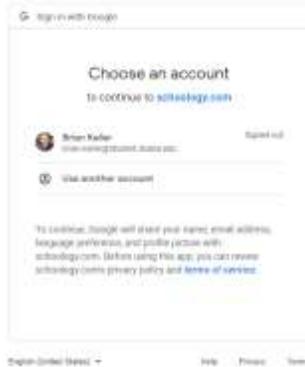
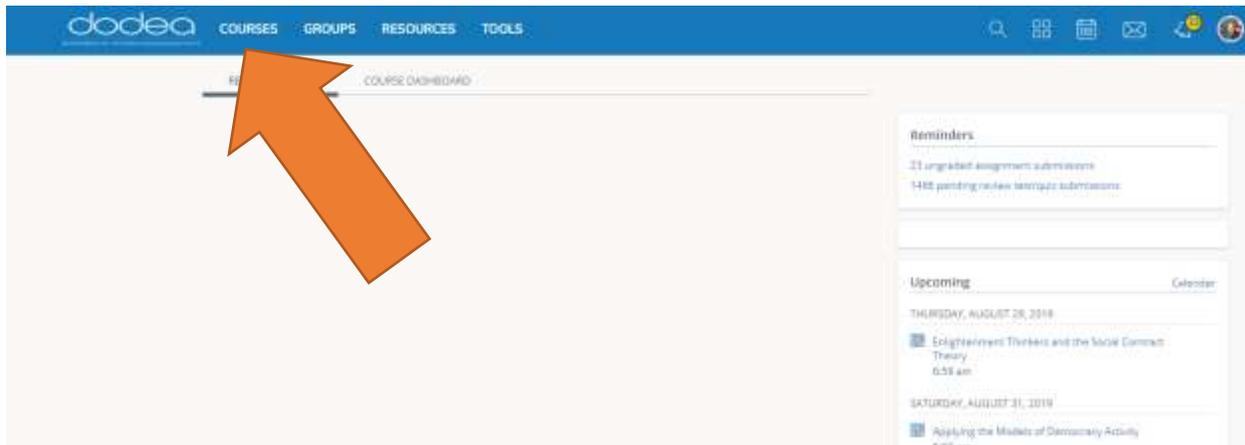


Cengage Online Access Instructions
AP Pysch, AP Gov, AP Comp Gov, APUSH, AP Econ

Log into your Schoology Account.



Look at the bar across the top of the Schoology page. Find Courses.



Click on Courses. Once the drop down opens, find a select the course (AP Pysch, AP Gov, AP Comp Gov, APUSH, AP Econ) you are teaching. Click on the course. *

