



MINDTAP INSTRUCTOR BRIEF START GUIDE

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Introduction

MindTap is a personal learning environment that contains Activities (Readings, Assignments, Apps) that instructors and students use in a course. You can customize a MindTap by adding or editing Activities in the Dashboard (distinct Activities) or within Readings (inline Activities.) A DSC representative can help customize the MindTap course further, editing the Dashboard, folders and units. They can also help you with Homework Apps and the Progress App.

A Course mode MindTap contains Activities that come to the MindTap from the Core text or as digital-first content. The MindTap can also include homework and assessments from other Cengage products.

MindTaps include Apps, web applications deployed inside the MindTap container. Apps contribute learning Activities and behaviors to MindTap.

NOTE: Not all Apps are available in every MindTap title.

If you are looking for something not covered in this document, you can find it in [Instructor Guide to Managing MindTap Courses](#).

Objectives

The document introduces instructors to the following:

- Logging into MindTap
- Navigating MindTap
- Adding Activities
- Date Manager
- Progress App

Audience

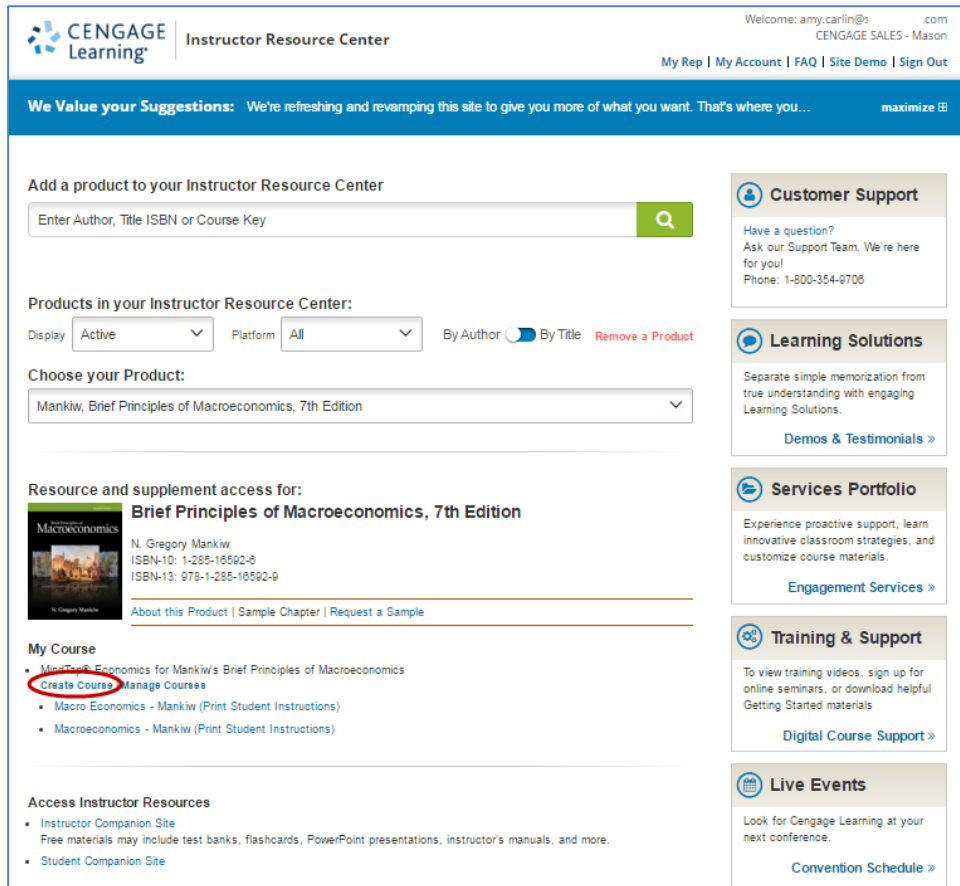
This document addresses the needs of MindTap course instructors.



Creating a MindTap Course

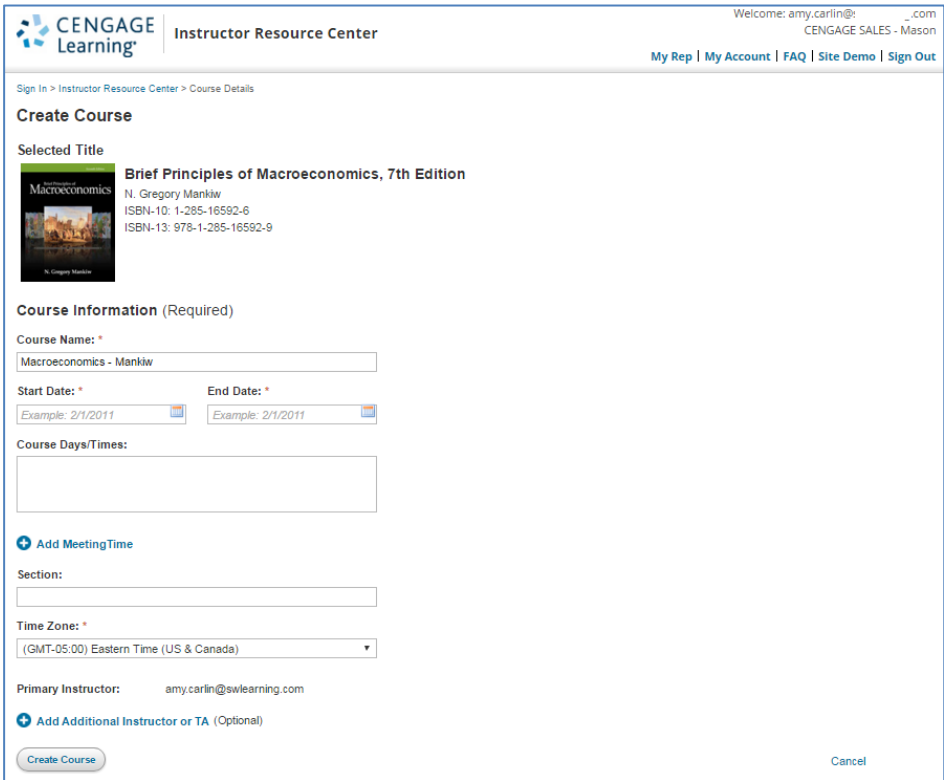
Follow these steps for setting up a MindTap course through the Instructor Resource Center. You need to create a Course and copy the Course Key to distribute to students.

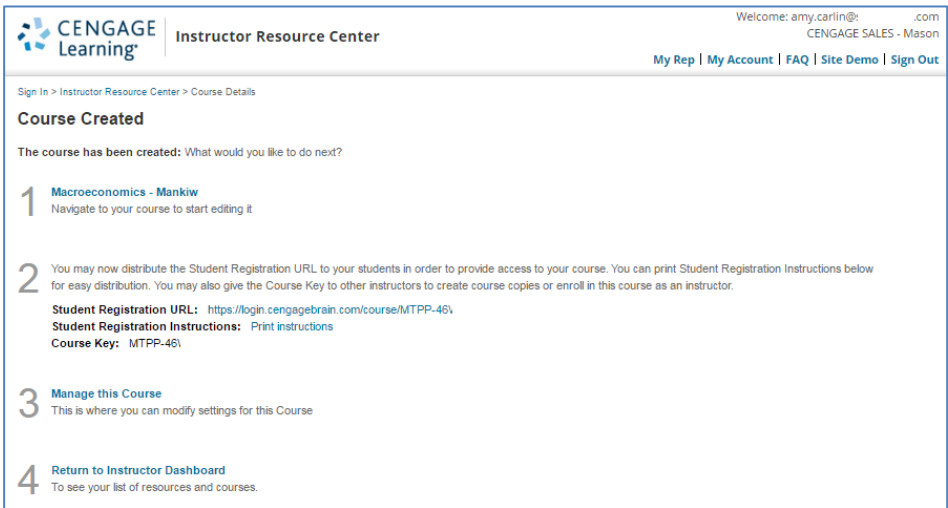
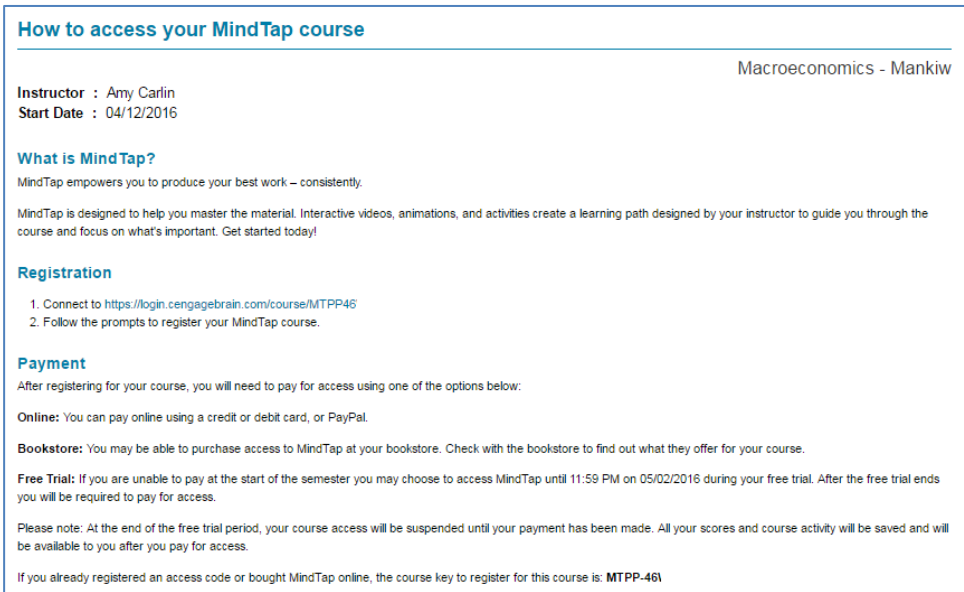
Create a New Course

