QUICK START GUIDE

digitalCHALK
by Sciolytix

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Understanding What DigitalChalk Does

DigitalChalk® is a Learning Management System (LMS) that helps you develop your online courses and deliver them to your students. With DigitalChalk, you can get started quickly creating courses, adding students and tracking your students' progress. DigitalChalk puts you in control with course management tools and the reporting you need to help manage your training goals. DigitalChalk provides you with the global reach and support you need to grow your online training business. Whether you are training your employees or selling your courses online, DigitalChalk is the LMS for all your needs.

Who The Quick Start Is For

The Quick Start Guide is intended to help your Organization or Course Administrator get up and running quickly with DigitalChalk. DigitalChalk provides many advanced functions and features that are not covered in this guide. If you can't find the answer to a question or need more information, click Help to see the DigitalChalk Knowledge Base.

Definitions

- **Dashboard** — The first page your students (and all your users) see after they log in to your site. The course offerings for which a student is registered (both in progress and completed) are displayed on the dashboard.
- **Theme** — You can personalize your organization site using colors and your own company logo.
- **User** — In DigitalChalk, every person you add to your organization is assigned a role. Unless you specify otherwise, the default role is User, which is equivalent to a student. There are other roles you can assign to users who help manage your organization and your courses. These users are called administrators or facilitators. You can assign more than one role to a user. The different types of roles are discussed later in this guide.
- **Course** — A course that you are creating that is not yet made available to students.
- **Course Offering** — A course that is available to students. You can create multiple course offerings for a single course.
- **Element** — In DigitalChalk, you use elements to create your courses. You might think of them as lessons, modules, or units. The different types of elements you can use are discussed later in this guide.
- **Chalkboard** — A chalkboard is one of the elements you use to create your course material. You use a chalkboard to display video and synchronize slides with audio or video media. You can choose from several chalkboard templates to display your media and/or slides.
- **Category** — You can use categories to group your course offerings on the dashboard and in your DigitalChalk catalog.
- **Catalog** — You use a DigitalChalk catalog to display your course offerings much as you currently use a course catalog.
- **Gradebook** — You use a DigitalChalk gradebook to look at and make changes to student grades much as you currently use a gradebook.

DigitalChalk Nuts and Bolts (continued)

First Things First

Before you start creating course offerings for your students, you must set up your company on DigitalChalk and add users to your site.

Organization Setup

- **Personalize Your Training Site** (Color theme & logo)
- **Add Users to Your Site** (Manually, mass upload)
- **Assign User Roles** (Students & Administrators)

Course Creation

- **Create Course** (Name, description,...)
- **Add Course Elements**
- **Activate Course Elements**
- **Deliver Course Offering** (Availability)

Student Management

- **Register Students** (Automatically, manually or self registration)
- **Track Student Progress** (Gradebook & reports)

Extended Features

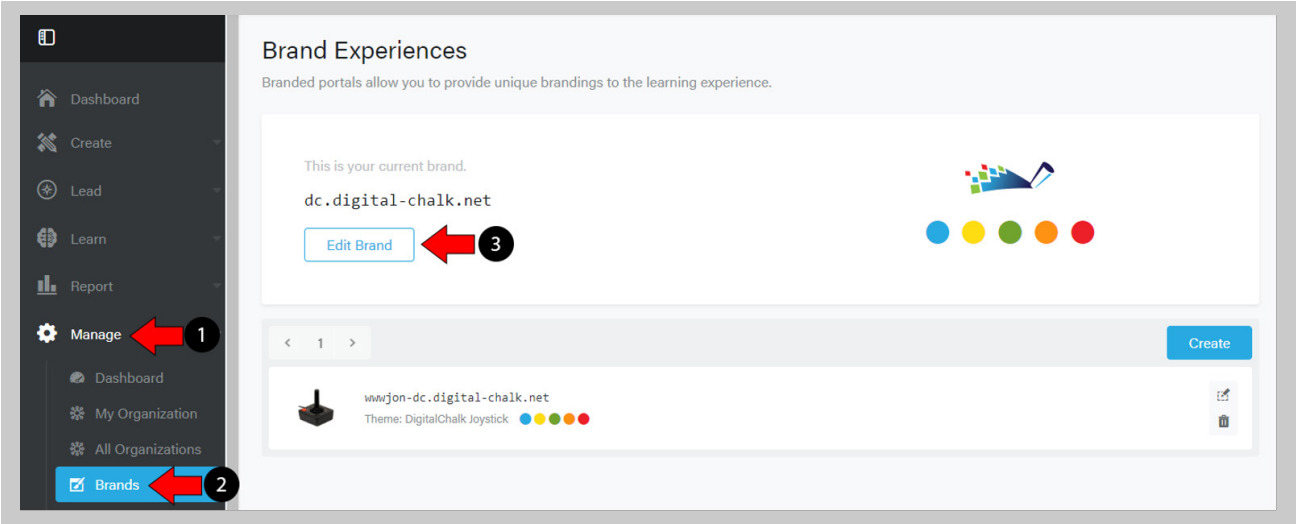
- Single Sign On
- Web Services
- API Webhooks
- Custom
- Notifications
- Discounts
- Auto Registration
- Integrated
- eCommerce
- Private Branding
- Extended Payment
- Integration HTML-5 Compatibility

Personalizing Your Company Site

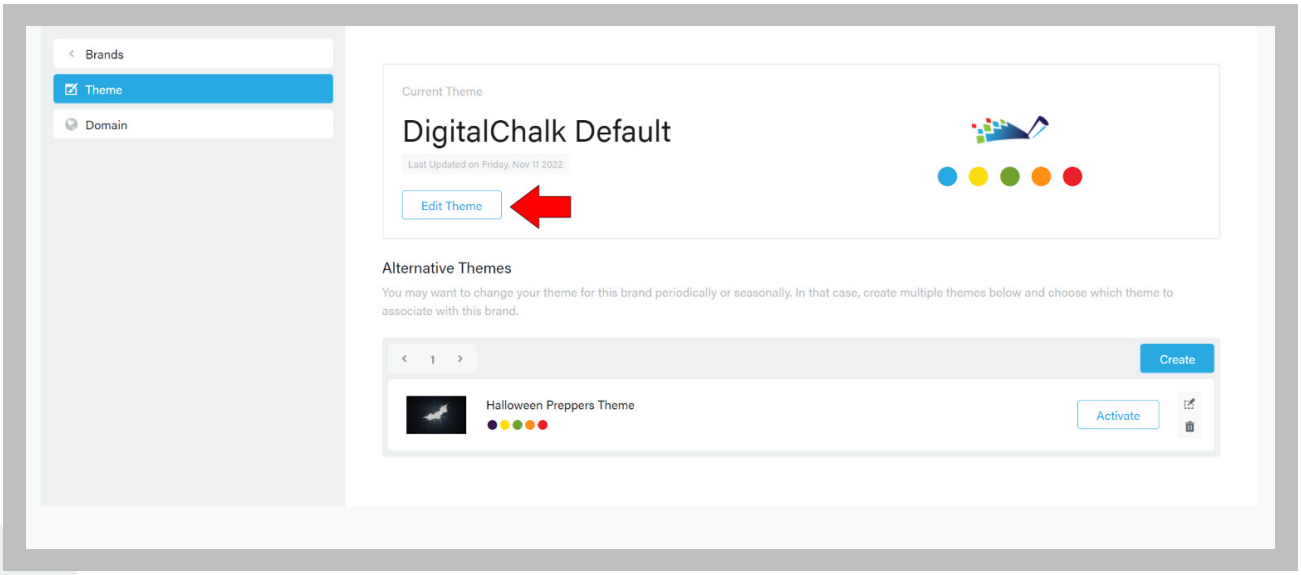
You can personalize your company site by choosing colors and by choosing your own company logo to replace the DigitalChalk defaults. In DigitalChalk, how your company site looks is called a theme. You can use a theme provided by DigitalChalk or you can create one of your own.

Adding a company theme

1. Log in to your company site, then click the **Manage** button from the left navigation panel.
2. From the expanded list, click **Brands**
3. Click **Edit Brand** under your access URL.

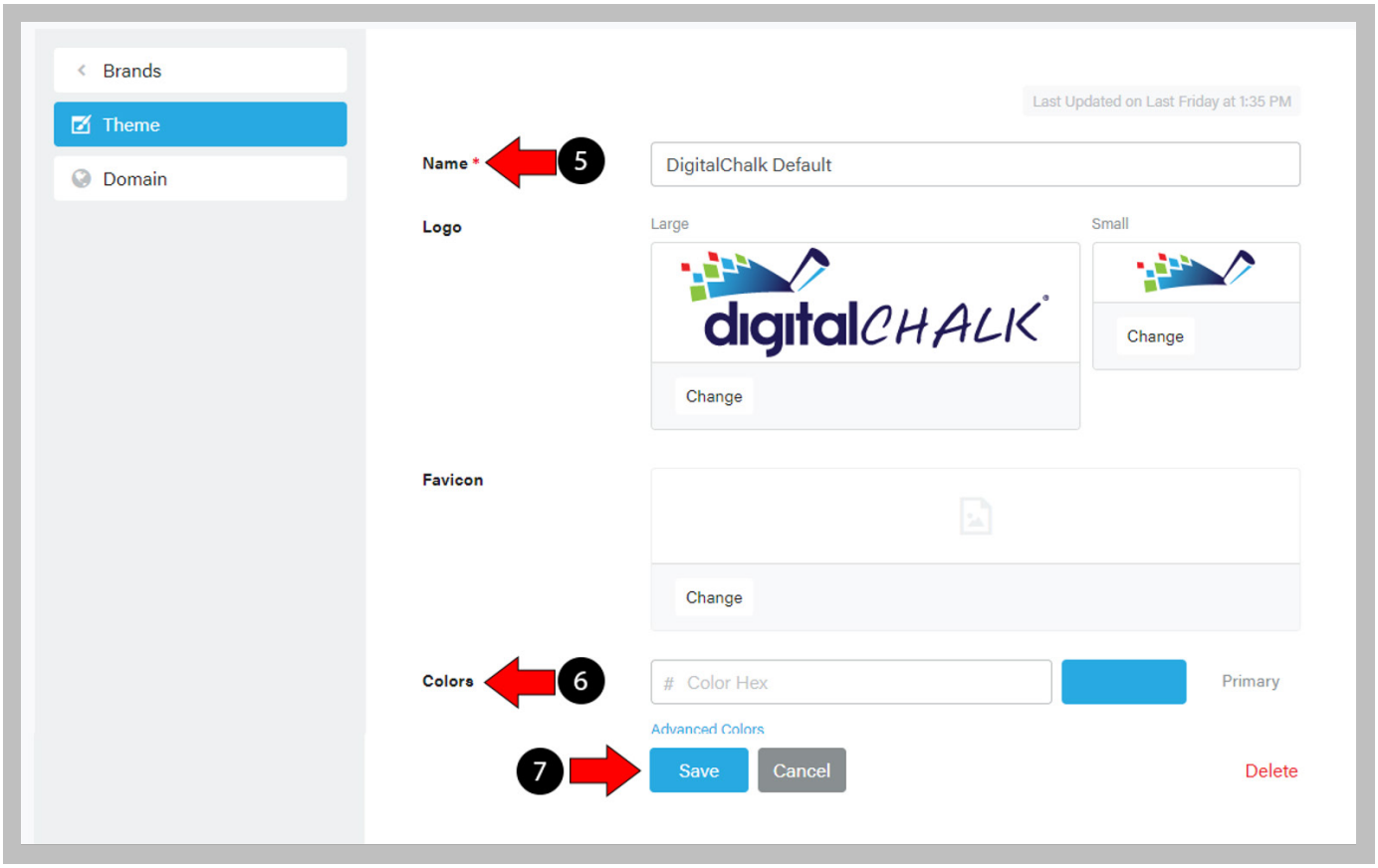


4. Then click **Edit Theme**.



Setting Up Your Company (continued)

