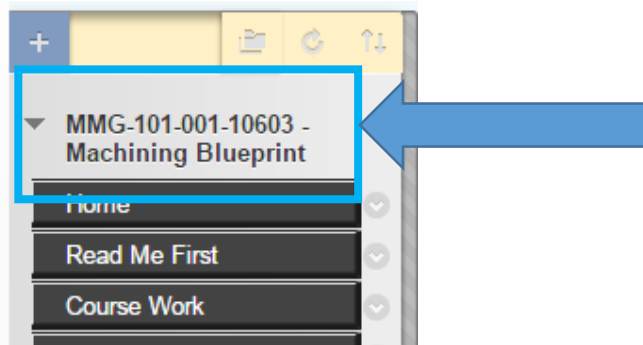


Cengage/Mind Tap Course Setup Instructions

1. Click on Course Work
2. Click on Instructor Resources
3. Click on MindTap Course Keys and copy the Course Key for your course (cntrl C) from the spreadsheet
4. Click on Cengage/Mind Tap Item (Blackboard Template)
5. Select “copy from another instructor’s course” and paste in the course key
6. Click Verify
 - a. Course name – enter exactly as it appears above the Course Menu



example:

- b. Course Start Date – as listed in the Interactive Schedule
 - c. Course End Date – list as 7 days later than actual course end date
 - d. LEAVE BLANK -Copy all Activity Dates from Course, Course Days/Times, Section
 - e. Time Zone – Select Central Time US and Canada
7. Click continue
 8. You will see “Creating Course screen”
 9. When complete, click Enter

You are done!