

MindTap®

LMS MindTap Student Brief Start Guide

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Introduction

Welcome to MindTap. It's a customized Personal Learning Experience. Instructors set up this MindTap course so that everything students need is included: readings, study tools, videos, homework, quizzes and other Activities. MindTap is browser-based, so students can use it on a computer that has a recent version of Google Chrome, Firefox or Internet Explorer on a PC, or Safari on a Mac. This guide explains how to get started in a MindTap course.

NOTE: Some screen shots may vary slightly because students are accessing Cengage course materials through their campus Learning Management Systems.



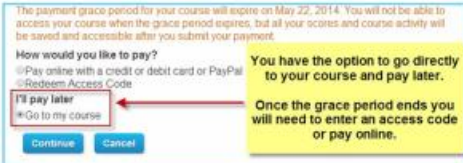
Logging into a MindTap Course



This section details how to log in to a MindTap course for the first time through a LMS.

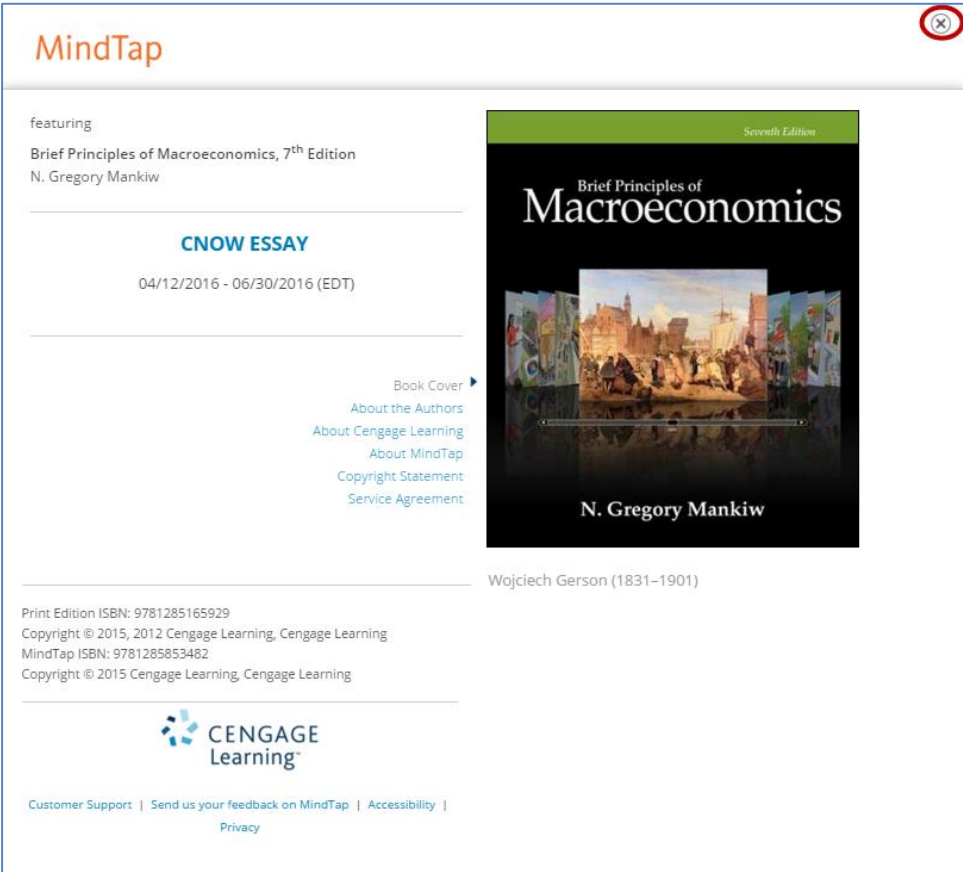
First Time Login

Follow these steps to login to a MindTap course:

Step	Action
1	Log in to the campus learning management system.
2	Access the course. Select a Cengage Learning link.
3	<p>Link your CengageBrain account with your LMS Account:</p> <ul style="list-style-type: none">■ If you have a CengageBrain account, enter your e-mail address and password. Click LOGIN.■ If you do not have a CengageBrain account, click Don't Have an Account? to create one. <p>NOTE: This is a one-time process required for all Cengage LMS integrated courses. If you do not have the information required to complete this step, click NOT NOW.</p>

