



# **SoftChalk™ Canvas Integration Guide**

Updated October 12, 2023

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## Introduction

This guide covers linking to or uploading your SoftChalk lessons into the **Canvas** learning management system.

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## Links to SoftChalk FAQs, System Specs and Guides

For your instructors, you may want to post the URLs for our guides (see below). As we update the guides, the URLs will remain the same.

Item	Description and URL
<a href="#">SoftChalk FAQs</a>	Search our FAQs <a href="https://softchalk.atlassian.net/wiki/spaces/SKB/pages/196182576/SoftChalk+FAQs">https://softchalk.atlassian.net/wiki/spaces/SKB/pages/196182576/SoftChalk+FAQs</a>
<a href="#">System Specifications and Supported Browsers</a>	This web page lists the system specifications for instructors and students. <a href="http://softchalk.com/features/system-specifications">http://softchalk.com/features/system-specifications</a>
<a href="#">Canvas Admin – SoftChalk Link Selector set up FAQ</a>	This FAQ provides steps for the Canvas administrator to quickly set up the SoftChalk Link Selector. <a href="https://softchalk.atlassian.net/wiki/spaces/SKB/pages/2249228289/Canvas+Admin+-+Enable+the+SoftChalk+Link+Selector+App">https://softchalk.atlassian.net/wiki/spaces/SKB/pages/2249228289/Canvas+Admin+-+Enable+the+SoftChalk+Link+Selector+App</a>
<a href="#">Student Guide to SoftChalk Lessons</a>	This Student Guide includes a <b>Troubleshooting section</b> . <a href="https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2">https://softchalk.atlassian.net/wiki/download/attachments/200114368/studentguide.pdf?api=v2</a>
<a href="#">SoftChalk Create Guide</a>	SoftChalk Create is SoftChalk’s content authoring program. It is available in both a web launch version (as part of a SoftChalk Cloud Account - see the section <a href="#">SoftChalk Cloud</a> ) and in a desktop version. <a href="https://softchalk.atlassian.net/wiki/download/attachments/129532299/createguide.pdf?api=v2">https://softchalk.atlassian.net/wiki/download/attachments/129532299/createguide.pdf?api=v2</a>
<a href="#">SoftChalk Cloud Guide</a>	SoftChalk Cloud is an award-winning, multi-function platform that combines a learning object repository, content authoring and hosting and management features. <a href="https://softchalk.atlassian.net/wiki/download/attachments/129404604/cloudguide.pdf?api=v2">https://softchalk.atlassian.net/wiki/download/attachments/129404604/cloudguide.pdf?api=v2</a>

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## SoftChalk Cloud

As mentioned in the previous table, SoftChalk Cloud is an award-winning, multi-function platform that combines a learning object repository, content authoring and hosting and management features.

With a [SoftChalk Cloud](#) account, you can:

- **Create and update your content in one place** by logging into your SoftChalk Cloud account whether you are at work or at home. (SoftChalk Create is part of your Cloud account.)
- **Link to your content in many places.**
- **Search for content in SoftChalk Share (SoftChalk Cloud's public content repository)** and add it directly to your lessons. You can modify the content you find with a SoftChalk Cloud account.
- **Collaborate with other instructors on SoftChalk lessons.** For more details, see the section **Collaborate with Other Instructors on SoftChalk Lessons** in the [SoftChalk Cloud Guide](#).
- **Collect scores using the SoftChalk ScoreCenter Feature.** Grades from your SoftChalk lessons can appear within the gradebook of your learning management system.

### Volume Purchase or Purchase Order

To take advantage of volume purchasing (or if you plan to purchase a SoftChalk Cloud account with a purchase order), please contact [sales@softchalk.com](mailto:sales@softchalk.com).

### Enterprise SoftChalk Cloud

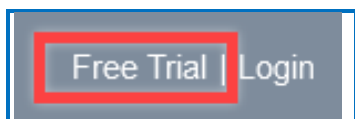
Your institution also has the option to purchase an [Enterprise SoftChalk Cloud](#). Please contact [sales@softchalk.com](mailto:sales@softchalk.com)

### Individual Purchase on the SoftChalk Cloud Website

A SoftChalk Cloud account is available as a yearly subscription. You can purchase a SoftChalk Cloud account on our [Buy Now](#) page. Fill out the information and submit your credit card information.

### Trial SoftChalk Cloud Account

Try out a SoftChalk Cloud account for 14 days. Click the **Free Trial** button (see above below) and fill out the information.



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## SoftChalk Lessons in Canvas

If you are a SoftChalk Cloud user, see the section [SoftChalk Cloud Users](#).

If you do not have a SoftChalk Cloud account and you are using the desktop version of SoftChalk, see the section [Desktop Users](#).

If you are a Canvas administrator, see the section [Canvas Administrator](#) for instructions on configuring and enabling the “SoftChalk Link Selector” tool. The Link Selector tool allows instructors to link their SoftChalk lessons directly into their Canvas courses and have student scores from those lessons pass directly into the Canvas gradebook. The SoftChalk Link Selector tool uses LTI (Learning Tools Interoperability) to integrate with Canvas.

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## SoftChalk Canvas Integration Guide Web Link

Please note the URL below for this guide. As we update this guide, this URL will remain the same.

[https://softchalk.atlassian.net/wiki/download/attachments/121995266/lms\\_canvas.pdf?api=v2](https://softchalk.atlassian.net/wiki/download/attachments/121995266/lms_canvas.pdf?api=v2)

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## SoftChalk Cloud Users

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### Overview: How SoftChalk Cloud Content Works with Canvas

- **Create Content:** you will use a SoftChalk Cloud account to create and save your lesson in the Cloud (see the [SoftChalk Cloud User Guide](#) for additional information about this). After creating and saving a lesson in SoftChalk Cloud, your lesson will be assigned a unique hyperlink that you can use to share your lesson with your students in Canvas.
- **Link Your Lesson:** you will use the SoftChalk Link Selector app to link your lessons into your Canvas course(s). Additional step-by-step instructions for the SoftChalk Link Selector are provided below. A single SoftChalk lesson can be linked into as many Canvas courses as you wish. If you wish to collect scores in your Canvas gradebook, student scores for your lesson will pass into each individual course gradebook.
- **Update Content:** if you should need to update your lesson, you will login to SoftChalk Cloud, edit your lesson, and save it. Immediately and simultaneously, all courses in Canvas that are using that lesson will be automatically updated.
- **Student Access:** your students do not need to have accounts on SoftChalk Cloud to use your SoftChalk content in Canvas. Students will login to your Canvas course and click on your SoftChalk lesson links to view your content. To the student, the content is seamless with Canvas and appears to be native Canvas content. If you are tracking student scores, the SoftChalk lesson scores will pass directly into the Canvas gradebook for students to view the same way they view native Canvas gradebook information.
- **Collect Scores:** Before linking your SoftChalk lessons into your Canvas course, you will decide if you want to collect scores from your students or if you want your lessons to be “practice” lessons and you do not need to collect scores. Each time you link a lesson into Canvas, you can decide whether or not to collect scores. Many instructors use both “scored” and “practice” lessons within a course.

NOTE: a single SoftChalk lesson can be linked into multiple Canvas courses simultaneously and can be set to report scores in some courses and set to not report scores in other courses. In other words, the same lesson can be used simultaneously in different ways in different courses.

To use SoftChalk Cloud lessons in your Canvas course, your lesson must be linked into your Canvas course. SoftChalk provides a Canvas app – SoftChalk Cloud Link Selector - that makes it easy to create these links.

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## Overview: SoftChalk Cloud Link Selector app

After creating your lesson in SoftChalk Cloud, you will use the SoftChalk Link Selector app to link your lesson(s) into your Canvas course(s).

The SoftChalk Link Selector app is an LTI (Learning Tools Interoperability) tool and must be installed and configured by your Canvas administrator before it is available for use by Canvas instructors or course creators.

When enabled, SoftChalk Link Selector allows instructors and course creators to quickly access their content on the SoftChalk Cloud, browse for saved content, and integrate that content into Canvas LMS as both scored and on-scored lesson links.

The Link Selector app establishes a secure connection between an instructor's Canvas account and their SoftChalk Cloud account. When Link Selector is accessed from Canvas, it will automatically connect the instructor to their SoftChalk Cloud account and allow them to browse and select their SoftChalk content without needing to leave the Canvas platform.

Using the Link Selector tool, the instructor can link content into their Canvas course in two ways – as scored content (content that reports student score results into the Canvas gradebook) or as unscored content.

See the next section for step-by-step instructions for adding either Scored Lessons or Non-Scored Lessons to your Canvas Course.

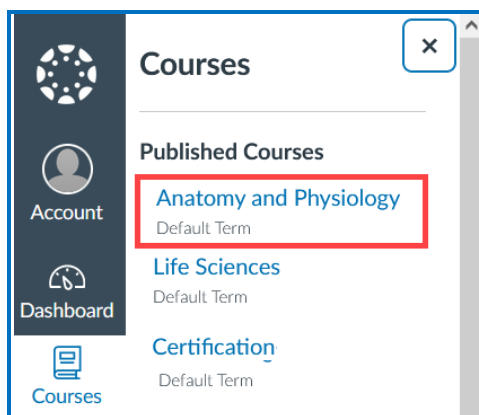
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## Adding Scored Lessons using Link Selector

This section describes how to add scored SoftChalk lesson links into your Canvas course using the SoftChalk Link Selector app. It is assumed that you have already created your SoftChalk lesson and saved it into your SoftChalk Cloud account.

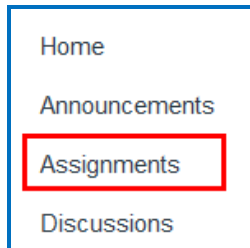
**IMPORTANT:** Within your lesson in SoftChalk Create, be sure to **assign points to each QuizPopper and Activity**. (In the main editing window of your SoftChalk lesson, right-click on the QuizPopper or Activity and choose **Modify QuizPopper** or **Modify Activity** to assign points.)

1. Log into your Canvas account and choose your course (see below).



2. At the left, click **Assignments** (see below).

**IMPORTANT:** If you put the SoftChalk content into another area such as Modules, the **scores will NOT integrate** with the Canvas gradebook.

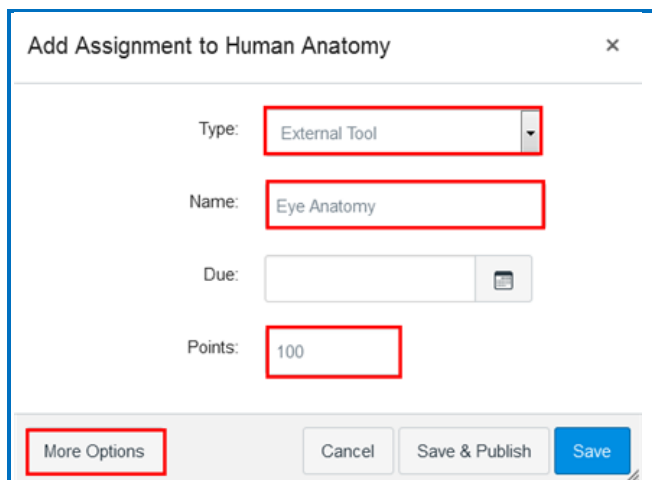


3. Click on a + sign to add your SoftChalk content (see below).



4. For the **Type**, select **External Tool** from the dropdown menu. Enter a Name.

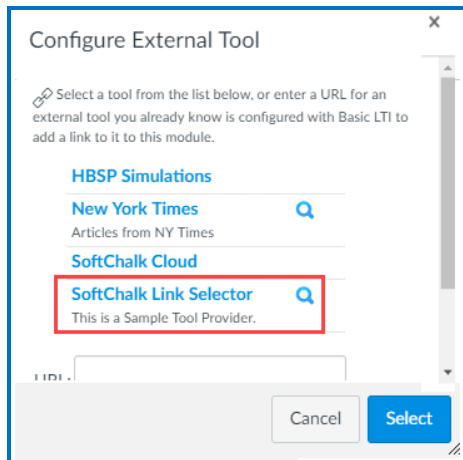
**IMPORTANT:** In the points area, enter the total number of points for the lesson (see below). Then click **More Options**.

A screenshot of the 'Add Assignment to Human Anatomy' dialog box. The 'Type' dropdown menu is set to 'External Tool'. The 'Name' field contains 'Eye Anatomy'. The 'Points' field contains '100'. The 'More Options' button is highlighted with a red rectangular box. Other buttons at the bottom include 'Cancel', 'Save & Publish', and 'Save'.