Use the following procedure to create a new MindTap course:

| Step | Action |
|------|--|
| 1 | Use your browser to navigate to the URL: https://login.cengage.com/cb/ and enter your credentials. |
| 2 | Select Create Course under My Course :  |

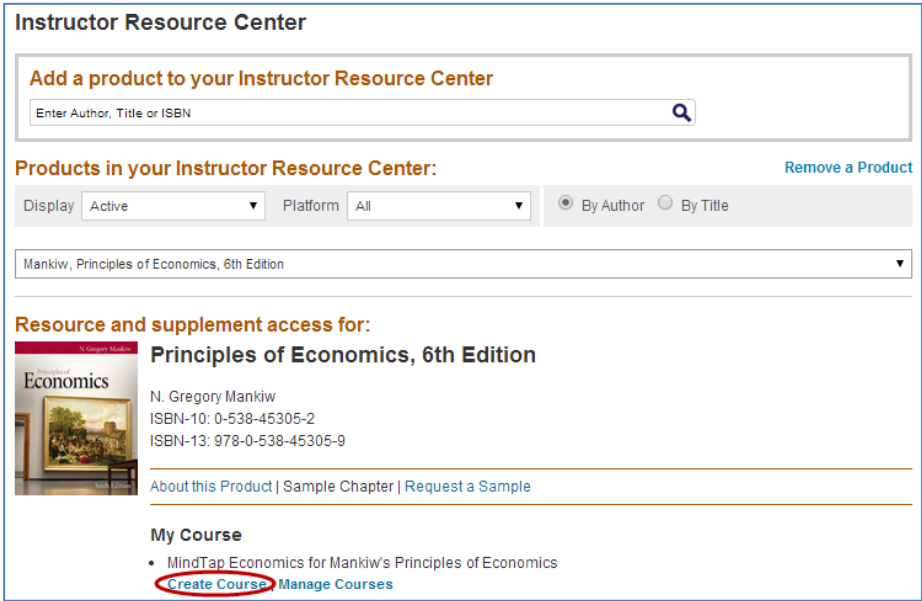
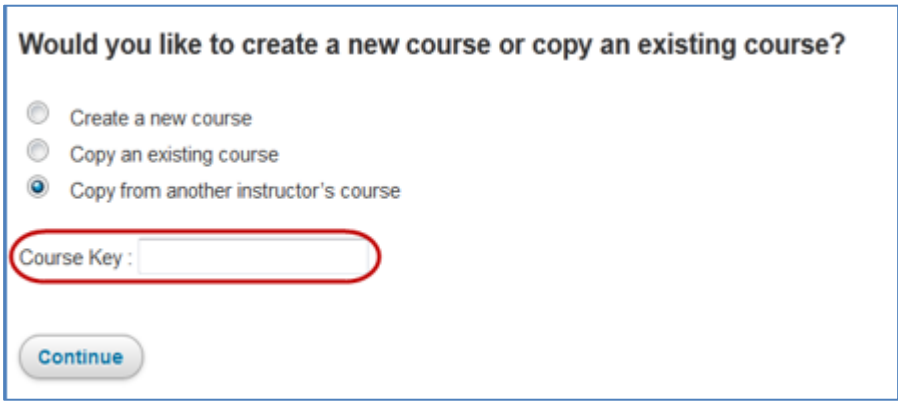
| Step | Action |
|------|--|
| 3 | <p>Select Create a new course:</p>  |
| 4 | <p>Click Continue.</p>  |

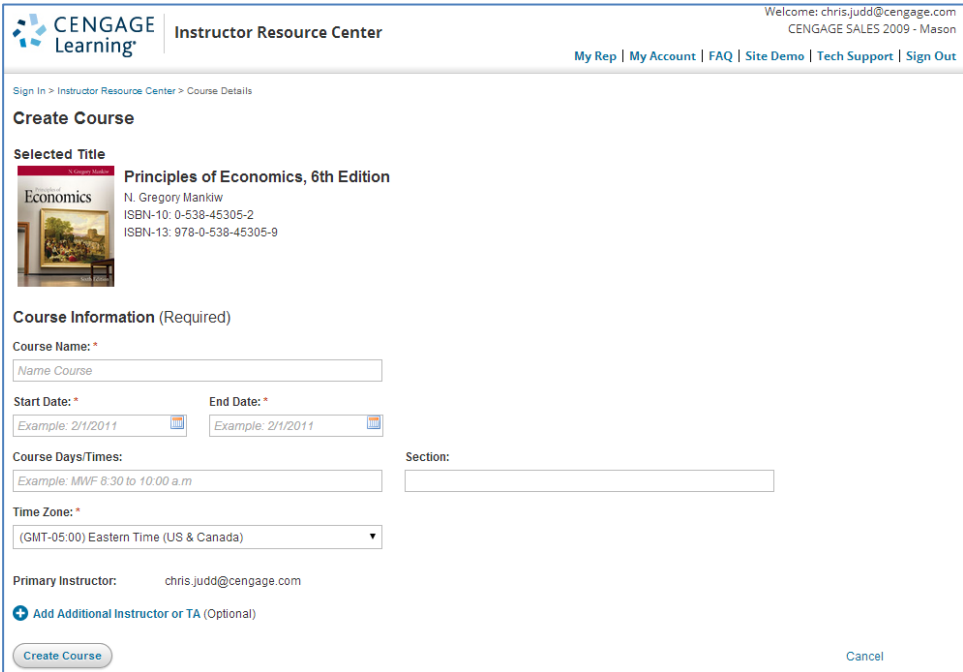
| Step | Action |
|------|---|
| 5 | <p>Enter course-related information:</p> <ul style="list-style-type: none"> ■ Course Name ■ Course Start Date ■ Course End Date ■ Course Days/Times ■ Section ■ Time Zone <p>NOTE: The Course Days/Time and Section field information is optional.</p>  |

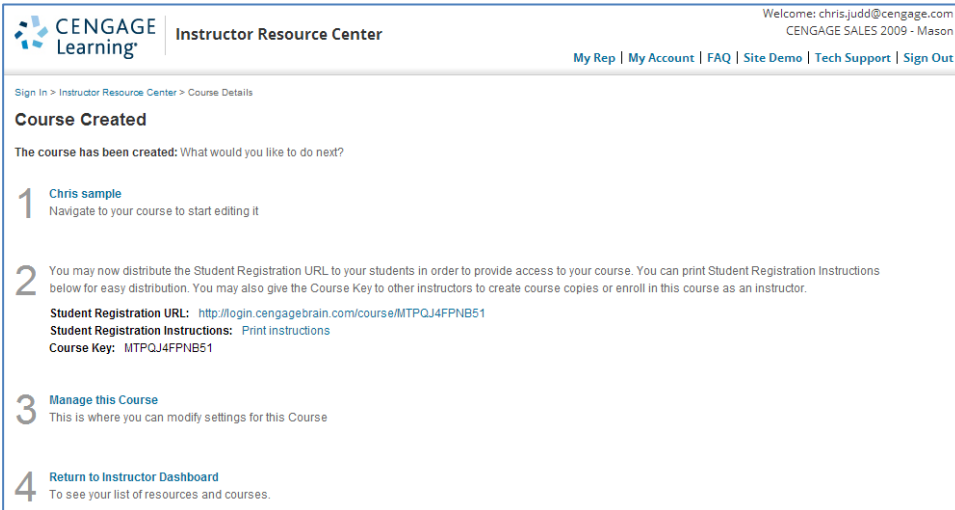
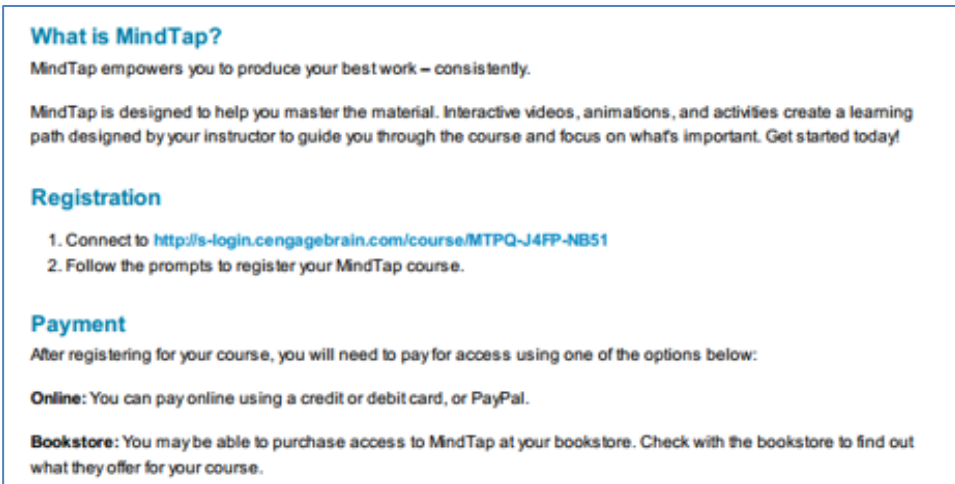
| Step | Action |
|------|---|
| 6 | <p>Click Create Course.</p> <p>Result: The <i>Course Created</i> page displays with your new course at the top of the list.</p>  <p>The screenshot shows the 'Course Created' page in the Cengage Learning Instructor Resource Center. The page header includes the Cengage Learning logo and the text 'Instructor Resource Center'. A welcome message for 'amy.carlin@...' is displayed. Below the header, there are links for 'My Rep', 'My Account', 'FAQ', 'Site Demo', and 'Sign Out'. The main content area is titled 'Course Created' and includes a message: 'The course has been created: What would you like to do next?'. There are four numbered steps: 1. 'Macroeconomics - Mankiw' with a sub-link 'Navigate to your course to start editing it'; 2. 'You may now distribute the Student Registration URL to your students...' with a 'Print instructions' link; 3. 'Manage this Course' with a sub-link 'This is where you can modify settings for this Course'; and 4. 'Return to Instructor Dashboard' with a sub-link 'To see your list of resources and courses'.</p> |
| 7 | <p>Select Print instructions to view and print the course registration instructions:</p>  <p>The screenshot shows the 'How to access your MindTap course' page for 'Macroeconomics - Mankiw'. The page header includes the Cengage Learning logo and the text 'Instructor Resource Center'. A welcome message for 'amy.carlin@...' is displayed. Below the header, there are links for 'My Rep', 'My Account', 'FAQ', 'Site Demo', and 'Sign Out'. The main content area is titled 'How to access your MindTap course' and includes a message: 'The course has been created: What would you like to do next?'. There are four numbered steps: 1. 'Macroeconomics - Mankiw' with a sub-link 'Navigate to your course to start editing it'; 2. 'You may now distribute the Student Registration URL to your students...' with a 'Print instructions' link; 3. 'Manage this Course' with a sub-link 'This is where you can modify settings for this Course'; and 4. 'Return to Instructor Dashboard' with a sub-link 'To see your list of resources and courses'.</p> |

