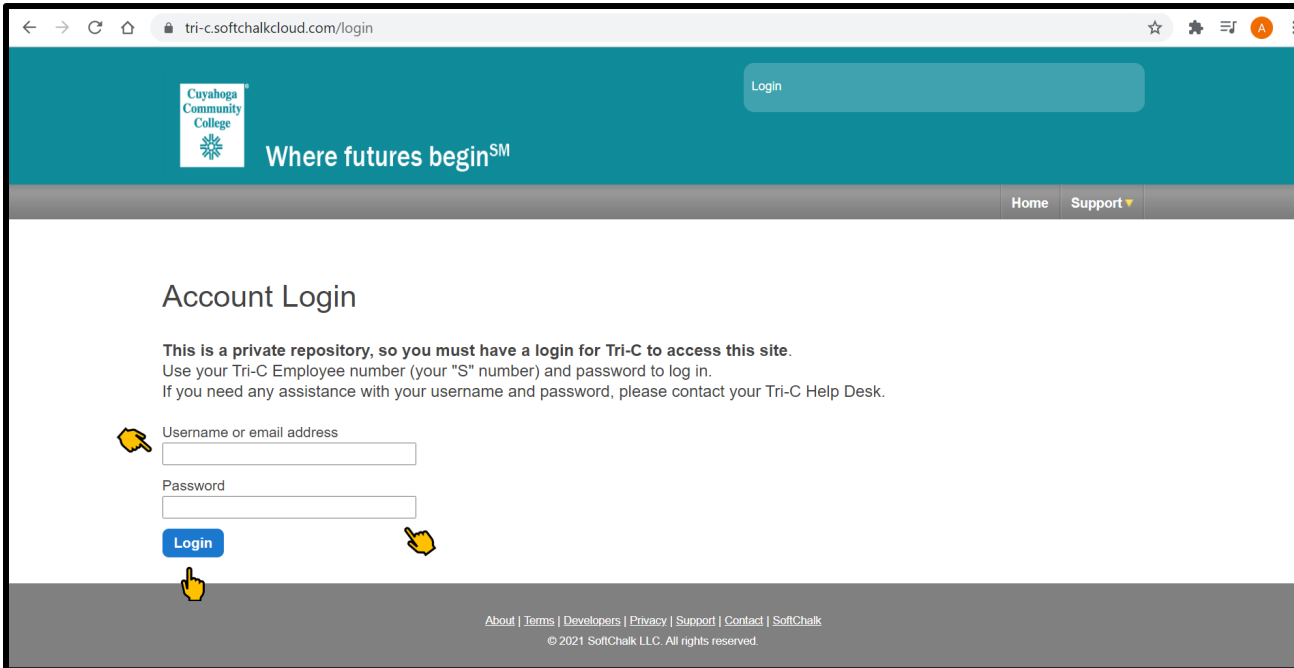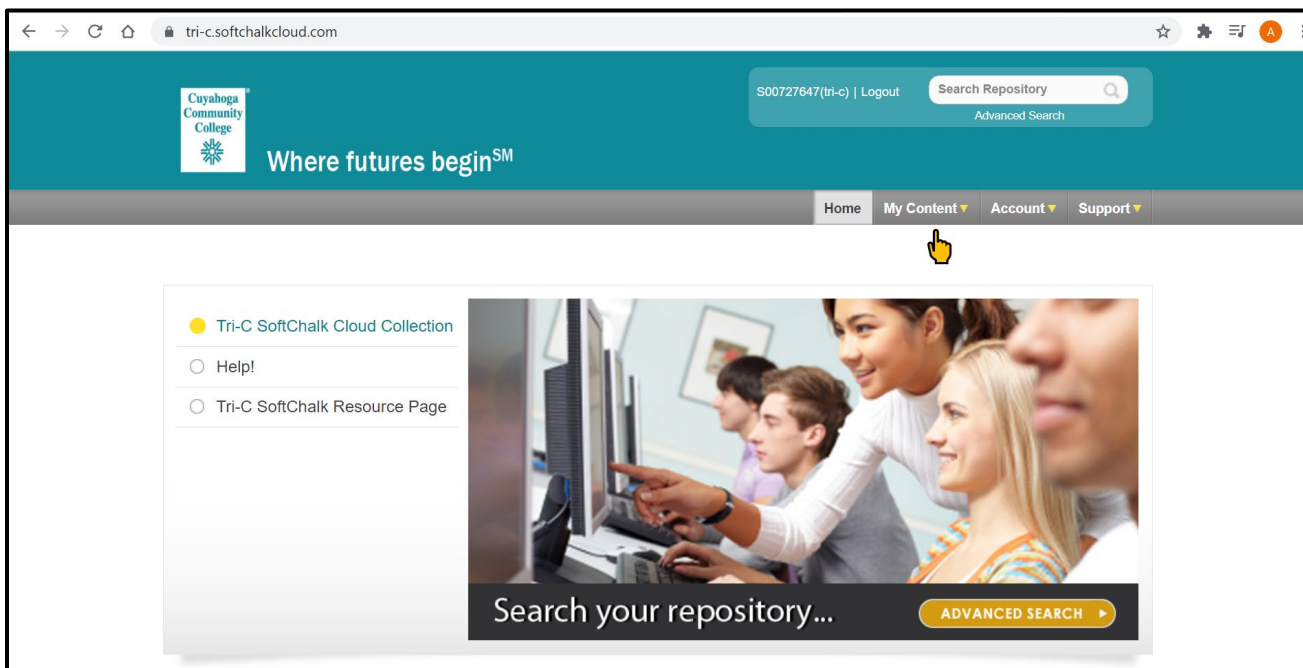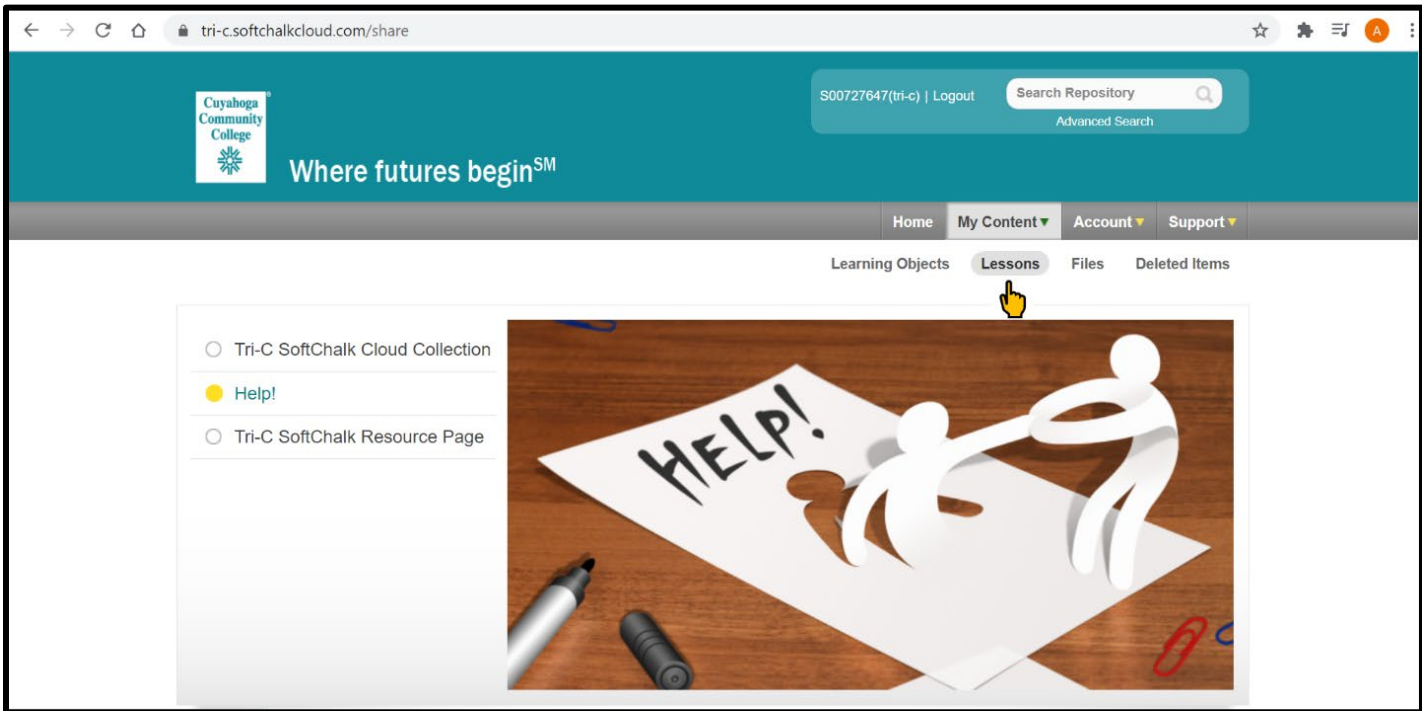