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Getting started with Cambridge courseware

We're delighted you've chosen to use our digital learning tools in your upcoming course!

This toolkit provides resources for setting up your course and tips to help you and your students have a successful experience with our courseware.

Before your course begins

New to our adaptive courseware?

Follow these steps to make sure your course is set up and ready for students before your class starts.

☑ **Integrate your course.**

The first time you use adaptive courseware from Cambridge, our customer support team will work with your learning management system (LMS) administrator to integrate the course with your LMS. As soon as you've decided to use our courseware, please email **your Cambridge rep** and provide the contact details for your LMS administrator.*

☑ **Load and configure your course into your LMS.**

Once your LMS administrator has integrated your course (as described in the previous step), you will need to load the course in your LMS so that you can access the course content. Follow the steps for loading and configuring the course in your institution's LMS using our **LMS-specific guides**.**

☑ **Customize your course and set assignments.**

Before making your course live for students, you can tailor the content to match how you want to teach using our simple customization tools from within your LMS. You will also need to set up your assignments, choosing from individual assignment links or an overall course link. Refer to your **LMS-specific guide** to learn more.***

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* Your LMS administrator is typically the person who helps set up your courses each semester within your LMS. They may be part of a "help desk" or "support" team at your institution.

** If you're not using an LMS compatible with our full integration (or you don't have an LMS), our customer support team will ask for a class request form to set up your course.

*** If you're not using an integrated LMS, you will have a single link for the course.

Are you using our courseware for a second term?

Remember to "re-load" your course to make it live for each new class. For Blackboard, Canvas and D2L, this simply means copying over your previous course. See our **LMS-specific guides** for step-by-step instructions.

LMS-specific guides

If your institution is using a learning management system (LMS), we recommend that you integrate our courseware with your LMS.

Benefits to LMS integration:

☑ Registration: Learners will be automatically registered when they click the course link for the first time.

☑ Single sign-on: Students can immediately access courses from your institution's LMS without having to manage another username and password.

☑ Compatibility: Any LMS that is LTI v1.2 and above is supported by our courseware. This includes all popular systems such as Blackboard, Moodle, Canvas, Schoology, D2L, etc. As of August 2022, Blackboard, Canvas and D2L are compatible with our full integration experience (see more details).

We've created LMS-specific resources for the most common systems to help guide you in setting up and using our courseware.

View resources for **Blackboard Learn**	View resources for **Canvas**	View resources for **D2L**

Integration features by LMS

Review the chart to see how your LMS works with our courseware. Commonly used LMS types are included below.
If you're using an LMS that isn't listed (or no LMS), your students will still have full access to our adaptive courseware.

Functionality	Blackboard Learn or Blackboard Ultra	Canvas	D2L	Moodle	Schoology	Third-party Integration Tools (eg, Willo Labs)	No LMS
One-time LMS integration set up by LMS administrator	✓	✓	✓				
Customizable content within the course	✓	✓	✓				
Grades sync between LMS and courseware	✓	✓	✓			✓	
Full reporting available from within LMS	✓	✓	✓			✓	
Instructor can create multiple assignment and class links for one course	✓	✓	✓			✓	
LMS administrator can set up class each semester (requires sending class request form to Cambridge University Press)	✓	✓	✓	✓	✓	✓	
Instructor can set up class each semester (requires sending class request form to Cambridge University Press)	✓	✓	✓	✓	✓	✓	✓
Instructor can have one class link for the entire course	✓	✓	✓	✓	✓	✓	✓
Weekly manual reports can be delivered	✓	✓	✓	✓	✓	✓	✓

The differences apply to whether your LMS administrator will need to integrate the course each term, how you access grades and reporting, customization options, and the ability to create multiple assignment links for your students.

For technical support with LMS integration, please email **coursewaresupport@cambridge.org**

Courseware tools

After our courseware is loaded into your LMS, you will be prompted to review and modify your course settings. For details on how settings and tools display in your LMS, view our **LMS-specific guides**.
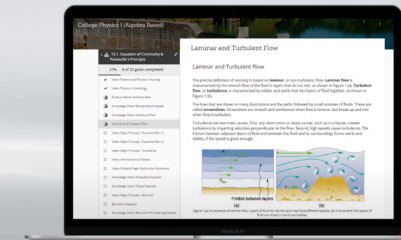
Courseware tools give you the option to:

- ☑ adjust courseware settings such as assignment completion criteria, either at the course level or individual topic level

- ☑ push grades if you make changes to your grading

- ☑ access real-time reporting.

