

## **A 12 Step Procedure for Developing an Online Course in SoftChalk**

- 1. Outline the unit in a word processor.**
- 2. Cut and paste the outline to Softchalk.**
- 3. Format the Softchalk file (themes, headings, page breaks, etc.).**
- 4. Use the equation editor in Softchalk to create equations under appropriate outline headings.**
- 5. Create text in a word processor, cut and paste to SoftChalk.**
- 6. Create graphs, charts, tables, drawings, etc.**
- 7. Search for photographs or art that is appropriate to the subject matter.**
- 8. Insert graph and picture files in SoftChalk.**
- 9. Add hypertext links and popup definitions.**
- 10. Add learning activities and practice quiz groups.**
- 11. Create and add webcast demonstrations.**
- 12. Package and upload completed lesson.**