that if you see the message ***Status: Tracking Not Installed***, your lesson is still being tracked. To confirm this tracking, please view the previous STEP 3 in this section.

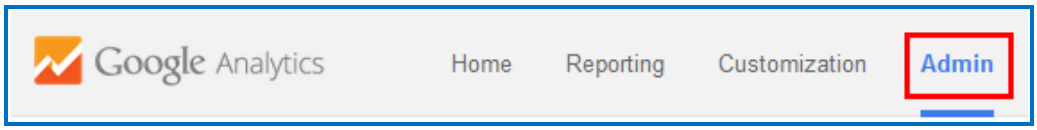


6. For more information on how to read, analyze or use Google Analytics, please see Help with Google Analytics.

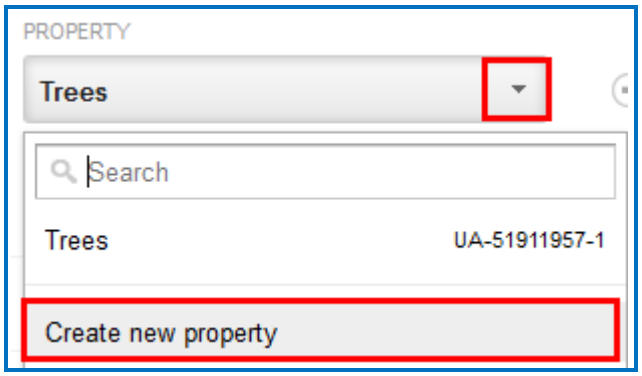
Add Another Property (Lesson)

If you want to add another property (lesson), please see the steps below.

1. Please make sure your lesson is already saved on SoftChalk Cloud (or a website) before you continue.
2. Log into your Google Analytics account at http://www.google.com/analytics/ and click **Access Google Analytics**.
3. At the top, click the **Admin tab** (see below).



4. Click the down arrow in the **PROPERTY** area and select **Create new property** (see below).

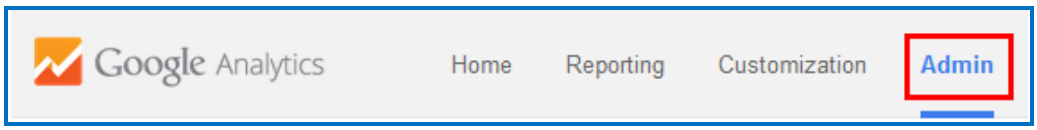


5. Continue with STEP 7 in the section Set Up Your Google Analytics Account and Insert Code into a Lesson.

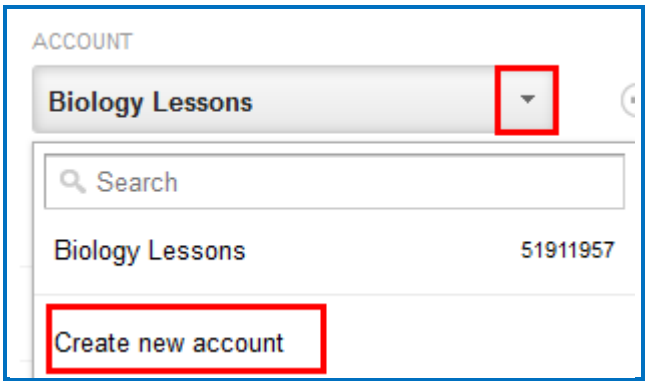
Add Another Account (Course)

If you want to use separate accounts for each course, please see the steps below to add another account.

1. Log into your Google Analytics account at http://www.google.com/analytics/ and click **Access Google Analytics**.
2. At the top, click the **Admin tab** (see below).



3. Click the down arrow in the **ACCOUNT** area and select **Create new account** (see below).



6. Continue with STEP 6 in the section Set Up Your Google Analytics Account and Insert Code into a Lesson.

Publish to MERLOT

MERLOT (Multimedia Educational Resource for Learning and Online Teaching) "is a free and open peer reviewed collection of online teaching and learning materials and faculty-developed services contributed and used by an international education community." (Quote from the MERLOT website at: www.merlot.org.)

Within SoftChalk Create, you can save a link to your SoftChalk lesson to the MERLOT site. In other words, your actual lesson resides elsewhere (in SoftChalk Cloud or on a web server or in a learning management system where there is public access) and you save the link to that lesson in MERLOT for others to view and use.

Basic Steps to Get Started

Below are the quick steps for publishing to MERLOT. More detailed instructions appear after this section.

- In SoftChalk Create, assign metadata to your SoftChalk lesson (**Properties / Metadata**) so that a user can search for your lesson once the lesson link gets into MERLOT.
- Save your lesson to SoftChalk Cloud or upload your lesson to a web site or learning management system where there is public access.
- Copy the hyperlink (URL) for the lesson.
- In SoftChalk Create, set up your MERLOT server permissions: **File / Manage Publish Accounts.** Click **New**, select **MERLOT**, enter your username and password. Click **OK** and click **Close**.
- In SoftChalk Create, save your lesson link to MERLOT: **File / Save to LMS**.
- For details on the publish process, see the section Save a Lesson Link to MERLOT.

Assign Metadata to a Lesson and Upload It to a Web Server (or LMS)

1. Start SoftChalk Create and open a lesson.
2. **IMPORTANT**: Be sure to assign keywords and other information to your lesson as metadata. Choose **Properties / Metadata**. (For details, see the section Metadata.) There is also a **Metadata** button on the **Save To SoftChalk Cloud** window that takes you to the same Metadata area.

3. Save your lesson to SoftChalk Cloud or upload your lesson to a website or a learning management system where there is public access to your lesson. (If you are using the SoftChalk **File / Save to LMS** (to Blackboard or Sakai) feature, see the section Blackboard and Sakai Users Who Want to Publish to MERLOT.)

