

# Setup Guide for CogBooks Library

Instructor Setup Instructions; To be performed after the LMS Admin Setup

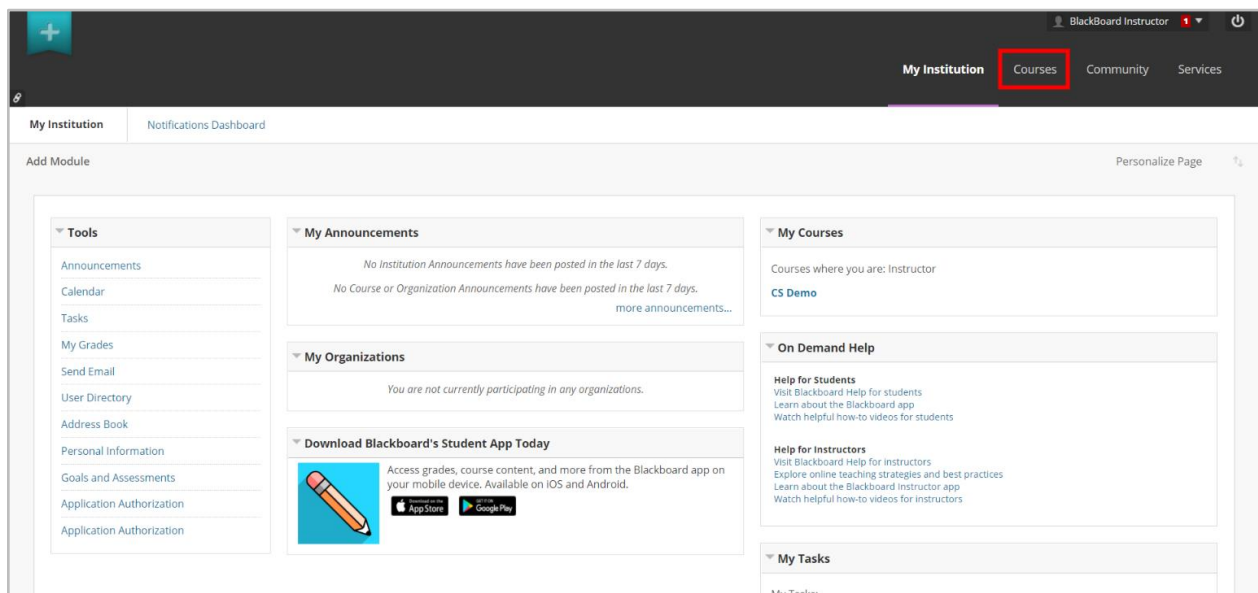


## BlackBoard

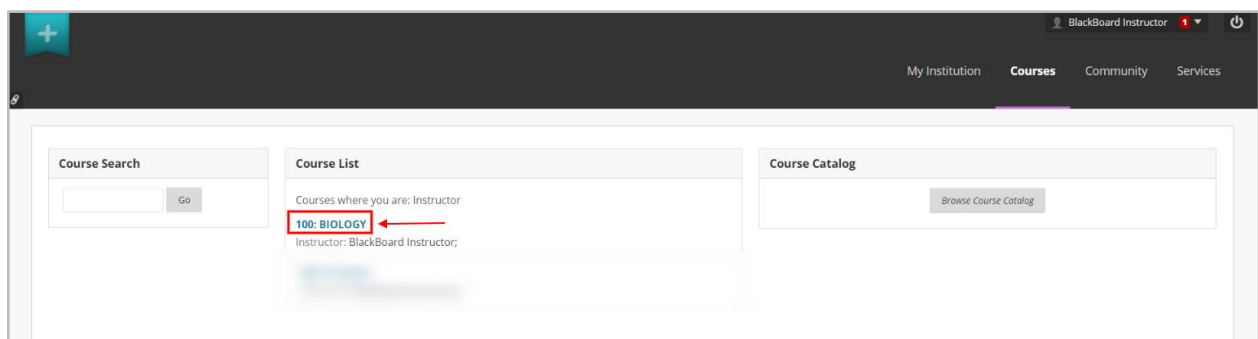
## Instructor Setup

The following steps help instructors to set up their course content using the CogBooks Tool

