



SoftChalk™ Create 11 Guide

Updated May 15, 2019

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Introduction

Overview

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

<https://softchalk.atlassian.net/wiki/download/attachments/129532299/createguide.pdf?api=v2>

Welcome to our award-winning content authoring software that lets you create engaging lessons and learning objects quickly and easily. You can style your lesson for a professional look. You can add many activities and quizzes that promote active learning. (For more details, see the sections [QuizPoppers](#), [Quiz Groups](#) and [Activities](#).) Our software, which runs on both Windows and Macintosh computers, comes in both a Cloud version and a Desktop version (see the section [Cloud Version and Desktop Version](#)). Your students can view your lesson in a web browser (Chrome, Internet Explorer, Firefox, Edge or Safari) on standard computers and mobile devices.

Quick Links

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

Use Content from SoftChalk Cloud, PowerPoint, Word or Other Sources

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

You can search for content:

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

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

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

System Specifications

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

<https://softchalk.com/products/system-specifications>

Links to Learning Management System Guides

If you are using a learning management system at your institution, be sure to view the specific guide for your learning management system. See the section [Learning Management System \(LMS\) Guides](#).

Student Guide to SoftChalk Lessons

We encourage you to have your students review our [Student Guide to SoftChalk Lessons](https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2), which includes a troubleshooting section.

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

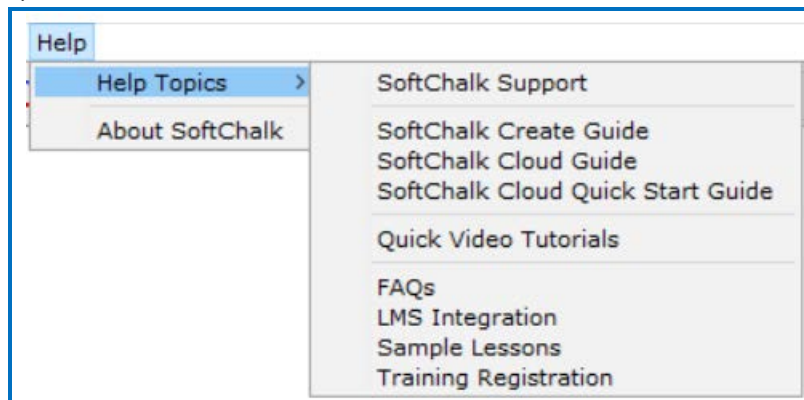
<https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2>

Purchase SoftChalk Create

If you don't have a license already and would like to purchase SoftChalk Create, please see our website page [Buy Now](#). Please notice that the Cloud version of SoftChalk Create comes as a feature of a SoftChalk Cloud account.

Help Topics and Resources

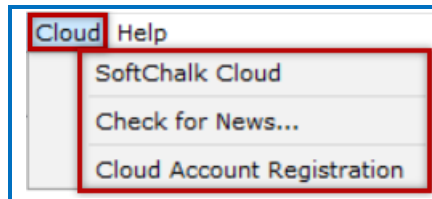
IMPORTANT: The items under Help Topics can be accessed within SoftChalk Create. On your top menu bar choose **Help/Help Topics** (see below).



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

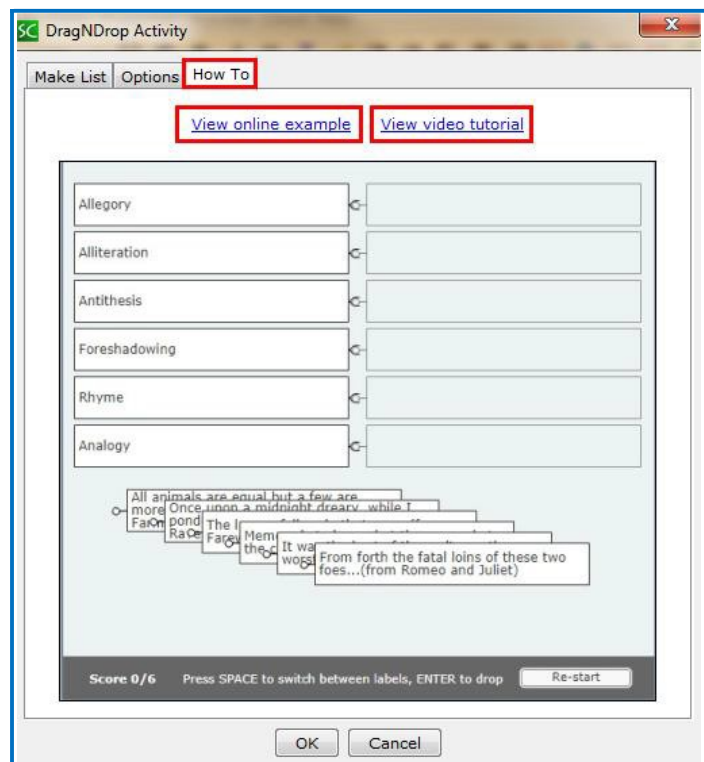
Link to the SoftChalk Cloud Website

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



How To Tab

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



Cloud Version and Desktop Version

Overview

SoftChalk Create comes in both a Cloud version and a Desktop version. (The Desktop version does not include a SoftChalk Cloud account.) There are a few differences between the Cloud version and Desktop version – see the section [Differences between the Cloud Version and the Desktop Version](#).

Many SoftChalk users have migrated from the Desktop version to SoftChalk Cloud. For purchasing information on how to make the transition, please contact sales@softchalk.com. For instructions on how to move your content to SoftChalk Cloud, please see our [Migration to SoftChalk Cloud Guide](#).

If you have never used SoftChalk Create, you can try out a fully functional version of SoftChalk Create by signing up for a 30-day trial SoftChalk Cloud account. See step 1 on this page for instructions on how to sign up for a trial account.

SoftChalk Create – Cloud Version

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

If you are new to SoftChalk Cloud, please see our [SoftChalk Cloud Quick Start Guide](#).

1. Create a SoftChalk Cloud account (or trial account) on the [SoftChalk Cloud](#) website. Click the **Join Now** button in the upper right-hand corner on the [SoftChalk Cloud](#) website. Select the Account Type – **Purchase Now or I have an activation key**. For a 30-day Free Trial, click on the Register for a Free 30-Day trial for SoftChalk Cloud link to fill out the form. You will receive an activation key via email.
2. Log into your account by going to [SoftChalk Cloud](#).
3. Click the **Login** link at the top right.
4. To use SoftChalk Create, select **My Content / Create Content**.
5. You will see a download screen to install SoftChalk Create.
6. For more details on installing SoftChalk Create, see the section **SoftChalk Create – Develop eLearning Content** in the [SoftChalk Cloud Guide](#).

7. Once you have launched SoftChalk Create, you can begin making lessons. See the section [Getting Started](#). If you want to make quick text edits to your lesson, see the section [SoftChalk Create Online](#).
8. If you have a trial SoftChalk Cloud account initially and you then purchase a subscription SoftChalk Cloud account, you don't have to create a new account. You can **subscribe** from your trial account (see the section [SoftChalk Cloud Account](#)).

SoftChalk Create Online

A new feature within your SoftChalk Cloud account allows you to make quick text edits to your lesson using Create Online. There are two ways to access Create Online within your SoftChalk Cloud account. Log into your [SoftChalk Cloud](#) account and choose **My Content/Lessons**.

- Click the pencil icon next to the name of your lesson.
- Or click the name of your lesson. Scroll down to the **Lesson Actions** area, select **Edit Lesson** and select **Edit in Create Online**.

For additional details on Create Online, see the **Create Online** section in the [SoftChalk Cloud Guide](#).

Differences between the Cloud Version and the Desktop Version

As mentioned previously, the Cloud version of SoftChalk Create is one of the features available with a SoftChalk Cloud account.

Besides the Create program, there are other valuable features available with a SoftChalk Cloud account (see the section [SoftChalk Cloud](#)).

Description	Cloud	Desktop
Availability	Available whenever you log into your SoftChalk Cloud account on any computer. Choose My Content/Create Content Available on unlimited computers.	Available only on the desktop computer where you have SoftChalk Create installed. You can install SoftChalk Create on three computers that YOU use.
Collaborate on Content	Easily collaborate with other SoftChalk Cloud users on content	Collaboration must be managed carefully

Description	Cloud	Desktop
Versions of Your Content	Select and edit previous versions of your content. (Individual Cloud License Account holders are not eligible)	No automatic versioning of your content.
Collect Scores in a Learning Management System	For each SoftChalk lesson you save in the Cloud, there is a hyperlink and an LTI link for the lesson. Using the LTI link in a learning management system, you can collect student scores in the learning management system gradebook. For details, see the section Learning Management Systems (LMS) Guides .	You can package your lesson as SCORM for some learning management systems.
Update Content	You can use the same lesson link in multiple courses so updating content is easy. Just update the lesson once in the Cloud.	You have to re-package and upload your content to each course in your learning management system.
Re-use Your Content	Save activities and quiz groups to the My Content/My Learning area of your SoftChalk Cloud account.	Save activities and quiz groups to the Library . By default, the Library is on your local computer. (If you use SoftChalk Create on a different computer and wanted to re-use content, you would need to import Library items to that computer.)
Library	Not available (see the above information on the My Content/Learning Objects area of your SoftChalk Cloud account)	Available
Work offline	Create lessons offline. You can save your lessons to your local computer or save them to SoftChalk Cloud .	Create lessons offline

Description	Cloud	Desktop
Package executable lessons	Not available but you can save lessons to your SoftChalk Cloud account and give the hyperlink to your students. Updating is much simpler than using executable lessons.	Available
Subscription	One year subscription	Subscription

SoftChalk Create New Features and Enhancements

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

IMPORTANT: If you open and save a SoftChalk Create 10 lesson in SoftChalk Create 11, you need to keep using SoftChalk Create 11.

New Features	Description
Three New Lesson Layouts	<p>Choose from three new layouts for your lessons:</p> <ol style="list-style-type: none">1. Horizontal – Designed to update the ‘look and feel’ of your lessons with these new features: Customizable banner at the top of the page, streamlined navigation, Nav bar display on upward scroll makes navigating easy from anywhere in the page.2. Vertical – Designed to maximize the lesson page area devoted to content by offering: elimination of the banner at the top of the page, customizable sidebar includes both a title area and footer area, and previous page navigation displayed on upward scroll allows more room for display of content on the page.3. Classic – Designed for those who like the classic look and feel for their SoftChalk lessons, this style retains many of the classic features, but updates your lesson with streamlined navigation, and support for longer names for pages in the navigation bar.

<p>New lesson features available in all lesson layouts</p>	<ul style="list-style-type: none"> • New overview page replaces old table of contents page • Support for more than 25 new font choices and new default fonts style text and headings in lessons • Support for additional heading styles (H4, H5, H6) • New page designs that provide more whitespace on the page • New color options for page designs with higher color contrast for better readability and accessibility • Updated Tooltips to Tooltips with more modern and responsive design • QuizPoppers and QuizGroups have been updated to a more modern and responsive design • Tables have been updated to a more modern and responsive design • New option to add captions to images • New sidebar options include: <ul style="list-style-type: none"> ○ Sidebar visibility open/close options ○ Table of Contents within sidebar with show/hide options ○ Customize sidebar width ○ New styling ○ Customizable panels replace stock options ○ More control over heading and content display
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More Responsive Features	<ul style="list-style-type: none"> • Lesson page content responds to the device screen size, platform and orientation • Built in to every lesson so content author doesn't have to do anything to ensure responsive lesson content
More Accessibility Features	<ul style="list-style-type: none"> • Visible "Skip Navigation" feature • Simplified Table of Contents (TOC) • Improved accessibility for TOC elements • Improved and corrected page landmarks and ARIA tagging • Changed the illogical tab order of the page • Enhanced the visual focus indication • Alt Tags added for Logo images • Banner and Sidebar heading structure corrected • Improved contrast for text and background color combinations for styles

Getting Started

Start SoftChalk Create

If you are new to SoftChalk Cloud (i.e. you have a SoftChalk Cloud account), please see our [SoftChalk Cloud Quick Start Guide](#). You can start SoftChalk Create by logging into your SoftChalk Cloud account and selecting My Content / Create Content. Please see the steps in the SoftChalk Cloud Quick Start Guide for details.

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


For details on these two versions, see the previous section [Cloud Version and Desktop Version](#).

Create a New Lesson

As mentioned above, if you have a SoftChalk Cloud account, you may want to start with our [SoftChalk Cloud Quick Start Guide](#). When you start SoftChalk Create, you are automatically on a new, untitled lesson (or you may need to select **File/New** if you have just downloaded the program). You can type in this main editing window or copy and paste text and images from your word processor or other programs.

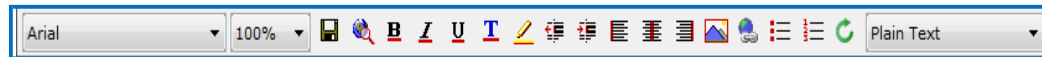
If you want to incorporate your existing content into a SoftChalk Create lesson, see the section [Use Content from SoftChalk Cloud, PowerPoint, Word or Other Sources](#).

Top Menu



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



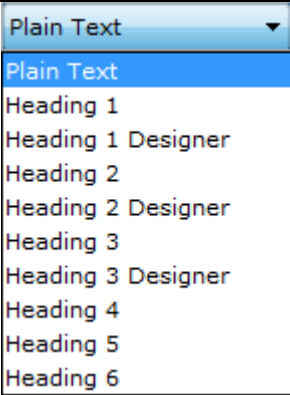
Toolbar



Notice the toolbar under the top menu with the standard word processing functions such as:

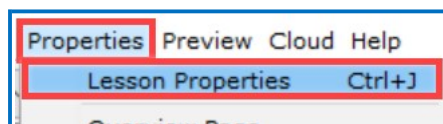
- Changing the font and font size
- Bold, italics, underline, text color and highlight color
- Text indentation and alignment
- Bullets and Numbering

It also has the following items:

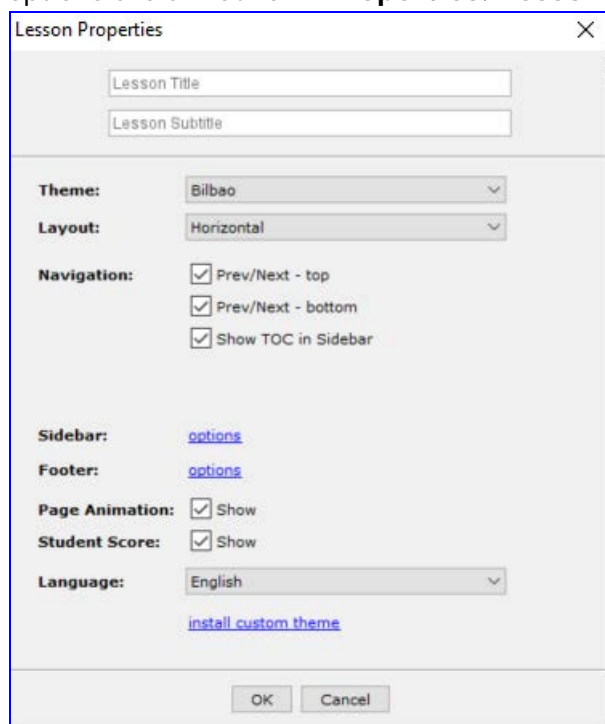
	Insert or Modify an Image – brings up the insert image menu
	Insert or Modify a Hyperlink – brings up the insert hyperlink menu
	Headings – apply headings, which will be used for navigating sections in a page. For details, see the section Apply a Theme and Layout to a Lesson. (You can't use headings for Tooltips, QuizPoppers, Activities, Hyperlinks or Media.)

Apply a Theme and Layout to a Lesson

A lesson's [Theme](#) determines the color and cosmetic appearance of a lesson in the student's browser. The lesson's [Layout](#) determines the arrangement of the lesson's [Pages](#), [Navigation](#) elements and [Footer Options](#) as well as the available [Sidebar](#) and [Overview Page](#) options.



These options are all found in **Properties/Lesson Properties** on the toolbar.

The image shows a 'Lesson Properties' dialog box with a close button (X) in the top right corner. It contains several input fields and checkboxes. At the top are 'Lesson Title' and 'Lesson Subtitle' text boxes. Below these are 'Theme:' (set to 'Bilbao') and 'Layout:' (set to 'Horizontal') dropdown menus. The 'Navigation:' section has three checked checkboxes: 'Prev/Next - top', 'Prev/Next - bottom', and 'Show TOC in Sidebar'. The 'Sidebar:' and 'Footer:' sections each have a blue 'options' link. The 'Page Animation:' and 'Student Score:' sections each have a checked 'Show' checkbox. The 'Language:' dropdown is set to 'English'. At the bottom is a blue 'install custom theme' link and 'OK' and 'Cancel' buttons.

On the Lesson Properties panel, you can enter a Lesson Title and Lesson Subtitle which will be displayed in the banner of the lesson when it is accessed by a student. You can also choose the default language that the lesson instructions and navigation will be presented in. You can choose to disable the Student Score from appearing as well as toggle the Page Animation.

Theme

There are 15 default Themes available in SoftChalk Create 11. Select the Theme that you would like from the dropdown menu.

If you convert an existing lesson from SoftChalk Create 10 then it will automatically create a new Custom Theme and add it to the dropdown list.

If you have a custom theme file that you've received directly from SoftChalk, you can use the 'install custom theme' option at the bottom to import that file.

Layout

There are 3 Layout options available in Create 11. The lesson's Layout and its associated options determine in large part the overall experience of a student when they access a SoftChalk lesson.

- The [Horizontal](#) layout is recommended for content that you intend to be viewed from a desktop computer or other device that uses a similar horizontal aligned screen.
- The [Vertical](#) layout is intended for content that you intend to be viewed from a mobile device or other small screen where a minimalist interface is beneficial.
- The [Classic](#) layout is intended to most closely match the appearance of content built using earlier versions of SoftChalk Create.

Horizontal



The Horizontal Layout includes a header banner that displays the Lesson Title/Subtitle. The lesson navigation and score also display in a horizontal banner across the page. The icon to display or collapse the Lesson Sidebar will also appear on the navigation banner. The previous and next page links show centered, at the bottom of the page. Finally, there is a footer banner at the bottom of the lesson which will contain the lesson's copyright and other information, along with the print all link.

Vertical

The screenshot shows a vertical lesson layout. On the left, there is a cartoon titled "WHEN ENGLISH TEACHERS SNAP." with a speech bubble saying "SORRY, MA'AM, BUT BAD GRAMMAR IS NO EXCUSE FOR VANDALISM." and a sign that says "DO YOU HAVE ANY ~~G~~OT MILK?". Below the cartoon is a reprinted credit from The Funny Times. To the right of the cartoon is the section title "Origins" and a paragraph of text about the history of linguistics, mentioning the Rosetta Stone, European scholars, the Grimm Brothers, and Sanskrit. Further right is a sidebar titled "What Is Linguistics?" with a "Score: 0 of 89" and a "Listen" button. Below this is a "Contents" section with a list of topics: OVERVIEW, ORIGINS, LINGUISTICS, PHONETICS, MORPHOLOGY, SYNTAX, and SEMANTICS. At the bottom of the sidebar is a section titled "Linguistics in Popular Culture" with a link to "The Linguistics of 'YouTube Voice'". The main content area has a purple header "Lecture: Introduction to Linguistics" and a large image of a human head in profile with the word "Introduction" written across it.

The Vertical Layout eliminates the banners from the overall lesson display. Instead, the Lesson Title/Subtitle and Footer information will be displayed in the lesson's Sidebar. The lesson score, table of contents and the sidebar content itself will also be placed into the Sidebar. There are buttons at the top and bottom of the lesson that let a student proceed to the next page or return to a previous one. When the Sidebar is collapsed, this lesson Layout can present information to student users clearly without any obstructing menus or navigation preventing them from seeing the lesson's content.

This screenshot is identical to the one above, showing a vertical lesson layout for "Origins". It includes a cartoon about bad grammar, a paragraph on the history of linguistics, a sidebar with a score of 0/89, a table of contents, and a main content area with a purple header and a large image of a human head with the word "Introduction" written across it.

Classic

What Is Linguistics?
A Brief Introduction

Overview ORIGINS LINGUISTS PHONETICS MORPHOLOGY SYNTAX SEMANTICS Score: 0 of 80

Origins

Linguistics is the systematic and scientific study of human language. Its origins go back to the study of classical authors and languages in the Renaissance and into the early 19th century. The *Rosetta Stone*, discovered at the end of the 18th century, contained an ancient bilingual text which provided the key to understanding Egyptian hieroglyphics and generated a good deal of interest in ancient languages. European scholars in particular were influential in the early study of languages. The Grimm Brothers in Germany were interested not only in origins of fairy tales but also of languages. German linguists in the 19th century led the way in the study of languages such as *Sanskrit*.

Contents

- OVERVIEW
- ORIGINS
- LINGUISTS
- PHONETICS
- MORPHOLOGY
- SYNTAX
- SEMANTICS

Linguistics in Popular Culture

[The Linguistics of "YouTube Voice"](#)

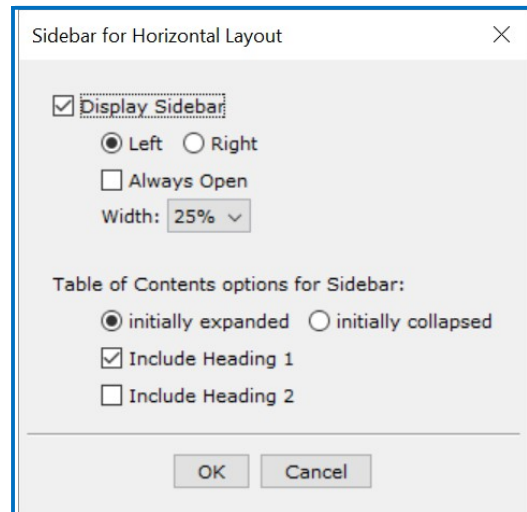
Read about the 'attention-grabbing'

This Layout option is designed to most closely resemble the appearance options available for content built in SoftChalk Create using the old Lesson Style and ThemeBuilder choices. The Classic Layout has the additional options of enabling a table of content from the dropdown on the header banner. It also allows you to enable Page Numbers or Names to display across the header banner. The arrangement of the other lesson elements closely matches the Horizontal Layout.

Navigation

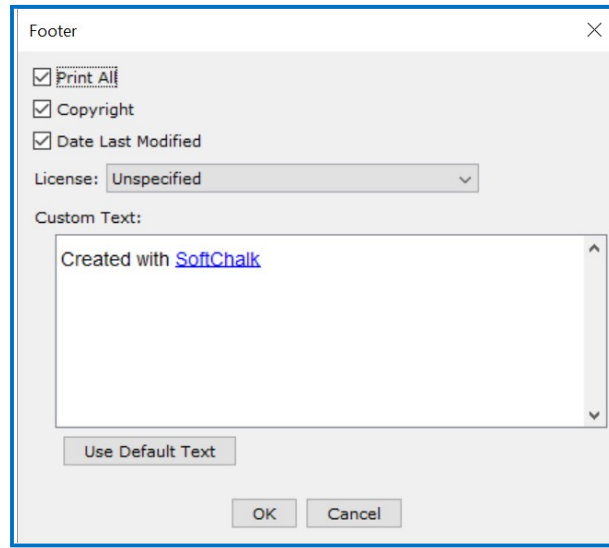
These options control what is available in the lesson to allow students to proceed from page to page. You can individually control whether the top or bottom navigation links are displayed and choose to display the table of contents in the Sidebar. If you have a Classic Theme applied, you can additionally choose to display lesson information in the header banner, as well as choose to show a table of contents from the header banner dropdown.

Sidebar Options



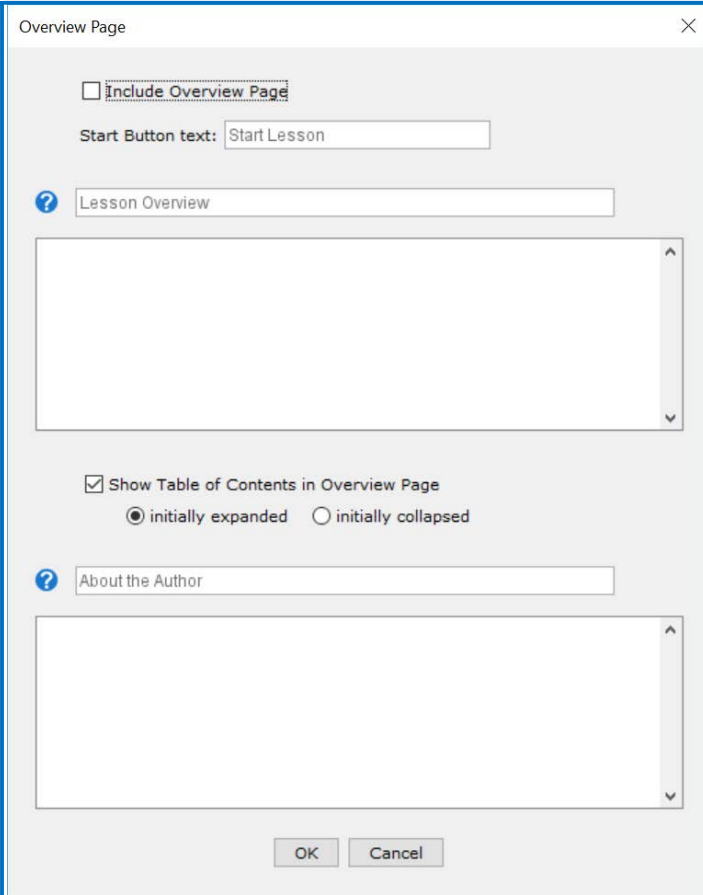
You can choose to disable the lesson Sidebar from this menu. You can also choose the default appearance of the Sidebar when the lesson is first loaded, whether the Sidebar will display expanded or collapsed. You can adjust the width of the sidebar from the dropdown menu. As well, if you have enabled the option to display a table of contents in the Sidebar you can adjust additional options, such as included Heading Levels and initial appearance when loaded, from this menu.

Footer Options



You can adjust the Copyright, as well as disable the Print All and Date Last Modified information from the lesson's footer using this menu. Additionally, you can include Custom Text in your footer that will display under the Copyright and Date Last Modified.

Overview Page

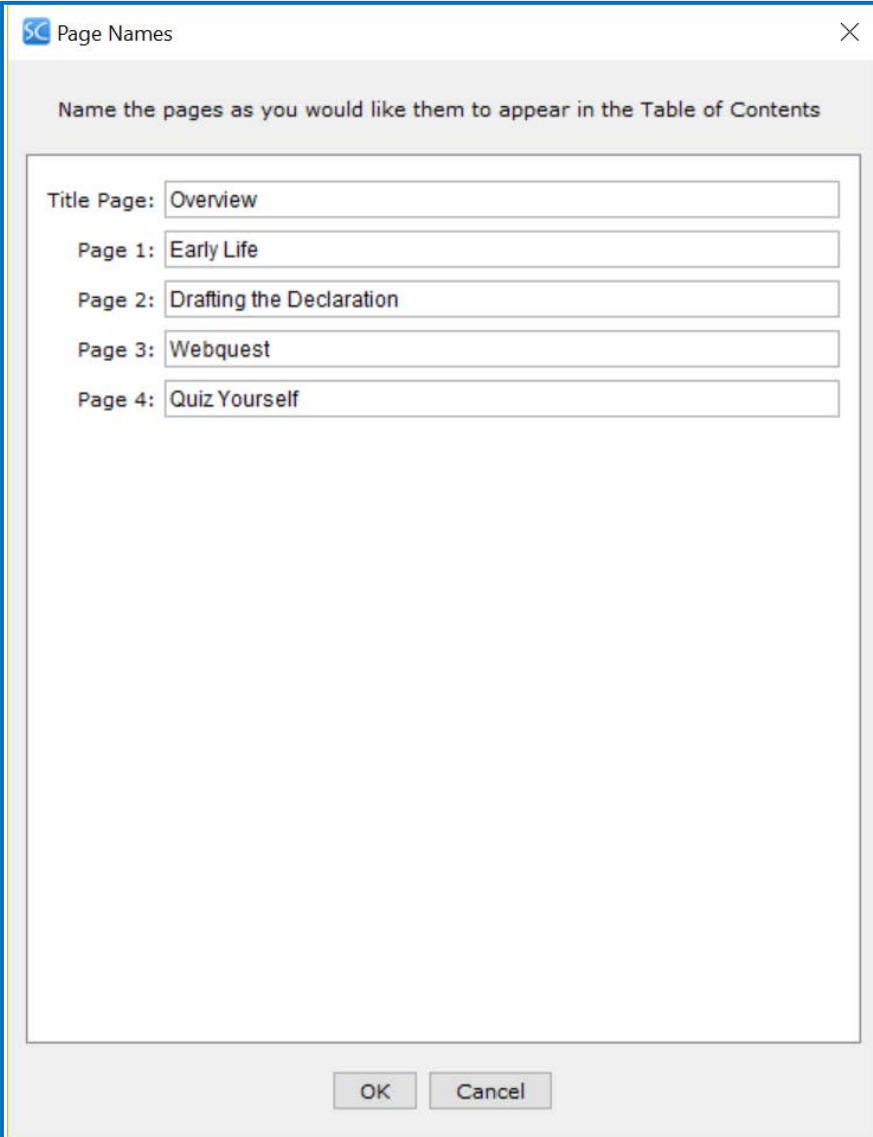


The screenshot shows a dialog box titled "Overview Page" with a close button (X) in the top right corner. Inside the dialog, there is a checkbox labeled "Include Overview Page" which is currently unchecked. Below this is a text field labeled "Start Button text:" containing the text "Start Lesson". Further down is a section with a blue question mark icon and a text field containing "Lesson Overview", followed by a large empty text area with a vertical scrollbar. Below this is a checked checkbox labeled "Show Table of Contents in Overview Page", with two radio button options: "initially expanded" (selected) and "initially collapsed". This is followed by another section with a blue question mark icon and a text field containing "About the Author", followed by another large empty text area with a vertical scrollbar. At the bottom of the dialog are "OK" and "Cancel" buttons.

The Overview Page, when enabled, will be the first thing that a student encounters when they access your content from a weblink. At the top of the menu is the option to enable or disable the Overview Page for a lesson. Once enabled, you can enter custom text for the button that will take students to your lesson content or leave it on the 'Start Lesson' default text.

The two free edit panels correspond to the 'Lesson Overview' and 'About the Author' Heading fields. You can enter the text that will proceed whatever content that you choose to display in these two panels. The panel's themselves can include nearly any content that can be added to a SoftChalk lesson. You cannot add scored or non-scored interactives to the Overview Page, but you can include a variety of multimedia; video, HTML5 widgets, streaming video or audio as well as simple plain text and images. The Panels will display above and below the table of contents that is generated automatically for the lesson.

Page Names



SC Page Names

Name the pages as you would like them to appear in the Table of Contents

Title Page: Overview

Page 1: Early Life

Page 2: Drafting the Declaration

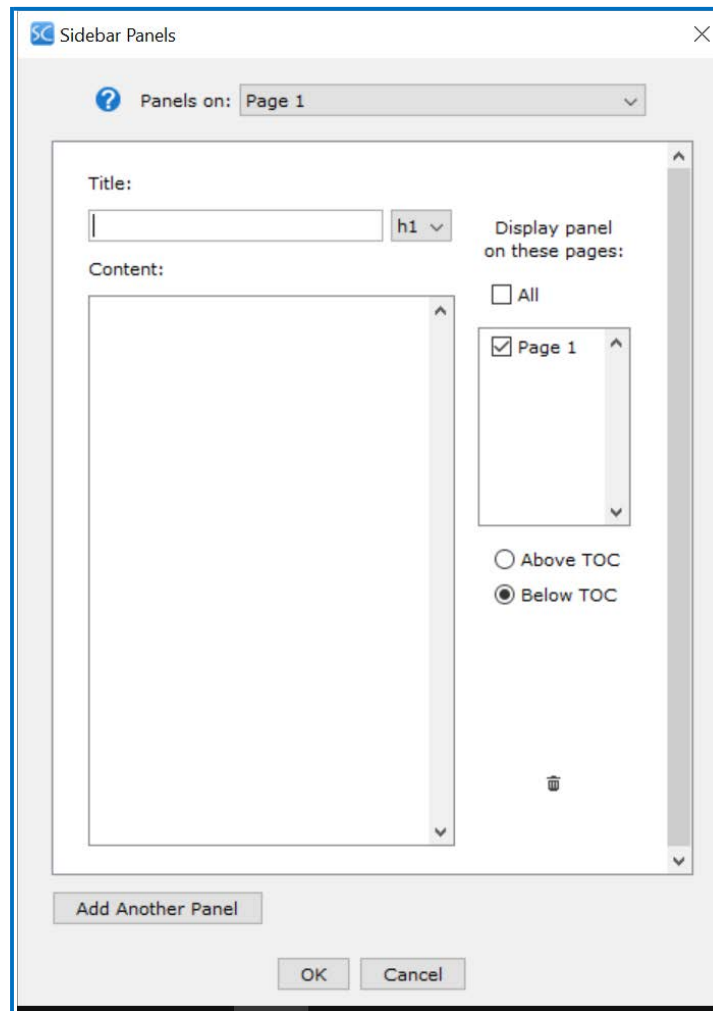
Page 3: Webquest

Page 4: Quiz Yourself

OK Cancel

By default, your lesson's pages will be numbered starting from Page 1. The Overview Page, if enabled, will not be counted and will instead show as the 'Title Page'. From this screen, you can customize the specific Pages with names, which will replace the numbered references throughout the other Navigation elements.

Sidebar Panels



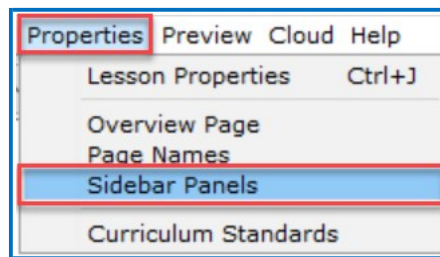
If you choose to enable a Sidebar for your lesson, you can make further adjustments to the Sidebar contents from this menu.

Each page of your lesson can contain individualized Sidebar Panels alongside the information that you've chosen to display in the Sidebar across all pages of the lesson, such as the lesson's table of contents or other Navigation elements. You can also choose to create and apply content to a single Sidebar Panel and then choose to display that content across all pages of the lesson.

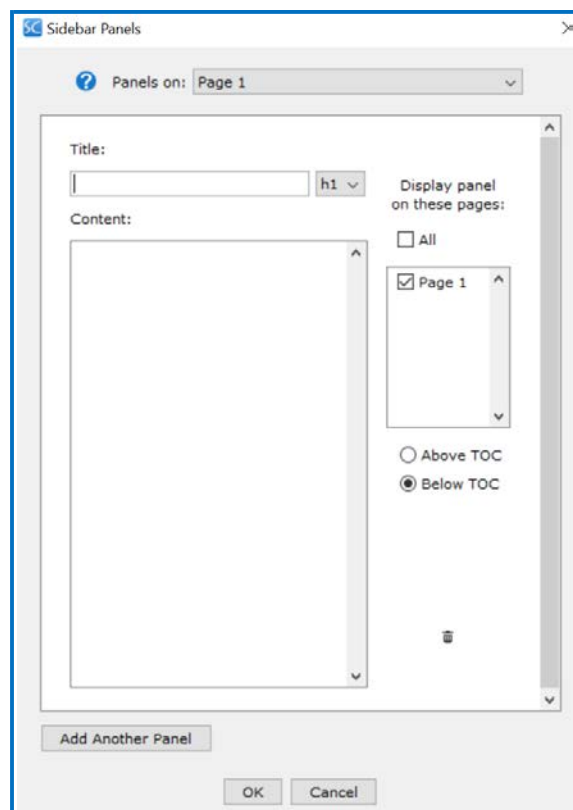
At the top of the interface you can select the page of the lesson which will display the specific Sidebar Panel which you are editing. On the Right of the menu, you can choose to display the Panel on all or only some of the pages of your lesson. You can choose where to display the content in relation to the table of contents if it is also displayed in the sidebar. Finally, you can create additional panels to separate out content within the same sidebar by clicking the Add Another Panel button at the bottom of the menu.

Create a Sidebar

1. Choose **Properties/Sidebar Panels** (see below).



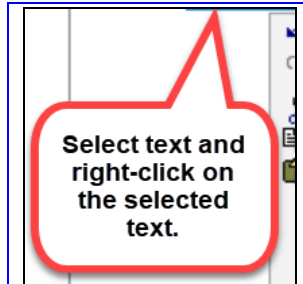
2. Type or paste text into the white box. Right-click to add images, media, widgets, insert hyperlink or format text.



3. Select pages this Sidebar should appear. Click the box next to **All** to show this Sidebar on all pages of your lesson.
4. Choose the position of the Sidebar, either Above TOC or Below TOC.
5. Click **Add Another Panel** to add more panels to your Sidebar.
6. Click **OK**.

Add a Hyperlink

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



Insert an Image or Widget into a Sidebar

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

Put the Sidebar on All Pages

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

Remove the Sidebar from All Pages

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

Put the Sidebar on a Specific Page

1. Choose **Properties/Sidebars** and select a sidebar.
2. Select a page from the **For Page** dropdown menu.
3. Type or paste text into the white box.
4. Click **OK** to return to your main editing window.

Modify the Sidebar for a Specific Page

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

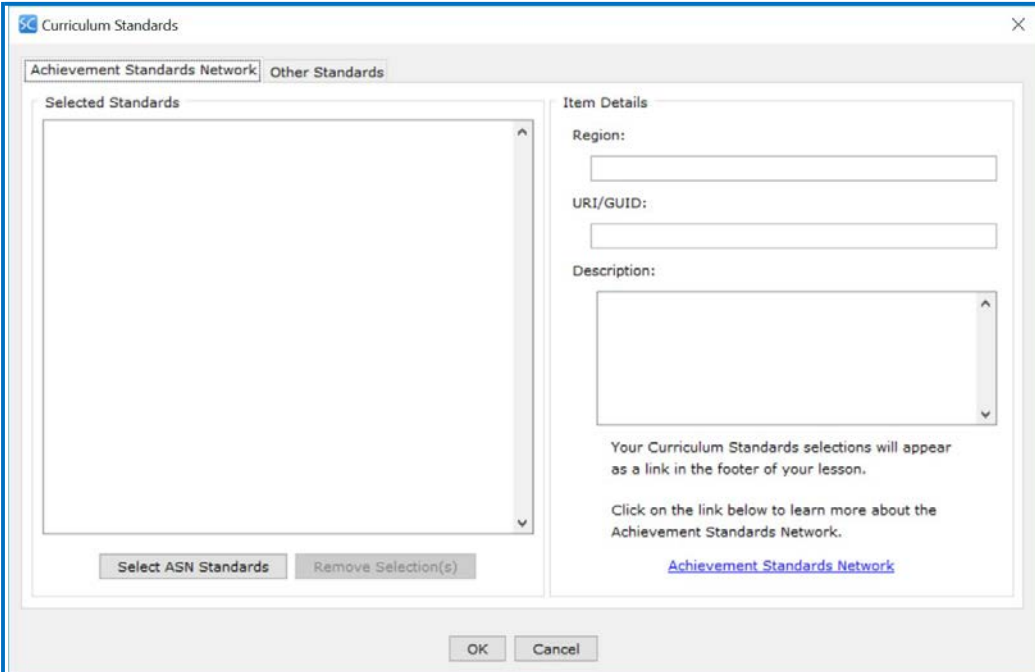
How Removing a Page Break Affects Sidebars

IMPORTANT: Let's say you have a lesson with three pages and a Learn More sidebar with different content for each page. If you remove the page break between page two and page three, you have a two-page lesson. SoftChalk Create keeps the sidebar content for pages one and two and deletes the sidebar content that was on page three.

Copy Information from One Sidebar to Another

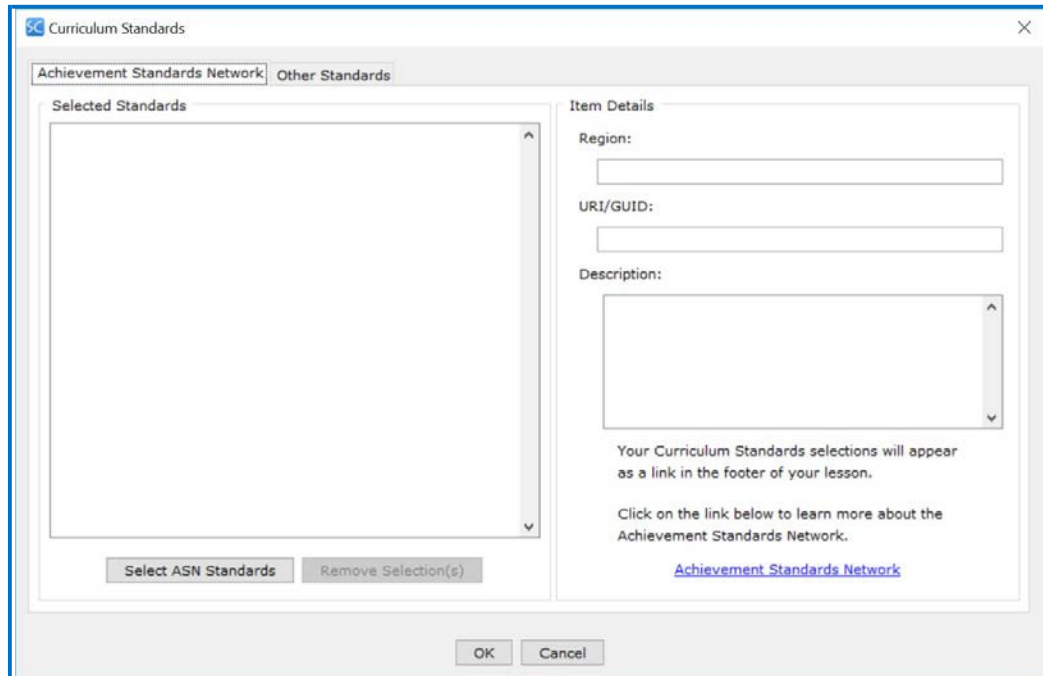
You can copy text from one sidebar to another and retain the formatting and hyperlinks.

Curriculum Standards



The screenshot shows a dialog box titled "Curriculum Standards" with a close button (X) in the top right corner. It has two tabs: "Achievement Standards Network" (selected) and "Other Standards". The "Selected Standards" area is a large empty box. Below it are two buttons: "Select ASN Standards" and "Remove Selection(s)". To the right is the "Item Details" section with three input fields: "Region:", "URI/GUID:", and "Description:". Below these fields is a text box containing the message: "Your Curriculum Standards selections will appear as a link in the footer of your lesson." followed by "Click on the link below to learn more about the Achievement Standards Network." and a blue hyperlink "Achievement Standards Network". At the bottom of the dialog are "OK" and "Cancel" buttons.

If your lesson requires a particular set of Curriculum Standard to be applied, you can specify those from this menu. If your lesson requires a specific Achievement Standards Network standard to be applied to it, you can use the Select ASN Standards interface to browse the available standards from their listing. If you have a specific custom Standard that you need to apply, you can do so from the Other Standards tab.



Save a Lesson

Save To SoftChalk Cloud

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

1. Choose **File/Save To SoftChalk Cloud**. (If you have the Desktop version of SoftChalk and want to use this feature, you will need to enter your SoftChalk account information under **File/Manage Publish Accounts**. See the section [Manage Publish Accounts](#).)
2. At the left, enter an **Item Name**. (Do NOT enter a % sign.)
3. At the right, select a folder in which to save your lesson.
4. At the left, Click **Save**. If your **Save** button is disabled, you need to select a folder at the right. Notice that you have three privacy options – **Public**, **Personal** and **No Access**. For details on these options, see the section [Privacy Options](#).
5. You can keep making changes and choose **File/Save To SoftChalk Cloud**. At the right, your lesson should be selected. Click **Save**. You'll be asked to replace your lesson; click **OK**.

For details on your storage allotment, see the FAQ [What is the storage space allotted to SoftChalk Cloud users?](#)

Save a Local Lesson

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

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

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

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

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

Auto-Recovery

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

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

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

Preview a Lesson

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



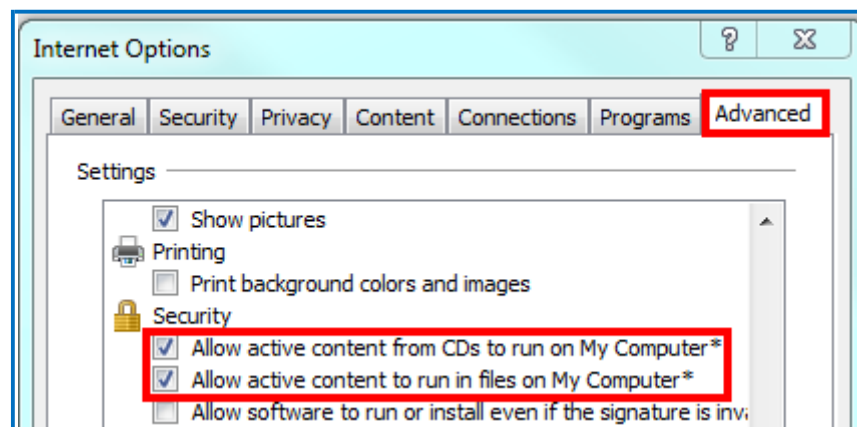
IMPORTANT: When you preview your lesson in **Internet Explorer** on your local computer, you may get a message in your information bar at the top that it is **restricting scripts and Active X controls**. (This message won't occur when looking at the lesson on a web server or within a Learning Management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

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

In Internet Explorer: Change Setting for Active Content

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

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



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

Open a Lesson

Open From SoftChalk Cloud

Start SoftChalk Create (see the section [Start SoftChalk Create](#)). To open a lesson from SoftChalk Cloud, choose **File/Open from SoftChalk Cloud**. Select the lesson you want to open and choose **Open**.

(If you log into your SoftChalk Cloud account, you can select **My Content/Lessons** and click on the name of your lesson. Scroll down to the **Lesson Actions** area and select **Edit Lesson**.)

If you have the Desktop version of SoftChalk Create and want to use this feature, you will need to enter your SoftChalk account information under **File/Manage Publish Accounts**. See the section [Manage Publish Accounts](#).

Open a Local Lesson

Open

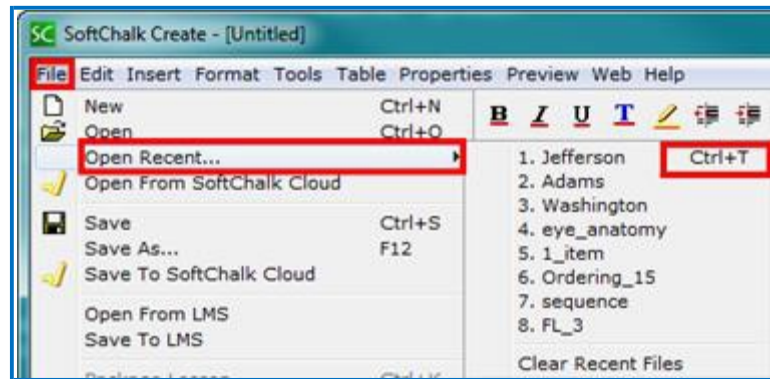
Start SoftChalk Create (see the section [Start SoftChalk Create](#)). Choose **File/Open**. Locate your lesson folder and double-click on it. Double-click on any .html file to open your lesson.

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

Open Recent

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

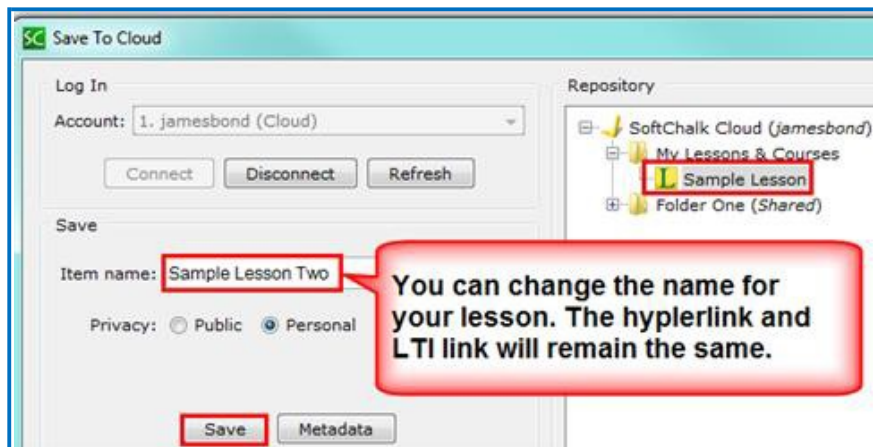
Notice that for your most recent lesson, you can use **Ctrl+T**.



Replace or Rename a Lesson in SoftChalk Cloud

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

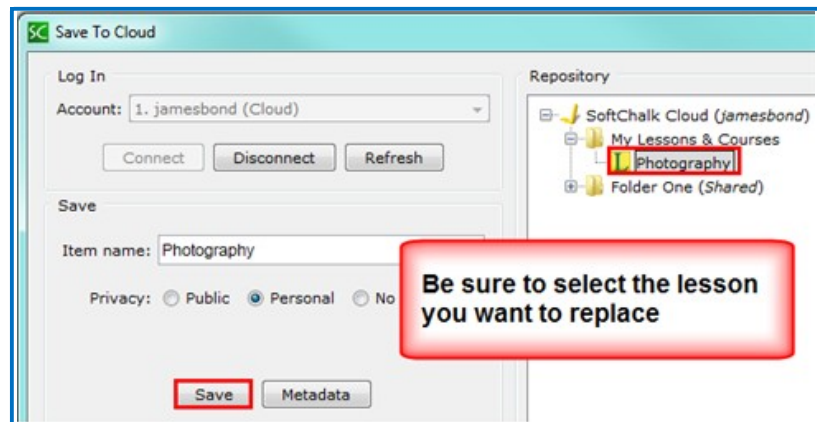
You can change the item name for a lesson and the hyperlink and LTI link will remain the same (see below).



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

1. Choose **File/Open** or **Open recent**. Locate your lesson folder and double-click on it. Double-click on any .html file to open your lesson.
2. Make your edits and save your changes.
3. Choose **File/Save To SoftChalk Cloud**.

4. **IMPORTANT:** At the right, select the lesson you want to replace. Then click **Save** (see below). Click **OK** at the window asking to replace your item.



Rename a Lesson (Desktop Version)

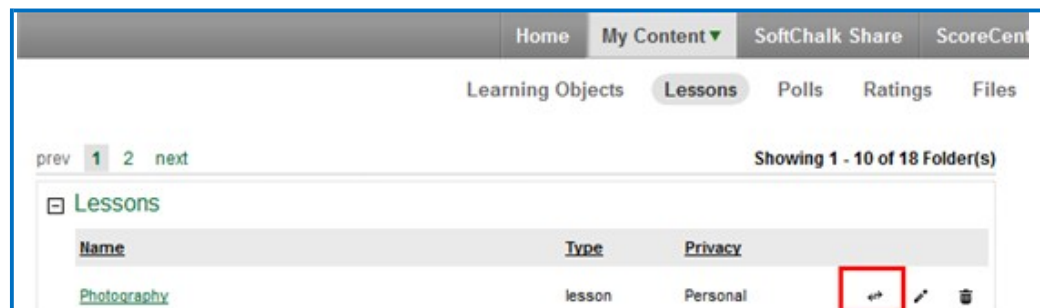
The recommended way to rename a lesson is to open SoftChalk Create and choose **File/Save As** (see the steps below). We don't recommend copying and pasting your folder and renaming it as there may be confusion when using **File/Open Recent**.

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

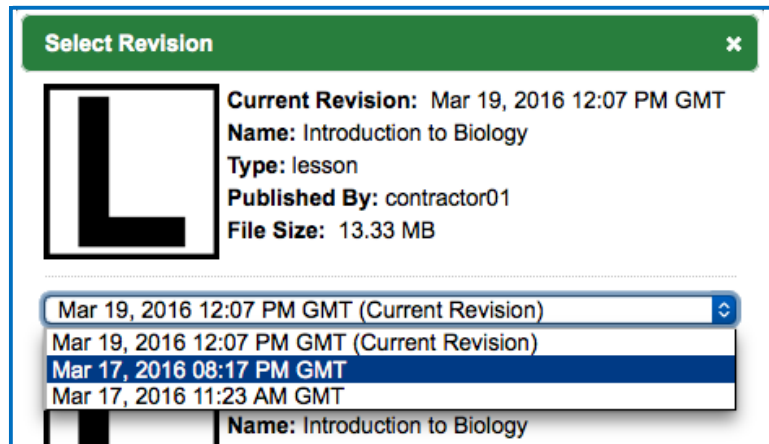
Back Up a Lesson and Select a Previous Revision

Backups in SoftChalk Cloud (Individual Cloud Accounts are not eligible for this feature)

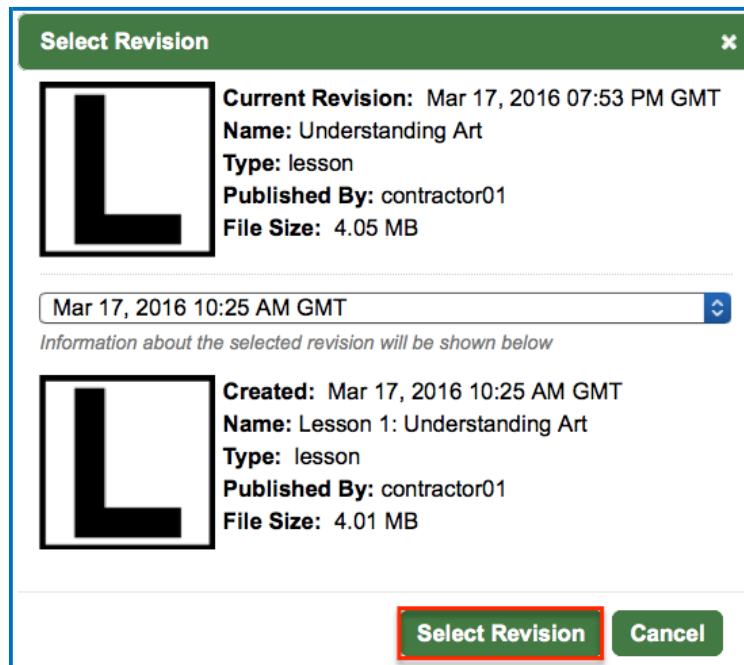
Log into your SoftChalk Cloud account. Select My Content/Lessons. Click the Select Revision icon (see below).



1. Click the dropdown menu to select your revision (see below).



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



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

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

Backups on Your Local Computer

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

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

1. Choose **File/Package Lesson**. For Package Type, select **Standard Zip** and for Track Score Using, select **None**. Click **OK**.
2. You will be asked where you want to save your .zip file.
3. Copy this zip file onto a thumb drive or server.

Manage Publish Accounts

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

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

The Manage Publish Accounts feature is for users who want to publish their content to Blackboard or CourseSites by Blackboard.

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

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

Save to LMS

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

For more details on publishing, see the appropriate guide for your learning management system in the section [Learning Management Systems \(LMS\) Guides](#).

Create a Multi-page Lesson

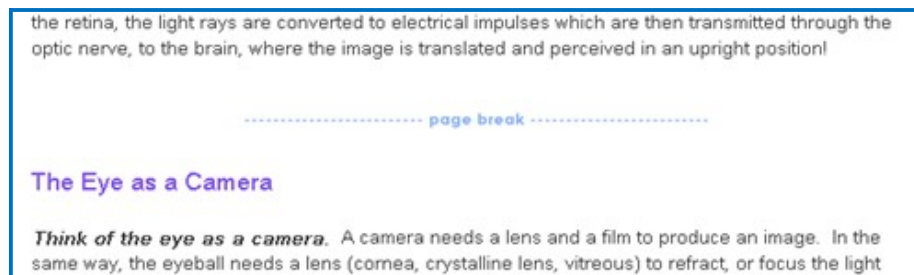
You can type in your main editing window or copy and paste information from your word processor. To create multi-page lessons, you can insert page breaks to create your pages. For details on navigating among your pages in your web browser, see the section [Apply a Theme and Layout to a Lesson](#).

There is no limit per se on the number of pages you can put in a lesson. (The file size limit for the lesson would be determined by any limits you may have on uploading your lesson into a web server or into a Learning Management System.) We have seen 80-page lessons though we don't recommend lessons that large for using in a web browser. ***"Chunking" your information into lessons of pages 5-20 pages would be easier for your students to handle in a web browser.***

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

Insert a Page Break

1. Place your cursor where you want a page to begin.
2. Choose **Insert/Page Break/Insert** (or **Ctrl+Enter**). You can see a blue dotted blue line representing your page break (see below).



Remove a Page Break

1. Right-click on the page break.
2. Choose **Remove Page Break** (see below).



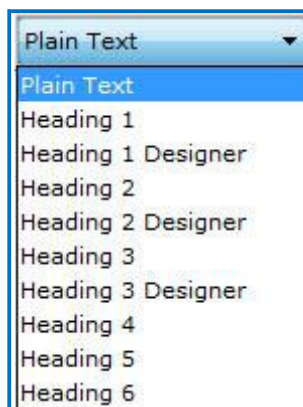
Apply Designer Headings and Callout Boxes

Enhance your lessons by using designer headings and callout boxes. These designer features will match the lesson properties you have chosen for your lesson using the Properties/Lesson Properties options.

Headings also appear in the "Table of Contents" and in the sidebar when the lesson is viewed in the browser, helping students navigate sections of a page. See the [Overview Page](#) and [Sidebar Options](#) for more details.

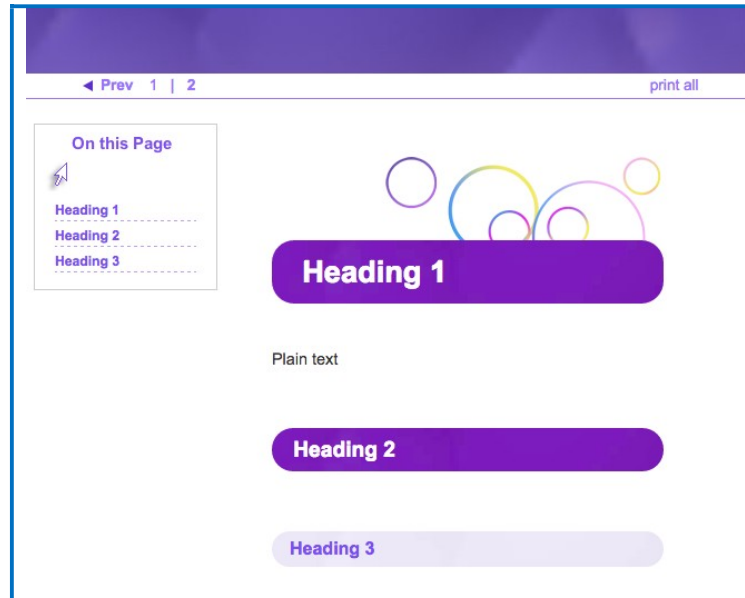
IMPORTANT: If you have a mixture of heading levels (for example, Heading 1 and Heading 2) in your lesson, then you will see indentation in your Table of Contents when you preview your lesson.

To apply a heading, select some text you want to make a heading. Then use the dropdown menu on the toolbar to select a heading style.



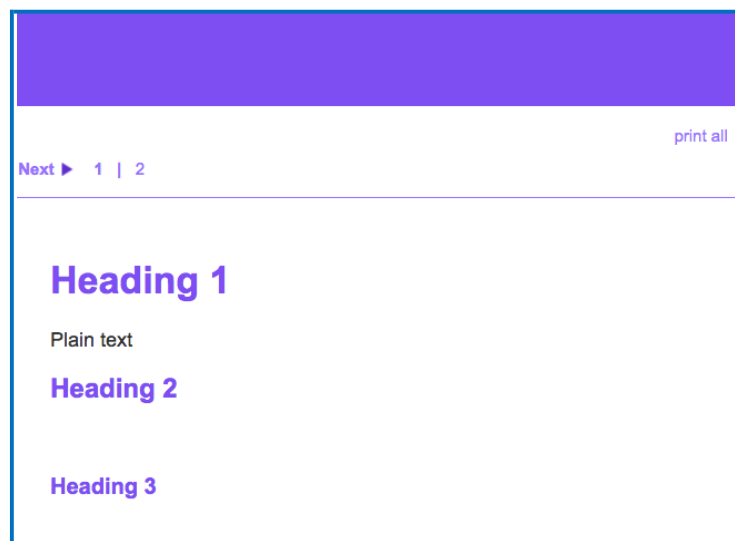
Designer Headings

The designer headings are Heading Designer 1, Heading Designer 2, and Heading Designer 3. These designer headings are colorful headings which add emphasis and navigation on your lesson page.



Original Headings

The original headings are Heading 1, Heading 2, and Heading 3, etc. These headings alter the appearance of the text by changing the font size and color. See the example below showing all three heading styles applied to

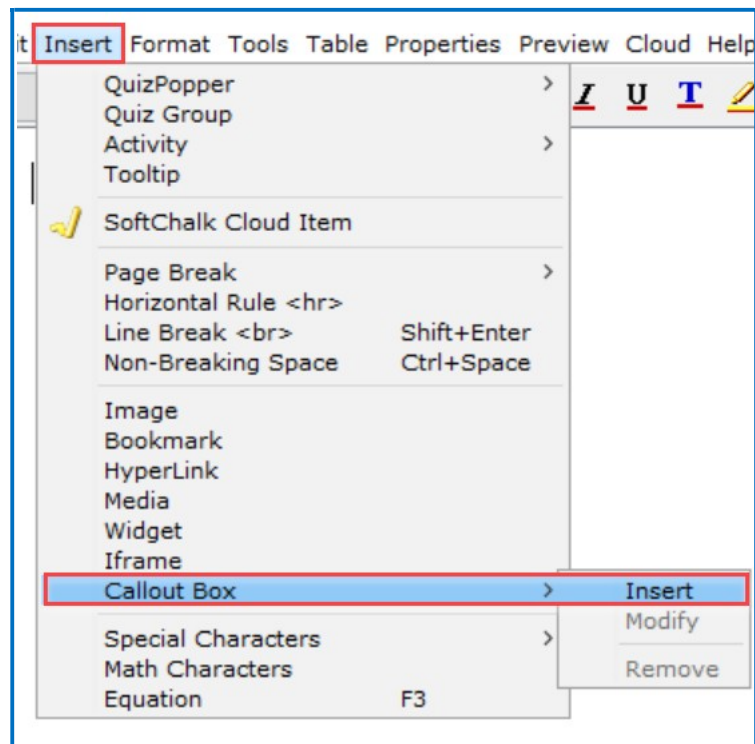


Callout Boxes

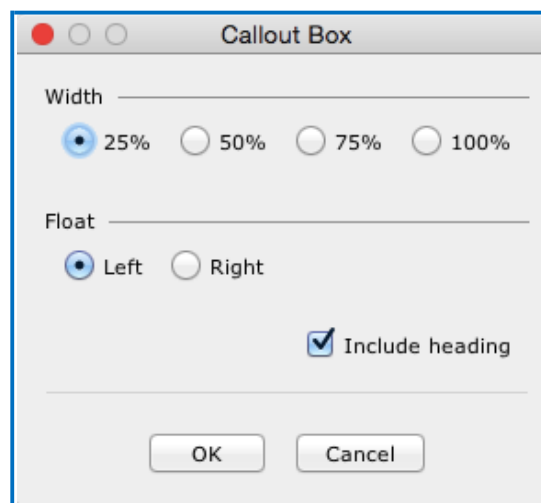
Add callout boxes to your lesson page to enhance the page's appearance and draw attention to specific text.