4. Copy the Hyperlink for your lesson in SoftChalk Cloud, your website or your learning management system.

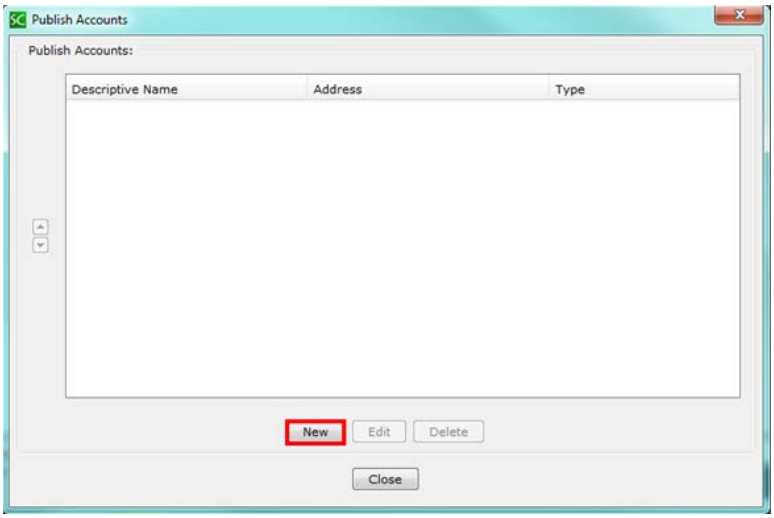
In SoftChalk: Set Up the MERLOT Server Permissions

You only have to set up the MERLOT server permissions one time per computer.

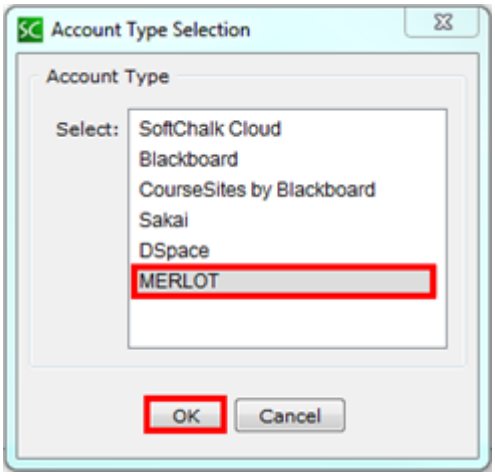
1. Start SoftChalk Create if it is not already open.

2. Choose **File / Manage Publish Accounts**.

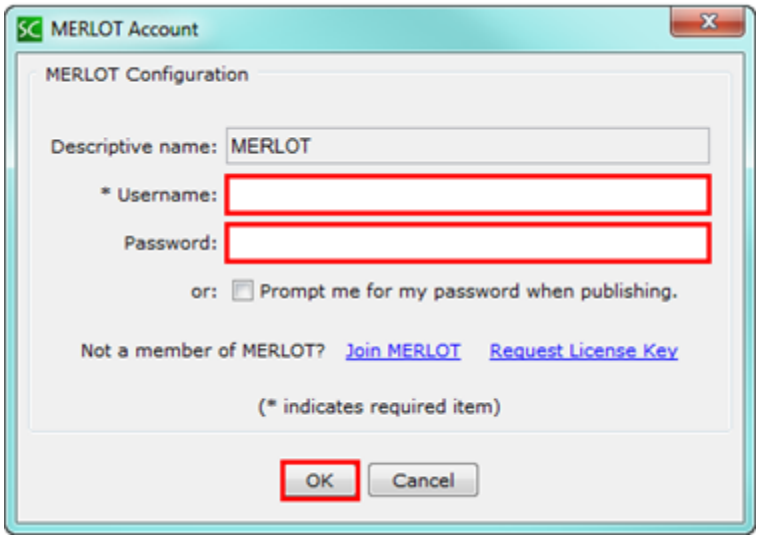
3. At the bottom of the screen, click **New** (see below).



4. From the list, select **MERLOT** and click **OK** (see below).

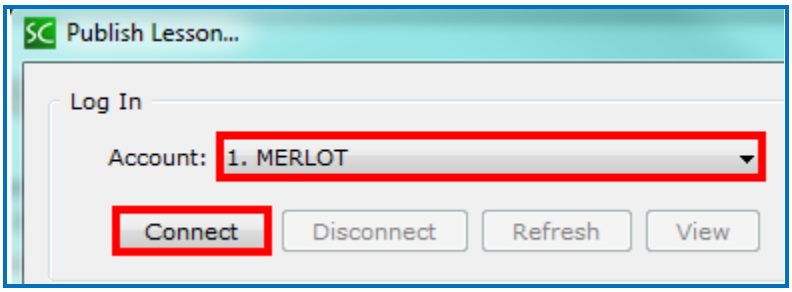


5. If you're a member of MERLOT, enter your username and password. Click **OK**. If you are not a member of MERLOT, you can click **Join MERLOT** to go to the MERLOT site to join (see below).



6. Click **Close** to leave the **Publish Accounts** window.

7. Choose **File / Publish To LMS**. Make sure **MERLOT** is selected in your **Account** drop down menu at the top left of your screen and click **Connect** (see below). See the next section Save a Lesson Link to MERLOT.

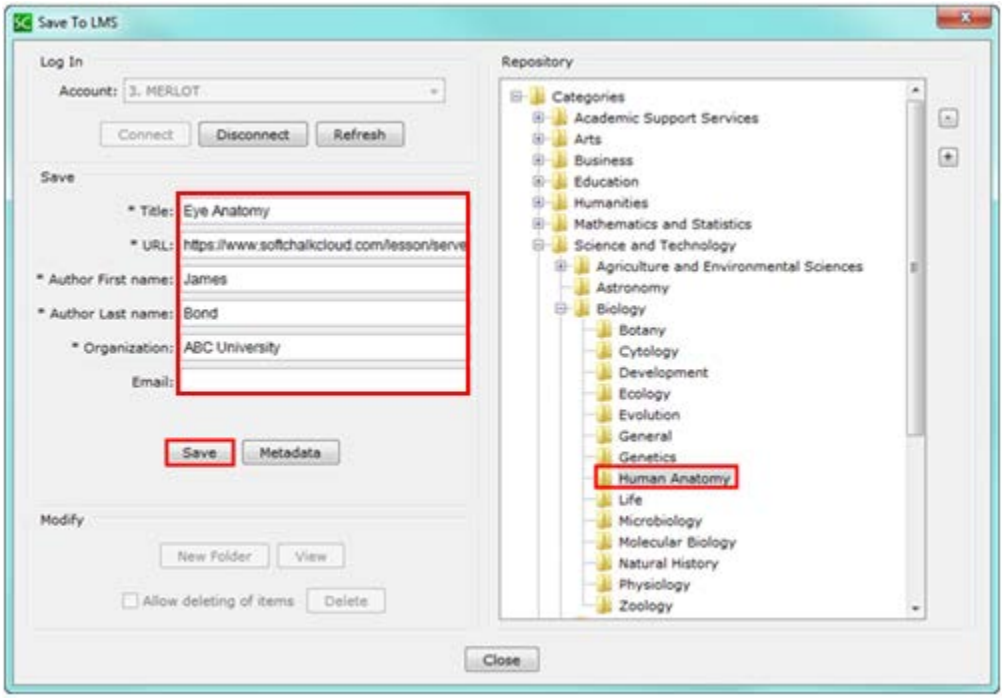


Save a Lesson Link to MERLOT

As mentioned previously, be sure to assign metadata to your lesson before you publish it. See Assign Metadata to a Lesson and Upload It to a Web Server (or LMS).

