Adding an NLA Information Literacy Lesson to D2L

The Marquette Raynor Memorial Libraries are part of the New Literacies Alliance (NLA), a dynamic consortial project to develop an information literacy curriculum led by librarians from K-State and the University of Kansas Medical Center. NLA has developed a series of short lessons that cover rudimentary concepts of information literacy.

There are 4 steps to the import process. The Access lesson is used in this example.

**STEP 1: Get the Link for the Lesson**

1. Go to [http://libguides.marquette.edu/learningobjects/nla-lessons](http://libguides.marquette.edu/learningobjects/nla-lessons)

2. Locate the lesson you would like to use and copy the URL, it will look something like this: [https://www.softchalkcloud.com/scorecenter/lti/OHqJ0V5bM8Bxp6](https://www.softchalkcloud.com/scorecenter/lti/OHqJ0V5bM8Bxp6)

**STEP 2: Add the Link in D2L**

1. Log into D2L, and go to the course in which you want to add the lesson.

2. Go to ‘Edit course’ (located in the upper-right corner).

3. On the Course Administration page, find the section heading entitled ‘Site Resources’, and click ‘External Learning Tools’.

4. On the Manage External Learning Tool Links page, click the blue ‘New Link’ button.

5. On the ‘New Link’ page:
a) Fill in the ‘Title’ field. This will be the name students will see in the Content area so be clear in your choice, for example, Information Access Lesson.

b) In the ‘URL’ field, paste in the link you retrieved from the NLA Lesson page on the Learning Objects LibGuide.

c) Scroll to the bottom of the page and under the ‘Security Settings’ heading, be sure to click the checkbox next to ‘Send LTI user ID and LTI role list to tool provider’.

d) Click the blue “Save and Close” button at the bottom of the page and you will be returned to the ‘Manage External Learning Tool Link’ page.

STEP 3: Add Lesson to Course Content

1. Click the ‘Content’ link in the top navigation bar of the D2L course.

2. You can either:

   a. Add the lesson to an existing module by clicking on one in the left hand navigation bar, or,
   b. You can create a new module by typing in a name in the ‘Add a module…’ field at the bottom of the left hand navigation bar.

3. Once inside a module, click the ‘Add Existing Activities’ button.

4. From the drop down menu, click ‘External Learning Tools’.

5. In the pop up window, click the lesson name from the list. After clicking the lesson name, the pop up window should close and you should see the lesson name listed in the module.

6. **IMPORTANT Step** Click the black down arrow to the right of the lesson name. From the drop down menu, click ‘Edit Properties In-place’.
7. **IMPORTANT Step** A series of options should appear below the lesson name. Click the ‘Open as External Resource’ checkbox. *This box MUST be checked in order for the lesson to track student progress and score.*

**STEP 4: Ensure Set-up was Successful**

It is strongly recommended you check the lesson to ensure set-up was done correctly.

1. In the module that contains the lesson, click on the lesson link.

2. A new tab should open and you should see a window similar to the screen shot at right.

3. If you see the window, the lesson has been properly added to D2L and student progress and score will be tracked. If you DO NOT see the window, please review the steps or request assistance from the designated tech support person.

4. When an instructor clicks the lesson link in the Content area of the D2L course, they will see the screen below. To comply with FERPA, the student name is NOT listed. When the lesson is first taken by a student, a grade item with the same name as the lesson name will be created in the D2L gradebook. The gradebook is where an instructor can view the student name and their lesson score.