



Cengage Instructor Guidance for Canvas

1. Navigate to the “Modules” area of your course.

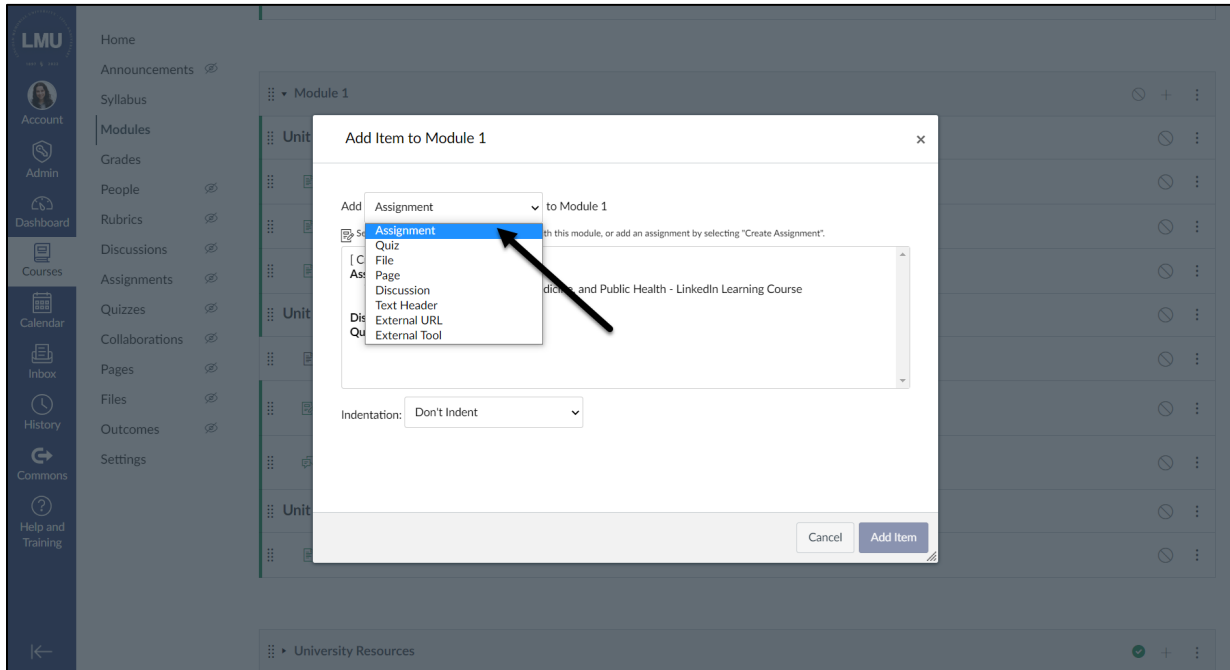
The screenshot shows the Canvas course dashboard for 'TEMPLATE Sandbox - Abbie Auster'. The left-hand navigation menu is visible, with the 'Modules' item highlighted by a black box and an arrow. The main content area displays a 'Welcome to Psychopharmacology PSY-300-A0!' banner with an aerial view of a campus and the name of the course instructor, Abbie Auster. The right-hand side of the dashboard shows course status options like 'Unpublished' and 'Publish', and a 'Coming Up' section.

2. Find the module to which you'd like to add a Cengage assignment, and select the “Add Content” button.

The screenshot shows the 'Modules' page in Canvas. A list of modules is displayed, including 'Module 1'. The 'Add Content' button, represented by a plus sign in a square, is highlighted with a black box and an arrow. The 'Add Content Button' text is written in white on the black box. The module list includes sections like 'Unit Overview', 'Unit Activities', and 'Unit Review', each with a green checkmark and a vertical ellipsis menu icon.



