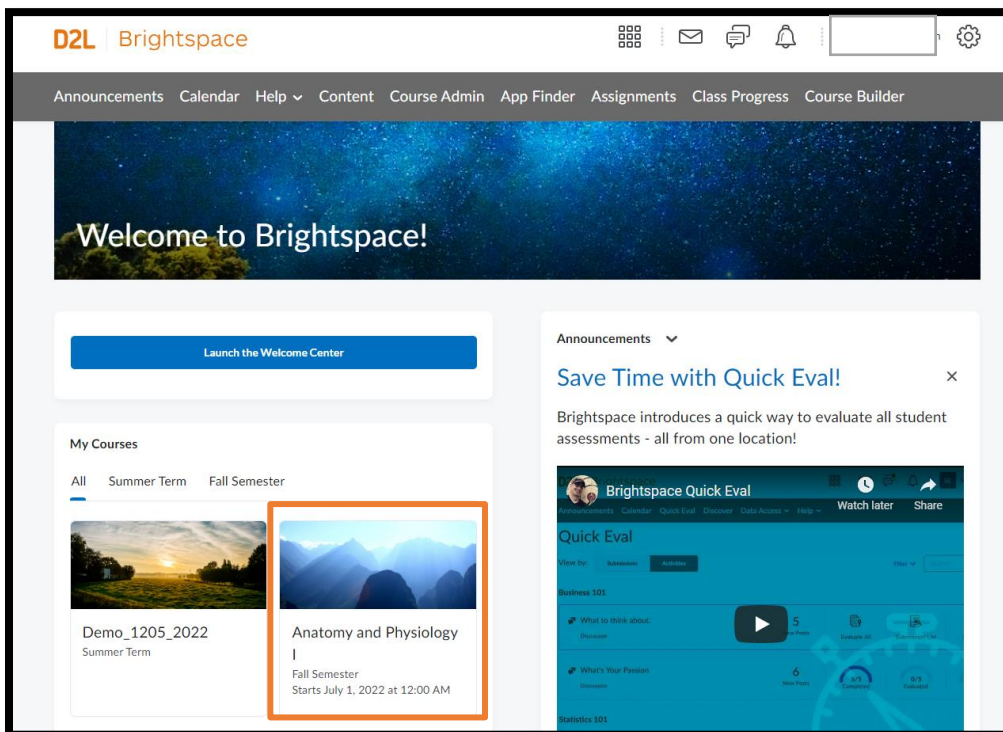


Cambridge courseware (CogBooks) instructor guide: D2L Course Setup

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.

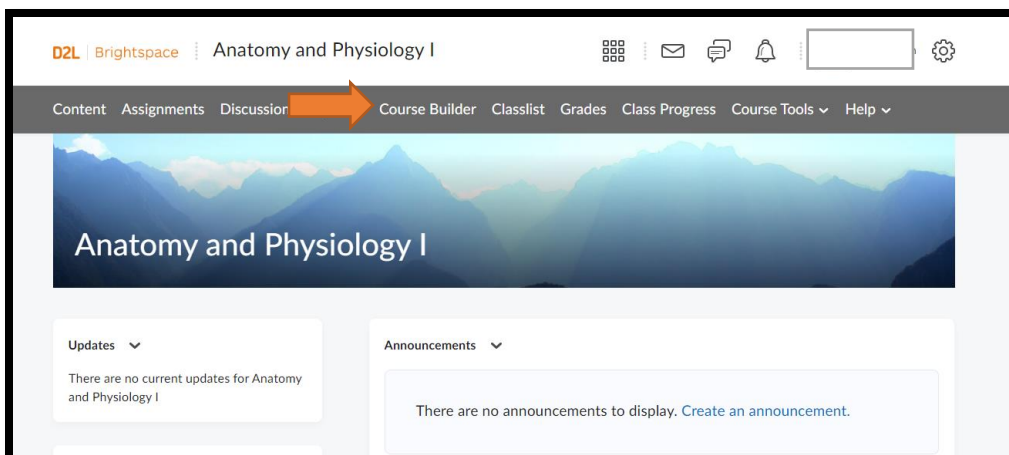
Starting from the home screen in D2L Brightspace

Step 1- Find the course you will be teaching in **My Courses** and click on it.



