

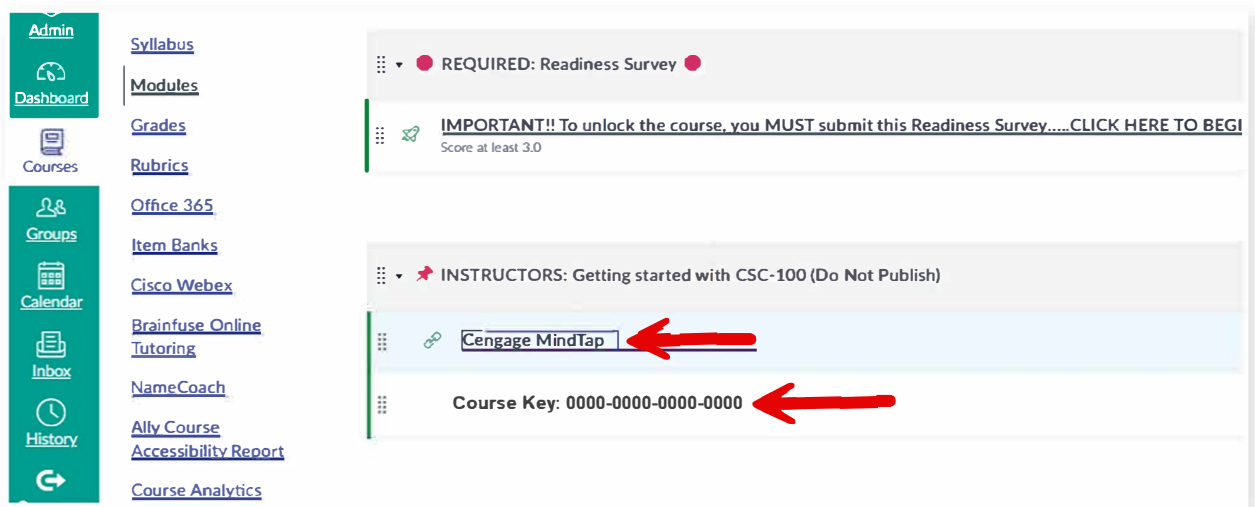
Activating Cengage MindTap | WebAssign

The Instructor Guide

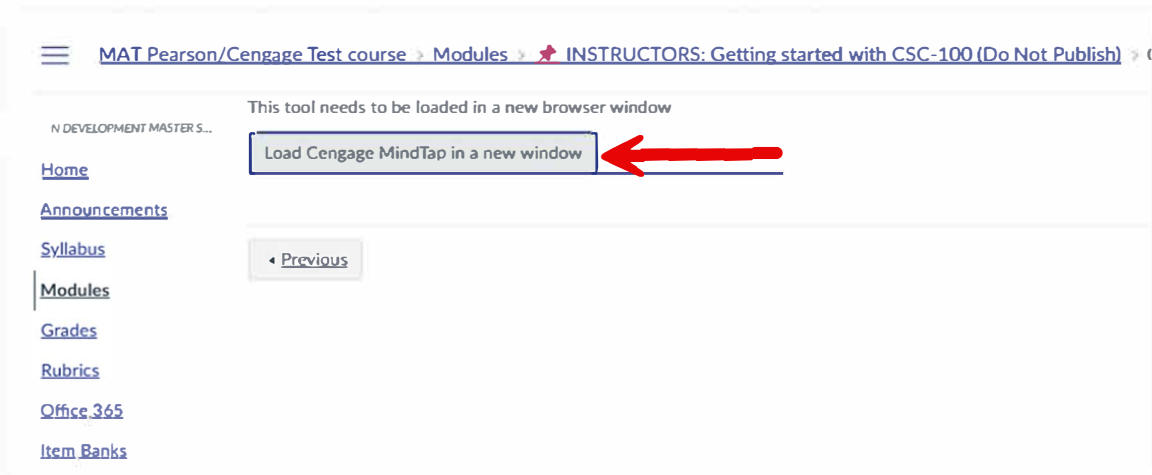
MindTap and **WebAssign** serve different disciplines (e.g., WebAssign for Math/Science and MindTap for Computing/Business), but their Canvas integration and activation process is the same.

