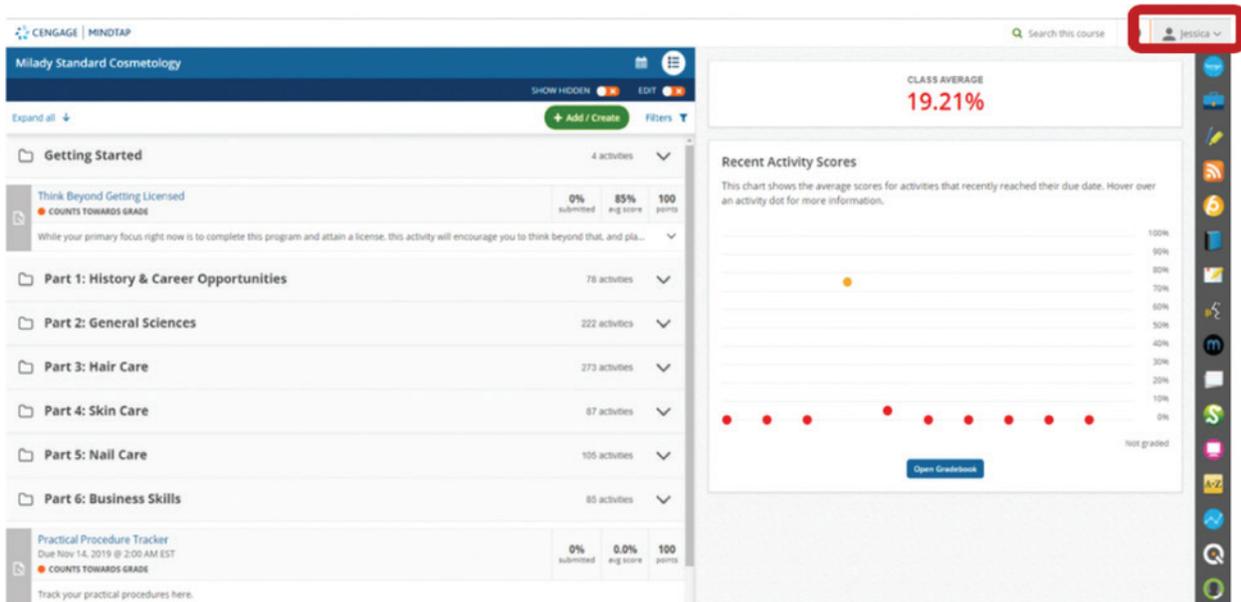


1

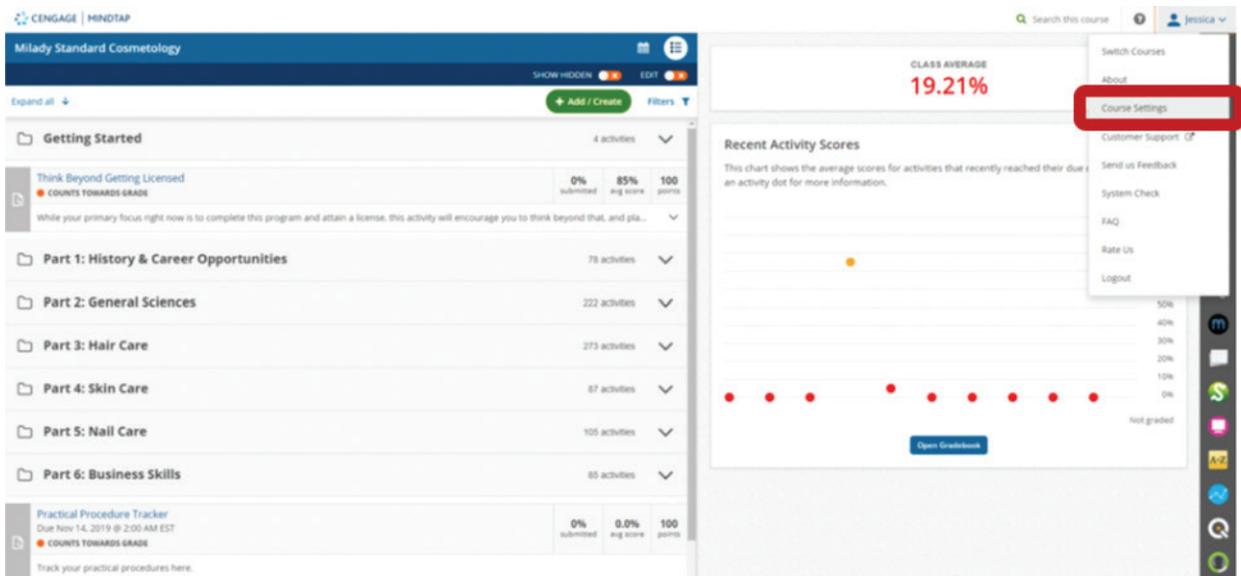
From the MindTap dashboard, click your login name in the right top corner of the screen.



