



# **SoftChalk™ Jenzabar Integration Guide**

Updated October 5, 2023

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## Contents

<b>Introduction</b>	<b>3</b>
Links to SoftChalk FAQs, System Specs and Guides.....	3
SoftChalk Cloud .....	4
Volume Purchase or Purchase Order .....	4
Enterprise SoftChalk Cloud .....	4
Individual Purchase on the SoftChalk Cloud Website .....	4
Trial SoftChalk Cloud Account .....	4
SoftChalk Lessons in Jenzabar .....	5
Jenzabar SoftChalk Cloud Integration Guide Web Link .....	5
<b>SoftChalk Cloud Users</b>	<b>6</b>
Overview: How SoftChalk Cloud Content Works with Jenzabar.....	6
Adding Scored Lessons .....	7
Get the LTI Hyperlink for a Lesson in SoftChalk Cloud .....	7
Adding a New Learning Tool .....	7
Paste the LTI Hyperlink into Jenzabar .....	7
SoftChalk ScoreCenter in Jenzabar .....	9
Overview.....	9
Accessing SoftChalk ScoreCenter in Jenzabar.....	10
Class Average .....	10
Set the Scoring Method and Maximum Attempts .....	12
Preview the Lesson.....	15
View or Change Scores .....	15
Complete All Attempts for All Students for a Lesson.....	21
Essays .....	22
Non-Scored Lessons (Cloud Users).....	24
Revise an LTI Hyperlinked or Hyperlinked Lesson.....	27
Collaborate with Other Instructors on SoftChalk Lessons.....	27
<b>Jenzabar Administrator</b>	<b>28</b>
Test LTI Lesson .....	31
Troubleshooting.....	33
<b>Desktop Users</b>	<b>35</b>
Scored Lessons (Desktop Users) .....	35
Print or Email Scores .....	35
Non-Scored Lessons (Desktop Users) .....	36
In SoftChalk: Package a Lesson .....	36
In Jenzabar: Upload a Common Cartridge .....	37
Adding a Page.....	41
Revise a Lesson NOT Saved to SoftChalk Cloud.....	41
<b>Help</b>	<b>41</b>
<b>Copyright Information</b>	<b>41</b>

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## Introduction

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

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## Links to SoftChalk FAQs, System Specs and Guides

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

Item	Description and URL
<a href="#">SoftChalk FAQs</a>	Search our FAQs <a href="https://softchalk.atlassian.net/wiki/spaces/SKB/pages/196182576/SoftChalk+FAQs">https://softchalk.atlassian.net/wiki/spaces/SKB/pages/196182576/SoftChalk+FAQs</a>
<a href="#">System Specifications and Supported Browsers</a>	This web page lists the system specifications for instructors and students. <a href="http://softchalk.com/features/system-specifications">http://softchalk.com/features/system-specifications</a>
<a href="#">SoftChalk Jenzabar Integration Guide</a>	This guide has step by step instructions for linking your SoftChalk Cloud lessons into Blackboard. Please note that scores from SoftChalk lessons can go into your Blackboard gradebook. <a href="https://softchalk.atlassian.net/wiki/download/attachments/129535333/lms_jenzabar.pdf?api=v2">https://softchalk.atlassian.net/wiki/download/attachments/129535333/lms_jenzabar.pdf?api=v2</a>
<a href="#">Student Guide to SoftChalk Lessons</a>	This Student Guide includes a <b>Troubleshooting section</b> . <a href="https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2">https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2</a>
<a href="#">SoftChalk Create Guide</a>	SoftChalk Create is SoftChalk's content authoring program. It is available in both a web launch version (as part of a SoftChalk Cloud Account - see the section <a href="#">SoftChalk Cloud</a> ) and in a desktop version. <a href="https://softchalk.atlassian.net/wiki/download/attachments/129532299/createguide.pdf?api=v2">https://softchalk.atlassian.net/wiki/download/attachments/129532299/createguide.pdf?api=v2</a>
<a href="#">SoftChalk Cloud Guide</a>	SoftChalk Cloud is an award-winning, multi-function platform that combines a learning object repository, content authoring, hosting, and management features. <a href="https://softchalk.atlassian.net/wiki/download/attachments/129404604/cloudguide.pdf?api=v2">https://softchalk.atlassian.net/wiki/download/attachments/129404604/cloudguide.pdf?api=v2</a>

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## SoftChalk Cloud

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

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

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

### Volume Purchase or Purchase Order

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

### Enterprise SoftChalk Cloud

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

### Individual Purchase on the SoftChalk Cloud Website

A SoftChalk Cloud account is available as a yearly subscription. You can purchase a SoftChalk Cloud account on our [Buy Now](#) page. Fill out the information and submit your credit card information.

### Trial SoftChalk Cloud Account

Try out a SoftChalk Cloud account for 14 days. Click the **Free Trial** button (see above below) and fill out the information.



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## SoftChalk Lessons in Jenzabar

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

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

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

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## Jenzabar SoftChalk Cloud Integration Guide Web Link

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/129535333/lms\\_jenzabar.pdf?api=v2](https://softchalk.atlassian.net/wiki/download/attachments/129535333/lms_jenzabar.pdf?api=v2)

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## SoftChalk Cloud Users

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### Overview: How SoftChalk Cloud Content Works with Jenzabar

- **Create Content:** you will use a SoftChalk Cloud account to create and save your lesson in the Cloud (see the [SoftChalk Cloud User Guide](#) for additional information about this). After creating and saving a lesson in SoftChalk Cloud, your lesson will be assigned a unique hyperlink that you can use to share your lesson with your students in Jenzabar.
- **Link Your Lesson:** you will copy and paste the link to your lessons into your Jenzabar course(s). Additional step-by-step instructions for adding the SoftChalk link are provided below. A single SoftChalk lesson can be linked into as many Jenzabar courses as you wish. If you wish to collect scores in your Jenzabar gradebook, student scores for your lesson will pass into each individual course gradebook.
- **Update Content:** if you should need to update your lesson, you will login to SoftChalk Cloud, edit your lesson, and save it. Immediately and simultaneously, all courses in Jenzabar that are using that lesson will be automatically updated.
- **Student Access:** your students do not need to have accounts on SoftChalk Cloud to use your SoftChalk content in Jenzabar. Students will login to your Jenzabar course and click on your SoftChalk lesson links to view your content. To the student, the content is seamless with Jenzabar and appears to be native Jenzabar content. If you are tracking student scores, the SoftChalk lesson scores will pass directly into the Jenzabar gradebook for students to view the same way they view native Jenzabar gradebook information.
- **Collect Scores:** Before linking your SoftChalk lessons into your Jenzabar course, you will decide if you want to collect scores from your students or if you want your lessons to be “practice” lessons and you do not need to collect scores. Each time you link a lesson into Jenzabar, you can decide whether or not to collect scores. Many instructors use both “scored” and “practice” lessons within a course.

NOTE: a single SoftChalk lesson can be linked into multiple Jenzabar courses simultaneously and can be set to report scores in some courses and set to not report scores in other courses. In other words, the same lesson can be used simultaneously in different ways in different courses.

To use SoftChalk Cloud lessons in your Jenzabar course, your lesson must be linked into your Jenzabar course.

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## Adding Scored Lessons

### Get the LTI Hyperlink for a Lesson in SoftChalk Cloud

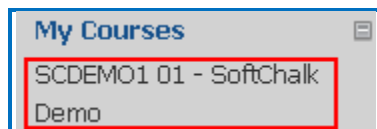
See the section **Get the Hyperlink or LTI Hyperlink for Your Lesson** in the [SoftChalk Cloud Guide](#). **IMPORTANT**: As mentioned previously, be sure to get the LTI hyperlink and NOT the hyperlink for the lesson.

### Adding a New Learning Tool

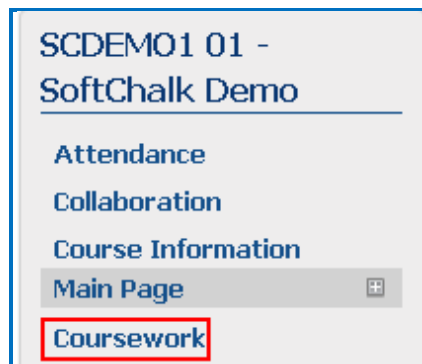
Before you can put an LTI Hyperlink into Jenzabar, you must Add a Learning Tool. You will only have to do this once. See the section [Jenzabar Administrator](#) to do so. \*Note: We recommend and have tested with Jenzabar version 1.6.4 and higher for using LTI.

### Paste the LTI Hyperlink into Jenzabar

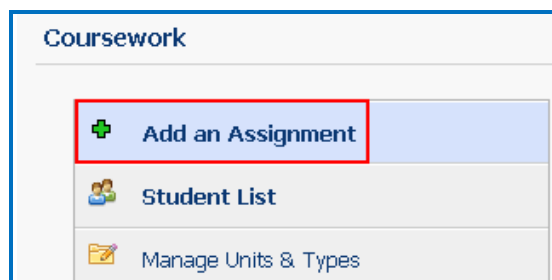
After getting the LTI hyperlink for your lesson, (see the section **Get the Hyperlink or LTI Hyperlink for Your Lesson** in the [SoftChalk Cloud Guide](#)), log into your Jenzabar account and choose your course (see below).



1. At the left, click **Coursework** (see below).




2. Click **Add an assignment** (see below).




3. Select the **Basic** format (see below).


What would you like to use to create your assignment?

Specific activities

The **Online Test** format   
For all types of online testing, from pop quizzes to final exams. You build (or import) the


The **File Upload** format   
For collecting one or more files from students. Papers, lab notes, art projects -- any file


All other activities


The **Basic** format   
For anything (and everything!) else. Whatever the actual activity is, this simple format w


4. **Name** the assignment, enter a **Due date**, select **Now** next to Open, and type in 100 for the number of **Points** (see below). (The points must be 100 because the LTI only supports passing a percentage score into the gradebook.)

**Name:**

Unit:  


Type:   

**Due date:**   11 : 55 PM ☐ Show

**Open:** ☒ Now (The assignment will be shown as 'open' to students so  
☐ Later (opening date to be determined)  
☐ On:   11 : 55 PM

Grading:  out of  Points

5. Click the dropdown arrow for **Step Two** (see below).

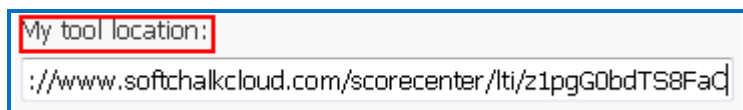
 **Step Two: Basic Assignment Options** (Optional, Click to expand)

6. Select **SoftChalk Cloud** as the learning tool (see below).

The learning tool for this assignment is:

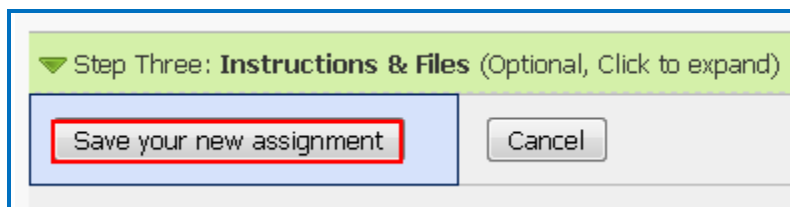


7. Under **My tool location**, paste in the **LTI hyperlink** of your lesson from SoftChalk Cloud (see below).



My tool location:  
://www.softchalkcloud.com/scorecenter/lti/z1pgG0bdTS8FaQ

8. Under the **Step Three** dropdown click **Save your new assignment** (see below).



▼ Step Three: Instructions & Files (Optional, Click to expand)  
Save your new assignment Cancel

9. Be sure to see the section [Set the Scoring Method and Maximum Attempts](#).

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## SoftChalk ScoreCenter in Jenzabar

### Overview

When a SoftChalk Cloud lesson is linked into a Jenzabar course as a scored lesson, the instructor can use SoftChalk ScoreCenter to view detailed student score results, as well as configure various scoring options for the lesson. Instructors access the SoftChalk ScoreCenter directly in Jenzabar.

