



Welcome Packet

2021-2022



National Geographic Learning: 2021-2022 Customer Welcome Packet

National Geographic Learning is dedicated to providing excellent support to our customers. This welcome packet will acquaint you with our self-service resources from placing your order to digital platform support. We also have dedicated team members with whom you may connect with for additional help if preferred.

Thank you for choosing National Geographic Learning.

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Order Inquiries

Order Inquiries:

[Ready to Order](#)

You have two options for placing an order:

1. You can submit the order form linked above
2. If you have received a quote from your local sales consultant, you may choose to submit your order using the “Submit Customer Purchase Order Here” button located in the upper right-hand corner of the electronic quote.

[Getting Help with My Order](#)

[Tracking and Checking the Status of My Order](#)

[Reporting an Issue with My Order](#)



Access to Online Products



Access to Online Products: Self-enrollment for MindTap and OWLv2 through NGLSync

District Tech Administrator Experience for Self-enrollment

The District Lead will receive a welcome email with *district specific* self-enrollment URL for TEACHERS ONLY.

Share this email with all teachers that will be utilizing the digital product.



Tip!
Save this email or bookmark URL for future teachers that may need access to NGLSync. This district specific NGLSync self registration URL will not change.

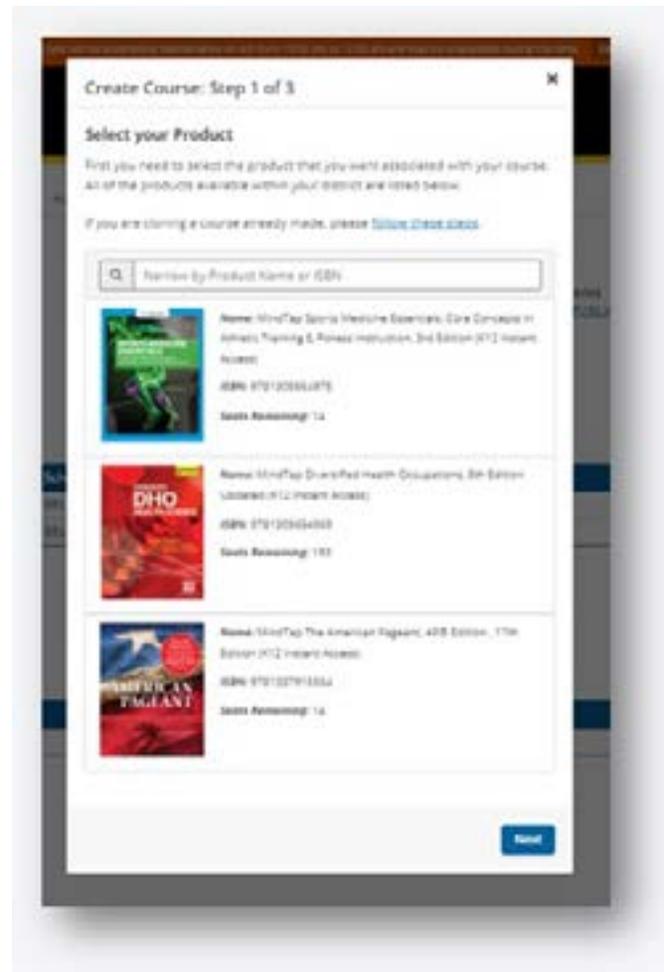
Teacher Experience for Self-enrollment

Teacher will self-register for an NGLSync Account by clicking on ***Begin Registration*** and following steps to create an account.



WATCH: [NGLSync Getting Started Video](#)

Teacher will create course with adopted product content.
Click Create Course button and follow steps to select product.



