



SoftChalk™ Create 11 Guide

Updated January 6, 2023

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Introduction

Overview

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, Firefox, Edge, Safari, or Internet Explorer) on standard computers and mobile devices.

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
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 **Insert/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 or Google Slides in your SoftChalk lessons, please view our [PowerPoint and Google Slides 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 visit our [SoftChalk FAQ](#) page. At the top right, click on the magnifying glass and type in your search item (for example **Camtasia**) in the **Search** box.
- 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/cloud/system-specifications>

Links to Learning Management System Guides

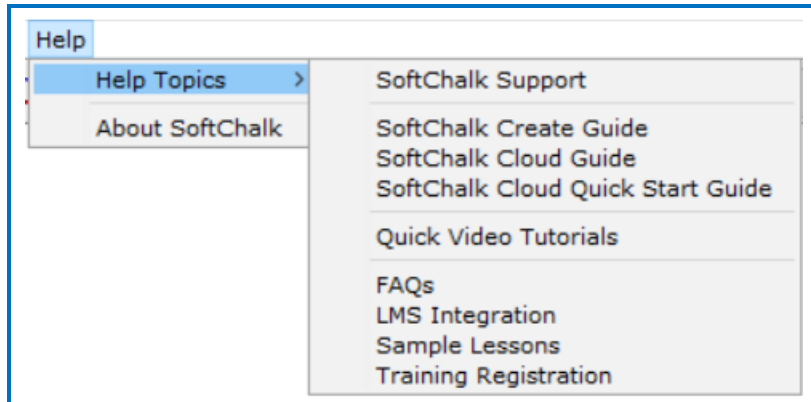
If you are using a learning management system at your institution, be sure to view the specific guide for your learning management system. See the section [Learning Management System \(LMS\) Guides](#).

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

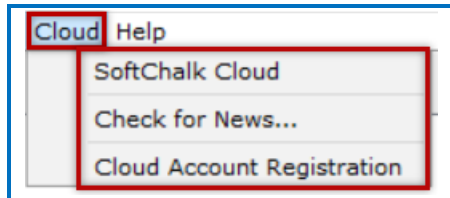
IMPORTANT: The items under Help Topics can be accessed within SoftChalk Create. On your top menu bar choose **Help/Help Topics** (see below).



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 upload files into your Cloud account 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, Buzz, Canvas, Brightspace by Desire2Learn, and Moodle.
FAQ	Link to Frequently Asked Questions.
SoftChalk Training Videos	Link to SoftChalk Trainings. 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.
Short Course Registration	Link to sign up for free online short courses .

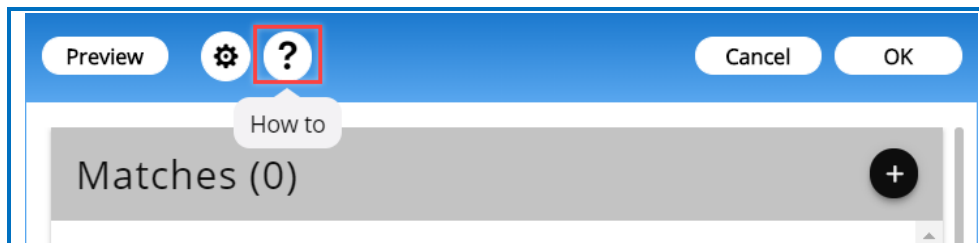
Link to the SoftChalk Cloud Website

Notice under the **Cloud** menu (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 Icon

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



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.

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

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.

<https://softchalk.atlassian.net/wiki/download/attachments/129406657/cloudmigration.pdf?api=v2>

SoftChalk Cloud Guide Web Link

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.)

<https://softchalk.atlassian.net/wiki/download/attachments/129532299/createguide.pdf?api=v2>

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 14-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 on the [SoftChalk Cloud](#) website with your activation key.

For a 14-day Free Trial, click on the **Free Trial** button in the upper right corner of the [SoftChalk Cloud](#) website to fill out the form. You will receive an activation key via email.

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.

SoftChalk Create Online

A new feature within your SoftChalk Cloud account allows you to create new content and make edits to existing lessons using Create Online. There are multiple ways to access Create Online within your SoftChalk Cloud account. Log into your [SoftChalk Cloud](#) account and choose **My Content/Lessons**.

- Click **+** next to a folder name.
- Click **Create Lesson in Create Online** under *Actions*.
- 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** in the [SoftChalk Cloud Guide](#)).

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.

Description	Cloud	Desktop
Collaborate on Content	Easily collaborate with other SoftChalk Cloud users on content	Collaboration must be managed carefully
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	<p>For each SoftChalk lesson you save in the Cloud, there is a hyperlink and an LTI link for the lesson.</p> <p>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.</p>	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.	<p>Save activities and quiz groups to the Library.</p> <p>By default, the Library is on your local computer.</p> <p>(If you use SoftChalk Create on a different computer and wanted to re-use content, you will need to import Library items to that computer.)</p>
Library	Not available (see the above information on the My Content/Learning Objects area of your SoftChalk Cloud account)	Available

Description	Cloud	Desktop
Work offline	Create lessons offline. You can save your lessons to your local computer or save them to SoftChalk Cloud .	Create lessons offline
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
Subscription	One-year subscription	Subscription

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 10 lesson in SoftChalk Create 11, you need to keep using SoftChalk Create 11.

New Features	Description
New Equation Editors	<ul style="list-style-type: none">• Math Equation New math editor adds the ability to quickly integrate different expressions and symbols within a math equation.• Chemical Formula New chemistry formula editor contains a toolbar with the common chemical symbols and Periodic table symbols to create chemical notations.
Link Certificate of Completion with ScoreCenter Finish button	Students can click the Finish button on the last page of the lesson to submit their attempt to ScoreCenter and print a certificate. For details, see the section Explanation of Items under Lesson Certificates .
Removal of all Flash Based content	<p>As of version 11, SoftChalk has eliminated all elements from SoftChalk lessons which would require Flash to render in the browser. Meaning that students will never need to have Flash installed or active to access or make use of SoftChalk content.</p> <p>To give you a sense of the history of when certain Flash elements were eliminated from the Create app:</p> <ul style="list-style-type: none">• Create 9 eliminated the Flash based QuizPoppers and Quiz Groups• Create 10 standardized all activities to HTML5 and eliminated requirements to have Flash enabled to view SoftChalk Activities• Create 11 removed the Flash 'Printed Certificate' student option and replaced it with a JavaScript certificate generator

New Features	Description
<p>Three New Lesson Layouts</p>	<p>Choose from three new layouts for your lessons:</p> <ol style="list-style-type: none"> 1. Horizontal – Designed to update the ‘look and feel’ of your lessons with these new features: Customizable banner at the top of the page, streamlined navigation, Nav bar display on upward scroll makes navigating easy from anywhere in the page. 2. Vertical – Designed to maximize the lesson page area devoted to content by offering elimination of the banner at the top of the page, customizable sidebar includes both a title area and footer area, and previous page navigation displayed on upward scroll allows more room for display of content on the page. 3. Classic – Designed for those who like the classic look and feel for their SoftChalk lessons, this style retains many of the classic features, but updates your lesson with streamlined navigation, and support for longer names for pages in the navigation bar.
<p>New lesson features available in all lesson layouts</p>	<ul style="list-style-type: none"> • New overview page replaces old table of contents page • Support for more than 25 new font choices and new default fonts style text and headings in lessons • Support for additional heading styles (H4, H5, H6) • New page designs that provide more whitespace on the page • New color options for page designs with higher color contrast for better readability and accessibility • Updated Textpoppers to Tooltips with more modern and responsive design • QuizPoppers and Quiz Groups have been updated to a more modern and responsive design • Tables have been updated to a more modern and responsive design • New option to add captions to images • Display content in an Accordion and Tabs • New sidebar options

New Features	Description
<p>More Responsive Features</p>	<ul style="list-style-type: none"> • Lesson page content responds to the device screen size, platform, and orientation • Built into every lesson so content author doesn't have to do anything to ensure responsive lesson content
<p>More Accessibility Features</p>	<ul style="list-style-type: none"> • Visible "Skip Navigation" feature • Simplified Table of Contents (TOC) • Improved accessibility for TOC elements • Improved and corrected page landmarks and ARIA tagging • Changed the illogical tab order of the page • Enhanced the visual focus indication • Alt Tags added for Logo images • Banner and Sidebar heading structure corrected • Improved contrast for text and background color combinations for styles

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



File Edit Insert Format Tools Table Properties Preview Cloud Help

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**.



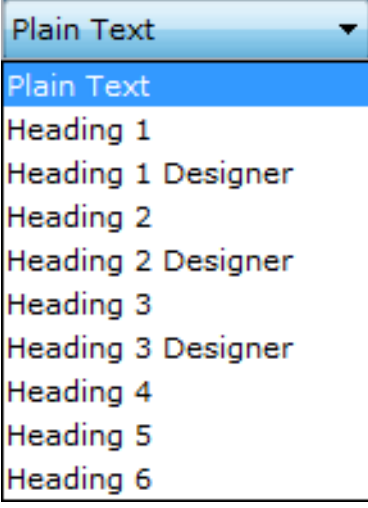
Toolbar



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

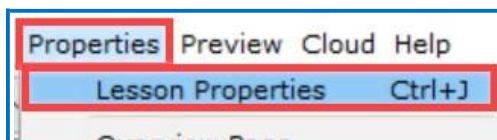
- Changing the font and font size
- Bold, italics, underline, text color and highlight color
- Text indentation and alignment
- Bullets and Numbering

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
	<p>Headings – apply headings.</p> <p>Headings will be used for navigating sections in a page. For details, see the section Apply a Theme and Layout to a Lesson.</p> <p>(You can't use headings for Tooltips, QuizPoppers, Activities, Hyperlinks or Media.)</p>

Apply a Theme and Layout to a Lesson

A lesson's [Theme](#) determines the color and cosmetic appearance of a lesson in the student's browser. The lesson's [Layout](#) determines the arrangement of the lesson's [Pages](#), [Navigation](#) elements and [Footer Options](#) as well as the available [Sidebar](#) and [Overview Page](#) options.



These options are found in **Properties/Lesson Properties** on the toolbar.

The image shows a 'Lesson Properties' dialog box with the following settings:

- Lesson Title: [Empty text box]
- Lesson Subtitle: [Empty text box]
- Theme: Bilbao
- Layout: Horizontal
- Navigation: Prev/Next - top, Prev/Next - bottom, Show TOC in Sidebar
- Sidebar: [options](#)
- Footer: [options](#)
- Page Animation: Show
- Student Score: Show
- Language: English
- [install custom theme](#)
- Buttons: OK, Cancel

On the Lesson Properties panel, you can enter a Lesson Title and Lesson Subtitle which will be displayed in the banner of the lesson when it is accessed by a student. You can also choose the default language that the lesson instructions and navigation will be presented in. You can choose to disable the Student Score from appearing as well as toggle the Page Animation.

Theme

There are 15 default Themes available in SoftChalk Create 11. Select the Theme that you would like from the dropdown menu.

If you convert an existing lesson, then that lesson's theme will automatically be added to the dropdown list.

If you have a custom theme file **that you have received directly from SoftChalk**, you can use the 'install custom theme' option at the bottom to import that file.

Layout

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

- The [Horizontal](#) layout is recommended for content that you intend to be viewed from a desktop computer or other device that uses a similar horizontal aligned screen.
- The [Vertical](#) layout is intended for content that you intend to be viewed from a mobile device or other small screen where a minimalist interface is beneficial.
- The [Classic](#) layout is intended to most closely match the appearance of content built using earlier versions of SoftChalk Create.

Horizontal

The screenshot shows a lesson page for 'What is Linguistics?'. The header is blue and contains the title 'What is Linguistics?' and subtitle 'A Brief Introduction'. Below the header, there is a navigation bar with 'Score: 0 of 39' and '1 of 5'. The main content area has a blue banner with the title 'What is Linguistics?'. The first section is 'Origins', which includes an image of the Rosetta Stone and text explaining the field's history. The second section is 'Branches of Linguistics', which discusses modern linguistics. A sidebar on the right contains a 'Contents' menu with links for 'ORIGINS', 'SOUNDS', 'WORDS', 'SYNTAX', and 'MEANING', and a link to 'Linguistics in Popular Culture'.

The Horizontal Layout includes a header banner that displays the Lesson Title/Subtitle. The lesson navigation and score also display in a horizontal banner across the page. The icon to display or collapse the Lesson Sidebar will also appear on the navigation banner. The previous and next page links show centered, at the bottom of the page. Finally, there is a footer banner at the bottom of the lesson which will contain the lesson's copyright and other information, along with the print all link.

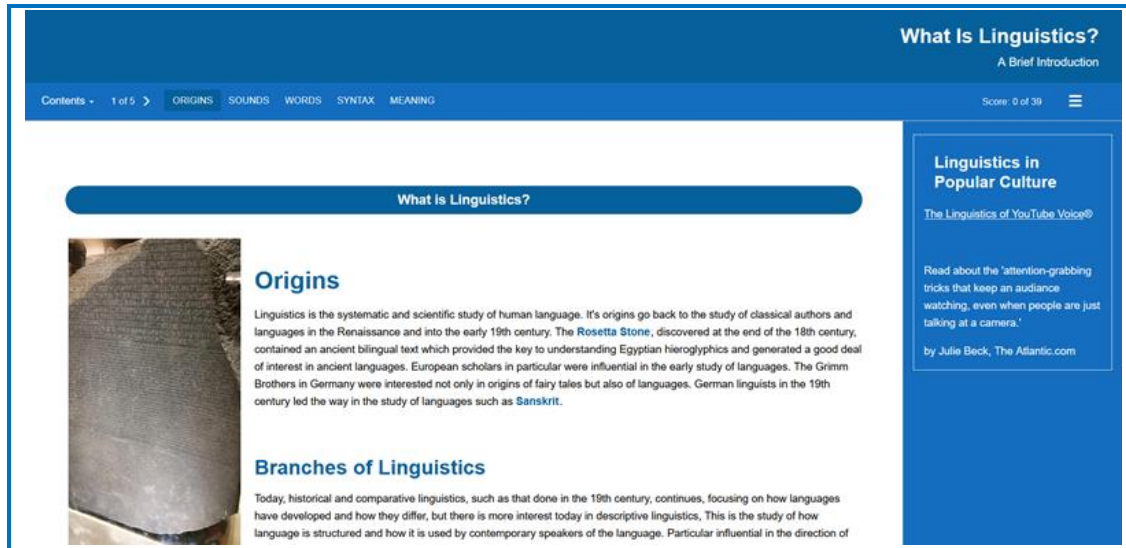
Vertical

The screenshot shows a lesson page titled "What is Linguistics?". The main content area is on the left, featuring a blue header with the title, a large image of the Rosetta Stone, and two sections: "Origins" and "Branches of Linguistics". The "Origins" section explains the systematic study of human language, tracing back to classical authors and the Renaissance, and mentions the Rosetta Stone and the Grimm Brothers. The "Branches of Linguistics" section discusses historical and comparative linguistics, mentioning Ferdinand de Saussure and Noam Chomsky. Below the main content is a "LINK TO SOURCE" button and an "Exercises" section. On the right, a sidebar is visible, containing the lesson title, a brief introduction, a score of 0 of 39, a table of contents with links to "ORIGINS", "SOUNDS", "WORDS", "SYNTAX", and "MEANING", and a link to "Linguistics in Popular Culture".

The Vertical Layout eliminates the banners from the overall lesson display. Instead, the Lesson Title/Subtitle and Footer information will be displayed in the lesson's Sidebar. The lesson score, table of contents and the sidebar content itself will also be placed into the Sidebar. There are buttons at the top and bottom of the lesson that let a student proceed to the next page or return to a previous one. When the Sidebar is collapsed, this lesson Layout can present information to student users clearly without any obstructing menus or navigation preventing them from seeing the lesson's content.

The screenshot shows a lesson page titled "What is Linguistics?". The main content area is on the left, featuring a blue header with the title, a large image of the Rosetta Stone, and two sections: "Origins" and "Branches of Linguistics". The "Origins" section explains the systematic study of human language, tracing back to classical authors and the Renaissance, and mentions the Rosetta Stone and the Grimm Brothers. The "Branches of Linguistics" section discusses historical and comparative linguistics, mentioning Ferdinand de Saussure and Noam Chomsky. Below the main content is a "LINK TO SOURCE" button and an "Exercises" section. On the right, a sidebar is visible, containing the lesson title, a brief introduction, a score of 0 of 39, a table of contents with links to "ORIGINS", "SOUNDS", "WORDS", "SYNTAX", and "MEANING", and a link to "Linguistics in Popular Culture".

Classic

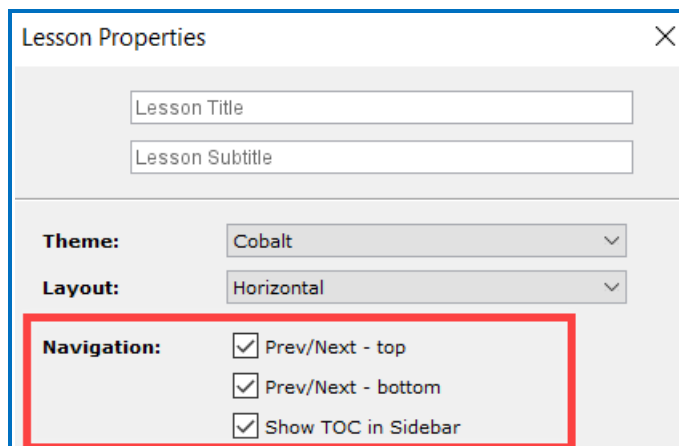


This Layout option is designed to resemble the appearance options available most closely for content built in SoftChalk Create using the old Lesson Style and ThemeBuilder choices.

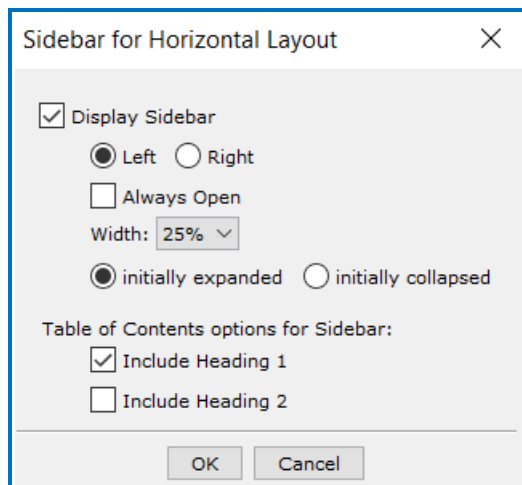
The Classic Layout has the additional options of enabling a table of content from the dropdown on the header banner. It also allows you to enable Page Numbers or Names to display across the header banner. The arrangement of the other lesson elements closely matches the Horizontal Layout.

Navigation

These options control what is available in the lesson to allow students to proceed from page to page. You can individually control whether the top or bottom navigation links are displayed and choose to display the table of contents in the Sidebar. If you have a Classic Theme applied, you can additionally choose to display lesson information in the header banner, as well as choose to show a table of contents from the header banner dropdown.



Sidebar Options

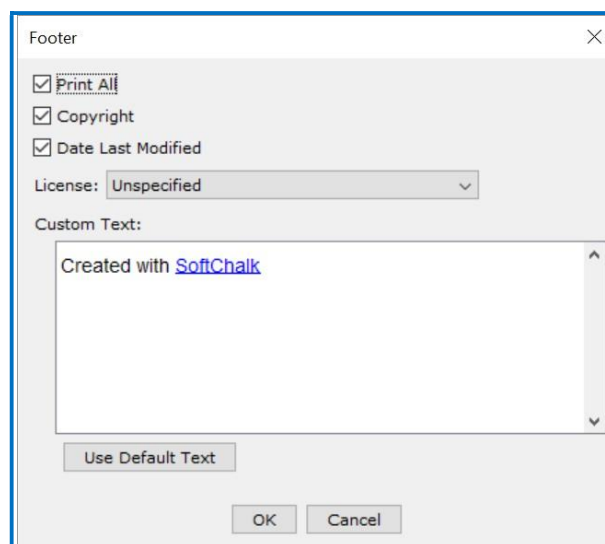


In this menu, you can choose to enable the sidebar to display on the left or right of the lesson. You can adjust the width of the sidebar from the dropdown menu.

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

See more **Sidebar** options in the [Sidebar Panels](#) section below.

Footer Options



You can adjust the Copyright, as well as enable the Print All and Date Last Modified information from the lesson's footer using this menu. Additionally, you can include Custom Text in your footer that will display under the Copyright and Date Last Modified.

Overview Page

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

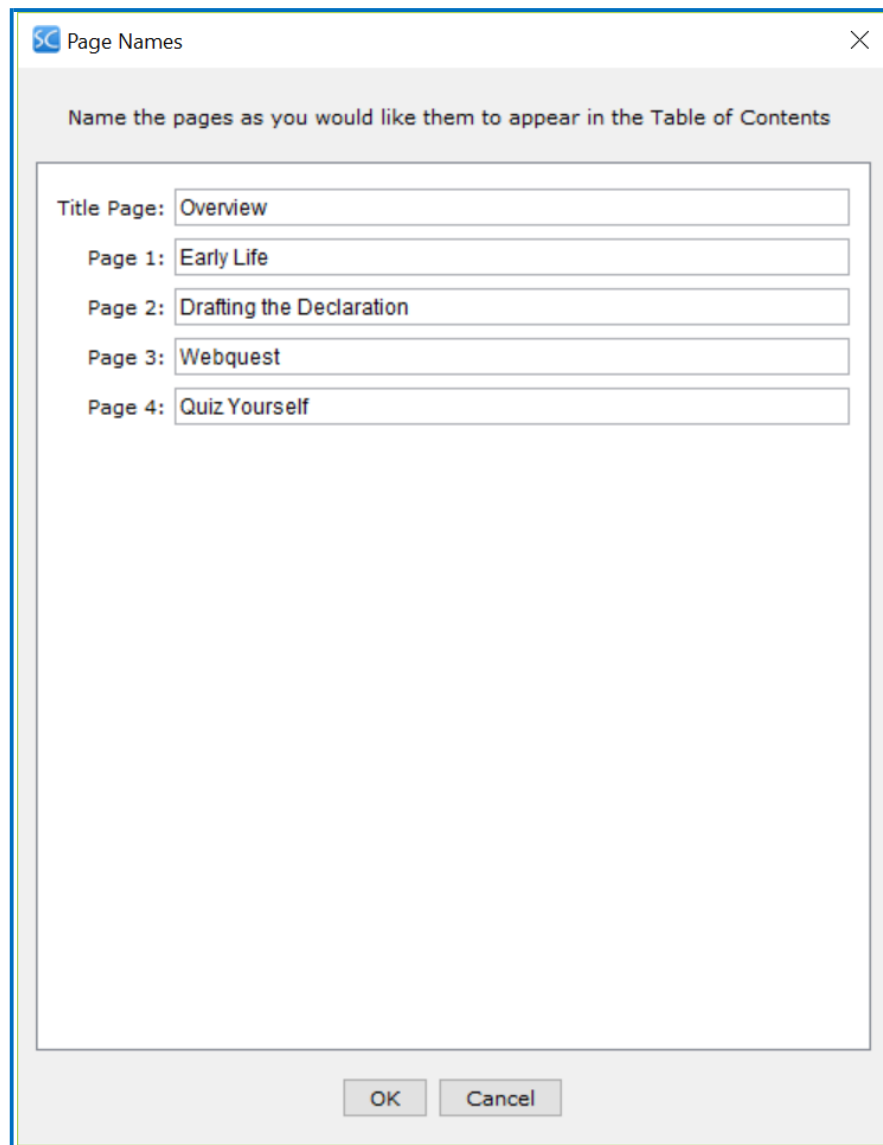
- An unchecked checkbox labeled "Include Overview Page".
- A text input field labeled "Start Button text:" containing the text "Start Lesson".
- A heading input field with a question mark icon on the left, containing the text "Lesson Overview".
- A large, empty text area with a vertical scrollbar on the right side.
- A checked checkbox labeled "Show Table of Contents in Overview Page".
- Two radio buttons below the checked checkbox: "initially expanded" (which is selected) and "initially collapsed".
- A heading input field with a question mark icon on the left, containing the text "About the Author".
- A second large, empty text area with a vertical scrollbar on the right side.
- At the bottom, there are two buttons: "OK" and "Cancel".

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

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

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

Page Names



SC Page Names

Name the pages as you would like them to appear in the Table of Contents

Title Page:

Page 1:

Page 2:

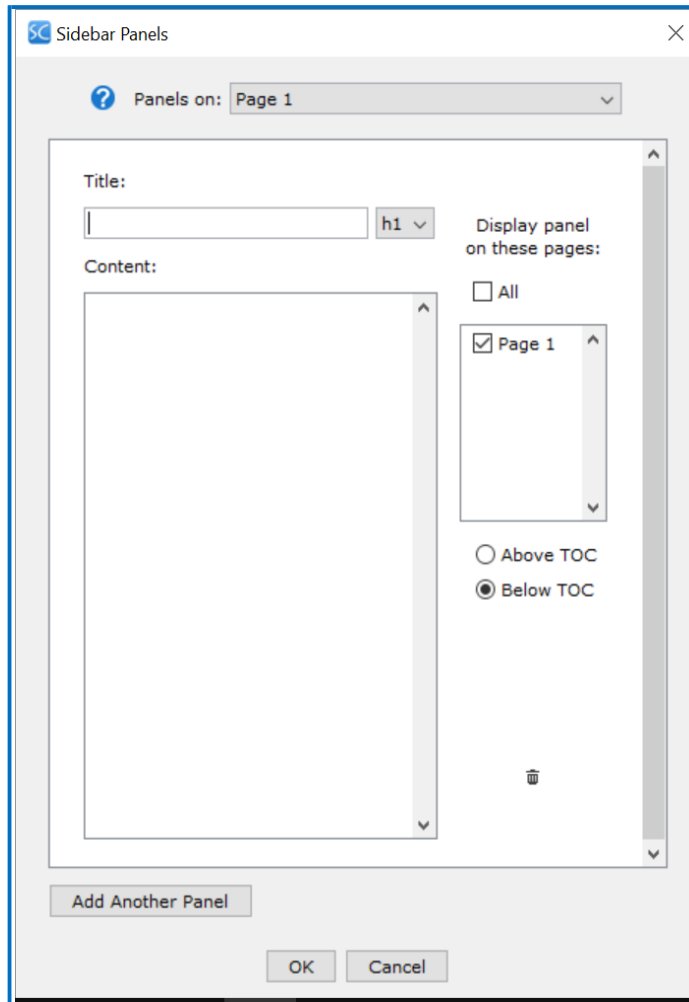
Page 3:

Page 4:

OK Cancel

By default, your lesson pages will be numbered starting from Page 1. The Overview Page, if enabled, will not be counted, and will instead show as the 'Title Page'. From this screen, you can customize the specific pages with names, which will replace the numbered references throughout the other Navigation elements.

Sidebar Panels



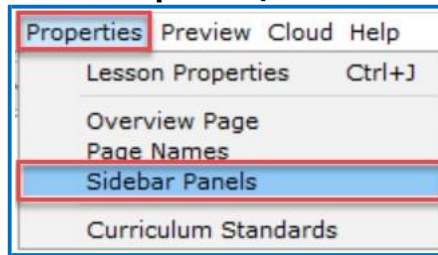
If you choose to enable a Sidebar for your lesson, you can make further adjustments to the Sidebar contents from this menu under **Properties** in Create. See the previous Sidebar Options section.

Each page of your lesson can contain individualized Sidebar Panels alongside the information that you've chosen to display in the Sidebar across all pages of the lesson, such as the lesson's table of contents or other Navigation elements. You can also choose to create and apply content to a single Sidebar Panel and then choose to display that content across all pages of the lesson.

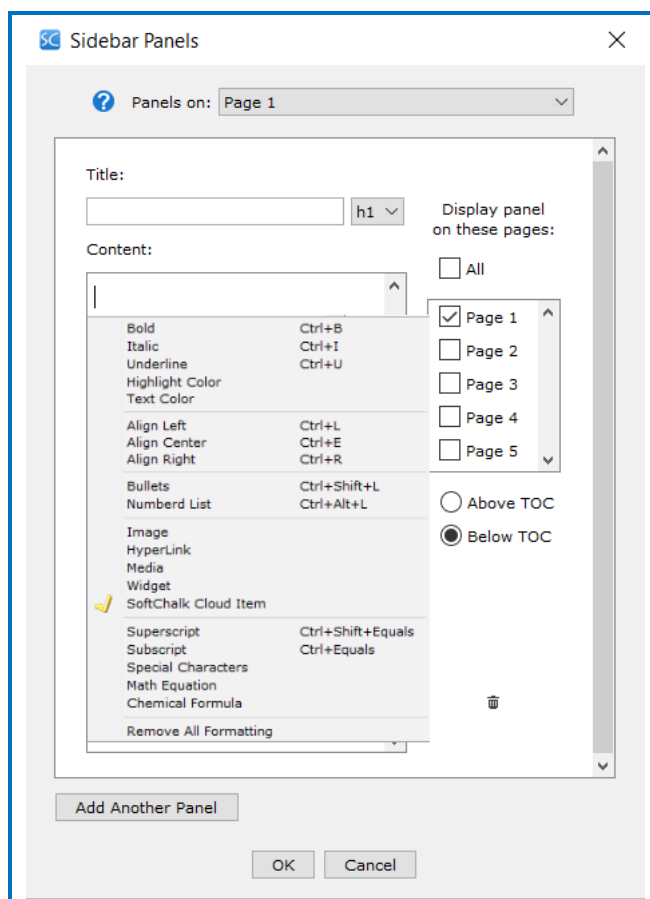
At the top of the interface, you can select the page of the lesson which will display the specific Sidebar Panel which you are editing. On the Right of the menu, you can choose to display the Panel on all or only some of the pages of your lesson. You can choose where to display the content in relation to the table of contents if it is also displayed in the sidebar. Finally, you can create additional panels to separate out content within the same sidebar by clicking the Add Another Panel button at the bottom of the menu.

Create a Sidebar

1. Choose **Properties/Sidebar Panels** (see below).



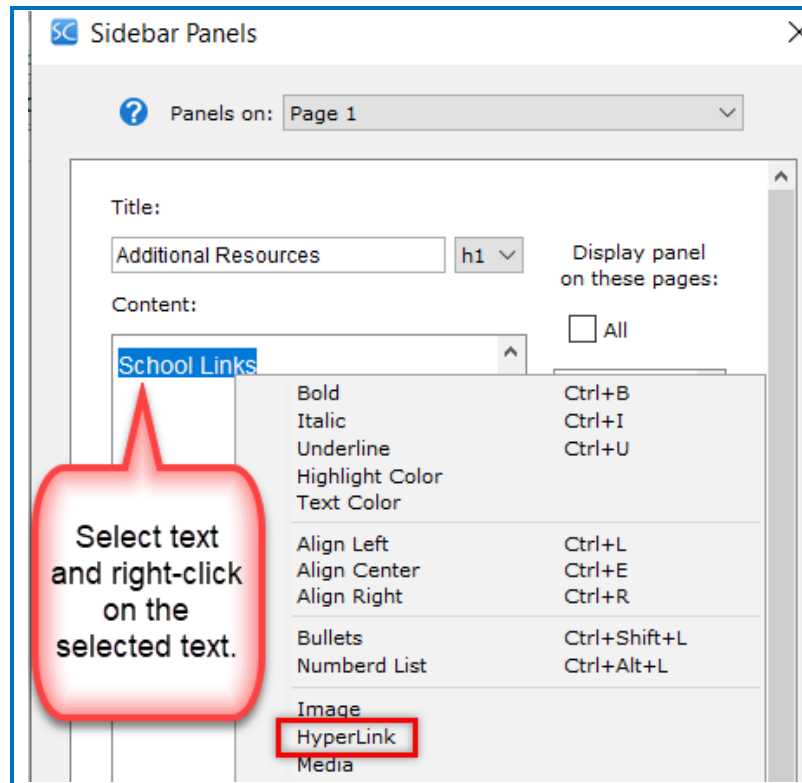
2. Type or paste text into the white box. Right-click to add images, media, widgets, insert hyperlink or format text.



3. Select pages this sidebar panel should appear. Click the box next to **All** to show this sidebar panel on all pages of your lesson.
4. Choose the position of the sidebar panel, either Above TOC or Below TOC.
5. Click **Add Another Panel** to add more panels to the sidebar.
6. Click **OK**.

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 **All** under **Display panel on these pages**.
2. Click **OK** to return to your main editing window.

Remove the Sidebar from All Pages

1. Click to remove check next to **All** under **Display panel on these pages**.
2. 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 under **Display panel on these pages**.
3. 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 under **Display panel on these pages**.
3. Edit the sidebar content.
4. Click **OK** to return to your main editing window.

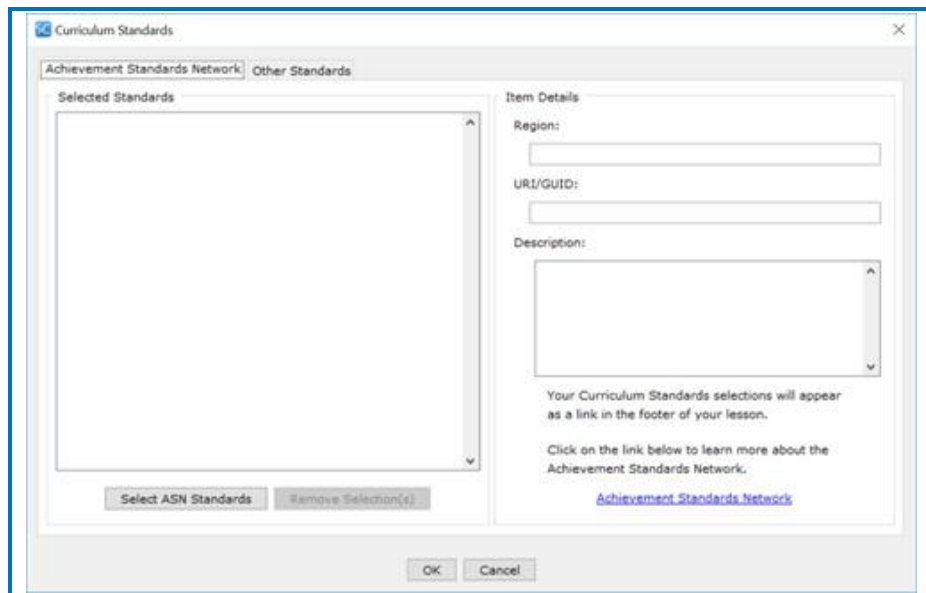
How Removing a Page Break Affects Sidebars

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



If your lesson requires a set of Curriculum Standard to be applied, you can specify those from this menu. If your lesson requires a specific Achievement Standards Network standard to be applied to it, you can use the Select ASN Standards interface to browse the available standards from their listing. If you have a specific custom Standard that you need to apply, you can do so from the Other Standards tab.

Save a Lesson

Save To SoftChalk Cloud

IMPORTANT: Please note that using **File/Save** or **Ctrl+S** or clicking the **Save icon** on the toolbar will only save your lesson temporarily. To permanently save your lesson, choose **File/Save To SoftChalk Cloud** to save the lesson to your SoftChalk Cloud account.

1. Choose **File/Save To SoftChalk Cloud**.
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 in the *Repository* column.
4. At the left, Click **Save**. If your **Save** button is disabled, you need to select a folder at the right.
5. You can keep making changes and choose **File/Save To SoftChalk Cloud**. At the right under *Repository*, 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 Lesson Locally

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**.



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 a SoftChalk Cloud account) 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.

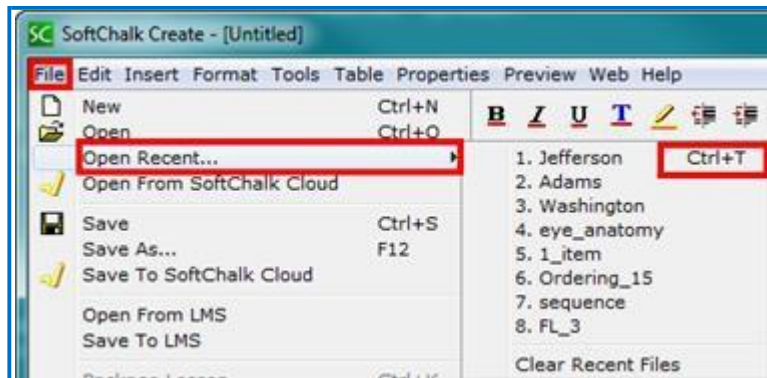
IMPORTANT: Avoid using **File/Open Packaged Lesson** unless you're opening a packaged lesson. For details, see the section [Package a Lesson and Open a Packaged Lesson](#).

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**.)

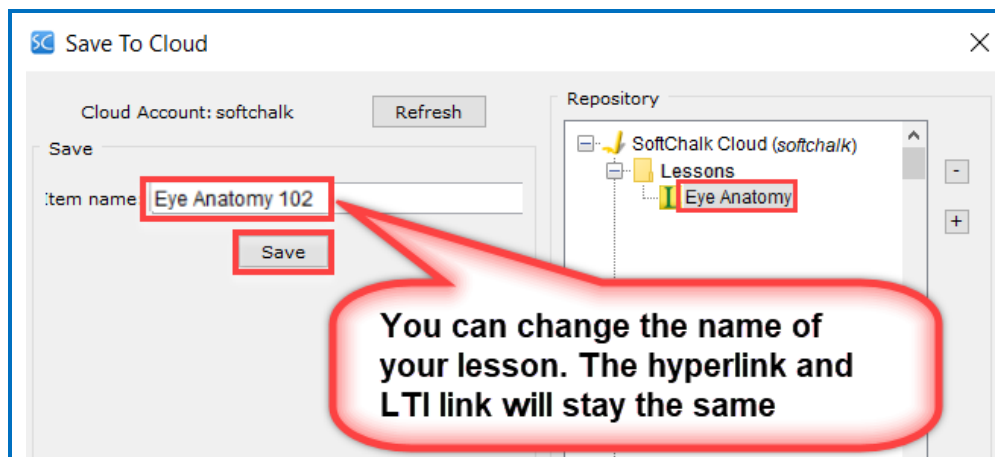
Notice that for your most recent lesson, you can use **Ctrl+T**.



Replace or Rename a Lesson in SoftChalk Cloud

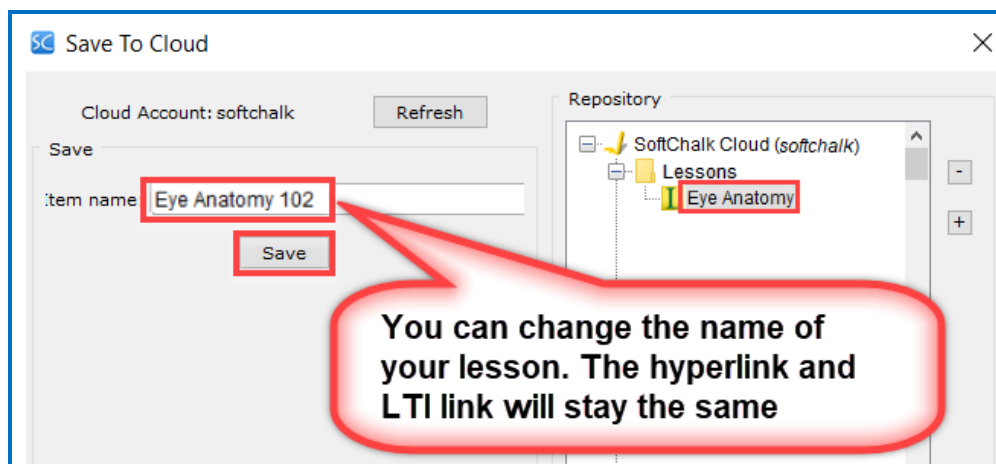
As mentioned previously, if you use **File/Open From SoftChalk Cloud** and select a file to edit, then when you choose **Save To SoftChalk Cloud**, your lesson will automatically be selected under *Repository*. Click **Save**. You'll be asked if you want to replace the lesson; click **OK**.

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

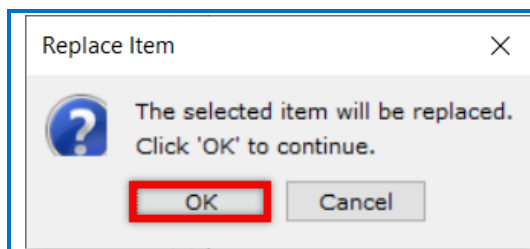


You can also open a lesson from your local computer and replace a lesson in SoftChalk Cloud. As mentioned above if you replace a lesson the hyperlinks remain the same.

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).



5. Click **OK** at the window asking to replace your item.



Rename a Local Lesson

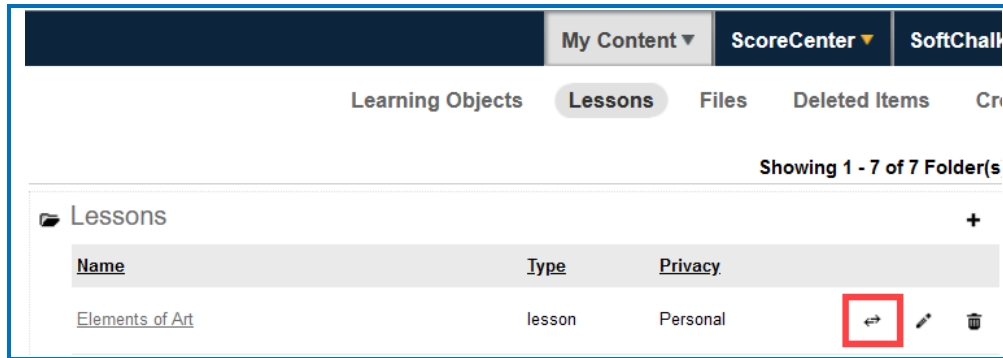
The recommended way to rename a lesson is to open SoftChalk Create and choose **File/Save As** (see the steps below). We do not recommend copying and pasting your folder and renaming it as there may be confusion when using **File/Open Recent**.

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**.

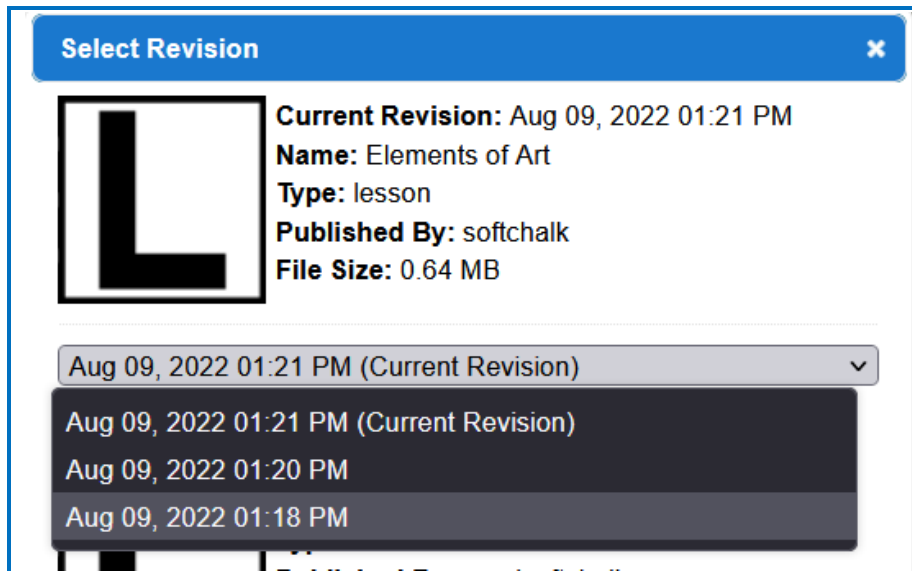
Back Up a Lesson and Select a Previous Revision in SoftChalk Cloud

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

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



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



3. After selecting your revision from the drop-down menu, click the **Select Revision** button.
4. 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.
5. 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 Desktop users who want to publish their content to Blackboard.

IMPORTANT: This process requires the building block to be installed in your Blackboard instance.

IMPORTANT: Both Blackboard and SoftChalk are moving away from the building block model of integration for managing scored content in Blackboard. SoftChalk Cloud allows for LTI integration using LTI web links to content hosted on our platform.

(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, 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, you can choose **File/Save to LMS** to save your content to your learning management system.

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

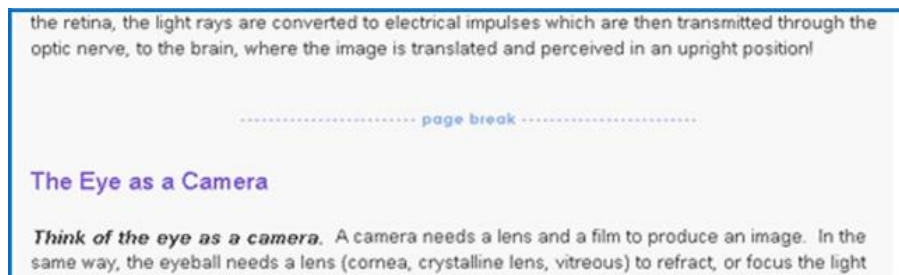
You can type in your main editing window or copy and paste information from your word processor. To create multi-page lessons, you can insert page breaks to create your pages. For details on navigating among your pages in your web browser, see the section [Apply a Theme and Layout to a Lesson](#).

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.***

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.

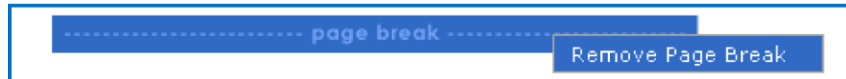
Insert a Page Break

1. Place your cursor where you want a page to begin.
2. Choose **Insert/Page Break/Insert** (or **Ctrl+Enter**). 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).



Apply Designer Headings and Callout Boxes

Enhance your lessons by using designer headings and callout boxes. These designer features will match the lesson properties you have chosen for your lesson using the Properties/Lesson Properties options.

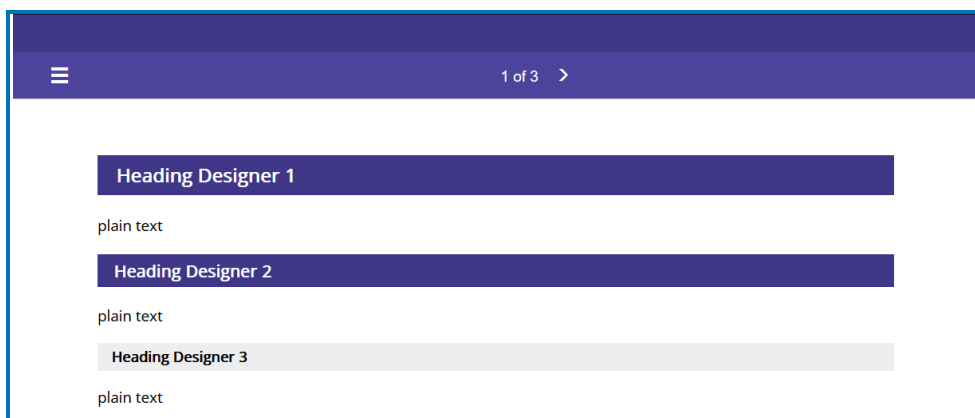
Headings also appear in the "Table of Contents" and in the sidebar when the lesson is viewed in the browser, helping students navigate sections of a page. See the [Overview Page](#) and [Sidebar Options](#) for more details.

To apply a heading, place your cursor on the line of text you want to make a heading. Then use the dropdown menu on the toolbar to select a heading style.



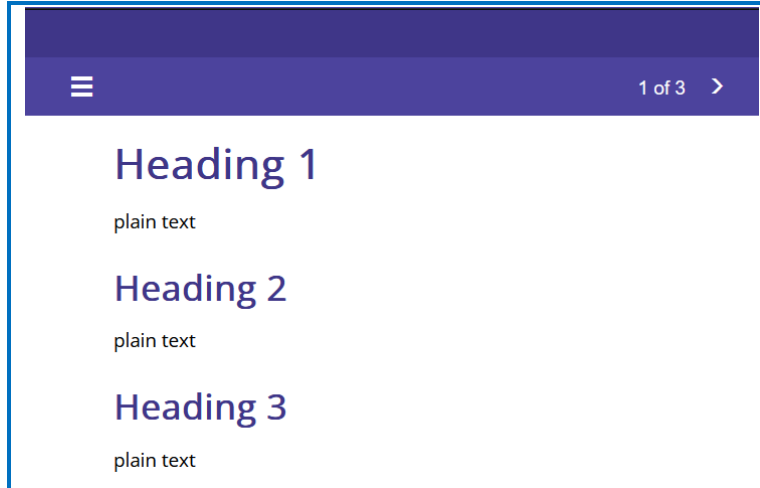
Designer Headings

The 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, etc. 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

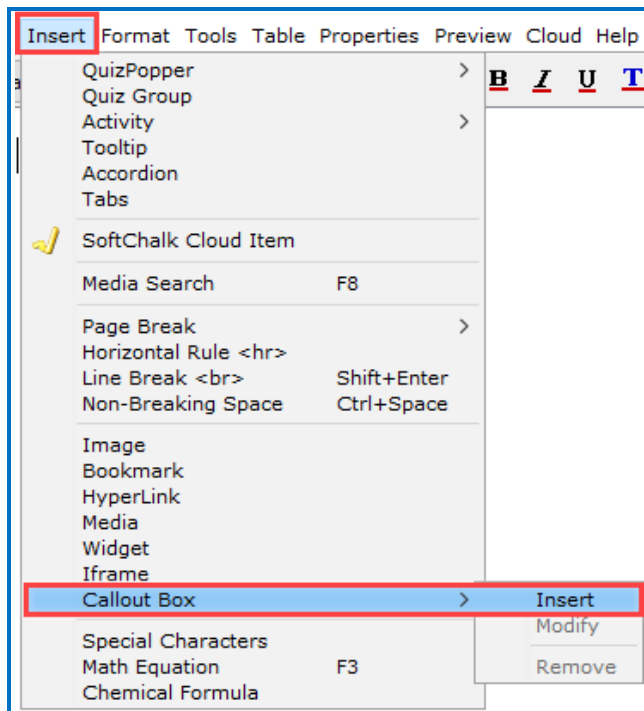


Callout Boxes

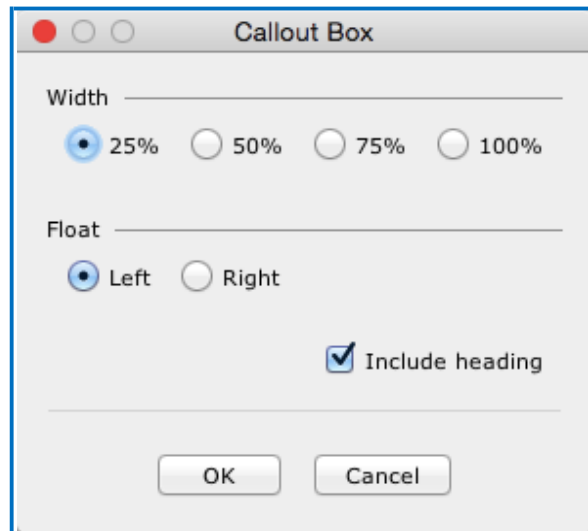
Add callout boxes to your lesson page to enhance the page's appearance and draw attention to specific text.

