



SoftChalk™ LessonBuilder 5 User Guide

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Introduction

Welcome, to SoftChalk LessonBuilder, the award-winning software that lets you create engaging web lessons quickly and easily. You can style your lesson for a professional look. You can add many activities and quizzes that promote active learning.

(If you are already familiar with LessonBuilder 4, you may want to go directly to the section [Version 5 New Features and Enhancements](#).)

You create your lessons using LessonBuilder, which is a desktop application that runs on both Windows and Macintosh computers. Your students can view your lesson using any standard web browser such as Internet Explorer, Firefox and Safari.

Your students can learn your content through a variety of activities and quizzes including:

- Matching
- Image labeling
- Timeline
- Flash cards
- Ordering
- Slide show
- Crossword puzzle
- Multiple Choice and True/False

You can deliver your lessons to your students in several different ways:

- Upload your lessons into a Learning Management System (LMS) such as Blackboard (Academic, Campus Edition or Vista), Angel, Desire2Learn or Moodle
- Upload your lessons to a web server
- Load your lessons on computers in your classroom for student practice or for your lectures
- Load your lessons onto a CD

If you don't have LessonBuilder already, you can **download a free trial version** at: http://www.softchalk.com/lb_trial.html

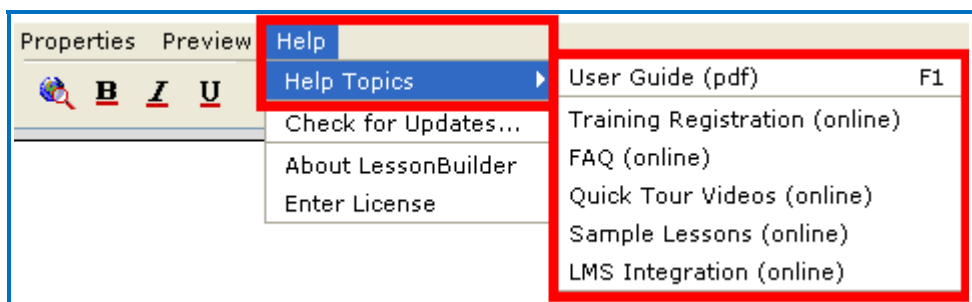
Version 5 New Features and Enhancements

IMPORTANT: Once you open a Version 4 lesson in Version 5, then you cannot open it in Version 4 again. (The lessons are not backwardly compatible.) Click on each blue link below to jump to that area of the User Guide.

New Features	Description
Media Search	Search for and insert content from web content repositories into your lesson.
Library	Save frequently used items into a library. Use the library to quickly insert an item.
Quiz Group	Insert a group of QuizPoppers into your lesson.
Widgets	Embed web widgets into your lesson.
eCourseBuilder	Create a course from multiple lessons. Publish the course to a Learning Management System or a CD.
Blackboard Publish Lesson	Within LessonBuilder, quickly publish your lesson to Blackboard (Academic Versions). For details, see the Blackboard V7, V8 or V9 Integration Guides at www.softchalk.com/support.html
Essay Question	Create an essay question that can be emailed or printed.
Photo Album	Create an activity with multiple images resembling a photo album.
Enhancements	Description
Accessibility	For details, see www.softchalk.com/lb_standards.html
Crossword Activity	Option to select a static crossword puzzle that students see each time rather than a randomly generated puzzle.
QuizPoppers	Extra wide format option.
Sidebars	Copy and preserve formatting and hyperlinks among sidebars.
Slide Show	Import a folder of images.
StyleBuilder	Change color in more areas of a style. Choose a larger maximum logo (400 x 300 pixels).
Tables	Select rows, columns and multiple cells. Create word wrapping around a table.
Table of Contents	Indentations based on heading levels.

Help Topics and Resources on the SoftChalk Website

IMPORTANT: The items below under Help Topics can be accessed within LessonBuilder. On your top menu bar choose **Help / Help Topics** (see below).



Help Topics	Description
User Guide	Click on an item in Table of Contents or use Find (Ctrl+F). Includes a Getting Started section.
Training Registration	Link to sign up for free online short courses .
FAQ	Link to Frequently Asked Questions.
Quick Tour Videos	Link to Quick Tour Videos. These videos are 2-5 minutes long demonstrating various features of LessonBuilder.
Sample Lessons	Link to Sample Lessons including lessons by the Winners of the Lesson Challenge.
LMS Integration	Link to integration guides for the Learning Management Systems such as Blackboard (Academic Version), Blackboard Campus Edition (formerly WebCT), Blackboard Vista (formerly WebCT), Desire2Learn and Moodle.
Other Resources on the SoftChalk Website	Description
Introducing SoftChalk	Live online demo introducing LessonBuilder features.
Innovator Series	Live online demo by innovative educators who demonstrate their use of SoftChalk lessons.
Innovator Archives	Archives of the Innovator Series.
Innovator Vignettes	5-10 minute condensed versions of the Innovator Series.

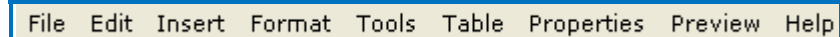
System Specifications	LessonBuilder runs on Windows and Macintosh computers. Students can view the lessons with all the major web browsers including Internet Explorer, Firefox and Safari. (Certain Learning Management Systems have restrictions on what platforms and browsers can be used with SCORM lessons .)
Widgets Websites	A list of websites with web widgets. Inserting Widgets is a new feature in Version 5. (See the section Widgets .)

Getting Started

Save a Lesson

When you start LessonBuilder, you are automatically on a new, untitled lesson. You can type in this main editing window or copy and paste text and images from your word processor or other programs.

Top Menu



Notice the top menu with File, Edit etc. In this guide, when you need to use this menu, the instructions will have the name of the item on the top menu followed by the item underneath it. Ex. **File / Save**.

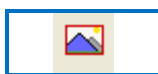
Toolbar



Notice the toolbar under the top menu with the standard word processing functions such as:

- Changing the font and font size
- Bold, italics, underline, text color and highlight color
- Text indentation and alignment
- Bullets and Numbering

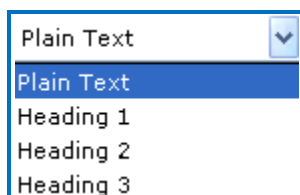
It also has the following items:



Insert or Modify an Image – brings up the insert image menu



Insert or Modify a Hyperlink – brings up the insert hyperlink menu



Headings – apply headings, which will be used for navigating sections in a page. For details, see the section [Style a Lesson](#).

(You can't use headings for TextPoppers, QuizPoppers, Activities, Hyperlinks or Media.)

You can save your lesson in one of three ways:

1. **File / Save**
2. **Ctrl+S**
3. Click the **Save** icon on the toolbar at the top (see below).



IMPORTANT: For a lesson name, you can use only letters, numbers, dashes and underscores. *You cannot use spaces, apostrophes or characters that are not letters, numbers, dashes or underscores.*

When you save your lesson, it becomes a folder with various files in it. Fortunately, you don't need to know the function of each file; just that your lesson is a folder with files in it. Later in this guide, you'll learn how to package and deliver your lesson.

You may want to avoid the **File / Save As** command unless you want to rename your lesson.

IMPORTANT: If you have inserted a file from your local computer into your lesson such as an image, *LessonBuilder automatically places a copy of the inserted file into your lesson folder.*

Preview a Lesson

At any time while you are working on your lesson, you may preview it to see how it would look to your students in their web browser.

You can preview your lesson in one of three ways:

1. **Preview / View in Browser**
2. **Ctrl+P**
3. Click the **Preview** icon on the toolbar at the top (see below).



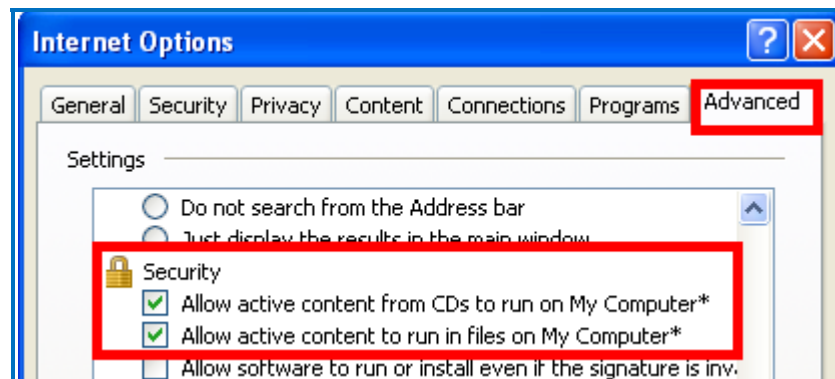
IMPORTANT: When you preview your lesson in **Internet Explorer** on your local computer, you may get a message in your information bar at the top that it is *restricting scripts and Active X controls*. (This message won't occur when looking at the lesson on a web server or within a Learning Management System.)

To turn off this blocking function on your local computer, use the steps on the next page.

In Internet Explorer: Change Setting for Active Content

Changing the setting below prevents the information bar from appearing when you preview your lessons with Internet Explorer. (As mentioned earlier, your students won't have this issue because they will be looking at the lesson from a web server or within a Learning Management System.)

1. Within **Internet Explorer**, choose **Tools / Internet Options**.
2. Click the **Advanced** tab.
3. Scroll down to the **Security** area.
4. Select **Allow active content to run in files on My Computer** (see below). (You can also select **Allow active content from CDs to run on My Computer** if you're planning on creating CDs of your lessons.)



5. Click **OK**.
6. Close all your Internet Explorer windows and try to preview your lesson again.
7. If you still have the information bar appear, re-boot your computer and then preview your lesson.

Open a Lesson

Open

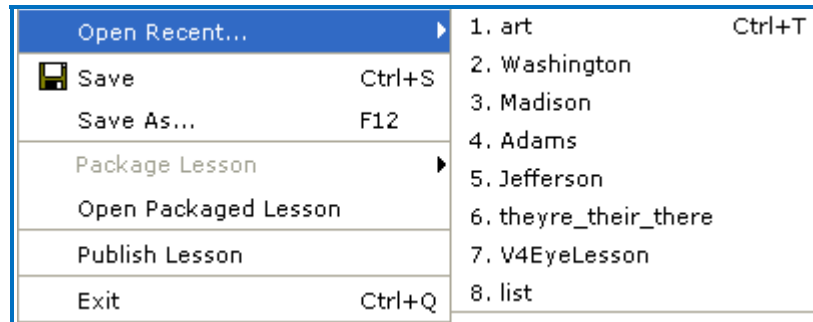
In LessonBuilder, choose **File / Open**. Locate your folder and double-click on it. Within LessonBuilder, you can double-click on any .html file to open your lesson.

IMPORTANT: Avoid using **File / Open Packaged Lesson** unless you're opening a packaged lesson. For details, see the section [Package a Lesson](#).

Open Recent

Choose **File / Open Recent** and select your lesson from the dropdown list at the right (see below).

Notice that for your most recent lesson, you can use **Ctrl+T**.

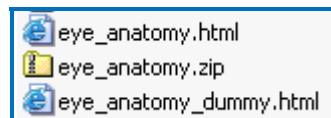


Back Up a Lesson

To back up your lesson, *copy and paste your lesson folder onto another physical media such as a thumb drive or a server.*

Or if you have a lesson with a large file size, you may want to package the lesson as a zip file and then back up the zip file. See the instructions below.

1. Choose **File / Package Lesson / Zip Format**.
2. Notice from the message window that your file is packaged with your lesson name and a .zip extension. *This zip file is located within your lesson folder* (see below).



3. Copy this zip file onto a thumb drive or server.

Rename a Lesson

The recommended way to rename a lesson is to open LessonBuilder and choose **Save As** (see the steps below). (We don't recommend copying and pasting your folder and renaming it as there may be confusion when using **File / Open Recent**.)

1. Within LessonBuilder, open your lesson (**File / Open** or **File / Open Recent**.)
2. Choose **File / Save As**.
3. Type a new name for your lesson and click **Save**.

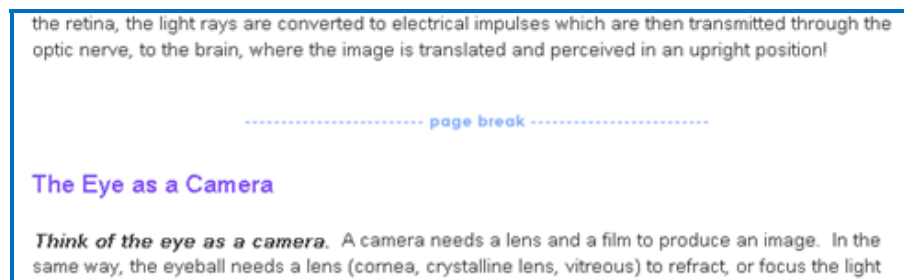
Create a Multi-page Lesson

To create multi-page lessons, you insert page breaks to create your pages. For details on navigating among your pages in your web browser, see the section [Style a Lesson](#).

Insert a Page Break

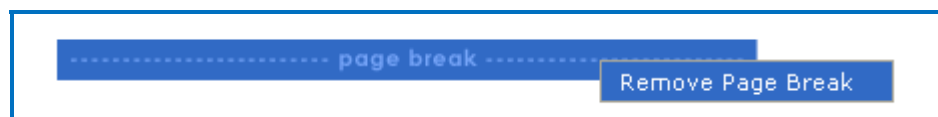
1. Place your cursor where you want a page to begin.
2. Choose **Insert / Page Break / Insert**
(or **Ctrl+Enter** or right-click and choose **Page Break**)

You can see a blue dotted line representing your page break (see below).



Remove a Page Break

1. Right-click on the page break.
2. Choose **Remove Page Break** (see below).



Style a Lesson

Without a style, your lesson looks similar in a web browser to the way it looks in LessonBuilder. There is no header or footer. There are no sidebars; there are just navigation links (previous page | next page) at the bottom of a page.

When you attach a style to your lesson, your lesson automatically acquires a professional appearance with a header (also referred to as a banner), footer, navigation bar and options for sidebars.

Attach a Style

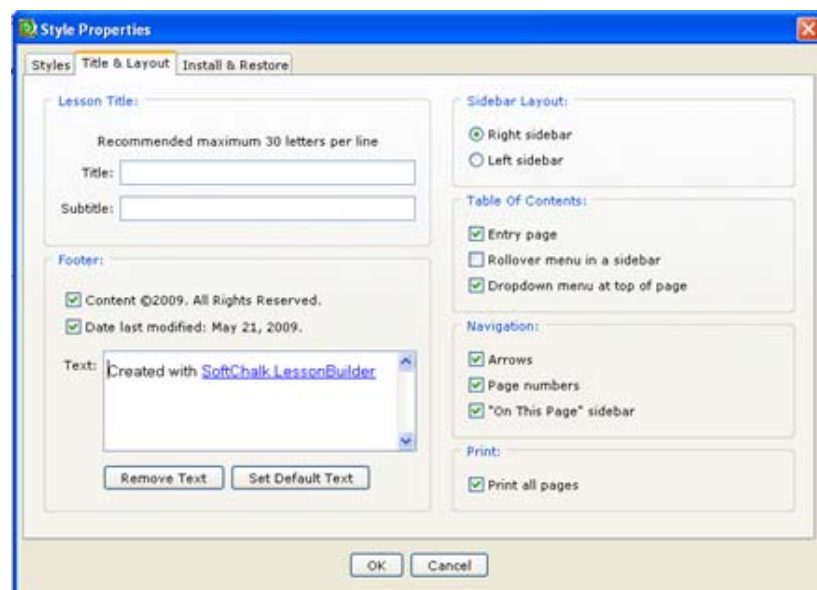
1. Choose **Properties/Style Properties**.
2. Click on a style at the right. Notice that you can scroll down to view even more styles. (To learn how to create your own style, see the section [Style Builder](#).)
3. Click **OK**.

If you preview your lesson at this point, you'll see a header with no text, a footer with some default text and a navigation bar at the top if you have inserted some page breaks. (These "style" items don't appear when you're looking at your lesson in LessonBuilder.)

You can add more options to your lesson (see below).

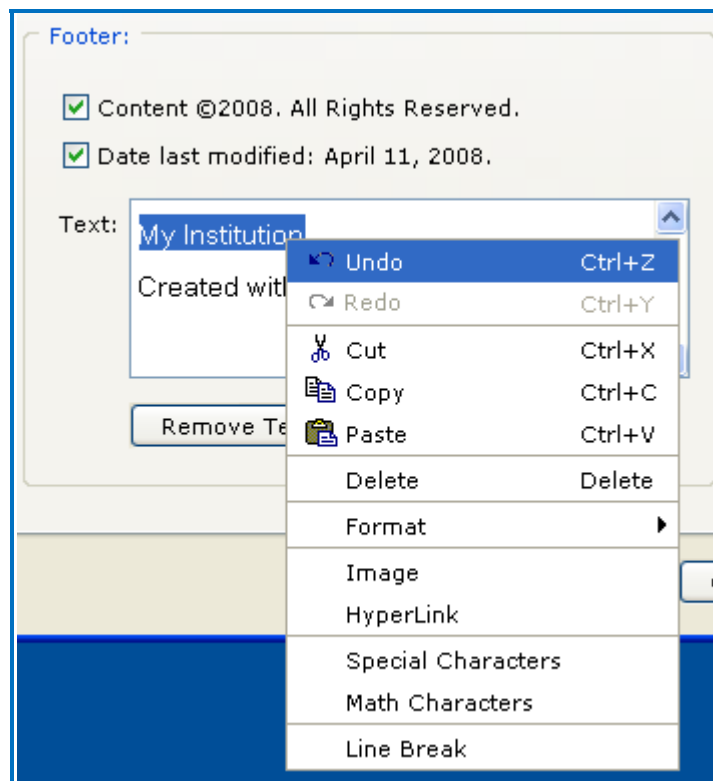
Set Options for Your Style

1. Choose **Properties/Style Properties**.
2. Click the **Title & Layout** tab (see below).



Options on the Title & Layout tab

- **Lesson Title:** The Lesson Title and Subtitle appear in the header in a web browser.
- **Footer:** Right-click within the Footer Text area and notice that you can add a Hyperlink or special characters (see below). Like the header, the footer will appear when viewing the lesson in a web browser.



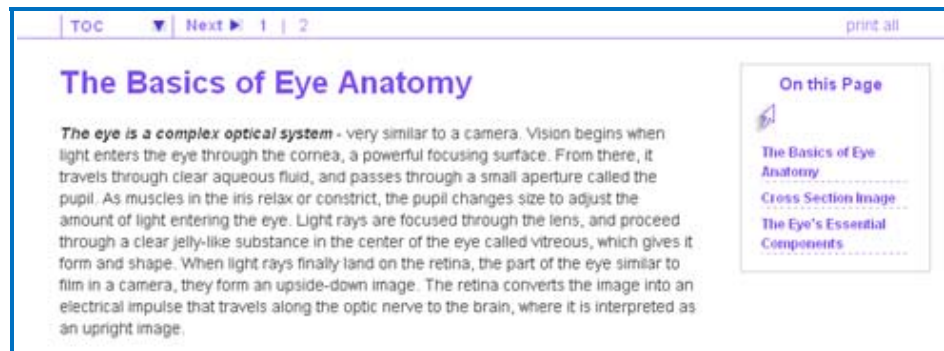
- **Sidebar Layout:** You can have several sidebars for your lesson. The “**On This Page**” sidebar is explained on the next page. You can create other sidebars by choosing **Properties/Sidebars**. For details, see the section [Sidebars](#).
- **Table of Contents:** For details on setting up a Table of Contents, see the section [Table of Contents](#).

- **Navigation:**

- **Arrows** – When selected, the Prev (Previous) and Next arrows appear in the navigation bar at the top in the web browser.
- **Page Numbers** - When selected, numbers for the pages appear in the navigation bar at the top in the web browser. (See the navigation bar below where the Arrows and Page Numbers options are selected.)



- **“On This Page” sidebar** - When selected, a sidebar appears in the web browser with links to the headings (Heading 1, Heading 2, Heading 3) on the page (see below).



- **Print all pages:** When selected, a **print all** button appears (see above), allowing your students to print all the pages of your lesson. (This feature does not include printing the TextPoppers, QuizPoppers or Activities.)

Sidebars

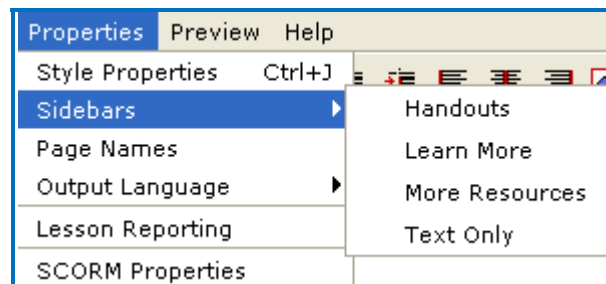
Besides the **“On This Page”** sidebar discussed in the previous section [Style a Lesson](#), you can add other sidebars to your lesson. The only difference in the functionality among the **Handouts**, **Learn More**, **More Resources** and **Text Only** sidebars is the title for the sidebar. (You can put your own title in the Text Only sidebar.)

As you add sidebars, you won't see the sidebars within your main editing window. You will see them when previewing the lesson in the web browser.

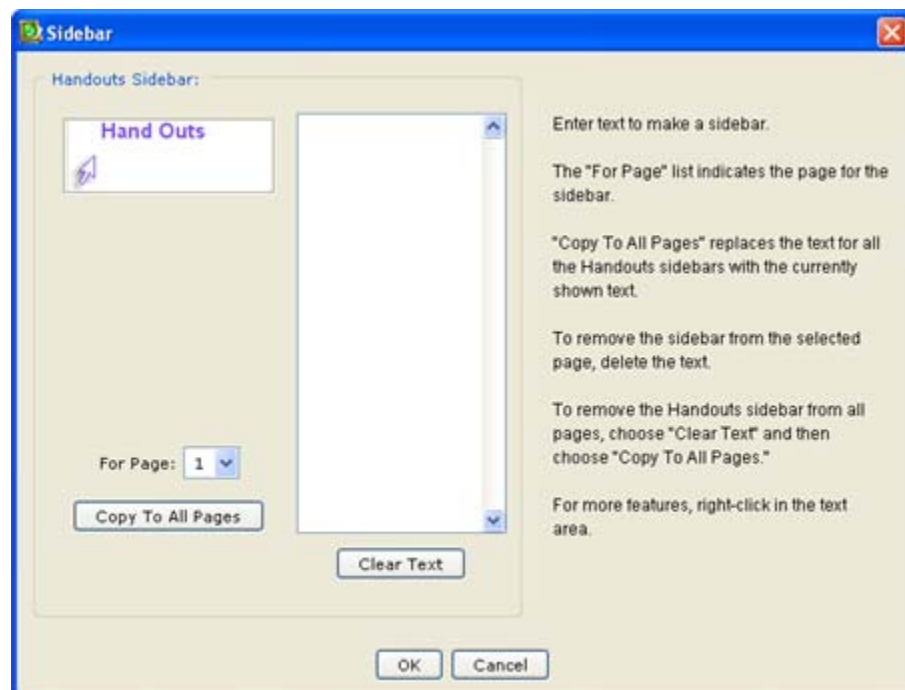
IMPORTANT: If you have both a table and sidebar on the same page, then you'll need to set your **Table width** to 99% or less. To change the table width, see the section [Create a Table](#).

Create a Sidebar

1. Choose **Properties/Sidebars** and select a sidebar (see below).

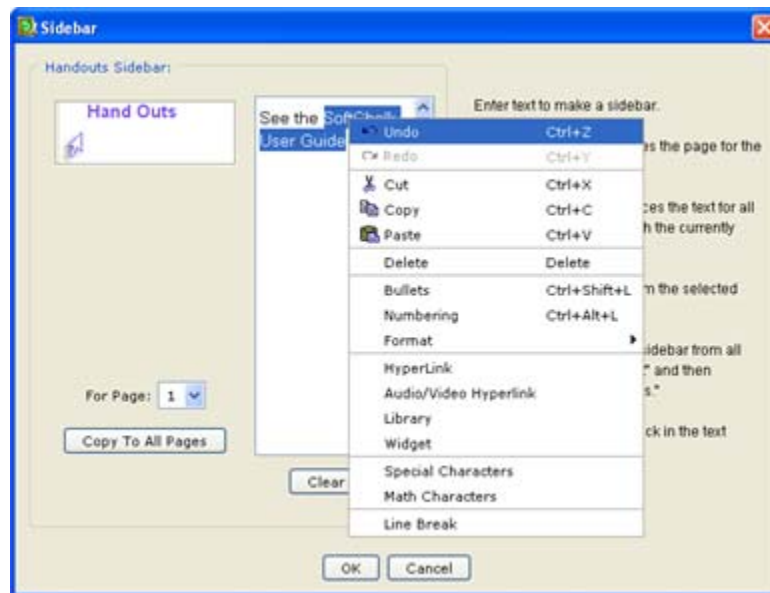


2. Type or paste text into the white box.



Add a Hyperlink

Select some text and right-click to bring up the Hyperlink insert menu.



Put the Sidebar on All Pages

1. Click **Copy to All Pages**.
2. Click **OK** at the message window.
3. Click **OK** to return to your main editing window.

Remove the Sidebar from All Pages

1. Click **Clear Text**.
2. Click **Copy to All Pages**.
3. Click **OK** at the message window.
4. Click **OK** to return to your main editing window.

Put the Sidebar on a Specific Page

1. Choose **Properties/Sidebars** and select a sidebar.
2. Select a page from the **For Page** dropdown menu.
3. Type or paste text into the white box.
4. Click **OK** to return to your main editing window.

Modify the Sidebar for a Specific Page

1. Choose **Properties/Sidebars** and select a sidebar.
2. Select a page from the **For Page** dropdown menu.
3. Edit the text into the white box.
4. Click **OK** to return to your main editing window.

How Removing a Page Break Affects Sidebars

IMPORTANT: Let's say you have a lesson with three pages and a Learn More sidebar with different content for each page. If you remove the page break between page two and page three, you have a two page lesson. LessonBuilder keeps the sidebar content for pages one and two and deletes the sidebar content that was on page three.

Copy Information from One Sidebar to Another

You can copy text from one sidebar to another and retain the formatting and hyperlinks. **IMPORTANT:** To retain the formatting and hyperlinks, you must copy and paste *within* the **Sidebar** window (Choose **Properties/Sidebars**.) (In other words, copying sidebar information, closing the **Sidebar** window, and then re-opening the Sidebar window and pasting will not retain the formatting and hyperlinks.)

Table of Contents

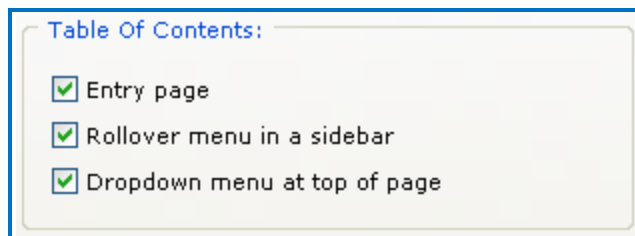
Create a Table of Contents

First you need to create:

1. Pages in your lesson (**Insert/Page Break**).
2. (Optional) Headings within a page (Heading 1, Heading 2 and Heading 3). Select some text you want to make a heading. Then use the dropdown menu on the toolbar to select a heading. (The default for text is Plain Text.)

Set the Location of Your Table of Contents

1. Choose **Properties/Style Properties**.
2. Click the **Title & Layout** tab (see below). Make selections and click **OK**.



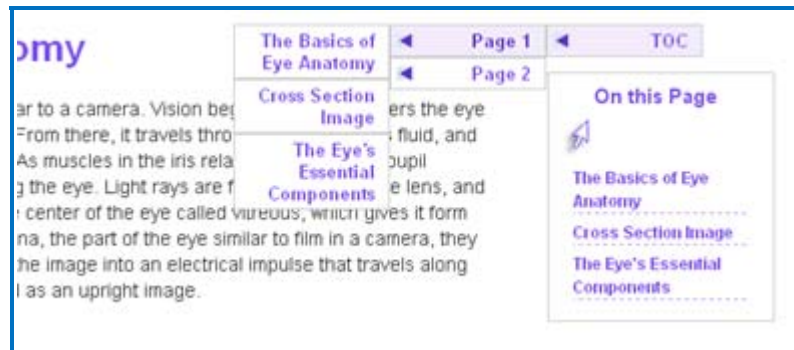
The screenshot shows a dialog box titled "Table Of Contents:". It contains three checked checkboxes with the following labels: "Entry page", "Rollover menu in a sidebar", and "Dropdown menu at top of page".

Entry page (in the web browser)

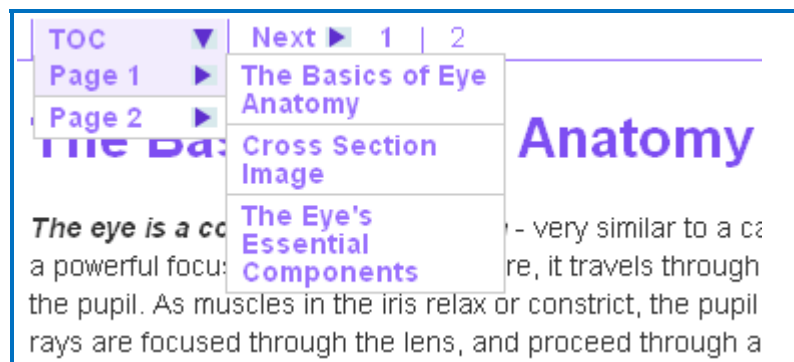


The screenshot shows a web browser view of a "Contents" page. The title "Contents" is at the top in a large, bold, purple font. Below it is a horizontal line. The page is organized into two sections: "Page 1" and "Page 2". Under "Page 1", there are three items: "The Basics of Eye Anatomy", "Cross Section Image", and "The Eye's Essential Components". Under "Page 2", there is one item: "The Eye as a Camera". At the bottom of the page, there is a link that says "return to top".

Rollover menu in a sidebar (in the web browser)



Dropdown menu at top of page (in the web browser)



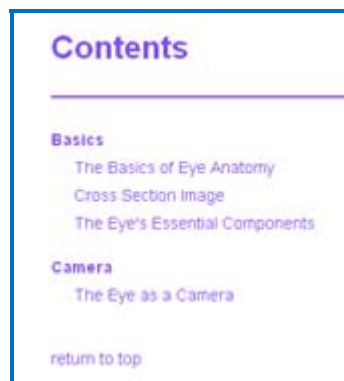
Create Page Names

1. Choose **Properties / Page Names**.
2. Type your page names.



View the Page Names

Below are the page names as they appear on the entry page of your lesson.



Contents	
Basics	
The Basics of Eye Anatomy	
Cross Section Image	
The Eye's Essential Components	
Camera	
The Eye as a Camera	
return to top	

View a Table of Contents with Different Heading Levels

If you have a mixture of heading levels (Heading 1, Heading 2 and Heading 3) in your lesson, then you will see indentation in your Table of Contents when you preview your lesson (see below).



Contents	
Early Years	
Introduction	
Early Life	
Interests	
Farmer	
Revolutionary War Years	
Commander in Chief	
Strategy	
Allies	
President	
Constitutional Convention	
President	
Foreign Policy	
French Revolution	
Party System	
Retirement	

Insert and Remove a Hyperlink

1. Select some text.
2. Choose **Insert / Hyperlink** (or right-click and choose **Hyperlink**).
3. Within the **URL or Selected File** box, use **Ctrl+V** to paste your URL.
4. It's a good idea to select **Open the link in a new window** if you're going to another website. Otherwise, your students may leave your lesson and never come back.



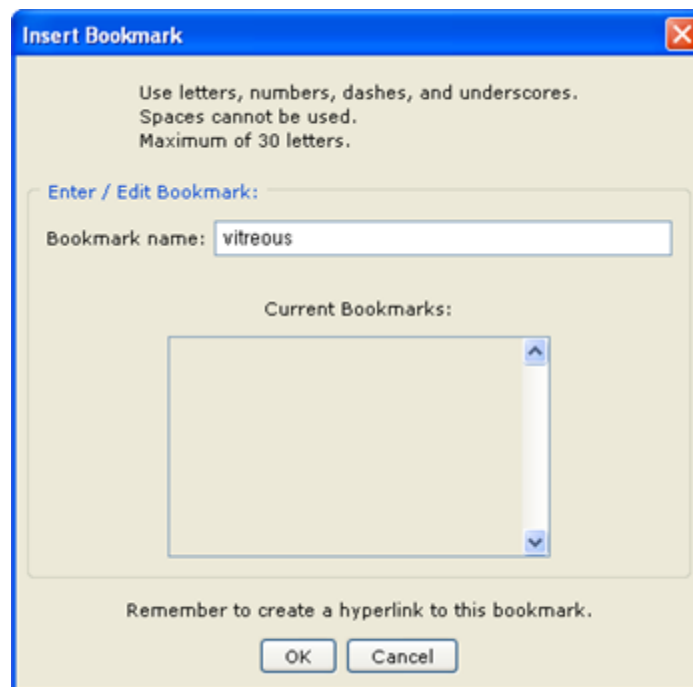
5. To remove a hyperlink, right-click on the hyperlink and choose **Modify Hyperlink**. Then click **Remove** and **OK** to return to your main editing window.

Internal Links (Bookmarks)

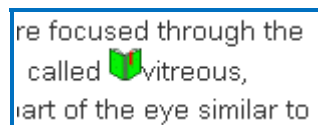
You can create a link from one part of your lesson to another. For instance, you may be on page 5 of your lesson and want to reference information on page 2. In this case, you create a bookmark on page 2 and then insert a hyperlink to that bookmark on page 5. See the steps below for details.

Insert a Bookmark

1. Click where you want your bookmark to go. (If you select text, the bookmark will be placed before the first character of your selected text.)
2. Choose **Insert/Bookmark** (or right-click and choose **Bookmark**).
3. Type a name for your bookmark (see below).



4. Click **OK** to return to your main editing window.
5. Notice the bookmark icon in your lesson.



Link to a Bookmark

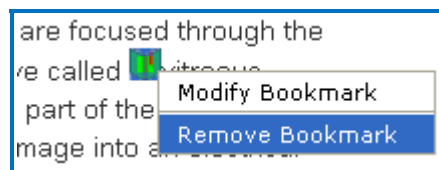
1. Select some text.
2. Choose **Insert / Hyperlink** (or right-click and choose **Hyperlink**.)
3. Select **Choose Bookmark**.
4. From the dropdown menu, select your bookmark (see below).