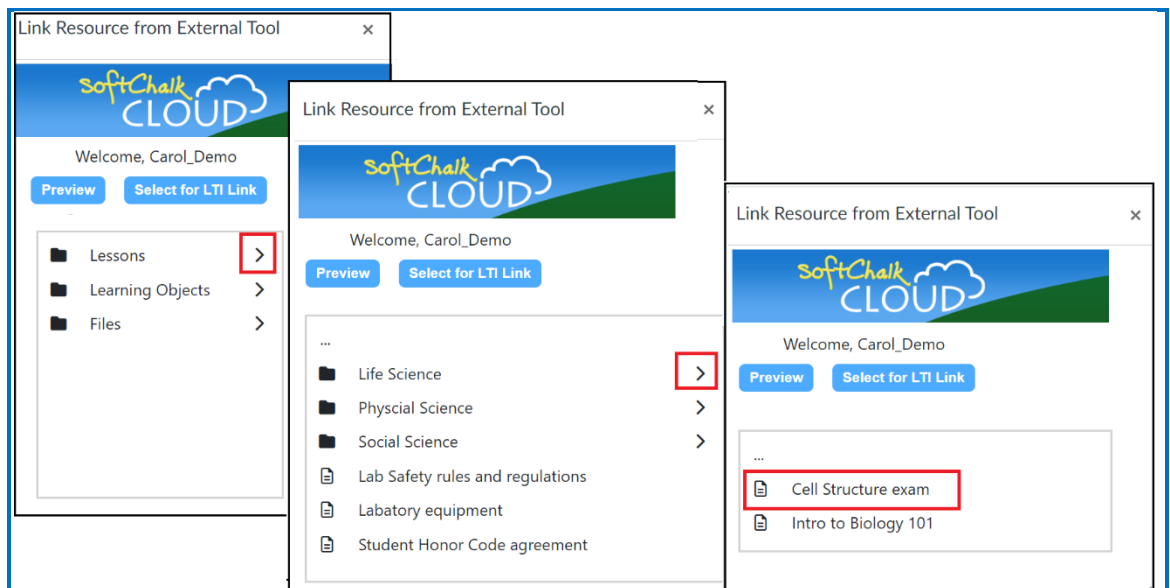
5. Scroll down your screen to the **Submission Type** area and confirm the **External Tool** is selected. In the **Enter or find and External Tool URL** field, click **Find**.



6. Select the **SoftChalk Link Selector**.

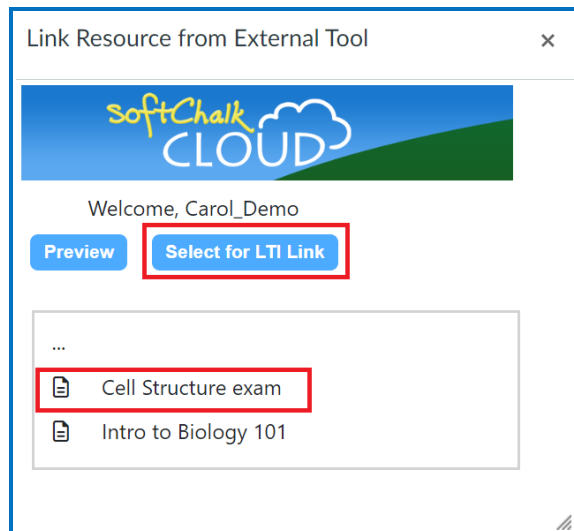


7. Expand the lesson folders of your SoftChalk Cloud account and select your lesson.

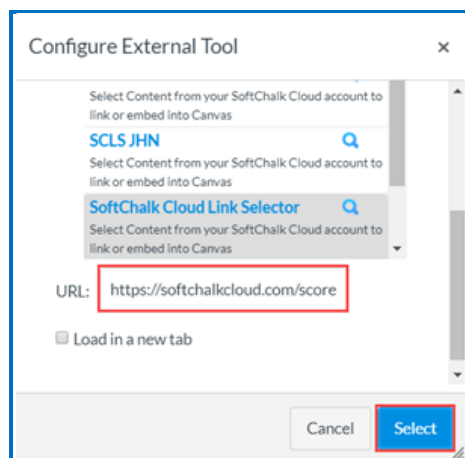


**NOTE:** If you are a first-time user, you may need to enter your SoftChalk username/password credentials.

8. Click **Select for LTI Link** to automatically insert the SoftChalk lesson LTI link into the Configure External Tool URL field. Click **Select**.

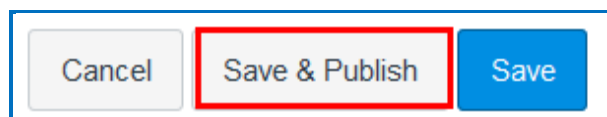


9. Click **Select**.



10. Scroll down and double-check your settings. (You can put in dates if you like.) Make sure the points match up with the number of points in the lesson.

At the bottom, click **Save & Publish** if you are ready for your students to use your lesson (see below). (If you are still working on your lesson, then click **Save**. Later you can publish the link.)



(FYI, in the Assignments area, there are different icons for published and unpublished items – see below)



11. Be sure to see the next section [Set the Scoring Method and Maximum Attempts](#).

If you do not see the SoftChalk Link Selector tool, your Canvas administrator may not have enabled this feature. However, the administrator may have enabled the LTI/ScoreCenter feature within your LMS. Please see the below FAQ if you are unable to use the Link Selector tool.

[My institution does not have the Link Selector tool enabled. How can I add my scored SoftChalk Cloud lesson to Canvas?](#)

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## SoftChalk ScoreCenter in Canvas

### Overview

When a SoftChalk Cloud lesson is linked into a Canvas course as a scored lesson, the instructor can use SoftChalk ScoreCenter to view detailed student score results, as well as configure various scoring options for the lesson. Instructors access the SoftChalk ScoreCenter directly in Canvas.

Note that although you can view student scores via the SoftChalk ScoreCenter, the student's grades are also passed directly into the Canvas course gradebook, where the instructor also has access to view and edit individual student grades.

The SoftChalk ScoreCenter serves a variety of functions that allow the instructor to:

- **Set the Maximum Attempts:** Determine how many times a student can access a lesson (unlimited times or a specific number of times).
- **Set the Scoring Method:** Determine which attempt score is sent to the Canvas gradebook (i.e., first attempt score, highest score, most recent score, or average score).
- **View all student attempt details** and see how many students have completed the lesson, how many total attempts have been made, average score, etc.
- **View individual detailed student scores.** All student attempts are saved and are viewable. You can see how many attempts each student has made, how long the student spent on each attempt, start and end dates/times for each attempt, and detailed score data (lesson scores, which questions or activities were attempted, etc.)

- **Modify scores.** You can update individual student scores, and you can force completion for all students (this closes out a score for any student who has unfinished attempts or no score).
- **Clear Attempts and Re-Open Attempts**

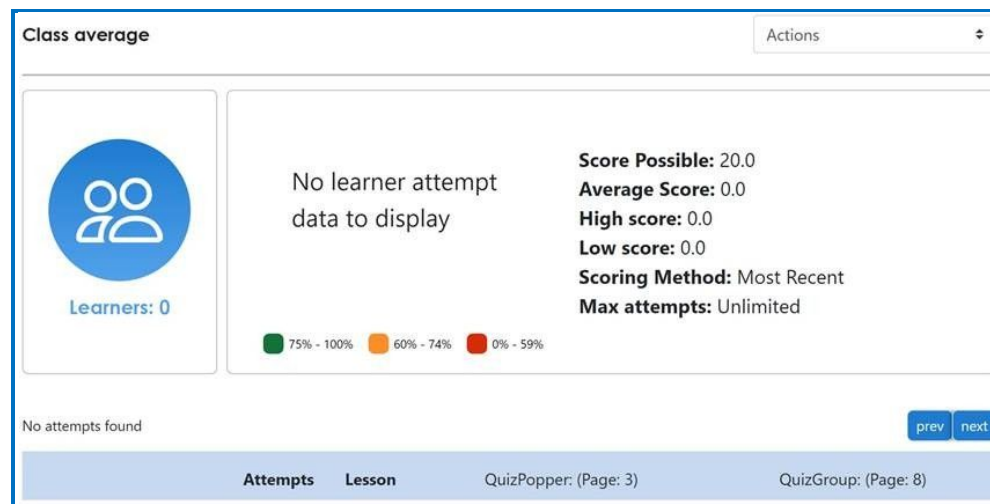
## Accessing SoftChalk ScoreCenter in Canvas

An instructor accesses the SoftChalk ScoreCenter in Canvas by clicking on a SoftChalk lesson link that is scored.

1. Click on a SoftChalk scored lesson link in your Canvas course.



2. The instructor view of ScoreCenter will appear. Once students have accessed the LTI linked lesson, the instructor will see a list of Learner names and will have access to the details of their attempt.



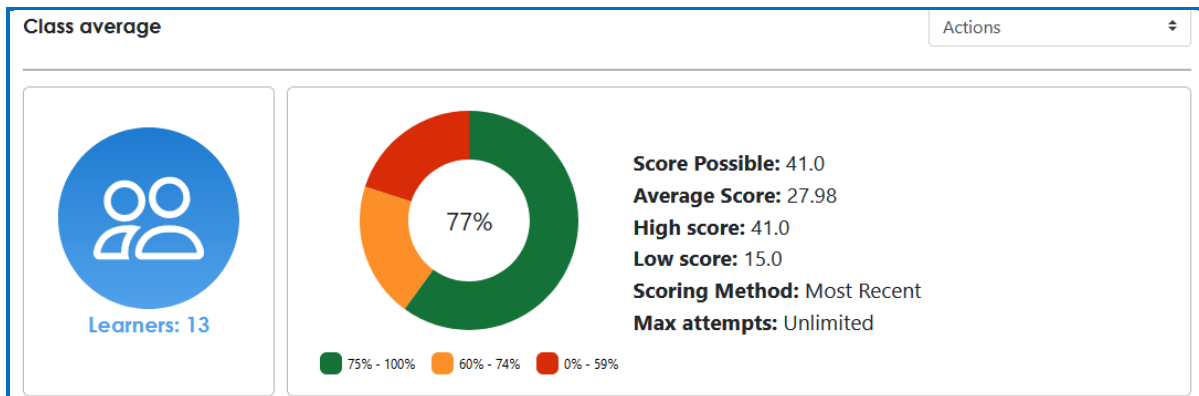
The following sections describe how the SoftChalk ScoreCenter features work.

## Class Average

At the top of the ScoreCenter, you will see a 'Class average' summary of all learners attempts on the lesson. This summary will include:

- the total number of Learners
- a visual representation of scores obtained
- the overall lesson high and low scores obtained

- total score possible
- Scoring Method and Max Attempts setting for the lesson



The next section will display the total number of attempts that have been made on the lesson. This section will also list Average Score and Class Percentage for the overall lesson and for each scored Activity, Quiz Popper, or Quiz Group in the lesson.




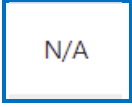
At the top, click to identify which Activity, Quiz Popper, or Quiz Group was scored in the column. The tooltip will also display the 'Question' and 'Possible Answers' for Quiz Poppers and Quiz Group questions. Each interactive will display if the 'Allow Retry' option was enabled, offering Learners another chance at the interactive to improve the score.

	Attempts	Lesson	Activity: (Page: 1)	Activity: (Page: 2)	Activity: (Page: 3)	Activity: (Page: 3)	Activity: (Page: 3)	Activity: (Page: 4)	Activity: (Page: 4)
<b>Average score</b>	25	27.98	13.0/13.0	0.75/1.0	0.78/1.0	0.85/1.0	0.84/1.0	0.85/1.0	4.17/5.0
<b>Class Percent Correct</b>			100.0%	72.73%	77.78%	75.0%	66.67%	83.33%	83.33%
<b>Allow retry</b>			Yes	Yes	Yes	Yes	Yes	Yes	Yes

Learners that have accessed the lesson will display listed at the bottom of ScoreCenter. Quickly see the number of attempts the Learner made, attempt score, and details of their attempt.

An asterisk next to score helps to easily identify scores made on a previous version of the lesson.

