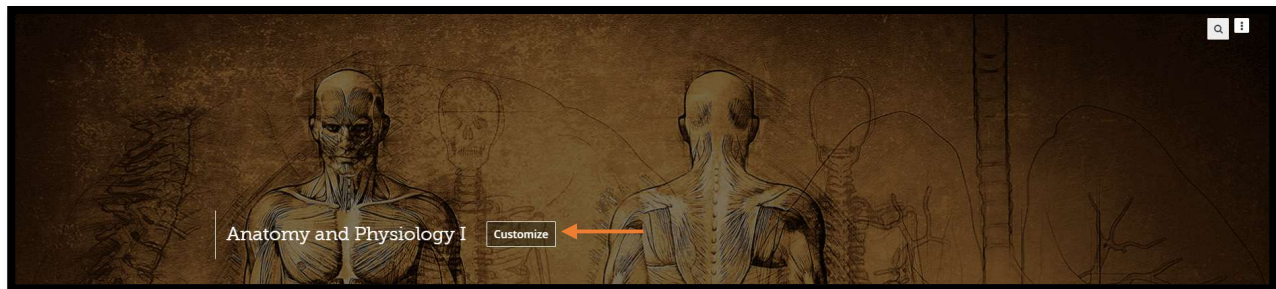


Cambridge courseware (CogBooks) Instructor Guide

Course Customization

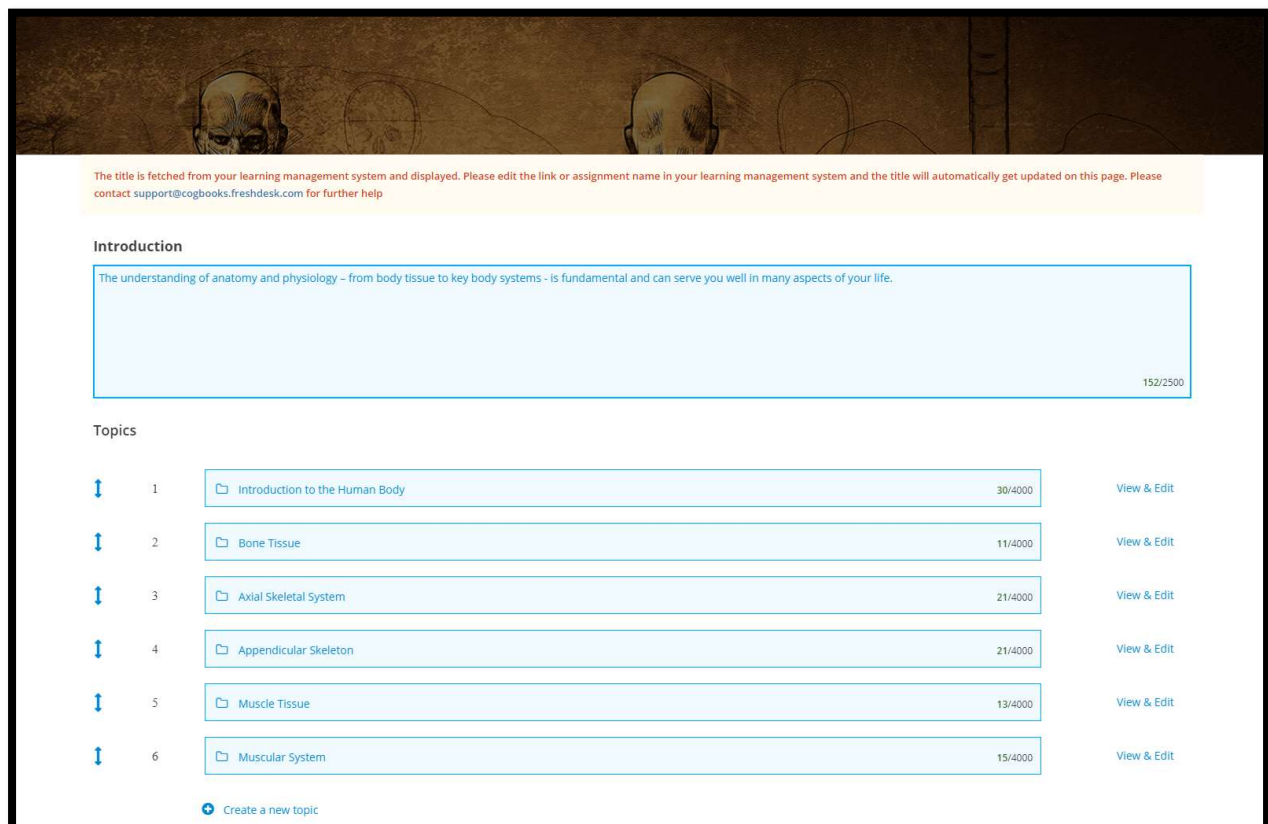
This guide will cover how to use the course customization function within Cambridge courseware (formerly CogBooks). It will review how to do three of the most common edits: text, images, and videos. It's very important to note, all customizations must be done **BEFORE** the course is published and started. The function will automatically be disabled once the first student accesses the course.

