



D2L Integration App – Instructor Guide

Effective Date and Last Updated

July 31, 2020

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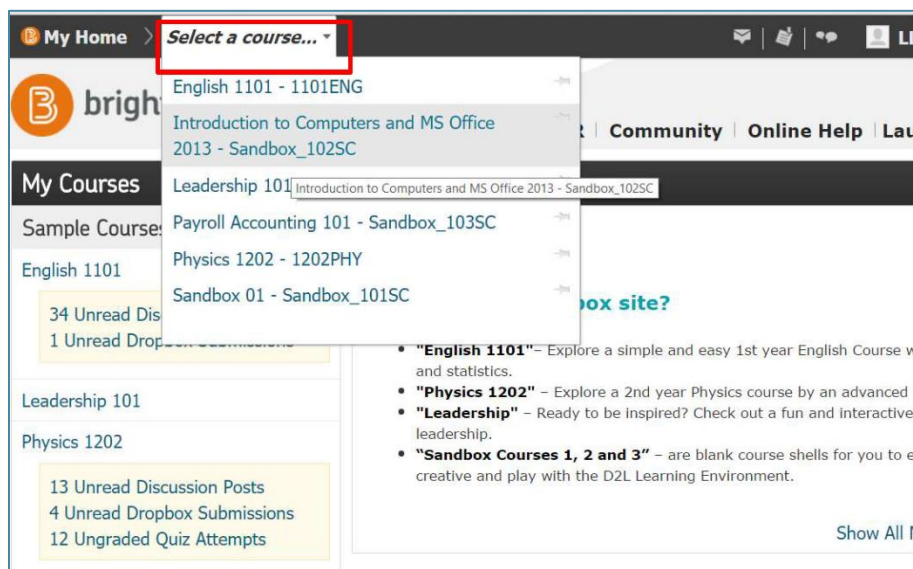
Introduction

The eLab LMS integration tool allows instructors to add single sign-on links to eLab resources such as videos, Guide Me tutorials, WebSims, and PowerPoint overview presentations. It also enables instructors to add eLab quizzes, tests (including simulation questions), and auto-graded assignments to their D2L courses. The tool will send student grades back to the D2L gradebook.

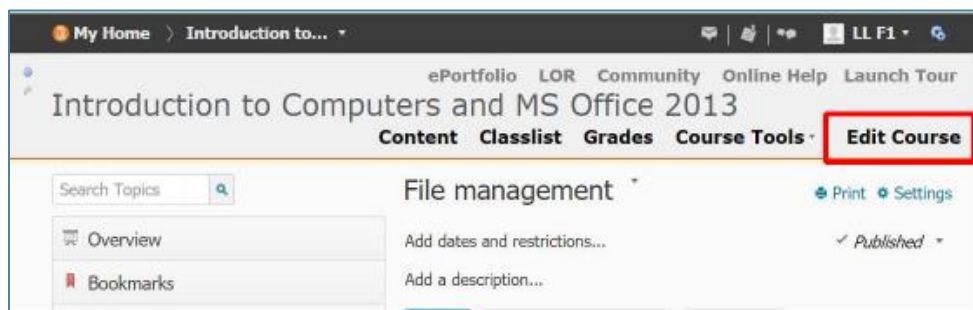
Adding learning resources from Labyrinth eLab to a D2L course using the eLab LMS integration tool involves both the D2L administrator and the instructor. This guide is designed to lead instructors through the process of adding course resources.

Add eLab Resources in Your D2L Course

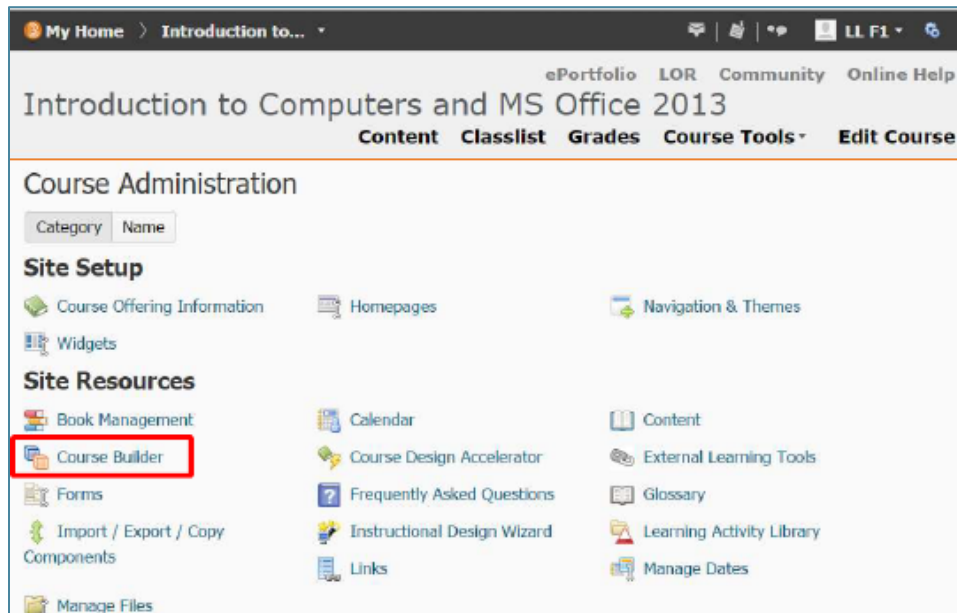
1. Log in to your D2L account and open the course to which you wish to add Labyrinth eLab resources.