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.

Fine and Applied Arts

Not all art is considered Fine Art, some is considered Applied Art. **Fine art** is a term used to describe a piece that is in high esteem based on its aesthetics. **Aesthetics** are applied to determine if a work is considered "Fine Art."

Fine Art

Work of art that is held in high esteem based on its aesthetics.

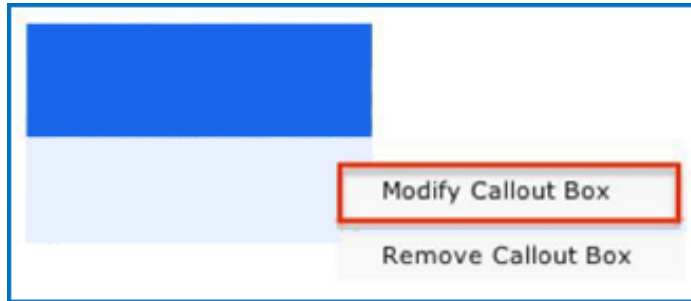
Aesthetics is the belief that art exists for beauty and that the pursuit of beauty is the most important goal in the creation of art. **Applied Arts** are works created by a person with acquired skills. Often applied art has a purpose or usage. The purpose can, however, just be decoration as well.

Applied Arts

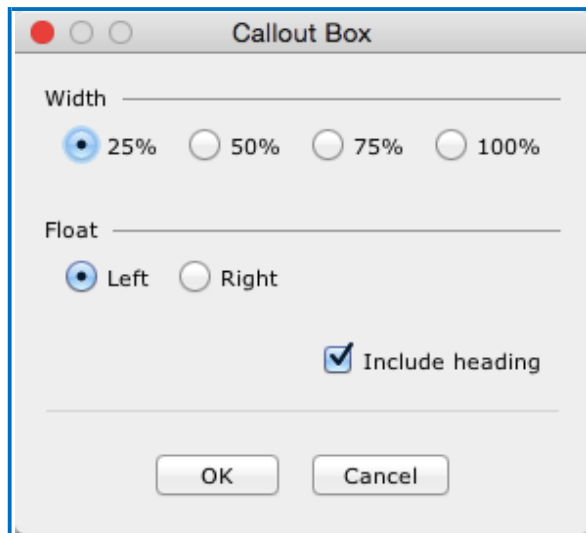
These are some examples of Applied Arts pieces. What do you think makes them fit the definition of Applied Arts?

Edit Callout Box Settings

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

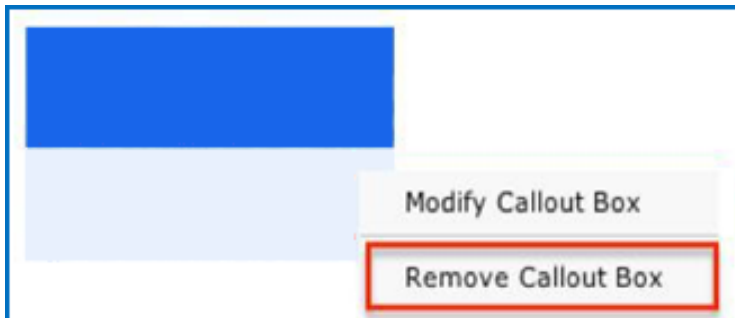


2. Edit the settings and click **OK**.



Remove a Callout Box

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



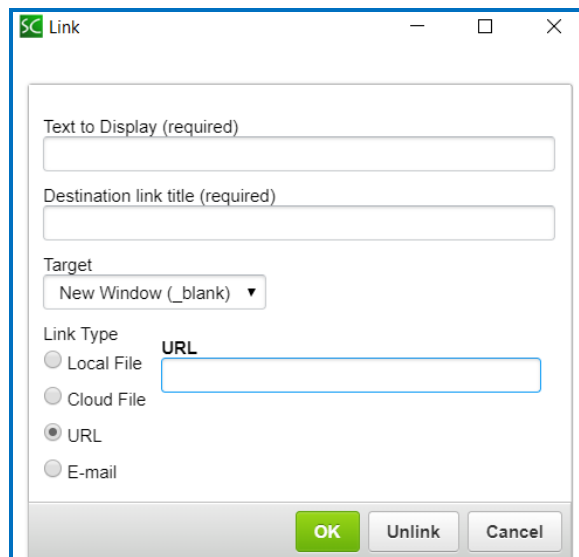
Insert an Image, Equation, QuizPopper or Activity into a Callout Box

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.

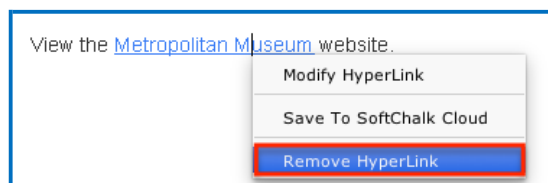
- [Insert an Image](#)
- [Insert an Equation](#)
- [Insert a QuizPopper](#)
- [Insert an Activity](#)

Insert and Remove a Hyperlink

1. Select some text.
2. Choose **Insert/Hyperlink** (or right-click and choose **Hyperlink**).
3. Within the **URL** box, use **Ctrl+V** to paste your URL.
4. We recommend having the link open 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**.

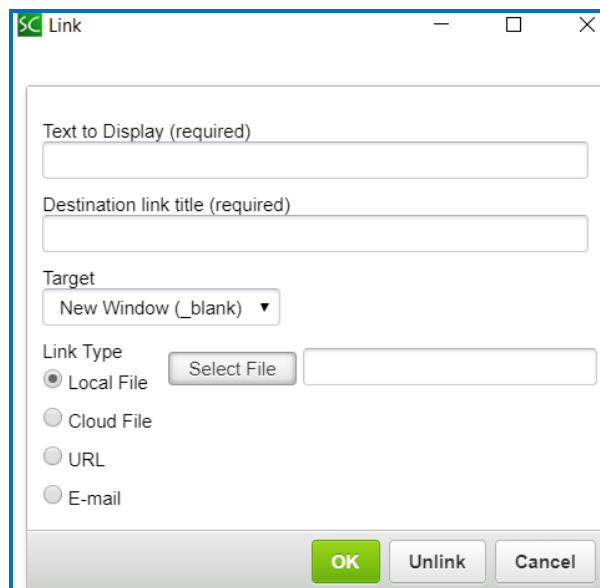


Insert a Hyperlink to Another File

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

IMPORTANT: When you insert a local 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.

1. Select some text.
2. Choose **Insert/Hyperlink** (or right-click and choose **Hyperlink**).
3. Choose the **Link Type**. Click **Select File**. Navigate to your file. Click on it to select it. Click **Open**.



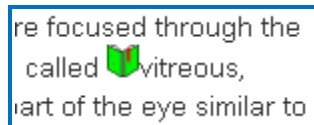
4. It's a good idea to have the link open in a **New window**. Click **OK**.
5. **IMPORTANT:** If you have issues linking to your file, check to see if you have unusual characters in your file name such as a period, & or # sign.

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.

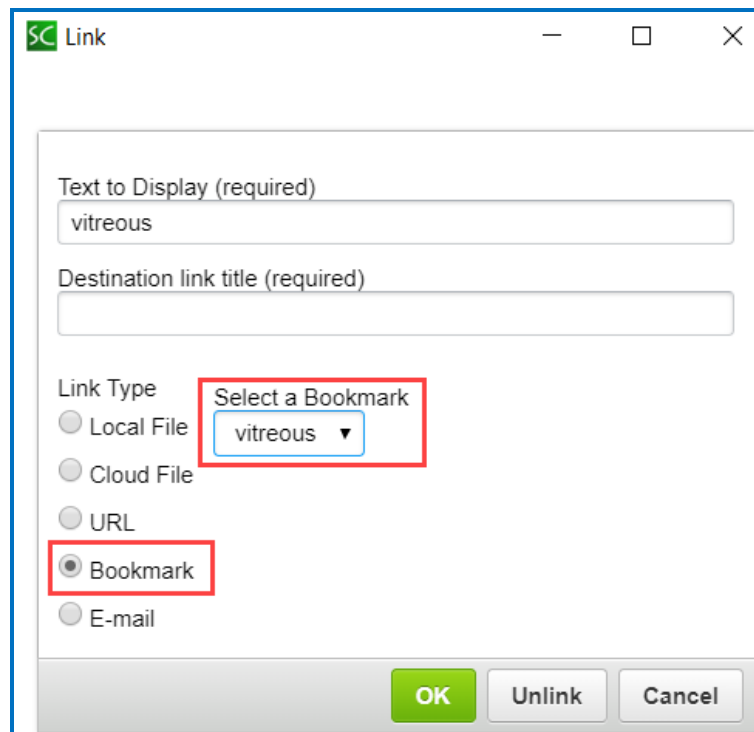
Insert a Bookmark

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**
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

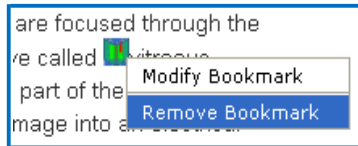
1. Select some text.
2. Choose **Insert/Hyperlink** (or right-click and choose **Hyperlink**.)
3. Select Link Type **Bookmark**.
4. From the dropdown menu, select your bookmark (see below).



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).



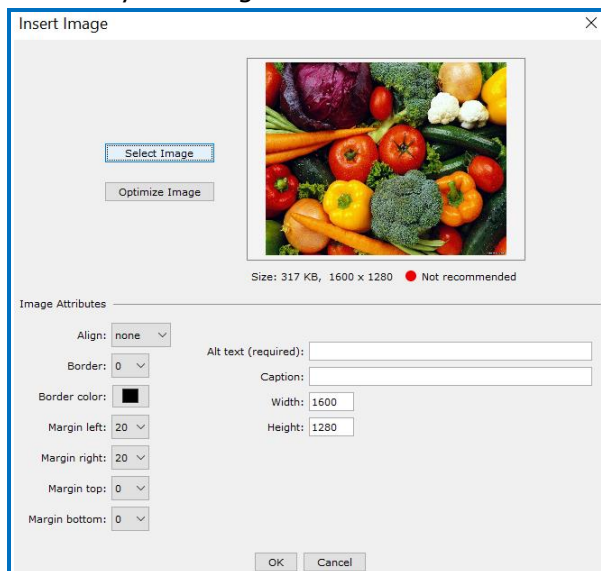
Insert an Image

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 or use **File/Save As** and rename the updated lesson. For details, see the section [Remove an Image](#).)

1. Click within your lesson to put your insertion point where you want your image.
2. Choose **Insert/Image**.
3. Click **Select image**.
4. Select your image file.
5. Click **Select**. At the screen below, you have several options. You can add text for image accessibility or an image caption. You can adjust the image alignment, border color and style, and choose whether to have space around your image.



Space around an Image

Notice that you can add left, right, top, or bottom space in pixels around your image. 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 margin space, there will be no padding (extra spacing) around the image.

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

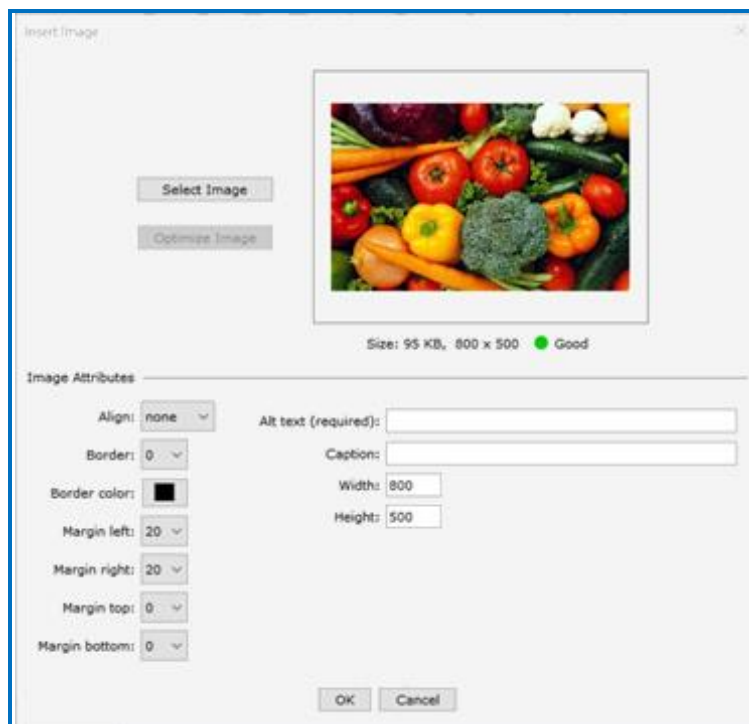
You can set the alignment for images. Please see the section [Wrap Text around an Image](#).

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**.

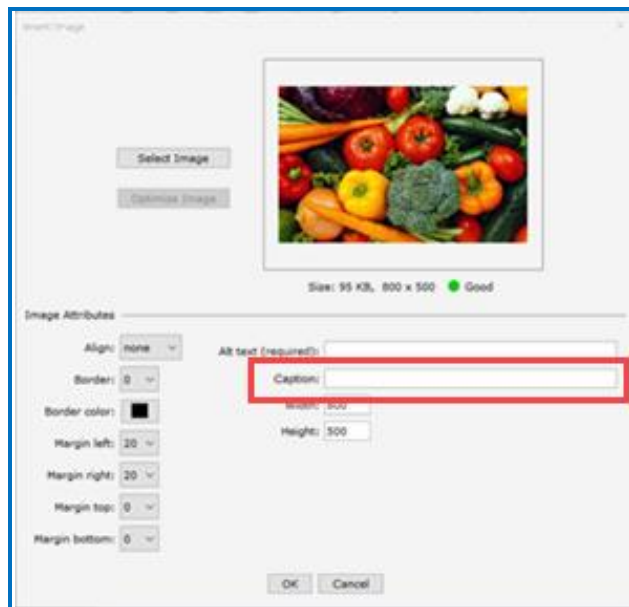
Notice that this image is still somewhat large (95 KB and 800 by 500 pixels). If you have a lot of images in a lesson, you may want to use an image editing program [such as Photoshop or Irfanview (<https://www.irfanview.com> – free program)] to reduce the size and/or dimensions of your image even more.

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.

Image Caption

You can add a caption for your image (optional). When you enter a caption, it appears directly below your image. For more information about SoftChalk's Accessibility compliance, see <http://softchalk.com/products/cloud/accessibility/>.



Accessibility Items

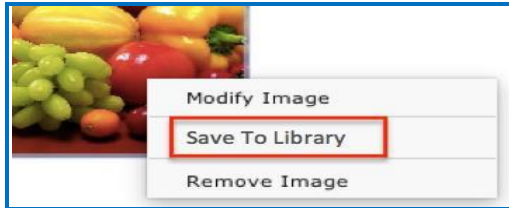
Complete the **Alternative text** field. The Alt Text will appear on the page if the image fails to load for some reason.

The Alt text can be accessed and read by users with a screen reader. This allows you to give a qualitative description of the visual content to meet Accessibility standards.

For more information about SoftChalk's Accessibility compliance, see <https://softchalk.com/cloud/accessibility/>.

Save an Image to the Library

You can save an image to the library (available for Desktop Version only). (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).



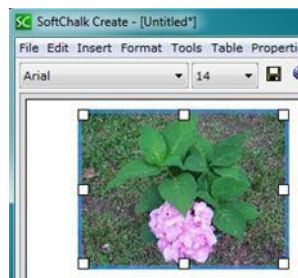
Save an Image to SoftChalk Cloud

You can save an image to your SoftChalk Cloud account – **My Content/ 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).



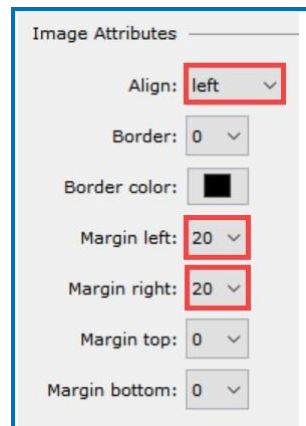
IMPORTANT: When you re-size an image in the main editing window, the re-sizing affects the presentation of the image but not the actual file size.

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](#).

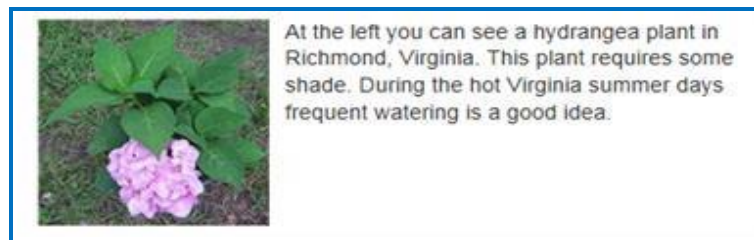
Wrap Text around an Image

(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
2. paragraph.
3. Choose **Insert/Image**.
4. Click **Select image**.
5. Select your image file.
6. Click **Select**.
7. For **Align**, select **left**. You may also want to add horizontal space (see below). Click **OK** to return to your main editing window



8. 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**.
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 the 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.*

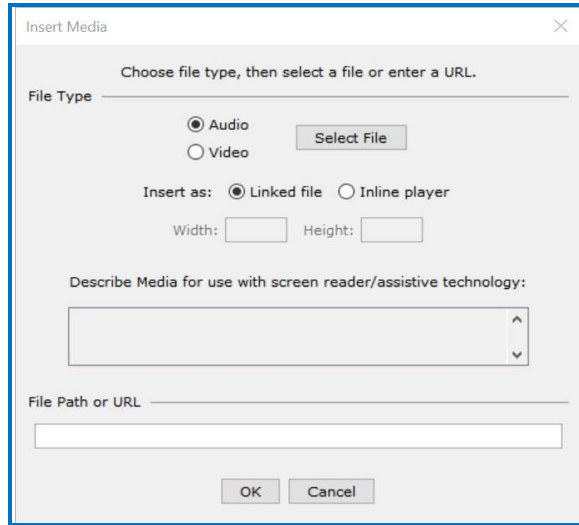
Insert Media (Sound or Video)

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](#).)

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**.



2. Select the **File Type** (Audio or Video).

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
Video	avi, mpeg, mp4, m4v, mpg, mov, ogg, wmv

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.

Link to a Media File Using the File Path or URL

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.

Save an Item to SoftChalk Cloud and Reference This Item

If you want to use the same image, media item (sound or video) 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 will only need 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

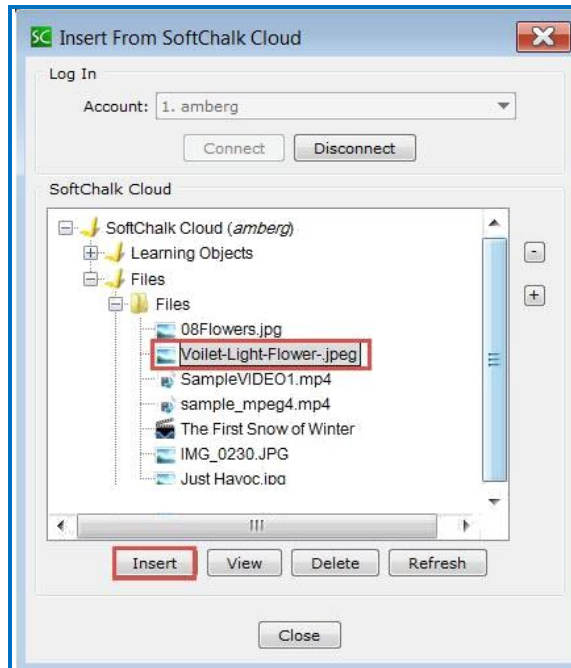
You have two ways to save files to the Cloud.

- 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 Quiz Maker, and Articulate Storyline.
- 2) Within SoftChalk Create, select the item and right-click to choose **Save to SoftChalk Cloud**. With this method, you can only upload single files (versus a .zip file).
 1. Within SoftChalk Create, select the item and right-click to choose **Save to SoftChalk Cloud**.
 2. Under the SoftChalk Cloud menu at the right, select the folder where you want to save the file.
 3. Click **Save**. Then click **Close** to return to your main editing window.

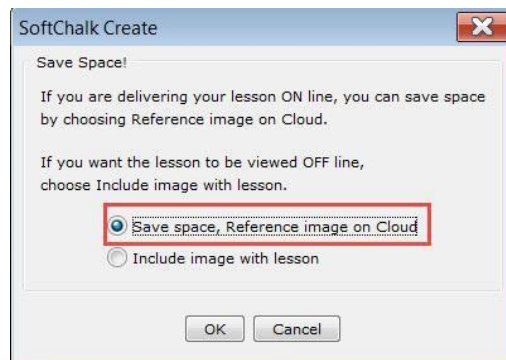
For details on how to reference the files in a SoftChalk lesson and how to update the referenced files, see the next two pages.

Reference the File(s) in a SoftChalk Lesson

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

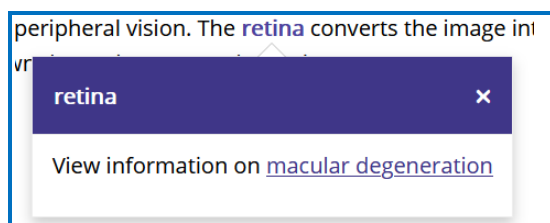
1. You can log into your [SoftChalk Cloud](#) account and choose **My Content/ Files**. Find the file you want to replace and click on the first icon, which is the Replace File icon. Click **Browse** to select your file or drag your file over. If you are replacing a .zip file, select an entry file. Then click **OK**.
2. Within SoftChalk Create, select the item and right-click to choose **Save 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 Tooltips

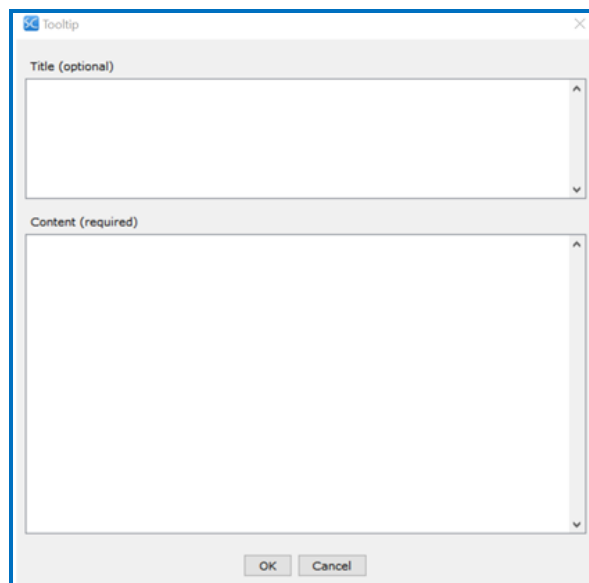
You can create text annotations using the Tooltips feature. Within the web browser when you move your cursor over a highlighted word, a text annotation “pops up” with additional information (see below).



IMPORTANT: You can't copy and paste Tooltips; however, you can cut and paste a Tooltip within the same lesson.

Create a Tooltip

1. In your main editing window, select some text.
2. Choose **Insert/Tooltip**.
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.



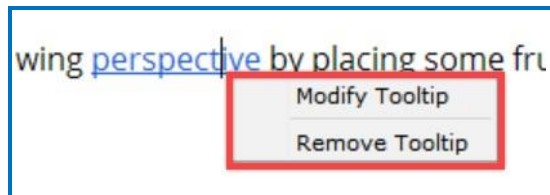
4. Click **OK** to return to your main editing window.
5. Notice in your main editing window that the annotated text is now bold and has the color of your lesson theme.

Create a Tooltip with an Image, Hyperlink or Media

1. Follow the previous instructions for creating a Tooltip.
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. If you have inserted a wide image, you may want to make the minimum width of your Tooltip 400 or 600.
5. Click **OK** to return to your main editing window.

Modify or Remove a Tooltip

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



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 Tooltips, QuizPoppers or Activities). Choose **Tools/Check Spelling**.

Find or Replace

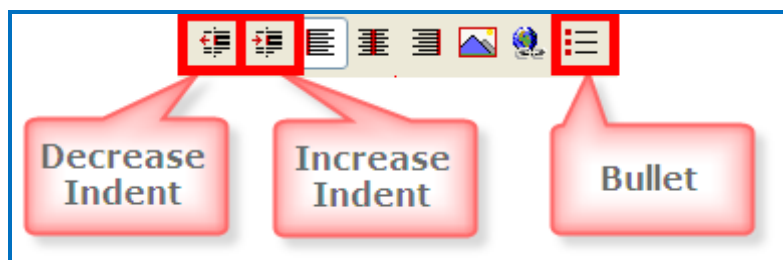
As with the Spell Checker, these features work in your main editing window (but not in Tooltips, QuizPoppers or Activities). Choose **Edit/Find and Replace**.

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. Click Enter to start next line.
4. Type the second item such as **Rubens** and click the **Increase Indent** icon on the toolbar.
5. Type the third item such as **Venus and Adonis** and click the **Increase Indent** icon.
6. Type the fourth item such as **The Last Judgment**.
7. When you type the fifth item such as **Caravaggio**, click the **Decrease Indent** icon.
8. 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 section [Curriculum Standards](#).

Read Text of the Lesson

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

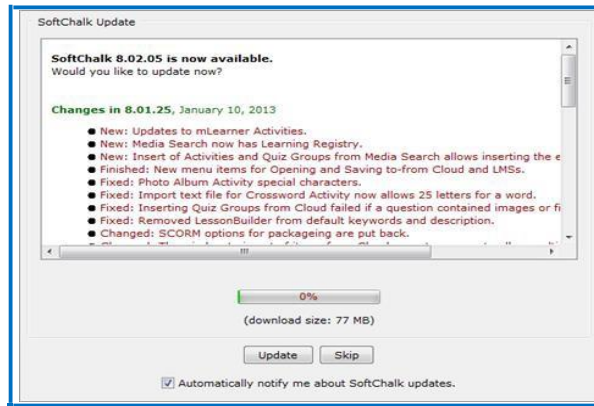
- You can create your own audio files and insert them into your lesson. For details, see the section [Insert Media \(Sound or Video\)](#).
- If you have purchased a ReadSpeaker account (<https://www.readspeaker.com>), you can activate the ReadSpeaker feature in SoftChalk Create. For details, see the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

Updates to SoftChalk

If you are 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 **Cloud/Check for News....**



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 [Deliver a Lesson to Your Students](#), [Track Student Scores and Essays](#) and [Mobile Devices](#).

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
Project a lesson on an electronic whiteboard	See the section Project Your Lesson on an Electronic Whiteboard

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
<p>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.) https://softchalk.atlassian.net/wiki/download/attachments/121929729/lms_blackboardcloud.pdf?api=v2</p>
<p>Blackboard and SoftChalk Desktop Integration Guide (If your faculty wants to use the File/Save to LMS feature, then this would be the guide to use.) https://softchalk.atlassian.net/wiki/download/attachments/129535122/lms_blackboarddesktop.pdf?api=v2</p>
<p>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.) https://softchalk.atlassian.net/wiki/download/attachments/199721074/lms_bbadminguide.pdf?api=v2</p>
<p>Buzz https://softchalk.atlassian.net/wiki/download/attachments/187465915/lms_agilix_buzz.pdf?api=v2</p>
<p>Canvas (Instructure) https://softchalk.atlassian.net/wiki/download/attachments/121995266/lms_canvas.pdf?api=v2</p>
<p>Desire2Learn (D2L) https://softchalk.atlassian.net/wiki/download/attachments/129402215/lms_bright_space_by_d2l.pdf?api=v2</p>
<p>Jenzabar https://softchalk.atlassian.net/wiki/download/attachments/129535333/lms_jenzabar.pdf?api=v2</p>

Moodle

https://softchalk.atlassian.net/wiki/download/attachments/129536436/lms_moodle.pdf?api=v2

Schoology

https://softchalk.atlassian.net/wiki/download/attachments/129406952/lms_schoology.pdf?api=v2

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.

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 (Desktop Version Only)

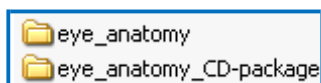
This feature is only available with the **Desktop** version of SoftChalk Create (green icon). Creating a CD is a two-part process – package your lesson and then create your CD.

Package a Lesson within SoftChalk Create

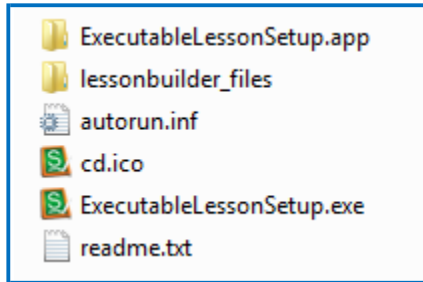
1. Choose **File/Package Lesson**. For the **Package type**, select **Executable CD**. For the **Track score using** option, you can select **None**. For details on the SoftChalk Cloud scoring option, see the section [SoftChalk Cloud](#). Click **OK**.
2. A dialogue window appears letting you choose 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.

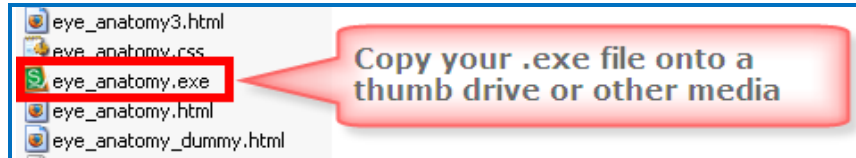
Load an Executable Lesson on a Windows Computer (Desktop version only)

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 **None**. Click **OK**.
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 **None**. Click **OK**.
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.

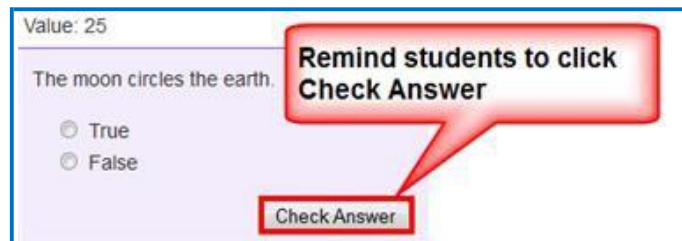
Track Student Scores and Essays

Overview

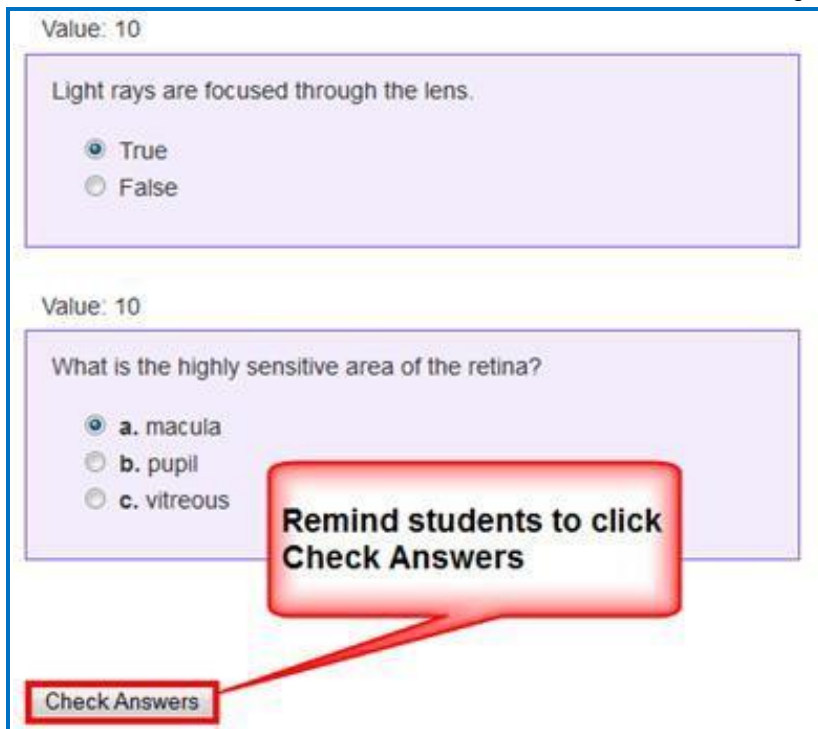
IMPORTANT: If you want to keep track of your students' scores, be sure to assign points to your QuizPoppers and Activities (see the sections [QuizPopper Question Tab](#) and [Activity Options Tab](#)). If you have essays in your lesson, be sure to see the section [Collect Essays from Your Students](#).

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

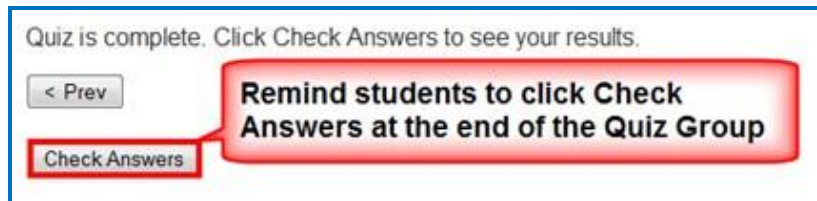
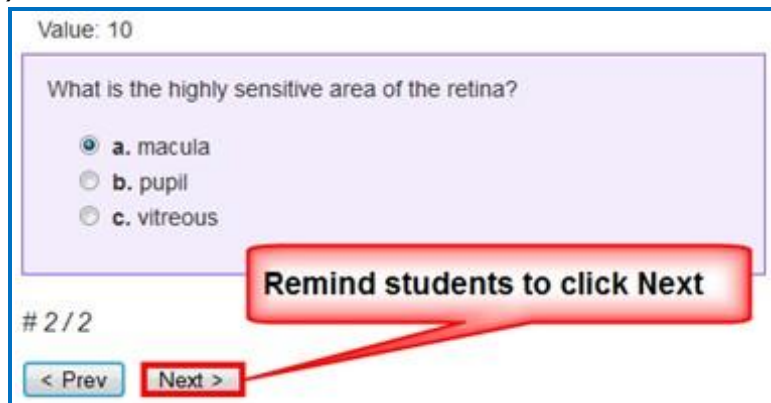
If your lesson has QuizPopper items with a **Check Answer** button, please tell your students to click the **Check Answer** button for each question (see below).



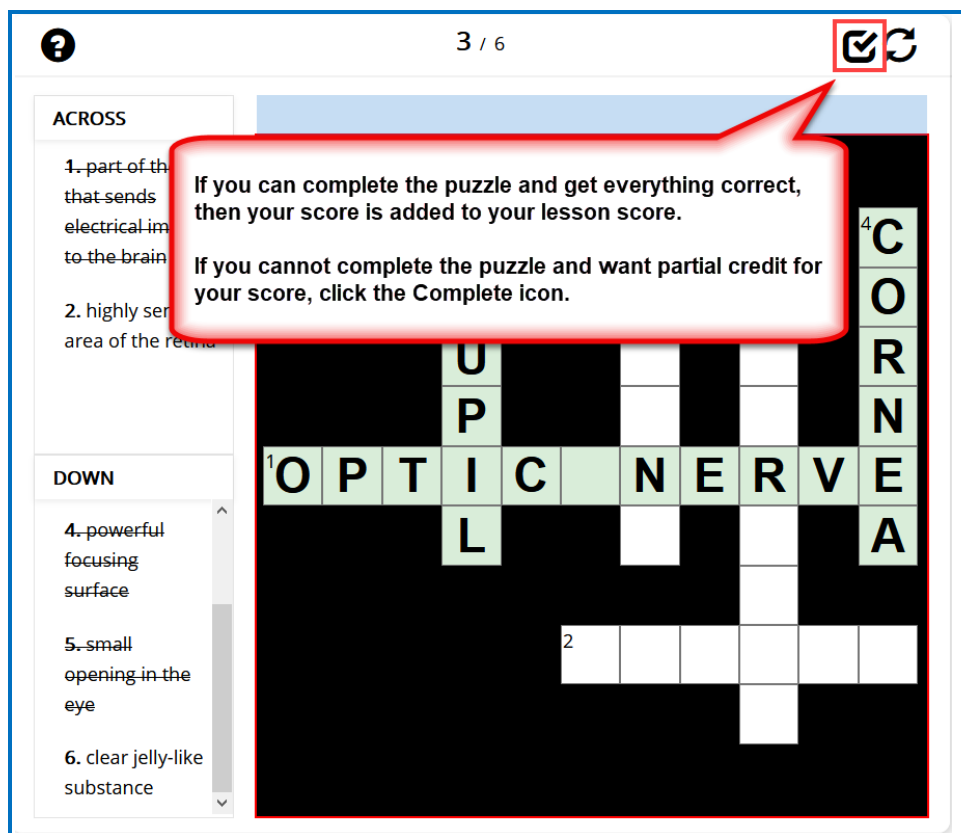
If your lesson has a Quiz Group with questions shown all at once, please tell your students to click the **Check Answers** button at the end of the Quiz Group (see below).



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 allows **Partial Credit**, please tell your students to click the **Complete** icon when they are finished (see below).





If your lesson has a **Finish** button on the last page (i.e. you are delivering your lesson in the 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](#).

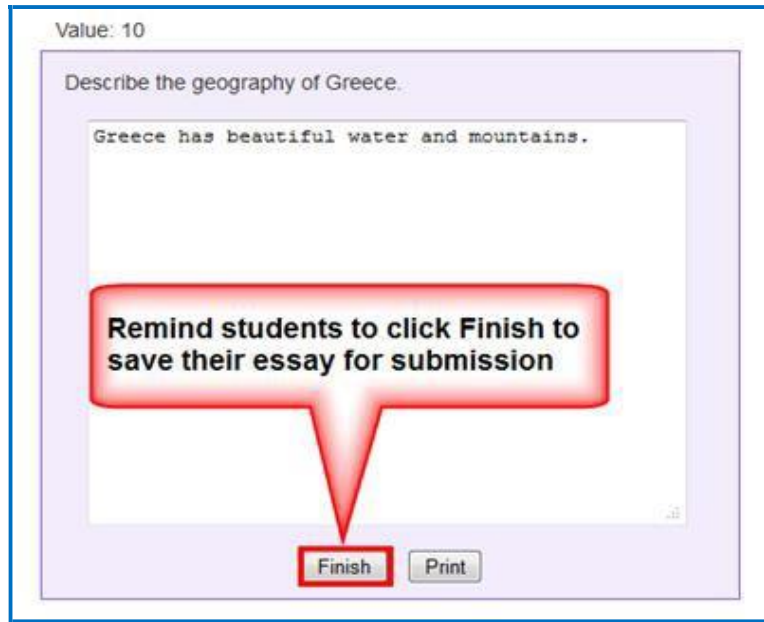
- Save your lessons to SoftChalk Cloud. Put an LTI hyperlink of your lesson into your learning management system. The advantage of using an LTI hyperlink is that you can link to the same lesson in multiple courses and easily update your lesson your lesson in SoftChalk Cloud. Within your learning management 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 [Lesson Certificates](#).
- Have students **email their scores and essays to you**. For details, see the section [Lesson Certificates](#).
- 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 to access the SoftChalk content.

SoftChalk Cloud

Overview

SoftChalk Cloud (<https://www.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 Buzz, Blackboard, Canvas, Desire2Learn, and Moodle. For details, see the section [Learning Management System \(LMS\) Guides](#).)

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

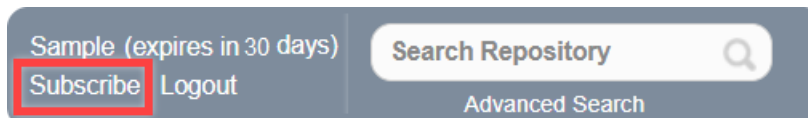
Use SoftChalk Cloud to:	Details
Create interactive content	Use the Cloud Version of the SoftChalk Create app. (Log into your account, choose My Content/Create Content .) or Use the web browser Create Online editor. (Log into your account and click Create Lesson in Create Online .) You can save your SoftChalk 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
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 14-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 **Buy Now** area at <https://softchalk.com/buy-now>. 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.

Create a SoftChalk Cloud Account

1. To create a SoftChalk Cloud account, go to <https://www.softchalkcloud.com/join>
2. Fill in the information and click **Join** at the bottom of the screen.

SoftChalk Cloud Guide and FAQs

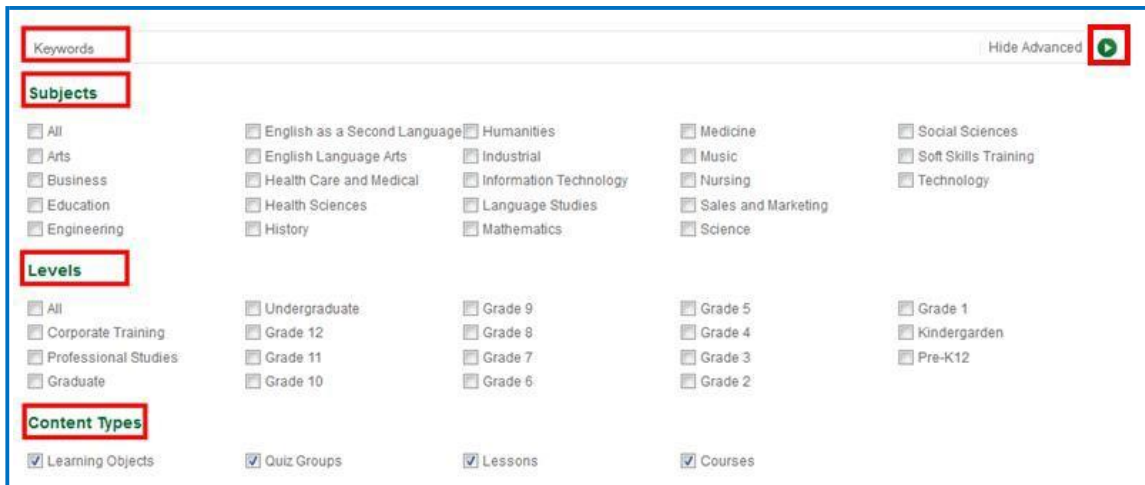
For additional details about the [SoftChalk Cloud](#) website, see the:

- [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 **Insert/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).



The screenshot displays the search interface for SoftChalk Cloud. It features a search bar at the top with a "Keywords" label and a "Hide Advanced" button with a search icon. Below the search bar are four filter sections, each with a red box around its title:

- Subjects:** A grid of checkboxes for various subjects including All, Arts, Business, Education, Engineering, English as a Second Language, English Language Arts, Health Care and Medical, Health Sciences, History, Humanities, Industrial, Information Technology, Language Studies, Mathematics, Medicine, Music, Nursing, Sales and Marketing, Science, Social Sciences, Soft Skills Training, and Technology.
- Levels:** A grid of checkboxes for educational levels including All, Corporate Training, Professional Studies, Graduate, Undergraduate, Grade 12, Grade 11, Grade 10, Grade 9, Grade 8, Grade 7, Grade 6, Grade 5, Grade 4, Grade 3, Grade 2, Grade 1, Kindergarten, and Pre-K12.
- Content Types:** A row of checkboxes for Learning Objects, Quiz Groups, Lessons, and Courses, all of which are checked.

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.

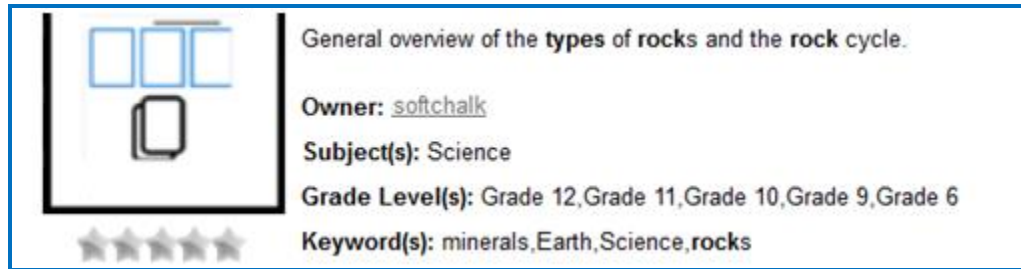
- [Modify a Learning Object Found in SoftChalk Cloud](#)
- [Modify a Lesson Found in SoftChalk Cloud](#)

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 **Insert/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).



General overview of the **types of rocks** and the **rock cycle**.

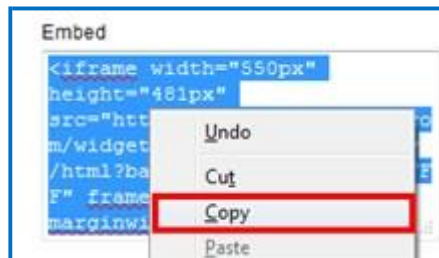
Owner: [softchalk](#)

Subject(s): Science

Grade Level(s): Grade 12, Grade 11, Grade 10, Grade 9, Grade 6

Keyword(s): minerals, Earth, Science, rocks

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

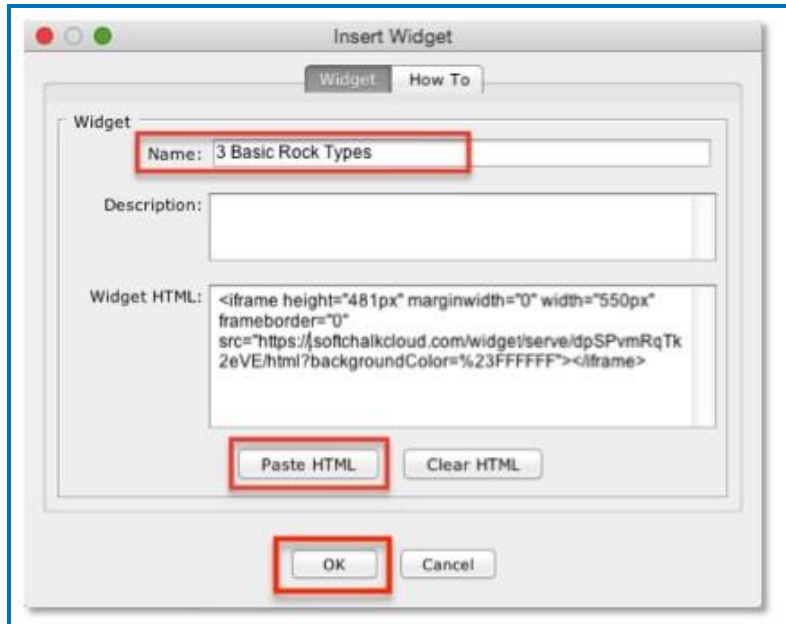


```
Embed
<iframe width="550px"
height="481px"
src="htt
m/widget
/html?ba
F" frame
marginwi
```

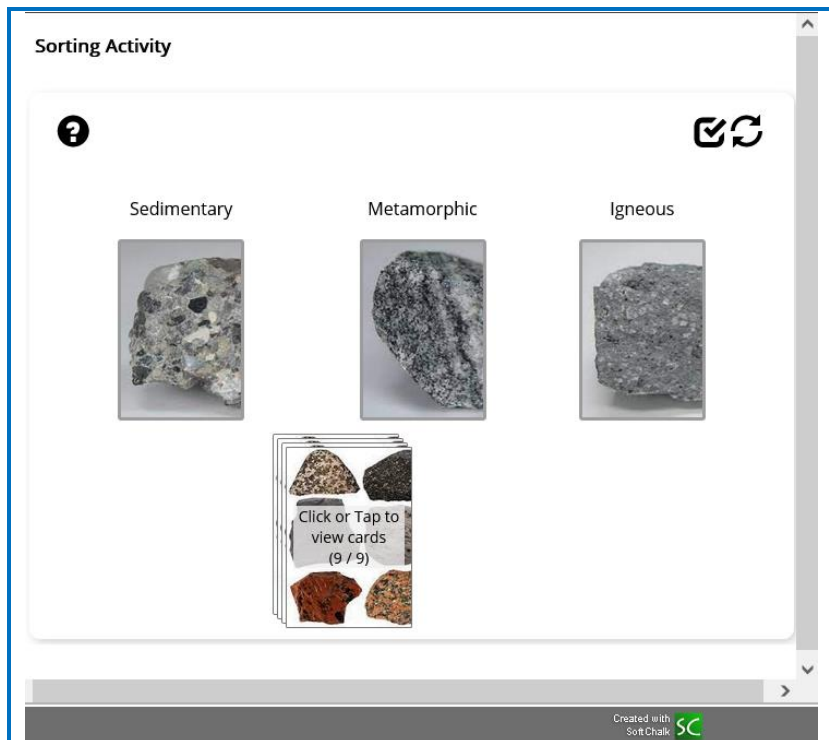
Context menu options: Undo, Cut, Copy, Paste

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](#).)



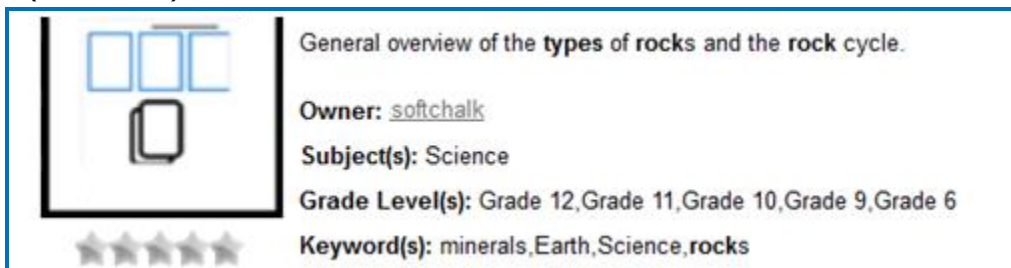
8. Save and preview your lesson (see below). **IMPORTANT:** By inserting a widget, you are placing an embed link to the [SoftChalk Cloud](#) website. In other words, you are linking to the learning object (i.e., the learning object itself does NOT reside within your lesson).



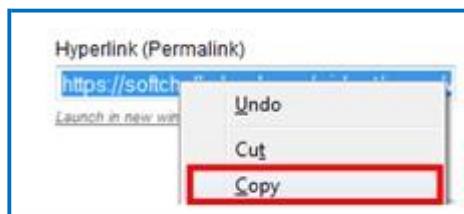
Insert a Hyperlink of a Learning Object

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** 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

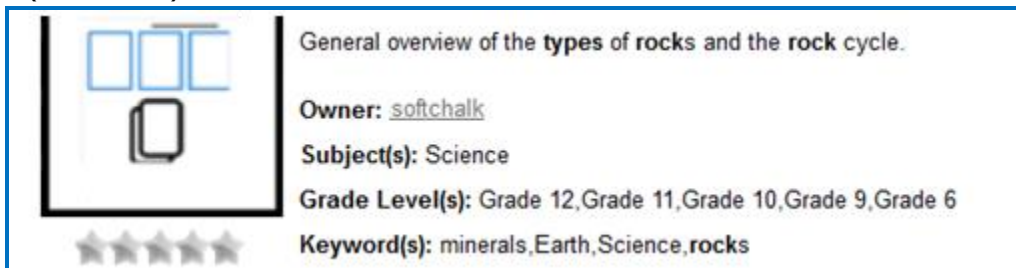
(As mentioned previously, you can also search for content within the **SoftChalk Create application** with the **Insert/Media Search** feature. See the section [Media Search](#).)

