

STUDENT TOOLKIT FOR SUCCESS

Accessing and Importing a Student Toolkit for Success Module into Your Course

There are two methods you can use to use a toolkit module in your class.

- 1) **Copy the direct link to a specific module** and embed that into your D2L page. You can also link the module on a syllabus, assignment, etc.
- 2) **Download the module as a SCORM .zip file and import it into your course.** This option is best if you wish to track student completion and count it as a quiz score.

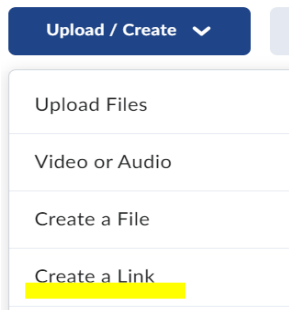
Method One: Copying the Direct Link to a Module

Note: This method allows students to access the toolkit but does not allow you to track their results in the toolkit assessment.

1. Go to the [OwlTrain Student Toolkit for Success Channel](#) or copy the link from the chart below (you may have to Duo login).

Time Management	Test Taking Strategies	Professional Communication	Successful Online Learning	Organizational Skills	Critical Reading Skills	Effective Note Taking Skills
Web link	Web link	Web link	Web link	Web link	Web link	Web link

2. Highlight and right click copy the toolkit link you would like. Paste the link in any document or item.
3. To paste and integrate into your D2L shell, navigate to where you would like the toolkit topic to appear. You can either paste the link directly into an existing content or you can click the Upload/Create blue button and select "Create a Link." (See image below) This will allow you to name the link and paste the URL. If you want to track progress, then unclick the "Open as External Resource" page to have students stay within D2L.



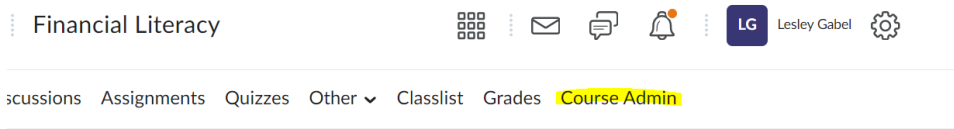
Method Two: Importing SCORM Packages into Your Course

You can access these modules by going to [Radow College Student Toolkit for Success Website](#) or download the file from the chart below.

Time Management	Test Taking Strategies	Professional Communication	Successful Online Learning	Organizational Skills	Critical Reading Skills	Effective Note Taking Skills
SCORM File	SCORM File	SCORM File	SCORM File	SCORM File	SCORM File	SCORM File

Once you download the module SCORM file, you can import it into your course. This option is best if you wish to track student completion and assign quiz scores.

1. Your computer will download a zipped file. Move that zipped file to somewhere you will be able to find it later, such as your desktop.
2. In your D2L course, click on "Course Admin."