The screenshot shows the D2L Brightspace home screen. The top navigation bar includes 'Announcements', 'Calendar', 'Help', 'Content', 'Course Admin', 'App Finder', 'Assignments', 'Class Progress', and 'Course Builder'. The main content area features a 'Welcome to Brightspace!' banner, a 'Launch the Welcome Center' button, and a 'My Courses' section. The 'My Courses' section has tabs for 'All', 'Summer Term', and 'Fall Semester'. Two course cards are displayed: 'Demo_1205_2022 Summer Term' and 'Anatomy and Physiology I Fall Semester Starts July 1, 2022 at 12:00 AM'. The 'Anatomy and Physiology I' card is highlighted with an orange border. To the right, there is an 'Announcements' section with a video titled 'Brightspace Quick Eval'.

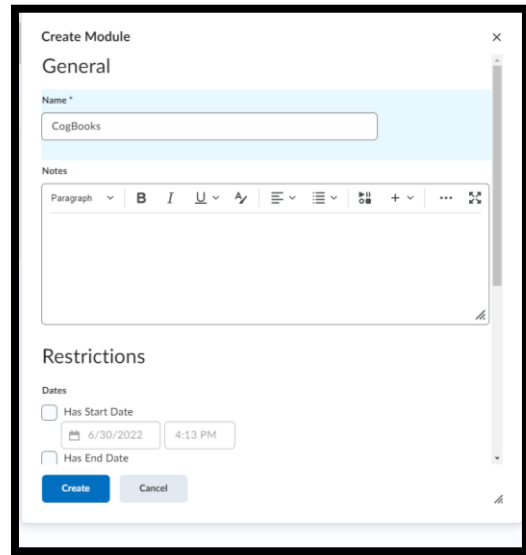
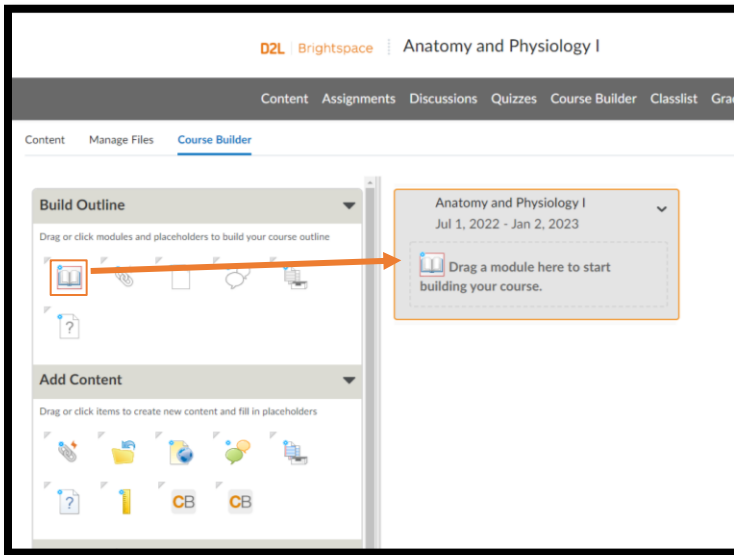
Step 2 – Now that you are on the course homepage, click on the **Course Builder** tab.



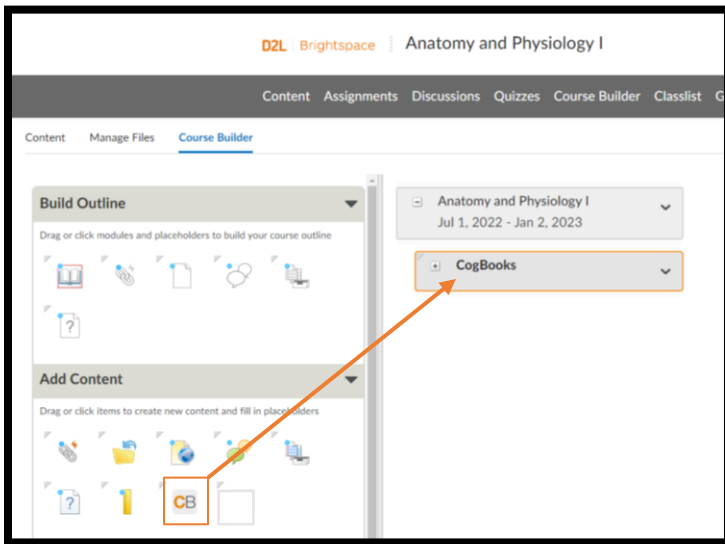
The screenshot shows the D2L Brightspace course homepage for 'Anatomy and Physiology I'. The top navigation bar includes 'Content', 'Assignments', 'Discussion', 'Course Builder', 'Classlist', 'Grades', 'Class Progress', 'Course Tools', and 'Help'. The 'Course Builder' tab is highlighted with an orange arrow. The main content area features a banner for 'Anatomy and Physiology I' and two sections: 'Updates' (with a message: 'There are no current updates for Anatomy and Physiology I') and 'Announcements' (with a message: 'There are no announcements to display. Create an announcement.').

