



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.



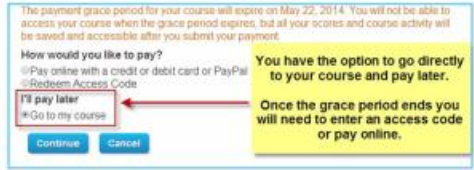
Logging into a MindTap Course

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:

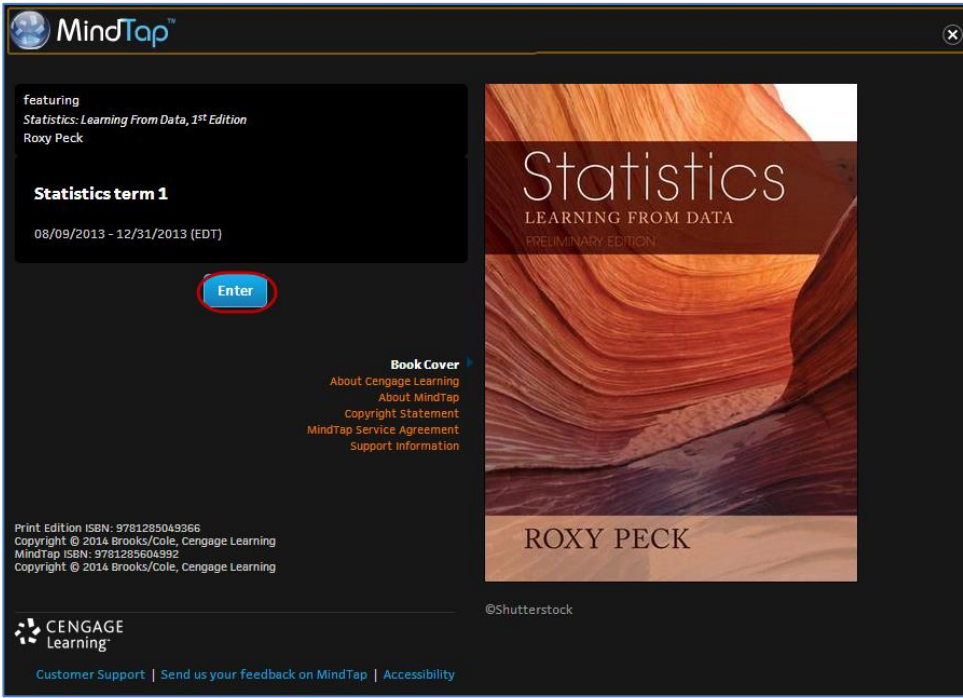
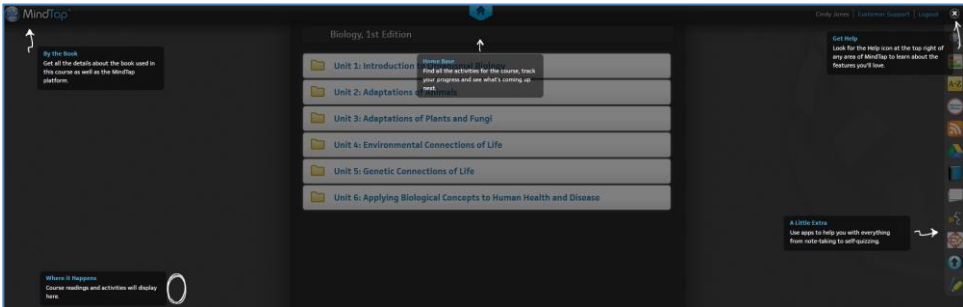
Step	Action
1	Log in: Log in to your campus learning management system
2	Find the course: After accessing your course you will see links provided by your instructor and Cengage Learning You need your access code (or have the ability to purchase access) the first time you click on one of the Cengage Learning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


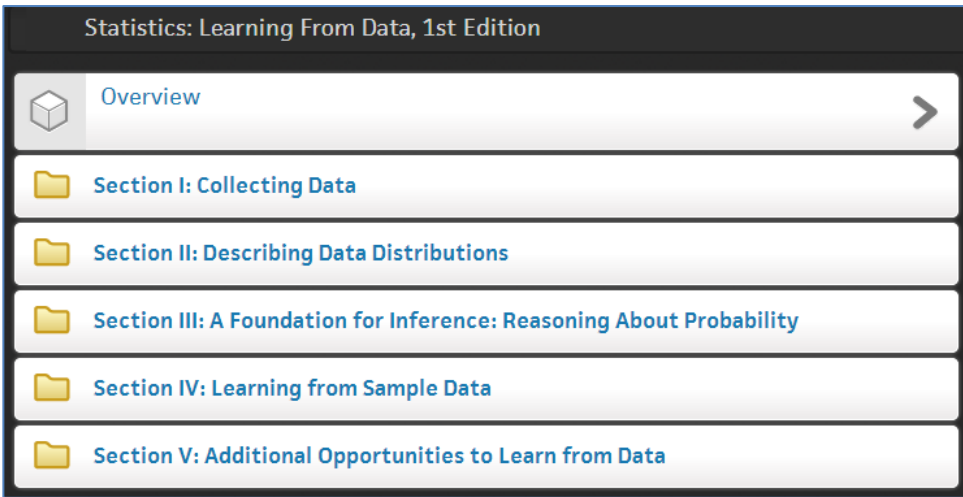
Step	Action	
3a	Select a Payment Option:	
	If...	Then...
	Payment Option A: Already purchased an access code?	Enter access code (NOT the ISBN): 
	Payment Options B: Purchase online	Select “secure checkout” 
	Payment Option C: Pay later	Or buy later and start your trial access (available for a limited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

