

Softchalk Create 11

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
PURPOSE OF THIS HANDBOOK	2
CREATING SOFTCHALK CLOUD ACCOUNT.....	2
CREATING A FOLDER IN SOFTCHALK CLOUD.....	2
Adding Users to Folder in Softchalk Cloud	3
How To Create A Lesson?	4
In SoftChalk Cloud	4
FORMATTING THE LOOK OF SOFTCHALK CONTENT	4
How To Create Navigation Point For Our Lessons?	4
Applying A Style:	5
ADD LESSON PAGE BREAKS.....	5
PREVIEW THE CHANGES:	6
INSERT AN IMAGE and MEDIA	6
Insert a local Image:.....	6
Insert an image from Media Search Tool	7
How to Add Activities to Lesson	9
ToolTip	9
Multiple Choice, QuizPopper	9
HOW TO SAVE LESSON TO THE SOFTCHALK CLOUD	10
HOW TO EDIT A LESSON ONLINE IN SOFTCHALK CLOUD	10
HOW TO SAVE LESSON TO BLACKBOARD?	11
Step 1: Grab the HTML or LTI Link in Blackboard	11
Step 2: Go to Blackboard	11
ADDITIONAL RESOURCES	12
CONTACT COLTT	12
Brownsville Campus	12
Edinburg Campus.....	12

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

PURPOSE OF THIS HANDBOOK

This handbook serves as a guide for the COLTT SoftChalk Cloud & Create basics training. You can find a more detailed handout in our Blackboard Faculty Support tab.

CREATING SOFTCHALK CLOUD ACCOUNT

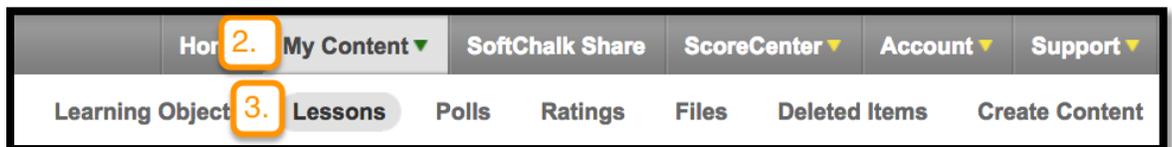
The first step is to set up a SoftChalk Cloud account:

1. Go to <http://www.softchalkcloud.com/join>
 2. Under Select Account Type choose: SOFTCHALK CLOUD I have an Activation Key
 3. Fill in the fields requested
 4. Activation key: kVqUvNHlutTiQy83ca9b
-

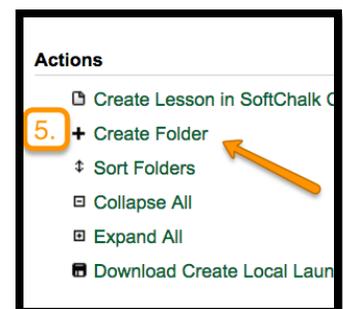
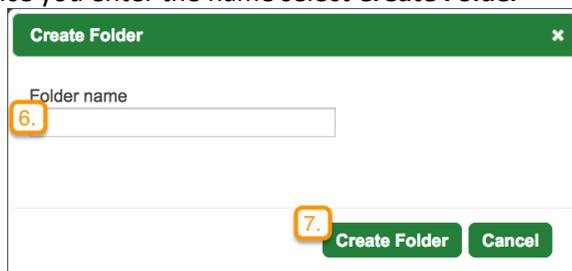
CREATING A FOLDER IN SOFTCHALK CLOUD

