## Contents

### Introduction
- Overview ........................................................................................................... 8
- Quick Links ......................................................................................................... 8
- Use Content from SoftChalk Cloud, PowerPoint, Word or Other Sources ............. 9
- System Specifications ......................................................................................... 9
- Links to Learning Management System Guides ................................................ 9
- Student Guide to SoftChalk Lessons .................................................................. 10
- Purchase SoftChalk Create ............................................................................... 10
- Help Topics and Resources ............................................................................... 10

### Web Launch Version and Desktop Version
- Overview .......................................................................................................... 12
- Differences between the Web Launch Version and the Desktop Version ............. 13

### SoftChalk Create New Features and Enhancements
- SoftChalk Create New Features ......................................................................... 14
- SoftChalk Create Enhancements ......................................................................... 16

### Getting Started
- Start SoftChalk Create ..................................................................................... 18
- Create a New Lesson ......................................................................................... 18
- Save a Lesson ..................................................................................................... 19
- Preview a Lesson ............................................................................................... 20
- Open a Lesson .................................................................................................... 22
- Replace or Rename a Lesson in SoftChalk Cloud ............................................... 23
- Rename a Lesson (Desktop Version) .................................................................. 24
- Back Up a Lesson and Select a Previous Revision ............................................ 24
- Manage Publish Accounts ................................................................................ 26
- Save to LMS ....................................................................................................... 26
- Create a Multi-page Lesson ............................................................................... 27
- Style a Lesson .................................................................................................... 28
- Sidebars ............................................................................................................. 31
- Table of Contents ............................................................................................. 34
- Insert and Remove a Hyperlink .......................................................................... 37
- Insert a Hyperlink to another File ...................................................................... 37
- Internal Links (Bookmarks) .............................................................................. 38
- Insert an Image .................................................................................................. 40
- Insert Media (Sound, Animation or Video) ........................................................ 45
- Save an Item to SoftChalk Cloud and Reference This Item ............................... 48
- Insert Text Annotations (TextPoppers) ............................................................. 50
- Insert Quiz Items, Activities, Widgets and iFrames .......................................... 52
- Spell Checker .................................................................................................... 52
- Find or Replace .................................................................................................. 52
- Nested List ......................................................................................................... 53
# Library (Desktop Version)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>98</td>
</tr>
<tr>
<td>Save an Item to the Library</td>
<td>98</td>
</tr>
<tr>
<td>Edit an Item Title or Description</td>
<td>99</td>
</tr>
<tr>
<td>Replace an Item in the Library</td>
<td>100</td>
</tr>
<tr>
<td>Manage the Library List</td>
<td>101</td>
</tr>
<tr>
<td>Select Multiple Items in the Library</td>
<td>104</td>
</tr>
<tr>
<td>View a Library Item</td>
<td>104</td>
</tr>
<tr>
<td>Insert a Library Item into a Lesson</td>
<td>105</td>
</tr>
<tr>
<td>Export a Library Item or Folder</td>
<td>106</td>
</tr>
<tr>
<td>Export the Entire Library</td>
<td>106</td>
</tr>
<tr>
<td>Import a Library Item or Folder</td>
<td>107</td>
</tr>
<tr>
<td>Publish a Library Item to SoftChalk Cloud</td>
<td>108</td>
</tr>
<tr>
<td>Library Options</td>
<td>109</td>
</tr>
<tr>
<td>Back up the SoftChalk Library</td>
<td>109</td>
</tr>
<tr>
<td>Quiz Pools (Library)</td>
<td>109</td>
</tr>
</tbody>
</table>

# Package a Lesson and Open a Packaged Lesson

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Would You Package a Lesson</td>
<td>110</td>
</tr>
<tr>
<td>Steps to Package a Lesson</td>
<td>110</td>
</tr>
<tr>
<td>Packaging Options</td>
<td>111</td>
</tr>
<tr>
<td>Lesson Title</td>
<td>112</td>
</tr>
<tr>
<td>Student Options</td>
<td>113</td>
</tr>
<tr>
<td>Open a Packaged Lesson</td>
<td>114</td>
</tr>
</tbody>
</table>

# QuizPoppers

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>115</td>
</tr>
<tr>
<td>Insert a QuizPopper</td>
<td>116</td>
</tr>
<tr>
<td>Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper</td>
<td>116</td>
</tr>
<tr>
<td>QuizPopper Feedback Tab</td>
<td>117</td>
</tr>
<tr>
<td>QuizPopper Hint Tab</td>
<td>117</td>
</tr>
<tr>
<td>QuizPopper Options Tab</td>
<td>118</td>
</tr>
<tr>
<td>QuizPopper Metadata Tab</td>
<td>119</td>
</tr>
<tr>
<td>Modify or Remove a QuizPopper</td>
<td>119</td>
</tr>
<tr>
<td>Save a QuizPopper to the Library</td>
<td>120</td>
</tr>
<tr>
<td>True/False</td>
<td>121</td>
</tr>
<tr>
<td>Multiple Choice</td>
<td>122</td>
</tr>
<tr>
<td>Multiple Answer</td>
<td>123</td>
</tr>
<tr>
<td>Short Answer</td>
<td>124</td>
</tr>
<tr>
<td>Matching</td>
<td>125</td>
</tr>
<tr>
<td>Ordering</td>
<td>126</td>
</tr>
<tr>
<td>Essay</td>
<td>127</td>
</tr>
</tbody>
</table>
Widgets ................................................................. 227
Overview ................................................................. 227
Insert a Widget into a Lesson ........................................ 227
Widget Metadata ......................................................... 229

iFrames ................................................................. 230
Overview ................................................................. 230
Insert an iFrame into a Lesson ....................................... 232
iFrame Metadata ......................................................... 233

ReadSpeaker (Read Text Out Loud) ........................................ 234
Overview ................................................................. 234
Steps to Implement ReadSpeaker in a SoftChalk Lesson ...... 235
Use the ReadSpeaker Feature in the Published or Uploaded Lesson ........................................ 236

StyleBuilder ............................................................. 238
Create a Personal Style .................................................. 238
Apply a Personal Style to Your Lesson ............................... 246
Create a Personal Style from a Template ............................ 246
Export a Style Using StyleBuilder .................................... 247
Import a Style Using StyleBuilder .................................... 247
Delete a Personal Style .................................................. 248

Tables ................................................................. 249
Create a Table ........................................................... 249
Modify or Delete a Table ............................................... 250
Change a Column Width ............................................... 250
Select a Row to Make a Header ...................................... 250
Select a Column to Make a Header .................................. 251
Insert or Delete Rows .................................................. 252
Insert or Delete Columns .............................................. 253
Select Multiple Cells ................................................... 254
Merge Cells ............................................................... 255
Accessibility - Enter a Caption ...................................... 256
Wrap Text around a Table ............................................. 257
Create a Caption for an Image ....................................... 258
Insert Menu .............................................................. 260
Put Images Side by Side .............................................. 261
Copy and Paste a Table from Word .................................. 262

eCourseBuilder ...................................................... 263
Overview ................................................................. 263
Create Some Individual Lessons ...................................... 263
Create and Save an eCourse .......................................... 263
Preview an eCourse ................................................... 268
Open an eCourse ....................................................... 270
Introduction

Overview

The URL for this guide is below. As we update this guide, the URL will remain the same. (You may want to bookmark this link in your web browser.)

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

Welcome to our award-winning content authoring software that lets you create engaging lessons and learning objects quickly and easily. You can style your lesson for a professional look. You can add many activities and quizzes that promote active learning. For more details, see the sections QuizPoppers, Quiz Groups and Activities.)

Our software, which runs on both Windows and Macintosh computers, comes in both a web launch version and a desktop version (see the section Web Launch Version and Desktop Version). Your students can view your lesson in a web browser (Internet Explorer, Firefox or Safari) on standard computers and mobile devices.

Quick Links

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

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

You can search for content:

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

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

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

**System Specifications**

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


**Links to Learning Management System Guides**

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

We encourage you to have your students review our [Student Guide to SoftChalk Lessons](http://support.softchalk.com/FileManagement/Download/f63c73ce33fb45f091657ba93a4d92b0), which includes a troubleshooting section.

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

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

**Purchase SoftChalk Create**

If you don’t have a license already and would like to purchase SoftChalk Create, please see our website page [Buy Now](http://www.softchalk.com). Please notice that the web launch version of SoftChalk Create comes as a feature of a SoftChalk Cloud account.

**Help Topics and Resources**

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

![Help Topics Menu](image)

<table>
<thead>
<tr>
<th>Help Topics</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SoftChalk Create Guide</strong></td>
<td>That’s this guide! Click on an item in Table of Contents or use Find (Ctrl+F) to find information. Includes a Getting Started section.</td>
</tr>
<tr>
<td><strong>SoftChalk Cloud Guide</strong></td>
<td>Guide to using other features of SoftChalk Cloud that are not covered in the SoftChalk Create User Guide. For instance, this guide describes how to create polls as well as how to set up folders to share content.</td>
</tr>
<tr>
<td><strong>Quick Video Tutorials</strong></td>
<td>Link to Quick Video Tutorials. These videos are 2-5 minutes long demonstrating various features of SoftChalk.</td>
</tr>
<tr>
<td><strong>FAQ</strong></td>
<td>Link to Frequently Asked Questions.</td>
</tr>
<tr>
<td><strong>LMS Integration</strong></td>
<td>For direct links to individual guides, see the section in this guide Learning Management System (LMS) Guides. The above link includes guides to Angel, BrainHoney, Blackboard, Canvas, eCollege, Desire2Learn, Jenzabar eLearning and Moodle.</td>
</tr>
<tr>
<td><strong>Sample Lessons</strong></td>
<td>Link to Sample Lessons including lessons by the Winners of the Lesson Challenge.</td>
</tr>
<tr>
<td><strong>Training Registration</strong></td>
<td>Link to sign up for free online short courses.</td>
</tr>
<tr>
<td><strong>Other Resources on the SoftChalk Website</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Introducing SoftChalk</strong></td>
<td>Live online demo introducing SoftChalk features.</td>
</tr>
<tr>
<td><strong>Innovator Series</strong></td>
<td>Live online demo by innovative educators who demonstrate their use of SoftChalk lessons.</td>
</tr>
<tr>
<td><strong>Innovator Archives</strong></td>
<td>Archives of the Innovator Series.</td>
</tr>
<tr>
<td><strong>System Specifications</strong></td>
<td>Lists the system specifications for both instructors creating SoftChalk lessons and students accessing SoftChalk lessons.</td>
</tr>
<tr>
<td><strong>Migration to SoftChalk Cloud Guide</strong></td>
<td>This guide is for users who know the basics of using the SoftChalk desktop version but would like to migrate to a SoftChalk Cloud account.</td>
</tr>
</tbody>
</table>

**Link to the SoftChalk Cloud Website**

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

**How To Tab**

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

SoftChalk comes in both a web launch version and a desktop version. For both applications, you can try out a fully functional version for 30 days. See the details below on this page for getting a trial version. Most users will have either the web launch version as part of their SoftChalk Cloud account or the desktop version.

The desktop version does not include a SoftChalk Cloud account.

Many SoftChalk users have migrated from the desktop version to SoftChalk Cloud. (For purchasing information on how to make the transition, please contact sales@softchalk.com.)

There are a few differences between the two versions – see the section Differences between the Web Launch Version and the Desktop Version.

SoftChalk Create – Web Launch Version

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

1. Create a SoftChalk Cloud account (or trial account) on the SoftChalk Cloud website. Click the Join Now button in the upper right-hand corner on the SoftChalk Cloud website. (Select the Account Type – 30-day trial, purchase now or I have an activation key.)

2. Log into your account.

3. Choose My Content/Create Content to launch SoftChalk Create. Use the instructions in this guide to create content. For additional instructions about using the SoftChalk Cloud website, see the guide SoftChalk Cloud Guide.

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

Desktop Version

If you want to try out the desktop version (Windows or Macintosh), download a free trial version at:
## Differences between the Web Launch Version and the Desktop Version

As mentioned previously, the Web Launch Version of SoftChalk Create is one of the features available with a SoftChalk Cloud account (see the section [SoftChalk Cloud](#)).

<table>
<thead>
<tr>
<th>Description</th>
<th>Web Launch</th>
<th>Desktop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability</td>
<td>Available whenever you log into your <a href="#">SoftChalk Cloud</a> account on any computer. Choose <strong>My Content/Create Content</strong>. The first time you use SoftChalk Create on a computer, certain files are initially installed on that computer. Available on unlimited computers.</td>
<td>Available only on the desktop computer where you have SoftChalk Create installed. You can install SoftChalk Create on three computers that YOU use.</td>
</tr>
<tr>
<td>Subscription or Perpetual License</td>
<td>One year subscription</td>
<td>Subscription or Perpetual License</td>
</tr>
<tr>
<td>Re-use Your Content</td>
<td>Save your content to the <strong>My Content</strong> area of your <a href="#">SoftChalk Cloud</a> account. (You can also save lessons and eCourses to your local computer if you desire.) If you save content to the <strong>My Content</strong> area of your account, it is available wherever you log into your account.</td>
<td>Save activities and quiz groups to the Library. By default, the Library is on your local computer. (If you use SoftChalk Create on a different computer and wanted to re-use content, you would need to import Library items to that computer.)</td>
</tr>
<tr>
<td>Library</td>
<td>Not available (see the above information on the <strong>My Content</strong> area of your <a href="#">SoftChalk Cloud</a> account)</td>
<td>Available</td>
</tr>
<tr>
<td>Work off line</td>
<td>Not available</td>
<td>Create lessons off line</td>
</tr>
<tr>
<td>Package executable lessons and eCourses</td>
<td>Not available (but you can save lessons to your <a href="#">SoftChalk Cloud</a> account and give the hyperlink to your students)</td>
<td>Available</td>
</tr>
<tr>
<td>Versions of Your Content</td>
<td>Select and edit previous versions of your content</td>
<td>No automatic versioning of your content.</td>
</tr>
<tr>
<td>Collaborate on Content</td>
<td>Easily collaborate with other SoftChalk Cloud users on content</td>
<td>Collaboration must be managed carefully</td>
</tr>
</tbody>
</table>
SoftChalk Create New Features and Enhancements

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

As mentioned previously, SoftChalk Create, which is a feature of a SoftChalk Cloud account, allows you to create interactive web content. (For details on SoftChalk Cloud, see the section SoftChalk Cloud. For details on the differences between the Web Launch Version and the Desktop version, see the section Differences between the Web Launch Version and the Desktop Version.)

**IMPORTANT**: If you open a SoftChalk 7 lesson in SoftChalk Create, we recommend that you keep working on the lesson in SoftChalk Create. (If you try to go back a version, i.e. open your SoftChalk Create lesson in SoftChalk 7, you may lose important features from SoftChalk Create.)

### SoftChalk Create New Features

All activities under the **Insert/Activity** list are now viewable on **mobile devices** as well as on desktop computers. For a list of supported mobile devices, please see our **Systems Specifications web page**. For additional details, see the section Activities.

The lessons auto-format for the device being used. No additional app is required. All activities under the **Insert/Activity** list will be converted automatically to HTML 5 when accessed by web browsers that support the latest version of HTML 5. **Internet Explorer 9, Firefox and Safari** support later versions of HTML 5. (You’ll notice that activities in these browsers look very similar to the Flash-based activities.) These new HTML 5 activities provide additional **accessibility features for using keyboard controls**. For details, please see the **Keyboard Controls** section of the **Student Guide to SoftChalk Lessons**.

If you have some students using **Internet Explorer 8**, you don’t need to do anything. However, Internet Explorer 8 has an older version of HTML 5. Therefore students using the Charts, Crossword, DidYouKnow, DragNDrop, Flashcard, Hotspot, Jigsaw Puzzle, Ordering, Photo Album, Seek a Word, Slideshow, Sorting, Tabbed Info and Timeline activities with Internet Explorer 8 must have a **Flash Player 10 or higher** installed. (Find out your version of the Flash Player by right-clicking on an activity in the web browser window and viewing **About Adobe Flash Player**.) Download the latest Flash Player at: **www.adobe.com/downloads**.

(If you have SoftChalk 7 lessons, please open and re-save these lessons in SoftChalk Create and your activities will be converted automatically.)
Some of the features below describe storing information in SoftChalk Cloud. As mentioned previously, a SoftChalk Cloud account is a separate purchase from the Desktop version of SoftChalk. If you wish to migrate from the desktop version of SoftChalk to SoftChalk Cloud, please contact sales@softchalk.com.

