

Sift & Winnow: Libraries@UW Canvas Setup

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

1. Adding to Course
2. Publishing the Course

Adding to Course

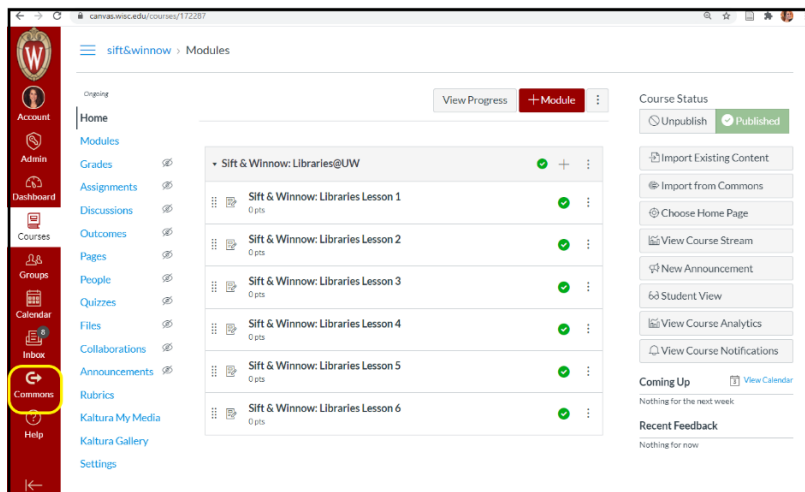
Adding Sift & Winnow: Libraries@UW in your course is completed in Canvas. A completion is automatically created in the learning management gradebook for each tutorial lesson.

Import from Canvas Commons

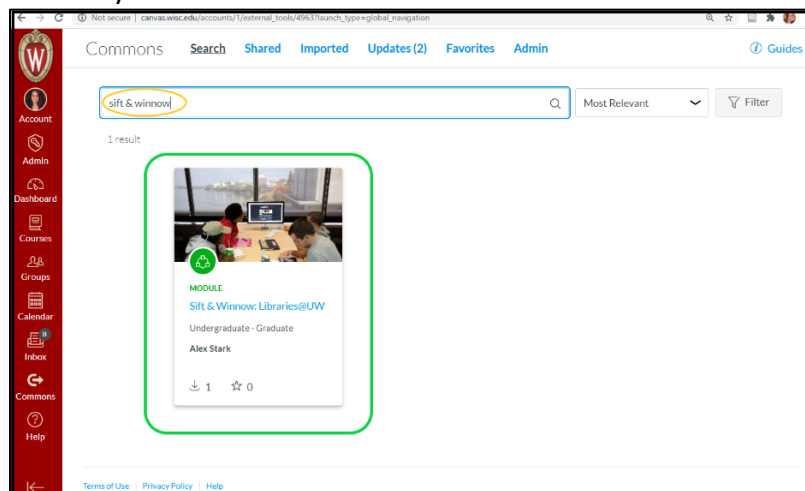
- Instructors can import the Sift & Winnow lessons as a Module with all 6 lessons as assignments from Canvas Commons. The assignments are automatically connected to the gradebook. You can customize when students complete each lesson by updating the due-dates and moving the module within your course.

Import from Canvas Commons Directions

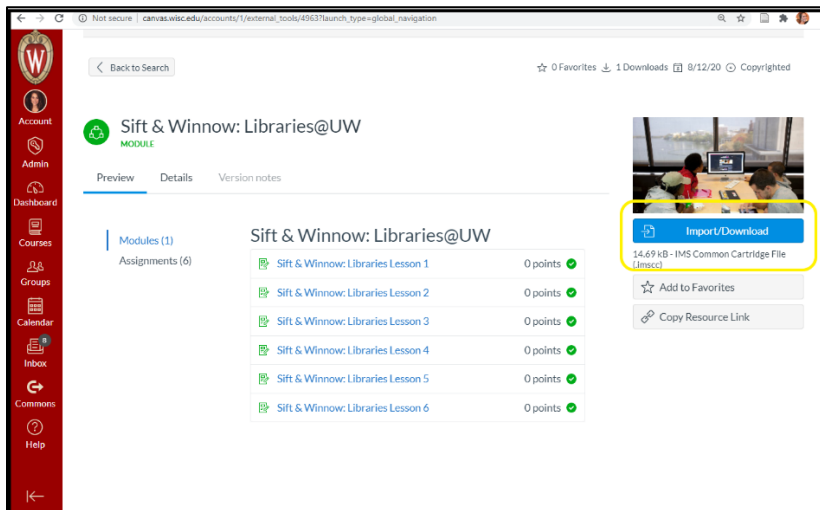
- 1) Select the “Commons” link, located in the bottom left side of your Canvas home screen.



