

MindTap®

Instructor and TA Roles and Permissions in MindTap

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Introduction

MindTap allows instructors to add TAs (Teaching Assistants) and co-instructors as additional instructors to their course. Primary instructors choose which permissions co-instructors and TAs can have in a MindTap course. Available permissions include the following:

- Manage Learning Path
 - Add and Edit General Activities
 - Add and Edit Homework Activities
- Manage Activity Dates
- Manage Gradebook
- Manage Users

Objectives

This document introduces readers to features of instructor roles and permissions including the following concepts:

- Add a co-instructor or TA to a MindTap course during the Course Creation process in CengageBrain.
- Add a co-instructor to a previously created MindTap course.
- Give a co-instructor permissions in a MindTap course.
- Change the primary instructor in CengageBrain.
- Add a TA to a MindTap course during the Course Creation process in CengageBrain.
- Add a TA to a previously created MindTap course.
- Provide MindTap course permissions to a TA.

Additional Instructors


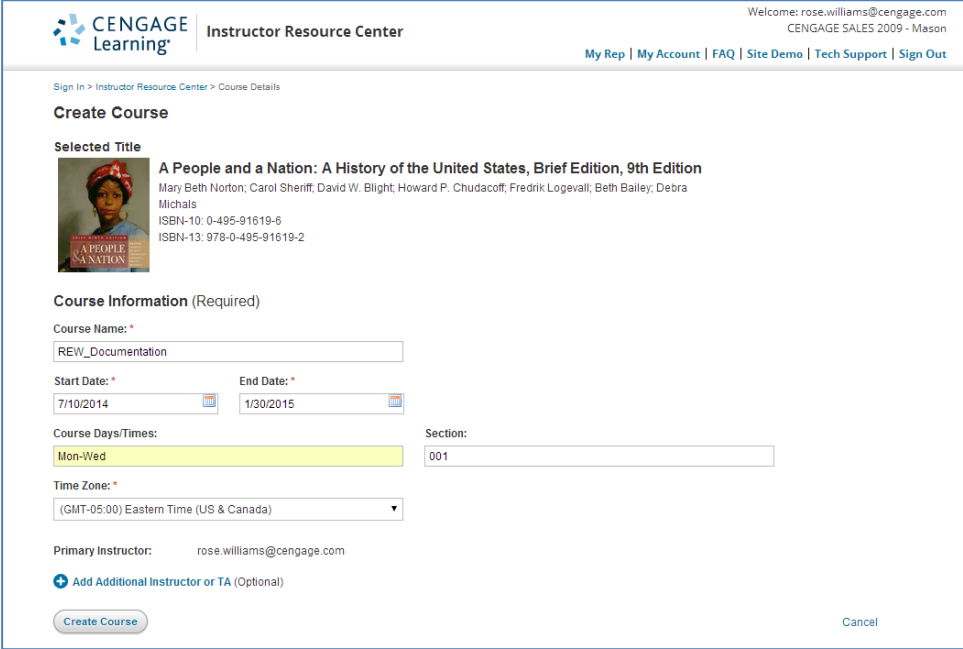
Primary instructors (or course designers) can add additional instructors to their MindTap courses. This additional instructor needs a CengageBrain account to be added to the course. Adding an instructor or TA can occur when the course is created or at a later time. The instructor enters an email address and clicks **Add** to enable an additional instructor. If the additional instructor has an **Instructor CengageBrain account**, then the user will be added as a **Co-Instructor** in the course. If the additional instructor has a **Student CengageBrain account**, then the user will be added as a **Teaching Assistant (TA)**.

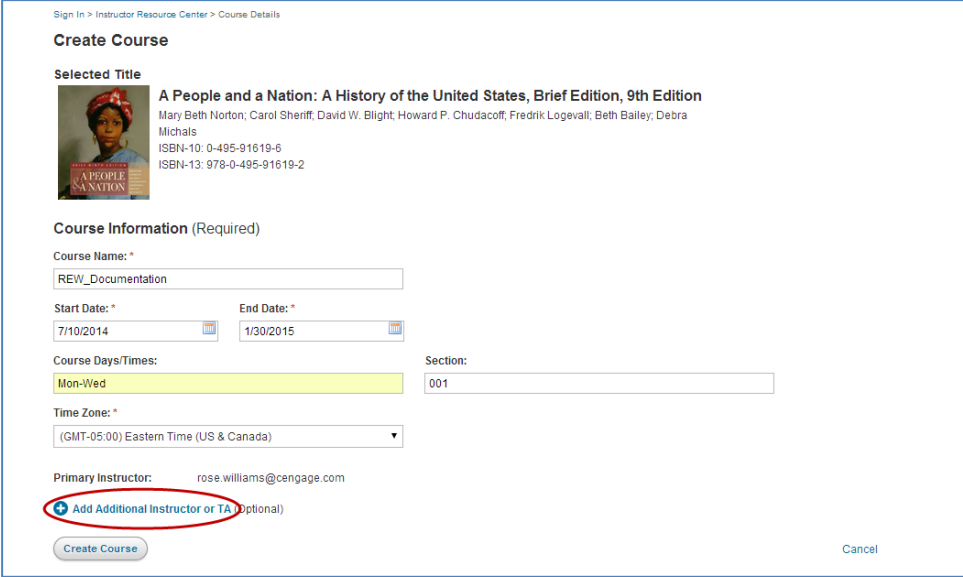
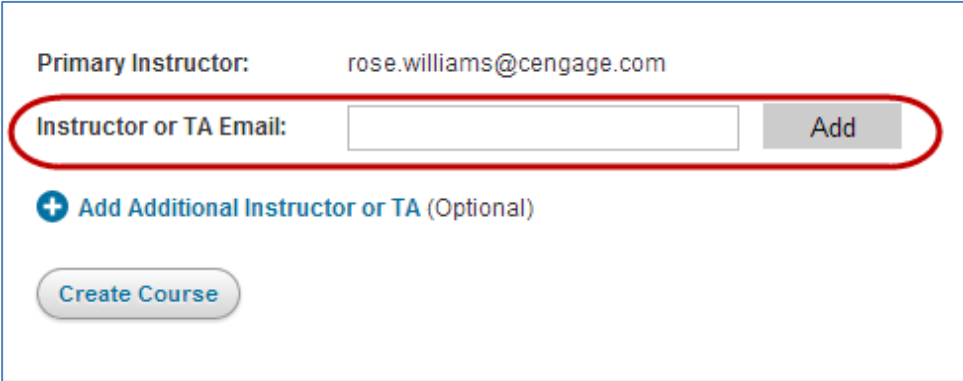
Characteristics of the different instructor status is shown below:

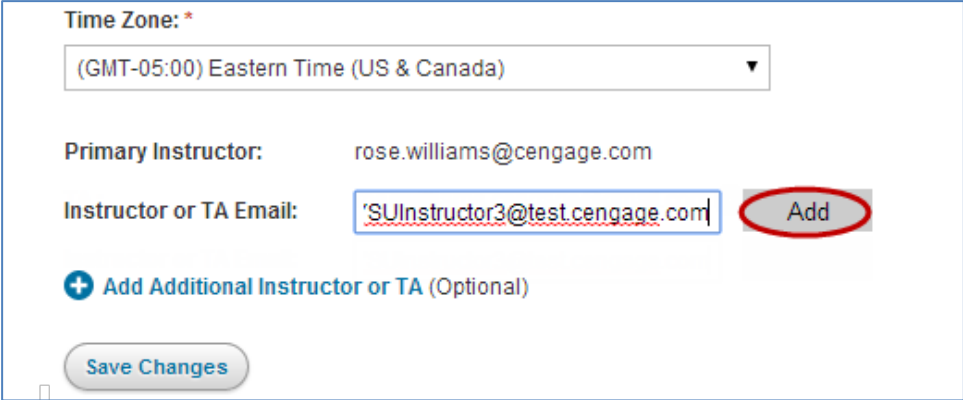
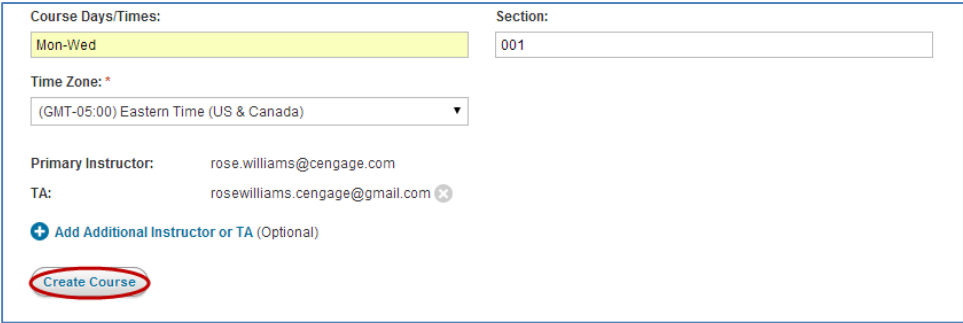
Status	Characteristics
Primary Instructor	Instructor who created the course (the course designer). NOTE: The Primary Instructor can be changed.
Co-Instructor	The Co-Instructor role is created when the Primary Instructor inserts his/her email address and clicks Add. NOTE: If the status of the email account entered is Instructor , then the role added will be as a Co-Instructor .
Teaching Assistant (TA)	The TA role is created when the Primary Instructor inserts his/her email address and clicks Add. NOTE: If the status of the email account entered is Student , then the role added will be as a Teaching Assistant (TA) .

Adding Additional Instructors During Course Creation

Follow these steps to add a Co-Instructor or Teaching Assistant (TA) to your MindTap course while you are creating the course:

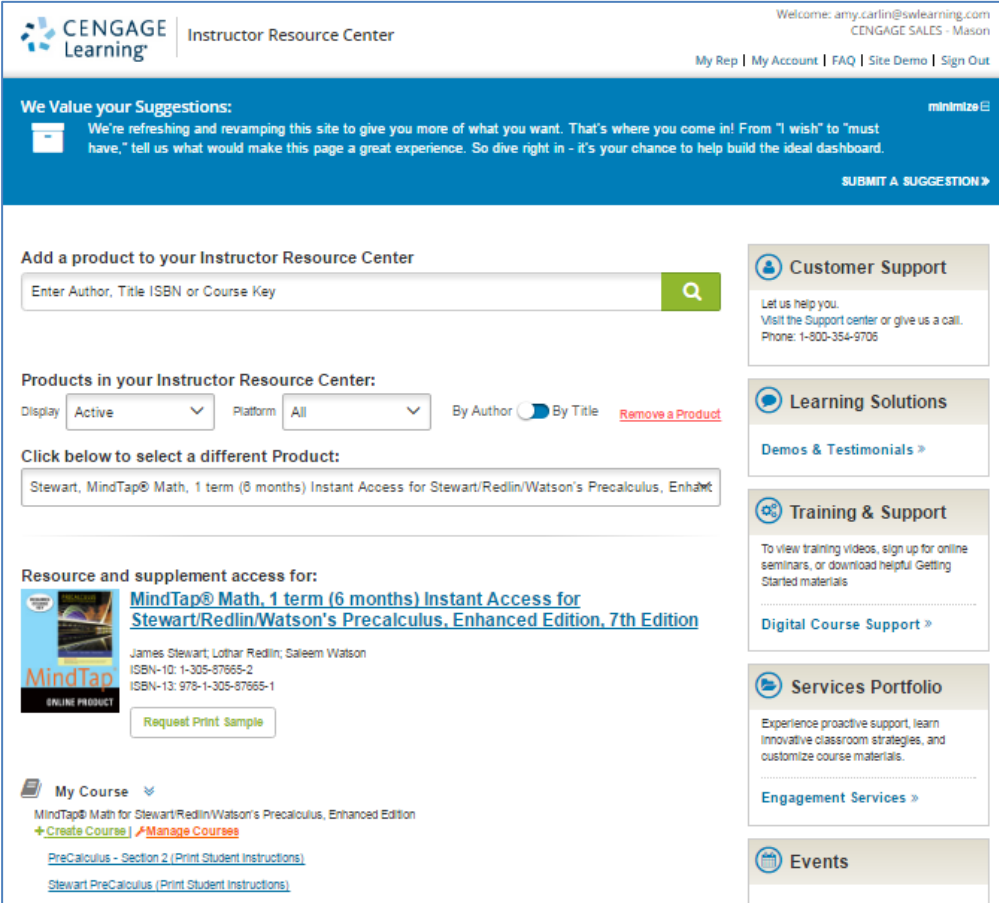
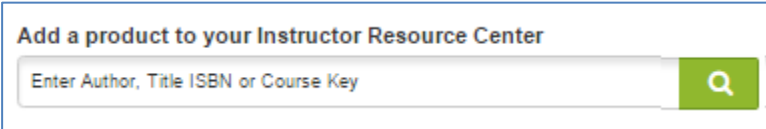
Step	Action
1	<p>Login to CengageBrain with the URL http://login.cengage.com/cb/ and click Create Course in the Instructor Resource Center.</p> 
2	<p>Create your course that requires a co-instructor.</p> 

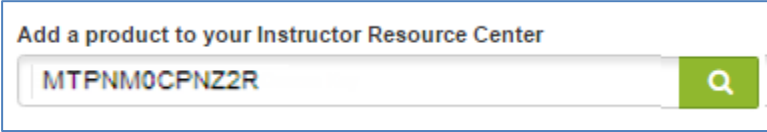
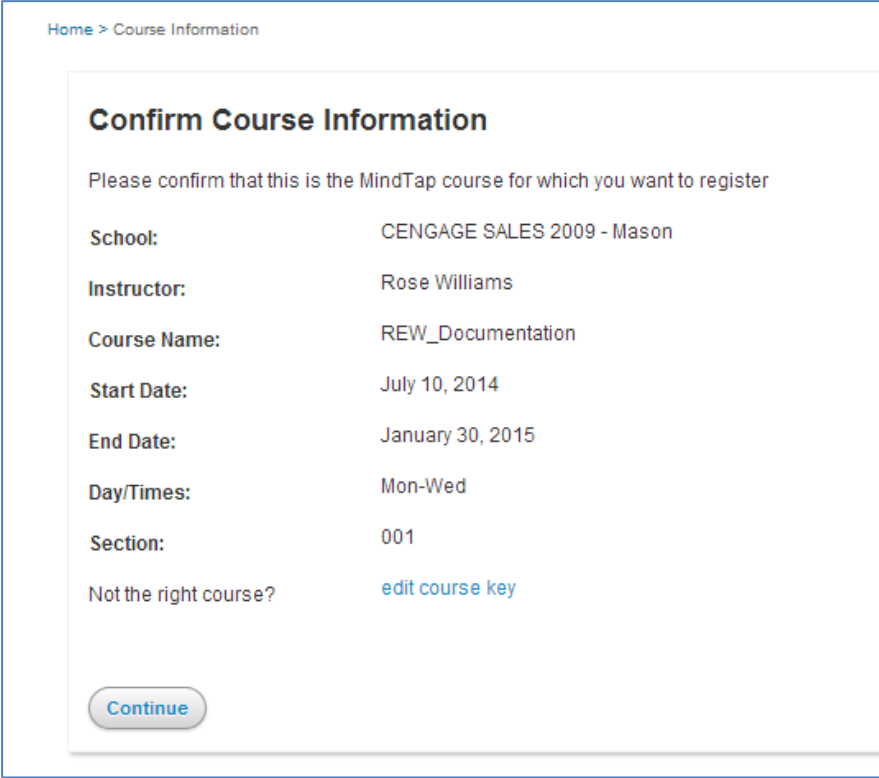
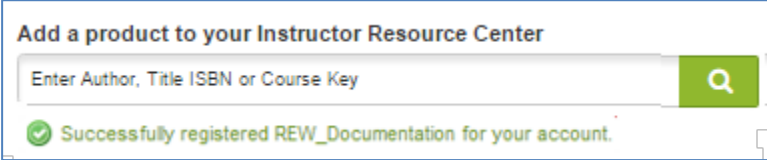
Step	Action
3	<p>Click Add Additional Instructor or TA:</p>  <p>Result: The field to add Instructor or TA Email displays.</p>
4	<p>Enter the email address into Instructor or TA Email field.</p>  <p>NOTE: The co-instructor or TA needs a CengageBrain account, otherwise they cannot to be added to the course.</p>