Step 3- Drag the Module icon over to create a module.

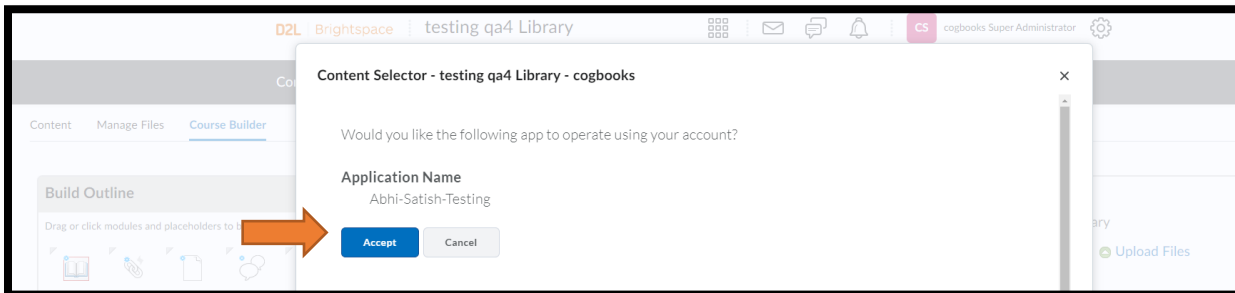
a) Name the module and then hit create.



Step 5 – Drag the CogBooks Library icon into the newly created module.

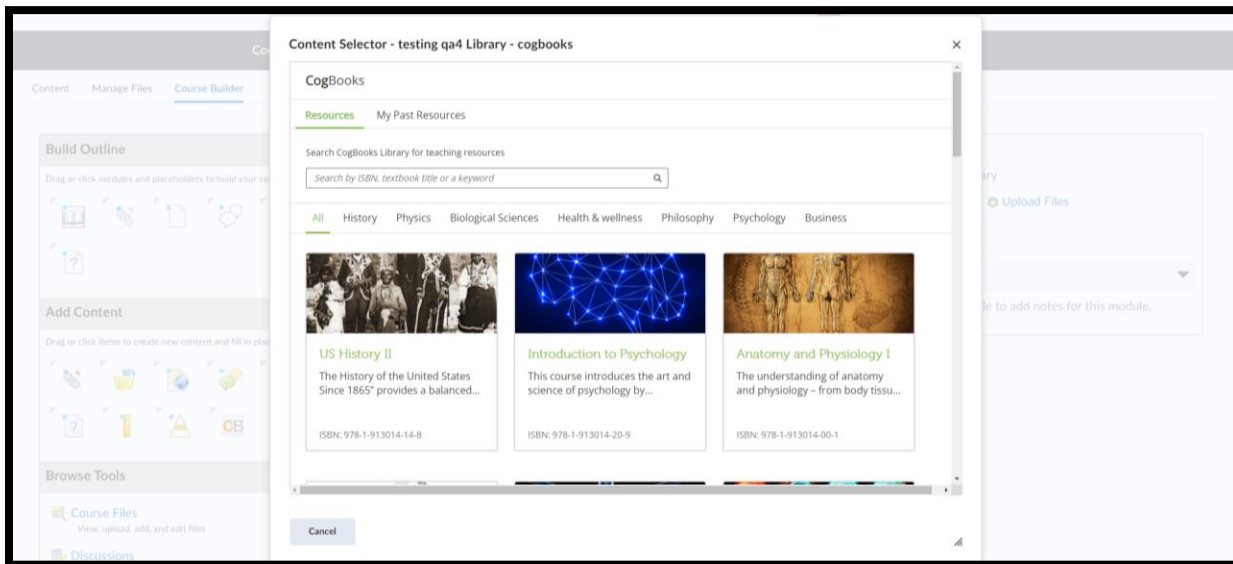


Step 6 – Click accept to open the CogBooks Library.

