

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

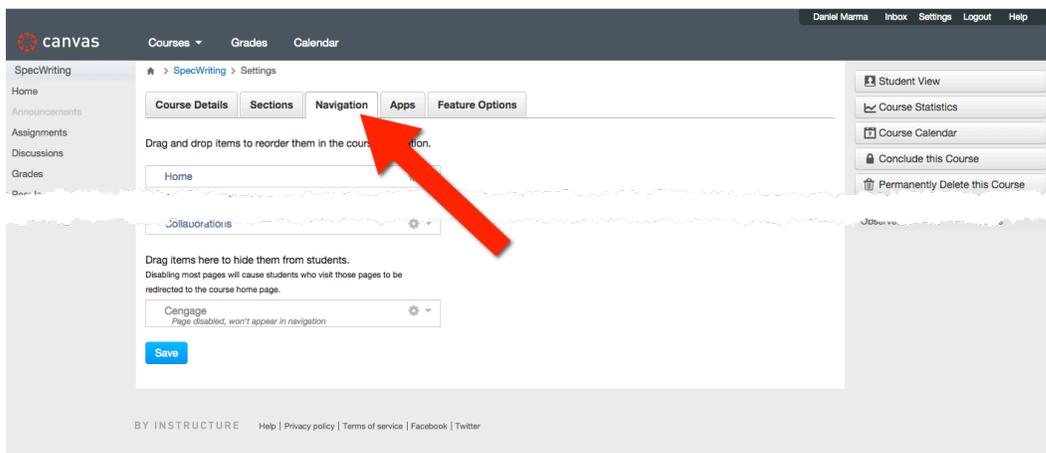
An email from Cengage Learning provides notice that your course materials are available in Canvas. To access the integration and add links in your Canvas course, follow the instructions in this document.

Add Cengage Tool to Course Navigation

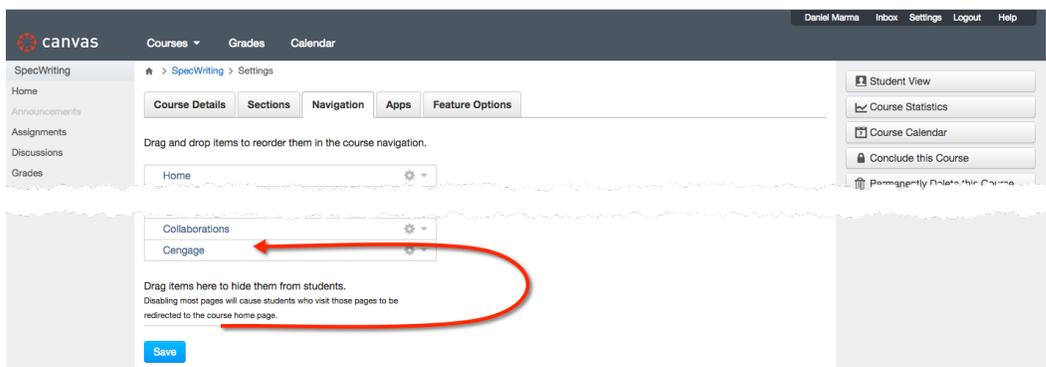
To add the “Cengage” integration link to your Canvas course navigation, complete the following steps. Please note, this link will only be accessible to teachers or instructors and will not be visible to students.

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)



Step 3: Drag and drop the **Cengage** item from the “hidden” section to active course navigation items and click **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

