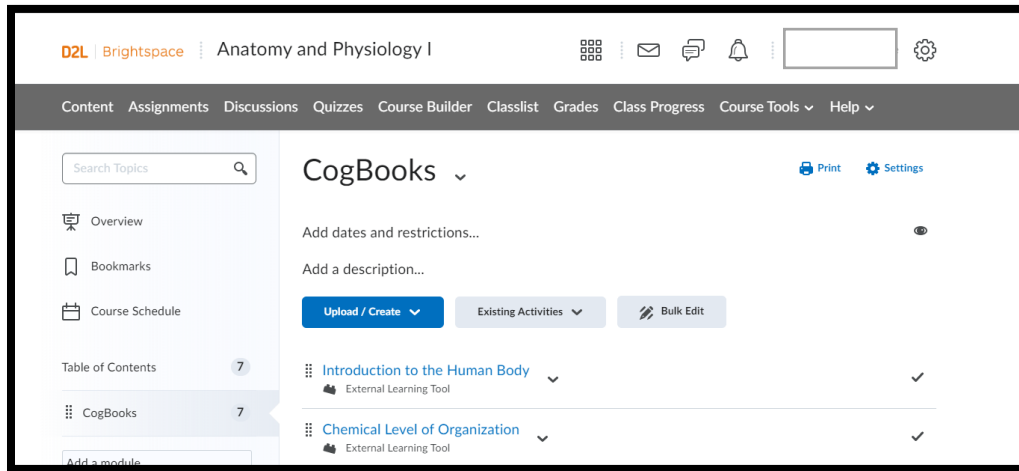


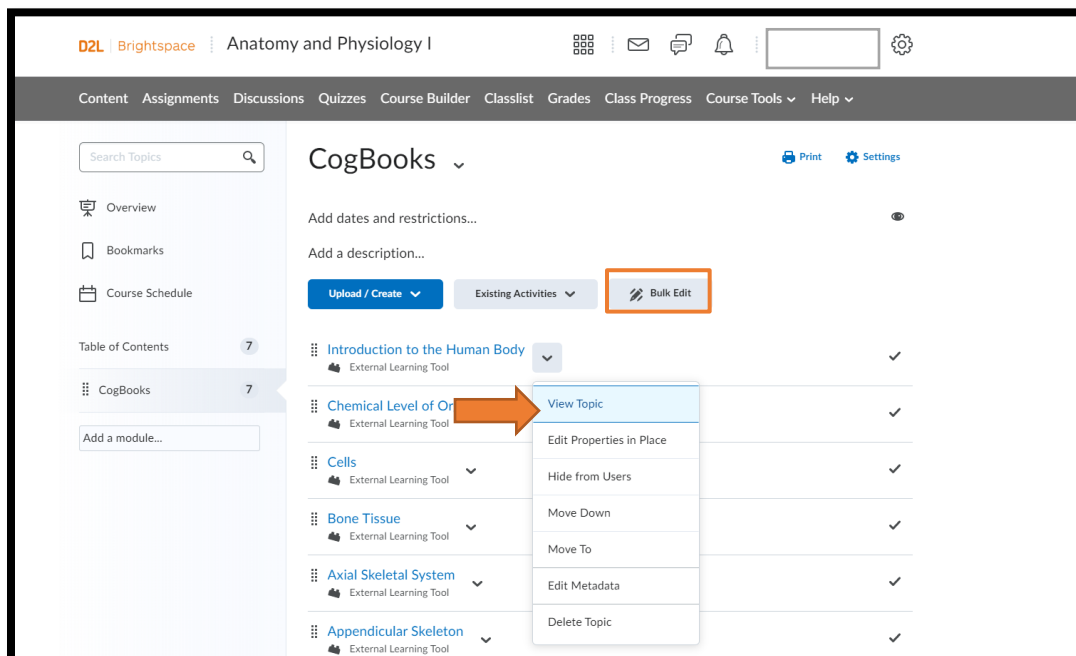
Cambridge courseware (CogBooks) instructor guide: D2L Editing Assignments

This guide will cover how to load the CogBooks courseware into the D2L Brightspace LMS from the CogBooks library and review the different features and settings.

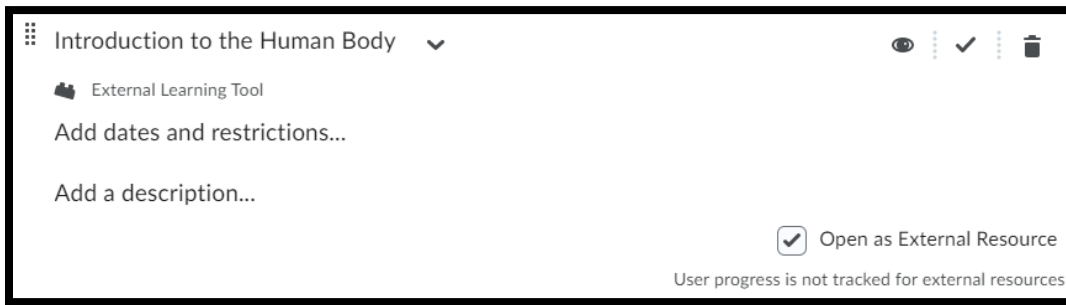
Step 1 - Starting from the Content page, you'll see all of the CogBooks modules that were uploaded to the class.