B, Student	1	8.7	✓	✗	/	N/A
Student, C	2	*7.7	/	✗	/	N/A

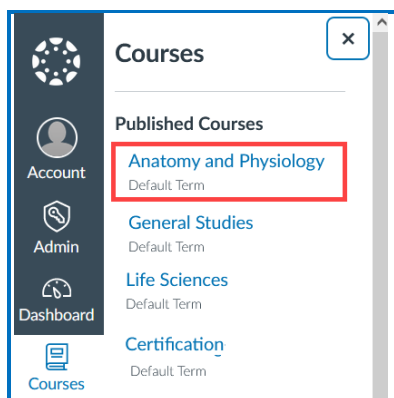
	<p>The Learner made the correct answer choice and obtained full credit for the Activity, Quiz Popper, or Quiz Group.</p> <p>Click on the icon to view the Quiz Poppers and Quiz Group questions and Possible Answers, score, and the Learner chosen answer choice.</p>
	<p>The Learner made the incorrect answer choice and did not obtain any score for the Activity, Quiz Popper, or Quiz Group.</p> <p>Click on the icon to view the Quiz Poppers and Quiz Group questions, Possible Answers, score, and the Learner chosen answer choice.</p>
	<p>The Learner obtained a partial score for the Activity, Quiz Popper, or Quiz Group by making correct and incorrect answer selections.</p> <p>Click on the icon to view the Quiz Poppers and Quiz Group questions, Possible Answers, score, and the Learner chosen answer choice.</p>
	<p>The Learner did not make or 'Complete' an attempt on the Activity, Quiz Popper, or Quiz Group.</p> <p>To 'Complete' Quiz Poppers and Quiz Groups, the <b>Check Answers</b> button must be clicked. An Activity will automatically 'Complete' once the Learner finishes the activity. Learners can also click the <b>Complete Activity</b> icon to manually 'Complete' and obtain partial credit.</p>

## Set the Scoring Method and Maximum Attempts

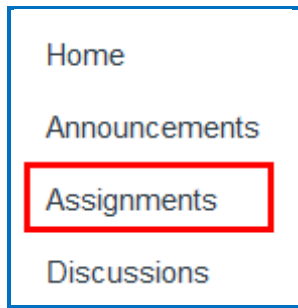
You will need to set the scoring method (i.e. first attempt, most recent attempt, average attempt or highest attempt) and the maximum attempts allowed (unlimited or a specific number of attempts).

All the student attempts will be collected, and you can view all the attempts for each student for each lesson. You can change the scoring method and maximum attempts at any point. If you want to allow your students only one attempt for the lesson, you need to set that option right away.

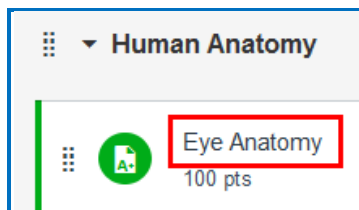
1. Log into your Canvas account and choose your course from the **Courses** menu at the left.



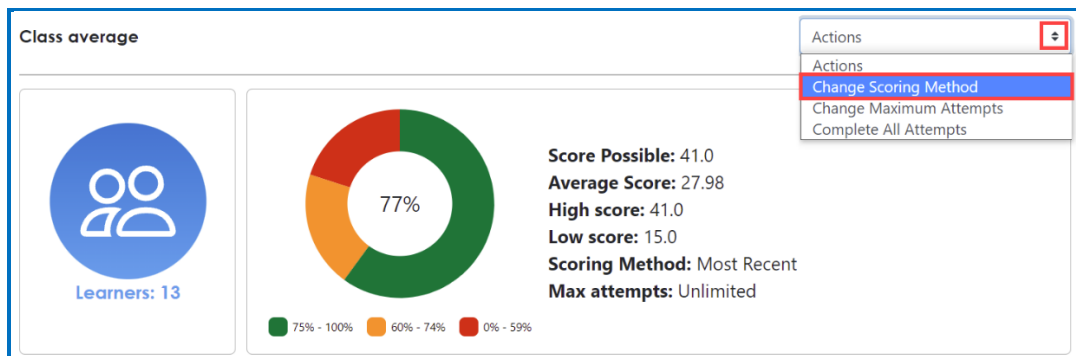
2. Then click **Assignments** listed to the left (see below).



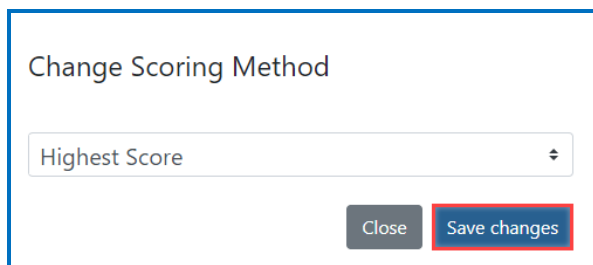
3. Click on name of your lesson in the assignments area (see below).



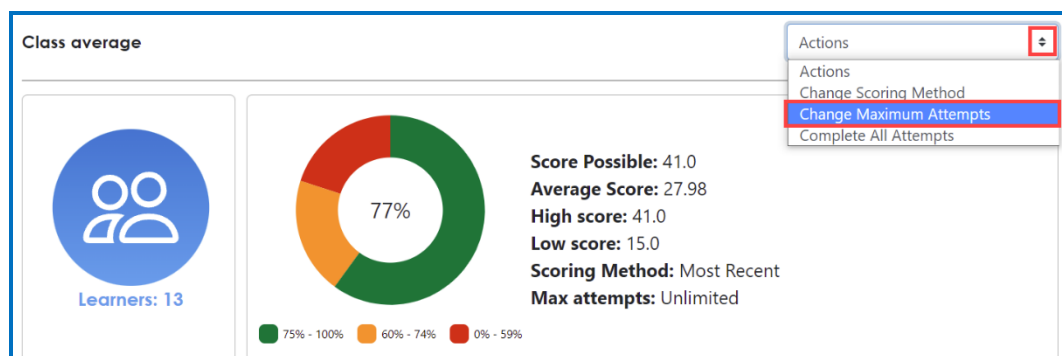
4. The SoftChalk ScoreCenter screen appears. Use the Actions drop-down menu to select **Change Scoring Method**.



5. Select a scoring method from the drop-down menu and be sure to click **Save changes** (see below).

A screenshot of a dialog box titled 'Change Scoring Method'. It features a dropdown menu currently set to 'Highest Score'. At the bottom right of the dialog, there are two buttons: 'Close' and 'Save changes'. The 'Save changes' button is highlighted with a red rectangular border.

6. At the SoftChalk ScoreCenter screen, use the Actions drop-down menu to select **Change Maximum Attempts**.



Class average

Actions

- Actions
- Change Scoring Method
- Change Maximum Attempts**
- Complete All Attempts

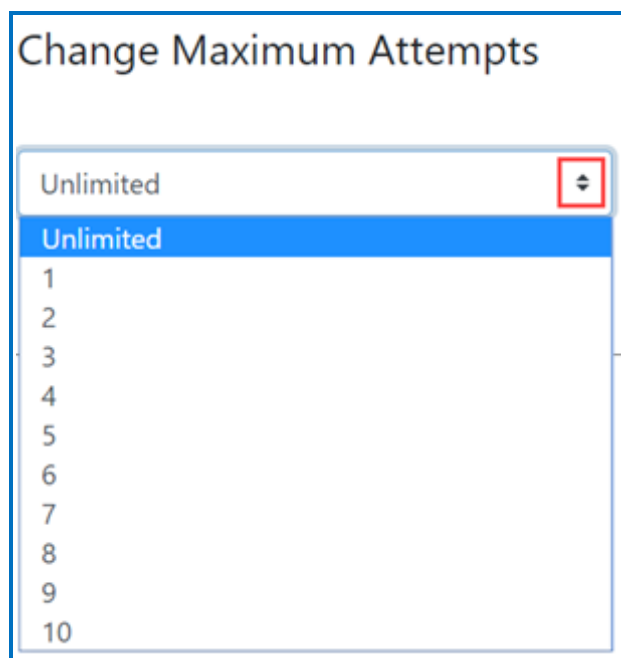
Score Possible: 41.0  
Average Score: 27.98  
High score: 41.0  
Low score: 15.0  
Scoring Method: Most Recent  
Max attempts: Unlimited

77%

75% - 100% 60% - 74% 0% - 59%

Learners: 13

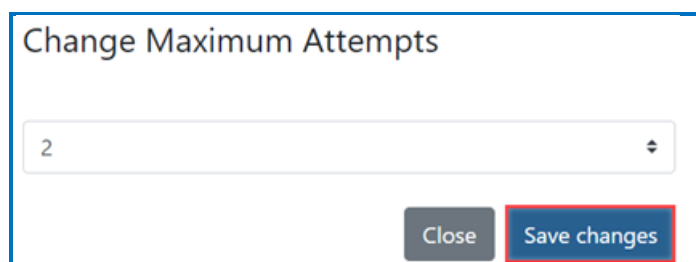
7. Select the number of maximum attempts from the drop-down menu and be sure to click **Save changes** (see below).



### Change Maximum Attempts

Unlimited

- Unlimited
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10



### Change Maximum Attempts

2

Close Save changes

## Preview the Lesson

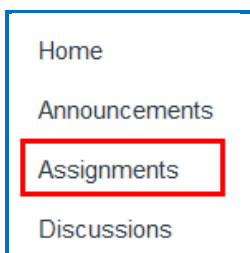
To test the lesson, you need to be logged into your course as a student.



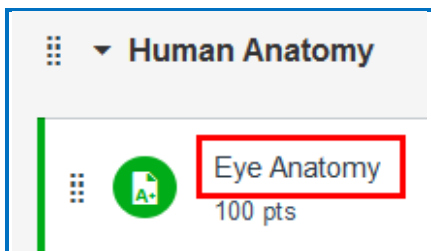
**IMPORTANT:** Be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test the ScoreCenter feature. If you are logged into your [SoftChalk Cloud](#) account while **also** logged into Canvas and taking a lesson, then the scores won't be recorded. Using the SoftChalk Link Selector to add your SoftChalk lessons to your course will automatically log you into your SoftChalk Cloud account. If you have exited your browser, you may still be logged into [SoftChalk Cloud](#), so please go to [SoftChalk Cloud](#) and see if you are logged in.

## View or Change Scores

1. Log into your Canvas account and choose your course from the **Courses** menu at the left. At the left, click **Assignments** (see below).



2. Click on the name of your lesson in the **Assignments** area (see below).







3. The SoftChalk ScoreCenter screen appears. Click on a specific learner's name to display a dropdown menu of the student's attempts.

A quick check of the Status icons helps to identify learner attempts that successfully completed the attempt by clicking on the **Finish** button on the last page.

**IMPORTANT:** Instructors can manually 'Complete' individual and/or all incomplete attempts using the *Actions* menu. See the section [Complete All Attempts for All Students for a Lesson](#) below.









A, Student	2	23.1	✓	/	✗	N/A	/	✓	✓
Status	Started	Completed	Duration		Score				
	Oct 21, 2021 02:13 PM	N/A	N/A		0.0				
	Jun 25, 2021 06:54 PM	Jun 25, 2021 06:54 PM	0:00:32		23.1				




Below are Status icons you may see in ScoreCenter.

	<p><b>Completed Attempt</b></p> <p>The learner has successfully completed the lesson by clicking on the Finish button located on the last page of the lesson or the instructor has manually completed the attempt using the ScoreCenter <i>Actions</i> menu.</p>
	<p><b>Incomplete Attempt</b></p> <p>The learner has opened the assignment and connected to ScoreCenter but has not clicked on the Finish button located on the last page of the lesson.</p> <p>Instructors can manually complete the attempt using the ScoreCenter <i>Actions</i> menu. Please see the <a href="#">Complete All Attempts for All Students for a Lesson</a> section for additional information.</p>
	<p><b>Changed Score</b></p> <p>The instructor has manually changed the score for the attempt.</p> <p>See steps 7-8 below to learn how change a score using the ScoreCenter <i>Actions</i> menu.</p>
	<p><b>Cleared Attempt</b></p> <p>The instructor has manually cleared the attempt. This attempt is not reflected in the gradebook or calculated as part of the Average Score.</p> <p>See step 9 below to learn how clear an attempt using the ScoreCenter <i>Actions</i> menu.</p>

- Click on an attempt to see additional attempt data (see below).


Notice you can use the attempt drop-down menu to switch views between the available learner attempts.

A, Student	3	23.1				N/A			
Status	Started	Completed	Duration		Score				
	Oct 21, 2021 02:13 PM	N/A	N/A		0.0				
	Jun 25, 2021 06:54 PM	Jun 25, 2021 06:54 PM	0:00:32		23.1				

5. Activity, QuizPopper, and Quiz Groups in the lesson will be listed at the bottom.
- The    icons let instructors quickly know if the learner received full, partial, or no points for their attempt at each Activity, QuizPopper, and Quiz Group question.


← Back to Class Average

**Learner Details** Actions


 Student B

Use this drop-down menu to easily switch between this learner's attempts.