Copy Another Instructor's course

You can copy a MindTap course that another instructor used.

| Step | Action |
|------|---|
| 1 | Use your browser to navigate to the URL: https://login.cengage.com/cb/ and enter your credentials. |
| 2 | <p>Select Create Course under My Course on the right.</p>  |
| 3 | <p>To copy from another instructor's course:</p> <ul style="list-style-type: none"> ■ Select Copy from another instructor's course. ■ Enter the Course Key. ■ Click Continue.  <p>Result: The course copies. <i>Create Course</i> page displays.</p> <p>NOTE: The following do not copy into the new course: Course Start and End Dates, activity Due Dates, Available Dates and times and assets from the other instructor's Kaltura and Google Docs accounts.</p> |

| Step | Action |
|------|--|
| 4 | <p>Enter course information for the copied course.</p> <ul style="list-style-type: none"> ■ Course Name ■ Course Start Date ■ Course End Date ■ Course Days/Times ■ Section ■ Time Zone <p>NOTE: Set the instructor's own Course Days/Time and Section field information.</p>  |

| Step | Action |
|------|---|
| 5 | <p>Click Create Course.</p> <p>Result: The <i>Course Created</i> page displays with your new course at the top of the list.</p>  |
| 6 | <p>Select Print instructions to view and print the course registration instructions.</p>  |

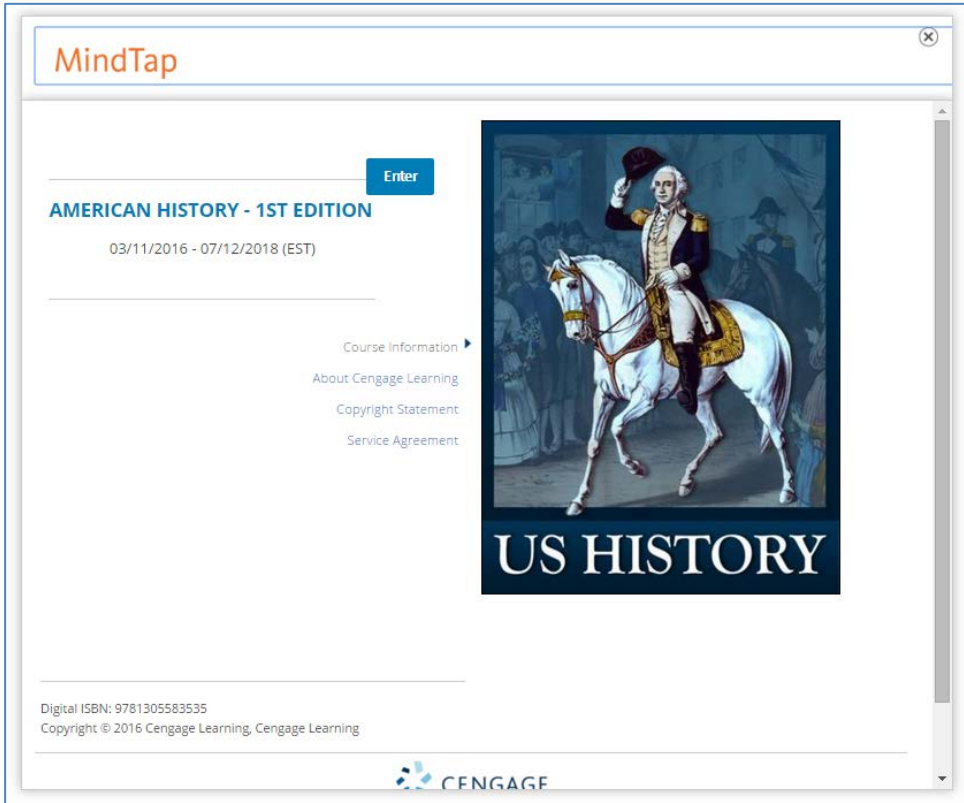
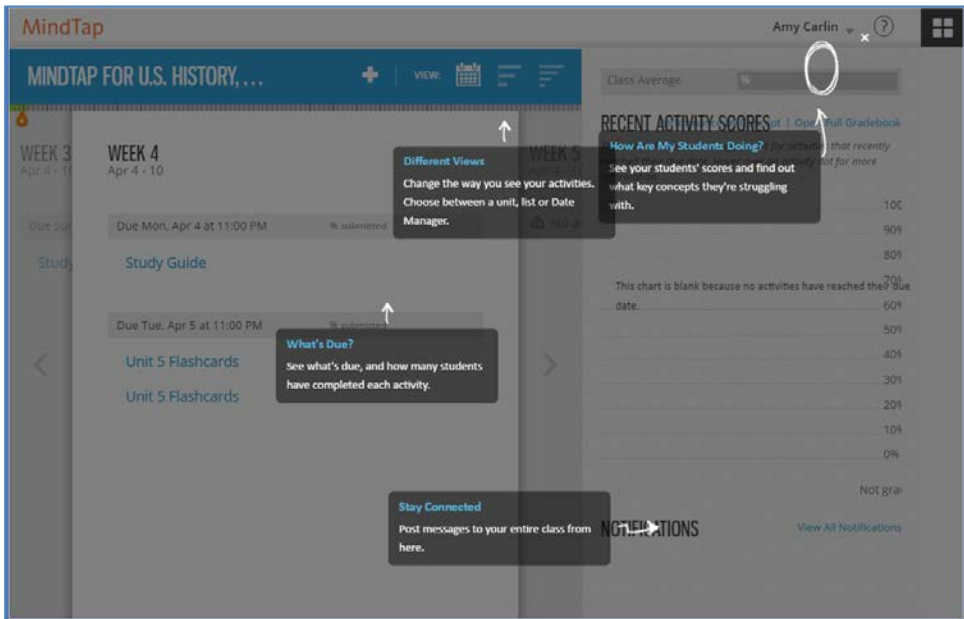
Entering MindTap through your LMS

