

Administrator Quick Start Guide

For Enabling MindLinks for Blackboard Learn 9.1

Introduction

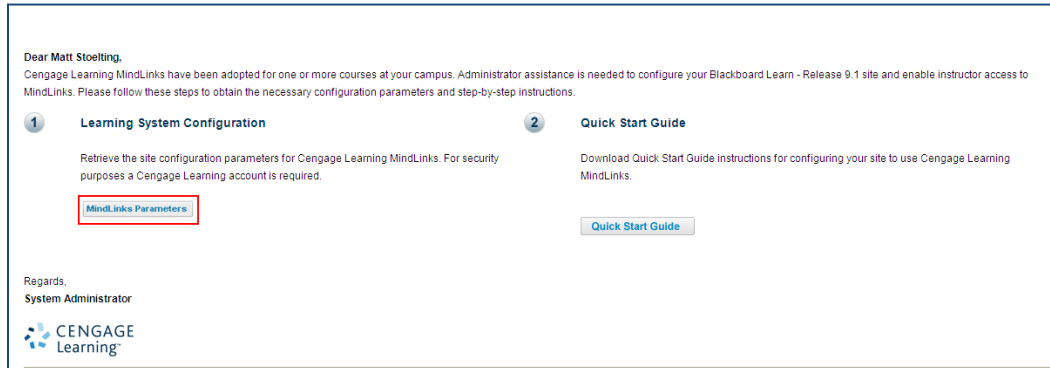
Cengage Learning's MindLinks provide seamless, powerful integration with your institution's Learning Management System, enabling instructors to add MindTap content to their courses, eliminating multiple logins for students and sending grades from MindTap assignments back to the LMS grade book. Follow the procedures outlined in this document to install the Cengage Learning MindLinks Building Block and enable it for use in courses.

NOTE: There are separate instructions for configuring Blackboard Service Packs 5-7 and Service Pack 8 and above. Refer to the section headings to confirm that you are following the appropriate instructions for your version of the LMS.

Administrator Email (All Service Packs)

The information required for you to configure the Cengage Learning MindLinks Building Block on your site is included in the email for administrators that you received from Cengage Learning.

IMPORTANT: Save the email from Cengage Learning. You need it to complete the procedures described in this document.



- Click **MindLinks Parameters** in the administrator email to retrieve the configuration parameters for the MindLinks Building Block including **School ID**, **Key** and **Secret**.

Download and Install Building Block (All Service Packs)

Download and install the Cengage Learning MindLinks Building Block using the same procedure you would for other Building Blocks.

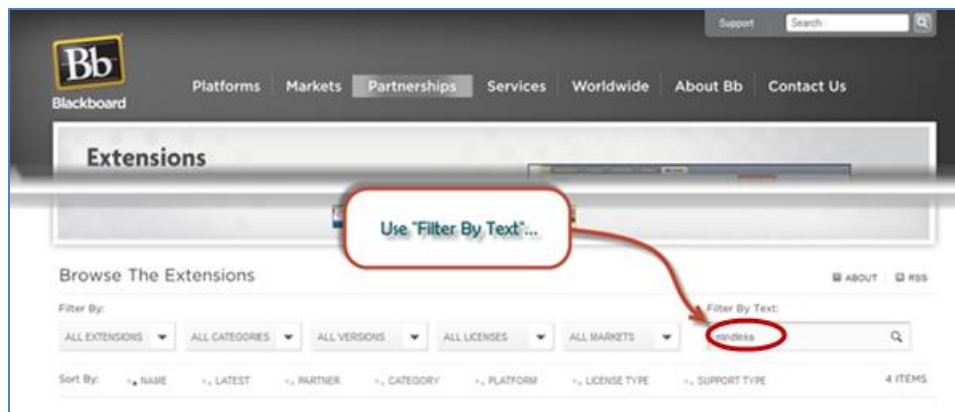
NOTE: When the Cengage Learning MindLinks Building Block is installed, it defaults to **Inactive** in the **Availability** column and **Unavailable** in the **Course/Organization** column. After you make the Building Block available, you can configure it to allow instructors and students to use it.

