Enterprise SoftChalk Cloud Admin Guide

Updated July 21, 2023

Contents

Introduction

This guide is designed for administrators of an Enterprise SoftChalk Cloud. If you are not yet an Enterprise SoftChalk Cloud customer but would like more details about the features of an Enterprise SoftChalk Cloud, please see our web page Enterprise SoftChalk Cloud. For additional details, please contact learnmore@softchalk.com.

If you are brand new to SoftChalk Cloud or if you would like more details about SoftChalk Cloud, please see our SoftChalk Cloud Guide and our SoftChalk Cloud Quick Start Guide.

Overview

Welcome! As an Enterprise SoftChalk Cloud customer, we hope this guide will be a helpful overview of the features within an Enterprise SoftChalk Cloud.

Highlights in this guide include the following sections:

- Reports - Detailed reports on usage within your Enterprise SoftChalk Cloud
- Users
  - View the site as a specific user to answer user questions
  - Migrate user content from one user to another
- Permission Groups – Control storage space allotment by permission groups
- Capture Scores from SoftChalk Lessons into Your LMS Gradebook – Gives an overview of LTI. Explains the difference between a hyperlink versus an LTI link and how to copy these links.
- Shared Content Repository
- FAQs for Enterprise SoftChalk Cloud Admins
- Other Guides and Resources – View video tutorials and other guides
- Learning Management Systems – Provides links to the SoftChalk integration guides for various learning management systems. These guides have step-by-step instructions on how to paste a SoftChalk lesson hyperlink or LTI link into a learning management system (LMS).

If you have any questions, please contact help@softchalk.com. In addition to answering your questions via email, we are always happy to call you as well. We are here to serve you; please feel free to reach out to us for assistance.

We look forward to collaborating with you!

The SoftChalk Team

Additional Add-On Features

You have the option to purchase the following two features as add-ons to your Enterprise SoftChalk Cloud.

Even if these features were not part of your initial purchase, you can always purchase them later.

Single Sign-on (SSO)

With this feature, the logins for your Enterprise SoftChalk Cloud are integrated through your institution's login portal, allowing users to access your Enterprise SoftChalk Cloud with the same account name and login credentials that they use for other school services.

Hosted Styles

If you want all your lessons to be branded with a certain style, you can purchase a hosted style(s) just for your institution on your Enterprise SoftChalk Cloud.

Residing on your Enterprise SoftChalk Cloud server, hosted styles make it easy for your institution to globally update the design of your content such as a change to a logo. When you need to modify a style, we make the change in the style sheet on the server and all of the lessons using that style are updated simultaneously. Because your CSS style sheets are hosted on your Enterprise SoftChalk Cloud, they are easily available to everyone at your institution. Hosted Styles also allow you to control which styles are available for use within your institution.

Enterprise SoftChalk Cloud Administer Guide URL

Please note the URL below for this guide. As we update this guide, this URL will remain the same.

https://softchalk.atlassian.net/wiki/download/attachments/129534762/enterprise_cloud_admin.pdf?api=v2

Admin Features of an Enterprise Cloud

If you are designated as an administrator on your Enterprise SoftChalk Cloud, you will see an Admin tab when you log into your Enterprise SoftChalk Cloud.

You will see two areas under this Admin tab: Reports and Cloud Support.

Reports
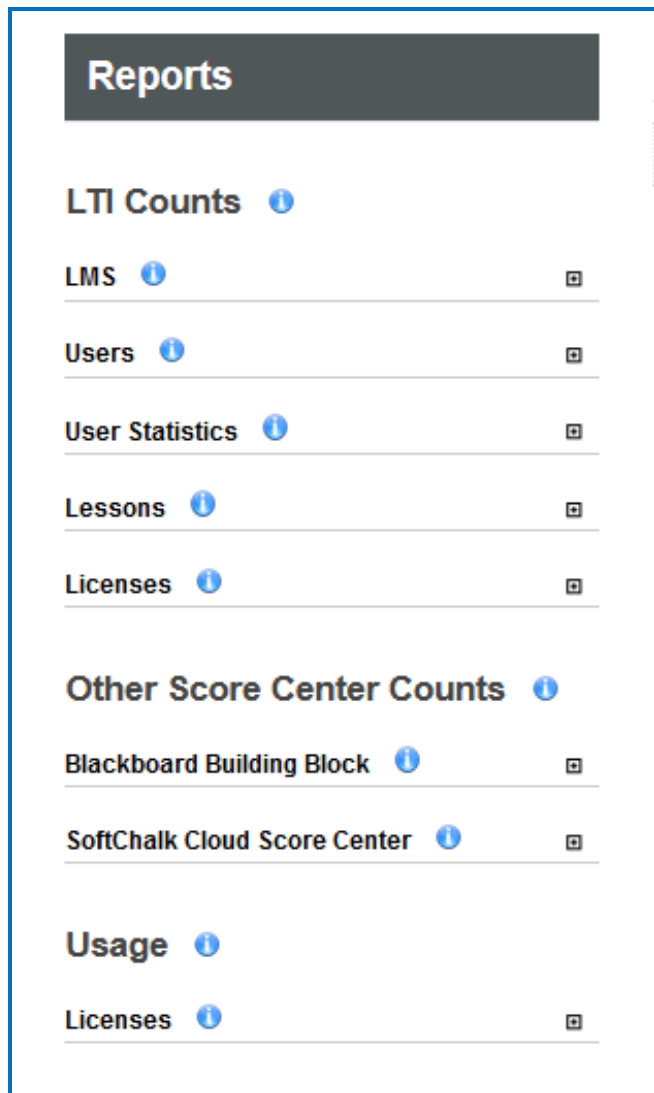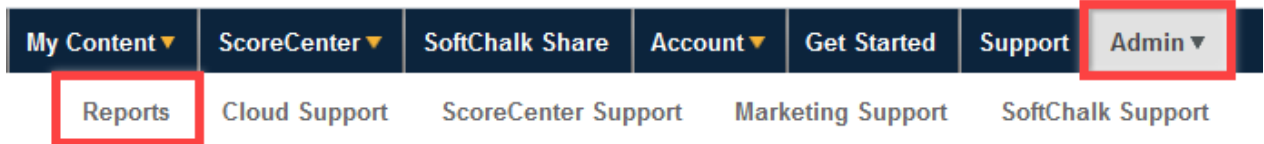
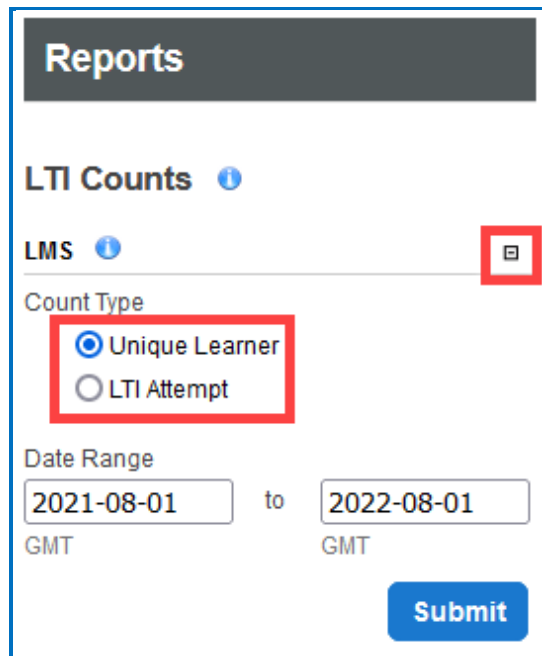The Reports area allows you to view, download and print detailed statistics of site usage.

