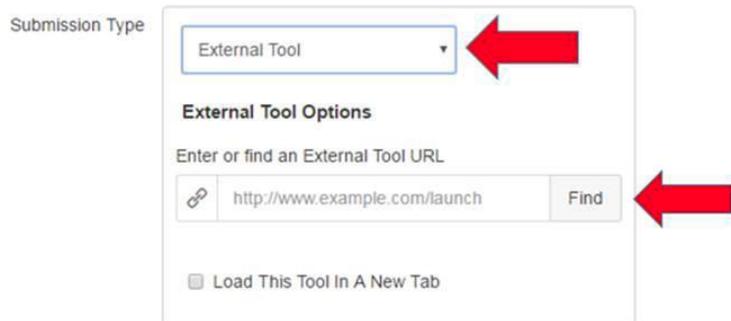# Adding Content in Canvas

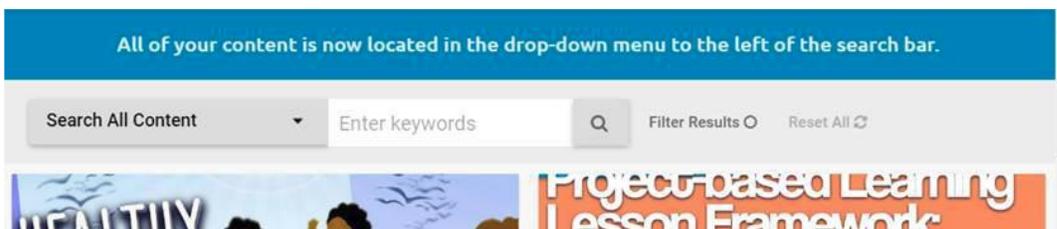## Adding Content in Canvas through Assignments

1. Click the blue 'Assignment' button within the Assignments page.

2. Name your assignment.

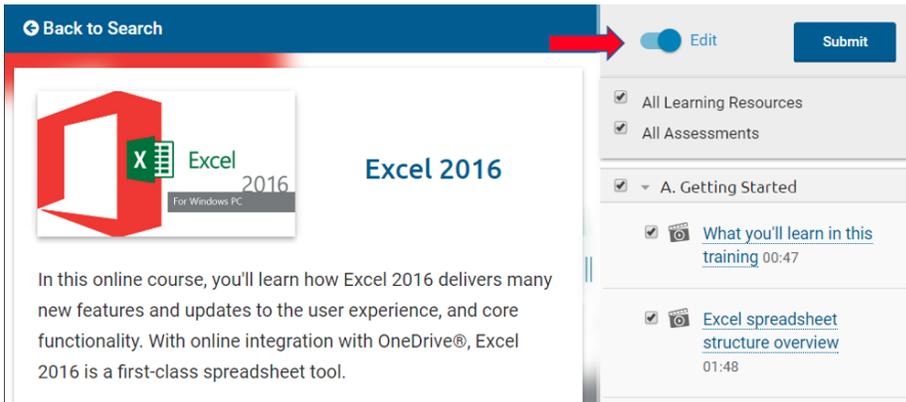3. Under 'Submission Type,' click the dropdown arrow and select 'External Tool.'

4. Then click the 'Find' button.

5. In the 'Configure External Tool' window, choose the correct tool (each institution names it as they wish) from the list and then 'Select.'

6. You will be presented with the Infobase Learning Cloud search box. Enter keywords of what you want to add and click 'Search.'

Adding Content in Canvas

Infobase LEARNING CLOUD

7. Once you've selected a series or Learning Module, choose which resources and/or assessments to add; all resources and assessments are automatically selected. You can deselect all at once by unchecking the box at the very top. Once you are happy with your selected content, click 'Submit.'

8. Click 'Continue' on the 'Content Item Selection Confirmation' page. There is no need to modify the information as Canvas does not allow these changes to appear anywhere.

9. Click 'Select.'

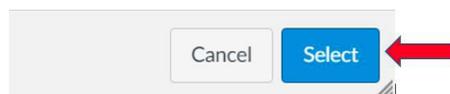10. The tool you selected will automatically fill in the 'External Tool URL' (do not modify this).

Adding Content in Canvas

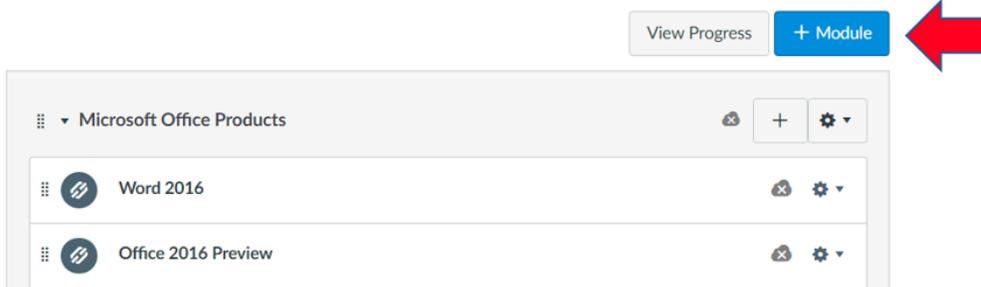11. Make any necessary changes to the gradebook, etc., and click 'Save.'

a. **GRADING:** If assessments are added along with videos a grade will not appear in the gradebook until all vides have been launched and all assessments have been completed. Once everything is completed, the gradebook will populate with the average score of the assessments taken. Grading works the same if assessments are added individually. The gradebook will not populate until all assessments have been completed, and the grade reflected will be their average score for all assessments added to that assignment.

