

Instructor Guide: Activating Cengage Integration (Inclusive Access)

Cengage provides digital learning platforms like **MindTap** and **WebAssign**, both widely used in college courses. Although they serve different disciplines (e.g., WebAssign for math/science and MindTap for computing/business), 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.

Step 1: Launch the Cengage Setup from Canvas

1. Log in to **Canvas** and open your course
2. Scroll to the instructor-only module:
 - ✦ **INSTRUCTORS: Getting started with ABC-123 (Do Not Publish)**
3. Make a record of your **Course Key** (e.g., GWMT-I2FO-FYBV-EISD) (or copy to the clipboard) you'll need it later.
4. Click on **"Link to the Cengage course."**
This opens the Cengage integration tool in a new tab.



Figure 1. Canvas module example showing setup resources and course key information for instructors.

Step 2: Open the Cengage Link in a New Tab

1. After clicking **"Link to the Cengage course"**, you'll see a prompt: *"This link needs to be loaded in a new window or tab."*
2. Click the **"Continue in a new window"** button.

💡 **Tip:** If pop-ups are blocked, allow them in your browser settings and try again.

Step 3: Select the Academic Term

1. Once the Cengage setup tool opens in the new tab, you'll see a screen asking you to select an **academic term**.
2. Click the dropdown labeled **"Select Academic Term."**
3. After selecting the term, click **Submit** to continue.

 A screenshot of the Willo initialization screen. At the top, it says "Initialize Course - Willo testing". Below that, it says "Academic term: not set". There is a dropdown menu labeled "Select Academic Term" with a downward arrow. Below the dropdown, it says "Please select the appropriate academic term for this course." There is a blue "Submit" button. At the bottom, there is a link that says "Can't find the appropriate academic term in the dropdown?" with a downward arrow.

Figure 2. Willo initialization screen prompting instructors to choose the academic term before activating the course

Step 4: Create a Copy of Your Course

On the **Course Option** screen in Cengage, choose:

Copy another instructor's course with a course key

1. Paste the **Course Key** from Step 1 into the field.
2. Click **VERIFY**. Once it shows **VERIFIED**, click **CONTINUE**.

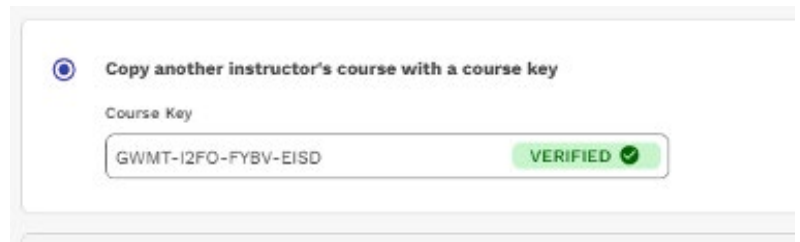


Figure 3. Verified course key confirmation screen for copying another instructor's course.

Step 5: Configure Your Section

1. On the **Course Details** page, review the auto-filled fields:
2. **Course Name:** Pulled directly from Canvas
3. **Time Zone:** Defaults to Eastern Time (EST) — leave as is
4. **Course Start Date:** Auto-filled to match Canvas (e.g., 08/28/2025)
5. **Course End Date:** Also, auto-filled (e.g., 10/17/2025)


Best Practice:

Update the **Course End Date** to be **two weeks later** than the official end date to:

- Provide access to students for **late submissions** or **extensions**
- Avoid accidental content lockout
- Once everything is confirmed, click the **FINISH** button to complete the integration.

Figure 4. Cengage course setup screen where instructors confirm course name, time zone, and term dates before finalizing the new course.

Step 6: Verify Your Integration

1. After clicking Finish, you may see a message stating:
“You have created your course but MindTap/ WebAssign has not yet activated it.”
2. Wait up to 15 minutes, go back to Canvas and open your course.
3. Return to the instructor module:  INSTRUCTORS: Getting started with ABC-123 (Do Not Publish)
4. Click the item labeled **“Link to the Cengage Course.”**

You’ll be taken directly to your newly activated **course dashboard in the Cengage platform**. **If not**, it means that the setup was not successful, and you need to contact **Cengage Technical Support** using the link provided in the INSTRUCTORS: Getting started module

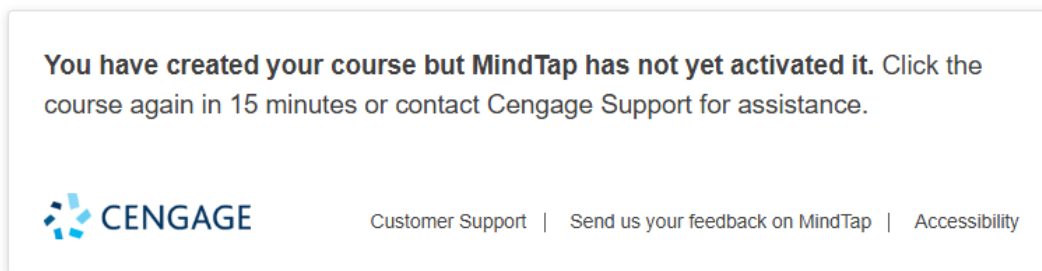


Figure 5. Cengage notification informing instructors that MindTap course activation is pending and may take up to 15 minutes.