The screenshot shows the MindTap dashboard for the course "Milady Standard Cosmetology". The user's login name "Jessica" is highlighted in a red box in the top right corner. The dashboard displays a "CLASS AVERAGE" of 19.21% and a "Recent Activity Scores" chart. The left sidebar shows a list of course sections: "Getting Started" (4 activities), "Part 1: History & Career Opportunities" (78 activities), "Part 2: General Sciences" (222 activities), "Part 3: Hair Care" (273 activities), "Part 4: Skin Care" (87 activities), "Part 5: Nail Care" (100 activities), and "Part 6: Business Skills" (80 activities). A "Practical Procedure Tracker" is also visible at the bottom left.

2

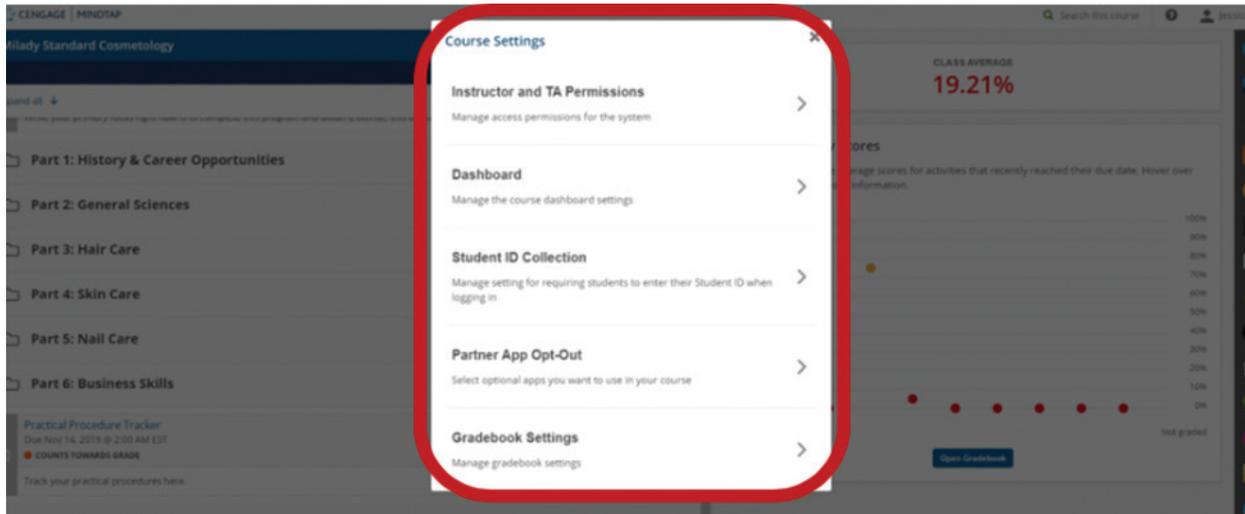
From the drop-down menu, select "Course Settings."



The screenshot shows the MindTap dashboard for the course "Milady Standard Cosmetology". The user's login name "Jessica" is highlighted in a red box in the top right corner. The dashboard displays a "CLASS AVERAGE" of 19.21% and a "Recent Activity Scores" chart. The left sidebar shows a list of course sections: "Getting Started" (4 activities), "Part 1: History & Career Opportunities" (78 activities), "Part 2: General Sciences" (222 activities), "Part 3: Hair Care" (273 activities), "Part 4: Skin Care" (87 activities), "Part 5: Nail Care" (100 activities), and "Part 6: Business Skills" (80 activities). A "Practical Procedure Tracker" is also visible at the bottom left. The drop-down menu is open, and the "Course Settings" option is highlighted in a red box.

