



MindTap™

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.

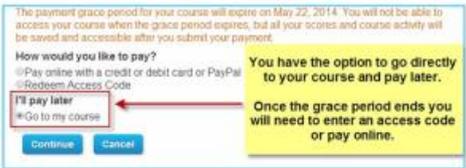
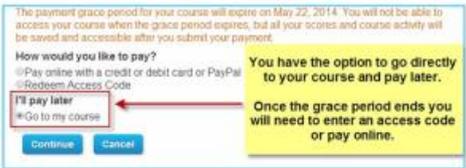
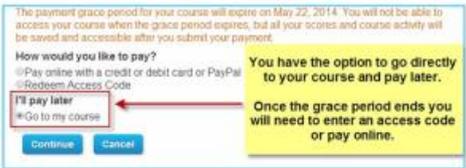
Logging into a MindTap Course

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:

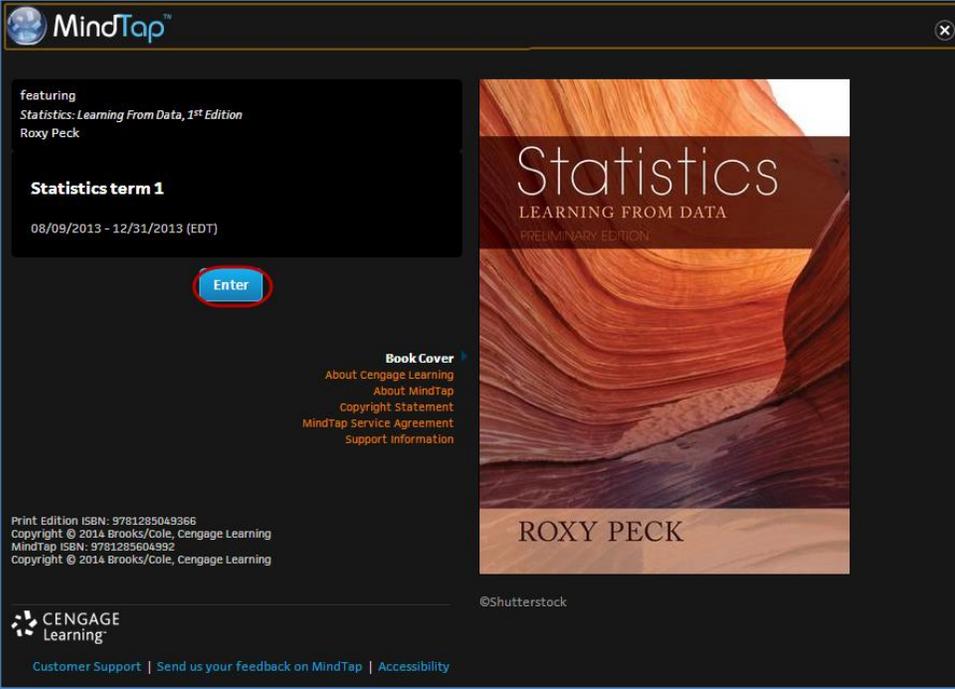
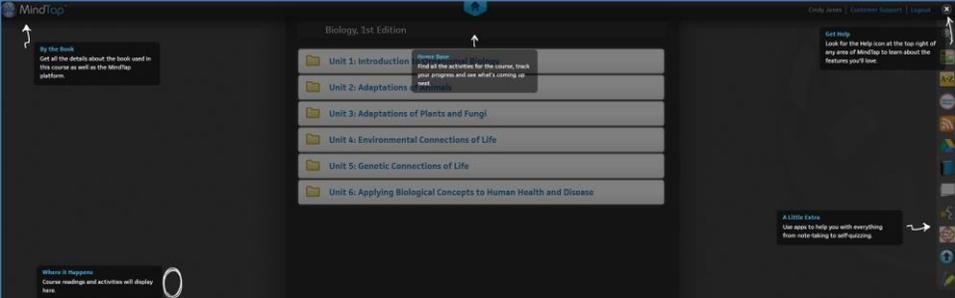
Step	Action
1	Log in: Log in to your campus learning management system
2	Find the course: After accessing your course you will see links provided by your instructor and Cengage Learning You need your access code (or have the ability to purchase access) the first time you click on one of the Cengage Learning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

