Instructor Guide for Aplia Integration in Blackboard

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Introduction

Cengage Learning now provides integration with your Blackboard course. This enables instructors to add Cengage Learning Aplia content to their courses, synchronize scores, and eliminate multiple logins for students.

Audience

This document supports instructors who teach at institutions that use the Blackboard Learning Management System.

Objectives

This guide introduces instructors to procedures needed to access Cengage Learning’s Integration Services within Blackboard courses.

This guide includes the following topics:

- Enable the Cengage integration in a Blackboard course.
- Add deep links to Cengage content into a Blackboard course.
- Select Activities to synchronize scores with the Blackboard Gradebook.
- Add Cengage Technical Support link to a Blackboard course.
Create a Aplia Course Level Link

Instructors access and manage Cengage Learning content by adding an Aplia course level link into a Blackboard course.

To add a Cengage Learning Aplia course to your Blackboard course, complete the following steps.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Click **Content** from the left navigation menu to access a content page.  
**NOTE:** The default setting for a content area is Content, however your institution has the ability to edit the name of these pages. Some examples include Lessons or Modules. If you are not certain which menu item to access, please contact your campus Help Desk.  
Result: The **Content** page displays. |
| 2    | Point to Partner Content and select **Commercial Content**.  
Result: The **Commercial Content** page displays.  
**NOTE:** The content menu may differ depending on the Blackboard service pack your institution is running. If you do not see the Commercial Content Menu, refer to the [Appendix: Partner or Publisher Content Menu](#) for more information. |
### Step 3

Click the **Cengage Learning** banner from the Available Partners content carousel.

**NOTE:** Click through the content carousel if Cengage Learning does not display.

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**Commercial Content**

You can associate your course to Partners, who are providers of commercial content. Associate your course to partners; you can add their content to your course by using the Partner Content drop-down list at the top of each page.

**Associated Partners**

You have not associated your course to any partner content yet.

Get Started!

**Available Partners**

![Cengage Learning Banner](image)

Click here to associate a Cengage Learning product with your course.

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Result: The LMS Integration page displays.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4    | Link your Blackboard account with your Cengage Learning account. Login in using your credentials.  
**NOTE:** This is a one-time process required for all of the Cengage integration enabled courses. If you do not have an account, you can create one from this page.  
- Enter your Cengage Learning Faculty Account **Username** and **Password**.  
- Click **Login**.  

Result: The Cengage Learning Account Registration completion page displays and redirects you to the Select Content Source MindLinks page. |
| 5    | Select the Aplia product to use in your course.  

**NOTE:** This list displays content enabled for your institution. If you do not see your adopted course, please contact your Cengage Learning Consultant.  

Result: The Create Course in Aplia page displays. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6    | The first time you connect to a product from each Blackboard course, a prompt displays to create a course. There are three options for creating a course:  
  - **Create a new Aplia course**: Start a new course without any customizations.  
  - **Copy from my existing course**: Use this option to copy from one of your existing courses that contain Assignments or customizations.  
  - **Copy from another instructor’s course**: Enter a Course Key from another instructor’s course or course designer to get a copy of their course.  
Select **Create a new Aplia course**.  

![Create Course in Aplia](image)

**Result:** The *Create Course in Aplia* screen displays. |
| 7    | Fill in the following fields:  
  - **Course Name** – The Aplia course name.  
  - **Course Start Date** – The date students can access the course.  
  **NOTE:** The Course Start Date is the first date students can access the course and defines the course grace period.  
  - **Course End Date** – The date the course ends.  
  - **Time Zone** – The time zone course is held.  

![Create Course in Aplia](image)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8    | Click Continue.  
     | ![Create Course in Aplia](image)  
     | Result: The *Link to Aplia Course* screen displays. |
| 9    | Click Continue.  
     | ![Link to Aplia Course](image)  
     | Result: The *Cengage Learning MindLinks™ Options* page displays. |
| 10   | Click Submit.  
     | ![Cengage Learning MindLinks™ Options](image)  
     | Result: The Aplia course link displays. |
| 11   | Click the course link.  
     | ![Course Link](image)  
<pre><code> | Result: The *Service Agreement* page displays. |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Accept the service agreement.</td>
</tr>
</tbody>
</table>

Result: The Aplia Course Home page displays.
Deep Linking to Specific Learning Activities in Aplia

Deep Linking is adding links into a Blackboard course that take students to a specific Aplia Activity. Adding deep links directly to a Blackboard course enables students to click a link to navigate to the Activity within Aplia, instead of needing to navigate to it within the Aplia course. If you want the scores of a graded activity to synchronize to your Blackboard gradebook, you must add a deep link to the activity into your course.

Add Content links from a Aplia course

A recommendation is to create folders in your course to organize your content links. Base the folders on a weekly schedule, learning modules, or textbook chapters.