Note that although you can view student scores via the SoftChalk ScoreCenter, the student's grades are also passed directly into the Jenzabar course gradebook, where the instructor also has access to view and edit individual student grades.

The SoftChalk ScoreCenter serves a variety of functions that allow the instructor to:

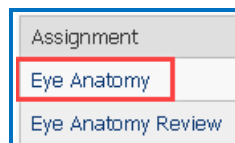
- **Set the Maximum Attempts:** Determine how many times a student can access a lesson (unlimited times or a specific number of times).
- **Set the Scoring Method:** Determine which attempt score is sent to the Jenzabar gradebook (i.e., first attempt score, highest score, most recent score, or average score).
- **View all student attempt details** and see how many students have completed the lesson, how many total attempts have been made, average score, etc.
- **View individual detailed student scores.** All student attempts are saved and are viewable. You can see how many attempts each student has made, how long the student spent on each attempt, start and end dates/times for each attempt, and detailed score data (lesson scores, which questions or activities were attempted, etc.)

- **Modify scores.** You can update individual student scores, and you can force completion for all students (this closes out a score for any student who has unfinished attempts or no score).
- **Clear Attempts and Re-Open Attempts**

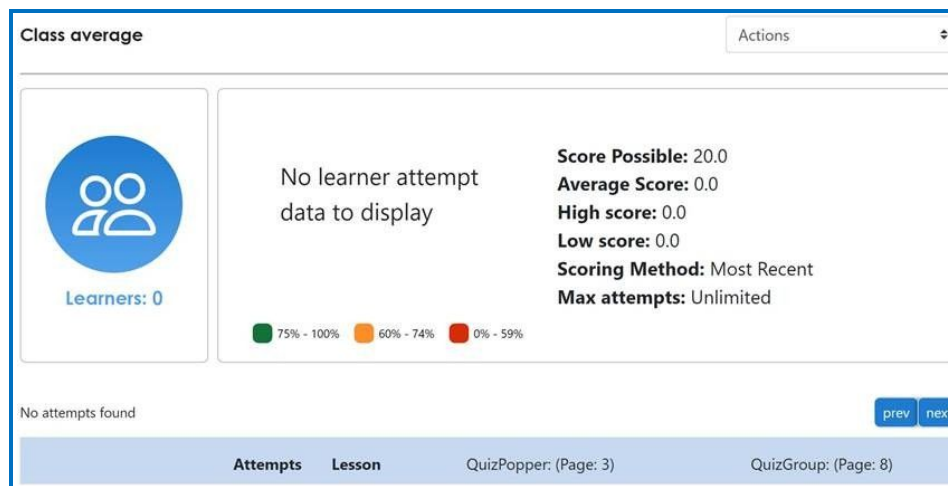
## Accessing SoftChalk ScoreCenter in Jenzabar

An instructor accesses the SoftChalk ScoreCenter in Jenzabar by clicking on a SoftChalk lesson link that is scored.

1. Click on a SoftChalk scored lesson link in your Jenzabar course.



2. The instructor view of ScoreCenter will appear. Once students have accessed the LTI linked lesson, the instructor will see a list of Learner names and will have access to the details of their attempt.



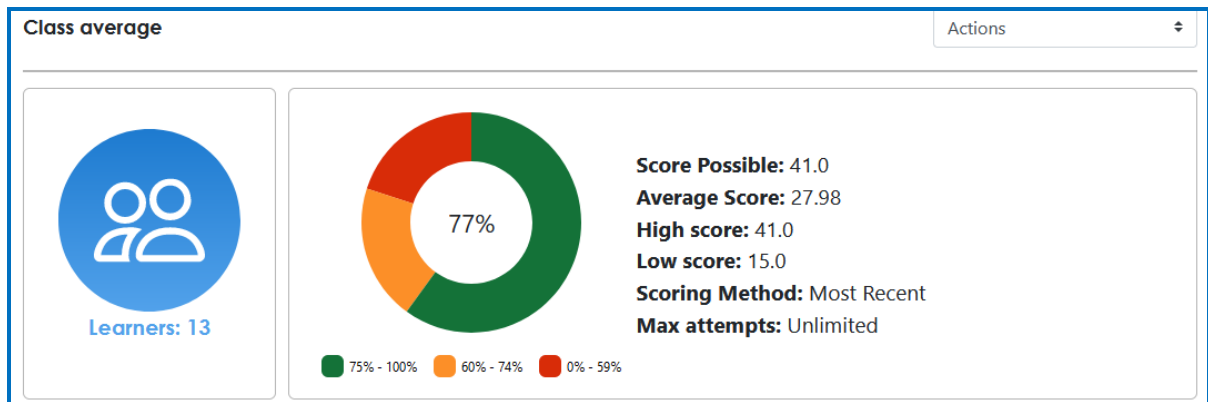
The following sections describe how the SoftChalk ScoreCenter features work.

### Class Average

At the top of the ScoreCenter, you will see a 'Class average' summary of all learners attempts on the lesson. This summary will include:

- the total number of Learners
- a visual representation of scores obtained
- the overall lesson high and low scores obtained
- total score possible

- Scoring Method and Max Attempts setting for the lesson



The next section will display the total number of attempts that have been made on the lesson. This section will also list Average Score and Class Percentage for the overall lesson and for each scored Activity, Quiz Popper, or Quiz Group in the lesson.




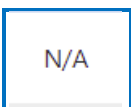
At the top, click to identify which Activity, Quiz Popper, or Quiz Group was scored in the column. The tooltip will also display the 'Question' and 'Possible Answers' for Quiz Poppers and Quiz Group questions. Each interactive will display if the 'Allow Retry' option was enabled, offering Learners another chance at the interactive to improve the score.

	Attempts	Lesson	Activity: (Page: 1)	Activity: (Page: 2)	Activity: (Page: 3)	Activity: (Page: 3)	Activity: (Page: 3)	Activity: (Page: 4)	Activity: (Page: 4)
<b>Average score</b>	25	27.98	13.0/13.0	0.75/1.0	0.78/1.0	0.85/1.0	0.84/1.0	0.85/1.0	4.17/5.0
<b>Class Percent Correct</b>			100.0%	72.73%	77.78%	75.0%	66.67%	83.33%	83.33%
<b>Allow retry</b>			Yes	Yes	Yes	Yes	Yes	Yes	Yes

Learners that have accessed the lesson will display listed at the bottom of ScoreCenter. Quickly see the number of attempts the Learner made, attempt score, and details of their attempt.

An asterisk next to score helps to easily identify scores made on a previous version of the lesson.

B, Student	1	8.7	✓	✗	/	N/A
Student, C	2	*7.7	/	✗	/	N/A

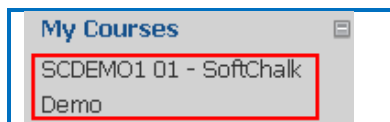
	<p>The Learner made the correct answer choice and obtained full credit for the Activity, Quiz Popper, or Quiz Group.</p> <p>Click on the icon to view the Quiz Poppers and Quiz Group questions and Possible Answers, score, and the Learner chosen answer choice.</p>
	<p>The Learner made the incorrect answer choice and did not obtain any score for the Activity, Quiz Popper, or Quiz Group.</p> <p>Click on the icon to view the Quiz Poppers and Quiz Group questions, Possible Answers, score, and the Learner chosen answer choice.</p>
	<p>The Learner obtained a partial score for the Activity, Quiz Popper, or Quiz Group by making correct and incorrect answer selections.</p> <p>Click on the icon to view the Quiz Poppers and Quiz Group questions, Possible Answers, score, and the Learner chosen answer choice.</p>
	<p>The Learner did not make or 'Complete' an attempt on the Activity, Quiz Popper, or Quiz Group.</p> <p>To 'Complete' Quiz Poppers and Quiz Groups, the <b>Check Answers</b> button must be clicked. An Activity will automatically 'Complete' once the Learner finishes the activity. Learners can also click the <b>Complete Activity</b> icon to manually 'Complete' and obtain partial credit.</p>

## Set the Scoring Method and Maximum Attempts

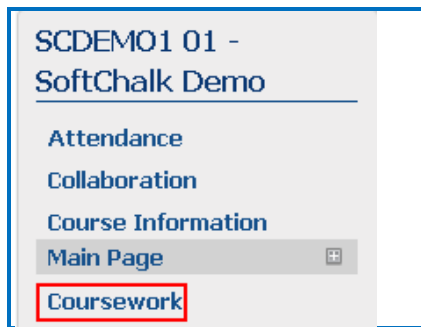
You will need to set the scoring method (i.e. first attempt, last attempt, average attempt or highest attempt) and the maximum attempts allowed (unlimited or a specific number of attempts).

All the student attempts will be collected, and you can view all the attempts for each student for each lesson. You can change the scoring method and maximum attempts at any point. If you want to allow your students only one attempt for the lesson, you need to set that option right away.

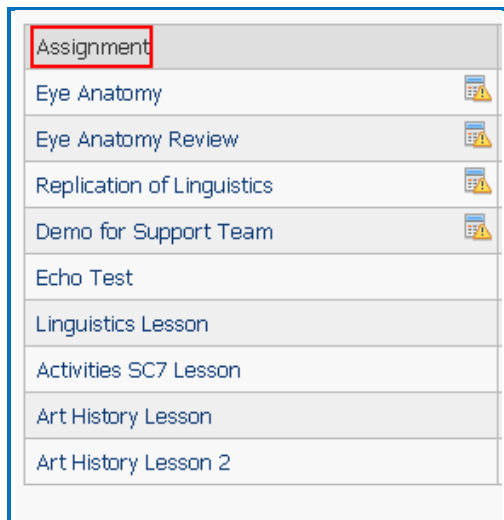
1. Log into your Jenzabar account and choose your course (see below).



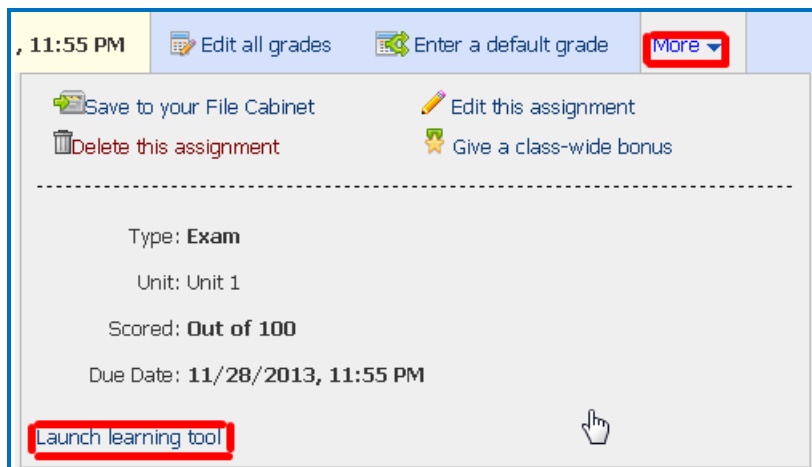
2. At the left, click **Coursework** (see below).



