



# **Enterprise SoftChalk Cloud Setup Guide**

Updated December 21, 2022

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# Introduction

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## Overview

Welcome! As a new Enterprise SoftChalk Cloud client, this guide covers customization options and information you will need to provide SoftChalk to set up your Enterprise SoftChalk Cloud.

The sections below detail customization options available to you for each part of your Enterprise SoftChalk Cloud site. Please use this as a guide to determine the look of your site, as well as the specific content you would like to display on various pages.

We will be scheduling a kick-off meeting with your team to review this document, address any questions and map out an ETA on when we can expect to start receiving materials.

Please use the checklist at the end of this document to keep track of what content you have provided to SoftChalk and to ensure that you have fully personalized your Enterprise SoftChalk Cloud site.

We look forward to collaborating with you!

The SoftChalk Team

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## Landing Page Option

The landing page option determines what an unregistered or logged out user will see when they visit your Enterprise SoftChalk Cloud.

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### Open Landing Page

The open landing page option displays your cloud main page (see the next section, [Main Page](#)). Users who are not signed in will have access to your site's community features and content. *Only those that are signed in will have access to the My Content area to create and store content within your Enterprise SoftChalk Cloud.*



## Closed Landing Page

The closed landing page option prompts users to authenticate either by signing into an existing account, using SSO credentials (*if you have opted to have SSO implemented for your site*) or registering a new end user account to access your cloud's community features.

The screenshot shows the 'Account Login' page. At the top left is the Lincoln Learning Solutions logo with the text 'PRIVATE SOFTCHALK CLOUD' below it. At the top right is a blue button labeled 'Join Now | Login'. Below the logo is a dark navigation bar with links for 'SoftChalk Share', 'About', and 'Support'. The main content area has the heading 'Account Login' and the text 'Log into your Lincoln Learning Solutions Enterprise SoftChalk Cloud account.' Below this is a paragraph: 'If you do not have an account, then you can create one on the [Join Now](#) page. If you have lost your password, then you can [request your password](#) to have it e-mailed to you.' There are two input fields: 'Username or email address' and 'Password'. A blue 'Login' button is positioned below the password field.

## Main Page

The Main Page will contain links to all the community content and general site information, as well as a search feature.

Several elements of the main page can be personalized to communicate the most relevant information to your Enterprise SoftChalk Cloud users including the top banner, sidebar, rotating banner, and communication buckets.

The screenshot shows the main page layout with several callout boxes:

- Top Banner Logo:** Located in the top left corner, featuring the SoftChalk Cloud logo.
- Free Trial | Login:** A button in the top right corner.
- Navigation:** A dark blue bar with links for [SoftChalk Share](#), [Get Started](#), and [Support](#).
- Sidebar:** A vertical list of filters on the left side:
  - Search your repository
  - Recently Shared
  - Highest Rated
  - Language Arts
  - Math
  - Science
  - Social Studies
- Rotating Banner:** A large image showing a group of people looking at a computer screen. Below the image is a search bar with the text "Search your repository..." and an **ADVANCED SEARCH** button.
- Communication Buckets:** A section with four columns:
  - Cloud.** SoftChalk Private Cloud enables your educational organization to quickly and easily establish their own learning object repository (LOR) of community-created content. [Join Now](#)
  - Content.** It's quick and easy to use, allowing faculty and staff of all technology levels to create, customize and personalize content by mashing up their own materials with rich media, interactive exercises, quizzes and text. [Learn More](#)
  - LOR.** All community-created learning content is stored in the Cloud where it can easily be maintained, customized and shared.
  - Control.** Full administrative rights give you control over user account creation, permission groups, usage statistics and more.

At the bottom of the page, there is a footer with links: [About](#) | [Terms](#) | [Developers](#) | [Privacy](#) | [Support](#) | [Contact](#) | [SoftChalk](#)  
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## Top Banner and Logo

Your Enterprise SoftChalk Cloud banner can be branded with your logo and a background image.