5. Click **OK** to return to your main editing window.

Modify or Remove a Bookmark

1. Right-click on the bookmark icon.
2. Choose **Modify Bookmark** or **Remove Bookmark** (see below).



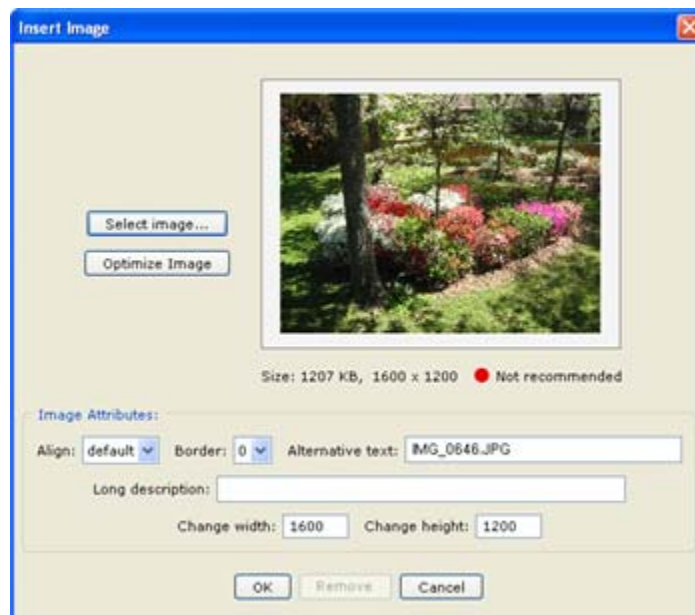
Insert an Image

IMPORTANT: When you insert an image, a copy of the image is placed in your lesson folder when you save. Your original image remains in its original location. If you modify the original image, you'll need to re-insert the image.

You may want to investigate the Media Search Tool which lets you insert media (including images) from various content repositories. For details, see [Media Search Tool](#).

To put a caption under an image, see the section [Create a Caption for an Image](#).

1. Click within your lesson to put your insertion point where you want your image.
2. Choose **Insert / Image** (or right-click and choose **Image**).
3. Click **Select image**.
4. Select your image file.
5. Click **Select**.
6. At the screen below, you have several options. You can change the alignment, border and dimensions. You can also add text for accessibility.

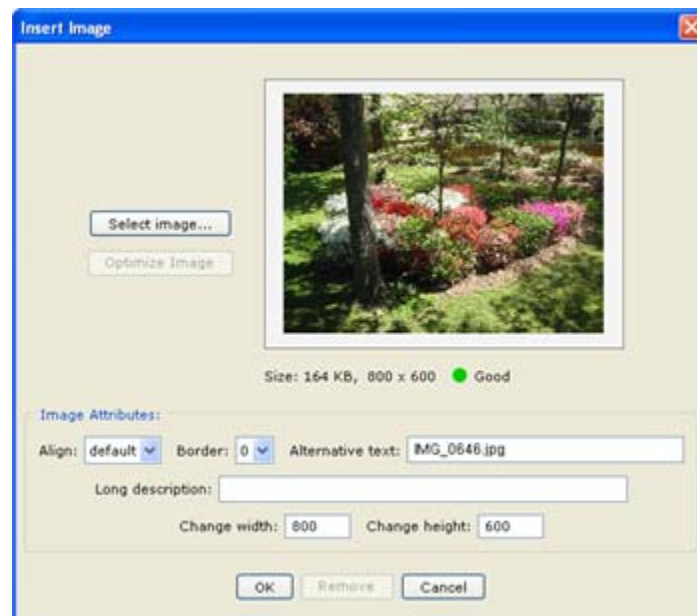


For this inserted image, notice that the red dot **Not recommended** indicates that your image file size is very large. (The file size is 1207 KB.)

IMPORTANT: Too many images with large file sizes in your lesson may cause your pages to load slowly in the web browser. See the next page to see how to reduce your image size.

Reduce Your Image Size

If you click **Optimize Image** on the previous screen, notice the changes below:



The green dot **Good** appears now. (For images over 800 by 800, the image dimensions will be reduced proportionally if you click **Optimize Image**.) Incidentally, your original image outside your lesson folder remains unchanged when you click **Optimize Image**.

Notice that this image is still somewhat large (164 KB and 800 by 600 pixels). If you have a lot of images in a lesson, you may want to use an image editing program [such as Photoshop or Irfanview (www.irfanview.com – free program)] to reduce the size and/or dimensions of your image even more.

Image File Types

You can insert a file that is a .jpg, jpeg, .gif, .png or a .bmp. (If you insert a .bmp file, it will get converted to a .png file type.) You can't insert a .tif file.

Accessibility Items

Complete the **Alternative text** and **Long Description** text boxes. For more information about LessonBuilder's Accessibility compliance, see www.softchalk.com/lb_standards.html

Re-size an Image within the Main Editing Window

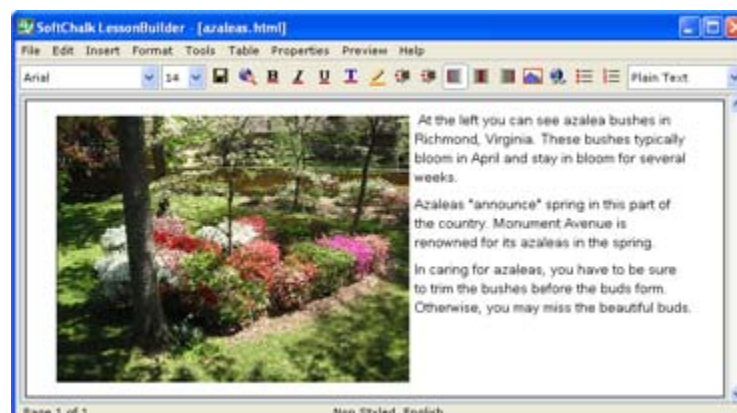
1. Within your main editing window, click on your image to select it.
2. Drag a corner square handle to re-size it proportionally.



IMPORTANT: When you re-size an image in the main editing window, the re-sizing affects the presentation of the image but not the actual file size.

Wrap Text around an Image

1. Within your main editing window, click at the beginning of a paragraph.
2. Choose **Insert / Image** (or right-click and choose **Image**).
3. Click **Select image**.
4. Select your image file.
5. Click **Select**.
6. For **Align**, select **left**.
7. Click **OK** to return to your main editing window.



Remove an Image

1. Within your main editing window, right-click on an image.
2. Choose **Modify Image**.
3. Click **Remove**.
4. Click **OK** to return to your main editing window.

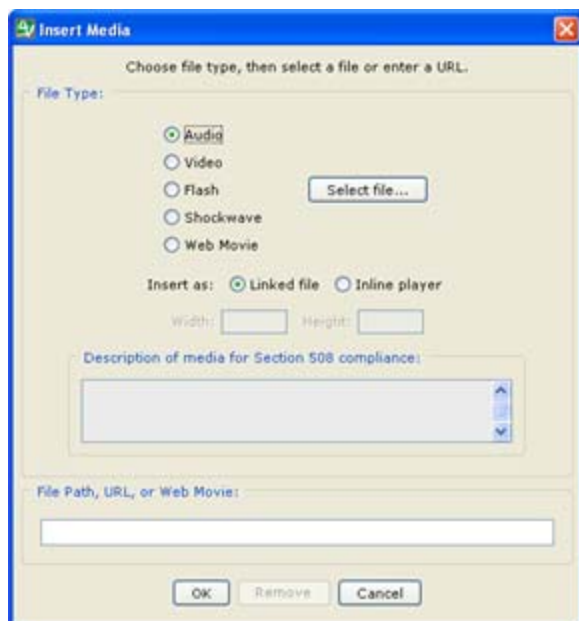
IMPORTANT: When you remove an image, the file remains in your lesson folder. Delete the file from within your lesson folder. If you plan to reinsert the file, then don't worry about deleting it from your lesson folder.

Insert Media (Sound, Animation or Video)

You can insert various types of media into your lesson. You can insert various sound, video and animation files. (For information on searching content repositories to find media, see the section [Media Search Tool](#).)

If you need a sound program, Audacity is a popular free recording and editing program (<http://audacity.sourceforge.net/>).

1. Choose **Insert / Media** (or right-click and choose **Media**).



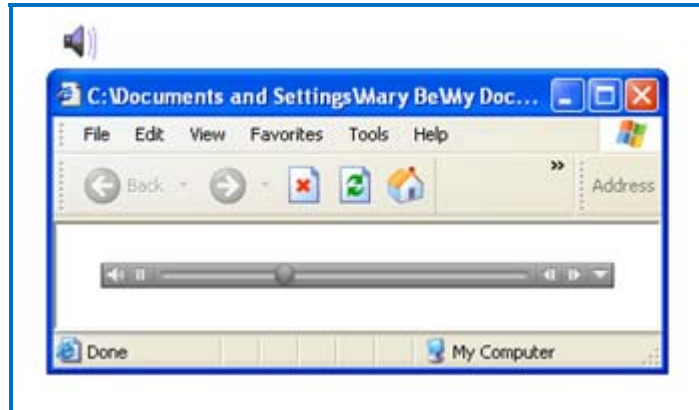
2. Select the **File Type** (Audio, Video, etc.).
3. Click **Select file** to select your file (see the table below for supported formats).

Media Formats

File Type	Formats Supported
Audio	aiff, au, mid, midi, mp3, ra, ram, rmf, wav, wma
Video	avi, mpeg, mpg, mov, wmv
Flash	swf
Shockwave	dcr
Web Movie	swf

Linked file

Notice the following scenario. You insert an audio file with the **Linked file** option selected. When you preview your lesson in your web browser and click on the media icon in your lesson, a separate window pops up with controls for you to play the sound (see below).



Why would you want to use the **Linked file** option rather than **Inline player** (see below)? *If you have a lot of media on your lesson page, use the **Linked file option**.* (The **Inline player** option causes the page to load more slowly.)

Inline player

If you select the **Inline player** option, then the player controls appear automatically in your web browser (see below).



IMPORTANT: You may need to enter values for the width and height for the inline player option if you insert a video, flash or shockwave file type.

IMPORTANT: If you are using .mov video files, then your students will need to have QuickTime on their computers to play this file type.

Link to a Media File Using the File Path, URL or Web Movie

Rather than select a file on your local computer, you can link to a media file on the web. Copy and paste (**Ctrl+V**) a URL in the box below.

A screenshot of a form with a label 'File Path, URL, or Web Movie:' in blue text. Below the label is a large, empty text input box for entering a file path or URL.

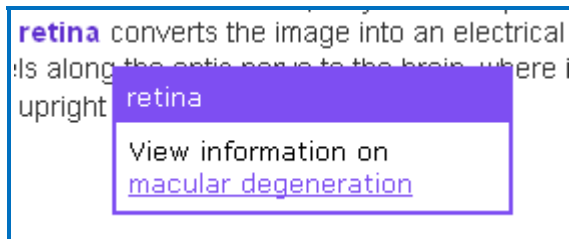
Link to a Streaming Web Movie (such as YouTube)

Beginning with Version 5, you can use the **Insert / Widgets** to link to streaming video. For more details about Widgets, see the section [Widgets](#).

1. Go to the YouTube site (www.youtube.com) and find your movie.
2. Click in the **Embed** code (usually on the right side of the screen).
3. Right-click and select **Copy**.
4. Within LessonBuilder, choose **Insert / Widgets**.
5. Click **Paste Code**. Click **OK**.
6. Save and preview your lesson.

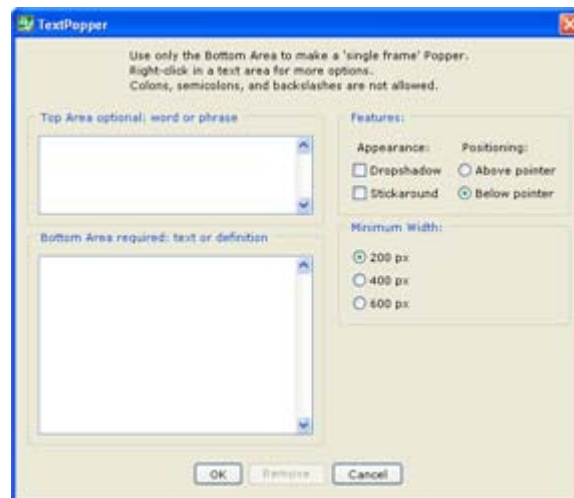
Insert Text Annotations (TextPoppers)

You can create text annotations using the TextPopper feature. Within the web browser when you move your cursor over a highlighted word, a text annotation “pops up” with additional information (see below). You can’t copy and paste TextPoppers; however you can cut and paste a TextPopper within the same lesson.



Create a TextPopper

1. In your main editing window, select some text.
2. Choose **Insert / TextPopper** (or right-click on your selected text and choose **TextPopper**).
3. Type or paste text in the top and bottom areas (see below).



4. Notice the **Stickaround** option. Selecting this option lets the TextPopper stay on the screen until you click **Close**. (Otherwise, the TextPopper goes away when you move your cursor away from the annotated text.)
5. Click **OK** to return to your main editing window.
6. Notice in your main editing window that the annotated text is now bold and has the color of your lesson style.

Create a TextPopper with an Image, Hyperlink or Media

1. Follow the previous instructions for creating a TextPopper.
2. When entering information in the top or bottom area, right-click and select **Image**, **Hyperlink** or **Media**.
3. Use the instructions given earlier in this guide for inserting an image, hyperlink or media.
4. Select the **Stickaround** option for the TextPopper.
5. If you have inserted a wide image, you may want to make the minimum width of your TextPopper 400 or 600.
6. Click **OK** to return to your main editing window.

Modify or Remove a TextPopper

Right-click on the TextPopper and choose **Modify TextPopper** or **Remove TextPopper**.

Insert Quiz Items, Activities and Widgets

Within LessonBuilder, you can create quiz items (e.g. true/false, multiple choice, short answer) and various activities (e.g. crossword puzzle, flashcards, image identification) to make your lessons engaging for your students. You can also embed interactive widgets from other websites into your lesson.

For details, see the sections [QuizPoppers](#), [Activities](#) and [Widgets](#).

Spell Checker

You can run a spell checker for the content in your main editing window (but not in TextPoppers, QuizPoppers or Activities). Choose **Tools / Check Spelling**.

Find or Replace

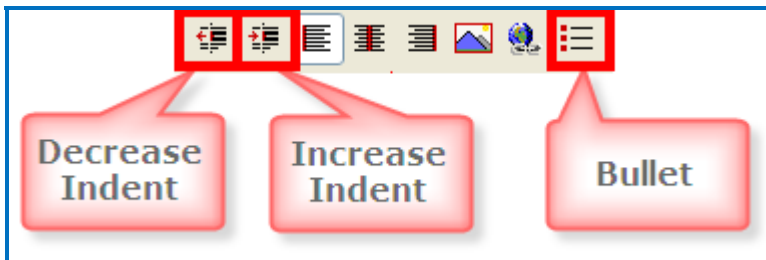
As with the Spell Checker, these features work in your main editing window (but not in TextPoppers, QuizPoppers or Activities). Choose **Edit / Find** or **Edit / Replace**.

Nested List

Below is a sample nested list as it appears in a web browser.



You can create nested lists using the following icons on the toolbar:

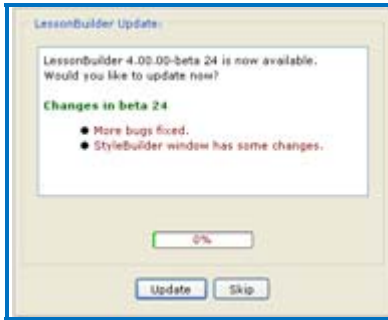


1. Type the first item for your list such as **Baroque**.
2. Click the **Bullet** icon on the toolbar.
3. Type the second item such as **Rubens** and click the **Increase Indent** icon on the toolbar.
4. Type the third item such as **Venus and Adonias** and click the **Increase Indent** icon.
5. Type the fourth item such as **The Last Judgment**.
6. When you type the fifth item such as **Caravaggio**, click the **Decrease Indent** icon.
7. Save and preview your lesson when you've finished the list. (In earlier versions of LessonBuilder, there was a discrepancy between the appearance of numbered lists in the main editing window and the appearance of these lists in web browsers. Version 5 has corrected this discrepancy.)

Updates to LessonBuilder

If you're connected to the Internet, you will get a notice if there are updates to LessonBuilder (see below). You can choose **Update** or **Skip**. If you skip, you will get the notice again when you're connected to the Internet and you open LessonBuilder.

Typically, updates install within a few minutes.



Media Search

Overview

The Media Search tool allows you to search for content across several content repositories. A content repository is a website or content database with searchable content such as YouTube.

The content in the content repositories can be a(n):

- Image file
- Hyperlink to a Web page
- Video file
- Streaming video (e.g. videos from www.youtube.com)
- Text file
- PDF file

Once you find content with the Media Search tool, you can insert an item directly into a lesson and/or save the item(s) into your SoftChalk Library. (For details on the SoftChalk Library, see the section [Library](#).)

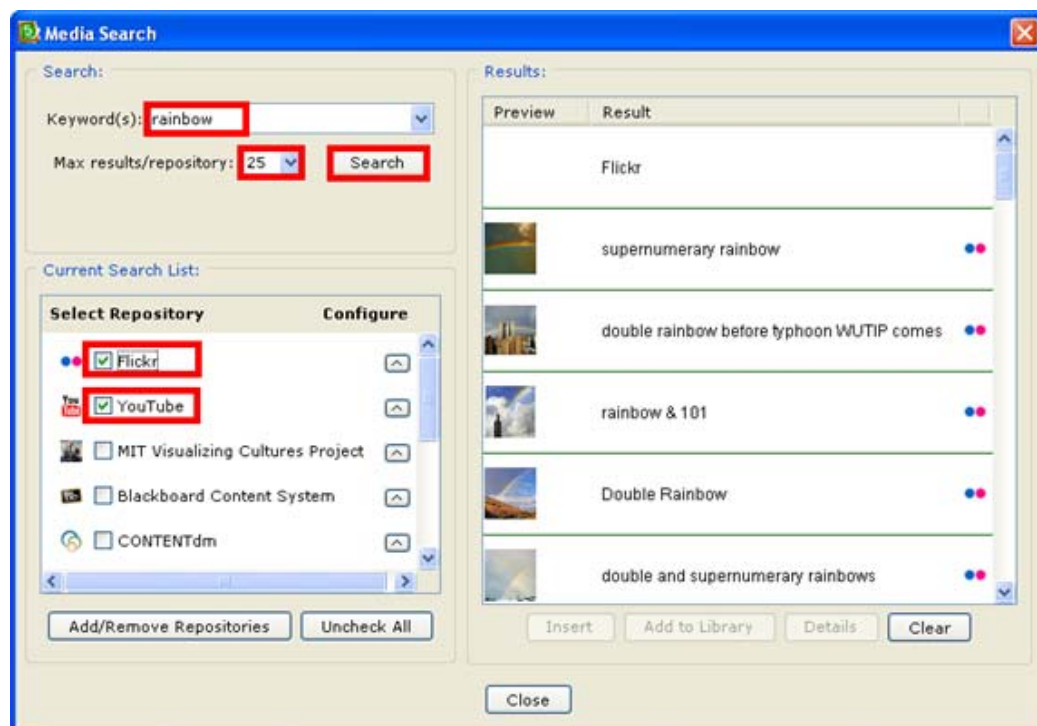
Copyright Considerations

Each of the repositories included in LessonBuilder is governed by different license agreements. Use of any material found within these repositories is subject to rights, terms, and conditions posted on each repository website.

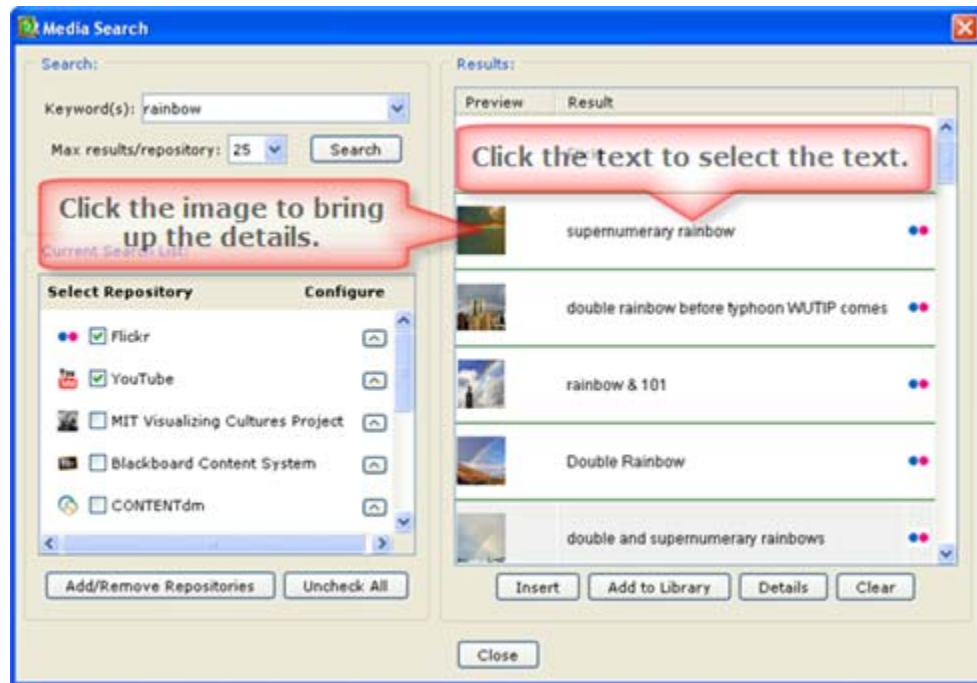
Do a Basic Search

Let's say you're working on a lesson about weather and you want to include an image of a rainbow. Follow the steps below to insert an image of a rainbow.

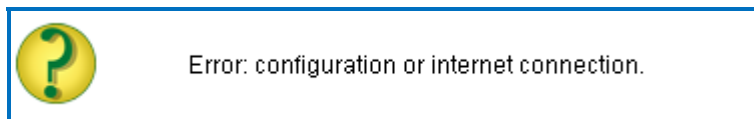
1. Within LessonBuilder, choose **Tools / Media Search**.
2. At the left in the **Select Repository** list, click on one or more repositories to select them.
3. In the **Keyword(s)** box at the top, type **rainbow** and click **Search** (see below). Notice under the **Max results/repository** dropdown list, you can set the maximum number of results from each repository.



- At the right, you'll see the results of your search. To get details about an item, click the image in the **Preview** column (see below). (Or you can click the text for the item and click **Details**.)



- When you search, you can search on several key words. For instance, you could enter **rainbow thunder** as the keywords and you would see results with both words in the name or one of the words in the name.
- Notice in the upper left corner you can use the dropdown menu in your **Keyword** box to select a previous keyword search.
- If you happen to get the **Error** image below when you do a search, then you either haven't set up your permission information for your repository item (see the section [View the Configuration of a Repository](#)) or your internet connection is down.



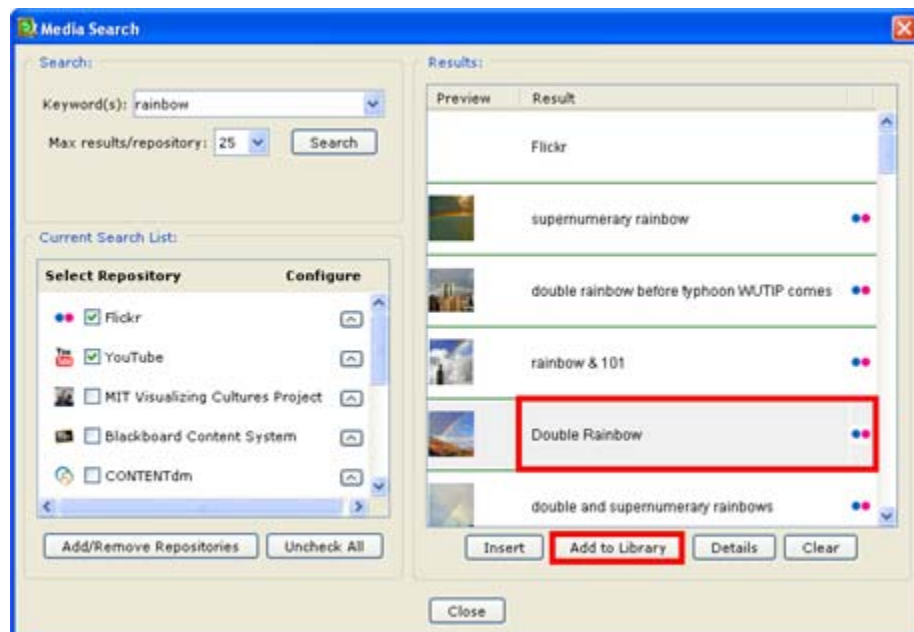
Insert an Item into a Lesson

1. After doing a search, you can insert a selected item into your lesson. Select an item by clicking the text for the item under the Result column (see above).
2. Click **Insert** to put the item into your lesson.
3. You can continue searching for items and inserting them into your lesson.
4. Click **Close** to return to your main editing window when you're finished with your searches.
5. If you happen to select a streaming video from a site such as youtube, then a **Widget placeholder** appears in your main editing window. When you preview the lesson in your browser, your video will appear provided you are online.

Save an Item(s) to the Library

For details on using the Library, see the section [Library](#).

1. After doing a search, you can insert one or more selected items into your Library. Select an item by clicking the text for the item under the **Result** column.
2. Click **Add to Library** (see below).

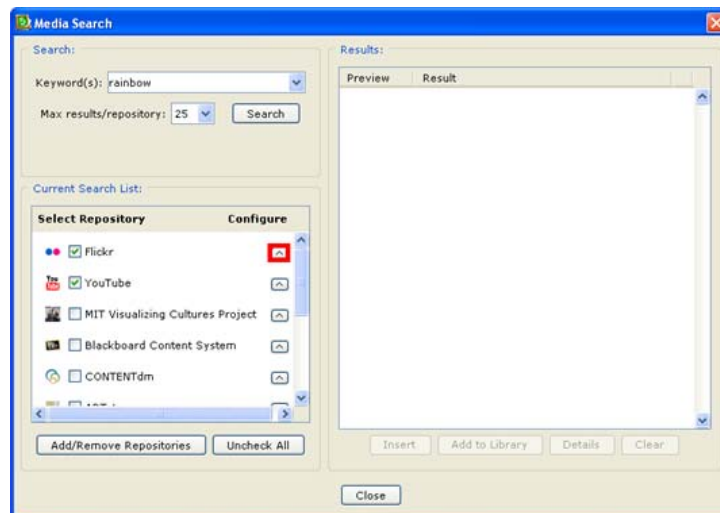


3. You can add multiple items to the Library by selecting multiple items and clicking **Add to Library**. To select multiple items:

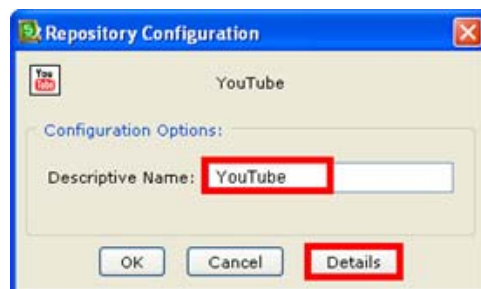
- a. Hold down your **Ctrl** key and click different items under the **Result** column OR
 - b. To select a contiguous group of items, click your first item under the **Result** column. Then hold down your **SHIFT** key and click your last item under the **Result** column.
4. You can put these items into folders in your Library. See the section [Create Folders in the Library](#).

View the Configuration of a Repository

1. If your Media Search window is not open already in LessonBuilder, choose **Tools / Media Search**.
2. Click a button under the **Configure** column (see below).



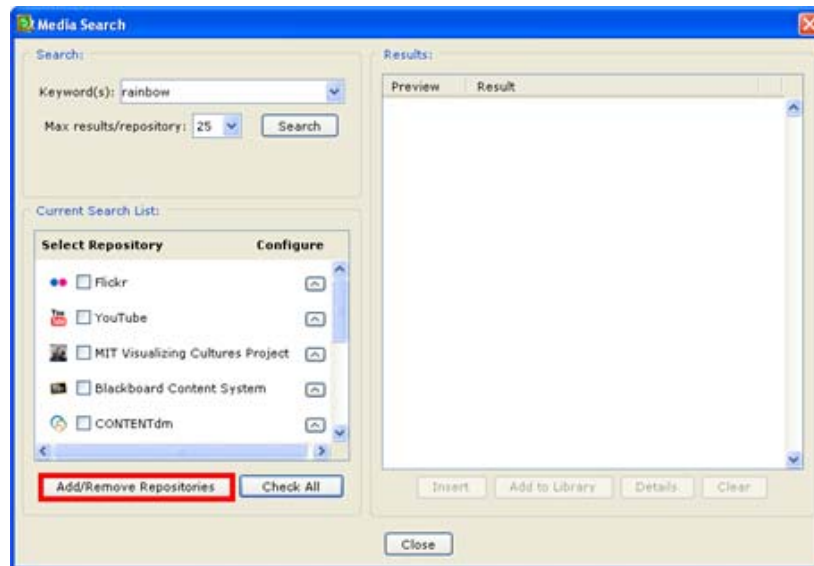
3. Notice that you can change the name as it appears in your search list (see below). **Some repository configurations require access information and other options.** (You can also view details about the repository by clicking **Details**.)



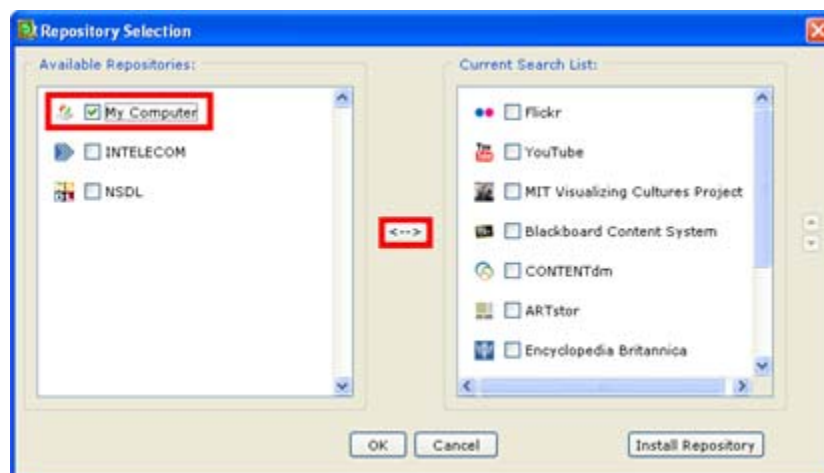
Add/Remove Repositories to the Search List

If you have just a few repositories that you use regularly, you may want to modify the search list so that only those repositories appear on your search window. (You can always add them back if you want.) As mentioned earlier, you can add your own computer to the search list.

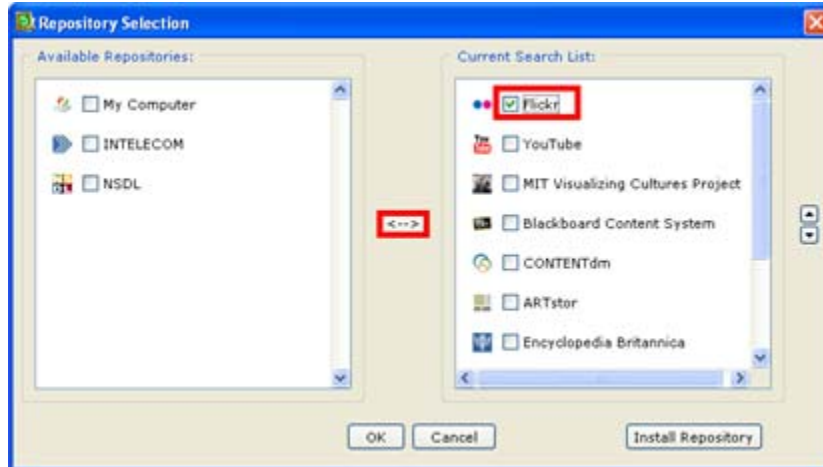
1. Within LessonBuilder, choose **Tools / Media Search** (if your search window is not open already).
2. Click **Add/Remove Repositories** (see below).



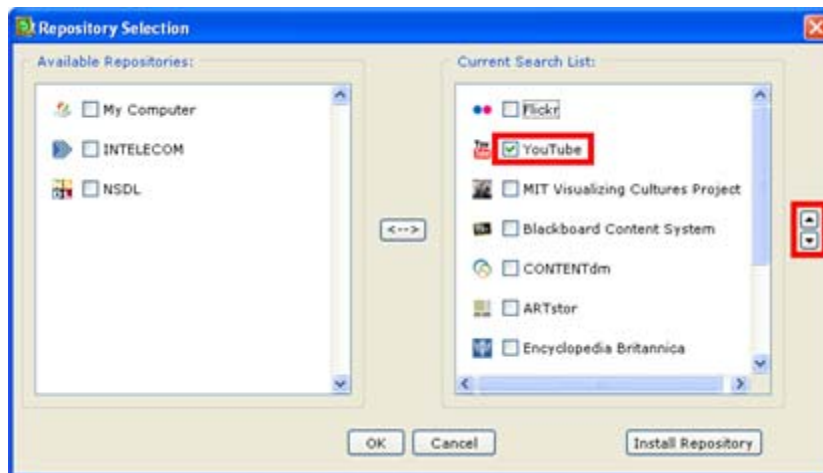
3. To add an item to your current list, click one or more items on the left.
4. Click the middle double-arrow button (see below). The item(s) will then appear on the right under the **Current Search List**.



5. To remove a repository from your current search list, select one or more items on the right.
6. Click the middle double-arrow button (see below). The items will then appear on the left under the **Available Repositories** list.



7. You can change the order of the current search list by selecting an item on the right and clicking the up or down arrow (see below).



Install a Repository

Additional repositories can be added your search list. For details, see www.softchalk.com/digitalRepository/.

If you have a repository connector to add to your search list, follow the steps below. (Repository connectors are packaged as .zip files.)

1. Within LessonBuilder, choose **Tools / Media Search** (if your search window is not open already).
2. Click **Add / Remove Repositories**.
3. Click **Install Repository**.
4. Navigate to the repository .zip and select it.
5. Click **Open**.
6. Click **OK**.

Library

Overview

The Library lets you save images and media into one location for easy insertion into a lesson.

