

SoftChalk-Package Lesson for eCollege Upload

To upload a Lesson to eCollege, the lesson must be packaged first. This document will explain how to package the Lesson and then how to upload it to eCollege using the **Web Content Upload** option. There are other methods for uploading the Lesson to eCollege. However, I believe this is the easiest method.

STEPS TO PACKAGE LESSON

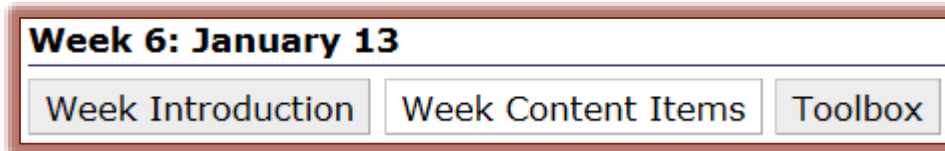
- ☞ Save the **Lesson**.
- ☞ Click **File** on the **Menu Bar**.
- ☞ Select **Package Lesson** from the list of options.
- ☞ The **Packaging/Student Options** window will display (see illustration below).

The screenshot shows the 'Packaging/Student Options' dialog box. The 'Package type' section has radio buttons for 'None', 'Standard Zip', 'Common Cartridge', 'Executable Lesson (Windows)', 'Executable Lesson (Mac)', and 'Executable CD'. The 'Track score using' section has radio buttons for 'None', 'SoftChalk Cloud', 'LMS with ScoreCenter', 'LMS with SCORM 1.2', and 'LMS with SCORM 2004'. The 'Score Tracking Options' section shows '(none)'. The 'Lesson Title' section has a 'Title' text box containing 'mplementation of Assistive Technology in Schools' and an empty 'Subtitle' text box. The 'Student Options' section has checkboxes for 'Print Certificate of Completion', 'Print Score Summary', and 'Email Completion Results'. There is also a 'Passing percentage' dropdown menu set to '70', a 'CEUs (optional)' text box, an 'Institution' text box, and a 'Your email' text box. At the bottom are 'OK' and 'Cancel' buttons.

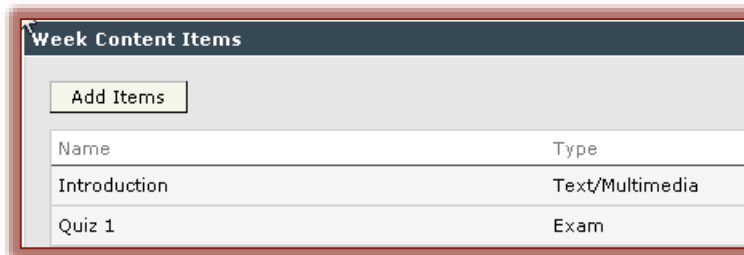
- ☞ Select **Standard Zip** for the **Package Type**. An explanation of all the **Package Types** are explained later in this document.
- ☞ Select any of the other options available in the lesson. These options are explained later in this document.
- ☞ Once the options have been selected, click the **OK** button.
 - ☞ The **Lesson** will be saved automatically to the **Lesson Folder**.
 - ☞ A message will appear saying the **Lesson** has been packaged.
 - ☞ If changes are made in the **Lesson**, you will have to package the **Lesson** again and re-upload it to **eCollege**.

