

Instructor Setup Guide for CogBooks Library

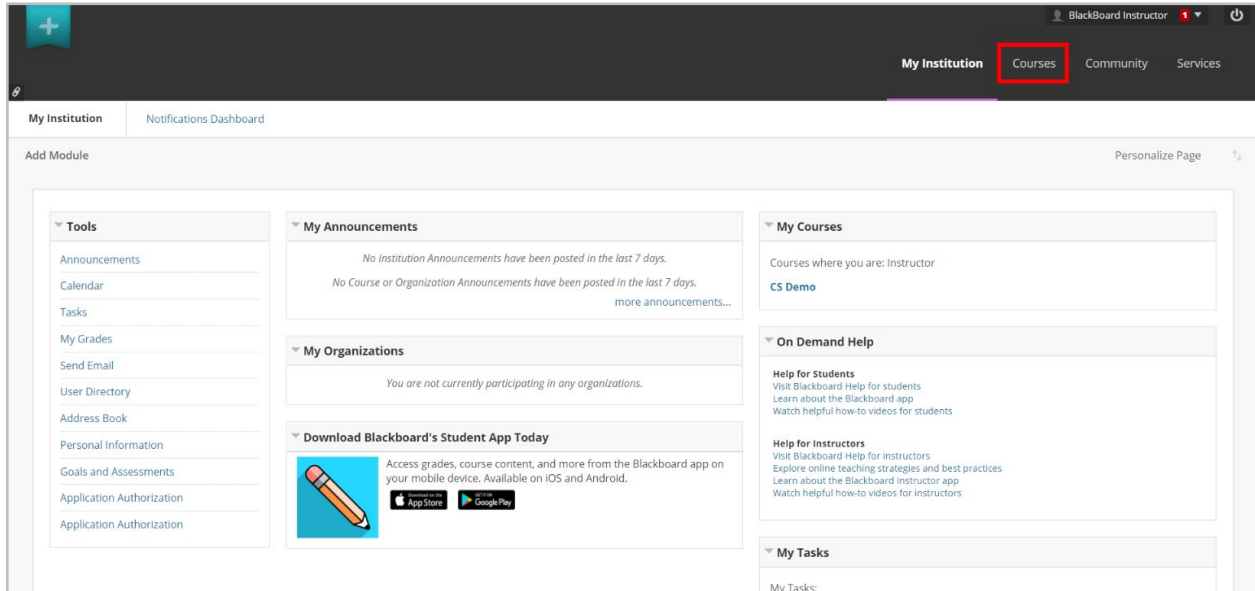


Blackboard

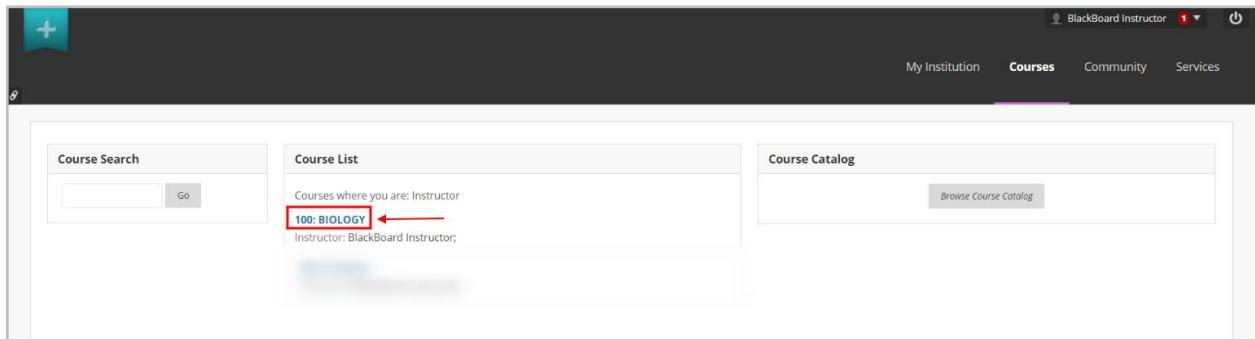
Instructor Setup

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

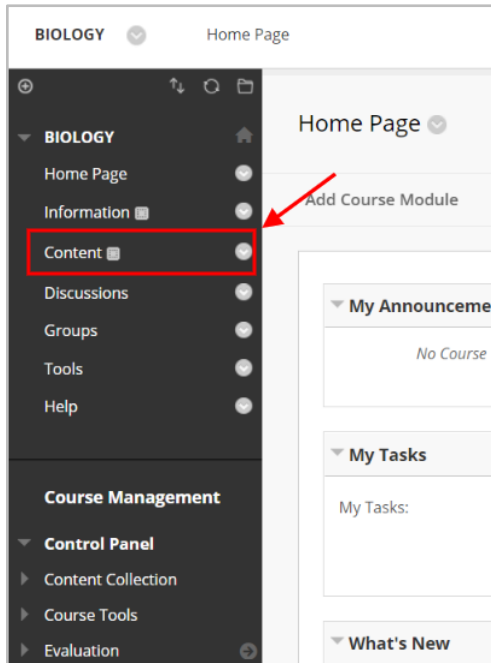