Insert a Callout Box

1. Click **Insert**, then **Callout Box** and **Insert**.



2. Select the size and float (location in relation to text) for your callout box. Check the **Include Heading** box if you want your callout box to have a header row.



3. Click inside the callout box and then type to enter text. See an example of a callout box below.

Fine and Applied Arts

Not all art is considered Fine Art, some is considered Applied Art. **Fine art** is a term used to describe a piece that is in high esteem based on its aesthetics. **Aesthetics** are applied to determine if a work is considered "Fine Art."

Fine Art

Work of art that is held in high esteem based on its aesthetics.

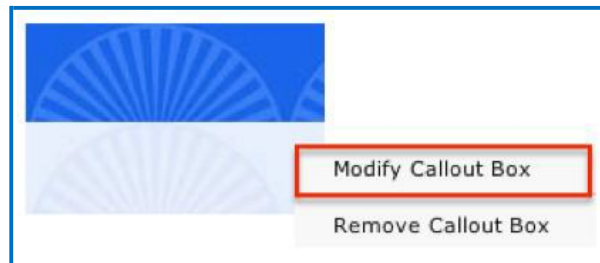
Aesthetics is the belief that art exists for beauty and that the pursuit of beauty is the most important goal in the creation of art. **Applied Arts** are works created by a person with acquired skills. Often applied art has a purpose or usage. The purpose can, however, just be decoration as well.

Applied Arts

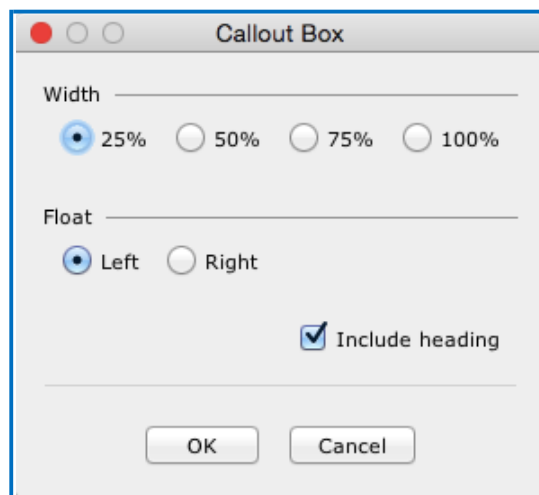
These are some examples of Applied Arts pieces. What do you think makes them fit the definition of Applied Arts?

Edit Callout Box Settings

1. Right-click inside the callout box and select **Modify Callout Box**.

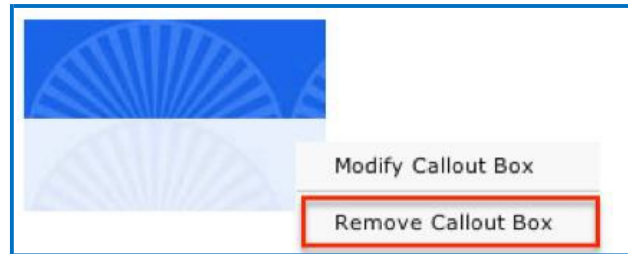


2. Edit the settings and click **OK**.



Remove a Callout Box

1. Right-click inside the callout box and select **Remove Callout Box**.

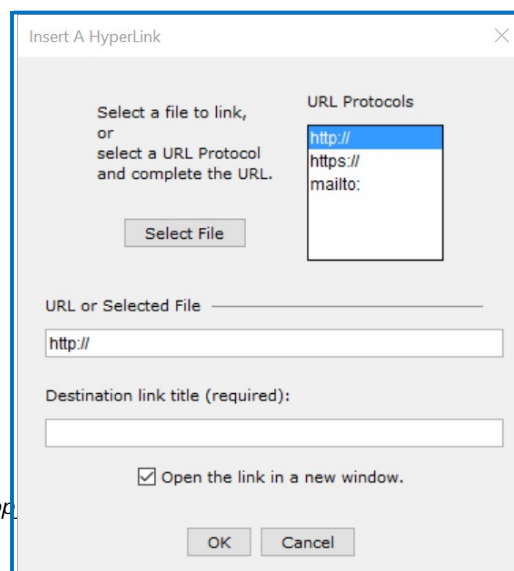


Insert an Image, Equation, QuizPopper or Activity into a Callout Box

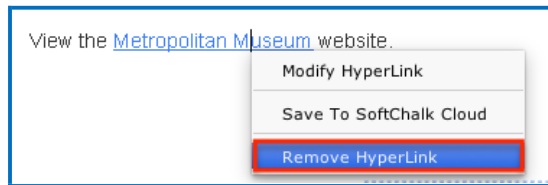
1. Right-click inside the callout box. A menu of options will appear.
2. Select an item from the list. For details about setting up these items, see the links to other areas of this guide below.
 - [Insert an Image](#)
 - [Insert an Equation](#)
 - [Insert a QuizPopper](#)
 - [Insert an Activity](#)

Insert and Remove a Hyperlink

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



5. To remove a hyperlink, right-click on the hyperlink and choose **Remove Hyperlink**.



Insert a Hyperlink to Another File

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

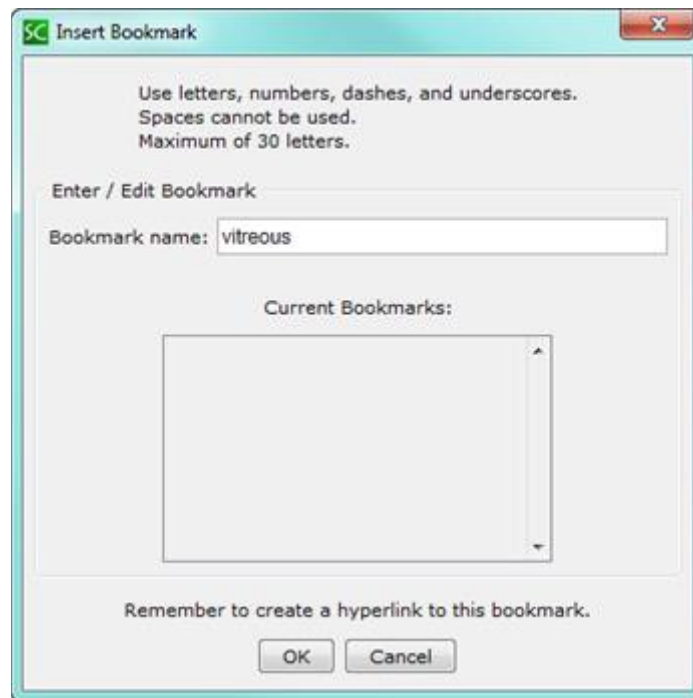
1. **IMPORTANT:** When you insert a file, a copy of the file is placed in your lesson folder when you save. Your original file remains in its original location. If you modify the original file, you'll need to create a hyperlink to it again (or copy and replace the file into your lesson folder). If you remove your hyperlink, then you can manually remove your file from your lesson folder.
2. Select some text.
3. Choose **Insert/Hyperlink** (or right-click and choose **Hyperlink**).
4. Click **Select file**. Navigate to your file. Click on it to select it. Click **Open**.
5. It's a good idea to select **Open the link in a new window**. Click **OK**.
6. **IMPORTANT:** If you have issues linking to your file, check to see if you have unusual characters in your file name such as a period, & or # sign.

Internal Links (Bookmarks)


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

Insert a Bookmark

1. Click where you want your bookmark to go. (If you select text, the bookmark will be placed before the first character of your selected text.)
2. Choose **Insert/Bookmark**
3. Type a name for your bookmark (see below).



4. Click **OK** to return to your main editing window.
5. Notice the bookmark icon in your lesson.

re focused through the
called  vitreous,
part of the eye similar to

Link to a Bookmark

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

Insert A HyperLink

Select a file to link,
or
select a URL Protocol
and complete the URL.

Select File

URL Protocols

- http://
- https://
- mailto:

URL or Selected File

http://

Destination link title (required):

☐ Open the link in a new window.

Link to Internal Bookmark

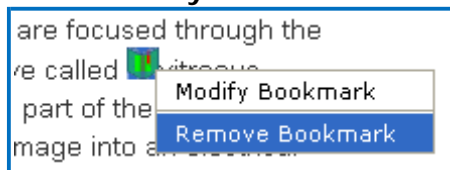
☒ Choose bookmark: Museum

OK Cancel

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

Modify or Remove a Bookmark

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



Insert an Image

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

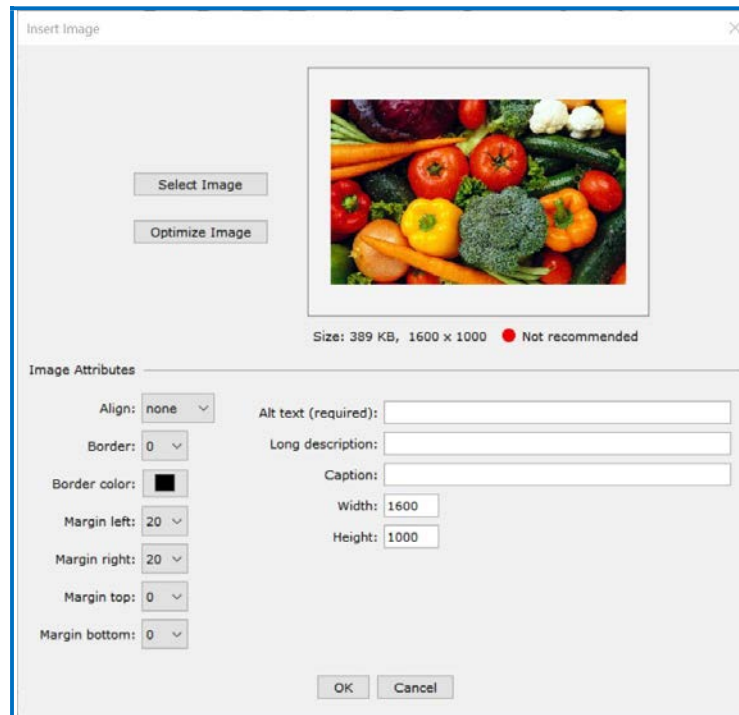
IMPORTANT: If you have issues linking to your file, check to see if you have unusual characters in your file name such as a period, & or # sign.

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

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

1. Click within your lesson to put your insertion point where you want your image.
2. Choose **Insert/Image**.
3. Click **Select image**.
4. Select your image file.
5. Click **Select**.

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



Space around an Image

Notice that you can add left, right, top or bottom space in pixels around your image. Use this option if the image is left or right aligned and there are bullets in the text next to the image.

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

Align – None, Left, Right, Top, Middle and Bottom

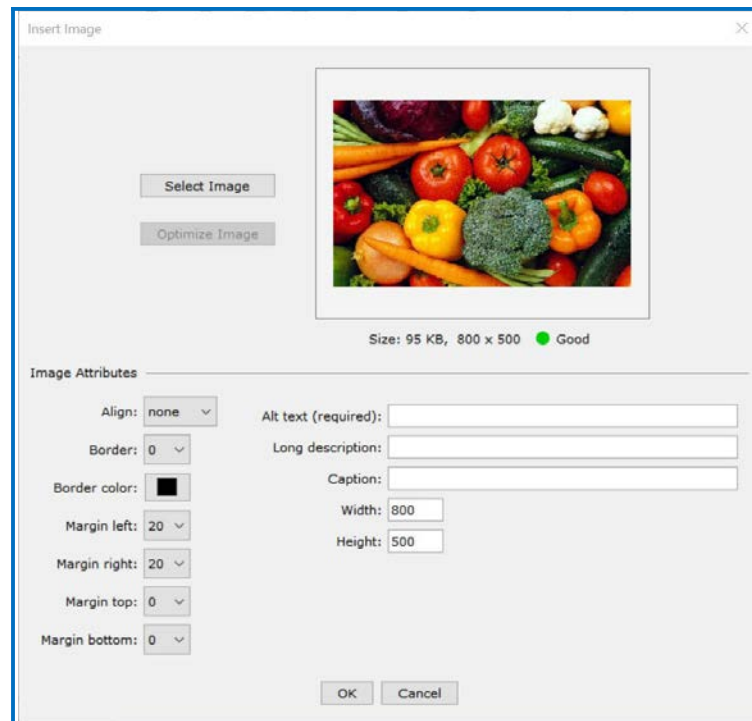
You can set the alignment for images. Please see the section [Wrap Text around an Image](#).

Reduce Your Image Size

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

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

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



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

Notice that this image is still somewhat large (95 KB and 800 by 500 pixels). If you have a lot of images in a lesson, you may want to use an image editing program [such as Photoshop or Irfanview (<https://www.irfanview.com> – free program)] to reduce the size and/or dimensions of your image even more.

Image File Types

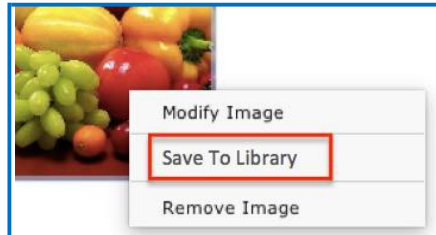
You can insert a file that is a .jpg, jpeg, .gif, .png or a .bmp. (If you insert a .bmp file, it will get converted to a .png file type.) You can't insert a .tif file.

Accessibility Items

Complete the **Alternative text** and **Long Description** text boxes. For more information about SoftChalk's Accessibility compliance, see <https://softchalk.com/cloud/accessibility>.

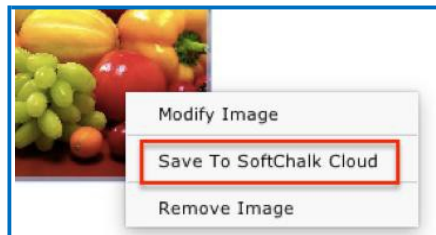
Save an Image to the Library

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



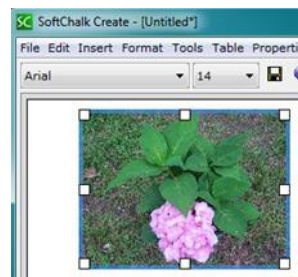
Save an Image to SoftChalk Cloud

You can save an image to your SoftChalk Cloud account – **My Content/Files** area. For details on SoftChalk Cloud, see the section [SoftChalk Cloud](#). After inserting an image into the main editing window, right-click on the image and choose **Save To Cloud** (see below).



Re-size an Image within the Main Editing Window

1. Within your main editing window, click on your image to select it.
2. Drag a corner square handle to re-size it proportionally (see below).



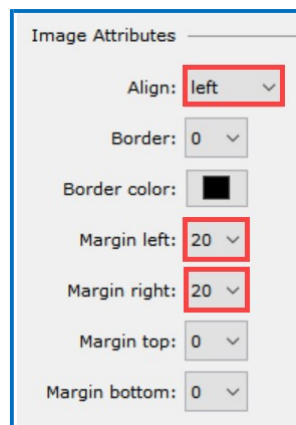
IMPORTANT: When you re-size an image in the main editing window, the re-sizing affects the presentation of the image but not the actual file size.

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

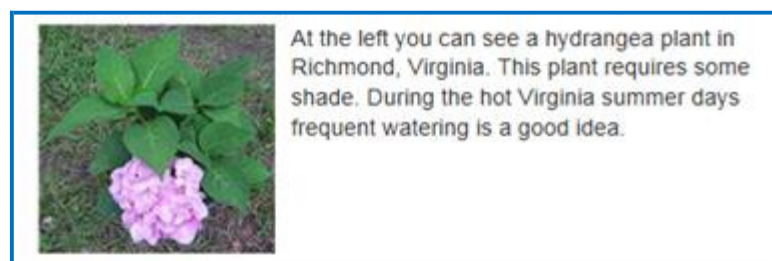
Wrap Text around an Image

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

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



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



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

Remove an Image

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

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

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

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

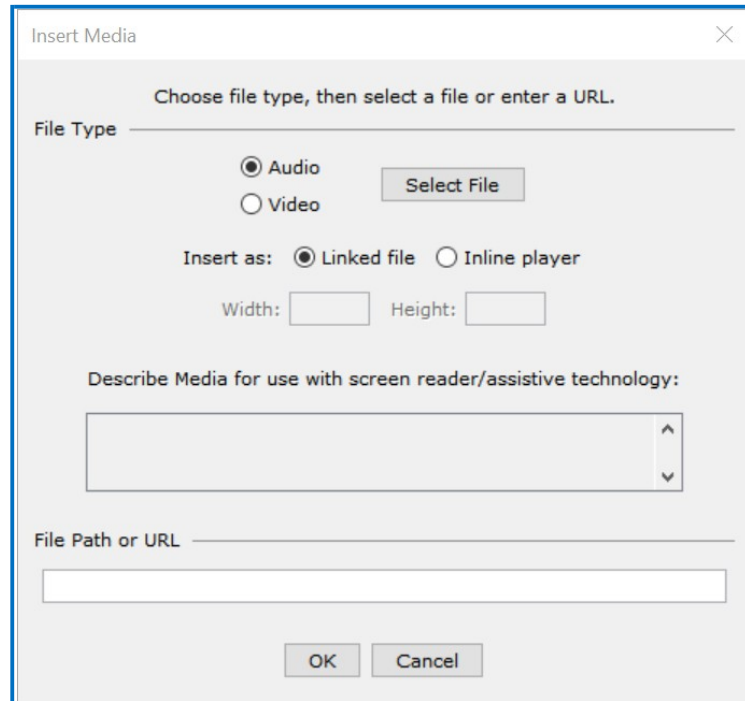
Insert Media (Sound or Video)

You can insert various types of media into your lesson. You can insert various sound, video and animation files. (For information on searching content repositories to find media, see the section [Media Search](#).) If you need a sound program, Audacity is a popular free recording and editing program (<https://sourceforge.net/projects/audacity>).

IMPORTANT: Please be aware of the web browsers that your students will be using. Certain media types may not be supported in the web browsers that your students use.

If you plan to use video, please see our FAQ [I would like to use some video in my lessons. Do you have any recommendations?](#)

1. Choose **Insert/Media**.



Insert Media

Choose file type, then select a file or enter a URL.

File Type

☒ Audio ☐ Video Select File

Insert as: ☒ Linked file ☐ Inline player

Width: Height:

Describe Media for use with screen reader/assistive technology:

File Path or URL

OK Cancel

2. Select the **File Type** (Audio or Video).
3. Click **Select file** to select your file (see the following table for supported formats).

Media Formats

File Type	Formats Supported
Audio	aiff, au, mid, midi, mp3, ra, ram, rmf, wav
Video	avi, mpeg, mp4, m4v, mpg, mov, ogg, wmv

Linked file

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



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

Inline player

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



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

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

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

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

Save an Item to SoftChalk Cloud and Reference This Item

If you want to use the same image, media item (sound or video) in multiple places, then you can save an item to your **My Content/ Files** area of SoftChalk Cloud.

You can insert a reference to the item rather than have the item be part of your lesson. There are several advantages for referencing an item:

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

Save Files to SoftChalk Cloud

You have two ways to save files to the Cloud.

- 1) You can log into your [SoftChalk Cloud](#) account and choose **My Content/ Files**. Under the **Actions** menu at the right, choose **Upload Files**. For details

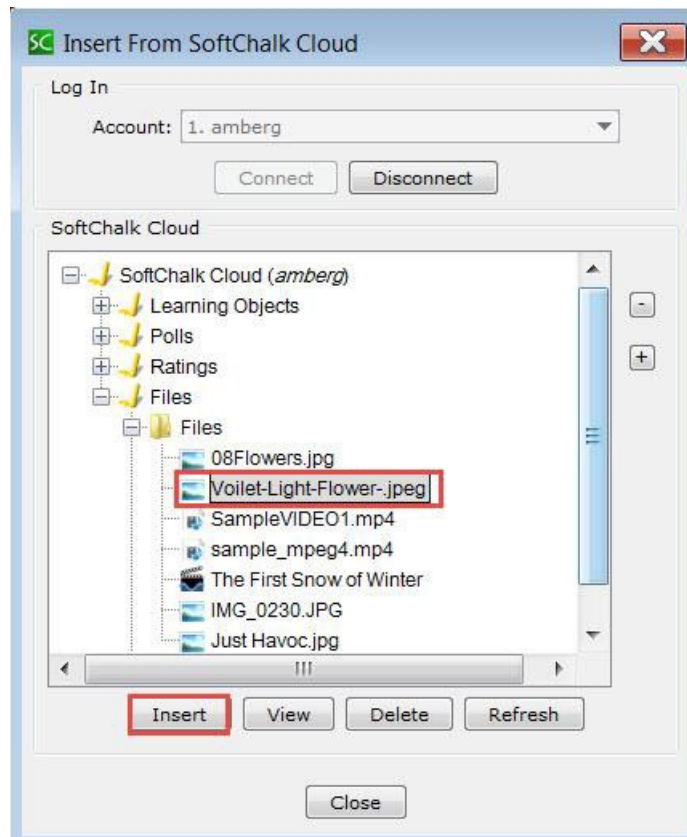
on uploading files, see the **Upload Files** section of the [SoftChalk Cloud Guide](#). With this method you can upload packaged .zip files as well as single files. For instance, you can upload video projects created in programs such as Camtasia, Adobe Captivate, Adobe Flash, Adobe Premiere, Articulate Engage, Articulate Presenter, Articulate QuizMaker and Articulate Storyline.

- 2) Within SoftChalk Create, select the item and right-click to choose **Save to SoftChalk Cloud**. With this method, you can only upload single files (versus a .zip file).
 1. Within SoftChalk Create, select the item and right-click to choose **Save to SoftChalk Cloud**.
 2. Navigate to the file you want to upload and select it. Then click **Open**.
 3. Under the SoftChalk Cloud menu at the right, select the folder where you want to save the file.
 4. Click **Save**. Then click **Close** to return to your main editing window.

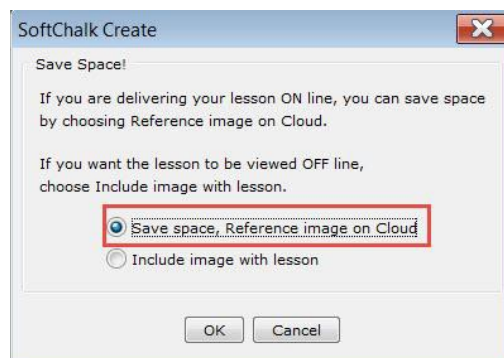
For details on how to reference the files in a SoftChalk lesson and how to update the referenced files, see the next two pages.

Reference the File(s) in a SoftChalk Lesson

1. Within SoftChalk Create from your main editing window, choose **Insert/SoftChalk Cloud Item**.
2. Open up the **Files** area and select the item you want to insert. Click **Insert** (see below).



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



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

Update File(s) in SoftChalk Cloud

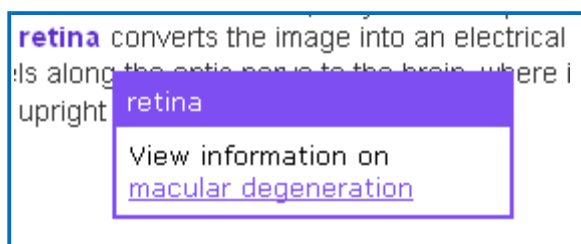
As mentioned previously, the advantage of using referenced files is that you can update the file(s) once in the Cloud and the references will be automatically updated in your lessons.

There are two ways to update an item in SoftChalk Cloud:

1. You can log into your [SoftChalk Cloud](#) account and choose **My Content/Files**. Find the file you want to replace and click on the first icon, which is the Replace File icon. Click **Browse** to select your file or drag your file over. If you are replacing a .zip file, select an entry file. Then click **OK**.
2. Within SoftChalk Create, select the item and right-click to choose **Save to SoftChalk Cloud**. Then select the file with the same name that you want to replace. Click **Open**. **IMPORTANT**: Under the SoftChalk Cloud menu at the right, select the file you want to replace and click **Replace**. As mentioned previously, you must use the same filename and file type when replacing an item. The filename must be case sensitive as well. (Equations and Hyperlinks cannot be updated.)

Insert Tooltips

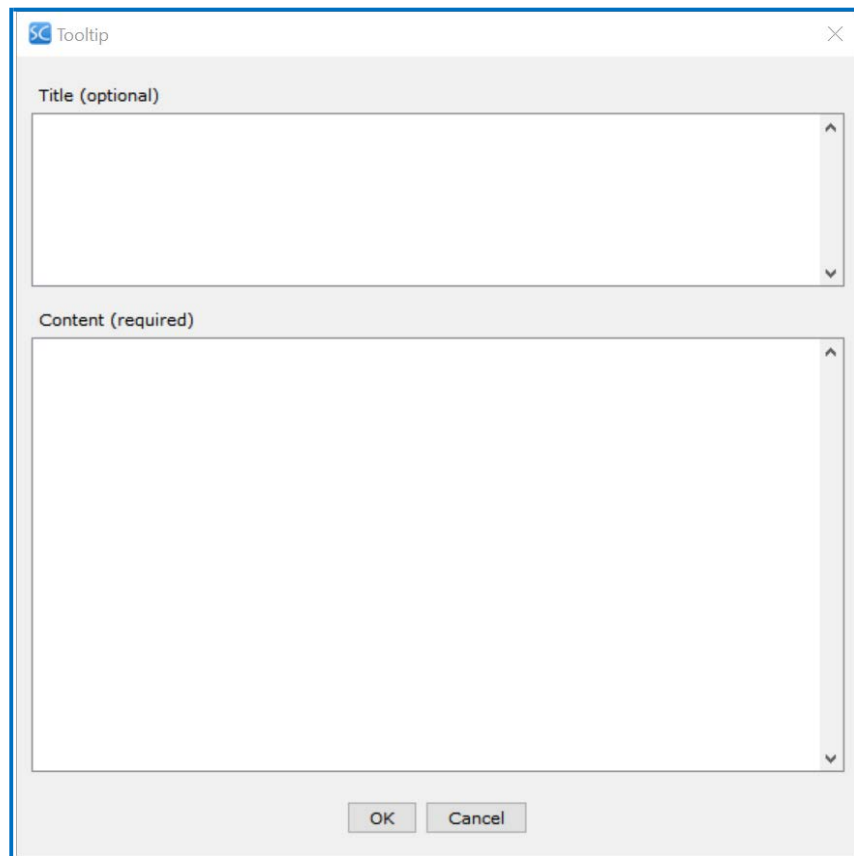
You can create text annotations using the Tooltips feature. Within the web browser when you move your cursor over a highlighted word, a text annotation “pops up” with additional information (see below). **IMPORTANT**: You can’t copy and paste Tooltips; however, you can cut and paste a Tooltip within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



Create a Tooltip

1. In your main editing window, select some text.
2. Choose **Insert/Tooltip**.

3. Type or paste text in the top and bottom areas (see below). You can right-click in a text area to insert an image, hyperlink, media or equation.



The image shows a 'Tooltip' dialog box. It has a title bar with a close button (X). The main area is divided into two sections: 'Title (optional)' and 'Content (required)'. Each section has a text input field with a vertical scrollbar. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

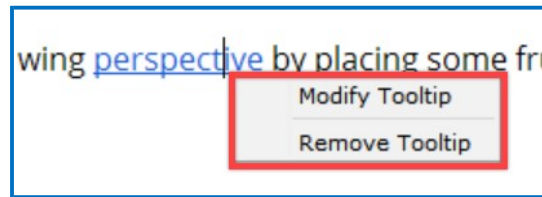
4. Click **OK** to return to your main editing window.
5. Notice in your main editing window that the annotated text is now bold and has the color of your lesson theme.

Create a Tooltip with an Image, Hyperlink or Media

1. Follow the previous instructions for creating a Tooltip.
2. When entering information in the top or bottom area, right-click and select **Image**, **Hyperlink** or **Media**.
3. Use the instructions given earlier in this guide for inserting an image, hyperlink or media.
4. If you have inserted a wide image, you may want to make the minimum width of your Tooltip 400 or 600.
5. Click **OK** to return to your main editing window.

Modify or Remove a Tooltip

Right-click on the Tooltip and choose **Modify Tooltip** or **Remove Tooltip**.



Insert Quiz Items, Activities, Widgets and iFrames

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

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

For details on creating quiz items, activities, widgets and iFrames, see the sections [QuizPoppers](#), [Activities](#), [Widgets](#) and [iFrames](#).

Spell Checker

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

Find or Replace

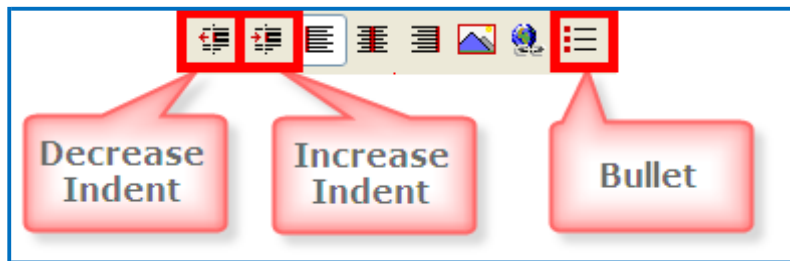
As with the Spell Checker, these features work in your main editing window (but not in Tooltips, QuizPoppers or Activities). Choose **Edit/Find and Replace**.

Nested List

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

- Baroque
 - Rubens
 - Venus and Adonis
 - The Last Judgment
 - Caravaggio
 - The Calling of Saint Matthew
 - David and Goliath
- Renaissance
 - da Vinci
 - Mona Lisa
 - The Last Supper
 - Michelangelo
 - Raphael

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



1. Type the first item for your list such as **Baroque**.
2. Click the **Bullet** icon on the toolbar.
3. Click Enter to start next line.
4. Type the second item such as **Rubens** and click the **Increase Indent** icon on the toolbar.

5. Type the third item such as ***Venus and Adonis*** and click the **Increase Indent** icon.
6. Type the fourth item such as ***The Last Judgment***.
7. When you type the fifth item such as ***Caravaggio***, click the **Decrease Indent** icon.
8. Save and preview your lesson when you've finished the list.

Curriculum Standards

You can add various curriculum standards to your lesson. These standards can be viewed as a link within a sidebar to your lesson. For details, see the section [Curriculum Standards](#).

Read Text of the Lesson

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

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

Updates to SoftChalk

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



Distribute or Project a Lesson

In addition to projecting your lesson on an electronic whiteboard such as on a Promethean™ whiteboard or a SmartBoard™, you can deliver your lesson to your students in several ways. You can also collect lesson scores from your students. For more details on distributing your lesson, see the sections [Deliver a Lesson to Your Students](#), [Track Student Scores and Essays](#) and [Mobile Devices](#).

Deliver a Lesson to Your Students

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

If you have a SoftChalk Cloud account and a Learning Management System, you may want to save your content in your SoftChalk Cloud account and put a hyperlink or LTI hyperlink to your lesson in your course. An LTI hyperlink allows grades to go into the gradebook for a learning management system. See the section [Learning Management System \(LMS\) Guides](#) for details. For a listing of our supported system specifications, see our website page [System Specifications](#).

IMPORTANT: Be sure to tell your students about the [Student Guide to SoftChalk Lessons](#).

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

Learning Management System (LMS) Guides

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

IMPORTANT: As mentioned previously, please tell your students about the [Student Guide to SoftChalk Lessons](#).

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

LMS
Blackboard and SoftChalk Cloud Integration Guide (If your faculty is using the Cloud and Blackboard, this is the only guide they need. This guide also includes a section for Blackboard administrators to set up the LTI feature.) https://softchalk.atlassian.net/wiki/download/attachments/121929729/lms_blackboardcloud.pdf?api=v2
Blackboard and SoftChalk Desktop Integration Guide (If your faculty wants to use the File/Save to LMS feature, then this would be the guide to use.) https://softchalk.atlassian.net/wiki/download/attachments/129535122/lms_blackboarddesktop.pdf?api=v2
Blackboard Administrator Guide (If your faculty wants to use the File/Save to LMS feature, then this guide explains how to install the SoftChalk Publish to ScoreCenter building block.) https://softchalk.atlassian.net/wiki/download/attachments/199721074/lms_bbadminguide.pdf?api=v2
BrainHoney https://softchalk.atlassian.net/wiki/download/attachments/138117122/lms_brainhoney.pdf?api=v2

Canvas (Instructure) https://softchalk.atlassian.net/wiki/download/attachments/121995266/lms_canvas.pdf?api=v2
Desire2Learn (D2L) https://softchalk.atlassian.net/wiki/download/attachments/129402215/lms_brightspace_by_d2l.pdf?api=v2
Jenzabar eLearning https://softchalk.atlassian.net/wiki/download/attachments/129535333/lms_jenzabar.pdf?api=v2
Moodle https://softchalk.atlassian.net/wiki/download/attachments/129536436/lms_moodle.pdf?api=v2
Schoology https://softchalk.atlassian.net/wiki/download/attachments/129406952/lms_schoology.pdf?api=v2

Upload a Lesson to a Web Server

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

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

Project Your Lesson on an Electronic Whiteboard

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

Create a CD of a Lesson

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

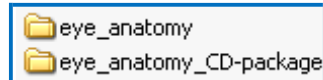
Package a Lesson within SoftChalk Create

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

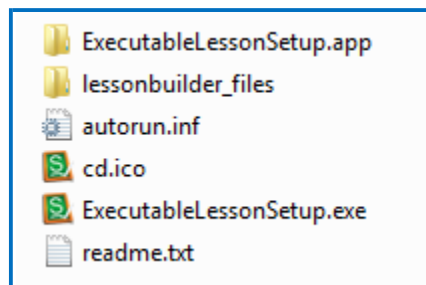
2. A dialogue window appears letting you choose where to save your CD package folder. The default location is the directory where your lesson folder is located. Click **OK**. Click **OK** to return to your main editing window.

Create a CD

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



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



3. Select all the files and then copy them.
4. Paste these files into your CD making program. Make your CD.

IMPORTANT: In other words, DON'T paste the CD-package folder; paste the contents of the folder. **IMPORTANT:** Your CD can be used on either a PC or Macintosh. For PC users, the CD should start automatically (unless you have autorun turned off for CDs). If autorun is turned off, then users will need to double-click on **ExecutableLessonSetup.exe**.

Mac users will need to open the CD and double-click on ExecutableLessonSetup.app.

Load an Executable Lesson on a Windows Computer

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

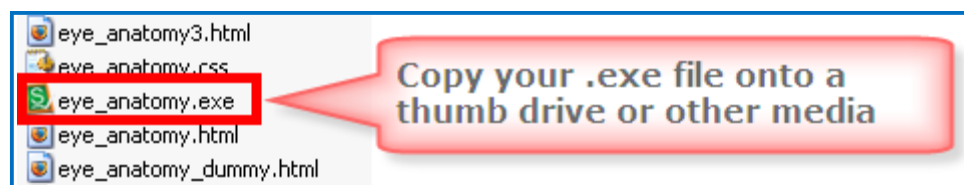
1. Choose **File/Package Lesson**.
For the **Package type**, select **Executable Lesson (Windows)**.
For the **Track score using** option, select either **None** or **SoftChalk Cloud**.
Click **OK**.

For details on the SoftChalk Cloud scoring option, see the section [SoftChalk Cloud Score Tracking Options.](#)

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



3. Click **Open Folder** (see above).
4. Copy the .exe file onto a thumb drive or other media (see below).
(You can then delete this .exe file from within your lesson folder.)



5. Copy this file onto a Windows computer.
6. Double-click on the file to launch the lesson.

Load an Executable Lesson on a Macintosh

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

1. Choose **File/Package Lesson**.

For the **Package type**, select **Executable Lesson (Macintosh)**.

For the **Track score using** option, select either **None** or **SoftChalk Cloud**.

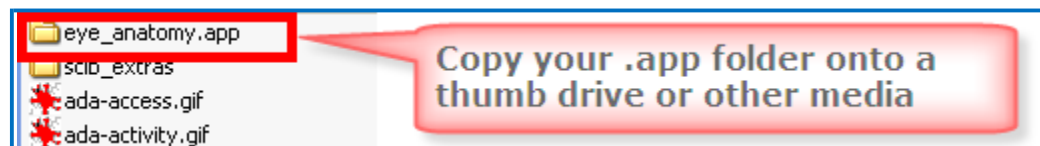
Click **OK**.

For details on the SoftChalk Cloud scoring option, see the section [SoftChalk Cloud Score Tracking Options](#).

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



3. Click **Open Folder** (see above).
4. Copy the .app folder onto a thumb drive or other media (see below). Then copy this folder onto a Macintosh. (Once you've copied this .app folder, you can delete it within your lesson folder.)



7. Copy this folder onto a Macintosh.
8. The lesson will appear as a single icon on the Macintosh. Double-click on this icon to launch the lesson.

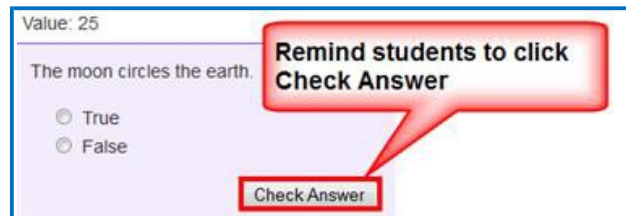
Track Student Scores and Essays

Overview

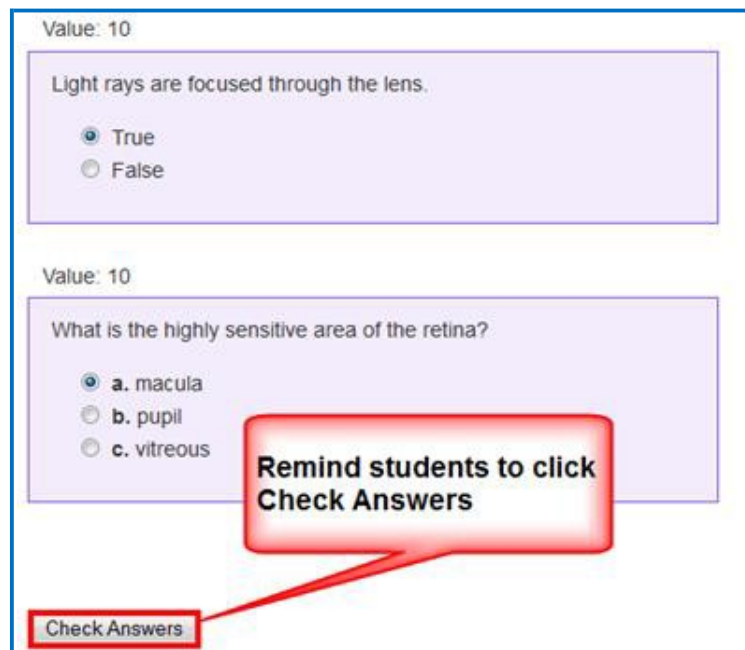
IMPORTANT: If you want to keep track of your students' scores, be sure to assign points to your QuizPoppers and Activities (see the sections [QuizPopper Question Tab](#) and [Activity Options Tab](#)). If you have essays in your lesson, be sure to see the section [Collect Essays from Your Students](#).

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

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



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



For a Quiz Group with questions shown one at a time, please tell your students to answer each question and click the **Next** and then click **Check Answers** (see below)

Value: 10

What is the highly sensitive area of the retina?

☒ a. macula
☐ b. pupil
☐ c. vitreous

2 / 2

< Prev **Next >**

Remind students to click Next


Quiz is complete. Click Check Answers to see your results.

< Prev

Check Answers

Remind students to click Check Answers at the end of the Quiz Group

If your lesson has activity items with a **Finish** button, please tell your students to click the **Finish** button when they are finished (see below).

 Solve the crossword puzzle.

Across

1.) small aperture
7.) part of the eye with color
8.) carries electrical impulses to the brain

Down

2.) focuses the light rays
3.) distance
4.) electrical image
5.) space
6.) film of

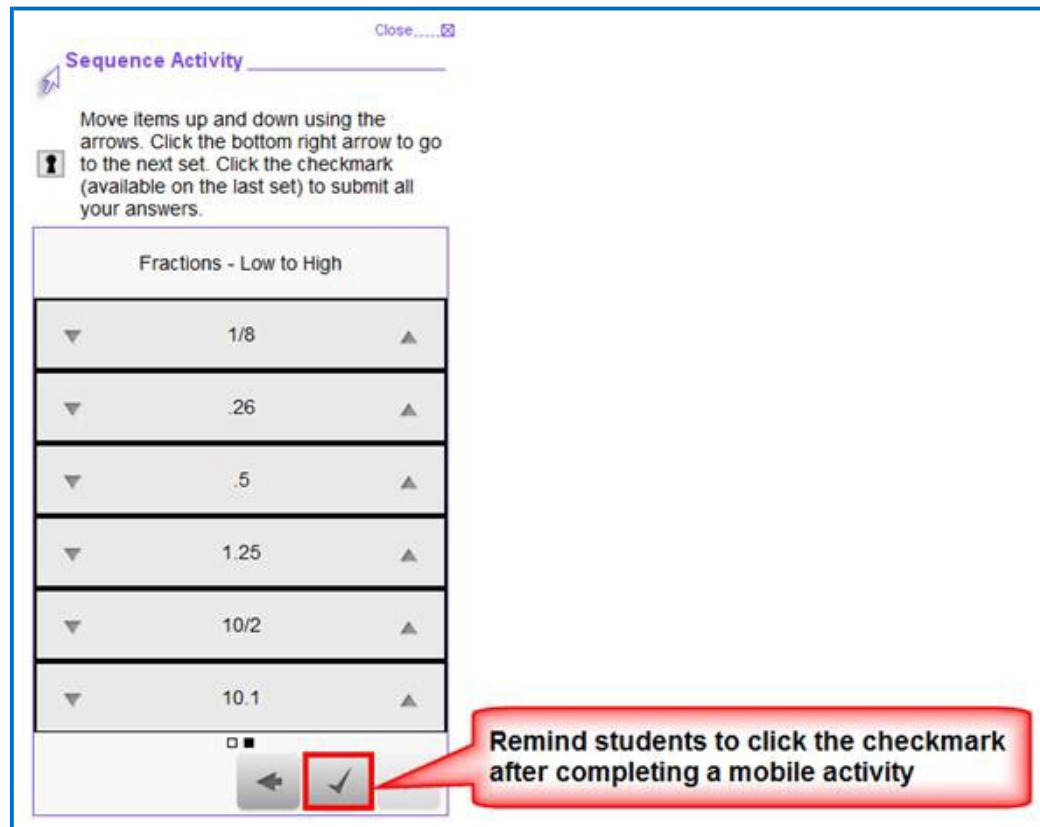
If you can complete the puzzle and get everything correct, then your score is added to your lesson score.

If you cannot complete the puzzle and want partial credit for your score, click Finish.

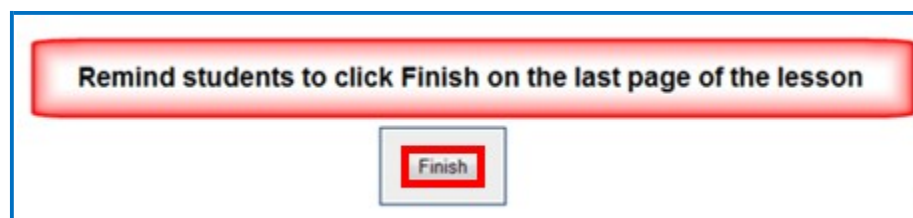
Score 6/8

Finish

If your lessons are designed to work on hand held devices (i.e. iPhones and Android devices), please tell your students to click the **checkmark** button when they are finished (see below). This checkmark will appear on the last screen for the activity. In other words, you may have several screens (or sets) within your activity and *the checkmark appears once the student has advanced through all the sets*. The student has the option to review and change the previous information (by clicking the left arrow) before clicking the checkmark. *To submit the answers, however, the student has to click the checkmark.*



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



Options for Tracking Scores

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

IMPORTANT: If you have essays in your lesson, be sure to see the section [Collect Essays from Your Students](#).

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

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

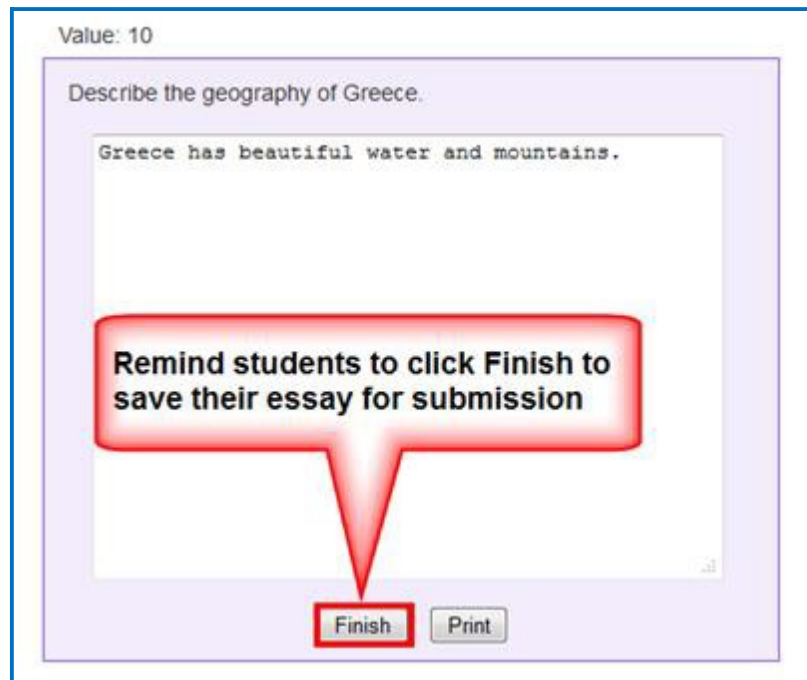
- Save your lesson in a **ScoreCenter format to Blackboard** (See the [Blackboard Desktop Integration Guide](#).) If you want to use the LTI hyperlink option mentioned above, then see the [Blackboard Cloud Integration Guide](#).)
- Have students **print certificates**. For details, see the section [Lesson Certificates](#).
- Have students **email their scores and essays to you**. For details, see the section [Lesson Certificates](#).
- If you don't have a learning management system or your learning management system doesn't support LTI, then you collect scores and essays within your SoftChalk Cloud account (section **ScoreCenter** in the [SoftChalk Cloud Guide](#)).

For information about collecting essays, see the next sections [Collect Essays from Your Students](#) and [Score an Essay \(Change the Score for a Lesson\)](#).

Collect Essays from Your Students

[For details on scoring your essays, see the next section [Score an Essay \(Change the Score for a Lesson\)](#)]

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



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

Score an Essay (Change the Score for a Lesson)

The following information is relevant if you:

- Used an LTI hyperlink to your lesson in your learning management system.
- Saved your lesson in a ScoreCenter format to Blackboard
- Created a ScoreCenter in your [SoftChalk Cloud](#) account and added your lesson to a ScoreCenter there

You can modify the grade for the lesson based on the points you decide to give to the essay. For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points under the **Options** tab for the essay.) Let's say a student completes everything correctly, completes the essay, clicks the **Finish** button for the essay and then clicks the **Finish** button on the last

page of the lesson to submit his or her score. At this stage, the student has a score of 90 out of 100 because you will need to evaluate the essay and assign points. See the guides below.

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

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

- See the section [Learning Management Systems \(LMS\) Guides](#).
- [SoftChalk Cloud Guide](#)

Mobile Devices

Lessons Viewed in a Web Browser

Lessons created with SoftChalk Create can automatically detect which device (e.g. computer or specific mobile device) the student is using. The lesson pages are automatically formatted for the correct device (not only distinguishing between a computer and a mobile device but also distinguishing among mobile devices).

Students do NOT need to download any apps for their mobile devices to access SoftChalk lessons in a web browser on their mobile device.

For details on supported mobile devices, please see our [System Specifications](#).

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

- QuizPoppers, Quiz Groups and sidebars will be formatted for the correct device (For details on creating these items, see the sections [QuizPoppers](#), [Quiz Groups](#) and [Sidebars](#).)
- Activities will be formatted appropriately for the device being used though the following activities work best on mobile phones because these activities are more compact: (For details on these activities, see the section [Activities](#).)
 - [Align](#)
 - [Identify](#)
 - [Pairs](#)
 - [Presenter](#)
 - [Selection](#)
 - [Sequence](#)

SoftChalk Cloud

Overview

SoftChalk Cloud (<https://www.softchalkcloud.com>) is SoftChalk's Learning Object Repository and Hosting Services website.

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

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

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

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

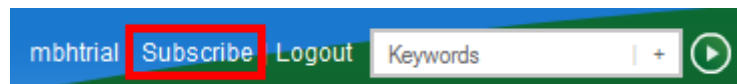
Use SoftChalk Cloud to:	Details
Create interactive content	Use the Cloud Version of SoftChalk Create. (Log into your account, choose My Content/Create Content .) You can save your SoftChalk lessons to the Cloud (and/or save your lessons on your local computer).
Host content	Save your content to SoftChalk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

Create Polls and Ratings	Insert a SoftChalk Cloud Poll into a SoftChalk Lesson and Insert a SoftChalk Cloud Rating into a SoftChalk Lesson .
Collect Detailed Scoring Information Within an LMS	See the section Learning Management System (LMS) Guides .
Collect Detailed Scoring Information Outside an LMS	See the Track Student Scores OUTSIDE an LMS (ScoreCenter) section in the SoftChalk Cloud Guide and the section Package a Lesson in the SoftChalk Cloud Format .
Collaborate with other instructors to create SoftChalk lessons	You can share folders and lessons with other instructors. See the section Collaborate with Other Instructors on SoftChalk Lessons in the SoftChalk Cloud Guide .

SoftChalk Cloud Account

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

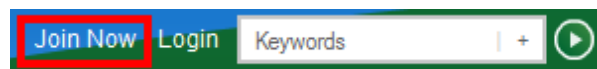
IMPORTANT: If you purchase a subscription (see below) and **you already have a trial account**, you do NOT need to create a new account. You can log into your trial account and click the **Subscribe** button in the upper right part of your screen (see below). Fill in the information to activate your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



Purchase a SoftChalk Cloud Account

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

1. To create a SoftChalk Cloud account, go to the [SoftChalk Cloud](https://www.softchalkcloud.com/) website (<https://www.softchalkcloud.com/>).
2. At the top right, click **Join Now** (see below).



3. Fill in the information and click **Join** at the bottom of the screen.

SoftChalk Cloud Guide and FAQs

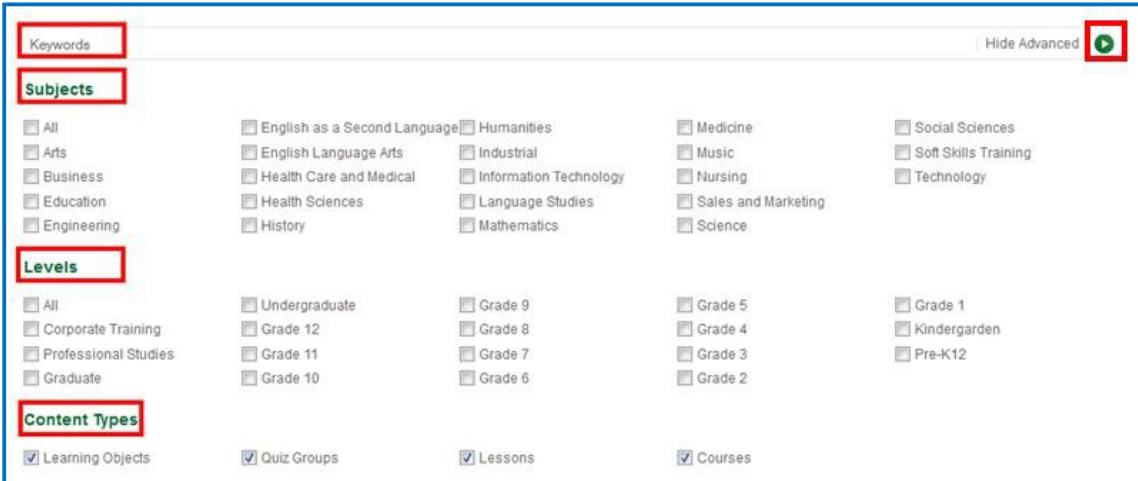
For additional details about the [SoftChalk Cloud](#) website, see the:

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

Find Content in SoftChalk Cloud – Search on the Website

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

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



The screenshot displays the search interface of the SoftChalk Cloud website. It features a search bar at the top with a 'Keywords' label and a 'Hide Advanced' button. Below the search bar are four filter categories, each with a list of options: 'Subjects' (All, Arts, Business, Education, Engineering, English as a Second Language, English Language Arts, Health Care and Medical, Health Sciences, History, Humanities, Industrial, Information Technology, Language Studies, Mathematics, Medicine, Music, Nursing, Sales and Marketing, Science, Social Sciences, Soft Skills Training, Technology), 'Levels' (All, Corporate Training, Professional Studies, Graduate, Undergraduate, Grade 12, Grade 11, Grade 10, Grade 9, Grade 8, Grade 7, Grade 6, Grade 5, Grade 4, Grade 3, Grade 2, Grade 1, Kindergarten, Pre-K12), and 'Content Types' (Learning Objects, Quiz Groups, Lessons, Courses). The 'Keywords' filter is currently selected, and the 'Show Advanced' link is visible next to the search arrow.

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

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

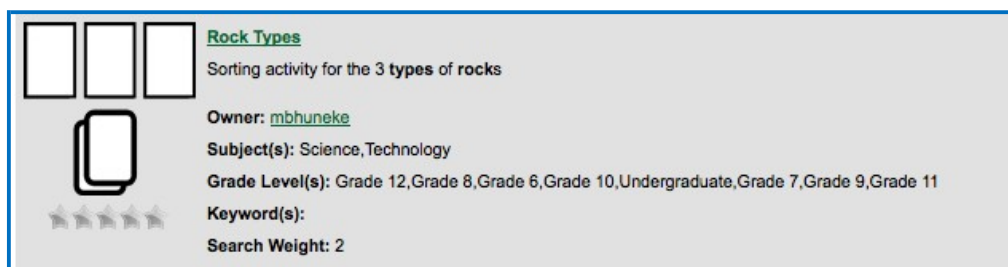
- [Modify a Learning Object Found in SoftChalk Cloud](#)
- [Modify a Lesson Found in SoftChalk Cloud](#)

Insert a SoftChalk Cloud Learning Object into a SoftChalk Lesson

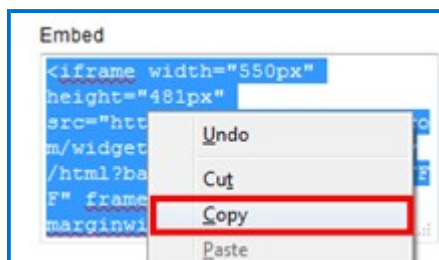
(As mentioned previously, you can also search for content within the **SoftChalk Create application** with the **Tools/Media Search** feature. See the section [Media Search](#).)

(If you want to insert a SoftChalk Cloud learning object into your lesson and **MODIFY** it, then see the section [Modify a Learning Object Found in SoftChalk Cloud](#).)

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

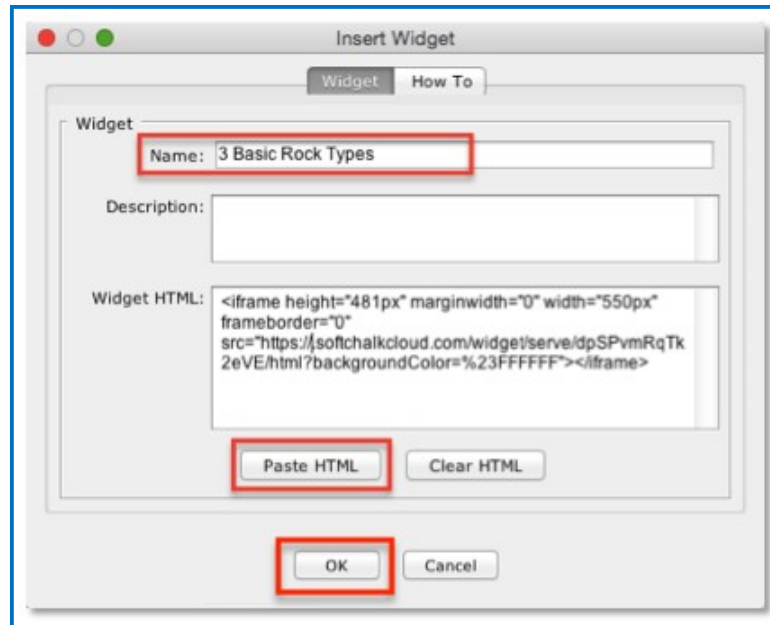


3. At the bottom right, select the text in the **Embed** area. Right-click and choose **Copy** (see below).

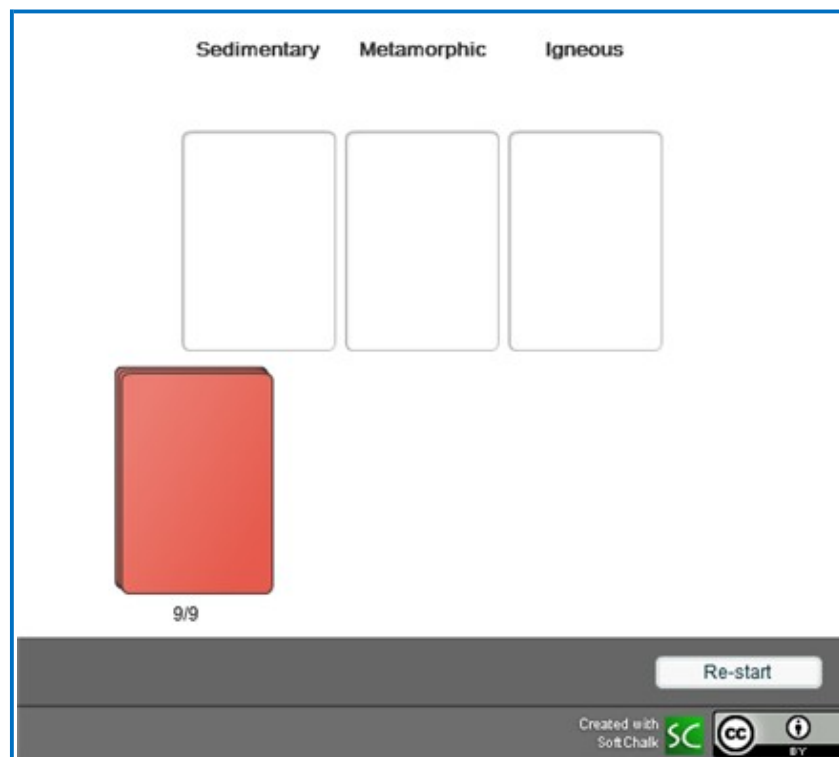


4. Start SoftChalk Create.
5. Open an existing lesson or start a new lesson.
6. Choose **Insert/Widget**.

7. Type a name in the Name field. Click **Paste HTML**. Click **OK** (see below).
(For more information about Widgets, see the section [Widgets](#).)



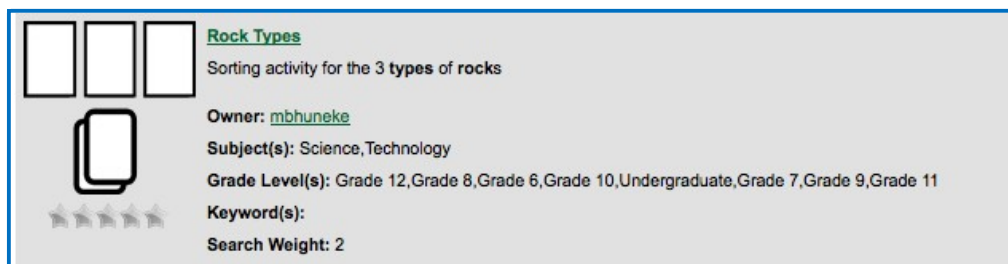
8. Save and preview your lesson (see below). **IMPORTANT:** By inserting a widget, you are placing an embed link to the [SoftChalk Cloud](#) website. In other words, you are linking to the learning object (i.e. the learning object itself does NOT reside within your lesson).



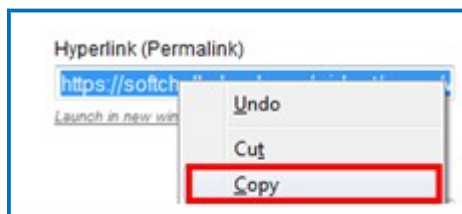
Insert a Hyperlink of a Learning Object

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

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



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



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

Modify a Learning Object Found in SoftChalk Cloud

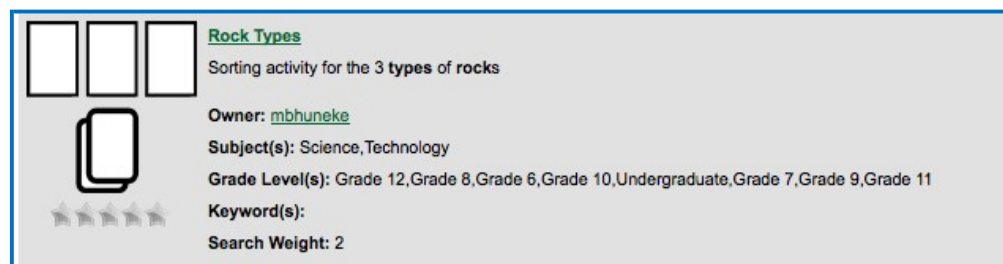
(As mentioned previously, you can also search for content within the **SoftChalk Create application** with the **Tools/Media Search** feature. See the section [Media Search](#).)

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

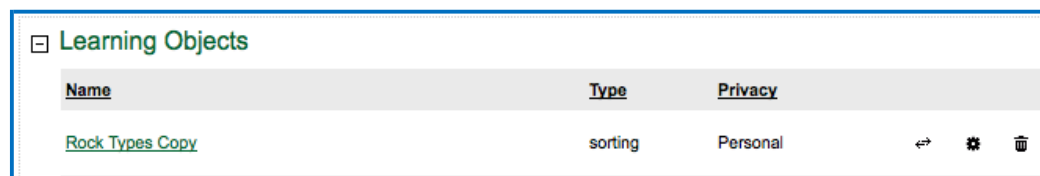
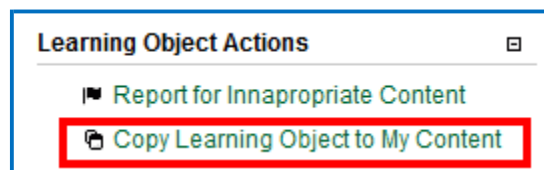
If you have the Cloud version of SoftChalk Create, see the next section [Modify Found Content with SoftChalk Create \(Cloud Version\)](#). If you have the Desktop version of SoftChalk Create, see the section [Modify Found Content with SoftChalk Create \(Desktop Version\)](#).