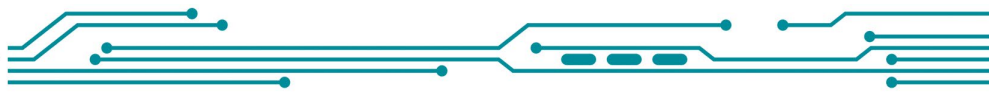# Quick Start Guide: SoftChalk Create Online

1. To access SoftChalk Create Online, go to tri-c.softchalkcloud.com
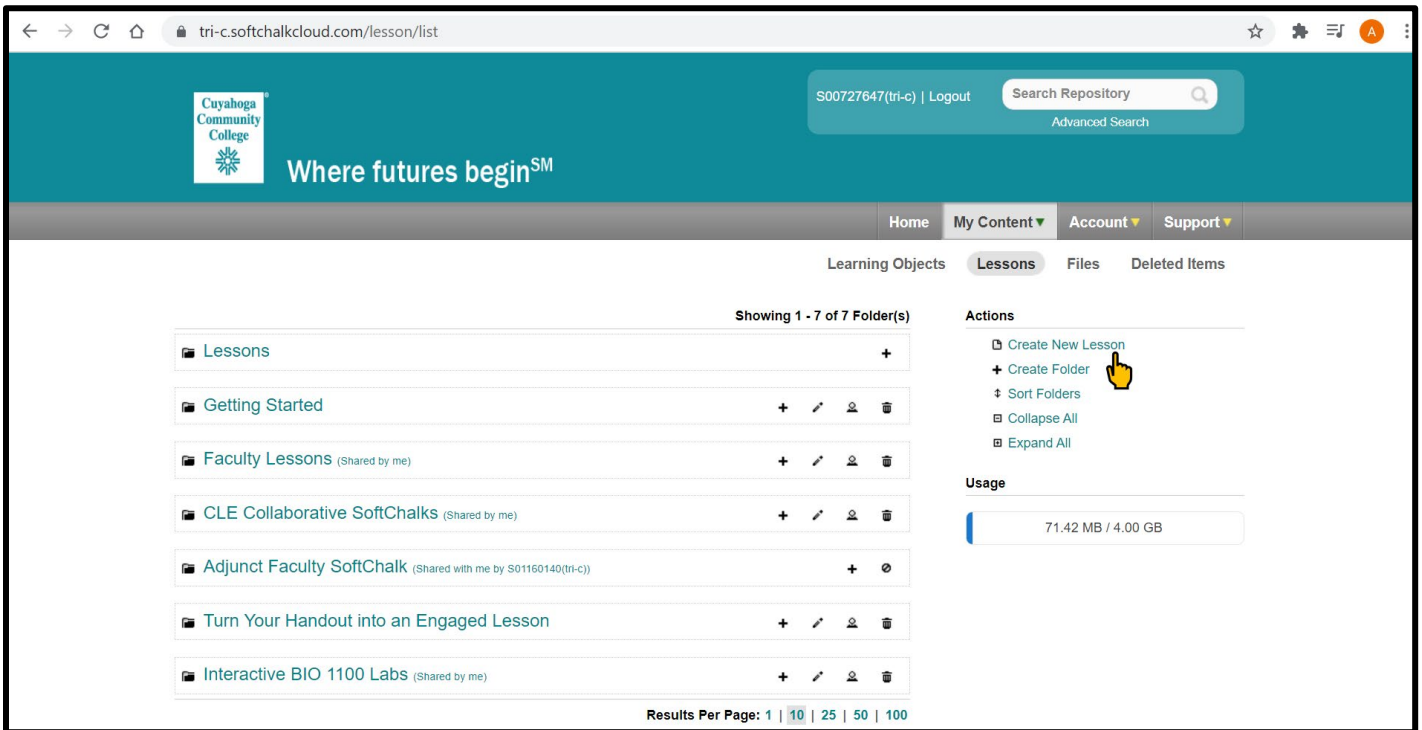2. To log in to the SoftChalk Cloud, enter your Tri-C S number and password.