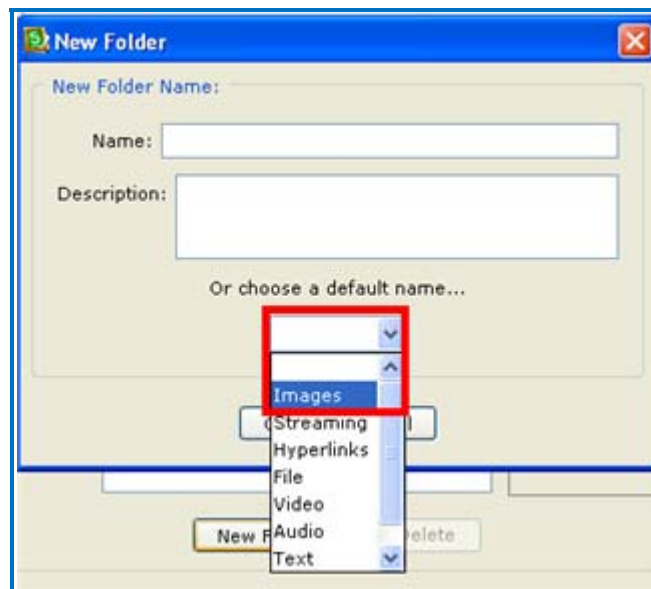
Add an Item to the Library

You can add an item to the Library using the Media Search tool. See the section [Save an Item\(s\) to the Library](#).

Once you've added items to the Library, you can drag an item from one folder to another.

Create Folders in the Library

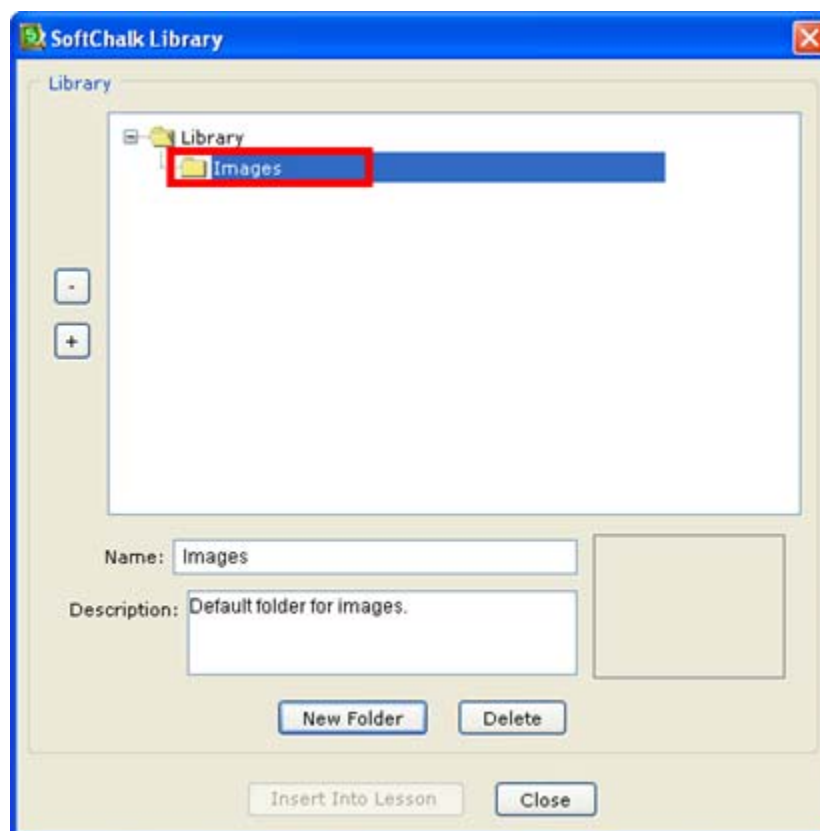
1. Choose **Tools/Library**.
2. Click **New Folder**.
3. Notice by using the dropdown menu you can set up default folders for your images, streaming video, hyperlinks, etc. (see below).



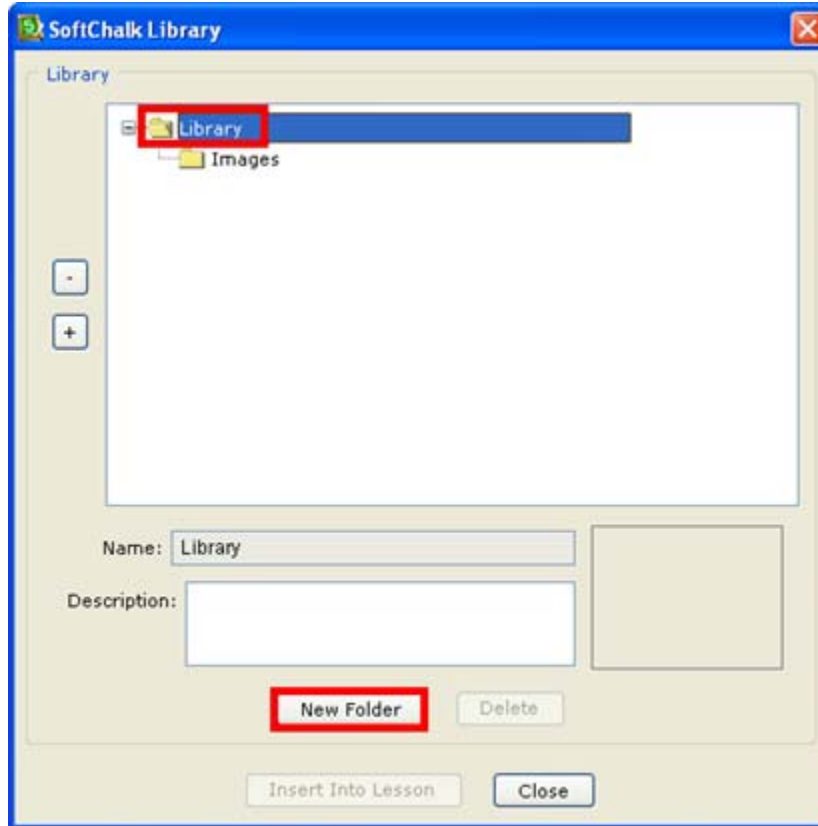
4. After either selecting a folder name from the dropdown menu or typing a name, click **OK** (see below).



5. Notice your folder (see below).



6. To add another folder to the Library, click on the **Library** folder. Then click **New Folder** (see below). **IMPORTANT:** If the **Images** folder is selected and you click **New Folder**, then the folder will be under the **Images** folder. Please note that you can drag your folder from one place to another.



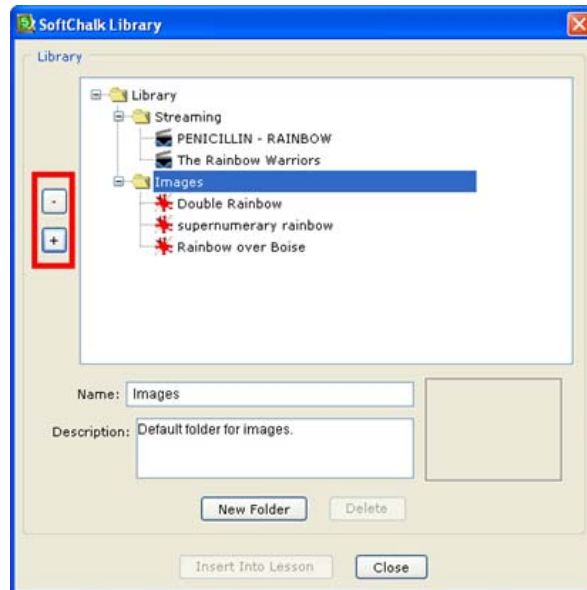
Move Items within the Library

Notice that by dragging the icons you can:

- re-arrange the order of the folders
- move items into folders

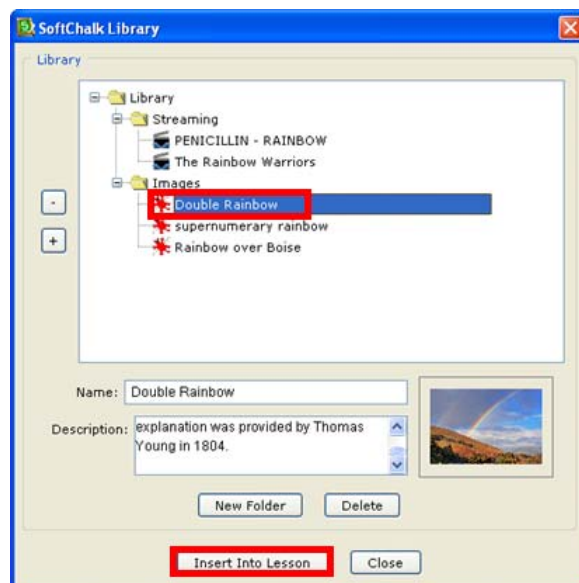
Expand and Collapse the Library List

Once you have items within folders, you can use the plus or minus buttons to expand or collapse the list (see below).



Insert a Library Item into a Lesson

1. Choose **Tools/Library**.
2. Open a folder such as **Images** and click on an item to select it.
3. Once your item is selected, click **Insert Into Lesson** (see below).



4. When you are finished inserting items into your lesson, click **Close**.

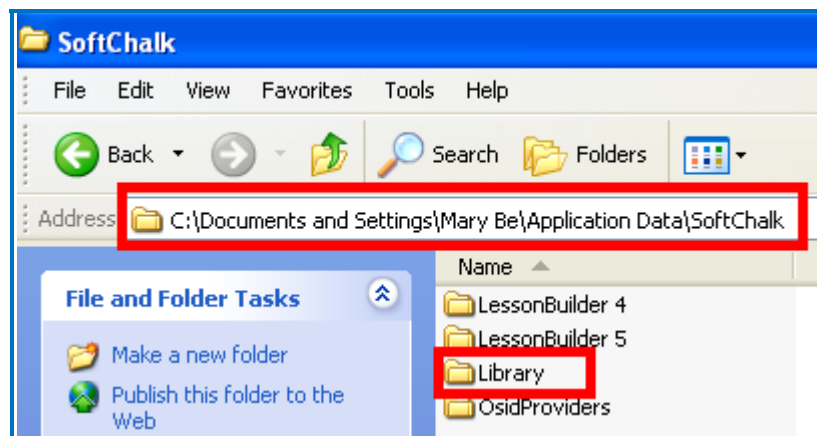
IMPORTANT: As with inserting images and other media (**Insert/Image** or **Insert/Media**), a copy of your inserted item goes into your lesson folder. The original item stays in the library.

Delete an Item or Folder

1. Choose **Tools/Library**.
2. In the top part of the window, select an item or folder. (Before you can delete a folder, the folder must be empty.)
3. Click **Delete**.

Back up the SoftChalk Library

1. For PC users: Go to the location for your SoftChalk Library folder which is C:\Documents and Settings\Username\Application Data\SoftChalk (see below).



2. For Macintosh users: Go to the location for your SoftChalk Library folder which is (user home)/Library/Application Support/SoftChalk/Library.
3. Copy and paste your Library folder onto another physical media such as a thumb drive or a server.

Package a Lesson and Open a Packaged Lesson

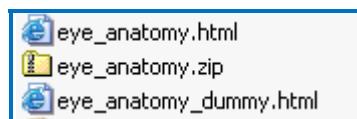
When Would You Package a Lesson

You may need to package a lesson for one of the following reasons:

- You want to upload your lesson into your Learning Management System.
IMPORTANT: See our website (www.softchalk.com/support.html) for integration guides for Learning Management Systems. (If you use one of these guides, then you don't need to read further in this section about packaging a lesson.)
- You may want to package a lesson if you back it up on a thumb drive or other location.
- You may want to package a lesson if you collaborate with another instructor on a lesson. You can send a packaged lesson (zip file) via e-mail (provided the lesson is not too large).

Steps to Package a Lesson

1. Choose **File / Package Lesson / Zip Format**. (SCORM 1.2 and SCORM 2004 apply to Learning Management Systems – see the integration guides mentioned above.)
2. Notice from the message window that your file is packaged with your lesson name with a .zip extension. ***This zip file is located within your lesson folder.*** Notice the ***eye_anatomy.zip*** file in the image below.



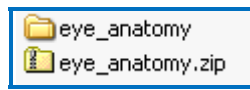
3. Then open up your e-mail program and attach this zip file to an e-mail. Or copy this zip file to a thumb drive or a server.

IMPORTANT: If you make changes in your lesson, then you will need to package your lesson again (and overwrite the previous package).

Open a Packaged Lesson

If someone has sent you a packaged lesson (see above), then you can open the lesson using the steps below.

1. Choose **Open Packaged Lesson**.
2. Select the zip file.
3. Click **Open**.
4. Notice that ***LessonBuilder creates a lesson folder in the same directory as the zip file*** (see below). As you work on the lesson, your information is saved in the eye_anatomy folder (not in the eye_anatomy.zip folder).



Deliver a Lesson to Your Students

Upload a Lesson into a Learning Management System (LMS)

See our website (www.softchalk.com/support.html) for integration guides for the following Learning Management Systems:

- Angel
- Blackboard Academic System
- Blackboard Campus Edition (formerly WebCT)
- Blackboard Vista (formerly WebCT)
- Desire2Learn or
- Moodle

IMPORTANT: With version 5, there is now a Blackboard publish feature within LessonBuilder. For details, see the Blackboard Integration Guides (Blackboard V7 Integration Guide, Blackboard V8 Integration Guide and Blackboard V9 Integration Guide at www.softchalk.com/support.html.

Upload a Lesson to a Web Server

Use an FTP program to upload your lesson folder to a web server. (If you're not sure how to upload files, contact your local technical support person for help.)

Once your lesson folder is uploaded, have your students link to the **index.html** file within your lesson folder.

Load a Lesson on Computers in Your Classroom

Copy your lesson folder onto a computer in your classroom. Open your lesson folder and create a shortcut to the index.html file. (Right-click on index.html and choose Create Shortcut.) Put this shortcut on the desktop.

IMPORTANT: With certain activities, you may have certain restrictions. Contact help@softchalk.com for details.

Project Your Lesson

You can use your lesson as part of your classroom "lecture." Your lesson will work on projectors including electronic whiteboards such as on a Promethean whiteboard or a SmartBoard.

Prepare a Lesson for a CD

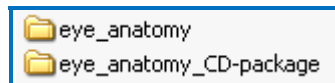
Creating a CD is a two part process – package your lesson and then create your CD.

Package a Lesson within LessonBuilder

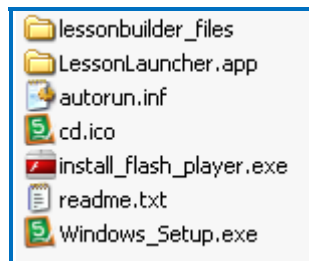
1. Choose **File / Package Lesson / For CD**.
2. A dialogue window appears letting you choose where to save your CD package folder. The default location is the directory where your lesson folder is located. Click **OK**.
3. Click **OK** to return to your main editing window.

Create a CD

1. From your local computer, notice that when you packaged your lesson above, a folder with your lesson name followed by _CD-package was created (see below).



2. Open this CD-package folder (see below).



3. Select all the files and then copy them.
4. Paste these files into your CD making program.
5. Make your CD.

IMPORTANT: In other words, DON'T paste the CD-package folder; paste the contents of the folder.

IMPORTANT: Your CD can be used on either a PC or Macintosh. For PC users, the CD should start automatically (unless you have autorun turned off for CDs). If autorun is turned off, then users will need to double-click on **Windows_Setup.exe**.

Mac users will need to open the CD and double-click on LessonLauncher.app.

View Your Students' Results and Scores

IMPORTANT: If you want to keep track of your students' scores, be sure to assign points to your QuizPoppers (see the section [Options Tab](#)) and Activities (see the section [Options tab](#)).

Learning Management System

If you use one of the following a Learning Management Systems, then you can view your students' scores within the gradebook for your LMS.

- Angel
- Blackboard Academic
- Blackboard Campus Edition (formerly WebCT)
- Blackboard Vista (formerly WebCT)
- Moodle

While SoftChalk has tested the above LMS systems, other LMS systems that support SCORM gradebook integration should work as well.

IMPORTANT: You must package your lesson as SCORM to see your students' scores. You must also upload your SCORM file as SCORM content.

For details, see the appropriate integration guide on our website for uploading your lesson at:

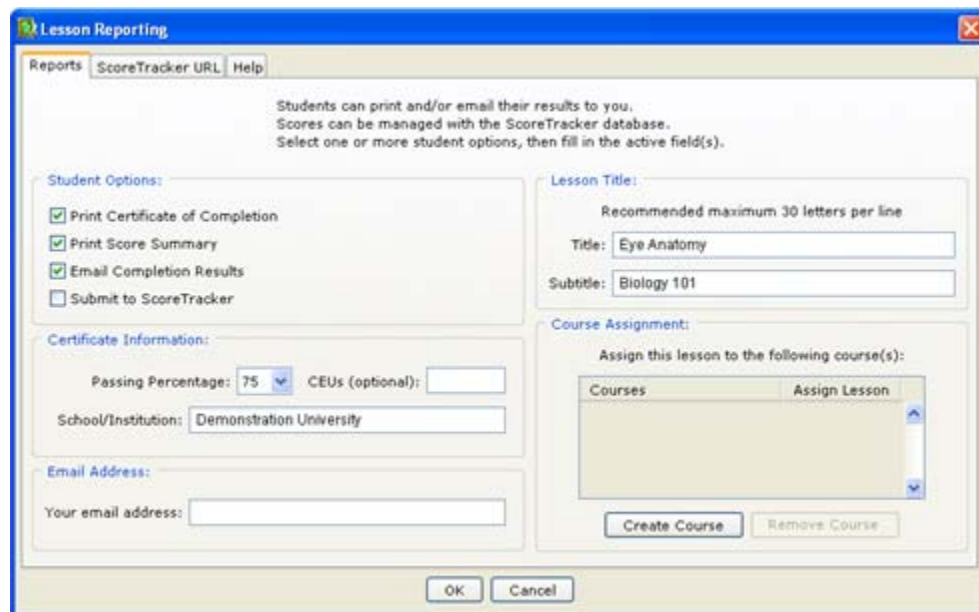
<http://www.softchalk.com/support.html>

Lesson Reporting – Print or E-mail Results

If you don't have a Learning Management System (or even if you do), you can use the lesson reporting options found in the Lesson Reporting area.

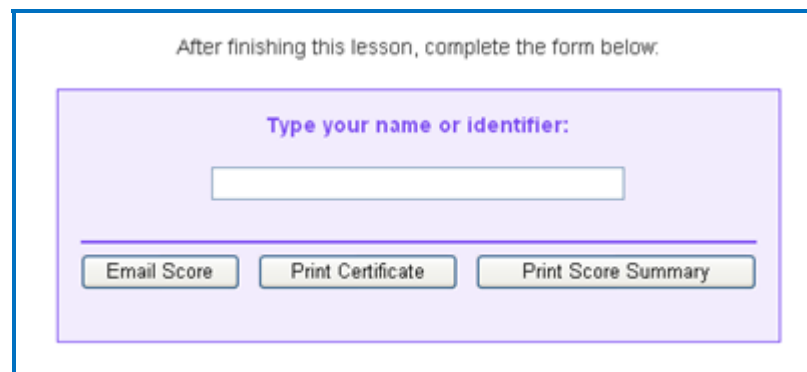
Select Items under Student Options

1. Choose **Properties / Lesson Reporting** (see below).



The screenshot shows a 'Lesson Reporting' dialog box with a blue title bar and a menu bar containing 'Reports', 'ScoreTracker URL', and 'Help'. The main area contains instructions: 'Students can print and/or email their results to you. Scores can be managed with the ScoreTracker database. Select one or more student options, then fill in the active field(s).' Below this are several sections: 'Student Options' with checkboxes for 'Print Certificate of Completion', 'Print Score Summary', 'Email Completion Results' (all checked), and 'Submit to ScoreTracker' (unchecked); 'Certificate Information' with a 'Passing Percentage' dropdown set to '75', a 'CEUs (optional)' text field, and a 'School/Institution' text field containing 'Demonstration University'; 'Email Address' with a 'Your email address' text field; 'Lesson Title' with a 'Title' text field containing 'Eye Anatomy' and a 'Subtitle' text field containing 'Biology 101'; and 'Course Assignment' with a list box for 'Courses' and an 'Assign Lesson' button. At the bottom are 'Create Course' and 'Remove Course' buttons, and at the very bottom are 'OK' and 'Cancel' buttons.

2. **IMPORTANT:** If you select **Email Completion Results**, you must enter **your e-mail address** to receive the scores from your students.
3. Notice if you select one or more checkboxes under the **Student Options** area, then **buttons are created automatically for your students on the last page of the lesson** in the web browser (see below). These buttons don't appear in your LessonBuilder main editing window.



The screenshot shows a student reporting form with a blue border. At the top, it says 'After finishing this lesson, complete the form below.' Below this is a light purple box containing the text 'Type your name or identifier:' above a text input field. At the bottom of the purple box are three buttons: 'Email Score', 'Print Certificate', and 'Print Score Summary'.

Explanation of Items under Student Options

With the first three options (**Print Certificate of Completion**, **Print Score Summary** and **Email Completion Results**), you gather information from each student.

With the **Submit to ScoreTracker** option, you can view your students' scores in one place within a database. This database will be maintained by either your institution or SoftChalk. For details, see the next sections [Lesson Reporting – ScoreTracker](#) and [View Student Scores in the ScoreTracker](#).

Student Option	Explanation
Print Certificate of Completion	<i>This certificate will print only if a student passes.</i> (You set the passing percentage in the Certificate Information area). The certificate prints the: • <i>Student's Name or identifier</i> • <i>Lesson Title and Subtitle</i> • <i>School / Institution</i> • <i>Completion date</i> • <i>CEUs</i> (if filled in under the Certification Information area)
Print Score Summary	This summary prints the: • <i>Student's Name or identifier</i> • <i>Completion date</i> • <i>Score</i> (regardless if the student passed). The score includes the total possible points, points attempted, points correct and percentage correct) • <i>Time</i> spent in the lesson
Email Completion Results	The e-mail includes the <i>same information</i> as for the Print Score Summary above. In addition, the <i>completion time is recorded</i>. Again, you must enter your e-mail address to receive the scores.
Submit to ScoreTracker	The student's score is submitted to a database maintained either by your institution or by SoftChalk. See the next section for more details on the ScoreTracker.

Lesson Reporting – ScoreTracker

The ScoreTracker option lets you download or email your students' scores from a database. (If you already use a Learning Management System such as Blackboard, then you may not need to use the ScoreTracker feature.)

Within LessonBuilder, you set your ScoreTracker options (see below). To view your student scores in the ScoreTracker database, see the section [View Student Scores in the ScoreTracker](#).

Set the ScoreTracker Options

1. Choose **Properties / Lesson Reporting**.
2. Under the **Student Options** area, select **Submit to ScoreTracker**.
3. Under the **Course Assignments** area, click **Create Course**.
4. Type a course name such as **Biology 101**. Click **OK**.
5. Select the course under the **Assign Lesson** column (see below).

Courses	Assign Lesson
Biology 101	✓

6. **IMPORTANT:** Your e-mail address MUST be the same e-mail address that you use for the login to the ScoreTracker (see below). (For details about the ScoreTracker login, see the section [Login](#).)

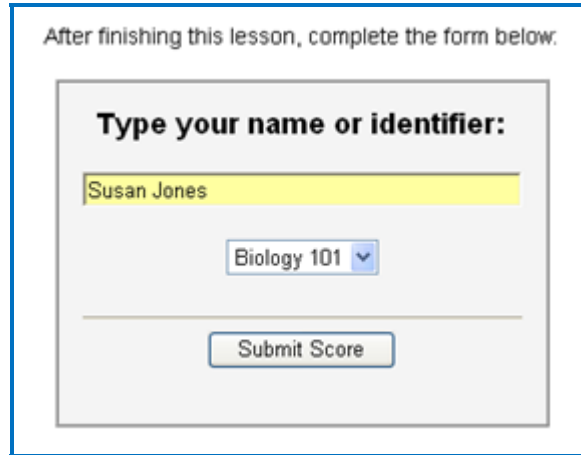
Your email address:

7. Click **OK** to return to your main editing window.

Submit Scores to the ScoreTracker

1. Save and Preview your lesson.
2. In the web browser, your students would see a **Submit Score** button on the last page of the lesson (see below). (You may want to instruct your students to enter their last name first. Ex. Jones Susan.)

Notice they could enter a number identifier rather than a name.



After finishing this lesson, complete the form below.

Type your name or identifier:

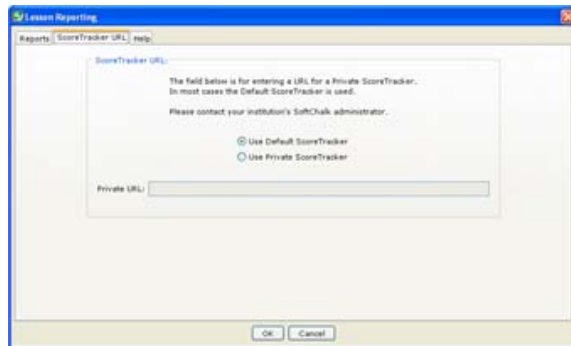
Susan Jones

Biology 101 ▼

Submit Score

Set the ScoreTracker URL

1. Most users will probably use the ScoreTracker database available from the SoftChalk website (www.softchalk.com/scoretracker). However, if your institution is maintaining its own ScoreTracker database, then select the **ScoreTracker URL** tab.
2. Select **Use Private ScoreTracker** and enter a URL.



Lesson Reporting

Reports | ScoreTracker URL | help

ScoreTracker URL

The field below is for entering a URL for a Private ScoreTracker.
In most cases the Default ScoreTracker is used.
Please contact your institution's SoftChalk administrator.

☒ Use Default ScoreTracker
☐ Use Private ScoreTracker

Private URL: _____

OK Cancel

3. Click **OK** to return to your main editing window.

View Student Scores in the ScoreTracker

(Be sure to read the previous section [Lesson Reporting – Score Tracker](#).) After your students have used your lesson and submitted scores, then you can view their scores. (Only instructors can use the ScoreTracker, not students.)

Go to either your private URL that you entered on the **ScoreTracker URL** tab (see the previous page) or to the SoftChalk website at www.softchalk.com/scoretracker.

IMPORTANT: Notice on the above website that ***your students' scores are kept for a limited period of time in the ScoreTracker database*** (check the website for the exact period of time). You can download or e-mail the scores to yourself (see the following pages).

Login

If you're using the ScoreTracker on the SoftChalk website, then login or click **sign up here** to set up an account (see below). When you first set up your account, your password will be e-mailed to you.

IMPORTANT: Again, be sure to use the same e-mail in LessonBuilder (see the section [Set the Score Tracker Options](#)) that you use as your login.



The screenshot shows the 'Log in to ScoreTracker' page. On the left is the 'ScoreTracker' logo with a magnifying glass icon. To the right, there is a form with 'Email:' and 'Password:' labels, each followed by a text input field. Below the password field is a 'Login' button. Underneath the login fields, it asks 'Did you forget your password?' and at the bottom, it says 'If you are a first-time ScoreTracker user, [sign up here](#).'

Menu Options

After logging in, you can see various menu options at the left (see below). See the following pages for an explanation of these options.



View Scores

After logging in, the View Scores area appears.

View Scores

Download or Email scores submitted to sevans@softchalk.com

To print these scores, choose File/Print from your browser window.
Select a course and/or Lesson and click Select.

Click a column heading to sort on that column.
Click on a Score # to add comments about that score.

Score #	Name / ID	Course	Lesson	Date	Attempted	Scored	Possible	%
34495 (C)	Jane Bond	Anatomy 100-502	Eye Anatomy	April 4, 2008 at 14:19:22	2	2	23	9
34496	James Smith	Anatomy 100-503	Eye Anatomy	April 4, 2008 at 14:20:42	2	2	23	9
34497 (C)	Eric Hardy	Anatomy 100-503	Eye Anatomy	April 4, 2008 at 14:20:53	2	2	23	9
34498	Eric Hardy	Anatomy 100-503	Eye Anatomy	April 4, 2008 at 14:21:47	3	2	23	9

- Select your scores (the default shows all scores). Use the dropdown menus to pull up scores for certain courses or lessons. Click Select.
- Click on a column to sort the scores by that column.
- If desired, click on a number in the first column to add comments about that score. The (C) in the first column indicates a comment about that score.
- Download your scores in a file that is in a CSV format that can be read by most spreadsheet programs such as Excel. Notice that the time is military time (ex. 14:20 is 2:20 p.m.)
- Email the scores to yourself.
- Print (within your browser, choose File/Print).

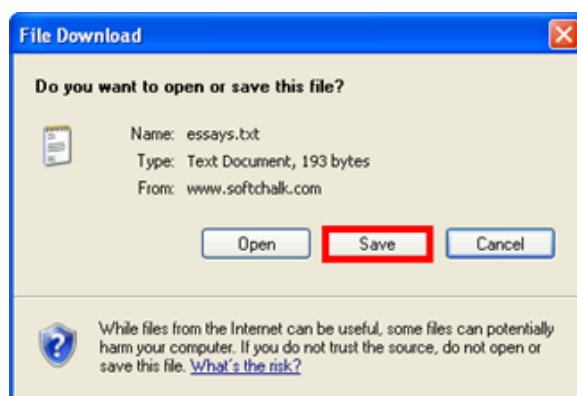
Download Essays

See the previous sections [Lesson Reporting – ScoreTracker](#) and [View Student Scores in the ScoreTracker](#).

1. Once you log in, you'll see the View Scores area (see below).

Score #	Name / ID	Course	Lesson	Date	Attempted	Scored	Possible	%	Essay 1	Essay 2
55641	sue evans	Anatomy 100-502	Thomas Jefferson Review	March 30, 2009 at 15:02:14	5	0	39	0		
58470	Sue Evans	History	Example Lesson	April 29, 2009 at 15:31:06	10	10	10	100		
60380	Sue Evans	Anatomy 100-502	Eye Anatomy Review	May 14, 2009 at 14:12:40	0	0	20	0		
63466	Stephen	Important Questions - The Course!	True False	June 15, 2009 at 11:38:47	5	5	5	100		
63482	Local Test	Important Questions - The Course!	True False	June 15, 2009 at 15:57:46	5	5	5	100		
63484	gasdfadsfsadfsadf	Important Questions - The Course!	Important Questions	June 15, 2009 at 16:04:52	0	0	0	0	Essay 1	Essay 2
63485	asdfajshlqslhdkjfdsf	Important Questions - The Course!	Important Questions	June 15, 2009 at 16:07:21	0	0	0	0	Essay 1	Essay 2
									Download Essays	Download Essays

2. If you have used the Essay QuizPopper (see the section [Essay](#)), you can download your students' essays. Click **Download Essays** (see above).
3. Click **Save** to save your essay text file to your local computer (see below). The essays from all your students for this lesson are in this file.



4. Choose a location on your local computer and click **Save**.
IMPORTANT: You may want to open the .txt file within your word processor program rather than double-clicking on your .txt file. (Double-clicking on your .txt file may bring up the Notepad application which doesn't do word-wrapping.)

Search Scores

1. Click **Search Scores** at the left.
2. Enter your search criteria and click **Search**.

Search Scores

Search for scores that have been submitted to you.

Name / ID:

Course:

Lesson:

Date:

After searching, you will get your results which will look similar to the screen below. (See the previous page for information on downloading, emailing and printing.)

Search Scores

Download or Email these scores submitted to sevans@softchalk.com

To print these scores, choose File/Print from your browser window.

Click a column heading to sort on that column.

Click on a Score # to add comments about that score.

Score #	Name / ID	Course	Lesson	Date	Attempted	Scored	Possible	%
34495 (C)	Jane Bond	Anatomy 100-502	Eye Anatomy	April 4, 2008 at 14:19:22	2	2	23	9
34496	James Smith	Anatomy 100-503	Eye Anatomy	April 4, 2008 at 14:20:42	2	2	23	9
34497 (C)	Eric Hardy	Anatomy 100-503	Eye Anatomy	April 4, 2008 at 14:20:53	2	2	23	9

Remove Lesson

Select a lesson from the dropdown menu and click **Remove**.

IMPORTANT: The scores are removed when you remove a lesson.

Remove Lesson

Choose a lesson to permanently remove, including all of its related scores.

Eye Anatomy ▾

Remove

Remove Course

Select a course from the dropdown menu and click **Remove**.

IMPORTANT: The scores are removed when you remove a course.

Remove Course

Choose a course to permanently remove, including all of its related scores.

Anatomy 100-502 ▾

Remove

Change Password

Change Password

Please enter a new password for your account:

Password:

Confirm:

Submit

QuizPoppers

Overview

There are seven types of QuizPoppers:

- True/False question
- Multiple Choice question
- Multiple Answer question
- Short Answer question
- Matching exercise
- Ordering exercise
- Essay question

(In addition to QuizPopper questions and exercises, LessonBuilder also has Activities. For details on the differences between QuizPoppers and Activities, see the section [Differences between QuizPoppers and Activities](#).)

With QuizPoppers you can:

- Insert questions anywhere you like within a lesson
- Paste text from other programs into a QuizPopper
- Enter as many questions as you want
- Keep track of your students' scores

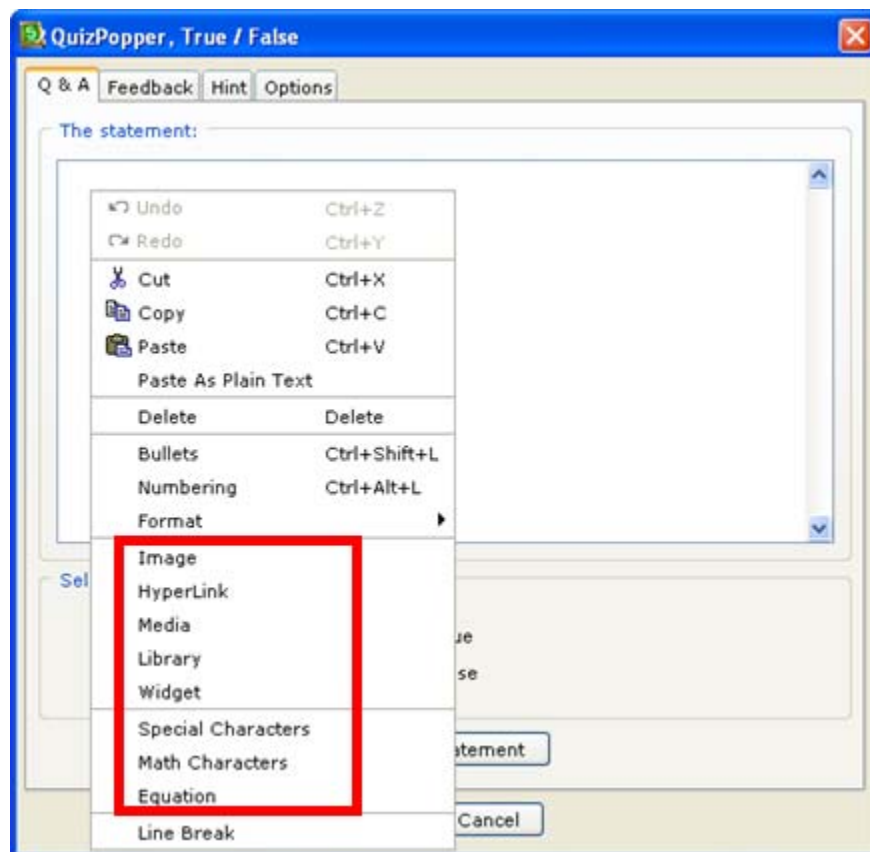
You can't copy and paste QuizPoppers; however you can cut and paste a QuizPopper within the same lesson.

