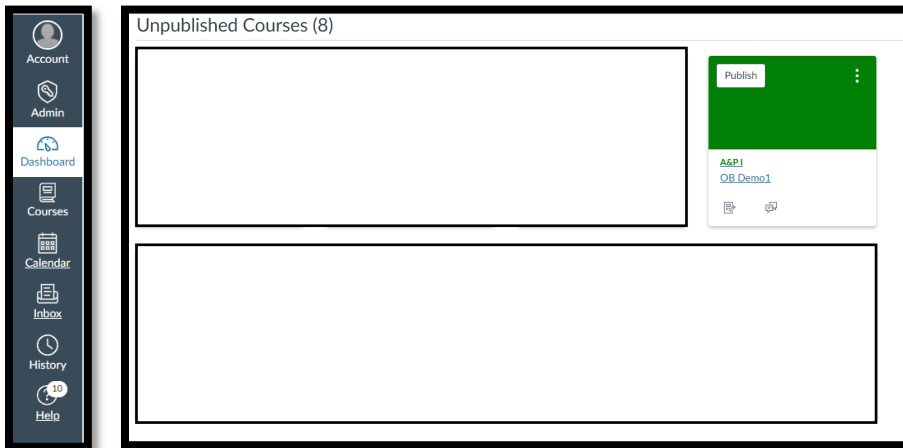


Cambridge courseware (CogBooks) instructor guide: Canvas Course Setup

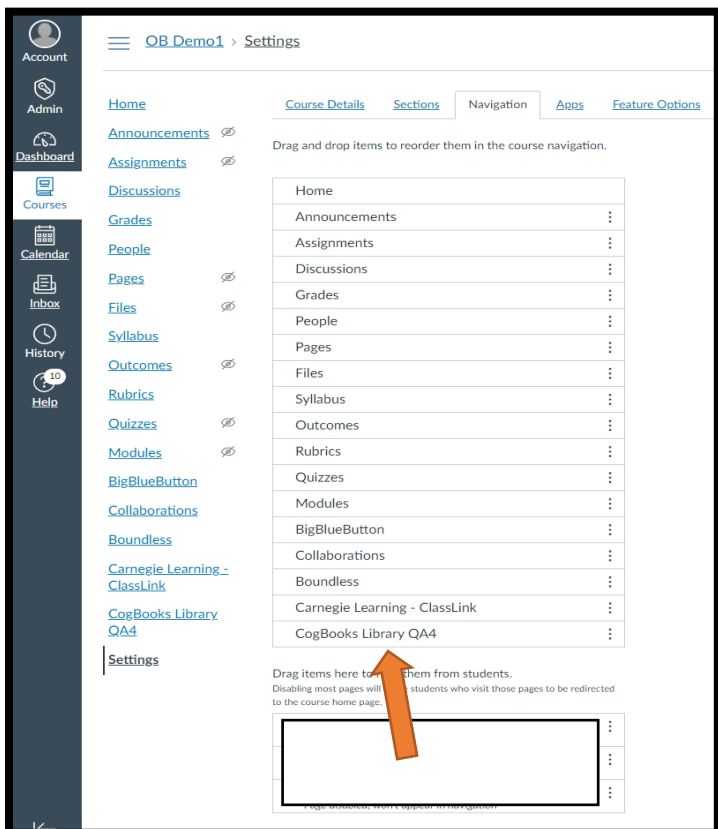
This guide will cover how to load the CogBooks courseware into the Canvas LMS from the CogBooks library and review the different features and settings.

Starting from the Dashboard in the Canvas LMS

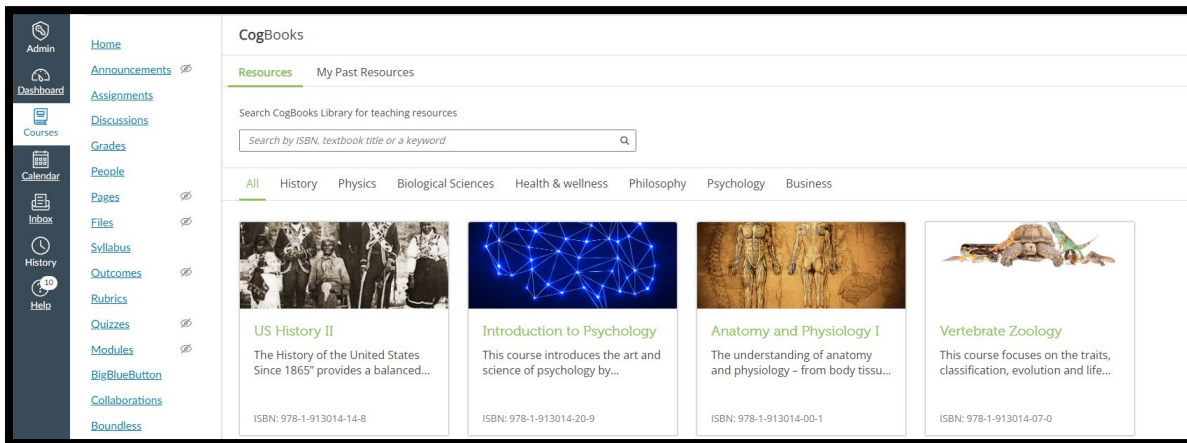
Step 1 – Find and click the course shell that will be used to load in the courseware



Step 2 – Look at the Course Navigation panel on the left, find Settings, and click it. From the list of tabs on the top, click on Navigation. Drag the CogBooks Library into the Course Navigation and hit Save.