Step 1: Log in to Blackboard as an instructor and select the desired course.



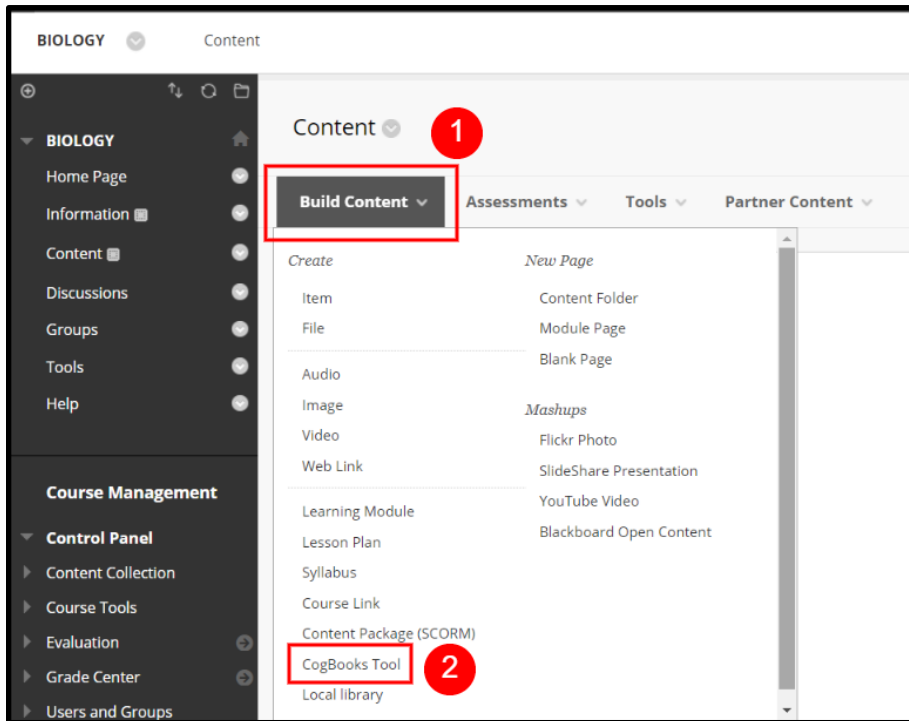
Step 2: Select the course where CogBooks content is to be added.



Step 3: Next click on "Content" present on the navigation panel on the left.