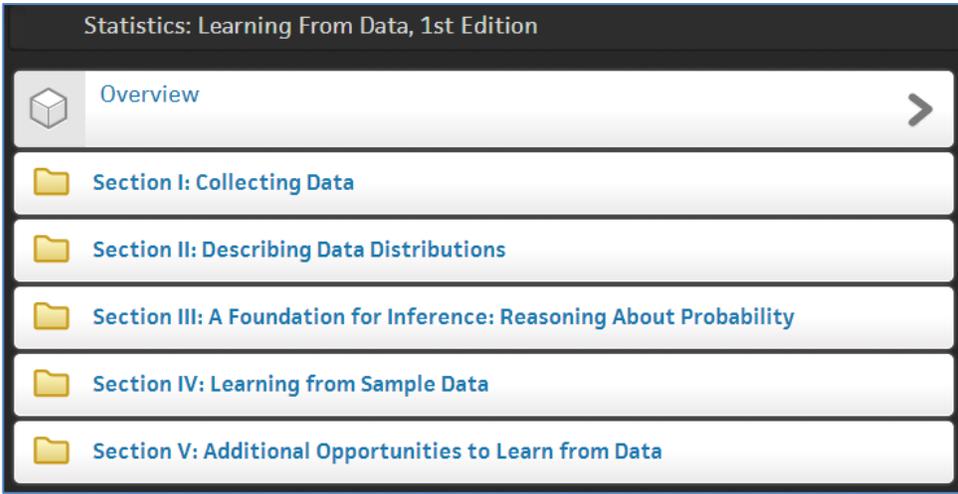
Step	Action								
<p>3a</p>	<p>Select a Payment Option:</p> <table border="1" data-bbox="358 296 1356 1444"> <thead> <tr> <th data-bbox="358 296 857 352">If...</th> <th data-bbox="857 296 1356 352">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 352 857 772"> <p>Payment Option A: Already purchased an access code?</p> </td> <td data-bbox="857 352 1356 772"> <p>Enter access code (NOT the ISBN):</p>  </td> </tr> <tr> <td data-bbox="358 772 857 1129"> <p>Payment Options B: Purchase online</p> </td> <td data-bbox="857 772 1356 1129"> <p>Select “secure checkout”</p>  </td> </tr> <tr> <td data-bbox="358 1129 857 1444"> <p>Payment Option C: Pay later</p> </td> <td data-bbox="857 1129 1356 1444"> <p>Or buy later and start your trial access (available for a limited time after class start date).</p>  </td> </tr> </tbody> </table>	If...	Then...	<p>Payment Option A: Already purchased an access code?</p>	<p>Enter access code (NOT the ISBN):</p> 	<p>Payment Options B: Purchase online</p>	<p>Select “secure checkout”</p> 	<p>Payment Option C: Pay later</p>	<p>Or buy later and start your trial access (available for a limited time after class start date).</p> 
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<p>Payment Option C: Pay later</p>	<p>Or buy later and start your trial access (available for a limited time after class start date).</p> 								
<p>4</p>	<p>After completing one of the three payment options, you are taken directly into your course materials.</p>								

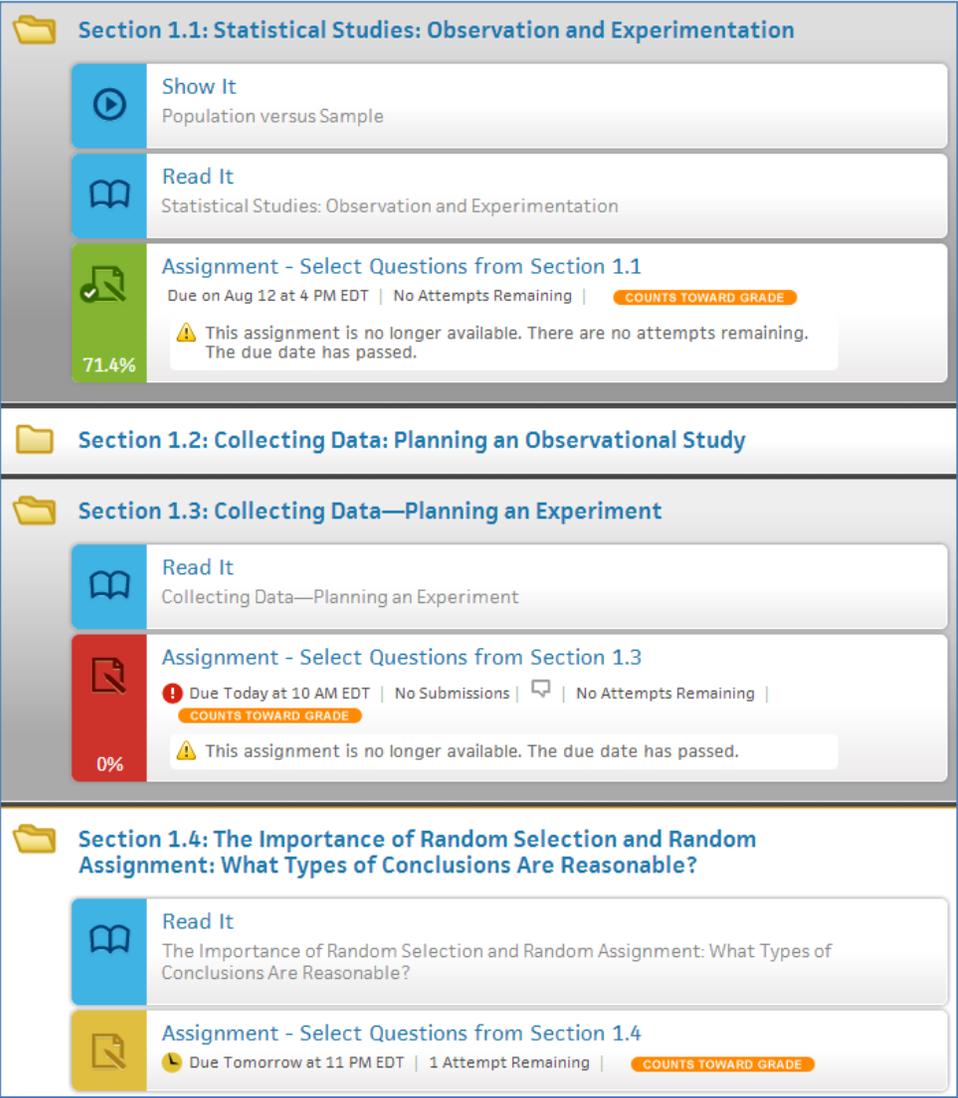
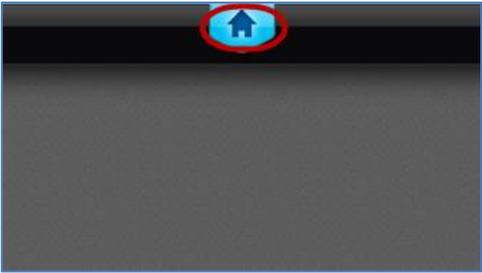
Step	Action
5	<p data-bbox="358 260 1247 369">Scroll down to “accept” the Service Agreement. Please be aware that Cengage Learning resources will open in a new tab or window, so you will need to allow popups.</p> <div data-bbox="363 380 1317 999" style="border: 1px solid black; padding: 10px;"><p data-bbox="402 405 1243 447">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="391 472 594 493">1. Agreement Structure.</p><p data-bbox="418 510 1239 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 1235 758"><small>reference is made in this agreement to “days”, the reference means calendar days, not business days, except as otherwise specified. The headings of this agreement are for reference only and do not affect the meaning or interpretation of this agreement.</small></p><p data-bbox="391 768 1255 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="412 850 805 871">©2012 Cengage Learning, Inc. All rights reserved.</p><div data-bbox="367 905 578 982" style="border: 1px solid black; padding: 5px; margin-top: 10px;">Accept Decline</div></div>

