



MindTap™

Student Brief Start Guide to MindTap

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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.

Logging into a MindTap Course

Whether you're logging in for the first time or returning to your course, navigate to the course registration URL your instructor gave you.

login.cengagebrain.com/course/XXXXXXXXXXXX

CENGAGE **brain**

CENGAGE Learning

COURSE NAME

School : University Name Starts : 4/21/2014
Instructor : John Doe Ends : 7/06/2014
Section : 3 Days/Times : MWF 10-12

Create a new account OR Sign In to get started

NEW STUDENTS

Email address

CREATE A NEW ACCOUNT

RETURNING STUDENTS

Email address

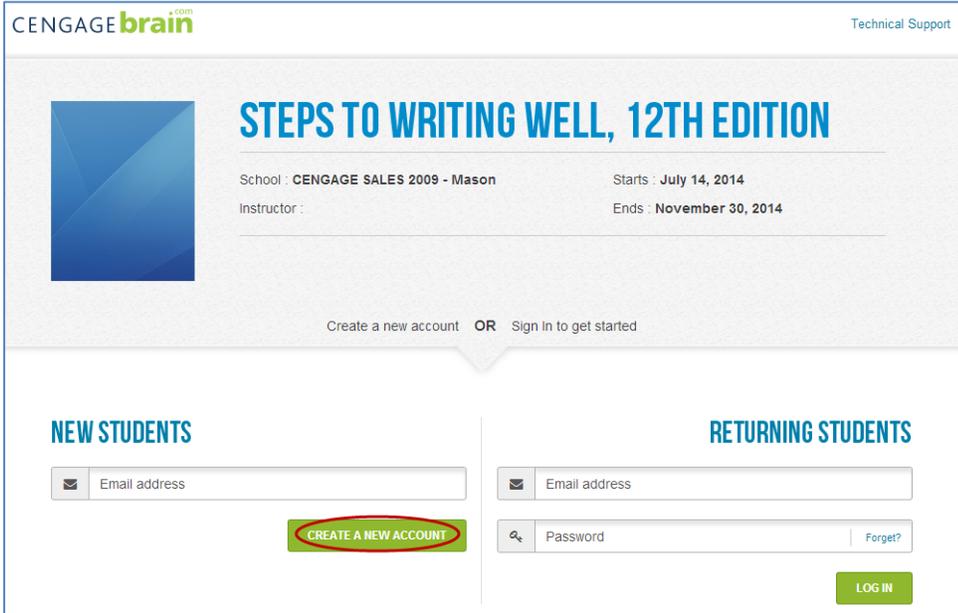
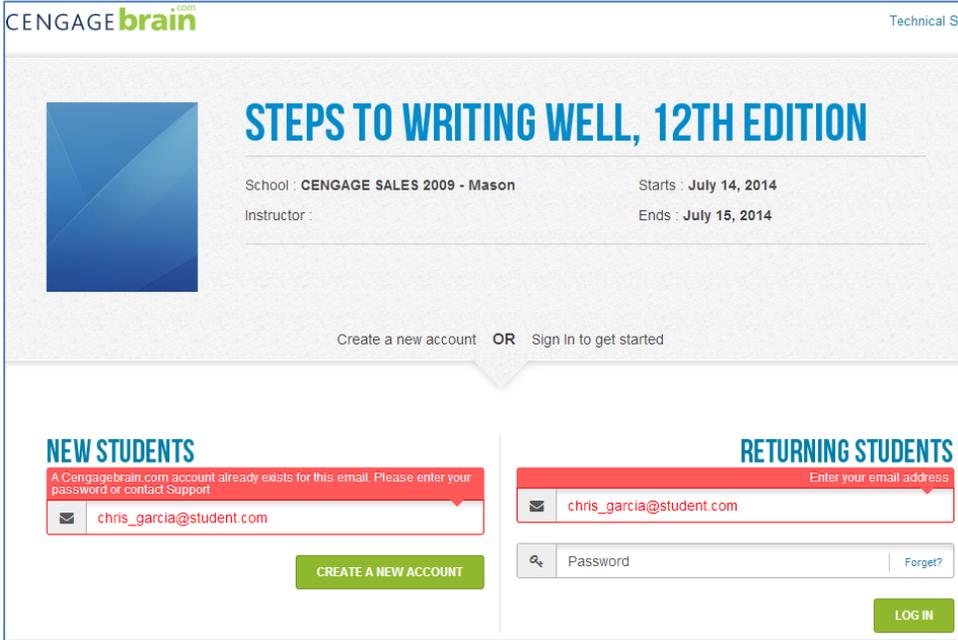
Password [Forgot?](#)

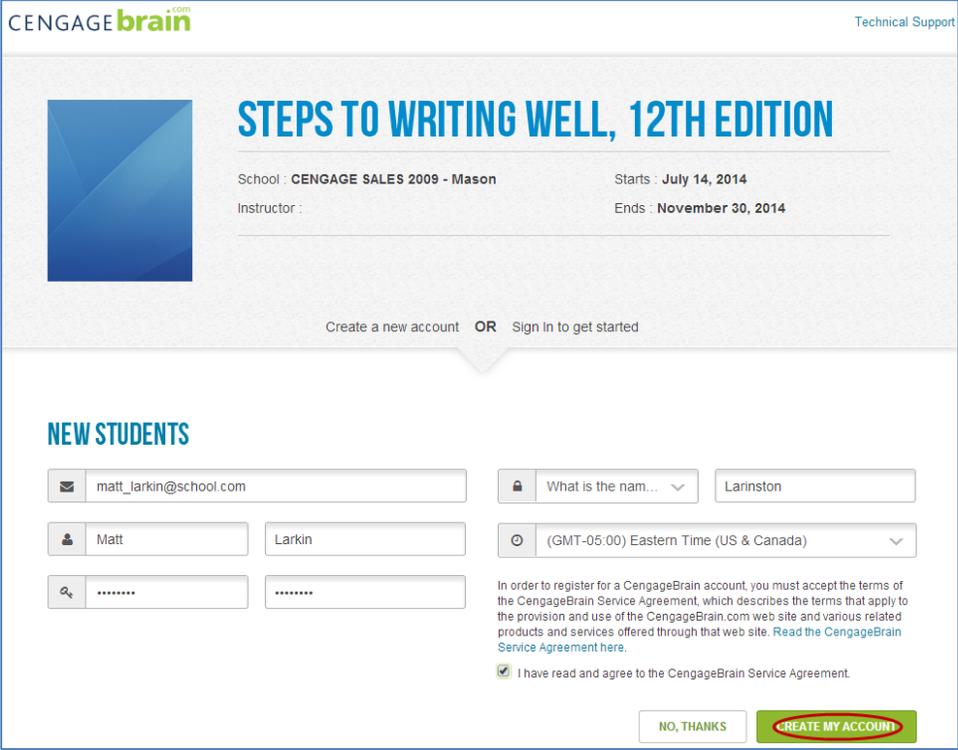
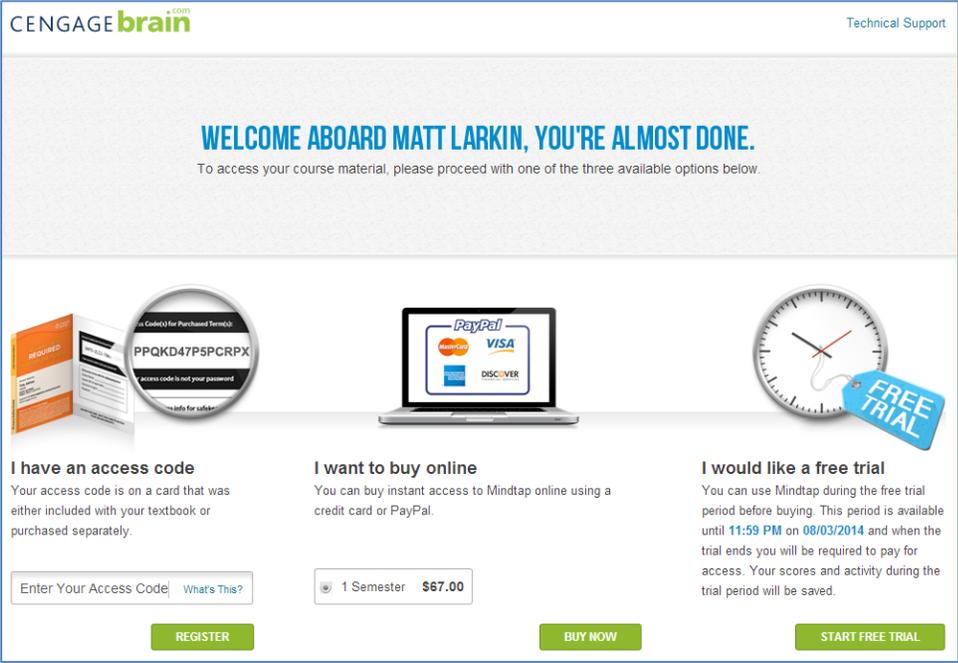
LOG IN