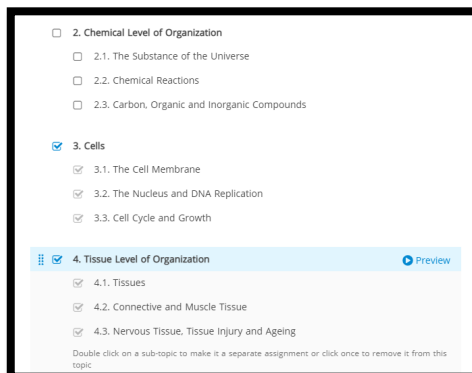
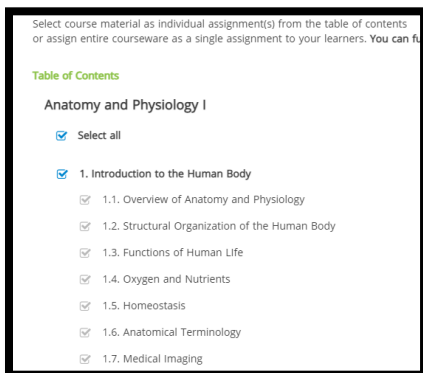


Step 3 – Click on the CogBooks Library to open the course list. Find and select the course you want to load.



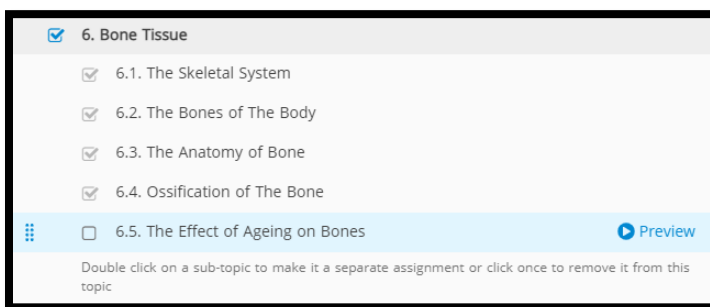
Step 4 – Select which topics and modules you wish to you in your class.

- a) You can use the select all option to load all of the topics or pick and choose which topics and subtopics you want to use.

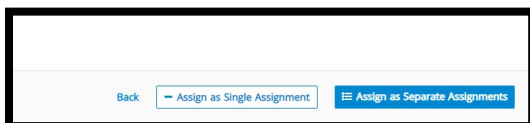


OR

- b) If there is a learning activity you want to exclude, simply uncheck it. You can also click the preview button to view any topics or subtopics before making your final selection.



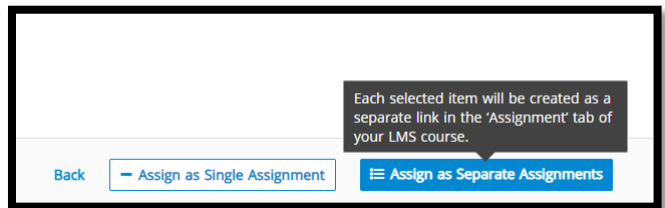
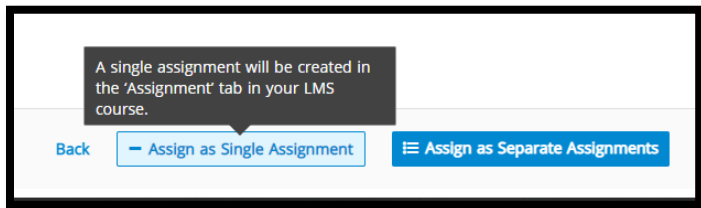
Step 5 – At the bottom right corner of the screen, you will need to choose the assignment configuration as either a single or separate assignment.



