# MindTap Student Brief Start Guide

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# Introduction

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

**NOTE**: Some screen shots may vary slightly because you are accessing Cengage course materials via your campus Learning Management System.

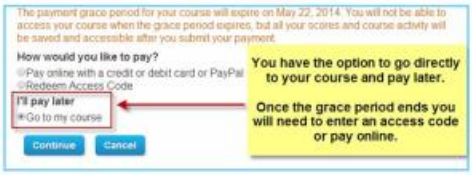
# Logging into a MindTap Course

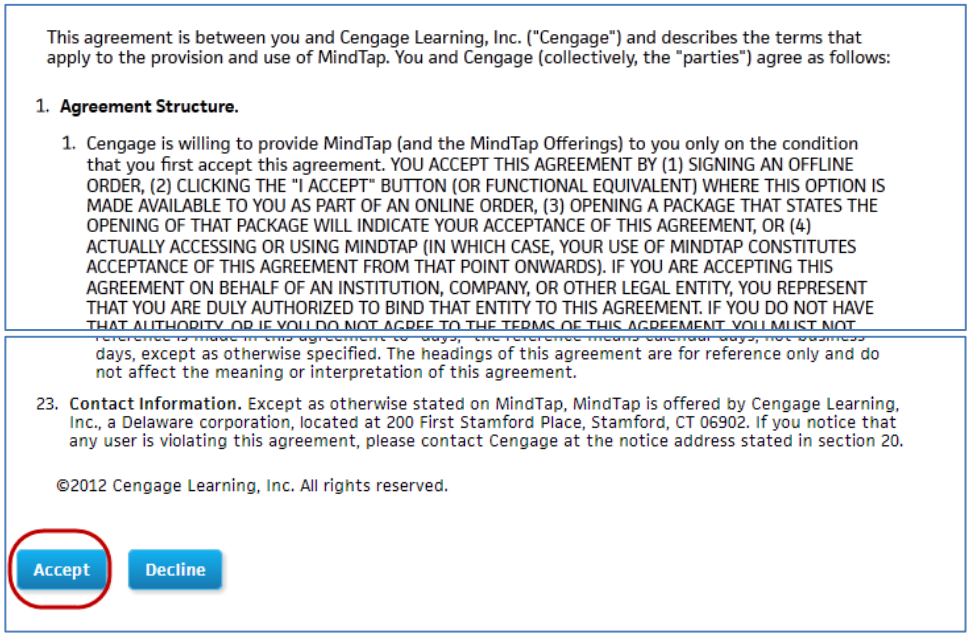
This section details how to log in to your MindTap course for the first time.

## First Time Login

The first time you log in to your MindTap course, follow these steps:

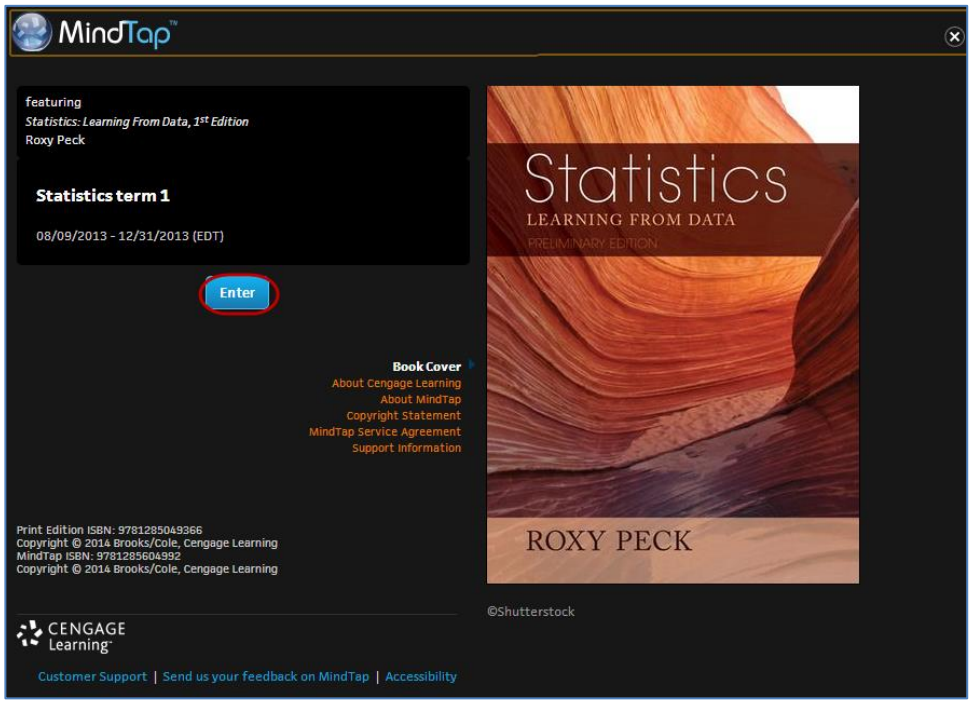
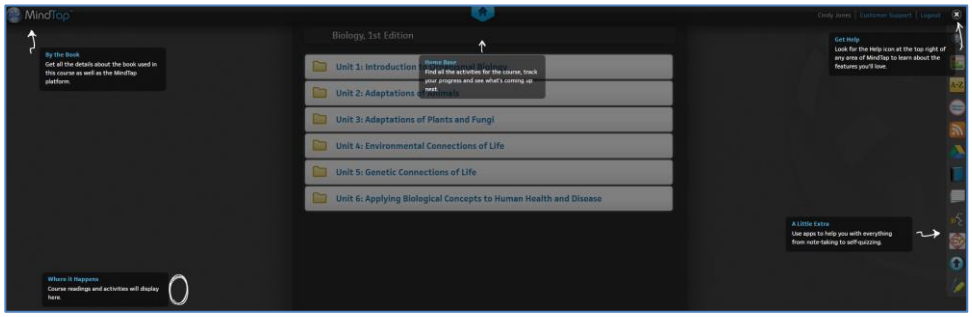
| Step | Action |
|---|---|
| 1 | **Log in:** Log in to your campus learning management system |
| 2 | **Find the course:** After accessing your course you will see links provided by your instructor and Cengage Learning<br>You need your access code (or have the ability to purchase access) the first time you click on one of the Cengage Learning links |