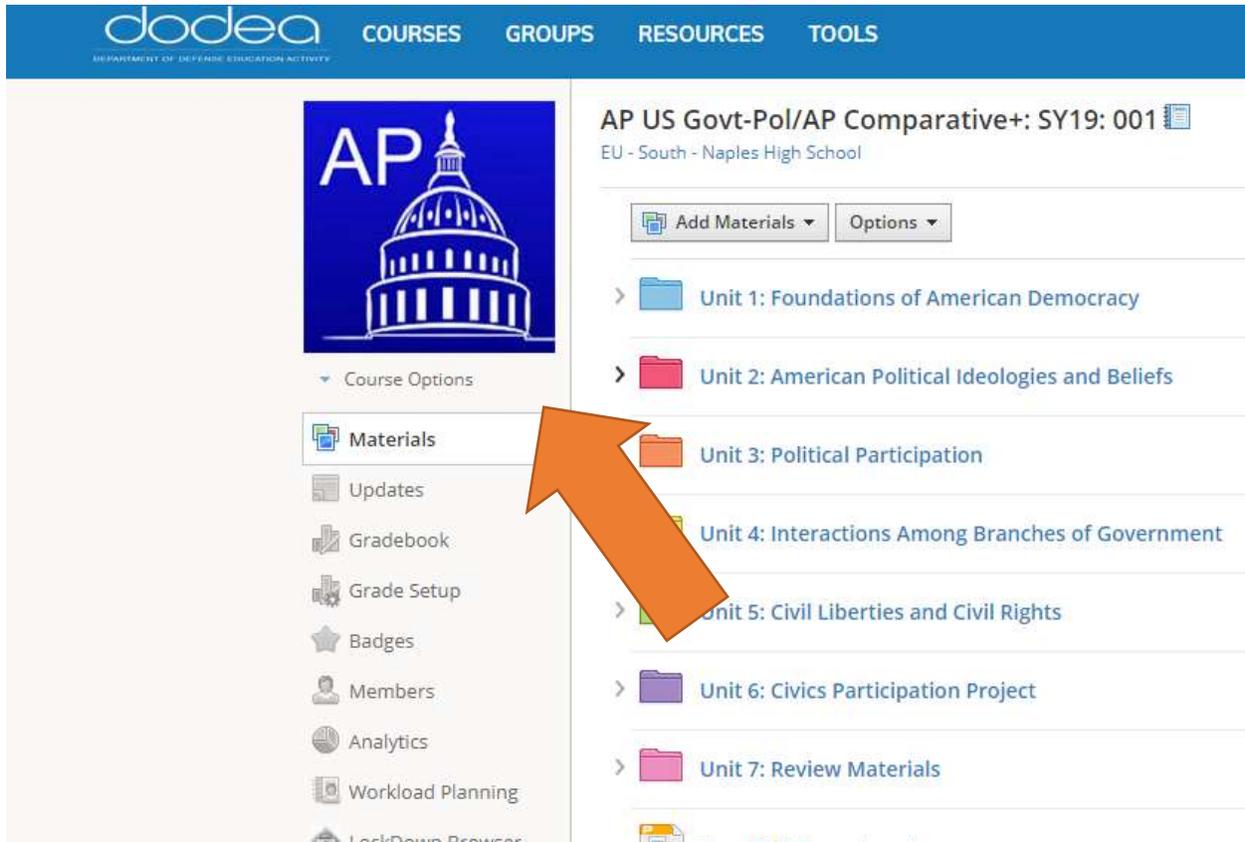


***Without a schoology course, you will not be able to get Cengage resources. You can add a course at <https://learn.dodea.edu/self-service/> or by seeing your school ET. Instructions start on page 5.**

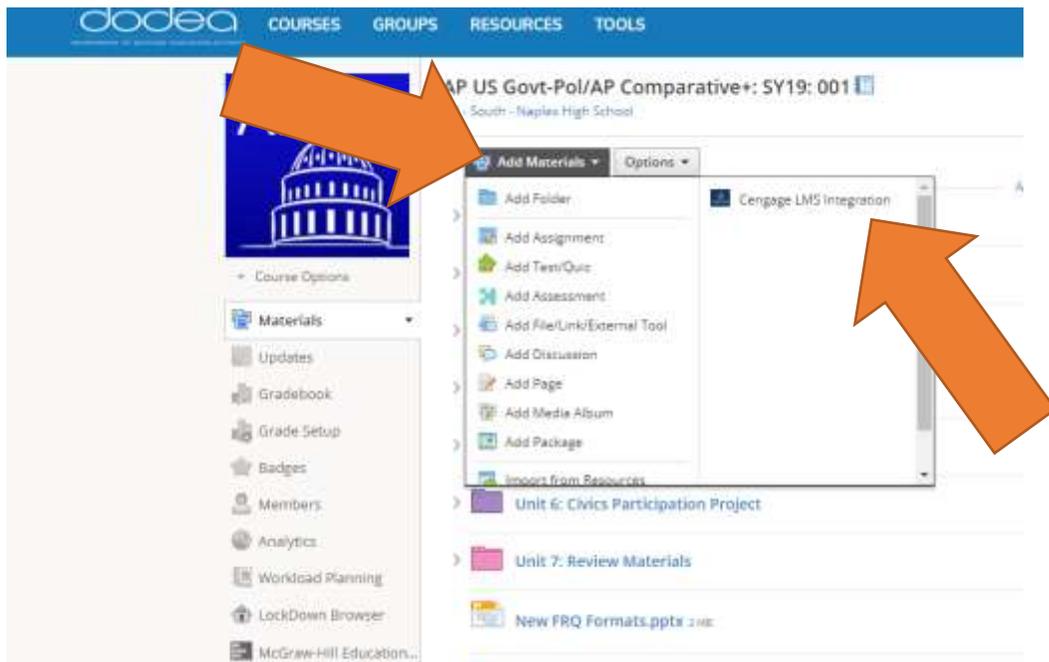
**** Please only add Cengage materials for the course you are teaching.**

Cengage Online Access Instructions
AP Pysch, AP Gov, AP Comp Gov, APUSH, AP Econ

Once in the course, look on the left hand side for the materials button.



Click on the Add Materials button. Then select “Cengage LMS Integration”.



