Blackboardlearn

Blackboard Learn™ Release 9.1 SP5-7

Cengage Learning MindLinks™ Building Block

Built by Blackboard

Version 1.1

Administrator Guide

Blackboard

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About Cengage Learning MindLinks Building Block

About Cengage Learning

Cengage Learning is a leading provider of innovative teaching, learning and research solutions for the academic, professional and library markets worldwide. The company's products and services are designed to foster academic excellence and professional development, increase student engagement, improve learning outcomes and deliver authoritative information to people whenever and wherever they need it. Through the company's unique position within both the library and academic markets, Cengage Learning is providing integrated learning solutions that bridge from the library to the classroom. Cengage Learning's brands include Brooks/Cole, Course Technology, Delmar, Gale, Heinle, South-Western and Wadsworth, among others. For more information on Cengage Learning, please visit www.cengage.com.

About MindLinks

MindLinks is a new service by Cengage Learning that provides connections to Cengage's full digital suite. MindLinks currently enables full integration with CourseMate and MindTap into the Blackboard Learn platform. It is integral to Cengage's ongoing strategy to integrate even more digital products into Blackboard Learn, including Aplia, CengageNOW and OWL.

About Cengage Learning MindLinks Building Block built by Blackboard

The Cengage Learning Mindlinks Building Block provides seamless access to several Cengage digital products, including CourseMate and MindTap, directly within Blackboard Learn. Offering single sign-on and grade book synchronization, this integration creates a simpler and more intuitive user experience for both faculty and students using Blackboard Learn.

Glossary

The following table summarizes some important concepts used in this document:

Term	Description
Content area	A content area is a content structure within a Course that is often linked to from the Course menu and organizes course folders, items, and other materials into logical groupings.
Building Block	A Building Block is an application module that extends the functionality of the Blackboard Learn platform.
System Admin Panel	This is the tab visible only to system administrators that contains a collection of links to tools targeted to the administration of the Blackboard Learn platform.
Step	A logical grouping of fields, instructions, and other elements within a data collection form in the Blackboard Learn platform.

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Configuring Cengage Learning MindLinks Building Block

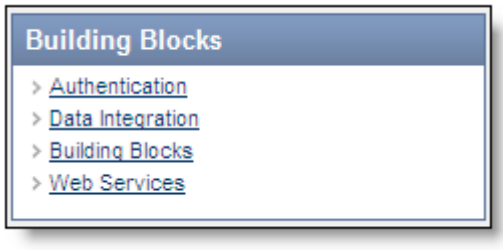
The Cengage Learning MindLinks Building Block must be installed and enabled for use in courses. Download and install the Cengage Learning MindLinks Building Block using the same process for other Building Blocks.

When installed, the Cengage Learning MindLinks Building Block will default to Inactive in the Availability column and Unavailable in the Course/Organization column. After making the building block available, you will be able to configure the Cengage Learning MindLinks Building Block to allow proper usage by instructors and students.

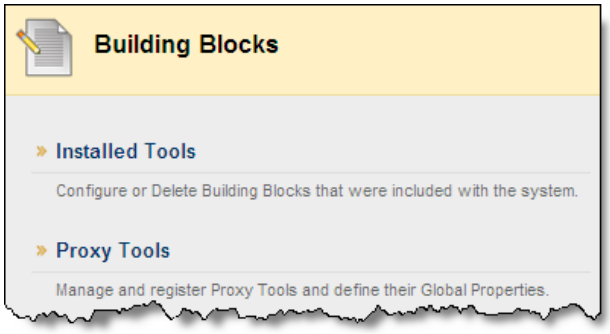
Configuring and Registering the Cengage Learning MindLinks Building Block

Follow these steps to configure and register the Cengage Learning MindLinks Building Block.

