

Microsoft Office 2019/365™ MindTap™ Collections Overview

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MindTap™ Collections

MindTap Collection courses include the introductory-advanced levels of Microsoft Office Applications for Word, PowerPoint, Excel and Access, as well as Computer Concepts skills. This is enough coverage for students to prepare for up to 6 MOS certification exams. MindTap Collections allow students to study for certification exam and explore the application where they feel most confident.



[Learn more about MindTap Collections for Microsoft Office.](#)

What is MindTap™?

MindTap™ is a personalized teaching experience with assignments that guide students to analyze, apply, and improve thinking, allowing you to measure skills and outcomes with ease. Incorporating SAM™ (Skills Assessment Manager) activities, MindTap™ for Microsoft Office guides students through a single learning path where they interact with learning tools that build student confidence in using Microsoft Office and productivity applications. Teachers can personalize the experience by customizing Microsoft Office content or by adding their own curriculum directly into the Learning Path, delivering a seamless student experience that aligns exactly with the curriculum being taught in the classroom.

MindTap™ is available for our three Microsoft Office Series: Shelly Cashman, Illustrated, and New Perspectives

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Interactive eBook

Students receive access to an Interactive eBook, delivered via the Learning Path. The **ReadSpeak** feature allows students to have the eBook read aloud to them. Teachers can share any notes or highlights with the rest of their class to guide students as they read.

Additional eBook features:

- Dictionary
- Bookmarking
- Note Taking/Highlighting
- Offline Access via the mobile app



 Watch this video to learn how to navigate a MindTap™ course.

The Learning Path

The Learning Path guides students through the curriculum and is where they will spend the bulk of their time accessing the ebook, SAM-powered simulations, and in-application Microsoft Office Projects. It truly is an experience that lends itself to all different types of learning styles. Instructors can utilize the existing components of the Learning Path “as is” or they easily customize what their student has access to providing a one-of-a-kind experience for their school(s).

Learning Path features:

- eBook Readings
- SAM™ Trainings
- SAM™ Exams
- SAM™ Projects
- Tutorial Videos
- Quizzing
- Flashcards

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Customize Content

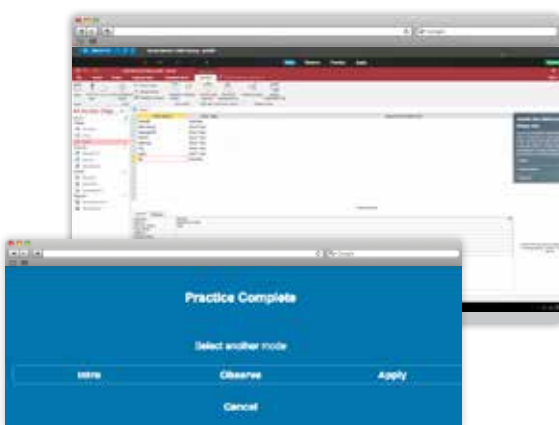
Instructors are able to customize content to deliver a Learning Path to their students that mirrors the exact curriculum they are teaching in the classroom. It allows for greater flexibility on the teacher’s end, while being able to enhance the overall student experience with state-specific resources, in-house videos, personalized lesson plans, school/corporate specific technical training and systems, and so much more!

Customization Features:

- Hide content and/or specific sections so students cannot view it at all during the course(s).
- Assign “available dates” and “due dates” for quizzes, readings, etc., so students can view when the teacher decides.
- Move content in the Learning Path from one section (or module) to another, in order to mirror the flow of a specific class/curriculum.
- Upload and add content anywhere in the Learning Path including videos, weblinks, PowerPoint slides, Word Docs, etc.



Watch this video to learn how to customize content in MindTap™.



SAM™ Trainings and Exams

MindTap™ for Microsoft Office includes SAM-powered activities that help students master Microsoft Office skills and computer concepts that are essential to academic and career success. SAM™ Trainings and Exams offer the most realistic Microsoft Office simulation on the market with a fully explorable toolbar. Multiple training modes address different learning styles—introduction, observation, practice, and apply.

