

# Sift & Winnow: Libraries@UW Canvas Setup

There are two important parts of including Sift & Winnow: Libraries@UW in your Canvas course:

1. **Setting Up**
2. **Publishing the Course**

## Setting Up

There are **two** options for setting up Sift & Winnow: Libraries@UW in your course. A completion is automatically created in the learning management gradebook for each tutorial module no matter which option you choose.

### Option A: Import as Course Content

- Instructors can import the Sift & Winnow modules as an assignment group. The assignment group includes all six modules and is automatically connected to the gradebook.

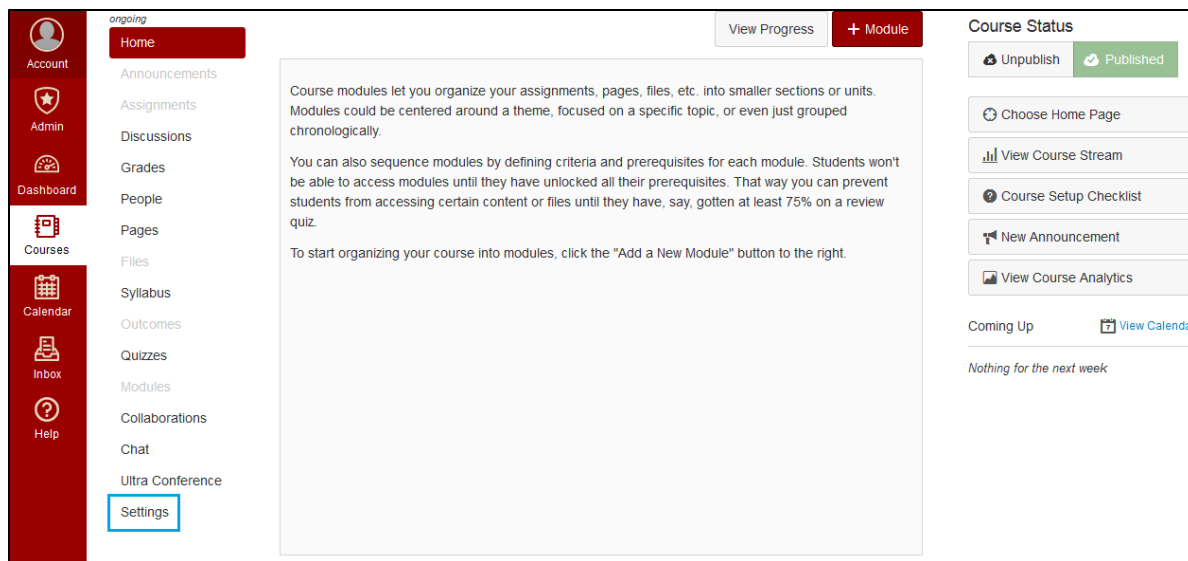
### Option B: Import as External tool

- If an instructor wants to customize when students will complete each module, they can import individual modules as external tools. External tools are imported the same way course assignments are imported, and are automatically connected to the gradebook.

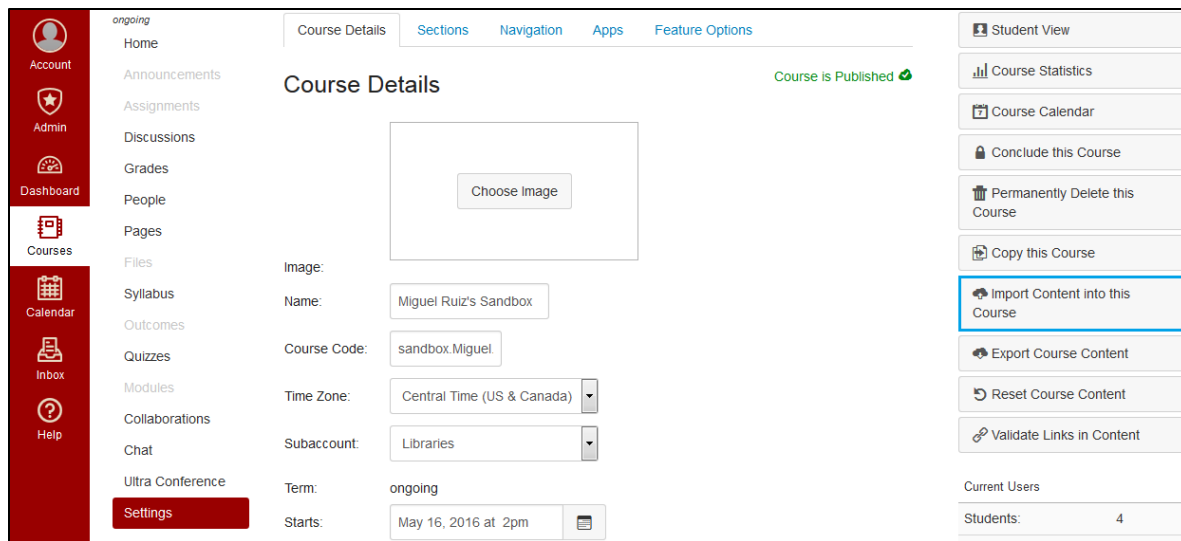
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### Option A: Import Course Content