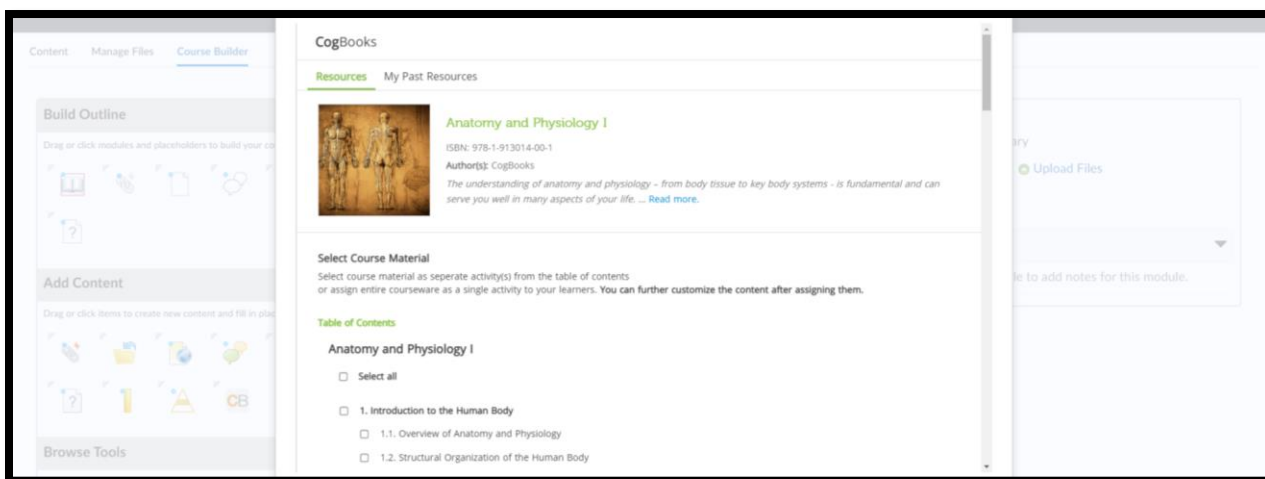


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contact coursewaresupport@cambridge.org

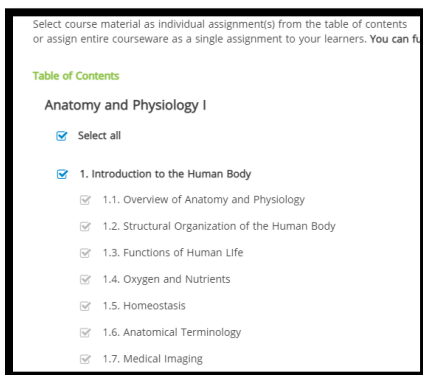
Step 7 – Find and Select the course you want to load. The library can be searched by subject or simply scroll through the “All” option until you find it.



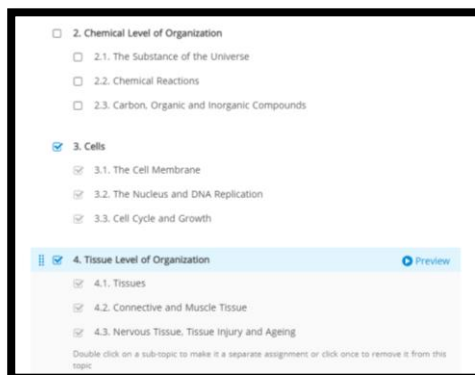
Step 8 – Select which topics and modules you wish to you in your class.



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.



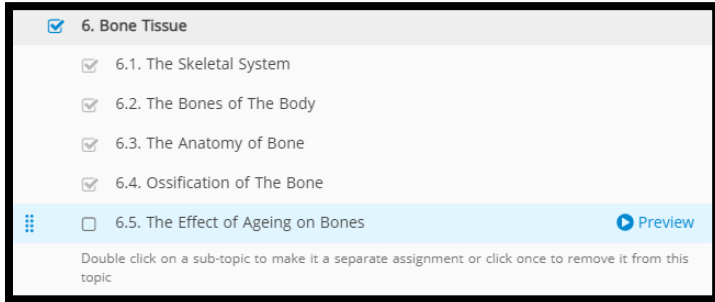
OR



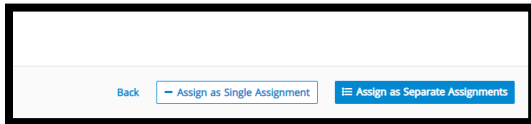
Need help?