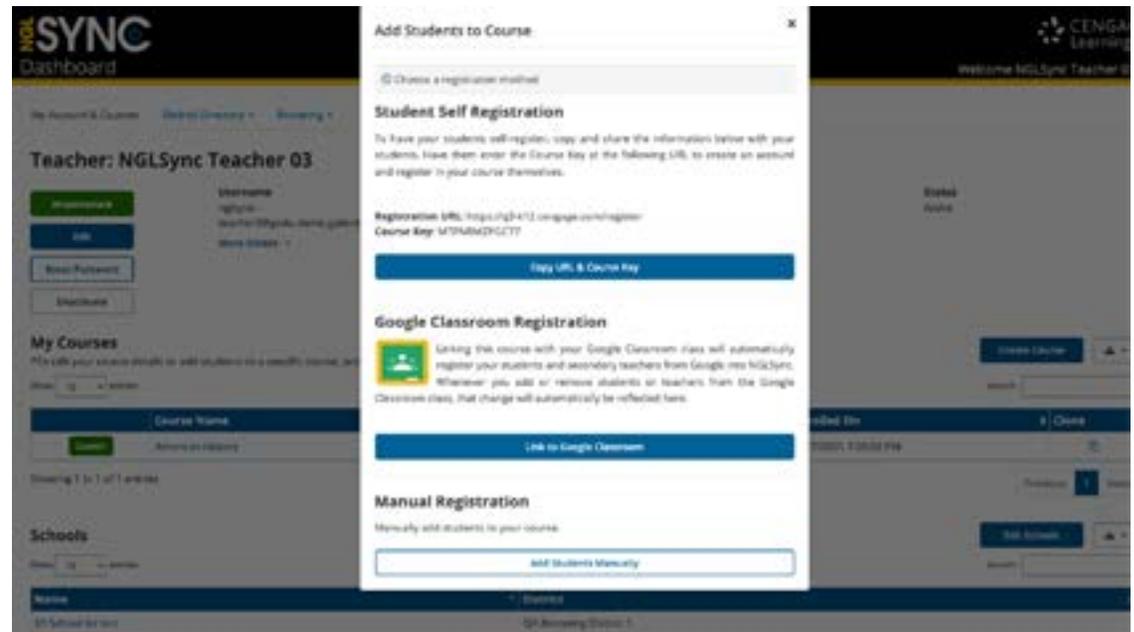
Teacher will **enroll** students one of 3 ways.

Student Self-enrollment: Students self-register and enroll by navigating to <https://nclsync.cengage.com/register> and entering the Course Key provided by the teacher.

Manual Registration: Teacher will manually enroll/roster each student into the NGLSync course.

Google Classroom Registration: Automatically register students and secondary teachers within the teacher's Google Classroom class(es) to the NGLSync course.

- A launch URL will be automatically posted to the Google Classroom Stream for students to access the course without needing to sign in to NGLSync.
- Please be sure to have the desired class set-up in Google Classroom before linking to the NGLSync course.



Student Experience for Self-enrollment

Students will **enroll** in one of 3 ways.

Student Self-enrollment: Students self-register and enroll by navigating to <https://nclsync.cengage.com/register> and entering the Course Key provided by the teacher.

Manual Registration: Teacher will manually enroll/roster each student into the NGLSync course.

