INSTRUCTOR BRIEF GUIDE TO MANAGING A MINDTAP COURSE

Contents

Introduction

MindTap is a personal learning environment that contains Activities (Readings, Assignments, Apps, etc.) that instructors and students need in a course. You can customize a MindTap by adding or editing Activities on the Learning Path (distinct Activities) or within Readings (inline Activities.) A DSC representative can help customize the MindTap course further, editing Learning Paths, folders and units. They can also help you with Homework Apps and the Progress App.

A Course mode MindTap contains Activities that come to the MindTap from the Core text or as digital-first content. The MindTap can also include homework and assessments from other Cengage products.

MindTaps include Apps, web applications deployed inside the MindTap container. Apps contribute learning Activities and behaviors to MindTap.

NOTE: Not all Apps are available in every MindTap title.

If you are looking for something not covered in this document, you can find it in [Instructor Guide to Managing a MindTap](#).

Objectives

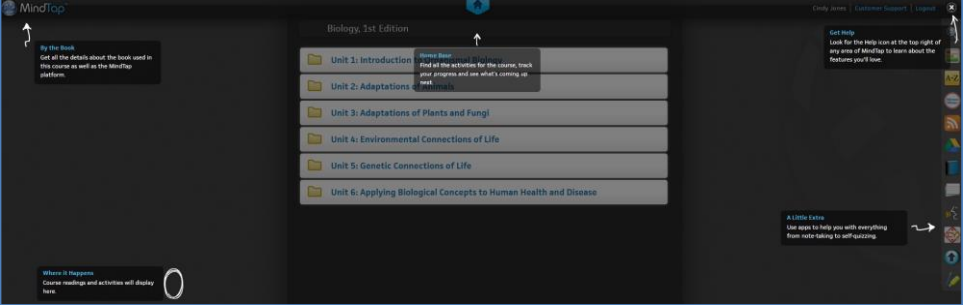The document introduces instructors to the following:

- Logging into MindTap

- Navigating MindTap
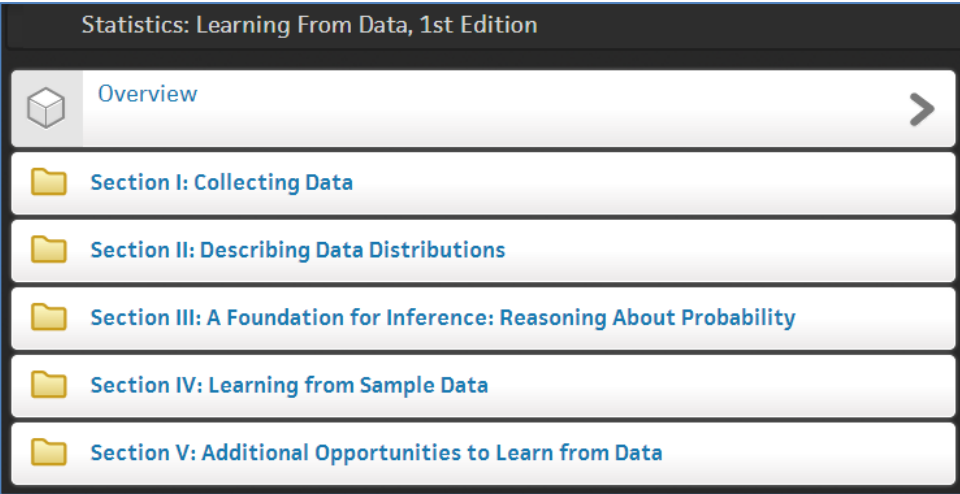
- Adding Activities

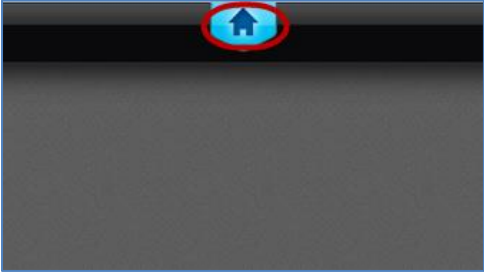- Date Manager

- Progress App

Audience

This document addresses the needs of MindTap course instructors.

Navigating MindTap

Once you're in your MindTap course, here's how it looks:

Function	Looks like this…
The cover page displays.	
The first time you open your MindTap course, **Help** displays. **Help** explains where to find everything.	

Function	Looks like this…
Click the **[?]** icon at the top right to see **Help** anytime. Click the close icon to hide **Help**.	
This is a Learning Path, MindTap's main navigation tool. It's "home" in your MindTap course. In this Learning Path, each unit is a folder. Click to open a folder.	Statistics: Learning From Data, 1st Edition Overview Section I: Collecting Data Section II: Describing Data Distributions Section III: A Foundation for Inference: Reasoning About Probability Section IV: Learning from Sample Data Section V: Additional Opportunities to Learn from Data

