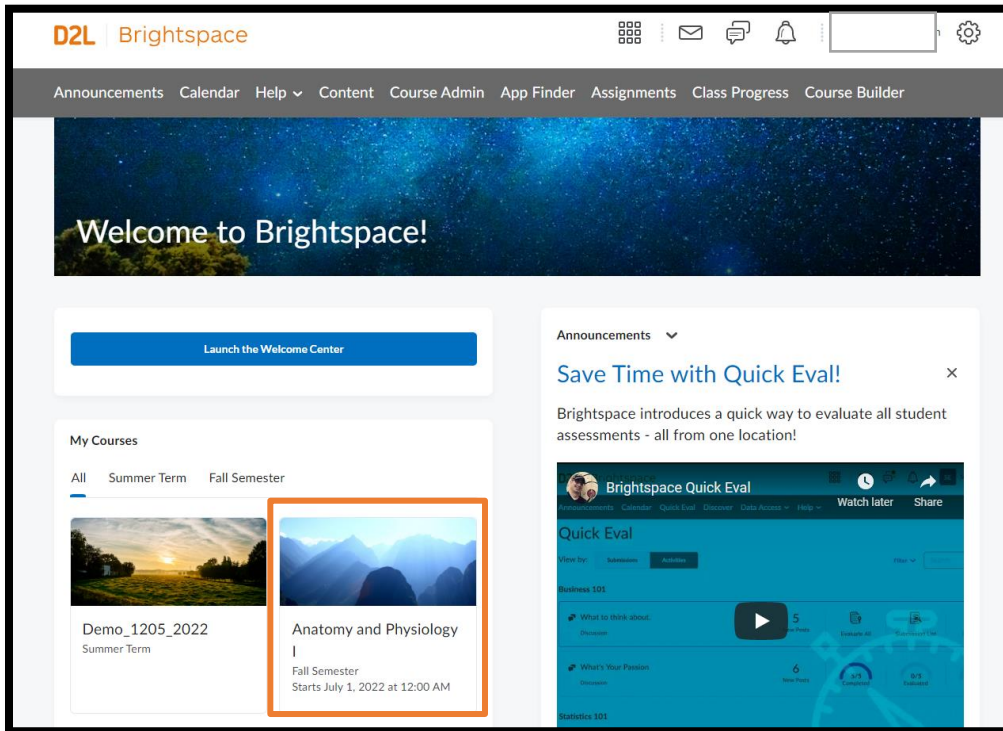


Cambridge courseware (CogBooks) instructor guide: D2L Importing a course

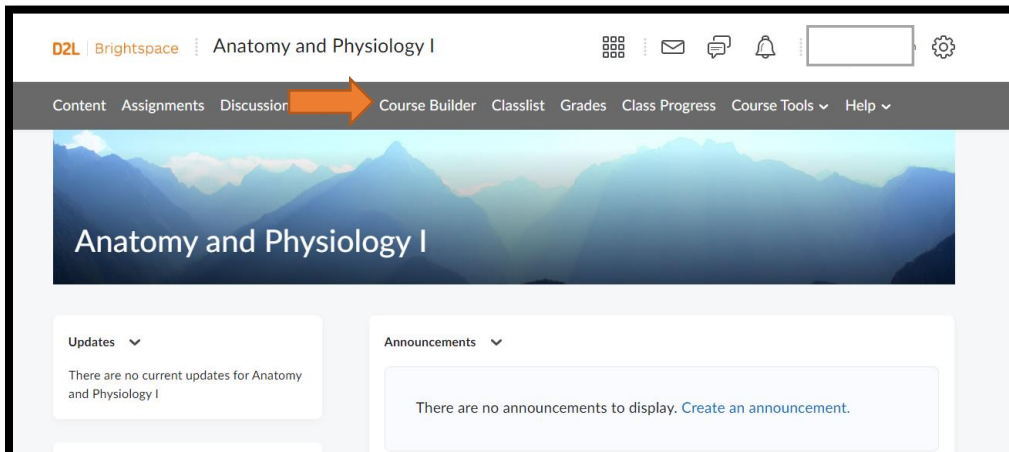
This guide will cover how to load the CogBooks courseware into the D2L Brightspace LMS from the CogBooks library.

