Faculty Instructions for the English 201A Library Information Literacy Module in Canvas

Each section of ENGL 201A comes loaded with the Library Information Literacy Module, which contains the Library Information Literacy Assignment (LILA), Information Literacy Exam (ILE), and an Information Literacy Discussion Board.

NOTE: You must publish your course to make the content visible to students! See the FAQs below for instructions on how to do this.

Library Orientations

For face-to-face classes, it is highly recommended that you take your class(es) to the library for an introduction the LILA and to learn about library resources and services. Upon request, we are happy to tailor the session to the specific needs of your class.

Orientations can be booked as soon as classes are loaded into Canvas before the start of the semester. Please schedule your orientation(s) well in advance in order to assure room availability.

To arrange an orientation at SLO, contact Library Division Assistant Mallory Cronan (mallory_cronan@cuesta.edu).
To arrange an orientation at NCC, contact Librarian Laurie Buchholz (laurie_buchholz@cuesta.edu).

Library Information Literacy Assignment (LILA)

To complete the LILA, students will read through the lesson, then answer questions embedded within the text. Students' work will be saved as they go along so they may return to it at a later time. Students should plan to spend about 3-5 hours completing the assignment. Their grades will be recorded in the Canvas Gradebook once they click on "Submit Answers."

The LILA is worth 50 points, and will be automatically graded when students submit their answers. The due date is set for the 10th week in 18-week courses, and the 1st week in short courses, and shows up as a Canvas calendar reminder.

NOTE: Updates may need to be made to the LILA periodically. If you have moved the Library Information Literacy Module within your course, you may notice that it floats to the top of your modules whenever a change has been made. To prevent this from happening, you can drag the LILA or any other component of the Library Information Literacy module to existing modules in your course. You may then delete the Library Information Literacy Module.

Information Literacy Discussion Board

The module also contains an Information Literacy Discussion board where students can ask questions about the material. Faculty and an assigned librarian can answer questions in the Information Literacy Discussion. See the link to instructions for adding people to your Canvas Course Shell in the FAQs section below. *Be sure to select the librarian role.* To find out who your embedded librarian is, contact Library Administrative Assistant Mallory Cronan (mallory_cronan@cuesta.edu).

The Information Literacy Exam

After students have completed the Information Literacy Assignment, they will need to take the online exam. The exam is worth 50 points. You will have the option of having students take the exam in Canvas either on their own time or during class using Chromebooks.

If you have your students take the exam during class time, you have two options:

1. Use the English department's Chromebooks in-class.
2. Use the Library Orientation room using Library Chromebooks. *NOTE: If you choose this option, you must be present while the exam is given*.

To schedule the orientation room, contact the following:
SLO Library: Mallory Cronan (mallory_cronan@cuesta.edu), Library Division Assistant.
NCC Library: Laurie Buchholz (laurie_buchholz@cuesta.edu), Librarian.

FAQs

- **How do I publish a course?**
- **How do I add an embedded librarian?** (Select the librarian role.)
- **How do I use the Gradebook in Canvas?**
- **What if a student accidentally submits answers too early and I want to allow another attempt?**
- **What if a student needs extra time granted for special accommodation?**
- **For a more complete list of FAQs, see Canvas Instructor Guide**

For further assistance, email Laurie Buchholz (laurie_buchholz@cuesta.edu).

You may also contact Steve Leone (sleone@cuesta.edu), or Matthew Fleming at (mfleming@cuesta.edu), the lead English faculty members for this project, with any feedback regarding this module.