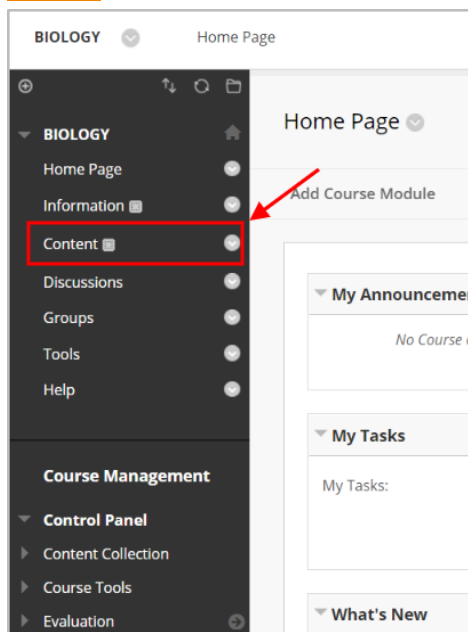
**Step 1:** Log in to BlackBoard as an instructor and select the desired course.



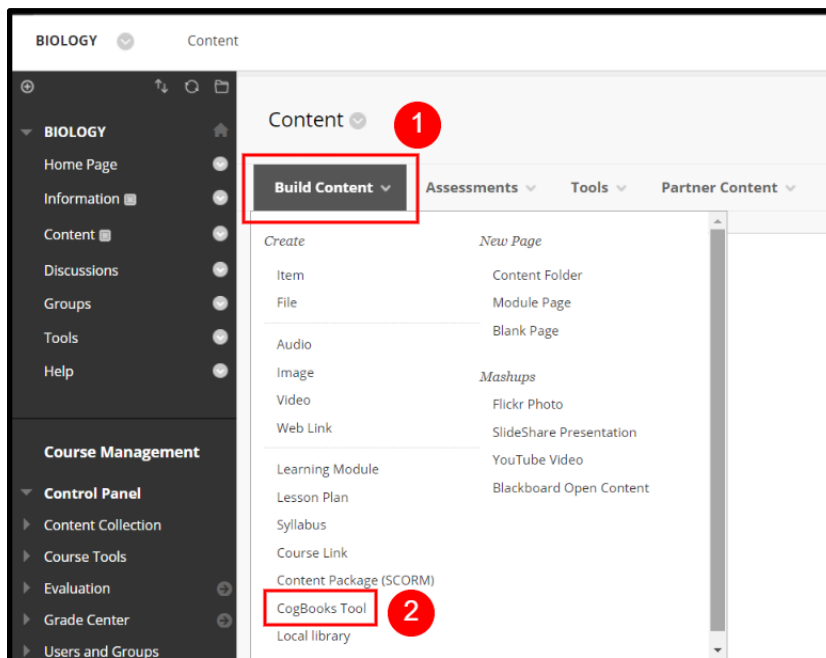
**Step 2:** Select the course where CogBooks content is to be added.



**Step 3:** Click on “Content” present on the navigation panel on the left.



**Step 4:** Within the “Content” folder, click on “Build Content” and select the placement “CogBooks Tool”



**Step 5:** Fill in the information as shown below and click the “Submit” button.

**Name** - CogBooks Library

**Color of Name** - Select the color you prefer the text to be in

**Description** - Type in a few words describing the course content according to your

requirement

**Options** - Please make sure that we have selected “No” for “Permit users to view this content” and “Track Number of Views” as indicated in the screenshot below. Also, you will be able to select the Date and Time Restrictions.

We recommend you keep this link available to you throughout the course duration.

**BIOLGY** Content Create CogBooks Tool

**Create CogBooks Tool**

\* Indicates a required field.

**INFORMATION**

\* Name CogBooks Library

Color of Name Black

Description

Path: p Words:0

**ATTACHMENTS**

Select **Do Not Attach** to remove a selected file.

