

## Cambridge courseware (CogBooks) instructor guide

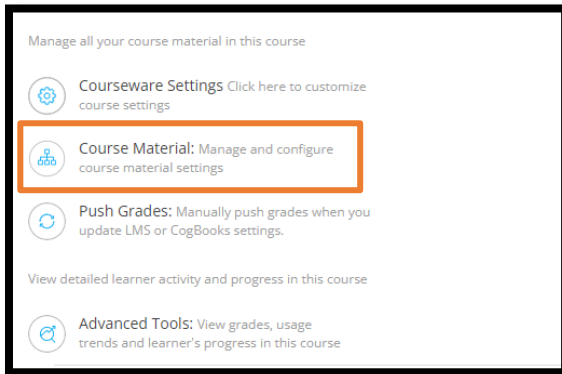
### Course Material

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This guide will cover how to use the Course Material tool within the Courseware Tools to manage and configure the course material settings.

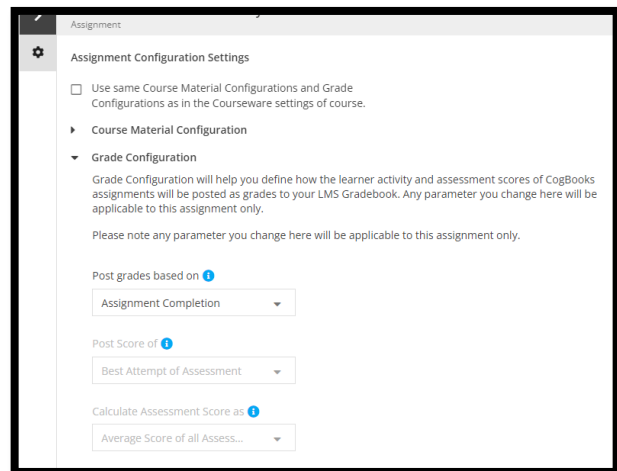
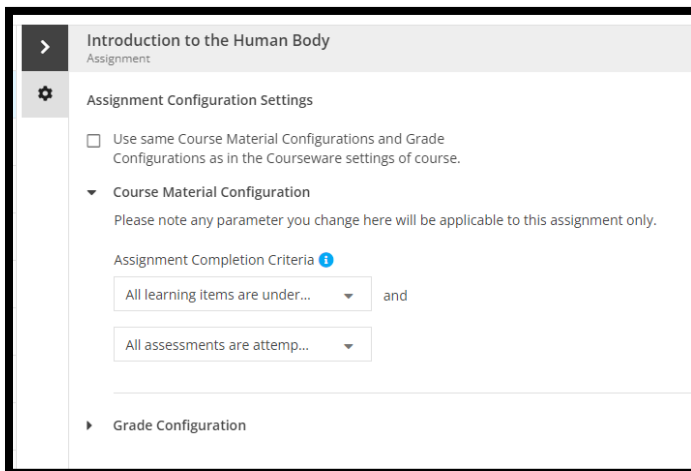
#### Starting from the Courseware Tools

Step 1 – Click on the Course Material link.

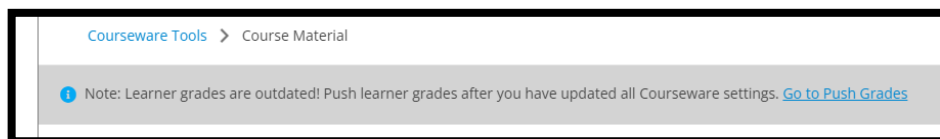
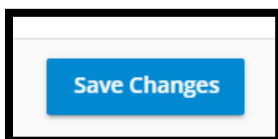


Step 2 – Pick the assignment you wish to edit and make changes.

- a) You can change the completion criteria (viewed vs understood) and grading criteria (completion or assessment-based) for that specific assignment. The rest of the assignments will stay as originally configured.



Step 3 – Save changes and Push Grades.



Need help?

Visit [cup.org/courseware-instructors](http://cup.org/courseware-instructors) or  
contact [coursewaresupport@cambridge.org](mailto:coursewaresupport@cambridge.org)