Add links to specific content items from the Cengage course using the following procedure:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In this example the content is organized by chapters: Click on the folder name from the course Content page.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Content folder" /></td>
</tr>
<tr>
<td></td>
<td>Result: The folder displays.</td>
</tr>
<tr>
<td>2</td>
<td>Point to Partner Content and select Commercial Content. <strong>NOTE:</strong> The content menu may differ depending on the Blackboard service pack your institution is running. If you do not see the Commercial Content Menu, refer to the <a href="#">Appendix: Partner or Publisher Content Menu</a> for more information.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Commercial Content" /></td>
</tr>
<tr>
<td></td>
<td>Result: The Commercial Content page displays.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 3    | Select **Cengage MindLinks Course Cengage**.  
   ![Select Cengage MindLinks Course Cengage](image)  
   **Result:** The **Select Content Source** page displays. |
| 4    | Click the **Linked** tab for quick access to your linked content.  
   ![Select Content Source](image)  
   **Result:** The **Select Content Source** page displays. |
| 5    | Select the course.  
   ![Select Content Source](image)  
   **Result:** The **Select Content** page displays. |
| 6    | The Content Selector replicates the organization of Assignments in your **Aplia** course.  
   Click the horizontal triangle to the left of the content folders.  
   ![Select Content](image)  
   **Result:** The folders expand to display content. |
### Step 7
Click the check box next to the content to add.

![Select Content](image)

Result: The content selected for import displays in blue.

**NOTE:** Each item that includes **ADD TO GRADEBOOK** automatically creates a link in your Blackboard course and an associated gradebook column. If you want to link the Assignment but not have it synchronized to the Blackboard Gradebook, deselect **ADD TO GRADEBOOK**.

### Step 8
Click the **Confirm Selections** button at the top or bottom of the screen.

![Select Content](image)

Result: The **Confirm Your Selections** screen displays listing all the items selected from the **Select Content** page.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td><strong>Click Save.</strong></td>
</tr>
</tbody>
</table>

Result: The Cengage Learning MindLinks™ Options page displays.

**Step 10** Confirm the Link Location and Points Possible for graded Assignments and then click Submit.

Result: The selected links are located on your content page. A gradebook column is created in the gradebook for any graded activities where you selected **Add to Gradebook.**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 11   | If you want to move a link to another folder:  
      Click the down arrow to the right of the link.  

Result: A menu displays.  

| 12   | Select Move.  

Result: The Move page displays.  

| 13   | Click Browse.  

Result: The Select Location page displays.  

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Blackboard Integration  
Page 13  
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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Select a folder.</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="Select Location: Principles of Macroeconomics" /></td>
</tr>
<tr>
<td></td>
<td><strong>Result:</strong> The <em>Move</em> page displays.</td>
</tr>
<tr>
<td>15</td>
<td>Click <em>Submit</em>.</td>
</tr>
<tr>
<td></td>
<td><img src="image2" alt="Move page" /></td>
</tr>
<tr>
<td></td>
<td><strong>Result:</strong> The folder page displays and the content moves to the folder.</td>
</tr>
<tr>
<td>16</td>
<td>Click <em>Grade Center</em> from the <em>Course Management</em> menu.</td>
</tr>
<tr>
<td></td>
<td><img src="image3" alt="Grade Center" /></td>
</tr>
<tr>
<td></td>
<td><strong>Result:</strong> The Grade Center options display.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 17   | **Select Assignments.**  
**Result:** All graded Assignments display. |
| 18   | **Select Full Grade Center.**  
**Result:** A gradebook column displays for all the graded Assignments. |
Add a Cengage Technical Support Link into an Integrated Course

The Cengage Technical Support link enables instructors and students to create new support cases that will route directly to a dedicated Cengage LMS Technical Support group.

Follow the steps below to add the Cengage Technical Support link to Blackboard:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Content</strong> from the course menu.</td>
</tr>
</tbody>
</table>

Result: The **Content** page displays.

| 2    | Point to Partner Content and select **Commercial Content**. |

Result: The **Commercial Content** page displays.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>Select Cengage MindLinks Course Cengage.</strong>&lt;br&gt;Result: The Select Content Source page displays.</td>
</tr>
<tr>
<td>4</td>
<td>Click the <strong>Linked</strong> tab.&lt;br&gt;Result: The Select Content Source page displays.</td>
</tr>
<tr>
<td>5</td>
<td>Select the course.&lt;br&gt;Result: The Select Content page displays.</td>
</tr>
<tr>
<td>6</td>
<td>Select the <strong>Cengage Technical Support</strong> link.&lt;br&gt;Result: The Cengage Technical link displays in blue.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>7</td>
<td>Click <strong>Confirm Selections</strong>.</td>
</tr>
</tbody>
</table>

Result: The **Confirm Your Selections** screen displays.

| 8    | Click **Save**. |

Result: The **Cengage Learning MindLinks™ Options** page displays.
Step | Action
--- | ---
9 | Click Submit.

Result: The Cengage Technical Support link displays.
Appendix: Partner or Publisher Content Menu

When linking to a Cengage Learning Aplia course, the workflow varies depending on the Blackboard service pack your institution uses. The workflows are as follows:

- Partner Content with Commercial Content
  - From the Content page, point to Partner Content and select Commercial Content.
  
  - Click the Cengage Learning banner from the Available Partners content carousel.
- Partner Content with Cengage Learning Mindlinks™
  — From the Content page, point to Partner Content and select **Cengage Learning MindLink™**.

- Publisher Content with Cengage Learning Mindlinks™
  — From the Content page, point to **Publisher Content** and select **Cengage Learning MindLink™**.

**Summary**

Cengage Learning’s LMS Integration with Blackboard provides instructors and students seamless access to Aplia using their Blackboard login credentials. Links added in a Blackboard course enable students to navigate directly to a learning activity in Aplia. Instructors can select which graded activities they would like synchronized with their Blackboard gradebook.