

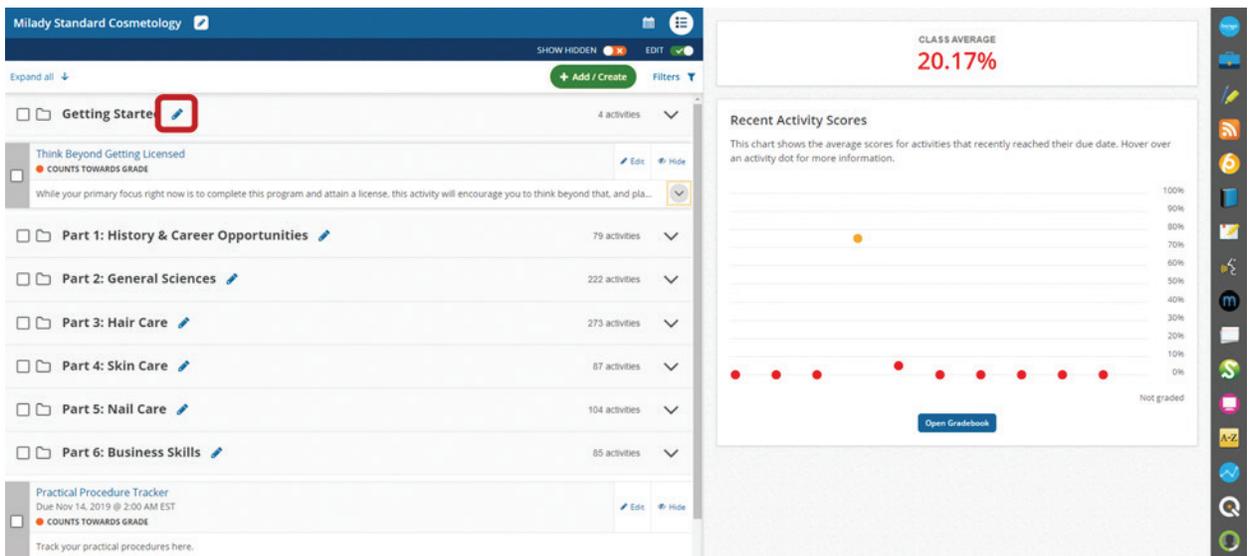
The Learning Path can be reorganized to meet your school's needs. A folder, unit or activity can be reorganized.

To reorganize a folder:

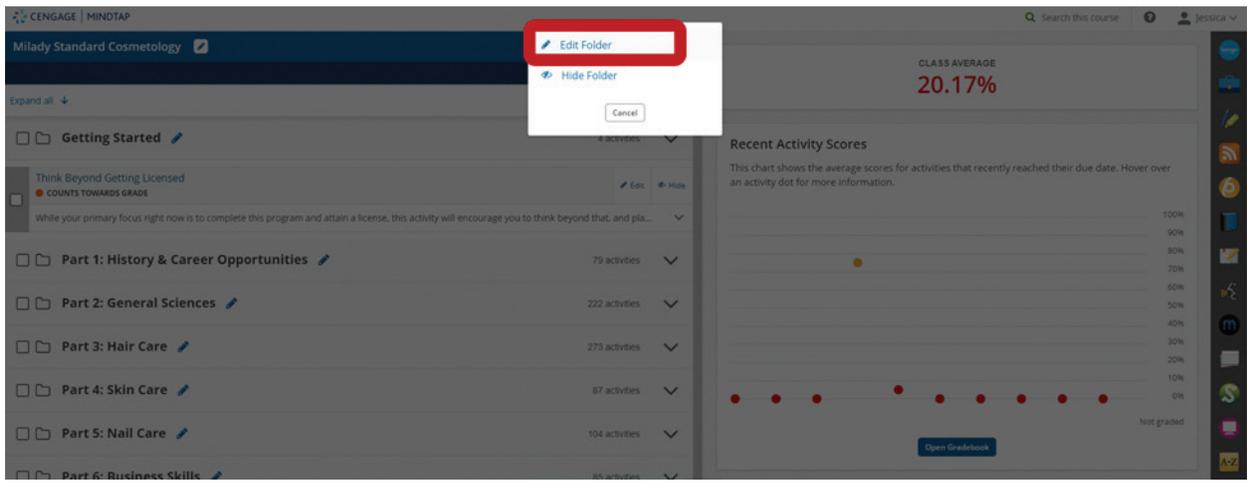
1 From the MindTap dashboard, you can reorganize a folder, unit or activity.

