

# Placing Library Tutorials in Canvas

## Table of Contents

Uploading Tutorials .....	2
Step 1: Check for SCORM.....	2
Step 2: Add the SCORM Option .....	2
Step 3: Download the SCORM Package Zip File .....	4
Step 4: Add the SCORM Package .....	4
Step 5: Edit Assignment Details & Add a Grade.....	5

## Uploading Tutorials

### Step 1: Check for SCORM

1. Log in to Canvas at <https://canvas.okstate.edu> and enter the course in which you'd like to add the tutorial.
2. Check to see if the "SCORM" option is enabled in your navigation list of links under "Home" on the left-hand side. If it is, it will be listed there (*figure 1*).

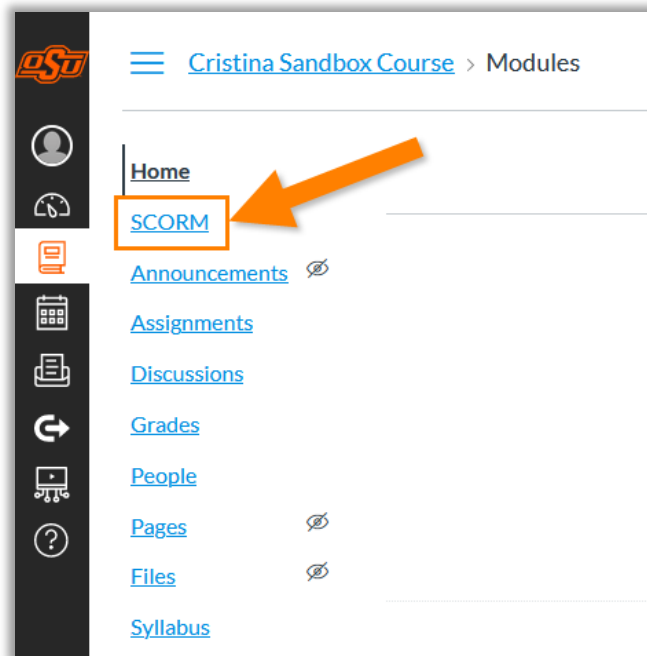


Figure 1

3. If you see SCORM listed, skip to **Step 3**. If not, continue on to **Step 2**.

### Step 2: Add the SCORM Option

1. Under the navigation list of links, select "Settings" (*figure 2*).

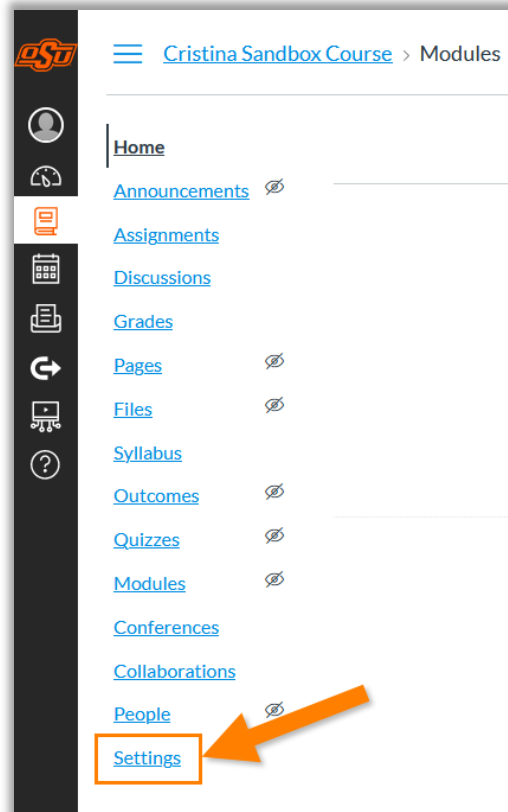


Figure 2

- On the “Settings” page, locate “SCORM” in the list of disabled options. Click the edit button at the right side of the “SCORM” box and select “+Enable” (figure 3). This will move it up to the enabled course navigation list. You can move it up and down this list by clicking and dragging the box.

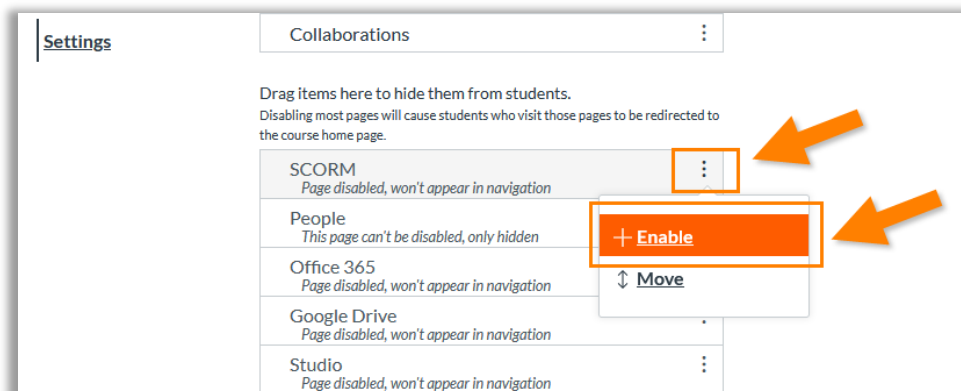


Figure 3

- Once you have added the button to the desired location, click “Save” at the bottom of the page.

### Step 3: Download the SCORM Package Zip File

1. Locate the downloadable tutorial zip file on the corresponding tutorial webpage.
2. Download this zip file to your desktop.

