



Blackboard and SoftChalk™ Desktop Integration Guide

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Introduction

This guide is designed for **SoftChalk Desktop users** who will upload SoftChalk lessons into Blackboard 9.1 versions. The URL for this guide (**Blackboard and SoftChalk Desktop Integration Guide**) is below. As we update this guide, the URL will remain the same.

https://softchalk.atlassian.net/wiki/download/attachments/129535122/lms_blackboarddesktop.pdf?api=v2

(If you have a SoftChalk Cloud account, we have a different guide for you; please see the next section [Explore SoftChalk Cloud](#).)

Explore SoftChalk Cloud

If you already have a SoftChalk Cloud account and use Blackboard, please see our **Blackboard and SoftChalk Cloud Integration Guide** at:

https://softchalk.atlassian.net/wiki/download/attachments/121929729/lms_blackboardcloud.pdf?api=v2

If you don't have a SoftChalk Cloud account, please feel free to explore the advantages of a SoftChalk Cloud account with a free 30-day trial at <https://www.softchalkcloud.com>.

With a SoftChalk Cloud account, you can:

- Create interactive lessons with SoftChalk Create and save your lessons on your local computer and/or into your SoftChalk Cloud account. **By logging into your SoftChalk Cloud account, you can work on your lessons from anywhere.**
- **Update your lesson once in your SoftChalk Cloud account but link to it in many places.** For example, if you are using the same SoftChalk lesson in multiple courses or multiple learning management systems, you can put the link of the lesson from SoftChalk Cloud into your courses. Since the lesson is linked, the update is automatic.
- **Have student grades integrate with your Blackboard Results Center.** You copy and paste a simple link called an LTI link into Blackboard. (Your Blackboard admin would need to configure your system for the LTI link to work with SoftChalk. This configuration usually takes 15 minutes to complete.)
- Save up to five versions of the same lesson in case you need to **go back to a previous version of a lesson.**
- **Collaborate with other instructors on SoftChalk lessons.**
- For more details about using SoftChalk Cloud, please see the [SoftChalk Cloud Guide](#) and the previously mentioned [Blackboard and SoftChalk Cloud Integration Guide](#).

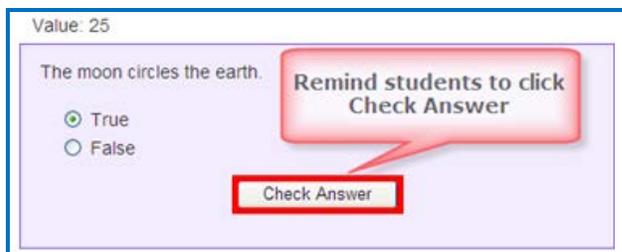
Student Guide to SoftChalk Lessons

We encourage you to have your students review our [Student Guide to SoftChalk Lessons](#), which includes a troubleshooting section. **The URL for this Student Guide is below.** As we update this guide, the URL will remain the same.

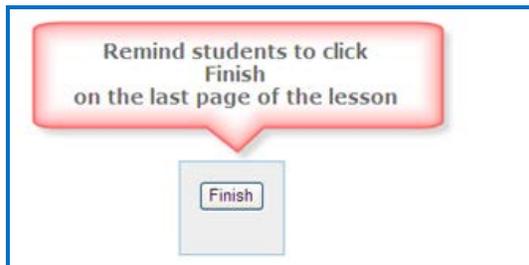
<https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2>

Please emphasize the following information to your students, which is covered in the above guide.

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



IMPORTANT: Please tell your students to click the **Finish** button at the end of their lesson to finish the lesson (see below). This **Finish** button does NOT appear when you preview your lesson on your local computer; it only appears when you save or publish your lesson into Blackboard in the ScoreCenter format.)



Check for SoftChalk Updates

If you have SoftChalk, you can get an update for the version you have, free of charge. For instance, if you have SoftChalk **8.02.01** you can get a free update to **8.03.08**. (If you have difficulty getting an update for your SoftChalk version, you may need to contact a technical support person at your institution who has the access permission to install software and get updates.)

To check your version within SoftChalk, go to the **Help** menu at the top and choose **About SoftChalk**. To check for updates within SoftChalk, go to the **Help** menu at the top and choose **Check for Updates**. Notice there is a checkbox to automatically notify you of updates.

If you want to purchase our current version of **SoftChalk Create** or **SoftChalk Cloud** (our cloud-based version of the software that also hosts your content), please contact sales@softchalk.com. As mentioned previously, the SoftChalk Create program (our content authoring program) is part of a SoftChalk Cloud account.

In Blackboard: Edit Mode

IMPORTANT: As you work through this guide, be sure to have the **Edit Mode** turned on within your Blackboard course. After you log into Blackboard and select a course, check the upper right corner of your screen to make sure the **Edit Mode** is on (see below).



Enter the Server Information

With SoftChalk Create, you can save your SoftChalk lesson to Blackboard while you are in SoftChalk. Before you save your lesson to Blackboard, you need to enter your server information within SoftChalk to authenticate your access to Blackboard.

You only have to enter your server information one time for each computer that you use. (You do NOT have to do the steps below for each course; just each computer.)

IMPORTANT: Your Blackboard administrator must install a SoftChalk building block before you enter the server information. *This SoftChalk Blackboard Building Block for Blackboard administrators is found on our website at <https://softchalk.com/support>.*

If you cannot find the **SoftChalk Publish with ScoreCenter** link mentioned in the following steps, please contact your Blackboard administrator to have him/her install the SoftChalk Blackboard Building Block mentioned above.

If your Blackboard administrator chooses not to install this building block, then you can get a SoftChalk Cloud account and use hyperlinks in your lesson; please use our [Blackboard and SoftChalk Cloud Integration Guide](#). Or you can upload .zip files to your Blackboard course – see the section [Non-Scored Lessons - Package and Upload a Lesson](#).

In Blackboard: Copy the Access Code

1. Log into your **Blackboard** account. Select your course from the **My Courses** list.
2. At the left, click **Tools** or **Course Tools** (see below). (If you do NOT see **Tools** or **Course Tools**, you may need to make your tools menu available under the **Control Panel/Customization/Tool Availability**. Scroll down to **Tools Area** and select all the checkboxes.)



3. Click the appropriate link for the version of SoftChalk that you are using (see below). *(You may need to scroll down to find it.)* If you do NOT see the SoftChalk **Publish with ScoreCenter** link, please contact your Blackboard administrator to install the SoftChalk Blackboard Building Block mentioned at the beginning of this section.

IMPORTANT: If you see the **SoftChalk Publish with ScoreCenter** link, click on that link.



4. Click **Submit**.

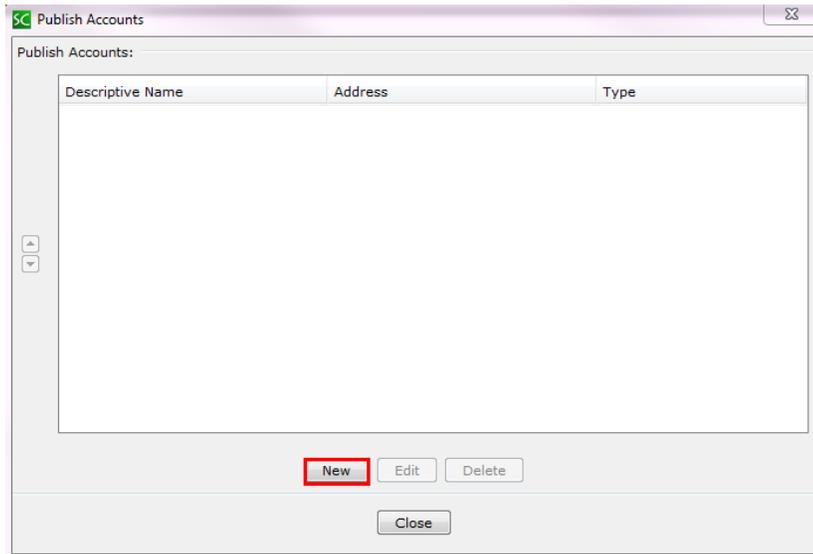
The screenshot shows a form titled "SoftChalk Access Code Configuration". At the top right are "Cancel" and "Submit" buttons. The form is divided into two sections: "1. Access Code" and "2. Submit".
Section 1: "1. Access Code" contains the text: "If you wish to use the Publish Lesson feature available in SoftChalk, you must authenticate your Blackboard user identity to your software. To complete this process you will need a personal access code. Click Submit below and your personal Blackboard access code will be displayed."
Section 2: "2. Submit" contains the text: "Click Submit to proceed. Click Cancel to quit." At the bottom right of this section are "Cancel" and "Submit" buttons, with the "Submit" button highlighted with a red box.

5. After you click **Submit**, you should see a screen like the one below. Copy the access code. Click **OK** at the bottom right of the screen.

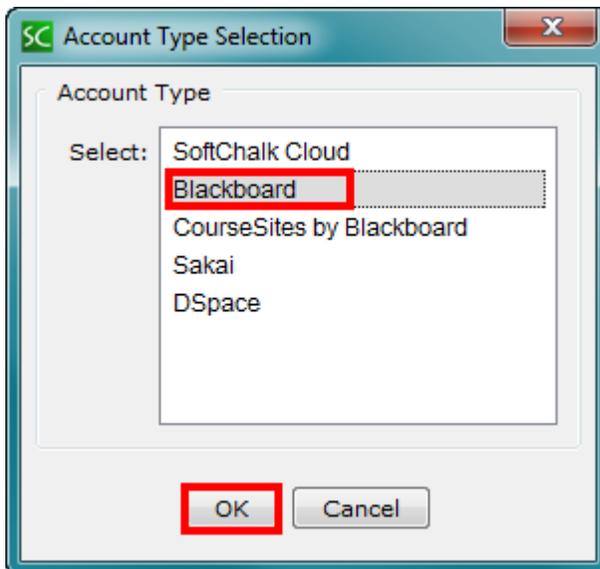
The screenshot shows a screen titled "SoftChalk Access Code". It contains the text: "The unique access code below has been generated for use in SoftChalk." Below this is a red box containing the access code: "4f4102f1f31032f96d775a8b12700001". A red callout bubble points to the code with the text "Copy this code". Below the code are instructions: "Copy the access code above. Start SoftChalk. Choose File/Publish Lesson. On the Servers tab, click New. Paste the access code and enter the descriptive name and server address. Click OK." At the bottom, it says: "Your SoftChalk will be linked to your Blackboard identity and you may publish to any of your Blackboard servers. Repeat this process if you have other computers with SoftChalk." and "For more information, see the SoftChalk Blackboard 9.0/Blackboard 9.1 Integration Guide".