Jun 25, 2021 07:08 PM







**Status:** Completed  
**Attempts:** 2  
**Receipt:** 946ff2206100550a74d1d3...









**Score:** 8.7  
**Possible Score:** 18.0  
**Scoring Method:** Most Recent



**Duration:** 0:00:29  
**Started:** 2021-06-25 19:08:58  
**Ended:** 2021-06-25 19:09:27

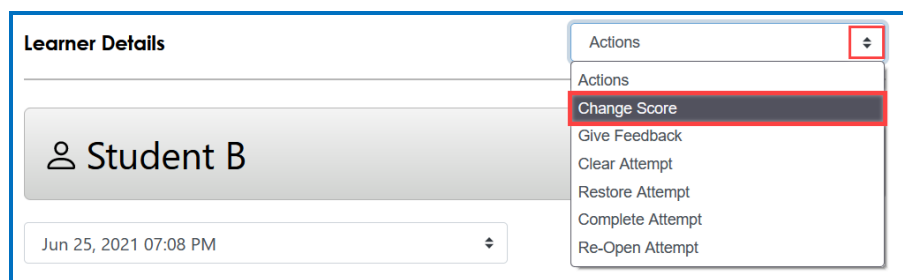
Learning Object Type	Score	Date	Allow Retry
 QuizPopper: (Page: 1)	2.0 out of 2.0	2021-06-25 19:09:01	Yes
 QuizPopper: (Page: 1)	0.0 out of 5.0	2021-06-25 19:09:15	Yes
 QuizPopper: (Page: 1)	6.7 out of 10.0	2021-06-25 19:09:23	Yes
 QuizPopper: (Page: 1)	0.0 out of 1.0	(Not Attempted)	Yes

6. Notice you can view detailed information about this attempt at the bottom.

Learning Object Type	Score	Date	Allow Retry
 QuizPopper: (Page: 1)	2.0 out of 2.0	2021-07-19 13:16:21	Yes
<div>  QuizPopper: True/False </div> <p>Score: 2.0 out of 2.0</p> <p>Question:</p> <p>The vitreous is a jelly-like substance.</p> <p>Possible Answers:</p> <p> True</p> <p> False</p> <p>User Answer:</p> <p> True</p>			
 QuizPopper: (Page: 2)	0.0 out of 5.0	2021-07-19 13:16:26	Yes

View detailed information about the attempt

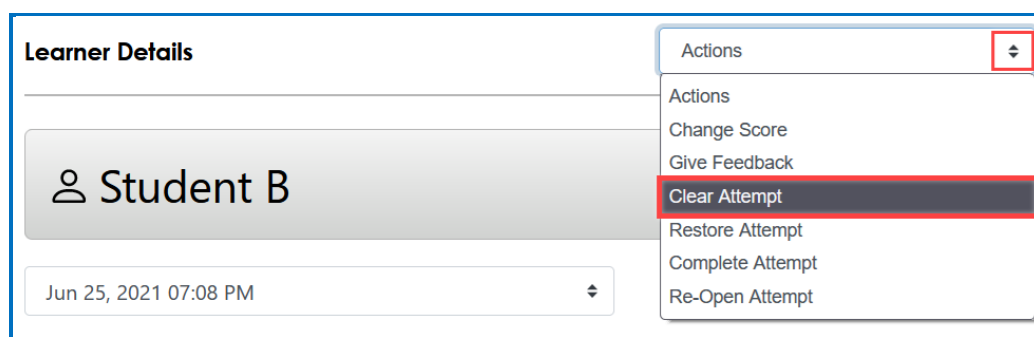
7. If you need to change the score for an attempt, use the **Actions** menu to select **Change Score** from the dropdown.



8. Enter a new score and click **Change Score** (see below). **IMPORTANT:** An attempt has to be complete before you can change the score.

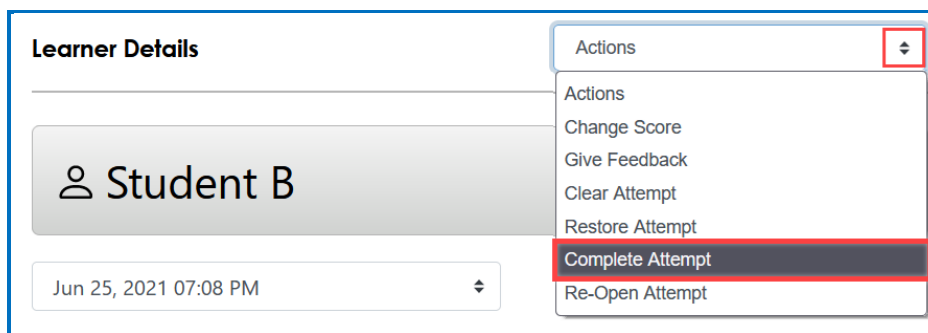
The 'Change Score' dialog box is shown. It includes a 'New Score' input field containing the value '98'. Below this is a 'Notes' text area. At the bottom are 'Cancel' and 'Change Score' buttons. A prominent red callout box with a white border contains the text: 'An attempt must be completed before you can change the score'.

9. Notice that you also have the option to **Clear** an attempt (see below). If you clear an attempt, it will not count as part of the grade calculation. If needed, you can also **Restore** the attempt.



10. Notice that you also have the option to **Complete** an attempt (see below). If a student starts a lesson but neglects to click the **Finish** button at the end of the lesson, then that attempt is incomplete. An incomplete attempt does not count as part of the grade calculation. You can cause the attempt to be completed so that the score for the attempt is part of the grade calculation.

Be sure to click **Complete Attempt**.



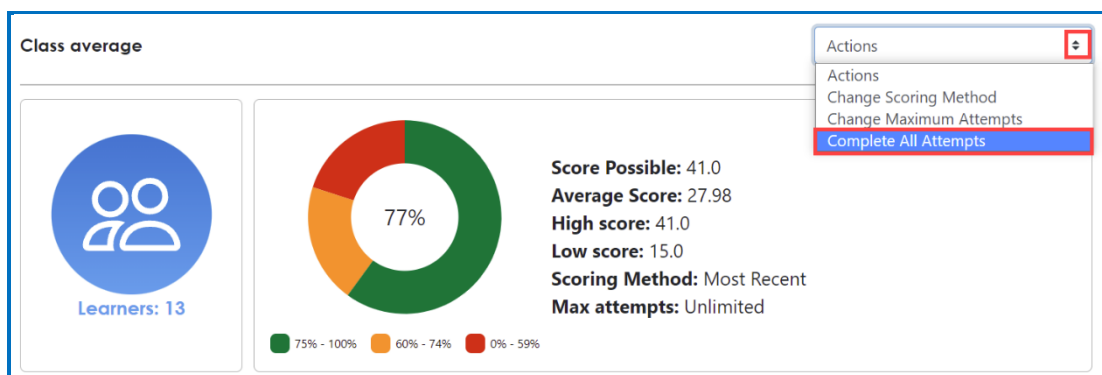
### Complete All Attempts for All Students for a Lesson

You have the option to complete all attempts for all students for a lesson. You may find that your students have neglected to complete their attempts (i.e., they have neglected to click **Finish** on the last page of the lesson – clicking **Finish** sends a completion status to the gradebook).

**IMPORTANT:** You may want to do this procedure after the availability of your lesson has expired.

**IMPORTANT:** This procedure cannot be undone. (You can change individual scores or re-open individual attempts if you need to.)

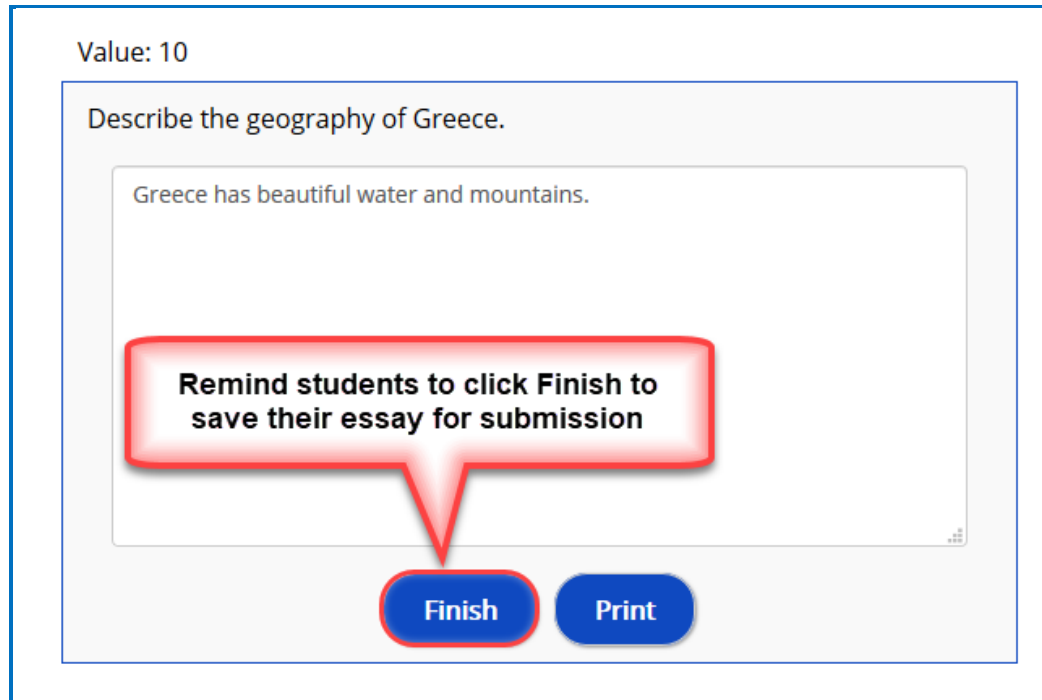
1. Log into your Canvas account and choose your course.
2. Go to the area where you have your content or assignments.
3. Click on the name of your lesson.
4. Use the Actions drop-down menu to select **Complete All Attempts**.



## Essays

If you use essays in your lesson, you can view the essays within the ScoreCenter area (see the previous section [View or Change Scores](#)). Please note the following important information.

1. In SoftChalk Create, insert an essay (**Insert/QuizPopper/Essay**) and assign points to the essay. (Assigning points is optional.)
2. Remind your students to click **Finish** for each essay (see below).



Value: 10

Describe the geography of Greece.

Greece has beautiful water and mountains.

**Remind students to click Finish to save their essay for submission**

**Finish** **Print**

## Score an Essay

Essays that you have assigned points to must be **manually scored** for each student's attempt.

Please read the important information below:

You will go into the gradebook (i.e. ScoreCenter) and evaluate and score the essay. You can also provide feedback to the student on the essay.

For example, you may have a lesson worth 100 points including one essay worth 10 points. (You assigned the points for the essay and other items.) Let's say a student completes everything correctly, completes the essay, clicks the **Finish** button for the essay and then clicks the **Finish** button on the last page of the lesson to submit his or her score. At this stage, the student has a score of 90 out of 100 because you will need to evaluate the essay and assign points.

(You may want to explain the above process to your students; as mentioned, you also have the option to assign 0 points to an essay if you like.)

In ScoreCenter, click on a student's name to view a list of attempts they have made on the lesson link. Select one of the attempts to view the Learner Details page. (See the [View or Change Scores](#) section above.)

Scroll down and click on an Essay QuizPopper and choose to **Grade Essay**. Here you can evaluate and score the essay. You can also add feedback for that Essay question here.

When you launch ScoreCenter, a scored Essay will appear with a yellow 'partial credit' icon until graded. A non-scored Essay will immediately appear with the green 'check mark' icon.

QuizPopper: (Page: 7)	0.0 out of 1.0	2022-01-12 15:40:02	Yes
QuizPopper: Essay			Grade Essay
Score: 0.0 out of 1.0			
Question:			
User Answer:			
QuizPopper: (Page: 7)	0.0 out of 1.0	2022-01-12 15:40:09	Yes

### Change Score

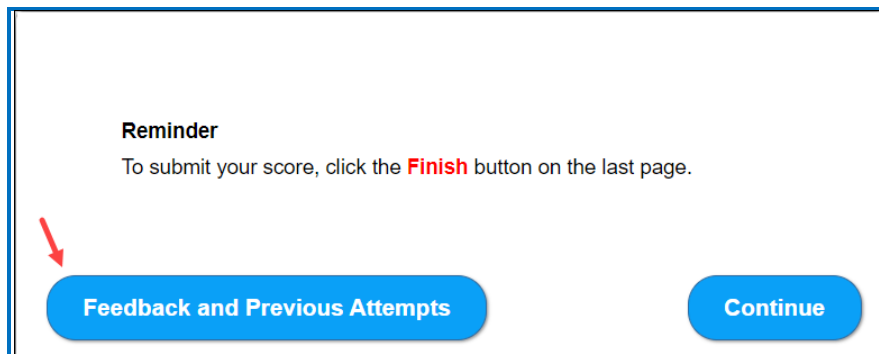
Update the score of the essay question and give feedback.

Score

Feedback

I like the way your descriptions of the research findings are followed by sentences beginning 'In this way...' or 'This suggests...' that draw out the implications of the research.

Students can launch the lesson link and click on the **Feedback and Previous Attempts** link available in the initial popup to view the score and any feedback received for each Essay question from their previous attempt.