Step 1 – Open the assignment you want to customize. At the top of each Topic, Sub-Topic, and Learning Activity page, there will be a “Customize” button. Pushing it will allow you to edit the content on that specific page.



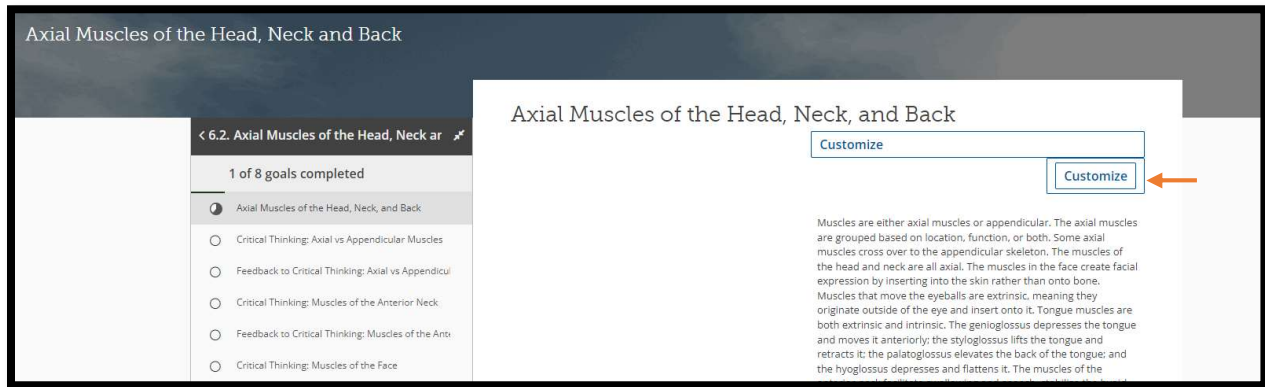
Step 2 – **Customize the Topic and Sub-Topic pages.** Most things on these pages can be edited and customized.

- Rename or rearrange the order of topics.
- Edit the introduction
- To edit Sub-Topics, click “View & Edit” to the right of the desired Topic.
- Create a New Topic

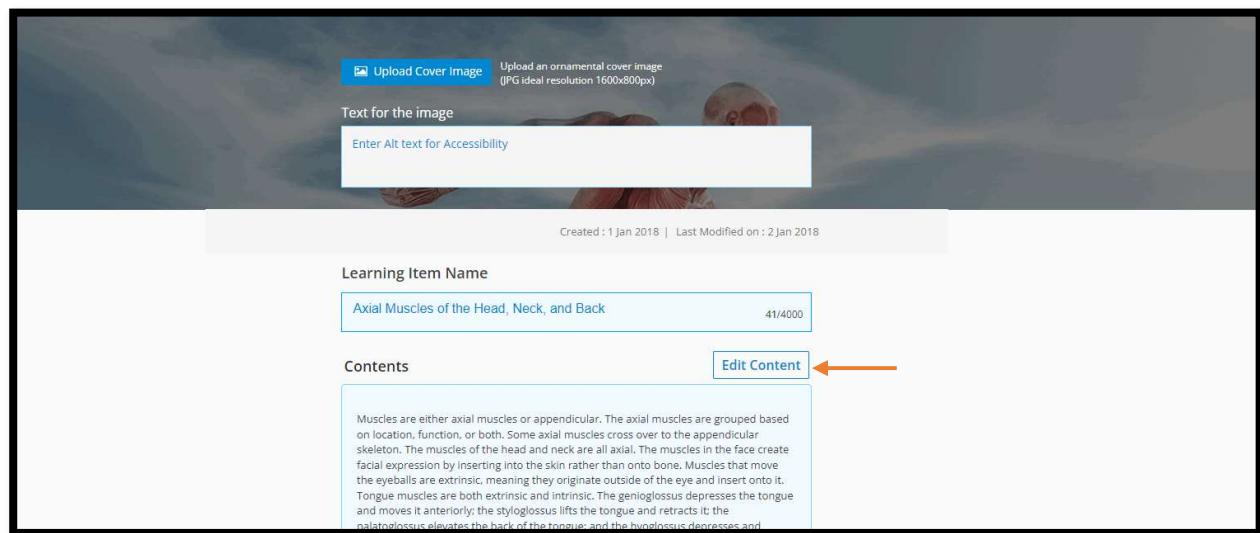


Step 3 – Customize a Learning Activity page. The customization functions allow you to edit any learning activity page within each subtopic.

a) Once on a learning activities page you want to edit, click the customize button on the top-right part of the page.



b) The initial page will let you edit the image and learning activity name, click the “Edit Content” button.