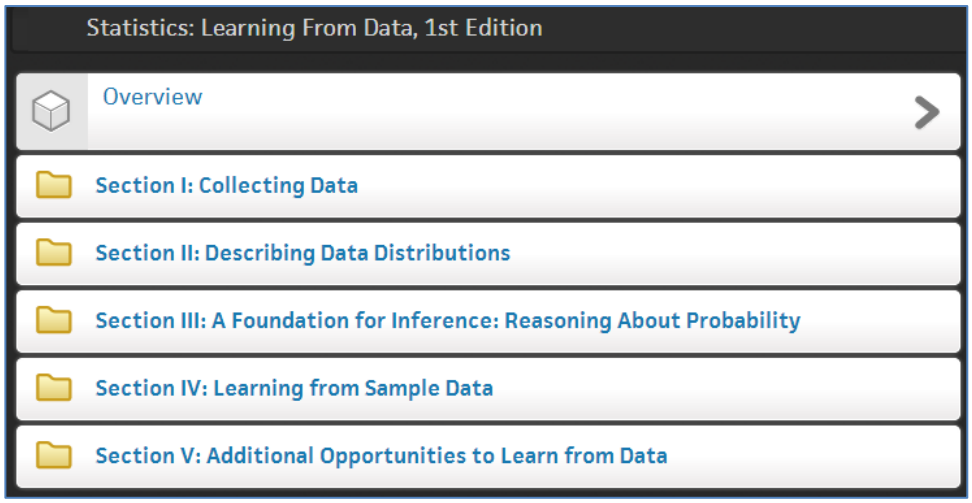
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3a</td><td>Select a Payment Option:
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>Payment Option A: Already purchased an access code?</td><td>Enter access code (NOT the ISBN):<br>
</td></tr>
<tr><td>Payment Options B: Purchase online</td><td>Select “secure checkout”<br>
</td></tr>
<tr><td>Payment Option C: Pay later</td><td>Or buy later and start your trial access (available for a limited time after class start date).<br> 
</td></tr>
</table></td></tr>
<tr><td>4</td><td>After completing one of the three payment options, you are taken directly into your course materials.</td></tr>
</table>

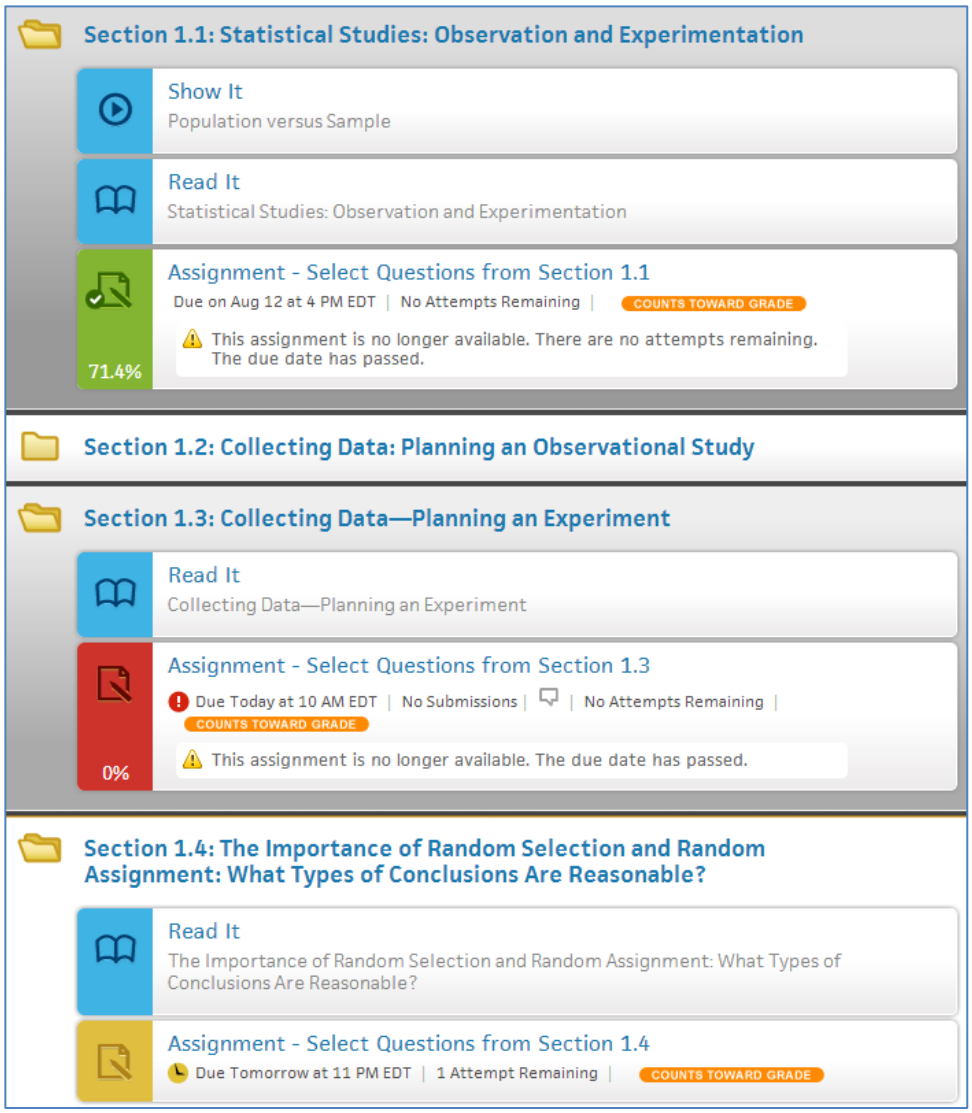
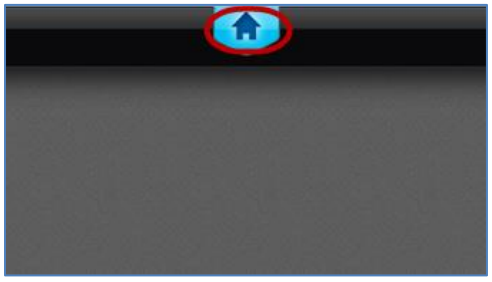
| Step | Action |
|---|---|
| **5** | Scroll down to “accept” the **Service Agreement**.<br>Please be aware that Cengage Learning resources will open in a new tab or window, so you will need to allow popups.<br>  <br>This agreement is between you and Cengage Learning, Inc. ("Cengage") and describes the terms that apply to the provision and use of MindTap. You and Cengage (collectively, the "parties") agree as follows:<br>1. **Agreement Structure.**<br>1. Cengage is willing to provide MindTap (and the MindTap Offerings) to you only on the condition that you first accept this agreement. YOU ACCEPT THIS AGREEMENT BY (1) SIGNING AN OFFLINE ORDER, (2) CLICKING THE "I ACCEPT" BUTTON (OR FUNCTIONAL EQUIVALENT) WHERE THIS OPTION IS MADE AVAILABLE TO YOU AS PART OF AN ONLINE ORDER, (3) OPENING A PACKAGE THAT STATES THE OPENING OF THAT PACKAGE WILL INDICATE YOUR ACCEPTANCE OF THIS AGREEMENT, OR (4) ACTUALLY ACCESSING OR USING MINDTAP (IN WHICH CASE, YOUR USE OF MINDTAP CONSTITUTES ACCEPTANCE OF THIS AGREEMENT FROM THAT POINT ONWARDS). IF YOU ARE ACCEPTING THIS AGREEMENT ON BEHALF OF AN INSTITUTION, COMPANY, OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU ARE DULY AUTHORIZED TO BIND THAT ENTITY TO THIS AGREEMENT. IF YOU DO NOT HAVE THAT AUTHORITY, OR IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, YOU MUST NOT<br>days, except as otherwise specified. The headings of this agreement are for reference only and do not affect the meaning or interpretation of this agreement.<br>23. **Contact Information.** Except as otherwise stated on MindTap, MindTap is offered by Cengage Learning, Inc., a Delaware corporation, located at 200 First Stamford Place, Stamford, CT 06902. If you notice that any user is violating this agreement, please contact Cengage at the notice address stated in section 20.<br>©2012 Cengage Learning, Inc. All rights reserved.<br>Accept Decline |