Modify Found Content with SoftChalk Create (Cloud Version)

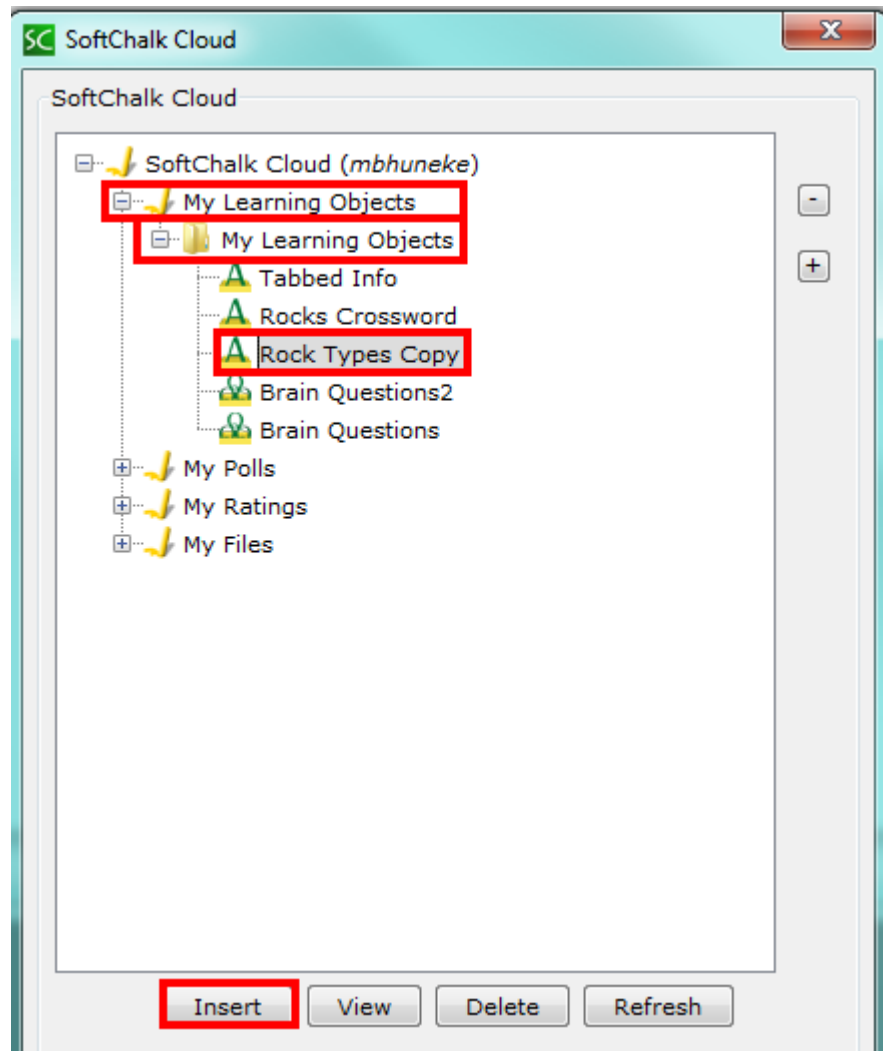
1. Log into your [SoftChalk Cloud](#) account. In [SoftChalk Cloud](#) search for learning objects (see the section [Find Content in SoftChalk Cloud – Search on the Website](#)). For content type, select **Learning Objects**.
2. Click on a learning object that you found on the [SoftChalk Cloud](#) website (see below).



3. Scroll halfway down the page. At the right under **Learning Object Actions**, click **Copy Learning Object to My Content** (see below). Your learning object is copied into your **Learning Objects** folder under **My Content/Learning Objects**.



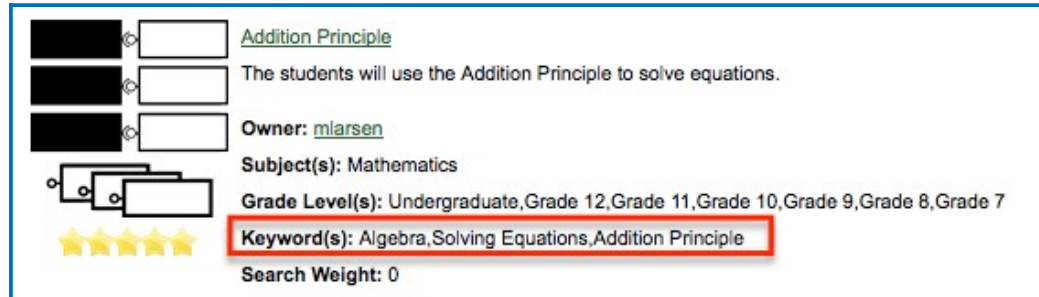
4. Start SoftChalk Create.
5. Open an existing lesson or start a new lesson.
6. Choose **Insert/SoftChalk Cloud item**.
7. Open **Learning Object folder** and **Learning Object folder**. Select the copied learning object. Click **Insert** (see below).



8. Click **Close** to leave the insert window.
9. Right click on the activity and choose **Modify Activity**.
10. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the lesson. See the section [Attribution to the Original Author - Creative Commons License](#).

Modify Found Content with SoftChalk Create (Desktop Version)

1. In [SoftChalk Cloud](#), search for learning objects (see the section [Find Content in SoftChalk Cloud – Search on the Website](#)). For content type, select **Learning Objects**.
2. Scroll down the list of learning objects. Copy one of the keywords.



3. Start your Desktop version of SoftChalk Create.
4. Choose **Tools/Media Search**.
5. In the list at the left, select **SoftChalk Cloud**. (You may want to click **Uncheck all** at the bottom and then select **SoftChalk Cloud**.)
6. At the top in the **Keyword(s)** field, type or paste one of the keywords you found for your learning object and click **Search**.
7. At the right, click on the name of the item you found and click **Insert**.
8. Click **Insert Editable Activity**.
9. Right-click on your item and choose **Modify**.
10. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the content. See the section [Attribution to the Original Author - Creative Commons License](#).

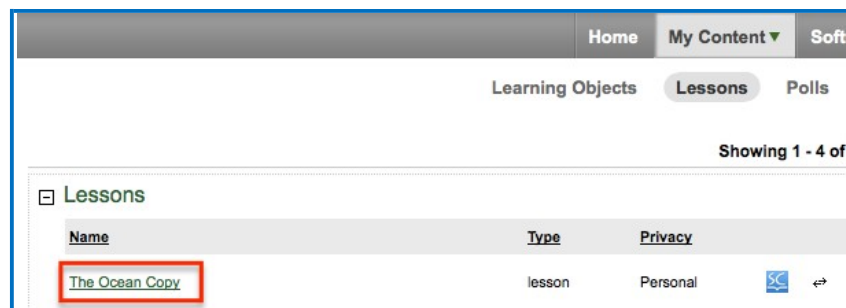
Modify a Lesson Found in SoftChalk Cloud

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

1. Log into your [SoftChalk Cloud](#) account. In [SoftChalk Cloud](#) search for lessons (see the section [Find Content in SoftChalk Cloud – Search on the Website](#)). For content type, select **Lessons**.
2. After doing your search, click on a lesson.
3. Scroll halfway down the page. At the right under **Lesson Actions**, click **Copy Lesson to My Content** (see below). Your lesson is copied into your **My Content/My Lessons** folder.



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

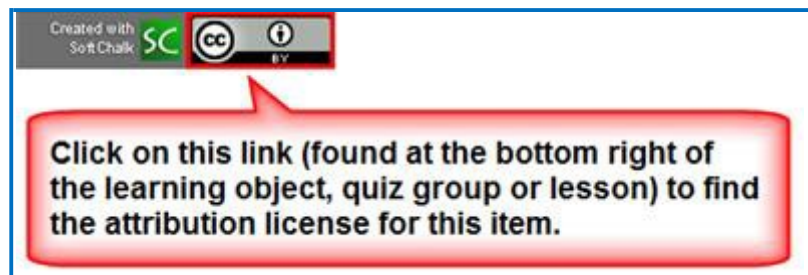


5. Scroll halfway down. At the right under **Lesson Actions**, click **Edit Lesson**, then **Edit in SoftChalk Create** or **Edit in Create Online**.
6. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the lesson. See the section [Attribution to the Original Author - Creative Commons License](#).

Attribution to the Original Author – Creative Commons License

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

- On the [SoftChalk Cloud](#) website after you have found your learning object, quiz group, or lesson, click on the icon or name. You will see the creative commons attribution at the bottom right of your item (see the image below). Click on the Creative Commons link (CC gray link below) to find out how to attribute your modified item.
- If you found content within the **Media Search** window (**Tools/Media Search**), then you can find a link to this information.
 1. Within the Media Search area after doing a search, look under the **Result** area at the right.
 2. Click on the name of your item and click the **Details** button.
 3. Click the **location** link.
 4. Scroll to the bottom of the learning object, quiz group or lesson and click on the Creative Commons link (see below).



If you publish your own lesson or learning object (activity or quiz group) to [SoftChalk Cloud](#), *you can set the Attribution for Creative Commons licensing in the Metadata for your lesson or learning object*. For details, see the sections [Footer Options](#).

Privacy Options

When you save your content into your [SoftChalk Cloud](#) account, you have three privacy options.

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

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

Privacy Option	Description
Public	Anyone can find your item in the SoftChalk Cloud website and copy the Embed code or Hyperlink for it and copy your content to modify. You can attach a Creative Commons license to your content (see the section Creative Commons License).
Private	The item is NOT searchable in the SoftChalk Cloud website. (You, however, can find the Embed code or Hyperlink and pass it out to students or colleagues.)
No Access	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.

Set Metadata for Your Public Content

If you choose to have your content public, be sure to set the appropriate Metadata for your content so that it can be searched in [SoftChalk Cloud](#). The Metadata settings are located in your Cloud account.

Go to My Lessons and view a particular lesson's preview page. Under the Lesson Actions sidebar, you can access specific Metadata by accessing Lesson Properties.

Save Content to SoftChalk Cloud

For saving a lesson, see the section [Save to SoftChalk Cloud](#).

For other items, see the sections:

- [Save an Item to SoftChalk Cloud and Reference This Item](#)
- [Save Quiz Group Questions to SoftChalk Cloud](#)

- [Save an Activity to SoftChalk Cloud](#)

Insert a SoftChalk Cloud Poll into a SoftChalk Lesson

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

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

1. For instructions on creating a poll, see the section **Polls** in the [SoftChalk Cloud Guide](#).
2. On the [SoftChalk Cloud](#) website after you have created your poll, review your poll details. Click **Get Embed Code**. Right-click inside the code and choose **Copy**.
3. Start SoftChalk Create (Cloud version). Choose **Insert/Widget**. Type a name, click **Paste Code** and click **OK**.
4. Save and preview your lesson (see below for a sample poll in a lesson).



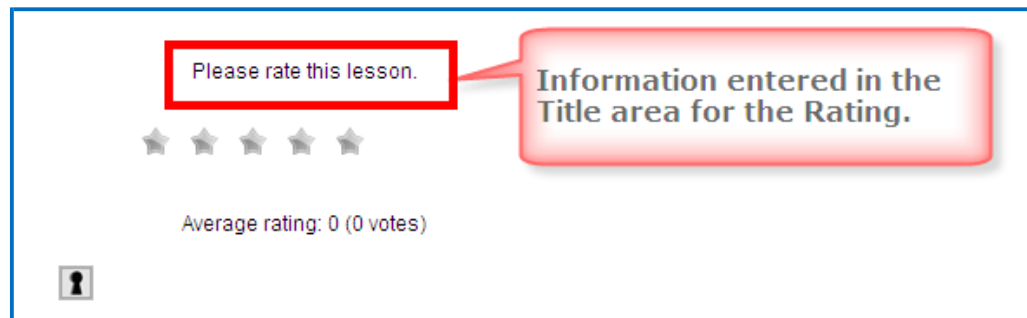
5. To review the results of your poll, log into your SoftChalk Cloud account on the [SoftChalk Cloud](#) website. Click **My Connections**. Click **Polls**. Under the **Actions** column for your poll, click **View**. The results of your poll appear on the left.

Insert a SoftChalk Cloud Rating into a SoftChalk Lesson

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

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

1. For instructions on creating a rating, see the section **Ratings** in the [SoftChalk Cloud Guide](#).
2. On the [SoftChalk Cloud](#) website after you have created your rating, review your rating details. Click **Get Embed Code**. Right-click inside the code and choose **Copy**.
3. Start SoftChalk Create (the Cloud version).
4. Choose **Insert/Widget**. Type a name, click **Paste Code** and click **OK**.
5. Save and preview your lesson (see below for a rating in a lesson).



6. To review the results of your poll, log into your SoftChalk Cloud account on the [SoftChalk Cloud](#) website. Click **My Ratings**. Under the **Actions** column for your ratings, click **View**. The results of your ratings appear on the left.

Packaging Options

Package Type	Description	File extension
Standard Zip	Learning Management System such as eCollege. (Some learning management systems already have the ability to track scores from SoftChalk lessons in the learning management system gradebook. For details, see the section Learning Management System (LMS) Guides.)	_scsc.zip
Common Cartridge	Learning Management System that accepts a Common Cartridge format such as Jenzabar's eRacer. You can choose a specific version of Common Cartridge for your package (1.0, 1.1 or 1.2).	_cc1-0.zip
Executable Lesson (Windows) Available only on Desktop version	Create single executable files that could be loaded onto classroom computers. See the section Load an Executable Lesson on a Windows Computer	.exe
Executable Lesson (Mac) Available only on Desktop version	Create single executable files that could be loaded onto classroom computers. See the section Load an Executable Lesson on a Macintosh	.app
Executable CD Available only on Desktop version	CD See the sections Create a CD of a Lesson.	Creates a folder OUTSIDE of your lesson folder.

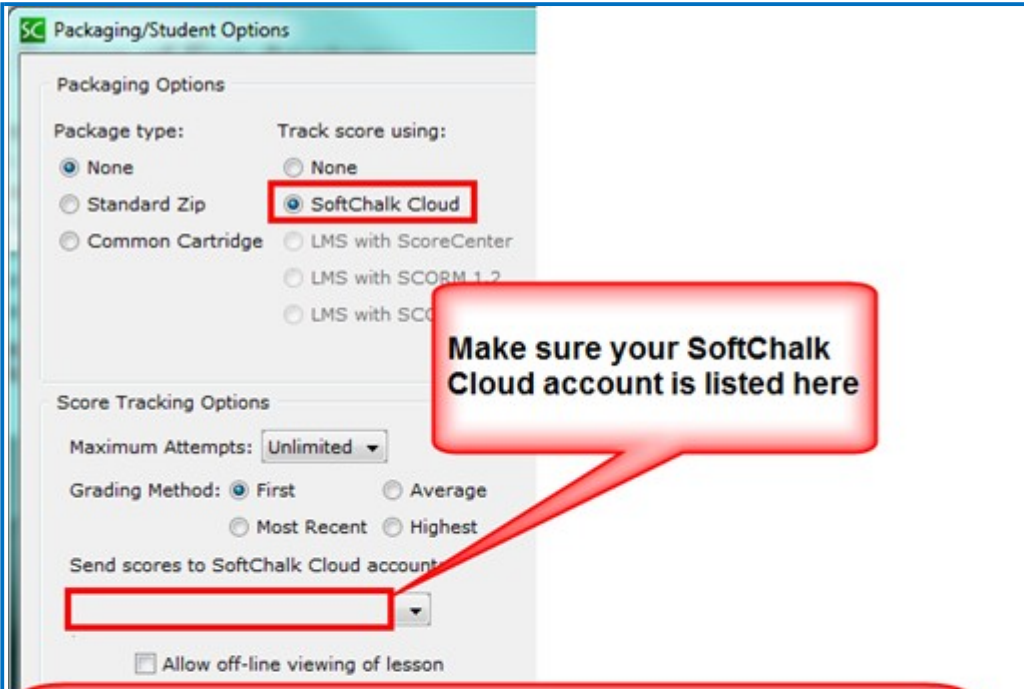
For an explanation of the score tracking options, see the next section [SoftChalk Cloud Score Tracking Options.](#)

SoftChalk Cloud Score Tracking Options

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

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

IMPORTANT: If you have the Desktop version of SoftChalk Create, make sure you select your [SoftChalk Cloud](#) account before you package your lesson. If you are using the SoftChalk Create Cloud version, your account will be detected automatically.



Make sure your SoftChalk Cloud account is listed here

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

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

- 1) Set up a ScoreCenter within your Cloud account**
- 2) Select the SoftChalk Cloud option shown on this screen**

Notice that you have various options for the score tracking. You can set:

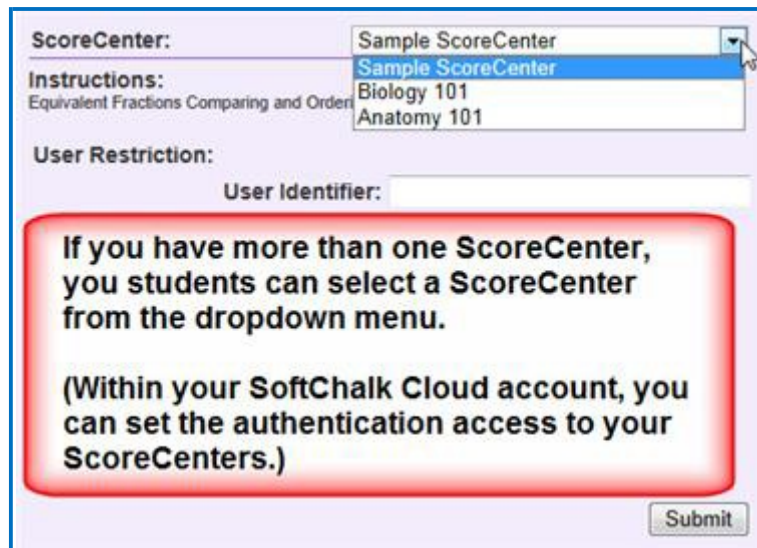
- The number of times a student can access the lesson
- Which attempt (first, most recent, average or highest) will be the student's grade for the lesson
- Whether the student can view the lesson off-line (i.e. not connected to the Internet). If this option is selected, then scores will NOT be recorded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

Initial Screen for a Packaged SoftChalk Cloud Lesson

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

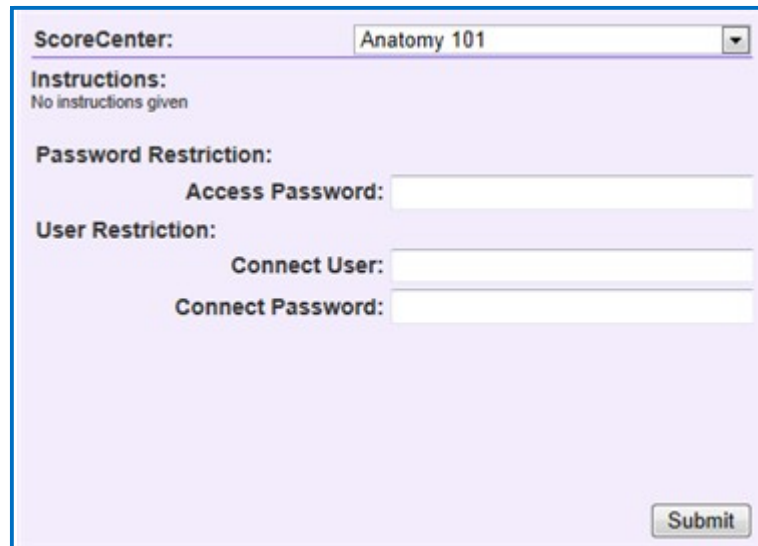
- None – Within your SoftChalk lesson, preview the lesson as you would normally preview a lesson. You will see the initial ScoreCenter screen (see below).
- Executable Lesson (Windows) or Executable Lesson (Macintosh) – Find the .exe file (or .app file) within your lesson folder. Double-click on this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

Authentication - Allow any identifier or Allow specified identifiers



The screenshot shows a web-based interface for selecting a ScoreCenter. At the top, there is a label "ScoreCenter:" followed by a dropdown menu currently displaying "Sample ScoreCenter". A mouse cursor is hovering over the dropdown arrow, and a list of options is visible: "Sample ScoreCenter", "Biology 101", and "Anatomy 101". Below this is the "Instructions:" section, which reads "Equivalent Fractions Comparing and Ordering". Underneath is the "User Restriction:" section, which includes a "User Identifier:" text input field. A large red-bordered box with a drop shadow contains the following text: "If you have more than one ScoreCenter, you students can select a ScoreCenter from the dropdown menu." and "(Within your SoftChalk Cloud account, you can set the authentication access to your ScoreCenters.)". At the bottom right of the form is a "Submit" button.

Authentication - Allow any valid Cloud user or Allow specified Cloud users



The screenshot shows a web form for the SoftChalk Cloud ScoreCenter. At the top, there is a dropdown menu labeled 'ScoreCenter:' with 'Anatomy 101' selected. Below this is a section titled 'Instructions:' with the text 'No instructions given'. The next section is 'Password Restriction:' followed by an 'Access Password:' text input field. Below that is the 'User Restriction:' section, which includes a 'Connect User:' text input field and a 'Connect Password:' text input field. A 'Submit' button is located at the bottom right of the form.

View Student Scores in the SoftChalk Cloud ScoreCenter

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

More Information on SoftChalk Cloud

As mentioned previously, you can find more information about the [SoftChalk Cloud](#) website in the [SoftChalk Cloud Guide](#).

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

Media Search

Media Search Additions in Create 9

In SoftChalk Create 9, the following two new repositories have been added to the Media Search. Within SoftChalk Create, choose **Tools/Media Search**. Click on the checkbox for these items. (No login credentials are required to search these repositories).

- [Khan Academy](#)
- [Getty Images](#) – Please see the FAQ [Is there a cost or subscription needed for Getty Images when using the Media Search tool via SoftChalk Create?](#)

Also, if you have an account with Pearson's Equella Digital Repository, you can search that repository through the Media Search. (**Tools/Media Search** - click **Add/Remove Repository** and add Equella.) Once you've added Equella to your repository, you will need to enter your Equella's host address and client key and client secret for this repository. Click the icon under the Configure column in **Media Search** to add this information.

Overview

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

For a list of the all available repositories, see the section [Add/Remove Repositories to the Search List](#).

You can find details about the repositories by:

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

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

The content in the content repositories can be a:

- Learning objects or Quiz Groups (from SoftChalk Cloud)
- SoftChalk Lessons (from SoftChalk Cloud)
- Image file
- Hyperlink to a Web page

- Video file
- Streaming video (e.g. videos from www.youtube.com)
- Text file
- PDF file

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

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

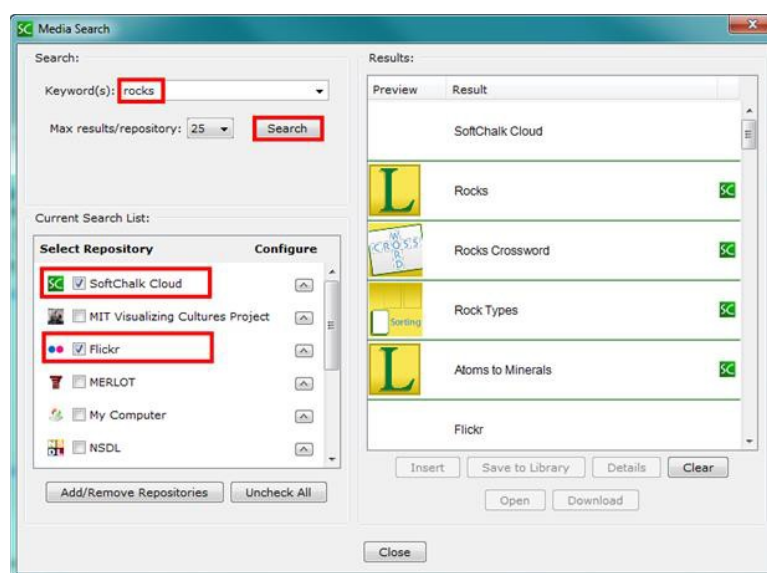
Copyright Considerations

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

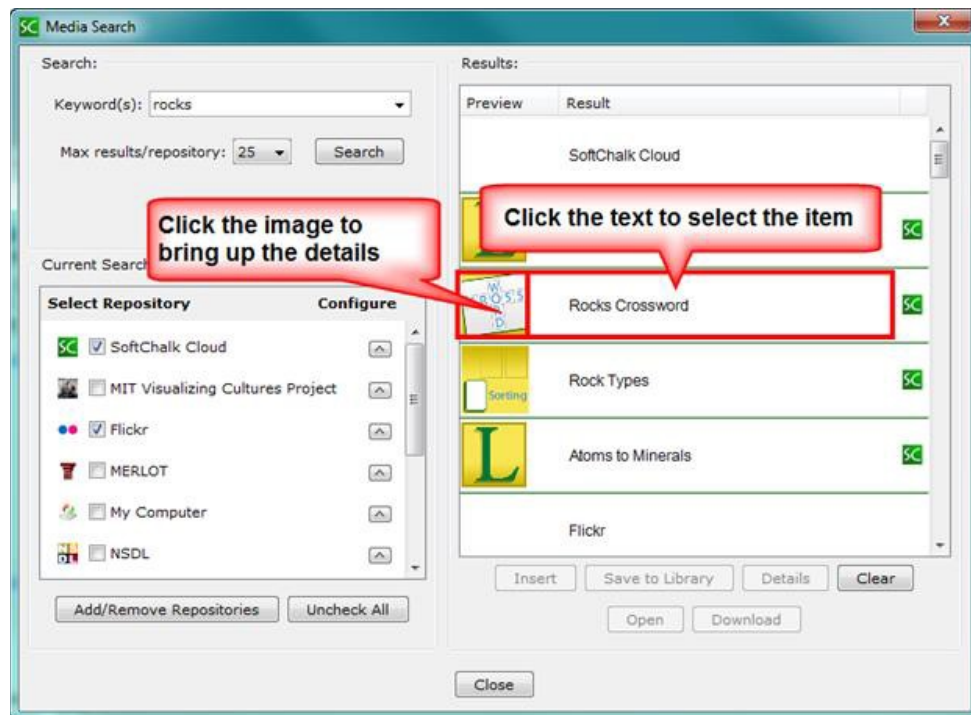
Do a Basic Search

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

1. Within SoftChalk Create, choose **Tools/Media Search**. At the left in the **Select Repository** list, click on one or more repositories to select them. **IMPORTANT:** You can scroll down and select YouTube if you like.
2. In the **Keyword(s)** box at the top, type **rocks** and click **Search** (see below). Notice under the **Max results/repository** dropdown list, you can set the maximum number of results from each repository.



- At the right, you'll see the results of your search. To get details about an item, click the image in the **Preview** column (see below). (Or you can click the text for the item and click **Details**.)



- When you search, you can search on several key words. For instance, you could enter **rainbow thunder** as the keywords and you would see results with both words in the name or one of the words in the name.
- Notice in the upper left corner you can use the dropdown menu in your **Keyword** box to select a previous keyword search.
- If you happen to get the **Error** image below when you do a search, then either you have not set up your permission information for your repository item (see the section [View the Configuration of a Repository](#)) or your internet connection is down.



Error: configuration or internet connection.

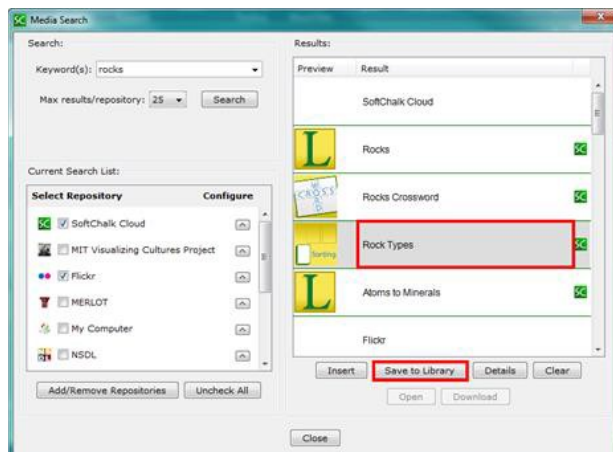
Insert an Item into a Lesson

1. After doing a **Media Search (Tools/Media Search)**, you can insert a selected item into your lesson. Select an item by clicking the text for the item under the **Result** column.
2. Click **Insert** to put the item into your lesson. If you searched in SoftChalk Cloud and found an activity or quiz group, then you can insert the item as an **editable activity or editable quiz group** or as a **widget**. (You can edit the item just like any other activity or quiz group and assign points to it.)
3. You can continue searching for items and inserting them into your lesson. Click **Close** to return to your main editing window when you're finished with your searches.
4. If you insert an item from a site such as YouTube or [SoftChalk Cloud](#), then a **Widget placeholder** appears in your main editing window. When you preview the lesson in your browser, your content will be coming from the originating site (e.g. YouTube or [SoftChalk Cloud](#)). For details on Widgets, see the section [Widgets](#).

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

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

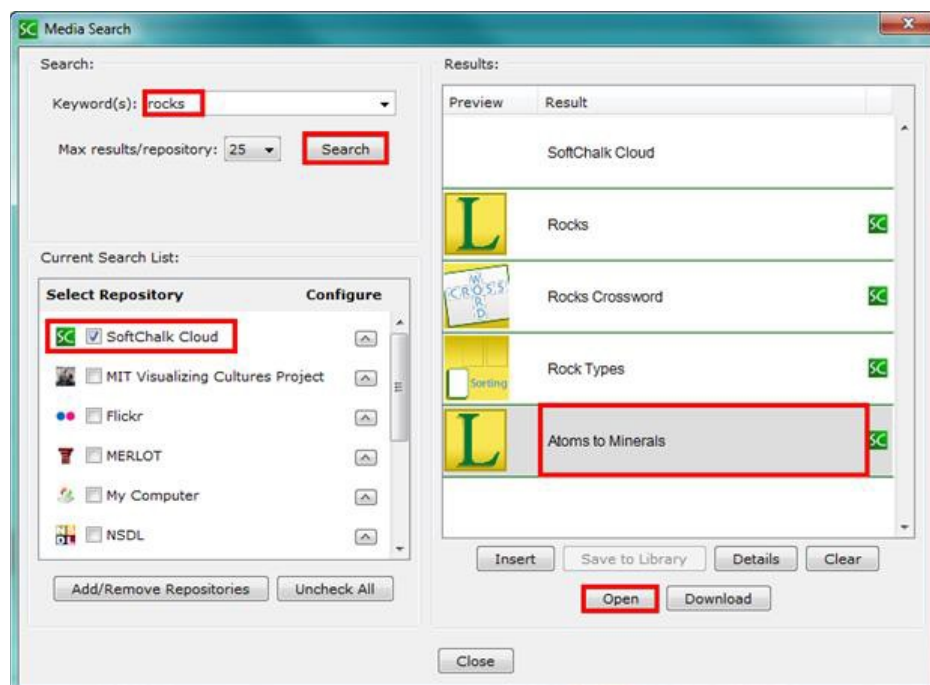
1. After doing a **Media Search (Tools/Media Search)**, you can insert one or more selected items into your Library if you have the Desktop version of SoftChalk Create. (See the info above if you have the Cloud version of SoftChalk Create.) Select an item by clicking the text for the item under the **Result** column. Click **Save to Library** (see below).



2. As mentioned previously, once a SoftChalk Cloud item (i.e. an Activity like the crossword) is in the SoftChalk Library, then you can insert it into a lesson and modify it. (See the section [Insert a Library Item into a Lesson](#). After a Quiz Group or Activity has been inserted into the main editing window, right-click on it and choose **Modify**.)
3. Within the Media Search window, you can save multiple items to the Library by selecting multiple items and clicking **Save to Library**. To select multiple items:
 - a. Hold down your **Ctrl** key and click different items under the **Result** column OR
 - b. To select a contiguous group of items, click your first item under the **Result** column. Then hold down your **SHIFT** key and click your last item under the **Result** column.
4. You can put these items into folders in your Library. See the section [Create Folders in the Library](#).

Open a Lesson from SoftChalk Cloud Using the Media Search

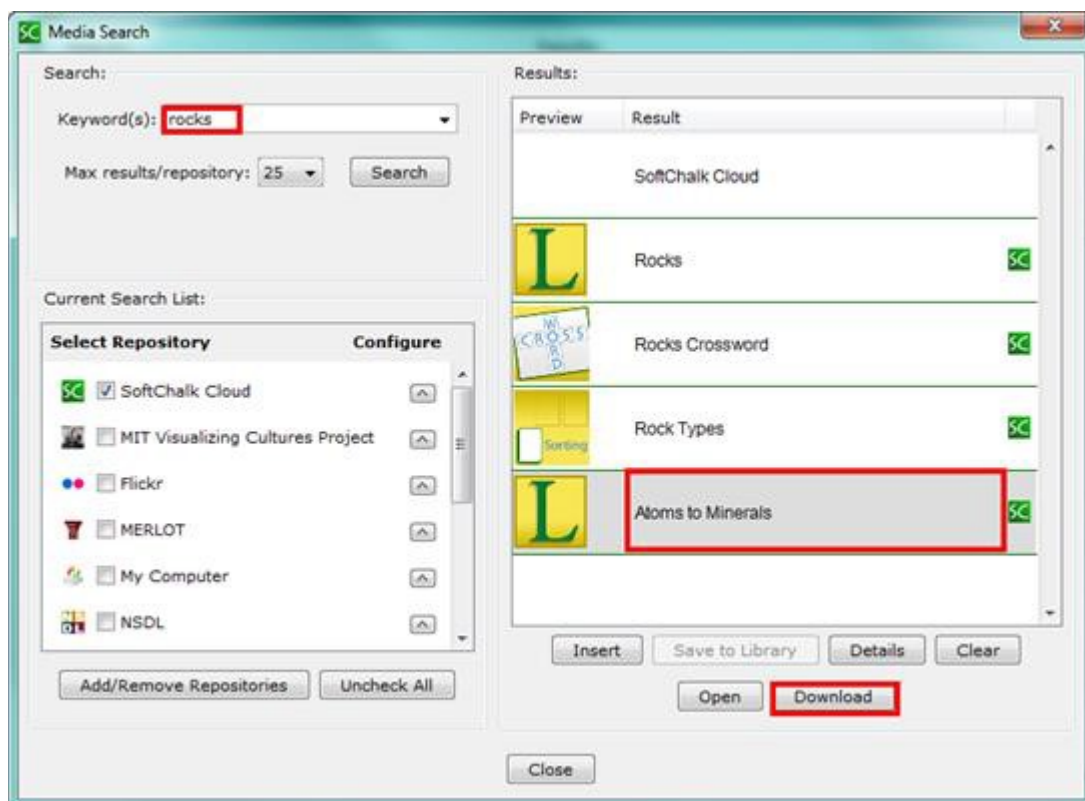
1. Start a new lesson. (Choose **File/New** within SoftChalk Create.)
2. If your Media Search window is not open already in SoftChalk Create, choose **Tools/Media Search**. Type in a Keyword(s), make sure [SoftChalk Cloud](#) is selected in your repository list and click **Search**.
3. A SoftChalk lesson has the L icon beside it. Click on the lesson name and click **Open** (see below).



4. Make any modifications necessary. Be sure to make the appropriate attribution to the original author of the lesson. (You can click on the **Details** button from the Media Search window to find out the original author under attribution.)
5. Save the lesson (Choose **File/Save** and give the lesson a name and click **Save**.)

Download a Lesson from SoftChalk Cloud

1. If your Media Search window is not open already in SoftChalk Create, choose **Tools/Media Search**. Type in a Keyword(s), make sure [SoftChalk Cloud](#) is selected in your repository list and click **Search**.
2. A SoftChalk lesson has the L icon beside it. Click on the lesson name and click **Download** (see below).

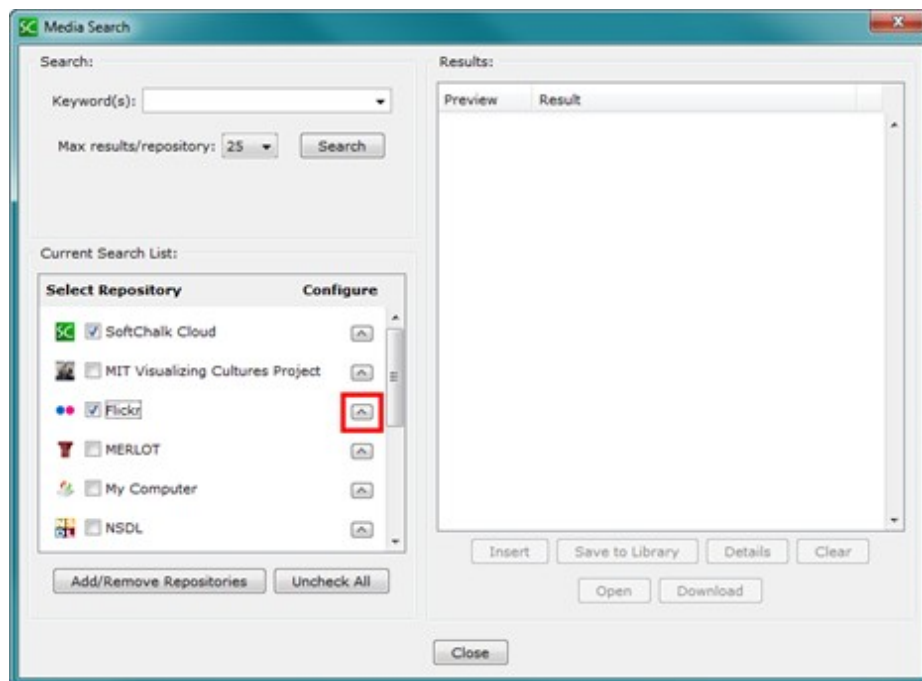


3. **IMPORTANT:** The downloaded filename has the filename for the original .zip lesson. In other words, the name that appears in the Media Search window may be different from the name of the downloaded .zip filename. We recommend you create a separate folder for downloaded lessons to easily find them. After creating and opening the folder, then click **Save**.

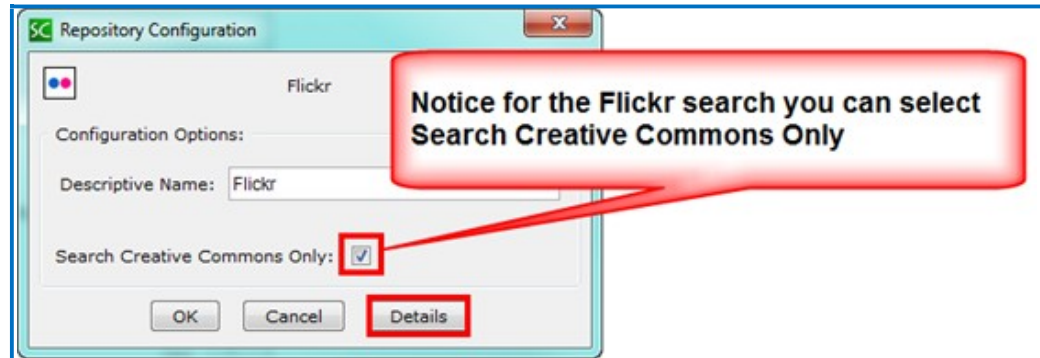
4. To open and work on this downloaded lesson, choose **File/New** within SoftChalk Create.
5. Choose **File/Open Packaged Lesson**.
6. Navigate to the folder where you downloaded the .zip file. Select the .zip file and click **Open**. A lesson folder (versus a .zip file) will be created in the same folder as your .zip file.
7. Make any modifications necessary and save the lesson.
8. **IMPORTANT:** Be sure to make the appropriate attribution to the original author of the lesson. See the section [Attribution to the Original Author - Creative Commons License](#).

View the Configuration of a Repository

1. If your Media Search window is not open already in SoftChalk Create, choose **Tools/Media Search**.
2. Click a button under the **Configure** column (see below).



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

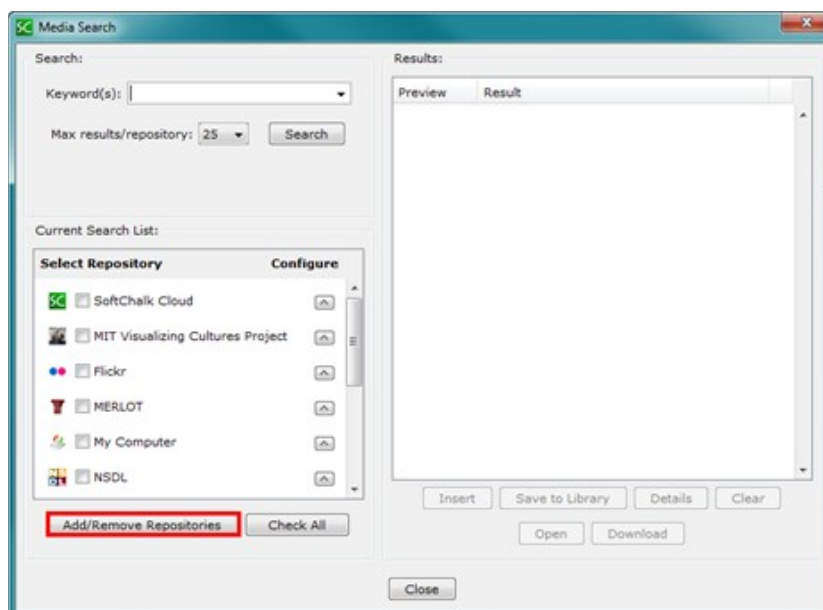


4. As mentioned previously, you can also read about the Media Search repositories on our website at: www.softchalk.com/repositories.html

Add/Remove Repositories to the Search List

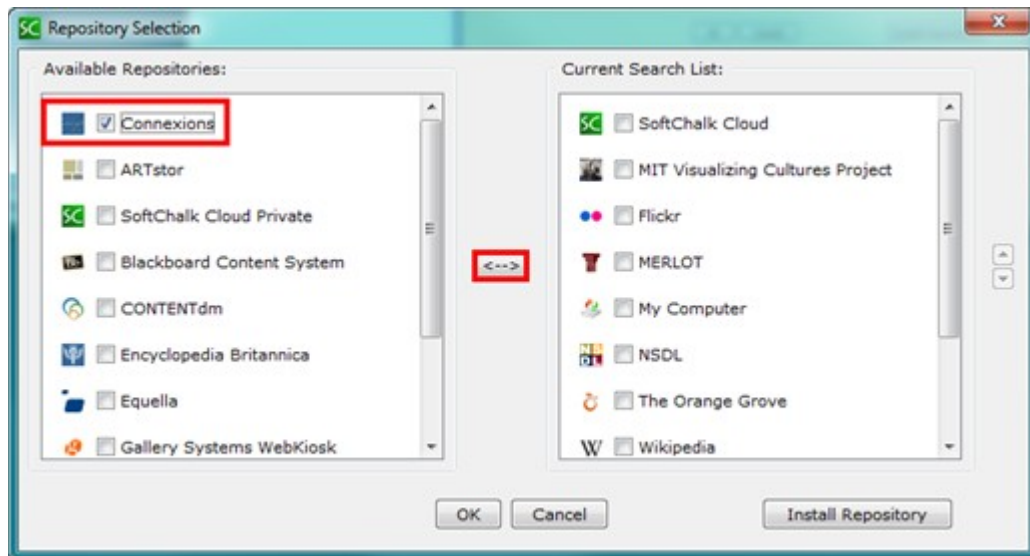
You can add or remove repositories to your search list. (If you remove a repository, you can always add it back later.) As mentioned earlier, you can add your own computer to the search list.

1. Within SoftChalk Create, choose **Tools/Media Search** (if your search window is not open already).
2. Click **Add/Remove Repositories** (see below).

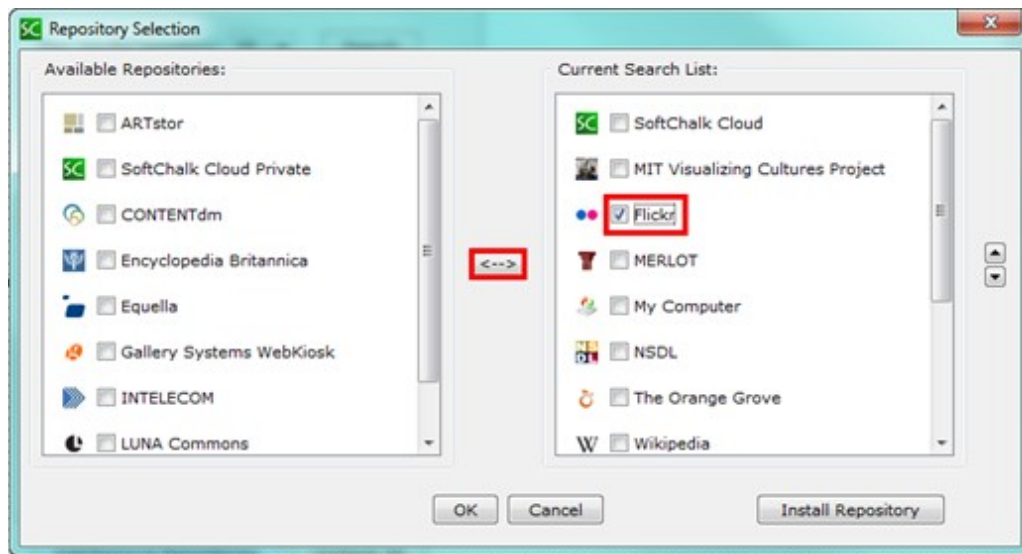


3. To add an item to your current list, click one or more items on the left.

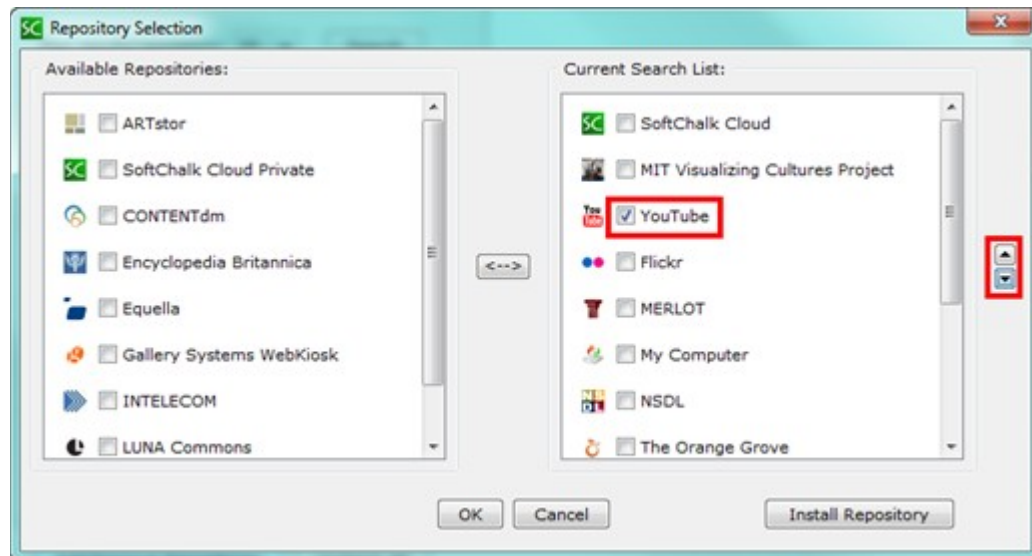
- Click the middle double-arrow button (see below). The item(s) will then appear on the right under the **Current Search List**.



- To remove a repository from your current search list, select one or more items on the right.
- Click the middle double-arrow button (see below). The items will then appear on the left under the **Available Repositories** list.



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



Library (Desktop Version)

Overview

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

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

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

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

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

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

IMPORTANT: You are encouraged to back up your SoftChalk Library. See the section [Back up the SoftChalk Library](#).

Save an Item to the Library

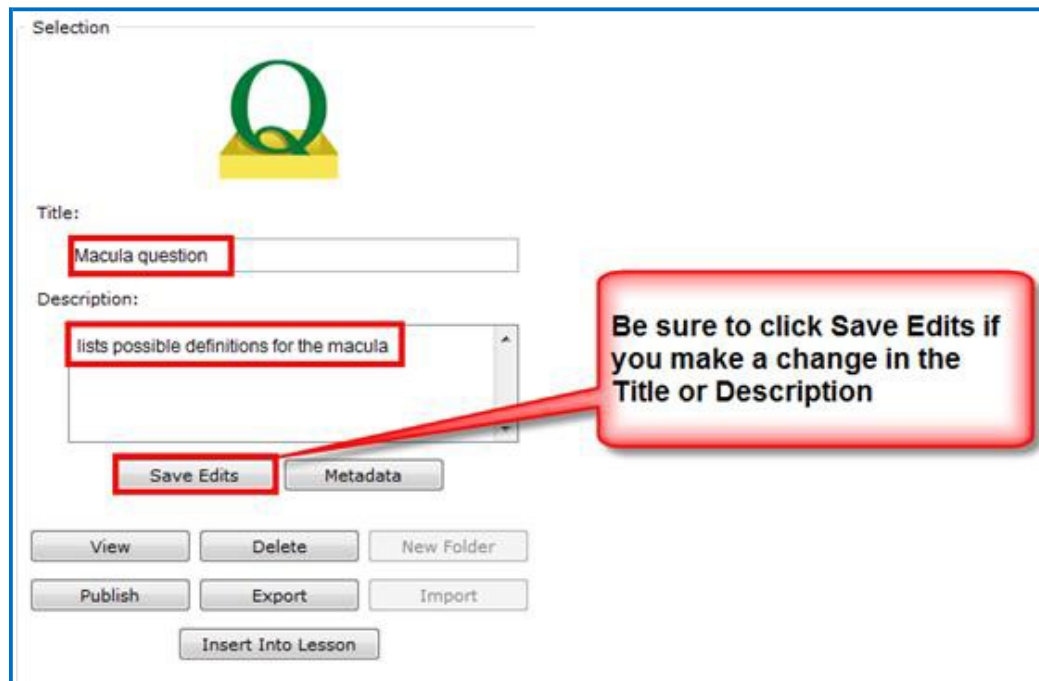
1. **Right-click on an item in the main editing window** and select **Save To Library**.
2. Select the folder where you want your item saved.
3. Type a title and description for your item.
4. Click **Save Item**.
5. After you save your item, you'll see the standard Library buttons (**View**, **Delete**,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

For more details on saving an item in the Library, see the sections:

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

Edit an Item Title or Description

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



The screenshot shows a 'Selection' dialog box with a green 'Q' icon on a yellow base. Below the icon are two text input fields: 'Title' and 'Description'. The 'Title' field contains the text 'Macula question' and the 'Description' field contains the text 'lists possible definitions for the macula'. Both fields are highlighted with red boxes. Below the 'Description' field are two buttons: 'Save Edits' and 'Metadata'. The 'Save Edits' button is highlighted with a red box. A red callout bubble points to the 'Save Edits' button with the text: 'Be sure to click Save Edits if you make a change in the Title or Description'. At the bottom of the dialog box are several buttons: 'View', 'Delete', 'New Folder', 'Publish', 'Export', 'Import', and 'Insert Into Lesson'.

Replace an Item in the Library

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

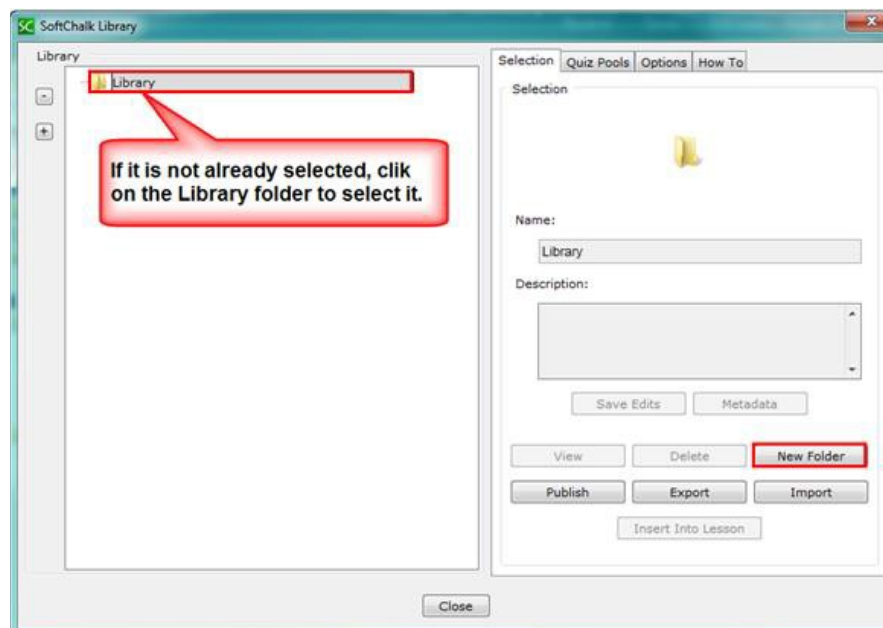
- Save the item as a new item in the library
- OR click on a similar item in the library and click **Replace Item**. “Similar item” means the same type of QuizPopper, Activity, or media.

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

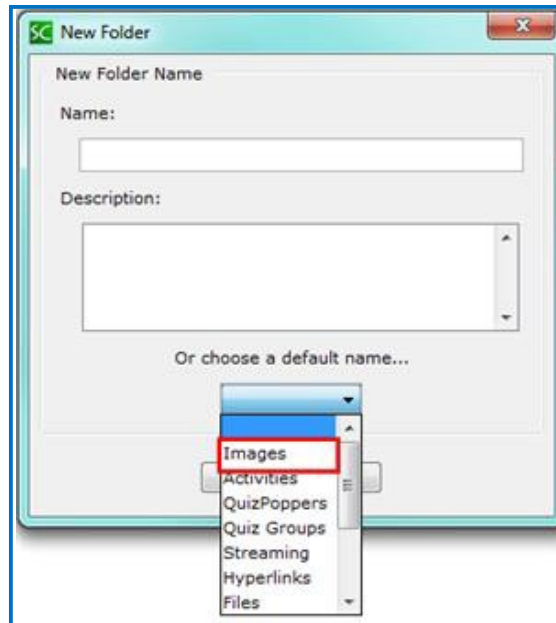
Manage the Library List

Create Folders in the Library

1. Choose **Tools/Library** or click **F6** on your keyboard.
2. At the top left, click the **Library** folder to select it. At the bottom right, click **New Folder** (see below). If **New Folder** is disabled, be sure you have selected a folder such as Library at the top left of your screen.



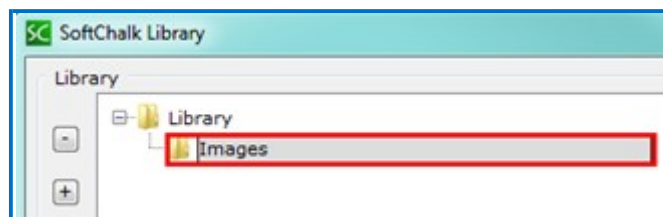
3. Notice by using the dropdown menu you can set up default folders for your images, activities, QuizPoppers, hyperlinks, etc. (see below).



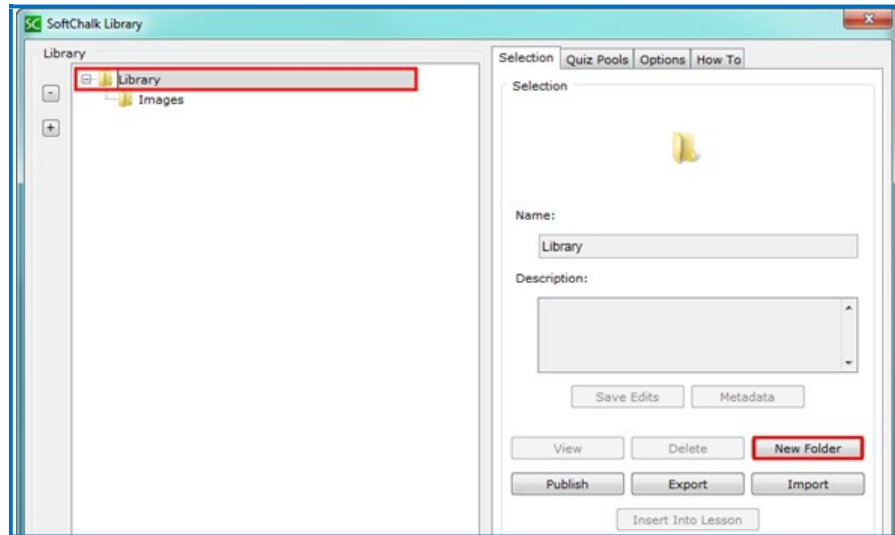
4. After either selecting a folder name from the dropdown menu or typing a name, click **OK** (see below).



5. Notice your folder (see below).



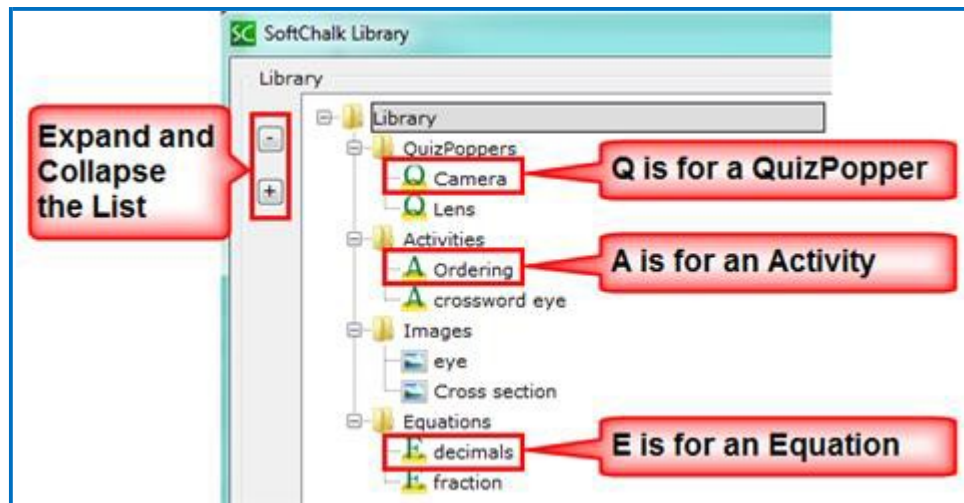
6. To add another folder to the Library, click on the **Library** folder. Then click **New Folder** (see below). **IMPORTANT:** If the **Images** folder is selected and you click **New Folder**, then the folder will be under the **Images** folder. Please note that you can drag your folder from one place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



Icons in the Library List

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

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



Move Items within the Library List

Notice that by dragging the icons you can:

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

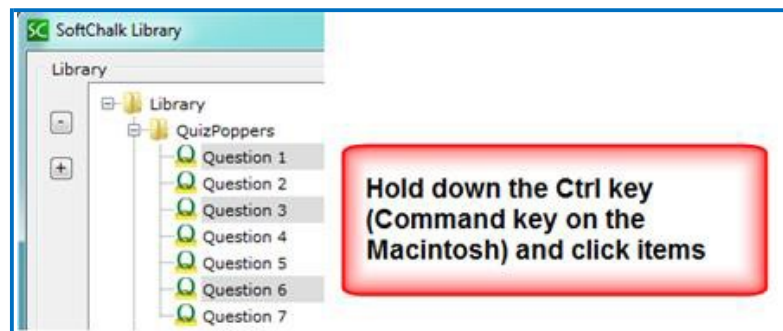
Delete an Item or Folder

To delete a Library item or Library folder, ***you must delete it within SoftChalk Create*** versus manually deleting an item or folder outside of SoftChalk Create. [Each item in the Library is assigned a code with a description and a properties text file so a Library item is not a separate file within a folder.] **IMPORTANT:** You are encouraged to back up your SoftChalk library. For details, see the section [Back up the SoftChalk Library.](#))

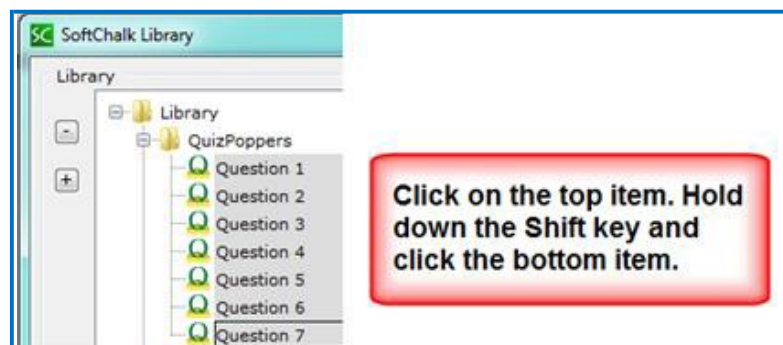
1. Select a Library item or folder.
2. Click **Delete**.

Select Multiple Items in the Library

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



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



View a Library Item

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

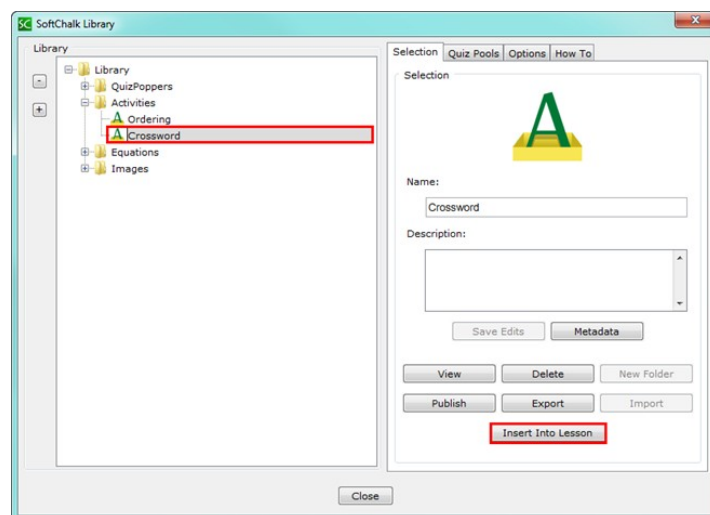
1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
2. Select a Library item. Click **View**.
3. Your Library item comes up in a separate window for you to view. (If you select a QuizPopper, Activity or Widget item, a browser window opens. If you select an image or equation, your image appears in your image editing program.)

