

1

From the Instructor Resource Center dashboard, use the drop-down menu to locate the desired MindTap product. When selected, it will display under “Resource and supplement access for.”

Come in! We're open. [The Higher Ed Faculty Community.](#)

Add a product to your Instructor Resource Center

Enter Author, Title ISBN or Course Key

Products in your Instructor Resource Center:

Display: Active Platform: All By Author By Title [Remove & Product](#)

Click below to select a different Product:

Milady, MindTap Beauty & Wellness, 4 term (24 months) Instant Access for Milady Standard Cosmetology, 13th Edition

Resource and supplement access for:

MindTap Beauty & Wellness, 4 term (24 months) Instant Access for Milady Standard Cosmetology, 13th Edition

Milady
ISBN-10: 1-305-43291-X
ISBN-13: 978-1-305-43291-1

[Request Print Sample](#)

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To view training videos, sign up for online seminars, or download helpful Getting Started materials

Digital Course Support

2

Click “Create Course.”

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MindTap Beauty & Wellness for Milady Standard Cosmetology, 13th Edition

Manage Courses

Create Course
Create a new course or copy from another course

Create Course Master & Sections
Create a course master and course sections

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To view training videos, sign up for online seminars, or download helpful Getting Started materials

Digital Course Support

Services Portfolio
Experience proactive support, learn innovative classroom strategies, and customize course materials.

Environment Services

3

There are two options when copying a course. **Option 1: Copy an existing Course.** **Option 2: Copy from another instructor's course.**

WELCOME TO CENGAGE LEARNING

Welcome: jessica.george@cengage.com
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Sign In > Instructor Resource Center > Create Course

Would you like to create a new course or copy an existing course?

Create a new course

Copy an existing course

Copy from another instructor's course

Continue Cancel

Option 1: Copy an existing course. Select “Copy an existing course” and choose the course you would like to copy from the drop-down menu of your current courses. Then click “Continue.”

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Sign In > Instructor Resource Center > Create Course

Would you like to create a new course or copy an existing course?

Create a new course

Copy an existing course
2 January 2019 (01/25/2018 - 04/04/2020)

Copy from another instructor's course

Continue Cancel

Option 2: Copy from another instructor's course. Select “Copy from another instructor's course.” Then enter the Course Key from the instructor's course you would like to copy. Then click “Continue.”

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Would you like to create a new course or copy an existing course?

Create a new course

Copy an existing course

Copy from another instructor's course
Course Key:

Continue Cancel


4

After selecting either one of the above options, you will be prompted to the following screen. Proceed with filling in the required fields. When complete, click “Create Course.”

Sign In > Instructor Resource Center > Course Details

Create Course

Selected Title



MindTap Beauty & Wellness, 4 term (24 months) Instant Access for Milady Standard Cosmetology, 13th Edition
Milady
ISBN-10: 1-305-63201-X
ISBN-13: 978-1-305-63201-1

Course Information (Required)

Course Name: *

Start Date: * End Date: *

Course Days/Times:

[+ Add Meeting Time](#)

Section:

Time Zone: *

Primary Instructor:

[+ Add Additional Instructor or TA](#) (Optional)

←

Please Note: When selecting “Start Date” and “End Date” students will only be able to access the Course Key given for this course during that specified time frame. Students will not have access before the start date or after the end date.

5

You've now copied a course. You will see 4 options for next steps. The Course Key is listed under line number 2. Write down this unique Course Key as this should be shared with students and other instructors for access to the course. To add instructors to a course later, please view "Adding Additional Instructors" Tutorial/PDF.

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Sign in > Instructor Resource Center > Course Details

Course Created

The course has been created: What would you like to do next?

- [Milady MindTap Demonstration #2](#)
Navigate to your course to start editing it
- You may now distribute the Course Link URL to your students in order to provide access to your course. You can print Course Link instructions below for easy distribution. You may also give the Course Key to other instructors to create course copies or enroll in this course as an instructor.
Course Link URL: <https://www.cengage.com/dashboard#/course-confirmation/MTFPB9PNSBSJ/initial-course-confirmation>
Course Link Instructions: [Print instructions](#)
Course Key: MTFP-B9PN-SBSJ
- [Manage this Course](#)
This is where you can modify settings for this Course
- [Return to Instructor Dashboard](#)
To see your list of resources and courses.

6

Return to the Instructor Resource Center by clicking the link on number 4.

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Course Link URL: <https://www.cengage.com/dashboard#/course-confirmation/MTFPB9PNSBSJ/initial-course-confirmation>
Course Link Instructions: [Print instructions](#)
Course Key: MTFP-B9PN-SBSJ
- [Manage this Course](#)
This is where you can modify settings for this Course
- [Return to Instructor Dashboard](#)
To see your list of resources and courses.

4

7

By clicking on the course name, you will see the copied course details and now have full use of the copied course.

The screenshot displays the 'Add a product to your Instructor Resource Center' page. At the top, there is a search bar with the placeholder text 'Enter Author, Title ISBN or Course Key' and a magnifying glass icon. Below the search bar, the 'Products in your Instructor Resource Center' section shows filters for 'Display' (Active), 'Platform' (All), and 'By Author' (selected) or 'By Title'. A 'Remove a Product' link is visible. A list of products is shown, with one highlighted: 'Milady, MindTap Beauty & Wellness, 4 term (24 months) Instant Access for Milady Standard Cosmetology, 13th Edition'. Below this, there is a 'Resource and supplement access for:' section with a book cover image and details: 'MindTap Beauty & Wellness, 4 term (24 months) Instant Access for Milady Standard Cosmetology , 13th Edition', 'Milady', 'ISBN-10: 1-305-63201-X', and 'ISBN-13: 978-1-305-63201-1'. A 'Request Print Sample' button is present. The main content area features a dropdown menu for 'MindTap Beauty & Wellness for Milady Standard Cosmetology, 13 Edition' with options: 'Manage Courses' (View and manage course details), 'Create Course' (Create a new course or copy from another course), and 'Create Course Masters & Sections' (Create a course master and course sections). Under the 'Courses' section, two items are listed: '1 Milady_MindTap Demonstration (Print Student Instructions)' and '1 Milady_MindTap Demonstration #2 (Print Student Instructions)', with the second item highlighted by a red box. On the right side, the 'strive' logo is shown with the tagline 'Your portal for Learning & Development'. Below the logo are several service tiles: 'Customer Support' (Let us help you. Visit the Support center or give us a call. Phone: 1-800-354-9706), 'Learning Solutions' (Demos & Testimonials >), 'Training & Support' (To view training videos, sign up for online seminars, or download helpful Getting Started materials. Digital Course Support >), 'Services Portfolio' (Experience proactive support, learn innovative classroom strategies, and customize course materials. Engagement Services >), and 'Events'.