Adding an NLA Information Literacy Lesson to Brightspace

The Edmon Low Library is part of the New Literacies Alliance (NLA), a dynamic consortial project, to develop an information literacy curriculum led by librarians from across the nation, including Oklahoma State University. NLA has developed a series of short lessons that cover basic concepts of information literacy.

Before you start adding lessons to Brightspace, please keep in mind: In Brightspace, ONLY the Instructor will be able to see the student grade and completion information once a lesson is set up in a course site. If a librarian would like this information, they will consult with the faculty member.

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

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

1. Go to http://info.library.okstate.edu/first-year-seminar/tutorials

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

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

1. Log into Brightspace, 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, “Access Matters” Lesson.
   
   b) In the ‘URL’ field, paste in the link you retrieved from the tutorials page on the First Year Seminar guide.
   
   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 Brightspace 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.*

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**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 screenshot at right.

3. If you see the window, the lesson has been properly added to Brightspace 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. The Librarian role will not be able to see student scores or progress. When an instructor clicks the lesson link in the Content area of the Brightspace 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 Brightspace gradebook. The gradebook is where an instructor can view the student name and their lesson score.