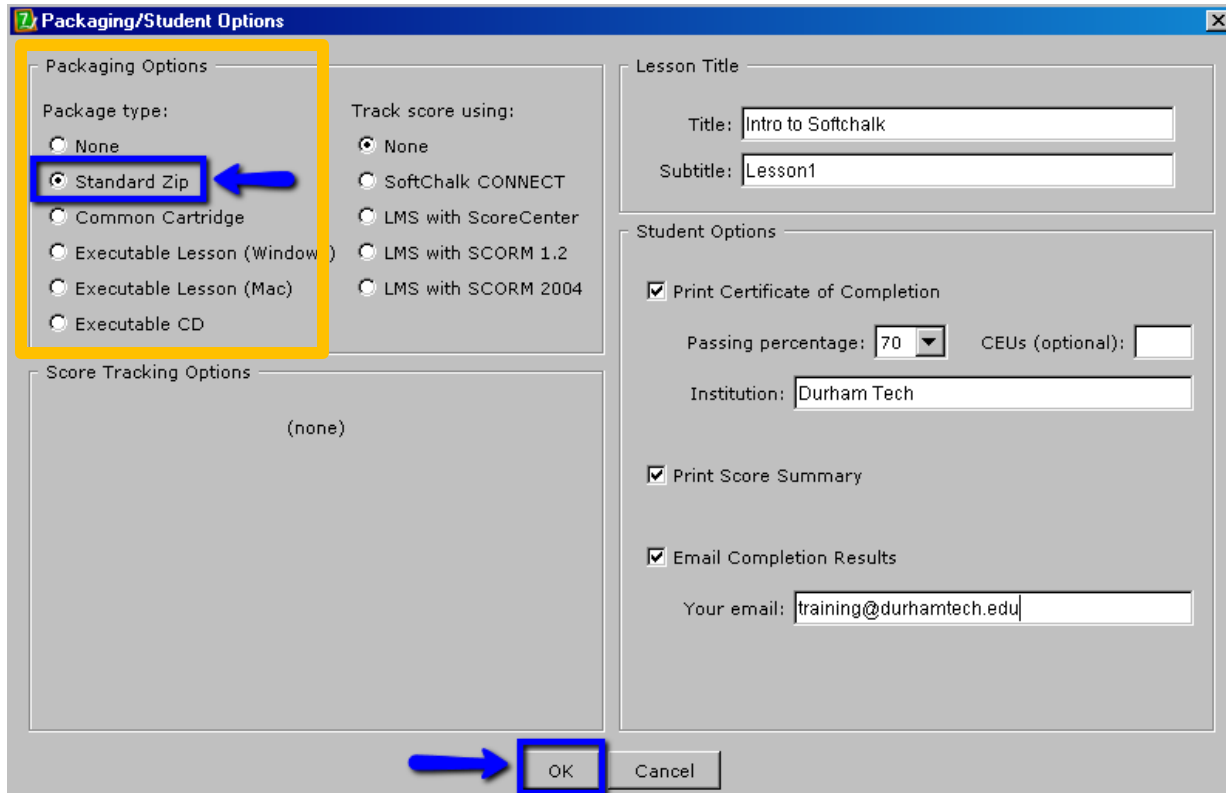


Publishing a SoftChalk Lesson in Sakai

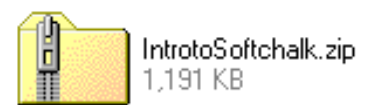
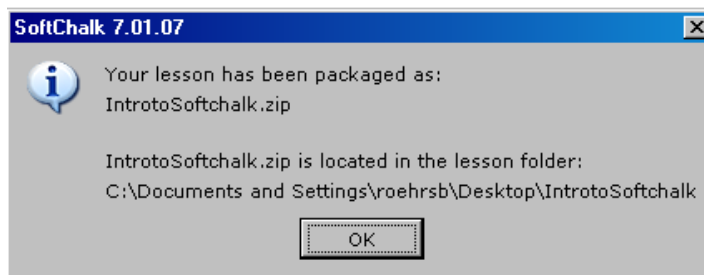
Step 1: Package the Lesson

1. Open SoftChalk. After creating a new SoftChalk lesson or editing an existing SoftChalk lesson, save the file. A folder will be created with the name you chose.
2. Go to the **File** menu and choose **Package Lesson**.
3. Go to **Packaging Options** > Package type: and choose **Standard Zip**. Click **OK**.



