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Getting Started

Please note the URL below for this guide. As we update this guide, this URL will remain the same.
http://support.softchalk.com/FileManagement/Download/01a6aedad0e145e6a6267b62647be445

Overview of SoftChalk Cloud

SoftChalk Cloud (https://softchalkcloud.com) is an eLearning content authoring platform in the cloud. SoftChalk Cloud encompasses a:

- Public content repository
- Content authoring program (SoftChalk Create)
- Hosting service
- ScoreCenter (a score tracking feature available within and without a learning management system)

From the SoftChalk Cloud home page, the public can search the content repository by grade level and subject. (See the section Content Repository. You can specify multiple grade levels and subjects - e.g. undergraduate, 12th grade, science and math.) The types of content available include learning activities such as crossword puzzles, quiz groups such as multiple choice questions and multi-page lessons and courses. You can get hyperlinks or the embed code for this content.

The use of this content is determined by the Creative Commons license for the content. See the section Creative Commons Licenses.

While the public can search the content repository and get hyperlinks and embed code to content there, you can have many more features available to you with a SoftChalk Cloud account. See the next section Features of a SoftChalk Cloud Account.

You can create a free 30-day trial account and try out the features of a SoftChalk Cloud account. Click the Join Now button in the upper right on the home page of SoftChalk Cloud.

If you decide later to subscribe, you do NOT need to create a new account (even if your account has expired). You can enter an activation key and keep your same username and account (see the sections Purchase a SoftChalk Cloud Account and Subscribe).

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.
Features of a SoftChalk Cloud Account

Trial Account

For 30 days, “test drive” all the features of a SoftChalk Cloud account (see the next section Create an Account).

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find and Modify Content</td>
<td>Use and modify content you find in SoftChalk Cloud’s Content Repository. (Search for content and modify it in SoftChalk Create.)</td>
</tr>
<tr>
<td>Create Interactive Content</td>
<td>Create your own content with SoftChalk Create (available as part of your account). Save your content to the SoftChalk Cloud – see the section SoftChalk Create - Develop eLearning Content. (Space limit is 2 gigabytes – to purchase additional space, contact <a href="mailto:sales@softchalk.com">sales@softchalk.com</a>)</td>
</tr>
</tbody>
</table>
| Update Your Lesson Once But Link to the Lesson in Many Places | Update your lesson once but link to the lesson in many places such as multiple courses within your learning management system. See the section Get the Hyperlink or LTI Hyperlink for Your Lesson. For example, let’s say you are using the same lesson in multiple courses or the same lesson in multiple learning management systems. You would:  
  - Create a lesson with SoftChalk Create and save it in SoftChalk Cloud.  
  - Get the hyperlink (or LTI hyperlink if you are integrating the lesson with your learning management system gradebook)  
  - Put the hyperlink or LTI hyperlink in your courses. (Putting in the LTI hyperlink is NOT the same process as putting in a normal hyperlink. See the section Learning Management System Guides.)  
  - When you update the lesson in SoftChalk Cloud, the lesson will update in your multiple courses and learning management systems because you are using hyperlinks (or LTI hyperlinks).  
  - For more details, see the sections SoftChalk Create – Develop eLearning Content and Get the Hyperlink or LTI Hyperlink for Your Lesson. |
### Track Student Scores

Track student scores within or outside of a learning management system. See the sections **Track Student Scores WITHIN Your LMS (ScoreCenter and LTI)** and **Track Student Scores OUTSIDE an LMS (ScoreCenter)**.

### Collaborate with Other Instructors

Collaborate with other instructors to create and share **content**. See the section **Collaborate with Other Instructors on SoftChalk Lessons**.

### Create Polls and Ratings

Create unlimited Polls and Ratings (total space for your account is 2 **gigabytes** – to purchase additional space, contact sales@softchalk.com). See the sections **Polls** and **Ratings**.

### Put Your Content in the Public Content Repository

See the sections **Content Repository**, **Privacy Options**, **Save a Learning Object or Quiz Group to the Cloud** and **Save a Lesson or Course to the Cloud**.

---

**Create an Account**

For details on purchasing an account(s), see the section **Purchase a SoftChalk Cloud Account**.

For more details about your account including time zone information, see the section **Manage Your Account**.

1. Go to the SoftChalk Cloud website ([https://softchalkcloud.com](https://softchalkcloud.com)).

   **IMPORTANT**: As mentioned previously, if you already have a 30-day trial account and you decide to get a yearly subscription, you do NOT need to create a new account. See the section **Subscribe**.

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

3. Select the **Account Type**.
4. Select the type of account you want. Fill out your information and click **Join** at the bottom of the screen (see below).

For details on purchasing an account(s), see the section [Purchase a SoftChalk Cloud Account](#).

If you have a trial subscription and decide to purchase an account, you don’t have to create a new account (see the section [Subscribe](#)).

**IMPORTANT**: (See below) Your Username will be visible to the public if you write reviews for items or make your content public.

**IMPORTANT**: By default, your other information is available for viewing (except for your email) if a user clicks on your owner link to view your profile. **If you want to make your other information private as well**, see the section [Manage Your Account](#).
Log into Your Account


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

3. Enter your username and password and click Login (see below).

4. If you forget your password, click the request your password link on the login page. After clicking the link, fill in your email and click Reset to have an email sent to you. This email will have a link for you to reset your password.

5. For details on your account, see the section Manage Your Account.

Purchase a SoftChalk Cloud Account

A SoftChalk Cloud account is available as a yearly subscription. You can purchase a SoftChalk Cloud account in two ways (via credit card or through your institution) – see the next two sections.

Purchase Now (Submit Credit Card Info)

If you already have a free 30-day trial account, you can subscribe at any time to a yearly account. Even if your account expires, you can log into it and subscribe. See the section Subscribe.

If you are creating a new SoftChalk Cloud account, you can choose to purchase a SoftChalk Cloud account (see the section Create an Account).

As soon as you purchase your SoftChalk Cloud account online with a credit card, it is available (i.e. you don’t need to enter an activation key).
I Have an Activation Key (Purchased Through My Institution)

Your institution can purchase SoftChalk Cloud accounts (with an activation key) for one or more users.

**IMPORTANT**: If you want to take advantage of a *volume purchase* or you use *purchase orders* as your method of payment, please contact sales@softchalk.com.

**IMPORTANT**: Please note that the SoftChalk Cloud Activation Key is NOT the same as your desktop SoftChalk Create License Key. (The desktop SoftChalk Create License Key consists of two parts and is entered through the Help menu within the desktop application.)

If your institution purchased a SoftChalk Cloud Activation Key (for one or multiple users) and *you received an Activation Key via email from SoftChalk (or from someone at your institution who forwarded the information)*, then you can enter this SoftChalk Cloud Activation Key:

- If you already have a trial account, log into your account. (You do NOT need to create a new account.) In the upper right corner, click **Subscribe** and enter your Activation Key. (For details, see the section **Subscribe** OR

- Create a new account (see the section **Create an Account**)

---

**Subscribe**

**IMPORTANT**: As mentioned previously, if you already have a free trial account, you can subscribe by logging into your current trial account. **You do NOT have to create a new account.** For information on purchasing a SoftChalk Cloud account, see the previous section **Purchase a SoftChalk Cloud Account**.

1. Log into your SoftChalk Cloud trial account (see the section **Log into Your Account**).

2. Once you are logged in, at the top right corner of your screen, click the **Subscribe** link (see below) and complete the information.

If you are logged in and you do NOT see the **Subscribe** link (see below), then you have already entered your activation key for your account.
3. From the **Account Type** dropdown menu, select the appropriate option - either **Purchase Now** or **I have an activation key** (see below).

As mentioned previously, the **Purchase Now** option allows you to purchase online via credit card and the **I have an activation key** option allows you to enter an activation key that was purchased by your institution (and sent via email from SoftChalk to the purchaser at your institution).

**IMPORTANT**: If you select **I have an activation key, this key is NOT the same as your desktop SoftChalk Create license key**. A SoftChalk Cloud Account (which includes the web launch version of SoftChalk Create) is a separate purchase from the desktop SoftChalk Create purchase.

---

**Search for Content to Use**

See the sections [Types of Content](#), [Content Repository](#) and [Search for Content](#).

**Modify Content That You Find**

See the section [Modify Content You Find](#).
Create Individual Activities and Quizzes

See the sections SoftChalk Create – Develop eLearning Content, Types of Content, and Save a Learning Object or Quiz Group to the Cloud.

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.

Create Lessons and Courses

See the sections SoftChalk Create – Develop eLearning Content, Types of Content and Save a Lesson or Course to the Cloud.

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.

Deliver Lessons and Courses

See the sections Deliver a SoftChalk Lesson or Course to Your Students.

Collect Student Scores

See the sections Track Student Scores WITHIN Your LMS (ScoreCenter) and Track Student Scores OUTSIDE an LMS (ScoreCenter).

Make Your Content Public in SoftChalk Cloud

See the section View, Edit Properties and Delete Your Content.

Collaborate with Other Instructors

See the section Collaborate with Other Instructors on SoftChalk Lessons.

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.
SoftChalk Create - Develop eLearning Content

SoftChalk Create is a content authoring program that is easy to use (like a word processor) but allows you to make your lessons interactive for your students. You can put various activities and quiz groups into your lessons. (See the section Types of Content.) SoftChalk Create comes in an web launch version and a desktop version (see below).

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.

Web Launch Version

See the steps below to access the web launch version of SoftChalk Create within your SoftChalk Cloud account. (If you want to purchase an account, see the section Purchase a SoftChalk Cloud Account. SoftChalk Create is part of your subscription SoftChalk Cloud account.)

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content and Create Content (see below).

3. For the screen below (if you are using Firefox), select Do this automatically for files like this from now on and click OK (see below).
4. At the security screen, select **Always trust content from this publisher** and click **Run** (see below).

![Security Screen](image)

5. Please follow the **User Guide** for SoftChalk Create for instructions on creating content. Within SoftChalk (both the web launch version and the desktop version), you can find the User Guide by going to the top menu - **Help/Help Topics/User Guide**. (You can find the Help menu on the top menu bar.) To save content to your **SoftChalk Cloud** account, see the section **Save Content to the Cloud – My Content**.

6. To edit a lesson that you have already published to SoftChalk Cloud, choose **My Content/My Lessons & Courses** (see below).

![Menu Bar](image)

7. Click on the name of a lesson you want to edit (see below).

![Lesson Name](image)

8. Scroll down to the **Lesson Actions** area and click **Edit Lesson in SoftChalk** (see below). Within SoftChalk Create, make your changes (save as you make changes) and then choose **File/Publish to SC Cloud**.