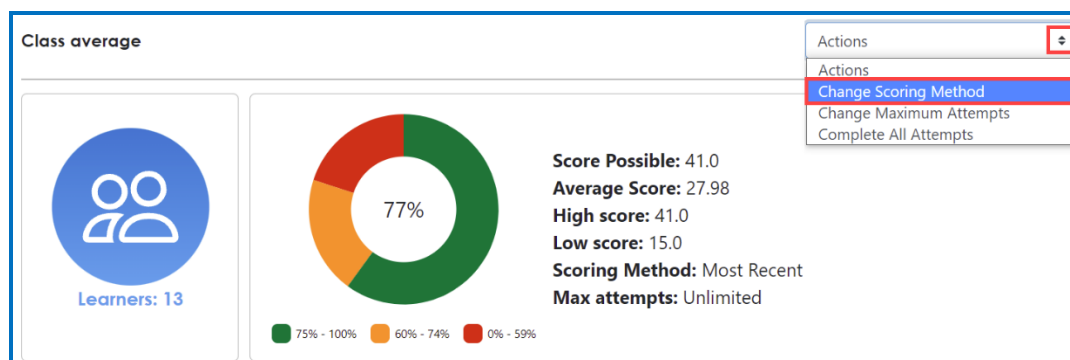
3. Select your Assignment from the list (see below).



4. Click the **More** dropdown and click **Launch learning tool** (see below).



5. The SoftChalk ScoreCenter screen appears. Use the Actions drop-down menu to select **Change Scoring Method**.



Class average

Actions

Actions

Change Scoring Method

Change Maximum Attempts

Complete All Attempts

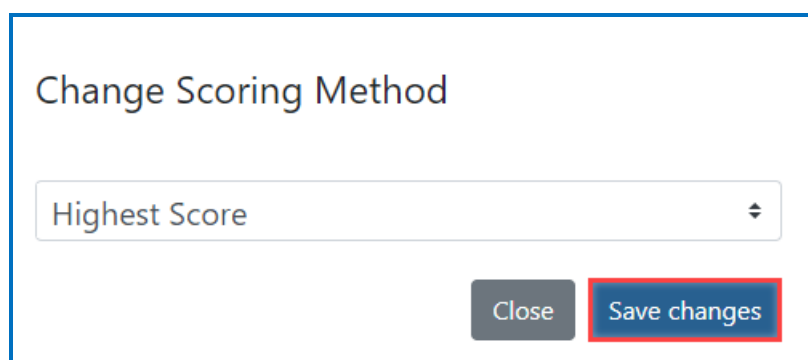
Score Possible: 41.0  
Average Score: 27.98  
High score: 41.0  
Low score: 15.0  
Scoring Method: Most Recent  
Max attempts: Unlimited

77%

75% - 100% 60% - 74% 0% - 59%

Learners: 13

6. Select a scoring method from the drop-down menu and be sure to click **Save changes** (see below).

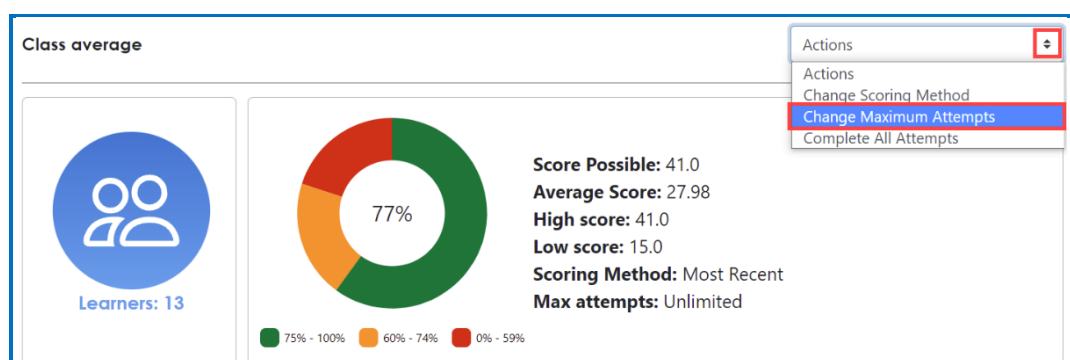


Change Scoring Method

Highest Score

Close Save changes

7. At the SoftChalk ScoreCenter screen, use the Actions drop-down menu to select **Change Maximum Attempts**.



Class average

Actions

Actions

Change Scoring Method

Change Maximum Attempts

Complete All Attempts

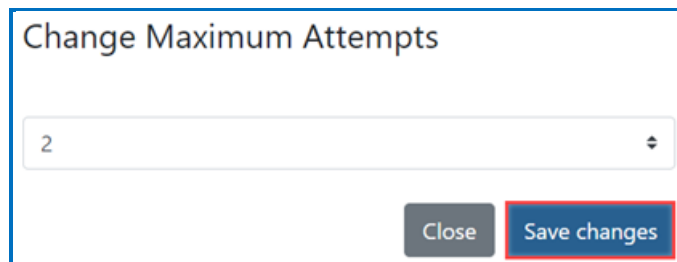
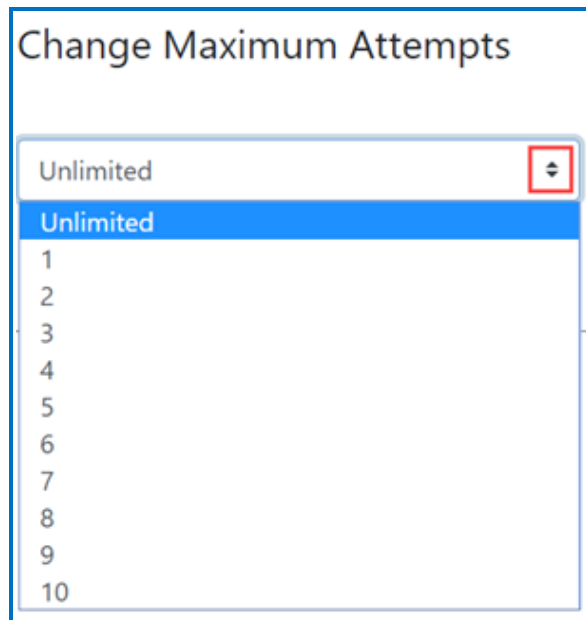
Score Possible: 41.0  
Average Score: 27.98  
High score: 41.0  
Low score: 15.0  
Scoring Method: Most Recent  
Max attempts: Unlimited

77%

75% - 100% 60% - 74% 0% - 59%

Learners: 13

8. Select the number of maximum attempts from the drop-down menu and be sure to click **Save changes** (see below).



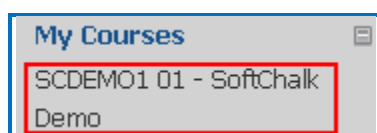
## Preview the Lesson

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

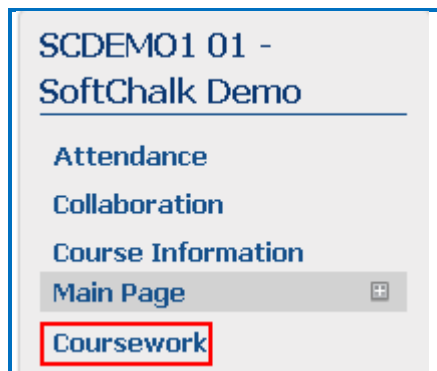
**IMPORTANT:** Be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Jenzabar and taking a lesson, then the scores won't be recorded.)

## View or Change Scores

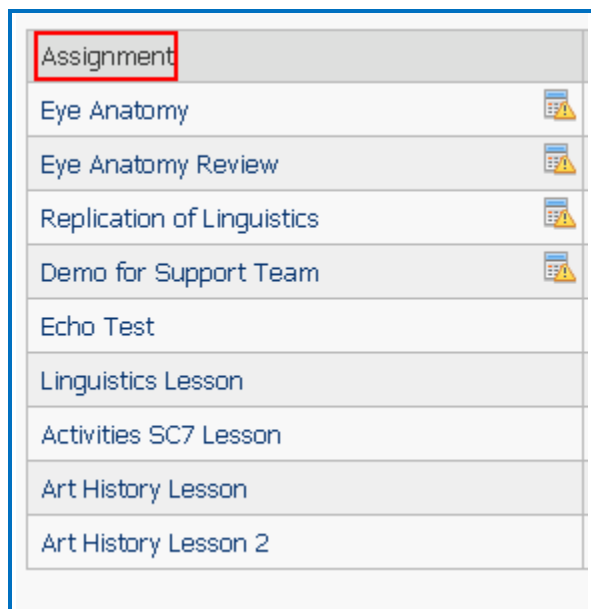
1. Log into your Jenzabar account and select your course from under **My Courses** (see below).



2. At the left, click **Coursework** (see below).

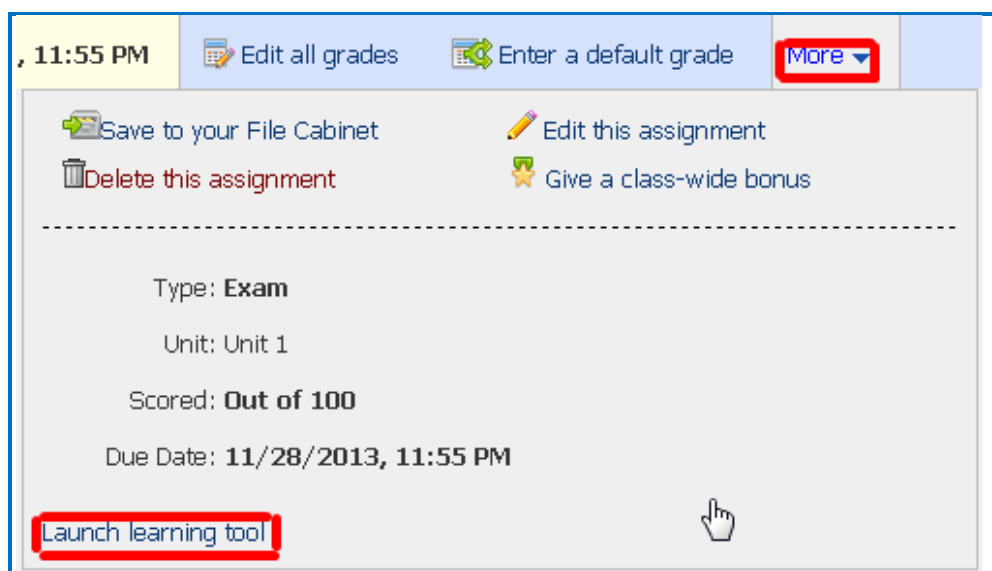


3. Select your assignment from the list (see below).





- Click the **More** dropdown and click **Launch learning tool** (see below).



- The SoftChalk ScoreCenter screen appears. Click on a specific learner's name to display a dropdown menu of the student's attempts.




A quick check of the Status icons helps to identify learner attempts that successfully completed the attempt by clicking on the **Finish** button on the last page.

**IMPORTANT:** Instructors can manually 'Complete' individual and/or all incomplete attempts using the *Actions* menu. See the section [Complete All Attempts for All Students for a Lesson](#) below.