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**

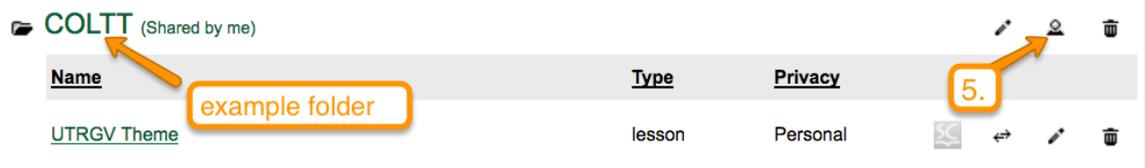


4. The Page updates
5. On the right hand Actions menu select “+ Create Folder”
6. A new window opens asking you to give the folder a name:
7. Once you enter the name select **Create Folder**

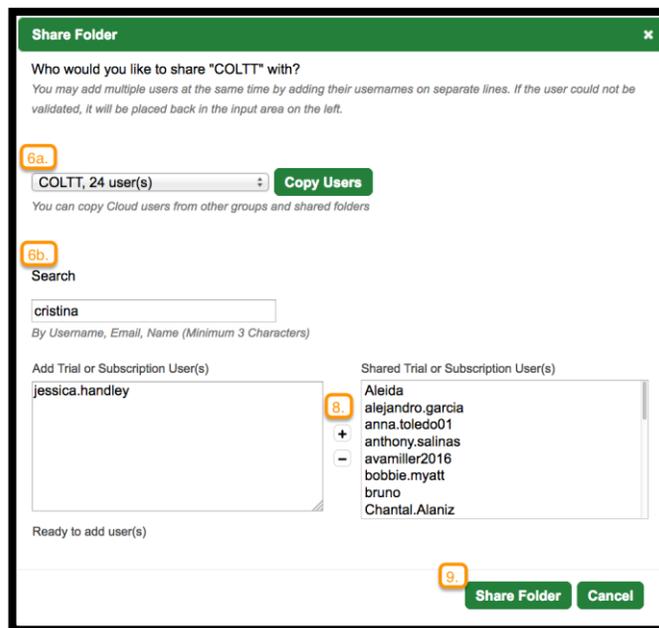


Adding Users to Folder in Softchalk Cloud

1. Login to the Cloud
2. Select **My Content**
3. Then Select **Lessons**
4. Locate your desired Folder
5. Select the Share folder icon, 



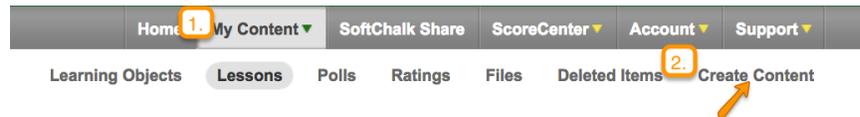
6. There are two options to add users:
 - a. Copy users from another shared folder
 - i. Select folder from drop down
 - ii. Then Select Copy Users button
 - b. Or Search by Username, Email, Name (The other faculty will need to have created a Softchalk account to add them to your folder.
7. Once you 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**



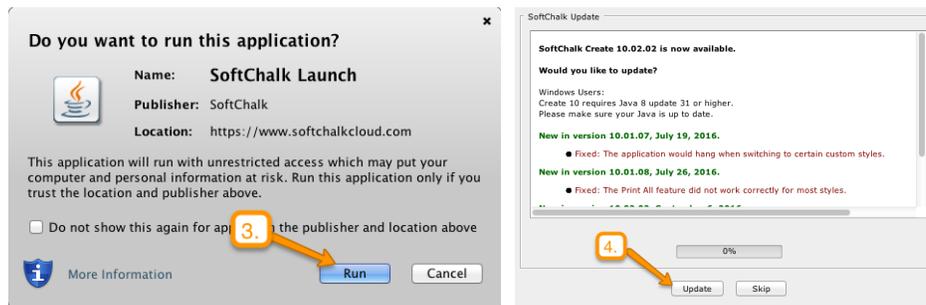
How To Create A Lesson?

