Administrator Quick Start Guide

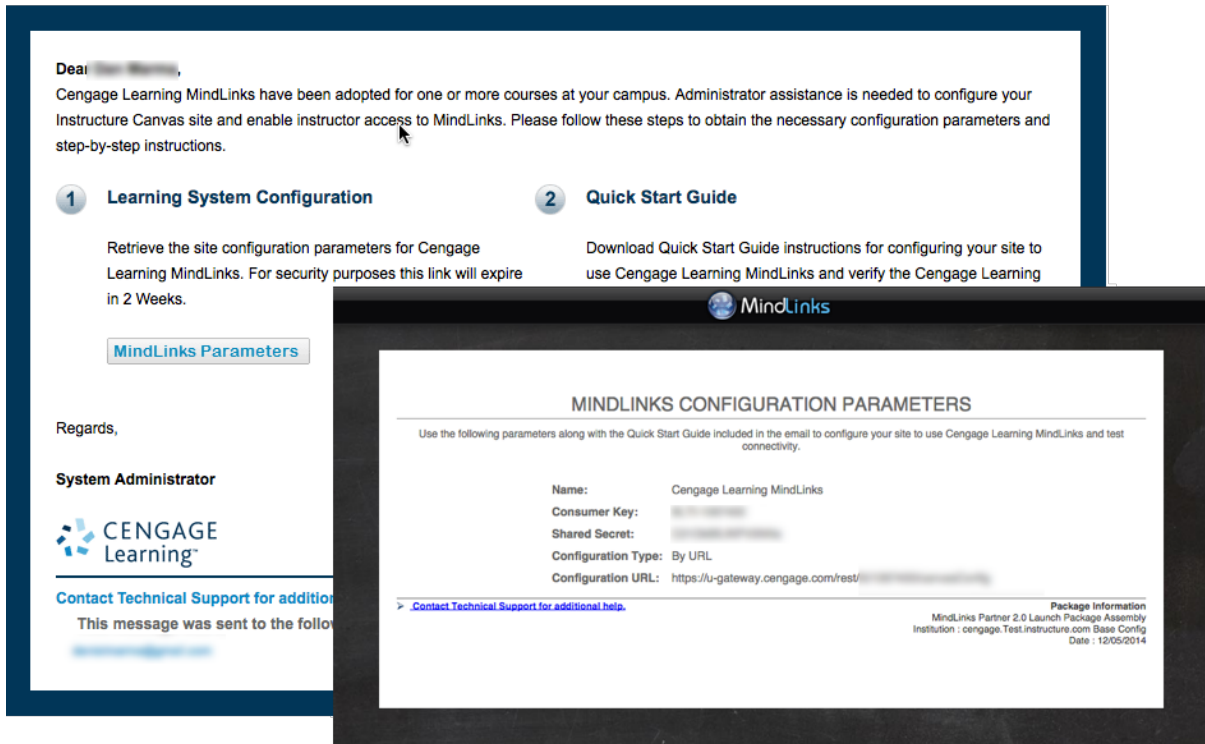For Enabling Partner MindLinks for Instructure Canvas

Introduction

Cengage Learning's MindLinks provides seamless, powerful integration with your institution's Learning Management System, enabling instructors to add Cengage Learning content to their courses, synchronize scores, and eliminate multiple logins for students.

Follow the procedures outlined in this document to configure your site to use MindLinks and to test connectivity to Cengage Learning.
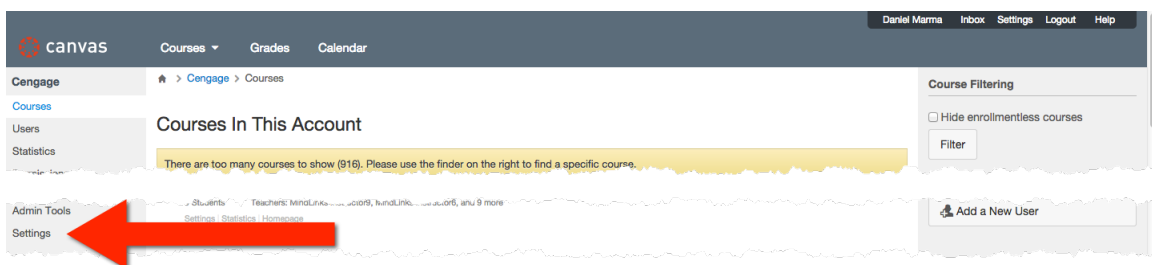
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Administrator Email

