

SoftChalk – Basics – Using with Blackboard

Important Zip Information

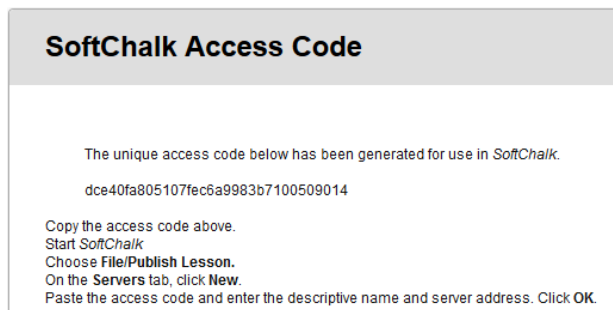
- There is a specific way to publish SoftChalk files to Blackboard to ensure that the content works after a course is copied. Do not use the export zip/import zip method to load the content or the SoftChalk files will break when copied to a new course.

Tips Regarding SoftChalk Package Sizes

- Do not load video files directly into the SoftChalk software. This method will make your package files very large very quickly which has a significant impact on the available course quota. Also, this method will require students to download the videos to be able to watch them. Host the videos on an external site (designed for streaming) and embed them using the widget tool into the SoftChalk package [*directions at the end of this handout*]. This helps with course size and provides streaming options for students.
- When inserting images into your SoftChalk, have the images appropriately sized for the content to be displayed. Using large images could result in larger package sizes as well as a slower load of the page for students. If a large image size is used, select the **Optimize Image** button and the image will be scaled down proportionately to a more appropriate size. Always look for the **Green Dot Good** below your image for a successful image size.

Authenticating SoftChalk with your Blackboard User Identity (One Time Setup)

1. Retrieve your unique code from Blackboard.
 - a. Log into a course. It does not matter which one.
 - b. Under the **Control Panel** → **Course Tools** choose **SoftChalk Publish with ScoreCenter**. (*If this option does not appear under Course Tools go to Customization and Tool Availability to turn the tool on.*)
 - c. This loads the **SoftChalk Access Code Configuration** screen which allows you to authenticate your Blackboard user identity to the software. Select the **Submit** button. (*If you access this screen again after generating the initial code it will generate a new code and you will need to modify any saved configurations in SoftChalk with the new code.*)
 - d. **Copy the unique access code.** (*Save it to a file if you have other computers you will be using SoftChalk on as this will need to be done on each computer.*)



2. From SoftChalk select the **File** menu. Choose **Manage Publish Accounts**
3. Select the **New** button to add the Blackboard server. Select **Blackboard** as the **Account Type**.
 - a. Enter a Descriptive Name
 - b. Enter the Blackboard Server Address (*This is your school login URL for Blackboard.*)
 - c. Enter the Access Code generated in Step 1.

- d. Select the **Ok** button then select the **Close** button.
4. You are now ready to Publish SoftChalk packages to Blackboard.

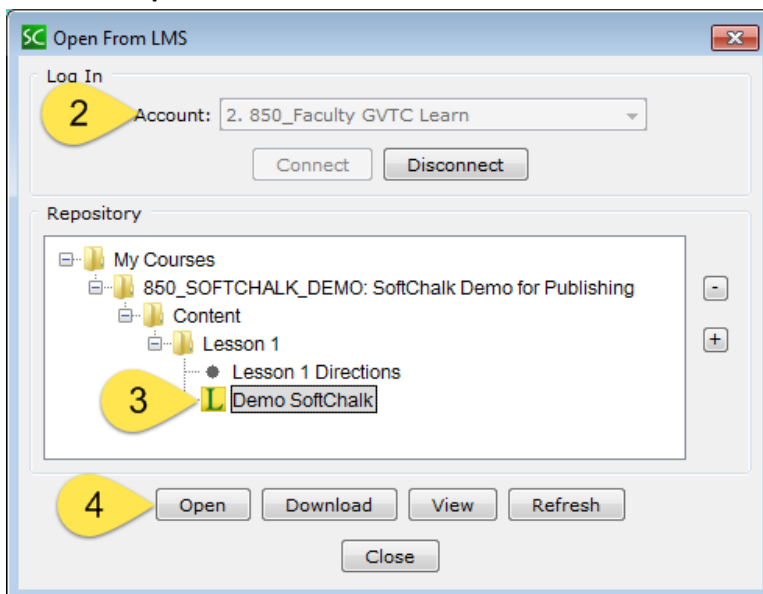
How to Publish SoftChalk Content to Blackboard

1. Open your SoftChalk package. (*If you are opening the package from your desktop or other storage location remember that you select the index.html file to open the package.*)
2. Select the **File** menu. Choose **Save to LMS**.