Function	Looks like this…
If you don't see the Learning Path, you can click the Learning Path Navigator and the Learning Path displays.	
The App Dock is on the far right of the screen. Each icon represents an App in your MindTap course. When you hover over an icon, the name of the App displays next to it. Different courses have different apps. Click the icon to open the App.	
You can access a list of FAQs. Click the dropdown arrow next to your name and select **FAQ**.	
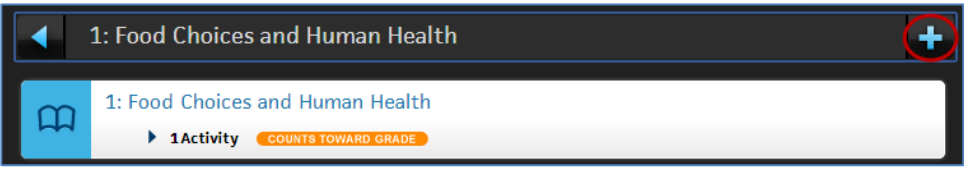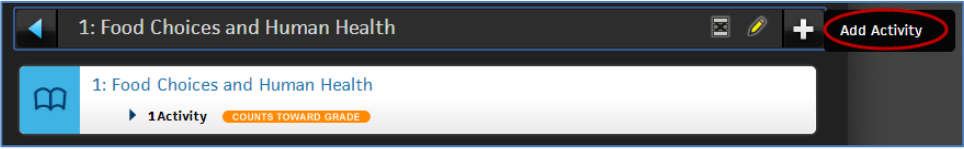
Function	Looks like this…
Select **Customer Support** to get technical support.	
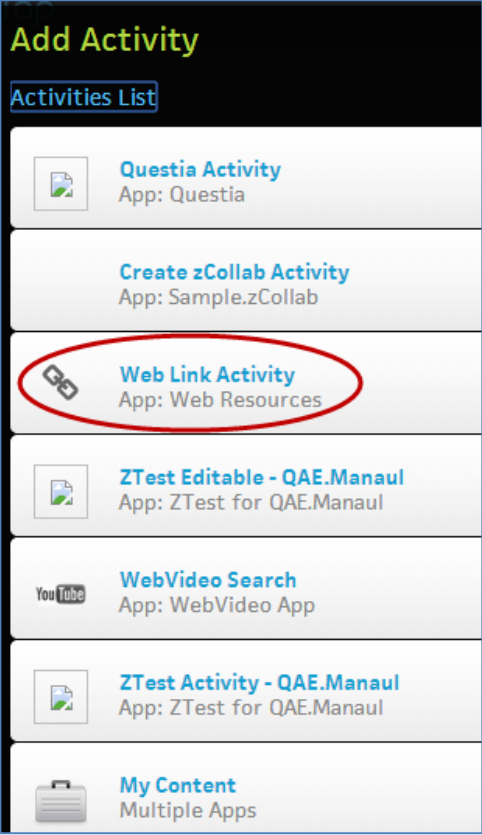
Adding Activities to MindTap

The list of Activities that you can add to the MindTap course depends on the Apps provisioned to it. You can either add Activities directly to the learning path or inline in a Reading Activity.

Adding Distinct Activities
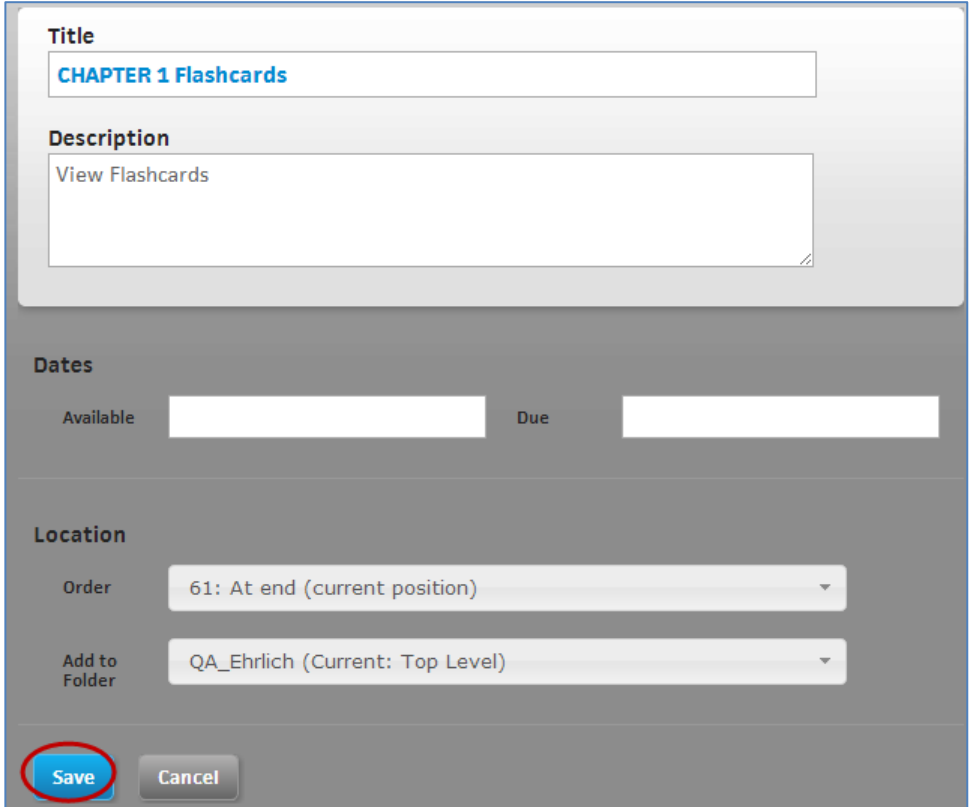
Use the following procedure to add Distinct Activities.