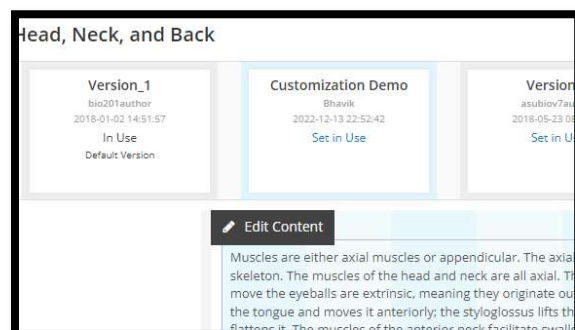
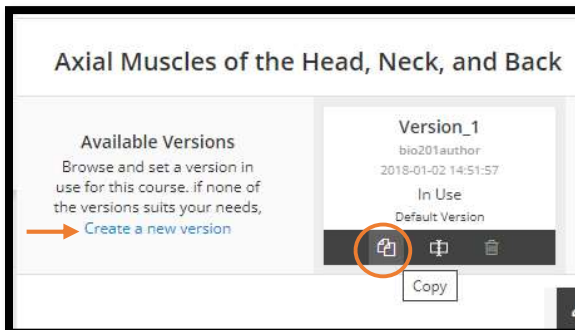


c) The current version of the learning page is the “master” and cannot be modified. A new unique version must be created. You will have two options when creating a new version.

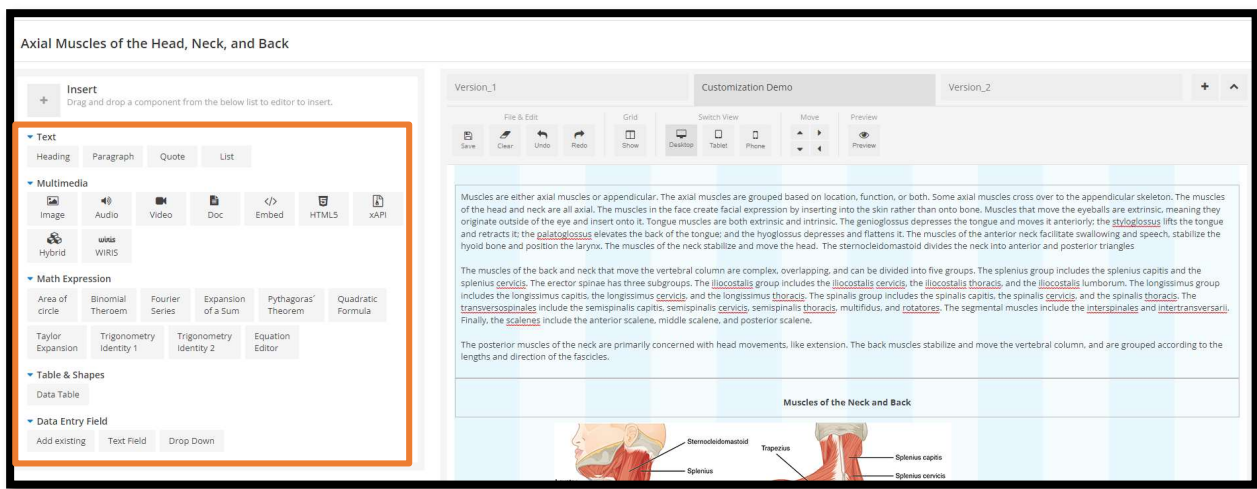
- The recommended method is to copy the default to create a new version that can be edited.
- The other option is to create a 100% new version with completely new content.

Editing the Current Version

- To utilize the copy function, simply click the copy button under the current version and then click the “**Create a new version**” that can be edited.
- Then click on the “Edit Content” button to bring up customization tools.

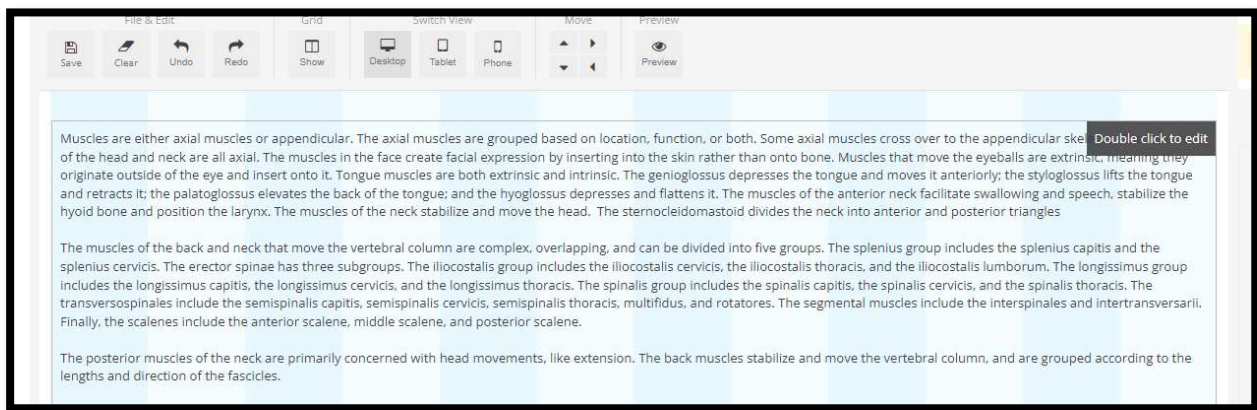


c) You will then be able to use the editing tool to add images, audio, videos, math expressions, tables and shapes, and data entry fields.