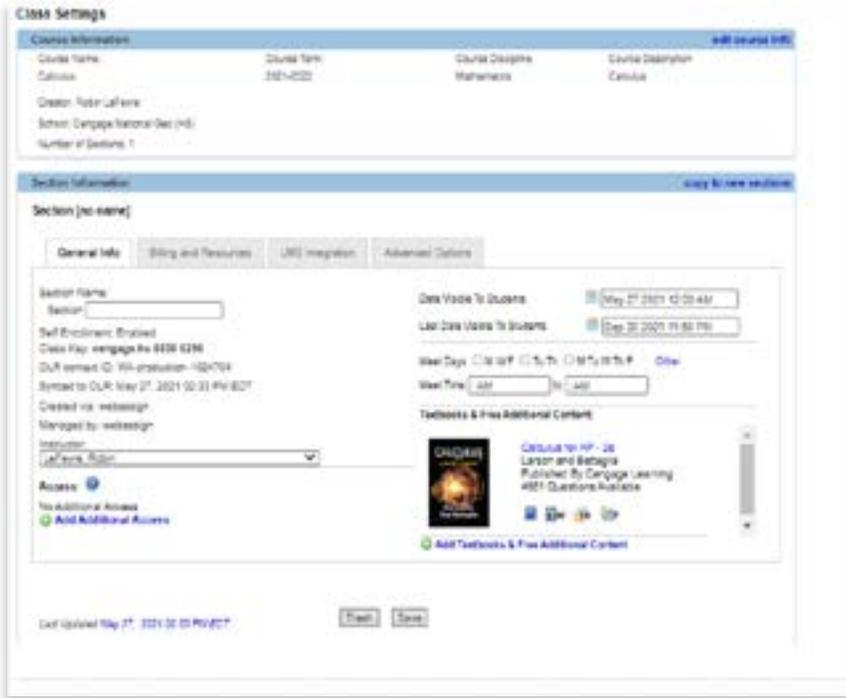
Google Classroom Registration: A launch URL will be automatically posted to the Google Classroom Stream for students to access the course without needing to sign-in to NGLSync.





Access to Online Products: Self-enrollment WebAssign

Teacher Experience WebAssign for Self-enrollment



Class Settings

Course Information [with course info](#)

Course Name	Course Term	Course Discipline	Course Description
Calculus	2021-2022	Mathematics	Calculus

Creator: Peter LaFare
School: Cengage National Site (NS)
Number of Sections: 1

Section Information [copy to new section](#)

Section (no name)

General Info | **Billing and Resources** | **LMS Integration** | **Advanced Options**

Section Name:

Self-Enrollment: Enabled
Class Key: wengagehp 8838 6296
DUR comment ID: WU-education-1124704
Synced to DUR: May 27, 2021 00:31 PM EDT
Created via: webassign
Managed by: webassign

Date Visible To Students:

Last Date Visible To Students:

Week Days: M T W Th F Sa Su

Week Time: to

Textbooks & Free Additional Content

 **Calculus for HP-26**
Larson and Bergsma
Published By Cengage Learning
481 Questions Available

[Add Textbooks & Free Additional Content](#)

Last updated: May 27, 2021 01:05 PM EDT

1. Teachers will be provided with WebAssign Login Credentials and login at www.cengage.com/login.
2. Teachers will follow steps to create course.
3. Teachers can enroll students via Student Self-enrollment: Students self-register by navigating to webassign.com and entering the Class Key provided by the teacher.

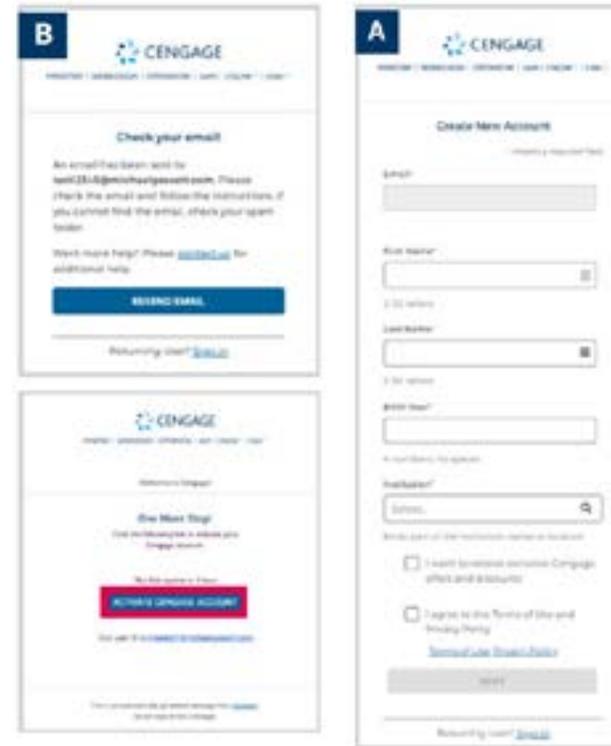
[Getting Started Resources for Teachers using WebAssign](#)

Student Experience WebAssign for Self-enrollment

1. Students will go to webassign.com and click “Enter Class Key”.



2. Students will log into their account or be prompted to create a new Cengage account.



3. Students will enter their Class Key and enroll in the course.

[Getting Started Resources for Students using WebAssign](#)





Access to Online Products: NGL Rostering Services

Account Management: NGL Rostering Services

Can your school/district export roster data?