5. From this page you can change your primary and secondary color scheme as well as your organization logos. Type the name and description of your company theme.
6. Choose two colors for your company site—a primary color for screens and main menu tabs, and a secondary color for list text and icons.
7. Click the **Save** button when you finish entering information for your company theme.



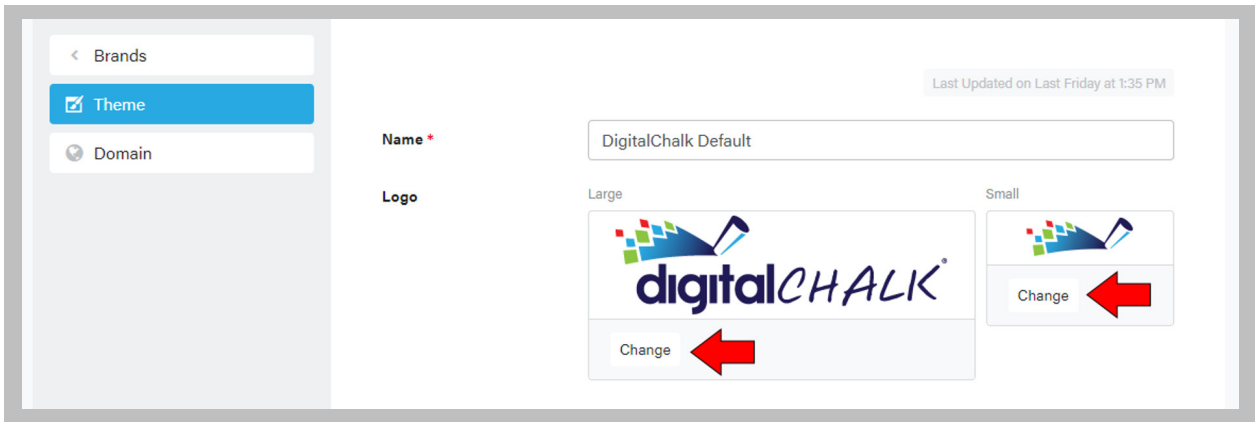
8. The Themes list is displayed again. The company theme you added is displayed at the bottom of the list. You can add more than one company theme.

To Learn more, click **Add a company theme.**

Setting Up Your Company (continued)

Adding your company logo to a company theme

1. On the **Themes** page, find the Large and Small logo fields, and click **Change** to browse your computer for a logo image file



2. Select the file you want to use and click on the Open button. This logo is displayed for all your company themes. If your image is larger than the size allocated for the logo, it is automatically scaled down to fit the space.

To Learn more, click **Add a company theme.**

What are user roles?

Every person in your organization is assigned at least one of the following roles, either by yourself or by DigitalChalk:

- **Organization Administrator** — Manages all aspects of the organization and assigns administrator roles to other users. Whoever signs up your company with DigitalChalk is assigned the Organization Administrator role.
- **User** — The role DigitalChalk assigns to everyone when they are added to your organization. A user is equivalent to a student. The Organization Administrator can assign an administrator or facilitator role to a user.
- **Course Administrator** — Creates course materials, can look at and make changes to the instructor gradebook for any course offering of a course.
- **Offering Facilitator** — Can look at and make changes to the gradebook for a specific course offering. The Organization Administrator assigns the Offering Facilitator role to a user, and the Course Administrator assigns the Offering Facilitator to a specific course offering.

To Learn more, click **User Roles.**

Adding Users to Your Company

Before you can assign a role to someone in your organization, you must add that person to your organization as a user. You do this by creating a user account. There are four ways to add users to your organization:

- **Student-created account** — Allow users to add themselves when they log in to your company site for the first time.
- **Administrator-created accoun**t — The Organization Administrator adds each user.
- **Web Services** — Move existing user information from another site or system into DigitalChalk. Since using Web Services usually requires additional programming, click http://developer.digitalchalk.com to learn more.
- **Mass Upload Users** — Add multiple users at one time using a template you download from DigitalChalk.

Student-created accounts

If you want new users to set up their own accounts when they first log in to DigitalChalk, make sure you select Yes for Display Account Tab when you set up your general organization information. If you select Yes for Display Account Tab, a New Account button is displayed on the login page for students to enter their account information.

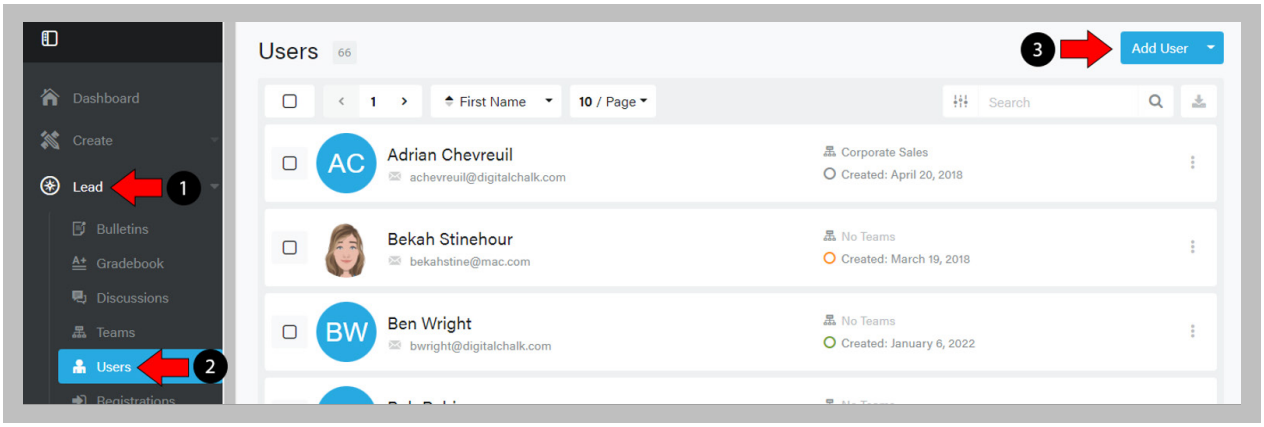
When a user clicks the New Account button, the Signup window is displayed. The fields with asterisks are the only required information. You can customize the Signup form to include additional information.

For more information, click **Student-Created Accounts.**

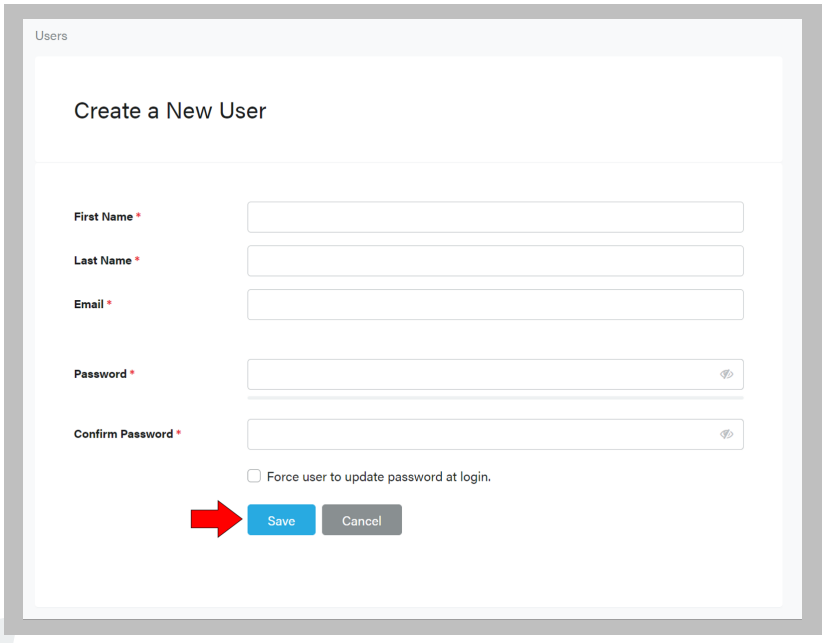
Administrator-created accounts

If you want to set up user accounts yourself, do the following:

1. Click the **Lead** menu to expand
2. Click **Users** from the sub-list. The Users list is displayed.
3. Click the **Add User** button.



4. The Add a User window is displayed. The fields with asterisks are the only required information. You can tab through additional pages to add additional information; for example if you want to assign a role to a user. Click the **Save** button when you finish entering information for the user.



For more information, click **Administrator-Added Accounts.**

Creating Your Courses

Before you dive into creating courses, we want to make sure you understand the structure of a DigitalChalk course, and how you make a course available to your students. You must also assign the Course Administrator role to at least one person in your company, as the Course Administrator creates course material and makes it available to your students.

Course Structure

In DigitalChalk, a course is made up of the following elements:

- Chalkboard
- Test
- File
- Assignment
- Web Archive
- SCORM package
- PowerPoint

You may currently call these elements lessons, modules, or units. You use elements to create your course content. You can add as many elements to a course as you need, and you use only those element types that you need for a particular course.