Attach File Browse My Computer Browse Course

**OPTIONS**

Permit Users to View this Content Yes **No**

Track Number of Views Yes **No**

Select Date and Time Restrictions

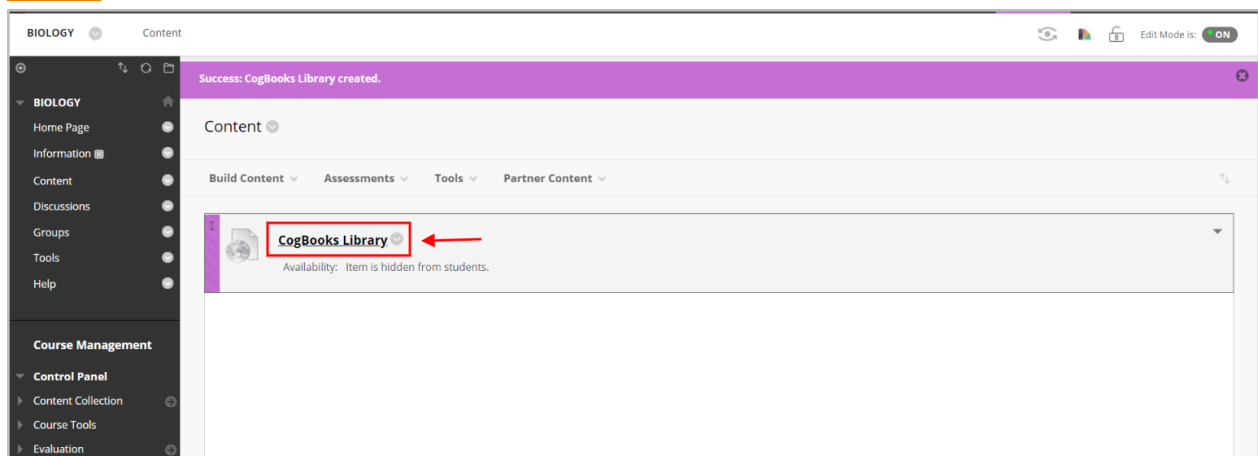
Display After Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment.

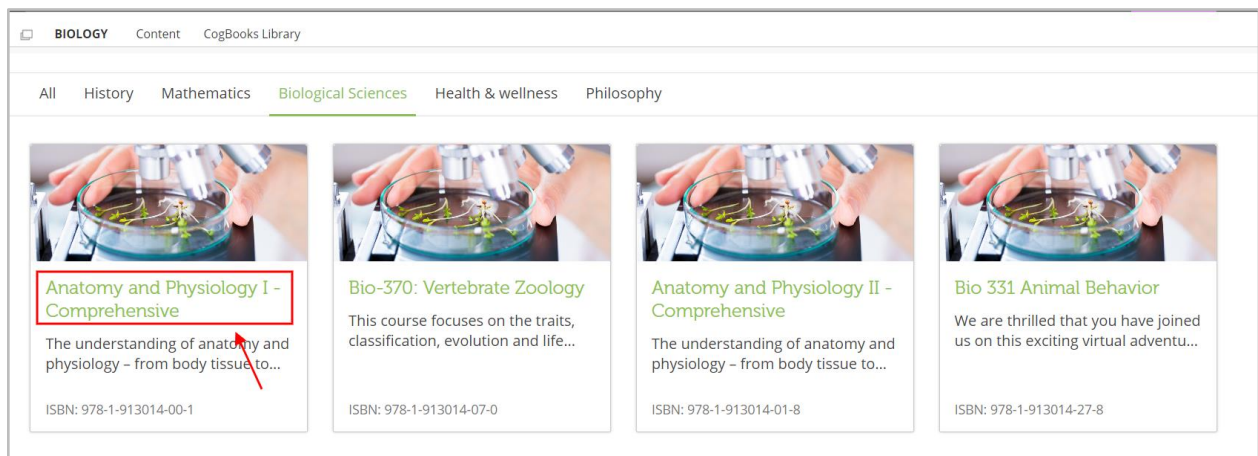
Click **Submit** to proceed.

