

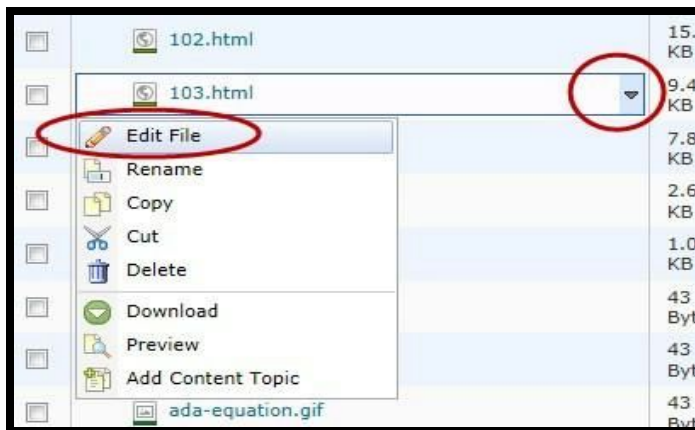
How to Edit SoftChalk in D2L

1. Log in to D2L.
2. Click on “Edit Course” in the far right hand corner.
3. Under “Site Resource” click on “Manage Files.”
4. Click on the name of the SoftChalk module you wish to edit.
5. You are looking for the name of the module + page number + html. For example, the name of this module is “10.” I want to edit the third page. Therefore, I am looking for 103.html.



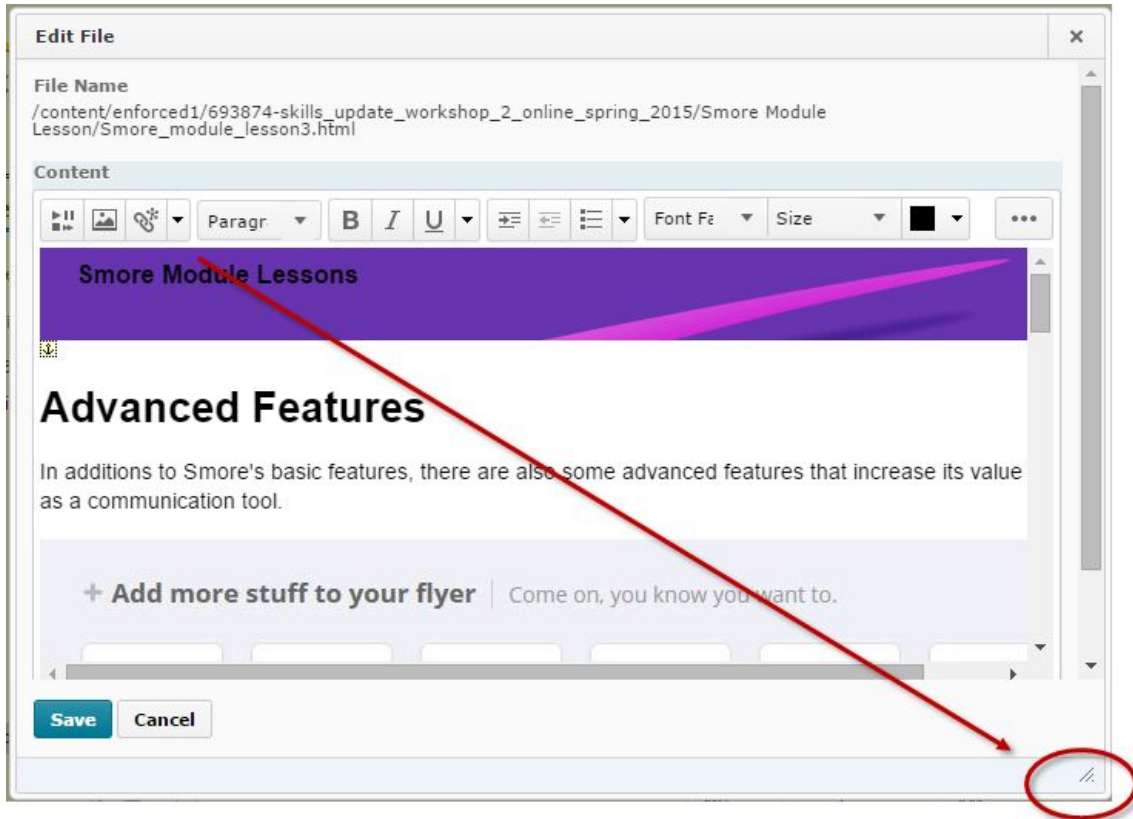
10_orm.txt	4.46 KB	Text File
10_print.css	1.26 KB	XML Document
10_print.html	9.5 KB	Web Page
10_tiv.txt	502 Bytes	Text File
102.html	15.39 KB	Web Page
103.html	9.47 KB	Web Page
104.html	7.82 KB	Web Page
activityApplet1.html	2.62 KB	Web Page
ada-access.gif	1.02 KB	Image
ada-activity.gif	43 Bytes	Image

6. Hold your mouse over the file you wish to edit. An arrow will appear on the right hand side. Click on it to see a drop down menu. The first option is “Edit File.” Click on it.