For programs that utilize Mindtap, OWLv2, and MyNGConnect, you can create a seamless experience for you and your students. We support different types of roster processing to save you time from manually registering your students.

- IMS Global OneRoster 1.0 or 1.1, Automated file feed to support automatic roster and class creation. Dedicated sftp to post data.
- Standard CSV roster uploads, ad-hoc file uploads
- Single sign-on experience for students and teachers using SAML, or established SSO apps available with Clever or Classlink.

NGL Rostering Support:

Click the links below for rosters options and other support resources.

For programs that are accessed via NGLSync (MindTap and OWLv2)

[Click here for rosters options and other support resources.](#)

For programs accessed via myNGconnect (Edge, Inside, Exploring Science) click the link below for rosters options and other support resources. [Click here for rosters options and other support resources.](#)

If you have questions after utilizing the support resources linked above, please contact our team at:

ngldigitalsolutionaccess@cengage.com

Sharing Roster Data:

Data is shared by the district with the NGL Rostering Services team in one of two ways :

1. Cengage Roster Template (CSV or Excel) OR
2. OneRoster Format



Access to Online Products: LMS Integration

Supported LMS Platforms

LMS integration is available with the Learning Management Systems schools use most. Our integrations work with any LMS that supports IMS Basic LTI Standards. This basic integration enables you and your students to connect your LMS to National Geographic Learning/ Cengage platforms for streamlined access to platform resources. Any other enhanced features, such as grade sync, are available because Cengage has worked with our partner LMSs to develop additional features that go beyond the basic specifications.

For programs that utilize MindTap, OWLv2, and SAM, partner integration is available with Canvas, Schoology, Blackboard, Brightspace/D2L, and Moodle.

Partner Integration provides:

- A single sign-on experience for students and teachers
- Ability to Deep-link assignments and activities
- Gradebook synchronization

Single Sign-on Integration is available for any LTI compliant LMS.

Partner LMS Platforms			
	Single Sign-on	Deep Linking	Grade Sync
	✓	✓	✓
	✓	✓	✓
	✓	✓	✓
	✓ <small>(excludes Schoology)</small>		
	✓		
	✓		

LTI Compliant Platforms			
Other LTI-Compliant Learning Management Systems	Single Sign-on	Deep Linking	Grade Sync
	✓		
	✓		
	✓		
	✓		
	✓		



Schoolology Implementation Guide

LMS Admin Experience

LMS Admin receives Configure Site email and follows steps to enable the Cengage integration tool.

Dear [REDACTED]

A Cengage digital solution has been adopted for one or more courses at your campus. You have been identified as the LMS administrator and your assistance is needed to configure your Instructure Canvas site and enable instructor access to the Cengage LMS integration tool. This tool enables seamless access to Cengage digital solutions for instructors and students. Please follow these steps to obtain the necessary configuration parameters and step-by-step instructions.

1. Learning System Configuration
Retrieve the site configuration parameters for the Cengage LMS integration. For security purposes this link will expire Tue Jan 21 10:10:43 EST 2020.

[Cengage Parameters](#)

2. Quick Start Guide
Download the Quick Start Guide instructions for configuring the Cengage LMS integration tool.

[Quick Start Guide](#)

Regards,

System Administrator

The linked image cannot be displayed. Your computer may not have enough memory to open the image, or the image may have been moved. Restart your computer, and then open this file. If the red x still appears, you may have to delete the image and then insert it again.