Step	Action
5	<p>Click Add:</p>  <p>Time Zone: * (GMT-05:00) Eastern Time (US & Canada)</p> <p>Primary Instructor: rose.williams@cengage.com</p> <p>Instructor or TA Email: 'SUInstructor3@test.cengage.com' Add</p> <p>+ Add Additional Instructor or TA (Optional)</p> <p>Save Changes</p> <p>Result: The co-instructor is added to the MindTap course. NOTE: Instructors can add multiple co-instructors by repeating the process as necessary.</p>
6	<p>Click Create Course:</p>  <p>Course Days/Times: Mon-Wed Section: 001</p> <p>Time Zone: * (GMT-05:00) Eastern Time (US & Canada)</p> <p>Primary Instructor: rose.williams@cengage.com</p> <p>TA: rosewilliams.cengage@gmail.com</p> <p>+ Add Additional Instructor or TA (Optional)</p> <p>Create Course</p> <p>Result: The Course Created page displays. The course creates with a co-instructor.</p>

Enabling Co-Instructors to Add Themselves To a Course

Co-instructors, unlike TAs, can add themselves to a MindTap course if the Primary instructor gives them the course key to enter into their CengageBrain account.

Step	Action
1	<p>Login to CengageBrain with the URL http://login.cengage.com/cb/ and view the Instructor Resource Center.</p>  <p>Result: The Instructor Resource Center opens in your MindTap account.</p>
2	<p>Select the field in the Add a product to your Instructor Resource Center.</p> 

Step	Action
3	<p>Enter the course key and click the magnifying glass icon to search for the course.</p>  <p>Result: The Confirm Course Information page displays.</p> <p>NOTE: Review course details to confirm that this is the correct course. If the correct course does not display, click edit course key to make changes to the course key and search again.</p>
4	<p>Click Continue:</p>  <p>Result: The co-instructor is entered successfully into the MindTap course.</p>  <p>IMPORTANT: Co-instructors need to launch MindTap and accept the Service Agreement before their names display to the Primary instructor setting up permissions in the MindTap course.</p>

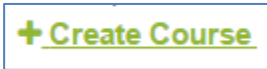
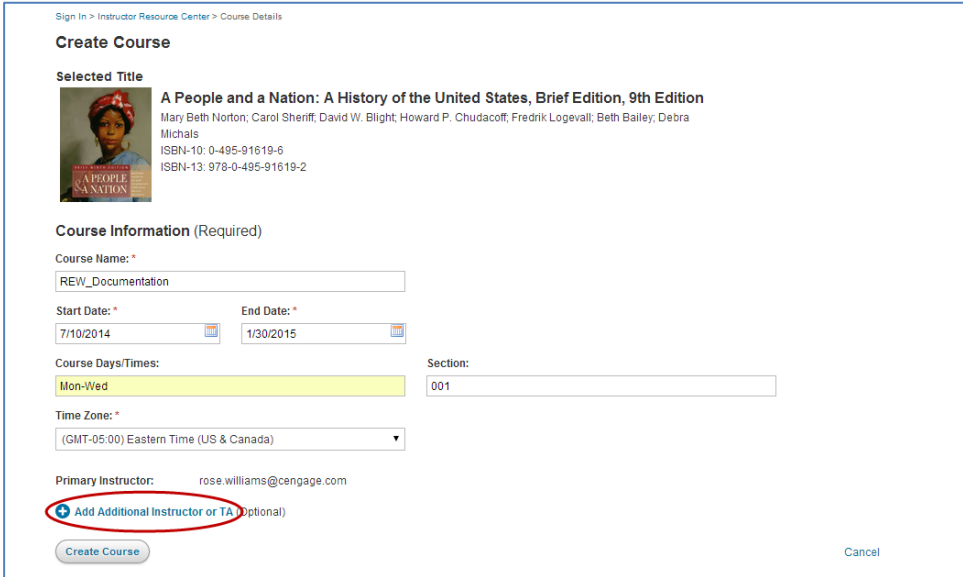
Teaching Assistants (TAs)

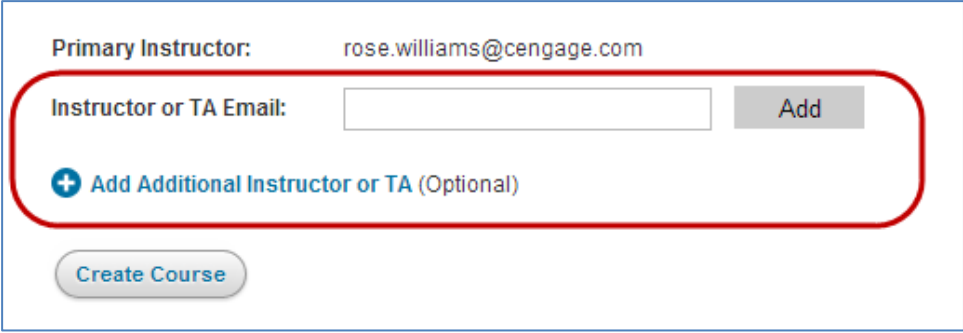
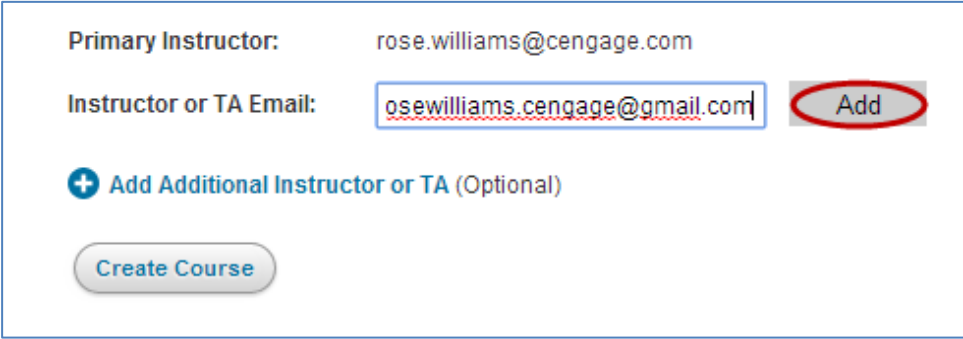
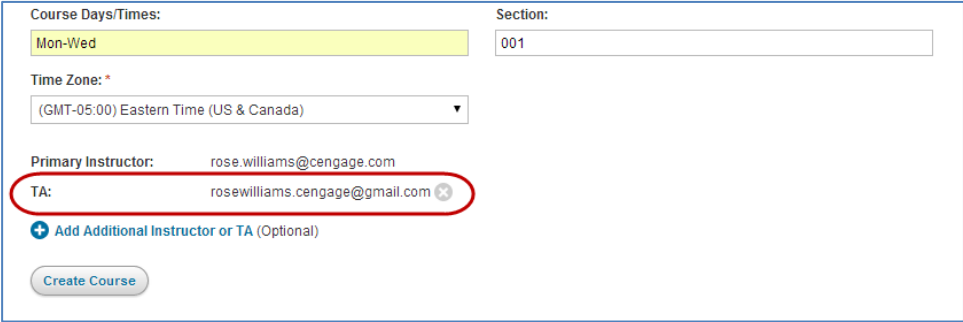

Only Primary instructors can add TAs to a MindTap course through CengageBrain.