Instructors will link their Canvas course to a pre-built Cengage course using a course key, confirm course settings, and complete a brief guided setup. This guide walks you through the process step by step.

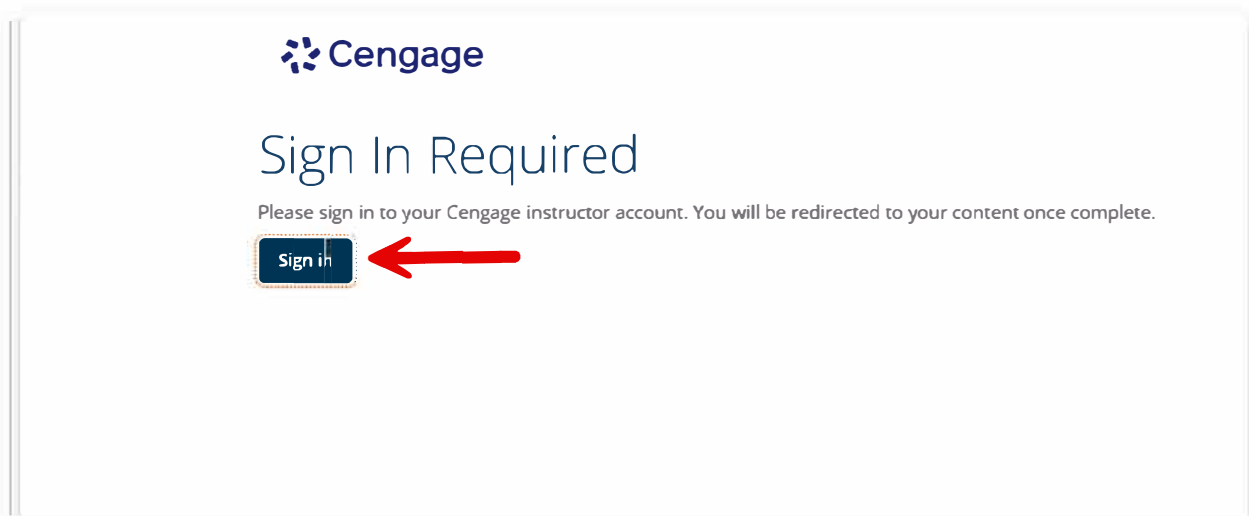
- 1 First, copy the **Course Key** to your clipboard; you will need it later. Next, click on the **Cengage MindTap** link provided in the Instructors Getting Started Module.