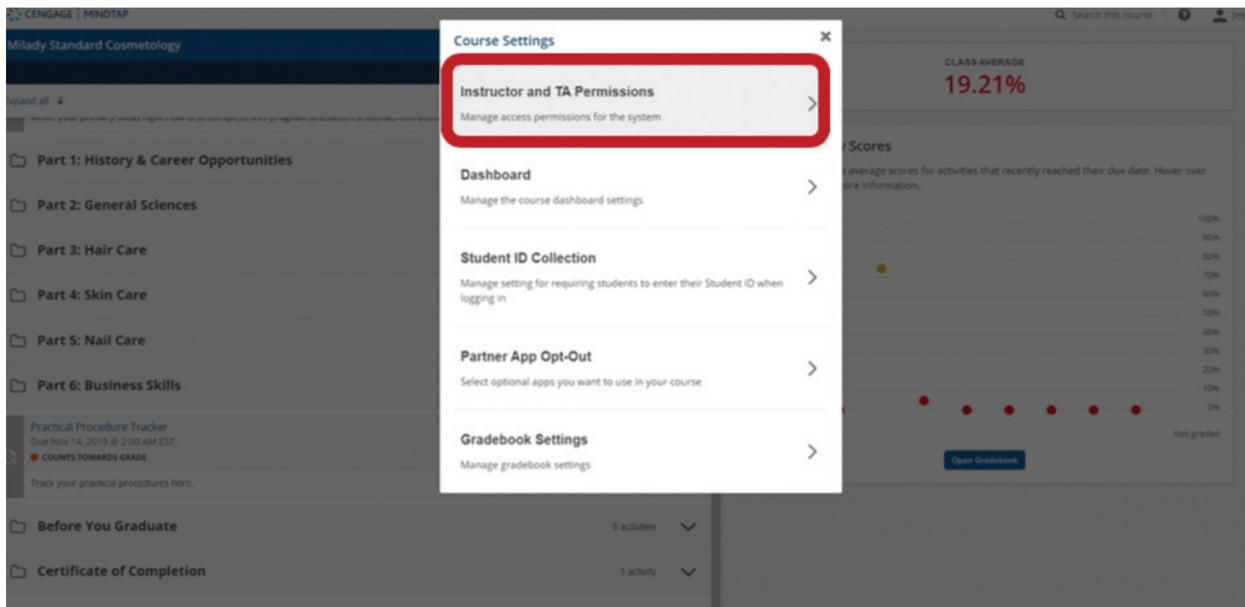
3

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



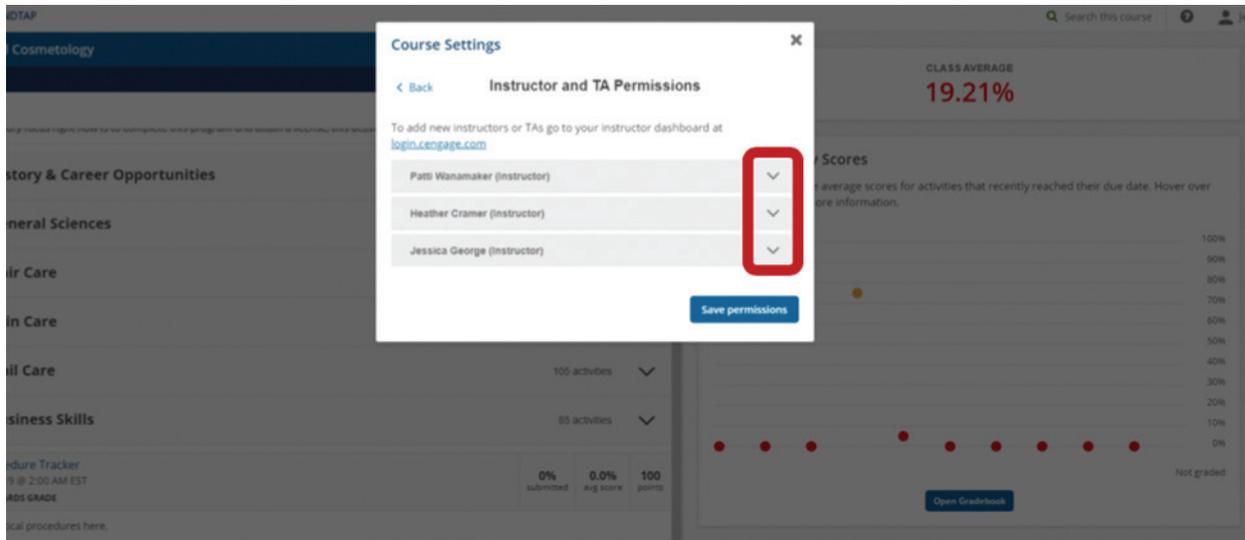
4

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



