



# MindTap™

## INSTRUCTOR BRIEF GUIDE TO MANAGING A MINDTAP COURSE

### *Contents*

<b>Introduction</b>	<b>2</b>
Objectives	2
Audience	2
<b>Navigating MindTap</b>	<b>3</b>
<b>Adding Activities to MindTap</b>	<b>7</b>
Adding Distinct Activities	7
Adding Inline Activities	10
<b>Date Manager</b>	<b>13</b>
Icon Types	13
Modifying a Due Date	13
<b>Progress App</b>	<b>17</b>
<b>Scores and Gradebooks</b>	<b>22</b>
Grade Synchronization	22
Export	22

## 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:


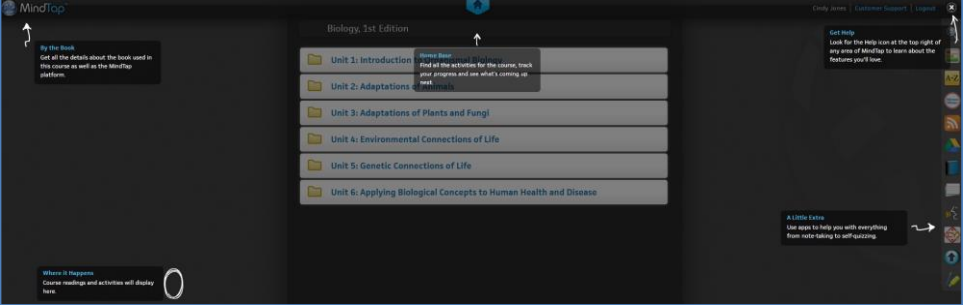
- Logging into MindTap
- Navigating MindTap
- Adding Activities
- Date Manager
- Progress App


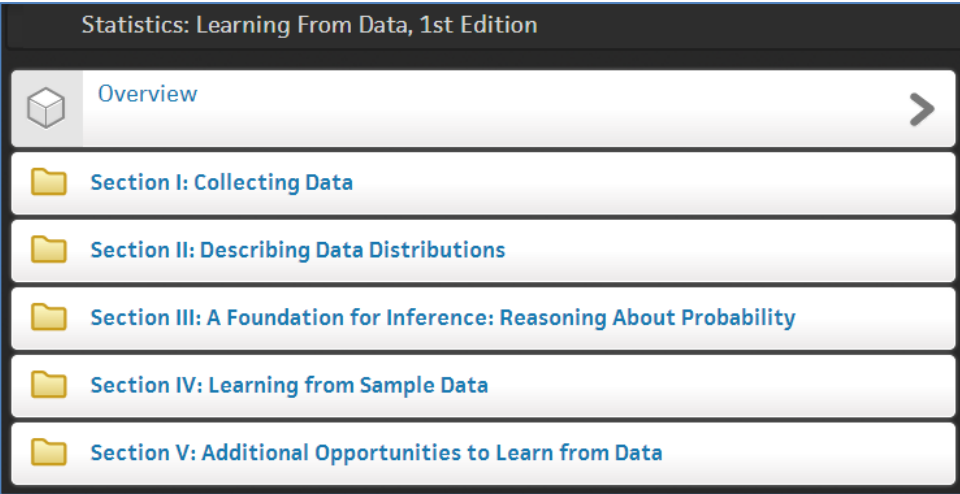
## Audience

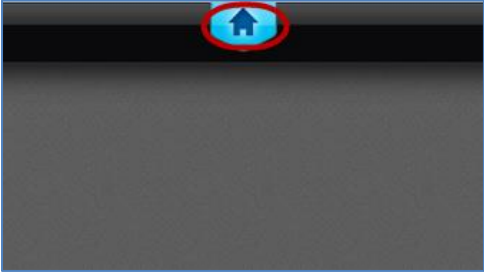


This document addresses the needs of MindTap course instructors.


# Navigating MindTap

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

Function	Looks like this...
<p>The cover page displays.</p>	
<p>The first time you open your MindTap course, <b>Help</b> displays. <b>Help</b> explains where to find everything.</p>	

Function	Looks like this...
<p>Click the [?] icon at the top right to see <b>Help</b> anytime. Click the close icon to hide <b>Help</b>.</p>	
<p>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.</p>	

Function	Looks like this...
<p>If you don't see the Learning Path, you can click the Learning Path Navigator and the Learning Path displays.</p>	
<p>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.</p>	
<p>You can access a list of FAQs. Click the dropdown arrow next to your name and select <b>FAQ</b>.</p>	

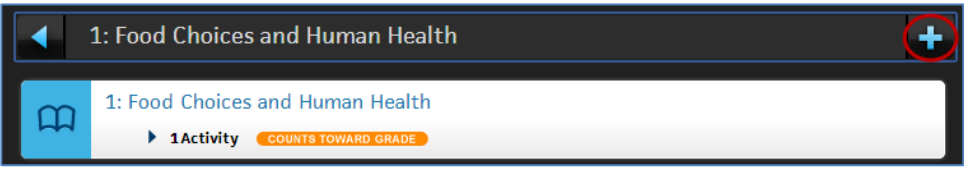
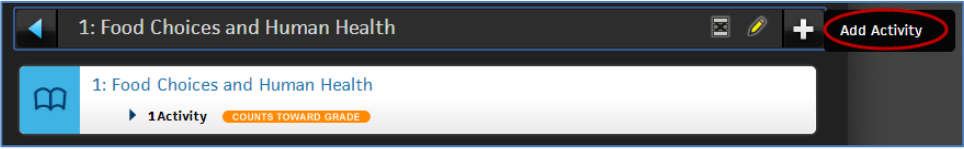
Function	Looks like this...
Select <b>Customer Support</b> to get technical support.	