<table>
<thead>
<tr>
<th>New Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Content Is Mobile Friendly</td>
<td>All activities can now be viewed on mobile devices. Additional accessibility features are available. For details, see the previous page and the section Activities.</td>
</tr>
</tbody>
</table>
| Save Items to SoftChalk Cloud and Reference the Items | Within your SoftChalk Create lesson, right-click on an item (see below) and choose Save to SoftChalk Cloud. Items that can be saved to the Cloud include:  
  - Activity  
  - Quiz Group  
  - Image  
  - Widget  
  - Equation  
  - Media (audio, video, flash)  
  - Files (such as PDF files put into lessons via Insert/Hyperlink and Select File)  
  - Hyperlinks to websites  
  For more details, see the section Save an Item to SoftChalk Cloud and Reference this Item. |
| Insert an Item from SoftChalk Cloud into Your Lesson | You can easily insert content from the My Content area of your SoftChalk Cloud account into your SoftChalk lessons. Within your SoftChalk Create lesson, choose Insert/SoftChalk Cloud Item. (You can also right-click within your lesson and choose SoftChalk Cloud Item.) See the section Insert a SoftChalk Cloud Learning Object into a SoftChalk Lesson. |
| Page Names                                        | Name the page links in the navigation areas (nav bar and drop down navigation). See the section Create Page Names. |
| Include Bottom Navigation                         | Option to NOT show the bottom navigation links (Return to Top, Previous and Next links) for a styled lesson. See the section Options on the Title & Layout Tab and scroll down to the Navigation area. |
| How To Tutorial and Example for Each Activity     | All the Activity creation windows have a How To tab with images and links to online working Activities and videos. See the section Activity How To Tab. |
### SoftChalk Create Enhancements

<table>
<thead>
<tr>
<th>Enhancements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Media Search – Insert an Editable Activity or Quiz Group from SoftChalk Cloud</strong></td>
<td>When searching SoftChalk Cloud with the Media Search, you have the option to insert activities or quiz groups as editable items. See the sections <a href="#">Media Search</a> and <a href="#">Insert an Item into a Lesson</a>.</td>
</tr>
<tr>
<td><strong>Media Search – Learning Registry</strong></td>
<td>The Learning Registry (<a href="http://www.learningregistry.org/">www.learningregistry.org/</a>) is now searchable from the Media Search tool, providing access to thousands of digital learning resources including the National Archives, The Library of Congress and PBS Learning Media.</td>
</tr>
<tr>
<td><strong>Media Search – Alt tag and longdesc</strong></td>
<td>When inserting images found in the Media Search, the <em>alt</em> tag is automatically populated with the image title and the <em>longdesc</em> is populated with the image title and description.</td>
</tr>
<tr>
<td><strong>Media Search – URL links</strong></td>
<td>URL links found in the Media Search can be inserted into a lesson as a link or embedded as an iFrame.</td>
</tr>
<tr>
<td><strong>Save to SoftChalk Cloud – Folder Tree</strong></td>
<td>From <a href="#">File/Save to SoftChalk Cloud</a>, you can select a folder to save your content in. To <strong>replace a lesson</strong>, click on the lesson name in the folder tree at the right and click the <strong>Save</strong> button at the left.</td>
</tr>
<tr>
<td><strong>StyleBuilder</strong></td>
<td>Includes the ability to add a <strong>background image</strong> to the banner and the footer. There is an option to have this image repeat. Choose <strong>Tools/StyleBuilder</strong> and select the <strong>Banner or Footer tab</strong>. For more details, see the section <a href="#">StyleBuilder</a>.</td>
</tr>
<tr>
<td><strong>Package Lesson – Choose Location to Save a Packaged File</strong></td>
<td>You can select where to save a packaged lesson. See the section <a href="#">Package a Lesson and Open a Packaged Lesson</a>.</td>
</tr>
<tr>
<td><strong>Quiz Pools</strong></td>
<td>Importing and exporting questions as quiz pools is available in both the desktop and web launch versions of SoftChalk. See the section <a href="#">Quiz Pools</a>.</td>
</tr>
<tr>
<td><strong>Accessibility – Activities</strong></td>
<td>There are now keyboard controls for activities. For details, please see the section <a href="#">Keyboard Controls in the Student Guide to SoftChalk Lessons</a>.</td>
</tr>
<tr>
<td><strong>Accessibility - MathML Functionality</strong></td>
<td>New MathML functionality ensures that when math equations are used in a SoftChalk lesson, screenreader software can read the equation.</td>
</tr>
<tr>
<td><strong>Accessibility – Text descriptions</strong></td>
<td>Students can view text descriptions of audio and video content as well as content presented in iFrames and widgets.</td>
</tr>
<tr>
<td>Mobile Lesson Pages – Color Style Enhancements</td>
<td>Color is used from the style for the lesson.</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>iFrame – Scrolling Options</td>
<td>There is an option for a frame border and scroll bars.</td>
</tr>
<tr>
<td>Quiz Groups and Activities - Text Link Option</td>
<td>There is the option to create a text link to open a Quiz Group or Activity. You can designate the text for the text link. (This feature exists with QuizPoppers as well.)</td>
</tr>
<tr>
<td>User Guide</td>
<td>Link to this online PDF User Guide. You can access this link within SoftChalk Create by going to the Help menu on the top menu bar and choosing Help Topics/User Guide (online PDF). The online link assures that you always have the latest documentation. See the permanent URL for the User Guide in the section <strong>Overview</strong>.</td>
</tr>
<tr>
<td>Manage Publish Accounts</td>
<td>There is a separate window to manage your accounts where you save to SoftChalk Cloud or a learning management system. Within SoftChalk Create, this window is found under File/Manage Publish Accounts. See the section <strong>Manage Publish Accounts</strong>. (This window replaces the Accounts tab in the File/Publish Lesson window in SoftChalk 7.)</td>
</tr>
<tr>
<td>How To Tab - Tutorials</td>
<td>Convenient links to tutorials are found under the How To tab for Media Search, Widget, Iframe, Quiz Group and Activities.</td>
</tr>
</tbody>
</table>
Getting Started

Start SoftChalk Create

If you have the web launch version of SoftChalk Create (i.e. you have a SoftChalk Cloud account at www.softchalkcloud.com), then log into your account. Under My Content, choose Create Content.

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

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

Create a New Lesson

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

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

Top Menu

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

Toolbar

Notice the toolbar under the top menu with the standard word processing functions such as:
- Changing the font and font size
- Bold, italics, underline, text color and highlight color
- Text indentation and alignment
- Bullets and Numbering

It also has the following items:
**Save a Lesson**

**Save To SoftChalk Cloud**

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

1. Choose **File/Save to SoftChalk Cloud**. (If you have the desktop version of SoftChalk and want to use this feature, you will need to enter your SoftChalk account information under **File/Manage Publish Accounts**. See the section **Manage Publish Accounts**.)

2. At the left, enter an **Item Name**. (Do NOT enter a % sign.)

3. At the right, select a folder in which to save your lesson.

4. At the left, Click **Save**. If your **Save** button is disabled, you need to select a folder at the right. Notice that you have three privacy options – **Public**, **Personal** and **No Access**. For details on these options, see the section **Privacy Options**.

5. You can keep making changes and choose **File/Save to SoftChalk Cloud**. At the right, your lesson should be selected. Click **Save**. You’ll be asked to replace your lesson; click **OK**.

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

**Save a Local Lesson**

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

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

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

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

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

**Auto-Recovery**

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

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

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

**Preview a Lesson**

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

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

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

**In Internet Explorer: Change Setting for Active Content**

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

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

![Internet Options](image)

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

Open From SoftChalk Cloud

To open a lesson from SoftChalk Cloud, choose **File/Open from SoftChalk Cloud**. Select the lesson you want to open and choose **Open**. (If you have the desktop version of SoftChalk and want to use this feature, you will need to enter your SoftChalk account information under **File/Manage Publish Accounts**. See the section [Manage Publish Accounts](#).)

Open a Local Lesson

Open

In SoftChalk, choose **File/Open**. Locate your lesson folder and double-click on it. Double-click on any .html file to open your lesson.

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

Open Recent

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

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

![Image of SoftChalk Create interface with Open Recent highlighted and Ctrl+T shortcut indicated]
Replace or Rename a Lesson in SoftChalk Cloud

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

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

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

1. Choose **File/Open** or **Open recent**. Locate your lesson folder and double-click on it. Double-click on any .html file to open your lesson.

2. Make your edits and save your changes.

3. Choose **File/Save to SoftChalk Cloud**.

4. **IMPORTANT**: At the right, select the lesson you want to replace. Then click **Save** (see below).
**Rename a Lesson (Desktop Version)**

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

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

**Back Up a Lesson and Select a Previous Revision**

**Backups in SoftChalk Cloud**

If you save your lessons to SoftChalk Cloud, *SoftChalk Cloud remembers the previous five revisions of your lesson*. To go to a previous version of your lesson:

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

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

![Select Revision](image)

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

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

**Backups on Your Local Computer**

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

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

1. Choose **File/Package Lesson**. For Package Type, select **Standard Zip** and for Track Score Using, select **None**. Click **OK**.

2. If you have SoftChalk Create, you will be asked where you want to save your .zip file.

3. Copy this zip file onto a thumb drive or server.
Manage Publish Accounts

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

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

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

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

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

Save to LMS

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

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

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

There is no limit per se on the number of pages you can put in a lesson. (The file size limit for the lesson would be determined by any limits you may have on uploading your lesson into a web server or into a Learning Management System.)

We have seen 80-page lessons though we don’t recommend lessons that large. “Chunking” your information into lessons of pages 5-20 pages would be easier for your students to handle. If you have related lessons, you may want to consider the eCourseBuilder feature. (For details, see the section eCourseBuilder.)

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

Insert a Page Break

1. Place your cursor where you want a page to begin.

2. Choose Insert/Page Break/Insert (or Ctrl+Enter or right-click and choose Page Break)

You can see a blue dotted blue line representing your page break (see below).

Remove a Page Break

1. Right-click on the page break.

2. Choose Remove Page Break (see below).
Style a Lesson

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

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

Attach a Style


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

3. Click OK.

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

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

Set Options for Your Style


2. Click the Title & Layout tab (see below). If options on this screen are disabled, see the previous section Attach a Style.
Options on the Title & Layout Tab

- **Lesson Title:** The Lesson Title and Subtitle appear in the header in a web browser.

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

- **Footer - Text:** Right-click within the Footer Text area and notice that you can add an Image, Hyperlink, Widget or Special Characters (see below). (For details on Widgets, see the section Widgets.) Like the header, the footer will appear when viewing the lesson in a web browser.
• **Sidebar Layout:** You can have several sidebars for your lesson. The “On This Page” sidebar is explained on the next page. You can create other sidebars by choosing **Properties/Sidebars**. For details, see the section **Sidebars**.

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

• **Navigation:**

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

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

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

    ![On This Page Sidebar Example](image)

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

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

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

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

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

Create a Sidebar

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

2. Type or paste text into the white box.
Add a Hyperlink

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

Insert an Image or Widget into a Sidebar

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

Put the Sidebar on All Pages

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

Remove the Sidebar from All Pages

1. Click Clear Text.
2. Click Copy to All Pages.
3. Click OK at the message window.
4. Click OK to return to your main editing window.
Put the Sidebar on a Specific Page
1. Choose Properties/Sidebars and select a sidebar.
2. Select a page from the For Page dropdown menu.
3. Type or paste text into the white box.
4. Click OK to return to your main editing window.

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

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

Copy Information from One Sidebar to Another
You can copy text from one sidebar to another and retain the formatting and hyperlinks.

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

For more details, see the section Curriculum Standards Page.
Table of Contents

Create a Table of Contents

First you need to create:

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

Set the Location of Your Table of Contents

2. Click the Title & Layout tab (see below). Make selections and click OK.

Entry page (in the web browser)
Rollover menu in a sidebar (in the web browser)

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

Create Page Names

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

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

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

![Contents](image)

**View a Table of Contents with Different Heading Levels**

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

![Contents](image)
Insert and Remove a Hyperlink

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

5. To remove a hyperlink, right-click on the hyperlink and choose Modify Hyperlink. Then click Remove and OK to return to your main editing window.

Insert a Hyperlink to another File

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

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

2. Select some text.

3. Choose Insert/Hyperlink (or right-click and choose Hyperlink).

4. Click Select file. Navigate to your file. Click on it to select it. Click Open.

5. It's a good idea to select Open the link in a new window. Click OK.

6. **IMPORTANT:** If you have issues linking to your file, check to see if you have unusual characters in your file name such as a period, & or # sign.
Internal Links (Bookmarks)

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

**Insert a Bookmark**

1. Click where you want your bookmark to go. (If you select text, the bookmark will be placed before the first character of your selected text.)

2. Choose **Insert/Bookmark** (or right-click and choose **Bookmark**).

3. Type a name for your bookmark (see below).

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

5. Notice the bookmark icon in your lesson.
Link to a Bookmark

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

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

Modify or Remove a Bookmark

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

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

**IMPORTANT:** If you have issues linking to your file, check to see if you have unusual characters in your file name such as a period, & or # sign.

(If you remove an image, the file remains in your lesson folder. Delete the file from within your lesson folder. For details, see the section Remove an Image.)

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

1. Click within your lesson to put your insertion point where you want your image.

2. Choose **Insert/Image** (or right-click and choose **Image**).

3. Click **Select image**.

4. Select your image file.

5. Click **Select**.

6. At the screen below, you have several options. You can change the alignment, border and dimensions. You can choose whether or not to have space around your image. You can also add text for accessibility.
**Space around an Image**

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

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

**Align – None, Left, Right, Top and Absbottom**

Notice there is an absbottom option for align. (Absbottom means absolute bottom.) This option may be particularly helpful for math instructors putting in equations.

**Reduce Your Image Size**

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

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

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

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

Notice that this image is still somewhat large (164 KB and 800 by 600 pixels). If you have a lot of images in a lesson, you may want to use an image editing program [such as Photoshop or Irfanview (www.irfanview.com – free program)] to reduce the size and/or dimensions of your image even more.

**Image File Types**

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

**Accessibility Items**

Complete the **Alternative text** and **Long Description** text boxes. For more information about SoftChalk’s Accessibility compliance, see [www.softchalk.com/lb_standards.html](http://www.softchalk.com/lb_standards.html).

**Save an Image to the Library**

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

**Re-size an Image within the Main Editing Window**

1. Within your main editing window, click on your image to select it.

2. Drag a corner square handle to re-size it proportionally (see below).
**IMPORTANT:** When you re-size an image in the main editing window, the re-sizing affects the presentation of the image but not the actual file size.

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

**Wrap Text around an Image**

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

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

![Image Attributes]

- **Align**: left
- **Border**: 0
- **V space**: 0
- **H space**: 10

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

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

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

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

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

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

Metadata

There is a **Metadata** tab (see below). You can assign metadata to the individual images. Click **Metadata** to add more metadata. For details on metadata, see the section **Metadata**.
Insert Media (Sound, Animation or Video)

You can insert various types of media into your lesson. You can insert various sound, video and animation files. (For information on searching content repositories to find media, see the section Media Search.)

If you need a sound program, Audacity is a popular free recording and editing program (http://audacity.sourceforge.net/).

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

2. Select the File Type (Audio, Video, etc.).

3. Click Select file to select your file (see the table below for supported formats).

Media Formats

<table>
<thead>
<tr>
<th>File Type</th>
<th>Formats Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio</td>
<td>aiff, au, mid, midi, mp3, ra, ram, rmf, wav, wma</td>
</tr>
<tr>
<td>Video</td>
<td>avi, mpeg, mp4, mpg, mov, wmv</td>
</tr>
<tr>
<td>Flash</td>
<td>swf</td>
</tr>
<tr>
<td>Shockwave</td>
<td>dcr</td>
</tr>
<tr>
<td>Web Movie</td>
<td>swf</td>
</tr>
</tbody>
</table>
**Linked file**

Notice the following scenario. You insert an audio file with the **Linked file** option selected. When you preview your lesson in your web browser and click on the media icon in your lesson, a separate window pops up with controls for you to play the sound (see below).

Why would you want to use the **Linked file** option rather than **Inline player** (see below)? *If you have a lot of media on your lesson page, use the Linked file option.* (The **Inline player** option causes the page to load more slowly.)

**Inline player**

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

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

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

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

Rather than select a file on your local computer, you can link to a media file on the web. Copy and paste (**Ctrl+V**) a URL in the box below.
Link to a Streaming Web Movie (such as YouTube)

Beginning with Version 5, you can use the **Insert/Widgets** to link to streaming video. For more details about Widgets, see the section [Widgets](#).

1. Go to the YouTube site ([www.youtube.com](http://www.youtube.com)) and find your movie.
2. Click in the **Embed** code (usually on the right side of the screen).
3. Right-click and select **Copy**.
4. Within SoftChalk, choose **Insert/Widgets**.
5. Click **Paste Code**. Click **OK**.
6. Save and preview your lesson. **IMPORTANT:** You (and your students) must be online (i.e. have an internet connection) for the video to play since the video is being streamed from the YouTube website.

**Metadata**

There is a **Metadata** tab (see below). You can assign metadata to an individual media item. Click **Metadata** to add more metadata. For details on metadata, see the section [Metadata](#).
Save an Item to SoftChalk Cloud and Reference This Item

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

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

See the steps below for saving an item to the SoftChalk Cloud My Content/My Files area of SoftChalk Cloud and then referencing the item in a lesson. Within SoftChalk Create, choose Insert/Image (or Insert/Media).

1. Click Select Image. Select the image to insert and click Select. Click OK.

2. In the main editing window, right-click on the image and choose Save To SoftChalk Cloud.

3. Change the name if you like or just click Save (see below). If you are replacing an item, be sure to select the item you want to replace.

4. Click Close to return to your main editing window.
5. You can now delete your image and insert a reference to this image from SoftChalk Cloud. From your main editing window, right-click on your image and choose **Modify Image**. Click **Remove**.