2 Click the “Edit” toggle.

3 Click the “Edit” pencil icon.

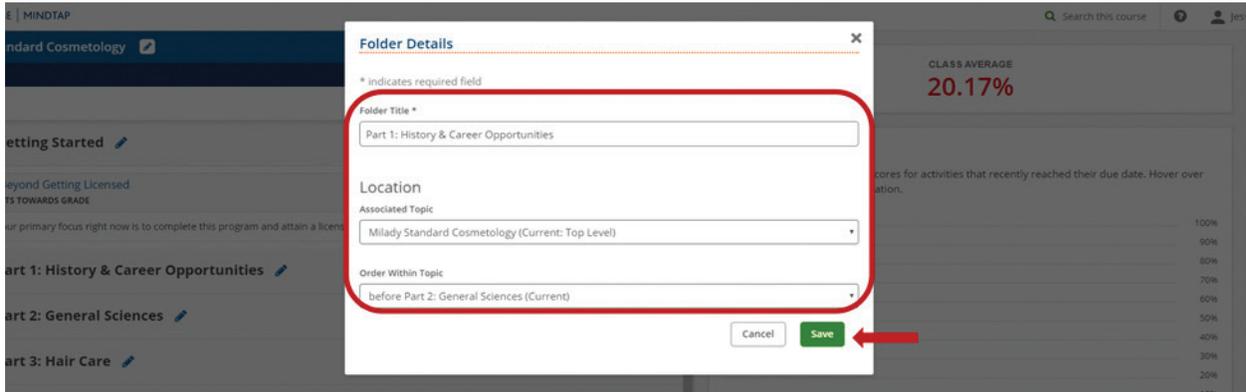
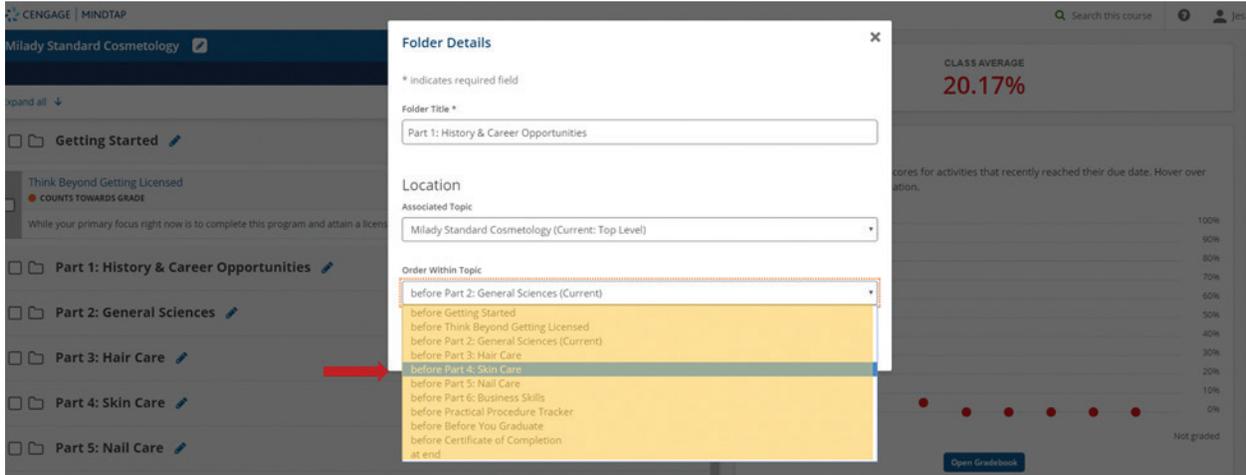