### Step 4: Add the SCORM Package

3. Click on the “SCORM” link from the list of navigation list of links.
4. Click “Upload” on the right-hand side (*figure 4*). When the “File Upload” window pops up, navigate to the desktop and select the zip file you downloaded in Step 3.

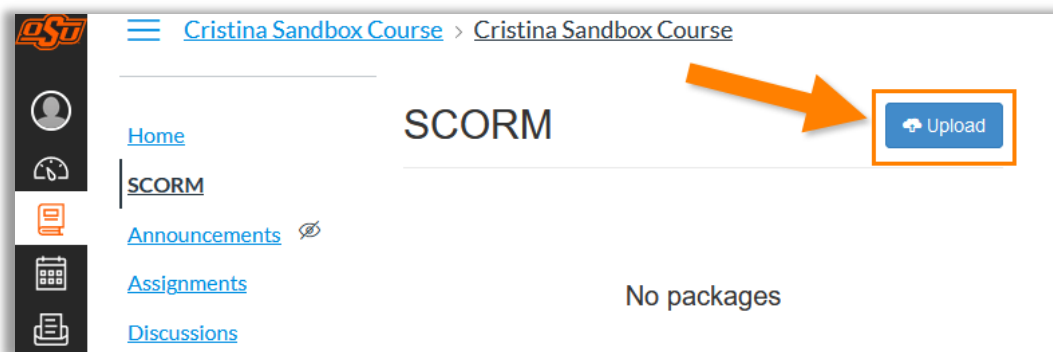


Figure 4

5. From the “Choose import type...” drop-down menu, select whether you’d like to import it as a graded or ungraded assignment (*figure 5*). Click “Go” once you’ve made that selection.

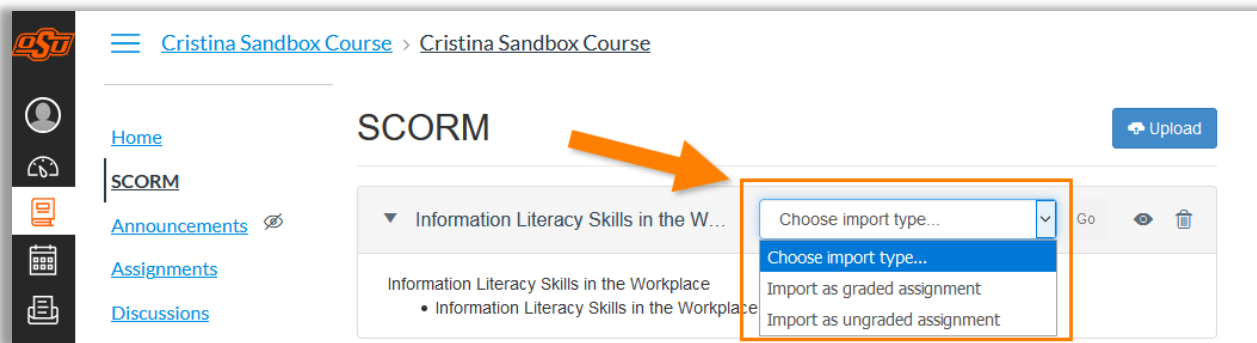


Figure 5

6. To view the assignment, click the “Assignments” icon to the right, or click the “Assignments” link on the left and then click on the tutorial you just uploaded (*figure 6*).

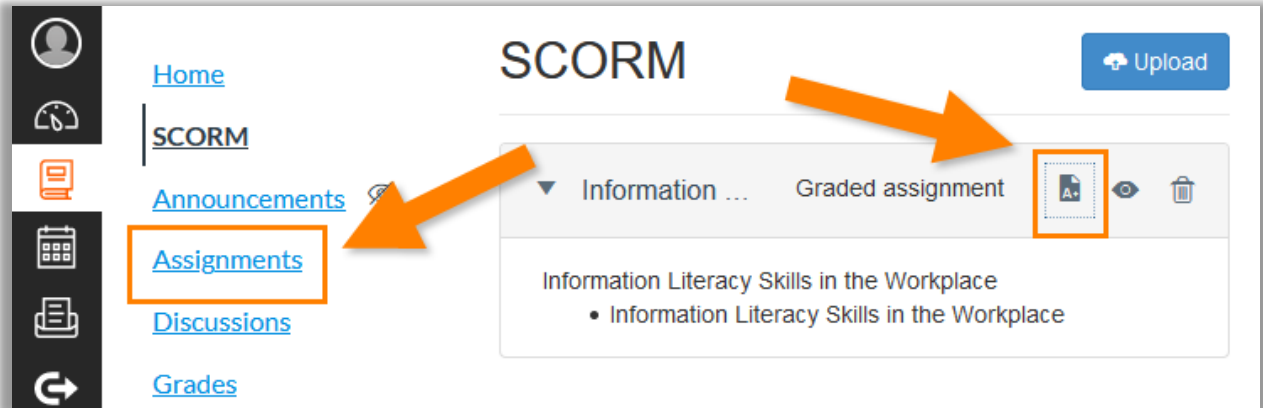


Figure 6

#### Step 5: Edit Assignment Details & Add a Grade

7. If you uploaded the tutorial as a graded assignment, you can edit the assignment settings. First, view the assignment via the step taken in Step 4, number 6. Then, click “Edit Assignment Settings” to the right of the tutorial. You may edit any of the options.
8. The tutorial assignment will automatically be added to the gradebook. You may change the “Points,” “Assignment Group,” or “Display Grade as” options to control how it will be graded. Note that Canvas only reports whether or not students have visited all slides in the tutorial. Students can either receive full credit to denote all slides visited, or no credit to denote not all slides have been visited.