The information required to configure the Cengage integration on Instructure Canvas is included in the email for administrators received from Cengage Learning.
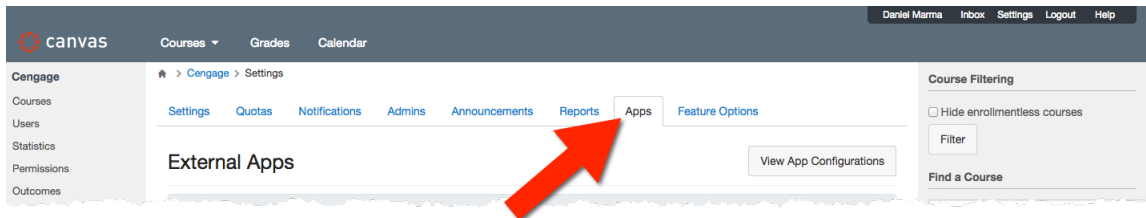

Add External Tool Provider

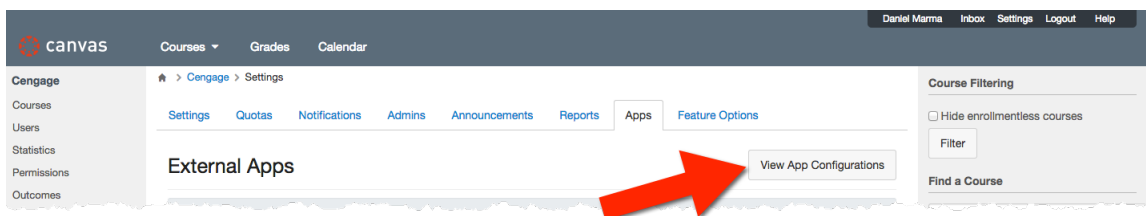To add the Cengage Learning MindLinks tool, follow these steps:

- Step 1: Log in as an Administrator with your **Username** and **Password**.

- Step 2: Navigate to the site account (or Sub-Account) level.

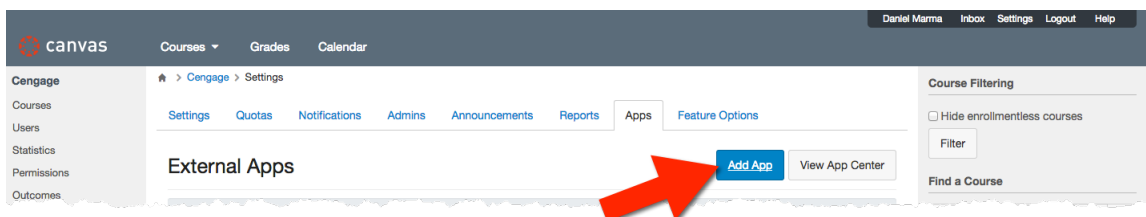- Step 3: Click **Settings** on the navigation menu

■ Step 4: Select the **Apps** tab (at the top of the screen.)

■ Step 5: Click the **View App Configuration** button (at the top right.)