1. From the Administrator Panel, click **Building Blocks**.



2. Click **Installed Tools**.



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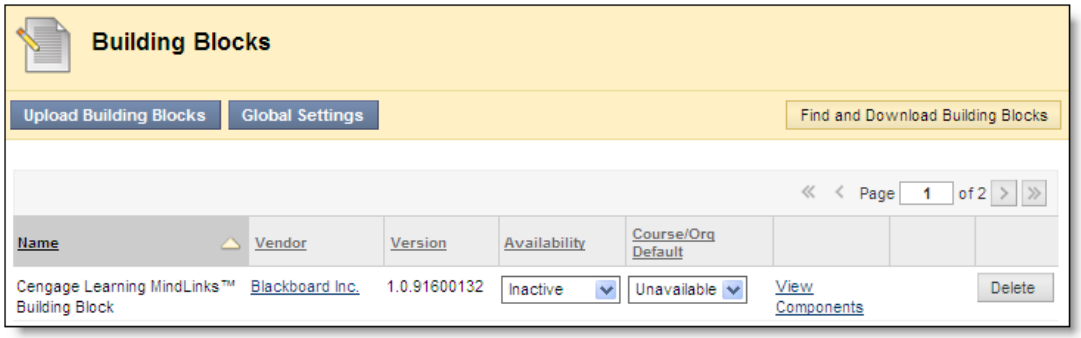
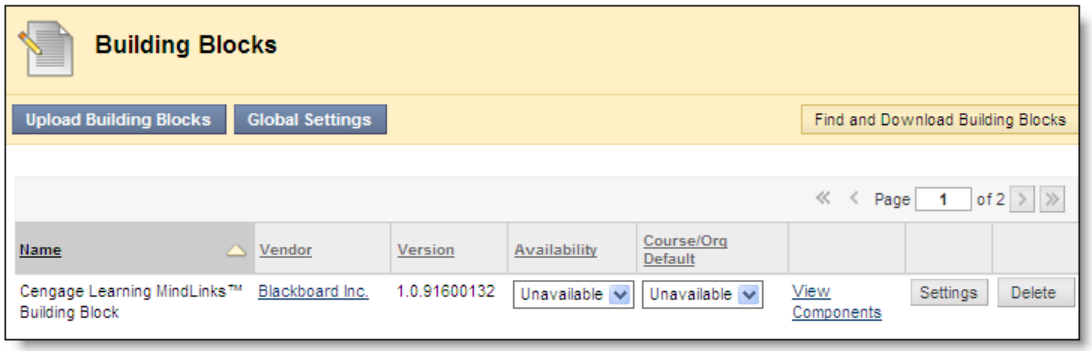
3. Locate the **Cengage Learning MindLinks™ Building Block**. Installed building blocks are in alphabetical order.

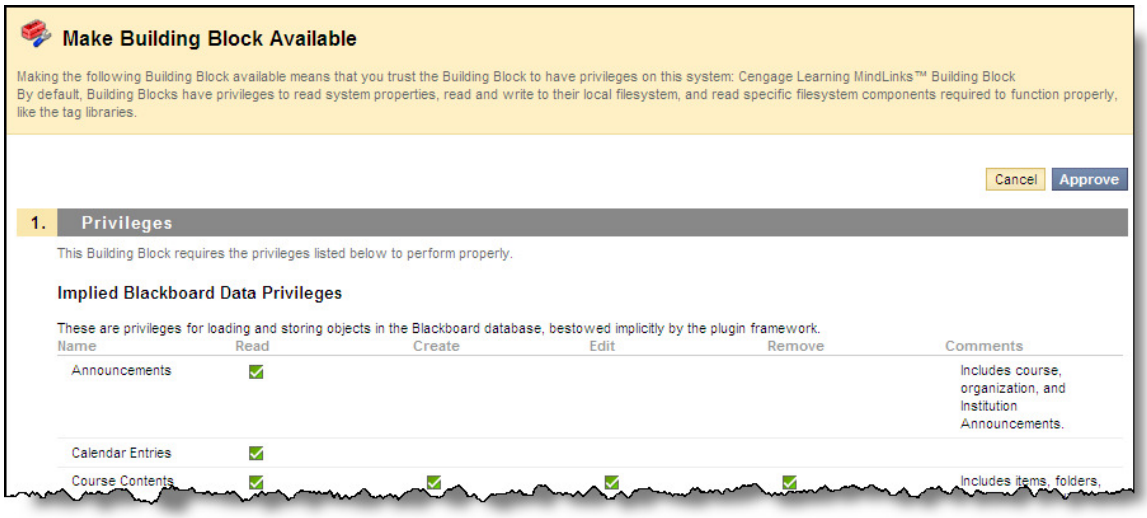


4. Select **Unavailable** from the Availability drop-down menu.



NOTE: Setting the **Availability** to **Unavailable** will trigger the approval of the building block just as setting it to **Available**. Setting the **Availability** to **Unavailable** allows the building block settings to be fully configured ahead of making it available for instructor and student usage.