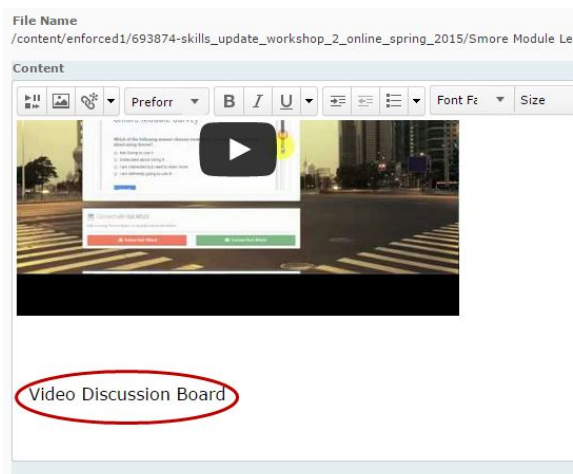


7. You may be asked at the bottom if only secure content should be displayed. Select “Show all content.” Doing so may restart your editing process. If that happens, repeat steps 4-6.

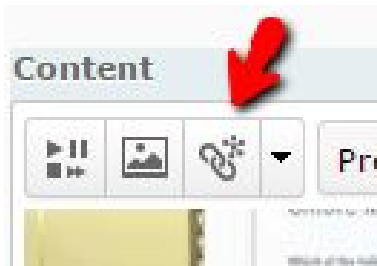
8. Now you will see your SoftChalk page in a box titled "Edit File." You can tug on the right bottom corner to make the box bigger.



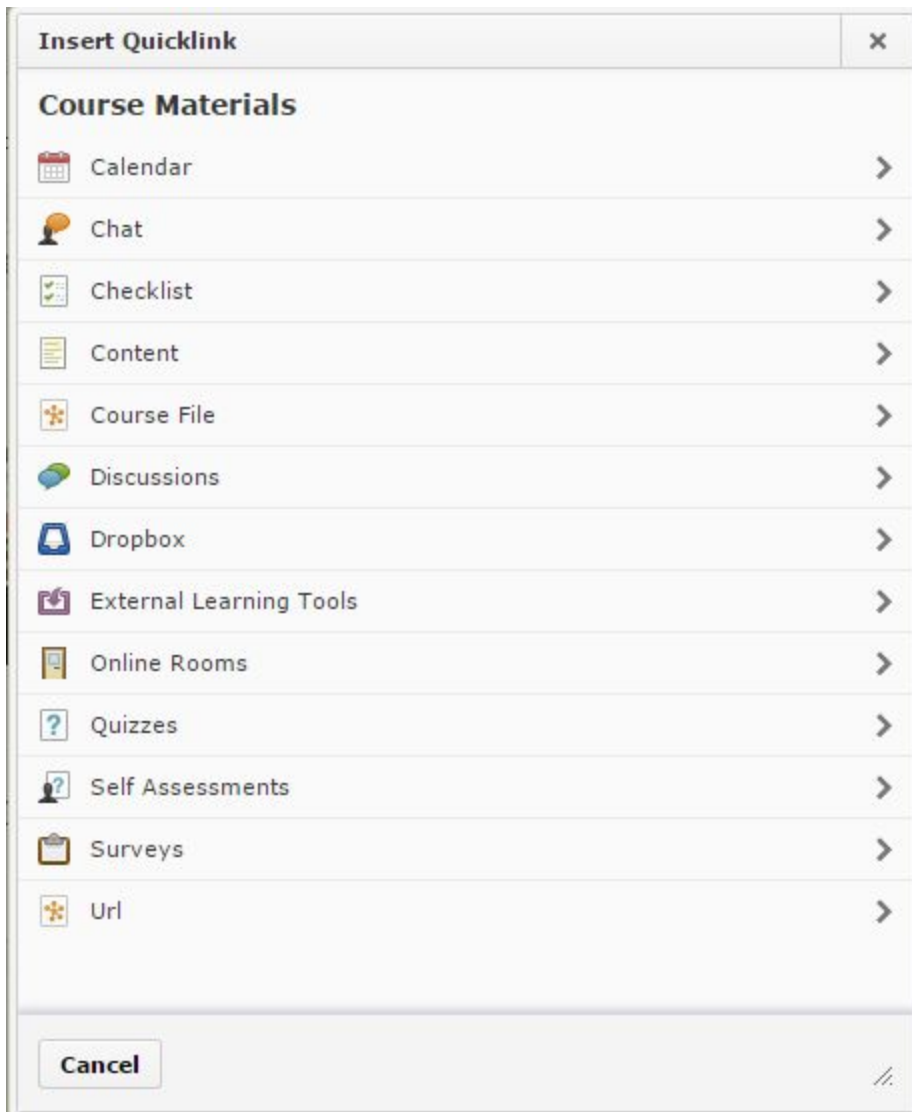
9. To add an item (quiz, discussion board, dropbox) from D2L, click in the document where you wish the addition to appear. Let students know what link you are adding by including a heading prior to the addition.