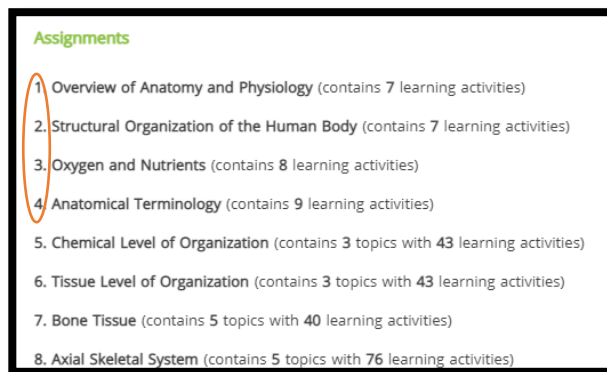
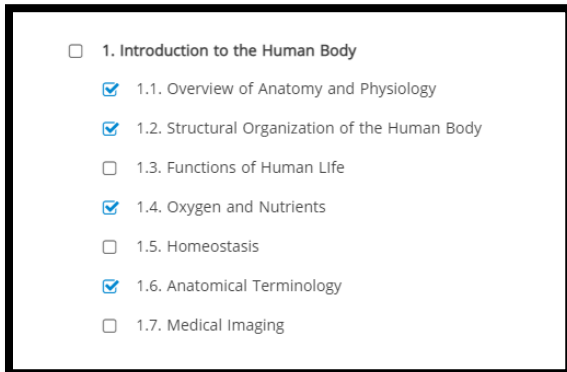
- a) It is recommended to assign individual assignments with separate due dates and points awarded.

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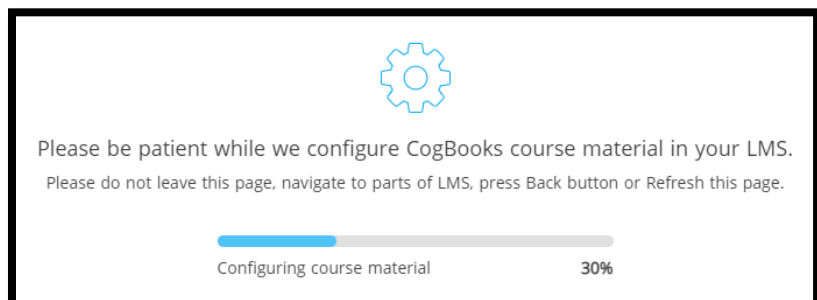
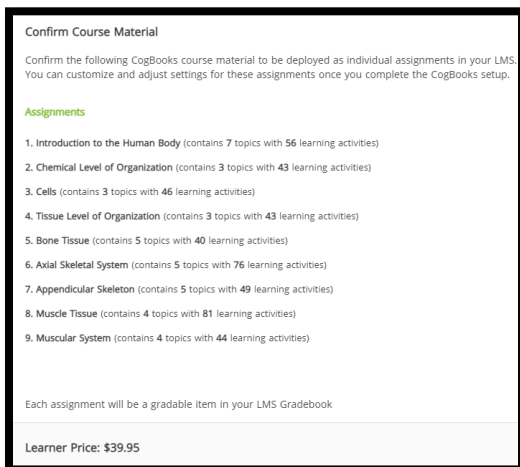


NOTE: If Sub-Topics within a Topic are selected individually, and not a part of a Topic grouping, they will all be assigned in the LMS as **separate assignments**.



Step 6 – Once you have made your selections you will be brought to a summary page.

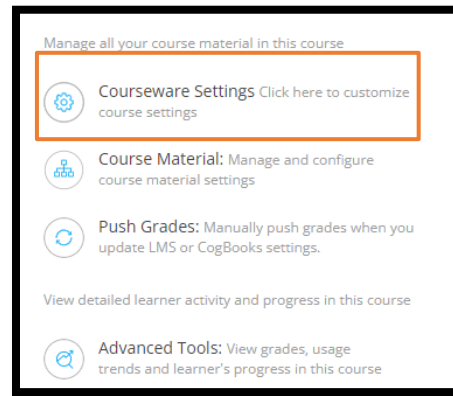
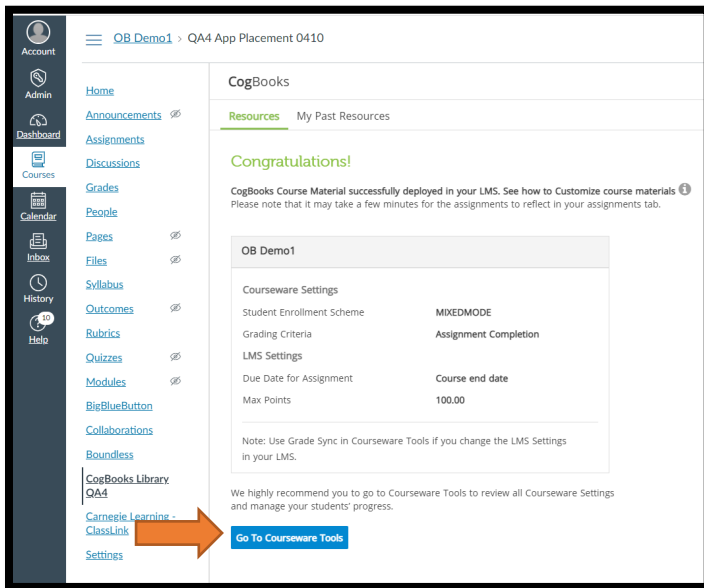
a) You will need to confirm the courseware configuration and wait a few mins while your courseware is configured.



