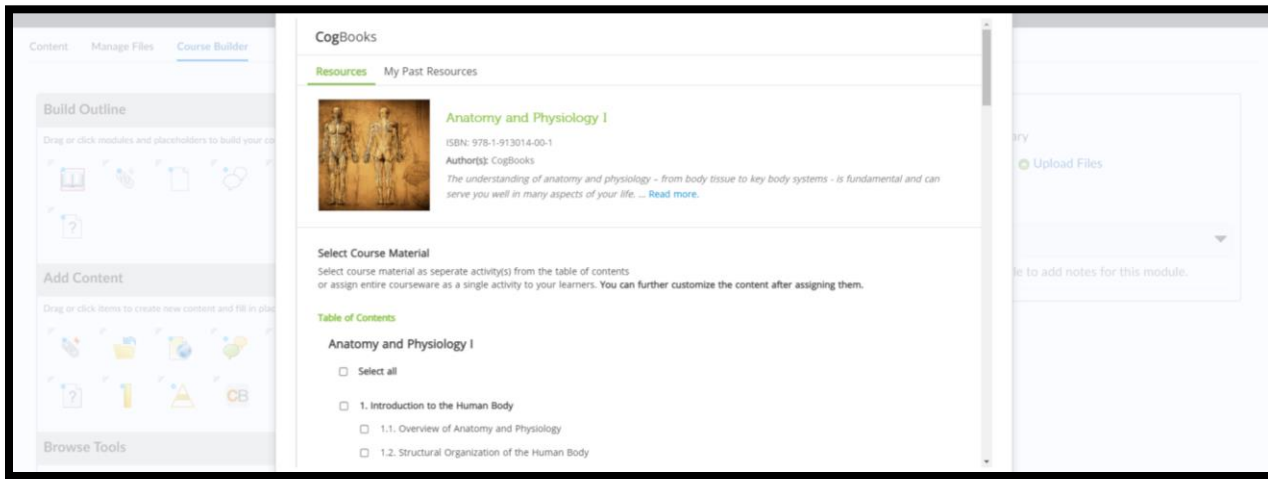


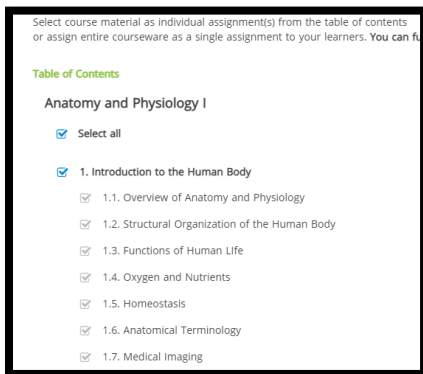
Cambridge courseware (CogBooks) instructor guide: D2L Selecting Topics and Sub-topics

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

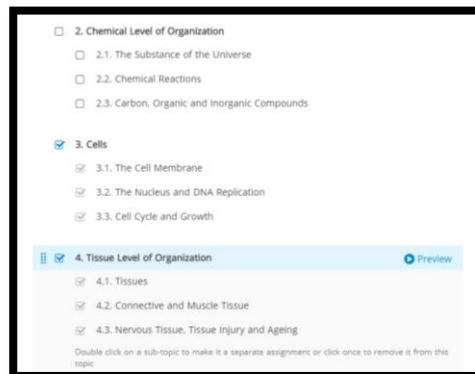
Step 1- Once you have loaded the course from the CogBooks library, the next page will have you select your course material.



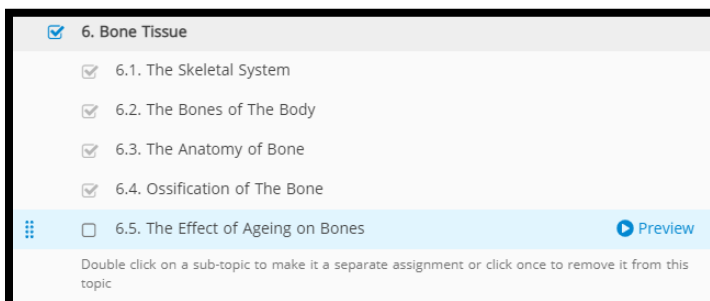
a) You can use the select all option to load all of the topics or pick and choose which topics and subtopics you want to use.