6. From your main editing window, choose **Insert/SoftChalk Cloud Item**

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

![Image of Insert From SoftChalk Cloud window]

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

![Image of Save space, Reference file on Cloud]

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

10. If you need to **update the item in SoftChalk Cloud**, then insert the updated item (for instance, a revised image) in a new lesson. Right-click on the image and choose **Save to SoftChalk Cloud**. Select the item you want to replace at the right and click **Save**. As mentioned previously, you must use the same filename and file type when replacing an item. The filename must be case sensitive as well. (Equations and Hyperlinks cannot be updated.)
**Insert Text Annotations (TextPoppers)**

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

```
retina converts the image into an electrical signal along the optic nerve to the brain, where it is upright.
```

View information on [macular degeneration](#)

**Create a TextPopper**

1. In your main editing window, select some text.

2. Choose **Insert/TextPopper** (or right-click in the middle of your selected text and choose **TextPopper**).

3. Type or paste text in the top and bottom areas (see below). You can right-click in a text area to insert an image, hyperlink, media or equation.
4. Notice that you can select various styles for your TextPopper under **Background Style** (see below).

```
Background Style:

Standard (Default)
---
Standard (Default)
---
Flower
Oval
Speech
Quotation
Thought
Post
Pushpin
```

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

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

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

**Create a TextPopper with an Image, Hyperlink or Media**

1. Follow the previous instructions for creating a TextPopper.

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

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

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

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

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

**Modify or Remove a TextPopper**

Right-click on the TextPopper and choose **Modify TextPopper** or **Remove TextPopper**.
Insert Quiz Items, Activities, Widgets and iFrames

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

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

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

Spell Checker

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

Find or Replace

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

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

![Nested List Example]

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

![Toolbar Icons]

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

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

Read Text of the Lesson

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

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

Updates to SoftChalk

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

Distribute or Project a Lesson

In addition to projecting your lesson on an electronic whiteboard such as on a Promethean™ whiteboard or a SmartBoard™, you can deliver your lesson to your students in several ways. You can also collect lesson scores from your students. You can also use the option to Include Mobile Pages so that your lesson can be automatically formatted for mobile devices. For more details on distributing your lesson, see the sections Deliver a Lesson to Your Students, Track Student Scores and Essays and Mobile Devices.
Deliver a Lesson to Your Students

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

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

**IMPORTANT**: Please note that the Chrome browser is NOT supported. For a complete listing of our supported system specifications, see our website page System Specifications.

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

<table>
<thead>
<tr>
<th>Delivery Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Management System (LMS)</td>
<td>You can use a hyperlink or LTI hyperlink to your lesson in SoftChalk Cloud. You also have the option to upload your lesson to your LMS. See the section Learning Management System (LMS) Guides</td>
</tr>
<tr>
<td>Save a lesson to <a href="#">SoftChalk Cloud</a> and Distribute the Hyperlink</td>
<td>Save a lesson to SoftChalk Cloud. Give your students the Hyperlink to your lesson. Or you can create a SoftChalk Cloud account and designate controlled access your lesson. See the section <a href="#">Save to SoftChalk Cloud</a> and the section <a href="#">ScoreCenter</a> in the SoftChalk Cloud Guide.</td>
</tr>
<tr>
<td>Upload a lesson to a web server</td>
<td>See the section <a href="#">Upload a Lesson to a Web Server</a></td>
</tr>
<tr>
<td>Project a lesson on an electronic whiteboard</td>
<td>See the section <a href="#">Project Your Lesson on an Electronic Whiteboard</a></td>
</tr>
<tr>
<td>Create a CD of your lesson</td>
<td>See the sections <a href="#">Create a CD of a Lesson</a> and <a href="#">SoftChalk Cloud</a>.</td>
</tr>
<tr>
<td>Create an executable file for your lesson (Windows or Macintosh) Available with the Desktop Version Only</td>
<td>See the sections <a href="#">Load an Executable Lesson on a Windows Computer</a> and <a href="#">Load an Executable Lesson on a Macintosh Computer</a>.</td>
</tr>
</tbody>
</table>
Learning Management System (LMS) Guides

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

**IMPORTANT**: As mentioned previously, the Chrome browser is NOT supported.

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

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

<table>
<thead>
<tr>
<th>LMS</th>
<th>URL</th>
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</thead>
<tbody>
<tr>
<td>Angel</td>
<td><a href="http://support.softchalk.com/FileManagement/Download/9cc12a6c6a644854b7925948b039fa48">http://support.softchalk.com/FileManagement/Download/9cc12a6c6a644854b7925948b039fa48</a></td>
</tr>
<tr>
<td>Blackboard Cloud Integration Guide</td>
<td><a href="http://support.softchalk.com/FileManagement/Download/1d8dded15c3747cb817ff8868ce612d5">http://support.softchalk.com/FileManagement/Download/1d8dded15c3747cb817ff8868ce612d5</a></td>
</tr>
<tr>
<td>Blackboard 9.0 and 9.1</td>
<td><a href="http://support.softchalk.com/FileManagement/Download/a25b5a7391bf41b79f9c8bf52cf1ac0f">http://support.softchalk.com/FileManagement/Download/a25b5a7391bf41b79f9c8bf52cf1ac0f</a></td>
</tr>
<tr>
<td>Blackboard Admin Guide</td>
<td><a href="http://support.softchalk.com/FileManagement/Download/a130b72addc445e08b3b5a3ffe70607f">http://support.softchalk.com/FileManagement/Download/a130b72addc445e08b3b5a3ffe70607f</a></td>
</tr>
<tr>
<td>Blackboard 8.x</td>
<td><a href="http://support.softchalk.com/FileManagement/Download/31054400dfb44de991f6bf73c26ac68c">http://support.softchalk.com/FileManagement/Download/31054400dfb44de991f6bf73c26ac68c</a></td>
</tr>
<tr>
<td>Blackboard 7.x</td>
<td><a href="http://support.softchalk.com/FileManagement/Download/9ddf9288ae3644668c9ee07f638db8fb">http://support.softchalk.com/FileManagement/Download/9ddf9288ae3644668c9ee07f638db8fb</a></td>
</tr>
</tbody>
</table>
Blackboard Vista/CE 8
http://support.softchalk.com/FileManagement/Download/d728fae9f9ba45e0b33d125d4b12792e

BrainHoney
http://support.softchalk.com/FileManagement/Download/9f174df7223d41609a78093ad9217683

Canvas (Instructure)
http://support.softchalk.com/FileManagement/Download/e3265a4581394ac0b980d772a97983f7

Desire2Learn (D2L)
http://support.softchalk.com/FileManagement/Download/905f3fd4afea45cb9559d359f12a2cd8

eCollege
http://support.softchalk.com/FileManagement/Download/5a5108e0d6c54e91b2ffdf003eb14fc3

Jenzabar eLearning
http://support.softchalk.com/FileManagement/Download/ac08e1dfbc874ae28c0f939617b29f6b

Moodle 2
http://support.softchalk.com/FileManagement/Download/5eefaab891744e8d93a431433d51ed12

Moodle 1.9
http://support.softchalk.com/FileManagement/Download/12c5f728505a48fa883429cc943948c

Sakai
http://support.softchalk.com/FileManagement/Download/941d350c71f8405d883d1a93d72a4fd0

Upload a Lesson to a Web Server

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

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

Project Your Lesson on an Electronic Whiteboard

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

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

Package a Lesson within SoftChalk

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

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

Create a CD

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

   ![Folder with lesson name followed by _CD-package]

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

   ![CD-package folder contents]

3. Select all the files and then copy them.

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

**IMPORTANT:** In other words, DON'T paste the CD-package folder; paste the contents of the folder.

**IMPORTANT:** Your CD can be used on either a PC or Macintosh. For PC users, the CD should start automatically (unless you have autorun turned off for CDs). If autorun is turned off, then users will need to double-click on ExecutableLessonSetup.exe.

*Mac users will need to open the CD and double-click on ExecutableLessonSetup.app.*
Load an Executable Lesson on a Windows Computer

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

(For packaging an eCourse, see the sections Load an Executable eCourse on a Windows Computer and Load an Executable eCourse on a Macintosh.)

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

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

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

3. Choose File/Exit to exit SoftChalk.

4. Open your lesson folder on your computer. Copy the .exe file onto a thumb drive or other media (see below).

5. Copy this file onto a Windows computer.

6. Double-click on the file to launch the lesson.
Load an Executable Lesson on a Macintosh

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

(For packaging an eCourse, see the sections Load an Executable eCourse on a Windows Computer and Load an Executable eCourse on a Macintosh.)

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

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

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

3. Choose File/Exit to exit SoftChalk.

4. Open your lesson folder on your computer. Copy the .app folder onto a thumb drive or other media (see below). Then copy this folder onto a Macintosh.

5. Copy this folder onto a Macintosh.

6. The lesson will appear as a single icon on the Macintosh. Double-click on this icon to launch the lesson.
Track Student Scores and Essays

Overview

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

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

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

![Check Answer Example](image1.png)

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

![Check Answers Example](image2.png)

For a Quiz Group with questions shown one at a time, please tell your students to answer each question and click the **Next** and then click **Check Answers** (see below).
If your lesson has activity items with a **Finish** button, please tell your students to click the **Finish** button when they are finished (see below).
If your lessons have designed to work on hand held devices (i.e. iPhones and Android devices), please tell your students to click the checkmark button when they are finished (see below). This checkmark will appear on the last screen for the activity. In other words, you may have several screens (or sets) within your activity and the checkmark appears once the student has advanced through all the sets. The student has the option to review and change the previous information (by clicking the left arrow) before clicking the checkmark. To submit the answers, however, the student has to click the checkmark.

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

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

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

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

  Within your learning management system, you can view detailed scoring information for your students as well as essays submitted by your students. For details, see the section Learning Management Systems (LMS) Guides. (Your learning management system must have the LTI feature enabled.)

- **Upload or save your lesson in a ScoreCenter format to Blackboard 9.0 and 9.1** (See the Blackboard 9.0 and 9.1 Guide. If you want to use the LTI hyperlink option mentioned above, then see the Blackboard Cloud Integration Guide.)

- **Have students print certificates.** For details, see the section Student Options.

- **Have students email their scores and essays to you.** For details, see the section Student Options.

- **If you don't have a learning management system or your learning management system doesn't support LTI, then you collect scores and essays within your SoftChalk Cloud account** (section ScoreCenter in the SoftChalk Cloud Guide).

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

[For details on scoring your essays, see the next section Score an Essay (Change the Score for a Lesson) If you have an eCourse with essays, see the section Collect Essays and Scores in an eCourse]

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

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

Score an Essay (Change the Score for a Lesson)

The following information is relevant if you:

- Used an LTI hyperlink to your lesson in your learning management system.
- Uploaded or published your lesson in a ScoreCenter format to Blackboard 9.0 or Blackboard 9.1
- Created a ScoreCenter in your SoftChalk Cloud account and added your lesson to a ScoreCenter there

You can modify the grade for the lesson based on the points you decide to give to the essay. For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points under the **Options** tab for the
Let’s say a student completes everything correctly, completes the essay, clicks the Finish button for the essay and then clicks the Finish button on the last page of the lesson to submit his or her score. At this stage, the student has a score of 90 out of 100 because you will need to evaluate the essay and assign points. See the guides below.

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

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

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

### Collect Essays and Scores in an eCourse

For information on eCourses, see the section eCourses.

**IMPORTANT:** If you have an eCourse with essays, please note that you CANNOT collect essays within your learning management system gradebook.

Even if you have Blackboard 9.0 or 9.1, **you cannot publish your eCourse in the ScoreCenter format** to your course in Blackboard.

You have three options to collect essays and scores within eCourses. We strongly recommend that you test out whatever option you use below so that you see how it works.

- Have the essays emailed to you – see the section Student Options
- Collect scores from each individual lesson within an eCourse. You would add an option to collect scores via email within each lesson - see the section Student Options
- Collect essays and scores within a SoftChalk Cloud ScoreCenter by packaging your eCourse in a Cloud format. If you have a SoftChalk Cloud account, you can collect essays and scores from eCourses that are packaged in the SoftChalk Cloud format for delivery on websites, within learning management systems, as executable files (Windows and Macintosh) or CD. See the section Package a Lesson in the SoftChalk Cloud Format. (Even though this section refers to packaging an individual lesson, the information applies to eCourses as well.)

**IMPORTANT:** Please note that collecting essays and scores from eCourses published to the SoftChalk Cloud website is currently NOT supported in a Cloud ScoreCenter. (You can see your published eCourse under your My Content area but you cannot add an eCourse to a ScoreCenter.)
Mobile Devices

Overview

Lessons created with SoftChalk Create (saved with the Include Mobile Pages option – see the section Include Mobile Pages) can automatically detect which device (e.g. computer or specific mobile device) the student is using. The lesson pages are automatically formatted for the correct device (not only distinguishing between a computer and a mobile device but also distinguishing among mobile devices - students do NOT need to download any apps for their mobile devices to access SoftChalk lessons).

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

- QuizPoppers, Quiz Groups and sidebars will be formatted for the correct device (For details on creating these items, see the sections QuizPoppers, Quiz Groups and Sidebars.)

- Activities will be formatted appropriately for the device being used. (For details on these activities, see the section Activities.)

Include Mobile Pages

To select this option within SoftChalk, choose Tools/Include Mobile Pages (by default it is selected). The option should have a checkmark beside Include Mobile Pages if it is selected (see below). (If the Include Mobile Pages option is disabled, then you need to select a style under Properties/Styles Properties. For details on selecting a style for your lesson, see the section Style a Lesson.)
Once you save your lesson with the **Include Mobile Pages** option selected, an additional folder called **mobile_pages** will appear inside your lesson folder. If you package or publish your lesson for distribution, this folder will automatically be included in your packaging or published.

If you happen to find that saving your lesson is slow with **Include Mobile Pages** selected, you can de-select it. Then when you save your lesson the final time you can select this option before saving.

### Preview a Lesson that Includes Mobile Pages

When you preview a lesson that includes mobile pages (for previewing a lesson on your local computer, see the section **Preview a Lesson**), you can switch between standard pages and mobile pages.

There is a **link at the bottom of the lesson** that lets you toggle between standard pages (how pages will look on a standard Windows or Macintosh computer) and mobile pages (how the lesson will look on a mobile device (i.e. click **mobile page** or **standard page**). See below for details.

If you do NOT see a mobile page link at the bottom of a lesson page when you are previewing the lesson, then you have NOT selected the **Include Mobile Pages** option. See the section **Include Mobile Pages**.
SoftChalk Cloud

Overview


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

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

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

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

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

- Insert a SoftChalk Cloud Poll into a SoftChalk Lesson and Insert a SoftChalk Cloud Rating into a SoftChalk Lesson.

Collect Detailed Scoring Information Within an LMS

- See the section Learning Management System (LMS) Guides.

Collect Detailed Scoring Information Outside an LMS

- See the Track Student Scores OUTSIDE an LMS (ScoreCenter) section in the SoftChalk Cloud Guide and the section Package a Lesson in the SoftChalk Cloud Format.

Collaborate with other instructors to create SoftChalk lessons

- You can share folders and lessons with other instructors. See the section Collaborate with Other Instructors on SoftChalk Lessons in the SoftChalk Cloud Guide.

SoftChalk Cloud Account

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

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

Purchase a SoftChalk Cloud Account

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

1. To create a SoftChalk Cloud account, go to the SoftChalk Cloud website (https://softchalkcloud.com/).

2. At the top right, click Join Now (see below).

3. Fill in the information and click Join at the bottom of the screen.
**SoftChalk Cloud Guide and FAQs**

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

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

---

**Find Content in SoftChalk Cloud – Search on the Website**

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

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

![Search Interface](#)

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

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

- [Modify a Learning Object Found in SoftChalk Cloud](#)
- [Modify a Lesson or eCourse Found in SoftChalk Cloud](#)
Insert a SoftChalk Cloud Learning Object into a SoftChalk Lesson

(As mentioned previously, you can also search for content within the [SoftChalk Create application](https://www.softchalk.com) with the [Tools/Media Search](https://www.softchalk.com) feature. See the section [Media Search](https://www.softchalk.com).

(If you want to insert a SoftChalk Cloud learning object into your lesson and [MODIFY](https://www.softchalk.com) it, then see the section [Modify a Learning Object Found in SoftChalk Cloud](https://www.softchalk.com).)

1. In [SoftChalk Cloud](https://www.softchalk.com) search for learning objects (see the section [Find Content in SoftChalk Cloud – Search on the Website](https://www.softchalk.com).

2. Click on a learning object that you found on the [SoftChalk Cloud](https://www.softchalk.com) website (see below).

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


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

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

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

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

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

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

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

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

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

If you have the web launch version of SoftChalk Create, see the next section Modify Found Content with SoftChalk Create (Web Launch Version). If you have the desktop version of SoftChalk, see the section Modify Found Content with SoftChalk Create (Desktop Version).

Modify Found Content with SoftChalk Create (Web Launch Version)


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

3. Scroll halfway down the page. At the right under Learning Object Actions, click Copy Learning Object to My Content (see below). Your learning object is copied into your My Learning Objects folder under My Content/My Learning Objects.
4. Start your web launch version of SoftChalk Create.