In SoftChalk Create: Paste the Access Code

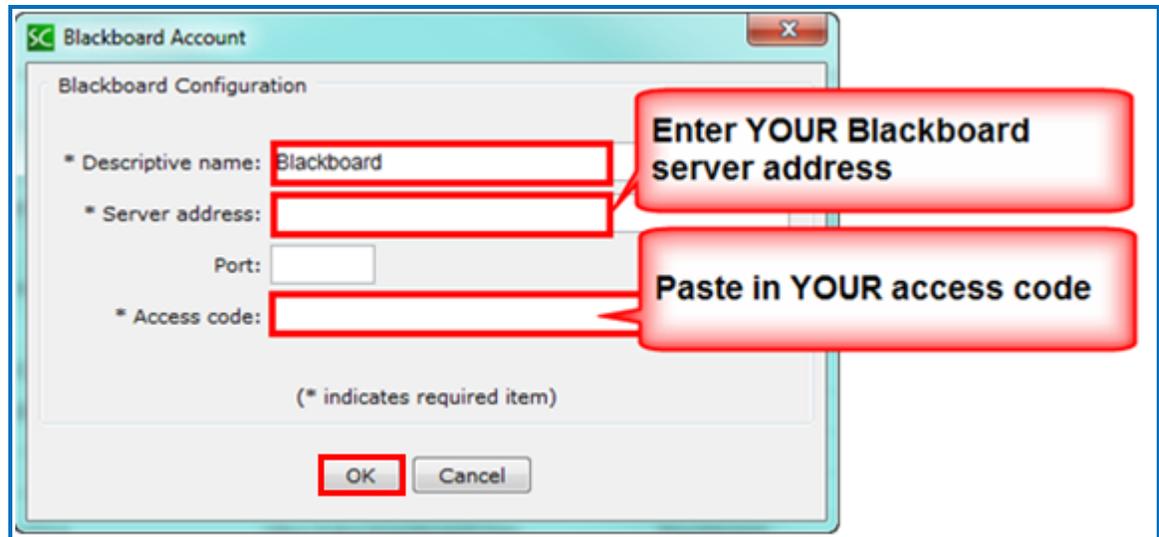
1. Start SoftChalk. Choose **File/Manage Publish Accounts**.
2. If you haven't entered any server information, click **New** at the bottom of the **Publish Accounts** window (see below).



3. Select **Blackboard** under **Account Type Selection** and then click **OK** (see below).



4. Enter a descriptive name such as **Blackboard** (see below). Enter YOUR Blackboard server address. For example, your Blackboard server address would be something like `https://yourschool.blackboard.edu`. Paste in the access code from Blackboard. Click **OK**.



The image shows a screenshot of a software dialog box titled "Blackboard Account". The dialog box has a title bar with a green icon and a close button. The main content area is titled "Blackboard Configuration" and contains the following fields:

- * Descriptive name:
- * Server address:
- Port:
- * Access code:

Below the fields, there is a note: "(* indicates required item)". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Two red callout boxes with white text and red borders are overlaid on the dialog box:

- The first callout points to the "Server address" field and contains the text: "Enter YOUR Blackboard server address".
- The second callout points to the "Access code" field and contains the text: "Paste in YOUR access code".

The "OK" button is also highlighted with a red border.

5. See the sections [Scored Lessons](#) and [Non-Scored Lessons - Save to Blackboard](#).

Scored Lessons

As previously mentioned, if you are using a SoftChalk Cloud account, please see our [Blackboard and SoftChalk Cloud Integration Guide](#) rather than the steps below.

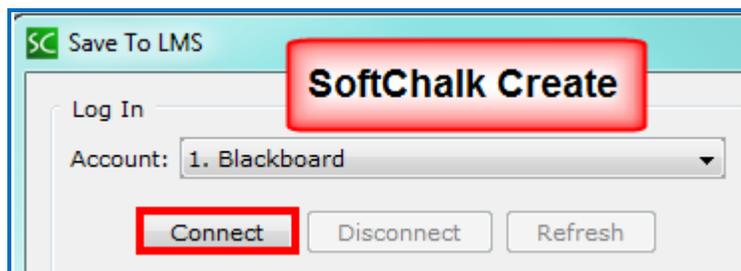
We recommend using one of the following methods (see the sections [In SoftChalk: Save a ScoreCenter Lesson to Blackboard](#) or [Print or Email Scores](#)) to collect student scores from your SoftChalk lessons.

In SoftChalk: Save a ScoreCenter Lesson to Blackboard

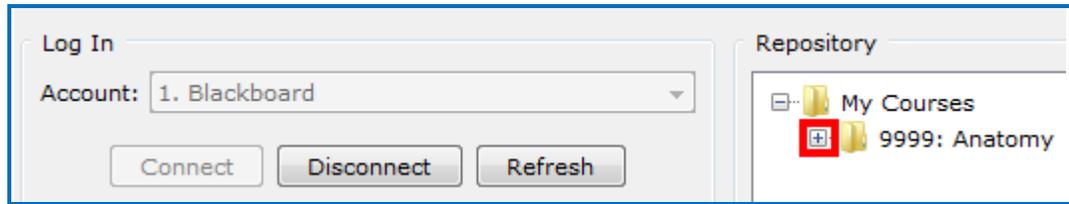
Saving your lesson to Blackboard in a ScoreCenter format allows you to have your student grades go directly into the Blackboard Results Center. This ScoreCenter format also allows you to: 1) determine which score attempt goes into the gradebook (first, most recent, average or highest) and 2) view detailed scoring information for individual students.

1. If you have not already done so, please enter your server information into SoftChalk to authenticate you to your Blackboard server. See the section [Enter the Server Information](#).
2. Start SoftChalk if it is not already open. Open a lesson (**File/Open**) or start a new lesson (**File/New**) and save this lesson.
3. **IMPORTANT:** Create scored quiz questions and/or activities within your SoftChalk lesson and assign points for each quiz question or activity.
4. Choose **File/Save to LMS** (SoftChalk Create). If you have more than one server, you may need to select your server from the dropdown menu at the top. Then click **Connect** (see below).

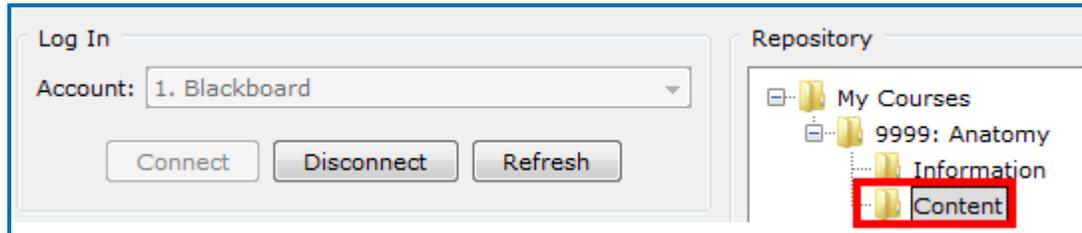
IMPORTANT: If you cannot connect, then you may need to check your access code. See the section [Enter the Server Information](#).



- Once you connect to the server, click the + beside your course to see the folders inside your course (see below). You can also double-click on the folder icon or the name of the course to expand the list.



- Click on a folder such as **Content** for saving your lesson (see below).



- At the left, select the ScoreCenter option (see below). Enter your **item name**, select your **maximum number of attempts** and your **grading method**. Then click **Save** (see below).

IMPORTANT: If the ScoreCenter option is disabled, then please contact your Blackboard Administrator rather than SoftChalk. (A disabled ScoreCenter option indicates that the latest building block has not been installed or this building block has not been enabled), so the ScoreCenter feature is unavailable.

Save

Format: Zip ScoreCenter

Item name:

Maximum Attempts: Unlimited

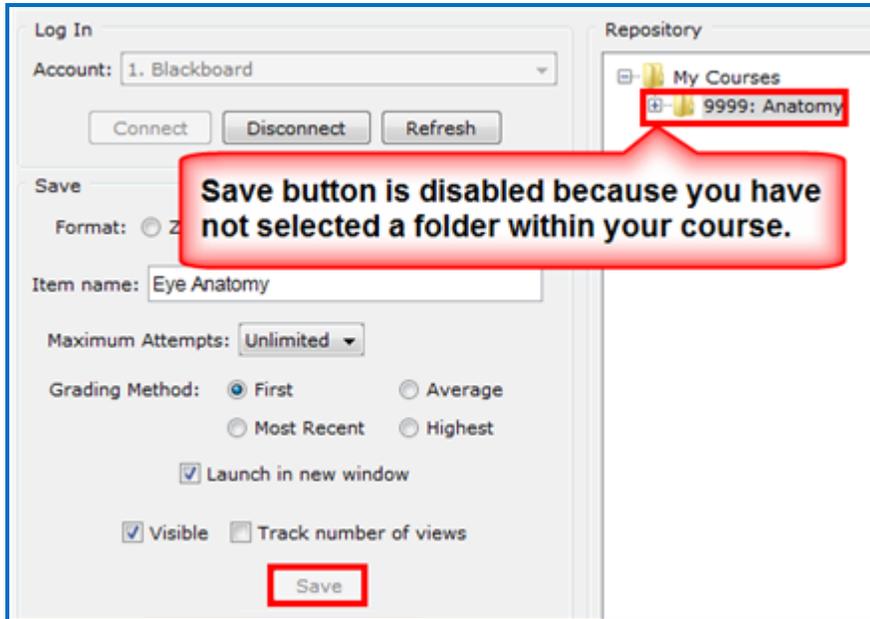
Grading Method: First Average
 Most Recent Highest

Launch in new window

Visible Track number of views

Save

If your **Save** button is disabled, you have not selected a correct folder (eligible folder) for saving. For instance, you cannot save into a course folder such as **Anatomy** below, but you can save to the **Content** folder within the **Anatomy** course.

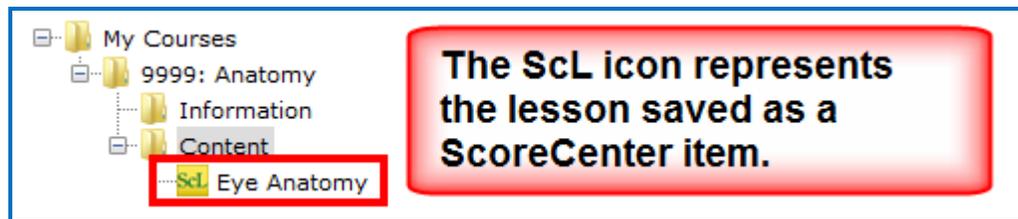


Notice the options for collecting scores:

Option	Description
Visible	Determines whether the lesson is visible to the students.
Maximum Attempts	Determines how many times the student can access the lesson.
Scoring Option	Determines what score is recorded in the Blackboard Results Center. First – first score Most Recent – the last score Average – average of all the scores Highest – highest score If you change your mind what score you want to see, you can make that change within Blackboard. See the section In Blackboard: Edit the Options for a ScoreCenter Lesson .

8. Click **OK** at the confirmation window saying that your lesson has been saved.

9. You should see your newly uploaded lesson (see below). (If necessary, double-click on your **Content** folder to open it and see your uploaded lesson.) The ScL icon represents a lesson published in the ScoreCenter Format. In Blackboard, your students can now access this lesson under the area you designated such as **Content**.



10. A column called **Eye Anatomy** (*i.e. the item name you entered*) has automatically been created in your Blackboard gradebook. As your students take this ScoreCenter lesson, grades will automatically go into the gradebook. To view your students' attempts, see the section [In Blackboard: View or Change Scores for a ScoreCenter Lesson](#).

In SoftChalk: Edit and Replace a ScoreCenter Lesson

If you have SoftChalk Create, you can make text edits and replace a ScoreCenter lesson that you saved into Blackboard. See the steps below for replacing a lesson. **IMPORTANT:** We recommend that you **only make text changes**; if you make point changes for your activities or QuizPoppers, you may run into trouble with inconsistent scores or corrupt grades.

STEPS for SoftChalk Create

1. Start SoftChalk if it is not already open. Open the lesson you want to edit (**File/Open**). Make your text changes and save this lesson.
2. Choose **File/Save to LMS** (SoftChalk Create). If you have more than one server, you may need to select your server from the dropdown menu at the top.