Follow the instructions below to download the Cengage Learning MindLinks™ Building Block:

- Step 1: Access the published Blackboard Extensions:

<http://www.blackboard.com/Partnerships/Extensions.aspx>

- Step 2: Enter **MindLinks** into the **Filter by Text** field.







- Step 3: Select the Building Block appropriate to your Service Pack.

Browse The Extensions ABOUT RSS

Filter By: Filter By Text: mindlinks

ALL EXTENSIONS ALL CATEGORIES ALL VERSIONS ALL LICENSES ALL MARKETS

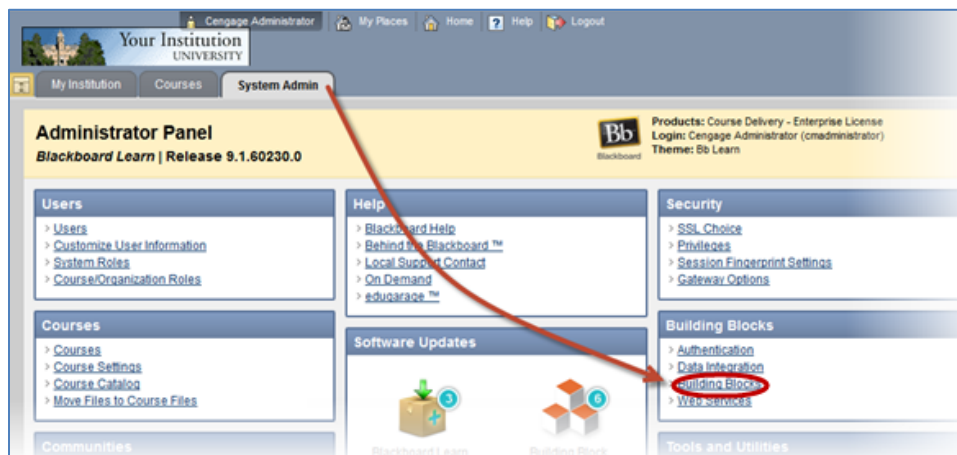
Sort By: NAME LATEST PARTNER CATEGORY PLATFORM LICENSE TYPE SUPPORT TYPE 4 ITEMS

 Cengage Learning MindLinks Building Block-9.1 SP5 By: Cengage Learning Category: Other, Platform: Blackboard Learn 9.x License Type: Free Support Type: Blackboard Learn 9.x	 Cengage Learning MindLinks Building Block-9.1 SP6 By: Cengage Learning Category: Other, Platform: Blackboard Learn 9.x License Type: Free Support Type: Blackboard Learn 9.x	 Cengage Learning MindLinks Building Block-9.1 SP7 By: Cengage Learning Category: Other, Platform: Blackboard Learn 9.x License Type: Free Support Type: Blackboard Learn 9.x	 Cengage Learning MindLinks Building Block-9.1 SP8 By: Cengage Learning Category: Other, Platform: Blackboard Learn 9.x License Type: Free Support Type: Blackboard Learn 9.x
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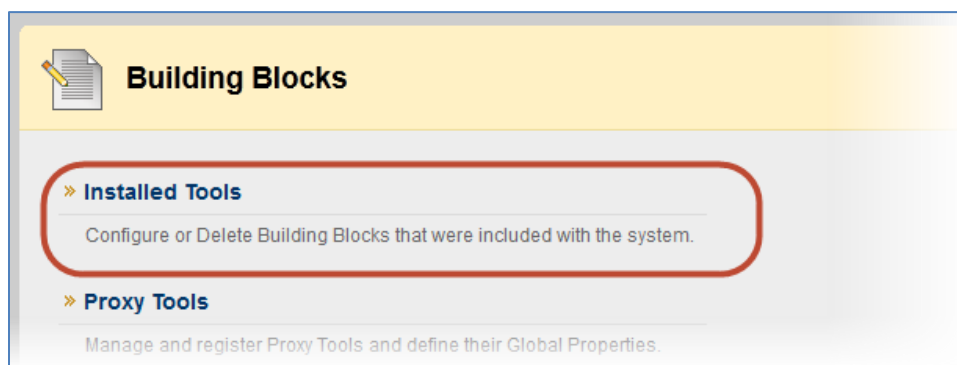
Configure Building Block (Service Packs 5-7)

Follow these steps to configure the Building Block:

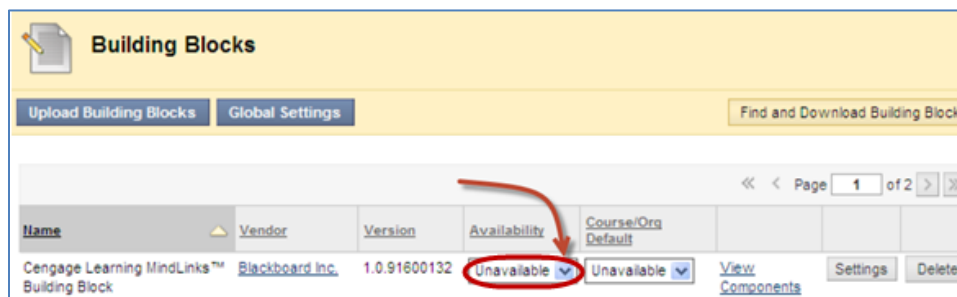
- Step 1: Logon to Blackboard Learn. Access the *Building Blocks* panel on the **System Admin** tab.



- Step 2: Select **Installed Tools**.

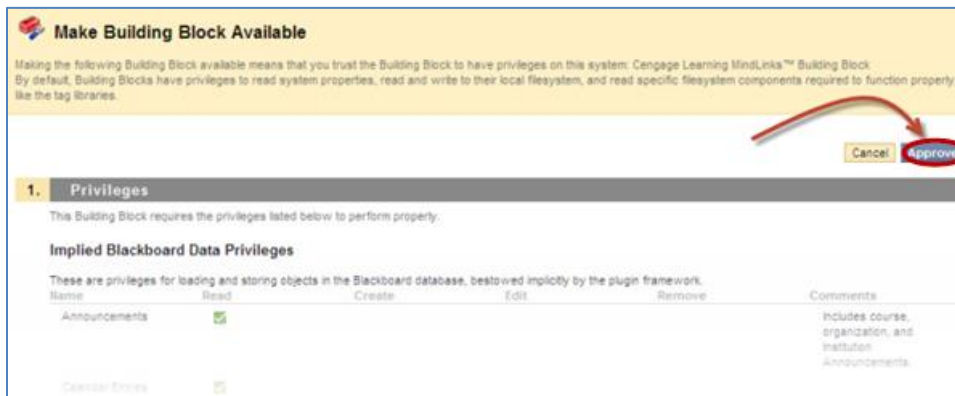


- Step 3: Select **Unavailable** from the **Availability** drop-down menu.

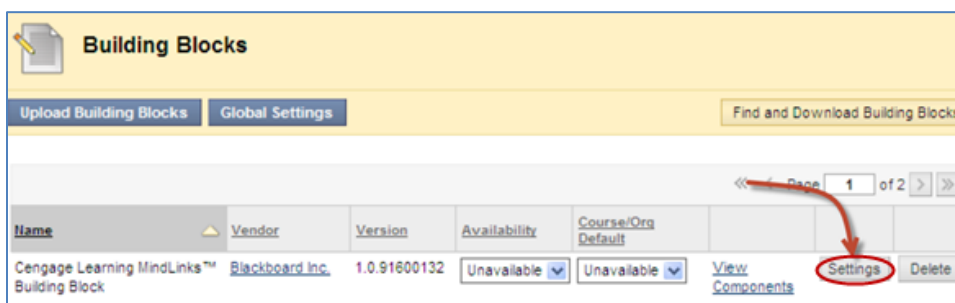


NOTE: If you select **Unavailable**, it triggers the approval of the Building Block AND allows you to configure the Building Block's settings fully before you make it available for instructor and student use.

