

This Quick Start Guide provides information to help you start using MindTap™.

SIGN IN

Sign in to your Cengage account to access your course materials.

NOTE

- If you use a learning management system (LMS), such as Moodle™ or Blackboard®, use the sign-in method it provides.
- If you sign in to your K-12 MindTap course through NGLSync, sign in at nglsync.cengage.com.
- Otherwise, sign in at login.cengage.com.

1. Go to login.cengage.com.
2. Enter your email address and click **Next**.
3. Enter your password and click **Sign In**.

CREATE A COURSE




You can create a new course from scratch or copy another course.

1. Sign in to the Instructor Resource Center at login.cengage.com/ssoinstructor/mydashboard.htm.
2. Select the textbook or product for your course.
3. Click **Create Course**.
4. Select **Create a new course**, **Copy an existing course**, or **Copy from another instructor's course**.
If prompted, enter the course key or select the course to copy.
5. Click **Continue**.
6. Set the course name and dates.
7. Select the course time zone.
8. Click **Create Course**.
9. **OPTIONAL:** Use the Guided Course Setup wizard to configure your new course.



ACTIVITIES

MindTap courses have many activities available to students. Rearrange and hide activities to support your course.


Change Your View

- To display activities by week, click .
- To display an outline of your activities, click .
- To filter the list of activities, click **Filters** .



Rearrange Activities

1. Turn on **Edit** .
2. Click  **Edit** beside an activity or folder.
3. Select **Associated Topic** to change the topic.
4. Select **Order Within Topic** to change the place within a topic.
5. Click **Save**.

Unschedule Activities


1. Turn on **Edit** .
2. Click **Hide** beside an activity or folder.
3. Click **OK** to confirm.

Edit Activities

1. Turn on **Edit** .
2. Click  **Edit** beside an activity.
3. In the Assign to Course window, set the activity title, description, dates, and location in the learning path to assign the activity to your course.
4. If shown, click **Edit Activity Options** to edit scoring or other activity settings.
5. Click **Save**.


Set Activities to Practice or Graded

Practice activities are not counted toward your students' grade.

1. Turn on **Edit** .
2. Select activities.
3. Click **Batch Actions > Edit Settings**.
4. Select **Practice** or **Graded**.
5. **OPTIONAL:** If the activities are set to **Graded**, enter a **Possible Score**.
Alternatively, set different possible scores for each activity later.
6. Click **Save > OK**.
7. Turn off **Edit**.

STUDENT ENROLLMENT

Give students a course link so they can enroll in your course.

1. Sign in to the Instructor Resource Center at login.cengage.com/ssoinstructor/mydashboard.htm.
2. Select the textbook or product for your course.
3. Click **Manage Courses**.
4. Click either the **Courses** or **Course Masters & Sections** tab.
5. Click the **Course Link Instructions** icon  for your course or section.

MORE INFORMATION AND SUPPORT

Search the online help for answers to most questions. Information in this guide is intended for US instructors. For international support, visit the online help.

help.cengage.com/mindtap/mt-instructor/

MINDTAP STATUS

Check the current status of MindTap at techcheck.cengage.com.

CONTACT US SUPPORT

ONLINE: support.cengage.com
 CALL: 800.354.9706