2. Click **Edit Course**.

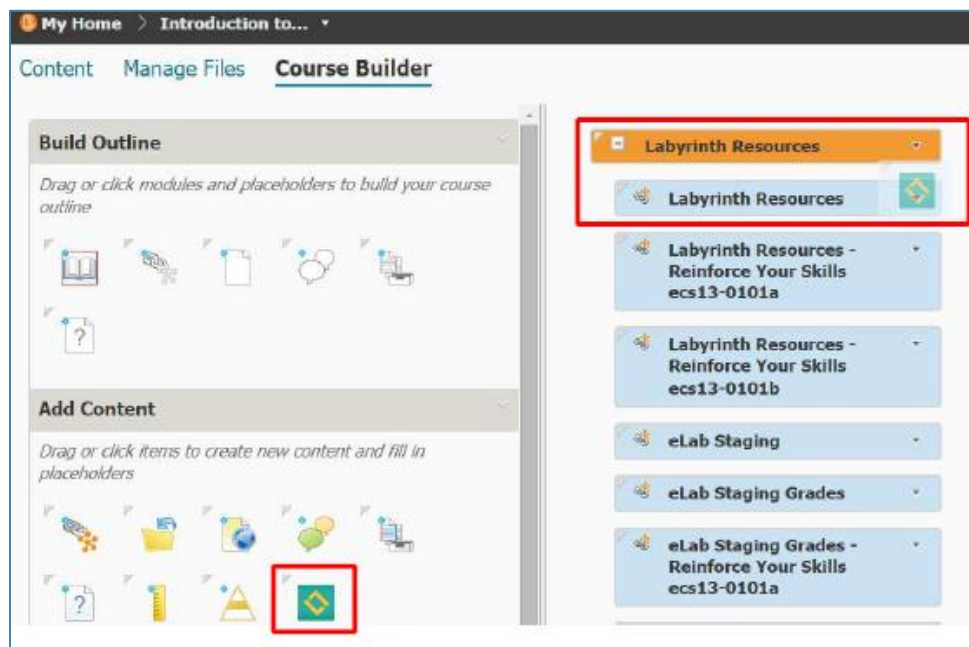


3. From Site Resources, click **Course Builder**.



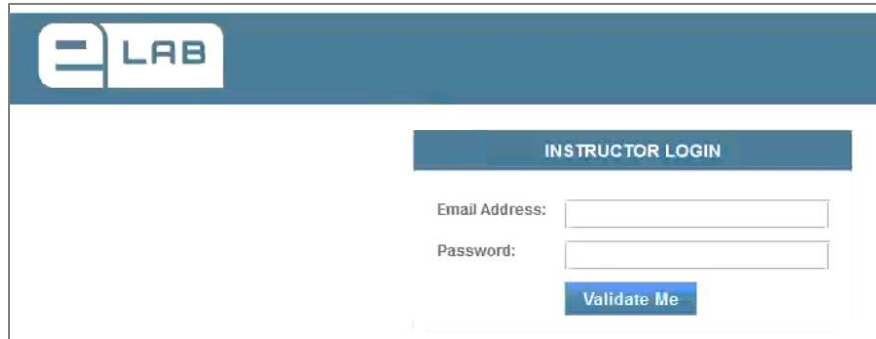
4. From **Add Content** section, click and drag the **Labyrinth icon** into the section of the course in which you wish to add eLab content.

Tip! It is important to ensure that the Labyrinth icon is dropped right into the target module in the course. Otherwise, eLab content will not get added correctly.



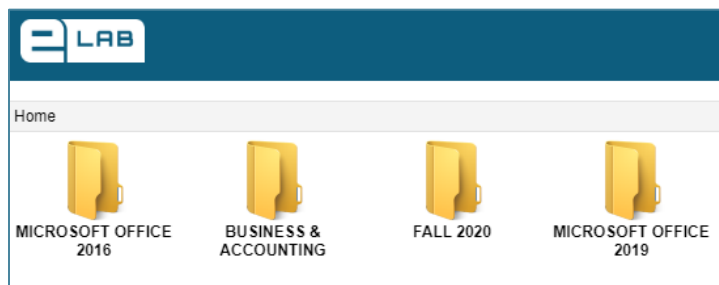
Logging in to eLab from Within D2L

1. The first time you access the eLab tool, you will be asked to log in. Enter your eLab e-mail address and password, and then click **Validate Me**. If it takes you directly to #2 below without asking you to sign in, that is ok.



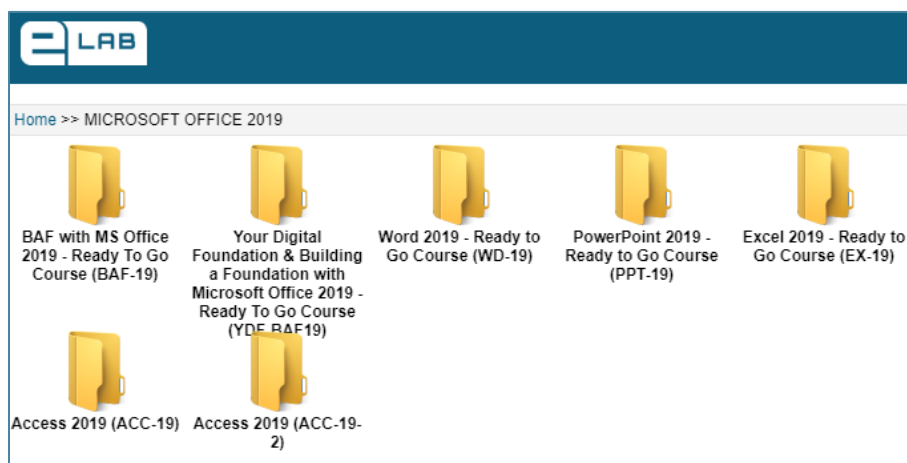
The image shows the eLab Instructor Login interface. At the top is the eLAB logo. Below it is a section titled "INSTRUCTOR LOGIN". Inside this section, there are two input fields: "Email Address:" and "Password:". Below the password field is a blue button labeled "Validate Me".