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.

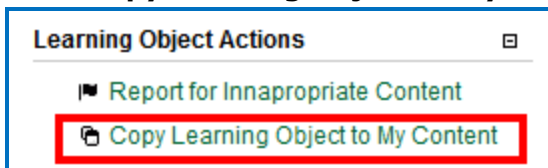
If you have the Cloud version of SoftChalk Create, see the next section [Modify Found Content with SoftChalk Create \(Cloud Version\)](#). If you have the Desktop version of SoftChalk Create, see the section [Modify Found Content with SoftChalk Create \(Desktop Version\)](#).

Modify Found Content with SoftChalk Create (Cloud Version)

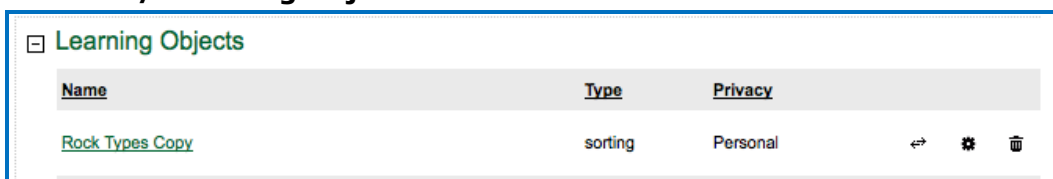
1. Log into your [SoftChalk Cloud](#) account. In [SoftChalk Cloud](#) search for learning objects (see the section [Find Content in SoftChalk Cloud – Search on the Website](#)). For content type, select **Learning Objects**.
2. Click on a learning object that you found on the [SoftChalk Cloud](#) website (see below).



3. Scroll halfway down the page. At the right under **Learning Object Actions**, click **Copy Learning Object to My Content** (see below).

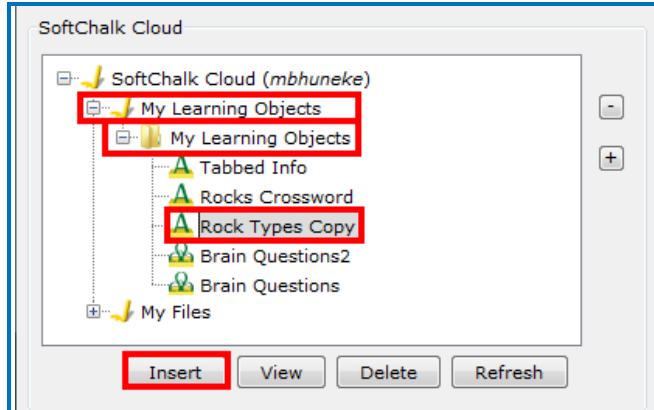


4. Your learning object is copied into your **Learning Objects** folder under **My Content/ Learning Objects**.



5. Start SoftChalk Create.
6. Open an existing lesson or start a new lesson.
7. Choose **Insert/SoftChalk Cloud item**.

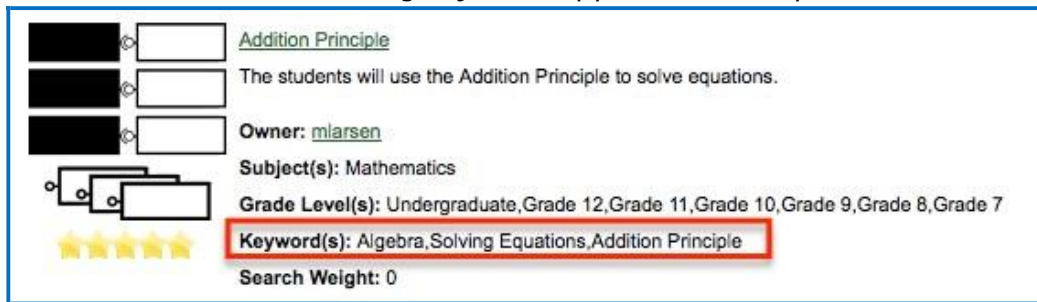
- Open the **Learning Object folder** and **Learning Object folder**. Select the copied learning object. Click **Insert** (see below).



- Click **Close** to leave the insert window.
- Right click on the activity and choose **Modify Activity**.
- 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)

- 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**.
- Scroll down the list of learning objects. Copy one of the keywords.



- Start your Desktop version of SoftChalk Create.
- Choose **Insert/Media Search**.
- In the list at the left, select **SoftChalk Share**. (You may want to click **Uncheck all** at the bottom and then select **SoftChalk Share**.)
- At the top in the **Keyword(s)** field, type or paste one of the keywords you found for your learning object and click **Search**.
- 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](#).

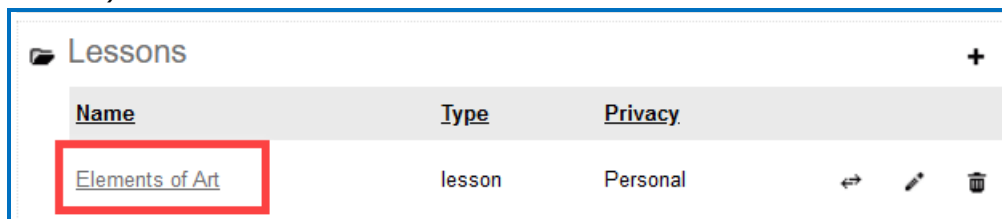
Modify a Lesson Found in SoftChalk Cloud

(As mentioned previously, you can also search for content within the **SoftChalk Create application** with the **Insert/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).

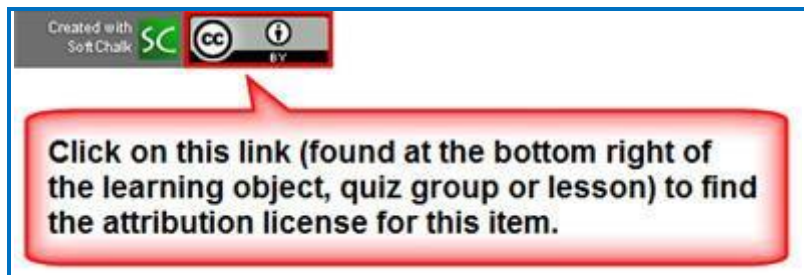


5. Scroll halfway down. At the right under **Lesson Actions**, click **Edit Lesson**, then **Edit in SoftChalk Create** or **Edit in Create Online**.
6. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the lesson. See the section [Attribution to the Original Author - 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.

- 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 (**Insert/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 [Footer Options](#).

Privacy Options

When you save your content into your [SoftChalk Cloud](#) account, you have three privacy options.

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

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.

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](#).

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](#)

Packaging Options

Package Type	Description	File extension
Standard Zip	Learning Management System such as eCollege. (Some learning management systems have the ability already 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	Learning Management System that accepts a Common Cartridge format such as Jenzabar. 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	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	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	CD See the sections Create a CD of a Lesson.	Creates a folder OUTSIDE of your lesson folder.

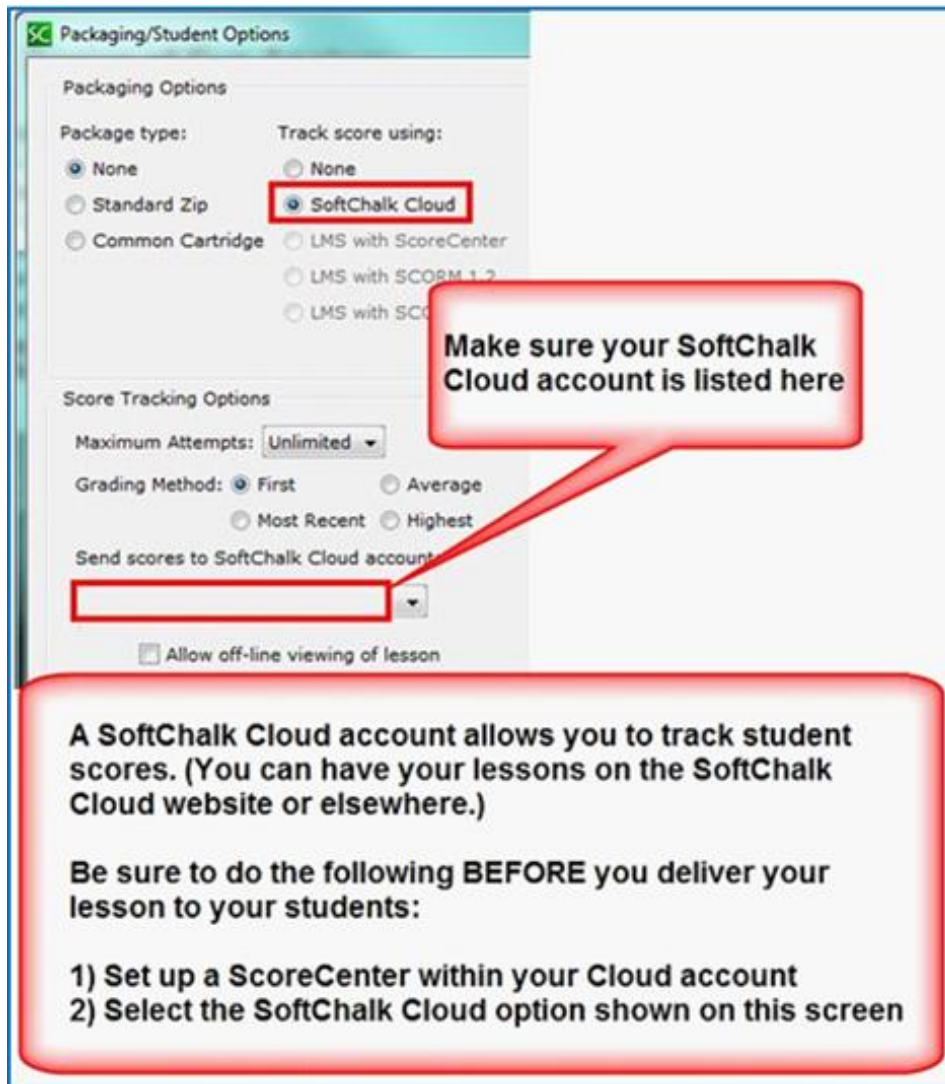
For an explanation of the score tracking options, see the next section [SoftChalk Cloud Score Tracking Options](#).

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:

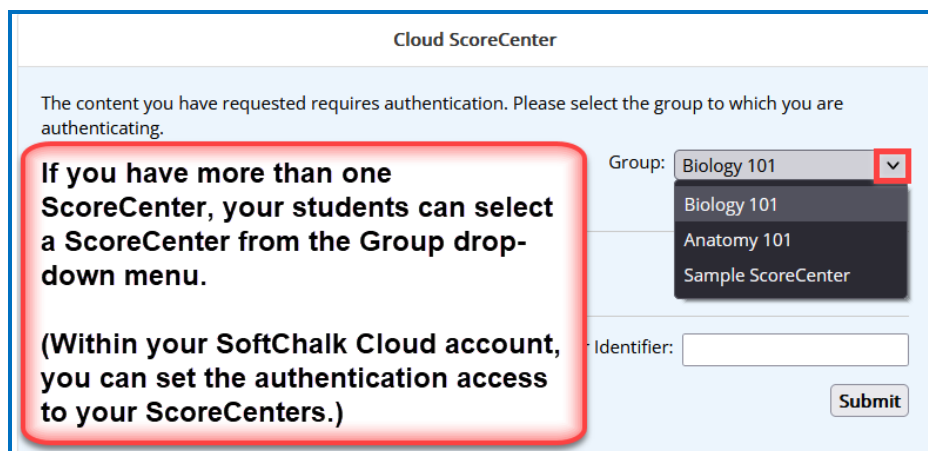
- The number of times a student can access the lesson
- Which attempt (first, most recent, average, or highest) will be the student's grade for the lesson
- Whether the student can view the lesson off-line (i.e., not connected to the Internet). If this option is selected, then scores will NOT be recorded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

Authentication - Allow any identifier or Allow specified identifiers



The content you have requested requires authentication. Please select the group to which you are authenticating.

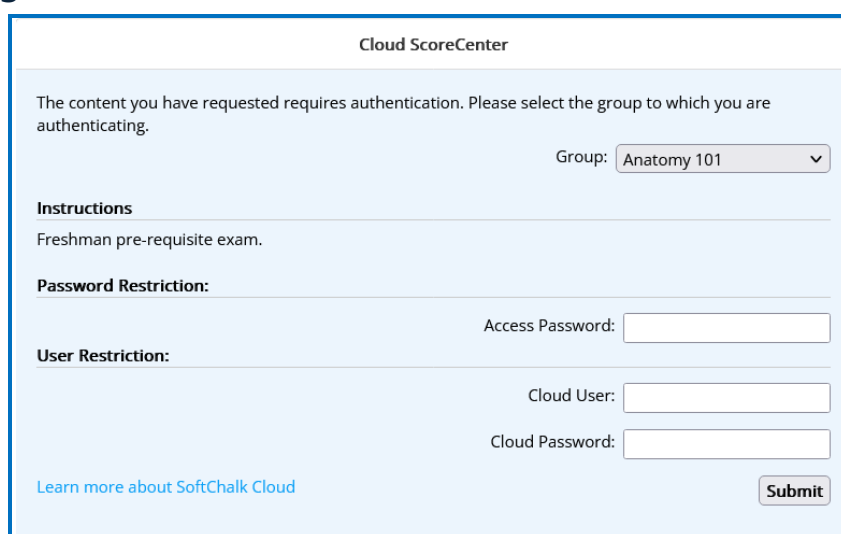
If you have more than one ScoreCenter, your students can select a ScoreCenter from the Group drop-down menu.

(Within your SoftChalk Cloud account, you can set the authentication access to your ScoreCenters.)

Group:
Biology 101
Anatomy 101
Sample ScoreCenter

Identifier:

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



The content you have requested requires authentication. Please select the group to which you are authenticating.

Group:

Instructions
Freshman pre-requisite exam.

Password Restriction:

Access Password:

User Restriction:

Cloud User:

Cloud Password:

[Learn more about SoftChalk Cloud](#)

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 FAQs](#), on the left in the **Search** box, type **Cloud** and press **Enter**.

Media Search

Media Search

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 all the 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](#)

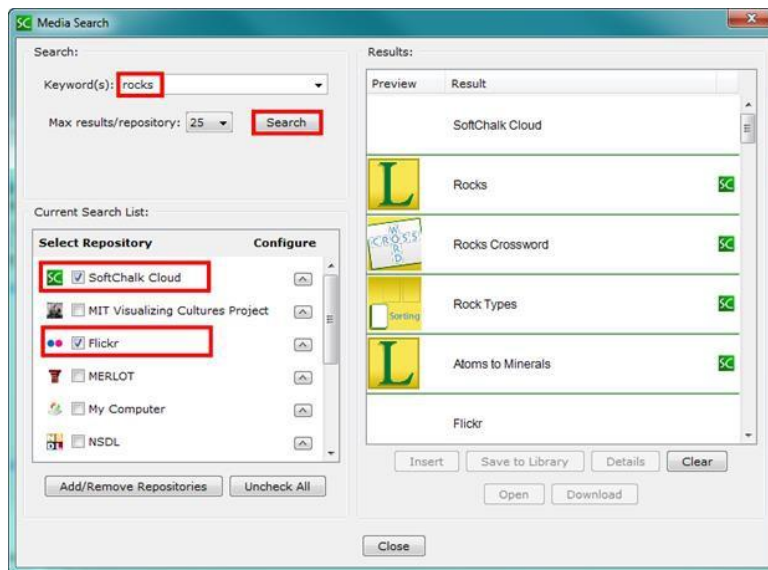
Copyright Considerations

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.

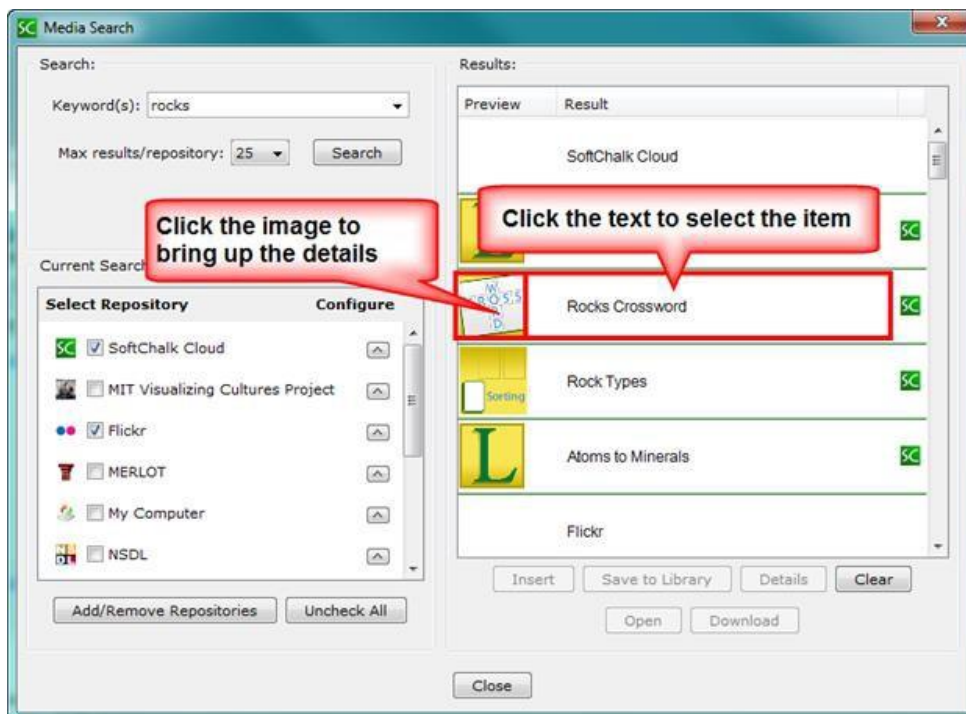
Do a Basic Search

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.

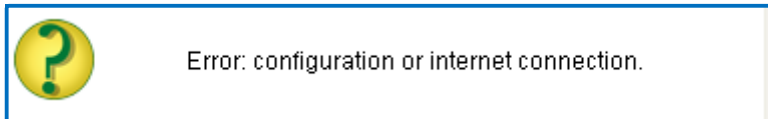
1. Within SoftChalk Create, choose **Insert/Media Search**. At the left in the **Select Repository** list, click on one or more repositories to select them. **IMPORTANT**: You can scroll down and select YouTube if you like.
2. In the **Keyword(s)** box at the top, type **rocks** and click **Search** (see below). Notice under the **Max results/repository** dropdown list, you can set the maximum number of results from each repository.



- 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**.)



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



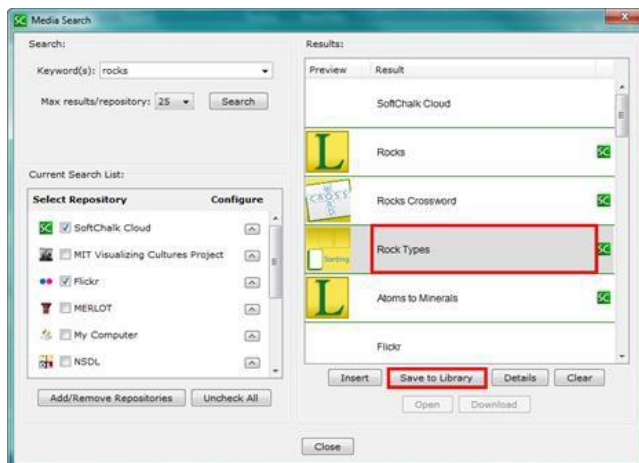
Insert an Item into a Lesson

1. After doing a **Media Search (Insert/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.

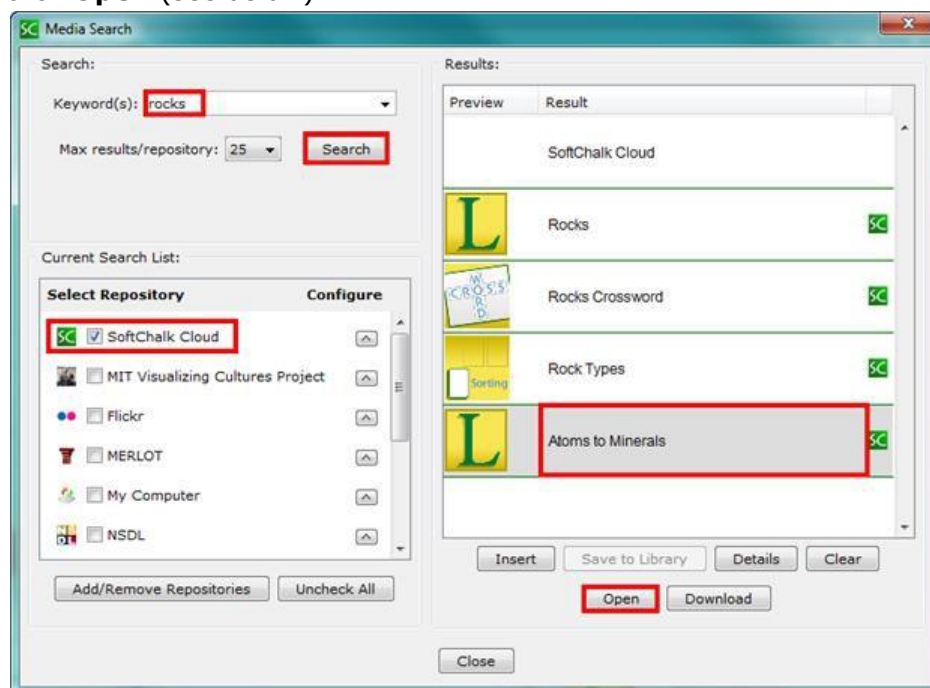
1. After doing a **Media Search (Insert/Media Search)**, you can insert one or more selected items into your Library if you have the Desktop version of SoftChalk Create. (See the info above if you have the Cloud version of SoftChalk Create.) Select an item by clicking the text for the item under the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



- 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**.)
- 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:
 - Hold down your **Ctrl** key and click different items under the **Result** column OR
 - 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.
- 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

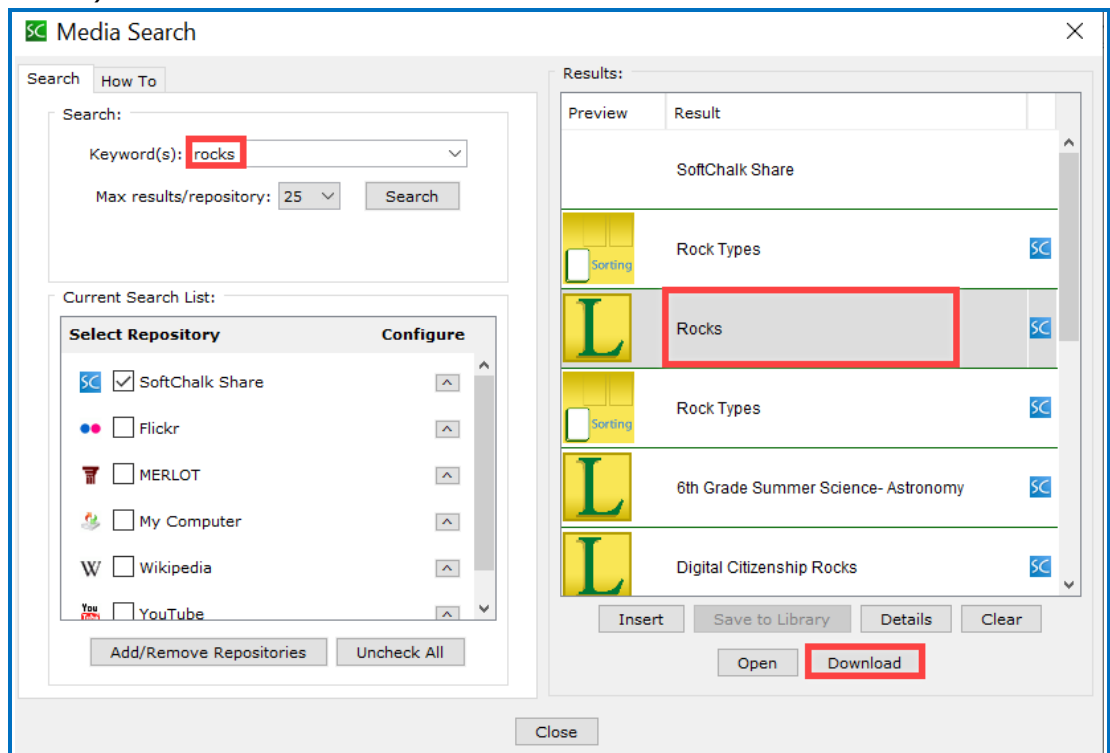
- Start a new lesson. (Choose **File/New** within SoftChalk Create.)
- If your Media Search window is not open already in SoftChalk Create, choose **Insert/Media Search**. Type in a Keyword(s), make sure [SoftChalk Cloud](#) is selected in your repository list and click **Search**.
- A SoftChalk lesson 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 Media Search

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

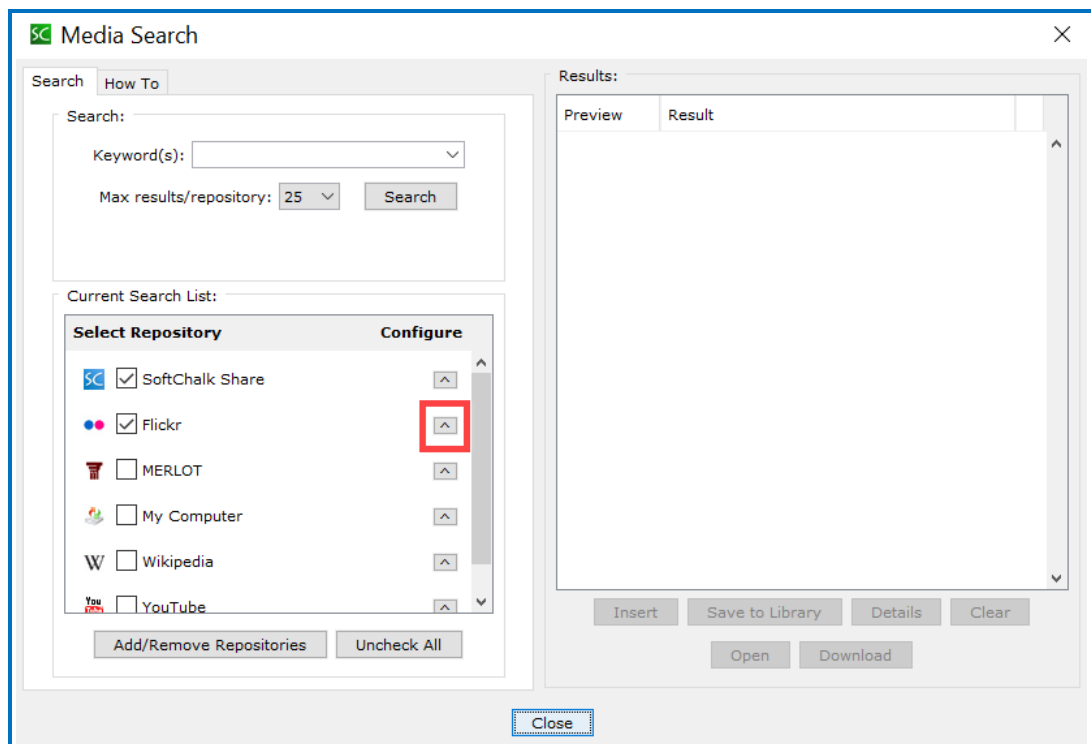


3. **IMPORTANT:** The downloaded filename has the filename for the original .zip lesson. In other words, the name that appears in the Media Search window may be different from the name of the downloaded .zip filename. We recommend you create a separate folder for downloaded lessons to easily find them.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

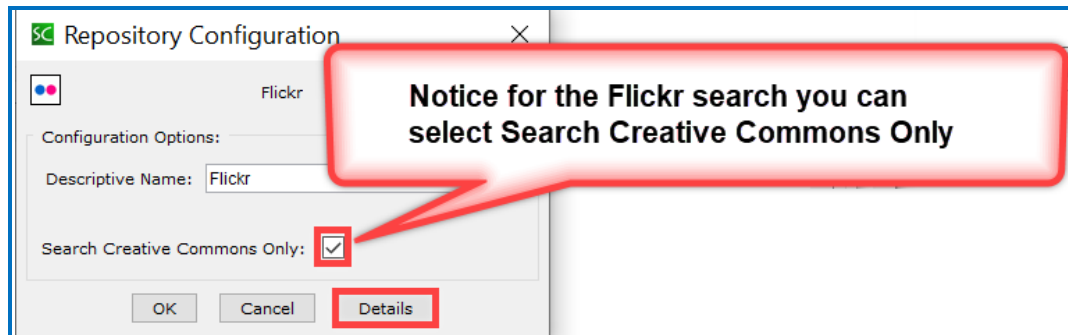
4. To open and work on this downloaded lesson, choose **File/New** within SoftChalk Create.
5. Choose **File/Open Packaged Lesson**.
6. Navigate to the folder where you downloaded the .zip file. Select the .zip file and click **Open**. A lesson folder (versus a .zip file) will be created in the same folder as the .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 **Insert/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**.)

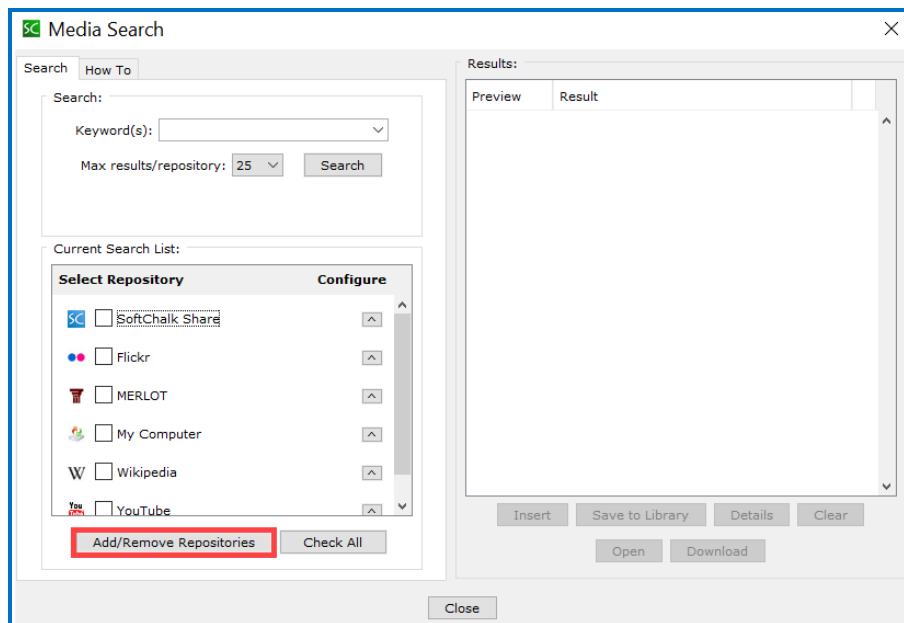


4. As mentioned previously, you can also read about the Media Search repositories on our website at: www.softchalk.com/repositories.html

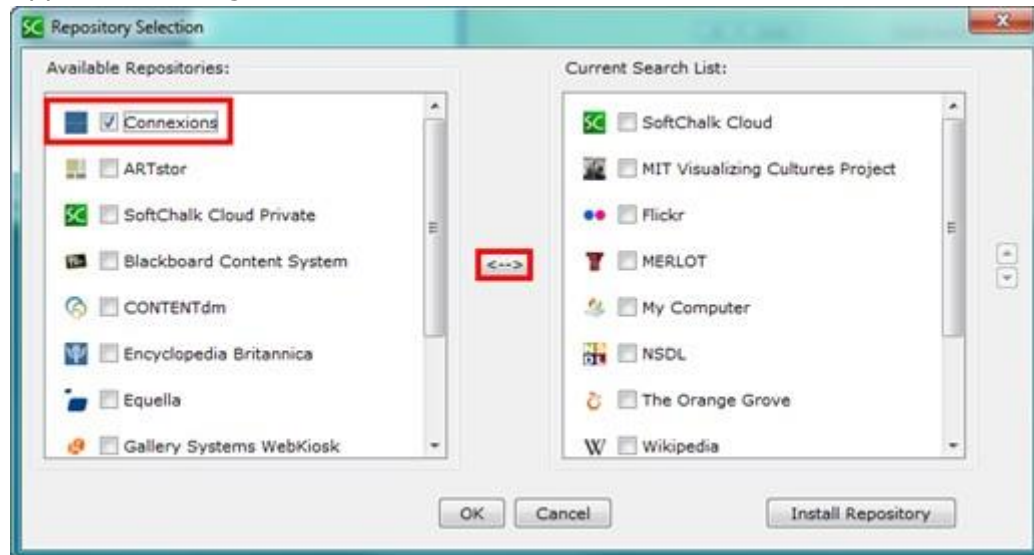
Add/Remove Repositories to the Search List

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.

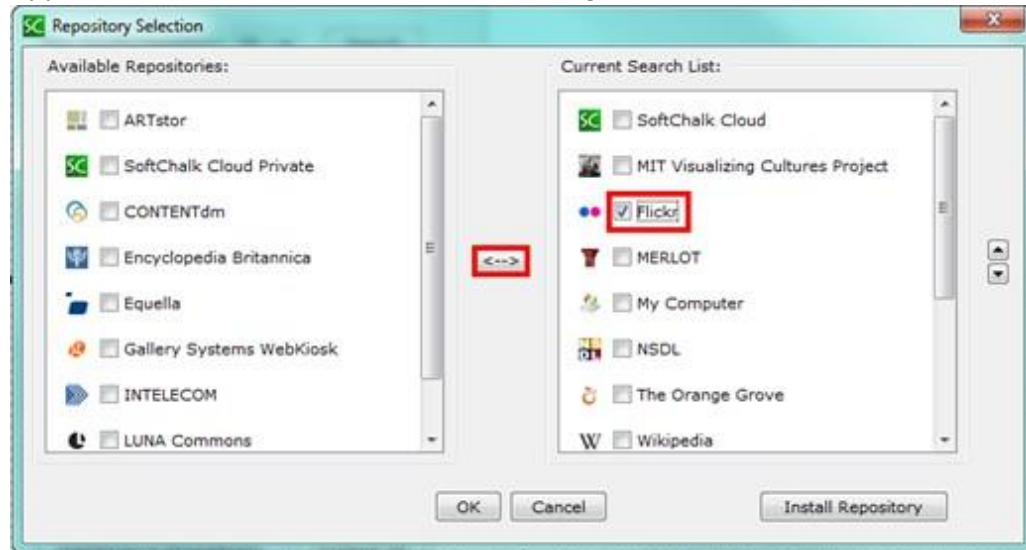
1. Within SoftChalk Create, choose **Insert/Media Search** (if your search window is not open already).
2. Click **Add/Remove Repositories** (see below).



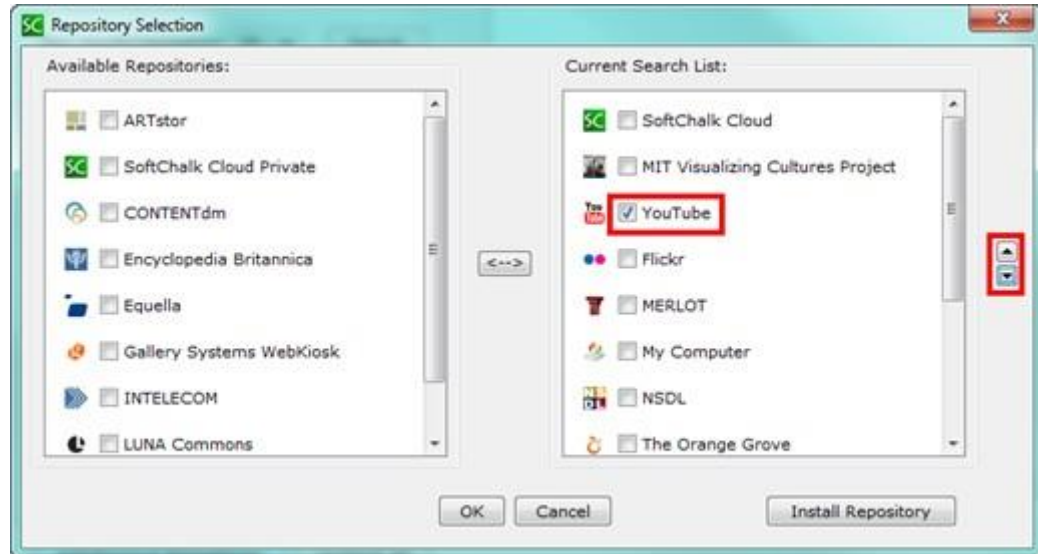
- To add an item to your current list, click one or more items on the left.
- Click the middle double-arrow button (see below). The item(s) will then appear on the right under the **Current Search List**.



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



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.

The screenshot shows a 'Selection' interface for editing a quiz item. At the top is a green 'Q' icon on a yellow base. Below it, the 'Title' field contains 'Macula question' and the 'Description' field contains 'lists possible definitions for the macula'. Both fields are highlighted with red boxes. Below the description field, the 'Save Edits' button is highlighted with a red box, and a red callout box points to it with the text 'Be sure to click Save Edits if you make a change in the Title or Description'. Other buttons include 'Metadata', 'View', 'Delete', 'New Folder', 'Publish', 'Export', 'Import', and 'Insert Into Lesson'.

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:

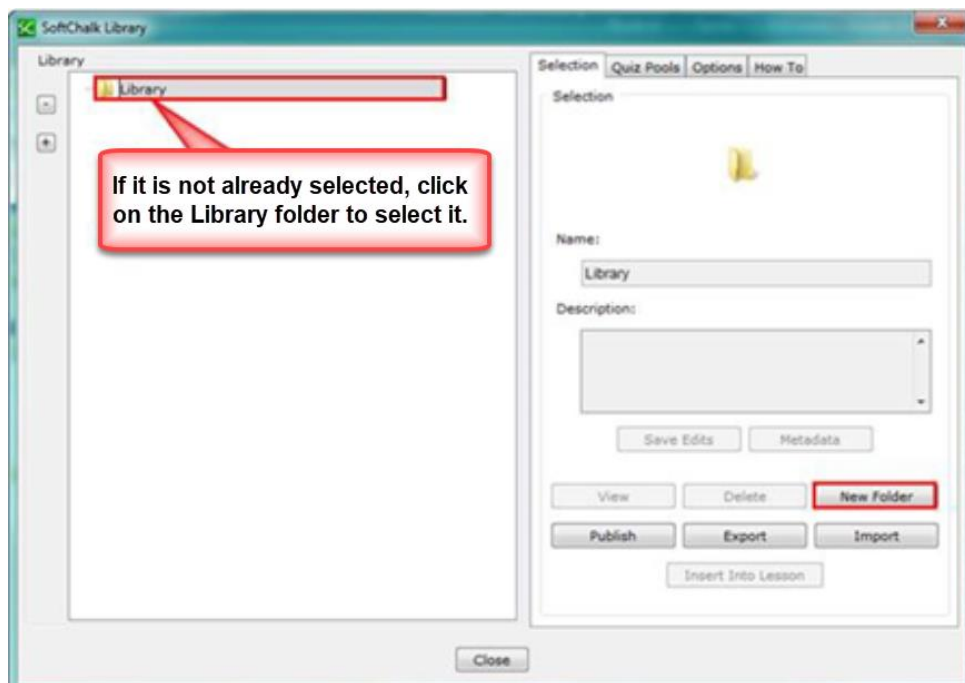
- Save the item as a new item in the library
- OR click on a similar item in the library and click **Replace Item**. "Similar item" means the same type of QuizPopper, Activity, or media.

IMPORTANT: If you right-click 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.)

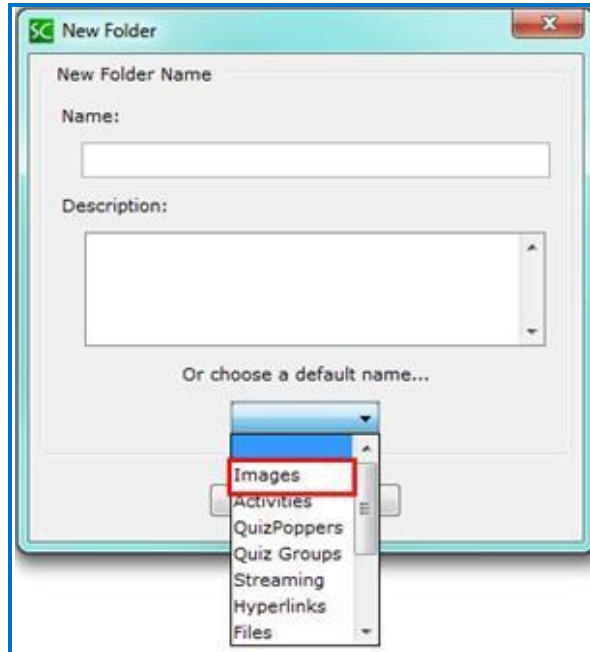
Manage the Library List

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.



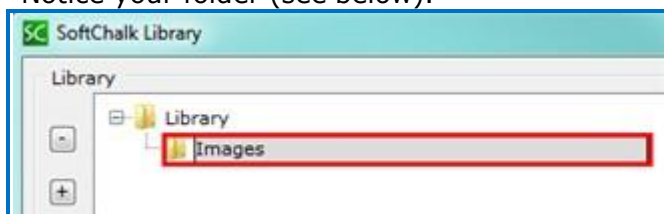
3. Notice by using the dropdown menu you can set up default folders for your images, activities, QuizPoppers, hyperlinks, etc. (see below).



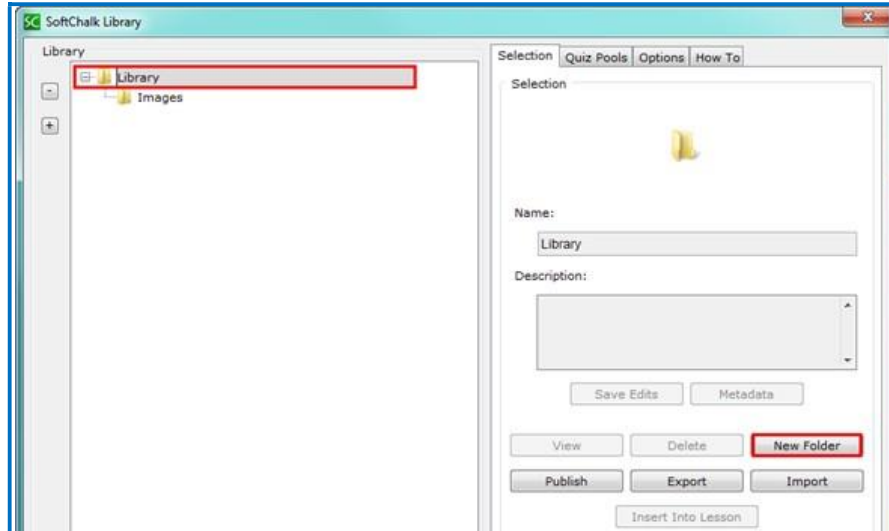
4. After either selecting a folder name from the dropdown menu or typing a name, click **OK** (see below).



5. Notice your folder (see below).



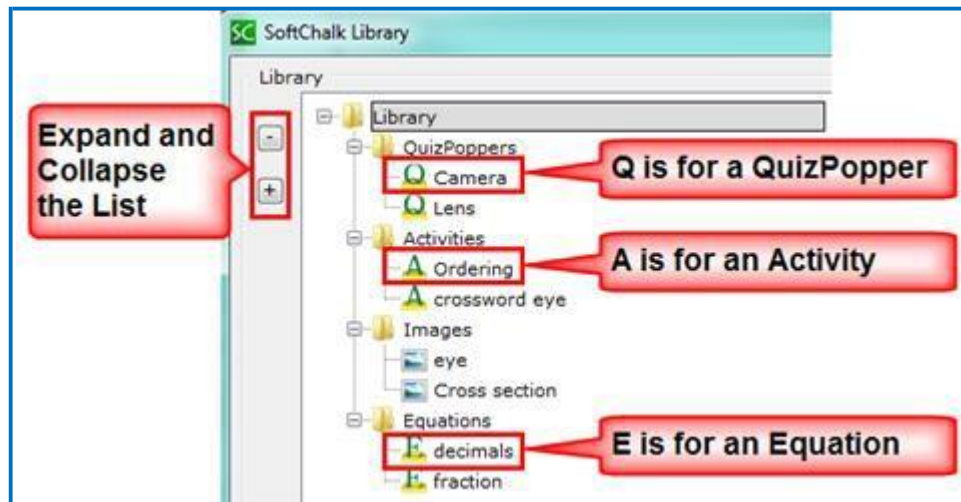
6. To add another folder to the Library, click on the **Library** folder. Then click **New Folder** (see below). **IMPORTANT:** If the **Images** folder is selected and you click **New Folder**, then the folder will be under the **Images** folder. Please note that you can drag your folder from one place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

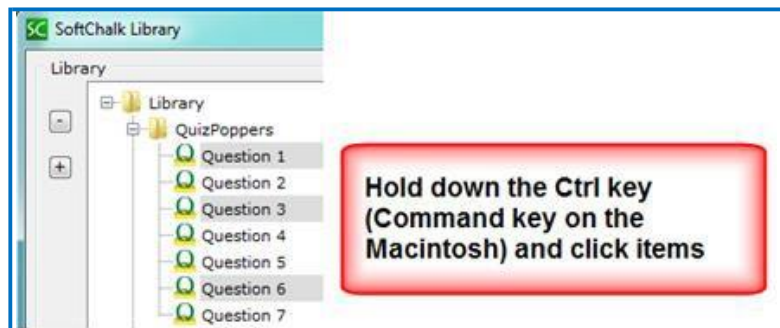
Delete an Item or Folder

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.](#))

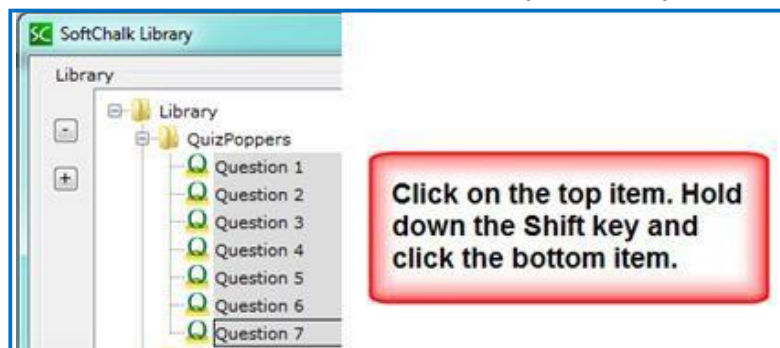
1. Select a Library item or folder.
2. Click **Delete**.

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.

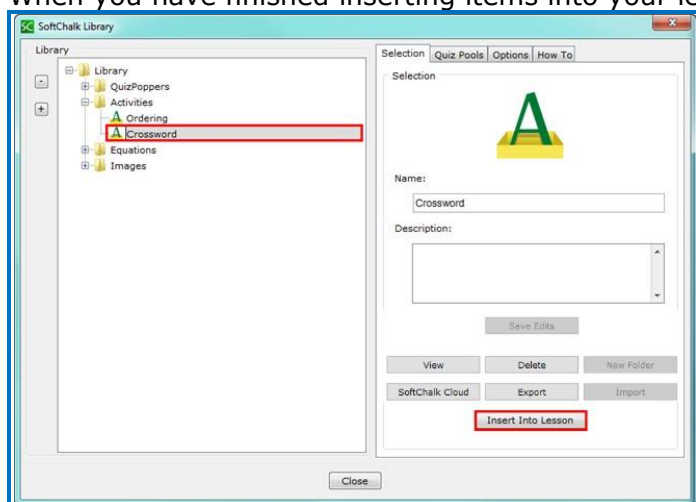
1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
2. Select a Library item. Click **View**.
3. Your Library item comes up in a separate window for you to view. (If you select a QuizPopper, Activity or Widget item, a browser window opens. If you select an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

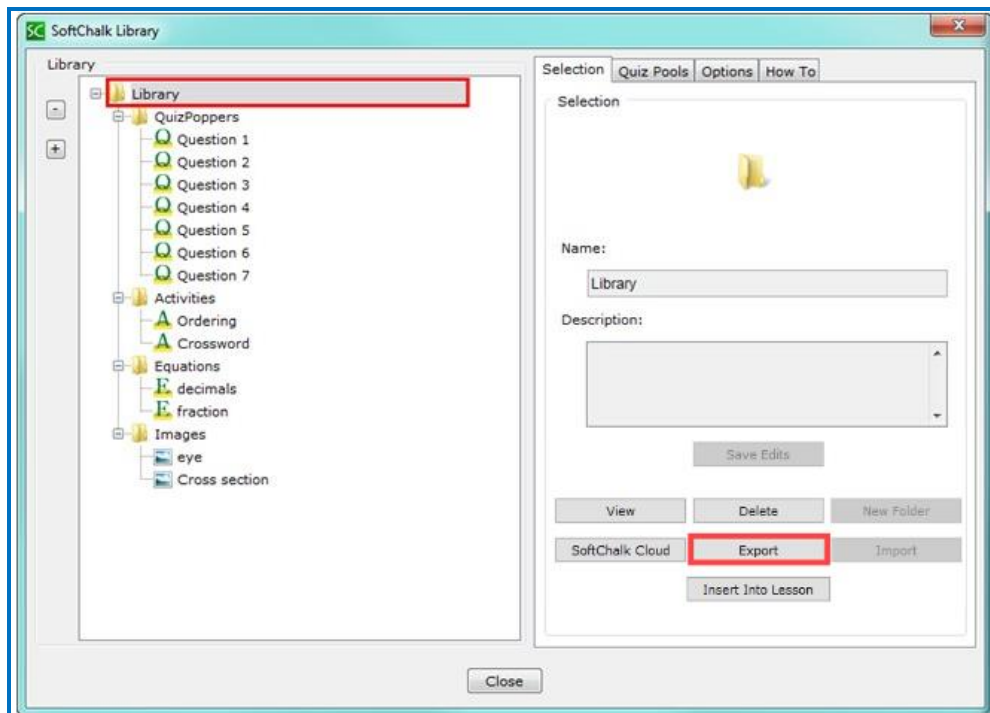


Export a Library Item or Folder

1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
2. Select a Library item.
3. 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](#).)
4. 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.
5. Click **Save**.
6. Your exported item or folder becomes a .zip file.
7. 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.