4 Select “Edit Folder.”



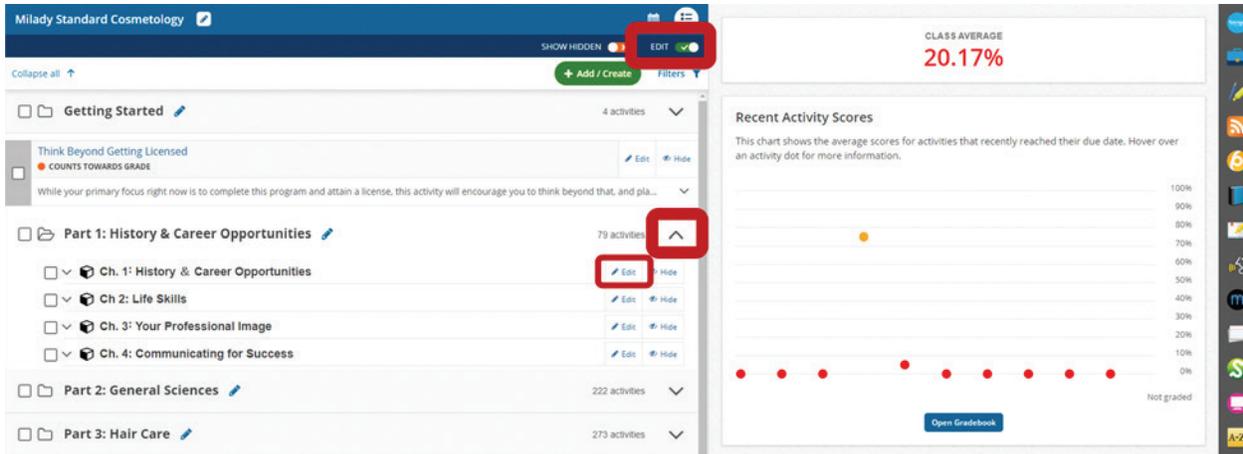
5

Select the “Order Within Topic” where you would like the folder to display. Click “Save.”

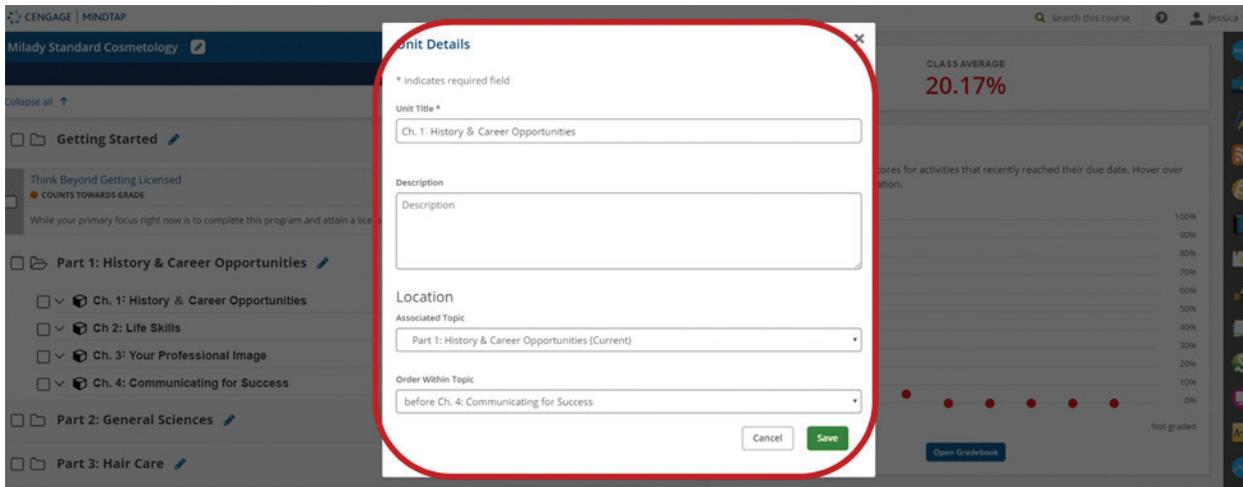


To reorganize a unit:

- 1 From the main dashboard click the “Edit” toggle. Click ▲ to expand the folder and select “Edit” on the activity you would like to move. Click the “Edit” pencil.

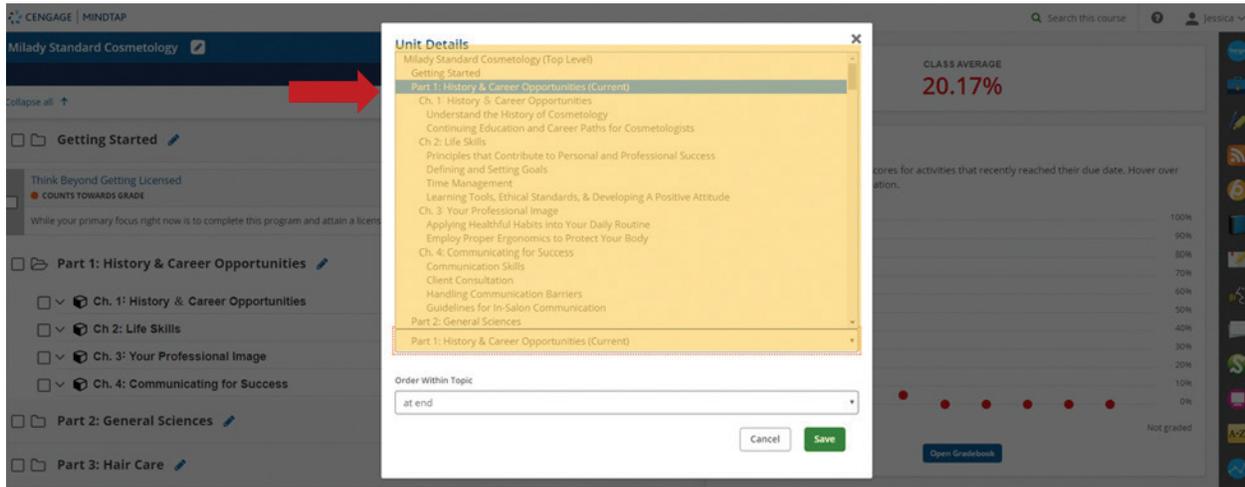


- 2 Fill out the desired fields for the unit including title, description, and the location of the unit.



