



Instructor Guide for MindTap Integration in Blackboard

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Introduction

Cengage Learning now provides integration with your Blackboard course. This enables instructors to add Cengage Learning MindTap content to their courses, synchronize scores, and eliminate multiple logins for students.

Audience

This document supports instructors who teach at institutions that use the Blackboard Learning Management System.

Objectives

This guide introduces instructors to procedures needed to access Cengage Learning's Integration Services within Blackboard courses.

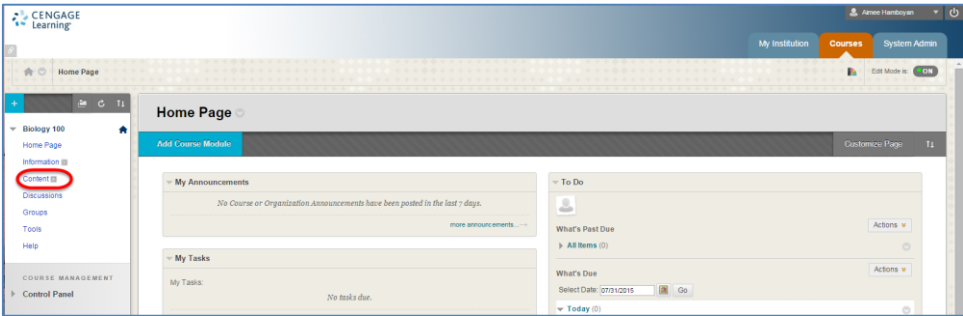
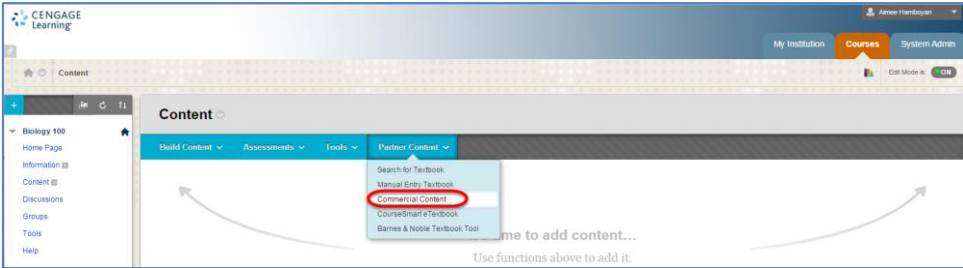
This guide includes the following topics:

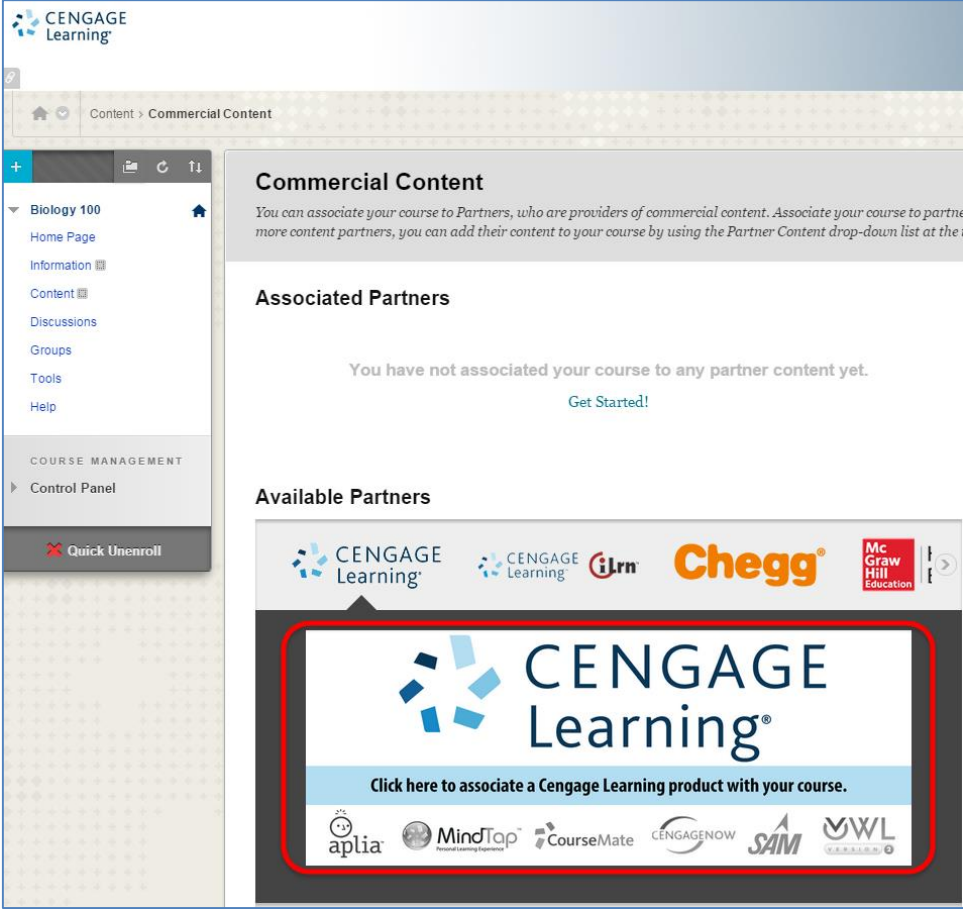
- Enable the Cengage integration in a Blackboard course.
- Add deep links to Cengage content into a Blackboard course.
- Select Activities to synchronize scores with the Blackboard Gradebook.
- Add Cengage Technical Support link to a Blackboard course.

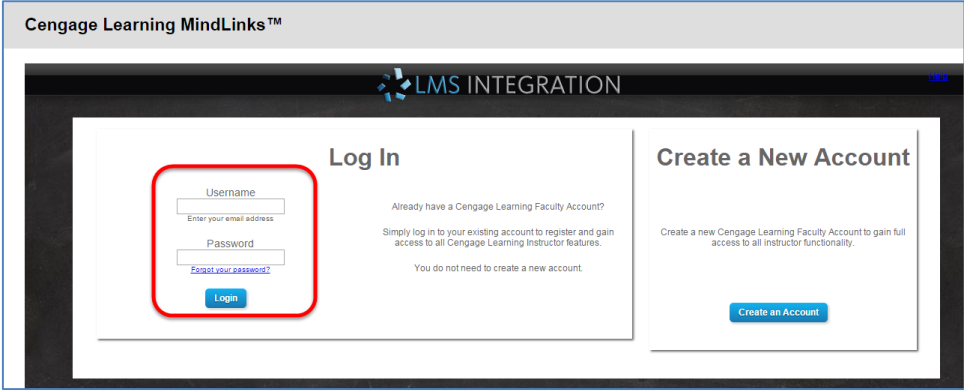
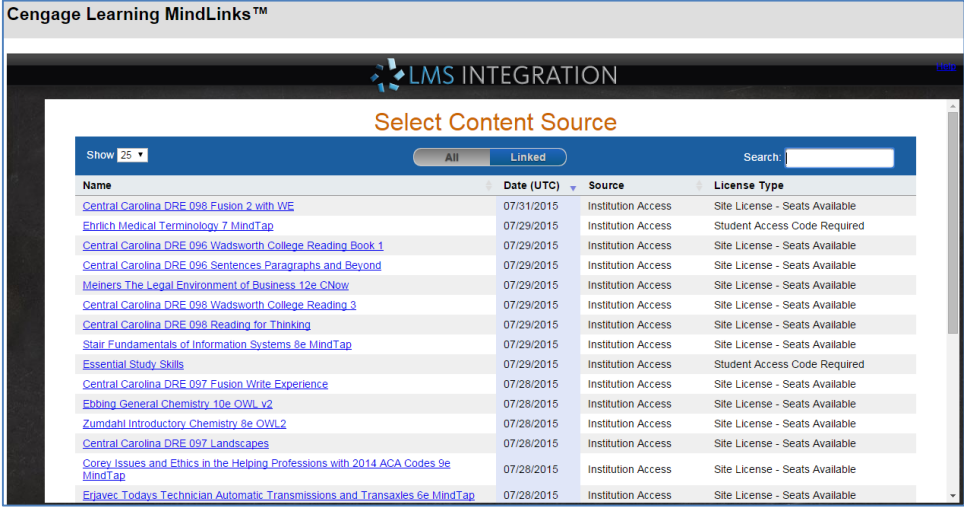
Create a MindTap Course Level Link