NOTE: Bookmark this page so you can easily return. Sign in to navigate to your existing course.

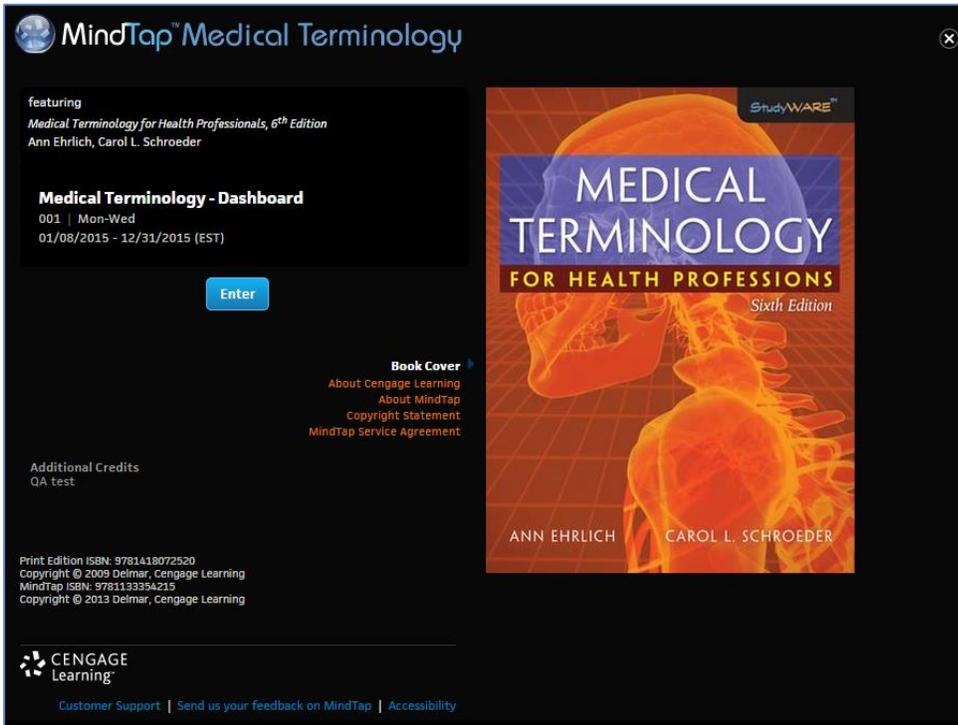
First Time Login

The first time you log in to your MindTap course, follow these steps:

Step	Action
1	<p data-bbox="375 390 1235 422">Enter your e-mail address under New Students. Click Create an Account.</p> <div data-bbox="375 432 1333 1045">  </div> <p data-bbox="375 1062 1333 1129">NOTE: If you are already registered, a warning displays. Enter your e-mail address and password under Returning Students.</p> <div data-bbox="375 1140 1333 1780">  </div>

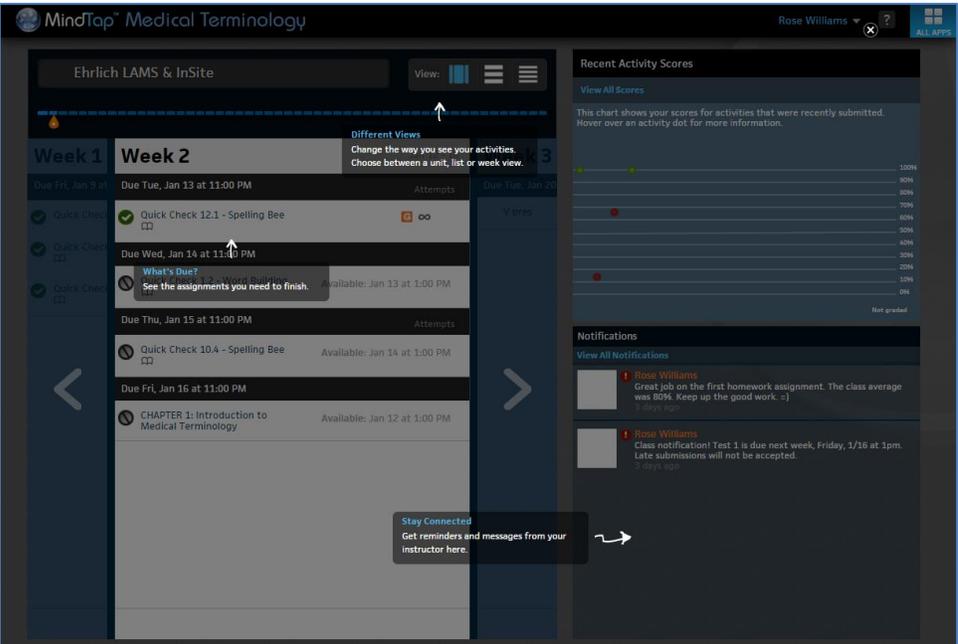
Step	Action
2	<p>Complete the fields. Click CREATE MY ACCOUNT.</p> 
3	<p>Select a payment option.</p>  <p>You can register your access code, buy the product online or use a free trial. Result: The MindTap Service Agreement displays.</p>

