

# MindTap®

## INSTRUCTOR GUIDE TO MANAGING MINDTAP COURSES

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## Introduction

MindTap provides a digital learning solution that helps instructors transform today's students into critical thinkers. Cengage Learning's MindTap improves student engagement and performance using readings, assignments, videos and Apps.

### MindTap Attributes

Here are some of MindTap's advantages:

Attribute	Description
Course Material	Content applications for courses include readings, media, Activities, homework and assessments.
Personalization	Innovative tools enable instructors to customize their courses from rearranging the order material displays to inserting videos, comments, Activities and assessments.
Improved Workflow	Plan lessons with Cengage Learning content available in MindTap.
Analytics	Track student progress and use embedded analytics to view class performance.
Learning Management System (LMS) Integration	Reduce the time required to set up courses and assignments, sign into the LMS, find the right set of materials for the unit or assignment, grade online assignments and post grades by integrating the MindTap course into the LMS. For more information on how to integrate with LMS platforms, <a href="#">contact your Learning Consultant</a> .

MindTap courses include Apps that contribute learning Activities to MindTap. Apps include those developed internally at Cengage Learning and those developed by partners. MindTap courses contains different Apps based on discipline and subject matter.

## **Objectives**

This document introduces instructors to the following procedures required to set up and customize MindTap courses:

- Logging into MindTap
- Apps and Activities
- The Unit View and Distinct Activities
- Inline Activities
- Adding an instructor's content
- Extending Due dates

## **Audience**

This document addresses the needs of MindTap course instructors and the DSCs who assist them.


## Entering MindTap

The procedure for entering a MindTap course depends on whether or not your institution uses a Learning Management System (LMS). When MindTap is used with the institution's LMS, both instructors and students access MindTap directly through the LMS.

For information on MindTap and LMS integration, Quick Start documentation is available for the following: Blackboard Learn, Canvas, Desire2Learn, Moodle and Angel. Cengage ITS will assist in the integration process.

For adoptions where the institution does not have an LMS, MindTap access takes place as follows:

- Instructors enter via the **Instructor Resource Center**. The instructor needs to have a validated Instructor **SSO account** to do so.
- Students use **CengageBrain** for access with a MindTap **Course Key** that the instructor provides.

 **IMPORTANT:** For adoptions where the institution has an LMS, deep linking from the MindTap course to the course in the LMS occurs AFTER MindTap course customization.

## Logging into MindTap

Instructors have permissions that enable basic customization of the MindTap course. A DSC representative can help instructors to create and customize their courses.

**NOTE:** This section does not address logging in through the institution's Learning Management System (LMS). The permissions are the same.

### Permissions


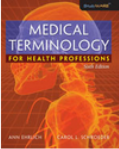
Logging in as an instructor does not provide all the permissions that you may need to modify a MindTap course. The DSC team has additional permissions enabling them to assist you with course setup and editing including Provisioning and Unprovisioning Apps to and from MindTap courses.

### MindTap Setup

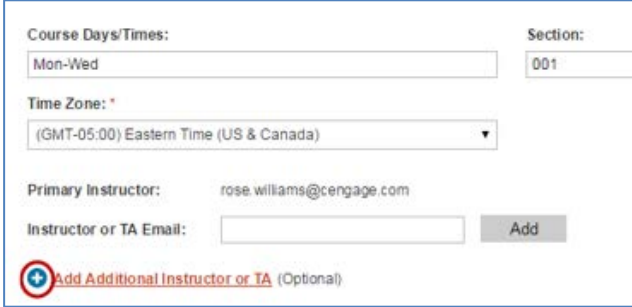
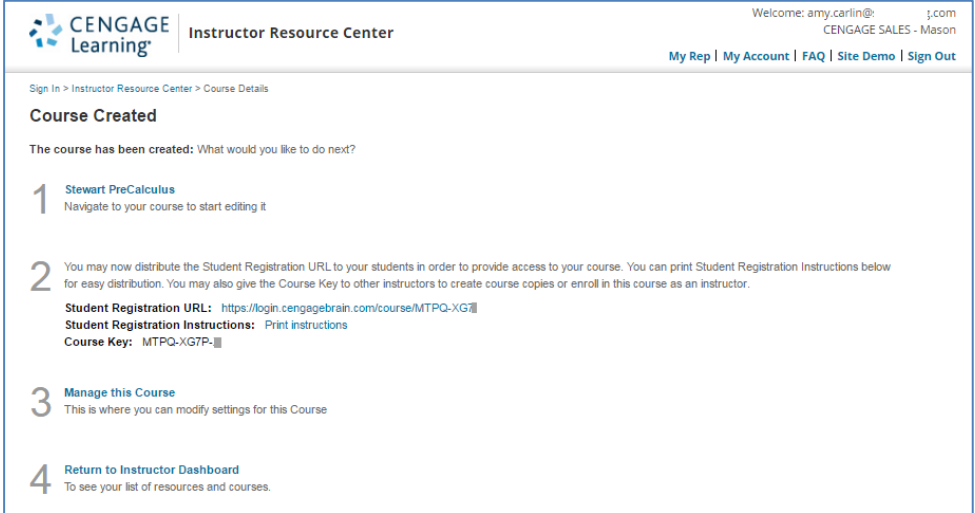
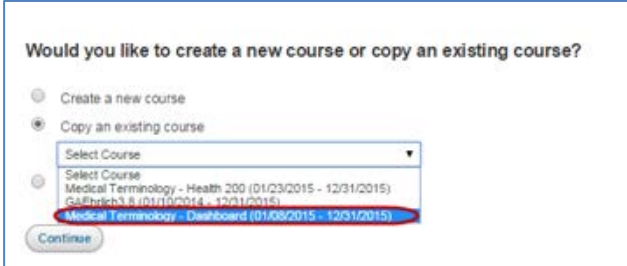
Follow the steps for setting up a MindTap course through the *Instructor Resource Center*. Create a Course and copy the Course Key to distribute to students.

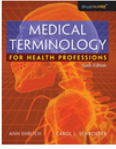
Step	Action
1	Use a browser to navigate to the URL: <a href="http://login.cengage.com/cb/">http://login.cengage.com/cb/</a> and enter login information.

Step	Action
2	<p><b>Select Create Course under My Course.</b></p>  <p>The screenshot shows the Cengage Learning Instructor Resource Center interface. At the top, there is a navigation bar with the Cengage Learning logo and the text 'Instructor Resource Center'. Below this, there is a search bar and a section titled 'Add a product to your Instructor Resource Center'. The main content area shows 'Products in your Instructor Resource Center' with filters for 'Display' (Active), 'Platform' (All), and 'By Author' (On). A 'Click below to select a different Product:' section lists 'Stewart, MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced Edition'. Below this, there is a 'Resource and supplement access for:' section for 'MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced Edition, 7th Edition'. The 'My Course' section is highlighted, and the 'Create Course' link is circled in red.</p>
3	<p><b>Select one of the following:</b></p> <ul style="list-style-type: none"> <li>■ <b>Create a new course:</b> Go to <b>Step 4.</b></li> <li>■ <b>Copy an existing course:</b> Go to <b>Step 9.</b></li> <li>■ <b>Copy from another instructor's course</b> (in the same institution and using the same Course Key): Go to <b>Step 13.</b></li> </ul>  <p>The screenshot shows the 'Create Course' selection screen in the Cengage Learning Instructor Resource Center. The page title is 'Instructor Resource Center &gt; Create Course'. The main heading is 'Would you like to create a new course or copy an existing course?'. There are three radio button options: 'Create a new course' (selected), 'Copy an existing course', and 'Copy from another instructor's course'. A 'Continue' button is located at the bottom of the form.</p>

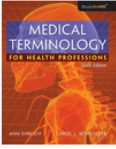
Step	Action
4	<p>To create a new course, select it. Click <b>Continue</b>.</p> <p style="text-align: center;"></p> <p>Result: The <i>Create Course</i> page displays.</p>
5	<p>Enter course-related information.</p> <ul style="list-style-type: none"> <li>■ Course Name</li> <li>■ Course Start Date</li> <li>■ Course End Date</li> <li>■ Course Days/Times</li> <li>■ Section</li> <li>■ Time Zone</li> </ul> <p>NOTE: The Course Days/Time and Section field information is optional.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Create Course</b></p> <p><b>Selected Title</b></p> <div style="display: flex; align-items: flex-start;">  <div> <p><b>Medical Terminology for Health Professions , 6th Edition</b></p> <p>Ann Ehrlich; Carol L. Schroeder</p> <p>ISBN-10: 1-4180-7252-4</p> <p>ISBN-13: 978-1-418-07252-0</p> </div> </div> <p><b>Course Information (Required)</b></p> <p>Course Name: *</p> <input type="text" value="Medical Terminology - Health 200"/> <p>Start Date: *      End Date: *</p> <div style="display: flex; justify-content: space-between;"> <input type="text" value="1/23/2015"/> <input type="text" value="12/31/2015"/> </div> <p>Course Days/Times:      Section:</p> <div style="display: flex; justify-content: space-between;"> <input type="text" value="Mon-Wed"/> <input type="text" value="001"/> </div> <p>Time Zone: *</p> <input type="text" value="(GMT-05:00) Eastern Time (US &amp; Canada)"/> <p>Primary Instructor:      rose.williams@cengage.com</p> <p><a href="#">+ Add Additional Instructor or TA (Optional)</a></p> <p style="text-align: center;"><b>Create Course</b></p> </div>



Step	Action
6	<p>Optional: To add an Additional Instructor or TA click to plus (+) button. Enter the email of the instructor or TA to add to the course and click Add.</p> <p>NOTE: Edit the permissions for each Additional Instructor or TA inside of the MindTap course within the <i>Course Settings</i> menu.</p> 
7	<p>The <b>Course Created</b> page displays:</p>  <p>Copy the <b>Course Key</b> from the course to distribute to students so they can access the course. Click <b>Print</b> under Student Registration Instructions to distribute the Course Key.</p>
8	The course creates. -END HERE-
9	<p>To copy from the instructor's own course: Select a course to copy from the drop-down list.</p> 

Step	Action
10	<p>Click <b>Continue</b>.</p> <p>Result: The <i>Create Course</i> page displays.</p> <div data-bbox="435 342 1393 1115" style="border: 1px solid black; padding: 10px;"> <p>Sign In &gt; Instructor Resource Center &gt; Course Details</p> <h3>Create Course</h3> <p><b>Selected Title</b></p> <div style="display: flex; align-items: flex-start;">  <div> <p><b>Medical Terminology for Health Professions , 6th Edition</b></p> <p>Ann Ehrlich; Carol L. Schroeder</p> <p>ISBN-10: 1-4180-7252-4</p> <p>ISBN-13: 978-1-418-07252-0</p> </div> </div> <p><b>Course Information (Required)</b></p> <p>Creating a copy of the course Medical Terminology - Dashboard</p> <p><b>Course Name:</b> *</p> <input type="text" value="Name Course"/> <p><b>Start Date:</b> *      <b>End Date:</b> *</p> <div style="display: flex; gap: 20px;"> <input type="text" value="01/08/2015"/> <input type="text" value="12/31/2015"/> </div> <p><input type="checkbox"/> Copy all activity dates from Course</p> <p><small>Select this option to copy all your MindTap activity dates as is. If you copy from a course that's ended, you will have to go to the Date Manager in MindTap to adjust them.</small></p> <p><b>Course Days/Times:</b>      <b>Section:</b></p> <div style="display: flex; gap: 20px;"> <input type="text" value="Example: MWF 8:30 to 10:00 a.m."/> <input type="text"/> </div> <p><b>Time Zone:</b> *</p> <input type="text" value="(GMT-05:00) Eastern Time (US &amp; Canada)"/> <p><b>Primary Instructor:</b>      rose.williams@cengage.com</p> <p><a href="#">+ Add Additional Instructor or TA (Optional)</a></p> <p><input type="button" value="Create Course"/></p> </div>
11	<p>Enter course information for the copied course.</p> <ul style="list-style-type: none"> <li>■ Course Name</li> <li>■ Course Start Date</li> <li>■ Course End Date</li> <li>■ Course Days/Times</li> <li>■ Section</li> <li>■ Time Zone</li> </ul> <p>Check the <b>Copy all Activity dates from Course</b> to copy relevant dates from original course.</p> <div data-bbox="435 1524 837 1604" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <input checked="" type="checkbox"/> Copy all activity dates from Course </div> <p>NOTE: Use Course Days/Time and Section field information to differentiate the copied course from the original.</p>
12	<p>Complete <b>Steps 6 – 7</b> above.</p> <p>Result: The course creates. END HERE</p>

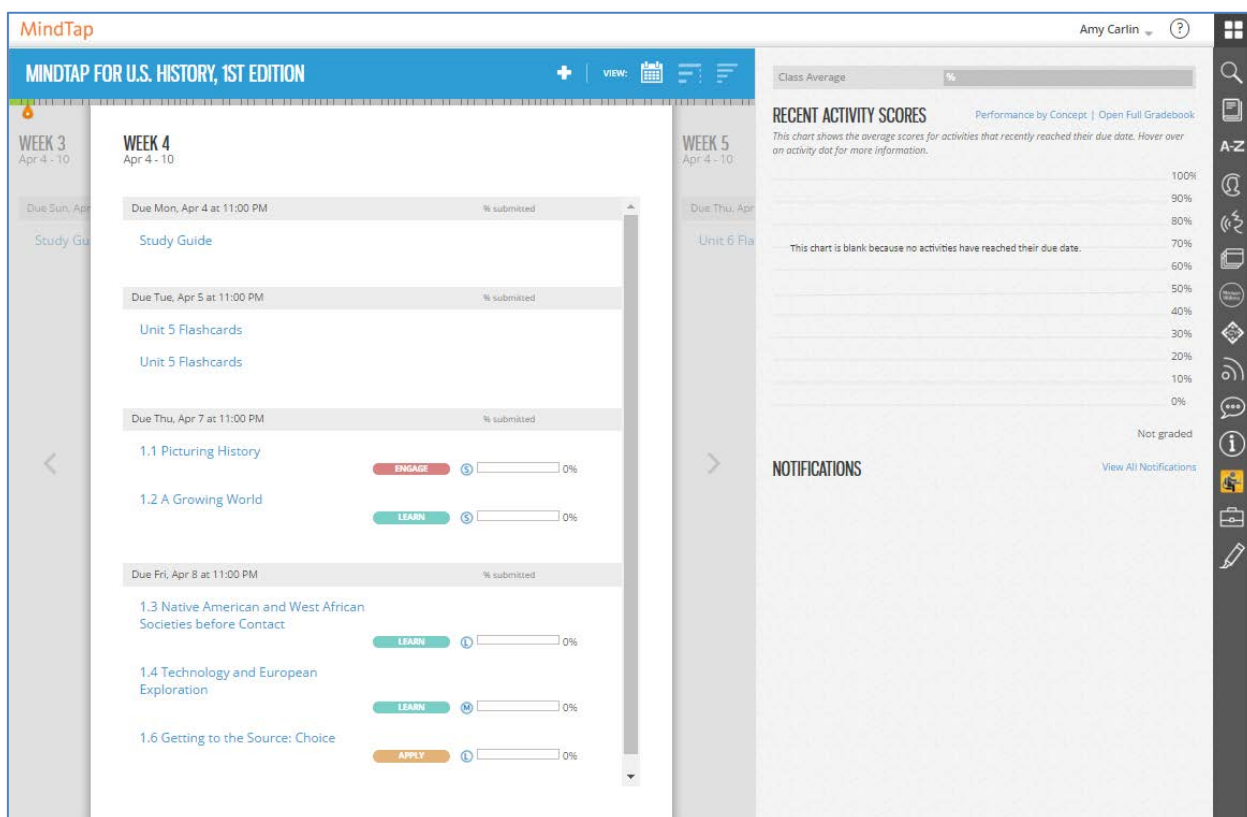
Step	Action
13	<p>To copy from another instructor's course:</p> <ul style="list-style-type: none"> <li>■ Select <b>Copy from another instructor's course</b>.</li> <li>■ Enter the Course Key.</li> <li>■ Click <b>Continue</b>.</li> </ul> <div data-bbox="436 430 1395 884" style="border: 1px solid #ccc; padding: 10px;"> <p style="font-size: small; color: #5b9bd5;">Sign In &gt; Instructor Resource Center &gt; Create Course</p> <p><b>Would you like to create a new course or copy an existing course?</b></p> <p><input type="radio"/> Create a new course</p> <p><input type="radio"/> Copy an existing course</p> <p><input checked="" type="radio"/> Copy from another instructor's course</p> <p>Course Key : <input style="width: 150px;" type="text"/></p> <p style="text-align: center;"><input type="button" value="Continue"/></p> </div> <p>Result: The course copies. <b>Create Course</b> page displays.</p> <p><b>NOTE:</b> The following do not copy into the new course: Course Start and End Dates, Activity Due Dates, Available Dates and times.</p>

Step	Action
<p><b>14</b></p>	<p>Enter course information for the copied course.</p> <ul style="list-style-type: none"> <li>■ Course Name</li> <li>■ Course Start Date</li> <li>■ Course End Date</li> <li>■ Course Days/Times</li> <li>■ Section</li> <li>■ Time Zone</li> </ul> <p>NOTE: Set the instructor's own Course Days/Time and Section field information.</p> <div data-bbox="436 604 1395 1377" style="border: 1px solid #ccc; padding: 10px;"> <p style="font-size: small; margin: 0;">Sign In &gt; Instructor Resource Center &gt; Course Details</p> <h3 style="margin: 0;">Create Course</h3> <p><b>Selected Title</b></p> <div style="display: flex; align-items: flex-start;">  <div style="font-size: small;"> <p><b>Medical Terminology for Health Professions , 6th Edition</b></p> <p>Ann Ehrlich; Carol L. Schroeder</p> <p>ISBN-10: 1-4180-7252-4</p> <p>ISBN-13: 978-1-418-07252-0</p> </div> </div> <p><b>Course Information (Required)</b></p> <p style="font-size: x-small;">Creating a copy of the course Medical Terminology - Dashboard</p> <p><b>Course Name: *</b></p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Name Course"/> <p><b>Start Date: *</b>      <b>End Date: *</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="01/08/2015"/> </div> <div style="width: 45%;"> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="12/31/2015"/> </div> </div> <p style="font-size: x-small;"><input type="checkbox"/> Copy all activity dates from Course Select this option to copy all your MindTap activity dates as is. If you copy from a course that's ended, you will have to go to the Date Manager in MindTap to adjust them.</p> <p><b>Course Days/Times:</b>      <b>Section:</b></p> <div style="display: flex; justify-content: space-between;"> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="Example: MWF 8:30 to 10:00 a.m"/> <input style="width: 35%; border: 1px solid #ccc;" type="text"/> </div> <p><b>Time Zone: *</b></p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="(GMT-05:00) Eastern Time (US &amp; Canada)"/> <p><b>Primary Instructor:</b>      rose.williams@cengage.com</p> <p><a href="#">+ Add Additional Instructor or TA (Optional)</a></p> <p style="text-align: center;"><a href="#" style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; text-decoration: none; color: #0070c0;">Create Course</a></p> </div>
<p><b>15</b></p>	<p>Complete <b>Steps 6 – 7</b> above.</p> <p>Result: The course creates.</p>




## Navigating the Dashboard

There are three different views in the Dashboard. The Week View is the default view. Instructors can also use the Unit and Date Manager Views.

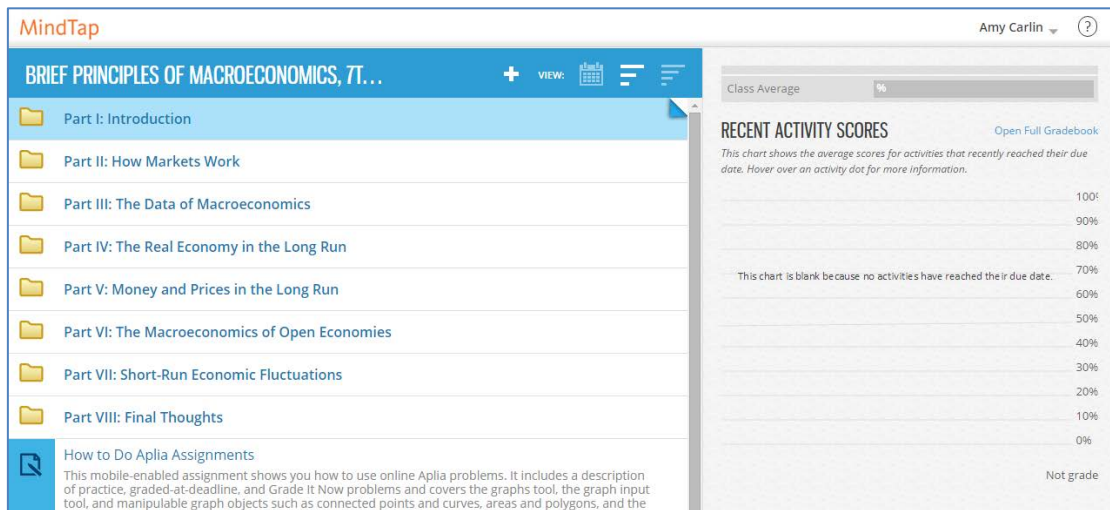
- The default **Week View** displays week by week with Activity Due Dates.



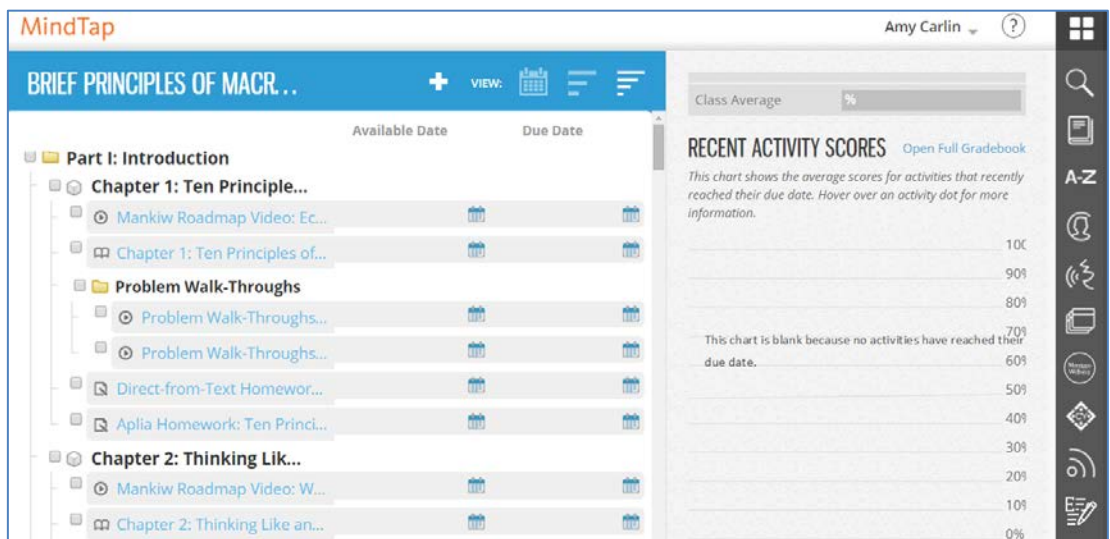
- Click the icon at the top to change the view:

Icon	Name	Description
	Week View	Displays course week by week with assignment, test, and quiz dates.
	Unit View	Unit View displays like a syllabus of the course in units.
	Date Manager View	The Date Manager enables instructors to edit Available and Due Dates.