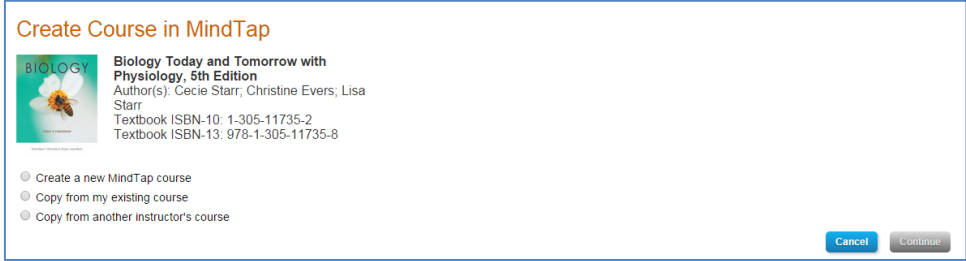
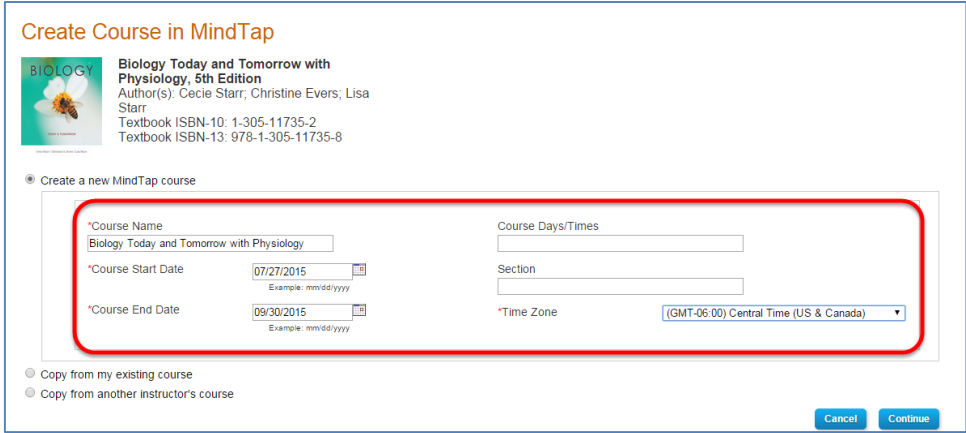
Instructors access and manage Cengage Learning content by adding a MindTap course level link into a Blackboard course.

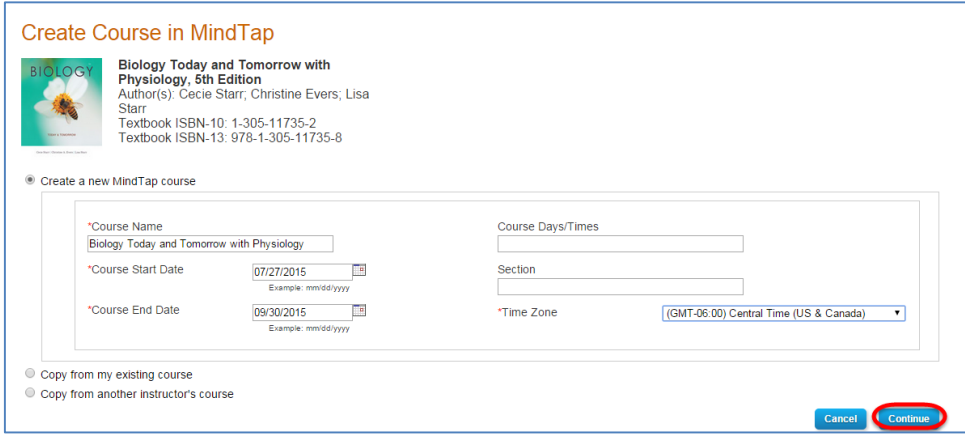

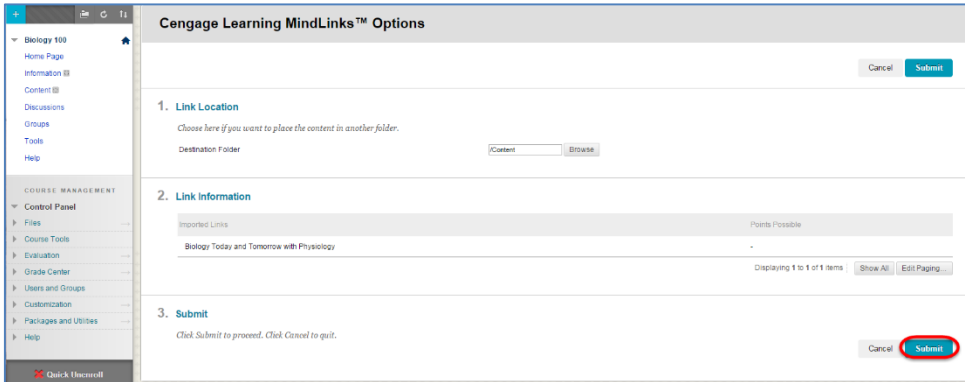
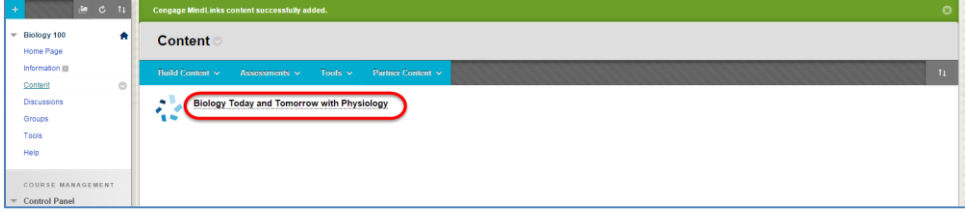
To add a Cengage Learning MindTap course to your Blackboard course, complete the following steps.

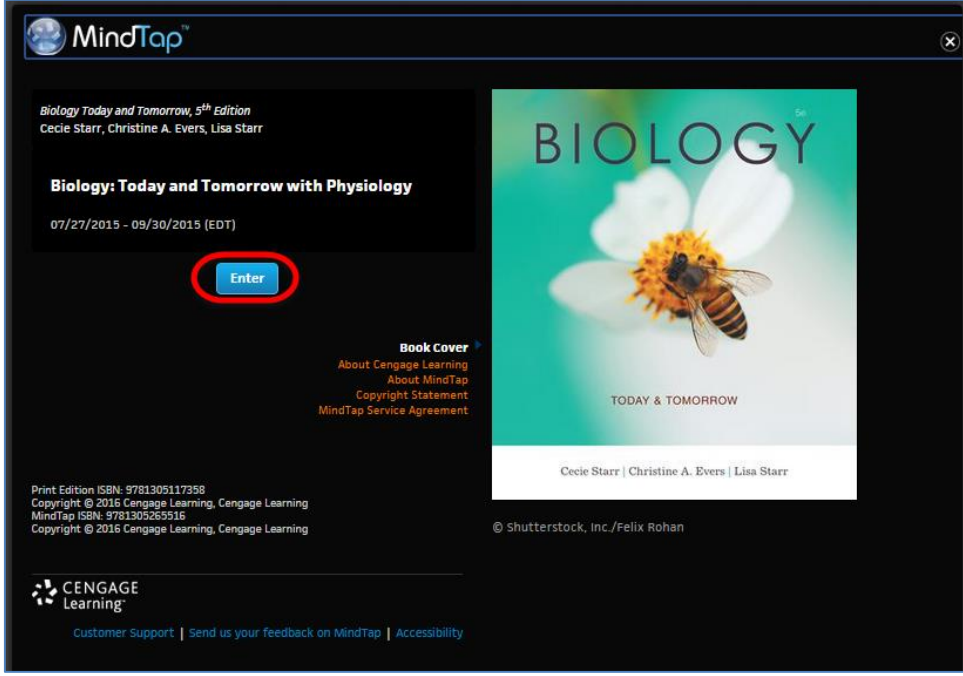
Step	Action
1	<p>Click Content from the left navigation menu to access a content page.</p> <p>NOTE: The default setting for a content area is Content, however your institution has the ability to edit the name of these pages. Some examples include Lessons or Modules. If you are not certain which menu item to access, please contact your campus Help Desk.</p>  <p>Result: The <i>Content</i> page displays.</p>
2	<p>Point to Partner Content and select Commercial Content.</p>  <p>Result: The <i>Commercial Content</i> page displays.</p> <p>NOTE: The content menu may differ depending on the Blackboard service pack your institution is running. If you do not see the Commercial Content Menu, refer to the Appendix: Partner or Publisher Content Menu for more information.</p>

Step	Action
3	<p>Click the Cengage Learning banner from the Available Partners content carousel.</p> <p>NOTE: Click through the content carousel if Cengage Learning does not display.</p>  <p>Result: The LMS Integration page displays.</p>

Step	Action
4	<p>Link your Blackboard account with your Cengage Learning account.</p> <p>Login in using your credentials.</p> <p>NOTE: This is a one-time process required for all of the Cengage integration enabled courses. If you do not have an account, you can create one from this page.</p> <ul style="list-style-type: none"> ■ Enter your Cengage Learning Faculty Account Username and Password. ■ Click Login.  <p>Result: The <i>Cengage Learning Account Registration</i> completion page displays and redirects you to the <i>Select Content Source</i> MindLinks page.</p>
5	<p>Select the MindTap product to use in your course.</p>  <p>NOTE: This list displays content enabled for your institution. If you do not see your adopted course, please contact your Cengage Learning Consultant.</p> <p>Result: The <i>Create Course in MindTap</i> page displays.</p>

Step	Action
6	<p>The first time you connect to a product from each Blackboard course, a prompt displays to create a course.</p> <p>There are three options for creating a course:</p> <ul style="list-style-type: none"> ■ Create a new MindTap course: Start a new course without any customizations. ■ Copy from my existing course: Use this option to copy from one of your existing courses that contain assignments or customizations. ■ Copy from another instructor's course: Enter a Course Key from another instructor's course or course designer to get a copy of their course. <p>Select Create a new MindTap Course.</p>  <p>Result: The <i>Create Course in MindTap</i> screen displays.</p>
7	<p>Fill in the following fields:</p> <ul style="list-style-type: none"> ■ Course Name – The MindTap course name. ■ Course Start Date – The date students can access the course. <p>NOTE: The Course Start Date is the first date students can access the course and defines the course grace period.</p> <ul style="list-style-type: none"> ■ Course End Date – The date the course ends. ■ Time Zone – The time zone course held. 

