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Using Softchalk For Training

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Using SoftChalk™ for Training

Kathleen Spring
Director of Resource Sharing
Linfield College

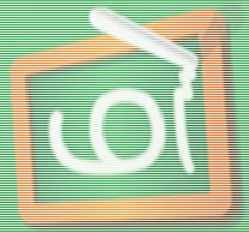
Presented at OnlineNW
February 11, 2011



SoftChalk™
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What is SoftChalk™?

- E-learning authoring tool
- Lets you create interactive web content using a WYSIWYG interface (no programming or HTML knowledge required)
- Can share content via traditional web pages, course management systems, CD-ROM, and various learning object repositories



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Why SoftChalk™ instead of . . .

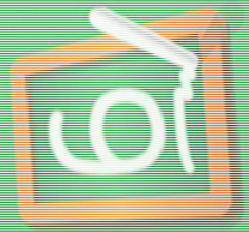
- eXe
- Xical
- Xerte
- Hot Potatoes
- LAMS
- The Latest-and-Greatest e-Learning Authoring Tool



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Using Softchalk™ for ILL Training

- Rationale: we wanted to move our out-of-date operations manual online and create a combination training/reference resource
- Allows for easy chunking of content that can be reused in training materials for other library departments
- Provides interactivity to help student workers retain more of the initial training info



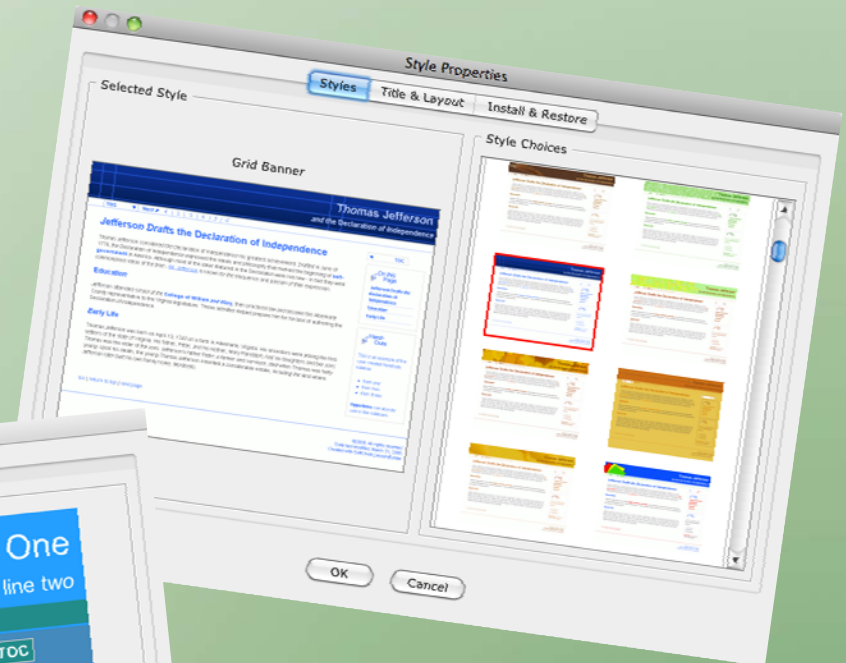
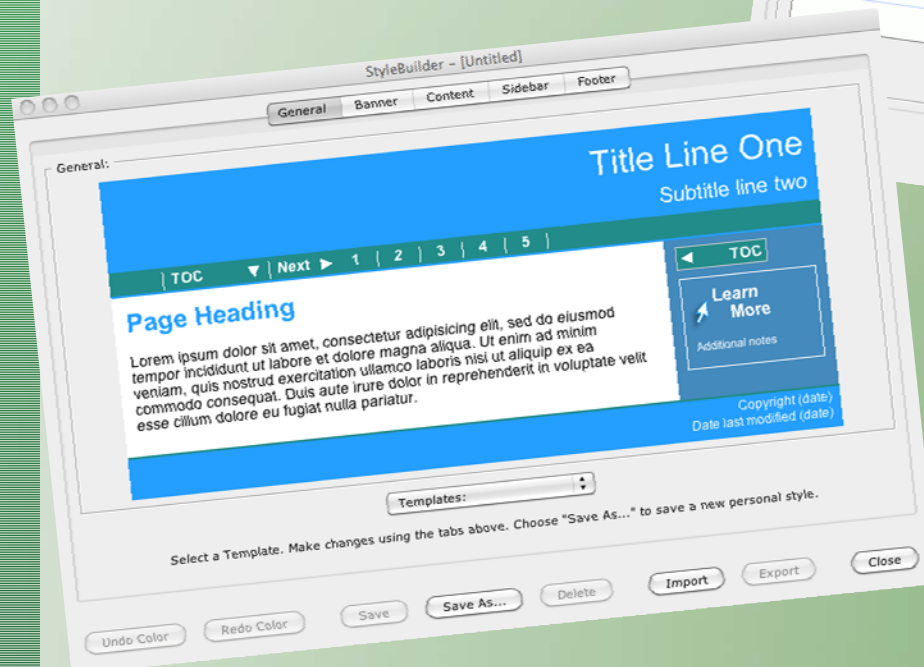
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Softchalk™ Features