- The **Unit View** enables instructors to edit and add Units, Folders, and Activities.



- The **Date Manager View** enables instructors to edit Available and Due Dates.



## MindTap Course Settings Options

The MindTap Course Settings section contains the following options:

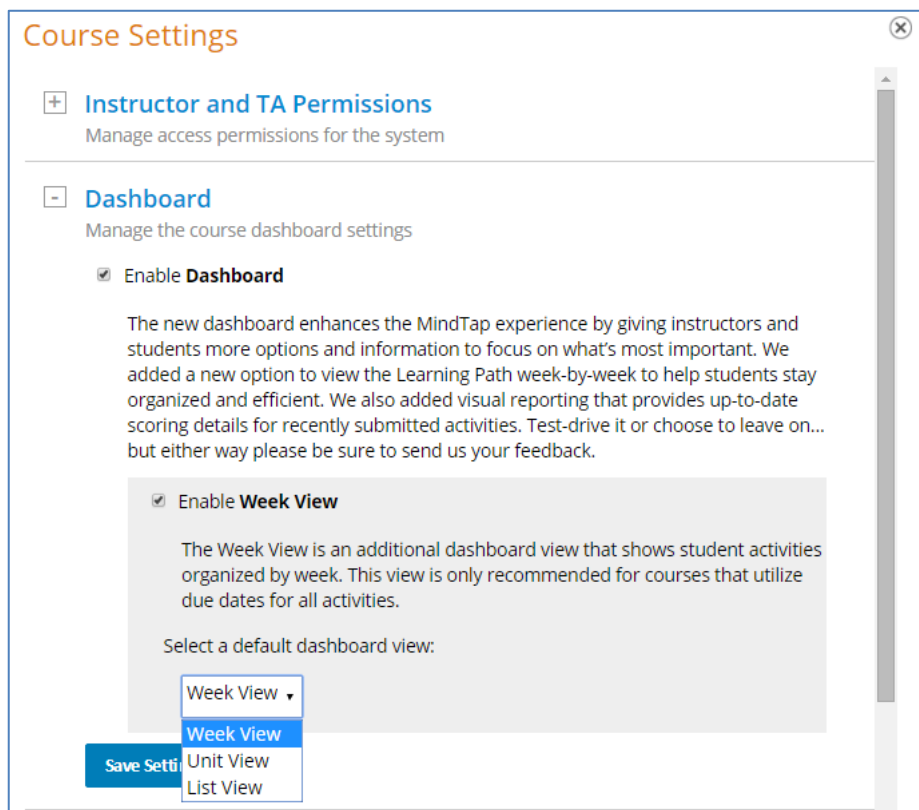
- Instructor and TA Permissions
- Dashboard
- Student ID Collection
- Partner App Opt-Out

### Adding an Additional Role to a MindTap Course

MindTap instructors may have co-instructors or TAs (Teaching Assistants) for shared teaching responsibilities. MindTap enables Primary instructors to add TAs and co-instructors to courses. Primary instructors select permissions for co-instructors and TAs. For detailed information about [Adding Additional roles to a MindTap Course](#), contact a DSC representative.

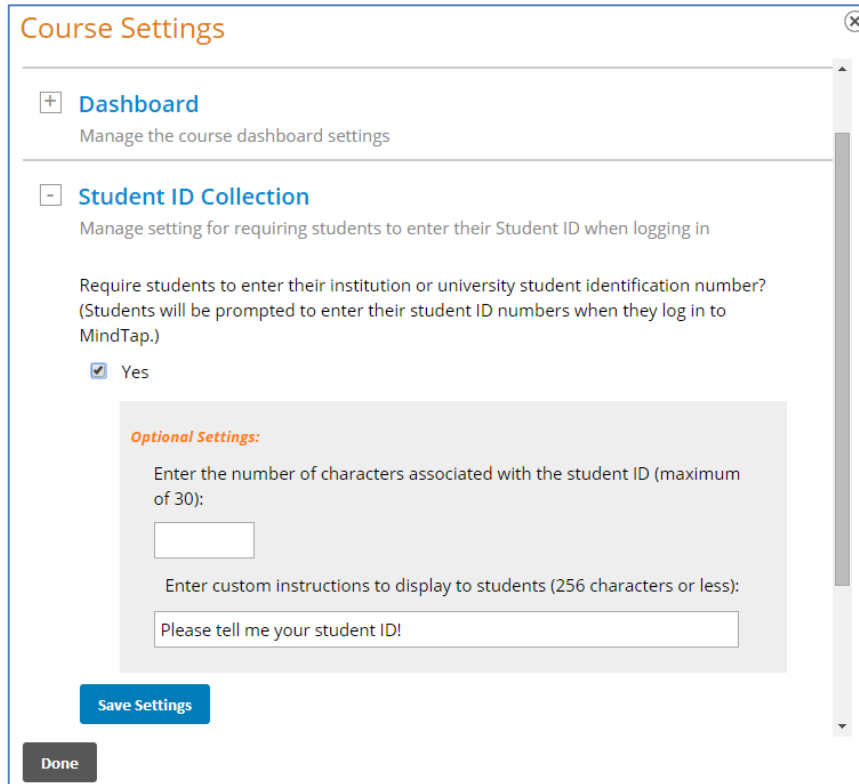
### Dashboard

To select the default Dashboard View go to the *Course Settings* page and scroll to the *Dashboard* section. Select the drop down menu and select default View.



## Student ID Collection

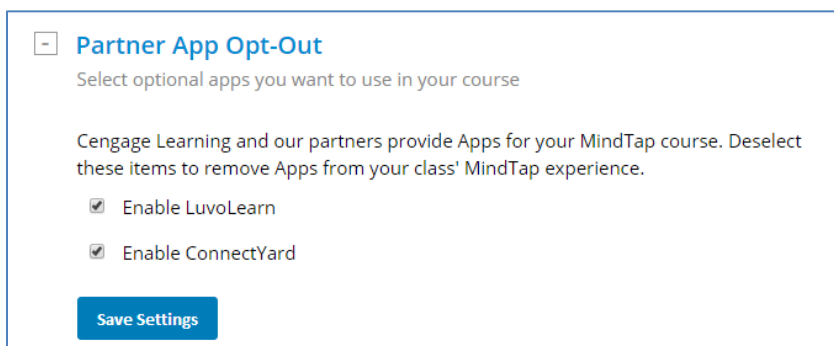
Instructors can have their students enter their university ID numbers. In Course Settings they can choose the number of characters that students need to enter and they can customize the instructional text for the students. Instructors can also batch import Student ID numbers to the [Progress App](#).



The screenshot shows the 'Course Settings' interface. At the top, there is a 'Course Settings' header with a close button. Below it, there are two main sections: 'Dashboard' and 'Student ID Collection'. The 'Student ID Collection' section is expanded, showing a description: 'Manage setting for requiring students to enter their Student ID when logging in'. Below this, there is a question: 'Require students to enter their institution or university student identification number? (Students will be prompted to enter their student ID numbers when they log in to MindTap.)'. The 'Yes' option is selected with a checked checkbox. Underneath, there is an 'Optional Settings' box containing two input fields: 'Enter the number of characters associated with the student ID (maximum of 30):' and 'Enter custom instructions to display to students (256 characters or less):'. The custom instruction field contains the text 'Please tell me your student ID!'. At the bottom of the settings panel, there are two buttons: 'Save Settings' and 'Done'.

## Partner App Opt-Out

In certain MindTap courses instructors can opt-out or opt-in to partner apps. Go to Course Settings and scroll to the Partner App Opt-Out section to select or deselect the apps.



The screenshot shows the 'Partner App Opt-Out' section in the Course Settings. It has a title 'Partner App Opt-Out' and a subtitle 'Select optional apps you want to use in your course'. Below this, there is a paragraph: 'Cengage Learning and our partners provide Apps for your MindTap course. Deselect these items to remove Apps from your class' MindTap experience.' There are two checkboxes: 'Enable LuvoLearn' and 'Enable ConnectYard', both of which are checked. At the bottom of the settings panel, there is a 'Save Settings' button.



## Using Unit View: Folders, Units and Activities

Instructors can edit properties associated with Units and Activities; reorder Units; and change titles or descriptions. Instructors can organize units and activities in folders for their own course requirements.

The Unit View displays when a student opens the course. Every MindTap has a Unit View (similar to a syllabus). Folders are optional. When they exist, folders create automatically in Course Mode. By default, folders display collapsed (click to expand or collapse again).


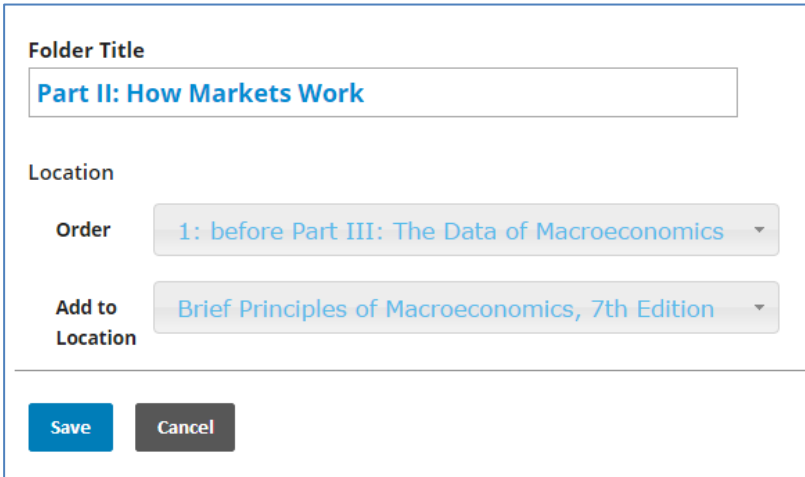
Units are similar to book chapters. They may be Chapter Outlines, Intros or Reviews. Units can display in folders or directly in the Unit View. A student clicks a Unit to display Learning Activities. (Some Learning Activities also display inline in readings.)

### Working in the Unit View

Starting from the instructor dashboard, open the unit and follow these steps to work with Units.

#### Editing Units in MindTap

Follow these steps to work with Units in MindTap:

Step	Action
1	<p>Hover over a Unit to display the <b>Edit</b> (pencil) icon and <b>Hide</b> (not symbol) icon display.</p>  <p>Click the <b>Edit</b> (pencil) icon. Result: <i>Edit Unit</i> dialog box displays.</p>
2	<p>Click the dropdown arrow for Location Order:</p> 

Step	Action
3	Select a Location: <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Folder Title</p> <p>Part II: How Markets Work</p> <p>Location</p> <p>Order: 1: before Part III: The Data of Macroeconomics</p> <p>Add to Location</p> <p>Save</p> <ul style="list-style-type: none"> <li>0: before Part I: Introduction</li> <li>1: before Part III: The Data of Macroeconomics (current position)</li> <li>2: before Part IV: The Real Economy in the Long Run</li> <li>3: before Part V: Money and Prices in the Long Run</li> <li>4: before Part VI: The Macroeconomics of Open Economies</li> </ul> </div>
4	Click <b>Save</b> .

### Hiding Units in a MindTap Course





You can hide elements in a MindTap Unit so that students cannot see them. The advantage is that students will focus their time on the units that are visible.

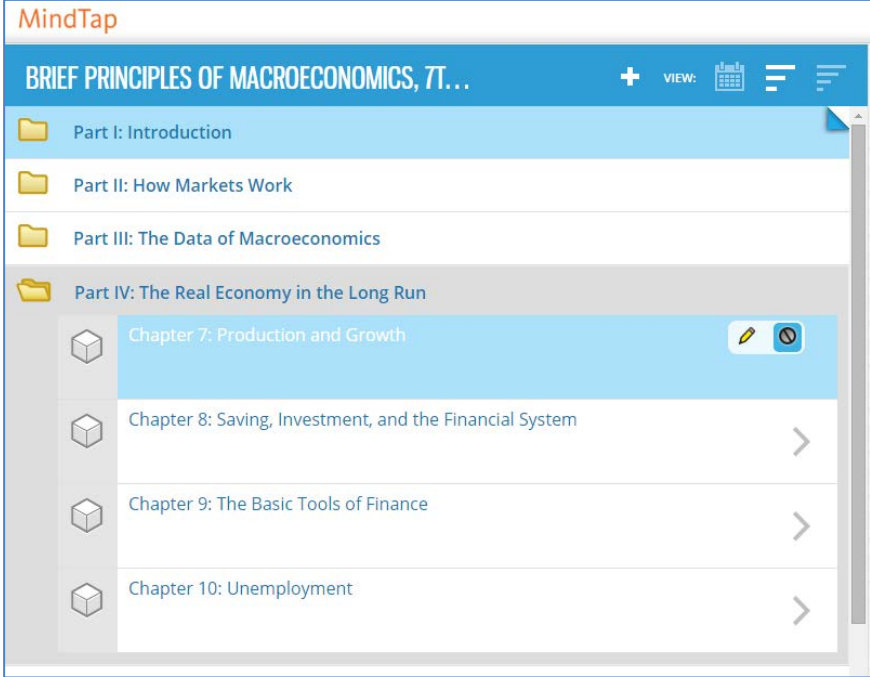

A DSC representative can help instructors hide anything in the Unit View. If instructors hide a Folder or Unit, everything inside it also hides.

**NOTE:** Hiding an element is not the same as setting an available date, which prevents students from starting the activity until the date arrives.

**! IMPORTANT:** Hidden Activities, Folders and Units and those with available dates display in the instructor’s view. The instructor can launch any hidden or unavailable items.

To hide an element in the Unit View in a MindTap course, follow these steps:

Step	Action
1	To hide a unit, hover over the Learning Unit: <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; background-color: #e0f0ff;">  Part II: How Markets Work   </div>
2	Click the Hide icon: <div style="margin: 5px 0;">  </div> Result: The Learning Unit does not display to students.

Step	Action
3	<p>To hide a chapter, hover over a Learning Unit:</p> 
4	<p>Click the Hide icon:</p>  <p>Result: The Learning Unit does not display to students.</p>

**WARNING:** Hiding a Unit hides all of the Activities contained in that Unit.

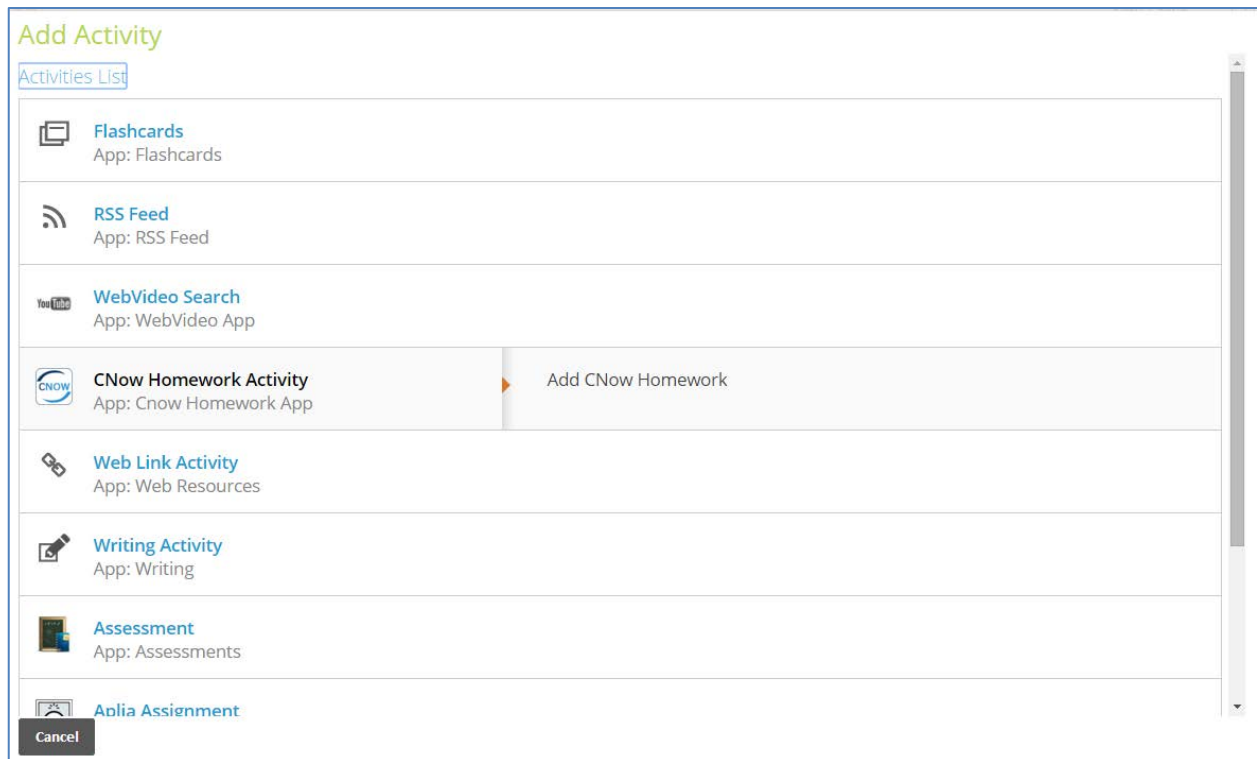
**NOTE:** Instructors can hide but cannot delete a Unit. Consult with a Cengage Learning DSC representative for deleting MindTap content.

### Working with Elements in Unit View

Enhance the MindTap course by adding Activities and changing, hiding, or deleting existing Elements. The Activity Manager displays the Activities list.



#### Including Activities

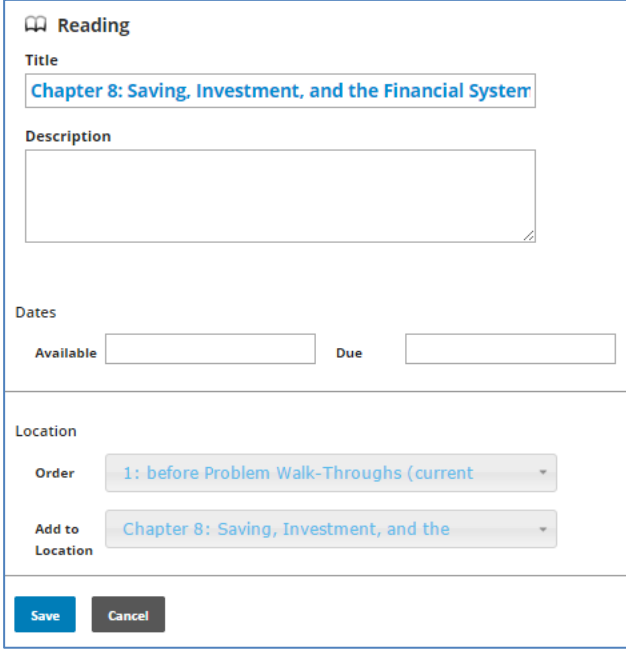
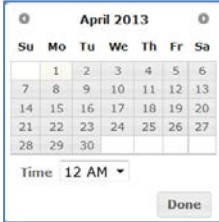
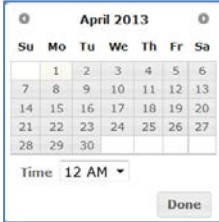
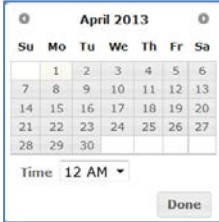
The list of Activities that instructors can add to the MindTap course depends on the Apps provisioned. Additional Activities may display. **Examples:** Flashcards, My Content (which contains Google Drive and Kaltura) The [Apps and MindTap](#) section that follows describes how to add Activities.



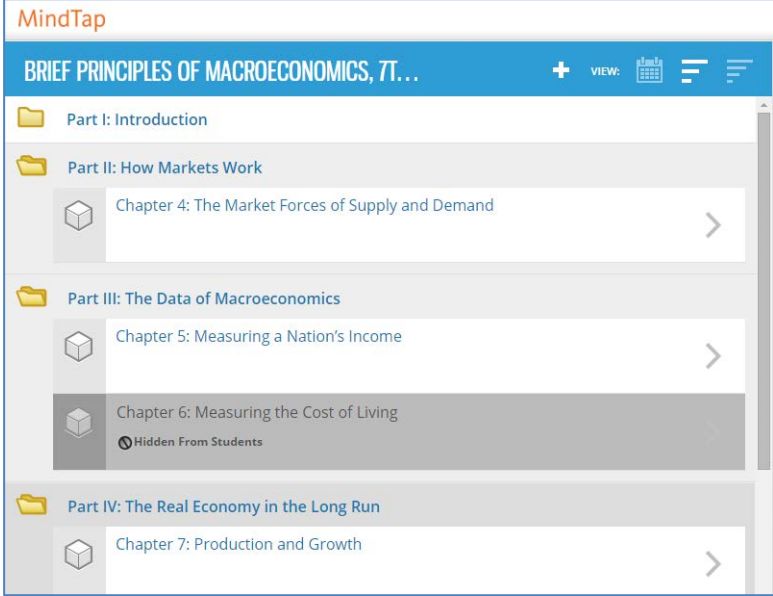

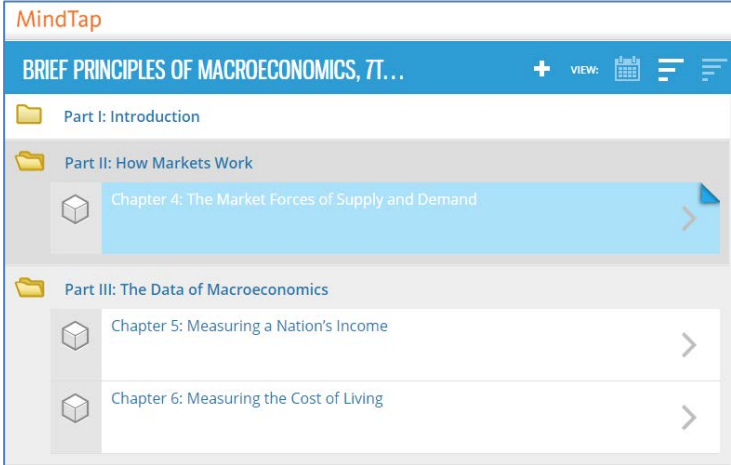
## Editing Activities

Modify the properties of an activity, including the name, description, folder, order, available date or due date. Edit a Reading Activity as follows:

Step	Action
1	<p>Hover over a Reading Activity.</p>  <p>Result: The Reading Activity displays highlighted. The Edit (pencil) icon and Hide icon display.</p>
2	<p>Click the Edit icon.</p>  <p>Result: The Edit Activity dialog box displays.</p>

Step	Action										
3	<p data-bbox="435 260 698 289">Edit field information:</p> <div data-bbox="435 300 1057 945">  </div> <table border="1" data-bbox="435 997 1323 1661"> <thead> <tr> <th data-bbox="435 997 768 1066">Field</th> <th data-bbox="768 997 1323 1066">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 1066 768 1157">Title</td> <td data-bbox="768 1066 1323 1157">For Learning Activities: Title inherits from the selection. Edit to customize the Title</td> </tr> <tr> <td data-bbox="435 1157 768 1247">Description (Optional)</td> <td data-bbox="768 1157 1323 1247">Field is not mandatory. Info displays in the Unit View if present.</td> </tr> <tr> <td data-bbox="435 1247 768 1606">Available</td> <td data-bbox="768 1247 1323 1606">           Click to display a calendar. Select a date and time when students can begin working on the activity.           <div data-bbox="781 1371 998 1591">  </div> </td> </tr> <tr> <td data-bbox="435 1606 768 1661">Location</td> <td data-bbox="768 1606 1323 1661">Click the dropdown arrow to select location.</td> </tr> </tbody> </table>	Field	Details	Title	For Learning Activities: Title inherits from the selection. Edit to customize the Title	Description (Optional)	Field is not mandatory. Info displays in the Unit View if present.	Available	Click to display a calendar. Select a date and time when students can begin working on the activity. <div data-bbox="781 1371 998 1591">  </div>	Location	Click the dropdown arrow to select location.
Field	Details										
Title	For Learning Activities: Title inherits from the selection. Edit to customize the Title										
Description (Optional)	Field is not mandatory. Info displays in the Unit View if present.										
Available	Click to display a calendar. Select a date and time when students can begin working on the activity. <div data-bbox="781 1371 998 1591">  </div>										
Location	Click the dropdown arrow to select location.										
4	Click <b>Save</b> .										