1. Once you have connected to MERLOT, enter a **Title**, **URL** (hyperlink) for your lesson, **Author First name**, **Author Last name** and **Organization**. (**Email** is optional.)

   IMPORTANT: Select the appropriate category and sub-categories (ex. Science and Technology/Biology/Human Anatomy). Click **Save** (see below).



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

3. Click **Close** to close the **Save to LMS** window.

Blackboard and Sakai Users Who Want to Publish to MERLOT

For Blackboard and Sakai users who also want to publish to MERLOT, please see the note below.

IMPORTANT: If you are also using the **SoftChalk Save to LMS feature for Blackboard or Sakai**, then SoftChalk provides a shortcut for you. Save your lesson to Blackboard or Sakai (i.e. within SoftChalk Create, choose **File / Save to LMS**) and then immediately Publish to MERLOT. SoftChalk will automatically populate the URL field of the lesson you just published to Blackboard or Sakai.

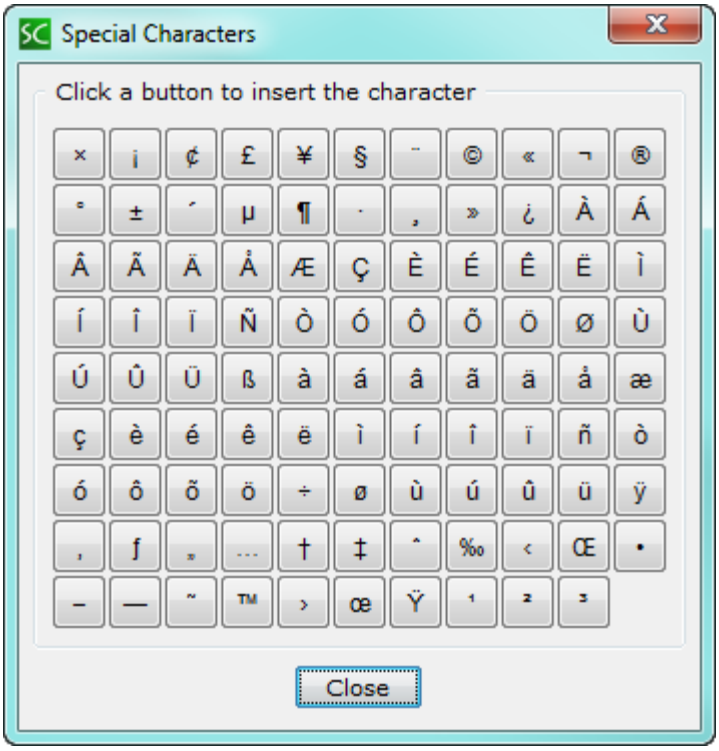
(Of course, as mentioned before, if you are publishing to MERLOT, then your link should be open to the public.)

Foreign Languages

Overview

You can create lessons using foreign language characters. If you have a keyboard setting that allows you to type in foreign characters, you can use that.

If not, you can choose **Insert/Special Characters/Other** (see below).



Output Languages for the Student Interface and Instructions

Within SoftChalk Create, you can choose an output language. Choose **Properties/Output Language** and select your language.

Within SoftChalk Create, you won't see any changes, but when you preview the lesson in a web browser, you'll see that the interface and instructions have all been translated to the chosen language.

Please note that your content is not translated but the interface and instructions for the students appear in the chosen language.

Math

Overview

SoftChalk Create lets you insert math characters and equations. Within your main editing window you can choose:

- **Insert / Math Characters**
- **Insert / Equation** (brings up an Equation Editor)

(You can also right-click and choose **Math Characters** or **Equation**.)

IMPORTANT: Within the Equation Editor, there is a **Help** tab that provides specific help for this editor.

Please note the new **Vertical Alignment** enhancement (see the section Vertical Alignment in the Equation Editor).

Save an Equation to the Library

After inserting an equation into your main editing window, you can right-click on your equation and choose **Save To Library**. For details on using the Library, see the section Library (Desktop Version).

Save an Equation to SoftChalk Cloud

After inserting an equation into your main editing window, you can right-click on your equation and choose **Save To SoftChalk Cloud**. For details on using SoftChalk Cloud, see the section SoftChalk Cloud.

Math and QuizPoppers

Insert an Equation or Math Characters into a QuizPopper

Within QuizPoppers, you can insert math characters and equations in hints and feedback as well as in questions.

1. Right-click in a text field.
2. Choose **Math Characters** or **Equation**.

(You can't insert math characters or an equation in the ***answer*** fields for the Short Answer QuizPopper.)

Insert an Equation from the Library into a QuizPopper

For details on using the Library, see the section Library (Desktop Version).

1. Right-click in a text field for your QuizPopper.
2. Choose **Library**.
3. At the left within your Library, select your equation.
4. Click **Insert Into QuizPopper**.

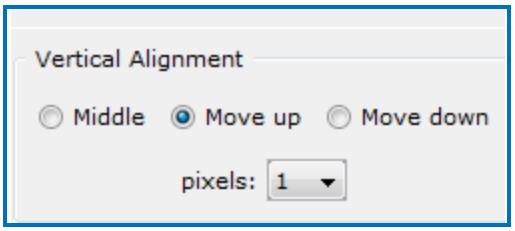
Insert an Equation from SoftChalk Cloud into a QuizPopper

For details on using the Library, see the section SoftChalk Cloud.

1. Right-click in a text field for your QuizPopper.
2. Choose **SoftChalk Cloud Item**.
3. Under the **My Files** area, select your equation.
4. Click **Insert**.