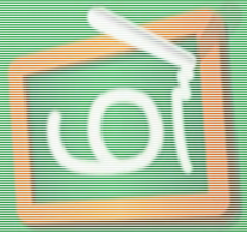
- Interactive self-check questions, activities, & games
- Text annotation
- Ability to embed media files (images, audio, & video) & widgets
- Complies with accessibility standards
- Ability to add metadata to lessons
- Various scoring options

Style Options

Use an existing template . . .

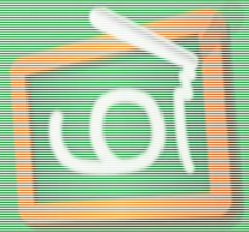


. . . or build your own



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Navigation Options



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How to Create an On-the-Fly Record

Page 1 of 11

Contents	▶	Page 1	▶	How to Create an On-the-Fly Record
		Page 2	▶	
		Page 3	▶	
		Page 4	▶	
		Page 5	▶	
		Page 6	▶	
		Page 7	▶	
		Page 8	▶	
		Page 9	▶	
		Page 10	▶	On-the-Fly Warning Message
		Page 11	▶	

next page

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Style Properties

StylesTitle & LayoutInstall & Restore

Lesson Title

Recommended maximum 30 letters per line

Title: How to Create an On-the-Fly Record

Subtitle:

Footer

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License:

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Use Default Text

Sidebar Layout

☐ Right sidebar

☒ Left sidebar

Table of Contents

☐ Table of Contents page

☒ Rollover menu in a sidebar

☐ Dropdown menu at top of page

Navigation

☐ Arrows

☐ Page numbers

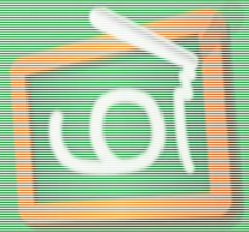
☒ "On This Page" sidebar

Print

☐ Print all pages

OKCancel

Creating Content



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SoftChalk - [RequestingInStaffModeViaNRE]

Arial 14 Plain Text

Step 1

Go to <http://summit.vdxhost.com/vdx/>. Log in to NRE.
Login: llnfvd
Password: llnfvd
Authentication Service: Summit

----- page break -----

Step 2

Click on Search.

NRE [Standard](#) [Advanced](#) [Results](#) [Bulk Action](#) [Batch Update](#) [Saved Searches](#) [Work Queue](#) [Work Queue Edit](#)

Search (circled with a red arrow)
Requests
Work Queue
User
Locations
Reports
Report a Problem
Logout
Help
Summit

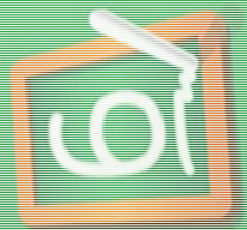
User ID
OLC01

Work Queue

Borrower		Lender	
Category	Count	Category	Count
Idle / Check Manual	0	New Requests	0
Pending	9	New Requests Expiring Today	0
Pending > 4 days	1	Will Supply	8
Pending > 2 weeks	0		
Terminated	0	Conditional	0

Page 1 of 10 Grid Banner, English

Simplicity/familiarity of a standard word processing interface is an advantage



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HTML Source Code

```
1 <body>
2 <h1>Step 1</h1>
3 <p>Go to <a href="http://summit.vdxhost.com/vdx/">http://summit.vdxhost.com/vdx/</a>. Log in to NRE.</p>
4 <p>Login: linfdx</p>
5 <p>Password: linfdx</p>
6 <p>Authentication Service: Summit</p>
7 <p align="center"><img src="file:///Users/kathleenjackson/Library/Application Support/SoftChalk/LessonBuilder 6/pa
20 <h1>Step 5</h1>
```

Option for more advanced design via
editing of HTML source code

Text-Poppers



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Summit Rejects

Page 2 of 5

[Contents](#) ▶

When does a Summit reject become an ILL request?