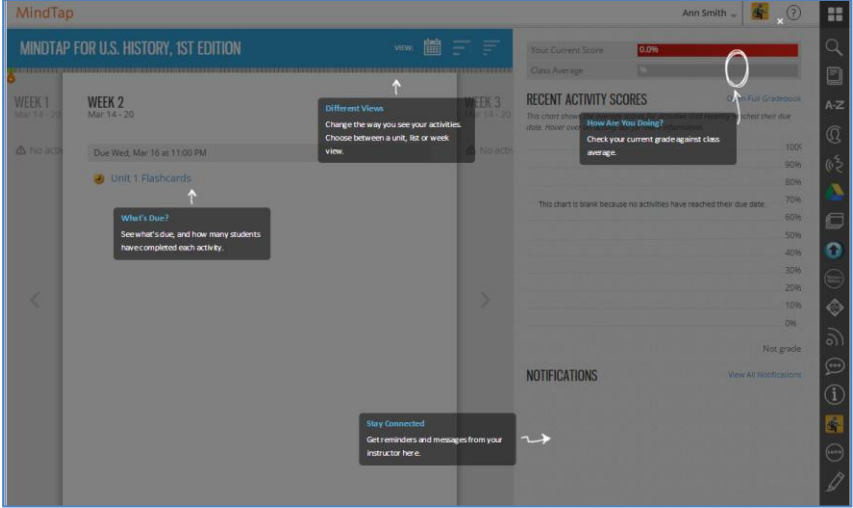

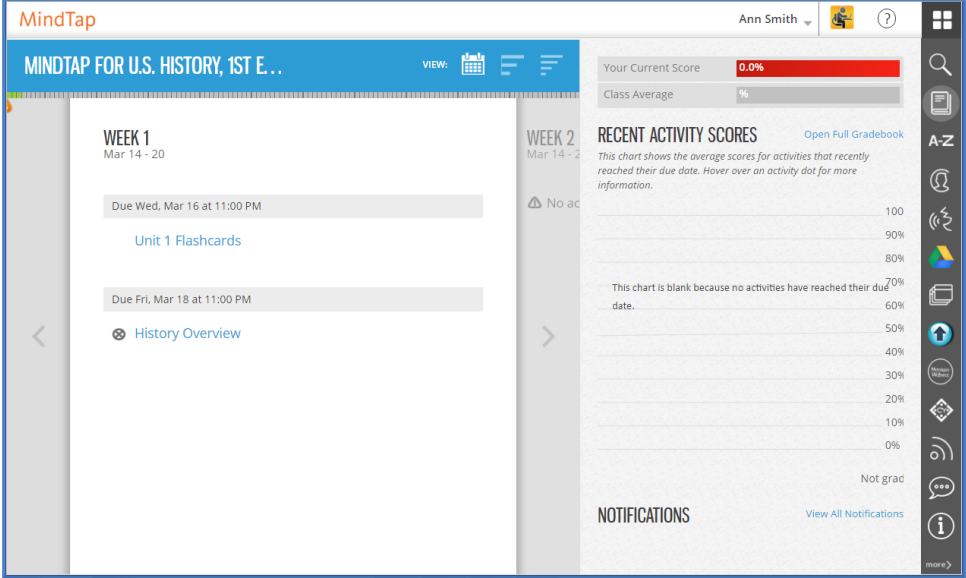
Step	Action	
4	Select a Payment Option:	
	If...	Then...
	Payment Option A: Already purchased an access code?	Enter access code (NOT the ISBN): 
	Payment Options B: Purchase online	Select "secure checkout" 
Payment Option C: Pay later	Or buy later and start the grace period access (available for a limited time after class start date). 	
Result: The course materials display.		

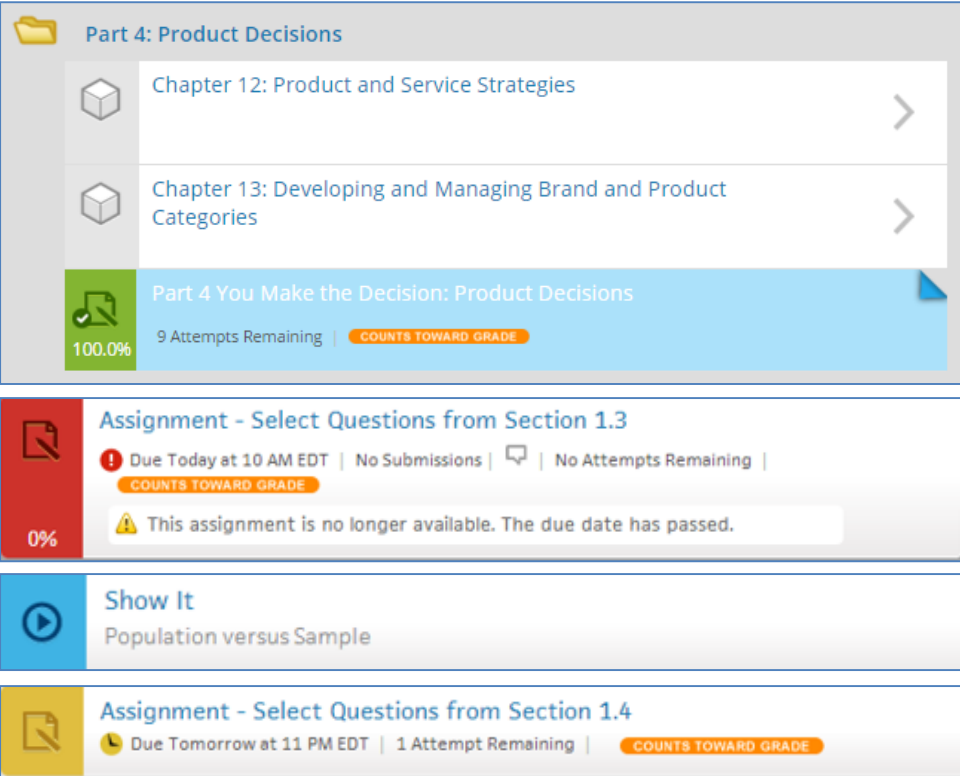
Step	Action
5	<p data-bbox="375 258 943 289">Scroll down to “accept” the Service Agreement.</p> <div data-bbox="375 300 1333 919" style="border: 1px solid black; padding: 10px;"> <p data-bbox="418 321 1260 365">This agreement is between you and Cengage Learning, Inc. (“Cengage”) and describes the terms that apply to the provision and use of MindTap. You and Cengage (collectively, the “parties”) agree as follows:</p> <p data-bbox="407 390 610 413">1. Agreement Structure.</p> <p data-bbox="435 428 1255 630">1. Cengage is willing to provide MindTap (and the MindTap Offerings) to you only on the condition that you first accept this agreement. YOU ACCEPT THIS AGREEMENT BY (1) SIGNING AN OFFLINE ORDER, (2) CLICKING THE “I ACCEPT” BUTTON (OR FUNCTIONAL EQUIVALENT) WHERE THIS OPTION IS MADE AVAILABLE TO YOU AS PART OF AN ONLINE ORDER, (3) OPENING A PACKAGE THAT STATES THE OPENING OF THAT PACKAGE WILL INDICATE YOUR ACCEPTANCE OF THIS AGREEMENT, OR (4) ACTUALLY ACCESSING OR USING MINDTAP (IN WHICH CASE, YOUR USE OF MINDTAP CONSTITUTES ACCEPTANCE OF THIS AGREEMENT FROM THAT POINT ONWARDS). IF YOU ARE ACCEPTING THIS AGREEMENT ON BEHALF OF AN INSTITUTION, COMPANY, OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU ARE DULY AUTHORIZED TO BIND THAT ENTITY TO THIS AGREEMENT. IF YOU DO NOT HAVE THAT AUTHORITY OR IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT YOU MUST NOT</p> <p data-bbox="467 636 1252 678"><small>reference is made in this agreement to “days”, the reference means calendar days, not business days, except as otherwise specified. The headings of this agreement are for reference only and do not affect the meaning or interpretation of this agreement.</small></p> <p data-bbox="407 686 1271 745">23. Contact Information. Except as otherwise stated on MindTap, MindTap is offered by Cengage Learning, Inc., a Delaware corporation, located at 200 First Stamford Place, Stamford, CT 06902. If you notice that any user is violating this agreement, please contact Cengage at the notice address stated in section 20.</p> <p data-bbox="427 768 821 789">©2012 Cengage Learning, Inc. All rights reserved.</p> <div data-bbox="383 821 594 898" style="margin-top: 10px;">   </div> </div>


Step	Action
6	<p>Click the close icon.</p>  <p>Result: The Week View displays.</p>

Inside Your MindTap Course

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


Function	Looks like this...
<p>The first time you open your MindTap course, Help displays. Help explains where to find everything. Click the close [X] icon to hide Help.</p>	
<p>Navigate to different course views by clicking the icon.</p>	 <p style="text-align: right;">Week View Unit View Unit Manager View</p>
<p>Week View is MindTap's default view. Each Activity displays by due date. Click to open an Activity.</p>	