A, Student	2	23.1	✓	/	✗	N/A	/	✓	✓
Status	Started	Completed	Duration		Score				
	Oct 21, 2021 02:13 PM	N/A	N/A		0.0				
	Jun 25, 2021 06:54 PM	Jun 25, 2021 06:54 PM	0:00:32		23.1				









Below are Status icons you may see in ScoreCenter.




	<p><b>Completed Attempt</b></p> <p>The learner has successfully completed the lesson by clicking on the Finish button located on the last page of the lesson or the instructor has manually completed the attempt using the ScoreCenter <i>Actions</i> menu.</p>
--	--

	<p><b>Incomplete Attempt</b></p> <p>The learner has opened the assignment and connected to ScoreCenter but has not clicked on the Finish button located on the last page of the lesson.</p> <p>Instructors can manually complete the attempt using the ScoreCenter <i>Actions</i> menu. Please see the <a href="#">Complete All Attempts for All Students for a Lesson</a> section for additional information.</p>
	<p><b>Changed Score</b></p> <p>The instructor has manually changed the score for the attempt. See steps 7-8 below to learn how change a score using the ScoreCenter <i>Actions</i> menu.</p>
	<p><b>Cleared Attempt</b></p> <p>The instructor has manually cleared the attempt. This attempt is not reflected in the gradebook or calculated as part of the Average Score.</p> <p>See step 9 below to learn how clear an attempt using the ScoreCenter <i>Actions</i> menu.</p>

6. Click on an attempt to see additional attempt data (see below).


Notice you can use the attempt drop-down menu to switch views between the available learner attempts.

A, Student	3	23.1				N/A			
Status	Started	Completed	Duration		Score				
	Oct 21, 2021 02:13 PM	N/A	N/A		0.0				
	Jun 25, 2021 06:54 PM	Jun 25, 2021 06:54 PM	0:00:32		23.1				

7. Activity, QuizPopper, and Quiz Groups in the lesson will be listed at the bottom.
- The    icons let instructors quickly know if the learner received full, partial, or no points for their attempt at each Activity, QuizPopper, and Quiz Group question.


← Back to Class Average

**Learner Details** Actions


 **Student B**

Use this drop-down menu to easily switch between this learner's attempts.


Jun 25, 2021 07:08 PM







**Status:** Completed  
**Attempts:** 2  
**Receipt:** 946ff2206100550a74d1d3...









**Score:** 8.7  
**Possible Score:** 18.0  
**Scoring Method:** Most Recent



**Duration:** 0:00:29  
**Started:** 2021-06-25 19:08:58  
**Ended:** 2021-06-25 19:09:27

Learning Object Type	Score	Date	Allow Retry
 QuizPopper: (Page: 1)	2.0 out of 2.0	2021-06-25 19:09:01	Yes
 QuizPopper: (Page: 1)	0.0 out of 5.0	2021-06-25 19:09:15	Yes
 QuizPopper: (Page: 1)	6.7 out of 10.0	2021-06-25 19:09:23	Yes
 QuizPopper: (Page: 1)	0.0 out of 1.0	(Not Attempted)	Yes

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

Learning Object Type	Score	Date	Allow Retry
 QuizPopper: (Page: 1)	2.0 out of 2.0	2021-07-19 13:16:21	Yes
<div>  QuizPopper: True/False           <p>Score: 2.0 out of 2.0</p> <p>Question:</p> <p>The vitreous is a jelly-like substance.</p> <p>Possible Answers:</p> <p> True</p> <p> False</p> <p>User Answer:</p> <p> True</p> </div> <div>View detailed information about the attempt</div>			
 QuizPopper: (Page: 2)	0.0 out of 5.0	2021-07-19 13:16:26	Yes

9. If you need to change the score for an attempt, use the **Actions** menu to select **Change Score** from the dropdown.

**Learner Details**

Student B

Jun 25, 2021 07:08 PM

Actions

- Actions
- Change Score**
- Give Feedback
- Clear Attempt
- Restore Attempt
- Complete Attempt
- Re-Open Attempt

10. Enter a new score and click **Change Score** (see below). **IMPORTANT:** An attempt has to be complete before you can change the score.

**Change Score**

This will change the earned score for the attempt. To remove the changed score, remove the value in "New Score" and click "Change Score."

New Score

98

**An attempt must be completed before you can change the score**

Notes

Cancel Change Score

11. Notice that you also have the option to **Clear** an attempt (see below). If you clear an attempt, it will not count as part of the grade calculation. If needed, you can also **Restore** the attempt.

**Learner Details**

Student B

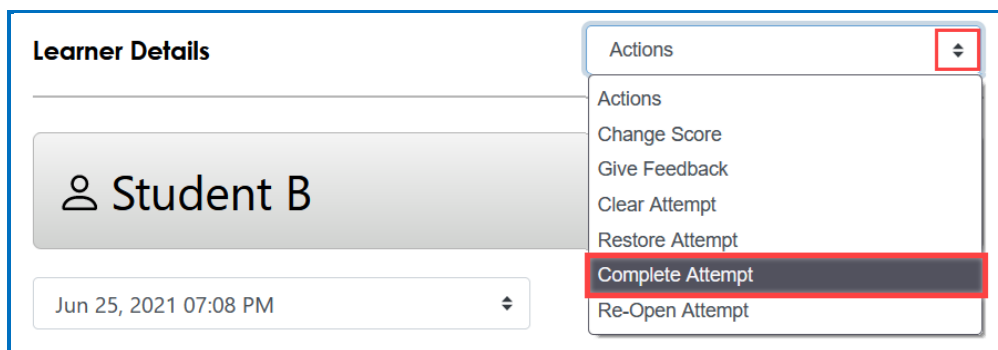
Jun 25, 2021 07:08 PM

Actions

- Actions
- Change Score
- Give Feedback
- Clear Attempt**
- Restore Attempt
- Complete Attempt
- Re-Open Attempt

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

Be sure to click **Complete Attempt**.



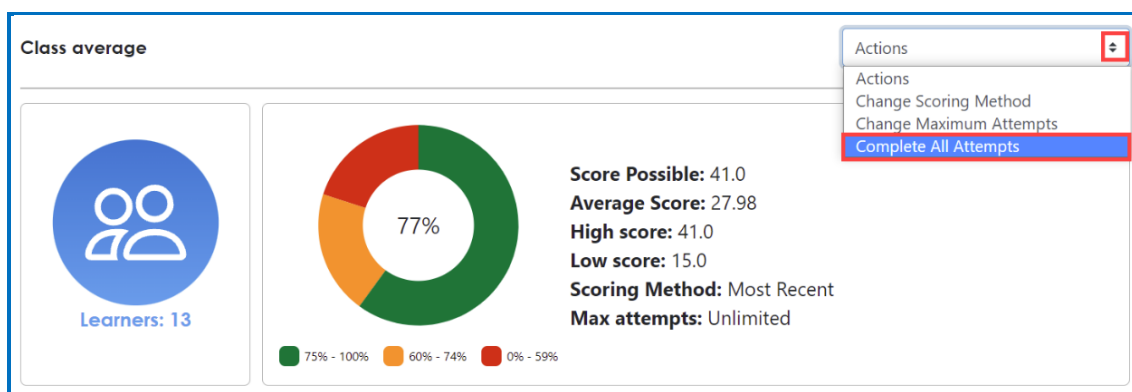
### Complete All Attempts for All Students for a Lesson

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

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

**IMPORTANT:** This procedure cannot be undone. (You can change individual scores if you need to.)

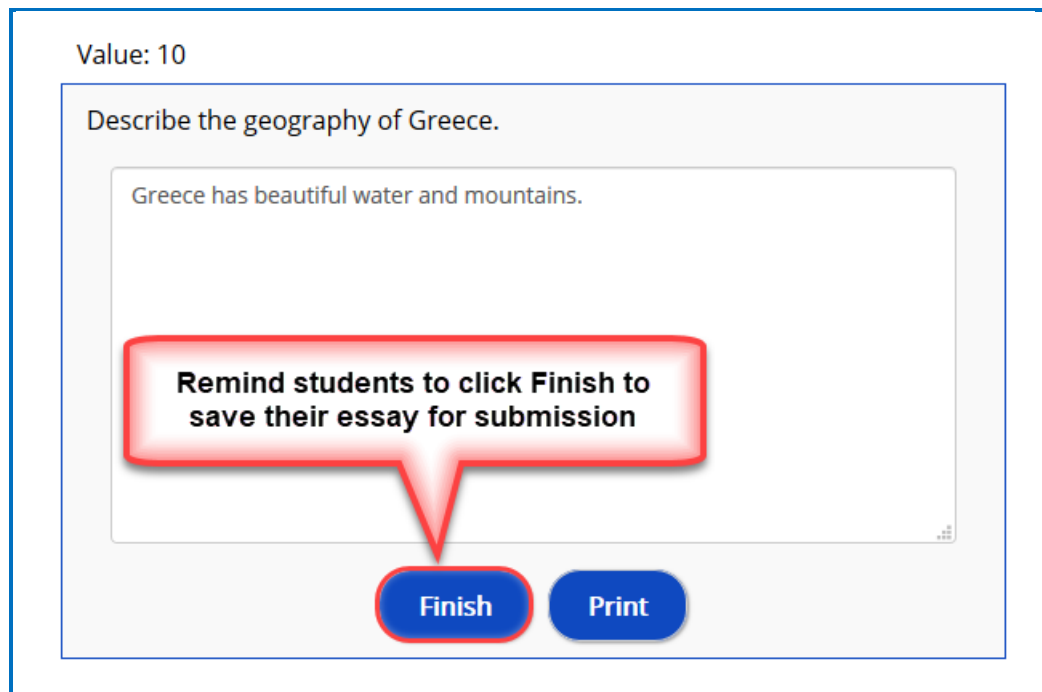
1. Click on the name of your lesson in the Assignments area.
2. Use the Actions drop-down menu to select **Complete All Attempts**.



## Essays

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

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



The screenshot shows an essay submission interface. At the top left, it says "Value: 10". Below this is a text prompt: "Describe the geography of Greece." Underneath the prompt is a text input area containing the text "Greece has beautiful water and mountains." Below the input area is a red speech bubble with the text "Remind students to click Finish to save their essay for submission". At the bottom of the interface are two buttons: "Finish" (highlighted with a red border) and "Print".

## Score an Essay

Essays that you have assigned points to must be **manually scored** for each student's attempt.

Please read the important information below:

You will go into the gradebook (i.e. ScoreCenter) and evaluate and score the essay. You can also provide feedback to the student on the essay.

For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points for the essay and other items.) Let's say a student completes everything correctly, completes the essay, clicks the **Finish** button for the essay and then clicks the **Finish** button on the last page of the lesson to submit his or her score. At this stage, the student has a score of 90 out of 100 because you will need to evaluate the essay and assign points.

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

In ScoreCenter, click on a student's name to view a list of attempts they have made on the lesson link. Select one of the attempts to view the Learner Details page. (See the [View or Change Scores](#) section above.)

Scroll down and click on an Essay QuizPopper and choose to **Grade Essay**. Here you can evaluate and score the essay. You can also add feedback for that Essay question here.

When you launch ScoreCenter, a scored Essay will appear with a yellow 'partial credit' icon until graded. A non-scored Essay will immediately appear with the green 'check mark' icon.

QuizPopper: (Page: 7) 0.0 out of 1.0 2022-01-12 15:40:02 Yes

QuizPopper: Essay Grade Essay

Score: 0.0 out of 1.0

Question:

User Answer:

QuizPopper: (Page: 7) 0.0 out of 1.0 2022-01-12 15:40:09 Yes

Change Score

Update the score of the essay question and give feedback.

