

# Sift & Winnow: Libraries@UW Setup

There are three important parts of including Sift & Winnow: Libraries@UW in your course:

1. **Setting Up**
2. **Grades**
3. **Activating the Course**

If you would like to view the tutorial modules you can self-enroll in Sift & Winnow: Libraries@UW.

The following link has self-enrollment instructions:

<http://www.library.wisc.edu/wp-content/uploads/2015/09/Sift-Winnow-Self-Enrollment-Instructions.pdf>

## Setting Up

There are **three** options for setting up Sift & Winnow: Libraries@UW in your course. A completion grade is automatically created in the learning management gradebook for each tutorial module no matter which option you choose

### Option A: Widget on a pre-created homepage template

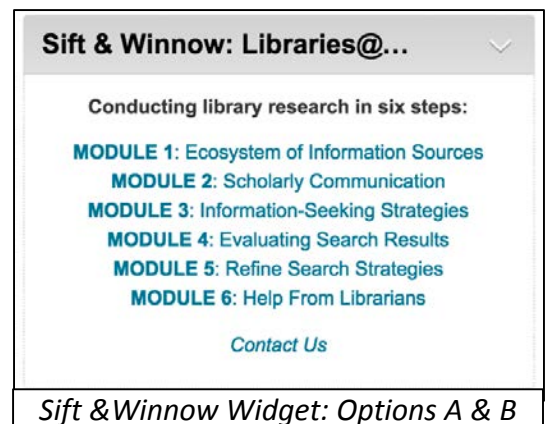
- Instructors can add a pre-created homepage to their course that includes a Sift & Winnow widget. The Sift & Winnow widget comes with links to all of the Sift & Winnow tutorial content.

### Option B: Widget on a Custom Homepage

- If an instructor has created a custom homepage for the course, then the Sift & Winnow widget will be added from the homepage configuration screen.

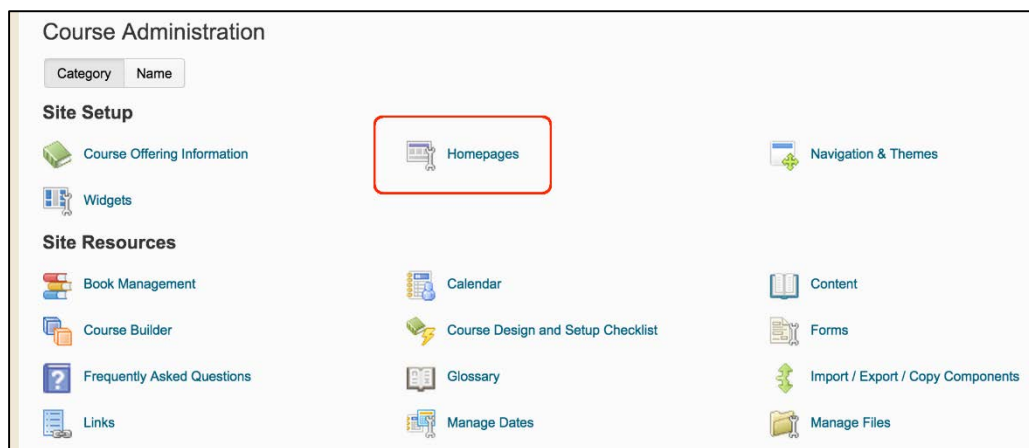
### Option C: Individual Links

- If an instructor wants to customize when students will complete each module, they can add individual links to each tutorial module anywhere in their course. Individual module links are added the same way as all other course activities.

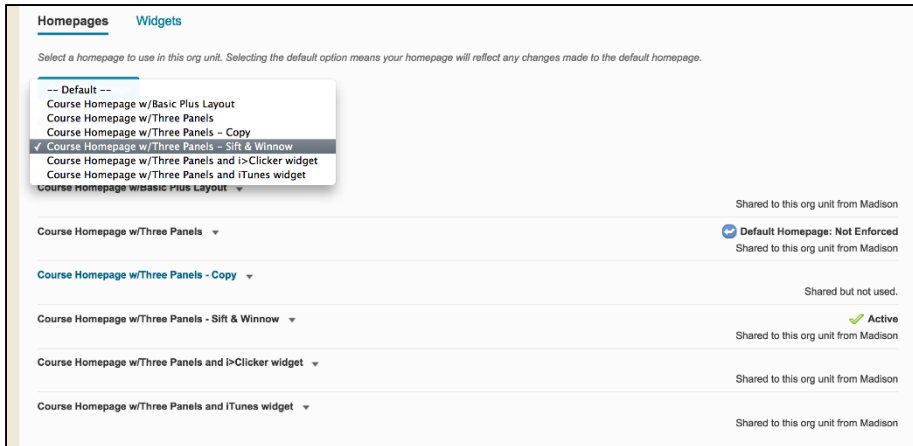


### Option A: Widget on a pre-created homepage template

- 1) Click on Course Admin and then choose Edit Course to get to the course administration page. From the course administration page click the **'Homepages'** link.



