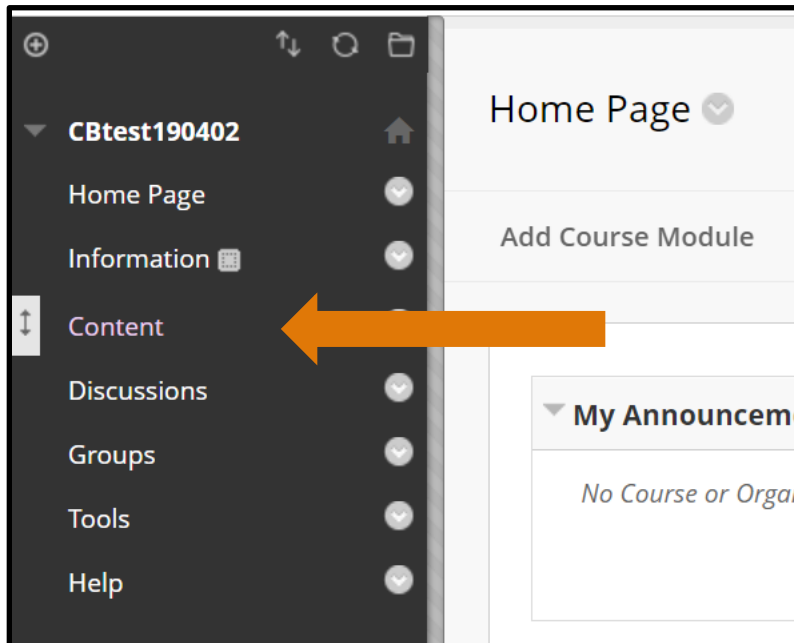


Cambridge courseware (CogBooks) instructor guide: Blackboard Learn Course Setup

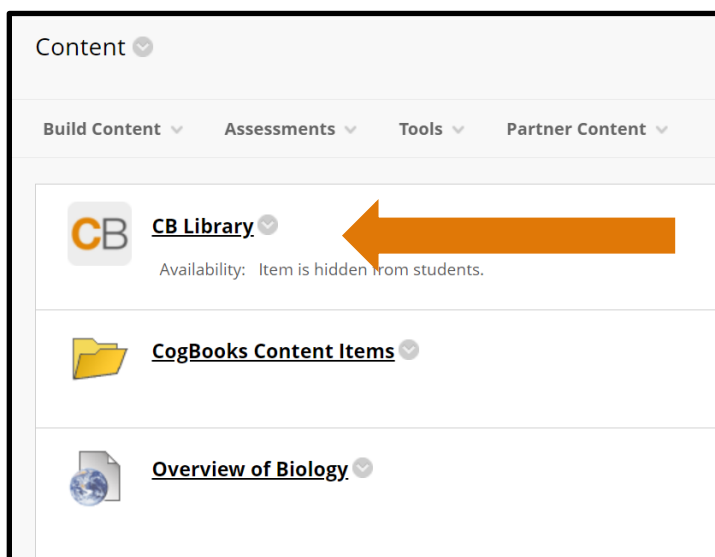
This guide describes how to import a course from the CogBooks Library into Blackboard Learn and review the different features and settings.

Starting from the Home Page in the Blackboard Learn LMS

Step 1. Click on “Content” from the home page of your course.



Step 2. Select “CB Library” from the content options.