5. When presented with the **Make Building Block Available** page, on which a summary of the permissions and access granted to the building block is listed, **Approve** must be selected in order for the building block to be activated.



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6. Select the inline **Settings** button for the **Cengage Learning MindLinks Building Block**. This will direct you to the configuration page.

7. To register the building block, locate the **Cengage Learning MindLinks™ Configuration** section, and enter the credentials provided by Cengage. *Note: If credentials are needed, select the link* ***How to Request Configuration Parameters.***

All fields are required and provided by Cengage Learning.

8. In the **Local System Information** section, select the **Installation Type**.

9. In the **Privacy Configuration**, options are set to specify which information should be shared between the Blackboard Learn and MindLinks servers.

   The **Share User Information** option does not appear with a default and will be required in order to complete the **Cengage Learning MindLinks™** configuration.

   Yes indicates that user information will be shared. This includes the user first name, last name and email address.

   No indicates user information will not be shared and the Cengage Learning products will not work.

   The **Show User Acknowledgement Message** option designates if users will be required to acknowledge that they are leaving the Blackboard Learn system and the action will direct their browser to an external site. If the option **Yes** is selected, the **Message Text** will be required in order to complete the Cengage Learning MindLinks configuration. This message will be displayed to users prior to redirecting their browsers.

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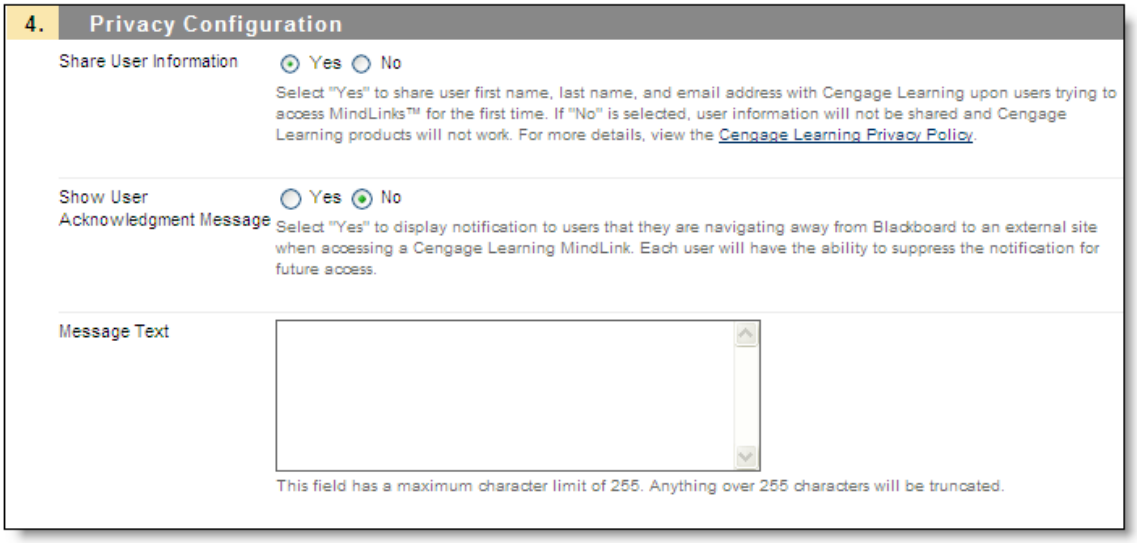
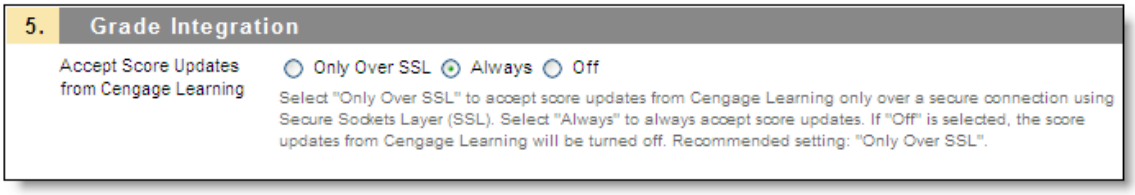


10. In the **Grade Integration** section, the options are set to specify when to accept scores for the Blackboard Learn Grade Center.

    Only Over SSL limits the grade integration to only run with a secure connection using SSL. This is the recommended setting. If you are not running SSL, do not select this option.

    Always indicates the grade integration will accept all grade refresh requests from Cengage.

