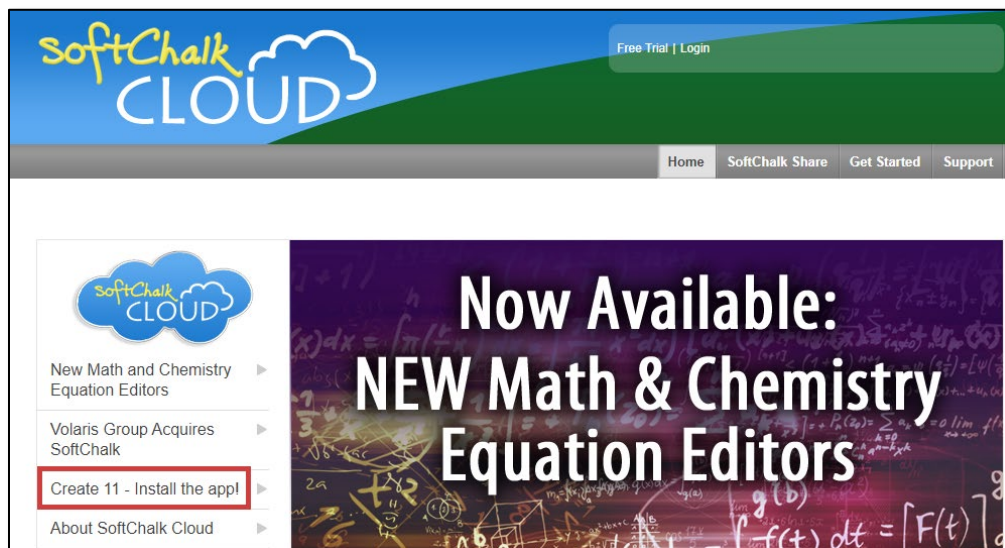


SoftChalk Create Cloud – Publish Accounts – Creating

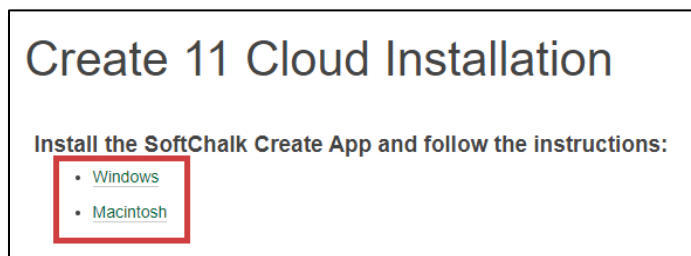
With a SoftChalk Cloud account, instructors can create and save content to the Cloud and put hyperlinks or LTI links to the content in Blackboard. The Manage Publish Accounts feature is for those who want to publish their content directly to Blackboard.

Download and Install SoftChalk Create Online

1. Go to <http://softchalkcloud.com>).
2. In the left side menu, select **Create 11 – Install the app**.



3. On the *Create 11 Cloud Installation* page, follow the instructions for either **Windows** or **Macintosh**.



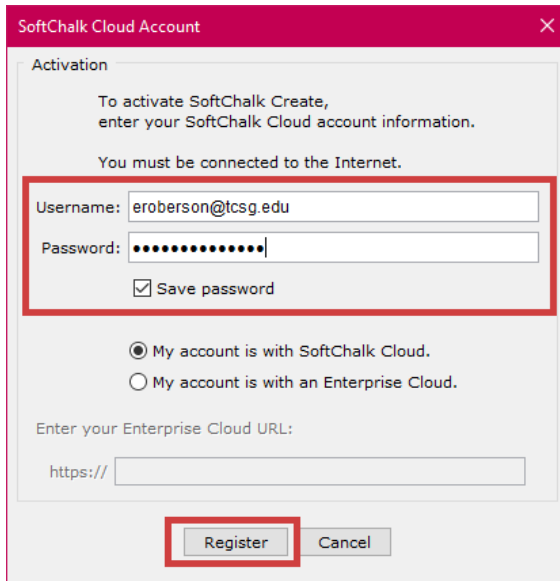
4. The SoftChalk Create icon will appear on the desktop.