3. At the right, select the ScoreCenter lesson you want to replace and click **Save** (see below).

The screenshot displays the Blackboard interface for configuring a lesson. On the left, the 'Log In' section shows the account '1. Blackboard' with 'Connect', 'Disconnect', and 'Refresh' buttons. Below it, the 'Save' section includes a 'Format' dropdown set to 'ScoreCenter', an 'Item name' field containing 'Eye Anatomy', a 'Maximum Attempts' dropdown set to 'Unlimited', and a 'Grading Method' section with radio buttons for 'First', 'Average', 'Most Recent', and 'Highest'. There are also checkboxes for 'Launch in new window', 'Visible', and 'Track number of views'. A 'Save' button is highlighted with a red box. On the right, the 'Repository' tree shows a hierarchy: 'My Courses' > '9999: Anatomy' > 'Information' > 'Content' > 'Eye Anatomy'. The 'Eye Anatomy' item is highlighted with a red box.

4. You will see a screen suggesting that you only make text changes in your lesson. Click **OK**.

In Blackboard: View or Change Scores for a ScoreCenter Lesson

1. Log into Blackboard and select your course.
2. At the left under the Control Panel, click **Results Center**. Click **Full Results Center**.
3. Scroll to the right to see the column for your lesson (see below).

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Of

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: January 9, 2014 1:1

Last Name	First Name	Student ID	Last Access	Availability	Eye Anatomy
Bond	James		January 9, 2014	Available	100.0
One	Student		January 9, 2014	Available	90.0
Three	Student			Available	--
Two	Student		January 9, 2014	Available	98.0

Selected Rows: 0

Move To Top Email Icon Leg

4. **IMPORTANT:** To view the scoring details (or change a score manually), move your cursor over a score and then click the dropdown arrow. Select an attempt to view (see below). Do NOT click on View Grade Details.

Eye Anatomy Weighted Total Total

100.0 -- 100.00

90.0

--

98.0

~~View Grade Details~~

Quick Comment

Exempt Grade

Attempt 1/9/14 90

Attempt 1/9/14

Attempt 1/9/14

Attempt 1/9/14 100

Do NOT click on View Grade Details.

Click on an Attempt to view details, change the score for the attempt or clear the attempt.

5. Make any edits you need within the **ScoreCenter Grade Details** window (see below). The **Complete status** indicates that the student clicked the **Finish** button on the last page of the lesson.

Using the Actions menu dropdown you can:

- **Change the Score for the attempt**
- **Clear the Attempt**
- **Complete an Attempt** - If a student neglects to click the **Finish** button at the end of the lesson, you can make the attempt complete so that it is calculated in the grading. (For example, your scoring option may be average or highest and completing an attempt may affect the grade for the lesson.)
- **Feedback** - Type feedback on the lesson that the student will see when viewing the grade for the lesson

The screenshot displays the 'ScoreCenter Grade Details' window. At the top, it shows the breadcrumb 'SoftChalk ScoreCenter > Learner Attempts > Score Details' and a 'Return to Learner Attempts' link. An 'Actions' dropdown menu is visible in the top right. The main content area is divided into sections: 'User: James Bond' with 'Maximum Attempts: Unlimited', 'Item Name: Eye Anatomy' with 'Score Possible: 100.0', and 'Scoring Method: Most Recent' with 'Score: 48.0'. Below this is the 'Attempt Details' section, which includes 'Score: 48.0', 'Status: Completed', 'Duration: 0:09:59', 'Started: 2019-12-10 15:05:00', 'Completed Activities: 3/6', 'Receipt: a3c08056002786194db6d28a55ef3ab3...', 'Ended: 2019-12-10 15:14:59', 'Completed QuizPoppers: 5/5', and 'Completed Quiz Groups: 0/0'. A red box highlights a 'QuizPopper' entry with a score of 10.0 out of 10.0, dated 2019-12-10 15:14:42, and 'Allow Retry: Yes'. The quiz popper details show the question 'The vitreous is a jelly-like substance.' and possible answers 'True' and 'False'. A red callout box with the text 'View detailed information about the attempt' is overlaid on the quiz popper details. Below the quiz popper are two 'Activity' entries, each with a score of 4.0 out of 4.0 and 12.0 out of 12.0 respectively, both dated 2019-12-10 15:05:52 and 15:11:53, with 'Allow Retry: No'.

6. If you need to change the score for an attempt, use the **Actions** menu to select **Change Score** from the dropdown.

SoftChalk ScoreCenter > Learner Attempts > Score Details Return to Learner Attempts

User: James Bond
Maximum Attempts: Unlimited

Item Name: Eye Anatomy
Score Possible: 100.0

Attempt Details

Actions

- Change Score
- Give Feedback
- Clear Attempt
- Restore Attempt
- Complete Attempt
- Re-Open Attempt

7. Enter a new score and click **Change Score** (see below). **IMPORTANT:** An attempt has to be complete before you can change the score.

Change Score

This will change the earned score for the attempt. To remove the changed score, remove the value in "New Score" and click "Change Score."

New Score

An attempt must be completed before you can change the score

Notes

Cancel

8. Notice that you also have the option to **Clear** an attempt (see below). If you clear an attempt, it will not count as part of the grade calculation. If needed, you can also **Restore** the attempt.



9. Notice that you also have the option to **Complete** an attempt (see below). If a student starts a lesson but neglects to click the **Finish** button at the end of the lesson, then that attempt is incomplete. An incomplete attempt does not count as part of the grade calculation. You can cause the attempt to be completed so that the score for the attempt is part of the grade calculation.

Be sure to click **Complete Attempt**.

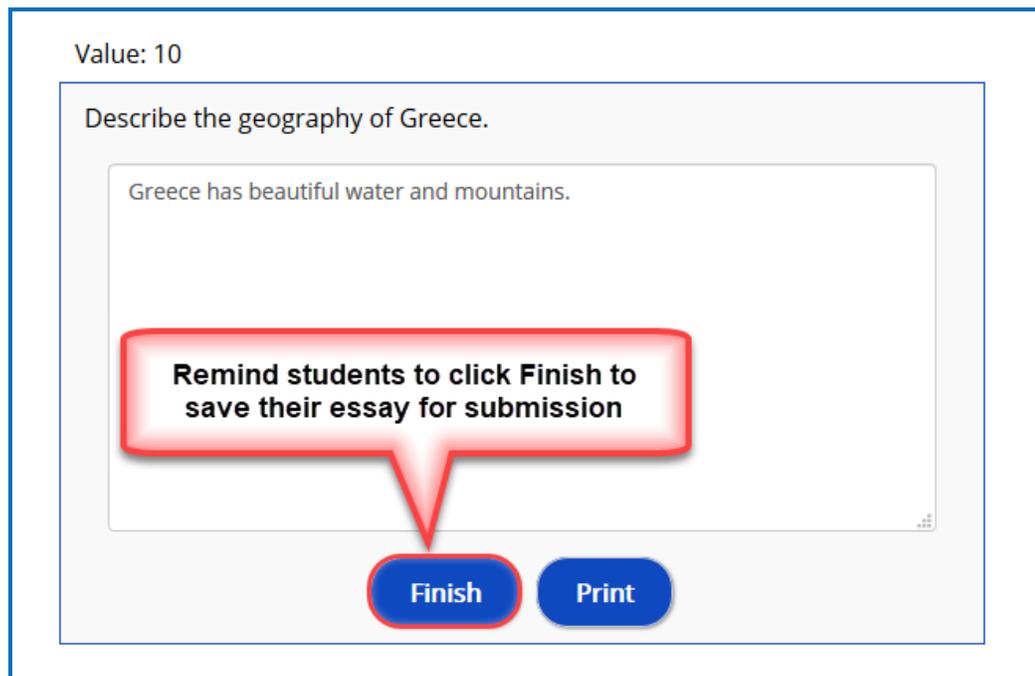


Essays

If you use essays in your lesson, you can view the essays within the ScoreCenter area (see the previous section [In Blackboard: View or Change Scores for a ScoreCenter Lesson](#)). Please note the following important information.

IMPORTANT: Please note that you may want to change the score for the attempt based on the points that you assigned to an essay. *In other words, you'll need to read and evaluate the essay to give the appropriate points.* By default, a student receives 0 points for an essay with assigned points even if he or she completes the essay.

1. In SoftChalk Create, In SoftChalk Create, insert an essay (**Insert/QuizPopper/Essay**) and assign points to the essay. (Assigning points is optional.)
2. Remind your students to click **Finish** for each essay (see below).



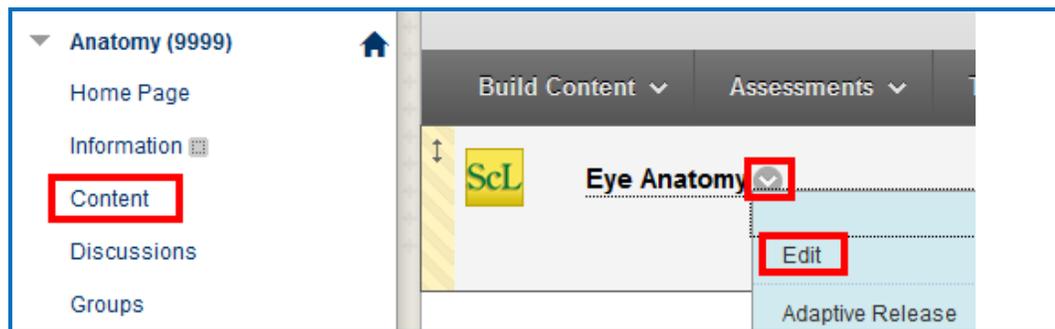
You can modify the score for the lesson based on the points you decide to give to the essay. For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points for the essay and other items.) Let's say a student completes everything correctly, completes the essay, clicks the **Finish** button for the essay and then clicks the **Finish** button on the last page of the lesson to submit his or her score. At this stage, the student has a score of 90 out of 100 because you will need to evaluate the essay and assign points. You can go into the gradebook (i.e. ScoreCenter) and evaluate the essay and modify the score. You may want to provide feedback to the student on the essay by clicking the **Feedback** button within the attempt.

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

In Blackboard: Edit the Options for a ScoreCenter Lesson

IMPORTANT: You can edit the options for your ScoreCenter lesson even after students start taking the lesson. For instance, you can decide you want the highest score for each student appearing in the Results Center rather than the first score for each student.

1. Log into Blackboard and select your course. Click **Content** (or whatever area you published your lesson to).
2. Click on the down arrow at the end of your lesson name and select **Edit** (see below).



3. Make the changes and click **Submit**.

Modify SoftChalk Content Item

* Indicates a required field.