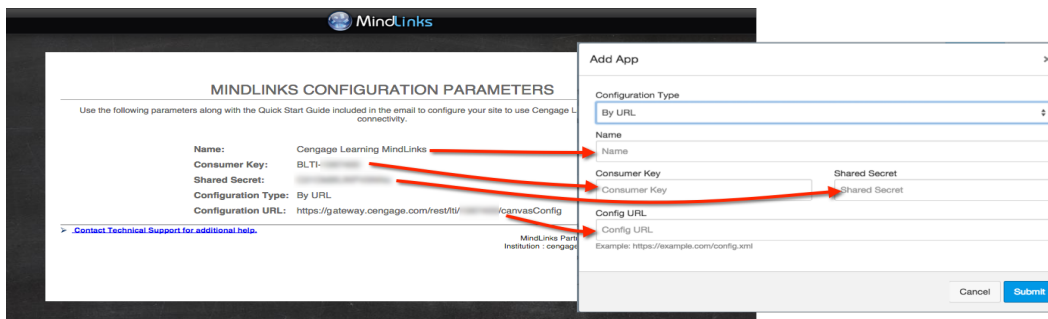■ Step 6: Click the **Add App** button (at the top right.)

■ Step 7: Complete the **Add App** configuration form as follows using the information supplied in the Cengage Learning email. Note that if you already have an existing Cengage Tool installed it is recommended that you proceed with adding a new app instead of editing the existing tool. You can delete the existing tool at the end of this process.

■ Step 8: Set Configuration type to "By URL"

- Enter **Cengage Learning MindLinks** or similar in the **Name** field

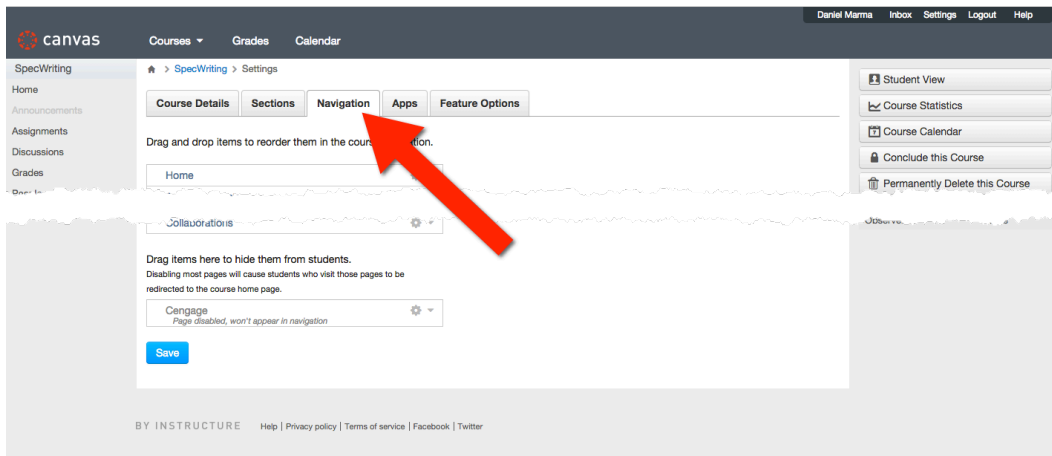- Copy/Paste the **Consumer Key**, **Shared Secret**, & **Configuration URL** to the respective fields

■ Step 9: Click the **Submit** button.
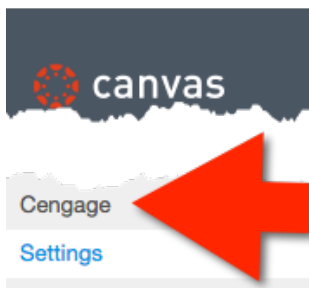
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Verify Cengage Learning App

To verify the Cengage Learning MindLinks tool, follow these steps:

- Step 1: Login to or create a Canvas test course or other course in which you are enrolled as a 'Teacher.'

- Step 2: Click on **Settings** from the navigation menu.

- Step 3: Click on the **Navigation** tab (on top of the screen)

- Step 4: Drag and drop the **Cengage** item from the "hidden' section to active course navigation items, then click **Save**. A Cengage item should appear on the navigation menu.

- Step 5: Click on **Cengage** from the navigation menu.

NOTE: if no error is displayed the communication test is complete.

Previous Cengage Learning App

If the Canvas site had a previous Cengage Learning External tool/App that was configured prior to the above installation, you may now delete it by clicking on the trashcan icon next to the previous app configuration.

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