***Without a schoology course, you will not be able to get Cengage resources. You can add a course at <https://learn.dodea.edu/self-service/> or by seeing your school ET. Instructions start on page 5.**

**** Please only add Cengage materials for the course you are teaching. .**

Cengage Online Access Instructions
AP Pysch, AP Gov, AP Comp Gov, APUSH, AP Econ

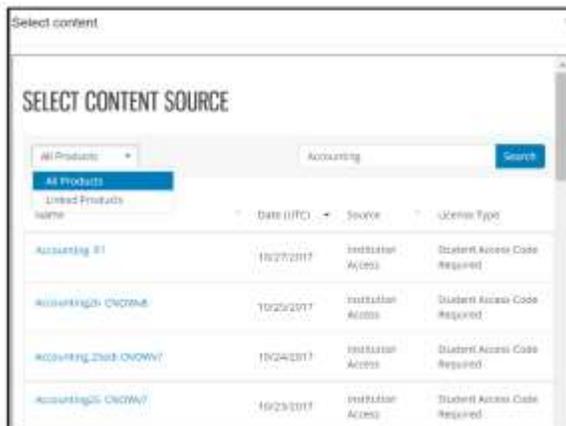
Linking Your Cengage Account and Creating Your Cengage Course

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.



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](#).



***Without a schoology course, you will not be able to get Cengage resources. You can add a course at <https://learn.dodea.edu/self-service/> or by seeing your school ET. Instructions start on page 5.**

**** Please only add Cengage materials for the course you are teaching.**

Cengage Online Access Instructions
AP Pysch, AP Gov, AP Comp Gov, APUSH, AP Econ

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.

***Without a schoology course, you will not be able to get Cengage resources. You can add a course at <https://learn.dodea.edu/self-service/> or by seeing your school ET. Instructions start on page 5.**

**** Please only add Cengage materials for the course you are teaching. .**

Cengage Online Access Instructions
AP Pysch, AP Gov, AP Comp Gov, APUSH, AP Econ

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", a date picker for "Course Start Date", a date picker for "Course End Date", a text field for "Course Days/Times", and a text field for "Section". Each of the first three fields has a red asterisk indicating it is required.

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" section of a course in Schoology. On the left, there is a sidebar with "Course Options" and "Materials". The main area shows a "MindTap Course" link with a gear icon. Above the link are buttons for "Add Materials" and "Options". 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/

Congratulations! You are online with your Cengage materials!

***Without a schoology course, you will not be able to get Cengage resources. You can add a course at <https://learn.dodea.edu/self-service/> or by seeing your school ET. Instructions start on page 5.**

**** Please only add Cengage materials for the course you are teaching. .**

This job-aid will walk you through E-Learning Portal self-service. The self-service area is where teachers and ETs can create courses and enroll students tied to the Aspen Student Information System. New Group and Course requests are also submitted in the self-service. Start at the E-Learning Portal located at <https://learn.dodea.edu>.

The screenshot shows the homepage of the DoDEA eLearning Portal. The page has a teal background with a large white circular logo in the center that says "WELCOME TO the DODEA E-LEARNING PORTAL EST. 2014". Below the logo, there is a text block: "We've put together some awesome resources to help you access Enterprise Educational tools offered by DoDEA." Below this text is a dark teal button with a white lock icon and the word "Login". A red box highlights the "Login" button, and a red arrow points from a text box on the left to the button. The text box contains the instruction: "1. Click Login. Login with either your student.dodea.edu google account or your manually created account." The top navigation bar includes the "dodea" logo, "Home", "News", "Training", and "Self Service" menus, and a "Log in" link.

1. Click Login. Login with either your student.dodea.edu google account or your manually created account.

We've put together some awesome resources to help you access Enterprise Educational tools offered by DoDEA.

Login

Register your DoDEA eLearning Portal account

The screenshot shows the user dashboard after logging in. The top navigation bar now includes the "dodea" logo, "Home", "News", "Training", and "Self Service" menus, and a user profile section with "Hello, Jonathan Barkand" and a "Log out" link. The main content area features the same "WELCOME TO the DODEA E-LEARNING PORTAL EST. 2014" logo. Below the logo is a light blue box with the text: "Hi, Jonathan Barkand" and "Here are some of the things you can do:". Below this text is a list of four links: "Login to Schoology", "Access Training Resources", "Create Courses and Enroll Students", and "Reset my eLearning Portal Password". A red box highlights the "Create Courses and Enroll Students" link, and a red arrow points from a text box on the left to the link. The text box contains the instruction: "2. Click Create Courses and Enroll Students."

2. Click Create Courses and Enroll Students.

Hi, Jonathan Barkand
Here are some of the things you can do:

- Login to Schoology
- Access Training Resources
- Create Courses and Enroll Students
- Reset my eLearning Portal Password

Self Service

Welcome to the DoDEA eLearning Self Service Portal. From this page, you can choose to manage your [courses](#), [enroll your students](#) (if they are scheduled in Aspen), or request the creation of a [group or course](#) in the Schoology LMS. Please select an option below to begin.



Manage Courses & Enrollments

If you're a Teacher, School Administrator or Educational Technologist, you can create courses in Schoology and enroll your students!

