# Softchalk Create 11

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### 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

Hor <mark>2.</mark>	My Content ▼	SoftChalk Share	ScoreCenter	Account V	Support 🔻
Learning Object 3.	Lessons P	Polls Ratings	Files Dele	eted Items Cro	eate Content

- 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

Create Folder	×
Folder name	
0.	
	7
	Create Folder Cancel



### 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,  $\stackrel{ riangle}{\to}$

F	COLTT (Share	d by me)				~	2	Ō
	Name		Туре	Privacy	5.			
	UTRGV Theme	example folder	lesson	Personal	<u>sc</u>	¢	ø	Ō

- 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

Share Folder	×
Who would you like to share "COLTT" with? You may add multiple users at the same time by addli validated, it will be placed back in the input area on th	ng their usernames on separate lines. If the user could not be le left,
6a. COLTT, 24 user(s) Cop You can copy Cloud users from other groups and sha	y Users red folders
6b.) Search cristina	
By Username, Email, Name (Minimum 3 Characters) Add Trial or Subscription User(s)	Shared Trial or Subscription User(s)
jessica.handley	Aleida         alejandro.garcia         anna.toledo01         anthony.salinas         avamiller2016         bobbie.myatt         bruno         Chantal.Alaniz
Ready to add user(s)	
	9. Share Folder Cancel

### 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

	SoftChalk Update	
Do you wa	o run this application? SoftChalk Create 10.02.02 is now available.	
	me: SoftChalk Launch Would you like to update?	
S.	blisher: SoftChalk Windows Users: Create 10 requires Java 8 update 31 or higher. Please make sure your Java is up to date.	
	cation: https://www.softchalkcloud.com New in version 10.01.07, July 19, 2016.	
This applicatior computer and p trust the locatio	run with unrestricted access which may put your nal information at risk. Run this application only if you d publisher above. • Fixed: The application only if four • Fixed: The application would hang when switching to certain New in version 10.01.08, July 26, 2016. • Fixed: The Print All feature did not work correctly for most st	custom styles.
Do not show	s again for ap 3. the publisher and location above	
More Info	tion Cancel Update Skip	

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.

Lesson Title	
Lesson Subtitie	
Theme: Black	options
Layout: Horizontal	
Navigation: V Prev/Next - top	
Prev/Next - bottom	
Show TOC in Sidebar	
Sidebar: options	
Footer: options	
Page Animation: 🗸 Show	
Student Score: Show	
Language: English	
install custom theme	
OK Cancel	

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.

File	Edit	Insert	Format	Tools	Table	Properties	Preview	Web	Help
							View in	Browse	r %P

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.





#### Center for Online Learning & Teaching Technology 7 SoftChalk Training Handout

- 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

fedia Search		Results:	
earch:		Preview	Result
Keyword(s): Time Management Max results/repository: 25 💌	▼ <u>S</u> earch		Flickr
		jela,	إدارة الوقن time management
Select Repository	Configure		Time Management
SoftChalk Cloud			Time management in the bases office
😳 📃 Learning Registry	E		Time management in the nome onice
📓 📃 MIT Visualizing Cultures Proje	ect 🔿 🗌	Anxiet	Anxiety - Stress Time management vital for fi
🐽 📝 Flickr	^	5/31100-	
T MERLOT			Social Media Time Management
🔔 🥅 My Computer	~	Inse	ert Save to Library Details Clear
Add/Remove Repositories	Uncheck <u>A</u> ll		Qpen Download

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

Right-click in a text are Colons, semicolons, an	a for more options. d backslashes are not allowed.
Top Area (optional), word/phrase	Background Style
	Pushpin
Bottem Area (required), text/definition Experiential learning is the process of learning through experience, and is more specifically defined as "tearning through reflection on doing".	Features Apperance: Positioning: Orophadom Top Left Top Right Stakkround Detam Left & Bottom Righ
	Мілітит Width © 200 рж 

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
- 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**.



	Question	Answers	Feedback	
Choose how students will view the qu	uiz questior			
O Pop-up from icon				
Pop-up from clickable text				

### 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

Cloud Account: jessica.m.sanchez Refresh Save 4. Item name: Intro to Softchalk Privacy: Public • Personal O No Access 5. 6.	epository  SoftChalk Cloud (jessice.m.sanchez)  Cassons  Intro to Softchalk  Communication Strategies  APPOMR Questions Asked  Chapter 12. Genetics  L chapter 12. Genetics  L chapter 12.	
Save Metadata	Dueprinting ( <i>Shared</i> )     MURS 6301 Forman ( <i>Shared</i> )     MURS 6474 ( <i>Shared</i> )     MURS 6474 ( <i>Shared</i> )     Large Chine Courses 2 ( <i>Shared</i> )     Marenee ( <i>Shared</i> )     Monter ( <i>Shared</i> )     Monter ( <i>Shared</i> )     Monter ( <i>Shared</i> )     MGMT-6330-01V ( <i>Shared</i> )	
Nodify New Folder Rename Folder View	Gliceprinting Session     Gliceprinting Session     Gliceprinting Sessions (Shared)     Gliceprinting Sessions (Shared)     Gliceprint Sessions (Shared)	

# 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

	Name: Delas & Despensibilities of Casebas	Lessen Actions	
Т	Name: Roles & Responsibilities of Coaches	Lesson Actions	
	Owner: jessica.m.sanchez	Edit Lesson	
	Type: lesson	Edit Lesson Properties	
	Created: Mar 30, 2016 01:18 PM Revision: Apr 01, 2016 02:20 PM SoftChalk Version: 9	Delete Lesson	
		Copy Lesson to My Content	
		Download Lesson	
	File Size: 1.86 MB	Download Create Local Launch	
	Rating: 0 vote(s)		
Description: Lesso	n created by SoftChalk	Share	
Subject(s): All		✓ Customize	
Grade Level(s): All			
Keyword(s): Conte	rence Calls, Responsibilities of the Coaches, Textbooks	Hyperlink (Permalink)	
Views: 11		https://softchalkcloud.com/lesson/serve	/dWe
Downloads: 4		Launch in new window	
Copied: 4			
		LTI Link (Permalink)	
		https://www.softchalkcloud.com/scorece	nter,
		Embed	
		<pre><iframe frameborder="0" height="600px" marginwidth="0" src="https://softchalkcloud.&lt; /lesson/serve/dWoKXwq2fEBV4M /html" width="800px"></iframe></pre>	com

- 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

WEB LINK INFORMATION				
<mark>米</mark> Name	Name of Lesson			
Ӿ URL	Jd.com/scorecenter/lti/dWoKXwq2fEBV4M			
	For example, http://www.myschool.edu/			
	□ This link is to a Tool Provider. What's a Tool Provider?			

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

WEB LINK INFORM	ATION	
× Name	Name of Lesson	
* URL /d.com/scorecenter/lti/dWoKXwq2fEBV4M		fEBV4M
	For example, http://www.myso	hool.edu/
This link is to a Tool Provider. What's a Tool Provider?		r. What's a Tool Provider?
Enable Evaluation 💽 Yes 🕞 No		
	To set additional evaluation options, use the Column settings in the Grade Center	
	🔆 Points Possible	20
	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

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