



## Student Brief Start Guide to MindTap

### *Contents*

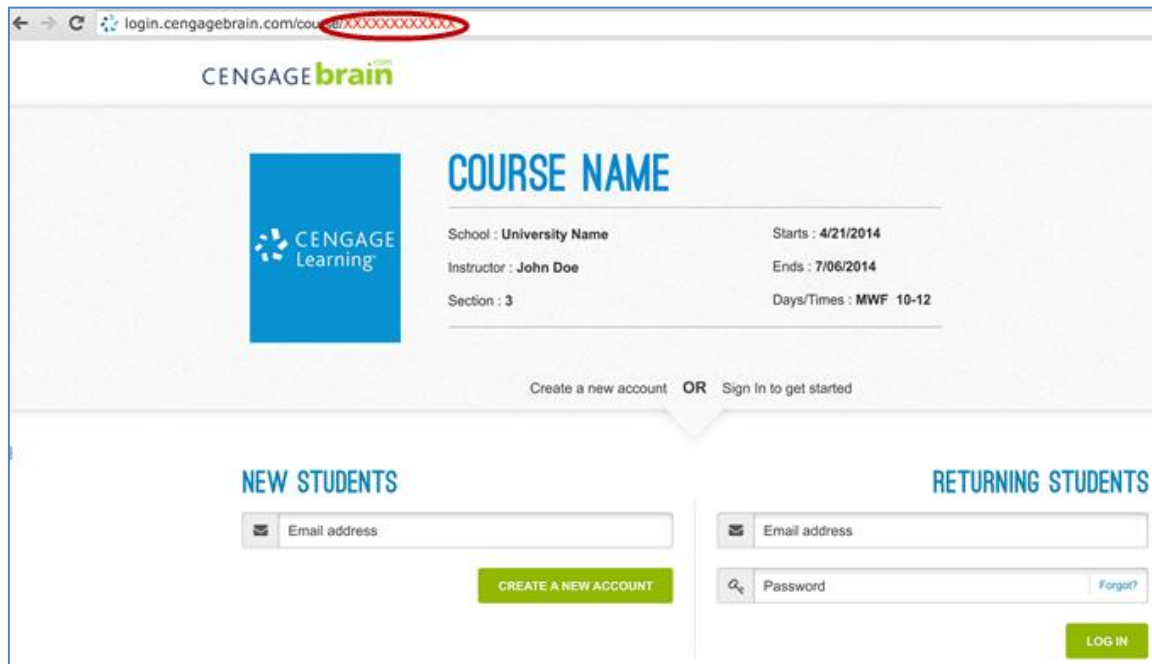
<b>Introduction</b>	<b>2</b>
<b>Logging into a MindTap Course</b>	<b>3</b>
First Time Login	4
<b>Inside Your MindTap Course</b>	<b>8</b>
Navigating a MindTap Reading	11
<b>Homework and Quizzes</b>	<b>14</b>
Information about Assignments	14
Viewing Assignment Status and Scores	15
Inline Assignments	15
Beginning an Assignment	16
<b>Progress App</b>	<b>18</b>
<b>Support</b>	<b>21</b>

## Introduction

Welcome to MindTap. It's a customized Personal Learning Experience. Your instructor has set up this MindTap course so that everything you need is included: readings, study tools, videos, homework, quizzes and other Activities. MindTap is browser-based, so you can use it on a computer that has a recent version of Google Chrome, Firefox or Internet Explorer on a PC, or Safari on a Mac. This guide explains how to get started in your MindTap course.

## Logging into a MindTap Course

Whether you're logging in for the first time or returning to your course, navigate to the course registration URL your instructor gave you.

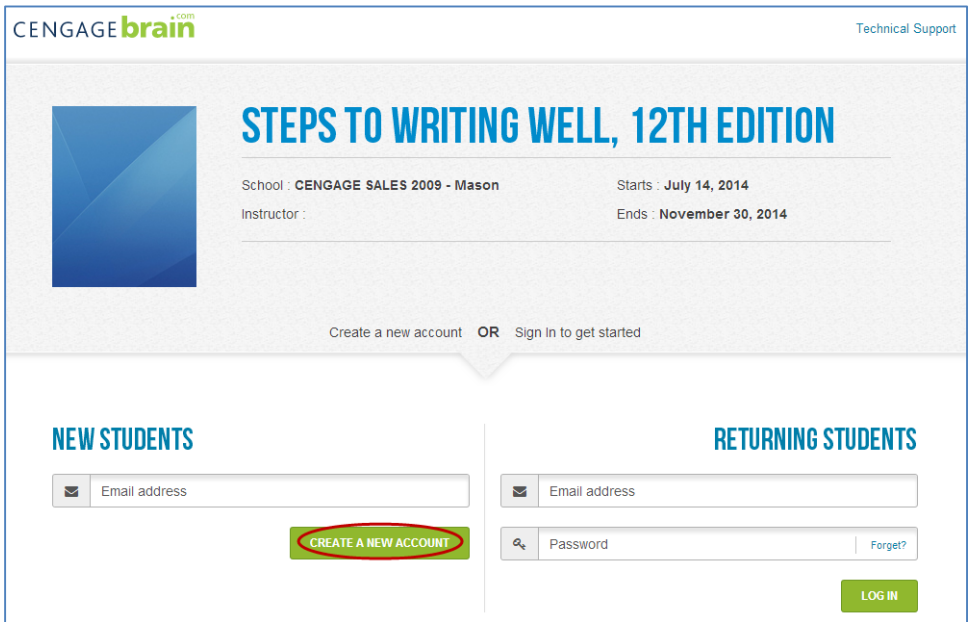
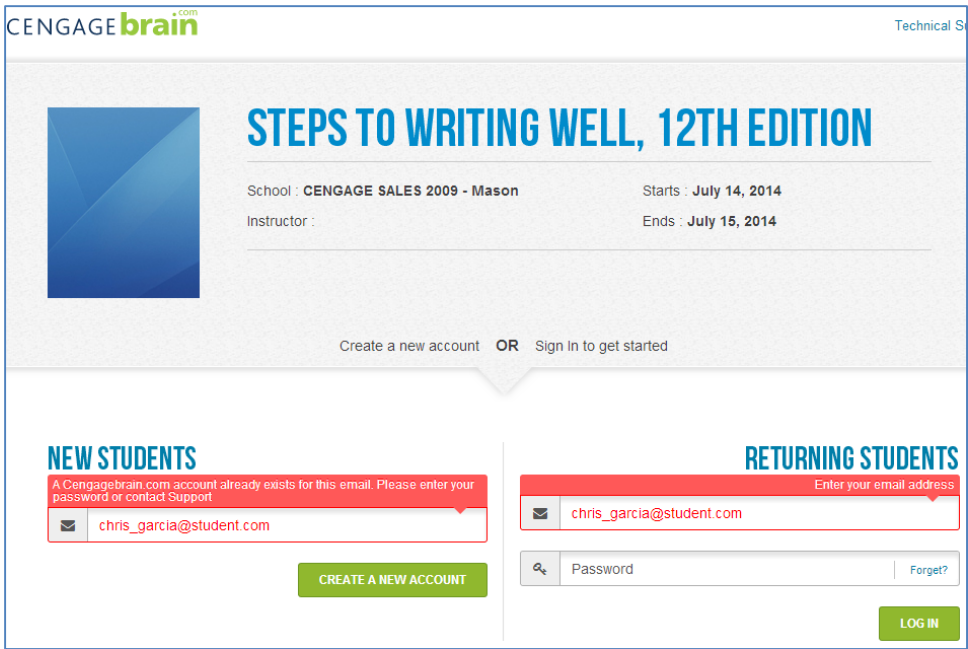