Score

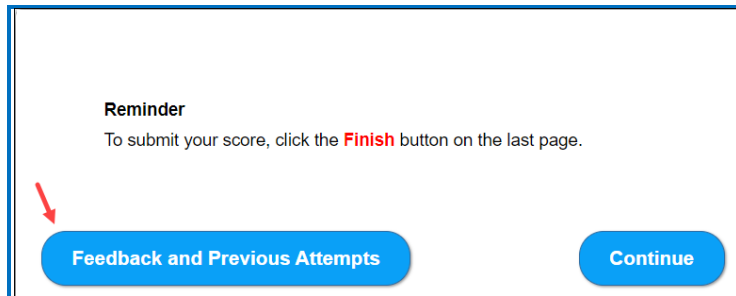
1

Feedback

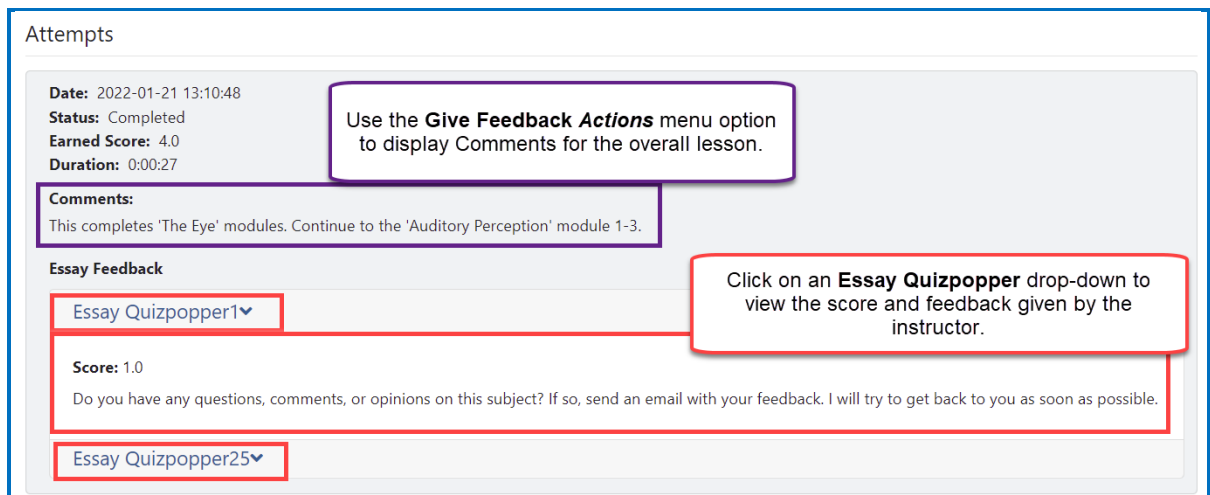
I like the way your descriptions of the research findings are followed by sentences beginning 'In this way...' or 'This suggests...' that draw out the implications of the research.

Cancel Save

Students can launch the lesson link and click on the **Feedback and Previous Attempts** link available in the initial popup to view the score and any feedback received for each Essay question from their previous attempt.



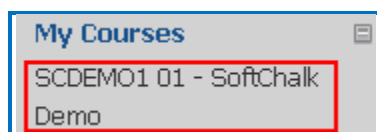
Here students can view the Feedback from instructors of their overall lesson feedback (from the *Actions* menu **Give Feedback** option) or the individual Essay feedback.



## Non-Scored Lessons (Cloud Users)

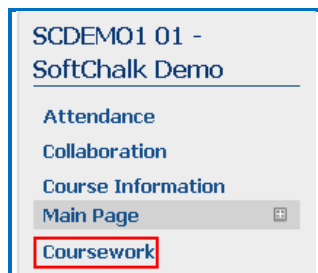
This section explains how to have your students access “practice” SoftChalk lessons. In other words, you do not plan to collect student scores from these lessons. [You can have items that have points assigned to them within your lesson, but if you want to collect the scores, see the section [Scored Lessons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

1. Save your SoftChalk lesson to your SoftChalk Cloud account. See the section **Save a Lesson or Course to the Cloud** in the [SoftChalk Cloud Guide](#).
2. Get the hyperlink (NOT the LTI hyperlink) for your lesson. See the section **Get the Hyperlink or LTI Hyperlink for Your Lesson** in the [SoftChalk Cloud Guide](#).
3. Log into your Jenzabar account and choose your course from the **My Courses** dropdown at the left.

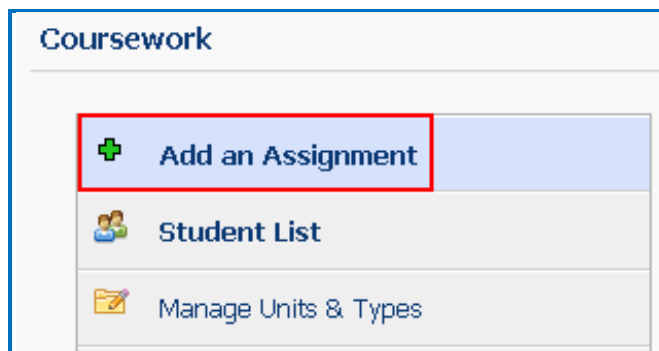




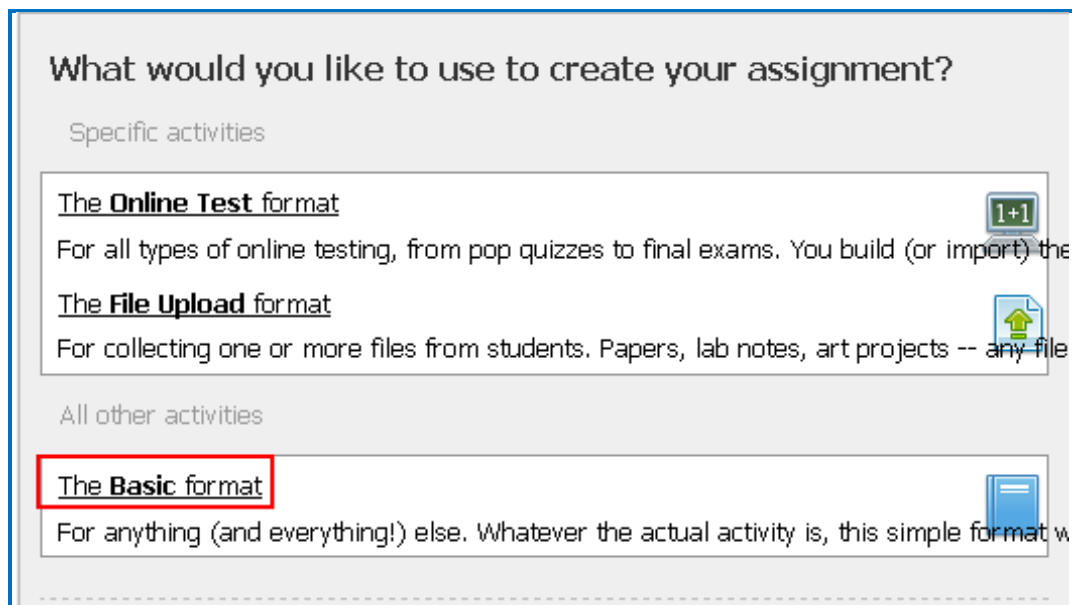
4. At the left, click **Coursework** (see below).



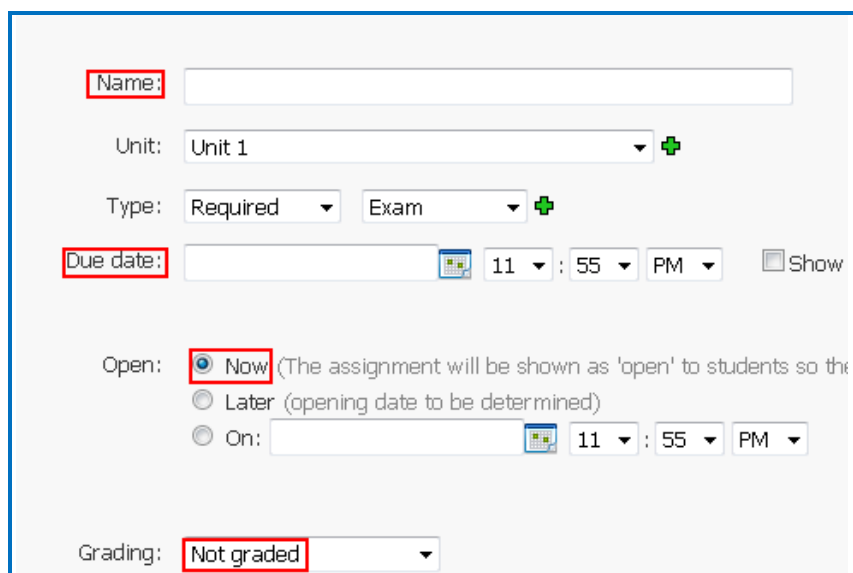
5. Click **Add an Assignment** (see below).



6. Select the **Basic** format (see below).

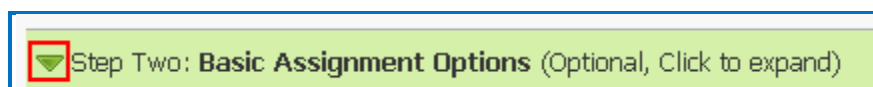


7. **Name** the assignment, enter a **Due date**, select **Now** next to Open, and select **Not graded** (see below).



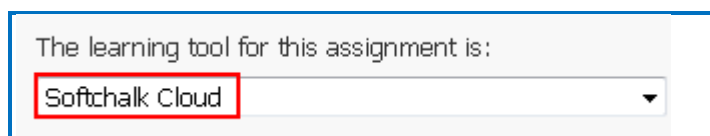
A screenshot of a web form for creating an assignment. The form includes several fields: a text input for 'Name', a dropdown for 'Unit' (set to 'Unit 1'), a dropdown for 'Type' (set to 'Required'), and a date/time picker for 'Due date' (set to 11:55 PM). Below these are radio buttons for 'Open' status, with 'Now' selected. At the bottom is a dropdown for 'Grading' (set to 'Not graded'). Red boxes highlight the 'Name', 'Due date', 'Now' radio button, and 'Not graded' dropdown.

8. Click the dropdown arrow for **Step Two** (see below).



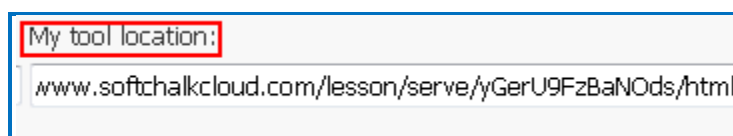
A screenshot of a dropdown menu with a green header. The header text is 'Step Two: Basic Assignment Options (Optional, Click to expand)'. A small downward-pointing triangle icon is on the left.

9. Select **SoftChalk Cloud** as the learning tool (see below).



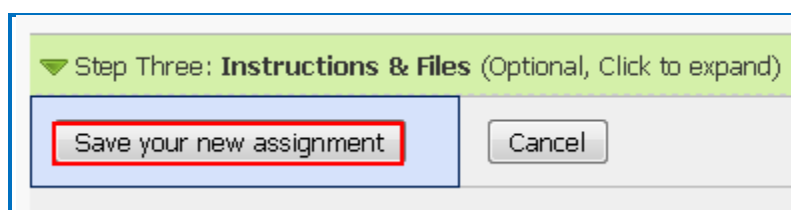
A screenshot of a form section titled 'The learning tool for this assignment is:'. Below the title is a dropdown menu with 'Softchalk Cloud' selected. A red box highlights the dropdown menu.