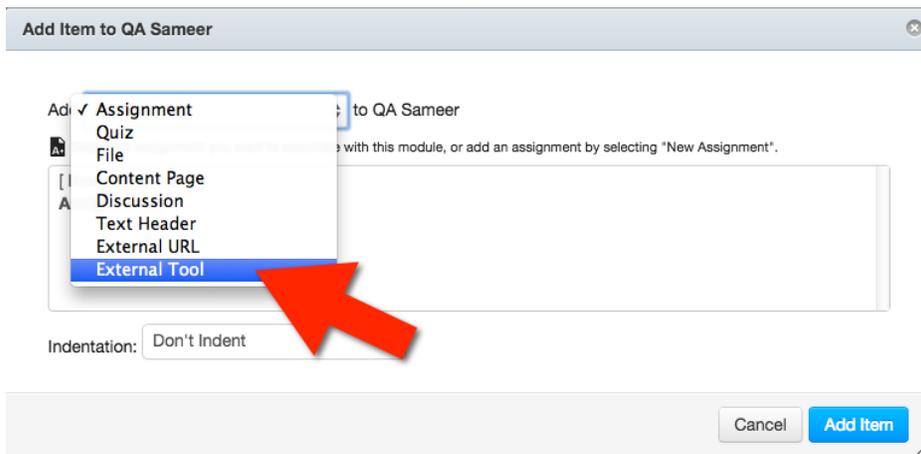
To add the **Cengage** integration link to a Module within your Instructure Canvas course, complete the following steps. Please note, if there is already a Cengage link on the left navigation, there is no need to proceed with these instructions, proceed to the “Add Cengage MindLinks to a Course” section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

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

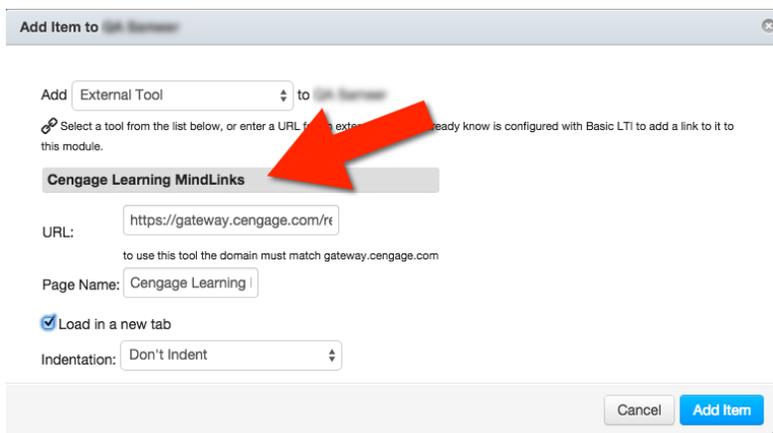
Step 2: Click on the Add Item button (Plus sign on top right of module)



Step 3: Select **External Tool** from the drop-down



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.



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.



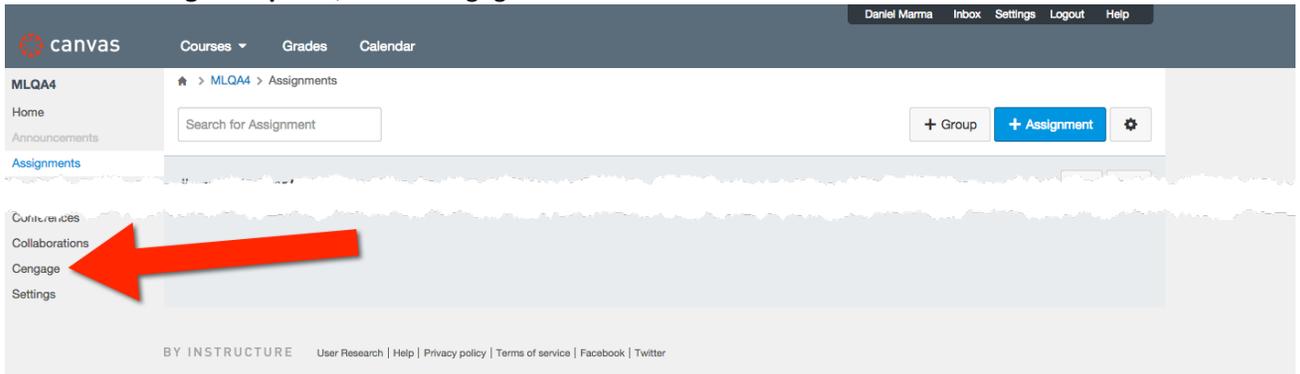
NOTE: Do not “publish” the Cengage link as it will only be accessible to teachers or instructors.