![Lesson Actions](image)
Desktop Version

If you want to purchase the desktop version of SoftChalk or to discuss your options, please contact sales@softchalk.com. If you want to try out the desktop version of SoftChalk, you can download a free 30-day trial. (For installation details, see the SoftChalk Installation Guide.) For instructions on using SoftChalk, see the User Guide (mentioned above).

(If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.)

Save Content to the Cloud – My Content

As you produce content with SoftChalk Create, you can save your content locally on your computer or within your SoftChalk Cloud account (or have your content in both places). For instance, you may choose to save your content on your computer and then publish it to SoftChalk Cloud. At any time you can download your content from SoftChalk Cloud.

(Even if you are using the desktop version of SoftChalk, you can save your content to your SoftChalk Cloud account.)

There are many advantages of saving your content within your SoftChalk Cloud account:

- You have automatic backups and you can go back to five previous versions of your item. See the section Select a Previous Version of Your Content.
- Your content is available within the cloud, so you can log into your account and work on it anywhere.
- You can easily collaborate with other instructors. See the section Collaborate with Other Instructors on SoftChalk Lessons.
- You can update your lesson in one place but post a link to your lesson in many places. See the section Get a Hyperlink or LTI Hyperlink for Your Lesson.

For instructions on how to save to the cloud, see the sections Save a Learning Object or Quiz Group to the Cloud and Save a Lesson or Course to the Cloud.

When you save your content in your SoftChalk Cloud account, the content goes into your My Content area. (If My Content is disabled, be sure to log into your SoftChalk Cloud account.) See the next section Types of Content for an explanation of the different sections under My Content.
Types of Content

With SoftChalk Create, you can develop content that you save in SoftChalk Cloud in the My Content area (see below).

You can develop learning objects (also referred to as activities), quiz groups, lessons and courses. You can also insert media such as images and into a lesson and then save that content to your SoftChalk Cloud account under My Content and My Files (see the section Save Content to My Files). See the following table for a summary of the types of content you can have in your SoftChalk Cloud account and where this content is stored. For more instructions on using SoftChalk Create to develop content, see the SoftChalk Create User Guide and the Getting Started section within this guide.

Types of Content Summary

<table>
<thead>
<tr>
<th>Content Type</th>
<th>Description</th>
<th>Storage Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Object</td>
<td>In SoftChalk Create: (Top Menu) Insert/Activity Ex. Sequencing, Crossword, Flashcard, etc.</td>
<td>Within SoftChalk Create, right-click on the item and choose Save to SoftChalk Cloud: My Content/My Learning Objects.</td>
</tr>
<tr>
<td>Quiz Group</td>
<td>In SoftChalk Create (Top Menu): Insert/Quiz Group) Ex. True/False, Multiple Choice, Short Answer, etc.</td>
<td>(same as learning object - see above)</td>
</tr>
<tr>
<td>Lesson</td>
<td>In SoftChalk Create: Enter or copy text, insert activities or quiz groups. Choose File/Save.</td>
<td>Default location in SoftChalk Cloud: My Content/My Lessons &amp; Courses</td>
</tr>
<tr>
<td>Course</td>
<td>In SoftChalk 7: Create multiple lessons (see above). Then choose Tools/eCourse Builder to create the course.</td>
<td>Within SoftChalk 7: Choose Tools/eCourse Builder. Then choose File/Publish eCourse My Content/My Lessons &amp; Courses</td>
</tr>
</tbody>
</table>
Polls
See the section **Polls**.
In **SoftChalk Cloud**:
My Content/My Polls

Ratings
See the section **Ratings**.
In **SoftChalk Cloud**:
My Content/My Ratings

Files
In **SoftChalk Create**:
(Top Menu) **Insert** and select:
- Image
- Hyperlink (website)
- Hyperlink (file)
- Media
- Widget
- Equation

Enter your info and click **OK**.
Within **SoftChalk Create**, right-click on the item and choose **Save to SoftChalk Cloud**:
My Content/My Files

---

**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 (see the next sections **Save a Learning Object or Quiz Group to the Cloud** and **Save a Lesson or Course to the 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**.

<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 <strong>Content Repository</strong> 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 <strong>Creative Commons Licenses</strong>).</td>
</tr>
<tr>
<td>Private</td>
<td>The item is NOT searchable in the <strong>Content Repository</strong>. (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>
Save a Learning Object or Quiz Group to the Cloud

(If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.)

1. Create a SoftChalk Cloud account (see the section Create an Account).


3. Create an activity (Insert/Activity/[select an Activity]) or Quiz Group or Insert/Quiz Group) Click OK after entering your information.

4. Right-click on the Activity or Quiz Group and choose Save to SoftChalk Cloud (see below).

5. [Desktop Version of SoftChalk: If you haven’t filled out your account information, your Accounts tab opens for you to enter your SoftChalk Cloud login information. Click New and select SoftChalk Cloud. After filling out this information, click the Publish tab. Click CONNECT to connect to your Cloud Account.]

6. Complete the information about the Activity or Quiz Group (see below). Select a Privacy option (see the section Privacy Options)
7. At the right, select a folder to put your item into. Then click **Publish** (see below). (To create folders in **SoftChalk Cloud**, see the section **Manage Your Content**.)

![SoftChalk Cloud Publish Window]

8. Click **Publish** at the bottom of the screen. If **Publish** is disabled, be sure to select a folder at the right.

**IMPORTANT**: If you have error messages saving your activity or quiz group, please see the FAQ [When I try to publish a lesson or learning object to SoftChalk Cloud, I get a message "Error uploading package. Extraction failed" and "uploaded=false." What should I do?](FAQ)
9. After the item is published, select your published item. Click **View** to view the item as it appears in the **SoftChalk Cloud** (see below).

![SoftChalk Cloud Publish](image)

10. Your item should appear in your default web browser (Internet Explorer, Firefox or Safari).

11. Close your browser window.

12. In **SoftChalk Create**, click **Close** to return to your main editing window.

13. To edit the item you published, see the section **Modify Your Content**.

14. To get a hyperlink for the item you just published, see the section **Get the Hyperlink for Your Learning Object or Quiz Group**.

---

**Save a Lesson or Course to the Cloud**

(To publish a single activity or quiz group rather than a lesson, see the previous section **Save a Learning Object or Quiz Group to the Cloud**.)

(If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section **Migrate Content from SoftChalk Desktop to SoftChalk Cloud**.)

**Save a Lesson or Course (Web Launch Version of SoftChalk Create)**

1. Start your web launch version of **SoftChalk Create** and open or create a new lesson. (Within SoftChalk Create, choose **File/New** or **File/Open**.)
2. Choose **File/Publish to SC Cloud** (see below).

3. Enter a name for your lesson and click **OK** (see below).

4. Next a screen will appear asking you to complete the Subjects and Education Levels. Click **OK** (see below).
5. Select one or more **Subjects** and **Education Levels** and click **OK** (see below).

![Subjects and Education Levels]

6. You will get a window that your lesson was published. Click **OK** (see below).

**IMPORTANT**: If you have error messages saving your lesson, please see the FAQ [When I try to publish a lesson or learning object to SoftChalk Cloud, I get a message "Error uploading package. Extraction failed" and "uploaded=false." What should I do?](FAQ)

![Your lesson has been published]

[Image 801.03]
7. Your lesson was saved within your SoftChalk Cloud account in the My Content/My Lessons & Courses area. When you click OK (see above), SoftChalk Create closes and SoftChalk Cloud displays your My Content/My Lessons & Courses area with your newly saved lesson appearing.

8. You can now edit the properties for the lesson such as the privacy option and the Creative Commons License. By default, the privacy option is personal. Scroll down the page. At the right under Actions, click Edit Lesson Properties (see below).

[If you need to come back to these lesson properties to edit them, log into your SoftChalk Cloud account. Choose My Content and My Lessons & Courses. Click on the name of a lesson. Scroll down and at the right you will see the Actions menu below.]

9. For details on the Lesson Properties screen, see the section View, Edit Properties and Delete Content.

10. To get a hyperlink for the item you just published, see the section Get the Hyperlink or LTI Hyperlink for Your Lesson. If you are interested in tracking student scores for this lesson, see the section Track Student Scores WITHIN Your LMS (ScoreCenter and LTI) or Track Student Scores OUTSIDE an LMS (ScoreCenter).

11. To edit your lesson, see the section Modify Your Content.

Save a Lesson or Course (Desktop Version of SoftChalk)

1. Start your desktop version of SoftChalk and open or create a new lesson. (Within SoftChalk Create, choose File/New or File/Open.)

2. Save your lesson to your local computer. (Click the Save icon on the menu bar or choose File/Save.)

3. Choose File/Publish Lesson. (If you had a CONNECT account, this account will appear as a Cloud account and you don’t need to set up a new account. (If you had a CONNECT Free account but now have a subscription (i.e. purchased) account, see the section Subscribe.)

4. If you are setting up your account for the first time, on the Accounts tab at the top, click New and select SoftChalk Cloud.
5. After filling out this account information, click the **Ok**. Click the **Publish** tab.

6. You will automatically connect to the last account you choose in the Account dropdown menu. (Or if you have just one account, you will link to that account.) If you want to connect to a different account, click **Disconnect** and choose another account under the Account dropdown menu and choose **Connect**.

7. At the right, select a folder where you want to publish your content.

8. At the left, type in an **Item name** for your lesson. Choose your level of **Privacy** (**Public**, **Personal** or **No Access**) (see the section **Privacy Options**). Click the **Metadata** button to complete the Metadata.

9. Click **Publish** (see below). **IMPORTANT**: If you have error messages saving your lesson, please see the FAQ [When I try to publish a lesson or learning object to SoftChalk Cloud, I get a message "Error uploading package. Extraction failed" and "uploaded=false." What should I do?](#)

10. To get a hyperlink for the item you just published, see the section **Get the Hyperlink or LTI Hyperlink for Your Lesson**. If you are interested in **tracking student scores** for this lesson, see the section [Track Student Scores WITHIN Your LMS (ScoreCenter and LTI)](#) or [Track Student Scores OUTSIDE an LMS (ScoreCenter)](#).

11. To edit your lesson, see the section **Modify Your Content**.
Save Content to My Files

In a SoftChalk Create lesson you can insert content into your lesson, save it to SoftChalk Cloud and re-use it later.

