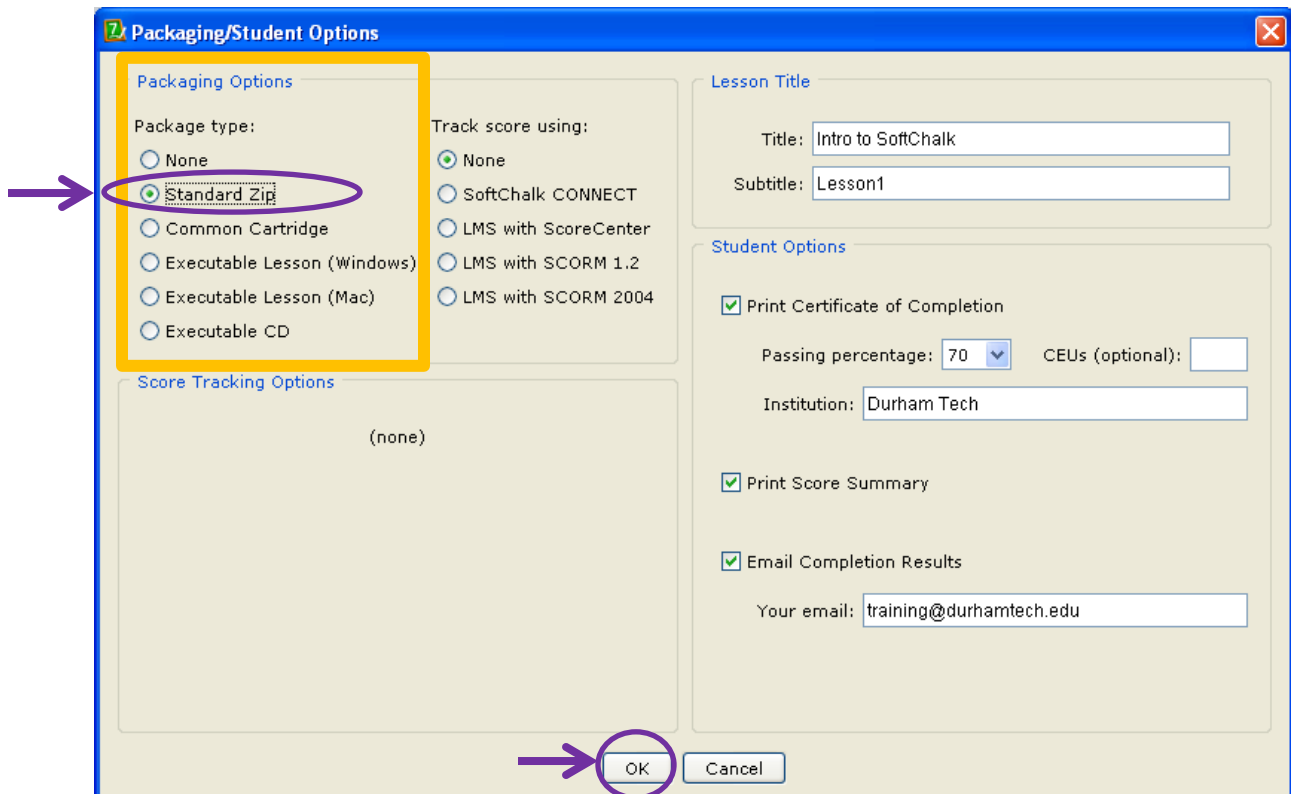


Publishing a SoftChalk Lesson in Sakai

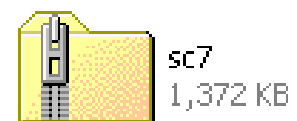
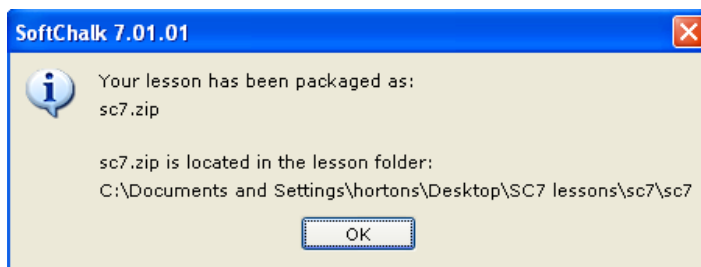
Step 1: Package the Lesson

1. Open SoftChalk. After creating a new SoftChalk lesson or editing an existing SoftChalk lesson, save the file.
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. Notice that your file is packaged with your Lesson and the file has a .zip extension. ***This 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.