Step 4: Now 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

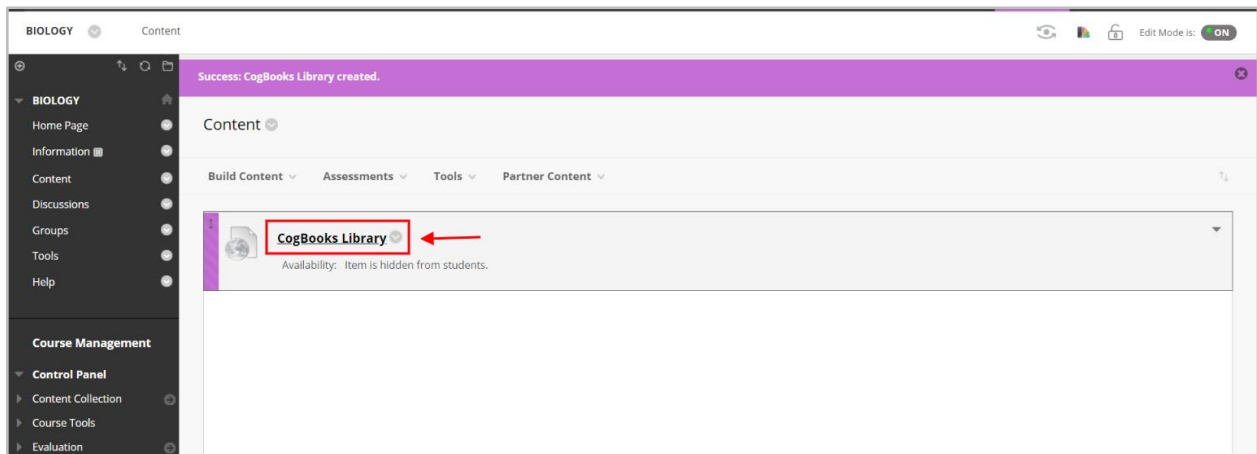
Description - Type in a few words describing the course content according to your requirement

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.

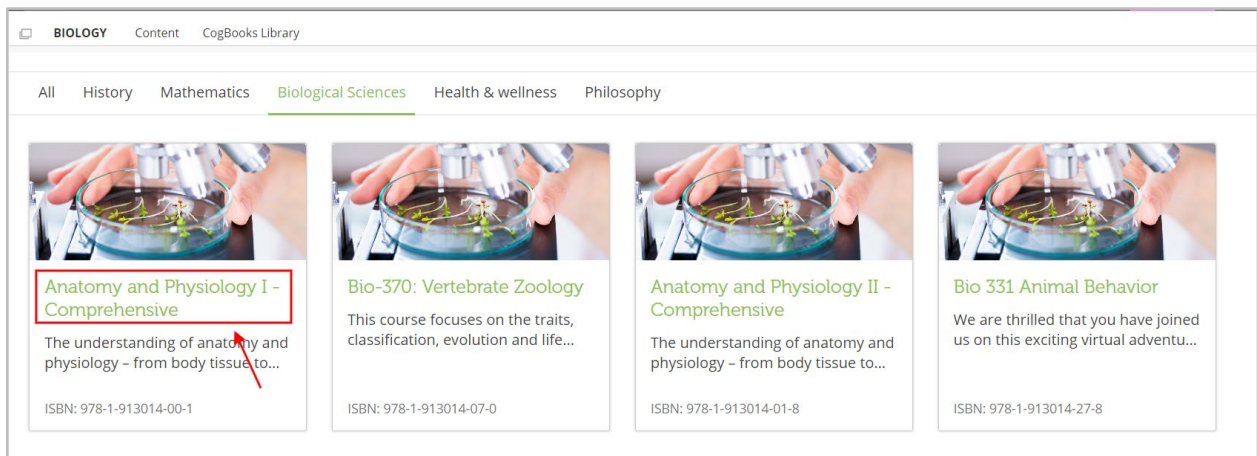
We recommend you keep this link available to you throughout the course duration.

The screenshot shows the 'Create CogBooks Tool' form. The 'Name' field contains 'CogBooks Library'. The 'Color of Name' is set to 'Black'. The 'Description' field is empty. In the 'OPTIONS' section, the 'Permit Users to View this Content' and 'Track Number of Views' options are both set to 'No', which are circled in red. There are also fields for 'Display After' and 'Display Until' with date and time pickers. At the bottom, there are 'Cancel' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button and a red box around it.