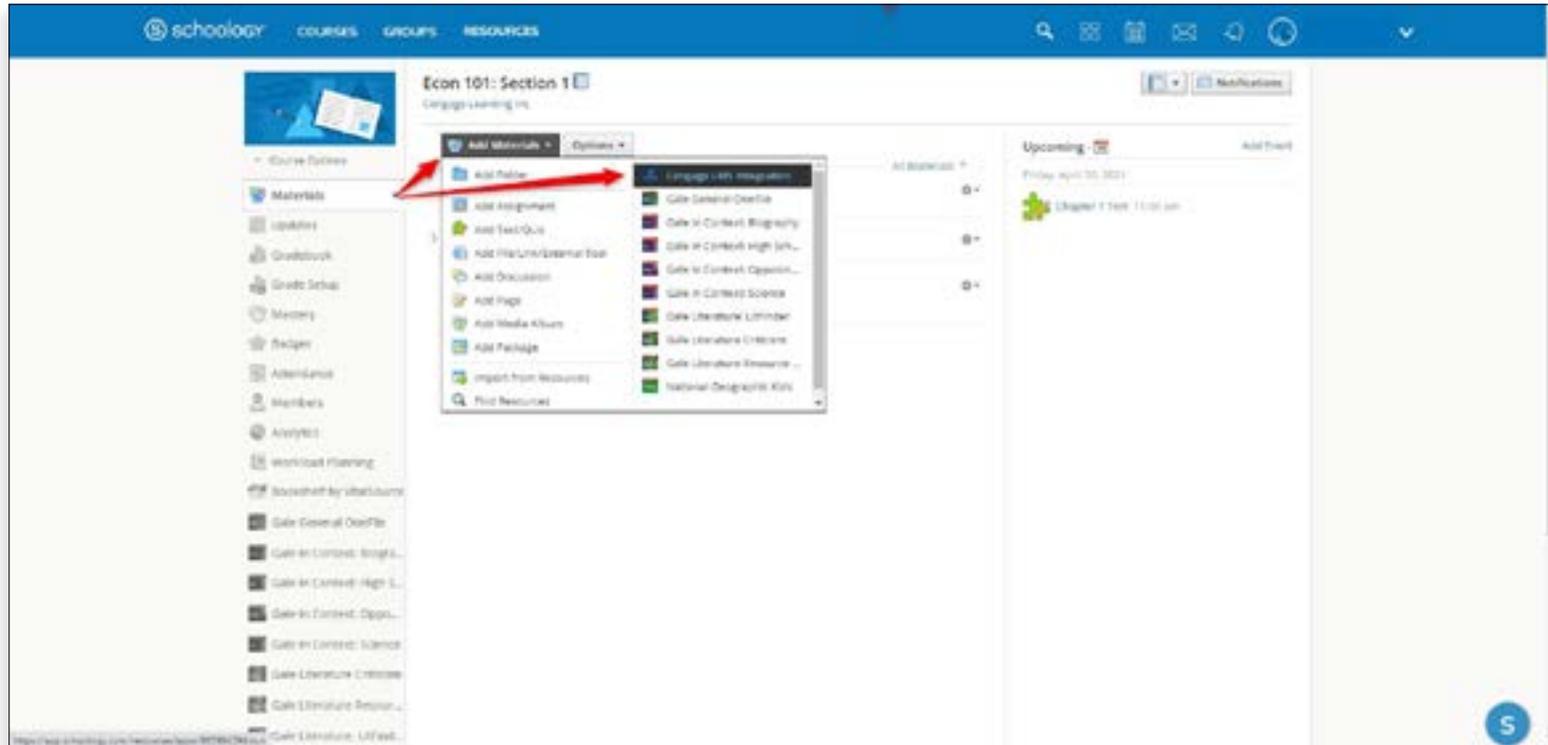
Contact Technical Support for additional help.
This message was sent to the following recipients:
james.malcom@virtualarkansas.org
sara.heindorf@cengage.com

Note: Click on Cengage Parameters for the Consumer Key, Shared Secret, and URL.
Note: If link has expired, click on *Email Parameters* button and another email will automatically be sent to the LMS Admin on record.

