

Documents such as your school's PDFs, spreadsheets, and Word documents can be uploaded to customize the Learning Path.

1

From the MindTap dashboard, select the My Content app on the MindTap apps dock.

The screenshot displays the MindTap dashboard for a course titled "Milady Standard Cosmetology". The interface includes a header with the course name and a search bar. Below the header, there is a list of course sections with their respective activity counts. On the right side, there is a "Recent Activity Scores" section with a class average of 20.17%. A vertical apps dock is visible on the far right, with the "My Content" app icon highlighted by a red circle.

Section	Activities
Getting Started	0 activities
Think Beyond Getting Licensed	0% submitted, 85% avg score, 100 points
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
Part 6: Business Skills	80 activities
Practical Procedure Tracker	0% submitted, 0.0% avg score, 100 points

1

2

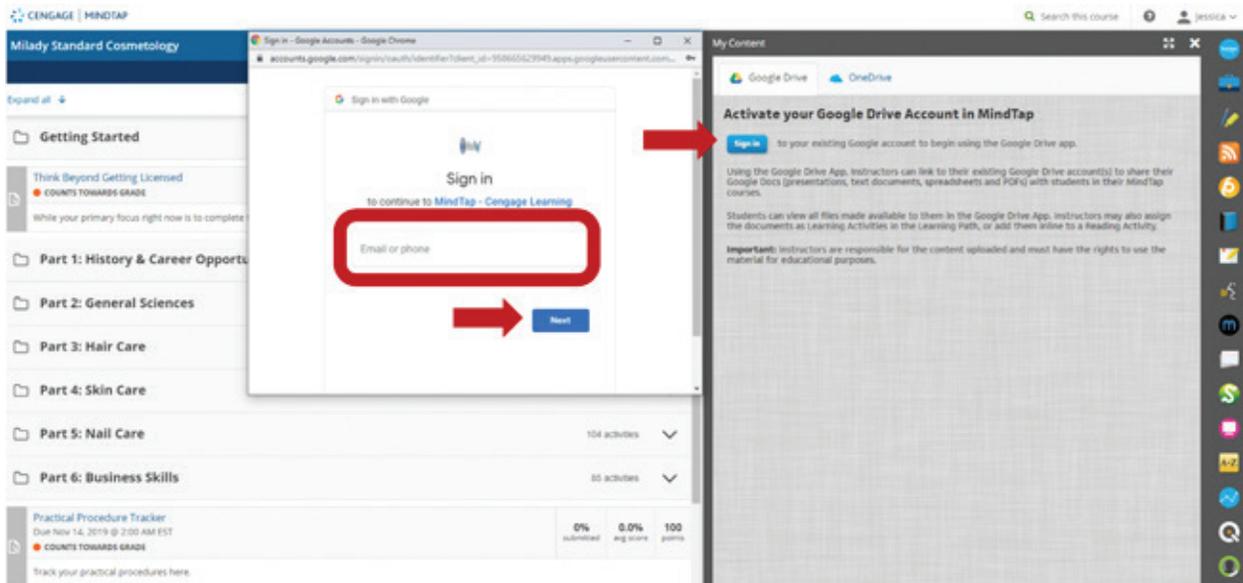
Documents can be uploaded from Google Drive or OneDrive in the My Content app. The process of uploading documents is identical for both Google Drive and OneDrive. You will need to follow prompts to sign in.

Please Note: You will also need to establish a Google Drive or OneDrive Account if you do not currently have one.

The screenshot shows the MindTap interface for a course titled 'Milady Standard Cosmetology'. On the left, a navigation menu lists 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 this is a 'Practical Procedure Tracker' section. On the right, the 'My Content' panel is open, showing options for 'Google Drive' and 'OneDrive' at the top, which are highlighted with a red box. Below these options is a prompt: 'Activate your Google Drive Account in MindTap'. The prompt includes a 'Sign in' button and text explaining that users can link their existing Google Drive accounts to share files with students. It also includes an important note: 'Important: Instructors are responsible for the content uploaded and must have the rights to use the material for educational purposes.'