2. Click on the course category, such as FALL 2020.



The above image is just an example of the window that opens. Your window will depend on the categories you've created in eLab.

3. You will now see a list of courses in the selected category. Click on the course you want to add eLab content from.



Selecting eLab Resources to Add

1. **You can now add the ebook link to your D2L course!** Once an ebook link is added, both instructors and students can easily open their ebook from within D2L.

You can now view all the resources within your eLab course including lessons, videos, assignments, and quizzes. All non-graded content is in the left-hand window while any assessment which can be graded is in the right-hand window. Use scroll on each window to reach and select the content you wish to add to your D2L course.

You can pick and choose content and add links anywhere within your D2L course. For example, you can place links to the appropriate learning resources in each week of your course or add Labyrinth eLab resources to just one section of your D2L course. It's up to you!

Note! If you select a different course that doesn't pertain to the current semester, students will run into registration issues.

Resource Name:

Save

Accept Grades= AG

- eBook

☐ eBook-Word 2019 - Ready to Go Course

- CONTENT

☐ OVERVIEW CHAPTER 1

☐ OVERVIEW CHAPTER 1:INTRODUCING MICROSOFT OFFICE AND USING COMMON FEATURES

☐ Learning Objectives

Chapter Overview

☐ Overview Presentation

Learning Resources

☐ Videos

☐ Ribbon Overview

☐ Quick Access Toolbar Overview

☐ Using Save and Save As

☐ Saving Files to Multiple Locations

☐ Opening Files

☐ Sharing Files via Email

☐ Printing Files

☐ Clipboard Overview

☐ SELECT ALL

- ASSIGNMENTS

☐ WORD CHAPTER 1

☐ REINFORCE YOUR SKILLS W1-R1 ☐ AG

☐ REINFORCE YOUR SKILLS W1-R2 ☐ AG

☐ REINFORCE YOUR SKILLS W1-R3 ☐ AG

☐ APPLY YOUR SKILLS W1-A1 ☐ AG

☐ APPLY YOUR SKILLS W1-A2 ☐ AG

☐ APPLY YOUR SKILLS W1-A3 ☐ AG

☐ EXTEND YOUR SKILLS W1-E1 ☐ AG

☐ EXTEND YOUR SKILLS W1-E2 ☐ AG

☐ EXTEND YOUR SKILLS W1-E3 ☐ AG

☐ WORD CHAPTER 2

☐ REINFORCE YOUR SKILLS W2-R1 ☐ AG

☐ REINFORCE YOUR SKILLS W2-R2 ☐ AG

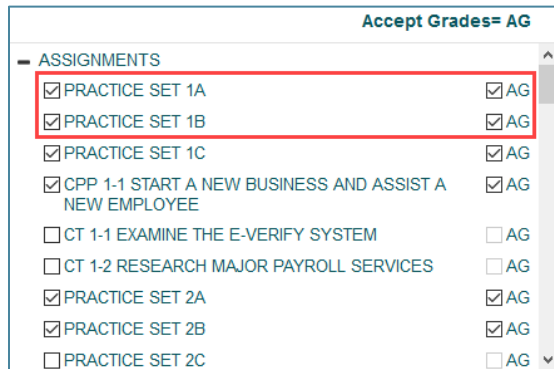
☐ REINFORCE YOUR SKILLS W2-R3 ☐ AG

☐ APPLY YOUR SKILLS W2-A1 ☐ AG

☐ APPLY YOUR SKILLS W2-A2 ☐ AG

Sending Grades Back to D2L

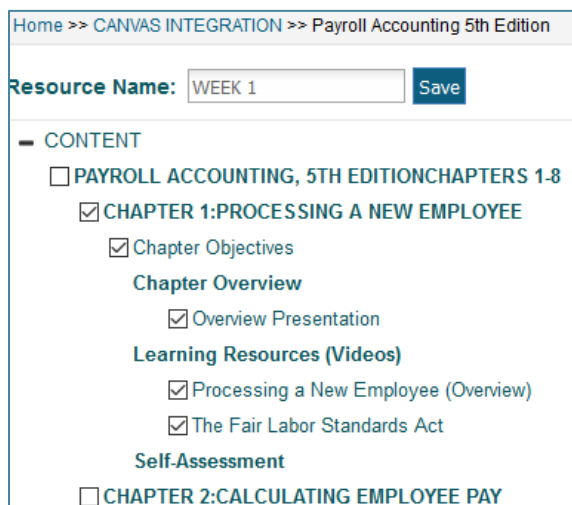
1. If you do not want certain eLab assignments and tests grades to appear in the D2L gradebook, uncheck **AG** for these in the right-hand window. All selected assignments and tests will be added to your D2L course and only those for which AG was left checked will appear in the D2L gradebook. This means that, if you uncheck the AG box, when a student submits an assignment or test, their grade WILL NOT get transferred to your D2L Gradebook. However, their grades will be in your eLab Gradebook.