The most commonly used reports are:

- LTI Counts

- Usage

LTI Counts

LTI Counts refers to usage for LTI links.

If you would like an explanation on how an LTI link of a SoftChalk lesson is used to student capture scores in your learning management system, please see the section [Capture Scores from SoftChalk Lessons into Your LMS Gradebook](#).
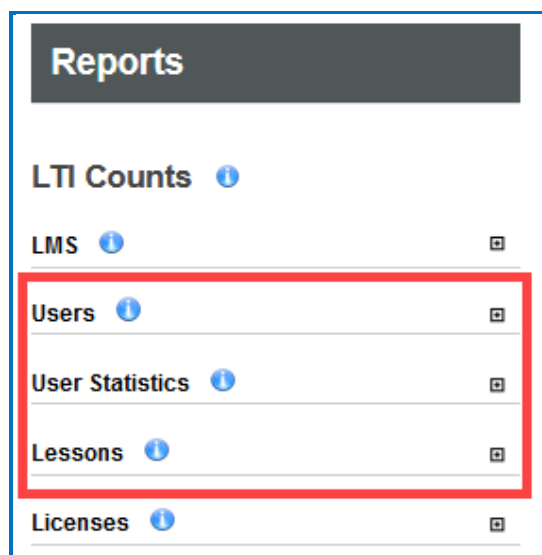

LMS

Unique Learner – This LMS report shows how many unique learners (i.e., students) used LTI links through a certain date range.

LTI Attempt – This LMS report shows how many total attempts were made using LTI links through a certain date range. For instance, a student could attempt the same lesson multiple times.

Users, User Statistics and Lessons

Following the same logic, you can find detailed information in the other LTI Counts areas – Users, User Statistics and Lessons (see image to the left) on usage for specific Users (i.e., Cloud accounts) or specific Lessons. For instance, you could find out which instructors are using LTI links or see the most widely viewed LTI-linked lessons on your site. Again, this data relates to LTI usage. To see the number of lesson hits (hyperlinks plus LTI links), see the section [Usage](#).

The last item (Licenses) is only relevant for certain Enterprise SoftChalk Clouds.

Other Score Center Counts

As mentioned below, ***if your institution is using LTI links, this Other Score Center Counts report may be irrelevant for you.***

This report shows the number of Cloud ScoreCenter attempts per Cloud user. (See the next page for where the Cloud ScoreCenter attempts appear.)

To enter your license, begin typing your institution name and your license will pop up for you to select.

For many Enterprise SoftChalk Cloud customers, this report may not be relevant.

For other Enterprise SoftChalk Cloud customers that may not have an LMS or may have chosen NOT to use the LTI feature within their LMS, this report would be useful. This report applies to users who are using the ScoreCenter menu option within their Cloud accounts. Using the ScoreCenter menu option requires viewing and downloading spreadsheets of student scores. Scores using this menu option do not integrate into an LMS.

IMPORTANT: If your LMS supports the LTI feature, you may want to turn off this ScoreCenter menu item (via the permission groups) for your users. It is simply easier for users to paste LTI links into an LMS to capture scores in the LMS gradebook rather than using spreadsheets. For details on the LTI feature, please see the section Capture Scores from SoftChalk Lessons into Your LMS Gradebook.

If your institution has chosen to leave the Cloud ScoreCenter menu option available for users (see above), you can run this report to see the number of Cloud ScoreCenter attempts per user.

Usage

Registered Users and Lesson Views

This is one of the most useful reports you can run to see usage at your institution.

This report shows the current users registered on your Enterprise SoftChalk Cloud site. In other words, users who have current non-expired accounts on your site.

In this report, you can see the following information per user:

- Number of **lessons views** (column heading is Lsn Views – last column) per user. In other words, the total hits for *BOTH* hyperlinks AND LTI links.

- Last login

- Activation key

- Storage space used

- Number of Items (includes learning objects saved to the Cloud as well as lessons)

- Number of Lessons

To enter you license, begin typing your institution name and your license will pop up for you to select. Then click Submit to run the report.

Cloud Support

The Cloud Support section covers most of your typical administrator functions including creating notifications, managing user permissions and groups, and accessing general user profile information.

The table below briefly introduces each of the admin functions available to you on your Enterprise SoftChalk Cloud, and the following sections cover them each in more detail.

Feature	Description
Dashboard	View usage statistics for your Enterprise SoftChalk Cloud. Admins can view charts detailing site data usage, number of users and the amount of content uploaded to the site.
Notifications	Create site-wide notifications to display for a set period of time for all users.
Permission Groups	Permission groups control what level of access other users on the site have. Admins can create custom groups in addition to the default groups in order to limit data usage or other features of your Enterprise SoftChalk Cloud.
Licenses	View the existing license for the site and can remove users from the current license. Admins can retrieve the activation keys for their site from this interface.
Search Options	Remove a certain search option (i.e., Subject or Grade Level) from the Advanced Search for your Shared Content Repository.
Users	Perform common user administration tasks: impersonate other users, reset user passwords/avatars, download user data and view user Profile info.
Migrate User Content	Move content from one SoftChalk Cloud account to another.
Home Banner	Control images and links displayed on main page of your Enterprise SoftChalk Cloud.

Dashboard

View general information on site usage. For instance, you can see how many SoftChalk lessons have been created on your site.

Notifications

Create and set up timed notifications for your Enterprise SoftChalk Cloud. For instance, you can announce SoftChalk training here! General SoftChalk notifications such as regular scheduled maintenances will also appear here.