1. Within your SoftChalk lesson, from the Insert menu at the top choose:
   - Image
   - Hyperlink to a website (choose some text to hyperlink)
   - Hyperlink to a file (choose some text to hyperlink)
   - Media (audio, video, flash)
   - Widget
   - Equation

2. Enter information for your item and click OK to return to the main editing window.

3. Right-click on the item you inserted and choose Save to SoftChalk Cloud.

4. Type a name for your item and click Publish.

5. Log into your SoftChalk Cloud account. Click My Content/My Files. You will see the items you published (see below).

![My Files](image)

6. To use an item from My Files in a SoftChalk lesson, open the lesson. Then choose SoftChalk Cloud item. Select your item and click Insert.
Modify Your Content

Modify a Learning Object or Quiz Group

*If you have the original learning object (activity) or quiz group in a lesson,* follow the steps below. (If you do NOT have the original item in a lesson, see the next section Insert and Modify a Learning Object or Quiz Group).

1. Open the lesson with the item. Right-click on the activity or quiz group and choose **Modify Activity** or **Modify Quiz Group** (see below).

2. After making changes to the item, click **OK** to return to the main editing window of SoftChalk Create.

3. Right-click on the item and choose **Save to SoftChalk Cloud** (see below).

4. Click the item you want to replace and click **Replace** (see below).
Insert and Modify a Learning Object or Quiz Group

If you do NOT have the original learning object (activity) or quiz group in a lesson, then you can insert the learning object from SoftChalk Cloud into a lesson, modify and re-publish it (see the steps below).

1. Start SoftChalk Create (see the section SoftChalk Create).
2. Choose Insert/SoftChalk Cloud Item.
3. Open your Learning Objects folder. Open the folder that contains the learning object you want to modify. Select the learning object and click Insert (see below).

4. Within SoftChalk Create, right-click on the activity and choose Modify Activity. Make changes and click OK or Finish to return to the main editing window of SoftChalk Create.

5. Within SoftChalk Create, right-click on the activity and choose Save to SoftChalk Cloud.
6. **IMPORTANT**: Select the item that you want to replace. Click **Replace** to publish your changes (see below). (If you don’t select an item to replace, you will have duplicate items with the same name.)

---

**Modify a Lesson (Web Launch Version of SoftChalk Create)**

1. Log into your **SoftChalk Cloud** account (see the section **Log into Your Account**).

2. Click **My Content** and **My Lessons & Courses**.

3. Click on the name of the lesson that you want to modify.

4. At the right under **Lesson Actions**, click **Edit Lesson in SoftChalk** (see below).
5. Your lesson will open in your web launch version of SoftChalk Create.

6. Edit and save it - see the section Save a Lesson or Course (Web Launch Version).

Modify a Lesson (Desktop Version of SoftChalk)

1. Start SoftChalk Create. Open your lesson (see the two ways below).

   If your lesson is saved locally on your computer, choose File/Open and navigate to the lesson folder and open it. Double-click on any .html file to open your lesson.

   If your lesson is saved in SoftChalk Cloud, choose File/Publish Lesson. (Make sure you have your SoftChalk Cloud account connected. If not, click Disconnect and select your SoftChalk Cloud account from the dropdown menu and click Connect.) At the left open the folder where your lesson resides. Click on the name of your lesson. At the right, click Open.

2. Make changes to your lesson. Choose File/Publish Lesson. (Make sure you have your SoftChalk Cloud account connected. If not, click Disconnect and select your SoftChalk Cloud account from the dropdown menu and click Connect.) At the right open the folder where your lesson resides. Click on the name of your lesson. At the bottom right, click Publish. Click OK at the window asking if you want to replace the item.
Manage Content

The next two sections show screen shots from the **My Content/My Lessons and Courses** area but the concepts apply to all the areas of the **SoftChalk Cloud**.

### Sort Columns

You can sort columns within any area of **SoftChalk Cloud** by *clicking on any column heading name* (see below).

Please note that if you have the grabber hand icon  
, then you can click a column to sort on that column. You get this icon by moving over the name of the column. Notice that you can sort by ascending or descending order.

(If you have the cross icon  , then you can drag to move items – see the next section **Re-arrange Content by Dragging**.)
Re-arrange Content by Dragging

There are two methods to change the order of your items – dragging (see below) and sorting alphabetically (see the next section Re-arrange Content by Sorting Alphabetically.)

You can re-arrange both the order of folders and the order of items within a folder by dragging with one exception. If you are in a section within the My Content area, you cannot move a folder ABOVE the initial folder. In other words, you cannot move a folder ABOVE the My Learning Objects folder, the My Lessons & Courses folder, the My Polls folder, the My Ratings folder or the My Files folder.

Move your cursor over the name of your item. When you get the cross icon , drag up or down to change the order of your items.
Re-arrange Content by Sorting Alphabetically

You can quickly sort by Name. For instance, in the My Content/My Lessons & Courses area under the Actions menu at the right (see below), click Sort Folders (see below). Click Sort Folders at the confirmation screen (see the below).

(As mentioned previously, other areas besides My Lessons & Courses within SoftChalk Cloud may have a Sort option under the Actions menu at the right.)

If you sort by name, afterwards you can drag and change the order using the previous method (Re-arrange Content by Dragging).

Select a Previous Version of Your Content

As mentioned previously, within SoftChalk Create you can publish your SoftChalk content (either a course, a lesson, activities or quiz group) to the SoftChalk Cloud. (Open your lesson in SoftChalk Create and choose File/Publish Lesson and for an activity or quiz group, right-click on the item and choose Save to SoftChalk Cloud.)

You can replace your item, but SoftChalk Cloud remembers your previous five versions of the item.
By default, the last version you publish is your current version. By “current version” we mean the version that is available when:

- Accessing the content with an embed code, hyperlink or LTI hyperlink
- Clicking on the name of the item within the My Content area.
- Opening (or downloading) the item within the SoftChalk Create (desktop version) File/Publish lesson window (or editing or downloading under the Actions menu for the item within SoftChalk Cloud)

**With a SoftChalk Cloud Account (or free 30-day trial SoftChalk account), however, you can select a previous version as your current version.** (The instructions below show changing the version of a lesson but the same steps apply to changing the version of a Learning Object (My Content/My Learning Objects).

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click the My Content link and My Lessons & Courses.

3. Locate your item and click the Select Revision icon for it (see below).

4. The Current Revision is listed at the top. Select a different revision from the dropdown menu. Click Select Revision to save your change (see below).
View, Edit Properties and Delete Your Content

After you publish an item, you can view, edit properties for your item or delete your item from the SoftChalk Cloud. (The steps below apply to Lessons and Courses as well as Learning Objects.)

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content and My Learning Objects (see below).

3. Under the Name column, locate your learning object and click on its link to view it (see below).

4. When viewing it, you are seeing and using the learning object as other users would view it.

5. At the right under Learning Object Actions, click Editing Learning Object Properties (see below).

6. IMPORTANT: Notice when you are editing, you are editing the information associated with the learning object and NOT the learning object itself. To edit the learning object itself, you must use SoftChalk Create. (See the section Modify Your Content.)

7. IMPORTANT: When you edit the information for a learning object, be sure to click Save Changes (at the top of bottom of your screen – see below)
8. On the **Edit Properties** screen, notice that you have two tabs – **Properties** and **Metadata**. On the **Properties** tab, you can edit the **Name**, **Description**, **Privacy** access and **License** information (see below).

For details on privacy options and licensing options, see the sections **Privacy Options** and **Creative Commons Licenses**.
9. On the **Edit Properties** screen, click the **Metadata** tab and modify your Metadata (see below). Click **Save Changes**.

10. To **delete a learning object**, click the **trashcan** for the learning object (see below).

11. Click **OK** at the confirmation screen (see below).
Deliver a SoftChalk Lesson or Course to Your Students

Overview

If you want to track scores, see the sections Track Student Scores WITHIN Your LMS (ScoreCenter and LTI) or Track Student Scores OUTSIDE an LMS (ScoreCenter) BEFORE you get the hyperlink or LTI hyperlink to your lessons.

As previously mentioned, the advantage of putting your lessons into your SoftChalk Cloud account is that you can link to your lesson in multiple places. For example, let’s say you are using the same lesson in multiple courses or the same lesson in multiple learning management systems. You would:

- Create a lesson with SoftChalk Create and save it in SoftChalk Cloud.
- [If you are using the ScoreCenter feature within your SoftChalk Cloud account to collect student scores, be sure to set up your ScoreCenter first. See the section Track Student Scores OUTSIDE an LMS (ScoreCenter)]
- Get the hyperlink for your lesson (or LTI hyperlink if you are integrating the lesson with your learning management system gradebook)
- Put the hyperlink or LTI hyperlink in your courses. (Putting in the LTI hyperlink is NOT the same process as putting in a normal hyperlink. See the section Learning Management System Guides.)
- When you update the lesson in SoftChalk Cloud and the lesson will update in your multiple courses and learning management systems because you were using hyperlinks (or LTI hyperlinks).

To get the Embed Code, Hyperlink or LTI Hyperlink for your lesson, see the next sections Get the Hyperlink for Your Learning Object or Quiz Group and Get the Hyperlink or LTI Hyperlink for Your Lesson.

If you decide not to link to your lessons in your SoftChalk Cloud account, there are other options to package and deliver your lessons. For details, see the section Deliver a Lesson to Your Students in the SoftChalk Create User Guide. (Emailing a lesson packaged as a .zip file to your students is NOT supported.)
Get the Hyperlink for Your Learning Object or Quiz Group

You can get a hyperlink for a single learning object or quiz group. (You won’t be able to track scores with a hyperlink for individual learning objects or quiz groups; think of these items as practice for your students.)

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content and My Learning Objects (see below).

3. Click on the name of a learning object (see below).

4. Scroll down. At the bottom right, right-click within the Hyperlink field and choose Copy (see below).
Get the Hyperlink or LTI Hyperlink for Your Lesson

If you plan to collect student scores from your lessons, be sure to see the sections Track Student Scores WITHIN Your LMS (ScoreCenter and LTI) OR Track Student Scores OUTSIDE an LMS (ScoreCenter)

Hyperlink

If you want to post a practice lesson for your students or if you want to track student scores WITHOUT an LMS using the ScoreCenter feature inside your SoftChalk Cloud account, then get the hyperlink.

LTI Hyperlink

If you plan to have grades from your lesson go into the gradebook for your learning management system, get the LTI hyperlink and put that into your course(s) in your learning management system. (Putting in the LTI hyperlink is NOT the same process as putting in a normal hyperlink. See the section Learning Management System Guides.) IMPORTANT: Check with your learning management system administrator that your learning management system has been set up to accept the LTI integration with SoftChalk Cloud.

