Softchalk Cloud & Create

Table of Contents

Video Tutorials: http://softchalk.com/learn-more/training/video-tutorials

Creating Softchalk Cloud Account

The first step is to set up a SoftChalk Cloud account:

1. Go to http://www.softchalkcloud.com/join
2. Under Select Account Type choose: SOFTCHALK CLOUD I have an Activation Key
3. Activation key: kVqUvNHlutTiQy83ca9b

Important: Does not work with Chrome

Video tutorials can be found here http://softchalk.com/learn-more/training

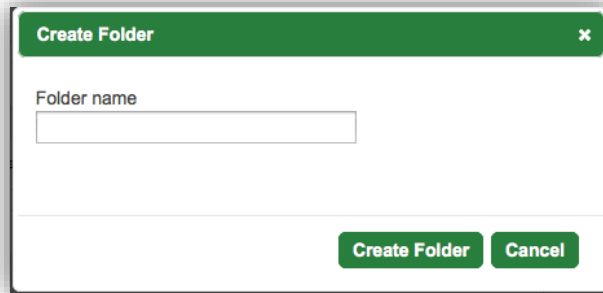When you are logged in Online you will find the following options
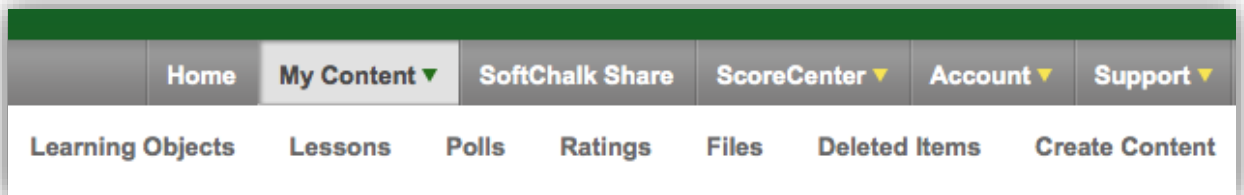
Creating a Folder in Softchalk Cloud

It is a good idea to create folders for each course that you will teach. As we know, you are assigned different courses each semester and you may decide to work on specific courses with other faculty. This will allow you to give specific faculty access to only certain folders and not all your Softchalk lessons you have developed.
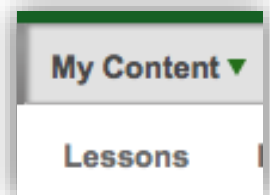
1. Login to the Cloud
2. Select My Content
3. Then Select Lessons
4. The Page updates
5. On the right hand Actions menu select "Create Folder"

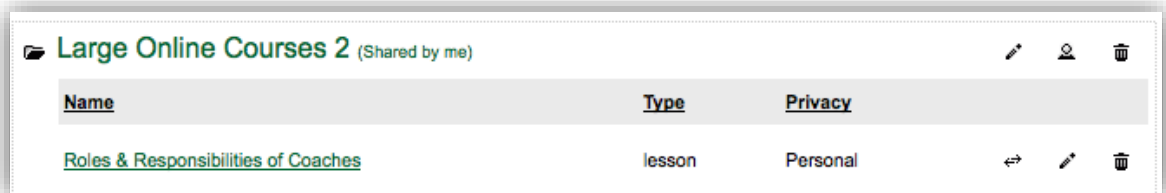6. A new window opens asking you to give the folder a name:

Create Folder   ✖

Folder name

[   ]