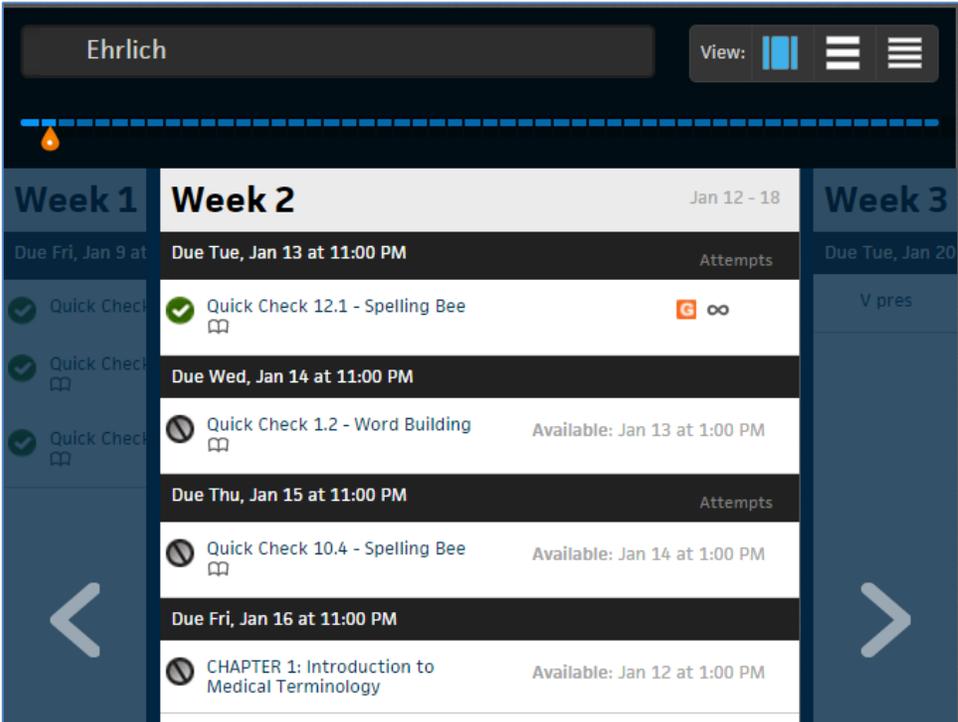
Step	Action
4	<p data-bbox="375 258 1036 289">Scroll down to accept the MindTap Service Agreement.</p> <div data-bbox="375 300 1336 1203" style="border: 1px solid black; padding: 10px;"> <p data-bbox="418 321 748 348">MINDTAP SERVICE AGREEMENT</p> <p data-bbox="418 363 599 386">Updated June 4, 2012</p> <p data-bbox="418 409 1263 453">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="407 478 613 501">1. Agreement Structure.</p> <ol data-bbox="435 514 1260 856" style="list-style-type: none"> <li data-bbox="435 514 1260 800">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 ACCEPT THIS AGREEMENT (AND YOU MUST CLICK THE "I DECLINE" BUTTON (OR FUNCTIONAL EQUIVALENT) WHERE THIS OPTION IS MADE AVAILABLE TO YOU AS PART OF THE ONLINE ORDER) AND YOU SHALL NOT ACCESS OR USE MINDTAP. All capitalized terms used in this agreement have the meanings stated in section 21 (Definitions) unless stated otherwise. <li data-bbox="435 800 1260 856">2. Access to MindTap is void where prohibited. MindTap is intended solely for use by (1) individuals who are 13 years of age or older and (2) individuals under the age of 18 who are currently in high school or college. Any registration by use of or access to MindTap by anyone under 13 or by <p data-bbox="435 863 1252 957">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 data-bbox="407 968 1276 1024">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="427 1047 821 1071">©2012 Cengage Learning, Inc. All rights reserved.</p> <div data-bbox="383 1100 597 1178" style="margin-top: 10px;"> Accept Decline </div> </div>

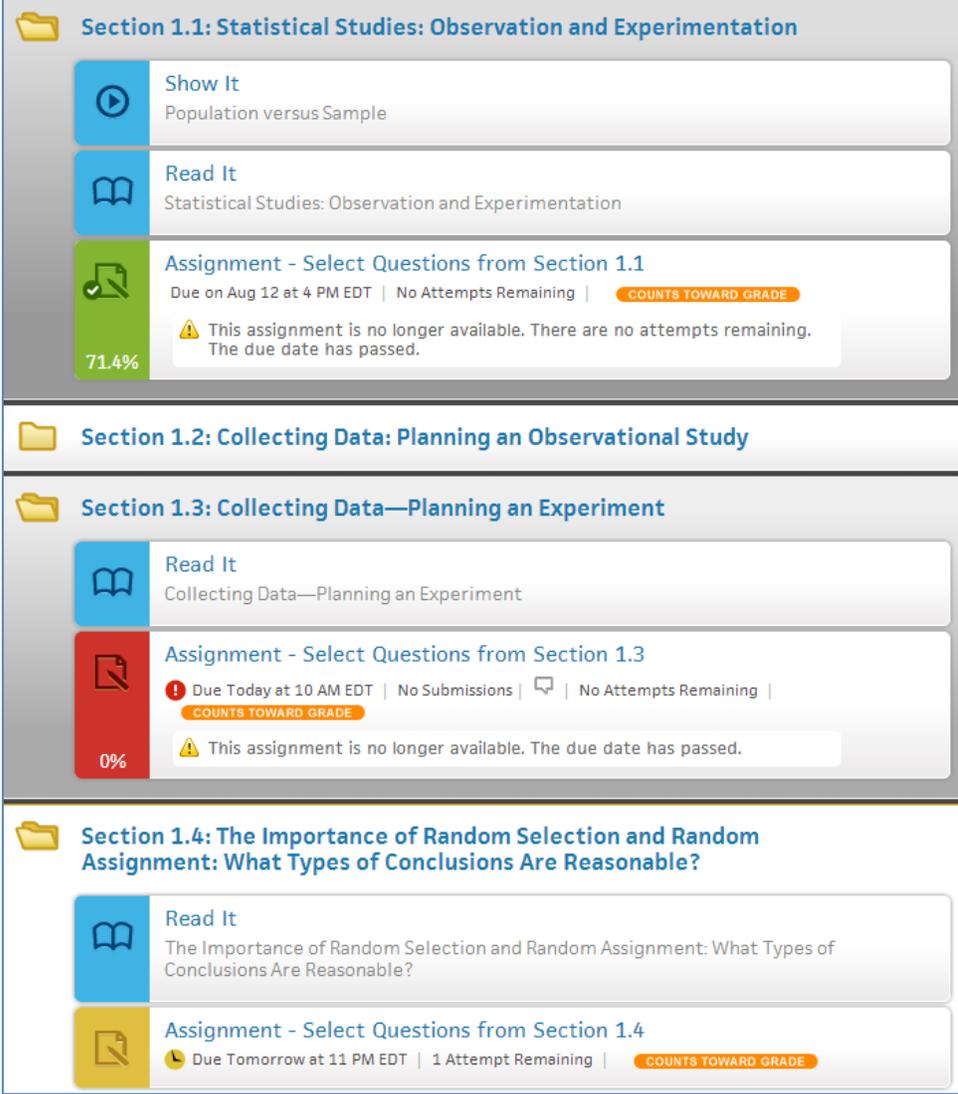
Step	Action
5	<p>Click Enter when you see the MindTap Welcome screen to enter your MindTap course.</p> 