Cancel **Submit**

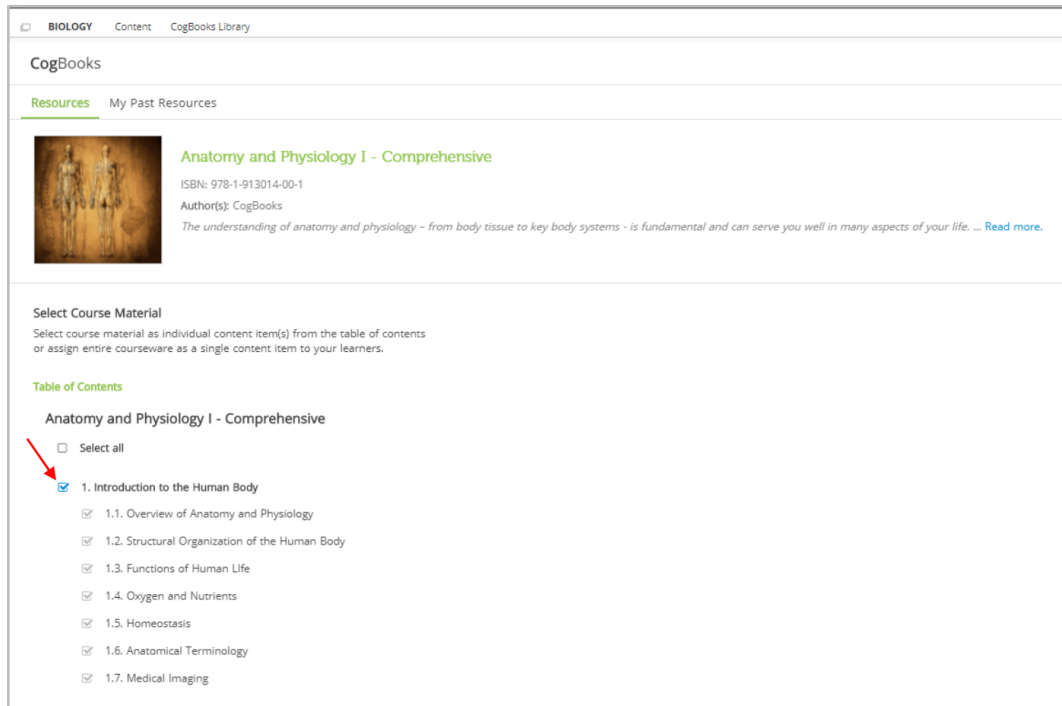
**Step 6:** Now the link to “CogBooks Library” has been created. Click on the link to access the list of CogBooks courseware.



**Step 7:** Select the courseware that is to be added as content.



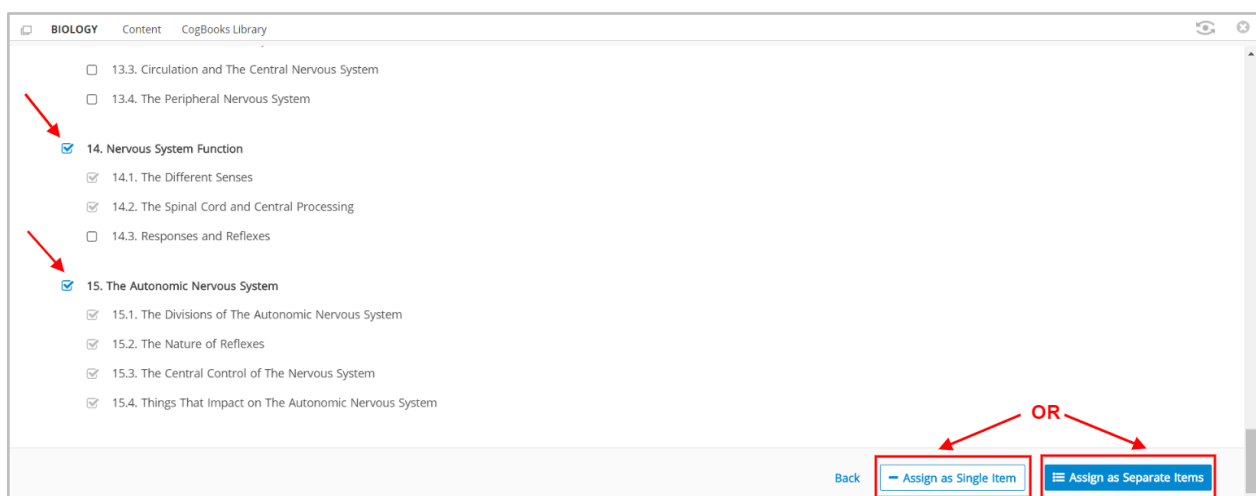
**Step 8:** Once you have selected the courseware you can customize the course material by selecting and rearranging the topics as per your requirement.