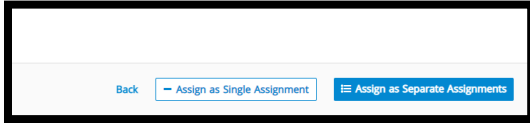
OR



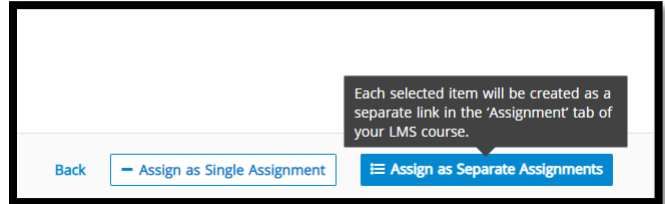
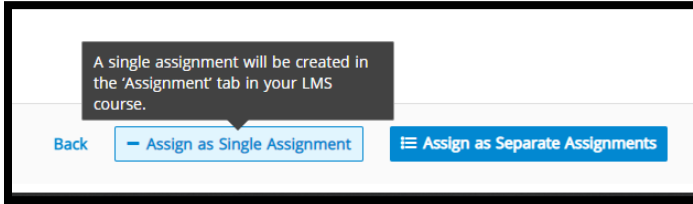
b) If there is a learning activity you want to exclude, simply uncheck it. You can also click the preview button to view any topics or subtopics before making your final selection.



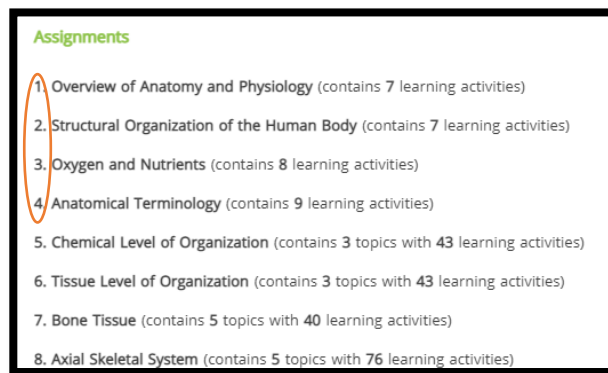
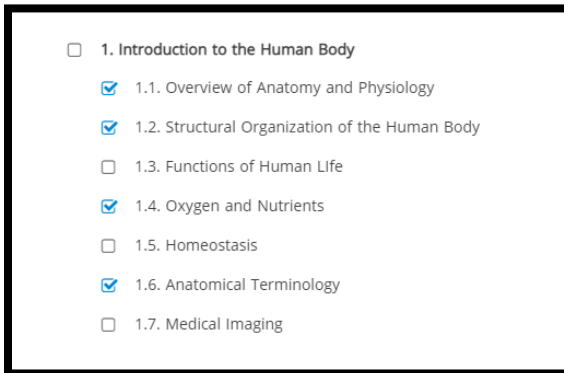
Step 2 – At the bottom right corner of the screen, you will need to choose the assignment configuration as either a single or separate assignment.



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

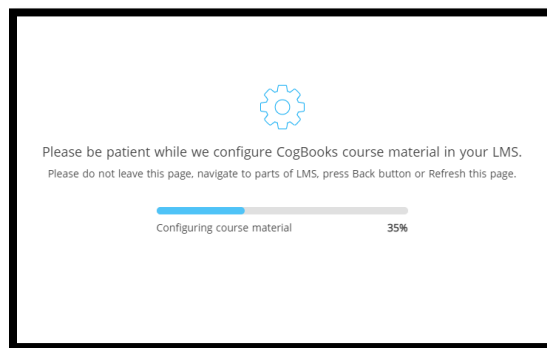
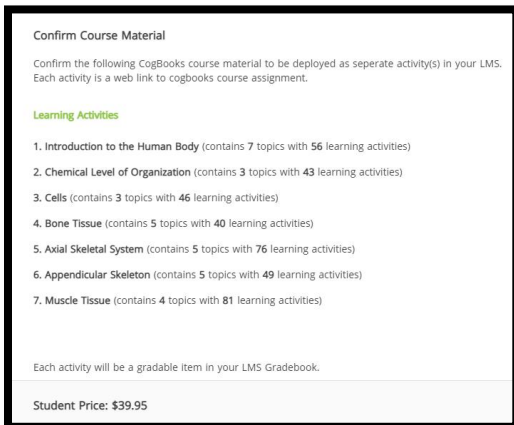


NOTE: If Sub-Topics within a Topic are selected individually, and not a part of a Topic grouping, they will all be assigned in the LMS as **separate assignments**.



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