Hidden elements display in the Date Manager view with a **hidden** indication. It is dark grey with “Hidden From Students” text.


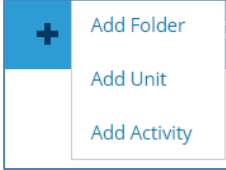
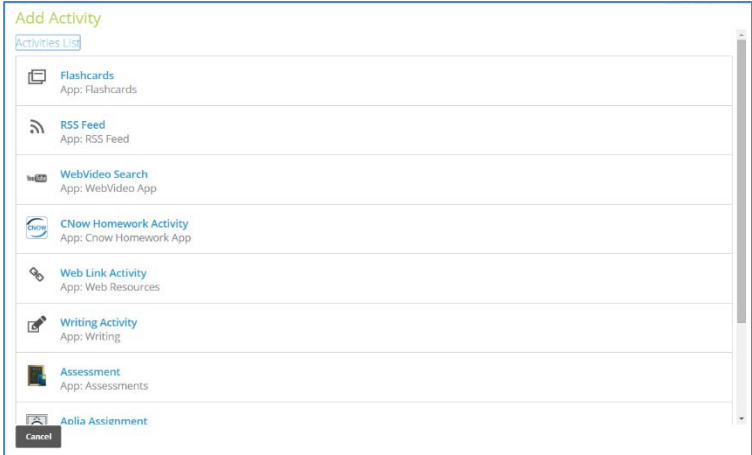
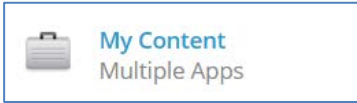
Step	Action
1	<p>Hover over the title bar at the top level of the Unit View.</p> 
2	<p>Click the <b>Show-Hide</b> icon.</p>  <p>Result: The Unit View displays without the hidden elements.</p> 





## Assignments

Assignments may be for practice or count towards a grade. The MindTap course may include Assignments from AA (MindTap’s native Assignment App) or Homework Apps like CNOW and Aplia. The Homework Apps in MindTap may look different from the way they look outside of MindTap.

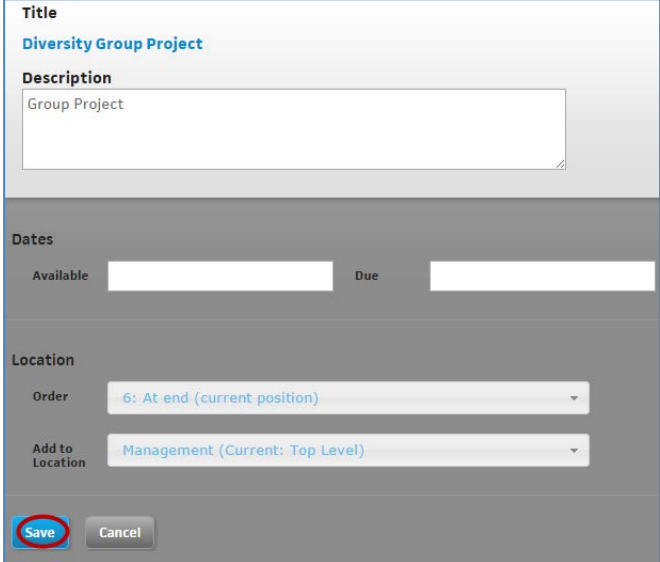
## Adding Assignments in Unit View

To add assignments from content that you provide using the following procedure:

Step	Action
1	Navigate to the Unit View. Select the <b>Add (+)</b> icon.  Result: A menu displays.
2	Select <b>Add Activity</b> .  Result: The Activity Manager displays.
3	Select from the Apps listed:  Select My Content:  Result: The App page displays.


Step	Action
4	<p>Select how the information inputs from the Activities List:</p> <div data-bbox="435 300 717 541" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Add Activity</b></p> <p>Activities List &gt; MyContent</p> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div> <p><b>Google Drive</b></p> <p>App: Google Drive</p> </div> </div> <hr/> <div style="display: flex; align-items: center;">  <div> <p><b>Kaltura</b></p> <p>App: Kaltura</p> </div> </div> </div> <p>Choose Google Drive or Kaltura:</p> <div data-bbox="435 600 1365 779" style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div style="flex-grow: 1;"> <p><b>Google Drive</b></p> <p>App: Google Drive</p> </div> <div style="border-left: 1px solid #ccc; padding-left: 5px; margin-left: 5px;"> <p>Add Document, Excel Sheet, PDF, Presentation.</p> </div> </div> <hr/> <div style="display: flex; align-items: center;">  <div style="flex-grow: 1;"> <p><b>Kaltura</b></p> <p>App: Kaltura</p> </div> <div style="border-left: 1px solid #ccc; padding-left: 5px; margin-left: 5px;"> <p>Add Kaltura Media as a Learning Activity</p> </div> </div> </div>
5	<p>Complete the instructions for the App.</p> <p>Result: The <i>Assignments Properties</i> page displays.</p>




Step	Action												
6	<p data-bbox="435 256 673 289">Complete the fields.</p> <table border="1" data-bbox="435 298 1295 724"> <thead> <tr> <th data-bbox="441 306 766 373">Field</th> <th data-bbox="766 306 1289 373">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="441 373 766 474">Description (Optional)</td> <td data-bbox="766 373 1289 474">Refer to the Learning Path grid for Activity Description.</td> </tr> <tr> <td data-bbox="441 474 766 562">Available</td> <td data-bbox="766 474 1289 562">Select a date when the activity becomes available for students.</td> </tr> <tr> <td data-bbox="441 562 766 617">Due</td> <td data-bbox="766 562 1289 617">Select a due date.</td> </tr> <tr> <td data-bbox="441 617 766 672">Order</td> <td data-bbox="766 617 1289 672">Opens with current position.</td> </tr> <tr> <td data-bbox="441 672 766 724">Add to Folder</td> <td data-bbox="766 672 1289 724">Specify a Folder.</td> </tr> </tbody> </table> <p data-bbox="435 739 560 772">Click <b>Save</b>.</p>  <p data-bbox="435 1354 1042 1388">Result: The activity displays in the MindTap course.</p>	Field	Details	Description (Optional)	Refer to the Learning Path grid for Activity Description.	Available	Select a date when the activity becomes available for students.	Due	Select a due date.	Order	Opens with current position.	Add to Folder	Specify a Folder.
Field	Details												
Description (Optional)	Refer to the Learning Path grid for Activity Description.												
Available	Select a date when the activity becomes available for students.												
Due	Select a due date.												
Order	Opens with current position.												
Add to Folder	Specify a Folder.												

## Editing Assignments in the Unit View

Modify the properties of an assignment if needed.

 **IMPORTANT:** Instructors can edit the properties of the assignment. However, they cannot change the content. If they do not specify a due date for an assignment, the due date defaults to the course end date. At that time, the assignment auto-submits for a score.

The following table provides instructions for editing assignable activities:

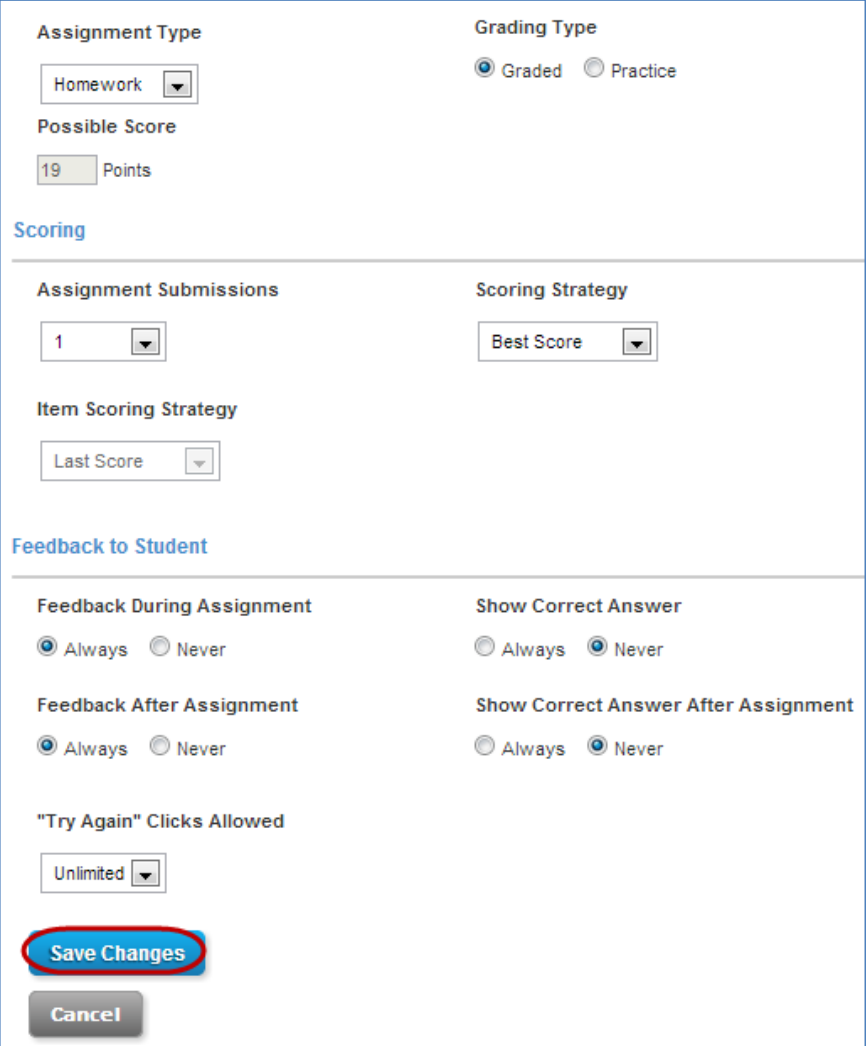
Step	Action														
1	<p>Click the Edit (pencil) icon for the assignment.</p>  <p>Result: The <i>Edit Activity</i> dialog box displays.</p>														
2	<p>Edit field information:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Title</td> <td>For Learning Activities: Title inherits from the selection. Instructors can edit to customize the Title to match the title specified in the Unit View Grid, if available.</td> </tr> <tr> <td>Description (Optional)</td> <td>Displays in the Unit View if included.</td> </tr> <tr> <td>Available (Optional)</td> <td>Click the field to select a date from the calendar.</td> </tr> <tr> <td>Due</td> <td>Click the field to select a due date from the calendar. <b>NOTE:</b> Instructors can change due dates for all students in <a href="#">Date Manager</a>.</td> </tr> <tr> <td>Add to Folder</td> <td>Add to an existing folder.</td> </tr> <tr> <td>Order</td> <td>On edit, opens with current position.</td> </tr> </tbody> </table>	Field	Details	Title	For Learning Activities: Title inherits from the selection. Instructors can edit to customize the Title to match the title specified in the Unit View Grid, if available.	Description (Optional)	Displays in the Unit View if included.	Available (Optional)	Click the field to select a date from the calendar.	Due	Click the field to select a due date from the calendar. <b>NOTE:</b> Instructors can change due dates for all students in <a href="#">Date Manager</a> .	Add to Folder	Add to an existing folder.	Order	On edit, opens with current position.
Field	Details														
Title	For Learning Activities: Title inherits from the selection. Instructors can edit to customize the Title to match the title specified in the Unit View Grid, if available.														
Description (Optional)	Displays in the Unit View if included.														
Available (Optional)	Click the field to select a date from the calendar.														
Due	Click the field to select a due date from the calendar. <b>NOTE:</b> Instructors can change due dates for all students in <a href="#">Date Manager</a> .														
Add to Folder	Add to an existing folder.														
Order	On edit, opens with current position.														

Step	Action
<p><b>2</b> <b>(cont.)</b></p>	<div data-bbox="440 254 1122 1066"> <p><b>Title</b> 2.4 Point-Counterpoint: American Artifacts Lens</p> <p><b>Description</b> Apply historical thinking with primary sources</p> <p><b>Edit Options</b></p> <p><b>Dates</b> Available <input type="text"/> Due <input type="text"/></p> <p><b>Location</b> Order: 4: before 2.4 Point-Counterpoint: Economic Add to Location: Unit 2: Contact, Colonization, and Exchange in</p> <p><b>Save</b> <b>Cancel</b></p> </div> <p><b>3a</b></p> <p>Click the Edit Options button.</p> <p><b>Edit Options</b></p> <p>Result: Editing Activity options display.</p> <div data-bbox="440 1245 1403 1587"> <p><b>Editing Activity: 2.4 Point-Counterpoint: American Artifacts Lens</b></p> <p><b>Max number of attempts per item</b> 3</p> <p><b>Possible Points</b> 7</p> <p><b>Incorrect Answer Warnings</b> 0</p> <p><b>Additional Options</b>  <input type="checkbox"/> Practice (does not count towards grade)  <input type="checkbox"/> Show Rejoinders</p> <p><b>Continue</b></p> </div>

Step	Action
3b	<p><b>NOTE:</b> Assignment Options vary based on the homework App that provides the activity.</p> <div data-bbox="438 331 1393 1491" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Assignment Type</b>  Homework ▼</p> <p><b>Possible Score</b>  19 Points</p> <p><b>Grading Type</b>  <input checked="" type="radio"/> Graded <input type="radio"/> Practice</p> <p><b>Scoring</b></p> <hr/> <p><b>Assignment Submissions</b>  1 ▼</p> <p><b>Scoring Strategy</b>  Best Score ▼</p> <p><b>Item Scoring Strategy</b>  Last Score ▼</p> <p><b>Feedback to Student</b></p> <hr/> <p><b>Feedback During Assignment</b>  <input checked="" type="radio"/> Always <input type="radio"/> Never</p> <p><b>Show Correct Answer</b>  <input type="radio"/> Always <input checked="" type="radio"/> Never</p> <p><b>Feedback After Assignment</b>  <input checked="" type="radio"/> Always <input type="radio"/> Never</p> <p><b>Show Correct Answer After Assignment</b>  <input type="radio"/> Always <input checked="" type="radio"/> Never</p> <p><b>"Try Again" Clicks Allowed</b>  Unlimited ▼</p> <p><b>Save Changes</b></p> <p><b>Cancel</b></p> </div>

Step	Action
3c	<p>OR</p> <div data-bbox="435 296 1297 968"> </div> <p>OR</p> <div data-bbox="435 1024 1297 1619"> </div>

Step	Action
4	<p>Make necessary changes. The changes may include modifications to these:</p> <ul style="list-style-type: none"> <li>■ Assignment Type</li> <li>■ Grading Type</li> <li>■ Possible Score</li> <li>■ Scoring <ul style="list-style-type: none"> <li>— Assignment Submissions</li> <li>— Scoring Strategy</li> <li>— Item Scoring Strategy</li> </ul> </li> <li>■ Feedback to Student <ul style="list-style-type: none"> <li>— Feedback During Assignment</li> <li>— Show Correct Answer (during or after)</li> <li>— Feedback After Assignment</li> </ul> </li> <li>■ “Try Again” clicks allowed (for homework): Select Unlimited, 1, 2, or 3</li> </ul> <p><b>NOTE:</b> Assignment Options are different based on which App instructors are using.</p>

Step	Action
5	<p>Click <b>Save Changes</b>.</p>  <p>Result: The <i>Edit Activity</i> dialog box displays.</p>
6	<p>Click <b>Save</b>.</p> <p>Result: The modified activity displays on the Unit View.</p>

## Inline Activities

Instructors add inline Activities to Readings. This section focuses on working with inline assignments.

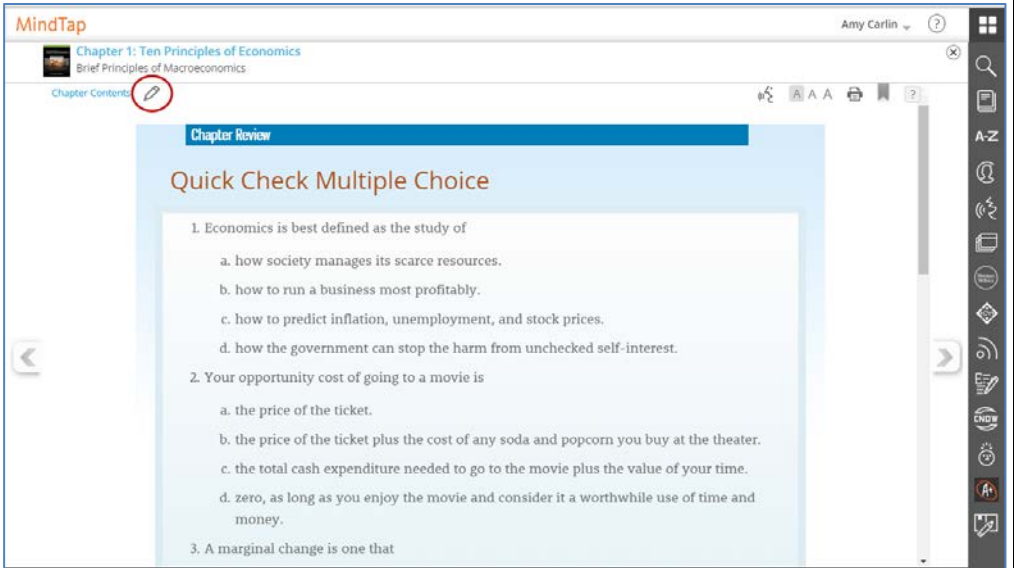
### Including Inline Activities

To review adding inline activities, see the section on [Adding Activities from Apps](#), which includes explanations how to add activities inline.

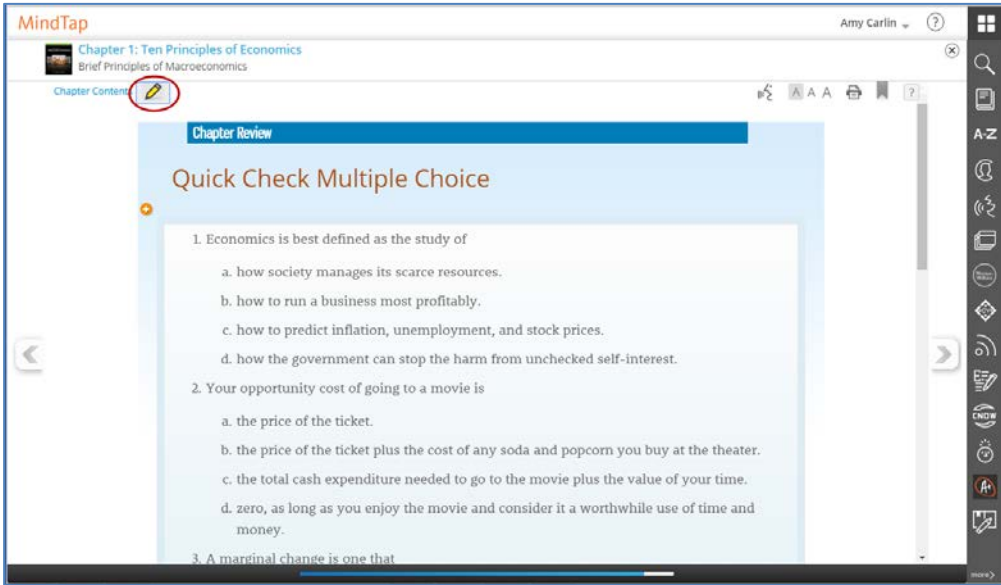
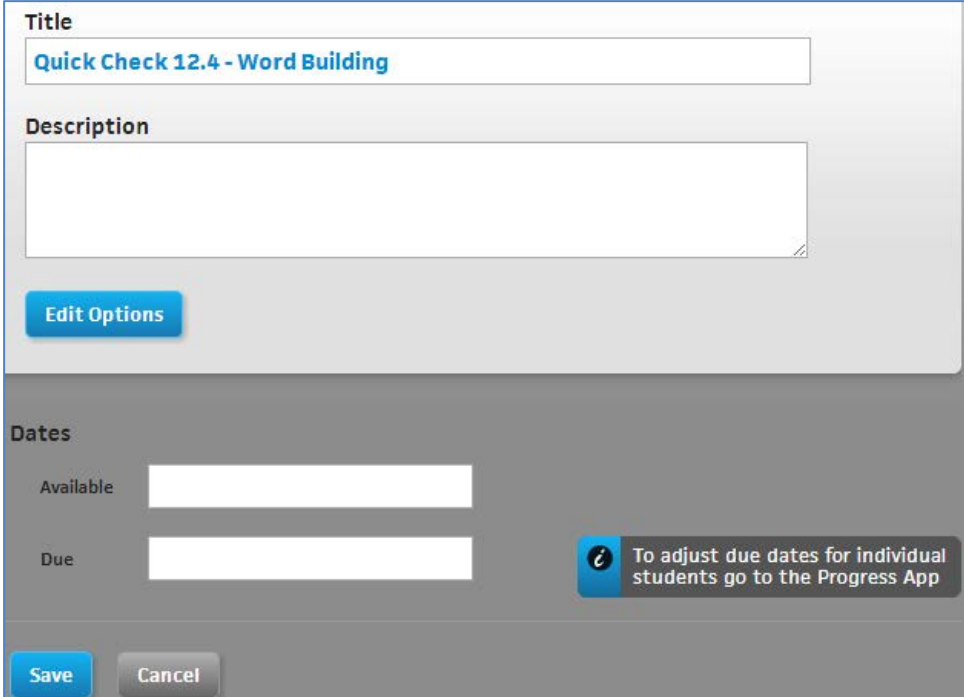
### Editing Inline Assignments

Modify Assignment options for inline Activities. If a student has begun the assignment, only edit the due date.