    Off indicates the grade integration never accept grade refresh requests from Cengage.



11. In the **Blackboard Course Roles Mapping**, select any roles that should be given instructor privileges in MindLinks. The role of instructor is selected by default, but if there are additional roles, such as Teaching Assistant or Grader that should also have instructor privileges, select them here. This does not impact roles in Blackboard Learn.

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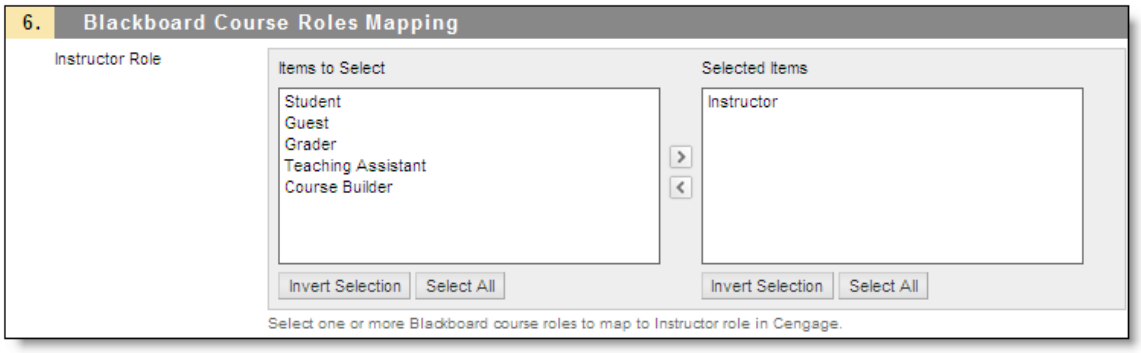
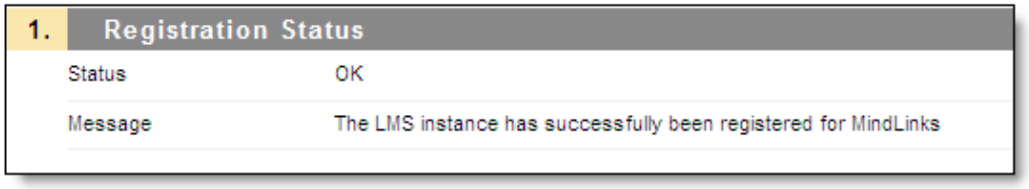


12. Select **Submit** to save all changes.

    Upon submission, the registration process will occur and the **Registration Status** will be updated to indicate either a successful or failed registration.

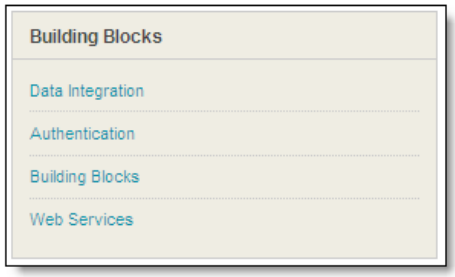


Making the Cengage Learning MindLinks Building Block Available

Once configuration is complete, you are ready to make the building block available for instructor and student access.

These are the steps to make the Cengage Learning MindLinks Building Block available:

1. From the Administrator Panel, click **Building Blocks**.



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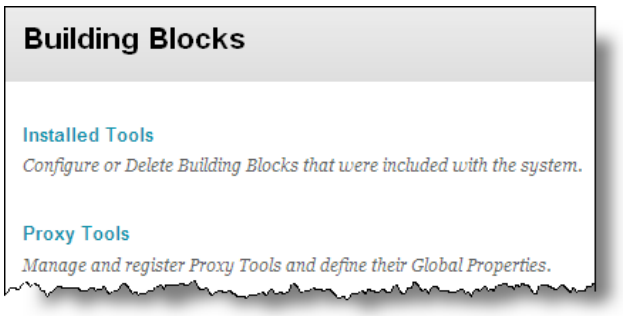
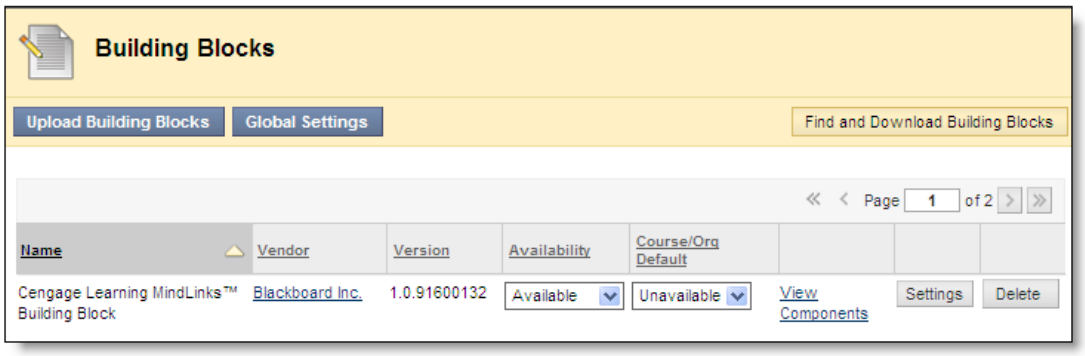
2. Click **Installed Tools**.