Cancel Submit

1. Assignment Information

* Item Name and Color Eye Anatomy Black

2. Grading

Maximum Attempts Unlimited

Choose Scoring Option

- First Score
- Most Recent Score
- Average of All Scores
- Highest of All Scores

3. Options

Launch in new window Yes No

Permit Users to View This Content Item Yes No

Track Number of Views Yes No

Limit Availability

Display After

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

Display Until

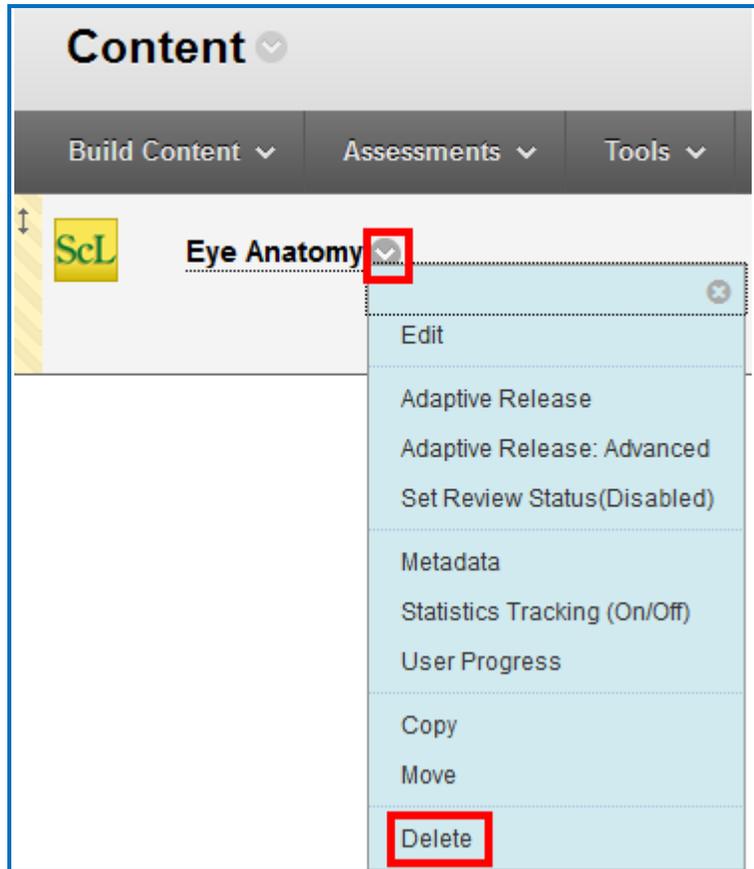
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

In Blackboard: Delete a ScoreCenter Lesson

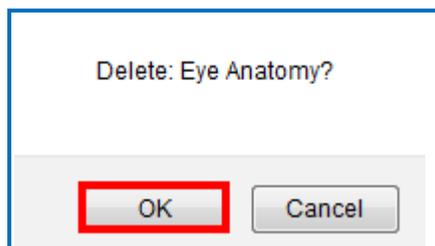
If you need to delete a ScoreCenter lesson, you will need to do that in Blackboard. Deleting a ScoreCenter lesson in Blackboard does not automatically delete the column for that lesson in the gradebook. Depending on your needs, you may also need to delete the grade column for the lesson in the Blackboard Results Center.

1. Log into Blackboard and select your Blackboard course.
2. Click the Content area where your ScoreCenter lesson is located.

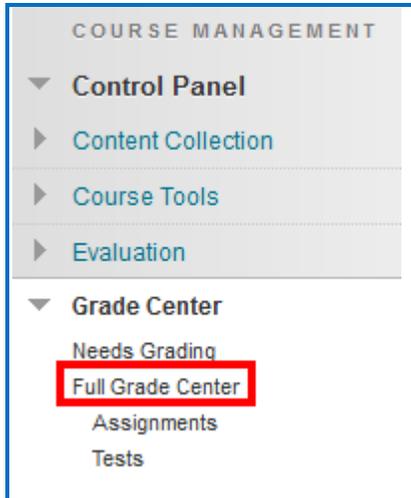
3. Click the down arrow at the end of your ScoreCenter lesson and select Delete (see below). If you do NOT see the down arrow, be sure to select **Edit Mode on**. (See the icon in the upper right corner of your screen.)



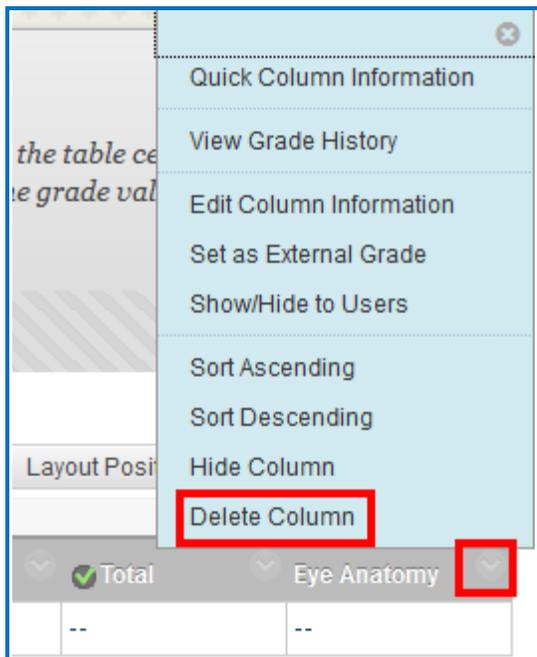
4. Click **OK** (see below).



- As mentioned previously, depending on your needs you may want to delete the column for the ScoreCenter lesson in the Blackboard Results Center. If so, in Blackboard at the left under Course Management, select Results Center/Full Results Center (see below).



- Scroll to find the gradebook column that you want to delete. Click the arrow beside the column name and select **Delete** (see below).



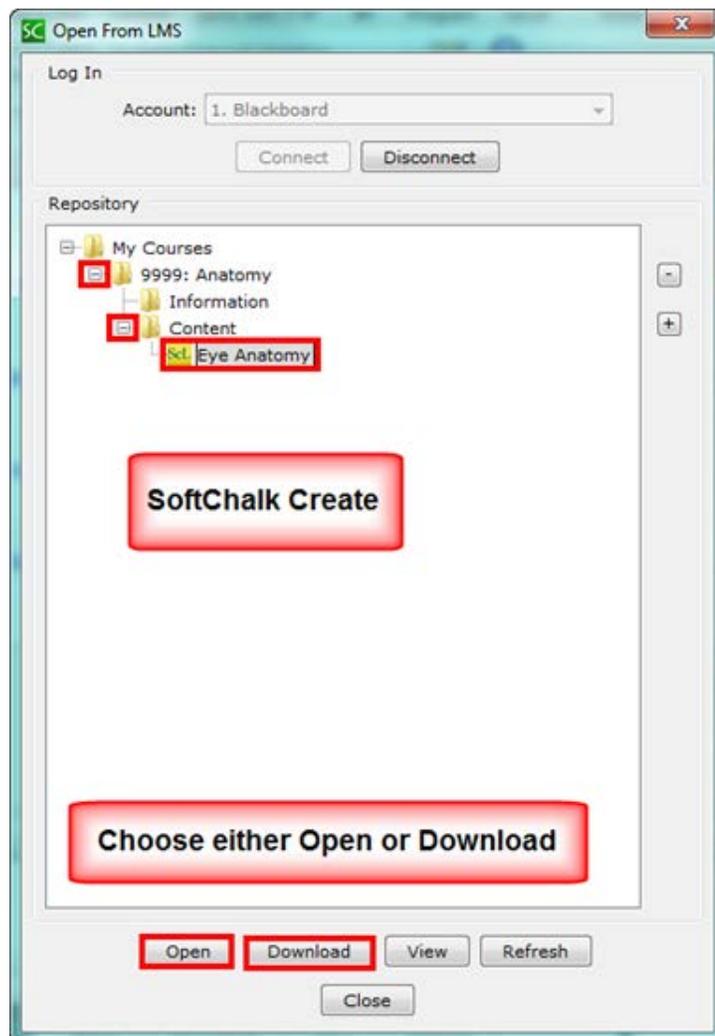
- IMPORTANT:** Be sure that you do not have any grades in this column before you click **OK**. (If you do have grades that you want to save, then copy them somewhere to enter them manually later.)

In SoftChalk: Open or Download a ScoreCenter Lesson from Blackboard

The steps below allow you to open a ScoreCenter lesson to edit or download a ScoreCenter lesson to your local computer for editing.

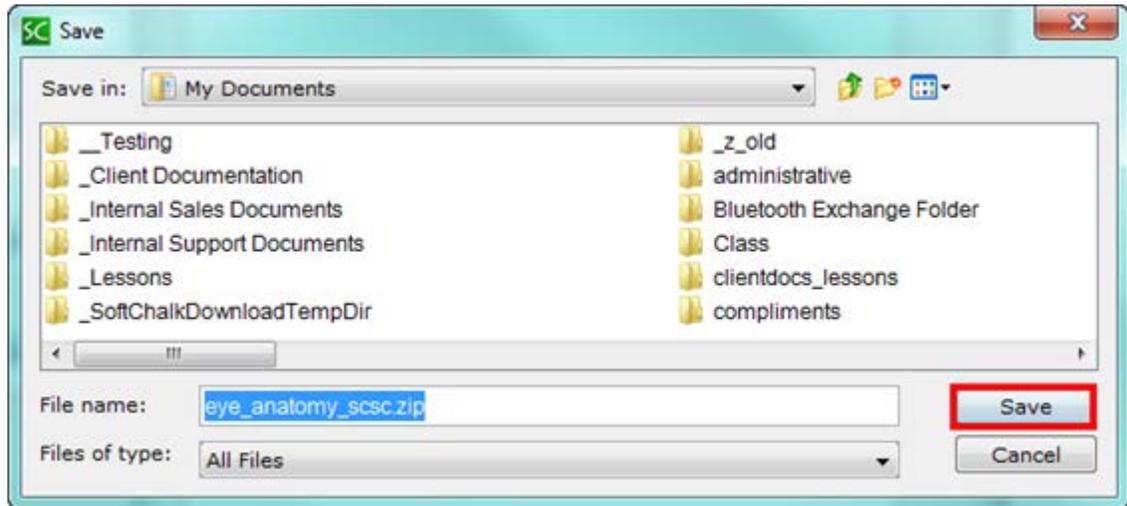
IMPORTANT: Please be aware that if you choose to open and edit the lesson rather than download it, the changes will NOT apply to any lessons on your local computer. (When you choose **Open** – see the steps below, the lesson downloads to a temporary folder but that folder is deleted when you close SoftChalk.)

1. Start SoftChalk if it is not already open.
2. Choose **File/Open From LMS** (SoftChalk Create).
3. **SoftChalk Create Users** - Click the + icons to navigate to your lesson. Click on your lesson. Then click either Open or Download (see below).



4. If you chose **Open**, **be sure when you save your lesson back to Blackboard, that you choose the ScoreCenter format.**

5. If you chose **Download**, then click **Save** to save the .zip file to your local computer (see below).



6. Within SoftChalk, choose **File/Open Packaged Lesson** to open this lesson for editing. You can save it back to Blackboard – see the section [In SoftChalk: Save a ScoreCenter Lesson to Blackboard](#).

If you already have a lesson folder with the same name (e.g. **eye_anatomy**) where you are saving the .zip file, please save your .zip file in another location (or move your previous lesson folder). When you choose **File/Open Packaged Lesson**, a lesson folder is created (e.g. **eye_anatomy**). If you already have a lesson folder with the same name, you won't be able to use the **File/Open Packaged Lesson** feature.

Print or Email Scores

Your students can print certificates of their scores and/or your students can email you within the lesson to send their scores.

With the email option, you will get an email from each student for each attempt the student made for the lesson. If you can use the ScoreCenter format option (see the section [In SoftChalk: Save a ScoreCenter Lesson to Blackboard](#)), you may want to use that option instead so you won't have to manage individual emails.