Step	Action
5	<p data-bbox="358 260 927 289">Scroll down to “accept” the Service Agreement.</p> <p data-bbox="358 302 1247 369">Please be aware that Cengage Learning resources will open in a new tab or window, so you will need to allow popups.</p> <div data-bbox="358 382 1318 1003" style="border: 1px solid black; padding: 10px;"> <p data-bbox="402 403 1247 445">This agreement is between you and Cengage Learning, Inc. ("Cengage") and describes the terms that apply to the provision and use of MindTap. You and Cengage (collectively, the "parties") agree as follows:</p> <p data-bbox="391 470 597 491">1. Agreement Structure.</p> <p data-bbox="418 508 1247 709">1. Cengage is willing to provide MindTap (and the MindTap Offerings) to you only on the condition that you first accept this agreement. YOU ACCEPT THIS AGREEMENT BY (1) SIGNING AN OFFLINE ORDER, (2) CLICKING THE "I ACCEPT" BUTTON (OR FUNCTIONAL EQUIVALENT) WHERE THIS OPTION IS MADE AVAILABLE TO YOU AS PART OF AN ONLINE ORDER, (3) OPENING A PACKAGE THAT STATES THE OPENING OF THAT PACKAGE WILL INDICATE YOUR ACCEPTANCE OF THIS AGREEMENT, OR (4) ACTUALLY ACCESSING OR USING MINDTAP (IN WHICH CASE, YOUR USE OF MINDTAP CONSTITUTES ACCEPTANCE OF THIS AGREEMENT FROM THAT POINT ONWARDS). IF YOU ARE ACCEPTING THIS AGREEMENT ON BEHALF OF AN INSTITUTION, COMPANY, OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU ARE DULY AUTHORIZED TO BIND THAT ENTITY TO THIS AGREEMENT. IF YOU DO NOT HAVE THAT AUTHORITY OR IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT YOU MUST NOT</p> <p data-bbox="451 709 1247 760">reference is made in this agreement to "days," the reference means calendar days, not business days, except as otherwise specified. The headings of this agreement are for reference only and do not affect the meaning or interpretation of this agreement.</p> <p data-bbox="391 768 1256 827">23. Contact Information. Except as otherwise stated on MindTap, MindTap is offered by Cengage Learning, Inc., a Delaware corporation, located at 200 First Stamford Place, Stamford, CT 06902. If you notice that any user is violating this agreement, please contact Cengage at the notice address stated in section 20.</p> <p data-bbox="412 848 805 869">©2012 Cengage Learning, Inc. All rights reserved.</p> <div data-bbox="367 898 581 982"> <div data-bbox="367 898 467 982" style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block; background-color: #007bff; color: white; text-align: center; width: 50px; height: 40px; line-height: 40px;">Accept</div> <div data-bbox="483 919 581 961" style="border: 1px solid #007bff; border-radius: 5px; padding: 5px; display: inline-block; background-color: #007bff; color: white; text-align: center; width: 50px; height: 20px; line-height: 20px;">Decline</div> </div> </div>

