Instructor Guide to Using the Scenario MindApp in MindTap

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Introduction

The Scenarios (Education) App helps prepare MindTap education students for real-life teaching scenarios. Instructors use Scenario assignments, including writing lesson plans and organizing parent-teacher conferences to give students experience in their requirements as teachers. They align learning objectives, or outcomes, by choosing the education standard to apply to each assignment.

The Cengage-Pathbrite relationship enables instructors and students to keep all of their work in an ePortfolio that includes access after the course ends. Instructors can keep assignment data to use in future courses.

Audience

This document helps instructors use the Scenario MindApp.

Objectives

This document explains how instructors complete the following procedures:

- Connect your Pathbrite account to the MindTap course
- Modify and add a Cengage Learning Scenario
- Hide provisioned Cengage Learning Scenarios
- Create a new Scenario and add it to MindTap
  - Create Rubrics
  - Create Outcomes
- Filter Scenarios
- Grade Scenarios
Linking a Pathbrite Account to the Scenario MindApp

The Scenario App links to Pathbrite, a service that stores Cengage and instructor created assignments including grading rubrics and scenario outcomes. Instructors need to create a Pathbrite account to link to the Scenario App to add, modify, or create assignments.

NOTE: If you have multiple MindTap courses using the Scenario MindApp you can create one Pathbrite account for all of your courses.

Here’s how to access the Scenario MindApp.

- Click the Scenario App.
The Scenario App displays with the App options.

Click the Question Mark button to learn more about the Scenario (Education) App.
Creating a Pathbrite Account

Open the Scenario App in your MindTap courses without creating an account. You cannot add, create or modify scenarios until you create a Pathbrite account to link with the Scenario App.

Create a Pathbrite Portfolio account through the Scenario App using the following procedure:

- Click the eye icon next to any scenario.
- The Pathbrite sign-in page displays.
- Click That's OK, Create a Username!
- Enter the username and password.
Click **Continue** to agree to Pathbrite’s Terms, Privacy policy and create the account.

The Scenario Assignment overview displays.
Create a Password for Pathbrite Account

You receive a Password Creation e-mail after creating your account. Setting up a password completes the account creation process and enables you to access Pathbrite assignments beyond the length of your MindTap courses.

NOTE: This only applies if you sign up for Pathbrite using your email address.
Hide an Existing Scenario

All education MindTap courses come with provisioned Cengage Scenario assignments. Hide Scenario assignments by clicking the Hide icon.
Creating a Scenario Assignment

Edit Cengage Learning Scenarios or create new Scenarios based on a Cengage Assignment template. Modify the Rubric, Scenario Outcomes or add sample documents for student access for use as assignment guidelines.

Create Scenario assignments using the following procedure:

- Click the **Scenario** icon to open the App.
The *Scenario MindApp* displays with the App options.

- Click **Create**.
- Select **New**.
Modify the following fields as needed:

— Title: Enter the title.

— Objective: Enter the objective.

— Age: Select the age range of students in the Scenario.

— Variable: Each variable is a factor that students consider in the Scenario. More factors increase the complexity of the Scenario. In MindTap, A indicates one variable, B indicates 2 variables and C indicates 3 variables.

Click Save to complete this section.
Add Scenario Files

Create and add Scenario Files to your assignments. Scenario Files can be videos, PDFs or any attachment that include extra assignment help or guidelines. Not all Scenarios have additional scenario files. Add Scenario Files using the following procedure:

- Click **Scenario Files** to add related documents to the assignment.

- Click the program icon to open it.

- Select the file to upload.
Rubrics

Rubrics provide you with an efficient way for them to evaluate and score students’ Scenario assignments. Rubrics help ensure consistent grading across the course and enable students to see the criteria associated with the assignments they complete throughout the MindTap course.

Create New Rubric

Upload rubrics or use a Rubric template to create new Rubrics.

Follow these steps to create and save a new Rubric:

- Navigate to the Edit Assignments page.
- Click Add Rubric to display Rubric options.
Click **Create New Rubric** to view Rubric options.

**NOTE:** Click **Upload File or Link a Document** to upload a rubric from the computer instead of creating one through the Pathbrite Rubric options. Cengage recommends creating the rubric through the Scenario document so it’s easier to grade and the score synchronizes with the MindTap Gradebook.
The Rubric template displays. Edit the **Rubric Title**.