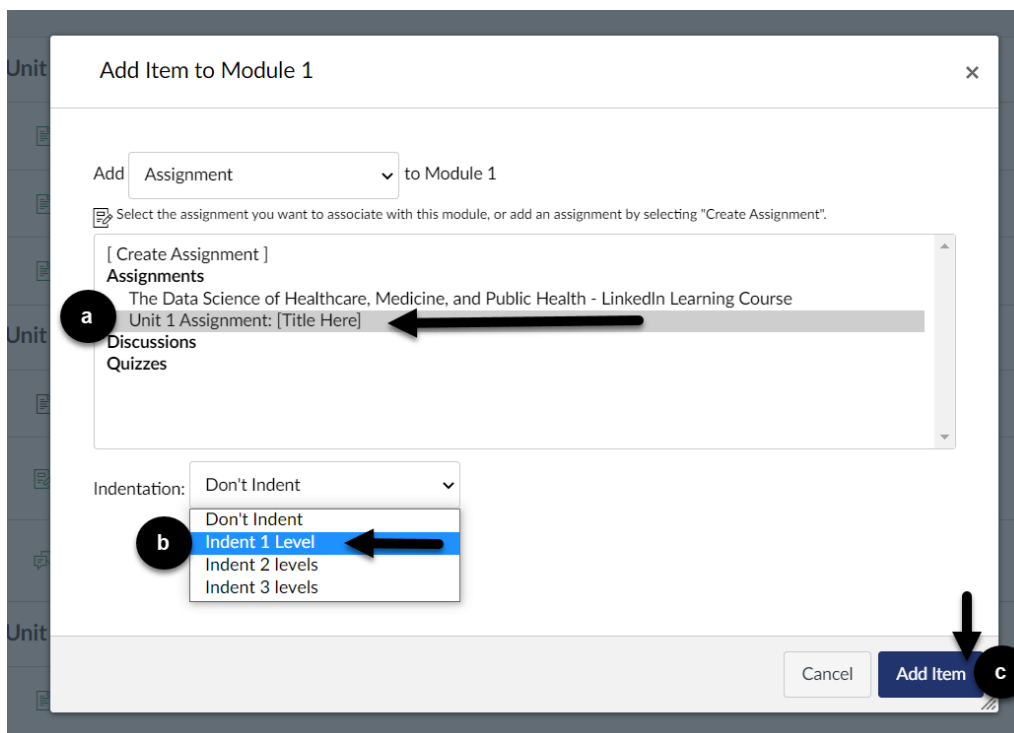
3. Select “Assignment” from the drop-down menu.



4. Follow these steps to create your assignment:

- Select “Unit 1 Assignment: [Title Here]” from the list of assignments.
- Select “Indent 1 level” from the indentation drop-down menu.
- Select “Add Item.”

**PLEASE NOTE: The LMU Course Template comes with an example assignment that you can utilize and duplicate. If you'd prefer to start fresh, select [Create Assignment].*





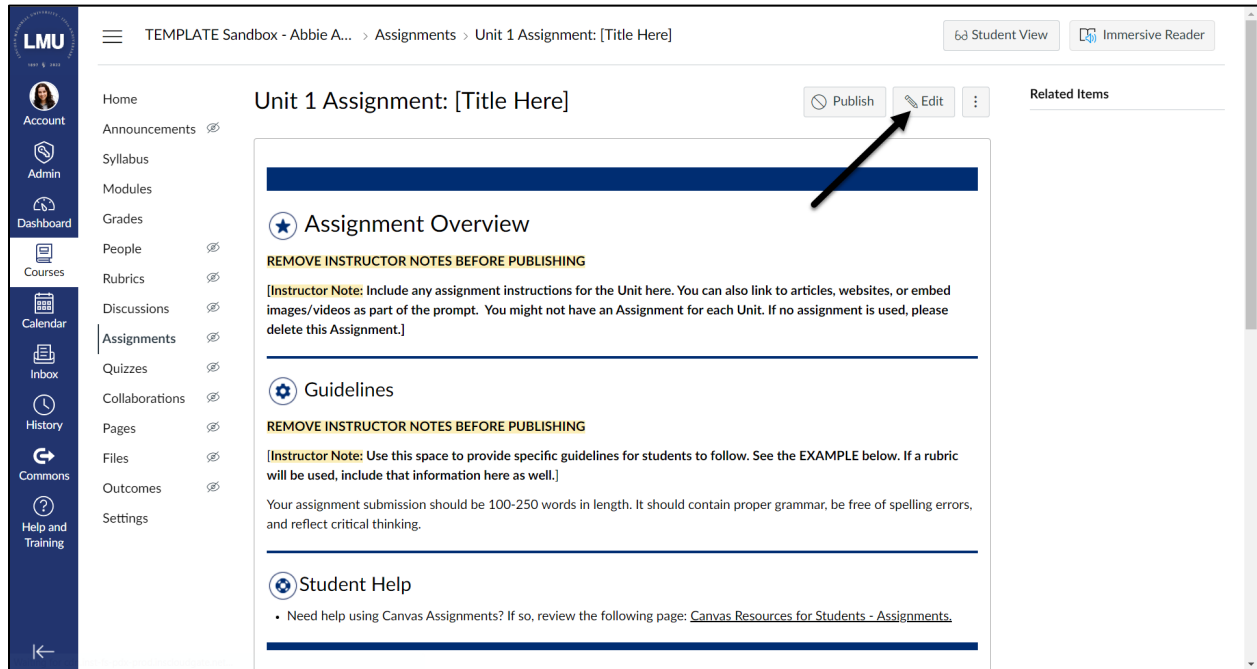
5. Select the eight vertical dots to the left of the newly created assignment to drag it to your preferred location within the module.