3. Click **Manage Courses & Enrollments**.



Group & Course Creation Request

Need a collaborative space to share ideas with faculty at your school or across the organization? Teaching a Professional Development course for credit? Submit a request to have a Schoology Group or Course created!

Search Search

TRAINING EVENTS

LMS training for Educational Technologists (Session 2)
8/12/2014 - 8/13/2014

TECHNICAL SUPPORT

Having technical troubles? Contact the DoDEA Information Technology Service Desk for support.

Powered By **kayako**

Get Help Now

dodea.edu/self-service/group-creation-request

Manage Courses & Enrollments

From this page, you can create courses in the Schoology LMS and even enroll your students! This system is attached to the [Aspen Student Information System \(SIS\)](#), so if there is an irregularity with the data displayed below, please double check Aspen to ensure it has been entered correctly.

If you would like to create an unstructured resource sharing site or a **Group** instead, please review the [Group Creation Request](#) page for additional information.

4. Be sure to read and verify your profile information. If anything needs changed, you must talk to local Educational Technology (ET) to change the information in Aspen.

My Profile:

| | |
|------------------|------------------------------------|
| Name: | Jonathan Barkand |
| School: | DoDEA Virtual High School |
| Position: | Ed Technologist |
| Username: | jonathan.barkand |
| Email: | jonathan.barkand@student.dodea.edu |

Courses I can manage:

(0 of 63 courses selected)

| Course Name & Section School Code | Course Teacher | Create Course | Enroll Students |
|-----------------------------------|----------------|------------------|------------------|
| | | Select/Clear All | Select/Clear All |
| AP Art History+ (SY1415: 001) | | | |

Search Search

Powered By **kayako**

Get Help Now

It is recommended to create a course before enrolling students. This gives you an opportunity to prepare your course before students see it. The synchronize process will immediately create your course and enroll you as the admin.

My Profile:

| | |
|------------------|------------------------------------|
| Name: | Jonathan Barkand |
| School: | DoDEA Virtual High School |
| Position: | Teacher |
| Username: | jonathan.barkand |
| Email: | jonathan.barkand@student.dodea.edu |

5. If you are listed as a teacher in a course it will show in the list. Place a checkmark in the **Create Course** column to create a new course. When ready click the blue button at the bottom labeled **Synchronize Courses Now**.

Courses I can manage:

| Course Name & Section School Code | Course Teacher | Create Course | Enroll Students |
|---|------------------|-------------------------------------|--------------------------|
| | | Select/Clear All | Select/Clear All |
| AP Art History+ (SY1415: 001) 11372_1415_ARA6110T_YR_001 | Jonathan.Barkand | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AP Biology+ (SY1415: 001) 11372_1415_SCB6120T_YR_001 | Jonathan.Barkand | <input type="checkbox"/> | <input type="checkbox"/> |

of 63 courses selected

Synchronize Courses Now

Manage Courses & Enrollments

From this page, you can create courses in the Schoology LMS and even enroll your students! This system is attached to the [Aspen Student Information System \(SIS\)](#), so if there is an irregularity with the data displayed below, please double check Aspen to ensure it has been entered correctly.

If you would like to create an unstructured resource sharing site or a **Group** instead, please review the [Group Creation Request](#) page for additional information.

Completed processing requests for **1** course(s). The output is below.

[hide results](#)

✔ Successfully created course **11372_1415_ARA6110T_YR_001**.

✔ Synchronized **11372_1415_ARA6110T_YR_001** and enrolled Jonathan.Barkand@student.dodea.edu as **Course Admin**.

6. Click the **Show Results** link to show additional information. If successful the course will be created and the teacher will be enrolled in the course.

When you are ready for students to have access to your course, you will first go back to the Manage Course Enrollments page. To enroll students, check mark the box under **Enroll Students**. The enrollments will process immediately and students will be enrolled. As new students are added to your course(s) in Aspen, you will need to periodically run this process. You can also manually enroll your students in Schoology through the **Members** tab in your course. Also, students will not be automatically un-enrolled from your course in Schoology if they are dropped in Aspen, you will need to manually remove the students.

| | | | |
|---|------------------|-------------------------------------|-------------------------------------|
| Web Design (SY1415: 002) 11372_1415_PT14070T_S2_002 | Jonathan.Barkand | <input type="checkbox"/> | <input type="checkbox"/> |
| WordPress Sfwr App (SY1415: 001) 11372_1415_PT13030T_S1_001 | Jonathan.Barkand | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | | Select/Clear All | Select/Clear All |

2 of 63 courses selected

Notice: Enrolling students will make the selected course immediately available to them. If changes need to be made to the course prior to enrolling students, first create the course then come back and enroll the students when the course is ready to be made available.

Yes, I Understand The Effects Of Enrolling Students Into The Selected Courses

[Synchronize Courses Now](#)