Steps to Get the Hyperlink or LTI Hyperlink

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content and My Lessons & Courses (see below).

3. Click on the name of a lesson (see below).
4. Scroll down. At the bottom right, right-click within the **Hyperlink** or the **LTI Hyperlink** field and choose **Copy** (see below).

**IMPORTANT**: See the previous page on the difference between a Hyperlink and an LTI Hyperlink.

---

**You will NOT see an LTI Hyperlink if:**

The privacy option for your lesson is public or no access (i.e. your privacy option must be set to personal). See the sections [Privacy Options](#) and [View, Edit Properties and Delete Your Content](#).
Track Student Scores WITHIN Your LMS (ScoreCenter and LTI)

Depending on your learning management system, there are different options to collect scores within your learning management system - see the next two sections – Explanation of ScoreCenter and LTI Features and Learning Management System Guides).

Explanation of ScoreCenter and LTI Feature

The ScoreCenter and LTI feature is available for certain learning management systems (see the next section Learning Management System Guides). The ScoreCenter and LTI feature allows instructors to collect detailed scoring information from SoftChalk lessons within the gradebook area of the LMS. In order to use the LTI feature, learning management system administrators need to configure their LMS to enable the LTI feature. (For details, see the next section Learning Management System Guides.) IMPORTANT NOTE FOR LMS Administrators: If you plan to use the LTI feature, you must have LTI 1.1 or higher.

As an instructor, the LTI feature allows you to:

- Save (i.e. publish) lessons in your SoftChalk Cloud account
- Get an LTI hyperlink for a lesson (see the section LTI Hyperlink). IMPORTANT: Be sure to get the LTI hyperlink (and NOT the Hyperlink).
- Put the LTI hyperlink into your course(s) within your learning management system(s). (Putting in the LTI hyperlink is NOT the same process as putting in a normal hyperlink. See the section Learning Management System Guides.)
- Set the properties for the lesson in your LMS. See the section Learning Management System Guides. For instance, you would set the grading method (first, most recent attempt, highest or average score). In other words, all the attempts are kept but you can determine how the grade is set for the lesson. You can also designate the number of attempts allowed (unlimited or a specific number).
- View and edit student scores within the LMS gradebook area. (This area links to the SoftChalk ScoreCenter. You can use all the features of the ScoreCenter – see the next section Learning Management System Guides for a guide to your learning management system.)
- Students can view their scores as they normally would within your LMS.
- Update the lessons in one place. [Replace the lesson within your SoftChalk Cloud account – see the sections Modify a Lesson (Web Launch Version of SoftChalk Create) or Modify a Lesson (Desktop Version of SoftChalk).] The content updates in your course(s) and learning management system(s) because you have an LTI hyperlink to it.
Learning Management Systems Guides

See the previous section Explanation of ScoreCenter and LTI for details about LTI.

**LTI Unavailable**

Even if your learning management system does not support LTI, you can still collect student scores using the ScoreCenter feature within your SoftChalk Cloud account. You can download these scores in a spreadsheet format. See the sections Track Student Scores OUTSIDE an LMS (ScoreCenter) and Download Student Scores.

To view the guide for your LMS, click the link in the table below. (We have put SoftChalk lessons into Brain Honey and e-Racer by Jenzabar and plan to have guides for those systems as well.)

If you are a Blackboard administrator and your instructors will be using only the web launch version of SoftChalk (and not the desktop version of SoftChalk), then please see the Blackboard and SoftChalk Cloud Integration Guide. This guide has instructions for your faculty as well.

If you are a Blackboard administrator and your instructors will be using both the web launch version of SoftChalk and the desktop version of SoftChalk, see the Blackboard and SoftChalk Cloud Integration Guide and the Blackboard 9.0/9.1 (for Bb Admin).

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<th>Link to Guide</th>
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<tr>
<td>Angel</td>
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<td>Blackboard and SoftChalk Cloud Integration Guide</td>
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<td>Blackboard 9.0/9.1 (for instructors)</td>
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Track Student Scores OUTSIDE an LMS (ScoreCenter)

Below are links to all the ScoreCenter topics:

(See also a previous section: Save Content to the Cloud - My Content)

Overview
Create a ScoreCenter
Properties
Authentication
Users
Password
IP Ranges
Dates
Share Results
Tracked Lessons
Set a Grading Method for a Lesson
Set the Maximum Attempts for a Lesson
ScoreCenter Checklist
Modify a Tracked Lesson
View and Change Student Scores
  View Student Scores for All Lessons in a ScoreCenter
  View Student Scores for a Single Lesson
  Complete All Attempts for a Lesson
  View Detailed Information for Individual Students
  Complete a Student Attempt / Re-open a Student Attempt
  Clear a Student Attempt / Restore a Student Attempt
  Change a Student Score
  Download Student Scores
Give Feedback to a Student
Edit a ScoreCenter
Archive a ScoreCenter
Using Essays with a ScoreCenter
  Create the Essay Question and Assign Points
  Read an Essay Submitted by a Student
  Change the Score for the Lesson
Overview

If your institution does not have a learning management system, you may want to track student scores with the ScoreCenter feature within SoftChalk Cloud. (If your institution HAS a learning management system but it does NOT support the LTI feature (see below), you may also want to use the ScoreCenter feature within SoftChalk Cloud.) The ScoreCenter feature lets you collect detailed scoring information for students who take your SoftChalk lessons (developed in SoftChalk Create). Within your SoftChalk Cloud account, you can set up various ScoreCenters and designate lessons to be tracked (i.e. collect student scores from these lessons). You can choose to share this scoring information with other instructors as well as download these scores.

[If your institution HAS a learning management system that supports the LTI feature, then you can collect student scores WITHIN your learning management systems gradebook. See the section Track Student Scores WITHIN an LMS (ScoreCenter and LTI).]

Deliver ScoreCenter Lessons to Your Students

A “ScoreCenter lesson” is a SoftChalk lesson that you have chosen to track within a ScoreCenter (see the section Tracked Lessons). Your ScoreCenter lessons can be delivered using one of the ways below. (For more details on delivering your lessons, see the section Deliver a SoftChalk Lesson or Course to Your Students.)

- On a website - see the section Get the Hyperlink or LTI Hyperlink for Your Lesson
- Within a learning management system - see the section Get the Hyperlink or LTI Hyperlink for Your Lesson.
- On a CD – within SoftChalk Create (Desktop), choose File/Package Lesson
- As executable Windows or executable Macintosh files - within SoftChalk Create (Desktop), choose File/Package Lesson

IMPORTANT: BEFORE you deliver your lesson to your students:

- Save a lesson to your SoftChalk Cloud account (see the section Save Content to the Cloud – My Content)
- Create a ScoreCenter (see the section Create a ScoreCenter)
- Assign a lesson(s) from your My Lessons & Courses area to your specified ScoreCenter (see the section Tracked Lessons)
- Review the ScoreCenter Checklist.
Create a ScoreCenter

Before you can use a lesson with a ScoreCenter to track your students’ scores, you must create a ScoreCenter within your SoftChalk Cloud Account. (To get a SoftChalk Cloud Account, see the section Create an Account.)

(As mentioned previously, before you have your students take a ScoreCenter lesson, please see the section ScoreCenter Checklist.)

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click on the ScoreCenter menu at the top and select My ScoreCenters.

3. At the right, select Create ScoreCenter (see below).

4. Notice that you have four tabs for your ScoreCenter – Properties (the tab that comes up when you first create a ScoreCenter), Authentication, Share Results and Tracked Lessons (see below).
5. **IMPORTANT**: After entering your information for each area **Properties, Authentication, Share Results** and **Tracked Lessons**, be sure to click the **Create** button at the bottom of your screen to create and save your ScoreCenter or click **Save Changes** (see below). For details on the four areas mentioned see the sections **Properties, Authentication, Share Results** and **Tracked Lessons**.

![Create button](image1.png)

**Be sure to click Create at the bottom of your screen to create and save your ScoreCenter.**

![Save Changes button](image2.png)

**As you make changes in your ScoreCenter, be sure to click Save Changes at the bottom of your screen.**
**Properties**

Set the name for your ScoreCenter, initial instructions and whether or not the ScoreCenter is available (see below).

You may want to use the name of your Course and Section such as *Biology 101 Section 2*. It’s okay if you want to change the name of your ScoreCenter later on.

**Available:** IMPORTANT: If this box is not checked, then the ScoreCenter will not be collecting scores when students are taking your lessons.

**Authentication**

You can set authentication to your lessons in four areas (see below). This list appears at the right of your screen.

For an explanation of each area, see the sections:

*Users*, *Password*, *IP Ranges* and *Dates*.
Users

Four options appear in your dropdown list (see below).

**Allow any identifier** (see below) – a learner accessing your lesson can type anything on the initial screen to your lesson.

**Allow specified identifiers** (see below) – type in identifiers that your learners will know to enter such as the digits for a student ID number. (You can also enter words).

You can type or copy/paste a list of identifiers – with one identifier per line. Then click the +.

**IMPORTANT**: Be sure to click **Save Changes** at the bottom of your screen.
Allow any valid SoftChalk Cloud user (see below) – anyone who has signed up for a SoftChalk Cloud account may take your lesson. (See the section Create an Account.)

Allow specified SoftChalk Cloud users (see below)

You can type or copy/paste a list of usernames – with one username per line. Then click the +. **IMPORTANT**: Be sure to click Save Changes at the bottom of your screen.

Password

At the right of your screen, click Password (see below). (You must be in the Authentication area for your ScoreCenter.) Enter a password. **IMPORTANT**: Be sure to click Save Changes at the bottom of your screen.
**IP Ranges**

At the right of your screen, click **IP Ranges** (see below). (You must be in the **Authentication** area for your ScoreCenter.) Add your IP Range(s).

![IP Ranges](image)

**Dates**

At the right of your screen, click IP Ranges (see below). (You must be in the **Authentication** area for your ScoreCenter.) Add your IP Range(s).

![Dates](image)
Share Results

You have the option to share score results with other SoftChalk Cloud users. (To get a SoftChalk Cloud account, see the section Create an Account. To view or edit student scores, see the section View and Change Student Scores.)

Click Share Results and add your SoftChalk Cloud users (see below).

Notice that there is an Editing checkbox. You have the option for your shared users to either:

- Only view the scores (Editing is de-selected) or
- Make changes to your ScoreCenter (Editing is selected) – i.e. change the grading method for a lesson, number of allowed attempts, override grades and provide feedback

The Editing feature applies to all your shared users for this ScoreCenter.