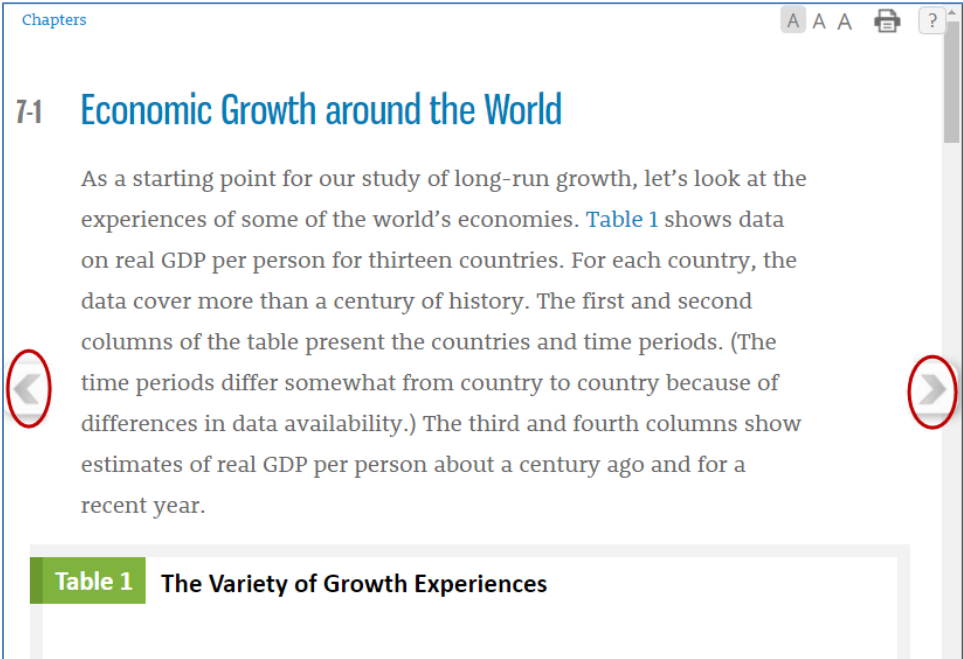
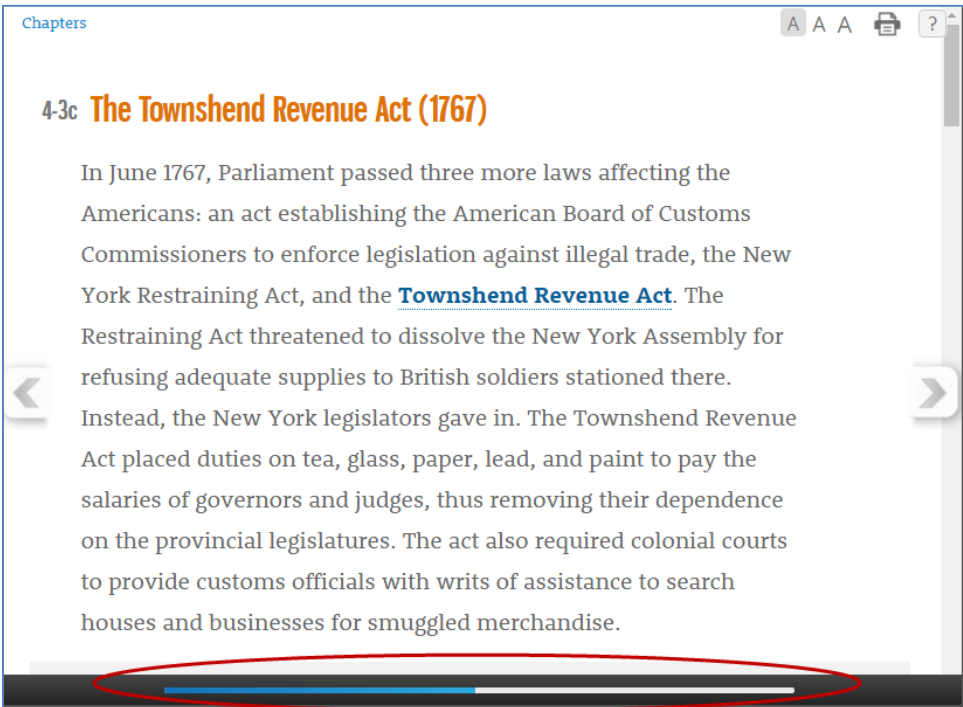
Function	Looks like this...
<p>Activity Colors on the left show status.</p> <ul style="list-style-type: none"> ■ Green: Activity Completed (score) ■ Red: Activity is past due. (score) ■ Blue: In Progress. ■ Yellow: Activity is due within 3 days. ■ Gray: Activity not available. 	 <p>The screenshot displays a course interface with several activity items:</p> <ul style="list-style-type: none"> Part 4: Product Decisions (Folder icon): <ul style="list-style-type: none"> Chapter 12: Product and Service Strategies (Gray icon, right arrow) Chapter 13: Developing and Managing Brand and Product Categories (Gray icon, right arrow) Part 4 You Make the Decision: Product Decisions (Green icon, 100.0% progress, 9 Attempts Remaining, COUNTS TOWARD GRADE) Assignment - Select Questions from Section 1.3 (Red icon, 0% progress): <ul style="list-style-type: none"> Due Today at 10 AM EDT No Submissions No Attempts Remaining COUNTS TOWARD GRADE Warning: This assignment is no longer available. The due date has passed. Show It (Blue icon): <ul style="list-style-type: none"> Population versus Sample Assignment - Select Questions from Section 1.4 (Yellow icon): <ul style="list-style-type: none"> Due Tomorrow at 11 PM EDT 1 Attempt Remaining COUNTS TOWARD GRADE