4. You will receive confirmation of your file name and where the file is located. For example, if your lesson was saved as IntrotoSoftchalk, in your IntrotoSoftchalk folder, a new file has been added, called IntrotoSoftchalk, which has a .zip extension. ***The zip file is located inside your Lesson folder.***

Note: If your file extensions are not showing, you will not see the .zip at the end of the filename. Look for a folder with a zipper icon with your lesson name.

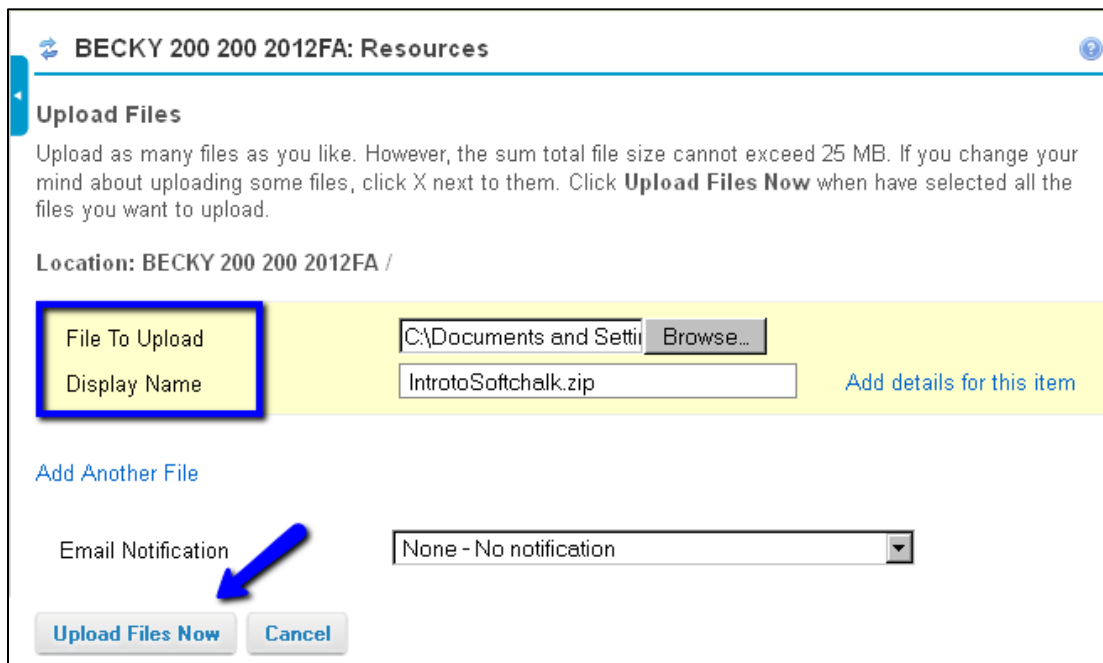


Step 2: Upload and Expand the Zip file in Sakai