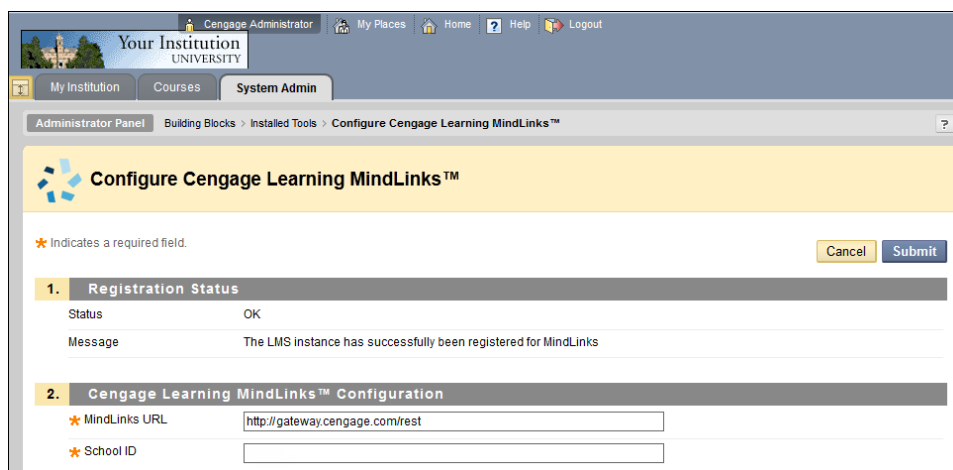
- Step 4: When the *Make Building Block Available* page displays, with a summary of the permissions and access granted to the Building Block, select **Approve** to enable activation of the Building Block.



- Step 5: Click the **Settings** button.



- Step 6: Copy and paste the **School ID**, **Key** and **Secret** information from the Cengage email. Select settings described below:



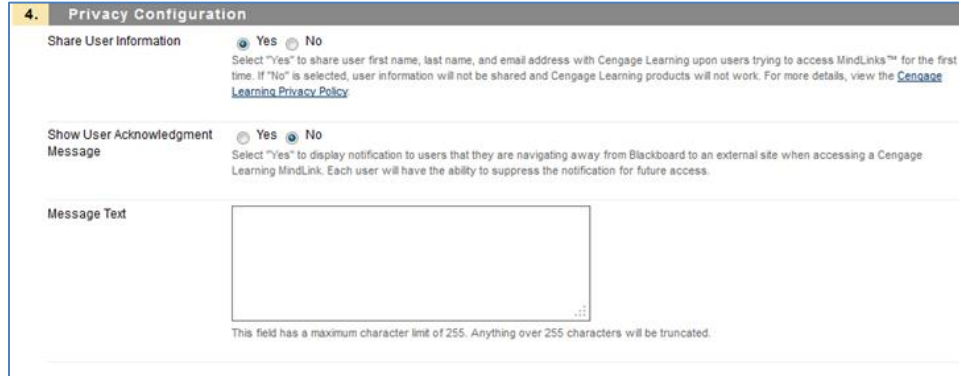
Configure Cengage Learning MindLinks Description

- Section 1 – **Registration Status**: Displays the status of the MindLinks registration and updates after you submit the configuration changes.
- Section 2 – **Cengage Learning MindLinks™ Configuration**: Stores the required fields for the **MindLinks URL**, **School ID**, **Consumer Key** and **Consumer Secret** information provided by Cengage in the administrator email.
- Section 3 – **Local System Information**: Identifies the installation type (Examples: Production, Staging, Development.)
- Section 4 – **Privacy Configuration**: Manages privacy options.
 - Set the option for **Share User Information** to **Yes** (Shares user first name, last name and email address with Cengage Learning when users access MindLinks.)

IMPORTANT: If you set this field to **No**, MindLinks will not function.

- Click the link if you need to review Cengage Learning’s Privacy Policy.
- Set **Show User Acknowledgment** to **No** to provide students with a more seamless experience.

If you select **Yes**, a notification displays to the students when a MindLink launches to an external site. You can enter optional **Message Text** to display to students. Students can suppress this notification after initial access.



The screenshot shows the '4. Privacy Configuration' section. It contains three main settings:

- Share User Information:** Radio buttons for 'Yes' (selected) and 'No'. Below the buttons is a descriptive text: 'Select "Yes" to share user first name, last name, and email address with Cengage Learning upon users trying to access MindLinks™ for the first time. If "No" is selected, user information will not be shared and Cengage Learning products will not work. For more details, view the [Cengage Learning Privacy Policy](#)'.
- Show User Acknowledgment Message:** Radio buttons for 'Yes' and 'No' (selected). Below the buttons is a descriptive text: 'Select "Yes" to display notification to users that they are navigating away from Blackboard to an external site when accessing a Cengage Learning MindLink. Each user will have the ability to suppress the notification for future access.'
- Message Text:** A large text input field. Below the field is a note: 'This field has a maximum character limit of 255. Anything over 255 characters will be truncated.'