Create different types of notifications and set them to display for a certain start and end date and time. You can save recurring announcements for later use.
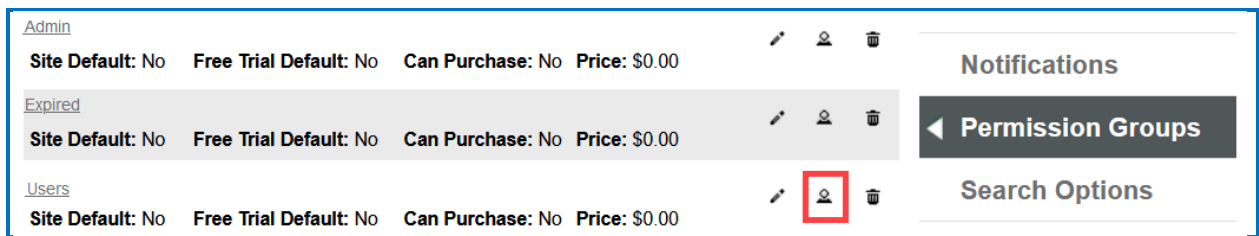
Permission Groups

Permission Groups determine a user's available actions and storage space on your Enterprise SoftChalk Cloud. In addition to those groups created by default, you can create custom groups that limit/expand storage capacity for an account, enable/disable folder sharing and content creation options, enable/disable the Cloud ScoreCenter menu item and assign custom administrative functions.

Typically, in the **Permission Groups** area, you would:

Move users into a different group. For instance, you may want to add a user into the Administrator permission group.

Create a new permission group that has different features from the standard user or administrator group. For instance, you may want to allow a higher storage space for certain users.

For a list of the default permission groups, please see the following section Default Permission Groups. If you have any questions about how your permission groups are set up or if you need help setting up new permission groups, please feel free to contact help@softchalk.com. We will be happy to walk you through setting up a permission group.

Add a User into a Permission Group

1. Click the "people" icon for a permission group such as **Admin** – see above.

2. In the left column, type the username you want to add to your permission group. Click the **+** sign. This username should appear in the right column. Click **Edit Members** when you are finished.
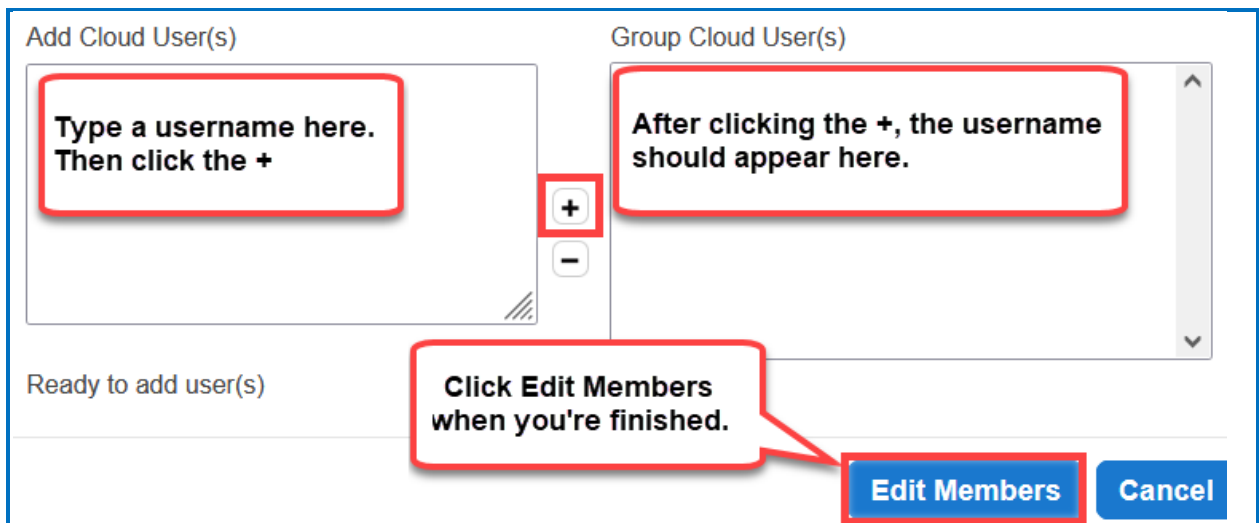
Default Permission Groups

For a typical Enterprise SoftChalk Cloud, we will set up three default groups: **Standard User**, **Admin** and **Expired**.

Permission Group	Description of User Permissions
Standard User	These users have up to 2 GB of storage space for each account. These users have the following areas: My Content ▼ ScoreCenter ▼ SoftChalk Share Account ▼ Get Started Support • **My Content** - includes access to SoftChalk Create to create SoftChalk lessons and the ability to share folders with other users. Also included is a **Files** area where users can upload files that can be referenced in their lessons. • **SoftChalk Share** – search the public content repository for your site. See the section Shared Content Repository. • **ScoreCenter** menu - You may want to turn off this ScoreCenter menu option depending on whether LTI is available at your institution. See the important notice mentioned earlier. • **Account** – ability to edit profile information including uploading a photo under the **Profile** area. Users can see their storage usage here under the **Overview** area. • **Support -** access to our Support Center with FAQs and Guides.
Admin	These users have the same permissions as a Standard user above plus the admin features under the **Admin** tab.
Expired	These users can log in but cannot create or edit content. Hyperlinks and LTI links to their content are inactive. There is a **Subscribe** link for these users where they could re-activate their account. You will probably rarely use this permission group. More likely, if you have a user leave your institution, you would follow the procedure in the FAQ How do I remove a user from our Enterprise SoftChalk Cloud site?

Search Options

In this area, you can delete search options for your [Shared Content Repository](#) that may not be relevant for your Enterprise SoftChalk Cloud. For instance, if you are a K-12 school system, a search option for corporate training may not be relevant for you.