Adding a TA During Course Creation

Instructors can add a TA to a course as a part of course creation on CengageBrain.


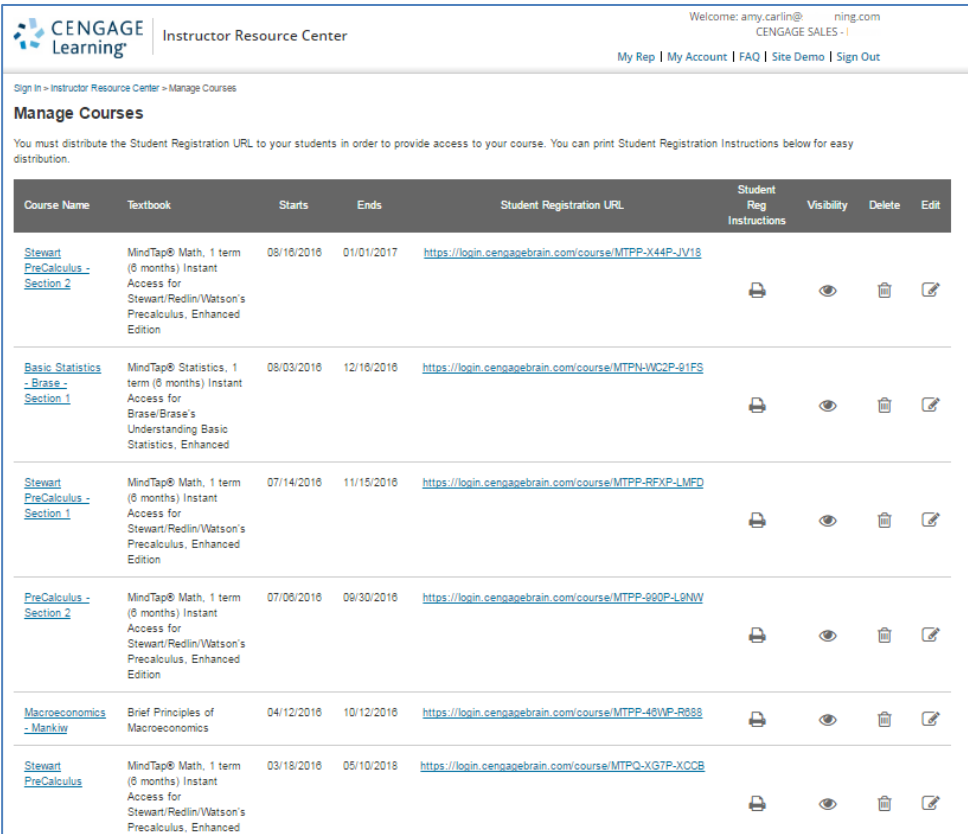
NOTE: TAs need a CengageBrain student account to be added to a course. TAs can create this account through www.CengageBrain.com by clicking Register a Product and following the prompts to create an account without an access code or key. When the course creator enters the TA's email address and clicks Add, the student account becomes a TA account.


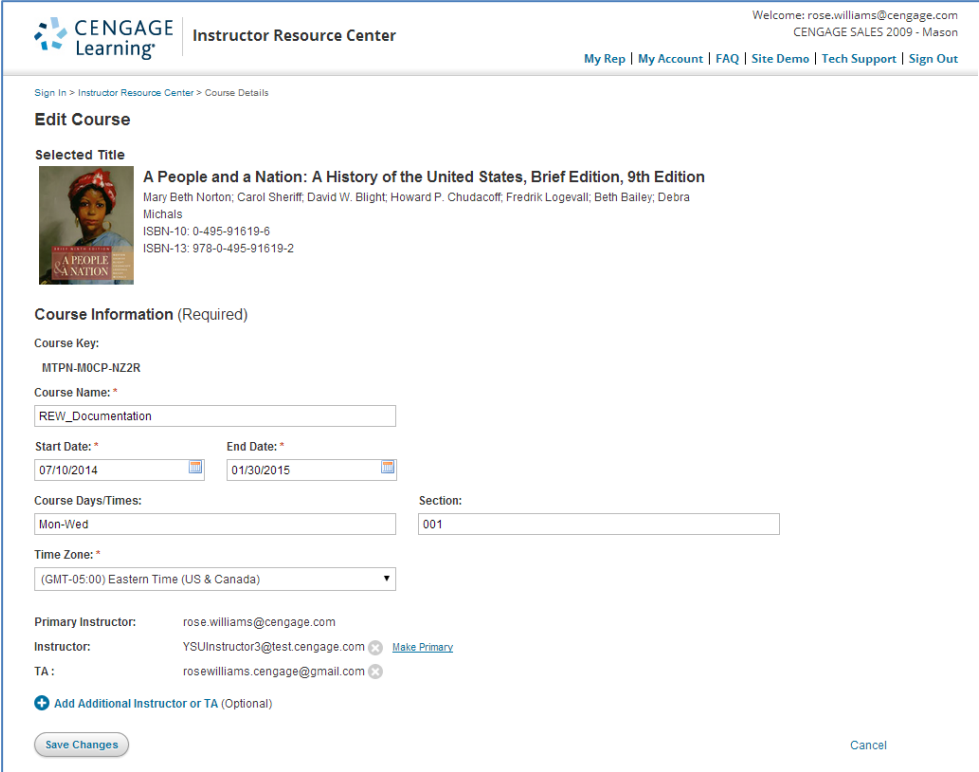
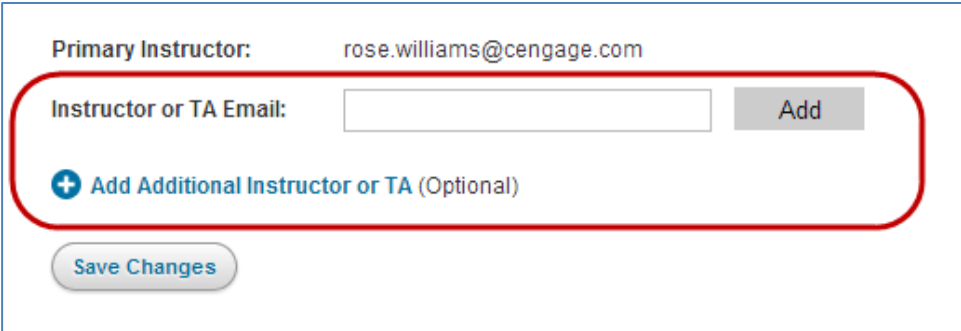
Step	Action
1	<p>Login to CengageBrain at the URL http://login.cengage.com/cb/ and click Create Course in the Instructor Resource Center.</p>  <p>Result: The Create Course dialog box opens.</p>
2	<p>Enter course information. Click Add Additional Instructor or TA.</p>  <p>Result: The field to add Instructor or TA Email displays.</p>