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.

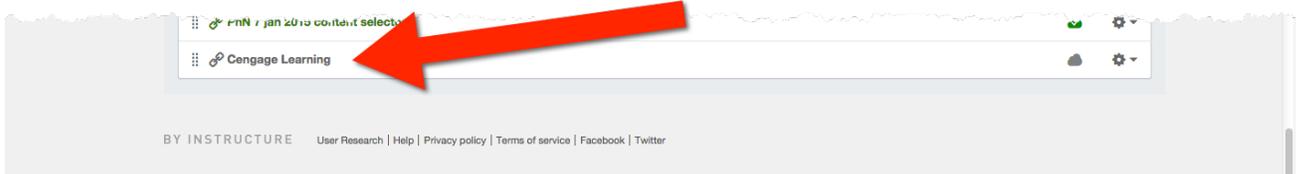
To create grant access to your Canvas account, click on one of the LMS Integration Links.

Step 1: On the **left navigation panel**, click “Cengage” link.

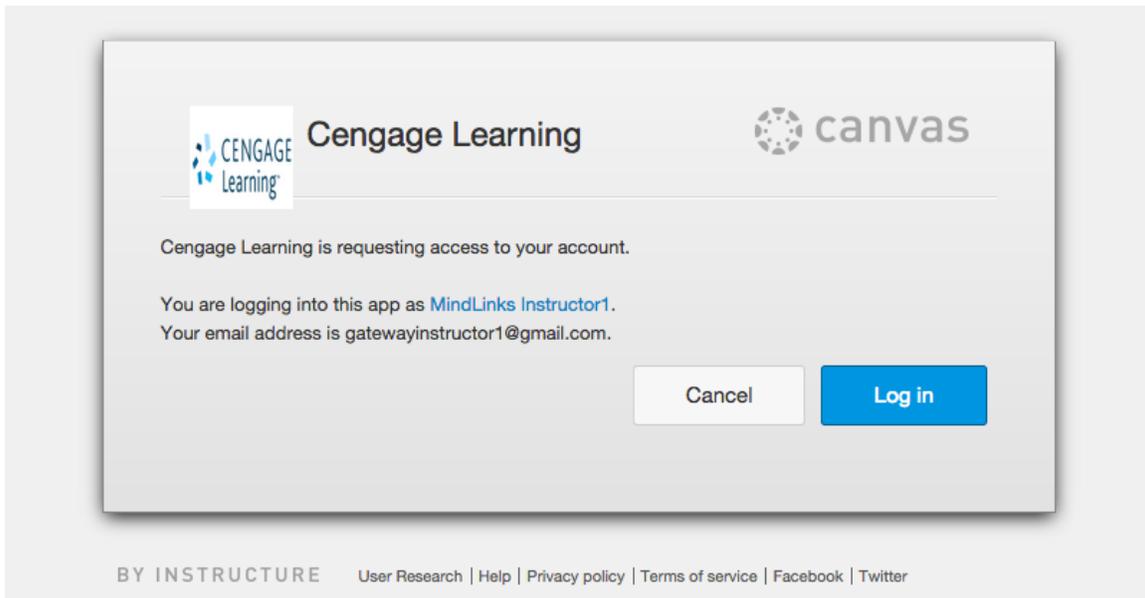


OR

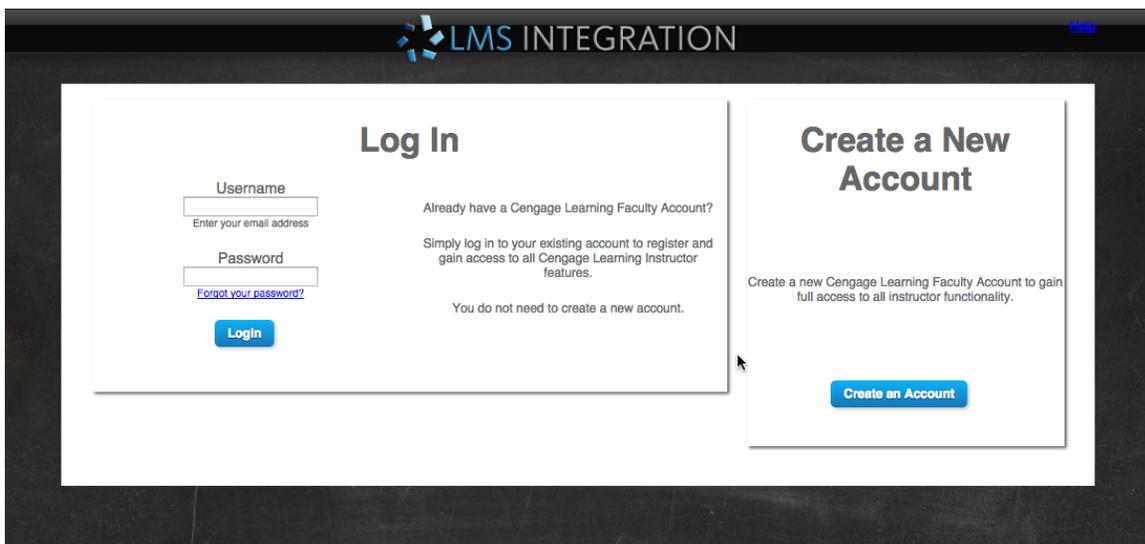
Step 1: From **Modules** panel, click on the Cengage Learning Link.



Step 2: To accept the request, click Login.



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