To edit inline assignments, follow these steps:

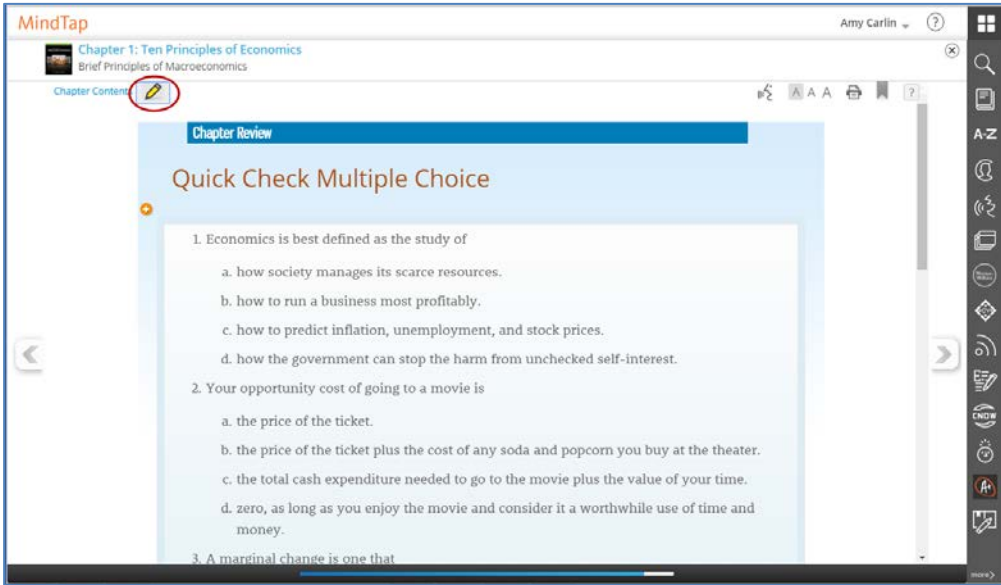
Step	Action
1	<p data-bbox="435 793 1344 825">Navigate to an inline assignment in a Reading Activity and click the <b>Edit</b> icon.</p>  <p>The screenshot shows the MindTap interface for 'Chapter 1: Ten Principles of Economics'. A 'Quick Check Multiple Choice' activity is displayed with three questions. The 'Edit' icon (a pencil) is circled in red in the top left corner of the activity area.</p>



Step	Action
2	<p>Click the Activity Edit icon.</p>  <p>Result: <i>Edit Activity</i> dialog box displays.</p>
3	<p>Make necessary edits in the Title, Description, <b>Available</b> and Due Date fields.</p> 

Step	Action
4a	<p data-bbox="435 260 782 289">Click the Edit Options button.</p> <div data-bbox="440 300 1393 1003"> <p data-bbox="456 310 509 331">Title</p> <p data-bbox="456 348 821 375">Quick Check 12.4 - Word Building</p> <p data-bbox="456 415 583 436">Description</p> <p data-bbox="456 600 599 627">Edit Options</p> <p data-bbox="440 720 506 741">Dates</p> <p data-bbox="469 772 548 793">Available</p> <p data-bbox="469 846 509 867">Due</p> <p data-bbox="1013 842 1377 888">To adjust due dates for individual students go to the Progress App</p> <p data-bbox="456 961 509 982">Save</p> <p data-bbox="566 961 634 982">Cancel</p> </div>

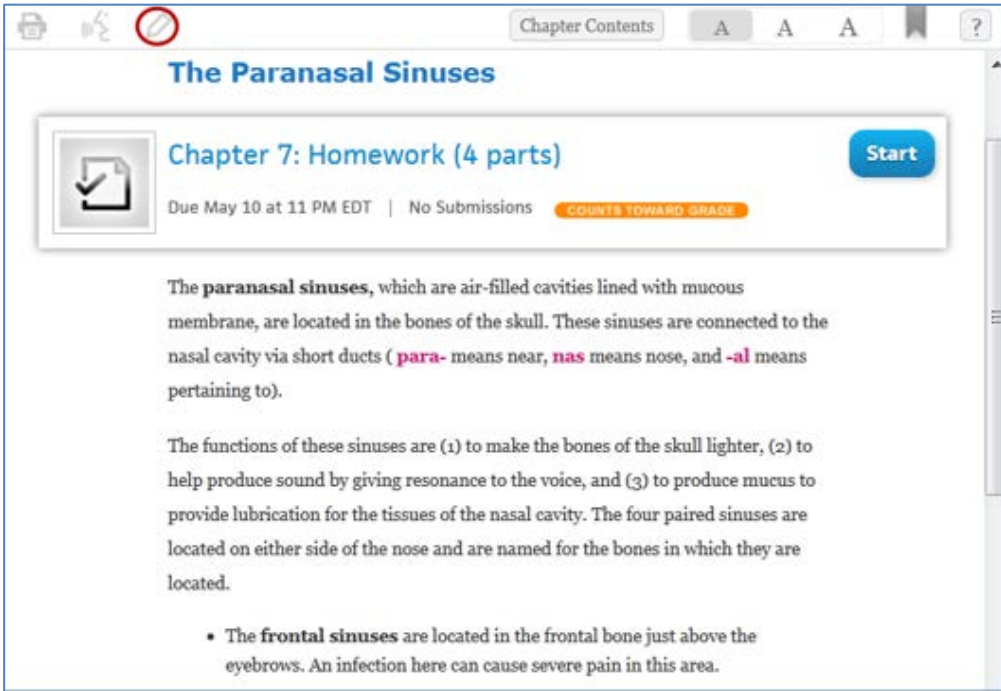
Step	Action
4b	<p>Result: Editable options display.</p> <p><b>NOTE:</b> Editable options are different depending on the homework App that provides the activity.</p> <div data-bbox="438 380 1395 1549" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Assignment Type</b>  <input type="text" value="Select"/> ▼</p> <p><b>Grading Type</b>  <input checked="" type="radio"/> Graded <input type="radio"/> Practice</p> <p><b>Possible Score</b>  <input type="text" value="13"/> Points</p> <p><b>Scoring</b></p> <hr/> <p><b>Assignment Submissions</b>  <input type="text" value="Unlimited"/> ▼</p> <p><b>Scoring Strategy</b>  <input type="text" value="Best Score"/> ▼</p> <p><b>Feedback to Student</b></p> <hr/> <p><b>Feedback During Assignment</b>  <input type="radio"/> Always <input type="radio"/> Never</p> <p><b>Feedback After Assignment</b>  <input type="radio"/> Always <input type="radio"/> Never</p> <p><b>Show Correct Answer After Assignment</b>  <input type="radio"/> Always <input type="radio"/> Never</p> <p><b>"Try Again" Clicks Allowed</b>  <input type="text" value="Unlimited"/> ▼</p> <p><input type="button" value="Save Changes"/></p> <p><input type="button" value="Cancel"/></p> </div>
5	Modify any of the field entries.
6	<p>Click <b>Save Changes</b>.</p> <p>Result: Modifications save to the MindTap course.</p>

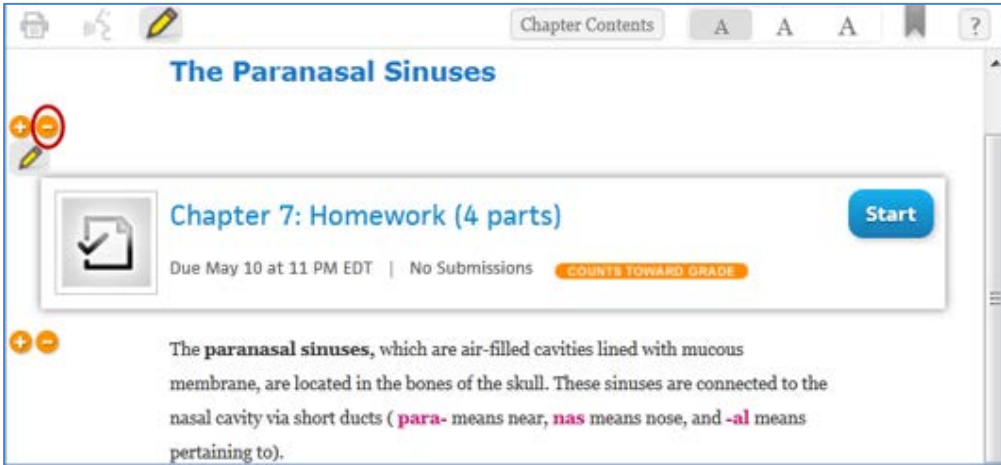
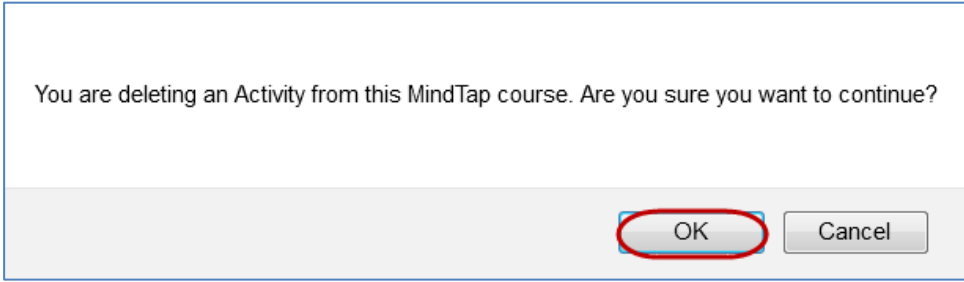
Step	Action
7	<p data-bbox="435 254 748 285">Click the Edit Activity icon.</p>  <p data-bbox="435 888 1292 919">Result: Add (+) and Remove (-) icons no longer display. Edit is complete.</p>

## Deleting Inline Assignments

Remove inline activities, including assignments, if necessary. MindTap displays a warning message when instructors attempt to delete an inline assignment if a student has taken it and has a score for it.

Delete an inline activity from a Reading Activity using these steps:

Step	Action
1	Navigate to the inline activity's location in a Reading Activity.
2	<p>Click the Edit Activity (pencil) icon.</p>  <p>Result: <b>Add</b> and <b>Remove</b> icons display.</p>

Step	Action
<p><b>3</b></p>	<p>Click the <b>Remove</b> icon.</p>  <p>Result: Confirmation dialog box displays.</p> 
<p><b>4</b></p>	<p>Click OK. Result: Inline Activity deletes.</p>

## Apps and MindTap

In addition to the Apps deployed to every MindTap, a DSC can provision additional Apps that are appropriate for the course. To provision an App means to make it available to a MindTap.

### Learning Activities and Apps

Instructors may need to customize a course using Apps. Many Apps display in the table below, along with whether or not a DSC representative can remove the App, although the need for this is rare. Nobody can remove the Reader, Media, Notebook, Progress and Highlights Apps.

App	Description	Can DSC remove App?
Highlights	Students can select text and a Contextual Menu displays, offering four colors for highlighting in the Reading Activity. They can review their highlights in the Highlights App (under <b>My Notes</b> ), organized by location. A click navigates to the original location of the highlight or quick notes.	No
LAMS	An activity authoring tool that enables creation of learning Activities with a wide range of uses.	No
Media	A MindTap course can include a variety of media including these: <ul style="list-style-type: none"> <li>■ Video</li> <li>■ Images</li> <li>■ Audio</li> <li>■ HTML5</li> <li>■ Flash</li> </ul>	No
Non-MindTap Activity	Non-MindTap Activities lets you include scores for assignments from outside of MindTap in the MindTap Gradebook.	No
Progress App	The Progress App enables instructors and students to track and edit scores on homework and assessments taken in MindTap.	No
Reader	MindTap Reader is a central component of MindTap. It can support content from Aplia, CNOW, WebAssign, SAM, CourseMate, etc. MindTap Reader supports SSO to enable users to access content seamlessly.	No

App	Description	Can DSC remove App?
Assignment	<p>A Course mode MindTap includes assignments (homework and assessments) to test a student's knowledge of the material. assignments in MindTap can come from MindTap's original Homework App, and Homework Apps like CNow, Aplia and WebAssign.</p> <p>Students submit assignments to have them scored. At the due date, any assignments that were not submitted assignments submit automatically.</p>	Yes
Bookmarks	<p>Students can click a bookmark icon on a page in a Reading Activity to bookmark a location in the Reading Activity. Bookmarks display in the Bookmarks App (under My Notes), organized by location. A click takes the student to the original location of a bookmark.</p>	Yes
ConnectYard	<p>Instructors use this optional App to include social media in a MindTap.</p>	Yes
Flashcards	<p>Students and instructors use the Flashcards App to display in-book key terms and definitions. Students can also create additional cards for their own use. The cards students create do not have to include key terms.</p>	Yes
Flashnotes.com	<p>Instructors suggest a Cengage Learning Scholar who serves as a course note taker. Students can use the Flashnotes.com App to create, sell and buy study materials.</p>	Yes
Glossary	<p>Students and instructors access the Glossary App, which organizes the in-book key terms and definitions into an alphabetical list, from the App Dock. It enables them to view all of the key terms and definitions identified in the textbook associated with a MindTap product.</p>	Yes
Google Drive	<p>Instructors make documents in their Google Drive accounts available to students in a MindTap course.</p>	Yes

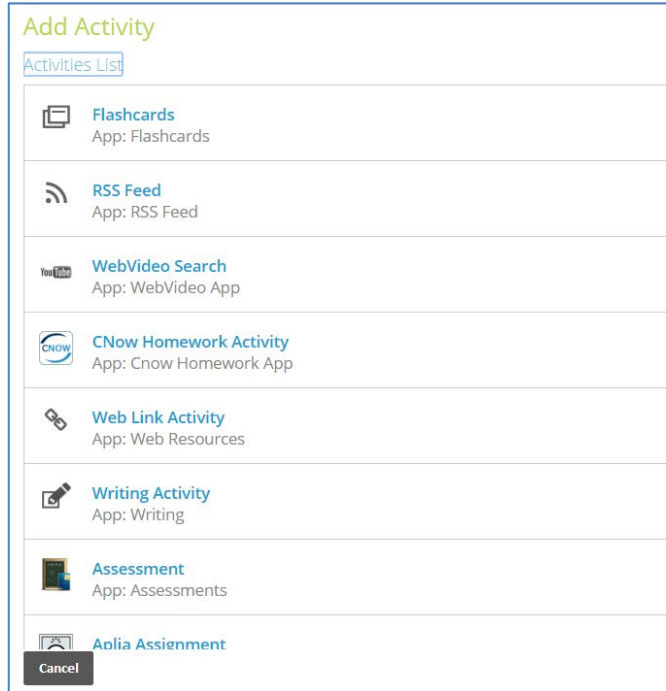


<b>App</b>	<b>Description</b>	<b>Can DSC remove App?</b>
InSite	Uses the Turnitin service. It includes the ability to add papers or essay assignments to the Unit View for manual grading. When students submit papers, an Originality Report displays. (Enhancements will follow in future releases.)	Yes
Kaltura	Instructors make images, videos and audio files in a Kaltura account available to students in a MindTap course. Kaltura is useful for video capture.	Yes
Merriam-Webster Dictionary	Students can select text and a Contextual Menu displays a Dictionary option to define words used in Reading Activities	Yes
Message Center	Instructors share course related notifications with students. Message Center also alerts students and instructors to system announcements.	Yes
Notebook (Evernote)	Students and instructors take notes within MindTap; the notes save to their Evernote accounts.	Yes
Outline Builder	Instructors assign the Outline Builder to support students in selecting speech topics, researching, citing work, organizing outlines and creating notecards.	Yes
Polling	Instructors create polls and can view the responses in real time.	Yes
Questia	Instructors access the Questia resource library to add additional readings to their courses.	Yes
ReadSpeaker	Students click a ReadSpeaker icon to hear audio of a Reading Activity.	Yes
RSS Feed	Students access web-based feeds, delivering timely information. MindTap courses can contain multiple RSS feeds, depending on the needs of the instructor and the title.	Yes
Study Center	Students review study guides and take practice quizzes.	Yes

App	Description	Can DSC remove App?
WebLinks	Instructors create WebLink Activities in MindTap by including links to articles, websites or other web-based content. Web Links can reside on a MindTap Unit View or inline within a Reading.	Yes
Web Video	Instructors search for and add a video from YouTube into a MindTap.	Yes


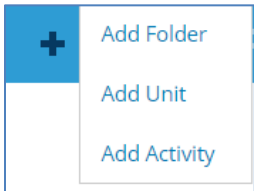
## Adding Activities from Apps


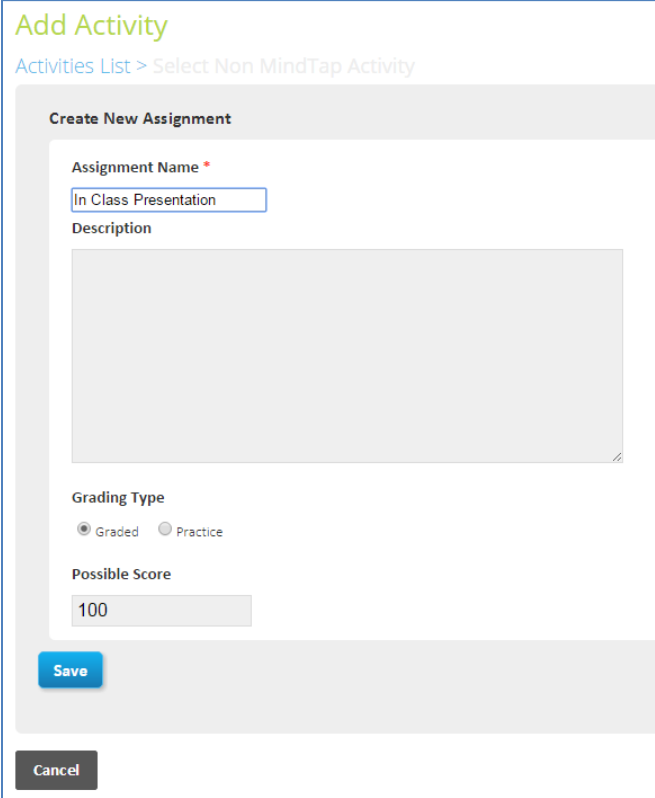
This section includes instructions for adding Activities to a MindTap course. A DSC representative can assist.



## Non-MindTap Activities

Add scores from assignments outside of MindTap into the MindTap Gradebook as Non-MindTap Activities. They add a column to the Gradebook. Edit the score manually to assign grades to them. Add Non-MindTap Activities using the following procedure:

Step	Action
1	<p>Click the plus icon (+) at the top of the screen:</p>  <p>Click <b>Add Activity</b>:</p>  <p>Result: The Activity Manager List displays.</p>

Step	Action
2	<p>Select Non-MindTap Activity.</p>  <p>Result: The <i>Create New Assignment</i> page displays.</p>
3	<p>Edit the assignment details. Click <b>Save</b>.</p>  <p>Result: The Assignment Properties page displays.</p>


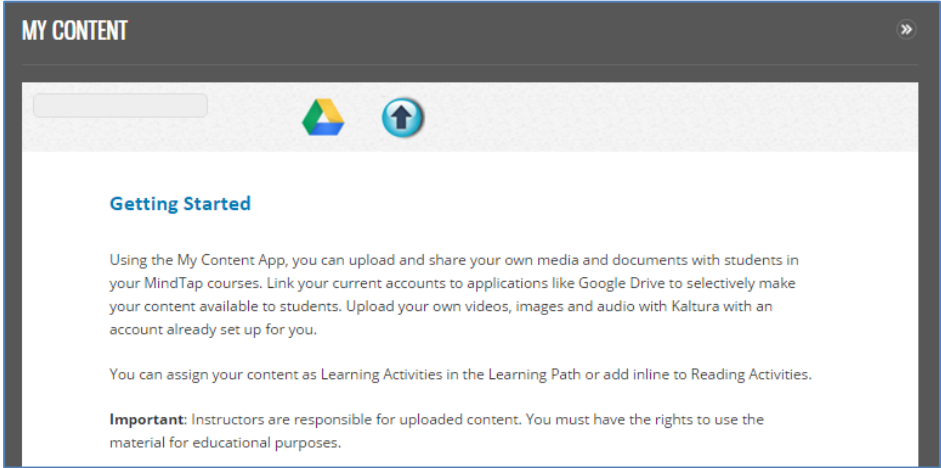
Step	Action												
4	<p data-bbox="375 258 613 285">Complete the fields.</p> <table border="1" data-bbox="375 296 1235 793"> <thead> <tr> <th data-bbox="375 296 708 373">Field</th> <th data-bbox="708 296 1235 373">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 373 708 506">Description (Optional)</td> <td data-bbox="708 373 1235 506">Field is blank by default. Refer to the Learning Path grid for Activity Description.</td> </tr> <tr> <td data-bbox="375 506 708 596">Available</td> <td data-bbox="708 506 1235 596">Select a date when the activity becomes available for students.</td> </tr> <tr> <td data-bbox="375 596 708 651">Due</td> <td data-bbox="708 596 1235 651">Select a due date.</td> </tr> <tr> <td data-bbox="375 651 708 741">Order</td> <td data-bbox="708 651 1235 741">On edit, opens with current position. Modify if necessary.</td> </tr> <tr> <td data-bbox="375 741 708 793">Add to Folder</td> <td data-bbox="708 741 1235 793">Specify a Folder.</td> </tr> </tbody> </table> <p data-bbox="375 806 500 833">Click <b>Save</b>.</p> <div data-bbox="375 846 1032 1577" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="399 869 440 888">Title</p> <input data-bbox="399 890 948 930" type="text" value="In Class Presentation"/> <p data-bbox="399 951 493 970">Description</p> <div data-bbox="399 974 948 1077" style="border: 1px solid #ccc; height: 49px;"></div> <p data-bbox="386 1140 435 1159">Dates</p> <p data-bbox="407 1182 477 1201">Available <input data-bbox="483 1171 711 1205" type="text"/></p> <p data-bbox="407 1234 440 1253">Due <input data-bbox="483 1224 711 1257" type="text"/></p> <div data-bbox="721 1224 992 1304" style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p data-bbox="721 1224 992 1304">To adjust due dates for individual students go to the Progress App</p> </div> <p data-bbox="386 1346 456 1365">Location</p> <p data-bbox="407 1388 456 1407">Order <input data-bbox="483 1381 971 1415" type="text" value="10: At end (current position)"/></p> <p data-bbox="407 1451 472 1493">Add to Location <input data-bbox="483 1444 971 1478" type="text" value="Brief Principles of Macroeconomics, 7th Edition"/></p> <p data-bbox="399 1541 440 1560">Save <input data-bbox="467 1535 548 1568" type="button" value="Cancel"/></p> </div> <p data-bbox="375 1591 1344 1661">Result: The assignment displays in the Gradebook. To view information on adding or editing scores, view the <a href="#">Comprehensive Guide to the Progress App</a>.</p>	Field	Details	Description (Optional)	Field is blank by default. Refer to the Learning Path grid for Activity Description.	Available	Select a date when the activity becomes available for students.	Due	Select a due date.	Order	On edit, opens with current position. Modify if necessary.	Add to Folder	Specify a Folder.
Field	Details												
Description (Optional)	Field is blank by default. Refer to the Learning Path grid for Activity Description.												
Available	Select a date when the activity becomes available for students.												
Due	Select a due date.												
Order	On edit, opens with current position. Modify if necessary.												
Add to Folder	Specify a Folder.												