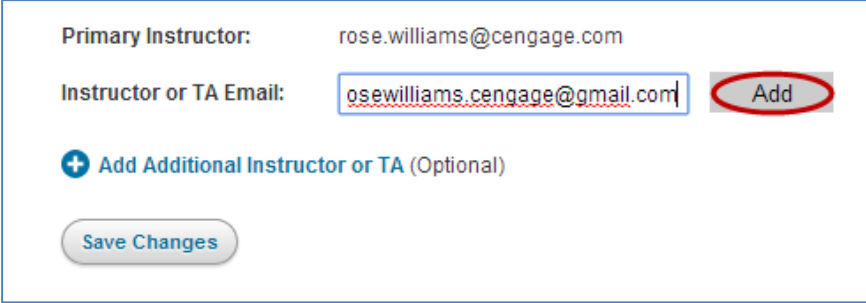
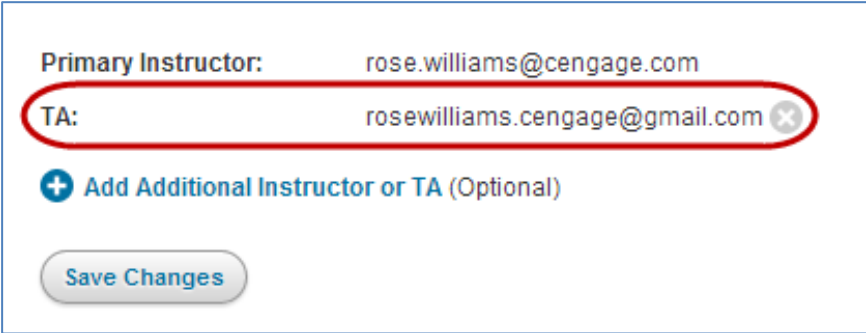

Step	Action
3	<p>Enter the email address into Instructor or TA Email field.</p> 
4	<p>Click Add:</p>  <p>Result: The TA is added to the MindTap course.</p>  <p>NOTE: Instructors can add multiple TAs by repeating the procedure as necessary.</p>
6	<p>Click Create Course:</p>  <p>Result: The Course Created page displays. The course creates with a TA.</p>

Adding a TA to a Previously Created MindTap Course

Instructors can add a TA (or co-instructor) to a course that has already been created. Instructors do this through CengageBrain, not within the MindTap course. Follow the steps below to add a TA to an existing course:

Step	Action																																																															
1	<p>Login to CengageBrain at the URL http://login.cengage.com/cb/ and click Manage Courses in the Instructor Resource Center.</p> <div data-bbox="378 556 634 615" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>Result: The Manage Courses section of the Instructor Resource Center opens.</p> <div data-bbox="378 709 1341 1537" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <table border="1" data-bbox="378 884 1321 1537"> <thead> <tr> <th>Course Name</th> <th>Textbook</th> <th>Starts</th> <th>Ends</th> <th>Student Registration URL</th> <th>Student Reg Instructions</th> <th>Visibility</th> <th>Delete</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Stewart PreCalculus - Section 2</td> <td>MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced Edition</td> <td>08/16/2016</td> <td>01/01/2017</td> <td>https://login.cengagebrain.com/course/MTPP-X44P-JV18</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Basic Statistics - Brase - Section 1</td> <td>MindTap® Statistics, 1 term (6 months) Instant Access for Brase/Brase's Understanding Basic Statistics, Enhanced</td> <td>08/03/2016</td> <td>12/16/2016</td> <td>https://login.cengagebrain.com/course/MTPN-WC2P-91FS</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Stewart PreCalculus - Section 1</td> <td>MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced Edition</td> <td>07/14/2016</td> <td>11/15/2016</td> <td>https://login.cengagebrain.com/course/MTPP-RFXP-LMFD</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PreCalculus - Section 2</td> <td>MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced Edition</td> <td>07/06/2016</td> <td>09/30/2016</td> <td>https://login.cengagebrain.com/course/MTPP-990P-L9NW</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Macroeconomics - Mankiw</td> <td>Brief Principles of Macroeconomics</td> <td>04/12/2016</td> <td>10/12/2016</td> <td>https://login.cengagebrain.com/course/MTPP-46WP-R888</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Stewart PreCalculus</td> <td>MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced</td> <td>03/18/2016</td> <td>05/10/2018</td> <td>https://login.cengagebrain.com/course/MTPO-XG7P-XCCB</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Course Name	Textbook	Starts	Ends	Student Registration URL	Student Reg Instructions	Visibility	Delete	Edit	Stewart PreCalculus - Section 2	MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced Edition	08/16/2016	01/01/2017	https://login.cengagebrain.com/course/MTPP-X44P-JV18					Basic Statistics - Brase - Section 1	MindTap® Statistics, 1 term (6 months) Instant Access for Brase/Brase's Understanding Basic Statistics, Enhanced	08/03/2016	12/16/2016	https://login.cengagebrain.com/course/MTPN-WC2P-91FS					Stewart PreCalculus - Section 1	MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced Edition	07/14/2016	11/15/2016	https://login.cengagebrain.com/course/MTPP-RFXP-LMFD					PreCalculus - Section 2	MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced Edition	07/06/2016	09/30/2016	https://login.cengagebrain.com/course/MTPP-990P-L9NW					Macroeconomics - Mankiw	Brief Principles of Macroeconomics	04/12/2016	10/12/2016	https://login.cengagebrain.com/course/MTPP-46WP-R888					Stewart PreCalculus	MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Precalculus, Enhanced	03/18/2016	05/10/2018	https://login.cengagebrain.com/course/MTPO-XG7P-XCCB				
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Step	Action
<p>2</p>	<p>Click the edit (pencil) icon to edit the course.</p>  <p>Result: The Edit Course page displays.</p> 
<p>3</p>	<p>Click Add Additional Instructor or TA. Enter the email address into Instructor or TA Email field.</p>  <p>Result: The field to add Instructor or TA Email displays.</p> <p>NOTE: The co-instructor or TA needs a CengageBrain account to be added to the course.</p>

Step	Action
4	<p>Click Add:</p>  <p>Result: The TA has been added to the MindTap course.</p> 
5	<p>Click Save Changes.</p>  <p>Result: The Manage Course page displays. Primary instructor has added a TA to the MindTap course.</p>
6	The TA needs to launch MindTap and accept the Service Agreement.
7	The Primary instructor can then add or edit additional permissions for the TA in MindTap.

Permissions for Additional Roles

Primary instructors, co-instructors and teaching assistants are granted different default permissions by MindTap. Any instructor can edit the permissions of another instructor or TA in MindTap.

