You will receive an email from Cengage Learning notifying you that MindLinks are now available within your eLearning course.

Step 1: Inside the course, Go to "My Tools" > "Edit Course" > "Course Builder"

Step 2: Click on the Cengage Learning Icon, located under the "Add Content" section in the left window pane.

Step 3: Click the Module Title to select the location in the course structure to add course objects to.
Step 4: Click on the Course Name to select the source of the learning object you wish to add.

Step 5: Select the learning resources that you want to link to by placing a check in the respective box.

- To expand the list, click the horizontal triangle to the left of the respective titles.
- To preview an item, click on the name.
- If the item has the ability to be graded, there will be an option to have the item automatically added to the D2L Grade Book. If you want to link to an item but do not want to add it to your course gradebook please uncheck the corresponding Add to Gradebook box.

Step 6: Once all Selections have been made, click Confirm Selection at the top or bottom of the Select Content list.
Step 7: Review the List and click Save to confirm your selection.

- If you need to add or remove items from the list, press Cancel to return to the Select Content view.

- Once you have confirmed the selections, you will automatically be returned to the course.
Step 8: (Optional) Drag and drop the linked items to rearrange as needed.

Your Selections will now appear under the module selected in “Step 3”; If you do not “see” your selections, expand the module by clicking the [+] to the left of the module title.

IMPORTANT:
Once the Links are added to the course, the instructor must launch the course first to setup the course name and section information. Please note that no students will be able to access the course until this process is complete. This only needs to be completed one time per course session.

Step 9: From the Content Browser, locate any imported link to the course.
Step 10: Fill-Out the online form to create the Course Key for this session.

- At this point the course will open, and students will be able to access.