



# connect<sup>®</sup>

## ACCOUNTING

# Training Guide

This training guide, developed in partnership with subject-matter experts and Connect users, will walk you through the fundamental and most critical steps to getting started with Connect. Upon mastery of this content, you will be ideally suited to set up, modify, and deliver a course that drives the outcomes you and your students desire.

For additional training resources, please visit  
[www.ConnectSuccessAcademy.com](http://www.ConnectSuccessAcademy.com)



# Training Checklist

## Section 1: Getting Started 3

---

## Section 2: Course and Section Creation 4

---

- Creating a New Course with Sections ..... 4
- Editing Course and Section Details..... 9
- Copying a Course or Section ..... 9
- Sharing a Section ..... 11
- Setting and Editing Registration Dates ..... 13
- Locating the Student Roster ..... 14

## Section 3: Student Registration 16

---

- The Importance of the Section-Specific URL ..... 16
- Student Access and Registration ..... 16
- Upgrading from Free Trial ..... 19

## Section 4: Section Home Page 21

---

- Three Tabs on the Section Home Page ..... 21
- Student View ..... 23
- Tegrity Access and Information ..... 24

## Section 5: Assignments 25

---

- Adding Assignments ..... 25
- Available Assignment Options ..... 25
- Creating a New Assignment from the Question Bank ..... 26
  - Editing Question Point Values and Renaming Assignments..... 29
  - Overview of Policy-Setting Categories ..... 30
  - Assigning ..... 32

- Editing, Managing, and Organizing Assignments ..... 35

- Extensions and Adjusting Point Values ..... 36

- Adjusting Points for All Students ..... 37
- Adjusting Points for Individual Students ..... 39

## Section 6: LearnSmart and SmartBook 40

---

- The LearnSmart Advantage: What Makes a High-Impact Minute? ..... 40
- Assigning LearnSmart ..... 40
- SmartBook ..... 43
- The Four Phases of SmartBook ..... 43

## Section 7: Library Resources 45

---

- E-book Access ..... 45
- E-book Highlight and Note Functions ..... 45
- Additional Instructor Resources ..... 47

## Section 8: Reports 48

---

- Locating Reports ..... 48
- Connect Reports ..... 48
- Running and Exporting Connect Reports ..... 49
- LearnSmart & SmartBook Reports ..... 60

## Section 9: Support 61

---

- What If I Have Questions? ..... 61
- Self-Service Resources (Success Academy) .. 61
- Topics to Cover on the First Day of Class ..... 61
- Tech Support Contact Information ..... 61

# Section 1: Getting Started

**Before** you walk through the Training Guide, consider the questions below to help you get the most out of your training experience.

- **What are your goals for product use? With which product features do these align?**  
Think about what you are looking for in the product and the outcomes you chose for you and your students. This will help you identify specific features that most suit your needs.
- **What percentage of your overall course grade will be comprised of the digital product?**  
Requiring use of the technology for a percentage of the grade leads to the greatest impact on student outcomes. The typical percentage range for instructors new to technology is 10-20 percent. See what other instructors are doing at the *Required = Results* blog: <http://create.mcgraw-hill.com/wordpress-mu/connectblog/2013/08/14/required-equals-results-series/#.UOWtnPldWOO>
- **What are your current assignment mix and course policies? Will that change with the new product?**  
Consider applying your current course management approach to your new course delivery with technology (mix and weight of homework, quizzes, tests, etc.). This will provide for a smooth transition to teaching with technology.

**After** you've walked through the steps in the guide, review these basic, yet critical elements to ensure you are ready for class.

- **Account created.**
- **Syllabus refers to the technology and purchase options.**
- **Course created, with special attention to...**
  - » Desired mix of assignments.
  - » Policy settings that meet your needs.
  - » Due dates.
  - » Sharing and/or copying (if applicable).

Review the questions and topics above throughout your training experience. If you would like to see how other instructors in your course area approach these topics, please contact your McGraw-Hill representative.

# Section 2: Course and Section Creation

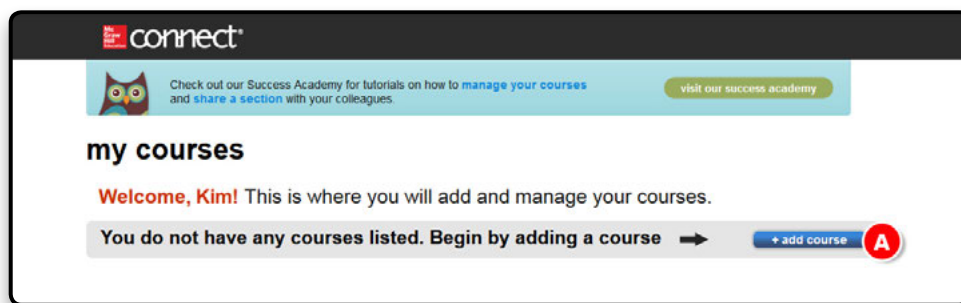
## Creating a New Course with Sections

Before you create your new course, there are a few things to understand about the relationship between courses and sections:

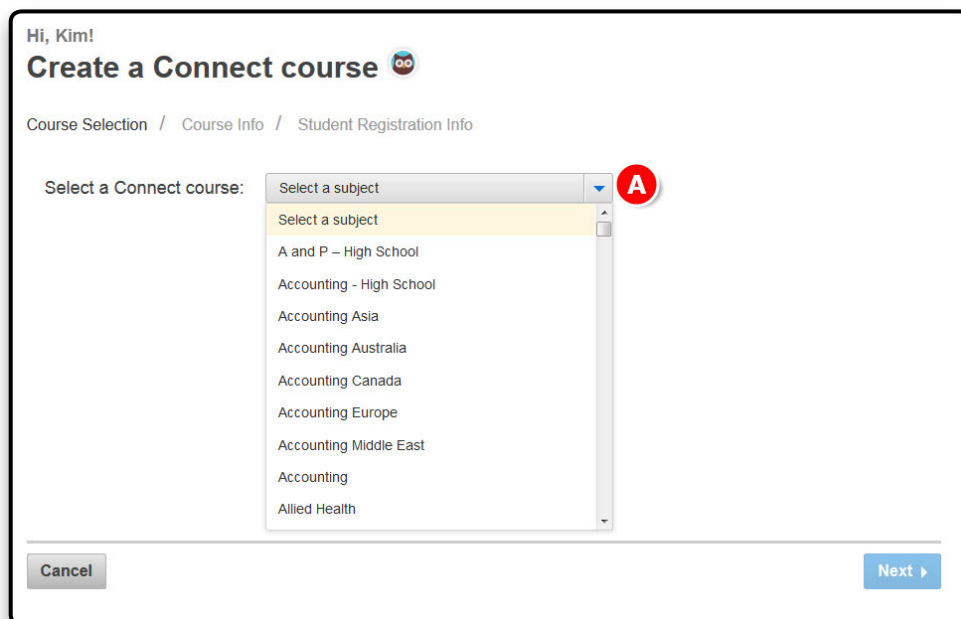
- A Connect course can be made up of one or more sections that correspond with the actual sections you are teaching at your institution. Each section maintains its own roster and student results.
- Use additional sections under one course for each section that you are teaching in a given semester.
- Assignments can be shared across sections under the same course. Assignments *cannot* be shared across sections in separate courses.

First, log into Connect at [www.connect.mheducation.com](http://www.connect.mheducation.com). After logging into Connect, you will be taken to your **My Courses** page where you can create new courses or view/manage courses you have already created.

- Ⓐ Click **add course** to start creating a course.



- Ⓐ Select your subject from the menu.



- A** Select the title you will use for your course. Scroll to the right to see more textbook options.
- B** After choosing a textbook, select the bundle you want to use.
- C** Click **Next**.

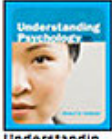
Hi, Kim!

## Create a Connect course


Course Selection / Course Info / Student Registration Info

Select a Connect course:


1 - 6 of 19




Understanding...  
FELDMAN, 9t...  
ISBN: 0077326717




Psychology:  
Making Con...  
Feist, 1st ed.  
ISBN: 007732651x




psychology  
PERSPECTIVES  
Psychology:  
Perspectiv...  
Feist, 2nd ed.  
ISBN: 0077422074



Essentials of  
Understa...  
Feldman, 10...  
ISBN: 0077412184

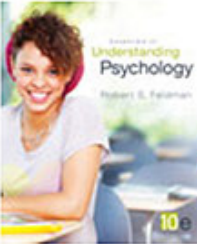


Essentials of  
Understa...  
Feldman, St...  
ISBN: 0077326660



Understanding  
Psychology  
Feldman, 9t...  
ISBN: 0077381467

Add:



**Essentials of Understanding Psychology**  
Feldman, 10th ed.  
ISBN: 0077412184

\* Contact your sales representative for more information.

**Connect • LearnSmart**

**B** Feldman: Essentials of Understanding Psychology, 10/e\_Connect

**C**




**User Tip:** Make sure to exactly match the title and bundle with what you are ordering for your students.

- A** Enter your **course name**.
- B** Change the **time zone** and set student **registration dates**.
- C** Enter the **section name**. If you have used Connect before, you can choose to copy assignments here from a previous course or section.
- D** Click **Create Course**—this will launch a summary of the newly created course and section.

Hi, Kim!

## Create a Connect course

Course Selection / Course Info / Student Registration Info



**Essentials of Understanding Psychology**  
 Feldman, 10th ed.  
 ISBN: 0077412184  
 Connect • LearnSmart  
[Change textbook](#)

**Tell us about your course:**

**Course name:**  **A**

**Time zone:**  **B**

**Registration dates:** (optional) Set registration dates to control when students can sign up for your course and to manage who's listed in your roster and reports.

**Start**  **End**

---

**Name your first section:**

**Section name:**  **C**

**Copy assignments from:** (optional) Assignments created with specific components can only be copied if your new course contains those components.

**D**





**User Tip:** Use the school's course designation and term in the **Course name** field (e.g., ACCT 201). When naming sections, create names that distinguish one section from another (e.g., Fall 2014 M, W, F 10-11am).

- A** At the bottom of the summary, find the **section web address**. Provide this URL to students for registration. Each section will have a unique URL.
- B** Click **Continue to section home**.

Course Selection / Course Info / Student Registration Info

**SUCCESS** Your course has been created!

Your students need this information to register for this course. To distribute the registration instructions, print and hand out copies, or download a PDF version to email to your students. You can access this information from your Section Home page at any time.

 print  download pdf

### student registration information


**course**

  
**instructor**

**section**

#### online registration instructions

Go to the following web address and click the "register now" button.

**section web address**  [edit this address](#)

**A**

Web addresses cannot contain spaces. Use lowercase letters, numbers or special characters ("-" and ".") only.

If you have trouble with registration, please contact Customer Support at <http://bit.ly/StudentRegistration>.

**B** [Continue to section home](#)



**User Tip:** Copy the section URL to your syllabus at this time with the student registration instructions.

This is your section home page. When you add assignments, they will be listed here.

- A** Click **My courses** to return to a list of all your courses and sections.

If you need to add an additional section...

- A** Click **+ add section** for the course where you want to add a section.  
**B** Enter the **section name** and click **Save**.

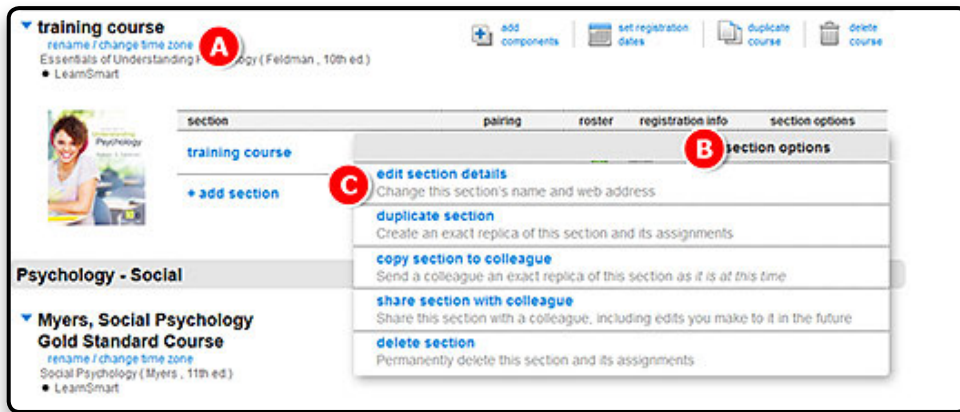


**User Tip:** If you only teach one section per term, it is recommended to duplicate a new section for each term. If you teach several sections each term, it is recommended to duplicate your course.



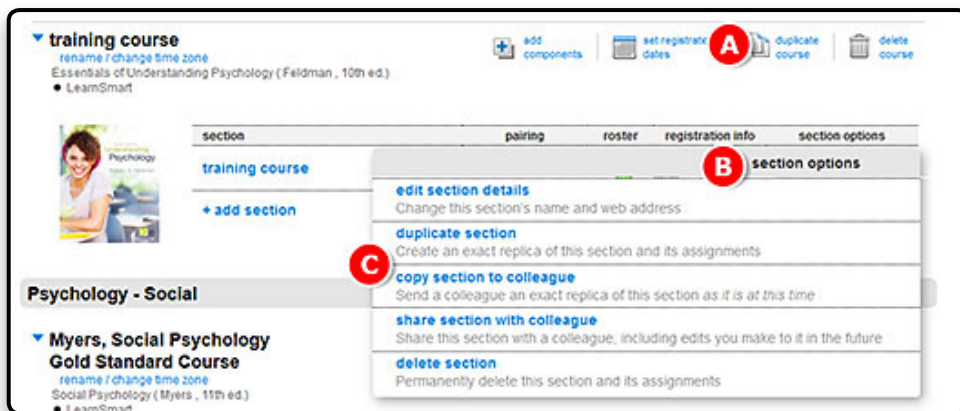
## Editing Course and Section Details

- A** Click on **rename/change time zone** to edit a course name or time zone once a course has been created.
- B** Click on the **section options** menu.
- C** Select **edit section details** to edit a section name or section web address once the section has been created.