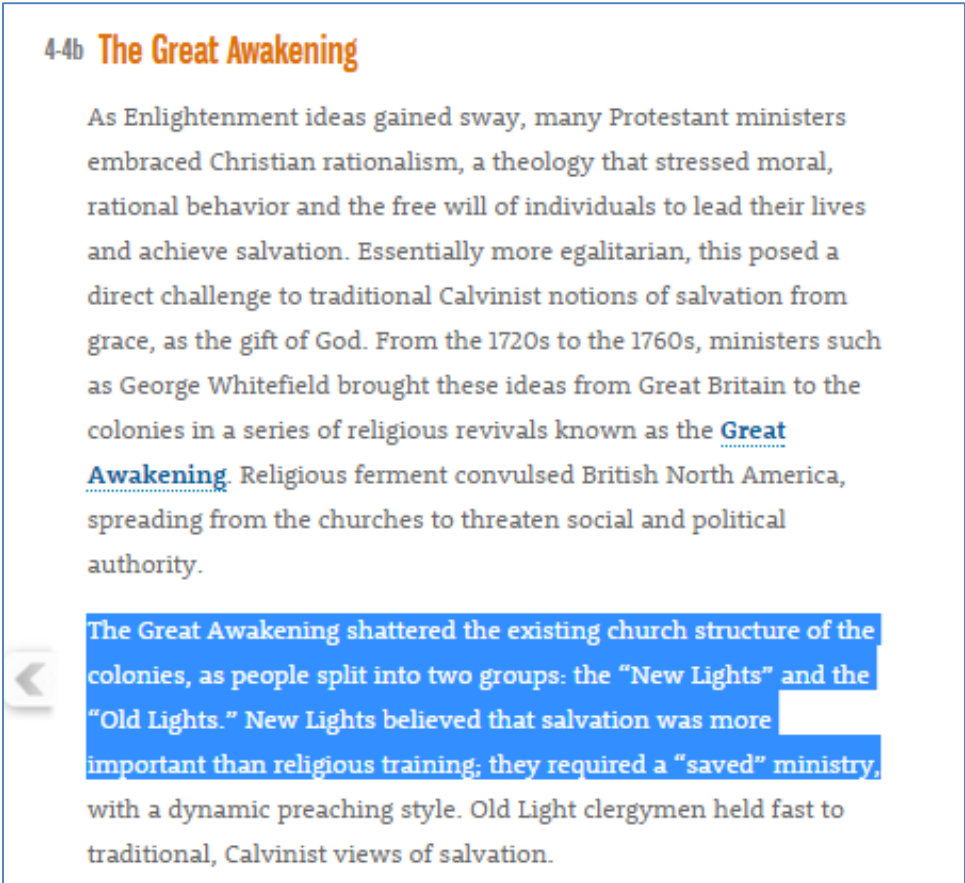

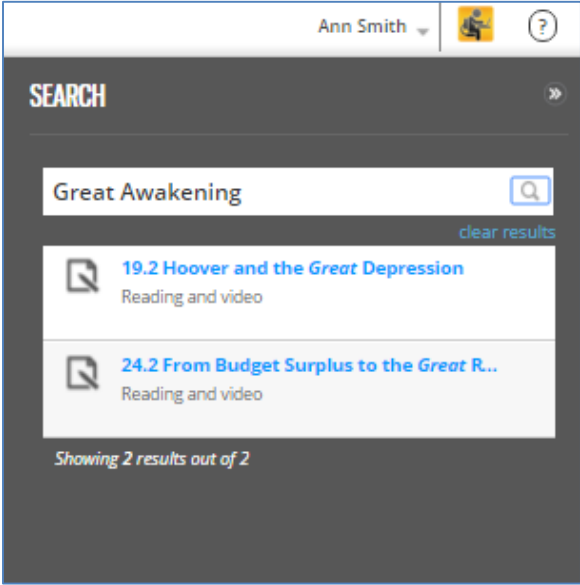
Function	Looks like this...
<p>The App Dock displays on the right. Each MindTap icon represents an App in your course.</p> <p>Different courses have different apps.</p> <p>Click the icon to open.</p> <p>Search: Finds text or page numbers.</p> <p>Full Book: Navigates the textbook.</p> <p>Glossary: Defines terms.</p> <p>Progress: Contains Grades and Analytics</p> <p>ReadSpeaker: Reads highlighted area.</p> <p>Google Drive.</p> <p>Flashcards.</p>	

Navigating a MindTap Reading

There are several ways to navigate a Reading Activity:

Function	Looks like this...
<p>You can select a topic in the Chapter Introduction to go to the section in the reading.</p>	 <p>The screenshot shows a digital reading interface. At the top, it says 'Chapters' and 'Unit 4'. The main title is 'Dissolving the Political Bands, 1763–1776'. Below this is a list of sections:</p> <ul style="list-style-type: none"> 4-1 4-2 Shifting Territorial Claims in North America <ul style="list-style-type: none"> 4-2a 4-2b The Seven Years' War, 1756–1763 4-2c The Treaty of Paris and British Dominance in the Colonies 4-2d The Impact on Native Americans, 1763–1765 4-2e The Proclamation of 1763 4-2f Realignments in the Spanish Borderlands 4-3 Colonial Responses to British Economic Policies <ul style="list-style-type: none"> 4-3a The Sugar and Currency Acts, 1764 4-3b The Stamp Act (1765) 4-3c The Townshend Revenue Act (1767) 4-3d Crisis in Boston 4-3e The Coercive Acts (1773–1774) 4-4 Changing American Ideas and the Concept of Liberty

Function	Looks like this...
<p>Click Right and Left Arrows to move forward or back.</p> <p>NOTE: MindTap remembers your location in Reading Activities. You return to your previous location when you select a chapter.</p>	 <p>Chapters</p> <h2>7-1 Economic Growth around the World</h2> <p>As a starting point for our study of long-run growth, let's look at the experiences of some of the world's economies. Table 1 shows data on real GDP per person for thirteen countries. For each country, the data cover more than a century of history. The first and second columns of the table present the countries and time periods. (The time periods differ somewhat from country to country because of differences in data availability.) The third and fourth columns show estimates of real GDP per person about a century ago and for a recent year.</p> <p>Table 1 The Variety of Growth Experiences</p>
<p>You can also use the Skimmer to move around a reading.</p> <p>The Skimmer displays at the bottom of the "page". Drag the orange icon right or left.</p> <p>The blue bar shows you how far you are into the reading.</p>	 <p>Chapters</p> <h2>4-3c The Townshend Revenue Act (1767)</h2> <p>In June 1767, Parliament passed three more laws affecting the Americans: an act establishing the American Board of Customs Commissioners to enforce legislation against illegal trade, the New York Restraining Act, and the Townshend Revenue Act. The Restraining Act threatened to dissolve the New York Assembly for refusing adequate supplies to British soldiers stationed there. Instead, the New York legislators gave in. The Townshend Revenue Act placed duties on tea, glass, paper, lead, and paint to pay the salaries of governors and judges, thus removing their dependence on the provincial legislatures. The act also required colonial courts to provide customs officials with writs of assistance to search houses and businesses for smuggled merchandise.</p>

Function	Looks like this...
<p>Click Read Text to have the text read aloud.</p>	
<p>Click the  icon on the App Dock to search for a keyword or page number. Type search criteria. MindTap lists sections with the search terms. Click the blue text to navigate to the reading.</p>	

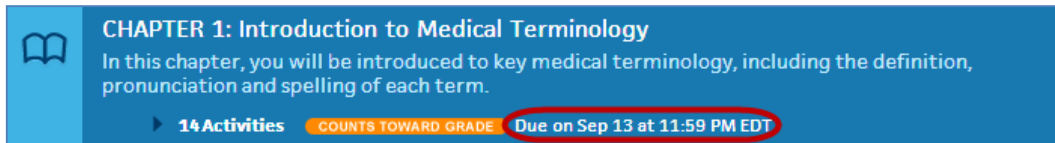
Homework and Quizzes

Assignments can display on the MindTap Learning Path or embedded inline in Reading Activities.