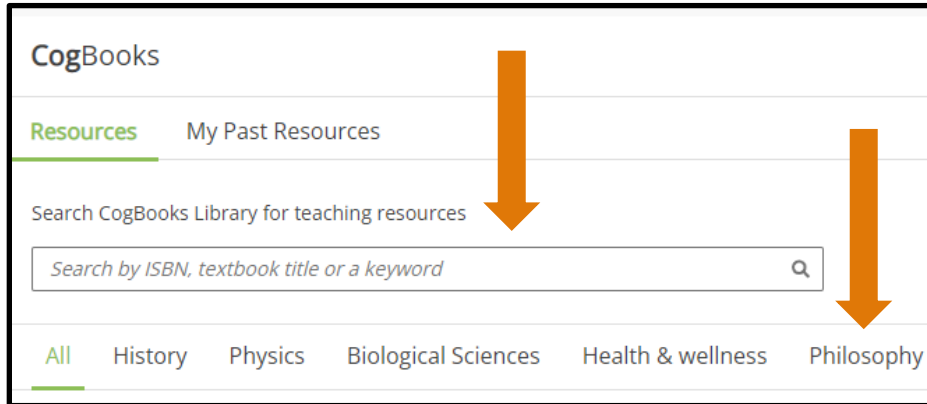


Need help?

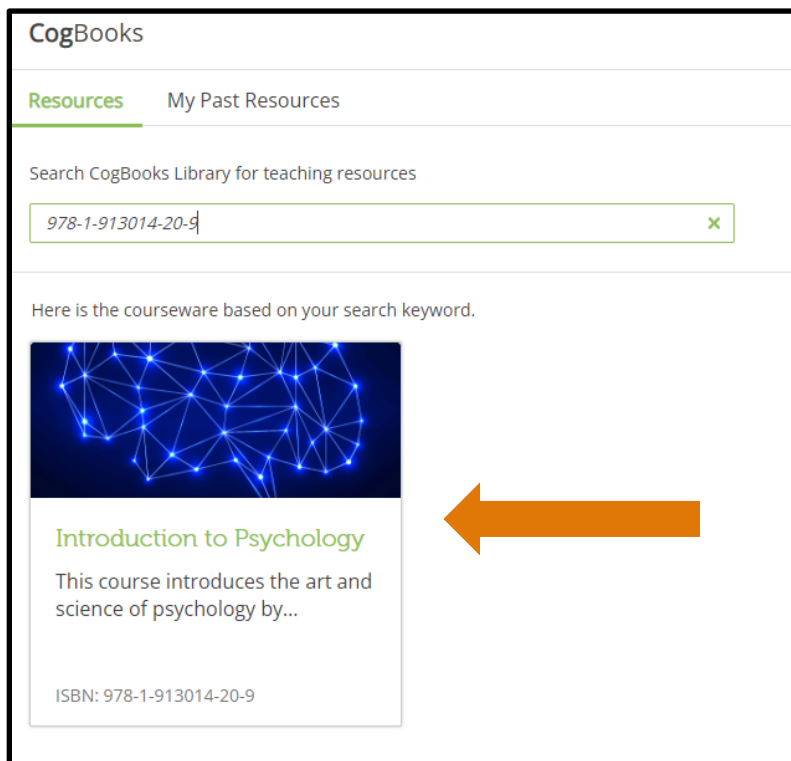
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Step 3. Search the CogBooks Library of resources by entering the ISBN, textbook title or keywords for the course you'd like to import into the search bar.

- You may also browse the CogBooks Library to find your course by subject using the tabs beneath the search bar.



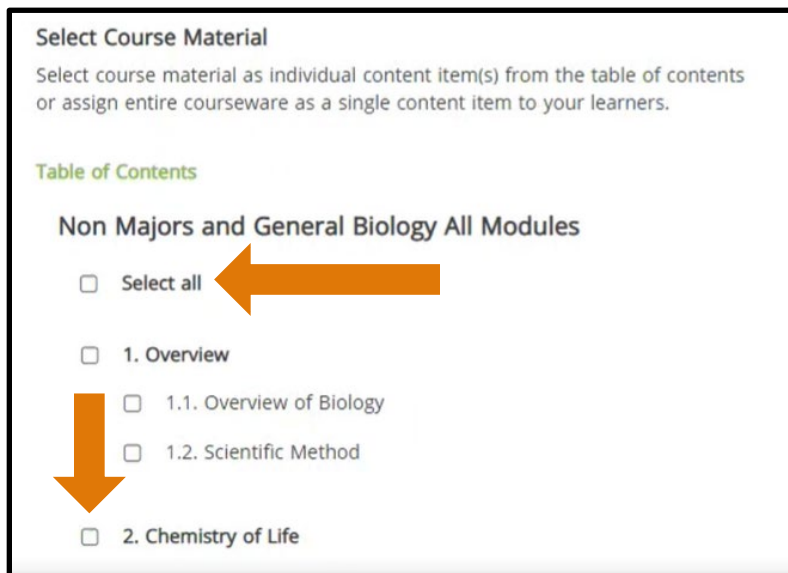
Step 4. Click on the thumbnail for the course you want to import.