Additional SAM™ Training and Exam Features:

- Simulations for all Microsoft Applications and Computer Concepts
- Accepts for multiple methods to complete tasks (keyboard shortcuts, Mac methods, etc.)
- Teachers can add thousands of additional objective-based questions
- Tasks are all mapped to MOS certification
- Detailed Study Guide report provides personalized, targeted remediation

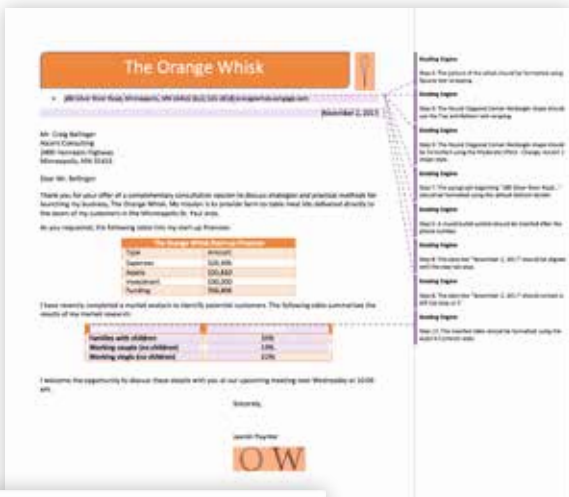
Watch this video to learn how to modify SAM assignments in MindTap.

Watch this video to see the SAM Training experience.

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SAM™ Projects

MindTap™ for Microsoft Office includes SAM-powered projects that ask students to work within their desktop version of Microsoft Office software to practice skills learned in the course. SAM™ Projects are proven to increase student confidence and success on MOS certification exams. Students download a step-by-step instruction file and any start files, work through the project and upload to MindTap™ for automatic grading and detailed reports.

Additional SAM™ Projects! New for 2019 Each module includes:

- Core Project A & B
 - « Project A is a business case
 - « Project B is an academic or personal scenario
- Textbook Projects
 - « Now available from the Introductory—Advanced Application modules
 - « Mirrors the running project in the module reading
 - « More flexible grading standards; checks for skills learned in the module
- End of Module Projects
 - « For the first time, the end of module mini projects from the book are now assignable and auto-graded in SAM
 - « Includes “In the Lab” from the Shelly Cashman Series, “Case Projects” from the New Perspectives Series and “Independent Challenges” from the Illustrated Series.

Additional SAM™ Projects Features:

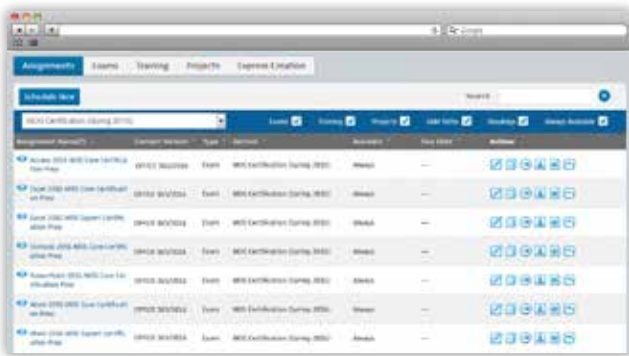
- Detailed submitted projects report provides personalized, targeted remediation
- 2–3 auto-graded projects available per chapter
- Teachers can add additional SAM™ projects via the SAM™ app
- Teachers are notified of any student cheating
- Grades with cascading errors—partial credit is possible

Watch this video to learn how students complete SAM projects in MindTap.