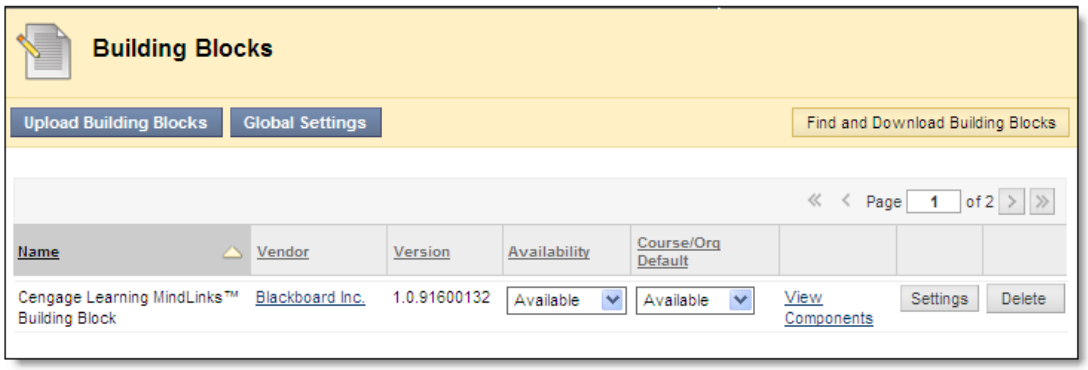


3. Locate the **Cengage Learning MindLinks™ Building Block**. Installed building blocks are in alphabetical order.

4. Select **Available** from the **Availability** drop-down menu.



5. Select **Available** from the **Course/Org Default** drop-down menu.



NOTE: Changing availability settings only impacts new courses created after the change is made. Changing the default course/org availability will not remove access to the tool from courses that already exist on the platform.

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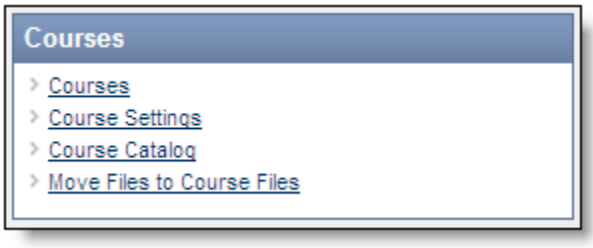
Enabling Cengage Learning MindLinks Tools

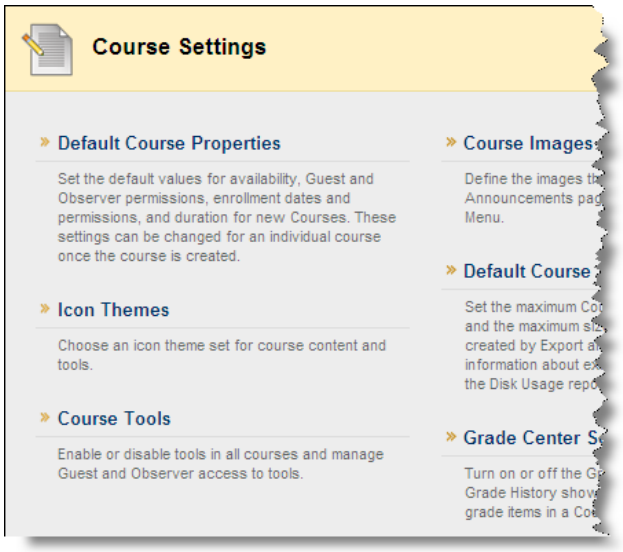
When the Cengage Learning MindLinks Building Block Course/Organization default is set to Available, the Cengage Learning MindLinks tool is made available in Courses and Organizations. This setting can be double-checked by accessing the Course and Organization Tools areas through the Administrator Panel > Customization > Tool Availability.

