



SoftChalk LessonBuilder 3

User's Guide

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Welcome to SoftChalk LessonBuilder

Overview

SoftChalk™ LessonBuilder is a powerful web lesson editor that lets you easily create engaging, interactive web lessons for your e-learning classroom.

LessonBuilder allows you to create and edit content as if working in a word processor. You can perform basic text editing, such as adding bold, italic, colored text, bullets, tables and hyperlinks to your lesson document. In addition, in-line comprehension questions can be easily added to your lesson. Pop-up annotations and notes are easy to create, as are simple, interactive learning games.

With LessonBuilder's built-in style properties function, you can choose from over 65 style designs. With the click of a button, LessonBuilder will generate a set of integrated lesson pages, with built-in navigation and a professionally designed layout. LessonBuilder supports the creation of multi-page lessons, with automatically generated inter- and intra- page navigation, as well as several options for creation of a Table of Contents.

LessonBuilder lessons are created in standard HTML format. Your students will be able to view your LessonBuilder lessons in any standard web browser.

When you're finished creating your lesson, use LessonBuilder's "Package" feature to automatically package your lesson files into a zip file that can be easily imported into most Learning Management Systems (LMS), such as Blackboard and WebCT. You may also package your lesson in a SCORM (1.2 or 2004) format for import into any SCORM-compliant LMS. Or, simply distribute your lesson by copying the lesson folder to a CD, a file server, or a web server.

The next sections describe in detail how to use LessonBuilder 3. If you have questions, problems, or comments, please contact: help@softchalk.com

System Requirements

SoftChalk LessonBuilder may be installed on Windows computers (Win 98, ME, 2000, XP), or on Macintosh OSX. Below are the system requirements for SoftChalk LessonBuilder:

- **Authoring (Instructor)**
 - Windows 98, ME, 2000, XP
 - Supported Web Browser, including IE 5.5 or above, Netscape 6.x or above, Mozilla/Firefox
 - Java Runtime 1.5.x or above
 - Flash Player 8 or higher
 - Macintosh OS X
 - Supported Web Browser, including Apple Safari 1.x or higher
 - Flash Player 8 or higher
- **Student**
 - Windows 98, ME, 2000, XP
 - Supported Web Browser, including IE 5.5 or above, Netscape 6.x or above, Mozilla/Firefox
 - Flash Player 8 or higher
 - Macintosh 9.x or OS X
 - Supported Web Browser, including Apple Safari 1.x or higher
 - Flash Player 8 or higher
 - Macintosh 9.x or OS X
 - Supported Web Browser, including Apple Safari 1.x or higher
 - Flash Player 8 or higher

Installation

Please see the ***SoftChalk LessonBuilder 3 Installation Guide*** for information about installing LessonBuilder 3. This guide is available at the SoftChalk website (www.softchalk.com) under the **Support** area.

Getting Started with LessonBuilder

The following sections provide information about how to create a simple lesson that demonstrates some of the features of LessonBuilder.

Creating, Opening and Saving a Lesson

Creating a Lesson

To begin creating your first LessonBuilder document, simply start the LessonBuilder program, and begin typing.

LessonBuilder starts up with a blank document displayed. Click your cursor in the editing window and begin typing – just as if you were using your favorite word processing program.

Opening a Lesson

To edit an existing LessonBuilder file, choose the **File** menu, **Open**.

A window will open to let you choose documents of type "html."

LessonBuilder documents are saved as type "html." You will need to locate the html document that you previously created and saved using LessonBuilder.

NOTE: If you open a document that was not created by LessonBuilder, you will receive a warning message. The document **may lose formatting** and **may become unusable** if you save it using LessonBuilder.

If you open a non-LessonBuilder document, simply close the document without making any changes and without saving it.

Open Recent

To open a LessonBuilder lesson that you recently worked on, choose **File** menu, **Open Recent**. LessonBuilder will display a list of the eight most recent lessons that you have edited. If this list does not display the lesson that you wish to edit, try using the **File/Open** menu options as described in the previous section.

Saving a Lesson

Choose the **File** menu, **Save** or **Save as...**

If you have not previously saved your LessonBuilder document, you will be prompted to provide a name for your LessonBuilder document. On subsequent saves of the document, LessonBuilder will save the document without prompting you for the name of the document.

The **Save as...** option lets you save your document to a different document name.

Previewing a Lesson

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

Choose the **Preview** menu, **Preview Document**, or click the Preview toolbar

icon. 

Preview displays the document in your default web browser. Save your document changes before previewing to ensure that you are viewing the latest version of your document.

Basic Text Editing

You will find most of the standard text editing features in LessonBuilder. Here we describe a few of the options.

LessonBuilder Toolbar and Menus

Many of the editing actions can be selected from the LessonBuilder Toolbar (below).



Figure 1: LessonBuilder Toolbar

Or, make selections from the LessonBuilder Menu (below).

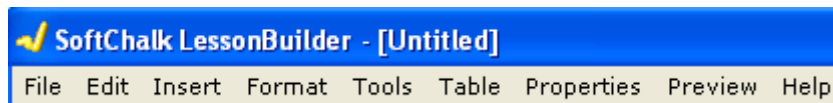


Figure 2: LessonBuilder Menu Bar

Fonts

1. Start by typing your text.
2. Select some of the text using your mouse.
3. Choose from the *Font Type* and *Font Size* options located at the top left of the LessonBuilder Toolbar (see Figures 1 & 2).
4. Alternatively, you can start by choosing from the *Font Type* and *Font Size* options, and then begin typing.