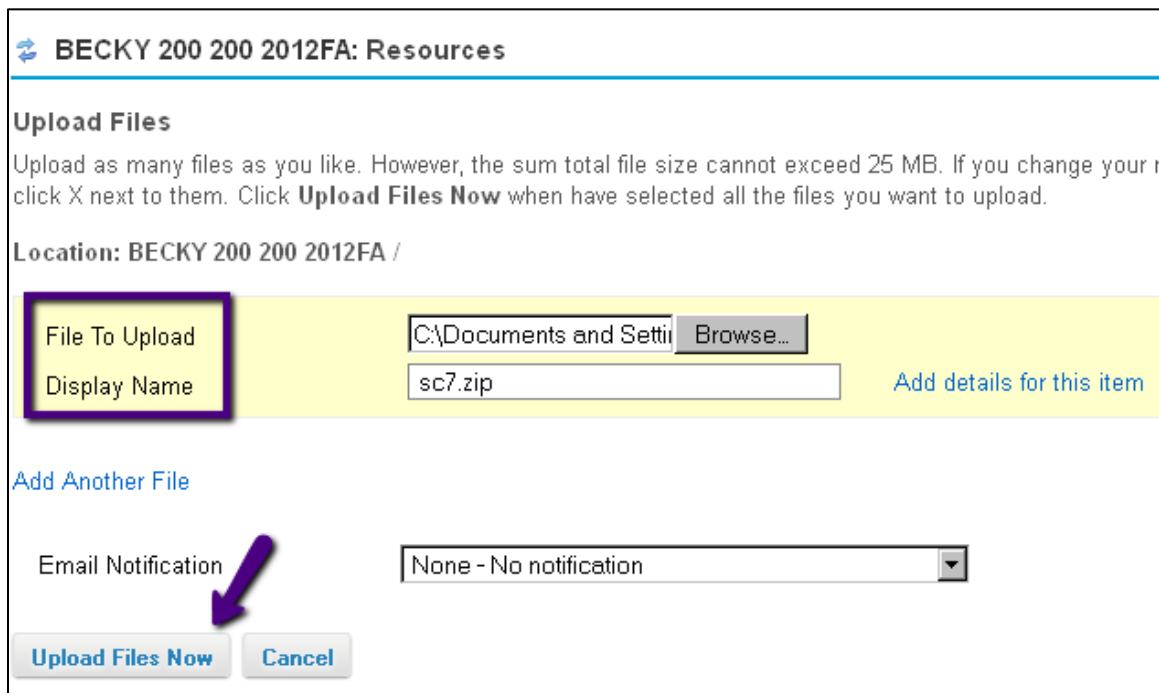


Step 2: Upload and Expand the Zip file in Sakai

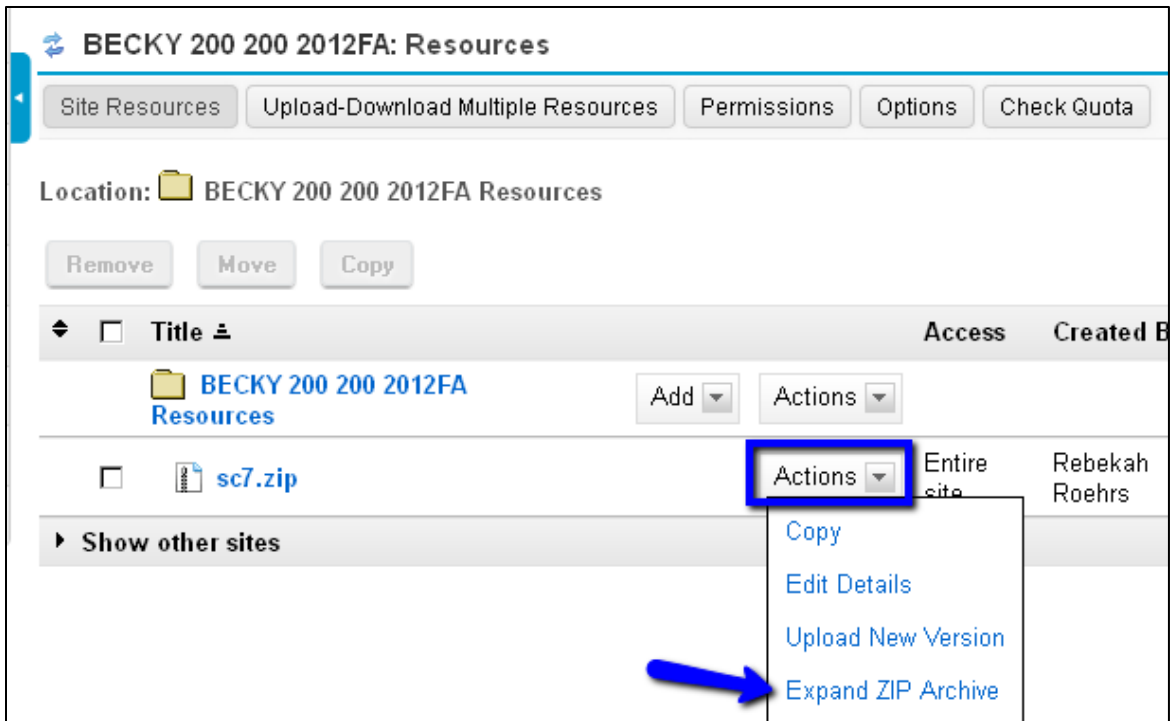
1. Login to **Sakai**. Go to any **Sakai site** that you are teaching as an instructor.
2. On the menu on the left, click on **Resources**. Every site has a Resources area.
3. To the right of your site resources folder, click on **Add**, then click **Upload Files**