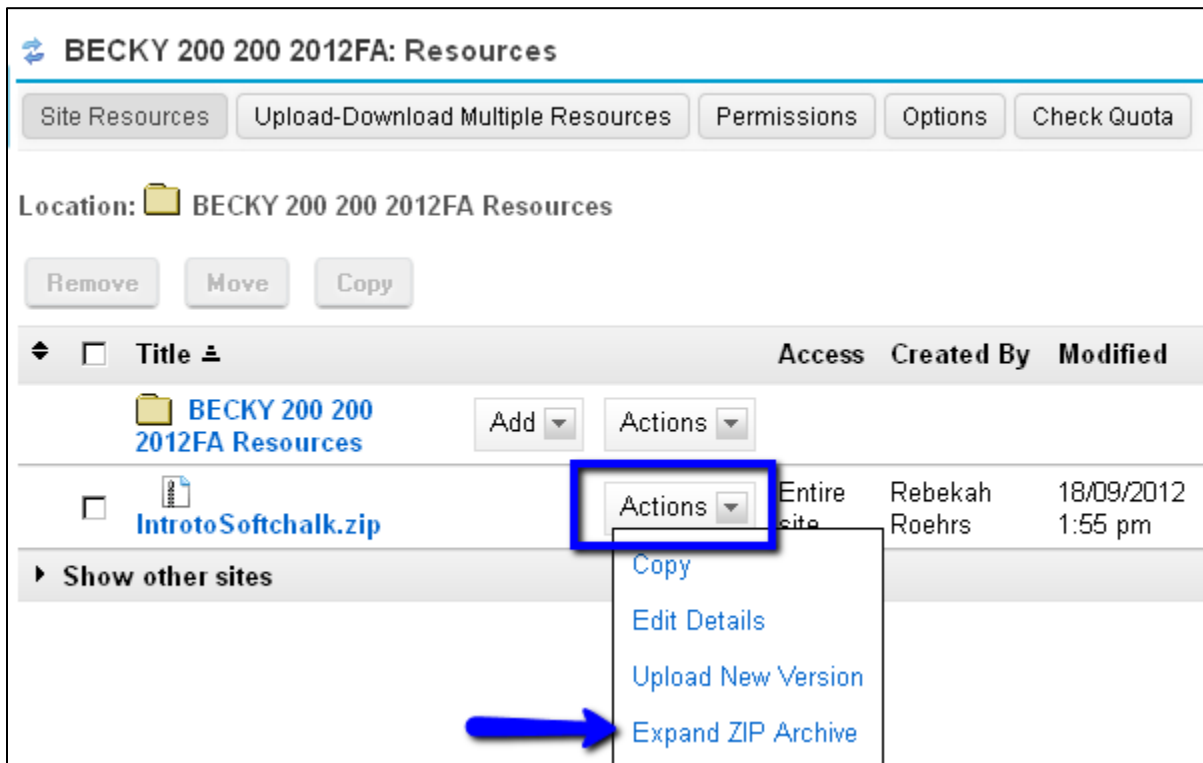
1. Login to **Sakai**. Go to any **Sakai site** that you are teaching as an instructor.
2. On the menu on the left, click on **Resources**. Every site has a Resources area.
3. To the right of your site resources folder, click on **Add**, then click **Upload Files**



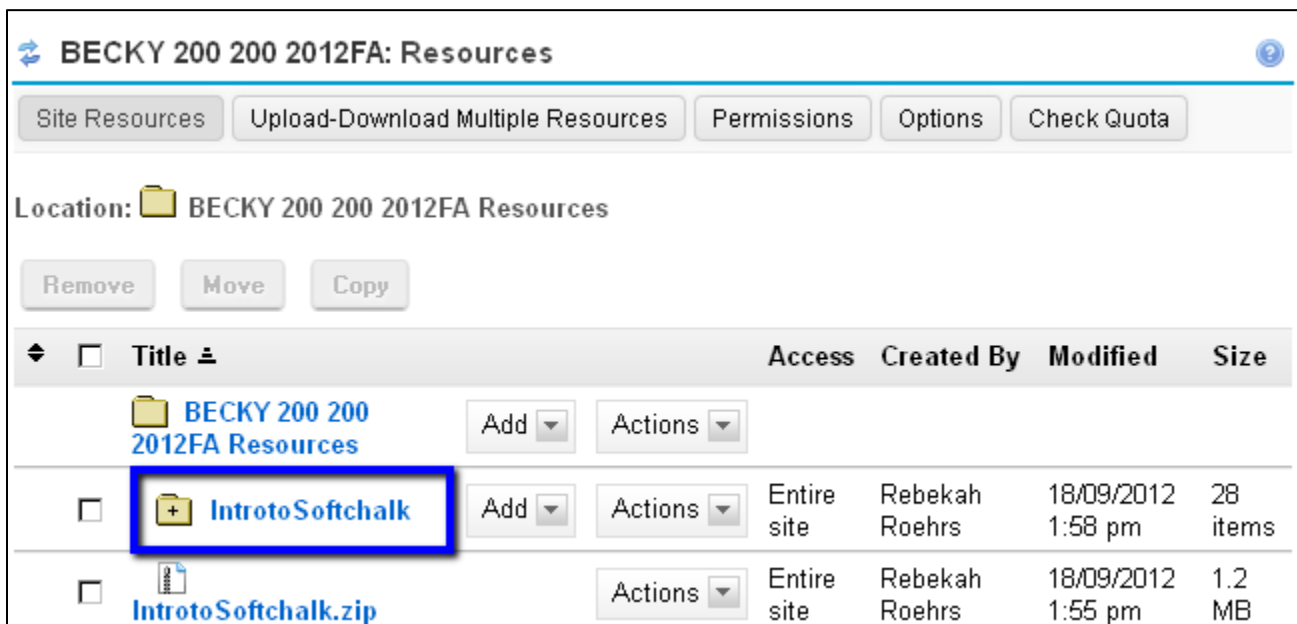
4. Click **Browse** to find the packaged zip file that you created in Step 1. After you select the zip file, the Display Name field will be updated for you.
5. Click on the **Upload Files Now** button.