Step 7 – After the courseware is loaded into the LMS, you will next be prompted to go to Courseware Tools, where you will be able to review and modify settings. Once in Courseware Tools, click on Courseware Settings.

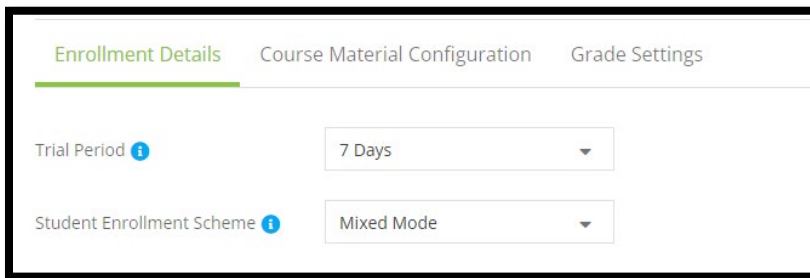
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Step 8 – Inside the Courseware Tools, you will see three different settings to configure: Enrollment Details, Course Material Configuration, and Grade Setting.

- a) **Enrollment Details.** This setting allows you to set how long the free trial will last, and how students will be able to access CogBooks.



The Trial Period can last either 7 or 14 days. After the trial period is over, the student will have to purchase CogBooks to continue receiving access to the courseware.

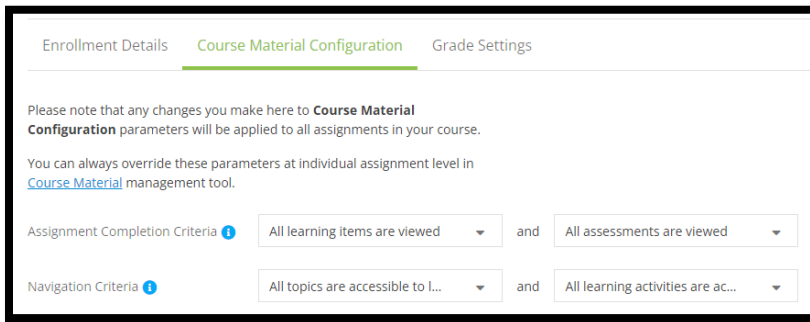
The Student Enrollment Scheme gives options on how a student can purchase CogBooks.

- Online Payment – The student makes a payment with a debit/credit card or through PayPal.
- Access Code Only – The student purchases an access code from the school bookstore.
- Mixed Mode (recommended) – The student has the choice to either make an online payment or enter an access code.
- Open Access – The student does not pay anything.

- b) **Course Material Configuration.** This setting will let you manage the assignment's completion and navigation criteria.

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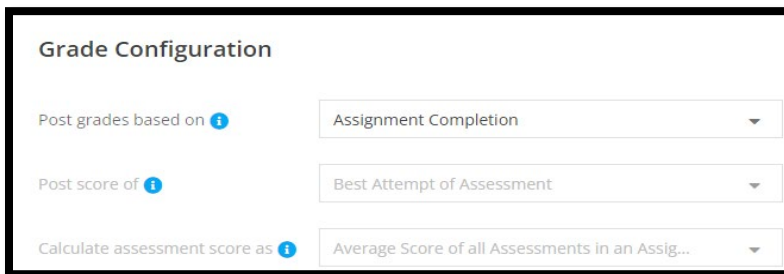
Assignment Completion Criteria.

- Choose to have the assignments marked completed when all the learning items are viewed/attempted or when they are understood.