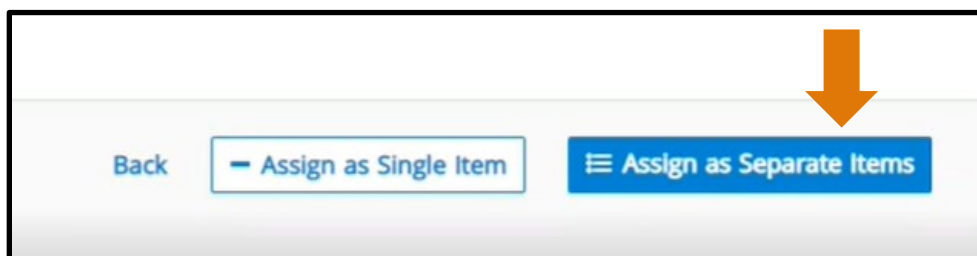
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Step 5. On the “Select Course Material” page, check the boxes next to the modules you would like to include in your course. To include all modules, check the box for “Select all” beneath the course title. If you choose “Select all,” you may still remove topics by unchecking the boxes next to those topics.



Step 6. Scroll down to the bottom of the page and choose whether to create one link for all modules (“Assign as Single Item”) or to create individual links for each module (“Assign as Separate Items”). “Assign as Separate Items” is the most common option.

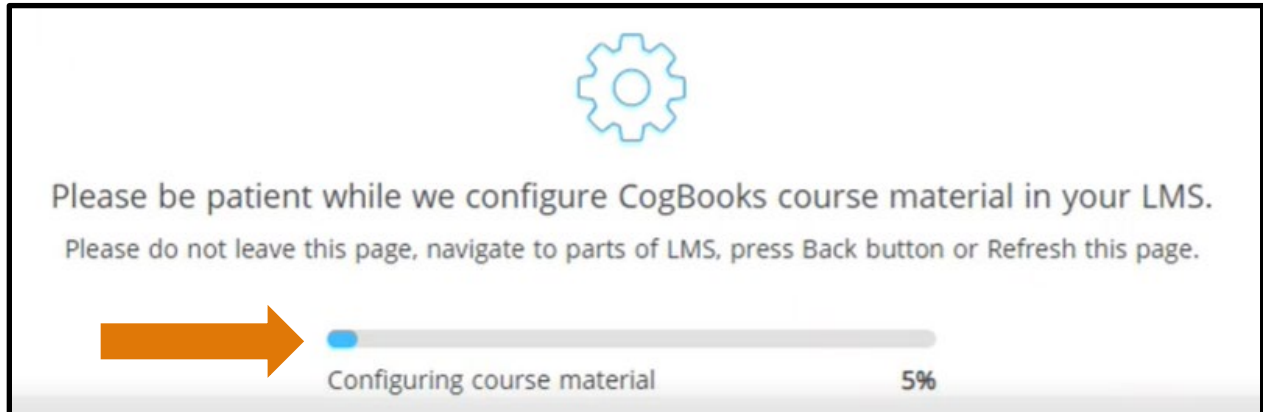


Step 7. Review the items you selected for your course and click “Confirm Items.”

