Deep Linking Guide for D2L Brightspace

This guide will walk you through the process of pairing Sage Vantage with your D2L Brightspace course. Once paired, you can create deep links to Vantage content and set up grade sync for any Vantage assignments you wish to include in your D2L Brightspace gradebook.

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Video Tutorials

Tutorial videos for Vantage and for using Vantage with your D2L Brightspace course are available on the Vantage Technical Support website:

- Sage Vantage Instructor Videos

Create a Vantage course

Before you can add deep links or grade sync items to your D2L Brightspace course, you must create your Sage Vantage course. If you have additional sections in the same term or will teach the course again in a new term, you can copy an existing Vantage course to use with the additional sections.

Visit https://vantage.sagepub.com to Login or Sign Up for Vantage. If you are not sure what your password is, you can click the "Forgot Password?" link to reset it.

Do you want to...

- Create a New Course
- Copy an Existing Course
Create a New Course

If you have never created a Vantage course, when you first login you will be taken directly into the course creation process. If you have created a course before, you can use the Create Course button at the top right of your My Courses Dashboard to create a new course.

1. Click Create a New Course to begin.

2. Complete the Course Information page (1. Enter Course Information). Mandatory fields are marked with an asterisk.
   a. Select an Institution and Department. If you do not see your institution or department in the dropdowns, follow the directions on the right of the page to update your information.
b. Locate the title you wish to use. There are two ways to find it.

You can start typing to search by author or title.

You can also search by discipline. Once you choose the discipline, you can further refine your search by choosing a Course Area. All titles available for the discipline and course area combination you select will display. Choose your title from the list.
c. Complete the Course name, Section Name, Course Start and End dates, Time Zone, and Course Description fields. Section Name and Course Description are optional fields, but all other information is required.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Sociology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Name</td>
<td>(optional)</td>
</tr>
<tr>
<td>Course Start Date</td>
<td>9/30/2021</td>
</tr>
<tr>
<td>Course End Date</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>Time Zone</td>
<td>(UTC-05:00) Eastern Time (US &amp; Canada)</td>
</tr>
<tr>
<td>Description</td>
<td>(optional)</td>
</tr>
</tbody>
</table>

d. Click **Next** once you complete your course details.

3. On the next page (2. Choose Gradebook and Assignment Settings), default settings for your gradebook and assignments are selected. The images below show the default settings, but you can make changes based on the needs of your course.

4. **Late Assignments**
   Selecting "Accept late assignments" will display grades for all student submissions. If all attempts for an assignment are submitted after the due date, the student grade for that assignment will display in red in the gradebook.

   If you select "Do not accept late assignments," Vantage will not display any late assignment submissions in your gradebook. All student work is viewable from the student's dashboard.

5. **Short Answers and Critical Thinking Checks**
   Short answers are present in Critical Thinking Checks, Video Activities, Data Activities, Reading Activities. If they are assigned and not set for auto credit, you will need to review and assign credit for students when they complete their attempts for these assessments before the student will receive a full grade.
6. **Vantage Grade To Date**

You can choose to display or not the cumulative grade for all Vantage assignments assigned for a grade and for completion on the student dashboard and the percentage of what Vantage is worth in your overall grade.

### Gradebook Settings

**Late Assignments**

Selecting "Accept late assignments" will display grades for all student submissions. If all attempts for an assignment are submitted after the due date, the student grade for that assignment will display in red in the gradebook.

If you select "Do not accept late assignments", Vantage will not display any late assignment submissions in your gradebook. All student work is viewable from the student's dashboard.

- Accept late assignments
- Do not accept late assignments

**Short Answers and Critical Thinking Checks**

Short answers are present in Critical Thinking Checks, Video Activities, Data Activities, Reading Activities. If they are assigned and not set for auto credit, you will need to review and assign credit for students when they complete their attempts for these assessments before the student will receive a full grade.