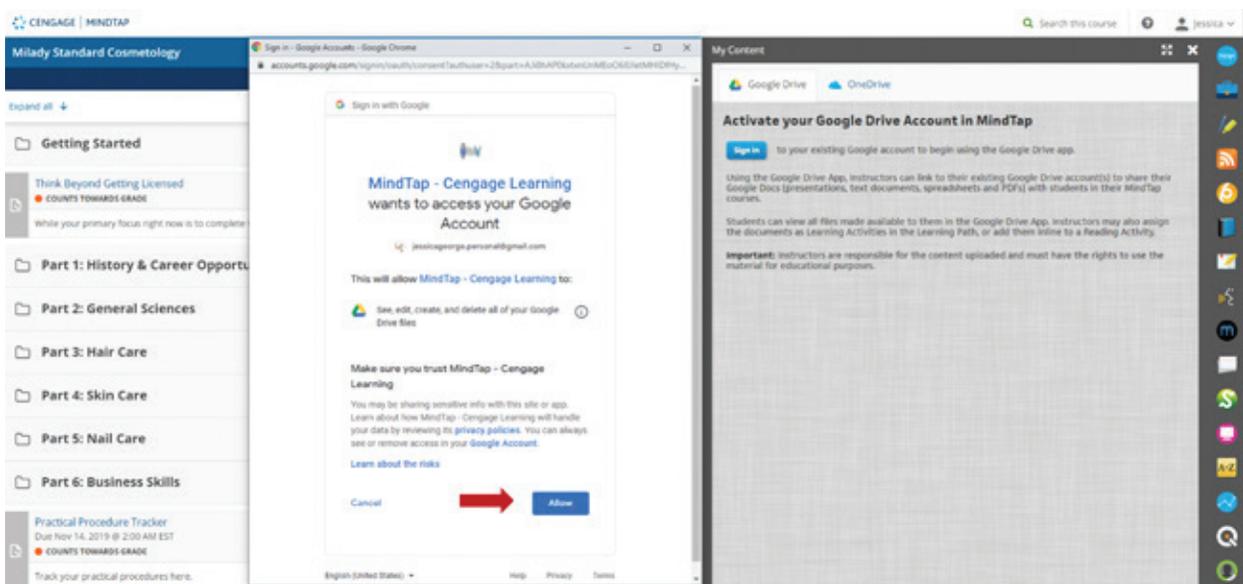
3

You will be prompted to sign into your Google Drive account or OneDrive account. Click “Sign In.” In the pop-up box enter your login credentials and click “Next.”



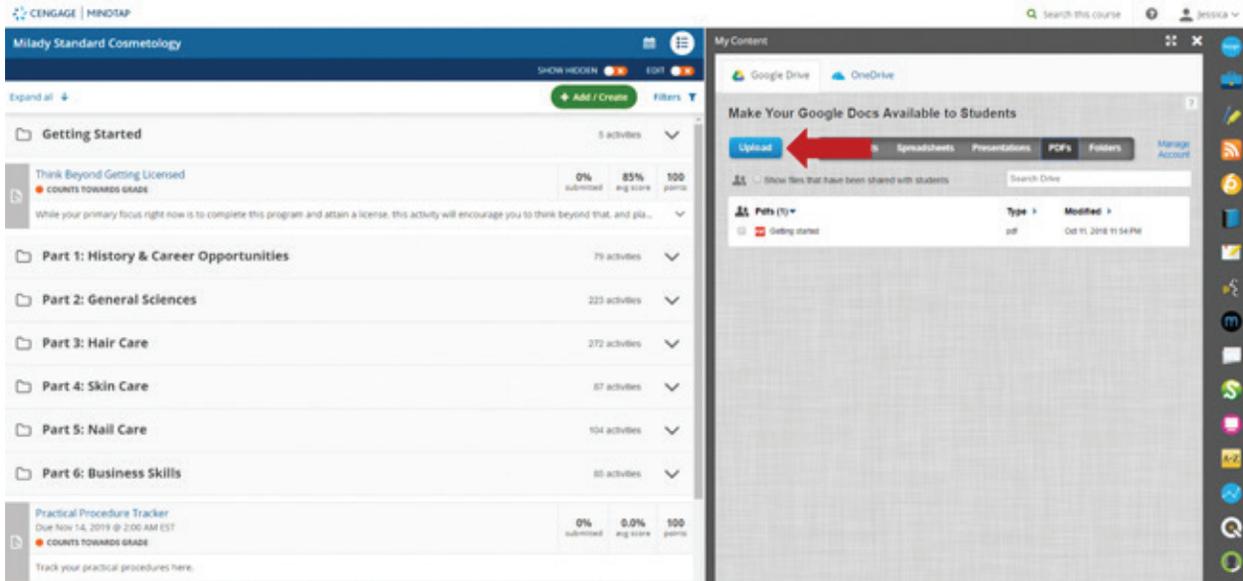
4

To allow MindTap to access your Google Account or your OneDrive, click “Allow.”