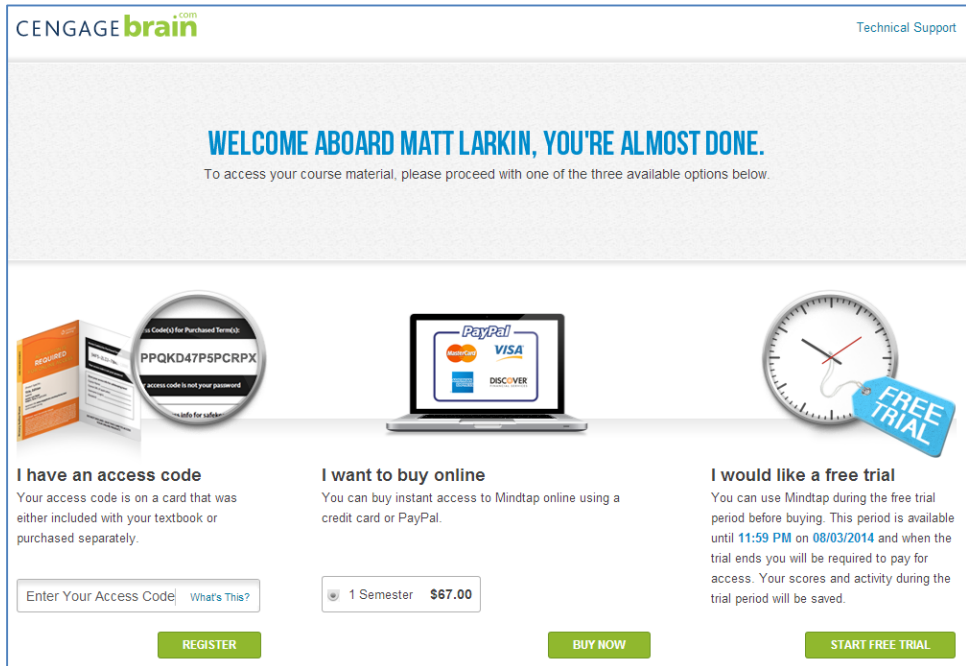
The screenshot shows a web browser window with the address bar displaying `login.cengagebrain.com/course/XXXXXXXXXXXX`, where the course ID is circled in red. The page header features the Cengage Brain logo. Below the header, there is a course registration form. On the left is the Cengage Learning logo. To its right, the text "COURSE NAME" is displayed. Below this, course details are listed: "School : University Name", "Instructor : John Doe", and "Section : 3". To the right of these details, the course schedule is shown: "Starts : 4/21/2014", "Ends : 7/06/2014", and "Days/Times : MWF 10-12". Below the course details, there is a link to "Create a new account" followed by "OR" and a link to "Sign In to get started". The page is divided into two main sections: "NEW STUDENTS" and "RETURNING STUDENTS". The "NEW STUDENTS" section has an "Email address" input field and a green "CREATE A NEW ACCOUNT" button. The "RETURNING STUDENTS" section has an "Email address" input field, a "Password" input field with a "Forgot?" link, and a green "LOG IN" button.

**NOTE:** Bookmark this page so you can easily return. Sign in to navigate to your existing course.


## First Time Login

The first time you log in to your MindTap course, follow these steps:

Step	Action
1	<p>Enter your e-mail address under New Students. Click <b>Create an Account</b>.</p>  <p><b>NOTE:</b> If you are already registered, a warning displays. Enter your e-mail address and password under Returning Students.</p> 

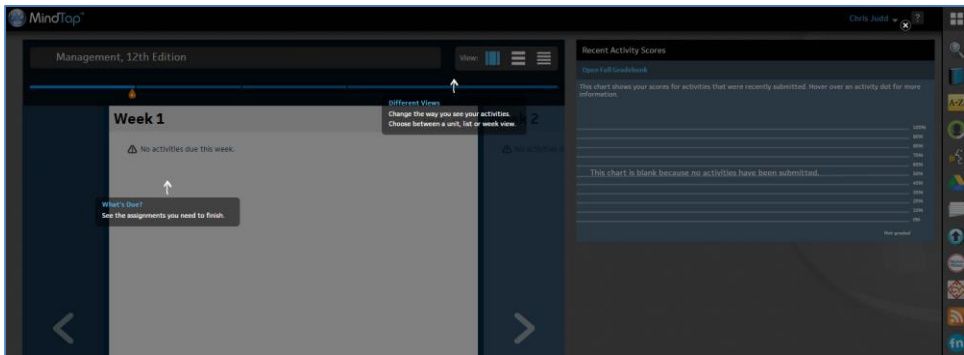
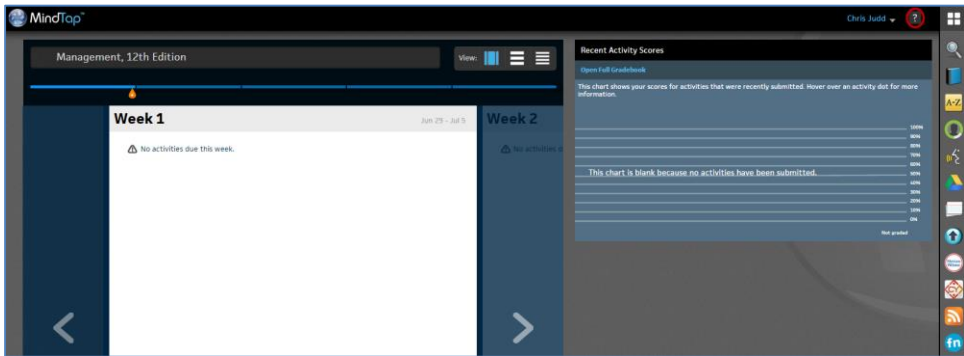
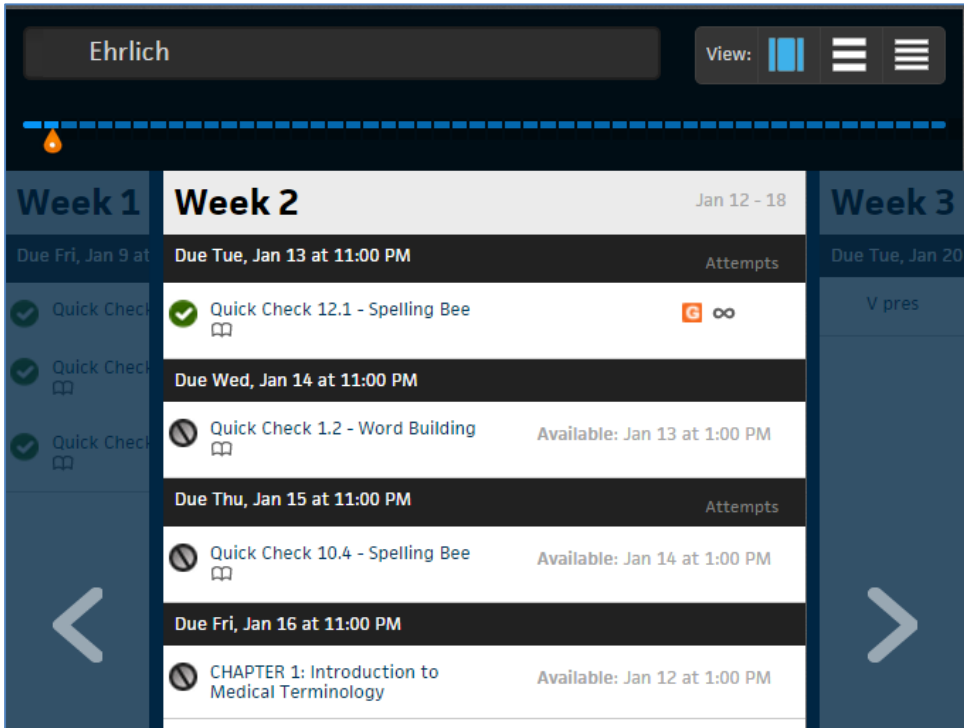
Step	Action
2	<p>Complete the fields. Click <b>CREATE MY ACCOUNT</b>.</p> 
3	<p>Select a payment option.</p>  <p>You can register your access code, buy the product online or use a free trial. Result: The MindTap Service Agreement displays.</p>