- Do not assign Critical Thinking Checks

- Assign short answer questions for Video Activities
- Do not assign short answer questions for Video Activities

- Assign short answer questions for Data Activities
- Do not assign short answer questions for Data Activities

- Assign short answer questions for Reading Activities
- Do not assign short answer questions for Reading Activities

**Vantage Grade To Date**

This is the grade for Vantage assessments assigned for a grade or completion. This grade matches the "Percent to Date" column in the gradebook.

- Display on Student Dashboard
- Do not display on Student Dashboard

**Assigned work in Vantage will be worth what percentage of the students overall grade?**

- 40%

- Display on Student Dashboard
- Do not display on Student Dashboard
a. Gradebook Settings
Default: Accept late assignments, Assign short answer questions for each activity type, Critical Thinking Checks, Vantage grade to date and percentage of Vantage grade to student’s overall course grade

b. Global Assignment Settings by Type

i. Chapter Quizzes
Default: Assigned for a grade, one attempt, Unlimited Chapter Quiz reviews, and to restrict or not access to the quizzes

![Global Assignment Settings by Type](image)

ii. Knowledge Checks
Default: Assigned for completion, Hints are allowed, Unlimited attempts
iii. **Critical Thinking Checks**
(If you elected not to assign short answer and Critical Thinking Checks earlier on this page, you will not see this section)
Default: Assigned for completion, Unlimited attempts

![Critical Thinking Checks](image)

iv. **Video Activities, Data Activities, Reading Activities**
Default: Assign short answer questions, Assigned for completion, Unlimited attempts
v. If assigned for a grade, you will have a choice to receive credit automatically or require instructor review.

vi. **Self Assessments**
Default: Are for completion only
c. Click **Review** to verify your course settings.

7. **Review the Course Details** on the Review page (3 Review & Complete Course) to double check the settings you made for your course.

   a. If you need to make changes, click the pencil icon to the right of this section.
b. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.

Gradebook Settings

- Late assignments are recorded & displayed in the gradebook.
- Students' Vantage grade to date is displayed on the Student Dashboard.
- Vantage grade is 40% of Students' overall grade.
- Students' overall Vantage grade is displayed on the Student Dashboard.

c. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.

Global Assignment Settings

<table>
<thead>
<tr>
<th>Chapter Quizzes</th>
<th>Knowledge Checks</th>
<th>Critical Thinking Checks</th>
<th>Video Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned for grade</td>
<td>Assigned for completion</td>
<td>Assigned for completion</td>
<td>Assigned for completion</td>
</tr>
<tr>
<td>1 attempt(s)</td>
<td>Hints permitted</td>
<td>Short answer questions receive credit automatically</td>
<td>Short answer questions receive credit automatically</td>
</tr>
<tr>
<td>Start date not set</td>
<td>Unlimited attempt(s)</td>
<td>Unlimited attempt(s)</td>
<td>Unlimited attempt(s)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Activities</th>
<th>Reading Activities</th>
<th>Self Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned for completion</td>
<td>Assigned for completion</td>
<td>Assigned for completion</td>
</tr>
<tr>
<td>Short answer questions receive credit automatically</td>
<td>Short answer questions receive credit automatically</td>
<td>Unlimited attempt(s)</td>
</tr>
<tr>
<td>Unlimited attempt(s)</td>
<td>Unlimited attempt(s)</td>
<td>Unlimited attempt(s)</td>
</tr>
</tbody>
</table>

8. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.

You can also click the **Send** button to email a copy of this information to yourself. Once you are finished on this page, click **Back to My Courses** to return to your My Courses Dashboard.
9. Once your course is created, you can go to the Assignments tab from the course tile on your My Courses Dashboard page. This will allow you to apply more granular settings for each Chapter and/or assignment.
10. Once you have finished editing Chapters and Assignments, your Vantage course can be paired with your Canvas course.

Deep Links and Grade Sync in a New D2L Brightspace Course

For best results, create your Vantage course before you are ready to pair it with your D2L Brightspace course.