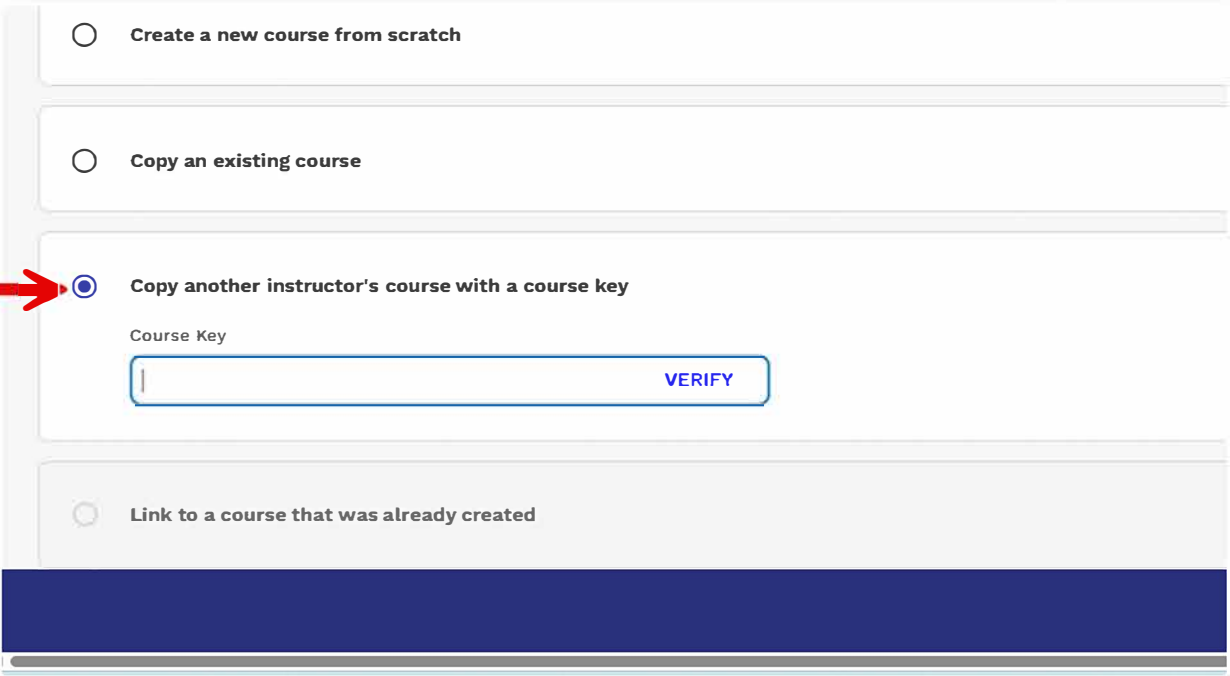
- 2 Click **Load Cengage MindTap in a new window**.



- 3 If prompted, sign in using your existing Cengage account. If this is your first time, create a new account. In both cases, make sure to use your HCCC email as the username.

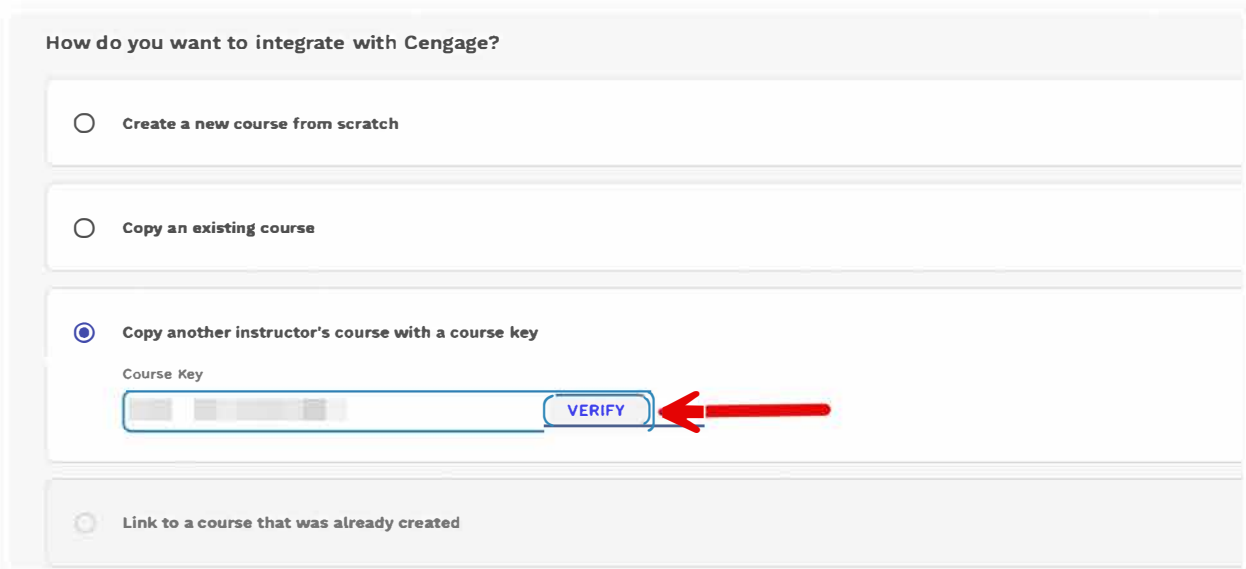


- 4 Select **Copy another instructor's course with a course key**; then, paste the **Course Key** from your clipboard (see Step 1)