Information about Assignments

An assignment can display the following information:

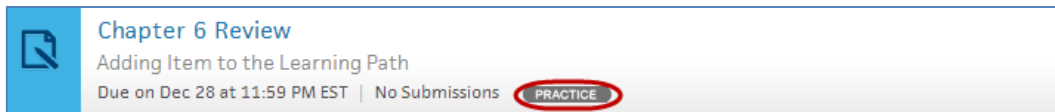
- Available date: The instructor can set a date to make the assignment available. Students cannot take the assignment before that date.
- Due date: The instructor can set a Due date.



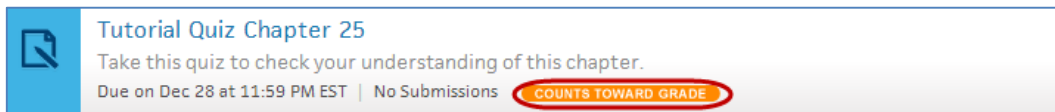
CHAPTER 1: Introduction to Medical Terminology
In this chapter, you will be introduced to key medical terminology, including the definition, pronunciation and spelling of each term.
14 Activities | COUNTS TOWARD GRADE | Due on Sep 13 at 11:59 PM EDT

 **IMPORTANT:** MindTap submits an Activity on the Due date automatically if you made the first attempt at an assignment but did not submit it for a grade.

- Whether the assignment is for practice or counts towards the grade:

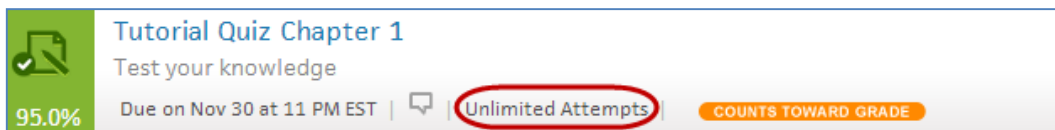


Chapter 6 Review
Adding Item to the Learning Path
Due on Dec 28 at 11:59 PM EST | No Submissions | PRACTICE



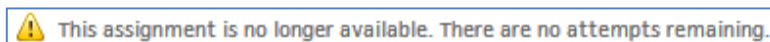
Tutorial Quiz Chapter 25
Take this quiz to check your understanding of this chapter.
Due on Dec 28 at 11:59 PM EST | No Submissions | COUNTS TOWARD GRADE


- The number of attempts remaining:



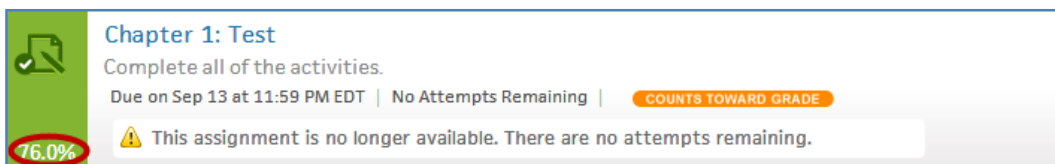
Tutorial Quiz Chapter 1
Test your knowledge
95.0% | Due on Nov 30 at 11 PM EST | Unlimited Attempts | COUNTS TOWARD GRADE


- No attempts remaining:



 This assignment is no longer available. There are no attempts remaining.

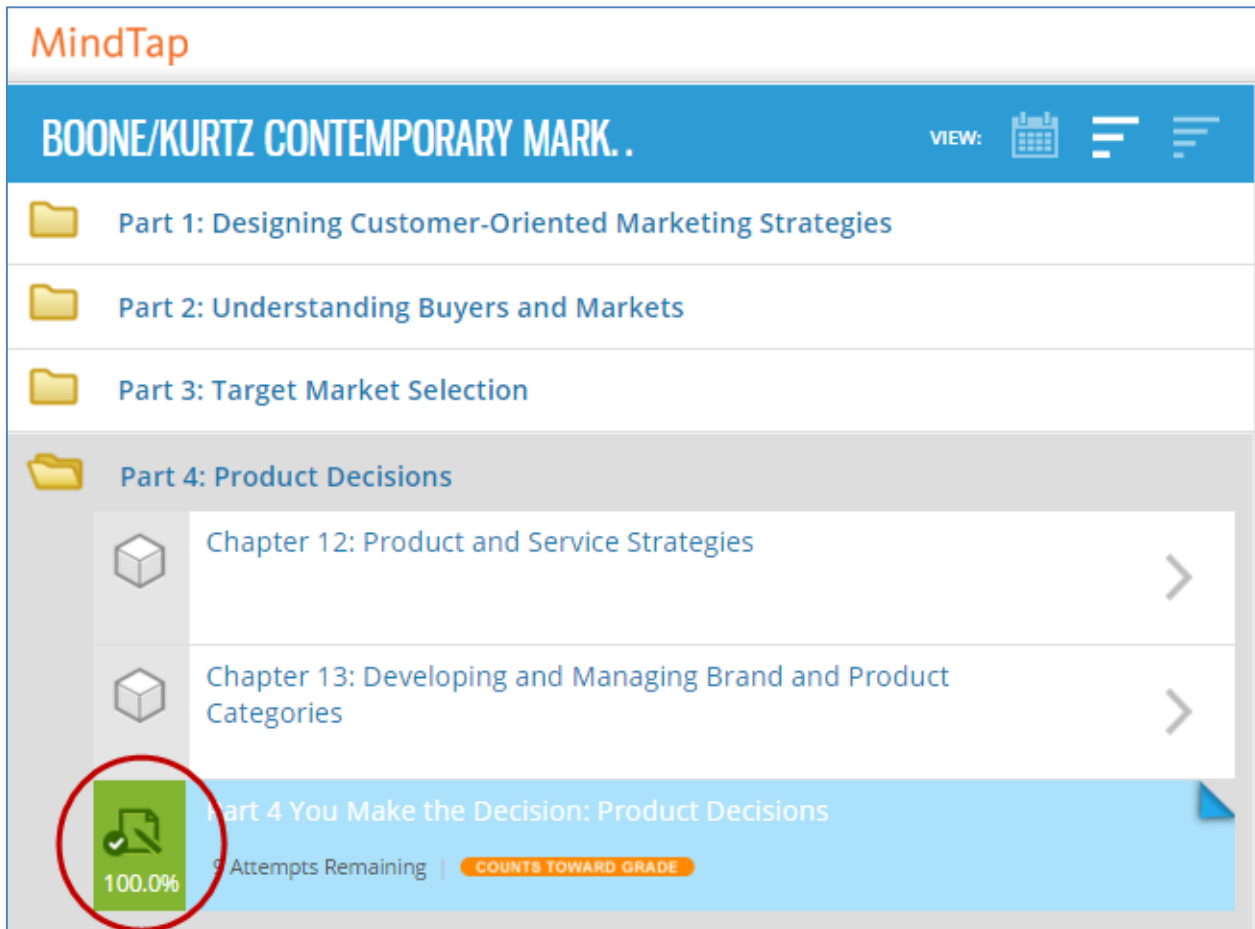
- The score:



Chapter 1: Test
Complete all of the activities.
Due on Sep 13 at 11:59 PM EDT | No Attempts Remaining | COUNTS TOWARD GRADE
76.0% |  This assignment is no longer available. There are no attempts remaining.