If you delete an item such as ***Corporate Training*** below, then this item will not appear when you do an [Advanced Search](#) in your [Shared Content Repository](#).
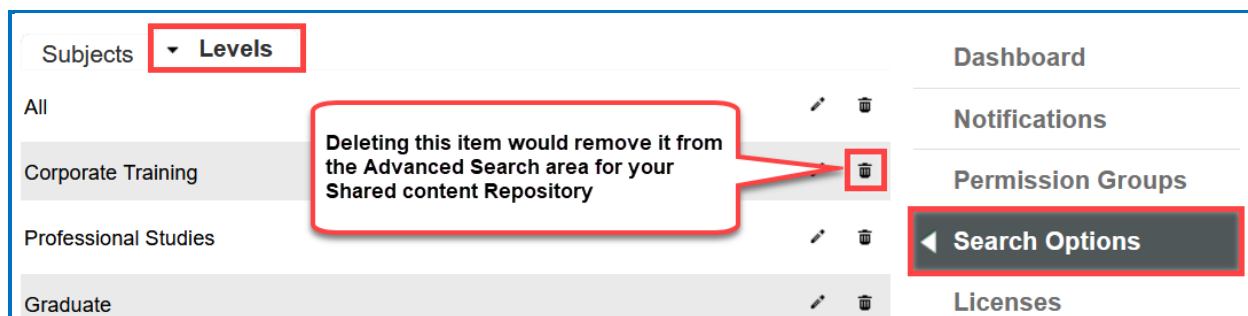

While there is a pencil icon to edit the name of a subject or level, this feature (as well as Create Subject / Create Level) is not yet integrated with the SoftChalk Create program, so we recommend that you do not rename the existing subjects and levels or create new subjects or levels. In other words, for the subject or level to be relevant in the [Advanced Search](#) area, this info would need to be tied to metadata for lessons. That "back and forth" compatibility is not available currently.

Licenses

View and manage registered users for your site. There is typically one license for an Enterprise SoftChalk Cloud. Depending on whether or not you have the Single Sign On feature, there may be one or more activation keys which fall under your license – see the two sections below.

If you have any questions about how activation keys are set up for your site, please contact us at help@softchalk.com.
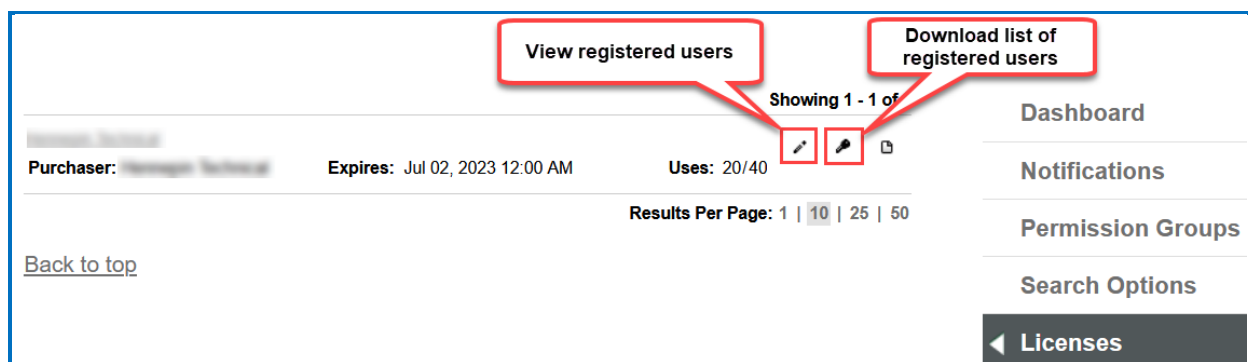
Single Sign On – One Activation Key

If you're using the Single Sign On login feature for your Enterprise SoftChalk Cloud, and you click on the **View registered users** icon in the above image, you'll see one activation key listed.

If you want certain users to be admins, for instance, you can move those users into the appropriate permission group. See the section Permission Groups.
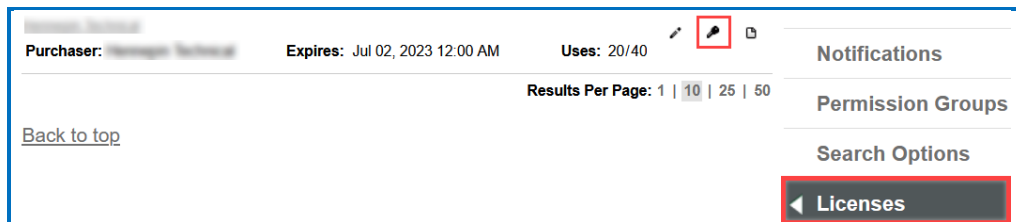
NON Single Sign On – Several Activation Keys

For this type of Enterprise SoftChalk Cloud, there may be several activation keys that fall under your one license. For instance, one activation key may apply to users who are in the admin permission group while another activation key may apply to standard users who do not have admin permission. Yet a third activation key may apply to a group of users that need more than the standard storage space per user. So, in other words for this setup, you can give users the appropriate activation key that is associated with a certain permission group. Once they enter the key when they create their Enterprise SoftChalk Cloud accounts, they are automatically added to the appropriate permission group.

SoftChalk will help you set up these activation keys when your Enterprise SoftChalk Cloud is set up.

View Your Activation Keys

1. Log into your Enterprise SoftChalk Cloud with your admin account.

2. Click the **Admin** tab.

3. Click the **Cloud Support** tab.

4. Select the **Licenses** menu at the right.

5. Click on the **View License Activations** icon. (***The icon to the right of this icon lets you download the list of all registered users*** – for all activation keys.)

6. For a sample screen with several activation keys, please see below.

NON Single Sign On

Activation Key for Standard User Permission Group

Key: _____ Uses: 122/200Group: _____ Standard User

Key: _____ Uses: 9/10 Group: _____ Admin

Activation Key for Admin Permission Group

7. You can expand or collapse the list of users by clicking the folder icon.

Key: _____ Uses: 122/200Group: _____ Standard User

Users

Impersonate other users to troubleshoot problems. You can also send a reset password email to a user.

First you can search for a user. Click on the **+** to bring up the search area.

Dashboard

Notifications

Permission Groups

Search Options

Licenses

◀ Users

Click the + to bring up the search area.

Entries will be sorted in the same order that appear on this page.