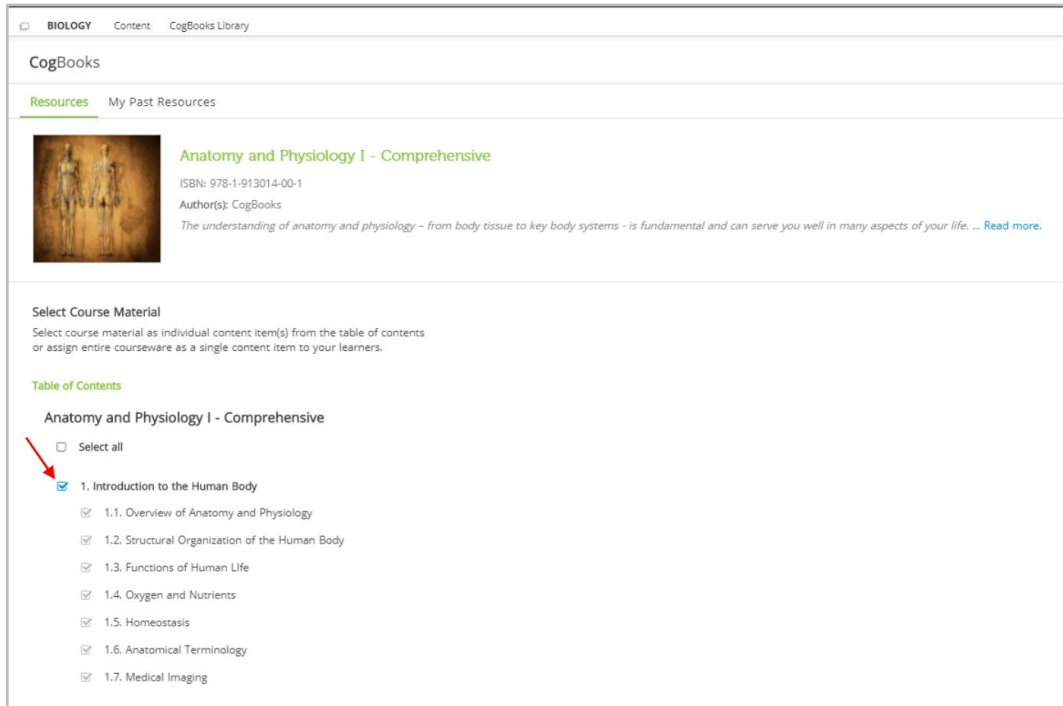
Step 6: Now the link to "CogBooks Library" has been created. Click on the link to access the list of CogBooks courseware.



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



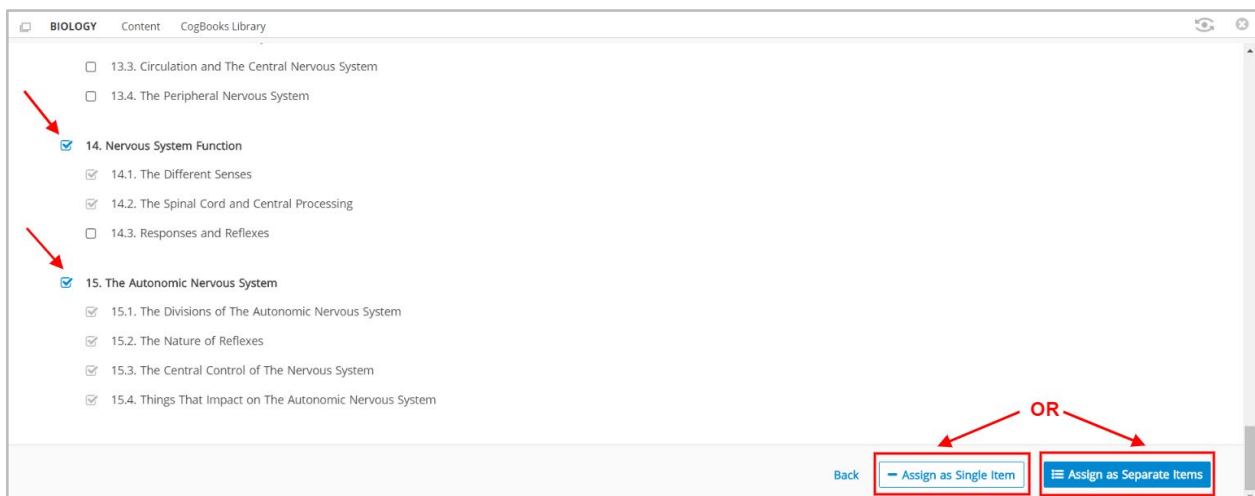
Step 8: Once you have selected the courseware you can customize the course material by selecting and rearranging the topics as per your requirement.