Vertical Alignment in the Equation Editor

You can move your equation up or down with the Vertical Alignment feature. (Within the main editing window, choose **Insert/Equation**.)



Math and Activities

The following activities let you use equations as well as text.

- DidYouKnow
- Flash Card
- Hot Spot – Explore Mode
- Hot Spot – Quiz Mode
- Jigsaw Puzzle
- Labeling
- Sorting
- Tabbed Info

Metadata

Overview

You can add metadata, including curriculum standards to your lesson or to activities or Quiz Groups that you make public in SoftChalk Share. (When the public does searches on various websites, they are actually searching through metadata to find relevant information.) For details on each metadata tab, see the sections: Keywords & Details Tab, Subjects & Levels Tab, Curriculum Standards Tab - Achievement Standards Network, Curriculum Standards Tab – Academic Benchmarks and Accessibility Tabs. (You set the ***Creative Commons license*** on the Keywords & Details Tab.)

Metadata for a Lesson

If you want to make your lesson available to the general public, you may want to add metadata to your lesson such as keywords so your lesson can be found in a search.

To enter metadata to be saved with your lesson:

1. Start SoftChalk Create and open a lesson.
2. Choose **Properties / Metadata**.
3. Select an appropriate tab and enter your information. See the following sections for an explanation of each tab.
4. Click **OK** at the bottom when you are done.
5. Save your lesson and the metadata will be saved with it.

MERLOT

If you publish a link to your lesson in MERLOT (see the section Publish to MERLOT), then you will want to add metadata so that your lesson will be found when users search the MERLOT site. **IMPORTANT**: Be sure to add your metadata before publishing your lesson.

You will want to use the **Keywords & Details** tab to enter your metadata. Information on this tab follows the **Dublin Core** standards. (See the section Keywords & Details).

Keywords & Details Tab

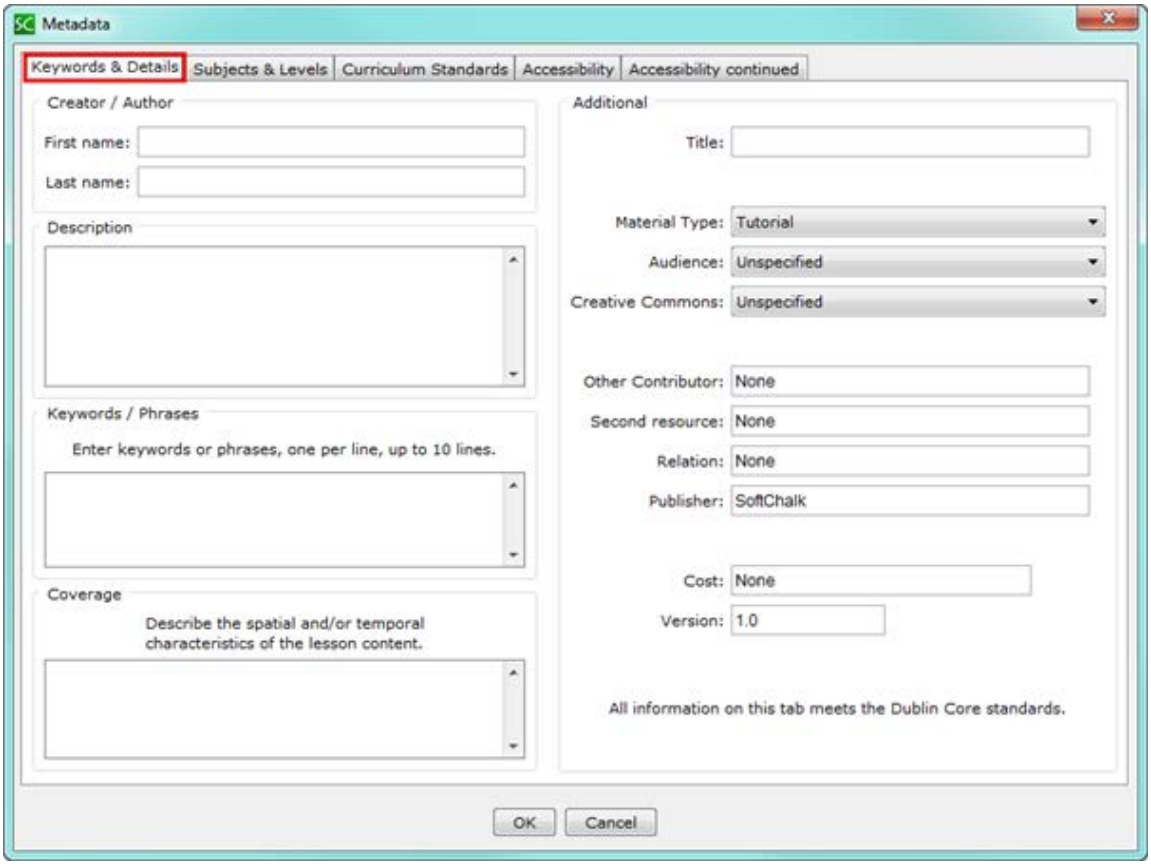
Information on this **Keywords & Details** tab follows the ***Dublin Core standards*** for metadata (see below).

As mentioned previously, if you are publishing a link to your lesson in **MERLOT**, then you will want to add metadata to this tab particularly in the **Description** and **Keywords / Phrases** fields.

Notice that the **License** field is the same field found in the footer area of your lesson (**Properties/Style Properties/Title & Layout** tab – **Footer** area). If you make a change in the Metadata for the **License** field, the change will be made automatically in the **Footer** area and vice versa. (For an explanation about this **License** field, see the section Options on the Title & Layout Tab.)