Add Cengage MindLinks to Course

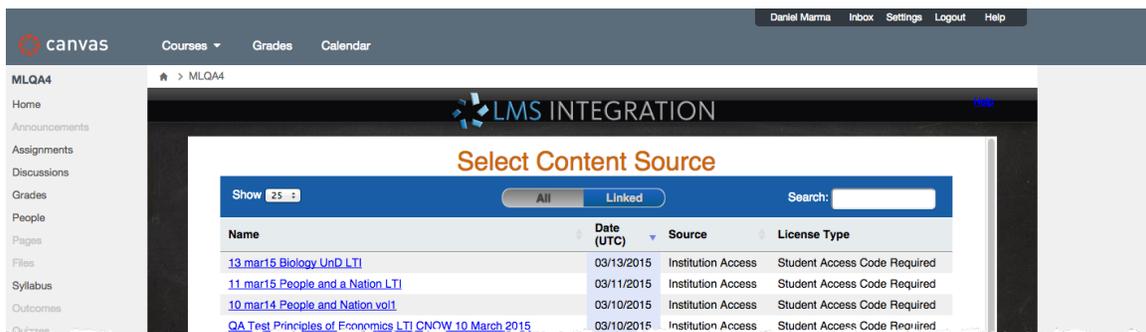
To add a Cengage Learning course or activity link to your Instructure Canvas course using the *content selector*, complete the following steps.

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

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

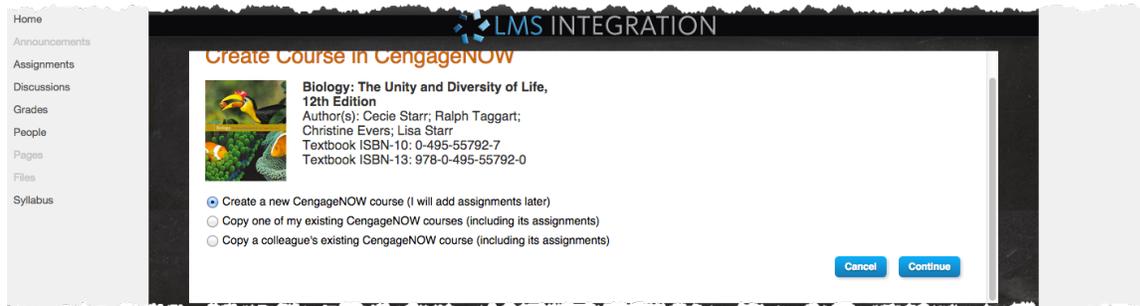


Step 2: On the **Select Content Source** screen, select the product title you would like to use in your course.