**Top Banner background image specifications – .png width 3152 x height 134 pixels**

**Logo Image dimensions – .png width 342 x height 105 pixels**



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## Sidebar and Rotating Banner

The sidebar scrolls through a list of content topics and each topic has an accompanying banner which appears to the right when that topic is selected. By default, there will be one topic/banner that displays the most recently uploaded content. Your Administrators can customize the topics/banners with up to 8 topics/banners on your site's main page, including:

- 1) A static banner image, which can be hyperlinked to another web page. An example would be a static banner image that displays current news.
- 2) A featured content banner, which displays four public lessons or pieces of learning content. You may want to use multiple featured content banners to highlight content according to subject or grade level or by highest rating or most recently uploaded.



## Information Categories/Communication Buckets

At the bottom of the main page are four communication buckets. Each of these buckets includes a heading and main content body which can be personalized. There is also an optional link button which can link to other parts of your Enterprise SoftChalk Cloud or other websites.

While there is no character limit to either the heading or main body of each Communication Bucket, we recommend that you use the main SoftChalk Cloud website as a guide for the length of the content you would like to provide here. Longer entries for either the heading or body will extend the length of the main page and will create extra white space between the communication bucket and the footer which may not look appropriate.

Join.	Create.	Manage.	Share.
Take control of your e-learning content anytime, anywhere with the SoftChalk Cloud content authoring platform - the easiest way for educators to create, manage and share rich online learning content.	Log-in to the cloud and develop engaging, media-rich learning content that is portable, flexible, and works with any Learning Management System (or without an LMS).	Host and track your content in one place. You can link your content to multiple courses in multiple LMS systems. When content changes are needed, make your change once and all your courses are simultaneously updated!	Organize and share your learning content and media resources with individuals, groups of colleagues, groups of learners or the entire community using the file library feature and the community repository.
Join Now!			

**Join Now**

You can choose to include links to other parts of your Cloud or to outside websites, which will appear as buttons like this one.

You are able to customize both the heading and the content of each bucket with topics that are relevant to your users.

[Terms](#) | [Developers](#) | [Privacy](#) | [Support](#) | [Contact](#) | [SoftChalk](#)  
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## About Tab and Footer Link

The **About** tab contains information about your institution and the intended use of your Enterprise SoftChalk Cloud site.

You may retain SoftChalk's default **About** page content, which describes features of the SoftChalk Create application and the SoftChalk Cloud platform. Otherwise, you can personalize it with other information and links relevant to your institution.

You may also link directly to your webpage when the **About** tab or footer link is clicked.

- Lessons hosted on your Enterprise SoftChalk Cloud will contain a link to your Enterprise SoftChalk Cloud **About** page in the footer of the lesson.

The **About** tab, as well as the footer link at the bottom of a lesson, can contain information on SoftChalk features, your organization or other miscellaneous information.

You may also have it link directly to your school webpage or other website

The screenshot shows the 'About SoftChalk™ Cloud' page. The page title is 'About SoftChalk™ Cloud'. The main content is divided into sections: 'What is it?', 'Who is it for?', and 'What does it offer?'. The 'What does it offer?' section lists several features: 'SoftChalk Create', 'Anytime, anywhere access', 'Transition-proof content', 'Quick and easy sharing', 'Efficient content management', and 'Track student score results'. On the right side, there is a sidebar with a 'blended schools.net' logo and navigation links: 'About Us', 'Curriculum', 'Technology', 'Professional Development', 'Network', and 'Language Institute'. Below the logo, there is a section titled 'Providing Engaging Learning Environments' with a 'Contact Us' link. Further down, there are sections for 'New Members' and 'New at blendedschools.net'.

## Getting Started Tab

The **Getting Started** page contains information for end users on creating their end user account on your Enterprise SoftChalk Cloud. It can also contain links and other information that may be helpful to a new user on your cloud.

- You can replace the text on the **Getting Started** page. This may include instructions on registering an account, information specific to your school or institution or even advice on creating content in SoftChalk.
- You can also customize the links under the **Links** subsection. You may want to provide links to SoftChalk guides, a link to your school or institution webpage or links to web based training (<http://softchalk.com/learn-more/training>) or sample SoftChalk content.