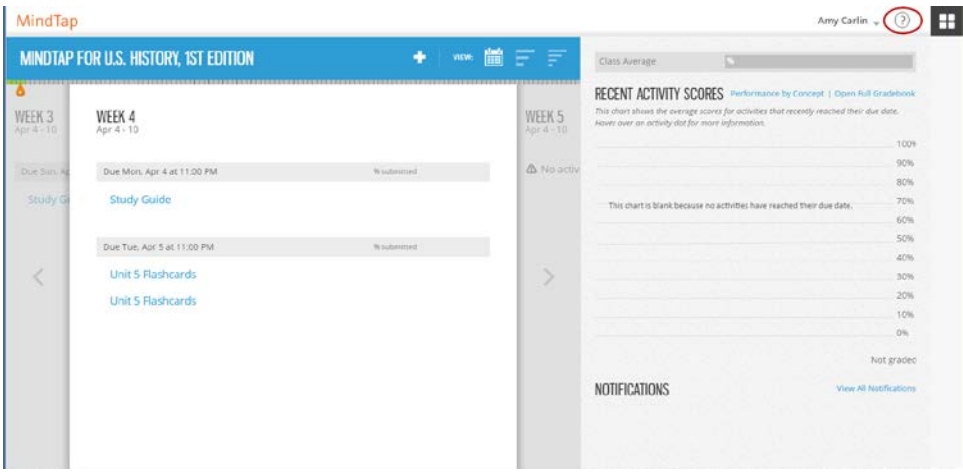
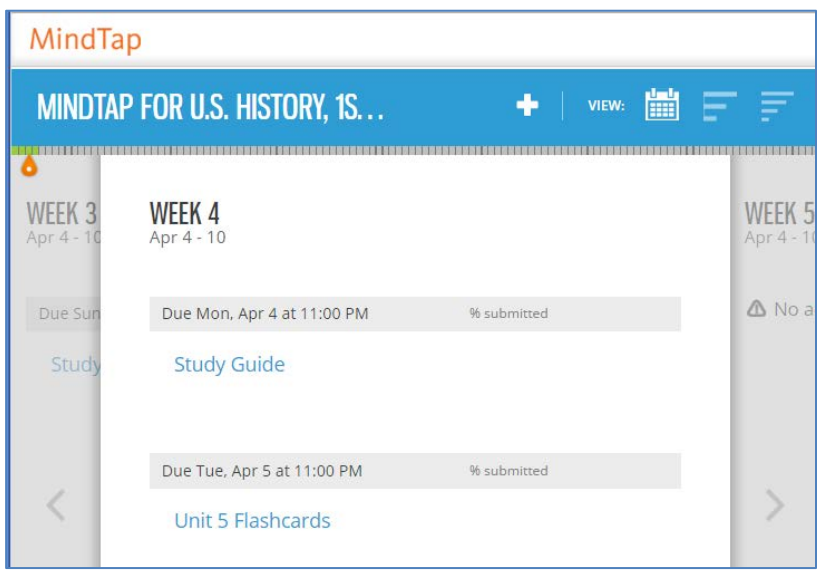
For reference on MindTap and LMS integration, documentation is available for Blackboard Learn, Canvas, Desire2Learn, Moodle and others. Your Cengage ITS can assist you.


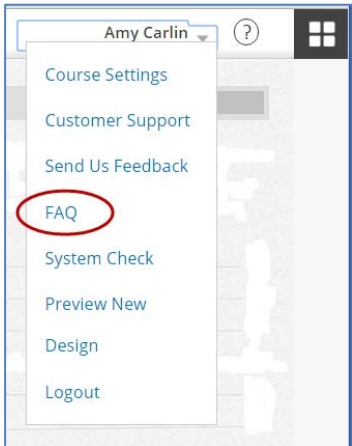
⚠ IMPORTANT: For adoptions where the institution has an LMS, deep linking from the MindTap course to the course in the LMS occurs AFTER MindTap course customization.

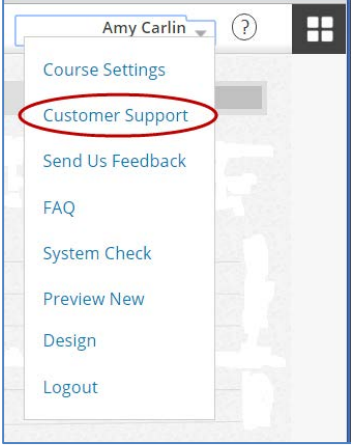
Navigating MindTap

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

| Function | Looks like this... |
|---|--|
| The cover page displays. |  |
| The first time you open your MindTap course, Help displays. Help explains where to find everything. |  |

| Function | Looks like this... |
|---|---|
| <p>Click the [?] icon at the top right to see Help anytime. Click the close icon to hide Help.</p> |  |
| <p>This is the Week View, MindTap's standard default view. In the Week View, each Activity displays by due date. Click to open an Activity.</p> |  |

| Function | Looks like this... |
|--|---|
| <p>The App dock displays on the far right of the MindTap screen.</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> |  |
| <p>You can access a list of FAQs. Click the dropdown arrow next to your name and select FAQ.</p> |  |


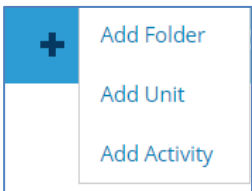
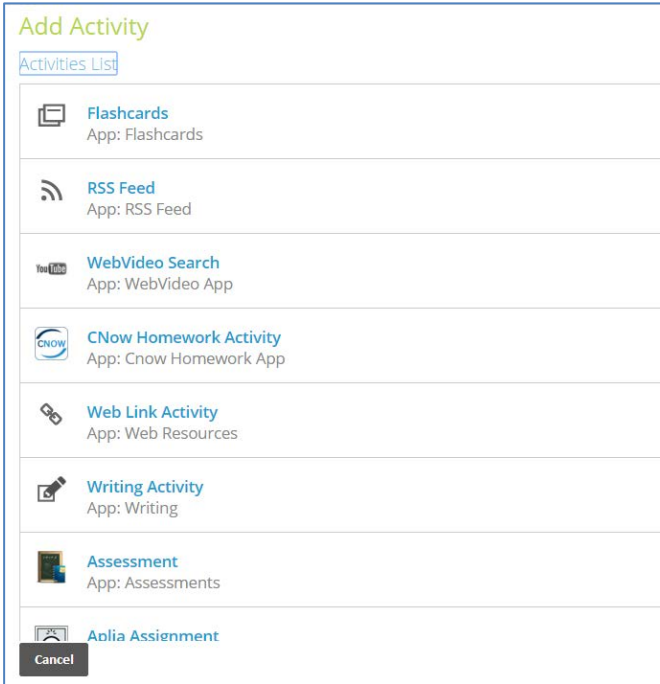
| Function | Looks like this... |
|---|---|
| <p>Select Customer Support to get technical support.</p> |  |

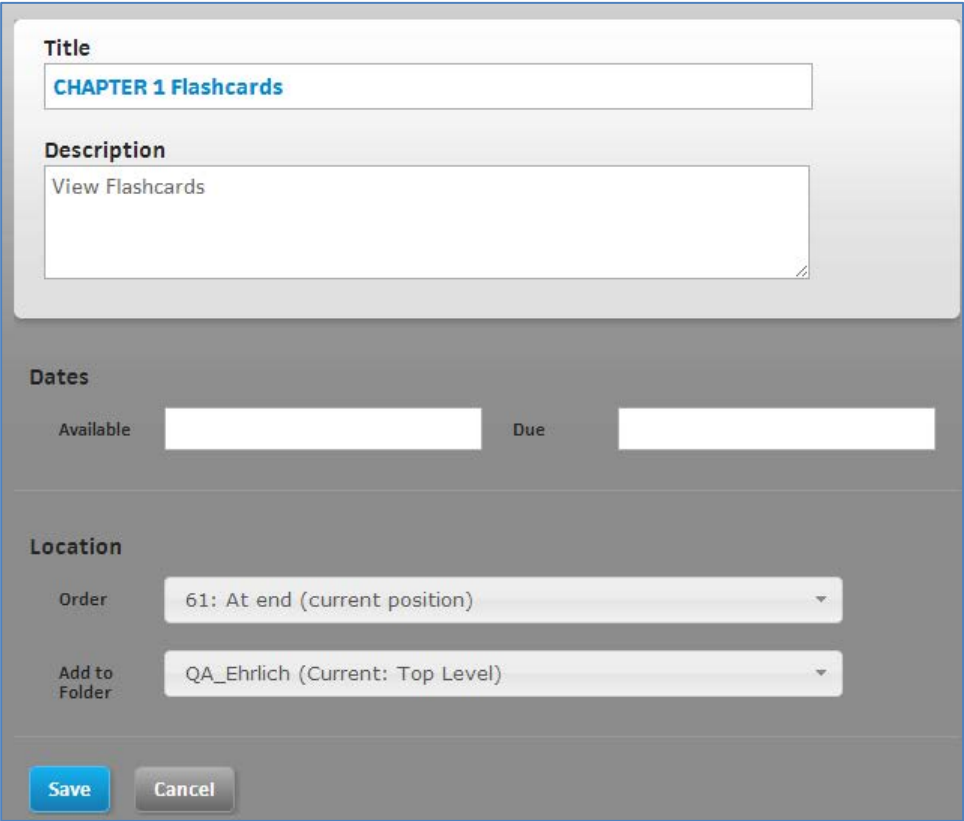

Adding Activities to MindTap

The list of Activities that you can add to the MindTap course depends on the Apps provisioned to it. You can either add Activities directly to the learning path or inline in a Reading Activity.