Here students can view the Feedback from instructors of their overall lesson feedback (from the *Actions* menu **Give Feedback** option) or the individual Essay feedback.

#### Attempts

**Date:** 2022-01-21 13:10:48  
**Status:** Completed  
**Earned Score:** 4.0  
**Duration:** 0:00:27

**Comments:**  
This completes 'The Eye' modules. Continue to the 'Auditory Perception' module 1-3.

**Essay Feedback**

Essay Quizpopper1▼

**Score:** 1.0

Do you have any questions, comments, or opinions on this subject? If so, send an email with your feedback. I will try to get back to you as soon as possible.

Essay Quizpopper25▼

Use the **Give Feedback Actions** menu option to display Comments for the overall lesson.

Click on an **Essay Quizpopper** drop-down to view the score and feedback given by the instructor.

## View Grades from SoftChalk Lessons in the Canvas Gradebook

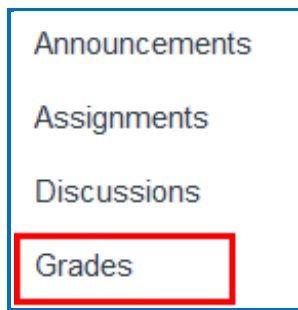
If you go to the Gradebook area in Canvas, you can see that the scores from your lessons appear in your Canvas Gradebook. (If you want to view or change scores for individual student attempts, see the section [View or Change Scores.](#))

**IMPORTANT:** As previously mentioned, be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Canvas and taking a lesson, then the scores will not be recorded.)

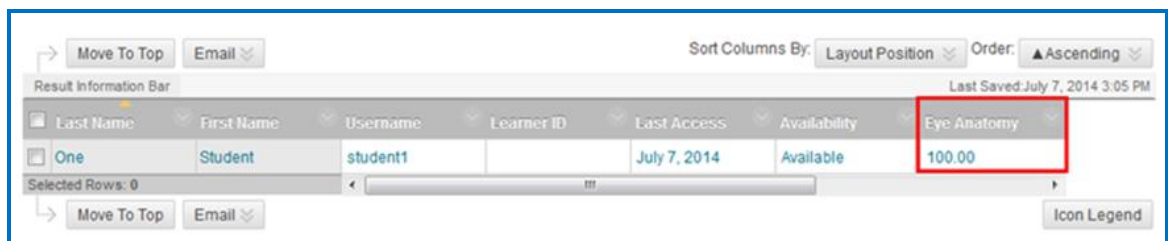
1. Log into your Canvas account and choose your course from the **Courses** menu at the left.



2. At the left, click **Grades** (see below).



3. Your Results Center shows the scores from your SoftChalk lessons (see below).

A screenshot of a 'Results Center' interface. At the top, there are buttons for 'Move To Top' and 'Email', and a 'Sort Columns By' dropdown set to 'Layout Position' with an 'Order' dropdown set to 'Ascending'. Below this is a 'Result Information Bar' with a 'Last Saved' timestamp of 'July 7, 2014 3:05 PM'. The main part of the interface is a table with the following columns: 'Last Name', 'First Name', 'Username', 'Learner ID', 'Last Access', 'Availability', and 'Eye Anatomy'. The first row of data shows 'One' as the last name, 'Student' as the first name, 'student1' as the username, an empty learner ID, 'July 7, 2014' as the last access date, 'Available' as the availability status, and '100.00' as the score in the 'Eye Anatomy' column. The 'Eye Anatomy' column and its value are highlighted with a red box. At the bottom of the table, it says 'Selected Rows: 0'. There are also 'Move To Top' and 'Email' buttons at the bottom left, and an 'Icon Legend' button at the bottom right.

**IMPORTANT:** If you want to change the grade or change your scoring method (most recent score, first score, etc.), please see the section [Set the Scoring Method and Maximum Number of Attempts](#).

---

## Print or Email Scores

We recommend the use of the ScoreCenter feature mentioned previously (see the section [ScoreCenter Overview](#)) to collect scores but if you want to have students print certificates or email you their scores, please see the basic steps below:

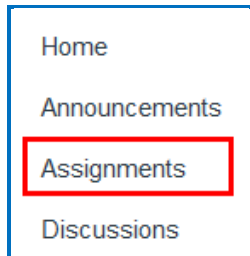
1. Create scored quiz questions and/or activities within your SoftChalk lesson and assign points for each quiz question or activity.
2. Add the email feature within your SoftChalk lesson. For **SoftChalk Create**, choose **Properties/Lesson Certificates**.
3. Make the appropriate selections under **Properties/Lesson Certificates**.
4. On the last page of your lesson within the web browser (e.g. Chrome, Internet Explorer, Firefox, or Safari), is an area for students to type their name or identifier and then click **Email Score**, **Print Certificate** and/or **Print Score Summary**. (You can preview your lesson on your local computer to see how this works.)
5. For more details, please search on Options for Tracking Scores within the [SoftChalk Create Guide](#).

---

## Adding Non-Scored Lessons Using Link Selector

This section describes how to add **non-scored** SoftChalk lesson links into your Canvas course using the SoftChalk Link Selector app. It is assumed that you have already created your SoftChalk lesson and saved it into your SoftChalk Cloud account.

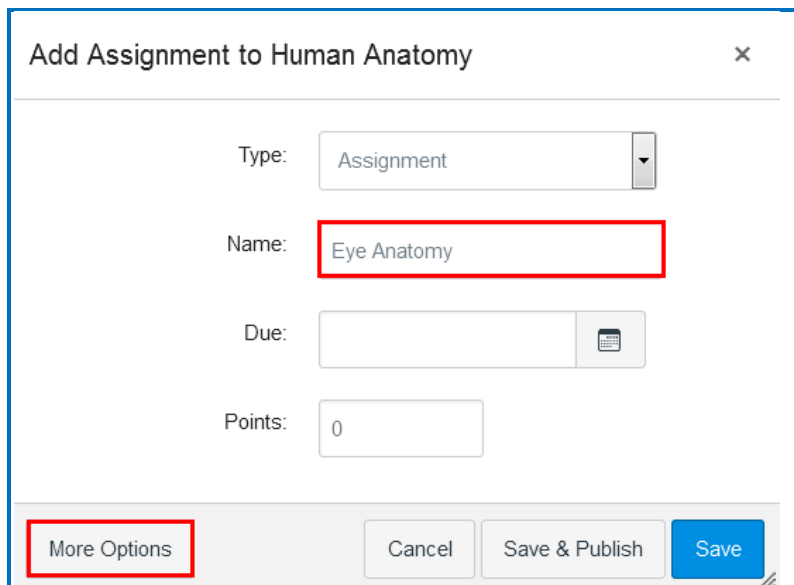
1. Log into your Canvas account and choose your course.
2. At the left, click **Assignments** (see below).



3. Click on a + sign to create the assignment (see below).



4. Enter a **Name** for your assignment and click **More Options** (see below).

A screenshot of the 'Add Assignment to Human Anatomy' dialog box. The dialog box has a title bar with a close button. Inside, there are four fields: 'Type' (a dropdown menu set to 'Assignment'), 'Name' (a text box containing 'Eye Anatomy'), 'Due' (a date picker), and 'Points' (a text box containing '0'). At the bottom of the dialog box, there are four buttons: 'More Options' (highlighted with a red rectangular border), 'Cancel', 'Save & Publish', and 'Save'.

5. In the top box, click the SoftChalk Link Selector icon in the tool bar (see below).

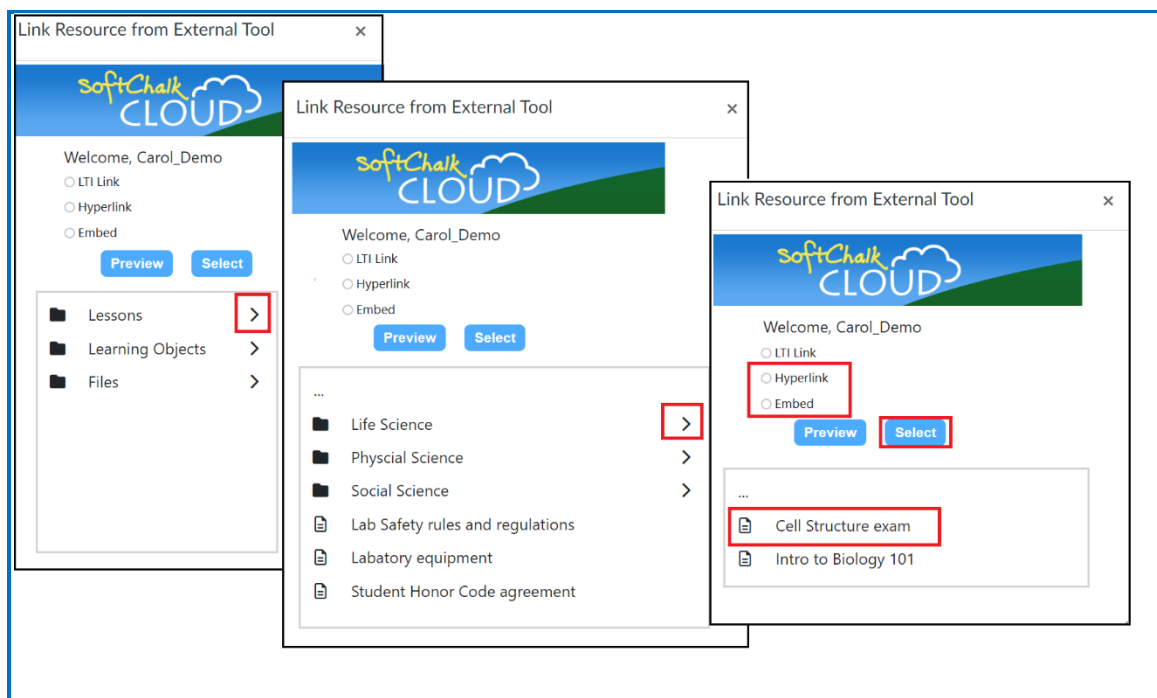


The Link Selector application dialog will display.

**NOTE:** If this is the first time you are accessing the SoftChalk Link Selector from Canvas, you will be prompted to enter your SoftChalk Cloud username and password. After successfully entering this information, a secure connection is established between your Canvas account and your SoftChalk Cloud account.

Thereafter, when you use the SoftChalk Link Selector tool in Canvas, you will be automatically logged into your SoftChalk account and will not be prompted for this information again.

6. Expand the SoftChalk Cloud folder tree until you locate the item to add to the course. Note that because you are adding a non-scored item to your course, you may choose from your SoftChalk lessons or files.
7. Click on the item name to select it in the folder tree, then choose either the 'Hyperlink' or the 'Embed' option and **Select** at the top of the dialog



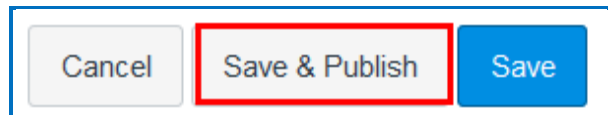
Note that embedded content will load in a frame in your Canvas course, while hyperlinked content will appear as a link that when clicked by the student will load the content in a new tab or window.

8. Once you have chosen an item and a display type (hyperlink or embed), click 'Select' to place the content into your new Item in Canvas.

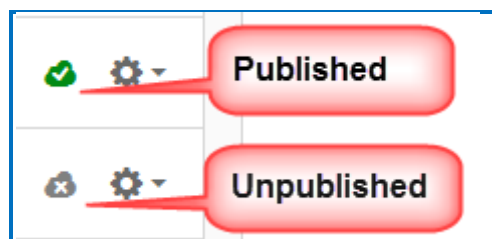


9. Scroll down and double-check your settings. (You can put in dates if you like.) Make sure the points match up with the number of points in the lesson.

At the bottom, click **Save & Publish** if you are ready for your students to use your lesson (see below). (If you are still working on your lesson, then click **Save**. Later you can publish the link.)



(FYI, in the Assignments area, there are different icons for published and unpublished items – see below)



If the Link Selector tool is not enabled, please see the below FAQ for steps to place your non-scored lesson in Canvas.

[My institution does not have the Link Selector tool enabled. How can I add my non-scored SoftChalk Cloud lesson to Canvas?](#)

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## Managing your SoftChalk Lessons with Canvas

One of the primary reasons for using SoftChalk Cloud with Canvas is the ease of managing your Canvas content. When you build your content in SoftChalk Cloud and link it into your Canvas course, updating your content is quick and easy!

For example, let's imagine that you create a lesson that you link into three different Canvas courses. As explained above, you can track scores for that lesson into each of those courses simultaneously (and independently). If you decide to make an update to the lesson, you do not have to login to each course and update. Instead, you will login to SoftChalk Cloud and update your lesson. As soon as you save the lesson in SoftChalk Cloud, every course it is linked in Canvas is simultaneously and immediately updated! One click to save, and all three courses are updated!