The screenshot displays the 'Getting Started' page of a SoftChalk Cloud instance. The page features a navigation bar with 'Getting Started' highlighted. A callout bubble points to this tab, stating: 'You can provide specific content to include on the Getting Started page.' Below the navigation bar, the page content includes a 'Links' section with a 'SoftChalk CLOUD Guide' link. Another callout bubble points to this section, stating: 'This may include links to the user guides, web based training or links to your school's webpage.' A third callout bubble points to a 'Links' list containing three URLs: 'http://www.blendedschools.net', 'http://blendedschools.blackboard.com', and 'http://share.blendedschools.net'.

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## Administrator Account Information

During the initial setup of your Enterprise SoftChalk Cloud site, SoftChalk will create your **two administrator user accounts**. We will also provide a temporary password which can be changed by each administrator.

To create these administrator accounts, please provide us with the information below:

- **Username:** a username that is unique to this account.
  - **IMPORTANT:** Usernames cannot be changed once created for the lifetime of the account!
- **Email:** an email address attached to user profile; ideally a work email. The email address can be changed after an account is created. For instance, if your admin leaves, the username can remain the same, but the email can be changed.
  - **IMPORTANT:** Emails in the system must be unique. For instance, [jdoe@institution.edu](mailto:jdoe@institution.edu) can only be assigned to one account.
- **Name:**
- **Department**
- **Job Title**
- **Phone number**

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## Sign-on Authentication

Single Sign-on integration with SoftChalk Cloud allows users to log in to our system, without the need to create individual accounts, and without needing to enter credentials for a separate account.

Users enter their domain/network credentials on the SoftChalk Cloud login page. Then, an outbound request is made to your authentication system to validate their credentials using LDAP. If the account validates, a session for the user is created in our system, and the user is now logged in. The first time a user attempts to log in to SoftChalk Cloud, an account is created for them at that time, after a successful authentication.

In our system, a user account needs both a username, and an email address. Because we will be creating the accounts dynamically, we rely on a unique field retrieved from the data set generate the username, such as the employee number, the username of their email address, or the entire email address.

To ensure the usernames are unique, we also append an identifier to the username, inside a set of parentheses. Typically, the identifier is the sub-domain of the site. For example:

```
user.name(schoolname)
```

The identifier in the username can be anything the school chooses to use.

For user accounts, we store a minimal set of user data in our system. The fields we need to retrieve, and store are email, first name, and last name. We also will need to store the employee number, if it is used for the user's username.

We request the following attributes from the authentication system:

- userPrincipalName
- mail
- givenName
- sn

For authentication request, the following information is needed.

1. The connection properties for your authentication service, including protocol and port.
2. The base dn
3. An account that can be used for authentication requests
4. Credentials for two user accounts that can be used for testing
5. Any relevant filters or queries needed for searching
6. Attribute names of any relevant custom fields
7. The format of the employee number

## Getting Started Checklist:

Materials and Information to provide to SoftChalk	Please provide materials via email to: cc: <a href="mailto:tasheka@softchalk.com">mailto:tasheka@softchalk.com</a>
Site URL	<input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> other (please specify in box below) <input type="text"/>
<a href="#">Landing Page</a>	<input type="checkbox"/> Open <input type="checkbox"/> Closed
<a href="#">Main Page</a>	<input type="checkbox"/> Top Banner Logo(s) w: 342px; h: 105px <input type="checkbox"/> Sidebar/Rotating banner <input type="checkbox"/> Information Categories/Communication Buckets
<a href="#">About Tab</a>	<input type="checkbox"/> Default SoftChalk Cloud Information as seen at <a href="https://www.softchalkcloud.com/about">https://www.softchalkcloud.com/about</a> <input type="checkbox"/> Custom text and links
<a href="#">Getting Started Tab</a>	<input type="checkbox"/> Default SoftChalk Cloud Information as seen at <a href="https://www.softchalkcloud.com/gettingstarted">https://www.softchalkcloud.com/gettingstarted</a> <input type="checkbox"/> Custom text and links
<a href="#">Administrator accounts</a>	<input type="checkbox"/> Admin 1: Username, Email, Name, Dept, Job Title, Phone <input type="checkbox"/> Admin 2: Username, Email, Name, Dept, Job Title, Phone
<a href="#">Sign-on Authentication</a>	<input type="checkbox"/> LDAPS/Single Sign-on

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## Help

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

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## Copyright Information

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