Step	Action
1	Navigate to the Learning Path.
2	Click the + icon. 1: Food Choices and Human Health 1: Food Choices and Human Health ▶ 1 Activity COUNTS TOWARD GRADE
3	Select **Add Activity**. 1: Food Choices and Human Health Add Activity 1: Food Choices and Human Health ▶ 1 Activity COUNTS TOWARD GRADE

Step	Action
4	Select the App from which you are using the Activity. **Add Activity** Activities List Questia Activity App: Questia Create zCollab Activity App: Sample.zCollab Web Link Activity App: Web Resources ZTest Editable - QAE.Manaul App: ZTest for QAE.Manaul WebVideo Search App: WebVideo App ZTest Activity - QAE.Manaul App: ZTest for QAE.Manaul My Content Multiple Apps
5	Follow the directions and fill out the settings. **NOTE**: Options vary for each App. For more thorough directions, see one of our specific guides.
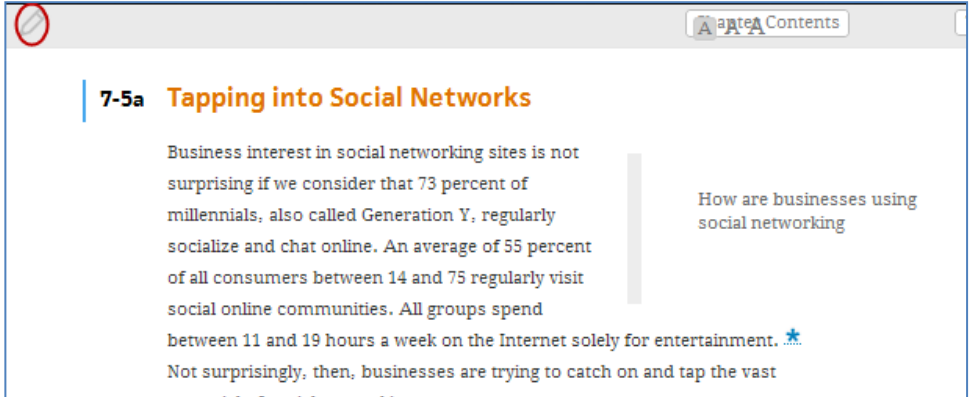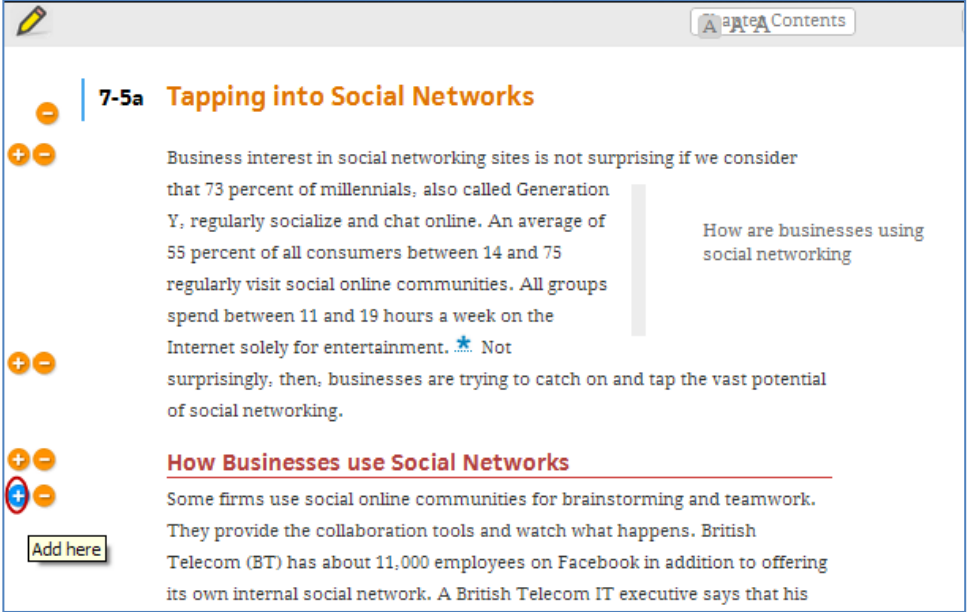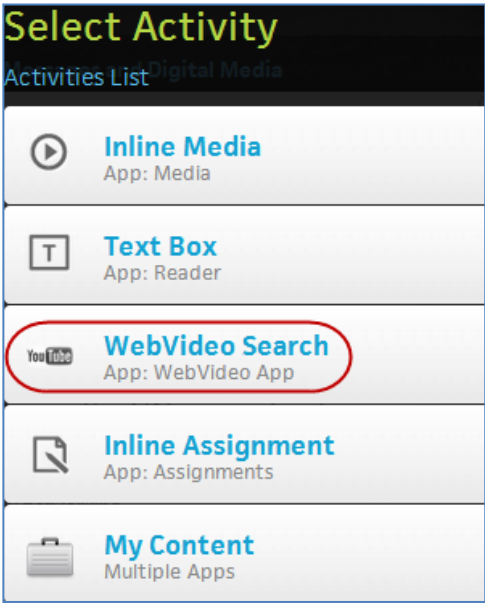
Step	Action
6	Select Assignment Options.

Title

CHAPTER 1 Flashcards

Description

View Flashcards

Dates

Available | Due

Location

Order | 61: At end (current position) ▾

Add to Folder | QA_Ehrlich (Current: Top Level) ▾

Save Cancel

Step	Action
7	Click **Save** to save the Activity. **Title** CHAPTER 1 Flashcards **Description** View Flashcards **Dates** Available Due **Location** Order 61: At end (current position) Add to QA_Ehrlich (Current: Top Level) Folder **Save** **Cancel**

Adding Inline Activities

Use the following procedures to add Inline Activities

Step	Action
1	Open the Reading in which you want to add an inline web video. Click the **Edit** (pencil) icon in the Reading to enter Edit mode. A a̲ᴀᴇᴀ Contents **7-5a Tapping into Social Networks** Business interest in social networking sites is not surprising if we consider that 73 percent of millennials, also called Generation Y, regularly socialize and chat online. An average of 55 percent of all consumers between 14 and 75 regularly visit social online communities. All groups spend between 11 and 19 hours a week on the Internet solely for entertainment. ✷ Not surprisingly, then, businesses are trying to catch on and tap the vast How are businesses using social networking Result: Add (+) and Remove (-) icons display.