UPLOAD LESSON TO ECOLLEGE

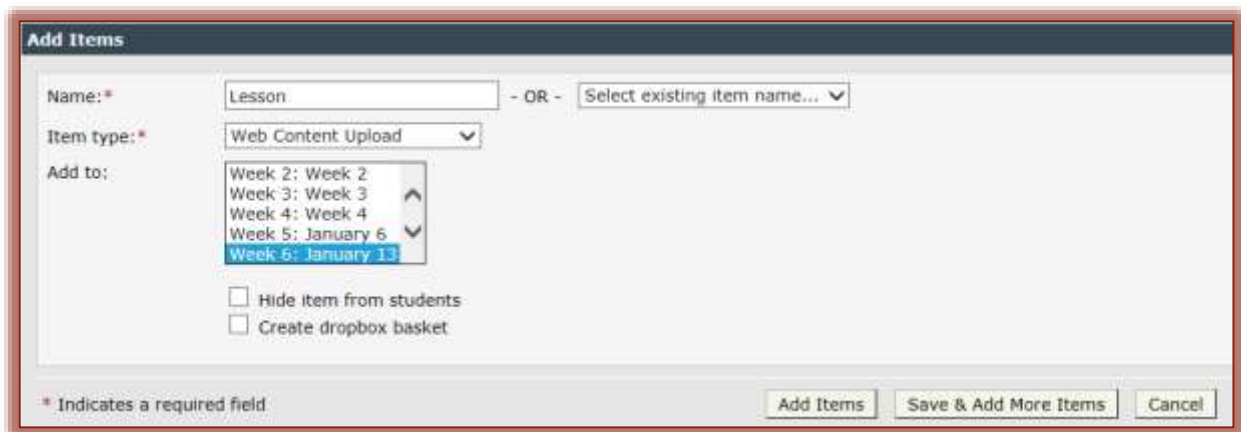
- Click the **Author Tab**.
- Click the **Week** into which the lesson is to be loaded.
- Click the **Week Content Items** button (see illustration below).



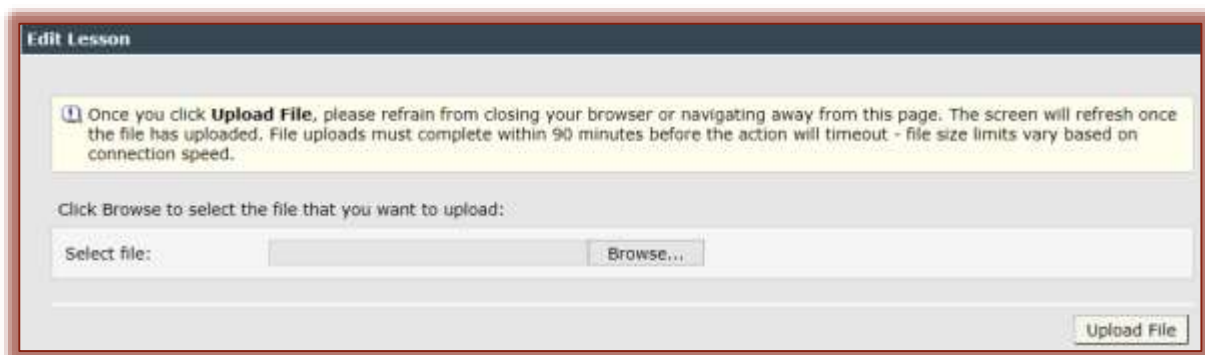
- In the **Week Content Items** window, click the **Add Items** button (see illustration below).



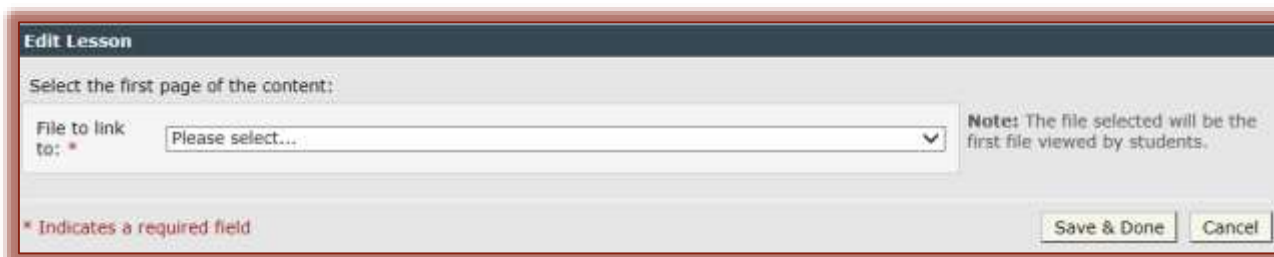
- In the **Add Items** window (see illustration below), input a **Name** for this **Content Item**.