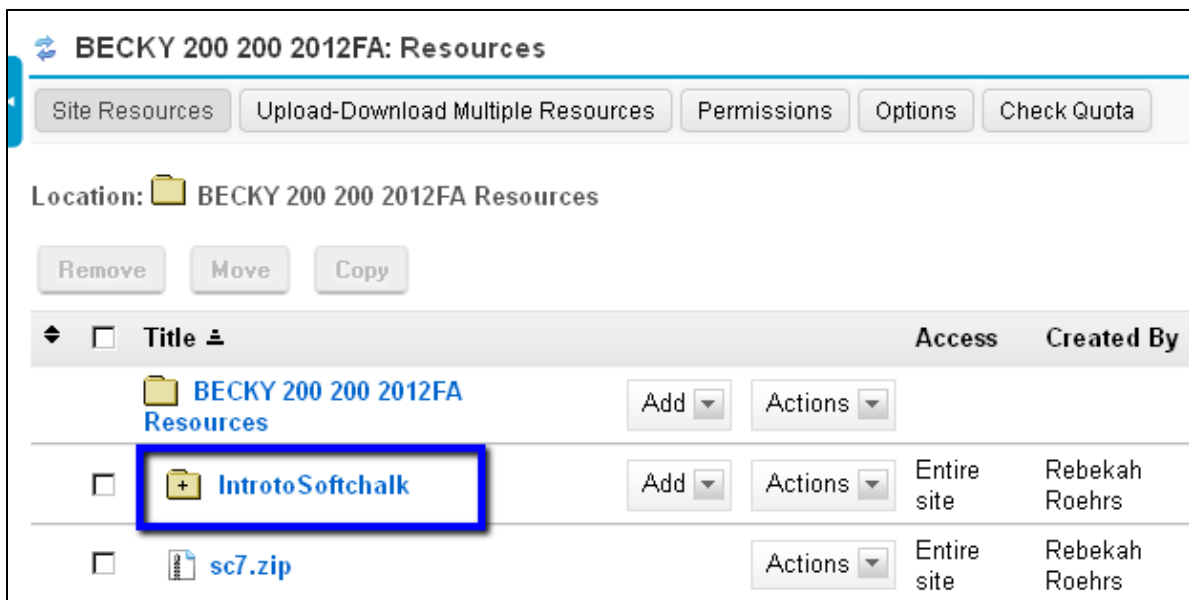
4. Click **Browse** to find the packaged zip file that you created in Step 1.
5. Add a Name and click on the **Upload Files Now** button.