Navigation Criteria

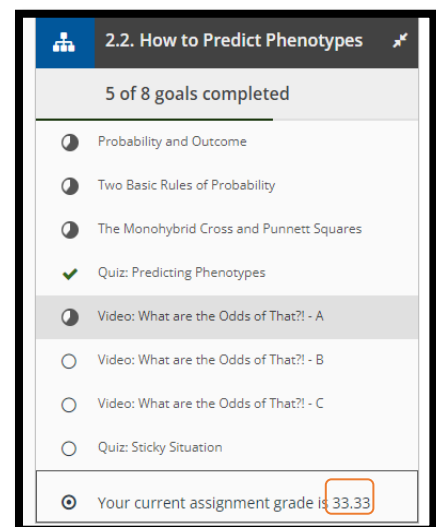
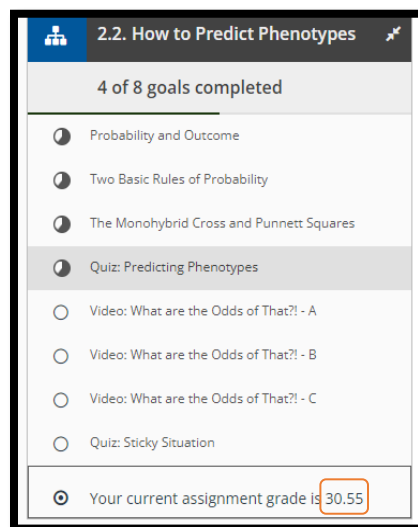
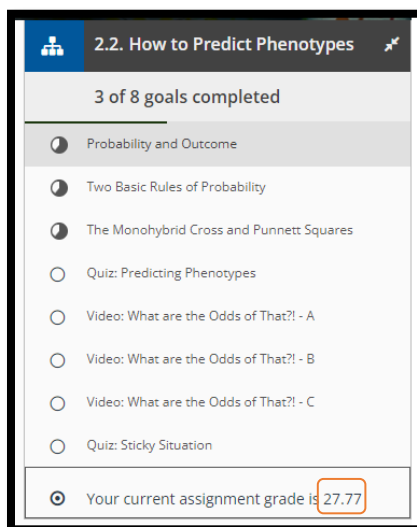
- Choose to allow students access to all of the topics/sub-topics, or just the next topic in sequence.

c) **Grade Settings** will help you define how the learner activity and assessment scores of CogBooks assignments will be posted as grades in the LMS Gradebook.



Post grades based on assignment completion or assessment score.

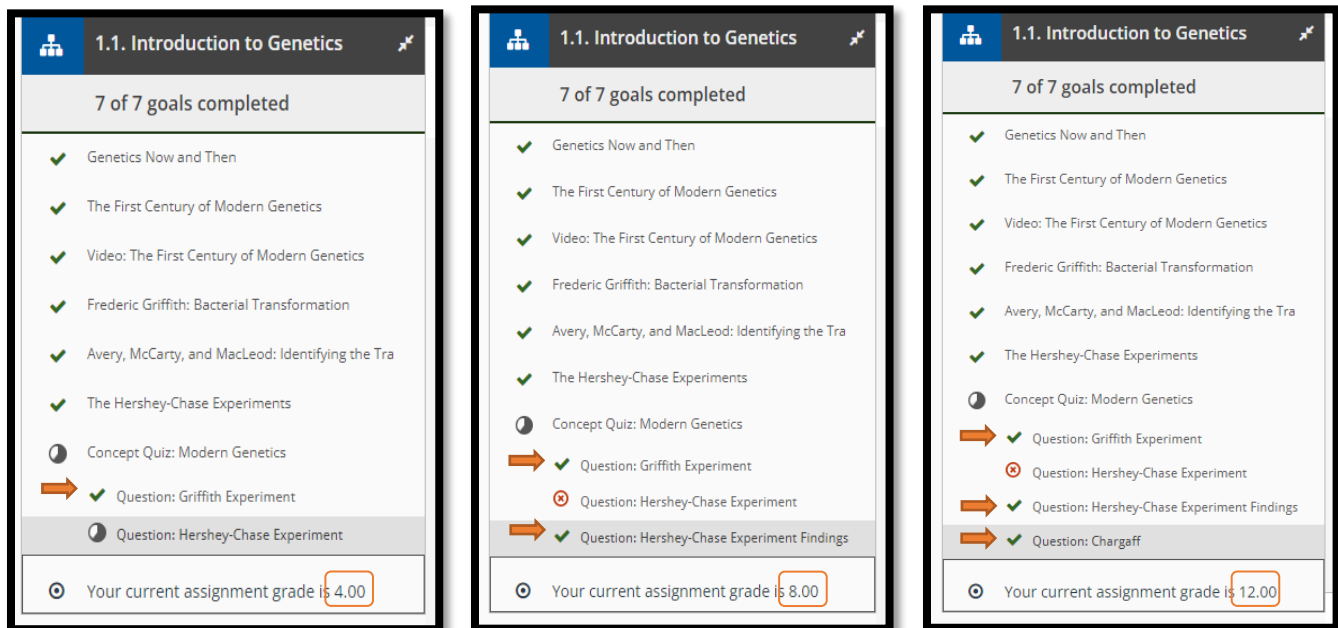
- **Grades earned by completion** – As the student work through learning activities on the primary learning path, they will receive points for each learning activity they complete, and their grade will update in real-time.



Need help?