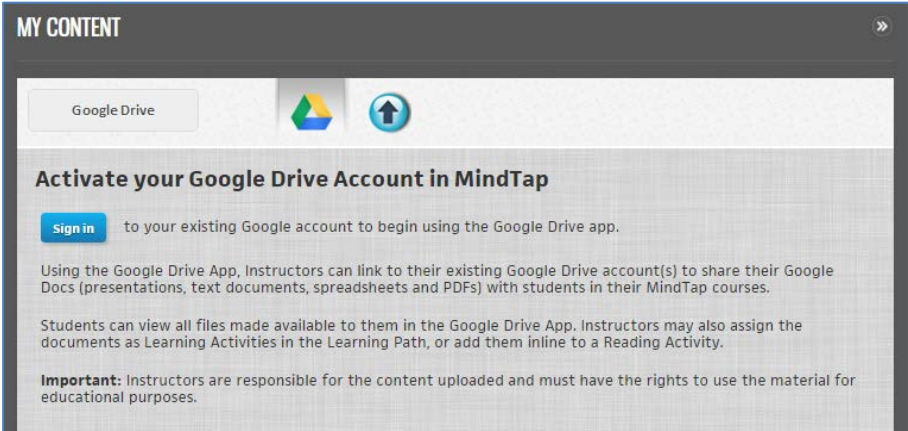
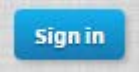
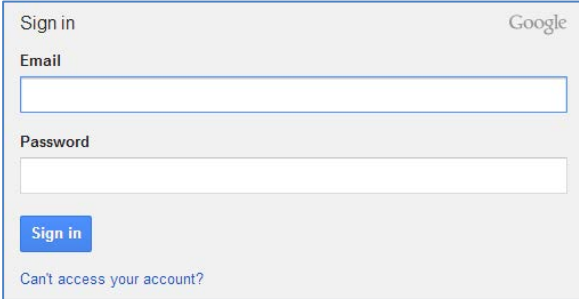
## Google Drive and Kaltura (My Content)

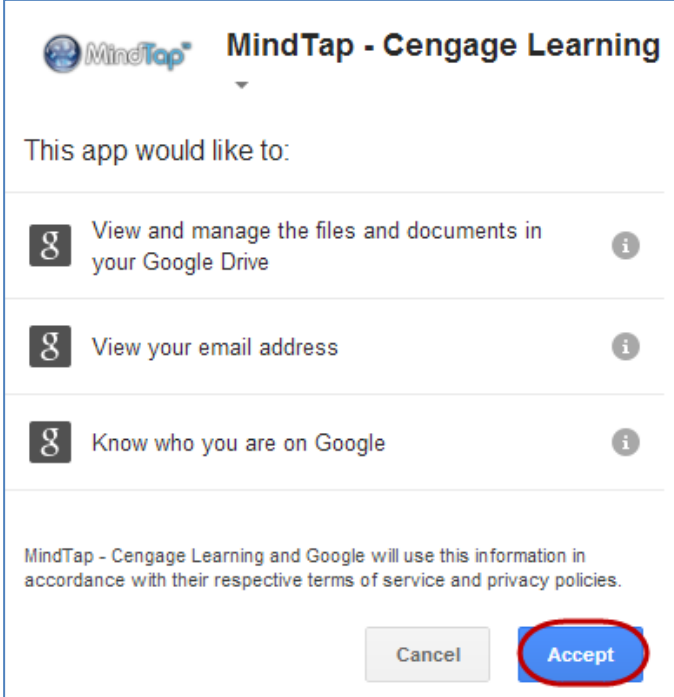
The Google Drive App and Kaltura App enable instructors to add their own content to a MindTap course. Instructors add content from Google Drive and Kaltura in similar ways. A DSC representative can assist.

### Adding Google Drive and Kaltura Content to a MindTap course

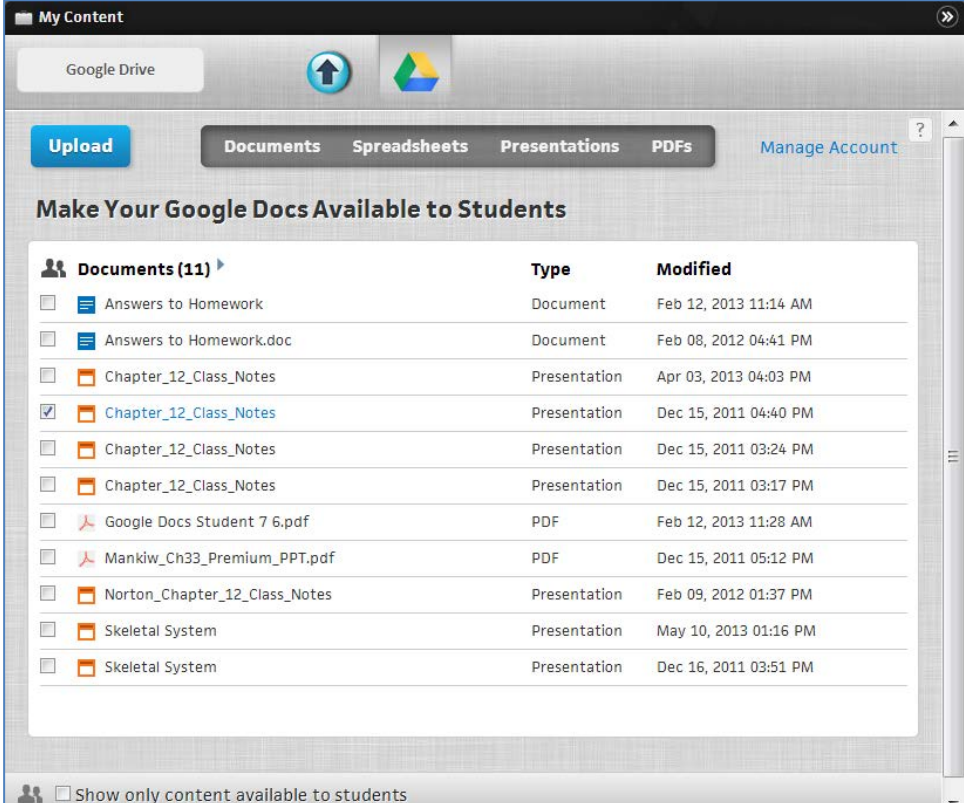
To add Google Drive content (documents, PDFs, spreadsheets or presentations) follow these steps:

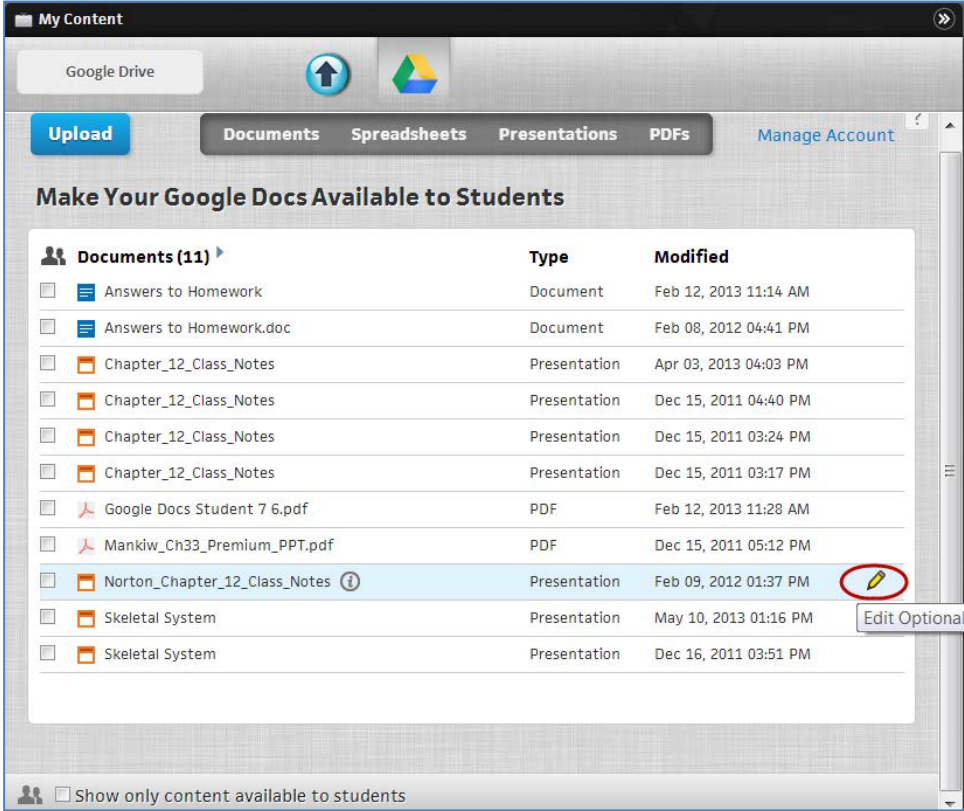
Step	Action
1	<p>From the App Dock on the right, select the My Content (briefcase) icon:</p>  <p>Result: The <i>My Content Getting Started</i> page displays.</p> 

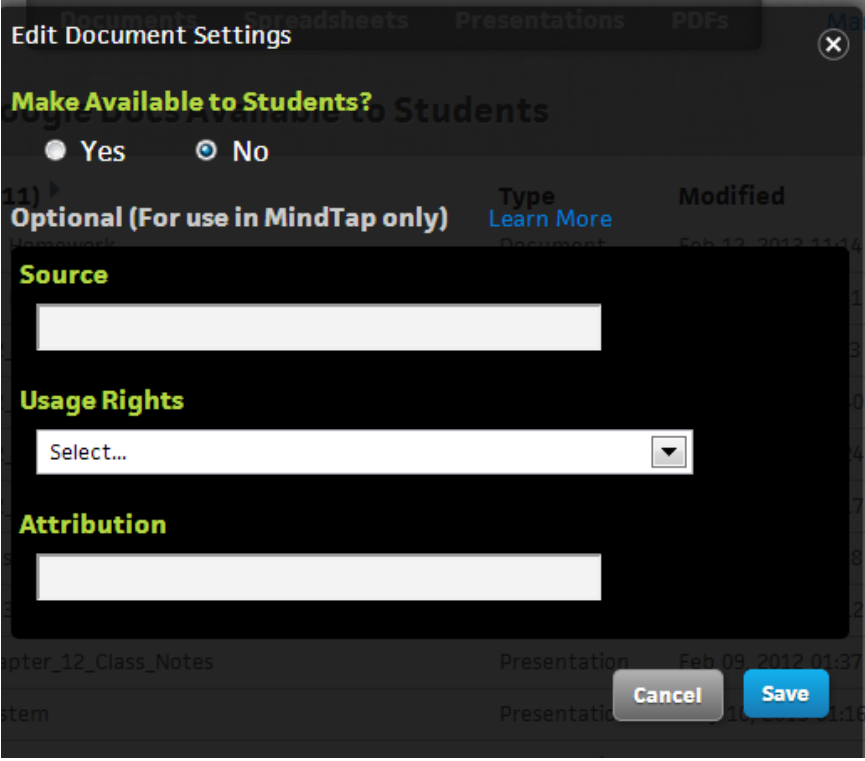
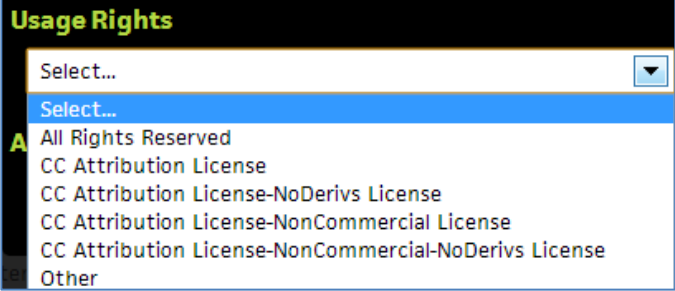
Step	Action
2	<p>Click the <b>Google Drive</b> icon at the top of the page:</p>  <p>Result: The <i>Activate your Google Drive Account in MindTap</i> page displays.</p>  <p>NOTE: If instructors have previously associated a Google Drive account with another MindTap, it is available in any MindTap course they use.</p>
3	<p>Click <b>Sign In</b>.</p>  <p>Result: The Google sign in page displays.</p> 
4	<p>Enter login information.</p> <p>Click <b>Sign In</b>.</p> <p>Result: Acceptance dialog box displays.</p>

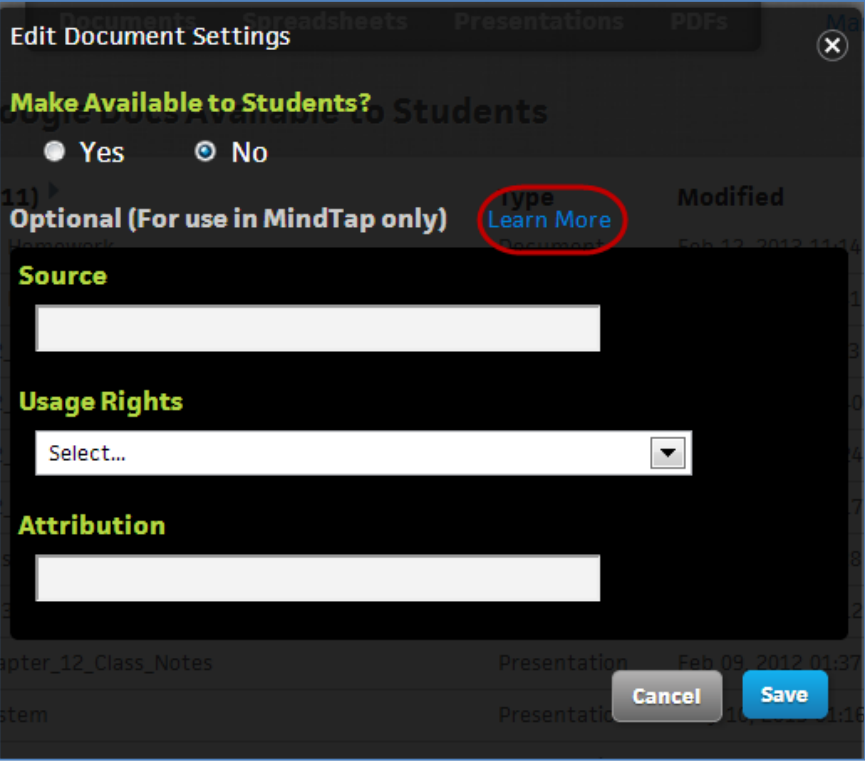
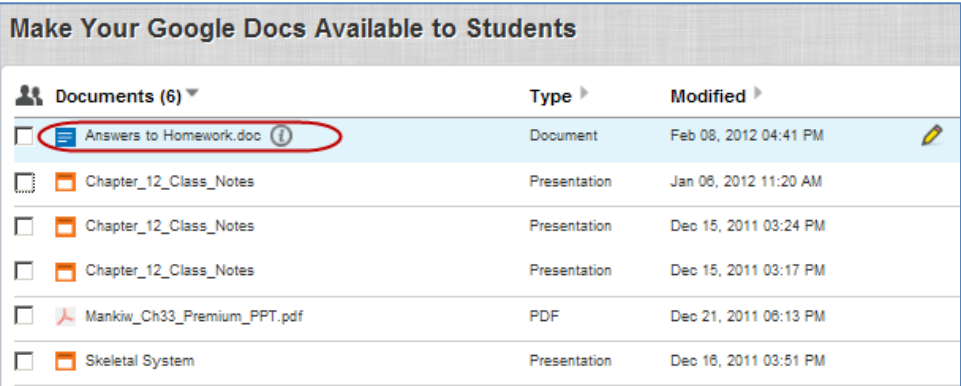
Step	Action
5	<p>Click <b>Accept</b>.</p>  <p>Result: The documents in the Google Drive account display.</p>




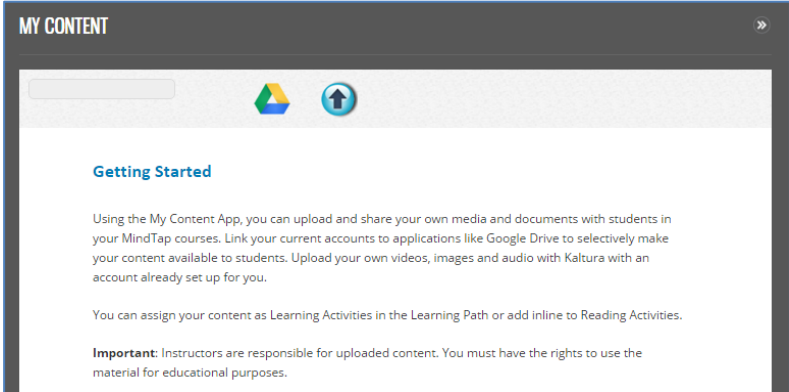

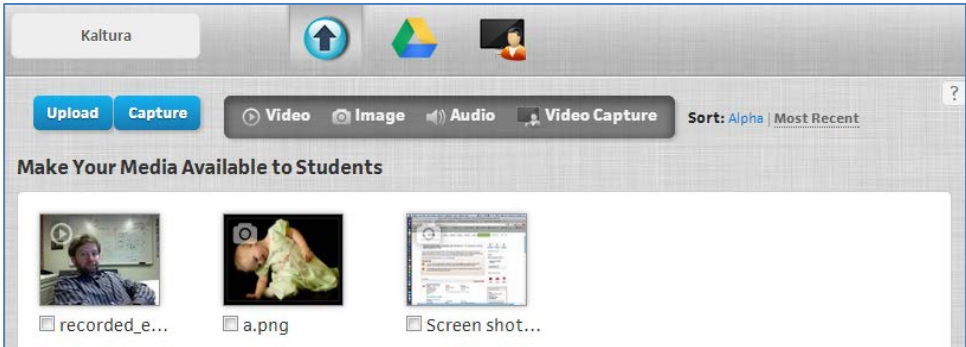
Step	Action																																				
6	<p>Click the check box to make documents available for use by students in a MindTap course.</p> <p>If the document to make available is not in the Google Drive account, click <b>Upload</b> to add it.</p>  <table border="1" data-bbox="462 655 1344 1144"> <thead> <tr> <th data-bbox="472 667 954 695">Documents (11)</th> <th data-bbox="963 667 1068 695">Type</th> <th data-bbox="1076 667 1182 695">Modified</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 705 954 732"><input type="checkbox"/> Answers to Homework</td> <td data-bbox="963 705 1068 732">Document</td> <td data-bbox="1076 705 1182 732">Feb 12, 2013 11:14 AM</td> </tr> <tr> <td data-bbox="472 743 954 770"><input type="checkbox"/> Answers to Homework.doc</td> <td data-bbox="963 743 1068 770">Document</td> <td data-bbox="1076 743 1182 770">Feb 08, 2012 04:41 PM</td> </tr> <tr> <td data-bbox="472 781 954 808"><input type="checkbox"/> Chapter_12_Class_Notes</td> <td data-bbox="963 781 1068 808">Presentation</td> <td data-bbox="1076 781 1182 808">Apr 03, 2013 04:03 PM</td> </tr> <tr> <td data-bbox="472 819 954 846"><input checked="" type="checkbox"/> Chapter_12_Class_Notes</td> <td data-bbox="963 819 1068 846">Presentation</td> <td data-bbox="1076 819 1182 846">Dec 15, 2011 04:40 PM</td> </tr> <tr> <td data-bbox="472 856 954 884"><input type="checkbox"/> Chapter_12_Class_Notes</td> <td data-bbox="963 856 1068 884">Presentation</td> <td data-bbox="1076 856 1182 884">Dec 15, 2011 03:24 PM</td> </tr> <tr> <td data-bbox="472 894 954 921"><input type="checkbox"/> Chapter_12_Class_Notes</td> <td data-bbox="963 894 1068 921">Presentation</td> <td data-bbox="1076 894 1182 921">Dec 15, 2011 03:17 PM</td> </tr> <tr> <td data-bbox="472 932 954 959"><input type="checkbox"/> Google Docs Student 7 6.pdf</td> <td data-bbox="963 932 1068 959">PDF</td> <td data-bbox="1076 932 1182 959">Feb 12, 2013 11:28 AM</td> </tr> <tr> <td data-bbox="472 970 954 997"><input type="checkbox"/> Mankiw_Ch33_Premium_PPT.pdf</td> <td data-bbox="963 970 1068 997">PDF</td> <td data-bbox="1076 970 1182 997">Dec 15, 2011 05:12 PM</td> </tr> <tr> <td data-bbox="472 1008 954 1035"><input type="checkbox"/> Norton_Chapter_12_Class_Notes</td> <td data-bbox="963 1008 1068 1035">Presentation</td> <td data-bbox="1076 1008 1182 1035">Feb 09, 2012 01:37 PM</td> </tr> <tr> <td data-bbox="472 1045 954 1073"><input type="checkbox"/> Skeletal System</td> <td data-bbox="963 1045 1068 1073">Presentation</td> <td data-bbox="1076 1045 1182 1073">May 10, 2013 01:16 PM</td> </tr> <tr> <td data-bbox="472 1083 954 1110"><input type="checkbox"/> Skeletal System</td> <td data-bbox="963 1083 1068 1110">Presentation</td> <td data-bbox="1076 1083 1182 1110">Dec 16, 2011 03:51 PM</td> </tr> </tbody> </table>	Documents (11)	Type	Modified	<input type="checkbox"/> Answers to Homework	Document	Feb 12, 2013 11:14 AM	<input type="checkbox"/> Answers to Homework.doc	Document	Feb 08, 2012 04:41 PM	<input type="checkbox"/> Chapter_12_Class_Notes	Presentation	Apr 03, 2013 04:03 PM	<input checked="" type="checkbox"/> Chapter_12_Class_Notes	Presentation	Dec 15, 2011 04:40 PM	<input type="checkbox"/> Chapter_12_Class_Notes	Presentation	Dec 15, 2011 03:24 PM	<input type="checkbox"/> Chapter_12_Class_Notes	Presentation	Dec 15, 2011 03:17 PM	<input type="checkbox"/> Google Docs Student 7 6.pdf	PDF	Feb 12, 2013 11:28 AM	<input type="checkbox"/> Mankiw_Ch33_Premium_PPT.pdf	PDF	Dec 15, 2011 05:12 PM	<input type="checkbox"/> Norton_Chapter_12_Class_Notes	Presentation	Feb 09, 2012 01:37 PM	<input type="checkbox"/> Skeletal System	Presentation	May 10, 2013 01:16 PM	<input type="checkbox"/> Skeletal System	Presentation	Dec 16, 2011 03:51 PM
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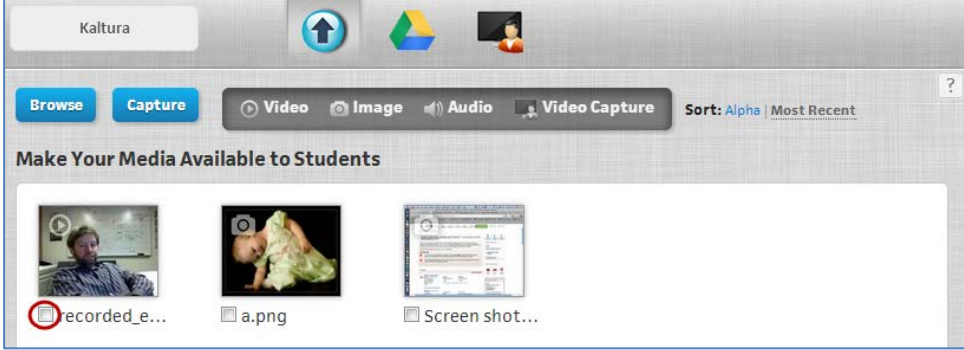
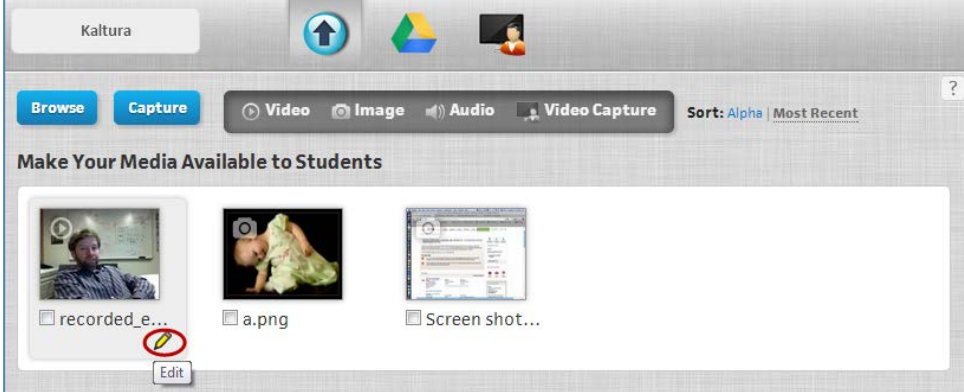
Step	Action
7	<p>Enter document attribution information.</p> <ul style="list-style-type: none"> <li>■ Hover over document name.</li> </ul> <p>Result: The Edit icon displays.</p>  <p>The screenshot shows the 'My Content' interface in Google Drive. At the top, there are navigation tabs for 'Documents', 'Spreadsheets', 'Presentations', and 'PDFs'. Below this is a table of documents. The document 'Norton_Chapter_12_Class_Notes' is highlighted in blue. A red circle is drawn around the edit icon (a pencil) that appears to the right of the document name when it is hovered over. The table columns are 'Documents (11)', 'Type', and 'Modified'. Other documents listed include 'Answers to Homework', 'Chapter_12_Class_Notes', 'Google Docs Student 7 6.pdf', 'Mankiw_Ch33_Premium_PPT.pdf', 'Skeletal System', and another 'Skeletal System'.</p> <ul style="list-style-type: none"> <li>■ Click the Edit icon.</li> </ul> <p>Result: The <i>Edit Document Settings</i> page displays.</p>