Insert a Library Item into a Lesson

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

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

1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
2. Open a folder such as **Activities** and click on an item to select it.
3. Once your item is selected, click **Insert Into Lesson** (see below). (If you don't see the **Insert Into Lesson** button, you may have accessed the Library by right-clicking on an item in the main editing window and choosing **Save To Library**. You must finish saving your item before the other buttons appear. See the section [Save an Item to the Library.](#))



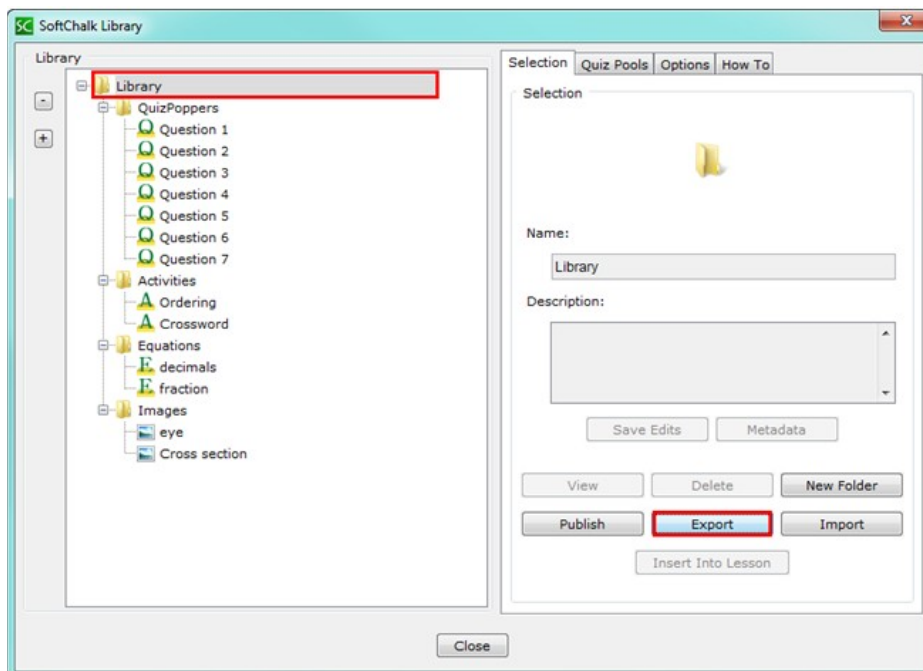
4. When you have finished inserting items into your lesson, click **Close**.

Export a Library Item or Folder

1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
1. Select a Library item.
2. Click **Export**. (If you don't see the **Export** button, you may have accessed the Library by right-clicking on an item in the main editing window and choosing **Save To Library**. You must finish saving your item before the other buttons appear. See the section [Save an Item to the Library](#).)
3. Type a name for your export file name. (You may want to use the same name you used in the Library to avoid confusion.) As always, notice where you are saving your file. **IMPORTANT**: Do NOT add .zip to your filename as the .zip extension will be added automatically.
4. Click **Save**.
5. Your exported item or folder becomes a .zip file.
6. You can email this .zip to yourself or others to import into the Library (see the section [Import a Library Item or Folder](#)).

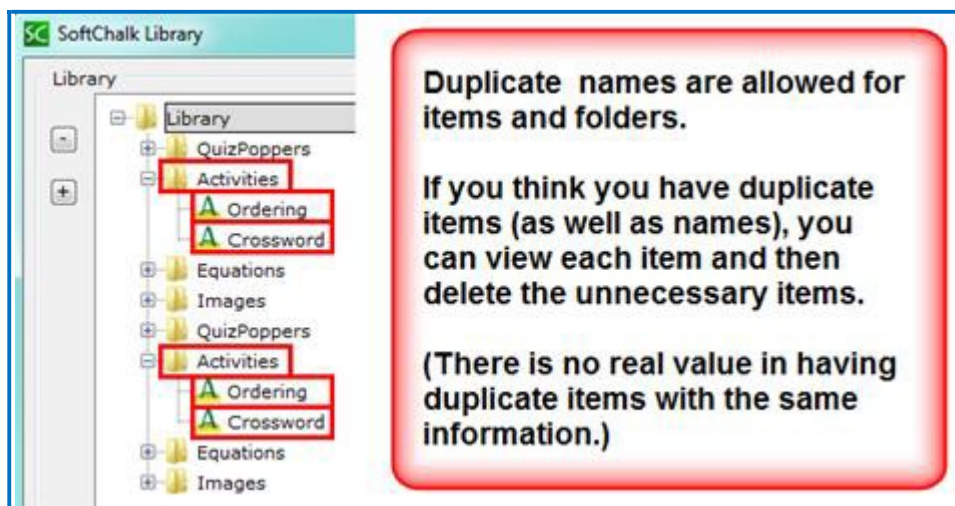
Export the Entire Library

Select your Library folder and follow the previous steps for exporting to a .zip file.



Import a Library Item or Folder

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



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

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

1. If the Library is not already open, choose **Tools/Library** or click **F6** on your keyboard.
2. Select a folder where you would like to import your item or folder. If you want to import your entire library, select the **Library** folder at the top.
3. Click **Import**. (If you don't see the **Import** button, you may have accessed the Library by right-clicking on an item in the main editing window and choosing **Save To Library**. You must finish saving your item before the other buttons appear. See the section [Save an Item to the Library.](#))
4. Select an exported library item. (If you have previously exported your entire library, select your **Library.zip** file.) **IMPORTANT:** You can only import an exported library item; you cannot import just any .zip file.
5. Click **Open**. An **Import complete** message appears when the import is complete.

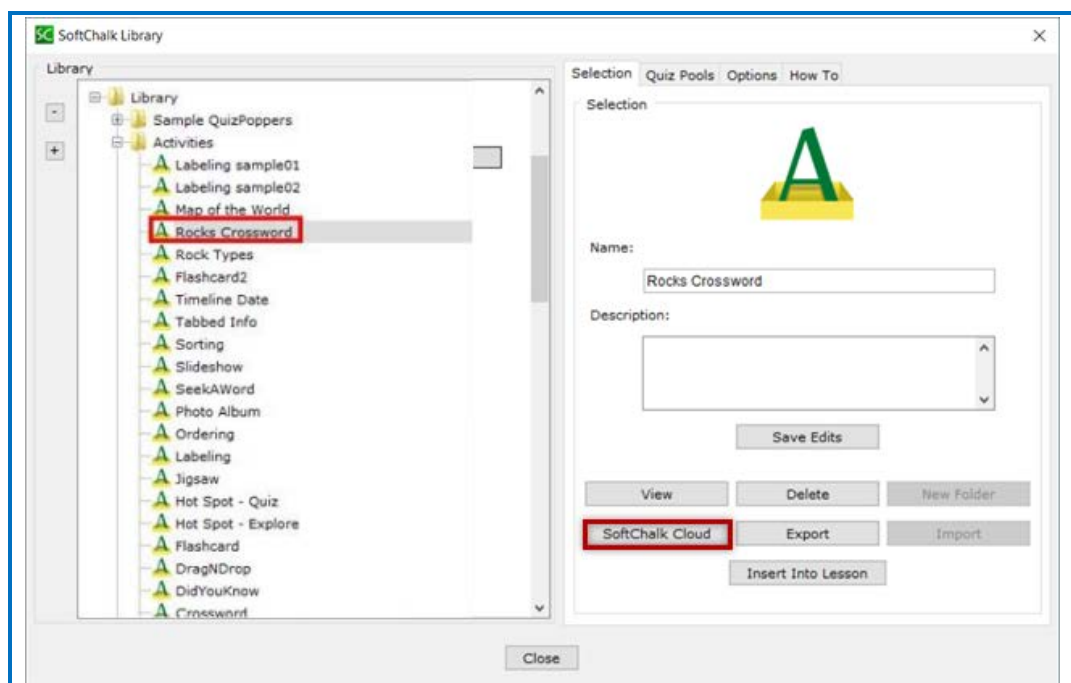
Publish a Library Item to SoftChalk Cloud

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

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

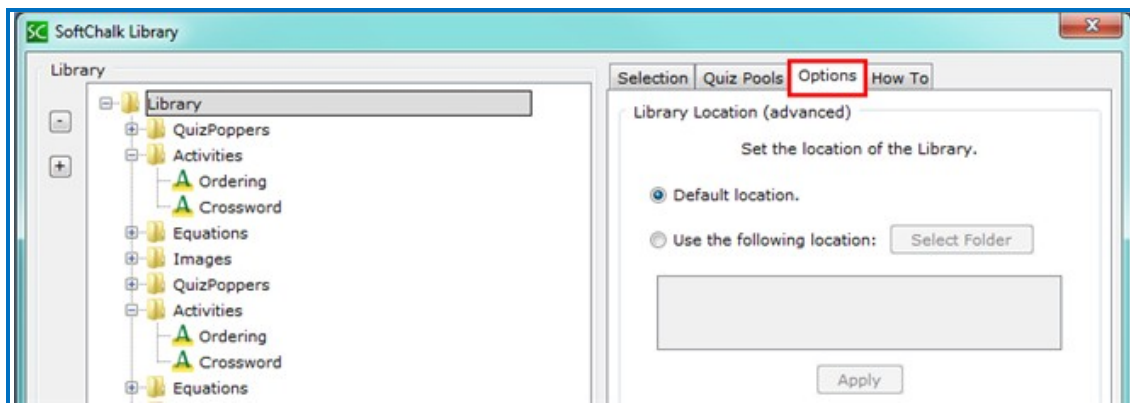
For more details on publishing to SoftChalk Cloud, See the section [Save Content to SoftChalk Cloud](#).

(You can also save a SoftChalk Lesson to [SoftChalk Cloud](#) - see the section [Save to SoftChalk Cloud](#).)



Library Options

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



Back up the SoftChalk Library

1. Export your library as a .zip file. See the section [Export the Entire Library](#).
2. After exporting your Library folder, copy and paste your Library.zip file onto another physical media such as a thumb drive or a server.
3. If you ever need to import your Library.zip file, see the section [Import a Library Item or Folder](#).

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

Quiz Pools (Library)

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

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

For more details on Quiz Pools, see the section [Quiz Pools](#).

Package a Lesson and Open a Packaged Lesson

When Would You Package a Lesson

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

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

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

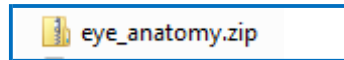
- You may want to package a lesson if you back it up on a thumb drive or other location. (You could also copy the lesson folder onto the thumb drive or other location as well.)
- You may want to package a lesson if you collaborate with another instructor on a lesson. You may be able to send a packaged lesson (zip file) via e-mail though we don't recommend or support this method. (Often lessons may be too large to send via email and .zip files are often blocked by email systems.) ***If you are collaborating with other instructor(s) on a lesson, we recommend getting a SoftChalk Cloud account.*** For details, see the section [SoftChalk Cloud](#).
- Packaging a lesson to send to your students via email is NOT supported. See the section [Deliver a Lesson to Your Students](#).)

Steps to Package a Lesson

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

1. Save your lesson.
2. Choose **File/Package Lesson**. For an explanation of the **Packaging Options**, see the section [Packaging Options](#).

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



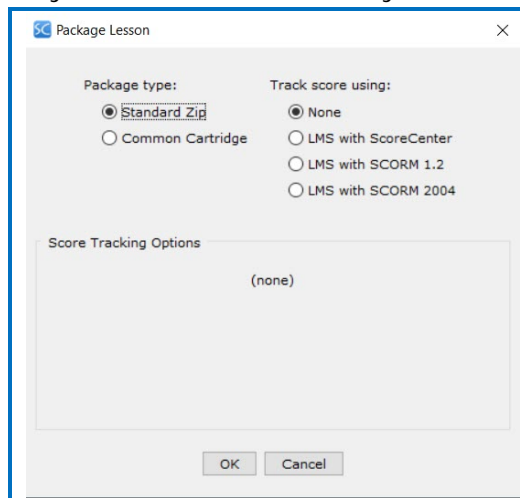
4. Upload this zip file to a server or copy this .zip file to a thumb drive.

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

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

Packaging Options

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



[For an explanation of the LMS options, see the appropriate LMS guide for your institution -see the section [Learning Management Systems \(LMS\) Guides](#).]

Package Type	Description	File extension
Standard Zip	Upload your lesson to a learning management system or website	.zip
Common Cartridge	Upload your lesson to a learning management system (such as Jenzabar's e-Racer) that accepts the common cartridge format. You can choose a specific version of Common Cartridge for your package (1.0, 1.1 or 1.2).	_cc1-0.zip
Executable Lesson (Windows)	See the section Load an Executable Lesson on a Windows Computer	.exe
Executable Lesson (Mac)	See the section Load an Executable Lesson on a Macintosh	.app
Executable CD	See the sections Create a CD of a Lesson.	Creates a folder OUTSIDE of your lesson folder.

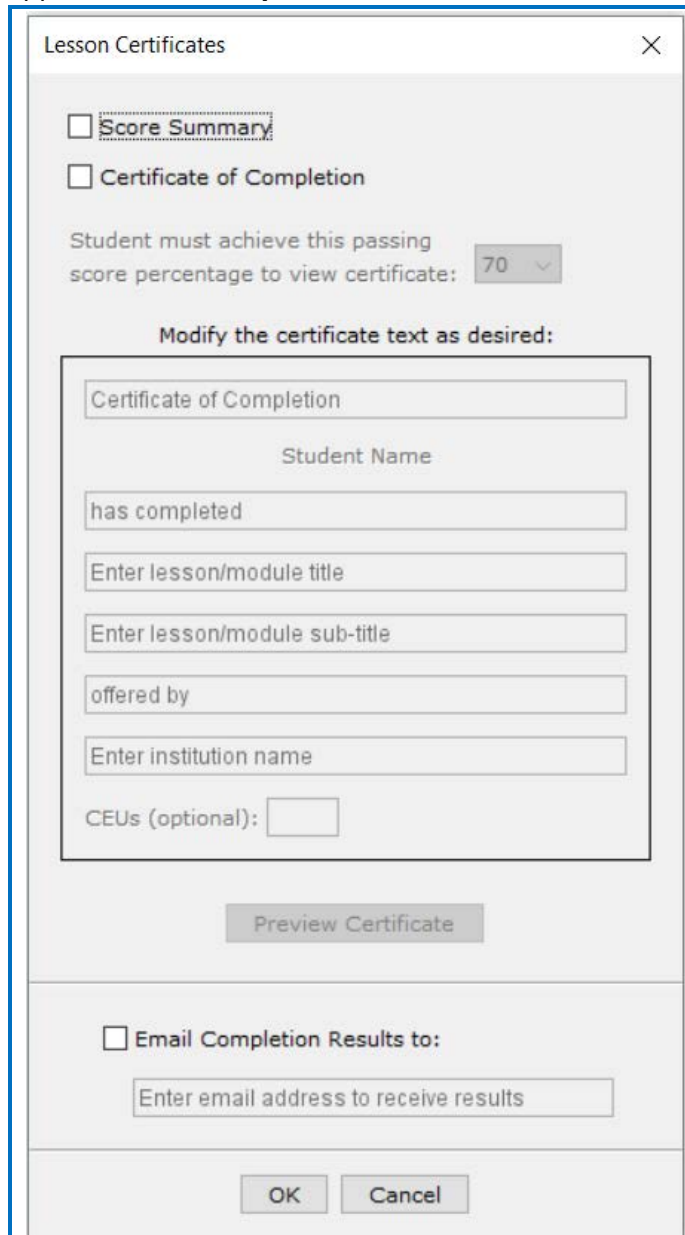
Lesson Title

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

Lesson Title
Recommended maximum 30 letters per line
Title:
Subtitle:

Lesson Certificates

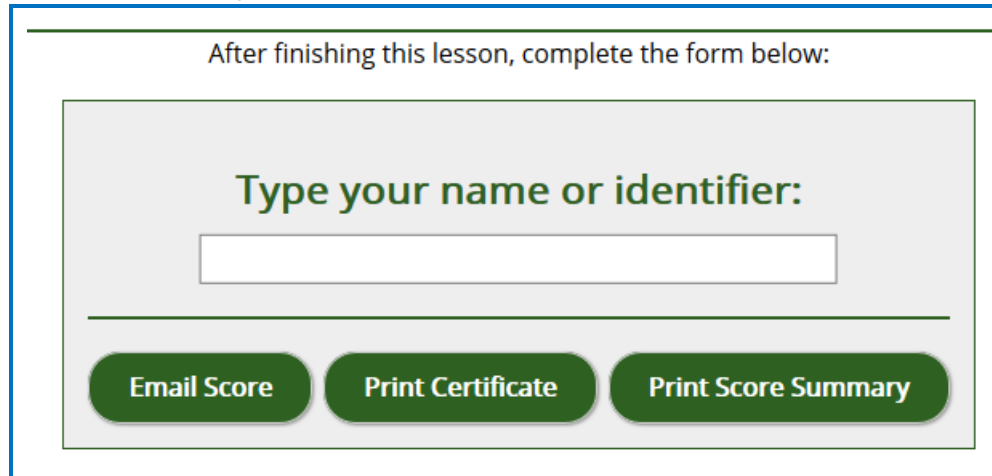
(In previous versions this feature was under **Properties/Lesson Reporting**. It now appears under **Properties/Lesson Certificates**.)



The screenshot shows a dialog box titled "Lesson Certificates" with a close button (X) in the top right corner. Inside the dialog, there are two checkboxes: "Score Summary" and "Certificate of Completion". Below these is a label "Student must achieve this passing score percentage to view certificate:" followed by a dropdown menu showing "70". A section titled "Modify the certificate text as desired:" contains a text area with the following text: "Certificate of Completion", "Student Name", "has completed", "Enter lesson/module title", "Enter lesson/module sub-title", "offered by", "Enter institution name", and "CEUs (optional):" followed by a small text input field. Below this section is a "Preview Certificate" button. At the bottom, there is a checkbox labeled "Email Completion Results to:" followed by a text input field labeled "Enter email address to receive results". At the very bottom are "OK" and "Cancel" buttons.

For details on this screen, see the next section [Explanation of Items Under Lesson Certificates](#). **IMPORTANT:** If you select **Email Completion Results**, you must enter *your e-mail address* to receive the scores from your students.

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



After finishing this lesson, complete the form below:

Type your name or identifier:

Email Score Print Certificate Print Score Summary

See the next page for an explanation of these options.

Explanation of Items under Lesson Certificates

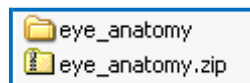
With **Certificate of Completion**, **Score Summary** and **Email Completion Results**, you gather information from each student.

Lesson Certificate Option	Explanation
Certificate of Completion	<p><i>This certificate will print only if a student passes.</i> (You set the passing percentage in the Certificate Information area). The certificate prints the:</p> <ul style="list-style-type: none">• <i>Student's Name or identifier</i>• <i>Lesson Title and Subtitle</i>• <i>School/Institution</i>• <i>Completion date</i>• <i>CEUs</i> (if filled in under the Certification Information area)
Score Summary	<p>This summary prints the:</p> <ul style="list-style-type: none">• <i>Student's Name or identifier</i>• <i>Completion date</i>• <i>Score</i> (regardless if the student passed). The score includes the total possible points, points attempted, points correct and percentage correct)• <i>Time</i> spent in the lesson
Email Completion Results	<p>The e-mail includes the <i>same information</i> as for the Score Summary above.</p> <p>In addition, the <i>completion time is recorded.</i></p> <p>IMPORTANT: Again, you must enter your e-mail address to receive the scores.</p>

Open a Packaged Lesson

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

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



QuizPoppers

Overview

There are ten types of QuizPoppers:

- [Essay](#)
- [Feedback Question](#)
- [Matching](#)
- [Multiple Answer](#)
- [Multiple Blanks](#)
- [Multiple Choice](#)
- [Ordering](#)
- [Sentence Completion](#)
- [Short Answer](#)
- [True/False](#)

See the [QuizPoppers](#) section for details about creating the QuizPoppers.

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

If you want to put in a group of QuizPoppers, see the section [Quiz Groups](#).

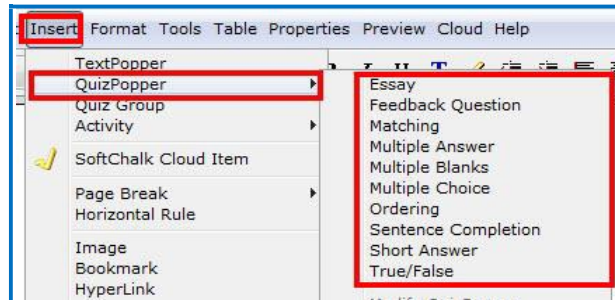
With QuizPoppers you can:

- Insert questions anywhere you like within a lesson
- Paste text from other programs into a QuizPopper
- Enter as many questions as you want into a lesson
- Keep track of your students' scores. See the section [Deliver a Lesson to Your Students](#). If you have a learning management system, see the section [Learning Management System \(LMS\) Guides](#).
- **IMPORTANT:** *You cannot copy and paste QuizPoppers*; however, you can save a QuizPopper to the Library for re-use. See the section [Save a QuizPopper to the Library](#).

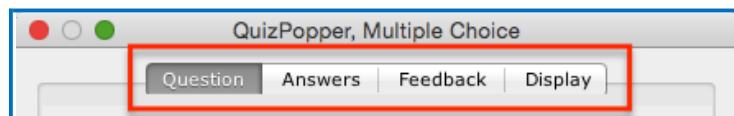
You can save Quiz Groups to SoftChalk Cloud. See the section [Save Quiz Groups to SoftChalk Cloud](#).

Insert a QuizPopper

Click in the main editing window for your lesson where you want your QuizPopper to appear. Choose **Insert/QuizPopper** and select a QuizPopper type (see below).

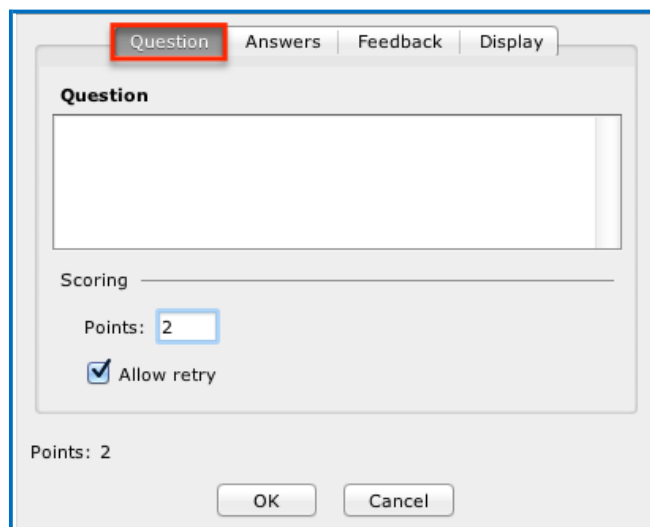


Use the tabs at the top of the QuizPopper window to design your question, answers, feedback and display method. Each type of QuizPopper displays the tabs that are relevant to that type (example pictured below). Each tab is described in detail below.

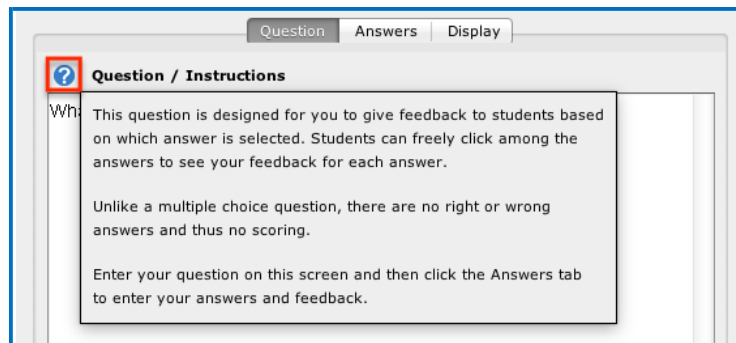


QuizPopper Question Tab

1. Type the QuizPopper question in this tab. You can also insert an image, hyperlink, audio, video, Library item, widget or math characters and equation into the question. (For details, see the section [Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper.](#))
2. In the Scoring area, type the number of points for this question and select your scoring preferences. Then click the **Answers** tab to continue.



IMPORTANT: For [QuizPoppers](#), rollover the question mark icon for information about this specific type of QuizPopper (see below).

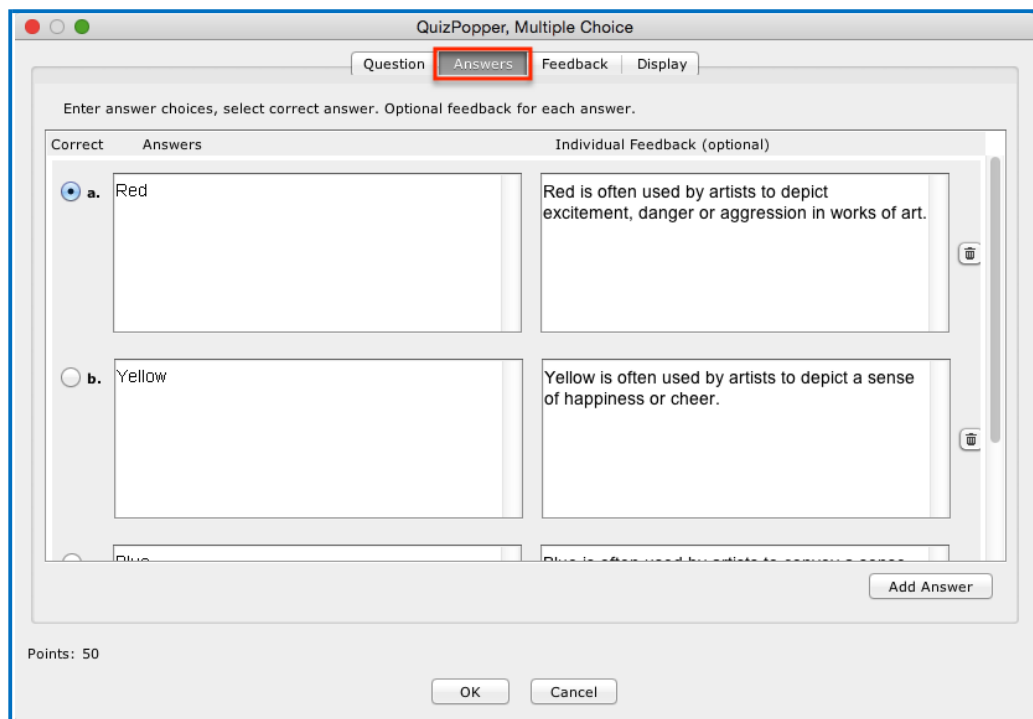


QuizPopper Answers Tab

Type or select the answers for your question. **IMPORTANT:** You can also insert an image, hyperlink, audio, video, Library item, widget or math characters and equation to an answer. (For details, see the section [Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper.](#))

Also enter individual feedback (feedback related specifically to that answer choice).

Click the **Add Answer** button if you need more choices. Many of the QuizPoppers will now allow up to twenty-six choices.



QuizPopper Feedback Tab

You can add specific feedback for a right and wrong answer. Notice you have the option to show the correct answer with the feedback, and you can add a hint.

(To add feedback for individual answers, click on the **Answers** tab.)

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

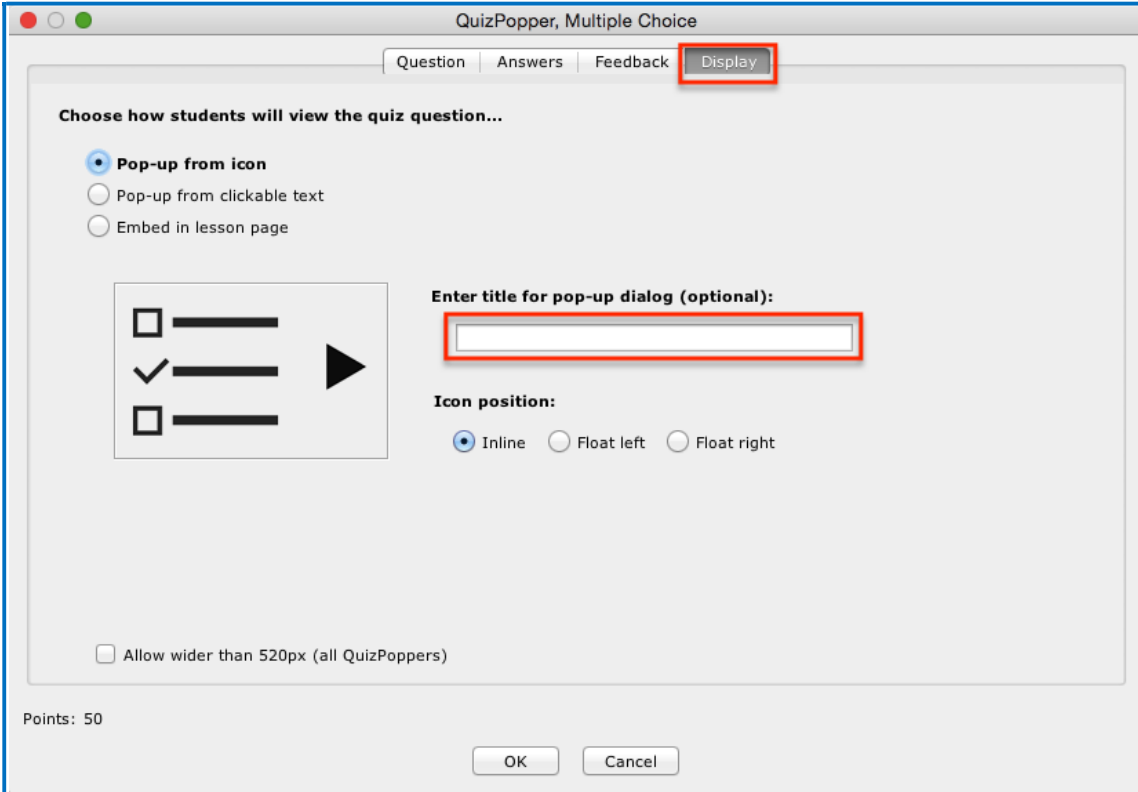
The screenshot shows a window titled "QuizPopper, Multiple Choice" with four tabs: "Question", "Answers", "Feedback", and "Display". The "Feedback" tab is selected and highlighted with a red box. Inside the "Feedback" tab, there are three text input fields, each also highlighted with a red box: "Feedback for Correct Answer", "Feedback for Wrong Answer", and "Hint". The "Feedback for Correct Answer" field contains the text "Right! Good job!". To the right of these fields are two buttons: "Default" and "Clear". Below the input fields is a checkbox labeled "Show correct answer(s) with feedback." which is currently unchecked. At the bottom left, it says "Points: 50". At the bottom center are two buttons: "OK" and "Cancel".

QuizPopper Display Tab

You can display the QuizPopper three separate ways:

- **Display an icon** that will open the quiz in a separate window
- **Display from clickable text**
- **Embed the QuizPopper directly into the lesson**

For an extra wide display, select **Allow wider than 520 pixels box**. With this option selected, the width of all the QuizPoppers in the lesson will expand to the width of the browser page.



The image shows a software window titled "QuizPopper, Multiple Choice" with four tabs: "Question", "Answers", "Feedback", and "Display". The "Display" tab is selected and highlighted with a red box. Below the tabs, the text "Choose how students will view the quiz question..." is followed by three radio button options: "Pop-up from icon" (selected), "Pop-up from clickable text", and "Embed in lesson page". To the left of the "Pop-up from icon" option is a preview box containing three horizontal lines representing text, with the middle line checked and a right-pointing triangle icon to its right. To the right of the preview box is a text input field labeled "Enter title for pop-up dialog (optional):", which is also highlighted with a red box. Below the input field is the "Icon position:" section with three radio button options: "Inline" (selected), "Float left", and "Float right". At the bottom left of the main content area is a checkbox labeled "Allow wider than 520px (all QuizPoppers)". At the bottom left of the window, the text "Points: 50" is displayed. At the bottom right are "OK" and "Cancel" buttons.

Assign Points to a QuizPopper

You must assign points to each question in order for the scoring to work correctly on a QuizPopper. Enter the points possible in the **Scoring** area of the **Question** tab.

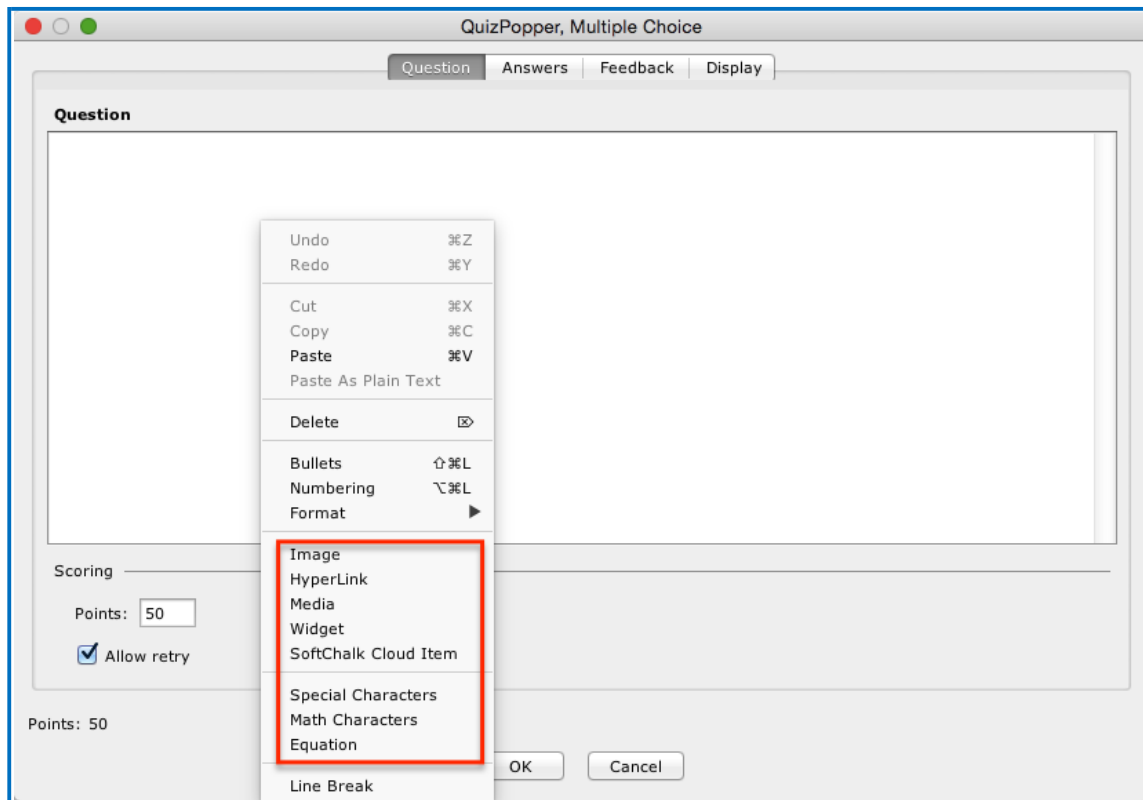
Also, in this area, if you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer. (See the section [Options for Tracking Scores](#).)

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

The screenshot shows a window titled "QuizPopper, Multiple Choice" with four tabs: "Question", "Answers", "Feedback", and "Display". The "Question" tab is selected and highlighted with a red box. Below the tabs is a large text area for the question. At the bottom of the dialog, there is a "Scoring" section. Within this section, the "Points:" label is followed by a text box containing the number "50". Below this, the "Allow retry" checkbox is checked and also highlighted with a red box. At the very bottom of the dialog, the text "Points: 50" is displayed, and there are "OK" and "Cancel" buttons.

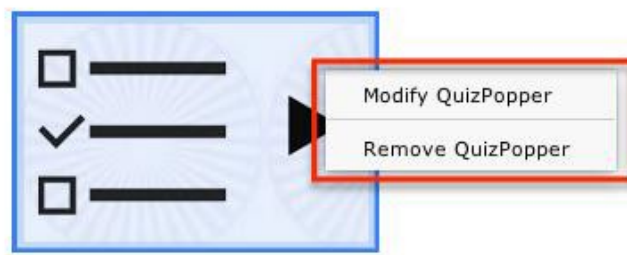
Insert an Image, Hyperlink, Media, Widget or Math Equation into a QuizPopper

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



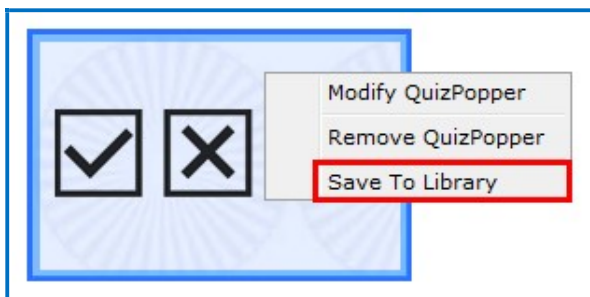
Modify or Remove a QuizPopper

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



Save a QuizPopper to the Library

Within the main editing window for your lesson, right-click on a QuizPopper and choose **Save To Library** (see below). **Save To Library** is available for the Desktop version only. (For details on organizing the Library and inserting items from the Library into your lesson, see the section [Library \(Desktop Version\)](#).)



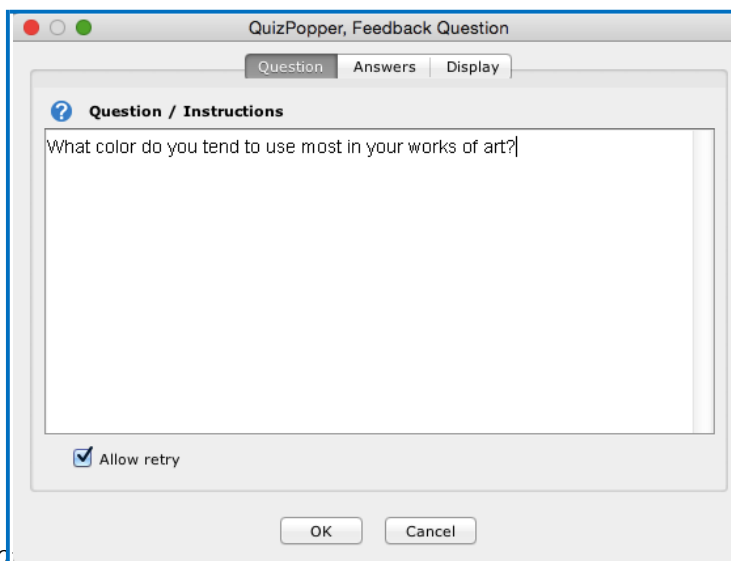
(If you have the Cloud version of SoftChalk Create, you can save a Quiz Group to the Cloud. See the section [Save Quiz Groups to SoftChalk Cloud](#).)

QuizPoppers

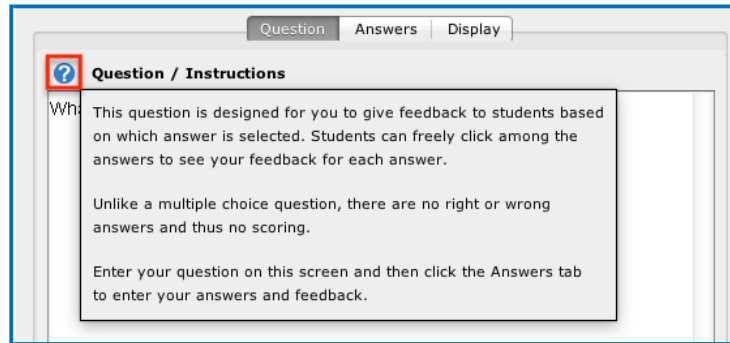
Feedback Question

Create a question that provides feedback to your students that is based on the answer chosen. For this question type, there is no right or wrong answer. [See an online example](#).

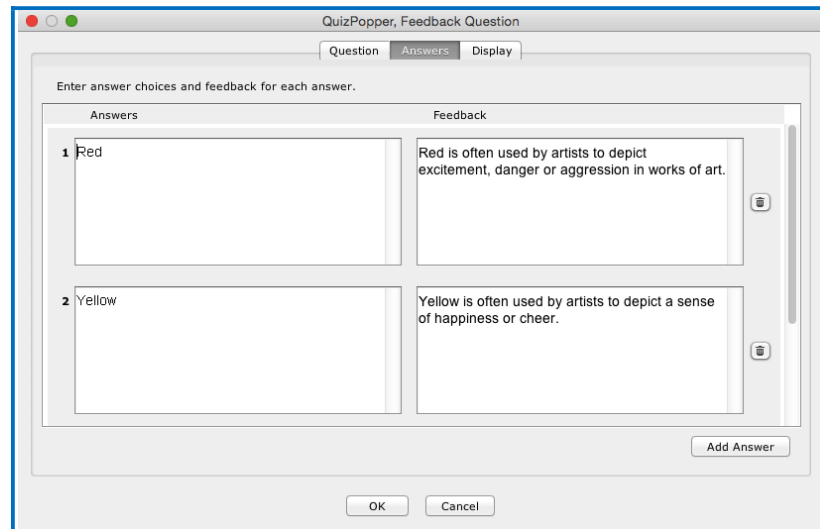
1. On the **Questions** tab, type a question. If you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer. (See the section [Options for Tracking Scores](#).)



IMPORTANT: Rollover the question mark icon for information about this specific type of QuizPopper (see below).



2. On the **Answers** tab, list each possible answer in the boxes to the left. Next to each possible answer, enter the feedback to display if that answer is selected. Click the **Add Answer** button if more choices are needed (maximum of 26 answers).



3. On the **Display** tab, choose how students will view the question.
4. Click **OK** to save the question.

Multiple Blanks

Create a question that requires your learners to complete sentences by typing the correct word or phrase in the blank(s). This question type is sometimes called a cloze paragraph. [See an online example.](#)

IMPORTANT: This QuizPopper is different than the Sentence Completion type because learners will need to type answers into the blank(s) rather than select answers from drop-down menus.

1. On the **Questions** tab, type the sentence / question. Type a different variable inside brackets (for example [a] or [b]) in each part of the sentence where you want a blank to appear. If you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer. (See the section [Options for Tracking Scores](#).)
2. Notice you can select **Partial Credit** (optional) and **Answer Must Match Case** (optional).
3. Also, on the **Questions** tab, enter the correct answer for each variable. Click the **Add Answer** button to enter more than one correct answer for a variable.

The screenshot shows the 'QuizPopper, Multiple Blanks' window. It has three tabs: 'Question', 'Feedback', and 'Display'. The 'Question' tab is active. The 'Sentence/Question' field contains the text: 'Many artists have a deep understanding of the effects of color, known as color theory. Painters apply color theory by mixing paint colors to obtain new colors in their works. A [a] color is made by mixing two primary colors but a [b] color is made by mixing a primary color and a secondary color. [c] colors are base colors, and are not made up by mixing other colors together.' Below this, the 'Answers' section shows 'Show possible answers for' with a dropdown menu set to 'a'. Underneath, there's a field 'Enter correct answer choices.' with the text 'secondary' entered. To the right of this field is a trash icon. Below the answers section is the 'Scoring' section, which includes 'Points: 2', three checked checkboxes for 'Allow retry', 'Allow partial credit', and 'Answer must match case.', and an 'Add Answer' button. At the bottom, there are 'OK' and 'Cancel' buttons.

IMPORTANT: Rollover the question mark icon for information about this specific type of QuizPopper (see below).

This screenshot is similar to the previous one, but it includes a tooltip that appears when the question mark icon in the 'Sentence/Question' field is hovered over. The tooltip text reads: 'This question is sometimes referred to as a cloze paragraph exercise. To create this question, enter your sentence(s) specifying each answer blank using brackets. For example, "Roses are [color1], violets are [color2]."' It also states: 'Answer blanks may contain only letters and numbers - no spaces nor other characters.' and 'Then use the dropdown menu to select each answer option and fill in the correct information. Notice that you can add multiple possible answers for a single blank (click Add Answer).' The tooltip is positioned over the question mark icon, which is highlighted with a red square.

4. On the **Feedback** tab, default feedback will appear. Edit the default feedback, if desired, to customize feedback shown for correct or incorrect answer and for the hint (optional). Check the **Show Correct Answers** box to have the correct answers show for students with this feedback.

The screenshot shows a window titled "QuizPopper, Multiple Blanks" with three tabs: "Question", "Feedback", and "Display". The "Feedback" tab is active. It contains a large text area for "Feedback for Correct Answer" with the text "Right! Good job!". To the right of this area are "Default" and "Clear" buttons. Below the main text area are three smaller text input fields for "Feedback for Partially Correct Answer", "Feedback for Wrong Answer", and "Hint". At the bottom left of the feedback section is a checkbox labeled "Show correct answer(s) with feedback." which is currently unchecked. At the bottom of the window, it says "Points: 2" and has "OK" and "Cancel" buttons.

5. On the **Display** tab, choose how students will view the question.
6. Click **OK** to save the question.

Sentence Completion

Create a question that requires your learners to complete sentences by selecting the correct word or phrase from a drop-down menu of choices. [See an online example.](#)

IMPORTANT: This QuizPopper is different than the Multiple Blanks type because learners will need to select answers from drop-down menus of choices rather than type answers into the blank(s).

1. On the Questions tab, type the sentence / question. Type a different variable inside brackets (for example [a] or [b]) in each part of the sentence where you want a drop-down menu of answer choices to appear. If you select **Allow retry** (optional) and student results are tracked through our ScoreCenter feature, then the student's most recent response will be the student's answer. (See the section [Options for Tracking Scores](#).) Notice you can select **Partial Credit** (optional).

QuizPopper, Sentence Completion

Question Feedback Display

? Sentence/Question

Many artists have a deep understanding of the effects of color, known as color theory. Painters apply color theory by mixing paint colors to obtain new colors in their works. A [a] color is made by mixing two primary colors but a [b] color is made by mixing a primary color and a secondary color. [c] colors are base colors, and are not made up by mixing other colors together.

Answers

Show possible answers for a

Correct	Answer choices	Feedback (optional)
<input type="radio"/>	primary	
<input checked="" type="radio"/>	secondary	
<input type="radio"/>	tertiary	

Add Answer

Scoring

Points: 2

☒ Allow retry

☒ Allow partial credit

Points: 2

OK Cancel

IMPORTANT: Rollover the question mark icon for information about this specific type of QuizPopper (see below).

Question Feedback Display

? Sentence/Question

To create this question, enter your sentence(s) specifying each answer blank using brackets. For example, "Roses are [color1], violets are [color2]."

Answer blanks may contain only letters and numbers - no spaces nor other characters.

Then use the dropdown menu to select each answer option. Enter a correct answer and incorrect answer(s) for each blank. You can also add feedback for an answer. Notice that you can add several choices (click Add Answer).

2. On the **Feedback** tab, default feedback will appear. Edit the default feedback, if desired, to customize feedback shown for the correct or incorrect answer and for the hint (optional). Select **Show Correct Answers** to have the correct answers show for students with this feedback.
3. On the **Feedback** tab, default feedback will appear. Edit the default feedback, if desired, to customize feedback shown for correct or incorrect answer and for the hint (optional). Select **Show Correct Answers** to have the correct answers show for students with this feedback.
4. Click **OK** to save the question.

Essay

Create an open-ended question that your students can type an in-depth answer for. Answers may consist of multiple lines of text. [See an online example.](#) **IMPORTANT:** To collect essays from your students, you have several options. Be sure to see the sections [Collect Essays from Your Students](#) and [Score an Essay \(Change the Score for a Lesson\)](#).

Matching

Create a question in which students match items in one set with choices in another set (minimum of two answers, maximum of twenty-six). [See an online example.](#)

Multiple Answer

Create a question that has more than one correct answer in a list of choices (minimum of one correct answer, maximum of twenty-six). [See an online example.](#) **IMPORTANT:** This is different than a multiple choice question, which only has one correct answer.

Multiple Choice

Create a question that has just one correct answer in a list of choices (maximum of twenty-six answer choices). [See an online example.](#) **IMPORTANT:** This is different than a multiple answer question, which has more than one correct answer.

Ordering

Create a question that requires students to identify the correct order of items in relation to one another (maximum of twenty-six items). Be specific in the question as to the direction of the ordering (i.e. lowest to highest, least to greatest, oldest to youngest, etc.). [See an online example](#).

Short Answer

Create a question in which students provide a short-typed answer, such as a word or phrase. When setting up a short answer question, you will specify in advance what the possible answers are. You can opt to make answers case sensitive. [See an online example](#).

True / False

Create a question in which students see a statement, then select True or False as the answer. [See an online example](#).

Quiz Groups

Overview

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

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

You can get questions from the Library to put into your Quiz Group. You can also save your Quiz Group questions to your SoftChalk Cloud account or to your Library. For details, see the sections [Save Quiz Group Questions to SoftChalk Cloud](#) or [Save Quiz Group Questions to the Library](#).

You can display your Quiz Group questions:

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

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

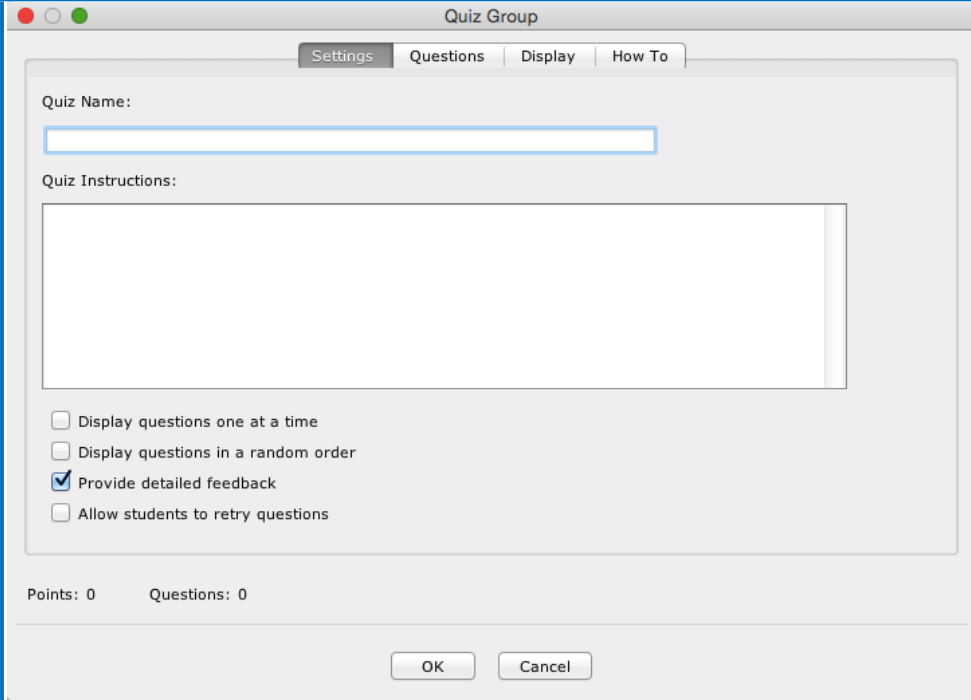
If you choose the **One at a time** option, students will need to click **Check Answers** at the last screen. (For details, see the section [Display Questions – One at a Time – Last Screen](#).)

Insert a Quiz Group

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

Add Questions to a Quiz Group

1. Type a name and instructions for your Quiz Group on the Settings tab (see below).



The screenshot shows the 'Quiz Group' window with the 'Settings' tab selected. It contains fields for 'Quiz Name' and 'Quiz Instructions', and several checkboxes for display options. At the bottom, it shows 'Points: 0' and 'Questions: 0'.

Quiz Group

Settings Questions Display How To

Quiz Name:

Quiz Instructions:

☐ Display questions one at a time

☐ Display questions in a random order

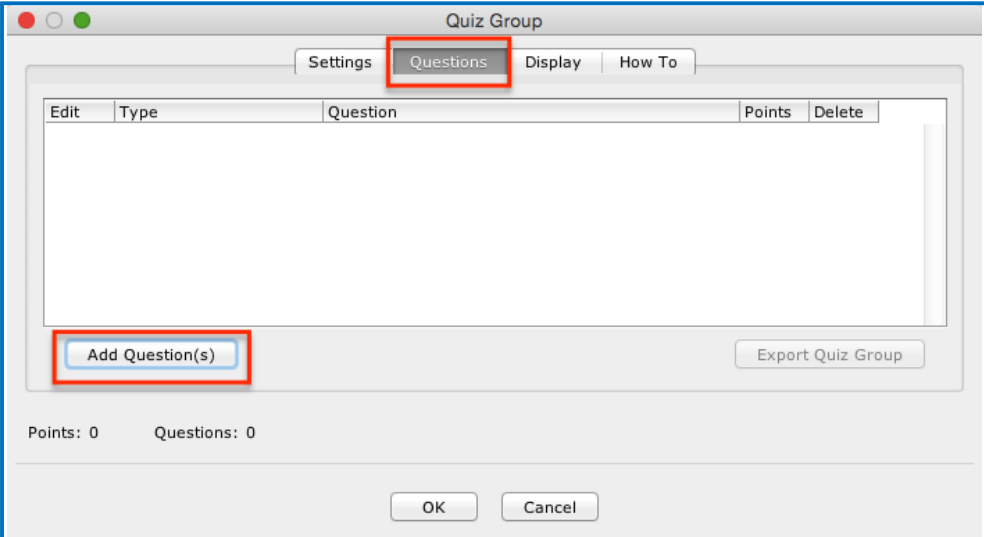
☒ Provide detailed feedback

☐ Allow students to retry questions

Points: 0 Questions: 0

OK Cancel

2. To create questions for your Quiz Group, click the **Add Questions** button.



The screenshot shows the 'Quiz Group' window with the 'Questions' tab selected. It displays a table with columns for 'Edit', 'Type', 'Question', 'Points', and 'Delete'. Below the table is an 'Add Question(s)' button, which is highlighted with a red box. There is also an 'Export Quiz Group' button. At the bottom, it shows 'Points: 0' and 'Questions: 0'.

Quiz Group

Settings Questions Display How To

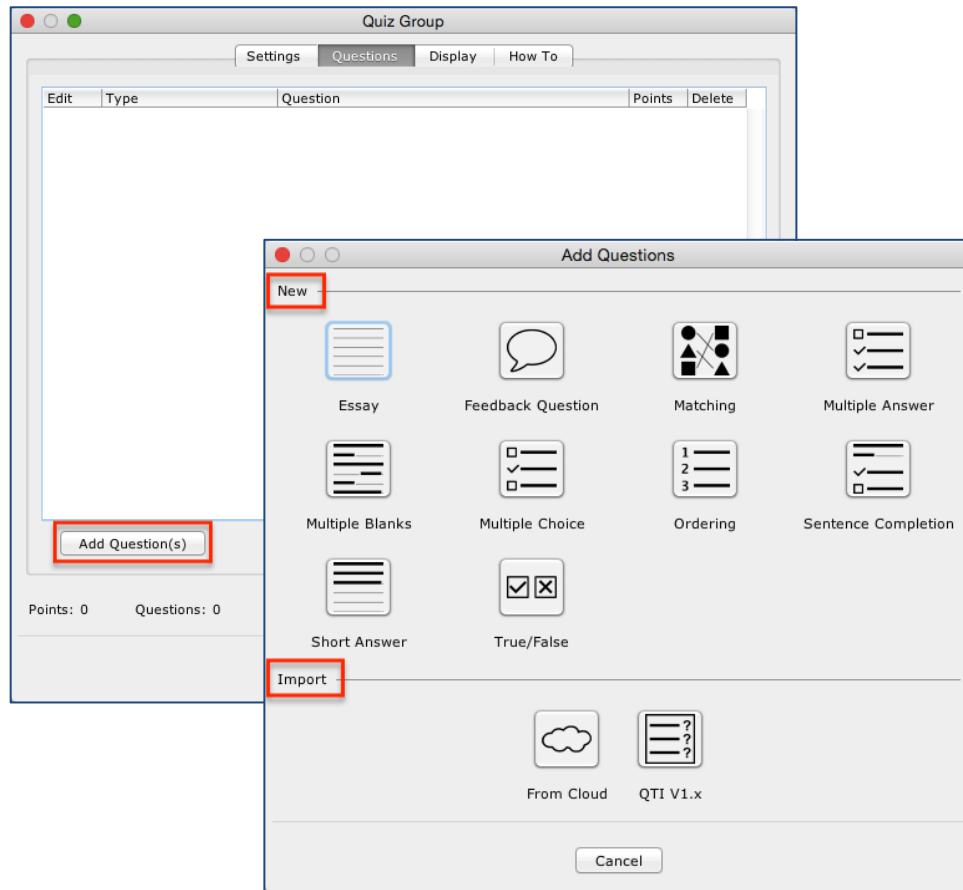
Edit	Type	Question	Points	Delete
------	------	----------	--------	--------

Add Question(s) Export Quiz Group

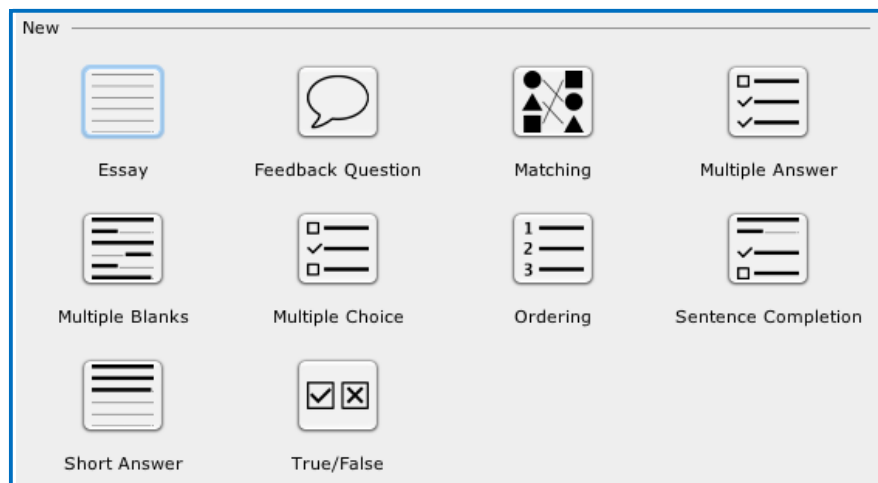
Points: 0 Questions: 0

OK Cancel

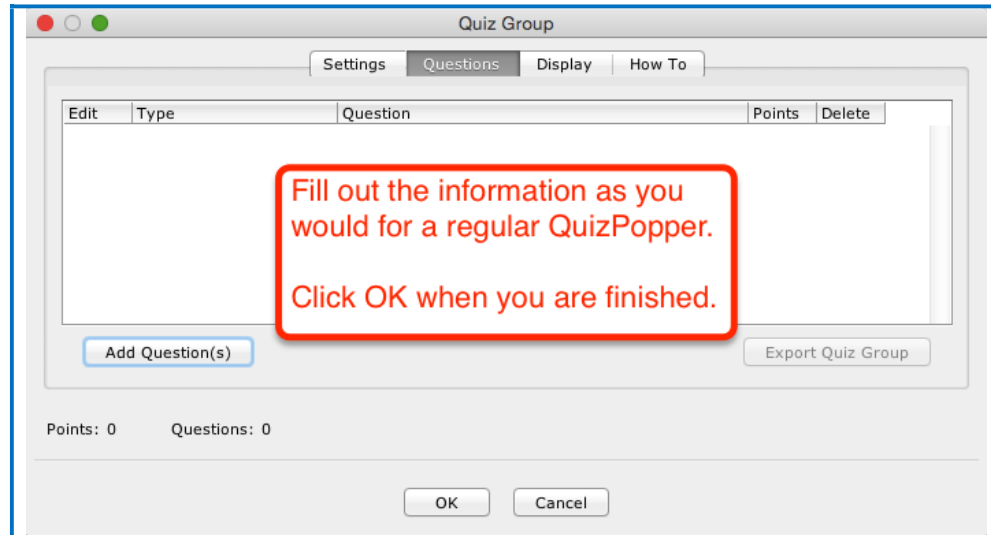
3. You can either create new questions (see the next step), and/or import them from the Cloud (see the section [Get Questions from SoftChalk Cloud](#)), from the Library (see the section [Get Questions from the Library](#)) or from a QTI file.



4. Select a **Question Type** (see below). *You can have a Quiz Group composed of different types of QuizPoppers.*



5. After selecting a **Question Type**, enter your first question (see below).
6. Fill out the information as you would for a regular QuizPopper see the [Insert a QuizPopper](#) section of the guide for setup instructions. Click **OK** when you're done. To add another QuizPopper, click the **Add Questions** button.



7. When you have finished adding questions to your quiz group, click **OK** to return to your main editing window.

Get Questions from the Library

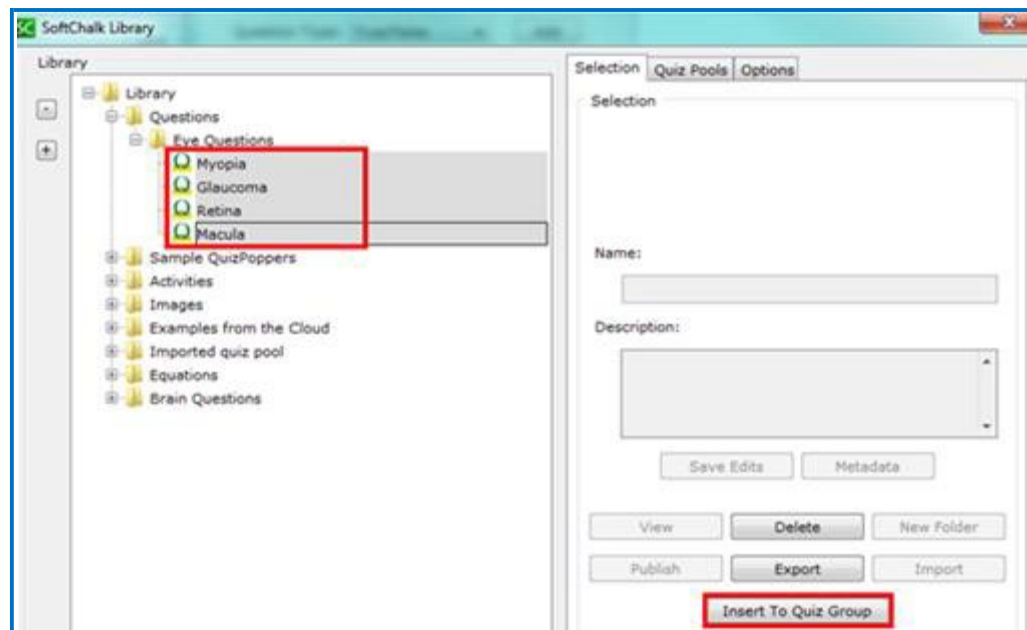
You can also get questions (i.e. QuizPoppers) that you have saved previously in the Library. (For details, see the section [Library \(Desktop Version\)](#).)

