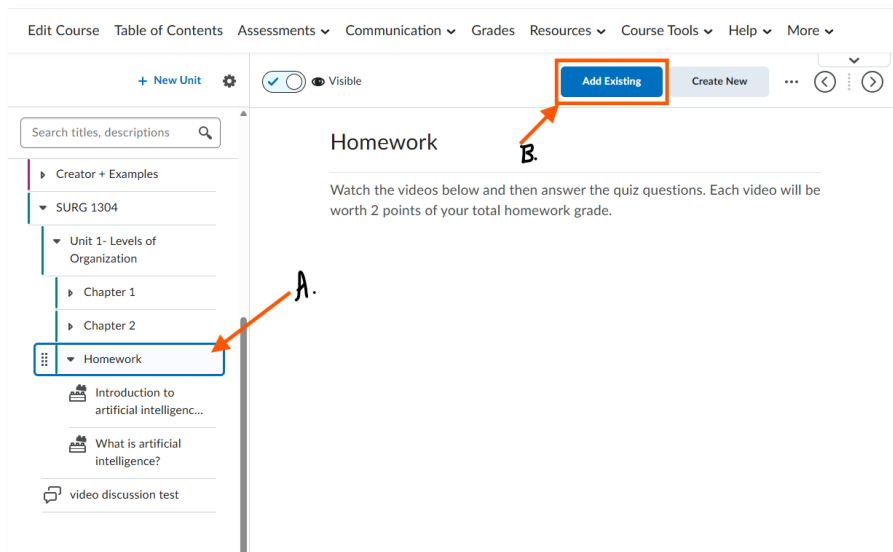
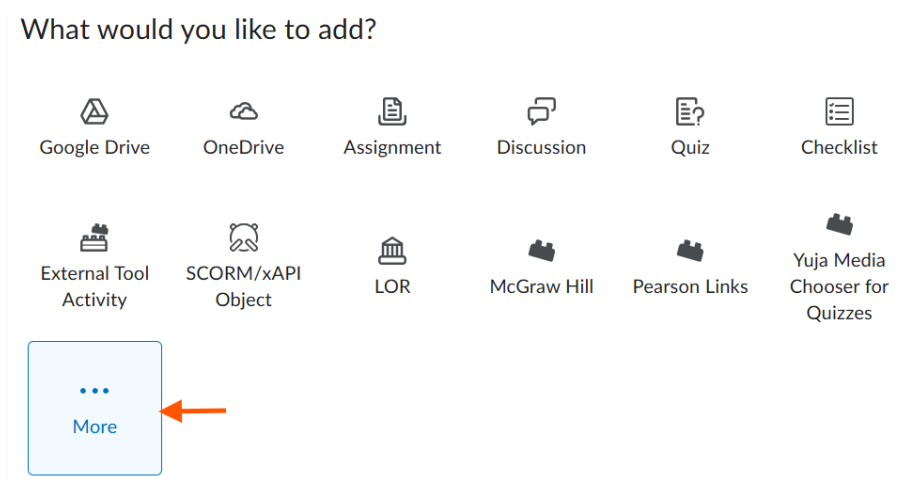


Adding LinkedIn Learning to Your Course Content

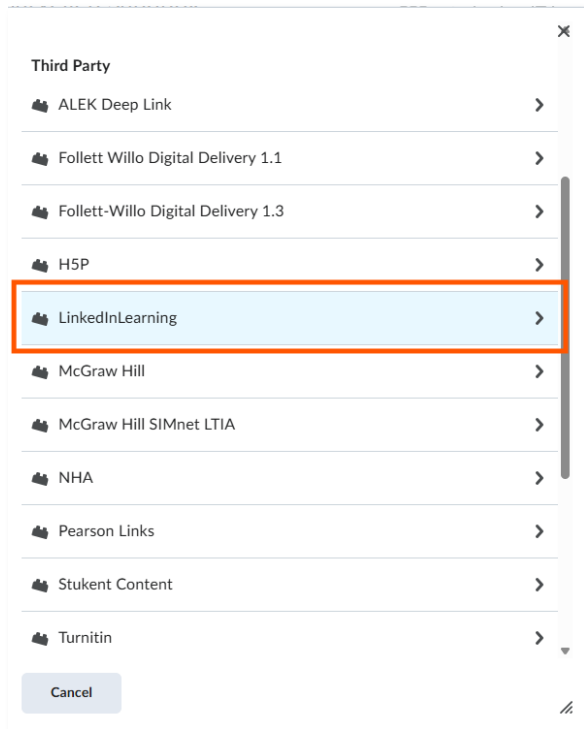
1. Navigate to the part of your course where you would like to add the LinkedIn Learning video and then click the “Add Existing” button in the main content area:



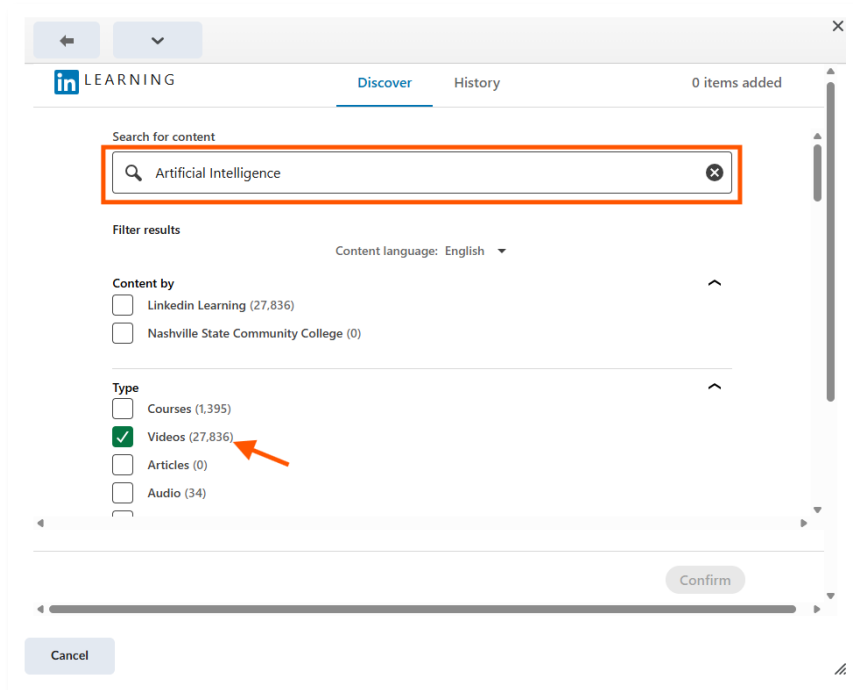
2. In the Add Existing Content window, select “More”.



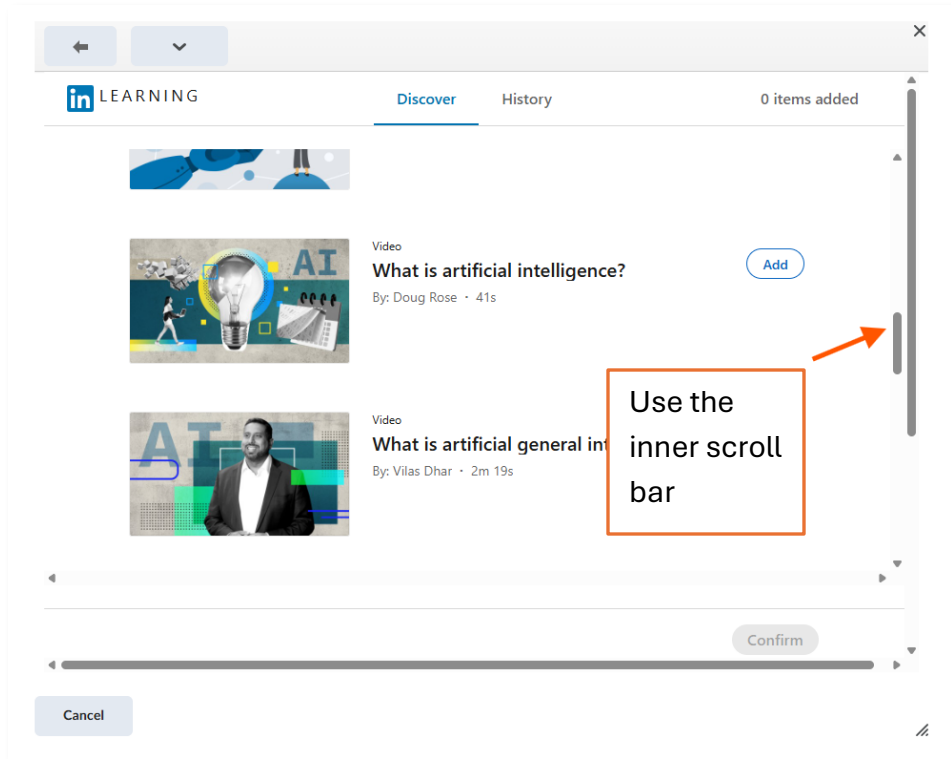
3. Locate the LinkedIn Learning item on the third-party tool menu and click on it.