## Copying a Course or Section

- A** To duplicate a course, click on **duplicate course** for the course you wish to duplicate.
- B** To copy an exact replica of your section into a colleague's Connect account, click on the **section options** menu.
- C** Choose **copy section to colleague**.



- A** On the copy section screen: Enter in the e-mail address(es) used by your colleague(s).
- B** Select **find colleagues**.
- C** Select **copy** when you've found the correct colleague.

[return to my courses](#)  
 copy section  
**Psychology: Psychology 101**  
 enter the email address your colleague uses to sign in to Connect:  
 ksfreund\_ba@mhhm.com **A** **find colleagues** **B**  
You can enter up to 10 email addresses, just separate each one with a comma and single space.  
 We found your colleague! Send a copy of this section to:  
 **Kim Freund** [remove](#)  
**cancel** **C** **copy**

■ **What does it mean to "copy"?**

Copying a section provides your colleague with a duplicate of your section. Your colleague will not receive any edits you make to assignments or new assignments you create after copying.

■ **What exactly is copied with my section?**

When you copy a section, you copy all course features and assignments in your section at that time, including assignment dates, policies, attached files, questions, and content and e-book annotations. For LearnSmart modules, it copies the topics, dates, coverage amount, and points.

■ **What can my colleague edit?**

Your colleague can edit anything within the copied section—assignment dates and policies, content, learning outcomes, gradebook categories, and e-book annotations.



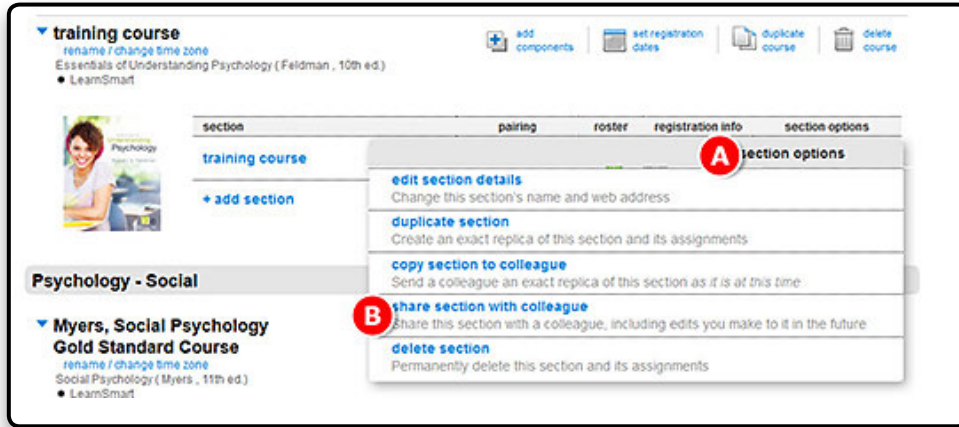
**User Tip:** We recommend copying a course or section if you:

- Teach independently from your colleague.
- Do not need to monitor your colleague's students' scores or reports.

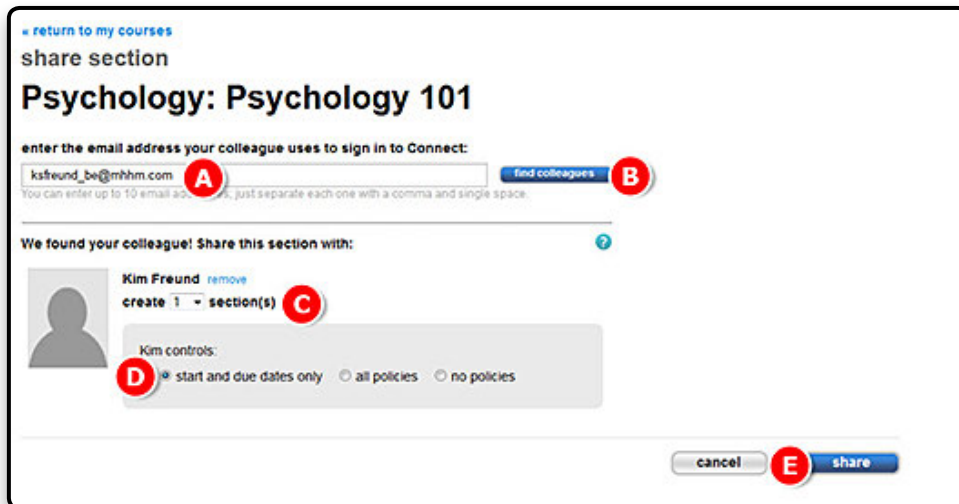
## Sharing a Section

To share an exact replica of your section with a colleague's Connect account:

- A** Click on the **section options** menu.
- B** Select **share section with colleague**.



- A** On the share section screen: Enter the e-mail address(es) used by your colleague(s).
- B** Select **find colleagues**.
- C** Select the number of sections that need to be created in your colleague's account.
- D** Select the edits that your colleague will be able to make in his or her sections.
- E** Click **share** for the sections to be created in your colleague's account.



**■ What does it mean to “share”?**

Sharing a section means sharing all assignments and course features set up in that section.

**■ What assets are shared?**

In addition to assignments, shared course features include:

- E-book annotations.
- Accounting gradebook categories.

**■ What can my colleague edit?**

Your colleague is not able to edit these shared course features, but he or she may add to your e-book annotations.

**■ What can I control in the shared section?**

Sharing a section with a colleague allows you to control the assignments your colleague will use. As sharing instructor, you control what your colleague can edit. You can permit your colleague to edit all assignment policies, to edit only assignment start and due dates, or to edit nothing at all. Your colleague is never able to edit assignment categories (homework, practice, quiz, or exam), content (questions), or submission preferences (whether an assignment is set to automatically submit on the due date).

**■ How is reporting affected in the shared section?**

Sharing a section also allows you to see scores and reports from your colleague’s students. Your colleague, however, cannot see your section’s scores or reports. Your section roster is never shared.

The permissions you set will apply to every assignment in your section. Regardless of the permissions you set, your colleague will also receive all edits you make to assignment names, questions, content, policies, and start and due dates.

When you share a section with a colleague, you share all course features and current assignments, including every assignment’s questions, policies, attached files, and dates. As you create new assignments in this “master” section, you will have the option to share those as well.

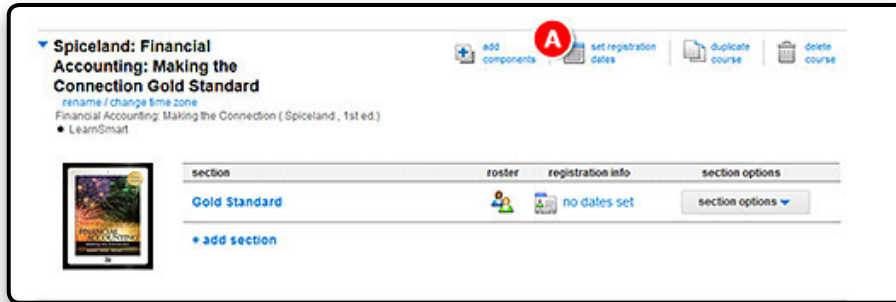


**User Tip:** A typical user of sharing is a course coordinator, who might share a section with a group of colleagues, adjunct professors, or graduate teaching assistants to ensure consistency across a department. Sharing allows the course coordinator to control the content of the assignments and also to see the scores and reports for students in other sections, helping the coordinator monitor the effectiveness of the assignments included in the shared section.

## Setting and Editing Registration Dates

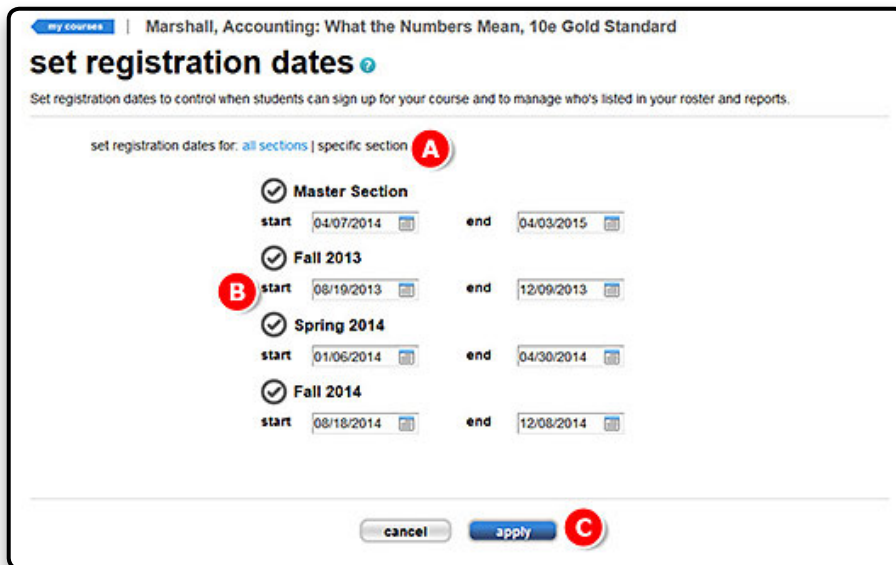
You can change the registration dates for one or more sections so that students can only register between specified dates. This feature helps you control the roster and prevent unwanted registration. You can set registration dates during course creation or from the **My Courses** page.

- A** Click **set registration dates** located on the **My Courses** page to change registration dates.



On the **set registration dates** page you have two options:

- A** Change registration dates for **all sections**. This option allows you to set the same registration dates for all sections within the same course.
- B** You can change registration dates for **specific sections**. This option allows you to specify different registration dates for different sections within the same course. Click specific sections to view start and end dates for each section in your course. Enter the start and end dates.
- C** Click **apply** to save the changes.



Your registration dates will appear in the registration info column on your **My Courses** page.

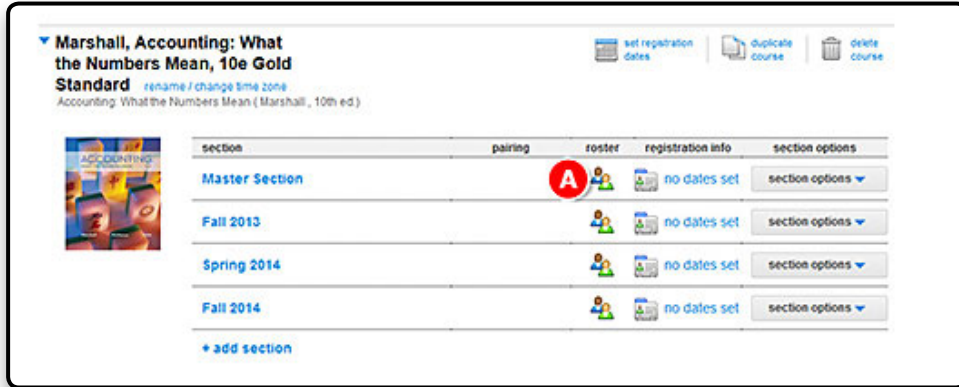


**User Tip:** Open registration shortly before the term and close registration based on your course drop date. Put this information in your syllabus.

## Locating the Student Roster

Your section roster displays each student's name, e-mail address, and account status. You will also see the number of active students in that section. "Active" means students have purchased registration for the course or are using the free-trial option.

- A** Click the student roster icon on your **My Courses** page, next to the section whose roster you want to access.



There are four possible account statuses:

1. **Licensed:** The student has registered and paid for the course.
2. **Free trial:** The student has signed up for a free trial of the course, which will expire on the date listed.
3. **License expired:** The student's free trial has expired. The student must upgrade to paid access before assignments may be taken.
4. **Inactive:** You have changed the student's status from active to inactive.

- A** Click a student's name to make changes.

my courses | Español 1010: Sección 987 - Aparico (Fall 2012)

## roster

Click **customize columns** to add, delete and reorder columns in your roster. Select a student's name to edit that student's account status for this section.

show: Sección 987 - Aparico (Fall 2012) [delete students](#) | [customize columns](#)

**11** active students

student	email	account status	extensions
Brown, Judy <b>A</b>	jbrown@email.com	License expired	manage 🧑*
demo Student, Kimw	kimw@demostudent.com	Licensed	manage
Finch, Mamie	mjfinch83@gmail.com	Licensed	manage
Freund, John	jfreund@email.com	License expired	manage
Freund, Kim	ksfreund@email.com	Licensed	manage
Garvin, Kayla	kayla_garvin@student.com	Licensed	manage
Nielsen, Keith	dbqaysocoach@gmail.com	Licensed	manage 🧑*
Schroeder, Kim	kim_schroeder@student.com	License expired	manage
Schroeder, Terrence	tschroeder@email.com	License expired	manage
Tucker, Courtney	courtney_tucker@student.com	Licensed	manage
Voss, Kari	kari_voss@student.com	Licensed	manage

- A** Toggle the options to change the status of a student to inactive if the student doesn't belong in the course. You are always able to change the status back to active.
- B** Deleting a student will *permanently* remove that student and *all* scores they have received on assignments in your section.

my courses | Español 1010: Sección 987 - Aparico (Fall 2012)

roster:

## brown, judy

Edit or delete this student's information.

**edit information**

email: jbrown@email.com

account status: License expired

---

**status:**

active **A**

inactive

**Caution:** inactive students can't take your assignments -- they can only view their grade reports.

**want to delete this student?**

This student will be removed from your roster and reports, and blocked from accessing this section's assignments, reports and eBook (if applicable).

If you want to save any of this student's scores, make sure to export them from reports before you delete.

**Caution:** deleting a student can't be undone!

**B**

# Section 3: Student Registration

## The Importance of the Section-Specific URL

The section web address ensures that students register for the correct course/section. You must provide the correct section web address to students for them to be able to find your course. Each section created in Connect will have its own section web address.