Step 2 - Click the down arrow next to the assignment you want to edit and select **Edit Properties in Place**. Or if you want to edit all of them, you can select the **Bulk Edit** option.



a) You can add a due date, restrictions, and a description or special instructions for students.



Introduction to the Human Body

External Learning Tool

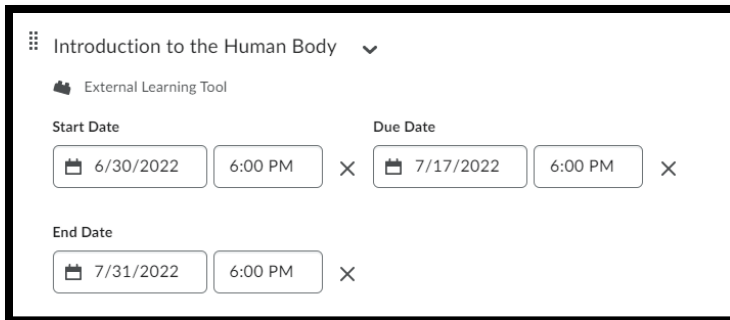
Add dates and restrictions...

Add a description...

Open as External Resource

User progress is not tracked for external resources

b) Once you have made the edits click the Update and the changes will be reflected.



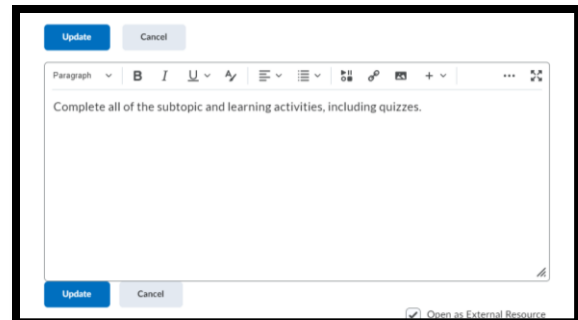
Introduction to the Human Body

External Learning Tool

Start Date: 6/30/2022 6:00 PM

Due Date: 7/17/2022 6:00 PM

End Date: 7/31/2022 6:00 PM

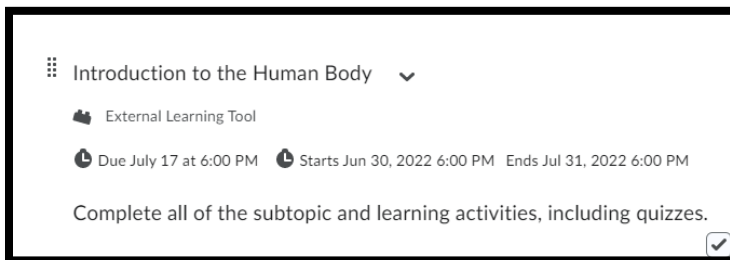


Update Cancel

Paragraph Complete all of the subtopic and learning activities, including quizzes.

Update Cancel

Open as External Resource



Introduction to the Human Body

External Learning Tool

Due July 17 at 6:00 PM Starts Jun 30, 2022 6:00 PM Ends Jul 31, 2022 6:00 PM

Complete all of the subtopic and learning activities, including quizzes.

Step 3 - Click the Grades tab at the top to open the grade center where you will find all of the CogBooks modules synced with the LMS. Here you can also edit the grading criteria.

Need help?
Visit cup.org/courseware-instructors or
contact coursewaresupport@cambridge.org

D2L | Brightspace | Anatomy and Physiology I

Content Assignments Discussions Quizzes Course Builder Classlist **Grades** Class Progress Course Tools Help

Enter Grades Manage Grades Schemes Setup Wizard

Import Export Switch to Spreadsheet View More Actions

Search For... Show Search Options

Email

Last Name ▲, First Name	Introduction to the Human Body ▼	Chemical Level of Organization ▼	Cells ▼	Bone Tissue ▼	Axial Skeletal System ▼	Appendicular Skeleton ▼
Student, Sample ▼						

20 per page ▼

- Properties
- Edit
- Enter Grades
- View Statistics
- View Event Log

Step 4 - Once the changes are made, click **Save and Close**.

Content Assignments Discussions Quizzes Course Builder Classlist Grades Class Pro

Edit Item: Introduction to the Human Body

Properties Restrictions Objectives

General

Type
Numeric

Association
The grade item is associated with an external learning tool "Introduction to the Human Body"

Name*
Introduction to the Human Body

Short Name
Introduction to the Human Body

Category
None [New Category]

Show Description

Grading

Maximum Points*
100

Can Exceed

Bonus

Exclude from Final Grade Calculation

Grade Scheme
-- Default Scheme -- (Percentage)

Rubrics
Add Rubric
No rubrics selected.
[\[Create Rubric in New Window\]](#)

Display Options

Show Display Options

Save and Close Save and New Save Cancel

Need help?

Visit cup.org/courseware-instructors or
contact coursewaresupport@cambridge.org