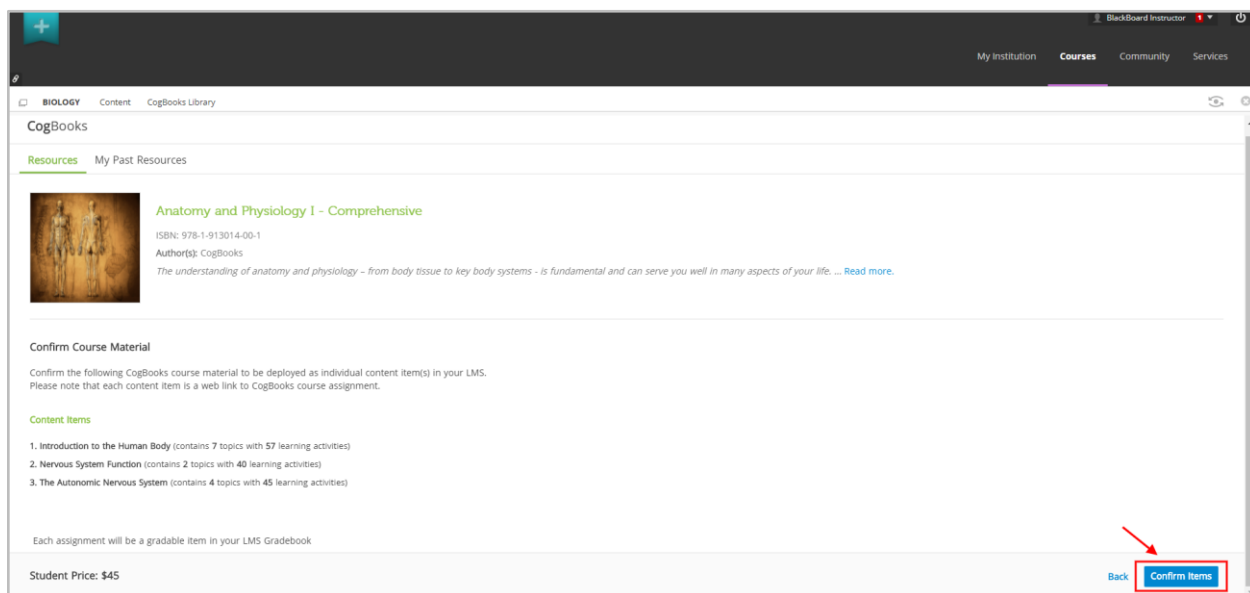
**Step 9:** Once you have selected the topics for your course please click on either the “Assign as Separate Items” or “Assign as Single Item” button to complete the setup.

**Assign as Separate Items** - This will create separate web links for the selected topics

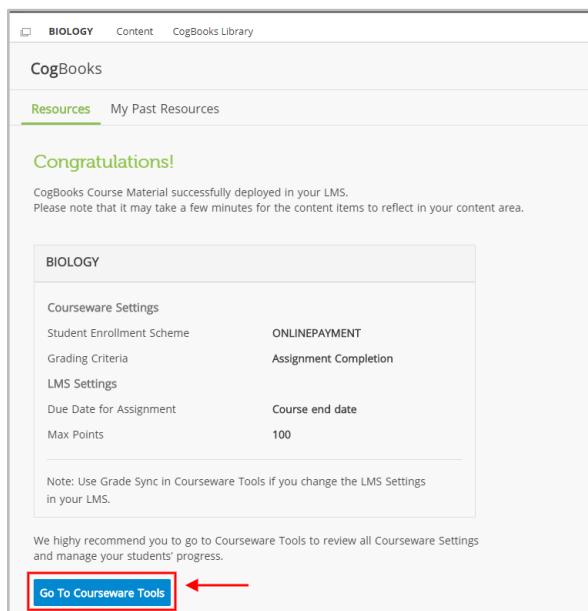
**Assign as Single Item** - This will create a single weblink for all the selected topics



**Step 10:** Confirm the previous selection between single items and separate items on this page, which will also contain a one-time price for learners to access the course material.