Adding Distinct Activities

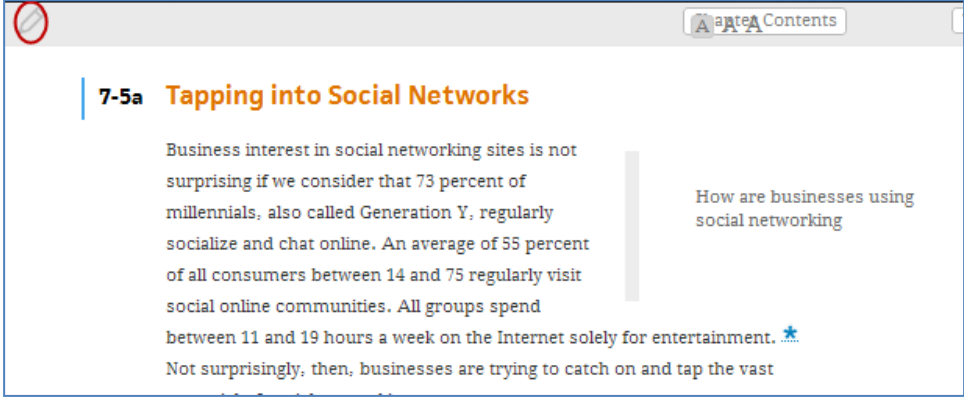
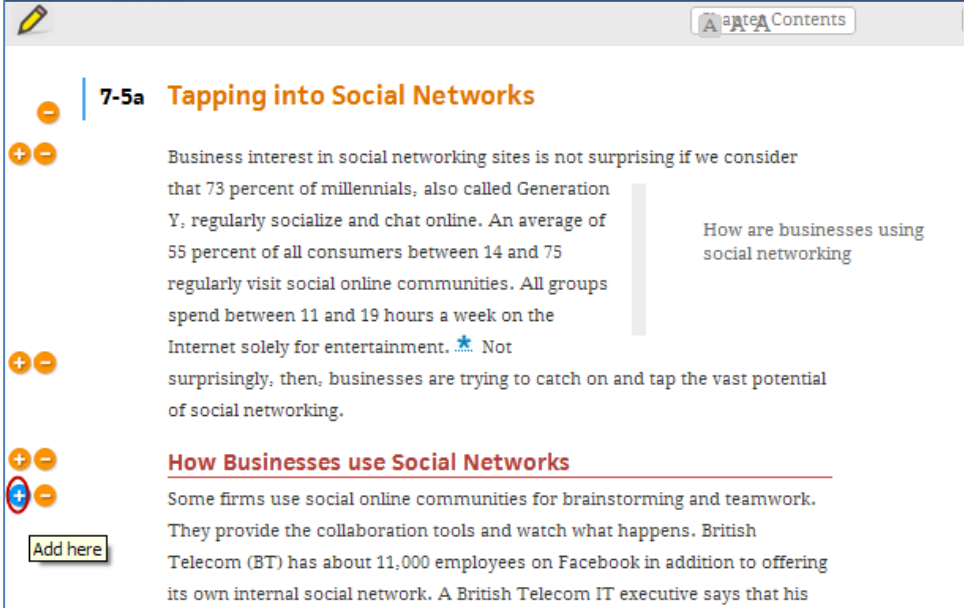
Use the following procedure to add Distinct Activities.










| Step | Action |
|------|--|
| 1 | Navigate to the Learning Path. |
| 2 | Click the plus + icon.  |
| 3 | Select Add Activity from the dropdown menu.  |
| 4 | Select the App that you are using for the Activity.  |
| 5 | Follow the directions and fill in the settings. NOTE: Options vary for each App. For more thorough directions, see one of our specific App guides. |

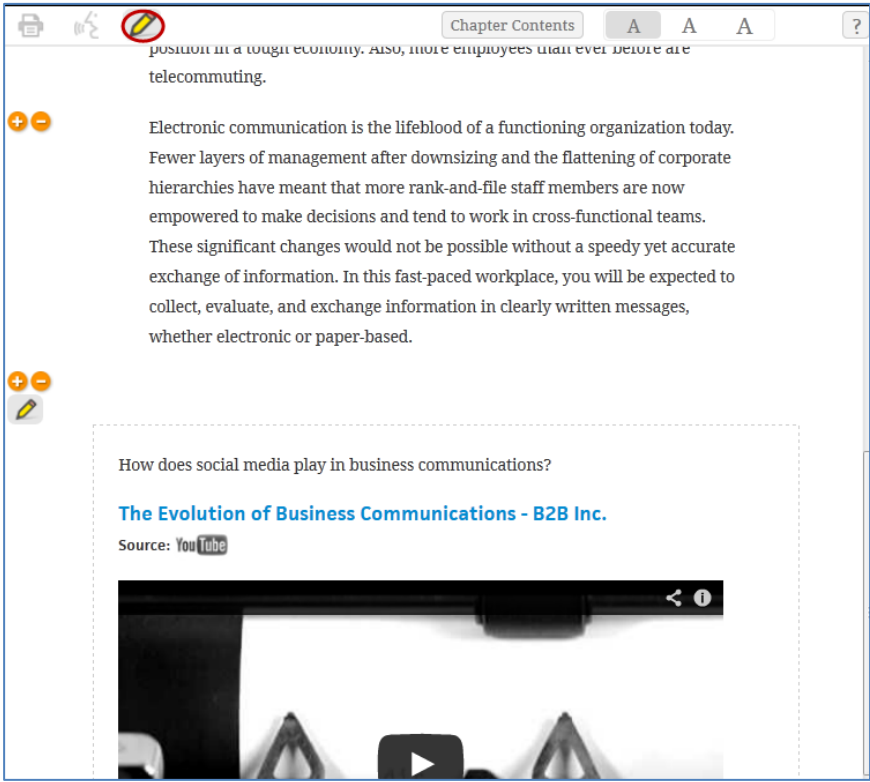
| Step | Action |
|------|--|
| 6 | <p>Select Assignment Options.</p>  |
| 7 | <p>Click Save to save the Activity.</p>  |

Adding Inline Activities

Use the following procedures to add Inline Activities

| Step | Action |
|------|--|
| 1 | <p>Open the Reading in which you want to add an inline web video. Click the Edit (pencil) icon in the Reading to enter Edit mode.</p>  <p>Result: Add (+) and Remove (-) icons display.</p> |
| 2 | <p>Click the Add (+) icon in the desired location.</p>  <p>Result: The <i>Activity Manager</i> screen displays.</p> |

| Step | Action |
|------|---|
| 3 | <p>Select the App that you want to use to create the assignment.</p> <div data-bbox="435 296 1182 1073"> <p>Add Activity</p> <p>Activities List</p> <ul style="list-style-type: none">  Flashcards App: Flashcards  RSS Feed App: RSS Feed  WebVideo Search App: WebVideo App  CNow Homework Activity App: Cnow Homework App  Web Link Activity App: Web Resources  Writing Activity App: Writing  Assessment App: Assessments  Aplia Assienment <p></p> </div> |
| 4 | <p>Follow the directions of the Activity and edit assignment options.</p> <p>NOTE: Options vary for each App. For more directions, see our specific App guides.</p> |

| Step | Action |
|------|--|
| 5 | <p>Click the Edit (pencil) icon again to exit Edit mode.</p>  <p>Result: The web video displays inline in the Reading and the Add (+) and Remove (-) icons no longer display.</p> |

Date Manager

Date manager is a flat, compact view of activities in the Learning Path, enabling an instructor to change assignment available dates and due dates easily in a MindTap course.

The activity names are links to the activities that you can launch from this view.

The screenshot displays the MindTap interface for a course titled "BRIEF PRINCIPLES OF MACROECONOMICS, 7TH EDITION". The main content area lists various activities, including "How to Do Aplia Assignments", "Math and Graphing Tutorial", and "Part I: Introduction". Under "Part I: Introduction", there are sections for "Chapter 1: Ten Principles of Economics" and "Chapter 2: Thinking Like an Economist". Each chapter section lists specific activities like "Mankiw Roadmap Video: Economics is...", "Chapter 1: Ten Principles of Economics", "Problem Walk-Throughs", "Direct-from-Text Homework: Ten Principles of Economics", and "Aplia Homework: Ten Principles of Economics". The interface includes columns for "Available Date" and "Due Date". A red circle highlights the "VIEW" button in the top right corner. The right sidebar shows "RECENT ACTIVITY SCORES" with a progress bar and a note: "This chart is blank because no activities have reached their due date."

NOTE: Instructors need to use the Progress App to extend activity due dates for individual students.

Icon Types

Date Manager displays different icon types, depending on the status of the activity:



Click to enter date



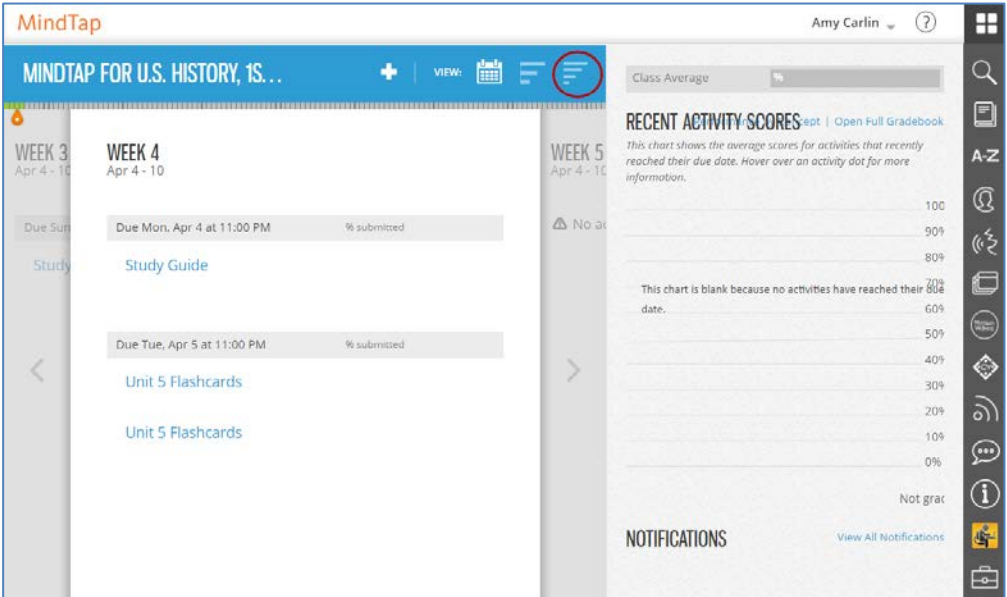
Due date past (Select to extend date)