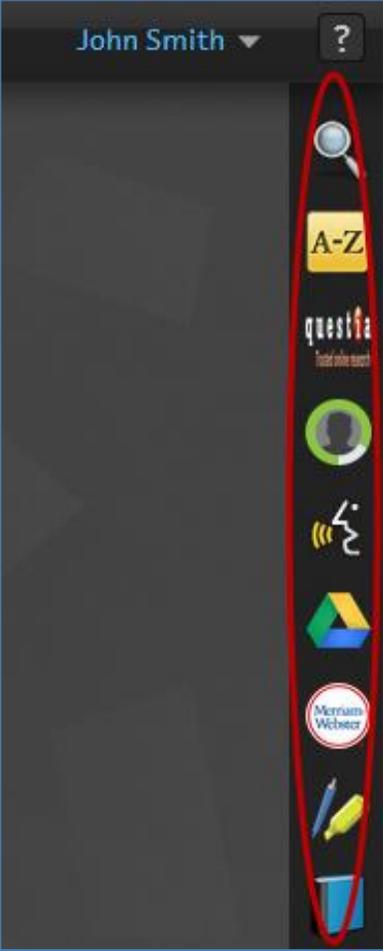
Inside Your MindTap Course

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

Function	Looks like this...
<p>Click Enter when you see the MindTap Welcome screen to enter your MindTap course.</p>	
<p>The first time you open your MindTap course, Help displays. Help explains where to find everything.</p>	

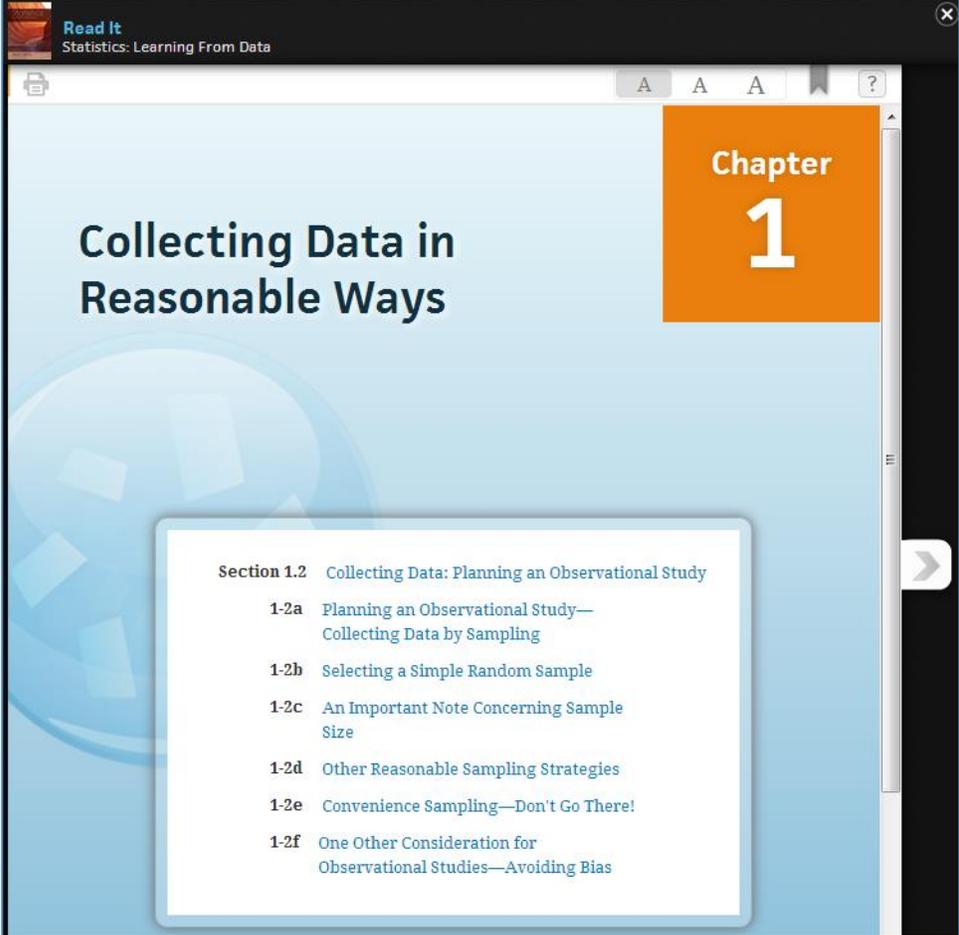
Function	Looks like this...
<p>Click the [?] icon at the top right to see Help anytime. Click the close icon to hide Help.</p>	
<p>This is a Learning Path, MindTap's main navigation tool. It's "home" in your MindTap course. In this Learning Path, each unit is a folder. Click to open a folder.</p>	