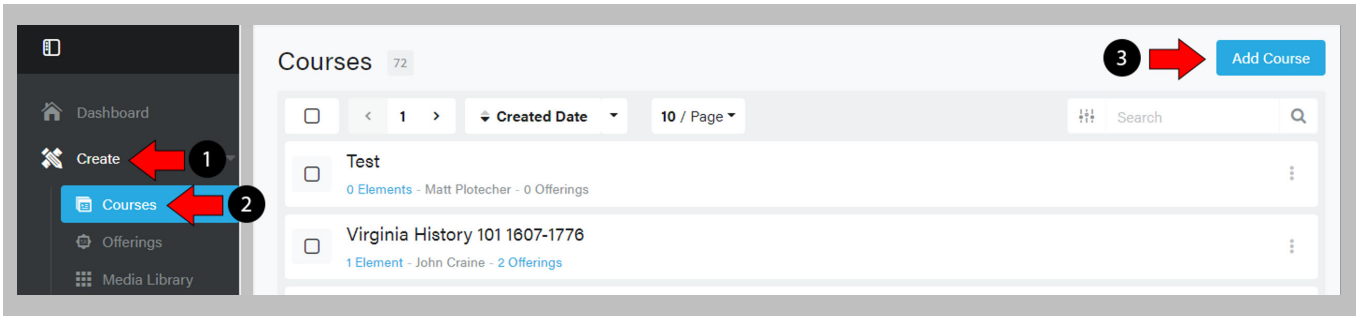
Course Availability

Once you complete a course, you offer the course to your students by creating one or more course offerings for that course. DigitalChalk makes a distinction between a course and a course offering so you can offer the same course to different groups of students at the same time. For example, if you want to offer the same course to different groups of users at different prices, separate course offerings make that possible.

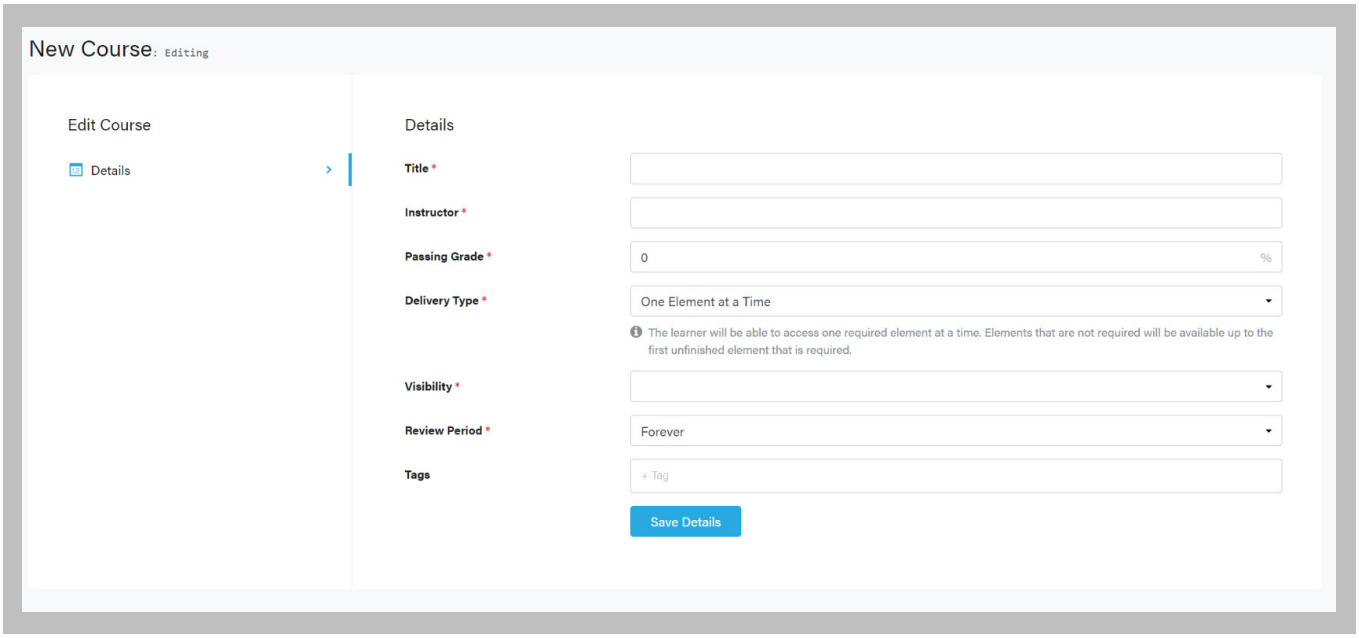
Create a New Course

Use Create a New Course to enter general information about the course. After you enter the general information, you can begin to create elements to add course modules.

1. In the left hand navigation panel, Click the **Create** button
2. Then click **Courses**. The Courses list is displayed.
3. Click **Add Course**.



4. The Create a New Course window is displayed. The fields with asterisks are the only required information.



5. Click the **Save Details** button when you finish entering information for the course.
6. The Courses list is displayed again with the course you created at the bottom of the list. You can edit this information or view other actions by clicking the 3 dots to the right of a course name.

Adding Course Content

DigitalChalk provides the following ways to add content to your courses:

- **Chalkboard** — Use the Add a Chalkboard element
- **Web Archive** — Use the Import a Web Archive element
- **SCORM files** — Use the Import a SCORM Package element

Adding course content using a chalkboard

Choose this option if you want your course material to include media (audio or video), media synchronized with slides, and checkpoints to monitor student progress.

Since the time duration of the chalkboard is determined by the time duration of the media you use, the first thing you MUST add to the chalkboard is the media file. Then you can add slides, chapters, and checkpoints, etc. to the chalkboard based on the play time of the media file. DigitalChalk provides the following chalkboard layouts:

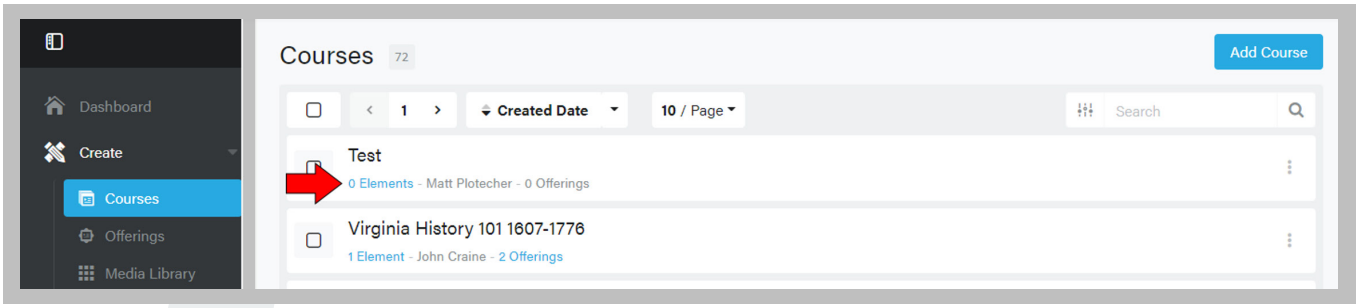
- Large video
- Audio only
- Video only
- Small video

Selecting a chalkboard layout

You can select a chalkboard layout for all your courses when you enter your company information, for a course when you create the course, or for a specific chalkboard element when you add the element. The instructions below show you how to select a chalkboard layout for a course.

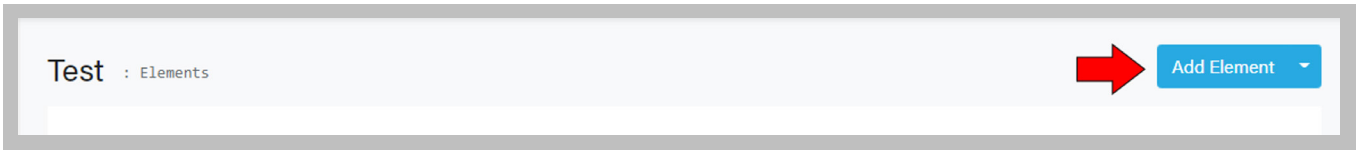
To select a chalkboard layout:

1. From the Courses list, find the name of the course you want to use, and then click **Elements** just underneath the course title.

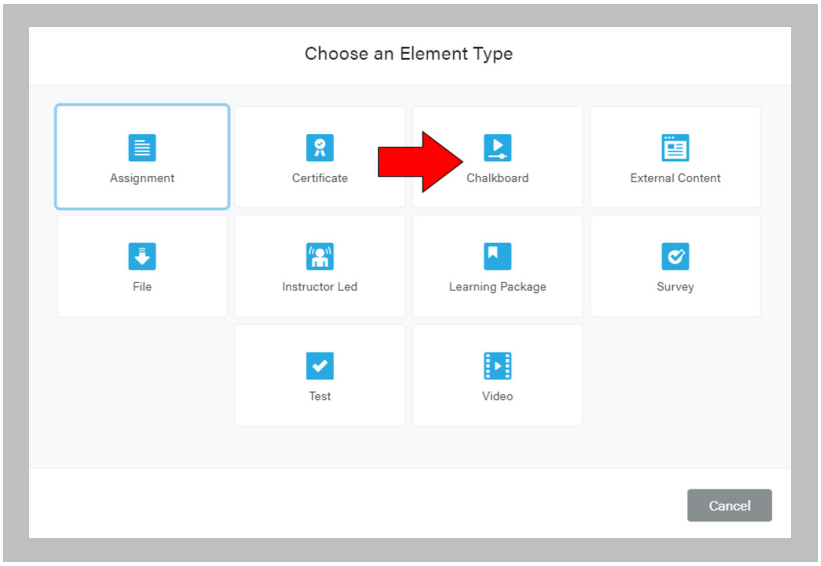


Creating Your Courses (continued)

