

Instructor Guide (Revised: 5/22/2025)

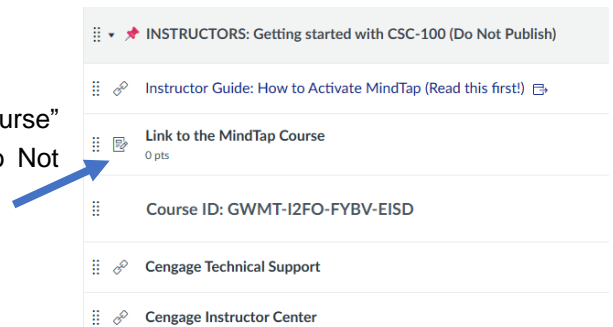
Accessing and Pairing Cengage (MindTap) to Your Canvas Course

Below are the steps to access and pair the Pearson course materials for your course.

We have determined that it is necessary to use a browser's Private/Incognito mode to successfully set up your course. If you are using Firefox, this is called "Private Window." In Chrome, it's called "Incognito Mode." This helps avoid cookie or cache issues that may interfere with the setup process.

(1) Access MindTap Link:

Next, in your Canvas course, click on the "Link to The MindTap Course" located in **INSTRUCTORS: Getting started with CSC-100 (Do Not Publish)** module



(2) Then, select "Continue in a new window."

- Please note: Canvas will prompt this each time you access MindTap content.

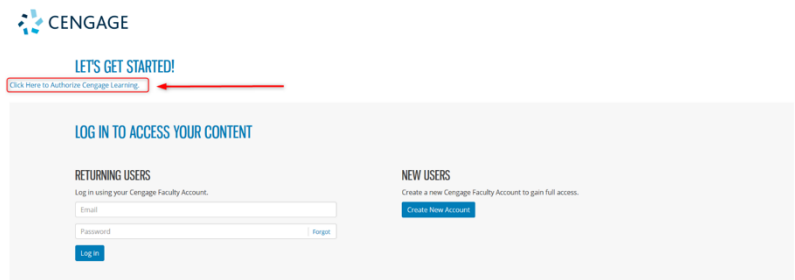
Link to the MindTap Course

This link needs to be loaded in a new browser window

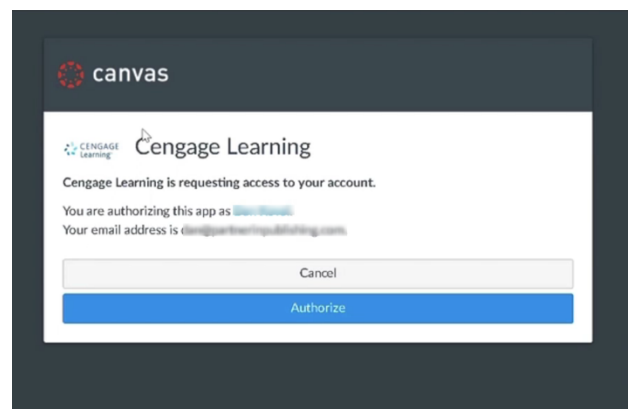


If this is your first time integrating a Cengage MindTap course, carry out steps 3, 4, and 5. If you have done so before, you probably will be brought directly to step 6,

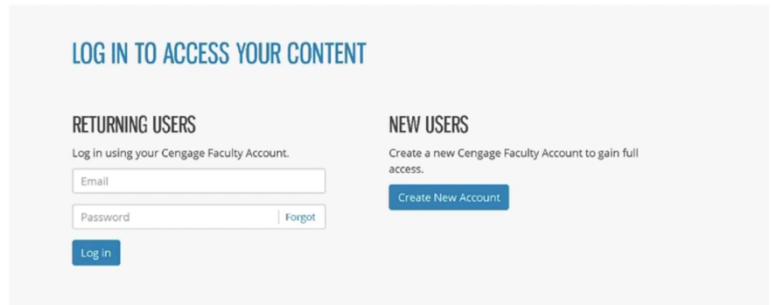
(3) Under the "Let's Get Started" heading, please select "Click Here to Authorize Cengage Learning." An authorization prompt will open in a new window. Please note: If you have pop-ups enabled the authorization window will automatically open