1. Choose **Insert/Quiz Group**. Click **Add Question button**, then **From Library** (see below).



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

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

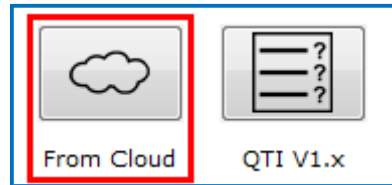


3. When you have finished adding questions to your quiz group, click **OK** to return to your main editing window.

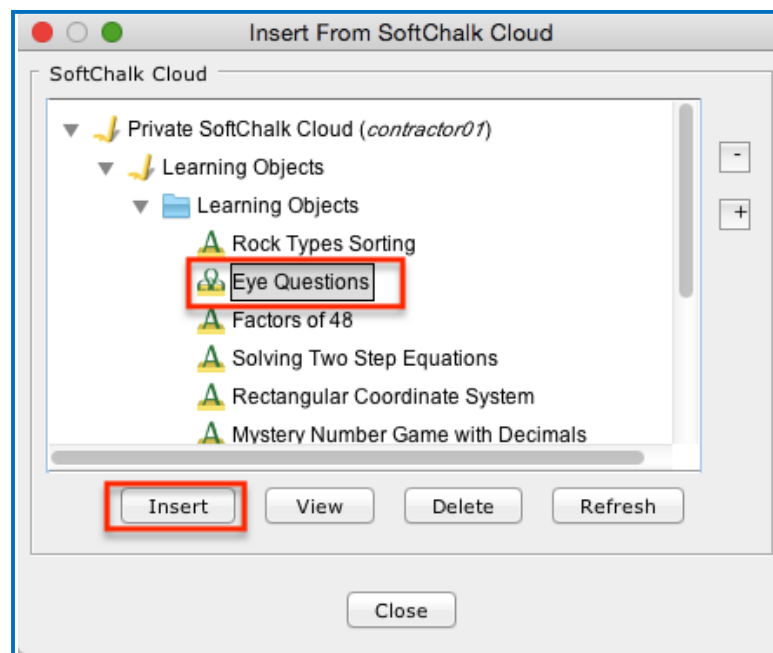
Get Questions from SoftChalk Cloud

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

1. Choose **Insert/Quiz Group**. Click **Add Question(s)** button, then **From Cloud** (see below).



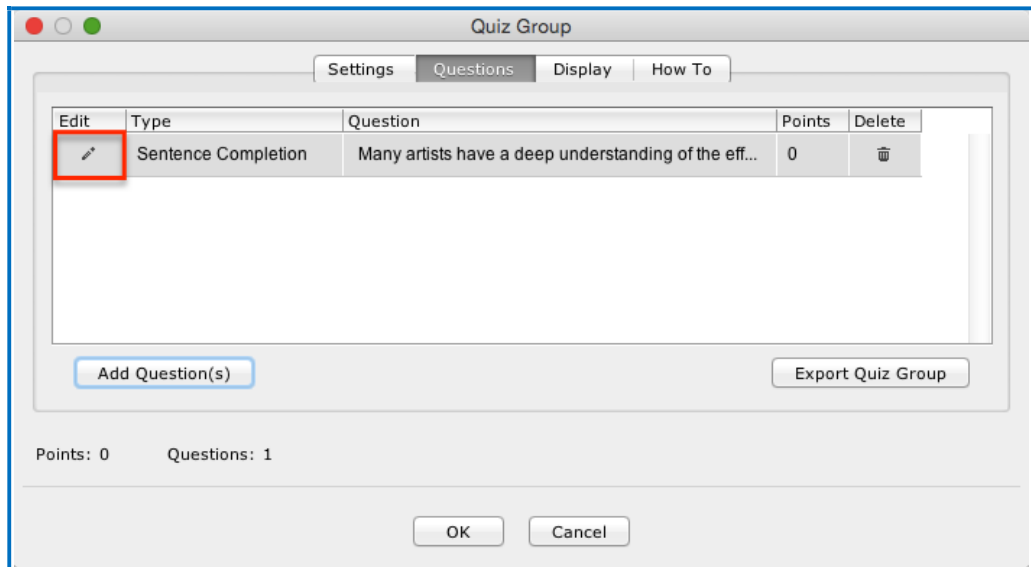
2. Click on the + signs to open up your **Learning Object** area. Select the Quiz Group that you want to insert and choose **Insert** (see below). If the Insert button is disabled, then you have not selected a Quiz Group (see an icon with a Q).



4. When you have finished adding questions to your quiz group, click **OK** to return to your main editing window.

Edit a Question in a Quiz Group

Notice as you add questions, your question list appears on the Question tab. Click the edit icon to modify it (see below).

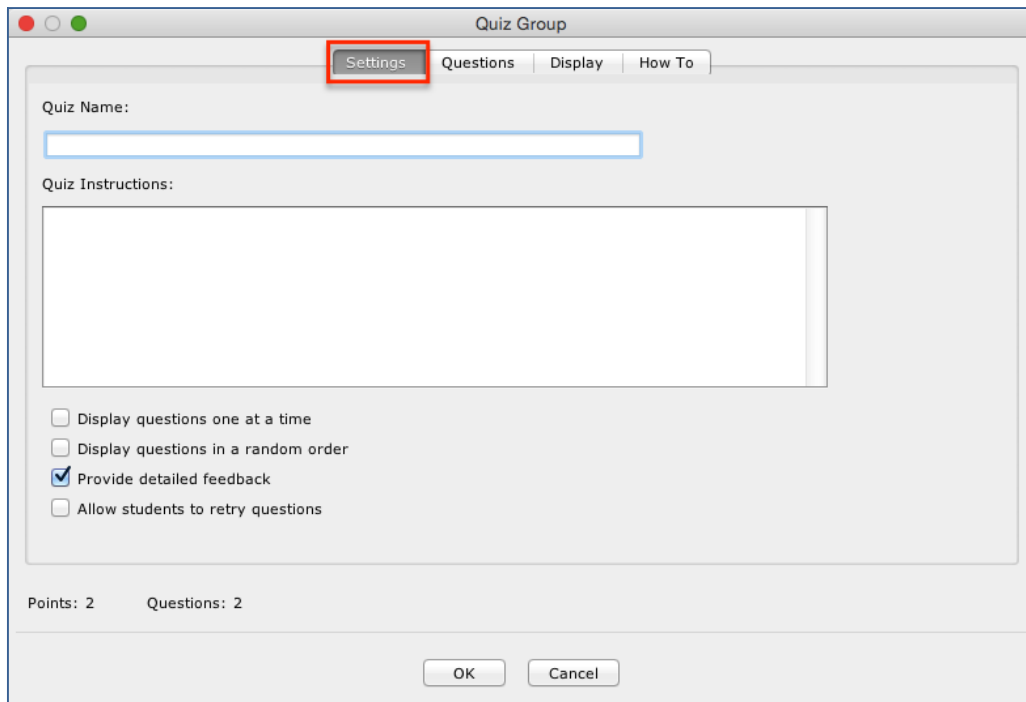


Change the Order of the Questions in a Quiz Group

Questions can be reordered by clicking the question and dragging it to a new position in the list.

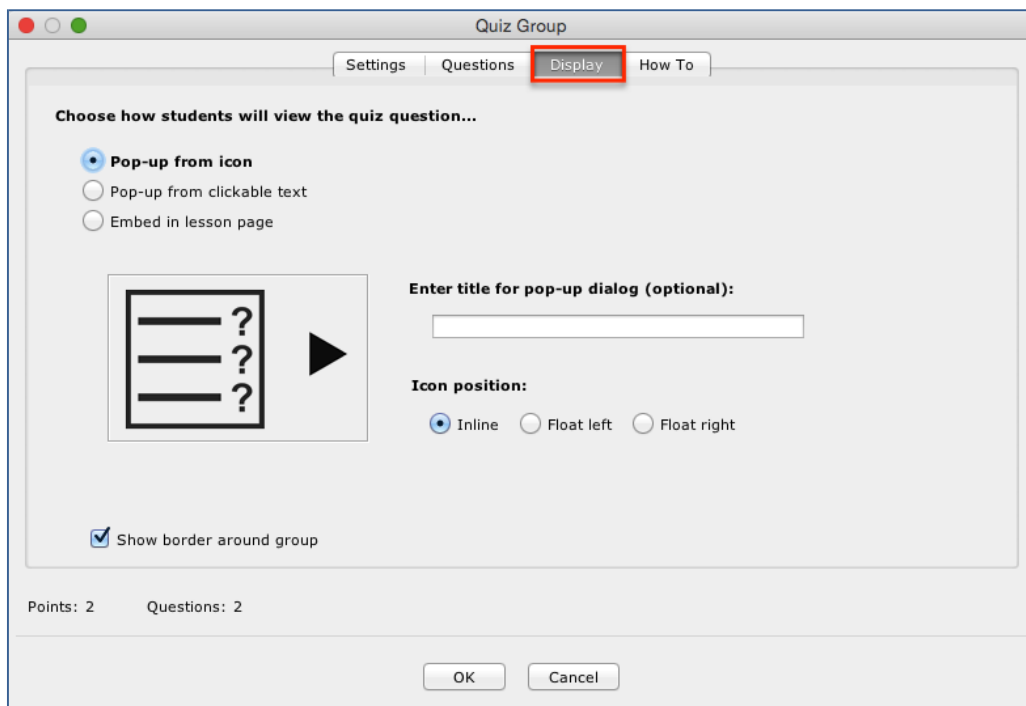
Quiz Group Options

Notice that you have various options for a Quiz Group. You will see some of these options on the Question tab and others on the Display tab. Both tabs are pictured below and are described on next few pages.



The image shows the 'Quiz Group' dialog box with the 'Settings' tab selected. The 'Settings' tab is highlighted with a red rectangle. The dialog box contains the following elements:

- Quiz Name:** A text input field.
- Quiz Instructions:** A large text area for entering instructions.
- Options:**
 - ☐ Display questions one at a time
 - ☐ Display questions in a random order
 - ☒ Provide detailed feedback
 - ☐ Allow students to retry questions
- Points: 2 Questions: 2**
- Buttons:** OK and Cancel.

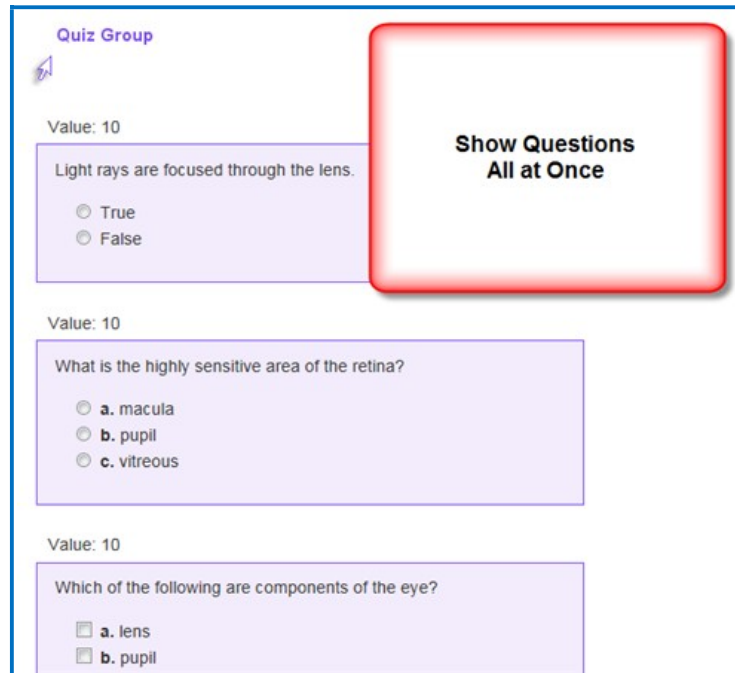


The image shows the 'Quiz Group' dialog box with the 'Display' tab selected. The 'Display' tab is highlighted with a red rectangle. The dialog box contains the following elements:

- Choose how students will view the quiz question...**
 - ☒ Pop-up from icon
 - ☐ Pop-up from clickable text
 - ☐ Embed in lesson page
- Enter title for pop-up dialog (optional):** A text input field.
- Icon position:**
 - ☒ Inline
 - ☐ Float left
 - ☐ Float right
- ☒ Show border around group
- Points: 2 Questions: 2**
- Buttons:** OK and Cancel.

Show Questions - All at Once

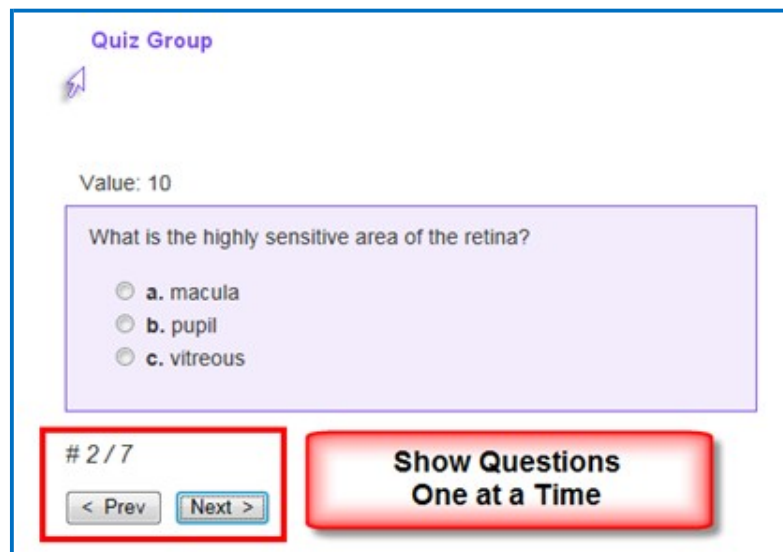
In their web browser, students can view all the questions by scrolling up and down the browser (see below). **IMPORTANT:** As mentioned previously, students must click **Check Answers** at the end of the Quiz Group.



The screenshot shows a 'Quiz Group' interface. At the top left, there is a purple icon of a hand pointing to a document. Below it, the text 'Quiz Group' is displayed. The first question is worth 10 points and asks 'Light rays are focused through the lens.' with radio button options for 'True' and 'False'. The second question is also worth 10 points and asks 'What is the highly sensitive area of the retina?' with radio button options for 'a. macula', 'b. pupil', and 'c. vitreous'. The third question is worth 10 points and asks 'Which of the following are components of the eye?' with checkbox options for 'a. lens' and 'b. pupil'. A large red button with the text 'Show Questions All at Once' is positioned to the right of the first question.

Show Questions - One at a Time

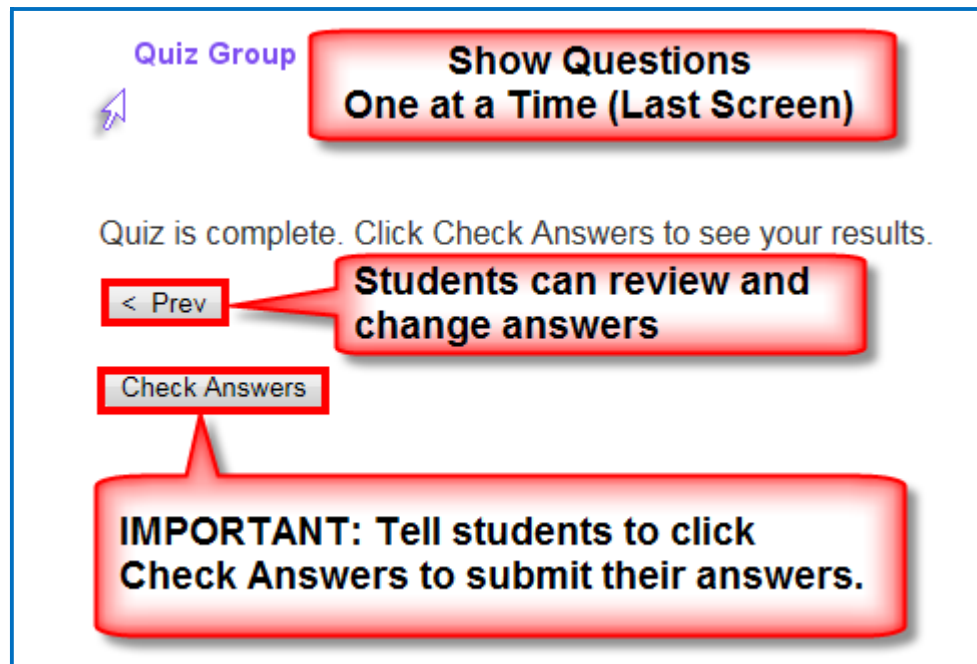
In their web browser, students can view one question at a time (see below).



The screenshot shows a 'Quiz Group' interface in 'One at a Time' mode. At the top left, there is a purple icon of a hand pointing to a document. Below it, the text 'Quiz Group' is displayed. The first question is worth 10 points and asks 'What is the highly sensitive area of the retina?' with radio button options for 'a. macula', 'b. pupil', and 'c. vitreous'. At the bottom left, there is a red box containing the text '# 2 / 7' and two buttons: '< Prev' and 'Next >'. A large red button with the text 'Show Questions One at a Time' is positioned to the right of the question box.

Show Questions - One at a Time – Last screen

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

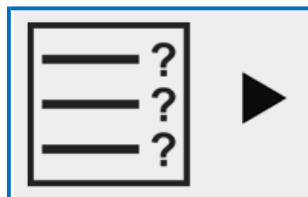


Random Order

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

Choose How Students Will View This Quiz Question

This option is like the display option for QuizPoppers. If you select **Pop-up From an Icon**, then students would click the Quiz Group icon to show the question(s) (see below). If you **Pop-up From Clickable Text**, then students would click the Quiz Group text (you choose this text) to show the question(s). select **Embed in Lesson Page**, then, the questions appear automatically.



Detailed Feedback

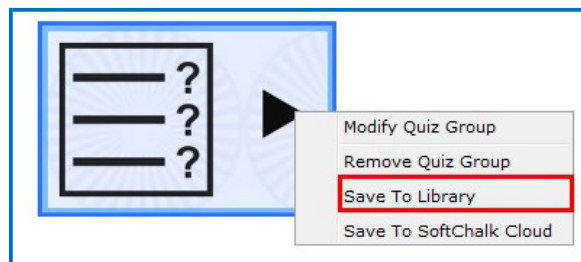
If you select **Provide Detailed Feedback** on the Question tab, then when students click **Check Answers** at the end of the Quiz Group, a checkmark or X will appear for the questions as well as the customized feedback. The Quiz Group score appears, too (e.g. 20/40), indicating the student got 20 out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

Allow Retry

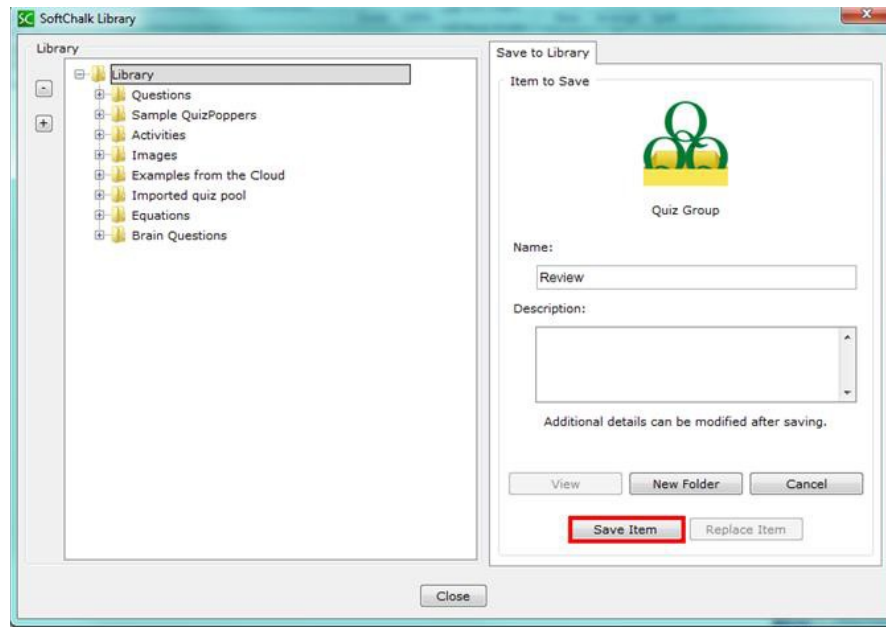
If you select **Allow Retry**, then a **Retry** button appears after students click **Check Answers**. If students click **Retry**, then answers are removed from the Quiz Group questions and students can re-take the Quiz Group.

Save Quiz Group Questions to the Library

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

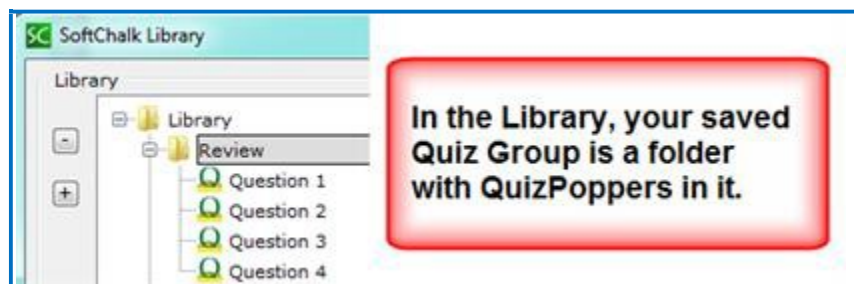


2. Notice that the default name for the Library item is the name you gave the Quiz Group. Click **Save Item** (see below). Click **OK** at the Save complete screen.



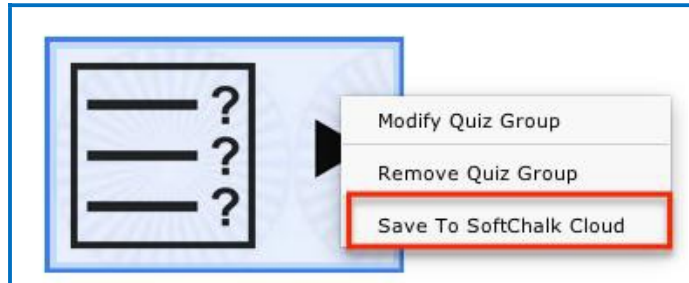
3. Notice that your saved Quiz Group item is actually a folder with individual QuizPoppers in it (see below). (Click the plus sign beside your folder to see the items in the folder.)

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

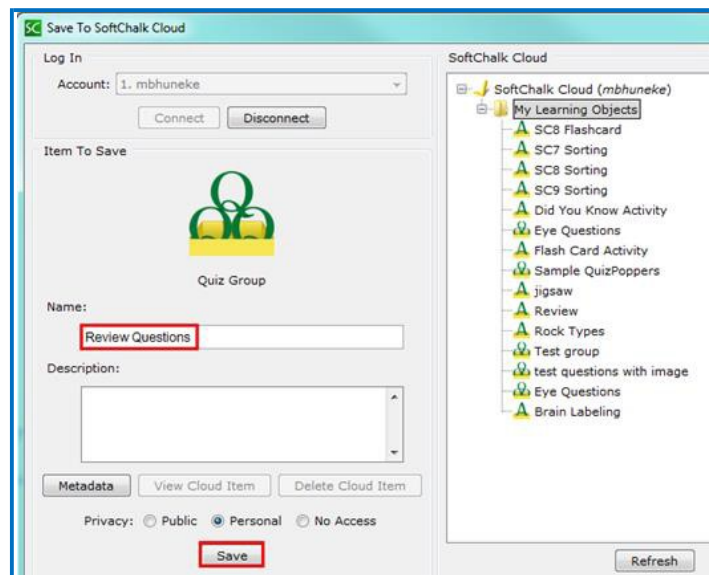


Save Quiz Group Questions to SoftChalk Cloud

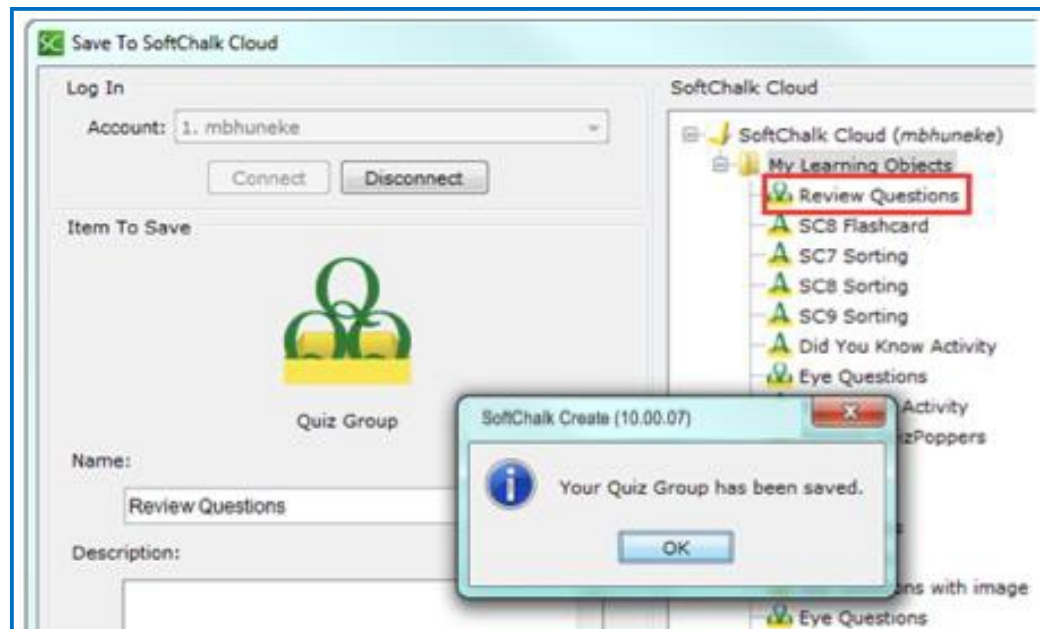
1. From your main editing window, right-click on a **Quiz Group** icon and select **Save To SoftChalk Cloud** (see below).



2. Type in a name for your Quiz Group and click **Save** (see below).



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



4. Click **Close** to return to your main editing window.
5. To put in a Quiz Group that you have saved to the Cloud, choose **Insert/SoftChalk Cloud Item**.

Modify a Quiz Group

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

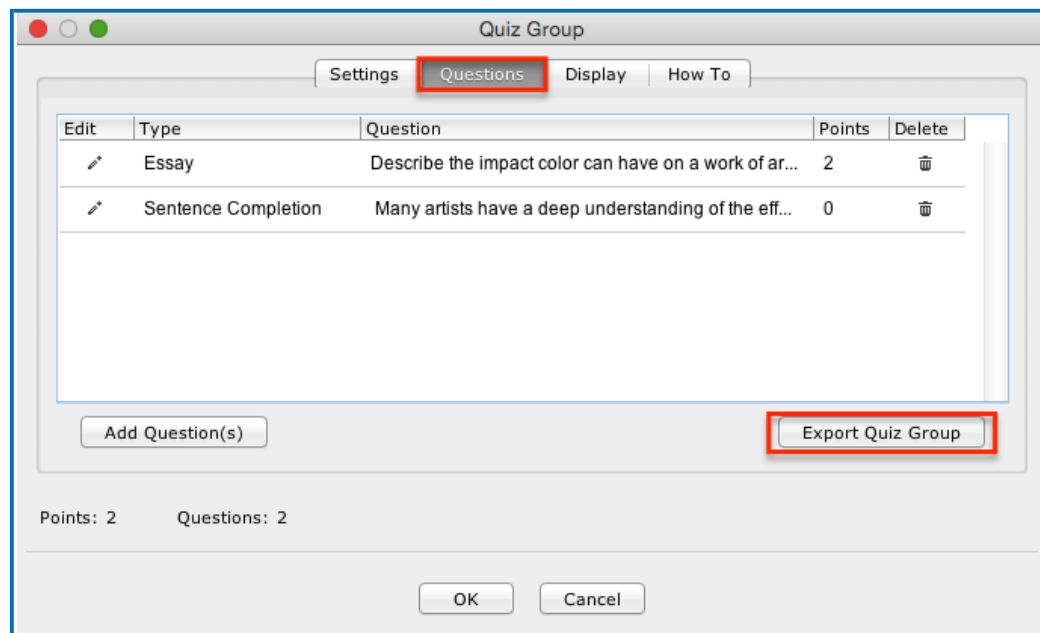
Quiz Pools

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

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

IMPORTANT: Please note the following:

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



Export Questions to Respondus™ and the QTI Format

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

IMPORTANT: For **QTI supported formats**, see the section [QTI and SoftChalk QuizPopper Conversion](#).

1. Choose **Insert/Quiz Group**. Click the **Questions** tab at the top.
2. You can add questions. Select the **Add Question(s)** button.
3. If you have the Desktop version and click the **From Library** button, select one or more QuizPoppers in the Library list (see the section [Select Multiple Items in the Library](#)). Click **Insert To Quiz Group**. **IMPORTANT:** If the **Insert To Quiz Group** button is disabled, then at least one of the items you have selected is NOT a QuizPopper. De-select the NON QuizPopper items and then your **Insert To Quiz Group** button should become enabled. Click **Close**.
4. If you click the **From Cloud** button, select a quiz group from your **Learning Object** area. Click **Insert**. Click **Close**.
5. Click the appropriate **Export** button.
6. Type a name and click **Save**. See below to see how the information was saved.

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

For quick steps on uploading your questions into Respondus, see the section [In Respondus: Import Questions](#).

QTI Formatted Quiz Pool – an xml file

Import Questions in a QTI Format

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

For formats that can be imported and exported between the QTI format and SoftChalk Create, see the next section [QTI and SoftChalk QuizPopper Conversion](#).

1. Choose **Insert/Quiz Group**. Click the **Add Question(s)** tab at the top.
2. Click the **QTI** button and select the .xml file to import. Click Select.
3. Your questions should appear in your list.
4. Click OK to insert your quiz group into your lesson.
5. See the table below for details on how the question types are imported and exported from the QTI format.

QTI and SoftChalk QuizPopper Conversion

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

QTI Question	SoftChalk QuizPopper
Multiple Choice (Single Response)	Multiple Choice
Multiple Choice (Multiple Response)	Multiple Answer
True/False	True/False
Essay	Essay
Fill in the blank	Short Answer

The QTI Pattern Match question is not supported by SoftChalk Create.

SoftChalk Create's Ordering QuizPopper and Match QuizPopper are not supported by the QTI format.

In Respondus™: Import Questions

1. Start Respondus™. Click the **Start** tab if it is not already selected.
2. Select the appropriate **Current Personality**.
3. Click **Import Questions**.
4. **Browse** to find the exported text file and select it. (If you saved your exported questions as **eye questions**, then an **eye questions_respondus** folder was created. Open this folder and select the file **eye questions.txt**.)
5. **Browse** and click to select the folder with your images. (If you didn't have images with your exported questions, you can skip this step. If you do have images, using the above example, then select the **eye questions_respondus** folder)
6. Type a name under **Create a new document, named:**
7. **IMPORTANT:** Click **Preview**. If you don't click **Preview**, then you won't be able to see your imported questions.

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

8. Click **Finish**.

Activities

Overview

In addition to the ten types of QuizPoppers, there are twenty-one types of activities. (For details on the differences between QuizPoppers and Activities, see the section [Differences between QuizPoppers and Activities](#). For details on QuizPoppers and Quiz Groups, see the sections [QuizPoppers](#) and [Quiz Groups](#).)

All the activities (and QuizPoppers) are now mobile friendly. For details on supported mobile devices, please see our [System Specifications](#).

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

Some activities use ***images***. You can add an image from:

- a file on your computer
- an image you saved to your Cloud account
- an image from your Library - see the section [Library \(Desktop Version\)](#)

For information on which activities allow you to insert ***equations***, see the section [Math and Activities](#).

IMPORTANT: You cannot copy and paste Activities; however, you can save an Activity to [SoftChalk Cloud](#) or to the Library for re-use. See the sections [Save an Activity to SoftChalk Cloud](#) and [Save an Activity to the Library](#).

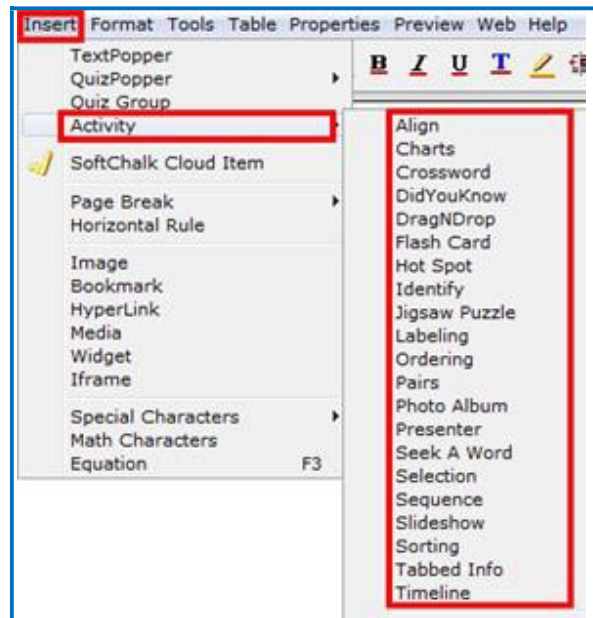
You can also import and export text lists for certain activities. For details, see the section [Import and Export Text Lists](#).

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

Details on individual activities appear later in this section.

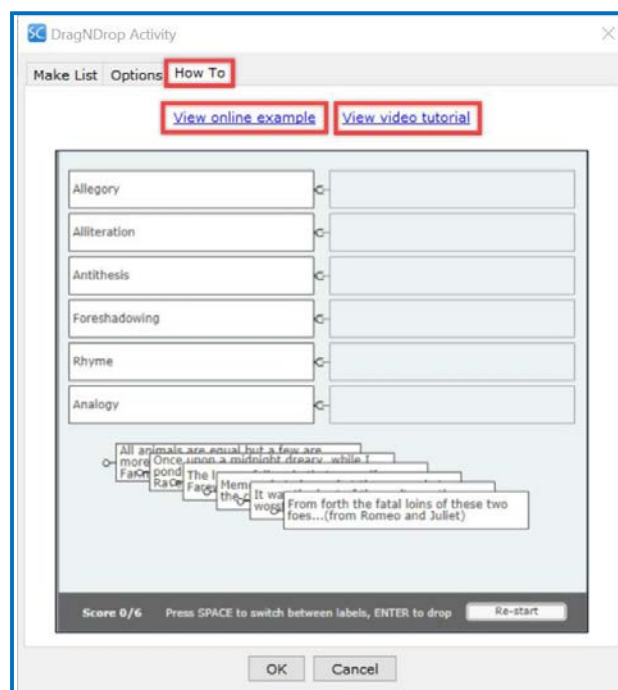
Insert an Activity

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



Activity How To Tab

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



Activity Options Tab

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

The screenshot shows a window titled "Ordering Activity" with three tabs: "Make List", "Options" (which is selected and highlighted with a red box), and "How To". The "Options" tab contains several sections:

- Instructions for the student:** A text area containing "Drag items from the left column to the correct order in the right column." with a "Restore Default Text" button below it.
- Describe Activity for use with screen reader/assistive technology:** An empty text area.
- Activity Display:** Three radio buttons: "Pop-up from icon" (selected), "Pop-up from clickable text", and "Embed in lesson page". Below these are four small square icons representing different icon positions. To the right, "Icon position:" has three radio buttons: "Inline" (selected), "Float left", and "Float right".
- Options:** Four checkboxes: "Big text", "Show answers option", "Show restart button", and "Play feedback sounds (all Activities)" (which is checked). To the right of these is a "Points:" label followed by a spinner box containing the number "2", which is highlighted with a red box.

At the bottom of the dialog are "OK" and "Cancel" buttons.

Instructions for the student

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

Activity Display

Select the display method.

- Pop-up from an icon, also need to select the icon position.
- Pop-up from clickable text, also need to enter the text that will be clickable.
- Embed in lesson.

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

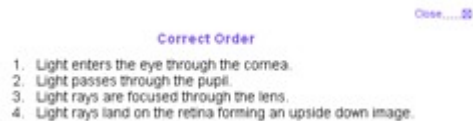
IMPORTANT: You must *assign points to each activity* in order for the scoring to work correctly.

Big text

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

Show answers option

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



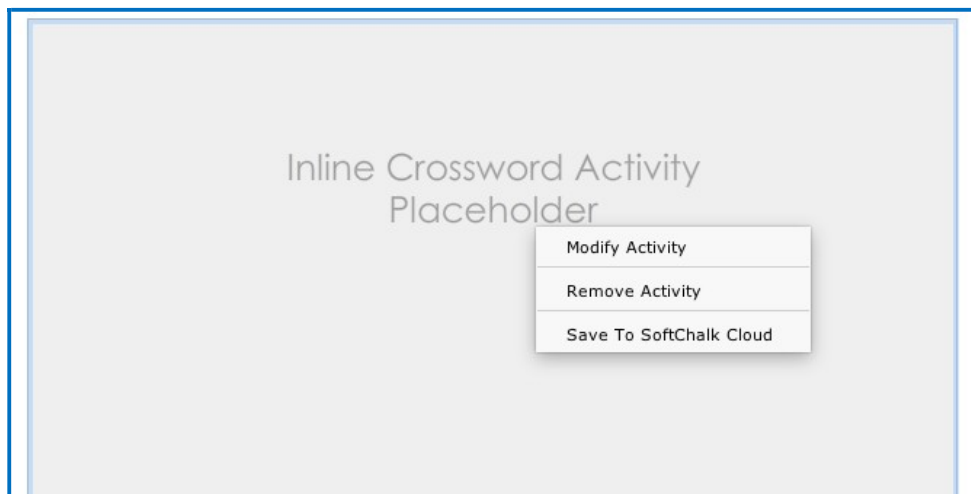
Show restart button

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

Play feedback sounds (all Activities)

Modify or Remove an Activity

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



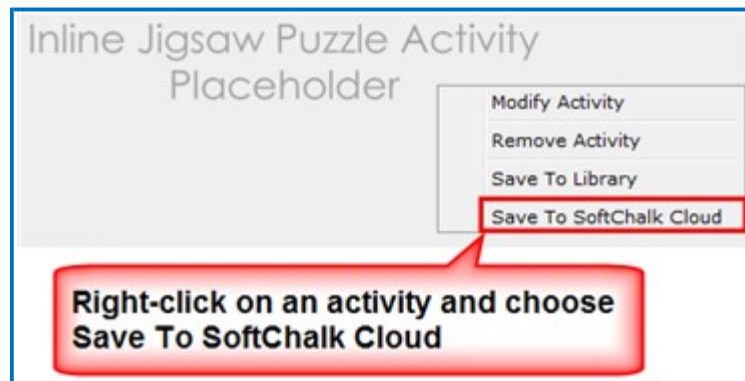
Save an Activity to the Library

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



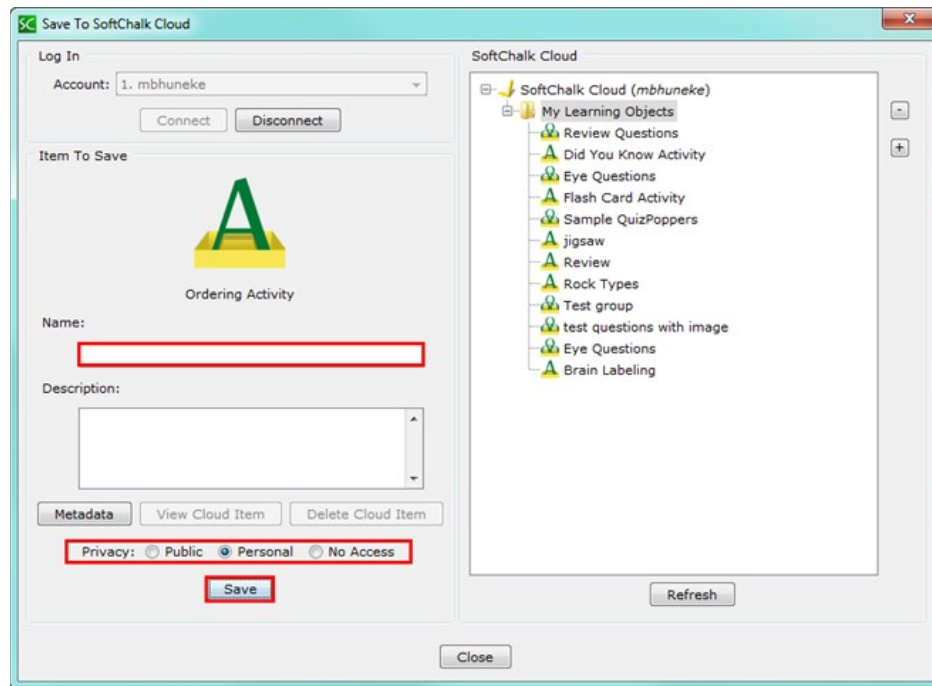
Save an Activity to SoftChalk Cloud

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



See the next page for the Save item screen.

2. Type in a name, designate a privacy option and click **Save** (see below). For details on the privacy options, see the section [Privacy Options](#).



3. Click **Close** to return to your main editing window.
4. To insert this item in a lesson, choose **Insert/SoftChalk Cloud Item**.

Import and Export Text Lists

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

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

The activities below let you import and export text lists:

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

IMPORTANT: Keep in mind that when you import or export a list, you're importing and exporting text but not images. If an activity has images, you'll have

to insert those images within the activity.

Use a Simple Text Editor or Word

To create a text list to import, you can create your list in a simple text editor. (For Windows users, from your desktop, go to your **Start** ball in the lower left corner of your screen. Select **Notepad**.)

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

Enter Data in Your Text File

1. Enter an item (you can use spaces).
2. Then use the | symbol (hold the Shift key and hit the key above your Enter or Return key).
3. Enter the “companion” item (you can use spaces).
4. Hit **Enter** or **Return**. (See below for a sample list.)

```
pupil|small opening  
cornea|focusing surface  
vitreous|jelly-like substance
```

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

Import the List into an Activity

1. Insert an activity such as the Flash Card Activity (Choose **Insert/Flash Card**.)
2. Click **Import Cards**. (For some activities such as the Ordering Activity, the button will be **Browse**.)
3. Browse to your text file and select it.
4. Click **Select** and your text is imported.

Export a List from within an Activity

1. In SoftChalk Create within the Crossword, DragNDrop, Ordering or Seek A Word activity, click **Export Cards** (or **Export List**).
2. Type a name for your list and click **Save**.
3. You can import this list into an activity using the previous directions.

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

pupil|small opening|flashcard1_1.png|cornea|focusing surface|noimage|

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

Align Activity

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

SoftChalk Create

Click **New**.

Align Activity

Setup

Options

How To

In this activity, learners identify groups of items that "go together." Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets:Maximum 25 Sets

New

Duplicate

Delete

Title

Items (6 items maximum)

OK

Cancel

Enter a title in the **Title** area such as ***Parts of the Eye***. Then enter items in the boxes for the **Items** such as ***Iris, Pupil, Cornea, Vitreous, Retina and Sclera*** (see below, twenty-five sets maximum, six items maximum per set).

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

Click the **Options** tab to assign points and a display method for the activity.

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

The screenshot shows the 'Align Activity' dialog box with the 'Setup' tab selected. The dialog has three tabs: 'Setup', 'Options', and 'How To'. The 'Setup' tab contains the following elements:

- Instructions:** "In this activity, learners identify groups of items that 'go together.' Click the **How To** tab at the top to see an example." followed by a numbered list:
 1. Click **New**.
 2. Enter your information.
 3. Click **New** to create a new set.
- Sets:** A large empty box for listing sets, with the text "Maximum 25 Sets" to its right.
- Title:** A text input field with a red border.
- Items (6 items maximum):** A list of six empty text input fields, each with a red border.
- Buttons:** "New" (highlighted in blue), "Duplicate", and "Delete" are located below the Sets box. "OK" and "Cancel" are at the bottom of the dialog.

See a sample of a completed activity below.

The screenshot shows a window titled "Align Activity" with three tabs: "Setup", "Options", and "How To". The "Setup" tab is active. Inside the window, there is instructional text: "In this activity, learners identify groups of items that 'go together.' Click the **How To** tab at the top to see an example." followed by a numbered list: "1. Click **New**.", "2. Enter your information.", "3. Click **New** to create a new set." Below this is a table labeled "Sets:" with a "Maximum 25 Sets" header. The table contains two rows: "1. Parts of the Eye" with "6 Items" and "2. Organs" with "6 Items". At the bottom of the table are "New", "Duplicate", and "Delete" buttons. To the right of the table is a "Title" field containing "Parts of the Eye" and an "Items (6 items maximum)" list containing "Iris", "Pupil", "Cornea", "Vitreous", "Retina", and "Schlera". At the bottom of the window are "OK" and "Cancel" buttons.

Sets:	Maximum 25 Sets
1. Parts of the Eye	6 Items
2. Organs	6 Items

Buttons: New, Duplicate, Delete

Title: Parts of the Eye

Items (6 items maximum):


- Iris
- Pupil
- Cornea
- Vitreous
- Retina
- Schlera

Buttons: OK, Cancel




When you have finished entering your sets, save and preview your lesson (see the next screens).

Web Browser – Align Activity

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

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

Parts of the Eye		
◀	Liver	▶
◀	Pancreas	▶
◀	Stomach	▶
◀	Appendix	▶
◀	Large Intestines	▶
◀	Sclera	▶

0/12   

Click the left or right arrows to find a correct choice in each row (e.g. to find a part of the eye).

When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).

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

Parts of the Eye

◀	Iris	▶
◀	Pupil	▶
◀	Cornea	▶
◀	Vitreous	▶
◀	Retina	▶
◀	Sclera	▶

0/12

◀ ◻ ▶

▶

If there is more than one set, click the right arrow to go to the next set.

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

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

Organs

◀	Liver	▶
◀	Pancreas	▶
◀	Cornea	▶
◀	Appendix	▶
◀	Large Intestines	▶
◀	Sclera	▶

0/12

◀ ◻ ▶

◻

When you have found the correct answers for each set, click the checkmark to score the activity.

You can see the answers you got correct (see below).

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

Organs		
◀	Liver	✓ ▶
◀	Pancreas	✓ ▶
◀	Cornea	X ▶
◀	Appendix	✓ ▶
◀	Large Intestines	✓ ▶
◀	Sclera	X ▶
10/12	◀	↻ ▶

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

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

Charts Activity - Circle

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

SoftChalk Create

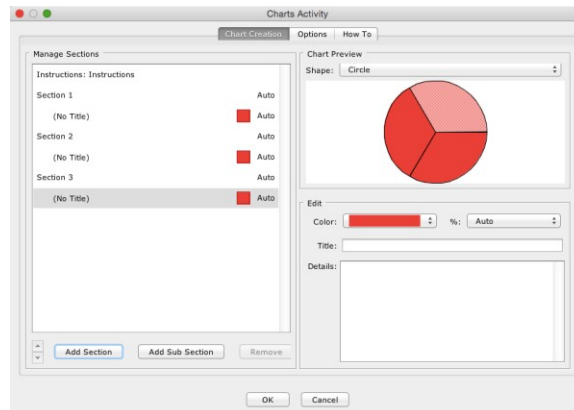
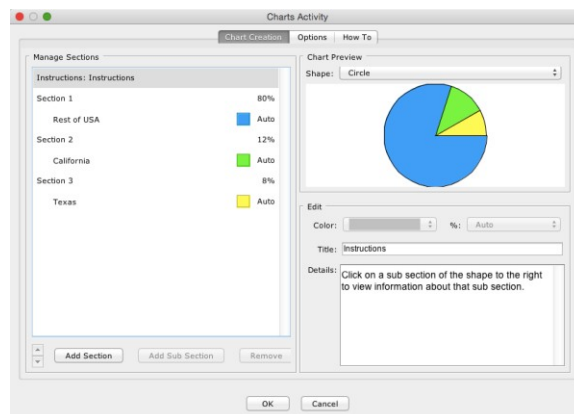


Chart Creation Tab

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

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



(You can add Sub Sections if you like.)

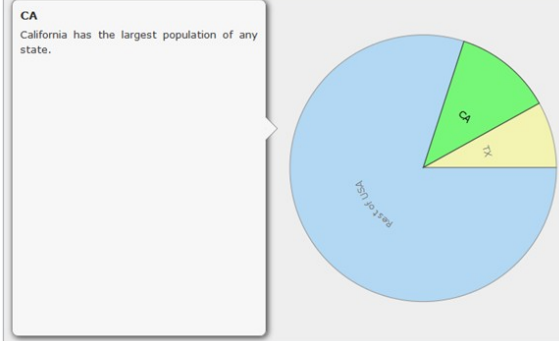
(For information about the options, see the section [Activity Options Tab](#).)

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

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

Web Browser – Chart Activity - Circle

 Click on the sections of the shape to the right for more information.



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

Charts Activity - Triangle

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

SoftChalk Create

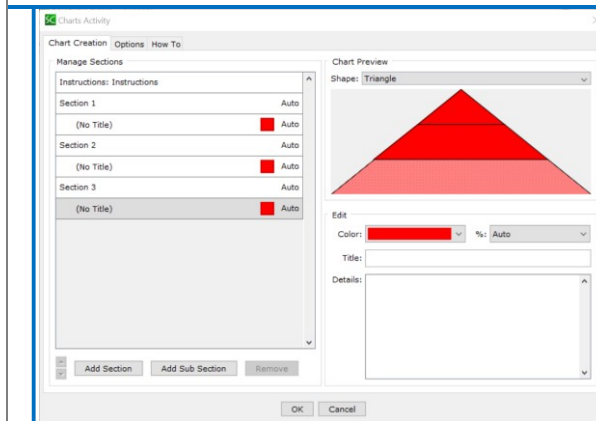


Chart Creation Tab

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

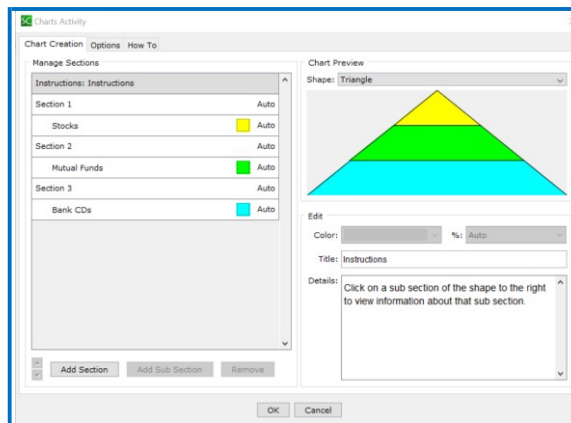
Let's say you want to create a simple pyramid chart showing investment risk options (e.g. **Stocks**, **Mutual Funds** and **Bank CDs**).

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

(You can add Sub Sections if you like.)

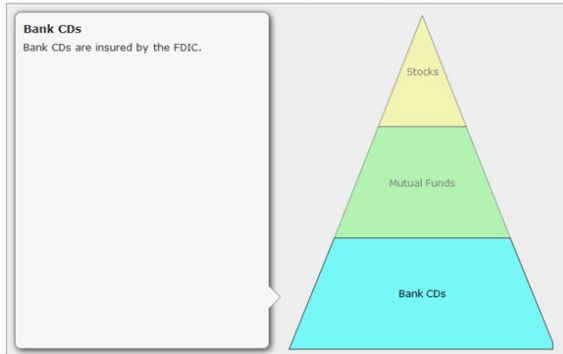
(For information about the options, see the section [Activity Options Tab](#).)

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



Web Browser – Chart Activity - Triangle

 Click on the sections of the shape to the right for more information.



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

Crossword Activity

The Crossword activity lets you generate a crossword puzzle.

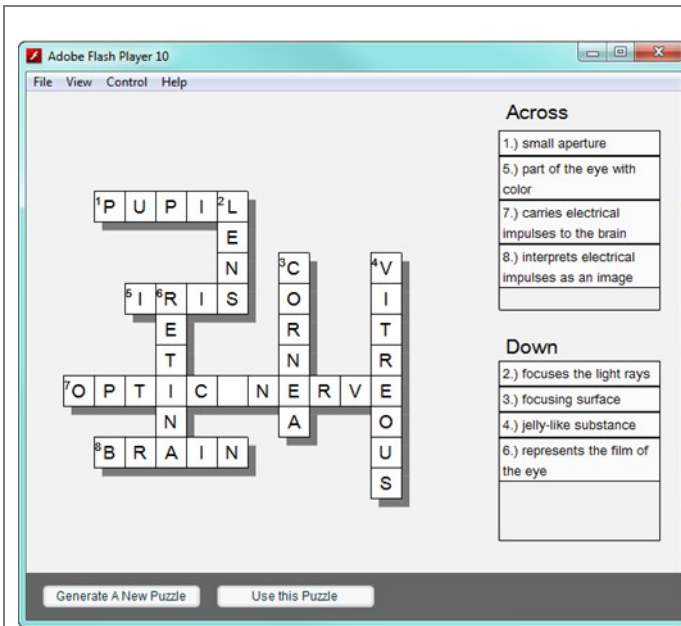
SoftChalk Create

Make List Tab

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

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#). For information about the options, see the section [Activity Options Tab](#).

IMPORTANT: At the bottom right, click **Static** and then click **Create Puzzle**.

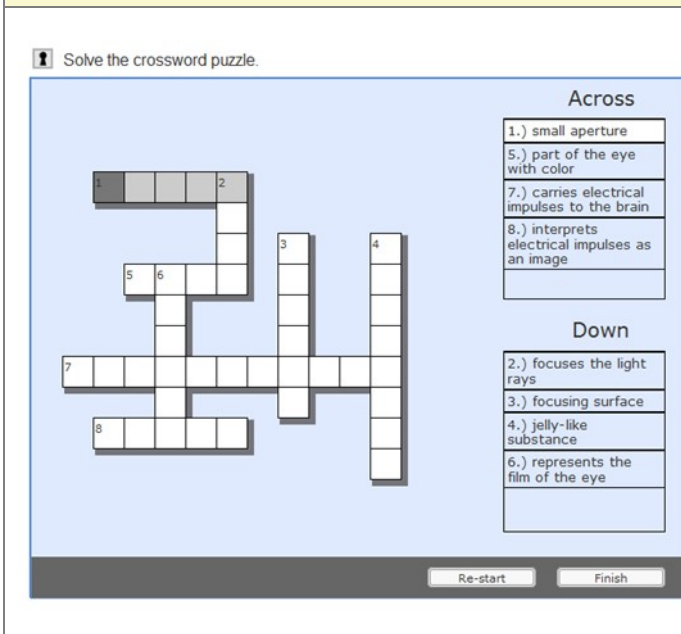


After clicking **Create Puzzle**, you will see the screen at the left. Click either **Generate a New Puzzle** or **Use this Puzzle**.

Once you click **Use this Puzzle**, your students will see the same puzzle each time rather than a randomly generated puzzle.

If you happen to have a small number of words (or short words), only a few words may get generated in the puzzle.

Web Browser – Crossword Activity



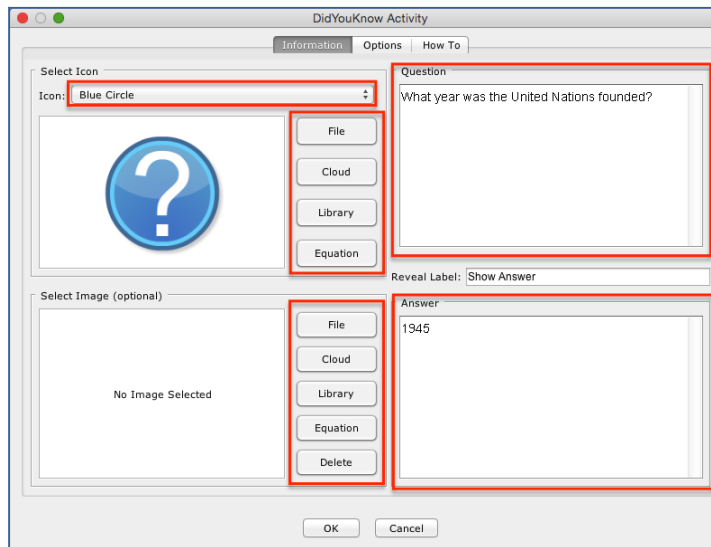
As mentioned previously, you can designate a certain puzzle to appear each time.

If you don't use the **Create Puzzle** button in SoftChalk Create, then each time the crossword puzzle is generated in the web browser, a different configuration may appear.

DidYouKnow Activity

The DidYouKnow activity lets you present an important question to add visual interest to your lesson and emphasize a point.

SoftChalk Create



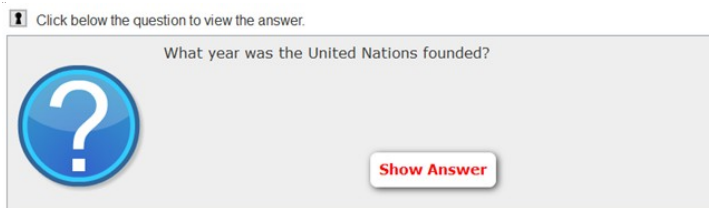
Information Tab

Select an icon from the dropdown menu at the top left or click File, Cloud, Library or Equation to select an image. You can also add an image to the left of your question by clicking File, Cloud, Library or Equation.

Enter a question and answer. *Notice that you can right-click in either text box to add an image.*

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

Web Browser – DidYouKnow Activity

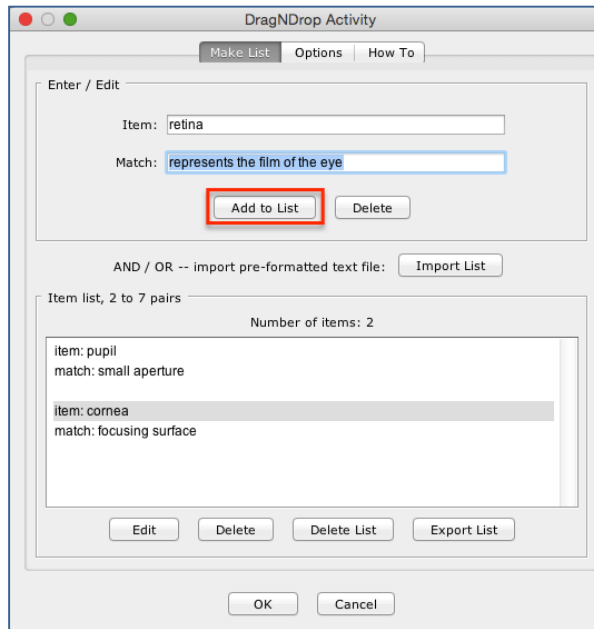


Click on **Show answer** to show the answer.

DragNDrop Activity

The DragNDrop activity lets you match text items.

SoftChalk Create



Make List Tab

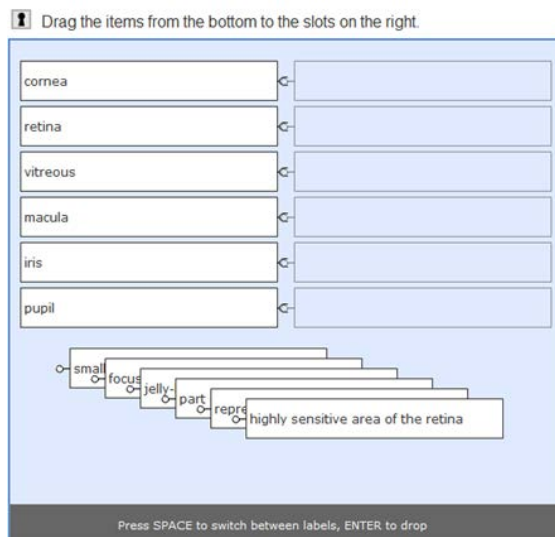
Click **Add to List** after entering a pair (item and match, two to seven pairs).

To edit an item or match, click on the item in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#).

For information about the options, see the section [Activity Options Tab](#). Notice there is a **Big text** option.

Web Browser – DragNDrop Activity



Drag the items in any order to make the correct matches.

Flash Card Activity

The Flash Card activity lets you review terms and definitions in a flash card format. The definitions can include equations and/or images.

IMPORTANT: If your images are not appearing, you may have Big Text selected under the **Options** tab. (See the next page.)

SoftChalk Create

Flash Card Activity

Cards Options How To

New

Edit

Number of cards: 3

1. Azaleas

2. Roses

3. Hydrangeas...

Delete

Text Only

Import Cards


Export Cards

OK Cancel

Card Preview

Term:
Azaleas

Definition:
Shady Plant



Cards Tab

Click **New** to create a card (see below).

To edit a term or definition, click on the item in the list and then click **Edit**.

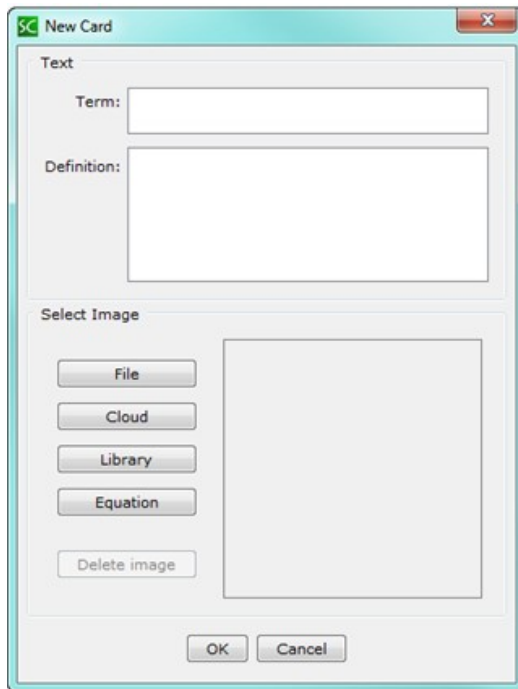
For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#).

For information about the options, see the section [Activity Options Tab](#). Notice there is a **Big text** option.

IMPORTANT: To set big text for your flash cards, see the next page (Flash Card Options Tab).

Image by Jud McCranie, CC BY-SA 3.0, <https://commons.wikimedia.org/w/index.php?curid=38546957>

SoftChalk Create



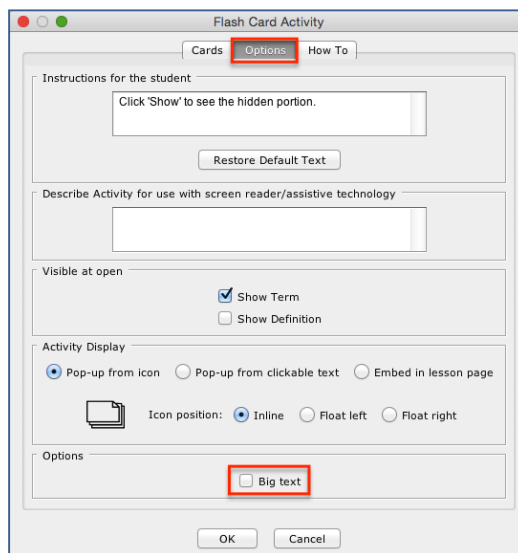
The 'New Card' dialog box is shown. It has a title bar with a green icon and the text 'New Card'. The main area is divided into two sections. The top section is labeled 'Text' and contains two text input fields: 'Term:' and 'Definition:'. The bottom section is labeled 'Select Image' and contains five buttons: 'File', 'Cloud', 'Library', 'Equation', and 'Delete image'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Cards Tab / New Card

Enter your term and definition.

Click:

- **File** to add an image
- **Equation** to create an equation
- **Library** to select an image from your library.