MindTap Permissions

In MindTap, permissions allow instructors to edit, add and delete assessments, plus alter settings. Here are the different MindTap permissions:

Permission	Details
Manage Learning Path	<ul style="list-style-type: none"> ■ Edit the name, description, or location on the Learning Path of Activities, Folders and Units ■ Delete, Hide, and Show activities, folders, or units on the Learning Path ■ Edit Learning Path name and remove hidden items from view <p>NOTE: Selecting Add/Edit Activity selects the Manage Learning Path.</p>
Add/Edit MindTap Activities	<ul style="list-style-type: none"> ■ Add, edit, and delete non-graded activities on the Learning Path ■ Add, edit, and delete graded activities inline ■ Add to the readings of a course. ■ Add Units <p>NOTE: Selecting Add/Edit Activity displays the pencil icon. Click the pencil icon to enable adding or editing inline.</p>
Add/Edit Homework Activities	<ul style="list-style-type: none"> ■ Add, edit, and delete homework graded activities on the Learning Path ■ Add, edit, and delete homework activities inline, when allowed in a course (not all courses have the type of homework activities that can be added inline) ■ Add Units <p>NOTE: Selecting Add/Edit Activity displays the pencil icon. You must still click the pencil to enable adding or editing inline.</p>
Manage Activity Dates	<ul style="list-style-type: none"> ■ Change activity availability and/or due dates in the Date Manager ■ Change activity availability and/or due dates on the Edit Activity screen.

Permission	Details
Assign Grades	<ul style="list-style-type: none"> ■ Navigate directly to the Gradebook from the Submitted link on the Learning Path ■ Navigate directly to the Gradebook from the Performance Widget on the Dashboard ■ See the Gradebook (or Progress App) and then perform all functions, such as: <ul style="list-style-type: none"> — Extend due date for an individual student — Add comments for an individual student — Edit grades for an individual student — Drop student
Manage Users	<ul style="list-style-type: none"> ■ Access and edit permissions on the Course Settings page for all instructors or TAs in the course


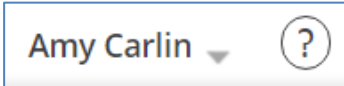
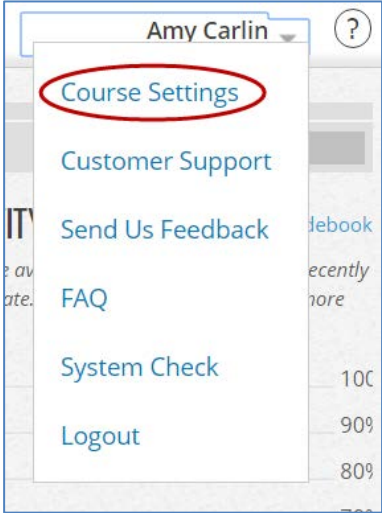
Default Permissions

Primary instructors, co-instructors and teaching assistants are granted different default permissions by MindTap. Here is a description of the permissions by role:

Role	Permission
Primary Instructor	<p>A primary instructor always has the following course management permissions:</p> <ul style="list-style-type: none"> ■ Start and end dates ■ Renaming or deleting a course ■ Adding TAs or Co-Instructors to the course <p>A primary instructor also begins with all the permissions within MindTap:</p> <ul style="list-style-type: none"> ■ Manage learning path (title, description, order) <ul style="list-style-type: none"> — Add/edit general activities — Add/edit homework activities ■ Manage activity dates ■ View and Manage Gradebook ■ Manage Users
Co-Instructor	<p>Co-Instructors start with all the permissions in MindTap:</p> <ul style="list-style-type: none"> ■ Manage learning path (title, description, order) <ul style="list-style-type: none"> — Add/edit general activities — Add/edit homework activities ■ Manage activity dates ■ View and Manage Gradebook ■ Manage Users
Teaching Assistant (TA)	<p>A TA does not start with any default permissions. Any course instructor can grant MindTap permissions to a TA.</p>


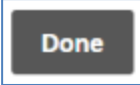
Provide Permissions to a Co-Instructor or TA

Instructors can edit the permissions of co-instructor or TAs in a MindTap course. However, instructors cannot add or edit additional permissions until the user they are granting permissions to has launched MindTap and accepted the Service Agreement.

Step	Action
1	<p>Login to CengageBrain at the URL http://login.cengage.com/cb/ and click Manage Courses in the Instructor Resource Center.</p>  <p>Result: The Manage Courses dialog box opens.</p>
2	<p>Click to open the desired course. Click the instructor name:</p>  <p>Result: A drop-down menu displays.</p>
3	<p>Click Course Settings:</p>  <p>Result: The Course Settings page displays.</p>

Step	Action
4	<p>Click Select Instructor or TA drop-down list.</p> <div data-bbox="378 302 1216 882" style="border: 1px solid #ccc; padding: 10px;"> <p>Instructor and TA Permissions</p> <p>To add new instructors or TAs you must go to your instructor dashboard at login.cengage.com</p> <p>Select from all other instructors and TAs enrolled in this course</p> <p>Select Instructor or TA ▼</p> <p>Select Instructor or TA</p> <p>Rose Williams (Teaching Assistant) description, order)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add/edit general activities <input type="checkbox"/> Add/edit homework activities <input type="checkbox"/> Manage activity dates <input type="checkbox"/> View and Manage Gradebook <input type="checkbox"/> Manage users <p>Save Permissions</p> </div> <p>NOTE: An instructor cannot view his/her own name in the dropdown list. Result: The drop-down list displays the available TA or instructor to select.</p>
5	<p>Select a co-instructor or TA from the dropdown list:</p> <div data-bbox="378 1047 1216 1627" style="border: 1px solid #ccc; padding: 10px;"> <p>Instructor and TA Permissions</p> <p>To add new instructors or TAs you must go to your instructor dashboard at login.cengage.com</p> <p>Select from all other instructors and TAs enrolled in this course</p> <p>Select Instructor or TA ▼</p> <p>Select Instructor or TA</p> <p>Rose Williams (Teaching Assistant) description, order)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Add/edit general activities <input type="checkbox"/> Add/edit homework activities <input type="checkbox"/> Manage activity dates <input type="checkbox"/> View and Manage Gradebook <input type="checkbox"/> Manage users <p>Save Permissions</p> </div> <p>NOTE: Selecting Manage Users for a TA enables the TA to edit instructor and TA permissions. Result: Permission options for co-instructor or TA display.</p>