Accept Grades= AG

ASSIGNMENTS	AG
<input checked="" type="checkbox"/> PRACTICE SET 1A	<input checked="" type="checkbox"/> AG
<input checked="" type="checkbox"/> PRACTICE SET 1B	<input checked="" type="checkbox"/> AG
<input checked="" type="checkbox"/> PRACTICE SET 1C	<input checked="" type="checkbox"/> AG
<input checked="" type="checkbox"/> CPP 1-1 START A NEW BUSINESS AND ASSIST A NEW EMPLOYEE	<input checked="" type="checkbox"/> AG
<input type="checkbox"/> CT 1-1 EXAMINE THE E-VERIFY SYSTEM	<input type="checkbox"/> AG
<input type="checkbox"/> CT 1-2 RESEARCH MAJOR PAYROLL SERVICES	<input type="checkbox"/> AG
<input checked="" type="checkbox"/> PRACTICE SET 2A	<input checked="" type="checkbox"/> AG
<input checked="" type="checkbox"/> PRACTICE SET 2B	<input checked="" type="checkbox"/> AG
<input type="checkbox"/> PRACTICE SET 2C	<input type="checkbox"/> AG

2. When you're finished selecting resources, at the top of the window, assign a Resource Name to the selections you've just made available to your students. This will place those selected resources in a new module. If you have alternative modules to place them under, then you can drag them over, then delete any empty module.



Home >> CANVAS INTEGRATION >> Payroll Accounting 5th Edition

Resource Name:

CONTENT
<input type="checkbox"/> PAYROLL ACCOUNTING, 5TH EDITION CHAPTERS 1-8
<input checked="" type="checkbox"/> CHAPTER 1: PROCESSING A NEW EMPLOYEE
<input checked="" type="checkbox"/> Chapter Objectives
<input checked="" type="checkbox"/> Chapter Overview
<input checked="" type="checkbox"/> Overview Presentation
<input checked="" type="checkbox"/> Learning Resources (Videos)
<input checked="" type="checkbox"/> Processing a New Employee (Overview)
<input checked="" type="checkbox"/> The Fair Labor Standards Act
<input checked="" type="checkbox"/> Self-Assessment
<input type="checkbox"/> CHAPTER 2: CALCULATING EMPLOYEE PAY

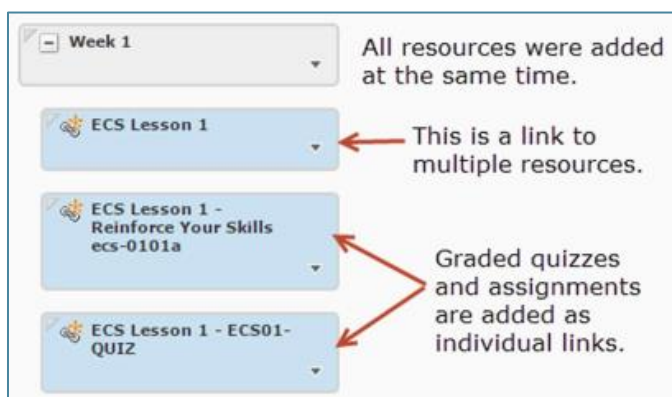
The name you choose will appear as the prefix in each eLab content link that your students will see, so make sure it relates to the content! You can always edit each link if you want to remove it.

Congratulations! Your D2L course is now updated with eLab resources.

Locating added eLab resources in your D2L course

Chosen content is placed in your course as described here.

- All non-graded content (chosen by you from the left-hand window) becomes available to students via a single link in D2L that opens a window that allows students to navigate to and choose resources.
- All assessment content (chosen by you from the right-hand window) are placed in D2L as separate links.



More About Added eLab Assignments and Tests

Grade Columns

Grade columns are created automatically in your D2L gradebook whenever at least one student completes her assignment and it has been graded by eLab. The grade is then sent back to D2L and a column is created for it in the D2L gradebook.

It's important that you do not create gradebook columns for your eLab assignments and tests or else you will find duplicate columns in your gradebook!

Weighting

Weights or points set in eLab for assessments are not reflected in D2L. Therefore, if you wish tests and assignments to be weighted, you will need to set this up in your D2L LMS.

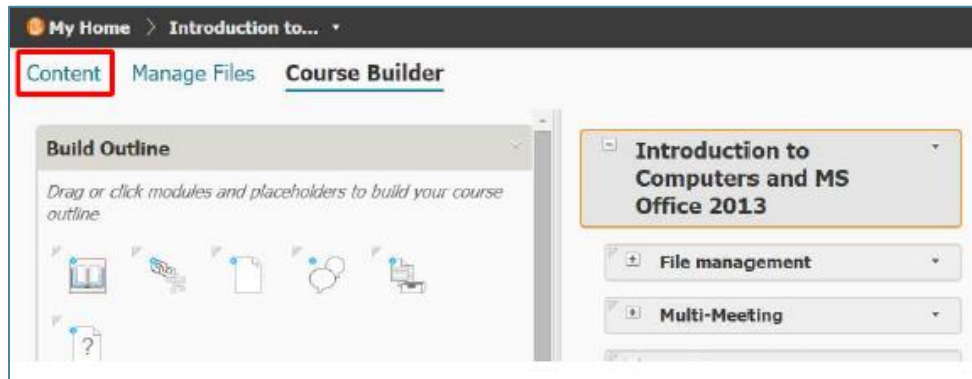
This is because only scores that are percentages are sent to D2L from eLab. For example, when a student takes a quiz and gets 75% correct, that percentage is sent back to D2L. If you have set up in eLab that a quiz is only worth 40 points, this weighting will not be reflected in the score sent back to D2L.

We are, however looking into the possibility of sending back weighted scores.

