

# Instructor Quick Start Guide

## Cengage/Blackboard® Integration With Willo

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 CENGAGE COURSE

From your Blackboard course, you can create and link to a Cengage course.

1. Go to a content area in your course.
2. Access the Willo integration.
  - **BLACKBOARD ULTRA:** In a content area, click + > **Content Market** > **Willo integration tool**.
  - **BLACKBOARD ORIGINAL:** In a content area, select **Build Content** > **Willo integration tool**.
3. **FIRST TIME FOR EACH BLACKBOARD COURSE:** If prompted, select the academic term and click **Submit**.
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. Click **Create a new learning platform 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. Click the link to your Cengage course.

### ADD LINKS TO CENGAGE CONTENT

After setting up your Cengage course, create links from Blackboard to Cengage activities or other content in the learning path. Linked graded activities are included in the Blackboard gradebook unless you choose to exclude them.

**NOTE** Cengage category grades are not 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.
1. Go to a content area in your course.
  2. Access the Willo integration.
    - **BLACKBOARD ULTRA:** In a content area, click + > **Content Market** > **Willo integration tool**.
    - **BLACKBOARD ORIGINAL:** In a content area, select **Build Content** > **Willo integration tool**.
  3. 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.

- To exclude a graded activity from the Blackboard gradebook, clear **Add to Gradebook**.
4. Click **Confirm**.
  5. **OPTIONAL:** Repeat these steps to add another link.
  6. **TO SYNC ACTIVITY SCORES FROM CENGAGE TO BLACKBOARD:** Initialize grade synchronization for each graded activity.
    - a. Navigate to the content area where you added the activity links.
    - b. For each graded activity, click the link to open the Cengage activity.

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.

Blackboard gradebook columns are added for graded activities selected for inclusion in the gradebook.

### 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](http://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.