Step	Action
2	Click the **Add** (+) icon in the desired location.
	Result: The *Activity Manager* screen displays.
3	Select the App from which you want to include the assignment.
4	Follow the directions to select the Activity and edit assignment options.
	NOTE: Options vary for each App. For more thorough directions, see one of our specific guides.
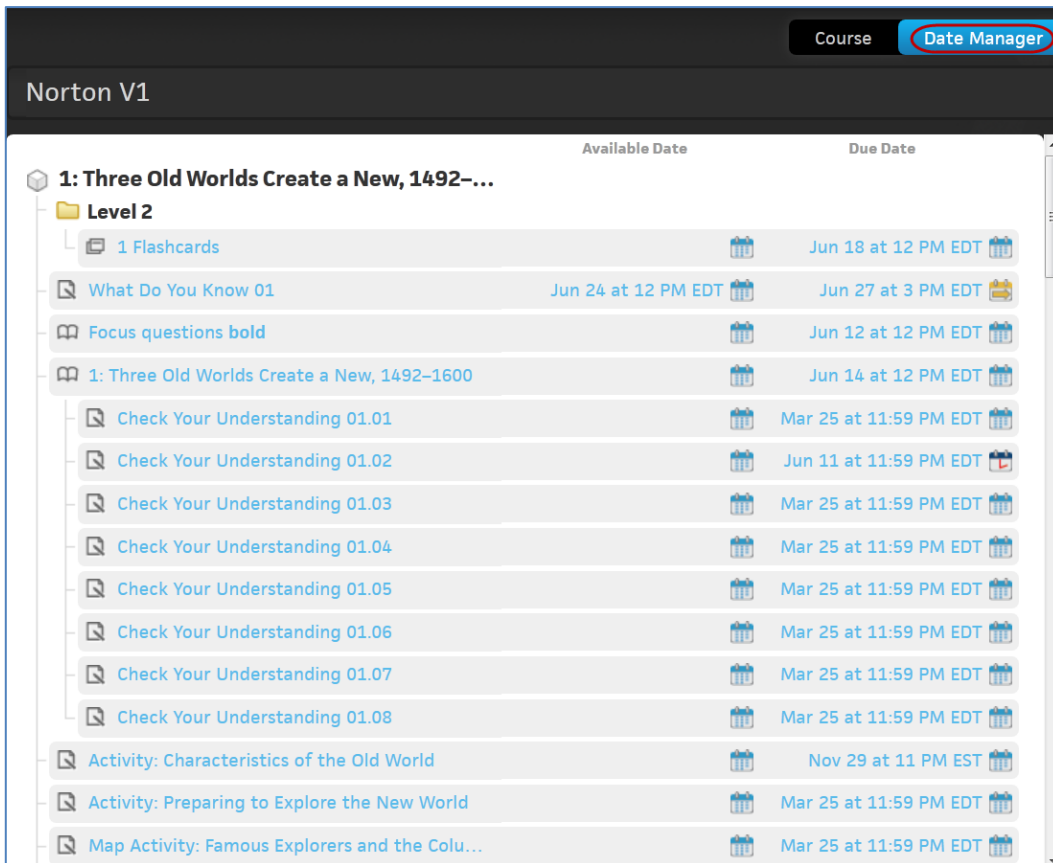
Step	Action
5	Click the **Edit** (pencil) icon again to exit **Edit** mode.

Result: The web video displays inline in the Reading and the **Add** (+) and **Remove** (-) icons no longer display.

Date Manager

Date manager is a flat, compact view of activities in the Learning Path, enabling an instructor to change assignment available dates and due dates easily in a MindTap course.

The activity names are links to the activities that you can launch from this view.

NOTE: Instructors still need to use the Progress App to extend activity due dates for individual students.

Icon Types

Date Manager displays different icon types, depending on the status of the activity:

Click to enter date
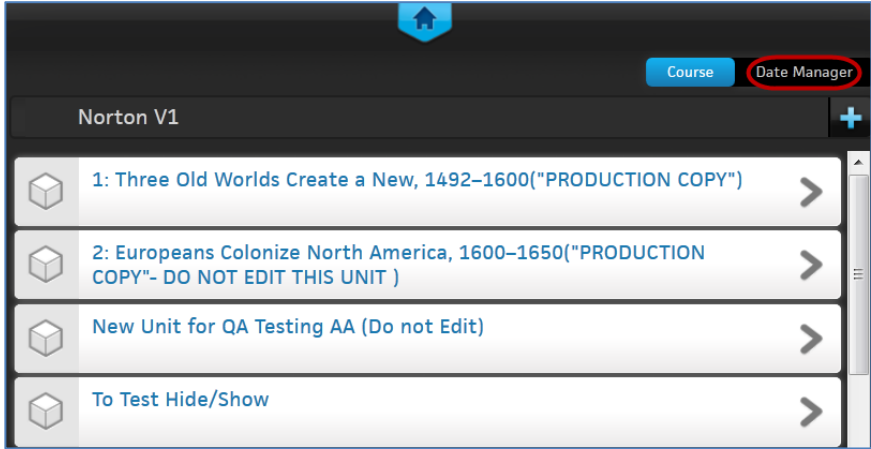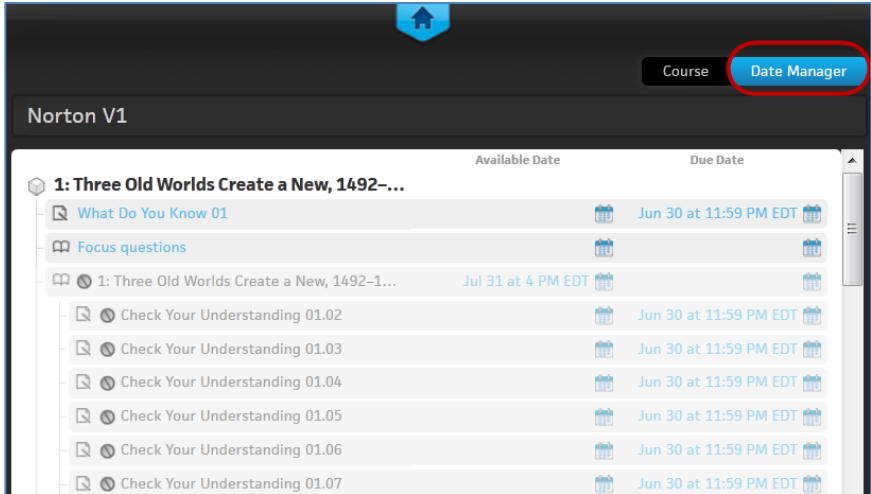
Due date past (Select to extend date)

Instructor has extended date

Modifying a Due Date

MindTap instructors can set or modify **Due Dates** using Date Manager by following these steps:

Step	Action
1	Open the Learning Path and click *Date Manager*. Result: *Date Manager* displays.

Step	Action
2	Select the **Due Date** icon corresponding to the activity on which you want to change the date. **NOTE**: You can select multiple check boxes. Click the icon in the blue bar at the top of the screen to give all selected Activities the same date. Result: A calendar displays.
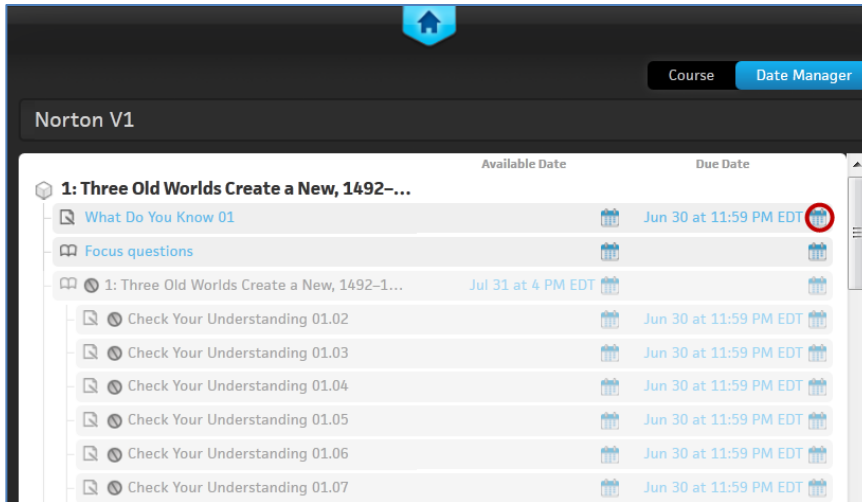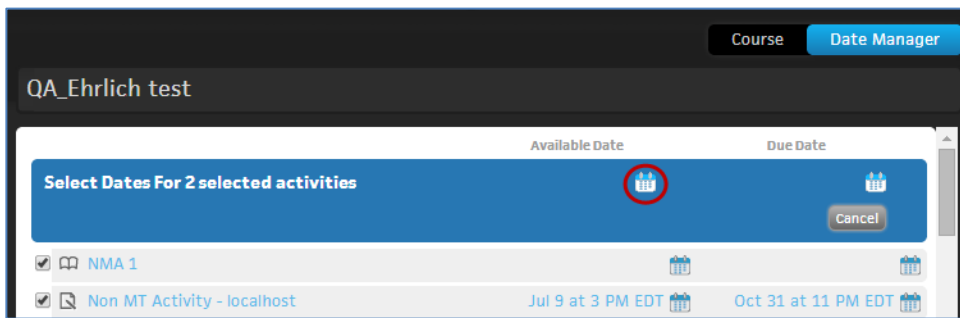
Step	Action
3	Select a date and a time for the **Due Date**.
4	Click **Done**. Result: The due date for the activity changes to the date selected.

Progress App

The Progress App enables instructors to track student scores on homework and assessments taken in MindTap. Instructors can access Progress from the App Dock.

Function	Looks like this…
Select the Progress App icon from the App Dock.	