Insert a QuizPopper

1. Click in your lesson where you want your QuizPopper.
2. Choose **Insert / QuizPopper**.
3. Create your QuizPopper (see below).
4. Click **OK** to return to your main editing window.

Insert an image, hyperlink, media or math equations into a QuizPopper

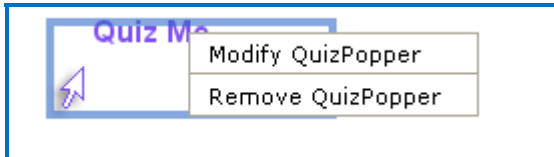
1. You can type or paste text into your QuizPopper.
2. You can also insert an image, hyperlink, audio, video, library items, widgets or math characters and equations. Right-click within a text area for a question, answer, feedback or hint (see below).



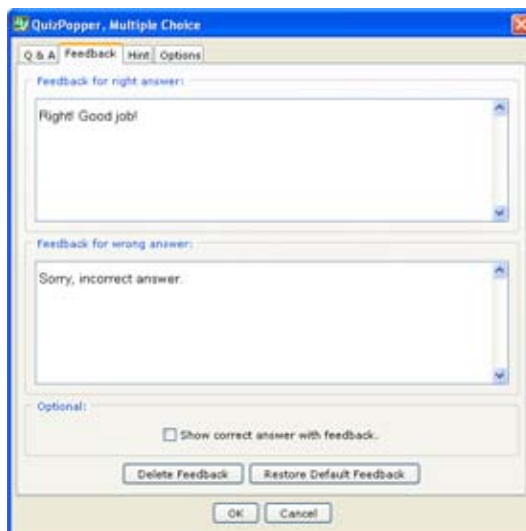
3. Then make a selection such as Image, Media or Equation.

Modify or Remove a QuizPopper

Within your main editing window, right-click on a QuizPopper and choose **Modify QuizPopper** or **Remove QuizPopper** (see below). Although there are different types of QuizPoppers, all the QuizPoppers share the same way to set the feedback, hint and options. See the following information.



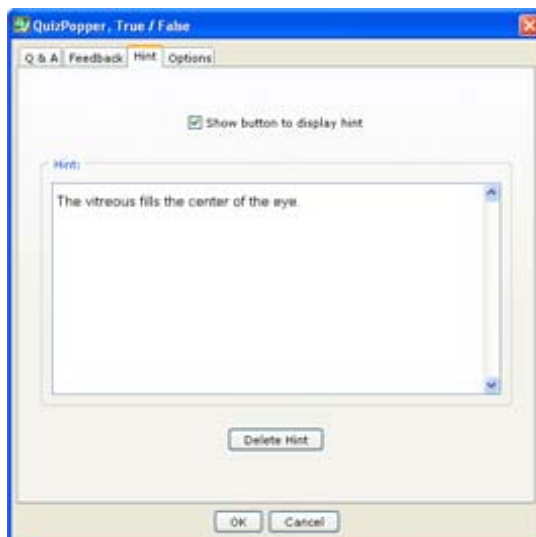
QuizPopper Feedback and Hint Tabs



You can add specific feedback for a right and wrong answer.

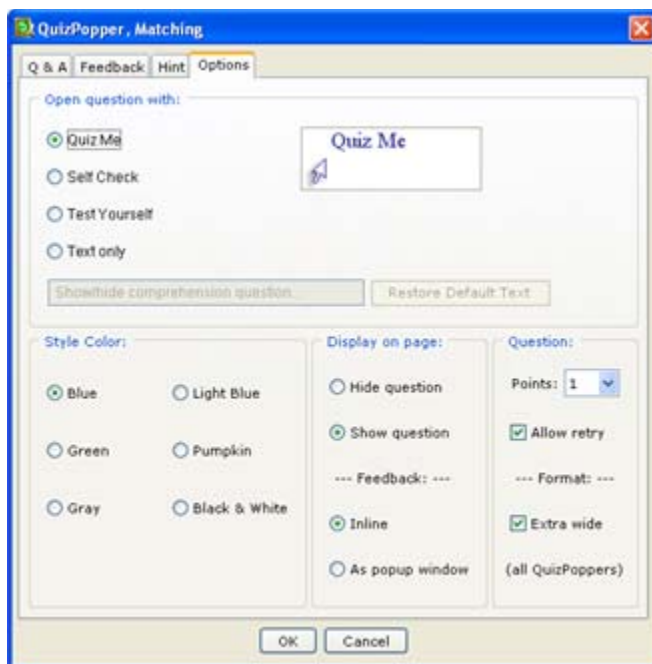
(Currently, you can't add feedback for a certain wrong answer. e.g. feedback for wrong answer a., feedback for wrong answer b., etc.)

Notice you have the option to show the correct answer with the feedback.



Notice you can add a hint button.

QuizPopper Options Tab



(You can choose a style **Color** only if you have an unstyled lesson.)

Open questions with

You can change the appearance of the “clickable graphic” that designates your QuizPopper. You can also use text rather than a graphic (the **Text only** option).

Display on page

Hide question will display the “clickable graphic” in the web browser rather than the question. If you have a lot of questions on a page, you may want to use the **Hide question** option.

Question

IMPORTANT: You must **assign points to each question** in order for the scoring to work correctly.

Allow retry

With this option selected, a student can keep answering a question.

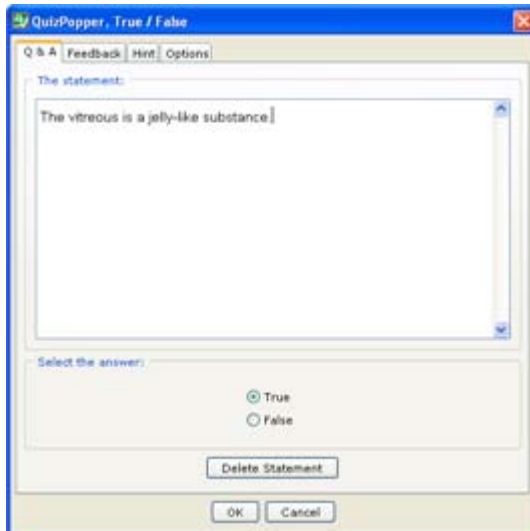
IMPORTANT: LessonBuilder will record the student’s most recent response as the student’s answer.

Extra wide

With this option selected, the width of all the QuizPoppers in the lesson will expand to the width of the browser page.

True / False

LessonBuilder

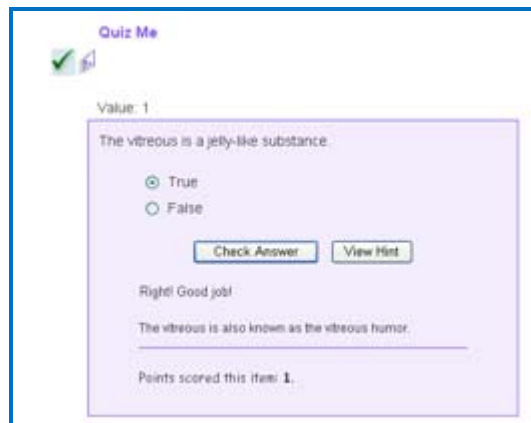


Q & A Tab

Delete Statement is a quick way to delete your statement.

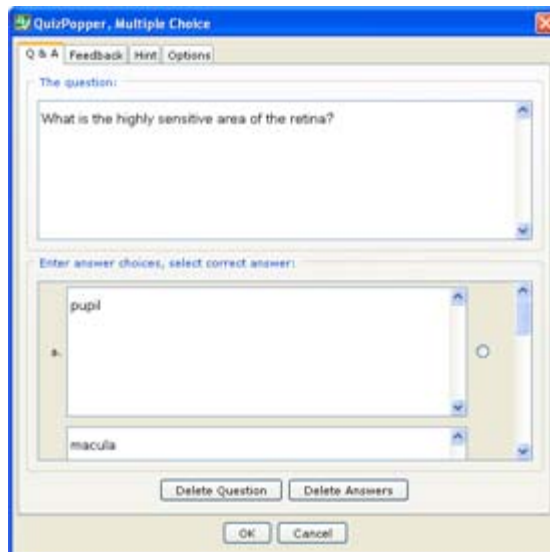
For information about the options, see the section [QuizPopper Options Tab](#).

Web Browser



Multiple Choice

LessonBuilder



The screenshot shows the 'QuizPopper, Multiple Choice' window. It has tabs for 'Q & A', 'Feedback', 'Hint', and 'Options'. The 'Q & A' tab is active. The 'The question:' field contains the text 'What is the highly sensitive area of the retina?'. Below this, the 'Enter answer choices, select correct answer:' section shows a list of options: 'pupil' and 'macula'. The 'macula' option is selected with a radio button. At the bottom, there are buttons for 'Delete Question', 'Delete Answers', 'OK', and 'Cancel'.

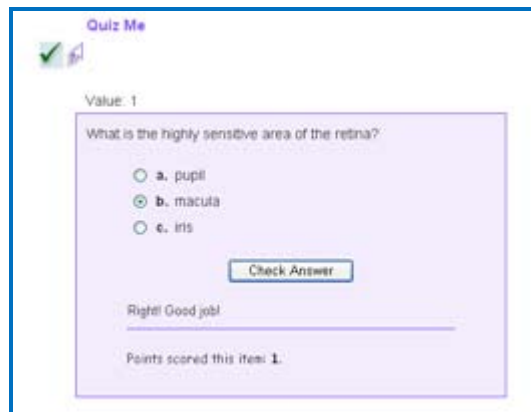
Q & A Tab

You can tab from area to area.

Click the radio button beside an answer to indicate the correct answer.

For information about the options, see the section [QuizPopper Options Tab](#).

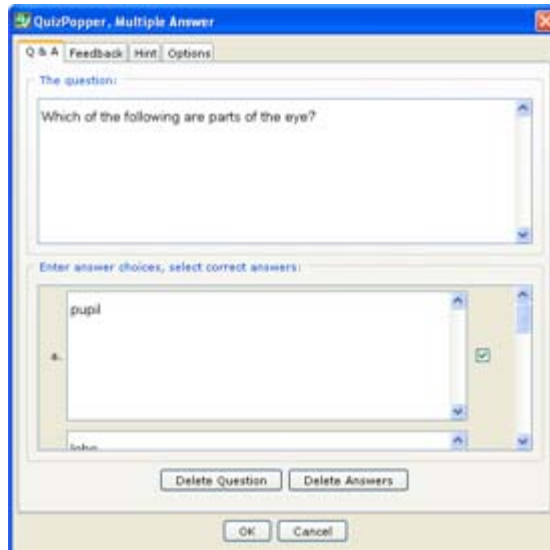
Web Browser



The screenshot shows the 'Quiz Me' web browser interface. It displays the question 'What is the highly sensitive area of the retina?' with three radio button options: 'a. pupil', 'b. macula', and 'c. iris'. The 'b. macula' option is selected. Below the options is a 'Check Answer' button. At the bottom, it shows 'Right! Good job!' and 'Points scored this item: 1'.

Multiple Answer

LessonBuilder



Q & A Tab

Notice you can have more than one correct answer.

Click the checkbox for each correct answer.

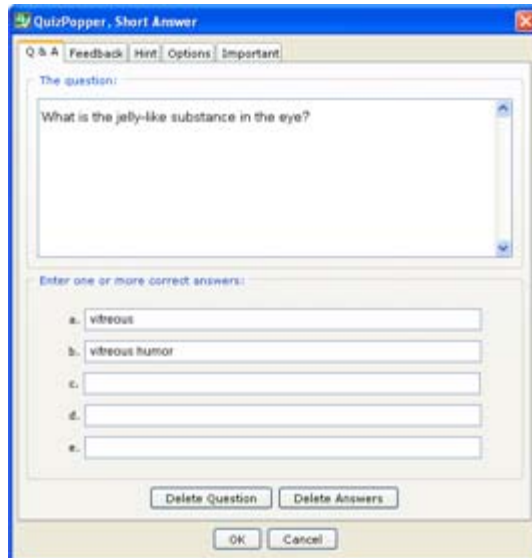
For information about the options, see the section [QuizPopper Options Tab](#).

Web Browser



Short Answer

LessonBuilder



Q & A Tab

The answers are NOT case sensitive. In other words, if a student types **VITREOUS** for this question, the answer will be correct since **vitreous** was entered.

IMPORTANT: Notice the following warning under the Important tab:

To prevent JavaScript errors on your web pages, these two characters may not be entered or pasted into the Answer fields on this window:

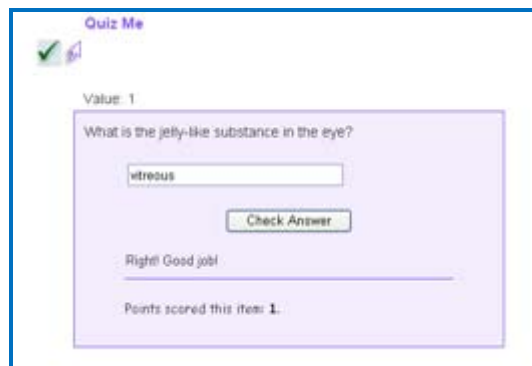
“ (double quotes)

\ (backslash)

Pasted sentences containing either of these characters will not be accepted.

For information about the options, see the section [QuizPopper Options Tab](#).

Web Browser



Matching

LessonBuilder

The screenshot shows the 'QuizPopper, Matching' dialog box. It has tabs for 'Q & A', 'Feedback', 'Hint', and 'Options'. The 'Q & A' tab is active. Under 'Instructions', it says: '1. Enter two or more items in the 'Items' area. 2. Enter matches in the correct order in the 'Matches' area.' The 'Items' list contains '1. pupil'. The 'Matches' list contains '1. small opening'. At the bottom are buttons for 'Delete Items', 'Delete Matches', 'OK', and 'Cancel'.

Q & A Tab

You can use from two to ten matches.

For information about the options, see the section [QuizPopper Options Tab](#).

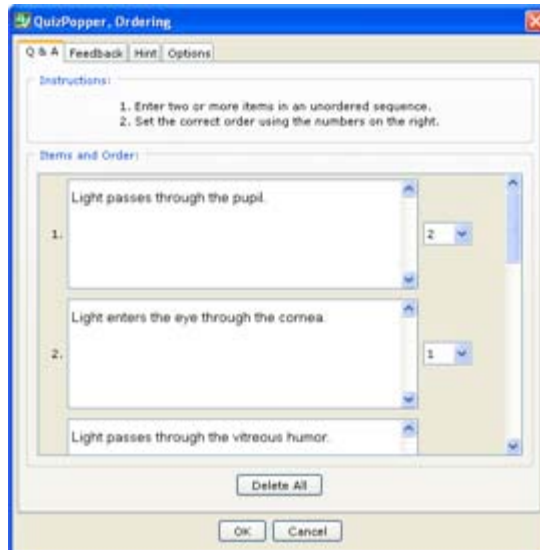
Web Browser

The screenshot shows a web browser window titled 'Quiz Me'. It displays a matching exercise. At the top, it says 'Value: 1'. Below that, it says 'Match the items.' There are two columns of items. The left column has: '1. pupil', '2. cornea', and '3. retina'. The right column has: 'a. represents the film of the eye', 'b. small opening', and 'c. focusing surface'. Each item has a dropdown arrow next to it. Below the items is a 'Check Answer' button. At the bottom, it says 'Right! Good job! Correct!' and 'Points scored this item: 1'.

A student must get all items correct to get points for this exercise. (In other words, partial credit is not given.)

Ordering

LessonBuilder

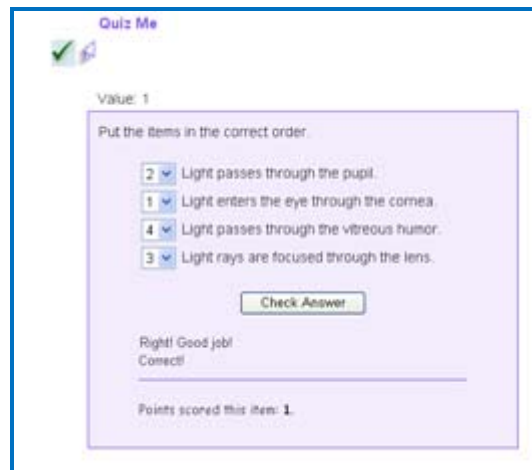


Q & A Tab

Designate the order of the items by using the dropdown menu by each item.

For information about the options, see the section [QuizPopper Options Tab](#).

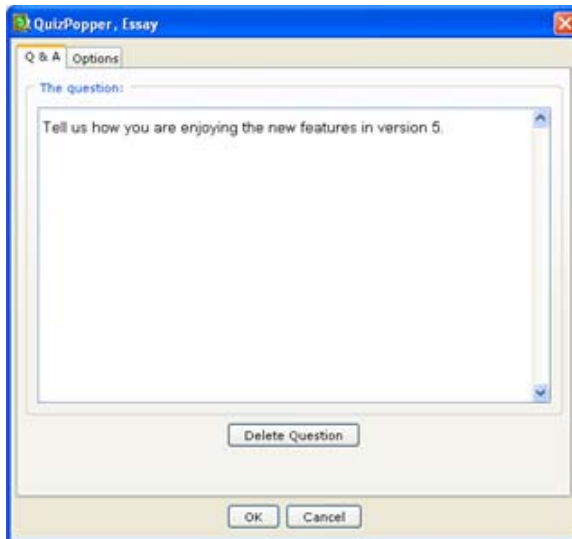
Web Browser



A student must get all items correct to get points for this exercise. (In other words, partial credit is not given.)

Essay

LessonBuilder



Q & A Tab

Type in the essay question you want to use.

Web Browser

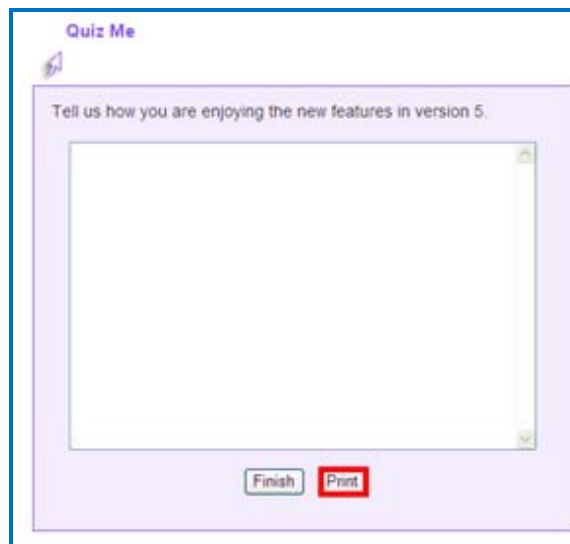


Notice that the essay question appears at the top of the window. A student can type an answer in the open area.

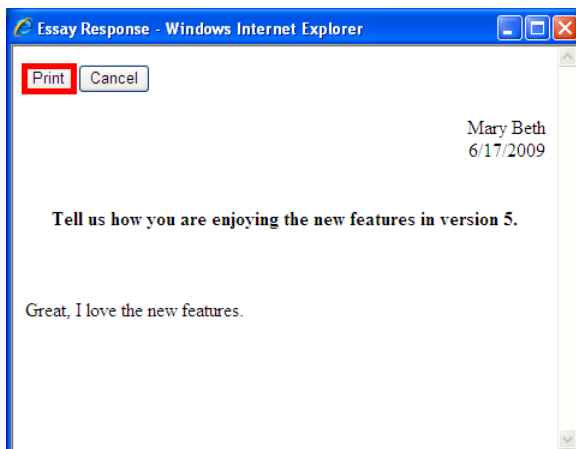
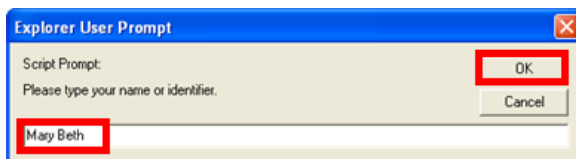
Clicking **Finish** saves the essay for submission. To have the essays e-mailed to you, use the **Lesson Reporting** feature. For details, see the section [Lesson Reporting – Print or E-mail Results](#).

Information about printing the essay appears on the next page.

If you use the ScoreTracker, then you can collect your students' essays for downloading (see the section [Download Essays](#)).



Clicking **Print** brings up a window to type a name or identifier (see at middle left).



Click **OK** and the window below appears to let you print the essay.

Click **Print** to print the essay.

Quiz Groups

Overview

The Quiz Group feature allows you to insert multiple QuizPoppers at one time. For information on what a QuizPopper is, please see the section [QuizPoppers](#). Points assigned to individual questions within a Quiz Group will be included in the total lesson score.

IMPORTANT: When students are answering Quiz Group questions with their web browsers, they will need to click **Check Answers** at the bottom of the Quiz Group. [With an individual QuizPopper (versus a Group QuizPopper), students need to click Check Answer after each question.]

Insert a Quiz Group

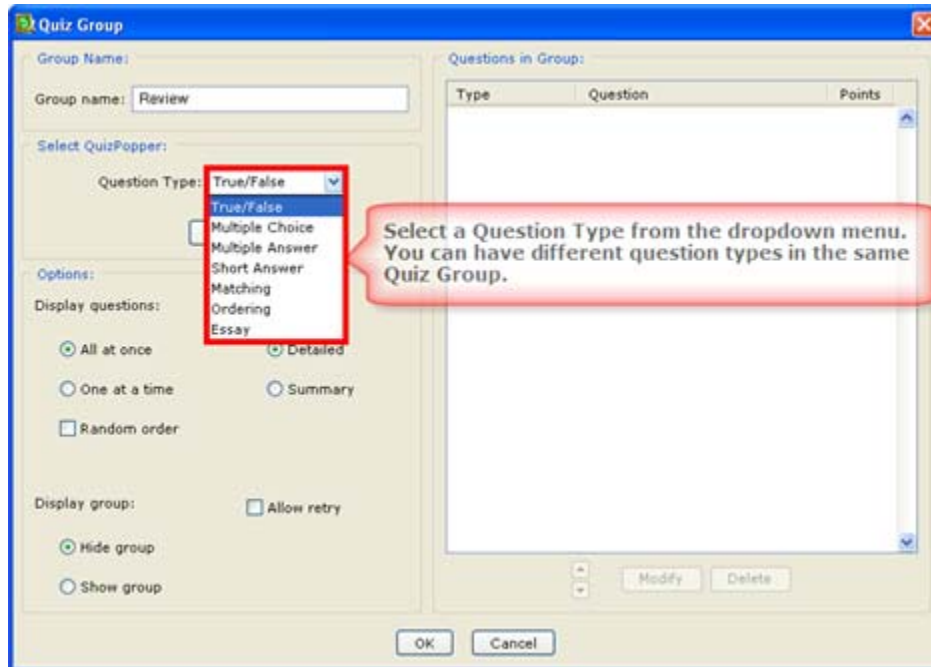
1. Click in your lesson where you want your Quiz Group.
2. Choose **Insert / Quiz Group**.
3. Create your questions for your Quiz Group (see below).
4. Click **OK** to return to your main editing window.

Add Questions to a Quiz Group

1. After inserting a Quiz Group (see above), type a name for your Quiz Group (see below).

The screenshot shows the 'Quiz Group' dialog box. The 'Group Name' field is highlighted with a red rectangle and contains the text 'Review'. The 'Question Type' is set to 'True/False'. The 'Options' section includes radio buttons for 'All at once' (selected), 'One at a time', and 'Random order'. The 'Feedback' section includes radio buttons for 'Detailed' (selected) and 'Summary'. The 'Display group' section includes radio buttons for 'Hide group' (selected) and 'Show group'. The 'Add' button is visible below the 'Question Type' dropdown. The 'Questions in Group' table is empty. The 'OK' and 'Cancel' buttons are at the bottom.

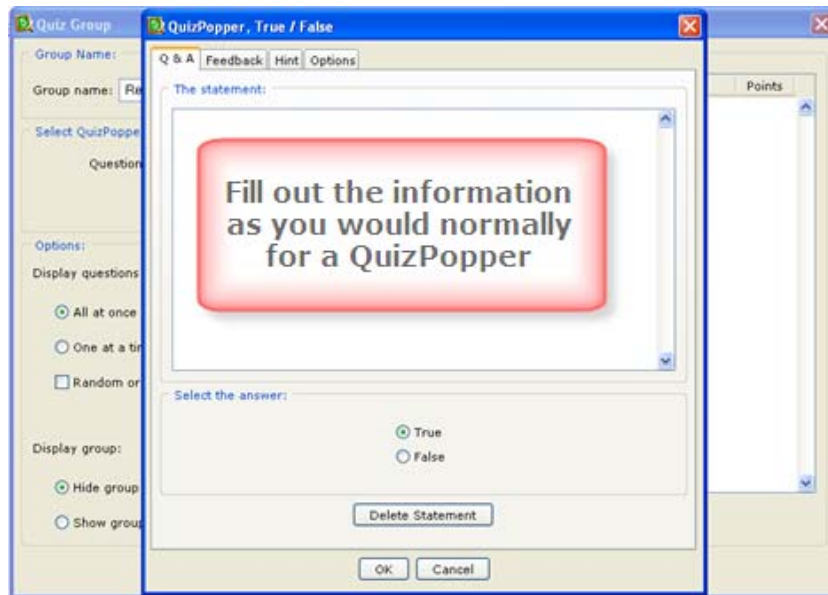
2. Select a **Question Type** (see below). **IMPORTANT**: Notice that the dropdown menu beside **Question Type** allows you to select the type of QuizPopper that you want. *You can have a Quiz Group composed of different types of QuizPoppers.*



3. After selecting a **Question Type**, click **Add** to enter your first question (see below).



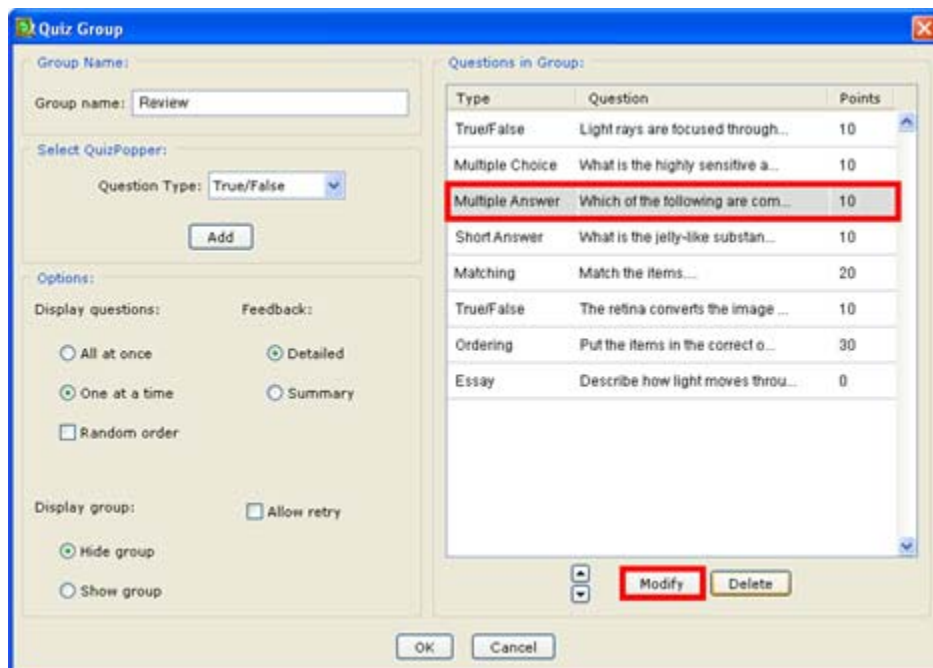
4. Fill out the information as you would normally for a QuizPopper. (FYI, with the Group QuizPopper, you can't insert a widget as part of the QuizPopper.) Click **OK** when you're done.



5. To add another QuizPopper, select the **Question Type** and then click **Add**.

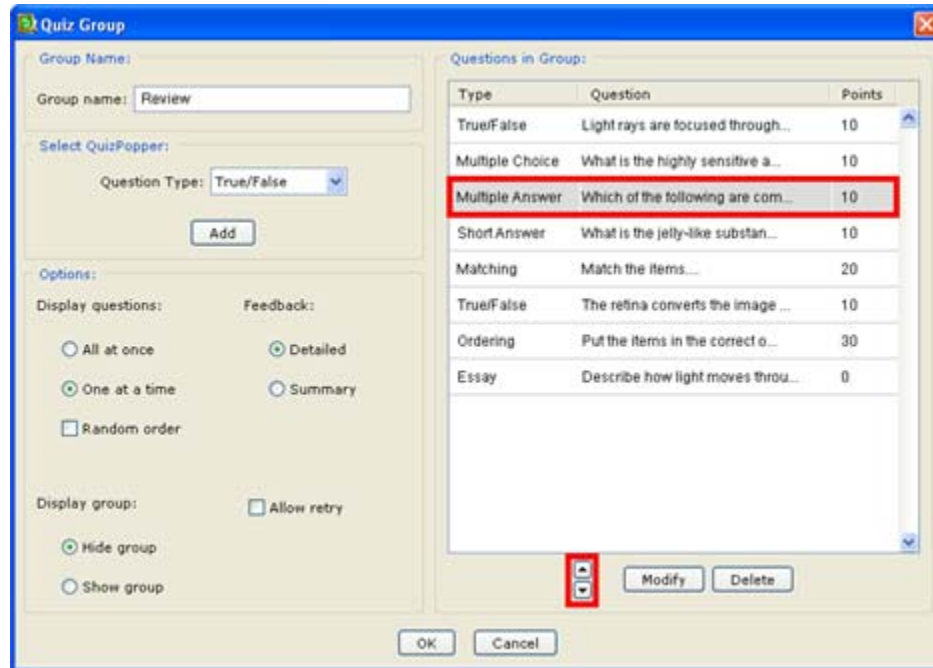
Edit a Question in a Quiz Group

1. Notice as you add questions, your question list appears at the right. Notice that you can click on a question to select it and then choose **Modify** (see below).



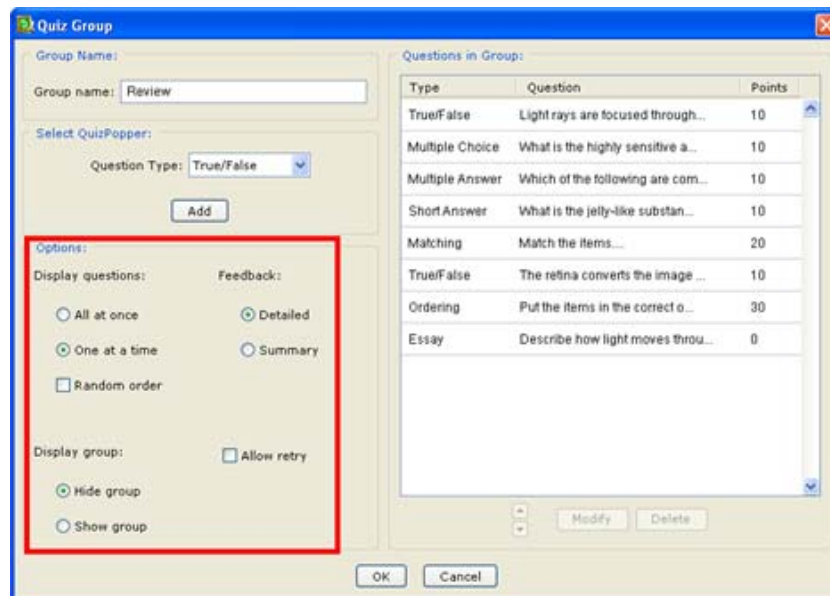
Change the Order of the Questions in a Quiz Group

Select a question in the list at the right. Then click the up or down arrows at the bottom of the screen (see below).



Quiz Group Options

Notice that you have various options for a Quiz Group (see below). For details on these options, see the next page.



Display Questions - All at Once

In their web browser, students can view all the questions by scrolling up and down the browser (see below). **IMPORTANT:** As mentioned previously, students must click **Check Answers** at the end of the Quiz Group.

Quiz Group

Value: 10

Light rays are focused through the lens.

☐ True
☐ False

Value: 10

What is the highly sensitive area of the retina?

☐ a. macula
☐ b. pupil
☐ c. vitreous

Value: 10

Which of the following are components of the eye?

☐ a. lens
☐ b. pupil

Display Questions - All at Once

Display Questions - One at a Time

In their web browser, students can view one question at a time (see below).

Quiz Group

Value: 10

The retina converts the image into an electrical impulse that travels along the optic nerve to the brain.

☐ True
☐ False

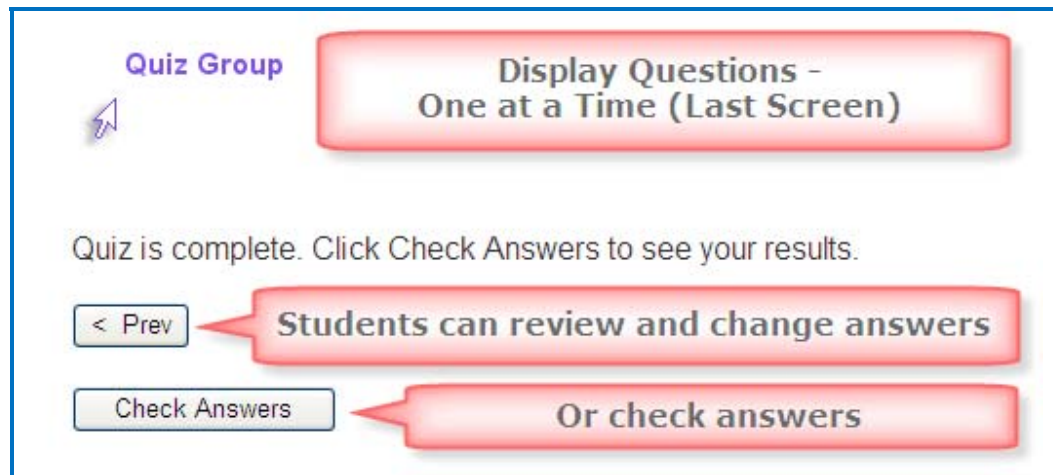
5 / 8

< Prev Next >

Display Questions - One at a Time

Display questions - One at a Time – Last screen

After clicking Next after the last question, students will see the following display.