User Search 🔲

User Sorting Options 🔲

User Search 🔲

Username
_____
Minimum 3 characters for autocomplete

First Name
_____
Minimum 3 characters for autocomplete

Last Name
_____
Minimum 3 characters for autocomplete

Email
_____
Minimum 3 characters for autocomplete

Title
_____
Minimum 3 characters for autocomplete

Department
_____
Minimum 3 characters for autocomplete
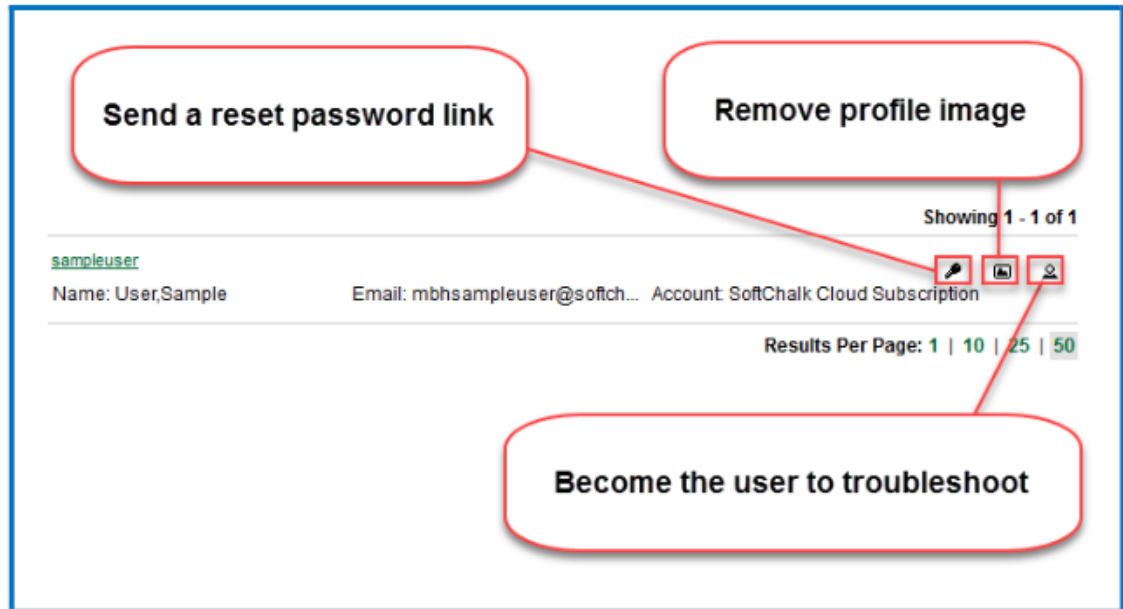
Institution
_____
Minimum 3 characters for autocomplete
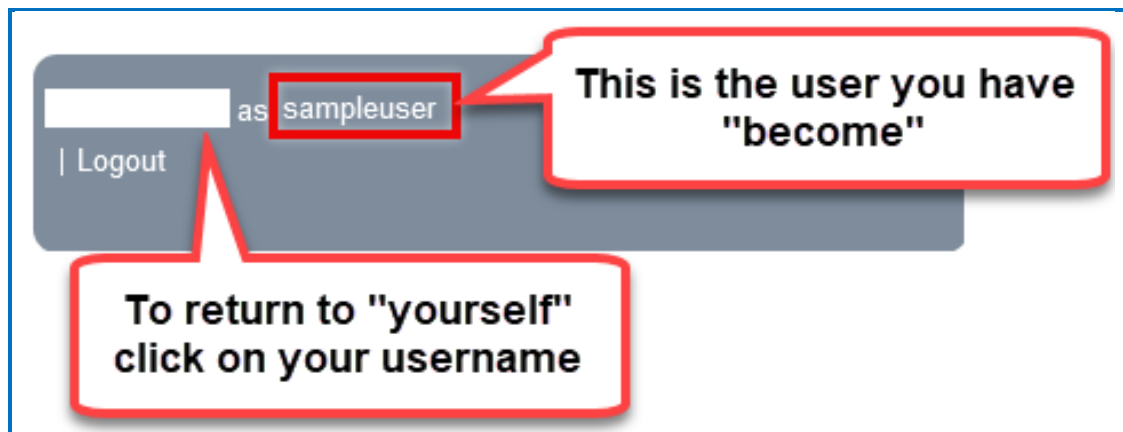
Created
_____ to _____

Account
Any ▼

Search

After finding a user, you can:

- Send a reset password link to the user
- Remove the profile image for the user
- Become the user to troubleshoot

If you become a user, you will see the following in the upper right part of your screen near the login area. To return to "yourself," click on your username.

Once you "become" a user, you can view the user's content by going to the **My Content** area. For instance, you can go to **My Content / Lessons** and view the user's lessons.

To "become yourself again", click on YOUR username in the login area at the upper right.
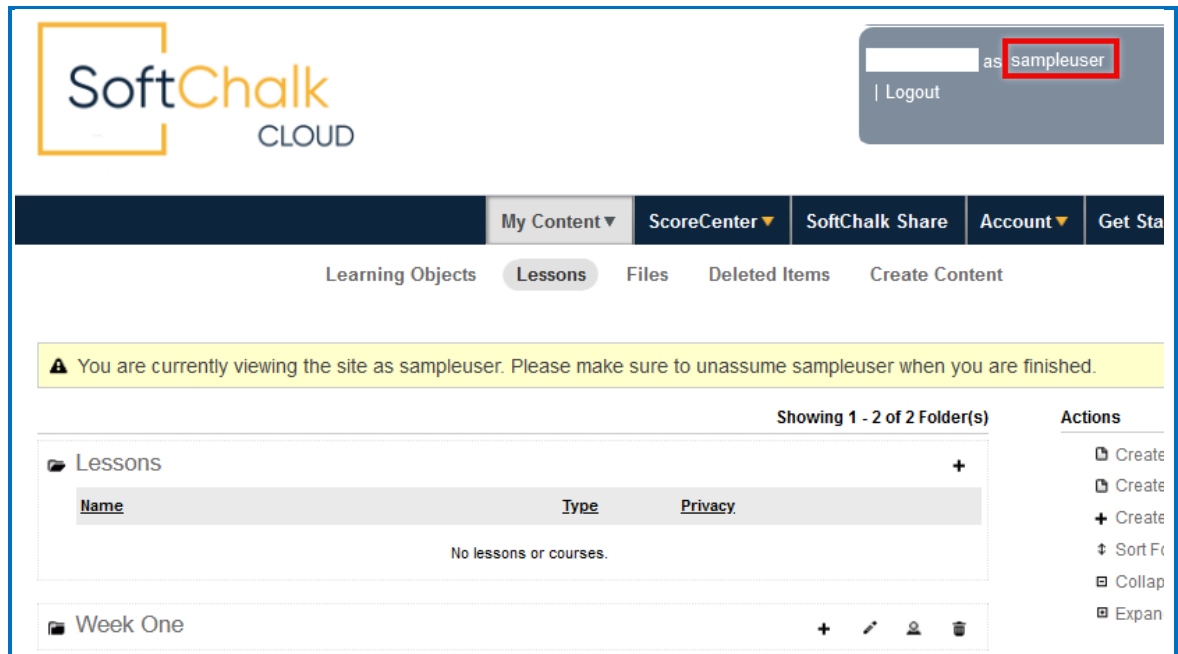
Migrate User Content

This feature allows you to move all content from one SoftChalk Cloud account to another account. Please note that once the content has been migrated from one account to another, this process is not reversible.

