1

From the MindTap dashboard, click your login name in the right top corner of the screen.

CENGAGE   MINDTAP				Q. Search this course
lilady Standard Cosmetology gand all ↓	SHOW HIDDEN	10 10 10	Riters T	class average 19.21%
Getting Started	4.8	civities	~ 1	Recent Activity Scores This chart shows the average scores for activities that recently reached their due date. Hover over
Think Beyond Getting Licensed COURTS TOWARDS GRADE While your primary focus right now is to complete this program and attain a license, this activity will encour	0% submitted	85% erg score and pla	100 perts	an activity dot for more information.
Part 1: History & Career Opportunities Part 2: General Sciences	78 at	ctivities	ž	
] Part 3: Hair Care	273 at	ctvities	~	
) Part 4: Skin Care	87 at 105 at	ctivities ctivities	~	And Barry Car
Part 6: Business Skills	05 at	ctivities	~	Gpen Graditional
Practical Procedure Tracker Due Nov 14, 2019 @ 200 AM EST @ COUNTS TOWARDS GRADE	0% subryined	0.0% e-g score	100 points	

2

#### From the drop-down menu, select "Course Settings."

Milady Standard Cosmetology				Switch Courses
	SHOW HIDDEN	10	CLASS AVERAGE	About
pand all 🕹	+ Add / Create	Filters <b>T</b>	15.2170	Course Settings
Getting Started Think Beyond Getting Licensed	4 activities 0% 85%	× 100	Recent Activity Scores This chart shows the average scores for activities that recently reached their due to an activity dot for more information.	Customer Support Of
<ul> <li>County Trouvelus seaso While your primary focus right now is to complete this program and attain a license, this activity</li> </ul>	By will encourage you to think beyond that, and pla	~		FAQ Rate Us
Part 1: History & Career Opportunities Part 2: General Sciences	78 activities 222 activities	~	•	Logout 50%
🗅 Part 3: Hair Care	273 activities	~		20% 20% 10%
<ul> <li>Part 4: Skin Care</li> <li>Part 5: Nail Care</li> </ul>	87 activities 105 activities	~		0% Not graded
🗅 Part 6: Business Skills	85 activities	~		
Practical Procedure Tracker Due Nov 14, 2019 @ 2:00 AM EST © COUNTS TOWARDS GRADE	0% 0.0% aug sore	100 pares		
Track your practical procedures here.				

Topic:Managing Course SettingsLevel:IntermediateIntended For:Instructors, Lead Instructors/MindTap Admins

MINDTAP

3

A pop-up window will populate, giving options on the settings that can be managed within the course.

CENGAGE MINDTAP			Q, Search Ithis course O 🚊 (m	
Allady Standard Cosmetology	Course Settings	×		
pant at 4	Instructor and TA Permissions	>	CLASS AVERAGE 19.21%	
	manage access permissions for the system			
Part 1: History & Career Opportunities	Dashboard		rage scores for activities that recently reached their due date. Hover over	
Part 2: General Sciences	Manage the course dashboard settings	<i>_</i>	100	ľ
🗅 Part 3: Hair Care	Student ID Collection			l
🗅 Part 4: Skin Care	Manage setting for requiring students to enter their Student iD when logging in	>		
🗅 Part 5: Nail Care		-		k
🗅 Part 6: Business Skills	Partner App Opt-Out Select optional apps you want to use in your course	>	20m 10m	I
			•••••	
Practical Procedure Tracker Due Ney 14 2019 @ 200 At 53T © County TownRos GRADE	Gradebook Settings	>	The part of the second se	
Track your practical procedures here.	manalis francesse results			

4

To manage instructor and TA permissions select "Instructor and TA Permissions."

CENGAGE   MINDTAP	Course Company	×	Q. Search this course 🛛 👱 Jes
Milady Standard Cosmetology	Course Settings		CLASS AVERAGE
al and all +	Instructor and TA Permissions Manage access permissions for the system	>	19.21%
D Part 1: History & Career Opportunities	Desilient		I Scores
Part 2: General Sciences	Dashboard Manage the course dashboard settings	>	ore information.
🗀 Part 3: Hair Care	Student ID Collection		50% (C)
🗀 Part 4: Skin Care	Manage setting for requiring students to enter their Student ID when logging in	>	0 70 00 20
🗀 Part 5: Nail Care			40%
🗅 Part 6: Business Skills	Partner App Opt-Out Select optional apps you want to use in your course	>	
Practical Procedure Tracker Due Nov 14, 2019 @ 2:00 AM EST COUNTS TOWARDS GARDE	Gradebook Settings Manage gradebook settings	>	Not grated
Track your practical procedures here.		_	the second se
🗀 Before You Graduate	Sathtei 🗸		
C Certificate of Completion	taciwiy 🗸		

Topic:Managing Course SettingsLevel:IntermediateIntended For:Instructors, Lead Instructors/MindTap Admins

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5

Click on the ➤ arrow of the instructors you would like to modify permissions for.