Editing Text

To edit the text, double-click on the box you wish to edit. You can add or delete any text you want. The font can also be modified using the Format Component panel on the right side of the screen.

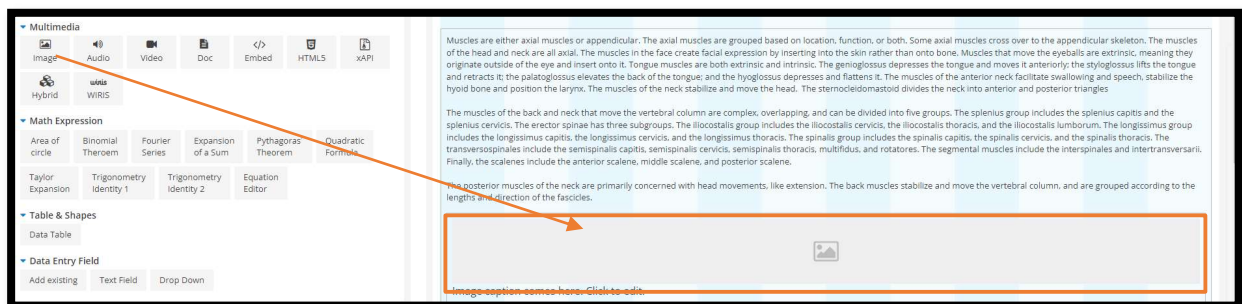


Adding Components

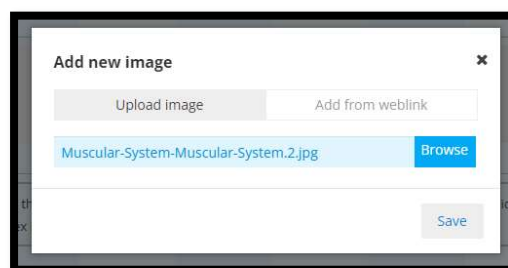
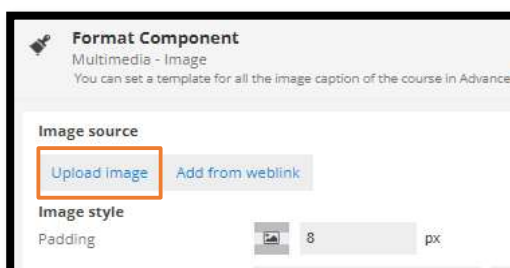
To add any of the component options, simply drag the icon to the desired location on the page and a placeholder will be created in its place.

Adding an Image

- Drag the image icon onto the page to create a placeholder and click “upload image”.



- Click “Upload image” under the image source. You can browse your computer to find the image you want to upload.



c) You can use the side panel to edit the image and add a caption.

The screenshot shows a course page with a large image of the human muscular system. The image is titled "Muscular System" and shows two views: "a. Anterior view" and "b. Posterior view". Various muscles are labeled, including the frontalis, orbicularis oculi, zygomaticus, masseter, orbicularis oris, sternocleidomastoid, trapezius, deltoid, latissimus dorsi, external oblique, pectoralis major, rectus abdominis, biceps brachii, iliopectus, sartorius, adductor longus, quadriceps femoris group, peroneus longus, tibialis anterior, extensor digitorum longus, gastrocnemius, and Achilles tendon. The right side of the screenshot shows the "Format Component" settings for the image. The "Image source" is "Muscular-System-Muscular-System.2.jpg". The "Image style" settings include padding of 8 px and a border of 1 px. The "Image caption" settings include a font of "Open Sans", a style of "Regular", and a font size of "12pt". There are also checkboxes for "Mouse over text" and "Alternative text".

Adding a video.

a) Drag the video icon to create a placeholder.

The screenshot shows a course page with a video placeholder. The placeholder is a large rectangle with a play button icon in the center. An orange arrow points from the "Video" icon in the "Multimedia" section of the course page to the video placeholder. The placeholder contains text about axial muscles and the muscles of the back and neck.

b) You can either upload a video you have already saved, or you can add a link.

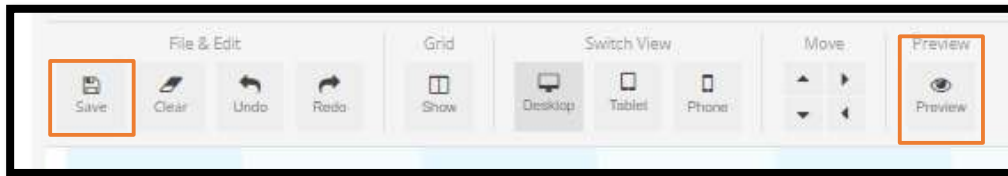
The screenshot shows the "Format Component" settings for a video. The "Video source" section has two options: "Upload video" and "Add from weblink". The "Video style" section includes padding of 8 px and a border of 1 px. There is a "Transcript" section with a "Browse" button.