In SoftChalk Cloud

1. Select **My Content**
2. Then select **Create Content**



3. This will require Java, you should receive a notification to Open and Run Java
4. If it is the first time using Create, update SoftChalk by pressing Update



Note: uses Java, may require update

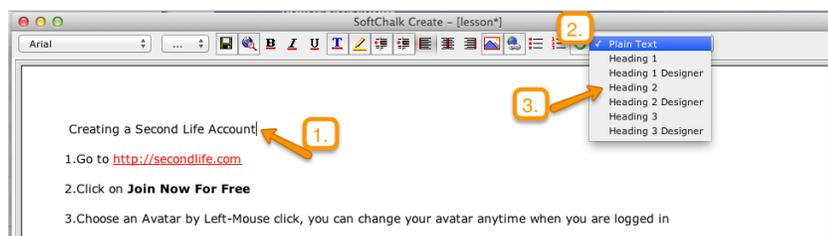
Once SoftChalk has loaded, there are two options in creating our lesson.

- **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).

FORMATTING THE LOOK OF SOFTCHALK CONTENT

How To Create Navigation Point For Our Lessons?

1. Define the text 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)



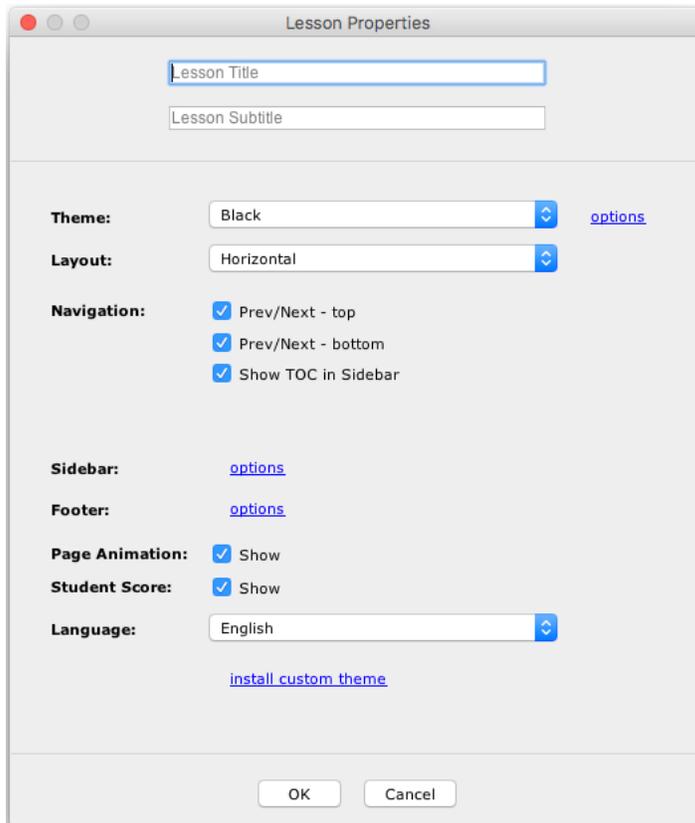
To activate the navigation features in SoftChalk, we must style our lesson.

Applying A Style:

1. Click on **Properties** on the Main Menu Bar,
2. Then **Lesson Properties**.



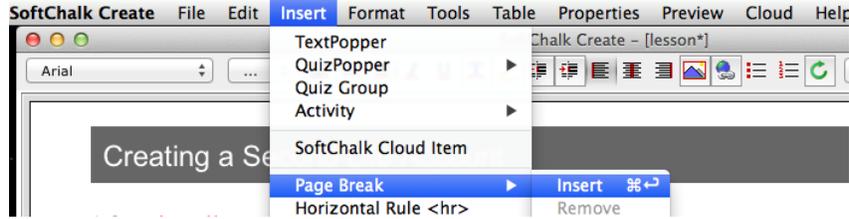
3. The Lesson Properties dialogue box appears.
4. The **Styles Tab**, allows you to select the type of style you like on the right hand side *Style Choices* and view it on the left hand side in the *Selected Style*.
5. The **Title and Layout Tab**, allows you to enter a Lesson Title, Footer, Sidebar Layout, Table of Contents, Navigation and if students are able to print pages.
6. Once you select the style and make any modifications in the Title and Layout Tab, click **OK**.
7. You will see the selected style in your lesson.