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

6. Choose **Insert/SoftChalk Cloud item**.

7. Open **My Learning Objects folder** and **My Learning Objects folder**. Select the copied learning object. Click **Insert** (see below).

![SoftChalk Cloud window](image)

8. Click **Close** to leave the insert window.

9. Right click on the activity and choose **Modify Activity**.

10. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the lesson. See the section **Attribution to the Original Author - Creative Commons License**.
Modify Found Content with SoftChalk Create (Desktop Version)

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

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

3. Start your desktop version of SoftChalk.


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

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

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

8. Click Insert Editable Activity.

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

10. IMPORTANT: Be sure to make the appropriate attribution to the original author of the content. See the section Attribution to the Original Author - Creative Commons License.
Modify a Lesson or eCourse Found in SoftChalk Cloud

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

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

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

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

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

5. Scroll halfway down. At the right under Lesson Actions, click Edit Lesson in SoftChalk.

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

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

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

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

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

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

  3. Click the location link.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Privacy Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>Anyone can find your item in the SoftChalk Cloud website and copy the Embed code or Hyperlink for it and copy your content to modify. You can attach a Creative Commons license to your content (see the section Creative Commons License).</td>
</tr>
<tr>
<td>Private</td>
<td>The item is NOT searchable in the SoftChalk Cloud website. (You, however, can find the Embed code or Hyperlink and pass it out to students or colleagues.)</td>
</tr>
<tr>
<td>No Access</td>
<td>There is no hyperlink or embed code for your item. Only you (or others who share access to your content folders) can view or edit the item.</td>
</tr>
</tbody>
</table>

Set Metadata for Your Public Content

If you choose to have your content public, be sure to set the appropriate Metadata for your content so that it can be searched in SoftChalk Cloud. For instance, be sure to enter subjects, levels and keywords. For details, see the sections Metadata Overview and Keywords & Details Tab.

Save Content to SoftChalk Cloud

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

For other items, see the sections:

- Save an Item to SoftChalk Cloud and Reference This Item
- Save Quiz Group Questions to SoftChalk Cloud
- Save an Activity to SoftChalk Cloud
Insert a SoftChalk Cloud Poll into a SoftChalk Lesson

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

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

1. For instructions on creating a poll, see the section Polls in the SoftChalk Cloud Guide.

2. On the SoftChalk Cloud website after you have created your poll, review your poll details. Click Get Embed Code. Right-click inside the code and choose Copy.

3. Start the SoftChalk application (either web launch or desktop version). Choose Insert/Widget. Type a name, click Paste Code and click OK.

4. Save and preview your lesson (see below for a sample poll in a lesson).

![Sample poll in a lesson](image)

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

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

First you’ll need to create a poll on the [SoftChalk Cloud](http://www.softchalkcloud.com) website. (Create an account on this website if you haven’t done so already. See the section [SoftChalk Cloud Account](#).) Log into your SoftChalk Cloud account by clicking **Log In** at the upper right corner on the [SoftChalk Cloud](http://www.softchalkcloud.com) website.

1. For instructions on creating a rating, see the section **Ratings** in the [SoftChalk Cloud Guide](#).

2. On the [SoftChalk Cloud](http://www.softchalkcloud.com) website after you have created your rating, review your rating details. Click **Get Embed Code**. Right-click inside the code and choose **Copy**.

3. Start the SoftChalk application (either web launch or desktop version).

4. Choose **Insert/Widget**. Type a name, click **Paste Code** and click **OK**.

5. Save and preview your lesson (see below for a rating in a lesson).

![Rating in a Lesson](#)

6. To review the results of your poll, log into your SoftChalk Cloud account on the [SoftChalk Cloud](http://www.softchalkcloud.com) website. Click **My Ratings**. Under the **Actions** column for your ratings, click **View**. The results of your ratings appear on the left.
Package a Lesson in the SoftChalk Cloud Format

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

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

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

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

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

See the next page for an explanation of these different options.
## Packaging Options with SoftChalk Cloud

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

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

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

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

**IMPORTANT:** If you have the desktop version, make sure you select your [SoftChalk Cloud](https://www.softchalk.com/) account before you package your lesson. If you are using the SoftChalk Create web launch version, your account will be detected automatically.

---

![Image of packaging/student options](image.png)

**Make sure your SoftChalk Cloud account is listed here**

A SoftChalk Cloud account allows you to track student scores. *(You can have your lessons on the SoftChalk Cloud website or elsewhere.)*

Be sure to do the following **BEFORE** you deliver your lesson to your students:

1) Set up a ScoreCenter within your Cloud account
2) Select the SoftChalk Cloud option shown on this screen
Notice that you have various options for the score tracking. You can set:

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

**Initial Screen for a Packaged SoftChalk Cloud Lesson**

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

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

**Authentication - Allow any identifier or Allow specified identifiers**
**Authentication - Allow any valid Cloud user or Allow specified Cloud users**

![Image of ScoreCenter with instructions and password fields]

---

**View Student Scores in the SoftChalk Cloud ScoreCenter**

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

---

**More Information on SoftChalk Cloud**

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

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

Overview

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

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

You can find details about the repositories by:

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

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

The content in the content repositories can be a:

- Learning objects or Quiz Groups (from SoftChalk Cloud)
- SoftChalk Lessons (from SoftChalk Cloud)
- Image file
- Hyperlink to a Web page
- Video file
- Streaming video (e.g. videos from www.youtube.com)
- Text file
- PDF file

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

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

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

Do a Basic Search

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

1. Within SoftChalk, choose Tools/Media Search.

2. At the left in the Select Repository list, click on one or more repositories to select them. IMPORTANT: You can scroll down and select YouTube if you like.

3. In the Keyword(s) box at the top, type rocks and click Search (see below). Notice under the Max results/repository dropdown list, you can set the maximum number of results from each repository.
4. At the right, you’ll see the results of your search. To get details about an item, click the image in the **Preview** column (see below). (Or you can click the text for the item and click **Details**.)

![](image)

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

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

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

![](image)
Insert an Item into a Lesson

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

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

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

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

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

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

1. After doing a **Media Search (Tools/Media Search)**, you can insert one or more selected items into your Library if you have the desktop version of SoftChalk Create. (See the info above if you have the web launch version of SoftChalk Create.) Select an item by clicking the text for the item under the **Result** column. Click **Save to Library** (see below).
2. As mentioned previously, once a SoftChalk Cloud item (i.e. an Activity like the crossword) is in the SoftChalk Library, then you can insert it into a lesson and modify it. (See the section Insert a Library Item into a Lesson. After a Quiz Group or Activity has been inserted into the main editing window, right-click on it and choose Modify.)

3. Within the Media Search window, you can save multiple items to the Library by selecting multiple items and clicking Save to Library. To select multiple items:
   a. Hold down your Ctrl key and click different items under the Result column OR
   b. To select a contiguous group of items, click your first item under the Result column. Then hold down your SHIFT key and click your last item under the Result column.

4. You can put these items into folders in your Library. See the section Create Folders in the Library.

Open a Lesson from SoftChalk Cloud Using the Media Search

1. Start a new lesson. (Choose File/New within the SoftChalk application.)

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

3. A SoftChalk lesson has the L icon beside it. Click on the lesson name and click Open (see below).
4. Make any modifications necessary. Be sure to make the appropriate attribution to the original author of the lesson. (You can click on the Details button from the Media Search window to find out the original author under attribution.)

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

**Download a Lesson from SoftChalk Cloud**

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

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

3. **IMPORTANT:** The downloaded filename has the filename for the original .zip lesson. In other words, the name that appears in the Media Search window may be different from the name of the downloaded .zip filename. We recommend you create a separate folder for downloaded lessons to easily find them. After creating and opening the folder, then click Save.
4. To open and work on this downloaded lesson, choose **File/New** within SoftChalk Create.

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

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

7. Make any modifications necessary and save the lesson.

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

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**View the Configuration of a Repository**

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

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

![Repository Configuration Window]

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

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**Add/Remove Repositories to the Search List**

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

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

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

![Media Search Window]

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

![Diagram 1]

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

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

![Diagram 2]
7. You can change the order of the current search list by selecting an item on the right and clicking the up or down arrow (see below).

![Repository Selection](image)

**Install a Repository**

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

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

2. Click **Add/Remove Repositories**.

3. Click **Install Repository**.

4. Navigate to the repository .zip and select it.

5. Click **Open**.

6. Click **OK**.
Library (Desktop Version)

Overview

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

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

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

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

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

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

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

Save an Item to the Library

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

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

### Edit an Item Title or Description

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

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

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

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

Create Folders in the Library

1. Choose **Tools/Library** or click **F6** on your keyboard.

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

3. Notice by using the dropdown menu you can set up default folders for your images, streaming video, hyperlinks, etc. (see below).
4. After either selecting a folder name from the dropdown menu or typing a name, click **OK** (see below).

5. Notice your folder (see below).

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

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

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

![Library List Icons](image)

**Move Items within the Library List**

Notice that by dragging the icons you can:

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

**Delete an Item or Folder**

To delete a Library item or Library folder, *you must delete it within SoftChalk* versus manually deleting an item or folder outside of SoftChalk. [Each item in the Library is assigned a code with a description and a properties text file so a Library item is not a separate file within a folder.]

**IMPORTANT:** You are encouraged to back up your SoftChalk library. For details, see the section [Back up the SoftChalk Library](#).

1. Select a Library item or folder.
2. Click **Delete**.
Select Multiple Items in the Library

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

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

View a Library Item

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

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

2. Select a Library item.

3. Click View.

4. Your Library item comes up in a separate window for you to view. (If you select a QuizPopper, Activity or Widget item, a browser window opens. If you select an image or equation, your image appears in your image editing program.)
Insert a Library Item into a Lesson

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

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

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

2. Open a folder such as **Activities** and click on an item to select it.

3. Once your item is selected, click **Insert Into Lesson** (see below). (If you don’t see the **Insert Into Lesson** button, you may have accessed the Library by right-clicking on an item in the main editing window and choosing **Save To Library**. You must finish saving your item before the other buttons appear. See the section **Save an Item to the Library**.)

4. When you are finished inserting items into your lesson, click **Close**.
Export a Library Item or Folder

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

1. Select a Library item.

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

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

4. Click **Save**.

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

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

Export the Entire Library

Select your Library folder and follow the previous steps for exporting to a .zip file.
**Import a Library Item or Folder**

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

![Library Import Diagram](image)

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

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

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

2. Select a folder where you would like to import your item or folder. If you want to import your entire library, select the **Library** folder at the top.

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

4. Select an exported library item. (If you have previously exported your entire library, select your *Library.zip* file.) **IMPORTANT**: You can only import an exported library item; you cannot import just any .zip file.

5. Click **Open**. An **Import complete** message appears when the import is complete.
Publish a Library Item to SoftChalk Cloud

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

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

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

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

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

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

![SoftChalk Library Options](image)

Back up the SoftChalk Library

1. Export your library as a .zip file. See the section **Export the Entire Library**.

2. After exporting your Library folder, copy and paste your Library.zip file onto another physical media such as a thumb drive or a server.

3. If you ever need to import your Library.zip file, see the section **Import a Library Item or Folder**.

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

Quiz Pools (Library)

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

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

For more details on Quiz Pools, see the section **Quiz Pools**.
Package a Lesson and Open a Packaged Lesson

When Would You Package a Lesson

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

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

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

- You may want to package a lesson if you back it up on a thumb drive or other location. (You could also copy the lesson folder onto the thumb drive or other location as well.)

- You may want to package a lesson if you collaborate with another instructor on a lesson. You may be able to send a packaged lesson (zip file) via e-mail though we don't recommend or support this method. (Often lessons may be too large to send via email and .zip files are often blocked by email systems.) If you are collaborating with other instructor(s) on a lesson, we recommend getting a SoftChalk Cloud account. For details, see the section SoftChalk Cloud.

- Packaging a lesson to send to your students via email is NOT supported. See the section Deliver a Lesson to Your Students.

Steps to Package a Lesson

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

1. Save your lesson.

2. Choose File/Package Lesson. For an explanation of the Packaging Options, see the section Packaging Options. For an explanation of the Student Options, see the section Student Options.
3. If you have SoftChalk Create, you will be asked where you want to save your .zip file. (The file extension may be different depending on the packaging option you chose. See the section Packaging Options.) (If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper icon with your lesson name.) Notice the eye_anatomy.zip file in the image below.

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

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

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

### Packaging Options

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

![Packaging/Student Options](image)

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

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

**Lesson Title**

You have the option to enter a **Title** and **Subtitle** for your lesson that will appear in the upper right hand corner of your lesson. The same **Title** and **Subtitle** fields appear under Properties/Style Properties. (If you update the fields in one place, they will the updated in the other place.)
Student Options

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

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

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

See the next page for an explanation of these options.
**Explanation of Items under Student Options**

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

<table>
<thead>
<tr>
<th>Student Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Certificate of Completion</strong></td>
<td><em>This certificate will print only if a student passes.</em> (You set the passing percentage in the Certificate Information area). The certificate prints the:</td>
</tr>
</tbody>
</table>
|                                     | • Student’s Name or identifier  
• Lesson Title and Subtitle  
• School/Institution  
• Completion date  
• CEUs (if filled in under the Certification Information area) |
| **Print Score Summary**             | This summary prints the:  
• Student’s Name or identifier  
• Completion date  
• Score (regardless if the student passed). The score includes the total possible points, points attempted, points correct and percentage correct)  
• Time spent in the lesson |
| **Email Completion Results**        | The e-mail includes the *same information* as for the Print Score Summary above.  
In addition, the completion time is recorded.  
**IMPORTANT:** Again, you must enter your e-mail address to receive the scores. |

---

**Open a Packaged Lesson**

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

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

Overview

There are seven types of QuizPoppers:

- True/False question
- Multiple Choice question
- Multiple Answer question
- Short Answer question
- Matching exercise
- Ordering exercise
- Essay question

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

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

With QuizPoppers you can:

- Insert questions anywhere you like within a lesson
- Paste text from other programs into a QuizPopper
- Enter as many questions as you want into a lesson
- Keep track of your students’ scores
- **IMPORTANT**: You can’t copy and paste QuizPoppers; however, you can save a QuizPopper to SoftChalk Cloud or to the Library for re-use. See the section Save a QuizPopper to the Library.
**Insert a QuizPopper**

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

![QuizPopper Activity Insert]

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

1. From the main editing window, choose **Insert/QuizPopper/True/False** (or any QuizPopper).

2. You can type or paste text into your QuizPopper.

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

![QuizPopper Insert Options]

4. Then make a selection such as Image, Media, Widget or Equation.

5. Select your image or media. Or create a widget or equation.
QuizPopper Feedback Tab

You can add specific feedback for a right and wrong answer.

(Currently, you can’t add feedback for a certain wrong answer. E.g. feedback for wrong answer a., feedback for wrong answer b., etc.)

Notice you have the option to show the correct answer with the feedback.

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

QuizPopper Hint Tab

Notice that you can add a hint button.

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

(You can choose a style Color only if you have an unstyled lesson.)

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

---

**Open questions with**

You can change the appearance of the “clickable graphic” that designates your QuizPopper. You can also use text rather than a graphic (the **Text only** option).

**Hide question/Show question**

Hide question will display the “clickable graphic” in the web browser rather than the question. If you have a lot of questions on a page, you may want to use the **Hide question** option.

**Question**

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

**Allow retry**

With this option selected, a student can keep answering a question. **IMPORTANT:** SoftChalk will record the student’s most recent response as the student’s answer.

**Extra wide**

With this option selected the width of all the QuizPoppers in the lesson will expand to the width of the browser page.
**QuizPopper Metadata Tab**

Filling out the Metadata is optional. You would fill out this information if you plan to have your question tied to certain standards or to have your question found in a search.

For details on the Metadata button, see the section [Metadata](#).

---

**Modify or Remove a QuizPopper**

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

Within the main editing window for your lesson, right-click on a QuizPopper and choose **Save To Library** (see below). **Save to Library** is available for the Desktop version. (For details on organizing the Library and inserting items from the Library into your lesson, see the section [Library (Desktop Version)].) If you have the Web launch version of SoftChalk Create, you can save a Quiz Group to the Cloud.
True/False

Q & A Tab

Delete Statement is a quick way to delete your statement.

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

Web Browser
### Q & A Tab

You can tab from area to area.

Click the radio button beside an answer to indicate the correct answer.

For information about the options, see the section [QuizPopper Options Tab](#).
**Multiple Answer**

**Q & A Tab**

Notice you can have more than one correct answer.

You must have a minimum of 1 correct answer.

Click the checkbox for each correct answer.

The maximum number of answers is 8.

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

**Web Browser**

Students can receive partial credit. Within SoftChalk, see the **Options** tab for this QuizPopper.
Short Answer

**SoftChalk**

**Q & A Tab**

The answers at the bottom of this screen are all possible answers (8 maximum) to the question. **Notice the case sensitive option at the bottom of this screen.**

**IMPORTANT:** Notice the following warning under the Important tab:

To prevent JavaScript errors on your web pages, these two characters may not be entered or pasted into the Answer fields on this window:

- " (double quotes)
- \ (backslash)

Pasted sentences containing either of these characters will not be accepted.