The screenshot shows the "Add new video" dialog box. It has two options: "Upload video" and "Add from weblink". A text input field contains the URL "https://www.youtube.com/watch?v=nRq6N5NGD1U". There is a "Save" button at the bottom right.

The screenshot shows a course page with a video player. The video player is titled "The Muscular System Explained In 6 Minutes" and has a play button icon. The video player is embedded in a course page. The right side of the screenshot shows the "Format Component" settings for the video. The "Video source" is "https://www.youtube.com/embed/rMcG9YzNS5E". The "Video style" settings include padding of 8 px and a border of 1 px. There is a "Transcript" section with a "Browse" button.

Step 4 – Review Changes

Then click the Save button at the top-left-hand corner to save the changes. Press Preview to view the change in the student view.



retracts it; the palatoglossus elevates the back of the tongue; and the hyoglossus depresses and flattens it. The muscles of the anterior neck facilitate swallowing and speech, stabilize the hyoid bone and position the larynx. The muscles of the neck stabilize and move the head. The sternocleidomastoid divides the neck into anterior and posterior triangles

The Muscular System Explained In 6 Minutes

The Muscular System

This video will be covering...

- Main Functions of the Muscular System.
- The 5 Major Properties.
- The 5 Types of Muscle Movements.
- The 3 Types of Muscles.

MORE VIDEOS

0:28 / 5:51 • Intro

The muscles of the back and neck that move the vertebral column are complex, overlapping, and can be divided into five groups. The splenius group includes the splenius capitis and the splenius cervicis. The erector spinae has three subgroups. The iliocostalis group includes the iliocostalis cervicis, the iliocostalis thoracis, and the iliocostalis lumborum. The longissimus group includes the longissimus capitis, the longissimus cervicis, and the longissimus thoracis. The spinalis group includes the spinalis capitis, the spinalis cervicis, and the spinalis thoracis. The transversospinales include the semispinalis capitis, semispinalis cervicis, semispinalis thoracis, multifidus, and rotatores. The segmental muscles include the interspinales and intertransversarii. Finally, the scalenes include the anterior scalene, middle scalene, and posterior scalene.

The posterior muscles of the neck are primarily concerned with head movements, like extension. The back muscles stabilize and move the vertebral column, and are grouped according to the lengths and direction of the fascicles.

Muscular System



Labels: frontalis, orbicularis oculi, zygomaticus, masseter, orbicularis oris, sternocleido-mastoid, deltoid, extensor digitorum, extensor carpi group, occipitalis, sternocleido-mastoid, trapezius.

Step 5 – Set in Use

a) When satisfied with the version created, click the up button to bring you back to the original editing page.

Axial Muscles of the Head, Neck, and Back

Insert
Drag and drop a component from the below list to editor to insert.

- Text**
Heading, Paragraph, Quote, List
- Multimedia**
Image, Audio, Video, Doc, Embed, HTML5, xAPI, Hybrid, WIRIS
- Math Expression**
Area of circle, Binomial Theorem, Fourier Series, Expansion of a Sum, Pythagoras' Theorem, Quadratic Formula, Taylor Expansion, Trigonometry Identity 1, Trigonometry Identity 2, Equation Editor
- Table & Shapes**
Data Table
- Data Entry Field**
Add existing, Text Field, Drop Down

Version_1 Customization Demo Version_2

File & Edit Grid Switch View Move Preview


Save Clear Undo Redo Show Desktop Tablet Phone Preview

Muscles are either axial muscles or appendicular. The axial muscles are grouped based on location, function, or both. Some axial muscles cross over to the appendicular skeleton. The muscles of the head and neck are all axial. The muscles in the face create facial expression by inserting into the skin rather than onto bone. Muscles that move the eyeballs are extrinsic, meaning they originate outside of the eye and insert onto it. Tongue muscles are both extrinsic and intrinsic. The genioglossus depresses the tongue and moves it anteriorly; the styloglossus lifts the tongue and retracts it; the palatoglossus elevates the back of the tongue; and the hyoglossus depresses and flattens it. The muscles of the anterior neck facilitate swallowing and speech, stabilize the hyoid bone and position the larynx. The muscles of the neck stabilize and move the head. The sternocleidomastoid divides the neck into anterior and posterior triangles.

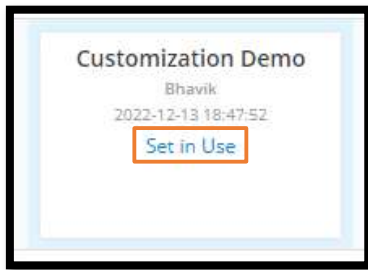
The Muscular System Explained In 6 Minutes