ADD LESSON PAGE BREAKS

There are two ways to add Page Breaks in your lesson:

1. Place the cursor where you would like the page to end, then select **Ctrl + Enter** (PC) or **Command + Return** (Mac).
2. Place the cursor where you would like the page to end, in Main Menu press **Insert**
 - a. Select **Page Break** then **Insert**



PREVIEW THE CHANGES:

It is a good idea to preview your changes as you go, so that you know how your lesson looks like. Click **Preview** and then Click **View in Browser** on the Menu Bar.



OR

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

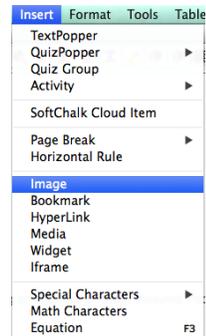
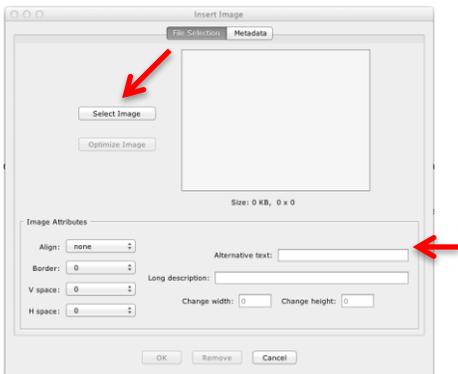


INSERT AN IMAGE and MEDIA

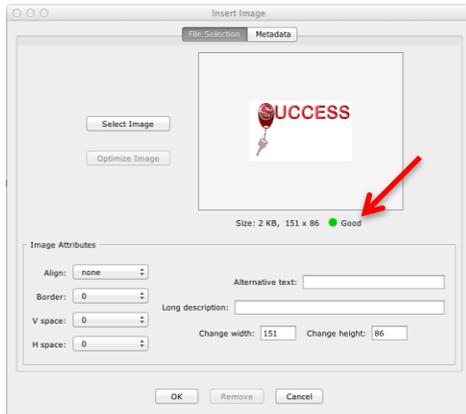
You can include other forms of content in your lesson. In this section of the training we will show you how to insert an image, media, and PowerPoint.

Insert a local Image:

1. Place cursor where you would like the image displayed.
2. Click on **Insert** and then **Image**.
3. The Insert Image dialogue box appears
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.
7. 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.