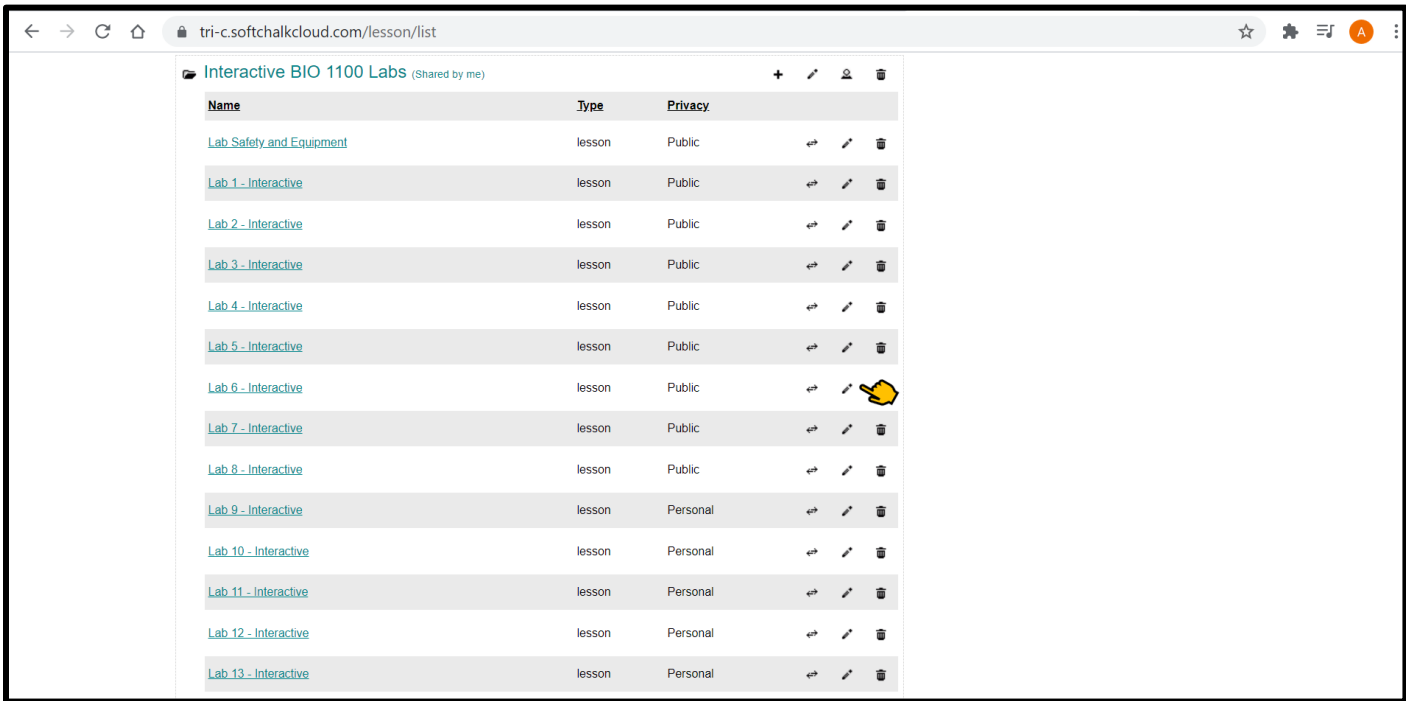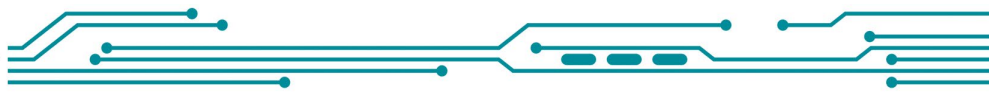3. On the home screen, hover over the "My Content" tab.