The Muscular System

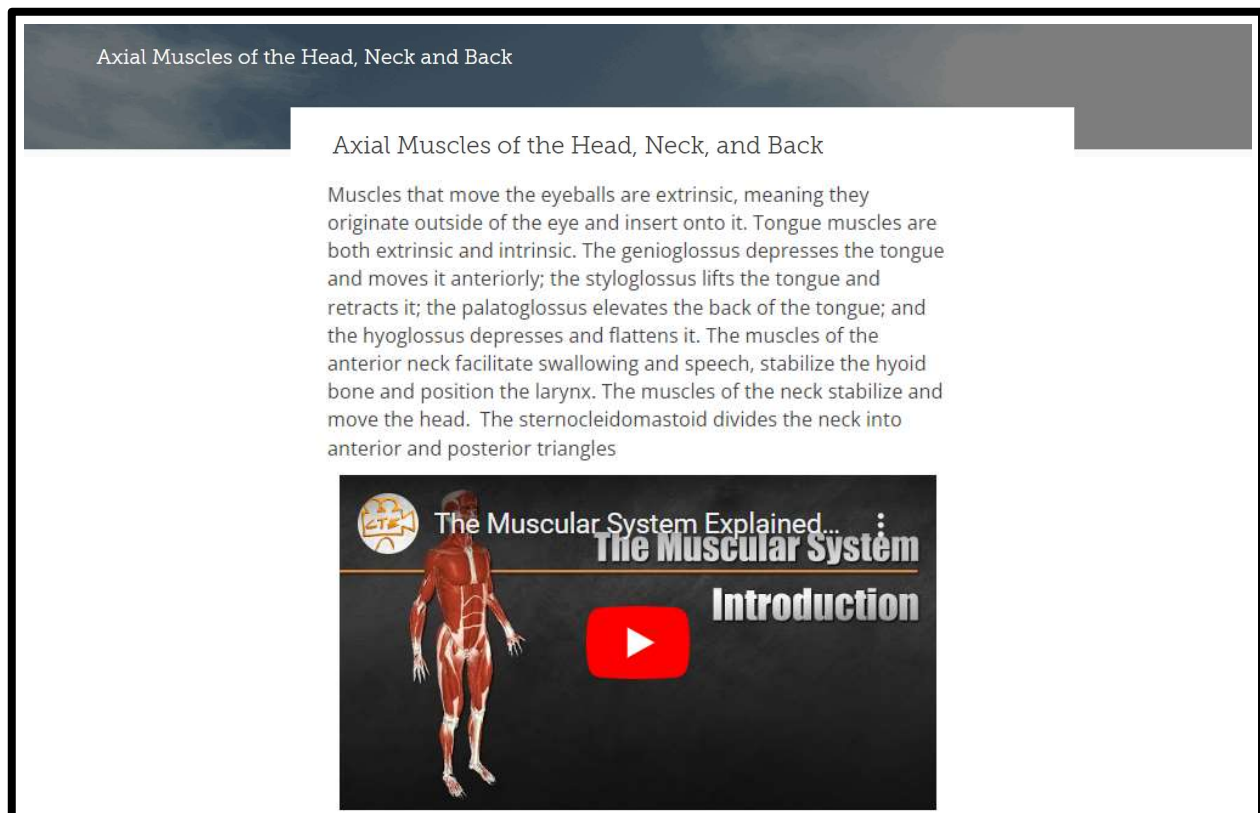
Introduction



b) Once back on the original editing page, you MUST select “Set in Use” for your new version.



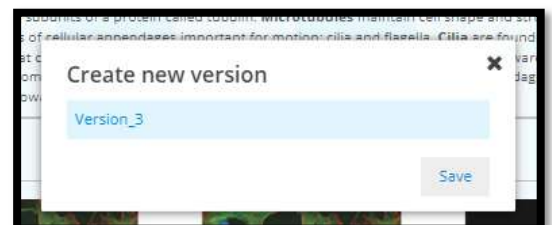
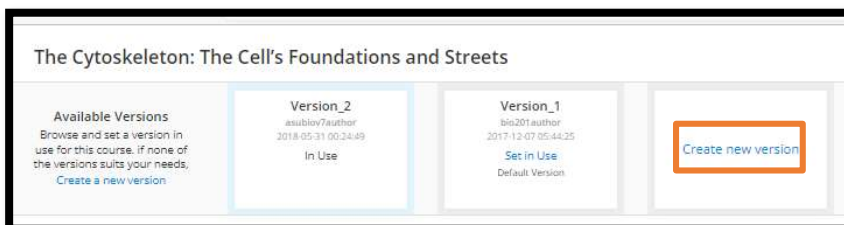
c) Once you’ve set it in use, exit out of that tab and refresh the learning activity, and the new version that you customized will be shown.



