Retrieving Your Softchalk Content

1. Login at wvnet.softchalkcloud.com/login
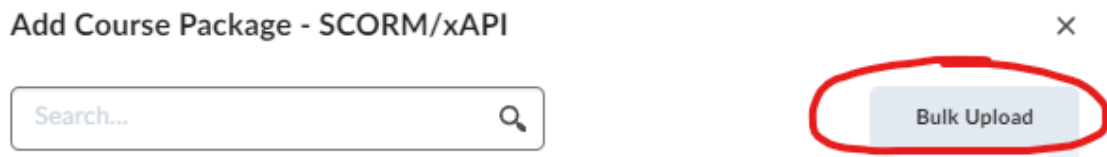
2. Go to 'My Content' and click 'Lessons'

3. Click on the Lesson you wish to Download.

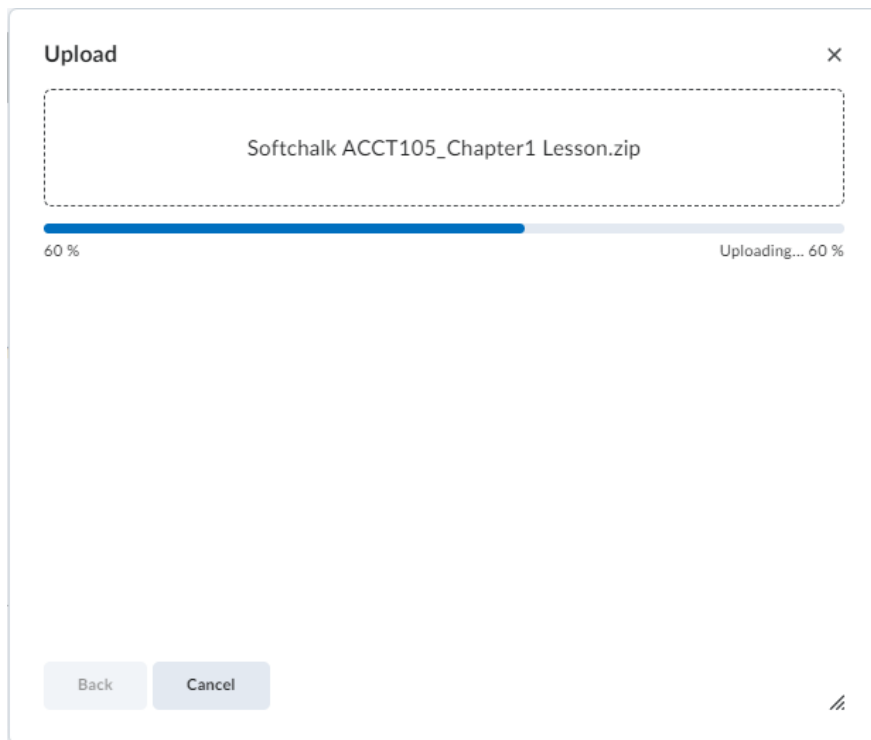4. Scroll down below the Lesson Preview area and click 'Download SCORM Package'.

5. Apply grade options and choose 'Create.' This will download your lesson as a SCORM package. This will be saved on your computer in your Downloads folder by default. Access your downloads by holding the Ctrl key and tapping the 'J' key (⌘ + J on Mac OS).

6. Navigate to the Brightspace course you wish to store the Lesson. Your personal sandbox is a good place to store all of your lessons. Storing all your lessons in one centralized location will make it easier to copy them to other courses.

7. In the course chosen in Step #6, navigate to the Content area. *If using the Classic Content Experience, click 'Upload/Create'. If using the New Content Experience, click 'Add Existing'.* Select the option for SCORM/xAPI.

8. In the Add Course Package window, click the 'Bulk Upload' button.

9. Following the instructions on the Add Course Package window, upload the SCORM package, then wait for your upload to finish.

10. Follow the prompts to choose how your Lesson will work. It is recommended that you name the SCORM package file something you can easily identify. For example, the chapter 1 lesson for an Accounting 105 course would be something like *ACCT105 Chapter1 Lesson*. Then **click next.**

Configure Course Package Properties   ×

Course Package name

Softchalk ACCT105_Chapter1 Lesson

Description

Accounting 105 Chapter1 Lesson from Softchalk

11. The Lesson you just uploaded should be at the top of the list. Click the circle next to it and click 'Next'

Add Course Package - SCORM/xAPI   ×

Search...   Bulk Upload

⦿ Softchalk ACCT105_Chapter1 Lesson
   Last edited Dec 12, 2023

Next   Cancel

12. Select your grading method for the Lesson (or leave it ungraded). Leave the other options at their Default. Click the 'Add' button.

Adding Course Package ×

Softchalk ACCT105_Chapter1 Lesson

Do you want a grade item created for this instance?

○ Yes
◉ No

Note: no grade item will be created even if the SCORM/xAPI package posts the score.

Version Control

◉ Always display the latest version
○ Display this version even if a new version is added

Course Package Player Options

| Use embedded player (Recommended) ⌄ |

[Add] [Back]

13. You will be taken back to the Content area and the Lesson will be successfully uploaded.