[Video: Schoology Setup - Enabling the Cengage Integration Tool for LMS Admins](#)

Teacher Experience

1. Teacher Accesses Cengage LMS Integration app in Materials page or Folder of their Schoology course shell.

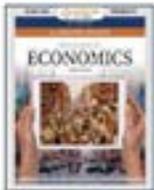


2. Teacher selects their Content Source.

Select Content Source

Learning Platforms for Your Institution ⓘ

Search platforms below... 🔍 FILTER RESULTS



IAC K12AE MT PRINCIPLES ECONOMICS - 8th Edition
Mankiw Principles of Economics 8e MindTap

ISBN-10: 1337292658 | ISBN-13: 9781337292658
Available: 03/24/2021
Platform: MindTap
License Type: Inclusive Access ⓘ

[LINK TO COURSE](#)



MindTap K12, 2 terms (12 months) Instant Access for McEachern's Contemporary Economics - 4th Edition
McEachern K12 Contemporary Economics 4 Edition
William A. McEachern

ISBN-10: 1337283088 | ISBN-13: 9781337283083
Available: 03/23/2021
Platform: MindTap
License Type: Inclusive Access ⓘ

[LINK TO COURSE](#)



3. Teacher creates their NGL/Cengage Course.

CREATE COURSE IN MINDTAP



MindTap Principles of Economics, 8th Edition (K12 Instant Access), 8th Edition

Author(s): N. Gregory Mankiw
Textbook ISBN 10: 1 337 29265 6
Textbook ISBN 13: 978 1 337 29265 8

Create a new MindTap course

*Course Name
Economics - Section 1 - Fall 2021

*Course Start Date
08/16/2021

*Course End Date
05/20/2022

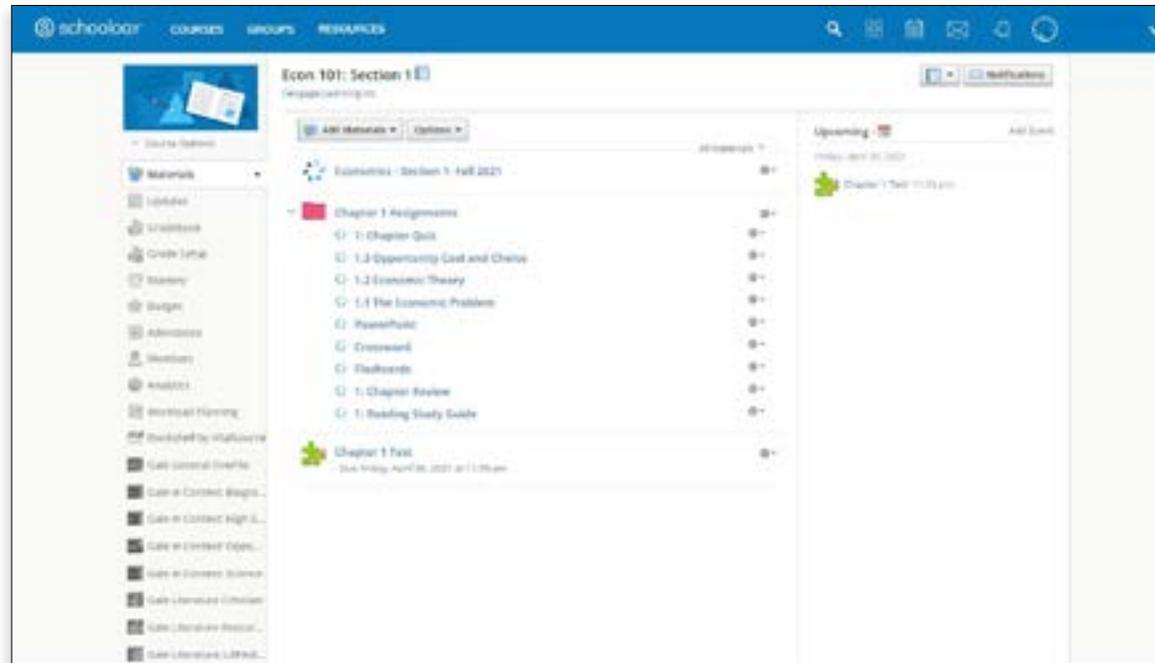
Course Days/Times

Section

*Time Zone
(GMT-05:00) Eastern Time (US & Canada)

Copy from my existing course
 Copy from another instructor's course
 Link to an existing course or section

4. All set! Links will add to the Materials section or folder in their Schoology course where the faculty can then publish for students to gain access.