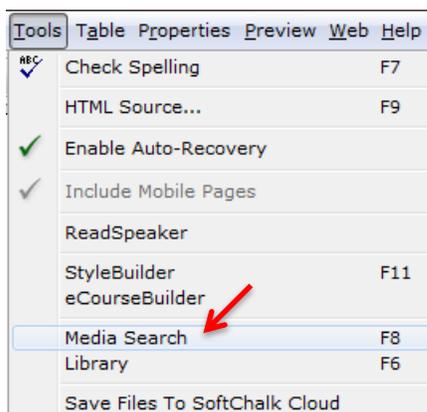


8. Once you have selected and modified the image, click **OK**.
9. You will see the image displayed in your lesson.

Insert an image from Media Search Tool

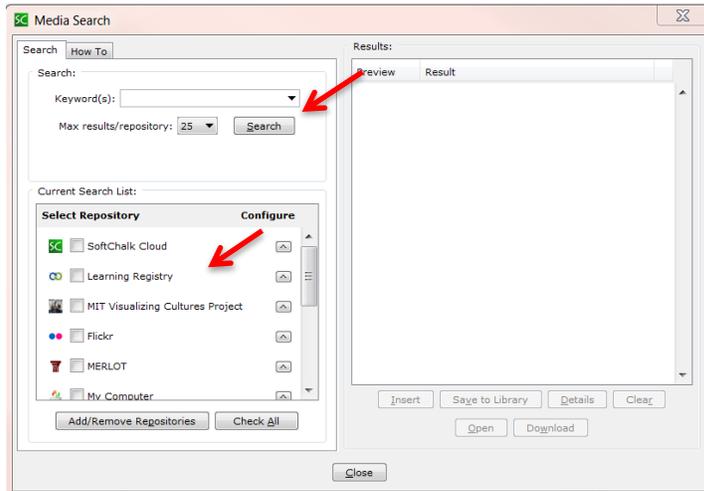
Use preexisting content to provide a different perspective of the topic being taught. SoftChalk allows you to search from a variety of resources, even other instructors public SoftChalk content.

1. Place cursor where you would like the image displayed.
2. Click on **Tools** and then **Media Search**.



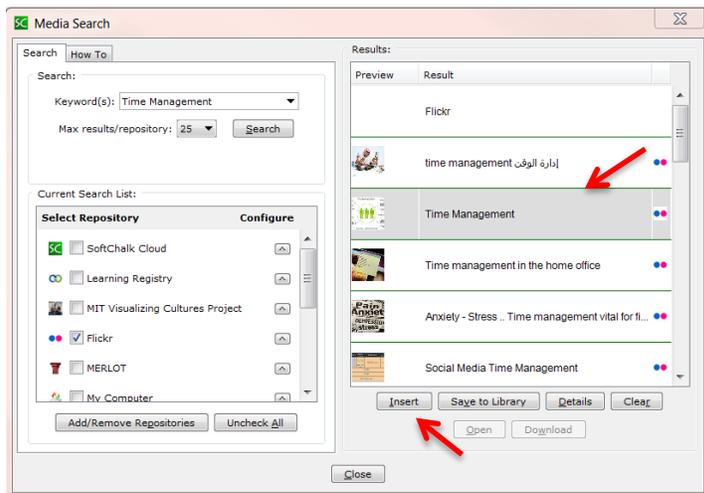
3. Get the Media Search dialogue box. (shown below)
4. Type the Topic in the Keyword(s): box
5. Select the Repository you would like to search in for your Topic (able to select more than one Repository).

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**



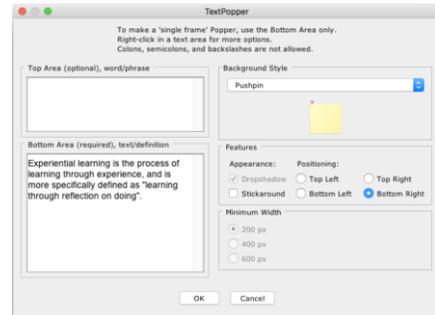
9. Click on **Close**

How to Add Activities to Lesson

ToolTip

With the TextPopper, students can select a word within the page to see a definition or additional information about the word chosen.

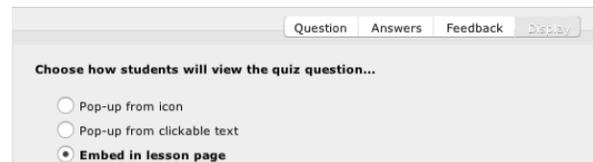
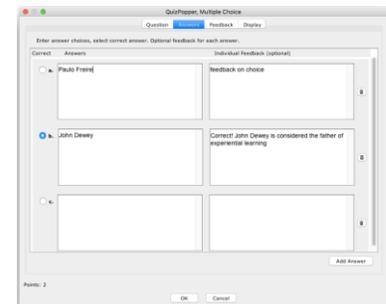
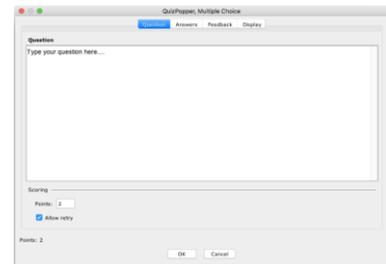
1. Highlight the word that you would like to add a textpopper
2. On main menu, select **Insert**
3. Then select **TextPopper**, a new window appears
4. For **Bottom Area**, enter a definition or desired text
5. You can change how the TextPopper looks under Background Style
6. When done click **OK**



