Instructor Quick Start Guide

For Accessing MindLinks for Instructure Canvas

Instructure Canvas

Cengage Learning's MindLinks provides seamless, powerful integration with your institution's Learning Management System, enabling instructors to add Cengage Learning content to their courses, synchronize scores, and eliminate multiple logins for students.

Follow the procedures outlined in this document to use Cengage Learning MindLinks in your Canvas course.



Instructor Email

An email from Cengage Learning provides notice that your course materials are available in Canvas. To access the integration and add links in your Canvas course, follow the instructions in this document.

Add Cengage Tool to Course Navigation

To add the "Cengage" integration link to your Canvas course navigation, complete the following steps. Please note, this link will only be accessible to teachers or instructors and will not be visible to students.

Step 1: In the Canvas course, click on Settings (on the left navigation bar)

Step 2: Click on the **Navigation** tab (on top of screen)

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SpecWriting	♠ > SpecWriting > Settings	C Student View
Home	Osuma Babilia - Davidantian - Asua - Factore Onlinea	
Announcements	Course Details Sections Navigation Apps Peature Options	Course Statistics
Assignments	Drag and drop items to reorder them in the course tion.	Course Calendar
Discussions		Conclude this Course
Grades	Home	Transmitter Permanently Delete this Course
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Step 3: Drag and drop the **Cengage** item from the "hidden" section to active course navigation items and click **Save**.

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	Drag items here to hide them from students. Deabling most pages will cause students who viat those pages to be redirected to the course home page.	
	Save	

Step 4: The **Cengage** integration link will now be active on the left navigation menu; this will be used to launch the content selector and add resource links to your course. Complete the steps in the section "Create Access Token" before launching the Cengage link for the first time.



Add Cengage Tool to Module

To add the **Cengage** integration link to a Module within your Instructure Canvas course, complete the following steps. Please note, if there is already a Cengage link on the left navigation, there is no need to proceed with these instructions, proceed to the "Add Cengage MindLinks to a Course" section of this document.

Step 1: In the Canvas course, click on Modules (on the left navigation bar.)

Step 2: Click on the Add Item button (Plus sign on top right of module)



Step 3: Select External Tool from the drop-down

Add Item	to QA Sameer		8
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		Cancel Add It	em //

Step 4: Select external tool **Cengage Learning** from the list of installed tools, then click [Add Item]. Note that your Canvas administrator may have used an alternative name for the Cengage Learning tool.

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Add Extern	al Tool	\$ to	
Select a too this module.	from the list below, or en	ter a URL f	ready know is configured with Basic LTI to add a link to it to
Cengage L	earning MindLinks		
URL:	https://gateway.cer	ngage.com/re	
	to use this tool the domai	n must match gateway.cer	igage.com
Page Name:	Cengage Learning		
🗹 Load in a	new tab		
Indentation:	Don't Indent	\$	
			Cancel Add Item



The **Cengage Learning** link will now be accessible in the Modules; this will be used to launch the content selector. Proceed to the next section "Create Access Token" before launching the Cengage link.

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Home	View Propage Control of Medidia
Announcements	
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Discussions	I - QA Sameer
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	🗄 🔗 Cengage Learning MindLinks 🌰 🔅 🗸

NOTE: Do not "publish" the Cengage link as it will only be accessible to teachers or instructors.

Create Access Token

The Cengage LMS Integration requires instructors to grant access to add to your course, creating grade columns for these assignments, and automatically synchronizing students' Cengage assignment scores to the gradebook. This one-time process is required for all of your Cengage integration enabled courses.

To create grant access to your Canvas account, click on one of the LMS Integration Links.

Step 1: On the left navigation panel, click "Cengage" link.

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V. Canvas		
MLQA4	♠ > MLQA4 > Assignments	
Home	Search for Assignment	+ Group + Assignment
Announcements	obaron or Assignment	
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OR

Step 1: From **Modules** panel, click on the Cengage Learning Link.

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Step 2: To accept the request, click Login.

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Cengage L	earning is	requesting acce	ess to your ac	count.		
You are loo Your email	ging into address is	this app as Mino gatewayinstrue	dLinks Instruc ctor1@gmail.c	tor1. om.		
					Cancel	Log in

Step 3: Login using your Cengage Learning Faculty Account to register your account.

	Log In	Create a New
Usern Enter your en Passo Foract your	Already have a Cengage Lea all address Simply log in to your existing gain access to all Cengage featurer password? You do not need to crea n	ACCOUITL account to register and le Learning Instructor is. ate a new account. Create a new Cengage Learning Faculty Account to gain full access to all instructor functionality.
		Create an Account

Add Cengage MindLinks to Course

To add a Cengage Learning course or activity link to your Instructure Canvas course using the *content selector*, complete the following steps.