**User Tip:** If you are using Connect integrated with your campus learning management system, see resources on the [Digital Success Academy](#) for student registration via your learning management system (LMS).

## Student Access and Registration

- A** Click the **registration info** icon to access student registration information at any time.

- A** This will open customized student registration instructions with the section-specific web address.

You may want to print a handout for your students or copy and paste your section-specific web address into your syllabus or learning management system for your students. Repeat the above process for each section.



**User Tip:** Remember, each unique section will have a unique section web address. If students change sections during the term, simply provide them with the web address of the new section they need to be transferred into, have them click **Register Now**, and follow the prompts. Connect will recognize their accounts and allow the students to easily register in the new section.

### student registration info

Your students need this information to register for this section of your course. Giving it to them is simple: print and hand out copies, or download a PDF version to email to your students and upload to any website of your choice!

Next, see [how to prevent common registration problems](#) so you can get right to what matters: teaching!



print



download

### student registration info

#### course

Art Appreciation  
with LearnSmart

#### instructor

Kim Freund

#### section

Fall 2013 - MWF

#### how to register:

It's easy! Go to your section web address and click **register now**.

#### section web address ? :

[edit this address](#)

**A** [http://connect.mcgraw-hill.com/class/k\\_freund\\_fall\\_2013\\_-\\_mwf\\_3](http://connect.mcgraw-hill.com/class/k_freund_fall_2013_-_mwf_3)

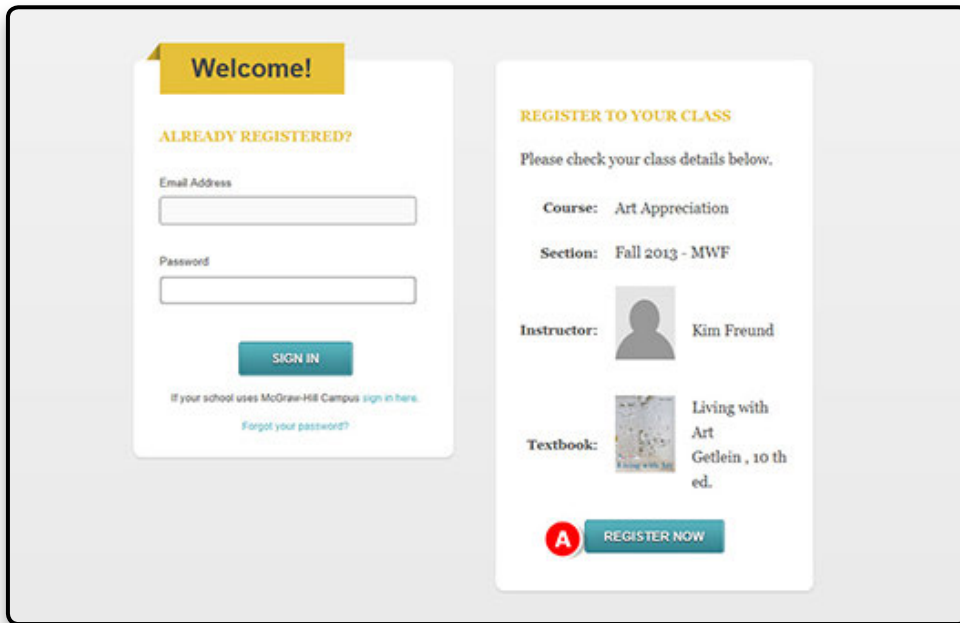
Web addresses cannot contain spaces. Use lowercase letters, numbers or special characters ("-" and "\_") only.

Having trouble registering?  
Get help here: <http://bit.ly/StudentRegistration>

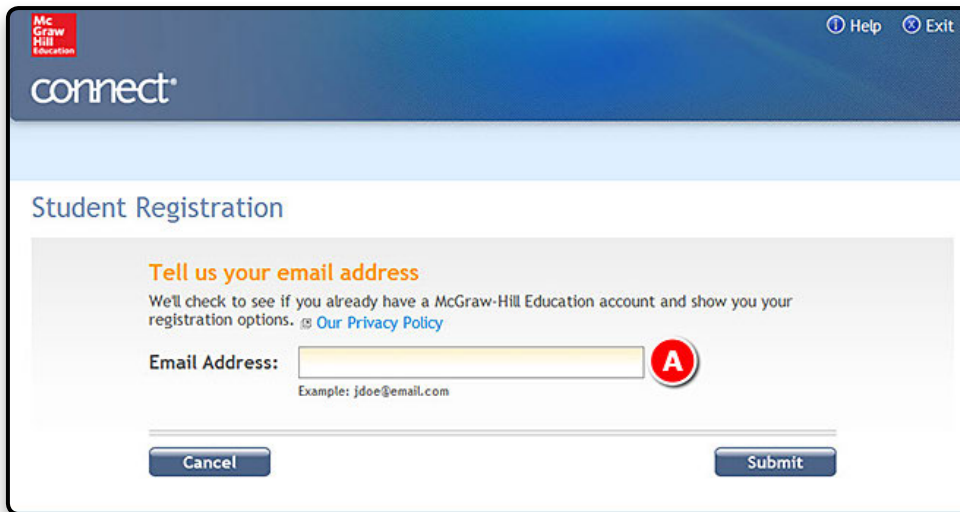


When students visit your section-specific web address, they come to a similar-looking landing page.

- A Once they verify the course and section information, they click **Register Now** to get started.



- A Each student will enter his or her e-mail address to create an account.



- A** Next the student will enter a **registration code** from the bookstore package.
- B** If a student has not purchased a code yet, he or she can select **Buy Online**
- C** or **Start a Free Trial**.

### Student Registration

**Have a registration code?**

Enter your registration code below. You'll find your code on a card that either came with your textbook or that you purchased separately.

**Registration Code:**

**A**  -  -  -  -

Example: GRFU-SYMA-6MYJ-FGMK-F9XA

**Submit**




[How to register with a registration code](#) | [View sample registration card](#)

**Don't have a code?**

**Buy access online**

No registration code, no problem. You can buy access to Living with Art right now. All you need is a credit card.

**B**

   **Buy Online**

---

**Try before buying**

Get instant access to your instructor's course work and materials for a FREE trial. Your work will always be saved during the trial period and you'll receive a reminder before it expires.

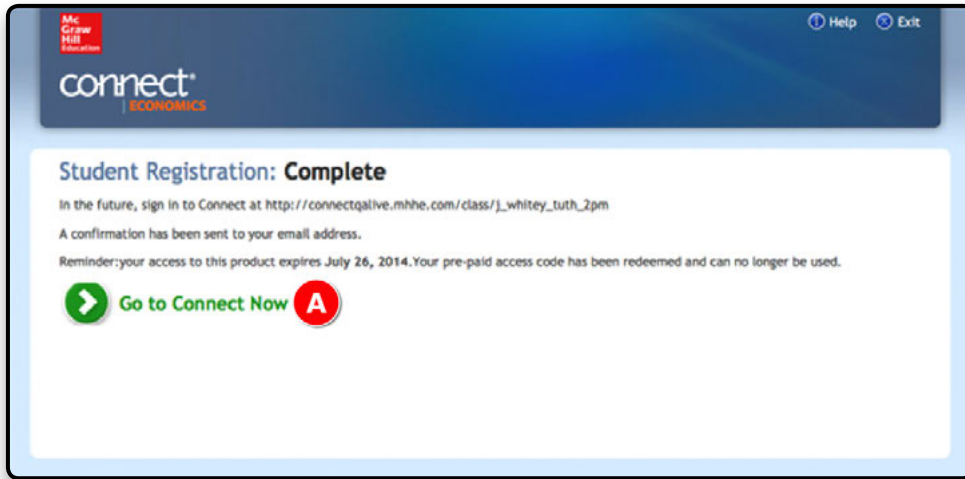
**C** **Start Free Trial**



**User Tip:** Prompt your students to purchase access up front if they are going to stay in your class. If they don't, you'll have to make sure that each of them converts to paid access a few weeks into the semester.

- **What are the Student purchasing options?**
  - » **Start Free Trial** enables students to register in Connect Plus and receive full access (typically for 2–3 weeks) without entering or purchasing an access code. This option is convenient for students awaiting financial aid, those who may drop the class and do not want to commit to purchasing Connect just yet, or students who want to try the Connect Plus e-book before they buy. All students will be able to register and get started with assignments at the start of your course regardless of whether they purchased, used a code, or signed up for a free trial.

- A Students complete the registration by clicking **Go to Connect Now**, at which point they will populate your section's roster.

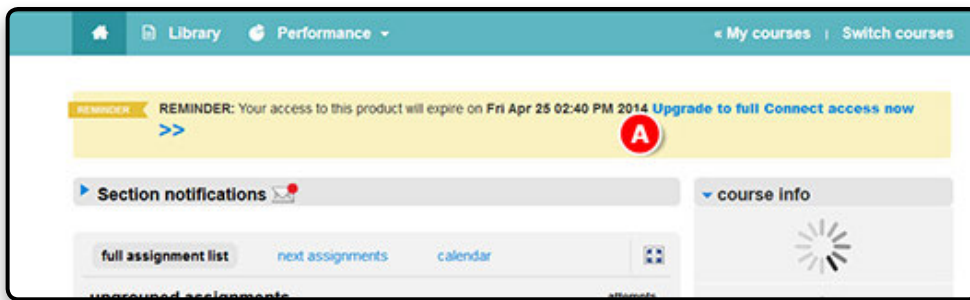


**User Tip:** If students are registering on a computer on which they've used Connect before or a public computer, they should clear the Internet browser's cache before trying to enter the new section URL (this will prevent them from being taken to a wrong web address that may be stored in the browser's history).

## Upgrading from Free Trial

### Upgrading before the Free Trial Has Expired

- A On the student's section home page during the free trial period, there will be a link to upgrade to full Connect access.



## Upgrading after the Free Trial Has Expired

- A** Under any course on the student's **My Courses** page with an expired trial, there will be a link to upgrade to full Connect access.

**▼ Law & Ethics**  
Law and Ethics for Medical Careers (Judson, 6th ed.)  
• LearnSmart  
Instructor Kim Freund

section  
Fall 2012 - Section 01

**⚠** Your free trial period for this course has expired. You can [upgrade to full Connect access here.](#) **A**

After the student clicks the link, he or she must register using one of the following:

- A** A registration code
- B** Access purchased online

### Student Registration

**Have a registration code?**

Enter your registration code below. You'll find your code on a card that either came with your textbook or that you purchased separately.

**Registration Code:**

-  -  -  -  -  **A**

Example: GRFU-BYHA-6MYJ-FGAK-F9XA  
[How to register with a registration code](#) | [View sample registration card](#)

**Can't Remember if you have an account with us?**

Tell us your email address and we'll check if you already have an account with McGraw-Hill Education.

**Email Address:**

Example: jdoe@email.com

**Submit**

**Don't have a code?**

**Buy access online**

No registration code, no problem. You can buy access to Law and Ethics for Medical Careers right now. All you need is a credit card.

**B** **Buy Online**

**Try before buying**

Get instant access to your instructor's course work and materials for a FREE trial. Your work will always be saved during the trial period and you'll receive a reminder before it expires.

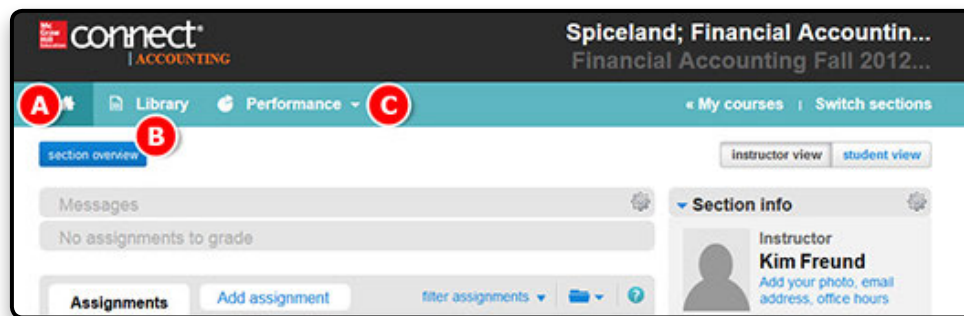
**Start Free Trial**

## Section 4: Section Home Page

### Three Tabs on the Section Home Page

The Connect section home page has three tabs:

- A** Home page
- B** **Library:** additional course resources (links for the e-book, question bank, lectures, instructor resources, media resources [audio/video], and more). See Section 7 for more details.
- C** **Performance:** view student results and run reports. See Section 8 for more details.



- What's on the section home page?
  - The section home page opens when you click a section of one of your Connect courses. Here, you can add and edit assignments and view your course.
  - A** Your assignments are listed here. Assignments that have not yet been assigned to students appear highlighted in yellow.
  - B** You can choose to group assignments into categories by clicking the **folder** icon.
  - C** Use these boxes to select assignments for action.
  - D** These links allow you to to **share**, **copy**, **manage dates**, or **delete** assignments.
  - E** To create a new assignment, click **Add assignment**.

- F** If you have new messages, an **envelope** icon will appear here. Click anywhere in the line to expand the list of messages.
- G** In this **Section info** box, you will see your information, the title used for the course, and other identifying section information. By clicking on the gear to the right of **Section info**, you will see a menu of select actions to take to edit the section info.
- H** At the bottom of this box is the **section web address** and a place to **upload your syllabus**.
- I** Under **my course resources** there will be a link to LearnSmart, the adaptive learning program as available.

The screenshot displays a course section home page with several key areas highlighted by callout letters:

- F** Points to the **Messages** header.
- E** Points to the **Add assignment** button in the **Assignments** section.
- B** Points to the **filter assignments** dropdown menu.
- D** Points to the **Shared** column header in the assignment list.
- A** Points to the **Chapter 2 Homework** assignment entry.
- C** Points to the **Show/hide** icon for the assignment entry.
- G** Points to the **Section info** header.
- H** Points to the **Section web address** field.
- I** Points to the **my course resources** header.