Hyperlinks and LTI Links will remain the same after the migration.

The following content will NOT move to the receiving user's account:

Empty folders

Any SoftChalk Cloud ScoreCenters

Content will migrate without overwriting the existing files in the receiving user's account.

If content has the same name in both the original and receiving user accounts, then you will see duplicate names for those items after the migration.

Once the migration occurs, there will not be any content in the "From" user (except for empty folders and SoftChalk Cloud ScoreCenters). The content will be added to the "To" user.

Home Banner

Add rotating banner images and links displayed on the home page when users log in. Up to eight banners can be set as active at a time. Additional banners can be created and stored under **Available Banner Entries**. The order for the banners is controlled by the order in the list shown below. You can change the order by dragging and dropping.

You can edit a banner by clicking the pencil icon; you can delete a banner by clicking the trash can. Click **Create Entry** to create a new banner.

Under the **Type** menu, notice that you have several options. If you wanted to highlight certain types of lessons that have been saved as Public to your Enterprise SoftChalk Cloud, you could select the **Type** as **Search** rather than Image and fill in the search criteria. Another option is to highlight a certain user (who has saved content as Public to your Enterprise SoftChalk Cloud) by selecting **Featured User** and then fill in the username.

Capture Scores from SoftChalk Lessons into Your LMS Gradebook

Overview of LTI

Using a feature called LTI (Learning Tools Interoperability), you can capture student scores from SoftChalk lessons into most learning managements systems. First, your LMS admin would need to configure this LTI feature in your LMS to work with your Enterprise SoftChalk Cloud.

Please contact help@softchalk.com and we will be happy to assist your LMS admin in configuring the LTI feature for your LMS to work with your Enterprise SoftChalk Cloud.

After your LMS is configured for LTI, then you can copy an LTI link for a lesson and then paste the LTI link into your LMS.

For an explanation of the difference between a hyperlink for a lesson and an LTI link, see the section below Hyperlink versus LTI Link.

For instructions on how to paste in an LTI link for your specific LMS, please see the videos and guides in the section Learning Management Systems.

Hyperlink versus LTI Link

Each SoftChalk Cloud lesson that was saved with the **Personal** privacy option has both a hyperlink and an LTI link. For details on saving your lesson with the **Personal** privacy option, see the section Save a Lesson to Your Enterprise SoftChalk Cloud.

If you want non-scored practice for your students, then you can paste a hyperlink to a lesson into your learning management system (LMS).

If you want to capture student scores from a lesson, then you can paste LTI links into your LMS, assuming your LMS supports the LTI feature and has been configured to accept SoftChalk LTI links for your Enterprise SoftChalk Cloud. (Many major learning management systems do support the LTI feature.)

Again, using LTI links allows grades from SoftChalk lesson to pass into your LMS gradebook. As mentioned previously, if you have not already enabled the LTI feature for your learning management system, please contact help@softchalk.com for assistance.

To copy an LTI link, see the next section Copy a Hyperlink or LTI Link for a SoftChalk Lesson.

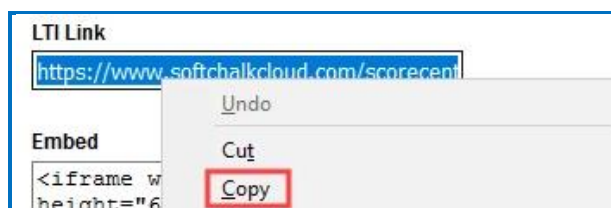## Copy a Hyperlink or LTI Link for a SoftChalk Lesson

1. Once your lesson is saved, log into your Enterprise SoftChalk Cloud account. Go to **My Content / Lessons** and click on the name of a lesson.
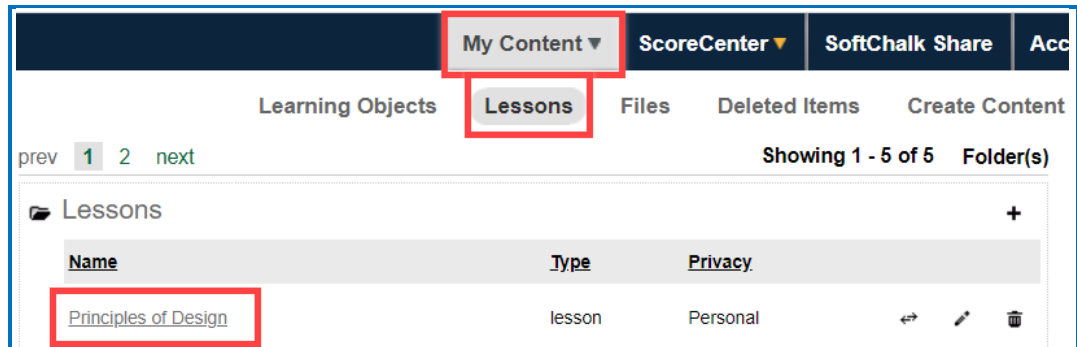
2. Scroll down to the bottom right and you will see both the Hyperlink and LTI link for the lesson.
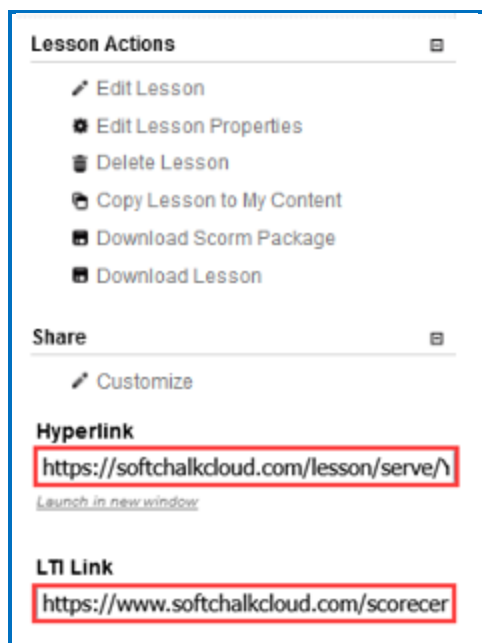
3. Click within the field. Then right-click and choose **Copy**.

4. For instructions on how to paste in an LTI link for your specific LMS, please see the videos and guides in the section Learning Management Systems.

Shared Content Repository

You now have two ways to share content with other Enterprise SoftChalk Cloud users at your institution.

- You can share folders with specific Enterprise SoftChalk Cloud users. For details on how to share folders, see the section **Collaborate with Other Instructors on SoftChalk Lessons** in the SoftChalk Cloud Guide.