Step	Action
8	<p>Click Continue.</p>  <p>Result: The <i>Link to MindTap Course</i> screen displays.</p>
9	<p>Click Continue.</p>  <p>Result: The Blackboard course home page displays.</p>
10	<p>Click Submit.</p>  <p>Result: The MindTap course link displays.</p>
11	<p>Click the course link.</p>  <p>Result: The <i>Service Agreement</i> page displays.</p>

Step	Action
12	<p>Accept the service agreement.</p> <div> <p>parties.</p> <p>12. The term "including," whenever used in any provision of this agreement, means including but without limiting the generality of any description preceding or succeeding that term. Whenever 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>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>©2012 Cengage Learning, Inc. All rights reserved.</p> <p>Accept Decline</p> </div> <p>Result: The MindTap course cover page displays.</p>
13	<p>Click the Enter button to open the MindTap course.</p>  <p>Result: The MindTap course displays.</p>

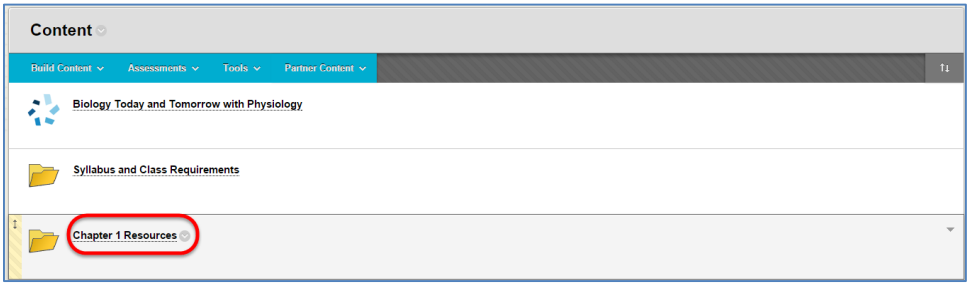
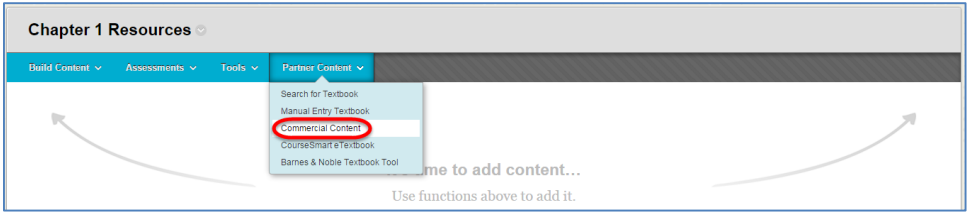
Deep Linking to Specific Learning Activities in MindTap







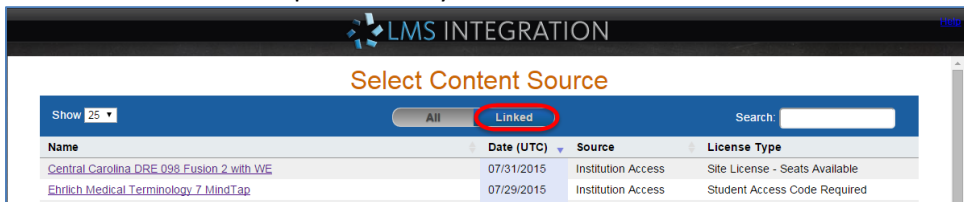
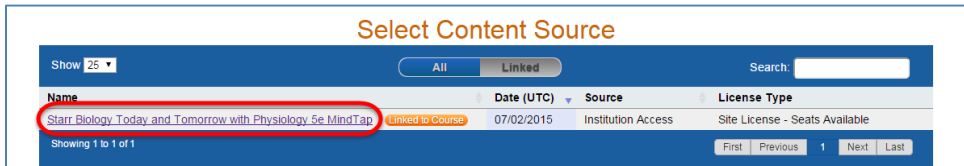
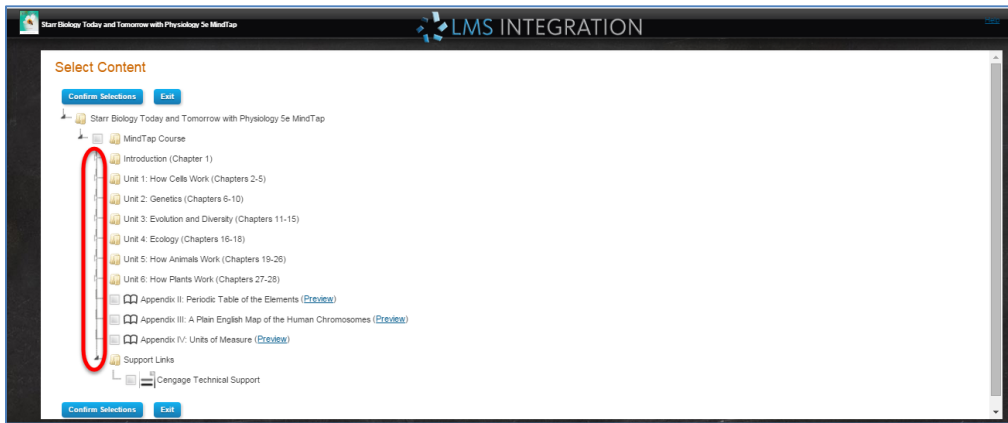
Deep Linking is adding links into a Blackboard course that take students to a specific MindTap Activity. Adding deep links directly to a Blackboard course enables students to click a link to navigate to the Activity within MindTap, instead of needing to navigate to it within the MindTap course. If you want the scores of a graded activity to synchronize to your Blackboard gradebook, you must add a deep link to the activity into your course.

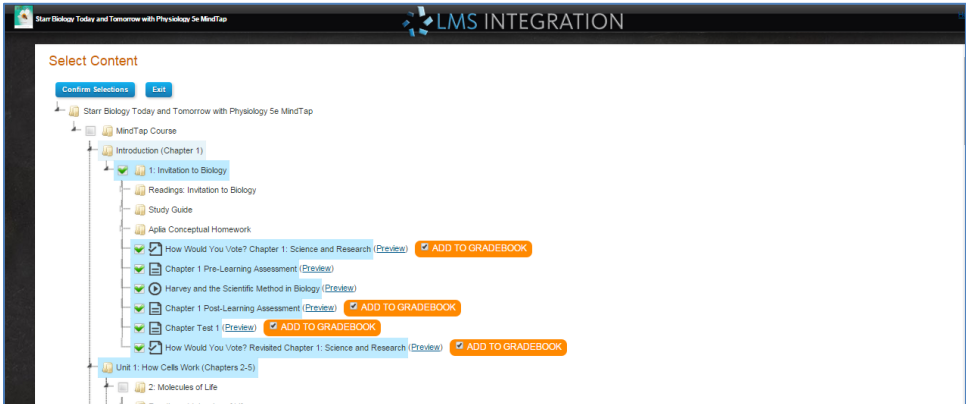
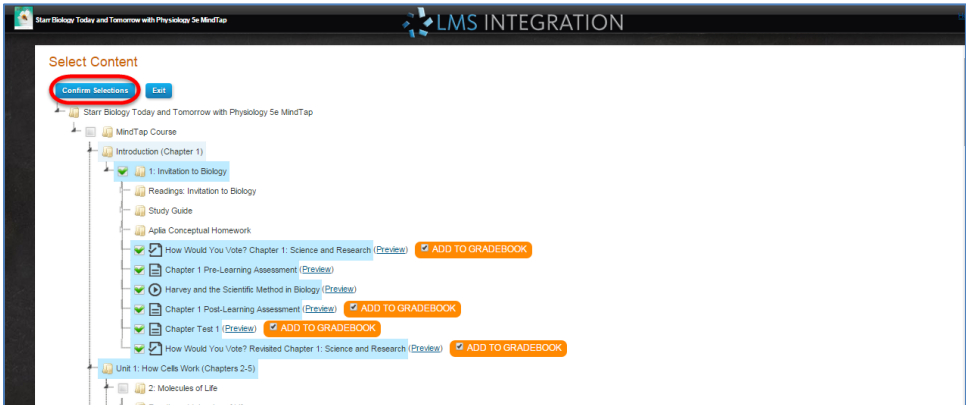
Add Content links from a MindTap course