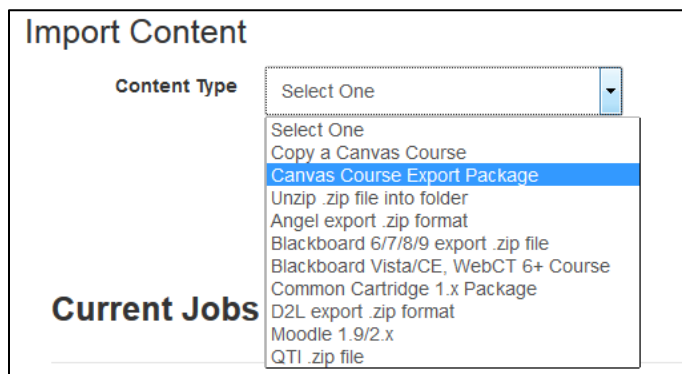
- 1) Click on your course **“Settings”** link, located in the course navigation bar on the bottom left side of your home screen.



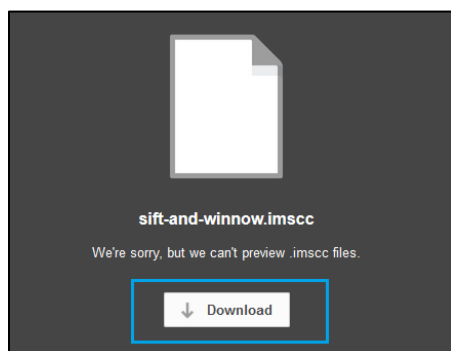
- 2) In the Settings screen, click on the **“Import Course Content into this Course”** button on the right side of the page.



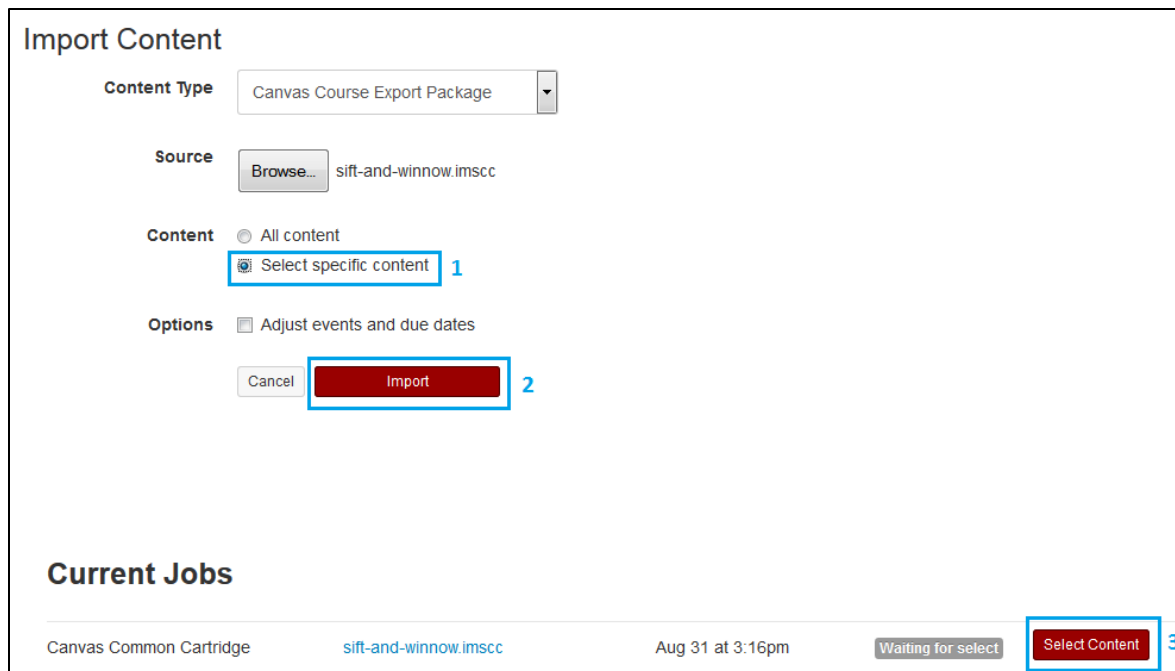
- 3) You will be taken to an Import Content page. From the “Content Type” drop-down menu, select **“Canvas Course Export Package.”**