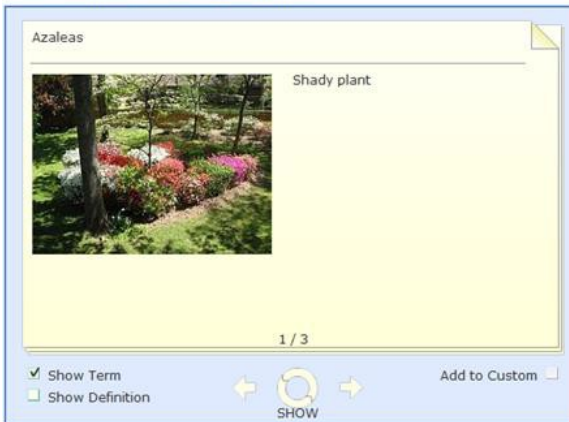
The 'Flash Card Activity' window is shown with the 'Options' tab selected. The window has a title bar with a red, yellow, and green icon and the text 'Flash Card Activity'. The 'Options' tab is highlighted with a red box. The main area contains several sections: 'Instructions for the student' with a text input field and a 'Restore Default Text' button; 'Describe Activity for use with screen reader/assistive technology' with a text input field; 'Visible at open' with two checkboxes, 'Show Term' (checked) and 'Show Definition' (unchecked); 'Activity Display' with three radio buttons, 'Pop-up from icon' (selected), 'Pop-up from clickable text', and 'Embed in lesson page'; and 'Icon position' with three radio buttons, 'Inline' (selected), 'Float left', and 'Float right'. At the bottom is an 'Options' section with a checkbox labeled 'Big text' which is highlighted with a red box. 'OK' and 'Cancel' buttons are at the bottom.

Flashcard Options Tab

See the next page for screens in the web browser of the **Big text** option deselected and selected.

Web Browser – Flashcard Activity

Click 'Show' to see the hidden portion.



Big Text Deselected

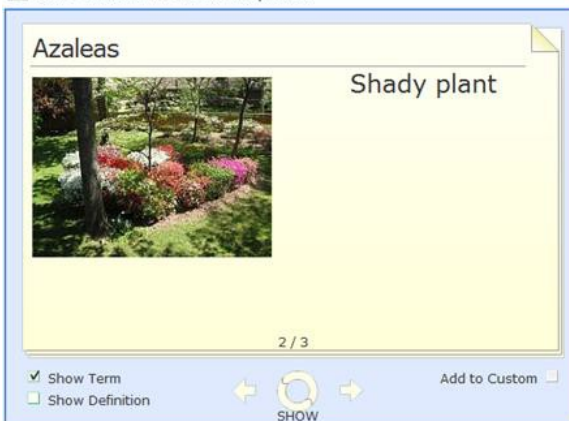
Click the **Show** button to show the term or definition.

You can view the term, definition or both by clicking the appropriate checkboxes in the lower left corner.

Select **Add to Custom** to add a card to the Custom Deck.

Select **Custom Deck** to review your custom cards.

Click 'Show' to see the hidden portion.



Big Text Selected

If you select Big Text from the **Options** tab when you edit or modify a Flash Card activity, then big text will appear.

Hot Spot Activity – Explore Mode

The Hotspot activity lets you explore areas of an image. **There are two modes - Explore and Quiz.** With the explore mode, you move your cursor over an image and popup text appears. (For details on the quiz mode, see the section [Hot Spot Activity – Quiz Mode.](#))

SoftChalk Create

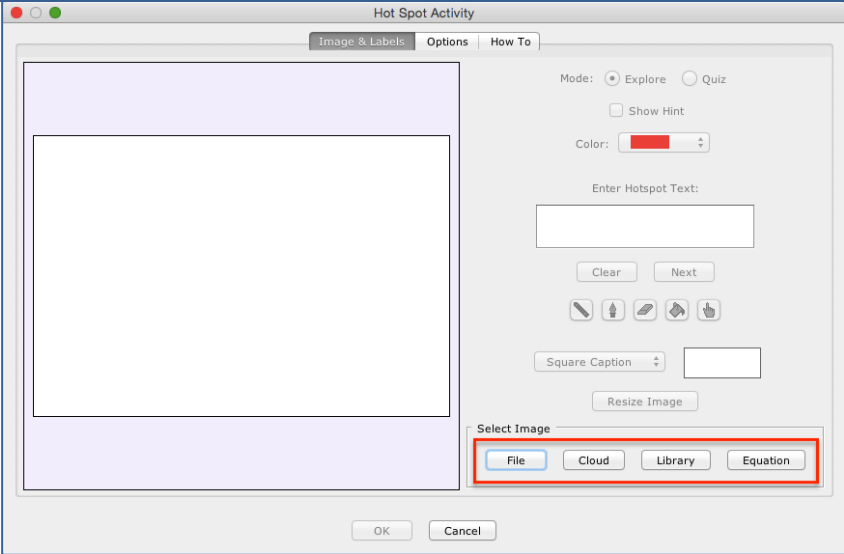
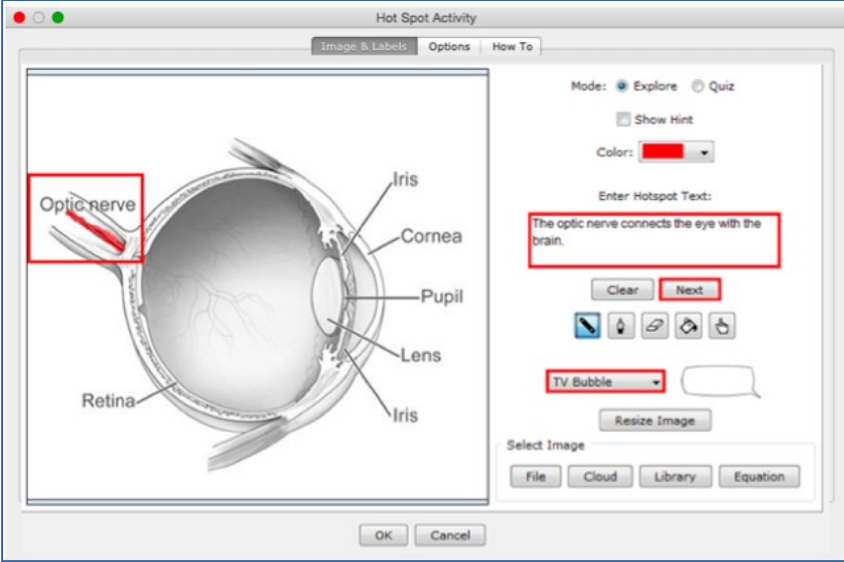


Image & Labels Tab

To select your image, click either **File**, **Cloud**, **Library** or **Equation**.

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



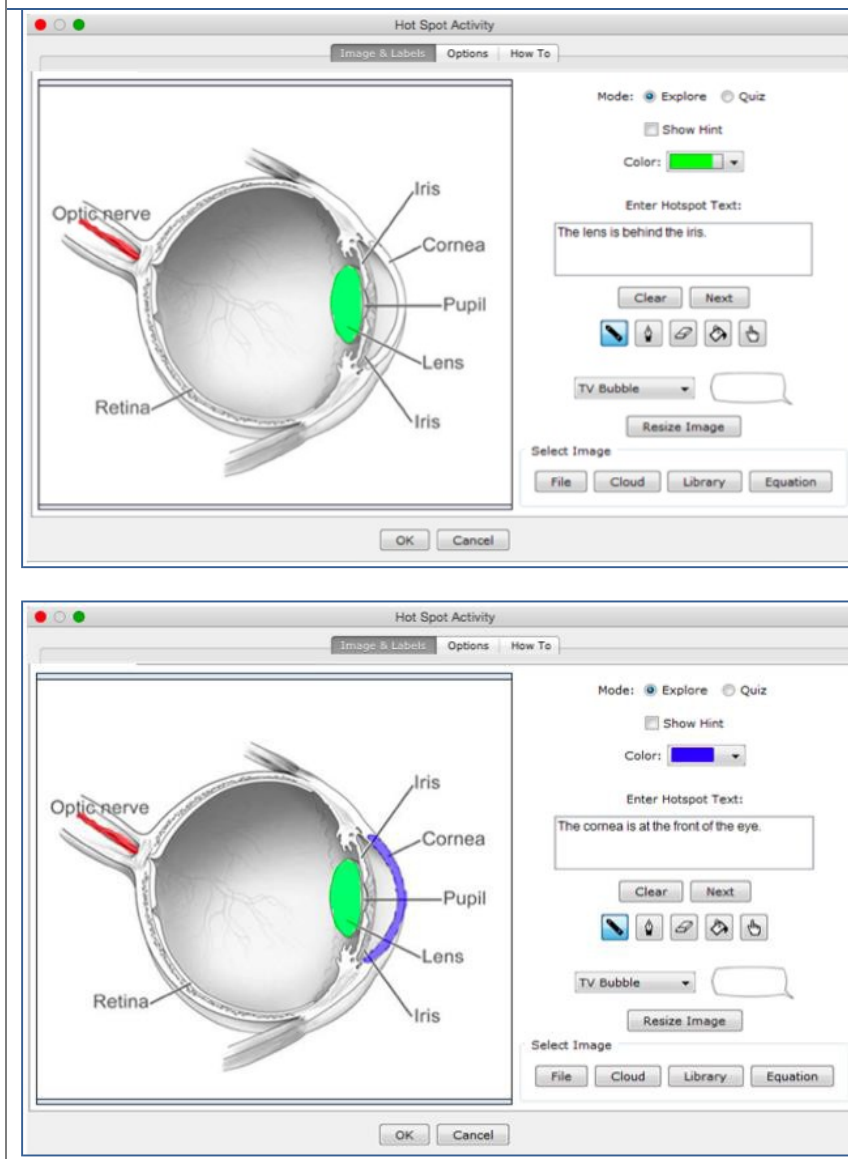
Use the drawing tools (below the **Clear** and **Next** buttons) to color part of the image.

Enter text in the **Enter Hotspot Text** area.

Select a "bubble" for your text.

Click **Next** to enter another hotspot area (see the following screen).

SoftChalk Create (cont.)

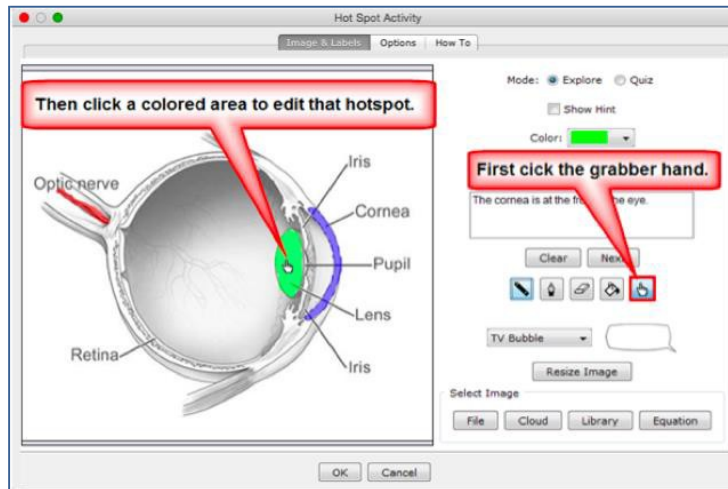


Draw over another area of the image (notice a different color appears). Enter the hotspot text.

Click **Next** to enter another hotspot.

Enter another hotspot.

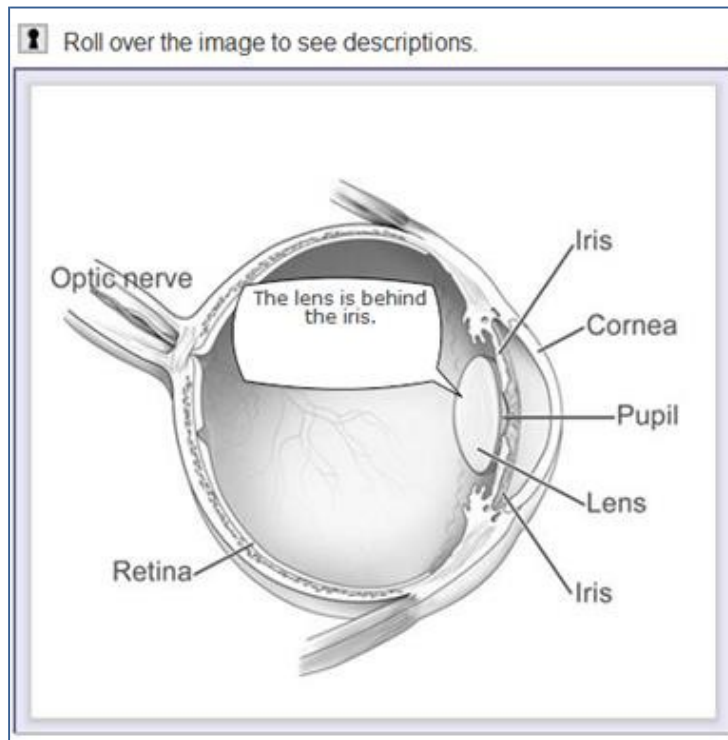
SoftChalk Create (cont.)



Edit a Hotspot

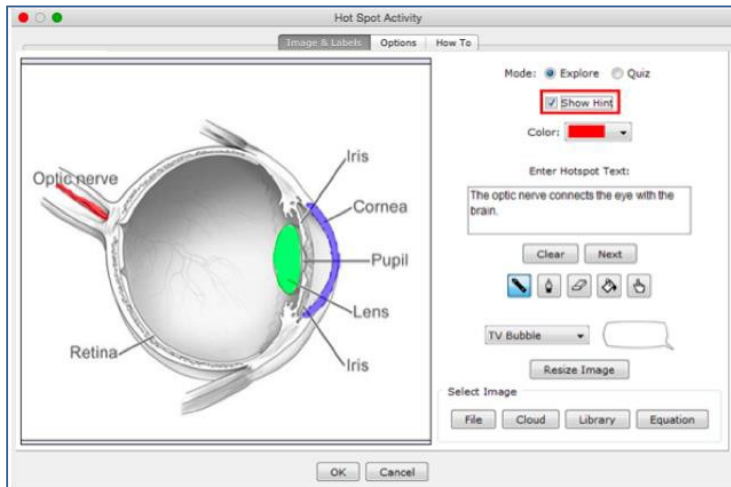
Click the grabber hand.
Then click on another color
within the image to edit
that hotspot.

Web Browser (No Hint) – Hot Spot Activity – Explore Mode



Move your cursor over the
hotspot in the image and
view the popup text.

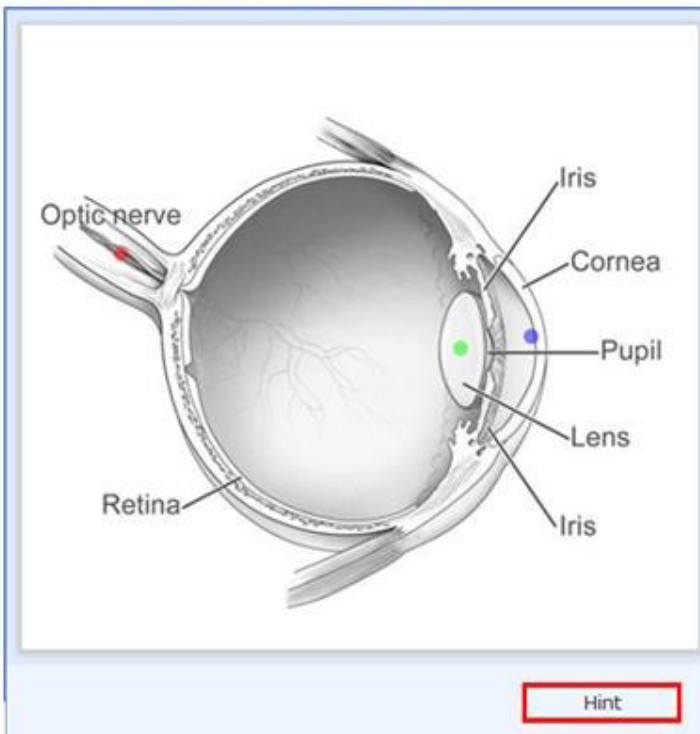
SoftChalk Create (Hint) – Hot Spot Activity – Explore Mode



Select **Show Hint**.

Web Browser (Hint)

 Roll over the image to see descriptions.



Click the **Hint** button.
Notice that dots appear
indicating a hot spot area.

Hot Spot Activity – Quiz Mode

The Hotspot activity lets you explore areas of an image. With the quiz mode, you must click on a hotspot area to identify it.

SoftChalk Create

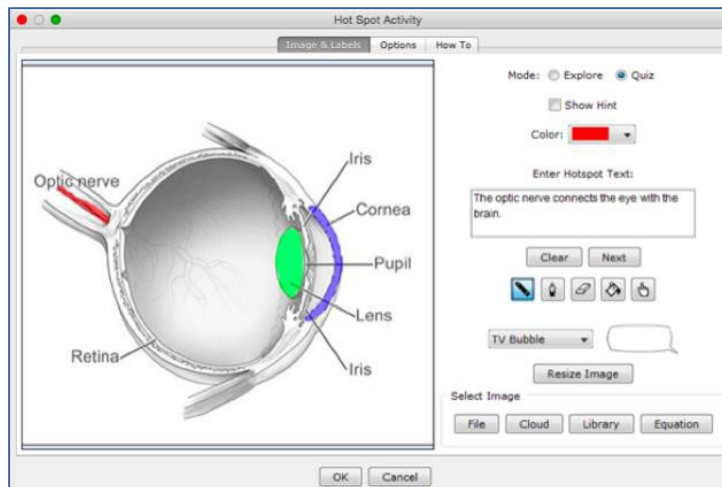


Image & Labels Tab

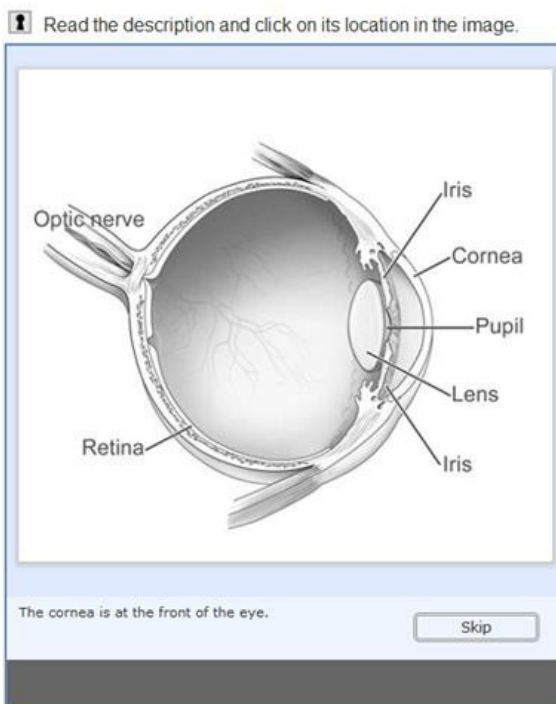
Create your hot spots. For details, see the section [Hot Spot Activity – Explore Mode](#).

For the mode, select **Quiz**.

Deselect **Show Hint**.

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

Web Browser – Hot Spot Activity – Quiz Mode



Click on the hotspot corresponding to the description at the bottom of the screen.

Click **Skip** to go to the next description.

Identify Activity

The **Identify** activity lets you match an image to a term or phrase. For instance, you have the title as **Identify the flower** and the correct answer is **tulip**. The following screens show how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To** tab.

SoftChalk Create

Click **New**

Identify Activity

Setup Options How To

In this activity, learners match an image with a caption. Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets: Maximum 25 Sets

New Duplicate Delete

Title

Select Image

File Cloud Library Equation Delete

Captions (6 captions maximum)

Correct

Correct

OK Cancel

Enter a **Title** such as ***Identify the Flower*** (see below). In the **Captions** area, type in the correct answer in the top box such as ***Tulip*** and type incorrect answers in the other boxes such as ***Rose, Hydrangea, Azalea, Vinca and Iris***. Select an image for ***Tulip*** using the **File** or **Library** button.

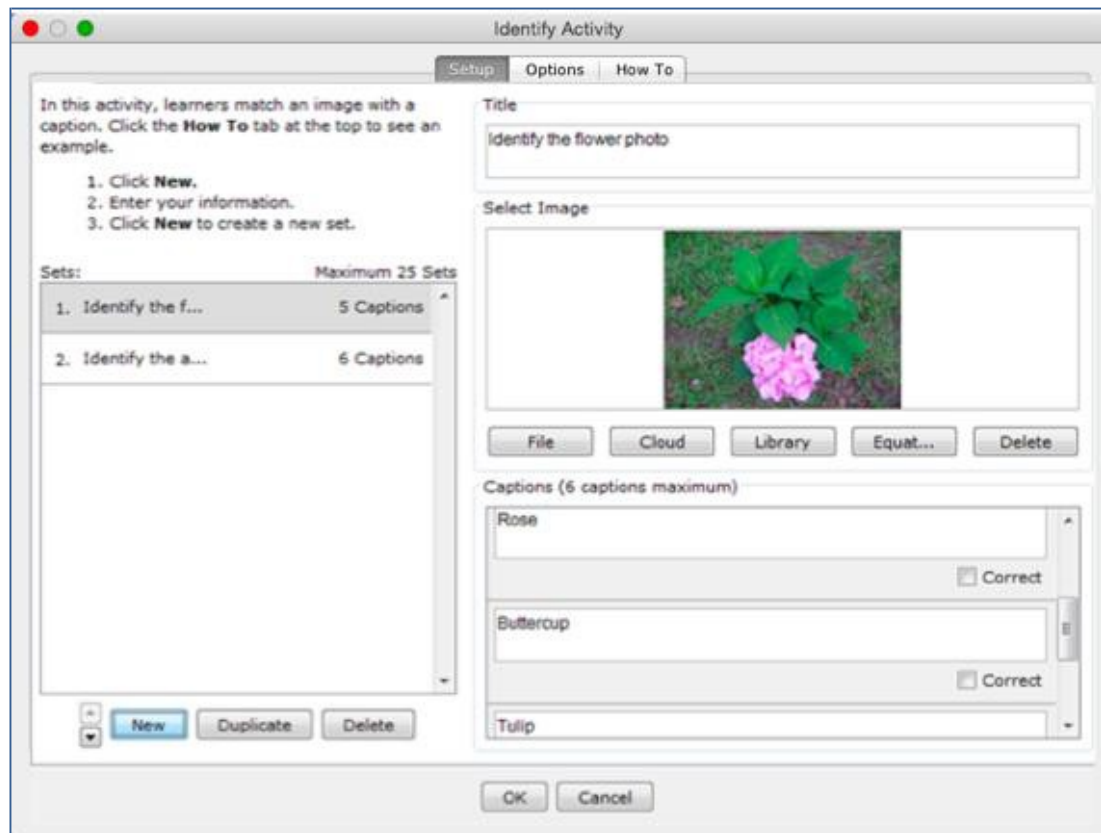
Once you have completed one set, click **New** to enter another set such as ***Animals***.

Click the **Options** tab to assign points and display method for the activity.

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

The screenshot shows the 'Identify Activity' dialog box with three tabs: 'Setup', 'Options', and 'How To'. The 'Setup' tab is active. On the left, there is a 'Sets' list with a maximum of 25 sets, currently containing one set labeled '1.'. Below the list are 'New', 'Duplicate', and 'Delete' buttons. On the right, the 'Title' field is empty. Below it is the 'Select Image' section with a 'No Image Selected' message and buttons for 'File', 'Cloud', 'Library', 'Equat...', and 'Delete'. The 'Captions (6 captions maximum)' section has two text input fields. The top field is highlighted with a red box, and the 'Correct' checkbox next to it is checked. The bottom field is also highlighted with a red box, and its 'Correct' checkbox is unchecked. A red callout box points to the 'Correct' checkbox of the bottom caption field, containing the text: 'You can have one correct item per set. By default, the top item is correct. You can select Correct for another item if you want.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.


See a sample completed activity below.




When you have finished, save and preview your lesson (see the next screens).

Web Browser – Identify Activity

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

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

Identify the flower photo



◀

Hydrangea

▶

■ □

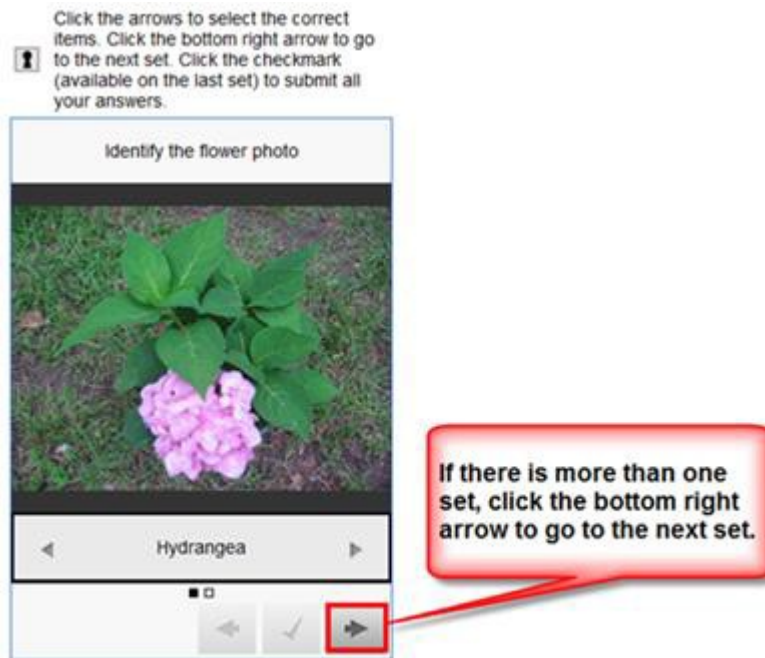
◀

✓

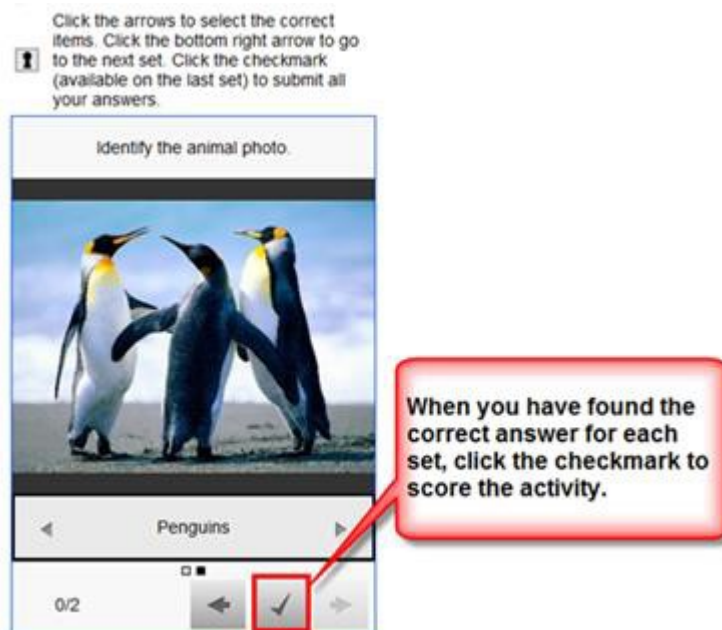
▶

Click the left or right arrow to find the correct answer.

When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).



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



You can see the answers you got correct (see below).

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



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

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

Jigsaw Puzzle Activity

SoftChalk Create

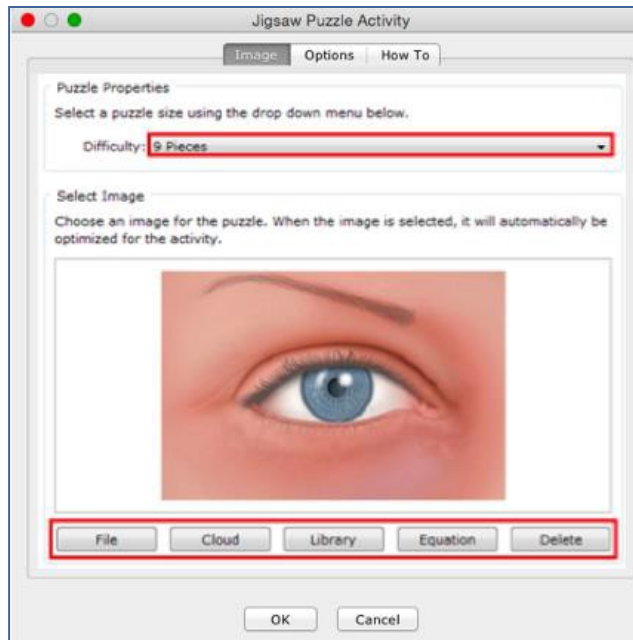


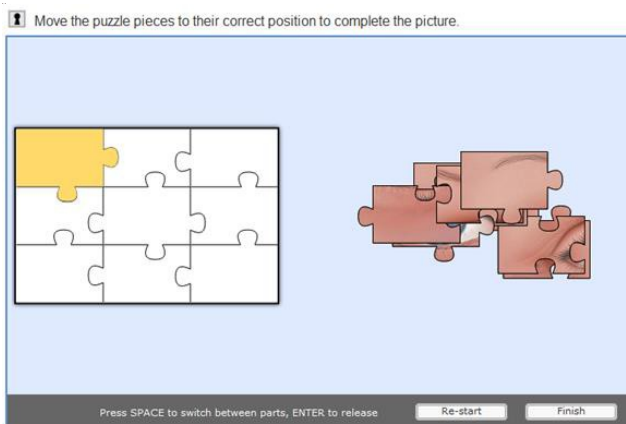
Image Tab

Select the **Difficulty** (i.e. number of pieces) for your puzzle.

Click **File, Equation or Library** to select an image.

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

Web Browser – Jigsaw Puzzle Activity

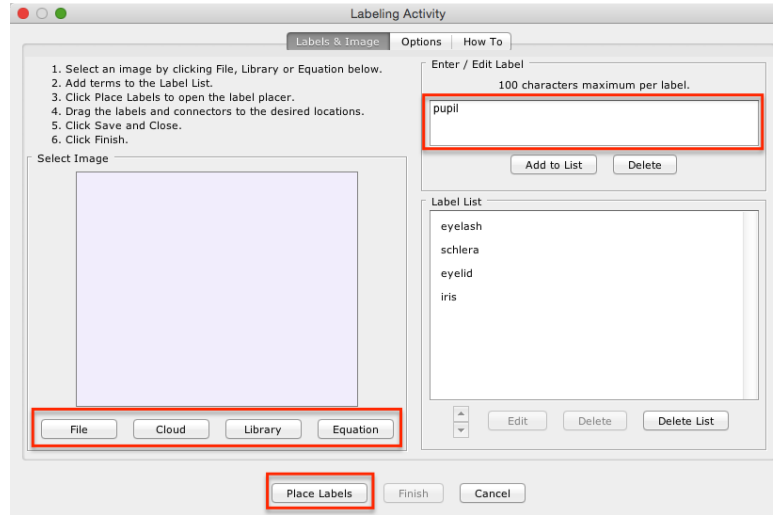


Move each puzzle piece to the correct square.

Labeling Activity

The Labeling activity lets you label parts of an image.

SoftChalk Create



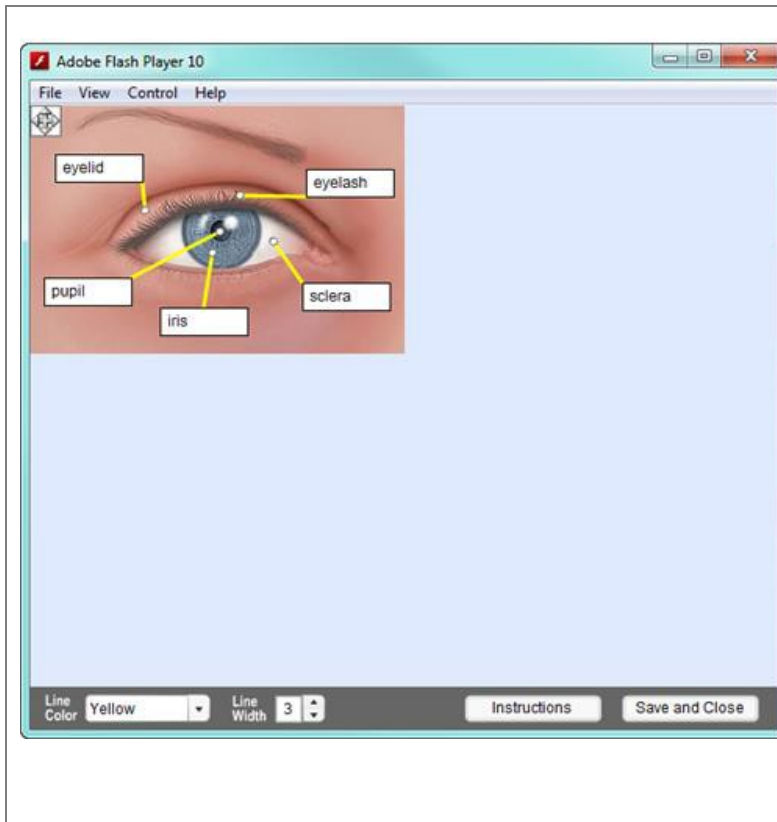
Labels & Image Tab

Click **File**, **Cloud**, **Library** or **Equation** to select an image.

At the top right, enter each label and click **Add to List**.

Click **Place Labels** (see below). Once you've placed your labels, the **Finish** button will activate. Click **Finish** to return to your main editing window.

For information about the options, see the section [Activity Options Tab](#). Notice there is a **Big text** option.



Place Labels


IMPORTANT: Be sure to drag each label and circle pointer onto the image.

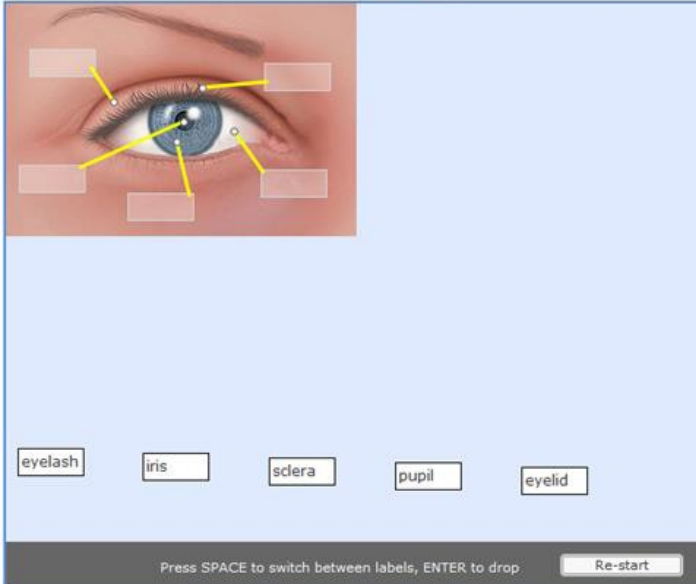
Note that you can change the line color and width.

The graphic in the upper left corner allows you to move the image within your window.

Click **Save and Close** to return to your previous window (see above). Then click **Finish**.


Web Browser – Labeling Activity

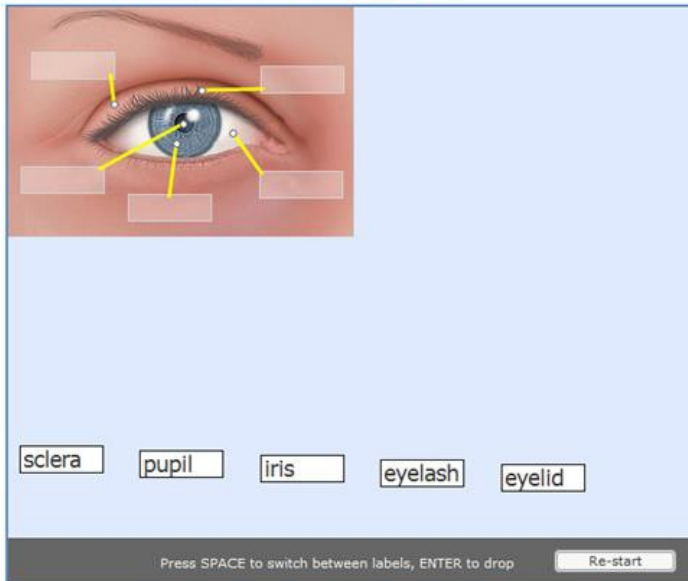
 Drag the labels from the bottom to the correct slots.



Big Text Deselected

Drag each label to the correct slot. (You can deselect or select **Big Text** under the **Options** tab for the activity.)

 Drag the labels from the bottom to the correct slots.



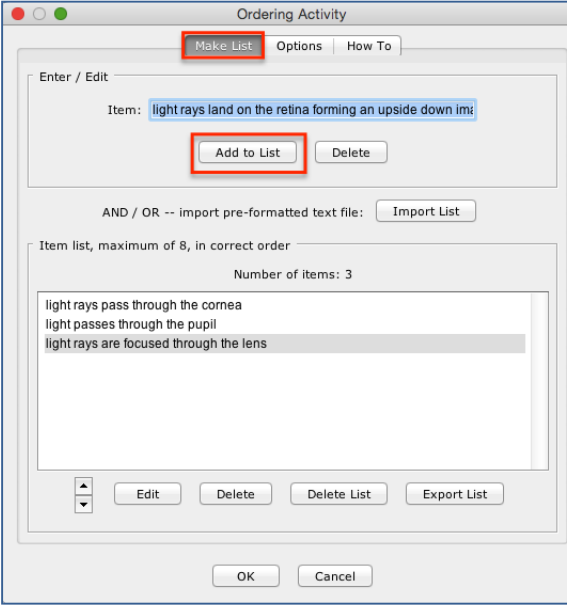
Big Text Selected

(You can deselect or select **Big Text** under the **Options** tab for the activity.)

Ordering Activity

The Ordering activity lets you put text items (maximum of 8) into a sequence.

SoftChalk Create



Make List Tab


Click **Add to List** after entering item.

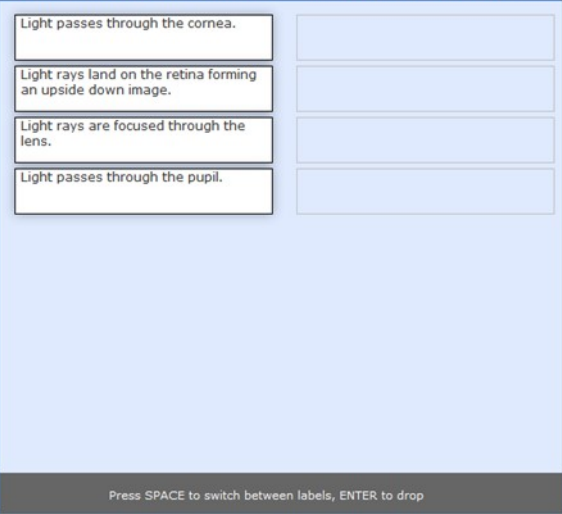
To edit an item, click on the item in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

Use the up and down arrows at the bottom to re-order your items.

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#). For information about the options, see the section [Activity Options Tab](#). Notice there is a **Big text** option.

Web Browser – Ordering Activity

 Drag items from the left column to the correct order in the right column.



Drag an item into the correct order in the right column.

Pairs Activity

The Pairs activity lets you put match items in pairs. The following screens show how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To** tab.

SoftChalk Create

Click **New**.

Setup Options How To

In this activity, learners identify pairs that "go together." Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets: Maximum 25 Sets

1.

New Duplicate Delete

Title

Pairs (6 pairs maximum)

OK Cancel

Enter a **Title** such as **World Leaders** (see below). Enter a pair such as **Barack Obama** in the top left box and **United States** in the top right box.

Once you have completed one set, click **New** to enter another set such as **U.S. Presidents and Their Home States**.

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

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

Pairs Activity

Setup Options How To

In this activity, learners identify pairs that "go together." Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets: Maximum 25 Sets

1.

Title

Pairs (6 pairs maximum)

New Duplicate Delete

OK Cancel

See a sample completed activity below.

The screenshot shows a software window titled "Pairs Activity" with three tabs: "Setup", "Options", and "How To". The "Setup" tab is active. On the left, a list of "Sets" is shown, with "1. World Leaders" selected, indicating it has "6 Pairs". Below this list are buttons for "New", "Duplicate", and "Delete". The main area on the right displays the details for the selected set. It has a "Title" field containing "World Leaders". Below this, a section titled "Pairs (6 pairs maximum)" contains a table with six rows, each representing a pair of related items:

Pairs (6 pairs maximum)	
Barak Obama	United States
Xi Jinping	People's Republic of China
Francois Hollande	France
David Cameron	United Kingdom
Stephen Harper	Canada
Angela Merkel	Germany

At the bottom of the window are "OK" and "Cancel" buttons.

When you have finished, save and preview your lesson (see the next screens).

Web Browser – Pairs Activity

Click on each box that matches (see below).

Select the matching pairs. Click the bottom right arrow to go to the next set.



World Leaders		
Angela Merkel	Stephen Harper	David Cameron
United States	Canada	Xi Jinping
Germany	Francois Hollande	United Kingdom
Barak Obama	France	People's Republic of China

Click on each box that matches.

For example, click Angela Merkel and then click Germany.

When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).

Select the matching pairs. Click the bottom right arrow to go to the next set.




World Leaders		
1 Francois Hollande ✓	2 United Kingdom ✓	3 Barak Obama ✓
5 Germany ✓	4 Stephen Harper ✓	2 David Cameron ✓
6 Xi Jinping ✓	3 United States ✓	5 Angela Merkel ✓
4 Canada ✓	6 People's Republic of China ✓	1 France ✓

If there is more than one set, click the bottom right arrow to go to the next set.

Once you've completed the sets, you can click the arrows to review the answers.

Select the matching pairs. Click the bottom right arrow to go to the next set.

 set.

United States Presidents	
1 ✓ Jefferson	2 ✓ Adams
1 ✓ Virginia	2 ✓ Massachusetts

12/12

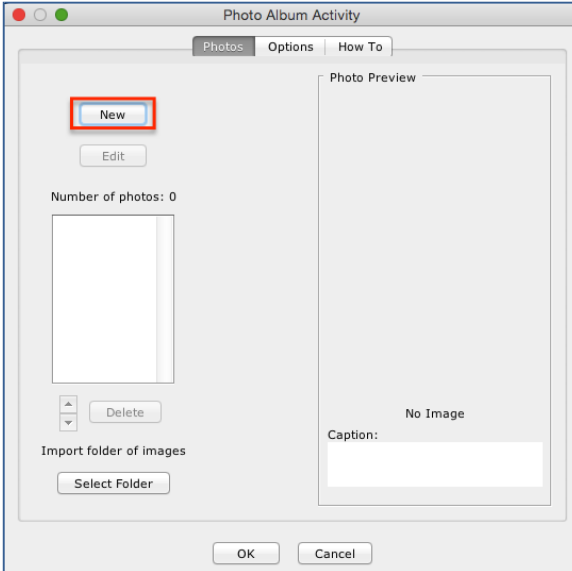
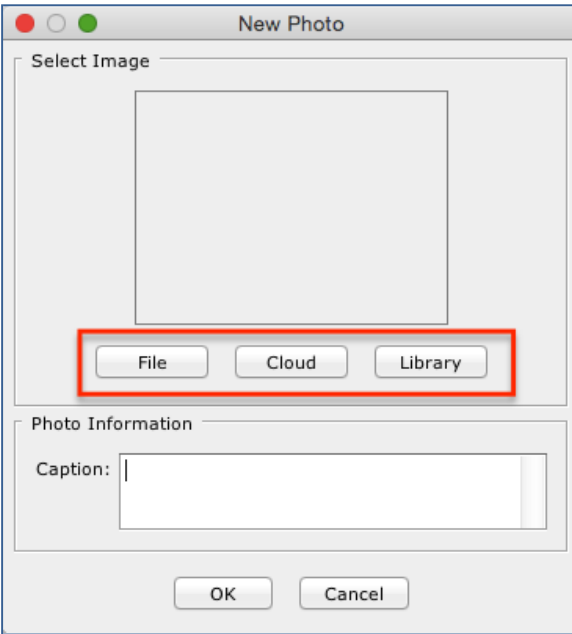
← ↻ →

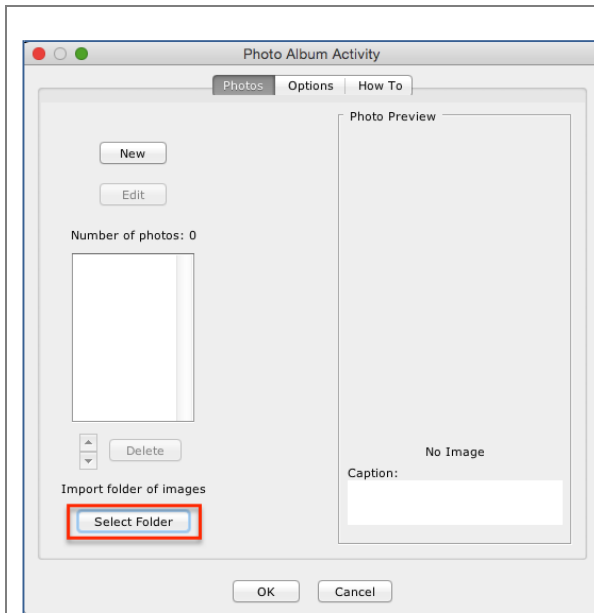
Click the left arrow to review your answers.

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

Photo Album Activity

The photo album activity lets you create a clickable photo album.

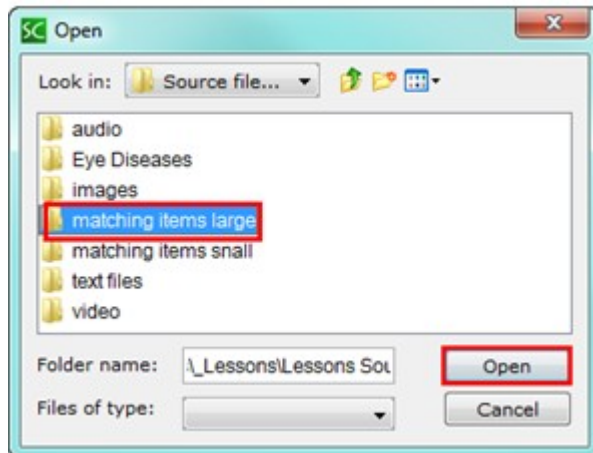
SoftChalk Create	
	<h3>Photos Tab</h3> <p>You can add each image one at a time or you can import a folder of images.</p> <p>Click New to add a single image.</p> <p>After adding your images, you can use the up and down arrows to set the order.</p>
	<h3>Select One Image at a Time</h3> <p>At the New Photo window, click:</p> <ul style="list-style-type: none">• File to select an image file on your computer• Cloud to select an image from your SoftChalk Cloud / My Files area• Library to select an image from your SoftChalk Library <p>Type a caption for your image and click OK.</p>

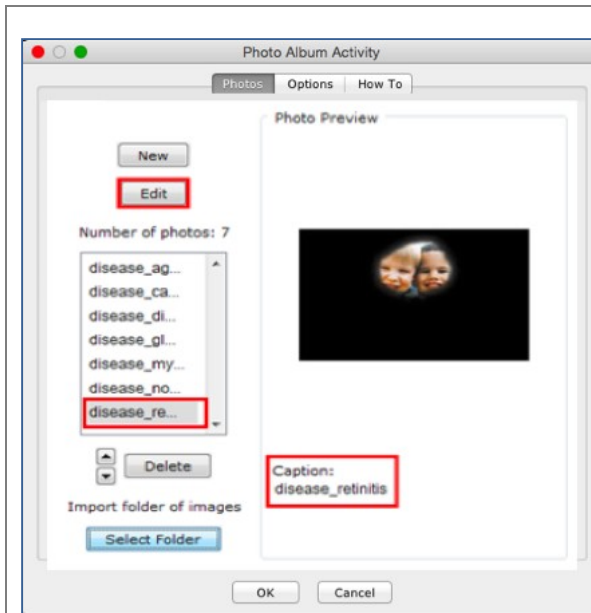


Import a Folder of Images

As mentioned previously, you can import a folder of images. From the **Photos** tab (see the image at the left):

1. Click **Select Folder**.
2. Navigate your computer to click on a folder of images to select it (see the image to the left).
3. Click **Open**.



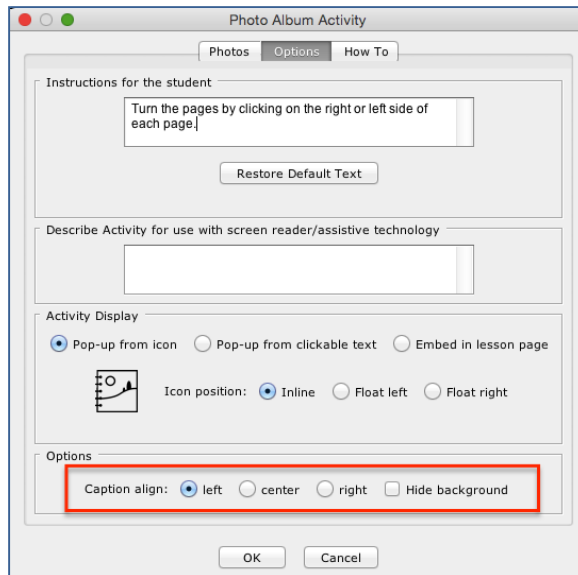


Edit a Caption

You will get a message that images have been added to your photo album.

When you import a folder, the caption for each image comes from the file name. You can edit the caption by clicking on an item in the list and then clicking **Edit**.

Type a new caption and click **OK**.



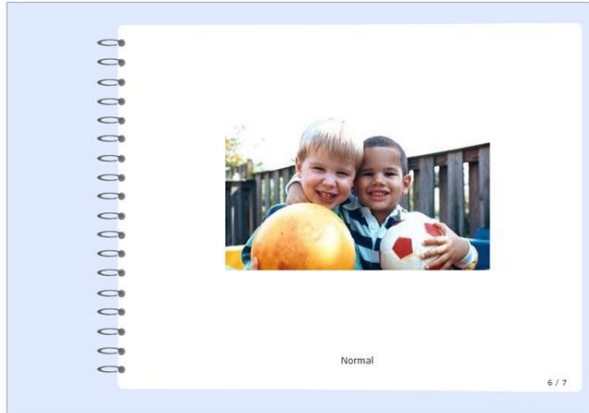
Options – Caption Alignment and Hide Background

Please note that you have the option to set the alignment for your caption (left, center and right).

You also have the option to hide the background.

Web Browser – Photo Album Activity

 Turn the pages by clicking on the right or left side of each page.



Click on the right side of the image to go to the next image.

Click on the left side of the image to go to the previous page.

Presenter Activity

The Presenter activity lets you present information (i.e. an image and text) in a “mini-slideshow” format. Each new set is the equivalent of a new slide. The following screens show you how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To** tab.

SoftChalk Create

Click **New**

Presenter Activity

Setup

Options

How To

In this activity, learners view images with titles and details (like a slideshow). Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Slides:

Maximum 25 Slides

▲

▼

New

Duplicate

Delete

Select Image

No Image Selected

File

Cloud

Library

Equation

Delete

Title

Content

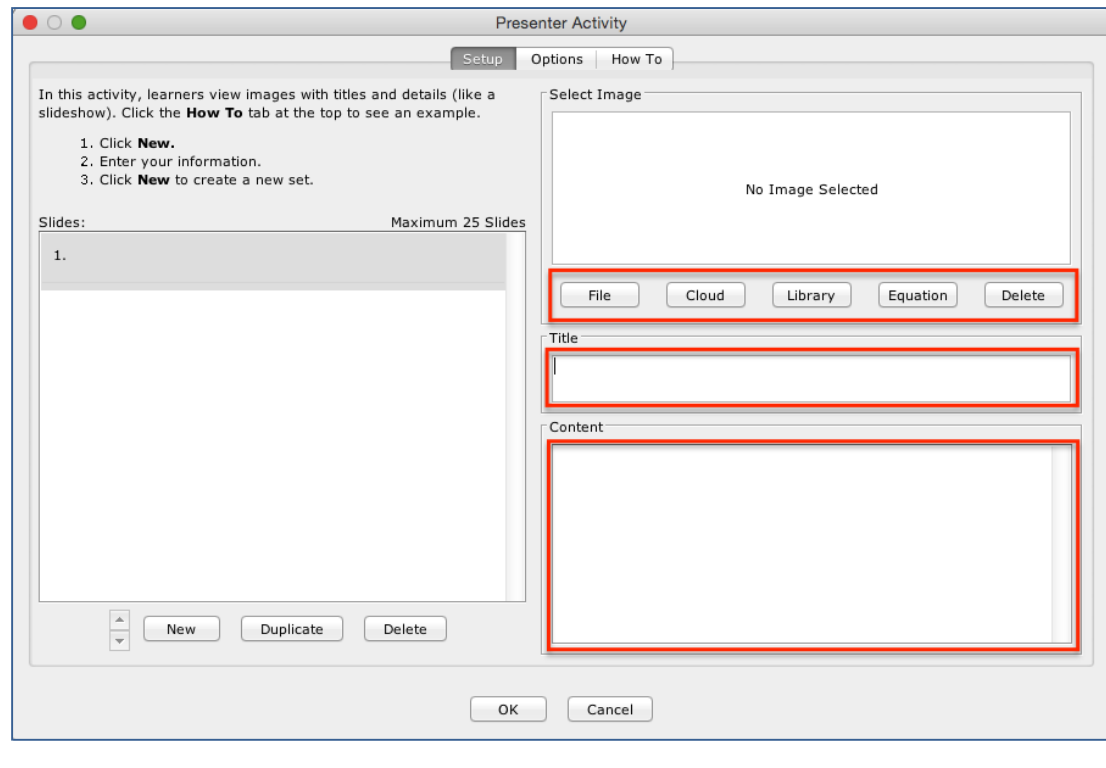
OK

Cancel

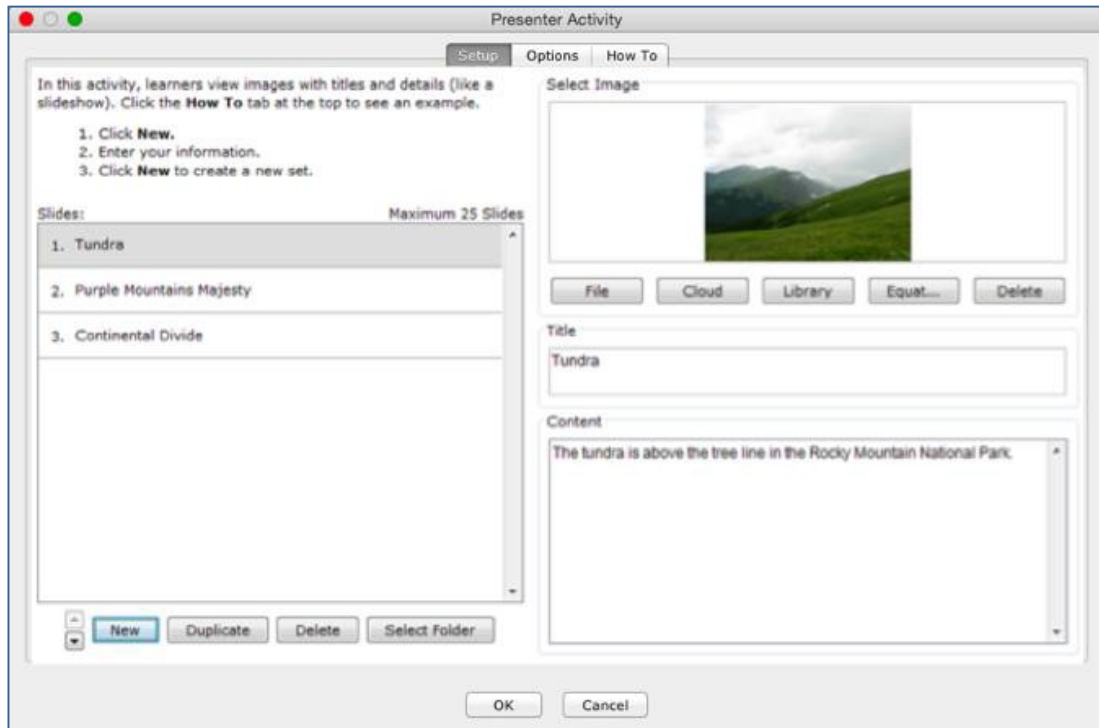
Enter a title in the **Title** area such as ***Tundra*** (see below). Then enter details in the **Content** area such as ***This tundra is above the tree line in the Rocky Mountain National Park.***

Once you have completed one set (i.e. slide), click **New** to enter another set such as ***Continental Divide.***

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



See a sample completed activity below.

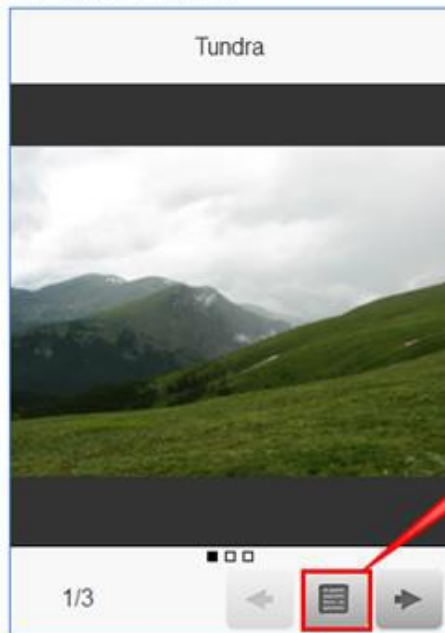


When you have finished, save and preview your lesson (see the next screens).

Web Browser

Click the bottom arrows to view the slides. Click the text icon to bring up more information.

Click the bottom arrows to view the slides. Click the text icon to bring up more information.



Click the text icon to view the text for the image.

Click the bottom arrows to view the slides. Click the text icon to bring up more information.

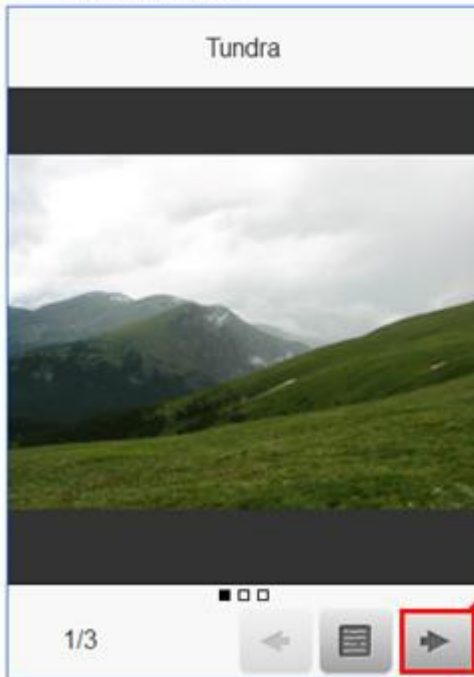


Click the text icon again to see the full image again.

Click the next arrow to go to another set (i.e. slide).

Click the left and right arrows to move back and forth among the sets.

Click the bottom arrows to view the slides. Click the text icon to bring up more information.



If there is more than one slide, click the bottom right arrow to go to the next slide.

Seek A Word Activity

The Seek A Word activity lets you pick out words in a grid. If you want to introduce difficult terms, this would be a good activity for an initial exposure to the terms.

SoftChalk Create

Make List Tab

Click **Add to List** after entering a word. The square size is the number of letters in each row and column. *The bigger the square size, the bigger the grid and the more difficult the activity.*

To edit a word, click on the word in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#). For information about the options, see the section [Activity Options Tab](#).

Web Browser – Seek A Word Activity

Notice that the words appear in alphabetical order on the right. The letters in the grid are randomized each time you see it in the web browser.

In the grid, the words can appear backwards or forwards, diagonally, horizontally or vertically.

When you click on a word, the first letter of the word becomes highlighted.

Selection Activity

The Selection activity lets you select correct answers from a list of possible answers. The following screens show you how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To** tab.

SoftChalk Create

Click **New**

Selection Activity

Setup Options How To

In this activity, learners select items based on a category or description. Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets: Maximum 25 Sets

New Duplicate Delete

Title

Items (12 items maximum)

Correct

Correct

Correct

Correct

Correct

Correct

Correct

Correct

Correct

OK Cancel

Enter a **Title** such as **World Capitals** (see below). Click the **Correct** checkbox for the correct answers. Once you have completed one set, click **New** to enter another set such as **State Capitals**. Click the **Options** tab to assign points to the activity.

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

Selection Activity

Setup Options How To

In this activity, learners select items based on a category or description. Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets: Maximum 25 Sets

1. World Capitals 1 Item

Items (12 items maximum)

Buenos Aires	<input checked="" type="checkbox"/> Correct
	<input type="checkbox"/> Correct
	<input type="checkbox"/> Correct
	<input type="checkbox"/> Correct
	<input type="checkbox"/> Correct
	<input type="checkbox"/> Correct
	<input type="checkbox"/> Correct

New Duplicate Delete

OK Cancel

See a sample completed activity below.

The screenshot shows a 'Selection Activity' dialog box with three tabs: 'Setup', 'Options', and 'How To'. The 'Setup' tab is active. It contains instructions for learners and a list of sets. The 'Items' section shows a grid of city names with checkboxes for correctness.

Setup | Options | How To

In this activity, learners select items based on a category or description. Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets: Maximum 25 Sets

Set Name	Number of Items
1. World Capitals	8 Items
2. State Capitals	4 Items

Items (12 items maximum)

Item	Correct
Buenos Aires	<input checked="" type="checkbox"/>
Mumbai	<input type="checkbox"/>
Paris	<input checked="" type="checkbox"/>
Shanghai	<input type="checkbox"/>
Amsterdam	<input checked="" type="checkbox"/>
Helsinki	<input checked="" type="checkbox"/>
Munich	<input type="checkbox"/>
Cairo	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Buttons: New, Duplicate, Delete, OK, Cancel

When you have finished entering your sets, save and preview your lesson (see the next screens).

Web Browser

Click a box to select an item. To de-select an item, click on it again.

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

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

World Capitals	
Munich	Buenos Aires
Mumbai	Amsterdam
Helsinki	Shanghai
Cairo	Paris

0/20   

Click an item to select it.

When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).

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

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


World Capitals	
Munich	Buenos Aires
Mumbai	Amsterdam
Helsinki	Shanghai
Cairo	Paris

0/20   

If there is more than one set, click the bottom right arrow to go to the next set.




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

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



State Capitals		
Raleigh	Honolulu	Detroit
Boston	Portland	San Francisco
New York City	Philadelphia	Montpelier
Richmond	Austin	St. Paul


0/20

When you have found the correct answer for each set, click the checkmark to score the activity.




You can see the answers you got correct (see below).

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



State Capitals		
Raleigh ✓	Honolulu ✓	Detroit
Boston ✓	Portland	San Francisco
New York City	Philadelphia	Montpelier ✓
Richmond ✓	Austin ✓	St. Paul ✓

20/20

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

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

Sequence Activity

The Sequence activity lets you put items in a correct order. The following screens show you how to set up the activity in SoftChalk Create and how students will view the activity. Please notice the **How To** tab.