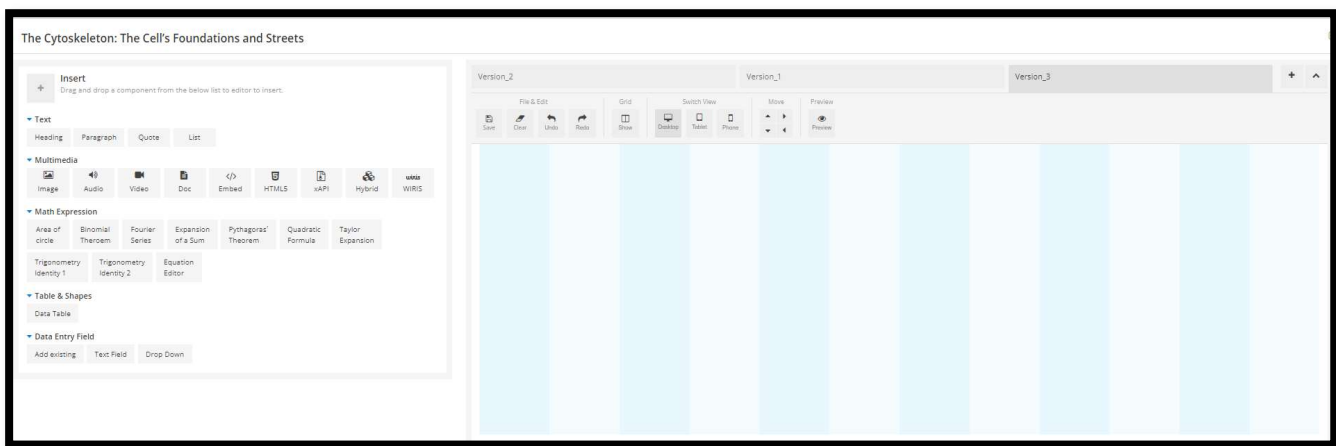
NOTE: Images and videos are just two examples, many other features can be added to the content page using this same pattern of dragging the icon onto the page to create a placeholder and then uploading/importing the content.

Creating a 100% New Version.

a) Follow the same first few steps till you come to the editing page. Then click “Create New Version” and then name the new version.

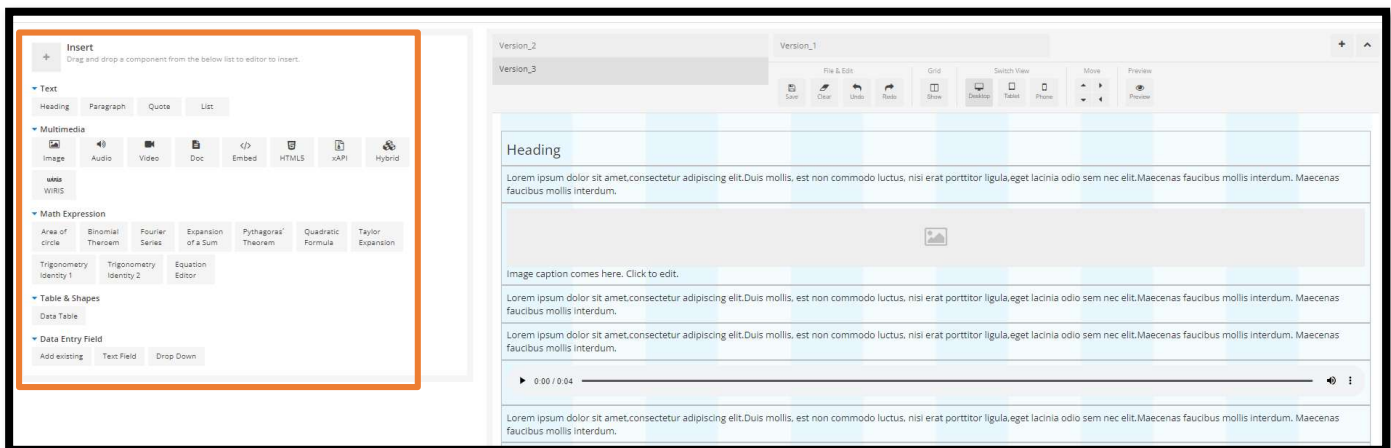


b) A blank page will appear and again click “Edit Content” to bring up the customization tool.



c) Click and drag onto the page the desired components you want to add.

- Texts: Heading, Paragraphs, Quotes, Lists
- Multimedia: Images, Audio, Videos, Documents, etc.
- Math Expressions
- Tables and Data Entry Fields



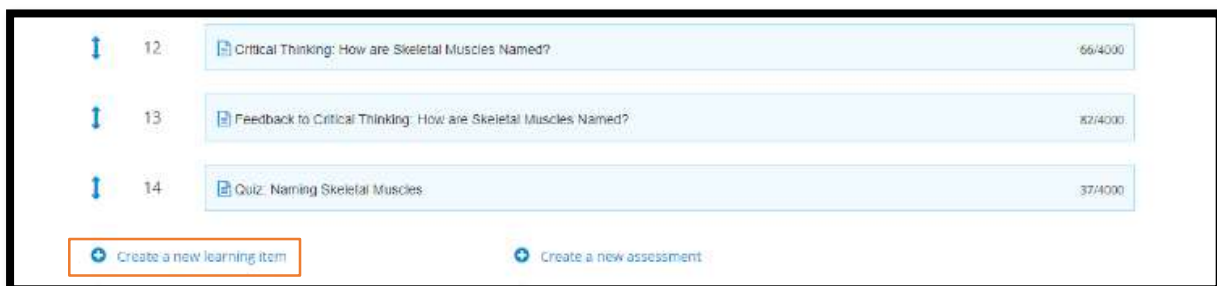
d) Hit save and click “Preview”

e) Once the learning activity page is ready for use, go back to the original editing page and “Set in Use.” Exit out of that screen back to the learning path and refresh the page and a new custom page will appear.