10. Under **My tool location**, paste in the hyperlink of your lesson from SoftChalk Cloud (see below).



A screenshot of a form section titled 'My tool location:'. Below the title is a text input field containing the URL 'www.softchalkcloud.com/lesson/serve/yGerU9FzBaNOds/html'. A red box highlights the text input field.

11. Under **Step Three** click **Save your new assignment** (see below).



A screenshot of a form section with a green header titled 'Step Three: Instructions & Files (Optional, Click to expand)'. Below the header are two buttons: 'Save your new assignment' and 'Cancel'. A red box highlights the 'Save your new assignment' button.

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## Revise an LTI Hyperlinked or Hyperlinked Lesson

If you used the LTI hyperlink or hyperlink to your lesson, then you can easily replace your lesson within your SoftChalk Cloud account. (You do not have to put in a new LTI hyperlink or hyperlink; simply edit or replace your current lesson in SoftChalk Cloud and the LTI hyperlink or hyperlink for this lesson will still work.)

1. Open your lesson in SoftChalk Create.
2. Make your changes and save your lesson back to SoftChalk Cloud. Your lessons will be automatically updated with any changes in all linked instances within Angel. (For details, see the section **Modify a Lesson** in the [SoftChalk Cloud Guide](#).)

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## Collaborate with Other Instructors on SoftChalk Lessons

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

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

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

<https://softchalk.atlassian.net/wiki/download/attachments/129404604/cloudguide.pdf?api=v2>

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## Jenzabar Administrator

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

As a Jenzabar administrator, to use the ScoreCenter feature, you need to register with SoftChalk and configure the ScoreCenter for your system. **IMPORTANT**: Notice the domain for your tool will be **softchalkcloud.com** (do **NOT** enter <https://www.softchalkcloud.com> which appears in your email – Jenzabar just wants the domain name – softchalkcloud.com).

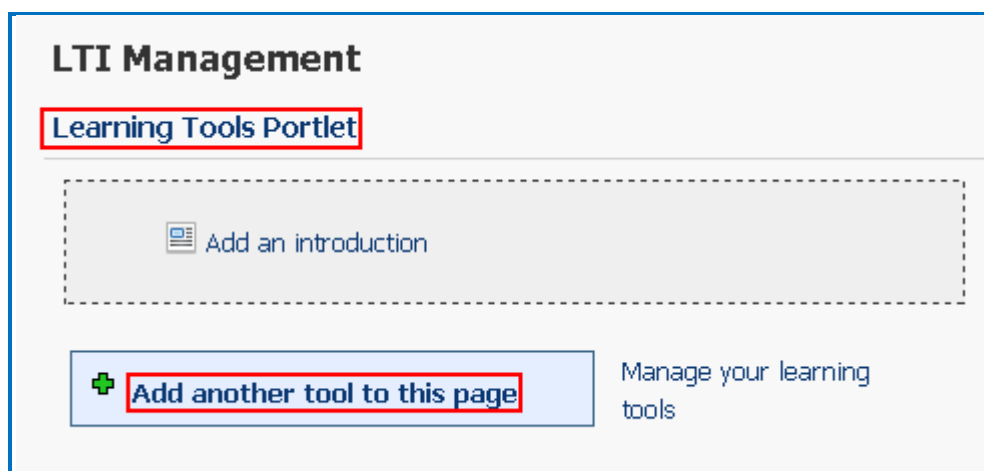
1. Please contact [help@softchalk.com](mailto:help@softchalk.com) and provide the following information to register with SoftChalk and receive authentication credentials (i.e. an OAuth Consumer Key and an OAuth Consumer Secret).

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

- a. Your institution name
  - b. LMS URL
  - c. First Name (optional) of the person registering with us
  - d. Last Name (optional) of the person registering with us
  - e. Email for this registration (the email can be a specific person's email or a generic email such as [lbsadmin@myinstitution.edu](mailto:lbsadmin@myinstitution.edu))
2. After registering, you will receive an email from SoftChalk with information to enter into your Jenzabar system (see the steps below).
  3. Log into your Jenzabar administrator account.
  4. Select **LTI Management** at the top of your screen (see below).



5. Under **Learning Tools Portlet**, click **Add another tool to this page** (see below).



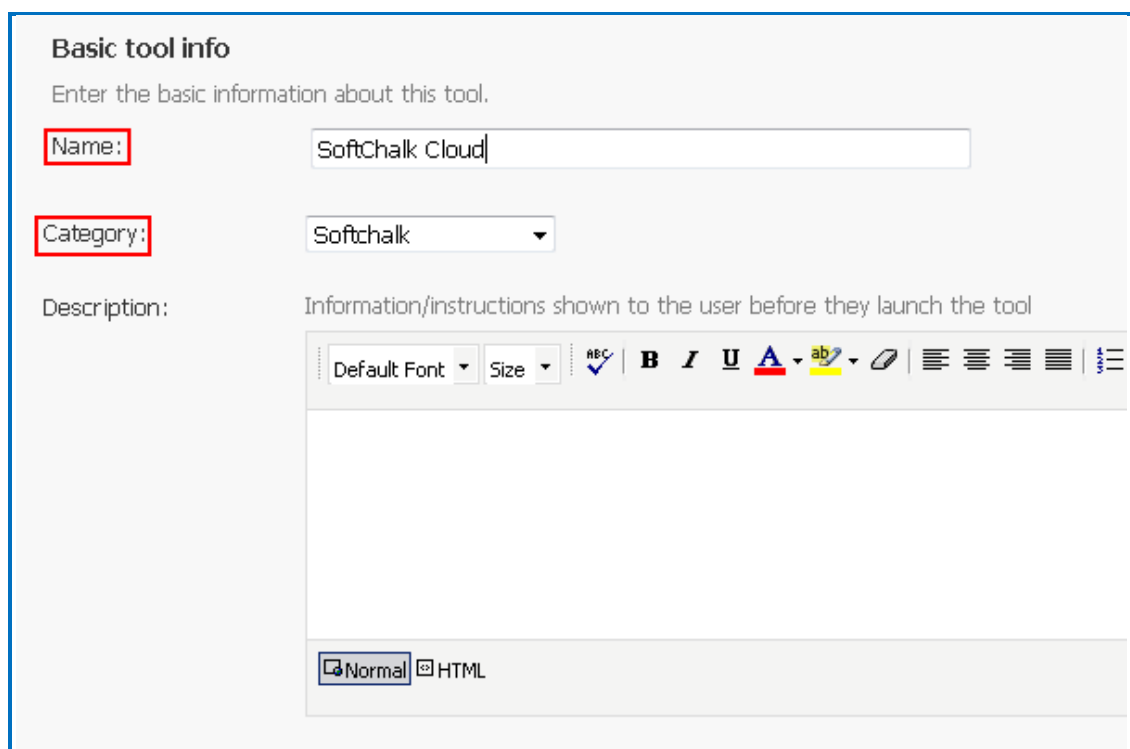
The screenshot shows the 'LTI Management' interface. At the top, there is a section titled 'Learning Tools Portlet' which is highlighted with a red box. Below this, there is a dashed box containing a document icon and the text 'Add an introduction'. At the bottom of the section, there is a blue button with a green plus icon and the text 'Add another tool to this page', which is also highlighted with a red box. To the right of this button, the text 'Manage your learning tools' is visible.

6. Click **Add a new learning tool** (see below).



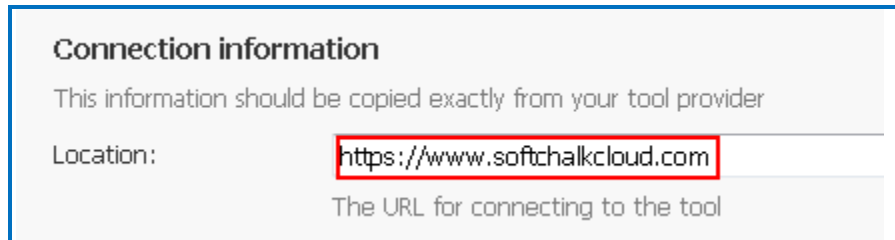
The screenshot shows a blue button with a green plus icon and the text 'Add a new learning tool', which is highlighted with a red box.

7. Under **Basic tool info**, enter SoftChalk Cloud in the **Name** section, select SoftChalk from the **Category** dropdown, and type in a Description of your tool (if you choose) (see below).



The screenshot shows the 'Basic tool info' form. At the top, there is a section titled 'Basic tool info' with the subtitle 'Enter the basic information about this tool.' Below this, there are three fields: 'Name:', 'Category:', and 'Description:'. The 'Name:' field is highlighted with a red box and contains the text 'SoftChalk Cloud'. The 'Category:' field is also highlighted with a red box and contains a dropdown menu with 'Softchalk' selected. The 'Description:' field is highlighted with a red box and contains a text area with a rich text editor toolbar. The toolbar includes options for 'Default Font', 'Size', 'ABC', 'B', 'I', 'U', 'A' (color), 'ab' (background color), and a list of alignment options. At the bottom of the text area, there are two buttons: 'Normal' and 'HTML'.

8. Under **Connection information**, in the **Location** section type in <https://www.softchalkcloud.com> (see below).



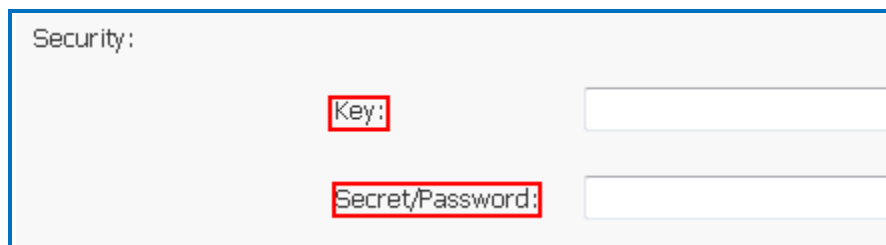
**Connection information**

This information should be copied exactly from your tool provider

Location:

The URL for connecting to the tool

9. Under **Connection information**, enter the Key and Secret/Password that you received when you registered (see [Registering with SoftChalk](#)) (see below).



Security:

10. Under **Tool display**, select **Show the tool within the JICS page** (see below).



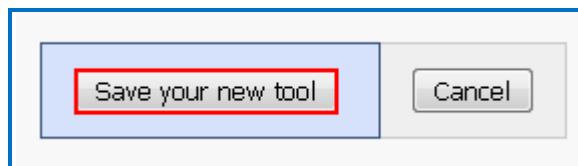
**Tool display**

How would you like to display this tool when it is launched?