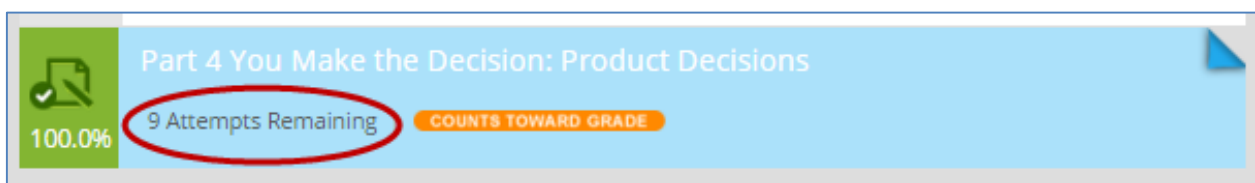
Viewing Assignment Status and Scores

Instructors can configure assignments to allow you to attempt them multiple times. Some assignments allow multiple takes of each question. After an assignment submission, the score displays:



The screenshot shows the MindTap interface for a course titled "BOONE/KURTZ CONTEMPORARY MARK. .". The course is organized into four parts: Part 1: Designing Customer-Oriented Marketing Strategies, Part 2: Understanding Buyers and Markets, Part 3: Target Market Selection, and Part 4: Product Decisions. Under Part 4, there are two chapters: Chapter 12: Product and Service Strategies and Chapter 13: Developing and Managing Brand and Product Categories. The assignment "Part 4 You Make the Decision: Product Decisions" is highlighted in blue. It shows a score of 100.0% and "9 Attempts Remaining". A red circle highlights the "100.0%" score and the "9 Attempts Remaining" text. An orange button labeled "COUNTS TOWARD GRADE" is also visible.

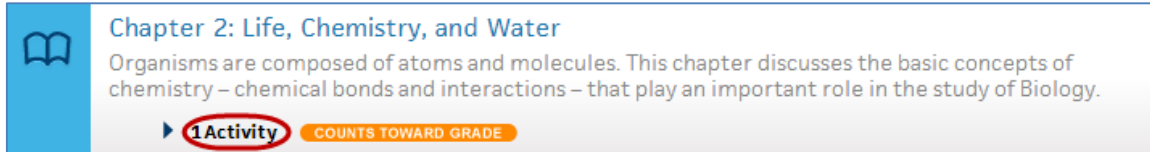
You can take the assignment again to raise your score if there are attempts remaining.



This is a close-up of the assignment status bar for "Part 4 You Make the Decision: Product Decisions". It shows a score of 100.0% and "9 Attempts Remaining". A red circle highlights the "9 Attempts Remaining" text. An orange button labeled "COUNTS TOWARD GRADE" is also visible.

Inline Assignments

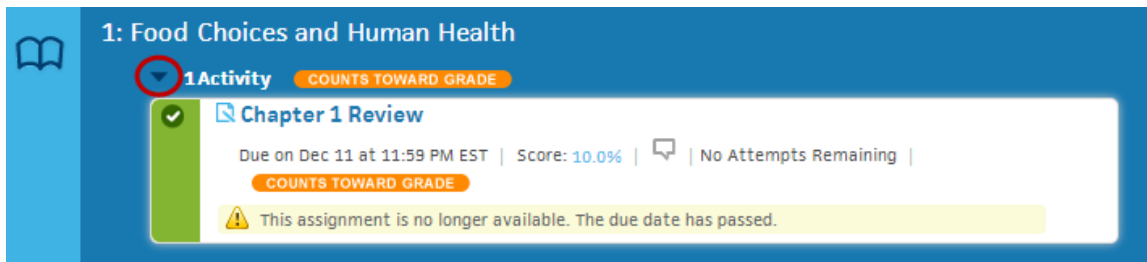
Some Reading Activities contain inline assignments. When you look at the Learning Path, you can see whether there are inline Activities.



Chapter 2: Life, Chemistry, and Water
Organisms are composed of atoms and molecules. This chapter discusses the basic concepts of chemistry – chemical bonds and interactions – that play an important role in the study of Biology.

▶ **1 Activity** **COUNTS TOWARD GRADE**

Click the arrow to see a list of the inline Activities.




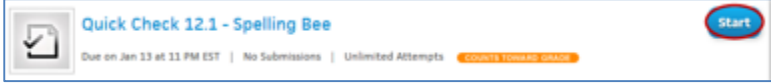
1: Food Choices and Human Health

▼ **1 Activity** **COUNTS TOWARD GRADE**

✓ **Chapter 1 Review**
Due on Dec 11 at 11:59 PM EST | Score: 10.0% | No Attempts Remaining |
COUNTS TOWARD GRADE
⚠ This assignment is no longer available. The due date has passed.