Function	Looks like this…
The *Gradebook* tab displays when you open Progress.	
You can filter by overall performance. High is over 90%, Average is between 70 and 90% and Low is below 70%.	
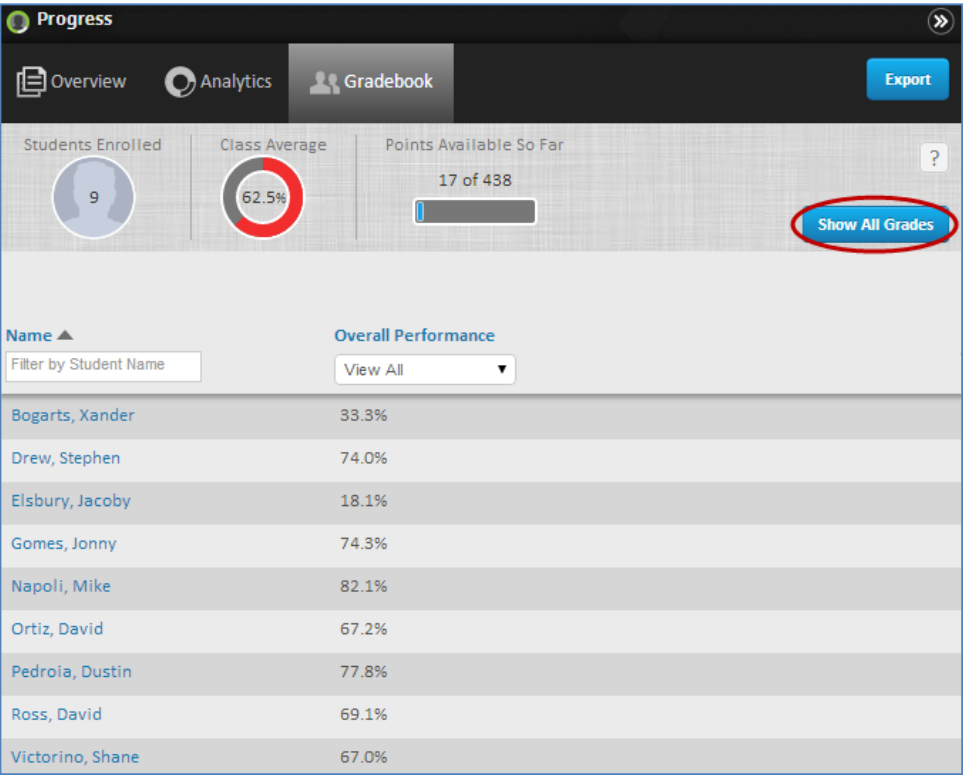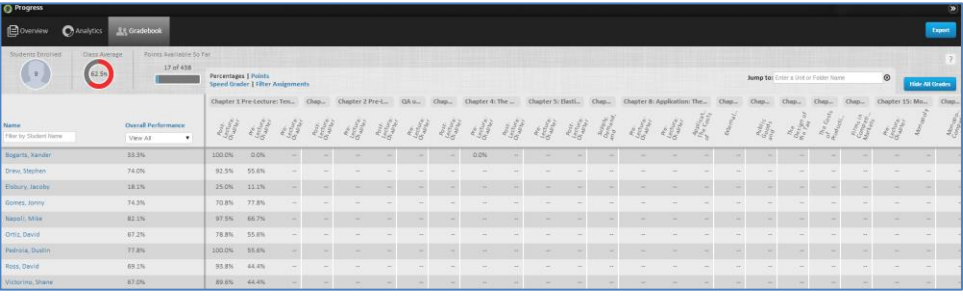