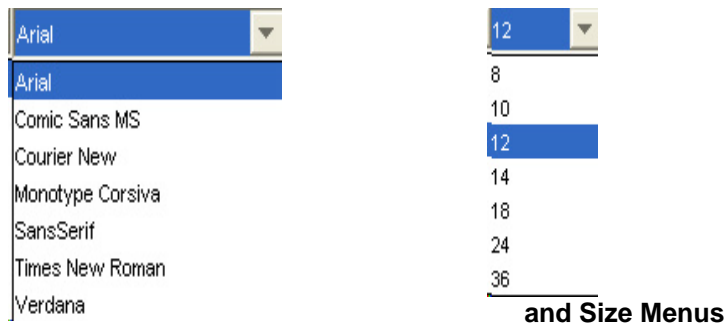


Figure 3: Font

and Size Menus

Headings

Highlight the text you want to format using your mouse.

1. Then select the *Heading* option in the upper right corner.
2. The largest heading is Page Heading, the smallest is Sub-Heading 2.
3. To return the text to normal size, select "Plain Text".

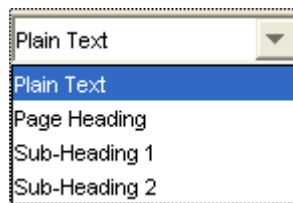
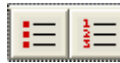


Figure 4: Heading Menu

Bullets and Lists

1. Type the text that you want to be bulleted.
2. Press ENTER after each line of text if you want to insert multiple bullets.
3. Highlight the text using your mouse.
4. Click the "Toggle Bullet List" or "Toggle Number List" button on the toolbar. 
5. To add additional bullets/numbers in a list, press the Enter key when the cursor is in a list.
6. Exit the list by pressing the down arrow or clicking below the list.

Alternatively, you can start a new list by clicking the Bullet or Number button before typing. To remove a list, highlight the list using your mouse. Then click the Bullet or Number button. The formatting will be removed but the text will remain.

Text Formatting

1. Choose the "Bold," "Italic," or "Underline" button on the toolbar.



2. Begin typing.
3. Alternatively, you can highlight text using your mouse. Then choose one of the formatting buttons.

Special Characters / Math Characters

1. Choose the **Insert** menu, **Special Characters** or **Math Characters**.
2. Click the symbol that you want and it will be inserted at the location of the cursor.
3. You can leave the Special Characters and Math Characters windows open while editing your LessonBuilder document.

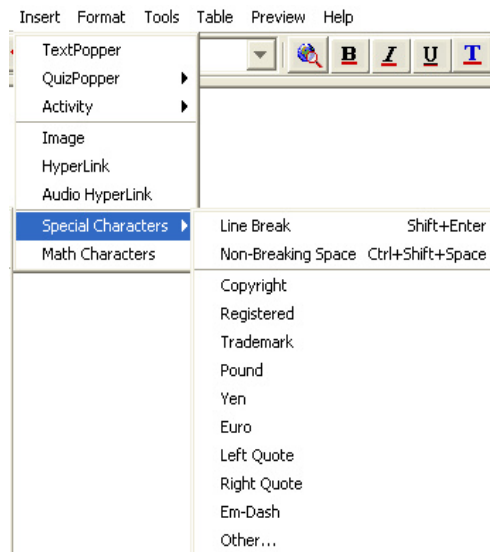


Figure 5: Special Characters Menu

Tables

Tables are inserted at the location of your cursor.

1. Choose the **Table** menu option, and then choose **Create Table**.
2. The Table dialog lets you select the number of rows and columns and many other options.

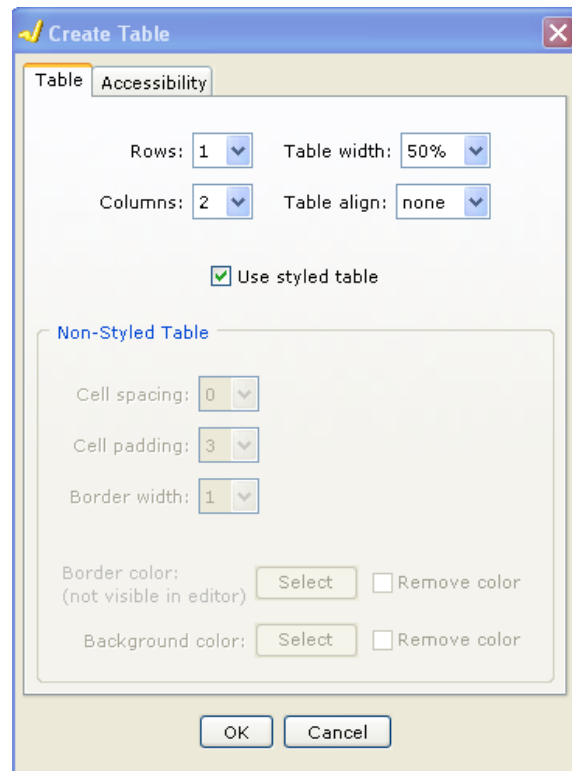


Figure 6: Insert Table Dialog Window

3. Make your selections and click the **OK** button to insert the table into the lesson.
4. The options available for selection in the Table Dialog will vary depending on the type of Style Properties you have selected for your lesson.
5. If you have applied a Banner or Custom Style, you may choose to insert a **styled** table by checking the **Use Styled Table** option in the dialog. Or, you may choose an **unstyled** table by un-checking the **Use Styled Table** option in the dialog. A styled table inserts a table that has pre-defined cell and border settings, and background colors.
6. If you have not applied a style, or if you have applied a Basic Style, you will not have the **Use Styled Table** option available. When inserting an unstyled table, you may set the border, cell and background color options using the Table dialog options.

7. To modify an existing table in your lesson, place your cursor within the table, choose the **Table** menu, **Modify Table**. The table dialog will re-appear with the settings for the existing table. You may modify the settings. Click **OK** to save the settings changes.
8. You may insert a table within a table. First, create a table. Then, place your cursor in one of the table cells where you wish to insert a new table. Then, choose the **Table** menu, **Insert Table**.
9. To modify the number of rows and columns, or the table headers, place your cursor within the existing table, then choose **Table** menu and the appropriate action (**Insert Row or Column**, **Append Row or Column**, **Delete Row or Column**).
10. To make a cell a row or column header, place your cursor within the appropriate cell of the existing table, then choose **Table** menu, **Make Column Header (Make Row Header)**. There is also an option on the table menu to **Remove Header**.
11. HINT: When inserting a non-styled table, start with a table border size of at least 1. With a border size of 0, the table's borders will not be visible. After entering text into the table, you can set the border size to 0 if you do not wish to have the table borders visible.

