MindTap Instructional Manual – Desktop Version

Directions: Click the link below and review each of the following sections to understand Cengage's MindTap system.

https://help.cengage.com/mindtap/mt-student/introduction.html

1. MindTap Student Help

1.1. Getting Started

1.1.1. Create an Account

1.1.2. Sign In

1.1.3. Get to Know MindTap
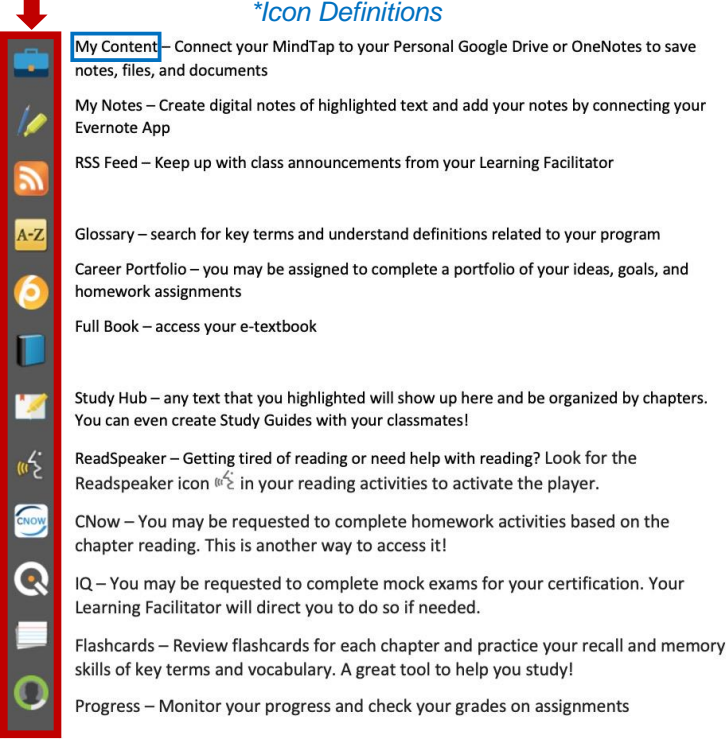
1.1.3.1. Understand the MindTap Toolbar

1.2. System Requirements

1.2.1. Check your System

1.2.2. Browser Settings

1.2.2.1. *Google Chrome*

1.2.2.2. *Firefox*

1.2.2.3. *Microsoft Edge*

1.2.2.4. *Safari*

1.2.2.5. *Sites to Allow*

1.2.3. Browser Plugins

2. Courses

2.1. Open a Course

2.2. Open Tools

Icon Definitions

My Content – Connect your MindTap to your Personal Google Drive or OneNotes to save notes, files, and documents

My Notes – Create digital notes of highlighted text and add your notes by connecting your Evernote App

RSS Feed – Keep up with class announcements from your Learning Facilitator

Glossary – search for key terms and understand definitions related to your program

Career Portfolio – you may be assigned to complete a portfolio of your ideas, goals, and homework assignments

Full Book – access your e-textbook

Study Hub – any text that you highlighted will show up here and be organized by chapters. You can even create Study Guides with your classmates!

ReadSpeaker – Getting tired of reading or need help with reading? Look for the Readspeaker icon in your reading activities to activate the player.

CNow – You may be requested to complete homework activities based on the chapter reading. This is another way to access it!

IQ – You may be requested to complete mock exams for your certification. Your Learning Facilitator will direct you to do so if needed.

Flashcards – Review flashcards for each chapter and practice your recall and memory skills of key terms and vocabulary. A great tool to help you study!

Progress – Monitor your progress and check your grades on assignments

MindTap Toolbar

3. eBook

4. Accessibility

5. More Information