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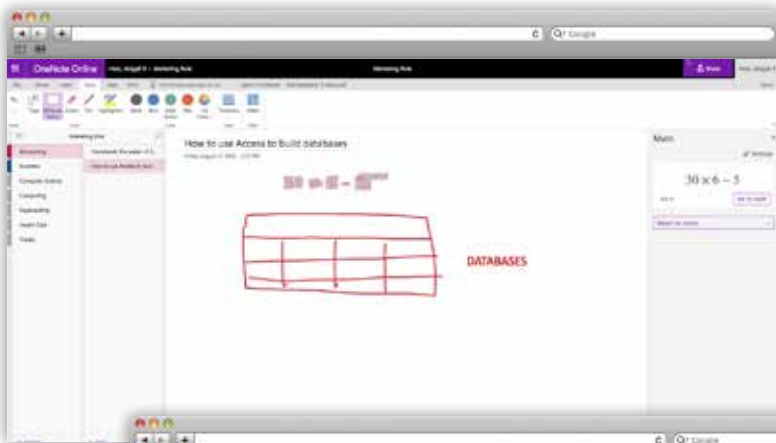
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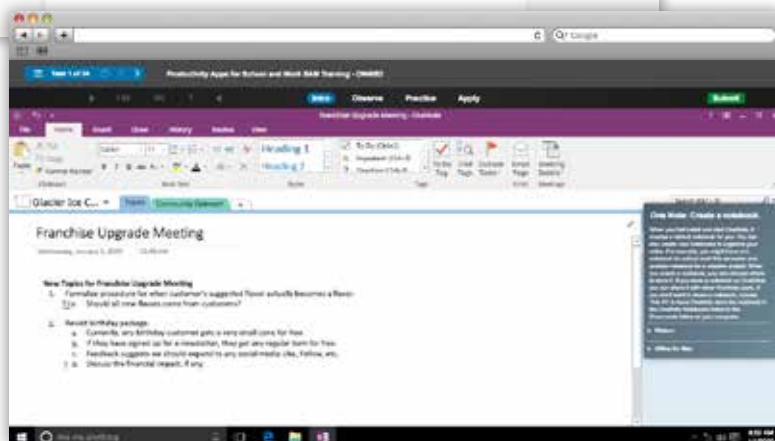
SAM MOS Exams

MindTap Collections include SAM-powered MOS Exams that simulate the MOS certification test-taking experience. Rather than testing individual tasks, students use the Microsoft Office simulation to complete mini projects placed in business scenarios. These exams are timed and allow students to flag steps they may want to come back to and review.



Microsoft OneNote Integration

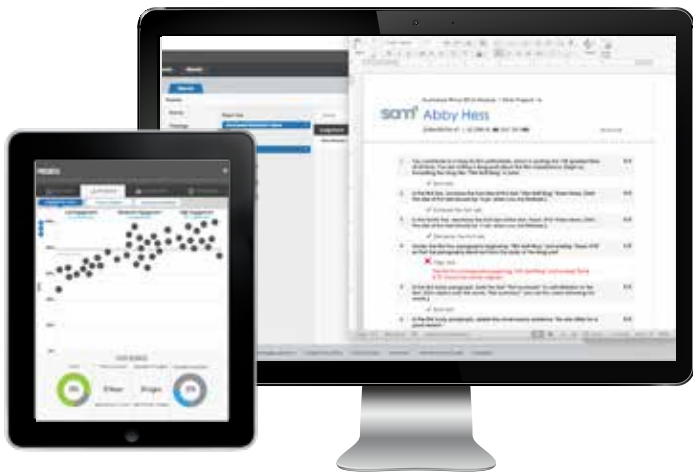
Microsoft OneNote is included with access to MindTap™ for Microsoft Office. The Productivity App chapter in each Microsoft Office product teaches the basics to use OneNote as an organizational tool in any course. Students can use the OneNote app for lecture notes, ideas, and to practice formulas and math concepts.



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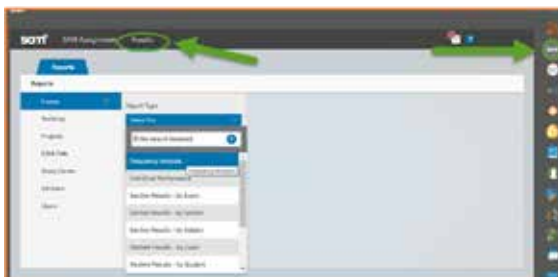
▶ Students view SAM reports for instant feedback and links to remediation.
 ▶ Watch this video to see the analytics available in the progress app.