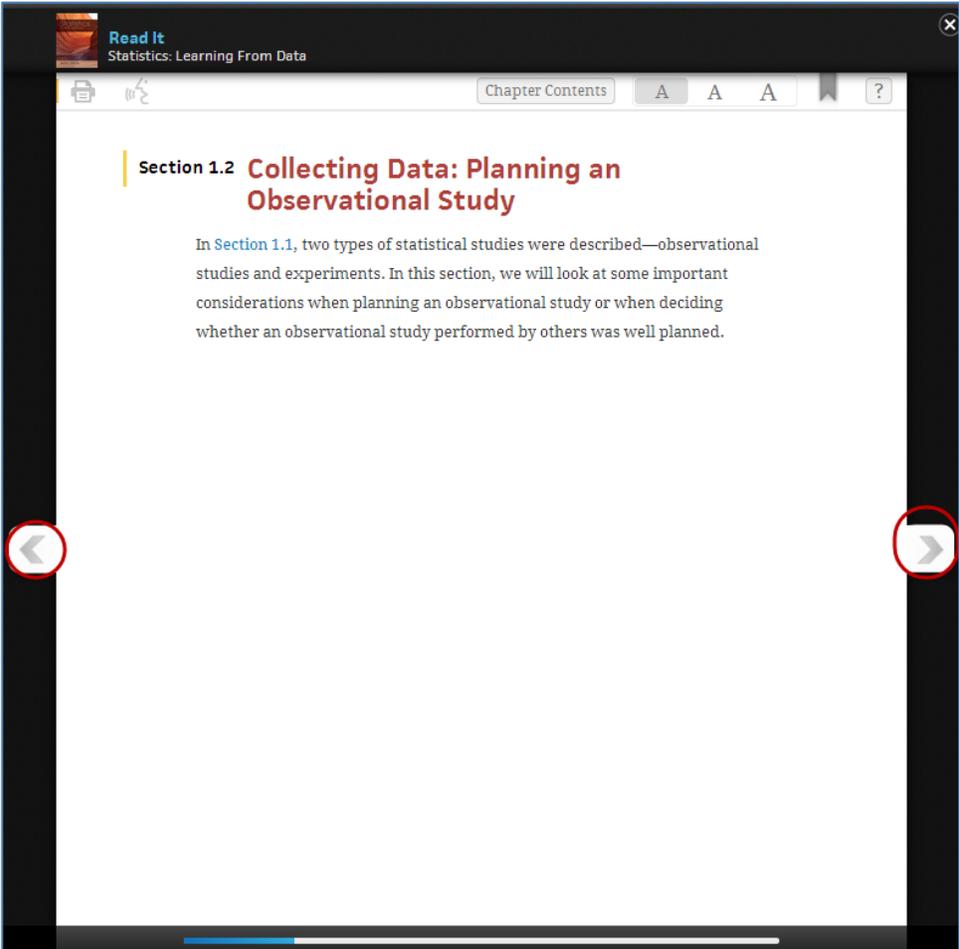
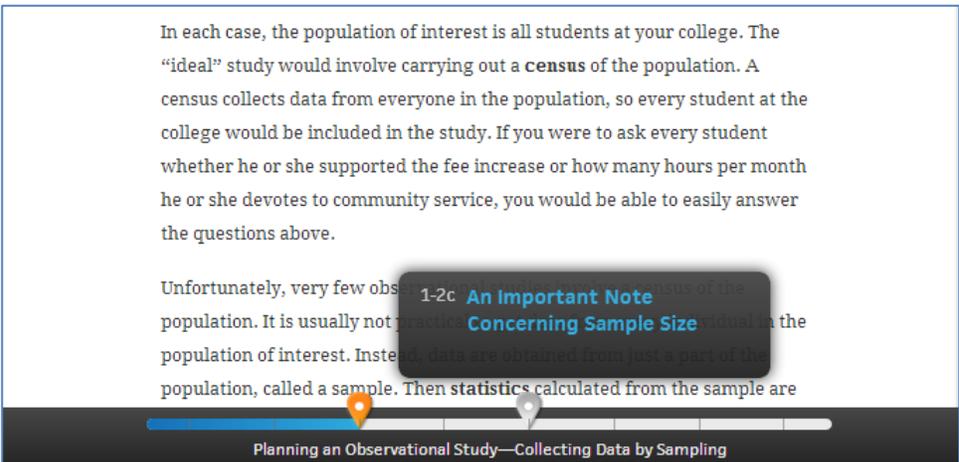
Function	Looks like this...
<p>The icons on the left have different colors depending on the status of the activity:</p> <ul style="list-style-type: none"> ■ Blue: You have not started the Activity. ■ Blue with ellipses: The Activity is in progress. ■ Green: You completed the Activity. ■ Yellow: The Activity 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:</p> <ul style="list-style-type: none"> Section 1.1: Statistical Studies: Observation and Experimentation <ul style="list-style-type: none"> Activity: Show It (Population versus Sample) - Blue icon, not started. Activity: Read It (Statistical Studies: Observation and Experimentation) - Blue icon with ellipses, in progress. Activity: Assignment - Select Questions from Section 1.1 - Green icon with checkmark, completed (71.4%). Section 1.2: Collecting Data: Planning an Observational Study Section 1.3: Collecting Data—Planning an Experiment <ul style="list-style-type: none"> Activity: Read It (Collecting Data—Planning an Experiment) - Blue icon with ellipses, in progress. Activity: Assignment - Select Questions from Section 1.3 - Red icon with exclamation mark, past due (0%). Section 1.4: The Importance of Random Selection and Random Assignment: What Types of Conclusions Are Reasonable? <ul style="list-style-type: none"> Activity: Read It (The Importance of Random Selection and Random Assignment: What Types of Conclusions Are Reasonable?) - Blue icon with ellipses, in progress. Activity: Assignment - Select Questions from Section 1.4 - Yellow icon with clock, due soon (1 Attempt Remaining).
<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 with a red circle and blue arrow pointing to a house icon, representing the Learning Path Navigator.</p>