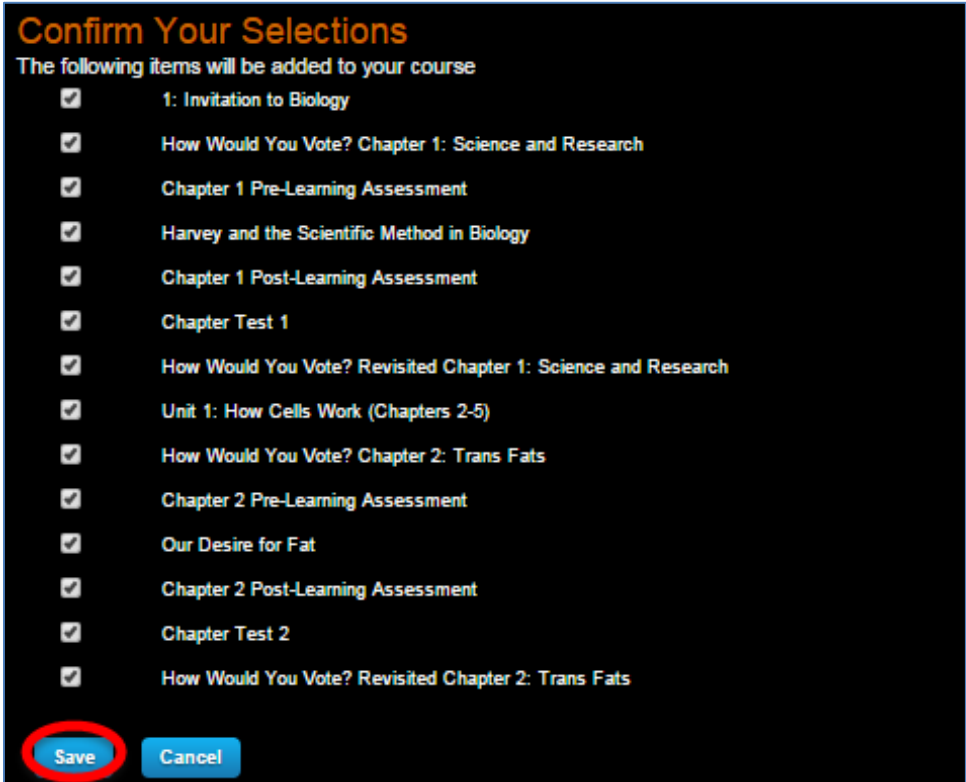
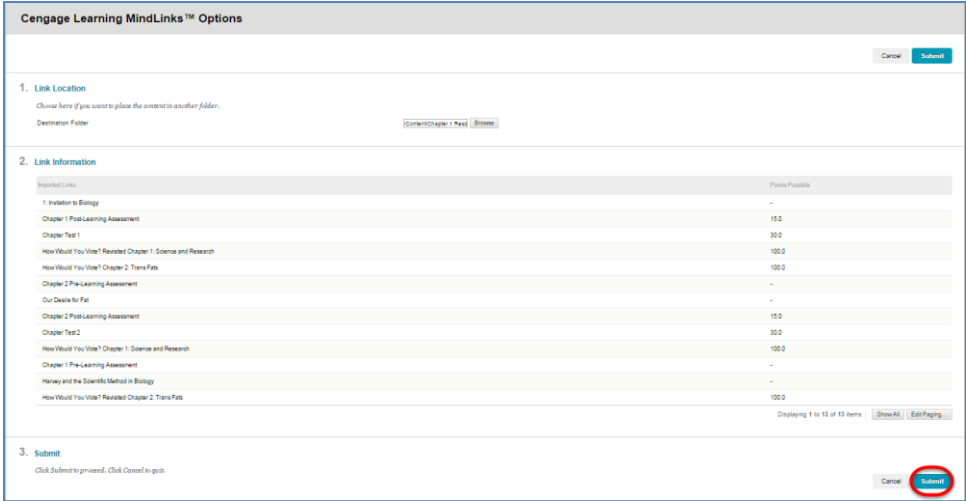
A recommendation is to create folders in your course to organize your content links. Base the folders on a weekly schedule, learning modules, or textbook chapters.

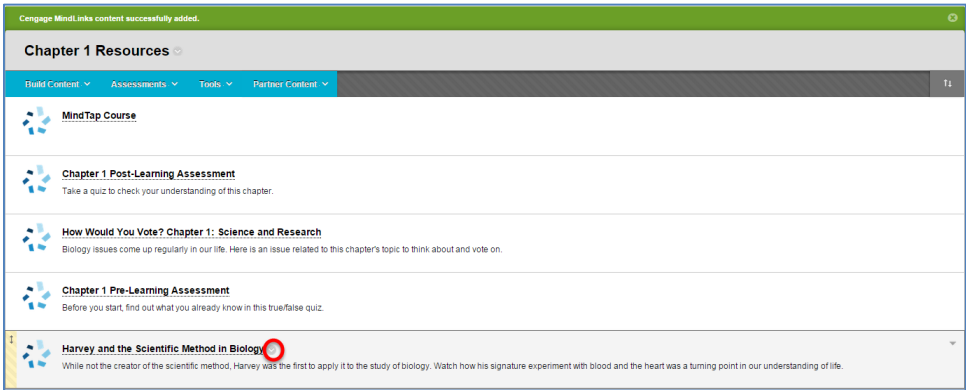
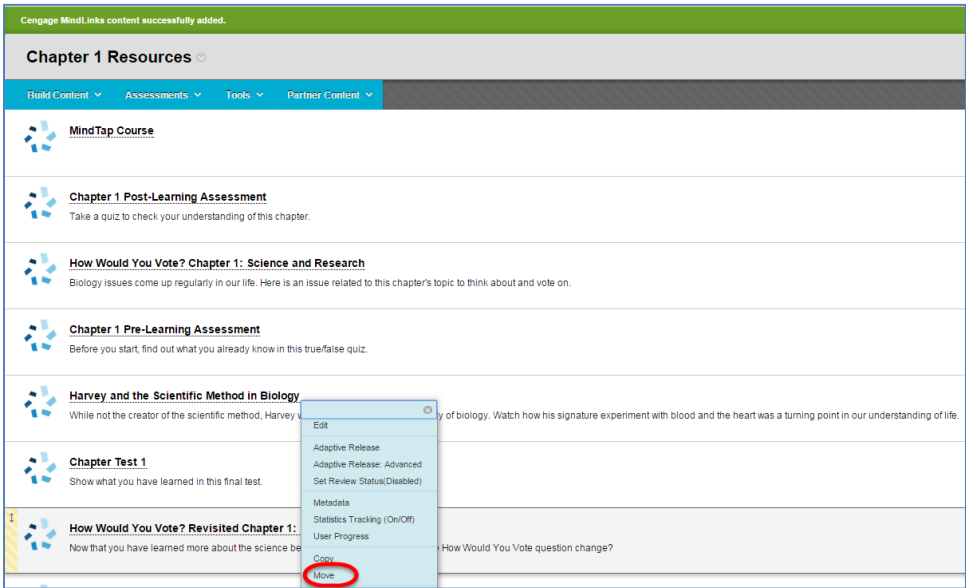
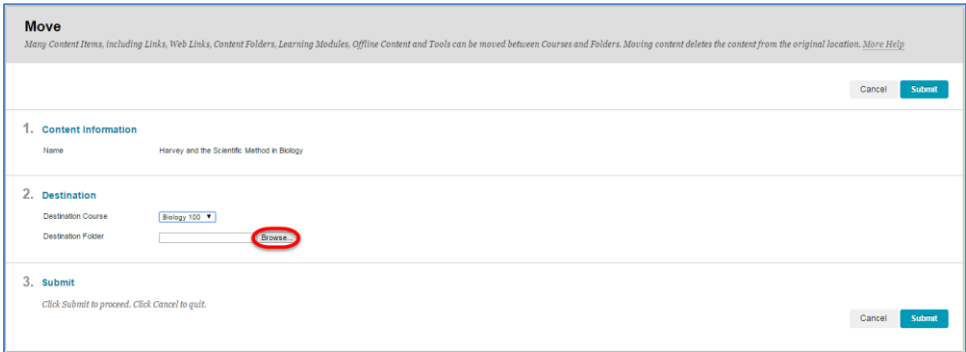
Add links to specific content items from the Cengage course using the following procedure.

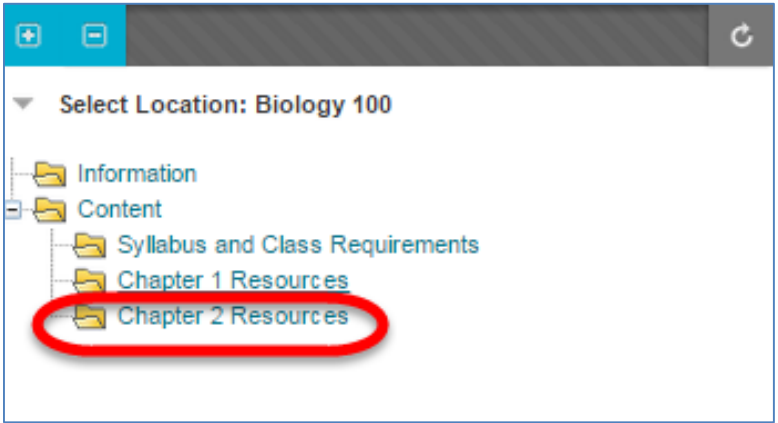
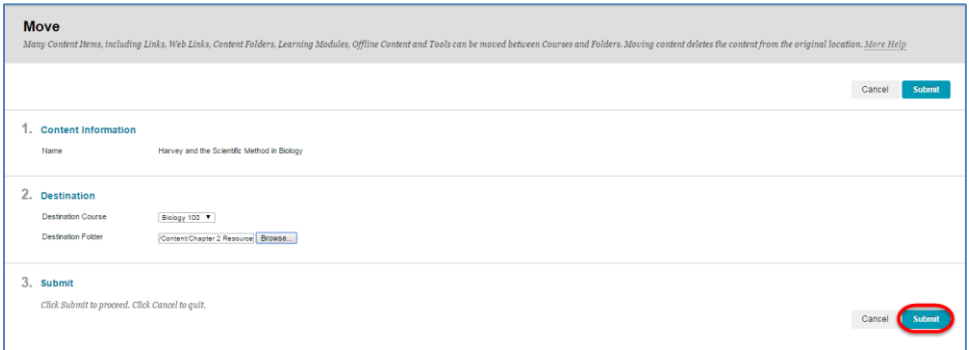
Step	Action
1	<p>In this example the content is organized by chapters: Click on the folder name from the course <i>Content</i> page.</p>  <p>Result: The folder opens.</p>
2	<p>Point to Partner Content and select Commercial Content.</p> <p>NOTE: The content menu may differ depending on the Blackboard service pack your institution is running. If you do not see the Commercial Content Menu, refer to the Appendix: Partner or Publisher Content Menu for more information.</p>  <p>Result: The <i>Commercial Content</i> page displays.</p>