Step	Action
4	<p>Scroll down to accept the <b>MindTap Service Agreement</b>.</p> <div> <div>MINDTAP SERVICE AGREEMENT</div> <div>Updated June 4, 2012</div> <div> <p>This agreement is between you and Cengage Learning, Inc. ("Cengage") and describes the terms that apply to the provision and use of MindTap. You and Cengage (collectively, the "parties") agree as follows:</p> <p><b>1. Agreement Structure.</b></p> <p>1. Cengage is willing to provide MindTap (and the MindTap Offerings) to you only on the condition that you first accept this agreement. YOU ACCEPT THIS AGREEMENT BY (1) SIGNING AN OFFLINE ORDER, (2) CLICKING THE "I ACCEPT" BUTTON (OR FUNCTIONAL EQUIVALENT) WHERE THIS OPTION IS MADE AVAILABLE TO YOU AS PART OF AN ONLINE ORDER, (3) OPENING A PACKAGE THAT STATES THE OPENING OF THAT PACKAGE WILL INDICATE YOUR ACCEPTANCE OF THIS AGREEMENT, OR (4) ACTUALLY ACCESSING OR USING MINDTAP (IN WHICH CASE, YOUR USE OF MINDTAP CONSTITUTES ACCEPTANCE OF THIS AGREEMENT FROM THAT POINT ONWARDS). IF YOU ARE ACCEPTING THIS AGREEMENT ON BEHALF OF AN INSTITUTION, COMPANY, OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU ARE DULY AUTHORIZED TO BIND THAT ENTITY TO THIS AGREEMENT. IF YOU DO NOT HAVE THAT AUTHORITY, OR IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, YOU MUST NOT ACCEPT THIS AGREEMENT (AND YOU MUST CLICK THE "I DECLINE" BUTTON (OR FUNCTIONAL EQUIVALENT) WHERE THIS OPTION IS MADE AVAILABLE TO YOU AS PART OF THE ONLINE ORDER) AND YOU SHALL NOT ACCESS OR USE MINDTAP. All capitalized terms used in this agreement have the meanings stated in section 21 (Definitions) unless stated otherwise.</p> <p>2. Access to MindTap is void where prohibited. MindTap is intended solely for use by (1) individuals who are 13 years of age or older and (2) individuals under the age of 18 who are currently in high school or college. Any registration by use of or access to MindTap by anyone under 13 or by</p> <p>12. The term "including," whenever used in any provision of this agreement, means including but without limiting the generality of any description preceding or succeeding that term. Whenever reference is made in this agreement to "days," the reference means calendar days, not business days, except as otherwise specified. The headings of this agreement are for reference only and do not affect the meaning or interpretation of this agreement.</p> <p>23. <b>Contact Information.</b> Except as otherwise stated on MindTap, MindTap is offered by Cengage Learning, Inc., a Delaware corporation, located at 200 First Stamford Place, Stamford, CT 06902. If you notice that any user is violating this agreement, please contact Cengage at the notice address stated in section 20.</p> <p>©2012 Cengage Learning, Inc. All rights reserved.</p> <div> <div>Accept</div> <div>Decline</div> </div> </div> </div>

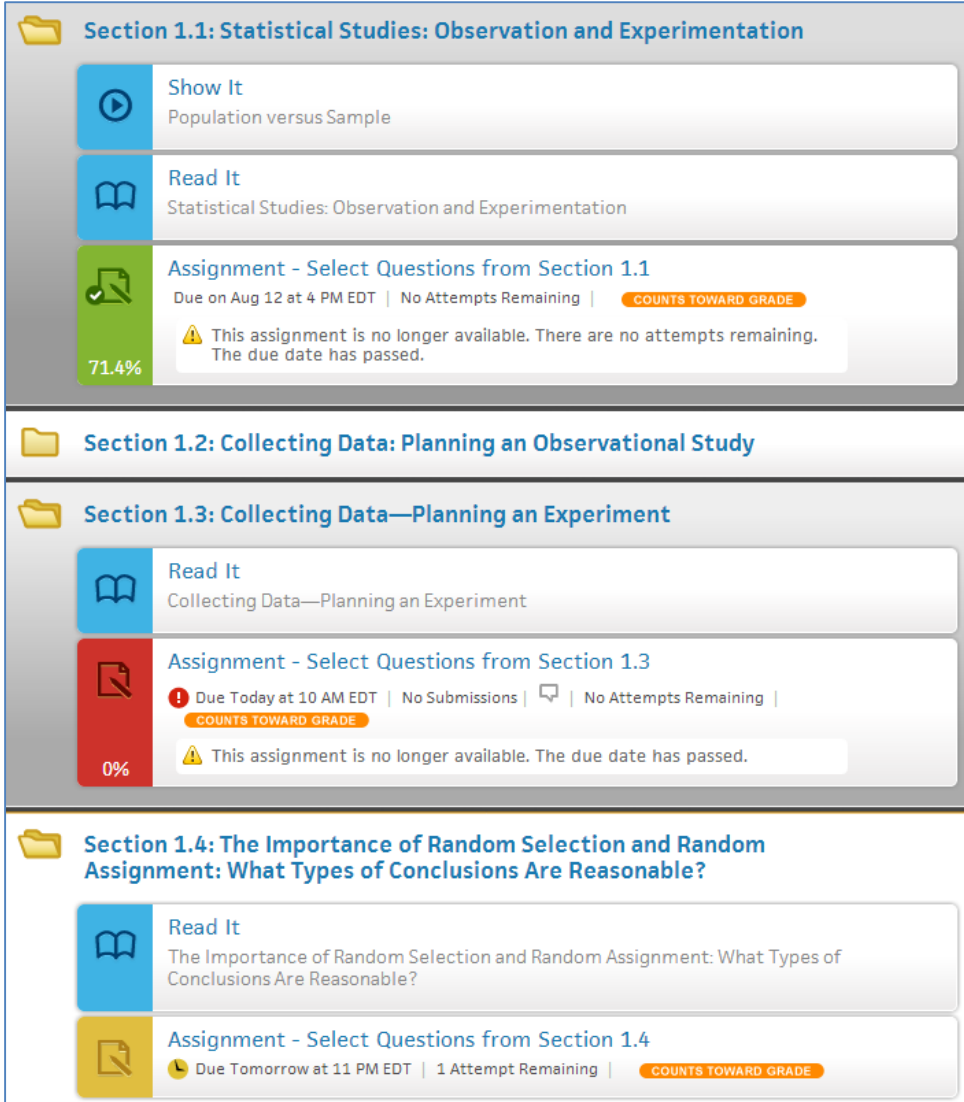
Step	Action
5	<p>Click <b>Enter</b> when you see the MindTap Welcome screen to enter your MindTap course.</p> 

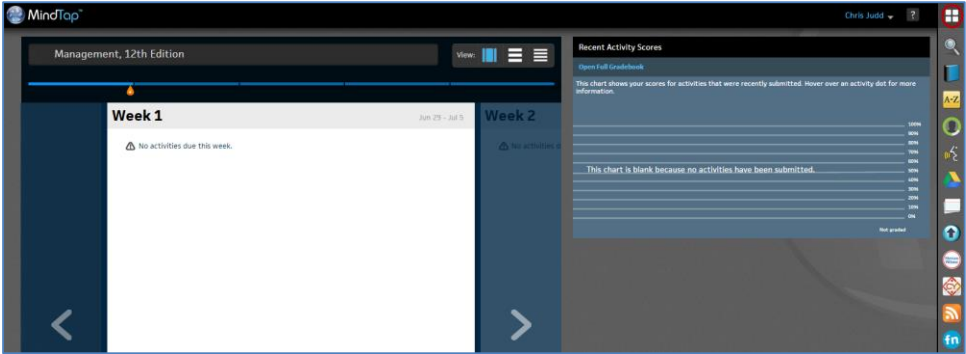
## Inside Your MindTap Course

Once you're in your MindTap course, here's how it looks:

Function	Looks like this...
The first time you open your MindTap course, <b>Help</b> displays. <b>Help</b> explains where to find everything.	
Click the [?] icon at the top right to see <b>Help</b> anytime. Click the close icon to hide <b>Help</b> .	
This is the Week View, MindTap's standard default view. In this Week View, each Activity displays by due date. Click to open an Activity.	