1. IMPORTANT: Be sure to click Save Changes at the bottom of your screen when you make your changes. If you want to create a group of users, see the sections Create Groups and Add a Group to Share a ScoreCenter.
Tracked Lessons

Add lessons to your ScoreCenter (see below). Click the middle right arrow. If you don’t see any lessons listed, be sure to publish your lessons to SoftChalk Cloud (see the section Save a Lesson or Course to SoftChalk Cloud).

The Tracked Lessons area allows you to assign any content that you have uploaded to your SoftChalk Cloud Account to be tracked by this ScoreCenter. Only lessons that have been published to your account need to be added to the ScoreCenter this way. (As the previous screen indicates, select the lessons and click the right middle arrow.)

IMPORTANT: Only SoftChalk Create lessons (version 7 or higher) will appear in the Available box. If you have SoftChalk 6 and wish to upgrade to SoftChalk Create, please contact sales@softchalk.com.

The order of the lessons in the Available box at the left is determined by the order of your folders (see below). For instance, the first lessons to appear come from the My Lessons and Courses folder. If you created folders such as Unit 1, Unit 2, etc. lessons from Unit 1 will appear before lessons from Unit 2. (This order is based on the order of the folders in your folder list. You set the order of your folders under My Content/My Lessons and Courses.)
To remove a lesson from being tracked in your ScoreCenter, select it in the Tracked box, and click the arrow pointing to the left. Click Save Changes at the bottom of your screen. (After completing this action, the lesson is still in your My Content and My Lessons & Courses area; it’s just not being tracked in your selected ScoreCenter.)

Set the Grading Method for a Lesson

You can set the grading method (i.e. first attempt, average of the attempts, most recent attempt or highest attempt) for each lesson within a ScoreCenter. (In other words, you set the grading method for a lesson within a ScoreCenter and NOT as a global setting for an entire ScoreCenter. In fact, you could have the same lesson in different ScoreCenters and set the grading method differently for the lesson in each ScoreCenter.)

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click on the ScoreCenter menu at the top and select My ScoreCenters. Find your ScoreCenter.

3. Under the Grades column, click on the learner attempts icon for a lesson (see below).

4. At the right under Actions, click Change Grading Method (see below).
5. From the dropdown menu, select the **Grading Method** you want (first, most recent, highest or average). Then click **Change Grading Method** (see below).

![Change Grading Method](image1)

6. At the right under **Grading Properties**, verify your change for **Grading Method** (see below).

![Grading Properties Verify Your Change](image2)

---

**Set the Maximum Attempts for a Lesson**

You set the maximum attempts for each lesson within a ScoreCenter (and NOT as a global setting for an entire ScoreCenter). (In fact, you could have the same lesson in different ScoreCenters and set the maximum attempts differently for the lesson in each ScoreCenter.) **The default is Unlimited Attempts.** Often instructors choose to have the first attempt be the grade for the lesson (see the previous section **Set the Grading Method for a Lesson**) but allow unlimited attempts to the lesson so that students can go over the information multiple times.

1. Log into your **SoftChalk Cloud** account (see the section **Log into Your Account**).

2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

3. Under the **Grades** column, click on the learner attempts icon for a lesson (see below).

![Biology 101](image3)
4. At the right under **Actions**, click **Change Maximum Attempts** (see below).

5. From the dropdown menu, select the number of attempts you want. Then click **Change Maximum Attempts** (see below).

7. At the right under **Lesson Properties**, verify your change for **Maximum Attempts** (see below).
# ScoreCenter Checklist

**IMPORTANT**: Before delivering your lesson to your students, we recommend that you use the following checklist.

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assign points to activities and quiz groups in your SoftChalk lessons</strong></td>
<td>Double-check that you have assigned points to the activities and quiz groups in your SoftChalk lessons. (Within a SoftChalk lesson, you can right-click on an activity or QuizPopper and select Modify Activity or Modify QuizPopper. Go to the Options tab and select a point value. Click OK and save your lesson.)</td>
</tr>
<tr>
<td><strong>Use Essays in your SoftChalk lesson (optional)</strong></td>
<td>If you plan to use essays in your SoftChalk lesson, please see the section Using Essays with the ScoreCenter.</td>
</tr>
<tr>
<td><strong>Modify a lesson</strong></td>
<td>If you need to modify a lesson that you have already added to a ScoreCenter, see the section Modify a Tracked Lesson.</td>
</tr>
<tr>
<td><strong>Check Authentication</strong></td>
<td>Double-check all the appropriate information in the Authentication area (see the section Authentication).</td>
</tr>
<tr>
<td><strong>Set the Grading Method</strong></td>
<td>See the section Set the Grading Method for a Lesson</td>
</tr>
<tr>
<td><strong>Set the Maximum Number of Attempts</strong></td>
<td>See the section Set the Maximum Number of Attempts for a Lesson</td>
</tr>
<tr>
<td><strong>Tell Your Students about the Student Guide to SoftChalk Lessons</strong></td>
<td>We encourage you to have your students review our Student Guide to SoftChalk Lessons, which includes a troubleshooting section. The URL for this Student Guide is below this table. As we update this Student Guide, this URL will remain the same.</td>
</tr>
<tr>
<td><strong>Take Your Lessons as a Practice Student</strong></td>
<td>We highly recommend that you test your lesson as a potential student to verify that you have set up all the options as you want. <strong>IMPORTANT</strong>: In order to view the lesson as a student would, first copy the hyperlink for your lesson (click the My Content/My Lessons &amp; Courses link at the top, click your lesson link and click Get Hyperlink) and logout of SoftChalk Cloud. Then paste the link in a browser window (Firefox, Internet Explorer or Safari – do NOT use Chrome).</td>
</tr>
</tbody>
</table>
| **Trouble Viewing as a Practice Student?** | **IMPORTANT**: Check that your lesson is being tracked in your ScoreCenter. See the section Tracked Lessons.  
**IMPORTANT**: If you try to view your lesson as a student would and do NOT see a Finish button (or an opening screen with a Continue button), then see the steps above for logging out of your SoftChalk Cloud account. |
| **Make ScoreCenter Available** | When you are ready to collect scores, select the Available checkbox under the Properties area (see the section Properties). |
| **Edit Options for Your ScoreCenter** | You can always edit the options for your ScoreCenter at a later time. See the next section Edit a ScoreCenter |

**URL to Student Guide to SoftChalk Lessons:**  
(As we update this Student Guide to SoftChalk Lessons, this URL will remain the same.)  
http://support.softchalk.com/FileManagement/Download/f63c73ce33fb45f091657ba93a4d92b0

**Modify a Tracked Lesson**

If you need to modify a lesson that you have already added to a ScoreCenter, you may modify the lesson within SoftChalk Create and re-publish the lesson. See the section Modify a Lesson (Web Launch Version of SoftChalk Create) or the section Modify a Lesson (Desktop Version of SoftChalk). If you happen to change a point value, that change will be reflected as well.

If you need to change the grading method for a lesson (i.e. whether the grade is the first, average, most recent, or highest attempt), then see the section Set the Grading Method for a Lesson. If you need to change the number of attempts for a lesson, see the section Set the Maximum Number of Attempts for a Lesson.

**View and Change Student Scores**

Below are quick links to topics in this section.

- View Student Scores for All Lessons in a ScoreCenter
- View Student Scores for a Single Lesson
- Complete All Attempts for a Lesson
- View Detailed Information for Individual Students
- Complete a Student Attempt / Re-open a Student Attempt
- Clear a Student Attempt / Restore a Student Attempt
- Change a Student Score
- Download Student Scores
View Student Scores for All Lessons in a ScoreCenter

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click on the ScoreCenter menu at the top and select My ScoreCenters (see below). Find your ScoreCenter.

3. At the right, click the View Gradebook icon for your ScoreCenter (see below). IMPORTANT: Lessons will NOT appear in the Gradebook until at least one person has taken the lesson.

4. View your gradebook (see below). Notice that you have a scroll bar at the bottom so that you can scroll to the right to view more lessons.

5. To return to the ScoreCenter click the top link for your ScoreCenter (e.g. Biology 101 Section 01) (see below).
**View Student Scores for a Single Lesson**

1. Log into your [SoftChalk Cloud](https://www.softchalk.com) account (see the section [Log into Your Account](#)).

2. Click on the ScoreCenter menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

3. Click the learner attempts icon for the lesson (see below).

4. View the student scores for that lesson (see below).

5. To return to the ScoreCenter click the top link for your ScoreCenter (e.g. **Biology 101 Section01** (see below)).
**Complete All Attempts for a Lesson**

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

- If an attempt is COMPLETED, then the score from the attempt is calculated to determine a student’s grade for the lesson (e.g. first attempt, average of the attempts, most recent attempt and highest attempt).

- If an attempt is INCOMPLETE, the score from the incomplete attempt is not part of the grade calculation.

(As noted previously, you can set the number of attempts for a lesson – see the section **Set the Maximum Number of Attempts for a Lesson**.)

If you want to change the status to complete for incomplete attempts, you have two options. You can:

- Change the incomplete status of a single attempt for a student to complete (see the section **Complete a Student Attempt / Re-open a Student Attempt**).

- Change the incomplete status of *all attempts for all students for a single lesson* within a ScoreCenter to complete using the steps below.

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

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

1. Log into your **SoftChalk Cloud** account (see the section **Log into Your Account**).

2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

3. Click the learner attempts icon for the lesson (see below).
4. At the right under Actions, click **Complete All Attempt** (see below)

![Actions](image)

5. Click **Complete All Attempts** (see below).

![Complete All Attempts](image)

6. At this moment, every attempt for every student for this lesson will have a complete status. As mentioned previously, future attempts may be incomplete.
View Detailed Information for Individual Students

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click on the ScoreCenter menu at the top and select My ScoreCenters (see below). Find your ScoreCenter.

3. At the right, click the View Gradebook icon for your ScoreCenter (see below).

4. Click on the attempts icon for a specific student (see below).

5. Select an attempt to view (see below). The check icon represents a completed attempt (i.e. the student clicked the Finish button on the last page of your lesson).

7. Notice you can view details for the student’s attempt (see below)
   - Responses for each item
   - Time taking the lesson (i.e. duration)
   - Start and end times in GMT time (default) OR a timezone you select within your SoftChalk Cloud account (see the section Edit Your Profile and Select a Time Zone).