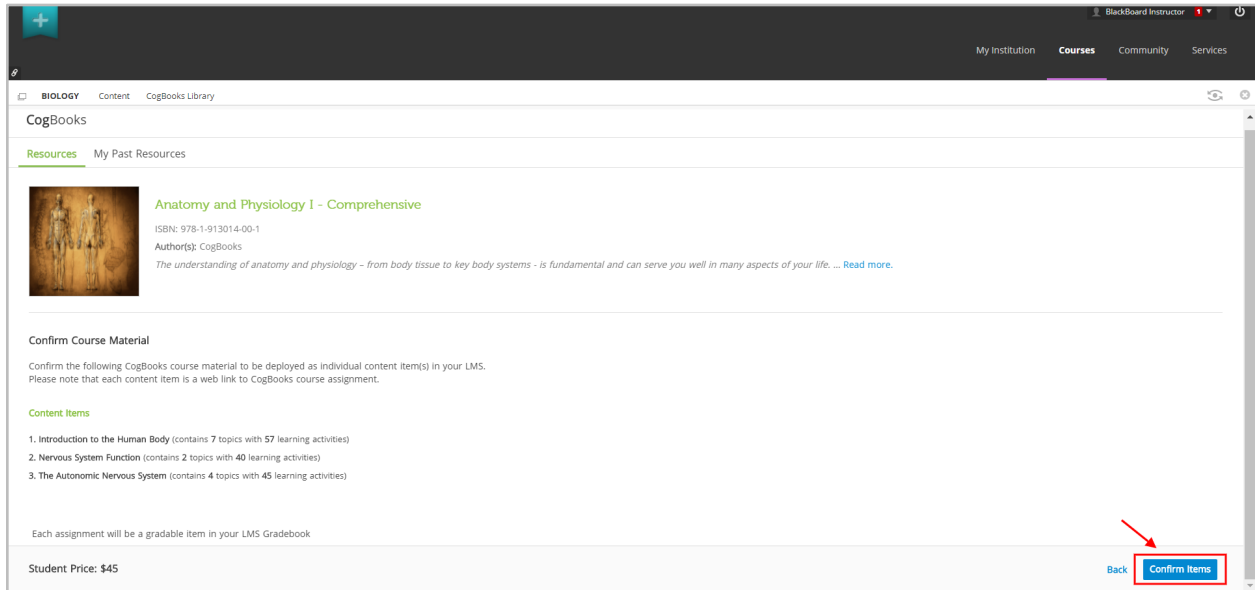
Step 9: Once you have selected the topics for your course please click on either the “Assign as Separate Items” or “Assign as Single Item” button to complete the setup.

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

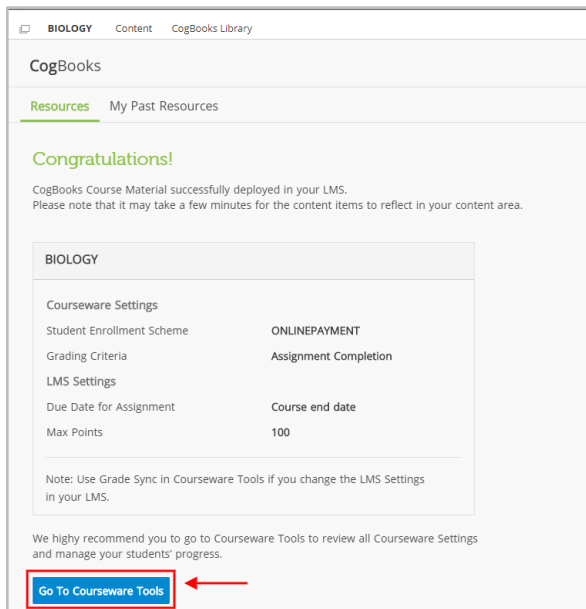
Assign as Single Item - This will create a single weblink for all the selected topics



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.