Create Folder   **Cancel**

7. Once you enter the name select **Create Folder**
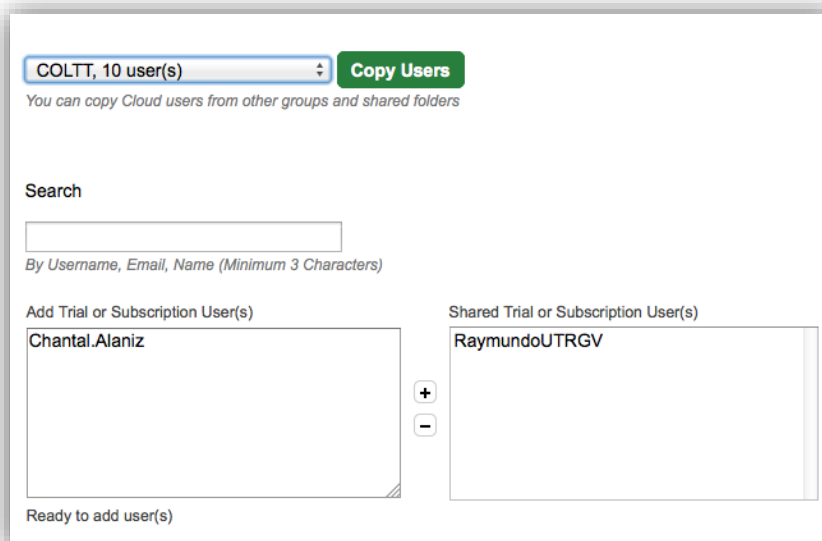
Adding Users to Folder in Softchalk Cloud

1. Login to the Cloud
2. Select **My Content**
3. Then Select **Lessons**
4. Locate your desired Folder

📁 **Large Online Courses 2** (Shared by me)   ✏ 👤 🗑

Name	Type	Privacy			
Roles & Responsibilities of Coaches	lesson	Personal	⇄	✏	🗑

5. Select the Share folder icon, 👤

COLTT, 10 user(s)   ▾   **Copy Users**
You can copy Cloud users from other groups and shared folders

Search

[   ]
By Username, Email, Name (Minimum 3 Characters)

Add Trial or Subscription User(s)   Shared Trial or Subscription User(s)

Chantal.Alaniz   RaymundoUTRGV

                              ➕
                              ➖

Ready to add user(s)

6. Then type in the persons email or Softchalk username. (The other faculty will need to have created a softchalk account to add them to your folder.
7. Once you locate the person, select them
8. Then from the Add Trial or Subscription User(s) move them to the Shared Trial or Subscription Users by pressing the + sign.
9. Then press Share Folder

How To Create A Lesson?

In Softchalk Cloud
1. Select My Content
2. Create Content (uses Java)

Once SoftChalk has loaded, there are two options in creating our lesson.

**Method One:** Type the Lesson (go over formatting icons)
Method Two: Repurpose Word Documents (open word document, select all text, copy and paste to SoftChalk.

How To Create Navigation Point For Our Lessons?

1. Define the paragraph we are going to navigate to as a Heading Style by placing your cursor at the beginning of it.

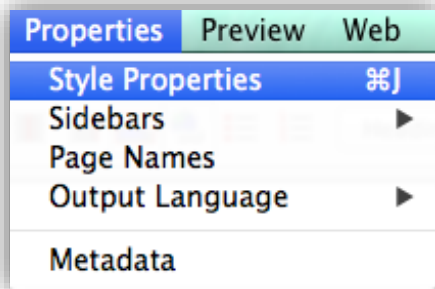2. Click on **Plain Text** Button located on the Tool Menu.

3. Get a drop down menu with three different heading styles. Heading 1= Main Topic, Heading 2= Sub-topic, and Heading 3 (Sub-sub topic)
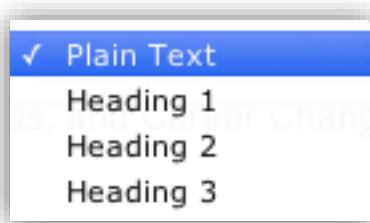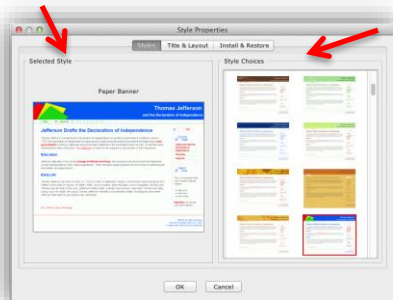

To activate the navigation features in SoftChalk, we must style our lesson.

Applying A Style:

1. Click on **Properties** on the Menu Bar, then **Style Properties.**

2. Get the Style Properties dialogue box. Able to select the type of style you like on the right hand side and view it on the left hand side in the Selected Style Window.