Follow these steps to manage the Cengage Learning MindLinks Building Block in the Course or Organization Tools area.

1. From the Administrator Panel, under **Courses,** click **Course Settings** or, to enable in Organizations, under **Organizations**, click **Organization Settings.**



2. Click **Course Tools**. If enabling for Organizations, click **Organization Tools.**



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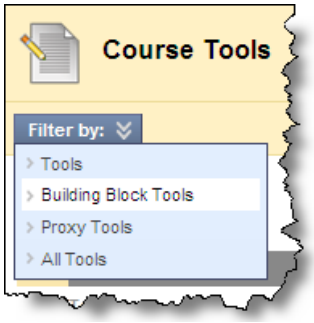
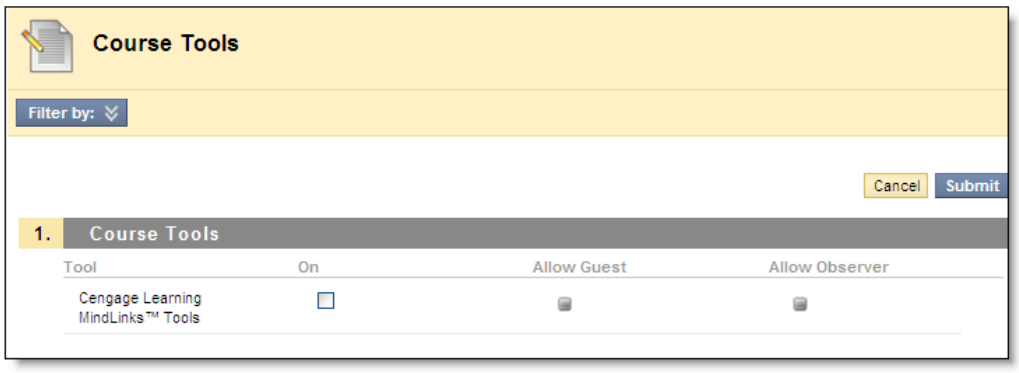
3. Filter by **Building Block Tools**.



4. Locate **Cengage Learning MindLinks™ Tools** in the list and check the box to turn the tool on in Courses or Organizations.



NOTE: The Cengage Learning MindLinks Tools are not available to guests or observers.

5. Click **Submit**.

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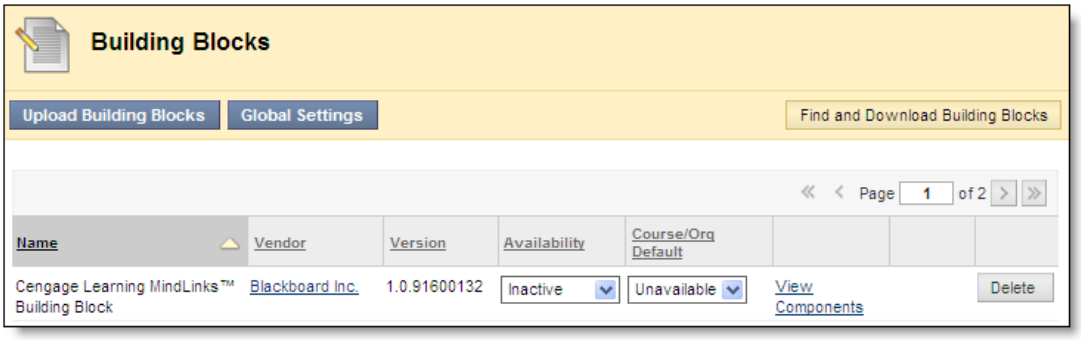
Removing Access to the Cengage Learning MindLinks Building Block

To remove access to the **Cengage Learning MindLinks Building Block**, change the **Availability** setting to **Inactive** on the **Building Blocks** page. This will remove all Cengage Learning features from Blackboard Learn. Links to Cengage content and features deployed inside courses will remain visible, but will not function.



Setting the **Availability** to **Unavailable** is not recommended, as it will allow links inside courses to remain live, but will not guarantee synchronization between Blackboard Learn and MindLinks, which may be disruptive to instructors and students.

