

## Adding Cengage Textbooks to Schoology courses

Video on how to add a Cengage textbook to schoology course:

<https://www.youtube.com/watch?v=j8AHPnnvLeA>

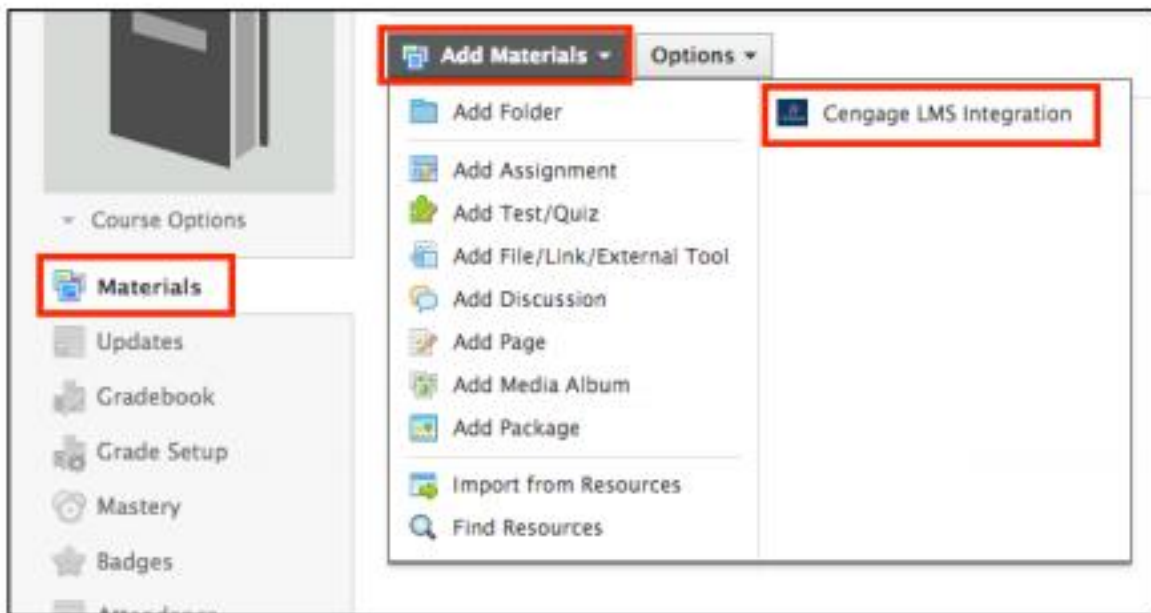
In Schoology

Go into each course that will be using the textbook

Click **Materials**

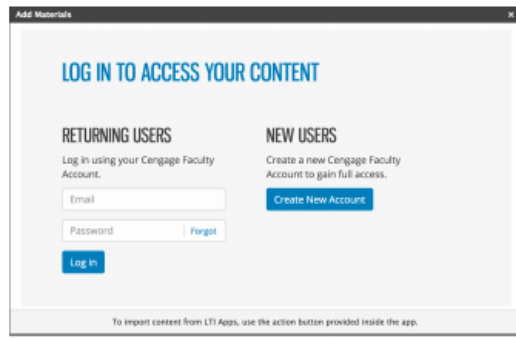
Click **Add Materials**

Select **Cengage LMS Integration**



## Linking Your Cengage Account and Creating Your Cengage Course

The first time you access Cengage content, you will be asked to link your Schoology account to your Cengage account. This is a one-time activity. Enter your Cengage faculty credentials. If you do not have a Cengage faculty account, click Create New Account to request one. Your request must be verified and then account information will be sent to you by email.

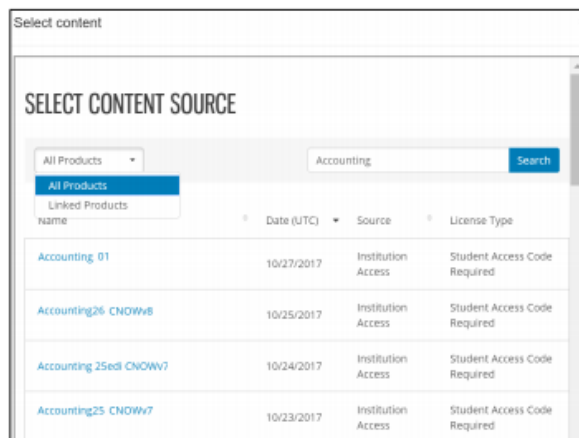


The screenshot shows a window titled "Add Materials" with a close button in the top right corner. The main heading is "LOG IN TO ACCESS YOUR CONTENT". Below this, there are two columns: "RETURNING USERS" and "NEW USERS". Under "RETURNING USERS", it says "Log in using your Cengage Faculty Account." and provides input fields for "Email" and "Password", along with a "Log In" button and a "Forgot" link. Under "NEW USERS", it says "Create a new Cengage Faculty Account to gain full access." and includes a "Create New Account" button. At the bottom, there is a small note: "To import content from LTI Apps, use the action button provided inside the app."