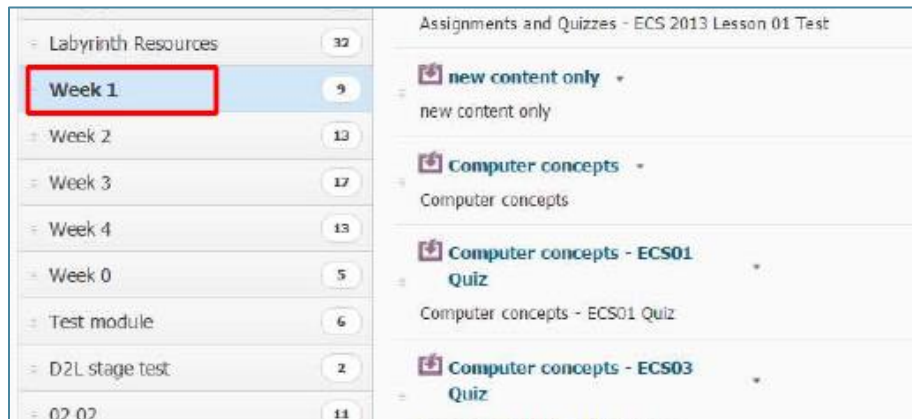
Viewing eLab Resources as a Learner

If you want to see what your students will see in their Canvas course, just follow these steps:

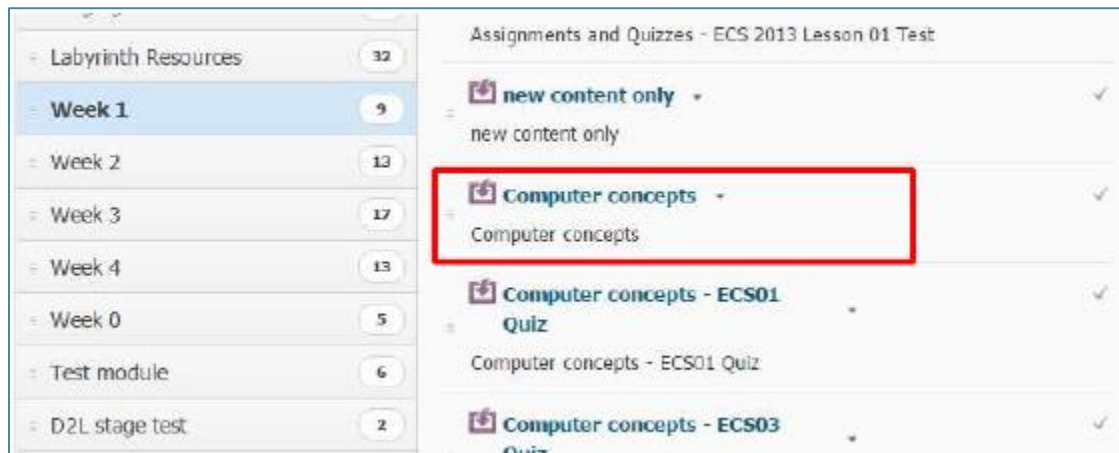
1. Go back to Content in the Brightspace D2L course.



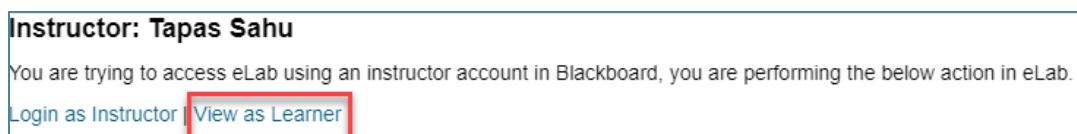
2. Click to expand the module where you just added eLab resources.



3. Click on the eLab resource you wish you view as a student.



4. You'll receive this window. Click View as Learner.



5. You will now be able to view any eLab resource from within D2L exactly like how your students will.

The screenshot shows the eLab assignment submission page within a D2L course. The header includes the eLAB logo, the course title "Essential Computing Skills & Building a Foundation with Microsoft Office 2013 (Master-01)", and a "My Course" link. Below the header are three buttons: "Submit Assignment", "Cancel", and "Print".

The "Assignment Information" section displays the following details:

- Headings: ECS Lesson 01
- Assignment Title: Reinforce Your Skills ecs13-0101b
- Description: Complete the Reinforce Your Skills ecs13-0101b exercise on page ecs0123 of your Labyrinth Learning textbook.
- Maximum Points: 10.00
- Date Available: —
- Date Due: —
- Late Submission Date: Not Allowed
- Resubmission Date: —
- Assignment Files: —
- Total Attempts Remaining: —

The "Submit Assignment:" section includes a "Select # of Files to Attach:" dropdown set to 2. Below this, there are two rows for file selection, each with a "Choose File" button, a "No file chosen" status, and a "Filename:" text input field. The input fields have a "(Max. Length 75 Ch)" limit. At the bottom left, there is a "Reflect in ePortfolio" button, and at the bottom right, there are navigation arrows.

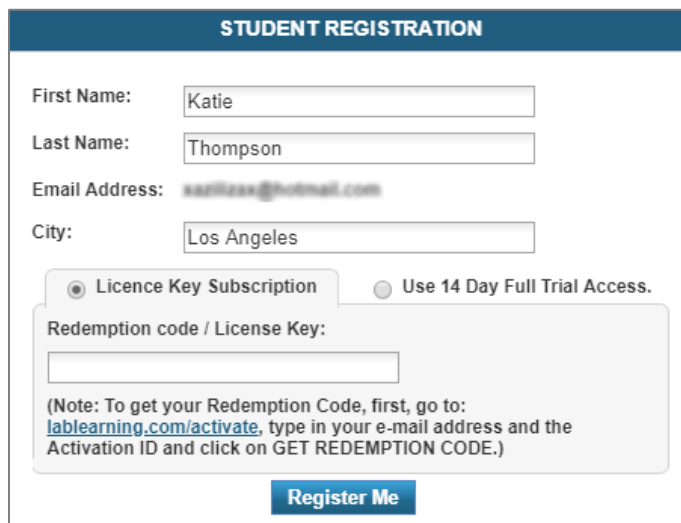
Student Registration Process

Once your course is ready to go, students will be able to access all eLab resources, such as videos, Guide Me tutorials, WebSims, assignments, and tests, directly from within your D2L course. This section describes how to instruct students on how to access eLab resources in D2L. There is also a **Student Registration Guide** you can download in the LMS Integration section in eLab to add to your D2L Modules. You can use it as a starting point.

