

Add a custom activity into the Learning Path.

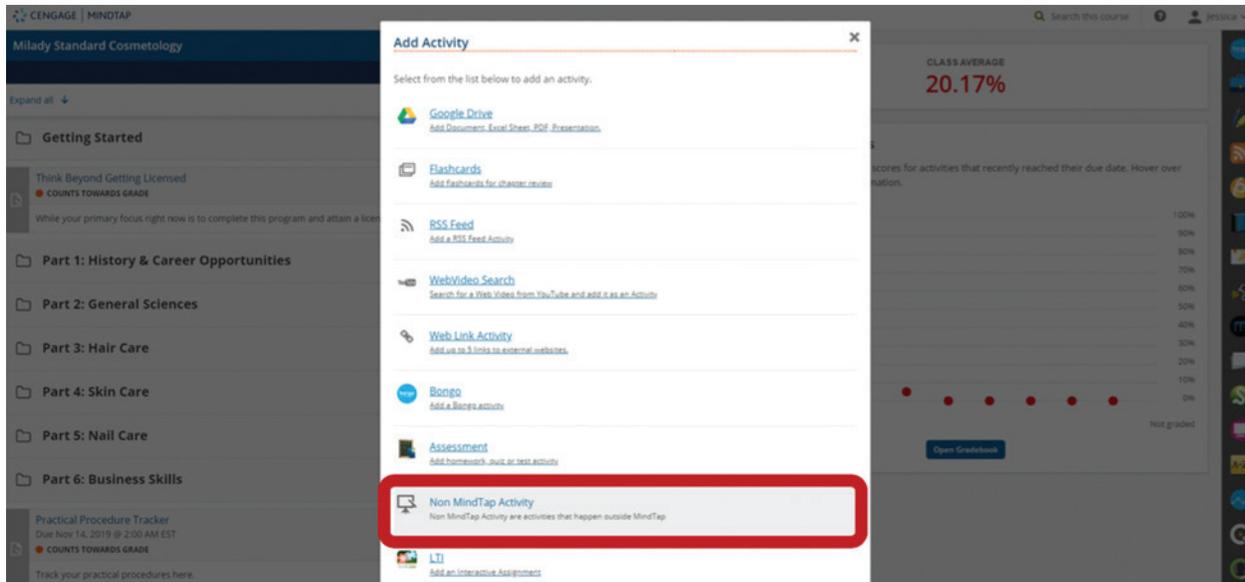
1 From the main dashboard select the “+ Add/Create” button.

The screenshot shows the MindTap interface for a course titled "Milady Standard Cosmetology". On the left side, there is a list of course sections: "Getting Started" (5 activities), "Part 1: History & Career Opportunities" (79 activities), "Part 2: General Sciences" (223 activities), "Part 3: Hair Care" (272 activities), "Part 4: Skin Care" (87 activities), "Part 5: Nail Care" (104 activities), and "Part 6: Business Skills" (85 activities). Below these sections is a "Practical Procedure Tracker" for "Due Nov 14, 2019 @ 2:00 AM EST" with 0% submitted, 0.0% avg score, and 100 points. On the right side, there is a "CLASS AVERAGE" of 20.17% and a "Recent Activity Scores" chart. The "+ Add / Create" button is highlighted with a red box.

