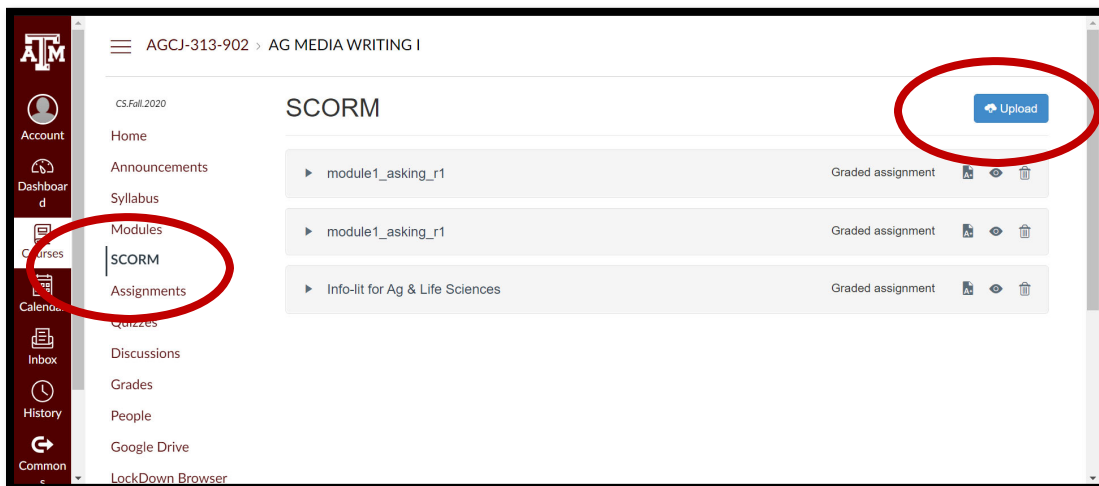


Strengthening Communication Skills: Online Module Upload Instructions

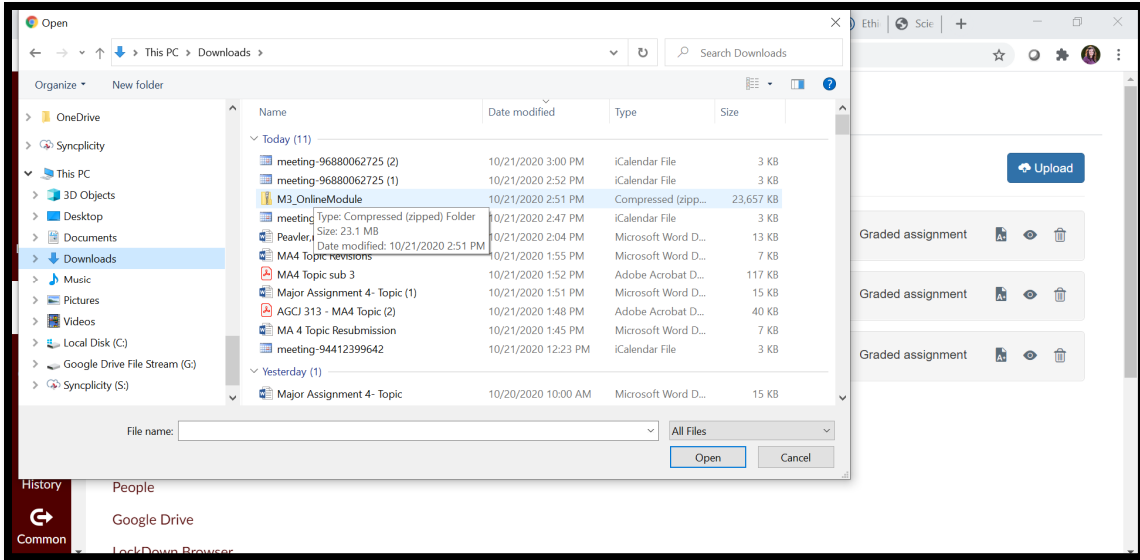
Before uploading this and any other modules for your course, choose which activities your learners should complete and submit. Be sure to share this information with your learners, as the module will instruct learners to “follow your course instructor’s guidelines for submitting this assignment”. Learners may have the option to choose from the three disciplines provided or can be instructed to use only one option (i.e., “Complete the Plant Science scenarios only” or “You may choose any scenario options.”)

Answer Keys and Grading Rubrics for included assignments are provided in the OAKTrust Faculty Teaching Materials Instructor-Only Area.