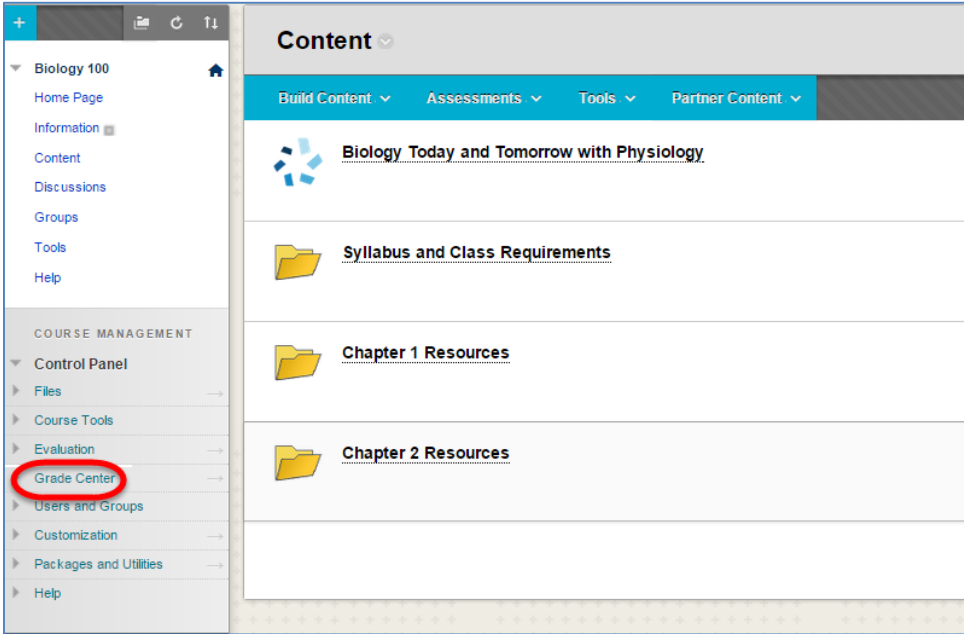
Step	Action												
3	<p>Select Cengage MindLinks Course Cengage.</p> <div><p>Commercial Content</p><p>You can associate your course to Partners, who are providers of commercial content. Associate your course to partners by clicking the Associate New Partner button. After you have associated your course to one or more content partners, you can add their content to your course by using the Partner Content drop-down list at the top of any content area, learning module, lesson plan or folder.</p><p>Associated Partners</p><p>This course is associated with the following commercial content providers. Browse each partner and add content to your course or access the tools for each partner.</p><div><div> Cengage Mindlinks Course Cengage</div><div> Associate New Partner</div></div><p>Available Partners</p><div> Higher Education   VitalSource </div></div> <p>Result: The <i>Select Content Source</i> page displays.</p>												
4	<p>Click the Linked tab for quick access your linked content.</p> <div><p>The screenshot shows the 'Select Content Source' page with the 'Linked' tab selected. The table below lists the linked content:</p><table><thead><tr><th>Name</th><th>Date (UTC)</th><th>Source</th><th>License Type</th></tr></thead><tbody><tr><td>Central Carolina DRE 098 Fusion 2 with WE</td><td>07/31/2015</td><td>Institution Access</td><td>Site License - Seats Available</td></tr><tr><td>Ehrlich Medical Terminology 7 MindTap</td><td>07/29/2015</td><td>Institution Access</td><td>Student Access Code Required</td></tr></tbody></table></div> <p>Result: The <i>Select Content Source</i> page displays.</p>	Name	Date (UTC)	Source	License Type	Central Carolina DRE 098 Fusion 2 with WE	07/31/2015	Institution Access	Site License - Seats Available	Ehrlich Medical Terminology 7 MindTap	07/29/2015	Institution Access	Student Access Code Required
Name	Date (UTC)	Source	License Type										
Central Carolina DRE 098 Fusion 2 with WE	07/31/2015	Institution Access	Site License - Seats Available										
Ehrlich Medical Terminology 7 MindTap	07/29/2015	Institution Access	Student Access Code Required										
5	<p>Select the course.</p> <div><p>The screenshot shows the 'Select Content Source' page with the 'Linked' tab selected. The course 'Starr Biology Today and Tomorrow with Physiology 5e MindTap' is highlighted. The table below lists the linked content:</p><table><thead><tr><th>Name</th><th>Date (UTC)</th><th>Source</th><th>License Type</th></tr></thead><tbody><tr><td>Starr Biology Today and Tomorrow with Physiology 5e MindTap</td><td>07/02/2015</td><td>Institution Access</td><td>Site License - Seats Available</td></tr></tbody></table></div> <p>Result: The <i>Select Content</i> page displays.</p>	Name	Date (UTC)	Source	License Type	Starr Biology Today and Tomorrow with Physiology 5e MindTap	07/02/2015	Institution Access	Site License - Seats Available				
Name	Date (UTC)	Source	License Type										
Starr Biology Today and Tomorrow with Physiology 5e MindTap	07/02/2015	Institution Access	Site License - Seats Available										
6	<p>The Content Selector replicates the MindTap Learning Path including any customizations you have made.</p> <p>Click the horizontal triangle to the left of the content folders.</p> <div><p>The screenshot shows the 'Select Content' page with the 'Starr Biology Today and Tomorrow with Physiology 5e MindTap' folder expanded. The horizontal triangle to the left of the content folders is highlighted.</p></div> <p>Result: The folders expand to display content.</p>												

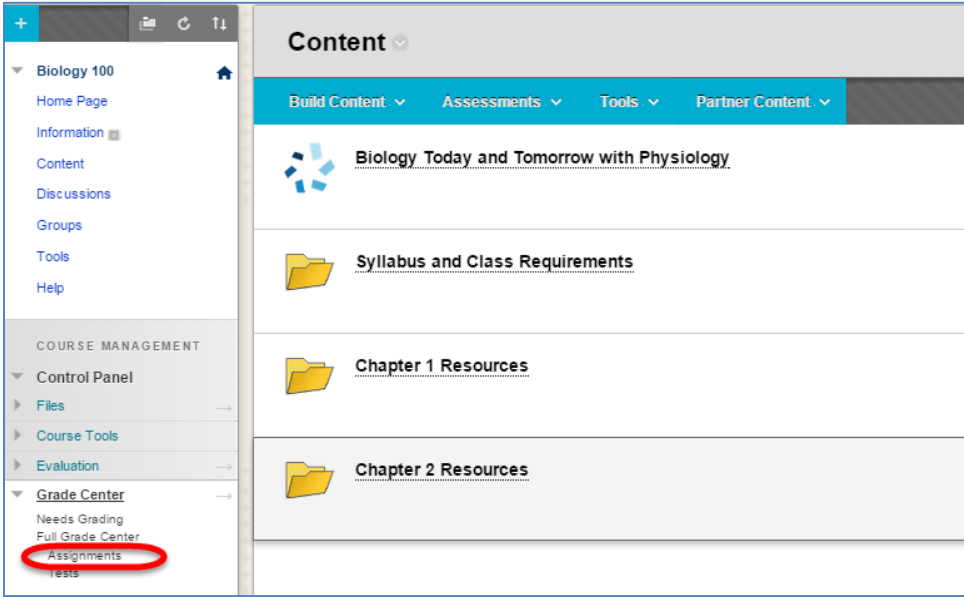
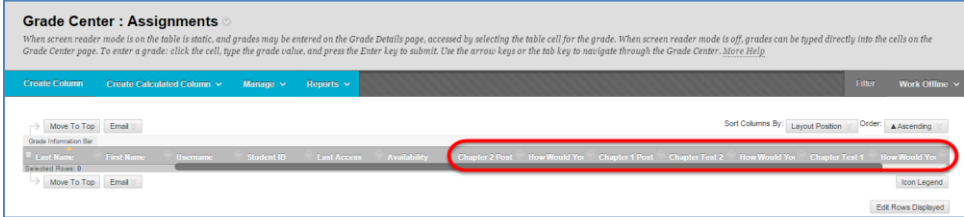
Step	Action
7	<p>Click the check box next to the content to add.</p>  <p>Result: The content selected for import displays in blue.</p> <p>NOTE: Each item that includes ADD TO GRADEBOOK automatically creates a link in your Blackboard course and an associated gradebook column. If you want to link the assignment but not have it synchronized to the Blackboard Gradebook, deselect ADD TO GRADEBOOK.</p>
8	<p>Click the Confirm Selections button at the top or bottom of the screen.</p>  <p>Result: The <i>Confirm Your Selections</i> screen displays listing all the items selected from the <i>Select Content</i> page.</p>

