Instructor Quick Start Guide

For Integrating MindLinks in Blackboard Learn

Blackboard Learn 9.1

Cengage Learning's MindLinks are designed to seamlessly integrate with your institution's Blackboard Learning Management System. Integrating MindLinks into your existing Blackboard course is a simple process that you should be able to complete using the steps outlined in this document.



MindLinks 2

Instructor Email

An email from Cengage Learning provides notice that MindLinks are now available within your LMS course.



Add a the Link to the MindLink Content

Step 1: Login to your Blackboard Learning site and access the course you are teaching.

Step 2: From a Content Area click on Publisher Content, then click Cengage Learning MindLinks™

MindLinks Course	74 *	Content 🕃
Information	8	Build Content 🗧 Assessments 🗧 Tools 🗧 Publisher Content 🗧
Content III		> Search for Textbook
Discussions		> Manual Entry Textbook
Groups	8	> Cengage Learning MindLinks **
Help		

>> For earlier versions of Blackboard Learn click on Build Content, then click Cengage Learning MindLinks™



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Step 3: Login to MindLinks using your Cengage Learning Faculty Credentials.

>> This is a one-time activity to associate your Blackboard Learn account with your Cengage Learning Faculty Account. If you do not have a Cengage Learning Faculty Account click on **Create an Account** to request one. Your request must be verified and then account information will be sent to you by email.

CENGAGE Learning				
	Log In Username Enter your email address Password Forgot your password?	Already have a Geograp Learning Faculty Account? Simply big in by our existing account or register and gain account or register and gain account or register and gain account.	Create a New Account Create a new Cengage Learning Faculty Account to gain full access to all instructor functionality.	

Step 4: From the **Select Content Source** list click on the **Name** of the source.

		😤 Mio	dlinks	
)e	elect Content Source	Oxte (UTC)	Source	Litense Type
5	stuaty Property O Blatt	02/06/2012	Institution Access	Student Access Code Required
ř.	A People and a Nation ML Course	02/06/2013	institution Access	Site License - Beats Available
	Wheel is Descriptions 10 Course	03/13/2012	Institution Access	Dire License - Deats Available

Step 5: Select the learning resource(s) that you want to link to by placing a check in the respective box.

A People and a Nati	on ML Course 🔮 MindLinks	<u>Help</u>
Select Co	ontent	-
A Peo	ple and a Nation ML Course Content	
	Chapter 1: Three Old Worlds Create a New, 1492–1600	-
V	Chapter 1: Three Old Worlds Create a New, 1492–1600	
	Activity: Characteristics of the Old World	
V	Activity: Preparing to Explore the New World	
	Map Activity: Famous Explorers and the Columbian Exchange 🛛 ADD TO GRADEBOOK	
	Mhat Do You Know 23 🛛 ADD TO GRADEBOOK	
	Chapter 2: Europeans Colonize North America, 1600–1650	
	Chapter 3: North America in the Atlantic World, 1650–1720	
	Chapter 4: American Society Transformed, 1720–1770	
	Chapter 5: Severing the Bonds of Empire, 1754–1774	

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>> To expand the list, click the horizontal triangle to the left of the respective titles. To preview an item, click on the name.

>> If the item has the ability to be graded, there will be an option to have the item automatically added to the Blackboard Learn **Grade Center**. If you want to link to an item but do not want to add it to your course gradebook please uncheck the corresponding **Add to Gradebook** box.

Step 6: Once all Selections have been made, click **Confirm Selection** at the bottom of the Select Content list.

Step 7: Review the List and click **Save** to confirm your selection.

>> If you need to add or remove items from the list, press **Cancel** to return to the Select Content view.



>> Once you have confirmed the selections, you will automatically be returned to the course.

Step 8: Select the location for where you would like to place the MindLink resources and click Submit.

			Cancel
Link Location			
Choose here if you want to place the content in another folder.			
Destination Folder	/Content Browse		
Link Information			
Imported Links		Points Pos	sible
Chapter 1: Three Old Worlds Create a New, 1492¿1600			
Activity: Preparing to Explore the New World		1.0	
Chapter 2: Europeans Colonize North America, 1600¿1650			
Chapter 32: Conservatism Revived, 1980¿1992			
Chapter 33: Into the Global Millennium, America Since 1992			
		Displaying 1 to 5 of 5 items	Show All Edit P

>> You will now be returned to the Content Area where the links were placed.

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P	Content 🕫					
Bui	ild Conte	nt 🗧 Create Assessment 🗧 Add Interactive Tool 🗧 Assign Textbook 🗧	î.			
1	12	Chapter 1: Three Old Worlds Create a New, 1492/1600 😽				
Ţ		Activity: Preparing to Explore the New World S Homework# Graded# 1# Unlimited# Best Score# Always# Always# 3#				
1	12	Chapter 2: Europeans Colonize North America, 1600/ 1650 [8]				

>> To add more links to the course simply launch **Cengage Learning MindLinks™** from the **Content Area** again.

Verify Grade Center Columns

If your product included gradable items that were added to the Grade Center you can verify the entries as follows:

Step 1: From the course navigation menu, click on Grade Center to expand the section

Step 2: Click on the Full Grade Center to view all graded activities for the course.

Step 3: Confirm the gradable MindLinks activities have been added.

>> Only items explicitly selected in the MindLinks Content Selector will have a grade column. Adding the same gradable link more than once will only create a single grade column for that item.

Grade Center : Full Grade Center 🗑									
In the <u>Screen Reader mode</u> , the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. More Help									
Create Column Create Calculated Column 🗧 Manage 🗧 Reports 🗧									
Crade Information Bar Order: Ascending Soft Columns Br: Layout Position Soft Columns Br: Layout Pos									
🔲 Last Name 🛛 🖾 First Name 🖾 User			Activity: Prepar 🖾 Map Activity: Fiç 🖾						
cmlast00000010 cmfirst000000010 cmu	user10	Available	^						
cmlast000000110 cmfirst000000110 cmu	user110	Available							
cmlast00000210 cmfirst000000210 cmu	user210	Available							
cmlast000000310 cmfirst000000310 cmu	user310	Available							
cmlast000000410 cmfirst000000410 cmu	user410	Available							

Grade Synchronization

When a student completes a MindTap activity designated for grade synchronization, the score will report to the corresponding column in the Blackboard Learn **Grade Center**. Students can view the scores under **My Grades** if the instructor has allowed it. If a student completes an activity multiple times the last score will be displayed in the **Grade Center**.

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My Grades								
Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments		
Activity: Characteristics of the Old World	Details	Mar 12, 2012 7:15 PM	Mar 12, 2012 7:15 PM	0.60	1			
Activity: Preparing to Explore the New World	Details	Mar 12, 2012 4:56 PM	Mar 12, 2012 4:56 PM	1.00	1			

About Access Codes

Accessing MindLinks may require students to enter an access code. The access code is a 14-digit alpha-numeric code (ex: PPJWJN2PP6SL5W) that is printed on a card that came with the textbook, was purchased electronically, or was provided by Cengage Learning. If required, the access code will only have to be entered the first time a student launches a MindLink in the course.

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