Creating a Publisher Account

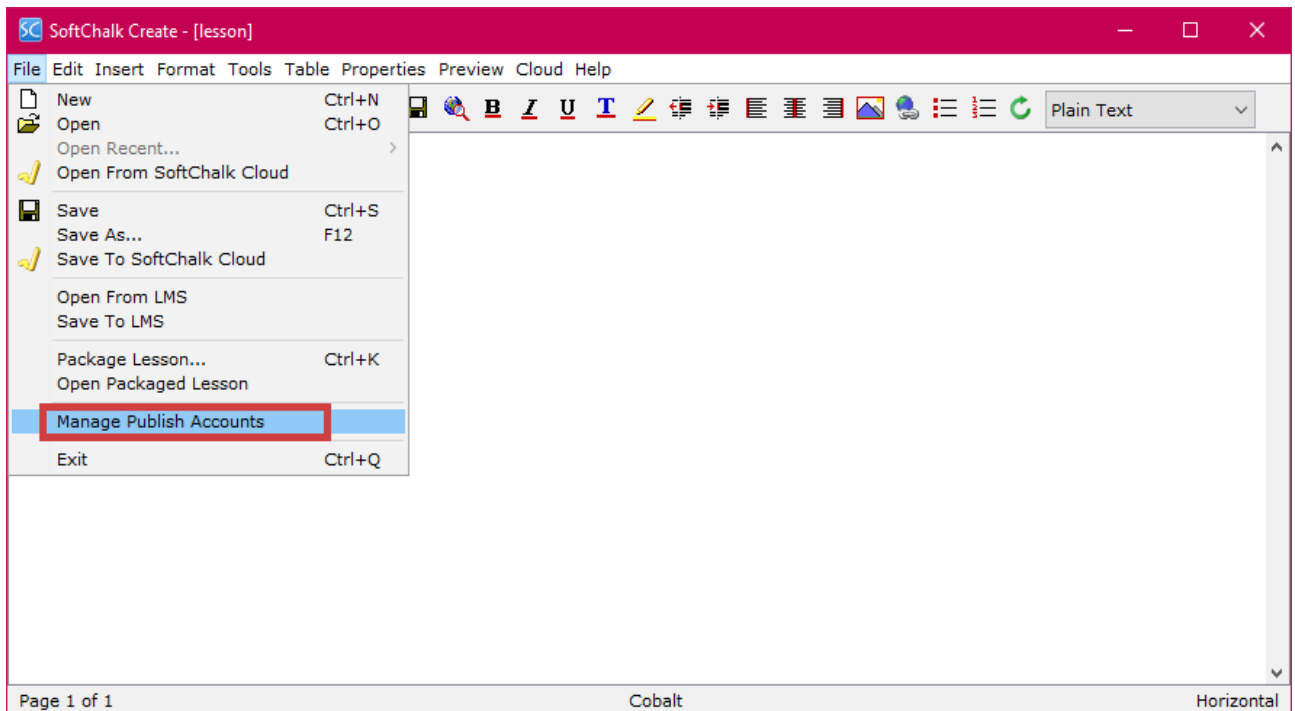
NOTE: Before accessing SoftChalk Create, instructors must have a SoftChalk Cloud account. Follow the instructions in the handout [SoftChalk Cloud – Account – Requesting](#) to request an account.

1. Select the SoftChalk Create icon from the desktop.
2. Activate SoftChalk Create. Enter SoftChalk Cloud account credentials and select Register. This only has to be done once.