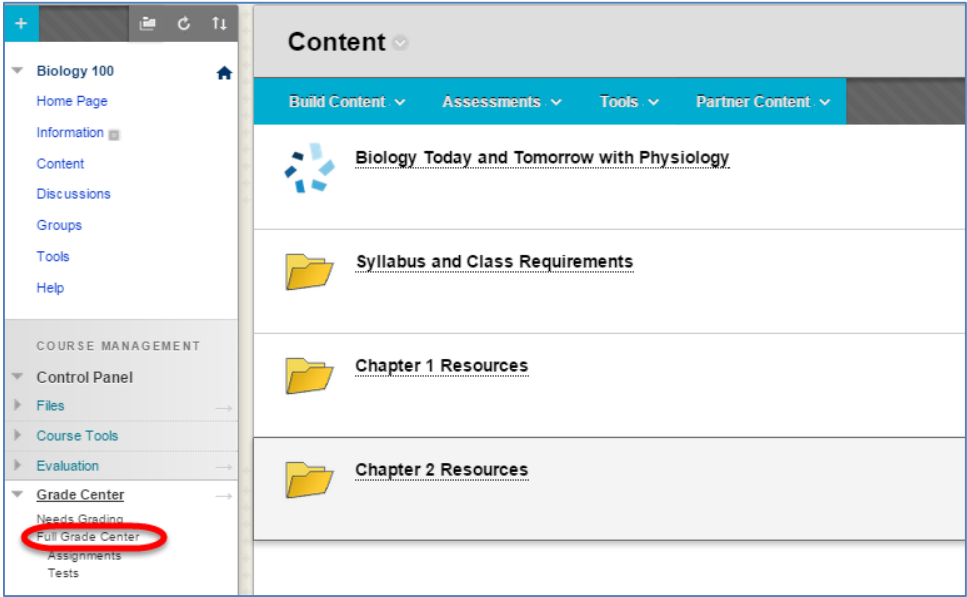
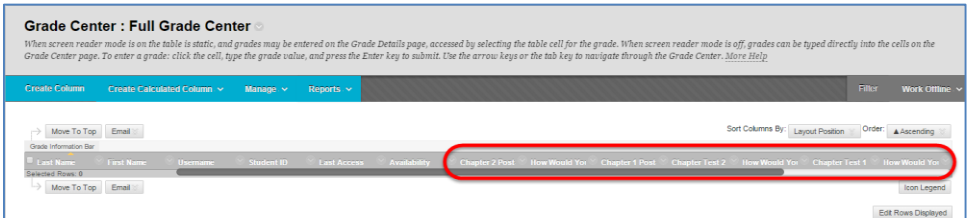
Step	Action
9	<p>Click Save.</p>  <p>Result: The <i>Cengage Learning MindLinks™ Options</i> page displays.</p>
10	<p>Confirm the <i>Link Location</i> and <i>Points Possible</i> for graded assignments and then click Submit.</p>  <p>Result: The selected links are located on your content page. A gradebook column is created in the gradebook for any graded activities where you selected Add to Gradebook.</p>

Step	Action
11	<p>If you want to move a link to another module: Click the down arrow to the right of the link.</p>  <p>Result: A menu displays.</p>
12	<p>Select Move.</p>  <p>Result: The <i>Move</i> page displays.</p>
13	<p>Click Browse.</p>  <p>Result: The <i>Select Location</i> page displays.</p>

Step	Action
14	<p>Select a folder.</p>  <p>Result: The <i>Move</i> page displays.</p>
15	<p>Click Submit.</p>  <p>Result: The folder page displays and the content moves to the folder.</p>

Step	Action
16	<p>Click Grade Center from the <i>Course Management</i> menu.</p>  <p>The screenshot shows the Blackboard user interface. On the left is a navigation menu for 'Biology 100' with options like Home Page, Information, Content, Discussions, Groups, Tools, and Help. Below this is the 'COURSE MANAGEMENT' section, which includes Control Panel, Files, Course Tools, Evaluation, Grade Center (highlighted with a red circle), Users and Groups, Customization, Packages and Utilities, and Help. The main content area on the right is titled 'Content' and shows a list of items: 'Biology Today and Tomorrow with Physiology', 'Syllabus and Class Requirements', 'Chapter 1 Resources', and 'Chapter 2 Resources'.</p> <p>Result: The Grade Center options display.</p>

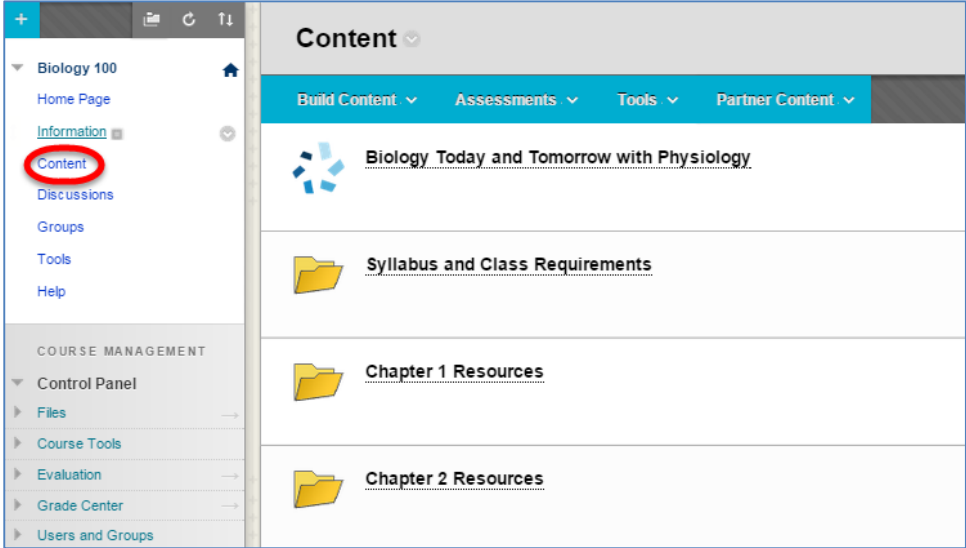
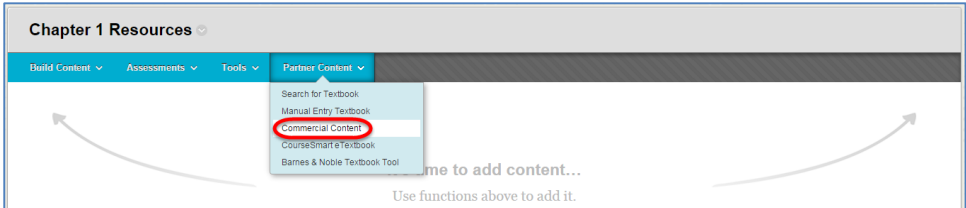
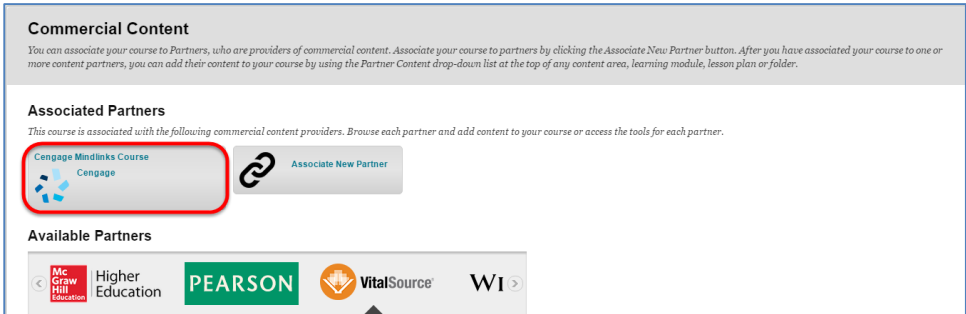
Step	Action
17	<p>Select Assignments.</p>  <p>The screenshot shows the Blackboard interface for a course named 'Biology 100'. On the left sidebar, under the 'Grade Center' section, the 'Assignments' link is highlighted with a red circle. The main content area shows a 'Content' view with a list of items: 'Biology Today and Tomorrow with Physiology', 'Syllabus and Class Requirements', 'Chapter 1 Resources', and 'Chapter 2 Resources'.</p> <p>Result: All graded Assignments display.</p>  <p>The screenshot shows the 'Grade Center : Assignments' page. It features a table with columns for 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', and several assignment columns. The 'How Would You...' column is highlighted with a red circle. The table also includes a 'Move To Top' button and an 'Email' button for each row.</p>

