

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	Test Taking	Professional	Successful	Organizational	Critical	Effective
Management	Strategies	Communication	Online	Skills	Reading	Note Taking
			Learning		Skills	Skills
<u>Web link</u>	Web link	Web link	<u>Web link</u>	Web link	<u>Web link</u>	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 past 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.

Upload Files
Video or Audio
Create a File
Create a Link

Method Two: Importing SCORM Packages into Your Course

You can access these modules by going to **Radow College Student Toolkit for Succes Website** or download the file from the chart below.

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

		Financial Literacy		لَنْ LG Lesley Gabel رُبَ
		scussions Assignments Quizzes Oth	ner 🗸 Classlist Grades <mark>Course Ad</mark>	min
3.	Click "Mana	age Files."		
		Site Resources		
		🛗 Calendar	Content	Course Builder
		🐺 Course Design Accelerator	👋 External Learning Tools	Frequently Asked Questions
		Glossary	Import / Export / Copy	🗱 Instructional Design Wizard
			Components	🗞 Learning Activity Library
		📾 Links	🎄 Manage Dates	Manage Files
4.	Click "New	Folder."		
		Content Manage Files	Course Builder	

Location: content > enforced2 > 3046098-FinancialLiteracy_lgabel



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."

F L	LG Lesley Gabel
Cours	Organization Related
	Import/Export/Copy Components
	Media Library

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."

Import Course Package			
Select File			
You are about to import a co	ourse from a file.		
You can upload files up to a	maximum of 2 G	В.	
module-2-spending-habits-sc	or (8.28 MB) 🗙		
What is a course package? What is supported? > Can I import only parts of			
Import All Components Ad	vanced Options	Cancel	

Reading Your Course Package (Step 2 of 5)
Status:
Your course package is being analyzed to discover available components for import.
✓ Downloading the file✓ Reading the package
Continue Go Back Cancel

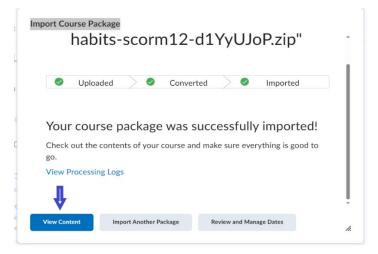
11. Check the box next to "Select All Components." In the text box provided for the file location, type in the name you gave the folder earlier and click "Continue."

Customize Your Course Package (Step 3 of 5)
Select Components to Import
Import all items Select individual items to import Advanced Options
Import file to: /content/enforced2/3046098-FinancialLiteracy_Igabel/ SpendingHabits How do I select where to import the file to?
When an existing file is encountered: Continue Go Back ing f Cancel

12. The screen will save your selections. Click "Continue" again.

Confirm Your Selections (Step 4 of 5)
Components to Import
Import all items. Modify
Advanced Options
Import file to:
/content/enforced2/3046098-FinancialLiteracy_lgabel/ SpendingHabits
How do I select where to import the file to?
Continue Go Back Unite Cancel

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



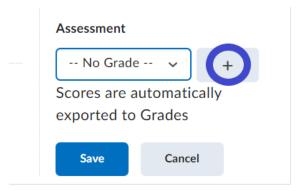
14. There will be a new module in your "Content" area for the SCORM module. Click on the new module, then click on the lesson inside it.

5	earch Topics	٩	Module 2: Spending Habits 🗸
Ę	Overview		Add dates and restrictions
	Bookmarks		Add a description
Ħ	Course Schedule		Upload / Create 🗸 Existing Activities 🗸 🎲 Bulk Edit
Tab	le of Contents	2	I Module 2: Spending Habits
	Introduction to Financial Literacy	1	SCORM Object
	Module 2: Spending	1	Add a sub-module
	Habits		

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

٢				
Activity Details Learning Objectives Completion Summary	Activity Details	Learning Objectives	Completio	r Summary

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.



17. Name the grade item.

New Grade Item General	×
Гуре Numeric	
Name* Spending Habits Module Quiz	

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

10	
10	
Can Exceed	
0	
Bonus	
0	
Exclude from	
Final Grade Calculation	
0	
0	
Grade Scheme	

19. Once the grade item is created, click "Save."

Assessment	
Spending H	abits M 🗸
+	
Scores are a	utomatically
exported to	Grades
Push all e	existing scores to grades
Save	Cancel

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

Final Grades			Final Grades		
Final Calculated Grade 🗸 🗸	Introduction to Financial Literacy 🗸 🗸	Spending Habits Module Quiz 🛛 🗸	Final Calculated Grade 🛛 🗸	Final Adjusted G	
- / - 🖬 ø	💢 100 / 100	- / 100	- / - 🖩 ø		