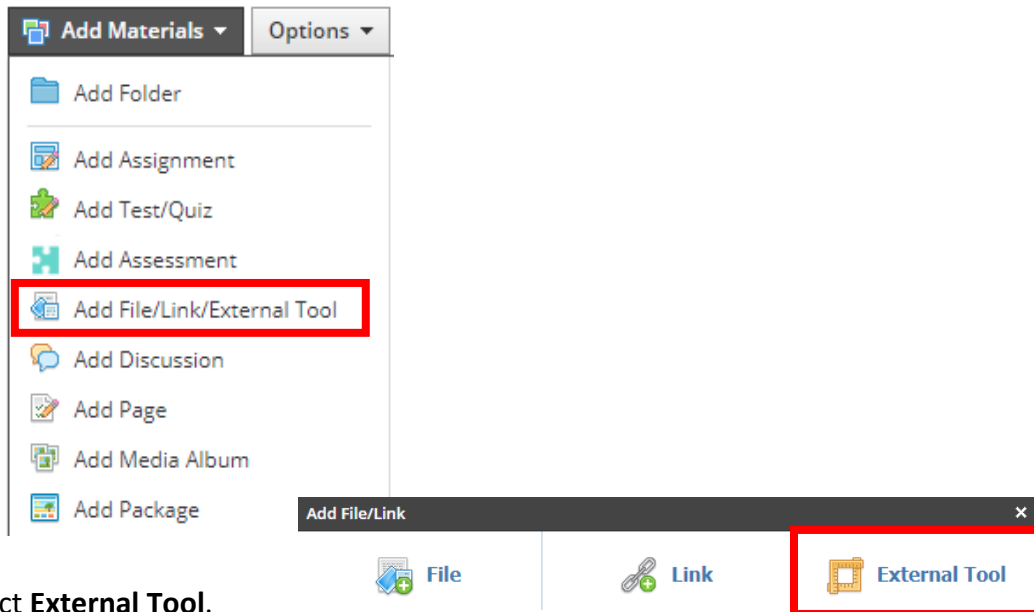


Adding Content in Schoology



Adding Content

1. Within a Course, **Add Materials** and select “**Add File/Link/External Tool**” from the dropdown.



2. Select **External Tool**.

3. Choose your Infobase Learning Cloud tool (or whatever name you gave) in the **Tool Provider** dropdown.

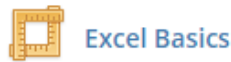
This image shows the 'Add External Tool' form in Schoology. The form has a title bar 'Add External Tool' with a close button. It contains several fields: 'Tool Provider' (a dropdown menu with 'Infobase Learning Cloud' selected), 'Title' (a text field with 'Excel Basics'), 'URL' (a text field with 'Custom'), 'Consumer Key' (a text field with 'Custom'), 'Shared Secret' (a text field with 'Custom'), 'Custom Parameters' (a text field with 'Custom'), 'Enable Grading' (a checkbox that is unchecked), 'Learning Objectives' (a button labeled 'Align'), and 'Options' (a button with three dots). At the bottom, there are 'Submit' and 'Cancel' buttons.

4. Give the assignment a name and determine whether you want to apply grading* (all items with **Custom** should remain, including URL). Submit.

Adding Content in Schoology



- Click on the newly created assignment title in your course.






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

All of your content is now located in the drop-down menu to the left of the search bar.

Search All Content ▼ excel 🔍 Filter Results ○ Reset All ↺

Search within results 🔍

« 1 2 3 4 > » View: 8 ▾

	Microsoft Office 365 (2021) Applications: Microsoft Office 365 2021 Tutorial Count: 54 Length: 3h:10m:52s 📄	+ Content
	Excel Advanced (2021) Applications: Excel Tutorial Count: 40 Length: 1h:18m:57s 📄	+ Content
	Excel Basics (2021) Applications: Microsoft Tutorial Count: 40 Length: 1h:12m:18s 📄	+ Content

- Select a series or Learning Module to add using the blue **+ Content** button.

Adding Content in Schoology



8. Choose which specific learning resources and/or assessments to add; all learning resources and assessments are automatically selected. Deselect each content type all at once by unchecking the boxes at the very top and/or go through to make individual item changes. Once you are happy with your selections, click 'Submit.'

The screenshot shows the Schoology interface for adding content. On the left, a preview of the 'Excel Basics (2021)' learning resource is displayed, including the Infobase logo, author name (Daniel Fanella, Ph.D.), and a description of the series. On the right, a selection panel allows users to choose content. At the top, there are 'Edit' and 'Submit' buttons. Below these, there are checkboxes for 'All Learning Resources' and 'All Assessments', both of which are checked. A dropdown menu is set to 'A. Getting Started'. Under this category, several video resources are listed with checkboxes, all of which are checked: 'What You Will Learn 01:13', 'Accessing Excel 01:46', 'Opening a Workbook 01:48', 'Saving Your Workbook 03:06', 'The Excel Interface 02:08', 'The Workbook Structure 01:30', 'Creating Sheets 02:04', and 'Navigating Cells 01:38'. Below the videos, there is an 'Assessment' section with a checkbox for 'Excel Basics', which is also checked. At the bottom, a dropdown menu is set to 'B. Working With Data', and a video resource 'Entering Data 00:55' is listed with a checked checkbox. A 'Back to Search' button is located at the top left of the interface.

9. Go **Back to Course** and add further content as desired.

***GRADING:** If assessments are added along with videos a grade will not appear in the gradebook until all videos 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.

Please **enjoy!**

Help Center: <https://infobase-ilc.zendesk.com/hc/en-us>

Support: cs-pdt@infobase.com