- Section 5 – **Grade Integration**: Enables transmission of student scores on completed MindLink activities to the Blackboard Grade Center if the instructor has marked the MindLink for grading.
 - With **Only Over SSL** or **Always** selected, scores transmit to the Blackboard gradebook column on completion of the graded activity.
 - With **Off** selected, scores are not transmitted to the Blackboard gradebook and the instructor must manage all scores manually.
- Section 6 – **Blackboard Course Role Mapping**: Enables mapping of additional user roles to the Instructor role.

- The Instructor role is selected by default.
- Set additional roles needing instructor privileges (Examples: Teaching Assistant, Grade)
- Section 7 – **Submit**: Click to finalize configuration settings.

When you submit the MindLinks configuration settings, the Building Blocks list redisplay. The **Registration Status** under the MindLinks Building Block settings displays **OK**.

IMPORTANT: If there is a problem with the MindLinks configuration after you submit, the page remains open and an error message displays under **Registration Status**. Review the entries for the **School ID**, **Key** and **Secret** to confirm that they match the information in the administrator email. Also, review the **Privacy Configuration** section to confirm that **Share User Information** is set to **YES**.

Enabling MindLinks in Courses (Service Pack 5-7)

After you configure the MindLinks Building Block, confirm its availability. To enable MindLinks on the system, select **Available** in the **Availability** column. To make MindLinks available in courses by default, select **Available** under the **Course/Org Default** column.

Name	Vendor	Version	Availability	Course/Org Default			
Cengage Learning MindLinks™ Building Block	Blackboard Inc.	1.0.91600132	Available	Available	View Components	Settings	Delete

When the **Course/Org Default** is **Unavailable**, instructors must enable MindLinks manually in each course (under **Customization>Tool Availability**.) To enable instructors to add MindLinks to courses, confirm that MindLinks items listed under **Tool Availability** are **Available**.

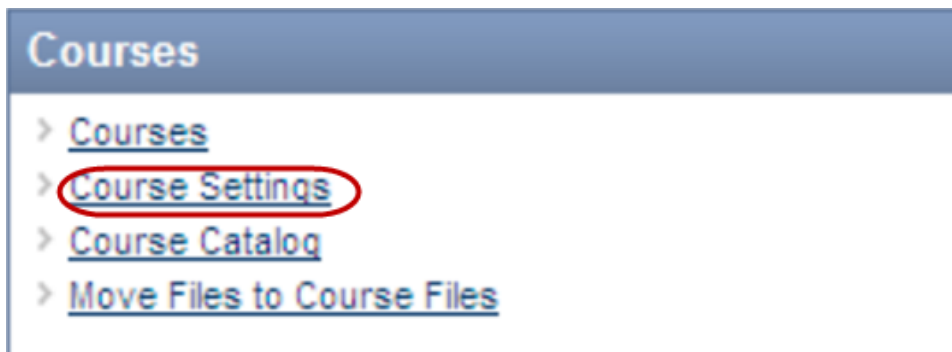
Name	Type	Available	Allow Guest	Allow Observer
Cengage Learning MindLinks™	Content Type	✓	<input type="checkbox"/>	<input type="checkbox"/>
Cengage Learning MindLinks™ Tools	System Tool	✓	<input type="checkbox"/>	<input type="checkbox"/>

Enabling Cengage Learning MindLinks Tools (Service Pack 5-7)

When the Cengage Learning MindLinks Building Block Course/Organization is **Available**, the Cengage Learning MindLinks tool is available in Courses and Organizations. Confirm the setting by accessing the Course and Organization Tools areas using the Administrator Panel > Customization > Tool Availability.

Follow these steps to manage the Cengage Learning MindLinks Building Block in the Course or Organization Tools area:

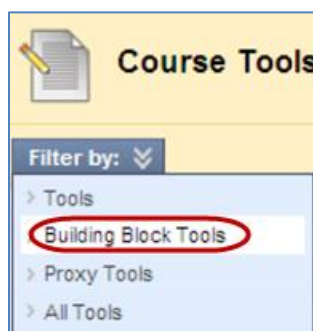
- Step 1: From the Administrator Panel, enable one of the following:
 - Courses: Select **Course Settings** under **Courses**.
 - Organizations: Select **Organization Settings** under **Organizations**.