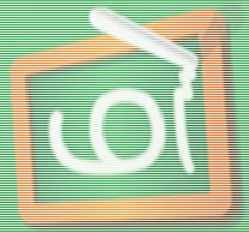
Before processing Summit rejects as ILL requests, we want to verify that the patron has not already submitted a request for the same item. Patrons often submit duplicate requests because failed Summit requests do not show up in the patron's Summit account. If the patron goes to look at their Summit account and doesn't see the item listed, they will often request the item again, thinking the first request did not go through. That second request will almost always fail (just as the first one did), which means that two Summit rejects get forwarded to ILL. So, to verify that we do not already have a request in process for the patron, open the email message. Go into First Search and search by the patron's name to see what requests are currently in process. If you find a request for the same item for the patron, delete the email message. If you find a request for a Portland campus patron, forward the email to pdxill@linfield.edu. If you find requests for non-Linfield patrons (i.e. **visiting Summit patrons**), use the email template from the ILL inbox to let them know they will need to request through the ILL department at their home library, then delete the Summit reject email message.

[return to top](#) | [previous page](#) | [next page](#)

visiting Summit patrons

Students, faculty, or staff who are currently enrolled or employed at Orbis Cascade Alliance institutions and who are on-site at another Alliance library can borrow materials from that library as visiting Summit patrons.

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Multiple Choice Questions

How to Create an On-the-Fly Record

Page 11 of 11

[Contents](#)

Changing the Due Date

The system will automatically assign a due date to the item. However, we need to make sure that we change the due date to match the due date given to us in OCLC and Clio. Click on Change Due Date and then navigate through the calendar to the appropriate date.



If the date you need is greyed out (because the library is closed on that day), choose the closest day **prior** to the given due date. (If this happens, you'll also need to change the due date on the borrowing label or bookstrap to match the earlier due date.) Click OK.

If you have additional items to check out to the same patron, you can repeat the process using a new on-the-fly card. Otherwise, close the patron's record.

Test Yourself



Using the screen shot above as a reference, what date should you enter as the due date in Millennium if the OCLC and Clio records indicate that an item is due on February 24?

- ☐ a. February 18
- ☐ b. February 24
- ☐ c. February 28?

[Check Answer](#)

[return to top](#) | [previous page](#)



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True/False Questions



[Show/hide comprehension question...](#)

Assume that this request was submitted and read into ClioRequest on January 31, 2011. The need before date is set far enough in advance for this example.

- ☐ True
- ☒ False

Check Answer

Right! Good job!

Feedback is
customizable



[Show/hide comprehension question...](#)

The information in the Paton Note field should not be deleted.

- ☒ True
- ☐ False

Check Answer

Actually, it's perfectly okay to delete this text string from the Patron Note field. However, if there were an actual comment from the patron in this field, you would want to leave it there.

The correct response: false



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Multiple Answer Questions

Test Yourself



Which of the following statuses appear on both the borrowing and lending side in ILL? Mark as many as apply.

- ☐ a. Shipped
- ☐ b. Received
- ☐ c. Returned
- ☐ d. Pending
- ☐ e. Renewal Request
- ☐ f. Conditional
- ☐ g. Special Messages
- ☐ h. Online Produced

[mark all correct answers]

Check Answer

[return to top](#) | [previous page](#)



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Essay Questions

Spot Check

Let's see what you remember from the timelines. Answer the following questions to the best of your ability. If you need to, go back to the previous pages to help you find the correct answers.

Test Yourself



What does it mean when a request appears in the Expired queue?