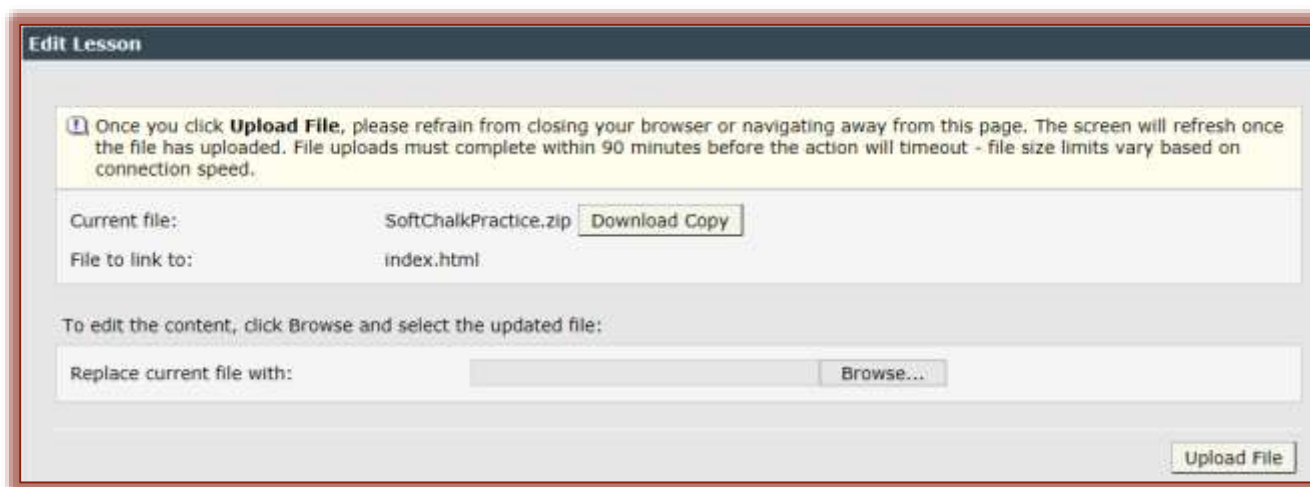
- In the **Item Type** list, select **Web Content Upload**.
- In the **Add to** window, the week that you selected should be highlighted.
- Click the **Add Items** button.
- The item will be added to the selected week.
- Click the **Content Item**.
- The **Content Item** should appear as shown in the illustration below.



- ☞ Click the **Browse** button.
- ☞ Locate the **File** in the folder where it was stored.
- ☞ Click the **Open** button.
- ☞ The **File Path** and **File Name** should appear in the **Select File** box.
- ☞ Click the **Upload File** button (see illustration on previous page).
- ☞ Another window will display that will let you choose which file should be loaded first.
 - ☞ In the **File to link to** list, select **index.html** (see illustration below).
 - ☞ This will load the first page in the lesson.
 - ☞ The first page of the lesson is always named **index.html**.



- ☞ Click the **Save and Done** button to upload the file.
 - ☞ This may take a while depending on the size of the lesson.
 - ☞ When the lesson is loaded, the **Content Item** window will display as shown in the illustration below.



- ☞ Click the **Course Tab** to view the lesson in **eCollege**.
- ☞ The **Lesson** will appear in the **eCollege Window**.

PACKAGING OPTIONS

The Package Options as described in the table below are available when the **Packaging/Student Options** window displays.

Package Type	Description	File Extension
None	This option is used to upload the Lesson Folder to a Web site using an FTP Program	No packaging occurs
Standard Zip	To upload the Lesson to a Learning Management System or Web site select this option.	.zip




Package Type	Description	File Extension
Common Cartridge	To upload the Lesson to a Learning Management System that accepts the common cartridge format select this option. A specific version of Common Cartridge may be chosen.	_cc1-0.zip
Executable Lesson (Windows)	This option is only available when the desktop version of SoftChalk is used. It allows you to create a single file to execute the Lesson and load it on a Windows computer.	.exe
Executable Lesson (Mac)	This option is only available when the desktop version of SoftChalk is used. It allows you to create a single file to execute the Lesson and load it on an Apple computer.	.app
Executable CD	This is a two-step process. The first step is to package the lesson. The second step is to create the CD. This option is only available with the desktop version of SoftChalk.	Creates a Folder outside of the Lesson folder.