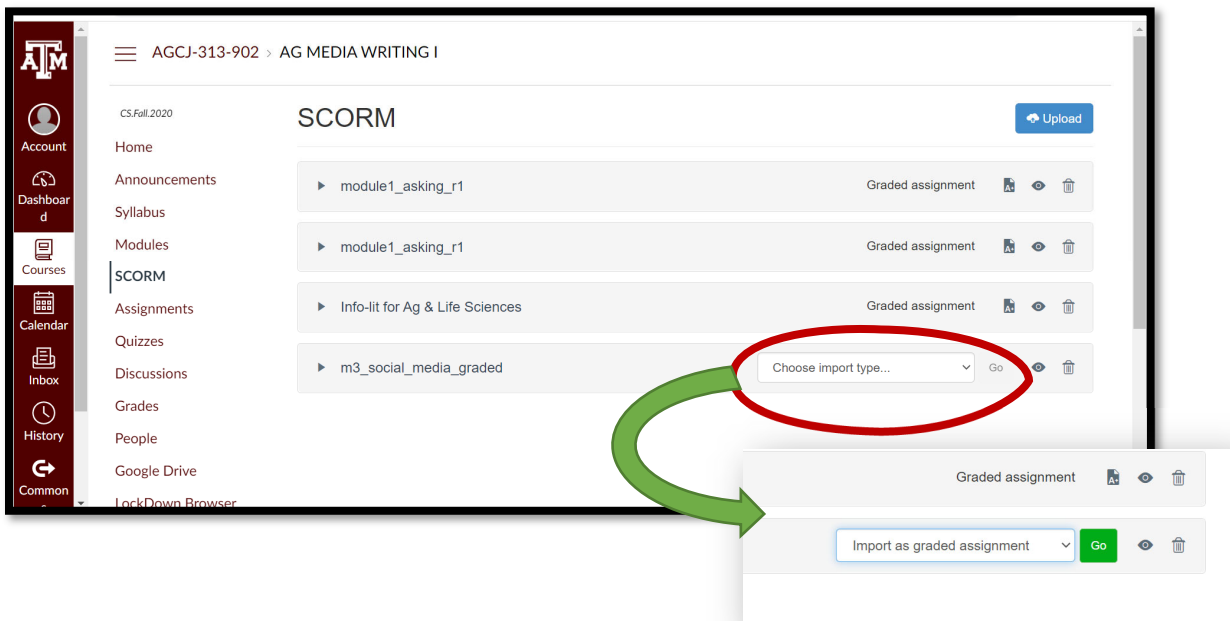
1. Download and do not unzip the file package named “OnlineModule”. These instructions are designed for **Canvas**. For questions or assistance uploading your files, contact the Help Desk.
2. To add a SCORM, you must first add the SCORM tab: go to Settings on the left side, go to the Navigation tab at the top of the computer, find the SCORM tab in the bottom section of tabs, and slide it to the top section and place it where you want it. The image below shows how it should appear in the line up on the homepage. Then press save.



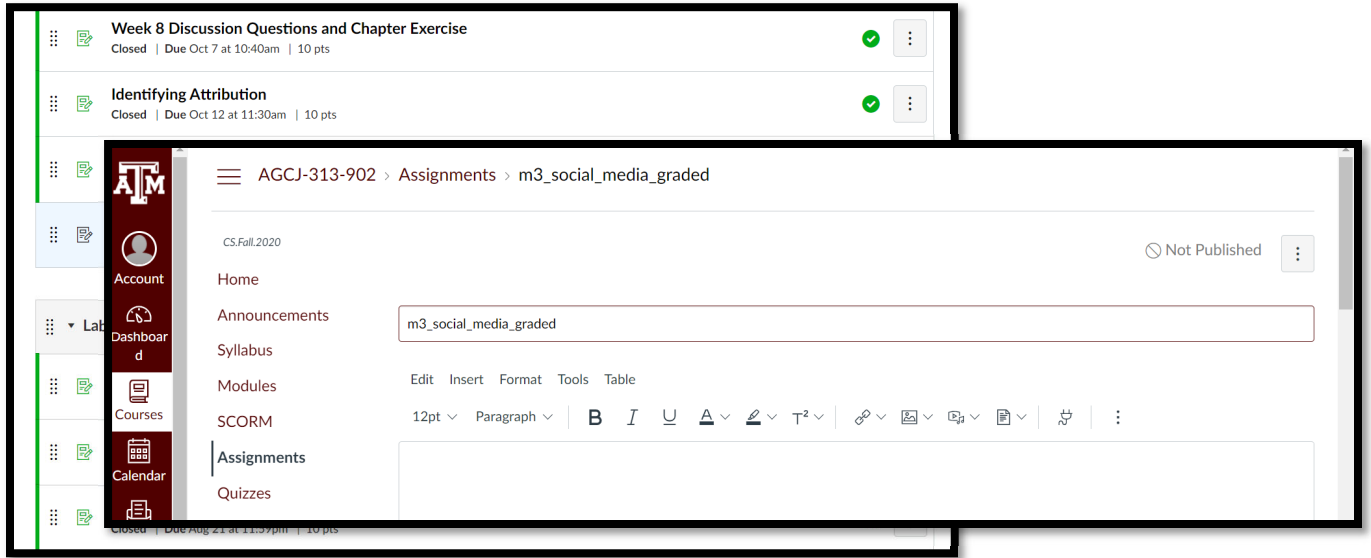
3. Next, return to the homepage and click SCORM. On the SCORM page, select the blue “Upload” button in the top-right corner. You should then see the screen below. Use this screen to select the zipped file for the module you wish to use.



4. After it uploads, Canvas will ask you to “Choose Import Type” for graded or ungraded assignment. Selecting “graded” will add the module to the Assignments tab. I clicked graded which added it to the assignments tab.



5. To make additional edits to your new SCORM module assignment, select it in the Assignments tab. The two screenshots below show the unedited module assignment.



6. Once you have successfully uploaded the new module assignment, you should see a screen similar to the one shown below.

