Uploading Behavioral Health Modules to D2L (Multiple Modules)

To add all of the Behavioral Health modules to your D2L course, start by downloading the files linked in this document. Follow these instructions to import them into your course. A [short video demonstration](#) is also available.

1. Download the following file:
    a. Behavioral_Health_Quizzes_Grade_Items [LINK]
    b. Note where it is saved on your computer.
2. Navigate to **Course Admin** in your course and select **Import/Export/Copy Components**.
3. Click the radio button beside **Import Components** and click **Start**.
4. Locate and upload the .zip file.
5. When it becomes available, click **Import All Components**. (this may take a while).
6. Click **View Content**. You may need to navigate to your Content area to get started building out the module.

Module Content Links

The last links you will need are to the content of the Behavioral Health modules. These were created in a program called SoftChalk. We will list the links here and show you how to use them within your course:

Promoting Digital Health Literacy [LINK]

Creating Therapeutic Online Relationships [LINK]

Behavioral Health and Racially Marginalized Populations [LINK]

Behavioral Health and LGBTQ+ Populations [LINK]

Behavioral Health and Economically Disadvantaged Populations [LINK]

Organizing Your Content

We recommend you create a module for your Behavioral Health content and sub-modules to organize each topic with their tests (pre-test – content - post-test).

Behavioral Health	15
Digital Health Literacy	3
Therapeutic Online Relationships	3
Racially Marginalized Populations	3
LGBTQ+ Populations	3
Economically Disadvantaged Populations	3

Add a module…
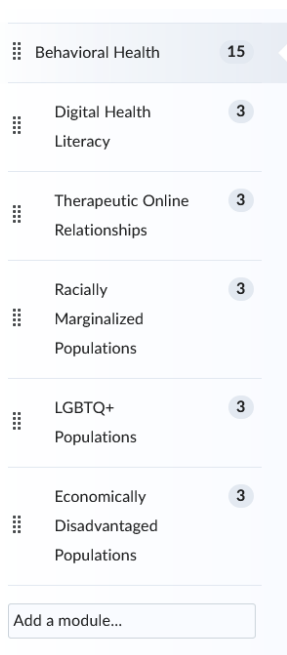
But feel free to put them anywhere you need within your course. As long as each module used is accompanied by a pre-test and post-test it will work well. In case you are not familiar with the steps to create modules and sub-modules, follow the directions below.

Create a Module

A video tutorial on how to [Add Modules](#).

1. Select the **"Add a module" box**. Located at the bottom of the left-side menu.
2. Enter a name for the module in the input-text box. For example: Behavioral Health.
3. Hit return (or enter) on the keyboard.
4. If you would like a sub-module, the **Add a Sub-Module** box is at the bottom of the Content area.

Adding Content to Your Modules

Add Content directly to your modules so students do not have to search for what needs to be completed. [Start with the links to the Module Content](#). You'll want to add the appropriate link to its named sub-module by completing the following steps:

1. Navigate to the preferred sub-module. Click on **Upload/Create**.
2. Click on **Create a Link**.
3. Type in the title of the SoftChalk module (i.e. Promoting Digital Health Literacy) and add the link from above to the URL field. Click **Create**.
4. Do the same for all the SoftChalk modules.

Now that you have the links to the actual content, you need to add the Pre and Post tests. They are actually the same tests, but only the post-test is scored. This is why there are no grade items for the pre-test. To add the quizzes follow directions below or watch the [Adding Quizzes](#) video:

1. Start at the first sub-module you created and click **Existing Activities**.
2. Click on **Quizzes**, you may need to scroll to find it.
3. On the Add Activity pop-up, look for the Pre-Test related to this module. Make sure to read carefully because all the choices are similarly named!
4. Click on the Pre-Test version. It will populate a link to the quiz at the bottom of the module.
5. Move the Pre-Test quiz above the SoftChalk content link by clicking and holding the 8 dots to the left. This way, the pre-test is before the content. (see video above if you need a visual)
6. Repeat steps 1-2, then locate the corresponding Post-Test. Add it to the module and it does not need to be moved because it should populate below the SoftChalk content link. The order is important. You want the students to pre-test themselves for prior knowledge. Then they can be tested again after they go through the SoftChalk content. Their scores from the post-test determine whether they earn a badge.
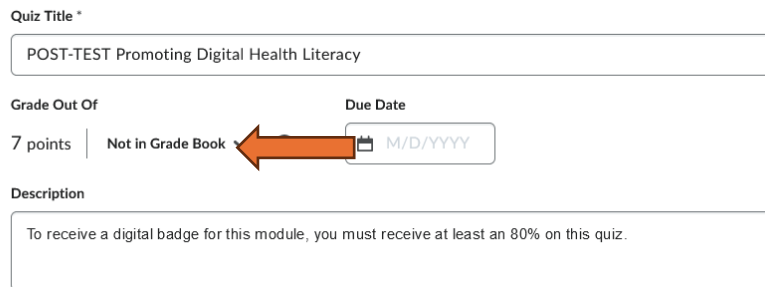
Complete all your modules and they can look like this:

Connecting Quizzes to Grade Items

Please make sure to connect your Post-Tests to their corresponding Grade Item in your D2L Grade Book. Unfortunately, this may not happen automatically, but it isn't difficult to make the connection.

1. Navigate to the **Quizzes Tab**.
2. Click on the first **Post-Test** in the list.
3. On the Edit Quiz page, there will be a section called "*Grade Out of*". It will have points assigned, but it may be listed as **Not in Grade Book**. If that's the case, click on the down arrow next to it.

4. Choose **Edit or Link to Existing**.
5. Click in the button next to **Link to an existing grade item** and use the drop-down menu to select the grade item that matches the test you are editing.
6. Click **Ok**.
7. Click **Save and Close**. Move on to the next Post-Test.

Please remember to only do this for quizzes labeled **POST-TEST**! Once all Post-Tests are connected to their corresponding Grade Item, your Grade Book should show all the Post-Tests associated with Quizzes.

If you hover over the question marks next to the word Quizzes, you can see what quiz each grade item is associated with and that will help you verify you connected the correct ones. Students will need to pass their quizzes with at least an 80% to receive their badges.