Step 1: In the Canvas course, Click on the **Cengage** link located in the left navigation menu.

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Settings
Logout
Help

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OR Click on **Cengage Learning MindLinks** in the **Modules** section (on the left navigation bar.)

Step 2: On the Select Content Source screen, select the product title you would like to use in your course.

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Files		13 mar15 Biology UnD LTI		03/13/2015	Institution Access	Student Acc	ess Code R	equired	
Syllabus		11 mar15 People and a Nation LTI		03/11/2015	Institution Access	Student Acc	ess Code R	equired	
Outcomes		10 mar14 People and Nation vol1		03/10/2015	Institution Access	Student Acc	ess Code R	equired	
Ourzes		QA Test Principles of Economics LTI CI	OW 10 March 2015	03/10/2015	Institution Access	Student Acc	ess Code R	equired	~

NOTE: Cengage products that have been linked to previously from this course will be marked with a *Linked* to *Course* indicator and will be displayed on the **Linked** tab.



Step 3: The first time you connect to a product from each Canvas course you will be prompted to create a course.



There are three options for creating a course:

- Create a new course: use this option to start with a fresh course without any customizations
- *Copy from my existing course*: use this option to copy from one of your existing courses that contain assignments and/or customizations.
- *Copy from another instructor's course*: enter a Course Key from another instructor's course or a course designer to get a copy of their course.

Select one option and click **Continue**.

Step 6: Enter a Course Name, Start Date, End Date, and Time Zone and click Continue.

Home	
Announcements	
Assignments	Create Course in CengageNOW
Discussions	Biology: The Unity and Diversity of Life,
Grades	12th Edition Author(s): Cecie Starr: Baloh Taggart:
People	Christine Evers; Lisa Starr
Pages	Textbook ISBN-13: 07-495-55792-7 Textbook ISBN-13: 07-0495-55792-0
Files	
Syllabus	Create a new CengageNOW course (I will add assignments later)
Outcomes	
Quizzes	Course Name Course Number
Modules	Bio 101 Summer 2015
Conferences	*Course Start Date 2 DEC2B/2015 Time Zone
Collaborations	Example: mm/ddyyyy 4 (GMT-05:00) Eastern Time (US & Canada) :
Cengage	*Course End Date 3 00/14/2015
Settings	Example: mm/dd/yyyy
	Copy one of my existing CengageNOW courses (including its assignments)
	Copy a colleague's existing CengageNOW course (including its assignments)
	Cancel Continue

A course link will automatically be added to your Canvas Assignments. Use the course link to connect to your Cengage product, make customizations and create your own Cengage assignments. Students can also use this link to connect to the product and complete assignments.

NOTE: in order to have students' scores synchronize to the Canvas gradebook you must add a link to the item using the Content Selector.

Step 7: To add links to specific content items launch the **Cengage** link from the course navigation menu or from the Modules area if it was added previously.

Step 8: Select your product from the Course Selector. Recall that Cengage products that have been linked to previously from this course will be marked with a *Linked to Course* indicator and will be displayed on the **Linked** tab.



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Step 9: From the **Select Content** screen, select the desired resources by placing a check in the respective box.

To expand the objects, click the horizontal triangle to the left of the respective titles

Home	11 mar15 People and a Nation LTI
Announcements	
Assignments	Select Content
Discussions	Select Content
Grades	Confirm Selections Exit
People	People and a Nation
Pages	+ 🖂 MindTap Course
Files	+ D Defining the Nation 1801-1823
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Cengage	- E Check Your Understanding 01.01 (Preview) 2
Settings	Check Your Understanding 01.02 (Preview) 🗹 ADD TO GRADEBOOK
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Step 10: Once all selections have been made, click either of the **Confirm Selection** buttons (at the bottom or top of the Select Content list).

Step 11: All items selected for import are automatically added to Canvas as **Modules** (on left side of navigation menu). The imported item will be listed in an unpublished module labeled with the course name. Every import will include a text item added with the current date; this can be deleted with no impact.

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ii d ⁰ HIS301 Spring 2015 S20		φ٠.

Please Note: Only assignments imported with the option for a grade column will also located in the Canvas **Assignments**.

Step 12: Drag and drop the items to the desired module.

NOTE: a Module must be published for student access.

Grade Synchronization

Canvas Assignments with a point value greater than 0 will automatically synchronize students' scores to the Canvas gradebook. Your Cengage product may also provide a manual synchronization option from within its gradebook or progress app in the event that an issue occurs and grades must be re-synchronized to your Canvas gradebook.

Cengage Links from Previous Integration

If your course contains links that were created prior to the enhanced Cengage integration with grade synchronization you can continue to use the links in your course however in order to benefit from grade synchronization it is necessary to add the links from the Content Selector as described in the 'Add Cengage MindLinks to Course' section.



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