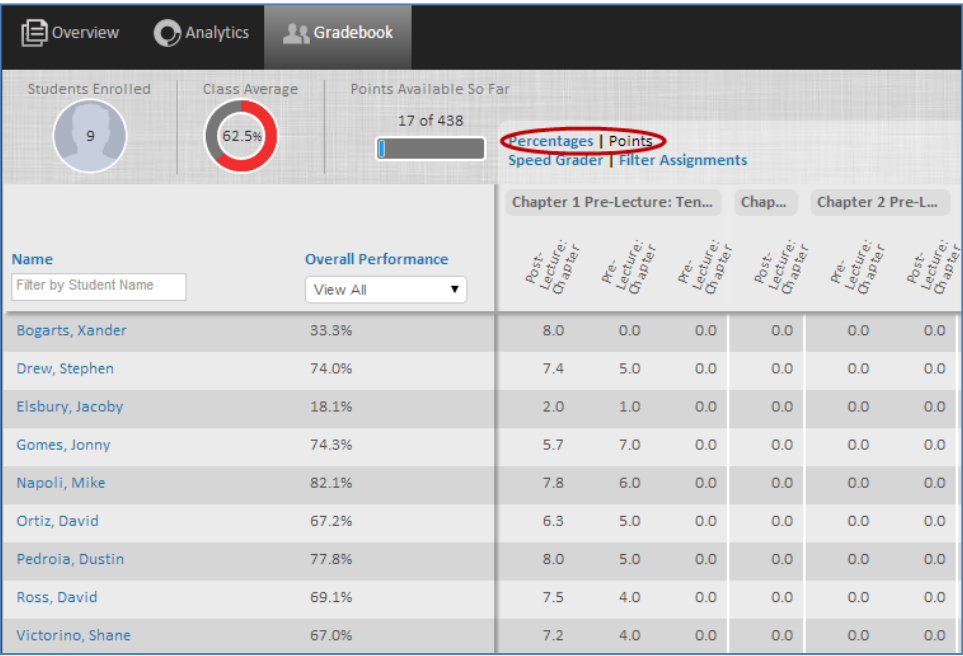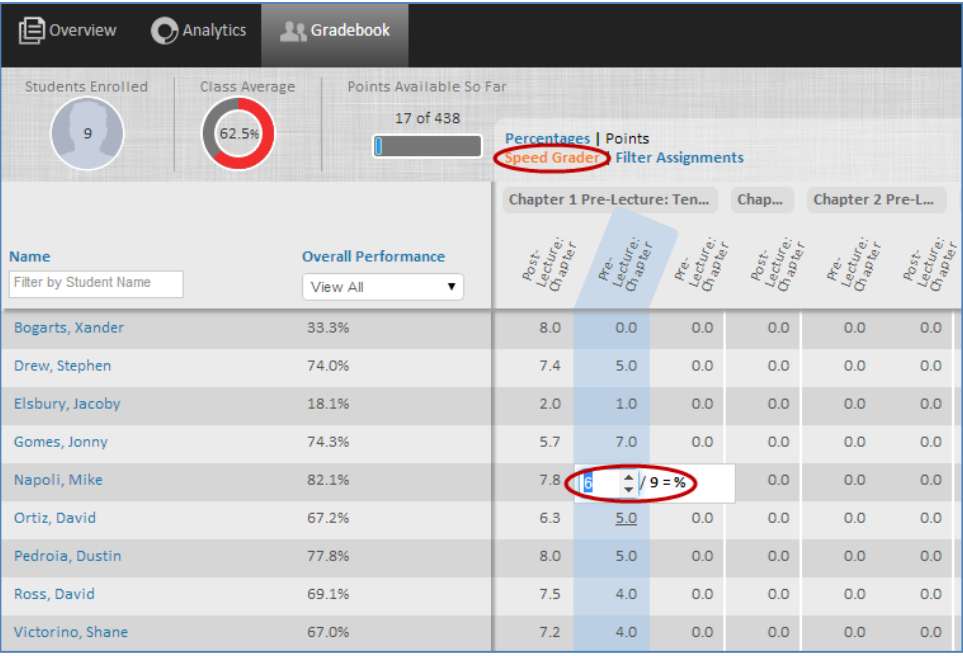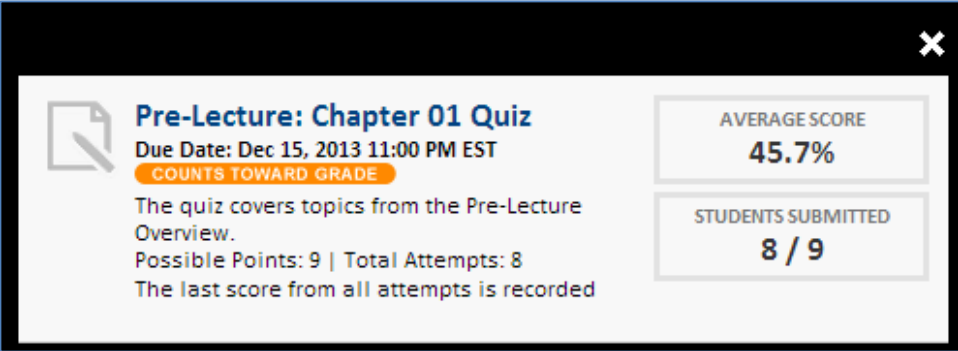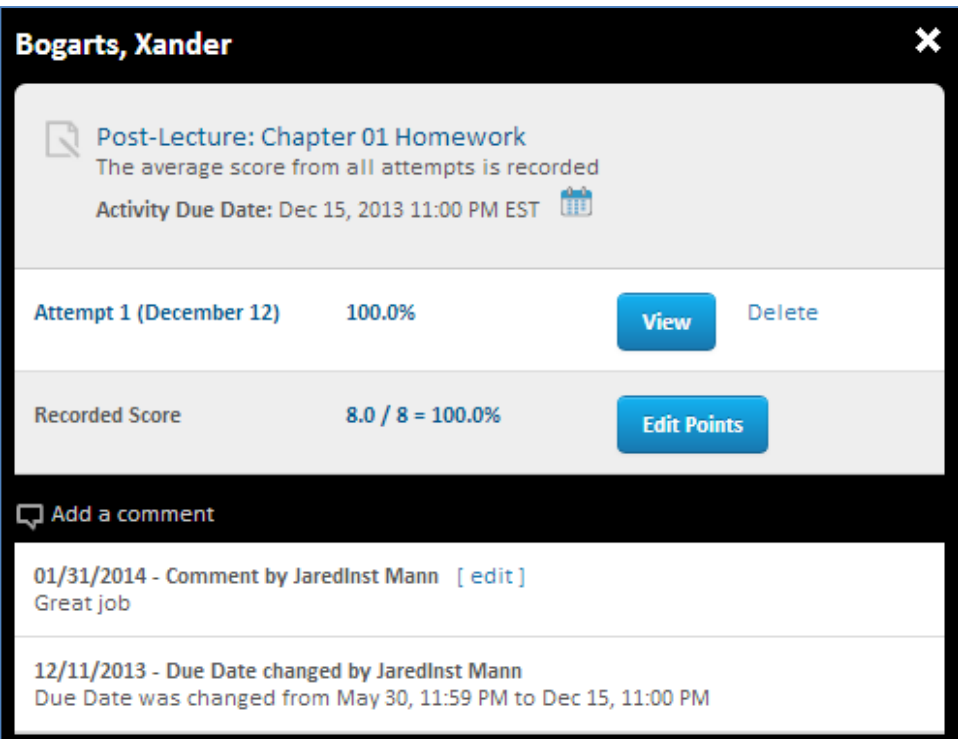
Function	Looks like this…
Click **Show All Grades** to show every assignment.	

