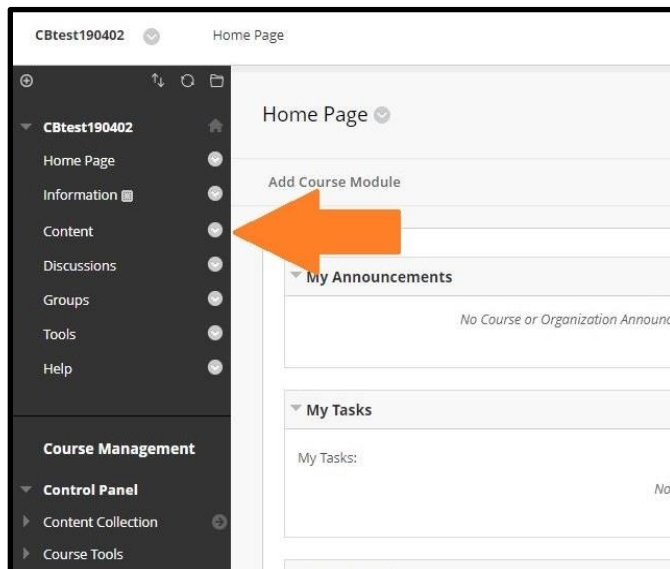


## Cambridge courseware (CogBooks) instructor guide: Blackboard Learn Choosing course modules

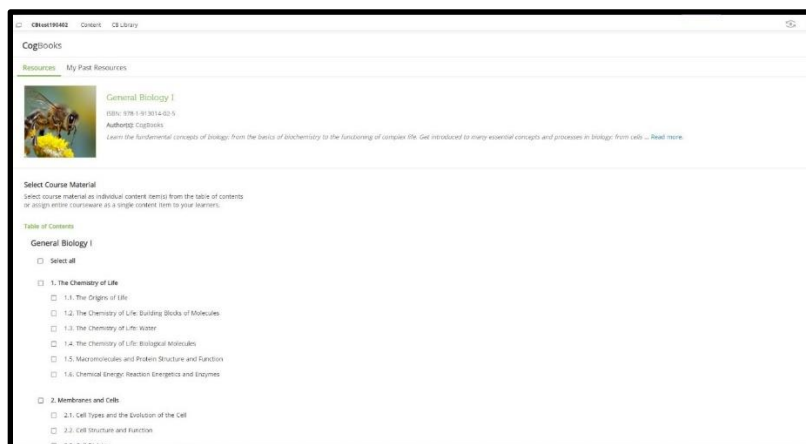
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Once your course is loaded into your LMS, before the class starts, you will need to pick the modules to include for your students.