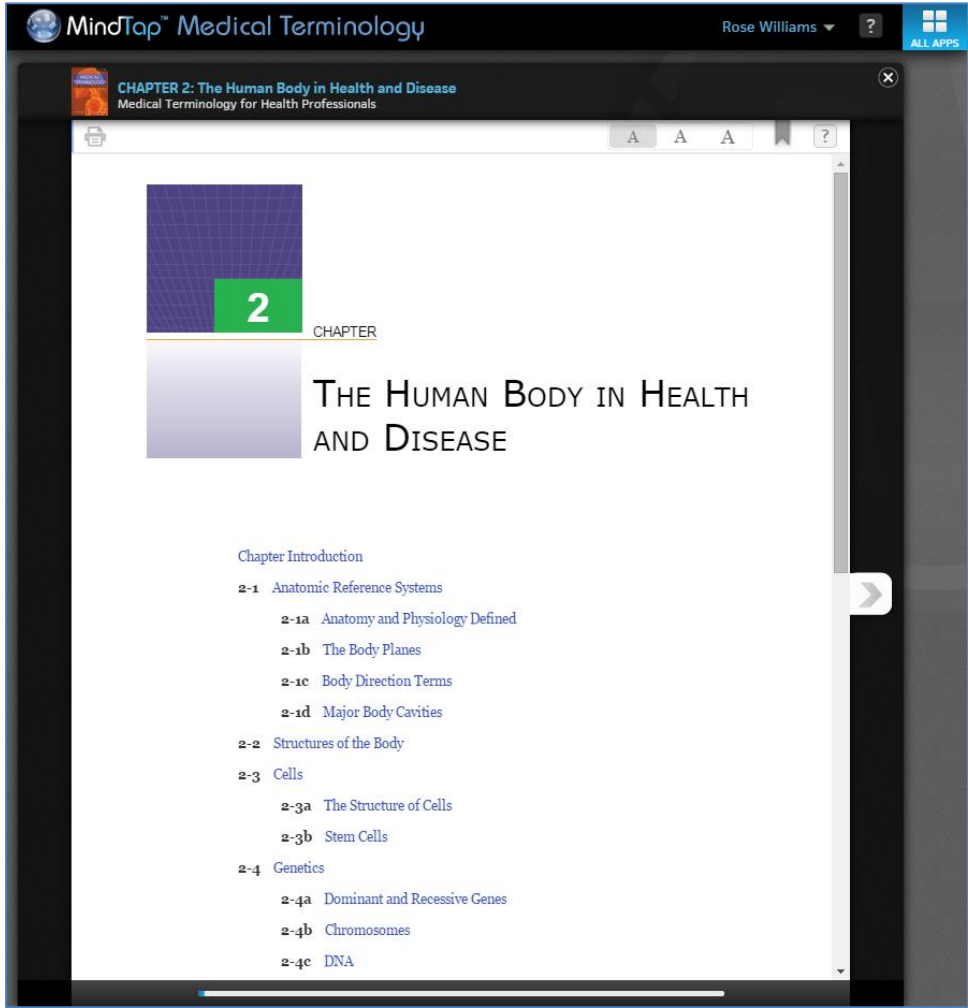


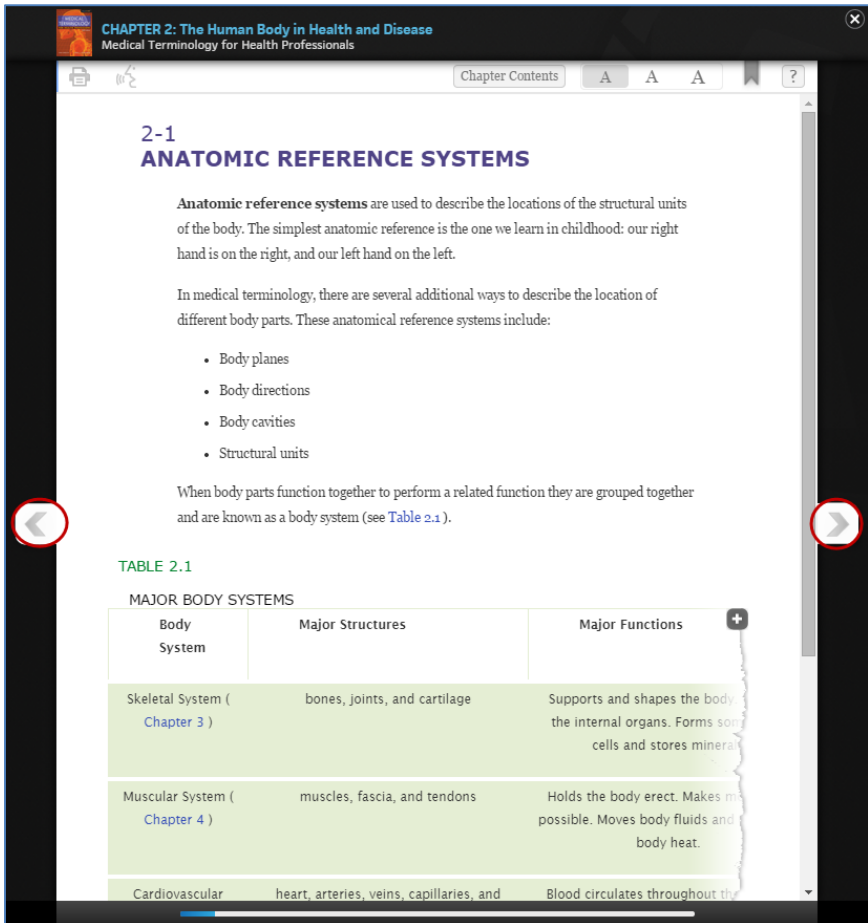
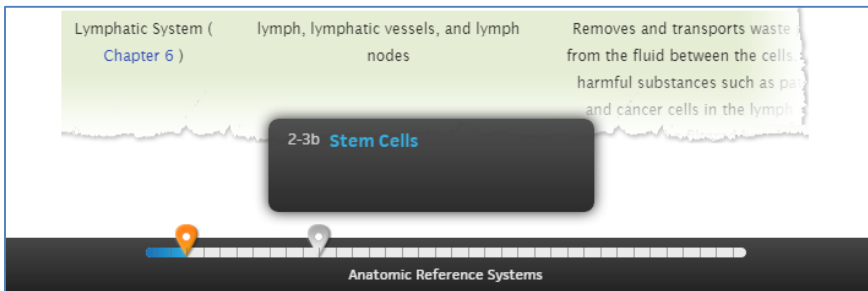
Function	Looks like this...
<p>The icons on the left have different colors depending on the status of the activity:</p> <ul style="list-style-type: none"> <li>■ Blue: You have not started the Activity.</li> <li>■ Blue with ellipses: The Activity is in progress.</li> <li>■ Green: You completed the Activity.</li> <li>■ Yellow: The Activity is due within three days.</li> <li>■ Red: The Activity is past due.</li> <li>■ Gray: The Activity is not available.</li> </ul>	 <p>The screenshot displays a course interface with four sections, each containing a folder icon and a title. Each section lists activities with icons and status information.</p> <ul style="list-style-type: none"> <li><b>Section 1.1: Statistical Studies: Observation and Experimentation</b> <ul style="list-style-type: none"> <li><b>Show It</b> (Blue icon with play button): Population versus Sample</li> <li><b>Read It</b> (Blue icon with book): Statistical Studies: Observation and Experimentation</li> <li><b>Assignment - Select Questions from Section 1.1</b> (Green icon with checkmark): Due on Aug 12 at 4 PM EDT   No Attempts Remaining   COUNTS TOWARD GRADE. A warning message states: "This assignment is no longer available. There are no attempts remaining. The due date has passed." The progress bar shows 71.4%.</li> </ul> </li> <li><b>Section 1.2: Collecting Data: Planning an Observational Study</b></li> <li><b>Section 1.3: Collecting Data—Planning an Experiment</b> <ul style="list-style-type: none"> <li><b>Read It</b> (Blue icon with book): Collecting Data—Planning an Experiment</li> <li><b>Assignment - Select Questions from Section 1.3</b> (Red icon with document): Due Today at 10 AM EDT   No Submissions   No Attempts Remaining   COUNTS TOWARD GRADE. A warning message states: "This assignment is no longer available. The due date has passed." The progress bar shows 0%.</li> </ul> </li> <li><b>Section 1.4: The Importance of Random Selection and Random Assignment: What Types of Conclusions Are Reasonable?</b> <ul style="list-style-type: none"> <li><b>Read It</b> (Blue icon with book): The Importance of Random Selection and Random Assignment: What Types of Conclusions Are Reasonable?</li> <li><b>Assignment - Select Questions from Section 1.4</b> (Yellow icon with document): Due Tomorrow at 11 PM EDT   1 Attempt Remaining   COUNTS TOWARD GRADE.</li> </ul> </li> </ul>