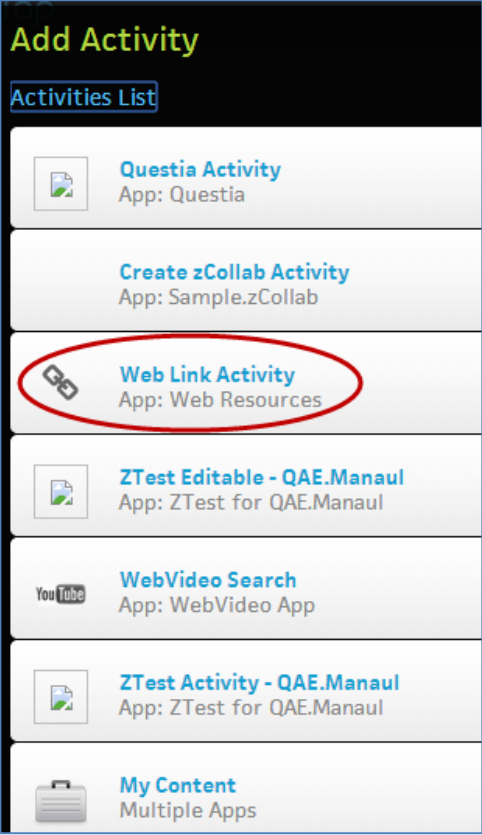
## Adding Activities to MindTap

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

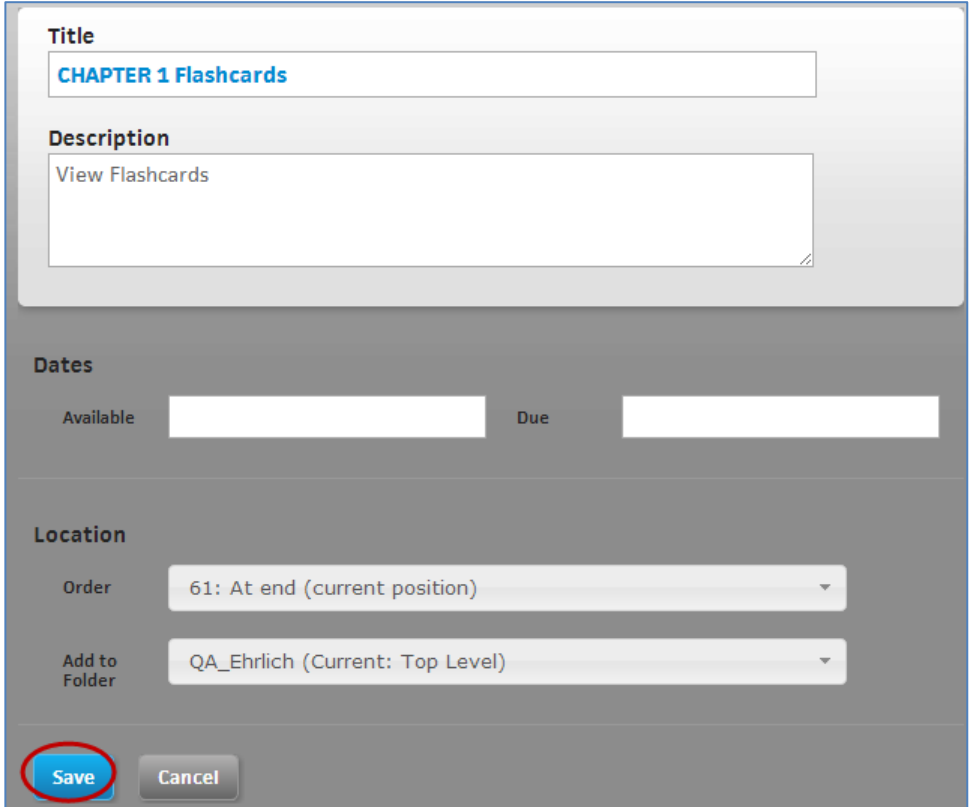
Use the following procedure to add Distinct Activities.

Step	Action
1	Navigate to the Learning Path.
2	Click the + icon. 
3	Select <b>Add Activity</b> . 

Step	Action
4	<p>Select the App from which you are using the Activity.</p>  <p>The screenshot shows the 'Add Activity' screen with the following items in the 'Activities List':</p> <ul style="list-style-type: none"> <li>Questia Activity (App: Questia)</li> <li>Create zCollab Activity (App: Sample.zCollab)</li> <li><b>Web Link Activity (App: Web Resources)</b> - This item is circled in red in the original image.</li> <li>ZTest Editable - QAE.Manual (App: ZTest for QAE.Manual)</li> <li>WebVideo Search (App: WebVideo App)</li> <li>ZTest Activity - QAE.Manual (App: ZTest for QAE.Manual)</li> <li>My Content (Multiple Apps)</li> </ul>
5	<p>Follow the directions and fill out the settings.</p> <p><b>NOTE:</b> Options vary for each App. For more thorough directions, see one of our specific guides.</p>

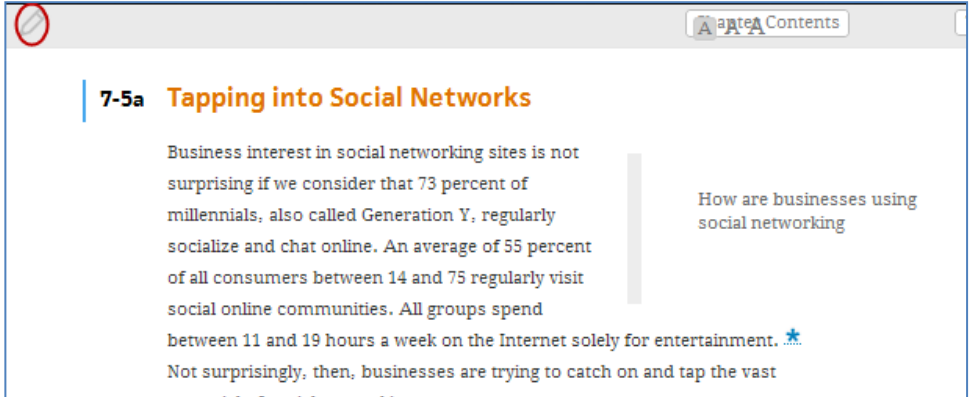


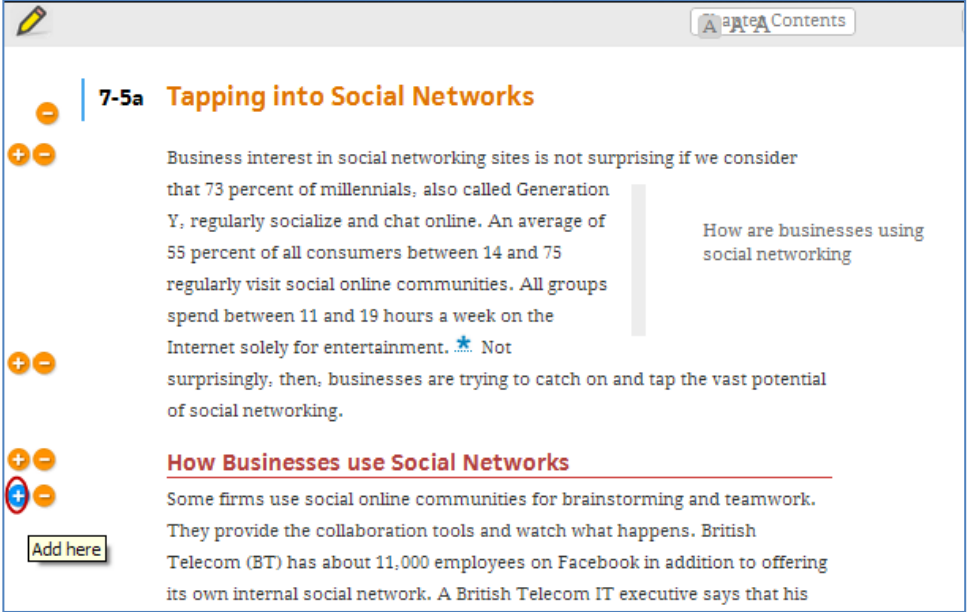
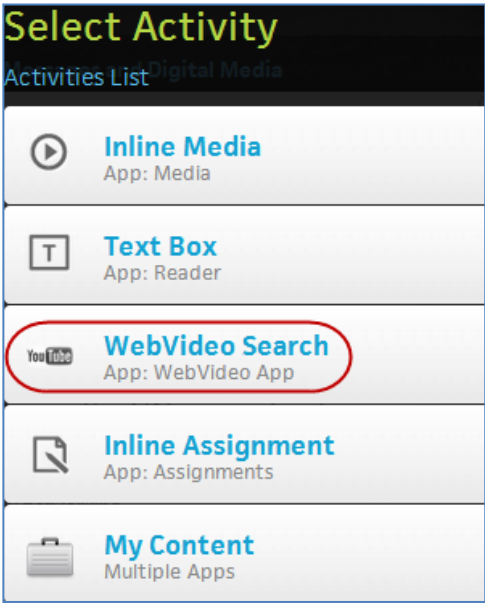
Step	Action
6	<p data-bbox="418 264 743 289">Select Assignment Options.</p> <div data-bbox="427 300 1377 1102"><p data-bbox="467 338 516 363"><b>Title</b></p><input data-bbox="467 365 1227 407" type="text" value="CHAPTER 1 Flashcards"/><p data-bbox="467 438 586 464"><b>Description</b></p><input data-bbox="467 466 1227 575" type="text" value="View Flashcards"/><p data-bbox="451 663 516 688"><b>Dates</b></p><p data-bbox="480 716 553 741">Available <input data-bbox="586 705 899 747" type="text"/></p><p data-bbox="932 716 967 741">Due <input data-bbox="1036 705 1349 747" type="text"/></p><p data-bbox="451 831 545 856"><b>Location</b></p><p data-bbox="480 884 532 909">Order <input data-bbox="586 873 1256 915" type="text" value="61: At end (current position)"/></p><p data-bbox="480 957 537 1003">Add to Folder <input data-bbox="586 947 1256 989" type="text" value="QA_Ehrlich (Current: Top Level)"/></p><p data-bbox="456 1066 529 1092"><input data-bbox="451 1066 529 1108" type="button" value="Save"/></p><p data-bbox="570 1073 643 1098"><input data-bbox="553 1066 654 1108" type="button" value="Cancel"/></p></div>