Copying and Pasting Formatted Text

When you paste formatted text from Microsoft® Word, html documents, or web pages into LessonBuilder, you may either keep the formatting of the text, or paste the text as plain text which will remove the formatting

To keep the formatting, use the **Edit** menu, **Paste** option.

To remove the formatting and paste as plain text, use the **Edit** menu, **Paste as Plain Text** option.

Use the shortcut keys Ctrl-C for copy, Ctrl-V for paste. The shortcut key for pasting will paste your text and keep the formatting.

You may also drag text from Microsoft® Word, html documents, or web pages directly into your LessonBuilder lesson, and drop the text. The text will be copied and pasted along with the formatting.

SpellChecking

1. Choose the **Tools** menu, and then choose **Check Spelling**.
2. A window will open that has options for spell checking.
3. If the Spell Check dialog opens and immediately closes, then there were no mis-spelled words found by the spell checker.

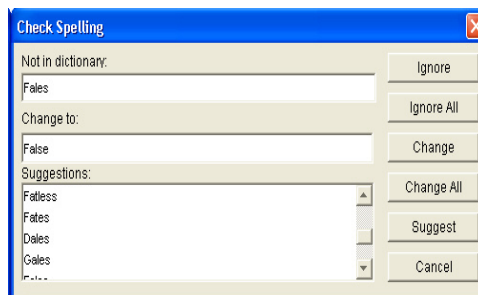





Figure 7: Spell check Dialog Window

4. If the Spell Check dialog opens and immediately closes, then there were no mis-spelled words found by the spell checker.
5. If the Spell Check dialog finds a word that is not in its dictionary, you will be prompted with a suggested word to change to. Click **Change** to make the suggested change. Click **Ignore** to ignore the suggested change. You may also type the change you wish to make into the **Change to** dialog and then click the **Change** button to update your lesson.

Inserting Images into your lesson

1. To insert an image into your lesson, place your cursor at the location in the lesson where you wish the image to appear.
2. Click the **Insert Image** button  on the toolbar to open the Insert Image window.
3. Click the **Select image...** button.
4. Choose an image using the file dialog window that appears. Once you have selected an image, click **Select**. The image will appear in the Insert **Image** dialog.
5. Customize your image using **Align Image, Border, Alternative text, Long description, Height, and Width**.
6. Click **OK** to insert the image into your lesson.
7. To modify an existing image in your document, click on the image. Then right-click your mouse, or click the **Insert Image** button  on the button bar. The **Insert Image** dialog will display with your image showing. Use the dialog to modify, replace, or remove the image.

- To make an existing image a hyperlink, first click on the image. Then right-click your mouse and choose **Insert Hyperlink**, or click the **Insert Hyperlink** button  on the button bar. Complete the hyperlink dialog as described in the next section.

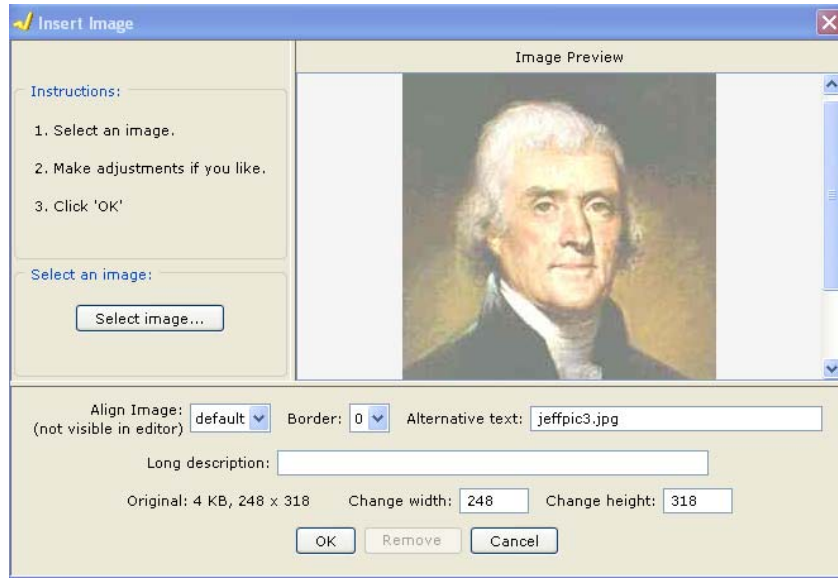



Figure 8: Insert Image Dialog Window

Advanced Features

Adding Hyperlinks to your lesson

Inserting hyperlinks is best explained by example. Here's how to put a link to the SoftChalk web site into your document.

1. In your document, type the text "SoftChalk Web Site." Select the text "SoftChalk Web Site" by dragging your mouse over the text to highlight it.
2. Click the **Insert Hyperlink** button  on the toolbar to open the Insert Hyperlink dialog window.