Reporting Features

Instructors have access to a variety of Reporting Features that allow for them to track student engagement and progress, ensuring they have firsthand knowledge of how students are using the material provided.

The Progress App includes the full gradebook, which can be easily exported or integrated into a learning management system. This app also includes analytics to show how students are engaging with course materials and study resources.

The **SAM™ app** includes additional reports for both teachers and students to link to remediation in the eBook and via SAM™ Trainings for missed tasks. Teachers can also see student submitted files with automatic feedback, frequency analysis, and check for instances of cheating.



Where to find SAM assignment reports as an Instructor:

Click the SAM app on the right-hand side of the screen. Then click the RESULTS tab to see the Report Generator.



Where to find SAM assignment reports as a Student:

Click the SAM app on the right-hand side of the screen. Students only have a Reports tab.

For more information, visit NGL.Cengage.com/CTE

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Reports available for the Instructor

- **Guided Practice: found under “Reports>Trainings”**
 - **Individual Performance:** This is a listing of each task of the project and the point value received for each. It also includes time spent on each task, total time spent on the training, and time spent on each mode of the training: intro, observe, practice, and apply.
 - **Section Results-by Training:** This is a list of the results for the entire section on a particular guided practice.
 - **Student Results-All Assignments:** This is a list of the results of all trainings for a particular student.
- **Exams found under “Reports>Exams”**
 - **Frequency Analysis:** This breaks down what percentage of the section got each task correct.
 - **Individual Performance:** This is a listing of each task of the project and the point value received for each. It also includes total time spent on the training, as well as whether the student got each task correct, skipped a task, did not look at a task, or got a task incorrect. For the incorrect tasks, a playback link allows the instructor to see a recording of the student’s attempts at the missed task.
 - **Section Results-by Exam:** This is a list of the results for the entire section on a particular exam.
 - **Section Results-by Subject (Word, Access, PPT, Excel):** This lists the overall average of a section’s results on particular subjects.
 - **Student Completion Certificate:** Certificate stating student’s have passed an exam
 - **Student Specific Frequency Analysis:** See a student’s frequency of errors over multiple attempts on an exam.
 - **Student Results-All Assignments:** This is a list of the results of all exams for a particular student.
- **Guided Exercises found under “Reports>Projects”**
 - **Section Results-by Project:** This is a list of the results for the entire section on a particular project.
 - **Student Results-by project:** This lists the individual results of one student’s project and the point value received for each task.
 - **Student Results-by Student:** This will show the number of submissions and results of multiple attempts on a specific project by a specific student.
 - **Student Results-All Assignments:** This is a list of the results of all projects for a particular student.
 - **Download Submitted Projects:** The submitted file is the actual file the student submitted for their project. The Graded file is the same as the student study guide report with the listing of tasks, errors, and comments on their project where the error occurred.
 - **Projects Incident Report:** This will list whether any students attempts to cheat on a project by renaming a file that was not their own, or by copying from another student’s project.
- **Users found under “Reports>Users”**
 - **User Usage:** This will tell you how many submissions and logins of a particular student, including the first and last login date.

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Reports available for the Student:

- **Guided Practice**

- **Report:** This is a listing of each task of the project and the point value received for each.

- **Exams**

- **Report:** This is a listing of each task of the project and the point value received for each.
 - **Study Guide Report:** This is very much like the basic report, but also includes remediation links for each task that will direct the student to a particular place in the ebook, or a particular training that will help them relearn that task. Students can click “launch all trainings” to work on a training that will include all tasks inside the exam.

- **Guided Exercises**

- **Report:** This is a listing of each task of the project and the point value received for each.
 - **Study Guide Report:** This is a copy of the file the student worked on for their project (Word, PPT, Excel, Access) that lists the tasks of the assignment with the point value the student received in that attempt. It also explains what should have been done to receive full credit on missed attempts, and uses track changes or other commenting features to show the student where the errors reside inside the project.