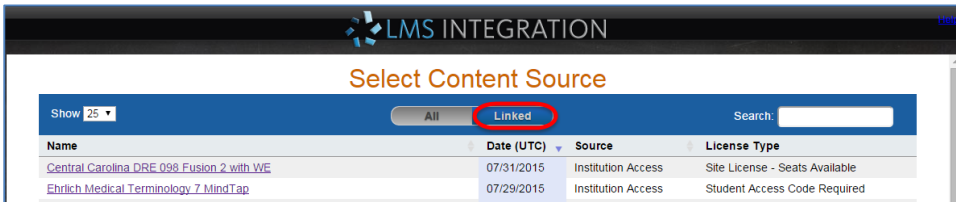
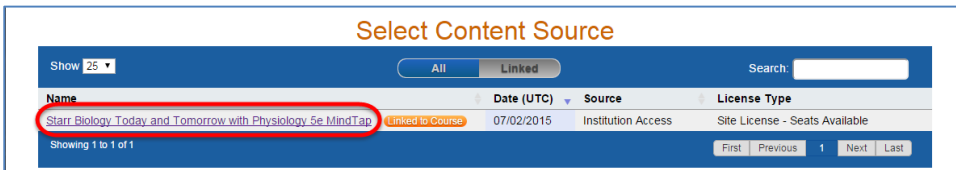
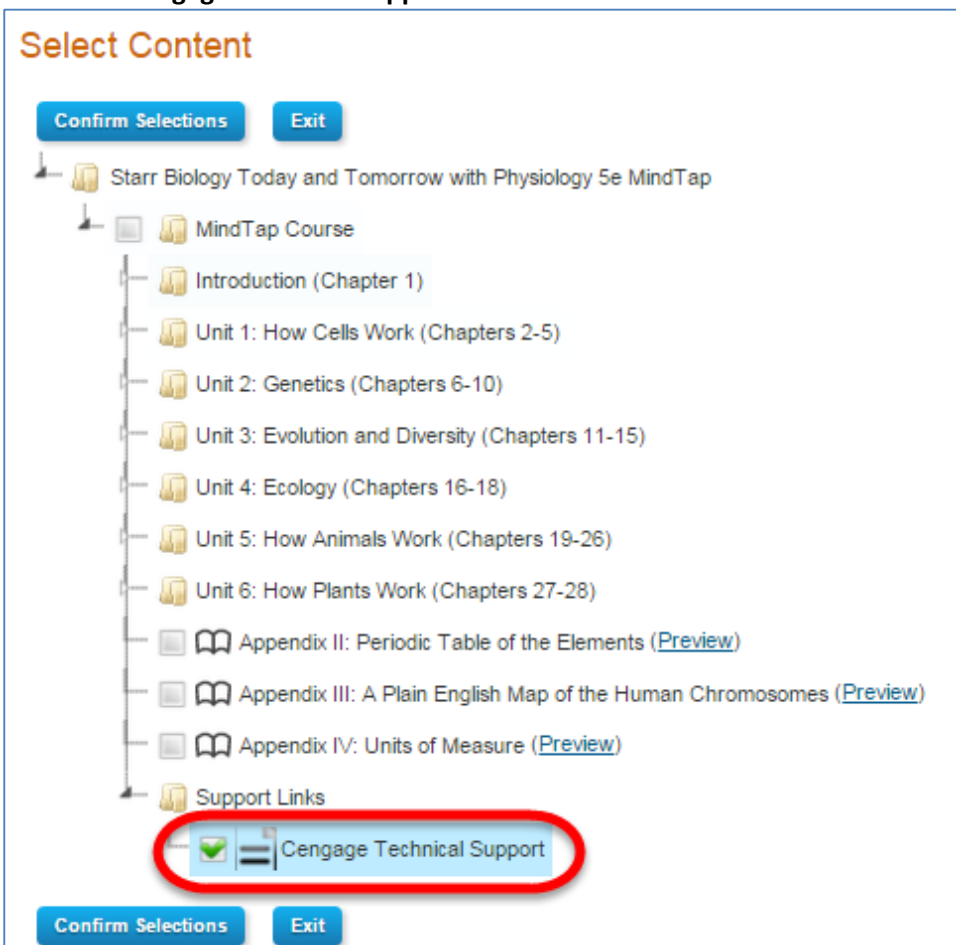
Step	Action
18	<p>Select Full Grade Center.</p>  <p>Result: A gradebook column displays for all the graded Assignments.</p> 

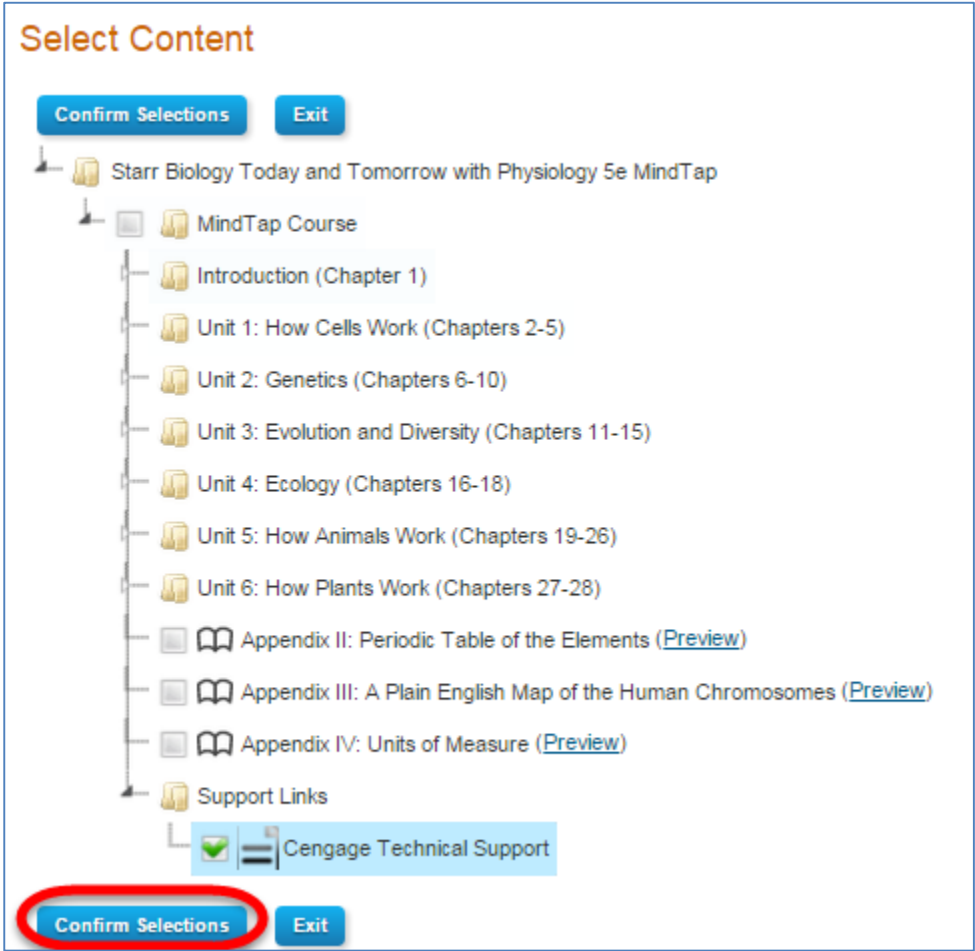
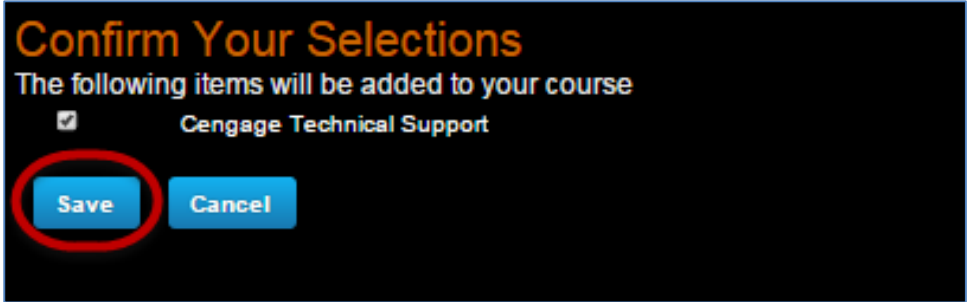
Add a Cengage Technical Support Link into an Integrated Course

