

# Softchalk Cheatsheet

## Downloading Softchalk and Licensing

1. Go to <http://apps.kennesaw.edu>, log in with your netid and password.
2. Click **KSU Software Downloads**.
3. Click **My Available Downloads**.
4. Click **View Files** next to Softchalk 9.
5. Click **Download File** next to Mac or Windows (whichever you are using). Keep the browser window open.
6. Install Softchalk as you would any program.
7. Open Softchalk.
8. Click **Help**.
9. Click **Enter License**.
10. Back in your browser, click **Download File** next to Licensing Information.
11. Enter the licensing information into Softchalk as shown on the file you downloaded. Enter your user information. Click **OK**.

## Important Step for Files

1. Before starting to edit your Softchalk, click **File**, then click **Save As**.
2. Navigate to where you want to save it, and give it a name. Click **Save**.
3. Open your file management program (File Explorer in Windows, Finder in iOS).
4. Navigate to where you saved your Softchalk. Your saved Softchalk will be a folder with a bunch of files in it. In that folder, save any PDFs, images, or other files you plan on inserting into your Softchalk. Anything that is not already online will need to be in this folder to work.

## Choosing a Style, Editing a Style

1. Back in Softchalk, click **Properties**, then click **Style Properties**.
2. Choose a style that you like from the options on the right.
3. Click **Title & Layout**.
4. Give your Softchalk a title and subtitle as desired. This will appear in the header bar.
5. Where it says "Text: Created with SoftChalk," add in "by (your name)" as desired. This will appear at the bottom of the page.
6. Choose which side you want the sidebar to appear, then choose what kind of TOC you want.
  - a. Table of Contents page will create a front page with the whole TOC on it.
  - b. Rollover menu in a sidebar will create a rollover button that pulls out the TOC when you mouse over it.
  - c. Dropdown menu at top of page will create a dropdown menu with the TOC in it.
7. Choose your navigation options.
  - a. Arrows will put front and back arrows on the page
  - b. Page numbers will include page numbers
  - c. "On This Page" sidebar will include a TOC of the headings on the page
  - d. "Include bottom navigation" will include a next page and previous page button.
8. Choose whether to include the Print button.
9. Click **OK**.

## Text, Headers

The dropdown menu on the right with the default of “Plain Text” is where you choose your text style. If you use this for the different level headings, your TOC will automatically populate and the document will be more accessible for screen readers. Plain Text is the same as paragraph text.

## Images

1. Click **Insert**, then click **Image**.
2. Click **Select Image**.
3. Navigate to your folder with the Softchalk files in it, and choose the image you want.
4. Where it says Alternative Text, type in a brief description of the image for screen readers. If it is a long description, use the Long Description box.
5. To make text wrap around the image, click the Align dropdown and choose which side you want the image to be on. If you do not want to wrap text, leave it as **none**.
6. Click **OK**.

## Videos

### Embedding Videos (i.e. YouTube)

1. Go to YouTube or wherever the video is hosted and copy the embed code provided.
2. Click **Insert**, then click **Widget**.
3. Name and describe it for screen readers, then paste the embed code where it says Widget HTML. Edit the height and width from within the code as needed.
4. Click **OK**.
5. You will see a small widget box. That is fine, and it will not reflect the video or the size it should be. To preview, click **Preview**, then **View in Browser**.

### Inserting .mp4 Video Files

1. Click **Insert**, then click **Media**.
2. Click **Video**, then click **Select File**.
3. Navigate to your folder with the Softchalk files in it, and choose the video you want.
4. Choose to insert it as a **linked file** (it will download to their computer or open in another window, depending on the student’s computer settings) or as an **inline player** (will appear embedded).
5. Give it a width and height.
6. Describe it for screen readers.
7. Click **OK**.

## Links

### Links to Websites

1. Highlight the text or image you want to link.
2. Click **Insert**, then click **HyperLink**.
3. Type the URL into the box provided.
4. Choose whether to open in a new window or not.
5. Click **OK**.

## Links to Documents

1. Highlight the text or image you want to link.
2. Click **Insert**, then click **HyperLink**.
3. Click **Select File**.
4. Navigate to your folder with the Softchalk files in it, and choose the document you want.
5. Choose whether to open in a new window or not.
6. Click **OK**.

## Self-Check Quizzes and Activities

### 1 Quiz Question

1. Click **Insert**, then click **QuizPopper**.
2. Choose the type of quiz question you want.
  - a. T/F: Type the statement, then choose the correct answer.
  - b. Multiple Choice: Type the question, type the answers, and choose the correct answer.
  - c. Multiple Answer: Type the question, type the answers, and choose the correct answers.
  - d. Matching: Type the items, then type the matches in the corresponding boxes to their matches (1:1, 2:2, etc.)
  - e. Ordering: Type the options, then use the dropdowns to set the correct order.
3. Click **OK**.

### A Group of Quiz Questions

1. Click **Insert**, then click **Quiz Group**.
2. Give the quiz group a name.
3. Select the type of question for the first question. Click **Add**.
4. Follow the instructions above (in 1 Quiz Question) to fill in the question.
5. Click **OK**.
6. Repeat steps 3-5 as needed.
7. Click **OK**.

## Activities

Under Insert, then Activity, there are tons of different types of activities. If you would like to do one, and need help with it, please contact your instructional designer. For CHSS, that is Tiffani Reardon @ [treardo2@kennesaw.edu](mailto:treardo2@kennesaw.edu)

## Finishing Up Your Softchalk

1. When you've finished your Softchalk, first click **File**, then click **Package Lesson**.
2. Verify that your title and subtitle are correct, then click **Standard Zip** under package type.
3. Click **OK**.
4. Find the folder you've saved all your stuff in, and click it once.
5. Click **OK**.
6. Click **OK**.
7. Click **File**, then **Save**.

## Putting it in D2L

1. Log into D2L and go into your course.
2. Click **Edit Course**.
3. Click **Manage Files**.
4. Click **New Folder**, name it.
5. Click the folder you've created.
6. Click **Upload**.
7. Click **Upload**.
8. Find the folder.
9. Click the .zip file.
10. Click **Open**.
11. When it is finished loading, click **Save**.
12. Hover over the .zip file and click the arrow that appears to the right.
13. Click **Unzip**.
14. Click **OK**.
15. Go to Content.
16. Go to the module you want the lesson in.
17. Click **New**, then click **Add from Manage Files**.
18. Find the folder you put the zipped file into.
19. Scroll through that folder until you find index.html.
20. Click the check box next to index.html.
21. Click **Add**.
22. Where "index" appears, click the arrow next to it and click **Edit Properties In-Place**.
23. Click the word "index," and edit the name to be what you want it to be.
24. Hit Enter on the keyboard.

For extended help, see the [CHSS Resources Toolbox](#), the [CHSS ODE Video Library](#), or contact your instructional designer. For CHSS, that is Tiffani Reardon @ [treardo2@kennesaw.edu](mailto:treardo2@kennesaw.edu).

Created by Tiffani Reardon, March 2016