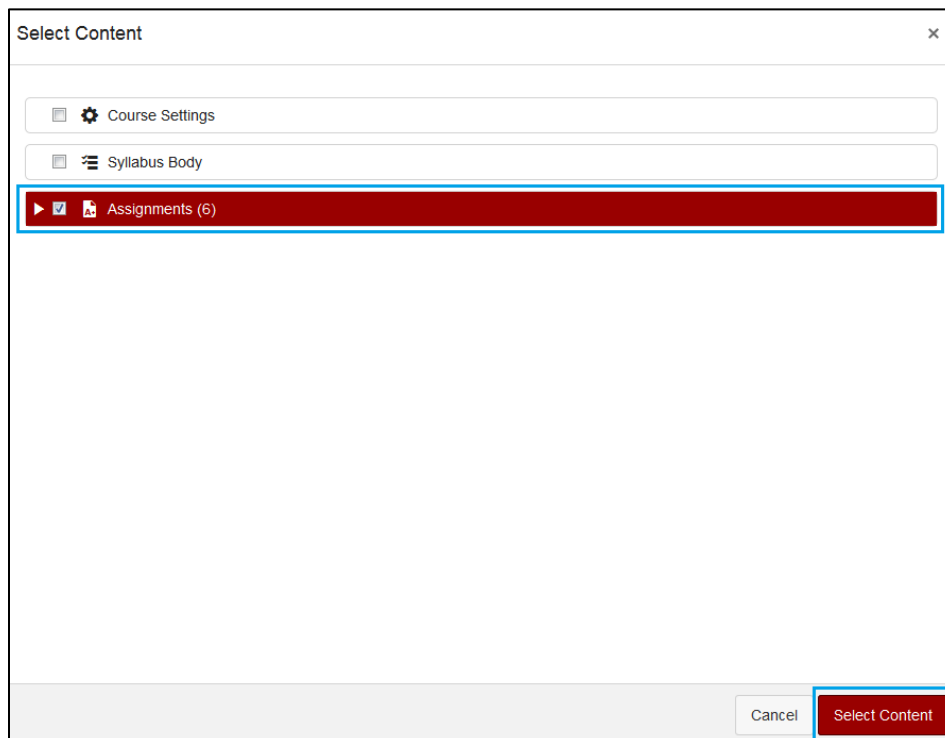
- 4) For the next steps you will first need to download the Sift & Winnow Course Content. [Click here to download the Course Content](#) from a secure UW-Madison Box folder (file name: **“sift-and-winnow.imsc”**). Remember the location of your saved file.



- 5) In the Canvas Import Content Page, click the **“Browse...”** button to select your source. Select the **“sift-and-winnow.imsc”** file that you downloaded from Box.
- 6) Click **“Select specific content”** and click the **“Import”** button. Click the red **“Select Content”** button after the import is complete.



- 7) In the Select Content window, check “**Assignments**” and click the red “Select Content” button on the bottom of the window. The content will load; when it is ready you will see a green “**completed**” indicator next to the upload. Instructors and students will be able to access the modules via the Assignments course navigation link.