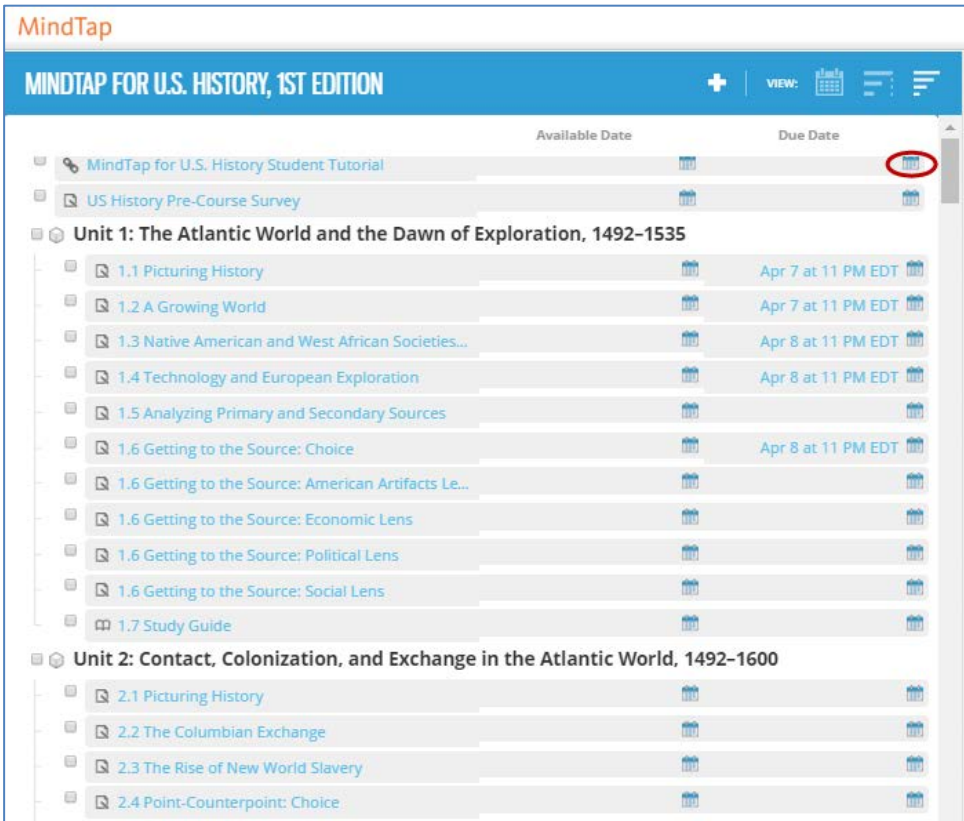
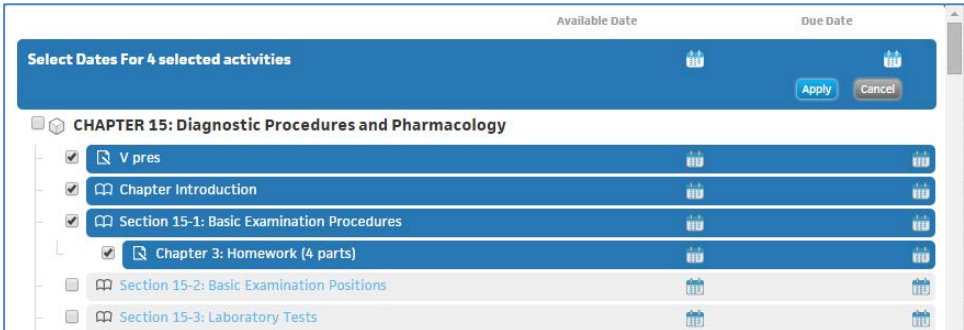


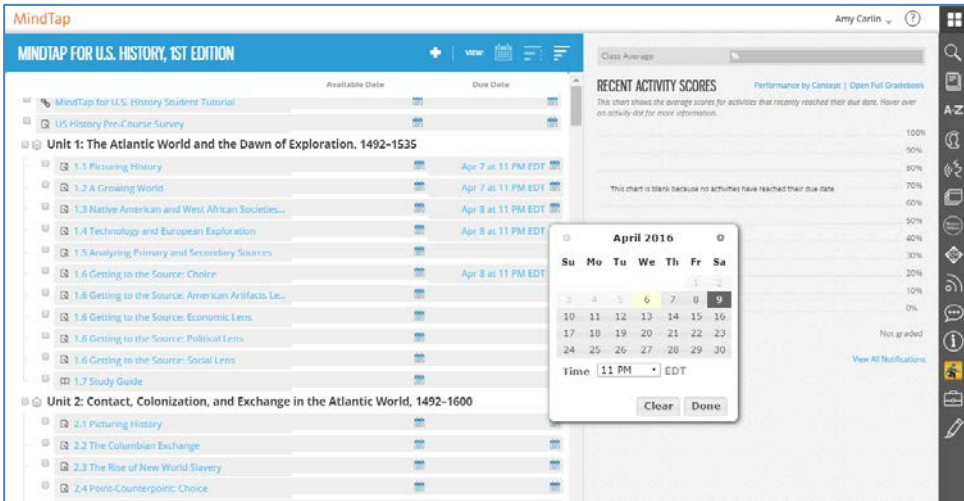
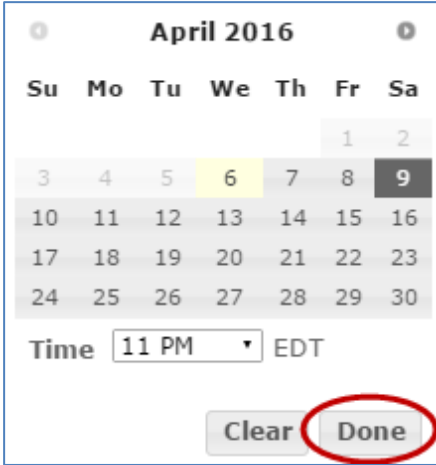
Instructor has extended date

Modifying a Due Date

MindTap instructors can set or modify **Due Dates** using Date Manager by following these steps:

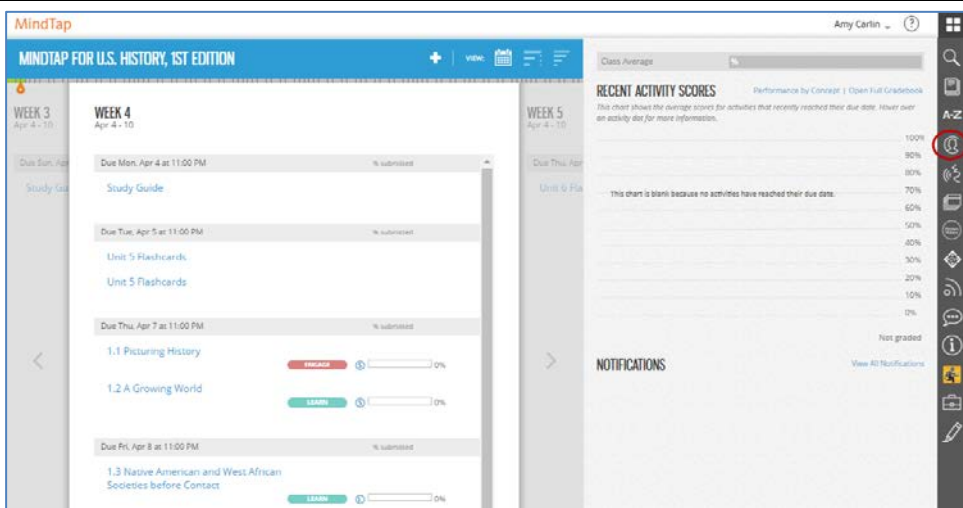
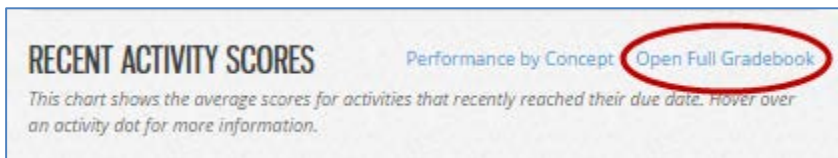
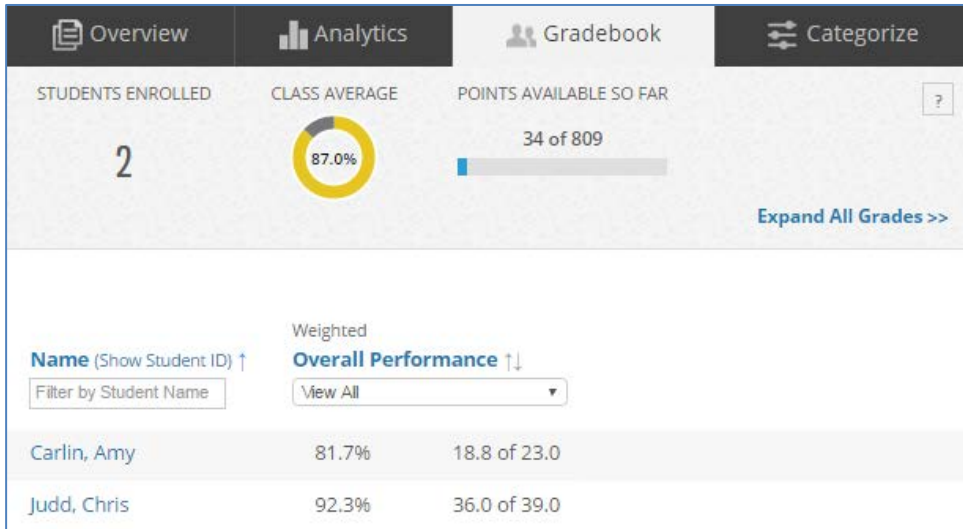
| Step | Action |
|------|---|
| 1 | <div>Open the Learning Path and click the Date Manager View icon.</div> <div>The screenshot shows the MindTap interface for a course titled "MINDTAP FOR U.S. HISTORY, 1S...". The user is Amy Carlin. The interface includes a top navigation bar with a plus icon, a "VIEW:" dropdown, a calendar icon, and a menu icon (three horizontal lines) which is circled in red. Below the navigation bar, the main content area is divided into sections for "WEEK 3", "WEEK 4", and "WEEK 5". The "WEEK 4" section shows a "Due Mon, Apr 4 at 11:00 PM" and a "Due Tue, Apr 5 at 11:00 PM", both with a "% submitted" status. The "WEEK 5" section shows a "No activities" status. On the right side, there is a "RECENT ACTIVITY SCORES" section with a chart showing a blank line and a "NOTIFICATIONS" section with a "View All Notifications" link. The bottom of the interface has a "Date Manager" section.</div> <div>Result: <i>Date Manager</i> displays.</div> |