Inside Your MindTap Course

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

Function	Looks like this...
<p>The first time you open your MindTap course, Help displays. Help explains where to find everything.</p>	
<p>Click the [?] icon at the top right to see Help anytime. Click the close icon to hide Help.</p>	

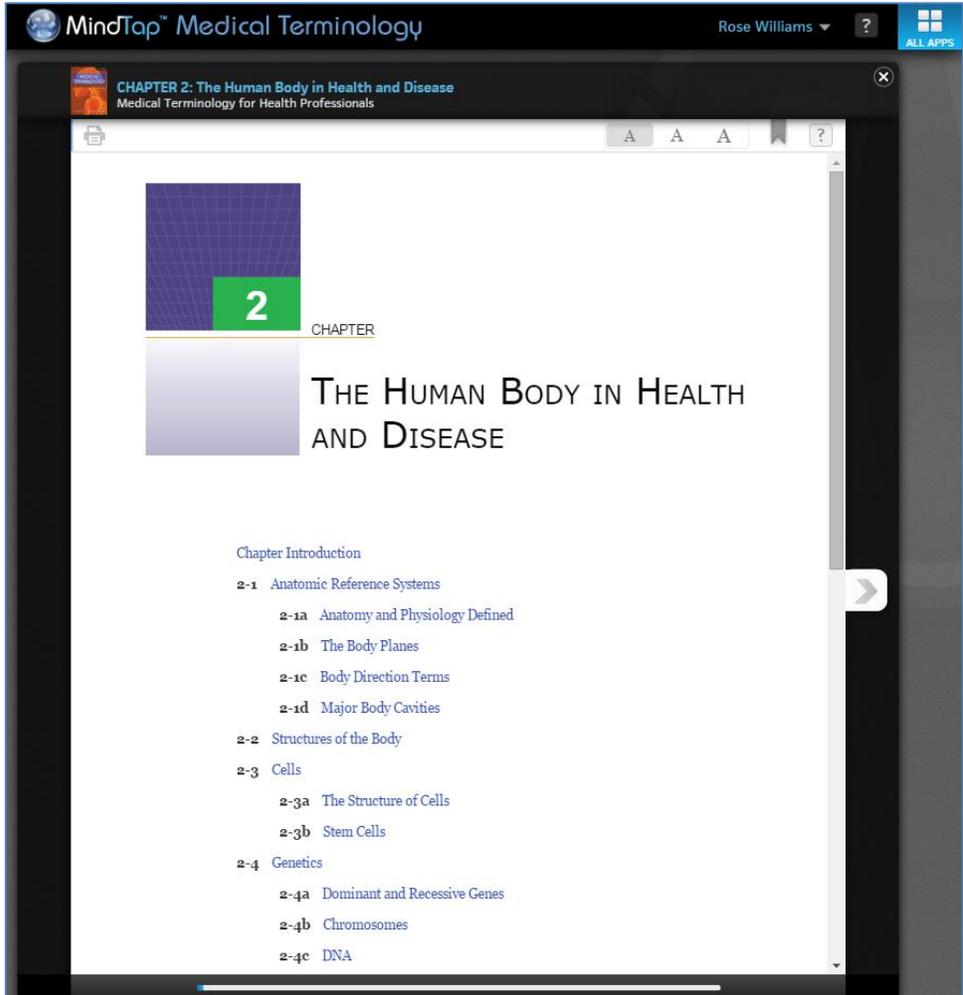
Function	Looks like this...
<p>This is the Week View, MindTap's standard default view. It's "home" in your MindTap course.</p> <p>In this Week View, each Activity displays by due date. Click to open an Activity.</p>	

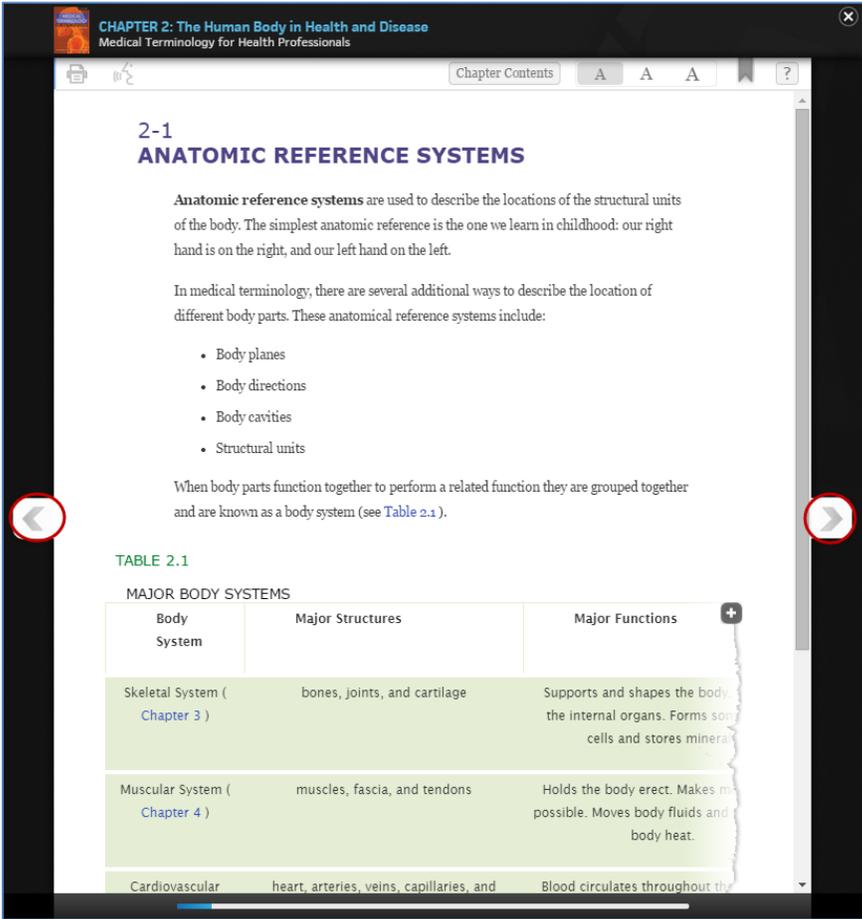
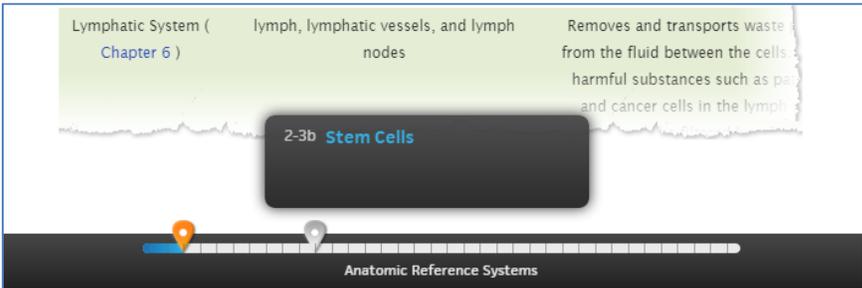
Function	Looks like this...
<p>The icons on the left have different colors depending on the status of the activity:</p> <ul style="list-style-type: none"> ■ Blue: You have not started the Activity. ■ Blue with ellipses: The Activity is in progress. ■ Green: You completed the Activity. ■ Yellow: The Activity is due within three days. ■ Red: The Activity is past due. ■ Gray: The Activity is not available. 	 <p>The screenshot displays a course interface with three sections:</p> <ul style="list-style-type: none"> Section 1.1: Statistical Studies: Observation and Experimentation <ul style="list-style-type: none"> Show It (Blue icon): Population versus Sample Read It (Blue icon with ellipses): Statistical Studies: Observation and Experimentation Assignment - Select Questions from Section 1.1 (Green icon): Due on Aug 12 at 4 PM EDT No Attempts Remaining COUNTS TOWARD GRADE. A warning message states: "This assignment is no longer available. There are no attempts remaining. The due date has passed." Progress: 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"> Read It (Blue icon with ellipses): Collecting Data—Planning an Experiment Assignment - Select Questions from Section 1.3 (Red icon): Due Today at 10 AM EDT No Submissions No Attempts Remaining COUNTS TOWARD GRADE. A warning message states: "This assignment is no longer available. The due date has passed." Progress: 0% Section 1.4: The Importance of Random Selection and Random Assignment: What Types of Conclusions Are Reasonable? <ul style="list-style-type: none"> Read It (Blue icon with ellipses): The Importance of Random Selection and Random Assignment: What Types of Conclusions Are Reasonable? Assignment - Select Questions from Section 1.4 (Yellow icon): Due Tomorrow at 11 PM EDT 1 Attempt Remaining COUNTS TOWARD GRADE