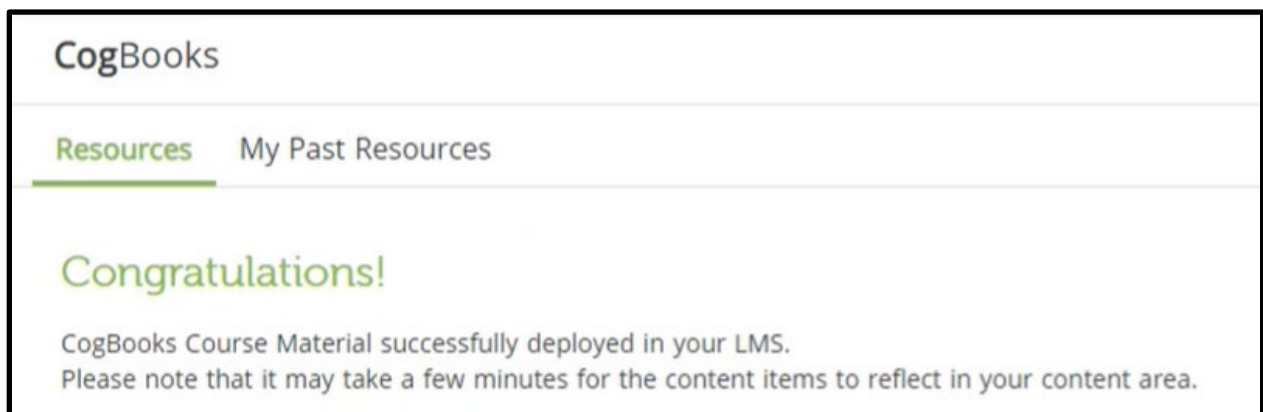


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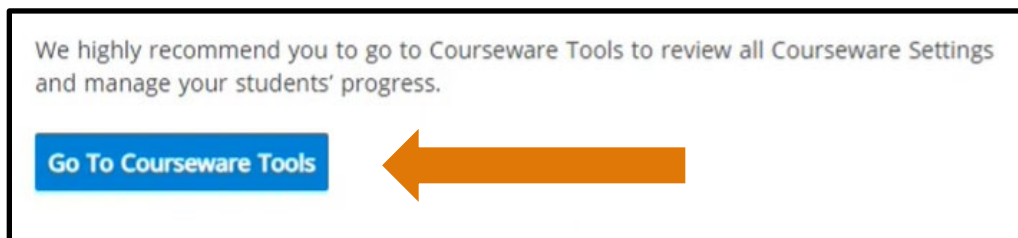
Step 8. Stay on the page while CogBooks configures your course selections for Blackboard Learn. This may take a few minutes. You can see the status of the course configuration in the progress bar.



Step 9. Once the course is finalized, you will be taken to a "Congratulations!" page.



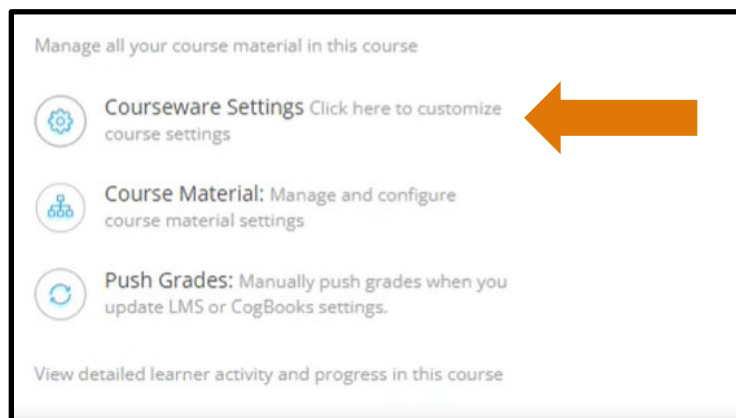
Step 10. After the courseware is loaded into the LMS, you will be prompted to go to "Courseware Tools," where you will be able to review and modify settings.



Need help?

