Instructor Quick Start Guide
Cengage Integration on Brightspace® With Willo

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

With this integration:

• You and your students access your Cengage courses from Brightspace.
• Your students’ grades for either the Cengage course or activities can be synced to Brightspace.

CREATE A NEW CENGAGE COURSE
From your Brightspace course, you can create and link to a Cengage course.

1. In Brightspace, navigate to a content area in your course.
2. Under the module in which you want to add links to your Cengage content, click **Existing Activities** and select the Willo integration tool.
3. **FIRST TIME FOR EACH BRIGHTSPACE COURSE:** If prompted, select the academic term and click **Submit**.
4. If prompted, sign in to your Cengage instructor account to link your Brightspace and Cengage accounts.
5. From the list, select the textbook or product you want to use.
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. If prompted, select whether to synchronize the overall course score or individual activity scores to the Brightspace gradebook.
   This option is not available for all courses.
   Click **Continue** to confirm your choice.
   A link to your Cengage course is added to the Brightspace content area.
10. Click the link to your Cengage course.

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

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. In Brightspace, navigate to a content area in your course.
2. Under the module in which you want to add links to your Cengage content, click **Existing Activities** and select the 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 Brightspace.
   • To exclude a graded activity from the Brightspace gradebook, clear **Add to Gradebook**.
4. Click **Confirm**.
5. Click **Save**.
6. **OPTIONAL:** Repeat these steps to add another link.
7. **TO SYNC ACTIVITY SCORES FROM CENGAGE TO BRIGHTSPACE:**
   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 Brightspace.

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

NOTE Cengage category grades are not synced to Brightspace.

TROUBLESHOOTING

GENERAL ERROR MESSAGE DISPLAYS
A General Error message displays and the action you were attempting is not successful.

CAUSE
This is often caused by a timeout if you took longer than expected to complete a form, for example.

RESOLUTION
Start over; if the error was caused by a timeout, you should be able to make your change successfully.
If the error happens again, open a support ticket at support.cengage.com.

LINKS TO CENGAGE COURSES OR ACTIVITIES DON’T WORK
When you or your students click a link to a Cengage course or activity from Brightspace, the link doesn't open a new browser window with the course or learning activity.

CAUSE
This is often caused by the browser blocking pop-up windows for security.

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 and your Brightspace instance.

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