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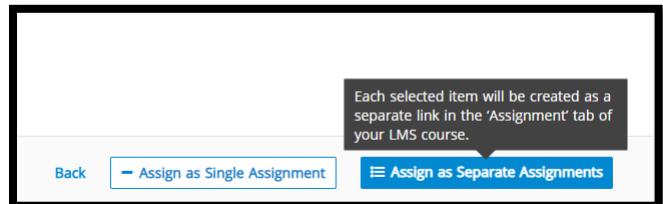
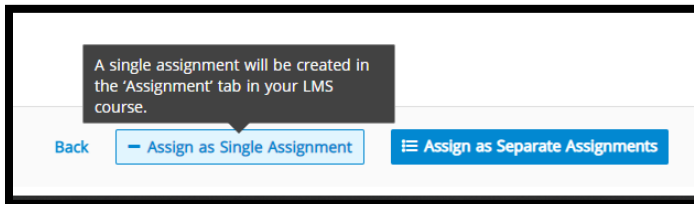
- b) If there is a learning activity you want to exclude, simply uncheck it. You can also click the preview button to view any topics or subtopics before making your final selection.



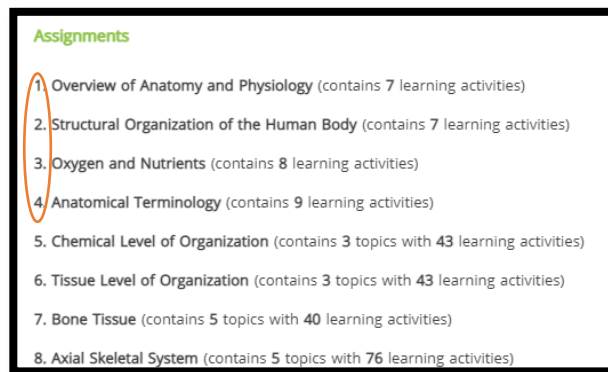
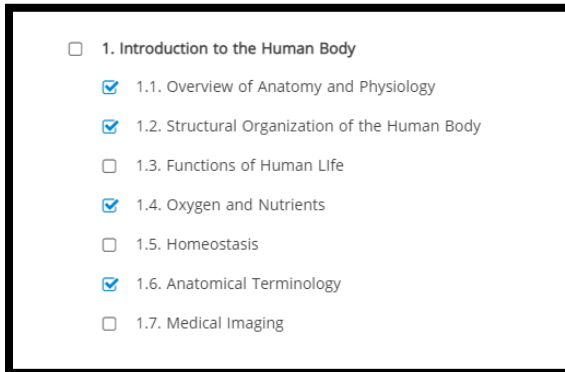
Step 9 – At the bottom right corner of the screen, you will need to choose the assignment configuration as either a single or separate assignment.



- 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 10 – 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.

Need help?

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

Confirm Course Material

Confirm the following CogBooks course material to be deployed as separate activity(s) in your LMS. Each activity is a web link to cogbooks course assignment.

Learning Activities

1. **Introduction to the Human Body** (contains 7 topics with 56 learning activities)
2. **Chemical Level of Organization** (contains 3 topics with 43 learning activities)
3. **Cells** (contains 3 topics with 46 learning activities)
4. **Bone Tissue** (contains 5 topics with 40 learning activities)
5. **Axial Skeletal System** (contains 5 topics with 76 learning activities)
6. **Appendicular Skeleton** (contains 5 topics with 49 learning activities)
7. **Muscle Tissue** (contains 4 topics with 81 learning activities)

Each activity will be a gradable item in your LMS Gradebook.

Student Price: \$39.95

Please be patient while we configure CogBooks course material in your LMS.
Please do not leave this page, navigate to parts of LMS, press Back button or Refresh this page.

Configuring course material 35%

Step 11 – 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.

Content Selector - testing qa4 Library - cogbooks

Resources My Past Resources

Congratulations!