If you still want to have students print certificates or send emails to you, please see the steps below:

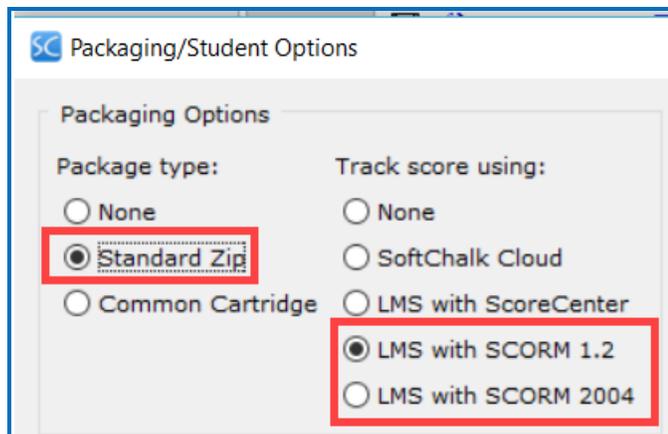
1. Create scored quiz questions and/or activities within your SoftChalk lesson and assign points for each quiz question or activity.
2. Add the email feature within your SoftChalk lesson. For **SoftChalk Create**, choose **Properties/Lesson Certificates**.
3. Make the appropriate selections under **Properties/Lesson Certificates**.
4. On the last page of your lesson within the web browser (e.g. Chrome, Internet Explorer, Firefox or Safari), is an area for students to type their name or identifier and then click **Email Score, Print Certificate** and/or **Print Score Summary**. (You can preview your lesson on your local computer to see how this works.)
5. For more details, please search on Options for Tracking Scores within the [SoftChalk Create Guide](#).
6. You can upload your lesson to Blackboard in one of two ways:
 - o Within SoftChalk saving it to Blackboard (see the section [Non-Scored Lessons – Save to Blackboard](#)) OR
 - o Uploading and unzipping a packaged lesson (see the section [Non-Scored Lessons – Package and Upload a Lesson](#)).

Scored Lessons - Package and Upload a SCORM Lesson

As mentioned previously, if you have a SoftChalk Cloud account, please see our [Blackboard and SoftChalk Cloud Integration Guide](#) rather than using the steps below.

In SoftChalk: Package a SCORM Lesson

1. Start SoftChalk if it is not already open. Open a lesson (**File/Open**) or start a new lesson (**File/New**) and save this lesson.
2. Within your lesson, choose **File/Package Lesson**. Under **Package type**, choose **Standard Zip**. Under **Track score using** choose **LMS with SCORM 1.2** **OR** **LMS with SCORM 2004** (see below).



3. Select the area where you want the zip file saved such as your **Desktop**. Then click **OK**. By default, you would save to your **Documents** area.
4. Your packaged file has your lesson name with a **_sco.zip** extension for SCORM 1.2 lessons and **_sco2004.zip** for SCORM 2004 lessons (see below). 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 or package icon with your lesson name.

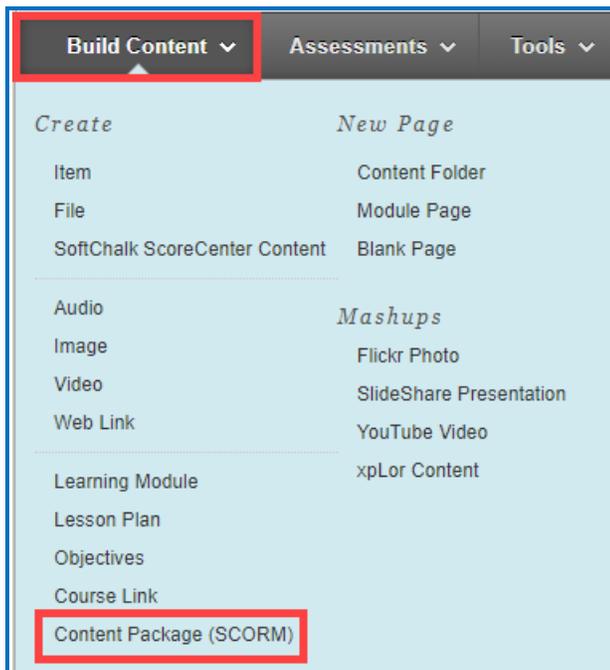
In Blackboard: Upload the SCORM Zip File

1. Log into your **Blackboard** account. Select your course from the **My Courses** list

2. On the left sidebar, select **Content**.



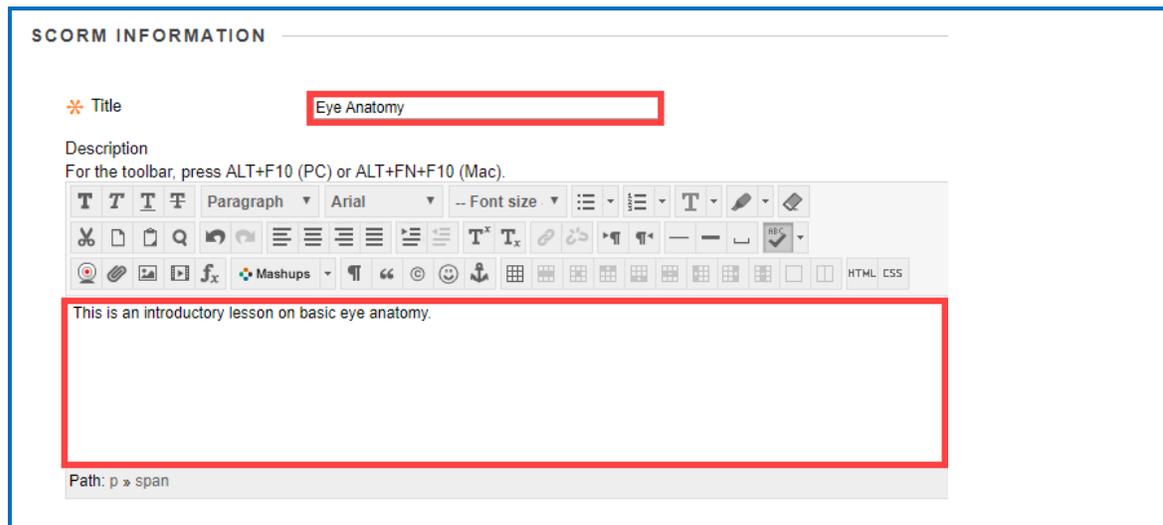
3. Click **Build Content** and select **Content Package (SCORM)** (see below).



4. Click the **Browse My Computer** button to locate the SCORM package file (.zip), **Open** and click the **Submit** button



5. Give the Content Item a name and optionally set a description



The screenshot shows a form titled "SCORM INFORMATION". The "Title" field is labeled with an asterisk and contains the text "Eye Anatomy". The "Description" field is labeled with an asterisk and contains the text "This is an introductory lesson on basic eye anatomy." Below the description field is a path indicator that reads "Path: p » span". The form includes a rich text editor toolbar with various icons for text formatting, alignment, and insertion.

6. Set the **Make SCORM Available** Option to **Yes**
7. Set **Number of Attempts**
8. Enter **Points Possible**

9. Set the **Grading SCORM** to **SCORM Completion**

SCORM AVAILABILITY

Make SCORM Available Yes No

Number of Attempts Allow single attempt
 Allow unlimited attempts
 Number of attempts:

Limit Availability Display After 08/15/2018 08:48 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 08/15/2018 08:49 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views Yes No

EVALUATION

If a Due Date is set, submissions are accepted after this date, but are marked late.

Evaluate SCORM No Evaluation
 Result : Points Possible: 100 Title: Eye Anatomy
 SCORM Score
 SCORM Completion
 SCORM Satisfaction

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

Evaluate SCOS Yes No

Grade Timing When SCORM is completed, display score in Results Center
 When SCO is completed, display score in Results Center:
 Result of First SCORM Attempt
 Result of Last SCORM Attempt

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel **Submit**

10. Click the **Submit** button

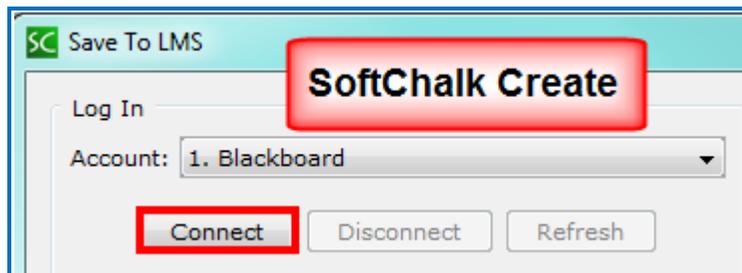
Non-Scored Lessons – Save to Blackboard

(As previously mentioned, if you are using a SoftChalk Cloud account, please see our [Blackboard and SoftChalk Cloud Integration Guide](#) rather than the steps below.)

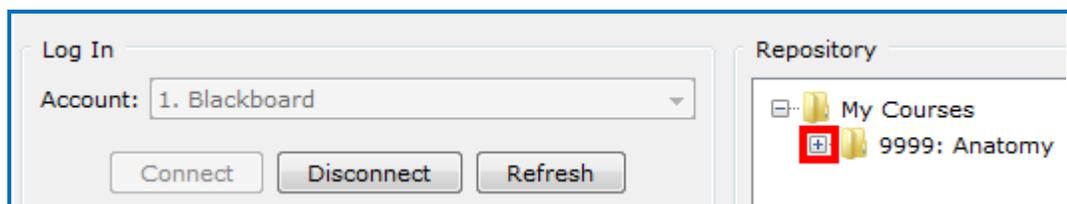
In SoftChalk: Save a Lesson to Blackboard

1. If you have not already done so, please enter your server information into SoftChalk to authenticate you to your Blackboard server. See the section [Enter the Server Information](#).
2. Start SoftChalk if it is not already open. Open a lesson (**File/Open**) or start a new lesson (**File/New**) and save this lesson.
3. Choose **File/Save to LMS**. If you have more than one server, you may need to select your server from the dropdown menu at the top. Then click **Connect** (see below).

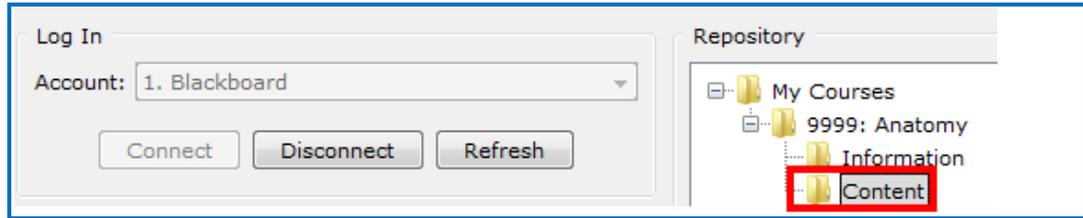
IMPORTANT: If you cannot connect, then you may need to check your access code. See the section [Enter the Server Information](#).



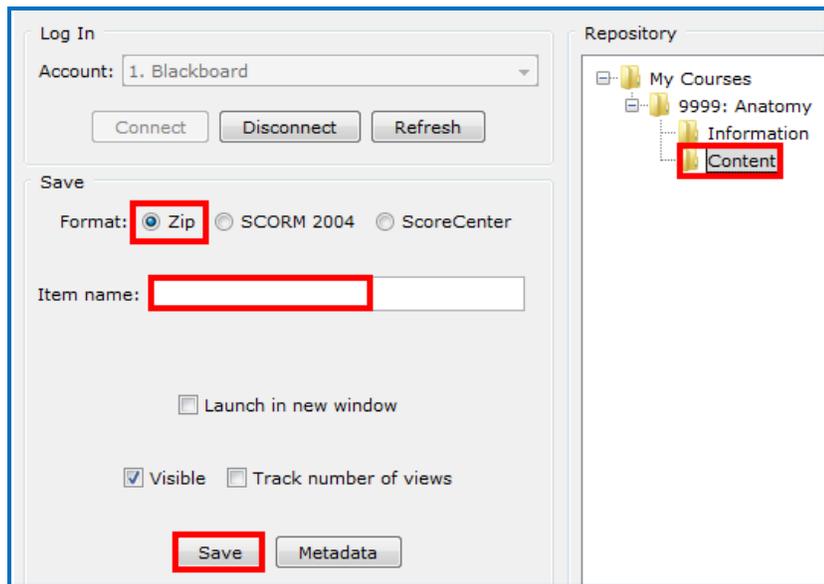
4. Once you connect to the server, click the + beside your course to see the folders inside your course (see below). You can also double-click on the folder icon or the name of the course to expand the list.