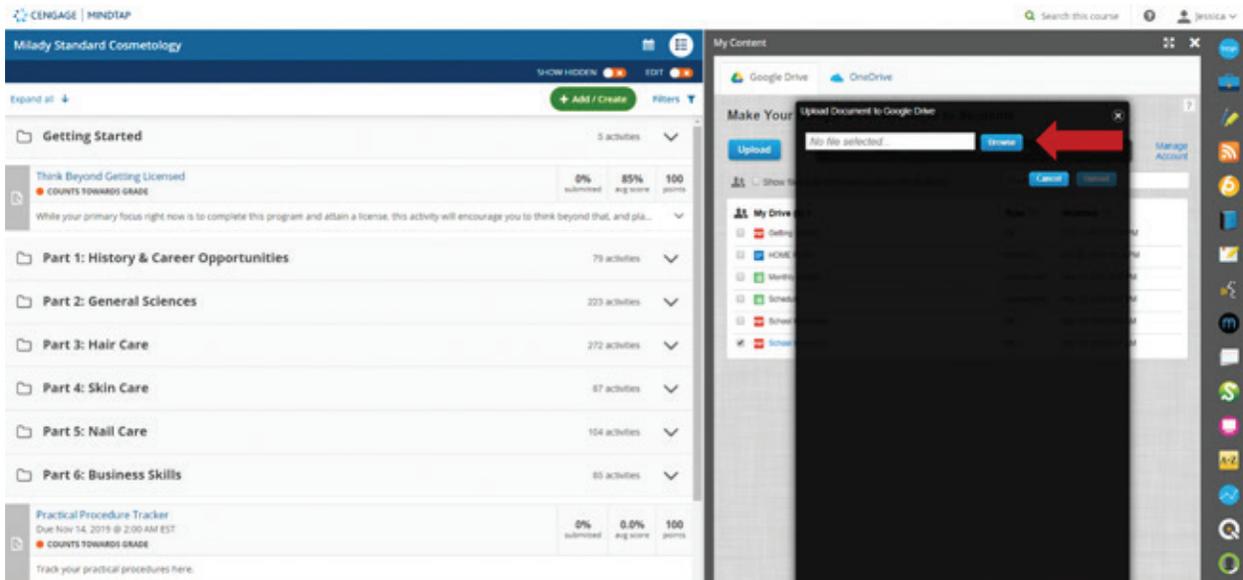


3

5 To upload new documents from Google Drive or OneDrive, click “Upload.”

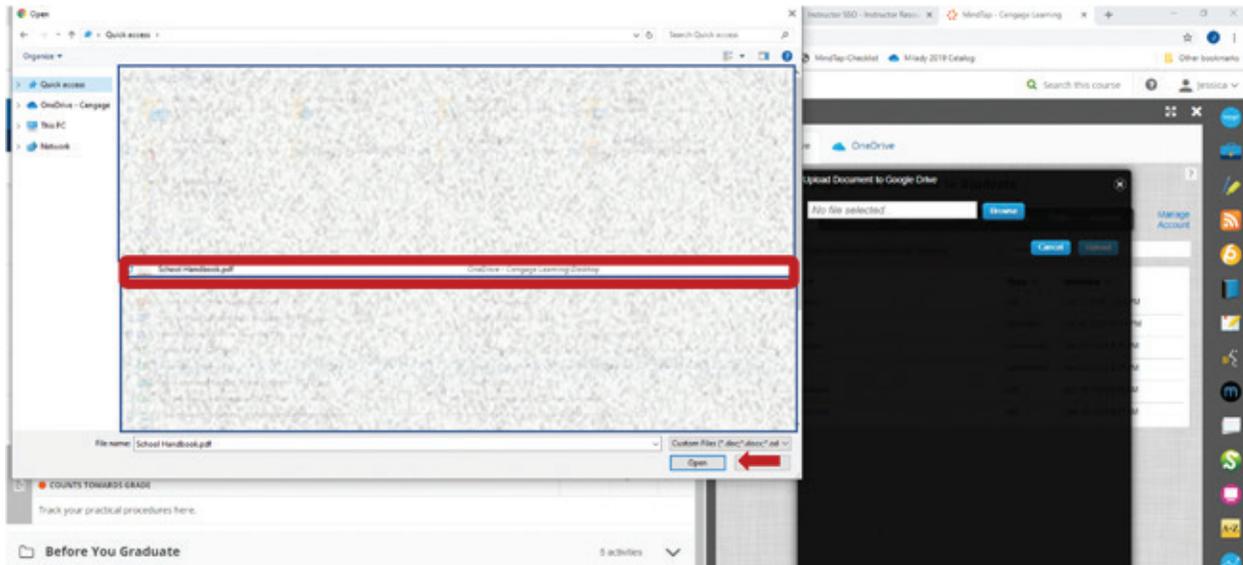


6 Click “Browse.”



7

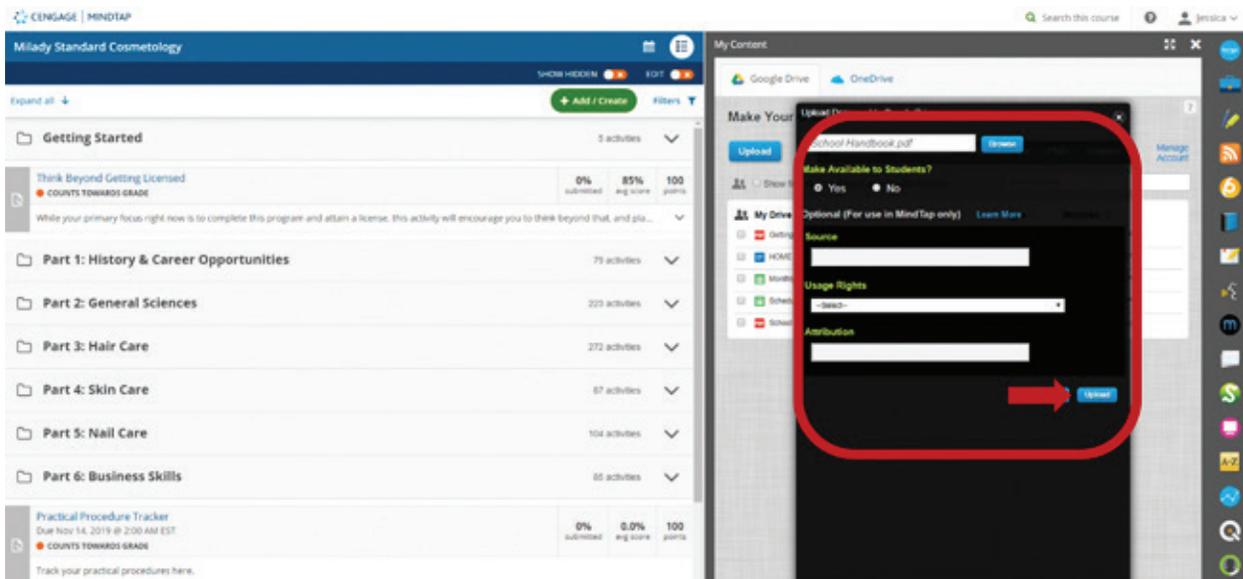
Select the file you would like to upload from your device. Click “Open.”



8

Fill out the required fields. Click “Upload.”

Please note: For more information on usage rights options click “Learn More.”