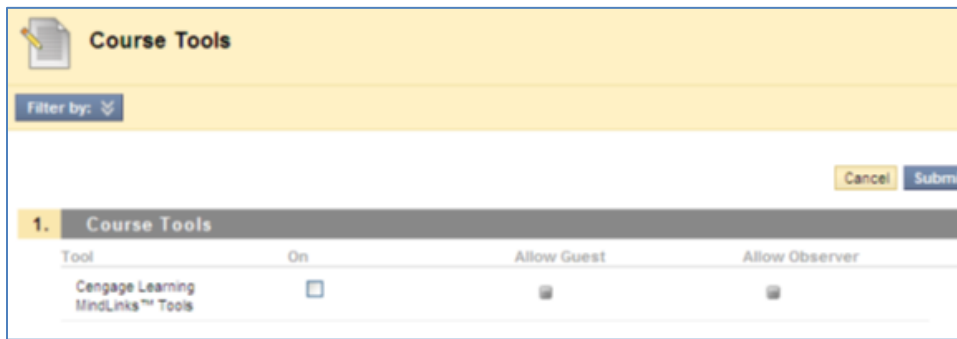
- Step 2: To enable for Courses, select **Course Tools**. To enable for Organizations, select **Organization Tools**.



- Step 3: Select **Building Block Tools** under **Filter by**.



- Step 4: Select the check box next to **Cengage Learning MindLinks™ Tools** to turn the tool **On** in Courses or Organizations.



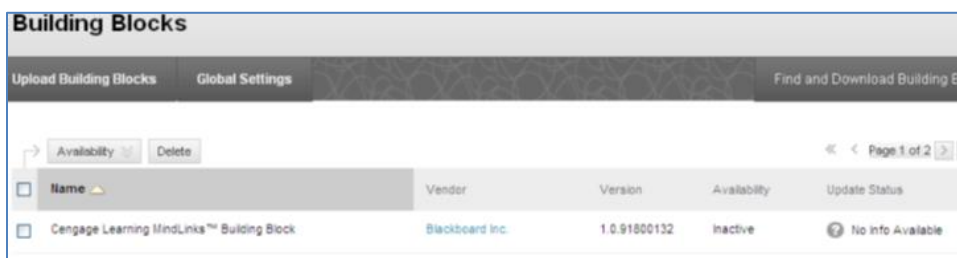
- Step 5: Click **Submit**.

Configure Building Block (Service Pack 8)

- Step 1: Logon to Blackboard Learn and access the **Building Blocks** panel under **System Admin**.
- Step 2: Select **Installed Tools**.



- Step 3: Locate the **Cengage Learning MindLinks™ Building Block**. Installed Building Blocks display in alphabetical order.

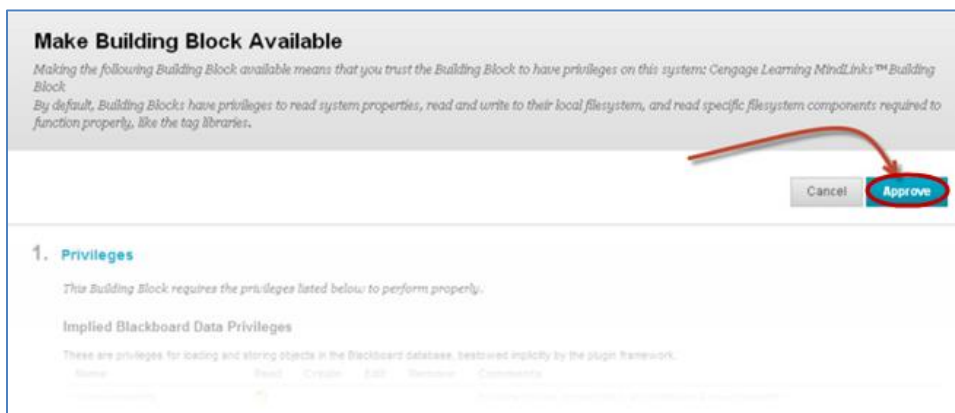


- Step 4: Select the Building Block. Click the down arrow and select **Set Unavailable**.