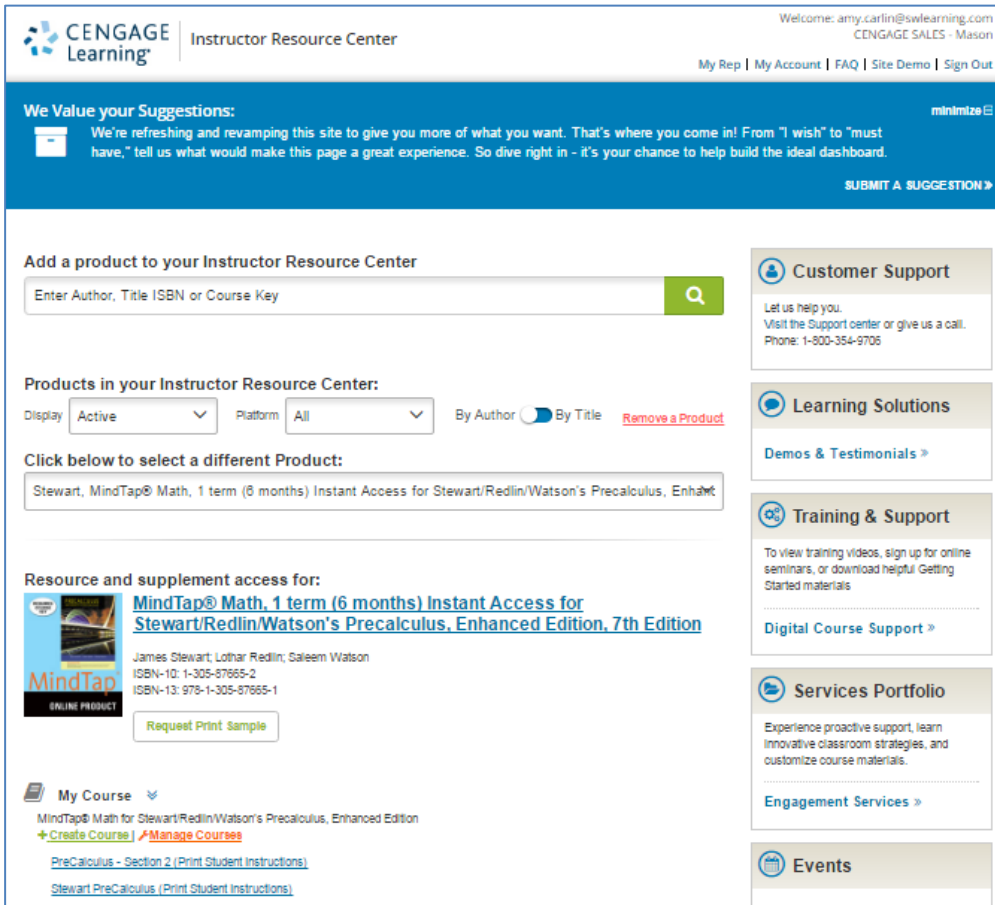
Step	Action
6	<p>Select the permissions to enable access for the co-instructor or TA, such as Manage Activity Dates.</p> <div data-bbox="378 340 1252 970" style="border: 1px solid #0070C0; padding: 10px;"> <p>Instructor and TA Permissions</p> <p>To add new instructors or TAs you must go to your instructor dashboard at login.cengage.com</p> <p>Select from all other instructors and TAs enrolled in this course</p> <p>Rose Williams (Teaching Assistant) ▾</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manage learning path (title, description, order) <input type="checkbox"/> Add/edit general activities <input type="checkbox"/> Add/edit homework activities <input checked="" type="checkbox"/> Manage activity dates <input type="checkbox"/> View and Manage Gradebook <input type="checkbox"/> Manage users <p style="text-align: center;">Save Permissions</p> </div> <p>NOTE: Selecting Manage Users for a TA enables the TA to edit instructor and TA permissions.</p>
7	<p>Select all permissions that apply:</p> <div data-bbox="378 1129 1349 1835" style="border: 1px solid #0070C0; padding: 10px;"> <p>Instructor and TA Permissions</p> <p>To add new instructors or TAs you must go to your instructor dashboard at login.cengage.com</p> <p>Select from all other instructors and TAs enrolled in this course</p> <p>Rose Williams (Teaching Assistant) ▾</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Manage learning path (title, description, order) <input type="checkbox"/> Add/edit general activities <input type="checkbox"/> Add/edit homework activities <input checked="" type="checkbox"/> Manage activity dates <input checked="" type="checkbox"/> View and Manage Gradebook <input type="checkbox"/> Manage users <p style="text-align: center;">Save Permissions</p> </div>


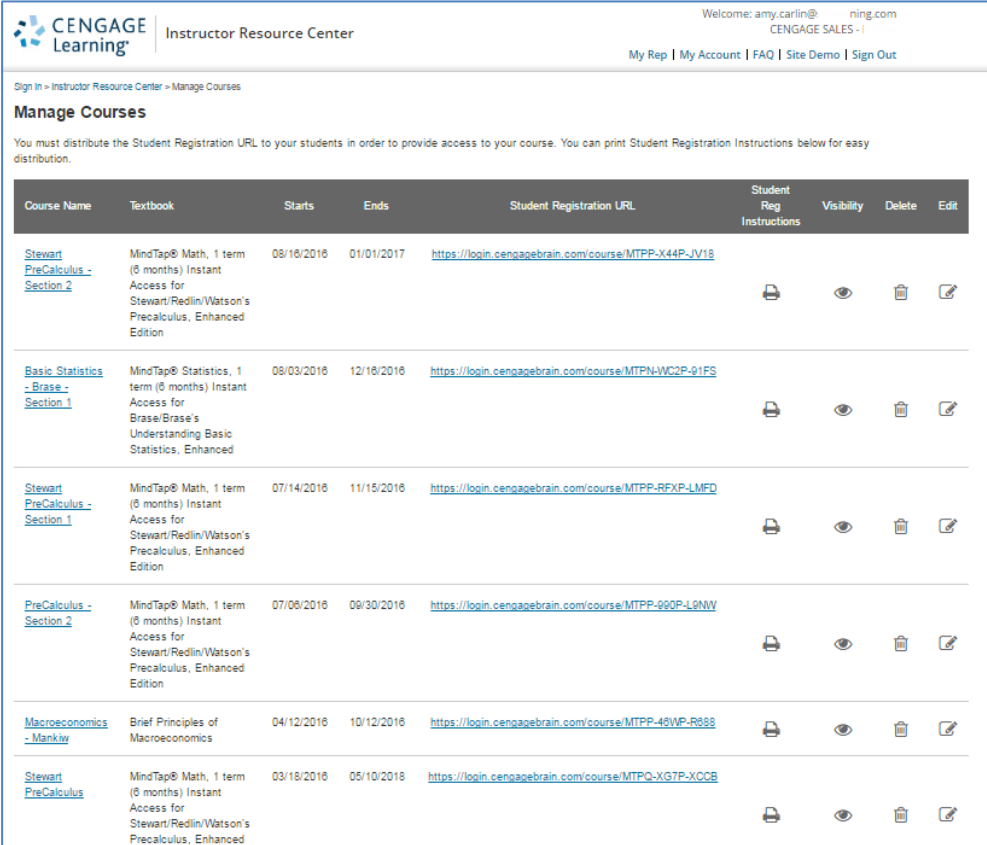
Step	Action
8	<p>Click Save Permissions:</p>  <p>NOTE: If you do not click Save Permissions after selecting permissions for a TA or co-instructor, the settings are lost.</p> <p>Result: The co-instructor and TA permissions are saved in the MindTap course.</p>
9	<p>Click Done:</p>  <p>Result: The Instructor returns to the MindTap Learning Path. Instructors see the changes the next time they log into the MindTap course.</p>



Changing the Primary Instructor

The instructor who creates the MindTap course is designated the Primary instructor on CengageBrain. Only the Primary instructor has the ability to manage a course, including editing the start and end dates for that course, as well as renaming, deleting and adding co-instructors and TAs. The table that follows displays the steps a Primary instructor takes to make a co-instructor the new Primary instructor.

NOTE: Only one Primary instructor can exist per course. The Primary instructor has the privileges to manage course procedures. If a new Primary instructor is selected, the original Primary instructor loses those privileges.