Starting from the home screen in D2L Brightspace

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

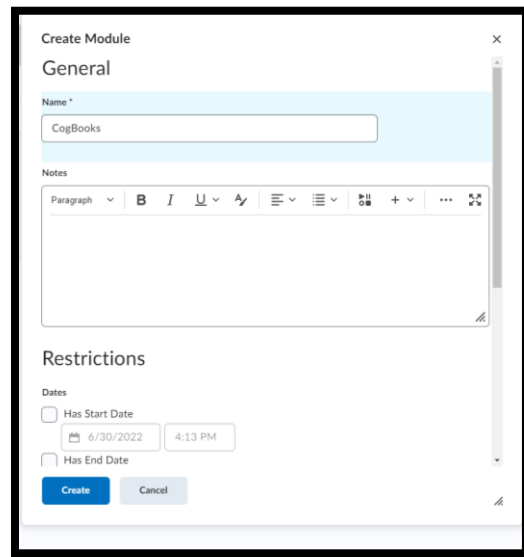
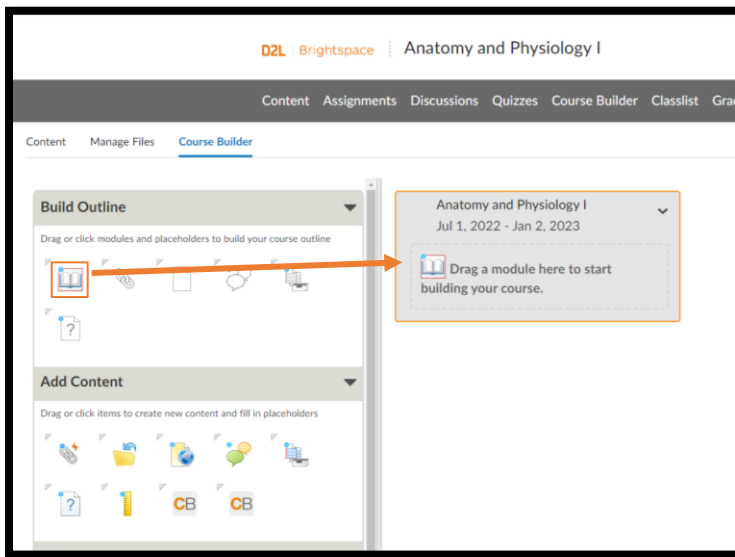


Step 2 – Now that you are on the course homepage, click on the **Course Builder** tab.

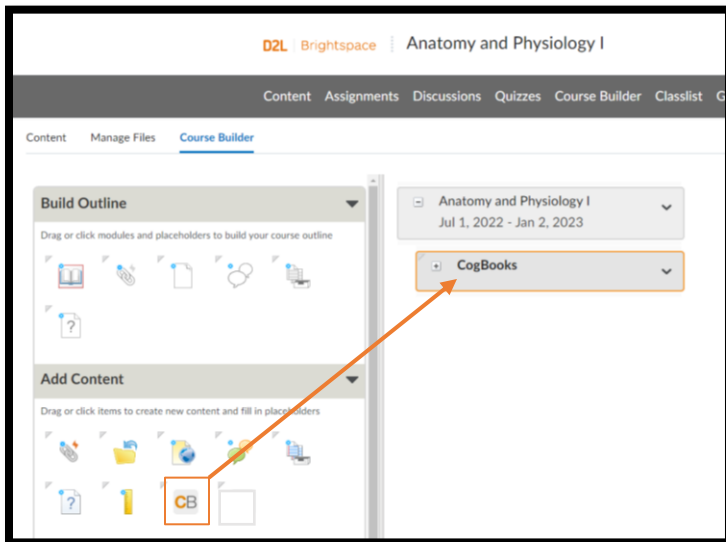


Step 3- Drag the Module icon over to create a module.