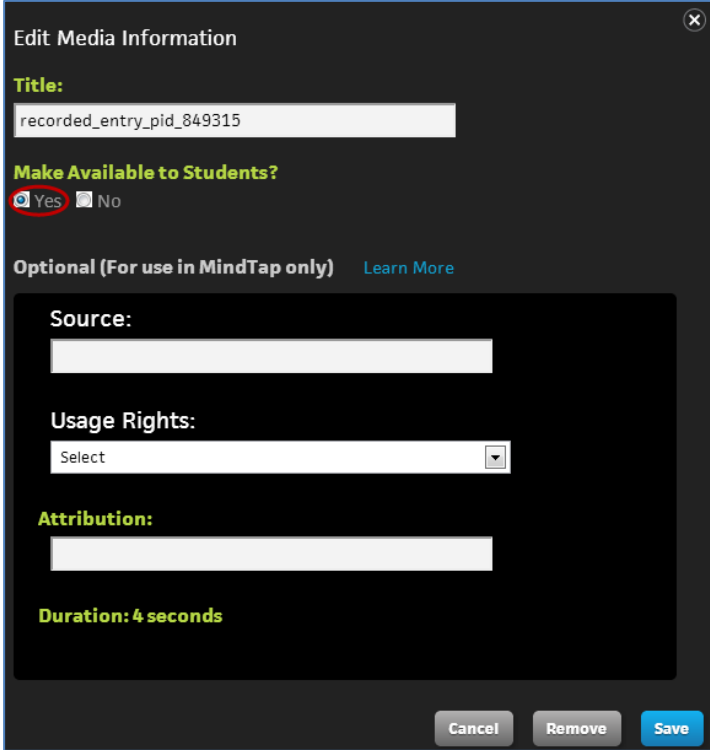
Step	Action
8	<p data-bbox="435 260 675 285">Complete the fields.</p>  <ul style="list-style-type: none"> <li data-bbox="435 1062 971 1087">■ Select <b>Yes</b> to <b>Make Available to Students</b>.</li> <li data-bbox="435 1104 1377 1255">■ Complete the Optional fields, if desired. <ul style="list-style-type: none"> <li data-bbox="480 1150 1300 1176">— Source: Indicate the name or provide a URL link to the content file.</li> <li data-bbox="480 1192 1377 1255">— Usage Rights: Select the type of license from the drop-down menu. If the appropriate usage rights are not included in the list, select Other.</li> </ul> </li> </ul>  <p data-bbox="435 1577 1419 1707">Attribution: Indicate the use of instructors' own materials or materials to which they currently have the appropriate permissions. Creative Commons licenses allow non-commercial use, as long as attribution is provided; therefore, use the Attribution field when using any of these licenses.</p>

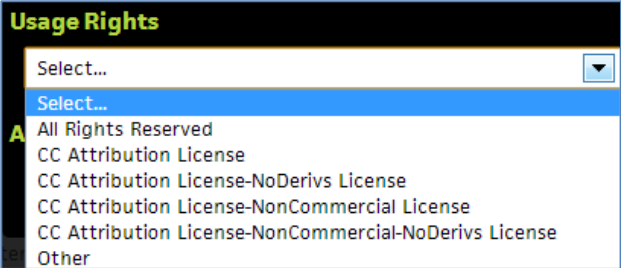
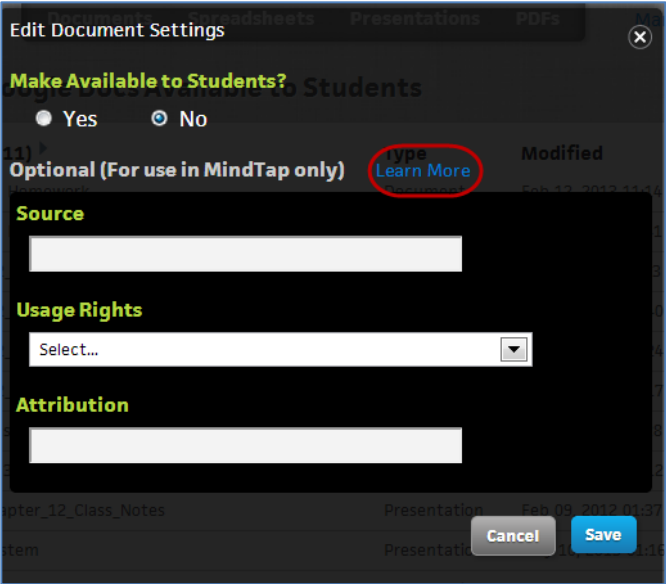
Step	Action																					
8 (cont.)	<ul style="list-style-type: none"> <li>Click the Learn More link for information about attribution.</li> </ul>  <p>Click Save.</p> <p>Result: The document link displays. The document is available to include in the MindTap.</p>  <table border="1" data-bbox="440 1188 1395 1570"> <thead> <tr> <th data-bbox="440 1188 941 1297">Documents (6)</th> <th data-bbox="950 1266 1096 1297">Type</th> <th data-bbox="1104 1266 1395 1297">Modified</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1304 941 1346"> <input type="checkbox"/> <a href="#">Answers to Homework.doc</a> ⓘ         </td> <td data-bbox="950 1304 1096 1346">Document</td> <td data-bbox="1104 1304 1395 1346">Feb 08, 2012 04:41 PM</td> </tr> <tr> <td data-bbox="440 1352 941 1394"> <input type="checkbox"/> <a href="#">Chapter_12_Class_Notes</a> </td> <td data-bbox="950 1352 1096 1394">Presentation</td> <td data-bbox="1104 1352 1395 1394">Jan 06, 2012 11:20 AM</td> </tr> <tr> <td data-bbox="440 1400 941 1442"> <input type="checkbox"/> <a href="#">Chapter_12_Class_Notes</a> </td> <td data-bbox="950 1400 1096 1442">Presentation</td> <td data-bbox="1104 1400 1395 1442">Dec 15, 2011 03:24 PM</td> </tr> <tr> <td data-bbox="440 1449 941 1491"> <input type="checkbox"/> <a href="#">Chapter_12_Class_Notes</a> </td> <td data-bbox="950 1449 1096 1491">Presentation</td> <td data-bbox="1104 1449 1395 1491">Dec 15, 2011 03:17 PM</td> </tr> <tr> <td data-bbox="440 1497 941 1539"> <input type="checkbox"/> <a href="#">Mankiw_Ch33_Premium_PPT.pdf</a> </td> <td data-bbox="950 1497 1096 1539">PDF</td> <td data-bbox="1104 1497 1395 1539">Dec 21, 2011 06:13 PM</td> </tr> <tr> <td data-bbox="440 1545 941 1587"> <input type="checkbox"/> <a href="#">Skeletal System</a> </td> <td data-bbox="950 1545 1096 1587">Presentation</td> <td data-bbox="1104 1545 1395 1587">Dec 16, 2011 03:51 PM</td> </tr> </tbody> </table>	Documents (6)	Type	Modified	<input type="checkbox"/> <a href="#">Answers to Homework.doc</a> ⓘ	Document	Feb 08, 2012 04:41 PM	<input type="checkbox"/> <a href="#">Chapter_12_Class_Notes</a>	Presentation	Jan 06, 2012 11:20 AM	<input type="checkbox"/> <a href="#">Chapter_12_Class_Notes</a>	Presentation	Dec 15, 2011 03:24 PM	<input type="checkbox"/> <a href="#">Chapter_12_Class_Notes</a>	Presentation	Dec 15, 2011 03:17 PM	<input type="checkbox"/> <a href="#">Mankiw_Ch33_Premium_PPT.pdf</a>	PDF	Dec 21, 2011 06:13 PM	<input type="checkbox"/> <a href="#">Skeletal System</a>	Presentation	Dec 16, 2011 03:51 PM
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<input type="checkbox"/> <a href="#">Mankiw_Ch33_Premium_PPT.pdf</a>	PDF	Dec 21, 2011 06:13 PM																				
<input type="checkbox"/> <a href="#">Skeletal System</a>	Presentation	Dec 16, 2011 03:51 PM																				

Follow the steps in this table to share media files from Kaltura (including .jpg, .png and .gif images; .mov and .mp4 videos; .mp3, .wav and .aif audio):

Step	Action
<p>1</p>	<p>Select the My Content (briefcase) icon on the App Dock.</p>  <p>Result: The <i>My Content Getting Started</i> page displays.</p> 
<p>2</p>	<p>Click the Kaltura icon.</p>  <p>Result: The <i>Select Media</i> page displays.</p> 

Step	Action
3	<p>Click the checkbox to make files available for use by students in a MindTap course. If the document to make available is not in the account, click <b>Upload</b> to retrieve it from the drive.</p> 
4	<p>Enter document attribution information.</p> <ul style="list-style-type: none"> <li>■ Hover over document name.</li> </ul> <p>Result: The Edit icon displays.</p>  <ul style="list-style-type: none"> <li>■ Click the Edit icon.</li> </ul> <p>Result: The <i>Edit Document Settings</i> page displays.</p>


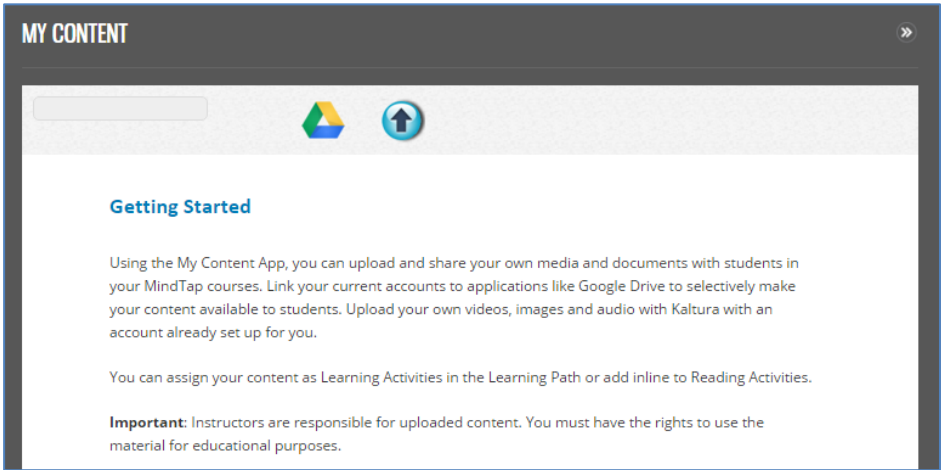

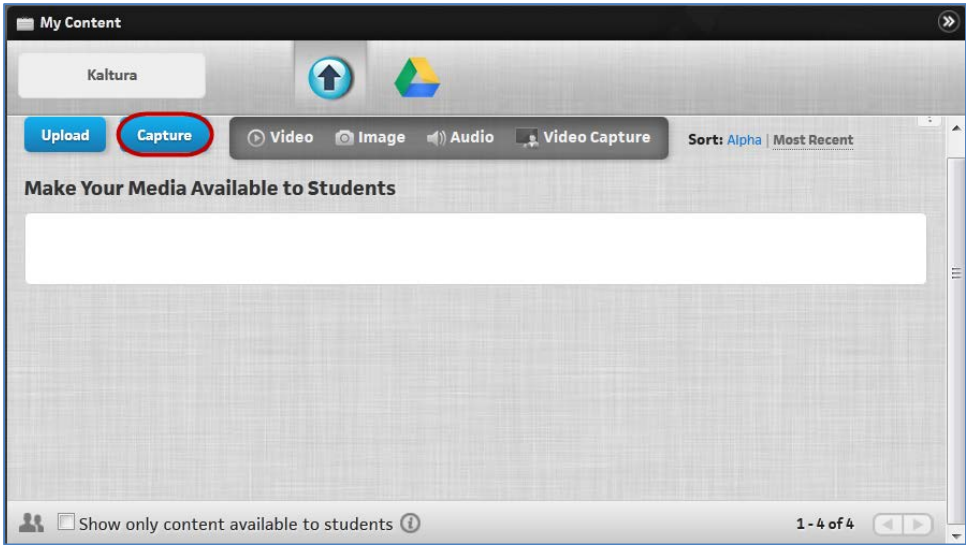
Step	Action
5	<p>Complete the fields.</p>  <p>Select <b>Yes</b> to <b>Make Available to Students</b>.</p>


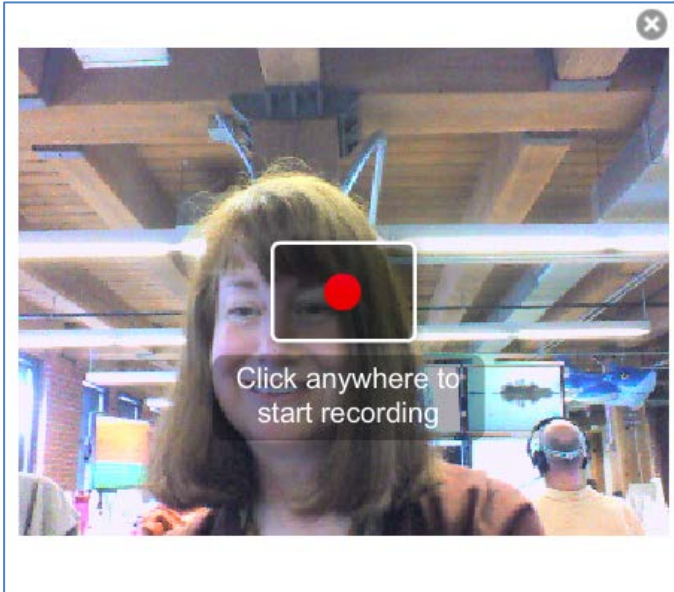
Step	Action
<p><b>5</b> <b>(cont.)</b></p>	<p>Complete the Optional fields, if desired.</p> <ul style="list-style-type: none"> <li>— Source: Indicate the name or provide a URL link to the content file</li> <li>— Usage Rights: Select the type of license from the drop-down menu. If the appropriate usage rights are not included in the list, select Other.</li> </ul>  <ul style="list-style-type: none"> <li>— Attribution: Indicate the use of instructors' own materials or materials to which they currently have the appropriate permissions. Creative Commons licenses allow non-commercial use, as long as attribution is provided; therefore, use the Attribution field when using any of these licenses.</li> </ul> <ul style="list-style-type: none"> <li>■ Click the Learn More link for information about attribution.</li> </ul> 

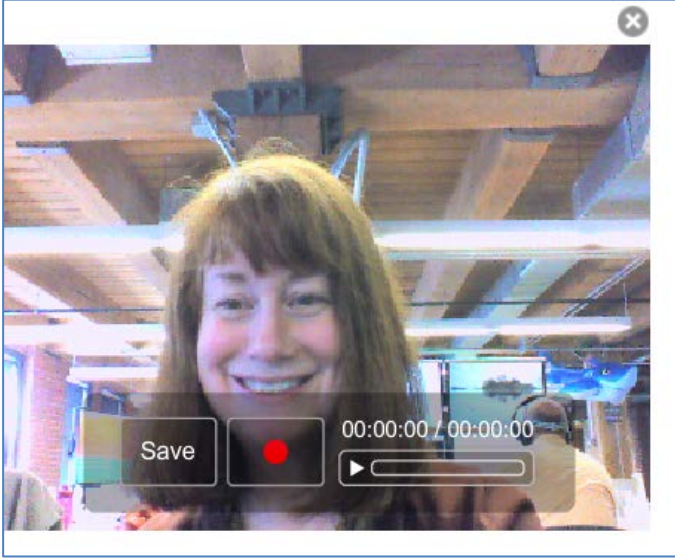


## Kaltura Video Capture

Kaltura Video Capture enables instructors to add videos they record with their own webcams to a MindTap course.



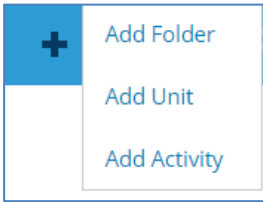

Step	Action
1	<p>Select the My Content icon from the App Dock on the right.</p>  <p>Result: The My Content <i>Getting Started</i> screen displays.</p> 
2	<p>Click the Kaltura icon.</p>  <p>Result: The <i>Make Your Media Available to Students</i> page displays.</p>
3	<p>Click <b>Capture</b>.</p> 



Step	Action
<p><b>3</b> <b>(cont.)</b></p>	<p>Result: The Adobe Flash Player Settings popup displays.</p>  <p><b>NOTE:</b> Enable Flash to use this. Click <b>Allow</b>.</p> <p><b>NOTE:</b> Wait a few seconds for the recording to begin working. Result: The recording screen displays.</p>
<p><b>4</b></p>	<p>Click anywhere to begin recording.</p> 

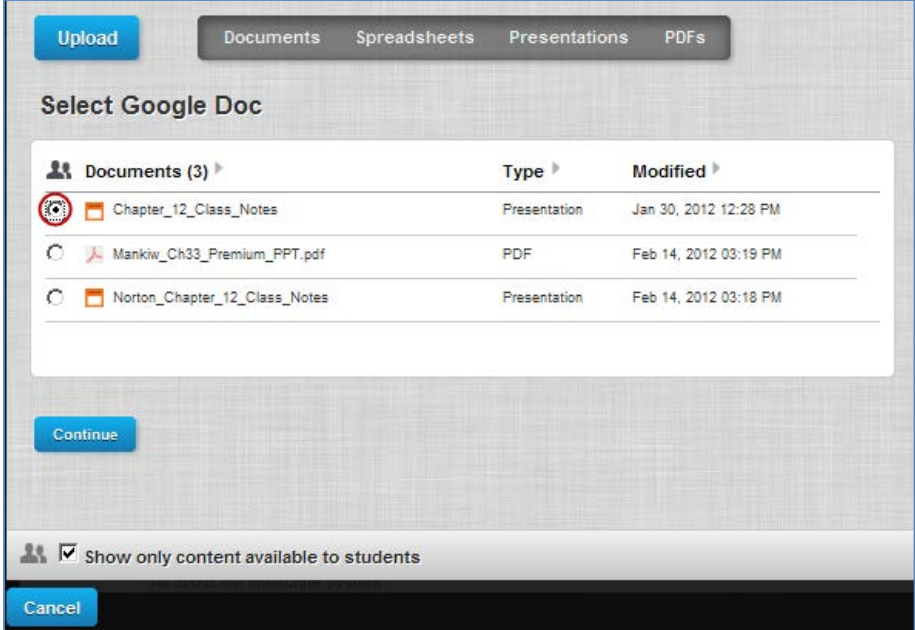
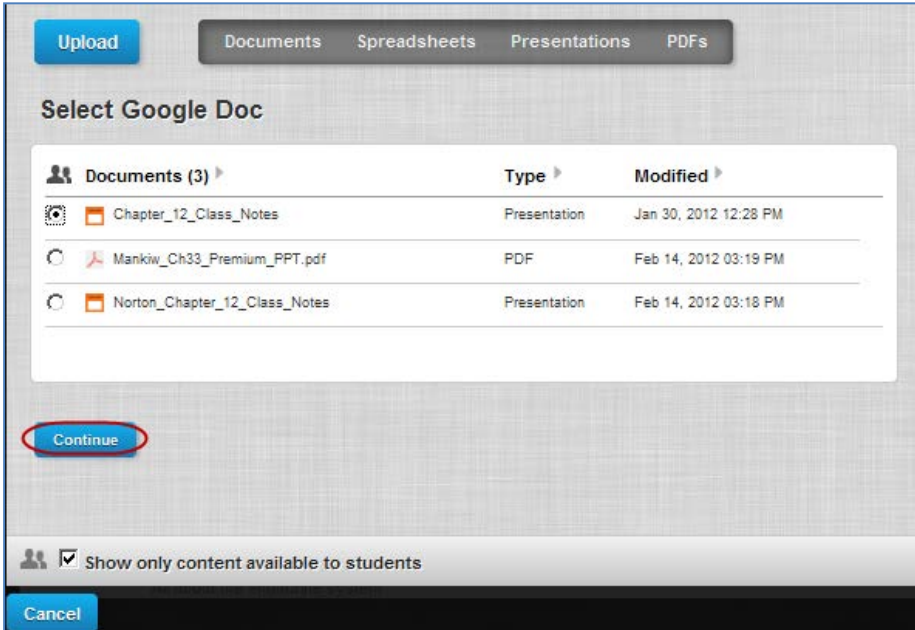
Step	Action
5	<p>Record the content. Click anywhere to stop recording.</p> 
6	<p>Click <b>Save</b>. Result: The capture displays on the <b>Make Your Media Available to Students</b> page.</p>