Select the correct Textbook

## Select Your Content

You will next be directed to the Select Content Source page. This list will display content that is enabled for your institution. Select your adopted Cengage solution. If you do not see your adopted course, please [contact your Cengage Consultant](#).



The screenshot shows a window titled "Select content" with a close button in the top right corner. The main heading is "SELECT CONTENT SOURCE". Below this, there is a search bar with a dropdown menu set to "All Products" and a search button. Below the search bar, there is a table with the following columns: "Name", "Date (UTC)", "Source", and "License Type". The table contains four rows of data:

Name	Date (UTC)	Source	License Type
Accounting 01	10/27/2017	Institution Access	Student Access Code Required
Accounting26 CNDWv8	10/25/2017	Institution Access	Student Access Code Required
Accounting 25edl CNDWv7	10/24/2017	Institution Access	Student Access Code Required
Accounting25 CNDWv7	10/23/2017	Institution Access	Student Access Code Required

## Create Your Course

---

The first time you connect to a product from each Schoology course, a prompt will display to create a course.

Note if your institution is rostering users and courses with Cengage in advance then you may not be asked to create a course and will instead be directed to the screen to optionally add additional content links and/or grade columns.

### CREATE COURSE IN MINDTAP



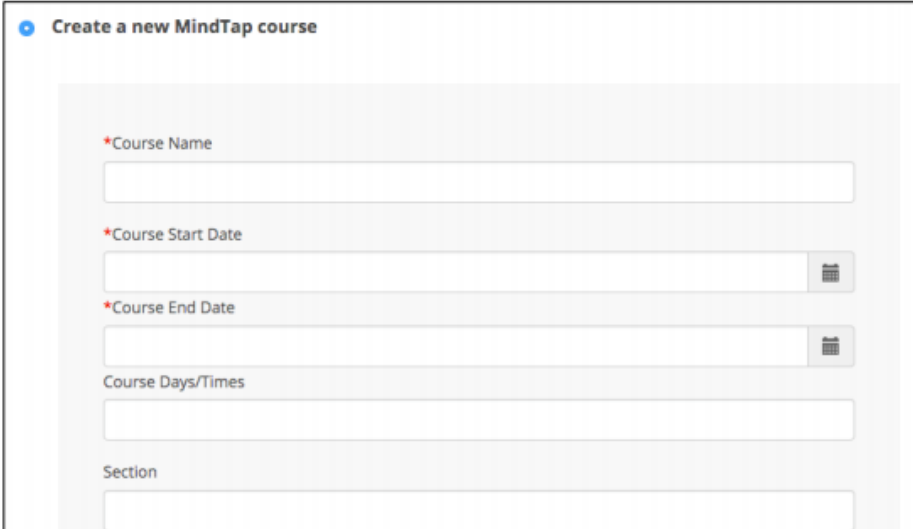
**MindTap in Action: American Government, 1 term (6 months) Instant Access, 1st Edition**  
Author(s): Cengage Learning  
Textbook ISBN-10: 1-305-67263-1  
Textbook ISBN-13: 978-1-305-67263-5

- Create a new MindTap course
- Copy from my existing course
- Copy from another instructor's course
- Link to an existing course or section

- **Create a new 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.
- **Link to an existing course or section:** If available for the selected product, use this option to link to a course previously created directly in the Cengage system.

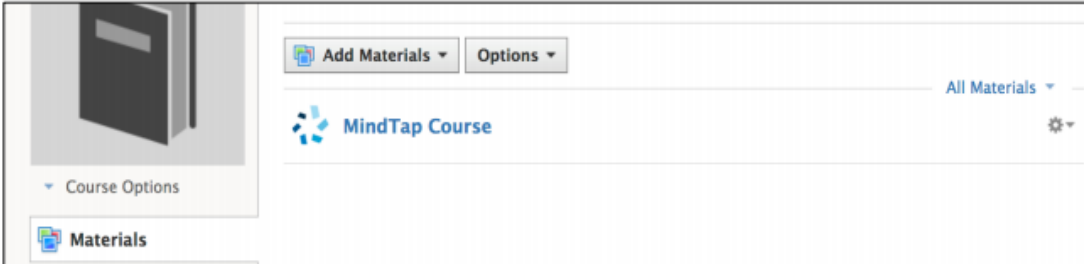
Note that not all options are available for all products. Regardless of which option you choose, you will be asked to enter basic details about your course.

Fill in the required fields and click Continue. Ensure that the Course Start Date is the first day you want students to access your course. This will set the start of the temporary access period for any courses requiring student purchase.



The screenshot shows a form titled "Create a new MindTap course". It contains several input fields: a text field for "Course Name" with an asterisk indicating it is required; a date picker for "Course Start Date" with an asterisk; another date picker for "Course End Date" with an asterisk; a text field for "Course Days/Times"; and a text field for "Section".

Depending on which Cengage product you are using, you may in the next step be asked to choose grade synchronization preferences for your course. Following your submission, your Cengage course will be created, and a course link added to your Schoology course. You should now see the link you added in the Materials area of the course.



The screenshot shows the "Materials" area of a course. On the left, there is a sidebar with "Course Options" and "Materials" sections. The main area displays a "MindTap Course" link with a gear icon for settings. Above the link are "Add Materials" and "Options" buttons. To the right of the link is a dropdown menu labeled "All Materials".

