

## **Cengage MindTap Course Setup Instructions**

1. Make note of the course (Example: ACR 112) and the Course ID (Example: 201510-10246, 201520-20567, 201530-30876) of you need to set up
2. Click the corresponding Template course in Blackboard (Example: If the course is ACR 112, click on the ACR 112 HVAC Fundamentals (Traditional))
3. Click on Packages and Utilities under Control Panel
4. Click on Course Copy
5. Click on Browse
6. Select the circle to the Course ID you made note of in step #1
7. Scroll down (if necessary) and click on Submit
8. Click on Select All
9. Scroll down and click on Submit
10. Click on the My Courses tab
11. Click on the course you want to setup (this is the same course you made note of in step #1)
12. Click on Course Work
13. Click on Instructor MindTap Access
14. Click on the link that appears
15. This is the Mindlinks Course Create/Copy page. Select Copy from another instructor's course
16. Open the MindTap Course Keys spreadsheet at:  
<https://intranet2.watc.edu/AA/AA/Manufacturing/Climate%20and%20Energy%20Control%20Technology/Instructional%20Materials/Resources/MindTap%20Course%20Keys.xlsx>
17. Find the Course Key for the course you are setting up and highlight and copy it
18. Find the Mindlinks Course Create/Copy page that appeared in step #15
19. Click in the box to the right of Course Key
20. Paste the Course Key you copied from step #17 in the box
21. Click on Verify
22. Click in the box below Course Name and type the name and Course ID of your course for that semester (For example: ACR112-001-20526 – HVAC Fundamentals)

23. For Course Start Date click on the calendar and select the first day your course starts
24. For Course End Date click on the calendar and select at least 7 days after your course ends
25. In Time Zone, drop down and select (GMT-06:00) Central Time (US & Canada)
26. Click Continue
27. It will say Updating Course Information... BE PATIENT THIS MAY TAKE AWHILE
28. When the course loads, click on Enter
29. Close the MindTap window
30. Click on Grade Center under Control Panel in Blackboard
31. Click on Full Grade Center
32. Click on the chevron next to Overall Grade and click on Set as External Grade
33. Click on Read Me First
34. Click on the chevron next to and delete Instructor Welcome & Contact Information, Course Schedule and How to Be Successful in this Course
35. Click on the chevron next to Syllabus
36. Click on Edit
37. Click on Select a Different File
38. Click on Browse My Computer
39. Browse and find the location where you saved a PDF of your syllabus
40. Select it and click on Open
41. Type Syllabus in the Name box
42. Scroll down and click on Submit