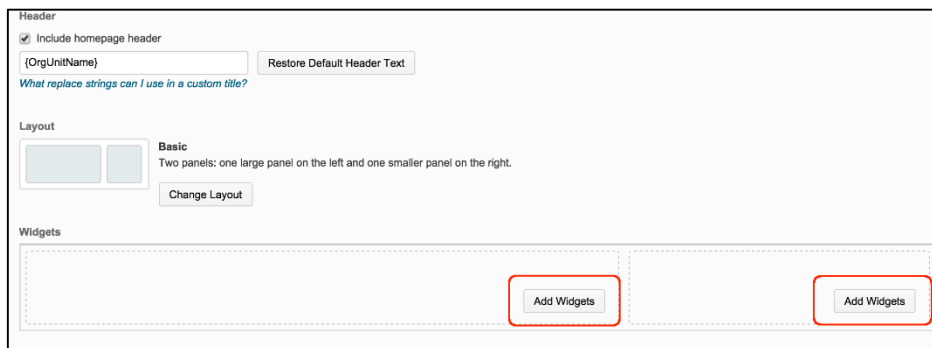
- 2) Choose **'Course Homepage w/Three Panels – Sift & Winnow'** from the *Active Homepage* selection box and click **'Apply'**



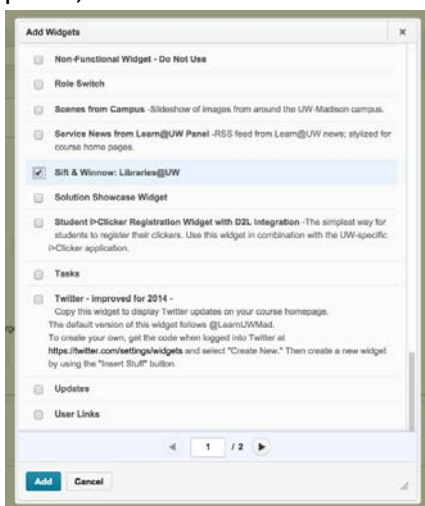
- 3) Please see “Grades” section below for **important** information on grading workflows.

### Option B: Widget on a Custom Homepage

- 1) Click on Course Admin and then choose Edit Course to get to the course administration page. From the course administration page click the **'Homepages'** link.
- 2) Click **'Create Homepage'** button
- 3) Scroll down to the layout configuration and click the **'Add Widget'** button in the panel where the widget will live.



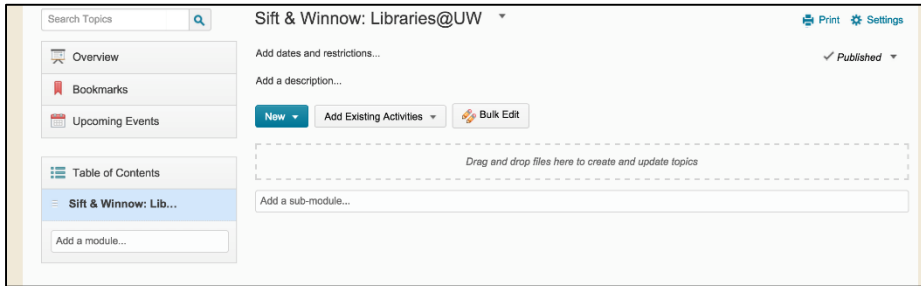
- 4) Select the Sift & Winnow widget from the list of widgets; click **'Add'** to insert the widget into that panel, and then **'Save'** the homepage configuration. **Note:** Do **NOT** add the 'Clue' widget.



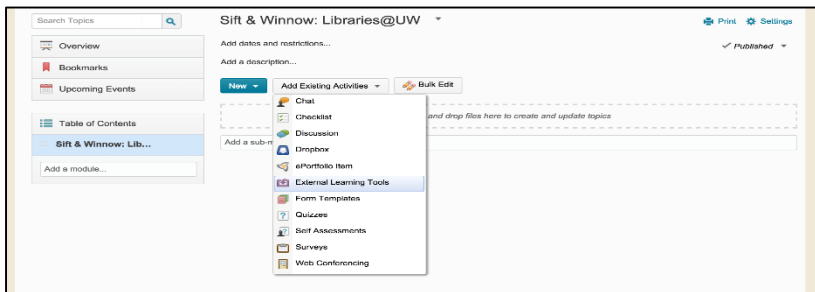
5) Please see “Grades” section below for **important** information on grading workflows.