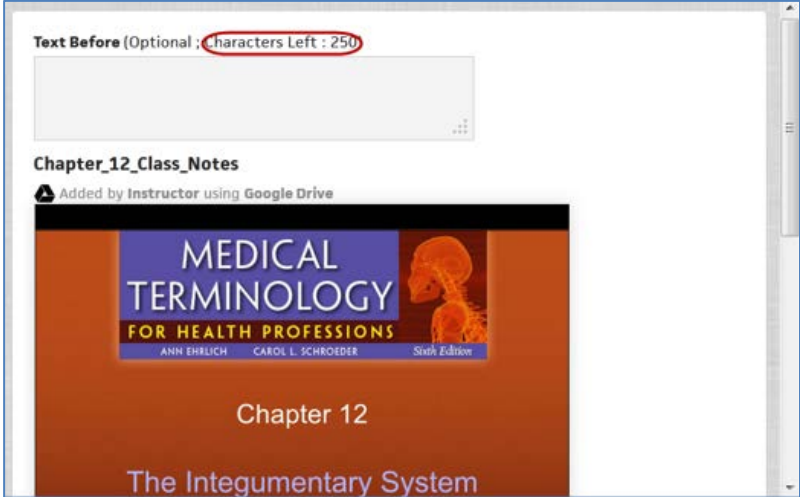

## Adding Google Drive and Kaltura Activities in the Unit View

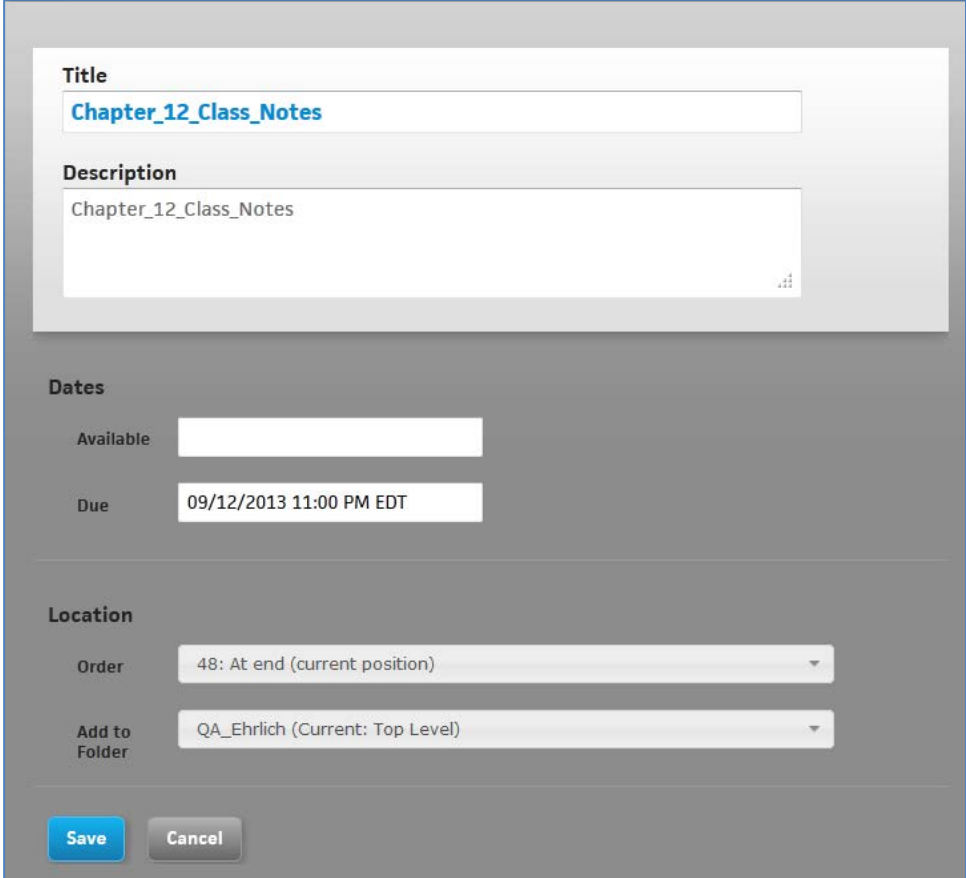
This is how to add content as Distinct Activities:

Step	Action
1	<p>Navigate to the Unit View.</p>  <p>Select the <b>Add (+)</b> icon.</p>  <p>Result: A menu displays.</p>
2	<p>Select <b>Add Activity</b>.</p>  <p>Result: The Activity Manager displays.</p>
3	<p>Select My Content from the Activity Manager.</p> 

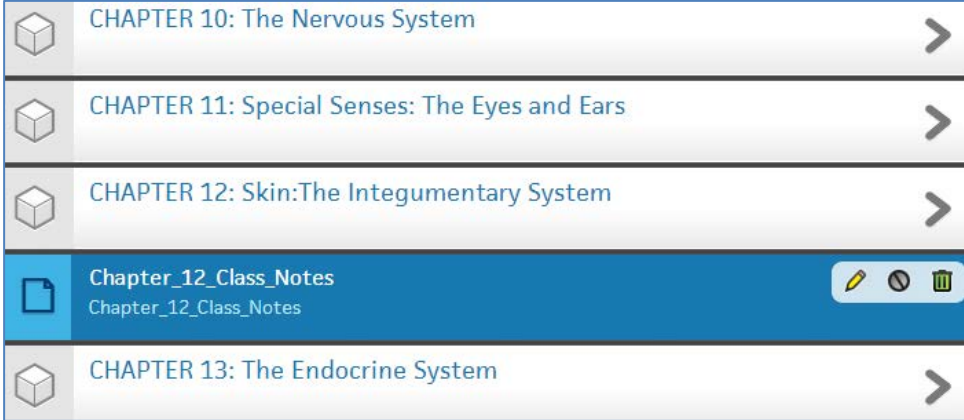



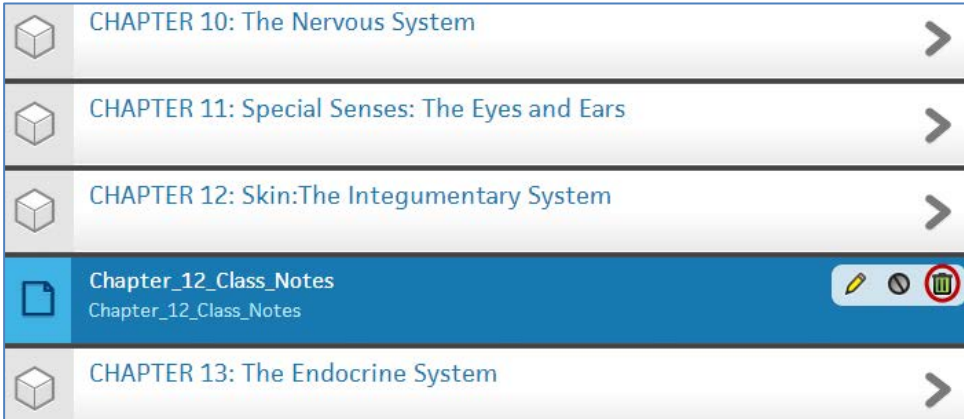



Step	Action												
4	<p>Select <b>Google Drive</b> or <b>Kaltura</b>.</p> <p><b>NOTE:</b> The pictures in this table are from Google Drive. The steps are identical for uploading Kaltura.</p> <div data-bbox="440 380 745 659" style="border: 1px solid black; padding: 5px;"> <p><b>Add Activity</b></p> <p>Activities List &gt; MyContent</p> <div style="border-bottom: 1px solid #ccc; padding: 5px 0;">  <b>Google Drive</b> App: Google Drive         </div> <div style="padding: 5px 0;">  <b>Kaltura</b> App: Kaltura         </div> </div> <p>Result: The files display.</p> <div data-bbox="440 716 1346 1381" style="border: 1px solid #ccc; padding: 5px;"> <p>Activities List &gt; MyContent &gt; Select Google Drive</p> <p>Unit for Appendices</p> <p><b>Upload</b>   Documents   Spreadsheets   Presentations   PDFs</p> <p><b>Select Google Doc</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Documents (3)</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Modified</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Answers to Homework</td> <td>Document</td> <td>May 13, 2013 04:02 PM</td> </tr> <tr> <td><input type="radio"/> Chapter_12_Class_Notes</td> <td>Presentation</td> <td>May 13, 2013 03:39 PM</td> </tr> <tr> <td><input type="radio"/> Norton_Chapter_12_Class_Notes</td> <td>Presentation</td> <td>May 13, 2013 03:40 PM</td> </tr> </tbody> </table> <p><b>Continue</b></p> <p><input checked="" type="checkbox"/> Show only content available to students</p> <p><b>Cancel</b></p> </div>	Documents (3)	Type	Modified	<input type="radio"/> Answers to Homework	Document	May 13, 2013 04:02 PM	<input type="radio"/> Chapter_12_Class_Notes	Presentation	May 13, 2013 03:39 PM	<input type="radio"/> Norton_Chapter_12_Class_Notes	Presentation	May 13, 2013 03:40 PM
Documents (3)	Type	Modified											
<input type="radio"/> Answers to Homework	Document	May 13, 2013 04:02 PM											
<input type="radio"/> Chapter_12_Class_Notes	Presentation	May 13, 2013 03:39 PM											
<input type="radio"/> Norton_Chapter_12_Class_Notes	Presentation	May 13, 2013 03:40 PM											

Step	Action												
5	<p>Select a file to add as an activity.</p>  <p>The screenshot shows a dialog box titled "Select Google Doc" with tabs for "Documents", "Spreadsheets", "Presentations", and "PDFs". Below the tabs is a table of documents:</p> <table border="1"> <thead> <tr> <th>Documents (3)</th> <th>Type</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td> Chapter_12_Class_Notes</td> <td>Presentation</td> <td>Jan 30, 2012 12:28 PM</td> </tr> <tr> <td> Mankiw_Ch33_Premium_PPT.pdf</td> <td>PDF</td> <td>Feb 14, 2012 03:19 PM</td> </tr> <tr> <td> Norton_Chapter_12_Class_Notes</td> <td>Presentation</td> <td>Feb 14, 2012 03:18 PM</td> </tr> </tbody> </table> <p>At the bottom of the dialog, there is a "Continue" button, a checkbox labeled "Show only content available to students" which is checked, and a "Cancel" button.</p>	Documents (3)	Type	Modified	Chapter_12_Class_Notes	Presentation	Jan 30, 2012 12:28 PM	Mankiw_Ch33_Premium_PPT.pdf	PDF	Feb 14, 2012 03:19 PM	Norton_Chapter_12_Class_Notes	Presentation	Feb 14, 2012 03:18 PM
Documents (3)	Type	Modified											
Chapter_12_Class_Notes	Presentation	Jan 30, 2012 12:28 PM											
Mankiw_Ch33_Premium_PPT.pdf	PDF	Feb 14, 2012 03:19 PM											
Norton_Chapter_12_Class_Notes	Presentation	Feb 14, 2012 03:18 PM											
6	<p>Click <b>Continue</b>.</p>  <p>This screenshot is identical to the one in Step 5, but the "Continue" button is circled in red to indicate it should be clicked.</p> <p>Result: The Activity page displays.</p>												

Step	Action
7	<p>(Optional) Enter any text to display before and after the file.</p>  <p>Result: Instructors can modify the properties of the activity.</p>
8	<p>Click <b>Save</b>.</p>  <p>Result: Instructors can add or edit the following:</p> <ul style="list-style-type: none"> <li>■ Title</li> <li>■ Description</li> <li>■ Available Date</li> <li>■ Due Date</li> <li>■ Order the Activity displays</li> <li>■ Add to Folder</li> </ul>

Step	Action
9	<p>Click Save.</p>  <p>The screenshot shows a form with the following sections:</p> <ul style="list-style-type: none"> <li><b>Title:</b> Chapter_12_Class_Notes</li> <li><b>Description:</b> Chapter_12_Class_Notes</li> <li><b>Dates:</b> <ul style="list-style-type: none"> <li>Available: (empty field)</li> <li>Due: 09/12/2013 11:00 PM EDT</li> </ul> </li> <li><b>Location:</b> <ul style="list-style-type: none"> <li>Order: 48: At end (current position)</li> <li>Add to Folder: QA_Ehrlich (Current: Top Level)</li> </ul> </li> </ul> <p>Buttons: Save, Cancel</p>

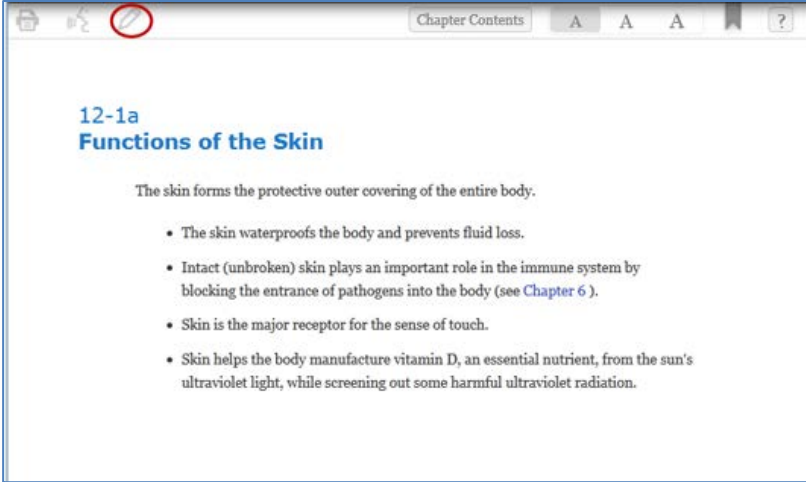
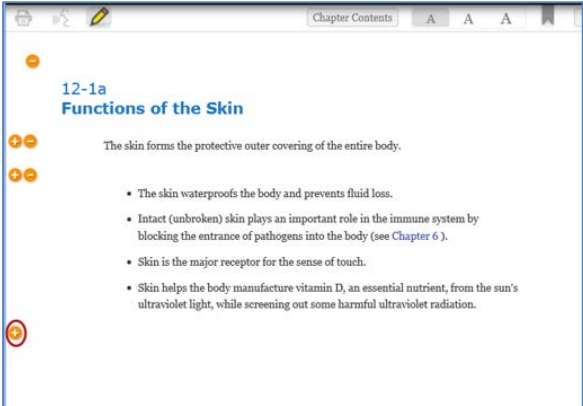








Step	Action
<p data-bbox="318 260 402 323"><b>9</b> <b>(cont.)</b></p>	<p data-bbox="435 260 1049 289">Result: The Activity added displays in the Unit View.</p> <div data-bbox="435 300 1393 716">  <p data-bbox="444 306 1383 373">CHAPTER 10: The Nervous System &gt;</p> <p data-bbox="444 384 1383 451">CHAPTER 11: Special Senses: The Eyes and Ears &gt;</p> <p data-bbox="444 462 1383 529">CHAPTER 12: Skin:The Integumentary System &gt;</p> <p data-bbox="444 552 1383 636">Chapter_12_Class_Notes Chapter_12_Class_Notes   </p> <p data-bbox="444 646 1383 714">CHAPTER 13: The Endocrine System &gt;</p> </div> <p data-bbox="435 737 1383 800">IMPORTANT: To delete the Activity, hover over it and click the <b>Delete</b> (Trashcan) icon.</p> <div data-bbox="435 810 1393 1226">  <p data-bbox="444 816 1383 884">CHAPTER 10: The Nervous System &gt;</p> <p data-bbox="444 894 1383 961">CHAPTER 11: Special Senses: The Eyes and Ears &gt;</p> <p data-bbox="444 972 1383 1039">CHAPTER 12: Skin:The Integumentary System &gt;</p> <p data-bbox="444 1062 1383 1146">Chapter_12_Class_Notes Chapter_12_Class_Notes   </p> <p data-bbox="444 1157 1383 1224">CHAPTER 13: The Endocrine System &gt;</p> </div>

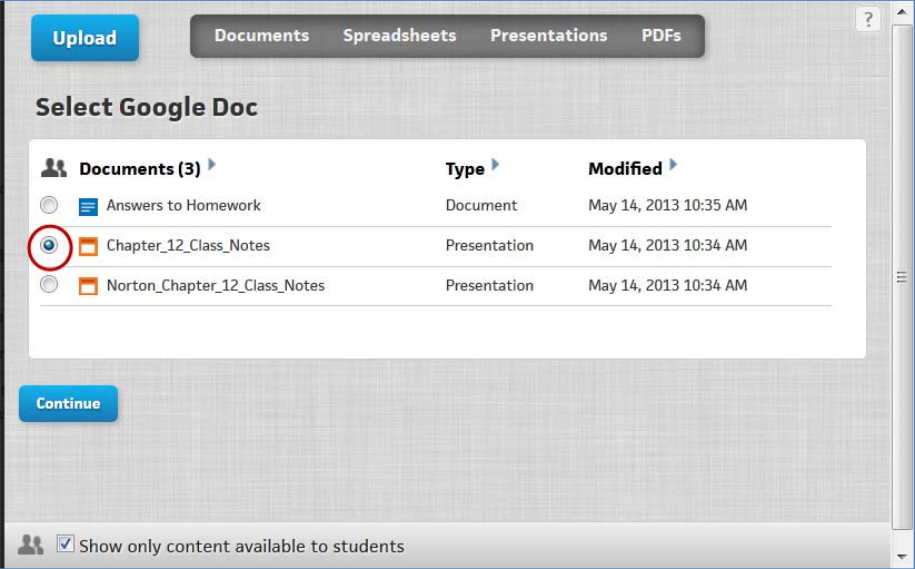
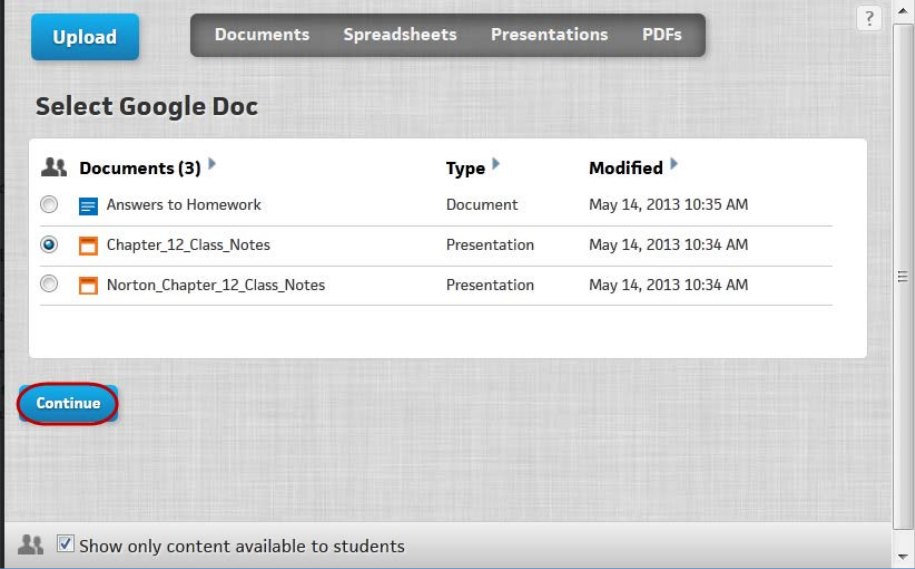
## Adding Google Drive and Kaltura Activities Inline

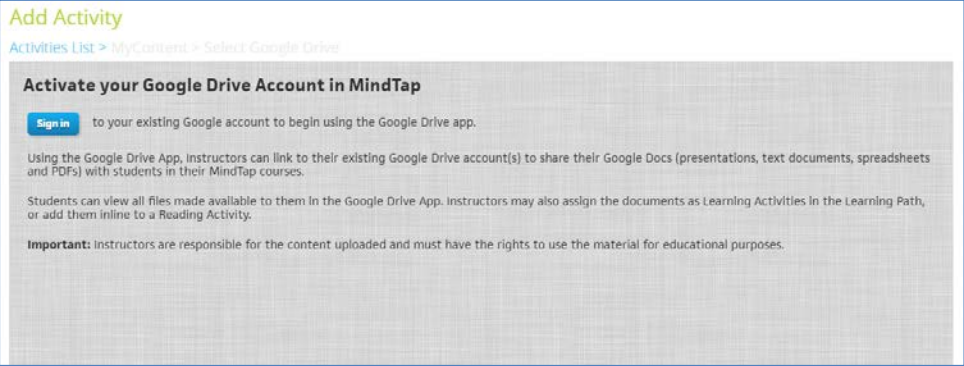
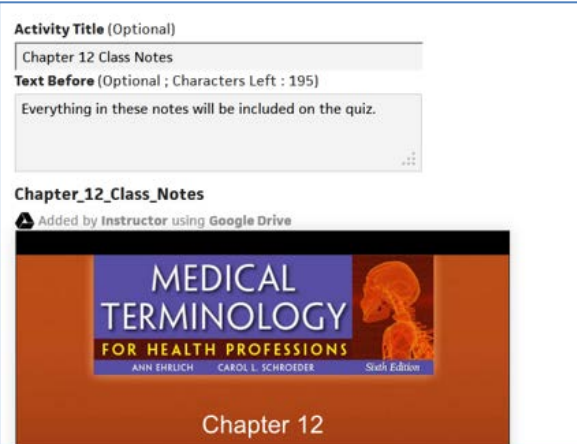
Follow these steps to add content as inline Activities:

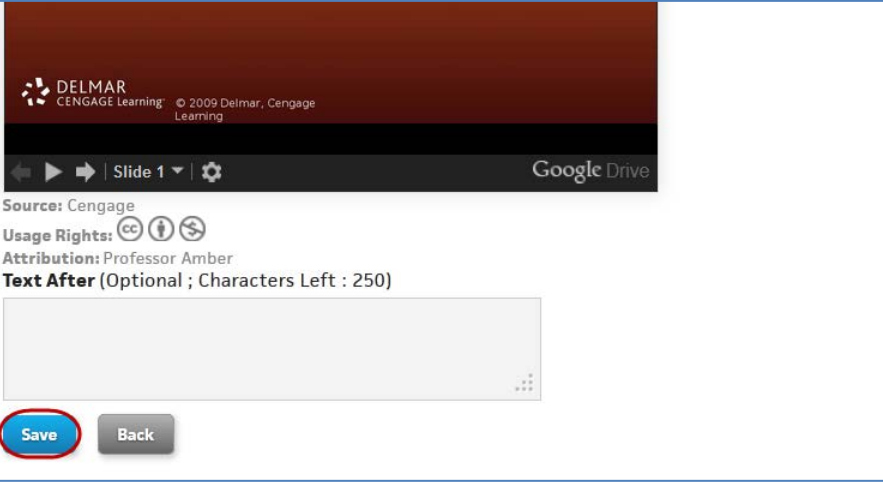
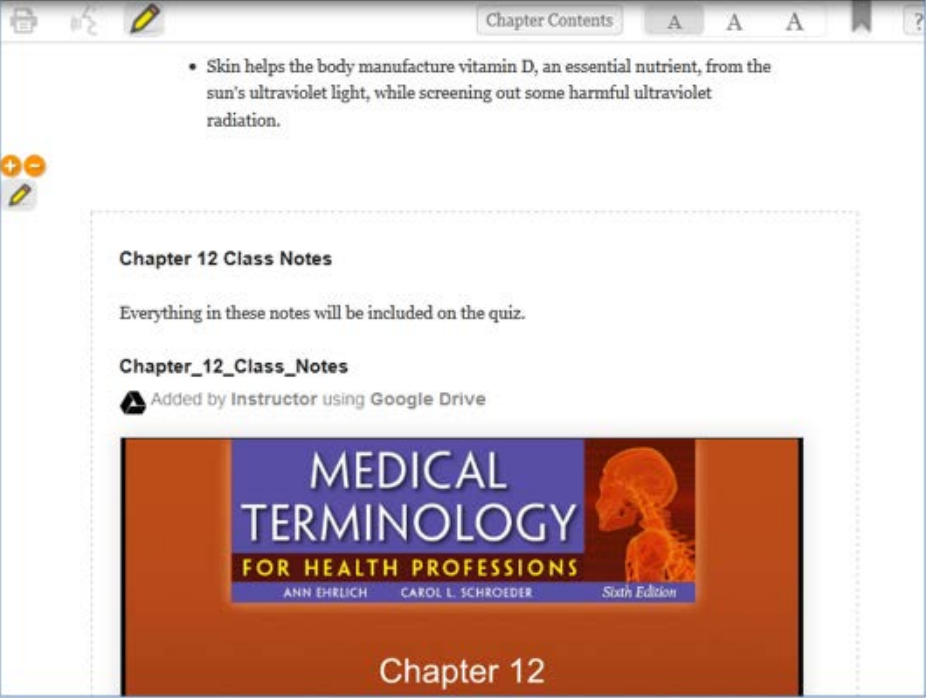
**NOTE:** Add media from Kaltura using a similar procedure.