The page content includes:

- Messages:** no assignments to grade.
- Assignments:** Add assignment, filter assignments, Share, Copy, Manage dates, Show/hide, Delete.
- Assignment List:**

Title	Shared	Info	Start-due	Show/hide
Chapter 2 Homework			04/24/14-12/31/14	
- Section info:** Instructor **Aaron Schwenker**, Add your photo, email address, office hours, View my course colleagues.
- Textbook:** Managerial Accounting, Garrison, 15th ed.
- Section web address:** <http://connect.mcgraw-hill.com/class/>
- Upload syllabus** button.
- my course resources:** LS LEARNSMART, LEARNSMART ADVANTAGE.

This is the bottom half of your section home page:

- A** **Section performance** shows the average scores of students.
- B** You can also search for a specific student by name to get only his or her average.
- C** Click on **go to lectures** to record, view, and manage lectures for this course.
- D** **Bookmarks** allow you to add links to websites for your students.
- E** You can add RSS **news feeds** for your students here to help keep your course page current.

The screenshot displays the 'Section Home Page' for 'Chapter 3: Cell'. The interface includes a top navigation bar with 'Share', 'Copy', 'Manage dates', 'Show/hide', 'Move', and 'Delete' options. The main content area is divided into several sections:

- section performance:** Shows a section average of 50.00% for 1 assignment(s). A bar chart displays the score percentage for assignments. A search box labeled 'Look up a student in this section:' allows entering a student's name.
- your recorded lectures:** Includes a microphone icon and a 'go to lectures' link.
- bookmarks:** A message states 'You have not yet added any bookmarks. Click the [gear icon] to add bookmarks for your students to see.'
- news feeds:** A message states 'You have not yet added any news feeds. Click the [gear icon] to add news feeds for your students to see.'

## Student View

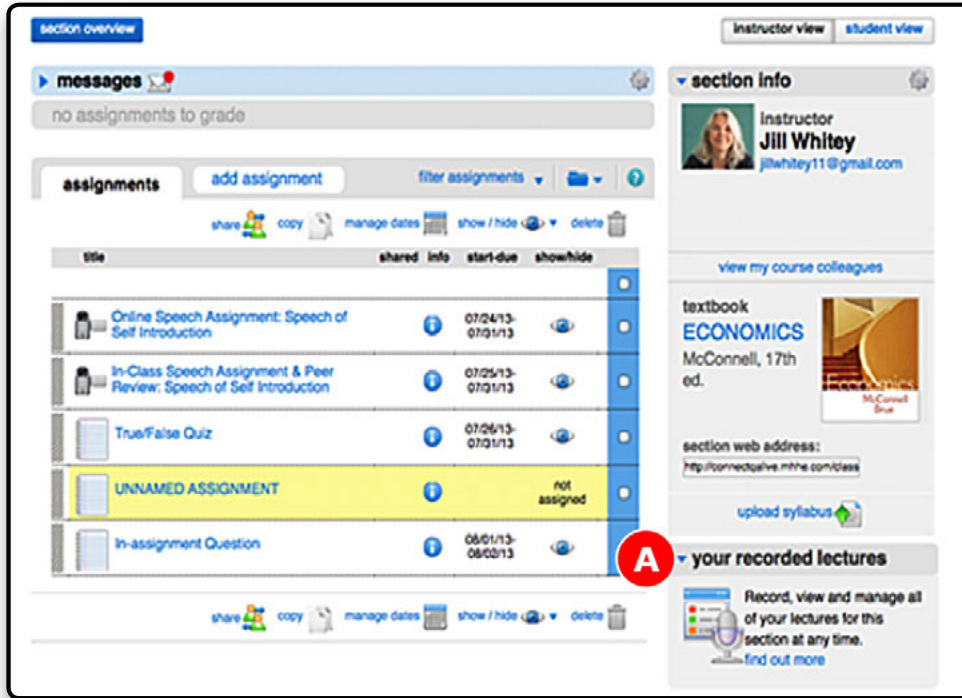
You are able to toggle to the **Student View** to see what students will see once they log into their course.

The screenshot shows the 'connect' logo and 'AP\_Anatomy & Physiology' course title. The navigation bar includes 'Library', 'Performance', 'My courses', and 'Switch sections'. The 'section overview' section shows 'no assignments to grade'. The 'Section info' section shows 'Instructor'. The 'Student view' toggle is highlighted with a red circle.

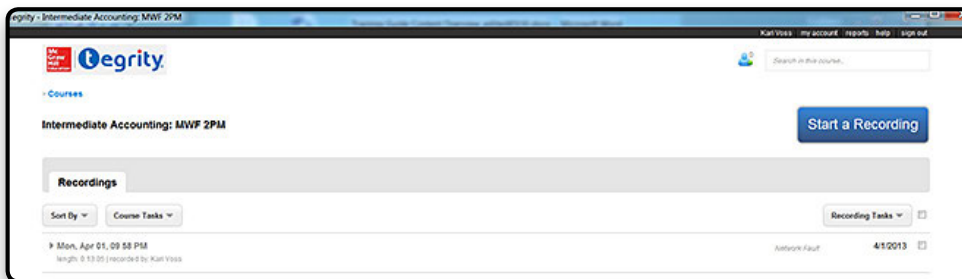
## Tegrity® Access and Information

The **your recorded lectures** widget provides access to the Tegrity lecture capture service. You can easily record, manage, and allow your students to view your lectures online. Students access Tegrity free with Connect.

- A** Click **find out more** to access Tegrity.



With Tegrity, students can participate during class instead of trying to write down everything you say. After class, they can review your lecture through Tegrity on a web browser, iPhone, or other mobile device. Tegrity can also be used for remote proctoring.



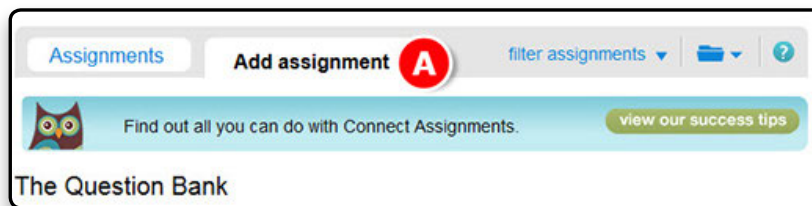
For more information on using Tegrity in your class, visit the Tegrity website at <http://www.tegrity.com>.



# Section 5: Assignments

## Adding Assignments

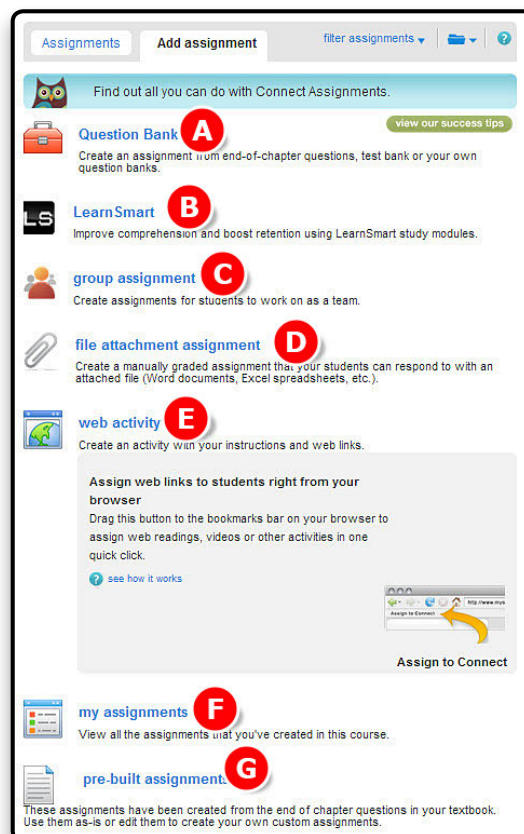
- A** Click **Add assignment** on your section home page to access the assignment options.



## Available Assignment Options

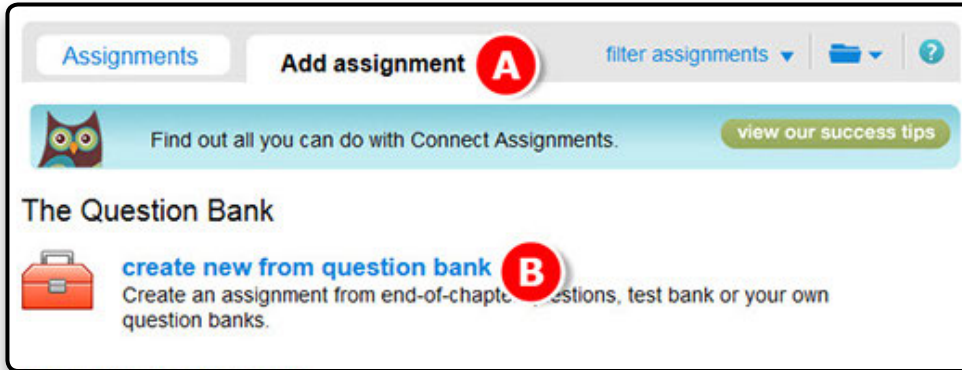
The next section will walk you through creating LearnSmart and Question Bank assignments. The full list of assignment options available for you are:

- A** **Question Bank:** Build and customize assignments by adding provided questions and exercises. These can be questions from the book, a workbook/lab manual, or additional exercises created specifically for Connect. Question sources include: interactive presentations, applying Excel, foundational, exercises, problems, cases, and test bank.
- B** **LearnSmart:** Adaptive assignments available for the title that you are using. LearnSmart will guide students through the fundamental concepts in each chapter of the text by giving them a series of questions that adapt to each student's individual performance. This allows students to focus time on the areas that are most important for them to work and improve upon.
- C** **Group assignment:** Set up assignments for students to work on as teams.
- D** **File attachment assignment:** Create manually graded assignments that have the students respond with an attached file (Word document, Excel sheet, etc.).
- E** **Web activity:** Create an ungraded assignment directing students to a web activity online.
- F** **My assignments:** A shortcut to assignments you've already created.
- G** **Pre-built assignments:** These assignments have been created from the end-of-chapter questions in your textbook. Use them as is or edit them to create your own custom assignments.

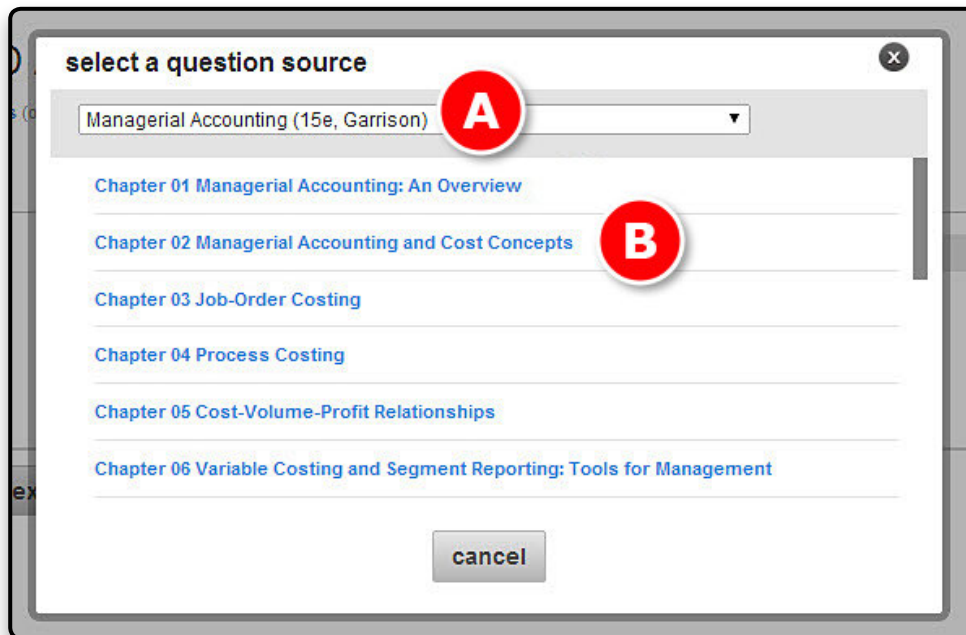


## Creating a New Assignment from the Question Bank

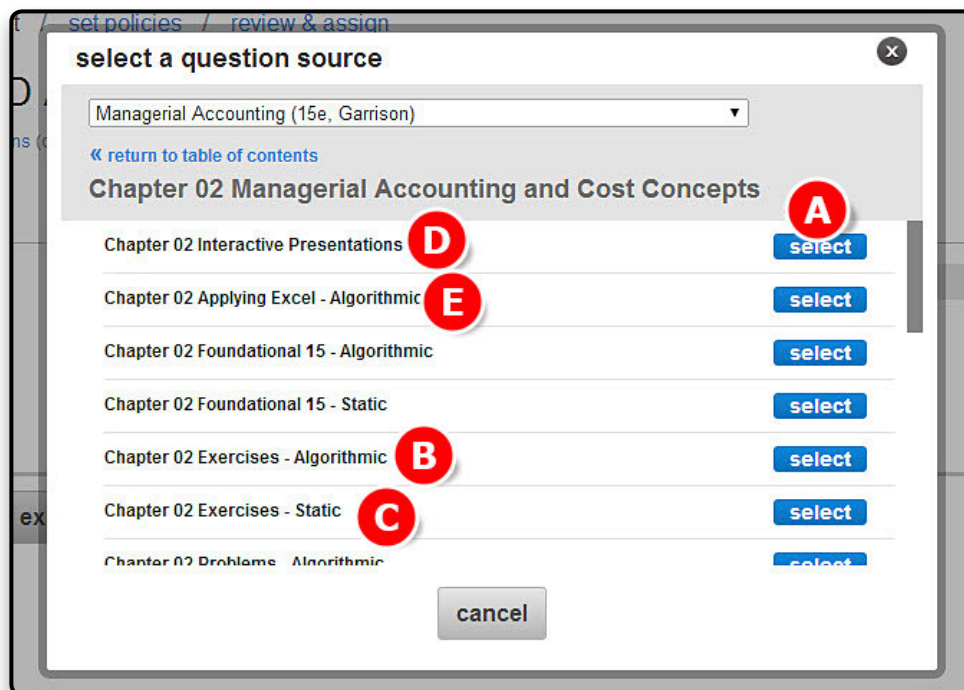
- A** Click **Add assignment** from your section home page
- B** Select **create new from question bank**.



