

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

Create a Course

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

- 1 Sign in to the Instructor Center at faculty.cengage.com/.
- 2 Add the textbook or product you want to use to your library.
- 3 Click **My Library** > **Create Course**.
- 4 Enter your course information and click **Next**.
- 5 Edit the section information and set instructors.
- 6 Click **Finish**, then **Set Up MindTap**.



Activities

Customize the list of activities available to your students.


Change Your Activities View

- **Week view:** Click .
- **Outline view:** Click .
- **Filter:** 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 activity details.
- 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' grades.

- 1 Turn on **Edit** .
- 2 Select activities.
- 3 Click **Batch Actions** > **Edit Settings**.
- 4 Select **Practice** or **Graded**.
If the activities are set to **Graded**, enter a **Possible Score**.
- 5 Click **Save** > **OK**.

Student Enrollment

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

- 1 Sign in to the Instructor Center at faculty.cengage.com/.
- 2 Click **My Courses**.
- 3 Locate your course and click .
- 4 Click **Student Instructions**.
- 5 Click **Copy to Clipboard**.
- 6 Paste the enrollment instructions in your syllabus or other communication.