- 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**

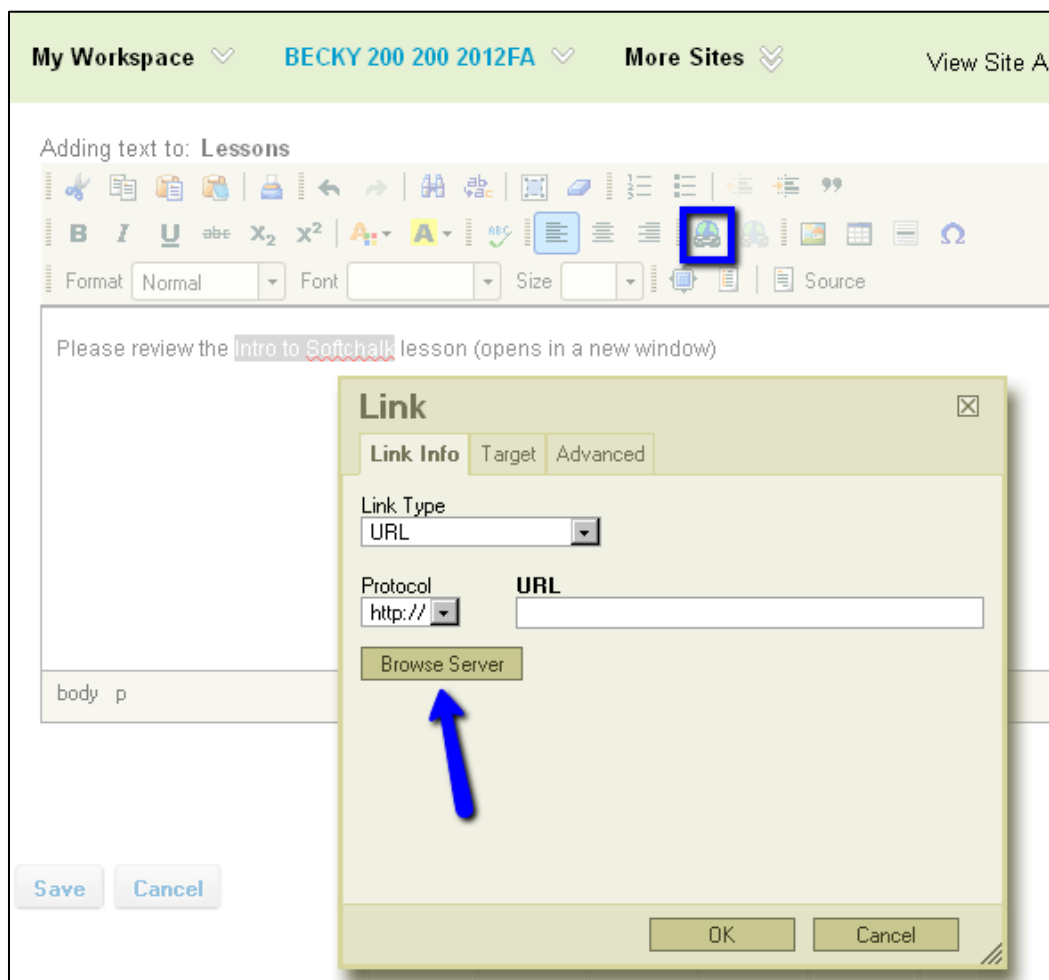


- Wait a few moments. You'll see a new folder has been added to your Resources area, which contains all of your SoftChalk files. You're ready to link to your Softchalk lesson's index.html file.

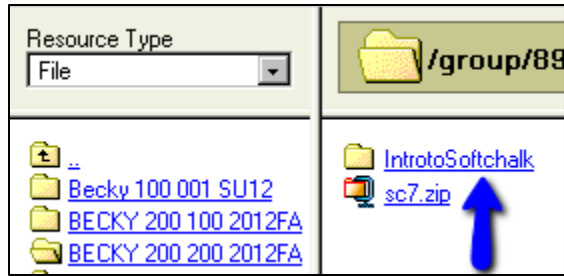


Step 3: Add a link to your SoftChalk lesson in Sakai

1. You can add a link to your SoftChalk file using the default Sakai 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 (see below)
6. In the Link dialog box, click on the **Browser Server** icon



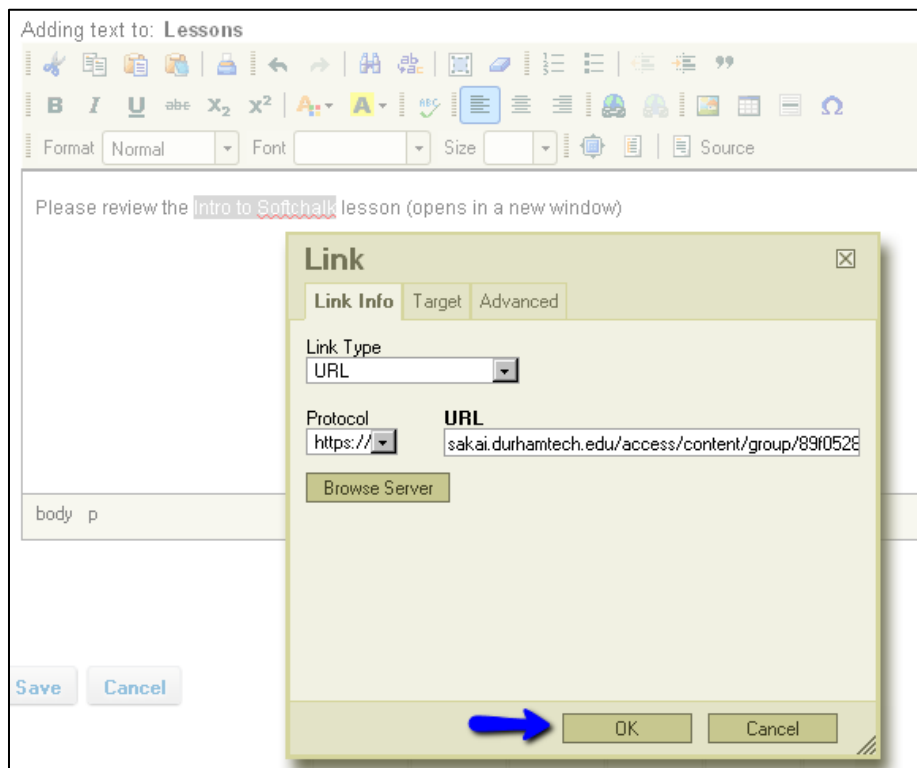
7. Click on your SoftChalk **folder** in your Resources area