3

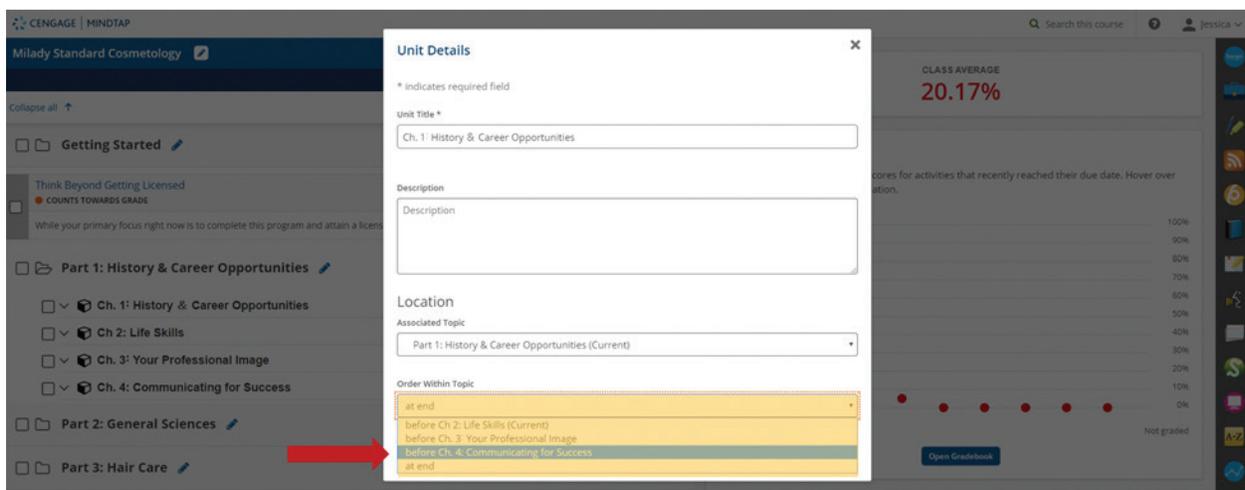
Select the drop-down menu for “Associated Topic” to assign the desired location. This allows you to select the chapter or topic where the unit will be placed.



4

Select the “Order Within Topic” for the unit 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 unit will come before an existing activity, or at the end of the topic.

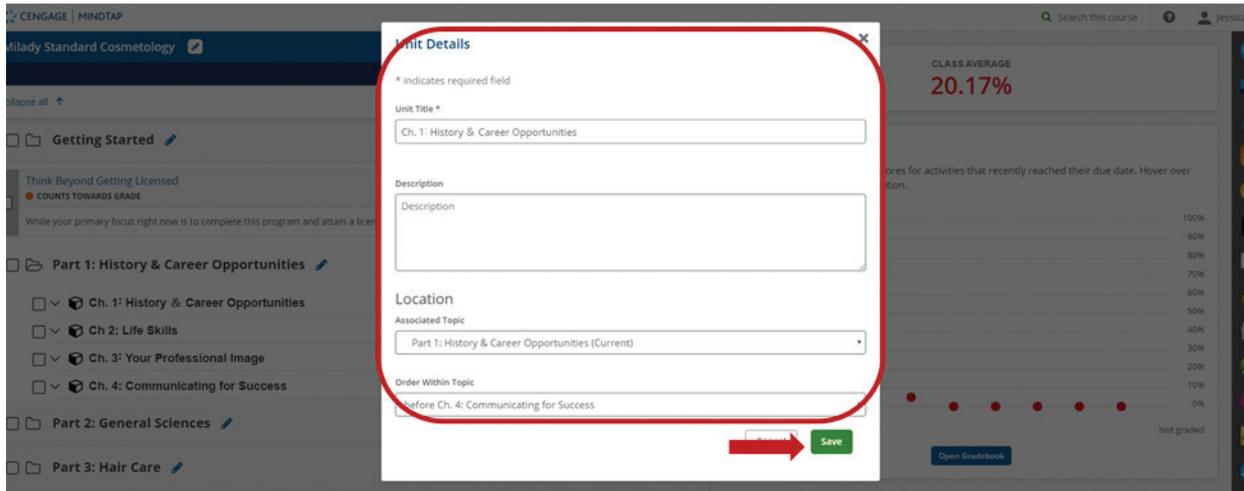


5

Topic: Reorganizing the Learning Path
Level: Advanced
Intended For: Lead Instructors/MindTap Admins