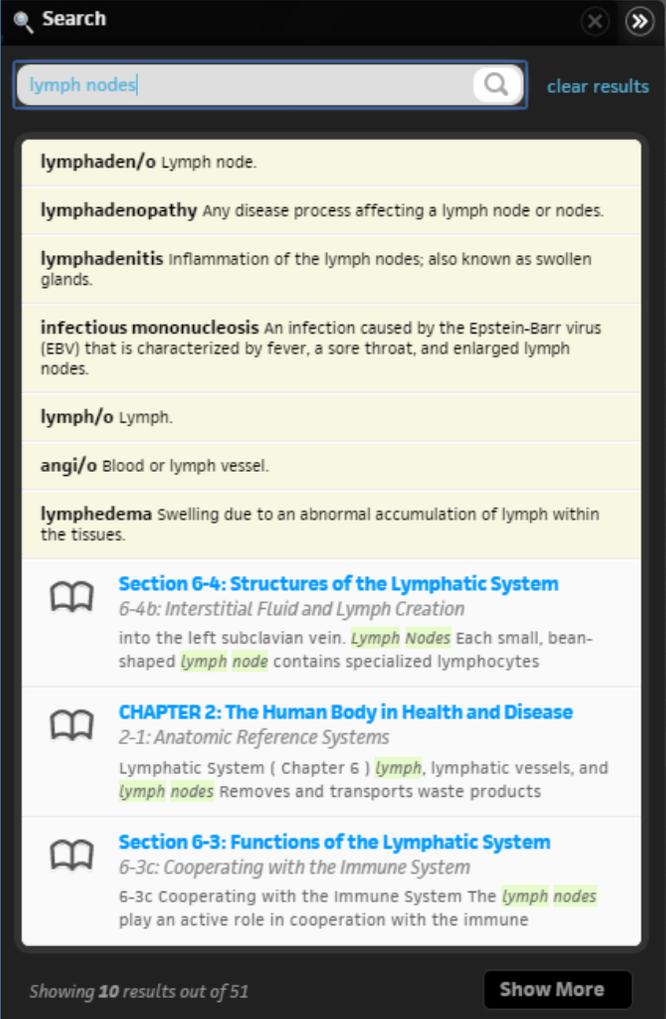
Function	Looks like this...
<p>On the far right of the MindTap, screen click the ALL APPS button to open the App Dock. Each of the icons represents an App in your MindTap course. When you hover over an icon, the name of the App displays next to it. Different courses have different apps. Click the icon to open the App.</p>	

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 the MindTap Medical Terminology app interface. At the top, the user name 'Rose Williams' is displayed. Below that, the chapter title 'CHAPTER 2: The Human Body in Health and Disease' is shown. The main content area features a large graphic with the number '2' and the text 'CHAPTER THE HUMAN BODY IN HEALTH AND DISEASE'. Below this, a list of topics is displayed, including 'Chapter Introduction', '2-1 Anatomic Reference Systems', '2-1a Anatomy and Physiology Defined', '2-1b The Body Planes', '2-1c Body Direction Terms', '2-1d Major Body Cavities', '2-2 Structures of the Body', '2-3 Cells', '2-3a The Structure of Cells', '2-3b Stem Cells', '2-4 Genetics', '2-4a Dominant and Recessive Genes', '2-4b Chromosomes', and '2-4c DNA'. A navigation arrow is visible on the right side of the screen.</p>

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>CHAPTER 2: The Human Body in Health and Disease Medical Terminology for Health Professionals</p> <p>2-1 ANATOMIC REFERENCE SYSTEMS</p> <p>Anatomic reference systems are used to describe the locations of the structural units of the body. The simplest anatomic reference is the one we learn in childhood: our right hand is on the right, and our left hand on the left.</p> <p>In medical terminology, there are several additional ways to describe the location of different body parts. These anatomical reference systems include:</p> <ul style="list-style-type: none"> • Body planes • Body directions • Body cavities • Structural units <p>When body parts function together to perform a related function they are grouped together and are known as a body system (see Table 2.1).</p> <p>TABLE 2.1 MAJOR BODY SYSTEMS</p> <table border="1"> <thead> <tr> <th>Body System</th> <th>Major Structures</th> <th>Major Functions</th> </tr> </thead> <tbody> <tr> <td>Skeletal System (Chapter 3)</td> <td>bones, joints, and cartilage</td> <td>Supports and shapes the body, the internal organs. Forms some cells and stores minerals.</td> </tr> <tr> <td>Muscular System (Chapter 4)</td> <td>muscles, fascia, and tendons</td> <td>Holds the body erect. Makes movement possible. Moves body fluids and body heat.</td> </tr> <tr> <td>Cardiovascular</td> <td>heart, arteries, veins, capillaries, and</td> <td>Blood circulates throughout the</td> </tr> </tbody> </table>	Body System	Major Structures	Major Functions	Skeletal System (Chapter 3)	bones, joints, and cartilage	Supports and shapes the body, the internal organs. Forms some cells and stores minerals.	Muscular System (Chapter 4)	muscles, fascia, and tendons	Holds the body erect. Makes movement possible. Moves body fluids and body heat.	Cardiovascular	heart, arteries, veins, capillaries, and	Blood circulates throughout the
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<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>	 <p>Lymphatic System (Chapter 6) lymph, lymphatic vessels, and lymph nodes Removes and transports waste from the fluid between the cells, harmful substances such as pathogens and cancer cells in the lymph.</p> <p>2-3b Stem Cells</p> <p>Anatomic Reference Systems</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>	

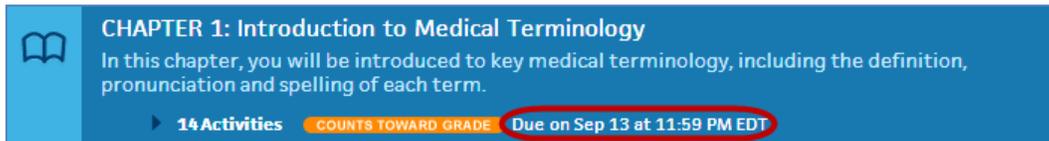
Homework and Quizzes

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.