New enhancements

Now available for all courses, these enhancements give instructors even more flexibility and options for personalization
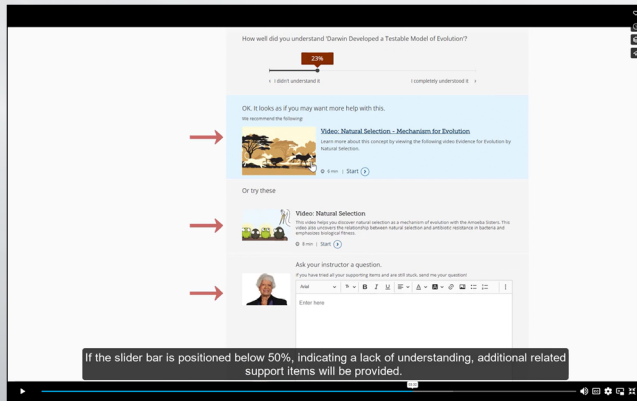
We are always looking to improve our courseware for a better instructor and student experience. The latest enhancements to our digital course tools:

- ☑ provide you with more options for tailoring content to your course and seeing student performance

- ☑ give students a more detailed view into the course content and their own learning journeys.

See more details on these enhancements.

Student setup

Getting started with our courseware is a simple process for students, with no software installation or training required.

Want an overview for your students on using our courseware? Share this **student navigation video** with your class.

Students can also view courseware resources **on our website.**

Depending on whether your institution is using an LMS, students will access their course in one of two ways:

- directly from within their LMS
- via a direct link you provide them at the beginning of the term.

If students need to purchase the courseware, they will be prompted to pay after their trial period ends. They may do this by paying online with a credit card or purchasing an enrollment code from the student bookstore.

For other questions, please direct your students to our **student resources page**.
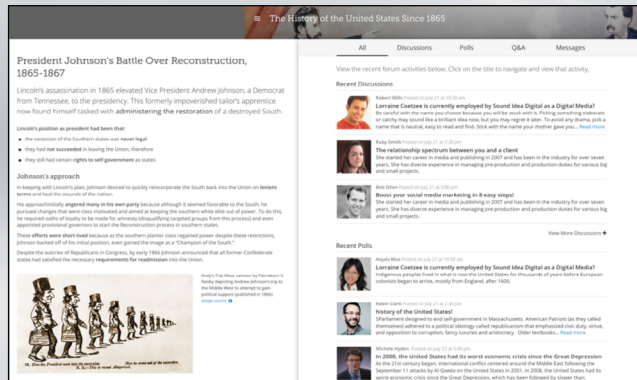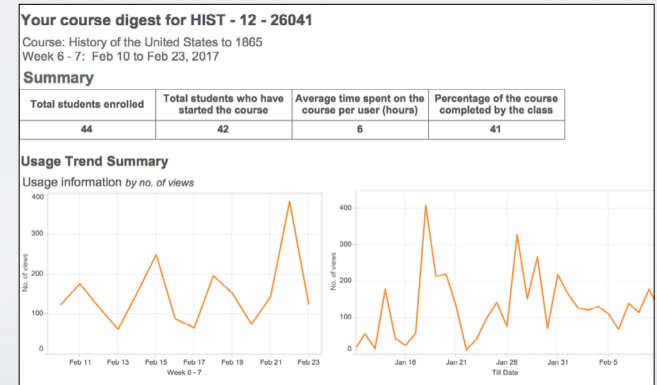
After your class begins

To get the most out of your courseware, we recommend doing the following during your course:

☑ **View and evaluate real-time data.**

As soon as students start viewing learning activities in the course, you will have access to detailed activity reports that can help you gauge student understanding, prepare for the next class session and improve your course outcomes. <u>Learn more about real-time reporting.</u>

☑ **Use our built-in communication tools to encourage collaboration with your students.**

With our collaboration tools, you can create discussion topics or polls to help students focus on a particular concept. Students can also respond to their peers' questions and view their classmates' replies to keep them engaged in their learning.