- You'll now see the zip file has been added to your **Resources** area.
- To the right of the zip file, click on **Actions**, then click **Expand Zip Archive**

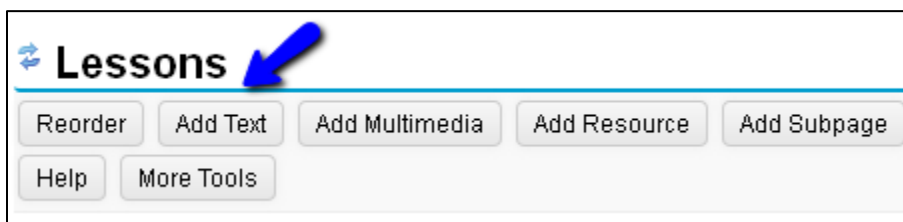


- Wait a few moments. You'll see a new folder has been added to your **Resources** area, which contains all of your Softchalk files. You're ready to link to your Softchalk folder's index.html file.

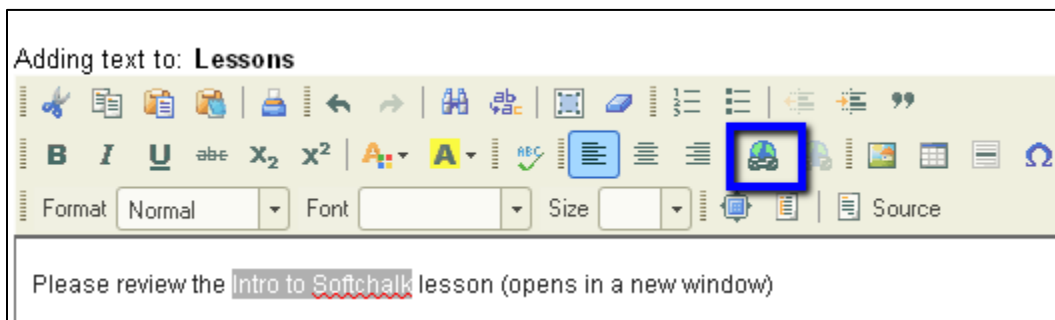


Step 3: Add a link to your Softchalk lesson in Sakai

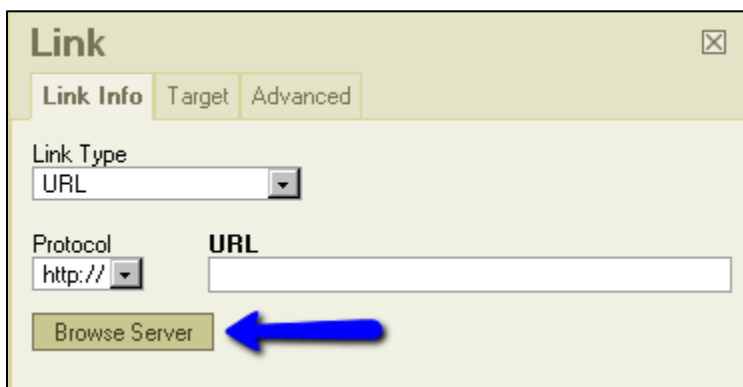
1. You can add a link to your Softchalk file using the Sakai text editor.
2. Sakai has a tool called **Lessons**, which allows you to add text, links and images, as well as other resources to your Sakai site. If you haven't added Lessons yet:
 - a. On the menu on the left of your site, click **Site Info**
 - b. Click on the checkbox to the left of *Lessons* and click on the **Continue** button at the bottom of the web page
 - c. Click on the **Continue** button again, then click on the **Finish** button
 - d. On the menu on the left of your site, click on the **Lessons** link
3. After clicking on the **Lessons** link, at the top, click on the **Add Text** button