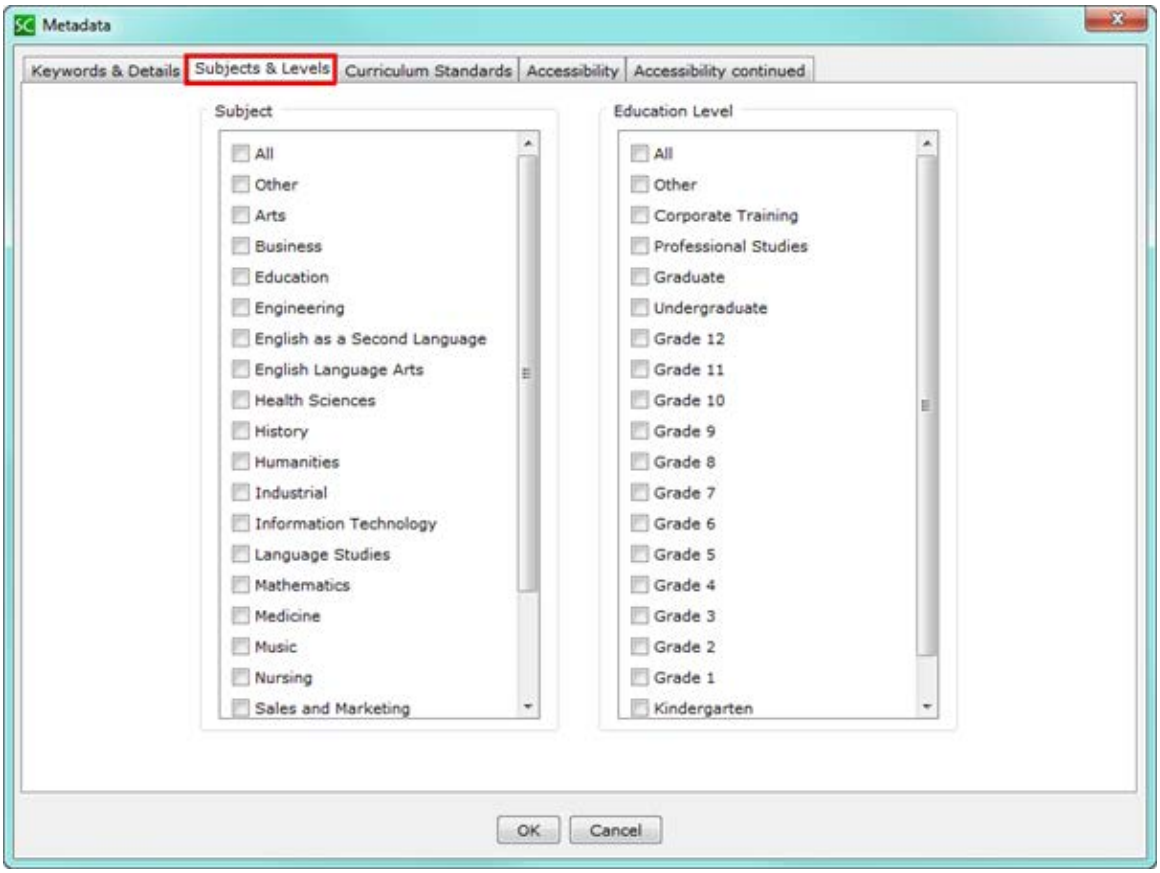
Creative Commons License

On the right, notice that you can ***set the Creative Commons license*** (for a lesson or for an individual activity or quiz group on this screen).



Subjects & Levels Tab

The Subjects & Levels metadata tab lets you select subjects and education levels. Notice that you can select more than one subject and level. If you publish to SoftChalk Cloud, you must select a subject and level.

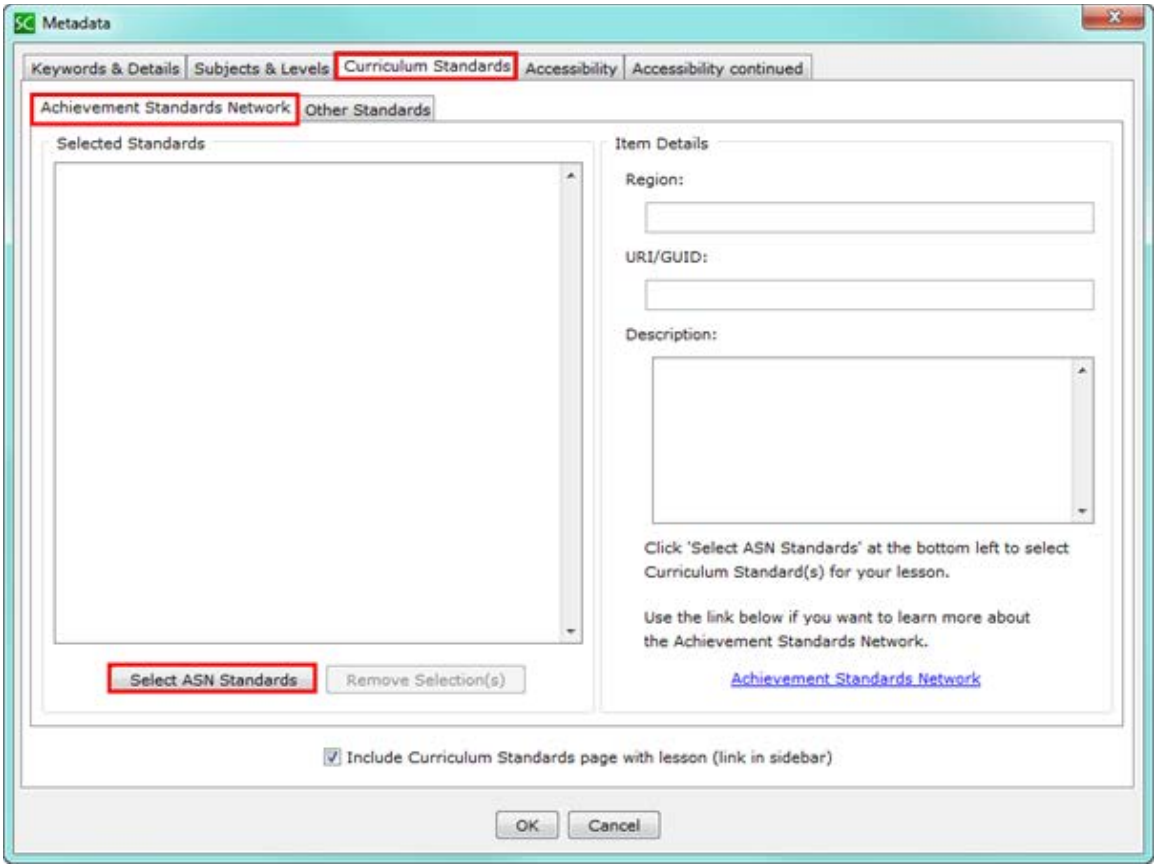


Curriculum Standards Tab – Achievement Standards Network

You can select standards directly from the Achievement Standards Network to add to your lesson (see below).