☑ **Let us know your feedback so that we can continue improving your experience.**

Look for our end-of-term survey in your inbox, where you can tell us what worked for you and what could work better. We'll also include a link to an anonymous student survey so you can invite your students to give their feedback as well.

Interested in helping Cambridge shape new courseware that will best meet the needs of you and your students? **Sign up to share your thoughts.**
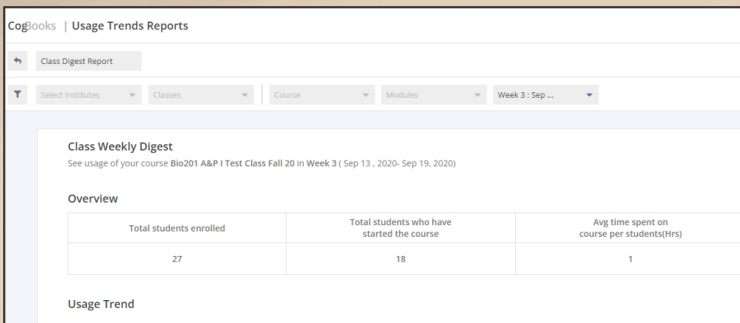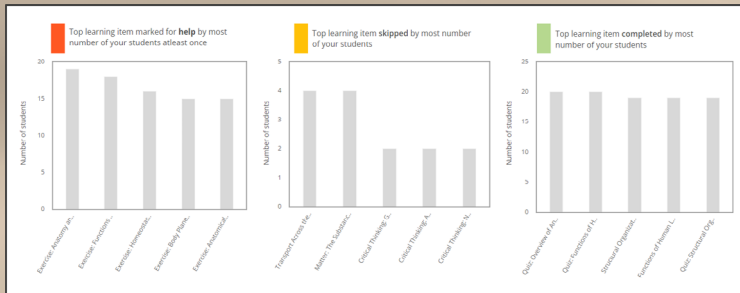
Real-time reporting from the instructor dashboard

Use our extensive reporting tools to immediately see student progress and start to gain insights about where learners are succeeding and where they may need extra help.
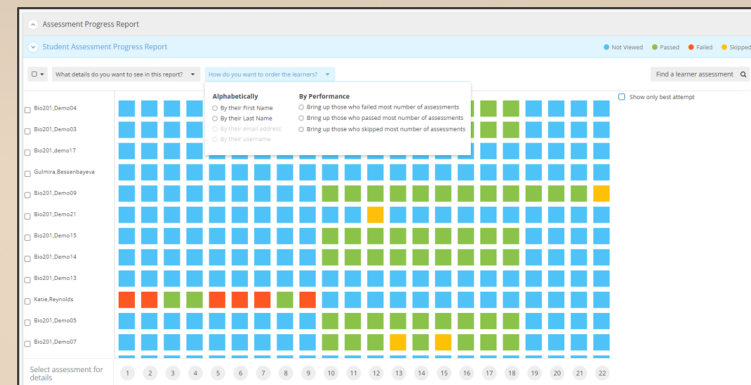
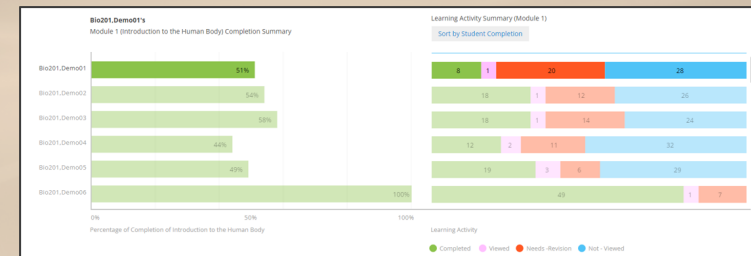**Our reports allow you to view:**

Enrollment and usage trends

Find out how often students are logging in and how much time they're spending on learning the content, and get a high-level overview of topic completion by each student.

Learner activity and progress

Track student grades and review details about each student's assessment scores and their individual learning paths to identify content areas where learners are progressing or requiring more support.

We hope you and your students have a terrific course experience.

For more resources and support for our adaptive courseware,
visit **cup.org/courseware-instructors** or <u>get in touch</u> with your local sales rep.