[Video: MindTap Integration with Schoology - Creating a Course](#)

Visit www.ngl.cengage.com/support for videos specific to OWLv2, SAM, and myNGconnect

Student Experience

Students will login to their Schoology course and click on Cengage/NGL course or activity link. They will be taken directly to their course content and will not be prompted to login.

The screenshot displays the Schoology interface for a course titled "Econ 101: Section 1" by Cengage Learning Inc. The top navigation bar includes "COURSES", "GROUPS", "RESOURCES", and "GRADES". The left sidebar lists various course management tools like "Materials", "Updates", "Grades", and "Attendance". The main content area shows a list of materials under "Economics - Section 1 - Fall 2021", including "Chapter 1 Assignments" with sub-items like "1: Chapter Quiz", "1.3 Opportunity Cost and Choice", "1.2 Economic Theory", "1.1 The Economic Problem", "Power Point", "Crossword", "Flashcards", "1: Chapter Review", and "1: Reading Study Guide". Below this is a "Chapter 1 Test" due on Friday, April 30, 2021 at 11:59 pm. An "Upcoming" section on the right also lists the "Chapter 1 Test" due on Friday, April 30, 2021. The footer contains "English", "Support | Schoology Blog | PRIVACY POLICY | Terms of Use", and "Schoology © 2021".



Canvas Implementation Guide

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Note: If link has expired, click on *Email Parameters* button and another email will automatically be sent to the LMS Admin on record.

[Video: Canvas Setup - Enabling the Cengage Integration Tool for LMS Admins](#)

Teacher Experience

1. Teacher Adds Cengage to the Navigation Menu in their Canvas course shell.

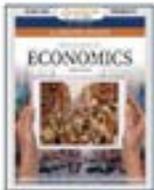
The screenshot shows the 'Cengage > Settings' page in a Canvas course shell. The 'Navigation' tab is active, displaying a list of items to be reordered in the course navigation. The items are: Home, Modules, and Cengage. A red arrow points to the 'Cengage' item. Below this list, there is a section for items to be hidden from students, with the instruction: 'Disabling most pages will cause students who visit those pages to be redirected to the course home page.' The items to be hidden are: Bookshelf (Page disabled, won't appear in navigation), Outcomes (Page disabled, will redirect to course home page), Conferences (Page disabled, will redirect to course home page), Quizzes (Page disabled, will redirect to course home page), People (This page can't be disabled, only hidden), Assignments (Page disabled, will redirect to course home page), Files (Page disabled, will redirect to course home page), and Pages (Page disabled, will redirect to course home page).

2. Teacher selects their Content Source.

Select Content Source

Learning Platforms for Your Institution ⓘ

Search platforms below... 🔍 FILTER RESULTS



IAC K12AE MT PRINCIPLES ECONOMICS - 8th Edition
Mankiw Principles of Economics 8e MindTap

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License Type: Inclusive Access ⓘ

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William A. McEachern

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Create a new MindTap course

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*Course Start Date
08/16/2021