Function	Looks like this…
You can filter by points or percentages.	
Select **Speed Grader** to edit scores by selecting a cell.	

Function	Looks like this…
Select an assignment for a class overview to display.	**Pre-Lecture: Chapter 01 Quiz** **Due Date: Dec 15, 2013 11:00 PM EST** **COUNTS TOWARD GRADE** The quiz covers topics from the Pre-Lecture Overview. Possible Points: 9 | Total Attempts: 8 The last score from all attempts is recorded AVERAGE SCORE **45.7%** STUDENTS SUBMITTED **8 / 9**
Select a score. A dialog box displays. You can edit the score or extend the due date for an individual student.	**Bogarts, Xander** **Post-Lecture: Chapter 01 Homework** The average score from all attempts is recorded **Activity Due Date:** Dec 15, 2013 11:00 PM EST **Attempt 1 (December 12)** 100.0% **View** Delete **Recorded Score** 8.0 / 8 = 100.0% **Edit Points** 💬 Add a comment 01/31/2014 - Comment by JaredInst Mann [edit] Great job 12/11/2013 - Due Date changed by JaredInst Mann Due Date was changed from May 30, 11:59 PM to Dec 15, 11:00 PM

Scores and Gradebooks

You can send a student's scores from MindTap to a Learning Management System Gradebook and use them along with scores on other student work (Examples: projects, papers) to help calculate a student's grade.

Grade Synchronization

Instructors can get help from a Cengage ITS representative to set up grade synchronization, adding scorable Activities to the institution's LMS Gradebook automatically.
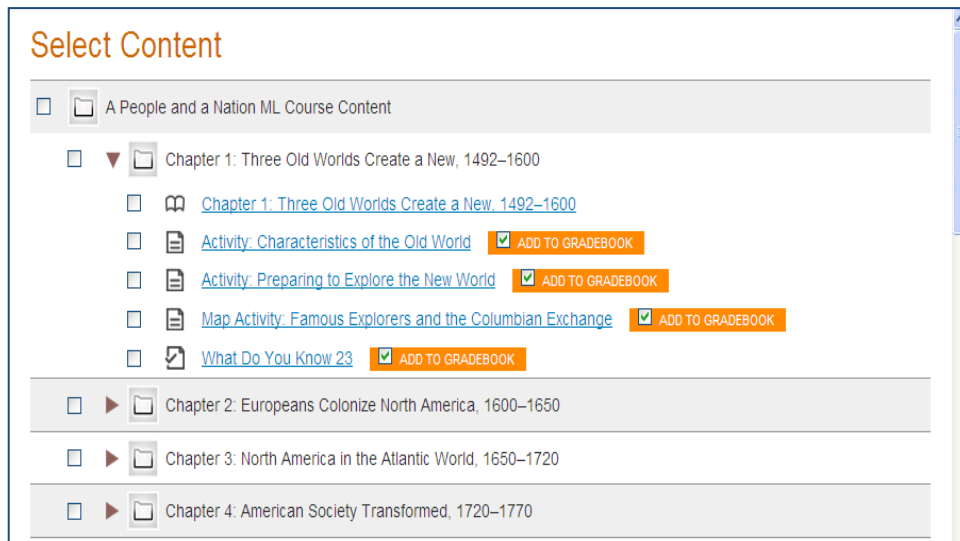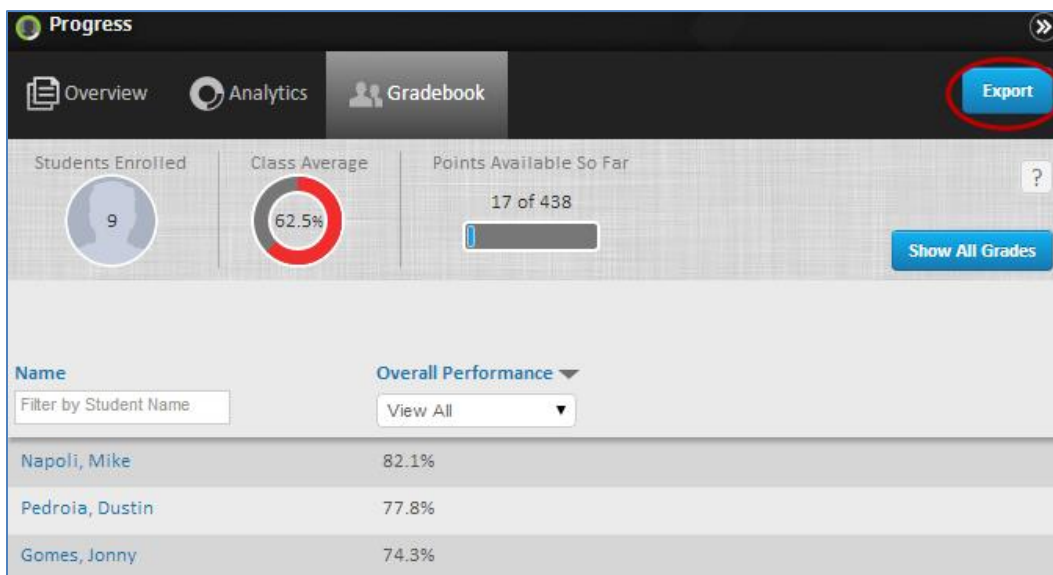

Export

Click **Export** in Progress to export the score matrix.

Export formats display. Select the appropriate format to generate.

Export

Select an export format:

◉ Comma Separated Values (.csv)

○ Blackboard

○ D2L

○ Moodle

Select an grade format:

◉ Percent

○ Points

[Export] [Cancel]