DTAP		Q. Search this course 🛛 👱 je
Cosmetology	Course Settings	×
	C Back Instructor and TA Permissions	CLASS AVERAGE 19.21%
e. E contras collecti conse ca ca procedurare da un bacallo nece mune presente al acrycanie presentente activa	To add new instructors or TAs go to your instructor dashboard at login.cengage.com	Stores
story & Career Opportunities	Patti Wanamaker (Instructor)	average scores for activities that recently reached their due date. Hover over
neral Sciences	Heather Cramer (instructor)	ver information.
ir Care	Jessica George (Instructor)	V
in Care	Save p	70% 60% 60%
il Care	105 activities 🗸 🗸	
siness Skills	85 activities 🗸	20% 10%
dure Tracker 8 @ 2:00 AM EST RD GRADE	0% 0.0% 100 submitted ag score points	Not graded Open Gradebook
ical procedures here.		

6

Choose the appropriate check boxes for the permissions you would like to set for each instructor. First click "Save Permissions", then click "Back".

MINOTAP			Q. Search this	course O 👱 Jes
idard Cosmetology	Course Settings	×		
	< Back Instructor and TA Permissions		19.21%	
ng Started	To add new instructors or TAs go to your instructor dashboard at login.cengage.com	Scores		
yond Getting Licensed TOWARDS exact primary focus right new is to complete this program and attains a license, this activ	Eartii Wanaamaker (Instructor) Anage Activities (Editindu) Few and Manage gradebook Anage course settings	A saverage si ore informs	cores for activities that recently reached their duation.	: date. Hover over 100%
: History & Career Opportunities	Heather Cramer (Instructor)	^ •		10% 70%
: General Sciences	Few and Manage gradebook			50%
: Hair Care	Jassica George (Instructor)	^		30% 20%
l: Skin Care	Anage Activities (EditiAdd)     Iew and Manage gradebook	_	· · · · ·	•
i: Nail Care	Save per	missions	Open Gradebauk	
i: Business Skills	.10 activities 🗸			
Procedure Tracker ~ 2019 @ 200 AM EST TOWARDS GAME	0% 0.0% 100 segments			
r practical procedures here.				

Topic:Managing Course SettingsLevel:IntermediateIntended For:Instructors, Lead Instructors/MindTap Admins

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7

To manage dashboard settings, select "Dashboard."

CENGAGE   MINDTAP		_	Q, Search this course 🛛 🗧	i jess
	Course Settings	×		
Econtal 4	Instructor and TA Permissions Manage access permissions for the system	>	20%	
Getting Started			rScores	
Think Beyond Getting Licensed	Dashboard Manage the course dashboard settings	>	caverage scores for activities that recently reached their due date. Hover over ore information.	
Part 1: Orientation	Student ID Collection Manage setting for requiring students to enter their Student ID when	>		
D Part 2: General Sciences	logging in			
Part 3: Hair Care	Partner App Opt-Out Select optional apps you want to use in your course	>	20	
Part 4: Skin Care				
D Part 5: Nail Care	Gradebook Settings Manage gradebook settings	>	Suit gradet	
Part 6: Business Skills				
Practical Procedure Tracker • counts towards caude	0% ++ 100 salesman perm			
Lang Anna bragers backgrad year				
🕒 Before You Graduate	Latites 🗸			

8

Choose the appropriate selections for your course dashboard. First click "Save Settings". Then click "Back."

CENGAGE   MINDTAP		Q. Search this course 🛛 🚊 Jer
Milady Standard Cosmetology	Course Settings	×
	C Back Dashboard	CLASS AVERAGE 19.21%
Espand all 4		
C Getting Started	We added a new option to view this Learning Path week-by-week to help students stay organized and efficient. We also added visual reporting that provides up-to-date scoring details for recently submitted activities.	Scores
Think Beyond Getting Licensed	Enable Rolling Week View	ore information.
While your primary focus right now is to complete this program and attain a license, this activ	The Rolling Week View is an additional dashboard view that shows studen activities organized by week. This view is only recommended for courses that utilize due dates for all activities.	1
Part 1: History & Career Opportunities	Select a default dashboard view: Outline View *	0 20% 70%
Part 2: General Sciences	Save settings	504
🗅 Part 3: Hair Care		
D Part 4: Skin Care	Bacheles 🗸 🔹 🗕	• • • • • • • •
D Part 5: Nail Care	105 activities 🗸 🗸	Not graded Open Gradebook

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9

To manage student ID's, select "Student ID Collection."