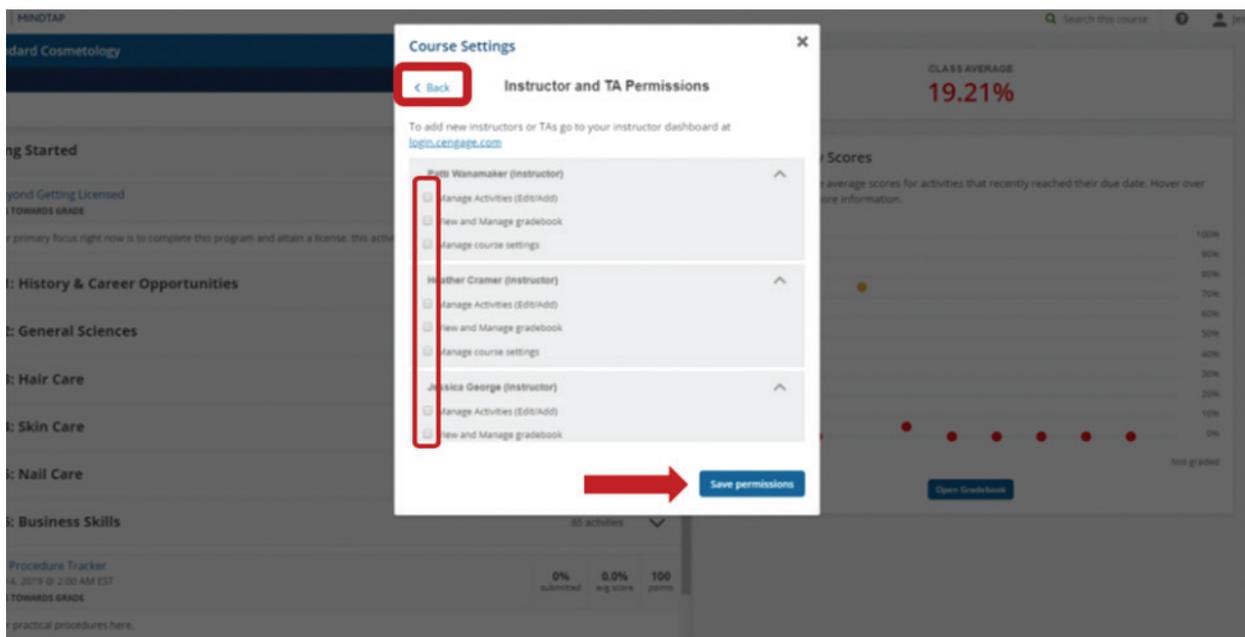
5

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



6

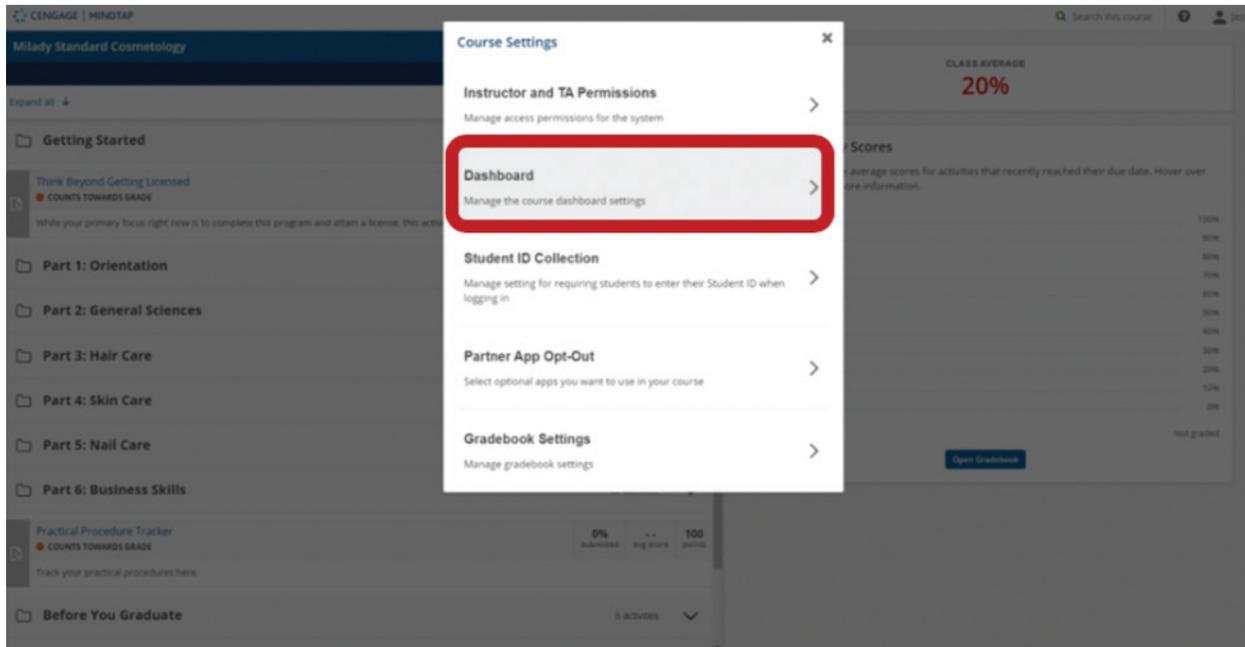
Choose the appropriate check boxes for the permissions