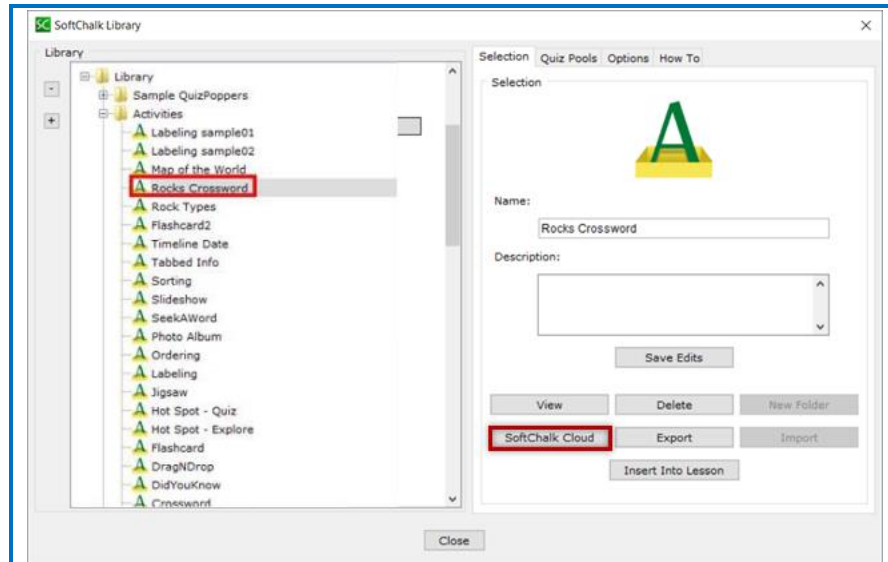
Publish a Library Item to SoftChalk Cloud

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](#).

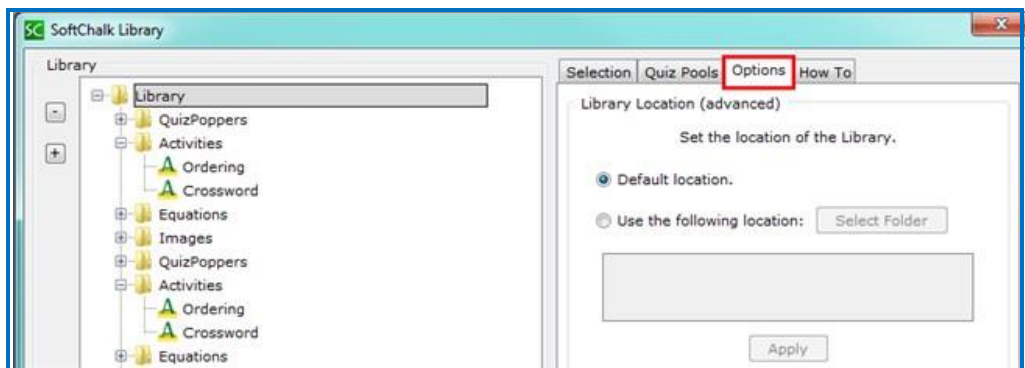
(You can also save a SoftChalk Lesson to [SoftChalk Cloud](#) - see the section [Save to SoftChalk](#)



[Cloud](#).

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

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).

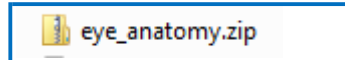
- You may want to package a lesson if you back it up on a thumb drive or other location. (You could also copy the lesson folder onto the thumb drive or other location as well.)
- You may want to package a lesson if you collaborate with another instructor on a lesson. You may be able to send a packaged lesson (zip file) via e-mail though we do not 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](#).

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.



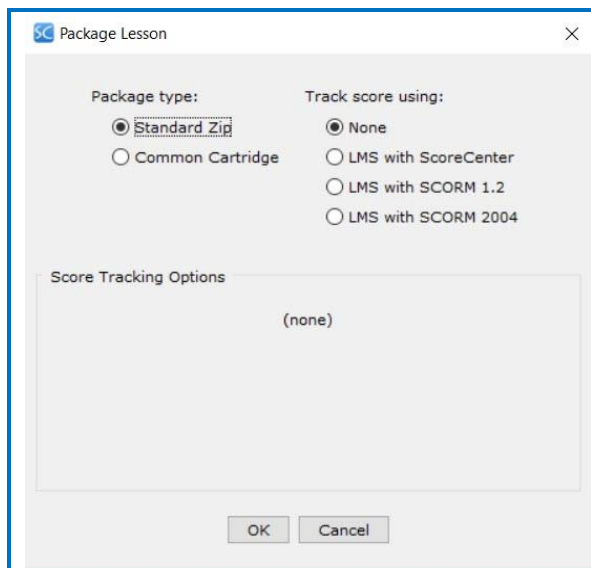
4. Upload this zip file to a server or copy this .zip file to a thumb drive.

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 the LMS options, see the appropriate LMS guide for your institution -see the section [Learning Management Systems \(LMS\) Guides.](#)]

Package Type	Description	File extension
Standard Zip	Upload your lesson to a learning management system or website	.zip
Common Cartridge	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)	See the section Load an Executable Lesson on a Windows Computer	.exe
Executable Lesson (Mac)	See the section Load an Executable Lesson on a Macintosh	.app
Executable CD	See the sections Create a CD of a Lesson.	Creates a folder OUTSIDE of

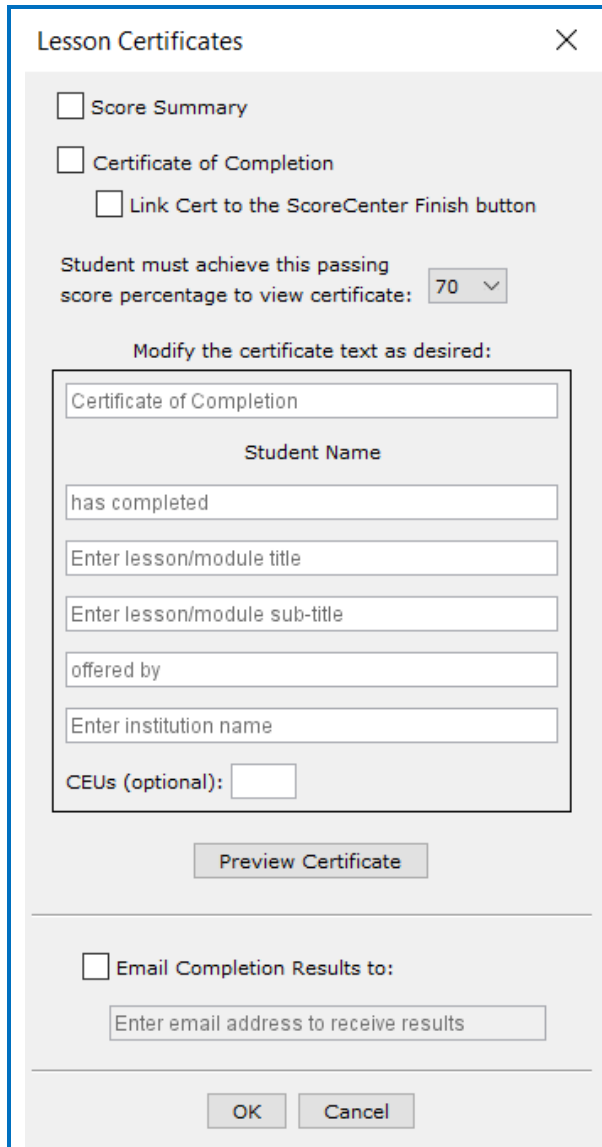
Lesson Title

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/Lesson Properties**. (If you update the fields in one place, they will be updated in the other place.)

The image shows a dialog box titled "Lesson Properties" with a close button (X) in the top right corner. Inside the dialog, there are two text input fields: "Lesson Title" and "Lesson Subtitle". Both fields are highlighted with a red rectangular border.

Lesson Certificates

The Lesson Certificates allow students to print a detailed score summary of their attempt, print a Certificate of Completion, or email their score results to a designated email address.



The screenshot shows a dialog box titled "Lesson Certificates" with a close button (X) in the top right corner. The dialog contains several options and input fields:

- Score Summary
- Certificate of Completion
 - Link Cert to the ScoreCenter Finish button
- Student must achieve this passing score percentage to view certificate: 70 (dropdown menu)
- Modify the certificate text as desired:
 - Text area: Certificate of Completion
 - Text area: Student Name
 - Text area: has completed
 - Text area: Enter lesson/module title
 - Text area: Enter lesson/module sub-title
 - Text area: offered by
 - Text area: Enter institution name
 - Text area: CEUs (optional):
- Preview Certificate button
- Email Completion Results to:
 - Text area: Enter email address to receive results
- OK button
- Cancel button

For details on this screen, see the next section [Explanation of Items Under Lesson Certificates](#). **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 **Lesson Certificates** 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.

If you are tracking the lesson via ScoreCenter and enable the Certificate of Completion, then you can also choose to Link the Certificate button with the ScoreCenter Finish button at the end of the lesson.

Explanation of Items under Lesson Certificates

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

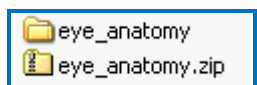
Lesson Certificate Option	Explanation
Certificate of Completion	<p><i>This certificate will print only if a student passes.</i> (You set the passing percentage in the Certificate Information area). The certificate prints the:</p> <ul style="list-style-type: none"> • <i>Student's Name or identifier</i> • <i>Lesson Title and Subtitle</i> • <i>School/Institution</i> • <i>Completion date</i> • <i>CEUs</i> (if filled in under the Certification Information area)

	<p>Choose to Link Cert to the ScoreCenter Finish button (optional).</p> <p>The above 'Print Certificate' button will not appear on the last page. Instead, the student will first click the ScoreCenter Finish button. Learners will have the option to enter their Name or identifier and print the certificate.</p> <div data-bbox="589 432 1297 808" style="border: 1px solid blue; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: #0070C0; font-weight: bold;">Your Score Has Been Submitted</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px auto; width: 80%;"> <p style="margin: 0;">Score Certificate</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px auto; width: 90%;"> <p style="margin: 0; font-size: small;">Name or ID</p> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Print Certificate"/> </div> </div> <p style="text-align: right; font-size: x-small; margin-top: 10px;">Score Receipt</p> </div>
<p>Score Summary</p>	<p>This summary prints the:</p> <ul style="list-style-type: none"> • <i>Student's Name or identifier</i> • <i>Completion date</i> • <i>Score</i> (regardless of if the student passed). The score includes the total possible points, points attempted, points correct and percentage correct) • <i>Time</i> spent in the lesson
<p>Email Completion Results</p>	<p>The e-mail includes the <i>same information</i> as for the Score Summary above.</p> <p>In addition, the <i>completion time is recorded.</i></p> <p>IMPORTANT: Again, you must enter your e- mail address to receive the scores.</p>

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](#)
- [Matching](#)
- [Multiple Answer](#)
- [Multiple Blanks](#)
- [Multiple Choice](#)
- [Ordering](#)
- [Sentence Completion](#)
- [Short Answer](#)
- [True/False](#)

See the [QuizPoppers](#) section for details about creating the 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](#).

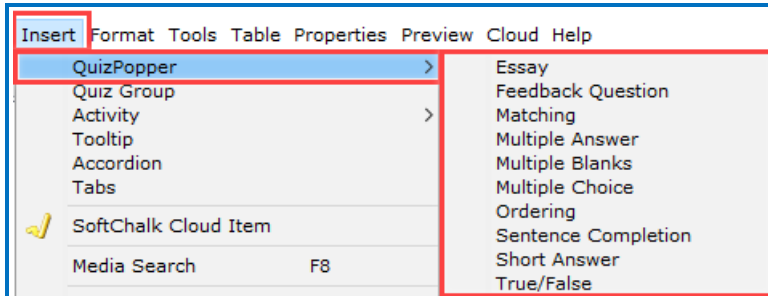
With QuizPoppers you can:

- 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](#).

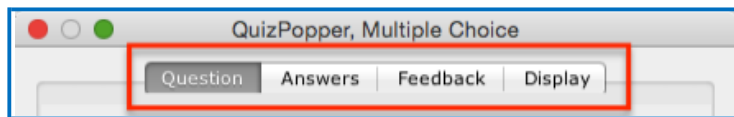
You can save Quiz Groups to SoftChalk Cloud. See the section [Save Quiz Groups to SoftChalk Cloud](#).

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).

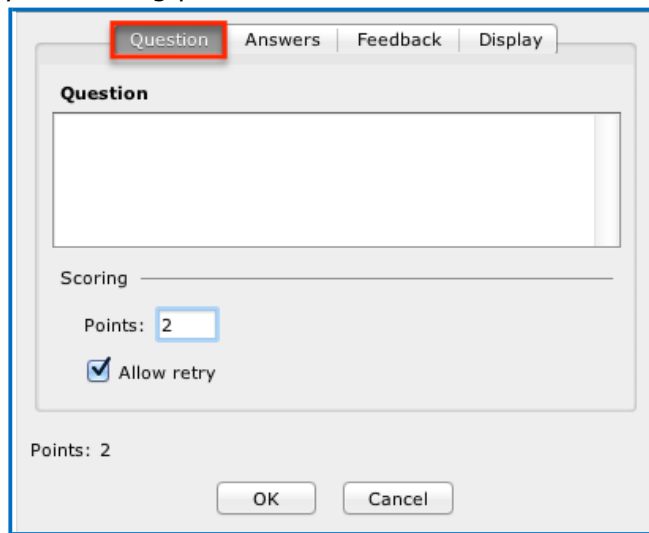


Use the tabs at the top of the QuizPopper window to design your question, answers, feedback, and display method. Each type of QuizPopper displays the tabs that are relevant to that type (example pictured below). Each tab is described in detail below.

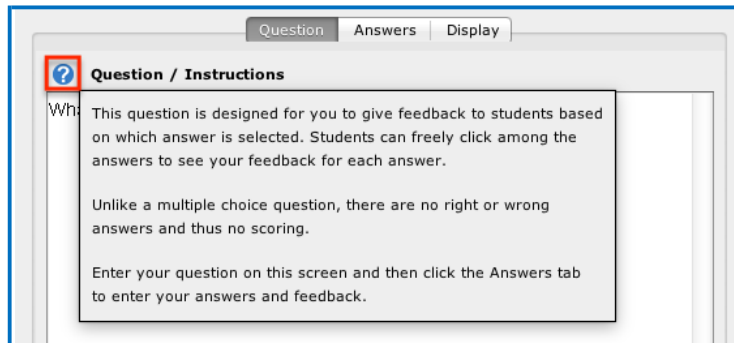


QuizPopper Question Tab

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 [QuizPoppers](#), rollover the question mark icon for information about this specific type of QuizPopper (see below).

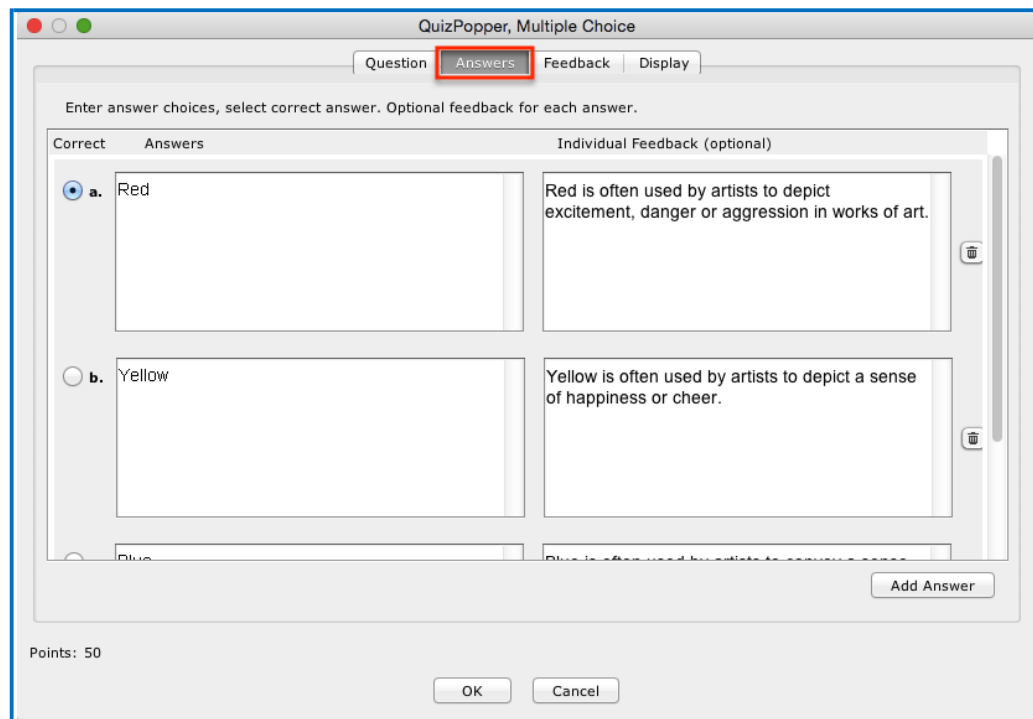


QuizPopper Answers Tab

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.

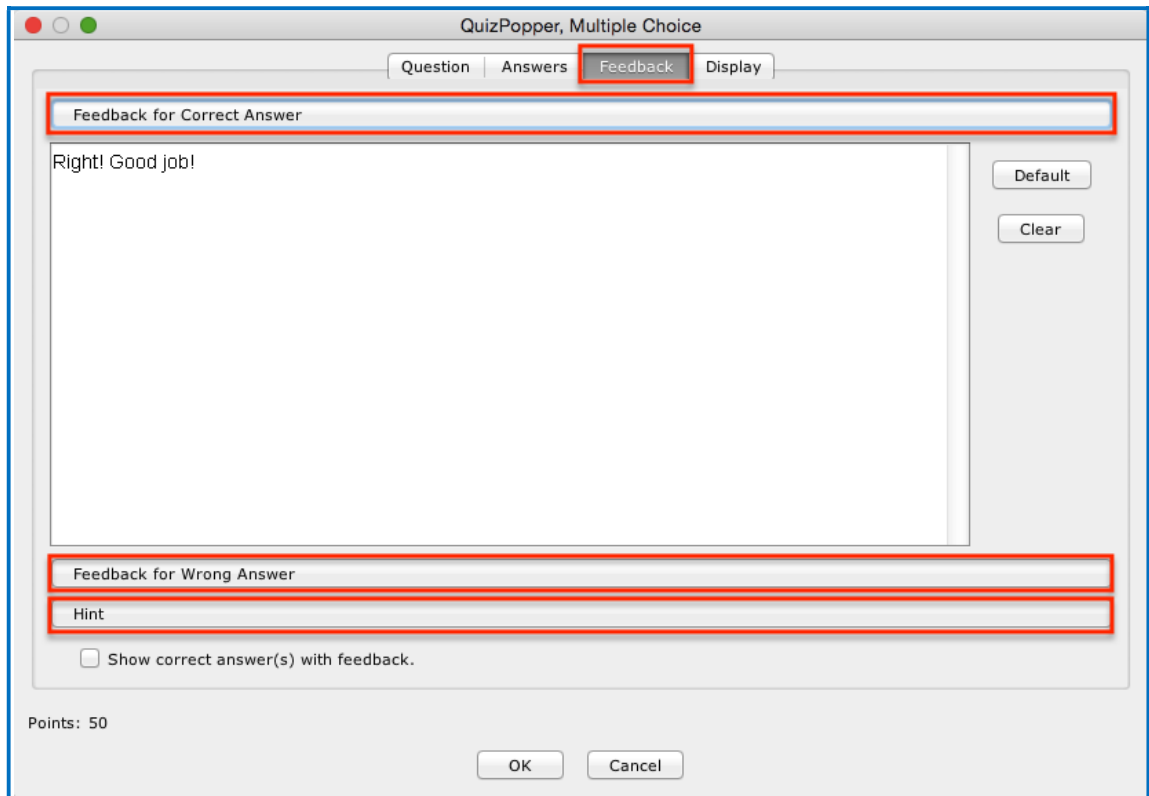


QuizPopper Feedback Tab

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.](#))



The screenshot shows a window titled "QuizPopper, Multiple Choice" with four tabs: "Question", "Answers", "Feedback", and "Display". The "Feedback" tab is active and highlighted with a red box. It contains a large text area for feedback, with a "Feedback for Correct Answer" label above it, also highlighted with a red box. The text area contains the text "Right! Good job!". To the right of the text area are "Default" and "Clear" buttons. Below the text area are two more text input fields, "Feedback for Wrong Answer" and "Hint", both highlighted with red boxes. At the bottom left of the feedback section is a checkbox labeled "Show correct answer(s) with feedback." which is currently unchecked. At the bottom of the window are "OK" and "Cancel" buttons. The "Points: 50" label is visible at the bottom left of the window.

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.

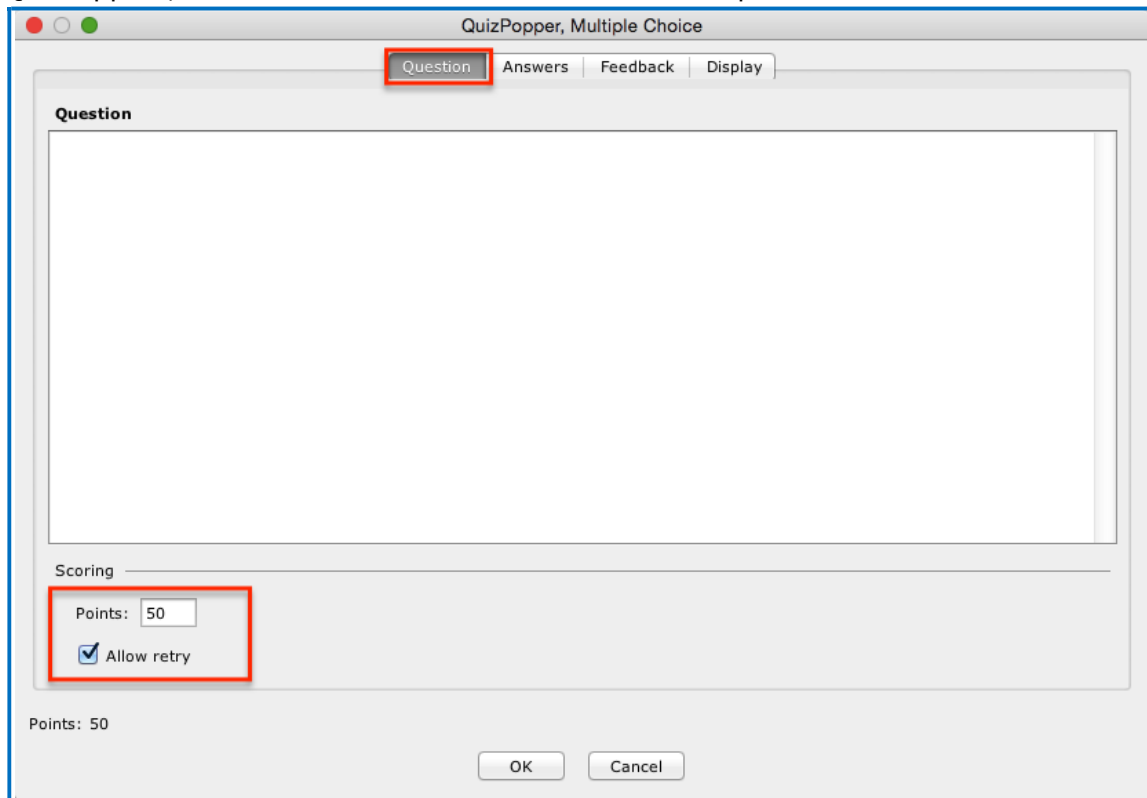
The screenshot shows a window titled "QuizPopper, Multiple Choice" with four tabs: "Question", "Answers", "Feedback", and "Display". The "Display" tab is active and highlighted with a red box. Below the tabs, the text "Choose how students will view the quiz question..." is followed by three radio button options: "Pop-up from icon" (selected), "Pop-up from clickable text", and "Embed in lesson page". To the left of the "Pop-up from icon" option is a preview box containing three horizontal lines representing a list, with a checkmark on the second line and a right-pointing triangle on the right. To the right of the preview box is a text input field labeled "Enter title for pop-up dialog (optional):", which is also highlighted with a red box. Below the input field is the "Icon position:" section with three radio button options: "Inline" (selected), "Float left", and "Float right". At the bottom of the main configuration area is a checkbox labeled "Allow wider than 520px (all QuizPoppers)". Below the configuration area, the text "Points: 50" is displayed. At the very bottom of the window are "OK" and "Cancel" buttons.

Assign Points to a QuizPopper

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

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

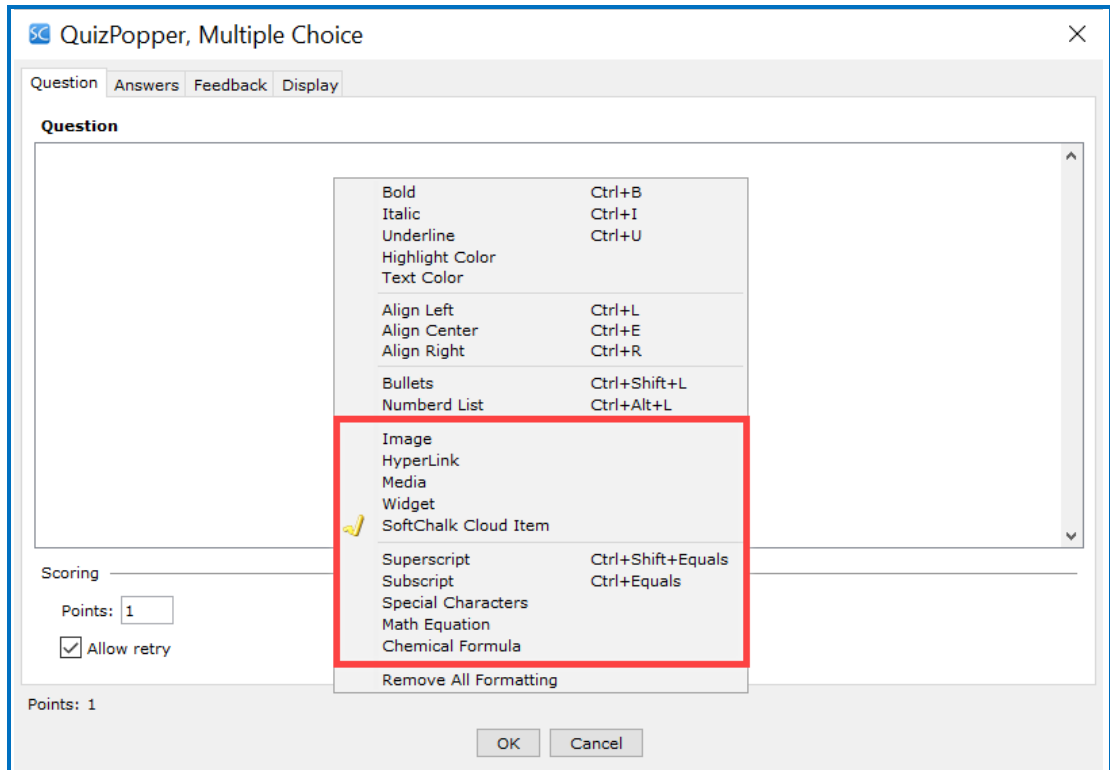
IMPORTANT: For the Matching, Multiple Answer and Ordering QuizPoppers, there is an **Allow Partial Credit** option. For the Multiple Blanks and Short Answer QuizPoppers, there is an **Answer Must Match Case** option.



The screenshot shows a window titled "QuizPopper, Multiple Choice" with four tabs: "Question", "Answers", "Feedback", and "Display". The "Question" tab is selected and highlighted with a red box. Below the tabs is a large empty text area for the question. At the bottom, there is a "Scoring" section with a "Points: 50" input field and a checked "Allow retry" checkbox, both highlighted with a red box. At the very bottom, there are "OK" and "Cancel" buttons. The text "Points: 50" is also visible at the bottom left of the window.

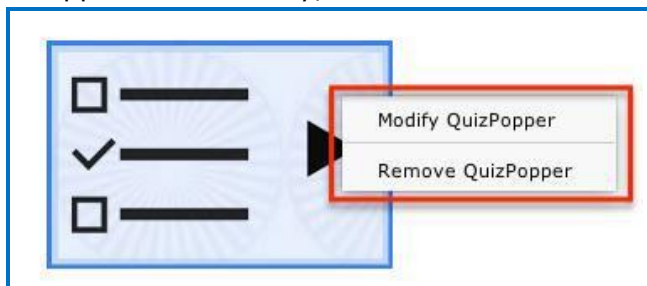
Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper

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 (Desktop)

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 \(Desktop Version\)](#).)



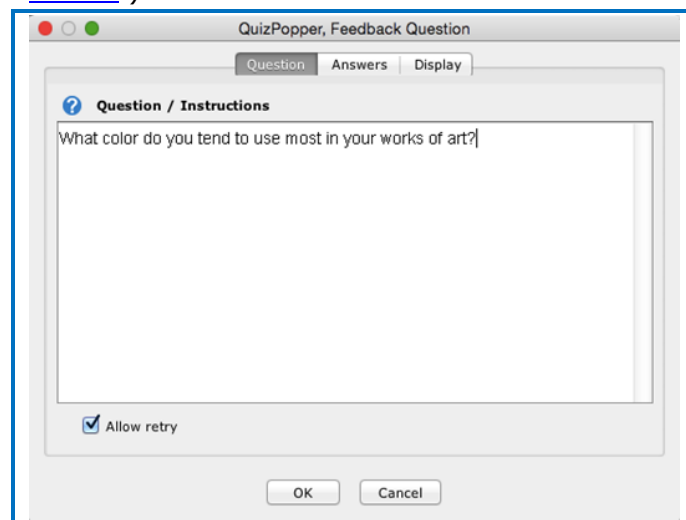
(If you have the Cloud version of SoftChalk Create, you can save a Quiz Group to the Cloud. See the section [Save Quiz Groups to SoftChalk Cloud](#).)

QuizPoppers

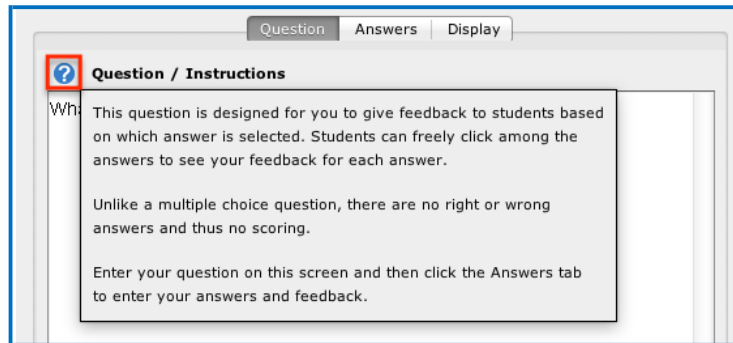
Feedback Question

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](#).

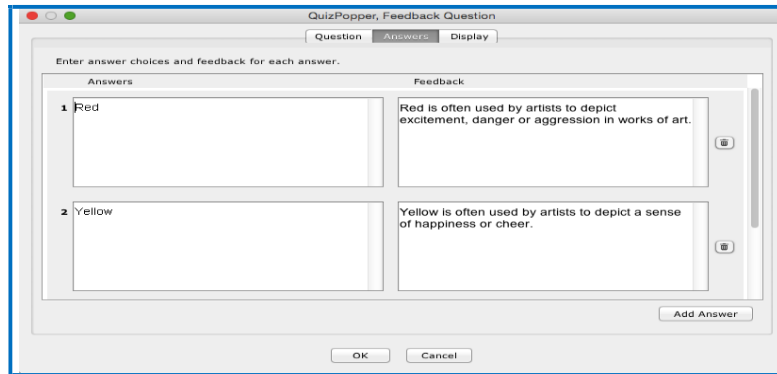
1. On the **Questions** tab, type a question. If you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer. (See the section [Options for Tracking Scores](#).)



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

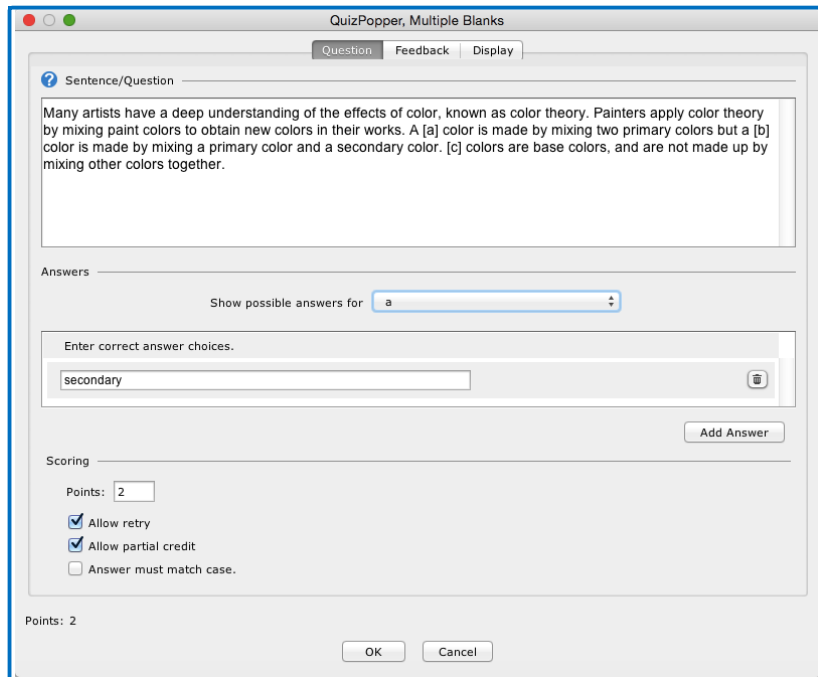
Create a question that requires your learners to complete sentences by typing the correct word or phrase in the blank(s). This question type is sometimes called a cloze paragraph. [See an online example.](#)

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.

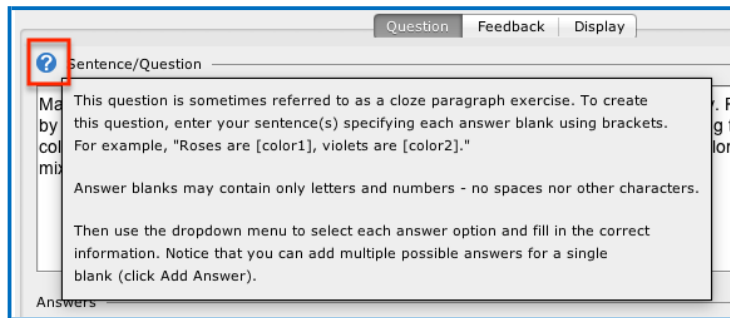
1. On the **Questions** tab, type the sentence / question. Type a different variable inside brackets (for example [a] or [b]) in each part of the sentence where you want a blank to appear.

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.

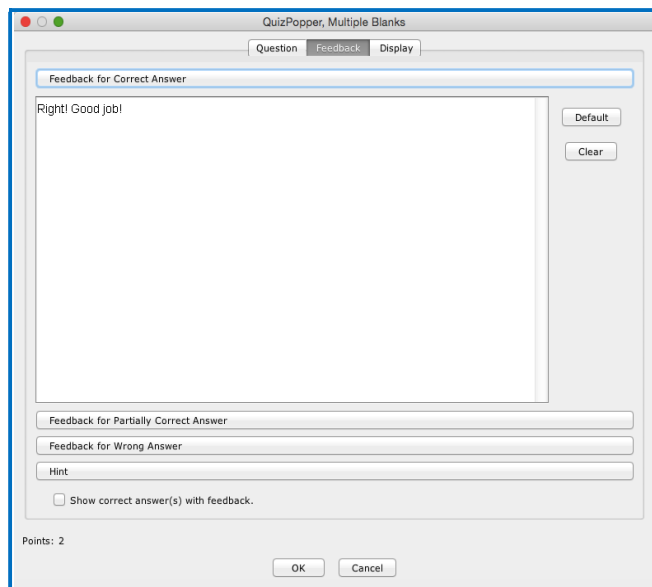


IMPORTANT: Rollover the question mark icon for information about this specific type of QuizPopper (see below).



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).

5. Check the **Show Correct Answers** box to have the correct answers show for students with this feedback.



The screenshot shows a window titled "QuizPopper, Multiple Blanks" with three tabs: "Question", "Feedback", and "Display". The "Feedback" tab is active. It contains a large text area with the text "Right! Good job!". To the right of this area are "Default" and "Clear" buttons. Below the text area are three input fields for "Feedback for Partially Correct Answer", "Feedback for Wrong Answer", and "Hint". At the bottom, there is a checkbox labeled "Show correct answer(s) with feedback." which is currently unchecked. The "Points: 2" label is visible at the bottom left, and "OK" and "Cancel" buttons are at the bottom center.

6. On the **Display** tab, choose how students will view the question.
7. 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 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. Click **OK** to save the question.

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 SoftChalk Cloud or 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](#).)

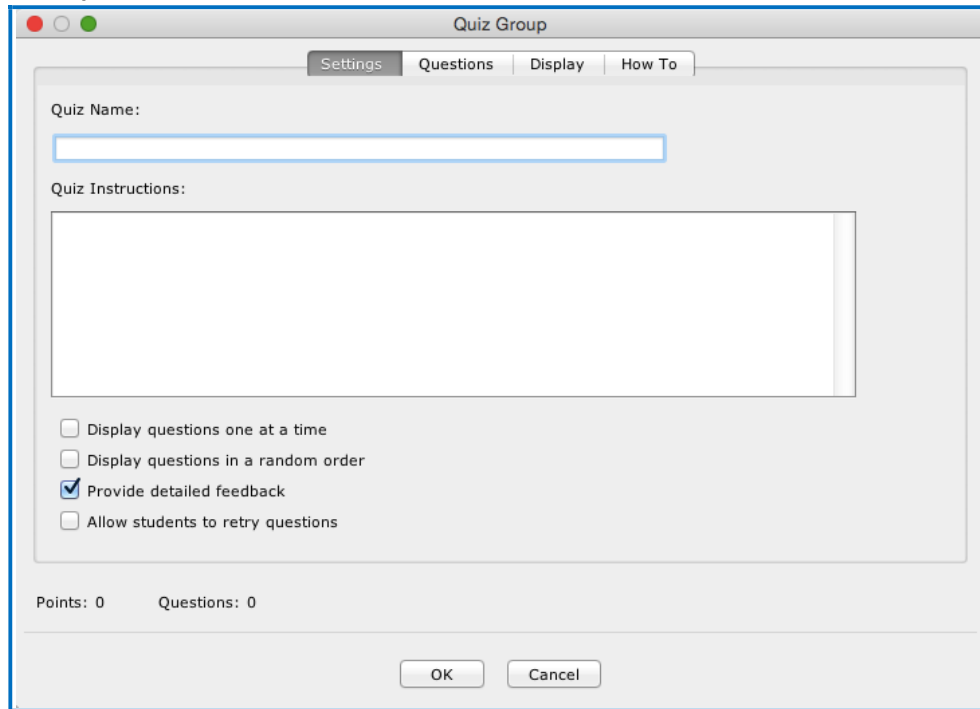
If you choose the **One at a time** option, students will need to click **Check Answers** at the last screen. (For details, see the section [Display Questions – One at a Time – Last Screen](#).)

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.

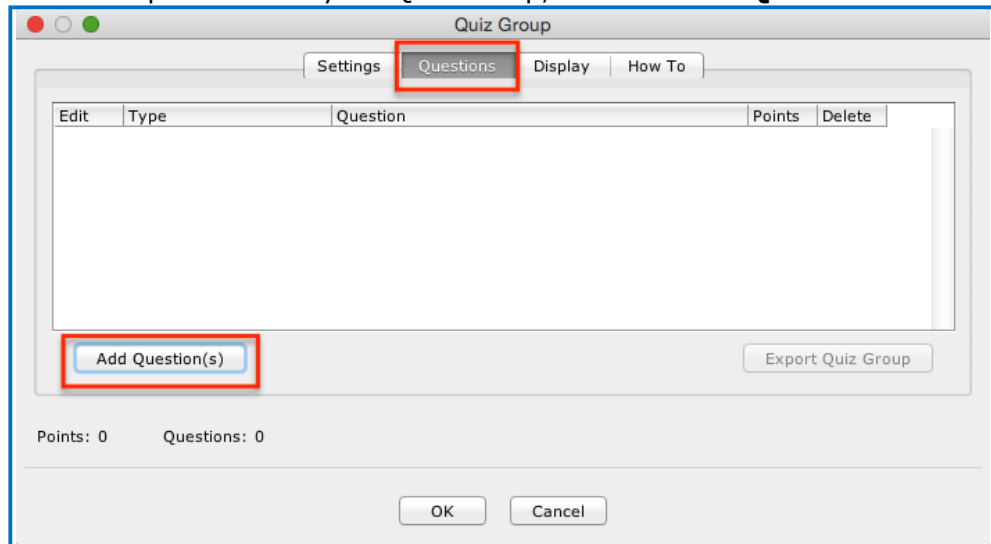
Add Questions to a Quiz Group

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



The screenshot shows the 'Quiz Group' dialog box with the 'Settings' tab selected. It features a 'Quiz Name' text input field and a larger 'Quiz Instructions' text area. Below these are four checkboxes: 'Display questions one at a time', 'Display questions in a random order', 'Provide detailed feedback' (which is checked), and 'Allow students to retry questions'. At the bottom, it shows 'Points: 0' and 'Questions: 0', along with 'OK' and 'Cancel' buttons.

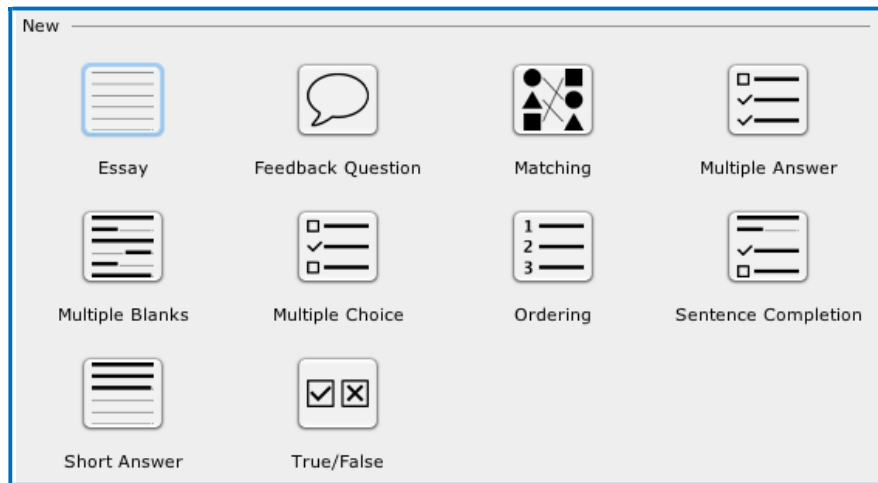
2. To create questions for your Quiz Group, click the **Add Questions** button.



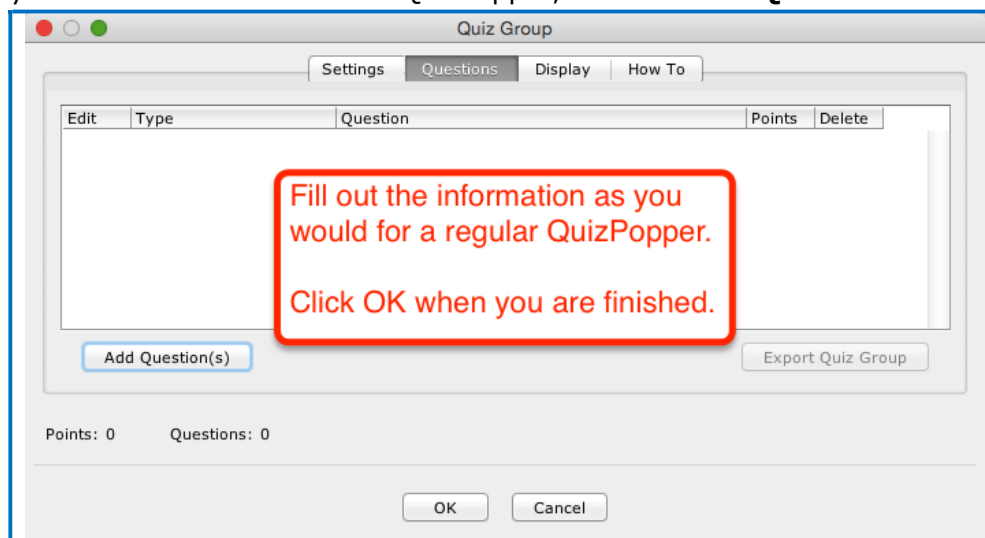
The screenshot shows the 'Quiz Group' dialog box with the 'Questions' tab selected. It displays a table with columns for 'Edit', 'Type', 'Question', 'Points', and 'Delete'. The table is currently empty. Below the table is an 'Add Question(s)' button, which is highlighted with a red box. To the right of this button is an 'Export Quiz Group' button. At the bottom, it shows 'Points: 0' and 'Questions: 0', along with 'OK' and 'Cancel' buttons.

Edit	Type	Question	Points	Delete
------	------	----------	--------	--------

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



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



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

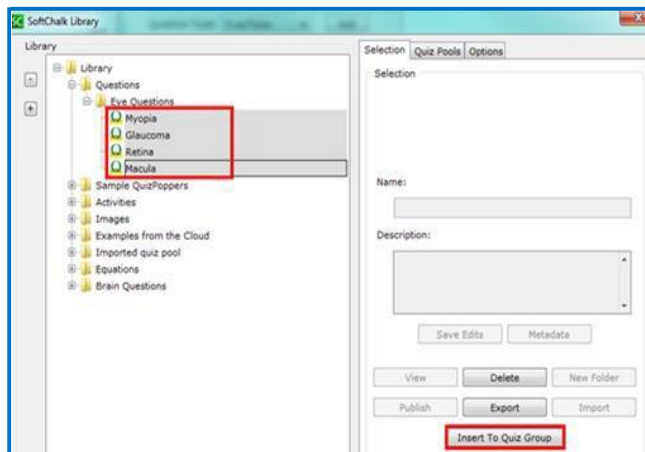
Get Questions from the Library (Desktop)

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).

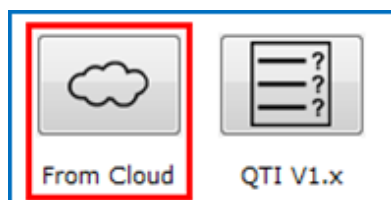


3. When you have finished adding questions to your quiz group, click **OK** to return to your main editing window.

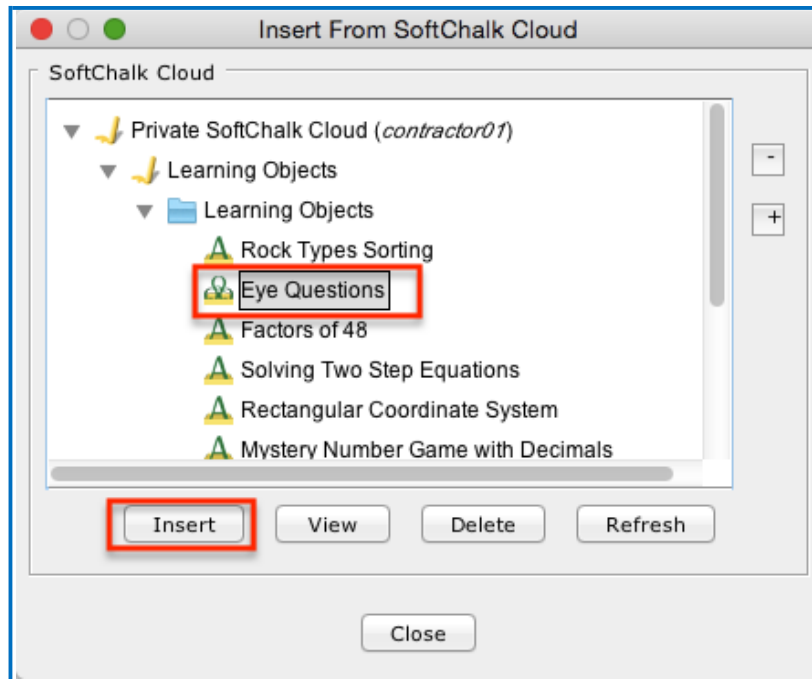
Get Questions from SoftChalk Cloud

You can also get questions (i.e., a quiz group with QuizPoppers) that you have saved previously to the **My Content/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).



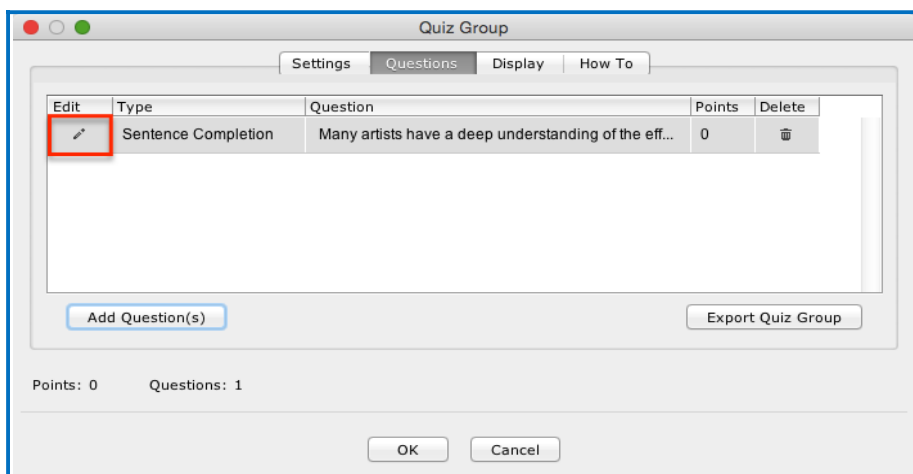
- Click on the + signs to open your **Learning Object** area. Select the Quiz Group that you want to insert and choose **Insert** (see below). If the Insert button is disabled, then you have not selected a Quiz Group (see an icon with a Q).



- 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).