b. **GRADEBOOK:** If Infobase Learning Cloud content is added through assignments, Canvas will automatically add a column for that assignment to the gradebook. The instructor can decide whether they want to assign points to it; even if zero (0) points are assigned it will still show in the gradebook. If the content is created directly in modules, Canvas does not give them the option to add it to the gradebook. If the content is added as an assignment and then linked to modules, it will tie to the gradebook (when they click on the Infobase Learning Cloud content link in modules it just loops back to assignments).
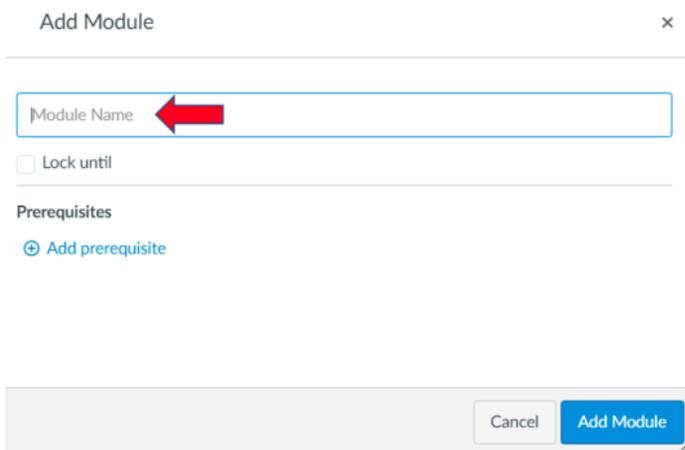
Adding Content in Canvas

Adding Content in Canvas through Modules

1. Click the blue 'Module' button within the Modules page.

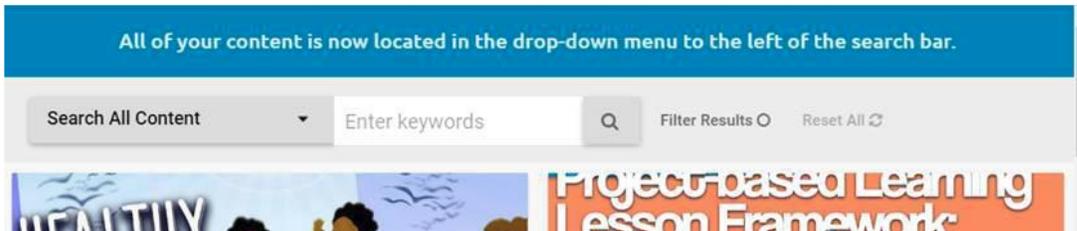2. Name the Module and click the blue 'Add Module' button.

3. To add Infobase Learning Cloud resources to a newly created Module (or existing Module), click on **+** sign to far right of the Module name.
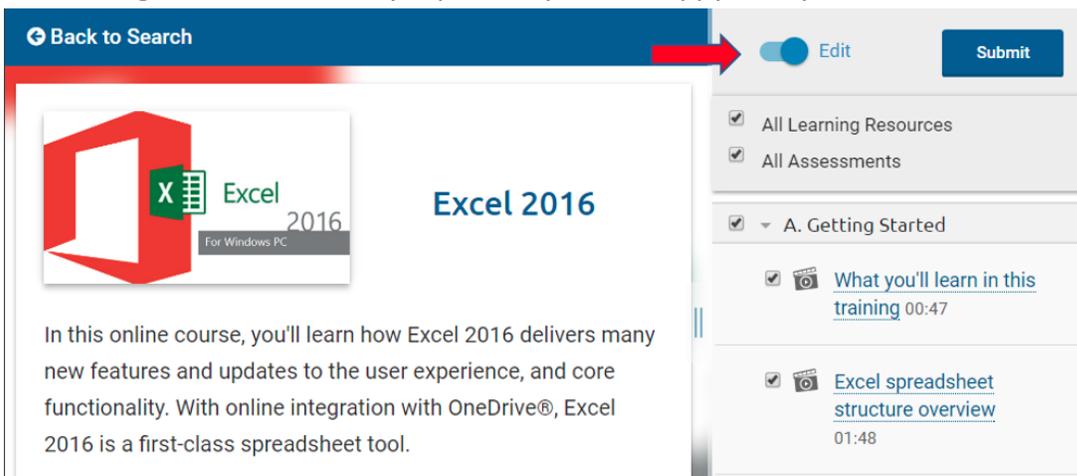
Adding Content in Canvas

4. In the dropdown box, select 'External Tool' and choose the correct tool (each institution names it as they wish) from the list and then 'Select.'

5. Once the tool is selected, you will be presented with the Infobase Learning Cloud search box. Enter keywords of what you want to add and click 'Search.'

6. Once you've selected a series or Learning Module, choose which resources and/or assessments to add; all resources and assessments are automatically selected. You can deselect all at once by unchecking the box at the very top. Once you are happy with your selected content, click 'Submit.'

Adding Content in Canvas

7. Click 'Continue' on the 'Content Item Selection Confirmation' page. There is no need to modify the information as Canvas does not allow these changes to appear anywhere.

Content Item Selection Confirmation

Title *

Excel 2016

Description *

In this online course, you'll learn how Excel 2016 delivers many new features and updates to the user experience, and core functionality. With online integration with OneDrive®, Excel 2016 is a first-class spreadsheet tool.

Continue

8. Click 'Add Item.'

Cancel   Add Item