# Inside Your MindTap Course

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

| Function | Looks like this… |
|---|---|
| Click **Enter** when you see the MindTap Welcome screen to enter your MindTap course. |  |
| The first time you open your MindTap course, **Help** displays. **Help** explains where to find everything. |  |

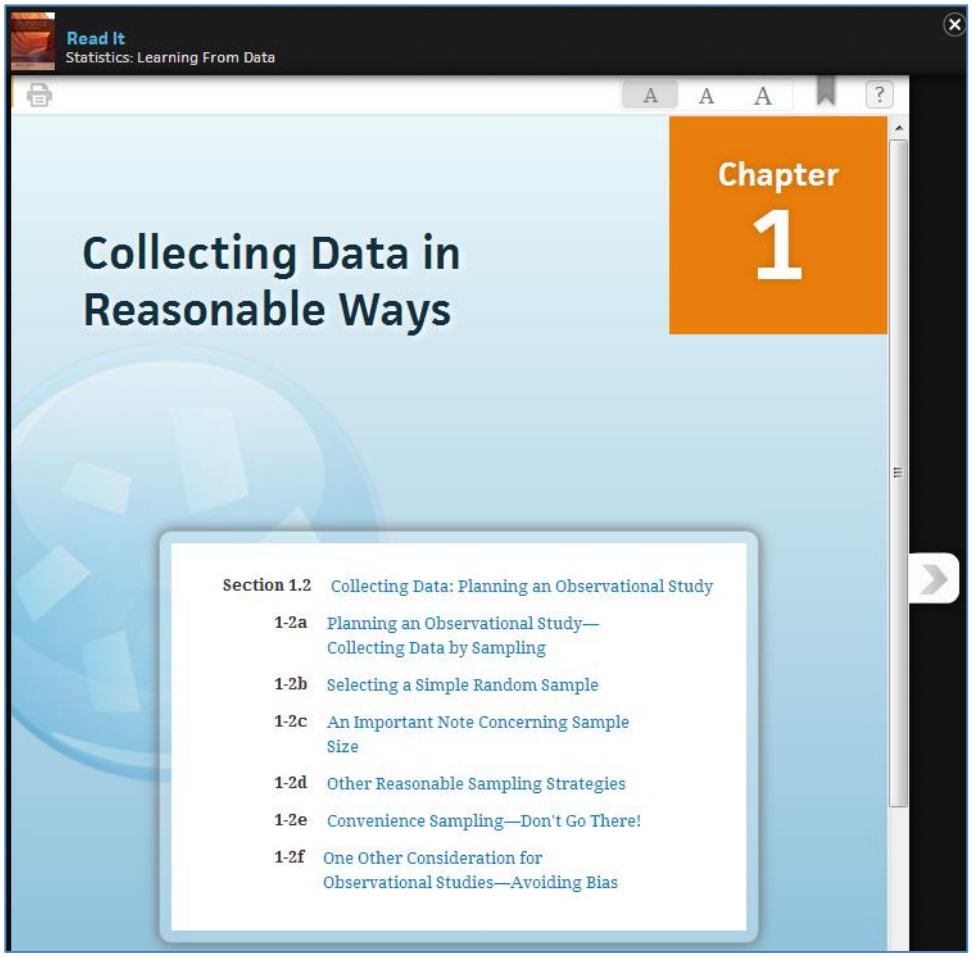
| Function | Looks like this… |
| --- | --- |
| Click the **[?]** icon at the top right to see **Help** anytime. Click the close icon to hide **Help**. | |
| This is a Learning Path, MindTap's main navigation tool. It's "home" in your MindTap course.<br>In this Learning Path, each unit is a folder. Click to open a folder. |  |