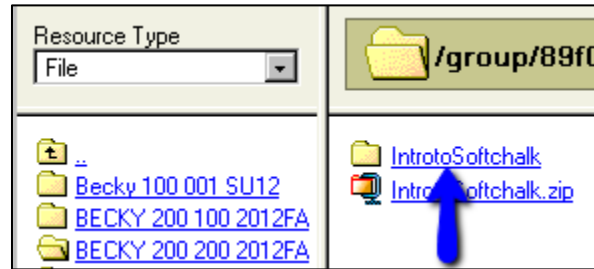
4. Type the text to describe your Softchalk lesson.
5. **Highlight** the part of your text you want to use to link to your Softchalk lesson, click on the link icon that looks like a globe:



6. In the Link dialog box, click on the **Browser Server** button



7. Click on your Softchalk **folder** in your Resources area

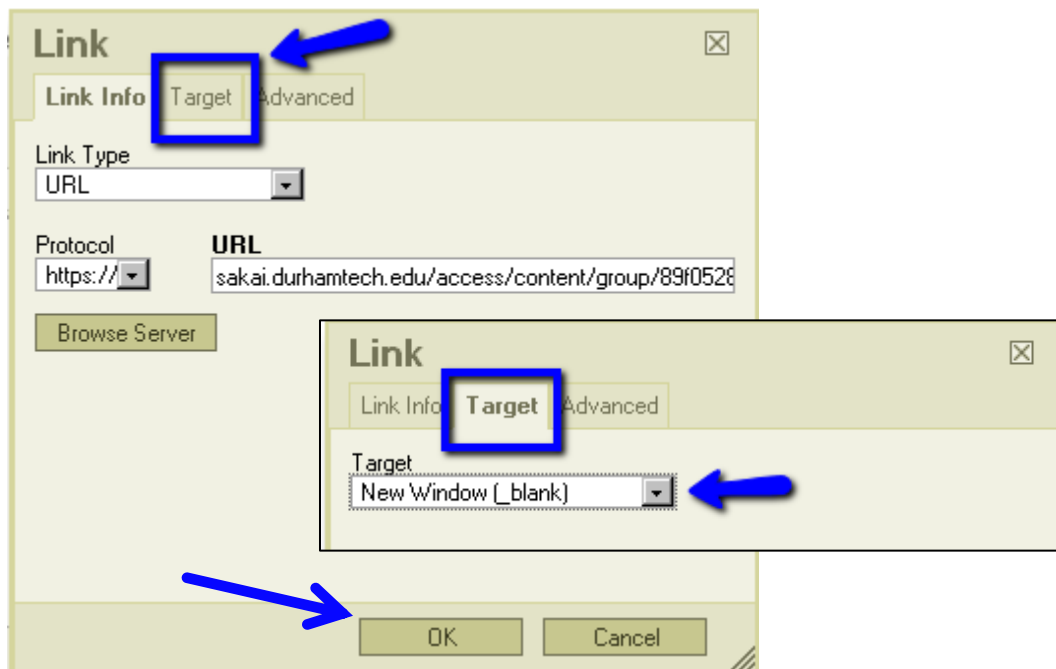


8. The files are in alphabetical order, scroll down and click on the **index.html** file



9. Make your Softchalk lesson open in a new browser window or tab

- a. Click on the Link dialog box **Target** tab
- b. Click on the drop down box, select **New Window (_blank)**
- c. Then click **OK**



10. You'll see your highlighted text is now underlined. Click on **Save**.

Adding text to: **Lessons**

Please review the Intro to Softchalk lesson (opens in a new window)

body p

Delete Delete

Save Cancel

11. You'll see the link your students click on to go to the first page of your Softchalk lesson.

Lessons

Reorder Add Text Add Multimedia Add Resource Add Subpage Add Assignment

Edit Please review the [Intro to Softchalk](#) lesson (opens in a new window)

Durham Technical Community College

Intro to Softchalk Lesson1

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