Step	Action
1	<p>Login to CengageBrain at the URL http://login.cengage.com/cb/ and see the Instructor Resource Page:</p>  <p>Result: The Instructor Resource Center opens in your MindTap account.</p>


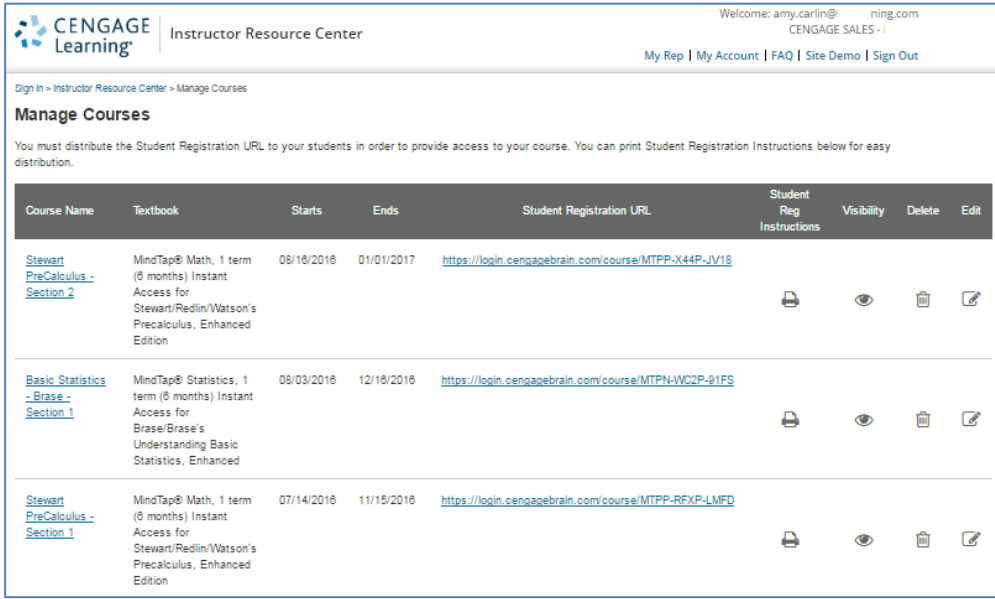

Step	Action
2	<p>Click Manage Courses:</p>  <p>Result: The Manage Courses page displays.</p> <p>NOTE: The Primary instructor is the only instructor who can view the Manage Courses link for that course. The same instructor could be a Primary in one course and not another course. Clicking Manage Courses displays only the courses where the instructor is Primary.</p>  <p>NOTE: Instructors need a CengageBrain account, otherwise they cannot be added to the course.</p>




Step	Action
3	<p>Click the edit (pencil) icon to edit the course.</p>  <p>Result: The Edit Course page displays.</p> <div data-bbox="378 415 1352 1184" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">Welcome: rose.williams@cengage.com CENGAGE SALES 2009 - Mason</p> <p style="text-align: right;">My Rep My Account FAQ Site Demo Tech Support Sign Out</p> <hr/> <p>Sign In > Instructor Resource Center > Course Details</p> <p>Edit Course</p> <p>Selected Title</p> <div style="display: flex; align-items: flex-start;">  <div> <p>A People and a Nation: A History of the United States, Brief Edition, 9th Edition</p> <p>Mary Beth Norton; Carol Sheriff; David W. Blight; Howard P. Chudacoff; Fredrik Logevall; Beth Bailey; Debra Michals</p> <p>ISBN-10: 0-495-91619-6 ISBN-13: 978-0-495-91619-2</p> </div> </div> <p>Course Information (Required)</p> <p>Course Key: MTPN-M0CP-NZ2R</p> <p>Course Name: * <input type="text" value="REW_Documentation"/></p> <p>Start Date: * <input type="text" value="07/10/2014"/> End Date: * <input type="text" value="01/30/2015"/></p> <p>Course Days/Times: <input type="text" value="Mon-Wed"/> Section: <input type="text" value="001"/></p> <p>Time Zone: * <input type="text" value="(GMT-05:00) Eastern Time (US & Canada)"/></p> <p>Primary Instructor: rose.williams@cengage.com</p> <p>Instructor: YSUInstructor3@test.cengage.com <input type="button" value="x"/> Make Primary</p> <p>TA: rosewilliams.cengage@gmail.com <input type="button" value="x"/></p> <p>+ Add Additional Instructor or TA (Optional)</p> <p style="text-align: right;"><input type="button" value="Save Changes"/> <input type="button" value="Cancel"/></p> </div>

Step	Action
4	<p>Click Make Primary:</p> <div data-bbox="378 302 1341 892" style="border: 1px solid black; padding: 10px;"> <p>Course Information (Required)</p> <p>Course Key: MTPN-M0CP-NZ2R</p> <p>Course Name: * <input type="text" value="REW_Documentation"/></p> <p>Start Date: * <input type="text" value="07/10/2014"/> End Date: * <input type="text" value="01/30/2015"/></p> <p>Course Days/Times: <input type="text" value="Mon-Wed"/> Section: <input type="text" value="001"/></p> <p>Time Zone: * <input type="text" value="(GMT-05:00) Eastern Time (US & Canada)"/></p> <p>Primary Instructor: <input type="text" value="rose.williams@cengage.com"/></p> <p>Instructor: <input type="text" value="YSUInstructor3@test.cengage.com"/> <input type="button" value="Make Primary"/></p> <p>TA: <input type="text" value="rosewilliams.cengage@gmail.com"/></p> <p>+ Add Additional Instructor or TA (Optional)</p> <p><input type="button" value="Save Changes"/></p> </div> <p>Result: The co-instructor is now the Primary instructor. After the former Primary instructor logs out and in again, he or she cannot manage the course.</p>
5	<p>Click Save Changes.</p> <div data-bbox="378 1083 631 1182" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><input type="button" value="Save Changes"/></p> </div> <p>Result: The Manage Course page displays.</p>

Removing a Co-Instructor or TA

Primary instructors can remove any co-instructor or TA in CengageBrain. When co-instructors or TAs are removed by a Primary instructor, they can no longer access the MindTap course on CengageBrain. Step Action

Step	Action
<p data-bbox="289 531 310 558">1</p>	<p data-bbox="375 531 1328 600">Login to CengageBrain at the URL http://login.cengage.com/cb/ and click Manage Courses in the Instructor Resource Center.</p> <div data-bbox="375 615 634 674" style="border: 1px solid black; padding: 2px; display: inline-block;">  </div> <p data-bbox="375 688 906 716">Result: The Manage Courses page opens.</p> <div data-bbox="375 730 1365 1325" style="border: 1px solid black; padding: 5px;">  </div>
<p data-bbox="289 1350 310 1377">2</p>	<p data-bbox="375 1350 721 1377">Click the edit (pencil) icon.</p> <div data-bbox="375 1392 435 1451" style="border: 1px solid black; padding: 2px; display: inline-block;">  </div> <p data-bbox="375 1465 862 1493">Result: The Edit Course page displays.</p>

Step	Action
3	<p>Click the x icon next to the email address of the co-instructor or TA to delete.</p> <div data-bbox="378 342 1377 720" style="border: 1px solid black; padding: 10px;"> <p>Primary Instructor: rose.williams@cengage.com</p> <p>Instructor: YSUInstructor3@test.cengage.com  Make Primary</p> <p>TA : rosewilliams.cengage@gmail.com </p> <p> Add Additional Instructor or TA (Optional)</p> <p>Save Changes</p> </div>
4	<p>Click Save Changes.</p> <div data-bbox="378 787 592 871" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Save Changes</p> </div> <p>Result: The co-instructor or TA is deleted from the course and their email address no longer displays in the list.</p> <div data-bbox="378 966 1356 1102" style="border: 1px solid black; padding: 10px;"> <p>Primary Instructor: rose.williams@cengage.com</p> <p>Instructor: YSUInstructor3@test.cengage.com</p> </div>

Document Revision History

Date	Version	Description	Author/Editor
7/10/2014	MT 3.25	Initial draft.	Rose Williams, Chris Judd
7/17/2014	MT 3.25	Edited text. Added sections for additional and primary instructors.	Rose Williams / Peter Whitmer, Amy Entler
7/24/2014	MT 3.25	Added permissions section. Approved for posting.	Rose Williams / Peter Whitmer, Amy Entler
9/28/2016	MT 3.36	Changed screenshots and added ALT tags to images for ADA compliance. Ran Accessibility Check and adjusted title field to accommodate third party readers.	Amy Carlin / Danae April