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

**Web Browser**

Since **Answer must match case** was selected (see above), the answer **virginia** would have been wrong.
Matching

**SoftChalk**

**Q & A Tab**

You can use from two to ten matches.

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

**Web Browser**

Students can receive partial credit.

Within SoftChalk, see the **Options** tab for this QuizPopper.
**Ordering**

### SoftChalk

![SoftChalk screenshot](image.png)

**Q & A Tab**

Designate the order of the items by using the dropdown menu by each item.

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

---

### Web Browser

![Web Browser screenshot](image.png)

Students can receive partial credit. Within SoftChalk, see the **Options** tab for this QuizPopper.
Essay

**Q & A Tab**

Type in the essay question you want to use.

**IMPORTANT:** To collect essays from your students, you have several options. Be sure to see the sections [Collect Essays from Your Students](#) and [Score an Essay (Change the Score for a Lesson)](#).

(Also see in the **Web Browser** area on the next page.)
Notice that the essay question appears at the top of the window. A student can type an answer in the open area.

Clicking **Finish** saves the essay for submission. To have the essays e-mailed to you, use the **Student Options** feature. For details, see the section **Student Options**.

See below for information about printing the essay.

If you publish or upload your lesson using the ScoreCenter format (see the section **Collect Essays from Your Students**), then you can download your essays or view them within the grade book (e.g. Blackboard 9.0 and 9.1 or within your **SoftChalk Cloud** account). For details, see the sections **Learning Management Systems (LMS) Guides** and select the appropriate guide. For your **SoftChalk Cloud** account, see the section **ScoreCenter** in the **SoftChalk Cloud Guide**.

Clicking **Print** brings up a window to type a name or identifier (see at middle left).

Click **OK** and the window below appears to let you print the essay.

Click **Print** to print the essay.
Tell us how you are enjoying the new features and enhancements for SoftChalk LessonBuilder.

Mary Beth
3/11/2010

Great, I love the new features and enhancements!
Quiz Groups

Overview

The Quiz Group feature allows you to insert multiple QuizPoppers at one time. (For information on what a QuizPopper is, please see the section QuizPoppers.) You can insert different types of QuizPoppers within the same group.

Points assigned to individual questions within a Quiz Group will be included in the total lesson score.

You can get questions from the Library to put into your Quiz Group. You can also save your Quiz Group questions to your Library. For details, see the section Save Quiz Group Questions to the Library.

You can display your Quiz Group questions:

- All at once, allowing students to scroll through the questions OR
- One at a time

**IMPORTANT**: When students are answering Quiz Group questions with their web browsers, they will need to click **Check Answers** at the bottom of the Quiz Group when you choose the **All at once** option. (For details, see the section Display Questions – All at once.)

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

Insert a Quiz Group

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

1. Type a name for your Quiz Group (see below).

2. To create questions for your Quiz Group, you can either add questions from the dropdown menu (see the next step) and/or get questions from the Library (Desktop version) (see the section Get Questions from the Library) or from SoftChalk Cloud (see the section Get Questions from SoftChalk Cloud).

3. Select a Question Type (see below). IMPORTANT: Notice that the dropdown menu beside Question Type allows you to select the type of QuizPopper that you want. **You can have a Quiz Group composed of different types of QuizPoppers.**
4. After selecting a **Question Type**, click **Add** to enter your first question (see below).

![Quiz Group](image1)

5. Fill out the information as you would for a regular QuizPopper. (FYI, with the Quiz Group QuizPopper, you can’t insert a widget as part of the QuizPopper.) Click **OK** when you’re done. To add another QuizPopper, select the **Question Type** from the dropdown menu and then click **Add**.

![Quiz Group](image2)

6. When you have finished adding questions to your quiz group, click **OK** to return to your main editing window.
Get Questions from the Library

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

1. Choose **Insert/Quiz Group**. Click **From Library** (see below).

![Insert/Quiz Group](image1)

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

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

![Library](image2)

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

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

1. Choose Insert/Quiz Group. Click From Cloud (see below).

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

4. When you have finished adding questions to your quiz group, click OK to return to your main editing window.
Edit a Question in a Quiz Group

Notice as you add questions, your question list appears at the right. Click on a question to select it and then choose Modify (see below).
Change the Order of the Questions in a Quiz Group

Select a question in the list at the right. Click the up or down arrows at the bottom of the screen to change the order (see below).

![Quiz Group Window](image)
Quiz Group Options

Notice that you have various options for a Quiz Group (see below).

The next pages explain these various options.
**Show Questions - All at Once**

In their web browser, students can view all the questions by scrolling up and down the browser (see below). **IMPORTANT**: As mentioned previously, students must click **Check Answers** at the end of the Quiz Group.

![Show Questions - All at Once](image1)

**Show Questions - One at a Time**

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

![Show Questions - One at a Time](image2)
Show Questions - One at a Time – Last screen

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

Random Order

Selecting this option will cause questions to appear in a random order each time students view the lesson in a browser.

Show Group - Hide group/Show group

This option is like the Hide question/Show question option for QuizPoppers. If you select Hide group, then students would click the Quiz Group icon to show the question(s) (see below). If you select Show Group, then, the questions appear automatically.

Feedback - Detailed/Summary

If you select Detailed, then when students click Check Answers at the end of the Quiz Group, a checkmark or X will appear for the questions as well as the customized feedback. The Quiz Group score appears, too (e.g. 20/40), indicating the student got 20 out of 40 correct. If you select Summary, then only the score appears after the students click Check Answers. (The questions and feedback are not visible.)
Allow Retry

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

Show border

If you select **Show border**, a border appears around your Quiz Group.

Open Quiz Group With

You can open the Quiz Group with a clickable image or a text link.

---

Save Quiz Group Questions to the Library

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

![Save To Library]

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

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

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

**Save Quiz Group Questions to SoftChalk Cloud**

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

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

![Image of a Q icon with a message screen showing that the Quiz Group has been published](image)

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

---

### Modify a Quiz Group

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

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

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

IMPORTANT: Please note the following:

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

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

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

1. Choose Insert/Quiz Group. Click the Quiz Pools tab at the top.

2. You can add questions. Select the Question Type from the drop down menu at the top and click Add.

3. If you have the desktop version and click the From Library button, select one or more QuizPoppers in the Library list (see the section Select Multiple Items in the Library). Click Insert To Quiz Group. **IMPORTANT**: If the Insert To Quiz Group button is disabled, then at least one of the items you have selected is NOT a QuizPopper. De-select the NON QuizPopper items and then your Insert To Quiz Group button should become enabled. Click Close.

4. If you click the From Cloud button, select a quiz group from your My Learning Objects area. Click Insert. Click Close.

5. Click the appropriate Export button.

6. Type a name and click Save. See below to see how the information was saved.

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

For quick steps on uploading your questions into Blackboard or Respondus see the sections In Blackboard: Upload Questions and In Respondus: Import Questions.

   - **Moodle Formatted Quiz Pool** - a text file
   - **QTI Formatted Quiz Pool** – an xml file

**Import Questions from Blackboard Format**

This feature only works for importing questions from Blackboard 8 and lower.
Import Questions in a QTI Format

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

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

1. Choose Insert/Quiz Group. Click the Quiz Pools tab at the top.
2. Under the QTI Format area, click Import.
3. Select the .xml file to import. Click Select.
4. Your questions should appear in your list at the right.
5. Click OK to insert your quiz group into your lesson.
6. See the table on the next page for details on how the question types are imported and exported from the QTI format.

QTI and SoftChalk QuizPopper Conversion

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

<table>
<thead>
<tr>
<th>QTI Question</th>
<th>SoftChalk QuizPopper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice (Single Response)</td>
<td>Multiple Choice</td>
</tr>
<tr>
<td>Multiple Choice (Multiple Response)</td>
<td>Multiple Answer</td>
</tr>
<tr>
<td>True/False</td>
<td>True/False</td>
</tr>
<tr>
<td>Essay</td>
<td>Essay</td>
</tr>
<tr>
<td>Fill in the blank</td>
<td>Short Answer</td>
</tr>
</tbody>
</table>

The QTI Pattern Match question is not supported by SoftChalk.

SoftChalk’s Ordering QuizPopper and Match QuizPopper are not supported by the QTI format.
In Blackboard: Upload Questions

You can upload your exported text file into a test in Blackboard. As previously mentioned, the point value is not exported from SoftChalk; however, you can set a point value for each question in the Blackboard test area.

1. Log into Blackboard and select your course.
2. Select Control Panel and Test Manager (under Assessment).
3. Select Add Test.
4. Type a name for your Test and click Submit.
5. Under the Add dropdown menu, select Upload Questions.
6. Click Go.
7. Click Browse and select your exported text file. IMPORTANT: Notice there is a Blackboard option to assign points per question. (As mentioned previously, the point value is NOT exported from SoftChalk.)
8. Click Submit. Click OK at confirmation screen. Click OK at the screen displaying the questions.
9. Once you’ve created a test, you add it as a test into an area like Content or Assignments. Go into the area (like Content or Assignments).
10. Make sure you are in editing mode.
11. Click Test.
12. Select the test and click Submit. Click OK at the confirmation screen.
13. Click Modify the Test Options.
14. IMPORTANT: Under Test Availability, select Yes for Make the link available.
15. Click Submit. Click OK at the confirmation screen. Click OK again to return to your Assignments or Content screen.
16. Click on the link for your test.
17. Click OK to begin.

For more details on uploading your questions into Blackboard, see the section Upload Questions in the Blackboard Integration Guides at: http://support.softchalk.com.
**In Respondus™: Import Questions**

1. Start Respondus™. Click the **Start** tab if it is not already selected.

2. Select the appropriate **Current Personality**.

3. Click **Import Questions**.

4. **Browse** to find the exported text file and select it. (If you saved your exported questions as **eye questions**, then an **eye questions_respondus** folder was created. Open this folder and select the file **eye questions.txt**.)

5. **Browse** and click to select the folder with your images. (If you didn’t have images with your exported questions, you can skip this step. If you do have images, using the above example, then select the **eye questions_respondus** folder)

6. Type a name under **Create a new document, named:**

7. **IMPORTANT**: Click **Preview**. If you don’t click **Preview**, then you won’t be able to see your imported questions.

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

8. Click **Finish**.
Activities

Overview

In addition to seven types of QuizPoppers, there are twenty-one types of activities. All the activities (and QuizPoppers) are now mobile friendly. For details on supported mobile devices, please see our System Specifications.

As mentioned previously, the lessons auto-format for the device being used (not only distinguishing between a computer and a mobile device but also distinguishing among mobile devices). Students do NOT need to download any apps for their mobile devices to access SoftChalk lessons.

For details on how you can preview lessons formatted for the smaller mobile devices, see the section Include Mobile Pages.

The browser for your device (iPad or Windows and Macintosh computer) determines whether your activity comes up in an HTML 5 format or in a Flash-based format. For instance, Internet Explorer 8 would bring up the activities in a Flash-based format but Internet Explorer 9, Firefox and Safari would bring up the activities as HTML 5 content.

Some activities use images. You can add an image from a file on your computer or, if you have the desktop version of SoftChalk, you can add an image from your Library (see the section Library (Desktop Version)). For information on which activities allow you to insert equations, see the section Math and Activities.

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

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

For a list of keyboard controls that can be used with the activities, see the Keyboard Controls section of the Student Guide to SoftChalk Lessons.

(For descriptions of other types of exercises, see the sections QuizPoppers and Quiz Groups. For details on the differences between QuizPoppers and Activities, see the section Differences between QuizPoppers and Activities.)

Details on individual activities appear later in this section.
**Insert an Activity**

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

![Insert/Activity menu](Image)

**Activity How To Tab**

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

![Activity How To Tab](Image)
**Activity Options Tab**

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

(A **Color** area will appear if you have an unstyled lesson.)

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

**Big text**

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

**Instructions for the student**

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

**Open from image/Open from text/Display inline**

When **Display inline** is selected, the activity in the web browser is “open” and ready to answer. (If **Open from Image** is selected, a “clickable graphic” appears to open the activity. If **Open from text** is selected, then there is a link to click on to open the activity.)

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

**Show answers option**

Some activities have this option. For instance, for the ordering activity, students can click an Answers link that brings up the following:

**Show restart button**

**IMPORTANT:** SoftChalk will record the student’s most recent responses as the student’s answers.

**Play feedback sounds (all Activities)**
Activity Metadata Tab

Filling out the Metadata is optional. You would fill out this information if you plan to have your question tied to certain standards or to have your question found in a search.

For details on the Metadata button, see the section Metadata.

Once you have completed the information for your activity, click OK (or for some activities, you’ll click Finish).

Modify or Remove an Activity

Once you have completed your activity, you will return to the main editing window. Within your main editing window, right-click on an activity and choose Modify Activity or Remove Activity (see below).
Save an Activity to the Library

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

![Inline Ordering Activity Placeholder](image1)

Right-click on an activity and choose **Save to Library**

Save an Activity to SoftChalk Cloud

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

![Inline Ordering Activity Placeholder](image2)

Right-click on an activity and choose **Save to SoftChalk Cloud**

See the next page for the Publish item screen.
Type in a name, designate a privacy option and click **Publish** (see below). For details on the privacy options, see the section **Privacy Options**.
Import and Export Text Lists

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

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

The activities below let you import and export text lists:

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

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

**Use a Simple Text Editor or Word**

To create a text list to import, you can create your list in a simple text editor. (For Windows 2000 or XP users, from your desktop, go to your **Start** menu in the lower left corner of your screen. Select **Run** and type **Notepad**. Click **OK**.)

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

**Enter Data in Your Text File**

1. Enter an item (you can use spaces).

2. Then use the | symbol (hold the Shift key and hit the key above your Enter or Return key).

3. Enter the “companion” item (you can use spaces).

4. Hit **Enter** or **Return**. (See below for a sample list.)

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

1. Insert an activity such as the Flash Card Activity (Choose Insert/Flash Card.)

2. Click Import Cards. (For some activities such as the Ordering Activity, the button will be Browse.)

3. Browse to your text file and select it.

4. Click Select and your text is imported.

Export a List from within an Activity

1. In SoftChalk within the Crossword, DragNDrop, Ordering or Seek A Word activity, click Export Cards (or Export List).

2. Type a name for your list and click Save.

3. You can import this list into an activity using the previous directions.

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

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

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

**SoftChalk**

Click New.
Enter a title in the **Title** area such as *Parts of the Eye*. Then enter items in the boxes for the **Items** such as *Iris, Pupil, Cornea, Vitreous, Retina and Sclera* (see below).

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

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

Click **OK** to return to your main editing window.
See a sample completed activity below.

When you have finished entering your sets, save and preview your lesson (see the next screens).
Mobile Device or Web Browser

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

Click the left or right arrows to find a correct choice in each row (e.g. to find a part of the eye).
When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).

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

**Align Activity**

Click the arrows to select the correct items. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

Click the left arrow to see how you did on the previous set.

If Allow Retry was selected under the Options tab when you created the activity in SoftChalk, then the Retry icon will appear.
Charts Activity - Circle

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

Chart Creation Tab

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

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

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

Click on a section to bring up information about that section.
Charts Activity - Pyramid

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

SoftChalk

Chart Creation Tab

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

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

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

(You can add Sub Sections if you like.)

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

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

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

The Crossword activity lets you generate a crossword puzzle.

**SoftChalk**

**Make List Tab**

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

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

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

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

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

---

**Web Browser**

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

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

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

**SoftChalk**

**Information Tab**

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

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

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

**Web Browser**

Click on the Show answer link to show the answer.
DragNDrop Activity

The DragNDrop activity lets you match text items.

SoftChalk

Make List Tab

Click Add to List after entering a pair (item and match).

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

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

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

Notice there is a Big text option.

Web Browser

Drag the items in any order to make the correct matches.
**Flash Card Activity**

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

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

---

**SoftChalk**

**Cards Tab**

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

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

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

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

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

**Cards Tab / New Card**

Enter your term and definition.

Click:

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

**Flashcard Options Tab**

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

**Big Text Deselected**

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

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

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

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

---

**Big Text Selected**

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

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

---

**Image & Labels Tab**

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

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

---

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

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

Select a “bubble” for your text.

Click **Next** to enter another hotspot area (see the following screen).
Draw over another area of the image (notice a different color appears). Enter the hotspot text.

Click **Next** to enter another hotspot.

Enter another hotspot.
**Edit a Hotspot**

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

**Web Browser (No Hint)**

Move your cursor over the hotspot in the image and view the popup text.
**SoftChalk (Hint)**

Select **Show Hint**.

**Web Browser (Hint)**

Click the **Hint** button. Notice that dots appear indicating a hot spot area.
**Hot Spot Activity – Quiz Mode**

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

**Image & Labels Tab**

Create your hot spots. For details, see the section [Hot Spot Activity – Explore Mode](#).

For the mode, select **Quiz**.

Deselect **Show Hint**.

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

**Web Browser**

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

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

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

**SoftChalk**

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

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

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

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

*You can have one correct item per set. By default, the top item is correct. You can select Correct for another item if you want.*
See a sample completed activity below.

When you have finished, save and preview your lesson (see the next screens).
Mobile Device or Web Browser

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

Click the arrows to select the correct items. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

Identify the flower photo

Click the left or right arrow to find the correct answer.