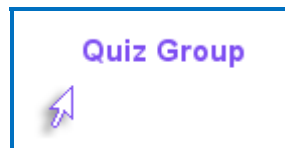


Random Order

Selecting this option will cause questions to appear in a random order each time students view the lesson in a browser.

Display Group - Hide group/Show group

(This option is like the Hide question/Show question option for QuizPoppers.) If you select **Hide group**, then students would click the Quiz Group icon to show the question(s) (see below). If you select **Show Group**, then, the questions appear automatically.



Feedback - Detailed/Summary

If you select **Detailed**, then when students click **Check Answers** at the end of the Quiz Group, a checkmark or X will appear for the questions as well as the customized feedback. The Quiz Group score appears, too (e.g. 20/40) indicating the student got 20 out of 40 correct. If you select **Summary**, then only the score appears after the students click **Check Answers**. (The questions and feedback are not visible.)

Allow Retry

If you select **Allow Retry**, then a **Retry** button appears after students click **Check Answers**. If students click **Retry**, then answers are removed from the Quiz Group questions and students can re-take the Quiz Group.

Modify a QuizGroup

After you have finished creating a Quiz Group, you may want to modify it. From your main editing window, right-click on the **Quiz Group** icon and select **Modify Quiz Group**.

Activities

Overview

There are eleven types of activities:

- Crossword
- DragNDrop
- Flashcard
- Hot Spot
- Labeling
- Ordering
- Photo Album
- Seek A Word
- Slide Show
- Sorting
- Timeline

Unlike the QuizPoppers, Activities in LessonBuilder are Flash-based. Consequentially, your students will need to have a Flash player installed for their web browser to use the activities. Fortunately, Flash players come installed automatically on most computers. In case a player is not installed, you can go to the following website to install a player:

www.adobe.com/downloads

Another difference between QuizPoppers and Activities is that you can't right-click within a text area for an activity to insert an image, hyperlink, media or math characters and equations. However, some activities do let you insert images and equations (see the next page).

For more details on the differences between QuizPoppers and Activities, see the section [Differences between QuizPoppers and Activities](#).

There are similarities between QuizPoppers and Activities. As with the QuizPoppers, you can:

- Insert activities anywhere you like within a lesson
- Paste text from other programs
- Enter as many activities as you want
- Keep track of your students' scores

IMPORTANT: As with QuizPoppers, you can't copy and paste an activity. (You can cut and paste an activity within the same lesson.) You can also import and export text lists for certain activities. For details, see the section [Import and Export Text Lists](#).

Add Images to Activities

The following activities let you use images as well as text.

- Flash Card
- Hot Spot
- Labeling
- Photo Album
- Slide Show
- Sorting
- Timeline

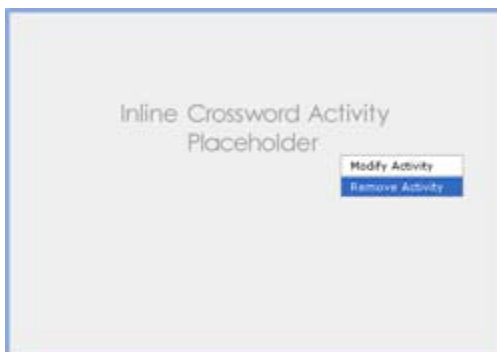
For information on which activities allow you to insert equations, see the section [Math and Activities](#).

Insert an Activity

Click in your lesson where you want your activity. Choose **Insert / Activity**.

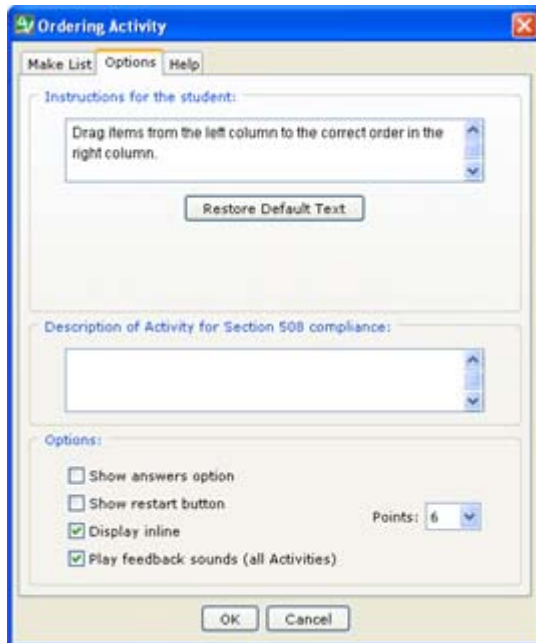
Modify or Remove an Activity

Within your main editing window, right-click on an activity and choose **Modify Activity** or **Remove Activity** (see below).



Activity Options Tab

There are certain options that are common among the activities. Depending on the activity, different options may appear. Click on the **Options** tab within each activity.



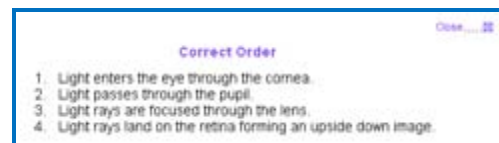
(A **Color** area will appear if you have an unstyled lesson.)

Instructions for the student

Notice you can change the default instructions and add a description of the activity for accessibility (Section 508 compliance).

Show answers option

Some activities have this option. For instance, for the ordering activity, students can click an Answers link that brings up the following:



Show restart button

IMPORTANT: LessonBuilder will record the student's most recent responses as the student's answers.

Display inline

When this option is selected, the activity in the web browser is "open" and ready to answer. (Otherwise, a "clickable graphic" appears to open the activity.)

If you have a lot of activities on a page, you may want to disable display inline. That way, the page will load faster in a web browser and your students can focus on one activity at a time.

Play feedback sounds (all Activities)

IMPORTANT: You must **assign points to each activity** in order for the scoring to work correctly.

Import and Export Text Lists

When you first start learning LessonBuilder, you may want to enter text directly in your activities within LessonBuilder (or paste information from your word processor).

However, as you work more with LessonBuilder, you may want to import and export text lists for your activities. As mentioned earlier in this user guide, you can't copy and paste activities, so importing and exporting text lists may help you transfer your information.

The activities below let you import and export text lists:

- Crossword
- DragNDrop
- Flash Card
- Ordering
- Seek A Word

IMPORTANT: Keep in mind that when you import or export a list, you're importing and exporting text but not images. If an activity has images, you'll have to insert those images within the activity.

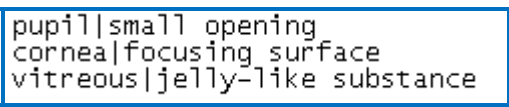
Use a Simple Text Editor or Word

To create a text list to import, you can create your list in a simple text editor. (For Windows 2000 or XP users, from your desktop, go to your **Start** menu in the lower left corner of your screen. Select **Run** and type **Notepad**. Click **OK**.)

You can also create your list in your word processor (such as Word) but be sure to use **Save As** and save in a plain text (.txt) format.

Enter Data in Your Text File

1. Enter an item (you can use spaces).
2. Then use the | symbol (hold the Shift key and hit the key above your Enter or Return key).
3. Enter the "companion" item (you can use spaces).
4. Hit **Enter** or **Return**. (See below for a sample list.)



```
pupil|small opening
cornea|focusing surface
vitreous|jelly-like substance
```

5. Save your file as a .txt file. (For English, the encoding format doesn't matter. If you're using a foreign language, for encoding use UTF-8.)

Import the List into an Activity

1. Insert an activity such as the Flash Card Activity (Choose **Insert/Flash Card**.)
2. Click **Import Cards**. (For some activities such as the Ordering Activity, the button will be **Browse**.)
3. Browse to your text file and select it.
4. Click **Select** and your text is imported.

Export a List from within an Activity

1. In LessonBuilder within the Crossword, DragNDrop, Ordering or Seek A Word activity, click **Export Cards** (or **Export List**).
2. Type a name for your list and click **Save**.
3. You can import this list into an activity using the previous directions.

IMPORTANT: If you happen to double-click on your exported text list, you may see all your information on one line (see below). (Don't worry; it's formatted correctly.)

```
pupil|small opening|flashcard1_1.png|cornea|focusing surface|noimage|
```

If you need to see your information in a word processor, you can right-click on the text file and choose Open With and select your word processor.

Crossword Activity

The Crossword activity lets you generate a crossword puzzle.

LessonBuilder

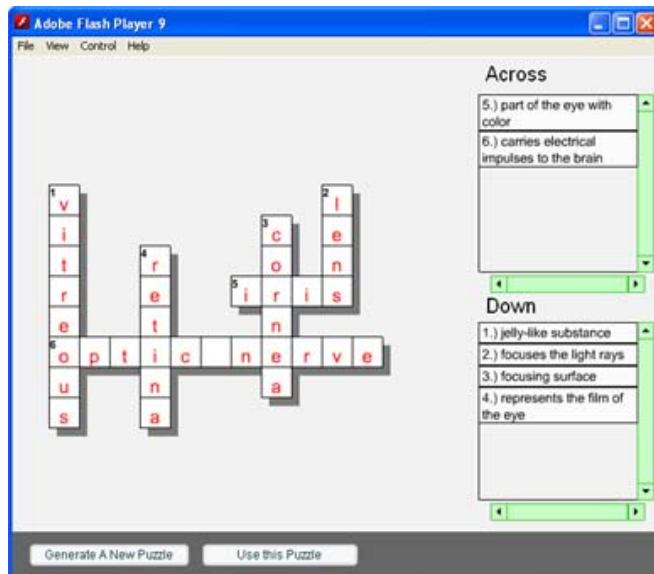
The screenshot shows the 'Crossword Activity' dialog box with the 'Make List' tab selected. It contains fields for 'Word' (pupil) and 'Clue' (small aperture), with 'Add to List' and 'Delete Fields' buttons. Below is an 'Item list' with 7 items, including 'word: pupil' and 'clue: small aperture'. At the bottom, there are 'Puzzle type' options (Static, Random) and a 'Create Puzzle' button.

Make List Tab

Click **Add to List** after entering a pair (word and clue). To edit a word or clue, click on the item in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#). For information about the options, see the section [Activity Options Tab](#).

Click **Create Puzzle**.

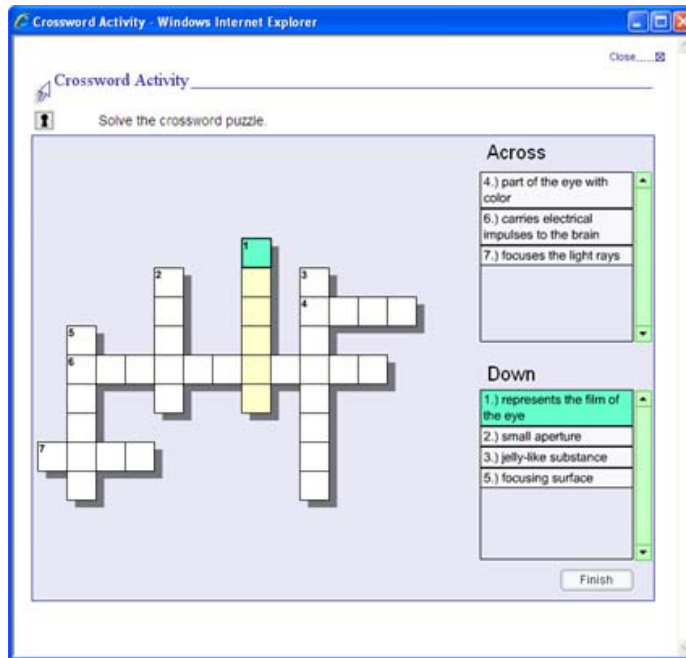


After clicking **Create Puzzle**, you will see the screen at the left. Click either **Generate a New Puzzle** or **Use this Puzzle**.

Once you click **Use this Puzzle**, your students will see the same puzzle each time rather than a randomly generated puzzle.

If you happen to have a small number of words (or short words), only a few words may get generated in the puzzle.

Web Browser



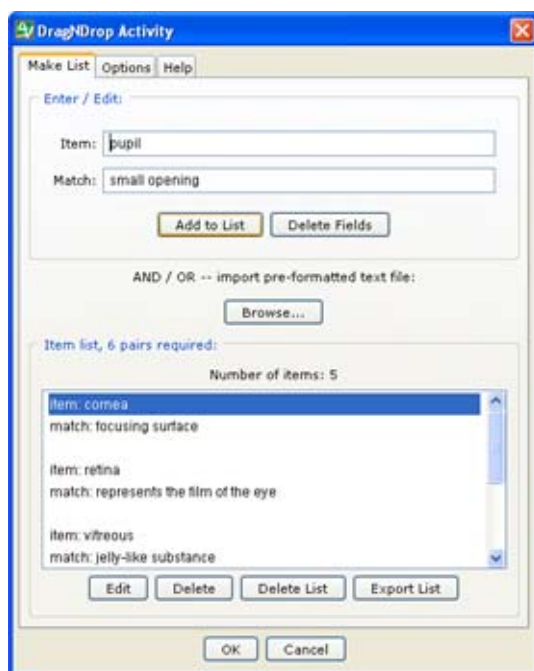
As mentioned previously, you can designate a certain puzzle to appear each time.

If you don't use the **Create Puzzle** button in LessonBuilder, then each time the crossword puzzle is generated in the web browser, a different configuration may appear.

DragNDrop Activity

The DragNDrop activity lets you match text items. ***You must have exactly six pairs for this activity.***

LessonBuilder



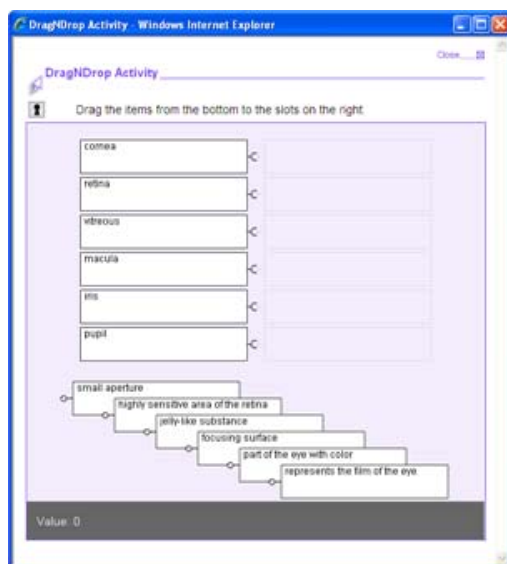
Make List Tab

Click **Add to List** after entering a pair (item and match).

To edit an item or match, click on the item in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#). For information about the options, see the section [Activity Options Tab](#).

Web Browser



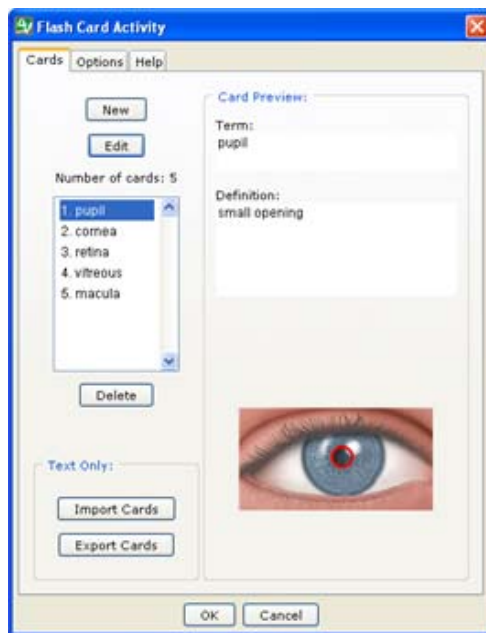
Drag the items in any order to make the correct matches.

Flash Card Activity

The Flash Card activity lets you review terms and definitions in a flash card format. The definitions can include equations and/or images.

IMPORTANT: If your images are not appearing, you may have Big Text selected under the **Options** tab. (See the next page.)

LessonBuilder



Cards Tab

Click **New** to create a card (see below).

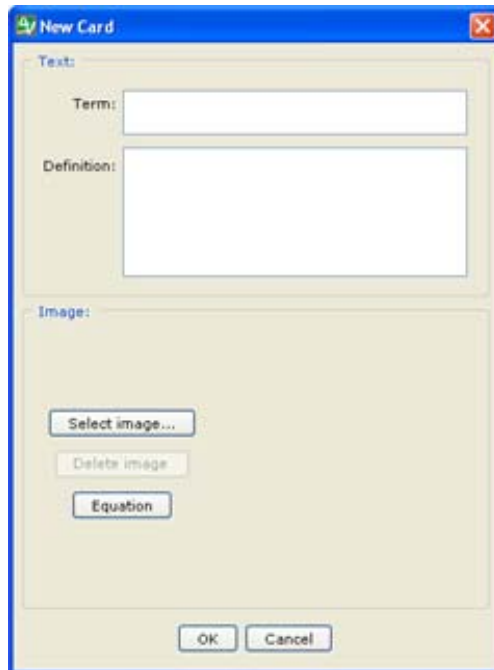
To edit a term or definition, click on the item in the list and then click **Edit**.

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#).

For information about the options, see the section [Activity Options Tab](#).

IMPORTANT: To set big text for your flash cards, see the next page (Flash Card Options Tab).

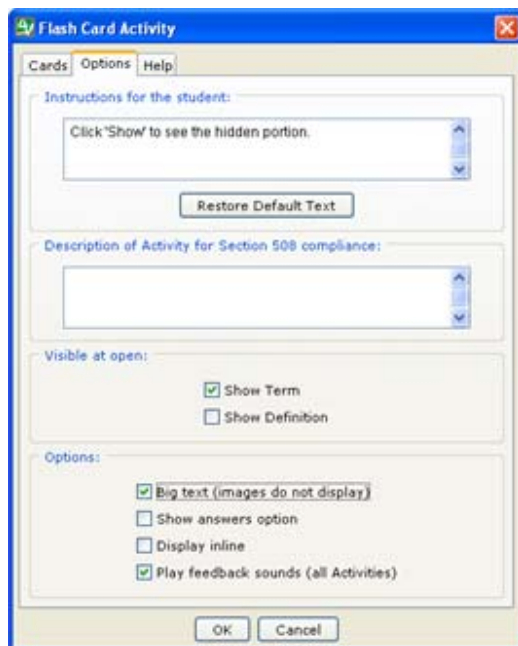
LessonBuilder



Cards Tab / New Card

Enter your term and definition.

Click **Select image** or **Equation** to add an image or equation.

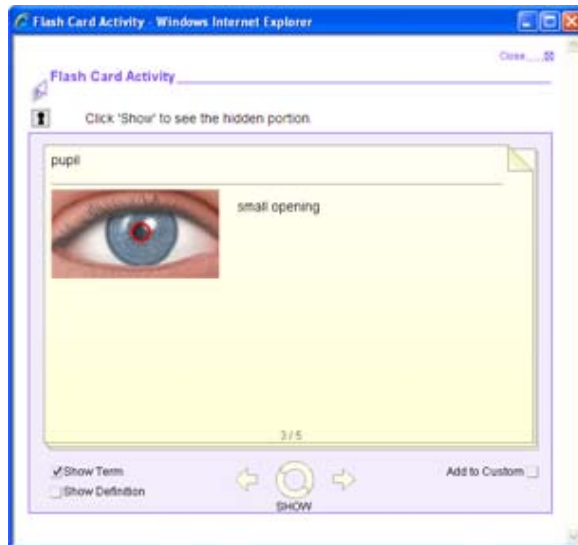


Flashcard Options Tab

Select **Big text**. See the results on the next page in the web browser.

IMPORTANT: If Big text is selected, images do not display.

Web Browser



Big Text Deselected

Click the **Show** button to show the term or definition.

You can view the term, definition or both by clicking the appropriate checkboxes in the lower left corner.

Select **Add to Custom** to add a card to the Custom Deck.

Select **Custom Deck** to review your custom cards.



Big Text Selected

IMPORTANT: If Big text is selected, images do not display.

Hot Spot Activity – Explore Mode

The Hotspot activity lets you explore areas of an image. **There are two modes - Explore and Quiz.** With the explore mode, you move your cursor over an image and popup text appears. (For details on the quiz mode, see the section [Hot Spot Activity – Quiz Mode.](#))

LessonBuilder

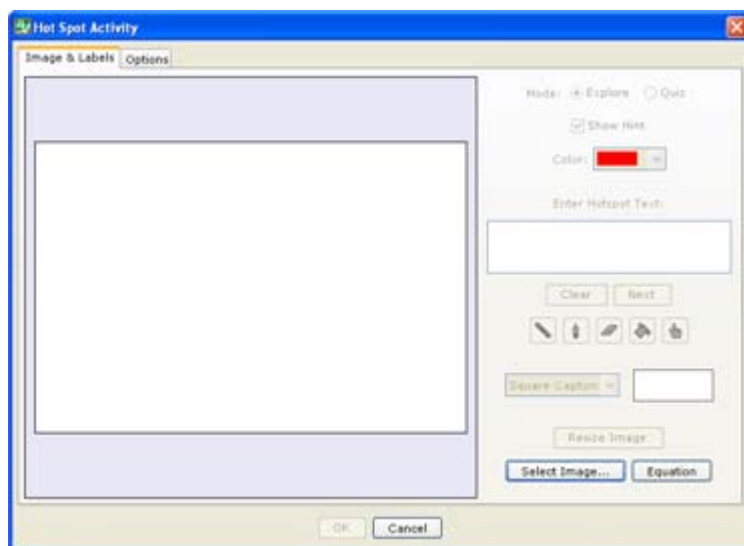
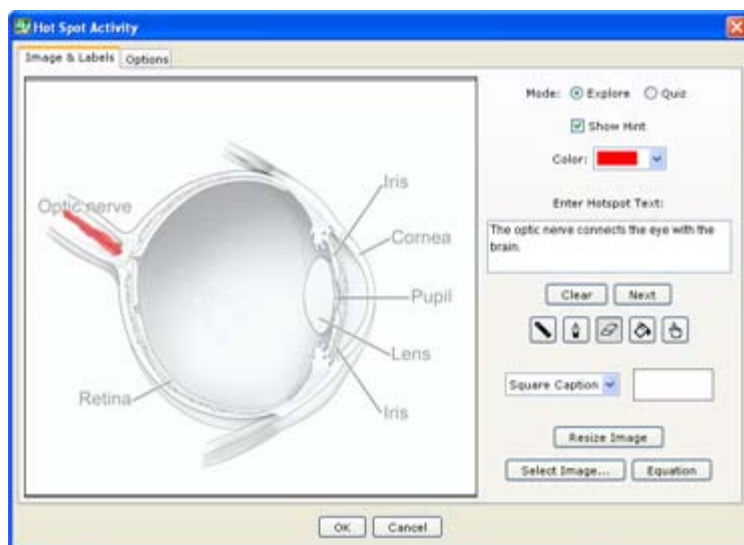


Image & Labels Tab

Click **Select Image** to select an image.

For information about the options, see the section [Activity Options Tab.](#)

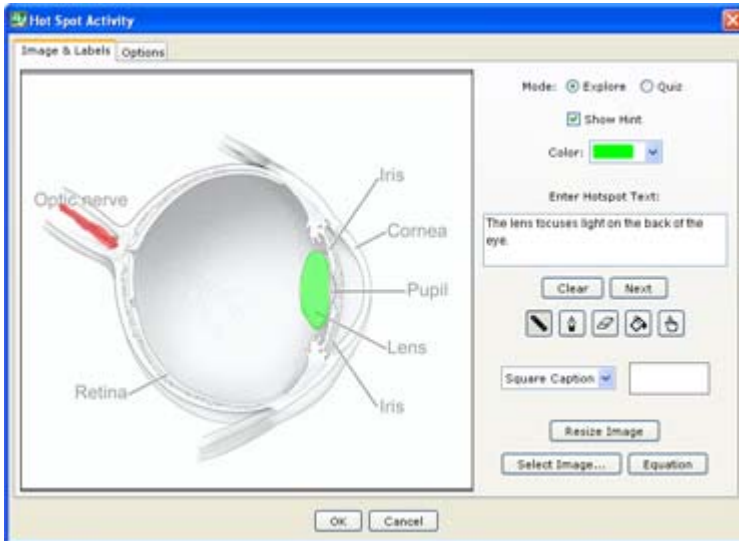


Use the drawing tools (below the **Clear** and **Next** buttons) to color part of the image.

Enter text in the **Enter Hotspot Text** area.

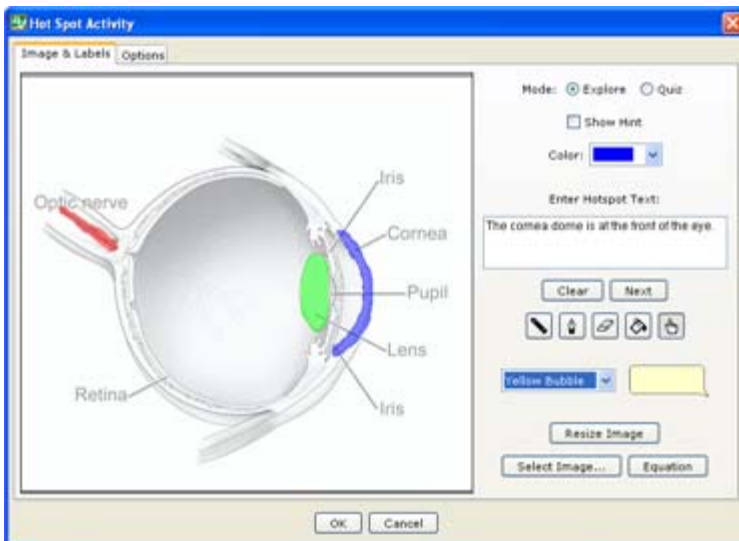
Click **Next** to enter another hotspot area (see the following screen).

LessonBuilder (cont.)



Draw over another area of the image (notice a different color appears). Enter the hotspot text.

Click **Next** to enter another hotspot.

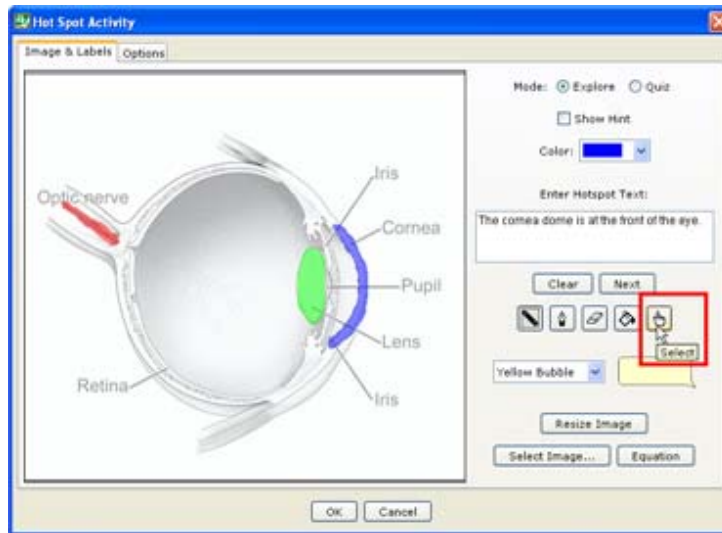


Enter another hotspot.

Deselect the **Show Hint** button.

Select **Yellow Bubble** (from the dropdown menu at the bottom) for your popup text container.

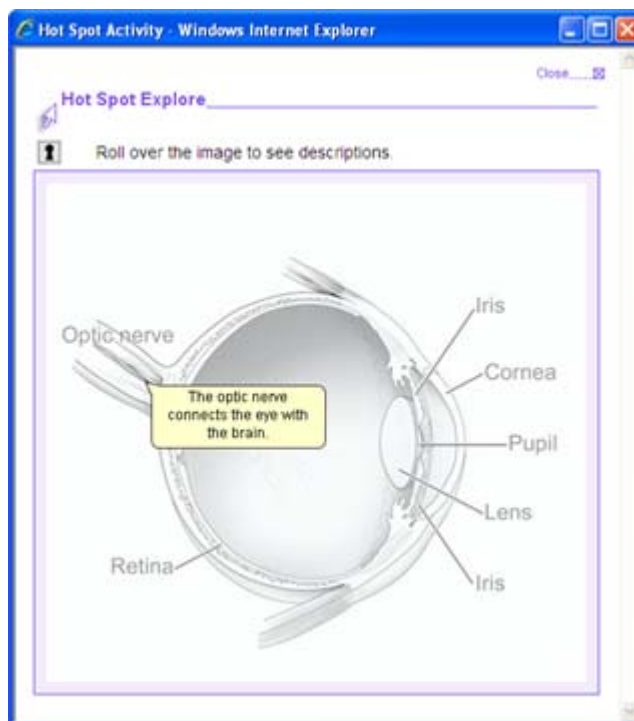
LessonBuilder



Edit a Hotspot

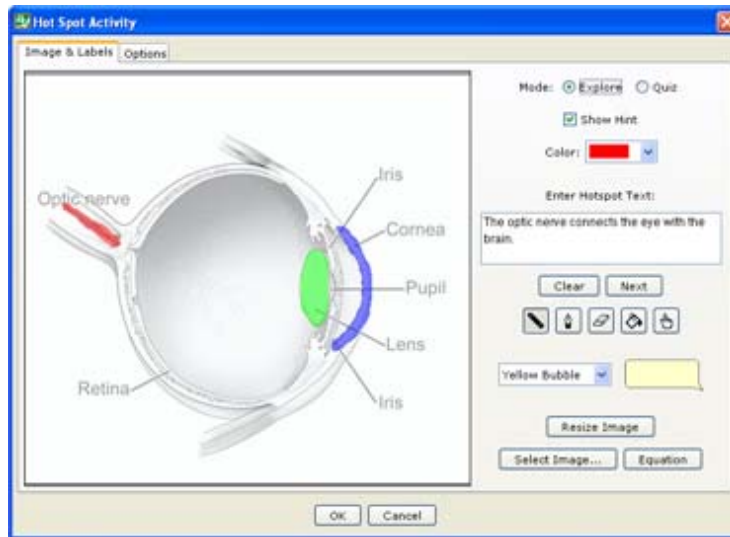
Click the grabber hand.
Then click on another color
within the image to edit
that hotspot.

Web Browser (No Hint)



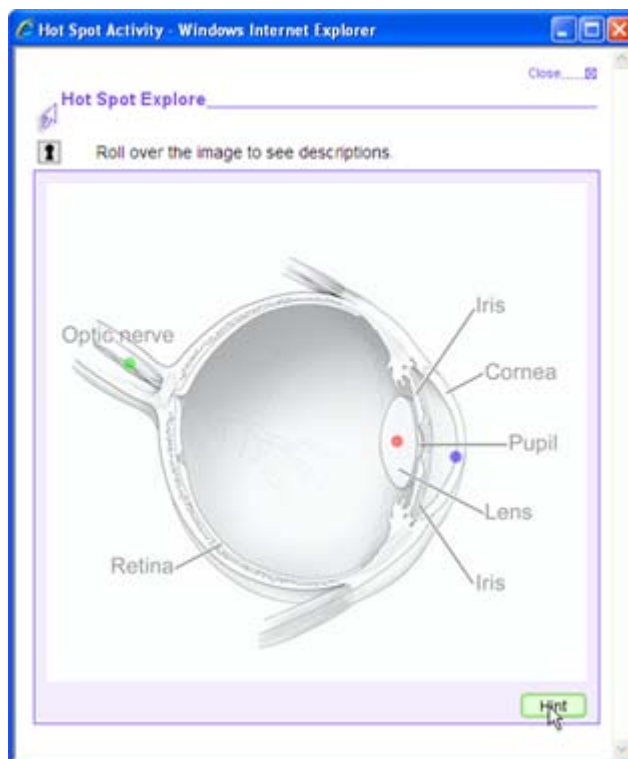
Move your cursor over the
hotspot in the image and
view the popup text.

LessonBuilder (Hint)



Select **Show Hint**.

Web Browser (Hint)



Click the **Hint** button.
Notice that dots appear indicating a hot spot area.

Hot Spot Activity – Quiz Mode

The Hotspot activity lets you explore areas of an image. With the quiz mode, you must click on a hotspot area to identify it.

LessonBuilder

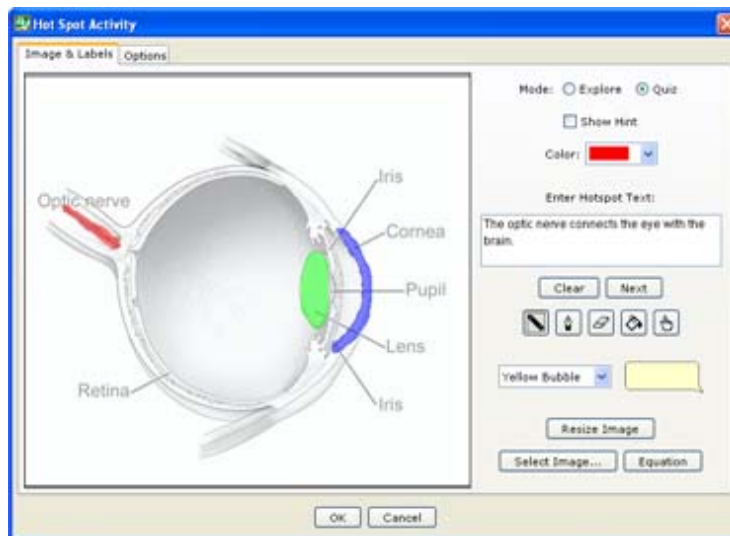


Image & Labels Tab

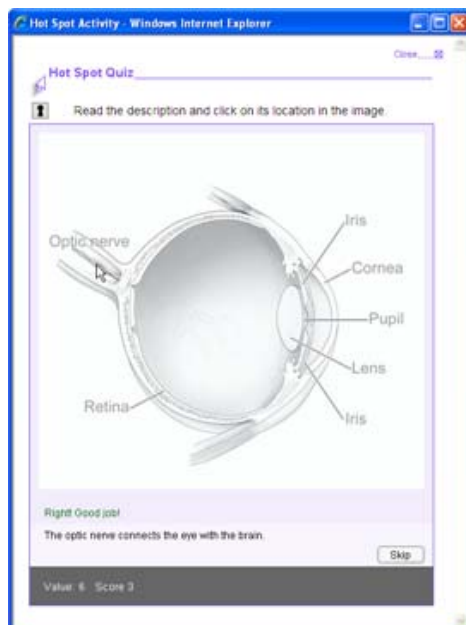
Create your hot spots. For details, see the section [Hot Spot Activity – Explore Mode](#).