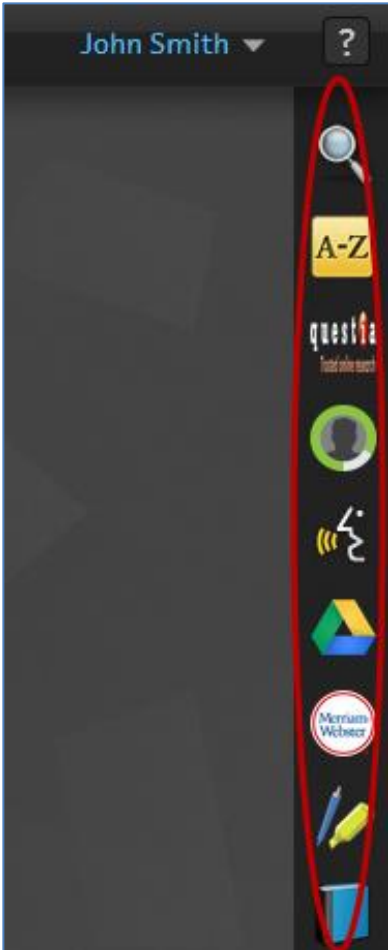
Inside Your MindTap Course

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.	 <p>The screenshot shows the MindTap Welcome screen for the course 'Statistics: Learning From Data, 1st Edition' by Roxy Peck. The interface is dark-themed. At the top left, it says 'featuring Statistics: Learning From Data, 1st Edition Roxy Peck'. Below this, it says 'Statistics term 1' and '08/09/2013 - 12/31/2013 (EDT)'. A blue button with the word 'Enter' is highlighted with a red circle. To the right is a large image of the book cover for 'Statistics: Learning From Data, Preliminary Edition' by Roxy Peck. At the bottom, there is a 'Book Cover' section with links: 'About Cengage Learning', 'About MindTap', 'Copyright Statement', 'MindTap Service Agreement', and 'Support Information'. The Cengage Learning logo is at the bottom left, and '©Shutterstock' is at the bottom right. At the very bottom, there are links for 'Customer Support', 'Send us your feedback on MindTap', and 'Accessibility'.</p>
The first time you open your MindTap course, Help displays. Help explains where to find everything.	 <p>The screenshot shows the MindTap course interface for 'Biology, 1st Edition'. The interface is dark-themed. At the top, it says 'Biology, 1st Edition'. Below this is a list of units: 'Unit 1: Introduction', 'Unit 2: Adaptations', 'Unit 3: Adaptations of Plants and Fungi', 'Unit 4: Environmental Connections of Life', 'Unit 5: Genetic Connections of Life', and 'Unit 6: Applying Biological Concepts to Human Health and Disease'. A 'Help' icon is visible in the top right corner. On the left side, there is a 'By the Book' section with a link to 'Get all the details about the book used in this course as well as the MindTap platform'. At the bottom left, there is a 'Without it, however' section with a link to 'Course readings and activities will display here'. At the bottom right, there is a 'A little extra' section with a link to 'Use apps to help you with everything. From video taking to self-quizzing'.</p>

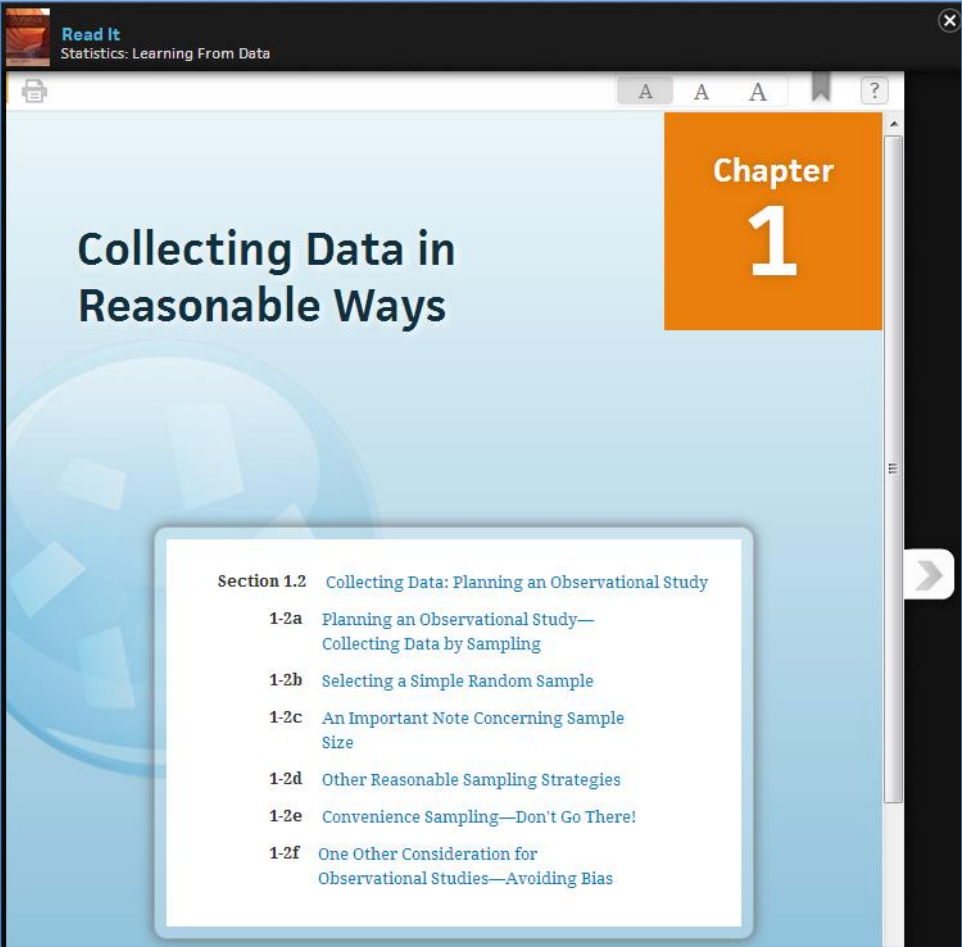
Function	Looks like this...
<p>Click the [?] icon at the top right to see Help anytime. Click the close icon to hide Help.</p>	
<p>This is a Learning Path, MindTap's main navigation tool. It's "home" in your MindTap course.</p> <p>In this Learning Path, each unit is a folder. Click to open a folder.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