*Course End Date
05/20/2022

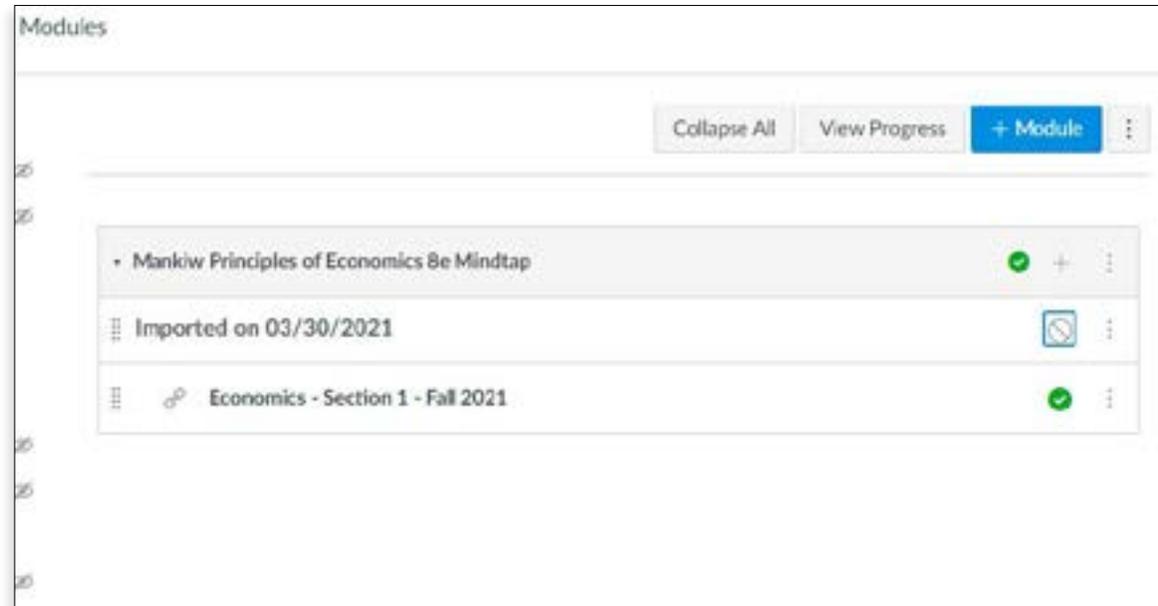
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Section

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[Video: MindTap Integration with Canvas - Creating a Course](#)

Visit www.ngl.cengage.com/support for videos specific to OWLv2, SAM, and myNGconnect

Student Experience

Students will login to their Canvas course and click on Cengage/NGL course or activity link. They will be taken directly to their course content and will not be prompted to login.

The screenshot displays a Canvas LMS interface. At the top, the breadcrumb navigation shows 'Cengage > Modules'. A sidebar on the left contains navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area shows a course titled 'Mankiw Principles of Economics 8e Mindtap'. Below the course title, there is a list of activities, each with a link icon and a title: 'Economics - Section 1 - Fall 2021', 'Homework (Ch 03) 16 pts', 'Problems & Applications (Ch 03)', 'Study Guide (Ch 03)', 'Interactive Book: Interdependence and the Gains from Trade (Ch 03)', and 'AP® Review Questions'. A 'Collapse All' button is located in the top right corner of the main content area.



Training and Support

Training and Support

- [Digital Support](#)

Visit our digital support site to access on-demand training tools and videos, virtual training events, and technical support.

Digital Access: Haven't received your digital access? Need assistance with login credentials?

We are here to help. [Request Access](#)

Technical Support: Are you logged in but experiencing a technical glitch or error message? [Create a Tech Ticket](#) and identify yourself as a K12 instructor in the comments.

When creating a technical support ticket, in order to expedite and best service your needs, please indicate the following:

1. WHO is impacted? (Singular student, an entire class, one teacher, specific teachers, all teachers)
2. WHAT does the error or issue look like? (Screenshot or video of error message)
3. What were you trying to do when the error occurred? Ideally, please share the 3-4 clicks prior to receiving the error message.

- [Explore Inside](#)

A community opportunity to discover additional classroom tips and tricks from professionals and program authors, supplements to classroom lessons, industry news and latest trends. This is also a place where you will find out about upcoming webinars and access on-demand past events from our Virtual Learning Series.

- [Customer Support](#)

Visit our customer support site for ordering instructions, order inquiries, and order replenishments.