For details on the **Include Curriculum Standards page with lesson (link in sidebar)** checkbox, see the section Curriculum Standards Page.

For details on using the **Select ASN Standards** button, see the next page.



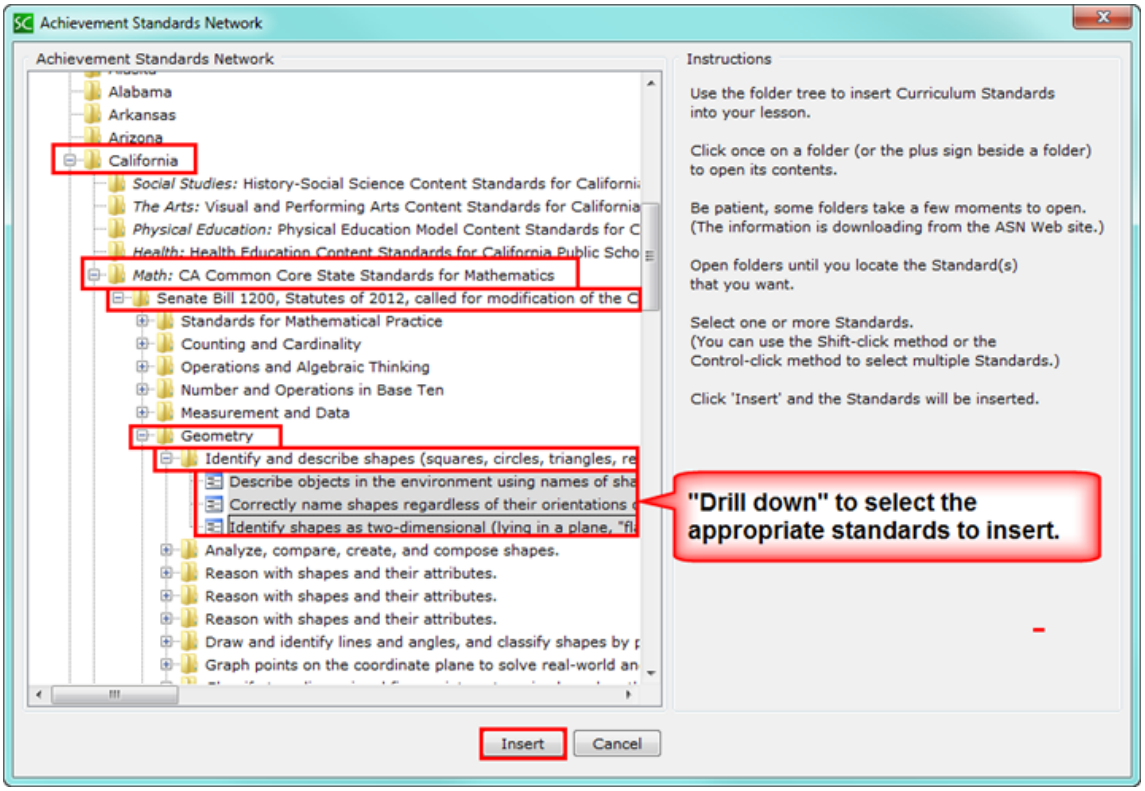
Curriculum Standards Tab – Select ASN Standards

See the previous page to see where to click on the **Select ASN Standards** button and get the screen below. This list shows all the **published** standards (NOT the deprecated i.e. old standards).

You can select standards using the following screen.

In addition to standards for the states, notice that the top of the list has various national and international jurisdictions listed such as the American Association for the Advancement of Science, American Association of School Libraries, Common Core State Standards, Interstate School Leaders Licensure Consortium, International Technology and Engineering Educators Association, National Assessment of Educational Progress, National Council on Economic Education, National Center for History in the Schools, NCTE/IRA Standards for the English Language Arts, National Council of Teachers of Mathematics, National Geography Education Standards, National Standards for Arts Education, National Science Education Standards and Partnership for 21st Century Skills.

IMPORTANT: Notice that ***you can select multiple standards at once***. Click on an item. Then hold down your **Shift** Key and click on the bottom item. The list will be selected. OR hold down the **Ctrl** key (or **Command** key on the Macintosh) and click individual items. After selecting your items, click **Insert** (see below).