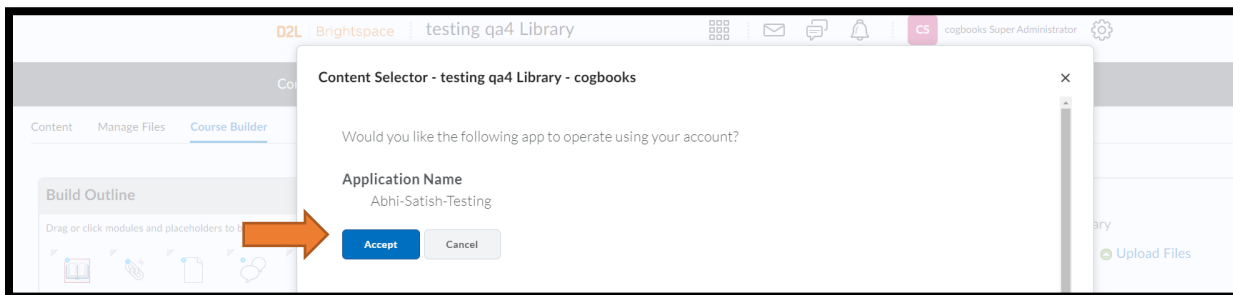
a) Name the module and then hit create.



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



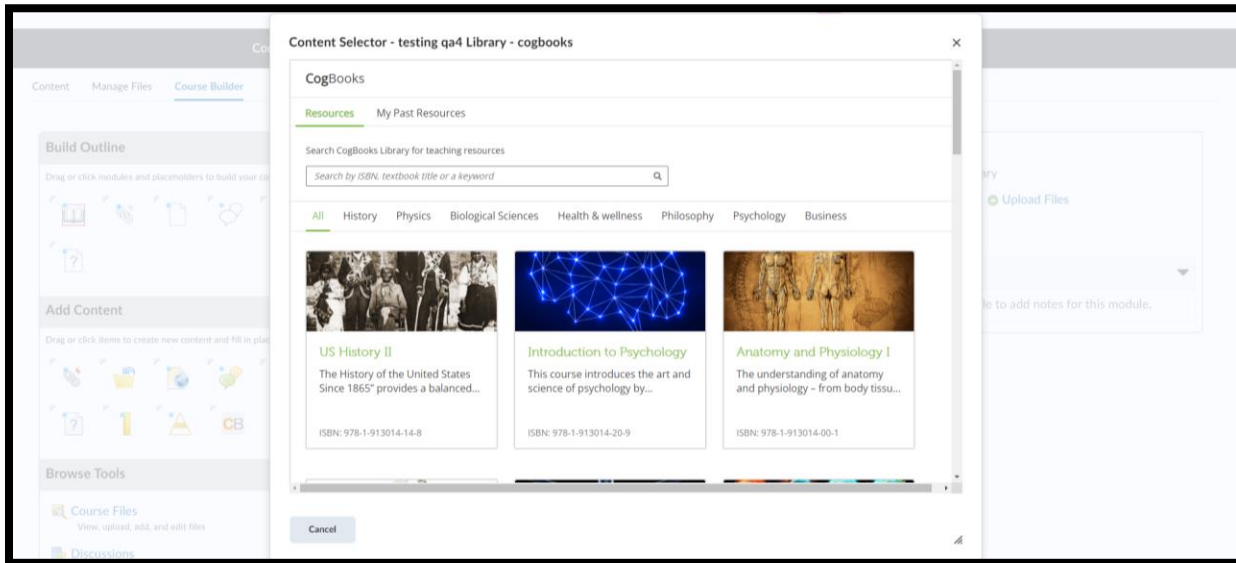
Step 6 – Click accept to open the CogBooks Library.



Need help?
Visit cup.org/courseware-instructors or
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.

- a) Once you have loaded the course, the next step will be to choose the topics and subtopics you want to use for your course.



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