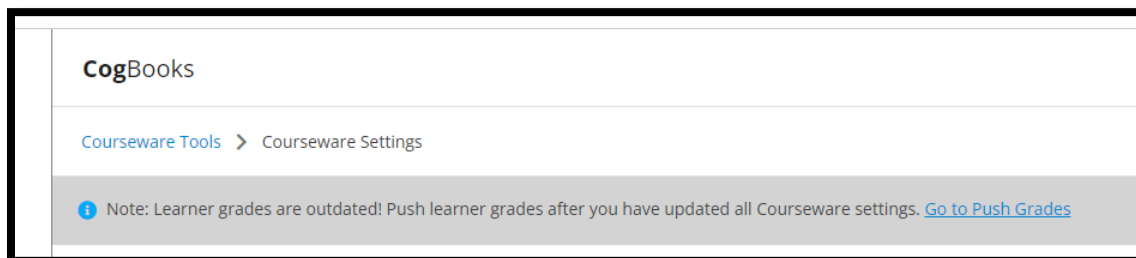
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- **Grades based on assessment scores** - Unlike in other classes where students receive credit by simply viewing and completing learning activities, with assessment-based grading, the only way to earn points is by answering assessment questions correctly.

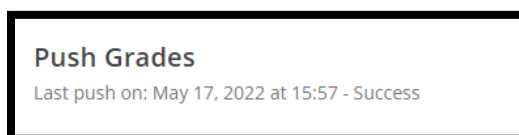


- **Calculated assessment score** will be an average of all assessments.

- Click the Save Changes button at the bottom right of the screen.
- Once you have saved changes, you will be directed to “Go to Push Grades”. Or in other words, push out the updates made.



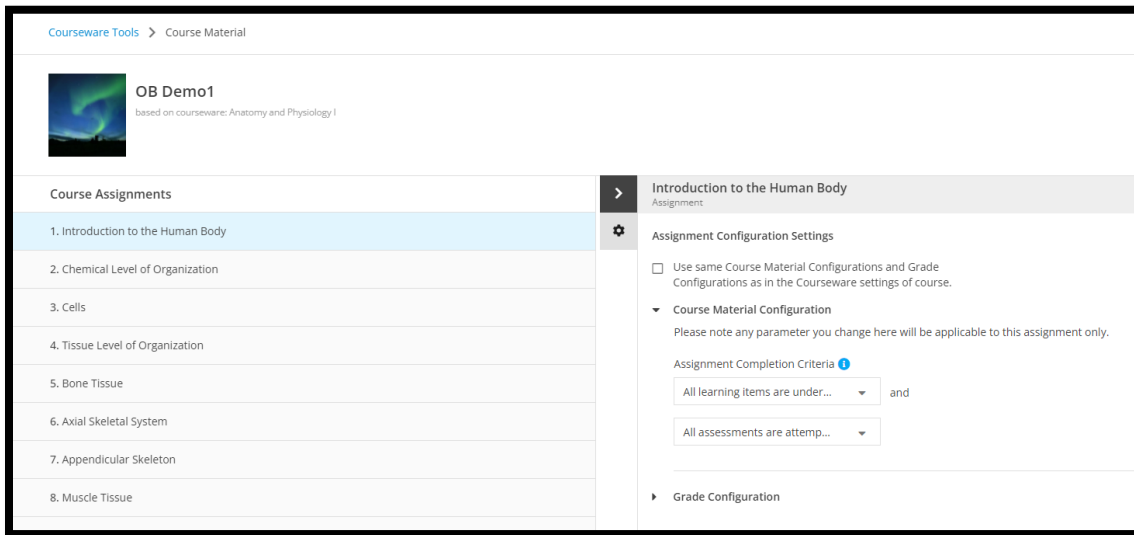
- Once you have Pushed Grades (updates), it will give you a time stamp for reference.



NOTE: Course Material Configuration and Grade Settings can be edited at any time. Go to Courseware Tools and select “Course Material” and pick on the assignment you want to edit. Just remember to save changes and Push Grades.