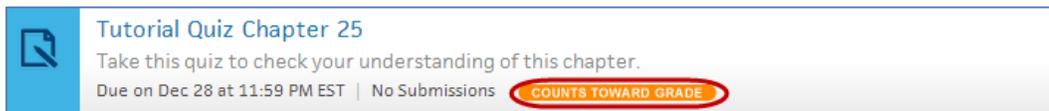
CHAPTER 1: Introduction to Medical Terminology
In this chapter, you will be introduced to key medical terminology, including the definition, pronunciation and spelling of each term.
▶ 14 Activities COUNTS TOWARD GRADE Due on Sep 13 at 11:59 PM EDT

 **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:



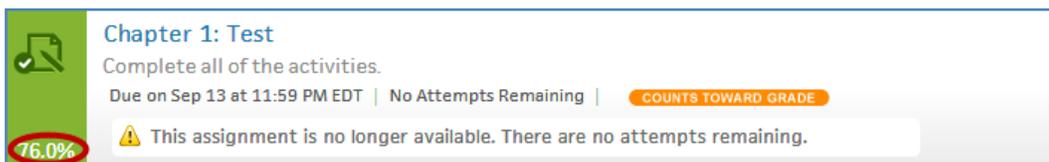
Tutorial Quiz Chapter 1
Test your knowledge
95.0% Due on Nov 30 at 11 PM EST | Unlimited Attempts COUNTS TOWARD GRADE

- 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
 This assignment is no longer available. There are no attempts remaining.
76.0%

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**

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**

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**

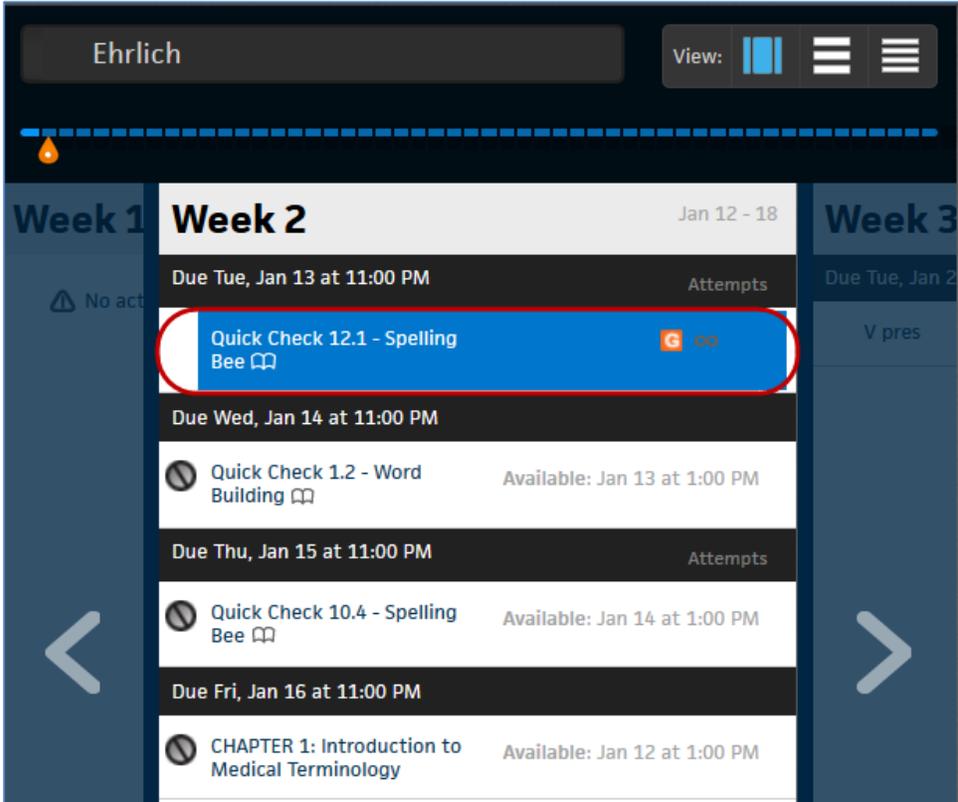
Click the arrow to see a list of the inline Activities.

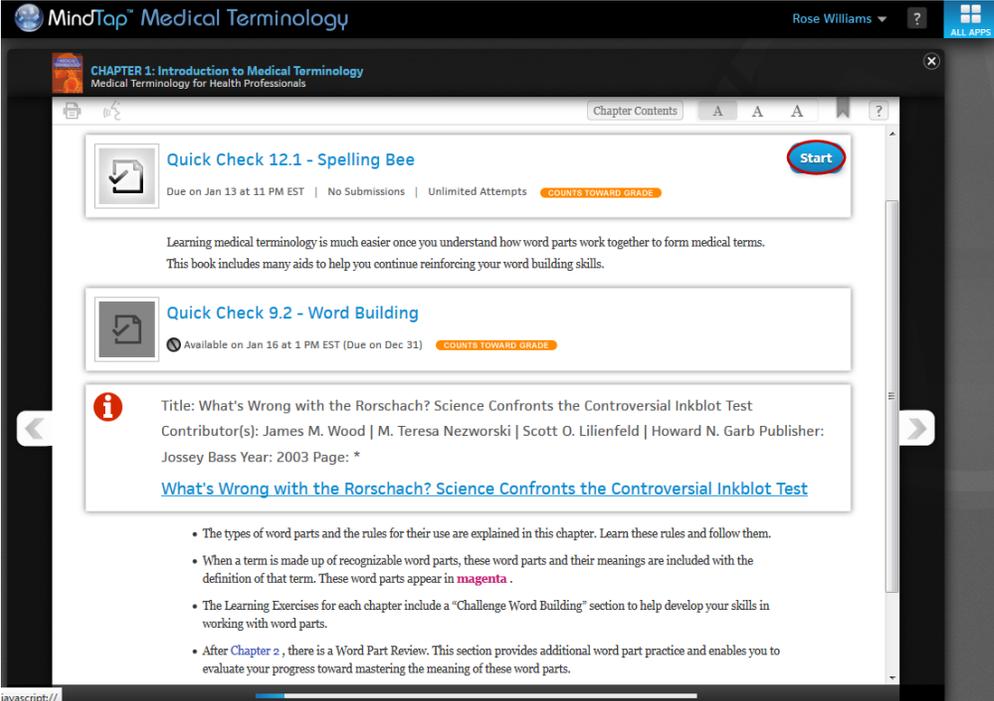
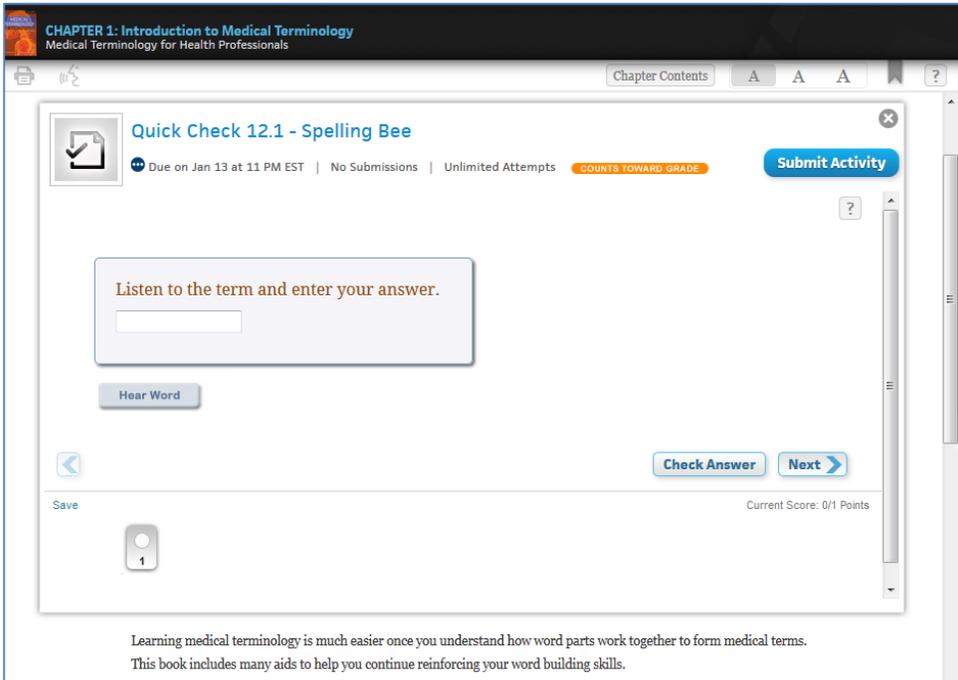
1: Food Choices and Human Health