Registering Within D2L

All students will be accessing the eLab resources from within Canvas only. Students should not be going to the eLab website at all. If you have a Course Code, Course URL, or a link to the eLab homepage listed in your Canvas course, please remove it.

When a student clicks an eLab resource link in the Canvas course for the first time, they will be brought to the Registration page and will be asked to provide an eLab license key or Redemption Code. Students complete the registration one time only.

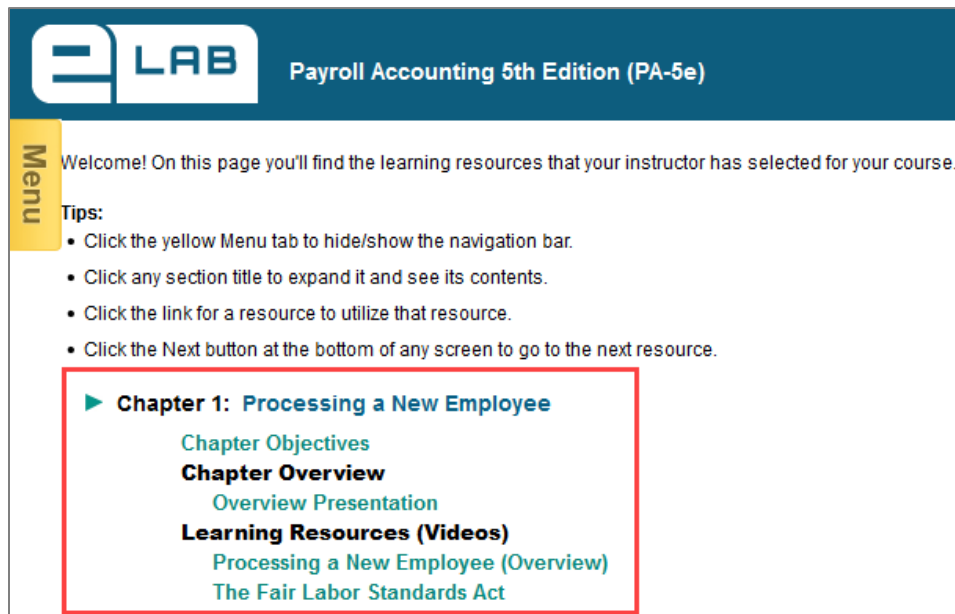


The screenshot shows a web form titled "STUDENT REGISTRATION" with a dark blue header. The form contains several input fields: "First Name" with the value "Katie", "Last Name" with "Thompson", "Email Address" with "xxxtxxx@hotmail.com", and "City" with "Los Angeles". Below these fields are two radio buttons: "Licence Key Subscription" (which is selected) and "Use 14 Day Full Trial Access.". Under the selected radio button is a text input field labeled "Redemption code / License Key:". Below this field is a note in parentheses: "(Note: To get your Redemption Code, first, go to: [labeledlearning.com/activate](\"http://labeledlearning.com/activate\"), type in your e-mail address and the Activation ID and click on GET REDEMPTION CODE.)". At the bottom of the form is a blue button labeled "Register Me".

After registering the eLab License Key/Redemption Code from within the D2L course one-time, students can access any eLab resource by clicking on its' link from the D2L course content

Accessing Non-Graded eLab Content

1. When a student opens a link to multiple resources (everything chosen from the left-hand window when selecting eLab resources to add, they will see the list of links to the resources from within the D2L course.



eLAB Payroll Accounting 5th Edition (PA-5e)

Menu

Welcome! On this page you'll find the learning resources that your instructor has selected for your course.

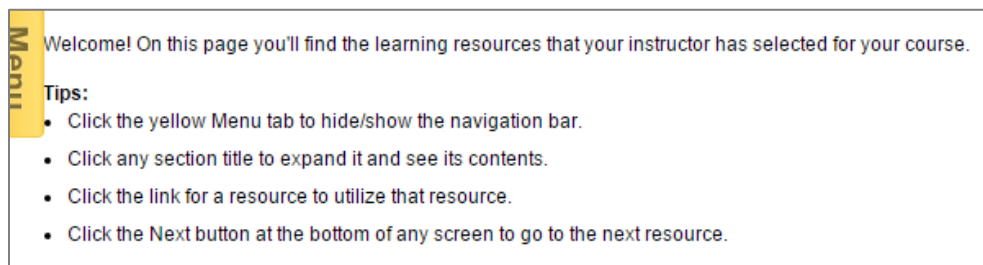
Tips:

- Click the yellow Menu tab to hide/show the navigation bar.
- Click any section title to expand it and see its contents.
- Click the link for a resource to utilize that resource.
- Click the Next button at the bottom of any screen to go to the next resource.