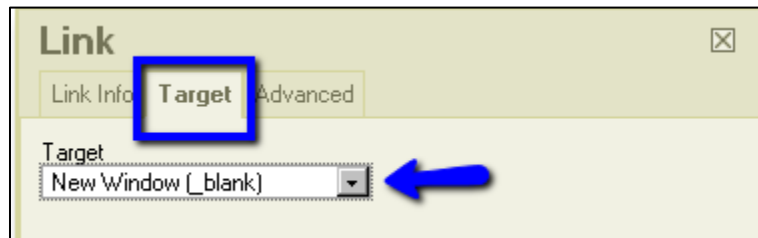
8. The files are in alphabetical order, scroll down and click on the **index.html** file



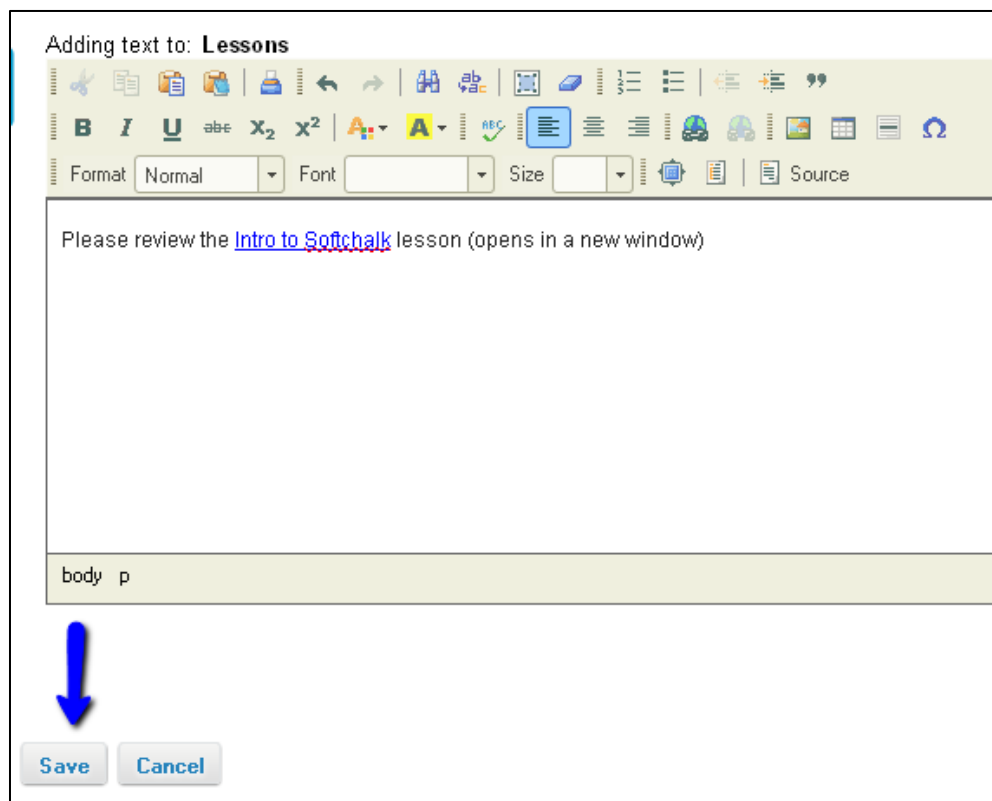
9. If you want your SoftChalk lesson to open in the same window as your text, click on OK



10. To 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**



11. You'll see your highlighted text is underlined and blue. Click on **Save**.



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