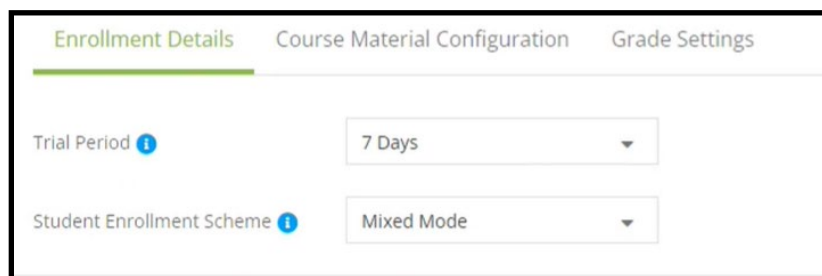
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Once in “Courseware Tools,” click on “Courseware Settings.”



Step 11. In “Courseware Settings,” there are three different settings to configure: Enrollment Details, Course Material Configuration, and Grade Settings.

- 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 for how a student can purchase CogBooks.
 - i. “Online Payment” – The student makes a payment with a debit/credit card or through PayPal.
 - ii. “Access Code Only” – The student purchases an access code from the school bookstore.
 - iii. “Mixed Mode” (recommended) – The student has the choice to either make an online payment or enter an access code.
 - iv. “Open Access” – The student does not pay.

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- b) **Course Material Configuration.** This setting will let you manage assignment 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 I... ▼ and All learning activities are ac... ▼

- **Assignment Completion Criteria.**
 - i. Choose to have the assignments marked “completed” when all the learning items are viewed or when they are all understood.
 - ii. Choose to have the assessments marked “completed” when they are viewed or when they are attempted.
- **Navigation Criteria**
 - i. Choose to allow students access to all topics or only the next topic in sequence.
 - ii. Choose to allow students access to all learning activities or only the next activity 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 ⓘ Assessment Score ▼

Post score of ⓘ Best Attempt of Assessment ▼

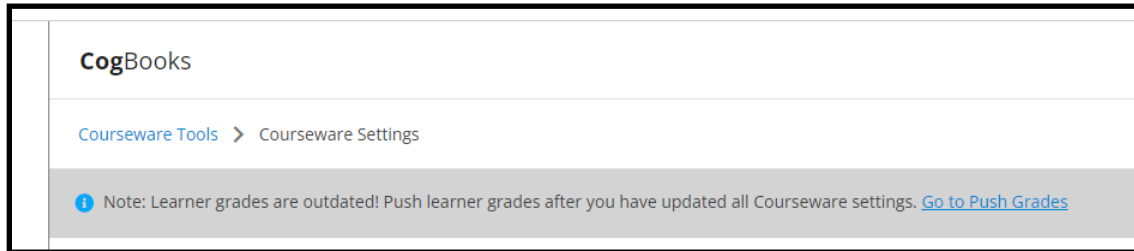
Calculate assessment score as ⓘ Average Score of all Assessments in an Assig... ▼

- **Post grades** based on assignment completion or assessment score.
- If you chose to have the assessments scored, then you will need to pick if the posted score is from the best attempt or the most recent attempt.
- **Calculated assessment score** will be an average of all assessments.

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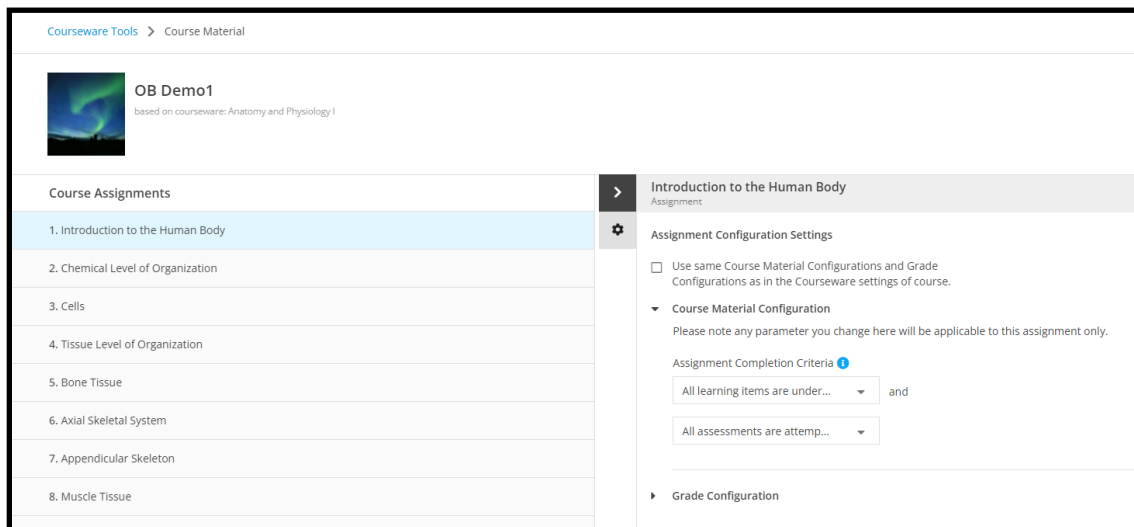
- d) Click the “Save Changes” button at the bottom right of the screen.
- e) Once you have saved changes, you will be directed to “Go to Push Grades” to push out the updates you made.