- 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

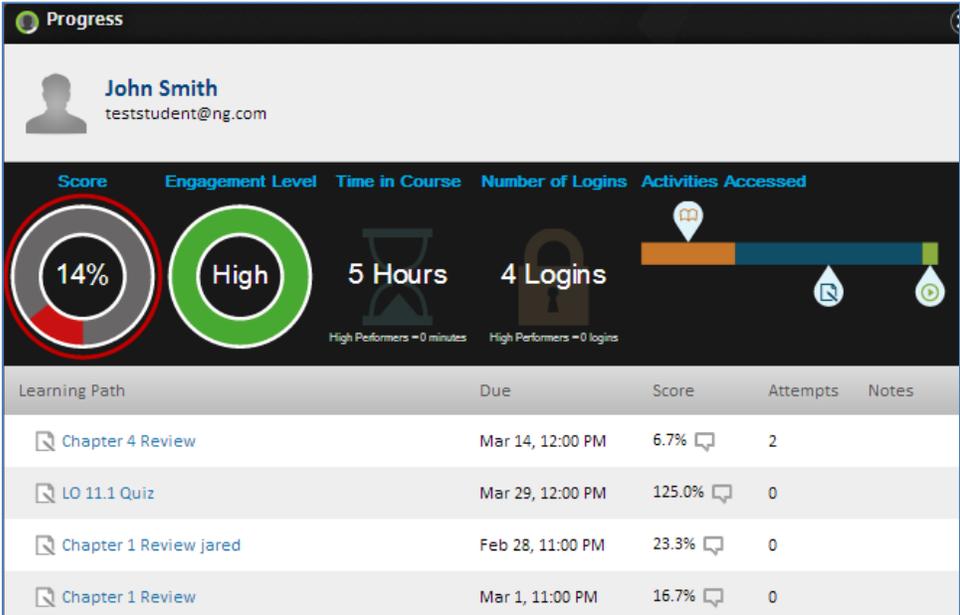
Your course contains homework and quizzes. Follow these steps to begin an assignment:

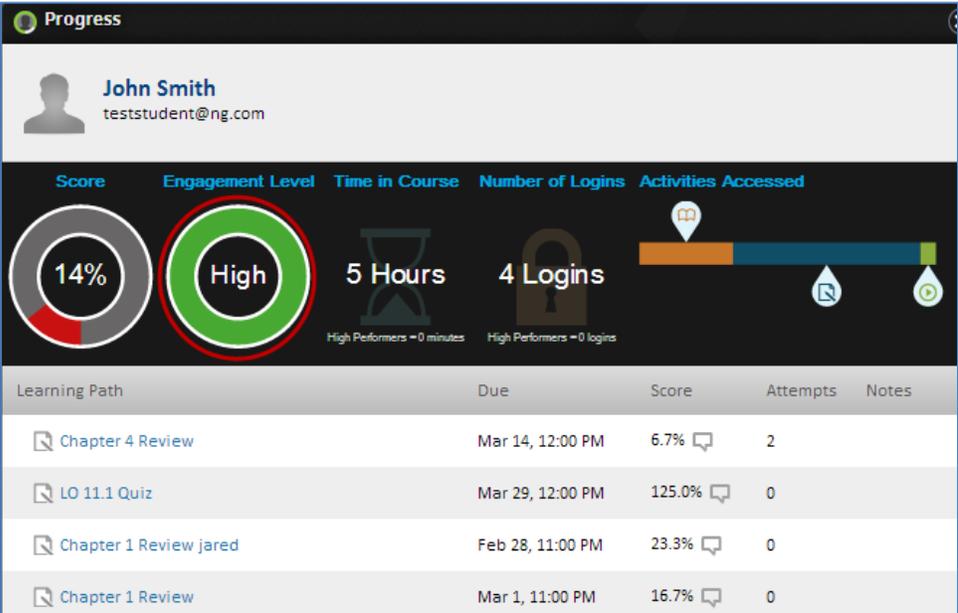
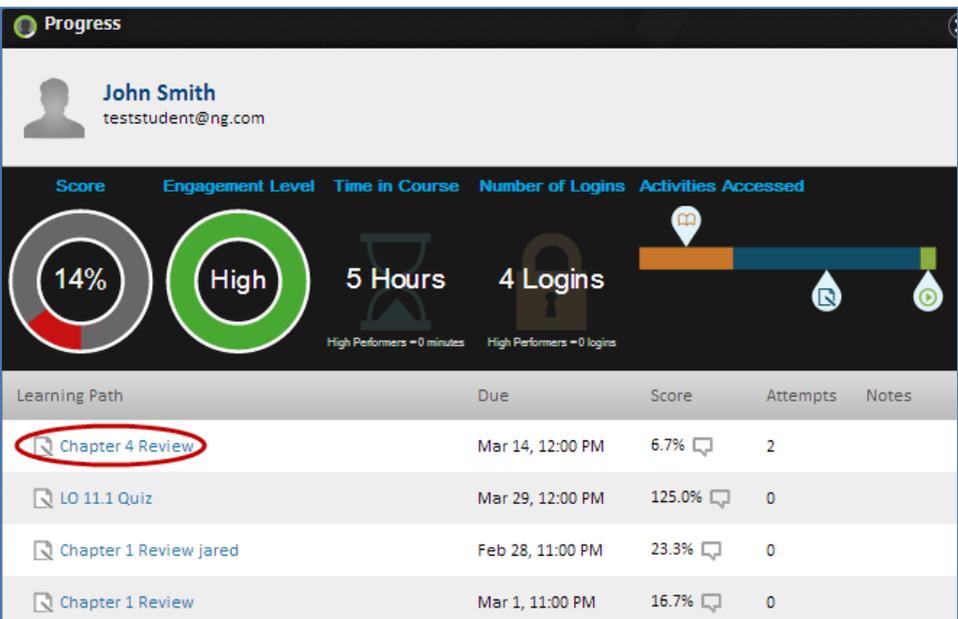
Step	Action
1	Locate an assignment.  <p>The screenshot shows a course interface for 'Ehrlich'. At the top, there is a search bar with 'Ehrlich' and a 'View:' dropdown menu. Below this is a navigation bar with 'Week 1', 'Week 2', and 'Week 3'. The 'Week 2' section is active, showing a list of assignments. The first assignment, 'Quick Check 12.1 - Spelling Bee', is highlighted with a red circle. Other assignments include 'Quick Check 1.2 - Word Building', 'Quick Check 10.4 - Spelling Bee', and 'CHAPTER 1: Introduction to Medical Terminology'. The interface also shows due dates and availability for each assignment.</p>