The screenshot shows a vertical list of four radio button options. The third option, "Copy another instructor's course with a course key", is selected and highlighted with a red arrow pointing to its radio button. Below this option is a text input field labeled "Course Key" with a "VERIFY" button to its right. The other options are "Create a new course from scratch", "Copy an existing course", and "Link to a course that was already created".

- 5 Click **Verify**.



The screenshot shows a dialog box titled "How do you want to integrate with Cengage?". It contains the same four radio button options as the previous screenshot. The third option, "Copy another instructor's course with a course key", is selected. Below it, the "Course Key" input field now contains a masked key (represented by grey squares). A red arrow points to the "VERIFY" button next to the input field.

6

After it is **SEARCHED** **RESULTS**

MindTap for Cable/Freund/ Monk/Sebok/Starks/Vermast's The Shelly Cashman Series® Collection, Microsoft® 365® & Office® 2021, 1 term Instant Access
Sandra Cable; Steven M. Freund; Ellen Monk; Susan Sebok; Joy L. Starks; Misty E. Vermast | ISBN-10: 9780357676660 | 1st Edition © 2023
MindTap + eBook ISBN-13: 9780357676660

with Cengage?

Match

Course with a course key

VERIFIED ✓

Ready created

CONTINUE

7

Rename the **Course Name**, enter course **start** and **end dates**, then click **FINISH**.

Course Option Course Details

MindTap for Cable/Freund/ Monk/Sebok/Starks/Vermast's The Shelly Cashman Series® Collection, Microsoft® 365® & Office® 2021, 1 term Instant Access
Sandra Cable; Steven M. Freund; Ellen Monk; Susan Sebok; Joy L. Starks; Misty E. Vermast | ISBN-10: 9780357676660 | 1st Edition © 2023
MindTap + eBook ISBN-13: 9780357676660

Confirm new course details

IMPORTANT: Course name should reflect course and section number, as well as the term. Example: CSC-100-ONA01-SPRING-2026

Required field

Course Name *

2026SP_CSC_100_ONA

Time zone *

(-05:00) Eastern Time - New York City, Brooklyn, Queens, Philadelphia - (EST)