Multiple Choice, QuizPopper

With the Multiple Choice, students are given a list of answers to a question, only one of which is correct. You can include feedback, with images, for the correct answer as well as feedback if they select one of the wrong answers.

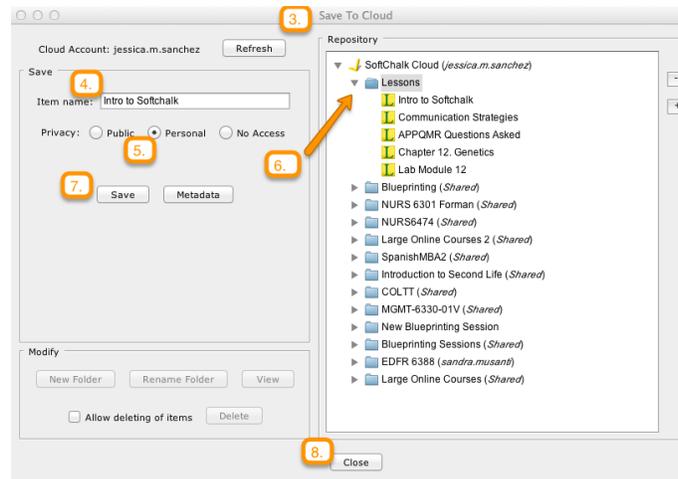
1. On main menu, select **Insert**
2. Then select **QuizPopper**
3. Under the options select **Multiple Choice**
4. **Under the Question** tab type your question and provide points (if any) for activity, as well as **Allow retry** (optional)
5. Select **Answers** tab answer on the top of panel
6. **Answers** display **letter a** and type **Individual feedback** optional.
7. Enter your answer choices
8. If you need to add more answer choices, click on the **Add Answer** button, on the bottom right.
9. Place the radial button on the correct answer
10. Provide individual feedback for each answer choice in the given textbox provided.
11. Under the **Feedback** tab, you can provide feedback for correct answer, wrong answer and hint; as well as showing correct answer(s) with feedback.
12. Under Display tab, select how you would like your QuizPopper to display within the lesson
 1. Icon
 2. Clickable Link
 3. Display question within page.
13. When done click **OK**.



HOW TO SAVE LESSON TO THE SOFTCHALK CLOUD

Now that you have finished working on your lesson, it is time to save it to the Cloud.

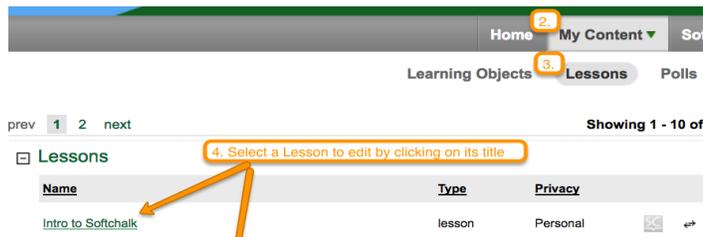
1. In SoftChalk Create, select **File** from the Main Menu
2. Then select **Save to SoftChalk Cloud**
3. The Save To Cloud Dialog box appears
4. Provide Lesson a Name
5. Select **Personal**, to make it viewable only to you and your students
6. Select the desired folder to save lesson to under Repository
7. Click **Save**
8. Then click **Close**



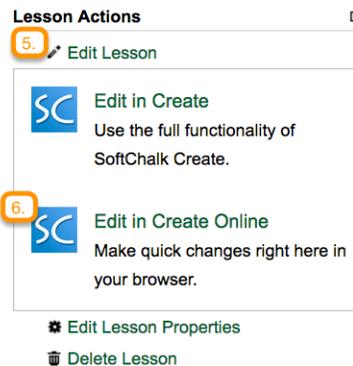
HOW TO EDIT A LESSON ONLINE IN SOFTCHALK CLOUD

Now that you have created your lesson and saved it to the cloud, you may choose to edit your lesson within the cloud. Which is often easier to do then going back and editing the lesson in SoftChalk Create.