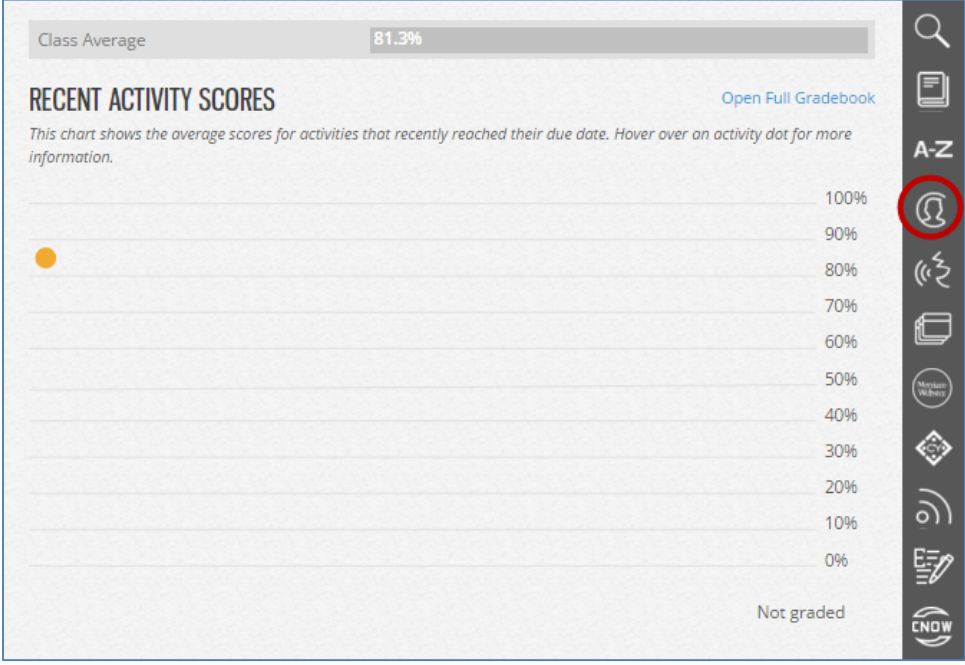
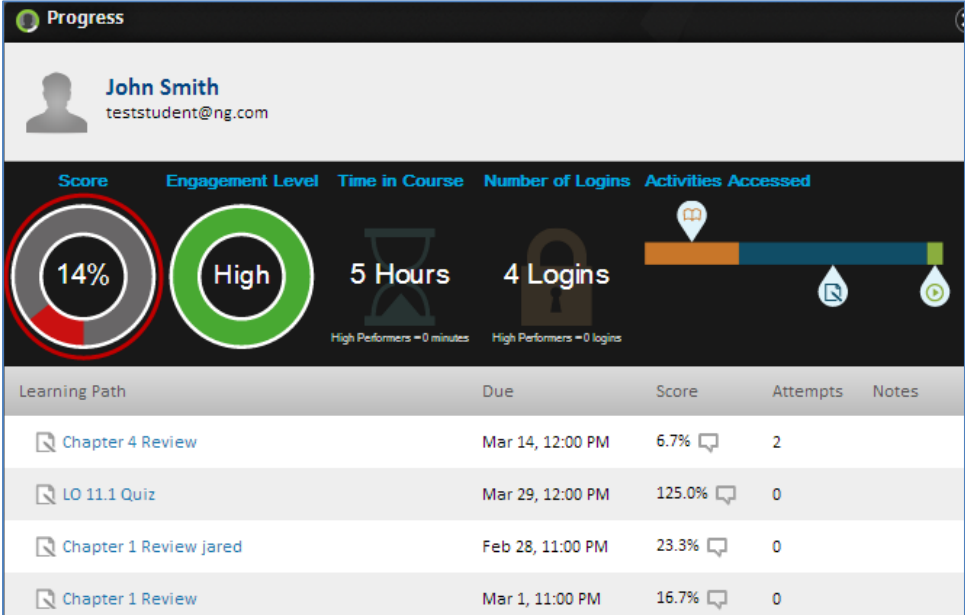
Beginning an Assignment

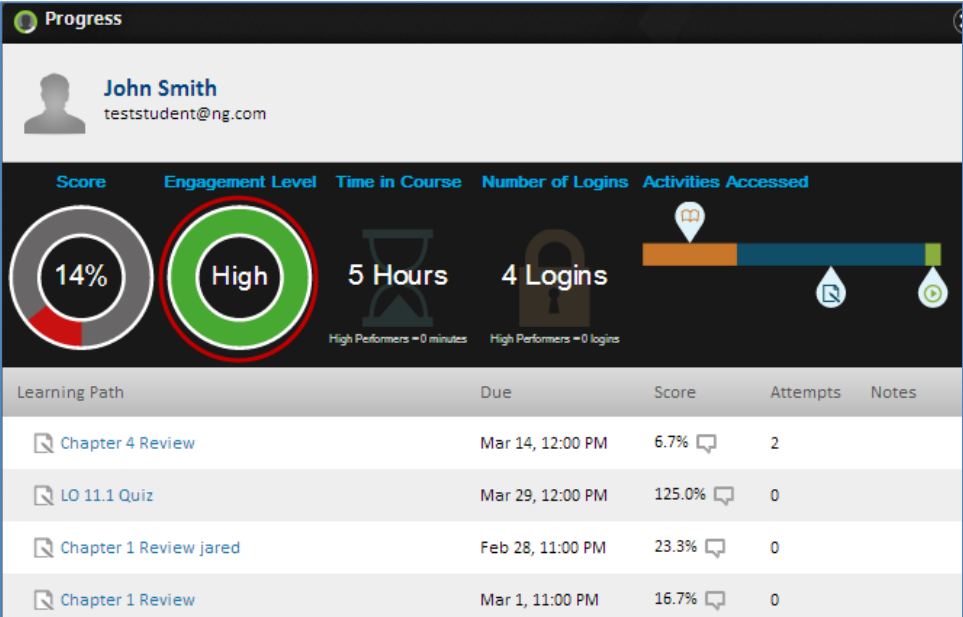
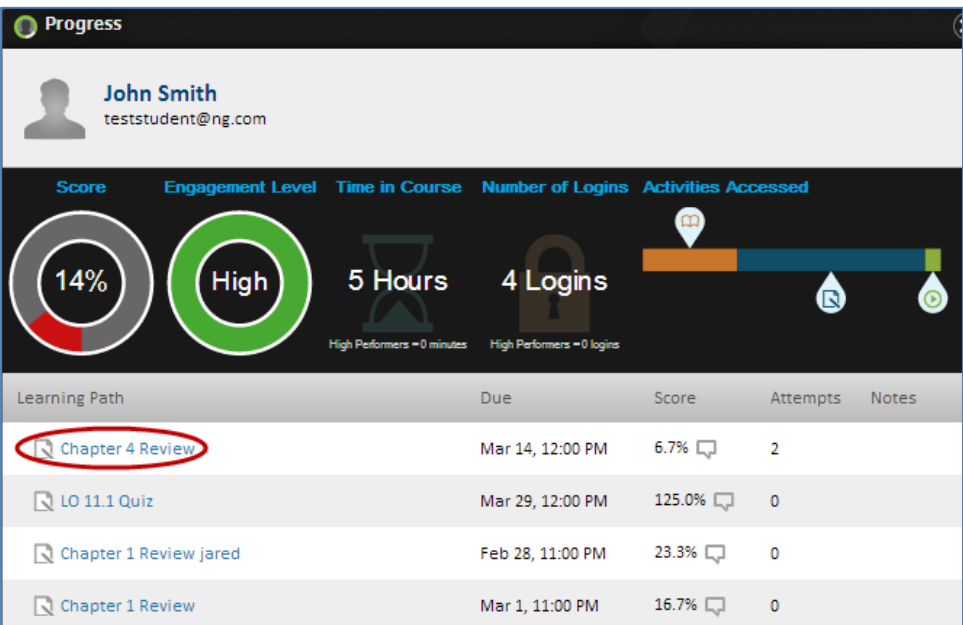
Your course contains homework and quizzes. Follow these steps to begin an assignment:



Step	Action
1	Locate an assignment. 
2	Click Start to open the assignment.  Result: Assignment instructions display. NOTE: Assignments are provided through different Apps. Assignment types vary based on your course. Complete all parts of question groups when applicable. Follow all instructions.