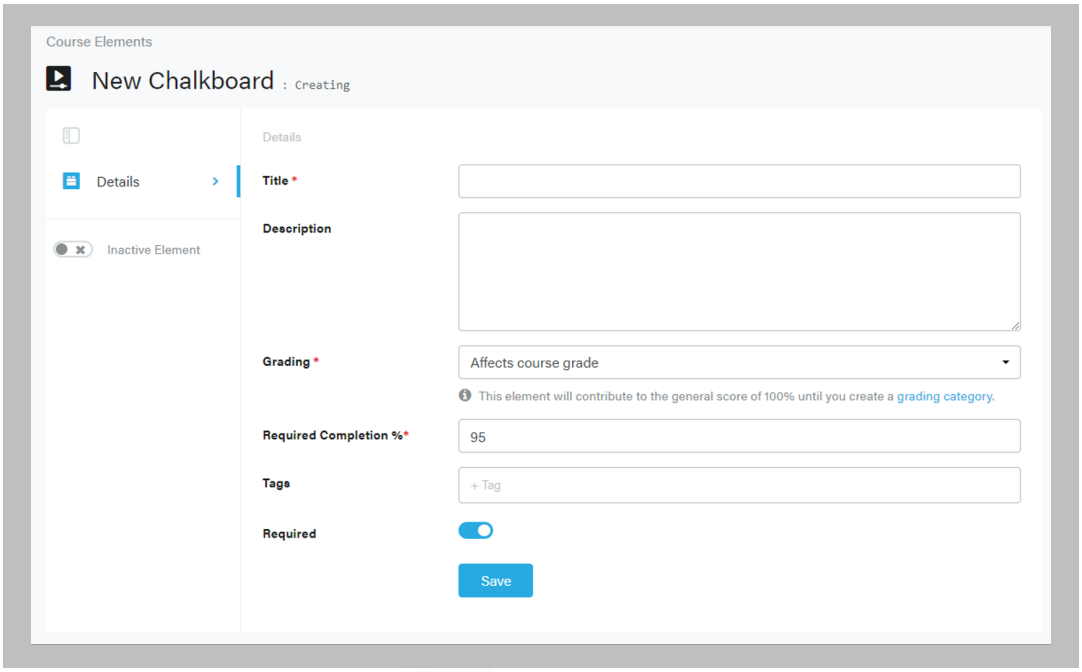
2. Click **Add Element**



3. Then click **Chalkboard.**

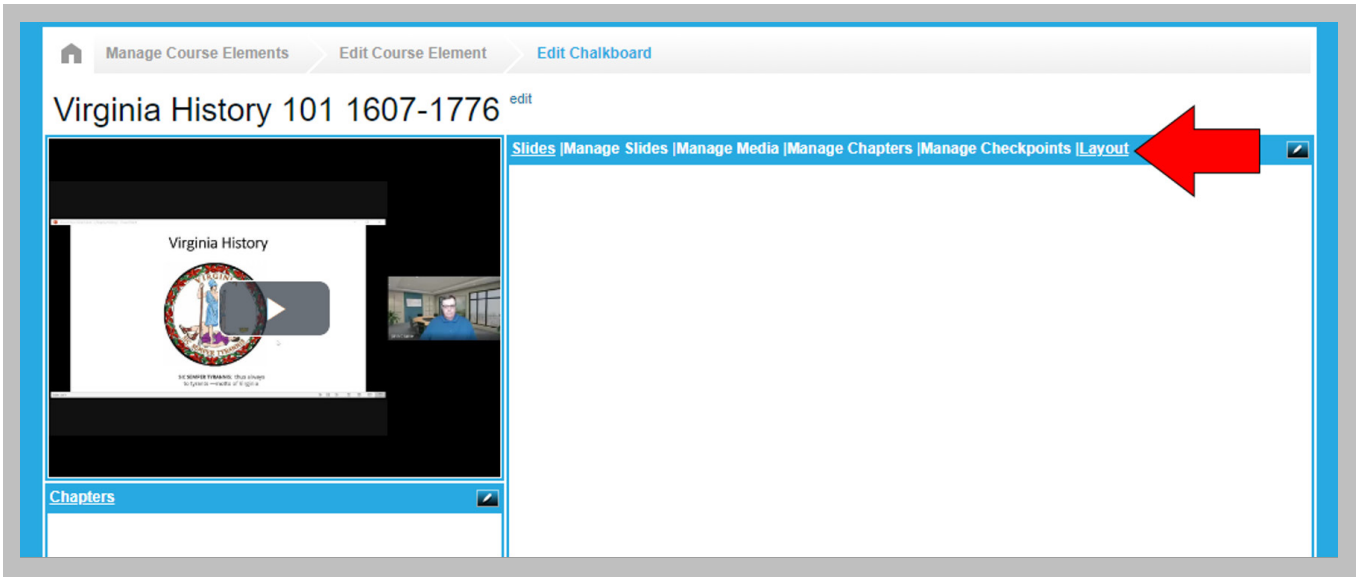


4. Fill out the required fields (marked with an asterisk) and click **Save**. This will create your new chalkboard and allow you to edit it.

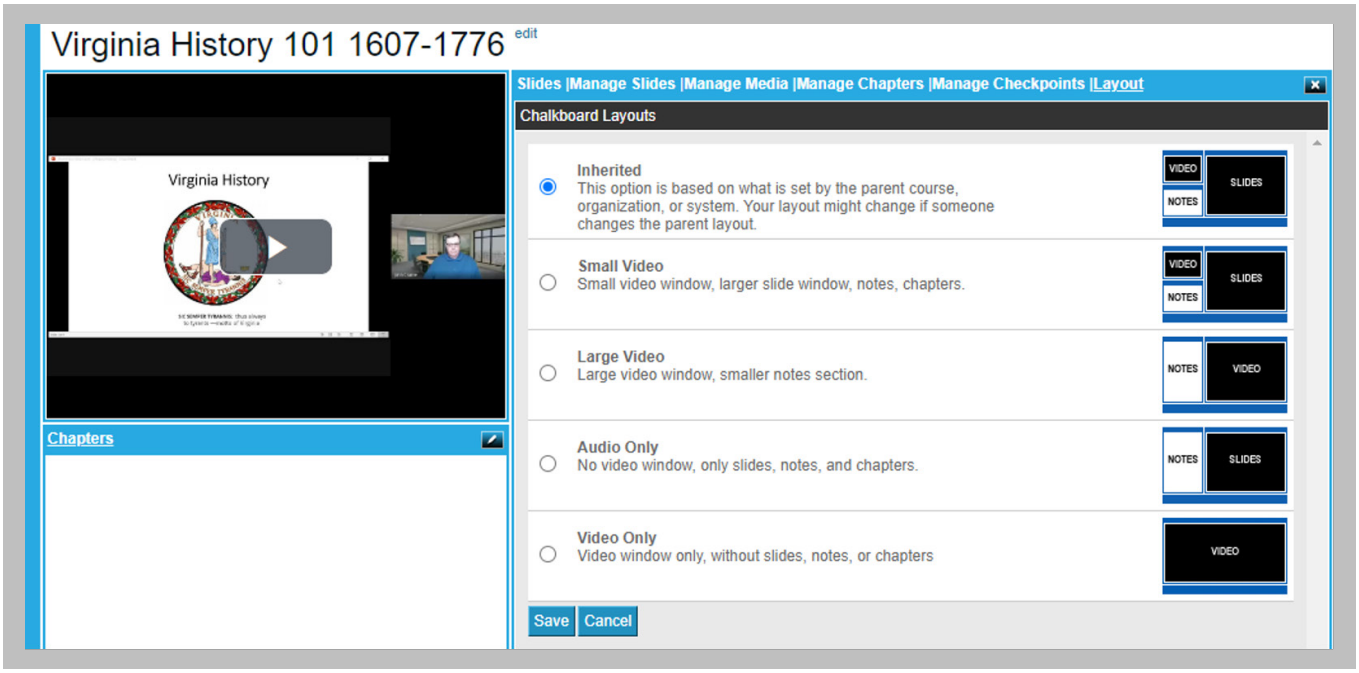


Creating Your Courses (continued)

5. Click **Layout** in the upper right portion of the page.



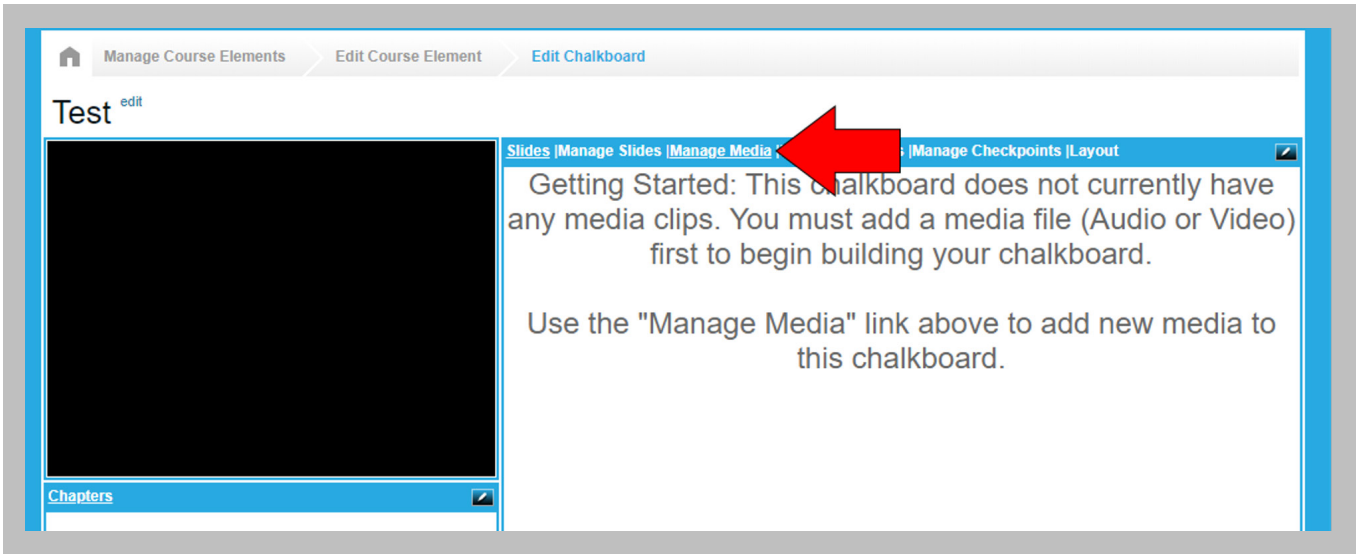
6. Click the chalkboard layout you want to use for the course, then click the **Save** button.