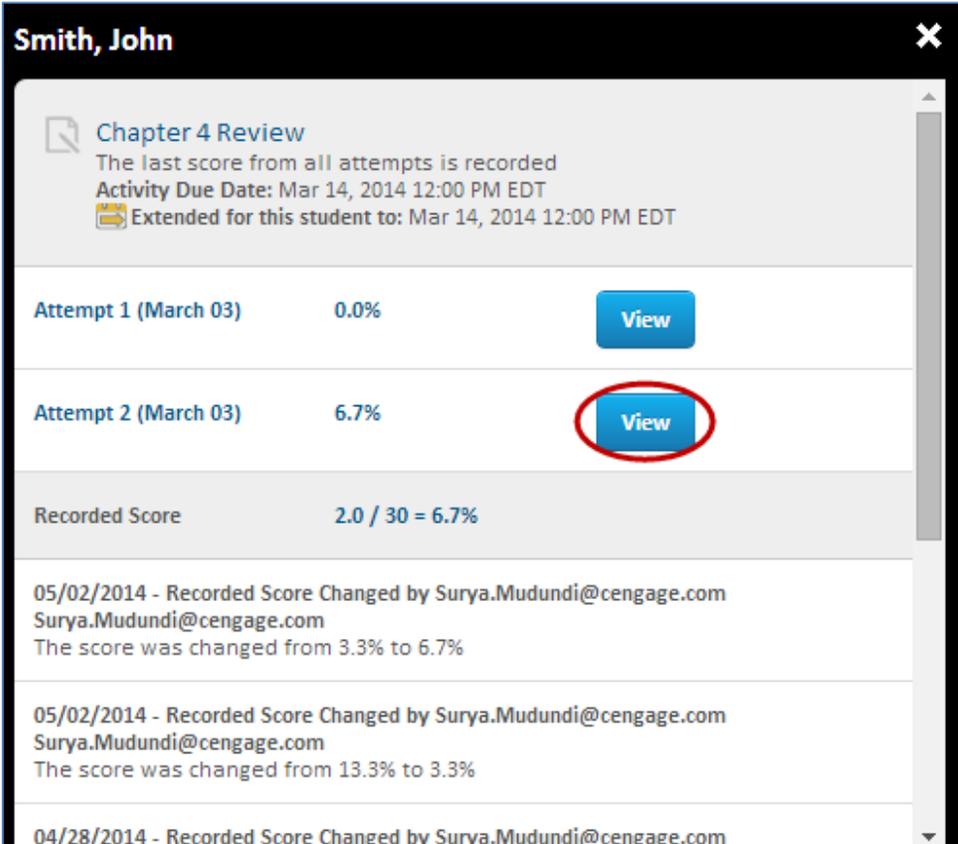
Step	Action
2	<p data-bbox="435 254 850 285">Click Start to open the assignment.</p>  <p data-bbox="435 1010 906 1041">Result: Assignment instructions display.</p>  <p data-bbox="435 1745 1386 1843">NOTE: Assignments are provided through different Apps. Assignment types vary based on your course. Complete 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:

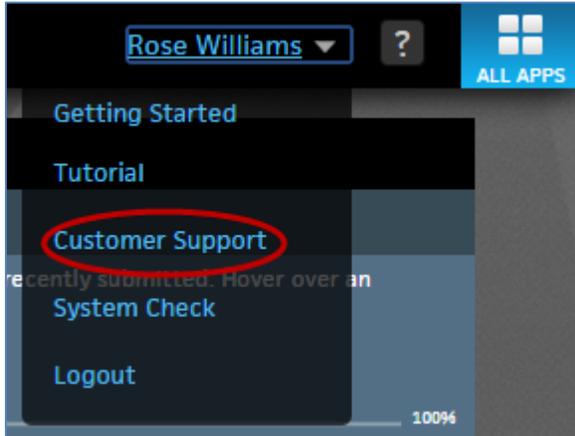
Function	Looks like this...																									
<p>Launch the Progress App from the App Dock.</p>	 <p>The screenshot shows the MindTap App Dock interface. At the top, the user's name 'Rose Williams' is displayed next to a dropdown arrow and a question mark icon. To the right is an 'ALL APPS' button. Below this is a row of icons: a magnifying glass, a book, an 'A-Z' index, a document, and a circular icon with a person silhouette, which is circled in red. Below this row are more icons: an upward arrow, a Wi-Fi symbol, a Google Drive icon, a Merriam-Webster logo, and a RSS feed icon. At the bottom, there are icons for a speech bubble, an information 'i' icon, and a pencil. A progress bar at the bottom right shows 100% and 90%.</p>																									
<p>Your overall score displays in the top row.</p>	 <p>The screenshot shows the 'Progress' app interface for 'John Smith' (teststudent@ng.com). It features five main metrics: Score (14%), Engagement Level (High), Time in Course (5 Hours), Number of Logins (4 Logins), and Activities Accessed (represented by a bar chart). Below these metrics is a table of learning path items.</p> <table border="1" data-bbox="459 1318 1419 1562"> <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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Function	Looks like this...																									
<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: [Progress Bar]</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>Select an assignment to see comments and how you did on each take.</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: [Progress Bar]</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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Function	Looks like this...						
<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					

Support

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Document Revision History

Date	Document Version	Description	Author/Editor
5/15/2014	.1	Initial Draft	Chris Judd
7/15/2014	1.0	Ready for Posting	Chris Judd
7/21/2014	1.1	Updated screenshots	Chris Judd/Jared Mann and Kristen McNary
1/12/2015	1.2	Updated images	Rose Williams/ Michelle Parsons