

GCC Library Plug-and-Play Tutorials Instruction Sheet



The Plug-and-Play Tutorials

About – On the [GCC Library Tutorials Page](#), you will find both Previews and Download Packages for each tutorial. The Previews are meant to show the tutorial, so that you can preview it to see if it is something you would like to utilize in your Canvas class. The Download Packages are the actual files and content you will need to upload into your Canvas class as a graded assignment. Below are the step-by-step instructions on how to upload a Plug-and-Play Tutorial into your Canvas course:

Important Note: It is recommended that you **DO NOT use a Safari Browser** for the canvas upload process. Beyond the upload process however, any browser including Safari will work for students taking the tutorial.

Step One: On the [GCC Library Tutorials Page](#), click on the **Download Package** of the tutorial you would like to use.

show the tutorial, so that you can preview it to see if it is something you would like to utilize in your Canvas class. The *Download Packages* are the actual files and content. The process of uploading these files into Canvas to upload these Download Packages, please see:

- [Instructional Flier](#)

Plagiarism Tutorial

This tutorial covers the topic of plagiarism, including strategies to avoid plagiarism.

- [Plagiarism Tutorial Preview](#)
- [Plagiarism Canvas Download Package](#)

Please note, the Preview is only used to preview the tutorials. You will need to click on the Download Packages to download the tutorials.

SEE ALSO
[GCC Library Tutorials Page](#)
[Plagiarism Tutorial](#)
[Plagiarism Canvas Download Package](#)
[Plagiarism Canvas Download Package](#)

SEE ALSO
[Faculty Library Resources Page](#)

Step Two: On the next page, please answer a quick question about usage, then download the tutorial package.

Important Note: Although you are downloading a .zip file, you **DO NOT** need to open it or unzip it. You simply will upload it in Step Three and Four.

The image shows a screenshot of the Glendale Community College (GCC) Library Tutorials website. The website header includes the GCC logo and navigation links: "Become a Student", "Pay for College", and "Academic". The main content area is titled "GCC Library Tutorials" and features a "Plagiarism Tutorial Download" section. Below this, there is a question: "Before downloading your tutorial can you answer the following question: Is this tutorial for...". Two radio buttons are provided: "Personal Use" and "Classroom Use", with "Classroom Use" selected. Under "Optional Questions:", there are two input fields: "What class is the filer for?" with "English 101" entered, and "How many people are in your class?" with "27" entered. A "Download Tutorial" button is visible at the bottom of the form.

Overlaid on the right side of the website screenshot is a Windows File Explorer window titled "Documents library". The window shows a list of folders in the "Documents" library. The folders listed are:

Name	Date modified	Type	Size
_SoftChalkDownloadTempDir	2/11/2016 3:09 PM	File folder	
_SoftChalkDownloadTempDir-1	2/1/2016 3:19 PM	File folder	
_SoftChalkDownloadTempDir-2	2/11/2016 2:30 PM	File folder	
3dsMax	11/10/2016 9:56 AM	File folder	
Camtasia Studio	5/10/2016 10:09 AM	File folder	
CONTENTdm Project Client	2/5/2016 9:58 AM	File folder	

The File Explorer window also shows the "File name" field set to "Plagiarism" and the "Save as type" set to "WinZip File". There are "Save" and "Cancel" buttons at the bottom right of the window.

Below the File Explorer window, there is a "SEE ALSO" section with two links: "Back to Tutorials Page" and "Faculty Library Resources Page".

***Step Three:** After downloading your Tutorial Package, enter the Canvas course where you would like to upload your tutorial. Then click on the “SCORM” option in the left-hand menu.



The screenshot displays the Canvas LMS interface. On the left is a navigation menu with items: Home (highlighted in blue), Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, SCORM (highlighted with a red box), and Settings. A large red arrow points from the right towards the SCORM option. The main content area is titled 'Recent Activity in O'Brien Sandbox' and shows a notification for '6 Assignment Notifications' with a 'SHOW MORE' link.