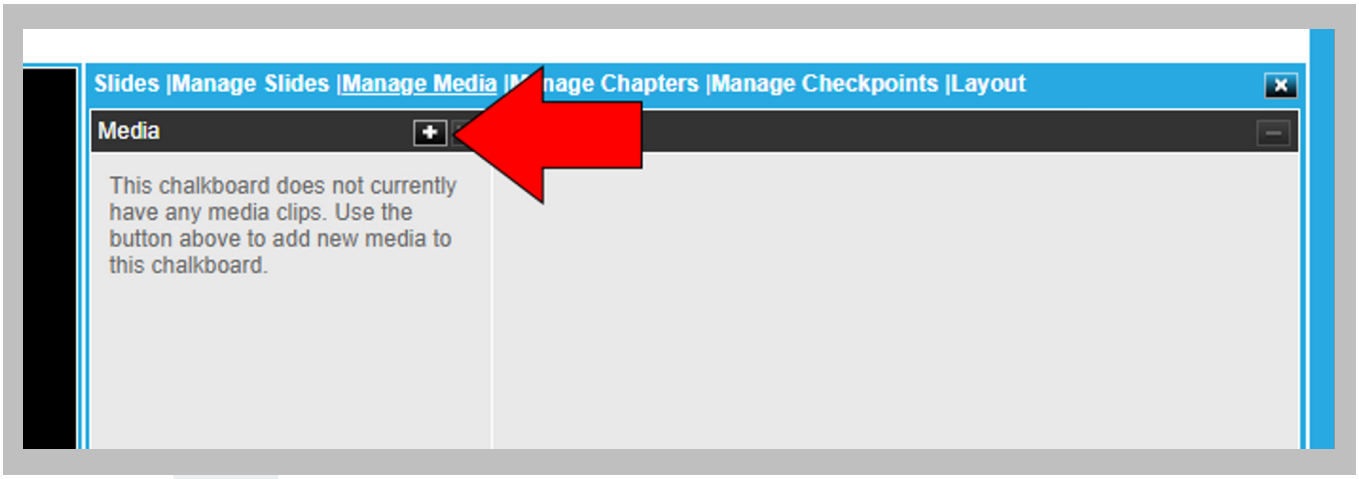
Creating Your Courses (continued)

To add a chalkboard:

1. As previously discussed in Selecting A Chalkboard Layout, from the Courses list, find the name of the course you want to use, and then click **Elements** just underneath the course title. Click **Add Element** and then **Chalkboard**.
2. Add a title, etc. for the element and click **Save**.
3. The chalkboard is displayed with a message that you must add a media file to the chalkboard to determine the play time of the chalkboard.
4. Click **Manage Media.**

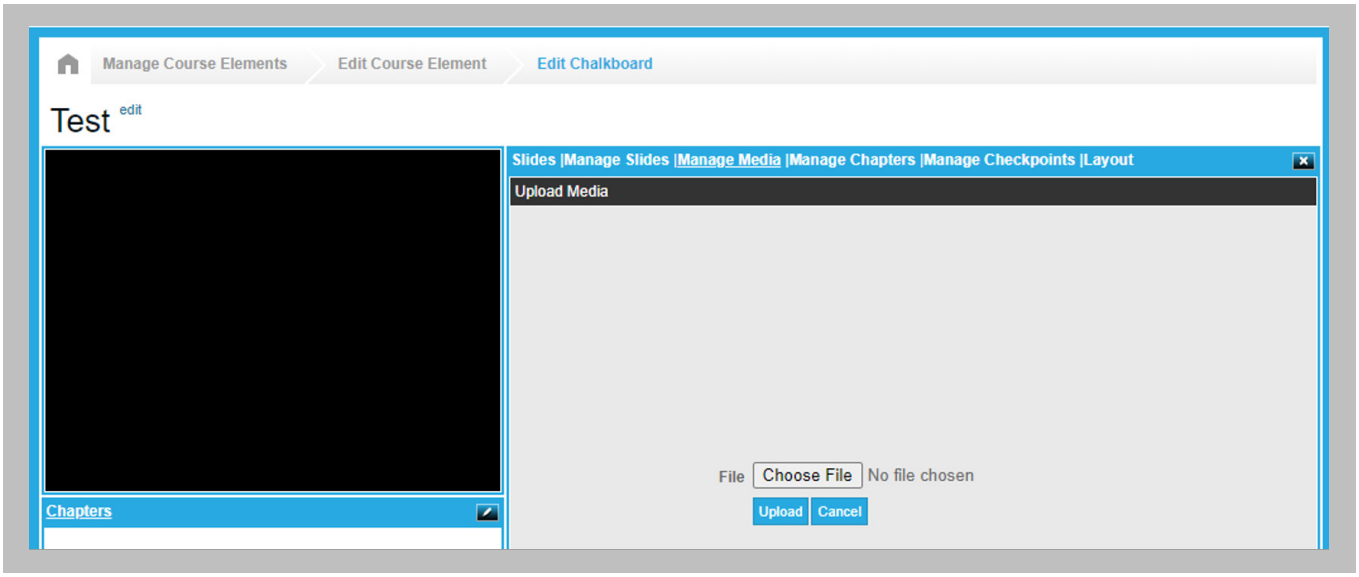


5. The Media view for the chalkboard is displayed. Click the button.



Creating Your Courses (continued)

6. The File field is displayed. Click **Choose File** within the File field. Your file selection window is displayed. Select the media file for this chalkboard and click the Upload button. You will see messages while the media file is uploading and when the upload (encoding) is complete. This can take several minutes depending on your media file.



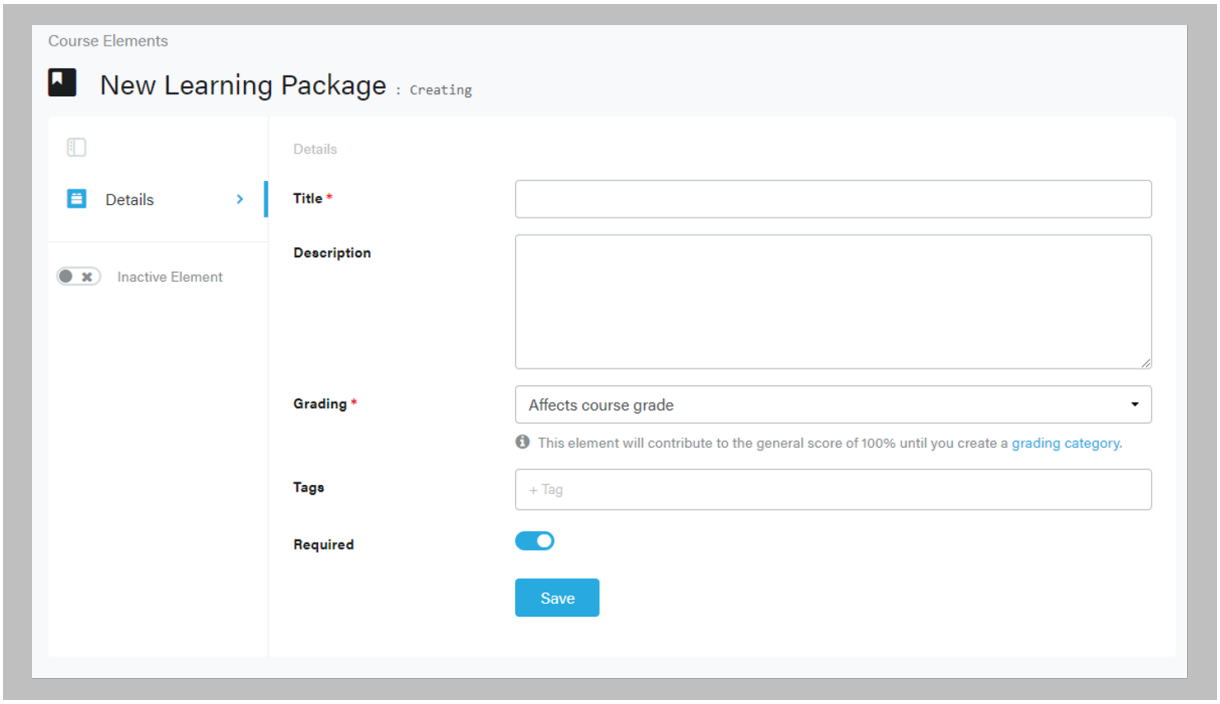
7. The media file you selected is displayed under Media Details on the chalkboard.
8. Click Choose to use the media file for this chalkboard. The media file is displayed on the Media line at the bottom of the chalkboard. Video files appear as a small picture, audio files as a speaker. The play time for the chalkboard is the same as the play time of the media file, so if you choose a 30-minute video for a chalkboard, the play time (timeline) of the chalkboard is 30 minutes.
9. When you've added the media file to the chalkboard, you can add slides, chapters, and checkpoints.

For more information, click **Add** a **Chalkboard.**

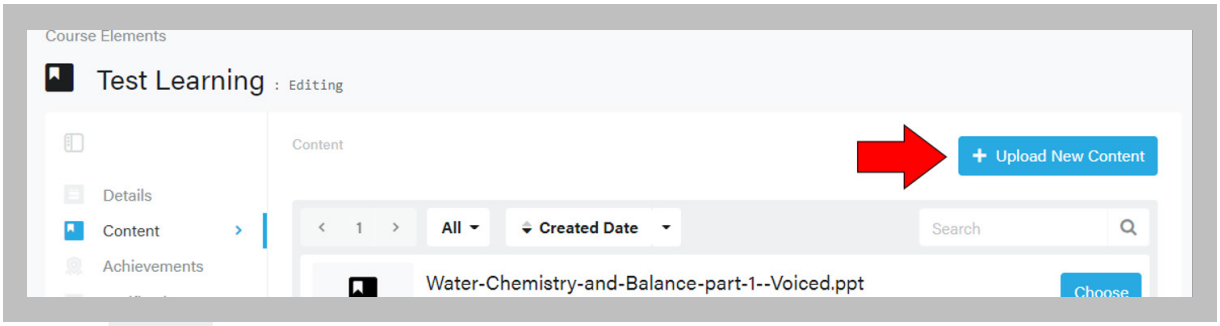
Adding course content using a web archive

Choose this option if you want your course material to include information from other websites. You can either upload a zip file or specify a URL to a website. To add a web archive to a course:

1. From the Courses list, click **Elements** under the name of the course you want to use. The Course Elements list is displayed
2. Click **Add Element**, then click **Learning Package**. The New Learning Package window is displayed.
3. Enter the title for the web archive element and click Save.



4. Click **Upload New Content**; your file selection window is displayed. Select the file you want to upload and click the Upload button.



5. The Course Elements list is displayed with the web archive element you added at the bottom of the list. DigitalChalk provides defaults for most of the information you need for this web archive.

Creating Your Courses (continued)

Adding course content using an External URL

1. From the Courses list, click **Elements** under the name of the course you want to use. The Course Elements list is displayed.
2. Click **Add Element**, then click **External Content**. The External Content window is displayed.
3. Enter a title for the element and click Save.
4. This will take you to the Content page; enter the URL to which you want to route. Then click Save.