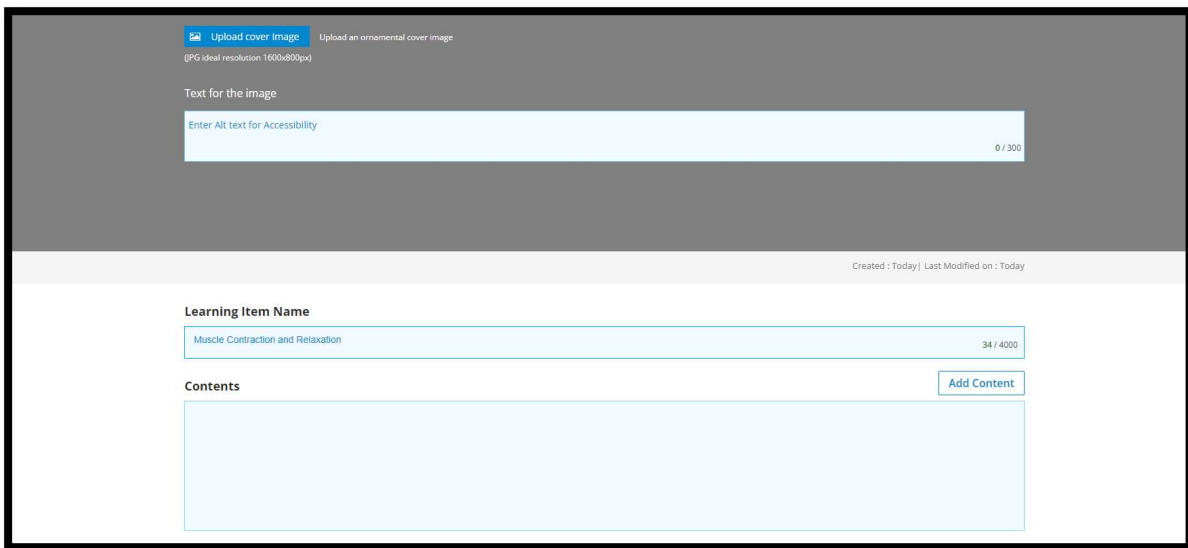
NOTE: One very important thing to remember is, that if you want to create a whole new learning activity, the content **MUST** stay aligned with the original learning activity content. This is because the supporting remediation material will be based on the original activity content.

Step 6 – Adding an Additional Learning Activity

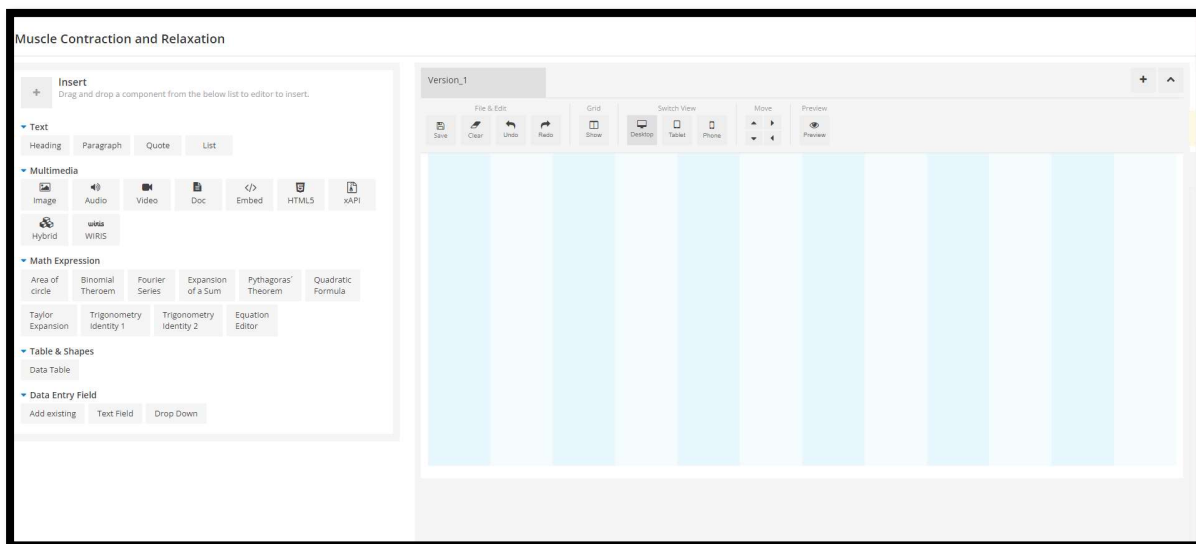
a) To add a completely new learning activity, click “Create a new learning item” at the bottom learning



b) Next you will upload a cover image and name the learning activity. Then click “Add Content”.



- c) You will be brought to an empty content page. Follow the same steps as before and create all the content component placeholders and add content.



NOTE: One very important thing to remember is, that if you want to create an additional new learning activity, not a part of the original course, **there will be NO remediation support material for the activity.**