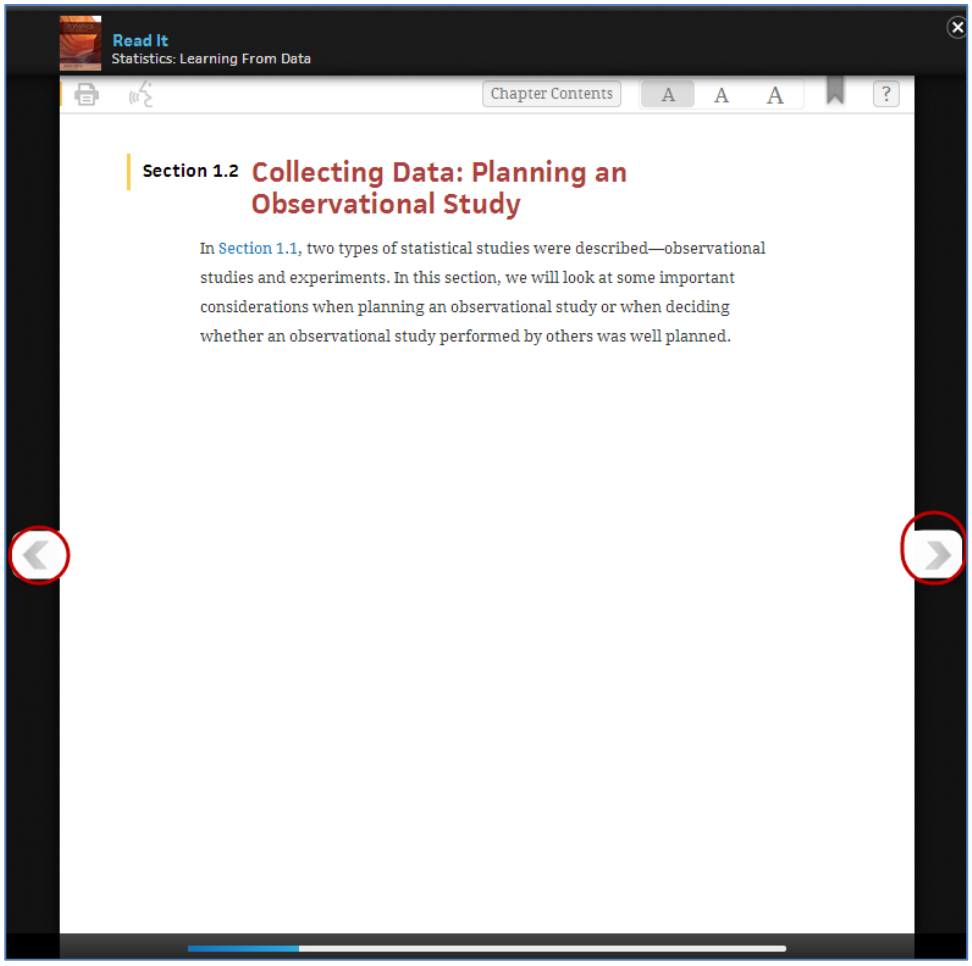
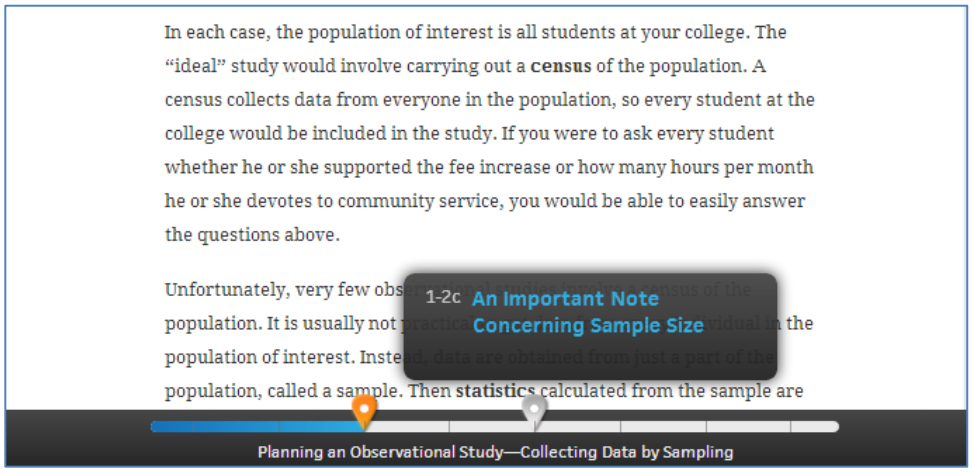
| Function | Looks like this… |
| --- | --- |
| The icons on the left have different colors depending on the status of the activity:<br>■ Blue: You have not started the Activity.<br>■ Blue with ellipses: The Activity is in progress.<br>■ Green: You completed the Activity.<br>■ Yellow: The Activity is due within three days.<br>■ Red: The Activity is past due.<br>■ Gray: The Activity is not available. |  |
| If you don't see the Learning Path, you can click the Learning Path Navigator and the Learning Path displays. |  |