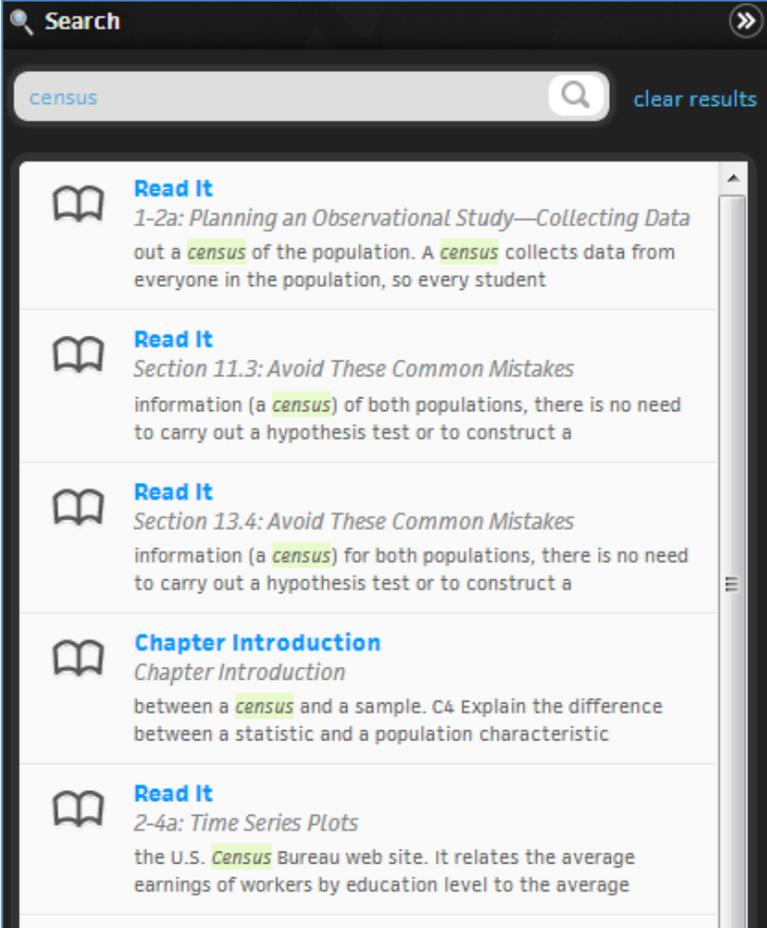
Function	Looks like this...
<p>On the far right of the MindTap screen is the App Dock. Each of the icons represents an App in your MindTap course. When you hover over an icon, the name of the App displays next to it. Different courses have different apps. Click the icon to open the App.</p>	 <p>The screenshot shows a vertical app dock 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 to its right. The dock contains several icons: a magnifying glass, a yellow "A-Z" button, the "questfa" logo, a green circular icon with a person silhouette, a white icon with a lightning bolt and sound waves, a colorful triangular icon, the "Merriam Webster" logo, and a blue and yellow icon. 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...
<p>You can select a topic in the Chapter Introduction to go to the section in the reading.</p>	 <p>The screenshot shows a digital reading interface. At the top, it says "Read It" and "Statistics: Learning From Data". The main title is "Collecting Data in Reasonable Ways" with "Chapter 1" in a large orange box. A list of sections is displayed in a white box:</p> <ul style="list-style-type: none">Section 1.2 Collecting Data: Planning an Observational Study<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

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 search bar containing the word "census". Below the search bar, there are five search results, each with a book icon and a "Read It" link. The results are:</p> <ul style="list-style-type: none"> Read It 1-2a: <i>Planning an Observational Study—Collecting Data</i> out a census of the population. A census collects data from everyone in the population, so every student Read It Section 11.3: <i>Avoid These Common Mistakes</i> 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: <i>Avoid These Common Mistakes</i> information (a census) for both populations, there is no need to carry out a hypothesis test or to construct a Chapter Introduction <i>Chapter Introduction</i> between a census and a sample. C4 Explain the difference between a statistic and a population characteristic Read It 2-4a: <i>Time Series Plots</i> 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:

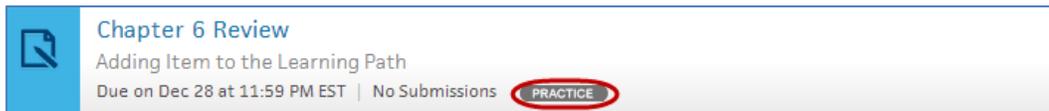
- Available date: The instructor can set a date to make the assignment available. Students cannot take the assignment before that date.
- Due date: The instructor can set a Due date.