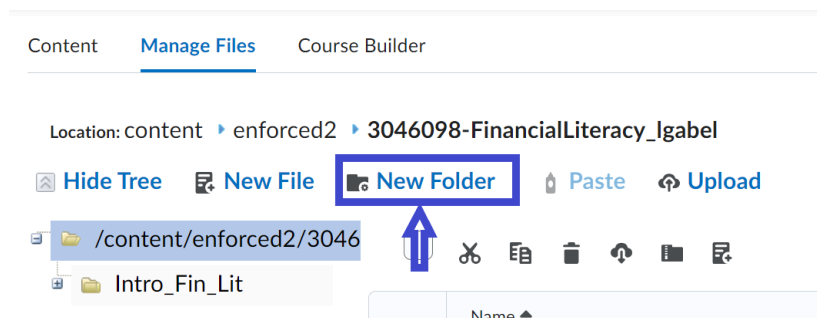


3. Click "Manage Files."

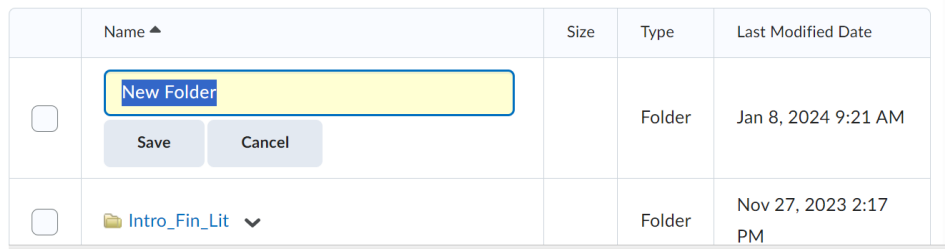
Site Resources



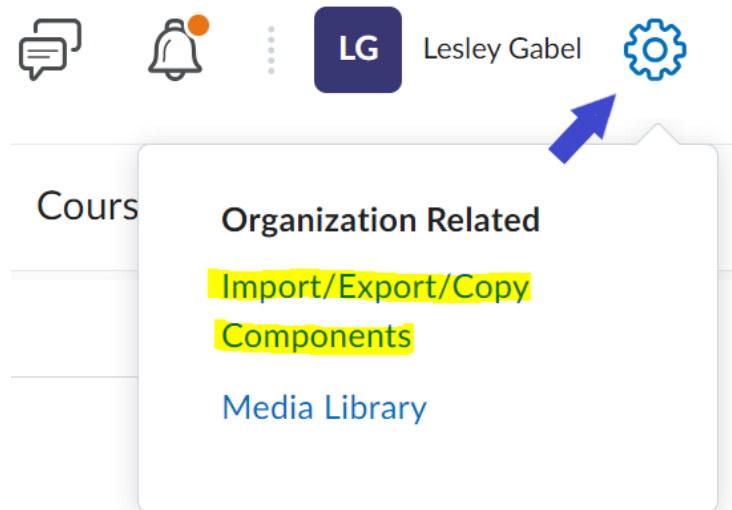
4. Click "New Folder."



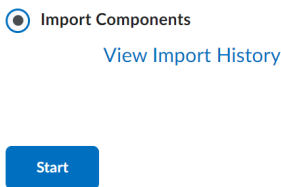
5. Name the new folder, then click “Save.” Remember the name you give it. You will need this name later.