***If you do not see a SCORM option on your menu, then you must activate this option through the following steps:**

1. Click on the “Settings” option on the menu.
2. Next, click on the “Navigation” tab at the top of the page.
3. Drag the SCORM option from the bottom list to the top list to make it visible.
4. After doing so, you must click “Save” at the bottom of the page.
5. Now the SCORM option should be visible in the menu. Click on it and then follow the remainder of the instructions to add the tutorial to your course.

Step Four: On the SCORM page, select “Upload”. Then attach the Download Package, you had downloaded in Step Two.

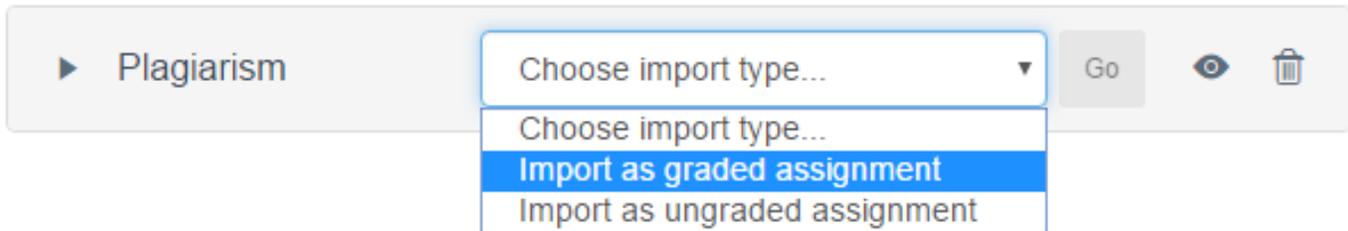
The image shows a web interface for a SCORM page. On the left is a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, SCORM (highlighted in blue), and Settings. The main content area has the word "SCORM" in large letters. To its right is a red arrow pointing to a blue "Upload" button with a cloud icon. Below this is a Windows File Explorer window titled "Open" showing the "Documents" folder. A red box highlights a file named "Plagiarism" in the file list, with a red arrow pointing to it. A text box overlaid on the file explorer says: "Select the Download Package you had downloaded in Step Two, then double-click on it, just like you would attach an email." The file list table is as follows:

Date modified	Type
4/1/2015 5:08 PM	File fol
1/15/2015 3:04 PM	File fol
12/17/2014 9:19 AM	File fol
10/24/2014 4:30 PM	File fol
3/7/2014 9:35 AM	File fol
12/15/2016 7:00 PM	WinZi

Step Five: After the Download Package uploads, click on the drop-down menu, then select “Import as graded assignment”. After making this selection, click the “Go” button.

SCORM

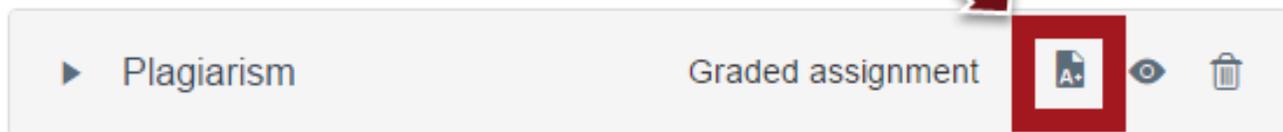
Upload



Step Six: Click on the Assignment icon, indicated below:

SCORM

Upload



Step Seven: This will bring up the Assignment Page for the Tutorial (see below). On this page, click on “Edit Assignment Settings” in the upper-right hand corner.

O'Brien Sandbox > Assignments > Plagiarism

Step Eight: On the Assignment Settings page, you can assign the tutorial a point value, a due date, and even create a description of the tutorial for your students.

Final Step: Click “Save and Publish” to make the tutorial live for your students, and accessible on the Assignments section of their Canvas Menu.