8. To return to the ScoreCenter click the link for your ScoreCenter (e.g. Biology 101 Section01).
Complete a Student Attempt / Re-open a Student Attempt

If a student attempt was incomplete, you can make the attempt complete so that the attempt counts in the grade calculation for the lesson.

**IMPORTANT**: If it looks like your action didn’t take effect, be sure to refresh your web page by going to another page and returning.

1. Log into your [SoftChalk Cloud](#) account (see the section Log into Your Account).

2. Click on the ScoreCenter menu at the top and select My ScoreCenters. Find your ScoreCenter.

3. At the right, click the View Gradebook icon for your ScoreCenter (see below).

4. Under the Learner column at the left, find the student. Then click on the attempts icon for that student for a lesson. Notice that an incomplete attempt has a special icon (see below). Click on the incomplete attempt.

5. Scroll down to the Attempt Actions area at the bottom right. Click Complete Attempt (see below). (If this button is disabled, then the student clicked the Finish button to complete the attempt.)
6. Click **Complete Attempt** at the confirmation screen (see below).

![Complete Attempt](image)

7. If you want to re-open a completed attempt (i.e. change the attempt to incomplete and allow the student to re-take the attempt), then follow the previous steps except under the **Attempt Actions** area, choose **Re-Open** (see below). (If **Re-Open Attempt** is disabled, then the attempt is already **Incomplete**.)

![Attempt Actions](image)

8. Then click **Re-open Attempt** at the confirmation screen (see below).

![Re-Open Attempt](image)
Clear a Student Attempt / Restore a Student Attempt

You also have the option to clear an attempt so that the attempt is removed and not counted in the score calculation for the lesson. You can clear both complete or incomplete attempts.

If you accidentally clear an attempt (or change your mind), you can restore the attempt.

**IMPORTANT:** If it looks like your action didn’t take effect, be sure to refresh your web page by going to another page and returning.

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).
2. Click on the ScoreCenter menu at the top and select My ScoreCenters. Find your ScoreCenter.
3. At the right, click the View Gradebook icon for your ScoreCenter (see below).

   ![Biology 101 Section 01](image)

4. Under the Learner column at the left, find the student. Then click on the attempts icon for that student for a lesson. Click on an attempt (see below).

   ![Scoring Option: Highest Score](image)

5. Scroll down to the Attempt Actions area at the bottom right. Click Clear Attempt (see below).

   ![Attempt Actions](image)
6. Click **Clear Attempt** at the confirmation screen (see below).

![Clear Attempt](image1.png)

7. If you view this attempt from the student attempts area, you will see an icon for the cleared attempt (see below).

![Cleared attempt icon](image2.png)

8. If you want to restore a cleared attempt (i.e. you accidentally cleared an attempt or you changed your mind), then follow the previous steps except under the **Attempt Actions** area, choose **Restore Attempt** (see below). Then click **Restore Attempt** at the confirmation screen.

![Restore Attempt](image3.png)
Change a Student Score

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click on the ScoreCenter menu at the top and select My ScoreCenters. Find your ScoreCenter.

3. At the right, click the View Gradebook icon for your ScoreCenter (see below).

4. Click on the attempts icon for a specific student (see below).

5. Click on an attempt (see below).

6. Under the Attempt Actions area at the right, click Change Score (see below).
7. Type in the score you want and click **Change Score** (see below).

Notice that you can make a note to yourself about this change in the **Notes** area. *Comments here are NOT shown to the student.* (If you want give your student feedback on an attempt, see the section **Give Feedback to a Student**.)

![Change Score](image)

**Download Student Scores**

1. Log into your **SoftChalk Cloud** account (see the section **Log into Your Account**).

2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters** (see below). Find your ScoreCenter.

![ScoreCenter](image)

3. At the right, click the View Gradebook icon for your ScoreCenter (see below). **IMPORTANT**: Lessons will NOT appear in the Gradebook until at least one person has taken the lesson.

![Gradebook](image)
4. At the bottom right under the **Actions** area, click **Download Simple CSV** or **Download Detailed CSV** (see below). (You can open the CSV files in a spreadsheet program.)

![Actions](image)

The **Simple CSV** format gives each student’s name and his/her grade for each lesson.

The **Detailed CSV** format includes ALL the attempts for each student for each lesson.

---

**Give Feedback to a Student**

If your students are [SoftChalk Cloud](https://www.softchalk.com/cloud) users AND you set up your ScoreCenter to **Allow any valid SoftChalk Cloud user** or **Allow specified SoftChalk Cloud users** (see the section [Users](#)), then you have the option to give your students feedback on a particular attempt.

1. Log into your [SoftChalk Cloud](https://www.softchalk.com/cloud) account (see the section [Log into Your Account](#)).

2. Click on the **ScoreCenter** menu at the top and select **My ScoreCenters**. Find your ScoreCenter.

3. At the right, click the View Gradebook icon for your ScoreCenter (see below).

![Biology 101 Section 01](image)

4. Click on the attempts icon for a specific student (see below).

![Attempt](image)

5. Click on an attempt (see below).
6. Under the **Attempt Actions** area at the right, click **Give Learner Feedback** (see below).

![Attempt Actions]

7. Type in the feedback and click **Give Learner Feedback** (see below).

![Give Learner Feedback]

8. The Cloud user will see this feedback when logging into his/her **SoftChalk Cloud** account, clicking ScoreCenter, My Scores and clicking the feedback icon (see below).

![Feedback Icon]
Edit a ScoreCenter

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click ScoreCenter and My ScoreCenters. Click the Edit button (pencil icon) for your ScoreCenter (see below).

3. For information about the different areas, see the sections Properties, Authentication, Share Results and Tracked Lessons.

4. You can change information for your ScoreCenter including the name of your ScoreCenter and the current scores of your students will be preserved.

5. Be sure to click Save Changes (see below).
Archive a ScoreCenter

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click the ScoreCenter link and My ScoreCenters.

3. Click the Archive icon in the top area of the ScoreCenter (see below).

4. You will get a warning message asking if you want to archive the ScoreCenter. Click OK to archive the ScoreCenter (see below). Archiving the ScoreCenter will not allow new content to be added to this ScoreCenter or new student attempts to be added to this ScoreCenter.

5. To restore an archived ScoreCenter (i.e. make the ScoreCenter active again), in the SoftChalk Cloud, log into your SoftChalk Cloud Account. Click the ScoreCenter link and My Archived ScoreCenters.

6. Find the ScoreCenter that you want to restore and, in the top area for the ScoreCenter, click the Restore ScoreCenter icon (see below). Click OK at the confirmation message window.
Using Essays with a ScoreCenter

Create the Essay Question and Assign Points

You can create essay questions within SoftChalk Create (choose Insert/QuizPopper/Essay). If you like, you can assign points to your essay question. In this case, you would need to change the score for lesson based on the points you want to give for the essay. For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points under the Options tab for the essay and other items.) Let’s say a student completes everything correctly, completes the essay, clicks the Finish button for the essay and then clicks the Finish button on the last page of the lesson to submit his or her score. At this stage, the student has a score of 90 out of 100 because you will need to evaluate the essay and assign points.

Read an Essay Submitted by a Student

1. To view a student’s essay, click ScoreCenter and then My ScoreCenters. Click the Learner Attempts icon for a lesson (see below).

2. Select an attempt (see below).
3. Click on the **QuizPoppers** tab (see below).

4. If necessary, scroll down the screen to read the essay (see below). If the essay is a scored item, then see the next section for changing the student score.

**Change the Score for the Lesson**

See the section [Change a Student Score](#).

If you want to give feedback to the student about the essay, see the section [Give Feedback to a Student](#).
Collaborate with Other Instructors on SoftChalk Lessons

Overview

The share feature within the SoftChalk Cloud, allows you to collaborate with other instructors to create SoftChalk lessons. (As mentioned previously, you can also share ScoreCenters with other instructors. For details, see the section Share Results.)

IMPORTANT: To use the share feature on the SoftChalk Cloud, you AND the instructors with whom you will collaborate must have a SoftChalk Cloud account (or trial Cloud account) – see the section Create an Account.

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

If you have the desktop version of SoftChalk and want to migrate your content to the Cloud, please see the section Migrate Content from SoftChalk Desktop to SoftChalk Cloud.

Create a Folder to be Shared

IMPORTANT: You must create a folder and put content in the folder to share. (You CANNOT share your My Lessons & Courses folder.)

2. Log into your SoftChalk Cloud account (see the section Log into Your Account).

3. Click on the My Content tab at the top.

4. Click the My Lessons & Courses link (see below).

5. At the right under the Actions area, click Create Folder (see below).
6. Type a name for your folder and click **Create Folder** (see below).

![Create Folder](image)

7. Scroll down to find your folder. Click the **Share** icon (see below).

![Share Icon](image)

8. Type in **SoftChalk Cloud usernames** (or Trial SoftChalk Cloud users) and click **Add Users** (see below).

If you want to create a group of users, see the sections **Create Groups** and **Add a Group to Share a Folder**.

![Share Folder](image)
9. If you happen to add an invalid user, you will get an error message at the bottom **0 user(s) added** (see below) and the user will not appear in the right column.

![Image of an invalid cloud user]

10. After adding valid [SoftChalk Cloud](#) users (or trial user), their usernames will appear under the **Shared Cloud User(s)** list (see below). Click **Share Folder** to save your changes.

![Image of share folder]

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*SoftChalk Cloud Guide*  
*page 77*
11. You may need to refresh your web page in order to see your changes. Once you refresh your web page, you will see the words **Shared by me** beside your folder name indicating that you have shared a folder (see below).

12. At this point, the users you designated to share this folder (e.g. jbond and mbhunekehome) can:

- Put additional SoftChalk content in this folder - either by publishing content from Softchalk into this folder (see the section Save Content to the Cloud – My Content) or moving content from their My Lessons & Courses in the SoftChalk Cloud into your shared folder

- Within SoftChalk open any content in this folder, make changes and publish to replace the existing content (see the section Edit Shared Content)

- Go to a previous version of the content (if necessary)

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**Save Your Content to the Cloud**

Within SoftChalk Create, save your lesson to the SoftChalk Cloud. For details, see the sections Save Content to the Cloud – My Content.

**Edit Shared Content**

Within SoftChalk Create, you can go to your File/Publish Lesson window and connect to the SoftChalk Cloud.

Then download or open the shared content. Save and re-publish to replace the current content. For details, see the sections Save Content to the Cloud – My Content

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

**View or Edit a Previous Version of the Content**

See the section Select a Previous Version of Your Content.