Add your document to the Learning Path

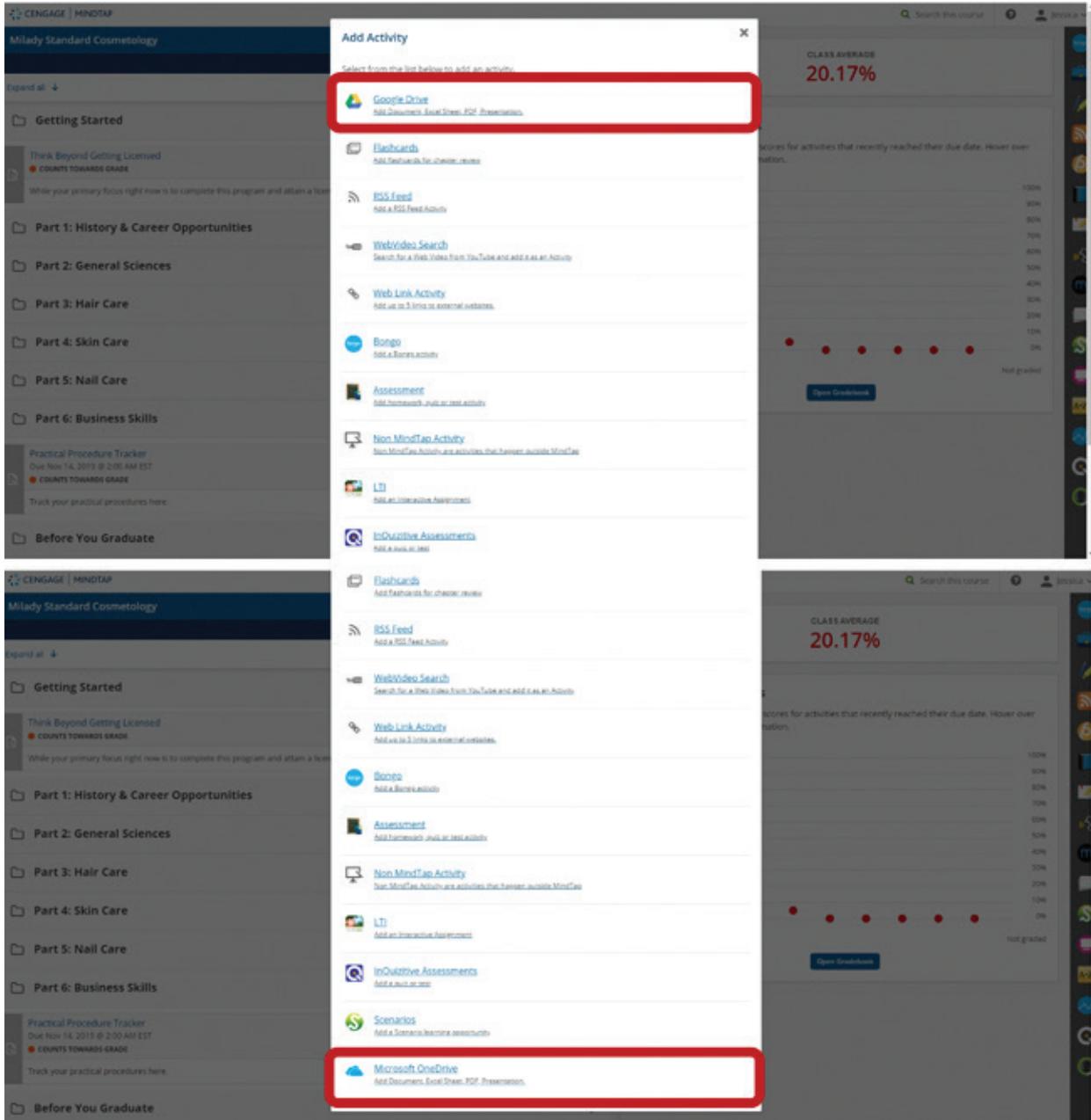
- 1 Click “+ Add/ Create” button to add file to the Learning Path.

The screenshot shows the MindTap interface for a course titled "Milady Standard Cosmetology". The course is organized into a Learning Path with sections: Getting Started, Part 1: History & Career Opportunities, Part 2: General Sciences, Part 3: Hair Care, Part 4: Skin Care, and Part 6: Business Skills. A "Practical Procedure Tracker" is also visible. The "Add / Create" button is highlighted with a red box. On the right, a "Recent Activity Scores" chart shows a class average of 20.17%.

- 2 Select “Activity” from the drop-down menu.

The screenshot shows the same MindTap interface as above, but with the "Add / Create" button's drop-down menu open. The "Activity" option is highlighted with a red box. The "Recent Activity Scores" chart on the right remains the same, showing a class average of 20.17%.