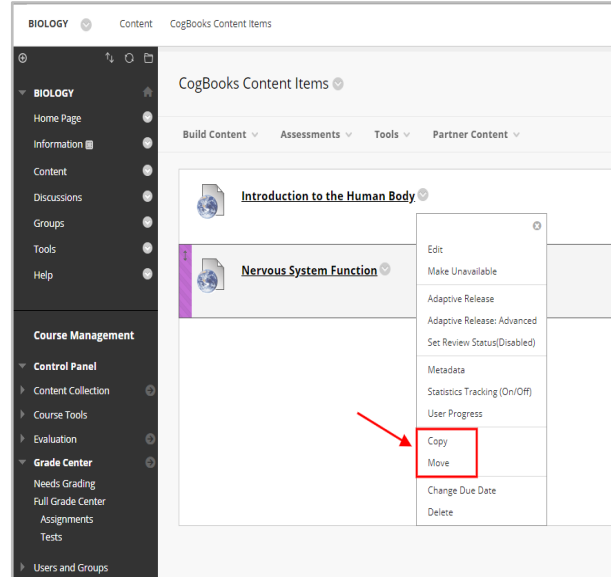
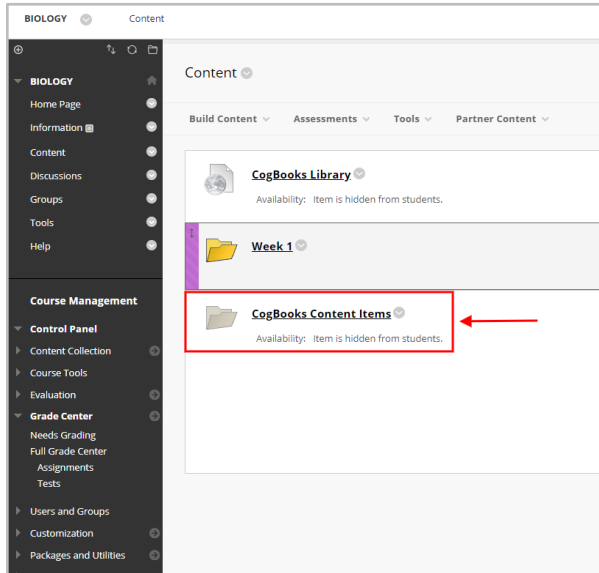
The screenshot displays the CogBooks interface for a course titled "BIOLOGY". At the top, there are navigation tabs for "BIOLOGY", "Content", and "CogBooks Library". Below the tabs, the "CogBooks" logo is visible. A featured image of the Northern Lights is shown next to the course title "BIOLOGY", with a subtitle "based on courseware: Anatomy and Physiology I - Comprehensive".

Below the course information, there are two main sections:

- Manage all your course material in this course:**
 - Courseware Settings:** Click here to customize course settings (represented by a gear icon).
 - Course Material:** Manage and configure course material settings (represented by a document icon).
 - Push Grades:** Manually push grades when you update LMS or CogBooks settings. (represented by a refresh icon).
- View detailed learner activity and progress in this course:**
 - Advanced Tools:** View grades, usage trends and learner's progress in this course (represented by a magnifying glass icon).

At the bottom, there is a link to the **CogBooks Instructor Helpdesk** with the text "Find answers to common questions about using the courseware tools." (represented by a question mark icon).