5. Click on a folder such as **Content** for saving your lesson (see below).

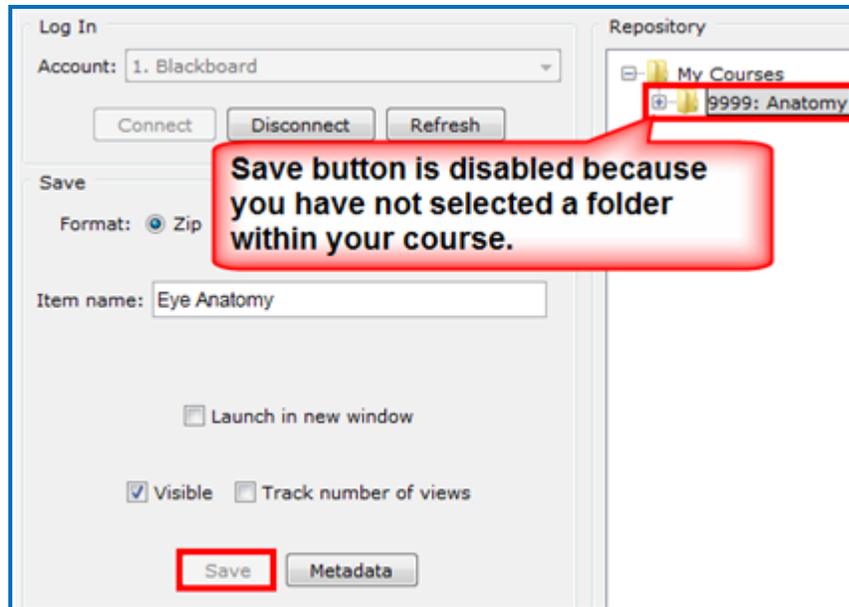


6. At the left, select the **Zip** format (see below). Enter your **Item name**. Then click **Save** (see below).

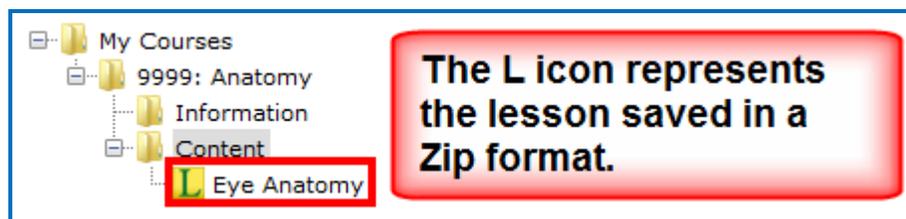


7. Click **OK** at the confirmation window saying that your lesson has been saved or published.

8. If your **Save** or **Publish** button is disabled, you have not selected a correct folder (eligible folder) for saving. For instance, you cannot save into a course folder such as **Anatomy** below, but you can save to the **Content** folder within the **Anatomy** course.



9. You should see your newly uploaded lesson. (If necessary, double-click on your **Content** folder to open it and see your uploaded lesson.) Your students can now access this lesson under the area you designated such as **Content**. SoftChalk has an L icon to represent this lesson (see below).

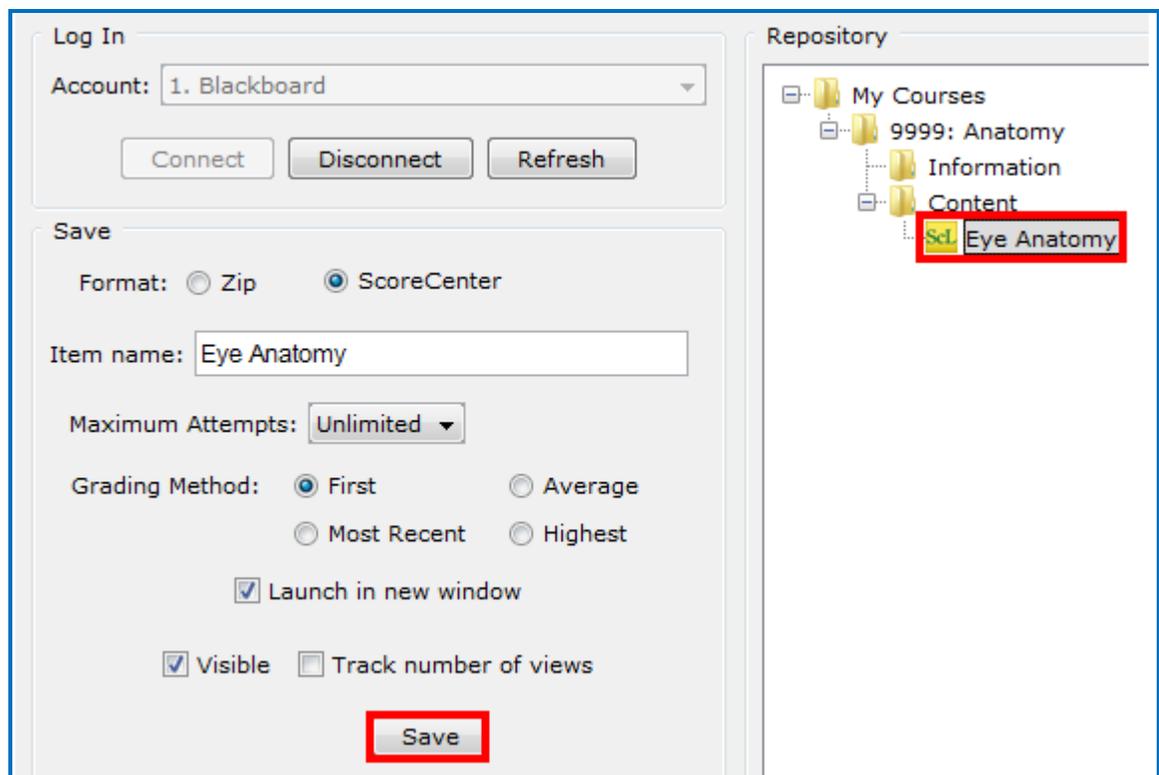


10. Your students can now begin taking your lesson by clicking on this icon in Blackboard. (Even though you uploaded your lesson in a zip format, you don't have to unpack the lesson; all that is done automatically for you.)

In SoftChalk: Edit and Replace a Lesson

You can replace ONLY lessons uploaded in the .zip format. (If you upload a lesson in the ScoreCenter format, see the section [Revise a Lesson after It Has Been Uploaded into Blackboard.](#))

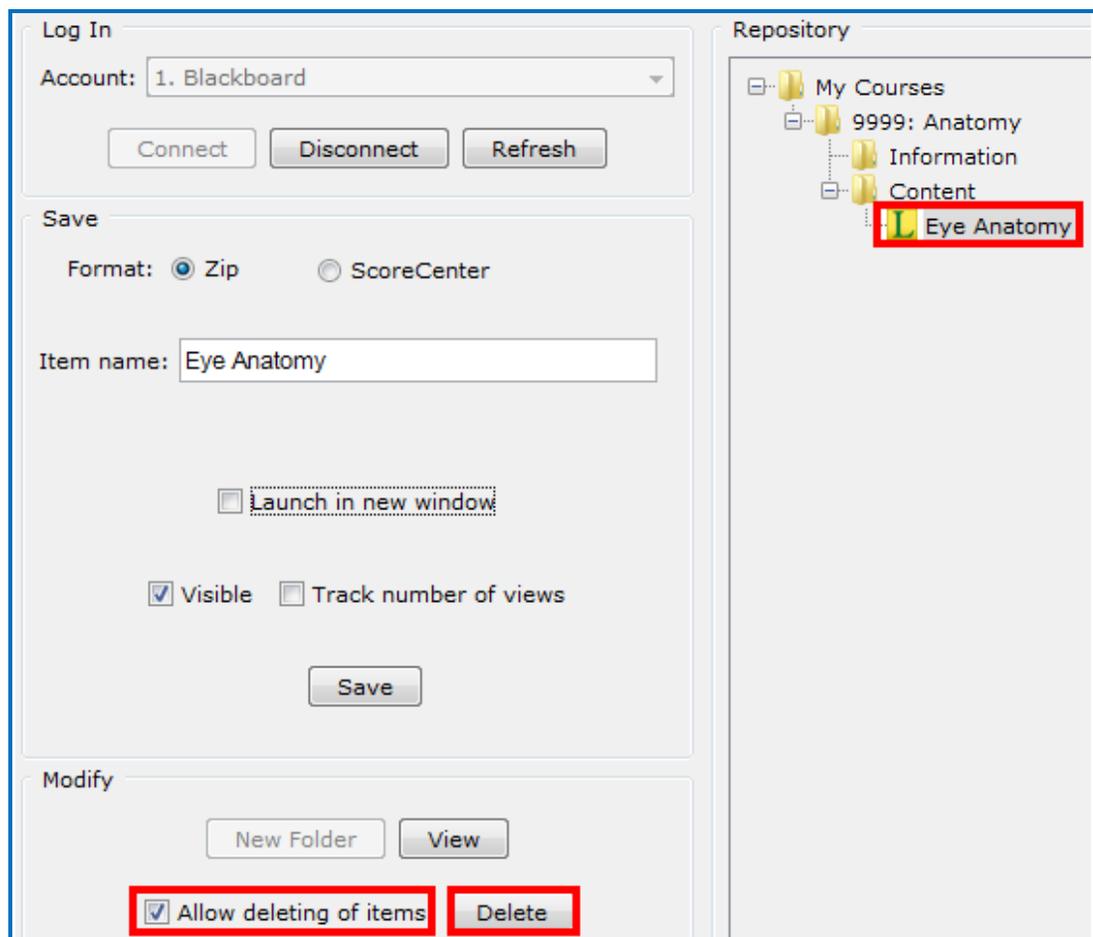
1. Start SoftChalk if it is not already open. Open a lesson (Choose **File/Open** or **File/Open Recent.**) Edit and save your lesson.
2. Choose **File/Save to LMS.**
3. You may already be connected to your server. If not, select your server from the dropdown menu at the top. Then click **Connect**.
4. At the right, select the ScoreCenter lesson you want to replace and click **Save** (see below).
5. At the right, select the ScoreCenter lesson you want to replace and click **Save** (see below).



6. Click **OK** at the screen saying the item will be replaced.

In SoftChalk: Delete a Lesson

1. Start SoftChalk if it is not already open.
2. Choose **File/Save to LMS**.
3. You may already be connected to your server. If not, select your server from the dropdown menu at the top. Then click **Connect**.
4. At the right, navigate to select the lesson you want to delete.
5. At the left, select the checkbox **Allow deleting of items**. Then click **Delete** (see below).