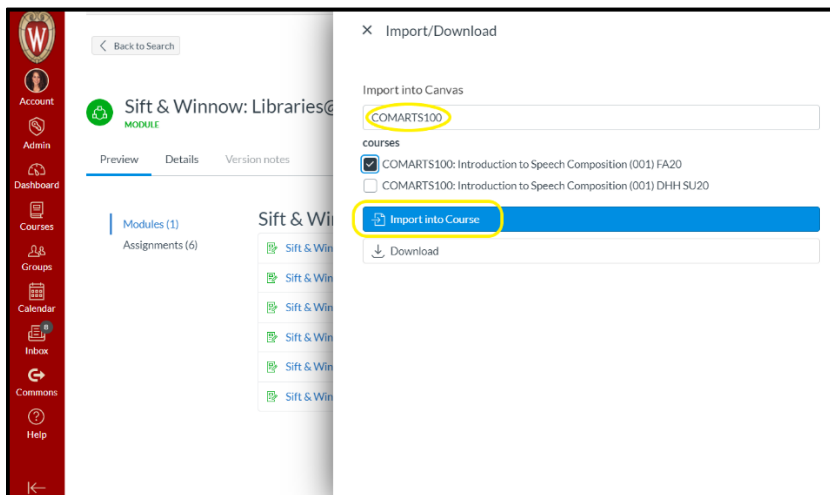
- 2) In Commons, enter Sift & Winnow in the search bar. Select the Sift & Winnow: Libraries@UW title from the entry.



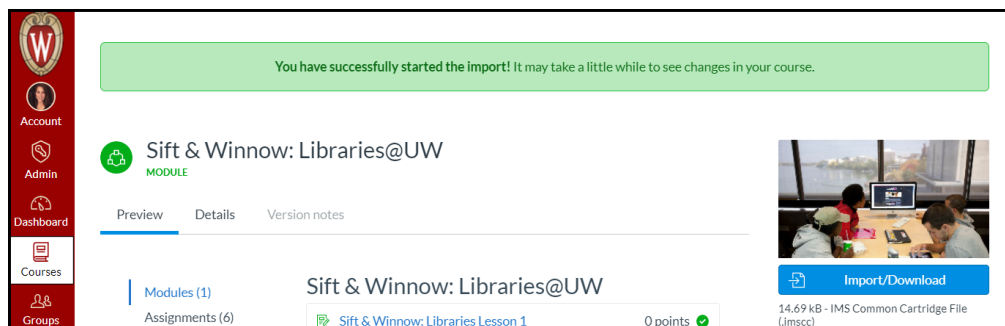
- 3) You will be taken to the Sift & Winnow Commons entry page. Select the Import/Download button on the upper right-side of the page.



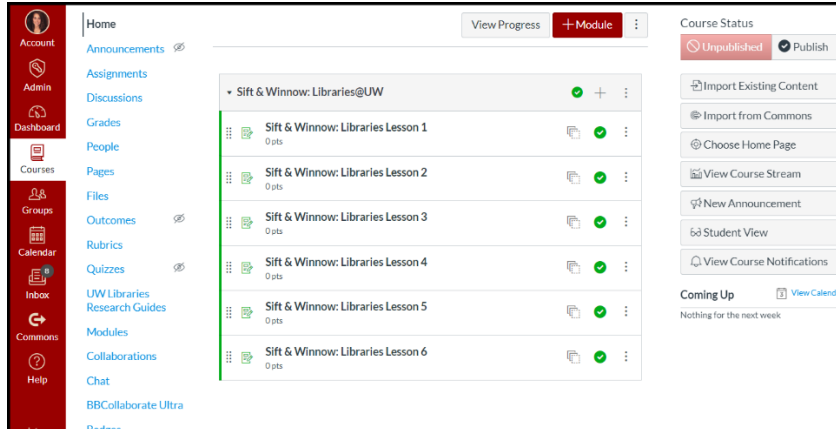
- 4) Next a list of your courses will appear. You can use the search bar to narrow your courses to the one you are looking for and then select the checkbox next to the course title. Then select the “Import into Course” button.



- 5) A box will appear at the top of Canvas Commons notifying you that you have successfully started the import into your course, and that it may take a little while to see it appear.



- 6) You can return to your course now. In modules, you should see the Sift & Winnow: Libraries@UW Module with all 6 lessons below. You have successfully added Sift & Winnow to your course.



IMPORTANT NOTES:

- 1) Gradebook items are automatically created for the lessons. By default, the modules are set as **“Complete/Incomplete”** worth **“0”** points. Students and instructors will receive a 0 in their gradebook indicating completion. Instructors can change the point value, availability, and due date like any other assignment. Keep in mind that each lesson 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.

If you have questions, please contact: alex.stark@wisc.edu