you would like to set for each instructor. First click “Save Permissions”, then click “Back”.



3

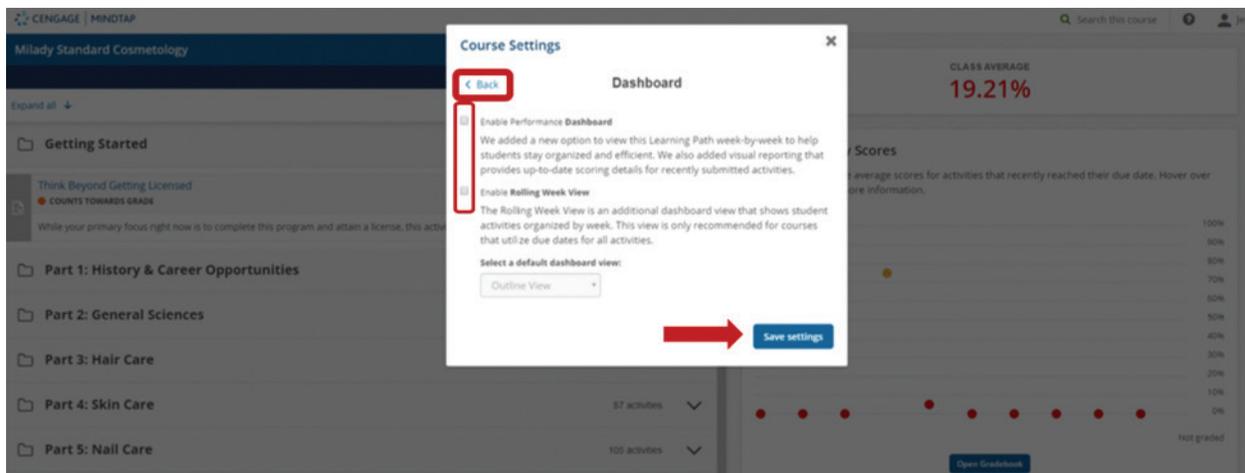
7

To manage dashboard settings, select “Dashboard.”