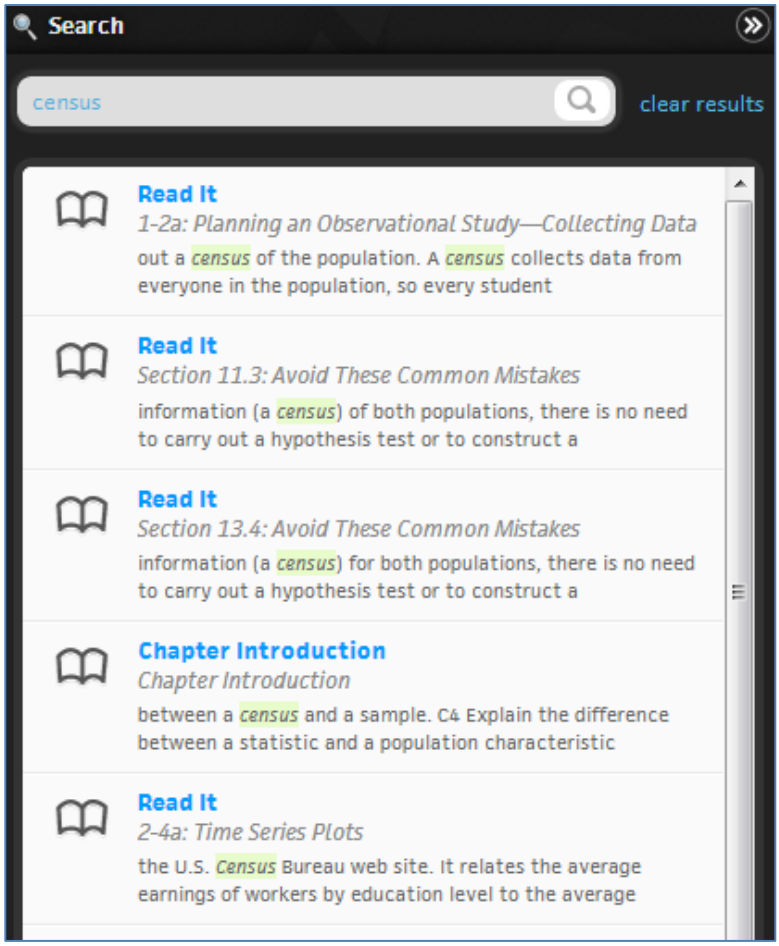
| Function | Looks like this… |
| --- | --- |
| On the far right of the MindTap screen is the App Dock. Each of the icons represents an App in your MindTap course. When you hover over an icon, the name of the App displays next to it. Different courses have different apps.<br>Click the icon to open the App. | |

## Navigating a MindTap Reading

There are several ways to navigate a Reading Activity:

| Function | Looks like this… |
|---|---|
| You can select a topic in the Chapter Introduction to go to the section in the reading. |  |

| Function | Looks like this… |
| --- | --- |
| Click the right and left arrow to move forward or back.<br>**NOTE**: MindTap remembers your location in Reading Activities. You return to your previous location when you select a chapter. |  |
| You can also use the **Skimmer** to move around a reading.<br>The **Skimmer** displays at the bottom of the "page". Drag the orange icon right or left.<br>The blue bar shows you how far you are into the reading. |  |

| Function | Looks like this… |
| --- | --- |
| Click the icon on the App Dock to search for a keyword or page number. Enter the information you want to find.<br>MindTap finds what you're searching for when you click the icon. Click the blue text to navigate to the reading. |  |

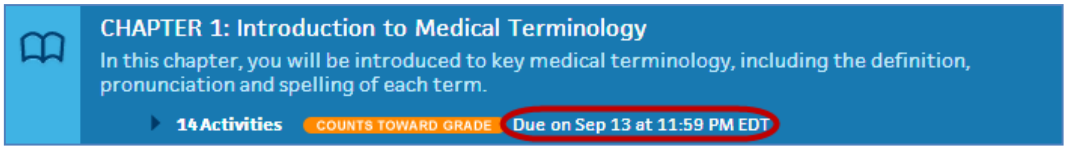
# Homework and Quizzes

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

## Information about Assignments

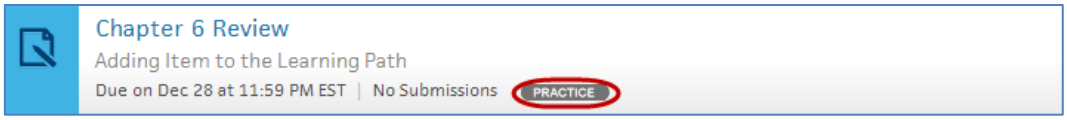
An assignment can display the following information:

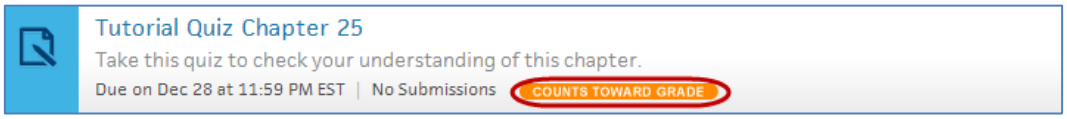
- Available date: The instructor can set a date to make the assignment available. Students cannot take the assignment before that date.
- Due date: The instructor can set a Due date.



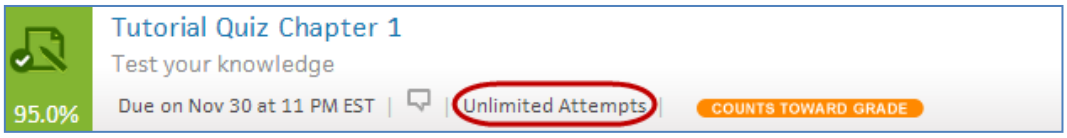

**IMPORTANT**: MindTap submits an Activity on the Due date automatically if you made the first attempt at an assignment but did not submit it for a grade.