- f) 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.



Step 12. Advanced tools

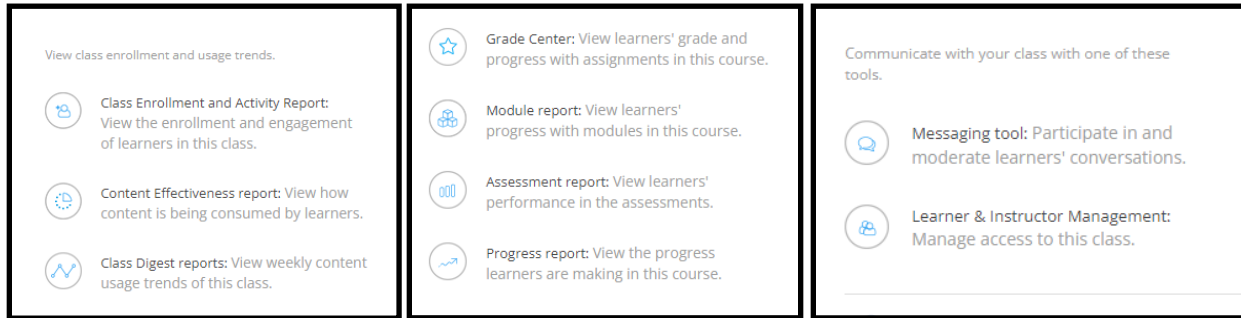
Inside the instructor dashboard, you will find links to reports that will help you track and manage your student’s progress throughout the class.

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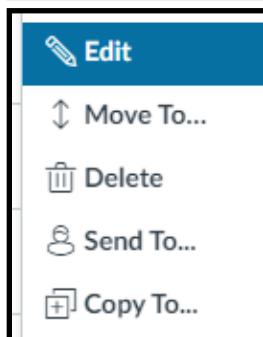
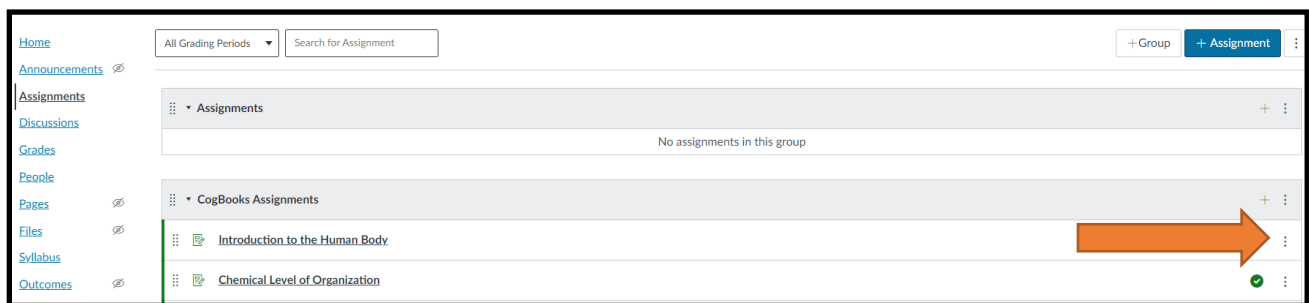
a) The reports are divided into three categories.

