Records Management, 10th edition
MindTap Quick Start Guide for Students

General MindTap Help
For help getting started in the MindTap platform, please visit:

- Cengage Learning’s MindTap Home Page: www.cengage.com/mindtap for a student demo of MindTap, Student Perspective videos, and more
- Training Materials: http://services.cengage.com/dcs/mindtap/start/resourcelist/#/instructor-resources-selftraining-videos for lists of training resources (user guides, webinars, videos, etc.) for instructors and students

Records Management MindTap Learning Path Overview
Following is an overview of the default structure of the MindTap learning path for Records Management, 10th edition.

Note: Your instructor has the option to customize the learning path for your particular course, so the learning path that you see may look somewhat different from the outline provided next.

Microsoft® Access Tutorials
Microsoft® Access Tutorials for Access 2010 and 2013 are provided at the beginning of the learning path for those instructors and students who would like Microsoft® Access practice before digging into the content of the core book.

Parts and Chapters
Parts
The main learning path is organized by part of the book.

Within each part (click on the part name to open or close the folder) is the part introduction followed by the chapters within that part.

Chapters
Within each chapter (click on the chapter name to open or close the folder), you will find:

- The e-book of the chapter with some embedded activities (Review and Discuss questions and Self-Checks)
- End-of-chapter application activities in a separate folder following the e-book chapter
- Study guide activities (terms practice, quizzes, and additional activities)

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• **Supplementary activities and materials** (web quizzes and web links)

• **Skills Assessment Manager (SAM) project or projects**, if available for that chapter (see more details about SAM Microsoft® Access Projects for *Records Management* later in this QuickStart guide)

**Appendices**
The book’s three appendices follow the parts on the main learning path.

**Filing Simulation Report Sheets**
Courses that are using the 10th edition *Records Management Simulation* (ISBN 9781305119178, available for separate purchase) have the option of submitting the simulation’s report sheets electronically for computer grading via the *Records Management* MindTap. These report sheets are in their own folder at the end of the main learning path. If you are not using the *Records Management Simulation* in your course, your instructor may have hidden this folder from the learning path.

**CengageNOW (CNOW) in Records Management MindTap**

**What is CNOW?**
Cengage Now (CNOW) is the homework application that the *Records Management* MindTap uses to allow students to submit assignments electronically, either for computer grading or for instructor grading, depending on the problem type.

**Starting a CNOW Assignment**

**Embedded within the e-book**
Some CNOW assignments are embedded within the e-book and look like this upon first view.

![CNOW Assignment Example](image)

To start an assignment that looks like this, click on the gray downward-pointing arrow in the upper right corner of the assignment box.

Clicking on that arrow opens up the screen that allows you to start the assignment, as shown on the next page of this Quick Start Guide.
On the learning path
Other CNOW assignments are on the MindTap learning path. Those assignments open to the Start Assignment Now view when you first click on the assignment in the learning path.

CNOW Problem Types in Records Management MindTap
There are several different problem types in CNOW, some of which were developed specifically for Records Management. The problem types used in Records Management are as follows:

Essay (instructor-graded)
The essay question type provides a question and a text box in which you type your answer to the question. When you click Submit Assignment for Grading, the typed text is submitted to your instructor.

Essay drop box (instructor-graded)
In the essay drop box question type, you will work on a file offline and then upload the file (or a zipped version of the file) to be submitted electronically to your instructor.

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True/false and multiple choice (computer-graded)
For true/false and multiple choice quizzes, the computer compares your chosen responses with the correct responses.

Matching (computer-graded)
For matching exercises, you will click on a box in the left column and then drag the cursor to the matching box in the right column. You will then continue in this way until all boxes have been matched. The computer compares your responses with the correct answers.

Drop-down (computer-graded)
For drop-down questions, you will select an answer from a drop-down menu. The computer compares your response with the correct response.
Fill in the blank (computer-graded)
The fill in the blank computer-graded problem type is used primarily in the study guide terms practice. You will fill in the blank in the definition, and the computer compares your response with the correct response.

Fill-in table (computer-graded)
In the computer-graded fill-in table problem type, you will type answers into an on-screen table and the computer compares your responses with the correct answers. You will receive feedback on which answers are correct and which are incorrect, but you will not see any correct answers that you missed.

Drag-and-drop (cloze) (computer-graded)
In the drag-and-drop (cloze) problem type, you will drag an image (often a colored text box) from the bottom of the screen to a particular location higher on the screen, as per instructions given. In *Records Management*, this problem type is primarily used for sorting filing segments into the correct indexing order. The computer compares your responses with the correct answers.

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Multiquestion

The multiquestion problem type is a combination problem type. This is used for assignments that have multiple questions, which can be answered in any order.

The left side of the multiquestion assignment shows a numbered list of questions. To answer a question, click on the question number. Questions that have been answered appear with a blue dot next to the question number. When you have finished answering all questions, click the button to Submit Assignment for Grading.

Note: Because this problem type may contain any combination of the single-question problem types, it may be instructor-graded or computer-graded. If any of the questions within the multiquestion assignment are instructor-graded, the entire assignment will be considered to be instructor-graded, and you will not receive your grades for the assignment until your instructor has graded the instructor-graded portions of the assignment.
Strict multi-step

The strict multi-step problem type is a combination problem type. This is used for assignments that have multiple questions, which must be answered in a particular order. In *Records Management*, this problem type is primarily used for alphabetic indexing rules assignments (in Chapters 3–5) in which the students first fill in a table to indicate the correct filing units and then proceed to a drag-and-drop (cloze) question to put the filing segments into correct order.

In the strict multi-step question type, numbered tabs along the top of the assignment screen indicate the question steps. You may proceed to later steps if you have not completed earlier steps, but you must commit to your answers for each step before moving on to the next step. Once you leave a step, your answers from that step can be viewed but not changed.

![Assignment screenshot](image)

SAM Microsoft® Access Projects in Records Management MindTap

Computer-graded SAM projects are now available for *Records Management* Chapters 3, 4, 5, 6, 7, 8, 9, 10, 13, and 14. Chapters 8, 9, and 13 each have two assignments; the remaining chapters with SAM projects each have one assignment. Your instructor may or may not assign these projects to you.

These assignments are based on, but not identical to, the Microsoft® Access activities in the *Records Management* core text and study guide. Note that in order to complete the assignments, you will need to follow the instructions provided in the SAM assignment files. If you use the instructions from the book, the assignments will not work properly.

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To open a SAM project, click on it in the learning path. That opens up an assignment information window.

It is followed by a window with downloadable instructions and start files.

Download the instruction and start files. Follow the instructions to make the necessary updates to the start file, then save the file as directed. After completing the assignment, you will upload the final, computer-graded file within this same window by browsing to attach the file and then clicking the Submit button.

For SAM-related resources, including checking your grade on completed projects, click on the SAM icon in the MindTap apps dock.

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