6. Click **OK** at the confirmation window asking if you want to delete the item.

In SoftChalk: Open or Download a Lesson from Blackboard

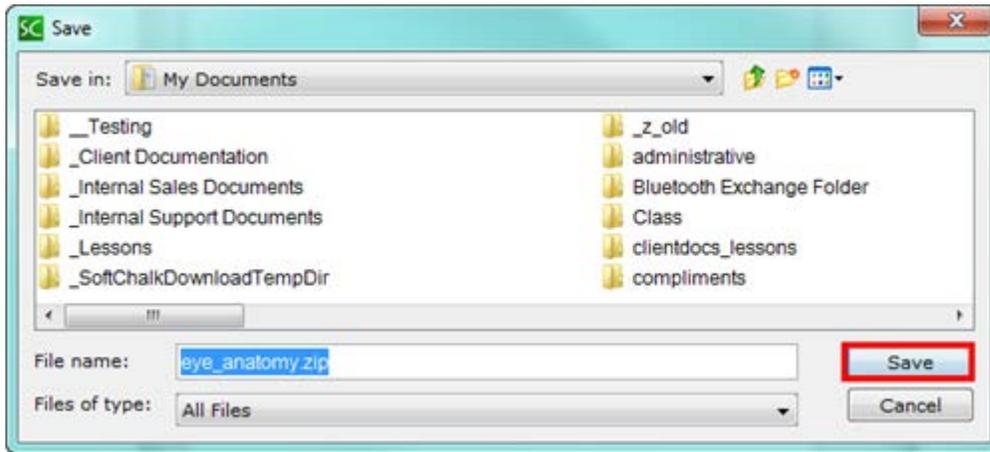
The steps below allow you to open a lesson to edit or download a lesson to your local computer for editing.

IMPORTANT: Please be aware that if you choose to open and edit the lesson rather than download it, the changes will NOT apply to any lessons on your local computer. (When you choose **Open** – see the steps below, the lesson downloads to a temporary folder but that folder is deleted when you close SoftChalk.)

1. Start SoftChalk if it is not already open.
2. Choose **File/Open From LMS**.
3. **SoftChalk Create Users** - Click the + icons to navigate to your lesson. Click on your lesson. Then click either Open or Download (see below).



4. If you chose **Download**, then click Save to save the .zip file to your local computer (see below).



5. Within SoftChalk, choose **File/Open Packaged Lesson** to open this lesson for editing. You can save it back to Blackboard – see the section [In SoftChalk: Save a Lesson to Blackboard](#).

If you already have a lesson folder with the same name (e.g. **eye_anatomy**) where you are saving the .zip file, please save your .zip file in another location (or move your previous lesson folder). When you choose **File/Open Packaged Lesson**, a lesson folder is created (e.g. **eye_anatomy**). If you already have a lesson folder with the same name, you won't be able to use the **File/Open Packaged Lesson** feature.

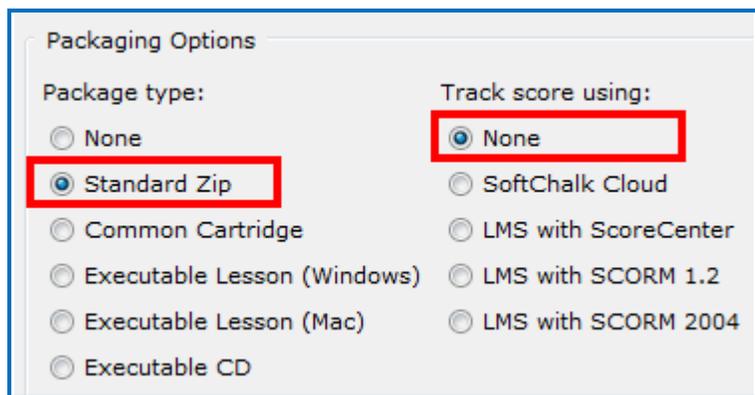
Non-Scored Lessons - Package and Upload a Lesson

As mentioned previously, if you have a SoftChalk Cloud account, please see our [Blackboard and SoftChalk Cloud Integration Guide](#) rather than using the steps below.

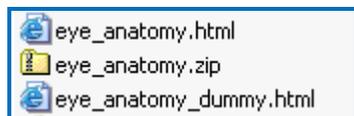
You may be able to use the save or publish to Blackboard feature which has fewer steps. See the section [Non-Scored Lessons - Save to Blackboard](#).

In SoftChalk: Package a Lesson

5. Start SoftChalk if it is not already open. Open a lesson (**File/Open**) or start a new lesson (**File/New**) and save this lesson.
6. Within your lesson, choose **File/Package Lesson**. Under **Package type**, choose **Standard Zip**. Under **Track score using** choose **None** (see below).



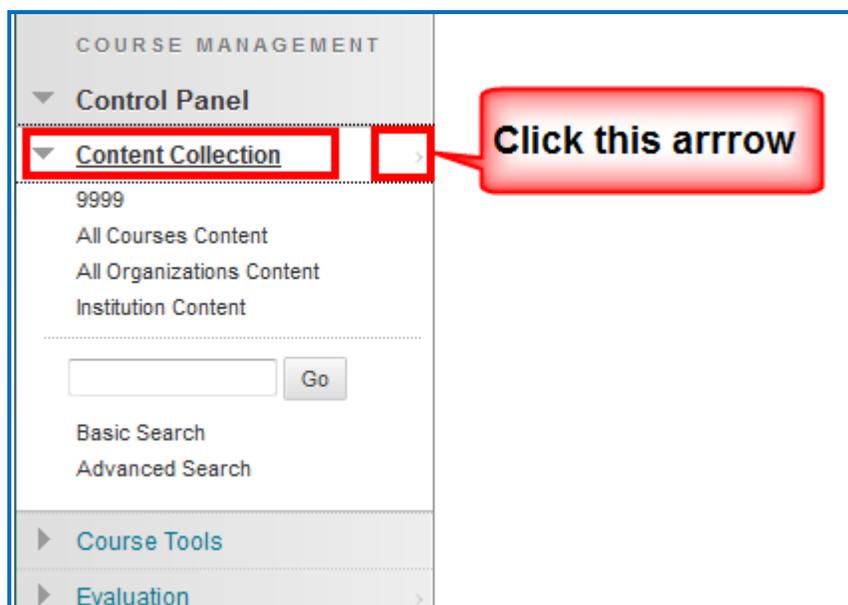
7. Your packaged file has your lesson name with a .zip extension. (If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper icon with your lesson name.) If you have SoftChalk Create, by default this zip file is in you're My Documents area or wherever you chose to save it. Notice the **eye_anatomy.zip** file in the image below.



In Blackboard: Upload a Standard Zip File

After packaging your lesson within SoftChalk (see the previous section), then you're ready to upload the lesson zip file into Blackboard.

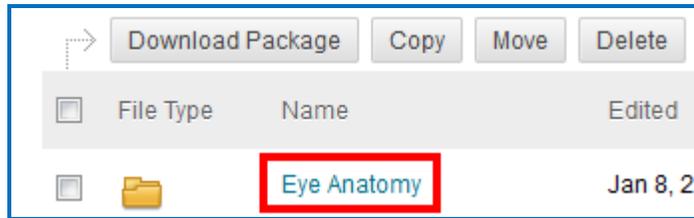
1. Log into your Blackboard account.
2. Select the course that you want to add the lesson into.
3. On the left-hand side under **Control Panel** click **Content Collection**. (**Content Collection** might be a tab on the top of the screen). (Or under **Control Panel** click **Files**.) To the right of the word **Content Collection** (or **Files**), click the arrow (see below).



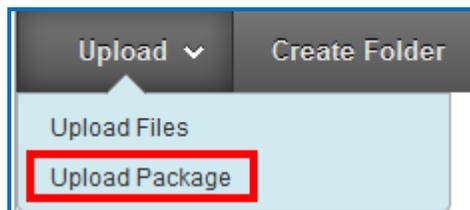
4. Click **Create Folder** (a new folder is needed for every Zip file). Type a folder name and click **Submit** (see below).



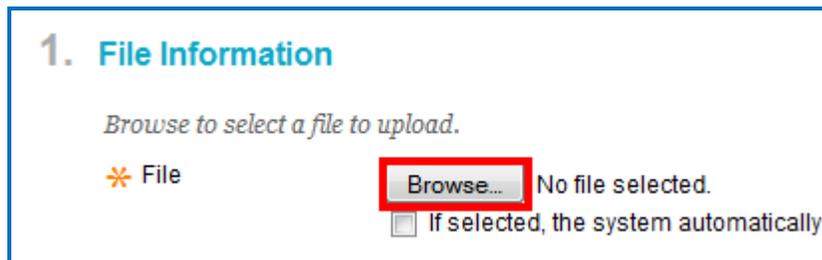
5. Locate the folder you just created. (If it does not display, you will need to click **Show All** at the bottom of the screen or search page by page). Click the folder name to open it (see below).



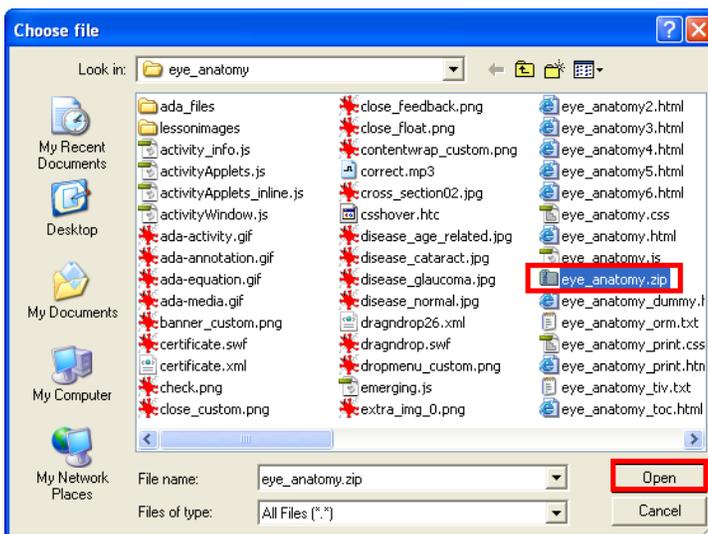
6. Click on the **Upload** dropdown menu and select **Upload Package** (see below).



7. Under **File**, click **Browse** (see below).



8. Navigate to your .zip file.



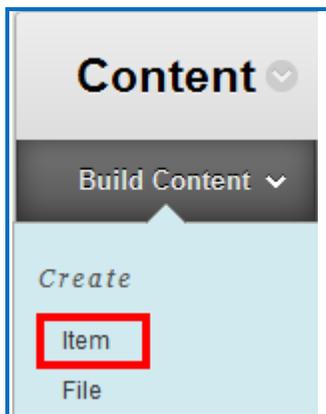
9. Leave the File Name Encoding at Default (UTF-8) and click **Submit** (see below).



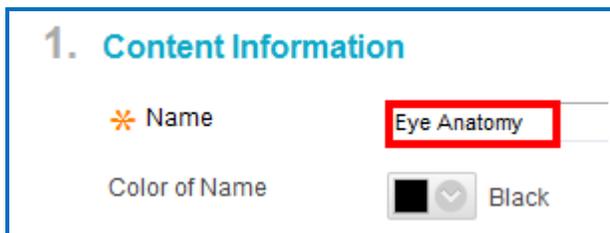
10. At the top left select a content area such as **Content** (see below). In case you don't see the left panel below, click the expand arrow  at the left of the screen to see the panel.



