

# Uploading Behavioral Health Modules to D2L (One Module)

To add one 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 necessary Behavioral Health module. 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

The Behavioral Health content will need to be organized to allow students to participate in a pre-test before they access the topic and then finish with a scored post-test. Some will add it to an existing module and others will create a module just for their topic. In case you are not familiar with the steps to create modules.

## 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.

## Adding Content to Your Module

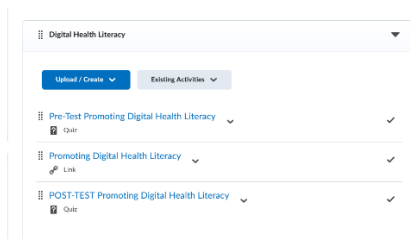
Add Content directly to your module so students do not have to search for what needs to be completed. Choose the appropriate [link to the Module Content](#). Use the following steps to add it:

1. Navigate to the preferred 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**.

Now that you have your chosen link in your course, 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 module that contains the topic link 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 move it below the topic. 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 module content. Their scores from the post-test determine whether they earn a badge.

Ideally, you want your content lined up like this:



## Connecting Quizzes to Grade Items

Please make sure to connect your Post-Test to its 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 **Post-Test** that matches your topic in the list.

- 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.

Quiz Title \*

POST-TEST Promoting Digital Health Literacy

Grade Out Of Due Date

7 points | Not in Grade Book   M/D/YYYY

Description

To receive a digital badge for this module, you must receive at least an 80% on this quiz.

- Choose **Edit or Link to Existing**.
- 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.
- Click **Ok**.
- Click **Save and Close**.

Please remember to only do this for the quiz labeled **POST-TEST!** Once the Post-Test is connected to its corresponding Grade Item, your Grade Book should it associated with Quizzes.

|                          |   |         |           |   |
|--------------------------|---|---------|-----------|---|
| <input type="checkbox"/> | POST-TEST Promoting Digital Health Literacy ▼ | Numeric | Quizzes ⓘ | 7 |
|--------------------------|---|---------|-----------|---|

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 one. Students will need to pass their quiz with at least an 80% to receive their badge.

## Hiding Quizzes You Don’t Need

The zip file you added to the course also contains the quizzes and grade items for the rest of the Behavioral Health topics. You can hide them if you are not using them. To hide them:

- Navigate to the Quizzes tab.
- Click on the down-arrow next to the quizzes you would like to hide.
- Choose **Hide from Users**. The eye symbol with a line through it will show up to confirm that students will not be able to access the quiz.
- Repeat for all quizzes you will not be using in this course.