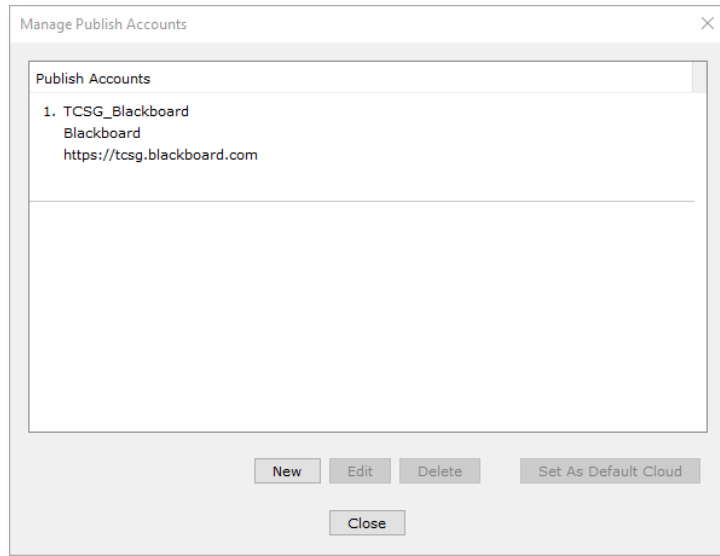


The image shows a dialog box titled "SoftChalk Cloud Account" with a close button (X) in the top right corner. The dialog is divided into two main sections. The top section, labeled "Activation", contains instructions: "To activate SoftChalk Create, enter your SoftChalk Cloud account information." and "You must be connected to the Internet." Below this, there are input fields for "Username:" (containing "eroberson@tcsg.edu") and "Password:" (masked with dots). A checkbox labeled "Save password" is checked. The bottom section contains two radio buttons: "My account is with SoftChalk Cloud." (selected) and "My account is with an Enterprise Cloud." Below these is a label "Enter your Enterprise Cloud URL:" followed by a text field containing "https://". At the bottom of the dialog are two buttons: "Register" and "Cancel". The "Register" button is highlighted with a red rectangle.

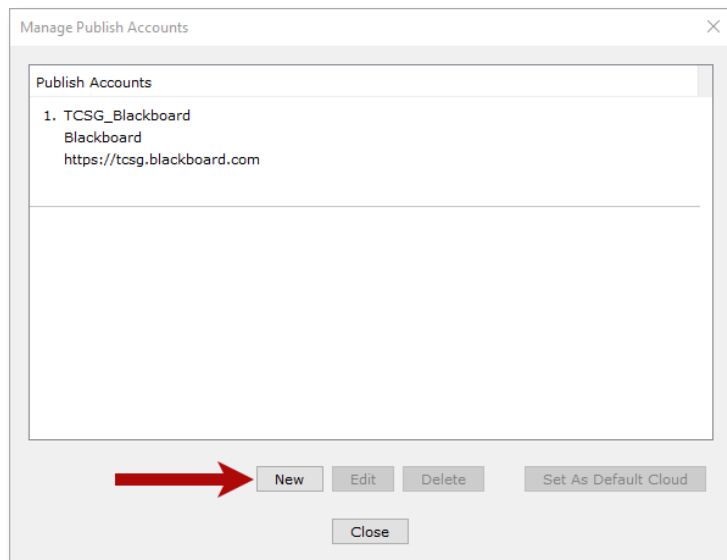
3. SoftChalk Create will open. Select File, then choose Manage Publish Accounts.



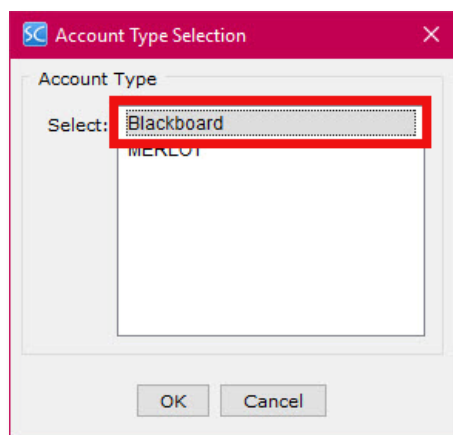
NOTE: Any publish accounts that have been created in the desktop version of SoftChalk Create 11 will appear in the Manage Publish Accounts window.



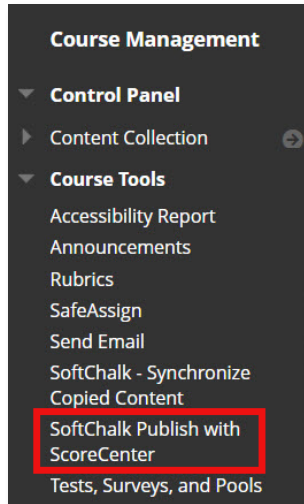
4. To create a new account, select the New button.



5. In the Account Type window, choose Blackboard, then select OK.



6. In the Blackboard Account window, enter the following:
 - a. Descriptive name – Enter a name that describes the account.
 - b. Server address – Enter the Blackboard environment url.
 - c. Access code – Log into Blackboard to get a personal access code.
 - i. Log into Blackboard and open a course.
 - ii. From the Control Panel, select Course Tools, then choose SoftChalk Publish with ScoreCenter.

