

The Center for Teaching, Learning, & Technology

Instructional Technology Workshops



Softchalk Create 8

Albert Robinson / Delwar Sayeed

Faculty and Staff Development Programs



**Colston Hall Room 226
718-289-5100 ext. 3142**

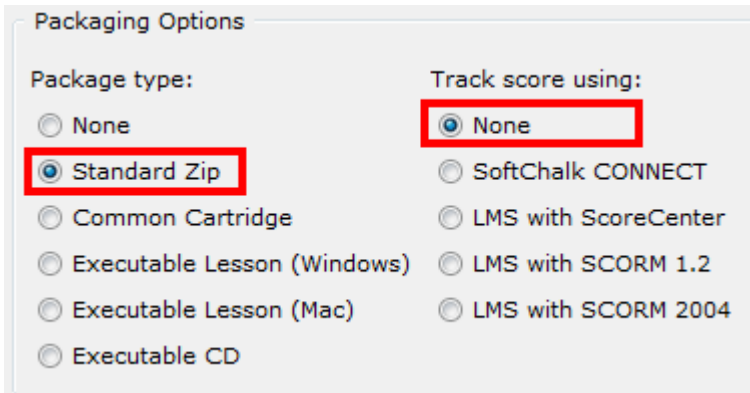
WORKSHOP OUTLINE

- Getting Started
- Create a New Lesson / Create a Multi-page Lesson
- Style a Lesson
- Save a Lesson
- Preview a Lesson
- Open a Lesson
- Rename a Lesson
- Back Up a Lesson and Select a Previous Revision
- Sidebars
- Table of Contents
- Insert and Remove a Hyperlink
- Insert a Hyperlink to another File
- Internal Links (Bookmarks)
- Insert an Image
- Insert Media (Sound, Animation or Video)
- Insert Text Annotations (TextPoppers)
- Insert Quiz Items, Activities, Widgets and iFrames
- Spell Checker
- Find or Replace
- Nested List
- Distribute or Project a Lesson

Upload to Blackboard 9.1 in Standard Zip Format

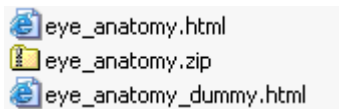
In SoftChalk: Package a Lesson

1. Within your lesson in **SoftChalk Create**, choose **File/Package Lesson**. Under **Package type**, choose **Standard Zip**. Under **Track score using** choose **None** (see below).



Within your lesson in **SoftChalk 6 or lower**, choose **File/Package Lesson/Zip Format**. (If this option is disabled, then save your lesson or open a lesson.)

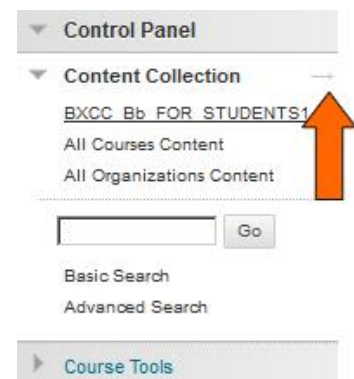
2. Your packaged file has your lesson name with a .zip extension. (If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper icon with your lesson name.) **This zip file is located within your lesson folder**. Notice the **eye_anatomy.zip** 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.

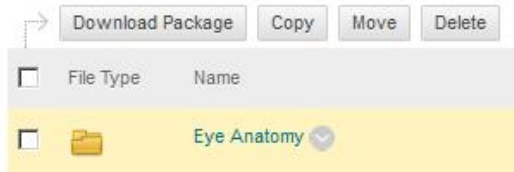


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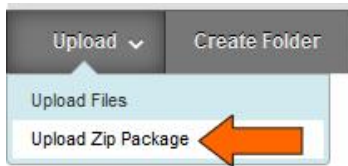
4. Click **Create Folder** (a new folder is needed for every Zip file). Type a folder name and click **Submit** (see below).



5. Locate the folder (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 from the **Upload** dropdown menu select **Upload Zip Package** (see below).




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

1. File Information

Browse to select a file to upload.

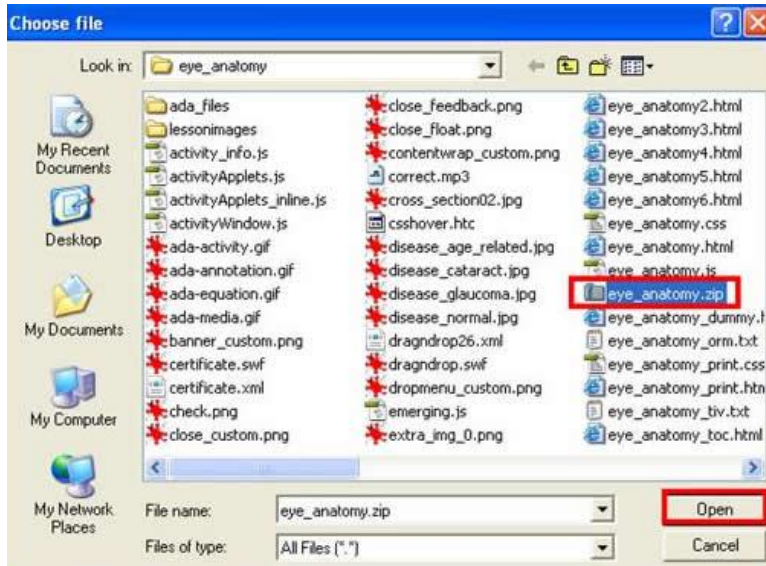
* File  No file selected.
 If selected, the system automatically overwrites the existing file with the same name.

Select File Name Encoding *Change this setting only if the package contains files with names that are encoded using*



8. Navigate to your lesson folder and open it. Click on your .zip file to select it and click **Open**.

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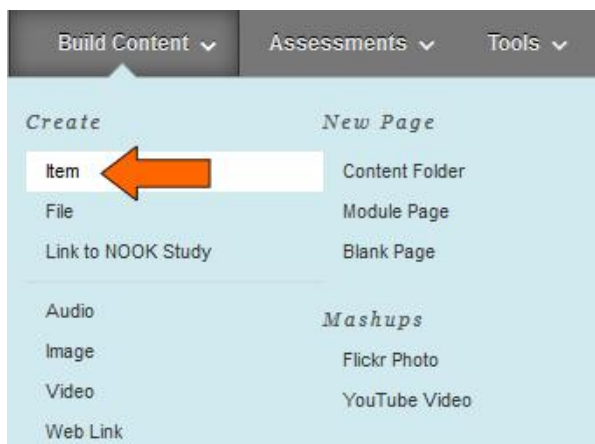
9. Leave the File Name Encoding at Default (UTF-8).

10. Click **Submit**.

11. At the top left select a content area such as **Course Documents** (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.



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



Softchalk Create

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

1. Content Information


* Name

Color of Name Black

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

2. Attachments


*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the co*

Attach File 

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

<input type="checkbox"/>	Type	Name 
<input type="checkbox"/>		Eye Anatomy 

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

<input checked="" type="checkbox"/>	Type	Name 
<input checked="" type="checkbox"/> 		index.html

17. Scroll down and click **Submit**.

18. 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**.

19. Scroll down and click **Submit**.

In Blackboard: View Your Lesson

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

Course Documents

Build Content  Assessments  Tools  Partner Content 

 **Eye Anatomy**

Attached Files: (0 B)