LESSON TITLE

Options are available for adding a Title and Subtitle for the Lesson. This Title and Subtitle will appear in the upper right hand corner of the Lesson when it is displayed in the browser. These same fields appear under the **Properties Tab** in the **Style Properties** window. If the fields are updated in one place, they will be changed in the other.

STUDENT OPTIONS

These options provide an opportunity for instructors to gather data from students regarding the Activities and Quizzes.

-  If one or more checkboxes is selected under **Student Options**, buttons are created automatically for the students on the last page of the **Lesson**.
-  These buttons will not appear in the **Main Editing Window** of the **SoftChalk Lesson**.
-  When the **Lesson** is previewed on the local computer, these buttons will be visible.

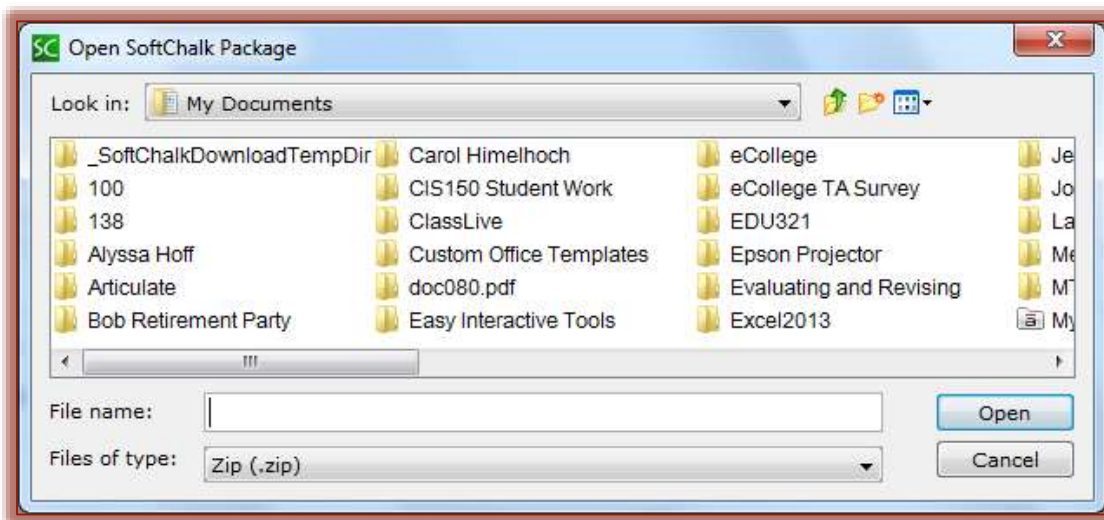
Student Option	Explanation
Print Certificate of Completion	This certificate will print only if the student passes. The Passing Percentage is set in the Certificate Information area. The certificate prints the following information: <ul style="list-style-type: none"> ✓ Student's Name or Identifier ✓ Lesson Title and Subtitle. ✓ School/Institution ✓ Completion Date ✓ CEUs - This only prints if the information is filled in under the Certification Information Area
Print Score Summary	Use this summary option to print the following information: <ul style="list-style-type: none"> ✓ Student's Name or Identifier ✓ Completion Date

Student Option	Explanation
	<ul style="list-style-type: none"> ✓ Score – This will print even if the student didn't pass. This score includes the total possible points, points attempted, points correct, and percentage correct. ✓ Time spent in the Lesson
Email Completion Results	This option includes the same information as the previous item. In addition to that information, the Completion Time is recorded. In order for the students to receive the scores, you must enter your Email Address.

OPEN PACKAGED LESSON

If a Packaged Lesson has been sent to you, you can open it by completing the steps below.

- ☞ Click **File** on the **Menu Bar**.
- ☞ Select **Open Packaged Lesson** from the list of options.
- ☞ The **Open SoftChalk Package** window will display (see illustration below).



- ☞ Scroll through the folders to locate the **Lesson Folder**.
- ☞ Open the **Lesson Folder**.
- ☞ Select the **Zip Folder** that was created.
- ☞ The **Zip Folder** will have the same name as the **Lesson Folder**.
- ☞ Click the **Open** button.
- ☞ The **Lesson** will appear in the **Main Entry Window** of the **Lesson**.