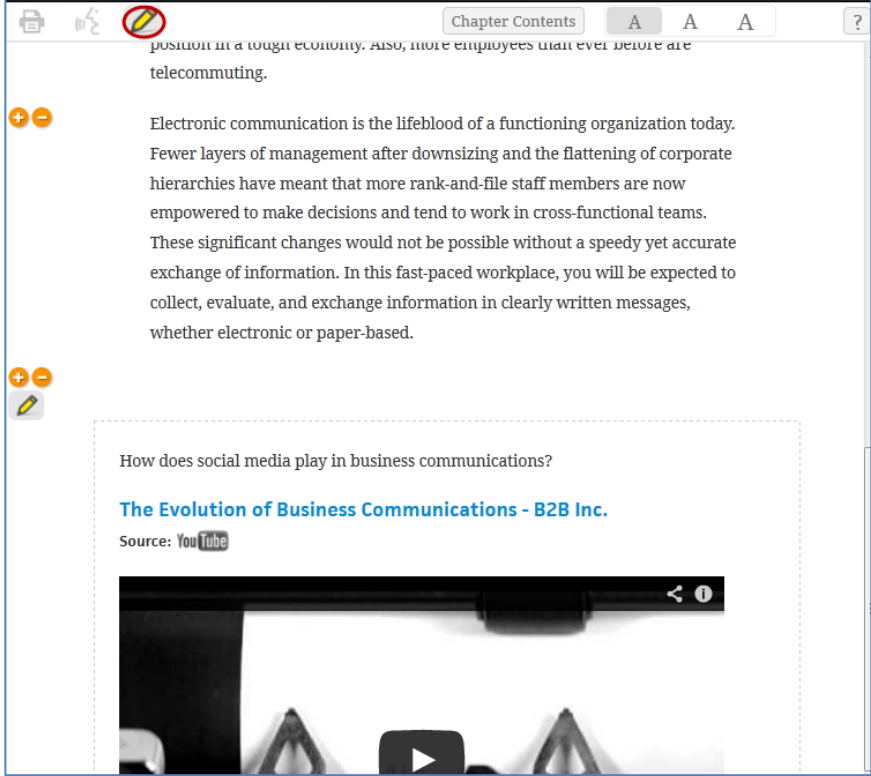
Step	Action
7	<p>Click <b>Save</b> to save the Activity.</p> 

## Adding Inline Activities

Use the following procedures to add Inline Activities

Step	Action
1	<p>Open the Reading in which you want to add an inline web video. Click the <b>Edit</b> (pencil) icon in the Reading to enter Edit mode.</p>  <p>Result: Add (+) and Remove (-) icons display.</p>

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

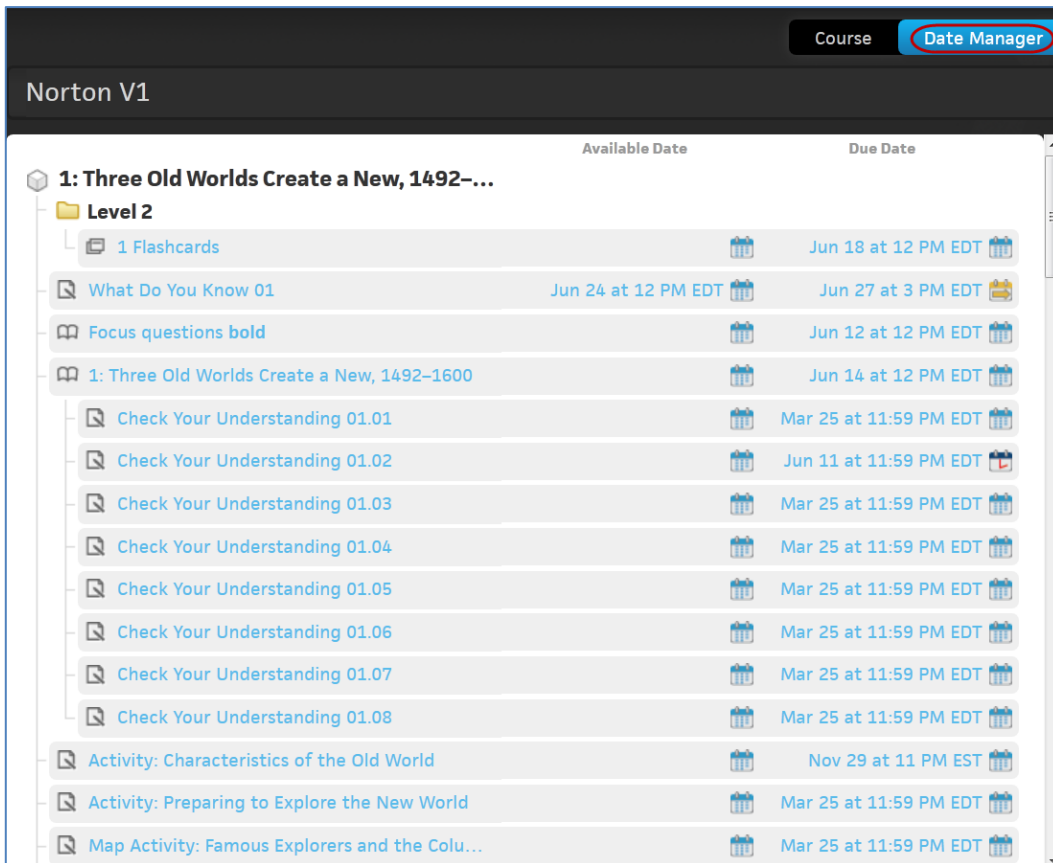
Step	Action
5	<p>Click the <b>Edit</b> (pencil) icon again to exit <b>Edit</b> mode.</p>  <p>position in a tough economy. Also, more employees than ever before are telecommuting.</p> <p>Electronic communication is the lifeblood of a functioning organization today. Fewer layers of management after downsizing and the flattening of corporate hierarchies have meant that more rank-and-file staff members are now empowered to make decisions and tend to work in cross-functional teams. These significant changes would not be possible without a speedy yet accurate exchange of information. In this fast-paced workplace, you will be expected to collect, evaluate, and exchange information in clearly written messages, whether electronic or paper-based.</p> <p>How does social media play in business communications?</p> <p><a href="#">The Evolution of Business Communications - B2B Inc.</a></p> <p>Source: YouTube</p> <p>The screenshot shows a document editor interface. At the top, there is a toolbar with icons for print, undo, redo, and edit (pencil). The edit icon is circled in red. Below the toolbar, there is a text area containing several paragraphs of text. To the left of the text, there are two sets of plus and minus icons, indicating expandable sections. Below the text, there is a video player embedded in the document. The video player shows a play button and a progress bar. The text 'The Evolution of Business Communications - B2B Inc.' is displayed above the video player, along with the source 'Source: YouTube'.</p> <p>Result: The web video displays inline in the Reading and the <b>Add</b> (+) and <b>Remove</b> (-) icons no longer display.</p>