You can add a module specifically for your Sage Vantage content or you can include the Vantage links within existing modules (for example, if you set up your D2L Brightspace course with a module for each chapter). The layout of your D2L Brightspace course depends entirely on your instructional design preferences.

1. In the course Content area, locate the module where you wish to add your links. Click Add Existing Activities to open the menu.
2. From the Add Existing Activities menu, select the Sage Vantage Tool.

3. Locate the Vantage course you wish to pair with, then click Select. If you only have one Vantage course in your account, it will automatically be selected for you.
4. After selecting your Vantage course, the link selection page will load. Three dropdown menus are available to help you filter content in your Vantage course. They will help you narrow content selections to more easily pick links and grade sync items. We recommend using only one filter at a time.

The dropdown menu options are

a. **Resource Types** – Filter by a single resource type such as Readings, Chapter Tests, etc.

b. **Chapters** – Filter content by a single chapter

c. **Assignments** – Filter only assignments or by assignment status (assigned for grade / completion or unassigned)
5. Once you filter the content, the sorted list will show only those items matching your selection. You can choose items from the resulting list to create deep links and/or grade syncs in your D2L Brightspace course.

For each item in the list, there are two columns on the right of the page. The left column (Link to Course) refers to the deep link that is added to your D2L Brightspace module. The right column (Grade Sync) determines if an assignment is synced with your D2L Brightspace gradebook.

If an item is not gradable – such as a chapter reading – the grade sync column will not have a checkbox. It will instead have a dash indicating it cannot be synced. If you have previously grade synced an assignment, the Grade Sync column will show a dash as well indicating it's already synced.

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Assignment Type</th>
<th>Chapter/Part</th>
<th>Description</th>
<th>Link to Course</th>
<th>Grade Sync</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Reading</td>
<td></td>
<td>Chapter 1: 1.1: Introduction</td>
<td>1.1: Introduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge Check</td>
<td>Assigned (Completion)</td>
<td>Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices</td>
<td>Knowledge Check 1.1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Create deep links (with or without grade sync):

To create a link in your D2L Brightspace course, choose one or more items you wish to add by ticking the checkbox in the "Link to Course" column for that item. If you select a gradable item (such as a Knowledge Check, Video Activity or Chapter Test), the Grade Sync column is automatically ticked as well. This allows you to create a link and a grade sync item at the same time.

To add a link for all items in the sort list, you can use the "Select All" checkbox above the "Link to Course" column. All checkboxes will be ticked including any associated Grade Sync items.
After you've selected one or more links to add to your D2L Brightspace course, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.
If you want to add more items, you can use the Go Back button to choose more content. When you review, you will see all choices you have made.

Once you have picked all links you want to add to your D2L Brightspace module, click Continue on the "Confirm LMS Selection(s)" page to return to the module in D2L Brightspace.
a. **Create grade syncs only (without deep links):**

You can add grade sync assignments without adding deep links for them. For example, you may want to link only a single chapter reading in your D2L Brightspace module, but still have all assignments from that same chapter grade synced with your D2L Brightspace gradebook.

If you want to grade sync only specific assignments, you can tick the Grade Sync checkbox next to those assignments. Only the items you choose to grade sync will create a gradebook column in D2L Brightspace. In this example, a Knowledge Check and Video Activity are selected for grade sync, but the Data Activity is not.
If you want to grade sync everything in the filtered list – for instance, if you filter by Chapter Tests and want to grade sync all of them – you can tick the "Select All" checkbox above the Grade Sync column. All items will be selected for grade sync.

When you choose to Grade Sync an assignment, a gradebook column is created in your D2L Brightspace gradebook for the assignment.

After you've selected one or more items to grade sync, click Continue to review your selections. This button is available at the top and bottom of the page.
You can double check your selections on the "Confirm LMS Selection(s)" page.