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

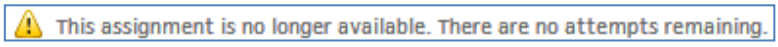


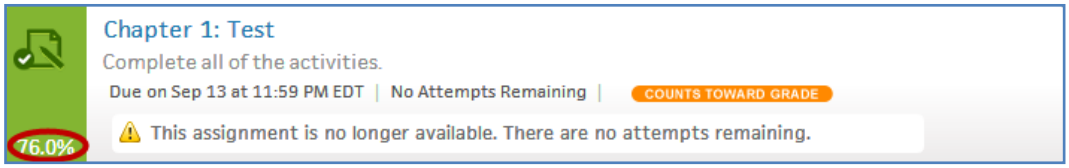

- The number of attempts remaining:




- No attempts remaining:

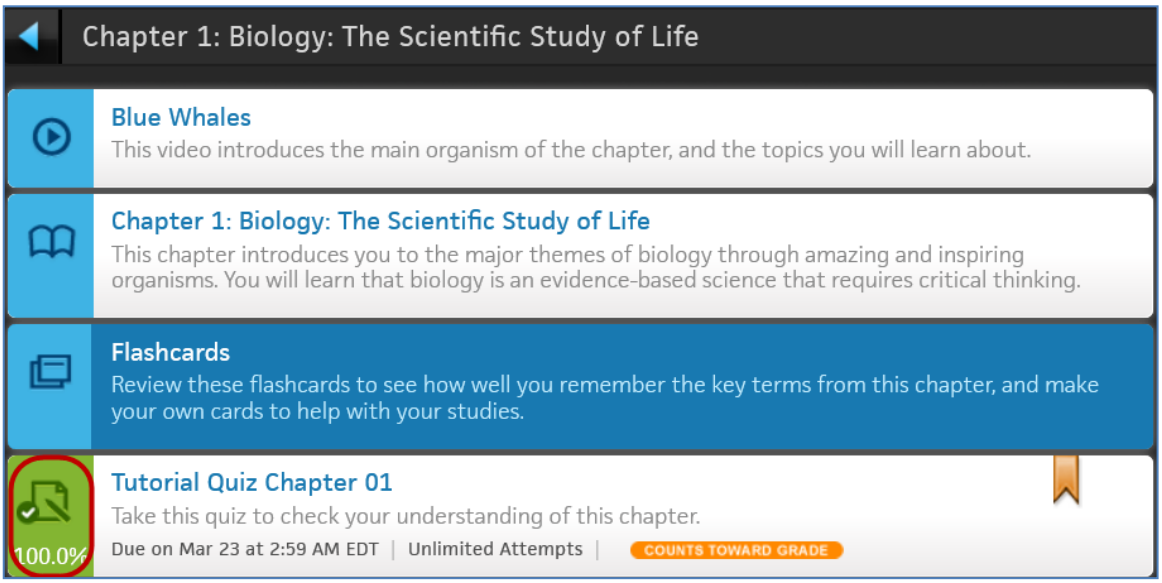



- The score:

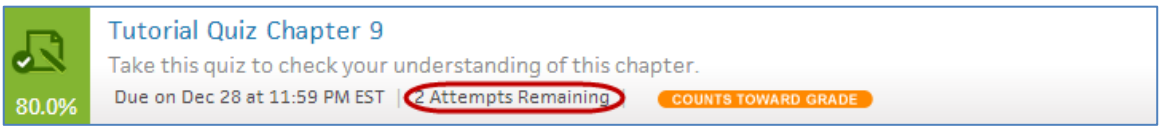


**Viewing Assignment Status and Scores**

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

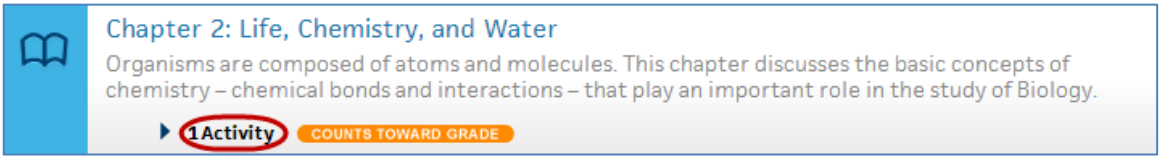



You can take the assignment again to raise your score if there are attempts remaining.