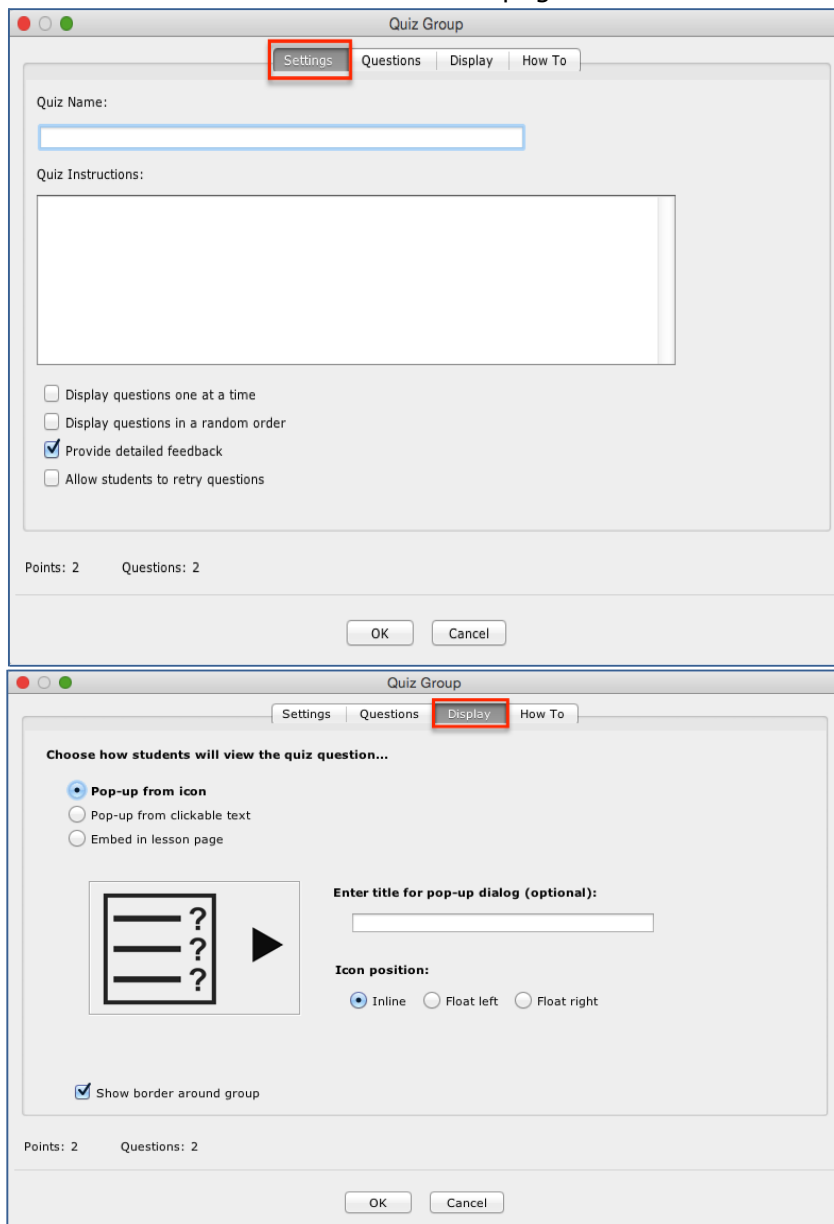


Change the Order of the Questions in a Quiz Group

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

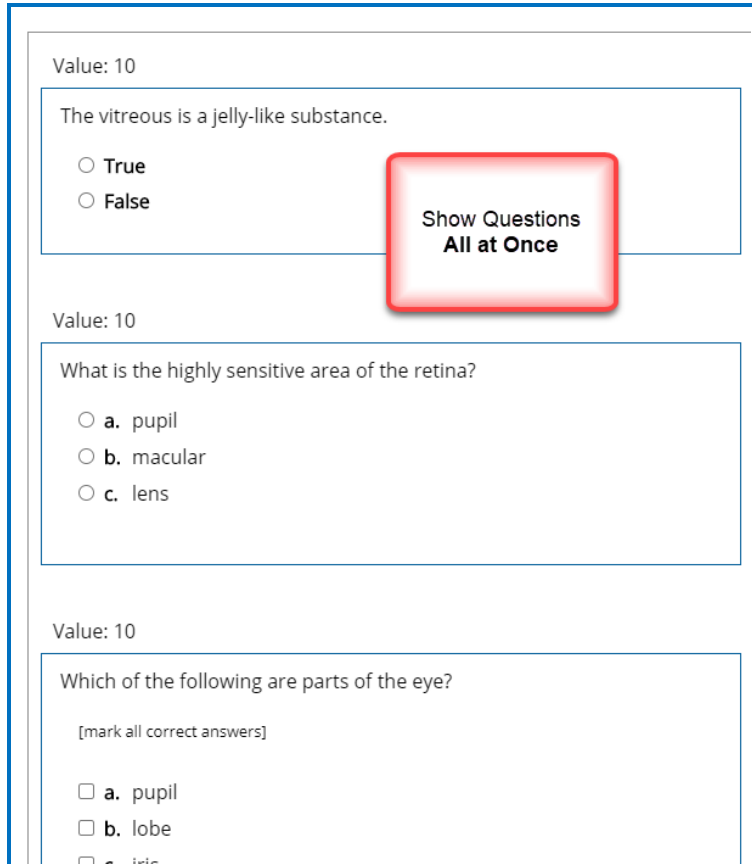
Quiz Group Options

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.



Value: 10

The vitreous is a jelly-like substance.

True

False

Value: 10

What is the highly sensitive area of the retina?

a. pupil

b. macular

c. lens

Value: 10

Which of the following are parts of the eye?

[mark all correct answers]

a. pupil

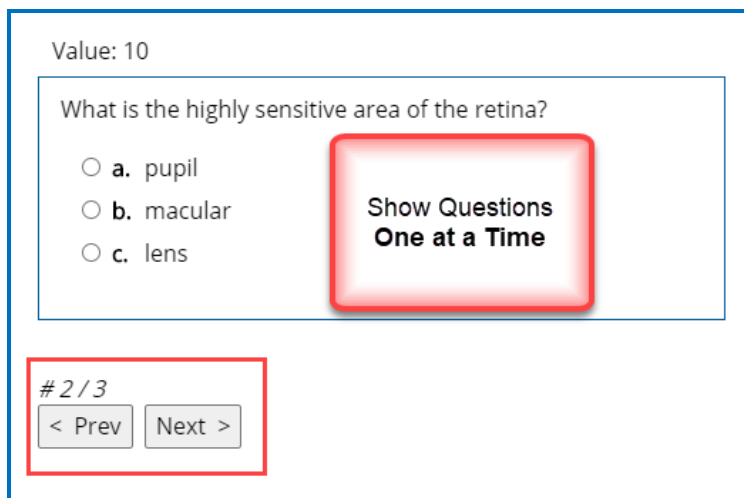
b. lobe

c. iris

Show Questions All at Once

Show Questions - One at a Time

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



Value: 10

What is the highly sensitive area of the retina?

a. pupil

b. macular

c. lens

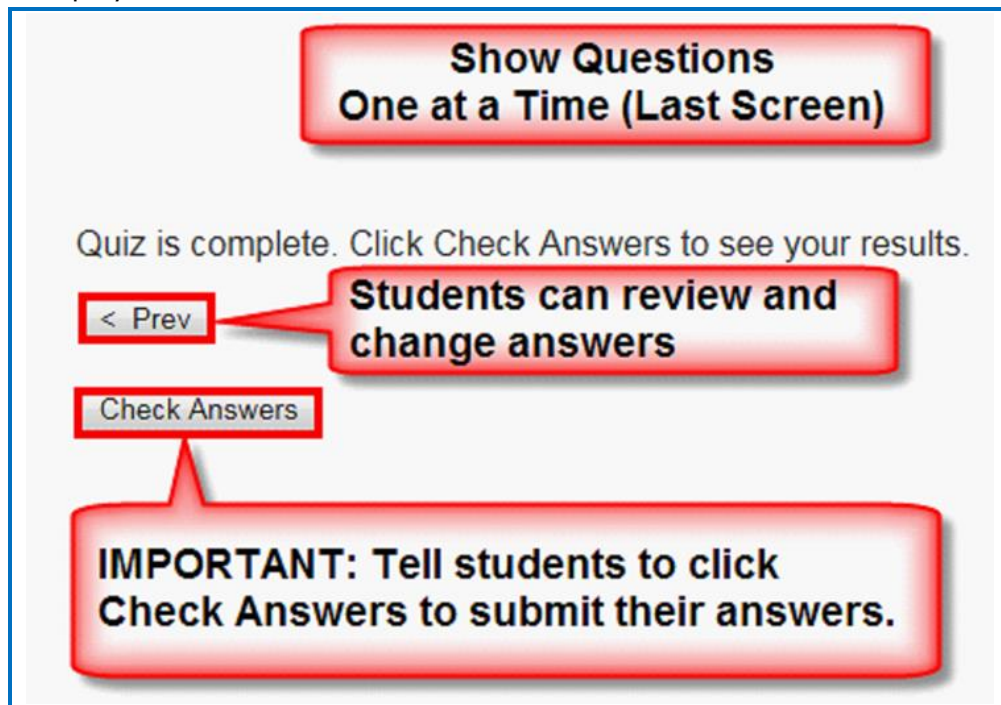
Show Questions One at a Time

2 / 3

< Prev Next >

Show Questions - One at a Time – Last screen

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

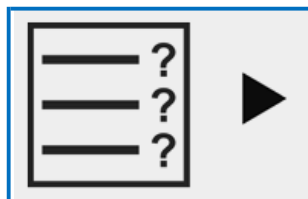


Random Order

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

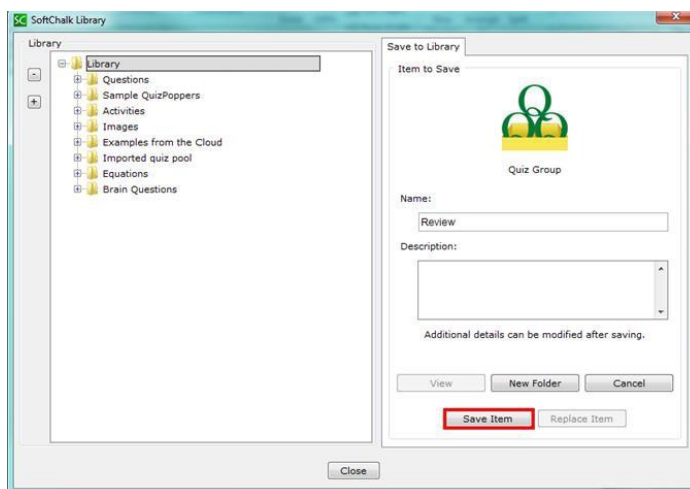
If you select **Allow Retry**, then a **Retry** button appears after students click **Check Answers**. If students click **Retry**, then answers are removed from the Quiz Group questions and students can re-take the Quiz Group.

Save Quiz Group Questions to the Library (Desktop Version)

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 \(Desktop Version\)](#).)

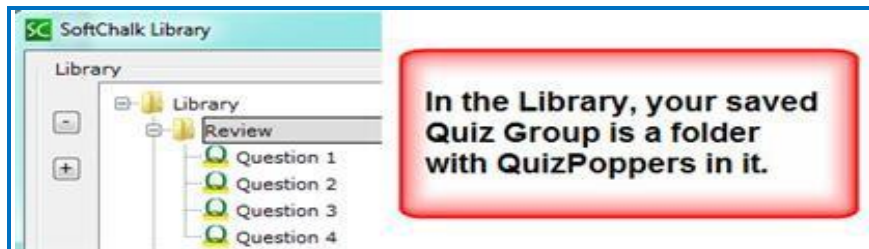


2. Notice that the default name for the Library item is the name you gave the Quiz Group. Click **Save Item** (see below). Click **OK** at the Save complete screen.



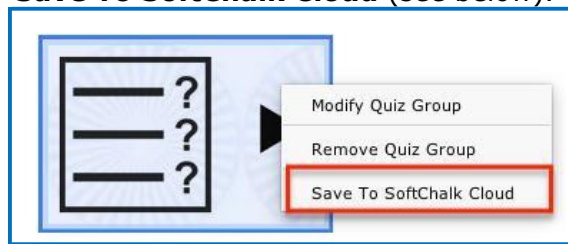
3. Notice that your saved Quiz Group item is a folder with individual QuizPoppers in it (see below). (Click the plus sign beside your folder to see the items in the folder.)

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](#).)

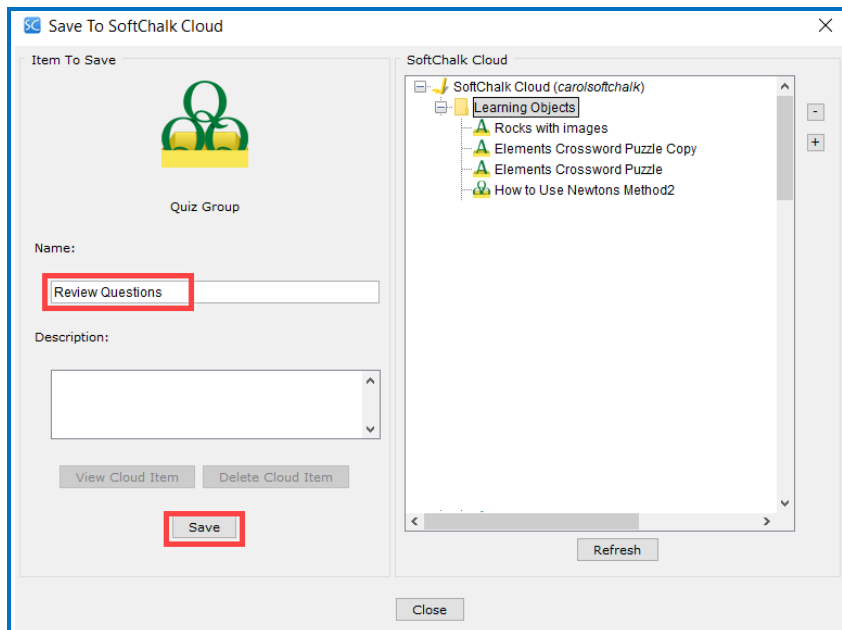


Save Quiz Group Questions to SoftChalk Cloud

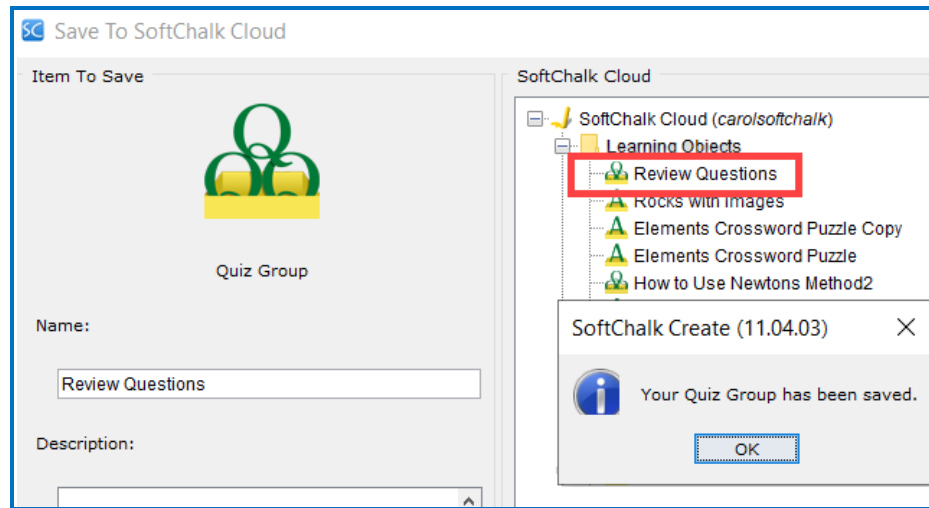
1. From your main editing window, right-click on a **Quiz Group** icon and select **Save To SoftChalk Cloud** (see below).



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

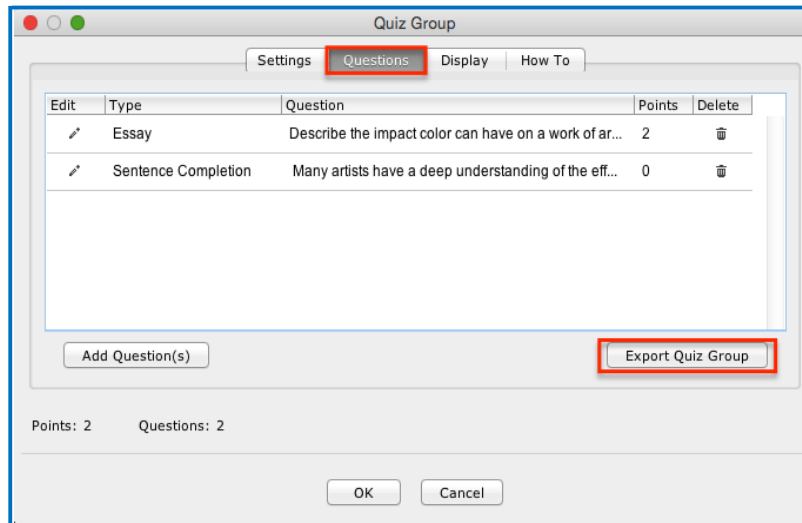
You can create questions or select multiple QuizPoppers from the Library or from SoftChalk Cloud to **export in Respondus formats**. Then you can upload these questions into Respondus. See the section [Export Questions to Respondus™, and the QTI Format](#).

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 Respondus™: 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)	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 several 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 (Desktop Subscription) for re-use. See the sections [Save an Activity to SoftChalk Cloud](#) and [Save an Activity to the Library](#).

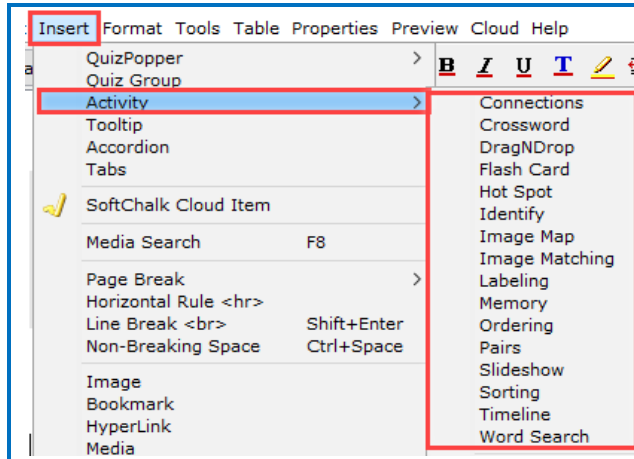
You can also import and export text lists for certain activities. For details, see the section [Import and Export Text Lists](#).

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.

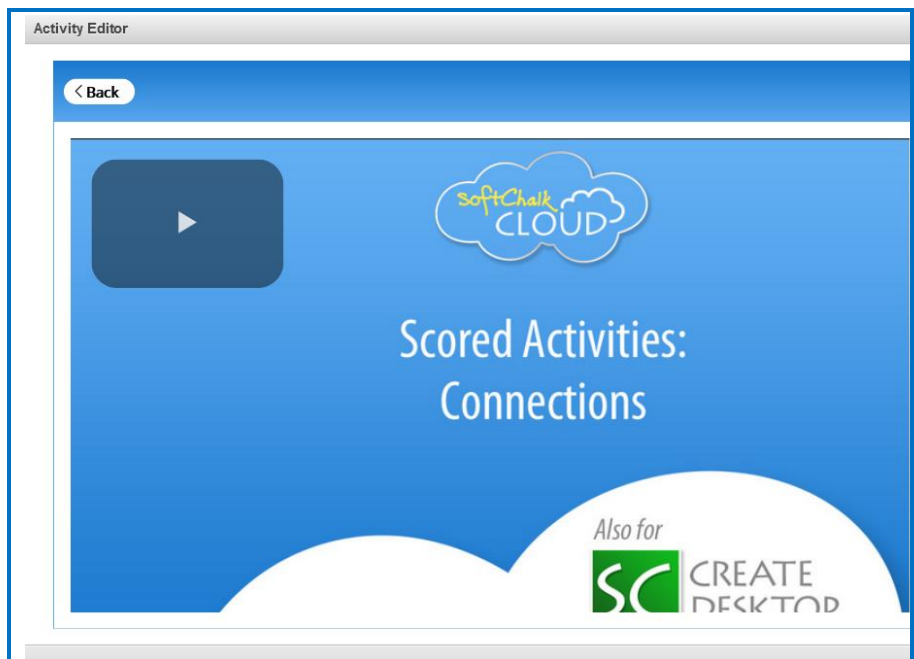
Insert an Activity

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. Click on the  icon to view an online tutorial (see below).



Activity Options

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

Max points Allow retry Show answers Feedback sounds

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

< Back

Activity Display

embed in lesson page Icon position:
 pop-up from icon inline float left float right
 pop-up from clickable text

Activity Title

Flash Card Activity

Instruction for the student

Click 'Flip' to see the hidden portion.

Activity Display

Select the display method.

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

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

Set the alignment for the activity.

Activity Title

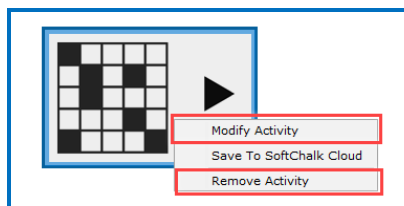
You can change the default title of the activity. (optional)

Instructions for students

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

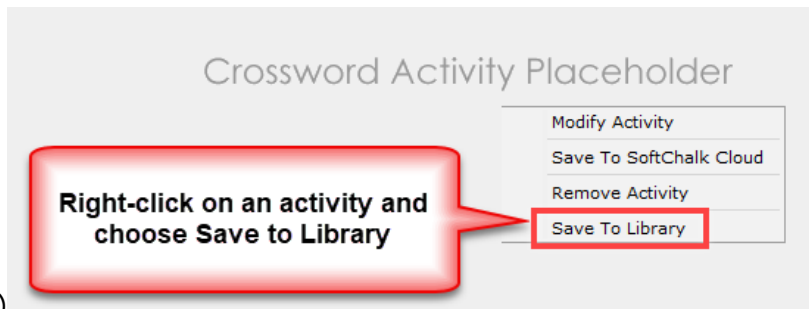
Modify or Remove an Activity

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 (Desktop)

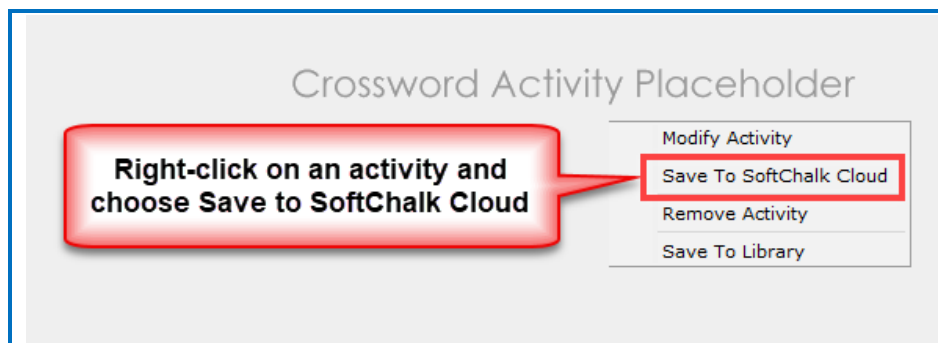
If you have the Desktop version, within the main editing window for your lesson, right-click on an Activity and choose **Save To Library** (see below). (For details on organizing the Library and inserting items from the Library into your lesson, see the section [Library \(Desktop\)](#))



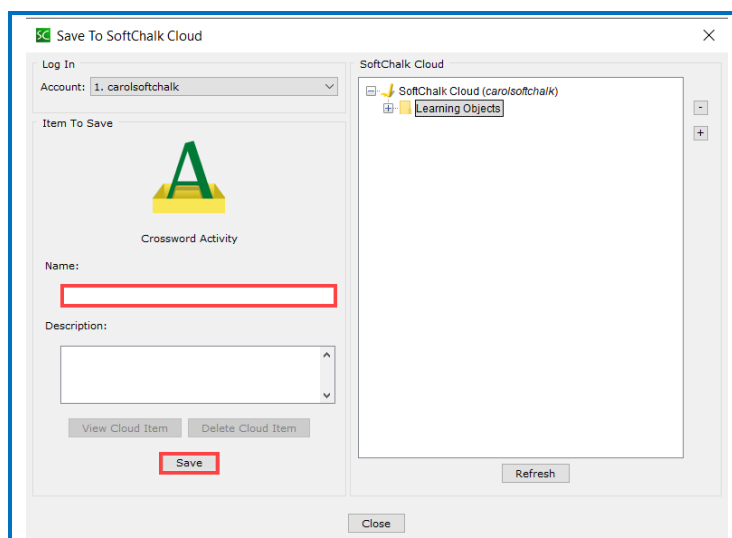
[Version](#).)

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).



2. Type in a name and click Save (see below).



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're 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
- Word Search

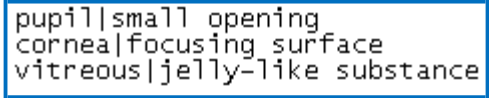
IMPORTANT: Keep in mind that when you import or export a list, you're importing and exporting text but not images. If an activity has images, you'll have to insert those images within the activity.

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.)

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 Crossword Activity (Choose **Insert/Crossword**.)
2. Click **Import List**. (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 Word Search 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.)

```
pupil|small opening|flashcard1_1.png|cornea|focusing surface|noimage|
```

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.

Legacy Activities


If you are using an older version of Create, you may be using one of the Legacy Activity items. Please visit the FAQ linked below for information on the Legacy Activity features and options.

<https://softchalk.atlassian.net/wiki/spaces/SKB/pages/392495105/Legacy+Activity>

Connections Activity

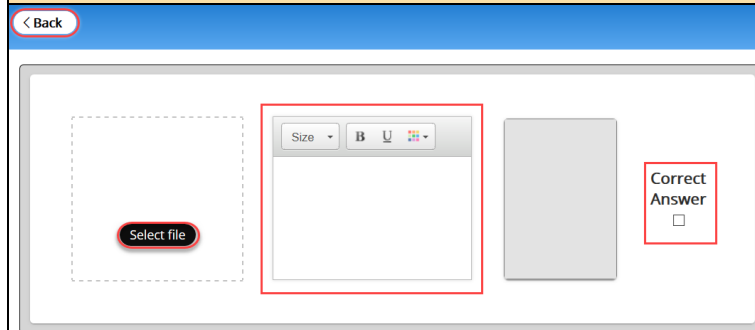
With the Connections Activity, the instructor will provide the 'prompt' for students to identify an item(s) from a group of items. The items can be text, image, or a combination of text and an image. Students will click to select items that are 'connected' or related to the 'prompt'. [See an online example.](#)

SoftChalk Create – Connections Activity

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

5. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location (optional).
6. Add alt text for image accessibility (required if image has been added).

SoftChalk Create – Connections Activity

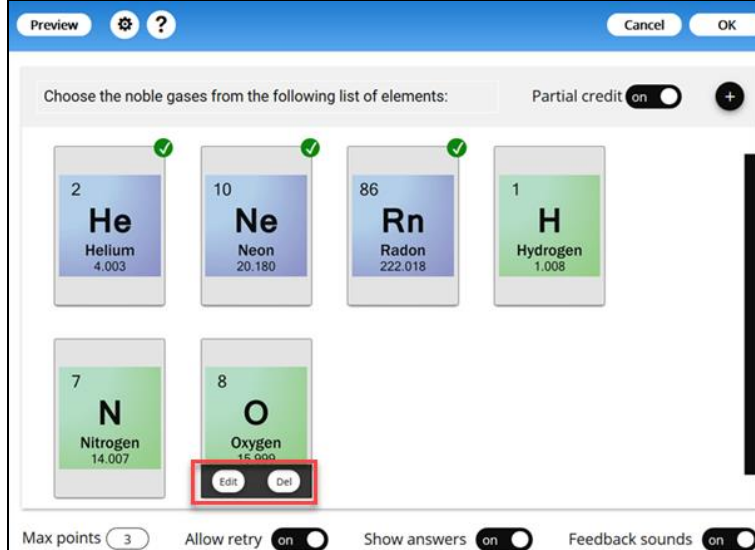


7. Enter text and format using the toolbar in the center (optional).

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

8. Click the 'Correct Answer' check box if this item is a correct answer for the activity prompt.

9. Click **Back** when finished.



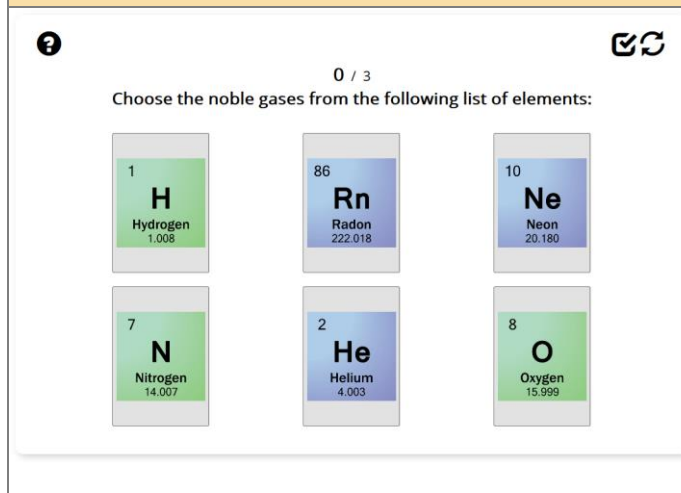
10. Repeat STEPS 4-9 until all items in the group have been created for the students to choose from for their answer.

In the activity editor, you'll see the group of items that have been created. The 'correct' items will have a green check mark in the upper right corner.

11. Hover over an item to **Edit** or **Delete** the item.


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

Web Browser – Connections Activity



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

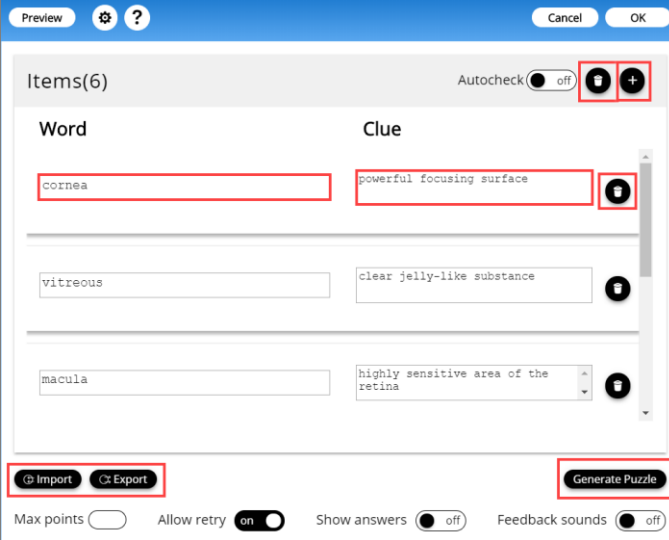
Students can click on an item to select and can click an item already selected to de-select the item.

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

Crossword Activity

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

SoftChalk Create – Crossword Activity

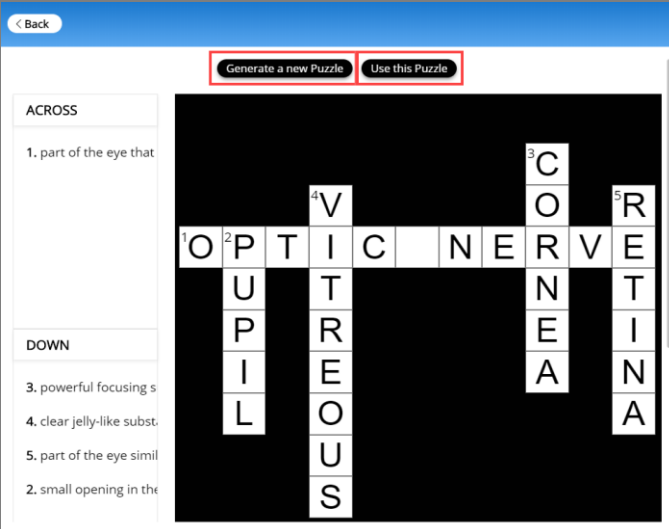


1. Click the **+** icon and enter a text matching pair (item and match, two to twelve pairs).

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

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

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



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

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

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

Puzzles are generated by 'words' that will fit within the editor frame.

SoftChalk Create – Crossword Activity

Items(6) Autocheck off

Word	Clue
cornea	powerful focusing surface
vitreous	clear jelly-like substance
macula	highly sensitive area of the retina

Max points Allow retry Show answers Feedback sounds

3. Enable **Autocheck** (optional). Autocheck will highlight correctly entered words as they are entered.
4. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

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

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

Web Browser – Crossword Activity

ACROSS

1. jelly-like substance
2. sensitive area
4. sends impulses

DOWN

5. small opening
3. focusing surface
6. similar to a camera

Students will enter letters for the Word that is described in the Clue.

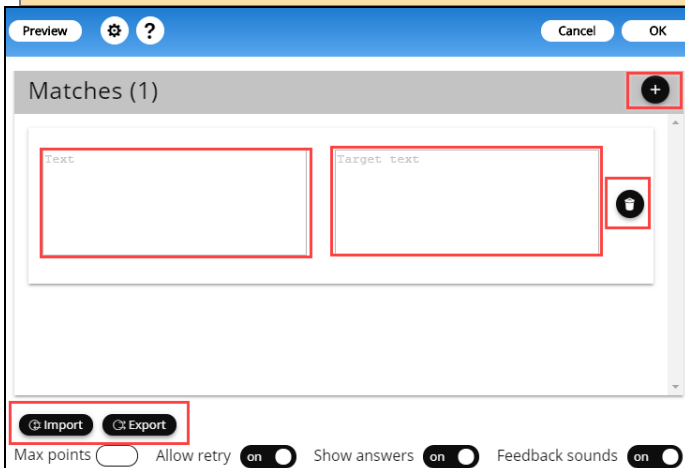
If **Autocheck** is enabled, then students will see correctly entered Words highlighted in red. As well, the score will be calculated as the student progresses through the activity.


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

DragNDrop Activity

The DragNDrop activity lets you match text items. (Maximum of 12 matching 'card' sets within each DragNDrop Activity.)

SoftChalk Create – DragNDrop Activity



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

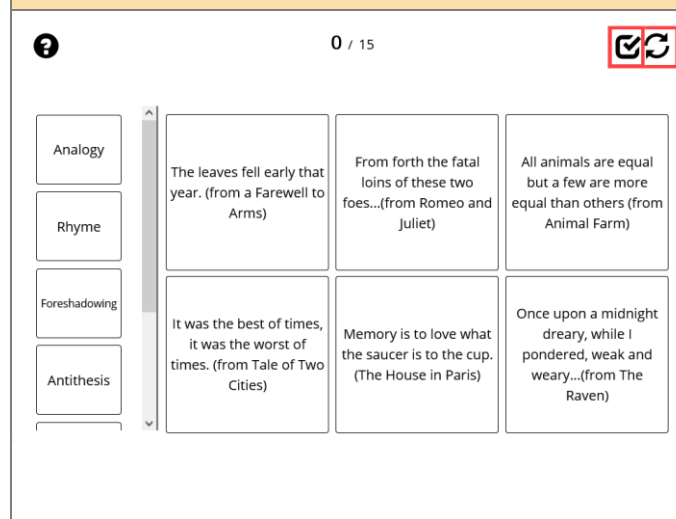
Or Import a text list (optional). For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#).

2. Repeat **STEP 1** until all matching text pairs have been created.


Click on the **Trash can** next to the matched pair to remove the item/match pair from the list.

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

Web Browser – DragNDrop Activity



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

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

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

Flash Card Activity

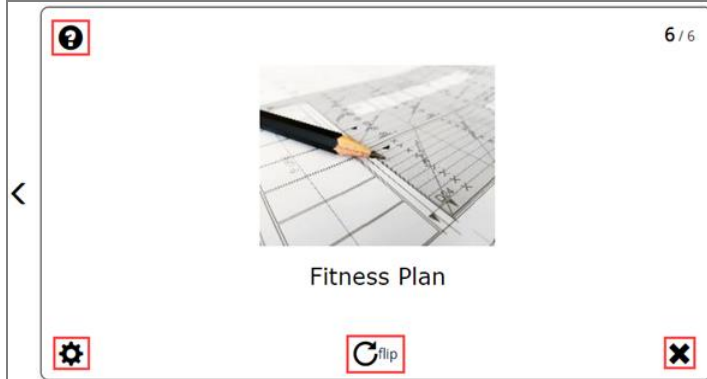
The Flash Card activity lets you review terms and definitions in a flash card format. The definitions can include equations and/or images.


SoftChalk Create – Flash Card Activity

1. Click to create a card.


Hover over an existing card and choose **Edit** to make changes or **Delete** to remove the card from the activity.
2. Add text, image, or media content to the card.
Click in the editor window to:
 - Format text font style, size, color, and alignment.
 - Click the image icon to add an image to the flash card.
 - Click the media icon to add media to the flash card.
 - Use the link icon to hyperlink text to a website, local files, etc.
3. Use the Flash Card right-click menu to add even more features.
4. Click on **Front/Back** to edit the opposite side of the card.
5. Change the animation (optional) used for:
 - Card flip
 - Move to Next Card
 - Move to Previous Card
6. Turn **Shuffle: On** to automatically rearrange the cards.
7. Click **OK** to insert the activity into your lesson.

Web Browser – Flash Card Activity





Students can click  to view the opposite side of the card.

Students can use the arrows to > navigate to other cards.

Students can click  to remove that card from the deck *temporarily*.

If the activity or page is refreshed, the student will see the full deck once again

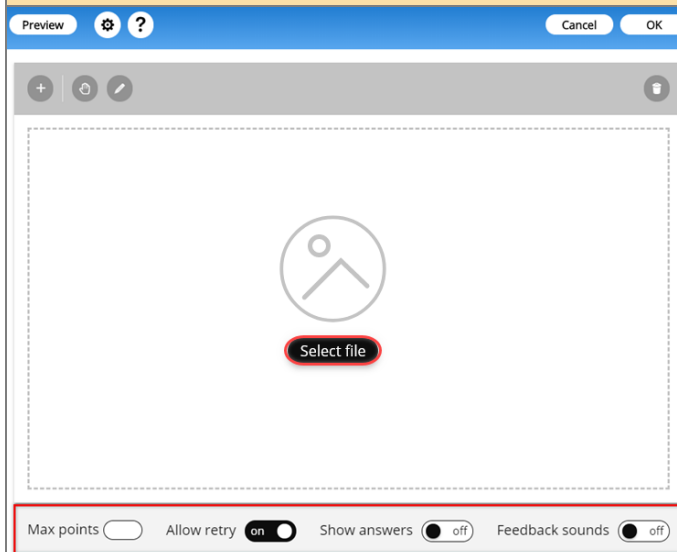
Students can click  to refresh the activity, view back/front of the cards or export the activity text file.

Click  to view keyboard control commands.

Hot Spot Activity

The Hot Spot activity lets you explore areas of an image. With the Hot Spot activity, you must click on a hot spot area to identify it. Students earn points for each correct answer. [See an online example.](#)

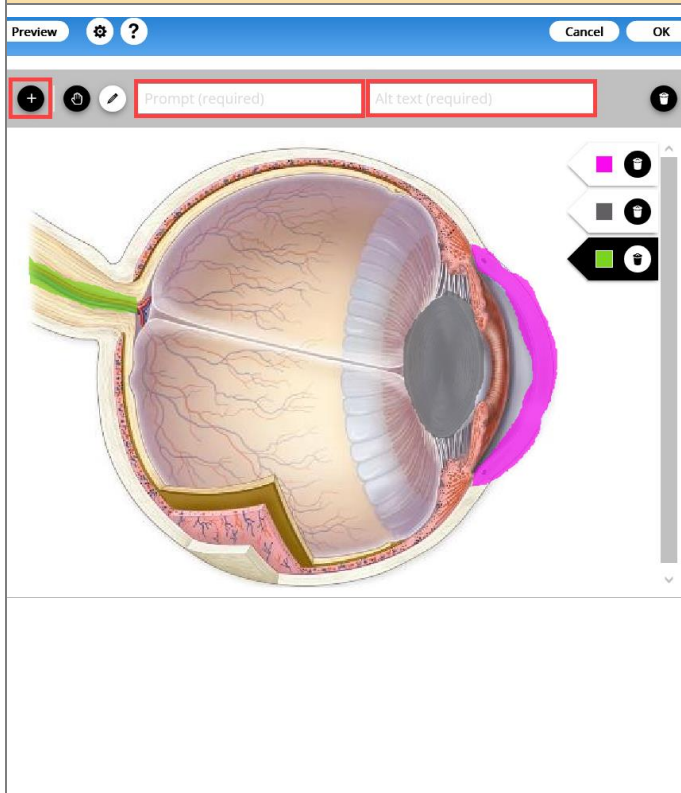
SoftChalk Create – Hot Spot Activity




1. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location.
2. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).

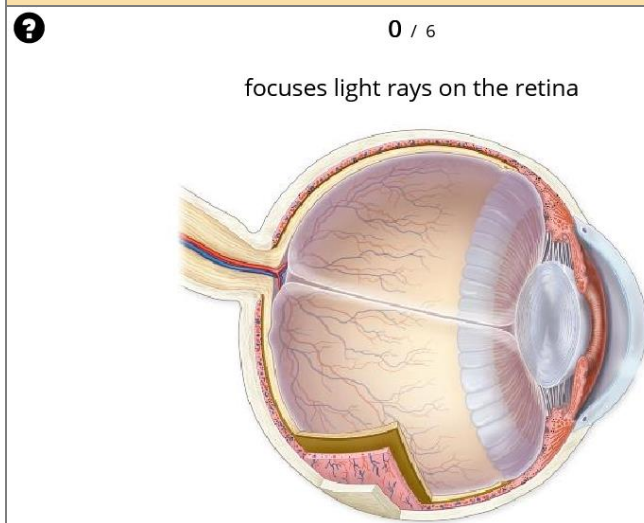
For information about the options, see the section [Activity Options Tab](#).

SoftChalk Create – Hot Spot Activity




3. Click  to color part of the image.
 4. Enter text in the Prompt and Alt text areas to create a hot spot area on the image for students to identify.
 5. Repeat STEPS 3 and 4 until all hot spots have been created.
- Notice** a different color appears when adding another hotspot. You can click on the chosen color to choose a new color for the hot spot or edit the hot spot.
6. Click **OK** to insert the activity into your lesson.

Web Browser – Hot Spot Activity




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

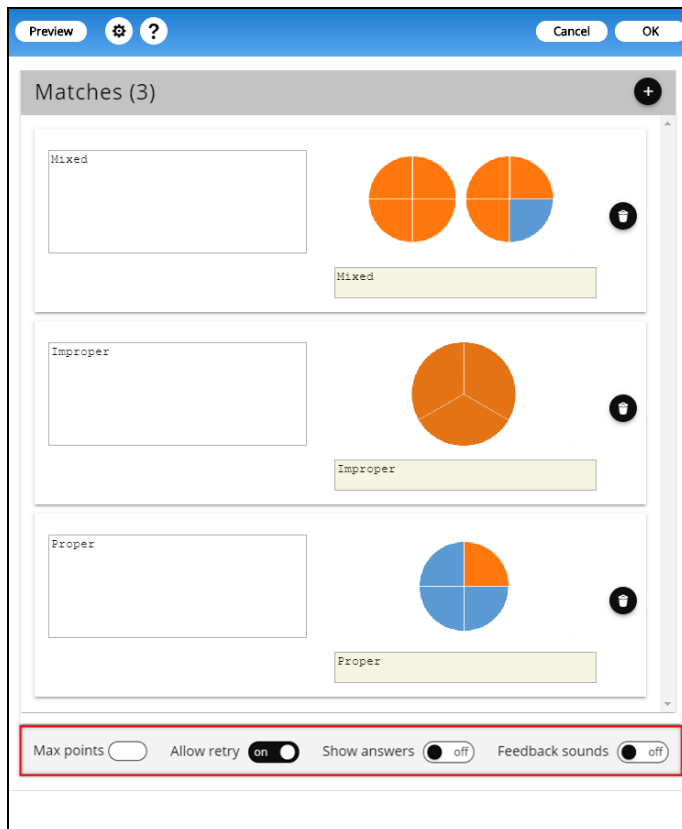
Students can click  to go to the next prompt.

Students will click the  icon to complete the activity without matching all hot spots and students will receive partial credit for the correctly answered items.

Identify Activity

The Identify activity lets you match an image to a term or phrase. The following screens show how to set up the activity in SoftChalk Create and how students will view the activity.

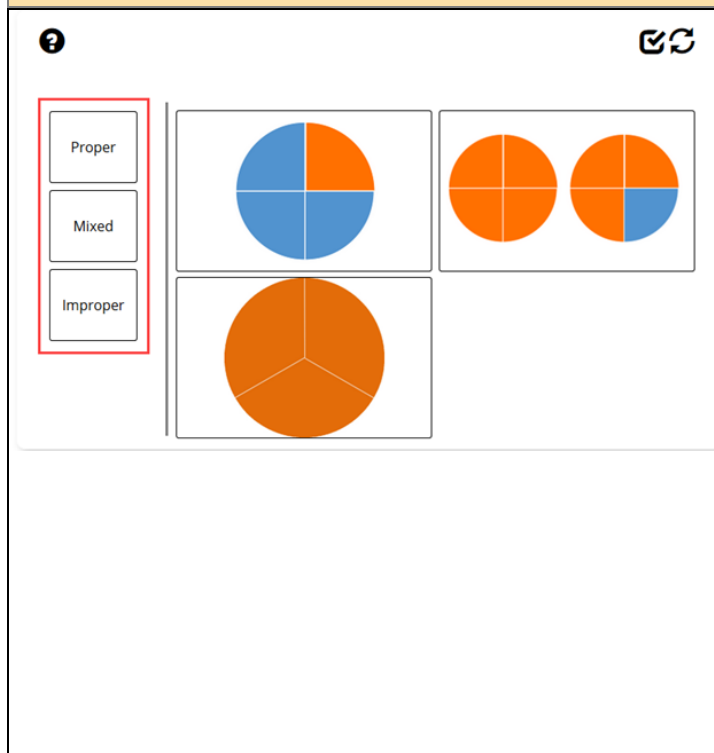
SoftChalk Create – Identify Activity	
	<ol style="list-style-type: none">1. Click the  icon to create a text and image matching pair.2. Enter a matching text and image pair (two to twelve pairs).3. Click Select File to insert your local image file, SoftChalk Cloud image file or URL image file location.4. Add Alt Text for the image (required). <p>Hover over the image and choose to Change Image or click the Trash Can icon to delete the image.</p>



5. Repeat STEPS 1-4 until each text and image matching set has been created.
6. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).


For information about the options, see the section [Activity Options Tab](#).
7. Click **OK** to insert the activity into your lesson.

Web Browser – Identify Activity



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

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

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

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

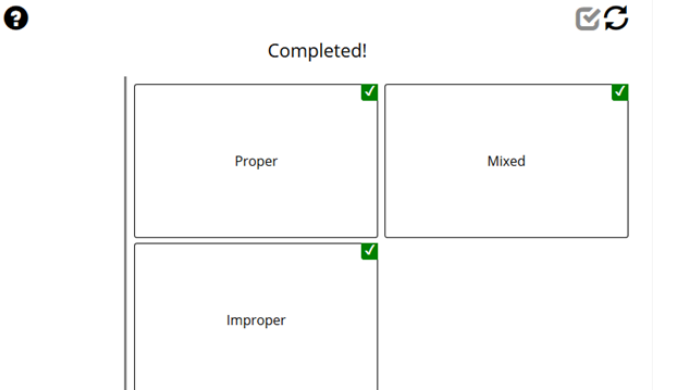
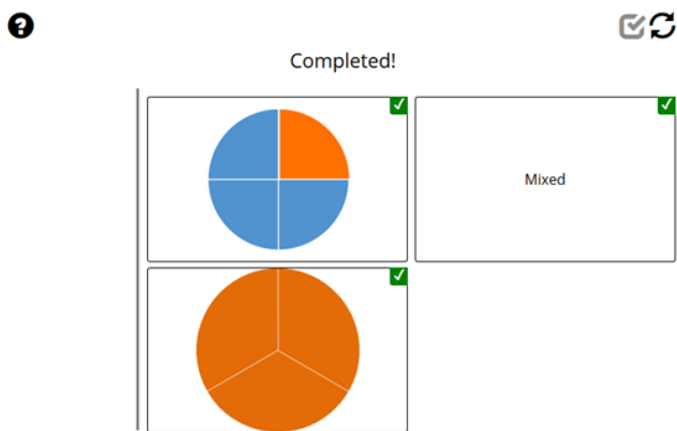
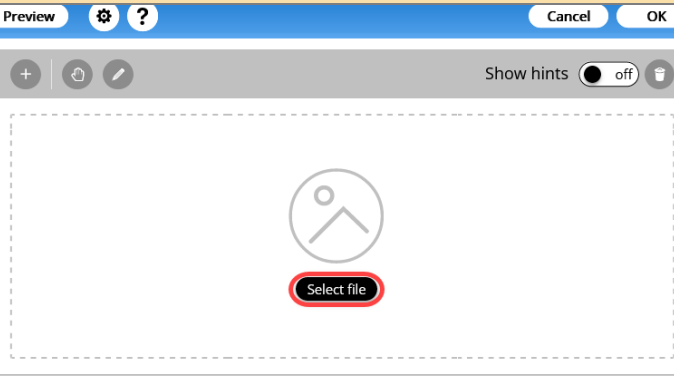
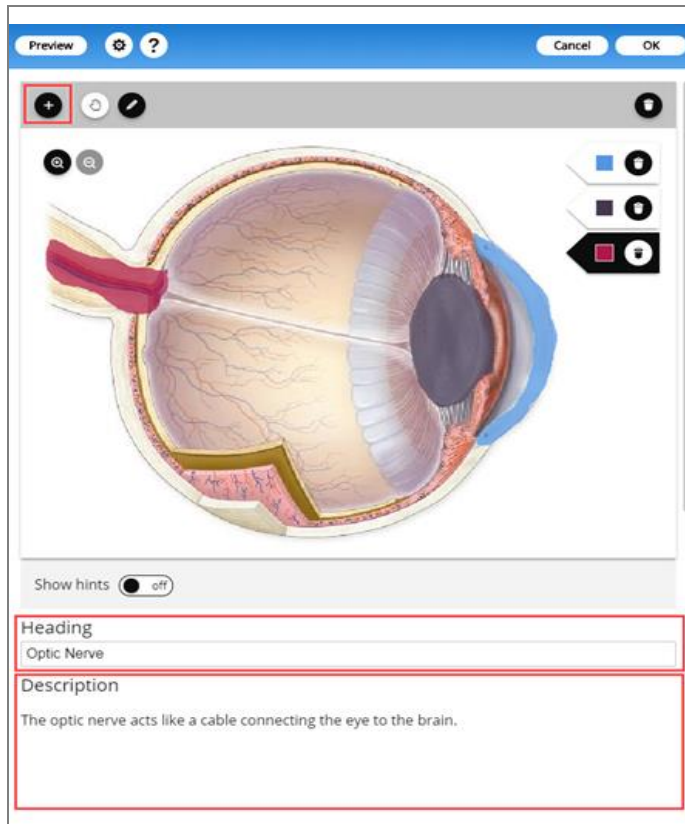

	<p>Students will see a green check in the upper right corner of the correctly matched sets.</p> <p>If 'Show Answers' is enabled, students will see all correctly matched pairs.</p>
	<p>Students can then click on the matched pair to scroll through the text and image.</p>


Image Map Activity

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

SoftChalk Create – Image Map Activity	
	<ol style="list-style-type: none"> 1. Click Select File to insert your local image file, SoftChalk Cloud image file or URL image file location. 2. Enabled 'Show hints' (optional). <p>If 'Show hints' is enabled, then the colored hot spot will appear on the image when the student completes the activity.</p>



3. Click  to color part of the image.

Use the  icon to drag an image (optional).