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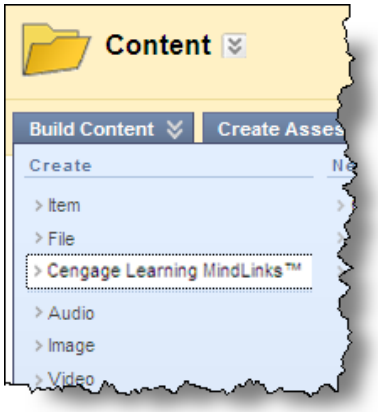
Instructor Cengage Learning MindLinks Building Block Usage

Once the Cengage Learning MindLinks Building Block is available and configured, instructors will have the ability to add Cengage content within a course.

1. Using the course menu, navigate to a content area in which you wish add a Cengage Learning item.

2. Select the **Build Content** option and click on **Cengage Learning MindLinks™**. The content window will launch to **Cengage Learning MindLinks.**



3. If this is the first time the instructor is accessing **MindLinks**, instructor will need to log in or create an account.

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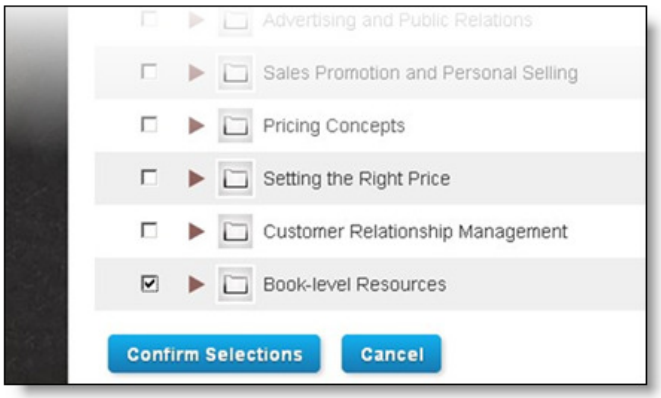
4. After the instructor logs in, the **Select Content Source** page is displayed.

5. Upon selecting a content source, the **Select Content** page will display on which an instructor may browse the hierarchy of materials available from that source.

6. Select the desired content by checking the boxes next to each item in the hierarchy and clicking **Confirm Selections**. Note that the instructor can make multiple selections.



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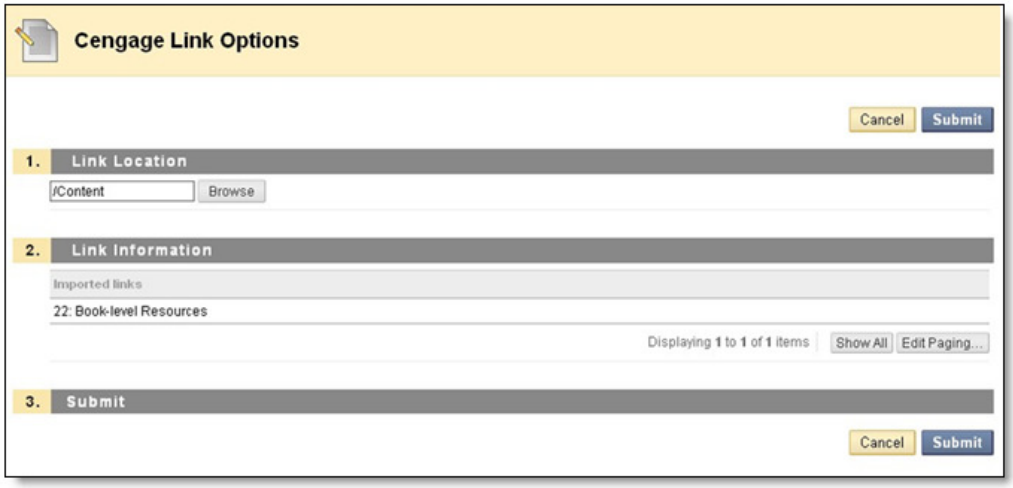
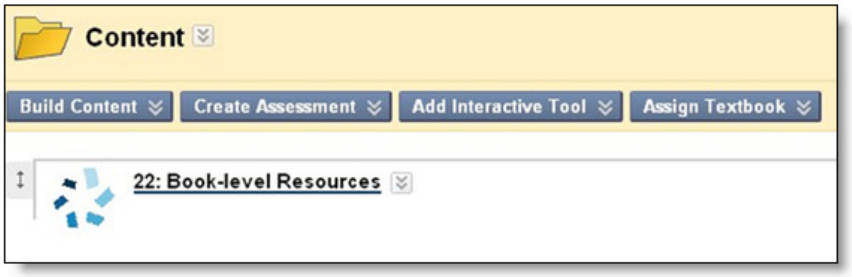
7. After confirming the selected content, the instructor clicks **Save** to continue or cancel to return to the Content selection screen.