☒ Show the tool within the JICS page

☐ Show the tool as a separate window

11. Click **Save your new tool** (see below).



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## Test LTI Lesson

If you are testing out your own graded LTI linked lessons in an LMS to confirm the gradebook connectivity, there are a couple of things to be aware of as the Cloud account owner/course instructor:

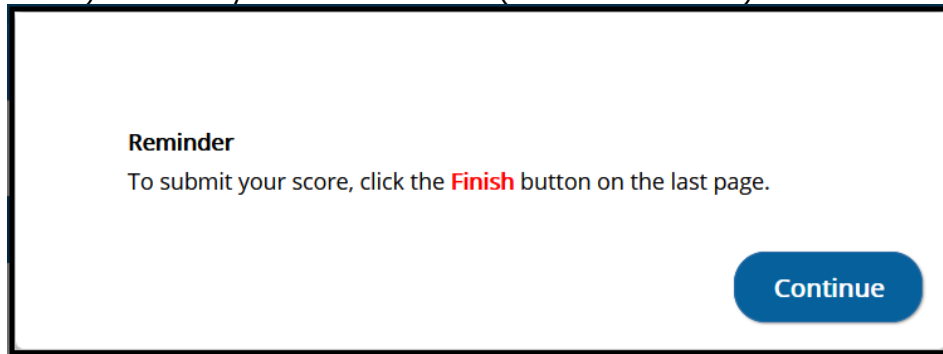
- If you are logged into SoftChalk Cloud, you will not be able to establish a connection to ScoreCenter. The two sessions interfere with one another, and you need to ensure that you have logged out of your Cloud account to produce a valid test. (Using the SoftChalk Link Selector will automatically log you into your Cloud account.)
- If you are logged in as the 'Instructor' role in the course, you will not launch the 'Student' view of the LTI lesson, and it will not connect to ScoreCenter in such a way that it will pass any grades. Be sure to log in as a test student or impersonate a student user enrolled into the course.
- If you are logged into the LMS 'Admin' account and attempt to access an LTI link, it will likely fail. LTI is only intended to work with users assigned 'Faculty' or 'Student' roles in an LMS. Oftentimes an admin is also enrolled into the course as the instructor, but it is best to test things with an instructor account if possible.

To test the Jenzabar as a student and confirm the grade has passed to the Jenzabar grade book:

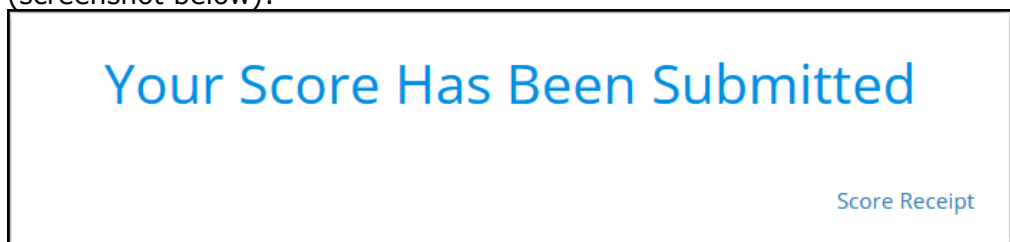
1. Add your SoftChalk Cloud lesson LTI link to your Jenzabar course using the steps shown in [this guide](#) beginning on page **7**.
2. Open another web browser tab. Navigate to <https://softchalkcloud.com> and click **Log out** next to your SoftChalk Cloud account username in the upper-right corner. Close the tab.
3. Impersonate an enrolled student in your Jenzabar course or log out of your Jenzabar course as the instructor and then log into your Jenzabar course as an enrolled student.
4. Navigate to and click on the SoftChalk assignment in the Jenzabar course.

Students can expect their attempt will be recorded when they see the below screens. With a successfully connected ScoreCenter lesson:

- Students will see the connection to ScoreCenter message (with instructions to click Finish) when they access the lesson (screenshot below):



- Students will see the Finish button at the end of the lesson.
- Students will receive the successfully completed message after clicking on Finish (screenshot below):



5. After taking the SoftChalk assignment, log out of the Jenzabar course as a student.
6. Access your course in Jenzabar as the instructor and navigate to the SoftChalk linked assignment.
7. Click on the SoftChalk linked assignment. You should see the ScoreCenter containing the attempt details for the lesson. You can read more about ScoreCenter on page **9** of the [this guide](#).



## Troubleshooting

Issue	Description/Resolution
I am the Instructor. I used the SoftChalk Link Selector to add my lesson, but scores are not collected in ScoreCenter or the Jenzabar gradebook. What could be wrong?	When copying the SoftChalk lesson link, be sure to copy the <b>LTI</b> link to add your SoftChalk lesson. Selecting the Hyperlink will not capture scores in ScoreCenter or the Jenzabar gradebook.
I am the Instructor. I do not see a 'Finish' button on the last page. What should I do?	When testing scored LTI linked lessons in an LMS to confirm the gradebook connectivity, there are a couple of things to be aware of as the Cloud account owner/course instructor: <ul style="list-style-type: none"> <li>• If you are logged in as an instructor in the course, you will not launch the 'Student' view of the LTI lesson, and it will not connect to ScoreCenter in such a way that it will pass any grades. Be sure to log in as a test student or impersonate a student user enrolled into the course.</li> <li>• If you are logged into the LMS admin account and attempt to access an LTI link, it may fail. LTI is only intended to work with users assigned 'Faculty' or 'Student' roles in an LMS. Oftentimes an admin is also enrolled into the course as the instructor, but it is best to test things with a student account if possible.</li> <li>• If you are logged into your SoftChalk Cloud account, then you will not connect to ScoreCenter. Go to <a href="https://softchalkcloud.com">https://softchalkcloud.com</a> and confirm you are not logged into your SoftChalk Cloud account. (Using the SoftChalk Link Selector will automatically log you into your Cloud account.)</li> </ul>
Some students report they do not see a 'Finish' button on the last page. What can I do?	If there is a record for a student's attempt in ScoreCenter, the course instructor can 'Complete' a student's attempt and push the score to the grade book.
A student's name is not listed in ScoreCenter. What should I do?	If a student is not showing in the ScoreCenter gradebook, their submissions to ScoreCenter were not tracked and SoftChalk does not have a record of their work. Ask the student to access the assignment again, confirm that they see first message reminding them to click 'Finish' on the last page, and make a new attempt.
Some students receive an <b>Empty Attempt ID</b> error when accessing the lesson. What should I do?	This error is intended to display when there is an issue detected during the LTI launch, a missing Attempt ID value, which would prevent the student from successfully completing the ScoreCenter attempt and posting a score to the LMS gradebook.

	<p>Typically, this error is caused by the student's <b>Role</b> in the course. The student must be enrolled as a 'student' within the course.</p> <p>For impacted students:</p> <ul style="list-style-type: none"> <li>• If there is a record for a student's attempt in ScoreCenter, the course instructor should re-open a student's attempt if it has an invalid score so that they can Resume and re-submit for credit.</li> <li>• If a student was unable to submit and has an 'in-progress' attempt in the ScoreCenter, that student should be directed to access the lesson again to Resume their attempt, then proceed to the end of the lesson and click Finish to submit.</li> <li>• If a student is not showing in the ScoreCenter gradebook, their submissions to ScoreCenter did not come across and SoftChalk does not have a record of their work – in this case, if a student has submitted alternate proof of completion such as a screen capture, we would suggest that the course instructor manually give credit to the student through the LMS grade center. Or ask the student to re-take the lesson material.</li> </ul> <p>Since adding the new 'Empty Attempt ID' error, most of the reports from students and instructors have been resolved by clearing the affected attempt and/or requesting that the student refresh and re-take the lesson/module.</p>
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## Desktop Users

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### Scored Lessons (Desktop Users)

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

#### Print or Email Scores

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

1. Create scored quiz questions and/or activities within your SoftChalk lesson and assign points for each quiz question or activity.
2. Add the email feature within your SoftChalk lesson. For **SoftChalk Create**, choose **Properties/Lesson Certificates**.
3. Make the appropriate selections under **Properties/Lesson Certificates**.
4. On the last page of your lesson within the web browser (e.g. Chrome, Internet Explorer, Firefox, or Safari), is an area for students to type their name or identifier and then click **Email Score, Print Certificate** and/or **Print Score Summary**. (You can preview your lesson on your local computer to see how this works.)
5. For more details, please search on Options for Tracking Scores within the [SoftChalk Create Guide](#).

With the email option, you will get an email from each student for each attempt the student made for the lesson. As mentioned previously, we recommend the use of the ScoreCenter feature as you will not have to manage individual emails.

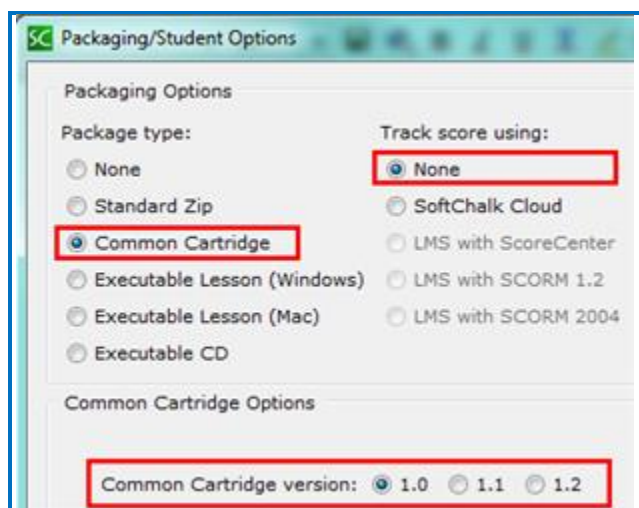
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## Non-Scored Lessons (Desktop Users)

Within SoftChalk, you can package a lesson in a common cartridge format. Then upload this common cartridge file into Jenzabar and upload it. See the steps below.

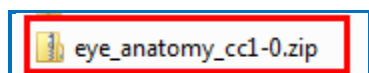
### In SoftChalk: Package a Lesson

1. Within your lesson in **SoftChalk Create**, choose **File/Package Lesson**. Under **Package type**, choose **Common Cartridge**. Under **Track score using** choose **None** (see below). (We have tested using the Common Cartridge version 1.0, the other versions may work, but we have not tested those versions.)



(If this option is disabled, then save your lesson or open a lesson.)

2. Your packaged file has your lesson name with a .zip extension. With SoftChalk Create, your .zip file is saved by default to your Documents area. With earlier versions of SoftChalk, the .zip file is saved within the lesson folder. (If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.) Notice the **eye\_anatomy\_cc1-0.zip** file in the image below.



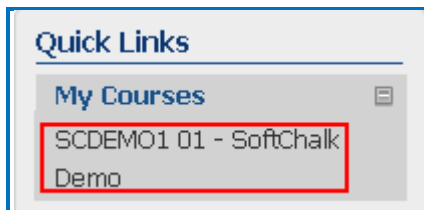
## In Jenzabar: Upload a Common Cartridge

After packaging your lesson within SoftChalk (see the previous section), then you're ready to upload the lesson zip file into Jenzabar.

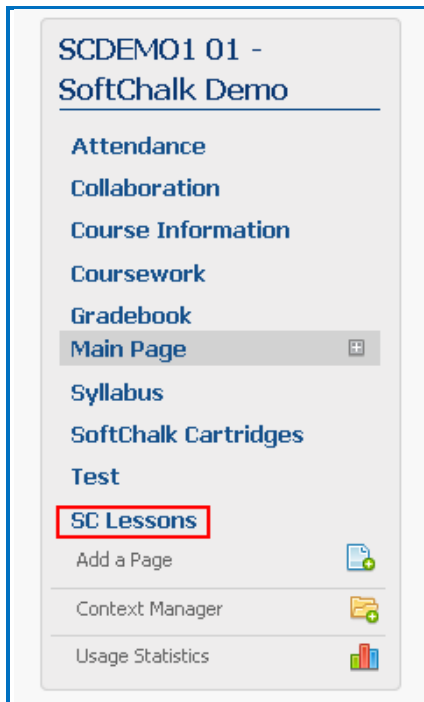
1. Login to Jenzabar. Select your **My Courses** tab at the top of your screen (see below).