## 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.



	Available Date	Due Date
<b>1: Three Old Worlds Create a New, 1492-...</b>		
<b>Level 2</b>		
1 Flashcards		Jun 18 at 12 PM EDT
What Do You Know 01	Jun 24 at 12 PM EDT	Jun 27 at 3 PM EDT
Focus questions bold		Jun 12 at 12 PM EDT
1: Three Old Worlds Create a New, 1492-1600		Jun 14 at 12 PM EDT
Check Your Understanding 01.01		Mar 25 at 11:59 PM EDT
Check Your Understanding 01.02		Jun 11 at 11:59 PM EDT
Check Your Understanding 01.03		Mar 25 at 11:59 PM EDT
Check Your Understanding 01.04		Mar 25 at 11:59 PM EDT
Check Your Understanding 01.05		Mar 25 at 11:59 PM EDT
Check Your Understanding 01.06		Mar 25 at 11:59 PM EDT
Check Your Understanding 01.07		Mar 25 at 11:59 PM EDT
Check Your Understanding 01.08		Mar 25 at 11:59 PM EDT
Activity: Characteristics of the Old World		Nov 29 at 11 PM EST
Activity: Preparing to Explore the New World		Mar 25 at 11:59 PM EDT
Map Activity: Famous Explorers and the Colu...		Mar 25 at 11:59 PM EDT

### Icon Types

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



Click to enter date



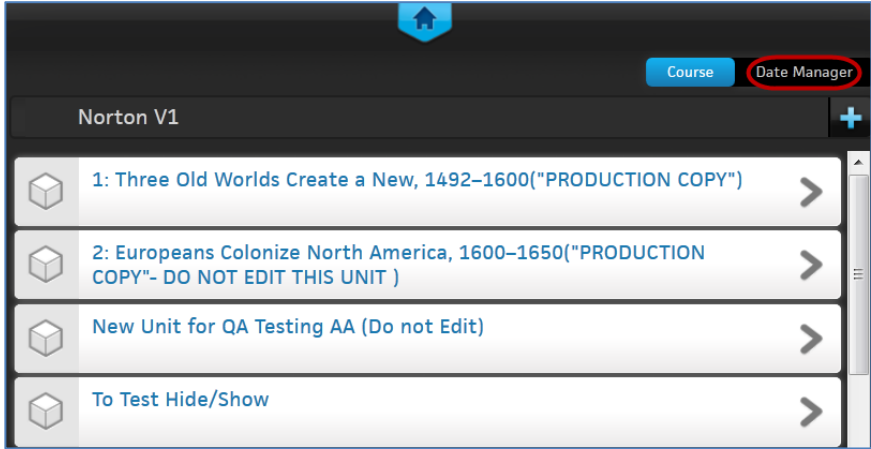
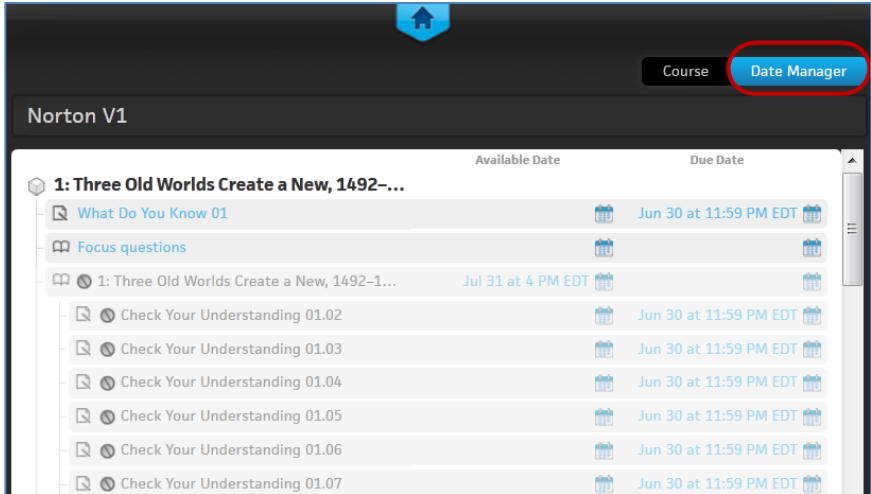
Due date past (Select to extend date)



Instructor has extended date

### Modifying a Due Date

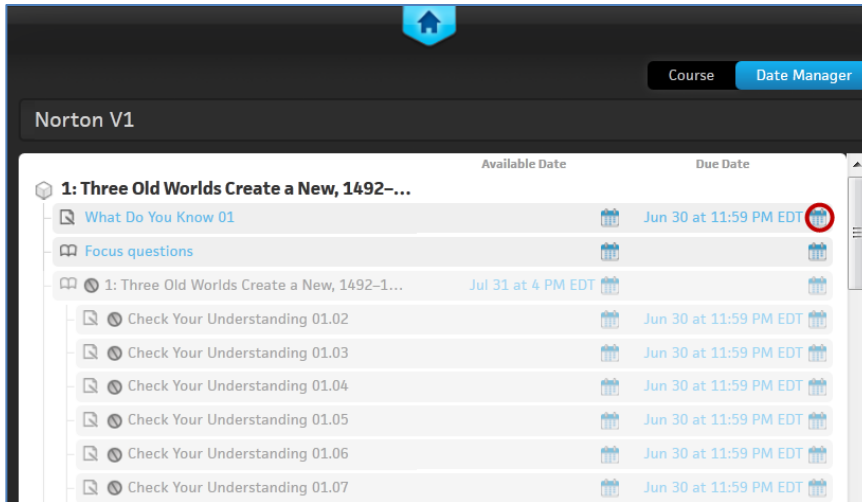
MindTap instructors can set or modify **Due Dates** using Date Manager by following these steps:

Step	Action																																	
1	<p data-bbox="418 258 997 289">Open the Learning Path and click <i>Date Manager</i>.</p> <div data-bbox="418 300 1284 745">  <p>The screenshot shows the Norton V1 Learning Path interface. At the top right, there are two buttons: 'Course' and 'Date Manager'. The 'Date Manager' button is circled in red. Below the buttons, the course title 'Norton V1' is displayed. A list of units is shown, each with a cube icon and a right-pointing arrow:</p> <ul style="list-style-type: none"> <li>1: Three Old Worlds Create a New, 1492–1600("PRODUCTION COPY")</li> <li>2: Europeans Colonize North America, 1600–1650("PRODUCTION COPY"- DO NOT EDIT THIS UNIT )</li> <li>New Unit for QA Testing AA (Do not Edit)</li> <li>To Test Hide/Show</li> </ul> </div> <p data-bbox="418 758 789 789">Result: <i>Date Manager</i> displays.</p> <div data-bbox="418 800 1284 1291">  <p>The screenshot shows the Norton V1 Date Manager interface. At the top right, there are two buttons: 'Course' and 'Date Manager'. The 'Date Manager' button is circled in red. Below the buttons, the course title 'Norton V1' is displayed. The interface shows a list of units with columns for 'Available Date' and 'Due Date':</p> <table border="1" data-bbox="430 945 1274 1291"> <thead> <tr> <th></th> <th>Available Date</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1: Three Old Worlds Create a New, 1492–...</td> <td></td> <td></td> </tr> <tr> <td>What Do You Know 01</td> <td></td> <td>Jun 30 at 11:59 PM EDT</td> </tr> <tr> <td>Focus questions</td> <td></td> <td></td> </tr> <tr> <td>1: Three Old Worlds Create a New, 1492–1...</td> <td>Jul 31 at 4 PM EDT</td> <td></td> </tr> <tr> <td>Check Your Understanding 01.02</td> <td></td> <td>Jun 30 at 11:59 PM EDT</td> </tr> <tr> <td>Check Your Understanding 01.03</td> <td></td> <td>Jun 30 at 11:59 PM EDT</td> </tr> <tr> <td>Check Your Understanding 01.04</td> <td></td> <td>Jun 30 at 11:59 PM EDT</td> </tr> <tr> <td>Check Your Understanding 01.05</td> <td></td> <td>Jun 30 at 11:59 PM EDT</td> </tr> <tr> <td>Check Your Understanding 01.06</td> <td></td> <td>Jun 30 at 11:59 PM EDT</td> </tr> <tr> <td>Check Your Understanding 01.07</td> <td></td> <td>Jun 30 at 11:59 PM EDT</td> </tr> </tbody> </table> </div>		Available Date	Due Date	1: Three Old Worlds Create a New, 1492–...			What Do You Know 01		Jun 30 at 11:59 PM EDT	Focus questions			1: Three Old Worlds Create a New, 1492–1...	Jul 31 at 4 PM EDT		Check Your Understanding 01.02		Jun 30 at 11:59 PM EDT	Check Your Understanding 01.03		Jun 30 at 11:59 PM EDT	Check Your Understanding 01.04		Jun 30 at 11:59 PM EDT	Check Your Understanding 01.05		Jun 30 at 11:59 PM EDT	Check Your Understanding 01.06		Jun 30 at 11:59 PM EDT	Check Your Understanding 01.07		Jun 30 at 11:59 PM EDT
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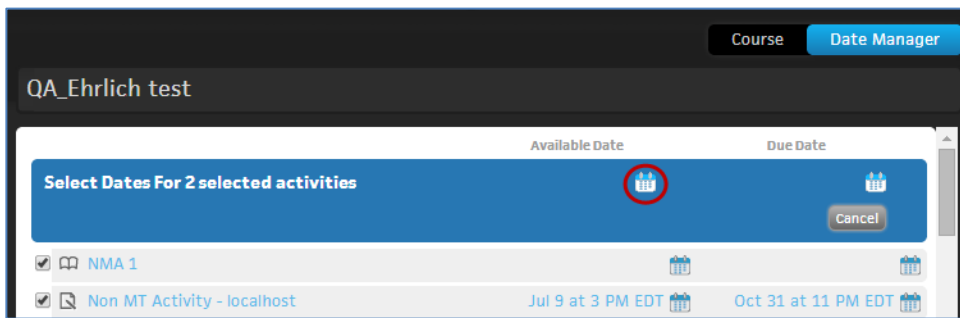
Step	Action
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2

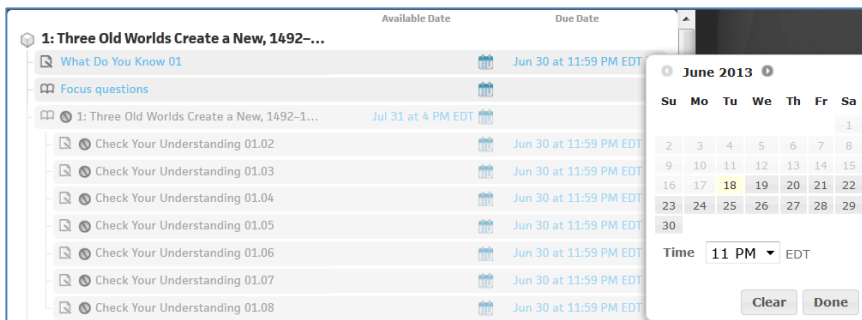
Select the **Due Date** icon corresponding to the activity on which you want to change the date.




**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	<p>Select a date and a time for the <b>Due Date</b>.</p>  <p>The screenshot shows a list of activities with columns for 'Available Date' and 'Due Date'. A date and time picker is open over the list, showing a calendar for June 2013 with the 19th selected. The time is set to 03 PM EDT.</p>
4	<p>Click <b>Done</b>.</p> <p>Result: The due date for the activity changes to the date selected.</p>



## 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.	 A vertical screenshot of the MindTap App Dock. At the top, it shows the user's name 'JaredInst Mann' with a dropdown arrow and a help icon. Below this is a search icon, a calendar icon, an 'A-Z' icon, a Wi-Fi icon, a 'Mcram Webber' profile icon, the 'Progress' app icon (a green circle with a white person silhouette, circled in red), a blue folder icon, a document icon, an RSS icon, a briefcase icon, and two pens at the bottom. A 'Progress' label is visible on the left side of the dock.

Function	Looks like this...
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The *Gradebook* tab displays when you open Progress.

**Progress**

Overview Analytics **Gradebook** Export

Students Enrolled: 9 | Class Average: 62.5% | Points Available So Far: 17 of 438

Show All Grades

Name ▲	Overall Performance
Filter by Student Name	View All ▼
Bogarts, Xander	33.3%
Drew, Stephen	74.0%
Elsbury, Jacoby	18.1%
Gomes, Jonny	74.3%
Napoli, Mike	82.1%
Ortiz, David	67.2%
Pedroia, Dustin	77.8%
Ross, David	69.1%
Victorino, Shane	67.0%

You can filter by overall performance. High is over 90%, Average is between 70 and 90% and Low is below 70%.