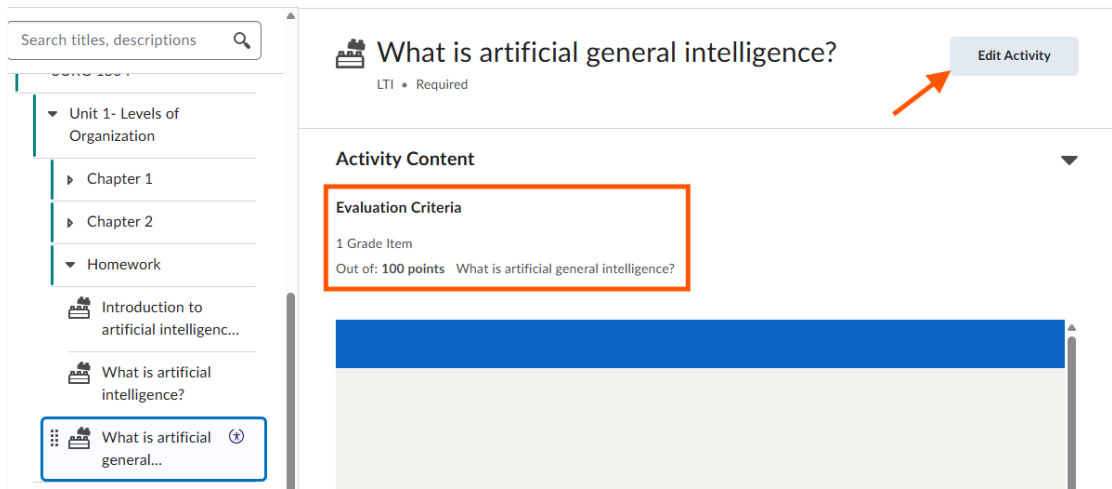
4. Enter a couple of keyword terms for the topic you're interested in and select the type of resource(s) you want to include (e.g., courses, videos, etc.)



Then scroll down to view the individual videos to select and click “Add”. You can select more than one. Once you have selected your video(s), click [Confirm](#)



5. The video will be added to your course. You will notice that the video is automatically added as a graded item worth 100 points. You will see this reflected in your grade book. To change the grading options, click the “Edit Activity” button.



6. From the “Edit Activity” box, select “Add and Manage Grade Items”:

Title *

What is artificial general intelligence?

Grade Items

1 Grade Item | **Add and Manage Grade Items**

Due Date

M/D/YYYY

Description

Then you can change the point value, or opt to not grade the item at all by selecting “Reset to Ungraded” under the “In Grade Book” menu:

Add and Manage Grade Items ✕

1 Grade Item Assigned

100 points | In Grade Book ▼

What is artificial general intelligence?

+ Grade Item

Edit or Link to Existing

Reset to Ungraded

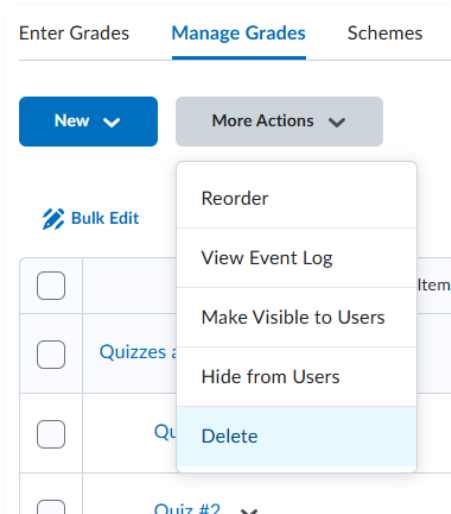
OK Cancel

Organizing LinkedIn Learning Items in Your Grade Book

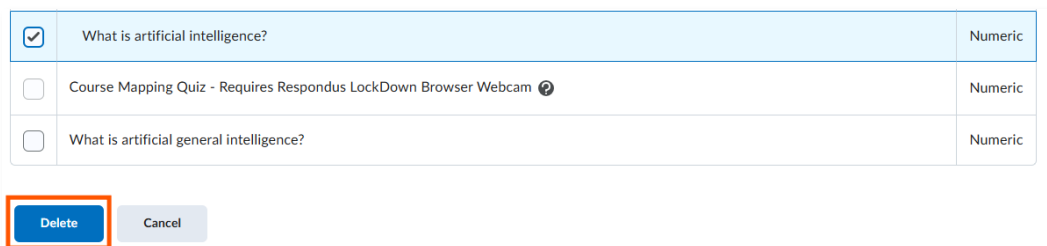
When you add LinkedIn Learning content to your course, it will be automatically added to your grade book, whether or not you opted to make it a graded item. When added, the new grade book items will appear in your “Manage Grades” page as an External Learning Tool and will not be in a category:

☐	Introduction to artificial intelligence (AI) ▼	Numeric	External Learning Tool ⓘ	10	50
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If you have opted to include the item as ungraded, you can safely delete the item from your grade book by selecting the “Delete” option from the “More Actions” menu in the “Manage Grades” area.