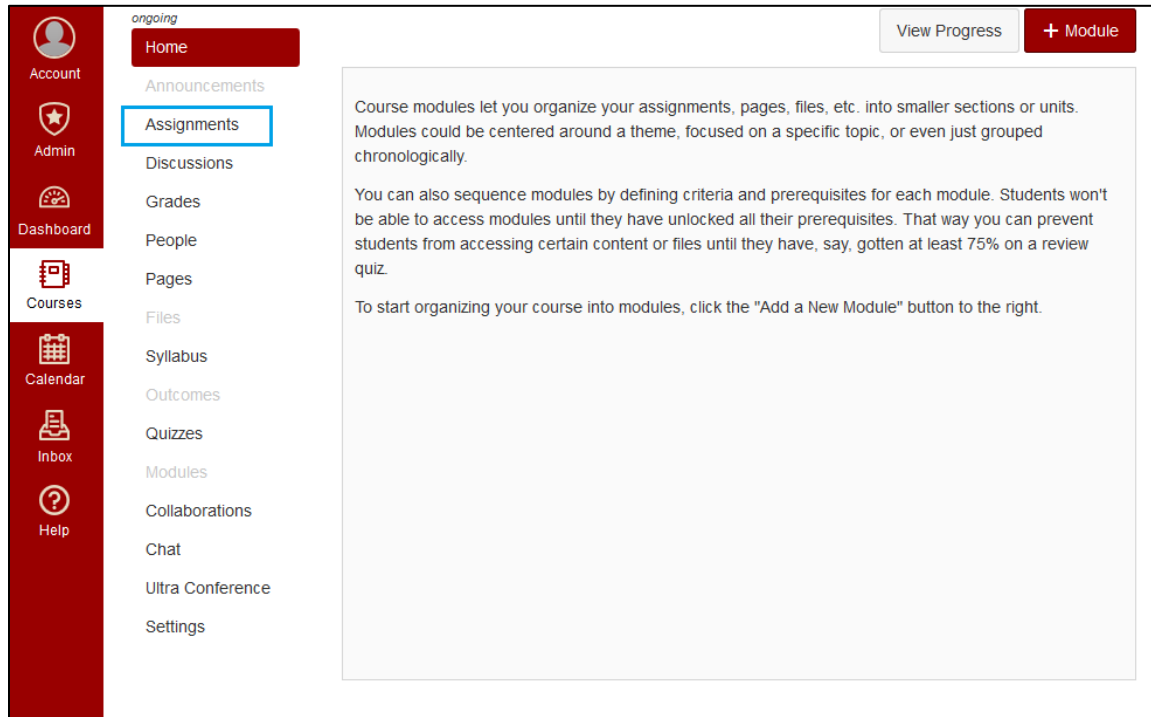
#### IMPORTANT NOTES:

- 1) Option A imports all the Sift & Winnow modules as an assignment group titled “**Sift & Winnow.**” They are published and available to students under the Assignments section of your course. Instructors can further publish the modules into a Canvas Course Module, depending on course structure and preferences.

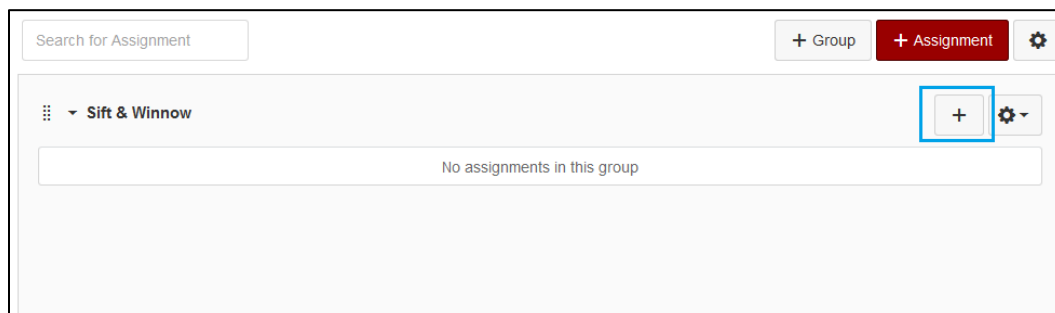
- Gradebook items are automatically created for the modules. By default, the modules are set as **“Complete/Incomplete”** worth **“0”** points. Students and instructors will receive a checkmark in their gradebook indicating completion. Instructors can change the point value, availability, and due date like any other assignment. Keep in mind that each module will only accept no points or full points as a valid grade.

## Option B: Import as External tool

- Click on the **“Assignments”** link on the left side of your Canvas homepage. Note the link may be greyed out. This simply indicates that the course does not have any assignments created yet, but is still clickable.