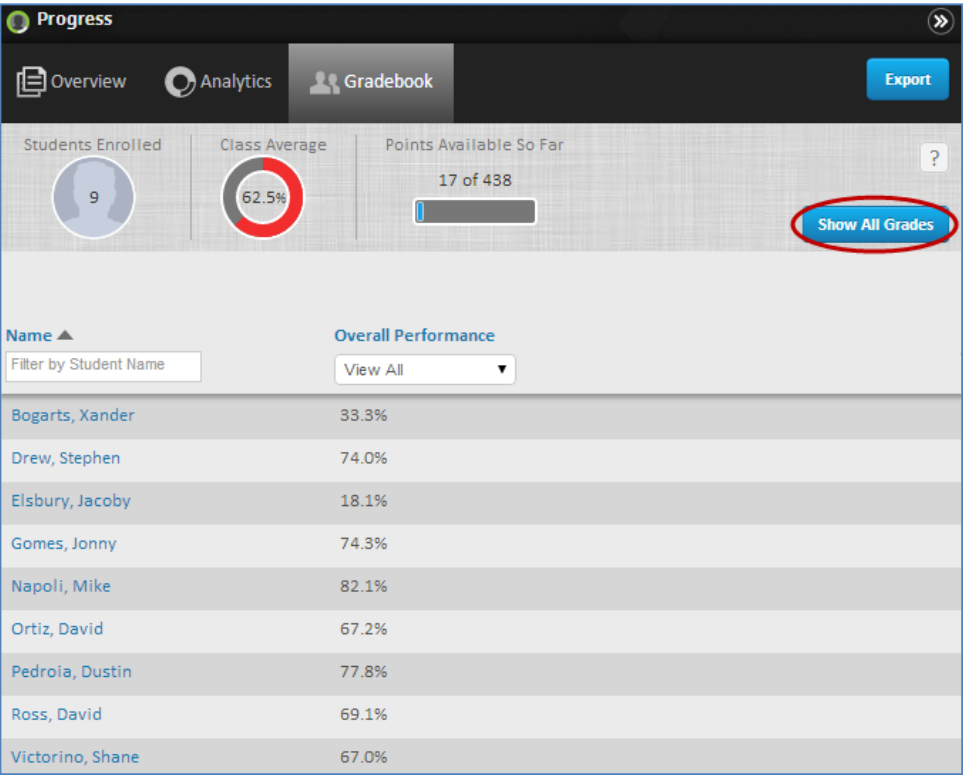
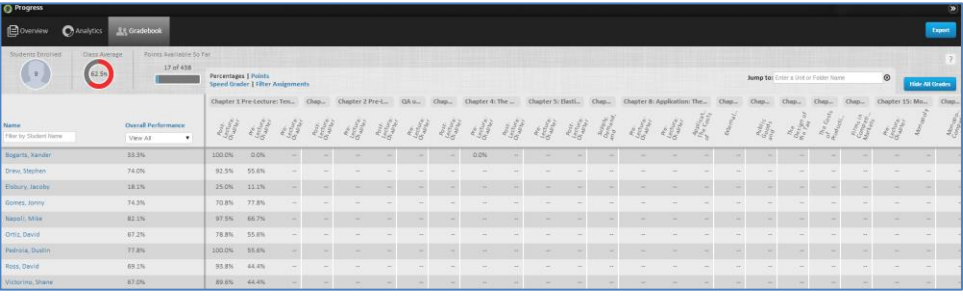
**Progress**

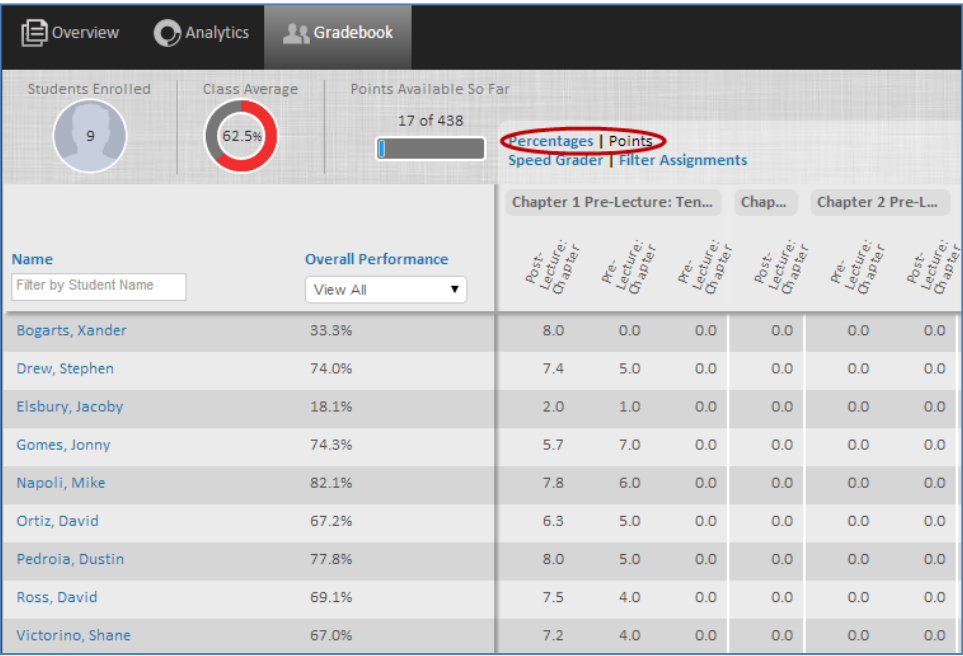
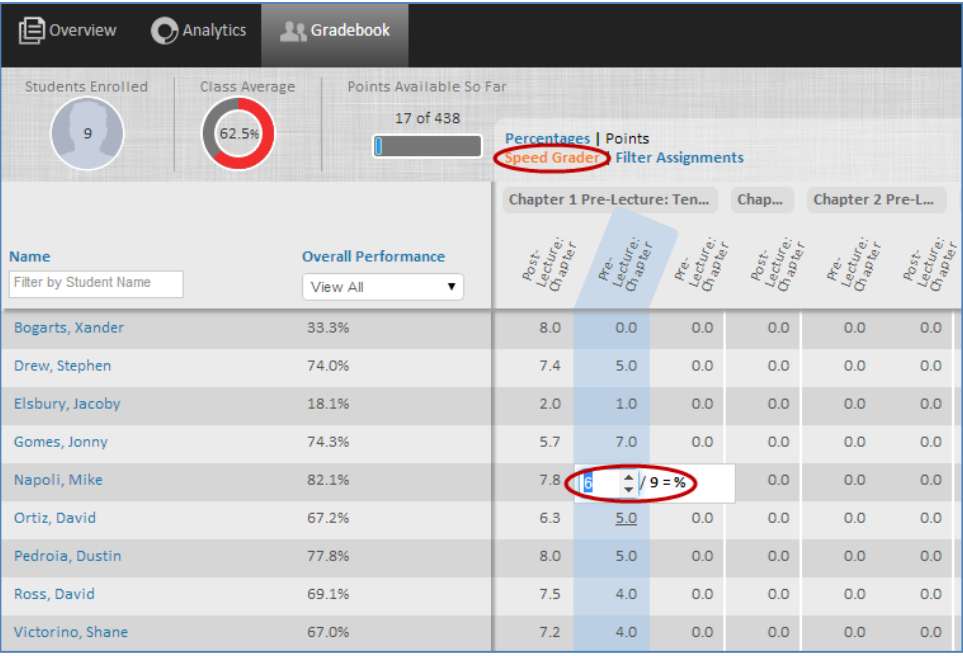
Overview Analytics **Gradebook** Export