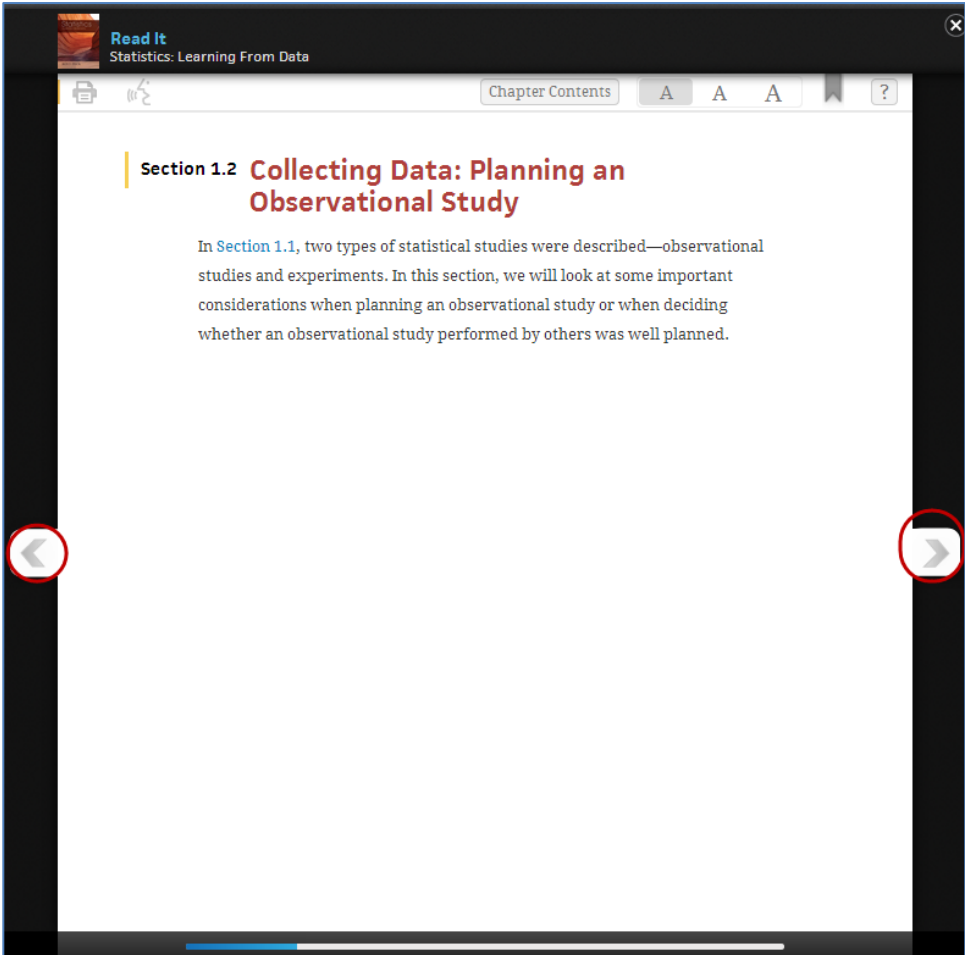
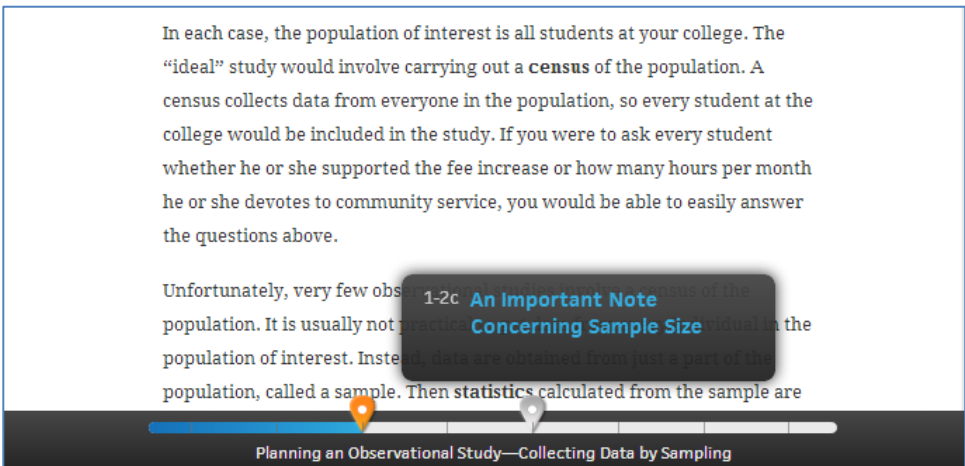
Function	Looks like this...
<p>The icons on the left have different colors depending on the status of the activity:</p> <ul style="list-style-type: none"> ■ Blue: You have not started the Activity. ■ Blue with ellipses: The Activity is in progress. ■ Green: You completed the Activity. ■ Yellow: The Activity is due within three days. ■ Red: The Activity is past due. ■ Gray: The Activity is not available. 	 <p>The screenshot displays a learning path with four sections, each containing a folder icon and a title:</p> <ul style="list-style-type: none"> Section 1.1: Statistical Studies: Observation and Experimentation <ul style="list-style-type: none"> Show It (Blue icon with play button): Population versus Sample Read It (Blue icon with book): Statistical Studies: Observation and Experimentation Assignment - Select Questions from Section 1.1 (Green icon with checkmark): Due on Aug 12 at 4 PM EDT No Attempts Remaining COUNTS TOWARD GRADE. A warning message states: "This assignment is no longer available. There are no attempts remaining. The due date has passed." Section 1.2: Collecting Data: Planning an Observational Study Section 1.3: Collecting Data—Planning an Experiment <ul style="list-style-type: none"> Read It (Blue icon with book): Collecting Data—Planning an Experiment Assignment - Select Questions from Section 1.3 (Red icon with document): Due Today at 10 AM EDT No Submissions No Attempts Remaining COUNTS TOWARD GRADE. A warning message states: "This assignment is no longer available. The due date has passed." Section 1.4: The Importance of Random Selection and Random Assignment: What Types of Conclusions Are Reasonable? <ul style="list-style-type: none"> Read It (Blue icon with book): The Importance of Random Selection and Random Assignment: What Types of Conclusions Are Reasonable? Assignment - Select Questions from Section 1.4 (Yellow icon with document): Due Tomorrow at 11 PM EDT 1 Attempt Remaining COUNTS TOWARD GRADE
<p>If you don't see the Learning Path, you can click the Learning Path Navigator and the Learning Path displays.</p>	 <p>The screenshot shows a dark gray interface. At the top center, there is a blue home icon (a house) inside a red circle, which is highlighted by a red border.</p>