**Share Student Results (Scores)**

See the section Share Results.
Content Repository

Overview

A public content repository is part of the SoftChalk Cloud. From the home page of SoftChalk Cloud, the public (without an account) can search for content and get a hyperlink or embed code for a large volume of educational content. The public can search by:

- Keyword(s)
- Subject (e.g. math, science, language arts, music, etc.)
- Level (e.g. undergraduate, 12th grade, 11th grade, etc.)
- Type of content (learning object, quiz group, lesson and/or course)

Content on this site is governed by Creative Commons licensing (see the section Creative Commons Licenses).

As previously mentioned, users with a SoftChalk Cloud account have posted this content, which they produced with SoftChalk Create. (SoftChalk Create is an eLearning content authoring program that is part of a SoftChalk Cloud account.)

If you have a SoftChalk Cloud account, you can:

- Save your SoftChalk content to this public content repository
- Easily designate a creative common license for your content (see the section Attach a Creative Commons License to Your Content)
- Modify content you find in the public repository and use it in your own lessons (see the section Creative Commons Licenses).

Search for Content

For the licensing information on content that you find, see the section Creative Commons Licenses.

1. In the SoftChalk Cloud, click the Home tab if it is not already selected (see below).
2. Type a keyword such as **rocks** in the box and click **Show Advanced** if you want to narrow your search (see below).

3. Select one or multiple **Subject** areas (see below).

4. Select one or multiple **Levels** and select one or multiple **Content Types** (see below).

5. Once you have entered your keyword and designated your subject(s), and level(s) and content type(s), click the **Search** icon.

6. Your search results should appear below your Keyword box. Click on a learning object that you found. **IMPORTANT:** If you click on the **Owner** link (e.g. **help**), you can see the profile provided by that owner and link to other content that the owner created.
7. You should see your item (see below).

- Notice that you can get both a hyperlink and an embed code for the item (you would probably want one or the other). For details on hyperlinks and embed codes, see the sections Hyperlink and Embed Code.

- Notice that you can use this item as your students would use it.

- Below the item is general information that the owner provided including a description, subject(s) and grade level(s).
View More Content by the Owner

1. Click on the link for the Owner to view more content by this person (see below).

2. Scroll down to view more content by this person (see below). Click on a link to view another item.
Rate Content

1. You must have a SoftChalk Cloud account to rate an item. To create an account, see the section Create an Account.

2. Click an item from the Home page or search for content (see the section Search for Content). Then click on an item that you found.

3. If you scroll down the page, you will see an area to rate the item and offer comments (see below). Click on a star (5 stars is the best) and type a comment.

If you don’t see the area below, then you will need to log in (see the section Log into Your Account). After you log in, you will return to the screen and you can scroll down and rate the item and post comments.

At the bottom of the page you will see your comment as well as comments from others about the item (see below). The most recent comments are on the top.
Hyperlink and Embed Code

Hyperlink

A hyperlink is a link to a web page or web file.

SoftChalk users can use the Insert/Hyperlink feature within SoftChalk to paste the hyperlink. For details, see the section Insert an Item into a SoftChalk Lesson (Hyperlink).

Embed Code

An embed code allows you to have the item appear within the context of your web page or SoftChalk lesson. In other words, the user will automatically see the item when the web page appears. (The user must be online to view the item as the embed code is linking to the website with the item’s information.)

SoftChalk users can use the Insert/Widget feature within SoftChalk to paste the embed code. For details, see the section Insert an Item into a SoftChalk Lesson (Embed Code).

Note that you can make changes to the dimension, point value, or background color if you get the embed code. See the sections Set the Point Value and Set the Background Color.

Get a Hyperlink or an Embed Code

1. Search for an item. See the section Search for Content.

2. Click on the item. In the lower right corner, you will see a hyperlink and embed code for the item (see below).
3. To copy the hyperlink or embed code, you can right-click with your mouse within the text and choose copy (see below).

4. As mentioned previously, you can paste this code into a web page or SoftChalk lesson. See the sections Insert an item into a SoftChalk Lesson (Hyperlink), Insert an Item into a SoftChalk Lesson (Embed Code) and Insert an Item into a Web Page (Embed Code).

Set the Background Color

If you are getting the embed code, then you can change how the background color will display for an activity (learning object) or quiz group.

1. Search for an item (see the section Search for Content).

2. Click on your item to view it. At right under Share, click Customize (see below).
3. If you already know the Hex # number for your color, you can type or paste it in the box. Or you can drag both circles to change the color (see below). (The circle for the box lets you “fine tune” the outer circle color.

4. After changing the color, click the top X to save your value temporarily to get a hyperlink or embed code (see below).
5. Get the hyperlink or embed code (see the section [Hyperlink and Embed Code](#)) and the color you assigned will appear on the screen for the activity. Notice this activity as a hyperlink (see below).

![Image of activity with Sedimentary, Metamorphic, and Igneous cards]

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**Insert an Item into a SoftChalk Lesson (Hyperlink)**

1. Search for an item (see the section [Search for Content](#)).
2. Click on your item to view it.
3. See the section [Hyperlink and Embed Code](#) on how to copy a hyperlink.
4. Start [SoftChalk Create](#) and open a lesson.
5. Select some text and choose **Insert/Hyperlink**.
6. In the **URL or Selected File** box, paste the hyperlink. Select **Open the link in a new window**. Click **OK** (see below).

![Insert A HyperLink](image)

7. Save and preview your lesson.

**Insert an Item into a SoftChalk Lesson (Embed Code)**

1. Search for an item (see the section **Search for Content**).
2. Click on your item to view it.
3. See the section **Hyperlink and Embed Code** on how to copy embed code.
4. Start **SoftChalk Create** and open a lesson.
5. Click where you want your item to appear.
6. Choose **Insert/Widget**.
7. Type a name in the **Name** field. Click **Paste Code**. Click **OK** (see below).

![Insert Widget dialog box](image)

8. Save and preview your lesson. **IMPORTANT:** As mentioned before, by inserting a widget, you are placing an embed link to the **SoftChalk Cloud** area where the content is stored. In other words, you are linking to the learning object (i.e. the learning object does NOT reside inside your lesson).

**Insert an Item into a Web Page (Embed Code)**

1. Search for an item (see the section **Search for Content**).
2. Click on your item to view it.
3. See the section **Hyperlink and Embed Code** on how to copy embed code.
4. For a web page, go into the html code and paste the embed code.
Modify Content You Find

If you have a SoftChalk Cloud account, you can modify content that you find.

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).
2. Search for an item (see the section Search for Content).
3. Click on your item to view it.
4. At the right under Actions, click either Copy Learning Object, Copy QuizGroup, Copy Lesson or Copy Course. If you do NOT see an Actions menu, then log into your account (see the section Log into Your Account).
5. Once you have copied your item, it will appear within the appropriate area under My Content. The copied item will have the word “Copy” at the end of it. See below for an example of an item that was copied into My Learning Objects.

![My Learning Objects](image)

6. To edit the properties for this item, click the edit (pencil) icon next to the icon.

7. To edit the content for this item, see the section Insert and Modify a Learning Object or Quiz Group.
## Creative Commons Licenses

For additional information about the different types of Creative Commons licenses, see the [Creative Commons](https://creativecommons.org) website and select Licenses/About the Licenses.

### Attach a Creative Commons License to Your Content

As mentioned previously, you can make your SoftChalk content public (see the sections Privacy Options, Save a Learning Object or Quiz Group to the Cloud and Save a Lesson or Course to the Cloud). You can designate the type of Creative Commons licensing that you want for this content within the Metadata area for the item (see below).

<table>
<thead>
<tr>
<th>Content Type</th>
<th>Create Item</th>
<th>Enter Metadata</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Object</strong> (also referred to as an Activity)</td>
<td>In <a href="https://www.softchalk.com/create">SoftChalk Create</a>: (Top Menu) <strong>Insert/Activity</strong> Ex. Sequencing, Crossword, Flashcard, etc.</td>
<td>In <a href="https://www.softchalk.com/create">SoftChalk Create</a>: <strong>Metadata tab</strong> for the individual learning object. <strong>Keywords &amp; Details tab / Creative Commons</strong></td>
</tr>
<tr>
<td><strong>Quiz Group</strong></td>
<td>In <a href="https://www.softchalk.com/create">SoftChalk Create</a> (Top Menu): <strong>Insert/QuizPopper (or Quiz Group)</strong> Ex. True/False, Multiple Choice, Short Answer, etc.</td>
<td>(same as learning object - see above)</td>
</tr>
<tr>
<td><strong>Lesson</strong></td>
<td>In <a href="https://www.softchalk.com/create">SoftChalk Create</a>: Enter or copy text, insert activities or quiz groups. Choose <strong>File/Save</strong>.</td>
<td>In <a href="https://www.softchalk.com/create">SoftChalk Create</a>: Top menu in the lesson – <strong>Properties/Metadata</strong>. <strong>Keywords &amp; Details tab / Creative Commons</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>In <a href="https://www.softchalk.com/create">SoftChalk Create</a>: Create multiple lessons (see above). Then choose <strong>Tools/eCourse Builder</strong> to create the course.</td>
<td>In <a href="https://www.softchalk.com/create">SoftChalk Create</a>: <strong>Tools/eCourse Builder – Metadata button</strong>. <strong>Keywords &amp; Details tab / Creative Commons</strong></td>
</tr>
</tbody>
</table>

To see how your license information appears, see the next section View the Creative Commons License for Content You Find.
View the Creative Commons License for Content You Find

If you have found SoftChalk content to use, you can find the Creative Commons licensing information for the content.

1. Search for an item. See the section Search for Content.

2. Click on the name of an item you found.

3. Look in the lower right-hand corner of an item (learning objects, quiz groups, lessons and courses) for the Creative Commons logo (CC logo). You can click on this logo to link to the licensing information on the Creative Commons website.
Polls

Create a Poll

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content. (If My Content is disabled, then you need to log in.) Click My Polls (see below).

3. At the right under Actions, click Create a Poll.

4. Under the Properties tab, enter the question for your poll (see below). Click Add Answer if you need to put in more than one answer.
5. When you click in the Close date field, a calendar appears allowing you to select a close date (see below).

**IMPORTANT**: If you want to use a time zone other than GMT, change the time zone in your profile (see the section Edit Your Profile and Select a Time Zone).

6. Select whatever options you want from Results and Repeat votes (see below).

7. To change the color for your poll, click the top tab Styling. Select the color and size you want (see below). If you use a narrow dimension for your poll, you can insert the poll as a widget in a sidebar in a SoftChalk lesson.
8. Be sure to click **Create** at the bottom to save your poll (see below).