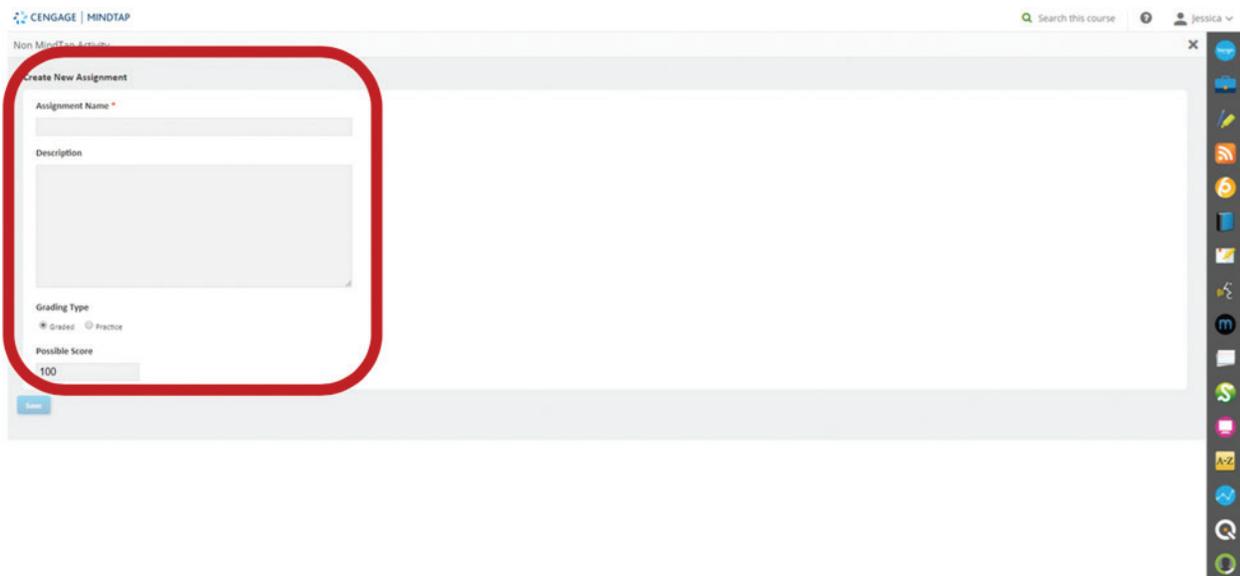
2 Select “Activity.”

This screenshot is identical to the one above, but the dropdown menu for the "+ Add / Create" button is open, and the "Activity" option is highlighted with a red box. Other options visible in the dropdown include "Unit" and "Folder".

3 Select “Non-MindTap Activity” from the “Add Activity” drop-down menu.



4 Fill in the text boxes with assignment name, description, grading type, and possible score.



5 Click "Save."

The screenshot shows the 'Create New Assignment' form in the MindTap interface. The form includes fields for 'Assignment Name' (filled with 'Current Trends'), 'Description' (filled with 'Research current hair trends using the internet or fashion magazines. Once completed, share your findings with your classmates.'), 'Grading Type' (radio buttons for 'Graded' and 'Practice'), and 'Possible Score' (filled with '100'). A red square highlights the 'Save' button at the bottom left of the form.

6 Fill out the desired fields for the activity including title, description, due dates, and the location of the activity.

The screenshot shows the 'Assign to Course' dialog box in the MindTap interface. The dialog box is highlighted with a red rounded rectangle. It includes fields for 'Activity Title' (filled with 'Current Trends'), 'Description' (filled with 'Research current hair trends using the internet or fashion magazines. Once completed, share your findings with your classmates.'), 'Dates' (with 'Available Date' and 'Due Date' fields), and 'Location' (with 'Associated Topic' dropdown menu filled with 'Milady Standard Cosmetology (Top Level)'). The dialog box also has 'Cancel' and 'Add' buttons at the bottom.

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To assign the desired location, click the “Associated Topic” drop-down menu. This allows you to select the chapter or topic where the activity will be placed.

The screenshot shows the MindTap interface for 'Milady Standard Cosmetology'. A dialog box titled 'Assign to Course' is open. The 'Associated Topic' dropdown menu is highlighted with a red box, showing 'Milady Standard Cosmetology (Top Level)' selected. The dialog box also contains fields for 'Activity Title' (Current Trends), 'Description', 'Dates' (Available Date and Due Date), and 'Order Within Topic' (at end). The background shows a course overview with a 'CLASS AVERAGE' of 20.17% and a list of topics from 'Getting Started' to 'Part 6: Business Skills'.

8

Select associated topic.

The screenshot shows the MindTap interface for 'Milady Standard Cosmetology'. A dialog box titled 'Assign to Course' is open. The 'Associated Topic' dropdown menu is open, showing a list of topics. A red arrow points to the 'Ch. 14: Principles of Hair Design' option. The dialog box also contains fields for 'Activity Title' (Current Trends), 'Description', 'Dates' (Available Date and Due Date), and 'Order Within Topic' (at end). The background shows a course overview with a 'CLASS AVERAGE' of 20.17% and a list of topics from 'Getting Started' to 'Part 6: Business Skills'.