- A** Select a question source from the list.
- B** Next, select which questions/exercises you would like to view. This will typically divide the options by type of activity.



- A** Next you may be asked to **select** which bank of questions/exercises you would like to view & select questions/exercises from
- B** Additionally, most finance texts have the choice of either **static**
- C** or **algorithmic**.
- D** **Interactive Presentations** are assignable by individual learning objective within Connect. They teach the core concepts of the text in an animated, narrated, and interactive multimedia format, bringing the key concepts of the course to life—particularly helpful for online courses and for those auditory and visual learners who struggle reading the textbook page by page.
- E** **Applying Excel** is an end-of-chapter feature that links the power of Excel with managerial accounting concepts by illustrating how Excel functionality can be used to better understand accounting data. Applying Excel goes beyond plugging numbers into a template by providing students with an opportunity to build their own Excel worksheets and formulas. Students are then asked “what if” questions in which they analyze not only how related pieces of accounting data affect each other, but why they do. Applying Excel immediately precedes the exercises in 12 of the 15 chapters in the book and is also integrated with McGraw-Hill’s Connect Accounting, allowing students to practice their skills online with algorithmically generated data sets.



- A** Click **rename** and enter an assignment name.
- B** Enter any **student instructions**.

Before you select questions to assign, there are several things to know about this page:

- C** To change the question source, click **select a different question source**.
- D** To create your own questions, click **create a question**.
- E** To narrow the question pool, use the filters along the left side of the page.
- F** To add questions randomly to the assignment, select **add random selection**.

The screenshot shows the 'create assignment' interface. At the top, there are navigation links: 'create assignment / set policies / review & assign'. The main title is 'UNNAMED ASSIGNMENT' with a 'rename' button (A). Below the title is a field for 'Enter student instructions (optional)' (B). On the right, it shows '0 question assigned' and '0.00 point'. There are buttons for 'add questions', 'organize assignment', and a 'view' dropdown set to 'individually'. Below this is the breadcrumb path: 'Financial Accounting: Making the Connection (Spiceland, 1e) > Chapter 03: The Financial Reporting Process > Chapter 03 Brief Exercises - Static (IRT)'. There are buttons for 'select a different question source' (C) and 'or create a question' (D). On the left, there is a 'filter results' section (E) with various filters like 'question type', 'AACSB', 'AICPA', etc. Below the filters, it says 'results: 36' and has a button for 'add random selection...' (F). The main area is a table of questions with columns for 'questions' and 'question type'. The table lists several brief exercises and section breaks.

questions	question type
Brief Exercise 3-1 Determine revenues to be recognized [LO1]	Brief Exercise
Brief Exercise 3-2 Determine expenses to be recognized [LO1]	Brief Exercise
Brief Exercise 3-3 Calculate net income [LO1]	Brief Exercise
Brief Exercise 3-4 Analyze the impact of transactions on the balance of cash, cash-basis net income, and accrual-basis net income [LO1, 2]	Brief Exercise
Brief Exercise 3-5 Determine accrual-basis and cash-basis net income [LO1, 2]	Brief Exercise
Brief Exercise 3-6 Record the adjusting entry for supplies [LO3]	Section Break
Brief Exercise 3-6 Part 1	Brief Exercise
Brief Exercise 3-6 Part 2	Brief Exercise
Brief Exercise 3-6 Part 3	Brief Exercise
Brief Exercise 3-7 Record the adjusting entry for prepaid rent [LO3]	Section Break



**User Tip:** Use a consistent naming convention to ensure easy navigation for your students. For example “Week 1–Quiz” and “Week 1–Homework”. This aids in identifying items in the reports that are displayed in alphabetical order. Abbreviate where possible (e.g., CH for chapter) to allow for cleaner reports and gradebook viewing.

- A** Once you've found a question to add, select the checkboxes next to the question.
- B** Click **add checked questions** and choose to **add as individual questions**.
- C** Scroll to the bottom and click **next: set policies**.

The screenshot shows the 'add questions' interface. At the top, there are tabs for 'add questions' and 'organize assignment', and a 'view' dropdown set to 'individually'. Below this, the breadcrumb path is 'Financial Accounting: Making the Connection (Spiceland, 1e) > Chapter 03: The Financial Reporting Process > Chapter 03 Brief Exercises - Static (RT)'. A button 'select a different question source or create a question' is visible. The main area shows a list of 5 questions with checkboxes. The second question, 'Brief Exercise 3-15 Understand the purpose of financial statements [LO5]', has its checkbox checked, marked with a red 'A'. At the top right of the list, a blue button 'add (1) checked question' is marked with a red 'B'. Below the list, there is a note 'already added (note: any question can be added multiple times)' and another 'add (1) checked question' button.



**User Tip:** Assignments are most effective with fewer than 50 items. Some question types (e.g., true/false and multiple-choice) take less time for the student to answer, while others (e.g., interactive questions) take more time.

## Editing Question Point Values and Renaming Assignments

- A** Once you have finished adding questions, adjust the point value for each question or the assignment by clicking on the **organize assignment** tab.
- B** Adjust all point values at once by clicking on **set all point values**.
- C** Adjust point values on an individual basis by selecting them one at a time.
- D** After you have completed your adjustments, click **continue**.

create assignment / set policies / review & assign

**Chapter 2. Review** rename ? 7 / 7 questions assigned 70.00 points

Enter student instructions (optional)

add questions **organize assignment** **A** view: list individually

edit pools **B** all point values-- 100

question	question type	points
The Neuron	Labeling	<b>C</b> 10.00
The Synapse	Labeling	10.00
Central and Peripheral Nervous Systems	Labeling	10.00
Sympathetic and Parasympathetic Nervous System	Labeling	10.00
Structures of the Human Brain	Labeling	10.00
Functions of the Human Brain	Labeling	10.00
Cerebral Cortex Lobes and Association Areas	Labeling	10.00

cancel save & exit **D** continue



**User Tip:** Changes to the assignment cannot be made once students have begun working on the assignment

## Overview of Policy-Setting Categories

Set the assignment **start** and **due** dates.

- A** Select whether to make the assignment available once it's assigned or on a specific date. Selecting **once it's assigned** will allow students to begin work on the assignment as soon as it is assigned. Selecting **on this date** allows you to set a specific date in the future when students can begin work on the assignment. Then select the assignment **due date** and **time**.



**User Tip:** Use the "Auto-submit as is" feature, which collects unsubmitted student attempts of an assignment on the due date. This prevents students from forgetting to submit an assignment that they saved prior to the due date.

- B** Next **select the assignment category**.
- C** After selecting the assignment category, click **expand advanced settings** to see the expanded policy options for this assignment.

There are five basic policy-setting categories:

- A Basic policies:** Indicate whether there is a time limit on the assignment, whether students can print the assignment, and other basic settings.
- B Attempts:** Set how many times a student can complete and submit an assignment and whether they build off of previous attempts or start fresh each time.



**User Tip:** If you allow students multiple attempts where they will build off of their previous attempt, it is recommended that you check the box allowing students to revise their previous attempts, even if manual graded questions are not yet graded.

- C Tolerances:** Specify whether students must match accents, spacing, and punctuation, or whether they are allowed any numeric tolerance.



**User Tip:** It is recommended that you not require the correct spacing and punctuation in the tolerances area. An extra space before or after a word can cause a correct answer to be marked incorrect if you require correct spacing.

- D Resources:** Turn various resources on/off for the students as they work on the assignment. For example, control whether students can see hints.
- E Feedback:** Set the level of feedback that students receive when they complete an assignment with automatically graded questions. Options include varying levels of feedback, from no feedback to detailed feedback including solutions.
- F** Click on **review & assign** to complete the assignment.

select the assignment category:

collapse advanced settings

homework practice quiz exam

Homework default settings: [edit all settings](#)

**A** Basic [edit](#)

- No time limit
- Printing is allowed
- Questions are ordered
- Not password protected
- Credit is given for accuracy

**B** Attempts [edit](#)

- Unlimited attempts are allowed
- On each new attempt, students start over
- There is no score deduction for taking new attempts

**C** Tolerances [edit](#)

- language tolerances:
  - Accented characters are required
  - Correct spacing and punctuation are not required
  - Correct letter case is not required

**D** Resources [edit](#)

- reference type:
  - Question titles are not shown
  - Question point values are shown
  - References are shown
- assistance type:
  - Access to the eBook and resources is allowed
    - There is no score deduction
  - Access to hints is allowed
    - 0% is deducted from each question that uses hints
  - Access to "check my work" is allowed
    - Unlimited uses per question allowed
    - There is no score deduction
  - Access to "ask the instructor" is not allowed

Feedback **E** [edit](#)

- after the first attempt, show:
  - Detailed feedback
- after additional attempt, show:
  - Detailed feedback
- after scoring 100%, show:
  - Detailed feedback

cancel changes save as default settings apply to this assignment only

save & exit delete assignment **F** review & assign



**User Tip:** It is best to keep your policy settings consistent throughout your course to prevent confusion among students. Once you have set your preferred policies, you will want to click on **save as default settings** to save these new policy settings as the defaults going forward.



- A** Before moving on to **review and assign**, many Accounting texts offer the **Connect Intelligent Response Technology (IRT)**. IRT is a redesigned student interface for our end-of-chapter assessment content. The benefits include improved answer acceptance to reduce students' frustration with formatting issues (such as rounding). Also, select questions have been redesigned to test students' knowledge more fully. They now include tables for students to work through rather than requiring that all calculations be done offline (see applicable titles).

**These settings apply to this assignment only:**

**Intelligent Response Technology (IRT) Custom Policy**



Autocomplete and dropdown lists availability for Chart of Accounts content

- Both autocomplete and dropdown lists
- Autocomplete only (no dropdown lists)



**User Tip:** It is recommended that you review the **check my work** option under **resources**. Check my work allows students to check to see if their answers are correct before submitting.

## Assigning

- A** On the **review and assign** page, you can select multiple sections within the same course.
- B** Click **Assign** when you are ready to finalize the assignment.
- C** If you're not ready to assign, use the **Save & Exit** button on the bottom to come back later.
- D** If you don't want to keep the assignment, use the **Delete Assignment** button.

[edit assignment](#) / [set policies](#) / review & assign

### Guided Viewing Art - Chpt. 3 [rename](#) ?

Enter student instructions (optional)

#### review and assign

my sections [preview assignment - student view](#) ?

**Kim Freund**  
Art Appreciation

apply policy edits to all my previously checked sections

**A**  Fall 2013 - MWF (current section)

Fall 2013 - TTH

my colleagues ? [add colleagues](#) / select all / clear all

apply policy edits to all checked colleague sections that share this assignment

Uncheck a section only when you no longer want the assignment to appear in that section.

▶ [attach files](#) ?

▶ [review policies](#) [edit](#)

Your questions were saved. They are not available yet. Please try again later. If you continue to see this message, please contact [customer support](#). You can still publish the assignment, but questions may not be available immediately to your students.

**C** [Save & Exit](#)
[Delete Assignment](#) **D**

**B** [Assign](#)



**User Tip:** If teaching multiple sections with the same assignments, but different due dates, it is recommended to create the first section and all assignments. Once completed, duplicate your section to create additional sections and adjust due dates as necessary.

## Editing, Managing, and Organizing Assignments

Some basic assignment edits/management can be done from the assignment list on the section home page.

- A** Check off the assignments you want to manage and select the action you want to take (B–G).
- B** To change the start and due dates for the assignments, click **Manage dates**.
- C** To copy or share an assignment to another section in your course or to a colleague’s course, select **Share** or **Copy**.
- D** To show or hide the assignments on the student side, select **Show/hide**.
- E** To move several assignments into a group you have created, click **Move**.
- F** To delete selected assignments, click **Delete**.
- G** New assignment groups (folders) can be created by clicking **Add Groups** after clicking on the folder icon.

The screenshot shows the 'Assignments' page interface. At the top, there is a header with 'Assignments', 'Add assignment', and 'filter assignm'. Below this is a toolbar with icons for 'Share', 'Copy', 'Manage dates', 'Show / hide', 'Move', and 'Delete'. A table lists several assignments with columns for 'Title', 'Start', 'Info', 'Start-due', and 'Show/hide'. A 'Week 1' folder is also visible. Red callout boxes labeled A through G point to specific features: A points to the checkbox in the right margin; B points to the 'Manage dates' button; C points to the 'Share' and 'Copy' buttons; D points to the 'Show / hide' button; E points to the 'Move' button; F points to the 'Delete' button; and G points to the folder icon in the top right corner.