You and your students will use this link to access your Cengage course. At this time, you can launch the link and begin customizing your assignments, point values and dates.

Your course link will open in a new window so please ensure you have pop-ups allowed. For assistance with this, please visit: [https://www.cengage.com/lms\\_docs/system\\_check/popupsfailed/](https://www.cengage.com/lms_docs/system_check/popupsfailed/)

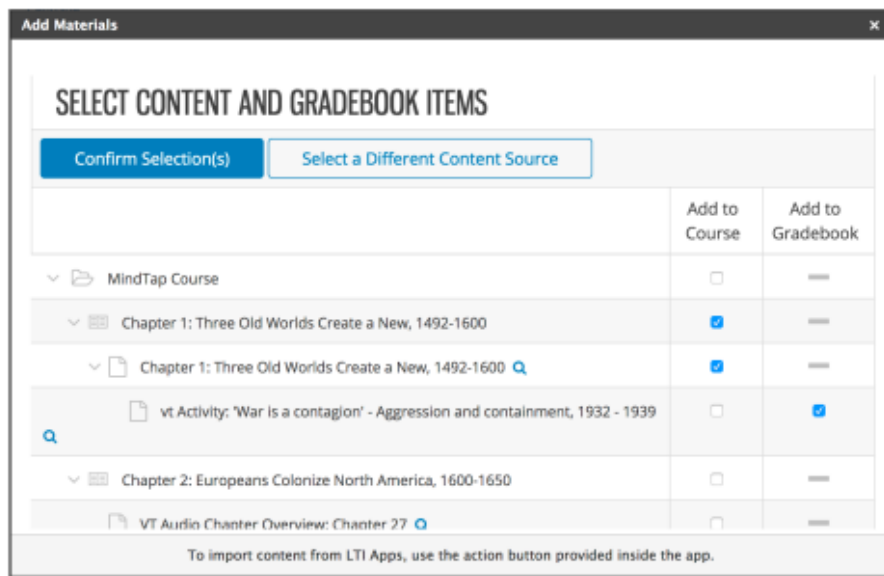
[https://www.cengage.com/lms\\_docs/system\\_check/popupsfailed/](https://www.cengage.com/lms_docs/system_check/popupsfailed/)

## Linking Individual Assignments

Now that you have your course link, you can choose to link out to individual activities as well. This is an optional step and not required for students to access Cengage assignments. It is recommended that you complete any course customizations (e.g., assignments, point values, due dates) before adding additional links. If you choose to add additional assignment links, from the Materials tab, click on Add Materials and select Cengage LMS Integration.

A list of all activities within your Cengage course will be displayed. Place a check mark under Add to Course for any content links that you want to import. If it is a graded activity a check mark will automatically be selected under the Add to Gradebook column. If you do not want to create a gradebook column, simply de-select Add to Gradebook. You can create only a gradebook column for a graded activity by selecting only the Add to Gradebook box.

**Note that if adding gradebook columns for Cengage activities, you must first ensure that there is at least one default grade category selected under Grade Setup in the Schoology course.** Click the star icon to the right of one of your grade categories to set the default category before adding any Cengage items to the gradebook. If no default gradebook category exists when adding Cengage items to the gradebook, the grade columns will be marked in the Schoology gradebook as “ungraded” and no scores will be reported for the Cengage items.



The screenshot shows a window titled "Add Materials" with a close button (X) in the top right corner. Below the title bar is a header "SELECT CONTENT AND GRADEBOOK ITEMS". Underneath the header are two buttons: "Confirm Selection(s)" and "Select a Different Content Source". Below the buttons is a table with two columns: "Add to Course" and "Add to Gradebook". The table contains several rows of content items, each with a search icon (Q) and a checkmark in the "Add to Gradebook" column.

	Add to Course	Add to Gradebook
MindTap Course	<input type="checkbox"/>	---
Chapter 1: Three Old Worlds Create a New, 1492-1600	<input checked="" type="checkbox"/>	---
Chapter 1: Three Old Worlds Create a New, 1492-1600 Q	<input checked="" type="checkbox"/>	---
vt Activity: 'War is a contagion' - Aggression and containment, 1932 - 1939	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter 2: Europeans Colonize North America, 1600-1650	<input type="checkbox"/>	---
VT Audio Chapter Overview: Chapter 27 Q	<input type="checkbox"/>	---

To import content from LTI Apps, use the action button provided inside the app.

Once you have made all of your selections click on Confirm Selection(s).  
Review your selections. If everything looks good, click on Save. If you need to modify the list, click Close and this will return you to the Content Selector.

**CONFIRM YOUR SELECTION(S)** ✕

The following content links will be added to your course.

- Chapter 1: Three Old Worlds Create a New, 1492-1600
- Chapter 1: Three Old Worlds Create a New, 1492-1600

The following items will be added to your gradebook.

- vt Activity: 'War is a contagion' - Aggression and containment, 1932 - 1939

Your content links and any gradebook items you selected will be created in your Schoology course. You can return to the Content Selector at any time to add more items to your Schoology course.