<table>
<thead>
<tr>
<th>Chapter/Part</th>
<th>Description</th>
<th>Link to Course</th>
<th>Grade Sync</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2:</td>
<td>Video Activity 2.1: The Scientific Method's Use of Qualitative and Quantitative Data</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Discover Sociological Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 2:</td>
<td>Knowledge Check 2.1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Discover Sociological Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 2:</td>
<td>Data Activity 2.1: Measuring Economic Inequality in the United States</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Discover Sociological Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 2:</td>
<td>Chapter 2 Test</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Discover Sociological Research</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you want to add more grade sync items, you can use the Go Back button to add more grade syncs. Once you have picked everything you want grade synced, click Continue on the "Confirm LMS Selection(s)" page to complete the grade sync.

After a few seconds, you will see a pop-up message indicating that no links were created. Click OK to return to D2L Brightspace. You can visit your D2L Brightspace gradebook to see the new columns that were added for your assignment selections.

An embedded page at vantage.sagepub.com says

The LMS request did not have any resource links. Nothing is being sent back to the LMS. Just cancel out of the current screen on your LMS and view your gradebook to see the gradebook item(s) that were created.

OK

6. **When you are finished adding deep links and grade sync items to your D2L Brightspace course, click on a Vantage link to complete the grade sync connection. If you do not click on a Vantage link, Vantage will not send grades to your D2L Brightspace gradebook.**
Note: If you add new grade sync items at a later date, you must click on a Vantage link again to complete the grade sync connection for the new items.

11. It is recommended that you set your links to open in a new window for accessibility purposes, as well as providing a better user experience for students who are accessing the course on mobile devices.

   a. Next to the Vantage link in your D2L Brightspace course, expand the action menu. Choose Edit Properties In-place.
b. Tick the checkbox to **Open as External Resource**. This setting will be saved automatically once you click the checkbox.

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Include Grade Synced Assignments in Your D2L Brightspace Gradebook

By default, D2L Brightspace excludes the grade synced assignments from the final grade in your gradebook. Follow these steps to include the assignments in your final grade calculations.

**TIP**: Knowledge Checks, Video Activities, etc. are often assigned for completion instead of a grade in Vantage. If you choose to grade sync these assignments, the gradebook column in D2L Brightspace will record the point value to show the assignment was completed. While you may want your D2L Brightspace gradebook to show these assignments were completed, you may not want to include these points in the final grade calculations. Since point values are already excluded by default when added to your gradebook, you can leave the **Exclude from Final Grade Calculation** checkbox ticked.

1. You can confirm whether the assignment will be included or excluded by going to **Grades > Manage Grades**.
If the assignment is being excluded, an exclamation point follows the item name.

**Note:** The Bulk Edit function does not work to update the Vantage assignment settings to include these items for a grade. The setting is updated elsewhere.

2. To include the assignments in the final grade, go to the **Enter Grades** tab.
3. Expand the Action menu for the assignment, then click **Edit**.

![Edit Action Menu](image)

4. On the Edit Item page, scroll down to the Grading section. Untick the checkbox under **Exclude from Final Grade Calculation**. Make sure to Save your changes. Once you clear this checkbox, the grade for that item will be included in the final grade.

![Grading Section](image)
Deep Links and Grade Sync in a D2L Brightspace Course Copy

For best results, create or copy your Vantage course before you are ready to pair it with your D2L Brightspace course copy.

1. Follow your school's normal process to make a copy of your D2L Brightspace course including the Vantage links.

2. Once your D2L Brightspace course copy is complete, go to a module and click on any Vantage link to begin the pairing process.

3. On the Vantage "Copy Course Selection" page, choose the option to Pair your LMS course to an existing Vantage course.
4. Locate the Vantage course you wish to pair with, then click Select.

5. After you select the course, you will see the student preview of the content for the link you clicked to initiate the pairing process.
6. You can close the student preview and return to your D2L Brightspace course. No further action is required.