3. The Title and Layout Tab, allows you to enter a Lesson Title, Footer, Sidebar Layout, Table of Contents, Navigation and if students are able to print pages.
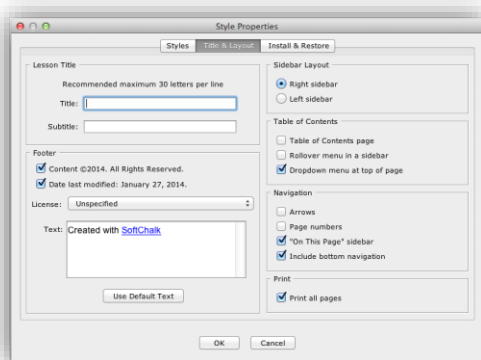
4. Once you select the style and make any modifications in the Title and Layout Tab, click Ok.

5. You will see the selected style in your lesson.

Add Lesson page breaks

Place the cursor where you would like the page to end. (Ctrl+enter) or (Command + enter) for Macs.

Preview the changes:

1. Click **Preview** and then Click **View in Browser** on the Menu Bar.
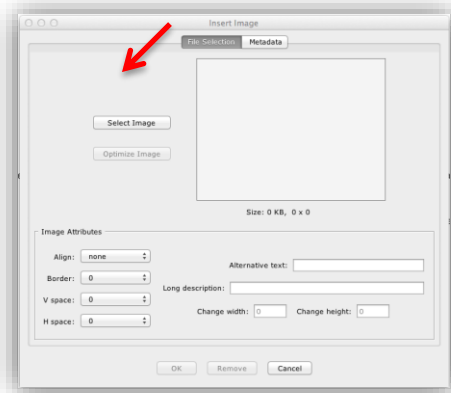

or **Click on View in Browser** tool button.

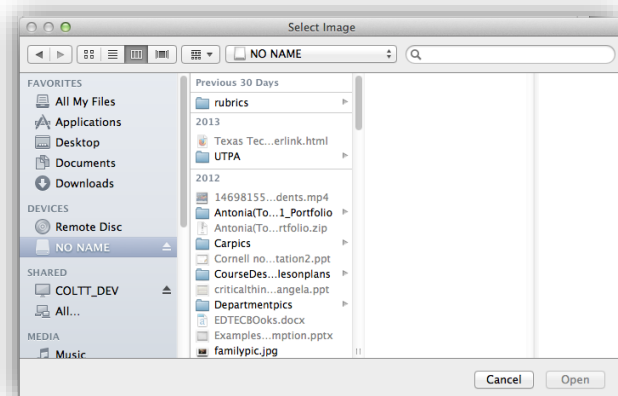

Insert an Image and PowerPoint File

Insert a local Image:

1. Place cursor where you would like the image displayed.
2. Click on **Insert** and then **Image**.

3. Get Insert Image dialogue box.
4. Click on **Select Image**.
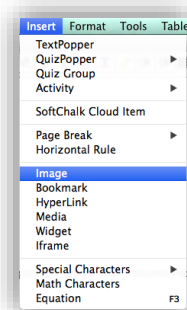
5. Browse for your image and select the image.

6. Once image is selected you will be able to modify Image Attributes, add Alternative Text, Long Description, and change the width and height of the image. Also make sure that the size of the image you selected is stated as good, so the image will not go outside of the margins when published.
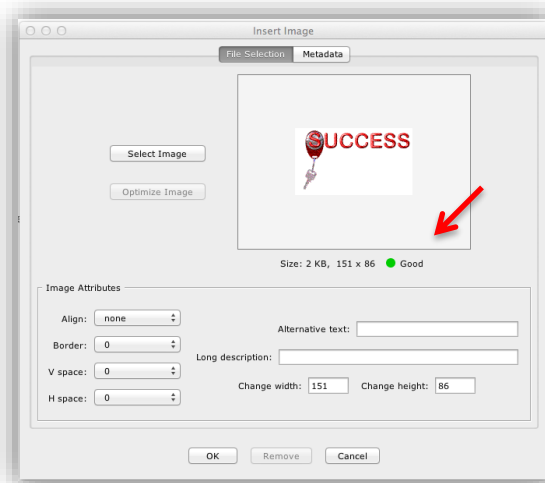
7. Once you have selected and modified the image, click OK.