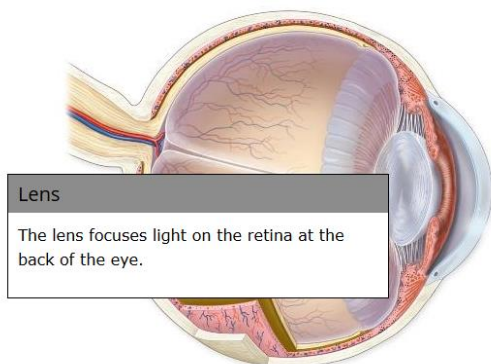
4. Enter text in the Heading and Description area.

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

Notice a different color appears when adding another hotspot.

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

Web Browser – Image Map Activity



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

Image Matching Activity

The **Image Matching** activity lets you match an image to another image. The following screens show how to set up the activity in SoftChalk Create and how students will view the activity.

SoftChalk Create – Image Matching Activity

A screenshot of the SoftChalk Create interface for setting up an image matching activity. The interface has a blue header with "Preview", a gear icon, a question mark icon, "Cancel", and "OK" buttons. Below the header is a "Matches (1)" section with a "+" icon in a red box. This section contains two dashed boxes representing image slots. Each slot has a "Select file" button and a "Trash Can" icon in a red box. Below each slot is a text input field labeled "Alt text (required if image present)". At the bottom of the interface are four toggle switches: "Max points" (off), "Allow retry" (on), "Show answers" (off), and "Feedback sounds" (on).

1. Click the **+** icon to create an image matching pair.
2. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location for each matching image pair.
3. Add alt text for each image. (required)





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

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

SoftChalk Create – Image Matching Activity

Preview [Settings] [Help] Cancel OK

Matches (4) +

 Rabbit	 Burrow
 Cardinal	 Nest

Max points 4 Allow retry Show answers Feedback sounds

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









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

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


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

Web Browser – Image Matching Activity

[Help] 0 / 4 [Refresh]

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

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

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

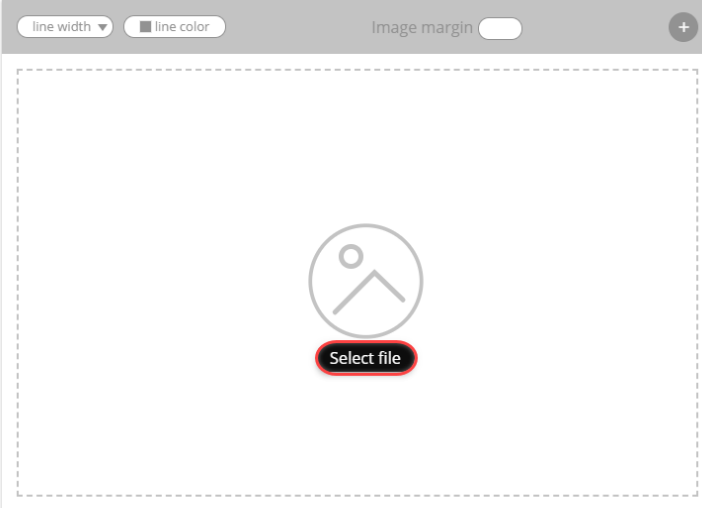
Labeling Activity

The Labeling activity lets you label parts of an image.

SoftChalk Create - Labeling

Preview [Settings] [Help] Cancel OK

line width [v] line color [■] Image margin [0] +



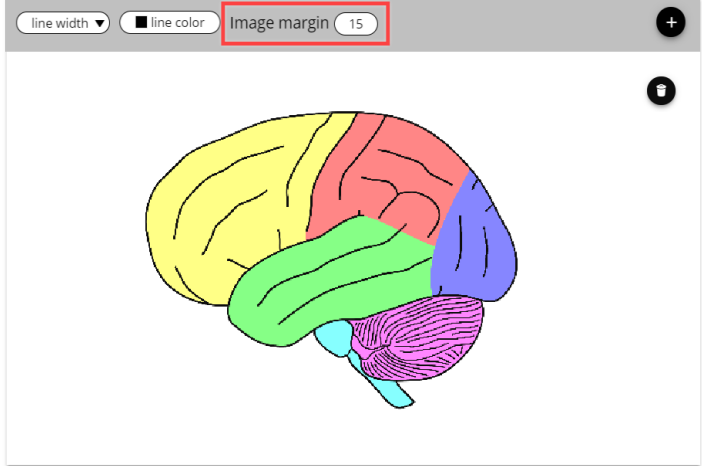
Select file

Max points [] Allow retry [on] Show answers [off] Feedback sounds [on]

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

Preview [Settings] [Help] Cancel OK

line width [v] line color [■] Image margin [15] +

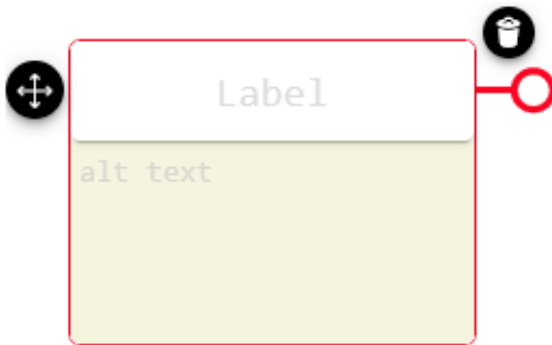


Max points [] Allow retry [on] Show answers [off] Feedback sounds [on]

2. Add margin spacing (optional.)

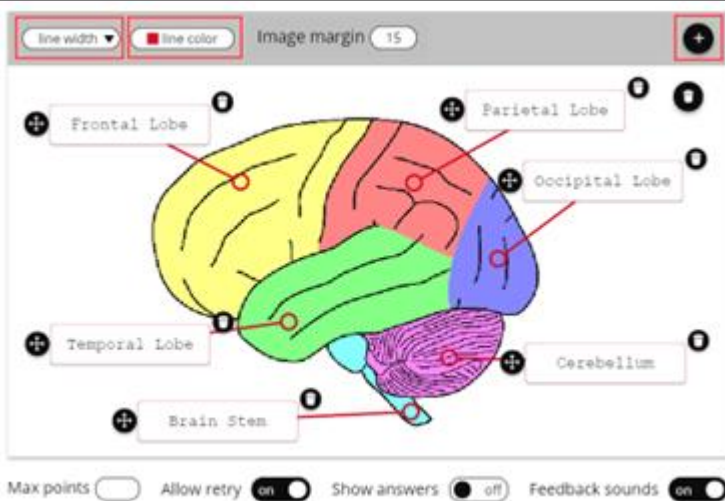
Enter pixel value for margin spacing around your image, if desired.

SoftChalk Create - Labeling



3. Click **+** in the upper right corner to create a label.
IMPORTANT: Be sure to drag each label with the 4-way arrow icon **and** circle pointer onto the image.

4. Add text to the label.
Adding Alt Text to the label

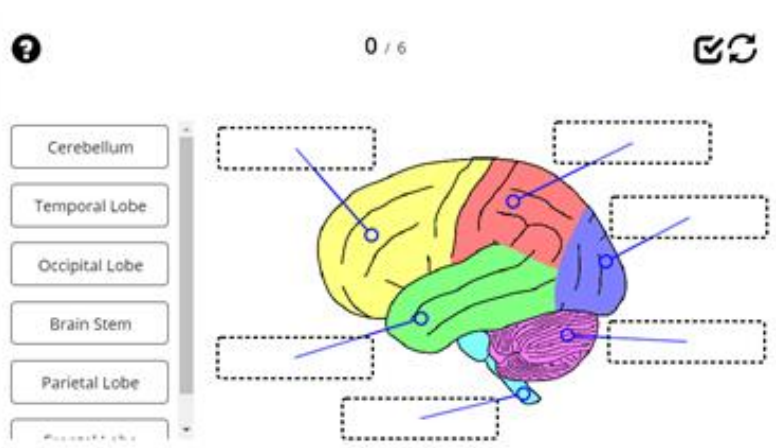


5. Change the line color and width (optional).

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


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

Web Browser – Labeling Activity



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

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

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

Using an older version of SoftChalk Create?
View details on the legacy Labeling activity, see the FAQ Legacy Labeling Activity

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

Memory Activity

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

SoftChalk Create – Memory Activity

Preview [Settings] [Help] Cancel OK

Activity prompt [Image icon +]

1. Add a prompt to help students identify the matching pairs. For example: *Match the Spanish name to the color image.*

2. Click on the 'Choose card deck image' icon to add a Local image file, SoftChalk Cloud image file or URL image file location to display on the card backs. (optional)

Allow retry Show answers Feedback sounds

Preview [Settings] [Help] Cancel OK

Activity prompt [Image icon -] [Image icon +] Fill image

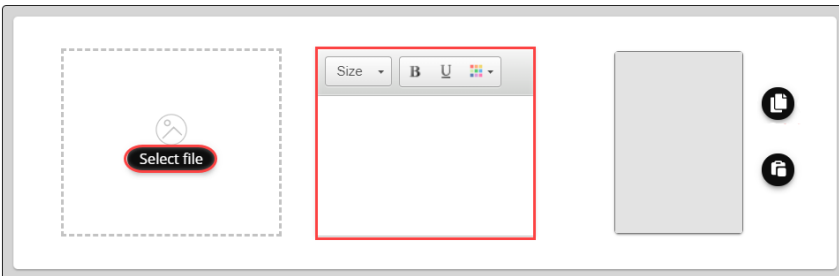
If you have added an image to the card back, click on the [Image icon -] icon to remove the image on the card back.

3. Choose **Fill image: On** (optional) to have the image fill the full back of the card.

4. Click on [Image icon +] to create a matching pair.

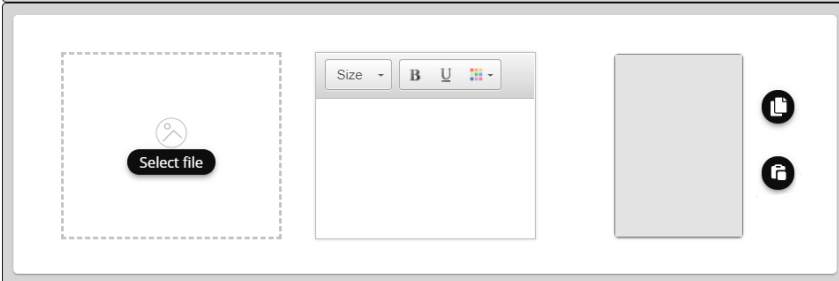
SoftChalk Create – Memory Activity

< Back



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

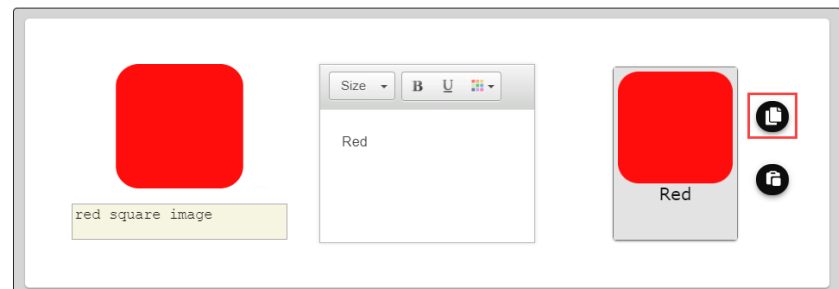
Add alt text for the image.



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

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

< Back



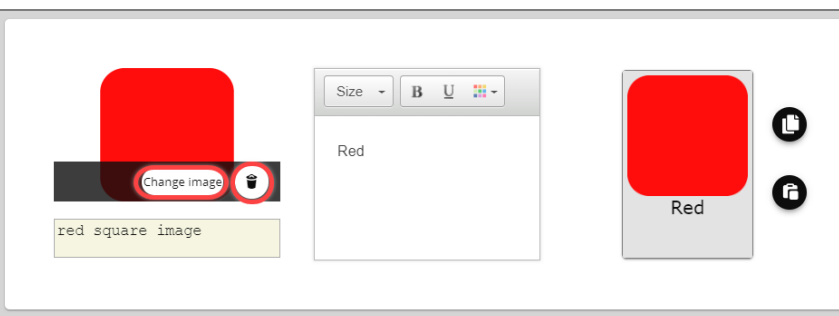
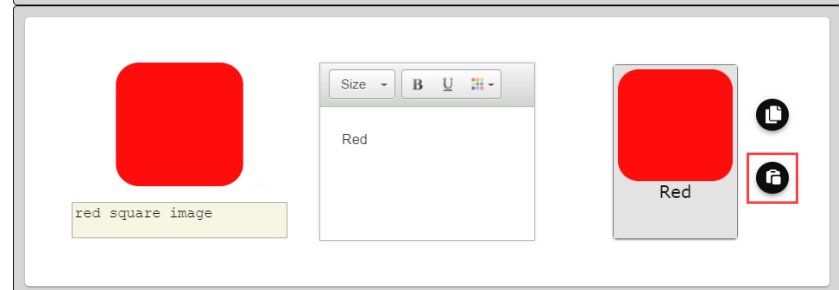
7. At the right of the preview, click the top



icon to copy the card. Then, use the



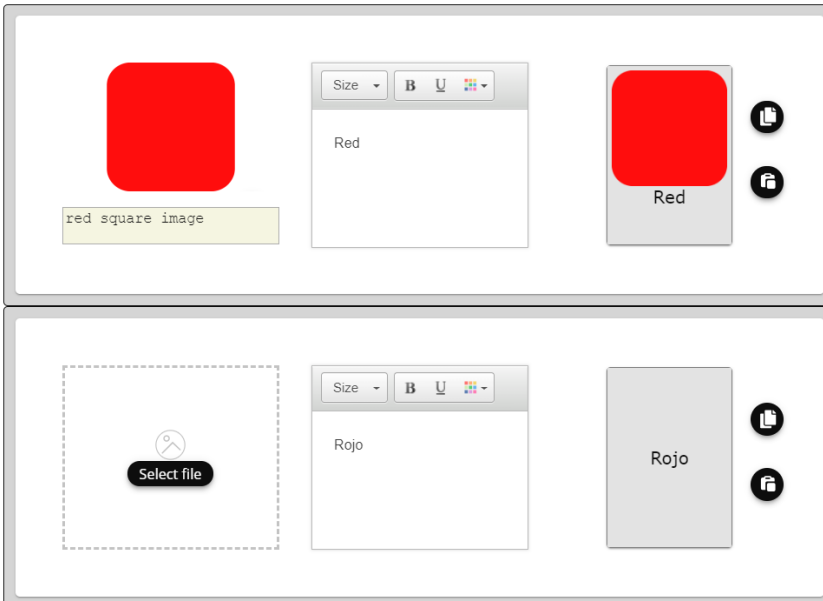
bottom icon to paste the same image and text to create a duplicate of that card (optional).



8. Hover over an image to **Change Image** or **Delete** the image.
9. You can also edit the text and format using the toolbar in the center (optional).

SoftChalk Create – Memory Activity

< Back



The screenshot shows two rows of the activity creation interface. The first row features a red square image on the left, a text box in the middle containing the word 'Red', and a preview of the image with the word 'Red' on the right. The second row features a dashed box with a 'Select file' button on the left, a text box in the middle containing the word 'Rojo', and a preview of a grey box with the word 'Rojo' on the right.

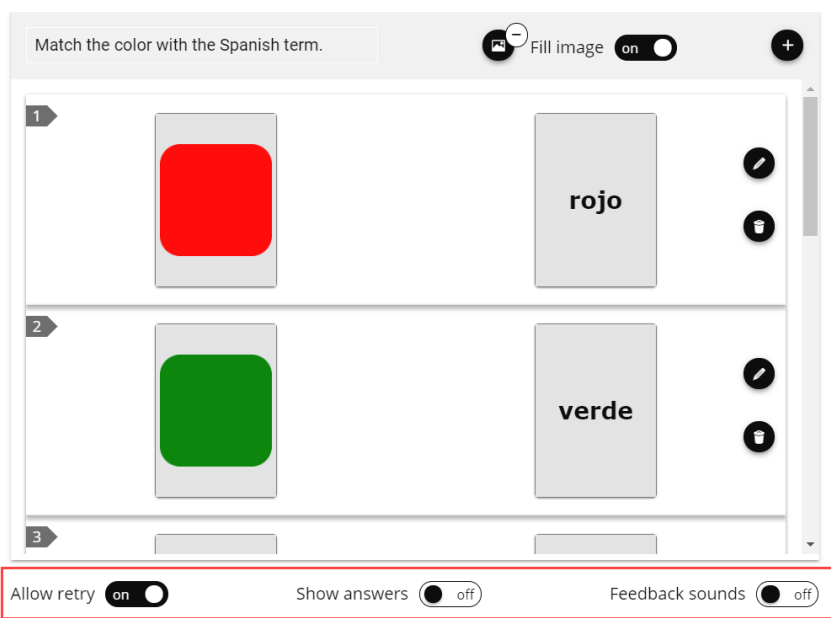
10. Once you have finished creating your matching pair, click **Back**.

Preview



Cancel

OK



The screenshot shows the preview of a memory activity. The title is "Match the color with the Spanish term." and the "Fill image" toggle is turned on. The activity consists of three rows. Row 1 shows a red square image and the word "rojo". Row 2 shows a green square image and the word "verde". Row 3 is partially visible. At the bottom, there are three toggle switches: "Allow retry" (on), "Show answers" (off), and "Feedback sounds" (off).

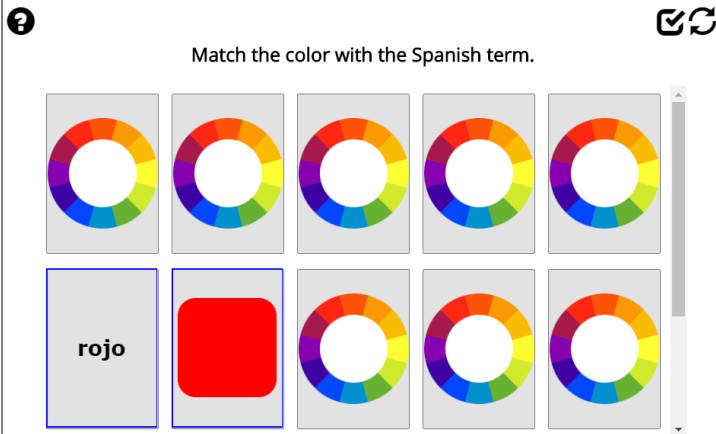
11. Repeat STEPS **4-10** until each matching pair has been created.

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

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


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

Web Browser – Memory Activity



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

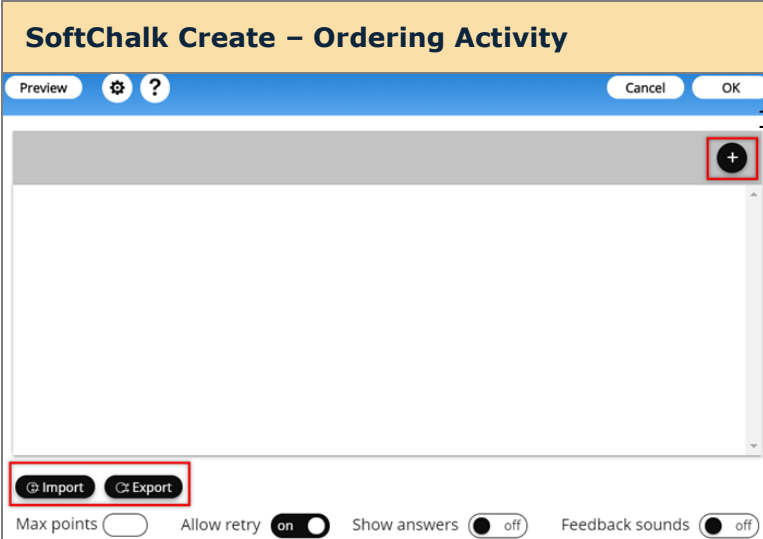
Students will complete the activity once all items have been matched.


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

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

Ordering Activity

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



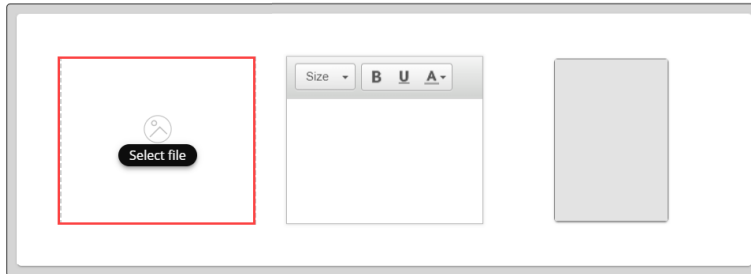
1. Click the  icon and enter a text, image, or text and image card.

Or Import a text list (optional).

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#).

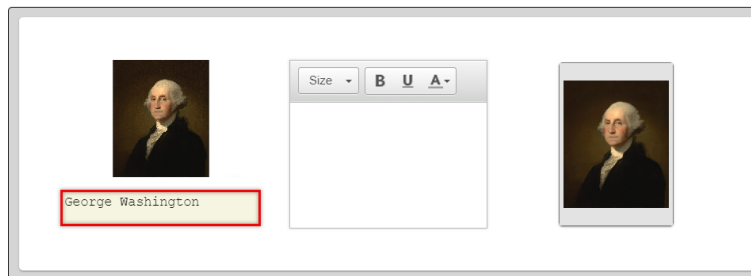
SoftChalk Create – Ordering Activity

< Back



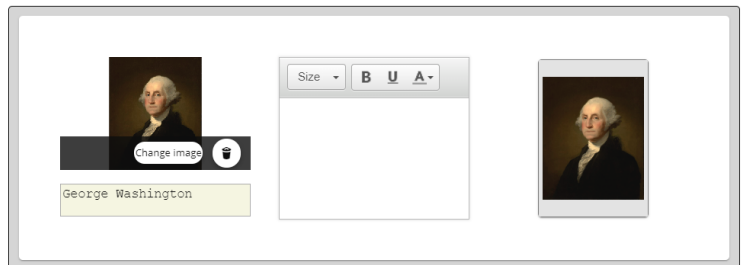
2. Click **Select File** to insert your local image file, SoftChalk Cloud image file or URL image file location (optional).

< Back



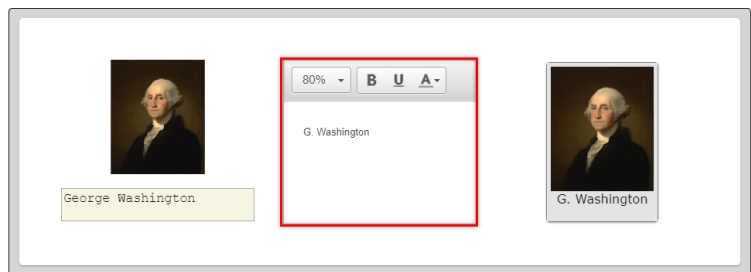
3. Add Alt text to the image (required if an image is selected).

< Back



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

< Back



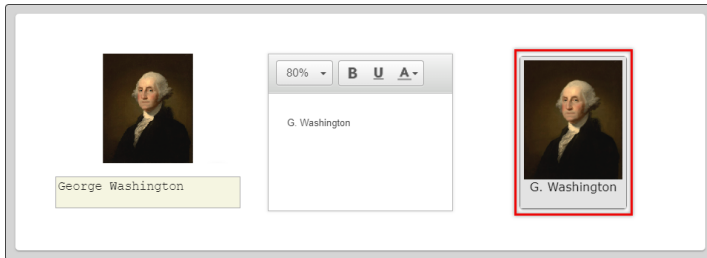
4. Enter text into the center editor card.

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

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

SoftChalk Create – Ordering Activity

< Back



7. You can click **Back** to return to the activity editor and view the cards already created or add a new item in the activity.
8. Click **OK** to insert the activity into your lesson.

Web Browser – Ordering Activity




0 / 1



The items will appear in random order.

The student will drag the items into the correct order.




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

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

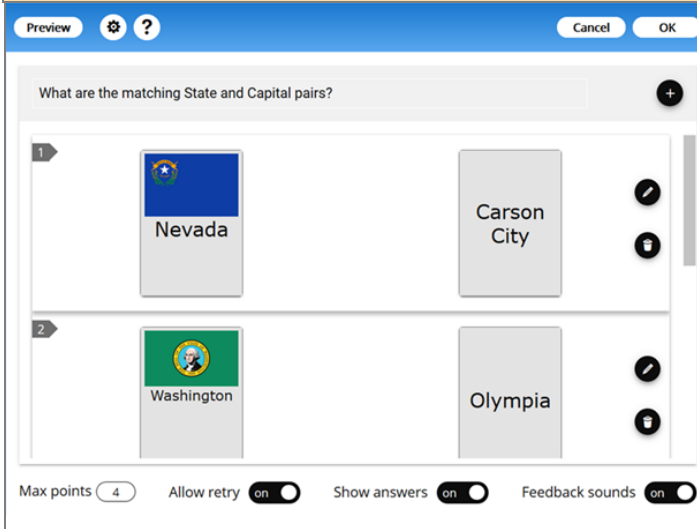
If **Allow Retry** is enabled in the activity, then the items will again appear in a random order when the **Restart** icon is clicked.

Pairs Activity

The Pairs activity lets you put match 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 – Pairs Activity	
	<ol style="list-style-type: none">1. Add a prompt for students to identify matching pairs out of a group of items.2. Click on the  icon to add a Local image file, SoftChalk Cloud image file or URL image file location to display on the card backs. (Optional). Toggle Fill Image: On if the image should stretch to fill the card back. To remove the card back image, click the  icon.3. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).4. Click the  icon to create a matched pair.
	<ol style="list-style-type: none">5. Click Select File to insert your local image file, Cloud image file or URL image location for each item (optional).6. Enter text and format using the toolbar in the center for each item (optional). You'll see a preview of the item with image and/or text on the right.7. Click Back when finished with this matched pair.

SoftChalk Create – Pairs Activity



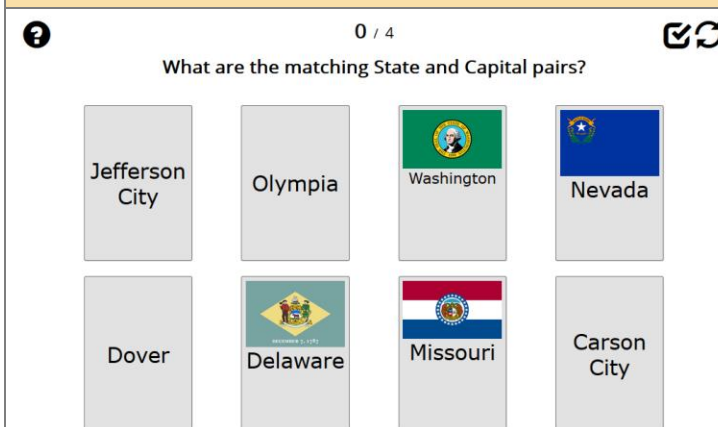
8. Repeat process until all the matching pairs have been created.

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

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

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


Web Browser – Pairs Activity



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

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

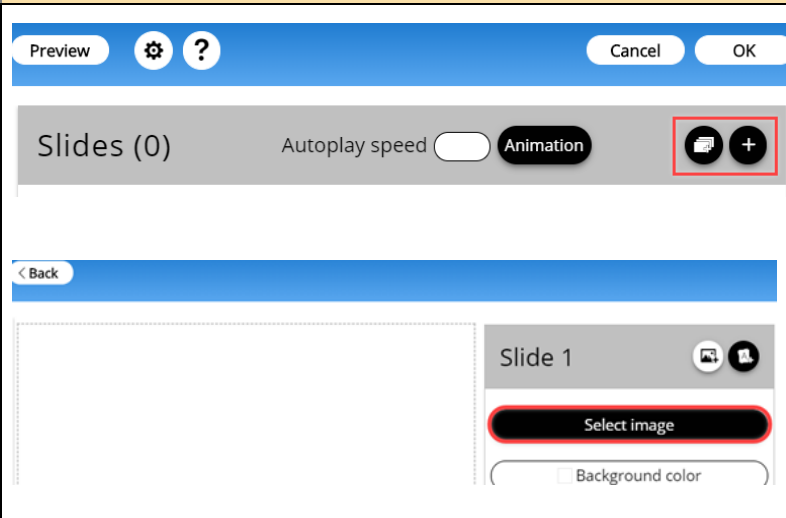




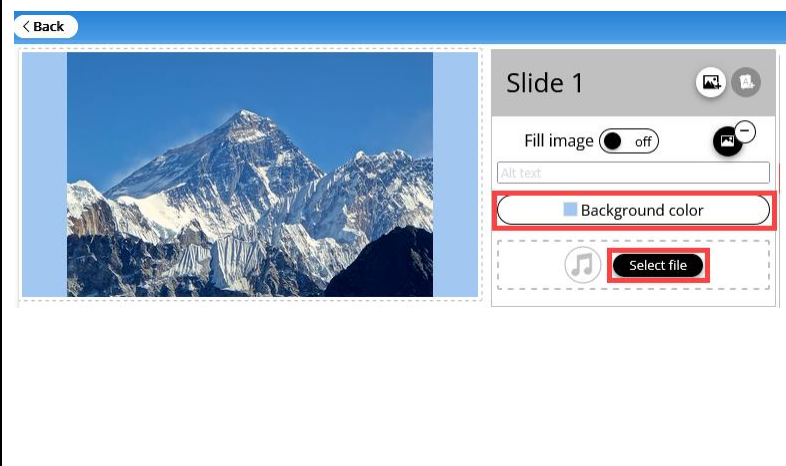
- If correct, the student will see a green check mark in the upper right corner of the paired items.
- If incorrect, the student must successfully match the 'first' card they selected.

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

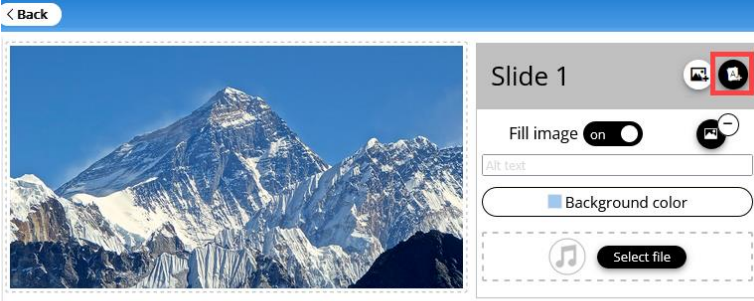
If Partial Credit is not enabled, then the students must select all the correct 'items' to receive credit for the activity.


Slideshow Activity

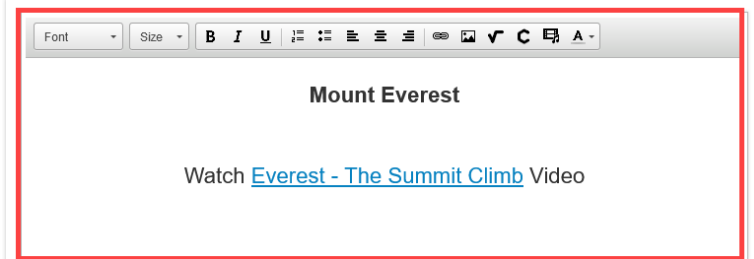
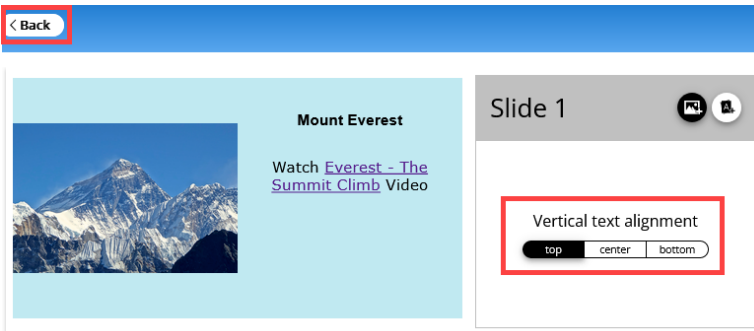
With the Slideshow Activity, students view photographs associated with the subject and content of the lesson. The slideshow can include text for each image as well. You can also add audio (in an mp3 format). See the online example.

SoftChalk Create – Slideshow Activity	
	<ol style="list-style-type: none"> 1. Click the  icon to create a new slide. Or Click the  icon to select and create multiple local image slides at once. 2. Click Select File to choose a local, Cloud, or URL image file for the slide (optional). To remove the slide image, click the  image icon.
	<ol style="list-style-type: none"> 3. Add Alt text for the image (required). 4. Toggle Fill image: On. The image will resize to better fill the entire slide. (optional) Toggle Fill image: Off. The image will appear in the slide with the defined image dimension.
	<ol style="list-style-type: none"> 5. You can also set a Background color around the image (optional). 6. Click Select file next to the audio icon to add Audio to the slide. (optional)

SoftChalk Create – Slideshow Activity

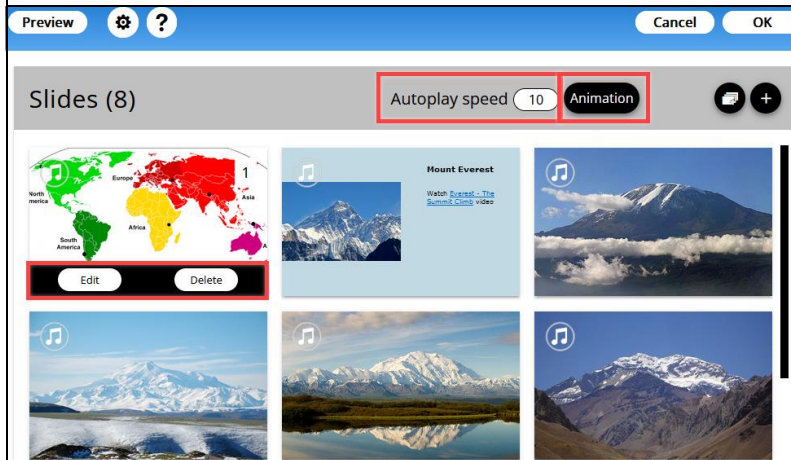


7. Select an overlay to display additional content along with the image (optional).
8. Click the  icon in the top-right corner to add context to the slide (optional).



9. Add text and/or use the toolbar to add additional context to the slide (optional).
10. Set the text alignment in the overlay Vertical text alignment area.
11. Click **Back** to return to the Slideshow Activity editor.

SoftChalk Create – Slideshow Activity



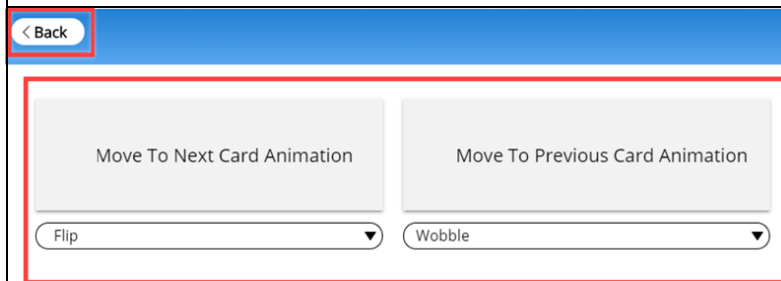
12.

13. Click and drag slides to change the slide order.

Hover over a slide to choose to **Edit** or **Delete** the slide.

14. Manually set the **Autoplay speed** to specify how many seconds a slide should display before moving to the next slide. (optional)

15. Click on **Animation** to set card action animation.

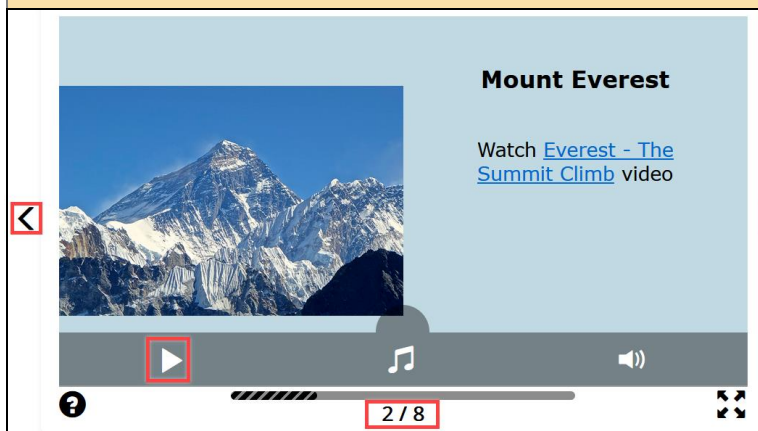


16. Set the *Move to Next Card Animation* and *Move to Previous Card Animation* style using the dropdown menu. (optional)

17. Click **Back** to return to the Slideshow Activity editor.

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

Web Browser – Slideshow Activity



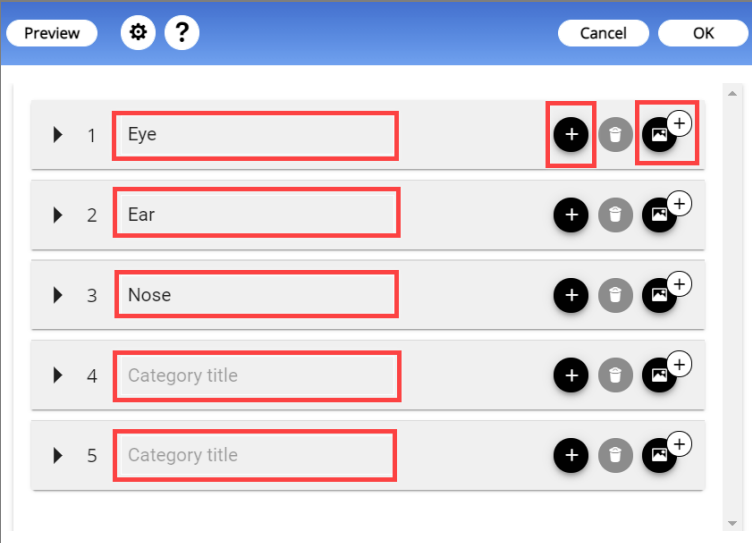



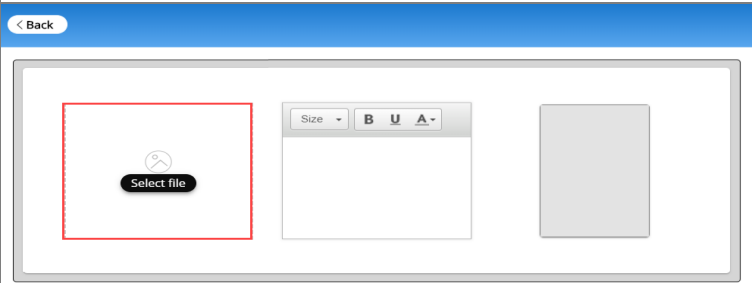
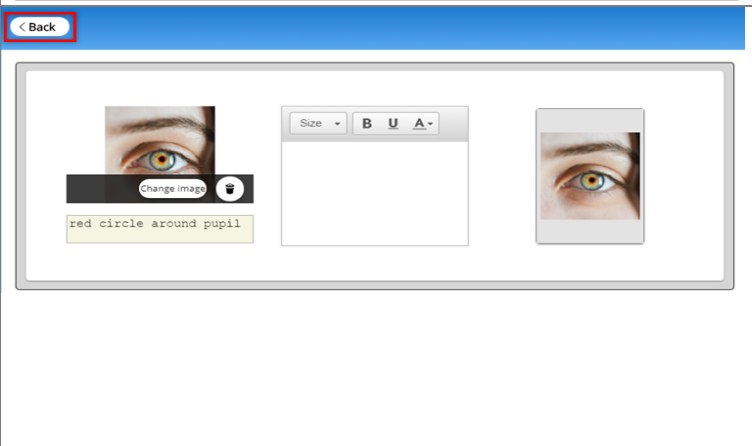
Students can click on the left/right arrows to sort through the slides, or the set auto play speed will automatically move the slides.

If audio was added to the slide, students can click on the play button to listen to the audio.

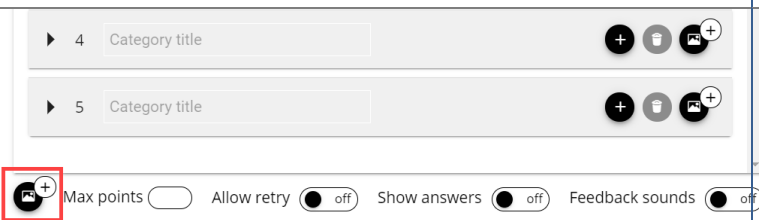
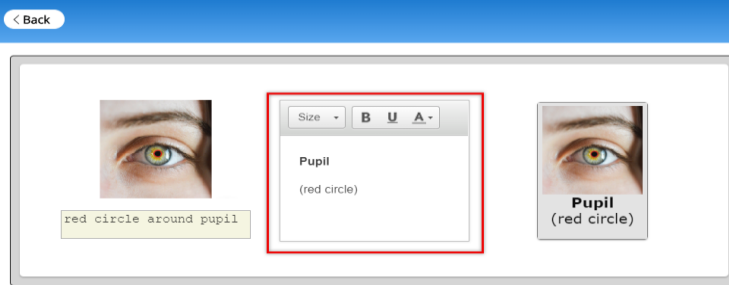
Students know how far along they are in the activity by the slide count at the bottom.

Sorting Activity

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

SoftChalk Create – Sorting Activity	
	<ol style="list-style-type: none">1. Enter up to 5 category titles.2. Click on the  icon on the right to add a Local image file, SoftChalk Cloud image file or URL image file location to display on the card backs (optional). To remove the slide image, click the  image icon.3. Click the  icon to add the Card for the category.
	<ol style="list-style-type: none">4. Click Select File to insert your local image file, SoftChalk Cloud image file or URL image file location (optional).
	<ol style="list-style-type: none">5. Add Alt Text for each image (required if image is added).6. To edit, hover over the image and choose to Change Image or click the Trash Can icon to delete the image.

SoftChalk Create – Sorting Activity




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


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

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

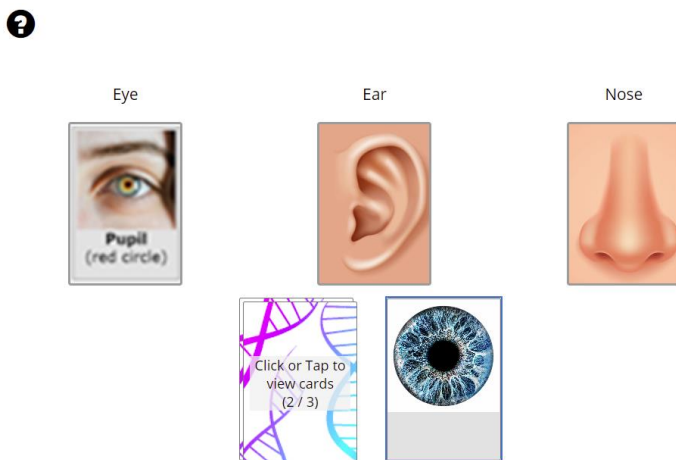
8. You can click **Back** to return to the Category list and add or edit a category.

9. You can also choose an image for the stockpile card back.

Click on the  icon on the bottom left to add a Local image file, SoftChalk Cloud image file or URL image file location to display on the card backs (optional).

To remove the slide image, click the  image icon.

Web Browser – Sorting Activity



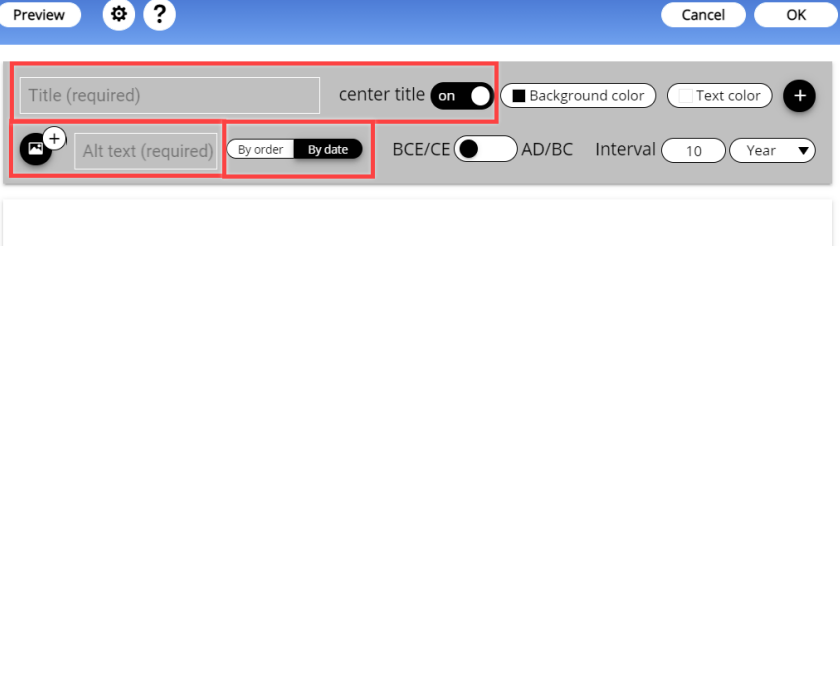

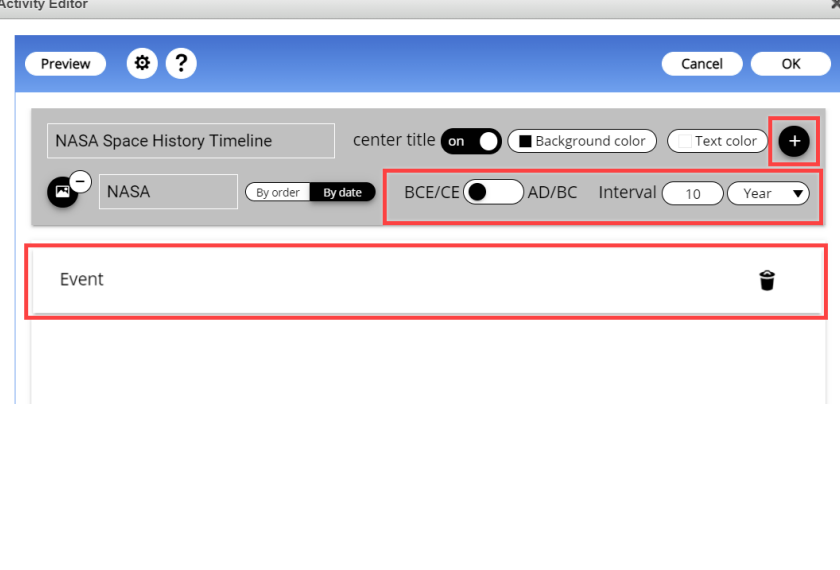

This activity resembles the solitaire game.

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

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

Timeline Activity

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

SoftChalk Create – Timeline Activity	
	<ol style="list-style-type: none">1. Enter a title for your timeline (required). To center the title, click the toggle On.2. Choose the background color and text color (optional).3. Click the  icon to add an image file (Local, Cloud, or URL) into the heading (optional).4. Add image alt text (required).5. Decide if the activity should display events By order or By date.
	<ol style="list-style-type: none">6. Click  to create an event.7. Select the event listed to add the event details. <p>IMPORTANT: If By date is chosen, be sure to select an appropriate Interval.</p>
SoftChalk Create – Timeline Activity	

Activity Editor

< Back

Start date

CE BCE

Year Month (optional) Day (optional)

End date (optional)

CE BCE

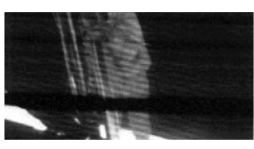
Year Month (optional) Day (optional)

Event name

FIRST LUNAR LANDING MISSION

Description

Font Size B I U [List Icons] [Link Icon] [Image Icon] [Checkmark Icon] [Undo Icon] [Redo Icon] [A- Icon]

 Apollo 11: the first lunar landing mission with astronauts Edwin E. Aldrin, and Michael Collins.

Rich text editor toolbar with options: Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U), Highlight Color, Text Color, Align Left (Ctrl+L), Align Center (Ctrl+E), Align Right (Ctrl+R), Superscript, Subscript, Special Character, Stored Equation, Edit a chemical formula, Edit a math equation.

Events – Date


8. Choose date period (BCE/CE or AD/BC).
9. Enter Start Date: year (required) and month/day (optional).
10. Enter End Date: year, month/day (optional).


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


11. Enter the event name.
12. Enter the event description (optional).
13. Click **Back** to add another event.

Preview [Settings Icon] [Help Icon] Cancel OK

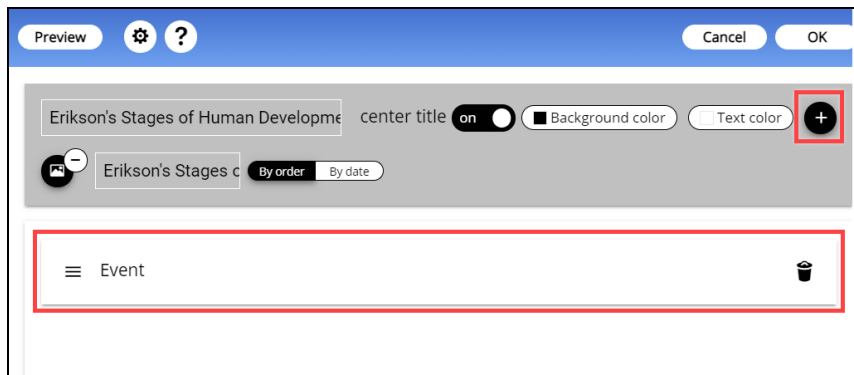
NASA Space History Timeline center title Background color Text color

 NASA By order By date BCE/CE AD/BC Interval Year


NASA BEGINS OPERATION
1 Oct 1958 The National Aeronautics and Space Administration (NASA) began operation. 

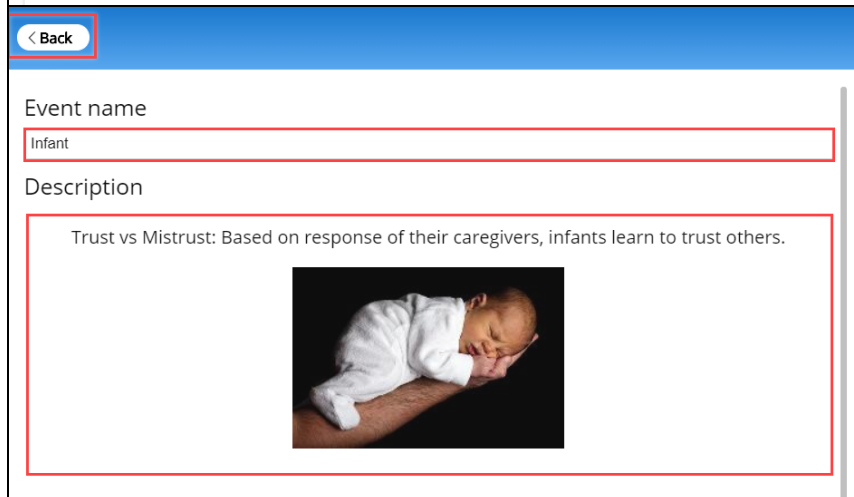
FIRST LUNAR LANDING MISSION
16 Jul 1969 Public Domain image attributed to NASA Apollo 11: the first lunar landing mission with astronauts Neil A. Armstrong, Edwin E. Aldrin, and Michael Collins. 