10. Then, scroll up to the top, and click on the link icon.

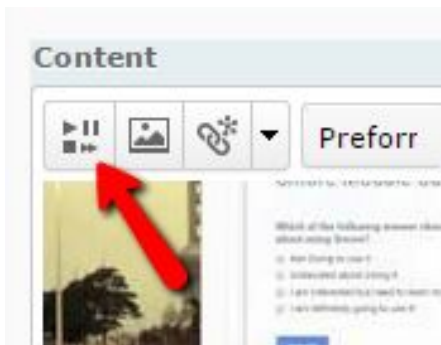


11. From here you can select the link you wish to add.

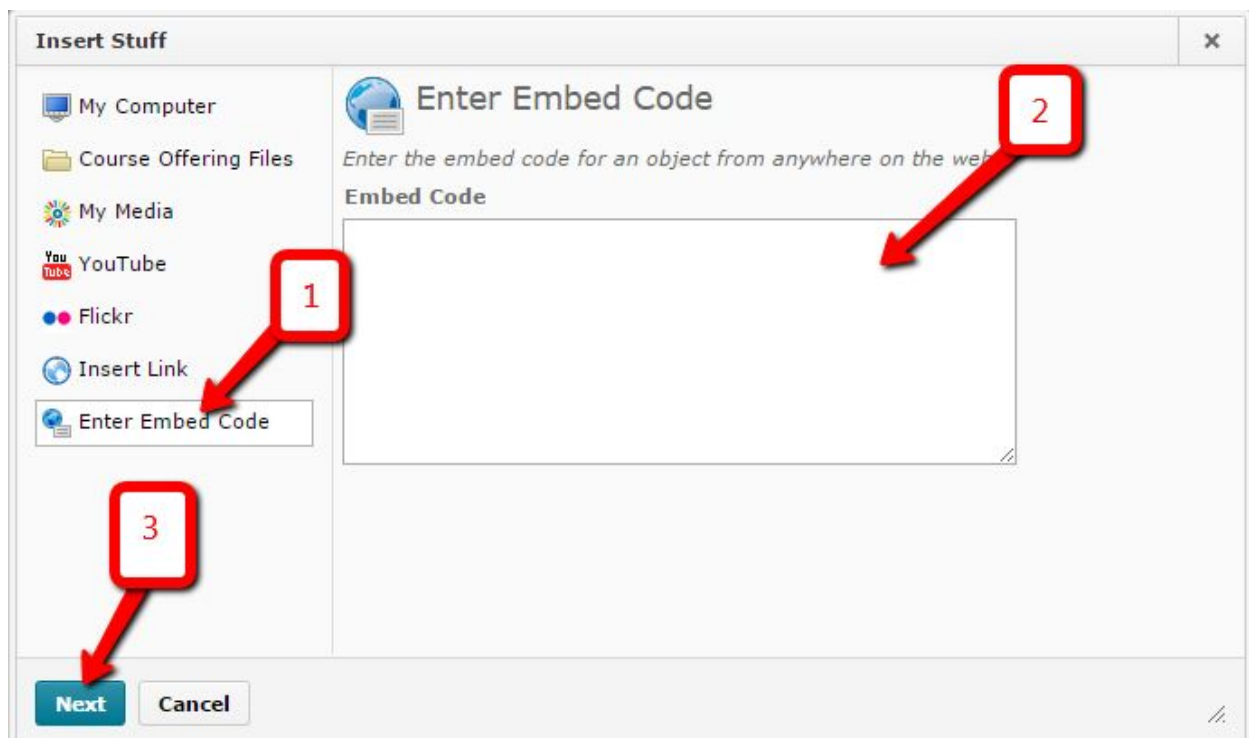


Click "Save" when you have added the link.

12. If you wish to embed a video into your softchalk, first click the “add stuff” button at the top. It’s the one with symbols for play, pause, stop, and fast-forward.



13. Now click on “Enter Embed Code” (1), paste in the embed code you got from your video site (2), and click “Next” (3).



14. If you get a “we blocked this for you” message, just click “Allow” and then click “Insert.”



15. Make sure you click “Save”!

Created by Dr. Tamara Powell, February 2014

Updated by James Monroe and Kali Alford, June 2015