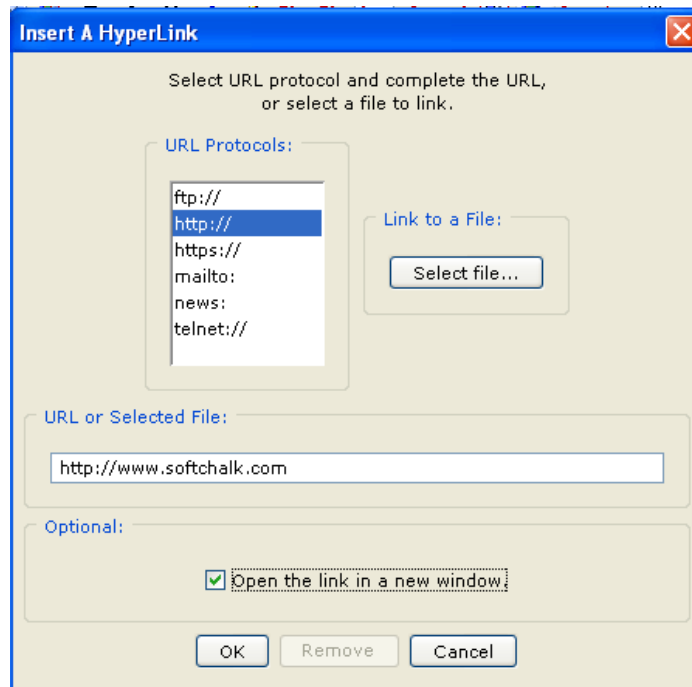


Figure 9: Insert Hyperlink Dialog Window

3. Notice that "http://" is already in the URL text box. Type "www.softchalk.com", the remainder of the URL, into the text box. (For other types of links, click in the "URL Protocols" window to start the URL).
4. Click the checkbox "Open the link in a new window." This will make your link open a new browser window when the link is clicked. Click the "Insert" button.

5. To modify an existing hyperlink in your document, select the text associated with the link. Click the "Insert Hyperlink" button. The Insert Hyperlink window will open. Now you can modify, replace, or remove the hyperlink.
6. To insert a link to a file on your computer, repeat steps 1, 2, and 3. Then click the "Select file..." button. Choose a file in the window that appears and click "Open." Click the **OK** button to finish.

Adding Text Annotations (TextPopper)

Use the TextPopper feature in LessonBuilder to add pop-up text annotations and text definitions within your text.

1. Within your LessonBuilder document, type some text. Then, highlight the text you wish to annotate.
2. Choose the **Insert** menu, **TextPopper**.
3. In the TextPopper dialog window, fill in only the left text area to display a note. Fill in both the left and right text areas to display an annotation.

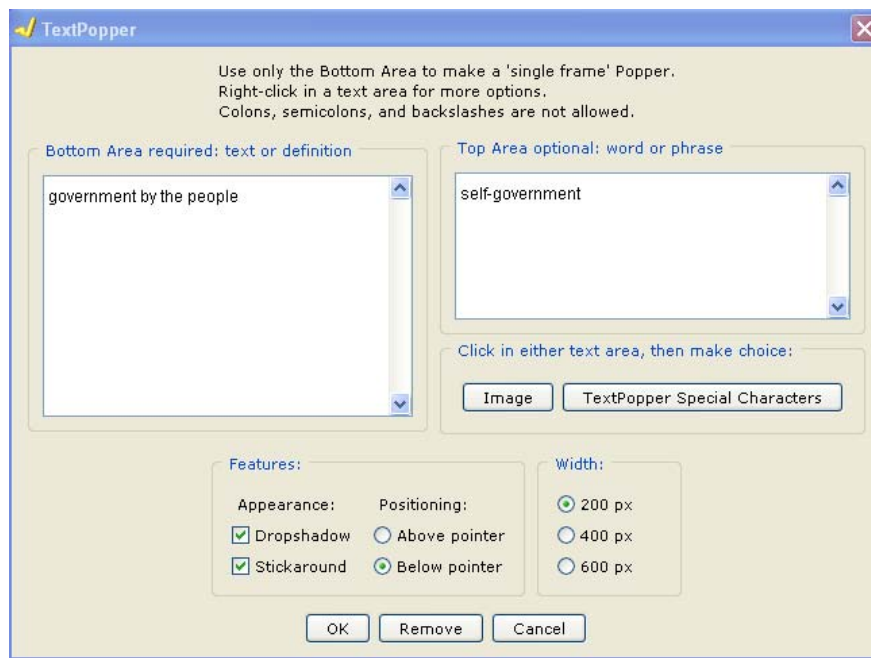


Figure 10: TextPopper Dialog Window

4. Within the TextPopper dialog window, you may right-click in the **Bottom Area** and **Top Area** text boxes to display a text-editing menu that will allow you to format your

text for bold, italic, etc. This right-click menu also allows you to insert a hyperlink into the TextPopper text.

5. You may also click within the TextPopper **Bottom Area** and **Top Area** text boxes, and then click the TextPopper **Special Characters** and **Image** buttons to add those to your TextPopper text.
6. Select additional TextPopper features by clicking the check boxes and radio buttons associated with those options in the dialog window. Select to add a dropshadow, locate the position of the TextPopper, select the width of the TextPopper display, or to make your TextPopper “sticky”. Sticky TextPoppers remain open in the text until closed by the user.
7. Click **OK**.

To modify or remove a TextPopper, click so your cursor is located within the TextPopper text in your document. Then, choose the **Insert** menu, **TextPopper**. In the TextPopper window make changes and choose **OK** to modify the TextPopper, or click the **Remove** button to delete the TextPopper from your document.

Adding Self Check Questions (QuizPopper)

Use the QuizPopper to add in-line comprehension questions. There are six types of questions: true/false, multiple choice, multiple answer, short answer, matching, and ordering.

Click to position your cursor within your lesson at the location where you wish the quiz question to be inserted. Choose the **Insert** menu, **QuizPopper**. Then, select the type of question you wish to insert.

1. In the **Q & A** tab, enter your question or statement. Then provide answer choices and select the correct answer.
2. Within the QuizPopper dialog window, you may right-click on most of the text boxes where you type questions, answers, feedback and hints. A right-click will display a text-editing menu that will allow you to format your text for bold, italic, etc. In addition, if you click within the QuizPopper text boxes, you can then click the Insert “Special Characters” and “Insert Math Characters” buttons to add those characters to your questions, answers, and feedback.
3. In the **Feedback** tab, you may enter feedback for right and wrong responses.
4. In the **Hint** tab, you may choose to make a hint available.
5. In the **Options** tab, you may set the link icon or text, and choose to hide or show the question when your lesson is opened. There are also options to set the question value, and the type of feedback display.