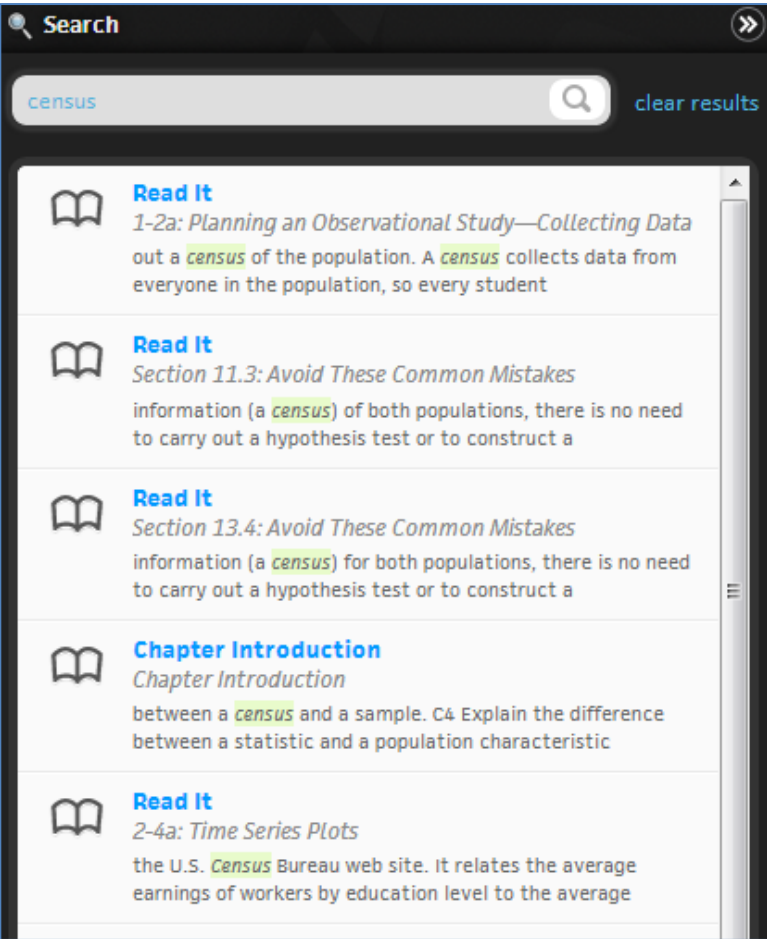
Function	Looks like this...
<p>On the far right of the MindTap screen is the App Dock. Each of the icons represents an App in your MindTap course. When you hover over an icon, the name of the App displays next to it. Different courses have different apps. Click the icon to open the App.</p>	 <p>The screenshot shows a vertical strip of application icons on the right side of a dark interface. At the top, the name 'John Smith' is displayed with a dropdown arrow, and a question mark icon is in the top right corner. The app dock contains the following icons from top to bottom: a magnifying glass, a yellow 'A-Z' index icon, the 'questia' logo, a green circular icon with a person silhouette, a white icon with a stylized 'E' and sound waves, a colorful triangular icon, the 'Merriam Webster' logo, and a blue and yellow icon representing a notepad and pencil. A red oval highlights the entire dock area.</p>