| Step | Action |
|------|---|
| 2 | <p>Select the Due Date icon corresponding to the activity on which you want to change the date.</p>  <p>NOTE: You can select multiple check boxes. Click the icon in the blue bar at the top of the screen to give all selected Activities the same date.</p>  <p>Result: A calendar displays.</p> |

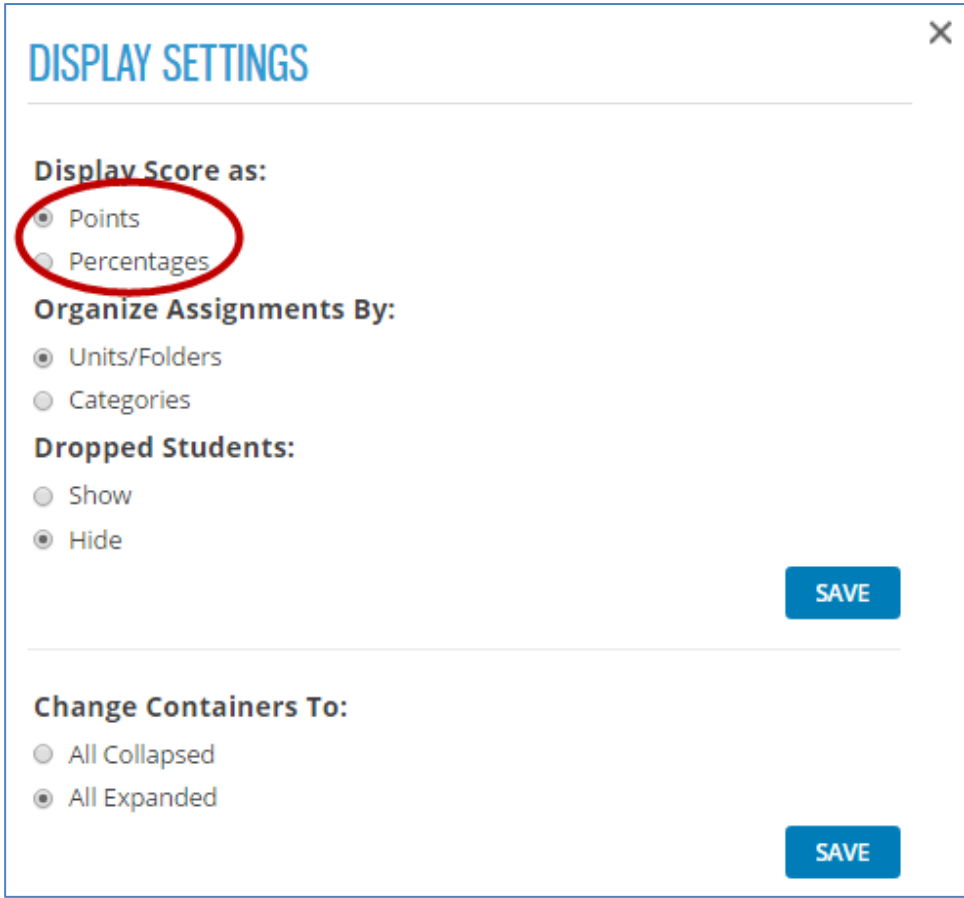
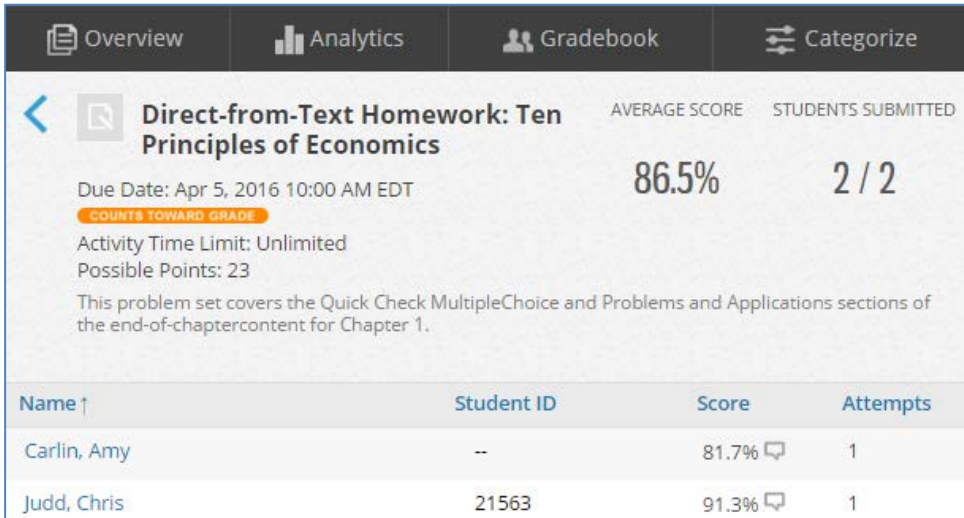
| Step | Action |
|------|---|
| 3 | <p>Select a date and a time for the Due Date.</p>  |
| 4 | <p>Click Done.</p>  <p>Result: The due date for the activity changes to the date selected.</p> |

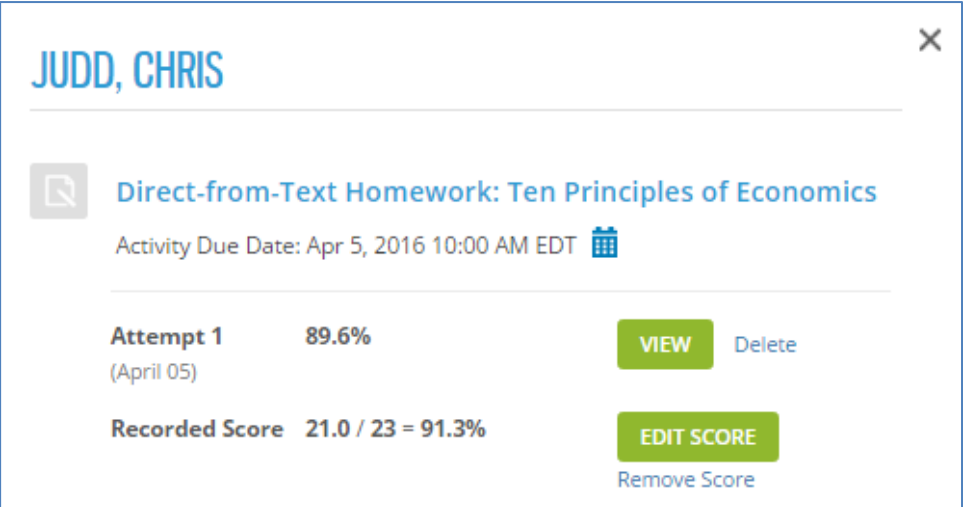
Progress App

The Progress App enables instructors to track student scores on homework and assessments taken in MindTap. Instructors can access Progress from the App Dock.

