

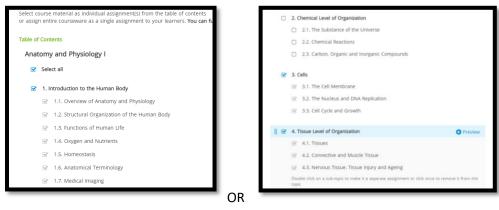
## Cambridge courseware (CogBooks) instructor guide: D2L Selecting Topics and Sub-topics

This guide will cover how to select which topics and subtopics to use in the course.

**Step 1-** Once you have loaded the course from the CogBooks library, the next page will have you select your course material.

Content Manage Files Course Builder	CogBooks	
	Resources My Past Resources	
Build Outline Drag or click medules and placeholders to build your co	Anatomy and Physiology I ISBN: 978-1-913014-00-1 Authority: Cogloods The understanding of anatomy and physiology - from body tissue to key body systems - is fundamental and can serve you well in many aspects of your life Read more.	ary © Upload Files
2 Add Content	Select Course Material Select course material as seperate activity(s) from the table of contents or assign entire courseware as a single activity to your learners. You can further customize the content after assigning them.	le to add notes for this module.
Drag or click items to create new content and fill in plac	Table of Contents	
`∾`₽`©`₽` `2`1`A`¤	Anatomy and Physiology I Select all	
Browse Tools	1. Introduction to the Human Body     1.1. Overview of Anatomy and Physiology     1.2. Structural Organization of the Human Body	

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.



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 2** – 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.

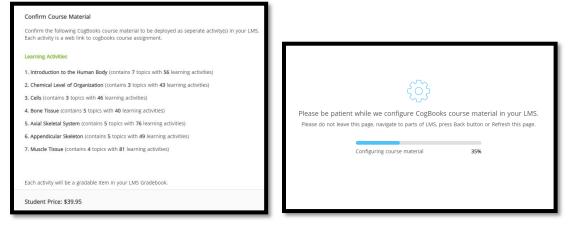
A single assignment will be created in the 'Assignment' tab in your LMS course. Back - Assign as Single Assignment EAssign as Separate Assignments	Each selected item will be created as a separate link in the 'Assignment' tab of your LMS course. Back - Assign as Single Assignment E Assign as Separate Assignments
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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.** 

□ 1. Introduction to the Human Body	Assignments
1.1. Overview of Anatomy and Physiology	Overview of Anatomy and Physiology (contains 7 learning activities)
1.2. Structural Organization of the Human Body	2. Structural Organization of the Human Body (contains 7 learning activities)
1.3. Functions of Human Llfe	3. Oxygen and Nutrients (contains 8 learning activities)
1.4. Oxygen and Nutrients	4 Anatomical Terminology (contains 9 learning activities)
1.5. Homeostasis	5. Chemical Level of Organization (contains 3 topics with 43 learning activities)
1.6. Anatomical Terminology	6. Tissue Level of Organization (contains 3 topics with 43 learning activities)
1.7. Medical Imaging	7. Bone Tissue (contains 5 topics with 40 learning activities)
	8. Axial Skeletal System (contains 5 topics with 76 learning activities)

Step 13 – 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.



**NOTE** – 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.

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