5

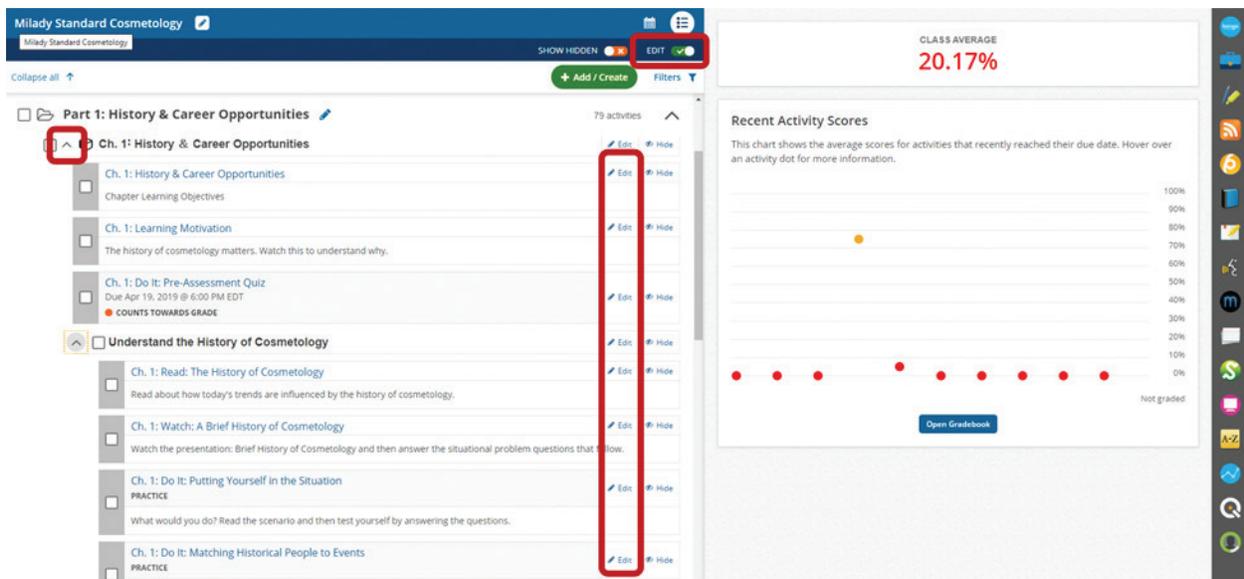
Click "Save."



To reorganize an activity:

1

From the main dashboard click the "Edit" toggle. Click ^ to expand the unit and click the "Edit" pencil on the activity you would like to move.



2

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

Editing Activity

* Indicates required field

Activity Title *

Ch. 1: Flashcards: Key Terms Review

Description

Study the definitions of key terms to prepare for the final chapter exam.

Dates

Available Date Due Date

Location

Associated Topic

Ch. 1: History & Career Opportunities (Current)

Order Within Topic

before Ch. 1: History & Career Opportunities

Edit Activity Options Cancel Save

3

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

Editing Activity

* Indicates required field

Activity Title *

Ch. 1: Flashcards: Key Terms Review
Milady Standard Cosmetology (Top Level)
Getting Started
Part 1: History & Career Opportunities
Ch. 1: History & Career Opportunities (Current)
Understand the History of Cosmetology
Continuing Education and Career Paths for Cosmetologists
Ch 2: Life Skills
Principles that Contribute to Personal and Professional Success
Defining and Setting Goals
Time Management
Learning Tools, Ethical Standards, & Developing A Positive Attitude
Ch. 3: Your Professional Image
Applying Healthful Habits into Your Daily Routine
Employ Proper Ergonomics to Protect Your Body
Ch. 4: Communicating for Success
Communication Skills
Client Consultation
Handling Communication Barriers
Guidelines for In-Salon Communication
Part 2: General Sciences
Ch. 1: History & Career Opportunities (Current)

Order Within Topic

before Ch. 1: Final Chapter Exam (Current)

Edit Activity Options Cancel Save

4 Select "Order Within Topic" 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 'Editing Activity' dialog box in the MindTap interface. The 'Order Within Topic' dropdown menu is open, displaying a list of activities that can be selected for reorganization. A red arrow points to the selected option, 'before Ch. 1: History & Career Opportunities'.

5 Click "Save."

The screenshot shows the 'Editing Activity' dialog box in the MindTap interface. The 'Save' button is highlighted with a red arrow, indicating the next step in the process.