Title	Start	Info	Start-due	Show/hide
Chapter 1. Taking Charge of Your Health	none-7/16/2013			<input checked="" type="checkbox"/>
Chapter 1 - Homework	6/26/2013-6/27/2013			<input checked="" type="checkbox"/>
Chapter 3- Homework	7/9/2013-7/24/2013			<input checked="" type="checkbox"/>
Chapter 6. Contraception and Abortion	none-7/3/2013			<input type="checkbox"/>
Chapter 8. Alcohol and Tobacco	none-7/30/2013			<input type="checkbox"/>
<b>Week 1</b>				
Sample Assignment	4/3/2013- none			<input type="checkbox"/>
Chapter 3. Psychological Health	none-4/10/2013			<input type="checkbox"/>

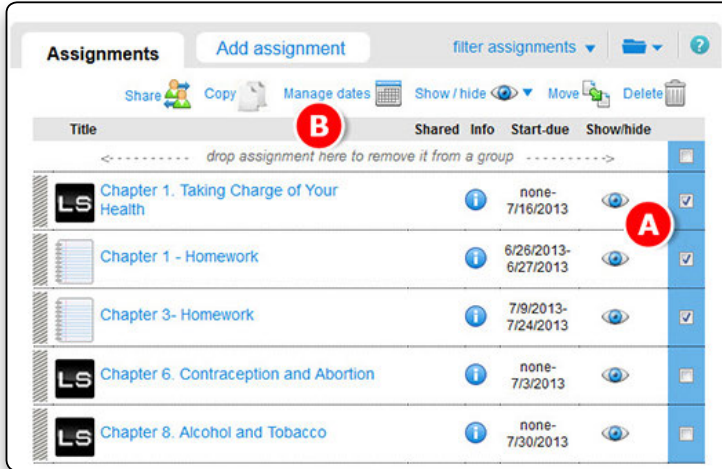


**User Tip:**

Align groups with syllabus weeks/language and, if possible, try to create groups prior to creating the full semester of assignments.

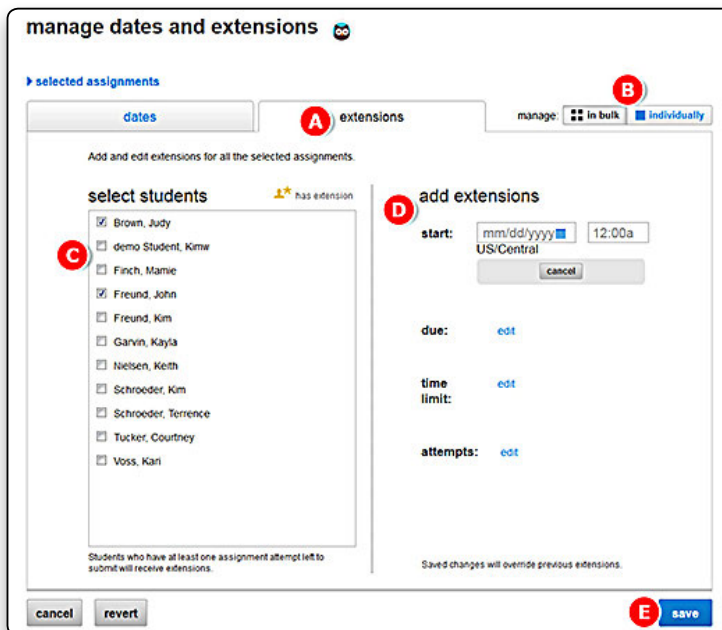
## Extensions and Adjusting Point Values

- A** From your section home page, check the box next to the assignments for which you want to add extensions.
- B** Click **Manage dates**.



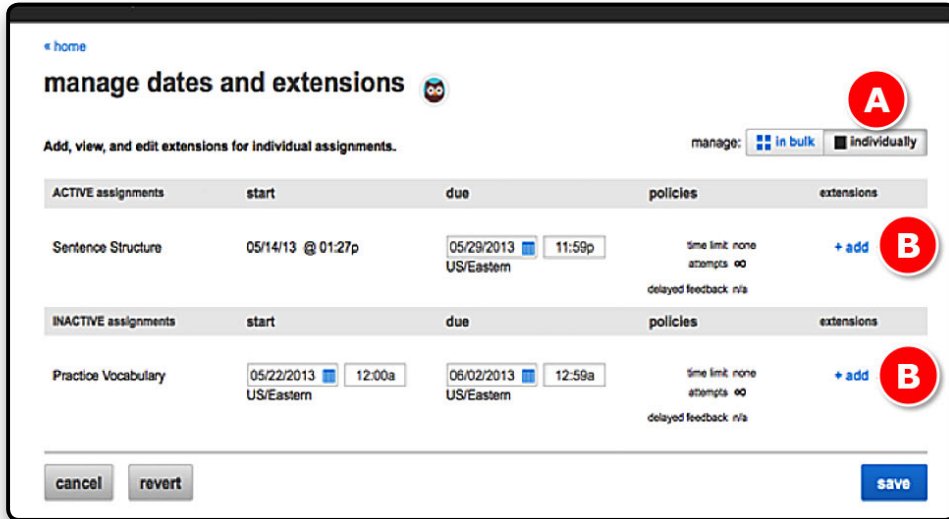
- A** Click the **extensions** tab.
- B** The **in bulk** option is automatically selected.
- C** Select the students whose extensions you want to add or edit.
- D** Click **edit** next to each category and enter the new information.
- E** Click **save**.

*Note: If you set the student extension due date beyond a previously set date of delayed feedback for the assignment, you will be prompted to confirm or change that feedback date. This will prevent the student with the extension from receiving answers from other students to whom feedback has already been revealed.*



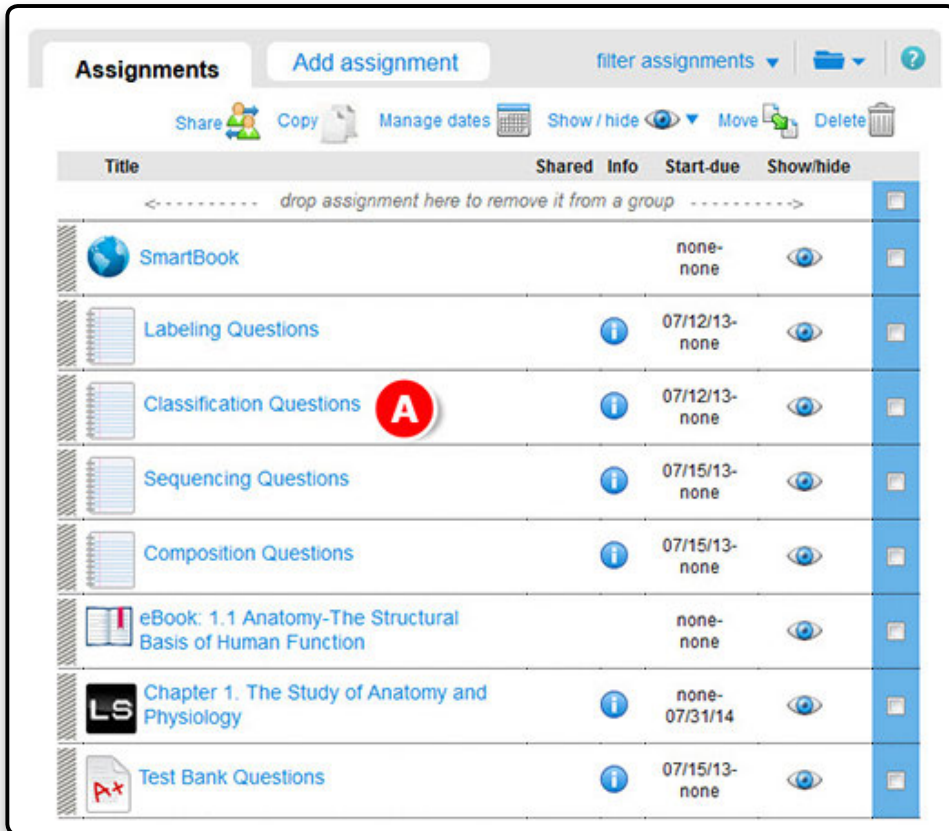
**User Tip:** Students need to have at least one attempt remaining in order to complete their extension.

- A** Edit extensions for assignments separately by selecting the **individually** tab.
- B** Select **add** under the extensions column for each assignment you want to edit and fill in the appropriate details.

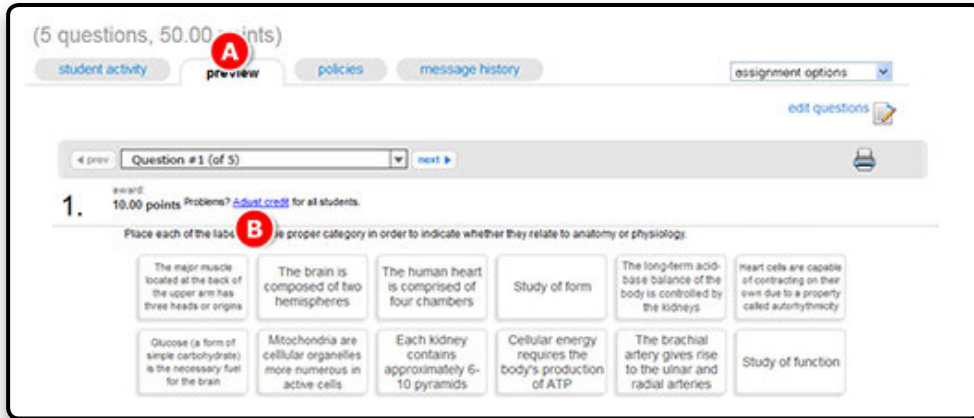


### Adjusting Points for All Students

- A** From your section home page, click the assignment for which you would like to adjust credit.



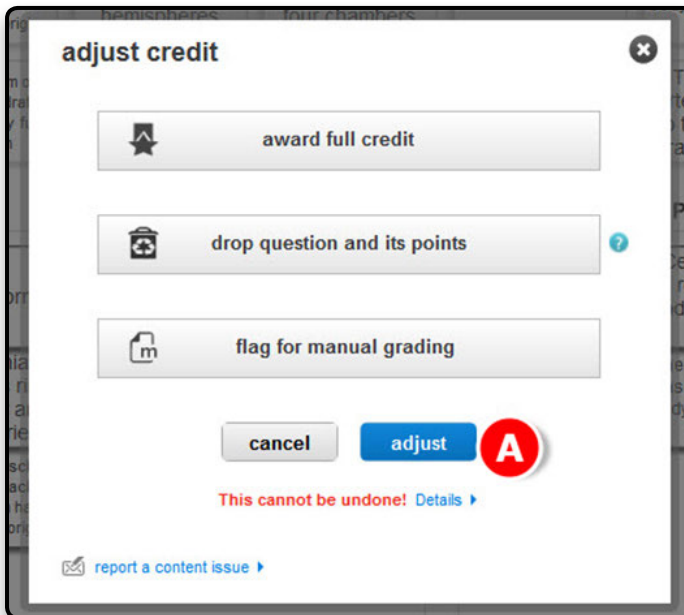
- A** Click the **preview** tab of your active assignment.
- B** Click **Adjust credit** in the question that you want to adjust.



In the **adjust credit** screen, you can award full credit, drop the question and its points, or flag the question for manual grading.

- A** Click **adjust** to apply your changes.

These changes will apply to all students for all attempts, including those in shared or copied assignments and courses, and cannot be undone. Dropping the question will change the assignment's total point value, even if you have locked the points.



## Adjusting Points for Individual Students

To edit a particular student's assignment grade, access the student performance report for a particular assignment.

- A** Enter the name of the student whose assignment grade you need to change.
- B** Click the score link under the assignment you want to edit and the student performance assignment detail page opens.

Look up a student to view performance reports:

Freund, Kim **A**

Look in all sections of this course (including those shared with colleagues)

**Freund, Kim**

Submitted assignments results | Assignments in progress

Show: All assignments | Export to Excel | Print

Assignments	Score	Started	Submitted	Time spent (h:m)	Date scored
<b>WBLM Chapter 2</b> Total Value (Points): 140.00, Average Score: 30.00 (21.43%)					
Attempt <b>B</b>	30.00(21.43%)	10/15/12 09:37AM CDT	10/15/12 09:39AM CDT	0:00	02/10/14 11:13AM CST
<b>WBLM Chapter 4</b> Total Value (Points): 150.00, Average Score: 11.30 (7.53%)					
Attempt 1	11.30(7.53%)*	10/15/12 09:39AM CDT	09/09/13 01:38PM CDT	0:00	09/26/13 05:13PM CDT
<b>Question Types Demo</b> Total Value (Points): 130.00, Average Score: 27.90 (21.46%)					
Attempt 1	27.90(21.46%)	09/04/12 02:05PM CDT	09/04/12 02:10PM CDT	0:00	
<b>Ch 04. De compras: Gramática</b> Total Value (Points): 10.00, Average Score: 3.12 (31.20%)					
Attempt 1	3.12(31.25%)	12/21/12 06:45AM CST	11/03/13 10:47AM CST	0:02	11/03/13 10:47AM CST

\* Submitted past due date | Extension | Not yet graded

From the student performance assignment detail page, you can edit the score for each individual question.

- A** Click **Award** to apply the new score.

Attempt 1 (of 1)

0:00 time spent on this attempt (hh:mm)

Score: 30 out of 140 points (21.43%)

Submission | Info | Performance

Questions #10-11 (of 15)

Conversación A. Intercambios: Sus actividades  
Respuestas breves  
**Conversación A. Intercambios: Sus actividades**

ebook & resources | Grammar Tutorial: Asking Yes/No Questions

Instructions: Conversación A. Intercambios: Sus actividades

10. Award: 0 out of 10.00 points | **A** Award | 0 points or adjust score for all students.

Conversación A. Intercambios: Sus actividades. Paso 1  
Respuestas breves

Paso 1. Use the following cues as a guide to form questions that you will ask a classmate. You may ask other questions as well. ¡QUIZ! Use the **to** form of the verbs, but do not use the subject pronoun (tú) in your questions.

## Section 6: LearnSmart and SmartBook

### The LearnSmart Advantage: What Makes a High-Impact Minute?

LearnSmart uses revolutionary adaptive technology to build a learning experience unique to each student's individual needs. It starts by identifying which topics a student knows and does not know. As the student progresses, LearnSmart adapts and adjusts the content based on his or her individual strengths, weaknesses, and level of confidence, ensuring that every minute spent studying with LearnSmart is the most efficient and productive study time possible. Every minute spent in LearnSmart is a high-impact minute.