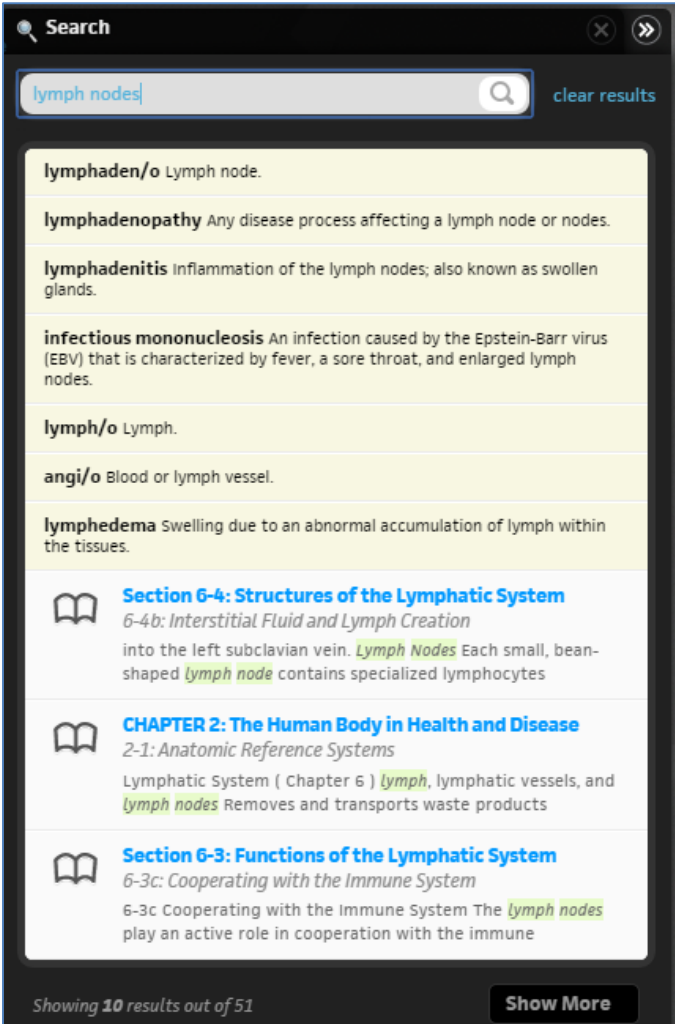
Function	Looks like this...
<p>The App dock displays on the far right of the MindTap.</p> <p>Each icon represents an App in your MindTap course.</p> <p>Different courses have different apps.</p> <p>Click the icon to open the App.</p>	 A screenshot of the MindTap web application interface. The top header shows the 'MindTap' logo, the course title 'Management, 12th Edition', and a user profile 'Chris Judd'. The main content area is divided into two columns: 'Week 1' (Jun 25 - Jul 5) and 'Week 2'. Both weeks show a message: 'No activities due this week.' On the right side, there is a 'Recent Activity Scores' section with a message: 'This chart is blank because no activities have been submitted.' On the far right, there is a vertical 'App dock' containing various icons for different applications. The interface is dark-themed with blue and white text.

**Navigating a MindTap Reading**

There are several ways to navigate a Reading Activity:

Function	Looks like this...
You can select a topic in the Chapter Introduction to go to the section in the reading.	

Function	Looks like this...												
<p>Click the right and left arrow to move forward or back.</p> <p><b>NOTE:</b> MindTap remembers your location in Reading Activities. You return to your previous location when you select a chapter.</p>	 <p><b>CHAPTER 2: The Human Body in Health and Disease</b> Medical Terminology for Health Professionals</p> <p>Chapter Contents A A A ?</p> <h2>2-1 ANATOMIC REFERENCE SYSTEMS</h2> <p>Anatomic reference systems are used to describe the locations of the structural units of the body. The simplest anatomic reference is the one we learn in childhood: our right hand is on the right, and our left hand on the left.</p> <p>In medical terminology, there are several additional ways to describe the location of different body parts. These anatomical reference systems include:</p> <ul style="list-style-type: none"><li>• Body planes</li><li>• Body directions</li><li>• Body cavities</li><li>• Structural units</li></ul> <p>When body parts function together to perform a related function they are grouped together and are known as a body system (see <a href="#">Table 2.1</a>).</p> <p><b>TABLE 2.1</b> MAJOR BODY SYSTEMS</p> <table><tr><th>Body System</th><th>Major Structures</th><th>Major Functions</th></tr><tr><td>Skeletal System (Chapter 3)</td><td>bones, joints, and cartilage</td><td>Supports and shapes the body, the internal organs. Forms some cells and stores minerals.</td></tr><tr><td>Muscular System (Chapter 4)</td><td>muscles, fascia, and tendons</td><td>Holds the body erect. Makes movement possible. Moves body fluids and body heat.</td></tr><tr><td>Cardiovascular</td><td>heart, arteries, veins, capillaries, and</td><td>Blood circulates throughout the</td></tr></table>	Body System	Major Structures	Major Functions	Skeletal System (Chapter 3)	bones, joints, and cartilage	Supports and shapes the body, the internal organs. Forms some cells and stores minerals.	Muscular System (Chapter 4)	muscles, fascia, and tendons	Holds the body erect. Makes movement possible. Moves body fluids and body heat.	Cardiovascular	heart, arteries, veins, capillaries, and	Blood circulates throughout the
Body System	Major Structures	Major Functions											
Skeletal System (Chapter 3)	bones, joints, and cartilage	Supports and shapes the body, the internal organs. Forms some cells and stores minerals.											
Muscular System (Chapter 4)	muscles, fascia, and tendons	Holds the body erect. Makes movement possible. Moves body fluids and body heat.											
Cardiovascular	heart, arteries, veins, capillaries, and	Blood circulates throughout the											
<p>You can also use the <b>Skimmer</b> to move around a reading.</p> <p>The <b>Skimmer</b> displays at the bottom of the “page”. Drag the orange icon right or left.</p> <p>The blue bar shows you how far you are into the reading.</p>	 <p>Lymphatic System (Chapter 6)</p> <table><tr><th>Body System</th><th>Major Structures</th><th>Major Functions</th></tr><tr><td>Lymphatic System (Chapter 6)</td><td>lymph, lymphatic vessels, and lymph nodes</td><td>Removes and transports waste from the fluid between the cells. Removes harmful substances such as poisons and cancer cells in the lymph system.</td></tr></table> <p>2-3b Stem Cells</p> <p>Anatomic Reference Systems</p>	Body System	Major Structures	Major Functions	Lymphatic System (Chapter 6)	lymph, lymphatic vessels, and lymph nodes	Removes and transports waste from the fluid between the cells. Removes harmful substances such as poisons and cancer cells in the lymph system.						
Body System	Major Structures	Major Functions											
Lymphatic System (Chapter 6)	lymph, lymphatic vessels, and lymph nodes	Removes and transports waste from the fluid between the cells. Removes harmful substances such as poisons and cancer cells in the lymph system.											

Function	Looks like this...
<p>Click the  icon on the App Dock to search for a keyword or page number. Enter the information you want to find.</p> <p>MindTap finds what you're searching for when you click the  icon. Click the blue text to navigate to the reading.</p>	 <p>The screenshot shows a search interface with a search bar containing 'lymph nodes' and a 'clear results' button. Below the search bar, there are several search results listed in a yellow-highlighted box. The results include definitions for 'lymphaden/o', 'lymphadenopathy', 'lymphadenitis', 'infectious mononucleosis', 'lymph/o', 'angi/o', and 'lymphedema'. Below these definitions, there are three book icons representing different sections of the text: 'Section 6-4: Structures of the Lymphatic System', 'CHAPTER 2: The Human Body in Health and Disease', and 'Section 6-3: Functions of the Lymphatic System'. At the bottom of the search results, it says 'Showing 10 results out of 51' and a 'Show More' button.</p>

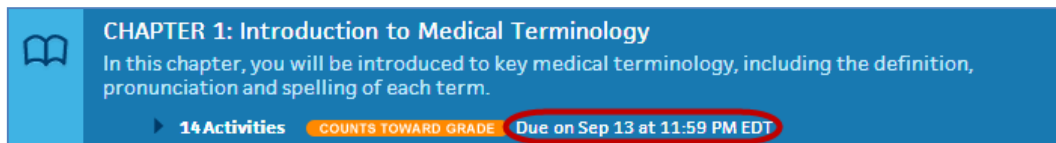
## Homework and Quizzes

Assignments can display on the MindTap Learning Path or embedded inline in Reading Activities.


### Information about Assignments

An assignment can display the following information:

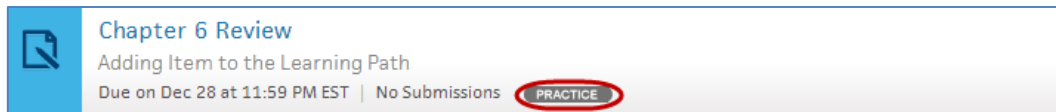
- Available date: The instructor can set a date to make the assignment available. Students cannot take the assignment before that date.
- Due date: The instructor can set a Due date.



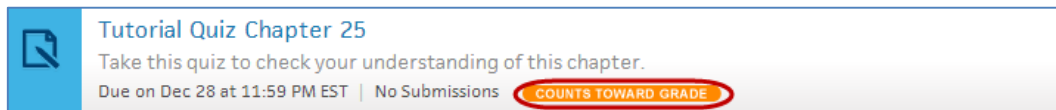
CHAPTER 1: Introduction to Medical Terminology  
In this chapter, you will be introduced to key medical terminology, including the definition, pronunciation and spelling of each term.  
14 Activities COUNTS TOWARD GRADE Due on Sep 13 at 11:59 PM EDT

 **IMPORTANT:** MindTap submits an Activity on the Due date automatically if you made the first attempt at an assignment but did not submit it for a grade.

