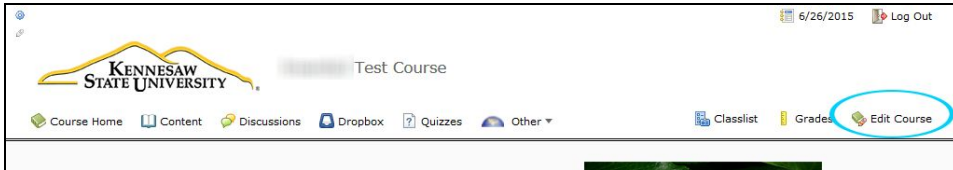
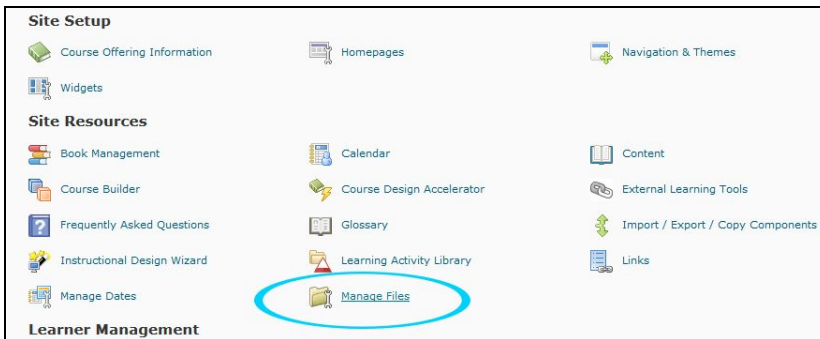


Getting SoftChalk files into D2L

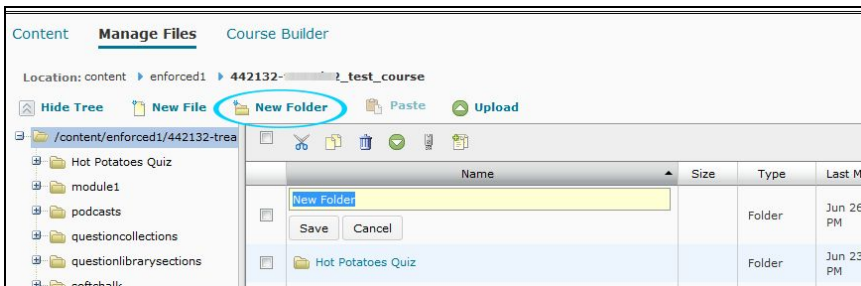
1. In your D2L course, click “Edit Course” at the far right.



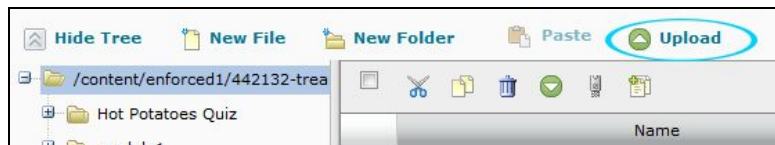
2. Click “Manage Files” under “Site Resources.”



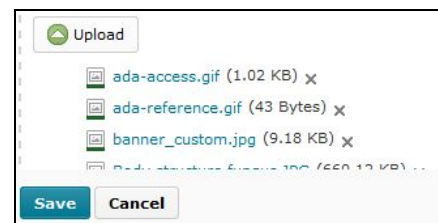
3. Click “New Folder” and type in a name for your SoftChalk lesson, then click “Save.”



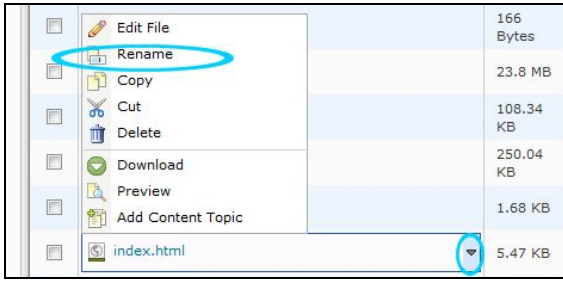
4. Click on the name of the folder you just created and then click “Upload” at the top of your files list.



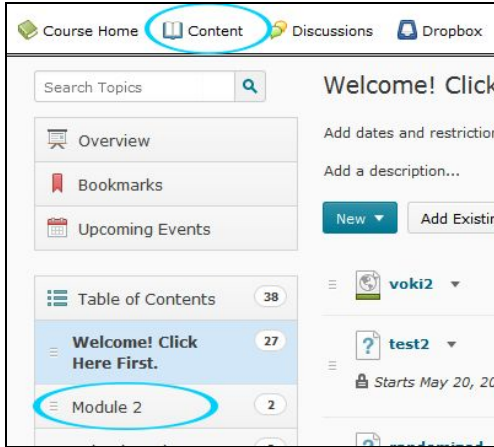
5. Click “Upload” in the pop-up to find your SoftChalk file. It will be a folder. Select everything in the folder and then click “Open.” If it is a large file, you will see a progress bar as it uploads. When it is finished uploading, you will see a list of the files. Click “Save” at the bottom.



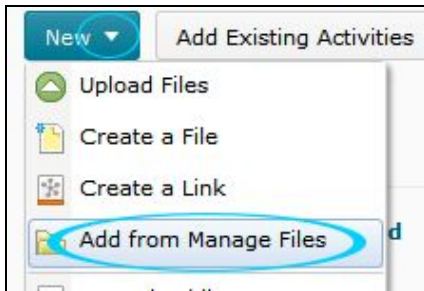
6. Scroll through the list of files in the folder until you see “index.html” – click the drop-down arrow next to it to rename this to something you can remember as the name of this lesson.



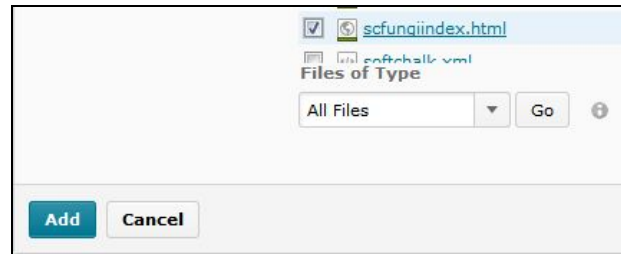
7. Click on “Content” at the top and then click on the module you want to put this quiz in.



8. Click on the drop-down arrow next to “New” and click “Add from Manage Files.”



9. Click on your SoftChalk lesson folder, then click the checkmark next to the file you just renamed as your lesson file, and click “add.”



You're all set!

Instructions created by James Monroe, June 2015