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.
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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”.

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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.

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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 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.

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

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.

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/ims_docs/system_check/popupspassed/

Congratulations! You are online with your Cengage materials!

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** 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.

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

2. Click Create Courses and Enroll Students.
3. Click Manage Courses & Enrollments.

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.
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.

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.
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.

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.

- Successfully created course 11372_1415_ARA6110T_YR_001.

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