For the mode, select **Quiz**.

Deselect **Show Hint**.

For information about the options, see the section [Activity Options Tab](#).

Web Browser



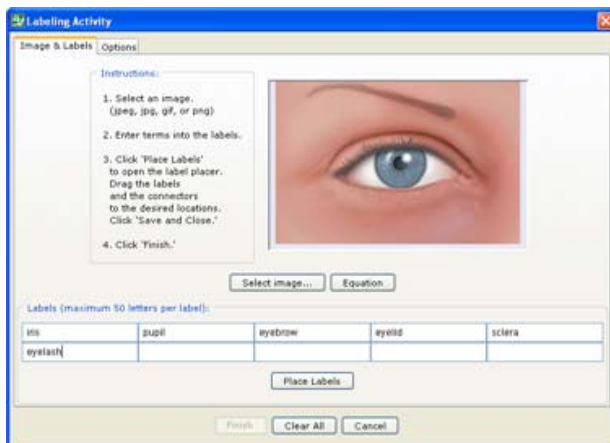
Click on the hotspot corresponding to the description at the bottom of the screen.

Click **Skip** to go to the next description.

Labeling Activity

The Labeling activity lets you label parts of an image. *You can use up to ten labels.*

LessonBuilder



Make List Tab

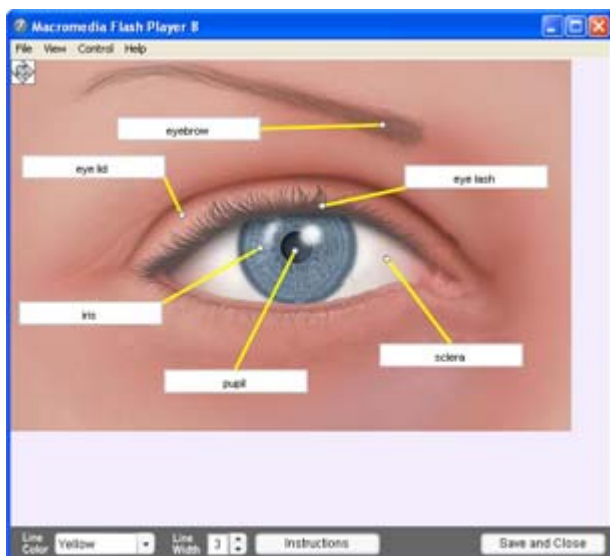
Click **Select image** to select an image.

Enter your labels.

Click **Place Labels** (see below).

Once you've placed your labels, the **Finish** button will activate. Click **Finish** to return to your main editing window.

For information about the options, see the section [Activity Options Tab](#).



Place Labels

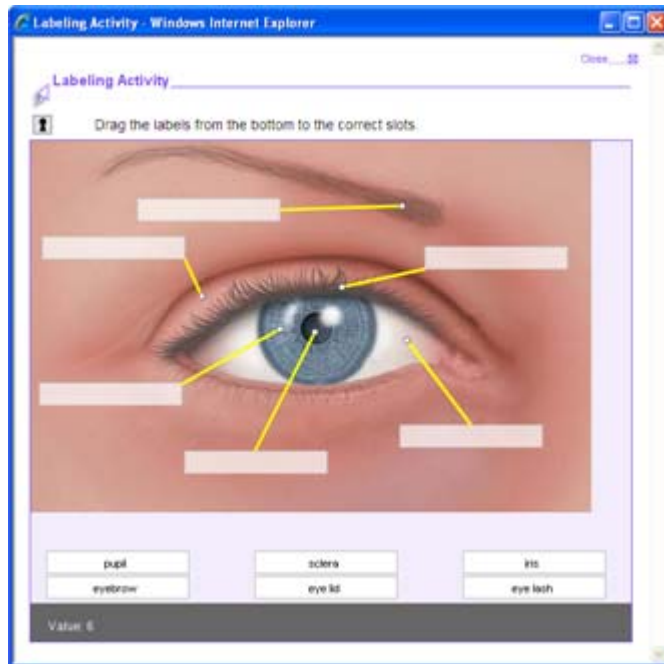
IMPORTANT: Be sure to drag each label and circle pointer onto the image.

Note that you can change the line color and width.

The graphic in the upper left corner allows you to move the image within your window.

Click **Save and Close** to return to your previous window (see above).

Web Browser



Drag each label to the correct slot.

Ordering Activity

The Ordering activity lets you put text items into a sequence.

LessonBuilder



Make List Tab

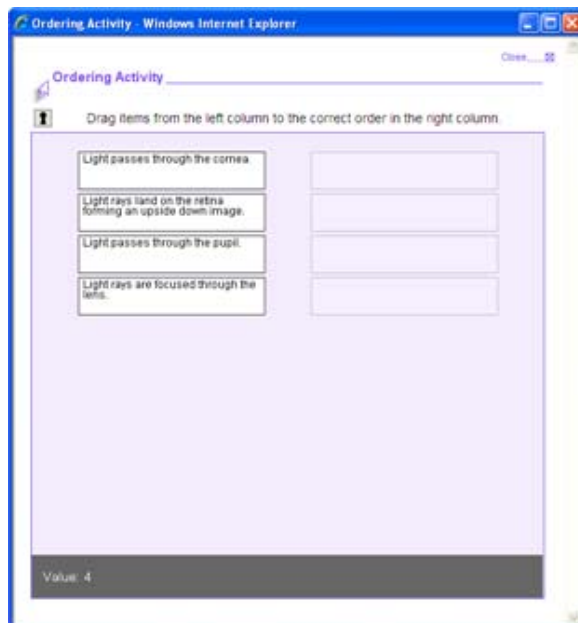
Click **Add to List** after entering item.

To edit an item, click on the item in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

Use the up and down arrows at the bottom to re-order your items.

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#). For information about the options, see the section [Activity Options Tab](#).

Web Browser

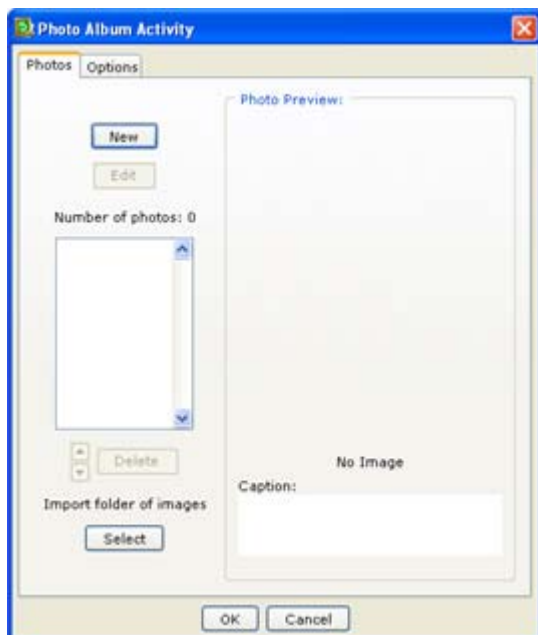


Drag an item into the correct order in the right column.

Photo Album Activity

The photo album activity lets you create a clickable photo album.

LessonBuilder

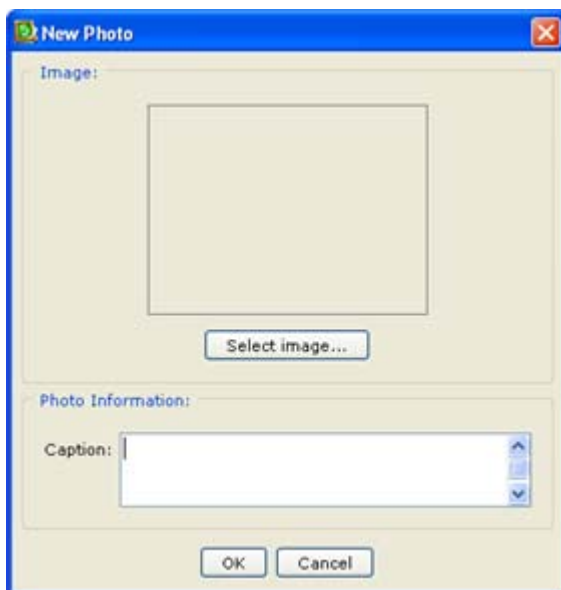


Photos Tab

You can add each image one at a time or you can import a folder of images.

Click **New** to add a single image (see below).

After adding your images, you can use the up and down arrows to set the order.



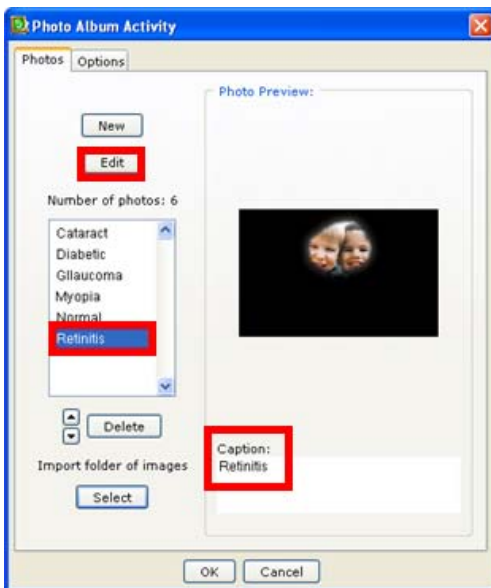
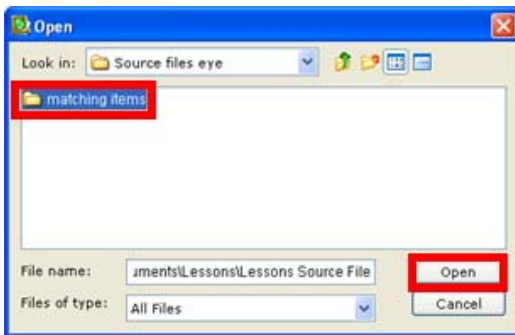
Select One Image at a Time

At the New Photo window, click **Select image** to select an image. Type a caption for your image and click **OK**.



Import a Folder of Images

As mentioned previously, you can import a folder of images. From the **Photos** tab (see the image at the left), click **Select**. Navigate your computer to click on a folder of images to select it (see the image to the left). Then click **Open**.



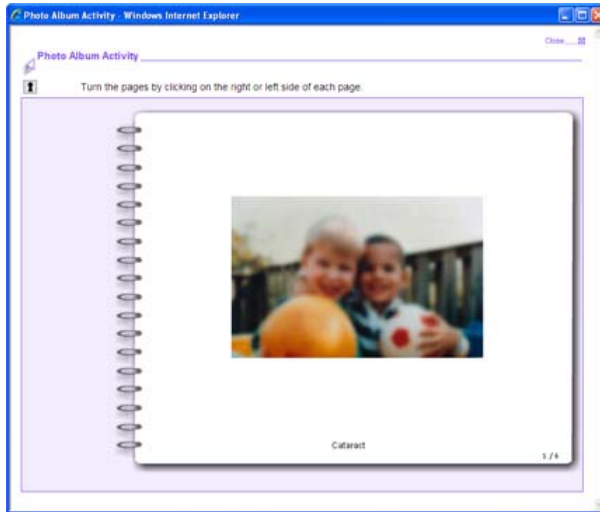
Edit a Caption

You will get a message that images have been added to your photo album.

When you import a folder, the caption for each image comes from the file name. You can edit the caption by clicking on an item in the list and then clicking **Edit**.

Type a new caption and click **OK**.

Web Browser



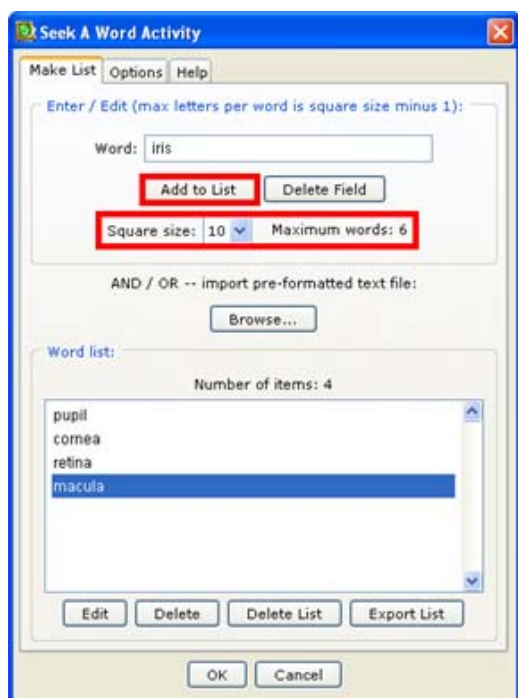
Click on the right side of the image to go to the next image.

Click on the left side of the image to go to the previous page.

Seek A Word Activity

The Seek A Word activity lets you pick out words in a grid. If you want to introduce difficult terms, this would be a good activity for an initial exposure to the terms.

LessonBuilder



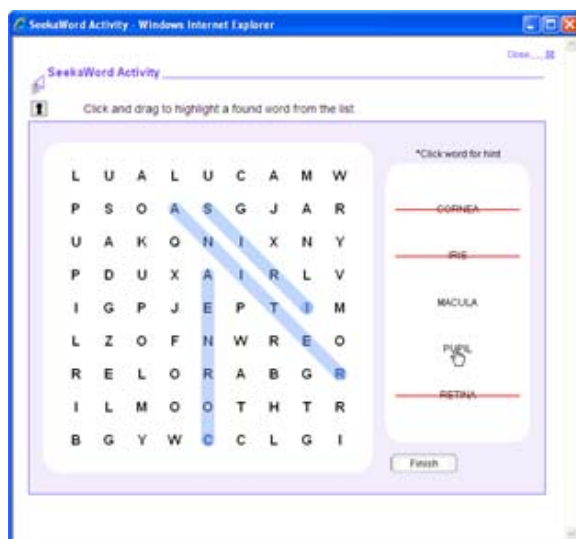
Make List Tab

Click **Add to List** after entering a word. The square size is the number of letters in each row and column. *The bigger the square size, the bigger the grid and the more difficult the activity.*

To edit a word, click on the word in the bottom list and then click **Edit**. Click **Add to List** after making your edits.

For instructions on importing and exporting text lists, see the section [Import and Export Text Lists](#). For information about the options, see the section [Activity Options Tab](#).

Web Browser



Notice that the words appear in alphabetical order on the right. The letters in the grid are randomized each time you see it in the web browser.

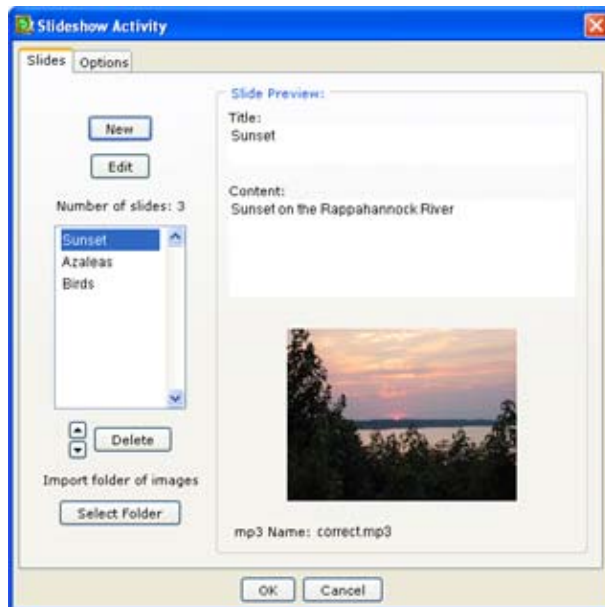
In the grid, the words can appear backwards or forwards, diagonally, horizontally or vertically.

When you click on a word, the first letter of the word becomes highlighted.

Slideshow Activity

The Slideshow activity lets you view images and text in a slideshow format. You can also add audio (in an mp3 format).

LessonBuilder



Slides Tab

You can add each image one at a time or you can import a folder of images.

Click **New** to add a single image (see below).

After adding your images, you can use the up and down arrows to set the order.

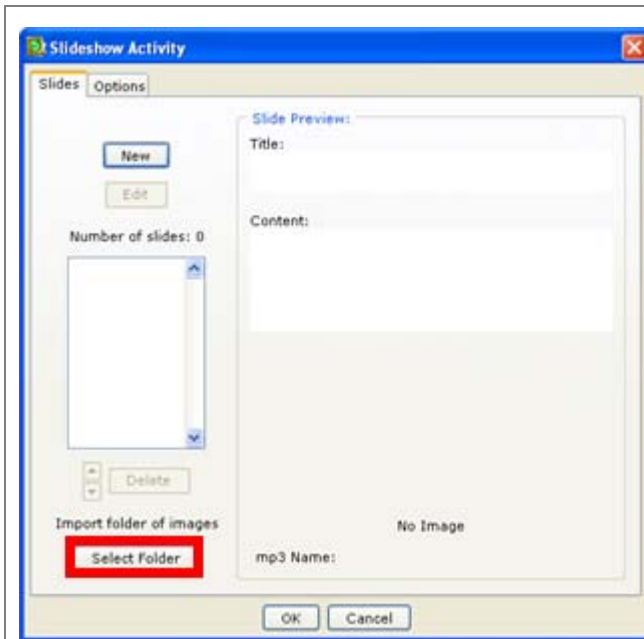
For information about the options, see the section [Activity Options Tab](#).



Slides Tab / New

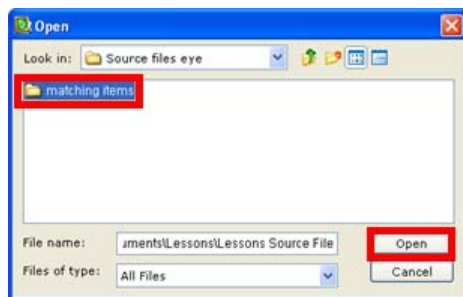
When you select an image, the image gets optimized automatically if you have a large image. (The file size is reduced.)

You can select an mp3 audio file. (Other audio formats won't work.)

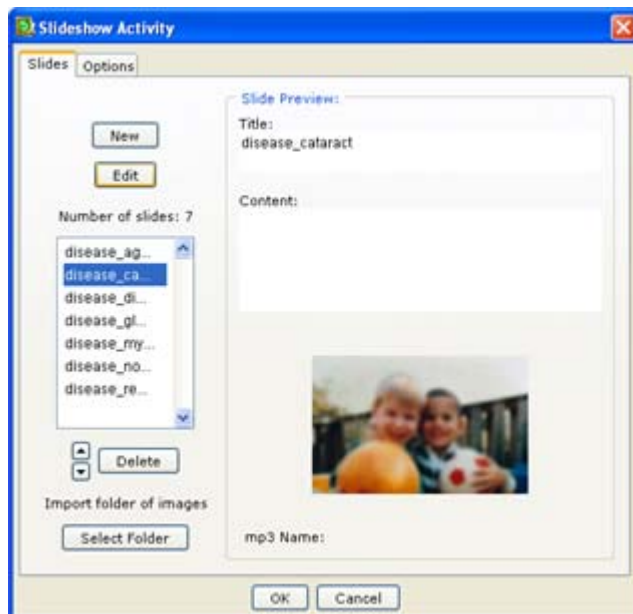


Import a Folder of Images

As mentioned previously, you can import a folder of images. From the **Slides** tab (see the image at the left), click **Select Folder**.



Navigate your computer to click on a folder of images to select it (see the image to the left). Then click **Open**.



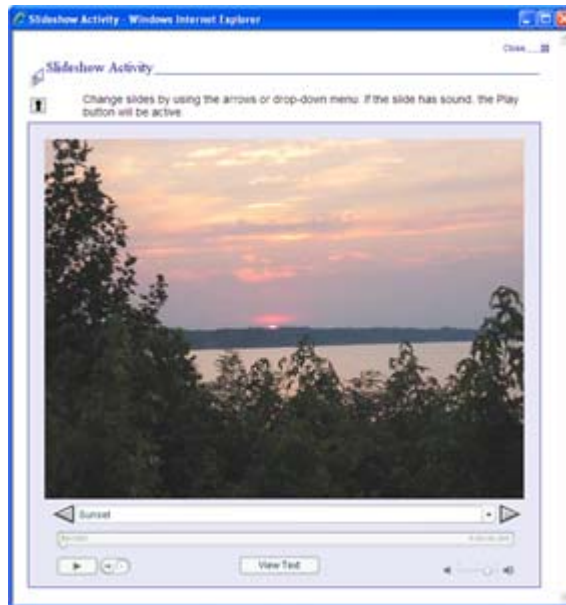
Edit a Title

You will get a message that images have been added to your slide show.

When you import a folder, the title for each slide comes from the file name of the image. You can edit the title by clicking on an item in the list and then clicking **Edit**.

Type a new Slide Title and click **OK**.

Web Browser



Click the right arrow to advance to the next slide.

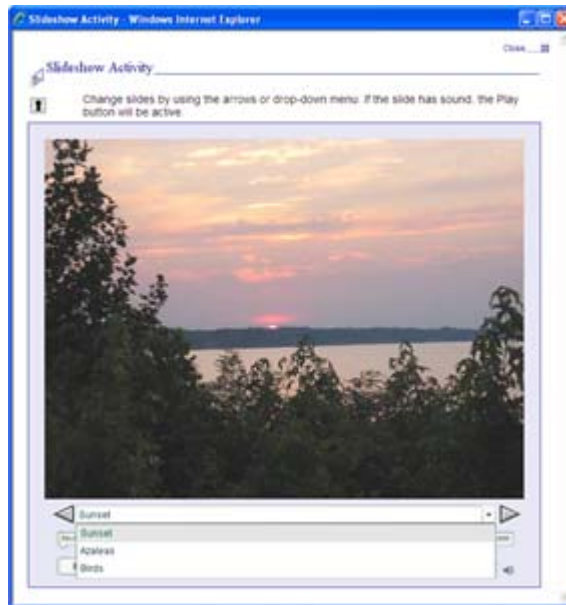
If you've added audio to a slide, the audio controls at the bottom will appear.

Click **View Text** to view text for this slide (see below).



Click **View Slide** to return to the slide view above.

Web Browser (cont.)

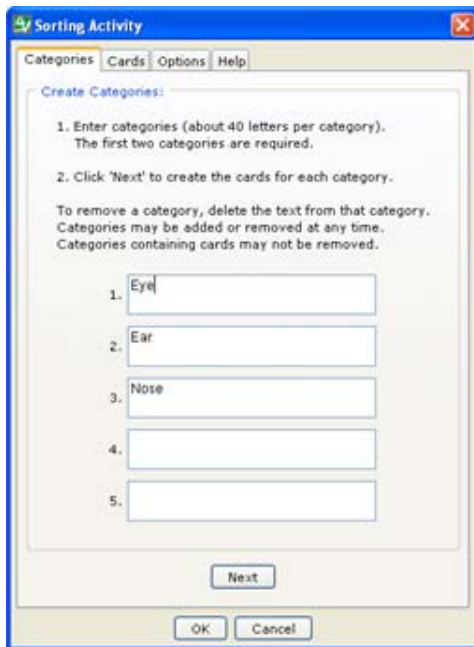


Click the dropdown arrow to jump to another slide.

Sorting Activity

The Sorting activity lets you put items into categories. The items can be text and/or images.

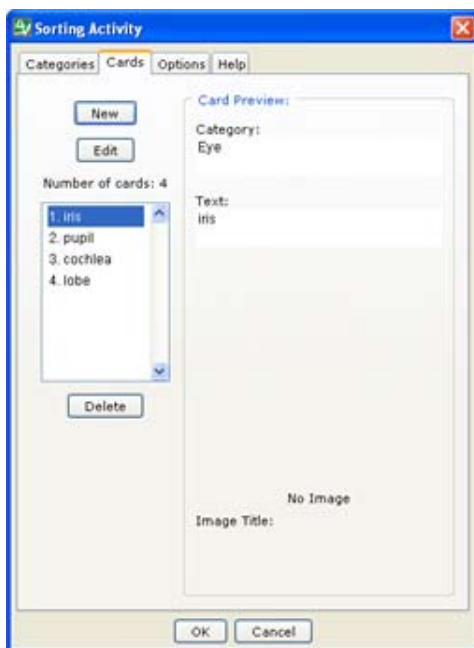
LessonBuilder



Categories Tab

Typically, you would enter your categories first and then add your items for each category. However, you can always return to the **Categories** tab to add or edit a category.

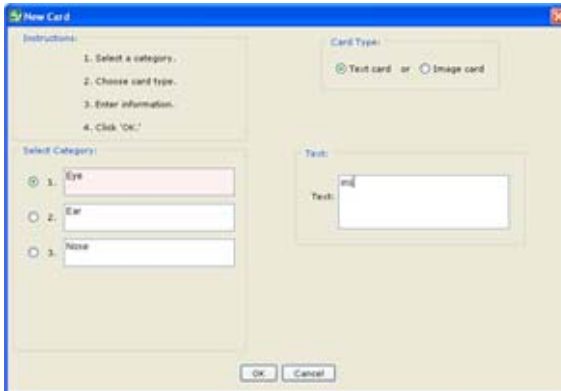
For information about the options, see the section [Activity Options Tab](#).



Cards Tab

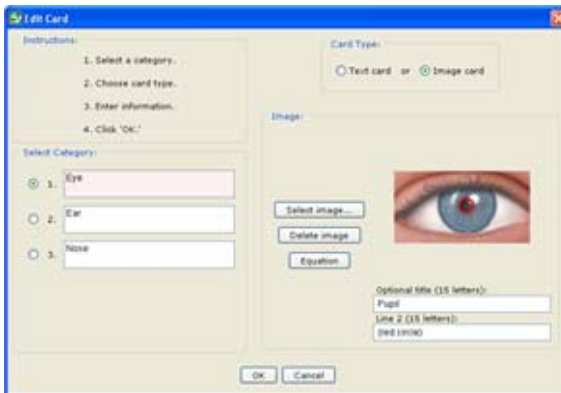
Click **New** to create a card.

LessonBuilder



Cards Tab / New

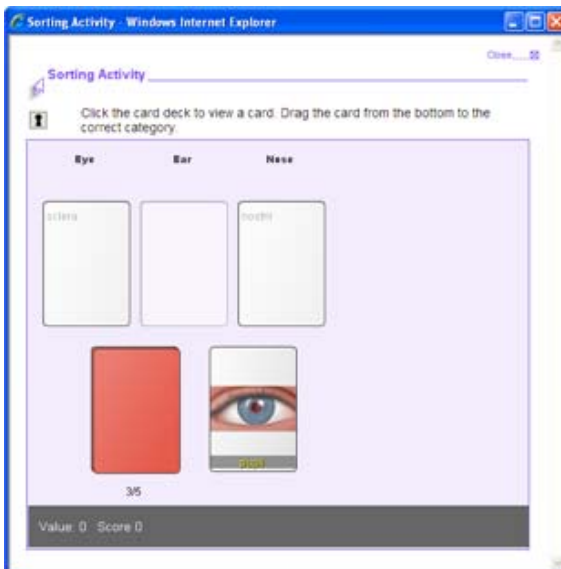
Select a category at the left and enter text.



To add an image, select **Image card** for the Card Type. Then click **Select image** to select your image.

Notice that you can type optional text.

Web Browser



This activity resembles the solitaire game. Drag a card to the correct category.

Timeline Activity

The Timeline activity lets you view a timeline ordered by date or list. For instance, you would select **by Date** to create a timeline for the Revolutionary War and **by List** to create a timeline for a process such as baking a cake.

LessonBuilder



Events Tab (by Date)

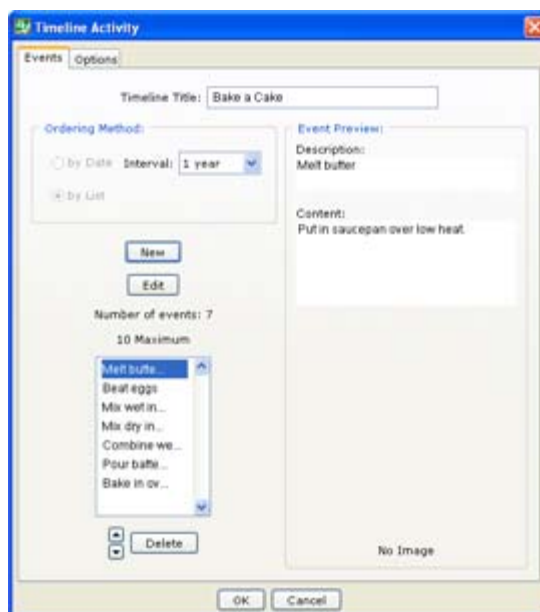
Enter a title for your timeline.

Click **New** to create an event.

If your Ordering Method is **by Date**, then the list appears automatically in chronological order.

IMPORTANT: Be sure to select an appropriate **Interval**.

For information about the options, see the section [Activity Options Tab](#).



Events Tab (by List)

Enter a title for your timeline.

Click **New** to create an event.

If your Ordering Method is **by List**, then you can use the up and down arrows to set the order.

LessonBuilder

Edit Event

Event Information:

Month (optional): 12 Day (optional): 19 Year: 1777

Event End (optional):

Month (optional): 6 Day (optional): 19 Year: 1778

Description: Valley Forge

Content: (optional) Washington's troops spent a bitter cold winter at Valley Forge.

Image (optional):

Select image... Delete image

OK Cancel

Events Tab / New (by Date)

Notice that you have the option to enter an **Event End** date.

The timeline works for A.D. dates (not B.C. dates).

Click **Select image** to select an image.

New Event

Event Information:

Description: Melt butter

Content: (optional) Be sure to melt the butter over low heat.

Image (optional):

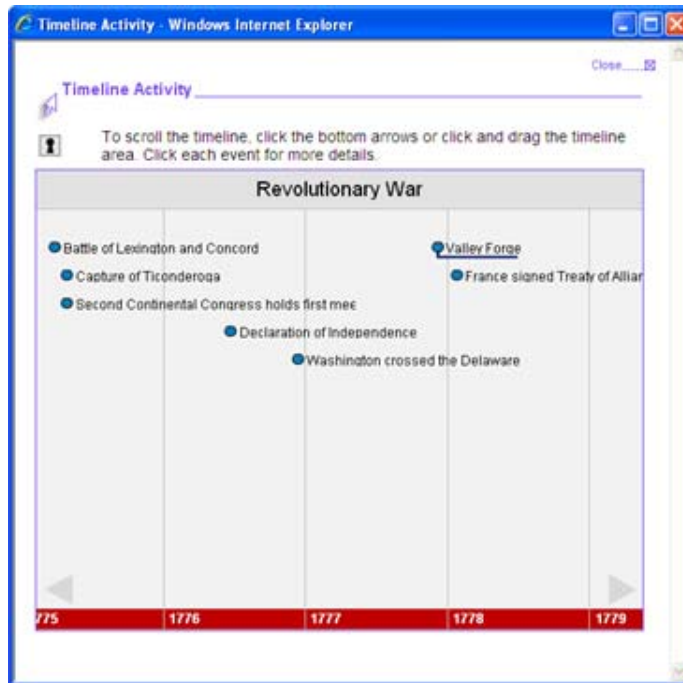
Select image... Delete image

OK Cancel

Events Tab / New (by List)

Click **Select image** to select an image.

Web Browser

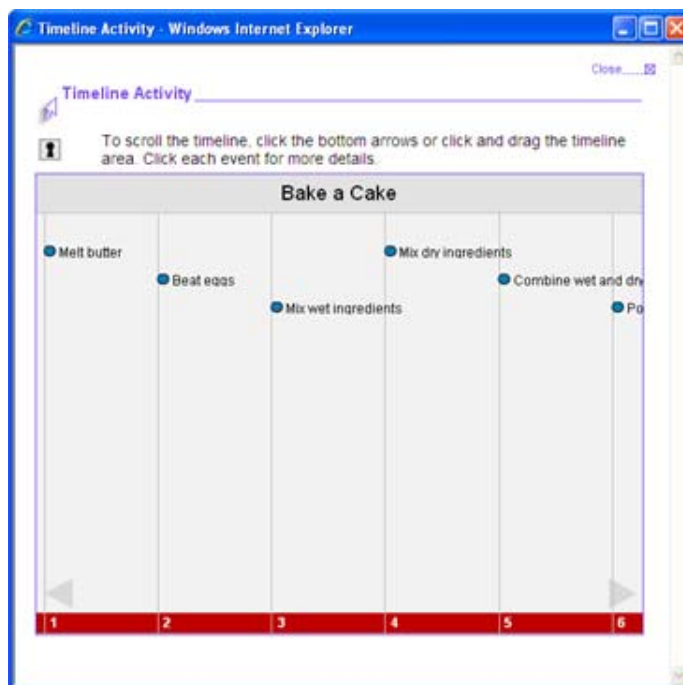


By Date

To scroll the timeline, click the bottom arrows or click and drag the timeline area. Click each event for more details.

The line under **Valley Forge** indicates a span of time.

Notice the years at the bottom. Notice that the interval for this timeline was set to 1 year.



By List

To scroll the timeline, click the bottom arrows or click and drag the timeline area. Click each event for more details.

Notice the number for the steps at the bottom.

Differences between QuizPoppers and Activities

Major Differences between QuizPoppers and Activities

QuizPoppers	Activities
Not Flash based	Flash based. For details see the section Activities Overview .
Ability to insert hyperlinks and media including sound and images	Ability to insert images for some activities. For details see the section Add Images to Activities .
Customized feedback for the right and wrong answer	No customized feedback
Hint	Show Answers option for some activities
Students must get all items correct to receive a score other than 0 for the QuizPopper.	Students can receive partial credit.

The Ordering QuizPopper and Ordering Activity are both sequencing exercises. The Matching QuizPopper and DragNDrop Activity are both matching exercises. The two tables below summarize the differences.

Ordering QuizPopper versus Ordering Activity

Ordering QuizPopper	Ordering Activity
Use a dropdown menu to assign the order of the items	Drag items to the correct order
Exercise is scored upon clicking the Check Answer button.	Activity is scored after dragging each item.
Allows for lengthy text entry	Maximum of 100 characters
See the table above for other differences	

Matching QuizPopper versus DragNDrop Activity

Matching QuizPopper	DragNDrop Activity
Use a dropdown menu to assign the match the items	Drag items to the correct match
Exercise is scored upon clicking the Check Answer button.	Activity is scored after dragging each item.
Allows for lengthy text entry	Maximum of 100 characters
See the table on the previous page for other differences	

Widgets

Overview

One of the new features of Version 5 is the ability to incorporate **web widgets** into your lessons. A web widget is a chunk of web code that can be embedded within any html-based web page. Once a web widget is embedded, it will grab updated information from the originating site and display it within the web page automatically.