LearnSmart also takes into account that everyone will forget a certain amount of material. LearnSmart pinpoints areas that a student is most likely to forget and encourages periodic review to ensure that the knowledge is truly learned and retained. In this way, LearnSmart goes beyond simply getting students to memorize material—it helps them truly retain the material in their long term memory. Students who use LearnSmart are 35 percent more likely to complete their class; 13 percent more likely to pass their class; and have been proven to improve their performance by a full letter grade.

### Assigning LearnSmart

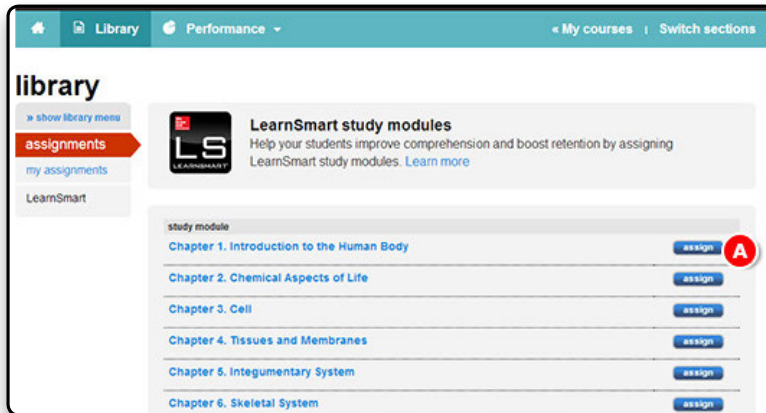
- A** Access study modules through the **Add assignment** tab.
- B** Select the LearnSmart assignment type.

The screenshot displays the 'Add assignment' interface in the Connect Accounting system. The top navigation bar includes 'Library', 'Performance', and 'My courses | Switch sections'. The main content area is titled 'Add assignment' and features a red circle with the letter 'A' next to the 'Add assignment' button. Below this, there are several assignment types listed: 'Question Bank', 'LearnSmart' (marked with a red circle and the letter 'B'), 'group assignment', 'file attachment assignment', and 'web activity'. The 'LearnSmart' option is highlighted. On the right side, there is a 'Section info' panel for 'Instructor Jennifer Wand' and a 'Textbook' section for 'Anatomy & Physiology with Integrated Study Guide'. At the bottom, there is a 'my course resources' section featuring the 'LearnSmart Advantage' logo.



From the list of LearnSmart study modules, find the module you want to assign.

**A** Click **assign**.



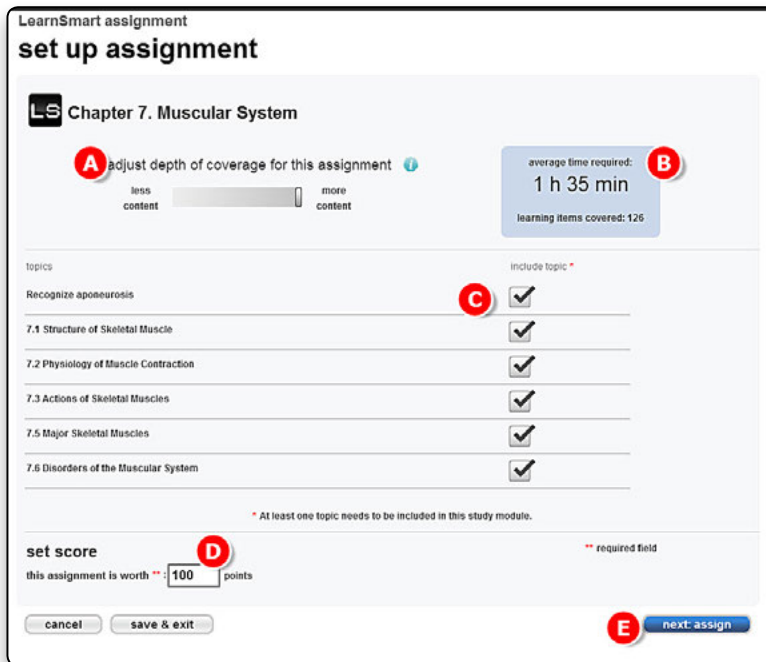
**A** Slide the bar to adjust the module's depth of coverage.

**B** As you adjust, you'll see the average time it takes to complete the module and how many items are covered.

**C** Select and deselect the topics you want to include.

**D** Enter how many points the assignment is worth.

**E** Click **next: assign**.



**User Tip:** Align LearnSmart assignment start and end dates with your syllabus and lectures to expose students to the foundational terminology, concepts, and principles within your course at formative times. Share your plans to use LearnSmart with students by including your expectations for their use of LearnSmart in the syllabus and by discussing LearnSmart with them during the first week of class.

- A** To share this assignment with colleagues, click **add colleagues**. After you find and add your colleagues, choose the assignment policies your colleagues will be able to change.
- B** Set the **available** and **due** dates.
- C** Click **assign**.

**LearnSmart Assignment**  
**assign to students**

**LS** Chapter 7. Muscular System rename

share assignment with:

**my sections**

**Jennifer Wand**  
Gunstream: A&P 5e Gold Standard Course  
 Copy of Gold Standard (current section)  
 April 2014

You can share assignments with any Connect instructor who uses *Anatomy & Physiology with Integrated Study Guide, 5th edition* (Gunstream). You can only share product-specific assignments with instructors whose courses contain those products.

**my colleagues** **A** [add colleagues](#) [select all](#) [clear all](#)

**B** **availability** \* required

available:   :   CST

due:   :   CST

← previous: **set up assignment**
**save & exit**
**C** **assign**



**User Tip:** Encourage students to return to previous LearnSmart assignments to practice challenging topics, refresh their knowledge, and increase their retention of course concepts. The Assignment Results report area in Connect will record your students' highest level of mastery for each LearnSmart assignment by the due date you have set. The LearnSmart Results report will record dates in real time should students continue to use the modules for self-study after the due date.

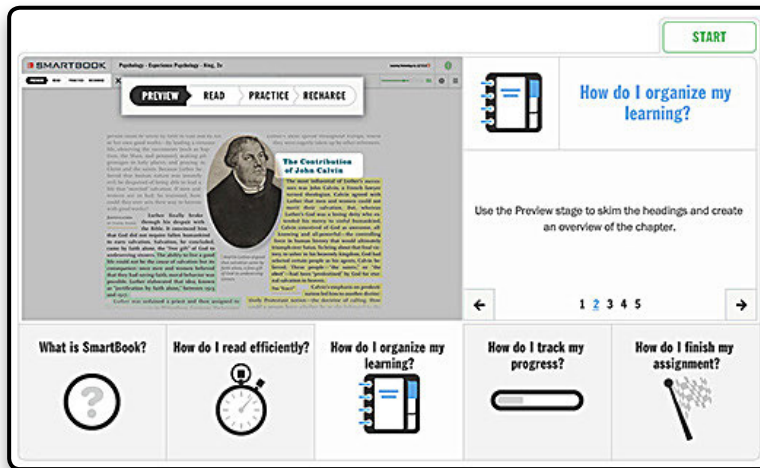
## SmartBook

Powered by LearnSmart, SmartBook is the first and only adaptive reading experience designed to change the way students read and learn. It creates a personalized reading experience by highlighting the most impactful concepts a student needs to learn at that moment in time. As a student engages, the reading experience continuously adapts by highlighting content based on what the student does and does not know. This ensures that the focus is on the content he or she needs to learn, while simultaneously promoting long-term retention of material.

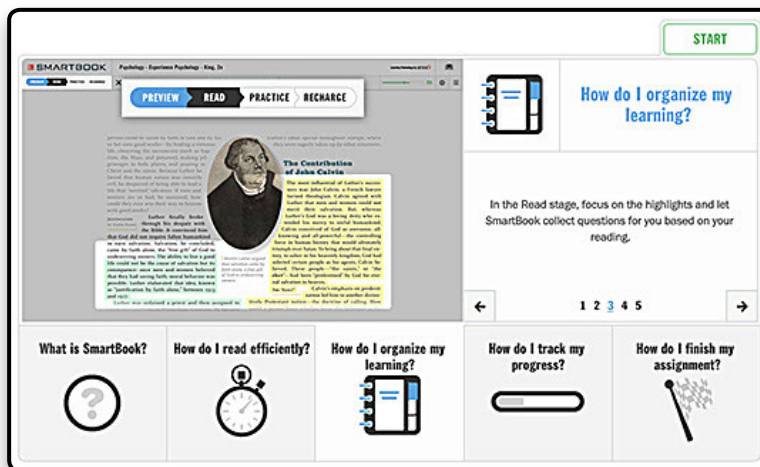
## The Four Phases of SmartBook

There are four phases in SmartBook that guide the user experience. Each of them provides a different value to the student.

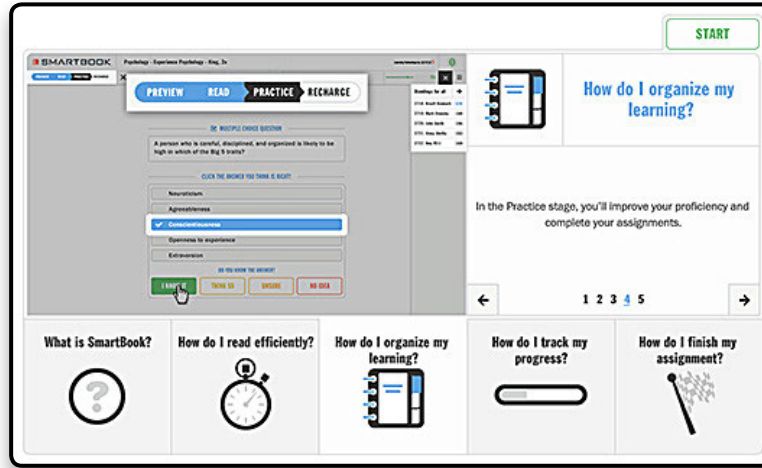
**Preview Phase:** Students start with a preview of each chapter and the corresponding key learning objectives. This preview establishes a framework of the material in a student's mind to help retain knowledge over time.



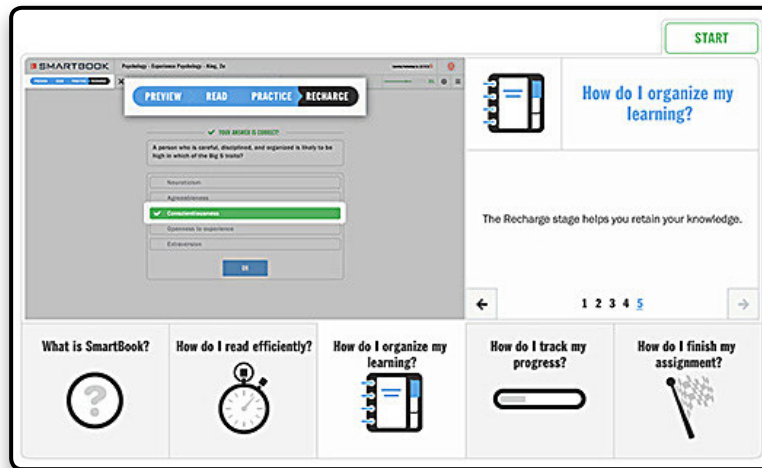
**Read Phase:** While students read the material, they are guided to the core topics where they should spend the most time studying.



**Practice Phase:** As students read the material, SmartBook presents them with questions to help identify what content they know and don't know.



**Recharge Phase:** To ensure concept mastery and retention, students complete the Read and Practice steps until SmartBook directs them to Recharge the important material they are most likely to forget.

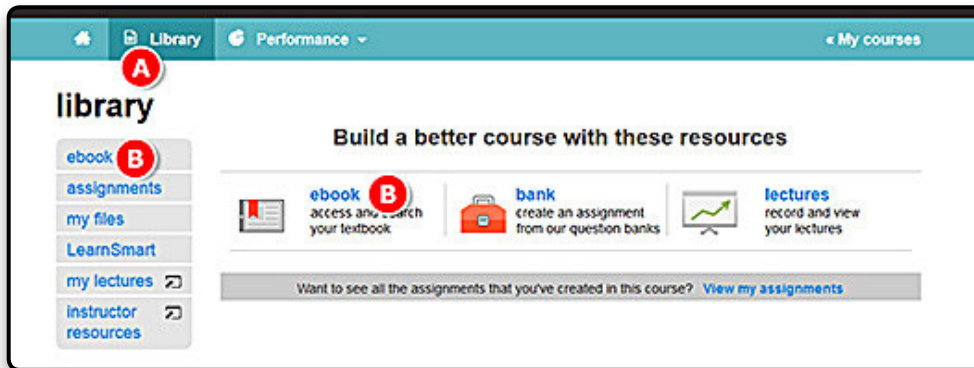


## Section 7: Library Resources

### E-book Access

The interactive e-book allows students and instructors to quickly access different parts of the textbook, take notes, highlight important terms, and more.

- A** To access the e-book, click **Library**.
- B** Click **ebook** in the navigation bar or on the left menu.