Additionally, at the end of the semester, you can copy your Canvas course that contains your SoftChalk lesson links. All links will be automatically ready for your students in your new course to use. You do not have to make any updates to the Canvas course to re-use your SoftChalk links. So easy!

### Edit a SoftChalk Cloud Lesson

If you used the LTI Link or Hyperlink to your SoftChalk Cloud lesson, then you can easily edit your lesson within your SoftChalk Cloud account. (You don't have to paste in a new LTI Link or Hyperlink; simply edit your current lesson in SoftChalk Cloud and the LTI Link or Hyperlink for this lesson will still work.)

**IMPORTANT:** If you wish to edit a lesson for which you are tracking scores within Canvas, we recommend that you do not make scoring changes to the lesson if students have already started taking this lesson.

---

## Canvas Administrator

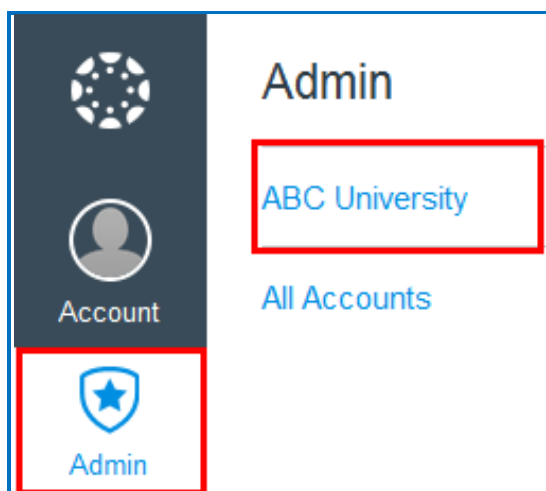
The steps below are for your Canvas administrator to enable the LTI/ScoreCenter feature for your Canvas server. For details on the LTI/ScoreCenter feature, see the section [Scored Lessons \(Cloud Users\)](#).

As a Canvas administrator to use the ScoreCenter feature, you need to register with SoftChalk and configure the ScoreCenter for your system.

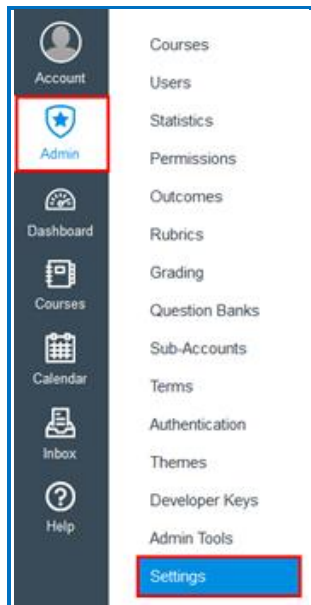
1. Please contact [help@softchalk.com](mailto:help@softchalk.com) and provide the following information to register with SoftChalk and receive authentication credentials (i.e. an OAuth Consumer Key and an OAuth Consumer Secret).

If you have a test server and a production server, you may send us two LMS URLs and we will register both of them. (You will receive a separate email with a unique key and secret for each registered URL.)

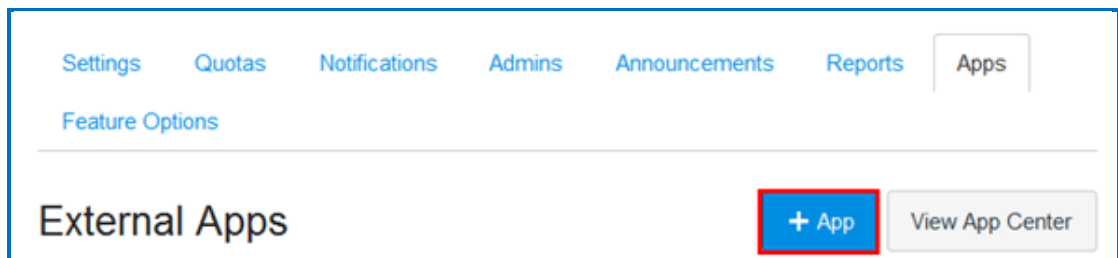
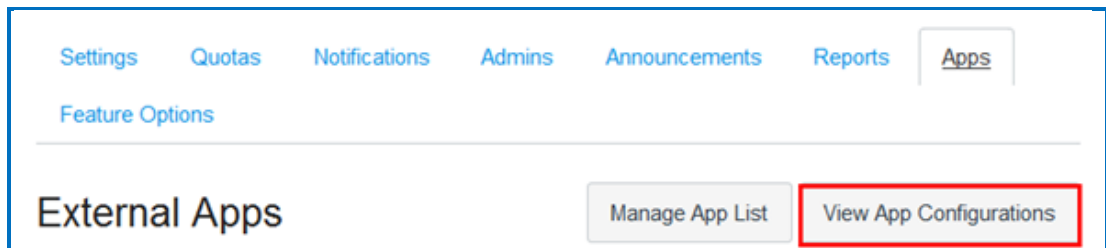
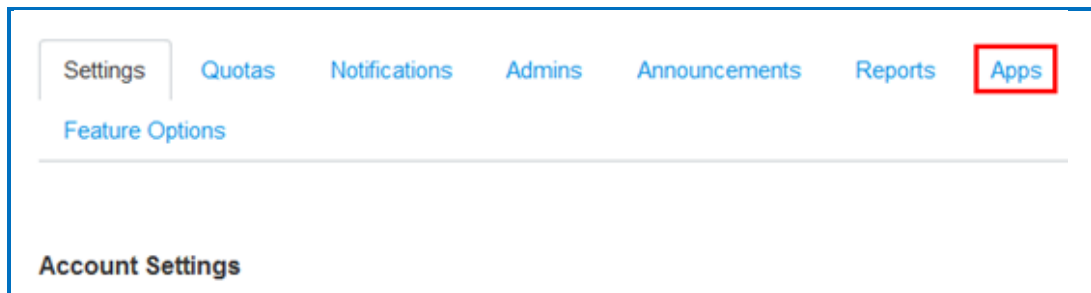
- a. Your institution name
  - b. LMS URL
  - c. First Name (optional) of the person registering with us
  - d. Last Name (optional) of the person registering with us
  - e. Email for this registration (the email can be a specific person's email or a generic email such as [imsadmin@myinstitution.edu](mailto:imsadmin@myinstitution.edu))
2. After registering, you will receive an email from SoftChalk with information to enter into your Canvas system (see the steps below).
  3. Log into your Canvas administrator account. Under the **Admin** menu and click on the name of your institution (see below).



4. At the bottom left, click **Settings** (see below).



5. Select **Apps** tab and then select **View App Configurations**. Then select **Add App** (see below).



6. Fill in the information on this screen (see the next page) by copying the information from the email you received from SoftChalk after you registered.
  - a. Choose **Paste XML** as the **Configuration Type**.
  - b. Enter **SoftChalk Link Selector** for the **Tool Name**.
  - c. Enter both the **Consumer Key** and **Consumer Secret**. Consumer Secret in the email is the same as Shared Secret on this screen. **IMPORTANT** - Make sure to delete the extra space picked up at the end of the key and secret after you copy paste that information from the SoftChalk email.
  - d. Click on the link below to download the XML file. Copy/Paste the XML into the text entry field in Canvas when setting up the tool. Click **Submit**.

[https://softchalk.atlassian.net/wiki/download/attachments/272826374/SoftChalk\\_Link\\_Selector\\_XMLconfig.txt?version=3&modificationDate=1572990332832&cacheVersion=1&api=v2&download=true](https://softchalk.atlassian.net/wiki/download/attachments/272826374/SoftChalk_Link_Selector_XMLconfig.txt?version=3&modificationDate=1572990332832&cacheVersion=1&api=v2&download=true)

Be sure to click **Submit** once you have entered your information.

**Add App**

Configuration Type  
Paste XML

Name  
SoftChalk Link Selector

Consumer Key  
Consumer Key

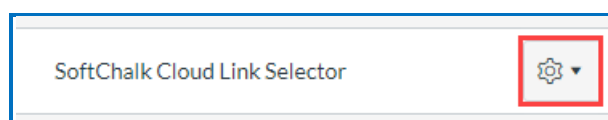
Shared Secret  
Shared Secret

XML Configuration

```
<?xml version="1.0" encoding="UTF-8"?>
<cartridge_basiclti_link xmlns="http://www.imsglobal.org/xsd/imslticc_v1p0" xmlns:lti="http://www.imsglobal.org/xsd/imsbasiclti_v1p0"
xmlns:lticm="http://www.imsglobal.org/xsd/imslticm_v1p0" xmlns:lticp="http://www.imsglobal.org/xsd/imslticp_v1p0"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.imsglobal.org/xsd/imslticc_v1p0
http://www.imsglobal.org/xsd/lti/ltiv1p0/imslticc_v1p0.xsd http://www.imsglobal.org/xsd/imsbasiclti_v1p0
http://www.imsglobal.org/xsd/lti/ltiv1p0/imsbasiclti_v1p0.xsd http://www.imsglobal.org/xsd/imslticm_v1p0
http://www.imsglobal.org/xsd/lti/ltiv1p0/imslticm_v1p0.xsd http://www.imsglobal.org/xsd/imslticp_v1p0
http://www.imsglobal.org/xsd/lti/ltiv1p0/imslticp_v1p0.xsd">
  <lti:title>Example Tool Provider</lti:title>
  <lti:description>Select Content from your SoftChalk Cloud account to link or embed into Canvas</lti:description>
  <lti:launch_url>https://softchalkcloud.com/lti/content</lti:launch_url>
  <lti:extensions platform="canvas.instructure.com">
```

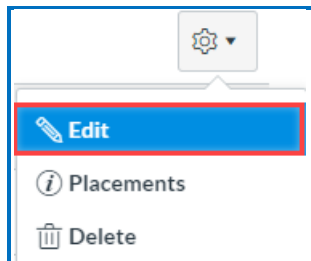
Cancel Submit

7. The SoftChalk Link Selector will then be listed under External Apps. Click on the Gear icon to the right of the SoftChalk Link Selector listed.





8. Choose **Edit**.



9. Enter **softchalkcloud.com** in the Domain field.

A screenshot of the 'Edit App' form. The form has a title bar 'Edit App' with a close button. It contains several fields: 'Name' with the value 'SoftChalk Link Selector'; 'Consumer Key' (empty); 'Shared Secret' with the value '[Unchanged]'; 'Launch URL' (empty); 'Domain' with the value 'softchalkcloud.com' (highlighted with a red border); and 'Privacy' with a dropdown menu set to 'Name Only'. Below these is a 'Custom Fields' section with a text area containing 'Custom Fields' and a note 'One per line. Format: name=value'. At the bottom is a 'Description' text area. At the very bottom are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted with a red border.

10. Click **Submit**.

11. Test an LTI Link to see that grades go into the Canvas gradebook by following the steps in the section [Scored Lessons \(Cloud Users\)](#).

**IMPORTANT:** As previously mentioned, be sure to **LOG OUT** of your [SoftChalk Cloud](#) account when you are taking your lesson as a student to test the ScoreCenter feature. (If you are logged into your [SoftChalk Cloud](#) account while logged into Canvas and taking a lesson, then the scores will not be recorded.)

**This completes the setup and install of the SoftChalk Link Selector app.**

As a Canvas administrator, you can enable the LTI/ScoreCenter feature for your Canvas server without using the SoftChalk Link Selector Tool. Please see the FAQ:

[Instead of using the Link Selector tool, can I still enable the LTI/ScoreCenter feature for our Canvas server?](#)

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## Test LTI Lessons

If you are testing out your own graded LTI linked lessons in an LMS to confirm the gradebook connectivity, there are a couple of things to be aware of as the Cloud account owner/course instructor:

- If you are logged into SoftChalk Cloud, you will not be able to establish a connection to ScoreCenter. The two sessions interfere with one another, and you need to ensure that you have logged out of your Cloud account to produce a valid test. (Using the SoftChalk Link Selector will automatically log you into your Cloud account.)
- If you are logged in as the 'Instructor' role in the course, you will not launch the 'Student' view of the LTI lesson, and it will not connect to ScoreCenter in such a way that it will pass any grades. Be sure to log in as a test student or impersonate a student user enrolled into the course.
- If you are logged into the LMS 'Admin' account and attempt to access an LTI link, it will likely fail. LTI is only intended to work with users assigned 'Faculty' or 'Student' roles in an LMS. Oftentimes an admin is also enrolled into the course as the instructor, but it is best to test things with an instructor account if possible.