View a Sample Widget Lesson

To see how widgets can be used in a LessonBuilder lesson, go to the Widgets lesson on our website under [Sample Lessons](#).

As you can see from looking at the widgets sample lesson mentioned above, there are all kinds of educational widgets that can be put into your lessons such as interactive periodic tables, polls, surveys and math games.

On the next page is a list of [widget websites](#) where you can find some web widgets for your lessons. To put these widgets into a lesson, see the section [Insert a Widget in a Lesson](#).

(Please note that there are other kinds of widgets – platform widgets and desktop widgets which cannot be embedded in LessonBuilder.)

IMPORTANT: Your students need to be online for the web widget to appear since the information is coming from a website.

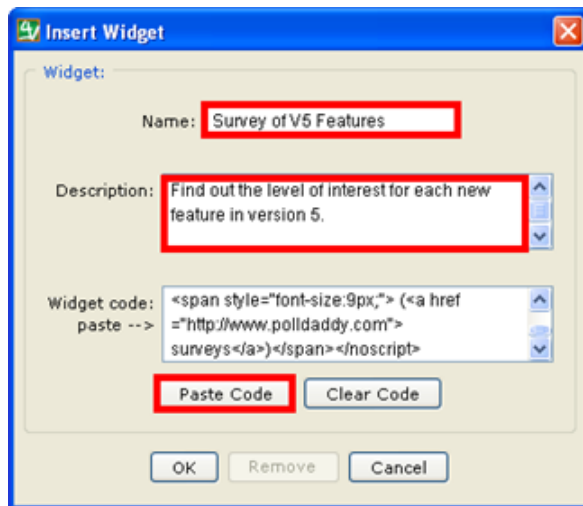
Widget Websites

Below are some websites with **free widgets**. This list is regularly updated on our website at: www.softchalk.com/lb_resources.html.

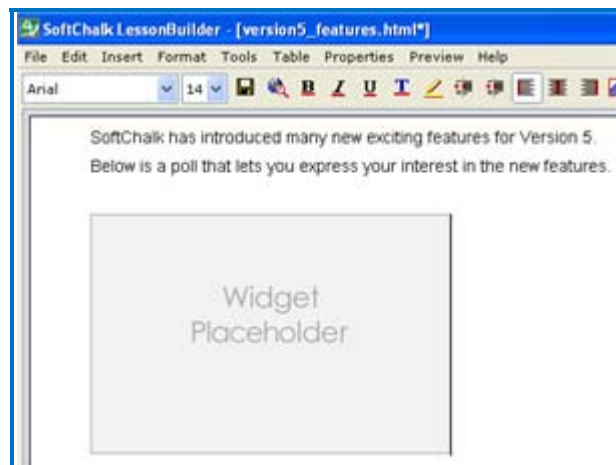
Website	Description
Gadgets by Google www.google.com/ig/directory?synd=open	Gadgets are miniature objects that offer dynamic content that can be placed on any page on the web.
Game Widgets www.onlinebestgames.com	Free online Flash games – great for K12 audiences.
Good Widgets www.goodwidgets.com/	Create your own photo/slideshow widgets. (Please note that LessonBuilder also has a slideshow activity and a photo album activity .)
Netvibes Ecosystem eco.netvibes.com	Widgets are available without having to set up an account.
PBS www.pbs.org/teachers/activitypacks/index.html	Library of “Activity packs” (essentially widgets) that focuses on a curricular theme and includes links to great PBS resources and supplemental activities.
PollDaddy www.polldaddy.com	Create polls and surveys.
PRI (Public Radio International) www.pri.org/widgets.html	Listen to and get headlines of PRI stories on economic security, social entrepreneurship, and global health and development.
Widgetoko www.widgetoko.com/	A blog that features a new widget every day.
widgetbox www.widgetbox.com	Widgets are available without having to set up an account.
Widgiland www.widgiland.com	Widgets are available without having to set up an account.
Widgipedia www.widgipedia.com/	Widgets are available without having to set up an account.

Insert a Widget in a Lesson

1. Find a widget from another website (see the previous section [Widget Websites](#)).
2. Then copy the embed code for that widget. Please note that different websites may use different wording for this code but the code to copy should be obvious. (For instance, PollDaddy refers to this code as Javascript Poll Method or Javascript Popup Method. For PollDaddy, this code is in a green box after you click Save and Continue.)
3. Start LessonBuilder. Choose **Insert / Widget**.
4. Fill out the information below. Notice that you can click **Paste Code** to put the copied code in (see below).



5. Click **OK** to return to your main editing window.
6. You'll see a placeholder for your survey in your lesson (see below).



7. When you save and preview your lesson, you will see your embedded widget (see below). Again, this widget information (e.g. poll) is coming from the website where you got your widget.



In the case of the PollDaddy poll above, you can click a **View Results** link to view the results.

(If you happen to use a survey from PollDaddy rather than a poll, you will find a link to view the survey. When you click this link, the survey will be superimposed over your lesson.)

StyleBuilder

Create a Personal Style

The StyleBuilder tool lets you create your own style for a lesson or import a style someone has created for your institution or department. A style you create with the StyleBuilder is referred to as a “Personal Style.”

(As mentioned previously, you can apply pre-made SoftChalk styles to your lesson by choosing **Properties / Style Properties**. See the section [Style a Lesson](#).)

1. Choose **Tools / StyleBuilder** (or press the **F11** key).
2. Notice that there are **five tabs** in the StyleBuilder – General, Banner, Content, Sidebar and Footer. See the next several pages to learn how to use these tabs to create a style.
3. To add a **logo** to your style, go to the **Banner tab** (see the following pages on the Banner tab).

IMPORTANT: When you save a style (see the information under the **General** tab on the next page), the style is saved independent from any lesson you may have open. (The style gets saved with the rest of the default SoftChalk styles.) The style will be available under **Properties / Style Properties** for lessons on your computer.

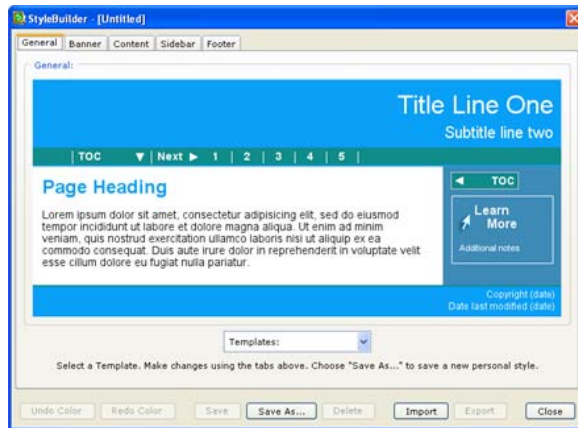
Back Up a Style

To back up a style, see the section [Export a Style Using StyleBuilder](#).

Transfer a Style to Other Users

To transfer a style to other users, see the section [Import a Style Using StyleBuilder](#).

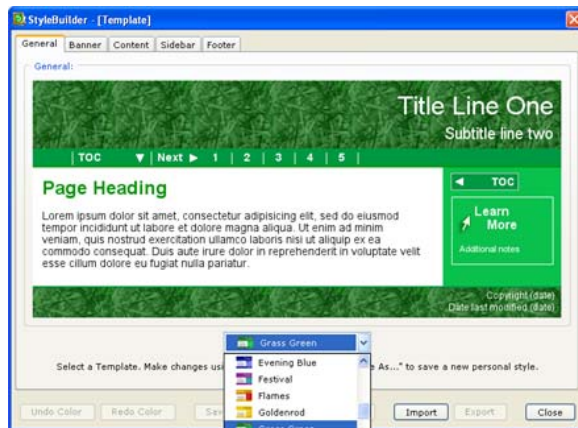
General Tab



Overview

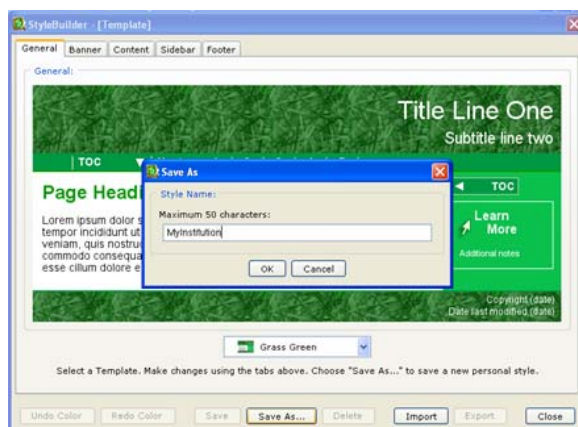
On this tab, you can:

- Select a style to modify
- Click **Save As** to create a new style
- Select a style you created previously in order to make changes



Dropdown List

Before creating a new style, you may want to browse through the existing styles from the dropdown list and select one to modify. Once you select a style to modify, click **Save As** to type a name for your style (see below).

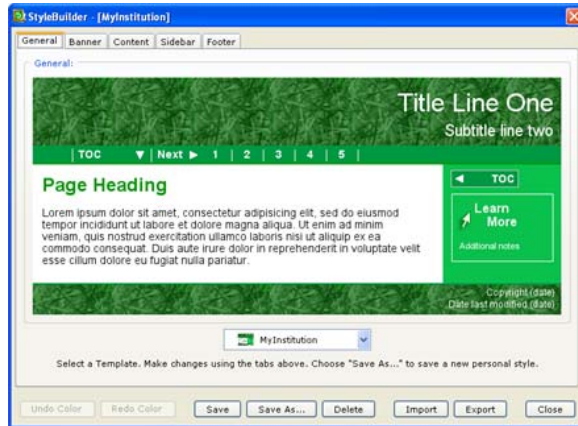


Save

As mentioned above, click **Save As** to save your style for the first time. (You can save from any tab.) Type a name for your style such as **MyInstitution** and click **OK**.

As you continue to make changes to your style, click **Save** at the bottom of the window (rather than **Save As**).

General Tab

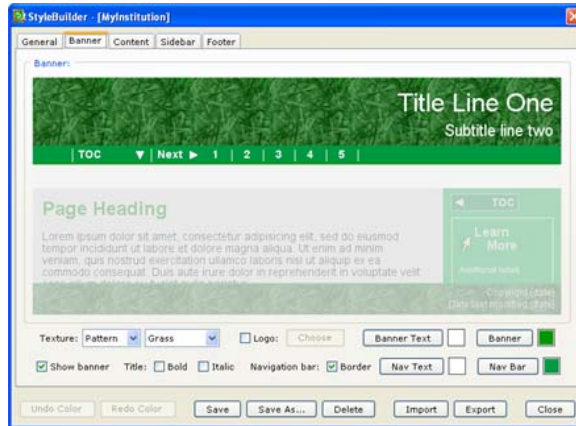


Save (cont.)

Notice that your style name appears in the title bar and in the dropdown list toward the top of the list.

IMPORTANT: Notice you can click on any part of the style (such as the top banner area) and go directly to that area for modifications.

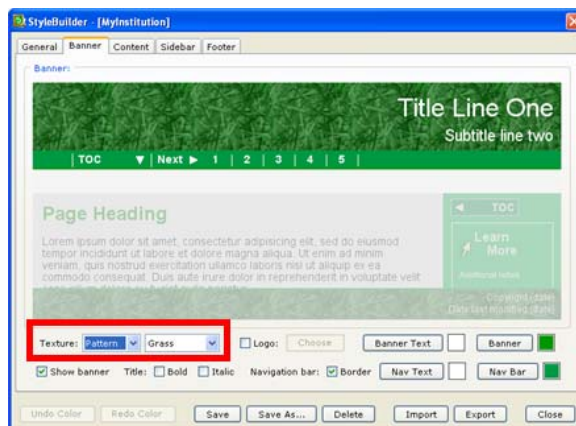
Banner Tab



Overview

On this tab, you can change the appearance of the banner (header area), which includes the navigation bar (which contains the numbers for the pages). You can also insert a logo (see below).

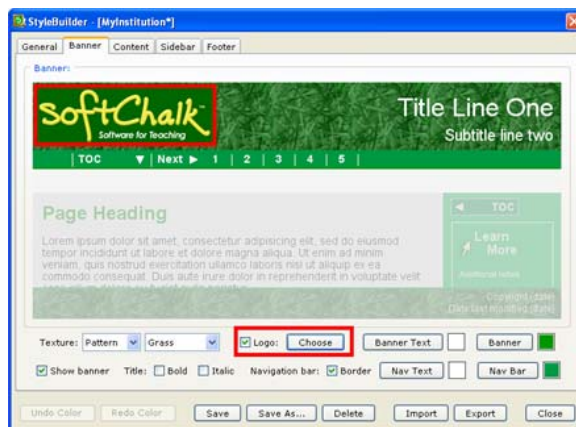
The **Bold** and **Italic** options affect the Title and Subtitle in the upper right corner.



Texture

Notice that you can choose to have a solid color, gradient or pattern for the texture.

If you choose **Pattern**, additional options (such as Grass) appear in a dropdown menu at the right.



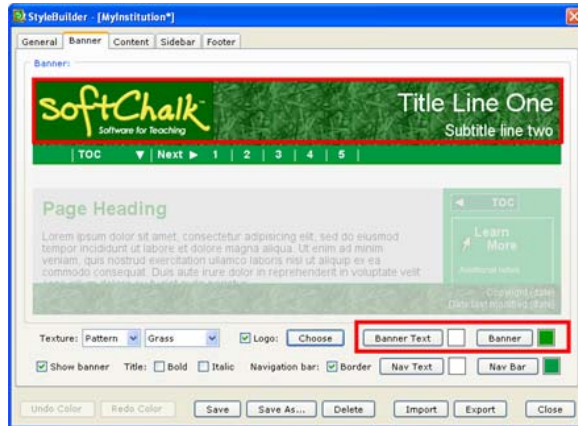
Logo

To add a logo to your banner, select the **Logo** checkbox. Then click **Choose**. Select a logo and click **OK**.

The maximum size for a logo is 400 pixels by 300 pixels. (If the logo is larger than this, the logo will be re-sized.)

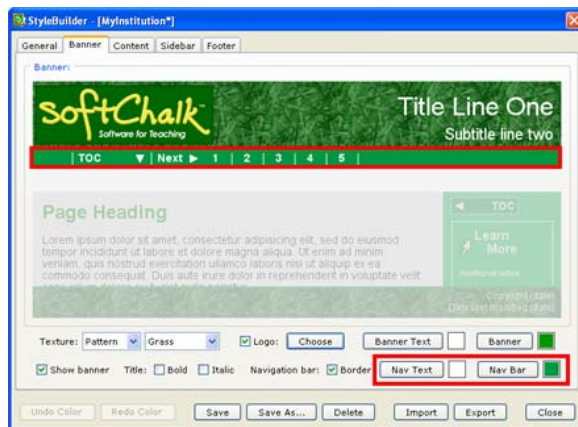
After selecting a logo, the logo appears in the upper left corner.

Banner Tab



Banner Colors

You can set separate colors for the banner text and the banner background by clicking the **Banner Text** and **Banner** buttons.



Navigation Bar Colors

You can set separate colors for the navigation text and the navigation bar by clicking the **Nav Text** and **Nav Bar** buttons.

The **Border** checkbox refers to the bottom border for the Navigation bar. (The color for the border comes from the Banner color.)

Content Tab



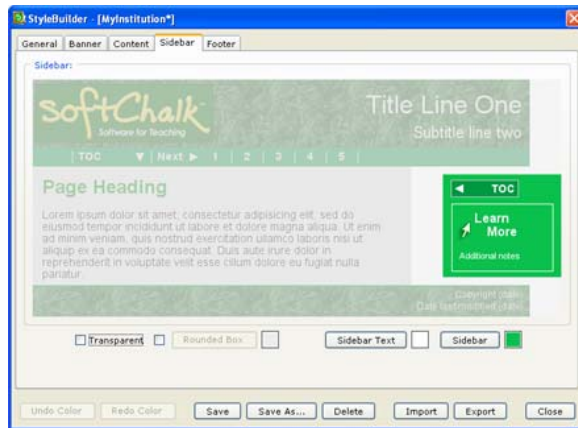
Overview

On this tab, you can set the:

- Color for your headings and links
- Color for the text in the body of your lesson
- Font for your lesson
- Background color for your pages (on the image at the left a cream color was chosen)

The font affects the title, subtitle, body text, headings, sidebar and footer. (It doesn't affect the navigation elements such as Prev and Next within the navigation bar.)

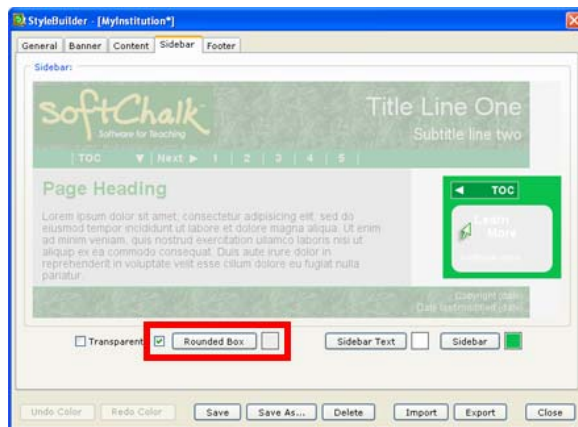
Sidebar Tab



Overview

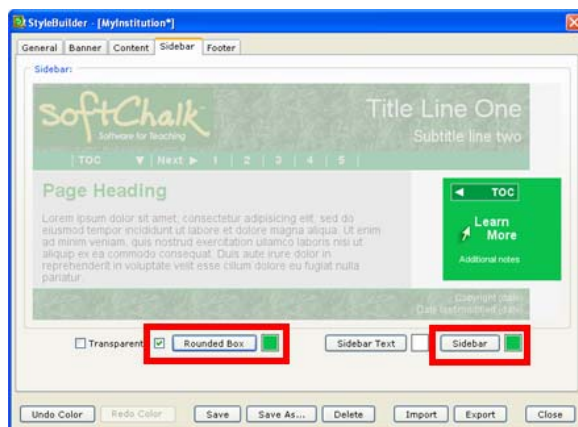
On this tab, you can change the appearance of the sidebar.

If you select **Transparent**, the color for the sidebar disappears and you see the **Background** color chosen under the **Content** tab.



Rounded box

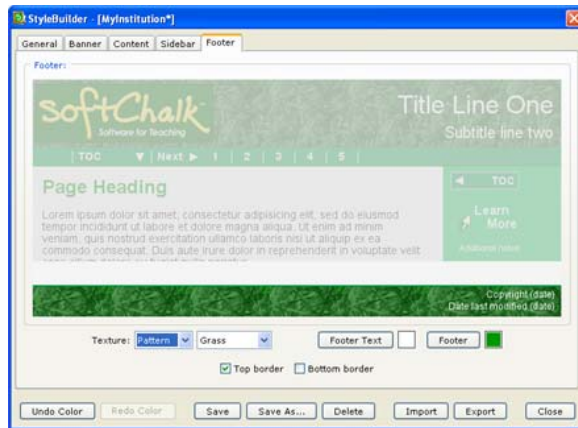
With a Rounded box color chosen, a rounded box appears within the sidebar.



No Lines

If you don't want lines within your sidebar, you can select **Rounded box** and use the same color that you use for your **Sidebar** color.

Footer Tab



Overview

On this tab, you can change the appearance of the footer. You can change the:

- Texture
- Color for the footer text
- Color for the footer background

If you select and deselect the **Top border** or **Bottom border**, notice that the border is a thin line.

The color for the border comes from the color for the **Navigation bar** (chosen under the **Banner** tab).

IMPORTANT: Click **Save** at the bottom of your screen to update your changes and click **Close** to return to your main editing window.

Apply a Personal Style to Your Lesson

1. Open a lesson (if a lesson is not open already).
2. Choose **Properties/Style Properties**. Notice that the style you created appears under **Personal Styles**.
3. Click on this style to select it.
4. Click **OK** to return to your main editing window.

Create a Personal Style from a Template

You may want to make slight changes to a template and save it as a personal style.

1. Choose **Tools/StyleBuilder** (or press the **F11** key).
2. On the **General** tab, use the dropdown menu to select a template such as **Aqua Blue**.
3. Make some changes to this style.
4. Click **Save As**.

5. Type a name for your style such as ***MyDepartment*** and click **OK**.

Export a Style Using StyleBuilder

Exporting and importing a style lets you give your personal style to others. (Exporting a style will also allow you to back up the style since the export process creates a .zip file.)

1. Choose **Tools/StyleBuilder** (or press the **F11** key).
2. On the **General** tab, select a personal style from the dropdown menu.
3. Click **Export**.
4. Type a name for your exported style such as ***MyOrganization***.
IMPORTANT: You probably want to use the same name as your style to avoid confusion.
5. Click **Save**.
6. Click **OK** at the Export complete screen.
7. On your local computer, notice that your exported style became a zip file (e.g. ***MyInstitution.zip***)
8. To have others use this style, e-mail this file or upload this file to a server.
9. To back up this style, just copy this .zip to another physical media like a server or thumb drive.

Import a Style Using StyleBuilder

You can import a style someone else created. (Once you import a style and apply it to a lesson, then this style will be your default style for new lessons.)

1. Choose **Tools/StyleBuilder** (or press the **F11** key).
2. Click **Import**.
3. Select the exported zip file (see the section above [Export a Style Using StyleBuilder](#)).
4. Click **Open**.
5. Click **OK** at the Import complete dialogue window. Notice the imported style now appears in your dropdown list.
6. Click **Close** to return to your main editing window
7. To apply this style to a lesson, choose **Properties/Style Properties**.

8. Notice that the style you just imported appears under **Personal Styles**.
9. Click on this style to select it.
10. Click **OK** to return to your main editing window.

Delete a Personal Style

1. Choose **Tools/StyleBuilder**.
2. From the dropdown menu at the bottom of the screen, select the style you want to delete.
3. Click **Delete** at the bottom of the screen.
4. Click **OK** when asked if you want to delete this style.

(If you get a message that your style may not be deleted because it is the current lesson style, then click **OK**. Then click **Close**. Choose **Properties/Style Properties** and select a different style. Then repeat steps # 1-4.)
5. If you have lessons with the deleted style and you want to make edits, then you will need to apply another style using **Properties/Style Properties**.

Tables

Create a Table

To put a table in your lesson, choose **Table / Create Table**. One of the following screens appears:

Styled Lesson



Table Tab

The table width % refers to the width of the table within the lesson window. **IMPORTANT:** If you have both a table and sidebar on the same page, then you'll need to set your **Table width** to 99% or less.

If you have a style for your lesson, (see the section [Style a Lesson](#)), then LessonBuilder creates default settings for

- Cell spacing and padding
- Border width
- Border and background colors

Unstyled Lesson



Table Tab

With **Use styled table** deselected, you can set other options. Cell padding refers to the spacing around the text. Cell spacing refers to the spacing between cells. (Cell spacing doesn't appear in the main editing window, only in the web browser.)

If you don't want any lines in your table, then you can choose 0 for the border width.

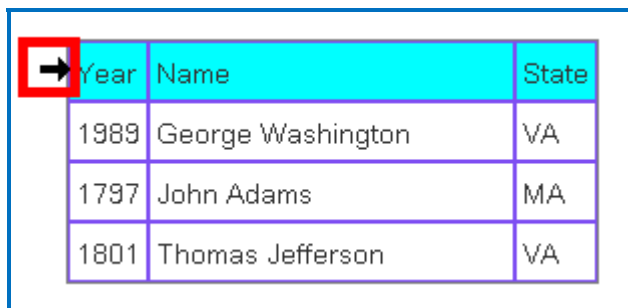
Click the **Select** buttons if you want to change the colors for the border and background.

Modify or Delete a Table

Click within a cell and choose **Table / Modify Table** or **Table / Delete Table**.

Select a Row to Make a Header

1. Select a row by moving your cursor in front of a row and clicking (see below).



Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

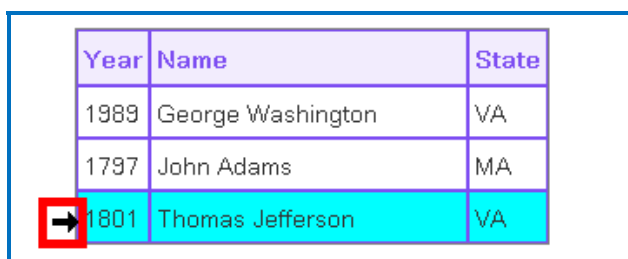
2. Choose **Table / Row / Make Column Headers**.
3. Headers appear (see below). [If the **Used styled table** checkbox is not selected (see the section [Create a Table](#)), the headers are bold and centered.]

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Insert or Delete Rows

If you're in the last cell of a table, you can hit the **Tab** key to create a new row. You can also insert a new row using the following steps:

1. You can click inside a cell and choose **Table / Row / Insert Row Above** (or **Append Row to Bottom** or **Delete Row**). You can also use the steps below.
2. Select a row by moving your cursor in front of a row and clicking (see below).



Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

3. Choose **Tables/Row / Insert Row Above**. (To add a row to the end of the table, select **Append Row to Bottom**.)
4. Your additional row appears (see below).

Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

5. To delete a row, select the row (see previous step #1).
6. Choose **Tables/Row / Delete Row**.

Insert or Delete Columns

IMPORTANT: If you have entered a caption for your table, you will need to remove your caption before selecting a column. To remove a caption for the table, see the section [Accessibility – Enter a Caption](#).

1. You can click inside a cell and choose **Table/Column / Insert Column to the Left** (or **Append Column to the End** or **Delete Column**). You can also use the steps below.
2. Select a column by moving your cursor over the top of the column and clicking (see below).

Year	Name	State
1989	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

7. Choose **Tables/Column / Insert Column to the Left**. (To add a column to the end of the table, select **Append Column to the End**.)

8. Your additional column appears (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

9. Since the column width for this table was set at 50%, increase your table width before beginning to edit. Click in the table and choose **Table / Modify Table** and then increase the table width.
10. To delete a column, select the column (see previous step #1).
11. Choose **Tables / Column / Delete Column**.

Select a Column to Make a Header

You may want headers on both the top and left of your table. If you don't have header cells already, then you can skip steps #1-2.

1. Select the first column (see below).



Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

2. Choose **Table / Column / Remove Headers**.
3. Select the column again.
4. Choose **Table / Column / Make Row Headers**.

5. Your headers appear (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Select Multiple Cells

You may want to select multiple cells to change the text formatting to bold, italics or another color.

1. Hold down **Ctrl** and click in a cell to select it. (Macintosh users hold down the **Option** key.)
2. With the **Ctrl** (or Macintosh **Option**) key still held, click in another cell to select it (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

3. Select formatting options such as Bold and Italic. (Click on the Bold and Italic buttons on the toolbar.) The formatted cells appear (see below).

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

Accessibility - Enter a Caption

Click on the Accessibility tab (see below) and enter a caption and summary for your table. When you enter a caption, it appears as the title for your table directly above your table. For more information about LessonBuilder's Accessibility compliance, see www.softchalk.com/lb_standards.html.



The screenshot shows a 'Modify Table' dialog box with two tabs: 'Table' and 'Accessibility'. The 'Accessibility' tab is selected. Inside the dialog, there is a section titled 'Accessibility Features:' containing the following fields:

- Caption:** A text input field.
- Align Caption:** A dropdown menu currently set to 'top'.
- Summary:** A text area with up and down arrow buttons on the right side.
- Headers:** A label with the text 'Use menu item "Table" to change Headers'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Wrap Text around a Table

If you have a table with a width less than 100% (typically 75% or 50%), then you can have text wrap around the text.

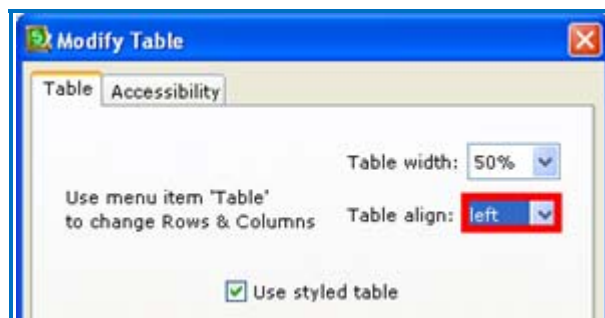
1. Enter text below your table (see below).

Early Presidents

Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

The early presidents were men who embraced learning and challenges. They came from different states and backgrounds but yet envisioned a nation beyond their individual identities from certain states. George Washington and Thomas Jefferson were farmers from Virginia although each had a varied career in government away from their farms. Washington was a storied general while Jefferson was an intellectual who read widely. John Adams had passion and practicality that led him to put his country before his personal ambition during his presidency.

2. Click in your table and choose **Table / Modify Table**.
3. Set the **Table align** value to **Left** (see below). Click **OK**.



4. Your table with text wrapping appears (see below).

Early Presidents

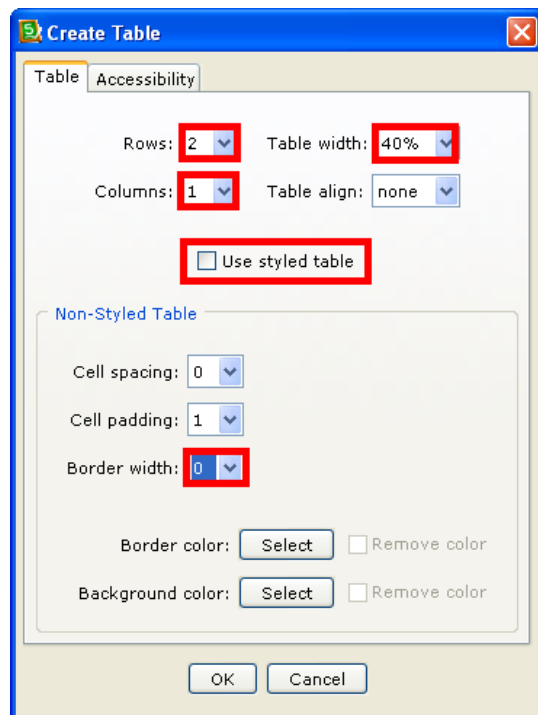
Year	Name	State
1789	George Washington	VA
1797	John Adams	MA
1801	Thomas Jefferson	VA

The early presidents were men who embraced learning and challenges. They came from different states and backgrounds but yet envisioned a nation beyond their individual identities from certain states. George Washington and Thomas Jefferson were farmers from Virginia although each had a varied career in government away from their farms. Washington was a storied general while Jefferson was an intellectual who read widely. John Adams had passion and practicality that led him to put his country before his personal ambition during his presidency.

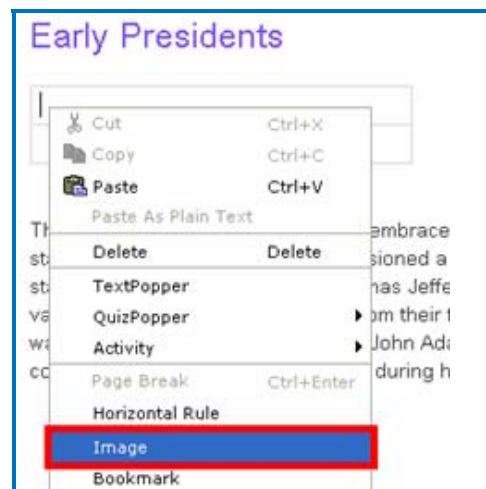
Create a Caption for an Image

You can use a table to create a caption for an image. You can wrap text around this image.

1. Create a table. (Choose **Table /Create Table.**)
2. Deselect **Use styled table**. Set the **Rows** to 2, **Columns** to 1, **Table width** to a width appropriate to your image, de-select **Use styled table** and **Border width** to 0 (see below). Click **OK**.



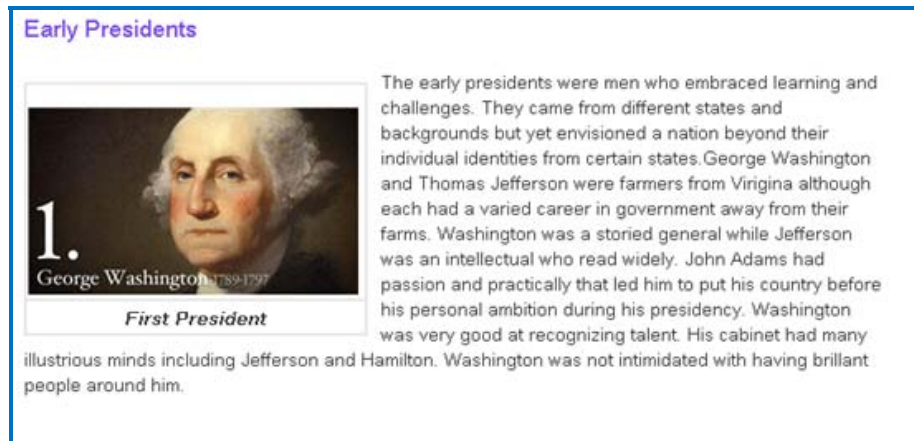
3. Right-click in the top cell of your table and select **Image** (see below).



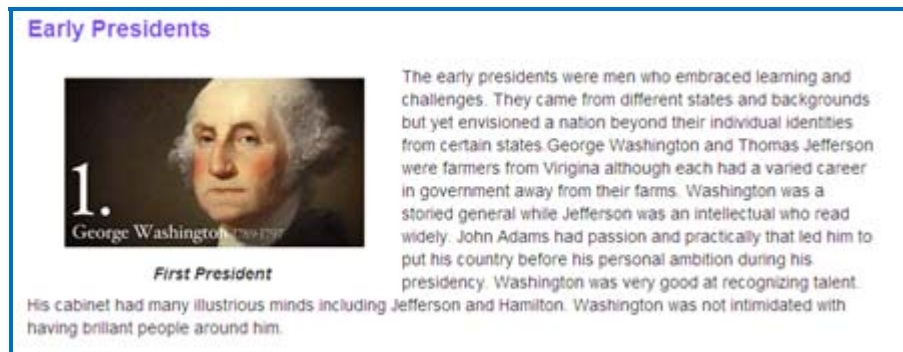
4. Select your image (see the section [Insert an Image](#)).
5. Type a caption in your second row. Click the Align Center icon on the toolbar (see below). You can format the caption for Bold and Italic. (The faint outline you see designates your table area but when you preview the table, you won't see a border.)