- Enrollment and Usage Trends
- Learner Activity and Progress
- Communication



Step 13. Editing assignments

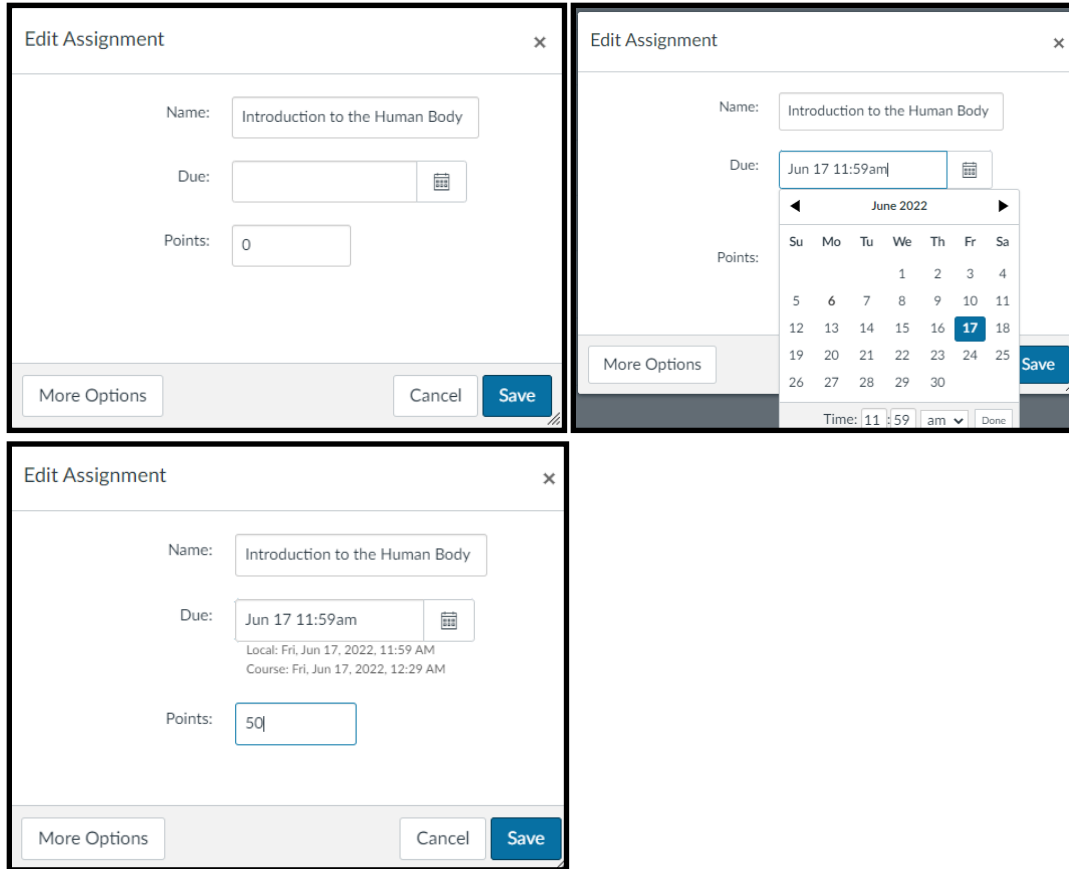
a) From the assignment tab, find the assignment you want to edit and click on the three dots on the right-hand side and select “edit” from the list.



b) From here you can assign a due date and enter the points possible, and then click “Save.”

Need help?