1. Login to Softchalk Cloud,
2. Select **My Content**
3. Then select **Lessons**
4. Locate the Lesson you want to edit and click on it's title



5. Under Lesson Actions (scroll down preview options found to the right side of screen), select **Edit Lesson**
6. Then select **Edit in Create Online**
7. The Create Online Editor looks somewhat similar to SoftChalk Create.



HOW TO SAVE LESSON 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

The screenshot shows a lesson page for 'Roles & Responsibilities of Coaches'. On the left, there is a yellow 'L' icon and a list of details: Name, Owner (jessica.m.sanchez), Type (lesson), Created date (Mar 30, 2016), Revision date (Apr 01, 2016), SoftChalk Version (9), File Size (1.88 MB), and Rating (0 votes). Below this is a description, subject, grade level, keyword, views, downloads, and copied counts. On the right, there are two sections: 'Lesson Actions' with options like Edit Lesson, Edit Lesson Properties, Delete Lesson, Copy Lesson to My Content, Download Lesson, and Download Create Local Launch; and 'Share' with a 'Customize' option. Below the share section are 'Hyperlink (Permalink)' and 'LTI Link (Permalink)' fields, both containing the URL 'https://www.softchalkcloud.com/scorecenter'. At the bottom right, there is an 'Embed' section with a code block for an iframe.

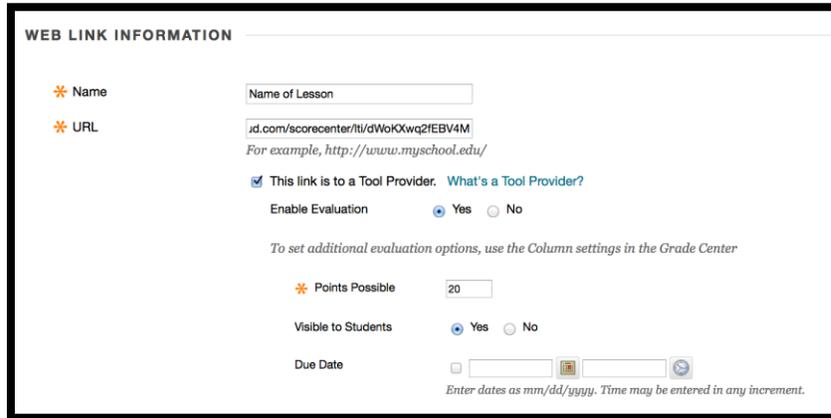
6. Locate the options found on the right hand side of the screen
7. Grab the LTI Link or HTML Link from Softchalk Cloud

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**

The screenshot shows a form titled 'WEB LINK INFORMATION'. It has two main sections: 'Name' and 'URL'. The 'Name' field contains 'Name of Lesson'. The 'URL' field contains 'jd.com/scorecenter/lti/dWoKXwq2fEBV4M'. Below the URL field is a note: 'For example, http://www.myschool.edu/'. At the bottom, there is a checkbox labeled 'This link is to a Tool Provider.' with a link 'What's a Tool Provider?' next to it.

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



WEB LINK INFORMATION

* Name

* URL
For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

Enable Evaluation Yes No

To set additional evaluation options, use the Column settings in the Grade Center

* Points Possible

Visible to Students Yes No

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

ADDITIONAL RESOURCES

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

CONTACT COLTT

For more information, contact our office:

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