6. Click the “Admin Tools” cog in the top right corner. Then click “Import/Export/Copy Components.”

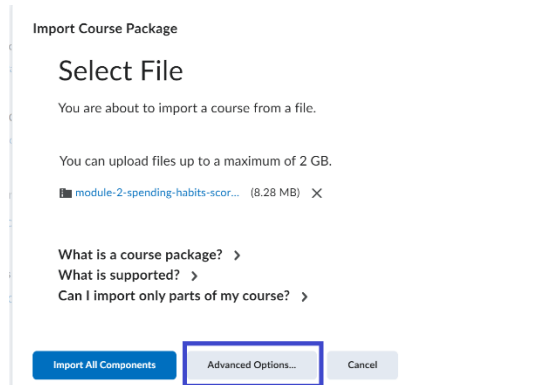


7. Select “Import Components” and click “Start.”

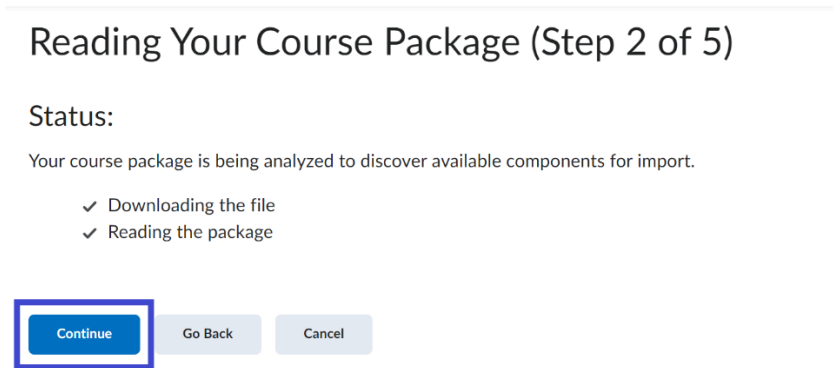


8. Find the zipped file you downloaded earlier. Drag and drop the file or use the “Upload” button to upload it.

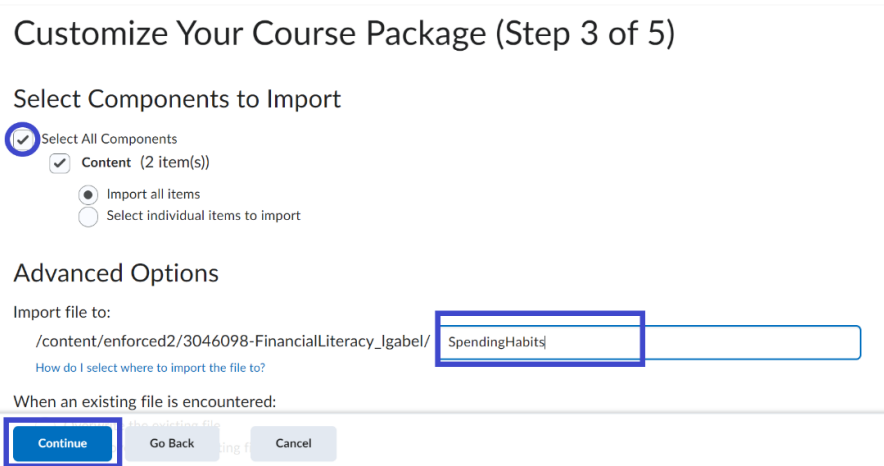
9. When the file is finished uploading, click “Advanced Options.”



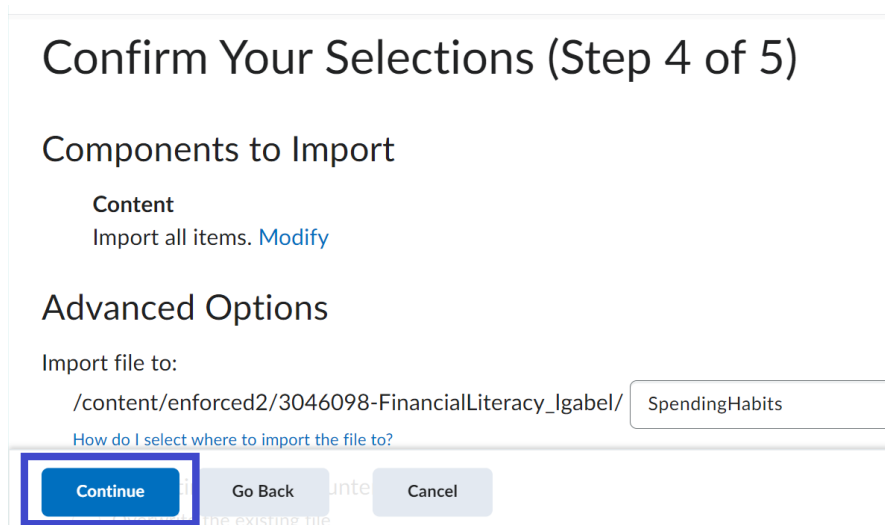
10. Let the system load. When it is finished, click “Continue.”



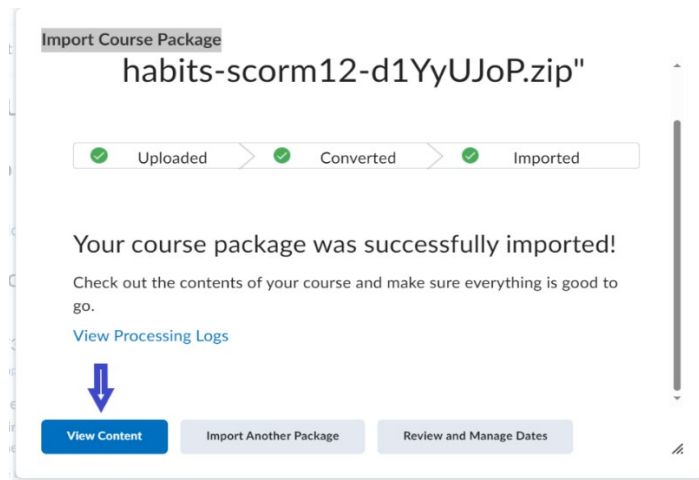
11. Check the box next to “Select All Components.” In the text box provided for the file location, type in the name you gave the folder earlier and click “Continue.”



