



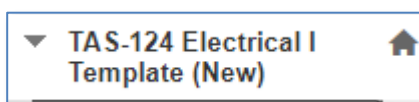
How to...

Set Up Your Cengage MindTap Course

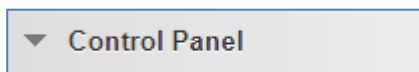
This guide explains how to set up a Cengage MindTap course within your Blackboard course. This is based on TAS 124 as an example.

Course Copy

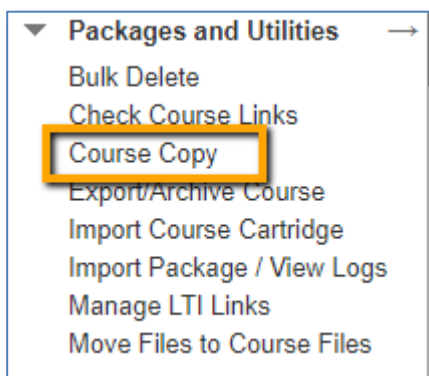
1. Click the corresponding **Template** course in Blackboard



2. Click on **Control Panel > Packages and Utilities** under **Control Panel**



3. Select **Course Copy**

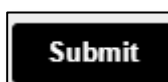


4. Click on **Browse**
*A list of courses you're enrolled in will appear in the **Destination Course ID**.

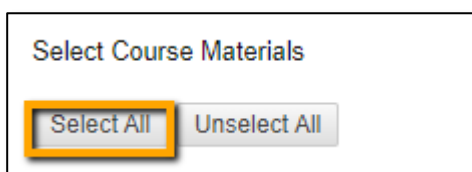


5. Select the circle next to the **Course ID** where the new content will be copied.

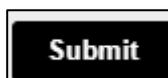
6. Scroll down (if necessary) and click on **Submit**



7. Click on **Select All** under the **Select Course Materials**

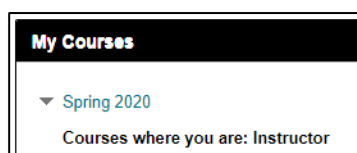


8. Scroll down and click on **Submit**

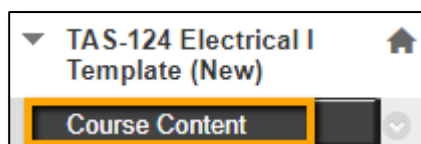


Setting Up Cengage MindTap Course

9. Click on the **My Courses** tab

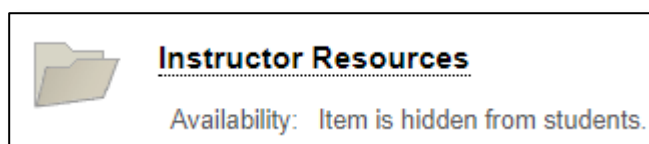


10. Click on the course you want to setup (This is the same course selected in step #4.)



11. Click on **Course Content**

12. Click on **Instructor Resources**



13. Go to **Course Key** select the link



Click the folder link to access the **Course Key link if it is displaying in a folder.*

14. Click that link inside the folder.

15. This is the **Mindlinks Course Create/Copy page**. Select **Copy** from another instructor's course

CREATE COURSE IN MINDTAP

Automotive Technology: A Systems Approach

Author(s): Jack Erjavec; Rob Thompson
 Textbook ISBN-10: 1-337-79421-X
 Textbook ISBN-13: 978-1-337-79421-3

- Create a new MindTap course
- Copy from my existing course
- Copy from another instructor's course
- Link to an existing course or section

16. Paste **Course Key** inside the box.

17. Find the **Mindlinks Course Create/Copy page** that appeared in step #10

18. Click in the **Course Key** box

19. Paste the **Course Key** inside the box.

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- Create a new MindTap course
- Copy from my existing course
- Copy from another instructor's course

*Course Key

20. Click **Verify** (the box on the right side of the Course Key)

Verify

21. Click in the Box below **Course Name** and type the name and **Course ID** of your course for that

*Course Name

Course Days/Times

*Course Start Date

Section

*Course End Date



*Time Zone

Select your Time Zone

Copy all activity dates from course

semester course starts

22. For **Course Start Date** click on the calendar and select the first day your course starts

*Course Name	Course Days/Times
<input type="text"/>	<input type="text"/>
*Course Start Date	Section
<input type="text"/> 	<input type="text"/>
*Course End Date	*Time Zone
<input type="text"/> 	Select your Time Zone
<input type="checkbox"/> Copy all activity dates from course	

23. For **Course End Date** click on the calendar and select at least 7 days after your course ends

24. In **Time Zone**, drop down and select **(GMT-06:00) Central Time (US & Canada)**

25. Click **Continue**

*It will say Updating Course Information...
BE PATIENT THIS MAY TAKE AWHILE*

26. When the course loads, click on **Enter**