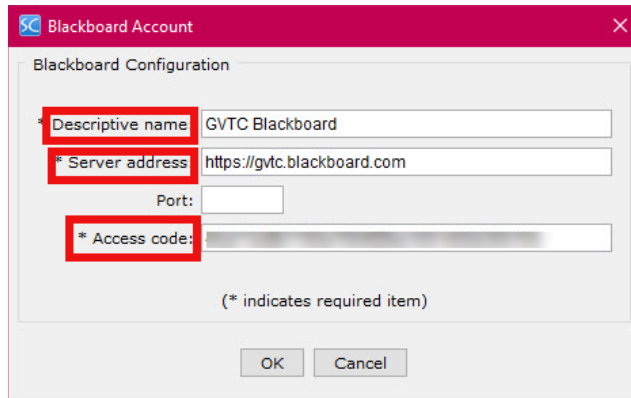


- iii. On the SoftChalk Access Code Configuration page, select Submit.

The image shows a web form titled 'SoftChalk Access Code Configuration'. It has a section for 'ACCESS CODE' with a text input field. Below the field, there is a paragraph of instructional 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.' At the bottom right, there are two buttons: 'Cancel' and 'Submit'. A red arrow points directly to the 'Submit' button.

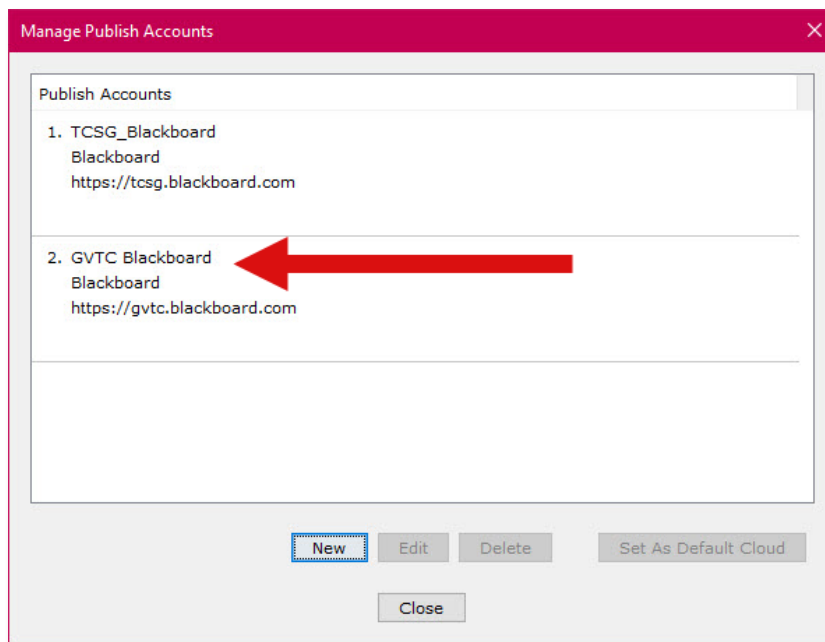
The image shows a web page titled 'SoftChalk Access Code'. It displays a message: 'The unique access code below has been generated for use in SoftChalk.' Below this message, a unique alphanumeric access code is shown and highlighted with a red rectangular border. Below the code, there are instructions: '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, there is a note: 'Your SoftChalk will be linked to your Blackboard identity and you may publish to any of your Blackboard courses. You will need to repeat this process if you have other computers with SoftChalk.' and a link: 'For more information, see the SoftChalk Blackboard 9.0/Blackboard 9.1 Integration Guide'.

- v. Paste it into the Access Code field in the Blackboard Configuration window, then select OK.



The image shows a 'Blackboard Account' configuration window. It has a title bar with a close button. The main area is titled 'Blackboard Configuration'. It contains four input fields: 'Descriptive name' with the value 'GVTC Blackboard', '* Server address' with the value 'https://gvtc.blackboard.com', 'Port:' which is empty, and '* Access code:' which is empty. The asterisk indicates required items. At the bottom are 'OK' and 'Cancel' buttons.

- vi. The account will appear in the Publish Accounts list. Select Close.



The image shows a 'Manage Publish Accounts' window. It has a title bar with a close button. The main area is titled 'Publish Accounts'. It contains a list of two accounts: 1. TCSG_Blackboard Blackboard https://tcsq.blackboard.com and 2. GVTC Blackboard Blackboard https://gvtc.blackboard.com. A red arrow points to the second account. At the bottom are buttons for 'New', 'Edit', 'Delete', 'Set As Default Cloud', and 'Close'.

7. SoftChalk lessons can now be published to Blackboard using the account.