**Step 1.** Click on “Content” from the home page.



**Step 2.** Click on “CB Library” and then select the relevant course to bring up the content for your course.

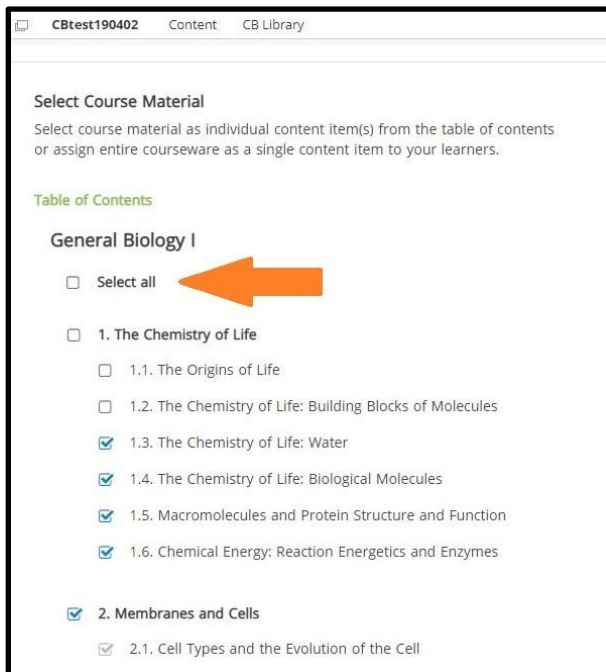


**Step 3.** Check all of the topics and sub-topics you would like to be included in your course.

**Need help?**

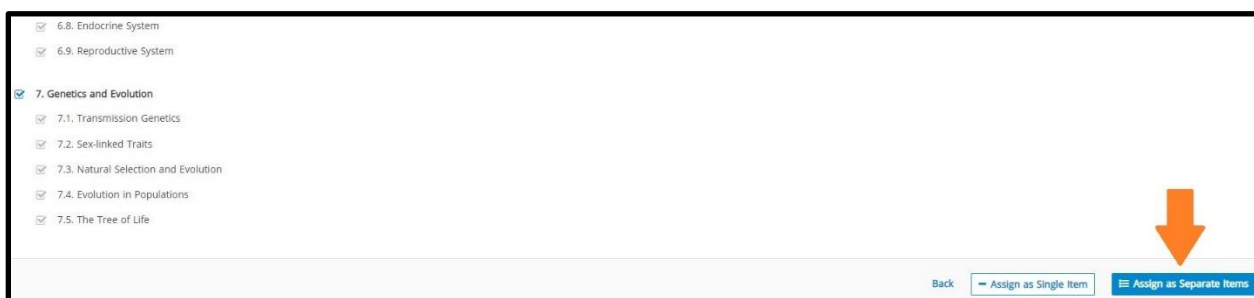
Visit [cup.org/courseware-instructors](http://cup.org/courseware-instructors) or  
contact [coursewaresupport@cambridge.org](mailto:coursewaresupport@cambridge.org)

- To add all of the available content, click “Select all.”
- To create separate assignments for each subtopic, only select the subtopics, NOT the overall topic (for example, 1. The Chemistry of Life).



**Step 4.** When you’ve chosen all of the needed topics for your course, click on one of the “Assign” buttons at the bottom.

- To have the ability to grade individual assignments, choose “Assign as Separate Items.” This is the most common selection.

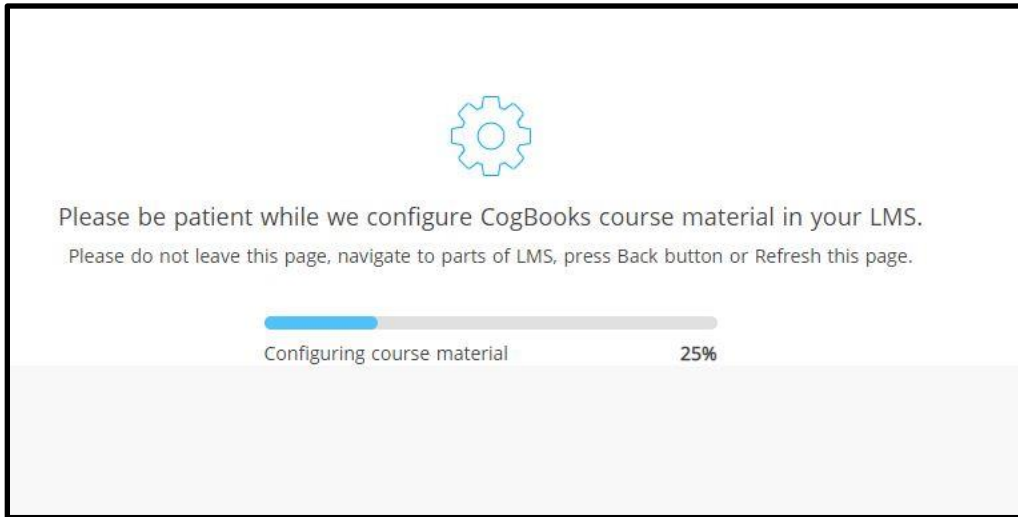


**Step 5.** Click “Confirm Items.”

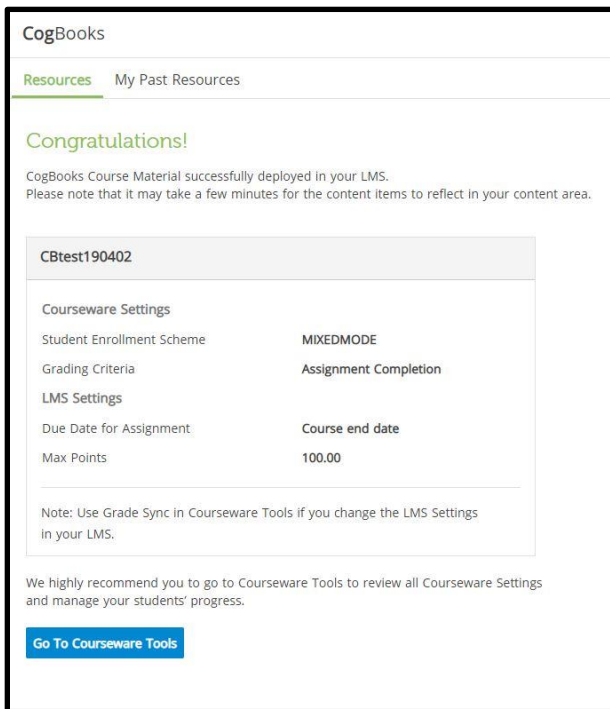
- You will see a configuration page—do NOT close your browser tab or navigate away from this screen while Blackboard configures the course.

**Need help?**

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



**Step 6.** Once the course is completely configured, you will see a confirmation page. You can now click on “Go To Courseware Tools” to review your course settings.



**Need help?**  
Visit [cup.org/courseware-instructors](https://cup.org/courseware-instructors) or  
contact [coursewaresupport@cambridge.org](mailto:coursewaresupport@cambridge.org)