### Option C: Individual Links

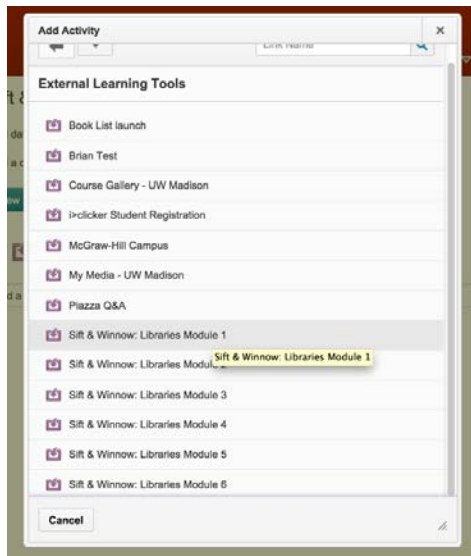
- 1) Click on ‘**Content**’
- 2) Select a course module to put the tutorial link(s) in, OR Click ‘**Add a module**’ and title the module.



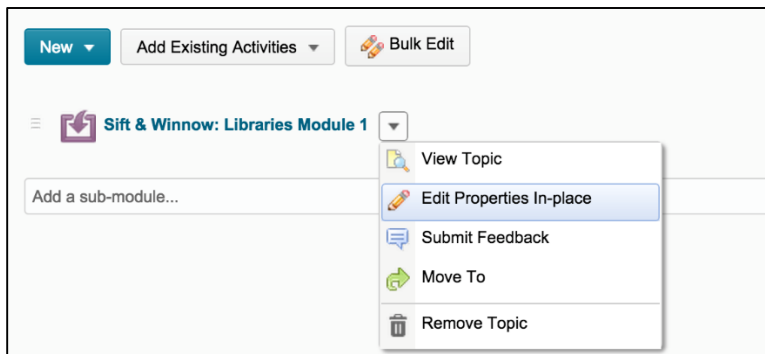
- 3) Click the ‘**Add Existing Activities**’ button and select ‘**External Learning Tools**’ from the list of activity types.



- 4) Choose the desired tutorial module to add from the list.



5) Click the **down arrow** next to the new activity link and choose **'Edit Properties In-Place'**.



6) Check the box labeled **'Open as External Resource'**. While these last two steps are not required, the tutorial has much less screen real estate if this is not done.



7) Repeat this process for other tutorial modules as appropriate.

8) Please see "Grades" section below for **important** information on grading workflows.

## Grades

Each tutorial module link, whether from the widget or manually created, will automatically be associated with a grade item in the grade book.\* When a student visits a link and clicks the completion button on the bottom of the page, a grade of 100 points will be reported back to Learn@UW for that module.

\*A Sift & Winnow Module grade item (e.g. Sift & Winnow: Libraries Module 3) is created automatically in the gradebook only **AFTER** class participants (e.g. student or instructor) complete a respective module. After the first initial completion of all 6 modules (by a student or instructor), each grade item will show up in the gradebook for all participants.

Enter Grades				Manage Grades	Schemes	Setup Wizard	Settings	Help
New		More Actions						
Bulk Edit								
	Grade Item	Type	Association	Max. Points				
<input type="checkbox"/>	Quiz 1	Numeric	External Learning Tool	100				
<input type="checkbox"/>	Sift & Winnow: Libraries Module 1	Numeric	External Learning Tool	100				
<input type="checkbox"/>	Sift & Winnow: Libraries Module 2	Numeric	External Learning Tool	100				
<input type="checkbox"/>	Sift & Winnow: Libraries Module 3	Numeric	External Learning Tool	100				
<input type="checkbox"/>	Sift & Winnow: Libraries Module 4	Numeric	External Learning Tool	100				
<input type="checkbox"/>	Sift & Winnow: Libraries Module 5	Numeric	External Learning Tool	100				
<input type="checkbox"/>	Sift & Winnow: Libraries Module 6	Numeric	External Learning Tool	100				
<input type="checkbox"/>	Final Calculated Grade							
<input type="checkbox"/>	Final Adjusted Grade							
Bulk Edit								

## Activating the Course

Once you have finished setting up Sift & Winnow: Libraries@UW in the content management system, you will need to activate the course.

Activation instructions for Learn@UW D2L:

- 1) Select the course from your course dashboard
- 2) Click on **Course Admin** in the top right corner of the page
- 3) From the drop down menu, select **Edit Course**
- 4) Select **Course Offering Information** from the top left under Site Setup
- 5) Check the box next to **Course is Active**, and then click **Save**
- 6) Students can now see the course in their course dashboard