CogBooks Course Material successfully deployed in your LMS. See how to [Customize course materials](#).
Please note that it may take a few minutes for the activities to reflect in the module named CogBooks Activities.

testing qa4 Library

Courseware Settings	
Student Enrollment Scheme	MIXEDMODE
Grading Criteria	Assignment Completion
LMS Settings	
Due Date for Assignment	Course end date
Max Points	100.00

Note: Use Grade Sync in Courseware Tools if you change the LMS Settings in your LMS.

We highly recommend you to go to Courseware Tools to review all Courseware Settings and manage your students' progress.

[Go To Courseware Tools](#)

Cancel

Content Selector - testing qa4 Library - cogbooks

CogBooks

testing qa4 Library
based on courseware: *Anatomy and Physiology I*

Manage all your course material in this course

- Courseware Settings** Click here to customize course settings
- Course Material:** Manage and configure course material settings
- Push Grades:** Manually push grades when you update LMS or CogBooks settings.

View detailed learner activity and progress in this course

- Advanced Tools:** View grades, usage trends and learner's progress in this course
- CogBooks Instructor Helpdesk:** Find answers to common questions about using the courseware tools.

Cancel

Step 12 – Inside the Courseware Tools, you will see three different settings to configure: Enrollment Details, Course Material Configuration, and Grade Setting.

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

Enrollment Details Course Material Configuration Grade Settings

Trial Period ⓘ 7 Days ▼

Student Enrollment Scheme ⓘ Mixed Mode ▼

Need help?

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

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.

Enrollment Details **Course Material Configuration** Grade Settings

Please note that any changes you make here to **Course Material Configuration** parameters will be applied to all assignments in your course.

You can always override these parameters at individual assignment level in [Course Material](#) management tool.

Assignment Completion Criteria ⓘ All learning items are viewed ▾ and All assessments are viewed ▾

Navigation Criteria ⓘ All topics are accessible to L... ▾ and All learning activities are ac... ▾

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.

Grade Configuration

Post grades based on ⓘ Assignment Completion ▾

Post score of ⓘ Best Attempt of Assessment ▾

Calculate assessment score as ⓘ Average Score of all Assessments in an Assig... ▾

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?

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

2.2. How to Predict Phenotypes

3 of 8 goals completed

- Probability and Outcome
- Two Basic Rules of Probability
- The Monohybrid Cross and Punnett Squares
- Quiz: Predicting Phenotypes
- Video: What are the Odds of That?! - A
- Video: What are the Odds of That?! - B
- Video: What are the Odds of That?! - C
- Quiz: Sticky Situation

Your current assignment grade is 27.77

2.2. How to Predict Phenotypes

4 of 8 goals completed

- Probability and Outcome
- Two Basic Rules of Probability
- The Monohybrid Cross and Punnett Squares
- Quiz: Predicting Phenotypes
- Video: What are the Odds of That?! - A
- Video: What are the Odds of That?! - B
- Video: What are the Odds of That?! - C
- Quiz: Sticky Situation

Your current assignment grade is 30.55

2.2. How to Predict Phenotypes

5 of 8 goals completed

- Probability and Outcome
- Two Basic Rules of Probability
- The Monohybrid Cross and Punnett Squares
- Quiz: Predicting Phenotypes
- Video: What are the Odds of That?! - A
- Video: What are the Odds of That?! - B
- Video: What are the Odds of That?! - C
- Quiz: Sticky Situation

Your current assignment grade is 33.33

- **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.

1.1. Introduction to Genetics

7 of 7 goals completed

- Genetics Now and Then
- The First Century of Modern Genetics
- Video: The First Century of Modern Genetics
- Frederic Griffith: Bacterial Transformation
- Avery, McCarty, and MacLeod: Identifying the Tra
- The Hershey-Chase Experiments
- Concept Quiz: Modern Genetics
- Question: Griffith Experiment
- Question: Hershey-Chase Experiment

Your current assignment grade is 4.00

1.1. Introduction to Genetics

7 of 7 goals completed

- Genetics Now and Then
- The First Century of Modern Genetics
- Video: The First Century of Modern Genetics
- Frederic Griffith: Bacterial Transformation
- Avery, McCarty, and MacLeod: Identifying the Tra
- The Hershey-Chase Experiments
- Concept Quiz: Modern Genetics
- Question: Griffith Experiment
- Question: Hershey-Chase Experiment
- Question: Hershey-Chase Experiment Findings