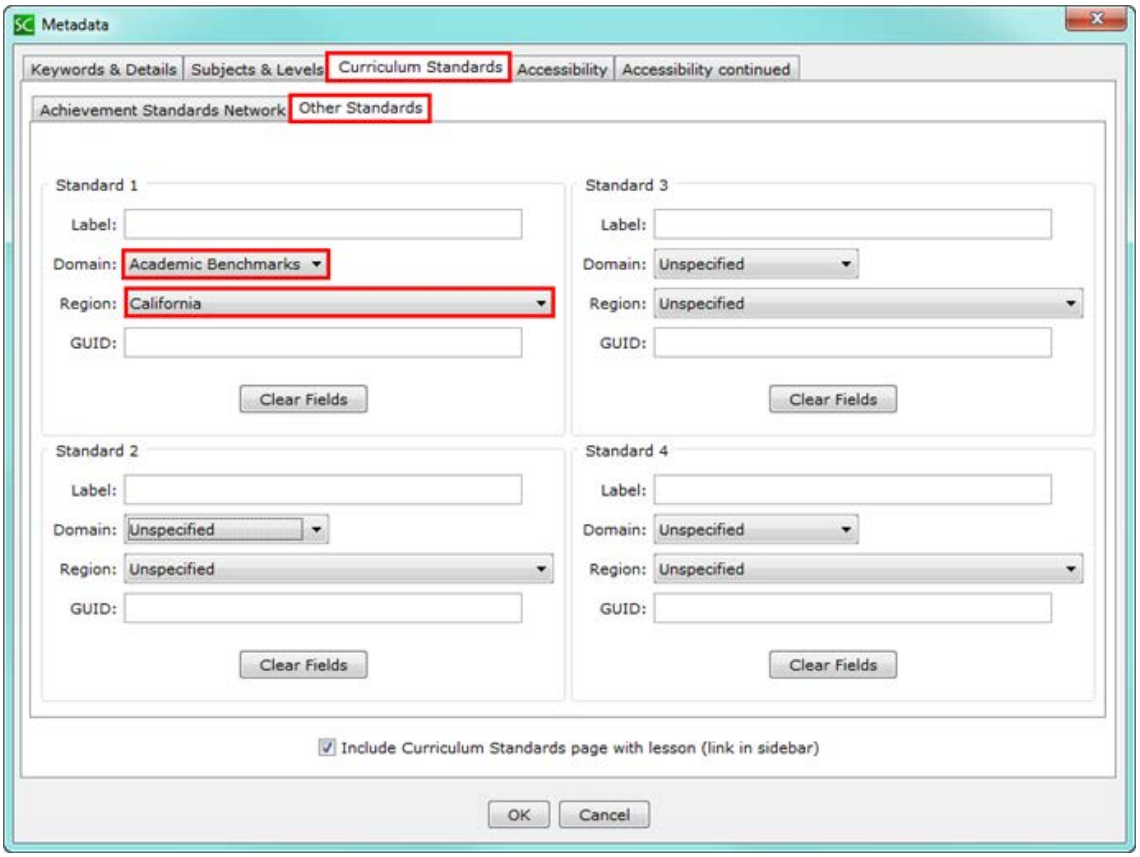


Curriculum Standards Tab – Academic Benchmarks

You can add curriculum standards from the Academic Benchmarks standards (see below).

(If you chose not to use standards from the Academic Benchmarks standards, you can also type in any labels or GUIDs you wish.)

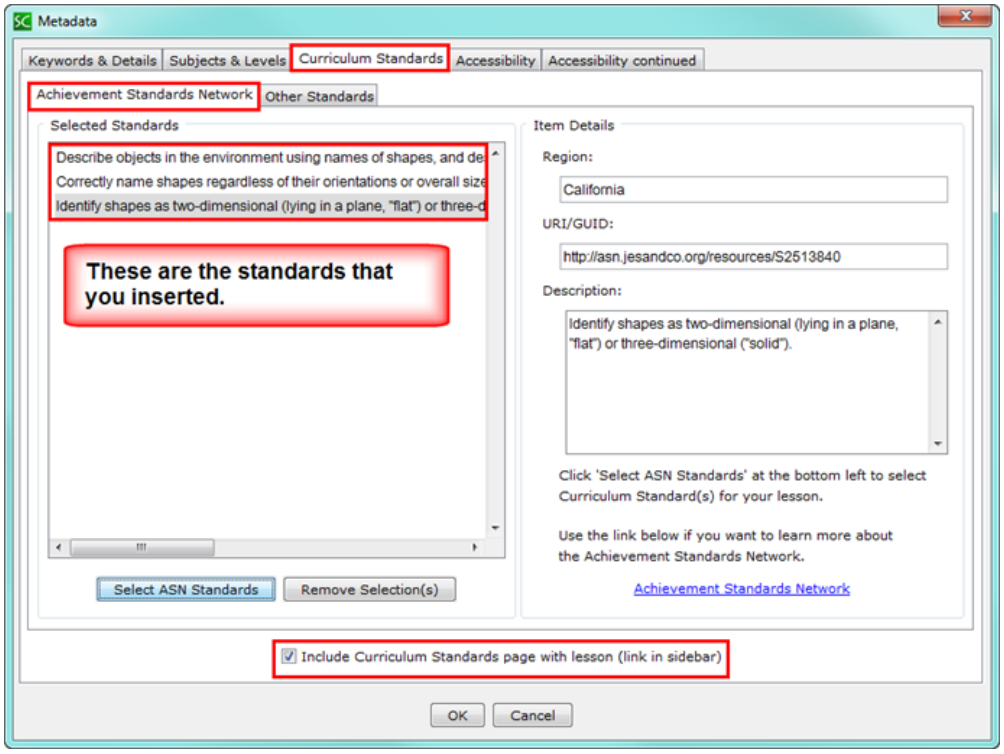
For details on the **Include Curriculum Standards page with lesson (link in sidebar)** checkbox, see the section Curriculum Standards Page.



Curriculum Standards Page

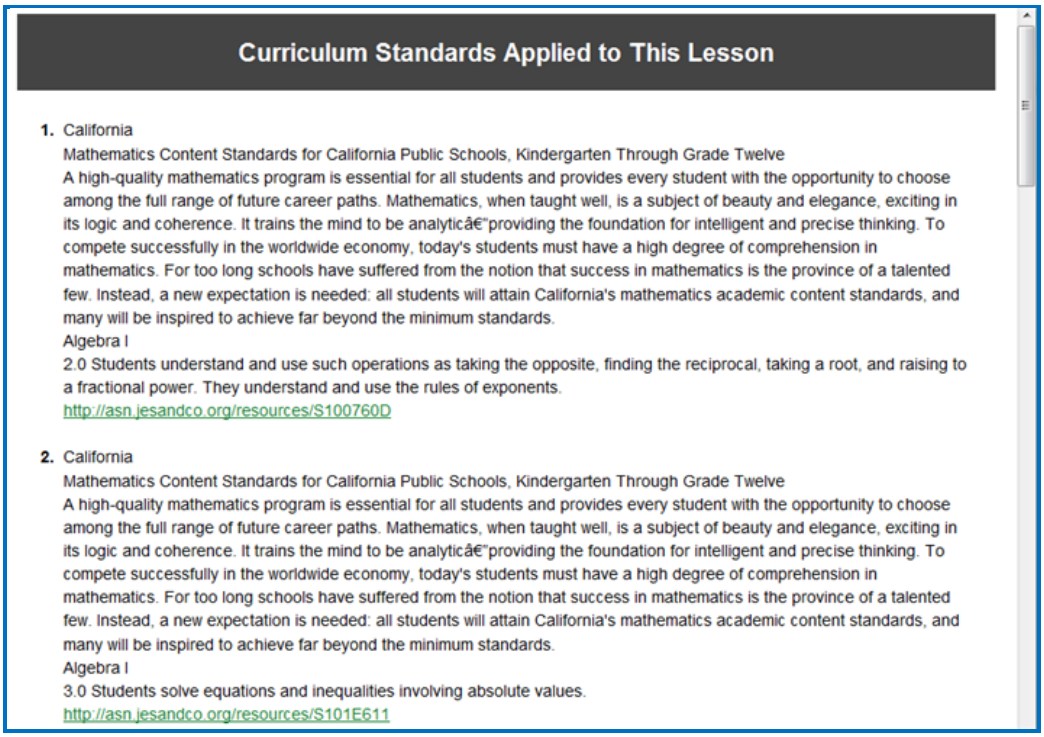
When you are selecting or entering your curriculum standards (see the previous sections Curriculum Tab – Achievement Standards Network and Curriculum Tab – Academic Benchmarks, you have the option to include the curriculum standards as a link in a sidebar for your lesson. See the steps below.