SoftChalk Create

Click **New**.

Sequence Activity

Setup Options How To

In this activity, learners order items in a correct sequence. Click the **How To** tab at the top to see an example.

1. Click **New**.
2. Enter your information.
3. Click **New** to create a new set.

Sets: Maximum 25 Sets

New Duplicate Delete

Title

Items (6 items maximum)

Enter a **Title** such as ***Fractions – Low to High*** (see below).

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

Click the **Options** tab to assign points and a display method for the activity.

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

The screenshot shows a 'Sequence Activity' dialog box with three tabs: 'Setup', 'Options', and 'How To'. The 'Setup' tab is selected. On the left, a text box explains the activity: 'In this activity, learners order items in a correct sequence. Click the **How To** tab at the top to see an example.' Below this are three numbered steps: '1. Click **New**.', '2. Enter your information.', and '3. Click **New** to create a new set.' A 'Sets' list on the left shows '1. Fractions: low...' and a 'Maximum 25 Sets' label. At the bottom left are 'New', 'Duplicate', and 'Delete' buttons. On the right, the 'Title' field contains 'Fractions: low to high'. Below it, the 'Items (6 items maximum)' section has six empty input fields. At the bottom right are 'OK' and 'Cancel' buttons.

See a sample completed activity below

The screenshot shows a window titled "Sequence Activity" with three tabs: "Setup", "Options", and "How To". The "Setup" tab is active. On the left, there is instructional text: "In this activity, learners order items in a correct sequence. Click the **How To** tab at the top to see an example." followed by a numbered list: "1. Click **New**.", "2. Enter your information.", "3. Click **New** to create a new set." Below this is a table of sets. The table has two columns: "Sets:" and "Maximum 25 Sets". It contains two rows: "1. Fractions: low..." with "6 Items" and "2. Units of Measure" with "6 Items". Below the table are three buttons: "New", "Duplicate", and "Delete". On the right, there is a "Title" field containing "Fractions: low to high" and a list of "Items (6 items maximum)". The items are: "1/8", "26", "5", "1.25", "10/2", and "10.1". At the bottom of the window are "OK" and "Cancel" buttons.

Sets:	Maximum 25 Sets
1. Fractions: low...	6 Items
2. Units of Measure	6 Items


Items (6 items maximum)

- 1/8
- 26
- 5
- 1.25
- 10/2
- 10.1

When you have finished, save and preview your lesson (see the next screens).

Web Browser

Move items up and down using the arrows.

 Move items up and down using the arrows. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

Fractions - Low to High		
▼	1/8	▲
▼	10/2	▲
▼	.25	▲
▼	1.25	▲
▼	10.1	▲
▼	.5	▲

■ □

0/11

← ✓ →

Click the up and down arrows to put items in the correct order.

When you have completed one set, there may be a next arrow to go to another set. Click the next arrow (see below).

Move items up and down using the arrows. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

Fractions - Low to High

▼	1/8	▲
▼	.25	▲
▼	.5	▲
▼	1.25	▲
▼	10/2	▲
▼	10.1	▲

0/11

◀ ◻ ▶

If there is more than one set, click the bottom right arrow to go to the next set.

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

Move items up and down using the arrows. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

Units of Measure - Low to High

▼	millimeter	▲
▼	centimeter	▲
▼	meter	▲
▼	decimeter	▲
▼	kilometer	▲

0/11

◻ ▶

When you have found the correct answer for each set, click the checkmark to score the activity.

You can see the answers you got correct (see below).

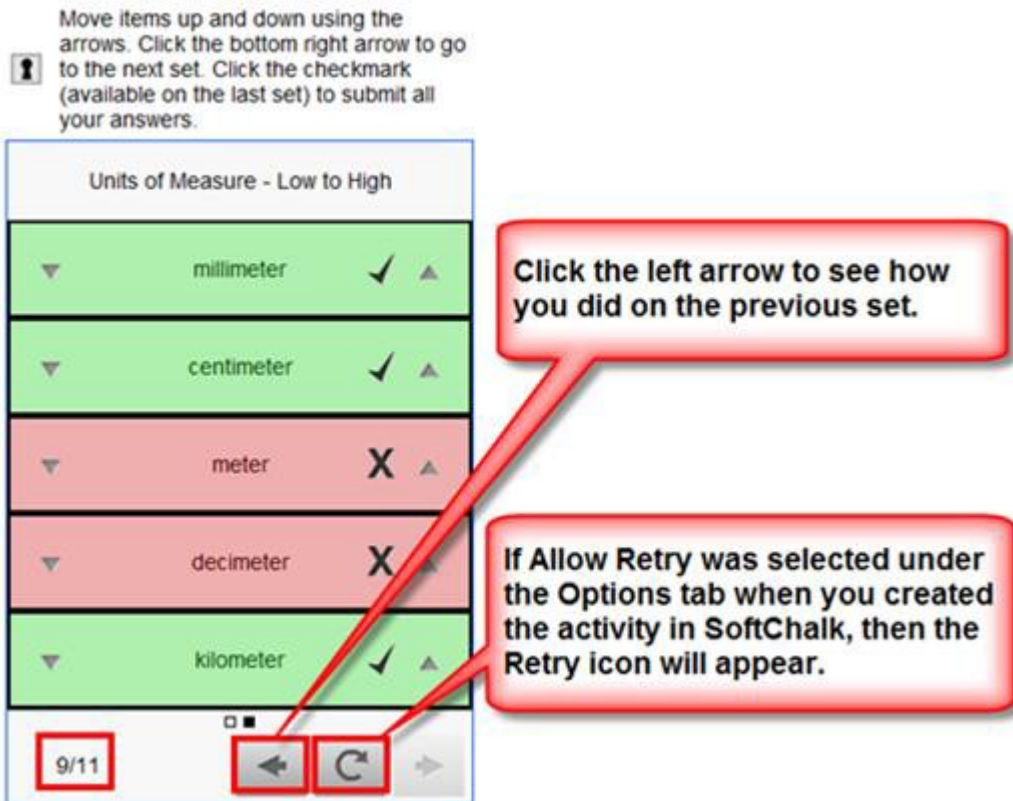
Move items up and down using the arrows. Click the bottom right arrow to go to the next set. Click the checkmark (available on the last set) to submit all your answers.

Units of Measure - Low to High		
▼	millimeter	✓ ▲
▼	centimeter	✓ ▲
▼	meter	X ▲
▼	decimeter	X ▲
▼	kilometer	✓ ▲

9/11

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

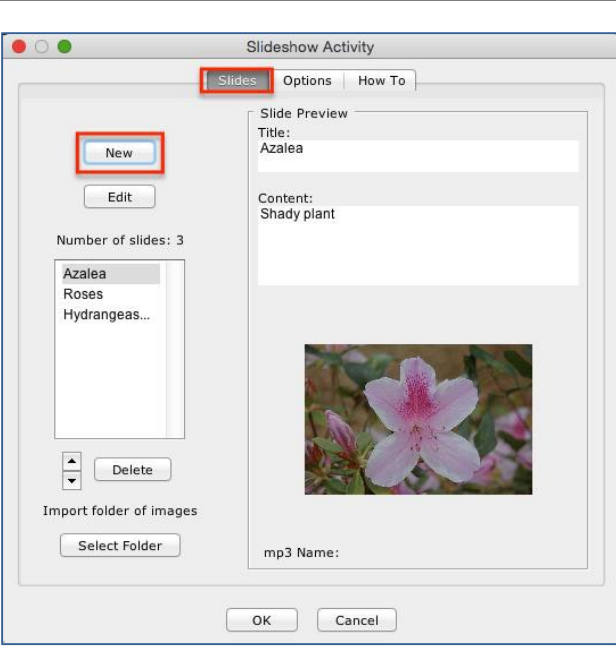
If Allow Retry was selected under the Options tab when you created the activity in SoftChalk, then the Retry icon will appear.

The screenshot shows a user interface for a SoftChalk activity. At the top, there is a header bar with a title and instructions. Below the header is a list of items, each with a dropdown arrow on the left, a central text label, and a status icon on the right. The items are 'millimeter', 'centimeter', 'meter', 'decimeter', and 'kilometer'. The first two and the last one have a green background and a checkmark icon, indicating they were answered correctly. The middle two have a red background and an 'X' icon, indicating they were answered incorrectly. At the bottom of the list, there is a row of navigation controls: a left arrow, a circular arrow (retry), and a right arrow. The left and retry arrows are highlighted with red boxes and callouts. The left arrow callout says 'Click the left arrow to see how you did on the previous set.' The retry arrow callout says 'If Allow Retry was selected under the Options tab when you created the activity in SoftChalk, then the Retry icon will appear.' To the left of the navigation controls is a small box containing the text '9/11'.

Slideshow Activity

The Slideshow activity lets you view images and text in a slideshow format. You can also add audio (in an mp3 format).

SoftChalk Create



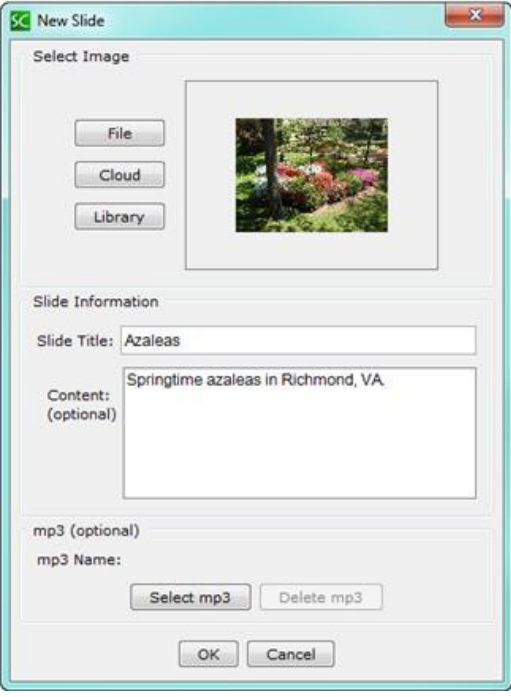
Slides Tab

You can add each image one at a time or you can import a folder of images.

Click **New** to add a single image (see below).

After adding your images, you can use the up and down arrows to set the order.

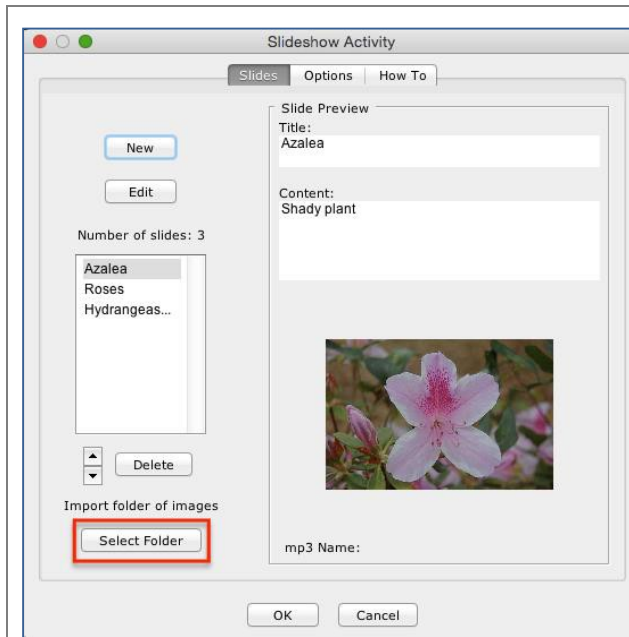
For information about the options, see the section [Activity Options Tab](#).



Slides Tab / New

When you select an image, the image gets optimized automatically if you have a large image. (The file size is reduced.)

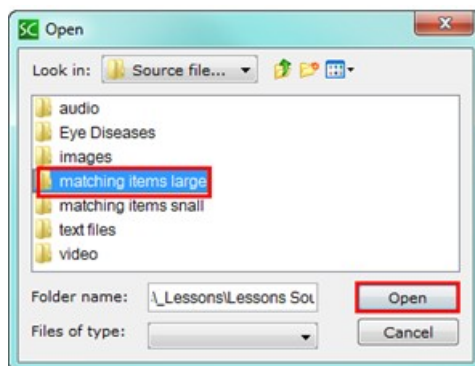
You can select an mp3 audio file. (Other audio formats won't work.)

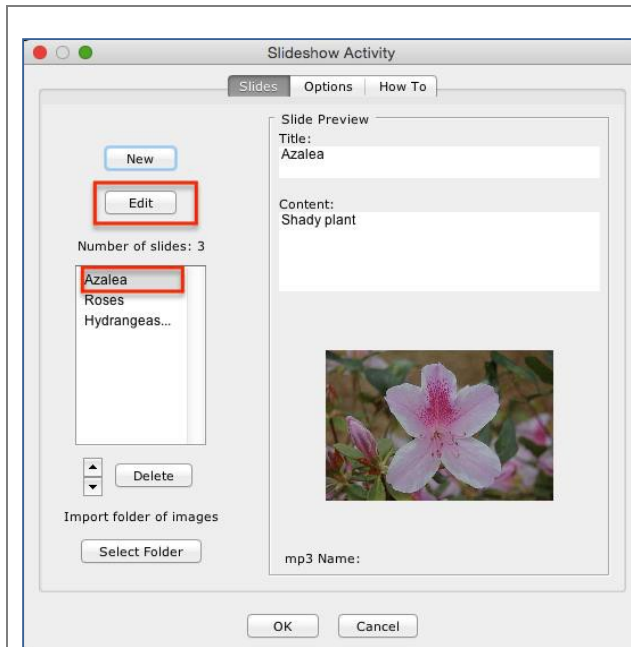


Import a Folder of Images

As mentioned previously, you can import a folder of images. From the **Slides** tab (see the image at the left), click **Select Folder**.

Navigate your computer to click on a folder of images to select it (see the image to the left). Then click **Open**.



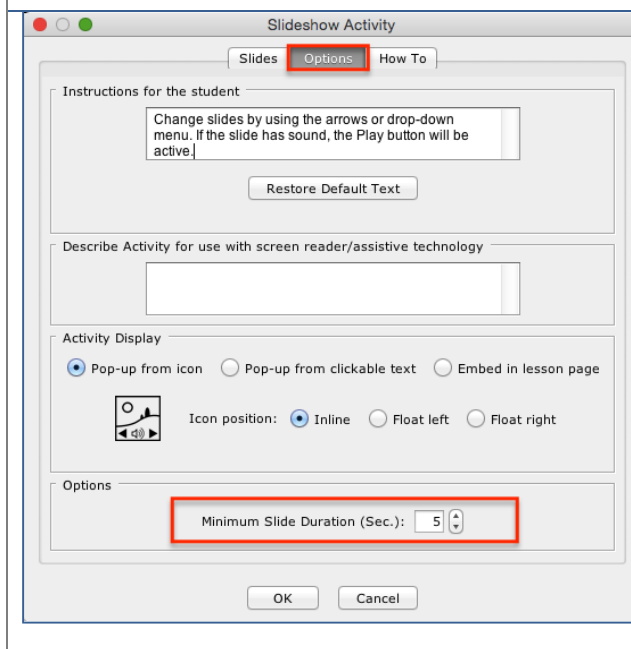


Edit a Title

You will get a message that images have been added to your slide show.

When you import a folder, the title for each slide comes from the file name of the image. You can edit the title by clicking on an item in the list and then clicking **Edit**.

Type a new Slide Title and click **OK**.



Slideshow Options Tab

You can set minimum slide duration for viewing each slide if you click **Start Slide Show** in the browser (see below).

Web Browser



Click the right arrow to advance to the next slide.

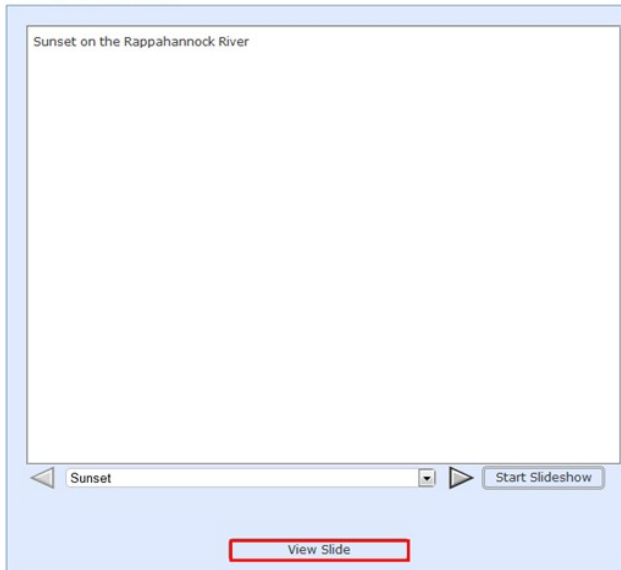
Click **Start Slide Show** to have the slides advance automatically based on the minimum slide duration you set under the Slide Show **Options** tab.

If you've added audio to a slide, the audio controls at the bottom will appear.

Click **View Text** to view text for this slide (see the following page).

Web Browser (cont.)

Change slides by using the arrows or drop-down menu. If the slide has sound, the Play button will be active.



Click **View Slide** to return to the previous slide view.

Change slides by using the arrows or drop-down menu. If the slide has sound, the Play button will be active.

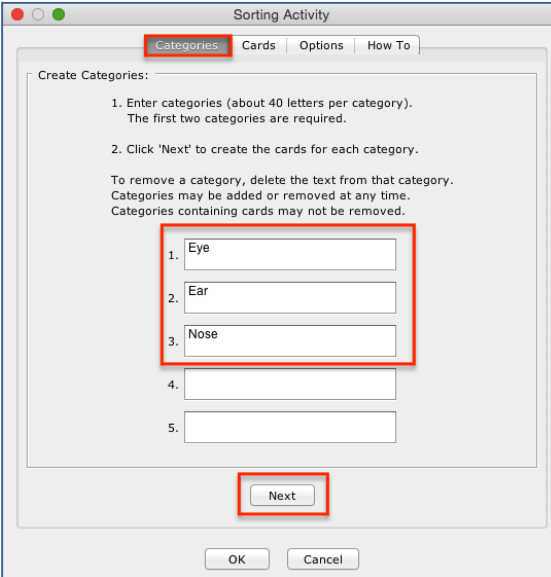


Click the dropdown arrow to jump to another slide.

Sorting Activity

The Sorting activity lets you put items into categories. The items can be text and/or images.

SoftChalk Create



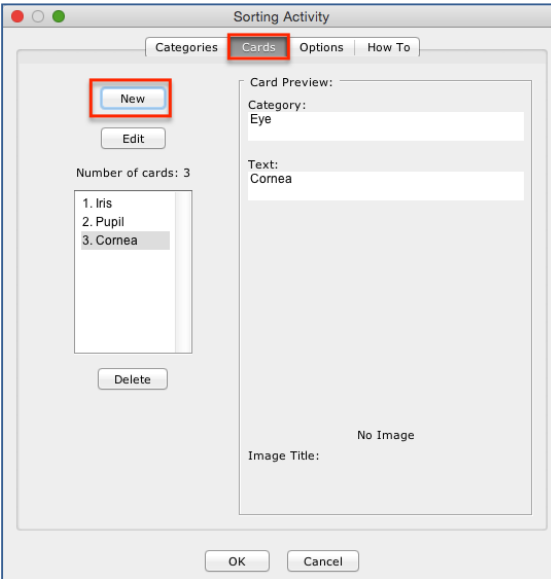
Categories Tab

First enter your categories.

Then click **Next** to go to the **Cards** tab (see below).

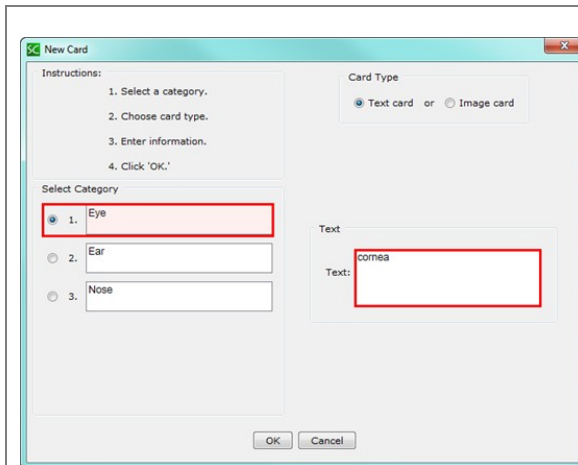
You can always return to the **Categories** tab to add or edit a category.

For information about the options, see the section [Activity Options Tab](#). Notice there is a **Big text** option.



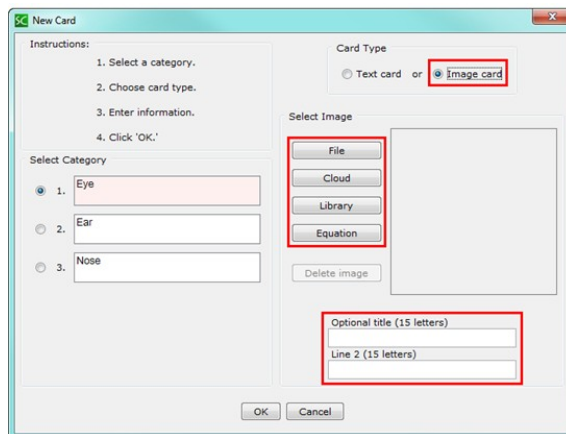
Cards Tab

Click **New** to create a card (item) for a category.



Cards Tab / New

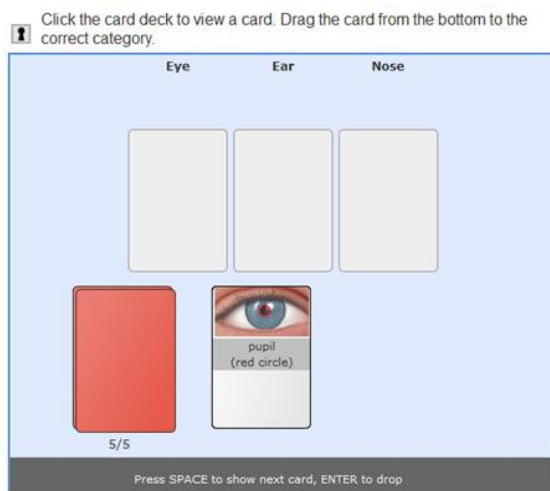
Select a category at the left and enter text.



To add an image, select **Image card** for the **Card Type**. Then click **File**, **Equation** or **Library** to select your image.

Notice that you can type optional text.

Web Browser

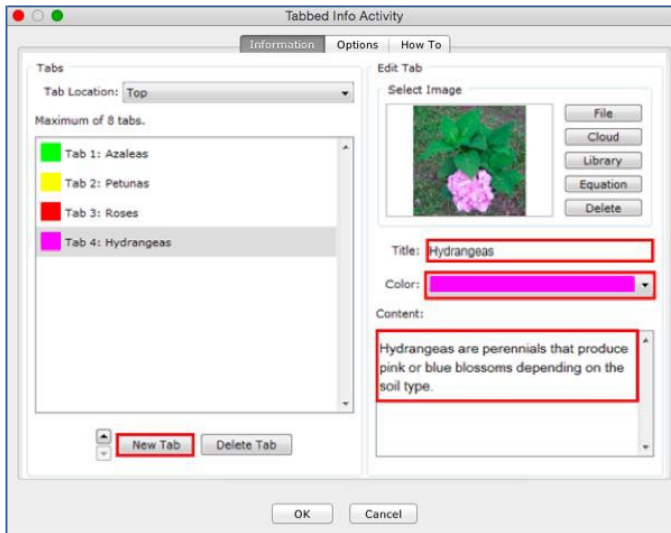


This activity resembles the solitaire game. Drag a card to the correct category.

Tabbed Info Activity

The Tabbed Info activity lets you present information in a tabular format.

SoftChalk Create



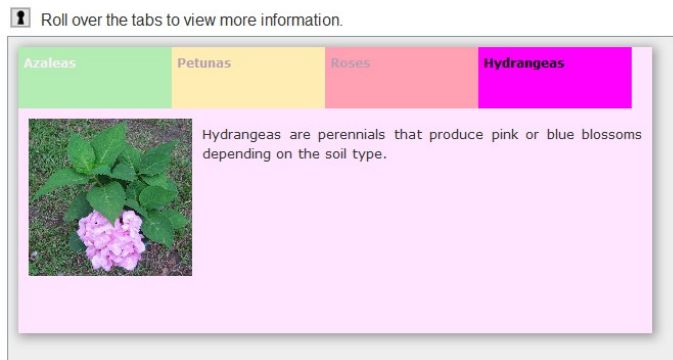
Information Tab

Click **New Tab**. Then type a title, select a color and enter content.

Notice that you can change the tab location from Top to Right, Bottom or Left.

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

Web Browser



Move your cursor over each tab to see the information.

Timeline Activity

The Timeline activity lets you view a timeline ordered by date or list. For instance, you would select **by Date** to create a timeline for the Revolutionary War and **by List** to create a timeline for a process such as baking a cake.

SoftChalk Create

Timeline Activity

Events Options How To

Timeline Title: Revolutionary War

Ordering Method

☒ by Date Interval: 1 year

☐ by List

New

Edit

Number of events: 3

4/19/1775
5/10/1775
7/4/1776

Delete

Event Preview

Description: Battles of Lexington and Concord

Content:

No Image

OK Cancel

Events Tab - Date

Enter a title for your timeline.

Click **New** to create an event.

If your Ordering Method is **by Date**, then the list appears automatically in chronological order.

IMPORTANT: Be sure to select an appropriate **Interval**.

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

New Event - Date

Notice that you have the option to enter an **Event End** date.

The timeline works for A.D. dates (not B.C. dates).

Click **File**, **Cloud** or **Library** to select an image.

New Event

Event Information

Month (optional): 12 Day (optional): 19 Year: 1777

Event End (optional):

Month (optional): 6 Day (optional): 19 Year: 1778

Description: Valley Forge

Content: (optional)

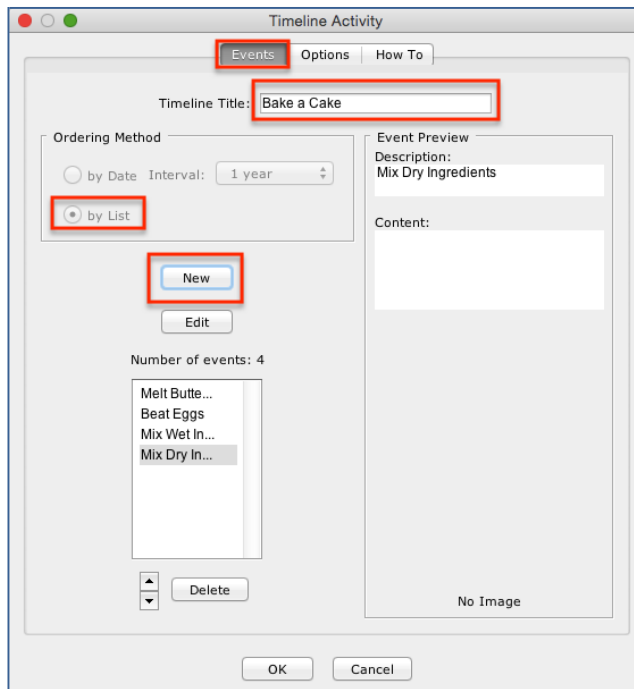
Select Image (optional)

You can create a date range if you like.

File Cloud Library

Delete image

OK Cancel

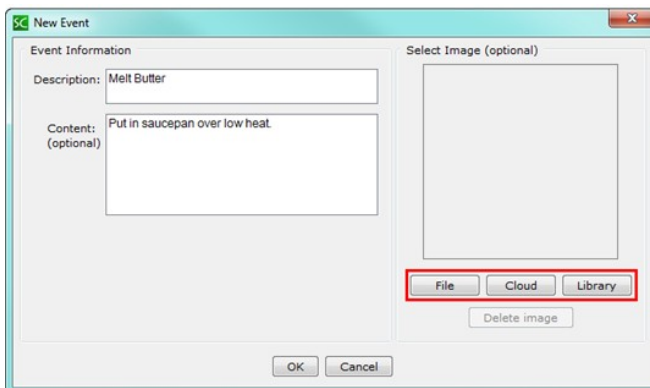


Events Tab - List

Enter a title for your timeline.

Click **New** to create an event.

If your Ordering Method is **by List**, then you can use the up and down arrows to set the order.



New Event - List

Click **File**, **Cloud** or **Library** to select an image.

Web Browser

To scroll the timeline, click the bottom arrows or click and drag the timeline area. Click each event for more details.



Date

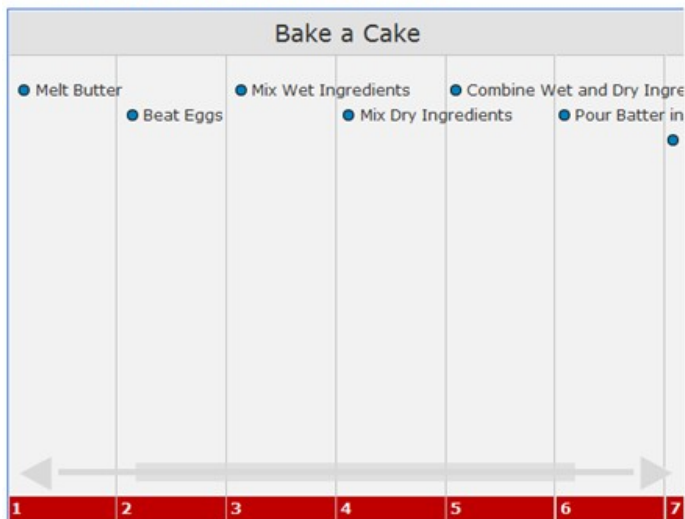
To scroll the timeline, click the bottom arrows, drag the bottom scroll bar, or click and drag the timeline area.

Click each event for more details.

The line under **Valley Forge** indicates a span of time.

Notice the years at the bottom. Notice that the interval for this timeline was set to 1 year.

To scroll the timeline, click the bottom arrows or click and drag the timeline area. Click each event for more details.



List

To scroll the timeline, click the bottom arrows, drag the bottom scroll bar, or click and drag the timeline area.

Click each event for more details.

Notice the number for the steps at the bottom.

Differences between QuizPoppers and Activities

Major Differences between QuizPoppers and Activities

QuizPoppers	Activities
Ability to insert hyperlinks and media including sound and images	Ability to insert images for some activities. For details see the section Activities Overview .
Customized feedback for the right and wrong answer	No customized feedback
Hint	Show Answers option for some activities
Students can receive partial credit. Within SoftChalk Create, see the Options tab for the Matching, Multiple Answer and Ordering QuizPoppers.	Students receive partial credit.

The Ordering QuizPopper and Ordering Activity are both sequencing exercises. The Matching QuizPopper and DragNDrop Activity are both matching exercises. The two tables on the next page below summarize the differences.

Ordering QuizPopper versus Ordering Activity

Ordering QuizPopper	Ordering Activity
Use a dropdown menu to assign the order of the items	Drag items to the correct order
Exercise is scored upon clicking the Check Answer button.	Activity is scored after dragging each item.
Allows for lengthy text entry	Maximum of 100 characters
See the table above for other differences	

Matching QuizPopper versus DragNDrop Activity

Matching QuizPopper	DragNDrop Activity
Use a dropdown menu to assign the match the items	Drag items to the correct match
Exercise is scored upon clicking the Check Answer button.	Activity is scored after dragging each item.
Allows for lengthy text entry	Maximum of 100 characters
See the table on the previous page for other differences	

Widgets

Overview

You can incorporate **web widgets** into your lessons. A web widget is a chunk of web code that can be embedded within any html-based web page. Once a web widget is embedded, it will grab updated information from the originating site and display it within the web page automatically.

- YouTube (<https://www.youtube.com>) would be an example of a website where you can get **Embed code** to insert a widget into SoftChalk Create.
- The [SoftChalk Cloud](#) website has activities, quiz items and lessons with embed codes as well. (For details, see the section [SoftChalk Cloud](#).)

(If you want to embed content from YouTube (<https://www.youtube.com>) and the [SoftChalk Cloud](#) website, you can search for content using the **Media Search** tool. For details, see the section [Media Search](#).)

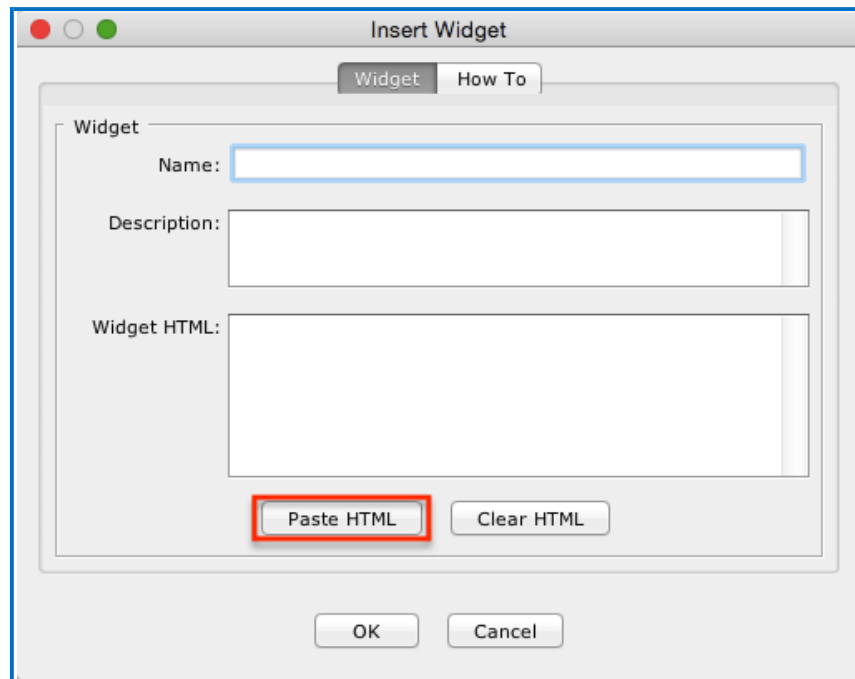
(Please note that there are other kinds of widgets – platform widgets and desktop widgets which cannot be embedded in SoftChalk Create.)

IMPORTANT: Your students need to be online for the web widget to appear since the information is coming from a website.

Insert a Widget into a Lesson

1. Find a widget from another website such as YouTube or the [SoftChalk Cloud](#) website.
2. Copy the embed code for that widget. Please note that different websites may use different wording for this code but the code to copy should be obvious.
3. Start SoftChalk Create. Choose **Insert/Widget**.
4. Fill out the information below. Notice that you can click **Paste HTML** to put in the copied code in (see below).
5. Click **OK** to return to your main editing window.

6. You'll see a placeholder for your survey in your lesson (see below).



The image shows a screenshot of a software window titled "Insert Widget". The window has a standard macOS-style title bar with red, yellow, and green window control buttons. Below the title bar are two tabs: "Widget" (which is selected and highlighted in grey) and "How To". The "Widget" tab contains a form with three text input fields: "Name:", "Description:", and "Widget HTML:". Below these fields are two buttons: "Paste HTML" (which is highlighted with a red rectangular border) and "Clear HTML". At the bottom of the window are "OK" and "Cancel" buttons.

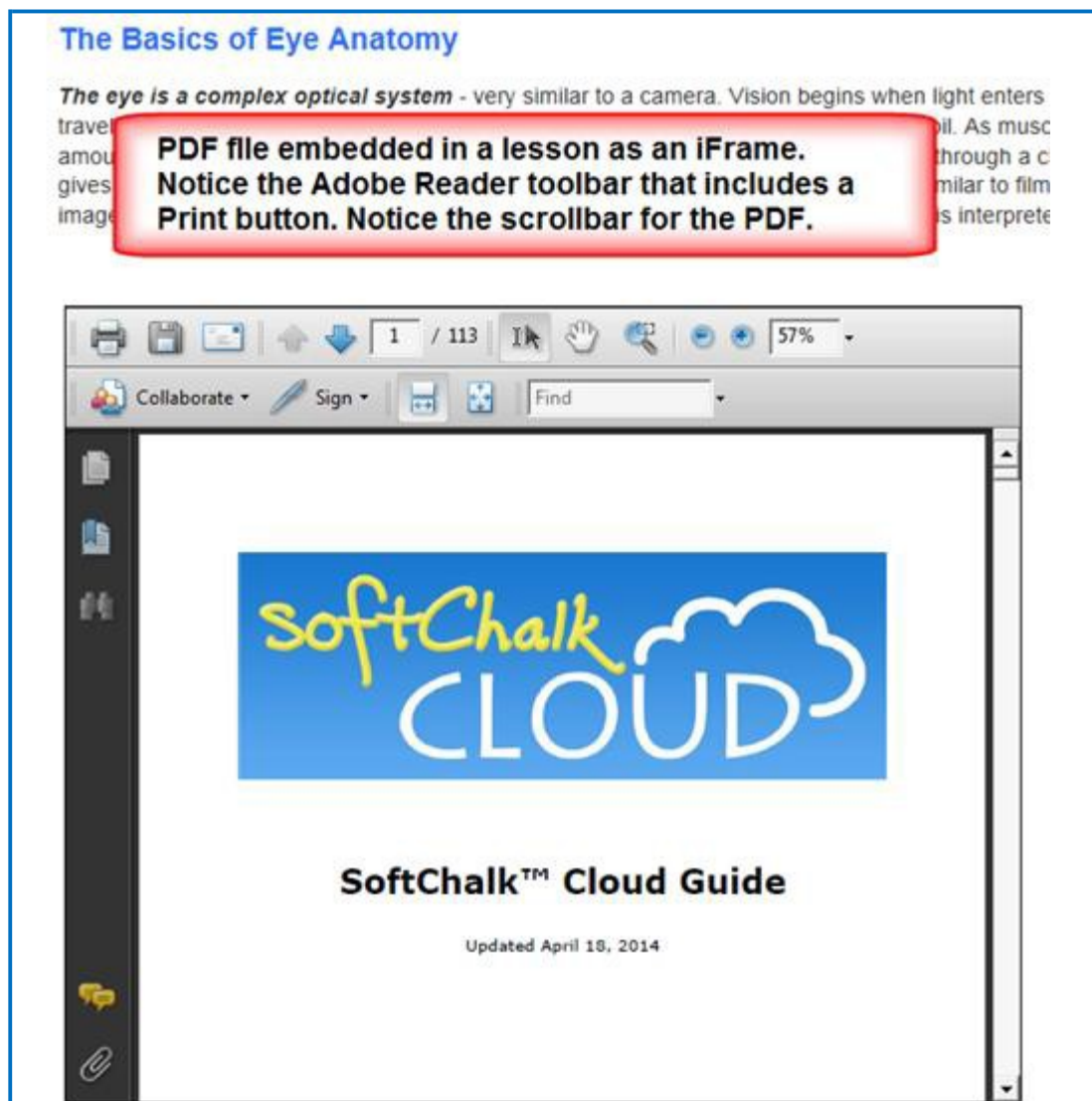
7. When you save and preview your lesson, you will see your embedded widget. Again, this widget information is coming from the website where you got your widget.

iFrames

Overview

The iFrames feature allows you to embed .pdf files and live websites within your SoftChalk Create lesson window.


- View a scrollable .pdf file within your lesson (see below).
 - Notice that the Adobe Reader controls including a Print button, a Save button and a Find area.
 - Notice the scroll bar.



- View a live website within your lesson (see below).
 - Notice that you can click on items for the live website.
 - Notice that you can scroll around the web page.

The Basics of Eye Anatomy

The eye is a complex optical system - very similar to a camera. Vision begins when light enters, travels through clear aqueous fluid, and passes through a small aperture called the pupil. As much as possible, the amount of light entering the eye. Light rays are focused through the lens, and proceed through a camera-like lens that gives it form and shape. When light rays finally land on the retina, the part of the eye similar to film, the image is converted into an electrical impulse that travels along the optic nerve to the brain, where it is interpreted.



Live website embedded within a lesson. Notice that you can scroll within the web page.

Notice you can click buttons within the website.

About SoftChalk Cloud ▶

How to Get Started ▶

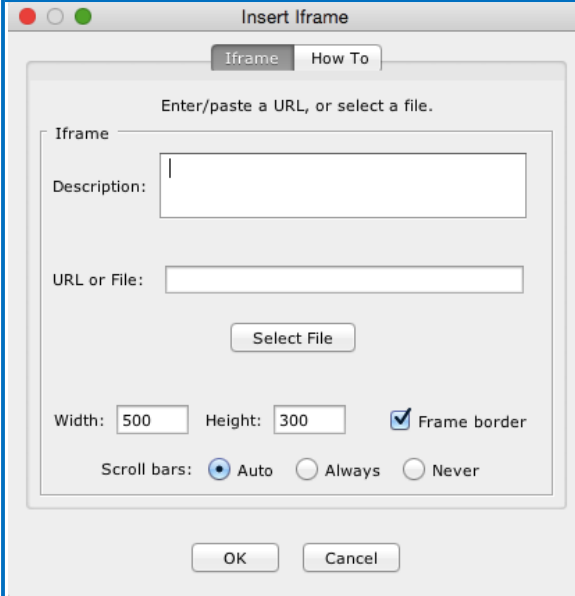
Explore SoftChalk Share Repository ▶

Insert an iFrame into a Lesson

1. Start SoftChalk Create. Choose **Insert/Iframe**.
2. Fill out the information (see below). You can either select a .pdf file OR paste in a web address.

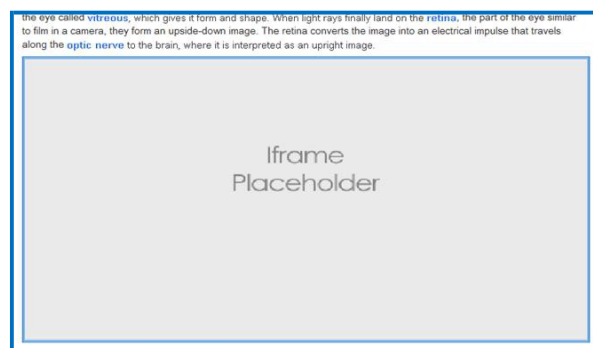
IMPORTANT: When you select a .pdf file, a copy of this file is placed in your lesson folder when you save. Your original .pdf file remains in its original location. If you modify the original .pdf file, you'll need to re-select this file using the **Select file** button below.

IMPORTANT: When you paste a web address, be sure to use the full URL, for example use <https://www.softchalk.com> and NOT www.softchalk.com.



The screenshot shows a dialog box titled "Insert Iframe" with two tabs: "Iframe" and "How To". The "Iframe" tab is active. Inside the dialog, there is a text area for "Description:" and a text field for "URL or File:". Below the "URL or File:" field is a "Select File" button. At the bottom of the dialog, there are input fields for "Width:" (set to 500) and "Height:" (set to 300), a checked checkbox for "Frame border", and radio buttons for "Scroll bars:" with "Auto" selected. "OK" and "Cancel" buttons are at the bottom.

3. Click **OK** to return to your main editing window. You'll see a placeholder for your iframe in your lesson (see below). Save and preview your lesson.



ReadSpeaker (Read Text Out Loud)

Overview

If you have purchased an account with ReadSpeaker (<https://www.readspeaker.com>), then you can activate the ReadSpeaker feature within SoftChalk Create.

Please note that you purchase your ReadSpeaker account directly from ReadSpeaker (<https://www.readspeaker.com>) and not from SoftChalk.

This feature will allow your students to click a button on a page of your lesson (this button is called **Listen**) and have the text on the page read to them. For an example, see the [Thomas Jefferson lesson](#).

Please note the following:

- The text of Tooltips will not be read.
- The text of QuizPoppers, Quiz Groups (all at once and show group options selected) and Mobile Friendly Activities (display inline option selected) WILL be read.
- The ReadSpeaker feature will work on mobile devices as well as laptop computers.
- You have the option to display the **Listen** button in a sidebar or at the top of the page.
- You can use this feature within lessons that are published or uploaded to a learning management system or a website (such as www.softchalkcloud.com). The ReadSpeaker feature will NOT work on standalone .exe or Macintosh .app packaged lessons or on CDs of SoftChalk lessons.

Steps to Implement ReadSpeaker in a SoftChalk Lesson

1. Within your SoftChalk Create lesson, choose **Tools/ReadSpeaker** (see below).
2. Enter the **Customer ID** and **JavaScript URL** authentication information that you received when you purchased your ReadSpeaker account from ReadSpeaker (<https://www.readspeaker.com>).
3. (When you set up your account with ReadSpeaker, you will be asked for a **Publish domain**.)

ReadSpeaker

The ReadSpeaker feature adds a Listen button to your lesson so that the text on a page of your lesson can be read out loud. The text of Tooltips will not be read. The text of QuizPoppers, Quiz Groups (all at once and show group options selected) and Activities (display inline option selected) will be read.

The ReadSpeaker feature works only on lessons published or uploaded to a learning management system, website, or SoftChalk Cloud.

In order to use the ReadSpeaker feature, you must purchase a separate ReadSpeaker account from ReadSpeaker.

Enter your ReadSpeaker account information below. Select 'Enable ReadSpeaker' once you have completed your information.

[ReadSpeaker Web Site](#)

Supports webReader & Enterprise Highlighting 2.5

Customer ID:

JavaScript URL:

Language:

Location of tool: ☐ Top of page ☒ In sidebar

Option: ☐ Use docReader

☐ Enable ReadSpeaker (requires a Customer ID and JavaScript URL)

OK Cancel

4. Once the **Customer ID** and **JavaScript URL** fields are complete, click the **Enable ReadSpeaker** checkbox. Notice that you also have a location option – **In Sidebar** or **Top of Page**.
5. **IMPORTANT:** You will not be able to use the ReadSpeaker feature until you save or upload your lesson to the domain you listed (see below) (Ex. <https://www.softchalkcloud.com/>). In other words, you can't preview this lesson on your local computer and have the ReadSpeaker feature work.

SoftChalk Cloud Account and ReadSpeaker License Info

If you have a [SoftChalk Cloud](#) account, your ReadSpeaker license information is saved with your SoftChalk Cloud account preferences. In other words, the ReadSpeaker feature will be available whenever you log into your account regardless of what computer you are using.

Use the ReadSpeaker Feature in the Saved or Uploaded Lesson

As mentioned previously, once you have saved or uploaded your lesson to a learning management system or website (including <https://www.softchalkcloud.com/>), then you can use the ReadSpeaker feature (see below).

IMPORTANT: If the **Listen** link (see below) does NOT work properly, then please check with ReadSpeaker, that you have submitted the correct **Publish Domain**. (You can also check the settings in your saved SoftChalk lesson – see the previous page).

The two screens below show the two **Location of tool** options (Within your SoftChalk Create lesson, choose **Tools/ReadSpeaker** to select these options.)

In Sidebar Option (A sidebar is created automatically to the page and the Listen button appears at the top of the sidebar)


Thomas Jefferson

The Declaration of Independence

Contents ▾Page: 1 | 2 | 3 | 4score

Thomas Jefferson considered the Declaration of Independence his greatest achievement. Drafted in June of 1776, the Declaration of Independence expressed the ideals and philosophy that marked the beginning of **self-government** in America. Although most of the ideas featured in the Declaration were not new - in fact they were commonplace ideas of the time - Mr. Jefferson is known for the eloquence and passion of their expression.

Listen to the page

 Listen

Top of Page Option

Thomas Jefferson

The Declaration of Independence

Contents ▾Page: 1 | 2 | 3 | 4score

 Listen

Thomas Jefferson considered the Declaration of Independence his greatest achievement. Drafted in June of 1776, the Declaration of Independence expressed the ideals and philosophy that marked the beginning of **self-government** in America. Although most of the ideas featured in the Declaration were not new - in fact they were commonplace ideas of the time - Mr. Jefferson is known for the eloquence and passion of their expression.

On this Page


Early Life
Education

ThemeBuilder

Create a Personal Theme

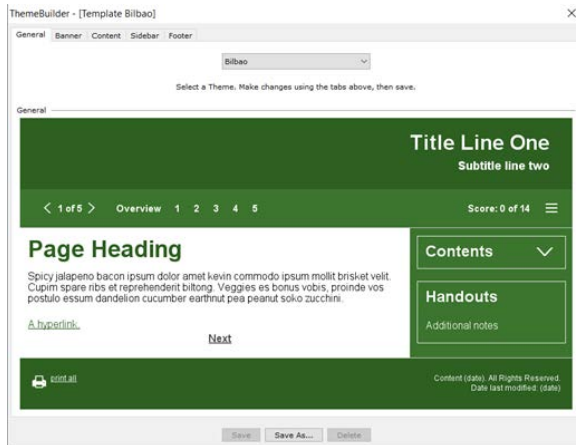
The ThemeBuilder tool lets you create your own theme for a lesson or import a theme someone has created for your institution or department. A theme you create with the ThemeBuilder is referred to as a "Personal Theme."

(As mentioned previously, you can apply pre-made SoftChalk themes to your lesson by choosing **Properties/Lesson Properties**. See the section [Apply a Theme and Layout to a Lesson](#).)

1. Start SoftChalk Create.
2. Choose **Tools/ThemeBuilder** (or press the **F11** key).
3. Notice that there are **five tabs** in the ThemeBuilder – General, Banner, Content, Sidebar and Footer. See the next several pages to learn how to use these tabs to create a theme.
4. To add a **logo** to your theme, go to the **Banner tab** (see the following pages on the Banner tab).

IMPORTANT: When you save a theme (see the information under the **General** tab on the next page), the theme is saved independent from any lesson you may have open. (The theme gets saved with the rest of the default SoftChalk themes.) The theme will be available under **Properties/Lesson Properties** for lessons on your computer.

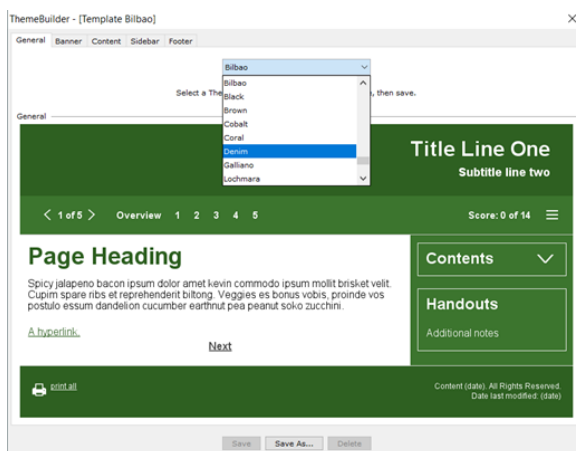
General Tab



Overview

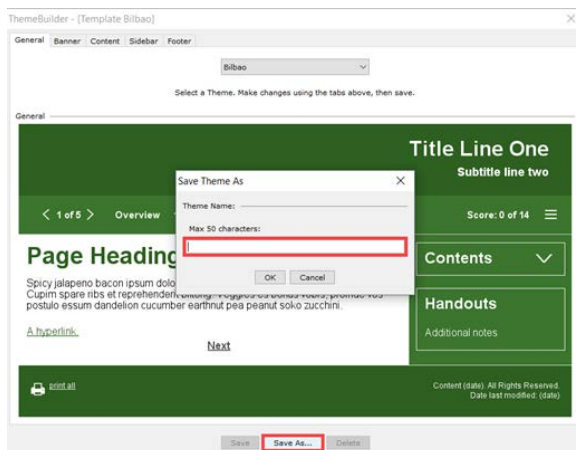
On this tab, you can:

- Select a theme to modify
- Click **Save As** to create a new theme
- Select a theme you created previously in order to make changes



Dropdown List

Before creating a new theme, you may want to browse through the existing themes from the dropdown list and select one to modify. Once you select a theme to modify, click **Save As** to type a name for your theme (see below).

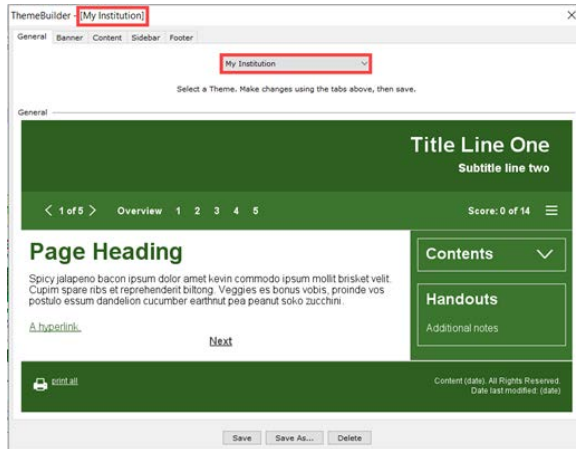


Save

As mentioned above, click **Save As** to save your theme for the first time. (You can save from any tab.) Type a name for your theme such as **My Institution** and click **OK**.

As you continue to make changes to your theme, click **Save** at the bottom of the window (rather than **Save As**).

General Tab

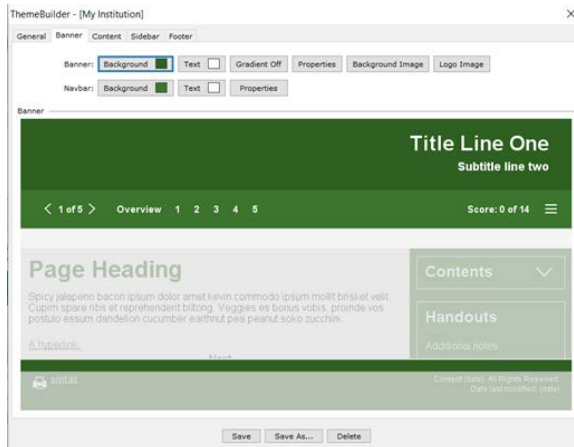


Save (cont.)

Notice that your theme name appears in the title bar and in the dropdown list toward the top of the list.

IMPORTANT: Notice you can click on any part of the theme (such as the top banner area) and go directly to that area for modifications.

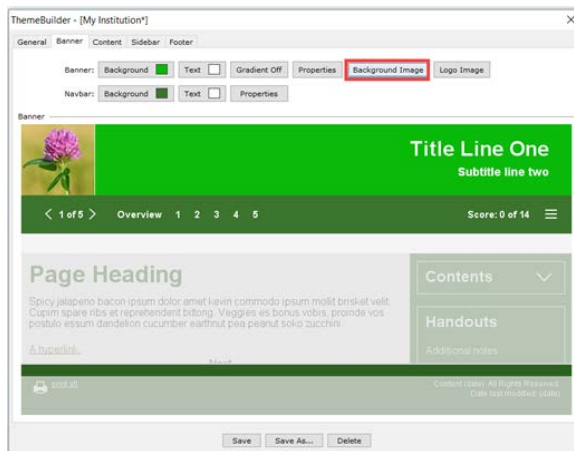
Banner Tab



Overview

On this tab, you can change the appearance of the banner (header area), which includes the navigation bar (which contains the numbers for the pages). You can also insert a logo (see below)

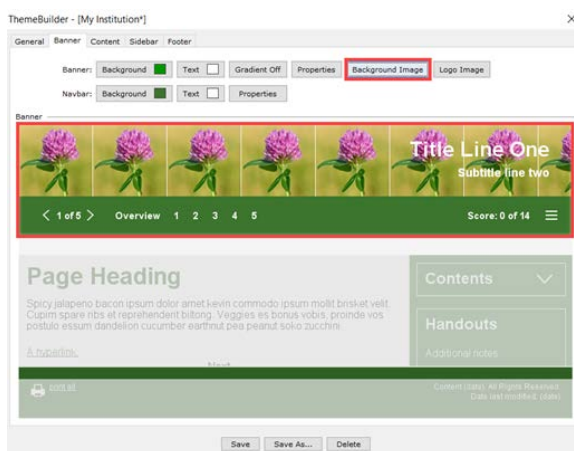
You can also insert a background image that repeats.



Background Image

You can insert a background image for your banner. The image can be transparent.

(If you use the Background Image option, then the texture feature is disabled. The background image is essentially your texture.)

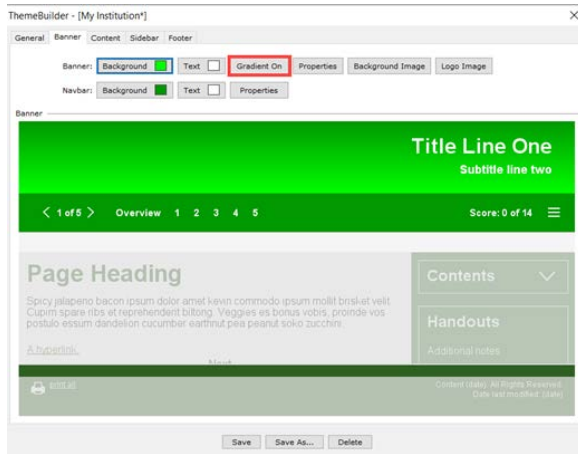


Background Image – Repeat across

You can select repeat across and/or repeat down.

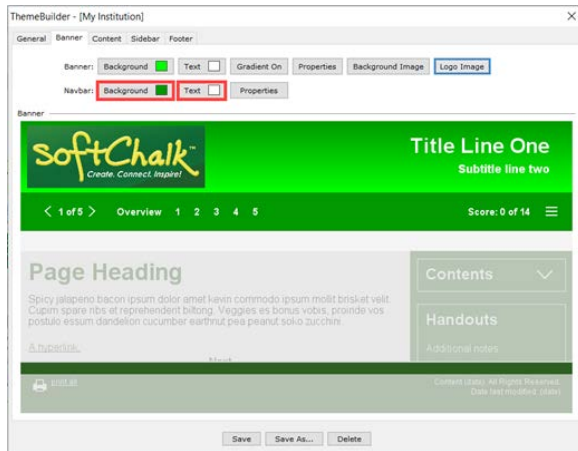
By using the repeat feature, the image will accommodate re-sizing a window.

Banner Tab



Gradient

Notice that you can choose to have a solid color or gradient for the texture.



Logo

To add a logo to your banner, click the **Logo Image** button. Then click **Select Logo**. Select a logo and click **OK**.

Banner Tab

Logo Image

Select Logo

Remove Logo

The preferred dimension for a logo image is 350 x 110 or smaller.

Size: 312 KB, 1893 x 663

Logo location: ☒ Banner ☐ Sidebar ☐ Banner and Sidebar

(The sidebar logo is not visible in the ThemeBuilder window.)

Alt text for the logo (required):

☐ Make the logo a clickable link

Destination link URL:

Destination link title (e.g. School Homepage, required):

OK Cancel

After selecting a logo, choose the Logo Location: **Banner**, **Sidebar** or **Banner and Sidebar**.

Then add **Alt Text** to specify the alternative text for the logo. This is the text that will display when the image is not available (for example, in screen readers for visually impaired).

You can also insert a hyperlink and title of the link destination for when the logo image is clicked. Click **OK** to save the logo alt text and hyperlink information.

ThemeBuilder - [My Institution]

General Banner Content Sidebar Footer

Banner: Background Text Gradient On Properties Background Image Logo Image

Navbar: Background Text Properties

Banner

softChalk™

Title Line One

Subtitle line two

< 1 of 5 > Overview 1 2 3 4 5 Score: 0 of 14

Page Heading

Spicy jalapeno bacon ipsum dolor amet lacinia commodo ipsum mollit brisket velit. Cupim spare ribs elit reprehenderit bibbing. Veggie es bonus volut, proinde vos portulaco assum dandelion cucumber earbitut pea peanut soko zucchini.

A hyperlink.

Contents

Handouts

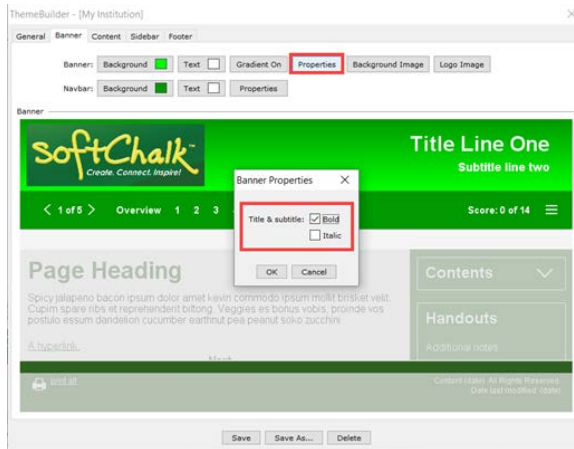
Additional notes

Save Save As... Delete

Banner Colors

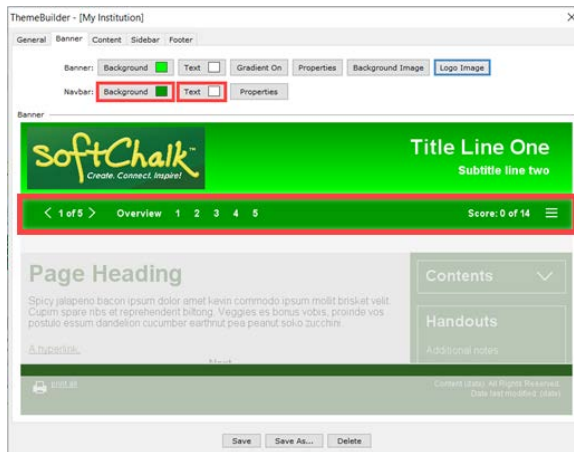
You can set separate colors for the banner text and the banner background by clicking the **Banner Text** and **Banner Background** buttons.

Banner Tab



Banner Title & Subtitle

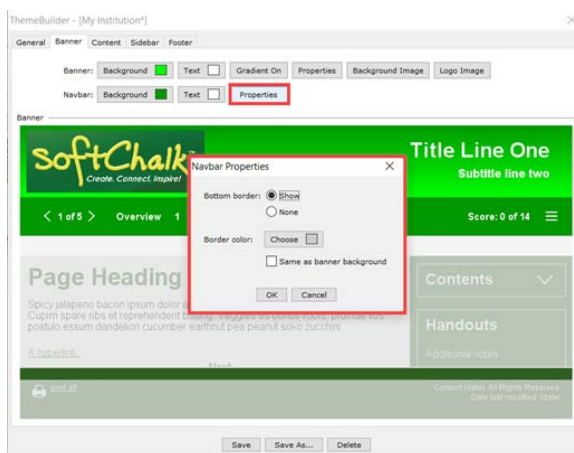
Under Banner Properties, you can set the **Bold** and **Italic** options to affect the Title and Subtitle in the upper right corner.



Navigation Bar Colors

You can set separate colors for the navigation text and the navigation bar by clicking the **Nav Text** and **NavBar Background** buttons.

The **Border** checkbox refers to the bottom border for the Navigation bar. (The color for the border comes from the Banner color.)