Progress App

The Progress App enables you to track your scores on homework and assessments taken in MindTap. You can access Progress from the App Dock. Follow these steps view your scores:

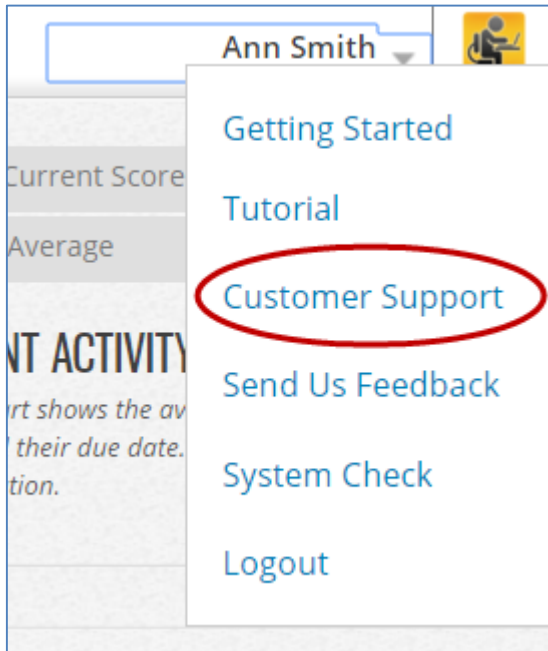
Function	Looks like this...																									
<p>Launch the Progress App from the App Dock.</p>	 <p>The screenshot displays the 'RECENT ACTIVITY SCORES' section of the Progress App. At the top, a 'Class Average' bar is shown at 81.3%. Below this is a chart titled 'RECENT ACTIVITY SCORES' with a note: 'This chart shows the average scores for activities that recently reached their due date. Hover over an activity dot for more information.' The chart has a vertical axis from 0% to 100% and a horizontal axis for time. A single orange dot is visible on the chart. On the right side, there is a vertical navigation menu with icons for search, documents, A-Z, user profile (highlighted with a red circle), settings, mobile devices, a diamond icon, a Wi-Fi icon, a pencil icon, and the 'ENDW' logo.</p>																									
<p>Your overall score displays in the top row.</p>	 <p>The screenshot shows the user's overall progress dashboard for 'John Smith' (teststudent@ng.com). It features five key metrics: Score (14%), Engagement Level (High), Time in Course (5 Hours), Number of Logins (4 Logins), and Activities Accessed (represented by a bar chart). Below these metrics is a table of learning path items.</p> <table border="1" data-bbox="459 1472 1419 1715"> <thead> <tr> <th>Learning Path</th> <th>Due</th> <th>Score</th> <th>Attempts</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Chapter 4 Review</td> <td>Mar 14, 12:00 PM</td> <td>6.7%</td> <td>2</td> <td></td> </tr> <tr> <td>LO 11.1 Quiz</td> <td>Mar 29, 12:00 PM</td> <td>125.0%</td> <td>0</td> <td></td> </tr> <tr> <td>Chapter 1 Review jared</td> <td>Feb 28, 11:00 PM</td> <td>23.3%</td> <td>0</td> <td></td> </tr> <tr> <td>Chapter 1 Review</td> <td>Mar 1, 11:00 PM</td> <td>16.7%</td> <td>0</td> <td></td> </tr> </tbody> </table>	Learning Path	Due	Score	Attempts	Notes	Chapter 4 Review	Mar 14, 12:00 PM	6.7%	2		LO 11.1 Quiz	Mar 29, 12:00 PM	125.0%	0		Chapter 1 Review jared	Feb 28, 11:00 PM	23.3%	0		Chapter 1 Review	Mar 1, 11:00 PM	16.7%	0	
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Function	Looks like this...																									
<p>Your engagement level depends on how often you log into MindTap and the time you spend in MindTap.</p>	 <p>Progress</p> <p>John Smith teststudent@ng.com</p> <p>Score 14% Engagement Level High Time in Course 5 Hours Number of Logins 4 Logins Activities Accessed</p> <p>High Performers = 0 minutes High Performers = 0 logins</p> <table border="1"> <thead> <tr> <th>Learning Path</th> <th>Due</th> <th>Score</th> <th>Attempts</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Chapter 4 Review</td> <td>Mar 14, 12:00 PM</td> <td>6.7%</td> <td>2</td> <td></td> </tr> <tr> <td>LO 11.1 Quiz</td> <td>Mar 29, 12:00 PM</td> <td>125.0%</td> <td>0</td> <td></td> </tr> <tr> <td>Chapter 1 Review jared</td> <td>Feb 28, 11:00 PM</td> <td>23.3%</td> <td>0</td> <td></td> </tr> <tr> <td>Chapter 1 Review</td> <td>Mar 1, 11:00 PM</td> <td>16.7%</td> <td>0</td> <td></td> </tr> </tbody> </table>	Learning Path	Due	Score	Attempts	Notes	Chapter 4 Review	Mar 14, 12:00 PM	6.7%	2		LO 11.1 Quiz	Mar 29, 12:00 PM	125.0%	0		Chapter 1 Review jared	Feb 28, 11:00 PM	23.3%	0		Chapter 1 Review	Mar 1, 11:00 PM	16.7%	0	
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Chapter 1 Review	Mar 1, 11:00 PM	16.7%	0																							

Function	Looks like this...												
<p>Click View to view the assignment in Review Mode. You can see how you answered each question and which ones you got right.</p>	<div data-bbox="461 254 1321 905" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;">  Chapter 4 Review The last score from all attempts is recorded Activity Due Date: Mar 14, 2014 12:00 PM EDT  Extended for this student to: Mar 14, 2014 12:00 PM EDT </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td style="padding: 5px;">Attempt 1 (March 03)</td> <td style="padding: 5px; text-align: center;">0.0%</td> <td style="padding: 5px; text-align: right;">View</td> </tr> <tr> <td style="padding: 5px;">Attempt 2 (March 03)</td> <td style="padding: 5px; text-align: center;">6.7%</td> <td style="padding: 5px; text-align: right;">View</td> </tr> <tr> <td colspan="3" style="padding: 5px; background-color: #f0f0f0;">Recorded Score</td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;">2.0 / 30 = 6.7%</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 10px;">05/02/2014 - Recorded Score Changed by Surya.Mudundi@cengage.com Surya.Mudundi@cengage.com The score was changed from 3.3% to 6.7%</p> </div>	Attempt 1 (March 03)	0.0%	View	Attempt 2 (March 03)	6.7%	View	Recorded Score			2.0 / 30 = 6.7%		
Attempt 1 (March 03)	0.0%	View											
Attempt 2 (March 03)	6.7%	View											
Recorded Score													
2.0 / 30 = 6.7%													

Support

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