- Whether the assignment is for practice or counts towards the grade:

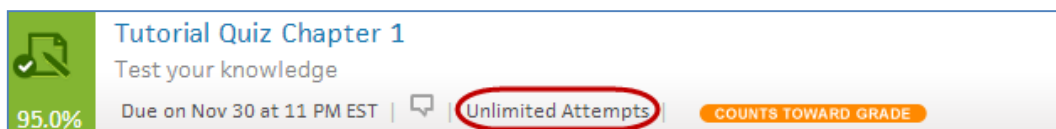


Chapter 6 Review  
Adding Item to the Learning Path  
Due on Dec 28 at 11:59 PM EST | No Submissions PRACTICE



Tutorial Quiz Chapter 25  
Take this quiz to check your understanding of this chapter.  
Due on Dec 28 at 11:59 PM EST | No Submissions COUNTS TOWARD GRADE

- The number of attempts remaining:



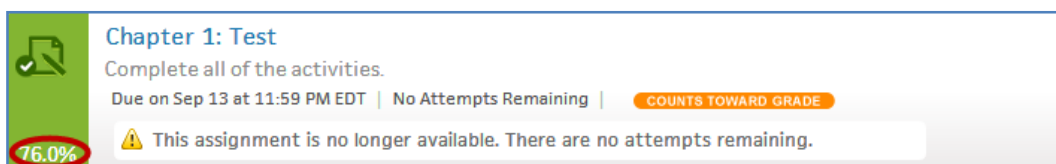
Tutorial Quiz Chapter 1  
Test your knowledge  
95.0% Due on Nov 30 at 11 PM EST | Unlimited Attempts COUNTS TOWARD GRADE


- No attempts remaining:



 This assignment is no longer available. There are no attempts remaining.

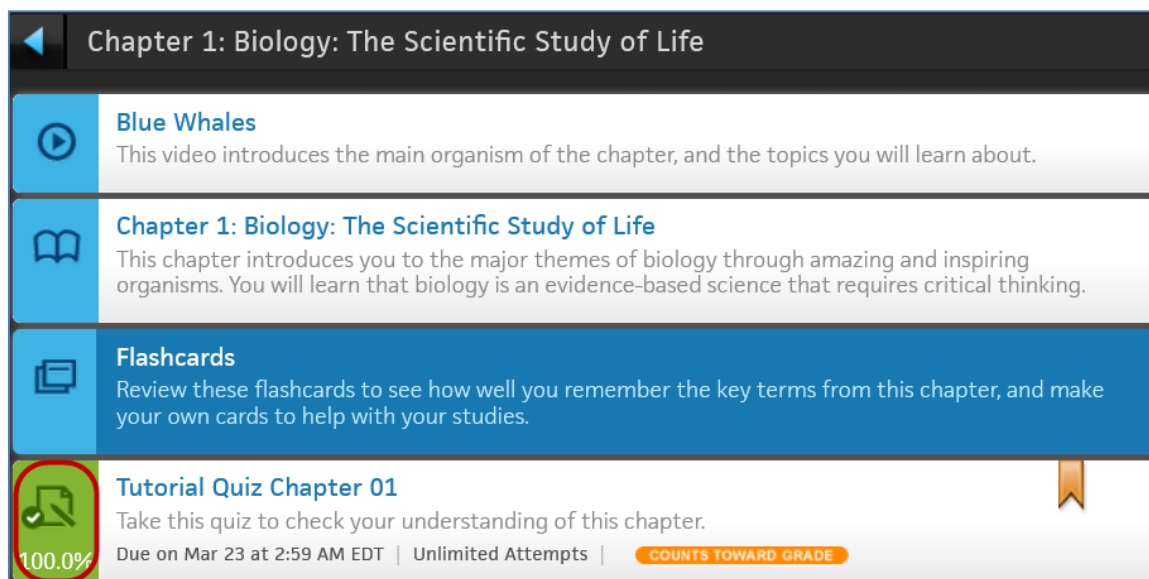
- The score:



Chapter 1: Test  
Complete all of the activities.  
Due on Sep 13 at 11:59 PM EDT | No Attempts Remaining | COUNTS TOWARD GRADE  
76.0%  This assignment is no longer available. There are no attempts remaining.

## Viewing Assignment Status and Scores

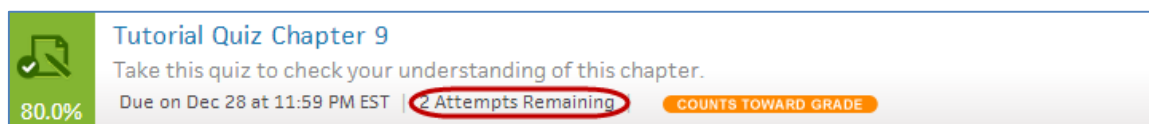
Instructors can configure assignments to allow you to attempt them multiple times. Some assignments allow multiple takes of each question. After an assignment submission, the score displays:



Chapter 1: Biology: The Scientific Study of Life

- Blue Whales**  
This video introduces the main organism of the chapter, and the topics you will learn about.
- Chapter 1: Biology: The Scientific Study of Life**  
This chapter introduces you to the major themes of biology through amazing and inspiring organisms. You will learn that biology is an evidence-based science that requires critical thinking.
- Flashcards**  
Review these flashcards to see how well you remember the key terms from this chapter, and make your own cards to help with your studies.
- Tutorial Quiz Chapter 01**  
Take this quiz to check your understanding of this chapter.  
Due on Mar 23 at 2:59 AM EDT | Unlimited Attempts | COUNTS TOWARD GRADE

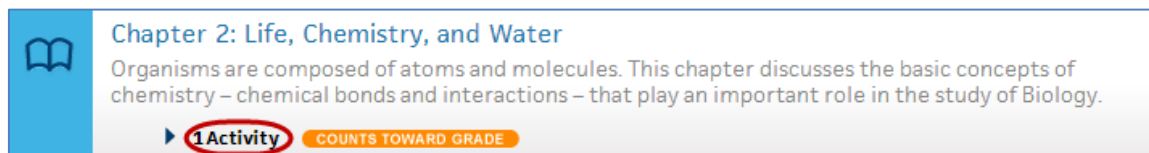
You can take the assignment again to raise your score if there are attempts remaining.



**Tutorial Quiz Chapter 9**  
Take this quiz to check your understanding of this chapter.  
Due on Dec 28 at 11:59 PM EST | 2 Attempts Remaining | COUNTS TOWARD GRADE

## Inline Assignments

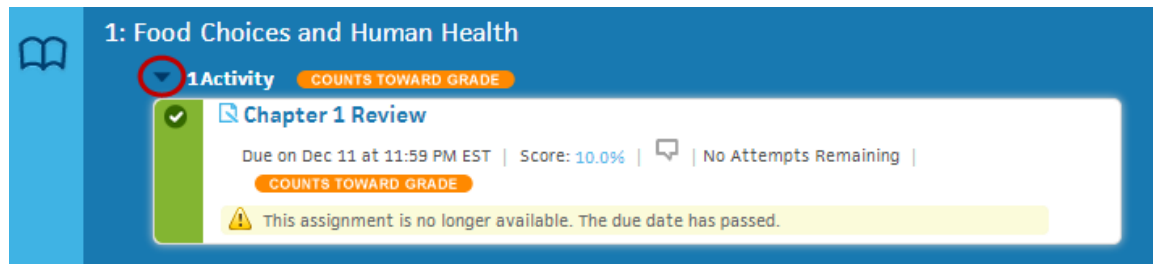
Some Reading Activities contain inline assignments. When you look at the Learning Path, you can see whether there are inline Activities.



**Chapter 2: Life, Chemistry, and Water**  
Organisms are composed of atoms and molecules. This chapter discusses the basic concepts of chemistry – chemical bonds and interactions – that play an important role in the study of Biology.

▶ 1 Activity COUNTS TOWARD GRADE

Click the arrow to see a list of the inline Activities.