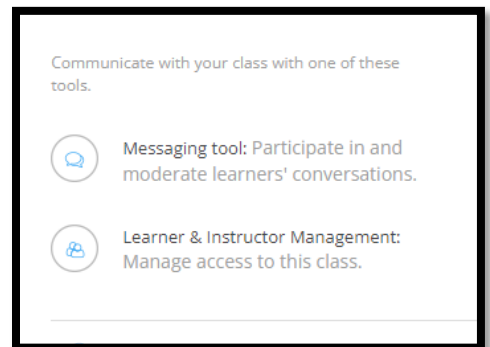
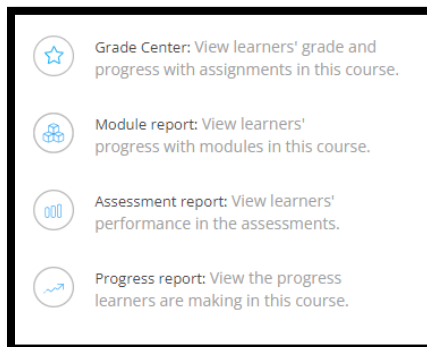
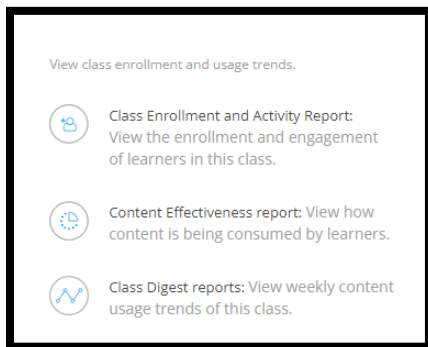
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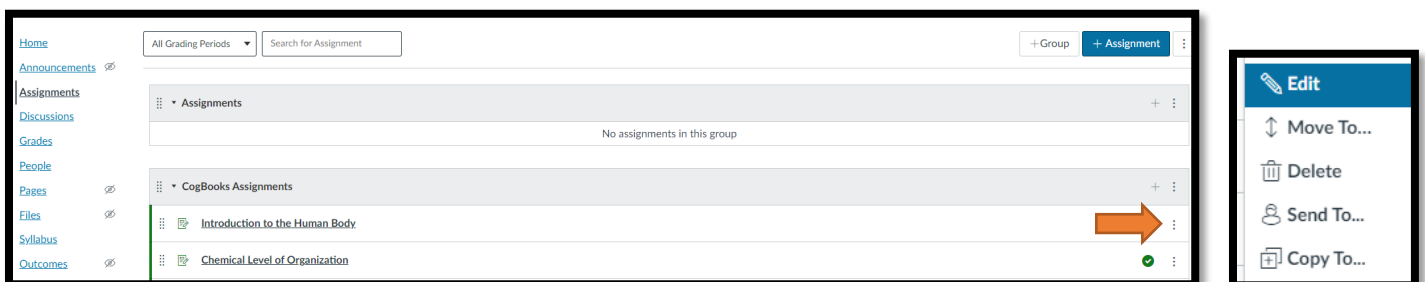
Step 9 - Advanced tools. Inside the instructor dashboard, you will find links to reports that will help you track and manage your student’s progress throughout the class.

- a) The reports are divided into three categories.
- Enrollment and Usage Trends
 - Learner Activity and Progress
 - Communication



Step 10 – Editing Assignments.

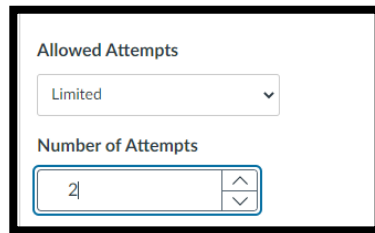
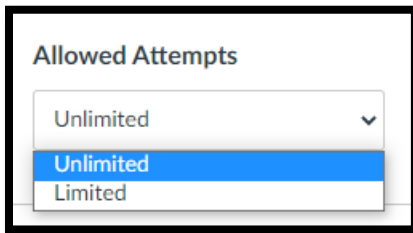
- a) From the assignment tab, find the assignment you want to edit and click on the three dots on the right-hand side and select “edit” from the list.



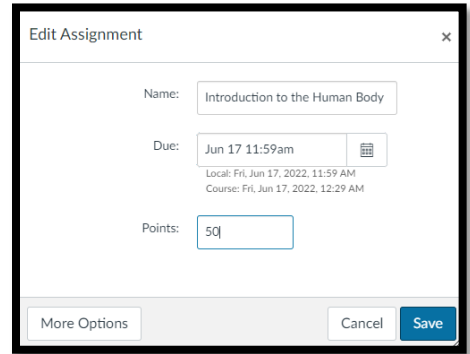
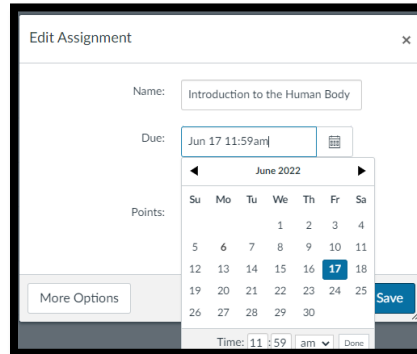
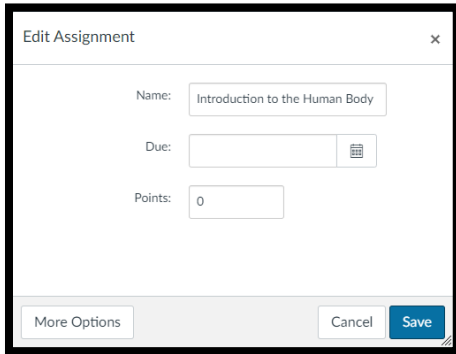
- b) Attempts

Need help?