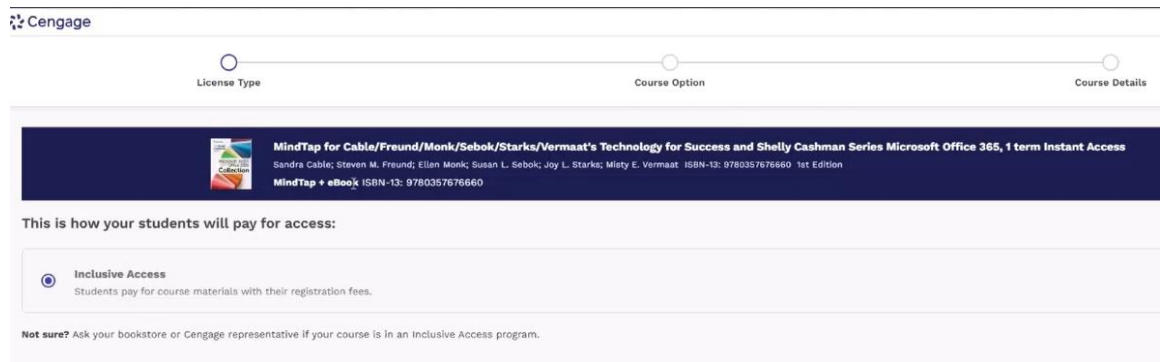
(4) Select "Authorize" to create an Access Token. This is a one-time process required for all Cengage integration-enabled courses. If you have previously accessed Cengage content, this step will be skipped.



(5) Then, you can link your Canvas account with your Cengage account. Please be sure to login using your Cengage credentials. This is a one-time process required for all Cengage integration-enabled courses. If you have previously accessed Cengage content, this step will be skipped.



(6) Review the details to confirm the textbook information and access options available for your students.



(7) From there, you will be directed to the Create Course Page. Do not select "Create a new Course from scratch." Instead, select "Copy another instructor's course with a course key." You will be prompted to enter a Course Key. Copy the Course Key listed in (📌 INSTRUCTORS: Getting started with CSC-100) module and paste it into the box. Then click "Verify."



(8) your course info will be automatically populated, and you need to click Finish

License Type Course Option Course Details

MindTap for Cable/Freund/Monk/Sebok/Starks/Vermaat's Technology for Success and Shelly Cashman Series Microsoft Office 365, 1 term Instant Access
Sandra Cable; Steven M. Freund; Ellen Monk; Susan L. Sebok; Joy L. Starks; Misty E. Vermaat ISBN-13: 9780357676660 1st Edition
MindTap + eBook ISBN-13: 9780357676660

Confirm new course details

* Required field

Course Name *

2025SU1_CSC-100-ONA05 - Intro to Computers & Computing

Time zone *

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

Course start date *

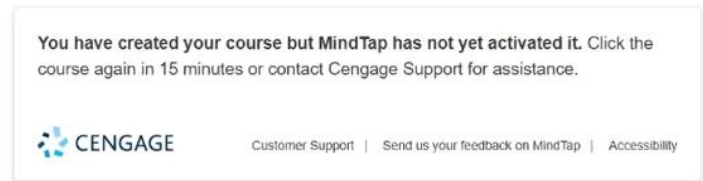
05/27/2025

Course end date *

07/08/2025

← BACK FINISH

(9) you will see a confirmation notification like the following, please allow some time before checking your assignments link



Congratulations! Your new MindTap course has been created and is ready for use with new students. Additional resources are listed below.

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: Canvas-integrated MindTap courses do not require a Course Key. Direct students to the Cengage links in your Canvas shell.

Q: Where can I access additional MindTap resources?

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

QUICK TROUBLESHOOTING TIPS

- Ensure you and your students are using Chrome or Firefox (please avoid Internet Explorer, Edge, and Safari). If you or your students are having trouble accessing MindTap, please sign out of Canvas and your Cengage Account, then close out of the browser to allow a fresh start.

- If you still have trouble, please clear the cache and cookies on your browser to allow it to load more quickly. For most browsers (including Chrome and Firefox), you can hold down CTRL+SHIFT+DELETE on your keyboard. Ensure items like browsing history, cookies, cached images, and files are selected, select the longest time range possible, then proceed with clearing the data.

- Please also ensure that you and your students have disabled your pop-up blockers. To do so, please [visit this](#) page and follow the instructions for your specific browser.

- If all these steps are ineffective, please advise students to submit a ticket to the Cengage Technical Support Team via their [self-service technical support website](#). After they submit the ticket, they can escalate the issue by calling the Technical Support Team at **1-800-354-9706** and referencing their Case ID.

- If you have any issues, please get in touch with MindTap VIP Instructor-Only LMS Support Line at 1-866-267-4986.