

Instructor Quick Start Guide

Cengage/Blackboard® Integration

Link your Blackboard® and Cengage courses and activities to provide access to Cengage content from your Blackboard course.

With this integration:

- You and your students access your Cengage courses from Blackboard.
- Your students' grades for either the Cengage course or activities can be synced to Blackboard.

CREATE A NEW BLACKBOARD-INTEGRATED CENGAGE COURSE

If you have not created the Cengage course you want to integrate with Blackboard, create it from Blackboard.

1. Open your Blackboard course.
2. Open the Content Market.
 - a. Go to a content area in your course.
 - b. **BLACKBOARD ULTRA:** Click + > **Content Market**.
 - c. **BLACKBOARD ORIGINAL:** Click **Partner Content** > **Content Market**.
3. On the Content Market page, click **Cengage** in the list of providers.
4. If prompted, sign in to your Cengage account.
5. Select the textbook or product you want to use from the available course content.
6. Select **Create a new course**.

Alternatively, you can copy a course. To copy another instructor's course, first ask the instructor for the course key.

7. Complete the details for your Cengage course.
8. Click **Continue**.
9. If prompted, select whether to synchronize the overall course score or individual activity scores to the Blackboard gradebook. If prompted, select whether to add a total score column to the Blackboard gradebook.

This option is not available for all courses.

NOTE Category scores can not be synced to Blackboard.

- a. Click **Continue** to confirm your choice.
 - b. **BLACKBOARD ORIGINAL:** Review the settings, select where to put your course link, and click **Submit**.
10. Click the link to your Cengage course.

ADD LINKS IN BLACKBOARD TO CENGAGE ACTIVITIES AND RESOURCES

After setting up your Cengage course, create links from Blackboard to activities or other content in Cengage.

Linked graded activities are included in the Blackboard gradebook unless you choose to exclude them.

NOTE Category scores can not be synced to Blackboard.

Before adding links to Cengage activities, make sure your Cengage course is set up the way you want it.

- Add and organize the assigned activities and course materials for your Cengage course.
- Configure assignment settings such as grading, attempts, feedback, time limits, due dates, point values, and grade categories.

Links created in this way are sometimes called *deep links* because they are not just web links but allow data to be exchanged between Blackboard and Cengage.

1. Open your Blackboard course.
2. Open the Content Market.
 - a. Go to a content area in your course.
 - b. **BLACKBOARD ULTRA:** Click + > **Content Market**.
 - c. **BLACKBOARD ORIGINAL:** Click **Partner Content** > **Content Market**.
3. Click the Cengage tool.
4. Select the content links to include in your course. Select **Add to Course** for each activity you want to link from Blackboard.

NOTE Selecting a group of activities does not select all activities in the group. You must select each activity individually.

5. Configure grade syncing with Blackboard.

NOTE Depending on your course and Blackboard configuration, some of the following options might not be available.

To do this

Add a graded activity to the Blackboard gradebook

Do this

Select **Add to Gradebook** for the activity.

TROUBLESHOOTING

LINKS TO CENGAGE COURSES OR ACTIVITIES DON'T WORK

When you click a link to a Cengage course or activity from Blackboard, the link doesn't open a new browser window with the course or learning activity.

CAUSE

This is usually caused by the browser blocking pop-up windows from the Blackboard domain.

NOTE Because of different browsers' default settings, this is more likely to happen with Chrome™ and Firefox®.

RESOLUTION

In your browser settings, allow pop-ups for both [cengage.com](https://www.cengage.com) and your Blackboard instance.

In some cases, a school IT policy might reset these settings periodically. If this happens, allow pop-ups again.

CENGAGE COURSE IS NOT IN BLACKBOARD

After selecting **Link to an existing course or section** in your Blackboard, your Cengage course does not display as an option.

CAUSE

Your Cengage course already has students enrolled. Students must be enrolled through Blackboard in order for their grades to be synced. You cannot link a Cengage course that already has students enrolled.

RESOLUTION

1. Either drop all students from your course, or create a new Cengage course by copying the existing course.
2. Instruct your students to enroll in the course through Blackboard.

To do this

Exclude a graded activity from the Blackboard gradebook

Add a graded activity to the Blackboard gradebook without adding the activity link

Sync only the overall course score and not individual activity scores

Sync individual activity scores (after previously choosing to sync the course score)

Do this

Clear **Add to Gradebook** for the activity.

- a. Select **Add to Gradebook**.
- b. Clear **Add to Course**.

- a. Click **Activity Scores > Course Score**.
- b. Click **Synchronize Overall Course Score**.

- a. Click **Course Score > Activity Scores**.
- b. Click **Synchronize Individual Activity Scores**.

6 . Click **Confirm**, review your selection, and click **Save**.

7 . **BLACKBOARD ORIGINAL**: Review the settings, select where to put your course links, and click **Submit**.

The content page displays all the links you have added to your Cengage course and activities.

If needed, you can reorganize the links in Blackboard.