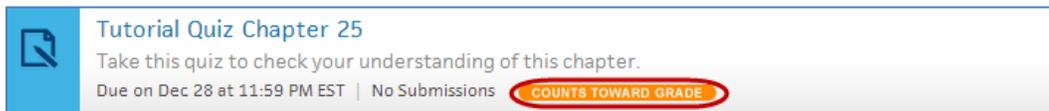
CHAPTER 1: Introduction to Medical Terminology
In this chapter, you will be introduced to key medical terminology, including the definition, pronunciation and spelling of each term.
▶ 14 Activities COUNTS TOWARD GRADE Due on Sep 13 at 11:59 PM EDT

 **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:



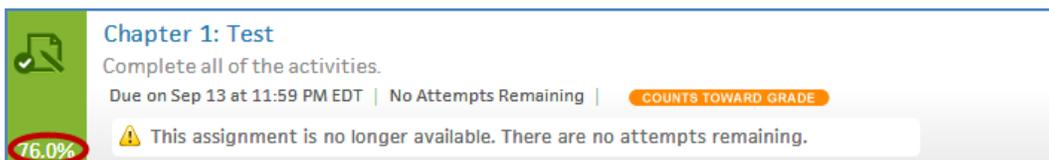
Tutorial Quiz Chapter 1
Test your knowledge
95.0% Due on Nov 30 at 11 PM EST | Unlimited Attempts COUNTS TOWARD GRADE

- 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**

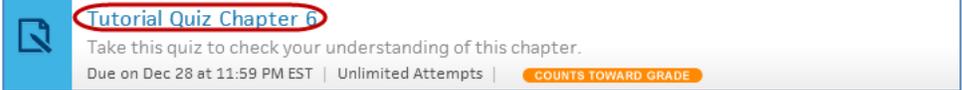
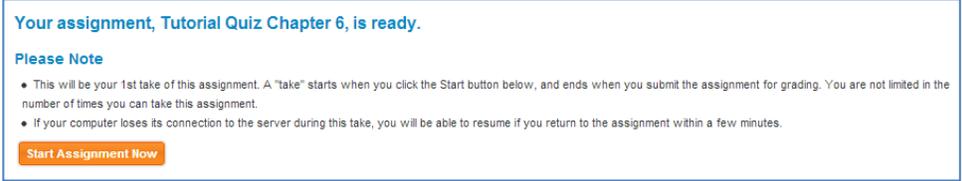
Click the arrow to see a list of the inline Activities.

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

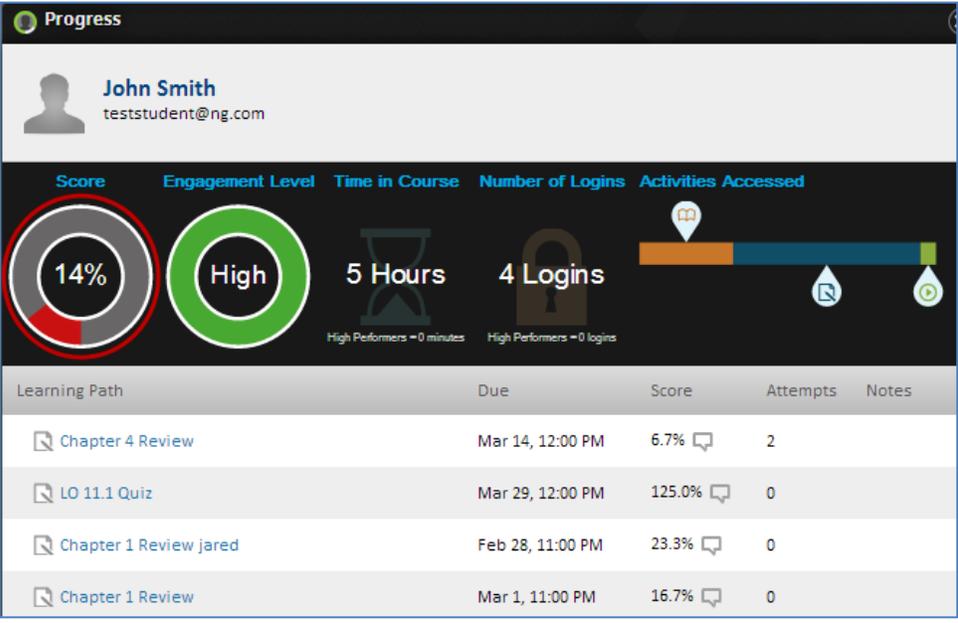
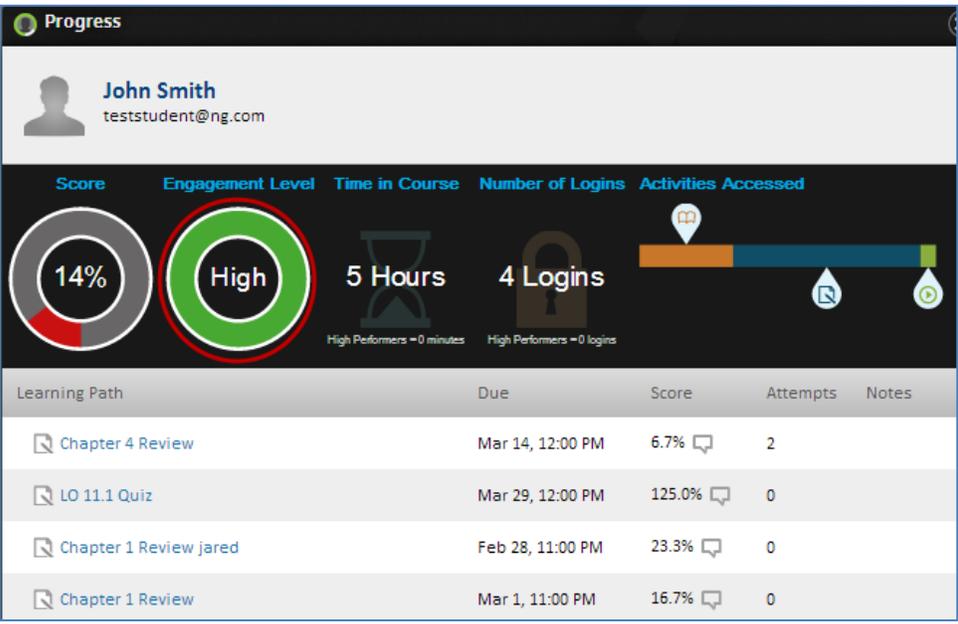
Your course contains homework and quizzes. Follow these steps to begin an assignment:

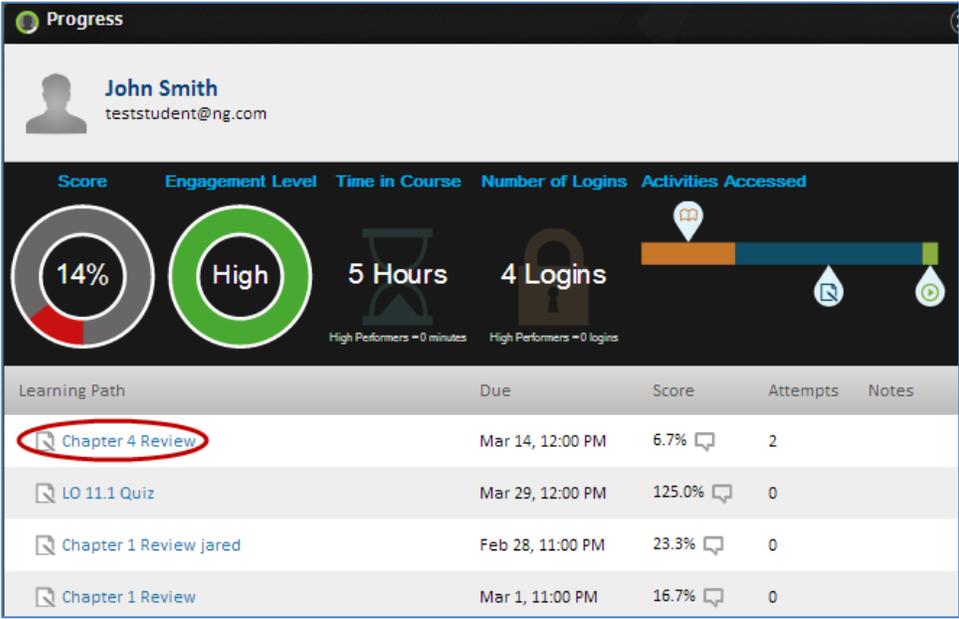
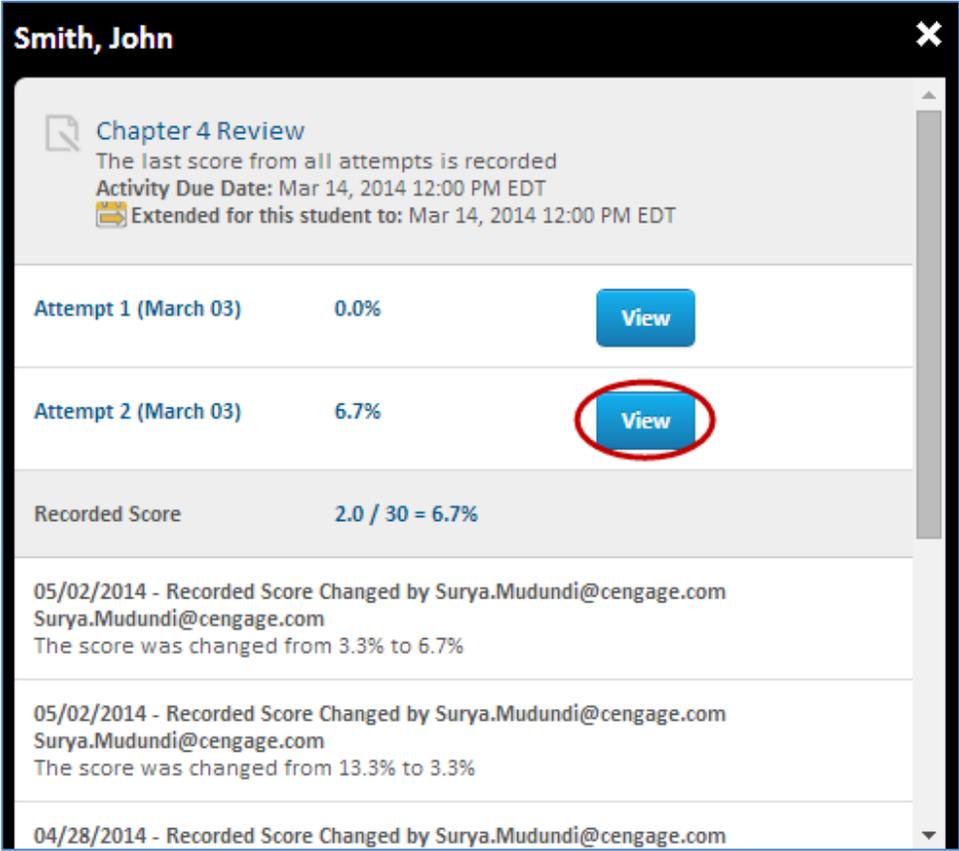
Step	Action
1	<p>Locate an assignment.</p>  <p>The screenshot shows a blue assignment card with a document icon on the left. The title is 'Chapter 3: Test'. Below the title, it says 'Due on Sep 13 at 11:59 PM EDT 1 Attempt Remaining COUNTS TOWARD GRADE'.</p>
2	<p>Click to select the title of the assignment.</p>  <p>The screenshot shows a light blue assignment card with a document icon on the left. The title 'Tutorial Quiz Chapter 6' is circled in red. Below the title, it says 'Take this quiz to check your understanding of this chapter. Due on Dec 28 at 11:59 PM EST Unlimited Attempts COUNTS TOWARD GRADE'.</p> <p>Result: Assignment instructions display.</p>  <p>The screenshot shows a box with the text 'Your assignment, Tutorial Quiz Chapter 6, is ready.' followed by a 'Please Note' section with two bullet points and a 'Start Assignment Now' button.</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 vertical screenshot of the MindTap app dock. At the top, it shows the user's name "John Smith" with a dropdown arrow and a help icon. Below that is a search icon and a close icon. The dock contains several icons: a question mark, an "A-Z" index icon, the "questia" logo, a circular icon with a profile picture (circled in red), a math symbol icon, a Google Drive icon, a Merriam-Webster icon, a pencil and highlighter icon, and a blue notebook icon.