Course start date *

01/01/2026

Course end date *

06/30/2026

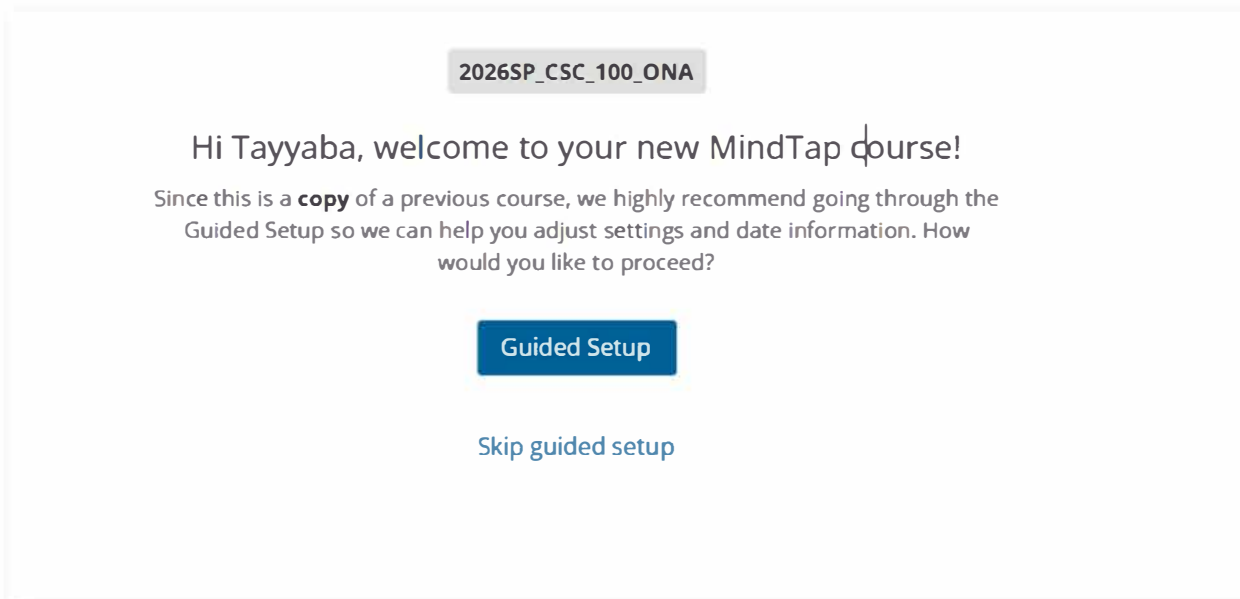
Set this to the first day of class

RECOMMENDED: Set the start date a week or so before the term begins and the end date to one month after the end of the term.

BACK FINISH

8

You are all set! If this is your first Cengage course, it is recommended to use **Guided Setup**. Otherwise, you can click **Skip guided setup** to see all the assignments in Cengage.



FREQUENTLY ASKED QUESTIONS

Q: How do I navigate the MindTap course?

A: Review the [MindTap Instructor Guide](#)

Q: How do I set or adjust activity dates in MindTap?

A: Consult the following video – [Setting Available and Due Dates in MindTap](#)

Q: How can I adjust the settings for multiple activities at one time?

A: Consult the following video – [Batch Editing in MindTap](#)

Q: Can I extend the due date for an individual student?

A: Consult the following video – [Extend a Due Date for an Individual Student in MindTap](#)

Q: How do I view student grades in MindTap?

A: Consult the following video – [MindTap Progress App and Gradebook Overview](#)

Q: My grades are not flowing from MindTap to Canvas.

A: Consult the following video – [LMS Integrated MindTap: Initiating a Manual Grade Sync](#)

Q: My students are asking for the course key.

A: MindTap courses do not require a Course Key. Direct students Student Getting Started links in your Canvas shell.

Q: Where can I access additional MindTap resources?

A: Review the [MindTap Training Site](#)

Q: How do I navigate the WebAssign course?

A: Review the [WebAssign Instructor Guide](#)

Q: How do I set or adjust activity dates in WebAssign?

A: Consult the following video – [WebAssign: Rescheduling or Scheduling an Assignment](#)

Q: Can I extend the due date for an individual student?

A: Consult the following link – [WebAssign: Extensions](#)

Q: How do I view student grades in WebAssign?

A: Consult the following videos - [WebAssign: ScoreView and WebAssign: Class Insights](#)

Q: My grades are not flowing from WebAssign to Canvas.

A: Consult the following link – [WebAssign: Grade Sync Problems](#)

Q: My students are asking for the course key.

A: WebAssign courses do not require a Course Key—direct students to the Student Getting Started Module in your Canvas shell.

Q: Where can I access additional WebAssign resources?

A: Review the [WebAssign Training Site](#)

Quick Troubleshooting Tips

Ensure you and your students are using Chrome or Firefox (avoid Internet Explorer, Edge, and Safari). If MindTap isn't loading, sign out of Canvas and your Cengage account, close the browser, and restart. If issues persist, clear your cache and cookies (CTRL+SHIFT+DELETE, select all items and the longest time range), and disable pop-up blockers. If the problem continues, have students submit a ticket through Cengage Technical Support and call 1-800-354-9706 with their Case ID to escalate. For instructor support, contact the MindTap VIP Instructor-Only LMS Support Line at 1-866-267-4986.