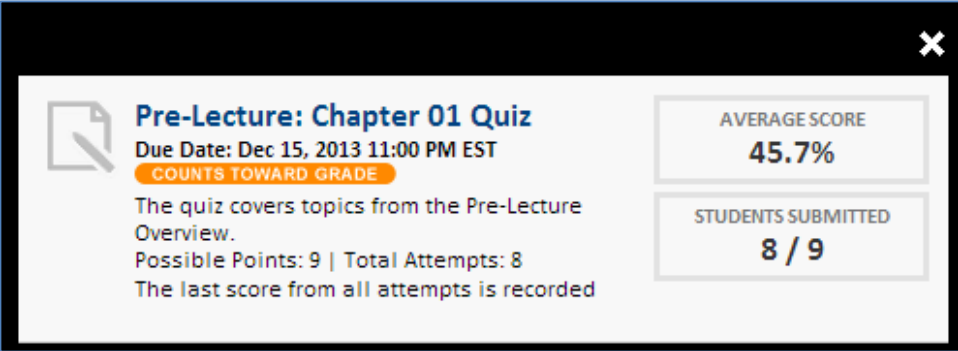
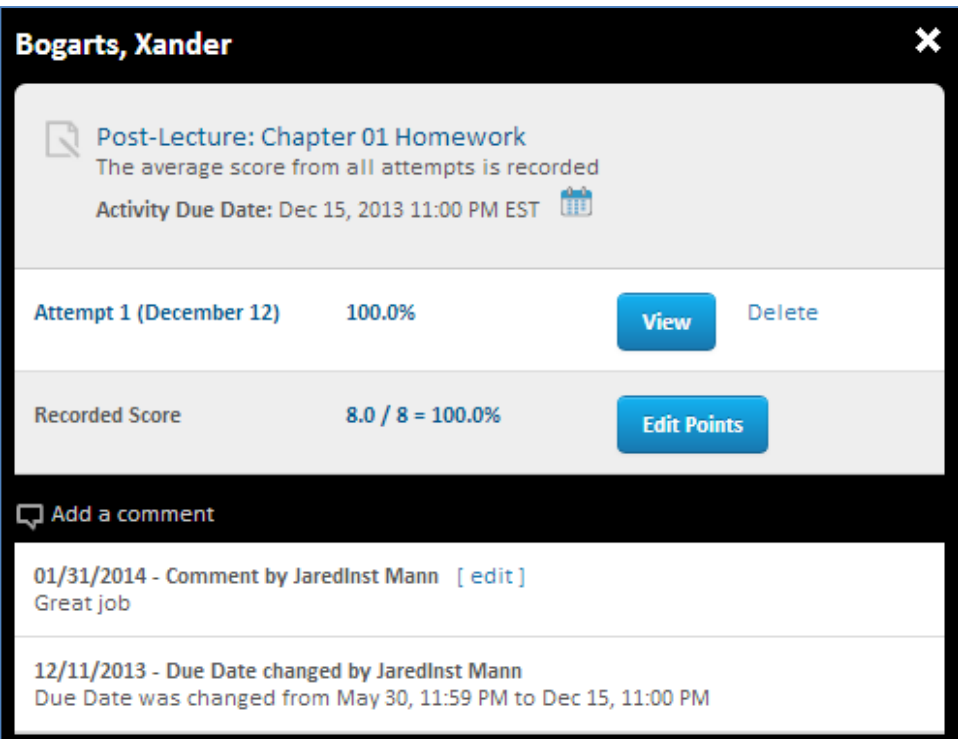
Students Enrolled: 9 | Class Average: 62.5% | Points Available So Far: 17 of 438

Show All Grades

Name	Overall Performance ▼
Filter by Student Name	View All ▼
Napoli, Mike	View All
Pedroia, Dustin	High
Gomes, Jonny	Average
Drew, Stephen	Low
Ross, David	
Ortiz, David	
Victorino, Shane	
Bogarts, Xander	
Elsbury, Jacoby	