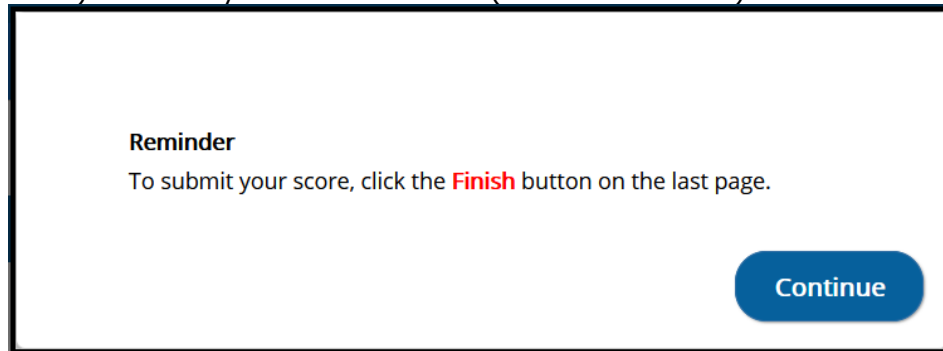
To test the Canvas as a student and confirm the grade has passed to the Canvas grade book:

1. Add your SoftChalk Cloud lesson LTI link to your Canvas course using the steps shown in [this guide](#) beginning on page **7**.
2. Open another web browser tab. Navigate to <https://softchalkcloud.com> and click **Log out** next to your SoftChalk Cloud account username in the upper-right corner. Close the tab.
3. Impersonate an enrolled student in your Canvas course or log out of your Canvas course as the instructor and then log into your Canvas course as an enrolled student.
4. Navigate to and click on the SoftChalk assignment in the Canvas course.

Students can expect their attempt to be recorded when they see the below screens.

With a successfully connected ScoreCenter lesson:

- Students will see the connection to ScoreCenter message (with instructions to click Finish) when they access the lesson (screenshot below):



- Students will see the Finish button at the end of the lesson.
- Students will receive the successfully completed message after clicking on Finish (screenshot below):



5. After taking the SoftChalk assignment, log out of the Canvas course as a student.
6. Access your course in Canvas as the instructor and navigate to the SoftChalk linked assignment.
7. Click on the SoftChalk linked assignment. You should see the ScoreCenter containing the attempt details for the lesson. You can read more about ScoreCenter on page **11** of the [this guide](#).

## Troubleshooting

Issue	Description/Resolution
<p>I am the Canvas administrator. <b>The SoftChalk Link Selector does NOT appear in the 'Find' menu under Submission Type section.</b></p> <p>How can I enable the SoftChalk Link Selector?</p>	<p>Please see the <i>Canvas Administrator</i> section of the <a href="#">Canvas Integration Guide</a> and send the LMS URL and other details described in <i>Step 1</i> section to <a href="mailto:help@softchalk.com">help@softchalk.com</a>.</p>
<p>I am the Canvas administrator. The SoftChalk Link Selector does appear in the 'Find' menu under <i>Submission Type</i> section. <b>Once the SoftChalk Link Selector is clicked, I receive a 404 error.</b></p> <p>What could be wrong?</p>	<p>SoftChalk may need to register the LTI 1.3 integration. Please send SoftChalk support at <a href="mailto:help@softchalk.com">help@softchalk.com</a> the LMS URL and other details described in Step 1 of the Canvas administrator.</p> <p>Confirm there is not an extra space picked up at the beginning or end of the key and secret after you copy paste that information from the SoftChalk email.</p>
<p>In Canvas, the SoftChalk Link Selector adds my SoftChalk Cloud lessons to some of Canvas courses.</p> <p><b>For only some Canvas courses, I receive a 404 error when clicking on the SoftChalk Link Selector.</b></p> <p>Why am I getting an error in one course but not others?</p>	<p>If there is another SoftChalk Cloud app applied at the course level, it will override the global level for the Canvas system.</p> <p>If there is an App under the course settings that can be modified, then that one has been added specifically to that course. There should be another 'SoftChalk Cloud' or 'SoftChalk Link Selector' app present that cannot be modified in the course settings. This is the one that has been added at the global level.</p> <p>If there is a course level App, go ahead and remove it from the course. Once it has been removed, please check whether you are still seeing the same 404 error or not.</p>
<p>I am the Instructor. <b>I used the SoftChalk Link Selector to add my lesson, but scores are not collected in ScoreCenter or Canvas gradebook.</b></p> <p>What could be wrong?</p>	<p>When using the SoftChalk Link Selector, be sure to select <b>LTI</b> to add your SoftChalk lesson. Selecting Hyperlink (or Embed) will not capture scores into ScoreCenter or the Canvas gradebook.</p> <p>When you launch an LTI link as the course instructor, you will see the SoftChalk ScoreCenter for that lesson.</p> <p>If you see the lesson, you may have selected Hyperlink.</p>

<p>I am testing my SoftChalk lesson as a 'student' enrolled in the course. <b>When I click on the Finish button on the last page, an icon appears to be spinning and the score does not appear in ScoreCenter or the Canvas gradebook.</b></p> <p>What could be wrong?</p>	<p>Ask the Canvas Administrator confirm <a href="https://softchalkcloud.com">softchalkcloud.com</a> is entered in the Domain field for the SoftChalk LTI tool provider (paste XML method). If the spinning icon continues, please reach out to SoftChalk support at <a href="mailto:help@softchalk.com">help@softchalk.com</a>.</p>
<p>I am the Instructor. <b>I do not see the 'Finish' button on the last page.</b></p> <p>What should I do?</p>	<p>When testing out graded LTI linked lessons in an LMS to confirm the gradebook connectivity, there are a couple of things to be aware of as the Cloud account owner/course instructor:</p> <ul style="list-style-type: none"> <li>• If you are <a href="#">logged in as an Instructor</a> in the course, you will not launch the 'Student' view of the LTI lesson, and it will not connect to ScoreCenter in such a way that it will pass any grades. Be sure to log in as a test student or impersonate a student user enrolled into the course.</li> <li>• If you are <a href="#">logged into the LMS admin</a> account and attempt to access an LTI link, it will likely fail. LTI is only intended to work with users assigned 'Faculty' or 'Student' roles in an LMS. Oftentimes an admin is also enrolled into the course as the instructor, but it is best to test things with a student account if possible.</li> <li>• If you are <a href="#">logged into your SoftChalk Cloud</a> account, then you will not connect to ScoreCenter. Go to <a href="https://softchalkcloud.com">https://softchalkcloud.com</a> and confirm you are not logged into your SoftChalk Cloud account. (Using the SoftChalk Link Selector will automatically log you into your Cloud account.)</li> </ul> <p>See the <a href="#">Test LTI Lessons</a> section below in this guide.</p>
<p><b>Some students report they do not see a 'Finish' button on the last page.</b></p> <p>What can I do?</p>	<p>If there is a record for a student's attempt in ScoreCenter, the course instructor can 'Complete' a student's attempt and push the score to the grade book.</p>
<p><b>A student's name is not listed in ScoreCenter.</b></p> <p>What should I do?</p>	<p>If a student is not listed in ScoreCenter, they did not connect to ScoreCenter when they launched the assignment.</p>

	<p>Their submissions to ScoreCenter did not come across and SoftChalk does not have a record of their work. (continued)</p> <p>Ask the student to access the assignment again, confirm that they see first message reminding them to click 'Finish' on the last page, and make a new attempt.</p>
<p><b>Some students receive an Empty Attempt ID error when accessing the lesson.</b></p> <p>What should I do?</p>	<p>This error is intended to display when there is an issue detected during the LTI launch, a missing Attempt ID value, which would prevent the student from successfully completing the ScoreCenter attempt and posting a score to the LMS gradebook.</p> <p>Typically, this error is caused by the student's Role in the course. The student must be enrolled as a 'student' within the course.</p> <p><b>For impacted students:</b></p> <ul style="list-style-type: none"> <li>• If there is a record for a student's attempt in ScoreCenter, the course instructor should <a href="#">re-open a student's attempt</a> so that they can Resume and re-submit for credit.</li> <li>• If a student was unable to submit and has an 'in-progress' attempt in the ScoreCenter, that student should be directed to access the lesson again to Resume their attempt, then proceed to the end of the lesson and click Finish to submit.</li> <li>• If a student is not showing in the ScoreCenter gradebook, their submissions to ScoreCenter did not come across and SoftChalk does not have a record of their work – in this case, if a student has submitted alternate proof of completion such as a screen capture, we would suggest that the course instructor manually give credit to the student through the LMS grade center. Or ask the student to re-take the lesson material.</li> </ul> <p>Since adding the new 'Empty Attempt ID' error, most of the reports from students and instructors have been resolved by clearing the affected attempt and/or requesting that the student refresh and re-take the lesson.</p>

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## Desktop Users

**IMPORTANT:** As mentioned previously, we recommend using the SoftChalk Cloud ScoreCenter solution versus using SCORM. See the section [ScoreCenter Overview](#).

**IMPORTANT:** Within your lesson in SoftChalk Create, be sure to **assign points to each QuizPopper and Activity**. (In the main editing window of your SoftChalk lesson, right-click on the QuizPopper or Activity and choose **Modify QuizPopper** or **Modify Activity**. Go to the **Options** tab and use the **Points** dropdown menu to assign points.)

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## Scored Lessons (Desktop Users)

### Print or Email Scores

Your students can print certificates of their scores and/or your students can email you within the lesson to send their scores. The basic steps are:

1. Create scored quiz questions and/or activities within your SoftChalk lesson and assign points for each quiz question or activity.
2. Add the email feature within your SoftChalk lesson. Within **SoftChalk Create**, choose **Properties/Lesson Certificates**. Make the appropriate selections under **Lesson Certificates**.
3. On the last page of your lesson within the web browser, is an area for students to type their name or identifier and then click **Email Score, Print Certificate** and/or **Print Score Summary**. (You can preview your lesson on your local computer to see how this works.)

With the email option, you will get an email from each student for each attempt the student made for the lesson. As mentioned previously, we recommend the use of the ScoreCenter feature as you will not have to manage individual emails.

If you are uploading a zip file to Canvas, then see the next sections [In SoftChalk Create: Package a Lesson](#) and [In Canvas: Upload a Zip File](#).

### SCORM

**IMPORTANT:** As mentioned previously, we recommend using the SoftChalk Cloud ScoreCenter solution versus using SCORM. See the section [ScoreCenter Overview](#).

The Canvas SCORM tool can play SCORM content and, if you wish, return a score to the Canvas gradebook.

### Add the SCORM tool to your course navigation

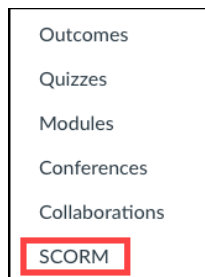
SCORM is hidden by default.

To add a hidden tool to your course navigation menu:

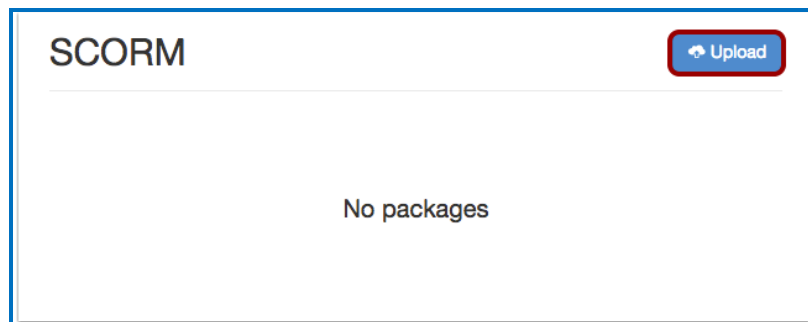
1. In your course navigation menu, click Settings.
2. On the Navigation tab, in the list of hidden tools (under "Drag items here to hide them from students"), find the desired tool, and then click the corresponding Settings (gear) icon.
3. Select Enable and, if desired, drag and drop the enabled tool to change its position in the tool list.
4. Click Save.

### Use the SCORM tool

1. From your course navigation menu, select SCORM.



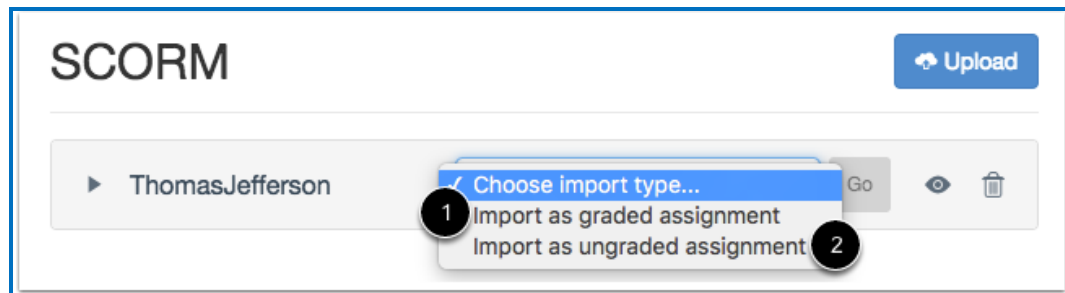
2. At the upper right, click Upload.