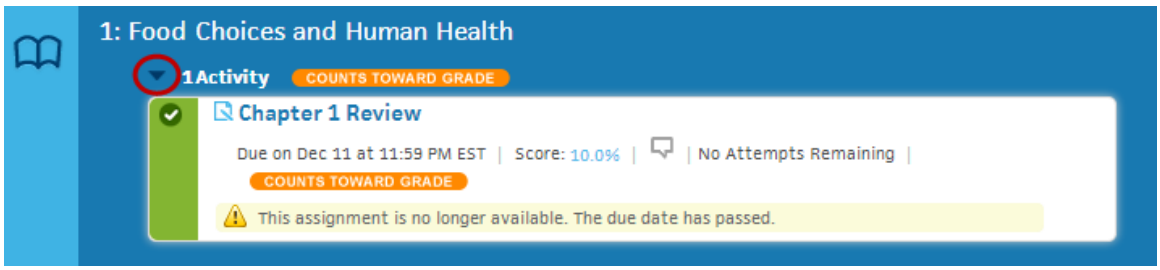



## Inline Assignments

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

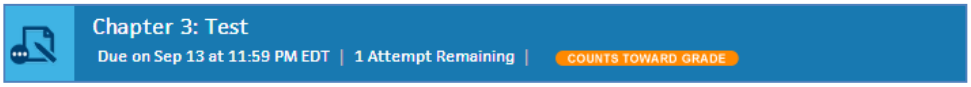
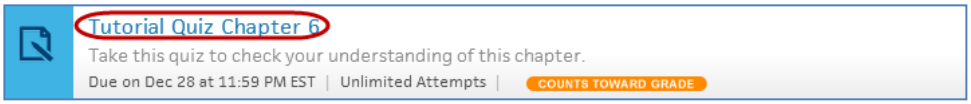
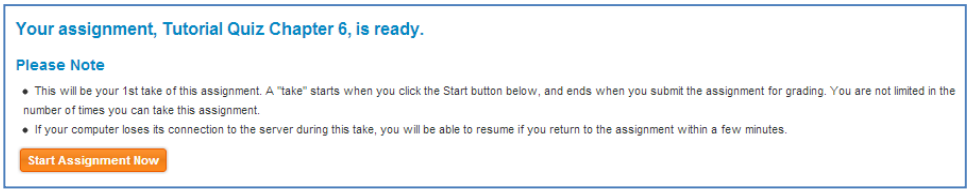



Click the arrow to see a list of the inline Activities.




## Beginning an Assignment

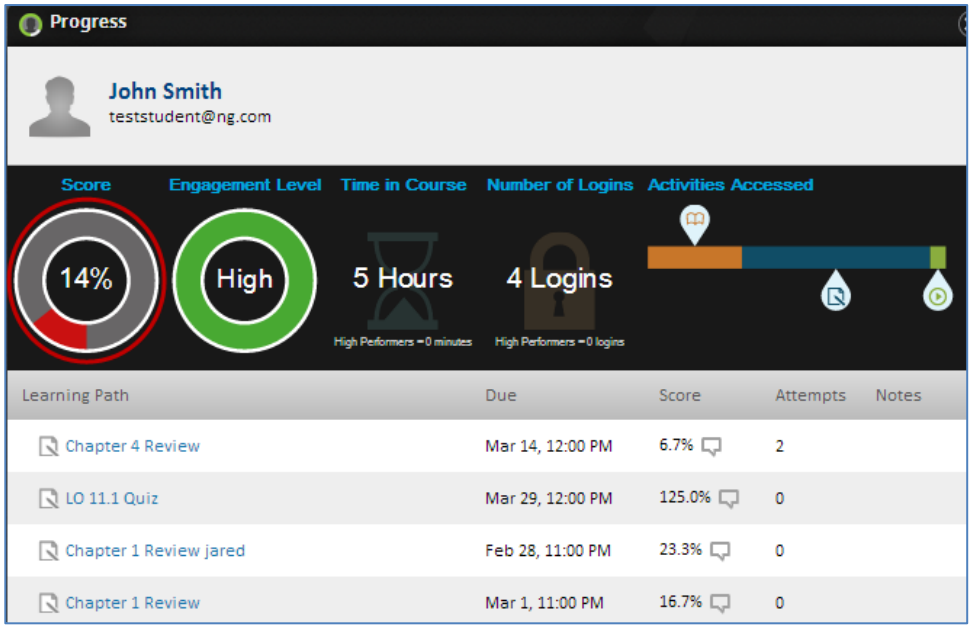
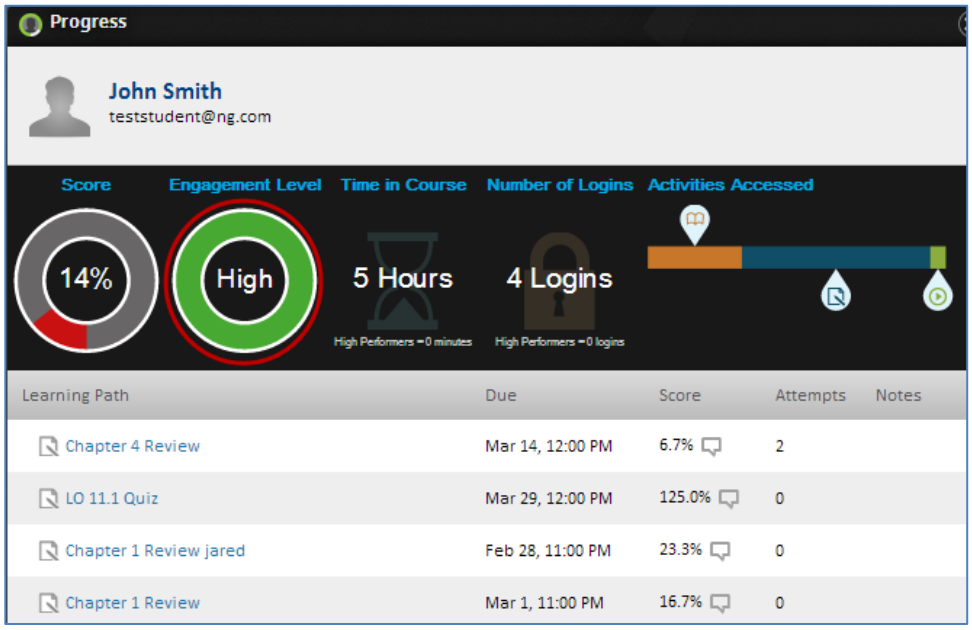
Your course contains homework and quizzes. Follow these steps to begin an assignment:

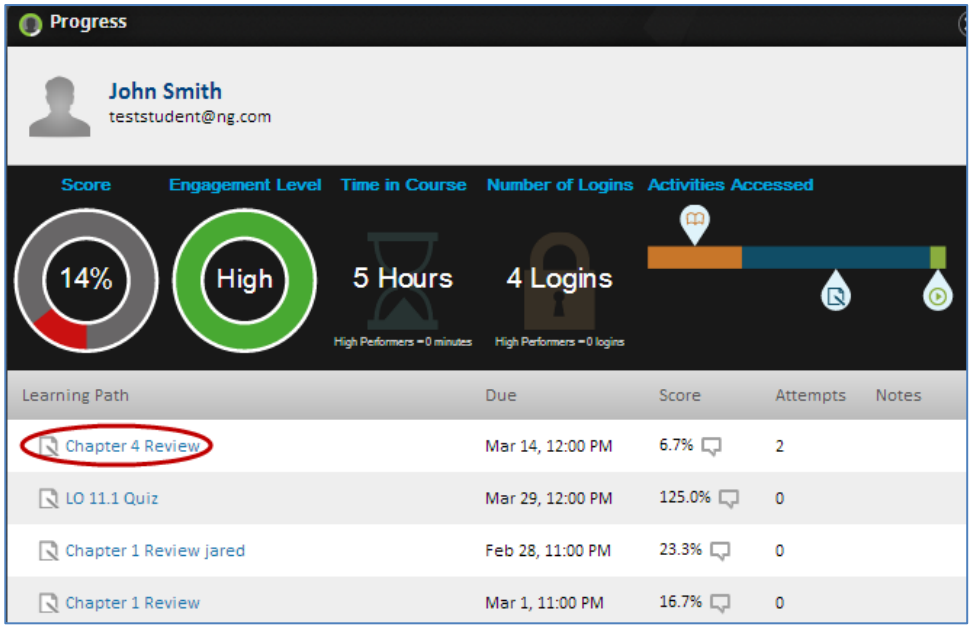
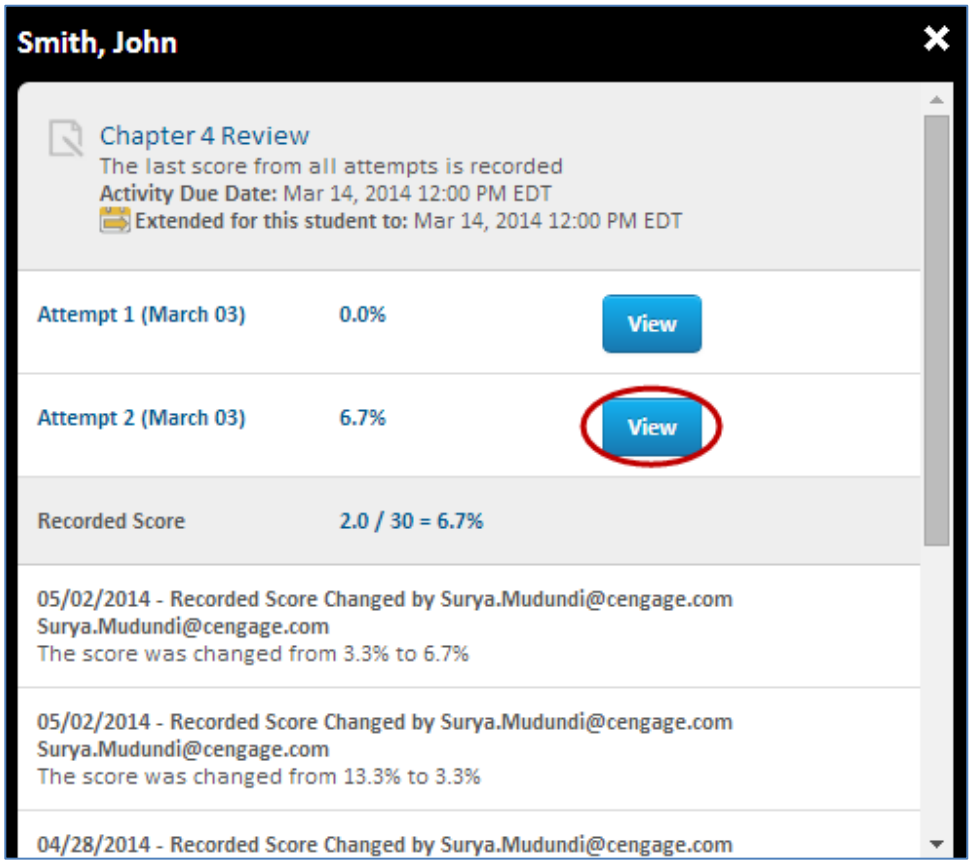
| Step | Action |
|---|---|
| **1** | Locate an assignment.<br>  <br> |
| **2** | Click to select the title of the assignment.<br>  <br><br>Result: Assignment instructions display.<br>  <br><br>**NOTE**: Assignments are provided through different Apps. Assignment types vary based on your course. Complete all parts of question groups when applicable. Follow all instructions. |

## Progress App

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

| Function | Looks like this… |
|---|---|
| Launch the **Progress** App from the App Dock. | |

| Function | Looks like this… |
|---|---|
| Your overall score displays in the top row. |  |
| Your engagement level is based on how much you log into MindTap, how much time you spend in MindTap and other factors. |  |

| Function | Looks like this… |
| --- | --- |
| Select an assignment to see comments and how you did on each take. |  |
| Select **View** to view the assignment in review mode. You can see how you answered each question and which ones you got right. |  |

# Support

**Need Help?**

Begin by Submitting a Support Case via the Cengage Technical Support Link in your Learning Management System

Once your case is submitted, you'll receive a case ID and access to 24/7 email or live chat!

Or you can speak with an agent by calling the phone number provided upon your case submission.

Phone Support:

Monday through Thursday:

8:30am to 9:00pm (EST)

Friday: 8:30am to 6:00pm (EST)

**Don't see a Technical Support Link in your Course?**

Notify your instructor and ask them to add the LMS Technical Support link.

You can contact Technical Support outside of your campus LMS by visiting www.cengage.com/support

If submitting from outside your LMS, please choose MindLinks as your product.