8. After clicking Save, the instructor is back in his Blackboard course at the **Cengage Learning MindLinks Options page.** Clicking Submit places the link in the content area from which the instructor started. The instructor may also use the "Browse" button to select a different content area for the link to be placed.



9. Once the Cengage Learning MindLinks Options form is submitted, the **Content** is created and displayed in the content area.



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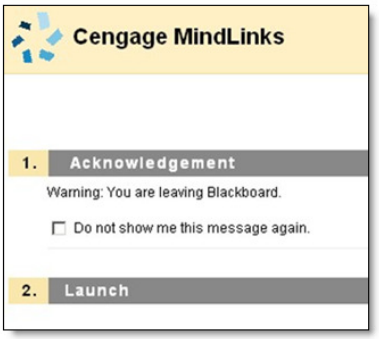
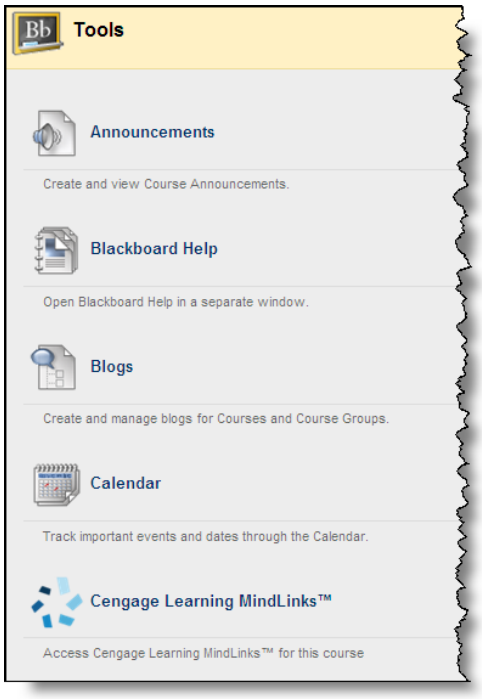
Accessing Cengage Learning MindLinks Items and Tools

Upon selecting the content, if the system administrator has configured the Cengage Learning MindLinks Building Block to warn users when they are departing the Blackboard platform, the user acknowledgement message will display. Select **Launch** to proceed with the content. Users may opt to hide this message in the future by clicking the "Do not show me this message again" box.



Instructors will also have the ability to access the Cengage Learning MindLinks tool within a course. Tools are listed alphabetically.

1. Select **Tools**. The Cengage Learning MindLinks™ tool is displayed.



2. Upon selecting **Cengage Learning MindLinks™**, additional information will be provided regarding the Cengage Learning MindLinks tools and features.

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Information Transmission Summary

The following table provides a summary of the information transmitted between your school's Blackboard Learn environment and the Cengage Learning MindLinks systems:

Category	Sent to Cengage Learning MindLinks	Received from Cengage Learning MindLinks
User Information	Encrypted version of the user-id (external person key). *Cengage Learning* does not have the ability to decrypt this identifier. In addition, if the 'Share User Info' option is selected on the settings page, first name, last name, and optionally, email are passed.	None.
Course Information	Encrypted version of the context-id (external course key). *Cengage Learning* does not have the ability to decrypt this identifier.	Course content in the form of a a custom content type known as *Cengage MindLinks* is passed via web service as part of the content selection process.
Enrollment Information	The user's mapped course role is passed. Course roles may be mapped to the instructor role on the settings page. Roles not mapped are passed as student role.	None.
Scores	None.	Score information is always pushed into Blackboard Learn from the Cengage Learning, secured via OAuth, and optionally over SSL if you employ SSL on your Blackboard Learn environment. The information transmitted only uses the encrypted identifiers for user and course and cannot be directly traced back to an individual student even if intercepted. This information is only visible in the grade center.

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For more information about Blackboard Learn, visit the Blackboard Privacy Center at http://www.blackboard.com/privacy/.

For more information about Cengage's Privacy Policy, visit http://www.cengage.com/privacy/.

The Cengage MindLinks Integration does not use any additional cookies beyond the ones provided in the links above.

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