![Rubric Title: Untitled Rubric](image)

- Edit the initial Criteria. Click **Untitled Criteria** to open editing options.

![Edit Criteria](image)
- Edit the following options:
  - Criterion Title
  - Description (optional)

- Click **Done** to save edits and add Criteria to Rubric.
- Click **Add Criterion** to add additional criteria.

![Rubric Image](image)

- Optional: Align Outcomes to the Rubric.

![Rubric Image](image)

- Select a Learning Outcome. Click **Add**.

  **NOTE:** The Outcome displays as a criterion.
Select the following options:

— Require Reflection: Students self-evaluate and justify their answers.

— Grade Using Rubric: Use the rubric to grade the assignment.
- Click **SAVE TO MY LIBRARY** to add it to the Rubric library to use the rubric for multiple assignments.

![Image of the Rubric Editor](image)

- Click **Okay** to close the confirmation message and view the Rubric.

![Image of the confirmation message](image)
- Click **Done** to return to the Scenario.

- The Rubric displays as a part of the Scenario.
**Reuse an Existing Rubric**

Assign Rubrics to explain the grading criteria to students. Students view the Rubric while taking the assignment. Add Rubrics to Scenario Assignments using the following procedure:

- Click **Add Rubric** to add a Rubric to this assignment.
- **Click Reuse an Existing Rubric.**

- Select an existing Rubric to add it to the Scenario assignment or upload a new document to add your own.

- The Rubric uploads to the Scenario assignment.
Click View Assignment Rubric to review the Rubric.

Outcomes
Cengage provides Outcomes that include the most commonly used education standards, levels of Bloom’s Revised Taxonomy and chapter Learning Objectives. You can remove Cengage’s pre-tagged standards or add your own standards, such as state level standards, institutional outcomes, or other education standards.

NOTE: Copying a MindTap course copies the Outcomes associated with that course.

Creating Outcomes
Follow these instructions to create an Outcome:

- From a Scenario Assignment click the Align Outcome button.
Click **My Learning Outcomes** to show options.
- The *My Learning Outcomes* section displays the following options:
  - Add New Outcome
  - New Folder

Optional: If you plan to add multiple Outcomes in more than one category, Cengage recommends creating folders to organize Outcomes. Click **New Folder** to add a Folder to the *My Learning Outcomes* library. Enter a unique title for the Folder and press the **Enter** key on the keyboard to save.
Select a folder to open it.

Click Add New Outcome.
- Enter a Learning Outcome. Instructors can copy and paste Outcomes from State Outcome Standards.

- Optional: Enter an Outcome Code to search.

  NOTE: Outcome Codes are alpha-numeric codes. Institutions may provide an Outcome Code or you can create your own codes. Enter codes to make it easier to search for assignments.
- Click **Save Outcome**.

![Image of the interface showing learning outcome and outcome code input fields with 'Save Outcome' button highlighted.]

- The folder displays and shows the *Learning Outcome*. Repeat the process to create additional Outcomes.

![Image of the interface showing multiple folders and outcomes with a selected outcome highlighted.]

- Click **Go Back**. To return to the Scenario Assignment creation page.

**Add and Align Outcomes**

Add Outcomes to Align with the Scenario and Rubric requirements. Tag outcomes to show students the education standards in the assignment. Cengage pre-tags Scenarios to the most commonly used
education standards, Bloom’s Revised Taxonomy and chapter Learning Objectives.

**NOTE:** You can remove Cengage’s pre-tagged standards and add your own standards, such as state level standards, institutional outcomes or other education standards.

Add Outcomes using the following procedure:

- Click **Align Outcome** to view Outcome options.

- Select the Outcome Folder for the Scenario from the *Align Learning Outcomes* page.

- From the **Outcome Folder**, select the Outcome to align with the Scenario.

  **NOTE:** You can align Outcome folders with Scenarios or specific Learning Objectives from within Outcome folders.
- Click **Align Outcome** to align the outcome with the Scenario.

  ![Align Learning Outcomes](image1)

- The Scenario displays the Outcome. Click the **arrow** to display the Outcome overview.

  ![View Assignment Rubric](image2)
Assignment Components

To finish creating the Scenario Assignment edit the following fields:

- **Submission Title**: Enter the title for the assignment.
- **Description**: Enter a description.
- **Work Example (optional)**: Upload a sample that students can view.