8. You will see the image displayed in your lesson.

Insert an image from Media Search Tool

1. Place cursor where you would like the image displayed.
2. Click on **Tools** and then **Media Search**.
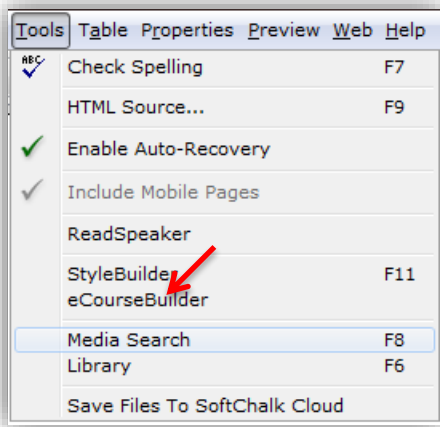
3. Get the Media Search dialogue box. (shown below)
4. Type the Topic in the Keyword(s): box
5. Select the Repository you would like to search in for your Topic (able to select more than one Repository).
6. Click on Search
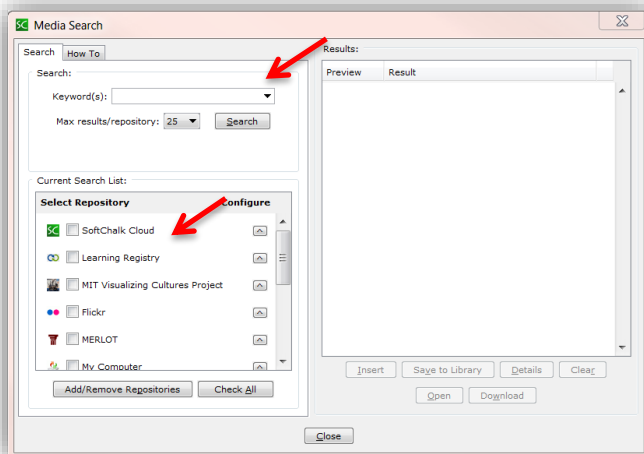
7. Will get the search results in the Results: on the right hand side of the Media Search dialogue box.
8. Click on the image you like and click on **Insert**
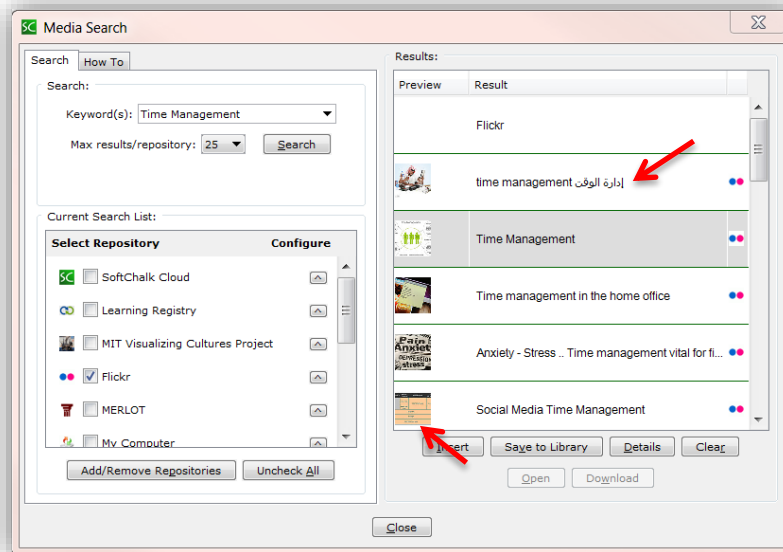
9. Click on **Close**

Insert a PowerPoint:

Note: Before you upload a PPT file to SoftChalk, the file needs to be saved as a jpeg file.