For more information, click **Add a Web Archive.**

Adding course content using a SCORM file

Choose this option to get up and running quickly in DigitalChalk if your current course material is a SCORM course.

1. From the Courses list, click **Elements** under the name of the course you want to use. The Course Elements list is displayed.
2. Click **Add Element**, then click **Learning Package**. The New Learning Package window is displayed.
3. Enter the title for the SCORM element and click Save.
4. Click **Upload New Content**; your file selection window is displayed. Select the SCORM file you want to upload and click the Upload button.
5. The Course Elements list is displayed again with the SCORM element at the bottom of the list. DigitalChalk provides defaults for most of the items on the list, but you can click through the list to see if you need to make any changes.

For more information, click **Add a SCORM File.**

Adding course content using a PowerPoint file

Choose this option to get up and running quickly in DigitalChalk if your current course material consists of PowerPoint presentations.

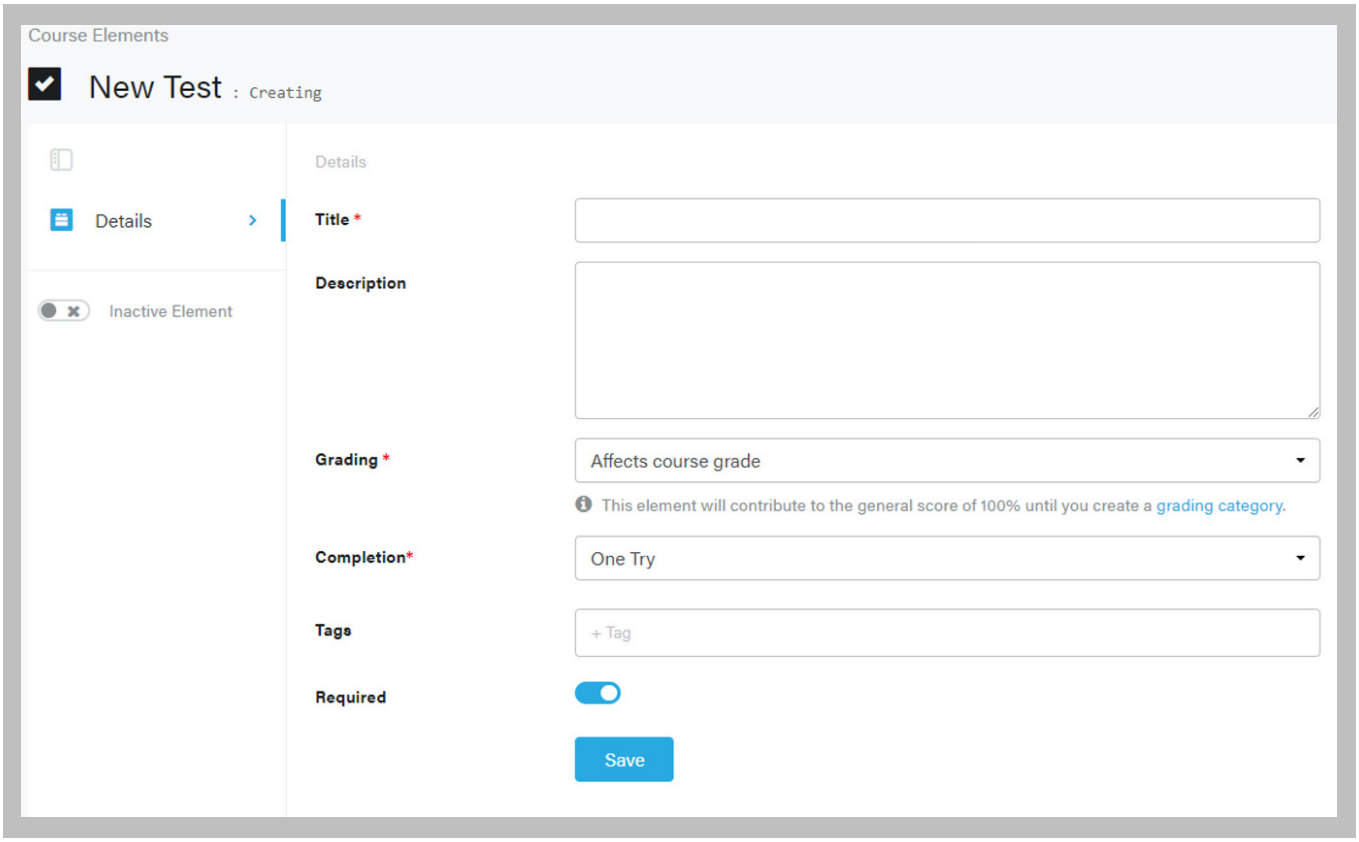
1. From the Courses list, click **Elements** under the name of the course you want to use. The Course Elements list is displayed.
2. Click **Add Element**, then click **Learning Package**. The New Learning Package window is displayed.
3. Enter the title for the PowerPoint element and click **Save**.
4. Click **Upload New Content**; your file selection window is displayed. Select the PowerPoint file you want to upload and click the Upload button.
5. The Course Elements list is displayed again with the PowerPoint element at the bottom of the list. DigitalChalk provides defaults for most of the items on the list, but you can click through the list to see if you need to make any changes.

For more information, click **Add a PowerPoint File.**

Add a test

Use the Test element to create a test with 13 different question types including both true/false and multiple-choice questions. To add a test to a course:

1. From the Courses list, click **Elements** under the name of the course you want to use. The Course Elements list is displayed.
2. Click **Add Element**, then click **Test**. The Add a Test window is displayed.
3. Enter the general information for the test. The fields with asterisks are the only required information.
4. Click the Save button when you finish entering information for the test.

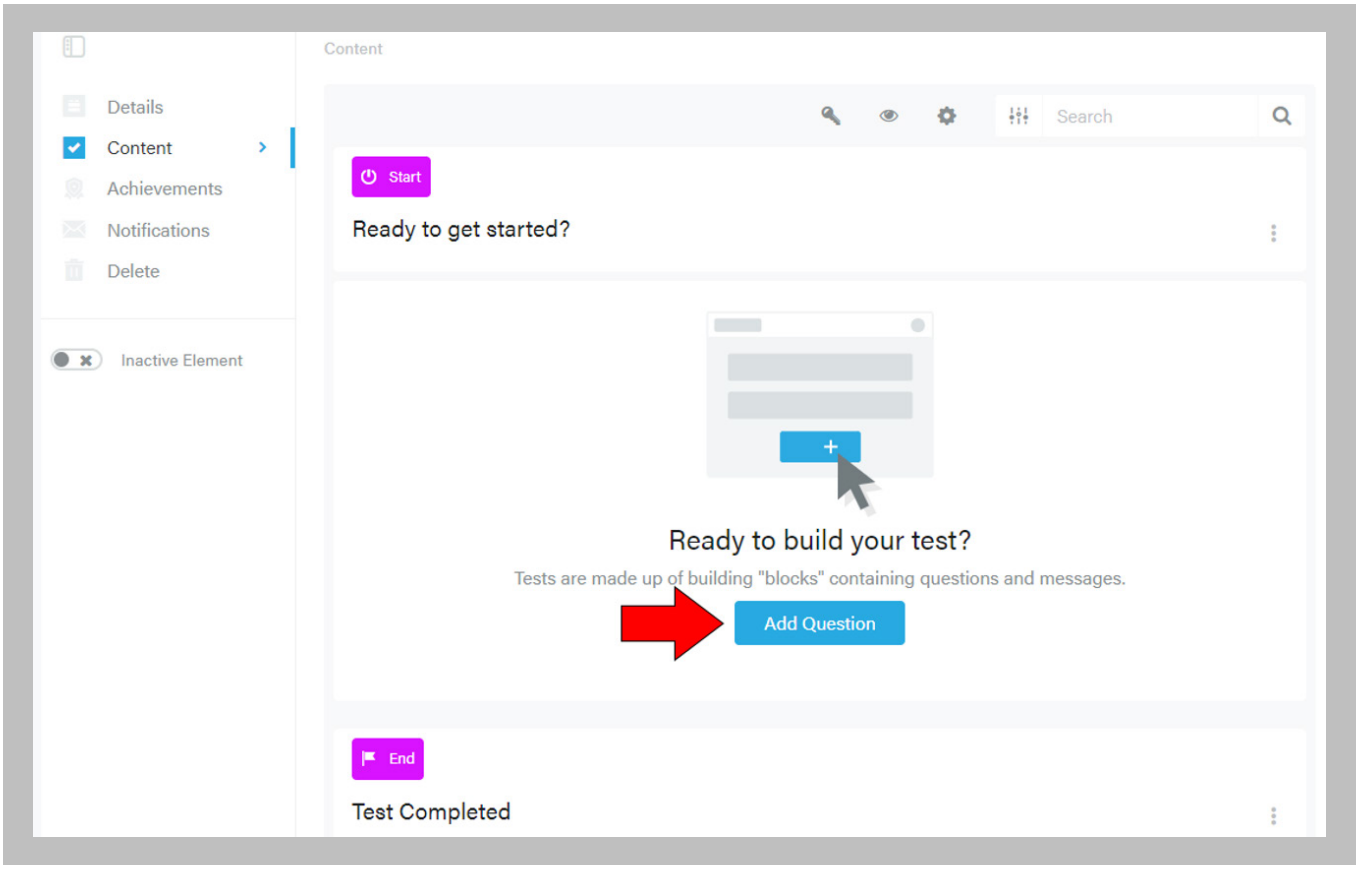


5. You can configure your test on the following screen. When you are happy with your choices, click on **Save**. Then from the Course Elements menu, click **Content**.