![Example Image]

- **Start and End Dates**: Edit the dates the assignment is available and due.
  
  **NOTE**: Edit the dates through MindTap.

![Date Selection]

- **Grading Style**
  
  - **Percentages**: Set the assignment grade
  
  - **Points**: Grade the assignments using points.
  
  - **Complete/Incomplete**: Grade the assignment as complete or incomplete.
- **Weight**: The amount the Scenario assignment is worth compared to other Scenario assignments.

- **Click SAVE to add the Scenario Assignment.**
Adding a Scenario Assignment to the MindTap Learning Path

Add pre-existing, modified or newly created scenarios to your MindTap courses using the following procedure:

- Click the + icon and select Add Activity.

- Click Scenarios from the Activities List page.
- Use the Search field or filter options at the top of the page to find the Scenario to add.

- Select the Title from the TITLE (CLICK TO ADD) column.
- Set the **Dates** and the **Location** in the Learning Path.

- Click **Save** to update Activity details and add the Scenario assignment to the Learning Path.
The Activity Creation Confirmation message displays.
Filtering Scenarios

Filter scenario assignments to search through Activities more efficiently. Use the following fields to find Scenario assignments:

- Search
- Location
- Status
- Variables
- Age

Access the Scenario App using the following procedure:

- Click the **Scenario MindApp** icon to open the App.
- The *Scenario MindApp* displays with the filter options.

- Select **All** under the **LOCATION** header and select a **LOCATION** filter.
- Select All under the STATUS header and select a STATUS filter.

- Select All under the VARIABLES header and select a VARIABLE filter.

- Select All under the AGE header and select a AGE filter.
- Click **Reset** to clear filter results.
Grading a Scenario

Grade scenario assignments using the Progress App or through the Learning Path.

Grading from the Progress App

Accessing a Scenario to grade is the same process as accessing any assignment from the Gradebook.

- Navigate to the Progress App.
- Navigate to the Overview tab.
- Select the Scenario to grade.
Click **Grade Activity** to grade a student submission.

The Scenario Assignment displays. Select the **View Student Work** tab to access the student assignment submission list.

Select a student from the class list to grade.
The student’s submission displays with review and grading options.

Click View Now to review and annotate the assignment.

The assignment displays.
Annotating a Submitted Assignment including a Submitted Student Artifact

Annotate assignments as a way to communicate more specific feedback to students using the following procedure:

- Click **Show/Add Annotate** to display the annotation options.

**NOTE:** Pathbrite enables instructors to annotate these student artifact file types: PDF, DOC/DOCX, XLS/XLSX, and PPT/PPTX.
Annotation options include the following:

- Comment
- Draw
- Highlight
- Text
- Strikeout

Click the Annotation type to use it. Select the text or section to Markup.
- Click the **double arrow** tab to see all the Annotations in a Scenario Assignment.

- A **Comments & Markups** section displays with all of the Assignment Markups. To close this section click the (X) **close button**.
Click **Hide Annotations** to close Annotations.

The Annotations no longer display and the instructor can review the paper without markups.

Proceed to the next assignment by either:

— Clicking the **back arrow** button to return to the main assignment submission page

— Clicking the **right arrow** button to proceed to the next Assignment submission.

**Grading with the Rubric**

All Cengage-provided Scenarios come with a built-in Rubric. Create Scenarios using points or percentage. You can also add scores and include additional feedback.

**NOTE:** This procedure may differ depending on the Grading Style selected in the [Creating a Scenario Assignment](#) procedures.

Follow these instructions to grade using the Rubric:
- Click the box next to **Grade** to display Grading and Commenting options.

- The Rubric displays with point options for each Aligned Outcome.
- Click in the point amount in an individual row and enter the score for the Aligned Outcome.

- Optional: Click **Write some feedback** to provide additional feedback.
- Click **Grade** to grade the Scenario assignment. Clicking **Grade** submits the grade to the Progress App and enables student to view their assignment score.

- The assignment displays with the Grade.
Grading from the Learning Path

Access Scenario assignments from the Week View and start the grading process from there. To grade from the Learning Path, select the assignment Follow the same grading procedure as grading from the Progress App.
Summary

The Scenario App Instructor Guide explains how to add, modify and create Scenario assignments, rubrics and outcomes. Assign learning objectives to student assignments.