Function	Looks like this...																																																																																																																																																																																				
<p>Click <b>Show All Grades</b> to show every assignment.</p>	 <p>The screenshot shows the 'Progress' page with the 'Gradebook' tab selected. At the top, there are three summary cards: 'Students Enrolled' (9), 'Class Average' (62.5%), and 'Points Available So Far' (17 of 438). A blue button labeled 'Show All Grades' is circled in red in the top right corner. Below the summary cards, there are filters for 'Name' and 'Overall Performance'. The main table lists student names and their overall percentages.</p> <table border="1" data-bbox="451 646 1409 1024"> <thead> <tr> <th>Name</th> <th>Overall Performance</th> </tr> </thead> <tbody> <tr><td>Bogarts, Xander</td><td>33.3%</td></tr> <tr><td>Drew, Stephen</td><td>74.0%</td></tr> <tr><td>Elsbury, Jacoby</td><td>18.1%</td></tr> <tr><td>Gomes, Jonny</td><td>74.3%</td></tr> <tr><td>Napoli, Mike</td><td>82.1%</td></tr> <tr><td>Ortiz, David</td><td>67.2%</td></tr> <tr><td>Pedroia, Dustin</td><td>77.8%</td></tr> <tr><td>Ross, David</td><td>69.1%</td></tr> <tr><td>Victorino, Shane</td><td>67.0%</td></tr> </tbody> </table>  <p>The second screenshot shows a more detailed view of the gradebook. It includes a 'Percentages   Points' section and a grid of columns for various assignments. The 'Show All Grades' button is visible in the top right corner.</p> <table border="1" data-bbox="451 1140 1409 1331"> <thead> <tr> <th>Name</th> <th>Overall Performance</th> <th>Chapter 1 Pre-Lecture Test</th> <th>Chapter 2 Pre-Lecture Test</th> <th>QA...</th> <th>Chap...</th> <th>Chapter 4: The...</th> <th>Chapter 5: Start...</th> <th>Chap...</th> <th>Chapter 8: Application The...</th> <th>Chap...</th> <th>Chap...</th> <th>Chap...</th> <th>Chap...</th> <th>Chapter 11: Mid...</th> <th>Chap...</th> </tr> </thead> <tbody> <tr><td>Bogarts, Xander</td><td>33.3%</td><td>100.0%</td><td>0.0%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>0.0%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> <tr><td>Drew, Stephen</td><td>74.0%</td><td>92.5%</td><td>55.6%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> <tr><td>Elsbury, Jacoby</td><td>18.2%</td><td>25.0%</td><td>11.1%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> <tr><td>Gomes, Jonny</td><td>74.3%</td><td>70.8%</td><td>77.8%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> <tr><td>Napoli, Mike</td><td>82.1%</td><td>97.9%</td><td>66.7%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> <tr><td>Ortiz, David</td><td>67.2%</td><td>78.8%</td><td>55.6%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> <tr><td>Pedroia, Dustin</td><td>77.8%</td><td>100.0%</td><td>55.6%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> <tr><td>Ross, David</td><td>69.1%</td><td>90.8%</td><td>44.4%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> <tr><td>Victorino, Shane</td><td>67.0%</td><td>89.6%</td><td>44.4%</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td></tr> </tbody> </table>	Name	Overall Performance	Bogarts, Xander	33.3%	Drew, Stephen	74.0%	Elsbury, Jacoby	18.1%	Gomes, Jonny	74.3%	Napoli, Mike	82.1%	Ortiz, David	67.2%	Pedroia, Dustin	77.8%	Ross, David	69.1%	Victorino, Shane	67.0%	Name	Overall Performance	Chapter 1 Pre-Lecture Test	Chapter 2 Pre-Lecture Test	QA...	Chap...	Chapter 4: The...	Chapter 5: Start...	Chap...	Chapter 8: Application The...	Chap...	Chap...	Chap...	Chap...	Chapter 11: Mid...	Chap...	Bogarts, Xander	33.3%	100.0%	0.0%	--	--	--	--	0.0%	--	--	--	--	--	--	--	Drew, Stephen	74.0%	92.5%	55.6%	--	--	--	--	--	--	--	--	--	--	--	--	Elsbury, Jacoby	18.2%	25.0%	11.1%	--	--	--	--	--	--	--	--	--	--	--	--	Gomes, Jonny	74.3%	70.8%	77.8%	--	--	--	--	--	--	--	--	--	--	--	--	Napoli, Mike	82.1%	97.9%	66.7%	--	--	--	--	--	--	--	--	--	--	--	--	Ortiz, David	67.2%	78.8%	55.6%	--	--	--	--	--	--	--	--	--	--	--	--	Pedroia, Dustin	77.8%	100.0%	55.6%	--	--	--	--	--	--	--	--	--	--	--	--	Ross, David	69.1%	90.8%	44.4%	--	--	--	--	--	--	--	--	--	--	--	--	Victorino, Shane	67.0%	89.6%	44.4%	--	--	--	--	--	--	--	--	--	--	--	--
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<p>Select <b>Speed Grader</b> to edit scores by selecting a cell.</p>	 <p>The screenshot shows the Gradebook interface with the 'Speed Grader' filter selected. The 'Speed Grader' option in the filter menu is circled in red. In the table below, the cell for 'Napoli, Mike' under the 'Pre-Lecture: Chapter' column is selected, and a score of '6' is being entered. A small calculator icon is visible next to the input field, and the text '6 / 9 = %' is displayed below the input field.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Overall Performance</th> <th>Post-Lecture: Chapter</th> <th>Pre-Lecture: Chapter</th> <th>Pre-Lecture: Chapter</th> <th>Post-Lecture: Chapter</th> <th>Pre-Lecture: Chapter</th> <th>Post-Lecture: Chapter</th> </tr> </thead> <tbody> <tr><td>Bogarts, Xander</td><td>33.3%</td><td>8.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> <tr><td>Drew, Stephen</td><td>74.0%</td><td>7.4</td><td>5.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> <tr><td>Elsbury, Jacoby</td><td>18.1%</td><td>2.0</td><td>1.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> <tr><td>Gomes, Jonny</td><td>74.3%</td><td>5.7</td><td>7.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> <tr><td>Napoli, Mike</td><td>82.1%</td><td>7.8</td><td>6</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> <tr><td>Ortiz, David</td><td>67.2%</td><td>6.3</td><td>5.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> <tr><td>Pedroia, Dustin</td><td>77.8%</td><td>8.0</td><td>5.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> <tr><td>Ross, David</td><td>69.1%</td><td>7.5</td><td>4.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> <tr><td>Victorino, Shane</td><td>67.0%</td><td>7.2</td><td>4.0</td><td>0.0</td><td>0.0</td><td>0.0</td><td>0.0</td></tr> </tbody> </table>	Name	Overall Performance	Post-Lecture: Chapter	Pre-Lecture: Chapter	Pre-Lecture: Chapter	Post-Lecture: Chapter	Pre-Lecture: Chapter	Post-Lecture: Chapter	Bogarts, Xander	33.3%	8.0	0.0	0.0	0.0	0.0	0.0	Drew, Stephen	74.0%	7.4	5.0	0.0	0.0	0.0	0.0	Elsbury, Jacoby	18.1%	2.0	1.0	0.0	0.0	0.0	0.0	Gomes, Jonny	74.3%	5.7	7.0	0.0	0.0	0.0	0.0	Napoli, Mike	82.1%	7.8	6	0.0	0.0	0.0	0.0	Ortiz, David	67.2%	6.3	5.0	0.0	0.0	0.0	0.0	Pedroia, Dustin	77.8%	8.0	5.0	0.0	0.0	0.0	0.0	Ross, David	69.1%	7.5	4.0	0.0	0.0	0.0	0.0	Victorino, Shane	67.0%	7.2	4.0	0.0	0.0	0.0	0.0
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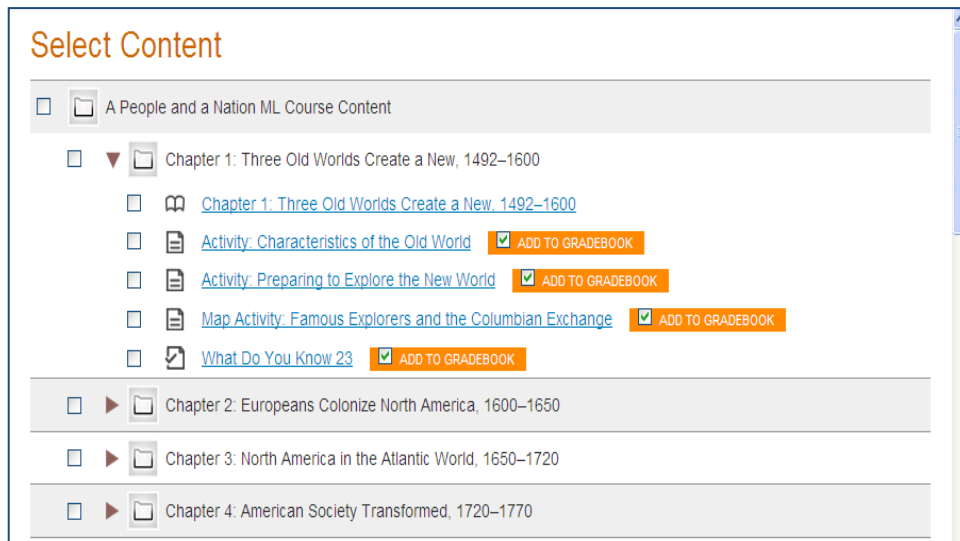
Function	Looks like this...
<p>Select an assignment for a class overview to display.</p>	
<p>Select a score. A dialog box displays. You can edit the score or extend the due date for an individual student.</p>	

## 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.

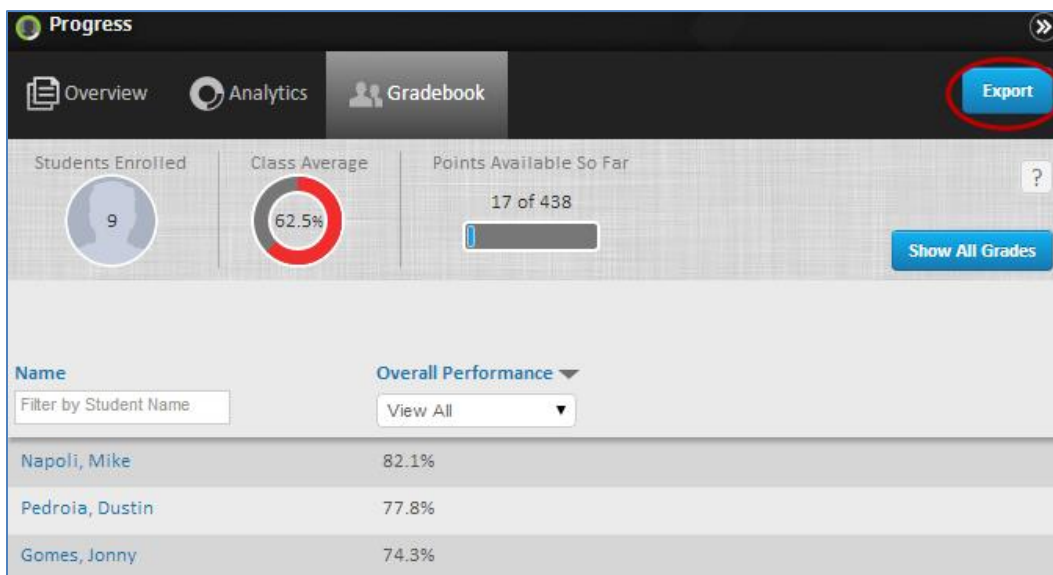
### Grade Synchronization

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