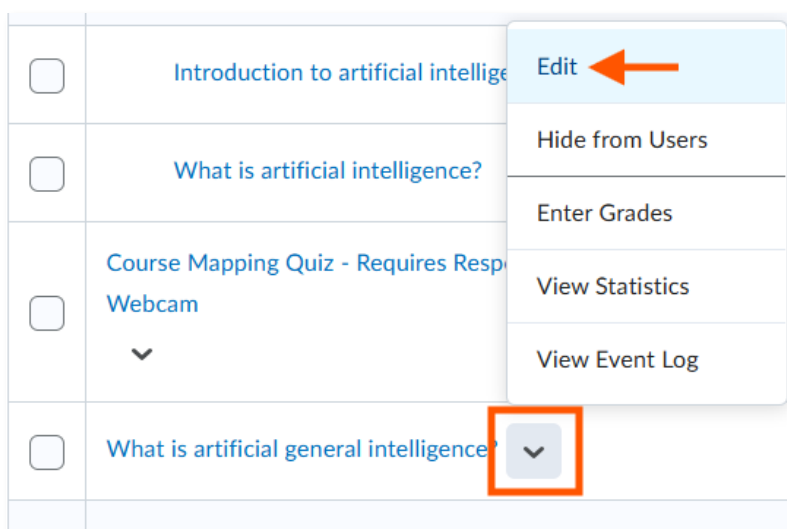


Then locate the item you want to remove, check the box and click “Delete”.

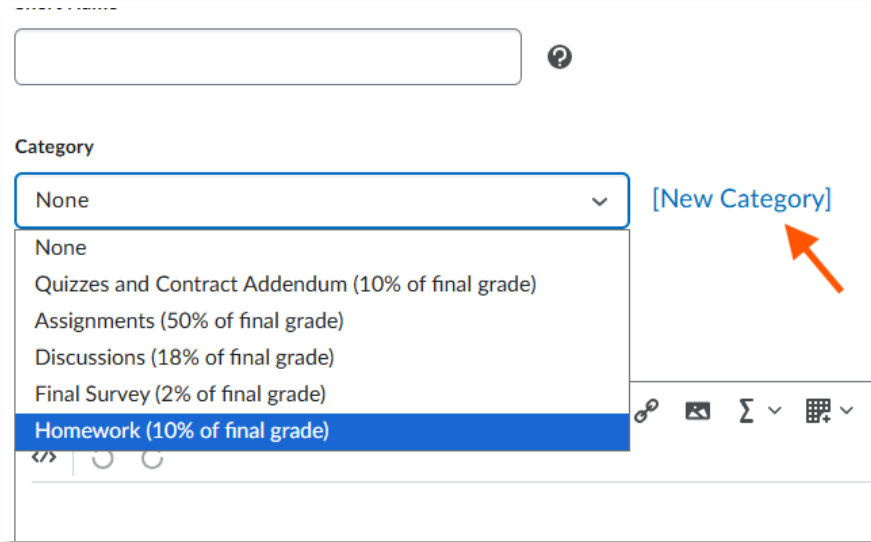


If you are planning to keep the videos as graded items, you may wish to reorganize them in your gradebook so that they are calculated correctly as part of a larger category.

In the “Manage Grades” area of your course, locate the item, click the action icon and select “Edit”.



On the “Edit Item” page, select a category for your video, or create a new one. You may also opt to change the point value for the graded item at this point.



The screenshot shows a web interface for editing an item. At the top, there is a text input field and a question mark icon. Below this, the 'Category' section features a dropdown menu currently set to 'None'. The dropdown list is open, showing several options: 'None', 'Quizzes and Contract Addendum (10% of final grade)', 'Assignments (50% of final grade)', 'Discussions (18% of final grade)', 'Final Survey (2% of final grade)', and 'Homework (10% of final grade)'. The 'Homework' option is highlighted in blue. To the right of the dropdown is a blue link labeled '[New Category]' with an orange arrow pointing to it. Below the dropdown menu, there are several icons: a link icon, a document icon, a summation symbol (Σ), and a grid icon.

Depending on the settings you choose, you may need to rebalance your grade book so that the grade calculation sums to 100%.

If you have additional questions or need more assistance, contact the [Office of Online Learning](#).