► **Chapter 1: Processing a New Employee**

- Chapter Objectives
- Chapter Overview**
- Overview Presentation
- Learning Resources (Videos)**
- Processing a New Employee (Overview)
- The Fair Labor Standards Act

2. This window also contains instructions on how to navigate through those resources.



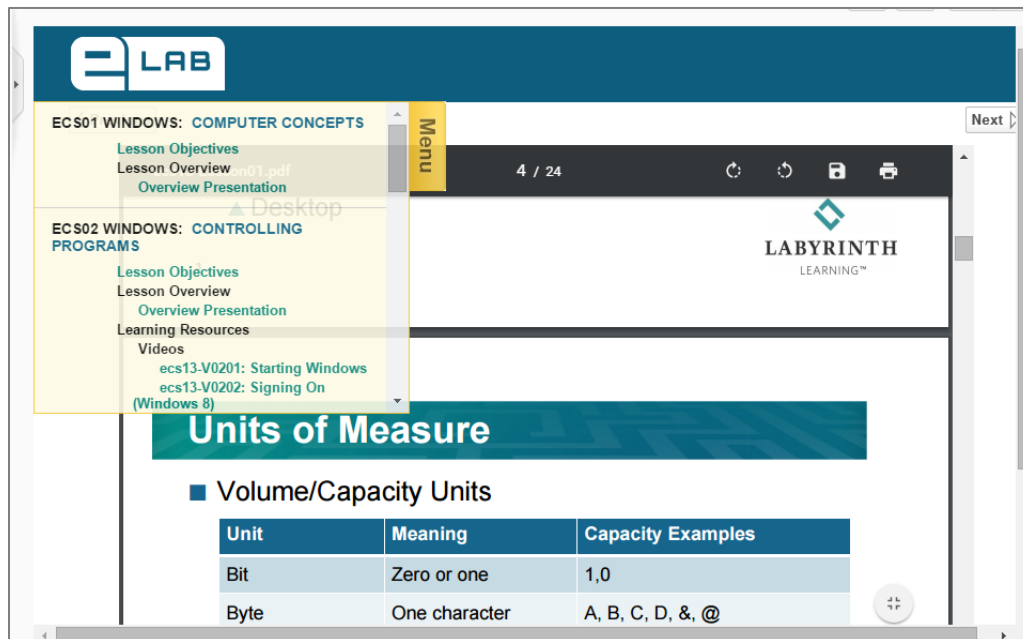
Menu

Welcome! On this page you'll find the learning resources that your instructor has selected for your course.

Tips:

- Click the yellow Menu tab to hide/show the navigation bar.
- Click any section title to expand it and see its contents.
- Click the link for a resource to utilize that resource.
- Click the Next button at the bottom of any screen to go to the next resource.

- At any point, students can navigate back to the list of eLab resources by clicking the yellow Menu tab and choosing the desired link.



Accessing eLab's Assessment Content

- Any eLab assignment or quiz will appear in D2L as an individual link for all students.



2. A student just needs to click on the assignment or quiz and attempt it.

The screenshot shows the eLab interface for an ECS91 Quiz. At the top, it says "ECS & BAF with Microsoft Office 2013 Basics (Blackboard-01)". Below that, it states "This is an Open Test", "No Time Limit", and "You have Unlimited attempt(s) remaining for this test." There is a "Start" button. Below the test information is a table titled "LI 51's Attempts" showing five attempts with columns for Attempts, Date Attempted (EST), Points Earned, Percentage Grade, View / Print Result, and Status. The status for all attempts is "Fir".

Attempts	Date Attempted (EST)	Points Earned	Percentage Grade	View / Print Result	St
5	01:04 AM 01/15/2015	15/18	83.33%	View / Print	Fir
4	08:33 AM 01/13/2015	1/18	5.56%	View / Print	Fir
3	08:51 AM 12/01/2015	1/18	5.56%	View / Print	Fir
2	06:45 AM 12/01/2015	9/18	50%	View / Print	Fir
1	06:28 AM 12/01/2015	7/18	38.89%	View / Print	Fir

Below the table is a "Grade Legend" section with four items: "No tests submitted for grading." (white square), "Tests submitted but not graded." (light blue square), "Grade adjusted by instructor." (red square), and "Concept Review Quiz." (green square). At the bottom, it says "Copyright 2015 - Labyrinth Learning - All Rights Reserved".

Note! Grades and the grade column, for any eLab assessment added to D2L, will show up in the D2L gradebook only after at least one student has submitted the assessment and it has been graded.

LMS Grades Transfer

With the LMS Grades Transfer tool, you are now able to manage the transfer of your students' grades from eLab to your external LMS (D2L, Blackboard, D2L, and Moodle). It is essential when there are grades that aren't getting synced automatically. This applies to assignments and tests only.

Note! For grades to sync, students MUST submit all work from the external LMS. If students are signing in to the eLab site and submitting work there, the LMS Grades Transfer tool will not work, and you will have to manually transfer their grades.

If you encounter an issue where the eLab grade(s) did not sync to your external LMS for a specific student, do the following:

- Sign in to your eLab instructor account.
- Click **LMS Grades Transfer**, located in the left navigation menu under *Assistants & Tools*.

The screenshot shows a navigation menu titled "Assistants & Tools" in blue. Below the title are five items: "Teaching Assistants", "Find Learner", "LMS Integration", "LMS Grades Transfer", and "Set Accommodations". The "LMS Grades Transfer" item is highlighted with a red rectangular box.

- Select the course from the All Courses drop-down menu. To the right, click **Select LTI Version** and select your version from the drop-down menu.

LMS Grades Transfer

-- All Courses --

--- Select LTI Version ---

- The external LMS app details now appear, and the app is active, which means you have successfully connected it to your external LMS platform. Click **Go to Resource Links**

QuickBooks Desktop 2018

LTI 1.1

Institution Name: Labyrinth eLab

--- All Apps ---

1 APPs 55 Resource Links 4 Total Grades Transferred

S#.	External LMS	Status	Resend Grades
1	Canvas	Active	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Go to Resource Links </div>

<< First < Previous [1 to 1 of 1] Next > Last >>

- You now see a list of the resource links you added to your external LMS course. This list also shows what type of resource each one is, whether you accepted grades to be synced, how many LTI submissions there are for that specific resource, and if you have the ability to resend the grades. To resend grades for a specific resource, click **Go to Students**.