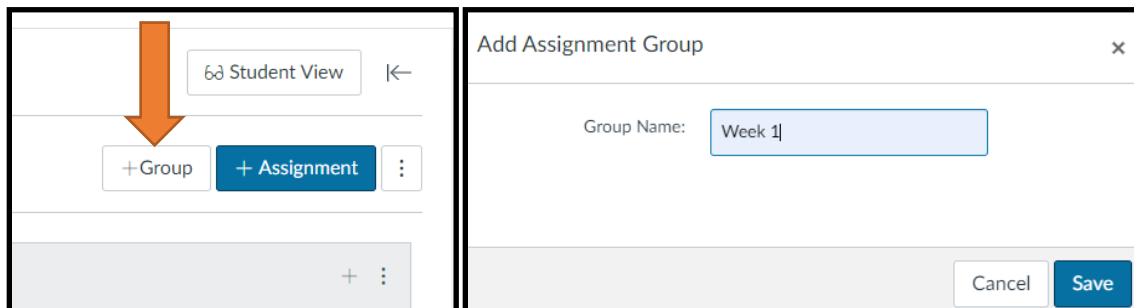
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Step 14. Adding a group

You can organize and group together assignments by adding a group and placing the assignment into the group.

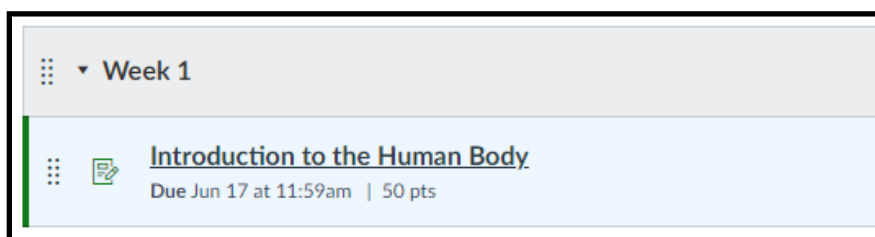
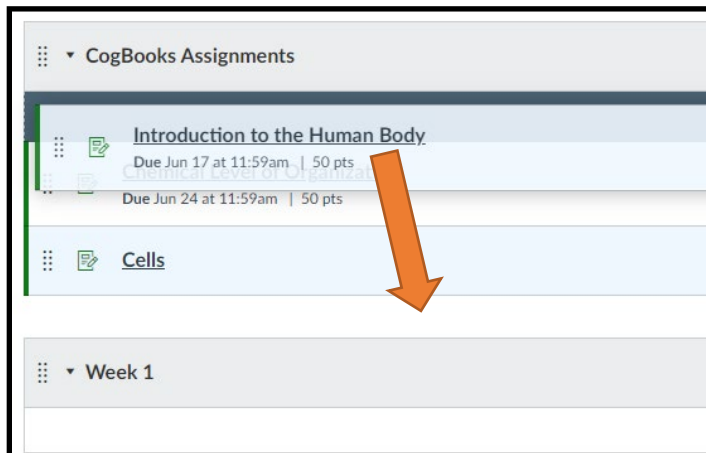
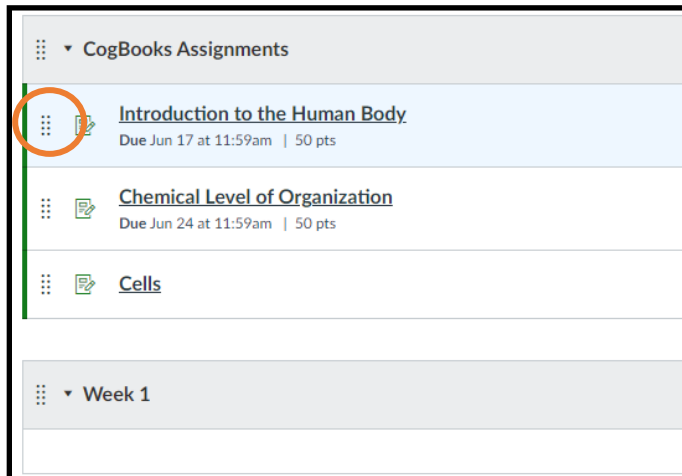
- a) At the top right-hand corner of the assignment page, you will find the “+Group” button. Type the name of the new group in the box, for example, “Week 1.”



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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.



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