**1: Food Choices and Human Health**

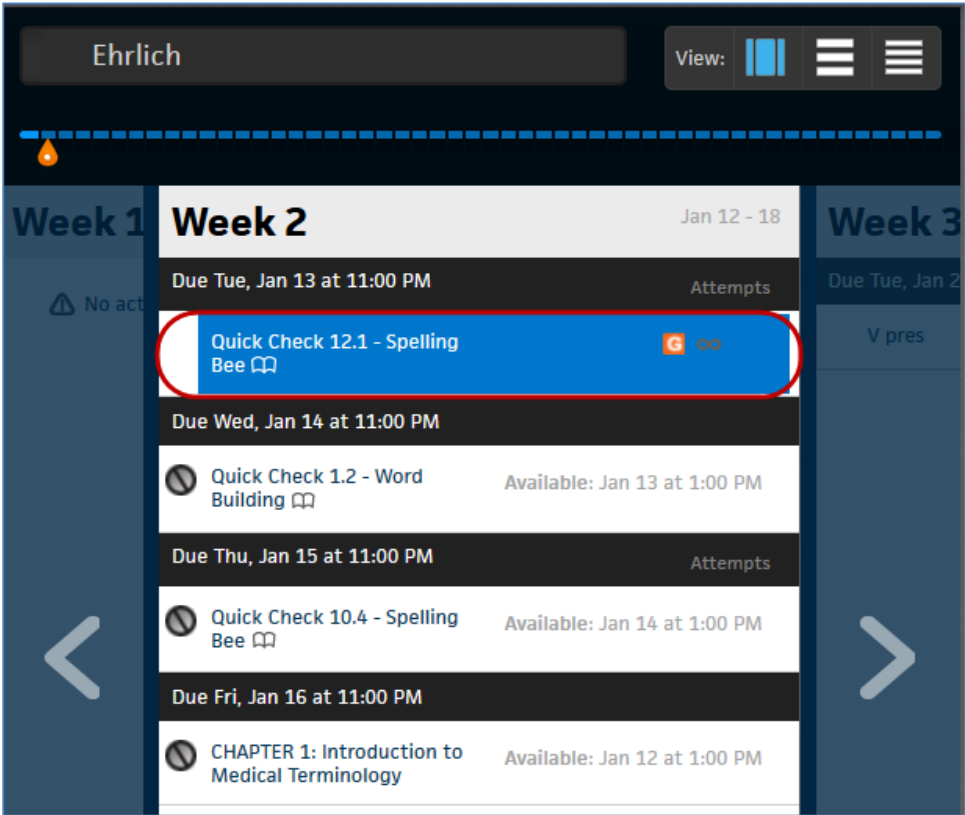
▼ 1 Activity COUNTS TOWARD GRADE

**Chapter 1 Review**  
Due on Dec 11 at 11:59 PM EST | Score: 10.0% | No Attempts Remaining | COUNTS TOWARD GRADE

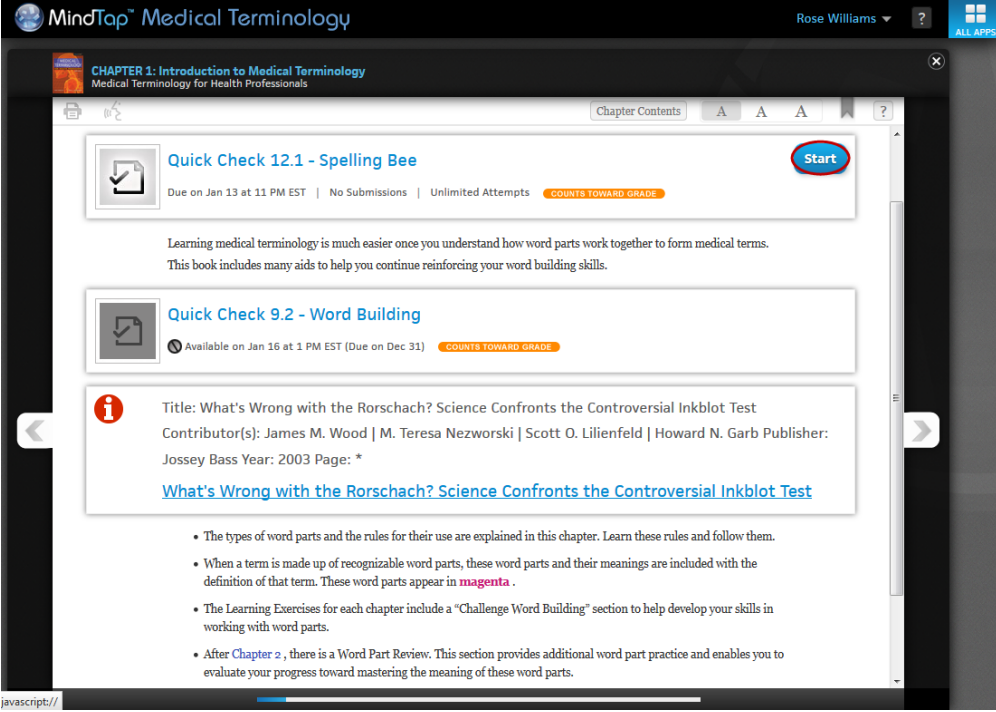
⚠ This assignment is no longer available. The due date has passed.

Beginning an Assignment

Your course contains homework and quizzes. Follow these steps to begin an assignment:

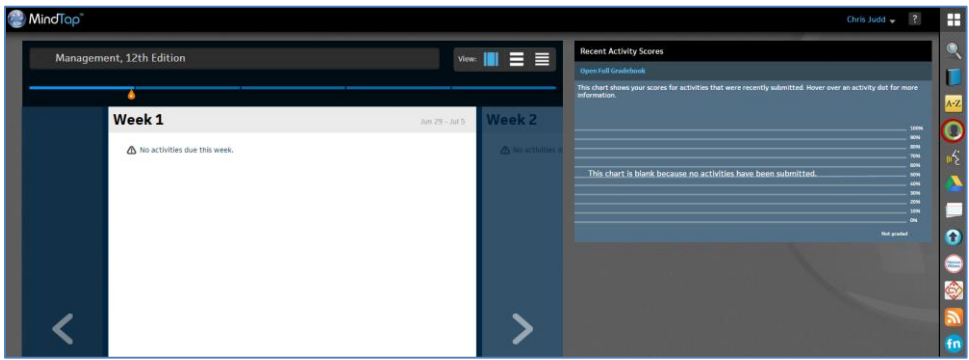
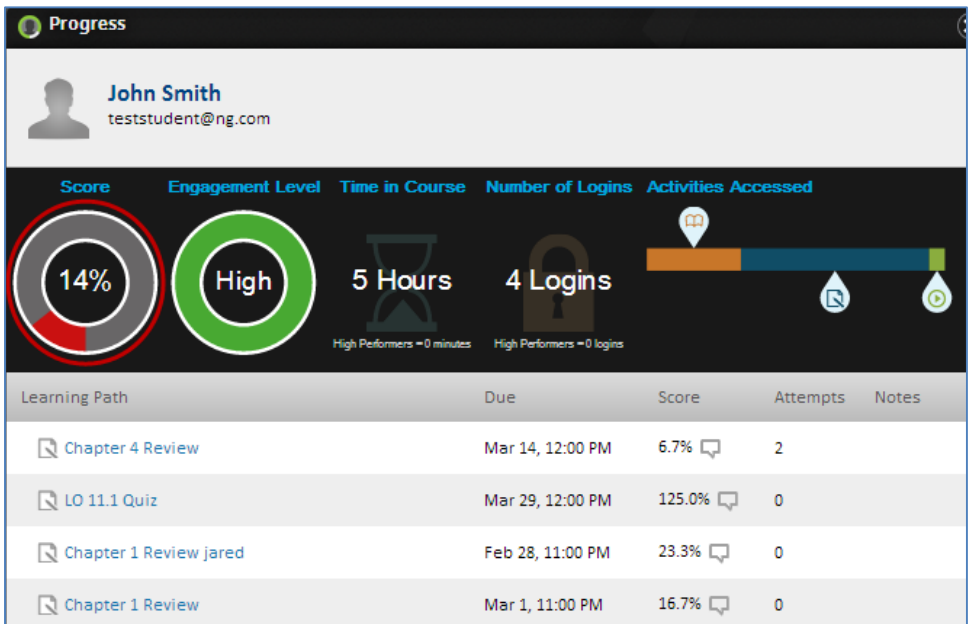
Step	Action
1	<div>Locate an assignment.</div> <div>A screenshot of a course interface. At the top, there's a header with the name 'Ehrlich' and a 'View' button with three icons. Below the header is a progress bar. The main content area is divided into three sections: 'Week 1', 'Week 2', and 'Week 3'. 'Week 2' is the active section, showing a list of assignments. The first assignment, 'Quick Check 12.1 - Spelling Bee', is highlighted with a red circle. It has a due date of 'Due Tue, Jan 13 at 11:00 PM' and an 'Attempts' button. Below it are other assignments: 'Quick Check 1.2 - Word Building', 'Quick Check 10.4 - Spelling Bee', and 'CHAPTER 1: Introduction to Medical Terminology'. Each assignment has a due date and an 'Attempts' button. The interface also includes navigation arrows on the sides and a 'V pres' button at the bottom right.</div>