6. Choose **OK** when you are finished.

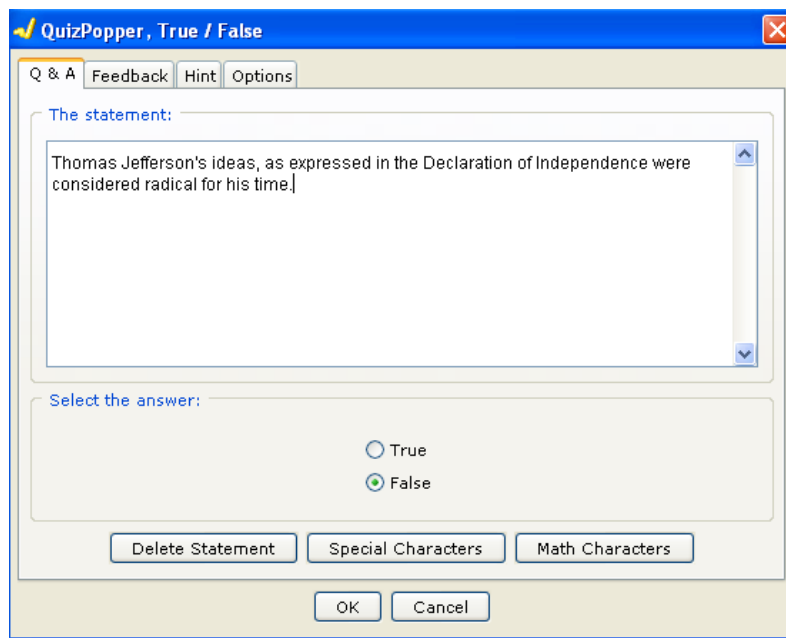


Figure 11: QuizPopper Dialog Window

7. To modify or remove a QuizPopper, within your document, click on the QuizPopper link icon, or place your cursor in the QuizPopper text link. Then, choose the **Insert** menu, **Modify Question** or **Remove Question**. You may also right-click to display these options after selecting the QuizPopper link in your text.
8. QuizPoppers are placed on their own line in the lesson. After making several questions, you can highlight them and put them in a list (see **Bullets and Lists** above). You may also create a Table and place QuizPoppers within the cells of the table.

Adding Learning Activities

Use LessonBuilder's Activity features to add interactive activities to your lesson. Activities include Crossword Puzzle, DragNDrop Matching, Flash-Cards, Hot Spot Explore, Hot Spot Quiz, Labeling Activity, Ordering Activity, Seek-a-Word Activity, and Ordering.

1. To insert an activity, place your cursor at the location in your lesson where you wish to have the activity appear. Then, choose the **Insert** menu, **Activity**. Then choose the type of to add.
2. Each Activity has its own **Help** tab with instructions on how to create the activity.

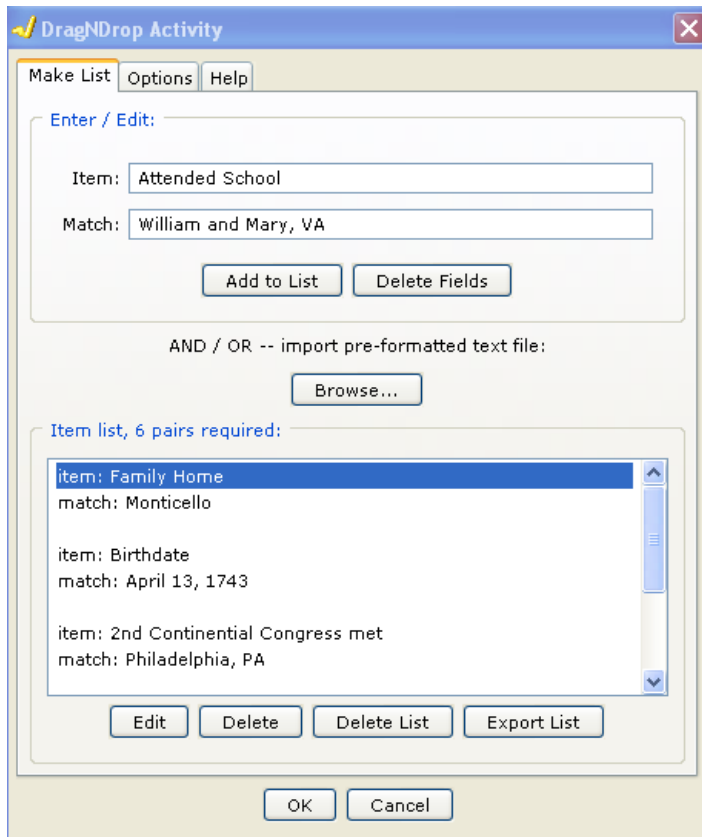


Figure 12: Activity Dialog Window

3. Complete the dialog menus for the Activity. Then click **OK** when you are finished, to insert the activity into your lesson.
4. All of the activities have a **Display Inline** checkbox that can be checked if you wish to have the activity appear “in-line” with the text of your lesson. Do not check the box if you would rather have the activity appear as a link in the text of your lesson. Look for the **Display Inline** checkbox on the **Options** tab (or on the initial dialog window if there is no **Options** tab for the activity).
5. Several of the activities allow you to use the **Browse** button within the activity dialog to read-in a number of item entries at once. For information about formatting the text file needed to import these entries, please see the Help tab on the dialog window for the activity.

Also, before using the **Browse** option, it is usually a good idea to first create a couple of items for the activity by typing the information into the dialog window. Then use the **Export List** option. This will create a text file with the correct formatting. You can use this text file as an example for how to format additional items that can then be imported into the activity using the **Browse** button.

6. To modify or remove an Activity, within the lesson document, right-click on the activity’s icon. Alternatively, you may click on the activity’s icon within your

LessonBuilder document, then, choose the **Insert** menu, and select either **Modify Activity** or **Remove Activity**.