1. Place cursor where you would like powerpoint displayed.
2. Click on **Insert**, **Activity** and then **Slideshow**.
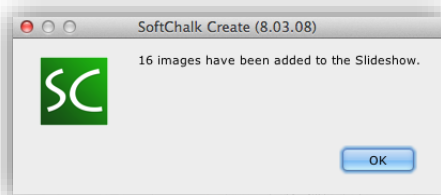

3. Get Slideshow Activity dialogue box.
4. Click on **Select Folder**.
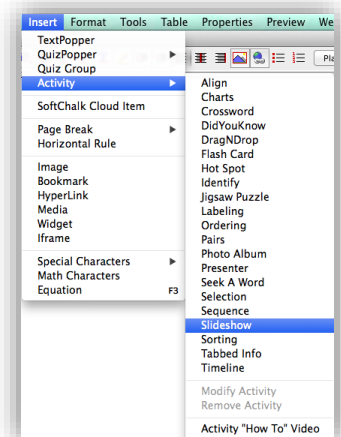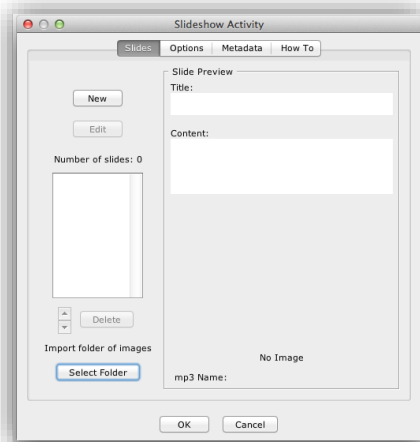
5. Browse for the PPT (jpeg) file. Select the file.
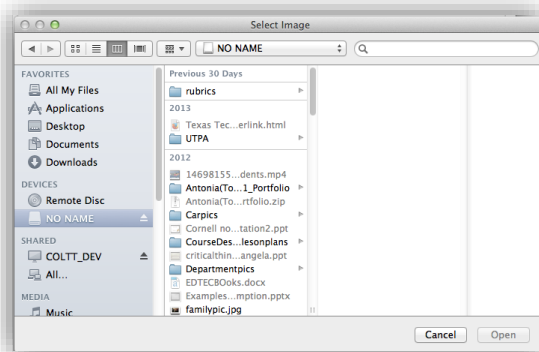
6. Get dialogue box: notification of # of images that have been added to the Slideshow.
7. Click Ok.

8. Get Slideshow Preview. Able to modify the Title, Content by clicking on Edit or delete slides by selecting the slide and click Delete. Able to Add Instructions for the student, Describe Activity for use with screen reader/assistive technology, Activity Display, and Slide Duration through the Options Tab.
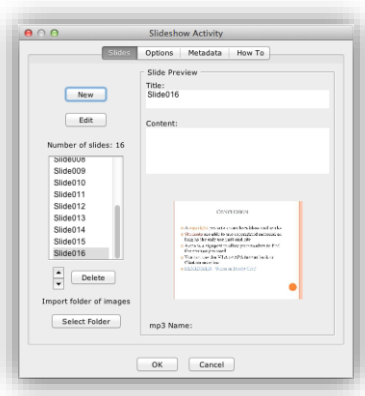
9. Once you have done modifications, click **Ok**.

10. The slideshow activity will appear in your lesson as shown below;

How to save to Blackboard?

Step 1: Grab the HTML or LTI Link in Blackboard

1. Login to Softchalk Cloud
2. Select My Content
3. Then Select Lessons
4. Click the title of the Lesson you would like to place in Blackboard
5. Scroll down to the bottom of the page

6. Locate the options found on the right hand side of the screen
7. Grab the LTI Link or HTML Link from Softchalk Cloud

Step 2: Go to Blackboard
1. Login to Blackboard and go to the desired location you want the link displayed in
2. Select Build Content

3. Then select Web Link

4. If it is a gradable item:
   a) Check This link is a Tool Provider

   b) Then Select Enable Evaluation Yes
   c) Enter the Points possible
   d) Optional You can enter a due date
   e) Then Press Submit

The University of Texas
Rio Grande Valley

Center for Online Learning
& Teaching Technology