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.	 <p>The screenshot shows a digital reading interface. At the top, it says "Read It Statistics: Learning From Data". Below this, the main heading is "Collecting Data in Reasonable Ways". To the right, there is an orange box labeled "Chapter 1". In the center, a white box lists the sections under "Section 1.2 Collecting Data: Planning an Observational Study":</p> <ul style="list-style-type: none">1-2a Planning an Observational Study—Collecting Data by Sampling1-2b Selecting a Simple Random Sample1-2c An Important Note Concerning Sample Size1-2d Other Reasonable Sampling Strategies1-2e Convenience Sampling—Don't Go There!1-2f One Other Consideration for Observational Studies—Avoiding Bias <p>The interface includes navigation icons like a printer, font size adjusters (A), and a search icon (?) at the top. A right-side navigation bar with a chevron icon is also visible.</p>

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

Function	Looks like this...
<p>Click the  icon on the App Dock to search for a keyword or page number. Enter the information you want to find.</p> <p>MindTap finds what you're searching for when you click the  icon. Click the blue text to navigate to the reading.</p>	 <p>The screenshot shows a search interface with a dark header. The search bar contains the text 'census' and a magnifying glass icon. To the right of the search bar is a 'clear results' link. Below the search bar, there is a list of search results, each preceded by a book icon. The results are as follows:</p> <ul style="list-style-type: none"> Read It 1-2a: Planning an Observational Study—Collecting Data out a census of the population. A census collects data from everyone in the population, so every student Read It Section 11.3: Avoid These Common Mistakes information (a census) of both populations, there is no need to carry out a hypothesis test or to construct a Read It Section 13.4: Avoid These Common Mistakes information (a census) for both populations, there is no need to carry out a hypothesis test or to construct a Chapter Introduction Chapter Introduction between a census and a sample. C4 Explain the difference between a statistic and a population characteristic Read It 2-4a: Time Series Plots the U.S. Census Bureau web site. It relates the average earnings of workers by education level to the average


Homework and Quizzes


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

Information about Assignments


An assignment can display the following information:


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

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


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

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

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

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



- The number of attempts remaining:

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

- No attempts remaining:

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

- The score:

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

Viewing Assignment Status and Scores

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

Chapter 1: Biology: The Scientific Study of Life

- Blue Whales**
This video introduces the main organism of the chapter, and the topics you will learn about.
- Chapter 1: Biology: The Scientific Study of Life**
This chapter introduces you to the major themes of biology through amazing and inspiring organisms. You will learn that biology is an evidence-based science that requires critical thinking.
- Flashcards**
Review these flashcards to see how well you remember the key terms from this chapter, and make your own cards to help with your studies.
- Tutorial Quiz Chapter 01**
Take this quiz to check your understanding of this chapter.
Due on Mar 23 at 2:59 AM EDT | Unlimited Attempts | **COUNTS TOWARD GRADE**
100.0%

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

Tutorial Quiz Chapter 9
Take this quiz to check your understanding of this chapter.
Due on Dec 28 at 11:59 PM EST | **2 Attempts Remaining** | **COUNTS TOWARD GRADE**
80.0%