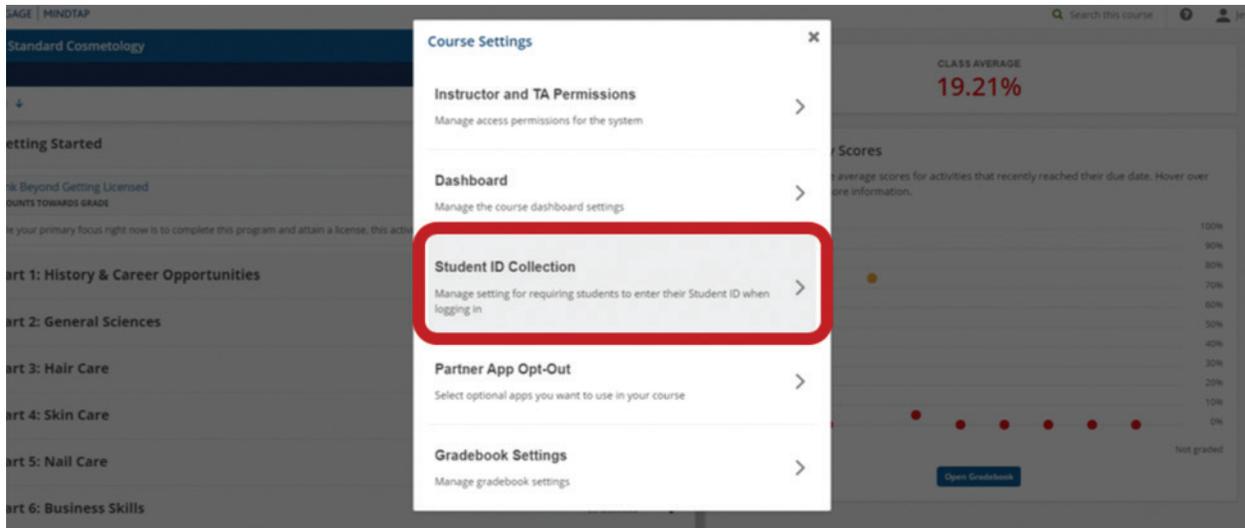
8

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

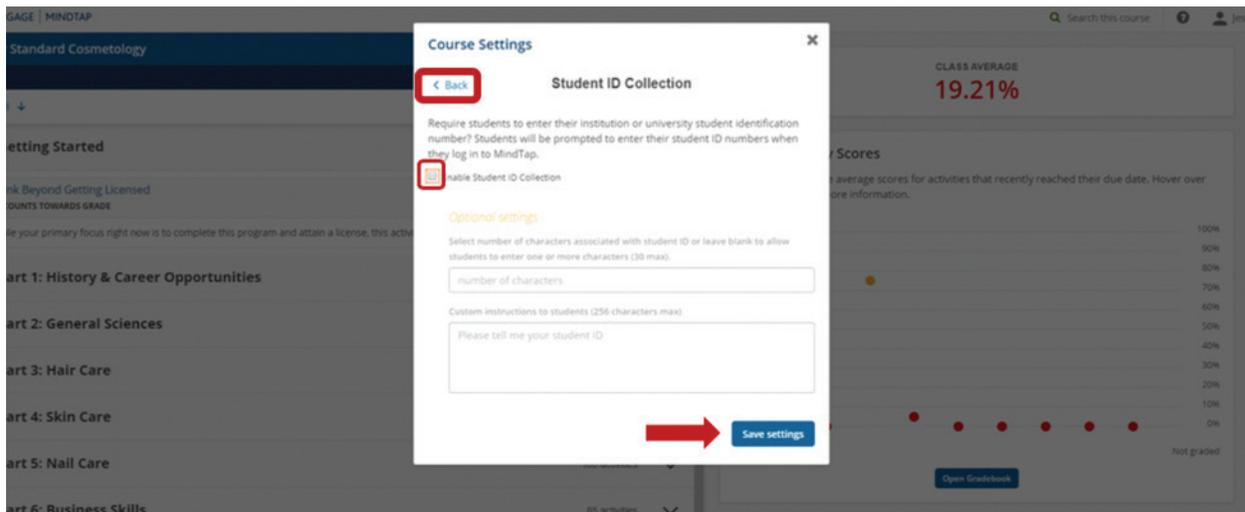


4

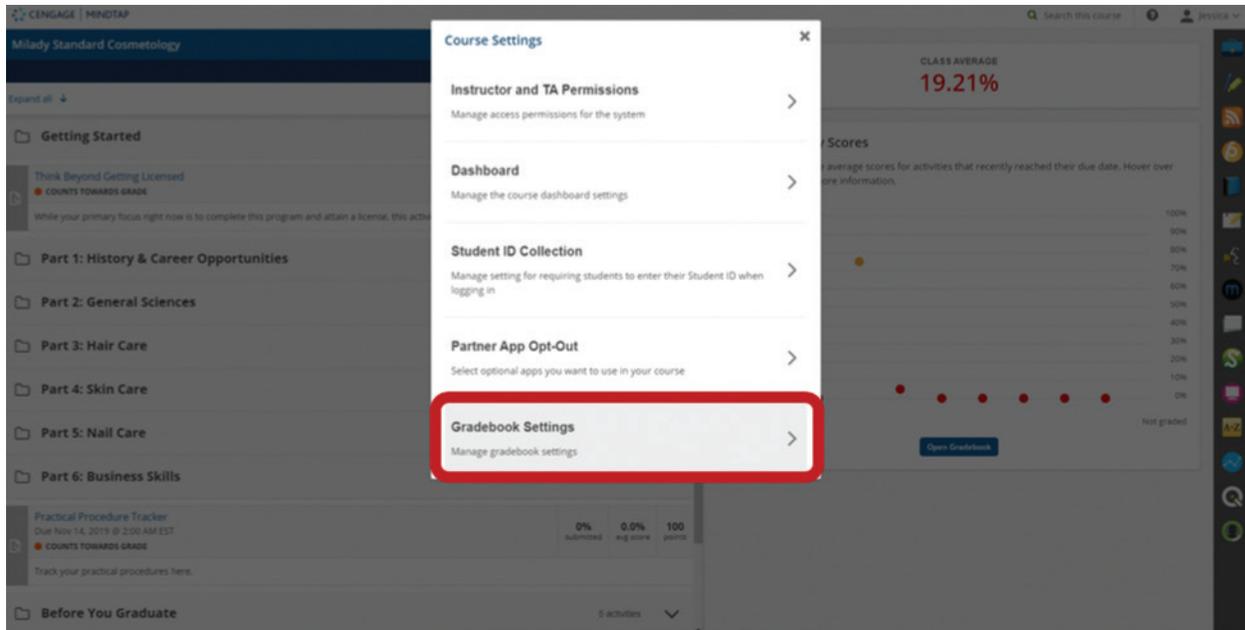
9 To manage student ID's, select "Student ID Collection."



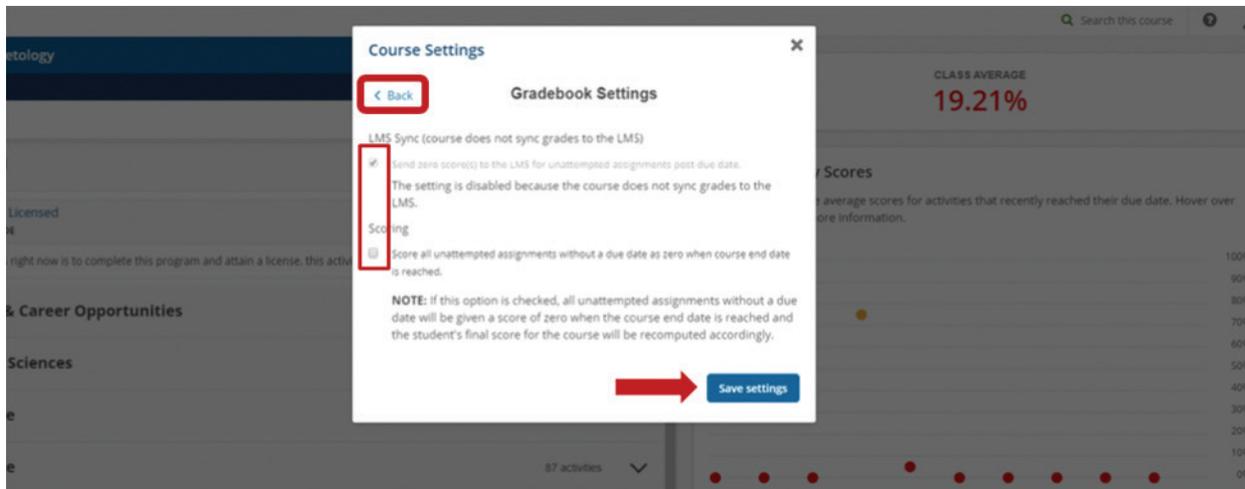
10 Choose the appropriate optional student ID settings. First click "Save Settings." Then click "Back."



11 To manage gradebook settings, select “Gradebook Settings.”



12 Choose the appropriate optional gradebook settings. First click “Save Settings.” Then click “Back.”



13 Click the “X” to close Course Settings.