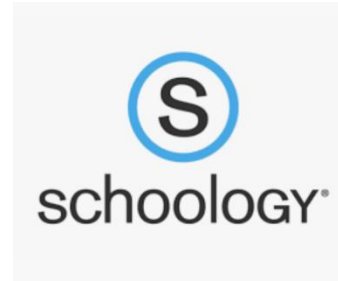


# RUBIN



## How to Integrate Emerge with Rubin into Schoology

### *Step 1: Add Emerge with Rubin as an external tool*

1. Select your Course from the Courses drop-down menu.
2. Click Course Options below the course profile photo.
3. Select External Tool Providers.
4. Click Add External Tool Provider.
5. Fill out the necessary information in the pop-up window.
  - a. **Tool Name:** Emerge with Rubin
  - b. **Consumer Key:** rubin
  - c. **Shared Secret:** The Rubin team will provide the shared secret
  - d. **Privacy:** Select the "Send Name and Email/Username..." option
  - e. **Configuration Type:** Manual
  - f. **Match by:** Domain
  - g. **Domain/URL:** The Rubin team will provide the URL
6. Click "Submit."
7. You have added Emerge with Rubin as an external tool!

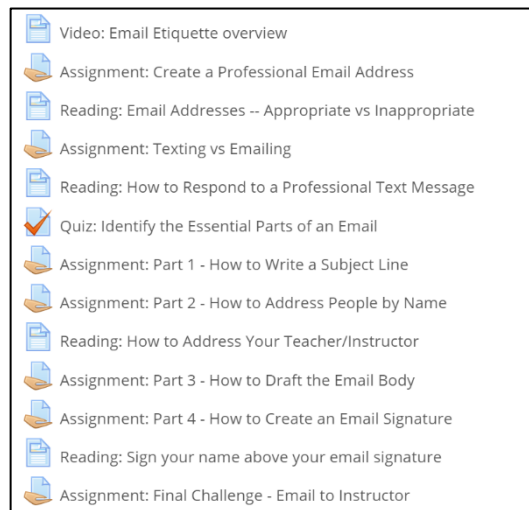
*Step 2: Create an easy way to visit the Emerge with Rubin home page*

1. Click Add Materials.
2. Select Add File/Link/External Tool.
3. Select External Tool.
4. Fill out the necessary information in the pop-up window.
  - a. **Tool Provider:** Select "Emerge with Rubin" as the external tool.
  - b. **Title:** Name it "Emerge with Rubin home page"
  - c. **URL:** Use the URL provided by the Rubin team (the same URL you used to create the external tool in Step 1)
5. Click "Submit."
6. When you click on "Emerge with Rubin home page" from the Materials list, you will go to the Emerge with Rubin home page while remaining logged into Schoology.

*Step 3: Assign and grade an individual assignment  
in Emerge with Rubin*

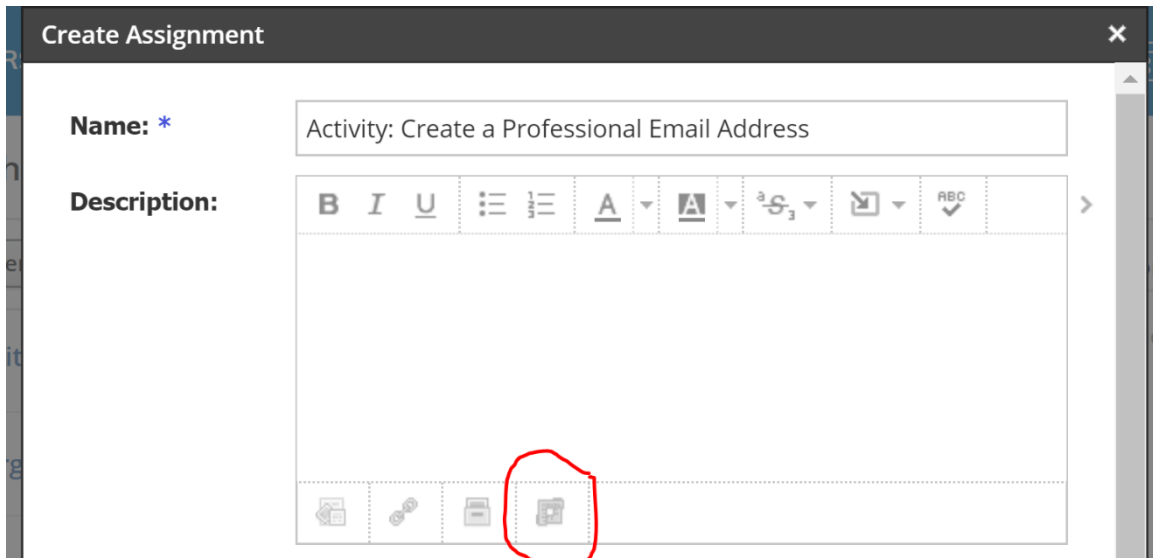
**You can make any item in the Emerge program a simple,  
one-click-to-access item in your Canvas course. Here's how.**

1. While you're inside the Emerge with Rubin program, **copy the full name of any item** inside a module (example as shown below – **Assignment: Texting vs Emailing**). Items include Video, Activity/Assignment, Reading, Quiz and Pre- and Post-test and are labeled as such. For a reference point, here's the list of items from the Email Etiquette module:



2. In Schoology, create a new assignment.
3. For the name of the assignment, **paste** the name of the Emerge with Rubin item you already copied.
  - a. **Note: For grades to pass back, you MUST copy and paste the name of the Rubin item EXACTLY as shown in Emerge with Rubin.**

4. Below the assignment description, click on the external tool icon as shown below in the red circle.



The screenshot shows a 'Create Assignment' window with a title bar and a close button. The 'Name:' field contains the text 'Activity: Create a Professional Email Address'. The 'Description:' field is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, text color, background color, link, unlink, and a checkmark. At the bottom of the description field, there is a row of four icons: a document with a plus sign, a document with a link, a document with a minus sign, and a document with a plus sign and a link. The fourth icon, representing an external tool, is circled in red.

5. Fill out the necessary information in the pop-up window.

**b. Tool Provider:** Select "Emerge with Rubin" as the external tool.

**c. Title:** Name it "Emerge with Rubin home page"

**d. URL:** Use the URL provided by the Rubin team (the same URL you used to create the external tool in Step 1)

6. Return to the assignment and add a due date if necessary. If you want the grade from the Rubin assignment to send back to your grade book, leave the grade out of 100 points. Once you grade via the rubric connected to the Rubin assignment, the grade will sync with your grade book.

7. Click "Save Changes."

8. After students click on the Schoology assignment, they will then click on the external tool link and be taken directly to the Rubin item you copy/pasted.

*Step 4: Have students access Emerge with Rubin for the first time*

1. When students click an Emerge item from your Schoology course, they will be taken to that item while still inside Schoology. They do not log into Emerge separately.

**If students need to purchase access on their own, the material will remain hidden until purchase.**

2. From the home page, click "Step 1" to purchase course access. Once you purchase, copy the access code you see on the screen.
3. Return to the program home page and click "Step 2" to enter the access code. Then, paste the access code in the box. Click "Submit."
4. You will return to the program home page and see all the content is now available.

Questions? Contact [support@rubineducation.com](mailto:support@rubineducation.com)