Inline Assignments

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

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

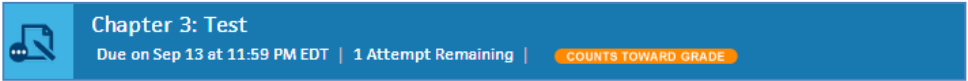
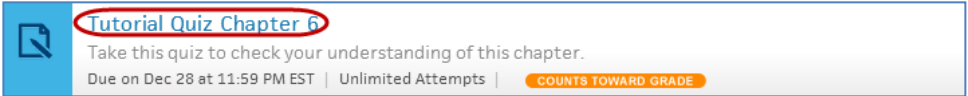
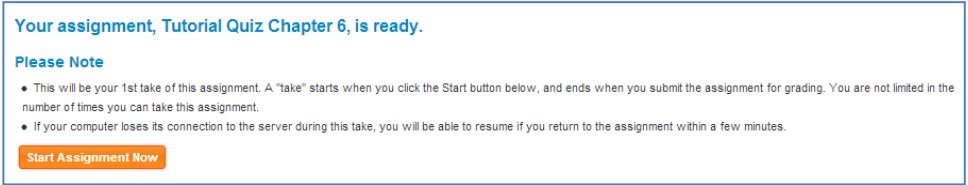
Click the arrow to see a list of the inline Activities.

1: Food Choices and Human Health

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


Beginning an Assignment

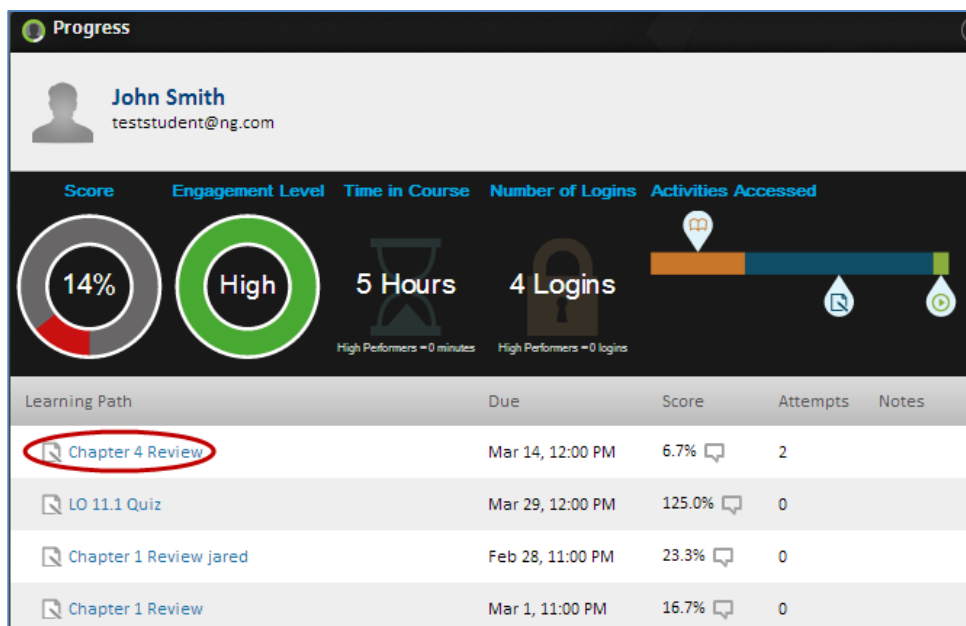
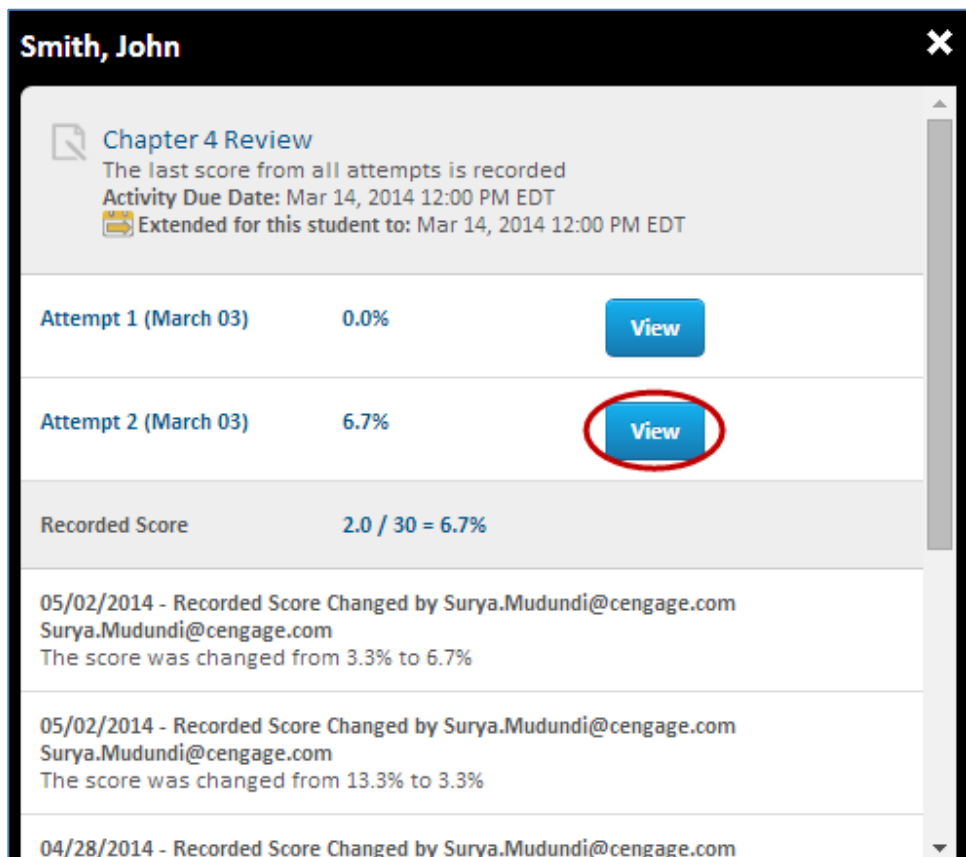
Your course contains homework and quizzes. Follow these steps to begin an assignment:

Step	Action
1	<p>Locate an assignment.</p> 
2	<p>Click to select the title of the assignment.</p>  <p>Result: Assignment instructions display.</p>  <p>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.</p>

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.	 A screenshot of the MindTap mobile application's App Dock. At the top, the user's name "John Smith" is displayed with a dropdown arrow and a help icon. Below this is a search bar with a magnifying glass icon. A vertical list of app icons follows: a yellow "A-Z" icon, a "questia" logo, a circular icon with a person silhouette (the Progress App, which is circled in red), a math symbol icon, a Google Drive icon, a Merriam-Webster icon, a pencil and highlighter icon, and a blue book icon.

Function	Looks like this...																									
Select an assignment to see comments and how you did on each take.	 <p>Progress</p> <p>John Smith teststudent@ng.com</p> <p>Score: 14% Engagement Level: High Time in Course: 5 Hours Number of Logins: 4 Logins Activities Accessed: [Progress Bar]</p> <table><thead><tr><th>Learning Path</th><th>Due</th><th>Score</th><th>Attempts</th><th>Notes</th></tr></thead><tbody><tr><td>Chapter 4 Review</td><td>Mar 14, 12:00 PM</td><td>6.7%</td><td>2</td><td></td></tr><tr><td>LO 11.1 Quiz</td><td>Mar 29, 12:00 PM</td><td>125.0%</td><td>0</td><td></td></tr><tr><td>Chapter 1 Review jared</td><td>Feb 28, 11:00 PM</td><td>23.3%</td><td>0</td><td></td></tr><tr><td>Chapter 1 Review</td><td>Mar 1, 11:00 PM</td><td>16.7%</td><td>0</td><td></td></tr></tbody></table>	Learning Path	Due	Score	Attempts	Notes	Chapter 4 Review	Mar 14, 12:00 PM	6.7%	2		LO 11.1 Quiz	Mar 29, 12:00 PM	125.0%	0		Chapter 1 Review jared	Feb 28, 11:00 PM	23.3%	0		Chapter 1 Review	Mar 1, 11:00 PM	16.7%	0	
Learning Path	Due	Score	Attempts	Notes																						
Chapter 4 Review	Mar 14, 12:00 PM	6.7%	2																							
LO 11.1 Quiz	Mar 29, 12:00 PM	125.0%	0																							
Chapter 1 Review jared	Feb 28, 11:00 PM	23.3%	0																							
Chapter 1 Review	Mar 1, 11:00 PM	16.7%	0																							
Select View to view the assignment in review mode. You can see how you answered each question and which ones you got right.	 <p>Smith, John</p> <p>Chapter 4 Review The last score from all attempts is recorded Activity Due Date: Mar 14, 2014 12:00 PM EDT Extended for this student to: Mar 14, 2014 12:00 PM EDT</p> <table><tbody><tr><td>Attempt 1 (March 03)</td><td>0.0%</td><td>View</td></tr><tr><td>Attempt 2 (March 03)</td><td>6.7%</td><td>View</td></tr></tbody></table> <p>Recorded Score: 2.0 / 30 = 6.7%</p> <p>05/02/2014 - Recorded Score Changed by Surya.Mudundi@cengage.com Surya.Mudundi@cengage.com The score was changed from 3.3% to 6.7%</p> <p>05/02/2014 - Recorded Score Changed by Surya.Mudundi@cengage.com Surya.Mudundi@cengage.com The score was changed from 13.3% to 3.3%</p> <p>04/28/2014 - Recorded Score Changed by Surya.Mudundi@cengage.com</p>	Attempt 1 (March 03)	0.0%	View	Attempt 2 (March 03)	6.7%	View																			
Attempt 1 (March 03)	0.0%	View																								
Attempt 2 (March 03)	6.7%	View																								

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.