14. Click and drag an event to set the order (optional).
15. Click on the trash can icon to remove an event from activity, if needed.

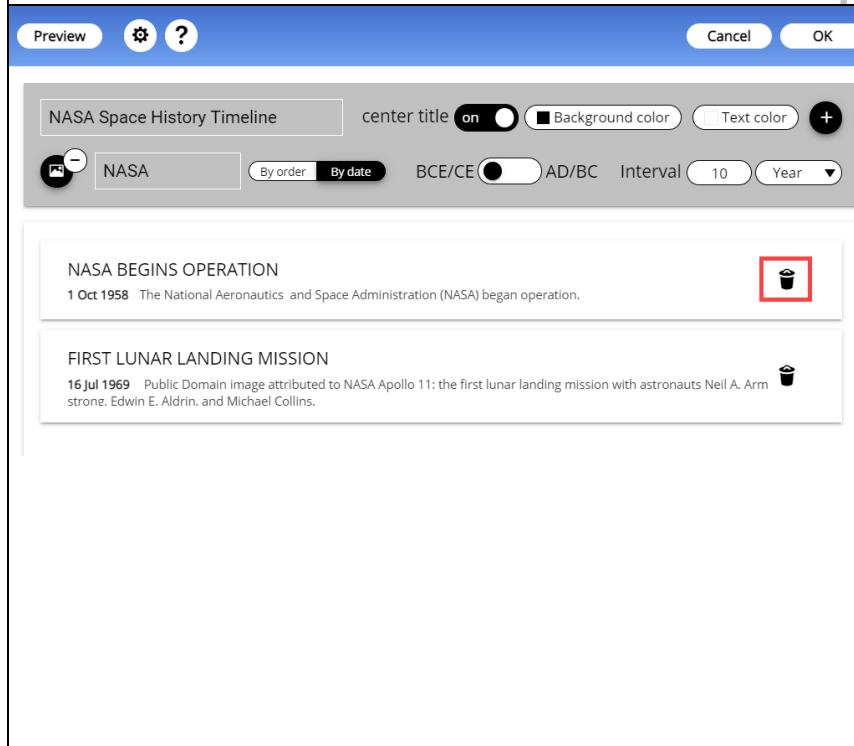


Events - Order

16. Click  to create an event.
17. Click on the event to modify the event details.



18. Enter the event name.
19. Enter the description (optional).
Text, images, and media can be added to the description. Use the right-click menu to add equations and hyperlinks.
20. Click **Back** to add another event.




21. Click and drag an event to set the order (optional).
22. Click on the trash can icon to remove an event from activity, if needed.

SoftChalk Create – Timeline Activity

Preview [Settings] [Help] Cancel OK

Erikson's Stages of Human Development center title [on] [Background color] [Text color]

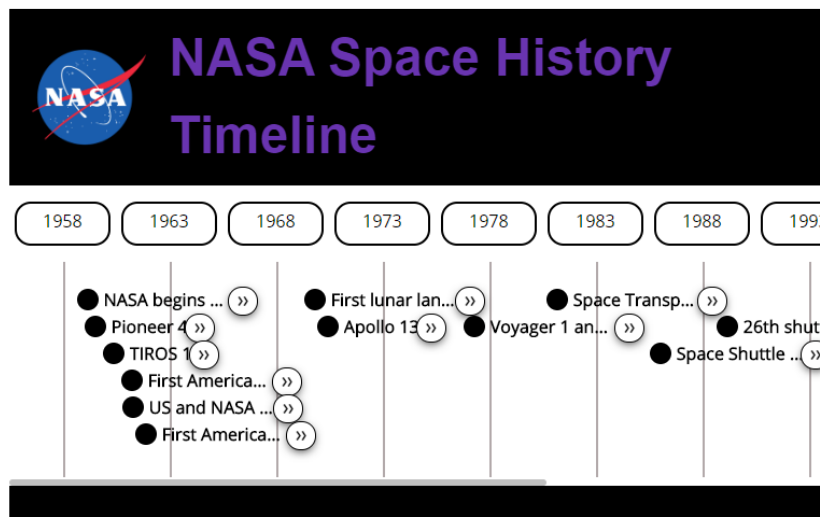
Erikson's Stages c [By order] [By date]

- Infant
Trust vs Mistrust: Based on response of their caregivers, infants learn to trust others. 
- Toddler
Autonomy vs Shame and Doubt: As young children begin to explore their surroundings, children will gain a sense of autonomy if caregivers encourage a sense of self-sufficient behavior in a safe environment. Caregivers who discourage self-s...
- Preschooler
Initiative vs Guilt: As children begin to do things themselves and this is nurtured, children grow to take initiative. If this tendency is undermined, they may feel guilty.
- SCHOOL-AGE CHILD
Industry vs Inferiority: Children who are praised for their achievements develop self-confidence. Children who are constantly criticized may feel inferior.

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

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

Web Browser – Timeline Activity



NASA Space History Timeline

1958 1963 1968 1973 1978 1983 1988 1993

- NASA begins ...
- Pioneer 4
- TIROS 1
- First America...
- US and NASA ...
- First America...
- First lunar lan...
- Apollo 13
- Voyager 1 an...
- Space Transp...
- Space Shuttle ...
- 26th shuttl

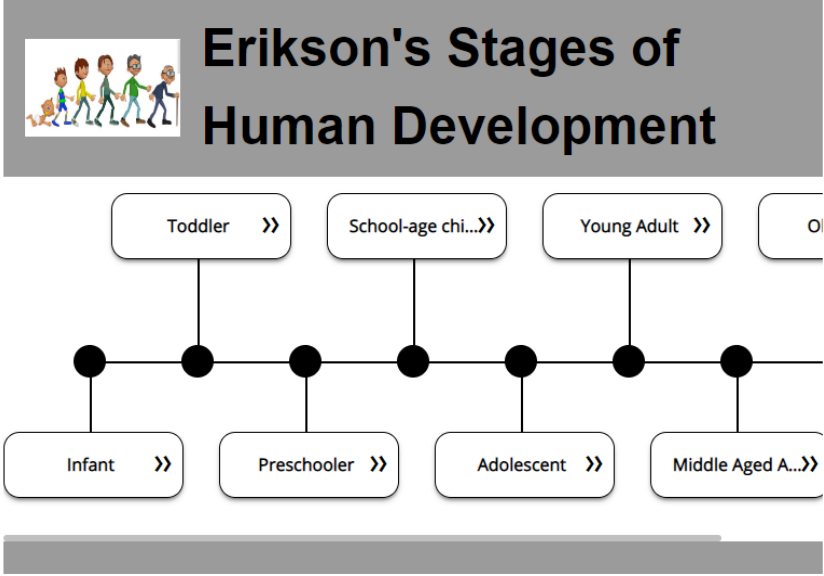
Date

To scroll the timeline, drag the bottom scroll bar.

Click each event for more details.

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

Web Browser – Timeline Activity



Erikson's Stages of Human Development

Infant >>
Preschooler >>
Toddler >>
School-age chi...>>
Adolescent >>
Young Adult >>
Middle Aged A...>>

Order

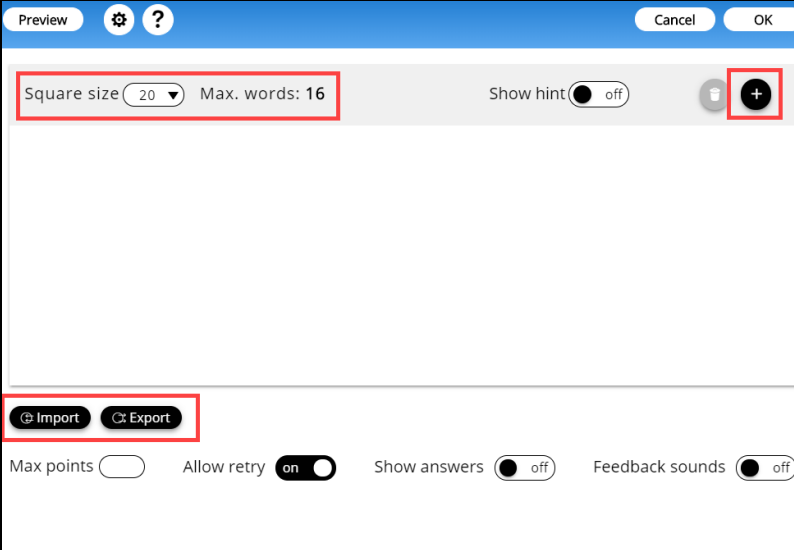
To scroll the timeline, drag the bottom scroll bar.

Click on each event for more details.

Word Search Activity

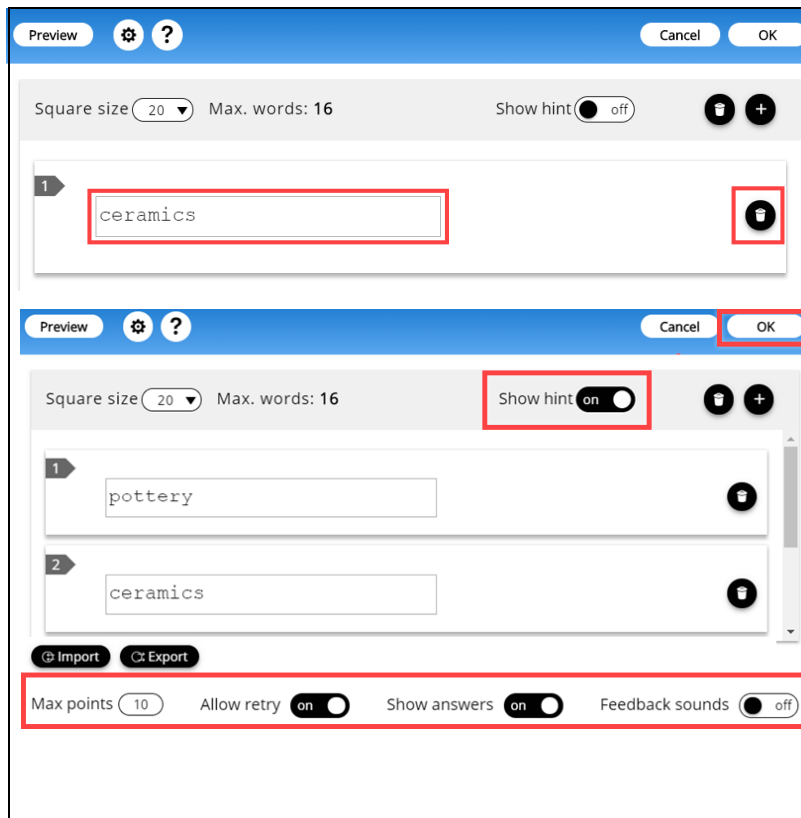
The Word Search activity lets you pick out words in a grid. If you want to introduce difficult terms, this would be a good activity for an initial exposure to the terms.

SoftChalk Create - Word Search Activity



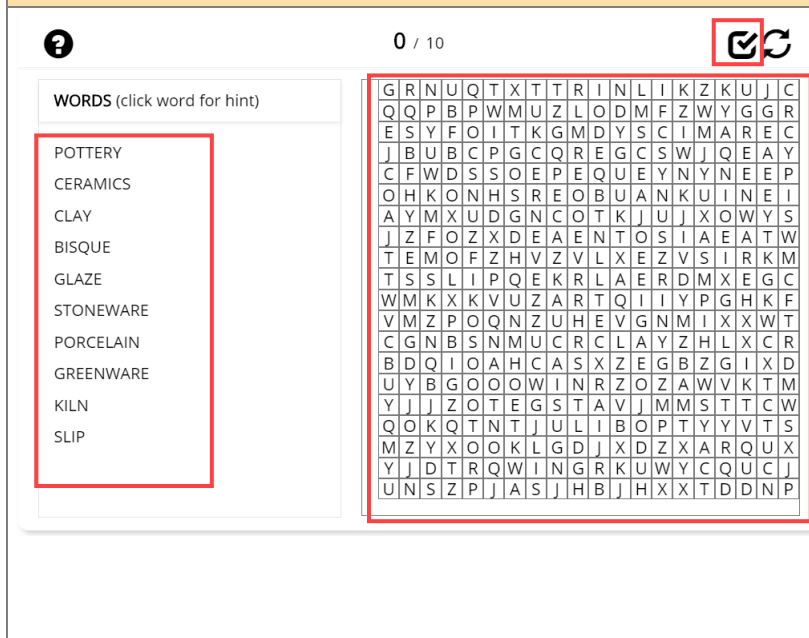
- Set the Square size using the dropdown menu. The **Square size determines the maximum number and length** of words allowed in the activity.
- Click **+** to create a new word. Or Import a text list (optional). For instructions on importing and exporting text lists, see the section [Import and Export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

SoftChalk Create - Word Search Activity




3. Type a word.
Maximum word length equals Square size -1.
- Click the trash can icon to delete the word.
4. Repeat STEPS 2-3 until all words have been entered for the Word Search.
 5. Enable **Show hint** if you want students to be able to click on a word listed to reveal a location hint of the word within the puzzle.
 6. Add points to the activity, enable Retry, Show Answers or Feedback sounds (optional).
For information about the options, see the section [Activity Options Tab](#).
 7. Click **OK** to insert the activity into the lesson

Web Browser – Word Search Activity



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

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

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

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

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 (<https://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 (<https://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 will see a placeholder for your survey in your lesson (see below).

The image shows a dialog box titled "Insert Widget". It has two tabs: "Widget" and "How To". The "Widget" tab is active. Inside the dialog, there are three input fields: "Name:" (a single-line text box), "Description:" (a multi-line text box), and "Widget HTML:" (a larger multi-line text box). Below the "Widget HTML:" field are two buttons: "Paste HTML" (highlighted with a red box) and "Clear HTML". At the bottom of the dialog are "OK" and "Cancel" buttons.

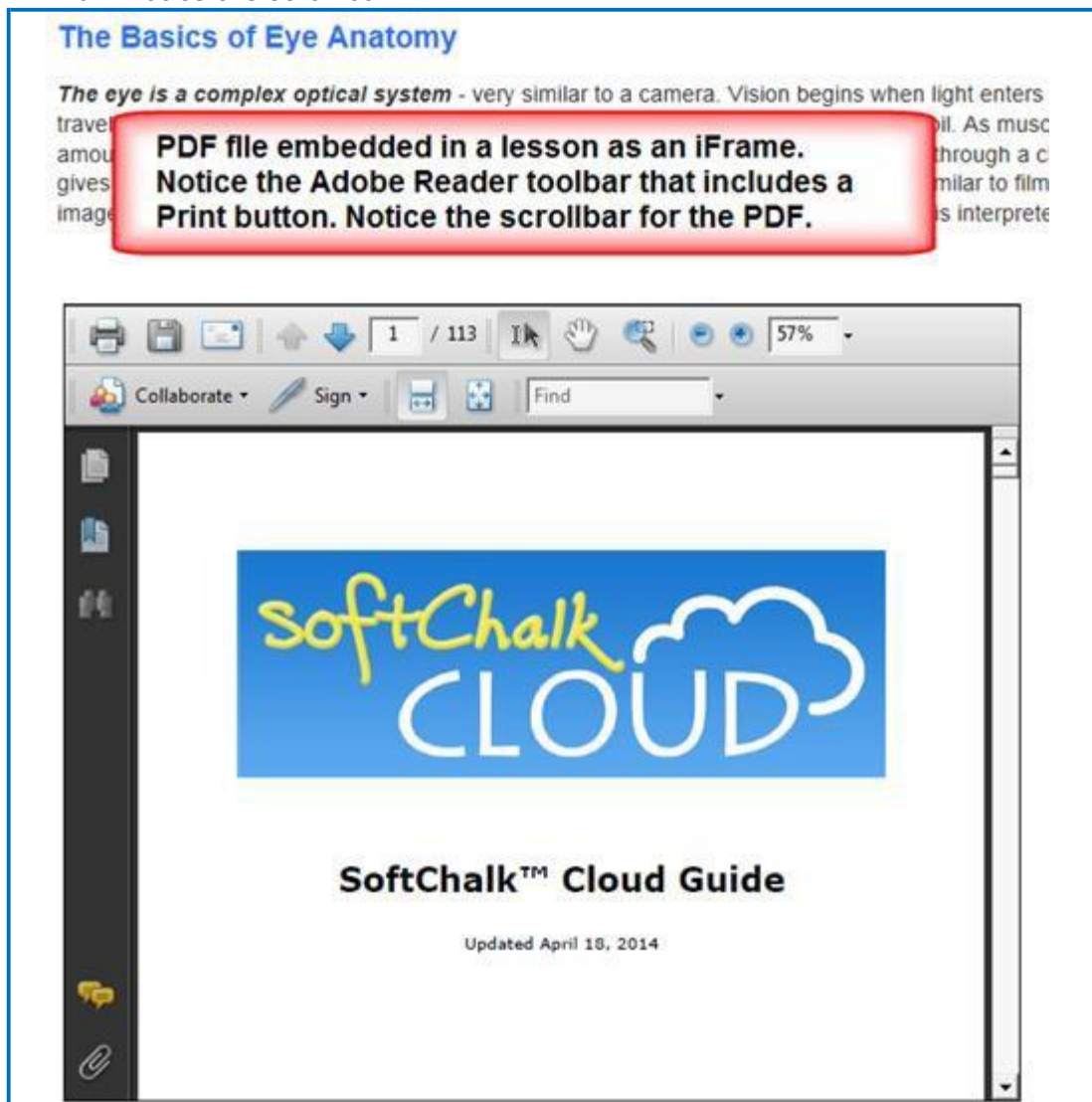
7. When you save and preview your lesson, you will see your embedded widget. Again, this widget information is coming from the website where you got your widget.

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 scrollbar.



- 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.

The Basics of Eye Anatomy

The eye is a complex optical system - very similar to a camera. Vision begins when light enters, travels through clear aqueous fluid, and passes through a small aperture called the pupil. As much amount of light entering the eye. Light rays are focused through the lens, and proceed through a c gives it form and shape. When light rays finally land on the retina, the part of the eye similar to film image into an electrical impulse that travels along the optic nerve to the brain, where it is interpreted.



The screenshot shows the SoftChalk Cloud website interface. At the top, the logo "softChalk CLOUD" is displayed against a blue and green background. Below the logo is a navigation bar with buttons for "Home", "SoftChalk Share", "My Content", and "Acc". A red box highlights the "SoftChalk Share" button. Below the navigation bar, there are two red callout boxes. The first callout box contains the text: "Live website embedded within a lesson. Notice that you can scroll within the web page." The second callout box contains the text: "Notice you can click buttons within the website." Below the callout boxes, there is a list of links: "About SoftChalk Cloud", "How to Get Started", and "Explore SoftChalk Share Repository". To the right of the list, there is a tablet displaying the SoftChalk Cloud website, with a hand pointing at the screen. A red box highlights the bottom navigation bar of the tablet.

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 <https://www.softchalk.com> and NOT www.softchalk.com.

The screenshot shows the 'Insert IFrame' dialog box. At the top, there's a title bar with the SoftChalk logo and a close button. Below that, there are two tabs: 'Iframe' (selected) and 'How To'. The main area contains the instruction 'Enter/paste a URL, or select a file.' followed by an 'Iframe' label and a large text input field. Below the input field are three smaller input fields: 'Title:', 'Description:', and 'URL or File:'. A 'Select File' button is positioned below the 'URL or File:' field. At the bottom of the dialog, there are three rows of settings: 'Width: 500' and 'Height: 300' (both in input fields), a checked 'Frame border' checkbox, and 'Scroll bars: Auto' (selected), 'Always', and 'Never' (radio buttons). At the very bottom are 'OK' and 'Cancel' buttons.

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.



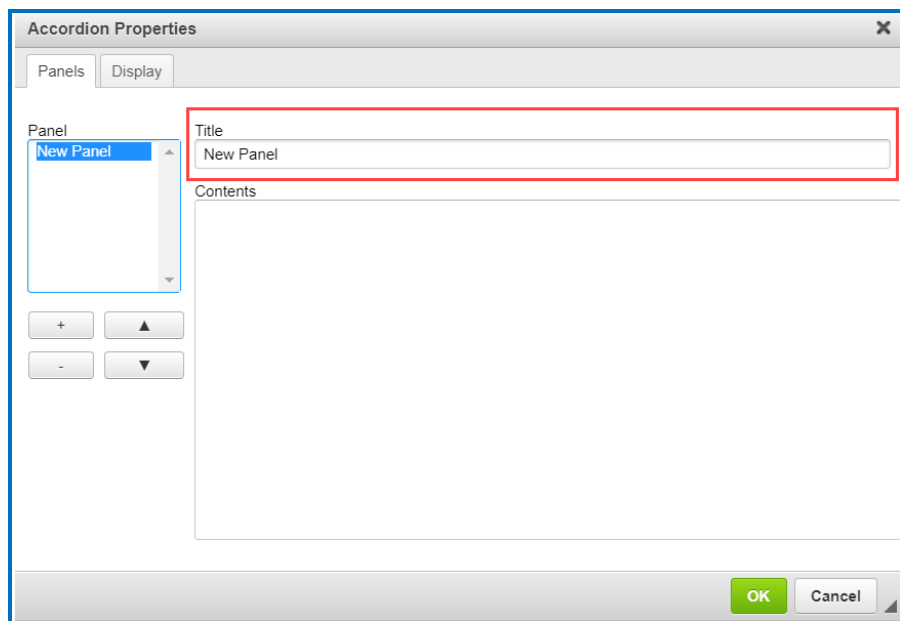
Accordion

Overview

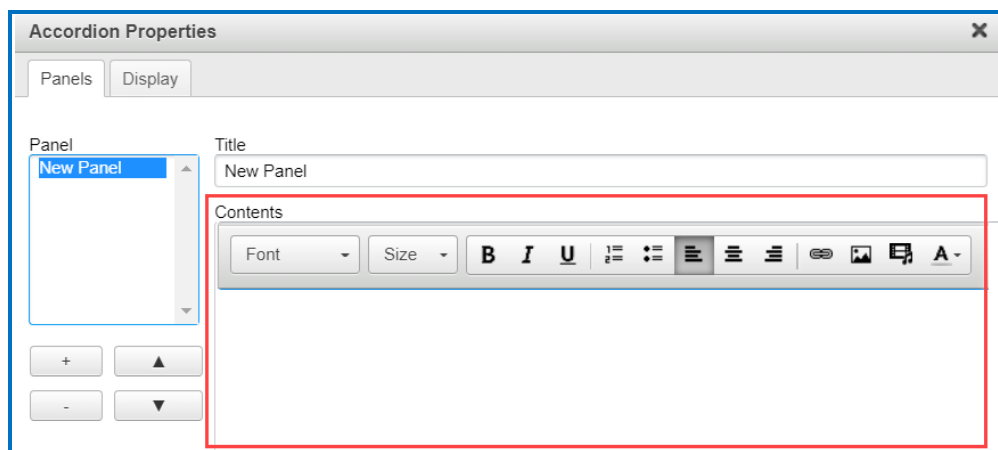
You can create collapsible content with an Accordion. Accordions are useful when you want to toggle between hiding and showing large amount of content.

Insert an Accordion

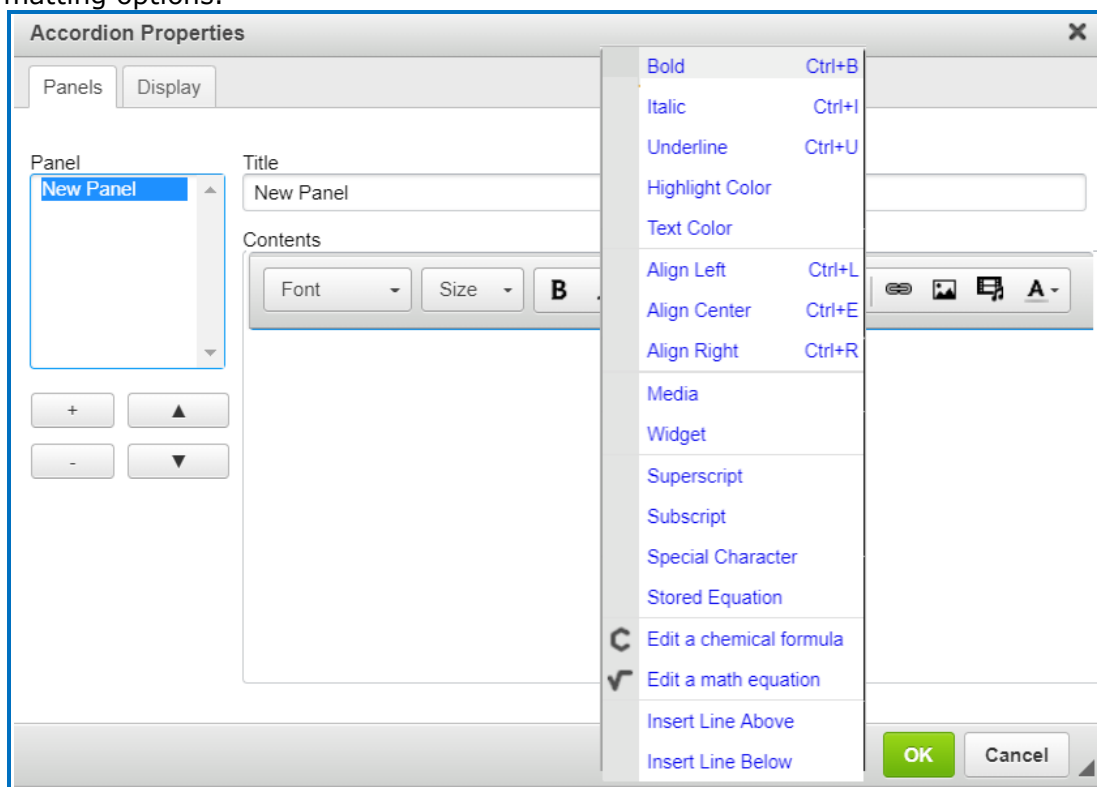
1. Start SoftChalk Create. Choose **Insert/Accordion**.
2. Add a Title to the Accordion panel.



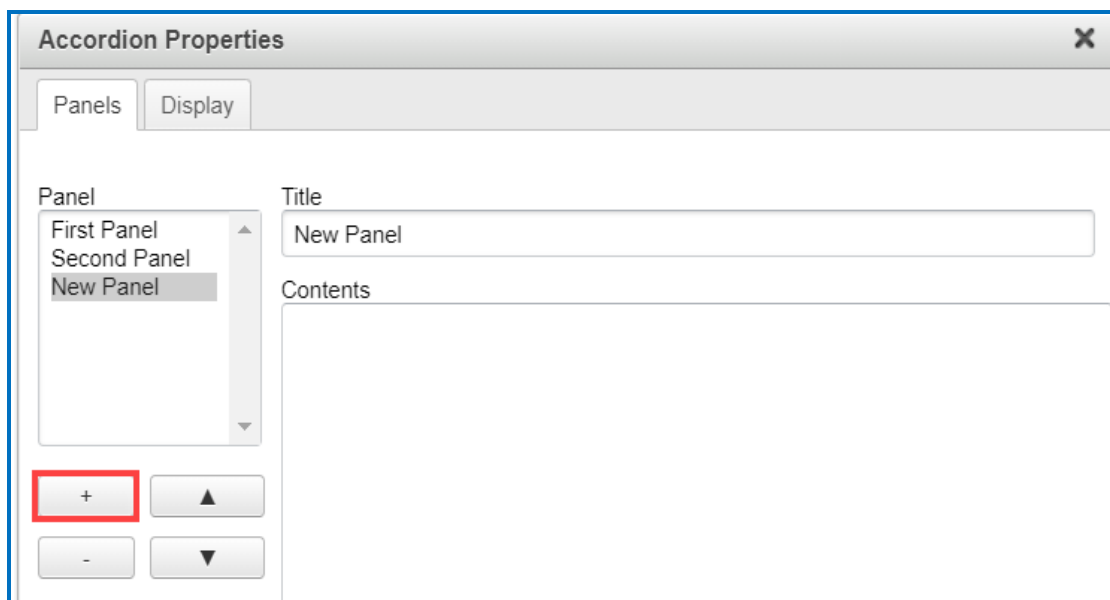
3. Add content such as text, images, and media in the 'Contents' area.



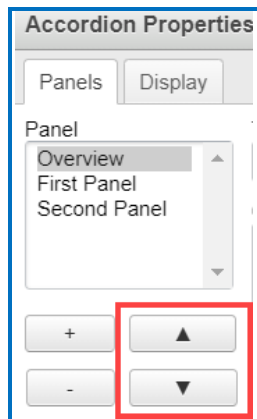
Right-click in the 'Contents' area to add Widgets, hyperlinks, and additional font formatting options.



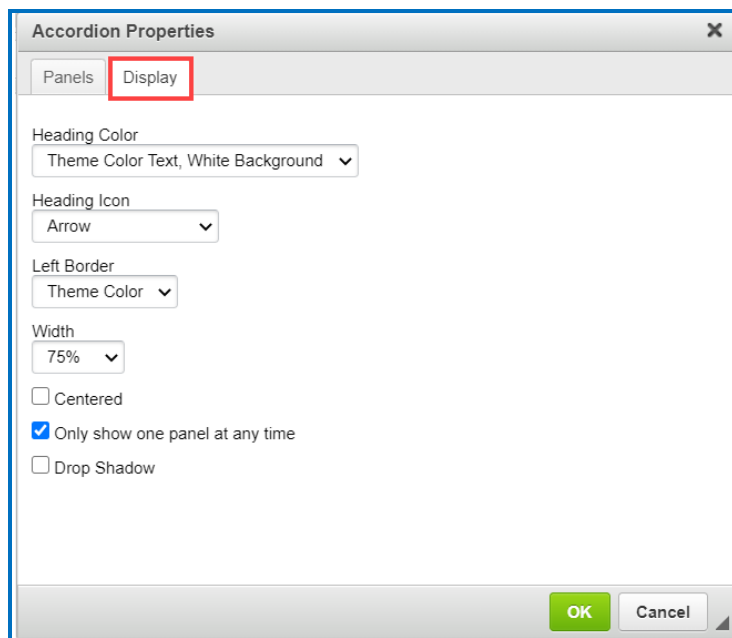
4. Click + to create a new panel.



5. Use the arrows to move panel positions.



6. Click the 'Display' tab.



a. Heading Color:

There are several Heading Color options that can be applied:

- i. Theme Color Text, White Background: Text will match the color of the lesson's applied theme and will have a white background.
- ii. White Text, Theme Color Background: Text will be white, and the background will closely match the color of the lesson's applied theme.
- iii. Black Text, White Background: Text will be black and will have a white background.

b. **Heading Icon:**

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

- i. Arrow
- ii. Plus (+)/Minus (-)
- iii. None

c. **Left Border:**

Adjust the color of the Accordion left border.

- i. Theme color
- ii. Black
- iii. None

d. **Accordion Width:**

Set the Width of the Accordion.

- i. 100%
- ii. 75%
- iii. 50%

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

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

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

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

Edit an Accordion

Double-click on the Accordion placeholder to edit the panels. When finished editing the Accordion, click **OK**.

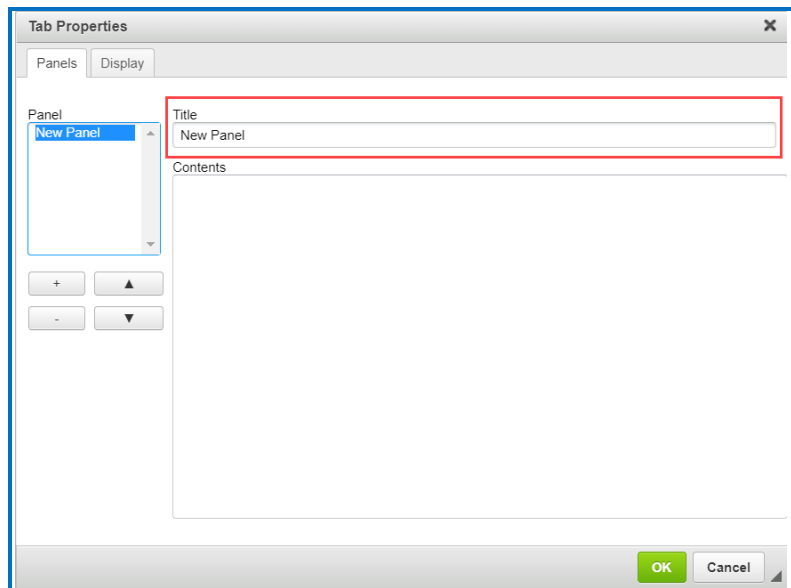
Tabs

Overview

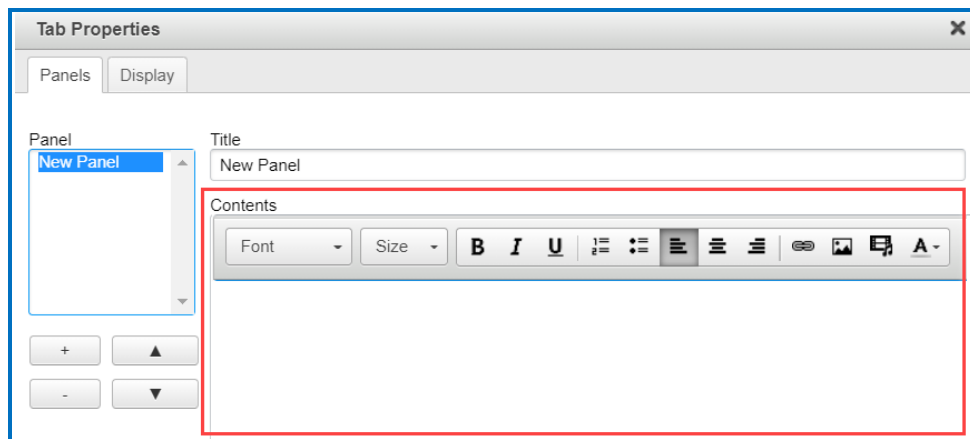
Tabs are a set of layered sections of content, known as tab panels. Each tab panel has an associated tab element, that when activated, displays the panel. The list of tab elements is arranged vertically or horizontally along one edge of the Tab.

Insert a Tab

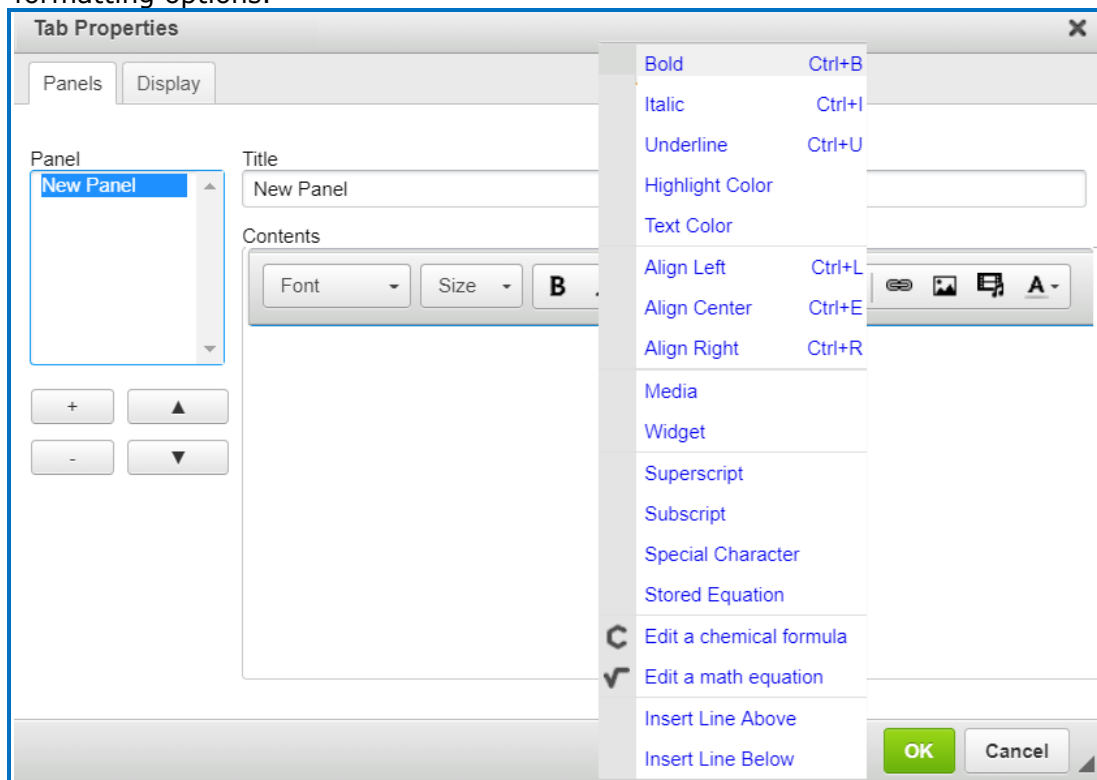
1. Start SoftChalk Create. Choose **Insert/Tab**.
2. Add a Title to the Tab panel.



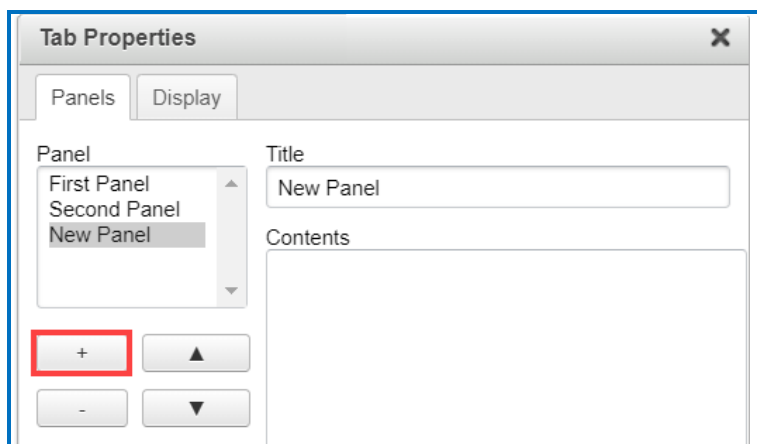
3. Add content such as text, images, and media in the 'Contents' area.



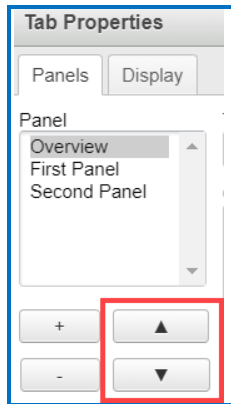
Right-click in the 'Contents' area to add Widgets, hyperlinks, and additional font formatting options.



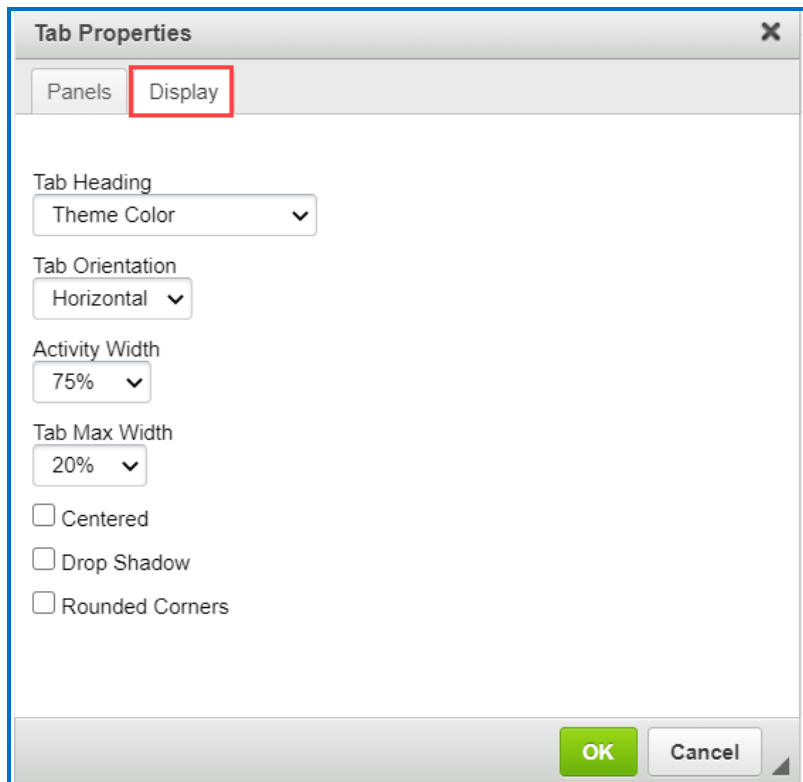
4. Click + to create a new Tab panel.



5. Use the arrows to move panel positions.



6. Click the 'Display' tab.



- **Tab Heading:**

There are several Tab Heading options that can be applied:

- i. Theme Color: Text will match the color of the lesson's applied theme and will have a white background.
- ii. Theme Color Reversed: Text will be white, and the background will closely match the color of the lesson's applied theme.

- iii. Basic: Text will be black and will have a white background.
- iv. Basic Reversed: Text will be white and will have a black background.

- **Tab Orientation:**

- i. Horizontal: Tab Headings will appear across the top.
- ii. Vertical: Tab Headings will appear on the left side.

- **Activity Width:**

Set the Width of the Tabbed Activity.

- i. 100%
- ii. 75%
- iii. 50%

- **Tab Max Width:**

Set the Width of the Heading Tabs.

- i. None
- ii. 15%
- iii. 20%
- iv. 25%
- v. 30%

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

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

Edit a Tab

Double-click on the Tab placeholder to edit the Tab panels. When finished, click **OK**.

ReadSpeaker (Read Text Out Loud)

Overview

If you have purchased an account with ReadSpeaker (<https://www.readspeaker.com>), then you can activate the ReadSpeaker feature within SoftChalk Create.

Please note that you purchase your ReadSpeaker account directly from ReadSpeaker (<https://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:

- The text of Tooltips 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**.)

The ReadSpeaker feature adds a Listen button to your lesson so that the text on a page of your lesson can be read out loud. The text of Tooltips will not be read. The text of QuizPoppers, Quiz Groups (all at once and show group options selected) and Activities (display inline option selected) will be read.

The ReadSpeaker feature works only on lessons published or uploaded to a learning management system, website, or SoftChalk Cloud.

In order to use the ReadSpeaker feature, you must purchase a separate ReadSpeaker account from ReadSpeaker.

Enter your ReadSpeaker account information below. Select 'Enable ReadSpeaker' once you have completed your information.

[ReadSpeaker Web Site](#)

Supports webReader & Enterprise Highlighting 2.5

Customer ID:

JavaScript URL:

Language: English

Location of tool: Top of page In sidebar

Option: Use docReader

Enable ReadSpeaker (requires a Customer ID and JavaScript URL)

OK Cancel

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**.
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. <https://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

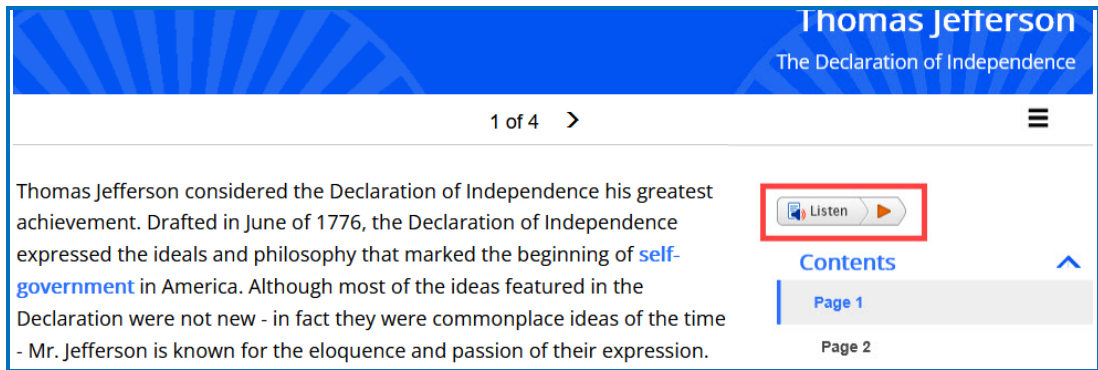
As mentioned previously, once you have saved or uploaded your lesson to a learning management system or website (including <https://www.softchalkcloud.com/>), then you can use the ReadSpeaker feature (see below).

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).

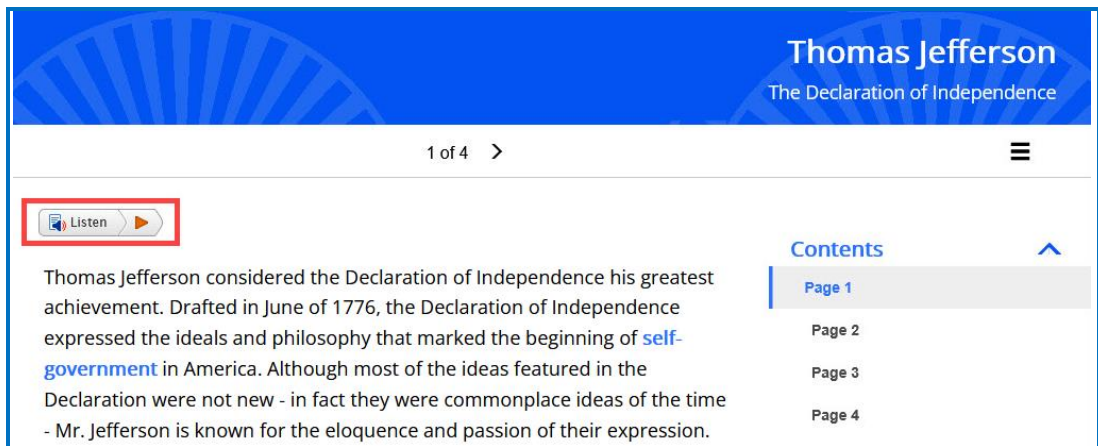
The two screens below show the two **Location of tool** options (Within your SoftChalk Create lesson, choose **Tools/ReadSpeaker** to select these options.)

In Sidebar Option

(A sidebar is created automatically to the page and the Listen button appears at the top of the sidebar)



Top of Page Option



ThemeBuilder

Create a Personal Theme

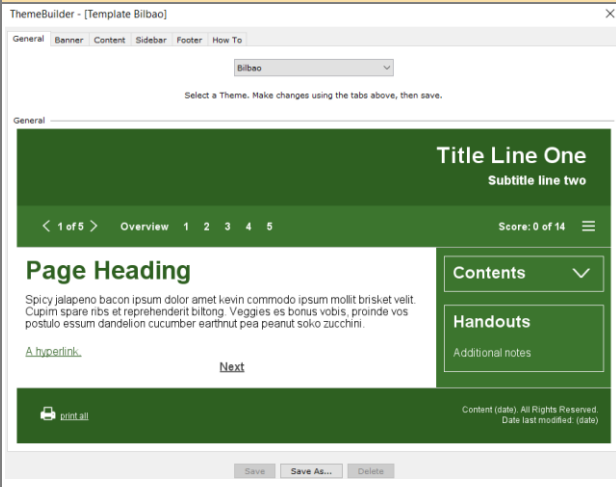
The ThemeBuilder tool lets you create your own theme for a lesson or import a theme someone has created for your institution or department. A theme you create with the ThemeBuilder is referred to as a “Personal Theme.”

(As mentioned previously, you can apply pre-made SoftChalk themes to your lesson by choosing **Properties/Lesson Properties**. See the section [Apply a Theme and Layout to a Lesson](#).)

1. Start SoftChalk Create.
2. Choose **Tools/ThemeBuilder** (or press the **F11** key).
3. Notice that there are **five tabs** in the ThemeBuilder – General, Banner, Content, Sidebar and Footer. See the next several pages to learn how to use these tabs to create a theme.
4. To add a **logo** to your theme, go to the **Banner tab** (see the following pages on the Banner tab).

IMPORTANT: When you save a theme (see the information under the **General** tab on the next page), the theme is saved independent from any lesson you may have open. (The theme gets saved with the rest of the default SoftChalk themes.) The theme will be available under **Properties/Lesson Properties** for lessons on your computer.

General Tab

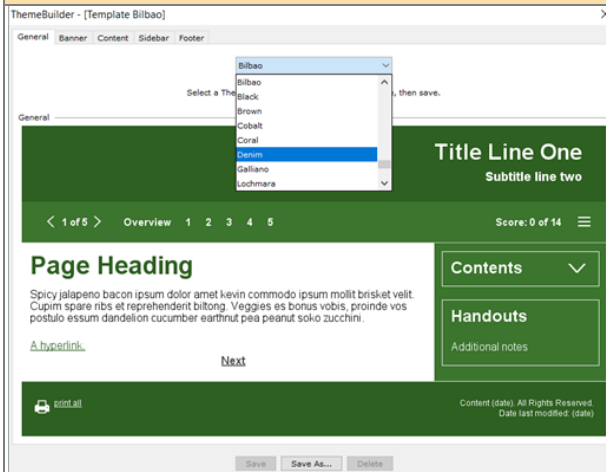


Overview

On this tab, you can:

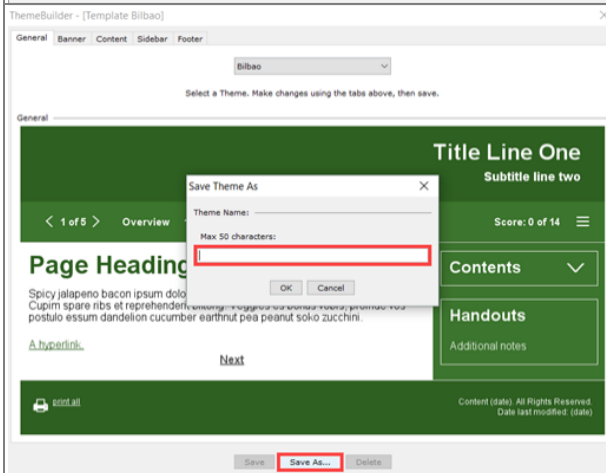
- Select a theme to modify
- Use **Save As** to create a new theme
- Select a theme you created previously to make changes

General Tab



Dropdown List

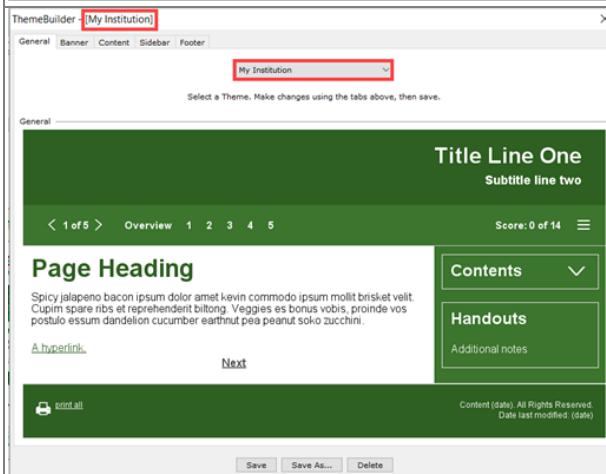
Before creating a new theme, you may want to browse through the existing themes from the dropdown list and select one to modify. Once you select a theme to modify, click **Save As** to type a name for your theme (see below).