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Topic: Adding an Activity Outside MindTap
 Level: Advanced
 Intended For: Lead Instructors/MindTap Admins

9 Click the “Order Within the Topic” drop-down menu for the activity location.

Please Note: This drop-down menu lists the activities that are currently in the Learning Path for that topic. You can choose if the activity will come before an existing activity, or at the end of the topic.

The screenshot shows the 'Assign to Course' dialog box in the MindTap interface. The dialog box is open over the 'Milady Standard Cosmetology' course page. The 'Order Within Topic' dropdown menu is highlighted with a red box, and the selected option is 'at end'. The dialog box contains the following fields:

- Activity Title ***: Current Trends
- Description**: Research current hair trends using the internet or fashion magazines. Once completed, share your findings with your classmates.
- Dates**: Available Date and Due Date (both empty)
- Location**: Associated Topic: Ch. 14: Principles of Hair Design
- Order Within Topic**: at end

Buttons for 'Cancel' and 'Add' are visible at the bottom right of the dialog box.

10 Select order within the topic.

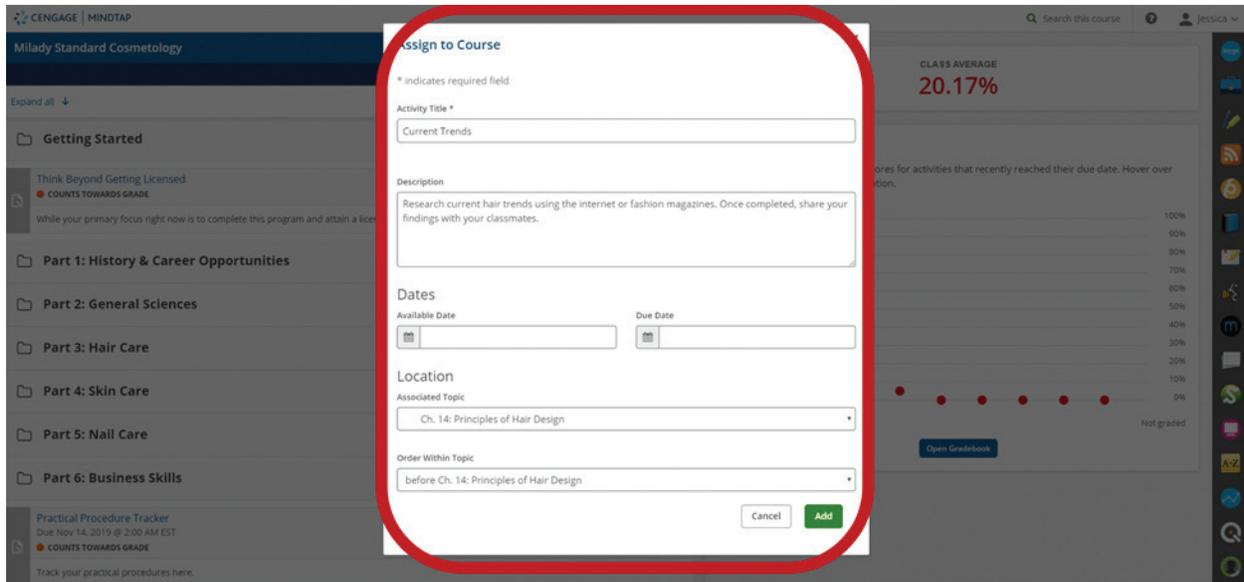
The screenshot shows the 'Assign to Course' dialog box in the MindTap interface. The 'Order Within Topic' dropdown menu is expanded, showing a list of activities to select from. A red arrow points to the 'before Principles of Hair Design' option. The dialog box contains the following fields:

- Activity Title ***: Current Trends
- Description**: Research current hair trends using the internet or fashion magazines. Once completed, share your findings with your classmates.
- Dates**: Available Date and Due Date (both empty)
- Location**: Associated Topic: Ch. 14: Principles of Hair Design
- Order Within Topic**: before Principles of Hair Design

Buttons for 'Cancel' and 'Add' are visible at the bottom right of the dialog box.

11

Click "Add."



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The activity will appear in the Learning Path based on the location you've selected.

