

Importing Information Literacy Tutorials Into D2L

Importing the Information Literacy Tutorials into D2L offer two advantages:

1. Automated collection of the data that your students input. (You may want to let students know that you can see their work!)
2. Completion of a tutorial by a student will be logged in the D2L gradebook. (This allows you to track who has completed the tutorial and give credit for it.)

There are 4 steps to the import process. The Introduction to Academic Research tutorial is used in this example.

STEP 1: Download the Tutorial SCORM package

1. Go to <http://www.mu.edu/library/lor/first-year-english/>
2. Click on the link “**Download the SCORM Package**” for the tutorial you have decided to import into D2L.
3. A box will prompt you to open or save the package. Choose ‘**Save**’, and click ‘**Ok**’.
 - To make it easy to find the downloaded package later, we suggest that you download the package to your Desktop.
 - **Do NOT unzip the file!!**

STEP 2: Upload the Tutorial SCORM package into D2L

1. Log into D2L, and go to the course in which you want to import the tutorial.
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 on **'Import / Export / Copy Components'**.
4. On the Import/Export/Copy Components page:

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:

 Include protected resources

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Export Components
Should I include course files?

Include course files in the export package

Import Components

- Choose **'Import Components'**
- Click on the **'Start'** button to find the SCORM package you downloaded earlier.
- A new window will open, click the **"Upload"** button to locate the SCORM package on your desktop. The file name is: **introduction-to-academic-research-D2L-SCORM-package.zip**
- Select the file, then click on the **'Open'** button.
- Next, click the **"Advanced Options.."** button at the bottom of the window.
- The window should close and a screen with the heading **"Reading Your Course Package (Step 2 of 5)"** should appear.
- Once you see 2 green check marks, click on the blue **'Continue'** button.

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

5. Select Course Material

- a. **Select Components to Import:** Check ‘**Select All Components**’.

- b. **Advanced Options:** type a name describing the tutorial in ‘**Import file to:**’ text box. *This will be the folder name the package files will be imported to. It is recommended you provide a folder name, otherwise D2L will import files into the main directory of your course and if you import additional tutorials, it will overwrite the tutorial you previously imported.*

The screenshot shows a web interface for customizing a course package. It is titled "Customize Your Course Package (Step 3 of 5)". Under "Select Components to Import", there are two checked options: "Select All Components" and "Content (2 item(s))". Below these, there are radio buttons for "Import all items" (which is selected) and "Select individual items to import". In the "Advanced Options" section, the "Import file to:" field contains the path "/content/Sandbox/E-Teaching/Spring10/course/" followed by a text input field containing "Intro to Academic Research". Below this, there are radio buttons for "Overwrite the existing file" and "Do not overwrite the existing file" (which is selected). There is also an unchecked checkbox for "Import meta". At the bottom, there are three buttons: "Continue" (highlighted in blue), "Go Back", and "Cancel".

- c. Click the blue ‘**Continue**’ button.
- The screen will refresh. ‘Select Components to Import’ will change to ‘Components to Import’

6. Confirm Import Selections

- Click the blue ‘**Continue**’ button again.

7. Importing Your Course Package

- After D2L has completed the import process, you’ll see 3 green checkmarks. Click the blue ‘**Continue**’ button.

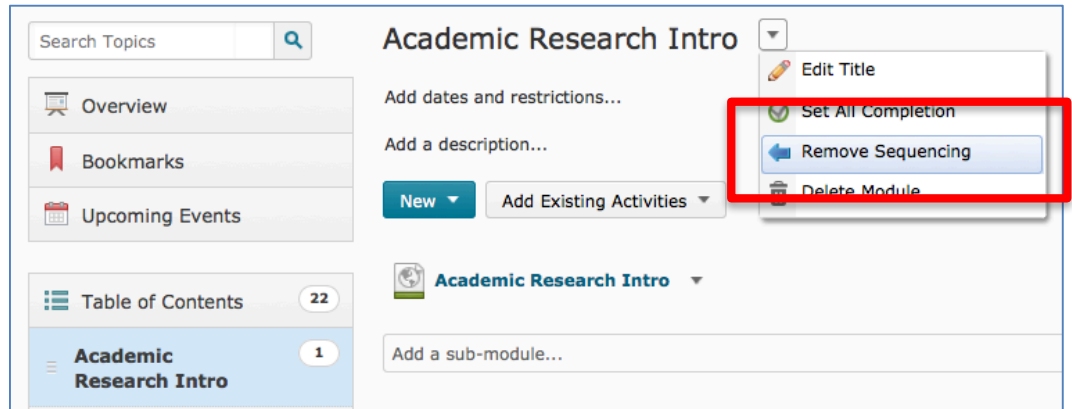
8. Import Summary

- Clicking ‘**View Content**’ will take you to the course Content page where you can view the learning object you just imported.

- Clicking ‘**Import another package**’ will allow you to import another learning object SCORM package.

STEP 3: Remove Sequencing

1. In the Content area of your D2L course, look in the left menu for the tutorial (Academic Research Intro in this example) and click on it.



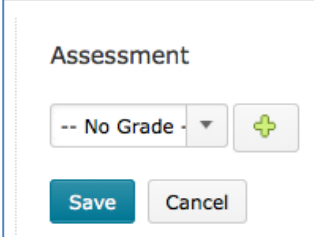
2. Click the black drop down arrow next to the Academic Research Intro title.
3. Click '**Remove Sequencing**' from the drop down menu.
4. A pop up window will appear. Click the blue '**Yes**' button.

STEP 4: Associate a Grade Item with the SCORM package

It is strongly recommended a grade item be created for each SCORM package you import. **Due to a known bug in D2L, if a grade item is not created for a SCORM package, D2L will create one by default the first time a student takes the tutorial. This auto generated grade item CANNOT be removed from the gradebook.**

1. In the Content area of your D2L course, look in the left margin of the menu of your course for the tutorial (Academic Research Intro in this example) and click on it.
2. Click the blue link entitled '**Academic Research Intro**' which will be to the right of a globe icon.
3. A new page will load displaying the SCORM package. Scroll down to the bottom right of the page and look for a heading entitled Assessment.

4. Click the green plus sign. A new window will open.
5. In the new window you will be able to assign the name of the grade item and the point value. **These values can be changed later from within the grade book if needed.**



Assessment

-- No Grade -

+

Save Cancel

6. After completing the necessary fields, click the blue **'Create'** button at the bottom of the screen.
7. When you have been returned to the tutorial, click the blue **'Save'** button under the Assessment heading.