The screenshot shows the Canvas interface with a sidebar on the left containing navigation options like Home, Announcements, Syllabus, Modules, Grades, People, Rubrics, Discussions, Assignments, Quizzes, Collaborations, Pages, Files, Outcomes, Settings, Commons, and Help and Training. The main content area displays a list of items for 'Module 1'. The items are: Unit Overview, Objectives and To Do List, Instructor Overview, Learning Materials, Unit Activities, LinkedIn Learning Materials, OTC Pain Relievers Discussion (15 pts), Unit Review, Wrapping Up and Looking Ahead, and Unit 1 Assignment: [Title Here] (50 pts). An arrow points to the eight vertical dots on the left of the 'Unit 1 Assignment' row.

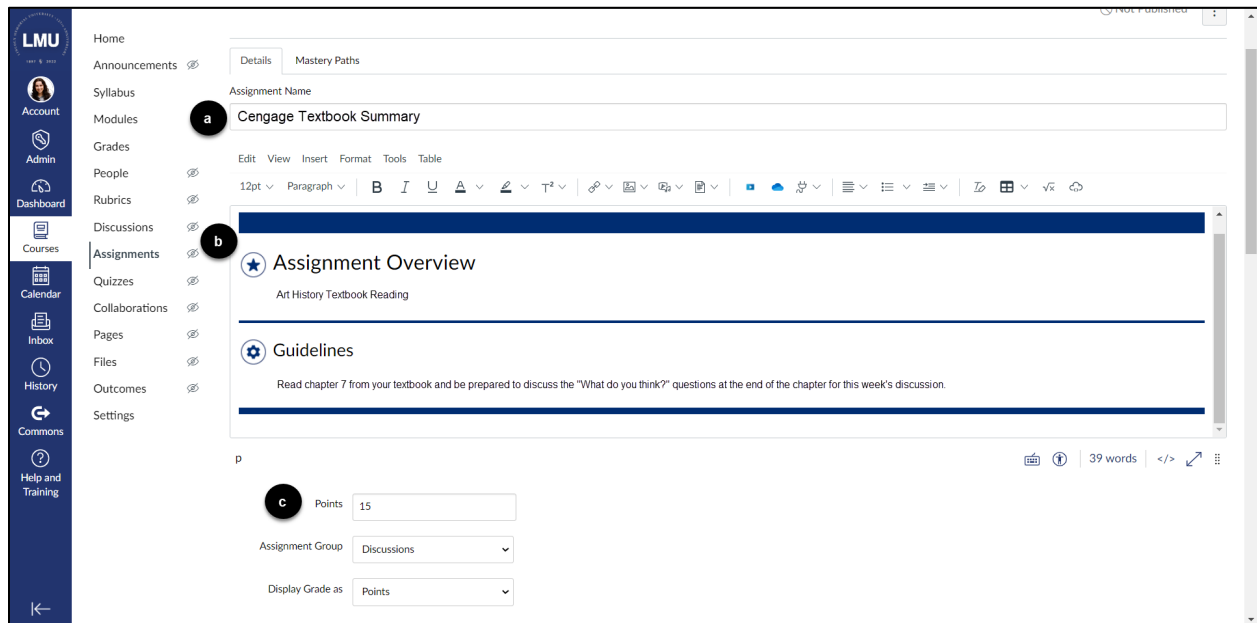
The screenshot shows the same Canvas interface as above, but the 'Unit 1 Assignment: [Title Here] (50 pts)' has been moved to a higher position in the list, now appearing between 'LinkedIn Learning Materials' and 'OTC Pain Relievers Discussion'. An arrow points to the eight vertical dots on the left of this assignment row.



6. Select the newly created assignment title, which will bring you to the assignment preview. From the assignment preview, select "Edit".



7. Selecting "Edit" will open the Canvas Rich Content Editor.
 - a. First, change your page title.
 - b. Second, update the existing sample content in the Rich Content Editor.
 - c. Third, make sure the assignment points and group are designated properly.