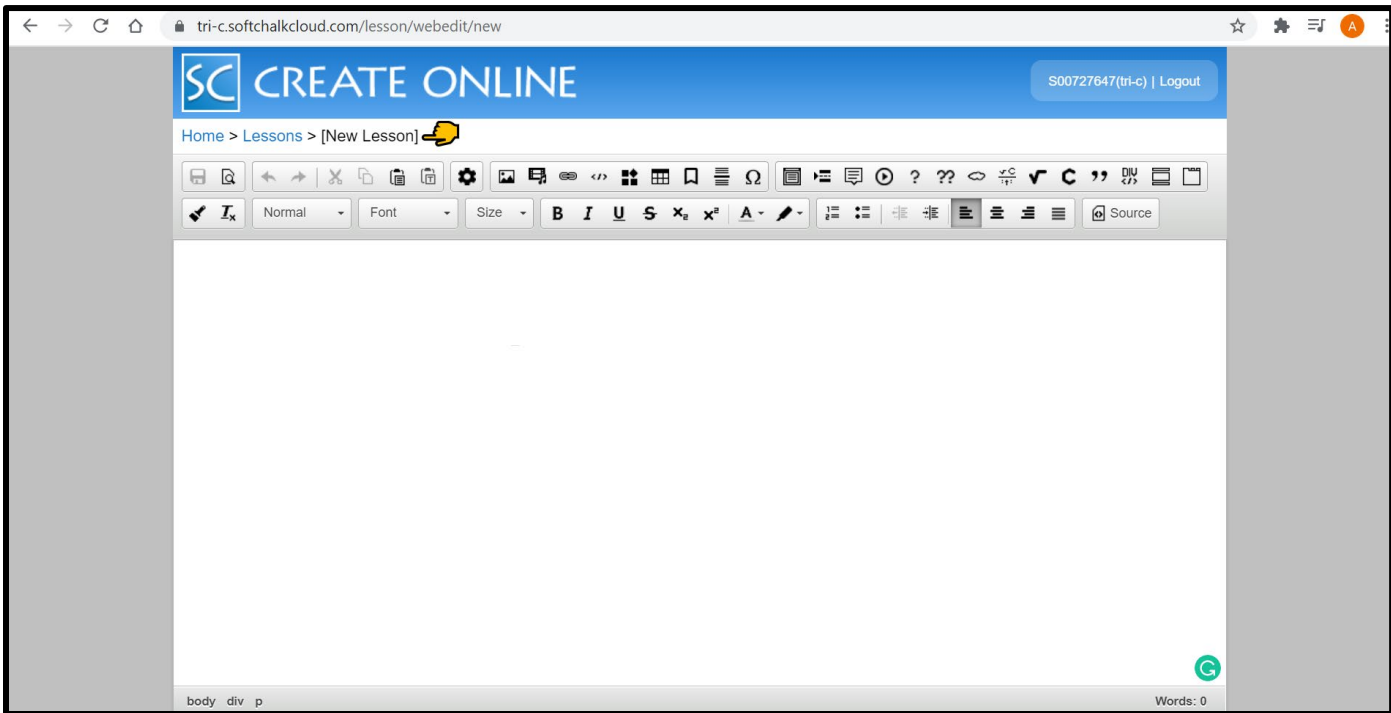

4. Click on the "Lessons" button.

5. To create a new lesson, click on the "Create New Lesson" link in the action menu on the right-side of the screen.
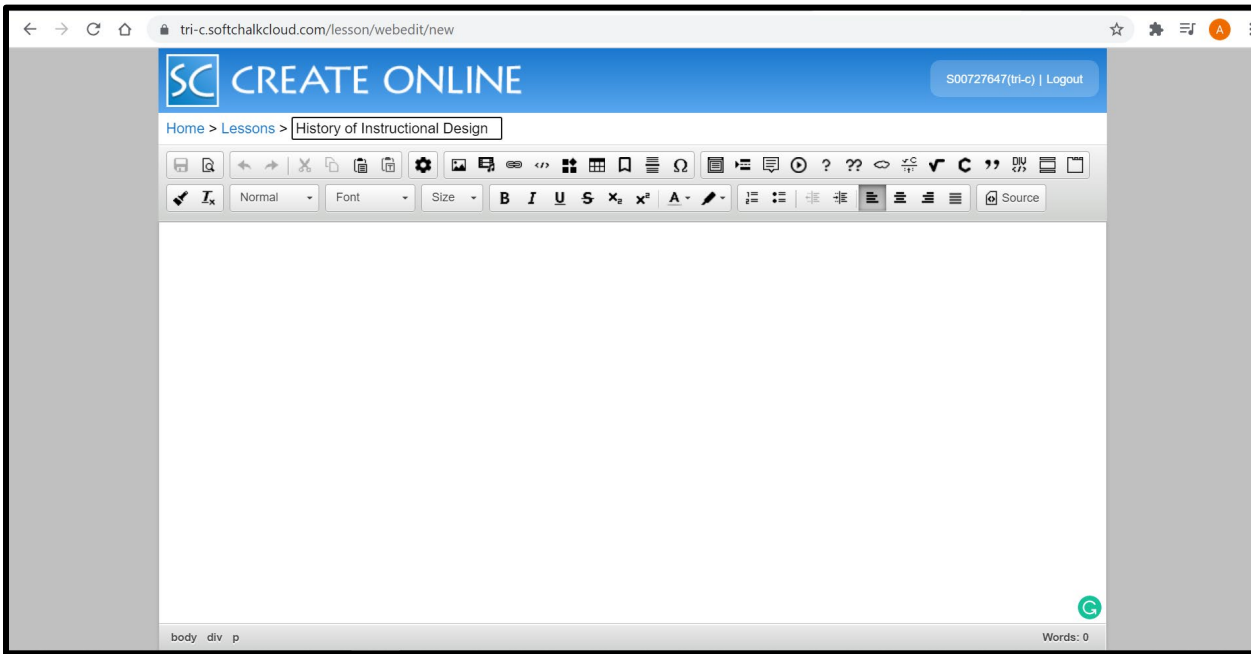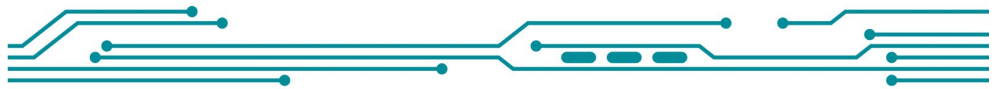

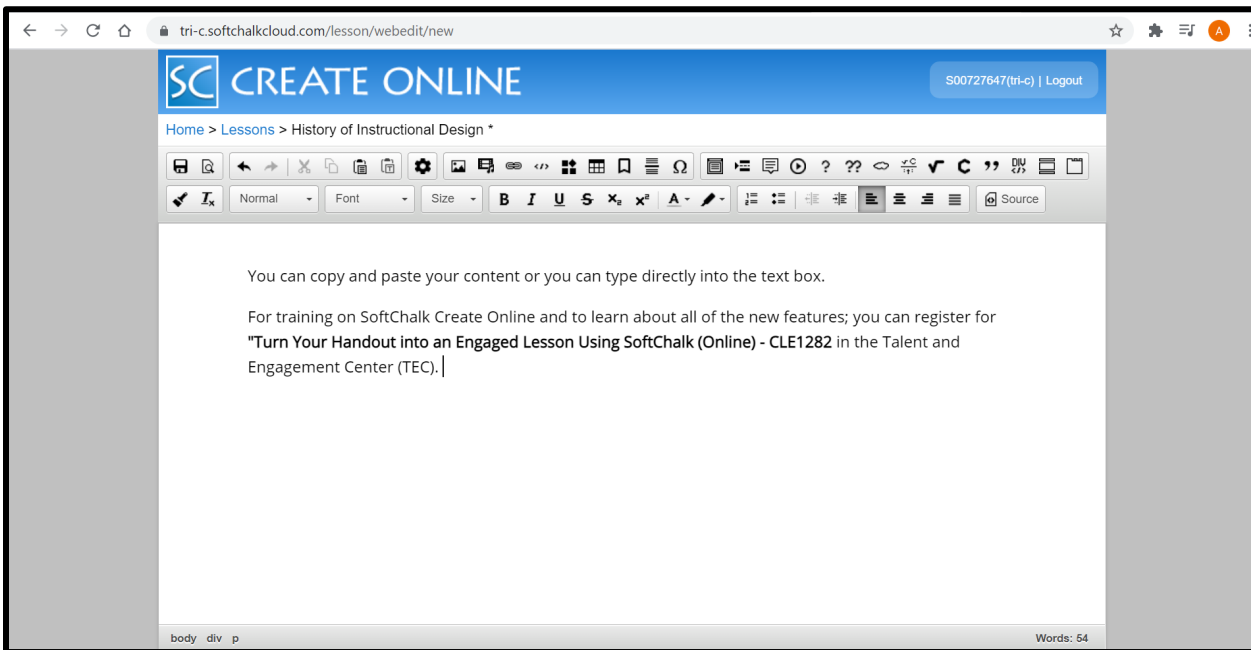6. To edit an existing lesson, locate the lesson you would like to edit and click on the pencil icon.

7. If creating a new lesson, locate the naming field at the top left corner of the screen.

8. Click on the "New Lesson" text inside of the brackets and enter the new title of your lesson.

9. To begin creating your lesson, copy and paste your content into the text area or you can type directly into the text box. Be sure to hit the "save" icon before closing your web browser.

10. For training on using SoftChalk Create Online and to learn about all of the new features; you can register for "Turn Your Handout into and Engaged Lesson Using SoftChalk (Online) – CLE1282 in the Talent and Engagement Center (TEC).