| Function | Looks like this... | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--------------|-----------|------------|-------------------|---------------|-------------------------|--|---|-------|-----------|--|--|--|--|--|---|--|--|--|-------------|--|-------|--------------|-------------|--|-------|--------------|
| Select the Progress App icon from the App Dock. |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Another way to access the Progress App is through Gradebook. | Click Open Full Gradebook at the top right of your screen:  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Gradebook tab displays when you open Progress. |  <table><thead><tr><th>Overview</th><th>Analytics</th><th>Gradebook</th><th>Categorize</th></tr></thead><tbody><tr><td>STUDENTS ENROLLED</td><td>CLASS AVERAGE</td><td>POINTS AVAILABLE SO FAR</td><td></td></tr><tr><td>2</td><td>87.0%</td><td>34 of 809</td><td></td></tr><tr><td colspan="4">Expand All Grades >></td></tr><tr><td colspan="2">Name (Show Student ID) ↑ <input type="text" value="Filter by Student Name"/></td><td colspan="2">Weighted Overall Performance ↑↓ <input type="button" value="View All"/></td></tr><tr><td colspan="2">Carlin, Amy</td><td>81.7%</td><td>18.8 of 23.0</td></tr><tr><td colspan="2">Judd, Chris</td><td>92.3%</td><td>36.0 of 39.0</td></tr></tbody></table> | Overview | Analytics | Gradebook | Categorize | STUDENTS ENROLLED | CLASS AVERAGE | POINTS AVAILABLE SO FAR | | 2 | 87.0% | 34 of 809 | | Expand All Grades >> | | | | Name (Show Student ID) ↑ <input type="text" value="Filter by Student Name"/> | | Weighted Overall Performance ↑↓ <input type="button" value="View All"/> | | Carlin, Amy | | 81.7% | 18.8 of 23.0 | Judd, Chris | | 92.3% | 36.0 of 39.0 |
| Overview | Analytics | Gradebook | Categorize | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STUDENTS ENROLLED | CLASS AVERAGE | POINTS AVAILABLE SO FAR | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 87.0% | 34 of 809 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expand All Grades >> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name (Show Student ID) ↑ <input type="text" value="Filter by Student Name"/> | | Weighted Overall Performance ↑↓ <input type="button" value="View All"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carlin, Amy | | 81.7% | 18.8 of 23.0 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Judd, Chris | | 92.3% | 36.0 of 39.0 | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Function | Looks like this... |
|---|--|
| <p>You can filter by overall performance. High is over 90%, Average is between 70 and 90% and Low is below 70%.</p> | <div><div>OverviewAnalyticsGradebookCategorize</div><div><div>STUDENTS ENROLLED</div><div>2</div></div><div><div>CLASS AVERAGE</div><div><div>87.0%</div></div></div><div><div>POINTS AVAILABLE SO FAR</div><div>34 of 809</div></div><div><div>?</div></div><div><div>Expand All Grades >></div></div></div> <div><div><div>Name (Show Student ID) ↑</div><div>Filter by Student Name</div></div><div><div>Weighted Overall Performance ↑↓</div><div>View All</div></div><div><div>Carlin, Amy</div><div>81.7%</div><div>18.8 of 23.0</div></div><div><div>Judd, Chris</div><div>92.3%</div><div>36.0 of 39.0</div></div></div> |
| <p>Click Expand All Grades to show every assignment.</p> | <div><div>OverviewAnalyticsGradebookCategorize</div><div><div>STUDENTS ENROLLED</div><div>2</div></div><div><div>CLASS AVERAGE</div><div><div>81.3%</div></div></div><div><div>POINTS AVAILABLE SO FAR</div><div>23 of 802</div></div><div><div>?</div></div><div><div>Expand All Grades >></div></div></div> <div><div><div>Name (Show Student ID) ▲</div><div>Filter by Student Name</div></div><div><div>Overall Performance</div><div>View All</div></div><div><div>Carlin, Amy</div><div>81.7%</div><div>18.8 of 23.0</div></div><div><div>Judd, Chris</div><div>80.8%</div><div>40.4 of 50.0</div></div></div> |

| Function | Looks like this... |
|--|--|
| You can filter by points or percentages in the Display Settings. |  |
| Select an assignment for a class overview to display. |  |

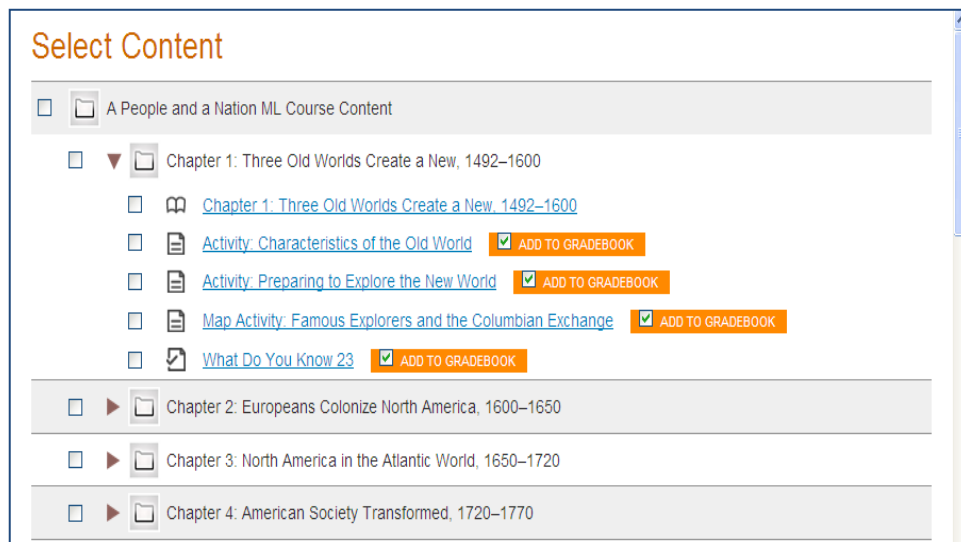
| Function | Looks like this... |
|--|--|
| <p>Select a student. A dialog box displays. You can edit the score or extend the due date for an individual student.</p> |  <p>The screenshot shows a dialog box for a student named Judd, Chris. It displays the title 'Direct-from-Text Homework: Ten Principles of Economics' and the due date 'Apr 5, 2016 10:00 AM EDT'. Below this, it shows 'Attempt 1' with a score of '89.6%' and a date of '(April 05)'. The 'Recorded Score' is '21.0 / 23 = 91.3%'. There are buttons for 'VIEW', 'Delete', 'EDIT SCORE', and 'Remove Score'.</p> |

Scores and Gradebooks

You can send a student's scores from MindTap to a Learning Management System Gradebook and use them along with scores on other student work (Examples: projects, papers) to help calculate a student's grade.

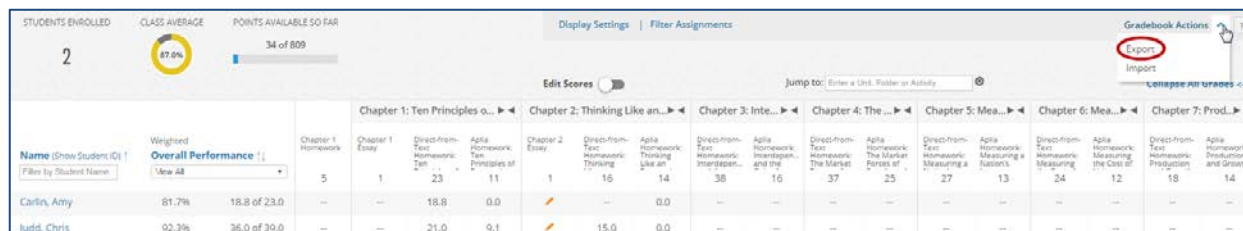
Grade Synchronization

Instructors can get help from a Cengage ITS representative to set up grade synchronization, adding scoreable Activities to the institution's LMS Gradebook automatically.



Export

Click **Export** in the Gradebook Tab of the Progress App to export the score matrix.



| Name (Show Student IDs) | Weighted Overall Performance | Chapter 1: Ten Principles of Economics | Chapter 2: Thinking Like an Economist | Chapter 3: International Trade | Chapter 4: The Market Forces of Supply and Demand | Chapter 5: Measuring a Nation's Income | Chapter 6: Measuring the Cost of Living | Chapter 7: Production and Growth |
|-------------------------|------------------------------|--|---------------------------------------|--------------------------------|---|--|---|----------------------------------|
| Carlin, Amy | 81.7% | 18.8 of 23.0 | 16.0 | 14.0 | 38.0 | 27.0 | 12.0 | 14.0 |
| Judd, Chris | 92.3% | 21.0 | 15.0 | 0.0 | — | — | — | — |

The export formats display. Select the appropriate format to generate.

EXPORT

×

Select what to export:

☒ Full Gradebook
All students and all assignments are exported.

☐ Current Filtered View
Export only students and assignments that are currently showing in the filtered gradebook.

☐ Analytics
Export data from the analytics tab.

Select an export format:

☒ Comma Separated Values (.csv)

☒ Percent
☐ Points

☐ Blackboard

☐ D2L

☐ Moodle

EXPORT

CANCEL

Import

Click **Import** in the Gradebook Tab of the Progress App to import the scores.

| | | | | | | | |
|-------------------|--|---------------|-------------------------|---------------------------------------|--|---|--|
| STUDENTS ENROLLED | | CLASS AVERAGE | POINTS AVAILABLE SO FAR | Display Settings Filter Assignments | | Gradebook Actions | |
| 2 | | 87.6% | 34 of 809 | Edit Scores | | Jump to: Enter a Unit, Folder or Activity | |
| | | | | | | Export Import | |
| | | | | | | Collapse all names << | |
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Import formats display. Select the file and appropriate format to add.

Select file:

No file chosen

Select format:

☒ Comma Separated Values (CSV)

Value format:

☒ Percent

☐ Points

Document Revision History

| Date | Version | Description | Author/Editor |
|-----------|---------|--|---------------|
| 8/15/2015 | 3.26 | Initial Draft | |
| 4/22/2016 | 3.32 | Changed screenshots for Magma reskinning effort. | Amy Carlin |