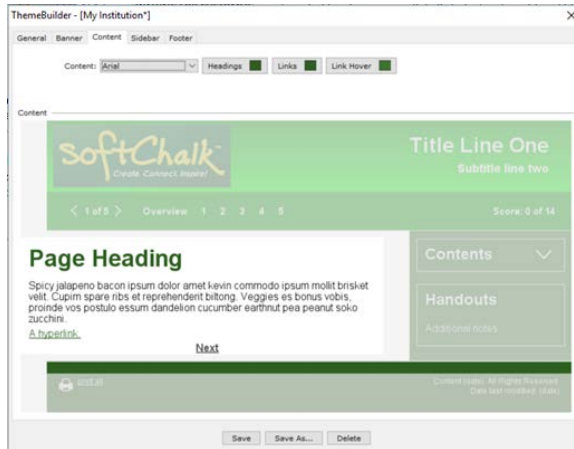


Navigation Bar Border

The **Border** checkbox refers to the bottom border for the Navigation bar. Select **Show** to display the border.

Choose to use the Banner Background color or select a color for the border.

Content Tab



Overview

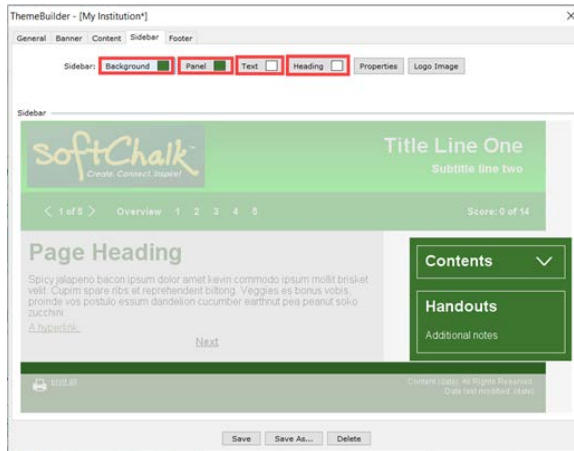
On this tab, you can set the color for your:

- Headings
- Links
- Link Hover (rollover color for your links)

You can also set the font for your lesson.

The font affects the title, subtitle, body text, headings, sidebar and footer. (It doesn't affect the navigation elements such as Prev and Next within the navigation bar.)

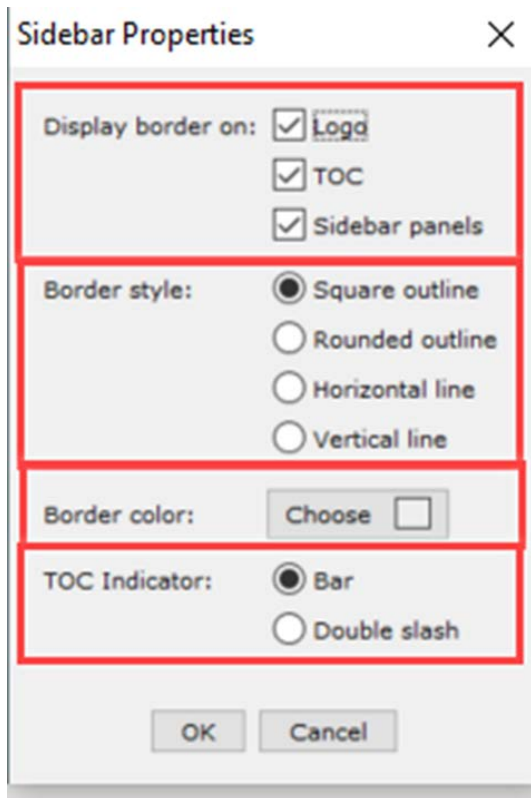
Sidebar Tab



Overview

On this tab, you can change the appearance of the sidebar.

You can set the **Background**, **Panel**, **Text** and **Heading** color under the **Content** tab.



Sidebar Properties

Choose to display a border around **Sidebar Panels**, the **Logo** and **TOC**, if set to display on sidebar.

Select between **Square outline**, **Rounded outline**, **Horizontal line** or **Vertical line** border styles.

You can also select a border color.

Choose classic layout Table of Contents Indicator to display with a vertical **bar** or **double slash**.

Sidebar Tab

Logo Image

Select Logo

Remove Logo

The preferred dimension for a logo image is 350 x 110 or smaller.



Size: 312 KB, 1893 x 663

Logo location: ☒ Banner ☐ Sidebar ☐ Banner and Sidebar

(The sidebar logo is not visible in the ThemeBuilder window.)

Alt text for the logo (required):

☐ Make the logo a clickable link

Destination link URL:

Destination link title (e.g. School Homepage, required):

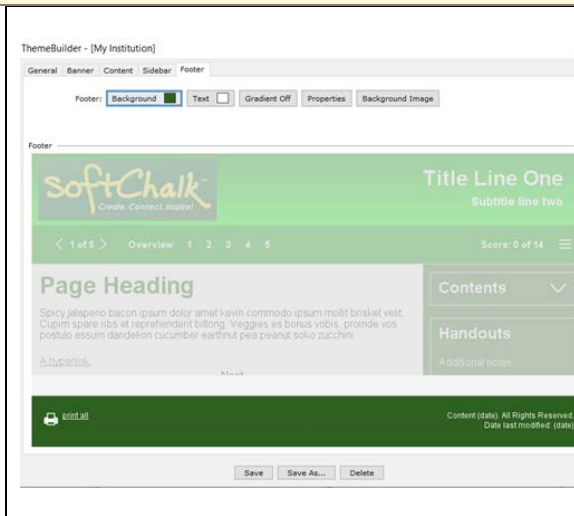
OK Cancel

Logo Image

The same Logo interface from the Banner tab is also available on the Sidebar tab.

You can choose to display the logo on the Banner, Sidebar or Banner and Sidebar.

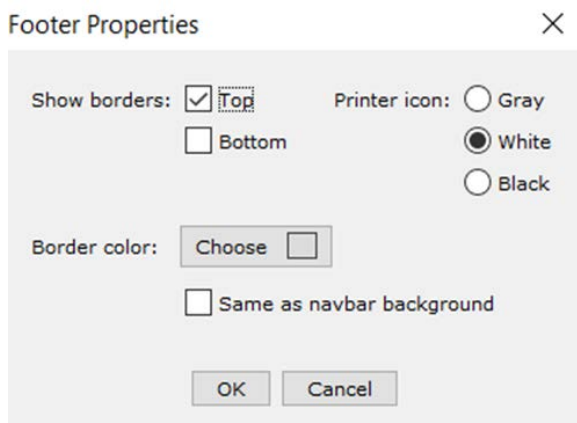
Footer Tab



Overview

On this tab, you can change the appearance of the footer. You can change the:

- Gradient On/Off
- Color for the footer text
- Color for the footer background
- Use a background image that repeats



Footer Properties

You can choose to show a border above the Footer and set the color of the border.

Choose to display the Print All icon in **Gray**, **White** and **Black**.

IMPORTANT: Click **Save** at the bottom of your screen to update your changes and click **Close** to return to your main editing window.

Apply a Personal Theme to Your Lesson

1. Open a lesson (if a lesson is not open already).
2. Choose **Properties/Lesson Properties**. Notice that the theme you created appears under the Theme dropdown.
3. Click on this theme to select it.
4. Click **OK** to return to your main editing window.

Create a Personal Theme from a Template

You may want to make slight changes to a template and save it as a personal theme.

1. Choose **Tools/ThemeBuilder** (or press the **F11** key).
2. On the **General** tab, use the dropdown menu to select a template such as **Aqua Blue**.
3. Make some changes to this theme.
4. Click **Save As**.
5. Type a name for your theme such as **MyDepartment** and click **OK**.

Import a Theme

You can import a theme someone else created. Once you open a themed lesson in Create, then this theme will be added to your theme dropdown menu.

Delete a Personal Theme

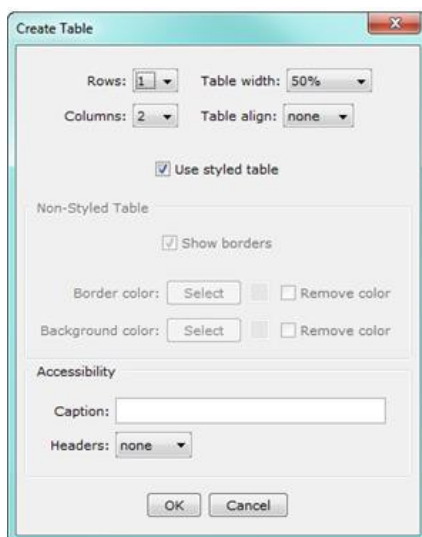
1. Choose **Tools/ThemeBuilder**.
2. From the dropdown menu at the bottom of the screen, select the theme you want to delete.
3. Click **Delete** at the bottom of the screen.
4. Click **OK** when asked if you want to delete this theme.
5. If you have lessons with the deleted theme and you want to make edits, then you will need to apply another theme using **Properties/Lesson Properties**.

Tables

Create a Table

To put a table in your lesson, choose **Table/Create Table**. One of the following screens appears:

Styled Table



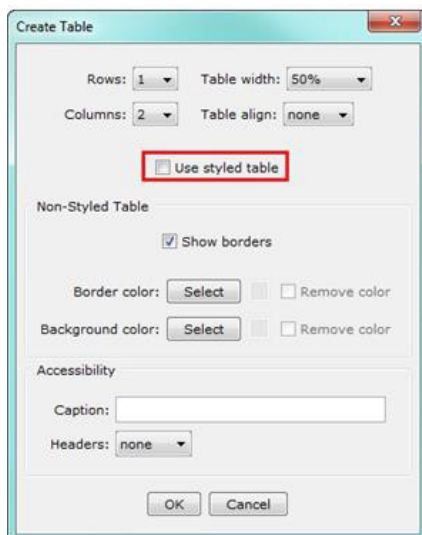
The 'Create Table' dialog box is shown with the following settings: Rows: 1, Columns: 2, Table width: 50%, Table align: none. The 'Use styled table' checkbox is checked. Under 'Non-Styled Table', 'Show borders' is checked. Under 'Accessibility', 'Caption' is empty and 'Headers' is set to 'none'. 'OK' and 'Cancel' buttons are at the bottom.

The table width % refers to the width of the table within the lesson window. **IMPORTANT:** If you have both a table and sidebar on the same page, then you'll need to set your **Table width** to 99% or less.

If you have a theme for your lesson, (see the section [Apply a Theme and Layout to a Lesson](#)), then SoftChalk creates default settings for

- Cell spacing and padding
- Border width
- Border and background colors

Unstyled Table



The 'Create Table' dialog box is shown with the same settings as the 'Styled Table' section, but the 'Use styled table' checkbox is now unchecked and highlighted with a red box. The 'Select' buttons for 'Border color' and 'Background color' are visible.

With **Use styled table** deselected, you can set other options.

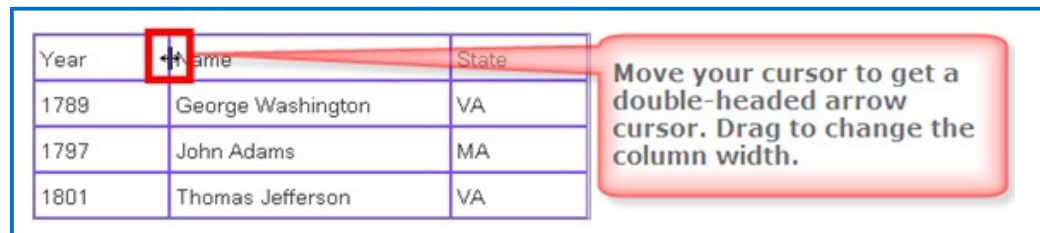
Click the **Select** buttons if you want to change the colors for the border and background.

Modify or Delete a Table

Click within a cell and choose **Table/Modify Table**. To delete a table, select the area before and after the table and hit your Delete key.

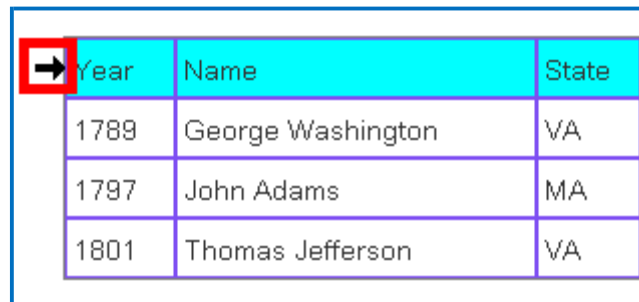
Change a Column Width

1. Move your cursor over a line dividing a column and the cursor changes into a "double-headed arrow" cursor (see below).
2. Drag to change the column width (see below).



Select a Row to Make a Header

1. Select a row by moving your cursor in front of a row and clicking (see below).



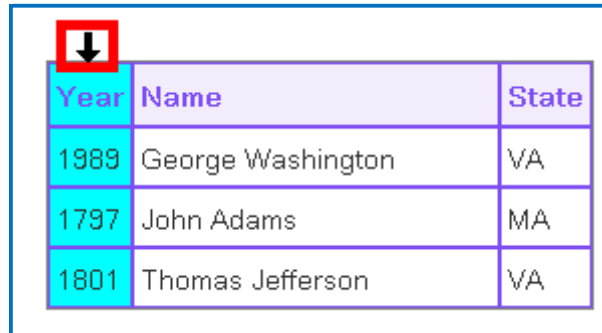
2. Choose **Table/Row/Make Column Headers**.
3. Headers appear (see below). [If the **Used styled table** checkbox is not selected (see the section [Create a Table](#)), the headers are bold and centered.]

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Select a Column to Make a Header

You may want headers on both the top and left of your table. If you don't have header cells already, then you can skip steps #1-2.

1. Select the first column (see below).



Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

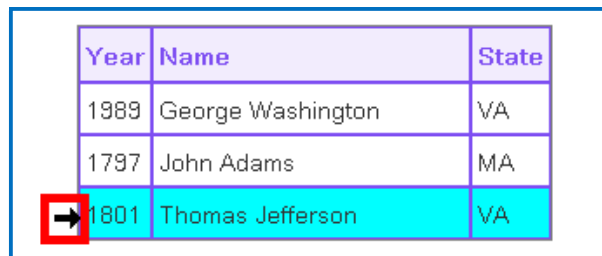
2. Choose **Table/Column/Remove Headers**.
3. Select the column again.
4. Choose **Table/Column/Make Row Headers**.
5. Your headers appear (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Insert or Delete Rows

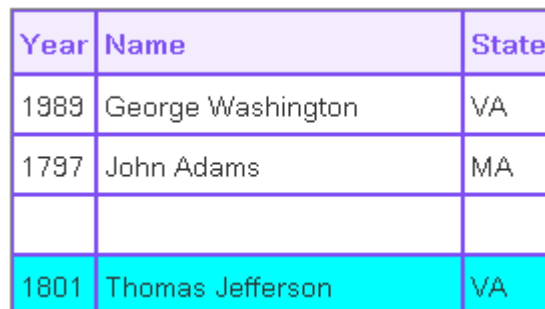
If you're in the last cell of a table, you can hit the **Tab** key to create a new row. You can also insert a new row using the following steps:

1. You can click inside a cell and choose **Row/Insert Row Above** (or **Append Row to Bottom** or **Delete Row**). You can also use the steps below.
2. Select a row by moving your cursor in front of a row and clicking (see below).



Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

3. Choose **Tables/Row/Insert Row Above**. (To add a row to the end of the table, select **Append Row to Bottom**.)
4. Your additional row appears (see below).




Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

5. To delete a row, select the row (see previous step #1).
6. Choose **Tables/Row/Delete Row**.

Insert or Delete Columns

IMPORTANT: If you have entered a caption for your table, you will need to remove your caption before selecting a column. To remove a caption for the table, see the section [Accessibility – Enter a Caption](#).

1. You can click inside a cell and choose **Column/Insert Column to the Left** (or **Append Column to the End** or **Delete Column**). You can also use the steps below.
2. Select a column by moving your cursor over the top of the column and clicking (see below).



Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

7. Choose **Tables/Column/Insert Column to the Left**. (To add a column to the end of the table, select **Append Column to the End**.)
8. Your additional column appears (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

9. Since the column width for this table was set at 50%, increase your table width before beginning to edit. Click in the table and choose **Table/Modify Table** and then increase the table width.
10. To delete a column, select the column (see previous step #1).
11. Choose **Tables/Column/Delete Column**.

Select Multiple Cells

You may want to select multiple cells to change the text formatting to bold, italics or another color.

1. Hold down **Ctrl** and click in a cell to select it. (Macintosh users hold down the **Option** key.)
2. With the **Ctrl** (or Macintosh **Option**) key still held, click in another cell to select it (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

3. Select formatting options such as Bold and Italic. (Click on the Bold and Italic buttons on the toolbar.) The formatted cells appear (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Merge Cells

You can merge cells in a table (see below).

Presidents by Birth State

Years in Office	Name
Massachusetts	
1797-1801	John Adams
1767-1848	John Quincy Adams
1961-1963	John Kennedy
1989-1993	George H.W. Bush
New York	
1837-1841	Martin Van Buren
1850-1853	Millard Fillmore
1901-1909	Theodore Roosevelt
1933-1945	Franklin Roosevelt

Merged Cells

Merged Cells

1. To merge cells, select the cells to be merged (see below).

Years in Office	Name
1797-1801	John Adams
1767-1848	John Quincy Adams

Select the cells to merge

2. Choose **Table/Merge Cells**.
3. Type some text. You can click the Center Paragraph icon on your toolbar at the top to center the text in your merged cell (see below).

Years in Office	Name
Massachusetts	
1797-1801	John Adams
1767-1848	John Quincy Adams

Text is centered in the merged cell

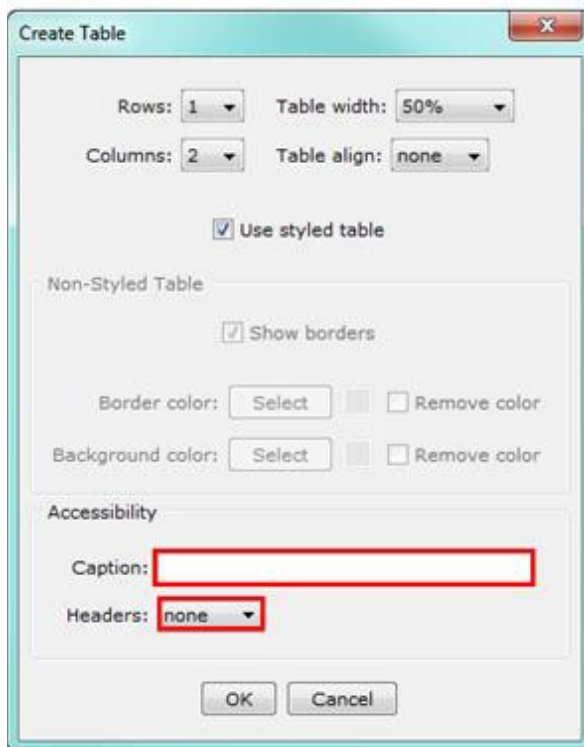
4. To split a merged cell, click within the merged cell. Then choose **Table/Split Cells**.

Accessibility - Enter a Caption

When creating or modifying your table, you can:

- Enter a caption for your table and
- Designate column or row headers or both

When you enter a caption, it appears as the title for your table directly above your table. For more information about SoftChalk's Accessibility compliance, see <http://softchalk.com/products/cloud/accessibility/>.



The screenshot shows a 'Create Table' dialog box with the following settings:

- Rows: 1
- Table width: 50%
- Columns: 2
- Table align: none
- ☒ Use styled table
- Non-Styled Table section:
 - ☒ Show borders
 - Border color: Select (with a color swatch) ☐ Remove color
 - Background color: Select (with a color swatch) ☐ Remove color
- Accessibility section:
 - Caption: [Empty text box, highlighted with a red border]
 - Headers: none (dropdown menu, highlighted with a red border)
- Buttons: OK, Cancel

Wrap Text around a Table

If you have a table with a width less than 100% (typically 75% or 50%), then you can have text wrap around the table.

1. Enter text below your table (see below).

Early Presidents

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

The early presidents were men who embraced learning and challenges. They came from different states and backgrounds but yet envisioned a nation beyond their individual identities from certain states. George Washington and Thomas Jefferson were farmers from Virginia although each had a varied career in government away from their farms. Washington was a storied general while Jefferson was an intellectual who read widely. John Adams had passion and practicality that led him to put his country before his personal ambition during his presidency.

2. Click in your table and choose **Table/Modify Table**.
3. Set the **Table align** value to **Left** (see below). Click **OK**.



Create Table

Rows: 1 Table width: 50%

Columns: 2 Table align: left

☒ Use styled table

4. Your table with text wrapping appears (see below).

Early Presidents

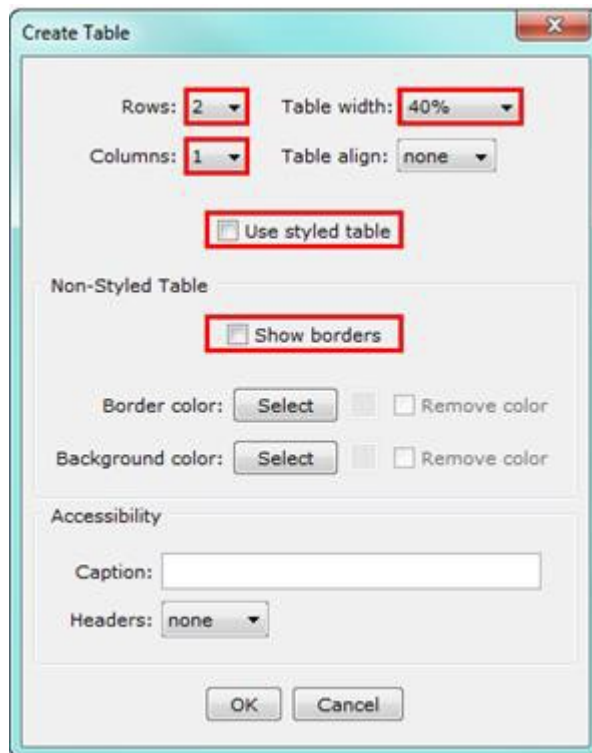
Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

The early presidents were men who embraced learning and challenges. They came from different states and backgrounds but yet envisioned a nation beyond their individual identities from certain states. George Washington and Thomas Jefferson were farmers from Virginia although each had a varied career in government away from their farms. Washington was a storied general while Jefferson was an intellectual who read widely. John Adams had passion and practicality that led him to put his country before his personal ambition during his presidency.

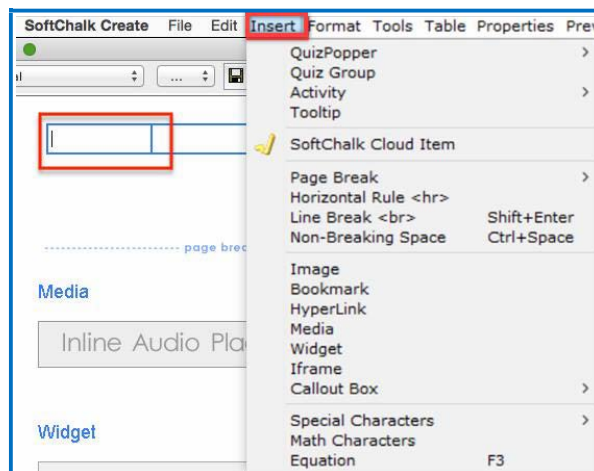
Create a Caption for an Image

You can use a table to create a caption for an image. You can wrap text around this image.

1. Create a table. (Choose **Table/Create Table**.)
2. Deselect **Use styled table**. Set the **Rows** to 2, **Columns** to 1, **Table width** to a width appropriate to your image, de-select **Use styled table** and **Show borders** (see below). Click **OK**.



3. Click in the top cell of your table and select **Insert/Image** (see below).




4. Select your image (see the section [Insert an Image](#)).
5. Type a caption in your second row. Click the Align Center icon on the toolbar (see below). You can format the caption for Bold and Italic. (The faint outline you see designates your table area but when you preview the table, you won't see a border.)



6. To make your image wrap around text, make sure you have text below your image. Then click in your image table.
7. Choose **Table/Modify Table**. For **Table align**, select **Left**. Click **OK** (see below).

Early Presidents



1.
George Washington 1789-1797

First President

The early presidents were men who embraced learning and challenges. They came from different states and backgrounds but yet envisioned a nation beyond their individual identities from certain states. George Washington and Thomas Jefferson were farmers from Virginia although each had a varied career in government away from their farms. Washington was a storied general while Jefferson was an intellectual who read widely. John Adams had passion and practically that led him to put his country before his personal ambition during his presidency. Washington was very good at recognizing talent. His cabinet had many illustrious minds including Jefferson and Hamilton. Washington was not intimidated with having brilliant people around him.

8. Preview your lesson (see below). No border appears.

Early Presidents



1.
George Washington 1789-1797

First President

His cabinet had many illustrious minds including Jefferson and Hamilton. Washington was not intimidated with having brilliant people around him.

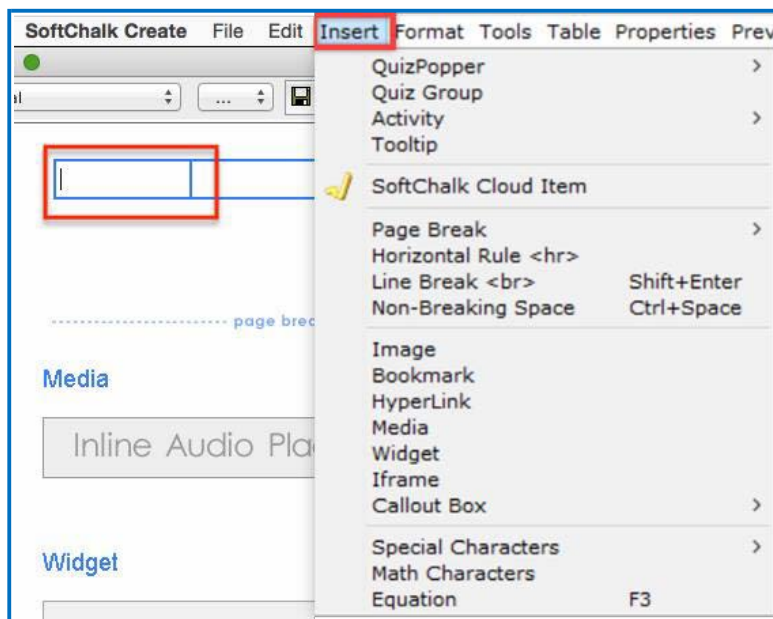
The early presidents were men who embraced learning and challenges. They came from different states and backgrounds but yet envisioned a nation beyond their individual identities from certain states. George Washington and Thomas Jefferson were farmers from Virginia although each had a varied career in government away from their farms. Washington was a storied general while Jefferson was an intellectual who read widely. John Adams had passion and practically that led him to put his country before his personal ambition during his presidency. Washington was very good at recognizing talent.

9. You can modify your image caption table as you would any table. You can add a row to include a credits line (see below).

 1. George Washington 1789-1797
<i>First President</i>
Credits: www.whitehouse.gov

Insert Menu

You can click within a cell, then click the Insert menu at the top.

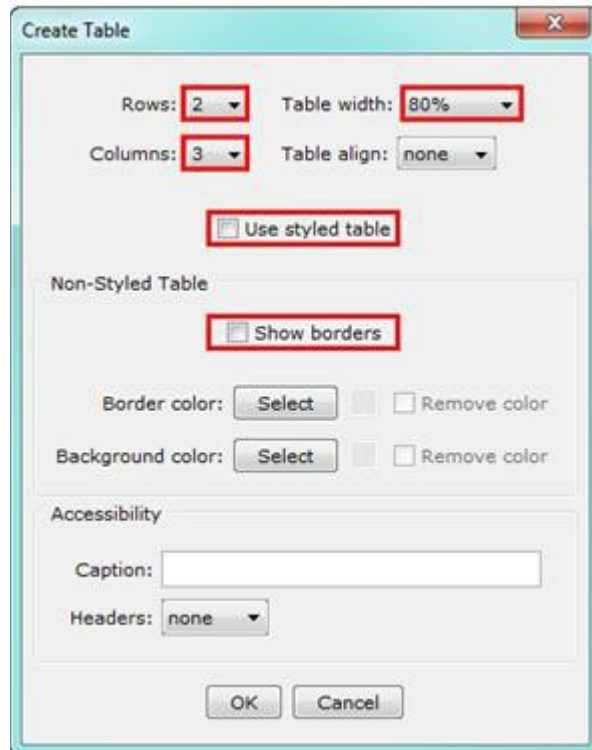


Please notice that you can insert QuizPoppers or Activities within a table.

Put Images Side by Side

If you want to put images side by side, you should use an unstyled table.

1. Create a table. (Choose **Table/Create Table**.)
2. Deselect **Use styled table**. Set the **Rows** to 2, **Columns** to 3, **Table width** to a width appropriate to your image, deselect **Use styled table** and deselect **Show borders** (see below). Click **OK**.



3. Click in the first cell and choose **Insert/Image** to insert an image. (See the section [Insert an Image](#).)
4. Insert an image in each top cell. Enter text in the bottom cells. Select the text in the bottom cells and create a hyperlink (see below). (See the section [Insert and Remove a Hyperlink](#).)



5. Preview your lesson in the browser (see below). Extra space appears between the images because when an image is inserted, automatic padding is added.



Copy and Paste a Table from Word

You can copy and paste a table from Word. It will paste as an unstyled table. You can click within a cell and choose **Table/Modify** and select **Use Styled Table** (provided you have attached a theme to your lesson).

Google Analytics

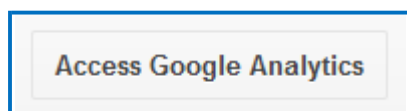
You can add tracking code from Google Analytics into your SoftChalk Create lessons in order to see how many views there are on each page of your lesson. For example, if you have a five-page SoftChalk lesson, you can see how many times page three was viewed.

For general information about Google Analytics, please see the website for [Google Analytics](#). Select the **Resources** drop down menu at the top and select **Help Center**.

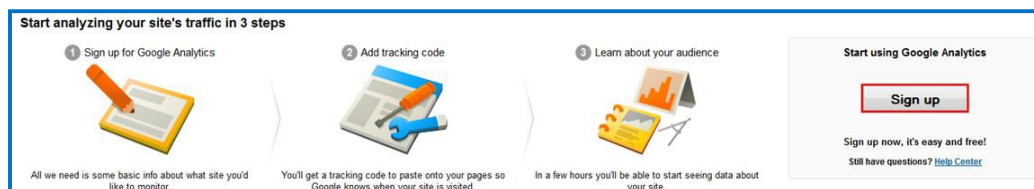
IMPORTANT: You will need to have your SoftChalk lesson on a website such as SoftChalk Cloud and you will need a **Google Account** to use the Google Analytics feature within SoftChalk Create.

Set Up Your Google Analytics Account and Insert Code into a Lesson

1. Please make sure your lesson is already saved on SoftChalk Cloud (or a website) before you continue. You will need the Hyperlink to your lesson to set up Google Analytics account.
2. You must have a Google Account to access Google Analytics. If you do not currently have an account, please go to [Create your Google Account](#).
3. After you have created your Google Account, please access Google Analytics through <http://www.google.com/analytics/>.
4. At the top right, click **Access Google Analytics** (see below).



5. At the right, click **Sign Up** (see below).



6. With one Google account, you can set up one or multiple Google Analytics accounts. For instance, if you are an instructor, you could have one Google Analytics account to track all your biology lessons and another Google Analytics account to track all your math lessons. Or you may decide to have one Google Analytics account to track all your lessons. Let's assume you want to track all your Biology lessons. For the account name, you could enter Biology Lessons (see below).

New Account

What would you like to track?

Website Mobile app

Tracking Method

This property works using Universal Analytics. Click *Get Tracking ID* and implement the Universal Analytics track to complete your set up.

Setting up your account

Enter a name such as Biology Lessons.

Account Name required
Accounts are the top-most level of organization and contain one or more tracking IDs.

My New Account Name

7. You can have one or multiple properties under a Google Analytics account. For instance, you can track multiple Softchalk lessons and each lesson would be considered a property. For the **Website Name**, we recommend that you use the name of your SoftChalk lesson (see below).

Setting up your property

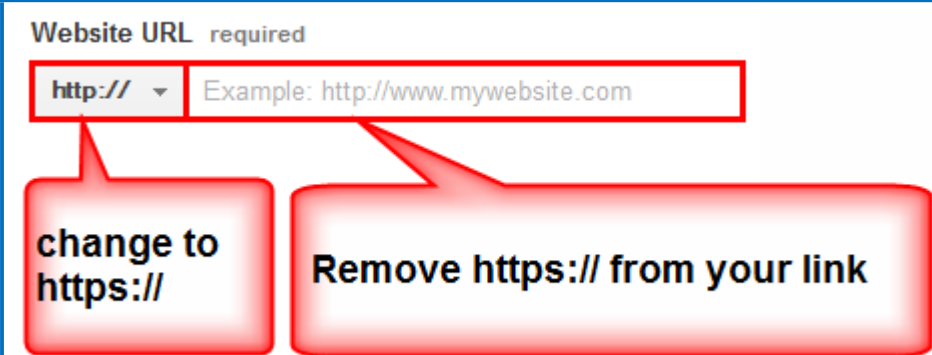
For the Website name, we recommend entering the name of your SoftChalk lesson.

Website Name required

My New Website

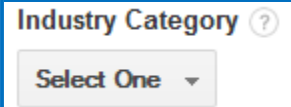
8. **IMPORTANT:** If you would like to add another property (lesson) at another time, see the section [Add Another Property \(Lesson\)](#). If you would like to add another account (course) at another time, see the section [Add Another Account \(Course\)](#).
9. Copy the hyperlink for your SoftChalk Cloud lesson (or website). (Log into your [SoftChalk Cloud](#) account. Click **My Content/Lessons**. Click the name of your lesson. At the bottom right under Lesson actions, copy the **Hyperlink**.)

10. On your Google Analytics web page, **change http to https**. Then paste in your hyperlink but **remove https:// from the beginning of the link** (see below).




The screenshot shows the 'Website URL' field in Google Analytics. The field is labeled 'Website URL required' and contains a dropdown menu with 'http://' selected and a text input field with the placeholder 'Example: http://www.mywebsite.com'. Two red callout boxes are present: one pointing to the dropdown menu with the text 'change to https://', and another pointing to the text input field with the text 'Remove https:// from your link'.

11. Selecting an **Industry Category** is optional (see below).



The screenshot shows the 'Industry Category' dropdown menu. The label 'Industry Category' is followed by a question mark icon. The dropdown menu is open, showing 'Select One' as the selected option.

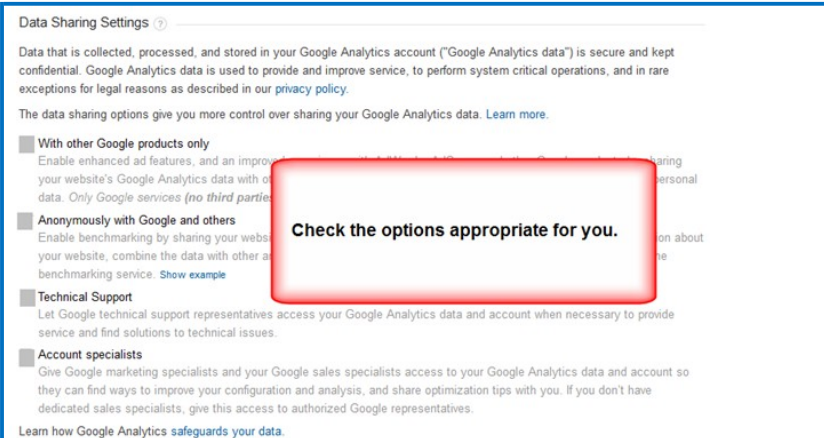
12. Make a selection for the **Time Zone** (see below).



The screenshot shows the 'Reporting Time Zone' dropdown menu. The label 'Reporting Time Zone' is followed by a question mark icon. The dropdown menu is open, showing 'United States' and '(GMT-08:00) Pacific Time' as options.

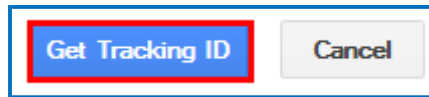
(Instructions are continued on the next page.)

13. Under **Data Sharing Settings**, select the options appropriate for you (see below).

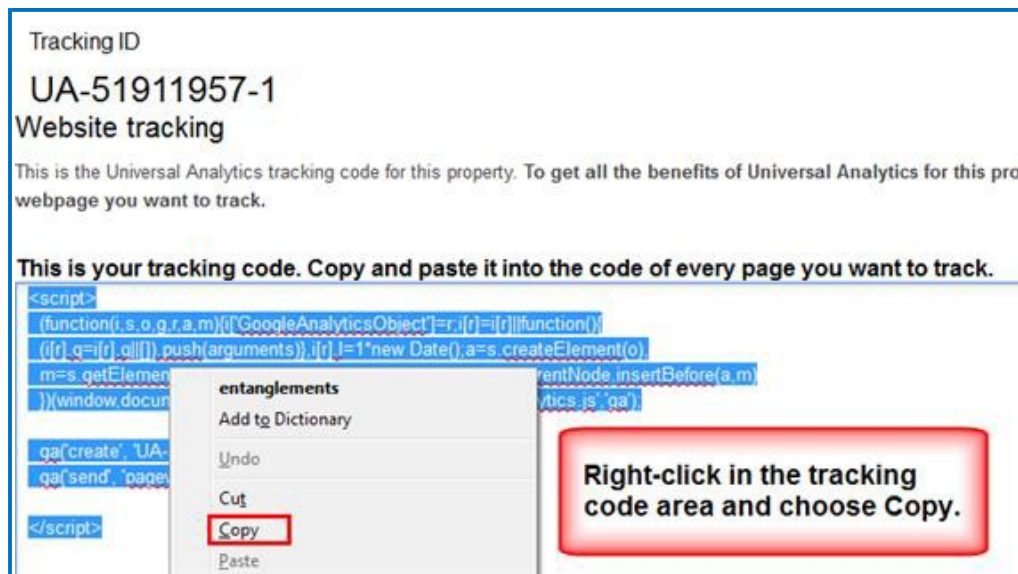


The screenshot shows the 'Data Sharing Settings' page. The page title is 'Data Sharing Settings' with a question mark icon. Below the title is a paragraph of text explaining that Google Analytics data is secure and kept confidential. Below this is a paragraph stating that data sharing options give more control over sharing Google Analytics data, with a link to 'Learn more'. The page lists several data sharing options, each with a checkbox and a brief description: 'With other Google products only', 'Anonymously with Google and others', 'Technical Support', and 'Account specialists'. A red callout box with the text 'Check the options appropriate for you.' is overlaid on the page.

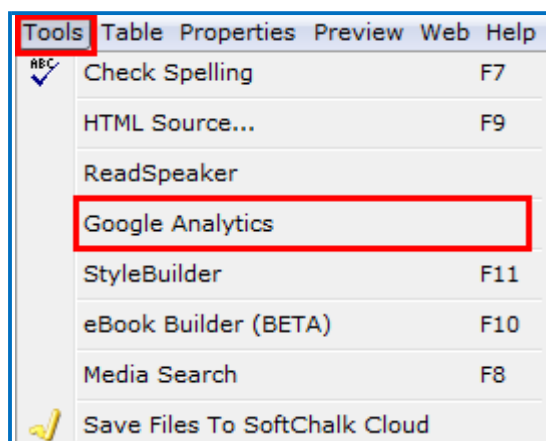
14. At the bottom left, click **Get Tracking ID**. For first time users, a Google Analytics Terms and Agreement pops up, click **I Accept** to continue.



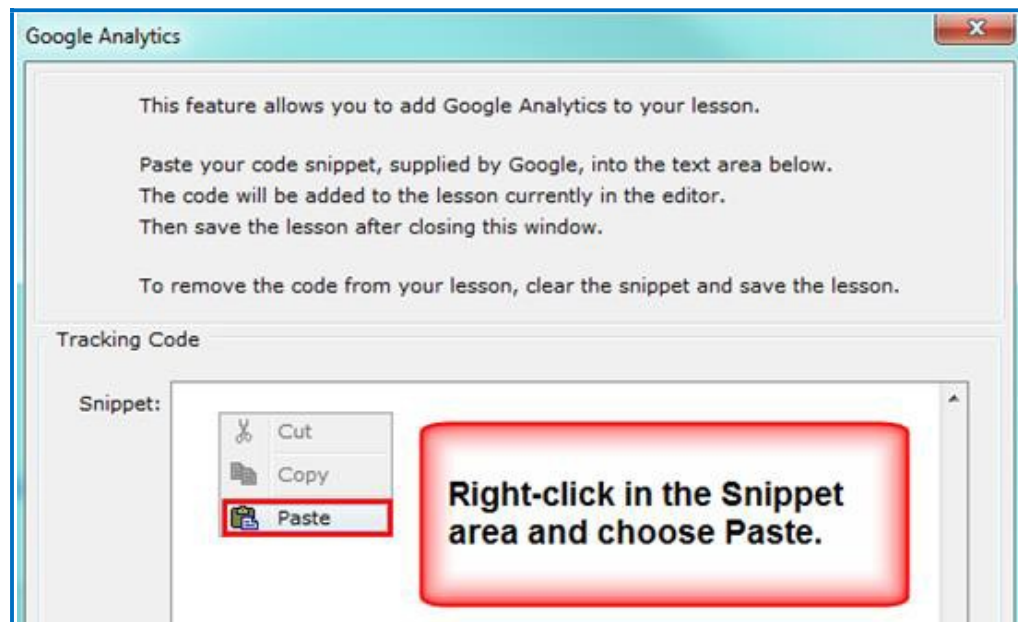
15. A screen appears with the tracking code for your property (e.g. your SoftChalk lesson). Select and copy this code (see below). (Please note that you are copying the tracking code and NOT the Tracking ID number.)



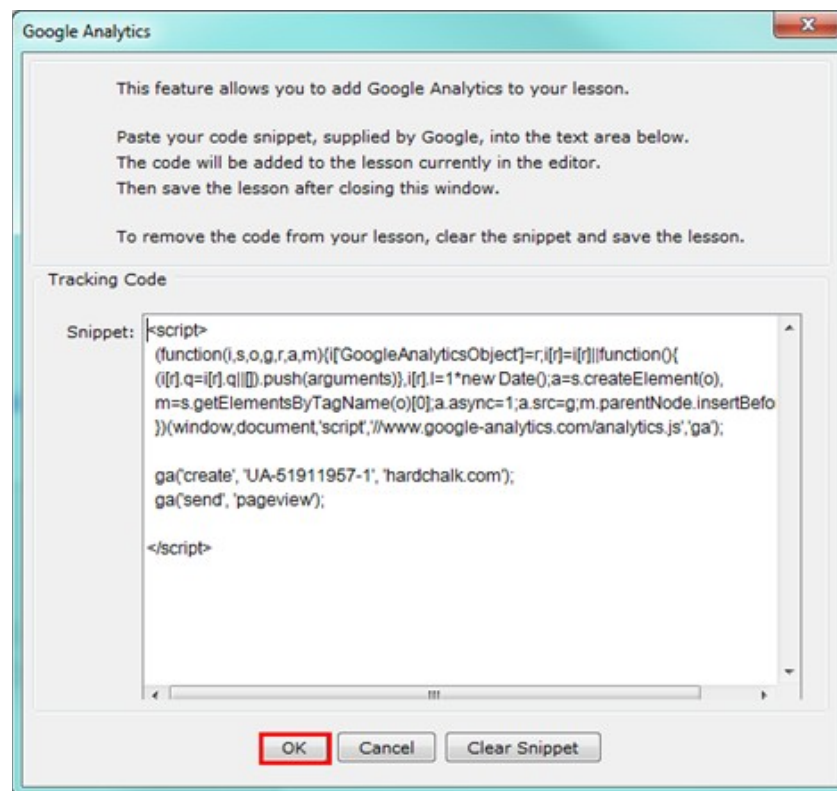
16. In **SoftChalk Cloud**, open the same SoftChalk lesson (from which you used the hyperlink) in **SoftChalk Create**. Choose **Tools/Google Analytics** (see below).



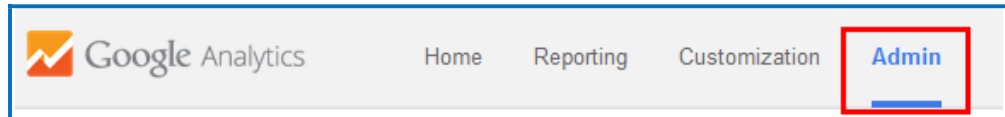
17. Right-click in the **Snippet** area and choose **Paste** (see below). This is the only area of your lesson where you need to paste this code. In other words, you do NOT need to put this code in every page of your lesson.



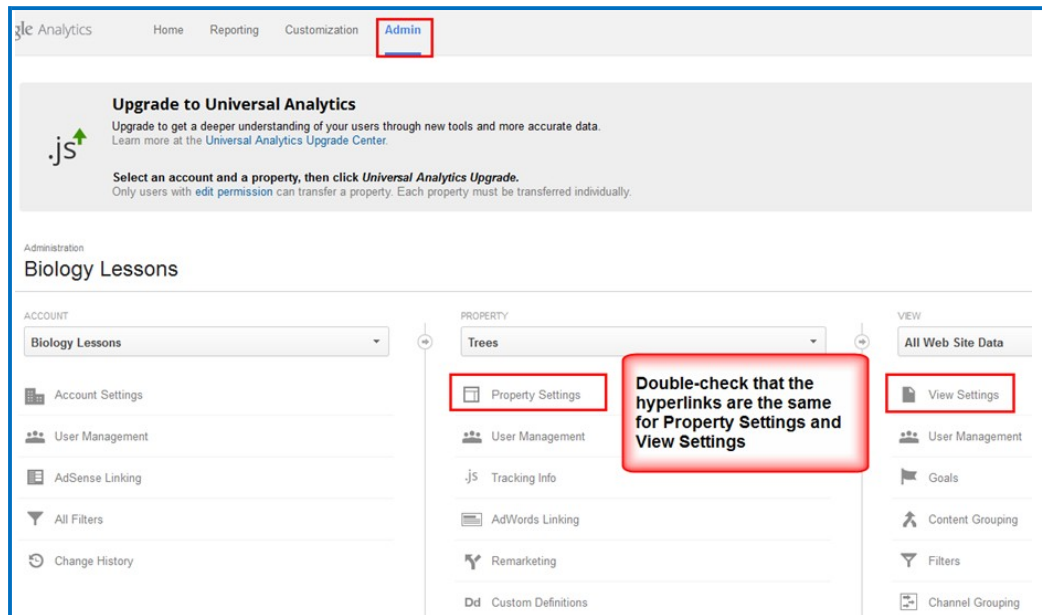
18. Once you've pasted your Snippet, click **OK** to return to your main editing screen (see below).



19. **IMPORTANT:** Be sure to save your lesson back to SoftChalk Cloud (or website).
20. Please go back to your Google Analytics account setup. Click the **Admin** area at the top of your screen (see below).



21. After the initial setup of your Google Analytics account, the **Admin** section is where you access the information for your account (see below). Double-check that the hyperlinks are the same for **Property Settings** and **View Settings**.

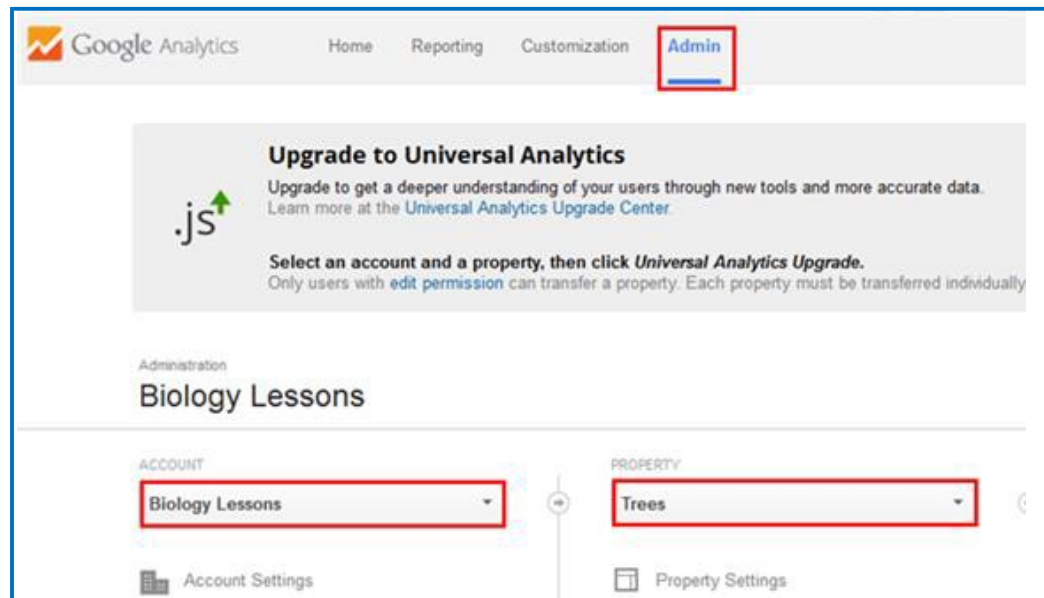


22. Please be sure to read the next section [View the Analytics](#) to verify that your lesson is being tracked.

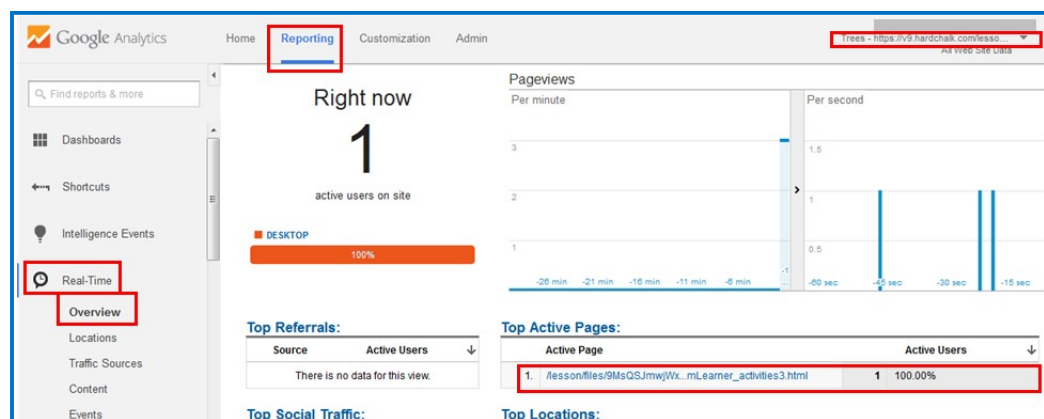
View the Analytics

You can see if your lesson is tracking in Google Analytics. You'll want to use the real time tracking feature in Google Analytics as other tracking may not appear for 24 hours.

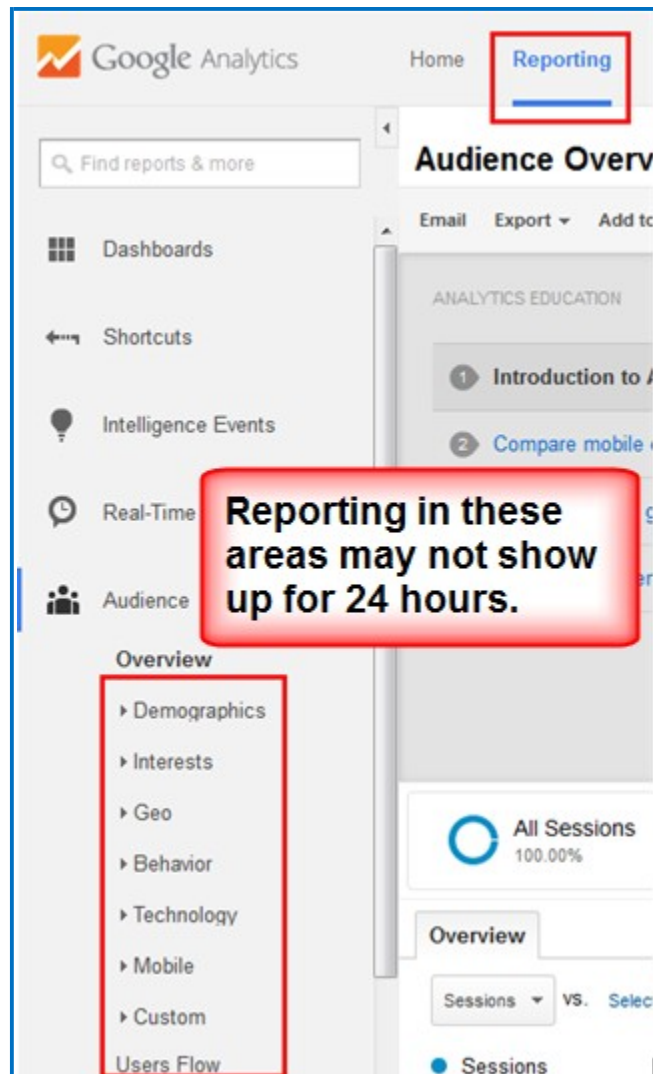
1. To make sure Google Analytics is tracking properly, in a web browser, open the hyperlink to your SoftChalk lesson that has the Google Analytics code. View several pages of your lesson. **IMPORTANT:** Keep this lesson open in the web browser.
2. In a different web browser tab, access the Google Analytics site <http://www.google.com/analytics/>. Click the **Admin** tab and select your account and property (see below).



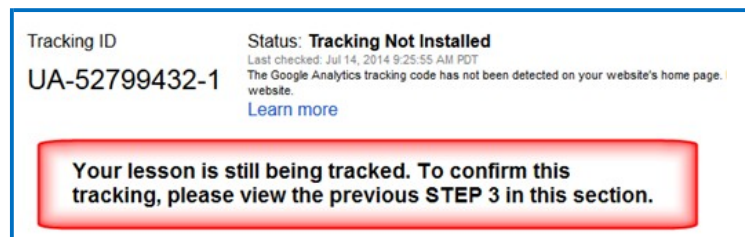
3. Click the **Reporting** tab. Then select **Real-Time** and **Overview** (see below). As you can see, the lesson is being tracked.



4. As mentioned previously, tracking may not appear in other areas for 24 hours (see below).



5. **IMPORTANT:** Please be aware that if you see the message **Status: Tracking Not Installed**, your lesson is still being tracked. To confirm this tracking, please view the previous [STEP 3](#) in this section.

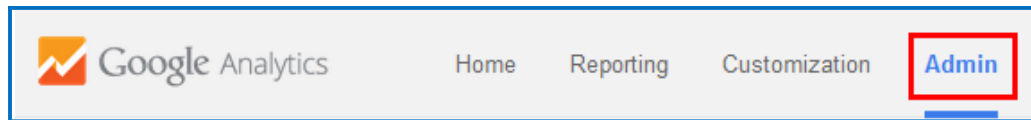


6. For more information on how to read, analyze or use Google Analytics, please see [Help with Google Analytics](#).

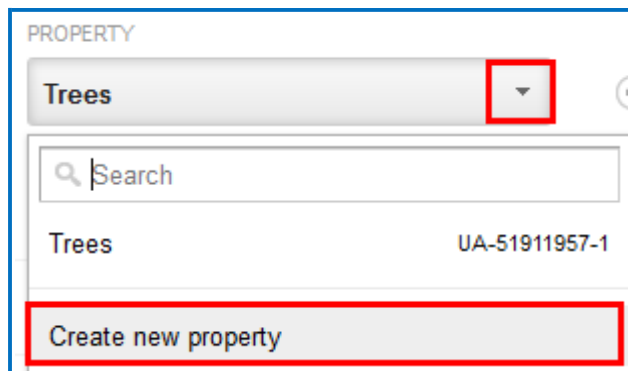
Add Another Property (Lesson)

If you want to add another property (lesson), please see the steps below.

1. Please make sure your lesson is already saved on SoftChalk Cloud (or a website) before you continue.
2. Log into your Google Analytics account at <http://www.google.com/analytics/> and click **Access Google Analytics**.
3. At the top, click the **Admin** tab (see below).



4. Click the down arrow in the **PROPERTY** area and select **Create new property** (see below).

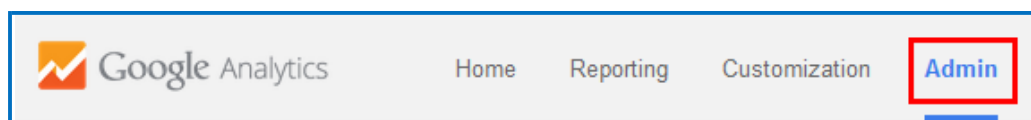


5. Continue with [STEP 7](#) in the section [Set Up Your Google Analytics Account and Insert Code into a Lesson](#).

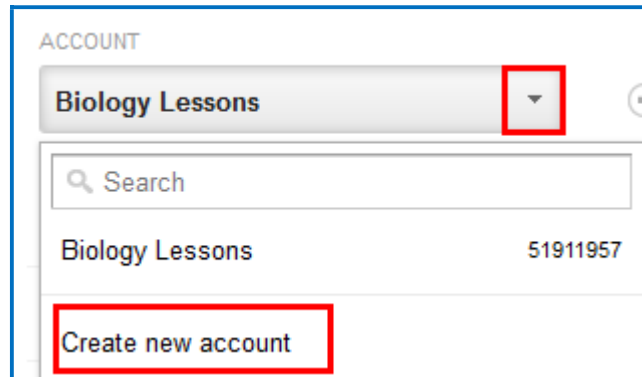
Add Another Account (Course)

If you want to use separate accounts for each course, please see the steps below to add another account.

1. Log into your Google Analytics account at <http://www.google.com/analytics/> and click **Access Google Analytics**.
2. At the top, click the **Admin** tab (see below).



3. Click the down arrow in the **ACCOUNT** area and select **Create new account** (see below).



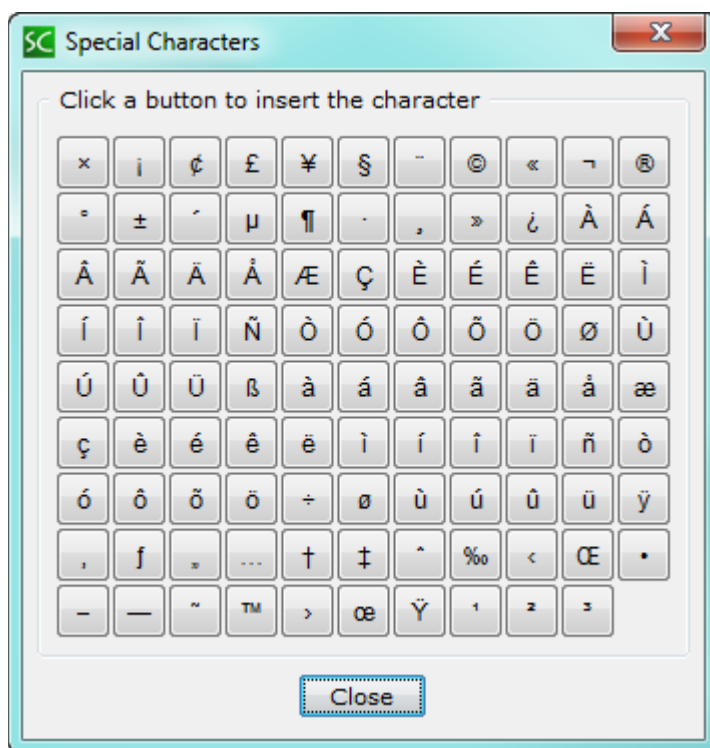
6. Continue with [STEP 6](#) in the section [Set Up Your Google Analytics Account and Insert Code into a Lesson.](#)

Foreign Languages

Overview

You can create lessons using foreign language characters. If you have a keyboard setting that allows you to type in foreign characters, you can use that.

If not, you can choose **Insert/Special Characters/Other** (see below).



Output Languages for the Student Interface and Instructions

Within SoftChalk Create, you can choose an output language. Choose **Properties/Lesson Properties** and select your language from the **Language** dropdown list.

Within SoftChalk Create, you won't see any changes, but when you preview the lesson in a web browser, you'll see that the interface and instructions have all been translated to the chosen language.

Please note that your content is not translated but the interface and instructions for the students appear in the chosen language.

Math

Overview

SoftChalk Create lets you insert math characters and equations. Within your main editing window, you can choose:

- **Insert/Math Characters**
- **Insert/Equation** (brings up an Equation Editor)

(You can also right-click and choose **Math Characters** or **Equation**.)

IMPORTANT: Within the Equation Editor, there is a **Help** tab that provides specific help for this editor.

Please note the new **Vertical Alignment** enhancement (see the section [Vertical Alignment in the Equation Editor](#)).

Save an Equation to the Library

After inserting an equation into your main editing window, you can right-click on your equation and choose **Save To Library**. For details on using the Library, see the section [Library \(Desktop Version\)](#).

Save an Equation to SoftChalk Cloud

After inserting an equation into your main editing window, you can right-click on your equation and choose **Save To SoftChalk Cloud**. For details on using SoftChalk Cloud, see the section [SoftChalk Cloud](#).

Math and QuizPoppers

Insert an Equation or Math Characters into a QuizPopper

Within QuizPoppers, you can insert math characters and equations in hints and feedback as well as in questions.

1. Right-click in a text field.
2. Choose **Math Characters** or **Equation**.

(You can't insert math characters or an equation in the **answer** fields for the Short Answer QuizPopper.)

Insert an Equation from the Library into a QuizPopper

For details on using the Library, see the section [Library \(Desktop Version\)](#).

1. Right-click in a text field for your QuizPopper.
2. Choose **Library**.
3. At the left within your Library, select your equation.
4. Click **Insert Into QuizPopper**.

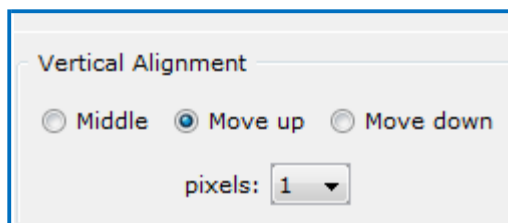
Insert an Equation from SoftChalk Cloud into a QuizPopper

For details on using the Library, see the section [SoftChalk Cloud](#).

1. Right-click in a text field for your QuizPopper.
2. Choose **SoftChalk Cloud Item**.
3. Under the **My Files** area, select your equation.
4. Click **Insert**.

Vertical Alignment in the Equation Editor

You can move your equation up or down with the Vertical Alignment feature.
(Within the main editing window, choose **Insert/Equation**.)



Math and Activities

The following activities let you use equations as well as text.

- [DidYouKnow](#)
- [Flash Card](#)
- [Hot Spot – Explore Mode](#)
- [Hot Spot – Quiz Mode](#)
- [Jigsaw Puzzle](#)
- [Labeling](#)
- [Sorting](#)
- [Tabbed Info](#)

Accessibility

Throughout the application, SoftChalk Create allows you to add information describing various items for use with screen reader/assistive technology (e.g. 508 compliance). For example, under each activity, there is an **Options** tab where you can describe the activity. For images and media, you can add information for use with screen reader/assistive technology as well. For details on SoftChalk's accessibility compliance, see see <https://softchalk.com/cloud/accessibility/>.

Help

Please visit our [SoftChalk Support](#) webpage. For purchase information, please contact sales@softchalk.com.

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