Function	Looks like this...																									
<p>Your overall score displays in the top row.</p>	 <p>Progress</p> <p>John Smith teststudent@ng.com</p> <p>Score 14% Engagement Level High Time in Course 5 Hours Number of Logins 4 Logins Activities Accessed</p> <p>High Performers = 0 minutes High Performers = 0 logins</p> <table border="1"> <thead> <tr> <th>Learning Path</th> <th>Due</th> <th>Score</th> <th>Attempts</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Chapter 4 Review</td> <td>Mar 14, 12:00 PM</td> <td>6.7%</td> <td>2</td> <td></td> </tr> <tr> <td>LO 11.1 Quiz</td> <td>Mar 29, 12:00 PM</td> <td>125.0%</td> <td>0</td> <td></td> </tr> <tr> <td>Chapter 1 Review jared</td> <td>Feb 28, 11:00 PM</td> <td>23.3%</td> <td>0</td> <td></td> </tr> <tr> <td>Chapter 1 Review</td> <td>Mar 1, 11:00 PM</td> <td>16.7%</td> <td>0</td> <td></td> </tr> </tbody> </table>	Learning Path	Due	Score	Attempts	Notes	Chapter 4 Review	Mar 14, 12:00 PM	6.7%	2		LO 11.1 Quiz	Mar 29, 12:00 PM	125.0%	0		Chapter 1 Review jared	Feb 28, 11:00 PM	23.3%	0		Chapter 1 Review	Mar 1, 11:00 PM	16.7%	0	
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<p>Your engagement level is based on how much you log into MindTap, how much time you spend in MindTap and other factors.</p>	 <p>Progress</p> <p>John Smith teststudent@ng.com</p> <p>Score 14% Engagement Level High Time in Course 5 Hours Number of Logins 4 Logins Activities Accessed</p> <p>High Performers = 0 minutes High Performers = 0 logins</p> <table border="1"> <thead> <tr> <th>Learning Path</th> <th>Due</th> <th>Score</th> <th>Attempts</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Chapter 4 Review</td> <td>Mar 14, 12:00 PM</td> <td>6.7%</td> <td>2</td> <td></td> </tr> <tr> <td>LO 11.1 Quiz</td> <td>Mar 29, 12:00 PM</td> <td>125.0%</td> <td>0</td> <td></td> </tr> <tr> <td>Chapter 1 Review jared</td> <td>Feb 28, 11:00 PM</td> <td>23.3%</td> <td>0</td> <td></td> </tr> <tr> <td>Chapter 1 Review</td> <td>Mar 1, 11:00 PM</td> <td>16.7%</td> <td>0</td> <td></td> </tr> </tbody> </table>	Learning Path	Due	Score	Attempts	Notes	Chapter 4 Review	Mar 14, 12:00 PM	6.7%	2		LO 11.1 Quiz	Mar 29, 12:00 PM	125.0%	0		Chapter 1 Review jared	Feb 28, 11:00 PM	23.3%	0		Chapter 1 Review	Mar 1, 11:00 PM	16.7%	0	
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Chapter 1 Review Jared	Feb 28, 11:00 PM	23.3%	0																							
Chapter 1 Review	Mar 1, 11:00 PM	16.7%	0																							
<p>Select View to view the assignment in review mode. You can see how you answered each question and which ones you got right.</p>	 <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 border="1"> <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																			
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Attempt 2 (March 03)	6.7%	View																								

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