6. To make your image wrap around text, make sure you have text below your image. Then click in your image table.
7. Choose **Table / Modify Table**. For **Table align**, select **Left**. Click **OK** (see below).



8. Preview your lesson (see below). No border appears.

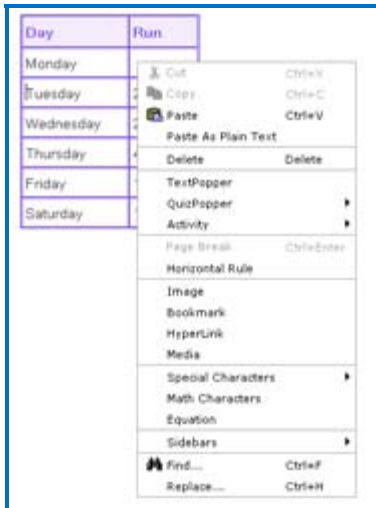


9. You can modify your image caption table as you would any table. You can add a row to include a credits line (see below).

 1. George Washington 1789-1797
<i>First President</i>
Credits: www.whitehouse.gov

Insert Menu

You can right-click within a cell to bring up the insert menu.

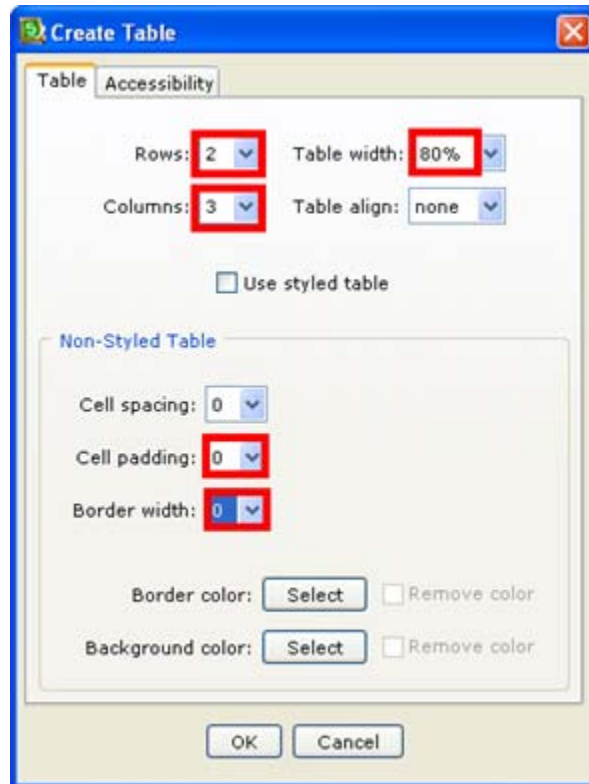


If you insert a QuizPopper(s) within a table, you may want to deselect **Used styled table**. Otherwise, extra lines will appear in your QuizPopper(s) surrounding your items.

Put Images Side by Side

If you want to put images side by side, you should use an unstyled table.

1. Create a table. (Choose **Table/Create Table**.)
2. Deselect **Use styled table**. Set the **Rows** to 2, **Columns** to 3, **Table width** to a width appropriate to your image, de-select **Use styled table** Cell padding to 0 and **Border width** to 0 (see below). Click **OK**.



3. Right-click in the first cell and choose **Image** to insert an image. (See the section [Insert an Image](#).)
4. Insert an image in each top cell. Enter text in the bottom cells. Select the text in the bottom cells and create a hyperlink (see below). (See the section [Insert and Remove a Hyperlink](#).)



5. Preview your lesson in the browser (see below). Extra space appears between the images because when an image is inserted, automatic padding is added.



Copy and Paste a Table from Word

You can copy and paste a table from Word. It will paste as an unstyled table. You can click within a cell and choose **Table / Modify** and select **Use Styled Table** (provided you have attached a style to your lesson).

eCourseBuilder

Overview

The eCourse Builder tool lets you assemble a course with multiple lessons. For instance, you may have an eCourse called **Presidents** that contains a lesson on **Washington**, a lesson on **Adams** and a lesson on **Jefferson**. (If you're just beginning with LessonBuilder, we recommend getting familiar with creating individual lessons before using the eCourseBuilder tool.)

To deliver your eCourse to your students, you can:

- Package it as a .zip file for uploading into a Learning Management System.
- Upload to a website
- Or package the eCourse to go on a CD.

Create Some Individual Lessons

Before assembling your eCourse, you must first create some individual lessons. (If you're new to LessonBuilder, see the section [Getting Started](#) on how to create a lesson.)

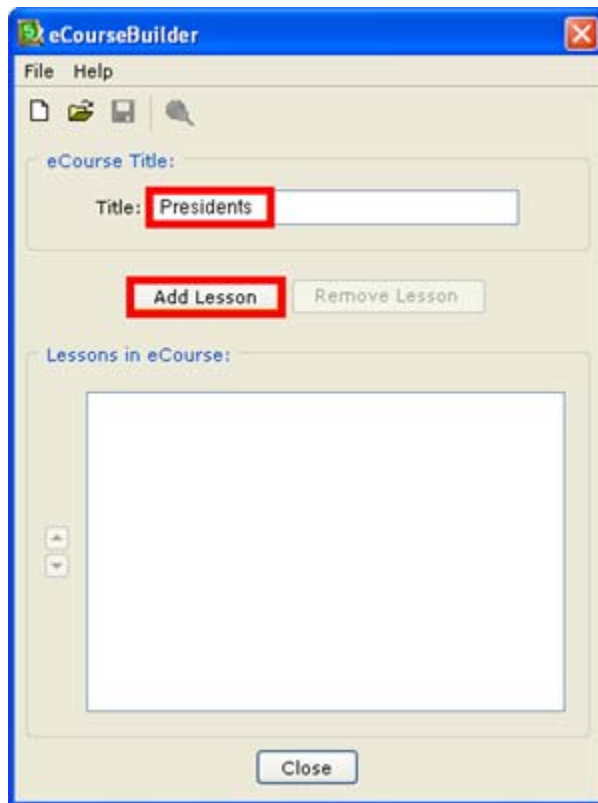
IMPORTANT: You can edit your lessons after you put them into your eCourse. See the section [Edit a Lesson in an eCourse](#).

IMPORTANT: As always, keep backups of your lessons.

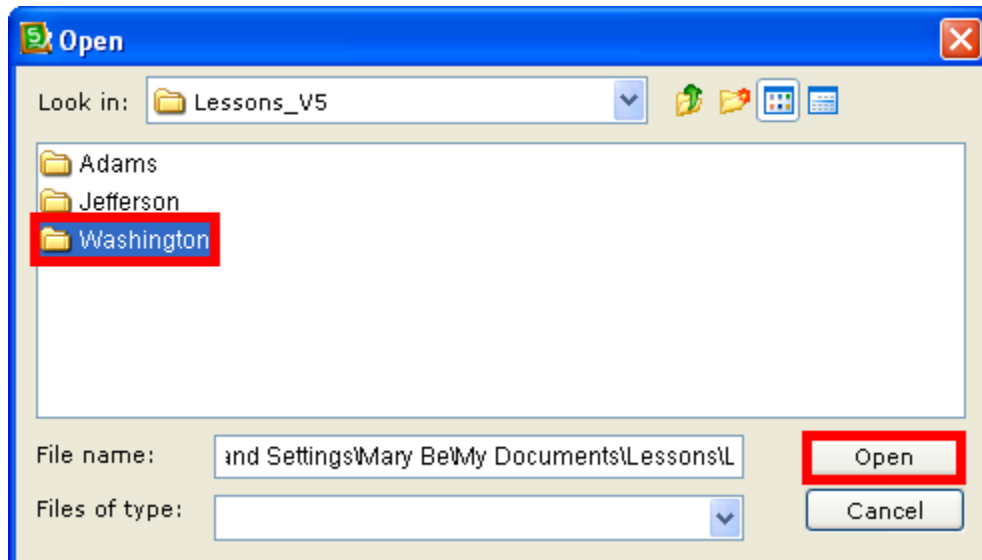
Create and Save an eCourse

1. Create some individual lessons that will go into your eCourse (see above).
2. Choose **Tools / eCourseBuilder**.

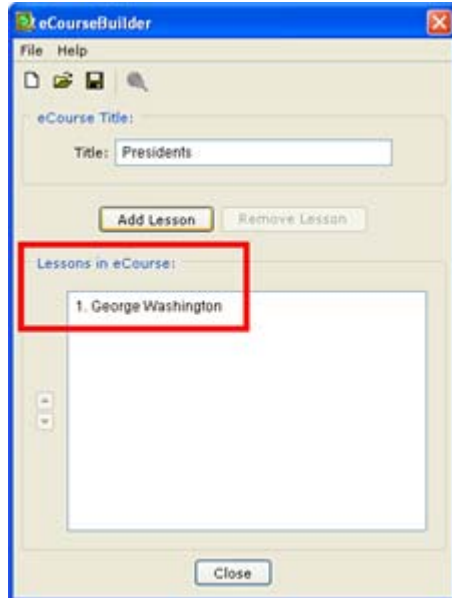
3. Type a title for your eCourse. Click **Add Lesson** (see below).



4. Navigate to find your lesson folder. Click on your lesson folder and click **Open** (see below).



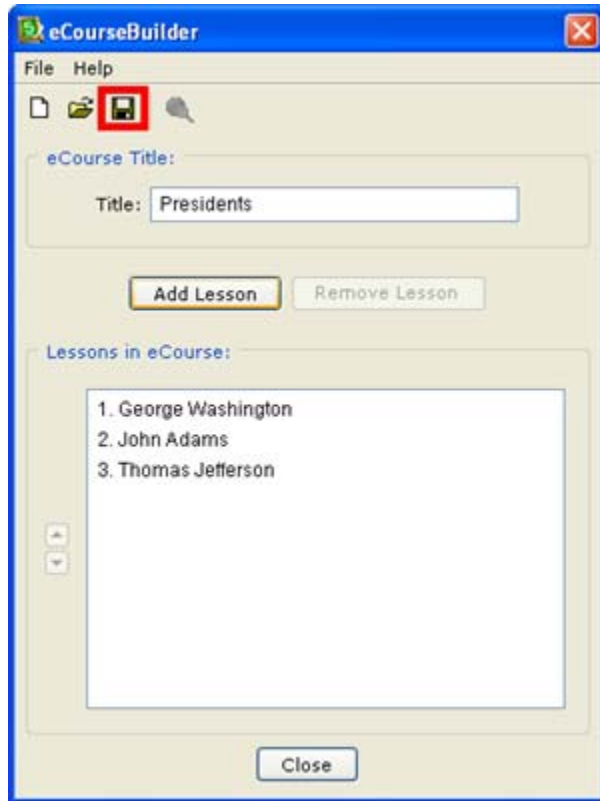
5. Notice that your lesson now appears in the eCourse list (see below).
IMPORTANT: The name for your lesson comes from the Title you entered for the lesson (**Properties/Style Properties/Title & Layout tab**). If you haven't entered a title for your lesson, then the lesson name is the filename.



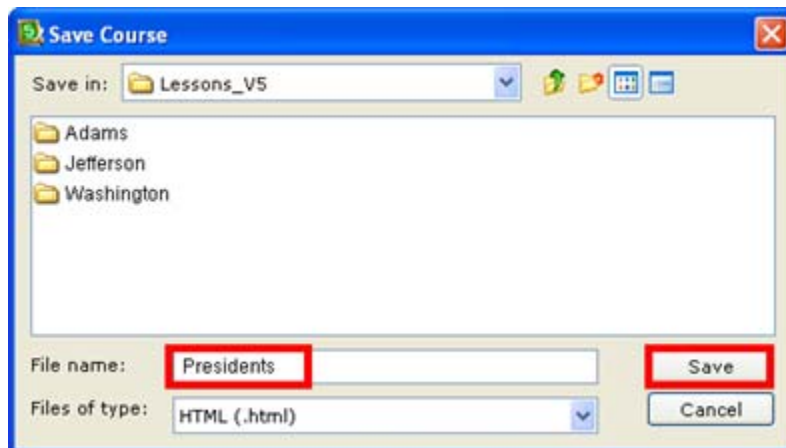
6. Click **Add Lesson** to add other lessons.
7. Notice that you can use the up and down arrows (or drag a lesson name) to re-arrange the order of lessons in your list (see below).



8. Once you have added your lessons, you can save your eCourse by either clicking the **Save** icon on the eCourseBuilder window (see below). Or choose **File / Save** within the eCourseBuilder window. (Note that this is a separate save process from saving an individual lesson.)



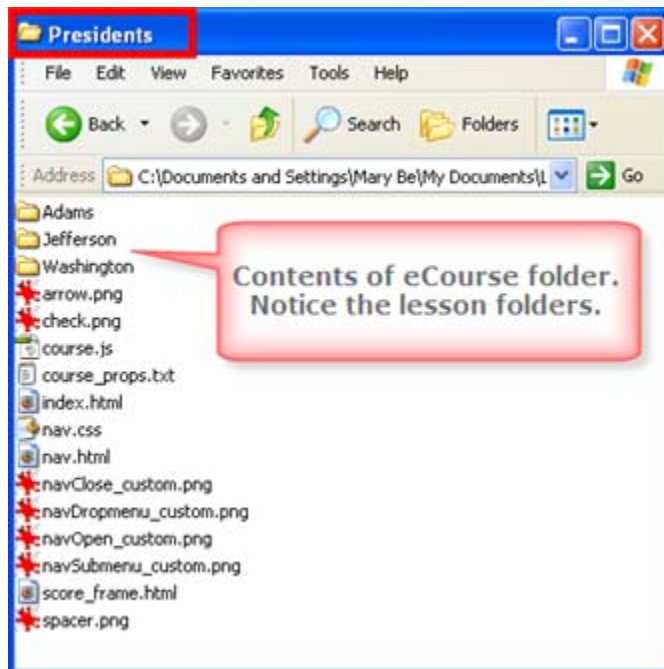
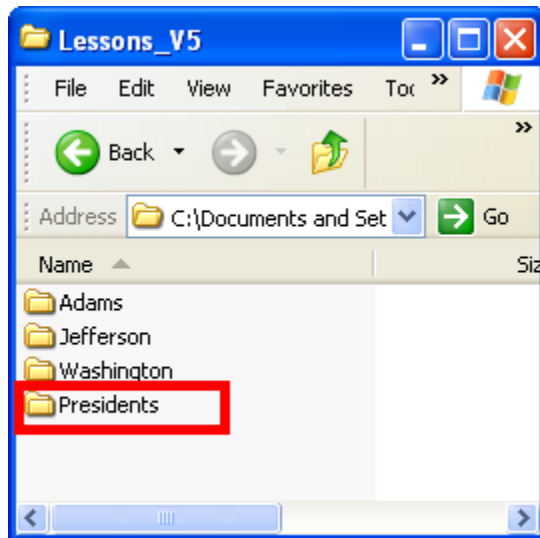
9. Type a name for your eCourse and click **Save** (see below).



10. After saving your eCourse, click **Close** to return to your main editing window.

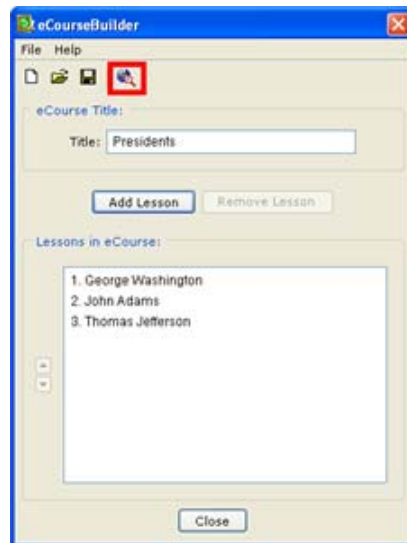
11. Your eCourse becomes a folder on your computer (see below).

IMPORTANT: When you save your eCourse, you get a folder with your original lessons copied inside of it (see below). In other words, you have two versions of each lesson; you have your original lessons and the newly copied lessons inside your eCourse folder.

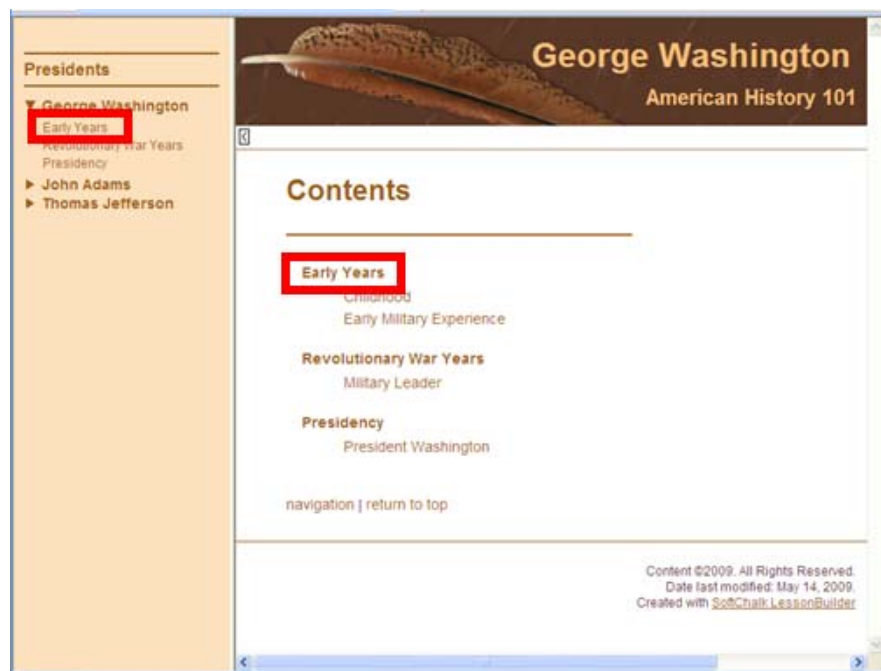


Preview an eCourse

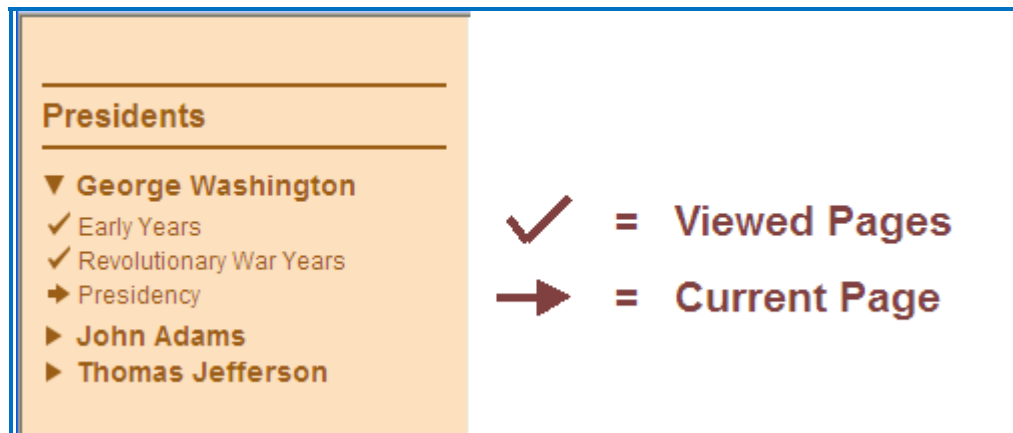
1. Make sure you have an eCourse open. (If necessary, see the section [Open an eCourse](#).) Within your eCourseBuilder window, click the **Preview** icon (see below). (If your preview icon is disabled, then you need to save your eCourse. See the section [Create and Save an eCourse](#).)



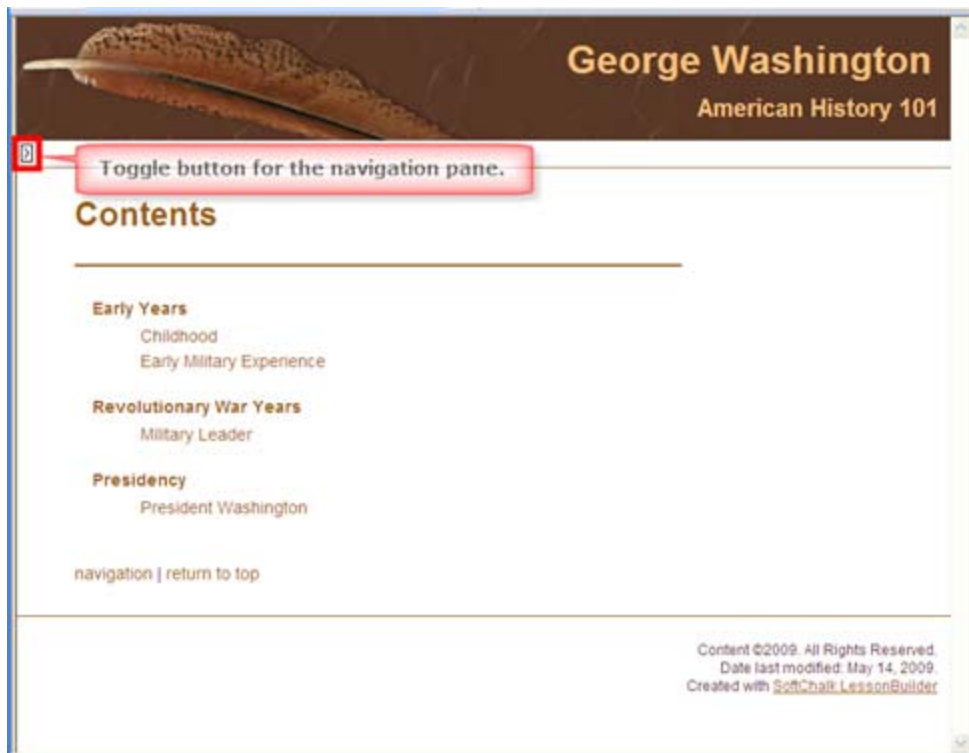
2. Your browser window should appear (see below). **IMPORTANT:** Notice in the left navigation bar that the navigation link **Early Years** comes from the **Page Name in the lesson**. If you don't have Page Names in your lesson, then there will be links to the first heading on each page of your lesson.



3. In the left navigation pane, checkmarks appear by pages that have been viewed. An arrow appears by the current page (see below).

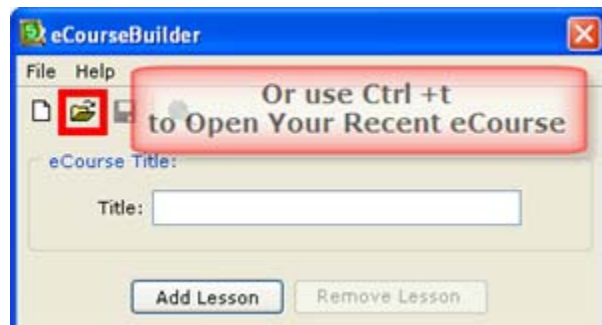


4. You can open and close the course navigation pane by clicking the arrow in the navigation bar (see below).

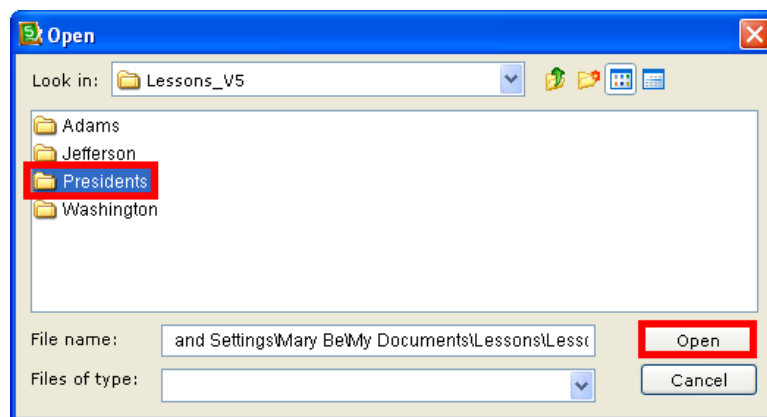


Open an eCourse

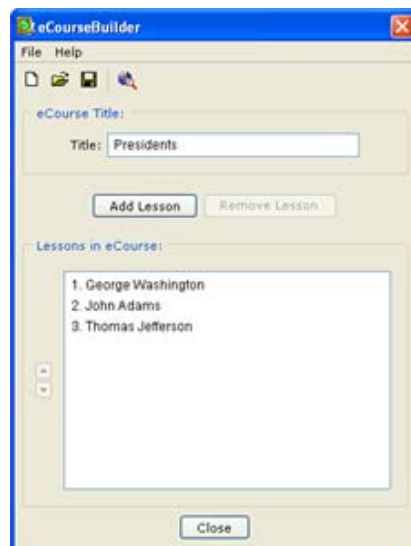
1. Choose **Tools / eCourseBuilder**.
2. Click the open folder icon on the toolbar (see below).



3. Navigate to your **Presidents** folder. Click on the folder and click **Open** (see below).

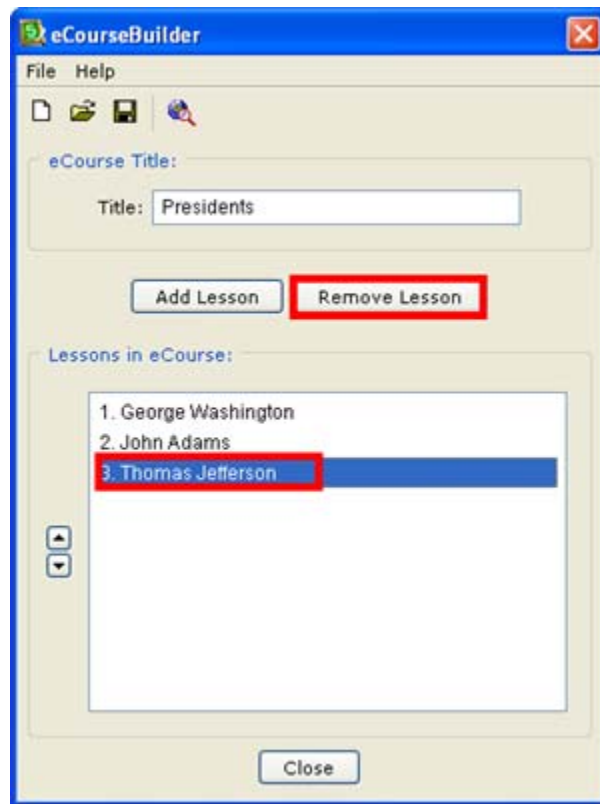


4. Your eCourse should appear (see below).



Remove a Lesson from an eCourse

1. Open your eCourse (see the section [Open an eCourse.](#))
2. From your eCourseBuilder window, click on the lesson you want to remove. Then click **Remove** (see below).



3. Click the **Save** icon to save your eCourse.

Edit a Lesson in an eCourse

After adding a lesson to an eCourse, you may want to make changes. As mentioned before, when you add a lesson to an eCourse, a copy of the original lesson folder is put into your eCourse folder.

IMPORTANT: To edit a lesson once it is in an eCourse, you have two options.

For both options below, you open and edit the lesson as you would normally. (See the section [Open a Lesson.](#))

Option 1 You can locate the lesson folder (e.g. **Jefferson**) **within the eCourse folder** (e.g. **Presidents** folder) and open and edit it.

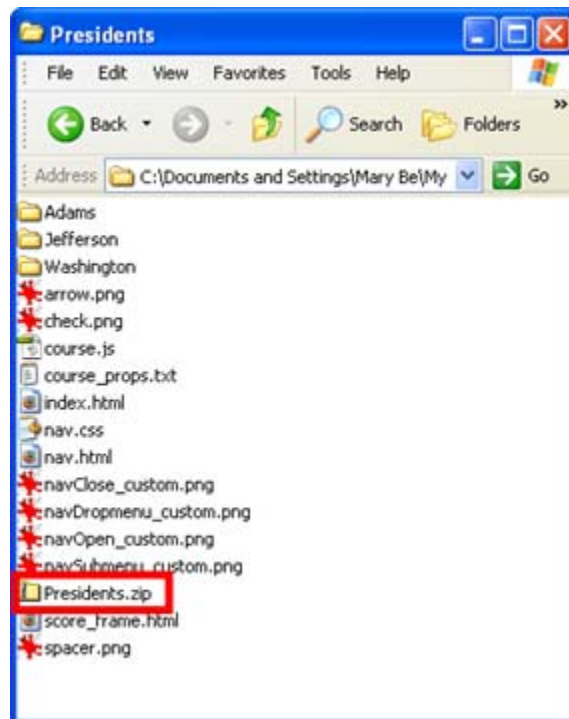
Option 2 Or you can edit the lesson in the **original location**. If you choose this option, then after editing your lesson, you can open the eCourse, remove the lesson and then add the edited lesson. If you plan to use the same lesson in multiple eCourse, then you may want to use this option.

IMPORTANT: After editing your lesson (s), you must open your eCourse and save your eCourse. Saving your eCourse updates changes in the eCourse navigation pane such as changes in headings or page names.

Upload an eCourse into a Learning Management System

You can package your eCourse to a .zip file for uploading into a Learning Management System.

1. Open an eCourse (see the section [Open an eCourse](#)).
2. Within your eCourseBuilder window, choose **File / Package eCourse / Zip Format**.
3. A .zip file (e.g. **Presidents.zip**) is created within your Presidents folder (see below).



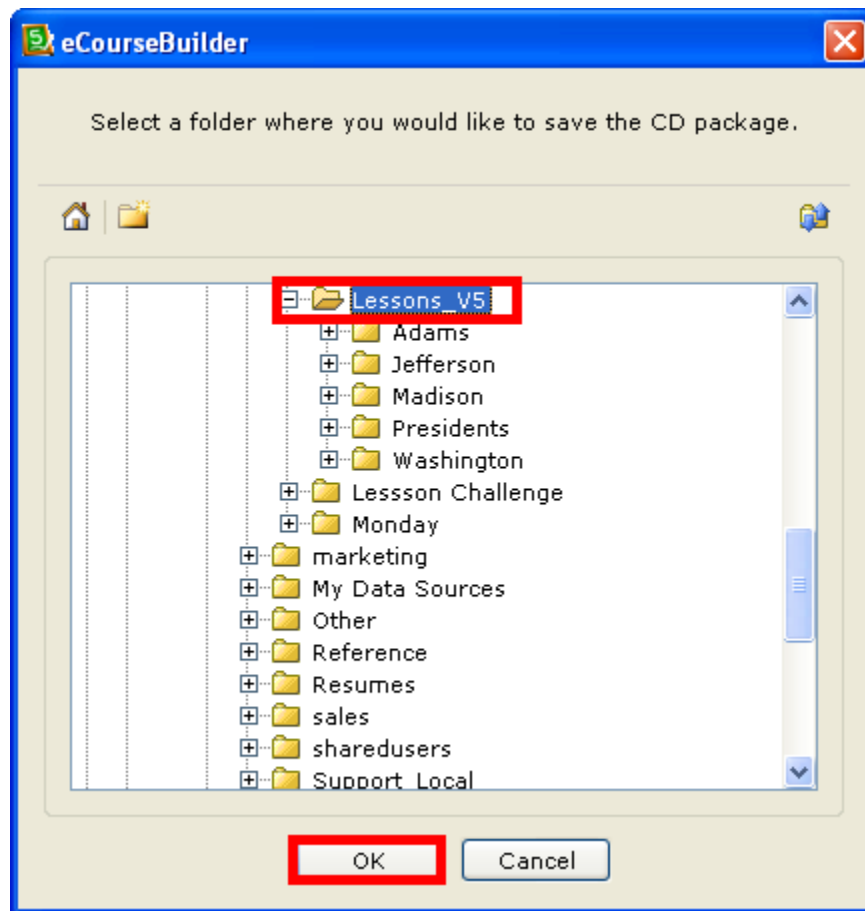
4. Upload your .zip file into your Learning Management System using one of the Learning Management System integration guides found at <http://www.softchalk.com/support.html>. Use the **Standard Zip Format** method.

IMPORTANT: If you have the Academic Version of Blackboard (Blackboard 7, Blackboard 8 or Blackboard 9), you can publish directly from within LessonBuilder to your Learning Management System. Within your eCourseBuilder window, choose **Publish / eCourse**. For more details on publishing within LessonBuilder, see the appropriate guides at: <http://www.softchalk.com/support.html>

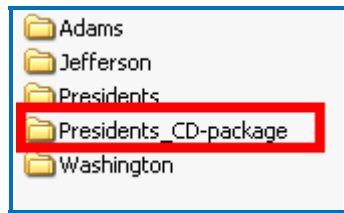
Prepare an eCourse for a CD

You can also package your eCourse for delivery on a CD using the steps below.

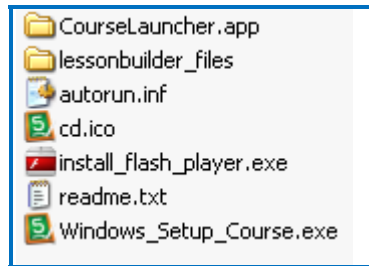
1. Within your eCourseBuilder window, choose **File / Package eCourse / for CD**.
2. Select the folder where you want to save the CD package and click **OK** (see below).



3. From your local computer, notice that when you packaged your eCourse above, a folder with your eCourse name followed by _CD-package was created (e.g. **Presidents_CD-package**) (see below).



4. Open this CD-package folder (see below).



5. Select all the files and then copy them.
6. Paste these files into your CD making program.
7. Make your CD.

IMPORTANT: In other words, DON'T paste the CD-package folder; paste the contents of the folder.

IMPORTANT: Your CD can be used on either a PC or Macintosh. For PC users, the CD should start automatically (unless you have autorun turned off for CDs). If autorun is turned off, then users will need to double-click on **Windows_Setup_Course.exe**.

Mac users will need to open the CD and double-click on CourseLauncher.app.

Math

Overview

LessonBuilder lets you insert math characters and equations. Within your main editing window you can choose:

- **Insert / Math Characters**
- **Insert / Equation** (brings up an Equation Editor)

(You can also right-click and choose **Math Characters** or **Equation**.)

IMPORTANT: Within the Equation Editor, there is a **Help** tab that provides specific help for this editor.

Math and QuizPoppers

Within QuizPoppers, you can insert math characters and equations in hints and feedback as well as in questions.

1. Right-click in a text field.
2. Choose **Math Characters** or **Equation**.

(You can't insert math characters or an equation in the **answer** fields for the Short Answer QuizPopper.)

Math and Activities

The following activities let you use equations as well as text.

- Flash Card
- Hot Spot
- Labeling
- Sorting

Help

If you have problems, questions or comments regarding the installation or use of SoftChalk LessonBuilder, please contact us at help@softchalk.com or visit our website at www.softchalk.com

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