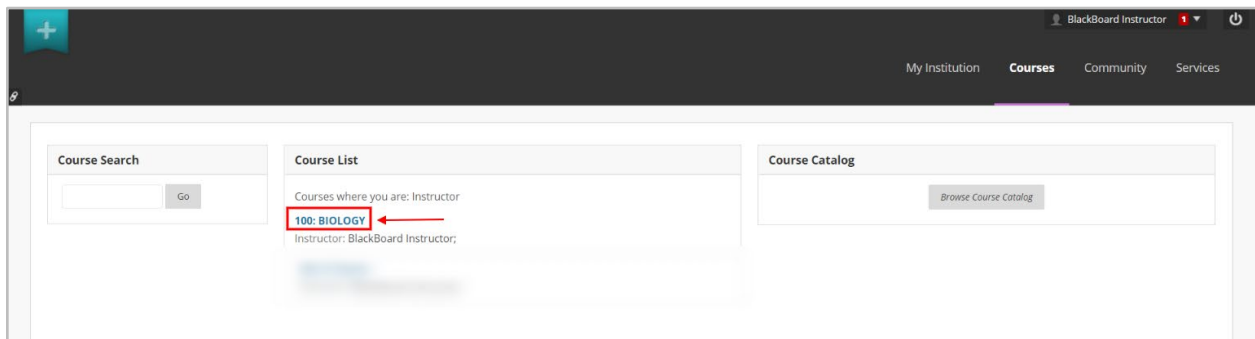
Step 13: Once the course material is adopted, the content items will be available in the folder “CogBooks Content Items”. The links for the content items can be moved to other folders using the “Copy” or “Move” feature as shown below.



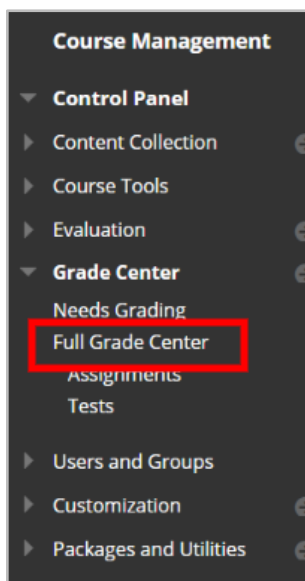
Grade Book Setup

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.

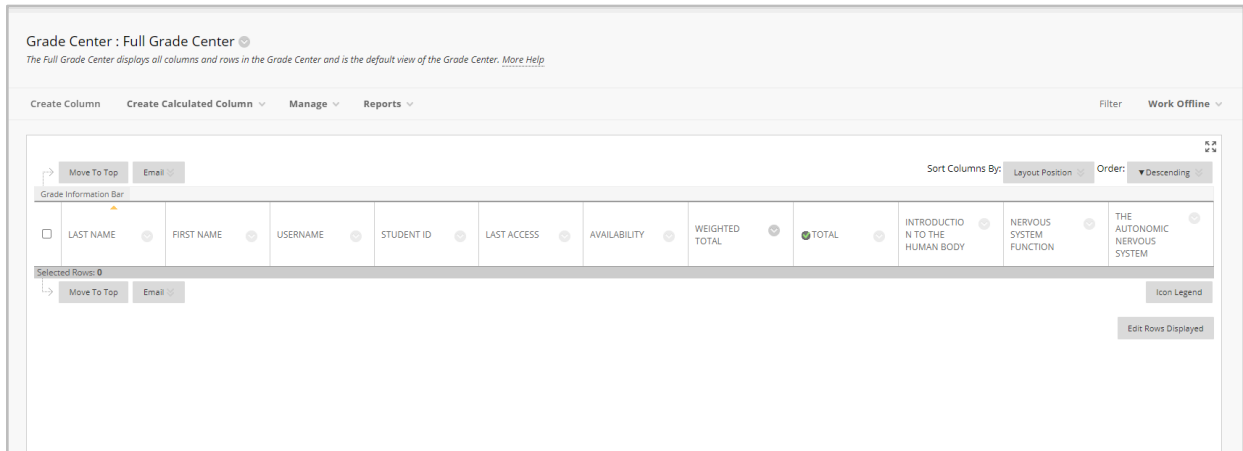


From the left navigation panel, select "Full Grade Center" to view the grades for all the content items created.



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.

For any further assistance, email us at support@cogbooks.com and we will be happy to help you.