**Step 11:** CogBooks course material has been successfully configured for this course and the same is available to learners when they login into this course.




**Note:** The selected CogBooks course material is deployed to the LMS with the default configuration. You can review the default configurations and modify them using your LMS settings and Courseware Tools. Click on 'Go To Courseware Tools' to view the various tools available from CogBooks.

**Step 12:** The Courseware Tools consist of the following tools - Courseware Settings, Course Material, Push Grades, and Advanced Tools.

 **BIOLOGY**
Content
CogBooks Library


## CogBooks




### BIOLOGY

based on courseware: Anatomy and Physiology I - Comprehensive


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**

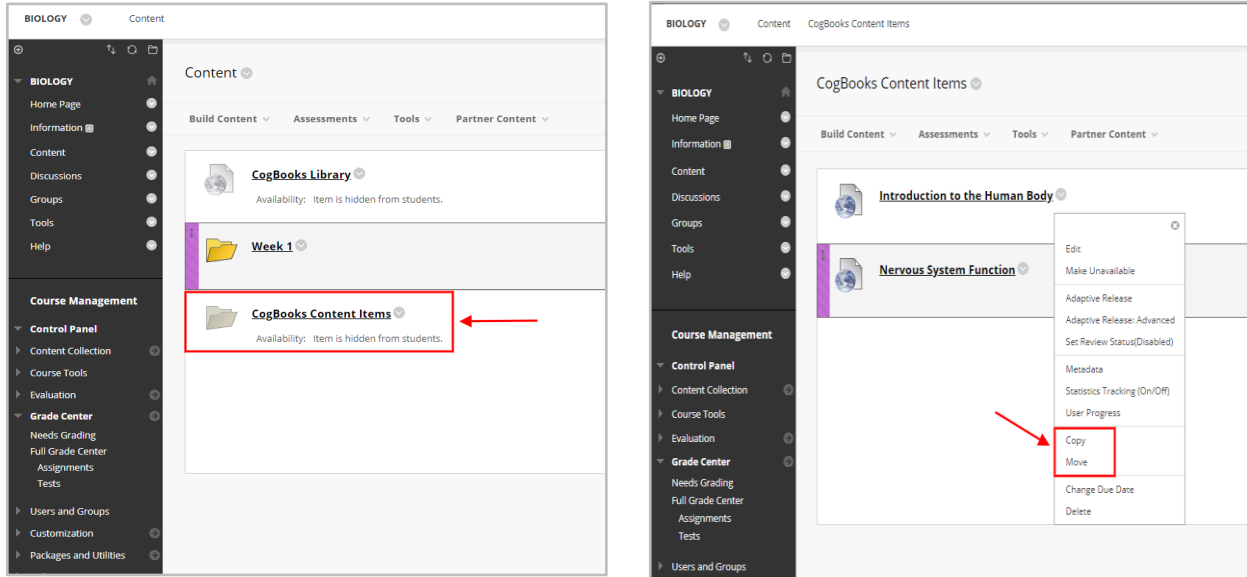
Find answers to common questions about using the courseware tools.

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**Step 13:** Once the course material is adopted, the content items will be available in the folder “CogBooks Content Items”. The links for the content items can be moved to other places within the “Content” folder using the “Copy” or “Move” feature as shown below.