![Create Button](image1)

9. At the bottom right click inside the Embed area and all the text should be selected and choose **Copy** (see below).

![Embed Code](image2)

---

**Insert a Poll into a Web Page**

For a web page, go into the html code and paste the Embed code.

**Insert a Poll into a SoftChalk Lesson**

1. Start **SoftChalk Create** and open or create a new lesson.

2. Choose **Insert/Widget**. Type a name, click **Paste HTML** and click **OK**.

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

![Poll Example](image3)
4. As mentioned previously, if you use a narrow dimension for your poll, you can insert the poll as a widget in a sidebar (see the explanation below).

To create a sidebar in a SoftChalk lesson, choose Properties/Sidebars and select a sidebar like Text Only. Right-click in the text field of the sidebar and choose Insert/Widget. Type a name, paste your code and click OK. (If Sidebars is disabled under the Properties menu, then you need to select a style under Properties/Style Properties.)

View the Results of Your Poll

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content. (If My Content is disabled, then you need to log in.) Click My Polls.

3. Click on the name of your poll (see below).

4. The results of your poll appear (see below).
Edit or Delete a Poll

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content. (If My Content is disabled, then you need to log in.) Click My Polls.

3. To edit your poll, click the pencil icon. To delete your poll, click the trashcan (see below).
Ratings

Create a Rating

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content. (If My Content is disabled, then you need to log in.) Click My Ratings (see below).

3. At the right under Actions, click Create Rating.

4. Under the Properties tab, enter the Name for your rating. This name is for your reference only and is not shown to people taking the rating. The Title IS shown to the people taking the rating (see below).
5. To change the color of the stars for your rating, click the top tab **Styling**. Select the color and size you want (see below). If you use a narrow dimension for your poll, you can insert the rating as a widget in a sidebar in a SoftChalk lesson.

![Styling Tab](image)

6. Be sure to click **Create** at the bottom to save your rating (see below).

![Create Button](image)

7. At the bottom right click inside the **Embed** area and all the text should be selected and choose **Copy** (see below).

![Embed Area](image)

8. As mentioned previously, if you use a narrow dimension for your poll, you can insert the poll as a widget in a sidebar (see the explanation below).

To create a sidebar in a SoftChalk lesson, choose **Properties/Sidebars** and select a sidebar like **Text Only**. Right-click in the text field of the sidebar and choose **Insert/Widget**. Type a name, paste your code and click **OK**. (If **Sidebars** is disabled under the **Properties** menu, then you need to select a style under **Properties/Style Properties**.)

---

**Insert a Rating into a Web Page**

For a web page, go into the html code and paste the Embed code.
Insert a Rating into a SoftChalk Lesson

1. Start SoftChalk Create and open or create a new lesson.

2. Choose Insert/Widget. Type a name, click Paste HTML and click OK.

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

View the Results of Your Rating

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content. (If My Content is disabled, then you need to log in.) Click My Ratings.

3. Click on the name of your rating (see below).

4. The results of your poll appear (see below).
Edit or Delete a Rating

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content. (If My Content is disabled, then you need to log in.) Click My Polls.

3. To edit your poll, click the pencil icon. To delete your poll, click the trashcan (see below).
Manage Your Account

Edit Your Profile and Select a Time Zone

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click Account and Profile (see below).

3. At the right under Actions, click Edit Profile.

4. Notice that you can add an image if you desire (see below). This image will appear to the public if someone finds content you created and made public and clicks on your link (see the section View More Content by the Owner).
5. **IMPORTANT**: Notice that you can change your privacy settings as well as your information. Selecting the checkbox beside an item makes it private (see below).

![Privacy settings](image1)

6. To select a time zone, scroll to the bottom of your screen and select a time zone from the dropdown menu (see below).

![Timezone selection](image2)

7. After saving your time zone changes, updates to your content will be in your time zone (see the section [Select a Previous Version of Your Content](#)) as well as student submissions to your ScoreCenter content (see the section [View and Change Student Scores](#)).

8. Be sure to scroll to the bottom of the screen and click **Save Changes** to save your changes (see below).

![Save Changes button](image3)

---

**Account Overview – Usage and Expiration Date**

1. Log into your [SoftChalk Cloud](#) account (see the section [Log into Your Account](#)).

2. Click **Account** and **Overview** (see below).

![Account Overview](image4)
3. View your account information including your usage and expiration date (see below).

![Account Overview]

**Add Additional Storage Space to Your Subscription Account**

If you need additional storage space for your [SoftChalk Cloud](https://www.softchalk.com) Account, please contact [sales@softchalk.com](mailto:sales@softchalk.com).

**Create Groups**

If you intend to share content folders or ScoreCenters with others, you may want to create a group(s) to simplify your work. For instance, you may have a team that will share a folder of lessons and have the same team share a ScoreCenter. You could create one group and add that group each time.

**IMPORTANT:** If you need to add or delete a member from the group, you would need to add or delete that member in each place that you entered the group (e.g. a content folder of a ScoreCenter).

1. Log into your [SoftChalk Cloud](https://www.softchalk.com) account (see the section [Log into Your Account](#)).
2. Click **Account** and **Groups** (see below).

3. At the right under **Actions**, click **Create Group** (see below).

4. Type a name for your group and enter each Cloud user on one line. Click the + sign to add the users (see below).
5. At the bottom click **Create Group** once you have added your users (see below).

6. You can enter identifiers that can be easily added to a ScoreCenter. (When editing a ScoreCenter, you can click the **Authentication** tab and select **Allow specified identifiers**. For details, see the section **Users**.)

7. In the left column, you can enter anything as an identifier. Click the + to add your identifiers. Be sure to click **Save Changes** at the bottom when you are finished.
Add a Group to Share a Folder

The following instructions mention the My Learning Objects area but the same concept applies to any folder you have with the My Content area (e.g. My Learning Objects, My Lessons & Courses, My Polls, My Ratings and My Files).

1. Log into your SoftChalk Cloud account (see the section Log into Your Account).

2. Click My Content. (If My Content is disabled, then you need to log in.) Click My Learning Objects.

3. Create a folder if you haven’t done so already by clicking Create Folder under the Actions menu at the right.

   **IMPORTANT**: You cannot share the My Lessons & Courses folder (or the My Learning Objects folder, My Polls folder, My Ratings folder, My Files folder). You must create a folder within each area to share.

4. Once you have created your folder, click the share folder icon (see below).

5. Click **Copy Users** to copy your group into the left column (see below).
6. When you have finished putting in your users, click the + sign to add the users to the right column and at the bottom click **Share Folder** (see below).

![Image of Shared User(s) dialog box with Share Folder and Cancel buttons]

7. Notice the words *(Shared by me)* next to folder you just shared (see below). You may need to refresh your web page to see this change.

![Image of folder with *(Shared by me)* highlighted]

8. If someone has shared a folder with you, then you will see the words Shared with me by (username) Shared with me by username (see below).

![Image of folder with *(Shared with me by username)* highlighted]

**Add a Group to Share a ScoreCenter**

You can share the results of a ScoreCenter with other users.

1. Log into your [SoftChalk Cloud](https://www.softchalk.com) account (see the section Log into Your Account).

2. Click **ScoreCenter**. (If **ScoreCenter** is disabled, then you need to log in.) Click **My ScoreCenters**.

3. Click the pencil (edit icon) for the ScoreCenter you wish to share (see below).
4. Click the **Share Results** tab. Click the **Copy Users** button for the group you want to share (see below). (If you don’t see the **Copy Users** button, then you haven’t created a group – see the section **Create Groups**.)

5. The users should appear under the **Current users** list at the right. Be sure to click **Save Changes** (see below).
Report Inappropriate Content

This functionality allows you to report content as inappropriate (i.e. you can report abuse). You would need to be logged into your SoftChalk Cloud account to report any inappropriate content.

Once you are logged into SoftChalk Cloud, after searching for content (see the section Search for Content, click on the name of an item in your Search results) Under the Actions area at the right, click Report for Inappropriate Content (see below).

Then enter any details about this inappropriate content. Then click Report (see below).
Migrate Content from SoftChalk Desktop to SoftChalk Cloud

If you would like a more detailed guide with screen captures, please see our Migration to SoftChalk Cloud Guide.

This section is for SoftChalk users who have the desktop version of SoftChalk and want to migrate their content to their SoftChalk Cloud accounts. When you migrate your content to SoftChalk Cloud, you will see many advantages to using SoftChalk Cloud:

- Your content is available wherever you have internet access because you can log into your SoftChalk Cloud account and edit your lesson from anywhere.
- You can update your lesson once but link to the lesson in many places such as multiple courses within your learning management system.
- You can collaborate with other instructors on lessons – see the section Collaborate with Other Instructors on SoftChalk Lessons.

(You do have the option to save your content to your local computer as well.)

Steps to Migrate Content

1. Create a SoftChalk Cloud account – see the section Create an Account.
2. Start your desktop version of SoftChalk. (Double-click on your SoftChalk icon on your desktop.)
3. Publish your lessons to SoftChalk Cloud – see the section Save a Lesson or Course (Desktop Version).
5. Put content from your SoftChalk Library (desktop version) such as activities, quiz groups or images into SoftChalk Cloud.
   a. Start your desktop version of SoftChalk. (Double-click on your SoftChalk icon on your desktop.)
   b. Choose Tools/Library. At the left, select an item. At the right, select the My Learning Objects folder (or another folder you may have created).
   c. At the left, select a privacy option such as Personal – see the section Privacy Options.
   d. At the left, click Publish. (If Publish is disabled, you may have selected a single QuizPopper. You can only publish a Quiz Group. Be sure to select a folder that contains only QuizPoppers.
   e. Click Close and Close to return to your main editing window.
6. Your published Library items appear within your SoftChalk Cloud account. Log into your SoftChalk Cloud account. Under My Content/My Quiz Groups or My Content/My Learning Objects, you will see your content.

7. To insert or modify an item from your My Content/My Learning Objects into a SoftChalk lesson, see the section Insert and Modify a Learning Object or Quiz Group.

8. To create folders and manage your content, see the section Manage Content.

9. To collaborate with other instructors on content, see the section Collaborate with Other Instructors on SoftChalk Lessons.

10. To deliver your lesson to your students, see the section Deliver a SoftChalk Lesson or Course to Your Students.

Help

If you have problems, questions or comments regarding the use of SoftChalk Cloud, please contact us at help@softchalk.com or visit our website at www.softchalk.com

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