Insert Audio/Video Hyperlink

1. You may insert an audio or video hyperlink by choosing **Audio/Video Hyperlink** from the **Insert** menu.
2. From the dialog window that is displayed, select either Audio or Video hyperlink as appropriate. Then, use the browse button to locate the audio or video file you wish to link into your document. Or, enter the URL of the audio or video hyperlink into the dialog textbox.
3. Click **OK**

Styling Your Lesson

LessonBuilder's **Style Properties** options allow you to apply a styled format to your lesson to produce a professional-looking lesson. With LessonBuilder's built-in style features, you can choose a style design template, and page navigation options; then quickly generate a set of integrated lesson pages, with built-in page navigation and a professionally-designed layout.

Style Properties

To select **Style Properties**, choose the **Properties** menu, then **Style Properties**. The Style Properties dialog window will be displayed.

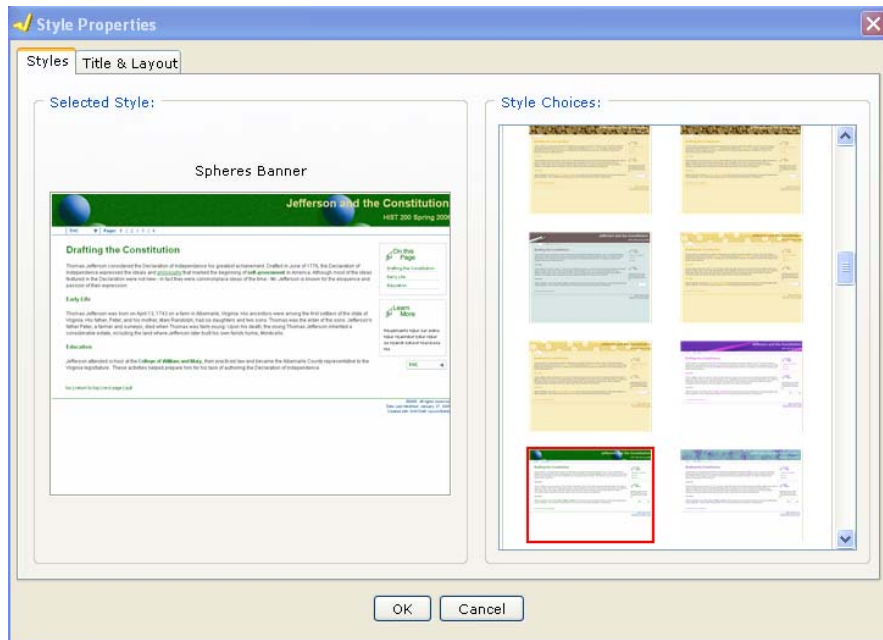


Figure 13: Style Properties Dialog Window

1. To apply a style to your lesson, scroll thru the **Style Choices**; to preview a style choice, click on one of the style choice options in the right-hand scrolling window. A preview of that style choice will appear in the left-hand window.
2. To remove all styling from your lesson, choose the **Non Styled** style choice option at the top of the right-hand window.

Title and Layout Style Properties

- After making your style selection, click the **Title and Layout** tab at the top of the **Style Properties** dialog. This dialog allows you to enter a lesson title, footer, and to select page layout and page navigation options.



Figure 14: Style Properties Dialog 2 Window

- Enter a Lesson Title and subtitle if desired.
- Customize the text for the footer as desired. Use the checkboxes to display a copyright notice and date last modified if desired.
- The **Page Layout** option allows you select a right or left justified layout. This selection will change the location of the sidebar and heading so that these appear on either the right or left side of the page. **Note:** some styles (particularly custom styles) may not allow you to select a right or left justification because of the design of the style.
- The **Table of Contents** options allow you to choose the type of Table of Contents to be generated for the lesson. You may choose any of the options, all of the options, or none of these options. If you choose none of the options, the Table of Contents will not be automatically generated.
- The **Navigation** options allow you specify various page navigation options for your lesson. The **Multi-page navigation** option if chosen will display individual page numbers in the navigation bar at the top of the lesson page. The **On This Page sidebar** option will display bookmark links to page headings and subheadings on the sidebar of the lesson page. The **Previous-Next at top of page** option will display navigation arrows in the navigation bar at the top of the lesson page.

9. Click **OK** to save your selections. To view the effects of your style choices, click the **Preview** button on the LessonBuilder toolbar. This will display the lesson in your web browser and you will be able to view the lesson with your style choices applied.

Creating a Multi-Page Lesson

LessonBuilder will automatically create page navigation links for navigating within and between pages of a lesson, if you have enabled these options in the **Style Properties** dialog (see section above).

1. To enable multi-page navigation links, you must first create a multi-page lesson. To do this, simply insert pagebreaks within your lesson. You can insert a page break anywhere within your lesson page by typing CTRL-ENTER (hold down the CTRL key and simultaneously press the ENTER key). Alternatively, you may select **Insert Pagebreak** from the **Insert** menu.
2. After inserting pagebreaks, preview the lesson in your web browser and observe that LessonBuilder has automatically created separate html files for each page of the lesson and automatically created between-page navigation at the top and bottom of the page.
3. You can further enhance the between-page navigation at the top of the page if you create a page header at the top of each page. LessonBuilder will use the first page header on a page to create “rollovers” for the page navigation links at the top of each styled page.
4. To create a page header on a page, first type the text for the page heading. Next, select the page heading text by dragging your cursor over the heading text to highlight it. Then, choose **Page Header** from the drop-down menu in the upper-right corner of the LessonBuilder toolbar.