- You have the option to save your content with a **Public** privacy option to your Enterprise SoftChalk Cloud so that all Enterprise SoftChalk Cloud users can search on and use this content.

  - ***This shared public content is only available to users on your Enterprise SoftChalk Cloud once they have logged into their Enterprise SoftChalk Cloud accounts.***

  - You can search this content by:

    - Keyword

    - Subject

    - Grade Level

Save Content to Your Shared Repository

As previously mentioned, when you put public content on your Enterprise SoftChalk Cloud, it is ONLY available to users who log into your Enterprise SoftChalk Cloud.

Set Privacy to Public in Your Enterprise SoftChalk Cloud

1. Log into your Enterprise SoftChalk Cloud account and navigate to **My Content / Lessons (or Learning Objects or Files)**.

2. Click on the name of the lesson you want to add to the shared Repository.

3. Under *Lesson Actions* at the right, click on **Edit Lesson Properties**.
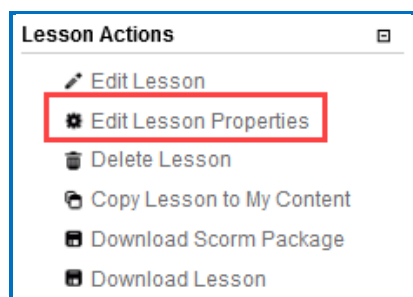
IMPORTANT: Notice when you are editing properties, you are editing the information associated with the lesson and NOT the lesson itself. To edit the

lesson, you must use SoftChalk Create Online. (See the section [Edit in Create Online](#) in the [SoftChalk Cloud Guide](#).)

4. On the Edit Properties screen, scroll down and click on the drop-down arrow next to the **Privacy** area.
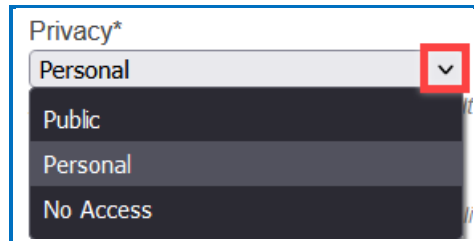
5. Notice that you have three content privacy options. The default option is **Personal**. For mor details on these three options, see the section [Content Privacy Options](#).

6. Select **Public** as show below.

7. Scroll down the page and complete the metadata. See the Next Section [Assign Metadata to Your Enterprise Cloud Content](#).

Assign Metadata to Your Enterprise Cloud Content

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

1. Click on the name of the item that you want to add to the shared Repository.

2. Using the *Actions* menu at the right, click on **Edit Lesson Properties**. (Or **Edit Learning Object Properties**)
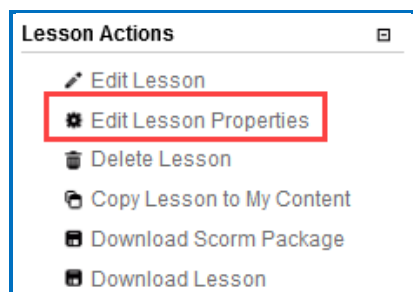
IMPORTANT: Notice when you are editing properties, you are editing the information associated with the lesson and NOT the lesson itself. To edit the lesson, you must use SoftChalk Create Online. (See the section [Edit in Create Online](#) in the [SoftChalk Cloud Guide](#).)

3. On the Edit Properties screen, scroll down and enter as many keywords or phrases as you like (separated by commas) into the **Keywords** area. Keywords allow your content to be found in the Share Search Repository field where users search for content.

4. Select one or more **Subjects** and **Education Levels.**

5. Click **Save Changes**.

Content Privacy Options

Content Privacy Options are not a site default but rather set by the user for each lesson or learning object.

As shown previously, you set this Privacy option within your Cloud account. As mentioned previously, the default option is **Personal**. When updating the Privacy option, you will see the following options.

See the table below for an explanation of the different options. The LTI link is only available for the **Personal** option. For an explanation of an LTI link, see the section Hyperlink versus LTI Link.

Privacy Option	Description
Public	Your item will appear in the search results when ***searching your Enterprise SoftChalk Cloud repository***. Public content is NOT visible to users who are outside your Enterprise SoftChalk Cloud and expired users (users without a current activation on your site). There is no LTI Link for your item.
Personal	Your item will NOT appear in the search results for your site; however, you can use links to your content at your discretion. In other words, you can share a link or embed code to this content. You can also paste the LTI link into your LMS to capture student scores in your LMS gradebook. There is an LTI link for your item.
No Access	Only you (or others who share access to your content folders) can view or edit the item. There is no LTI Link for your item.

Search for Content in Your Shared Repository

To get an understanding on how searching for public content works, you may want to go to softchalkcloud.com. You do not need an account on that site to search for public content.

There are two ways to search for public content on your Enterprise SoftChalk Cloud website. (For instructions on how to save content to this shared repository, see the previous section Save Content to Your Shared Repository.)

If you want to search by subject and grade level, see the section Advanced Search.

If you just want to search on a keyword, see the section below Quick Keyword Search.
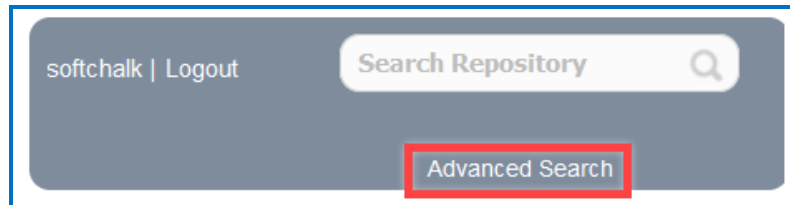
Quick Keyword Search

1. Log into your Enterprise SoftChalk Cloud website.

2. At the top right in the login area, type a keyword such as ***algebra*** and press Enter.
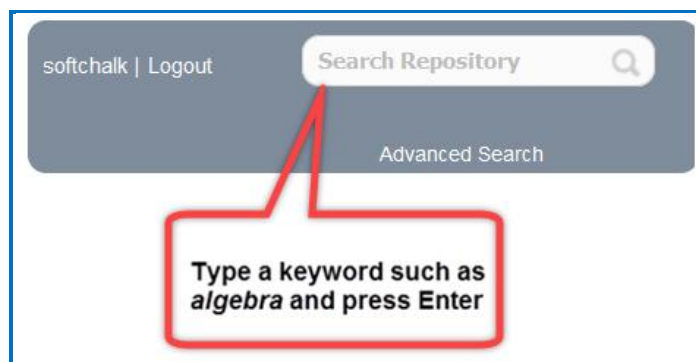
3. To use this content, see the section Use Public Content.