Save

As mentioned above, click **Save As** to save your theme for the first time. (You can save from any tab.) Type a name for your theme such as **My Institution** and click **OK**.

As you continue to make changes to your theme, click **Save** at the bottom of the window (rather than **Save As**).

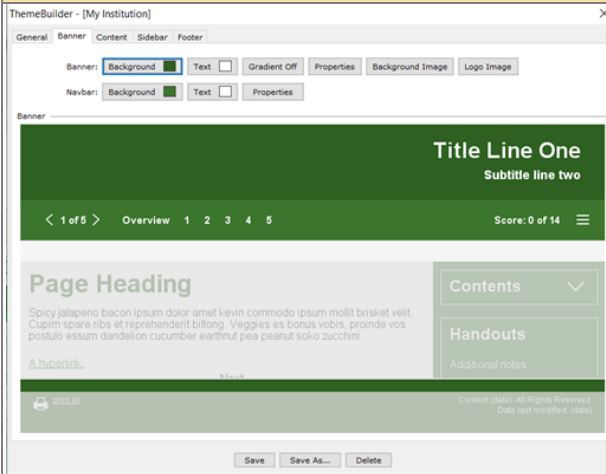


Save (cont.)

Notice that your theme 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 theme (such as the top banner area) and go directly to that area for modifications.

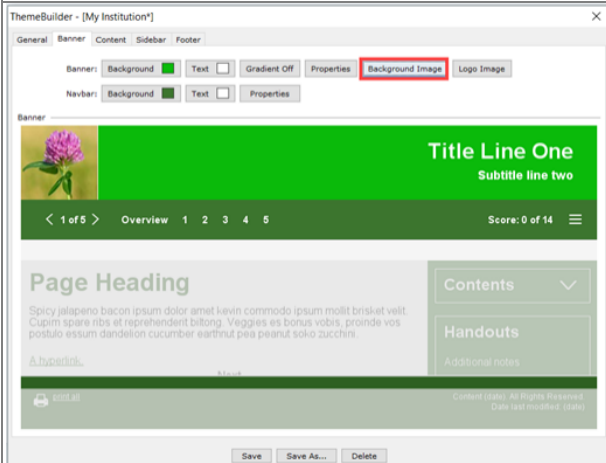
Banner Tab



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)

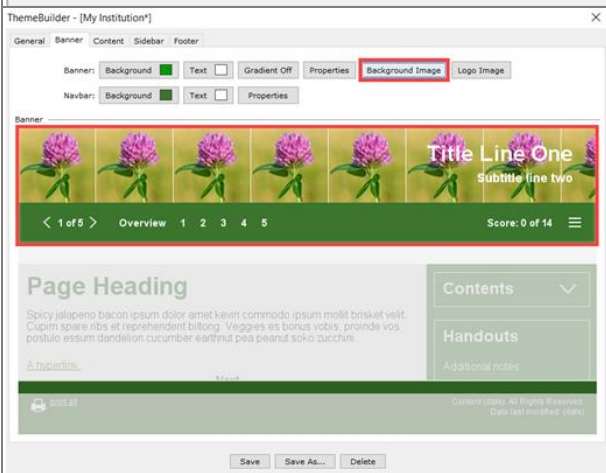
You can also insert a background image that repeats.



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.)

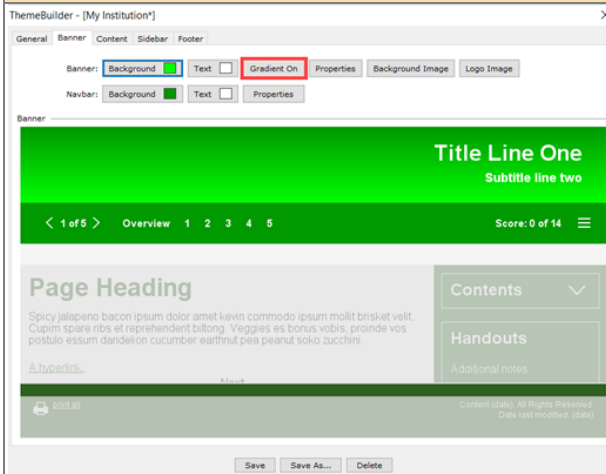


Background Image – Repeat across

You can select repeat across and/or repeat down.

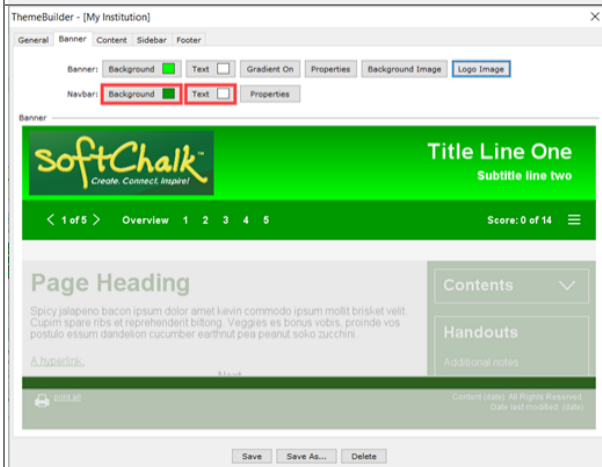
By using the repeat feature, the image will accommodate re-sizing a window.

Banner Tab



Gradient

Notice that you can choose to have a solid color or gradient for the texture.



Logo

To add a logo to your banner, click the **Logo Image** button. Then click **Select Logo**. Select a logo and click **OK**.

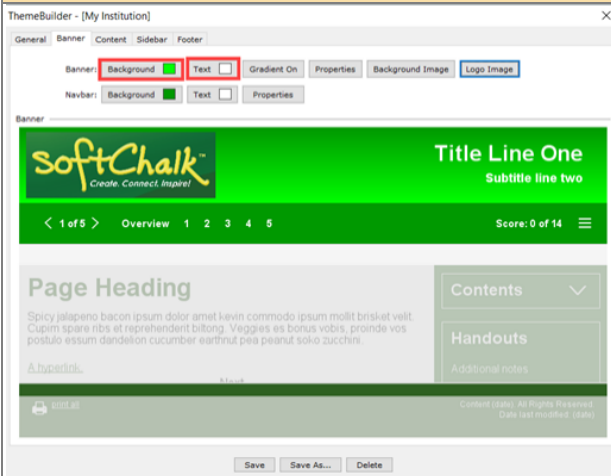


After selecting a logo, choose the Logo Location: **Banner**, **Sidebar** or **Banner and Sidebar**.

Then add **Alt Text** 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).

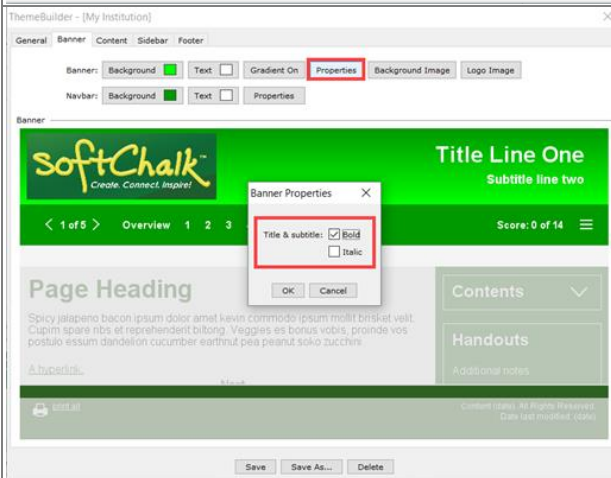
You can also insert a hyperlink and title of the link destination for when the logo image is clicked. Click **OK** to save the logo alt text and hyperlink information.

Banner Tab



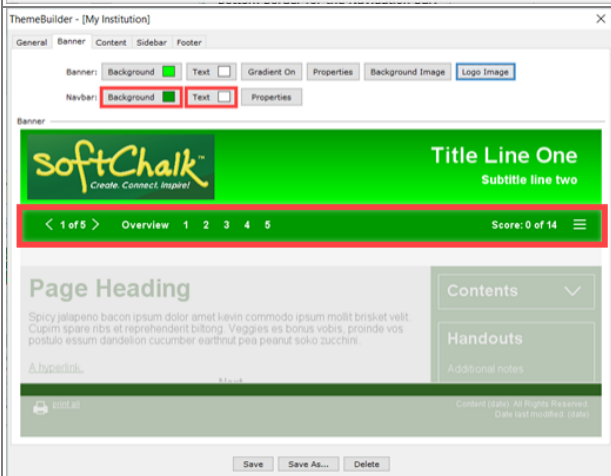
Banner Colors

You can set separate colors for the banner text and the banner background by clicking the **Banner Text** and **Banner Background** buttons.



Banner Title & Subtitle

Under Banner Properties, you can set the **Bold** and **Italic** options to affect the Title and Subtitle in the upper right corner.

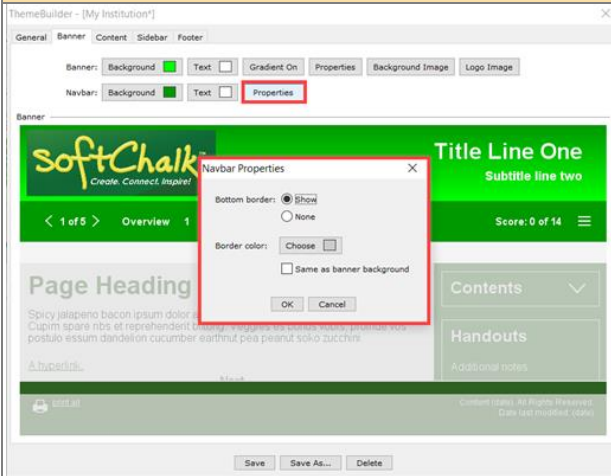


Navigation Bar Colors

You can set separate colors for the navigation text and the navigation bar by clicking the **Nav Text** and **NavBar Background** buttons.

The **Border** checkbox refers to the bottom border for the Navigation bar. (The color for the border comes from the Banner color.)

Banner Tab

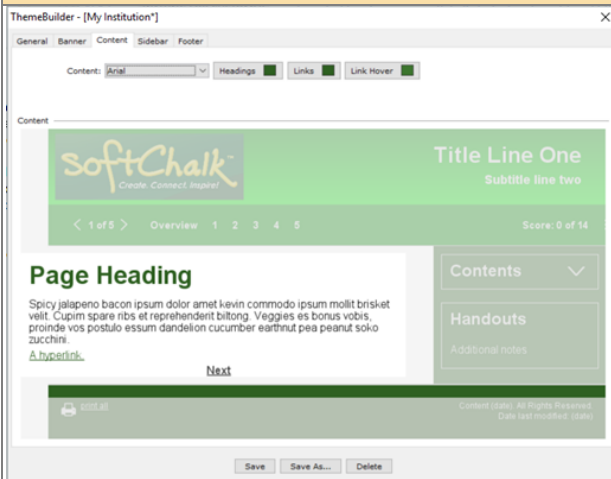


Navigation Bar Border

The **Border** checkbox refers to the bottom border for the Navigation bar. Select **Show** to display the border.

Choose to use the Banner Background color or select a color for the border.

Content Tab



Overview

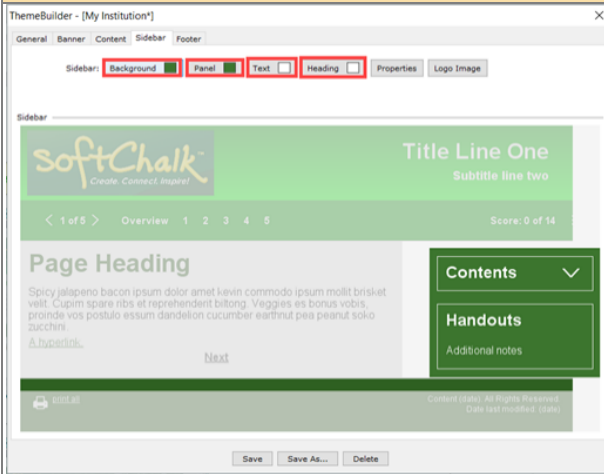
On this tab, you can set the color for your:

- Headings
- Links
- Link Hover (rollover color for your links)

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.

You can set the **Background, Panel, Text** and **Heading** color under the **Content** tab.

Sidebar Properties

Display border on:

- Logo
- Title (vertical layout)
- TOC
- Sidebar panels

Border style:

- Square outline
- Rounded outline
- Horizontal line
- Vertical line

Border color: Choose

TOC Indicator:

- Bar
- Double slash

OK Cancel

Sidebar Properties

Choose to display a border around **Sidebar Panels**, the **Logo** and **TOC**, if set to display on sidebar.

Select between **Square outline**, **Rounded outline**, **Horizontal line**, or **Vertical line** border styles.

You can also select a border color.

Choose classic layout Table of Contents Indicator to display with a vertical **bar** or **double slash**.

Sidebar Tab

Logo Image

Select Logo

Remove Logo

The preferred dimension for a logo image is 350 x 110 or smaller.



Size: 312 KB, 1893 x 663

Logo location: Banner Sidebar Banner and Sidebar

(The sidebar logo is not visible in the ThemeBuilder window.)

Alt text for the logo (required):

Make the logo a clickable link

Destination link URL:

Destination link title (e.g. School Homepage, required):

OK Cancel

Logo Image

The same Logo interface from the Banner tab is also available on the Sidebar tab.

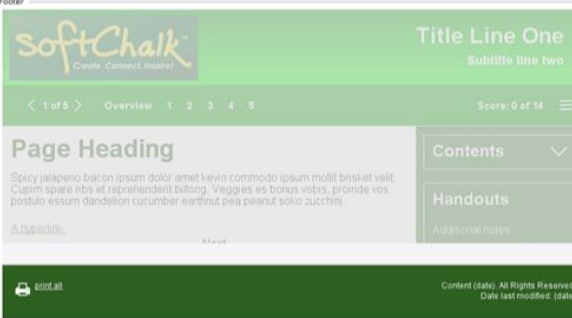
You can choose to display the logo on the Banner, Sidebar or Banner and Sidebar.

Footer Tab

ThemeBuilder - [My Institution]

General Banner Content Sidebar Footer

Footer: Background Text Gradient Off Properties Background Image



Footer

Page Heading

Contents

Handouts

Additional notes

Print All

Content (date): All Rights Reserved. Date last modified: (date)

Save Save As... Delete

Overview

On this tab, you can change the appearance of the footer. You can change the:

- Gradient On/Off
- Color for the footer text
- Color for the footer background
- Use a background image that repeats

Footer Properties

Show borders: Top Bottom

Printer icon: Gray White Black

Border color: Choose

Same as navbar background

OK Cancel

Footer Properties

You can choose to show a border above the Footer and set the color of the border.

Choose to display the Print All icon in **Gray, White** and **Black**.

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 Theme to Your Lesson

1. Open a lesson (if a lesson is not open already).
2. Choose **Properties/Lesson Properties**. Notice that the theme you created appears under the Theme dropdown.
3. Click on this theme to select it.
4. Click **OK** to return to your main editing window.

Create a Personal Theme from a Template

You may want to make slight changes to a template and save it as a personal theme.

1. Choose **Tools/ThemeBuilder** (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 theme.
4. Click **Save As**.
5. Type a name for your theme such as **My Department** and click **OK**.

Import a Theme

You can import a theme someone else created. Once you open a themed lesson in Create, then this theme will be added to your theme dropdown menu.

Delete a Personal Theme

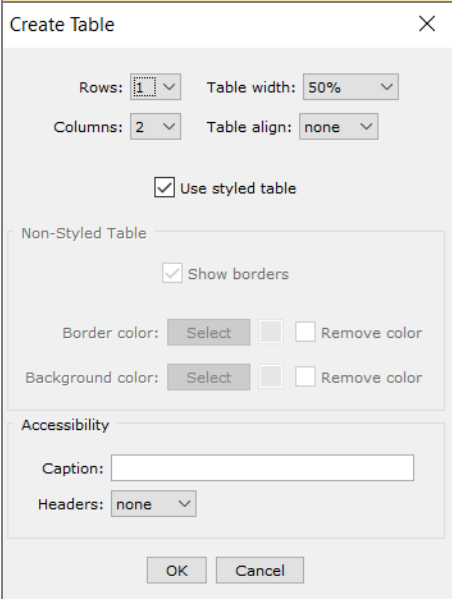
1. Choose **Tools/ThemeBuilder**.
2. From the dropdown menu at the bottom of the screen, select the theme you want to delete.
3. Click **Delete** at the bottom of the screen.
4. Click **OK** when asked if you want to delete this theme.
5. If you have lessons with the deleted theme and you want to make edits, then you will need to apply another theme using **Properties/Lesson 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 screenshot shows the 'Create Table' dialog box with the following settings: Rows: 1, Columns: 2, Table width: 50%, Table align: none, and 'Use styled table' checked. The 'Non-Styled Table' section has 'Show borders' checked, and 'Border color' and 'Background color' are set to 'Remove color'. The 'Accessibility' section has 'Caption' as an empty text box and 'Headers' set to 'none'. 'OK' and 'Cancel' buttons are at the bottom.

The table width percent 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 theme for your lesson, (see the section [Apply a Theme and Layout to a Lesson](#)), then SoftChalk creates default settings for

- Cell spacing and padding
- Border width
- Border and background colors

Unstyled Table



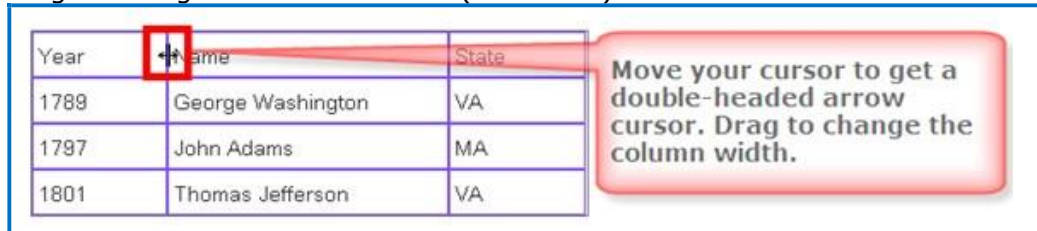
The screenshot shows the 'Create Table' dialog box with the following settings: Rows: 1, Columns: 2, Table width: 50%, Table align: none, and 'Use styled table' unchecked (highlighted with a red box). The 'Non-Styled Table' section has 'Show borders' checked, and 'Border color' and 'Background color' are set to 'Select'. The 'Accessibility' section has 'Caption' as an empty text box and 'Headers' set to 'none'. 'OK' and 'Cancel' buttons are at the bottom.

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.

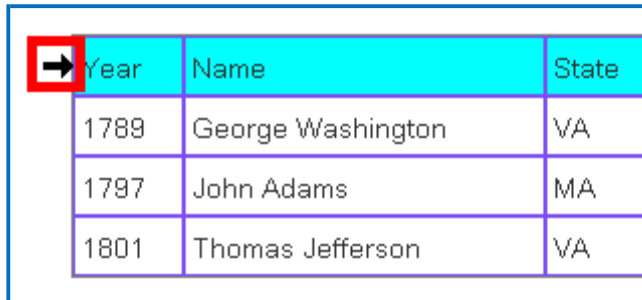
Change a Column Width

1. Move your 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).



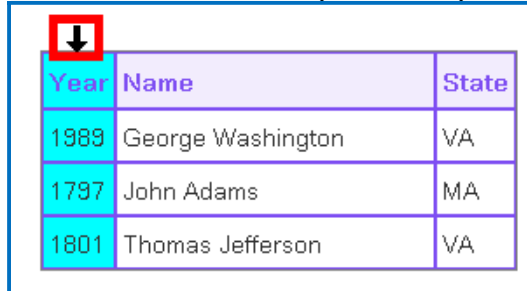
2. Choose **Table/Row/Make Column Headers**.
3. Headers appear (see below). [If the **Used styled table** checkbox is not selected (see the section [Create a Table](#)), the headers are bold and centered.]

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).



A screenshot of a table with three columns: Year, Name, and State. The 'Year' column is highlighted in cyan. A red square with a black downward-pointing arrow is positioned above the 'Year' header cell. The table contains three data rows.

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).



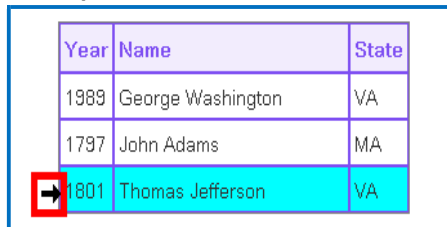
A screenshot of the same table as above, but now the 'Year' column contains the years 1789, 1797, and 1801, which are highlighted in cyan. The 'Name' and 'State' columns remain unchanged.

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Insert or Delete Rows

If you are 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).



A screenshot of the table with the last row (1801, Thomas Jefferson, VA) highlighted in cyan. A red square with a black rightward-pointing arrow is positioned to the left of the '1801' cell.

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

3. Choose **Tables/Column/Insert Column to the Left**. (To add a column to the end of the table, select **Append Column to the End**.)

- Your additional column appears (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

- 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.
- To delete a column, select the column (see previous step #1).
- 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.

- Hold down **Ctrl** and click in a cell to select it. (Macintosh users hold down the **Option** key.)
- 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

- 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).

Presidents by Birth State

Years in Office	Name
Massachusetts	
1797-1801	John Adams
1767-1848	John Quincy Adams
1961-1963	John Kennedy
1989-1993	George H.W. Bush
New York	
1837-1841	Martin Van Buren
1850-1853	Millard Fillmore
1901-1909	Theodore Roosevelt
1933-1945	Franklin Roosevelt

1. To merge cells, select the cells to be merged (see below).

Years in Office	Name
Select the cells to merge	
1797-1801	John Adams
1767-1848	John Quincy Adams

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).

Years in Office	Name
Massachusetts	
1797-1801	John Adams
1767-1848	John Quincy Adams

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/>.

Create Table ×

Rows: 1 Table width: 50%

Columns: 2 Table align: none

Use styled table

Non-Styled Table

Show borders

Border color: Select Remove color

Background color: Select Remove color

Accessibility

Caption:

Headers: none

OK Cancel

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).

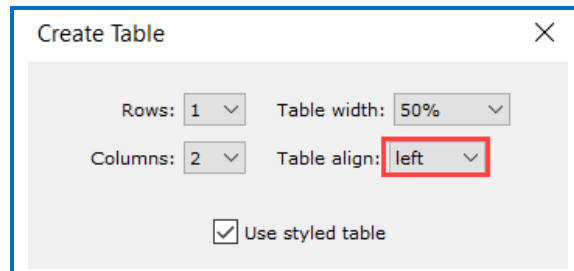
Early Presidents

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

The early presidents were men who embraced learning and challenges. They came from different states and backgrounds but yet envisioned a nation beyond their individual identities from certain states. George Washington and Thomas Jefferson were farmers from Virginia although each had a varied career in government away from their farms. Washington was a storied general while Jefferson was an intellectual who read widely. John Adams had passion and practicality that led him to put his country before his personal ambition during his presidency.

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).

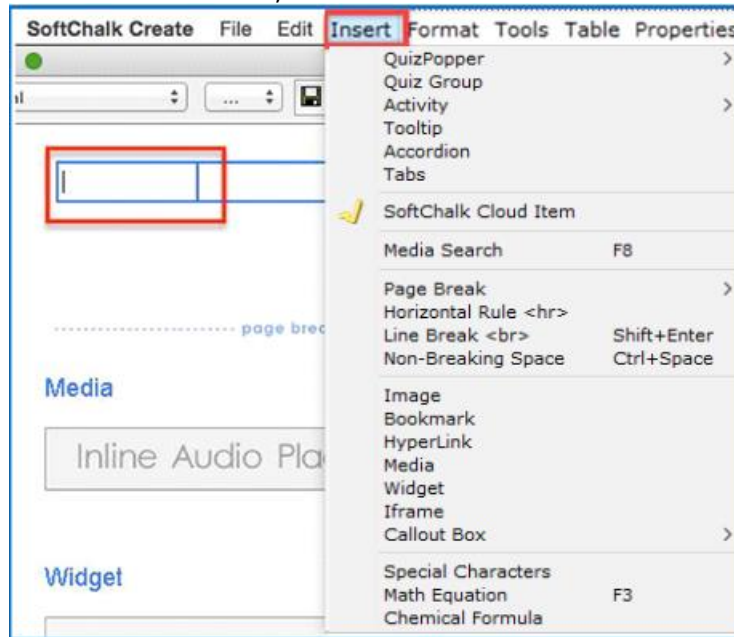
Early Presidents

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

The early presidents were men who embraced learning and challenges. They came from different states and backgrounds but yet envisioned a nation beyond their individual identities from certain states. George Washington and Thomas Jefferson were farmers from Virginia although each had a varied career in government away from their farms. Washington was a storied general while Jefferson was an intellectual who read widely. John Adams had passion and practicality that led him to put his country before his personal ambition during his presidency.

Insert Menu

You can click within a cell, then click the Insert menu at the top.

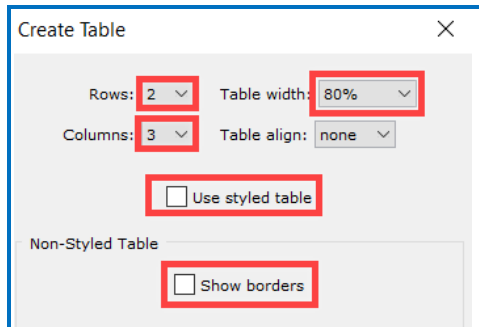


Please notice that you can insert QuizPoppers or Activities within a table.

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, deselect **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 theme to your lesson).

Google Analytics

You can add tracking code from Google Analytics into your SoftChalk Create lessons 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.

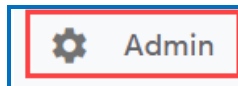
For general information about Google Analytics, please see the website for [Google Analytics](#). Select the **Resources** drop down menu at the top and select **Help Center**.

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.

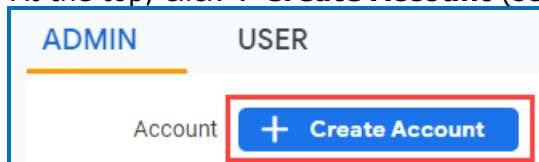
IMPORTANT: Google Analytics is not available for LTI link tracking. You can use Google Analytics only with the lesson's Hyperlink.

Set Up Your Google Analytics Account and Insert Code into a Lesson

1. Please make sure your lesson is already saved on SoftChalk Cloud 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 <https://analytics.google.com/>.
4. At the bottom-left corner, click the admin 'gear' icon (see below).



5. At the top, click **+ Create Account** (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.

7. For the account name, you could enter Biology Lessons (see below).

1 Account setup

Account details

Account name (Required)
Accounts can contain more than one tracking ID.

My New Account Name

Enter a name such as **Biology Lessons**.

8. Under **Account Data Sharing Settings**, select the options appropriate for you (see below).

Account Data Sharing Settings ⓘ

Data you collect, process, and store using Google Analytics ("Google Analytics data") is secure and kept confidential. This data is used to maintain and protect the Google Analytics service, to perform system critical operations, and in rare exceptions for legal reasons as described in our [privacy policy](#).

The data sharing options give you more control over sharing your Google Analytics data. [Learn more](#).

- Google products & services
Share your Google Analytics data with Google to help improve Google's products and services. Turning on this setting enables Google Analytics to provide best in class Intelligence and Insights services, maintain critical Span... demographics and interests reporting when Google signals is enabled. If you disable this option, data... g section in each property to view or change your settings.
- Benchmarking
Contribute anonymous data to an agree... your website is removed and combined... understand data trends. All identifiable information about
- Technical support
Let Google technical support representatives access your Google Analytics data and account when necessary to provide service and find solutions to technical issues.
- Account specialists
Give Google marketing specialists and your Google sales specialists access to your Google Analytics data and account so they can find ways to improve your configuration and analysis, and share optimization tips with you. If you don't have dedicated sales specialists, give this access to authorized Google representatives.

[Learn how Google Analytics safeguards your data.](#)

Check the options appropriate for you.

9. Click **Next**.

10. 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 **Property Name**, we recommend that you use the name of your SoftChalk lesson (see below).

2 Property setup

Property details
A property represents a business's web and/or app data. An account can contain one or more properties. [Learn more](#)
*Navigate to your [Firebase account](#) if you want to create a new property for an existing Firebase project.

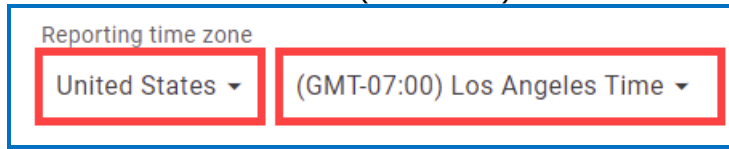
Create a Google Analytics

Property name

For the Property name, we recommend entering the name of your **SoftChalk lesson**.

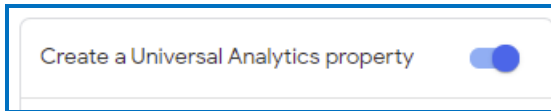
IMPORTANT: If you would like to add another property (lesson) at another time, see the section [Add Another Property \(Lesson\)](#). If you would like to add another account (course) at another time, see the section [Add Another Account \(Course\)](#).

11. Select for the **Time Zone** (see below).



12. Click on **Show Advanced Options**.

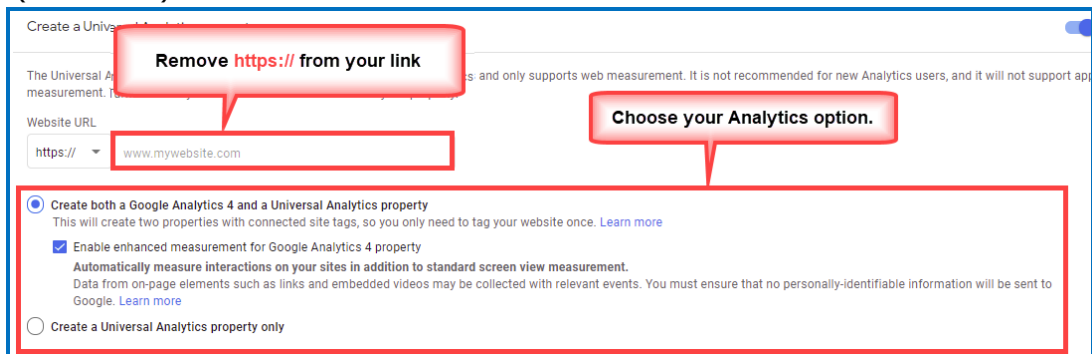
13. Click to enable **Create a Universal Analytics property** (see below).



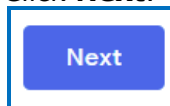
14. Copy the **hyperlink** for your SoftChalk Cloud lesson. (Log into your [SoftChalk Cloud](#) account. Click **My Content/Lessons**. Click the name of your lesson. At the bottom right under Lesson actions, copy the **Hyperlink**.)

IMPORTANT: LTI links will not report details to Google Analytics. LTI lesson attempt data is sent directly to the LMS and available within ScoreCenter.

15. On your Google Analytics web page, paste in your hyperlink but remove **https://** from the beginning of the link, and choose your Analytics option (see below).

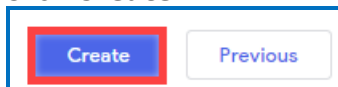


16. Click **Next**.

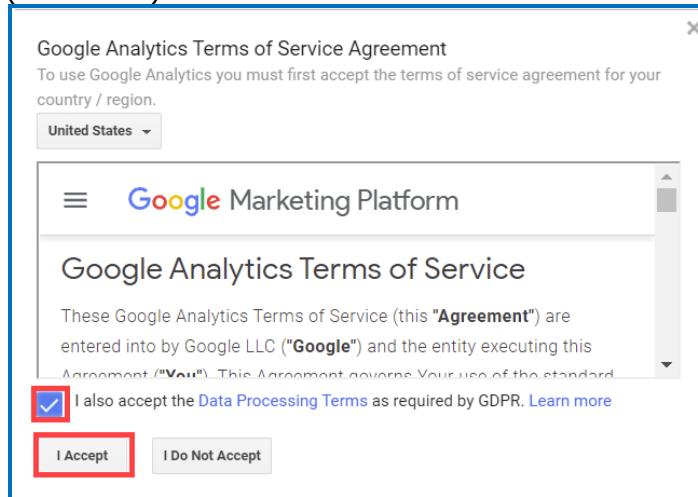


17. Selecting *Business information* is optional.

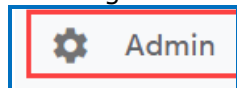
18. Click **Create**.



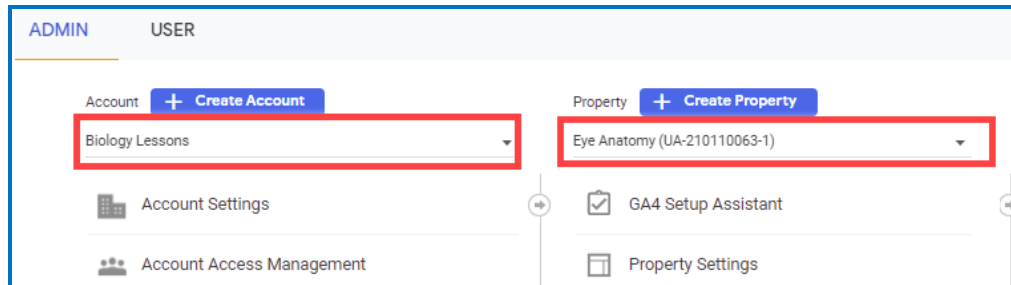
19. Accept the Google Analytics Terms of Service Agreement and click **I Accept** (see below).



20. At the bottom-left corner top right of your Google Analytics page, click the admin 'gear' icon (see below).

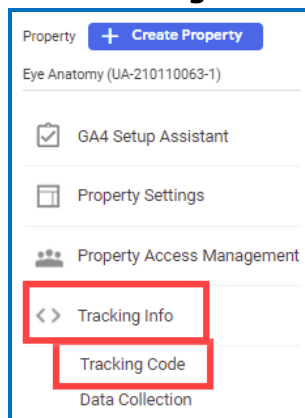


21. Select the **Account Name** and **Property Name** (see below).



22. Under the Property Name, select **Tracking Info**.

23. Click **Tracking Code** listed under Property Name.



24. 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.)

Tracking ID
UA-210110063-1

Status
No data received in past 48 hours. [Learn more](#)

[Send test traffic](#) ?

Website Tracking
Global Site Tag (gtag.js)

This is the Global Site Tag (gtag.js) tracking code for this property. Copy and paste this code as the first item into the <HEAD> of e on your page, simply add the **config** line from the snippet below to your existing Global Site Tag.

```
<!-- Global site tag (gtag.js) - Google Analytics -->
<script async src="https://www.googletagmanager.com/gtag/js?id=UA-210110063-1"></script>
<script>
  window.dataLayer = window.dataLayer || [];
  function gtag(){dataLayer.push(arguments);}
  gtag('js', new Date());
  gtag('config', 'UA-210110063-1');
</script>
```

Copy Ctrl+C

Copy link to highlight

Search Google for "<!-- Global site tag (gtag.js) - Google Analytics..."

The Global Site Tag provi

25. In **SoftChalk Cloud**, open the same SoftChalk lesson (from which you used the hyperlink) in **SoftChalk Create**. Choose **Tools/Google Analytics** (see below)

Tools Table Properties Previ

- Check Spelling F7
- HTML Source... F9
- ReadSpeaker
- Google Analytics**
- Proxy Settings
- ThemeBuilder F11

26. 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.

Google Analytics

This feature allows you to add Google Analytics to your lesson.

Paste your code snippet, supplied by Google, into the text area below. The code will be added to the lesson currently in the editor. Then save the lesson after closing this window.

To remove the code from your lesson, clear the snippet and save the lesson.

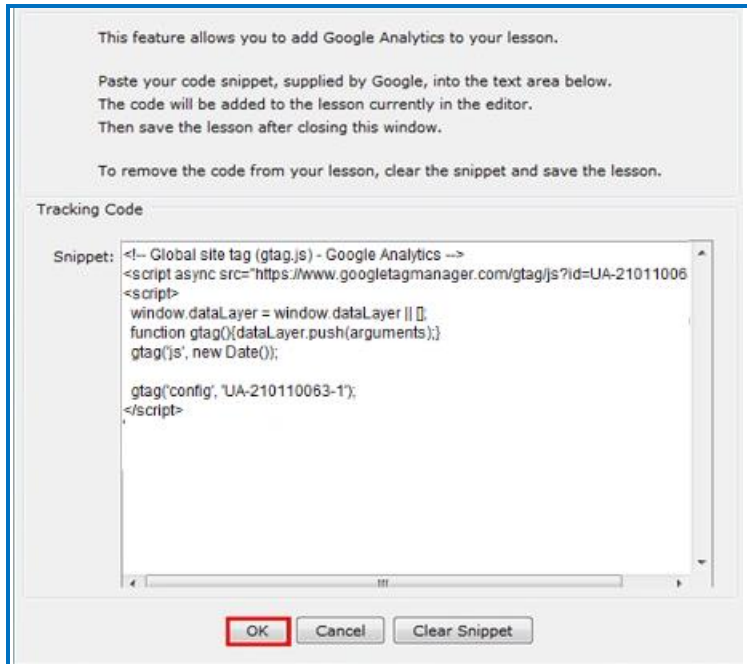
Tracking Code

Snippet:

Right-click in the Snippet area and choose Paste.

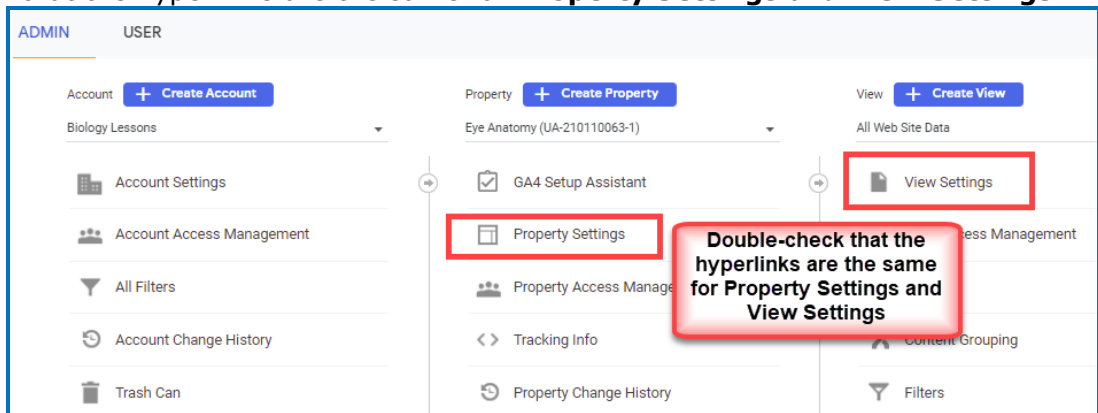
27. Once you have pasted your Snippet, click **OK** to return to your main editing screen (see below).

IMPORTANT: Be sure to save your lesson back to SoftChalk Cloud.



28. Please go back to your Google Analytics account setup. Click the admin 'gear' icon.

29. 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**.

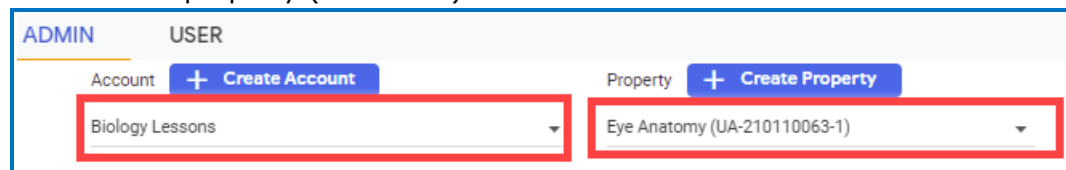


30. Please be sure to read the next section [View the Analytics](#) to verify that your lesson is being tracked.

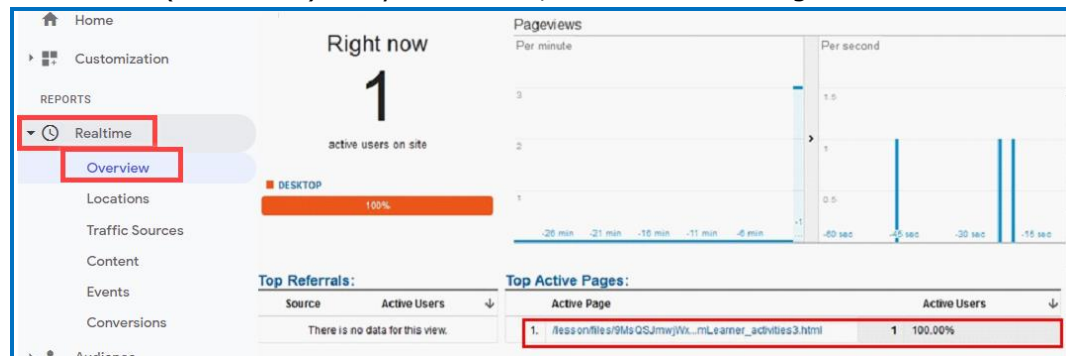
View the Analytics

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.

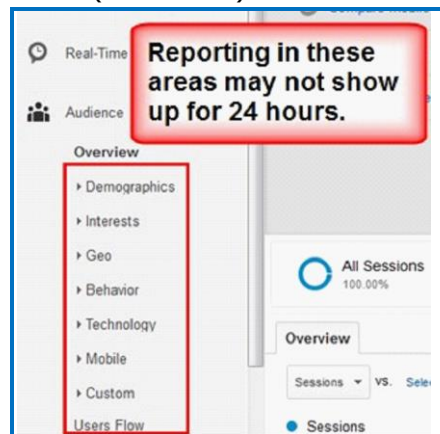
1. To make sure Google Analytics is tracking properly, in a web browser, open the hyperlink to your SoftChalk lesson that has the Google Analytics code. View several pages of your lesson. **IMPORTANT:** Keep this lesson open in the web browser.
2. In a different web browser tab, access the Google Analytics site <https://analytics.google.com>. Click the admin 'gear' icon and select your account and property (see below).



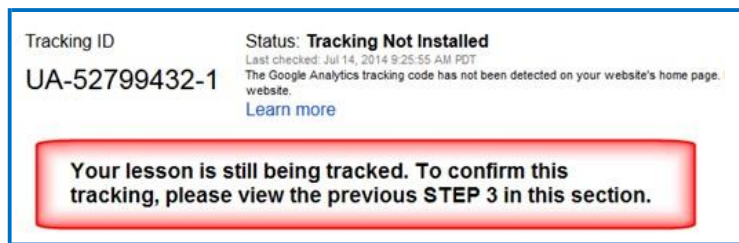
3. Click the **Reports** tab listed on the right. Then select **Real-Time** and **Overview** (see below). As you can see, the lesson is being tracked.



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.

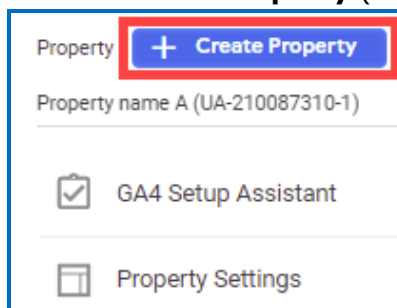


6. For more information on how to read, analyze or use Google Analytics, please see [Help with Google Analytics](#).

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 before you continue.
2. Log into your Google Analytics account at <https://analytics.google.com>.
3. At the bottom, click the admin gear icon.
4. Click **+ Create Property** (see below).



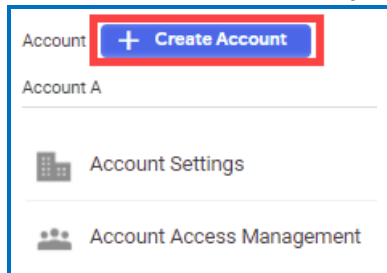
5. Continue with [STEP 10](#) in the section [Set Up Your Google Analytics Account and Insert Code into a Lesson](#).

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 <https://analytics.google.com>.

2. At the bottom, click the admin gear icon.
3. Click **+ Create Account** (see below).



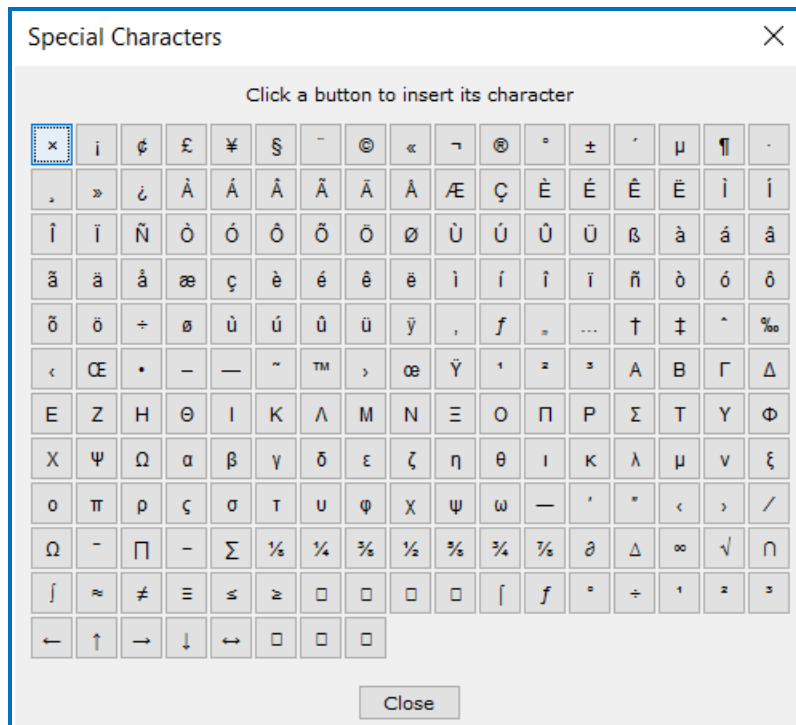
4. Continue with [STEP 6](#) in the section [Set Up Your Google Analytics Account and Insert Code into a Lesson.](#)

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** (see below).



Output Languages for the Student Interface and Instructions

Within SoftChalk Create, you can choose an output language. Choose **Properties/Lesson Properties** and select your language from the **Language** dropdown list.

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.

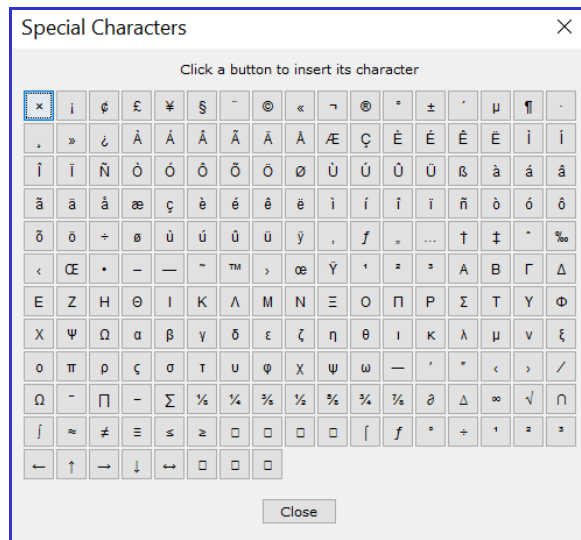
Please note that your content is not translated but the interface and instructions for the students appear in the chosen language.

Math

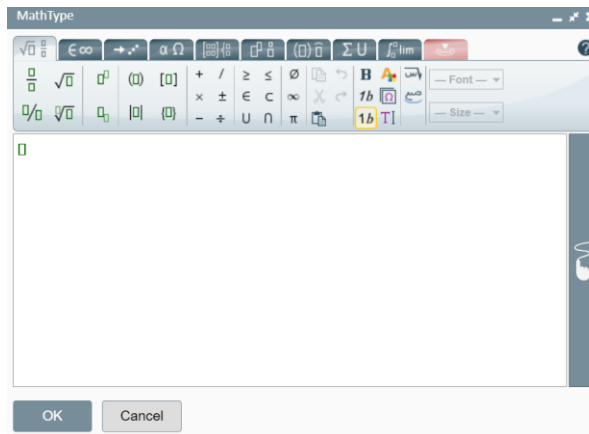
Overview

SoftChalk Create lets you insert math characters and equations. Within your main editing window, you can choose:

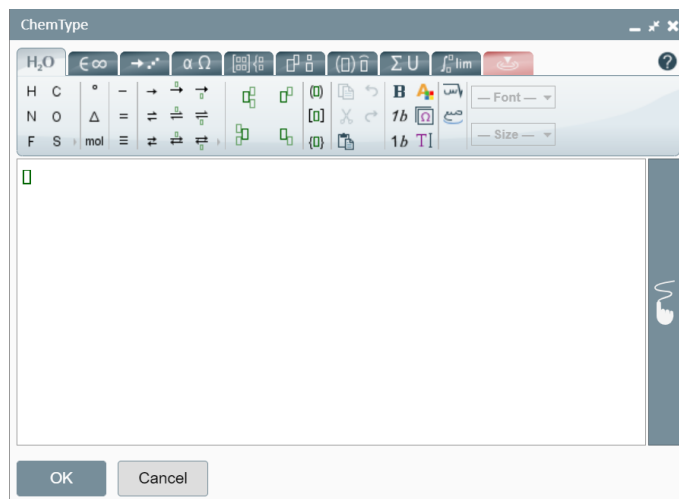
- **Insert/Special Characters** (brings up menu of characters, including math characters)



- **Insert/Math Equation** (brings up a Math Equation Editor)



- **Insert/Chemical Formula** (brings up a Chemical Formula Editor)



(You can also right-click and choose **Special Characters**, **Math Equation** or **Chemical Formula**.)

IMPORTANT: Within the Equation Editor, there is a **?** icon that provides a manual for this 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 **Special Characters**, **Math Equation**, or **Chemical Formula**.

(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 **Files** area, select your equation.
4. Click **Insert**.

Math and Activities

The following activities let you use equations as well as text.

- [Flash Card](#)
- [Hot Spot](#)
- [Identify](#)
- [Image Map](#)
- [Image Matching](#)
- [Labeling](#)
- [Sorting](#)

Accessibility

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 <https://softchalk.com/cloud/accessibility/>.

Help

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

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