Copying a MindTap Course in Canvas

From your Canvas course, select an item that is within a MindTap course—in this example, using a link to a chapter.

![Reading Assignment Chapter 1: Operations Management and Value Chains](Figure 1 Accessing a MindTap link in Canvas)

You will be prompted to open it in a new window. Click or tap the notification to open.

![Load Reading Assignment Chapter 1: Operations Management and Value Chains in a new window](Figure 2 Open in a new window prompt)

You will be redirected to the Create Course in MindTap. Select Copy from my existing course. Push Continue.

![Create Course in MindTap](Figure 3 Create Course In MindTap)

All previous MindTap courses will display. Choose the course you wish to copy. Note: If you don’t see the desired course, increase the number of entries or use the search option.
Do not select any other option.

Complete the course set up. Use the calendar icon to select course start and end dates. Use the down-pointing arrow to select Eastern Time Zone.

Choose the date classes are available to students as the Start Date. Choose 4-7 days after the course ends as the End Date. *Denotes a required field.

Push Continue.

The Grade Synchronization Setting dialog box will appear. Choose “I want to synchronize individual activity scores,” then push Continue.
A status message will display.

A welcome screen will pop up. The **Guided Setup** screen is optional, but it is highly recommended that you complete the Guided Setup. You will not have the opportunity to select or change Activity Dates, Activity Settings, or grades again.

A notification page will display. The setup normally takes much less time than the suggested 5-10 minutes. Select the **Next** button to continue.
The Activity Dates screen will display. The recommended setting is to choose “No, remove dates so that I can schedule them myself.”

Select Next. The Activities Settings screen will appear. It is recommended to select Practice for Impact to Grade. Push the “Make all activities available on the follow day and time” radio button. From the calendar icon, pick the date courses go live to students. Select Next.

To Finish Course Setup, push the Finish button.
The Building Course status will now display. Do not leave the page during this process.

Once the process has completed, the **Your course has been set up!** confirmation screen will display. Push **Go to Course**. We are not synching to LMS at this time.

The Cengage MindTap book cover will display. Push the X in the upper right corner to close.
The MindTap tour is optional but highly recommended. Push the Start Tour button to continue.

Welcome to MindTap

Let's take a minute to show you around.

Start Tour

Skip

Figure 17 MindTap tour

For further assistance, contact Instructional Design: instructionaldesigners@lynn.edu

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