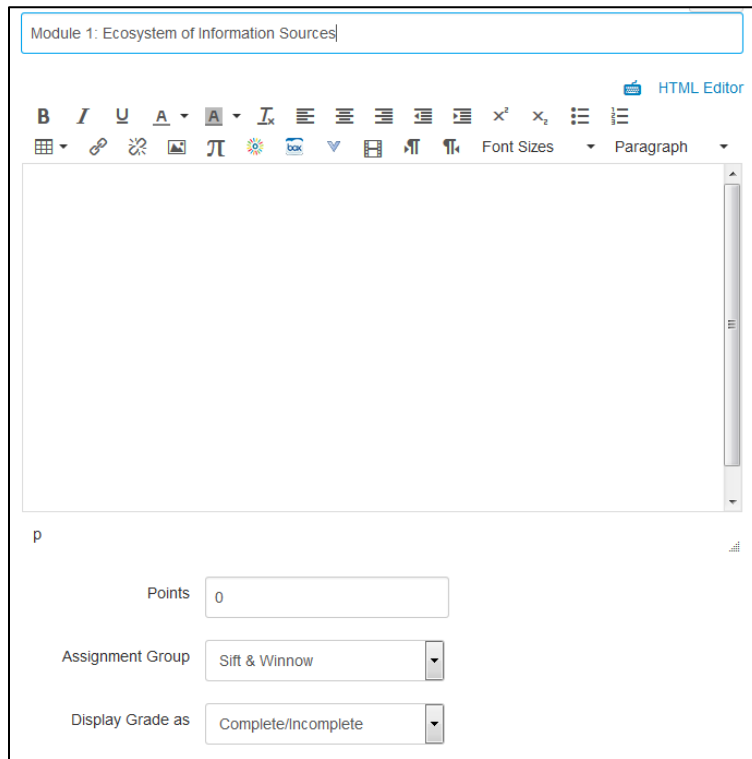


- Create a new Assignment Group by clicking on the **“+ Group”** button on the top right of the page. Title the group **“Sift & Winnow: Libraries@UW”** or simply **“Sift & Winnow”** and click **“Save.”**
- Once the Assignment Group has been created, click the **“+”** button on the right side of the group panel. In the pop-up window, select **“More Options,”** located on the lower left.

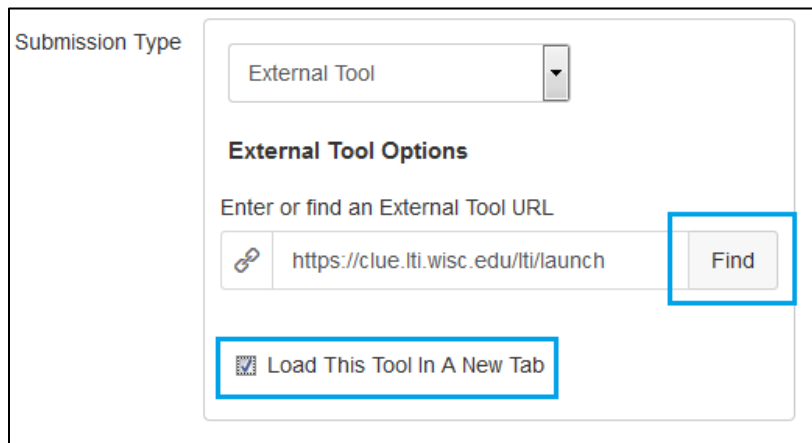


- Select or type in the following information in the Create New Assignments screen:
  - Assignment Name:** “Module 1: Ecosystem of Information Sources”
  - Points:** 0

- c. **Assignment Group:** Sift & Winnow
- d. **Display Grade As:** Complete/Incomplete
- e. **Submission Type:** External Tool



- 5) Under the External Tool Options, click on the **“Find”** button. Select **“Sift & Winnow: Libraries Module 1”** from the list. *It is important to check the “Load This Tool in a New Tab” option.* Click **“Save & Publish.”**



- 6) Repeat steps 3-5 for all modules that you would like to incorporate in your course. The appropriate Assignment Names for modules are:
- a. Module 1: Ecosystem of Information Sources
  - b. Module 2: Scholarly Communication
  - c. Module 3: Information Seeking Strategies
  - d. Module 4: Evaluating Search Results
  - e. Module 5: Refine Search Strategies
  - f. Module 6: Help From Librarians

### **IMPORTANT NOTES:**

- 1) Option B imports all the Sift & Winnow modules as individual assignments. They are published and available to students under the Assignments section of your course. Instructors can further publish the modules into a Canvas Course Module, depending on course structure and preferences.
- 2) \*Gradebook items are automatically created for the modules. By default, the modules are set as “**Complete/Incomplete**” worth “**0**” points. Students and instructors will receive a checkmark in their gradebook indicating completion. Instructors can change the point value, availability, and due date like any other assignment. Keep in mind that each module will only accept no points or full points as a valid grade.

### **Publishing the Course**

If you have not already done so, you will need to publish your Canvas Course. On the right side of your course home screen, you will see your Course Status. Click the “**Publish**” button if it is not already shaded green.