Advanced Search

1. Log into your Enterprise SoftChalk Cloud Website.

2. At the top right in the login area, click **Advanced Search**.

3. Now you can search by Subject or grade level. After you have made your selection press **Enter**.

4. To use this content, see the next section .

Use Public Content

Once you find public content, you can use the hyperlink or embed code for that content or copy the content and modify it.

1. Scroll through your search results and click on a lesson.

2. Typically, these public lessons are under a creative commons license – you will see an icon such as the one below. Click on this icon for licensing details.

3. Scroll down to the right under the **Lesson Actions** area. Notice the Hyperlink and Embed Code that you can copy.

4. If you **Copy Lesson to My Content**, a copy of the lesson will appear in your **My Content / Lessons** area.

FAQs for Enterprise SoftChalk Cloud Admins

Question	Answer
I am new to SoftChalk Cloud. **Do you have a guide that can help me get started?**	Yes, please see our [SoftChalk Cloud Quick Start Guide](#).
We have the Single Sign On (SS0) feature. **How do our users create new accounts?**	***LDAP Single Sign On*** Have your users log into your institution's portal. While logged into that portal, go to your Enterprise SoftChalk Cloud URL. At this Enterprise SoftChalk Cloud login page, enter your login credentials. ***CAS Single Sign On*** Go to your Enterprise SoftChalk Cloud URL. You will be re-directed to your institution's portal. Once you log in there, you should be re-directed back to your Enterprise SoftChalk Cloud as a logged in user.
We do NOT have the Single Sign On feature. **How do our users create new accounts?**	Make sure that you know which ***activation key*** corresponds to the permission group that you would like to assign to the new user. (For details on activation keys, see the section [NON Single Sign On – Several Activation Keys](#).) The [SoftChalk Cloud Quick Start Guide](#) has visuals for the process below. 1. Go to your Enterprise SoftChalk Cloud home page. 2. In the top-right corner of the page, click **Join Now**. 3. On the form that appears, paste the activation key. 4. Fill out the remaining profile details and submit the form.
We have users with content on softchalkcloud.com. **We want to move their content to our Enterprise SoftChalk Cloud. What should we do?**	Please ask your users to set up an account on your Enterprise SoftChalk Cloud. Then contact help@softchalk.com with both the SoftChalk Cloud usernames and the NEW Enterprise SoftChalk Cloud usernames. Then we can migrate the content for you.
Is there a way that I can impersonate a user to help answer	Yes, admins have the "become a user" feature. Please see the section [Users](#) for details.

questions for a specific user?	
Where can I download a list of registered users on our Enterprise SoftChalk Clouds?	There are two places where you can download a list of registered users: 1. **Admin / Reports / Usage** area. See the section Usage for details. This report gives you additional details for your users such as the number of Lesson Views for each user. 2. **Admin / Cloud Support / Licenses.** See the section View Your Activation Keys for details.
I want to move a user into the Admin permission group. In other words, I want to change a user's permission group. How do I do this?	Go to **Admin / Cloud Support / Permission Groups.** Then see the section Add a User into a Permission Group.
How do I remove a user from our Enterprise SoftChalk Cloud site?	If the user has content that you want to transfer to another user before you delete the original user, you can use the Migrate User Content feature. After the content is migrated to another user, you can do the following to remove this user from your Enterprise SoftChalk Cloud site. 1. **Admin / Cloud Support / Licenses** 2. Click on the **View License Activations** icon. Uses: 131/200 3. Find the user you want to delete and click the trashcan beside his/her name. Created: Aug 14, 2015 02:40 PM Should you happen to remove a user inadvertently from your site, please contact help@softchalk.com to restore the user. Please note there is an **expired** permission group. This group is used mostly by SoftChalk support staff for migrating users from the SoftChalk Cloud public site to an Enterprise SoftChalk Cloud site and assigning activation keys.

Other Resources and Guides

For integration guides with various learning management systems, please see the next section Learning Management Systems.

Resource	Description
SoftChalk Cloud Quick Start Guide	Contains instructions for quickly setting up a SoftChalk Cloud account, creating a SoftChalk lesson and putting a link into your LMS.
Sample Lessons	View sample lessons created by SoftChalk customers.
Video Tutorials	The videos are typically 2-5 minutes long and cover Getting Started with SoftChalk Cloud as well as saving a lesson to SoftChalk Cloud, using images in SoftChalk, and creating quizzes and activities.
SoftChalk Webinars	Sign up for free SoftChalk webinars including Introductory Webinars for getting started with SoftChalk Cloud.
SoftChalk Cloud Guide	Contains info on how to create a Cloud account, collaborate on lessons with other instructors, share content and find content to use in our SoftChalk Share repository.
SoftChalk Create Guide	Gives details on using SoftChalk Create, our award-winning content authoring software. SoftChalk Create is a feature within your SoftChalk Cloud account.
Student Guide to SoftChalk Lessons	Contains info for students taking SoftChalk lessons. Includes a **Troubleshooting** section.
Migration to SoftChalk Cloud	If you are already familiar with the desktop version of SoftChalk Create and want to start using SoftChalk Cloud, this is the guide for you.
PowerPoint and Google Slides Integration Guide	Describes options for incorporating PowerPoint and Google Slides content into your SoftChalk lessons.
System Specifications	Gives the system specifications for both instructors who are creating content (e.g., SoftChalk lessons) and students who are viewing SoftChalk lessons in web browsers.
FAQs	Frequently Asked Questions about SoftChalk Cloud and SoftChalk Create (our award-winning content authoring program that is a feature of SoftChalk Cloud).

Learning Management Systems

As mentioned previously, in order to use the scored lesson feature shown in the Scored Lesson Videos below, your LMS administrator needs to enable the LTI feature in your LMS. Instructions for the LMS administrator for enabling this LTI feature are found in the guides below. Typically, this process takes thirty minutes for the LMS administrator.

Please contact your institution's technical support to see if the LTI feature has been enabled.

LMS	Videos	Guide
Blackboard	Non Scored Lesson Scored Lesson	Blackboard and SoftChalk Cloud Integration Guide
Brightspace by D2L	Non Scored Lesson Scored Lesson	Brightspace by D2L Integration Guide
Canvas	Non Scored Lesson Scored Lesson	Canvas Integration Guide
Jenzabar	Non Scored Lesson Scored Lesson	Jenzabar Integration Guide
Moodle	Non Scored Lesson Scored Lesson	Moodle Integration Guide
Schoology	Non Scored Lesson Scored Lesson	Schoology Integration Guide

Help

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

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