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

When you have found the correct answers for each set, click the checkmark (see below).
You can see the answers you got correct (see below).
Jigsaw Puzzle Activity

**SoftChalk**

**Image Tab**

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

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

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

**Web Browser**

Move each puzzle piece to the correct square.
Labeling Activity

The Labeling activity lets you label parts of an image.

SoftChalk

Labels & Image Tab

Click File, Equation or Library to select an image.

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

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

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

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

Note that you can change the line color and width.

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

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

**Big Text Deselected**

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

**Big Text Selected**

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

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

SoftChalk

Make List Tab

Click Add to List after entering item.

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

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

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

Web Browser

Drag an item into the correct order in the right column.
**Pairs Activity**

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

**SoftChalk**

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

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

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

Click **OK** to return to your main editing window.
See a sample completed activity below.

When you have finished, save and preview your lesson (see the next screens).
Mobile Device or Web Browser

Click on each box that matches (see below).

**Pairs Activity**

- Select the matching pairs. Click the bottom right arrow to go to the next set.

<table>
<thead>
<tr>
<th>World Leaders</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Harper</td>
<td>Angela Merkel</td>
<td>Hu Jianto</td>
</tr>
<tr>
<td>Nicolas Sarkozy</td>
<td>United Kingdom</td>
<td>United States</td>
</tr>
<tr>
<td>Canada</td>
<td>France</td>
<td>David Cameron</td>
</tr>
<tr>
<td>Barak Obama</td>
<td>Germany</td>
<td>People's Republic of China</td>
</tr>
</tbody>
</table>

Click on each box that matches.
For example, click the United Kingdom box and click David Cameron.
When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).

Once you've completed the sets, you can click the arrows to review the answers.
**Photo Album Activity**

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

## SoftChalk

### Photos Tab

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

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

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

### Select One Image at a Time

At the New Photo window, click:

- **File** to select an image file on your computer
- **Library** to select an image from your SoftChalk Library

Type a caption for your image and click **OK**.
Import a Folder of Images

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

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

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

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

Type a new caption and click OK.

Web Browser

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

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

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

**SoftChalk**

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

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

Click **OK** to return to your main editing window.
See a sample completed activity below.

When you have finished, save and preview your lesson (see the next screens).
Mobile Device or Web Browser

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

Click the text icon to view text.

Click the text icon again to see the full image again.
Click the next arrow to go to another set (i.e. slide).

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

If there is more than one slide, click the bottom right arrow to go to the next slide.
Seek A Word Activity

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

**SoftChalk**

### Make List Tab

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

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

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

### Web Browser

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

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

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

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

SoftChalk

Click New
Enter a Title such as *World Capitals* (see below). Click the Correct checkbox for the correct answers. Once you have completed one set, click New to enter another set such as *Organs*.

Click the Options tab to assign points to the activity.

Click OK to return to your main editing window.
See a sample completed activity below.

When you have finished entering your sets, save and preview your lesson (see the next screens).
Mobile Device or Web Browser

Click a box to select an item. To de-select an item, click on it again.

**Selection Activity**

Select the correct items. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

World Capitals

- Buenos Aires
- London
- Shanghai
- Mumbai
- Cairo
- Munich
- Amsterdam
- Helsinki
- Paris

0/21

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

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

Selection Activity

Select the correct items. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

State Capitals

- Philadelphia
- Honolulu
- Detroit
- Montpelier
- Austin
- San Francisco
- Boston
- Richmond
- Portland
- New York City
- St. Paul
- Raleigh

21/21

Click the left arrow to see how you did on the previous set.

If Allow Retry was selected under the Options tab when you created the activity in SoftChalk, then the Retry icon will appear.
Sequence Activity

The Sequence activity lets you put items in a correct order. The following screens show you how to set up the activity in SoftChalk and how students will view the activity. Please notice the Example tab.

**SoftChalk**

Click **New**.
Enter a **Title** such as *Fractions – Low to High* (see below).

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

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

Click **OK** to return to your main editing window.
See a sample completed activity below

When you have finished, save and preview your lesson (see the next screens).
**Mobile Device or Web Browser**

Move items up and down using the arrows.

**Sequence Activity**

Move items up and down using the arrows. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

<table>
<thead>
<tr>
<th>Fractions - Low to High</th>
</tr>
</thead>
<tbody>
<tr>
<td>0/11</td>
</tr>
<tr>
<td>( \frac{1}{8} )</td>
</tr>
<tr>
<td>10/2</td>
</tr>
<tr>
<td>( \frac{1}{4} )</td>
</tr>
<tr>
<td>1.25</td>
</tr>
<tr>
<td>10.1</td>
</tr>
<tr>
<td>.5</td>
</tr>
</tbody>
</table>

Click the up and down arrows to put items in the correct order.
When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).

![Sequence Activity](image)

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

![Sequence Activity](image)
You can see the answers you got correct (see below).

---

**Sequence Activity**

Move items up and down using the arrows. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

**Units of Measure - Low to High**

- millimeter ✓  ▲
- centimeter ✓  ▲
- meter X  ▲
- decimeter X  ▲
- kilometer ✓  ▲

0/11  

---

Click the left arrow to see how you did on the previous set.

If Allow Retry was selected under the Options tab when you created the activity in SoftChalk, then the Retry icon will appear.
**Slideshow Activity**

The Slideshow activity lets you view images and text in a slideshow format. You can also add audio (in an mp3 format).

---

### Slides Tab

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

Click **New** to add a single image (see below).

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

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

---

### Slides Tab / New

When you select an image, the image gets optimized automatically if you have a large image. (The file size is reduced.)

You can select an mp3 audio file. (Other audio formats won’t work.)

---

### Import a Folder of
Images

As mentioned previously, you can import a folder of images. From the Slides tab (see the image at the left), click Select Folder.

Navigate your computer to click on a folder of images to select it (see the image to the left). Then click Open.

Edit a Title

You will get a message that images have been added to your slide show.

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

Type a new Slide Title and click OK.
**Slideshow Options Tab**

You can set minimum slide duration for viewing each slide if you click **Start Slide Show** in the browser (see below).

---

**Web Browser**

Click the right arrow to advance to the next slide.

Click **Start Slide Show** to have the slides advance automatically based on the minimum slide duration you set under the Slide Show **Options** tab.

If you’ve added audio to a slide, the audio controls at the bottom will appear.

Click **View Text** to view text for this slide (see the following page).
Web Browser (cont.)

Click **View Slide** to return to the previous slide view.

Click the dropdown arrow to jump to another slide.
Sorting Activity

The Sorting activity lets you put items into categories. The items can be text and/or images.

**Categories Tab**

First enter your categories.

Then click **Next** to go to the **Cards** tab (see below).

You can always return to the **Categories** tab to add or edit a category.

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

**Cards Tab**

Click **New** to create a card (item) for a category.
Cards Tab / New
Select a category at the left and enter text.

To add an image, select **Image card** for the **Card Type**. Then click **File**, **Equation** or **Library** to select your image.

Notice that you can type optional text.

Web Browser
This activity resembles the solitaire game. Drag a card to the correct category.
Tabbed Info Activity

The Tabbed Info activity lets you present information in a tabular format.

**SoftChalk**

**Information Tab**

Click *New Tab*. Then type a title, select a color and enter content.

Notice that you can change the tab location from Top to Right, Bottom or Left.

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

**Web Browser**

Move your cursor over each tab to see the information.
Timeline Activity

The Timeline activity lets you view a timeline ordered by date or list. For instance, you would select **by Date** to create a timeline for the Revolutionary War and **by List** to create a timeline for a process such as baking a cake.

**SoftChalk**

**Events Tab (by Date)**

Enter a title for your timeline.

Click **New** to create an event.

If your Ordering Method is **by Date**, then the list appears automatically in chronological order.

**IMPORTANT:** Be sure to select an appropriate **Interval**.

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

**Events Tab (by List)**

Enter a title for your timeline.

Click **New** to create an event.

If your Ordering Method is **by List**, then you can use the up and down arrows to set the order.
**Events Tab / New (by Date)**

Notice that you have the option to enter an **Event End** date.

The timeline works for A.D. dates (not B.C. dates).

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

**Events Tab / New (by List)**

Click **File** or **Library** to select an image.
**Web Browser**

**By Date**

To scroll the timeline, click the bottom arrows, drag the bottom scroll bar, or click and drag the timeline area.

Click each event for more details.

The line under *Valley Forge* indicates a span of time.

Notice the years at the bottom. Notice that the interval for this timeline was set to 1 year.

**By List**

To scroll the timeline, click the bottom arrows, drag the bottom scroll bar, or click and drag the timeline area.

Click each event for more details.

Notice the number for the steps at the bottom.
### Differences between QuizPoppers and Activities

#### Major Differences between QuizPoppers and Activities

<table>
<thead>
<tr>
<th>QuizPoppers</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Flash based</td>
<td>For most browsers, Flash is not required. All activities under the <strong>Insert/Activity</strong> list will be converted automatically to HTML 5 when accessed by web browsers that support the latest version of HTML 5. <strong>Internet Explorer 9, Firefox and Safari</strong> support later versions of HTML 5. <strong>Internet Explorer 8 users need Flash Player 10 or higher.</strong></td>
</tr>
<tr>
<td>Ability to insert hyperlinks and media including sound and images</td>
<td>Ability to insert images for some activities. For details see the section <strong>Activities Overview.</strong></td>
</tr>
<tr>
<td>Customized feedback for the right and wrong answer</td>
<td>No customized feedback</td>
</tr>
<tr>
<td><strong>Hint</strong></td>
<td>Show Answers option for some activities</td>
</tr>
<tr>
<td>Students can receive partial credit. Within SoftChalk Create, see the <strong>Options</strong> tab for the Matching, Multiple Answer and Ordering QuizPoppers.</td>
<td>Students receive partial credit.</td>
</tr>
</tbody>
</table>

The Ordering QuizPopper and Ordering Activity are both sequencing exercises. The Matching QuizPopper and DragNDrop Activity are both matching exercises. The two tables on the next page below summarize the differences.
## Ordering QuizPopper versus Ordering Activity

<table>
<thead>
<tr>
<th>Ordering QuizPopper</th>
<th>Ordering Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use a dropdown menu to assign the order of the items</td>
<td>Drag items to the correct order</td>
</tr>
<tr>
<td>Exercise is scored upon clicking the Check Answer button.</td>
<td>Activity is scored after dragging each item.</td>
</tr>
<tr>
<td>Allows for lengthy text entry</td>
<td>Maximum of 100 characters</td>
</tr>
</tbody>
</table>

See the table above for other differences

## Matching QuizPopper versus DragNDrop Activity

<table>
<thead>
<tr>
<th>Matching QuizPopper</th>
<th>DragNDrop Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use a dropdown menu to assign the match the items</td>
<td>Drag items to the correct match</td>
</tr>
<tr>
<td>Exercise is scored upon clicking the Check Answer button.</td>
<td>Activity is scored after dragging each item.</td>
</tr>
<tr>
<td>Allows for lengthy text entry</td>
<td>Maximum of 100 characters</td>
</tr>
</tbody>
</table>

See the table on the previous page for other differences
Widgets

Overview

You can incorporate **web widgets** into your lessons. A web widget is a chunk of web code that can be embedded within any html-based web page. Once a web widget is embedded, it will grab updated information from the originating site and display it within the web page automatically.

- YouTube ([www.youtube.com](http://www.youtube.com)) would be an example of a website where you can get **Embed code** to insert a widget into SoftChalk.

- The [SoftChalk Cloud](http://www.softchalk.com) website has activities, quiz items and lessons with embed codes as well. (For details, see the section [SoftChalk Cloud](http://www.softchalk.com).)

(If you want to embed content from YouTube ([www.youtube.com](http://www.youtube.com)) and the [SoftChalk Cloud](http://www.softchalk.com) website, you can search for content using the **Media Search** tool. For details, see the section [Media Search](http://www.softchalk.com).)

(Please note that there are other kinds of widgets – platform widgets and desktop widgets which cannot be embedded in SoftChalk.)

**IMPORTANT:** Your students need to be online for the web widget to appear since the information is coming from a website.

Insert a Widget into a Lesson

1. Find a widget from another website such as youtube or the [SoftChalk Cloud](http://www.softchalk.com) website.

2. Copy the embed code for that widget. Please note that different websites may use different wording for this code but the code to copy should be obvious.

3. Start SoftChalk. Choose **Insert/Widget**.
4. Fill out the information below. Notice that you can click **Paste HTML** to put the copied code in (see below).

![Insert Widget Dialog Box](image)

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

6. You’ll see a placeholder for your survey in your lesson (see below).

![Lesson Builder with Widget Placeholder](image)

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

There is a **Metadata** tab (see below). You can assign metadata to an individual widget. Click **Metadata** to add more metadata. For details on metadata, see the section **Metadata**.
iFrames

Overview

The iFrames feature allows you to embed .pdf files and live websites within your SoftChalk lesson window.

- View a scrollable .pdf file within your lesson (see below).
  - Notice that the Adobe Reader controls including a Print button, a Save button and a Find area.
  - Notice the scroll bar.
- View a live website within your lesson (see below).
  - Notice that you can click on items for the live website.
  - Notice that you can scroll around the web page.
Insert an iFrame into a Lesson

1. Start SoftChalk. Choose **Insert/Iframe**.

2. Fill out the information (see below). You can either select a .pdf file OR paste in a web address.

**IMPORTANT:** When you select a .pdf file, a copy of this file is placed in your lesson folder when you save. Your original .pdf file remains in its original location. If you modify the original .pdf file, you'll need to re-select this file using the **Select file** button below.

**IMPORTANT:** When you paste a web address, be sure to use the full URL, for example use **http://www.softchalk.com** and NOT **www.softchalk.com**.

3. Click **OK** to return to your main editing window. You’ll see a placeholder for your iframe in your lesson (see below). Save and preview your lesson.
iFrame Metadata

There is a Metadata tab (see below). You can assign metadata to an individual iFrame. Click Metadata to add more metadata. For details on metadata, see the section Metadata.


ReadSpeaker (Read Text Out Loud)

**Overview**

If you have purchased an account with ReadSpeaker ([http://www.readspeaker.com](http://www.readspeaker.com)), then you can activate the ReadSpeaker feature within SoftChalk. Please note that you purchase your ReadSpeaker account directly from ReadSpeaker ([http://www.readspeaker.com](http://www.readspeaker.com)) and not from SoftChalk.

This feature will allow your students to click a button on a page of your lesson (this button is called **Listen**) and have the text on the page read to them. For an example, see the [Thomas Jefferson lesson](http://www.readspeaker.com).

Please note the following:

- Your lesson must have a style (Properties/Style Properties) to use the ReadSpeaker feature.

- The text of TextPoppers and Flash-based Activities will not be read.

- The text of QuizPoppers, Quiz Groups (all at once and show group options selected) and Mobile Friendly Activities (display inline option selected) WILL be read.

- The ReadSpeaker feature will work on mobile devices as well as laptop computers.

- You have the option to display the **Listen** button in a sidebar or at the top of the page.

- You can use this feature within lessons that are published or uploaded to a learning management system or a website (such as [www.softchalkconnect.com](http://www.softchalkconnect.com)). The ReadSpeaker feature will NOT work on standalone .exe (or Macintosh .app) packaged lessons or on CDs of SoftChalk lessons.
Steps to Implement ReadSpeaker in a SoftChalk Lesson

1. Within your SoftChalk lesson, choose **Tools/ReadSpeaker** (see below).

2. Enter the **Customer ID**, **Publish domain** and **JavaScript URL** authentication information that you received when you purchased your ReadSpeaker account from ReadSpeaker ([http://www.readspeaker.com](http://www.readspeaker.com)). (When you set up your account with ReadSpeaker, you will be asked for a **Publish domain**.)

3. **IMPORTANT:** For the **Publish domain**, do NOT ENTER http:// or https://. Ex. [www.softchalkconnect.com](http://www.softchalkconnect.com) is correct but [http://www.softchalkconnect.com](http://www.softchalkconnect.com) will NOT work.

![ReadSpeaker dialog box](image)
4. **FYI, the information on this screen is saved with your lesson. The settings for your last saved lesson will be the default information for new lessons.**

5. Once the **Customer ID, Publish domain** and **JavaScript URL** fields are complete, click the **Enable ReadSpeaker** checkbox. Notice that you also have a location option – **In Sidebar** or **Top of Page (banner or personal styles only)**.

6. **IMPORTANT:** You will not be able to use the ReadSpeaker feature until you publish or upload your lesson to the domain you listed (Ex. www.softchalkconnect.com). In other words, you can’t preview this lesson on your local computer and have the ReadSpeaker feature work.

---

**Use the ReadSpeaker Feature in the Published or Uploaded Lesson**

As mentioned previously, once you have published or uploaded your lesson to a learning management system or website (including www.softchalkconnect.com), then you can use the ReadSpeaker feature (see below).

**IMPORTANT:** If the **Listen** link (see below) does NOT work properly, then please check with ReadSpeaker, that you have submitted the correct **Publish Domain**. (You can also check the settings in your saved SoftChalk lesson – see the previous page).

