

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.

1. Go to 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.

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

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.