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.

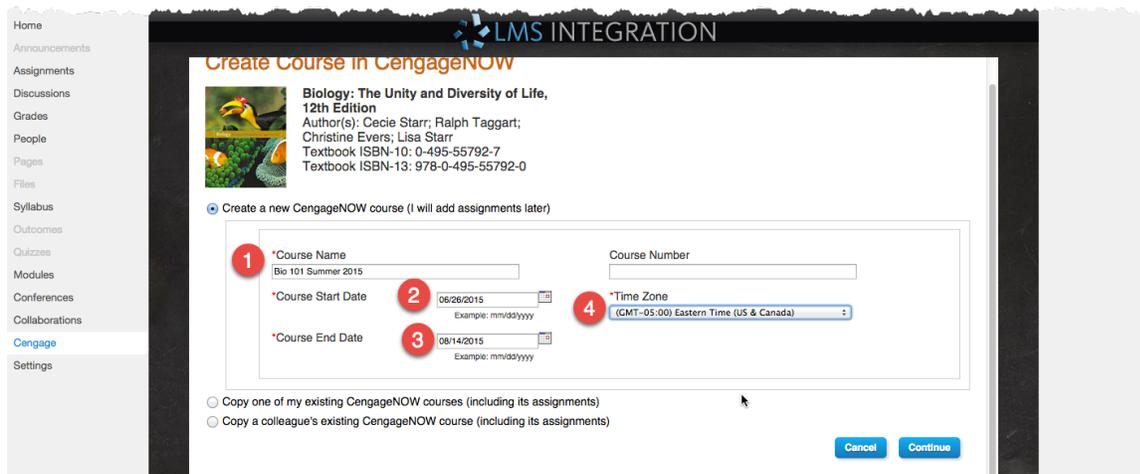


There are three options for creating a course:

- *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**.



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.

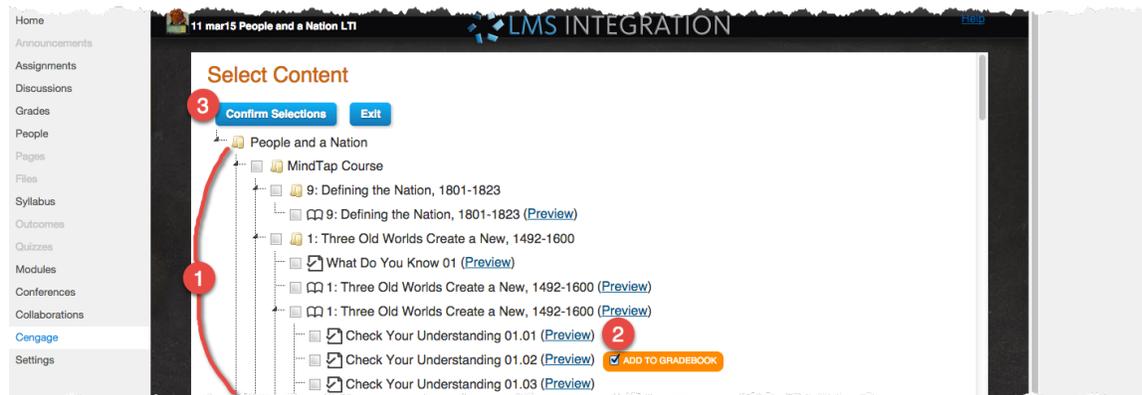
NOTE: in order to have students' scores synchronize to the Canvas gradebook you must add a link to the item using the Content Selector.

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.

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



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.



Please Note: Only assignments imported with the option for a grade column will also be 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.