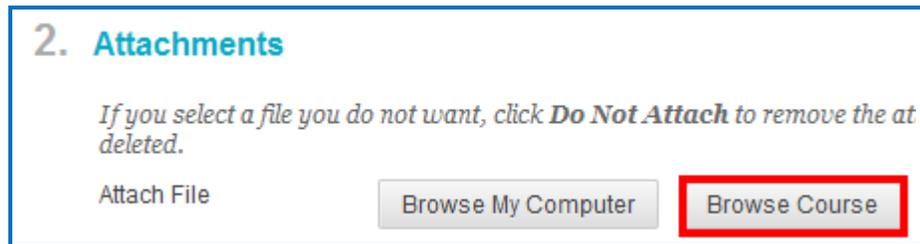
11. Click **Build Content** and select **Item** (see below).



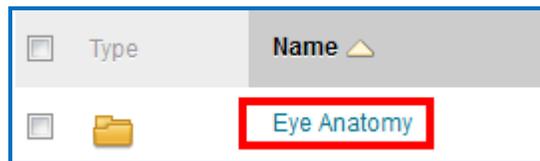
12. Enter a **Name** for the content (see below).



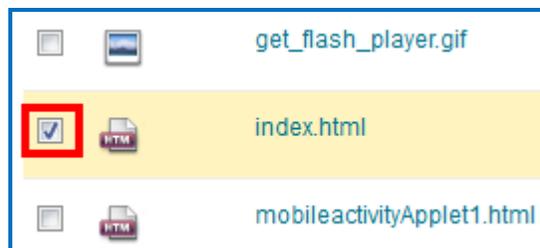
13. Under **Attachments**, click **Browse Course** (or **Browse Files**) (see below).



14. Click the folder name where you uploaded your .zip file (see below). (Do NOT click on the checkbox beside the folder name.)



15. Select the checkbox beside **index.html** (see below).



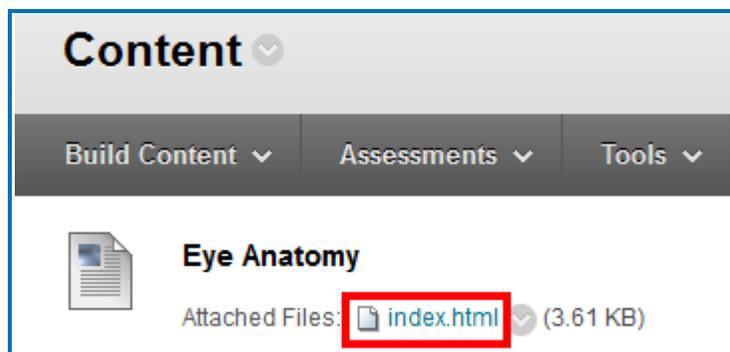
16. Scroll down and click **Submit**.

17. If you get a message screen, "Making this selection will give explicit Read permission for this item to: members of this course or organization" click **OK**.

18. Scroll down and click **Submit**.

In Blackboard: View Your Lesson

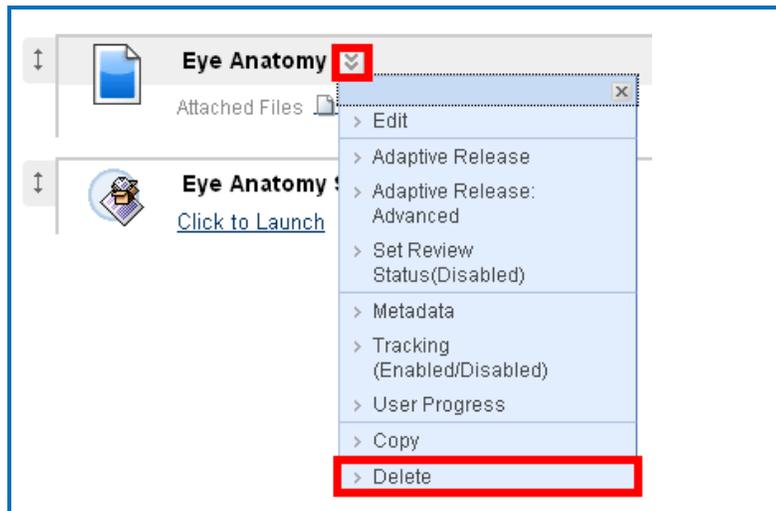
Click on the link to your lesson (see below).



Revise a Lesson after It Has Been Uploaded into Blackboard

If you uploaded a .zip file into Blackboard (rather than using the **File/Save to LMS** or the **File/Publish** option), then you'll need to delete the files from the Blackboard Content area, save and re-package your lesson as a .zip file, upload the .zip file and then link to the index.html file. Please follow the steps below.

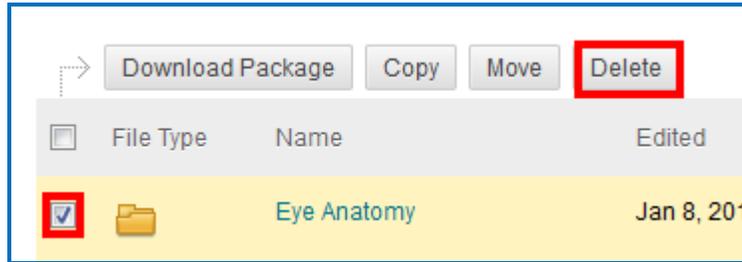
1. In Blackboard, select your course and navigate to your content area.
2. Once you see your lesson, click the dropdown menu arrow next to it and select **Delete** (see below).



3. Click **Ok** to confirm the deletion.
4. On the left-hand side under **Control Panel** click **Content Collection**. (**Content Collection** might be a tab on the top of the screen). (Or under **Control Panel** click **Files**.) To the right of the word **Content Collection** (or **Files**), click the arrow (see below).



5. Select the checkbox beside the folder for your lesson. Then click Delete (see below).

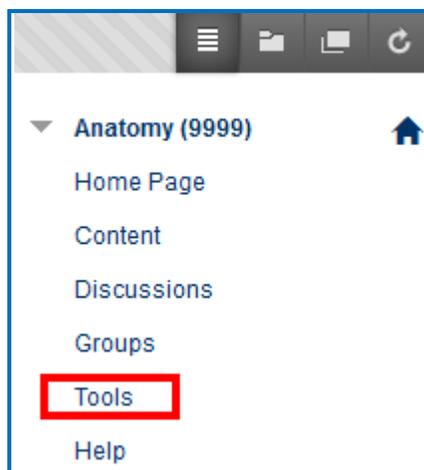


6. Start SoftChalk. Make your changes in your SoftChalk lesson and save your lesson.
7. Package your lesson as a .zip file (see the section [In SoftChalk: Package a Lesson](#)).
8. Upload your .zip file again (see the section [In Blackboard: Upload a Standard Zip File](#).)

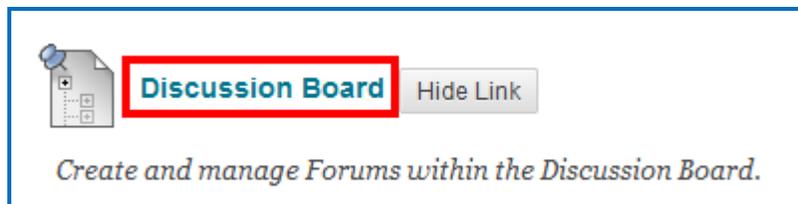
Link to a Discussion Forum within a Lesson

(The following instructions assume you already have a forum set up under the Discussion Board.)

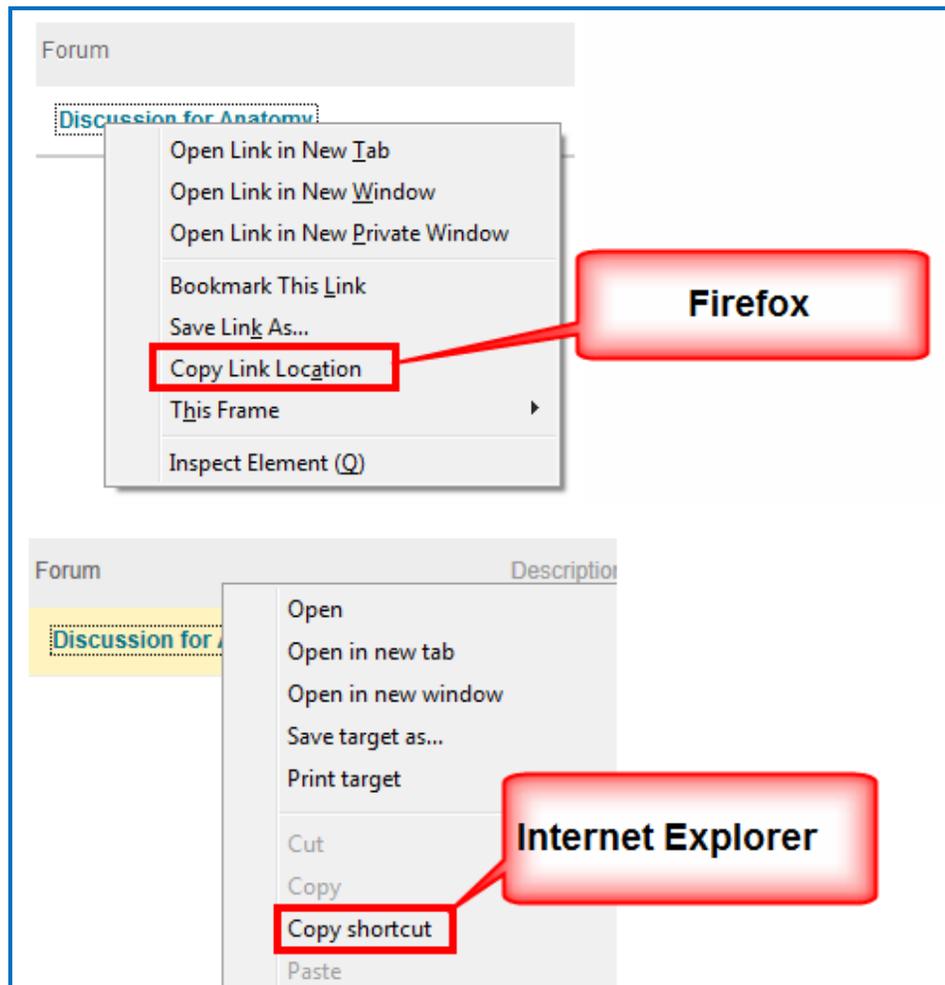
1. **IMPORTANT:** Log into your Blackboard account *as a student* (rather than as the instructor).
2. At the top of your screen, click the **Courses** tab.
3. Within the **Course List**, click on your course to select it.
4. On the left sidebar, select **Tools**.



5. Within the **Tools** area, select **Discussion Board** (see below).



6. **Right-click** on the name of your forum and choose **Copy Link Location** (Firefox) or **Copy shortcut** (Internet Explorer) (see below).



7. Start SoftChalk and open your lesson.
8. Select some text in your lesson.
9. Choose **Insert/Hyperlink**.
10. In the **URL or Selected file** area, use **Ctrl+V** to paste the link (or right-click and choose **Paste**.)
11. Select **Open the link in a new window**. Click **OK**.
12. Save your lesson.

IMPORTANT: The link will only work when you're in Blackboard (not if you preview your lesson on your local computer).

If you get an **Access Denied Error**, then you may have neglected to log in as a student. See step #1 above.

Help

Please visit our [SoftChalk Support](#) webpage. For purchase information, please contact sales@softchalk.com.

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2016 2017 2018 2019 2020

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