Your current assignment grade is 8.00

1.1. Introduction to Genetics

7 of 7 goals completed

- Genetics Now and Then
- The First Century of Modern Genetics
- Video: The First Century of Modern Genetics
- Frederic Griffith: Bacterial Transformation
- Avery, McCarty, and MacLeod: Identifying the Tra
- The Hershey-Chase Experiments
- Concept Quiz: Modern Genetics
- Question: Griffith Experiment
- Question: Hershey-Chase Experiment
- Question: Hershey-Chase Experiment Findings
- Question: Chargaff

Your current assignment grade is 12.00

- **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.

Need help?

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

CogBooks

Courseware Tools > Courseware Settings

Note: Learner grades are outdated! Push learner grades after you have updated all Courseware settings. [Go to Push Grades](#)

Push Grades

Push Grades when you update LMS Settings or CogBooks Settings. [Hide details](#)

- Use Push Grades when you update LMS Settings - assignment due date, points or name.
- Use Push Grades when you update CogBooks Settings - Courseware Settings, Course Material settings.
- Push Grades will recalculate each learners' grade and overwrite all respective grades in your LMS gradebook.
- Push Grades cannot be undone. We recommend you to make a backup of LMS gradebook before you start this process.
- It will take us few seconds to 2 hours depending on the request queue to recalculate each learners' grade and post them to your LMS.

Push Grades

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

Push Grades

Last push on: May 17, 2022 at 15:57 - Success

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.

Courseware Tools > Course Material

OB Demo1
based on courseware: Anatomy and Physiology I

Course Assignments	Introduction to the Human Body Assignment
1. Introduction to the Human Body	Assignment Configuration Settings <input type="checkbox"/> Use same Course Material Configurations and Grade Configurations as in the Courseware settings of course. Course Material Configuration Please note any parameter you change here will be applicable to this assignment only. Assignment Completion Criteria ⓘ All learning items are under... and All assessments are attemp... Grade Configuration
2. Chemical Level of Organization	
3. Cells	
4. Tissue Level of Organization	
5. Bone Tissue	
6. Axial Skeletal System	
7. Appendicular Skeleton	
8. Muscle Tissue	

Step 10 - 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

Need help?

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

View class enrollment and usage trends.

- Class Enrollment and Activity Report:** View the enrollment and engagement of learners in this class.
- Content Effectiveness report:** View how content is being consumed by learners.
- Class Digest reports:** View weekly content usage trends of this class.

- Grade Center:** View learners' grade and progress with assignments in this course.
- Module report:** View learners' progress with modules in this course.
- Assessment report:** View learners' performance in the assessments.
- Progress report:** View the progress learners are making in this course.

Communicate with your class with one of these tools.

- Messaging tool:** Participate in and moderate learners' conversations.
- Learner & Instructor Management:** Manage access to this class.

Step 11- Editing Assignments

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

b) 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.

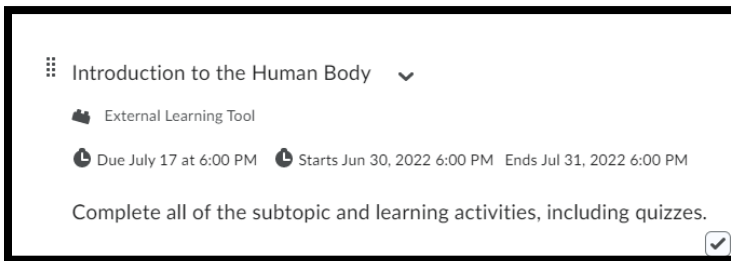
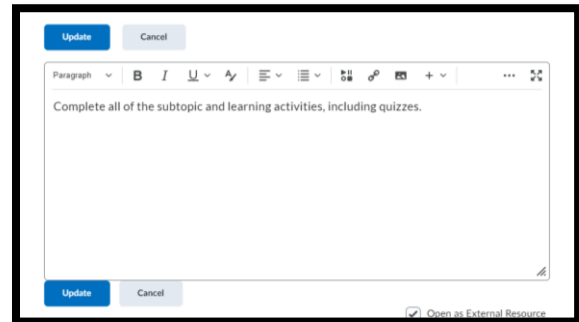
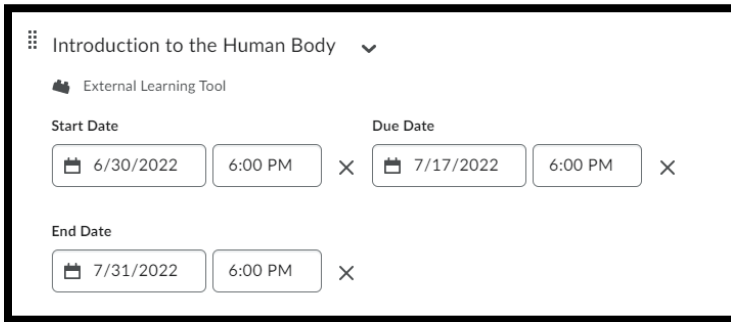
c) You can add a due date, restrictions, and a description or special instructions for students.