SAGE MINDTAP			Q. Search this course	21
Standard Cosmetology	Course Settings	×		
			CLASS AVERAGE	
•	Instructor and TA Permissions	>	19.21%	
etting Started			Scores	
Ik Beyond Getting Licensed DURTS TOWARDS GRADE	Dashboard Manage the course dashboard settings	>	average scores for activities that recently reached their due date. Hover over ore information.	
e your primary focus right now is to complete this program and attain a license, this activi			100	
art 1: History & Career Opportunities	Student ID Collection Manage setting for requiring students to enter their Student ID when	>	•	
art 2: General Sciences	logging in			
urt 3: Hair Care	Partner App Opt-Out	>	20	
art 4: Skin Care	Select optional apps you want to use in your course		•••••	
nrt 5: Nail Care	Gradebook Settings	>	Not grade	
urt 6: Business Skills		-		

10 9

Choose the appropriate optional student ID settings. First click "Save Settings." Then click "Back."

GAGE MINDTAP		Q Search this course 🥹 👱 Jes
Standard Cosmetology	Course Settings X	
	< Back Student ID Collection	CLASS AVERAGE
+		15.2170
etting Started	Require students to enter their institution or university student identification number? Students will be prompted to enter their student ID numbers when they log in to MindTap.	rScores
nk Beyond Getting Licensed DURTS TOWARDS GRADE	nable Student ID Collection	a average scores for activities that recently reached their due date. Hover over ore information.
le your primary focus right now is to complete this program and attain a license, this activ	Optional settings Select number of characters associated with student ID or leave blank to allow	100%
art 1: History & Career Opportunities	number of characters	• 50% 70%
ant 2: Compared Sciences	Custom instructions to students (256 characters max)	60%
art 2: General Sciences	Please tell me your student ID	50% 40%
art 3: Hair Care		30% 20%
art 4: Skin Care	Save settings	• • • • • •
art 5: Nail Care		Not graded
net & Dueinage Skille		



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12

To manage gradebook settings, select "Gradebook Settings."

CENGAGE MINDTAP			Q Search this course	🚊 Jessica 🗸
Milady Standard Cosmetology	Course Settings	×		
			CLASS AVERAGE	
topantali 4	Instructor and TA Permissions	>	19.21%	- 2
P1 Gatting Started	Manage access permissions for the system			<u> </u>
or the			Scores	0
Think Beyond Getting Licensed	Dashboard	>	r average scores for activities that recently reached their due date. Hower over ore information,	
While your primary focus right now is to complete this program and attain a license, this activ	Manage the course dashboard settings		100	
			90	
Part 1: History & Career Opportunities	Student ID Collection Manage setting for sequences to deste their Student ID when	>	•	1 PE
P1 Part 2: General Sciences	logging in		80	• •
🗀 Part 3: Hair Care	Partner App Opt-Out	>	30	
Co. Bush & Chile Saus	Select optional apps you want to use in your course	1	10	~
Part 4: Skin Care			******	
🗀 Part 5: Nail Care	Gradebook Settings	>		A-Z
	Manage gradebook settings		Open Gradeback	-
Part 6: Business Skills				
Practical Procedure Tracker	0% 0.0% 100			
Counts towards grade	submitted avg score points			<b>U</b>
Track your practical procedures here.				
D Before You Graduate	5 activities 🗸			

Choose the appropriate optional gradebook settings. First click "Save Settings." Then click "Back."

		Q. Search this course
etology	Course Settings	×
	C Back Gradebook Settings	class average 19.21%
	LMS Sync (course does not sync grades to the LMS)	
Licensed r right now is to complete this program and attain a license, this activ Career Opportunities	Send zero scorect) to the LMS for unattempted assignments post due date.     The setting is disabled because the course does not sync grades to the LMS.     Sociing     Socie all unattempted assignments without a due date as zero when course end date     re reached.     NOTE: If this option is checked, all unattempted assignments without a du     date will be given a score of zero when the course end date is reached an     the date will be given as score of zero when the course end date is reached an	r Scores r average scores for activities that recently reached their due date. Hover over ore information.
sciences	Save settings	60 50 40 30 30
e	67 activites 🗸 🗸 🗸	• • • • • •

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#### Click the "X" to close Course Settings.

CENTRAL PRINDING				
filady Standard Cosmetology	Course Settings	×		
and all +	Instructor and TA Permissions Manage access permissions for the system	>	19.21%	2 2
Think Beyond Getting Licensed • counts towards search while your primary focus right now is to complete this program and attain a license, this activ	Dashboard Manage the course dashboard settings	>	<ul> <li>Scores</li> <li>average scores for activities that recently reached their due date. Hover over ore information.</li> </ul>	0
Part 1: History & Career Opportunities Part 2: General Sciences	Student ID Collection Manage setting for requiring students to enter their Student ID when logging in	>	9 201 201 201 201 201 201 201	-4 0
Part 3: Hair Care	Partner App Opt-Out Select optional apps you want to use in your course	>		5
Part 4: Skin Care Part 5: Nail Care	Gradebook Settings	>	• • • • • • • • • • • • • • • • • • •	
Part 6: Business Skills		-		0
Practical Procedure Tracker Due Nov 14, 2019 @ 200 AM EST @ COUNTS TOMMOS GRADE	0% 0.0% 100 submitted and some ports			O

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