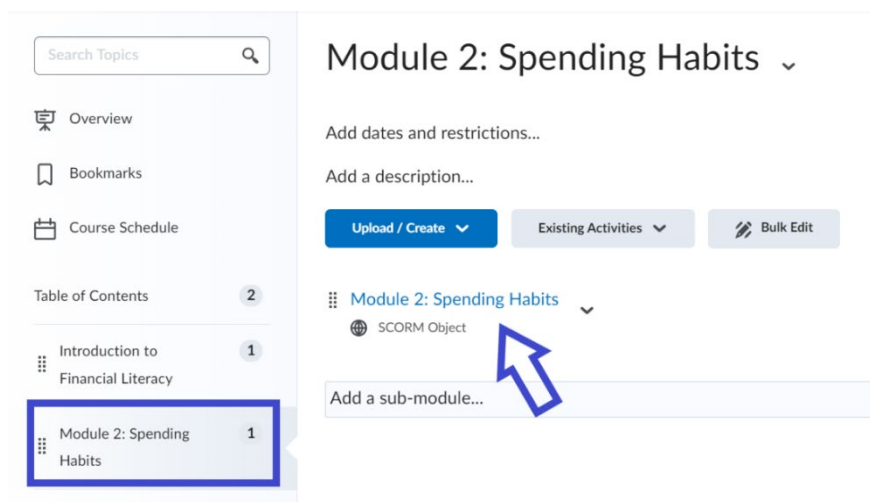
12. The screen will save your selections. Click “Continue” again.



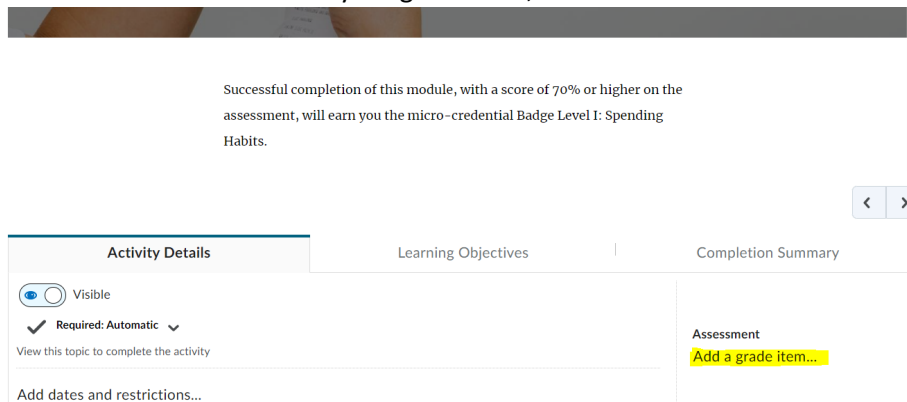
13. Let the system load. When it is finished, click “View Content.”



14. There will be a new module in your “Content” area for the SCORM module. Click on the new module, then click on the lesson inside it.



15. You should see the SCORM lesson. To add it to your gradebook, scroll down and click “Add a Grade Item.”



16. Click the “plus” sign to add the grade item. This will open a box where you can name the grade item and assign points.

Assessment

-- No Grade -- ▾

Scores are automatically exported to Grades

Save Cancel

17. Name the grade item.

New Grade Item

General

Type
Numeric

Name *

Spending Habits Module Quiz

Category

18. Once you have given the grade item a name, scroll down to assign points, and then click “Create.”

New Grade Item

Maximum Points *

10

Can Exceed

Bonus

Exclude from Final Grade Calculation

Grade Scheme

-- Default Scheme -- (Percentage)

Create Cancel

19. Once the grade item is created, click “Save.”

Assessment

Spending Habits M ▾

+

Scores are automatically exported to Grades

Push all existing scores to grades

Save Cancel

After following these steps, you should be able to see the grade item in your gradebook.

Final Grades		Spending Habits Module Quiz ▾		Final Grades	
Final Calculated Grade ▾	Introduction to Financial Literacy ▾	Spending Habits Module Quiz ▾	Final Calculated Grade ▾	Final Adjusted Grade	
- / - 📊 ✎	📊 100 / 100	- / 100	- / - 📊 ✎		