3. Select the .zip file containing your SCORM package. It may take several seconds to upload the file, depending on its size; a progress bar will indicate upload status. When the process is complete, the new upload may appear at the bottom of your list of SCORM packages.



4. From the Choose import type... drop-down menu, choose to import as either a graded or ungraded assignment. Click Go.



5. Navigate to the Assignments tool and find the new assignment. Edit the assignment to add necessary instructions, point value, due date, and so on. Do not change anything in the "Submission Type" field.

6. Click Save, and then click Publish to publish the assignment.

Your students will access the SCORM object via the Assignments tool. If you have made it a graded assignment, students' scores on the assignment will appear in the gradebook.

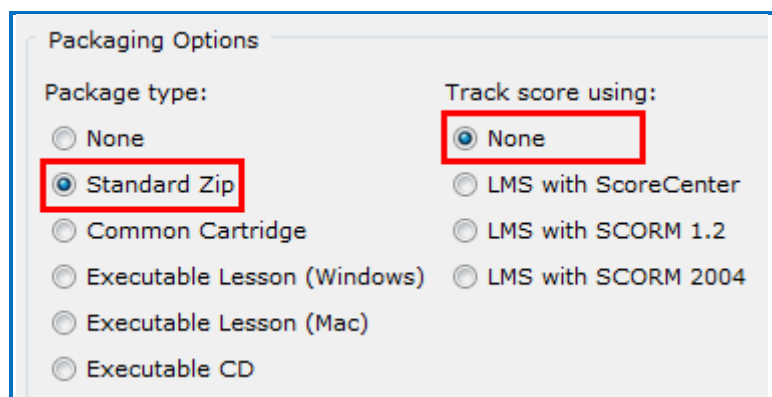
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## Non-Scored Lessons (Desktop Users)

Within SoftChalk, you can package a lesson in a .zip format. Then upload this .zip file into Canvas and unzip it. See the steps below to package a lesson in a .zip format.

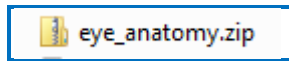
### In SoftChalk Create: Package a Lesson

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



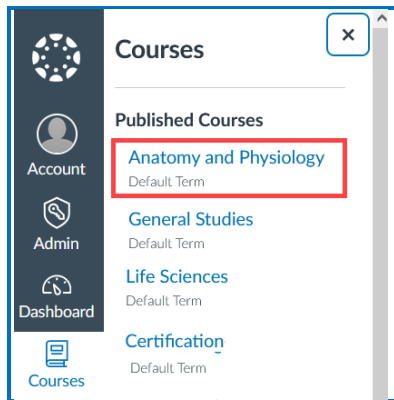
2. If you are using **SoftChalk Create**, select the area where you want the .zip file saved such as your **Desktop**. Then click **OK**. By default, you would save to your **Documents** area or choose another location on your local computer.

3. Your packaged file has your lesson name with a **.zip** extension (see below). 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 or package icon with your lesson name.

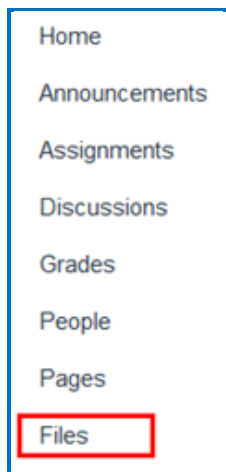


## In Canvas: Upload a Zip File

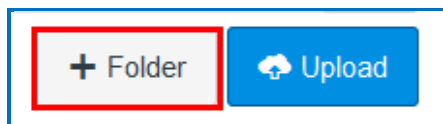
1. Log into your Canvas account and choose your course from the **Courses** menu at the left (see below).



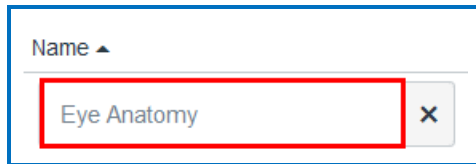
2. At the left, click **Files** (see below).



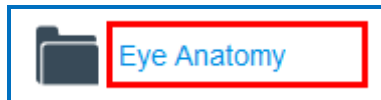
3. At the right, click **Folder** (see below).



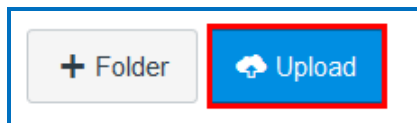
4. Type a name for your folder (see below) and hit the Enter key on your keyboard when you are finished (see below).

A screenshot of a folder creation interface. At the top, it says "Name ▲". Below this is a text input field containing the text "Eye Anatomy". To the right of the input field is a small "x" icon. The entire input field is highlighted with a red rectangular border.

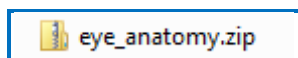
5. Click on the name of your newly created folder to open it (see below).



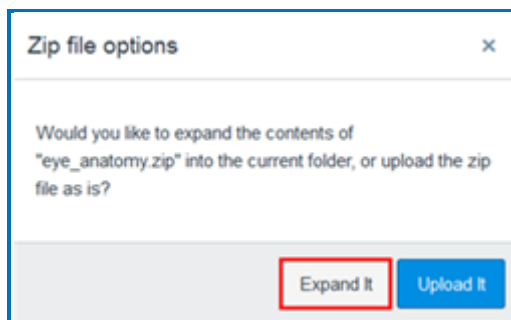
6. At the right, click **Upload** (see below).



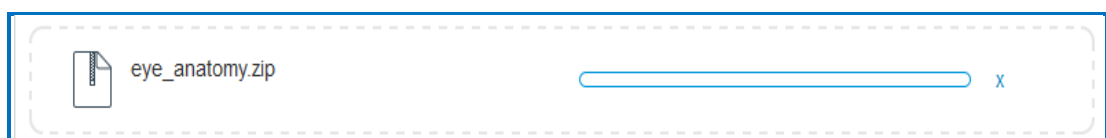
7. Navigate to your zip file. Click on your .zip file to select it (see below) and click **Open**. (If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper or package icon with your lesson name.)



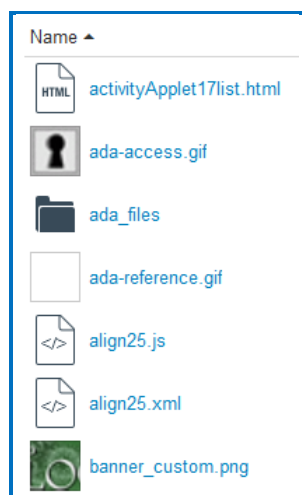
8. Click **Expand it** (see below).



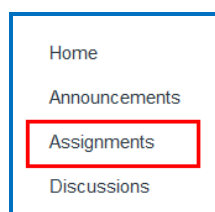
9. Wait while the file uploads (see below). Sometimes it takes a while for a zip file to upload.



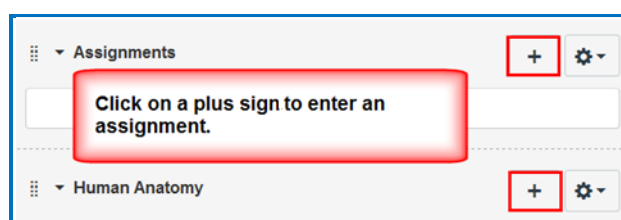
10. The .zip file automatically unzips as it is being uploaded when you choose the Expand It option. When this process is complete, you will see your lesson folder with all the items (see below).



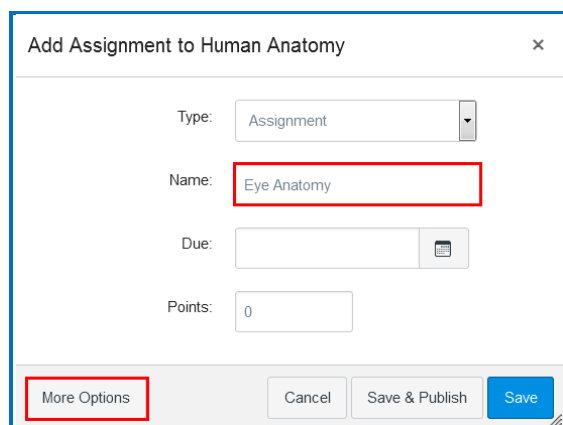
11. At the left, click **Assignments** (see below).



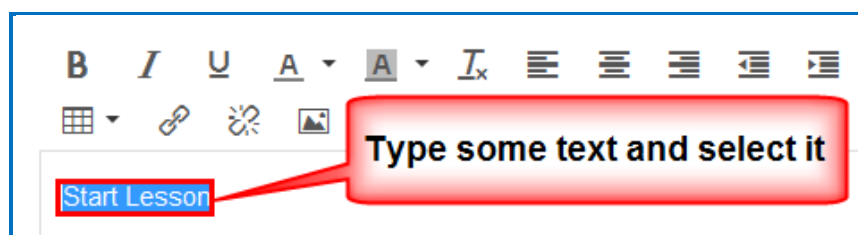
12. Click on a + sign to add your assignment (see below).



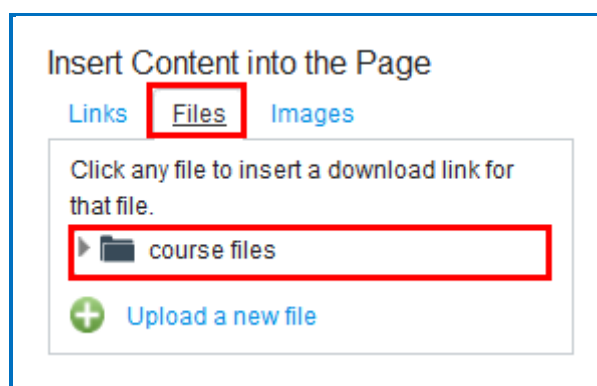
13. Enter a **Name** for your assignment and click **More Options** (see below).

A screenshot of the 'Add Assignment to Human Anatomy' dialog box. The dialog has a title bar with a close button (X). Inside, there are fields for 'Type' (set to 'Assignment'), 'Name' (set to 'Eye Anatomy'), 'Due' (with a calendar icon), and 'Points' (set to '0'). At the bottom, there are four buttons: 'More Options' (highlighted with a red box), 'Cancel', 'Save & Publish', and 'Save'.

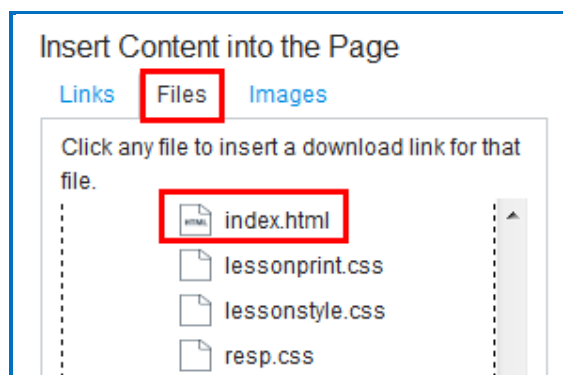
14. In the top box, type some text such as **Start Lesson**. Select this text (see below).



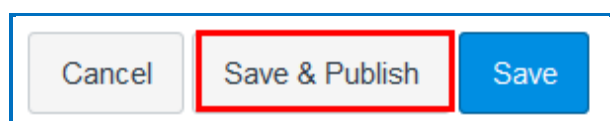
15. At the right side of your screen, click **Files** and click the **course files** folder to open it (see below).



16. Open the folder you created previously (e.g. **Eye Anatomy**). Scroll down and click the index.html file for this folder (see below).



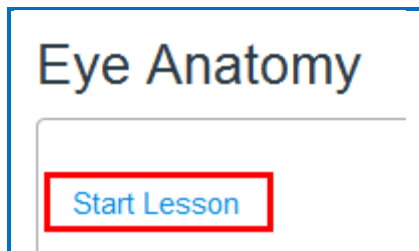
17. At the bottom, click **Save & Publish** if you are ready for your students to use your lesson (see below). (If you are still working on your lesson, then click **Save**. Later you can publish the link.)



(FYI, in the Assignments area, there are different icons for published and unpublished items – see below)



18. Click the link for the lesson to preview it (see below).



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## Replace a Lesson NOT Saved to SoftChalk Cloud

1. In SoftChalk, edit and save your lesson. Package the lesson (see the section [In SoftChalk: Package a Lesson](#)).
2. In Canvas, delete your lesson folder.
3. Upload your lesson again (see the previous section [In Canvas: Upload a Zip File.](#))

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## Help

Please visit our [SoftChalk Support](#) webpage. For purchase information, please contact [sales@softchalk.com](mailto:sales@softchalk.com).

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