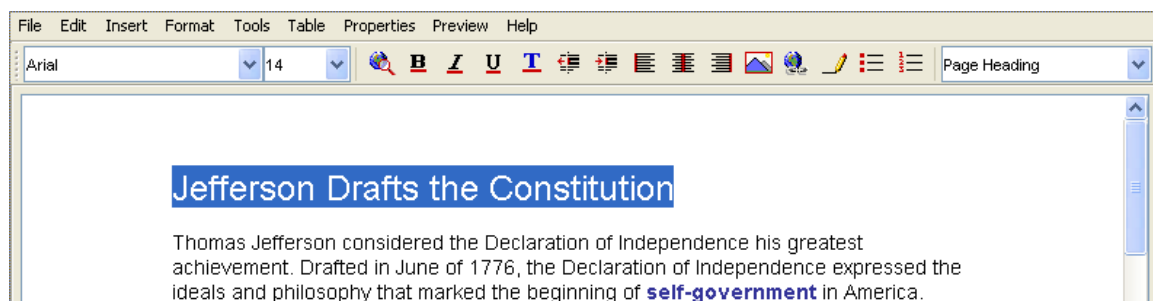


Figure 15: Creating a Page Heading

5. If you create multiple Page Headings on a styled lesson page, LessonBuilder will use the first Page Header on the page for the page navigation rollover title.
6. If you create multiple Page Headings and subheadings on a styled lesson page, LessonBuilder will automatically create within page navigation and place it in a “sidebar” of the styled page. (See Figure 16).

- The “On this Page” sidebar page navigation is automatically created if there are two or more headers defined on a lesson page.

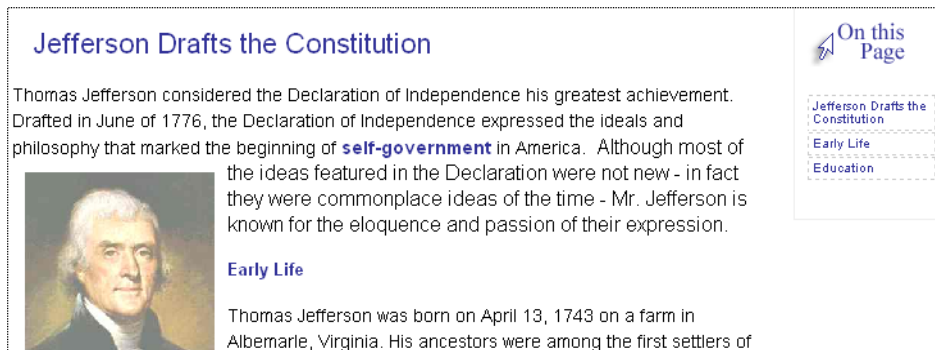


Figure 16: Example of "On this Page" navigation

Customizing the Sidebar

The **Sidebar** in a LessonBuilder lesson allows an instructor to highlight information on the lesson page by placing the information in a left- or right-sidebar column on the lesson page.

There are two ways to create side-bar information. First, you can create a sidebar **Table of Contents** link and a sidebar **On this Page** module by making selections on the **Style Properties/Title and Layout** dialog. (See section above titled **Title and Layout Style Properties**.) If you have enabled these options, these sidebar components are created automatically by LessonBuilder and placed in the sidebar of all lesson pages.

Second, you can create customized sidebar modules by choosing the **Properties** menu, then **Sidebars**. There are four different types of sidebar modules that you may customize: **Handouts**, **Learn More**, **More Resources**, and **Text Only**. To begin customizing a sidebar module, choose one of these to display the Sidebar dialog.

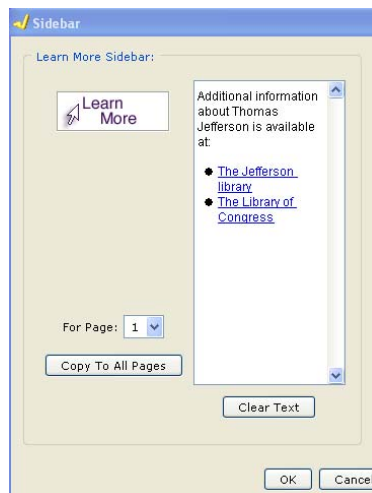


Figure 17: Sidebar Dialog Window

The Sidebar dialog allows you to enter text into the text box that is displayed. You may right-click within the text box to access the right-click menu of text formatting options. (For example, you can create hyperlinks in your sidebar text using this menu.)

Notice that the icon for the Sidebar module appears to the left of the text box. The **Text Only** sidebar does not have an associated icon. Instead, the Sidebar dialog for **Text Only** has a title dialog where you may type a title that will appear in the Sidebar module in place of the icon. This allows you to customize the name your sidebar module.

By default, the Sidebar module will be created for the lesson page that you were editing when you opened the Sidebar Dialog. You can change the page placement of the Sidebar module, by modifying the **For Page:** option on the Sidebar Dialog.

You may also copy the Sidebar module to all of your lesson pages if desired. To do this, enter your Sidebar text, and then click the **Copy To All Pages** button on the Sidebar Dialog.

To **remove a Sidebar** module from a page:

1. Open the dialog for the Sidebar module that you wish to remove. (For example, if you wish to remove the **Learn More** module from your page, select the dialog for that module.
2. To remove the Sidebar module from only one page, first make certain you have the correct page selected by using the **For Page:** option on the Sidebar Dialog.
3. Click the **Clear Text** button to remove all information from the text box. Click **OK**.
4. To remove the Sidebar module from all pages, click the **Clear Text** button to remove all information from the text box. Then, click the **Copy to All Pages** button. Then, click **OK**.

You may insert one of each type of Sidebar module on each lesson page. So, for example, you could have one each of **Handouts, Learn More, More Resources, and Text Only** on each page.

Custom Styles

The Custom Style feature in LessonBuilder 3 allows the integration of additional style choices into your copy of LessonBuilder. Custom Styles are created by SoftChalk; we work with you to develop a style that can include a customized banner, watermark, and footer and color choices.