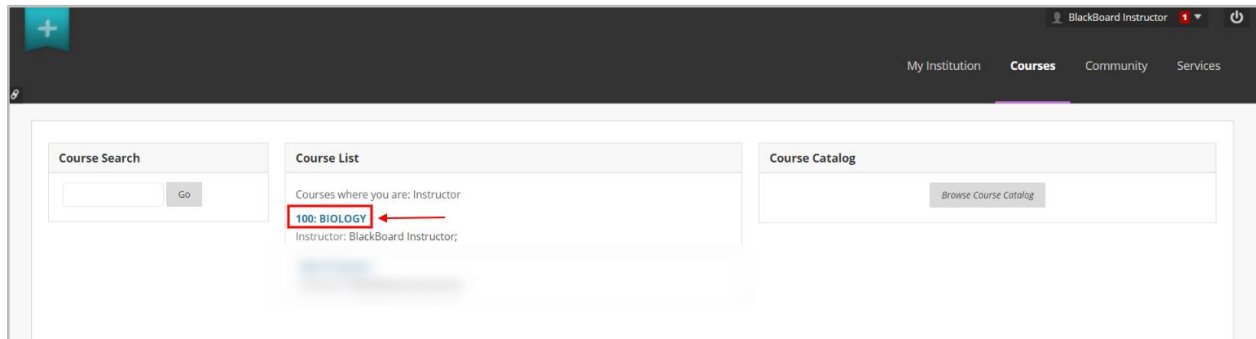


**Note:** The courseware adoption link “CogBooks Library” and the folder “CogBooks Content Items” are only to be visible to faculty and should be hidden from the students.

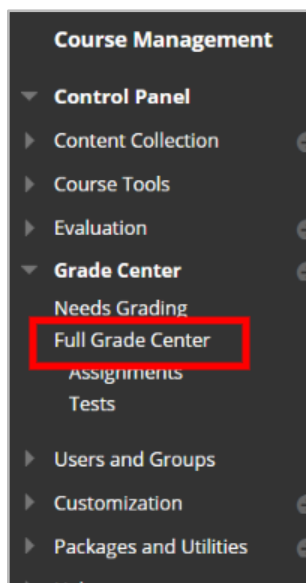
## Grade Book Setup

The creation of CogBooks assignments automatically creates the respective grade columns in the LMS GradeBook. There is no need to explicitly add gradable items to your grade book for the selected CogBooks' course material.

To view the grades, login as an instructor, and click on the “Courses” tab. Select the course you want to view the grades for.

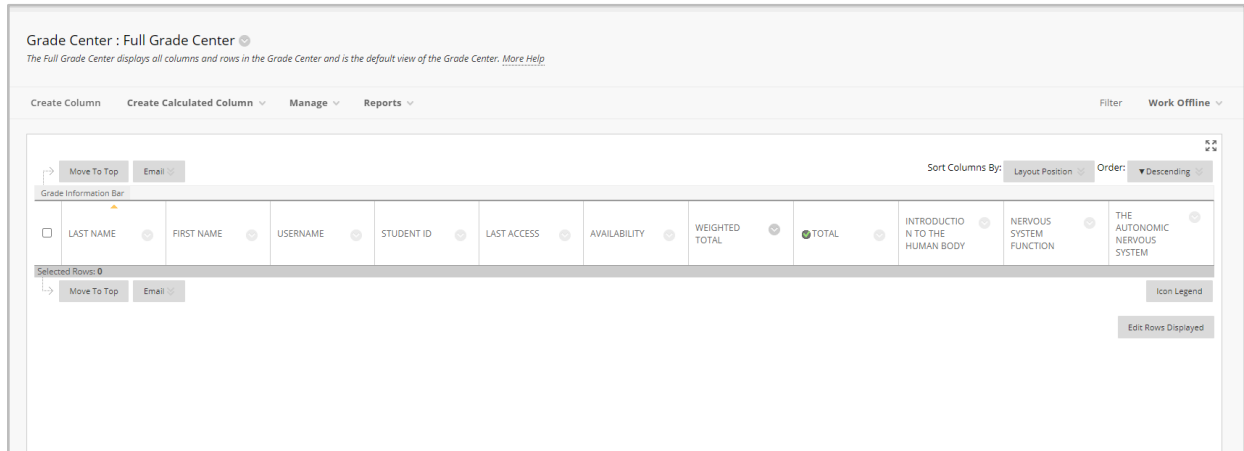


From the left navigation panel, select “Full Grade Center” to view the grades for all the content items created.



The Full Grade Center displays all content items as Gradebook columns. You can edit the due dates, max points in the LMS, and other Grade configuration parameters in the “Courseware Tools” section of the CogBooks course.

**Important Note:** Please do not forget to push grades in Courseware Tools after you change configurations for CogBooks' assignments in your LMS grade book.



The grades of the learners in the CogBooks course material will be reflected in the LMS (BlackBoard) grade book.

---End of Grade Book Setup---

For any further assistance, email us at [support@cogbooks.com](mailto:support@cogbooks.com) and we will be happy to help you.

---End of the Document---