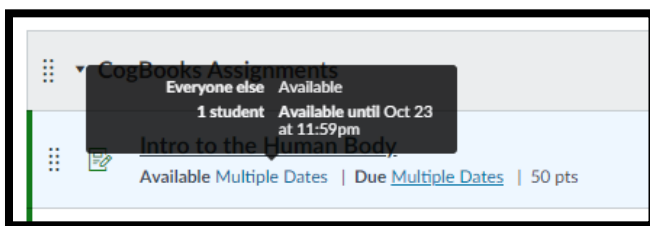
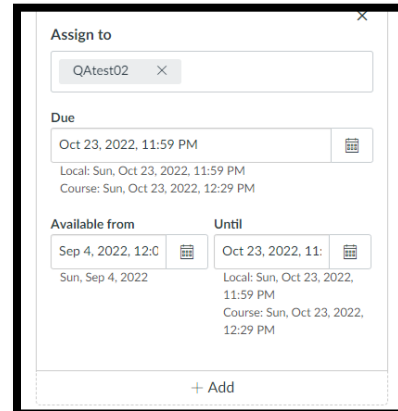
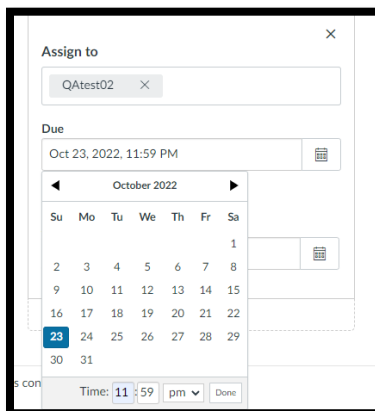
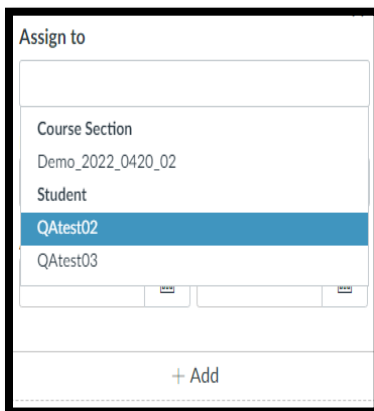
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c) From here, you can assign a due date and enter the points possible.



- d) Making an Exception – Giving one or more students a different due date.
- First select the student or group of students.
 - Pick the due date that will apply to that specific student or group.

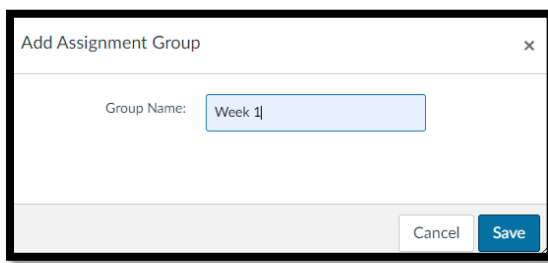
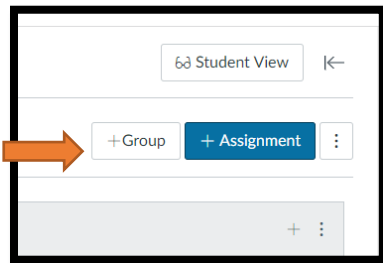


Step 11 – Adding a Group. You can organize and group together assignments by adding a group and placing the assignment into the group.

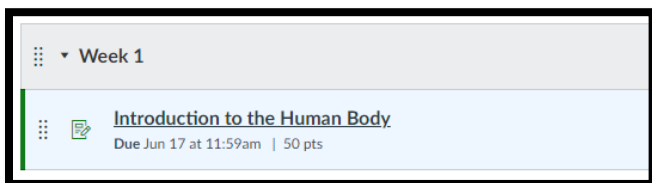
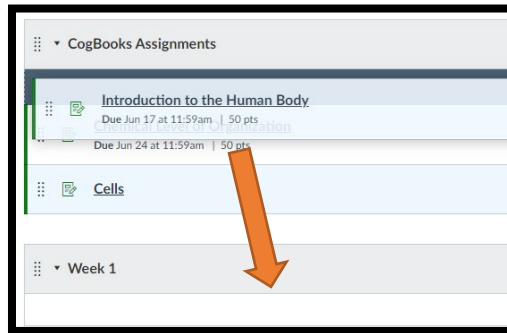
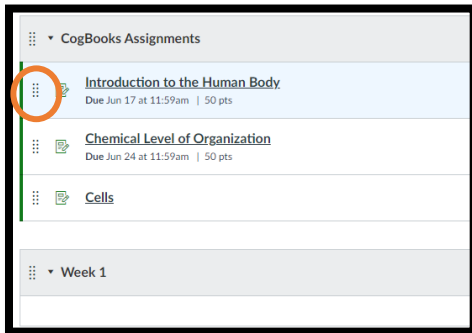
- At the top right-hand corner of the assignment page, you will find the “+Group” button. Type the name of the new group in the box, for example, “Week 1”.

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b) Place your mouse on the dot cluster to the left of the assignment, and then click and drag it down to the new group. You can put more than one CogBooks assignment in a group, or you can create additional groups.



-----End of Canvas LMS Setup-----

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