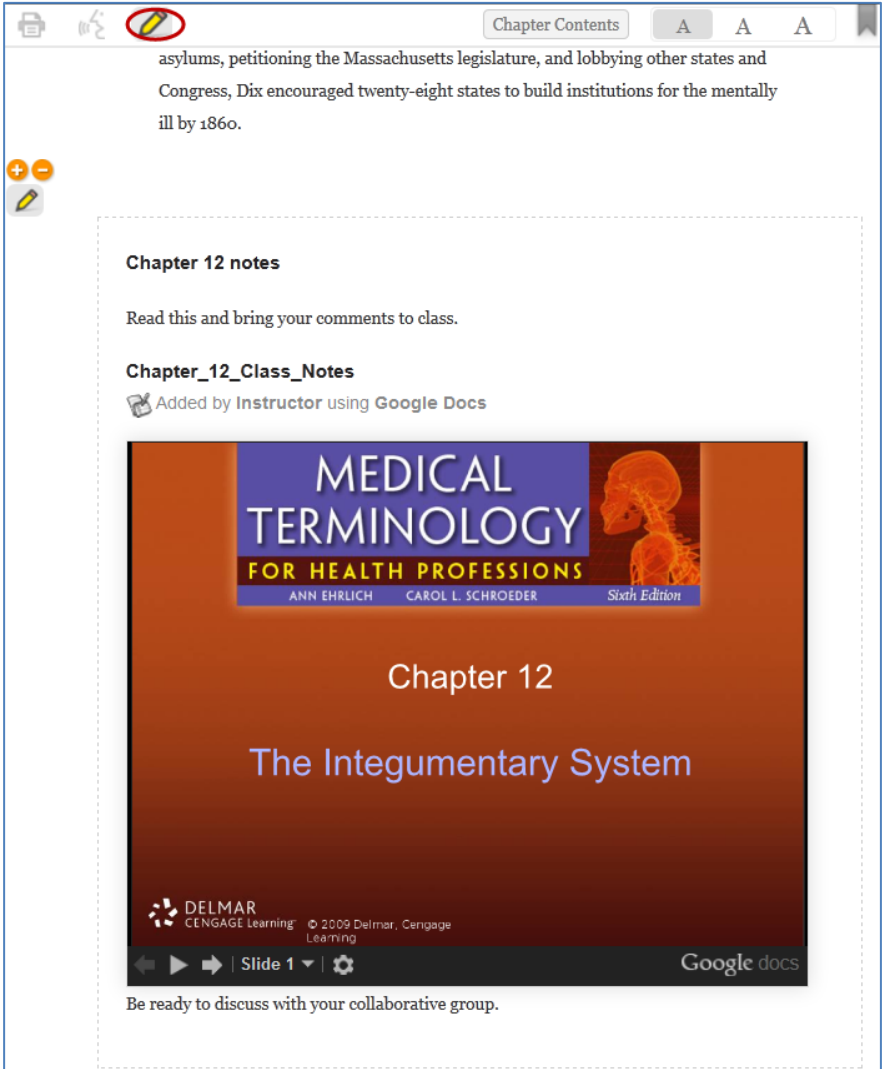
Step	Action
1	<p>Open a Reading.</p> <p>Click the Edit (pencil) icon in the Reading to enter Edit mode.</p>  <p>The screenshot shows a browser window with a toolbar at the top containing icons for home, back, forward, and a pencil icon circled in red. The page content includes the heading '12-1a Functions of the Skin', a paragraph 'The skin forms the protective outer covering of the entire body.', and a bulleted list of four functions of the skin.</p> <p>Result: The Add (+) and Remove (-) icons display.</p>
2	<p>Click the Add (+) icon in the desired location.</p>  <p>The screenshot shows the same page as in step 1, but with orange plus and minus icons appearing on the left margin. A red circle highlights a plus icon at the bottom left of the page.</p> <p>Result: The <i>Activity Manager</i> screen displays.</p>

Step	Action
<p><b>3</b></p>	<p>Select <b>My Content</b>.</p> <div data-bbox="440 300 1010 976" style="border: 1px solid black; padding: 10px;"> <p><b>Add Activity</b></p> <p><a href="#">Activities List</a></p> <hr/> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>Inline RSS Feed</b></p> <p>App: RSS Feed</p> </div> </div> <hr/> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>WebVideo Search</b></p> <p>App: WebVideo App</p> </div> </div> <hr/> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>CNow Homework Inline Activity</b></p> <p>App: Cnow Homework App</p> </div> </div> <hr/> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>Web Link Activity</b></p> <p>App: Web Resources</p> </div> </div> <hr/> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>Inline Assessment</b></p> <p>App: Assessments</p> </div> </div> <hr/> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>My Content</b></p> <p>Multiple Apps</p> </div> </div> </div>

Step	Action
5	<p>Select a file.</p>  <p>Click <b>Continue</b>.</p>  <p>Result: <i>Activity</i> screen displays.</p>

Step	Action
6	<p>If you have not already activated it, a <i>SignIn</i> screen displays:</p> 
7	<p>(Optional) Enter an Activity Title and text to display before and after the file.</p> 

Step	Action
8	<p data-bbox="435 260 558 289">Click Save.</p> <div data-bbox="435 300 1349 779" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="435 789 1425 856">Result: File displays inline with any added text. A label displays <b>Added by Instructor using Google Drive</b>.</p> <div data-bbox="435 867 1360 1560" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="435 1577 1040 1606">NOTE: Click the Remove (–) icon to remove the file.</p>

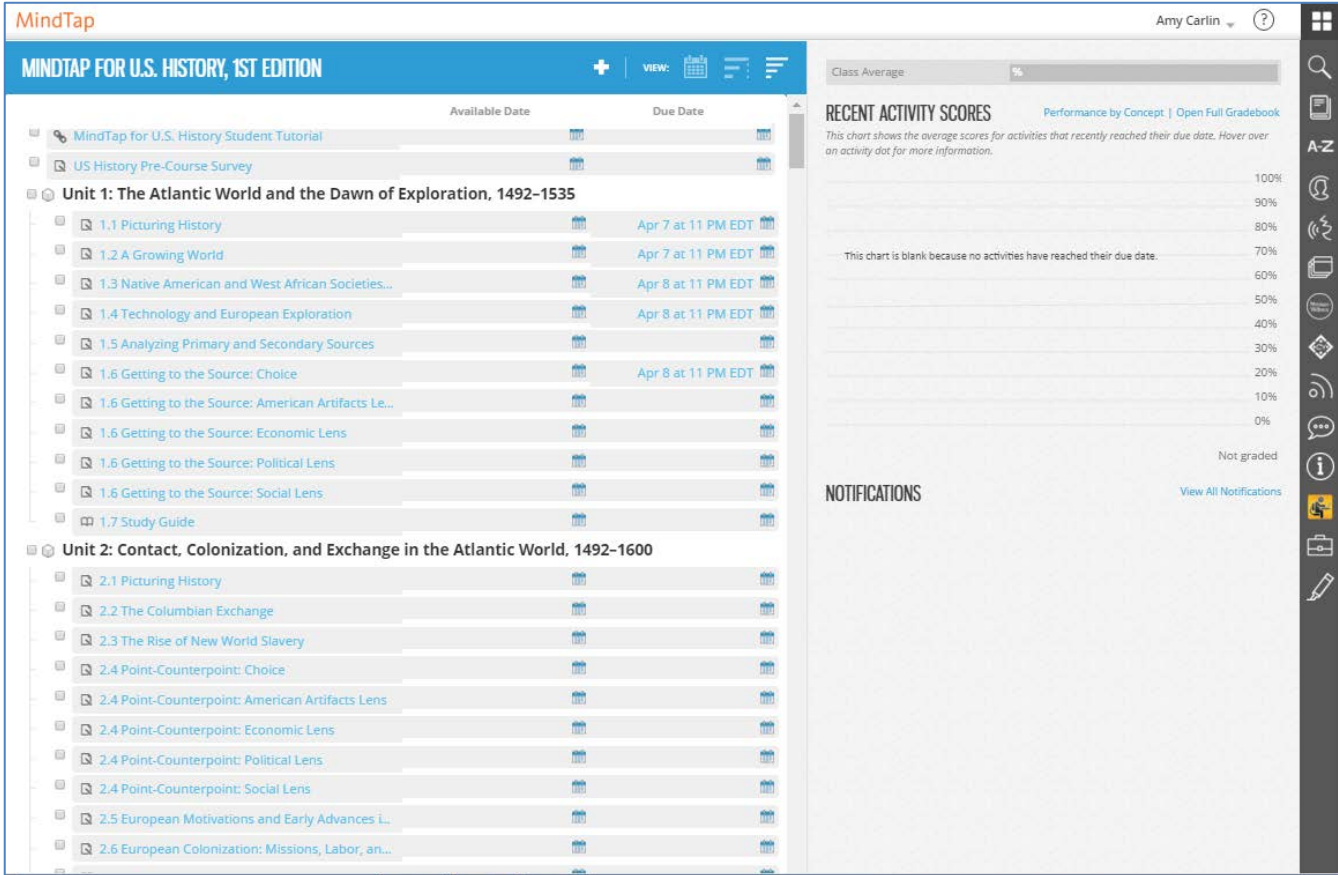
Step	Action
9	<p data-bbox="435 258 959 289">Click the Edit (pencil) icon to exit Edit mode.</p> <div data-bbox="435 298 1312 1360" style="border: 1px solid #ccc; padding: 10px;">  </div> <p data-bbox="435 1375 1312 1409">Result: The file displays and the <b>Add</b> and <b>Remove</b> icons no longer display.</p>

## Using Date Manager to Add or Change Dates

Date manager is a flat, compact view of activities in the Unit View, 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 instructors launch from this view. For help using Date Manager, contact a DSC representative.


If instructors do not specify due dates for an activity, the due date defaults to the Course End Date.

**NOTE:** You cannot extend a due date past the Course End Date.



The screenshot displays the MindTap interface for a course titled "MINDTAP FOR U.S. HISTORY, 1ST EDITION". The user is identified as "Amy Carlin". The main content area shows a list of activities organized into units. Each activity row includes an icon, the activity name, an "Available Date" column, and a "Due Date" column. The activities are grouped under "Unit 1: The Atlantic World and the Dawn of Exploration, 1492-1535" and "Unit 2: Contact, Colonization, and Exchange in the Atlantic World, 1492-1600".

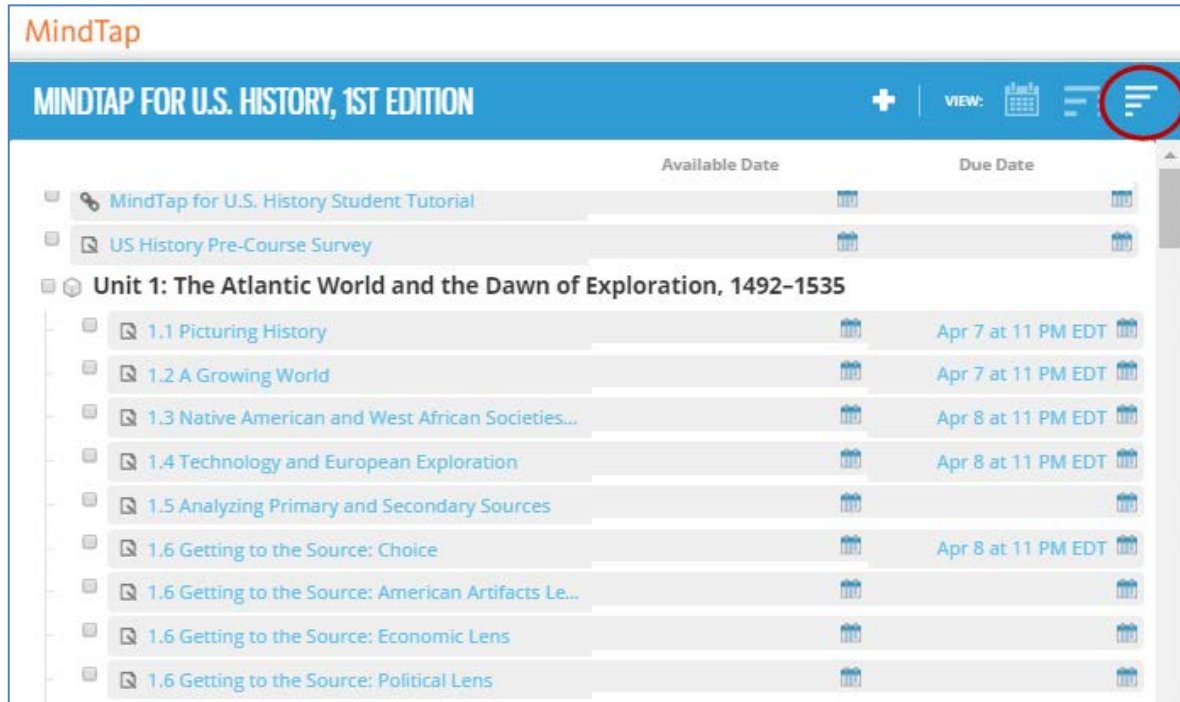
On the right side, there is a "RECENT ACTIVITY SCORES" section. It features a "Class Average" bar chart with a percentage indicator. Below the chart, a message states: "This chart is blank because no activities have reached their due date." The chart has a vertical axis ranging from 0% to 100% in 10% increments. Below the scores section is a "NOTIFICATIONS" section with a "View All Notifications" link.

 **IMPORTANT:** Use the Progress App to extend due dates for individual students.



## Extending a Due Date for All Students

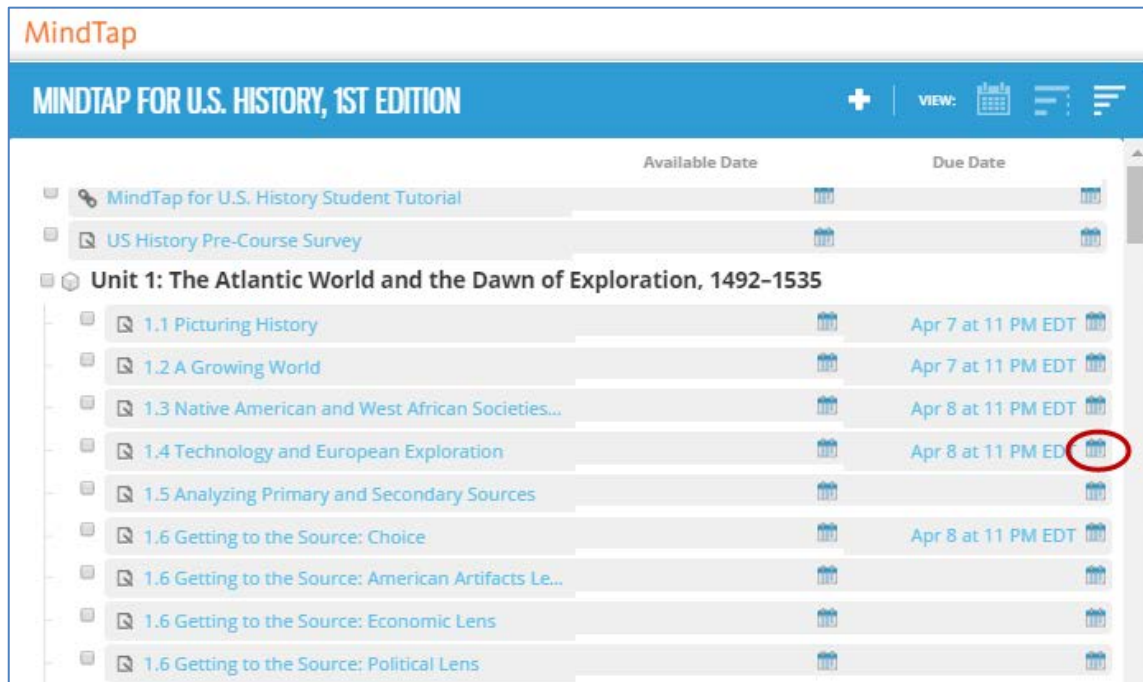
MindTap instructors set or modify due dates for assignments by accessing Date Manager from the Dashboard View.



The screenshot shows the MindTap interface for a course titled "MINDTAP FOR U.S. HISTORY, 1ST EDITION". The interface includes a header with the course name and a "VIEW:" dropdown menu. A red circle highlights the "Date Manager" icon in the top right corner of the header. Below the header, there is a table with columns for "Available Date" and "Due Date". The table lists various assignments, including "MindTap for U.S. History Student Tutorial", "US History Pre-Course Survey", and "Unit 1: The Atlantic World and the Dawn of Exploration, 1492-1535". Under Unit 1, there are several sub-assignments, each with a due date and a calendar icon.

	Available Date	Due Date
MindTap for U.S. History Student Tutorial		
US History Pre-Course Survey		
<b>Unit 1: The Atlantic World and the Dawn of Exploration, 1492-1535</b>		
1.1 Picturing History		Apr 7 at 11 PM EDT
1.2 A Growing World		Apr 7 at 11 PM EDT
1.3 Native American and West African Societies...		Apr 8 at 11 PM EDT
1.4 Technology and European Exploration		Apr 8 at 11 PM EDT
1.5 Analyzing Primary and Secondary Sources		
1.6 Getting to the Source: Choice		Apr 8 at 11 PM EDT
1.6 Getting to the Source: American Artifacts Le...		
1.6 Getting to the Source: Economic Lens		
1.6 Getting to the Source: Political Lens		

Select the **Due Date** icon corresponding to the activity to change the date.



The screenshot shows the same MindTap interface as above, but with a red circle highlighting the "Due Date" icon (a calendar icon) for the assignment "1.4 Technology and European Exploration".

	Available Date	Due Date
MindTap for U.S. History Student Tutorial		
US History Pre-Course Survey		
<b>Unit 1: The Atlantic World and the Dawn of Exploration, 1492-1535</b>		
1.1 Picturing History		Apr 7 at 11 PM EDT
1.2 A Growing World		Apr 7 at 11 PM EDT
1.3 Native American and West African Societies...		Apr 8 at 11 PM EDT
1.4 Technology and European Exploration		Apr 8 at 11 PM EDT
1.5 Analyzing Primary and Secondary Sources		
1.6 Getting to the Source: Choice		Apr 8 at 11 PM EDT
1.6 Getting to the Source: American Artifacts Le...		
1.6 Getting to the Source: Economic Lens		
1.6 Getting to the Source: Political Lens		

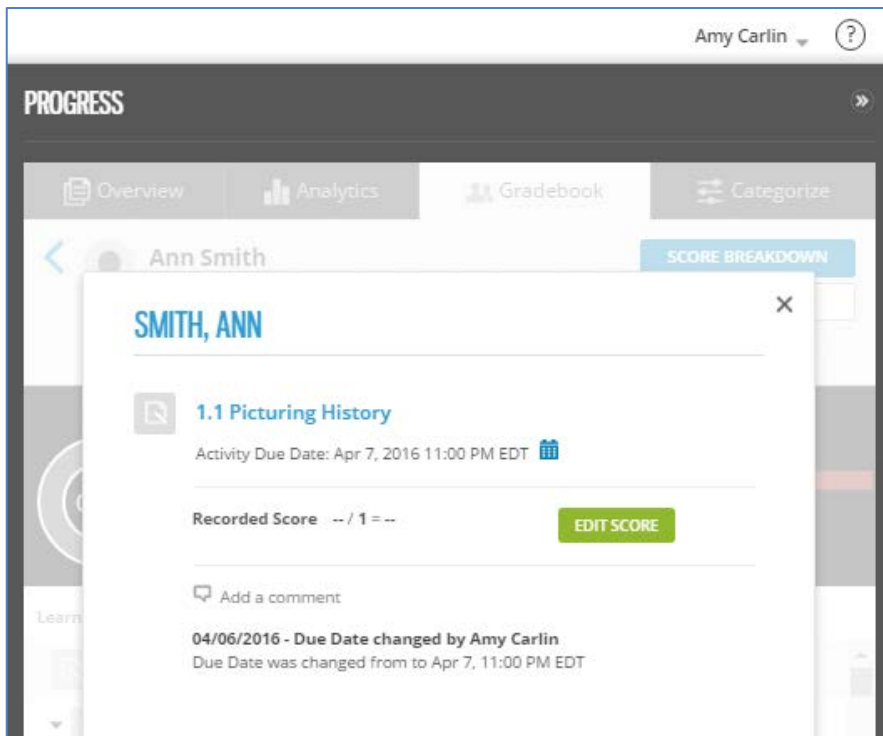
## Extending a Due Date for an Individual Student

Use the Progress App to extend an activity due date for an individual student. This is different from extending an activity due date.

Instructors modify the due date of any assignment; however, they cannot extend a due date for a student beyond the Course End Date.

**NOTE:** When instructors extend a due date, students can access their most recently submitted assignment takes and add or edit any answers that they previously submitted.

Once in the Progress App, click an activity to see each student's information.



Instructors can Edit the Score or Extend the Due Date. Click the **Calendar icon** to change the Due Date:



A Calendar displays. Click **Done** after you select the new date:

SMITH, ANN



### 1.1 Picturing History

Activity Due Date: Apr 7, 2016 11:00 PM EDT

Calendar for April 2016. The date 07 is selected. Below the calendar is a time selector set to 11 PM. Buttons for CLEAR and DONE are at the bottom.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Time: 11 PM

CLEAR DONE

EDIT SCORE

Amy Carlin  
11:00 PM EDT

## Progress App

The Progress App enables instructors to add student IDs, track student scores on homework and assessments taken in MindTap and to monitor student engagement via Analytics. Instructors access Progress from the App Dock or Unit View. For detailed information about [using the Progress App](#), contact a DSC representative.

## Document Revisin History

Date	Document Version	Description	Author/Editor
10/6/2011	1.0	Initial Instructor Quick Start document	Cindy Bailen/Carrie Carter
3/26/2012	2.0	Update of document to include MindTap 1.6 LPN changes.	Cindy Bailen/Carrie Carter
2/26/2013	2.5	Update for MT version	Cindy Bailen
4/5/2013	2.6	Update for current version of MindTap	Cindy Bailen
6/18/2013	2.7	Update for current version of MindTap	Cindy Bailen
7/1/2013	2.8	Including Date Manager, adding screen captures appropriate for current version of MindTap	Cindy Bailen
8/20/2013	2.9	Removed Progress App, updated for 3.3, combined Kaltura and Google Drive, mechanical edits.	Chris Judd/Cindy Bailen
8/30/2013	3.0	Updated disclaimer that Date Manager doesn't work for CNOW	Chris Judd/Cindy Bailen
1/20/2015	3.1	Updated MT and Gradebook/Progress images. Edited text to reflect image updates.	Rose Williams/Chris Judd/Jared Mann
2/24/2014	3.1	Updated guide to new dashboard view	Rose Williams and Chris Judd/Michelle Parsons and Jared Mann
10/19/2015	3.1	Added section about Non-MindTap Activity	Chris Judd/Eugene Hui
3/31/16	3.2	Changed screenshots for Magma reskinning effort (from MindTap Classic to MindTap 4 appearance).	Amy Carlin

<b>Date</b>	<b>Document Version</b>	<b>Description</b>	<b>Author/Editor</b>
5/23/16	3.3	Added ALT text to screenshots and tagged title for Accessibility effort.	Amy Carlin