3. In the **Account** dropdown, you should see the Server you setup when you authenticated your account. Give the system a moment to load all your course data; this could take a few minutes.
4. Under Save **choose your format**:
 - a. **Zip** – Use this option if the package does not need to be attached to the Grade Center.
 - b. *Scorm 2004 – DO NOT USE*
 - c. **ScoreCenter** – Use this option if the package has a point value and should be attached to the Grade Center.
5. Enter the **Item name**. This is the name that will appear for the item inside the course.
6. From the **Repository** list on the right, choose the **course and location** to Publish the package to. *(Selecting the + sign next to a course will let you browse the courses structure.)*
7. Select the **Save** button. *(You will see a status box appear that shows the upload package size. Watch these numbers and keep them in mind as you think about your course size.)*
8. When the upload is finished a pop-up box will appear letting you know that your content has been published. Select the **OK** button.
9. Select the **Close** button.

How to Edit a Published Package Straight from Blackboard

1. Select the **File** menu. Choose **Open from LMS**.
2. In the **Account** dropdown, you should see the Server you setup when you authenticated your account. Give the system a moment to load all your course data; this could take a few minutes.
3. Browse the **Repository** to find your course and then **locate the specific SoftChalk package** that needs to be edited. Select the **SoftChalk item name**.
4. Select the **Open** button.

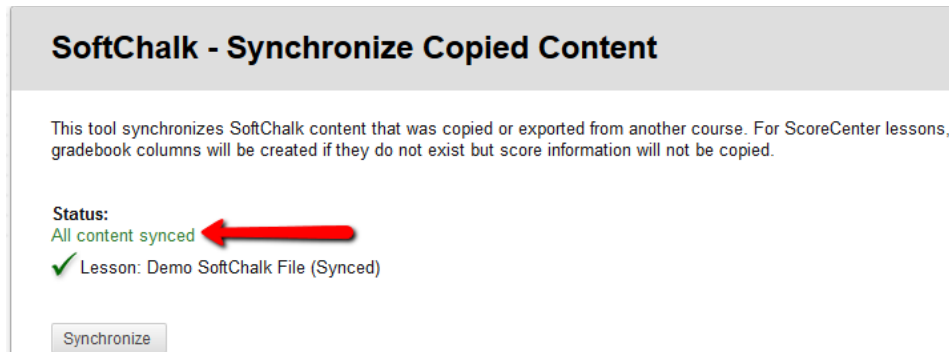


5. Make any necessary edits.
6. Select the **File** menu. Choose **Save to LMS**.
7. Note that all your decisions from the initial upload are populated (name, location, etc.) Select the **Save** button to upload the changed files.
8. A pop-up will appear letting you know the selected item will be replaced (this is correct method). Select the **OK** button.

- When the upload is finished a pop-up box will appear letting you know that your content has been published. Select the **OK** button.
- Select the **Close** button.

What to do After a Course is Copied

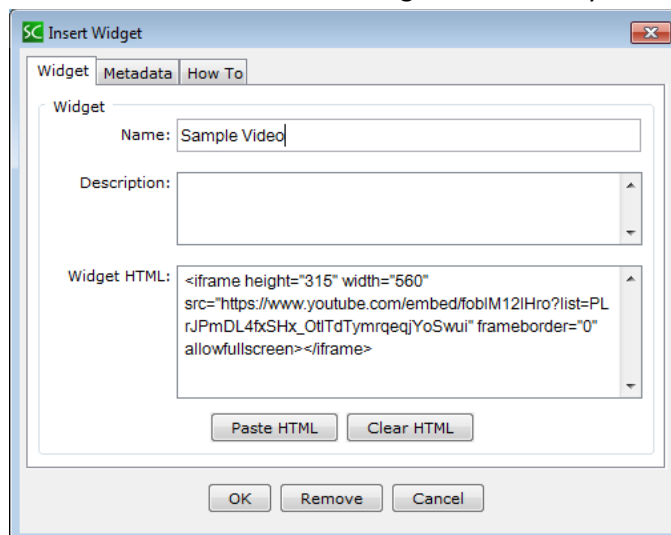
- Go into the course that has received the copied content.
- Under the **Control Panel** → **Course Tools** choose **SoftChalk – Synchronize Copied Content**. *(If this option does not appear under Course Tools go to Customization and Tool Availability to turn the tool on.)*
- Select the **Synchronize** button.
- Wait until all items have a **green checkmark** and the message **All content synced** appears.



- Select the **OK** button in the bottom right-hand corner.

How to Embed a Video into SoftChalk

- Insert the cursor where you want the embedded video to appear.
- Select the **Insert** menu. Choose **Widget**.
 - Provide a **name** for the video.
 - Paste the embed code in the widget HTML box by selecting the **Paste HTML** button.



- Select the **OK** button.