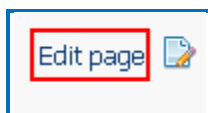
2. Select your course (see below).



1. Select the page. (If you need to create a page, see [Adding a Page](#) below.)



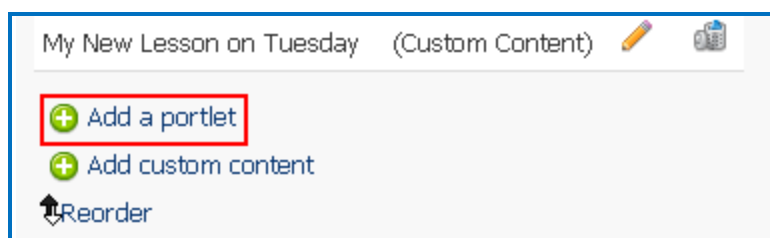
2. Select **Edit page** (see below).



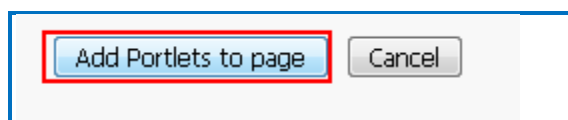
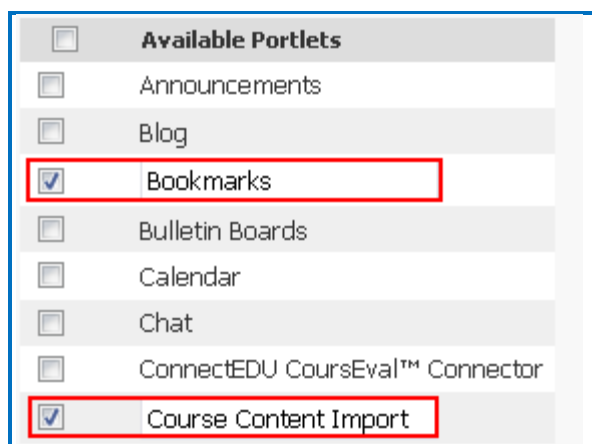
3. Select the **Content** tab (see below).



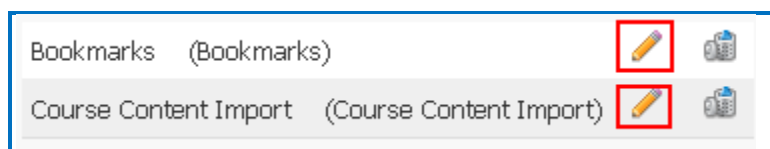
4. Select **Add a portlet** (see below).



5. Select **Bookmarks** and **Course Content Import** and click **Add Portlets to page** (see below).



6. If you choose, you can rename the portlets by clicking the pencil button next to it (see below).



7. Navigate back to the main menu for the page (see below).

You are here: Academics > Demo - DEMO > SoftChalk Demo > SCDEMO1 01 - SoftChalk Demo > **SC Lessons**


8. Go to the **Course Content Import** section on the page (see below).

Course Content Import - Upload

There is currently no content in this portlet.


This portlet is used to display external course content that you wish to import. Please use the form below to load content into this portlet.

**Upload a cartridge**



☐ Save this cartridge to your File Cabinet

**Load from File Cabinet**


 [select cartridge]

9. Click **Browse** (see below).

There is currently no content in this portlet.

















This portlet is used to display external course content that you wish to import. Please use the form below to load content into this portlet.

**Upload a cartridge**

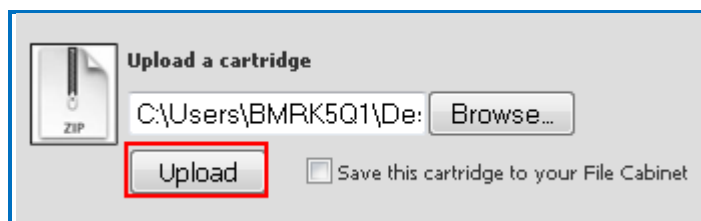


☐ Save this cartridge to your File Cabinet

10. Select the common cartridge package (see below).

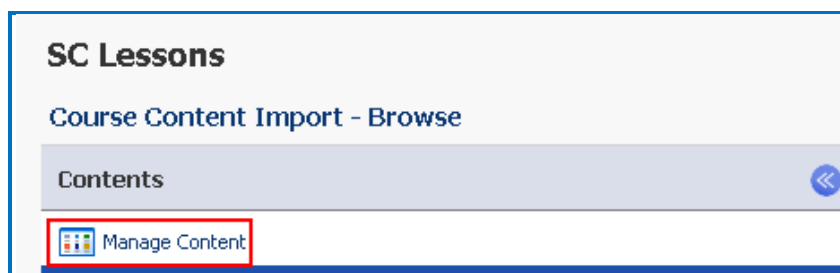
Name	Date modified	Type	Size
 dragndrop1.xml	2/25/2013 10:39 AM	Notepad++ Docu...	1 KB
 dragndrop2.xml	2/25/2013 10:39 AM	Notepad++ Docu...	1 KB
 get_flash_player.gif	2/25/2013 10:39 AM	GIF image	2 KB
 index.html	2/25/2013 10:39 AM	Firefox HTML Doc...	3 KB
 SCquiz.css	2/25/2013 10:39 AM	Notepad++ Docu...	1 KB
 SCquiz.html	2/25/2013 10:39 AM	Firefox HTML Doc...	9 KB
 <b>SCquiz_cc1-0.zip</b>	2/25/2013 10:39 AM	Compressed (zipp...	2,248 KB
 SCquiz_dummy.html	2/25/2013 10:39 AM	Firefox HTML Doc...	1 KB
 SCquiz_md.xml	2/25/2013 10:39 AM	Notepad++ Docu...	4 KB
 SCquiz_orm.txt	2/25/2013 10:39 AM	Notepad++ Docu...	3 KB
 SCquiz_print.css	2/25/2013 10:39 AM	Notepad++ Docu...	1 KB
 SCquiz_print.html	2/25/2013 10:39 AM	Firefox HTML Doc...	1 KB
 SCquiz_tiv.txt	2/25/2013 10:39 AM	Notepad++ Docu...	1 KB
 softchalk_manifest.xml	2/25/2013 10:39 AM	Notepad++ Docu...	10 KB
 spacer.gif	2/25/2013 10:39 AM	GIF image	1 KB
 wrong.mp3	2/25/2013 10:39 AM	MP3 Format Sound	5 KB

11. Click **Upload** (see below). This may take several minutes.



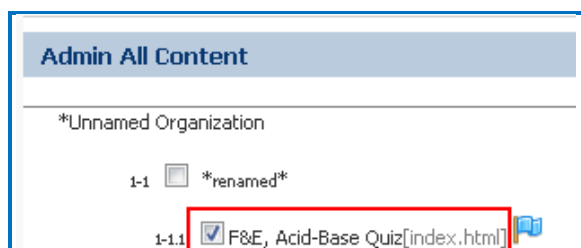
The screenshot shows a dialog box titled "Upload a cartridge". It features a ZIP file icon, a text field containing "C:\Users\BMRK5Q1\De:" with a "Browse..." button, and an "Upload" button highlighted with a red box. There is also a checkbox labeled "Save this cartridge to your File Cabinet".

12. Click the **Manage Content** link (see below).



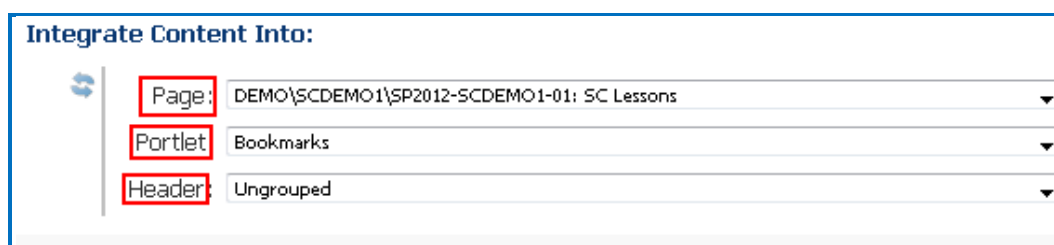
The screenshot shows the "SC Lessons" page with the sub-header "Course Content Import - Browse". Below this is a "Contents" section with a left arrow icon. A "Manage Content" link, accompanied by a small icon, is highlighted with a red box.

13. Select the checkbox for the lesson name (index.html). (See below).



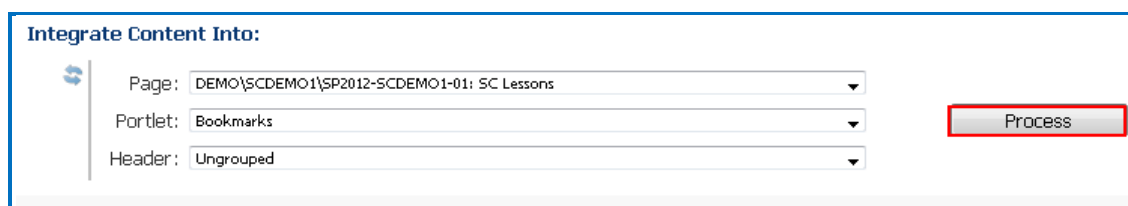
The screenshot shows the "Admin All Content" page for an "Unnamed Organization". It lists two items: "1-1 \*renamed\*" and "1-1.1 F&E, Acid-Base Quiz[index.html]". The checkbox next to the second item is highlighted with a red box.

14. Below the lesson files, find the section for "**Integrate Content Into:**" Select your **Page**, choose **Bookmarks** for the **Portlet**, and select a **Heading**. (See below.)



The screenshot shows the "Integrate Content Into:" section. It contains three dropdown menus: "Page:" (set to "DEMO\SCDEMO1\SP2012-SCDEMO1-01: SC Lessons"), "Portlet:" (set to "Bookmarks"), and "Header:" (set to "Ungrouped"). Each dropdown menu is highlighted with a red box.

15. Click **Process** (see below).

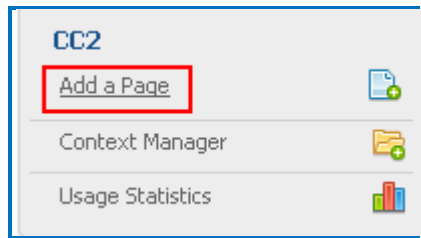


The screenshot shows the "Integrate Content Into:" section with the same dropdown menu selections as the previous image. The "Process" button, located to the right of the dropdowns, is highlighted with a red box.

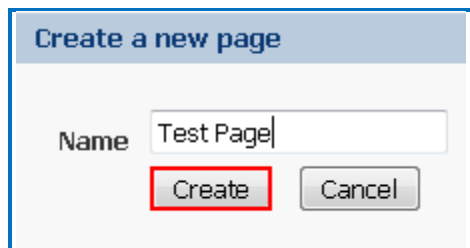


## Adding a Page

1. When in the course, select **Add a page** on the left side bar.



2. Name the page and click **Create**.



## Revise a Lesson NOT Saved to SoftChalk Cloud

1. In SoftChalk, edit and save your lesson. Package the lesson (see the section [In SoftChalk: Package a Lesson](#)).
2. In Jenzabar, delete your lesson folder in the **My Courses** area.
3. Upload your lesson again (see the section [In Jenzabar: Upload a Zip File](#).)

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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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