8. Under Submission Type, select “External Tool”.

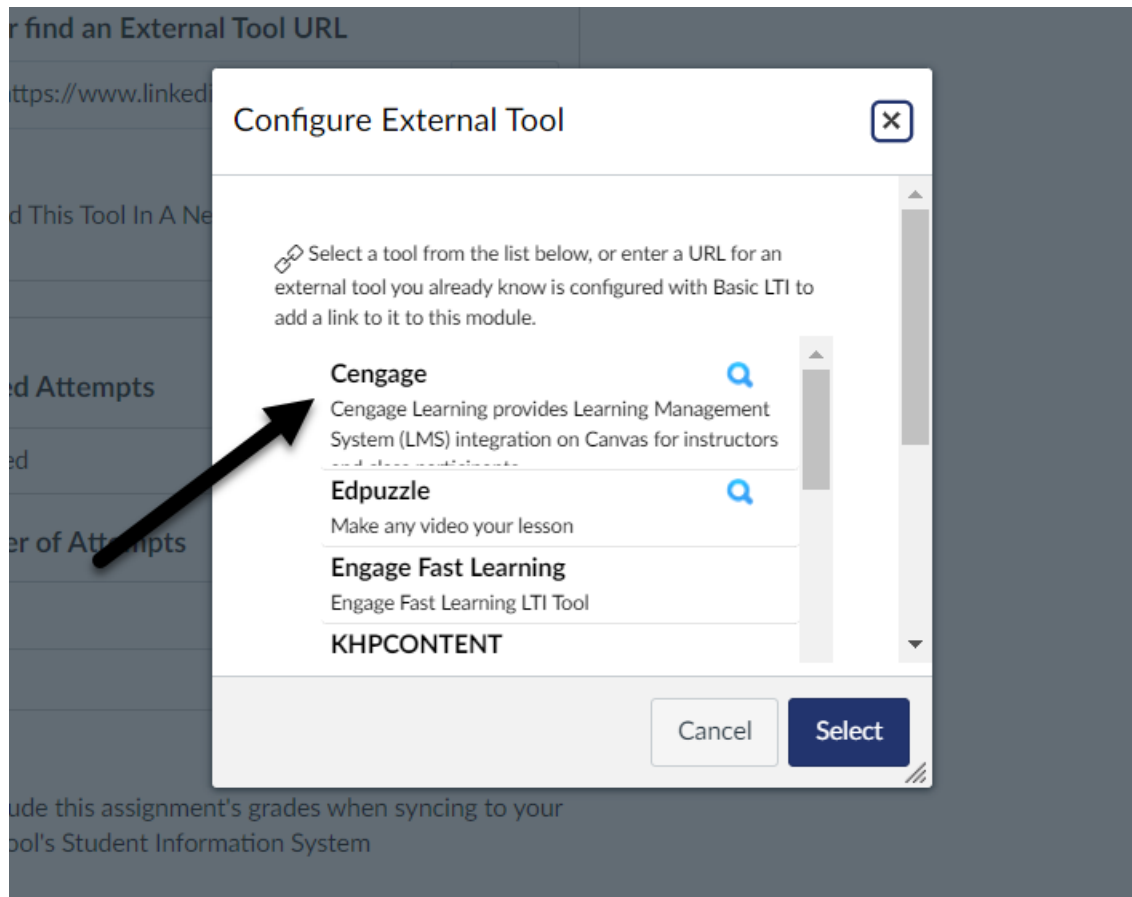
The screenshot shows the Canvas assignment settings interface. On the left is a navigation sidebar with options like Home, Announcements, Syllabus, Modules, Grades, People, Rubrics, Discussions, Assignments, Quizzes, Collaborations, Pages, Files, Outcomes, and Settings. The main content area is titled 'Guidelines' and contains a text editor with the text: 'Read chapter 7 from your textbook and be prepared to discuss the "What do you think?" questions at the end of the chapter for this week's discussion.' Below the text editor are various settings: Points (15), Assignment Group (Assignments), Display Grade as (Points), and a checkbox for 'Do not count this assignment towards the final grade'. The 'Submission Type' dropdown menu is open, showing options: 'External Tool' (highlighted with a blue bar and a black arrow), 'No Submission', 'Online', and 'On Paper'. Below the dropdown is a text input field containing 'http://www.example.com/launch' and a 'Find' button. A checkbox for 'Load This Tool In A New Tab' is checked.

9. Select the “Find” button.

This screenshot shows the same Canvas assignment settings interface as above, but with the 'Submission Type' dropdown menu closed. The 'External Tool' option is now selected in the dropdown. The 'Find' button next to the URL input field is highlighted with a black arrow. The 'Points' field is now set to 0, and the 'Assignment Group' is set to 'Discussions'. The 'Load This Tool In A New Tab' checkbox is now unchecked. Below the 'Submission Type' section, there is a 'Submission Attempts' section with a dropdown menu for 'Allowed Attempts' set to 'Unlimited'.



10. Select “Cengage.”



11. This will launch the Cengage Setup Window. Follow the prompts to link to your Cengage product or text.