The Ivy Tech Libraries invite faculty to import *Credo Instruct—Ivy Tech Library Information Literacy* modules into your existing IvyLearn classes to teach your students Information Literacy. The course is made up of a pre and post test and six self-paced modules with quizzes that will auto-grade and import into your gradebook. The topics range from basic research skills, selecting and evaluating resources, and citation skills. The tutorials and videos cannot be edited but you can choose which parts of the modules you want to use. This tutorial will guide you through the process of importing the course and using the content. First log into IvyLearn.

**Open Commons and Find Resource**

On the left hand navigation in IvyLearn, click on the **Commons** button. You will then see a search page as shown below. Type *Credo Instruct* to find the *Credo Instruct—Ivy Tech Library Information Literacy* course.
Once you’ve located *Credo Instruct* in the *Commons*, open the resource by clicking on the *title*.

You will be presented with a preview of the resource as shown below that will provide an overview and the ability to import the course. You should see a summary of the course as shown below.

*Import instructions on following page.*

### Credo Instruct - Ivy Tech Library Information Literacy

**Summary**

- **Grade/Level**: Undergraduate
- **Shared With**: Ivy Tech Community College
- **Type**: IMS Common Cartridge File (.imscc)

The Ivy Tech libraries invite faculty to import Credo Instruct—Ivy Tech Library Information Literacy modules into your existing IvyLearn classes to instruct your students on Information Literacy. Please note that importing Credo Instruct into a course does not alter the existing course content. It will just add additional modules to it that you can then rearrange amongst your existing course material to suit your needs. The course is made up of a pre and post test and six self-paced modules with quizzes that will auto-grade and import into your gradebook. The topics range from basic research skills, selecting and evaluating resources, and citation skills. The tutorials and videos cannot be edited but you can choose which parts of the modules you want to use by unpublishing or deleting the pages after import. Credo Instruct is designed to be user friendly and is sure to provide an in-depth overview of Information Literacy. This resource will hopefully replace IvyTilt and will be offered as a standalone resource outside IvyLearn that you can link to. If you have any questions or issues regarding this resource, please contact your local library director. For contact information please visit https://library.ivytech.edu and select your location.
Import Resource

From the Preview Resource page on the previous step, select the course you want to import the *Credo Instruct* modules into by checking the box next to the course name. Then click the **Import into Course button**.

Please note that importing *Credo Instruct* into a course does not alter the existing course content. It will just add additional modules that you can then rearrange amongst your existing course material to suit your needs.

Once you click the **Import** button you should see the green status bar indicating that it has successfully started to import. The import should only take a few minutes.

You may now click back to your course. If the resource is still being imported, you’ll see a blue status message indicating this. You can click **Import Status** and a list of **Current Jobs** will appear with the progress of the import. For instance in the image below, the number 1 represents an import queued possibly awaiting another import to finish, 2 represents an import in progress, and 3 represents an import completed with issues. Once you see the green completed icon, move on in this tutorial. If you run into any errors, please contact your local library for assistance. Provide them with any named issues that are reported.
View Resource

Once the *Credo Instruct* modules have been successfully imported you will find the content by clicking on Modules in the left menu of your course. Below is a snapshot and a full list of all the modules that you should see.

You should see the following modules listed:

1. Credo InfoLit Faculty Module
2. Welcome to Credo InfoLit Modules
3. Credo InfoLit Pre-Test
4. Credo InfoLit Module 1: Getting Started With Research
5. Credo InfoLit Module 2: Sources of Information
6. Credo InfoLit Module 3: Searching for Information
7. Credo InfoLit Module 4: Evaluating Information
8. Credo InfoLit Module 5: Presenting Research and Data
9. Credo InfoLit Module 6: Citations and Academic Integrity
10. Credo InfoLit Post-Test

*Note: Credo InfoLit is interchangeable with Credo Instruct.*
View Resource—Continued

All modules and pages are published upon import and therefore viewable to students. To unpublish a video, quiz, tutorial or module, uncheck the green checkmark next to the content. This gives you the ability to pick and choose whether you want to use all or part of Credo Instruct.

Also within the Modules tab you can rearrange or remove any module or page. You will find some of these options by clicking the three vertical dots to the right of each module or page.

To rearrange modules, click and drag to the desired location of choose “Move to…” from the vertical dot menu. Note: Do not change the URL from within the Edit menu or the content will not work.

Quizzes

There are 16 quizzes worth 5 points each and a pre-test and post-test both worth 20 points. Credo Instruct quizzes automatically go into your Gradebook. From the Assignments tab, you can unpublish, delete, or change the grading rules for each quiz. You can also assign due dates, make them ungraded or removed from the assignments and gradebook entirely by using the three vertical dot menu as shown above.

Using the Resource

Credo Instruct is ready to use by your students immediately after import. If you want to use it exactly as it’s designed, there is nothing more you need to do. The modules are designed to be self-paced, but you can establish your own deadlines with your students within your syllabus. If you have further questions, comments, or suggestions for content revision, please contact your local library director. For contact information select your campus location from https://library.ivytech.edu

Credo Instruct is also available outside the IvyLearn platform. Quizzes and tests have been removed.

To view this version navigate to: https://library.ivytech.edu/credo-instruct