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

**In Sidebar Option (Listen to the page Sidebar)**
Thomas Jefferson considered the Declaration of Independence his greatest achievement. Drafted in June of 1776, the Declaration of Independence expressed the ideals and philosophy that marked the beginning of self-government in America. Although most of the ideas featured in the Declaration were not new - in fact they were commonplace ideas of the time - Mr. Jefferson is known for the eloquence and passion of their expression.
**Create a Personal Style**

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

(As mentioned previously, you can apply pre-made SoftChalk styles to your lesson by choosing Properties/Style Properties. See the section Style a Lesson.)

1. Choose **Tools/StyleBuilder** (or press the **F11** key).

2. Notice that there are **five tabs** in the StyleBuilder – General, Banner, Content, Sidebar and Footer. See the next several pages to learn how to use these tabs to create a style.

3. To add a logo to your style, go to the **Banner tab** (see the following pages on the Banner tab).

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

**Back Up a Style**

To back up a style, see the section Export a Style Using StyleBuilder.

**Transfer a Style to Other Users**

To transfer a style to other users, see the section Import a Style Using StyleBuilder.
General Tab

Overview

On this tab, you can:

- Select a style to modify
- Click **Save As** to create a new style
- Select a style you created previously in order to make changes

Dropdown List

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

Save

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

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

Save (cont.)

Notice that your style name appears in the title bar and in the dropdown list toward the top of the list.

**IMPORTANT:** Notice you can click on any part of the style (such as the top banner area) and go directly to that area for modifications.
Banner Tab

Overview

On this tab, you can change the appearance of the banner (header area), which includes the navigation bar (which contains the numbers for the pages). You can also insert a logo (see below)

You can also insert a background image that repeats.

The Bold and Italic options affect the Title and Subtitle in the upper right corner.

Background Image

You can insert a background image for your banner. The image can be transparent.

(If you use the Background Image option, then the texture feature is disabled. The background image is essentially your texture.)

Background Image – Repeat across

You can select repeat across and/or repeat down.

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

Texture

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

If you choose Pattern, additional options (such as Grass) appear in a dropdown menu at the right.

Logo

To add a logo to your banner, select the Logo checkbox. Then click Choose. Select a logo and click OK.

The maximum size for a logo is 400 pixels by 300 pixels. (If the logo is larger than this, the logo will be re-sized.)

After selecting a logo, the logo appears in the upper left corner.

Banner Colors

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

Navigation Bar Colors

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

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

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

- Headings
- Links
- Link Hover (rollover color for your links)
- Text (in the body of your lesson)
- Page (background color for your pages)
- QuizPopper Background

You can also set the font for your lesson.

The font affects the title, subtitle, body text, headings, sidebar and footer. (It doesn’t affect the navigation elements such as Prev and Next within the navigation bar.)
Sidebar Tab

Overview

On this tab, you can change the appearance of the sidebar.

If you select Transparent, the color for the sidebar disappears and you see the Background color chosen under the Content tab.

Rounded box

With a Rounded box color chosen, a rounded box appears within the sidebar.

No Lines

If you don’t want lines within your sidebar, you can select Rounded box and use the same color that you use for your Sidebar color.
Footer Tab

Overview

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

- Texture
- Color for the footer text
- Color for the footer background
- Use a background image that repeats

If you select and deselect the Top border or Bottom border, notice that the border is a thin line.

The color for the border comes from the color for the Navigation bar (chosen under the Banner tab).

**IMPORTANT:** Click Save at the bottom of your screen to update your changes and click Close to return to your main editing window.

---

**Apply a Personal Style to Your Lesson**

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

**Create a Personal Style from a Template**

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

1. Choose Tools/StyleBuilder (or press the F11 key).
2. On the General tab, use the dropdown menu to select a template such as Aqua Blue.
3. Make some changes to this style.

4. Click **Save As**.

5. Type a name for your style such as *MyDepartment* and click **OK**.

---

**Export a Style Using StyleBuilder**

Exporting and importing a style lets you give your personal style to others. (Exporting a style will also allow you to back up the style since the export process creates a .zip file.)

1. Choose **Tools/StyleBuilder** (or press the **F11** key).

2. On the **General** tab, select a personal style from the dropdown menu.

3. Click **Export**.

4. Type a name for your exported style such as *MyOrganization*. **IMPORTANT:** You probably want to use the same name as your style to avoid confusion.

5. Click **Save**.

6. Click **OK** at the Export complete screen.

7. On your local computer, notice that your exported style became a zip file (e.g. *MyInstitution.zip*)

8. To have others use this style, e-mail this file or upload this file to a server.

9. To back up this style, just copy this .zip to another physical media like a server or thumb drive.

---

**Import a Style Using StyleBuilder**

You can import a style someone else created. (Once you import a style and apply it to a lesson, then this style will be your default style for new lessons.)

1. Choose **Tools/StyleBuilder** (or press the **F11** key).

2. Click **Import**.

3. Select the exported zip file (see the section above **Export a Style Using StyleBuilder**).

4. Click **Open**.

5. Click **OK** at the Import complete dialogue window. Notice the imported style now appears in your dropdown list.
6. Click **Close** to return to your main editing window

7. To apply this style to a lesson, choose **Properties/Style Properties**.

8. Notice that the style you just imported appears under **Personal Styles**.

9. Click on this style to select it.

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

---

**Delete a Personal Style**

1. Choose **Tools/StyleBuilder**.

2. From the dropdown menu at the button of the screen, select the style you want to delete.

3. Click **Delete** at the bottom of the screen.

4. Click **OK** when asked if you want to delete this style.

   (If you get a message that your style may not be deleted because it is the current lesson style, then click **OK**. Then click **Close**. Choose **Properties/Style Properties** and select a different style. Then repeat steps # 1-4.)

5. If you have lessons with the deleted style and you want to make edits, then you will need to apply another style using **Properties/Style Properties**.
Tables

Create a Table

To put a table in your lesson, choose **Table/Create Table**. One of the following screens appears:

### Styled Lesson

#### Table Tab

The table width % refers to the width of the table within the lesson window. **IMPORTANT:** If you have both a table and sidebar on the same page, then you’ll need to set your **Table width** to 99% or less.

If you have a style for your lesson, (see the section **Style a Lesson**), then SoftChalk creates default settings for

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

### Unstyled Lesson

#### Table Tab

With **Use styled table** deselected, you can set other options. Cell padding refers to the spacing around the text. Cell spacing refers to the spacing between cells. (Cell spacing doesn’t appear in the main editing window, only in the web browser.)

If you don’t want any lines in your table, then you can choose 0 for the border width.

Click the **Select** buttons if you want to change the colors for the border and background.
Modify or Delete a Table

Click within a cell and choose **Table/Modify Table** or **Table/Delete Table**.

Change a Column Width

1. Move your cursor over a line dividing a column and the cursor changes into a “double-headed arrow” cursor (see below).

2. Drag to change the column width (see below).

Select a Row to Make a Header

1. Select a row by moving your cursor in front of a row and clicking (see below).

2. Choose **Table/Row/Make Column Headers**.

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

You may want headers on both the top and left of your table. If you don’t have header cells already, then you can skip steps #1-2.

1. Select the first column (see below).

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1789</td>
<td>George Washington</td>
<td>VA</td>
</tr>
<tr>
<td>1797</td>
<td>John Adams</td>
<td>MA</td>
</tr>
<tr>
<td>1801</td>
<td>Thomas Jefferson</td>
<td>VA</td>
</tr>
</tbody>
</table>

2. Choose Table/Column/Remove Headers.

3. Select the column again.

4. Choose Table/Column/Make Row Headers.

5. Your headers appear (see below).

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1789</td>
<td>George Washington</td>
<td>VA</td>
</tr>
<tr>
<td>1797</td>
<td>John Adams</td>
<td>MA</td>
</tr>
<tr>
<td>1801</td>
<td>Thomas Jefferson</td>
<td>VA</td>
</tr>
</tbody>
</table>
Insert or Delete Rows

If you’re in the last cell of a table, you can hit the Tab key to create a new row. You can also insert a new row using the following steps:

1. You can click inside a cell and choose Table/Row/Insert Row Above (or Append Row to Bottom or Delete Row). You can also use the steps below.

2. Select a row by moving your cursor in front of a row and clicking (see below).

3. Choose Tables/Row/Insert Row Above. (To add a row to the end of the table, select Append Row to Bottom.)

4. Your additional row appears (see below).

5. To delete a row, select the row (see previous step #1).

6. Choose Tables/Row/Delete Row.
Insert or Delete Columns

**IMPORTANT**: If you have entered a caption for your table, you will need to remove your caption before selecting a column. To remove a caption for the table, see the section Accessibility – Enter a Caption.

1. You can click inside a cell and choose **Table/Column/Insert Column to the Left** (or **Append Column to the End** or **Delete Column**). You can also use the steps below.

2. Select a column by moving your cursor over the top of the column and clicking (see below).

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1789</td>
<td>George Washington</td>
<td>VA</td>
</tr>
<tr>
<td>1797</td>
<td>John Adams</td>
<td>MA</td>
</tr>
<tr>
<td>1801</td>
<td>Thomas Jefferson</td>
<td>VA</td>
</tr>
</tbody>
</table>

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

8. Your additional column appears (see below).

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1789</td>
<td>George Washington</td>
<td>VA</td>
</tr>
<tr>
<td>1797</td>
<td>John Adams</td>
<td>MA</td>
</tr>
<tr>
<td>1801</td>
<td>Thomas Jefferson</td>
<td>VA</td>
</tr>
</tbody>
</table>

9. Since the column width for this table was set at 50%, increase your table width before beginning to edit. Click in the table and choose **Table/Modify Table** and then increase the table width.

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

11. Choose **Tables/Column/Delete Column**.
Select Multiple Cells

You may want to select multiple cells to change the text formatting to bold, italics or another color.

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

2. With the Ctrl (or Macintosh Option) key still held, click in another cell to select it (see below).

3. Select formatting options such as Bold and Italic. (Click on the Bold and Italic buttons on the toolbar.) The formatted cells appear (see below).
Merge Cells

You can merge cells in a table (see below).

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

2. Choose Table/Merge Cells.

3. Type some text. You can click the Center Paragraph icon on your toolbar at the top to center the text in your merged cell (see below).

4. To split a merged cell, click within the merged cell. Then choose Table/Split Cells.
Accessibility - Enter a Caption

Click on the Accessibility tab (see below) and enter a caption and summary for your table. When you enter a caption, it appears as the title for your table directly above your table. For more information about SoftChalk’s Accessibility compliance, see www.softchalk.com/lb_standards.html.
**Wrap Text around a Table**

If you have a table with a width less than 100% (typically 75% or 50%), then you can have text wrap around the text.

1. Enter text below your table (see below).

   ![Table Example]

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

2. Click in your table and choose **Table/Modify Table**.

3. Set the **Table align** value to **Left** (see below). Click **OK**.

   ![Modify Table](image)

4. Your table with text wrapping appears (see below).

   ![Table with Text Wrapping Example]
Create a Caption for an Image

You can use a table to create a caption for an image. You can wrap text around this image.

1. Create a table. (Choose Table/Create Table.)

2. Deselect Use styled table. Set the Rows to 2, Columns to 1, Table width to a width appropriate to your image, de-select Use styled table and Border width to 0 (see below). Click OK.

3. Right-click in the top cell of your table and select Image (see below).
4. Select your image (see the section Insert an Image).

5. Type a caption in your second row. Click the Align Center icon on the toolbar (see below). You can format the caption for Bold and Italic. (The faint outline you see designates your table area but when you preview the table, you won’t see a border.)

6. To make your image wrap around text, make sure you have text below your image. Then click in your image table.

7. Choose Table/Modify Table. For Table align, select Left. Click OK (see below).

8. Preview your lesson (see below). No border appears.
9. You can modify your image caption table as you would any table. You can add a row to include a credits line (see below).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>George Washington 1789-1797</td>
</tr>
<tr>
<td><strong>First President</strong></td>
<td>Credits: <a href="http://www.whitehouse.gov">www.whitehouse.gov</a></td>
</tr>
</tbody>
</table>

**Insert Menu**

You can right-click within a cell to bring up the insert menu.

If you insert a QuizPopper(s) within a table, you may want to deselect **Use styled table**. Otherwise, extra lines will appear in your QuizPopper(s) surrounding your items.
Put Images Side by Side

If you want to put images side by side, you should use an unstyled table.

1. Create a table. (Choose Table/Create Table.)

2. Deselect Use styled table. Set the Rows to 2, Columns to 3, Table width to a width appropriate to your image, de-select Use styled table Cell padding to 0 and Border width to 0 (see below). Click OK.

3. Right-click in the first cell and choose Image to insert an image. (See the section Insert an Image.)

4. Insert an image in each top cell. Enter text in the bottom cells. Select the text in the bottom cells and create a hyperlink (see below). (See the section Insert and Remove a Hyperlink.)
5. Preview your lesson in the browser (see below). Extra space appears between the images because when an image is inserted, automatic padding is added.

Copy and Paste a Table from Word

You can copy and paste a table from Word. It will paste as an unstyled table. You can click within a cell and choose **Table/Modify** and select **Use Styled Table** (provided you have attached a style to your lesson).
Overview

The eCourse Builder tool lets you assemble a course with multiple lessons. For instance, you may have an eCourse called Presidents that contains a lesson on Washington, a lesson on Adams and a lesson on Jefferson. (If you’re just beginning with SoftChalk, we recommend getting familiar with creating individual lessons before using the eCourseBuilder tool.)

IMPORTANT: You can use the eCourseBuilder in the web launch version of SoftChalk Create; however, you must save your lessons to your local computer to add them to your eCourse.

To deliver your eCourse to your students, see the section Deliver an eCourse to Your Students.

To collect essays from your eCourse, see the section Collect Essays and Scores in an eCourse.

For details on using Metadata, see the section Metadata.

Create Some Individual Lessons

Before assembling your eCourse, you must first create some individual lessons. (If you’re new to SoftChalk, see the section Getting Started on how to create a lesson.)

IMPORTANT: You can edit your lessons after you put them into your eCourse. See the section Edit a Lesson in an eCourse.

IMPORTANT: As always, keep backups of your lessons.

Create and Save an eCourse

1. Create some individual lessons that will go into your eCourse (see above).

2. If you are using the web launch version of SoftChalk Create, you must save your lessons to your local computer to add them to your eCourse. If your lesson is in the Cloud, you can use File/Save as to save your lesson to your local computer.

3. Choose Tools/eCourseBuilder.
4. Type a title for your eCourse. Click **Add Lesson** (see below).

5. Navigate to find your lesson folder. Click on your lesson folder and click **Open** (see below).
6. Notice that your lesson now appears in the eCourse list (see below). **IMPORTANT:** The name for your lesson comes from the Title you entered for the lesson (Properties/Style Properties/Title & Layout tab). If you haven’t entered a title for your lesson, then the lesson name is the filename.

7. Click **Add Lesson** to add other lessons.

8. Notice that you can use the up and down arrows (or drag a lesson name) to re-arrange the order of lessons in your list (see below).
9. Once you have added your lessons, you can save your eCourse by either clicking the \textbf{Save} icon on the eCourseBuilder window (see below). Or choose \textbf{File/Save} within the eCourseBuilder window. (Note that this is a separate save process from saving an individual lesson.)

![Image of eCourseBuilder window]

10. Type a name for your eCourse and click \textbf{Save} (see below).

![Image of Save As dialog]

11. After saving your eCourse, click \textbf{Close} to return to your main editing window.
12. Your eCourse becomes a folder on your computer (see below).

**IMPORTANT**: When you save your eCourse, you get a folder with your original lessons copied inside of it (see below). In other words, you have two versions of each lesson; you have your original lessons and the newly copied lessons inside your eCourse folder.
Preview an eCourse

1. Make sure you have an eCourse open. (If necessary, see the section Open an eCourse.) Within your eCourseBuilder window, click the Preview icon (see below). (If your preview icon is disabled, then you need to save your eCourse. See the section Create and Save an eCourse.)

![eCourseBuilder window](image)

2. Your browser window should appear (see below). IMPORTANT: Notice in the left navigation bar that the navigation link Early Years comes from the Page Name in the lesson. If you don’t have Page Names in your lesson, then there will be links to the first heading on each page of your lesson.

![Browser window](image)
3. In the left navigation pane, checkmarks appear by pages that have been viewed. An arrow appears by the current page (see below).

4. You can open and close the course navigation pane by clicking the arrow in the navigation bar (see below).
Open an eCourse

1. Choose **Tools/eCourseBuilder**.

2. Choose **File/Open eCourse** or click the open folder icon on the toolbar (see below).

3. Navigate to your **Presidents** folder. Click on the folder and click **Open** (see below).

4. Your eCourse should appear (see below).
Remove a Lesson from an eCourse

1. Open your eCourse (see the section Open an eCourse.)

2. From your eCourseBuilder window, click on the lesson you want to remove. Then click Remove (see below).

3. Click the Save icon (or choose File/Save eCourse) to save your eCourse.

Edit a Lesson in an eCourse

After adding a lesson to an eCourse, you may want to make changes. As mentioned before, when you add a lesson to an eCourse, a copy of the original lesson folder is put into your eCourse folder.

IMPORTANT: To edit a lesson once it is in an eCourse, you have two options.

For both options below, you open and edit the lesson as you would normally. (See the section Open a Lesson.)