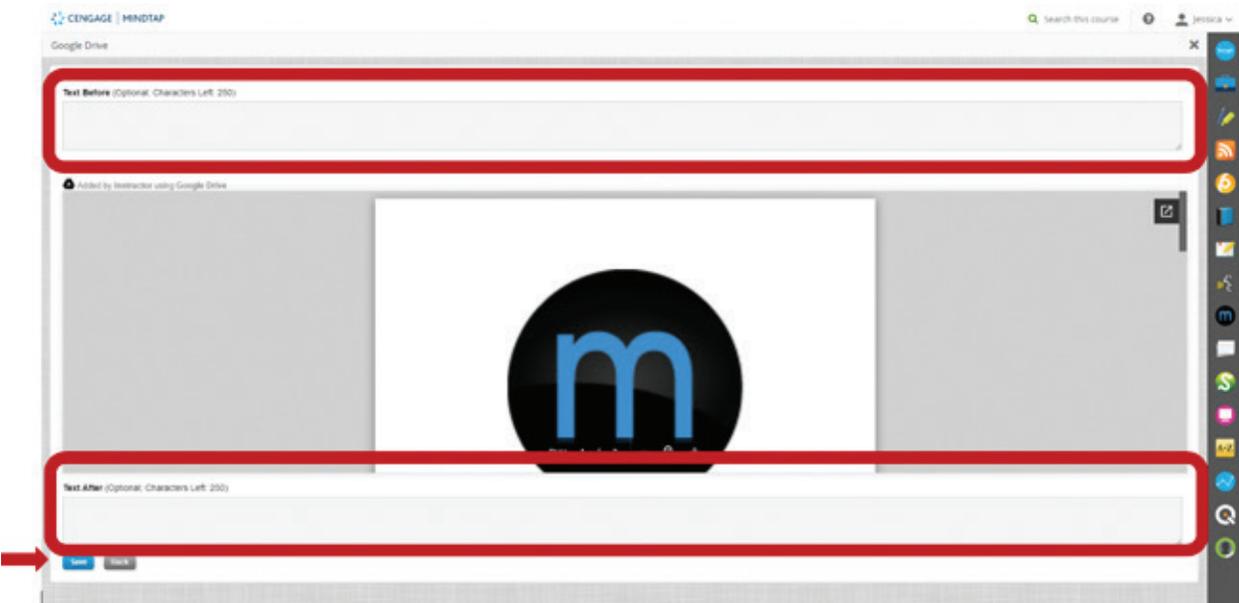
3 Upload a file by selecting Google Drive or OneDrive.



4 Choose desired file and click “Continue.”

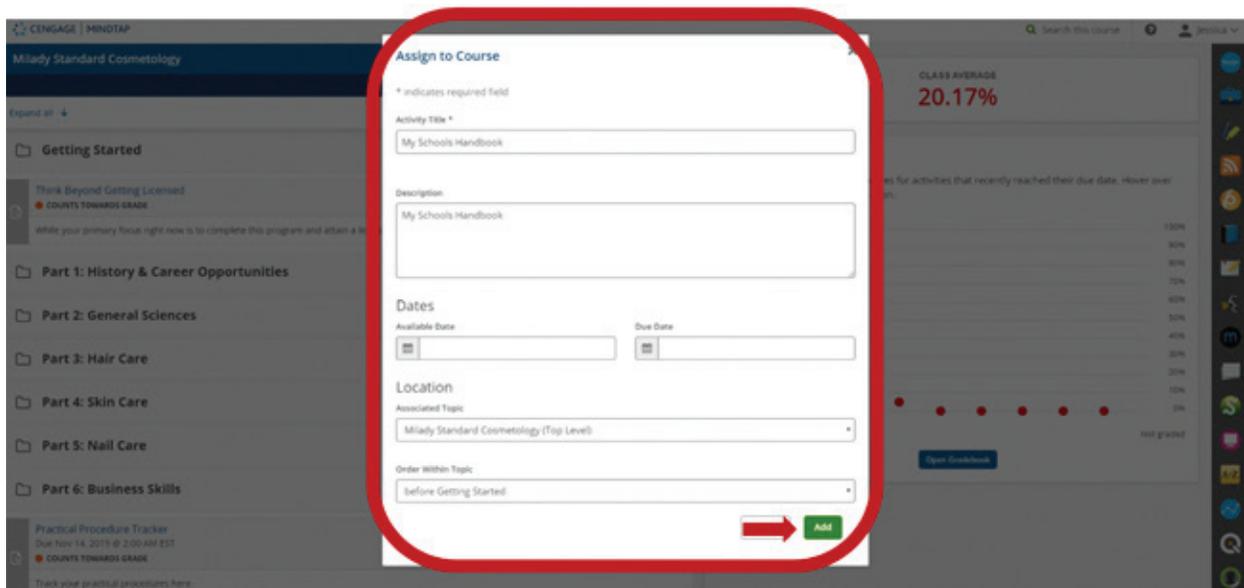


5 Add text before and after the document. Click “Save.”



6

Fill out required fields including title, description, due dates, and location. Click “Add.”



7

The document will appear in the Learning Path in the location you have selected.