QuickBooks Desktop 2018

LTI 1.1

Institution Name: Labyrinth eLab

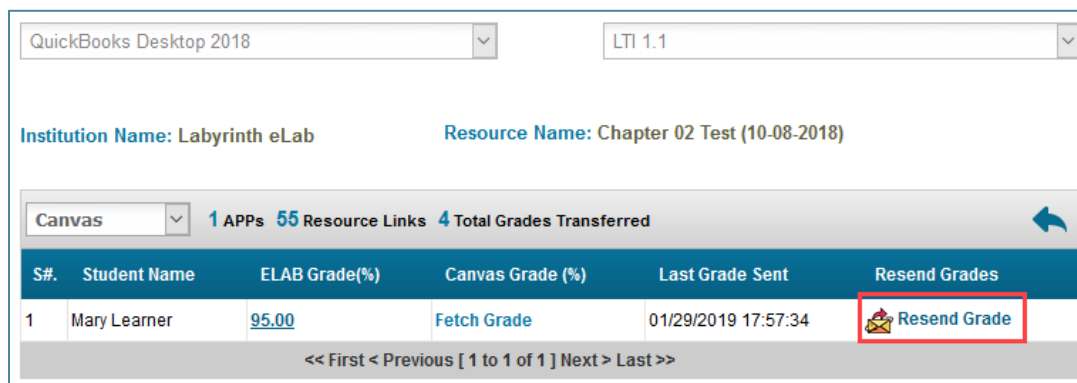
Canvas

1 APPs 55 Resource Links 4 Total Grades Transferred

↩

S#.	Resource Name	Resource Type	Accept Grades	LTI Submissions	Resend Grades
1	Chapter 01 Test (10-08-2018)	Quiz	YES	0	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Go to Students </div>
2	Chapter 02 Test (10-08-2018)	Quiz	YES	1	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Go to Students </div>
3	Chapter 03 Test (10-08-2018)	Quiz	YES	1	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Go to Students </div>
4	Chapter 04 Test (10-08-2018)	Quiz	YES	0	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Go to Students </div>
5	Chapter 05 Test (10-08-2018)	Quiz	YES	0	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> Go to Students </div>


- The names of all students registered in this course will show up here. If you notice a grade is not showing up in your external LMS gradebook or your student reports grades issues to you, look for the student's name and click **Resend Grade**.



QuickBooks Desktop 2018 LTI 1.1

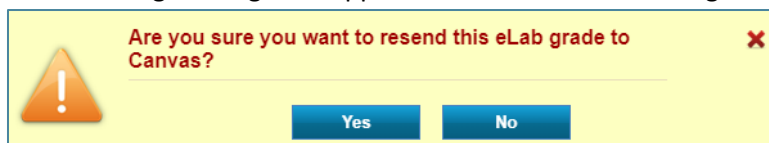
Institution Name: Labyrinth eLab Resource Name: Chapter 02 Test (10-08-2018)

Canvas 1 APPs 55 Resource Links 4 Total Grades Transferred

S#.	Student Name	ELAB Grade(%)	Canvas Grade (%)	Last Grade Sent	Resend Grades
1	Mary Learner	95.00	Fetch Grade	01/29/2019 17:57:34	 Resend Grade

<< First < Previous [1 to 1 of 1] Next > Last >>

- The following message will appear. Click **Yes** to resend the grade.



Are you sure you want to resend this eLab grade to Canvas?

Yes No

- Go to your external LMS and verify the grade is there.

Troubleshooting

Find solutions to common errors faced during D2L – eLab LMS integration setup here.

If you do not find your solution below, please contact [Labyrinth technical support](#) and share the step number(s) where you got the error(s) along with a screenshot of the error(s).

“This application is not authorized on this LMS instance. Ask your administrator to authorize this application”.

- Issue:** Wrong admin setup of eLab app.

Solution:

Please ask your administrator to fix the D2L – eLab integration

Student grades for eLab assessments not appearing in D2L gradebook.

- Issue:** Points grade setting is not enabled in D2L.

Solution:

- Select your course in D2L.
- Click **Grades** in the top navigation bar.
- Choose **Enter Grades**.
- Click **Settings**.
- In the Grade Details section, select the **Points Grade** checkbox.

6. Click **Save**.
7. Click Grades -> Enter Grades again.

Now you should be able to see your students' eLab grades in the gradebook

LMS Grades Transfer FAQ

None of my students' grades synced to D2L. What should I do?

If no grades synced to your D2L Grades page, this is more than likely an issue with your app configuration, which may not have been setup correctly. Contact [Labyrinth Support](#) and they will review your app details with you.

How can I sync a student's assignment or test grade that did not sync to D2L?

Go to the LMS Grades Transfer tool in your eLab account and follow the [LMS Grades Transfer](#) instructions on how to resend a student's grade. This will allow you to resend their grade.

Why can't grades be synced to D2L for the entire class?

Grades cannot be synced for the entire class all at once because it will slow down the system and you will run into loading issues.

Why do I not see some students submissions in the LMS Grades Transfer tool?

You do not see some students submissions because they did not submit their work from within D2L. Only students who submit from D2L will appear under the tool.

If a student submits their work directly in eLab, can I use the Lms Grades Transfer tool to sync their grades to D2L?

No. This tool is not capable to syncing grades which students submitted from eLab. You would need to manually transfer the eLab grades to D2L.