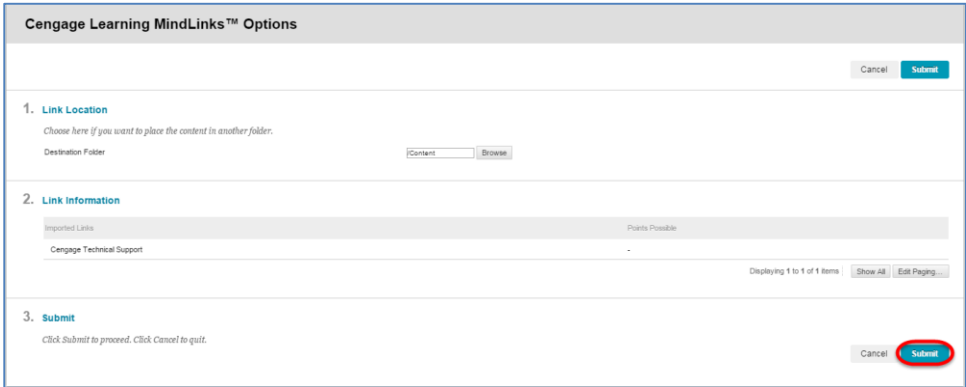
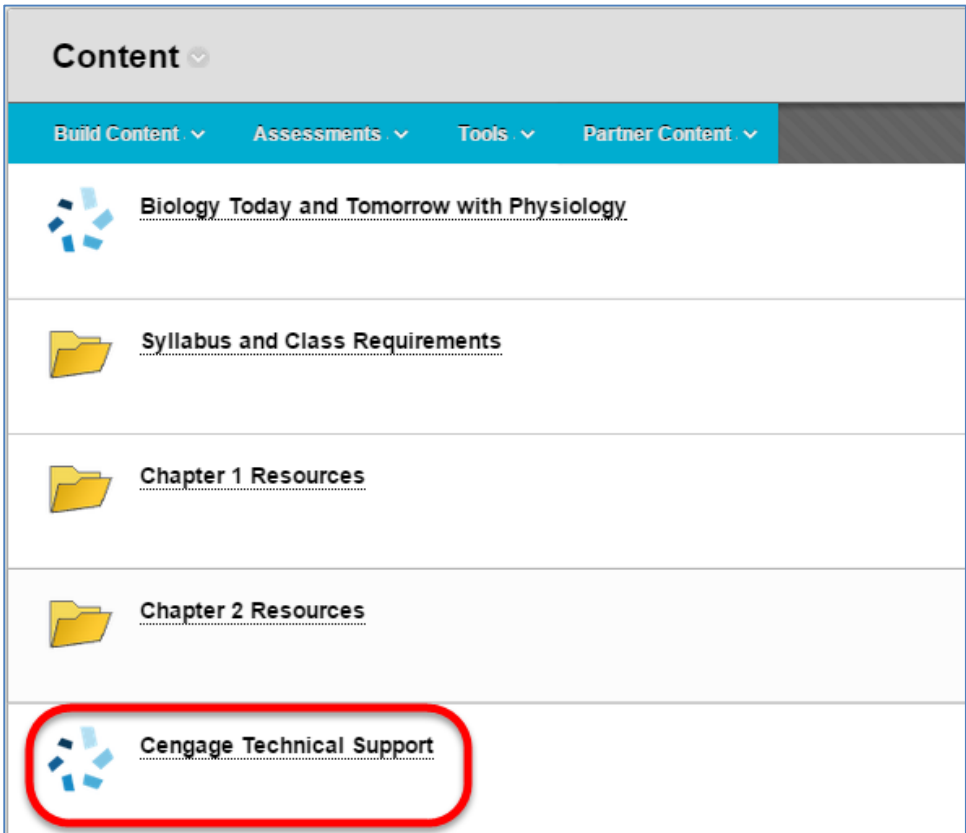
The Cengage Technical Support link enables instructors and students to create new support cases that will route directly to a dedicated Cengage LMS Technical Support group.

Follow the steps below to add the Cengage Technical Support link to Blackboard:

Step	Action
1	<p>Select Content from the course menu.</p>  <p>Result: The <i>Content</i> page displays.</p>
2	<p>Point to Partner Content and select Commercial Content.</p>  <p>Result: The <i>Commercial Content</i> page displays.</p>
3	<p>Select Cengage MindLinks Course Cengage.</p>  <p>Result: The <i>Select Content Source</i> page displays.</p>

Step	Action
4	<p>Click the Linked tab.</p>  <p>Result: The <i>Select Content Source</i> page displays.</p>
5	<p>Select the course.</p>  <p>Result: The <i>Select Content</i> page displays.</p>
6	<p>Select the Cengage Technical Support link.</p>  <p>Result: The Cengage Technical link displays in blue.</p>

Step	Action
7	<p>Click Confirm Selections.</p>  <p>The screenshot shows the 'Select Content' interface. At the top, there are 'Confirm Selections' and 'Exit' buttons. Below is a tree view of the course content. The 'Confirm Selections' button at the bottom is circled in red.</p> <p>Result: The Confirm Your Selections screen displays.</p>
8	<p>Click Save.</p>  <p>The screenshot shows the 'Confirm Your Selections' screen. It lists the items to be added to the course, including 'Cengage Technical Support'. The 'Save' button is circled in red.</p> <p>Result: The <i>Cengage Learning MindLinks™ Options</i> page displays.</p>

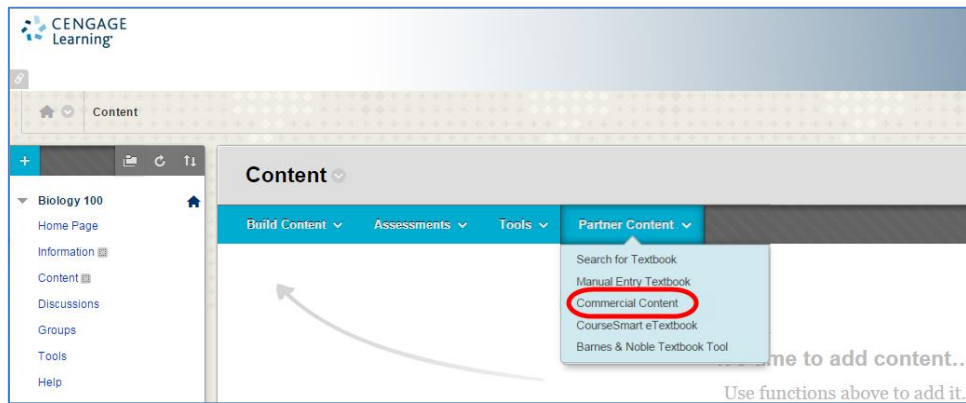
Step	Action
9	<p>Click Submit.</p>  <p>Result: The Cengage Technical Support link displays.</p> 

Appendix: Partner or Publisher Content Menu

When linking to a Cengage Learning MindTap course, the workflow varies depending on the Blackboard service pack your institution uses. The workflows are as follows:

- Partner Content with Commercial Content

— From the Content page, point to **Partner Content** and select **Commercial Content**.

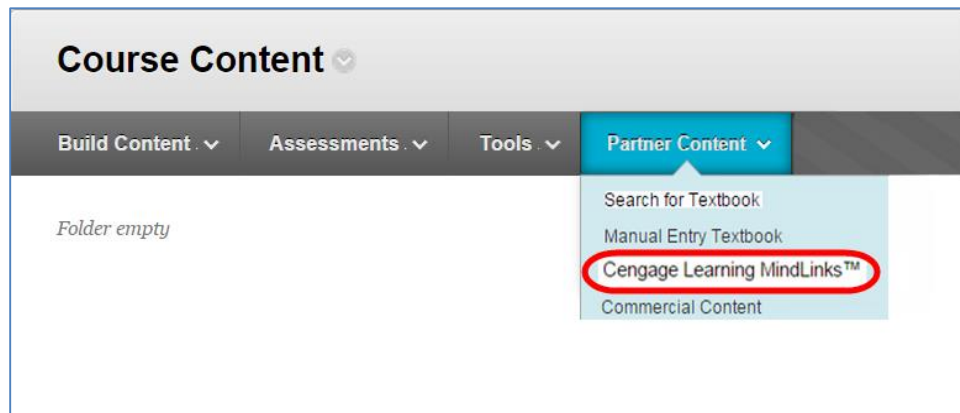


— Click the **Cengage Learning** banner from the Available Partners content carousel.



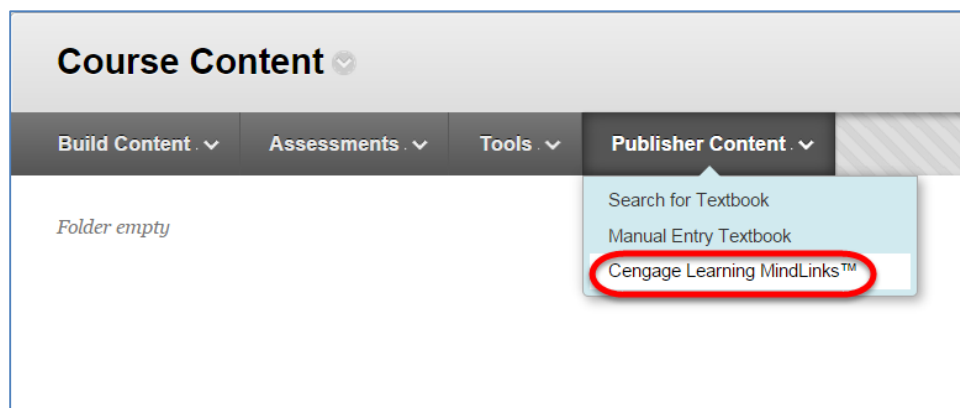
- Partner Content with Cengage Learning Mindlinks™

— From the Content page, point to Partner Content and select **Cengage Learning MindLink™**.



- Publisher Content with Cengage Learning Mindlinks™

— From the Content page, point to **Publisher Content** and select **Cengage Learning MindLink™**.



Summary

Cengage Learning's LMS Integration with Blackboard provides instructors and students seamless access to MindTap using their Blackboard login credentials. Links added in a Blackboard course enable students to navigate directly to a learning activity in the MindTap Learning Path. Instructors can select which graded activities they would like synchronized with their Blackboard gradebook.