Here are two examples of custom styles that were developed for SoftChalk customers:

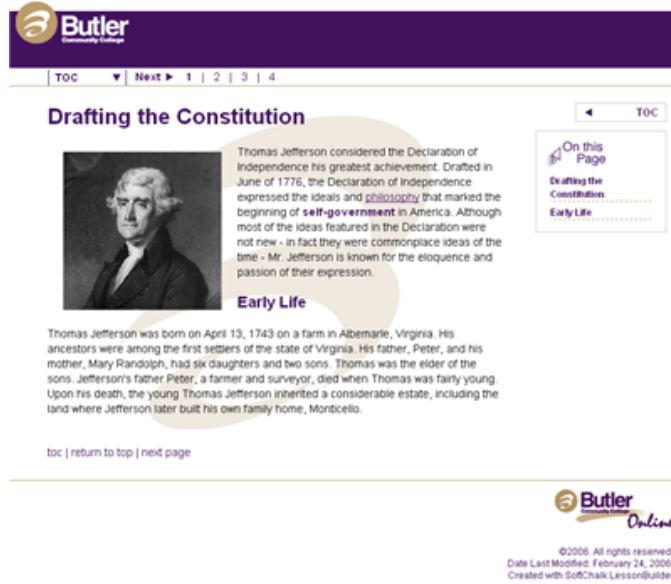


Figure 18: Example Custom Style 1



Figure 19: Example Custom style 2

Custom Styles are packaged as “zip” files. To add your Custom Style package into your copy of LessonBuilder:

1. Open LessonBuilder to a new document. (If you are currently working in a document, close the document and choose **File** menu, **New**.)
2. Choose the **Properties** menu, **Install Custom Style**. LessonBuilder will display a dialog that allows you to select your Custom Style “zip”. You may use the standard file navigation options in the dialog window to locate the zip wherever it may be located on your computer. Click **Select** to complete the file selection process.

Once the custom style has been installed, you will find it listed in the **Properties** menu under **Style Properties**. On the **Styles** tab, **Custom Styles** will be listed in the right-hand **Style Choices** dialog near the top of the list of style choices.

Lesson Reporting

The Lesson Reporting options in LessonBuilder allow an instructor to selectively include various score reporting options at the end of the lesson. To enable Lesson Reporting:

1. Choose **Lesson Reporting** from the **Properties** menu.
2. Score reporting options include a printed Certificate of Completion, a printed Score Summary, and an option to email a score summary to the instructor. The instructor may choose any or all of these options to be included at the end of the lesson. Click the appropriate checkbox on the **Lesson Reporting** dialog window to make your selections.
3. Complete the appropriate dialog window options. Different options will be available, depending on the options chosen in Step 2 above.
4. After making your selections, click **OK** to save your choices. Then, **Preview** the lesson in your web browser and view the last page of the lesson. LessonBuilder will have automatically added the appropriate reporting options to your lesson, based on the choices made in item 2 above.
5. Please note that when students print the Score Summary and Certificate of Completion, they will need to set their printer options to print "landscape".
6. If you chose the **Email Completion Results** option, the lesson results for the student will be emailed to the instructor using the email address provided in the **Lesson Reporting** dialog. Please note that the student must have internet access when they are completing the lesson in order for the Email option to work.

Lesson results can also be fed directly into the gradebook of a Course Management System (CMS) if the CMS is SCORM compliant, and if you package your lesson as a SCORM object. Please see the section on SCORM in this manual for additional information about SCORM options.

Packaging Your Lesson for Distribution

Packaging Your Lesson

When you have completed your lesson, use LessonBuilder's Package feature to package the lesson into a "zip" file for easy portability to a web site, or to import into most course management systems. You may also package your lesson in a SCORM format for import into any SCORM-compliant LMS (see next section on SCORM).

Alternatively, if you wish to distribute your lesson on a CD, a file server, or a web server, simply copy the lesson folder (or the files from the lesson folder) onto the CD; file server, or web server. The lesson folder contains all of the files necessary for distribution of your lesson.

To Package your lesson:

1. Save the lesson before packaging it.
2. Choose the **File** menu, **Package lesson**.
3. There are three packaging options – standard zip, SCORM 1.2 zip, and SCORM 2004 zip format. Each of these options is explained below.
4. Standard zip packaging will package your lesson into a zip file archive that contains your lesson and all of its associated files.
5. SCORM zip packaging will package your lesson into a SCORM format (1.2 or 2004) zip package. This format is useful if you have a SCORM-compliant Learning Management System. For more information about SCORM, please see the section on SCORM later in this document.
6. Once the packaging process is complete, LessonBuilder displays a message telling you the name of the packaged lesson zip file. The package is always saved into the lesson folder where you have saved your lesson.
7. A packaged lesson can be easily put into a course management system such as Blackboard or WebCT. Or, you can share the lesson with other instructors by emailing the zip package to them.

Importing Your Lesson into Blackboard or WebCT

Instructions for importing your LessonBuilder lesson into Blackboard and WebCT can be found on the SoftChalk website under the “Support” area – <http://www.softchalk.com/support.html> .

SCORM

The Sharable Content Object Reference Model (SCORM) is a set of technical standards that have been developed to enable the reuse of Web-based learning content across multiple environments and products. LessonBuilder supports SCORM by allowing an instructor to package their LessonBuilder content into a SCORM format.

If your lesson content is SCORM compliant, you can use the content in any course management system (CMS) that supports SCORM without having to make any modifications to the content. Additionally, the SCORM standards allow your content to interface automatically with specific components of the course management system, for example the gradebook.

The benefit of having a lesson in SCORM format is that the lesson score can be automatically recorded into the CMS gradebook. Additionally, the CMS can track progress and completion of a lesson, as well as time spent on the lesson. And a lesson that is packaged in SCORM format can be readily reused in many different course management systems with no need to revise the content.

Different Course Management Systems may support different version of SCORM and may not fully implement the SCORM standards. Check with your Course Management System provider for more information about compatibility with SCORM.

Need Assistance?

If you have any problems, questions, or comments regarding installation or use of the SoftChalk LessonBuilder, please contact us at help@softchalk.com , or visit the web site at <http://www.softchalk.com>

Thank you for your support! We hope you enjoy using SoftChalk LessonBuilder!

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