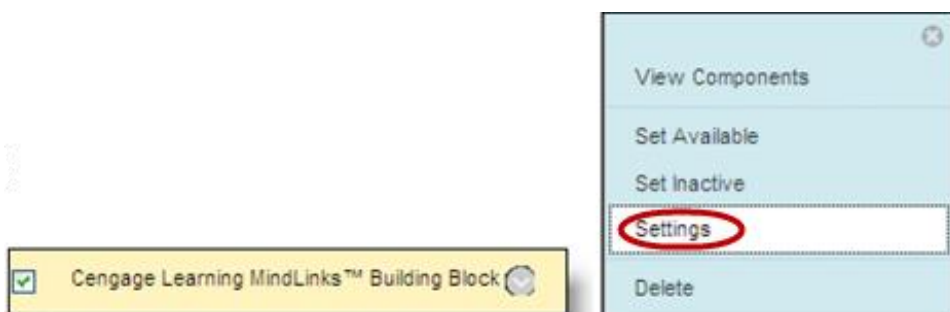


NOTE: Selecting **Set Unavailable** triggers the approval of the Building Block and it enables you to configure the Building Block settings before making the Building Block available for instructor and student use.

- Step 5: Click **Approve** to enable activation of the Building Block when the *Make Building Block Available* page displays a summary of the permissions and access granted to the Building Block.



- Step 6: Select the **Cengage Learning MindLinks™** Building Block. Click the down arrow and select **Settings** to access the configuration page.



- Step 7: Register the Building Block by entering your Cengage-provided credentials in the *Cengage Learning MindLinks™ Configuration* section.

NOTE: If you need credentials, click the **How to Request Configuration Parameters** link.


Configure Cengage Learning MindLinks Description

- Section 1 – **Registration Status**: Displays the status of the MindLinks registration. Updates after you submit configuration changes.
- Section 2 – **Cengage Learning MindLinks™ Configuration**: Contains fields for the **MindLinks URL**, **School ID**, **Consumer Key** and **Consumer Secret** information provided by Cengage in the administrator email.
- Section 3 – **Local System Information**: Identifies the installation type (Examples: Production, Staging, Development).
- Section 4 – **Privacy Configuration**: Manages the privacy settings.
 - Set the option for **Share User Information** to **Yes** (Shares user first name, last name and email address with Cengage Learning when users access MindLinks.)

IMPORTANT: If you set this field to **No**, MindLinks will not function.

- Click the Cengage Learning Privacy Policy link if you need to review this information.
- Select **No** for **Show User Acknowledgement** to provide students with a more seamless user experience.

If you select **Yes**, notification displays to the students when a MindLink launches to an external site. You can enter optional **Message Text** to display to students. (Students can suppress this notification after initial access.)



4. Privacy Configuration

Share User Information Yes No
Select "Yes" to share user first name, last name, and email address with Cengage Learning upon users trying to access MindLinks™ for the first time. If "No" is selected, user information will not be shared and Cengage Learning products will not work. For more details, view the Cengage Learning Privacy Policy.

Show User Acknowledgment Message Yes No
Select "Yes" to display notification to users that they are navigating away from Blackboard to an external site when accessing a Cengage Learning MindLink. Each user will have the ability to suppress the notification for future access.

Message Text

This field has a maximum character limit of 255. Anything over 255 characters will be truncated.

- Section 5 – **Grade Integration**: Enables transmission of student scores on completed MindLink activities to the Blackboard Grade Center if the instructor has marked the MindLink for grading.
 - With **Only Over SSL** or **Always** selected, scores transmit to the Blackboard gradebook column on completion of the graded activity.
 - With **Off** selected, scores are not transmitted to the Blackboard gradebook and the instructor must manage all scores manually.
- Section 6 – **Blackboard Course Role Mapping**: Enables mapping of additional user roles to the Instructor role.
 - The Instructor role is selected by default.

- Set additional roles needing instructor privileges (Examples: Teaching Assistant, Grade)

- Section 7 – **Submit**: Click to finalize configuration settings.

When you submit the MindLinks configuration settings successfully, the Building Blocks list displays again. The **Registration Status** under the MindLinks Building Block settings is set to **OK**.

