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

**SIGN IN**
If you use a learning management system (LMS), such as Moodle or Blackboard, use the sign-in method it provides. Otherwise, you can sign in at login.cengage.com.
2. Type your Cengage username and password.
3. Click Sign In.

**CREATE A COURSE**
You can create a new course from scratch or copy another course.
1. If needed, open 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 how you will create a course.
   a. Select Create a new course, Copy an existing course, or Copy from another instructor’s course.
   b. 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**
New MindTap courses have many activities available to students. Usually, you will want to rearrange and hide activities to support the course you are teaching.

- **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. At the top of the activities list, 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. At the top of the activities list, turn on Edit ☑.
2. Click Hide beside an activity or folder.
3. Click OK to confirm.

**Edit Activity**
1. At the top of the activities list, turn on Edit ☑.
2. Click Edit beside an activity.
3. Set the activity title, description, dates, and location in the learning path.
4. If shown, click Edit Options to edit scoring or other activity settings.
5. Click Save.

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

- **IMPORTANT** Do not give students the course link if your course will be integrated with an LMS like Blackboard® or Canvas™. For LMS-integrated courses, students must enroll and access your course from the LMS.

- **1.** If needed, open 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
See the following resources for more information or help with specific issues.

**ONLINE HELP**
The MindTap help includes more details and information about many more topics.

**MINDTAP STATUS**
Check the current status of MindTap at techcheck.cengage.com.

**SUPPORT**
Contact your Cengage Learning Consultant or open a support ticket at support.cengage.com.

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