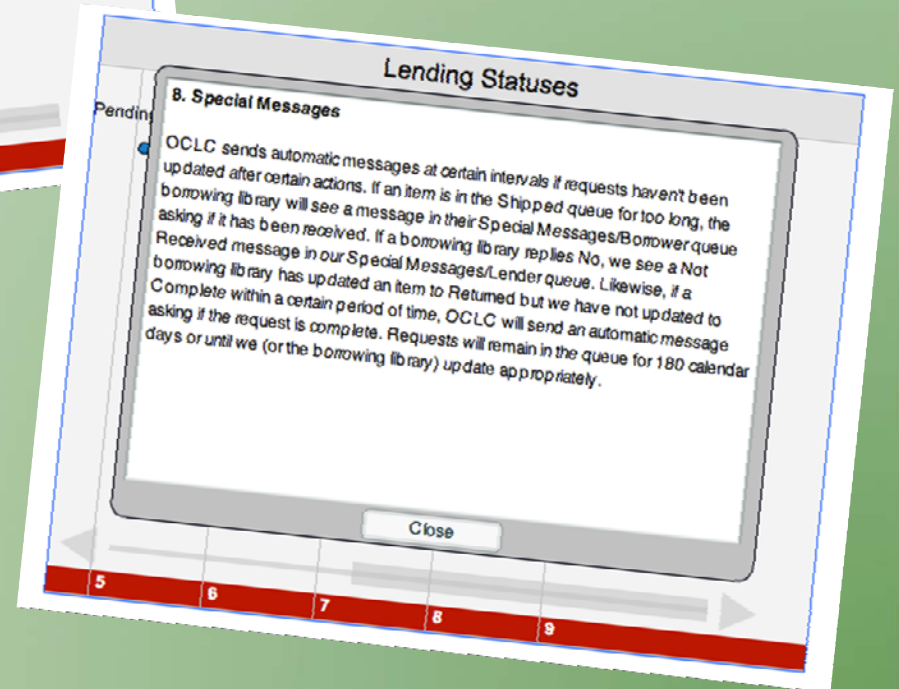
Finish

Print

Timeline Activities



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If available from Summit, attempt to request via Staff Mode in NRE

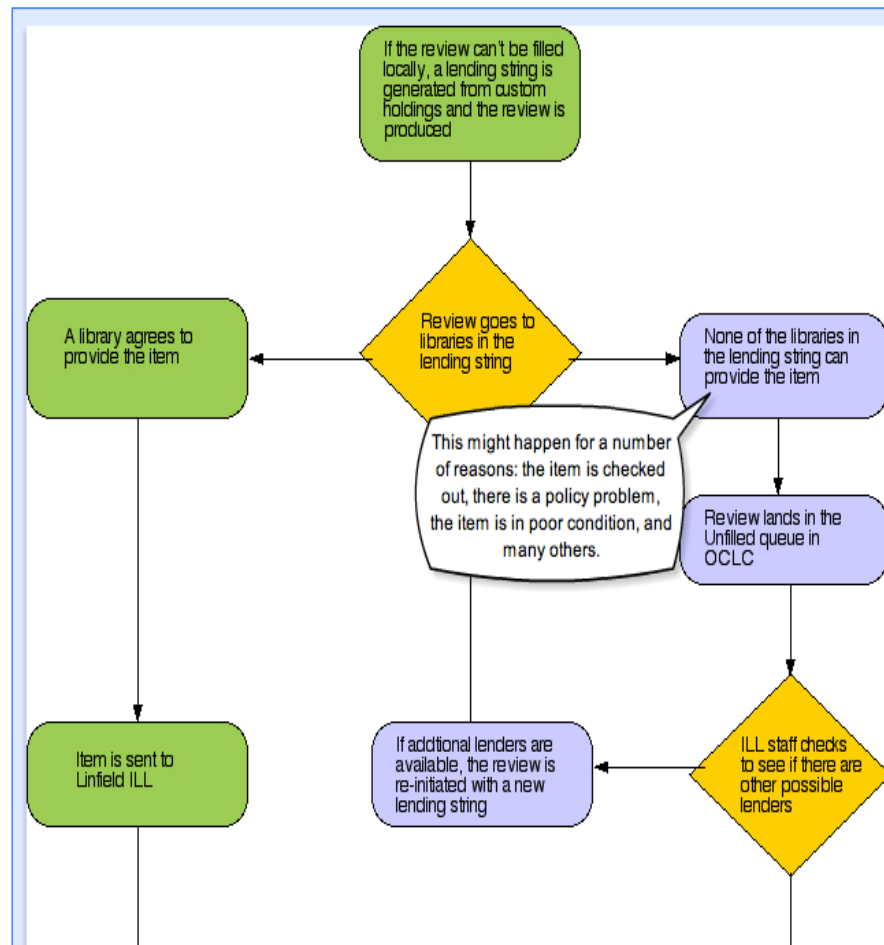


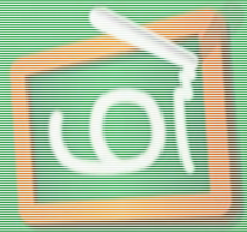
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Hot Spot Activities



This is the second part of the workflow on the borrowing side in ILL. To find out more information about each part of the flowchart, hover over the boxes.





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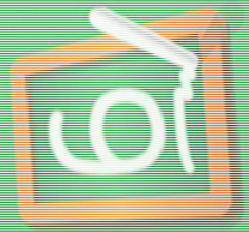
Other Types of Interactivity

Quiz Poppers

- Short Answer
- Ordering
- Essay
- Matching

Activities

- Charts
- Crossword
- DidYouKnow
- DragNDrop
- Flash Card
- Jigsaw Puzzle
- Labeling
- Photo Album
- Seek A Word
- Sorting
- Slideshow
- Tabbed Info



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Costs for Softchalk™

- Individual license or site license for institutions (individual pricing levels available at <http://softchalk.com/buy-now>)
- Various levels of support
- Free 30-day trial available



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For more information:
<http://softchalk.com/>

Questions?

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