Adding questions to a test

To add questions to a test:

1. Click Add Question from the task list.



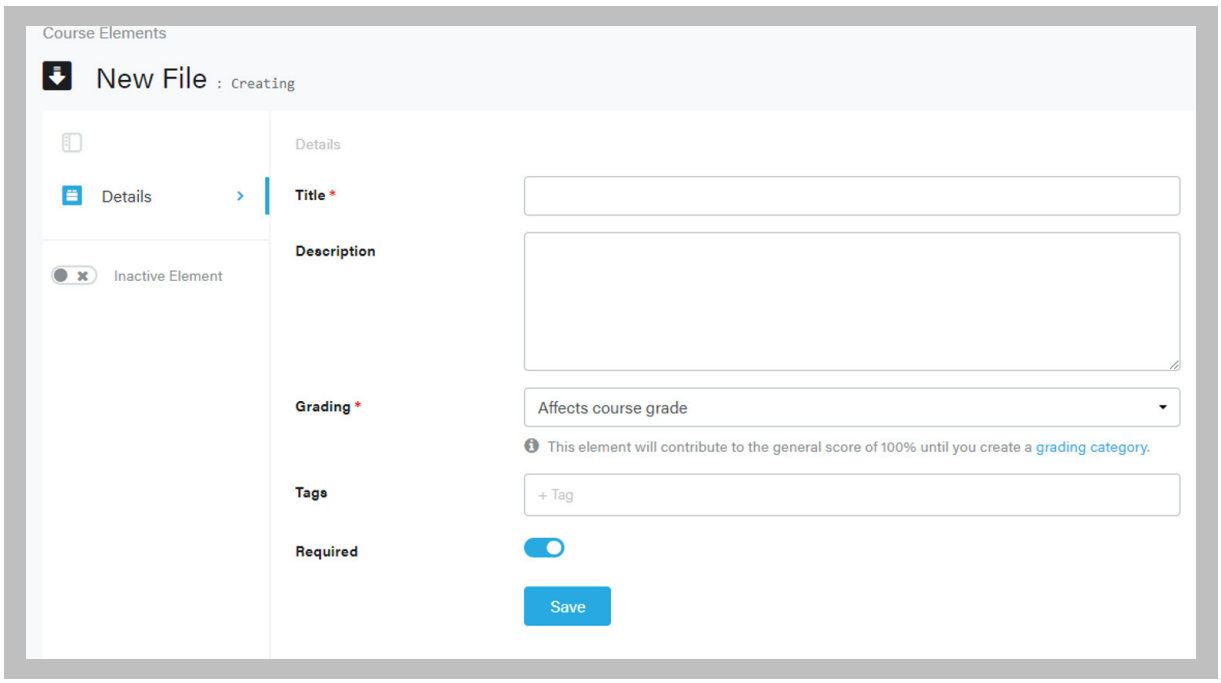
2. The Question Type menu is displayed. Select your desired question type. A window is displayed for that type of question. Enter the information for the question.
3. If you want to provide a response for correct and/or incorrect test answers, enter that info in the Feedback section of this page.
4. Click the Save button when you finish entering the information. The Questions list is displayed again with the question you added at the bottom of the list. DigitalChalk provides defaults for most of the items on the list, but you can click through the list to see if you need to make any changes. You can also edit any question by clicking the 3 dots to the right of each question.

For more information, click **Add a Test.**

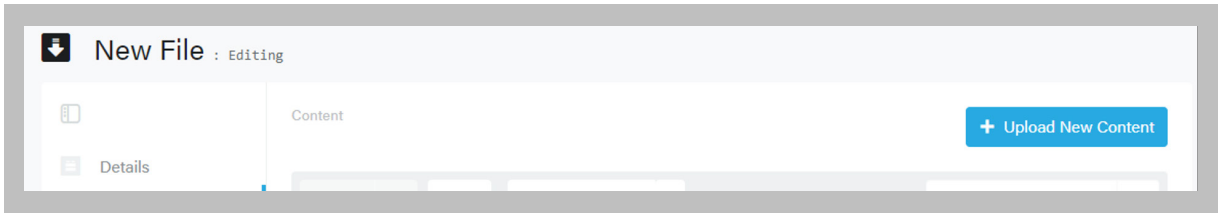
Import a file

Use Import a File to add course material that is not suitable for presenting on a slide; for example a course syllabus, a detailed diagram, or detailed written instructions. You upload this file from your computer, and then add it as an element to the course. To import a file:

1. From the Courses list, click **Elements** under the name of the course you want to use. The Course Elements list is displayed.
2. Click **Add Element**, then click **File.**
3. Type the title of the File element, then click **Save.**



4. Click **Upload New Content**. Your file selection window is displayed. Select the file you want to upload and click the Upload button.



5. The Course Elements list is displayed again with the File element at the bottom of the list. DigitalChalk provides defaults for most of the items on the list, but you can click through the list to see if you need to make any changes.

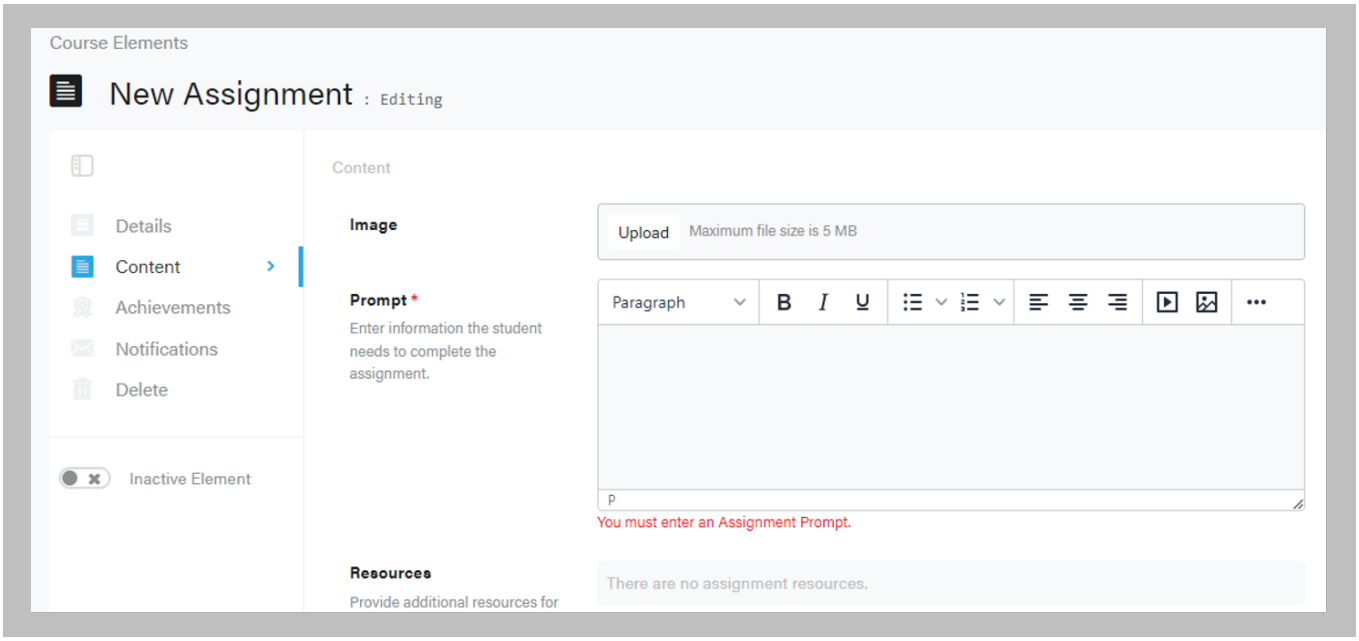
Replacing the file information

To update the information in the file element, click the name of the file from the Course Elements list, then click **Content**, then **Upload**. The Upload File window is displayed. Choose the file you want to use to update the file element, and click Upload.

Add an assignment

Use an Assignment if you want students to read and respond to essay questions or perform a task outside the LMS. You can specify whether you want a written response that is graded, or a completion response that indicates simply that the student has read the material. To add an assignment:

1. From the Courses list, click **Elements** under the name of the course you want to use. The Course Elements list is displayed.
2. Click **Add Element**, then click **Assignment**.
3. Enter the title of the assignment in the Title field.
4. This now brings up the Assignment details page. Click the **Save** button when you finish entering information for this assignment.



5. The Course Elements list is displayed again with the assignment at the bottom of the list. DigitalChalk provides defaults for most of the items on the list, but you can click through the list to see if you need to make any changes.

Auto-grade

If you select auto-grade, students are automatically given a 100% grade when they submit the assignment and they can immediately continue with the course. If you don't select auto-grade, a Course Administrator must manually check each submitted assignment and enter a grade, so students may have to wait to continue with the course.

Offline Assignment

If you wish the assignment to be done offline, simply leave the toggles for both "Allow a written response" and "Allow file upload" in their default state.

For more information, click **Add an Assignment.**

Add a certificate of completion

Add a certificate to a course if you want students to be able to download and print a customized certificate when they complete that course. DigitalChalk provides a default certificate, or you can create your own. To add a certificate of completion:

1. From the Courses list, click Elements under the name of the course you want to use. The Course Elements list is displayed.
2. Click Add Element, then click Certificate. Then click Content.
3. DigitalChalk provides a default certificate template and defaults for most of the information for the certificate. The fields with asterisks are the only required fields. Leave the default information or enter new information and click the Save button when you finish.
4. The certificate you added is displayed at the bottom of the Course Elements list.

For more information, click **Add a Certificate of Completion.**

Creating Your Courses (continued)

Reordering Course Elements

Elements appear in a course in the order that you add them, but you can easily change that order by clicking on the to the left of the element name, then dragging and dropping it where you want it in the Course Elements list.

Preview a Course Element or a Course

Use preview to see an element or a course just as a student would see it. You can preview an element or course at any time. To preview an element or course:

1. From the Course Elements list, find the name of the element you want to preview, or from the Course list, find the name of the course you want to preview.
2. Then click the 3 dots to the right and select **Preview** from the list. The element or course is displayed just as a student would see it. Click Stop Preview to return to the Course list.

Activate a Course Element or Publish a Course

You must activate an element to make it available to students as a part of a course offering. You can activate each element separately from the Course Elements list, or you can activate all the elements in a course from the Course list. To activate an element:

1. From the Course Elements list, find the name of the element you want to activate and click the adjacent 3 dots, or from the Course list, find the name of the course you want to publish and click the 3 dots.
2. Click **Activate** or **Publish** from the task list that is displayed.
3. You can always deactivate an element from the same menu.