Option 1 You can locate the lesson folder (e.g. Jefferson) within the eCourse folder (e.g. Presidents folder) and open and edit it.
Option 2 Or you can edit the lesson in the original location. If you choose this option, then after editing your lesson, you can open the eCourse, remove the lesson and then add the edited lesson. If you plan to use the same lesson in multiple eCourse, then you may want to use this option. (If you made edits to your lesson in SoftChalk Cloud, then you will need to download the lesson again, remove the previous lesson and add the updated lesson to your eCourse.)

IMPORTANT: After editing your lesson (s), you must open your eCourse and save your eCourse. Saving your eCourse updates changes in the eCourse navigation pane such as changes in headings or page names.

Deliver an eCourse to Your Students

You can either:

- **Publish** an eCourse
- **Package** an eCourse for delivery in a learning management system, on classroom computers or on a CD.
- **Upload** an eCourse to a website.

Publish an eCourse

- **SoftChalk Cloud** - Within your eCourse, choose File/Publish eCourse. Select your Cloud account from the Account dropdown menu. If you don’t see your Cloud account listed, see the section Manage Publish Accounts. IMPORTANT: Please note that collecting essays and scores from eCourses published to the SoftChalk Cloud website is currently NOT supported. (You can collect scores from eCourses that are packaged for delivery on websites, within learning management systems, as executable files (Windows and Macintosh) or CD.

- **Blackboard** - If you have the Academic Version of Blackboard (Blackboard 7, Blackboard 8 or Blackboard 9.0 or Blackboard 9.1), you can publish directly from within SoftChalk to your Learning Management System. Within your eCourseBuilder window, choose File/Publish eCourse. For more details on publishing within SoftChalk, see the Blackboard 7 Integration Guide, the Blackboard 8 Integration Guide or the Blackboard 9.0/Blackboard 9.1 Integration Guide on our support website.

- **MERLOT** (actually you publish a link to your eCourse in MERLOT) - Within your eCourse, choose File/Publish eCourse. You can follow the same basic steps in the section Publish to MERLOT.
Package an eCourse

You would package an eCourse to:

- Upload your eCourse to a learning management system (see the previous section Publish an eCourse if you have Blackboard.)
- Create executable eCourse files to put on classroom computers
- Create a CD of your eCourse

Steps for Packaging an eCourse

1. Open an eCourse (see the section Open an eCourse).
2. Within your eCourseBuilder window, choose File>Packaging eCourse.
3. For an explanation of the Packaging Options and the Student Options, see the sections Packaging Options and Student Options.

Upload an eCourse to a Learning Management System

After packaging your eCourse as a standard zip file or common cartridge, see the section Learning Management System LMS Guides for instructions on uploading your eCourse into your learning management system.

Create a CD for an eCourse

1. See the section Steps for Packaging an eCourse. Select Executable CD.
2. Select the folder where you want to save the CD package and click OK (see below).
3. From your local computer, notice that when you packaged your eCourse above, a folder with your eCourse name followed by _CD-package was created (e.g. Presidents_CD-package) (see below).

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

5. **Select all the files and then copy them.**

6. Paste these files into your CD making program.

7. Make your CD.

**IMPORTANT:** In other words, DON’T paste the CD-package folder; paste the contents of the folder.

**IMPORTANT:** Your CD can be used on either a PC or Macintosh. For PC users, the CD should start automatically (unless you have autorun turned off for CDs). If autorun is turned off, then users will need to double-click on ExecutableCourseSetup.exe.

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

---

**Load an eCourse on a Windows Computer**

You can create a single file to launch your eCourse on a Windows computer. You can create this executable eCourse on either a Windows or Macintosh computer. (For details on creating an executable eCourse on the Macintosh – see the next section Load an eCourse on a Macintosh.)

1. See the section [Steps for Packaging an eCourse](#). Select **Executable Lesson (Windows).**
2. After selecting **Executable eCourse (Windows)**, a message appears indicating that your course was packaged as an .exe. The file is located inside your eCourse folder. Click **OK** to return to your eCourse window (see below).

![Image of a window indicating the course was packaged as an .exe]

3. Click **Close** to return to your main editing window. Choose **File/Exit** to exit SoftChalk.

4. Open your eCourse folder on your computer. Copy the .exe file onto a thumb drive or other media (see below).

![Image of a folder with files, highlighting Presidents.exe]

9. Copy this file onto a Windows computer.

10. Double-click on the file to launch the course.

---

**Load an eCourse on a Macintosh**

You can create a single file to launch your eCourse on a Macintosh. You can create this executable eCourse on either a Windows or Macintosh computer. (For details on creating an executable eCourse on a Windows computer – see the previous section **Load an eCourse on a Windows Computer**.)

- See the section **Steps for Packaging an eCourse**. Select **Executable Lesson (Mac)**.

---
• A message appears indicating that your course was packaged as an .app. The file is located inside your eCourse folder (see below).

• Open your eCourse folder on your computer. Copy the .app folder onto a thumb drive or other media (see below).

• Copy this file onto a Macintosh computer. Double-click the file to launch the eCourse.

Upload an eCourse to a Website

There are four ways to upload your eCourse to a website

1. Use an FTP program to upload your eCourse folder to a web server. (If you're not sure how to upload files, contact your local technical support person for help.) Once your eCourse folder is uploaded, have your students link to the index.html file within your eCourse folder.

2. Package your eCourse as a Standard Zip. See the section Steps for Packaging an eCourse. Upload this packaged file to your website using an FTP program. (If you're not sure how to upload files, contact your local technical support person for help.) Then unzip the packaged file and have your students link to the index.html file within your eCourse folder.

   If you can’t unzip the packaged file on your website, then you will need to do the first method above.

3. Package your eCourse as an Executable Lesson (Windows). See the section Steps for Packaging an eCourse. Upload this packaged file to your website using an FTP program. (If you're not sure how to upload files, contact your local technical support person for help.) Then tell students to link to your file. Ex. http://mywebsite/mysoftchalkcourses/presidents.exe
When your students enter your web address, they will have the option to download the lesson to run locally on their computer. Please note that some computers may prevent the downloading of .exe files.
Publish to MERLOT

MERLOT (Multimedia Educational Resource for Learning and Online Teaching) “is a free and open online community of resources designed primarily for faculty, staff and students of higher education from around the world to share their learning materials and pedagogy.” (Quote from the MERLOT website at: www.merlot.org.)

Within SoftChalk, you can publish a link to your SoftChalk lesson to the MERLOT site. In other words, your actual lesson resides elsewhere (on a web server or in a learning management system where there is public access) and you publish the link to that lesson in MERLOT for others to view and use.

Basic Steps to Get Started

Below are the quick steps to publishing to MERLOT. More detailed instructions appear after this section.

- In SoftChalk, assign metadata to your SoftChalk lesson (Properties/Metadata) so that it can be searched once it gets into MERLOT.
- Upload your lesson into a web site or learning management system (where there is public access). Copy the hyperlink (URL) for the lesson.
- In SoftChalk, set up your MERLOT server permissions: SoftChalk Create – File/Manage Publish Accounts
- In SoftChalk, publish your lesson link to MERLOT: SoftChalk Create – File/Save to LMS
- (For more details on the publish process, see the sections below.)

Assign Metadata to a Lesson and Upload It to a Web Server (or LMS)

1. Start SoftChalk and open a lesson.

2. IMPORTANT: Be sure to assign keywords and other information to your lesson as metadata. Choose Properties/Metadata. (For details, see the section Metadata.

3. Upload your lesson to SoftChalk Cloud, a website or learning management system where there is public access to your lesson. (If you are using the SoftChalk File/Save to LMS (to Blackboard or Sakai) feature, see the section Blackboard and Sakai Users Who Want to Publish to MERLOT.)

4. Copy the Hyperlink for your lesson in SoftChalk Cloud, your website or your learning management system.
In SoftChalk: Set Up the MERLOT Server Permissions

You only have to set up the MERLOT server permissions one time per computer.

1. Start SoftChalk if it is not already open.

2. Choose **File/Manage Publish Accounts**.

3. At the bottom of the screen, click **New** (see below).

4. From the list, select **MERLOT** and click **OK** (see below).
5. If you’re a member of MERLOT, enter your username and password. Click **OK**. If you are not a member of MERLOT, you can click **Join MERLOT** go to the MERLOT site to join (see below).

6. If you have SoftChalk Create, click **Close** to leave the **Publish Accounts** window. Then choose **File/Publish To LMS**. Make sure **MERLOT** is selected in your **Account** drop down menu at the top left of your screen and click **Connect** (see below). See the next section **Publish a Lesson Link to MERLOT**.
Publish a Lesson Link to MERLOT

As mentioned previously, be sure to assign metadata to your lesson before you publish it. See Assign Metadata to a Lesson and Upload It to a Web Server (or LMS).

1. Once you have connected to MERLOT, enter a **Title**, **URL** (hyperlink) for your lesson, **Author First name**, **Author Last name** and **Organization**. (**Email** is optional.)

**IMPORTANT**: Select the appropriate category and sub-categories (ex. Science and Technology/Biology/Human Anatomy). Click **Publish** (see below).

If you do NOT select a category and sub-category, then the **Publish** button may be disabled since you have to select both a category and sub-category to publish.

2. Click **OK** at the confirmation screen.

3. Click **Close** to close the Publish Lesson window.
**Blackboard and Sakai Users Who Want to Publish to MERLOT**

For Blackboard and Sakai users who also want to publish to MERLOT, please see the note below.

**IMPORTANT:** If you are also using the SoftChalk Publish feature for Blackboard or Sakai, then SoftChalk provides a shortcut for you. Publish your lesson to Blackboard or Sakai (i.e. within SoftChalk, choose **File/Save to LMS**) and then immediately Publish to MERLOT. SoftChalk will automatically populate the URL field of the lesson you just published to Blackboard or Sakai.

(Of course, as mentioned before, if you are publishing to MERLOT, then your link should be open to the public.)
Foreign Languages

Overview

You can create lessons using foreign language characters. Choose Insert/Special Characters/Other (see below).

Output Languages for the Student Interface and Instructions

Within SoftChalk, you can choose an output language. Choose Properties/Output Language and select your language.

Within SoftChalk you won’t see any changes, but when you preview the lesson in a web browser, you’ll see that the interface and instructions have all been translated to the chosen language.

(Note that your content is not translated but the interface and instructions for the students appear in the chosen language.)
Math

Overview

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

- **Insert/Math Characters**
- **Insert/Equation** (brings up an Equation Editor)

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

**IMPORTANT:** Within the Equation Editor, there is a **Help** tab that provides specific help for this editor.

Please note the new **Vertical Alignment** enhancement (see the section **Vertical Alignment in the Equation Editor**).

Save an Equation to the Library

After inserting an equation into your main editing window, you can right-click on your equation and choose **Save to Library**. For details on using the Library, see the section **Library (Desktop Version)**.

Math and QuizPoppers

**Insert an Equation or Math Characters into a QuizPopper**

Within QuizPoppers, you can insert math characters and equations in hints and feedback as well as in questions.

1. Right-click in a text field.
2. Choose **Math Characters** or **Equation**.

(You can’t insert math characters or an equation in the **answer** fields for the Short Answer QuizPopper.)

**Insert an Equation from the Library into a QuizPopper**

For details on using the Library, see the section **Library (Desktop Version)**.

1. Right-click in a text field.
2. Choose **Library**.
3. At the left within your Library, select your equation.
4. Click **Insert Into QuizPopper**.
Vertical Alignment in the Equation Editor

You can move your equation up or down with the Vertical Alignment feature. (Within the main editing window, choose Insert/Equation.)

Math and Activities

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

- DidYouKnow
- Flash Card
- Hot Spot – Explore Mode
- Hot Spot – Quiz Mode
- Jigsaw Puzzle
- Labeling
- Sorting
- Tabbed Info
Metadata

Overview

You can add metadata, including curriculum standards to your lesson or to individual items within your lesson. (When the public does searches on various websites, they are actually searching through metadata to find relevant information.) For details on each metadata tab, see the sections: Keywords & Details Tab, Subjects & Levels Tab, Curriculum Standards Tab - Achievement Standards Network, Curriculum Standards Tab – Academic Benchmarks and Accessibility Tabs. (You set the Creative Commons license on the Keywords & Details Tab.)

Metadata for a Quiz Group or Activity

As mentioned previously, you can set metadata for a Quiz Group or Activity that you publish to SoftChalk Cloud. For details, see the section Save Content to SoftChalk Cloud.

Metadata for a Lesson

If you want to make your lesson available to the general public, you may want to add metadata to your lesson such as keywords so your lesson can be found in a search.

To enter metadata to be saved with your lesson:

1. Start SoftChalk and open a lesson.
2. Choose Properties/Metadata.
3. Select an appropriate tab and enter your information. See the following sections for an explanation of each tab.
4. Click OK at the bottom when you are done.
5. Save your lesson and the metadata will be saved with it.

MERLOT

If you publish a link to your lesson in MERLOT (see the section Publish to MERLOT), then you will want to add metadata so that your lesson will be found when users search the MERLOT site. IMPORTANT: Be sure to add your metadata before publishing your lesson.

You will want to use the Keywords & Details tab to enter your metadata. Information on this tab follows the Dublin Core standards. (See the section Keywords & Details).
Keywords & Details Tab

Information on this Keywords & Details tab follows the Dublin Core standards for metadata (see below).

As mentioned previously, if you are publishing a link to your lesson in MERLOT, then you will want to add metadata to this tab particularly in the Description and Keywords / Phrases fields.

Notice that the License field is the same field found in the footer area of your lesson (Properties/Style Properties/Title & Layout tab – Footer area). If you make a change in the Metadata for the License field, the change will be made automatically in the Footer area and vice versa. (For an explanation about this License field, see the section Options on the Title & Layout Tab.)

Creative Commons License

On the right, notice that you can set the Creative Commons license (for a lesson or for an individual activity or quiz group on this screen).
Subjects & Levels Tab

The Subjects & Levels metadata tab lets you select subjects and education levels. Notice that you can select more than one subject and level. If you publish to SoftChalk Cloud, you must select a subject and level.
Curriculum Standards Tab – Achievement Standards Network

You can select standards directly from the Achievement Standards Network to add to your lesson (see below).

For details on the Include Curriculum Standards page with lesson (link in sidebar) checkbox, see the section Curriculum Standards Page.

For details on using the Select ASN Standards button, see the next page.
Curriculum Standards Tab – Select ASN Standards

See the previous page to see where to click on the Select ASN Standards button and get the screen below. This list shows all the published standards (NOT the deprecated i.e. old standards).

You can select standards using the following screen.

In addition to standards for the states, notice that the top of the list has various national and international jurisdictions listed such as the American Association for the Advancement of Science, American Association of School Libraries, Common Core State Standards, Interstate School Leaders Licensure Consortium, International Technology and Engineering Educators Association, National Assessment of Educational Progress, National Council on Economic Education, National Center for History in the Schools, NCTE/IRA Standards for the English Language Arts, National Council of Teachers of Mathematics, National Geography Education Standards, National Standards for Arts Education, National Science Education Standards and Partnership for 21st Century Skills.

IMPORTANT: Notice that you can select multiple standards at once. Click on an item. Then hold down your Shift Key and click on the bottom item. The list will be selected. OR hold down the Ctrl key (or Command key on the Macintosh) and click individual items. After selecting your items, click Insert (see below).
Curriculum Standards Tab – Academic Benchmarks

You can add curriculum standards from the Academic Benchmarks standards (see below).

(If you chose not to use standards from the Academic Benchmarks standards, you can also type in any labels or GUIDs you wish.)

For details on the Include Curriculum Standards page with lesson (link in sidebar) checkbox, see the section Curriculum Standards Page.
Curriculum Standards Page

When you are selecting or entering your curriculum standards (see the previous sections Currycium Tab – Achievement Standards Network and Curriculum Tab – Academic Benchmarks, you have the option to include the curriculum standards as a link in a sidebar for your lesson. See the steps below.

1. On the **Metadata Curriculum Standards** tab (see the sections Curriculum Standards Tab - Achievement Standards Network and Curriculum Standards Tab – Academic Benchmarks, leave the **Include Curriculum Standards page with lesson (link in sidebar)** checkbox selected (see below).

2. Save and preview your lesson. Click the Curriculum Standards link (see below).
3. The Curriculum Standards page appears in a separate window (see below).
Accessibility Tabs

Throughout the application, SoftChalk allows you to add information describing various items for use with screen reader/assistive technology (e.g. 508 compliance). For example, under each activity, there is an **Options** tab where you can describe the activity. For images and media, you can add information for use with screen reader/assistive technology as well. For details on SoftChalk’s accessibility compliance, see [www.softchalk.com/lb_standards.html](http://www.softchalk.com/lb_standards.html).

In case you want to add additional accessibility information to be included in your metadata about your lesson, you can add that information on these Accessibility tabs.
Help

If you have problems, questions or comments regarding the installation or use of SoftChalk, please visit our:

- **SoftChalk Support Center** at: [http://support.softchalk.com](http://support.softchalk.com)
- **SoftChalk website** at: [http://www.softchalk.com](http://www.softchalk.com)
- **SoftChalk Cloud** website at: [https://softchalkcloud.com](https://softchalkcloud.com)

Or contact us at [help@softchalk.com](mailto:help@softchalk.com).

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