Need help?

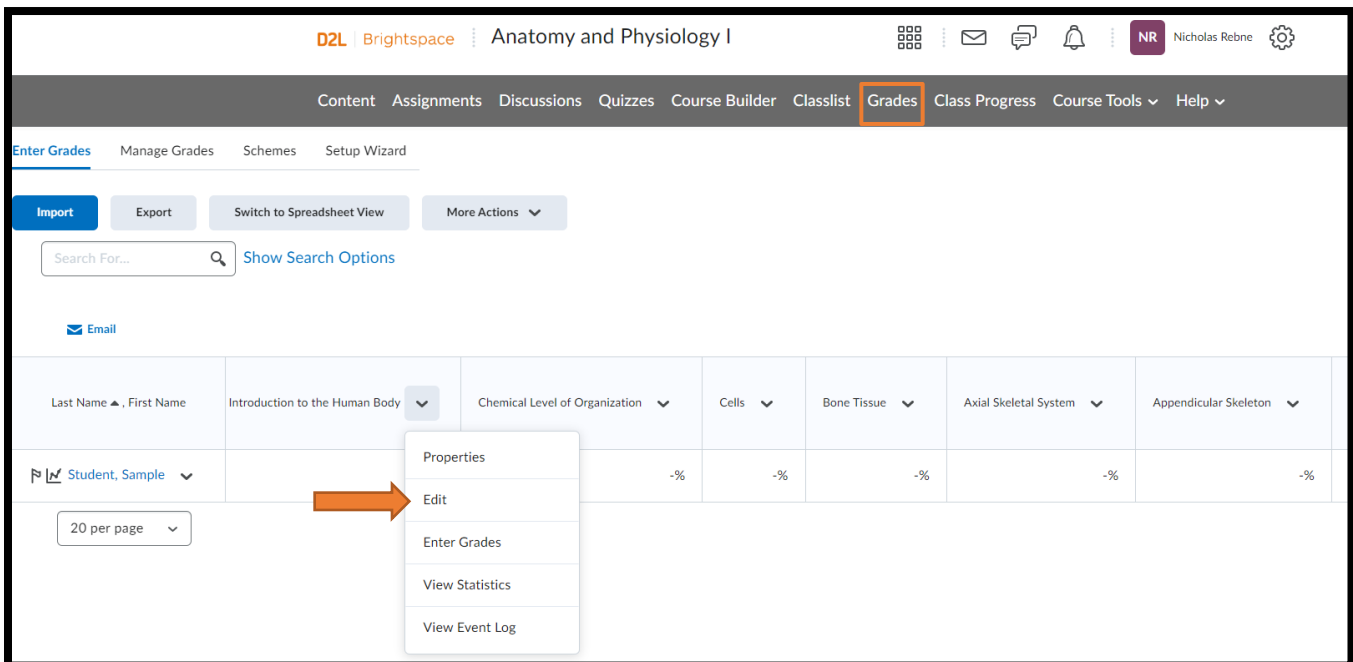
Visit cup.org/courseware-instructors or contact coursewaresupport@cambridge.org



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



e) 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

NOTE: 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 *

Short Name

Category
None

▸ Show Description

Grading

Maximum Points *

Can Exceed

Bonus

Exclude from Final Grade Calculation

Grade Scheme
-- Default Scheme -- (Percentage)

Rubrics

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

Display Options

▸ Show Display Options

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contact coursewaresupport@cambridge.org