IMPORTANT: If there is a problem with the MindLinks configuration after you submit, the page remains open. An error message displays under **Registration Status**. Review the entries for the **School ID**, **Key** and **Secret** to confirm that they match the values in the administrator email. Also, review the **Privacy Configuration** section to confirm that **Share User Information** is set to **Yes**.

Enabling MindLinks in Courses (Service Pack 8)

Once you complete the configuration, make the Building Block available for instructor and student access. These are the steps:

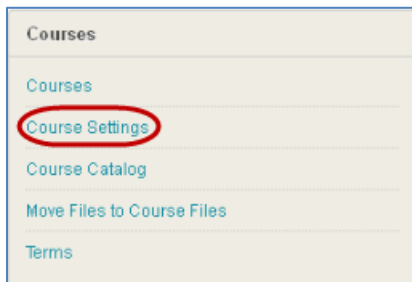
- Step 1: From the Administrator Panel, select **Building Blocks**
- Step 2: Select **Installed Tools**.
- Step 3: Locate the Cengage Learning MindLinks™ Building Block.
- Step 4: Select the Building Block. Click the down arrow and select **Set Available**.



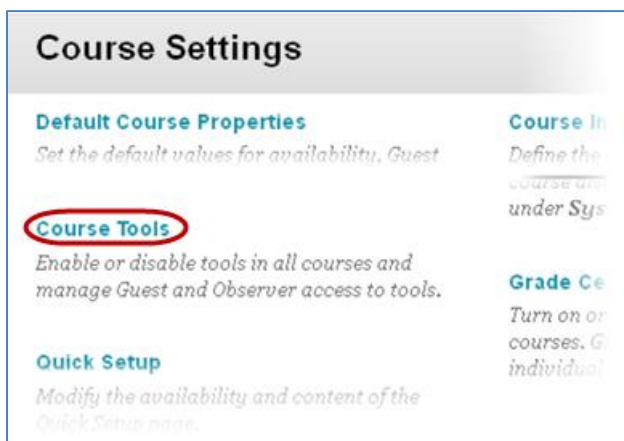
Enabling Cengage Learning MindLinks Tools (Service Pack 8)

Once the Building Block is available, follow these steps to make the Cengage Learning MindLinks Tool available:

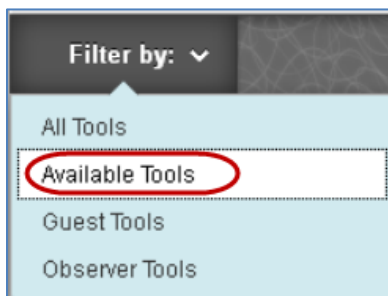
- Step 1: From the Administrator Panel under **Courses**, select **Course Settings**.



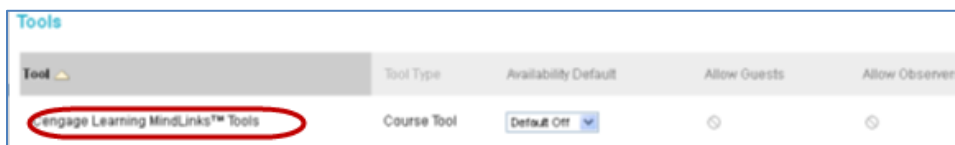
- Step 2: Click **Course Tools**.



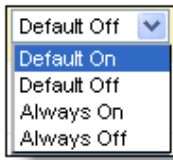
- Step 3: Filter by **Available Tools**.



- Step 4: Locate Cengage Learning MindLinks™ Tools in the list.



- Step 5: From **Availability Default** dropdown, select the appropriate value to make the Cengage Learning MindLinks™ Tools available. Values include the following:



- **Default On:** For newly created courses, the tool is enabled by default. Within the course, the instructor can configure the tool.
- **Default Off:** For newly created courses, the tool is not enabled by default. Within the course, the instructor can configure the tool.
- **Always On:** The tool is always enabled within a course. The instructor cannot configure it.
- **Always Off:** The tool is never enabled within a course. The instructor cannot configure it.

NOTE: The Cengage Learning MindLinks Tools are not available to guests or observers.

- Step 6: Click **Submit**.