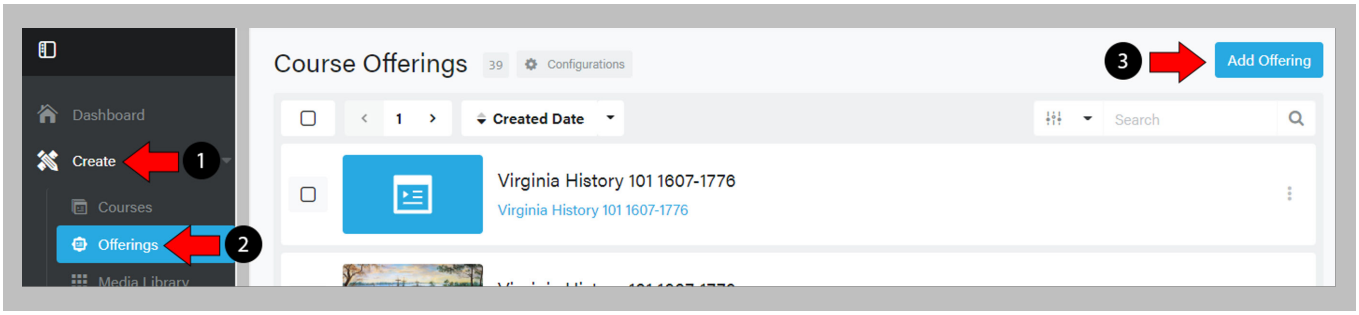
Creating a Course Offering and Registering Students

When you have your course ready, you create a course offering to make it available to your students. You also need to decide how you want to register your students.

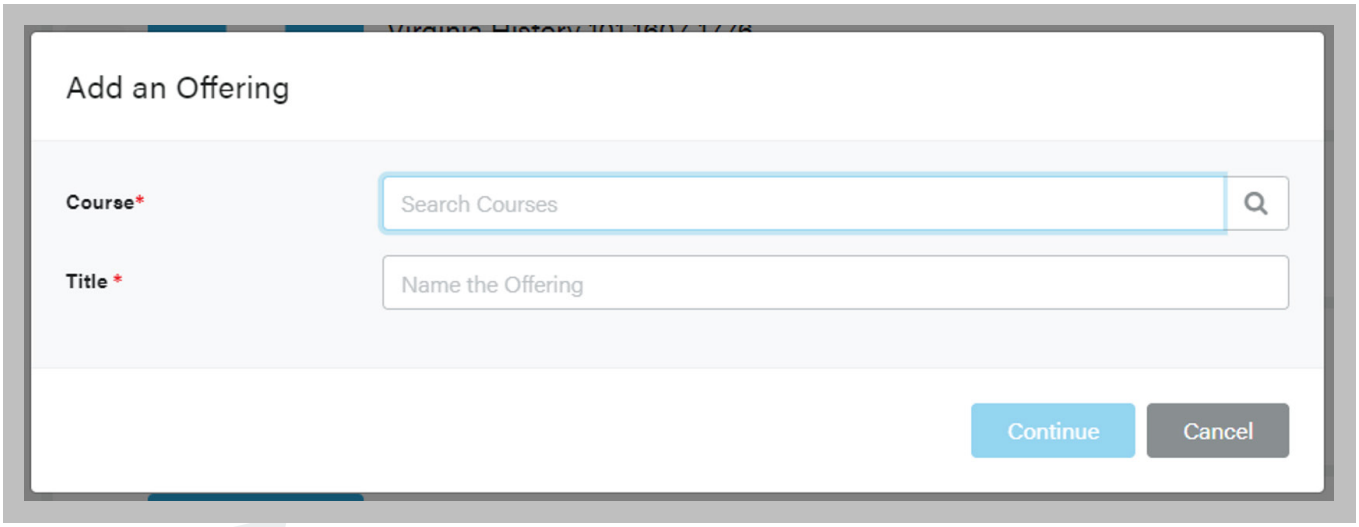
Creating a Course Offering

You must create at least one course offering for each course you want to make available to students, but you can also create multiple offerings of the same course to offer to different groups of users. To create a course offering:

1. From the left menu, click **Create.**
2. Click **Offerings.**
3. Click **Add Offering** and fill out the information presented.



4. Select the course and give the offering a title. Then click Continue.



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Creating a Course Offering and Registering Students (continued)

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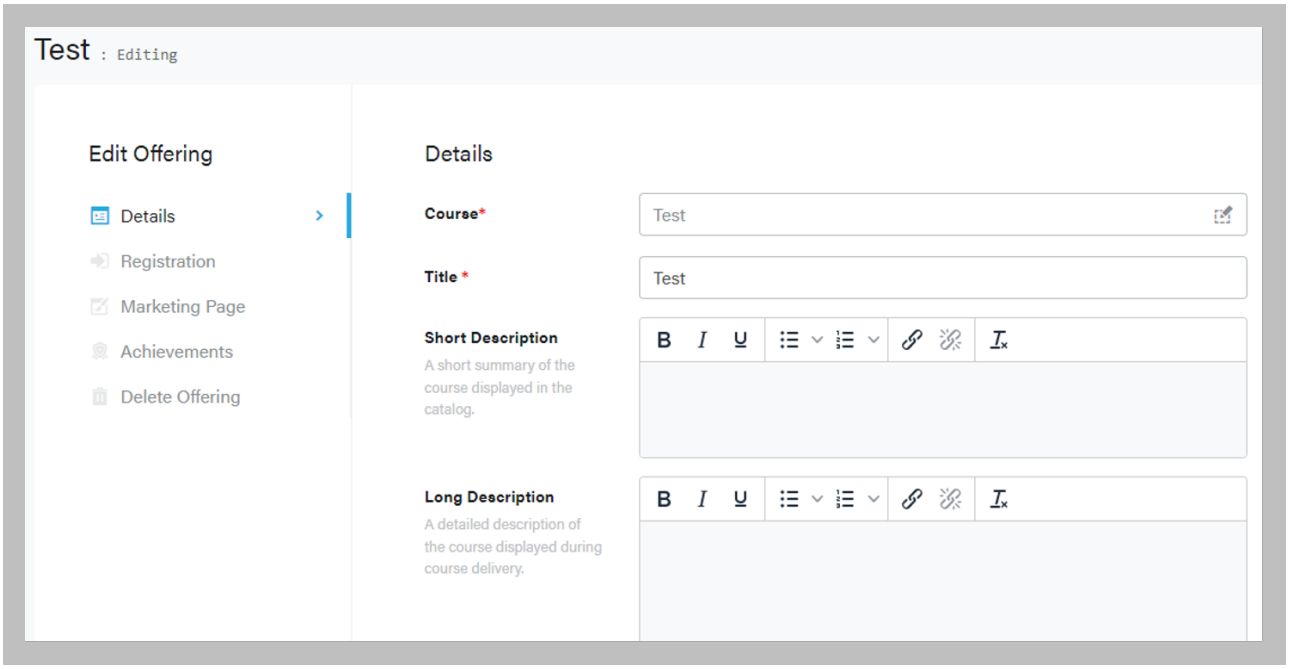

6. Click the **Save** button when you finish making changes.
7. The Offerings list is displayed with the offering you created at the bottom of the list.
8. To see a list of task buttons for an offering, click the 3 dots next to the offering name.

Course offering categories

If you want to display course offerings in logical groups on your dashboard and your catalog, you can create a category for each group.

For more information, click **Course Offering Categories.**

Course offering catalog

Each course offering is displayed in the course catalog in the default order specified by DigitalChalk. You can change the order that the course offerings appear in the catalog and also whether to display all the available course offerings by adding a catalog rule.

For more information, click **Course Offering Catalog.**

Creating a Course Offering and Registering Students (continued)

Registering Students

Students can be registered for your courses in the following ways:

- Students create their account in DigitalChalk and register and pay for courses using their credit card.
- Students register themselves for courses, but course fees are paid from your organization account balance. This is a good option if you provide internal training to your employees. Funds must be available in the organization account balance.
- The course instructor registers students for specific course offerings and course fees are paid from your organization account balance. The student must already have a user account and funds must be available in the organization account balance.
- Use **Advanced Registration** to create a rule to register multiple students at one time.
- Use DigitalChalk web services to register students electronically. This is a good option if students purchase courses on your web site.

For more information, click **Register Students.**

Login Rules

If you want to automatically register students for specific courses when they log in to your organization, you can add a login rule.

For more information, click **Login Rules.**

Working With the Gradebook

DigitalChalk provides the following ways to look at the gradebook:

- **Student** — Shows all the course offerings for a specific student.
- **Instructor** — Shows the course offerings assigned to a course instructor.

You can look at, and make changes to, specific student information in the gradebook.

Student Gradebook

To look at the gradebook for a specific student:

- Click the **Lead** tab, then click **Users** from the sub-list. The User list is displayed.
- Locate the name of the student, and click the 3 dots, and click Gradebook from the list of options. The student gradebook is displayed.

Instructor Gradebook

To look at the gradebook for a specific student:

- Click the **Lead** tab, then **Gradebook**. The Offerings list is displayed.
- Locate and click the name of the course offering. The offering gradebook is displayed.
- Locate and click the name of the student. The student gradebook for the course offering is displayed.

For more information, click **Gradebook.**

Additional Topics

Hopefully now you're comfortable with, and using, the basic DigitalChalk features. In addition to the basics, DigitalChalk also provides the following advanced features if your company requires them:

- **Single Sign On** — DigitalChalk has many ways to tie your company website to your DigitalChalk site so that students only have to login once for both sites.
- **Web Services** — DigitalChalk has an extensive Application Programming Interface (API) that lets you access your course and student information from your website. This feature requires a programmer to help you with this.
- **Webhooks** — DigitalChalk can deliver information to your website.
- **Auto Reporting** — DigitalChalk can schedule and deliver context sensitive reports based on your needs.
- **Custom Notifications** — DigitalChalk provides custom notifications that allow you to better communicate with students or receive alerts when students complete certain activities.
- **Discounts** — If you are selling your courses online, DigitalChalk provides options that help you create coupons and discounts for your prospective students.
- **Custom Catalog** — DigitalChalk allows you to customize your course offering list for your students.
- **Auto Registrations** — DigitalChalk allows you to automatically register students for specific courses.
- **Integrated eCommerce** — DigitalChalk allows you to sell your courses with your shopping cart from your website with no shopping cart set up required.
- **Private branding** — DigitalChalk lets you "private brand" your learning site.

To learn more on any of these advanced topics, see **developer.digitalchalk.com.**

Conclusion

We hope this guide has helped you become productive quickly with DigitalChalk. If you need more help, the following resources are available:

- Support is available Monday –Friday from 8:30AM to 5:30PM Eastern Time. For prompt response to your questions or issues email: **support@digitalchalk.com**. You may also call our toll-free support line at 877-321-2451 option 2 from the USA or 1-828-398-4249 option 2 from outside the USA.

- The DigitalChalk Knowledge Base is available at any time by clicking the Help tab.

info@digitalchalk.com | www.sciolytix.com | 877-321-2451