1. On the **Metadata Curriculum Standards** tab (see the sections Curriculum Standards Tab - Achievement Standards Network and Curriculum Standards Tab – Academic Benchmarks, leave the **Include Curriculum Standards page with lesson (link in sidebar)** checkbox selected (see below).



2. Save and preview your lesson. Click the Curriculum Standards link (see below).

3. The Curriculum Standards page appears in a separate window (see below).



Curriculum Standards Applied to This Lesson

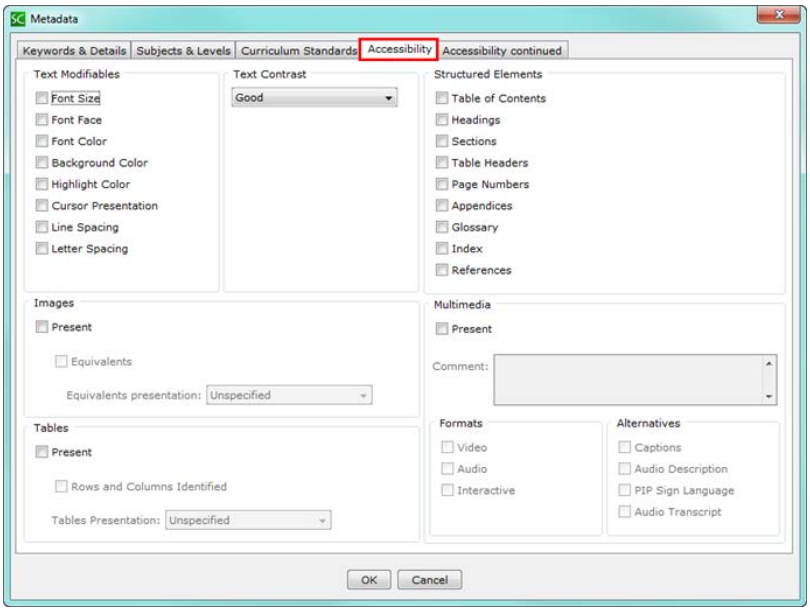
1. California
   Mathematics Content Standards for California Public Schools, Kindergarten Through Grade Twelve
   A high-quality mathematics program is essential for all students and provides every student with the opportunity to choose among the full range of future career paths. Mathematics, when taught well, is a subject of beauty and elegance, exciting in its logic and coherence. It trains the mind to be analyticâ€"providing the foundation for intelligent and precise thinking. To compete successfully in the worldwide economy, today's students must have a high degree of comprehension in mathematics. For too long schools have suffered from the notion that success in mathematics is the province of a talented few. Instead, a new expectation is needed: all students will attain California's mathematics academic content standards, and many will be inspired to achieve far beyond the minimum standards.
   Algebra I
   2.0 Students understand and use such operations as taking the opposite, finding the reciprocal, taking a root, and raising to a fractional power. They understand and use the rules of exponents.
   http://asn.jesandco.org/resources/S100760D

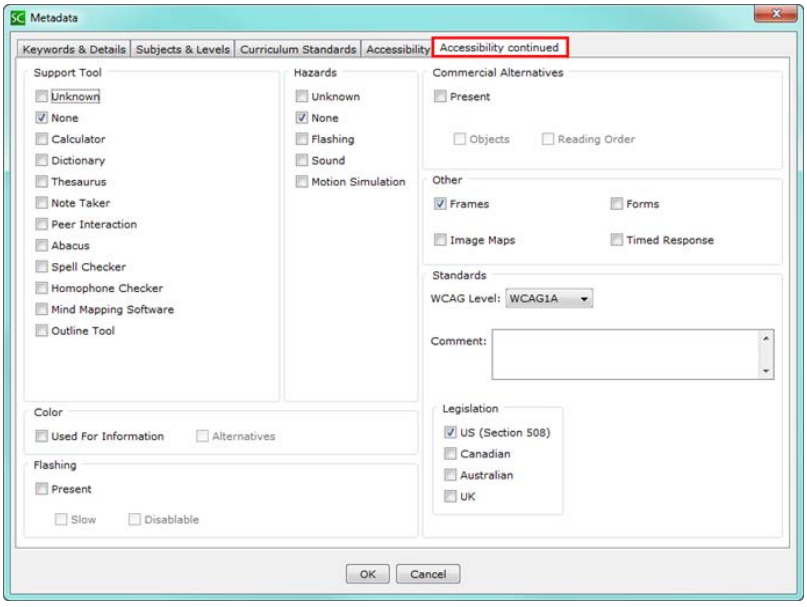
2. California
   Mathematics Content Standards for California Public Schools, Kindergarten Through Grade Twelve
   A high-quality mathematics program is essential for all students and provides every student with the opportunity to choose among the full range of future career paths. Mathematics, when taught well, is a subject of beauty and elegance, exciting in its logic and coherence. It trains the mind to be analyticâ€"providing the foundation for intelligent and precise thinking. To compete successfully in the worldwide economy, today's students must have a high degree of comprehension in mathematics. For too long schools have suffered from the notion that success in mathematics is the province of a talented few. Instead, a new expectation is needed: all students will attain California's mathematics academic content standards, and many will be inspired to achieve far beyond the minimum standards.
   Algebra I
   3.0 Students solve equations and inequalities involving absolute values.
   http://asn.jesandco.org/resources/S101E611

Accessibility Tabs

Throughout the application, SoftChalk Create allows you to add information describing various items for use with screen reader/assistive technology (e.g. 508 compliance). For example, under each activity, there is an **Options** tab where you can describe the activity. For images and media, you can add information for use with screen reader/assistive technology as well. For details on SoftChalk's accessibility compliance, see see http://softchalk.com/products/cloud/accessibility/.

In case you want to add additional accessibility information to be included in your metadata about your lesson, you can add that information on these Accessibility tabs.





Help

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

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