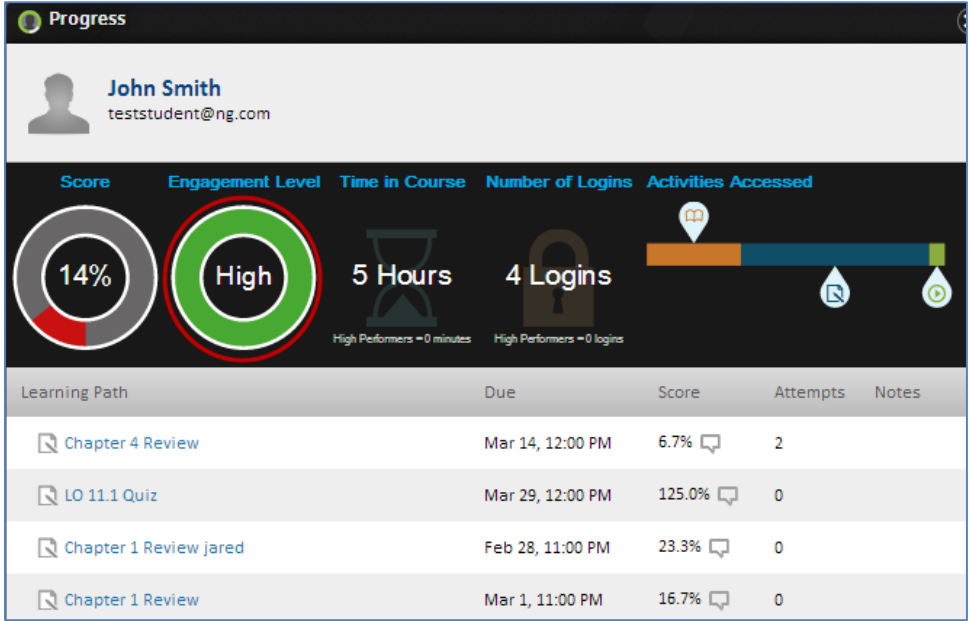
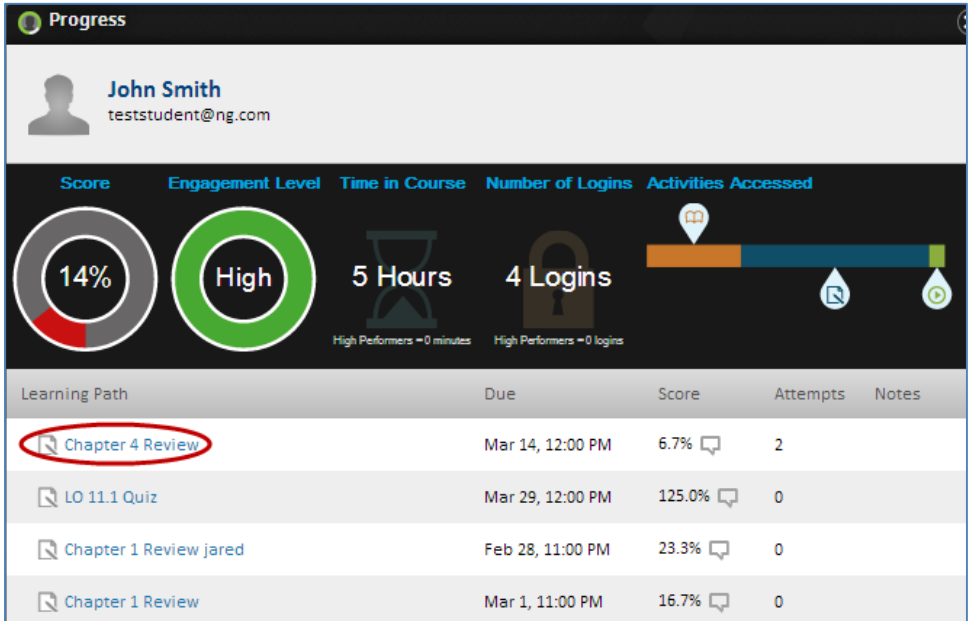


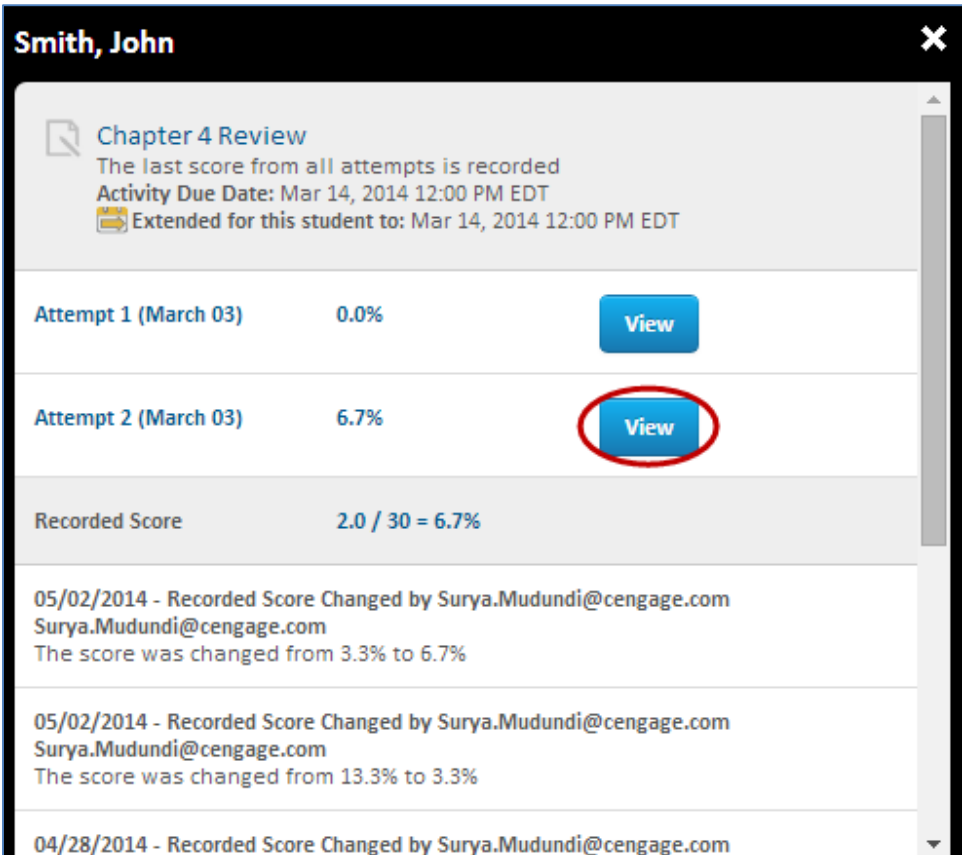
Step	Action
2	<p>Click <b>Start</b> to open the assignment.</p>  <p>The screenshot shows the MindTap Medical Terminology interface. At the top, it says 'MindTap Medical Terminology' with a user profile 'Rose Williams' and a search icon. Below this is a navigation bar with 'CHAPTER 1: Introduction to Medical Terminology' and 'Medical Terminology for Health Professionals'. The main content area displays two assignment cards. The first card is titled 'Quick Check 12.1 - Spelling Bee' and has a 'Start' button circled in red. The second card is titled 'Quick Check 9.2 - Word Building'. Below these cards is a section titled 'What's Wrong with the Rorschach? Science Confronts the Controversial Inkblot Test' with a list of bullet points. The interface also includes a 'Chapter Contents' button and a 'COUNTS TOWARD GRADE' indicator.</p> <p>Result: Assignment instructions display.</p> <p><b>NOTE:</b> Assignments are provided through different Apps. Assignment types vary based on your course. Complete all parts of question groups when applicable. Follow all instructions.</p>

## Progress App

The Progress App enables you to track your scores on homework and assessments taken in MindTap. You can access Progress from the App Dock. Follow these steps view your scores:

Function	Looks like this...
Launch the <b>Progress App</b> from the App Dock.	
Your overall score displays in the top row.	

Function	Looks like this...
Your engagement level depends on how often you log into MindTap and the time you spend in MindTap.	
Select an assignment to see comments and how you did on each take.	

Function	Looks like this...
Select <b>View</b> to view the assignment in review mode. You can see how you answered each question and which ones you got right.	

## Support

If you have questions during a MindTap session, click the link to **Customer Support** from the dropdown arrow next to your name.