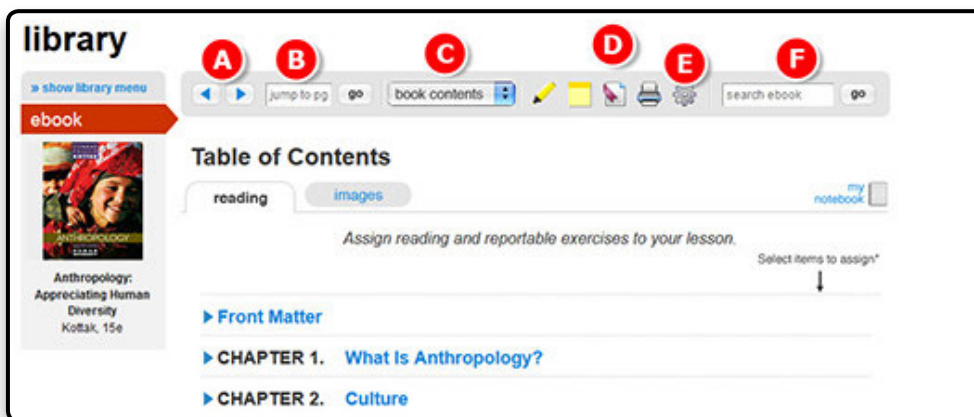


### E-Book Highlight and Note Functions

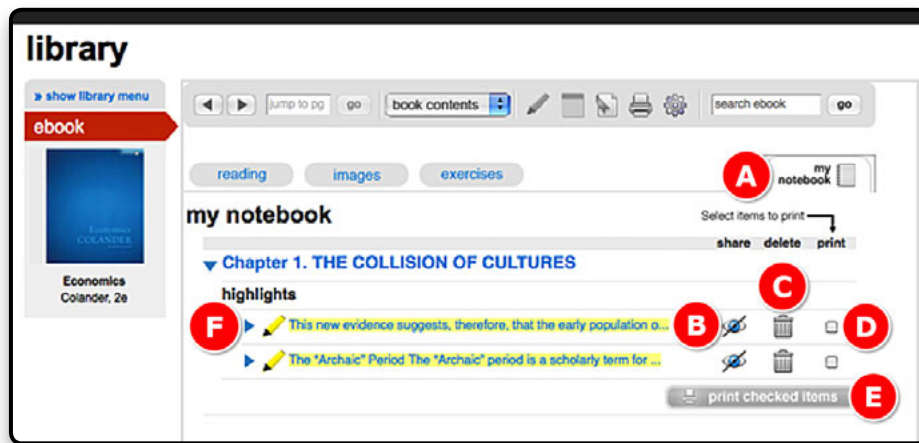
- A** Switch sections within a chapter by clicking the **blue arrows**.
- B** Go to a specific page by entering a page number.
- C** Navigate the entire book contents with the **drop-down** menu.
- D** Highlight text, add your own notes, add a bookmark, or print the content on the current page.
- E** Click the **gear** icon to adjust font size.
- F** Search the book content by using keywords in the search bar.



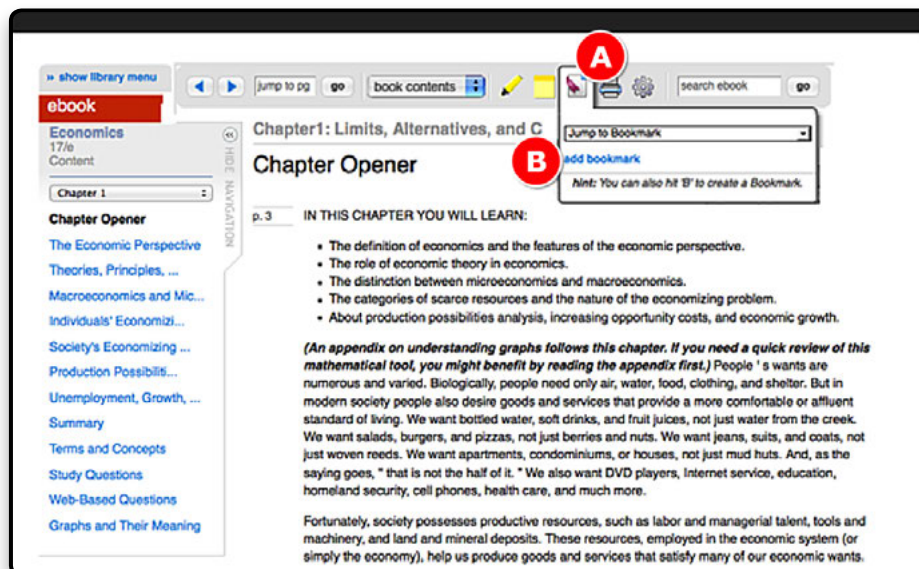
**User Tip:** Assign e-book exercises directly through the e-book. As students go through the text, assignments will appear along the way.



- A** Any highlights and notes made in the e-book can be found in **my notebook**.
  - B** To share your highlights or notes with students, click the **eye** icon. Sharing notes and highlights can be helpful to guide students to the most important parts of the book.
  - C** To delete a highlight or note, click the **trash can** icon.
  - D** Print highlights or notes by checking the box next to what you want to print
  - E** and clicking **print checked items**.
- You can print any section of the e-book by going to the section you want to print and clicking the **print** icon.
- F** Clicking on a note or highlight will take you directly to that section of the e-book.

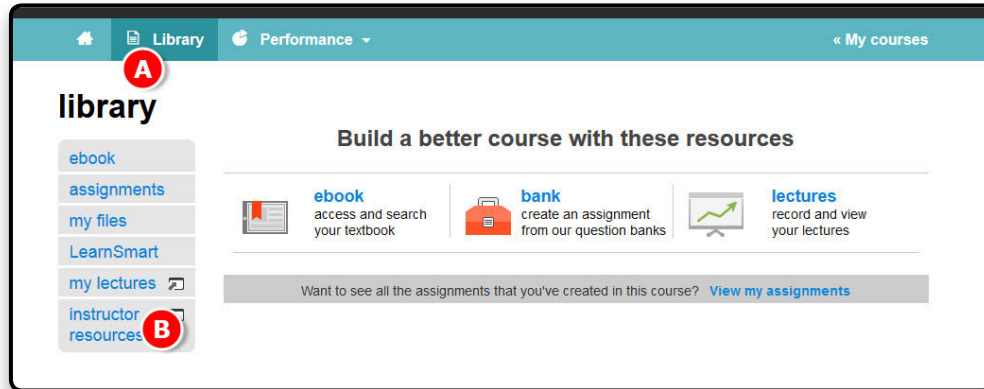


- A** To add a bookmark from a page within the e-book, click the **bookmark** icon.
- B** Click **add bookmark** to create a bookmark. All bookmarks will be listed here and can be accessed from anywhere in the e-book.



## Additional Instructor Resources

- A** Any additional media resources available such as PowerPoint presentations will be found in the library under **Instructor resources** on the resource menu.

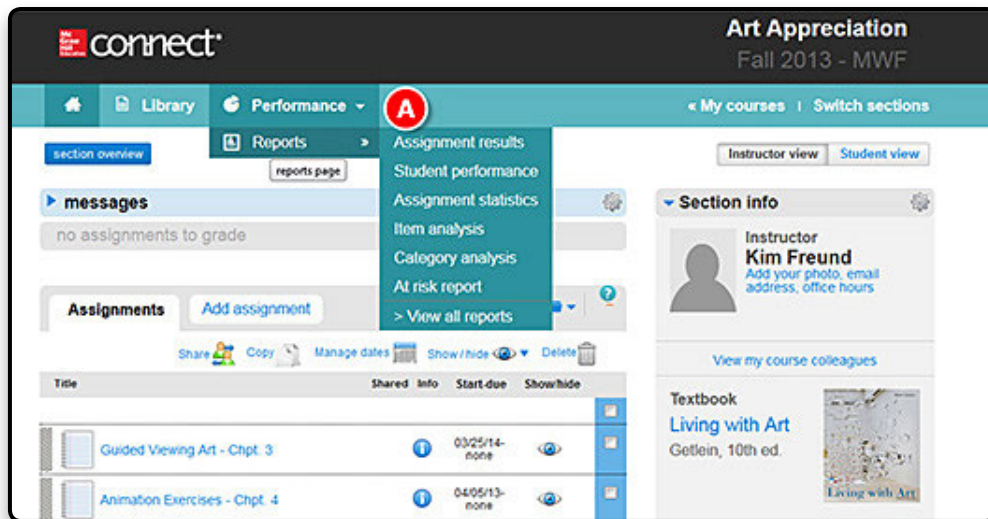


## Section 8: Reports

### Locating Reports

The variety of reports, described below, will help you to assess student performance in your class.

- A** From the section home page, click on the **Performance** tab and hover over **Reports**. Click on the report you wish to view or click on **View all reports** to go to the reports home page.



### Connect Reports

#### Assignment Results

- The Assignment Results report shows your entire class's performance across all of your assignments. Each student attempt is listed along with the score, organized by columns, for each assignment. You can look more closely at a particular student's work by selecting the student's name and choosing an individual assignment attempt.

#### Assignment Statistics

- Assignment Statistics reports will give you quick data on each assignment including the mean score, high score, and low score, as well as the number of times it was submitted.

#### Student Performance

- Tailor your lectures—and office hours. The Student Performance report helps you search for a specific student in your class and focus on that student's progress across your assignments. You can view assignments that have been submitted and any assignments the student currently has in progress, so you are able to provide guidance or feedback during or after an assignment.



## Item Analysis

- The Item Analysis report is the best way to get a bird's-eye view of a single assignment. You will be able to tell if students are improving or if the concepts are something you want to spend additional time on in class. When you want to see what your class is struggling with on a particular assignment or quiz, this report will help by providing you with the average score for each individual question across all students' attempts, the average of best scores, and the average of the most recent attempts on the question.

## Category Analysis

- The Category Analysis report is the place to go to find out how your students are performing relative to specific learning objectives and goals. Run customized reports on the content in your assignments to determine performance across aspects like learning objective, difficulty level, Bloom's taxonomy categories, and even your own criteria if you have taken the time to edit questions in your assignments with individual learning objectives for your course.

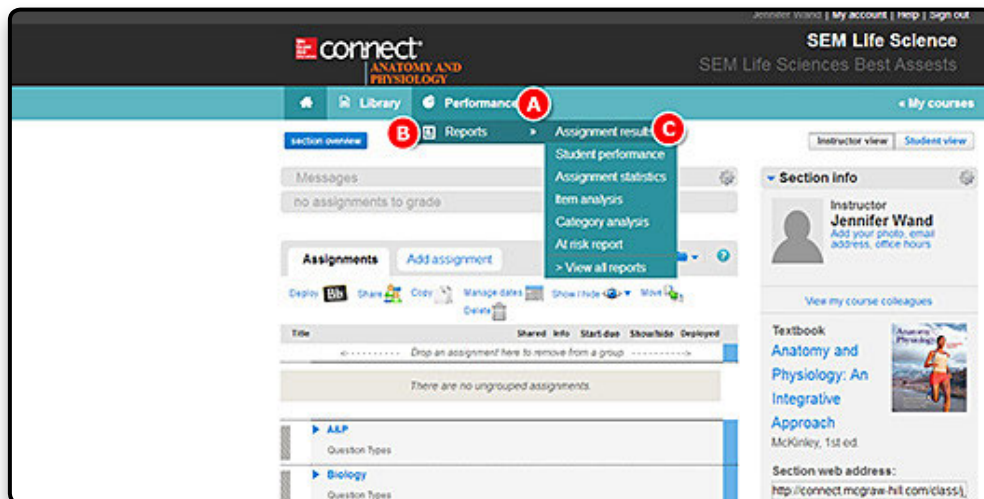
## At Risk

- The At Risk report provides instructors with one-click access to a dashboard that identifies students who are at risk of dropping out of a course due to low engagement levels. Connect looks for patterns of online student activity to determine the engagement level of the student, including such events as the frequency of logins and assignment submission. Other factors that may affect prediction include special events or manual grading.

## Running and Exporting Connect Reports

### Creating Assignment Results Reports

- Select the **Performance** tab.
- Hover over **Reports**.
- Click **Assignment results**.



- A** Select **section(s)** of your course to be on the report. Choose from the current section, sections within the same course, and secondary instructors' shared sections (if applicable).
  - B** Select **assignment(s)** to be on the report.
  - C** You can filter assignments by type using the checkboxes next to each type of assignment you want to appear in the **select assignment(s)** list box. Select and deselect assignments by using the Ctrl key while clicking assignment names in the list box. Use the **select all** and **clear all** buttons available at the bottom of the list box.
  - D** Specify **report date range** for the report. Select a **From** and **To** date using the calendar icon.
  - E** Select **attempt** to specify how the student assignment score is calculated and displayed when your students are allowed multiple attempts for an assignment.
    - a. **Best** displays the best score of all submitted attempts.
    - b. **Last** displays the score of the most recently submitted attempt.
    - c. **All** displays scores from all submitted assignment attempts.
    - d. **Average** displays the average score of all submitted assignment attempts.
- Exclude attempts submitted after due date:** Checking this option removes any scores from assignments that were submitted after a set due date.
- Drop assignments with the lowest scores:** Checking this option allows you to remove assignments with the lowest scores from the report. This option is not available if you selected **Best** attempt.
- Click **edit**, next to **more options**, to further customize the report.
- F** Click **view report** to generate the report.

Additional detail can be found by clicking the help link at the top of the screen.

The Assignment Results report will display with a list of your students in the first column and a subsequent column for each assignment with corresponding student scores.

- A** Customize or turn off optional grade range highlights in the **highlight ranges** menu.
- B** To export this report, select the **format**.
- C** Click **export** to download.
- D** You can also **print** the report.

### assignment results

Show: Assignment Results ▾

Use the options below to view assignment scores.

[▶ show report options & settings](#)

**assignment results: Copy of Gold Standard (Wand, Jennifer)**

report created: 04/14/2014 1:05 PM CDT  
 report date range: -  
 attempt: Best                      score style: Points  
 assignment type: Homework, Practice, Quiz, Exam, File Attachment

Select the checkboxes on columns you want to export or print. [Learn how to export these results into Blackboard](#)

highlight ranges:  0-59%  60-75%  76-99%  all ranges  no ranges

**B** **C** **D**  
[export to excel](#)

<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Labeling Questions	<input checked="" type="checkbox"/> Classification Questions	<input checked="" type="checkbox"/> Sequencing Questions	<input checked="" type="checkbox"/> Composition Questions	<input checked="" type="checkbox"/> Animation Quizzes	<input checked="" type="checkbox"/> Test Bar
<b>Total Value (Points)</b>	30.00	50.00	20.00	50.00	50.00	50.00
<a href="#">Wand, Chris</a>	15.00					
<a href="#">Wand, Jennifer</a>						

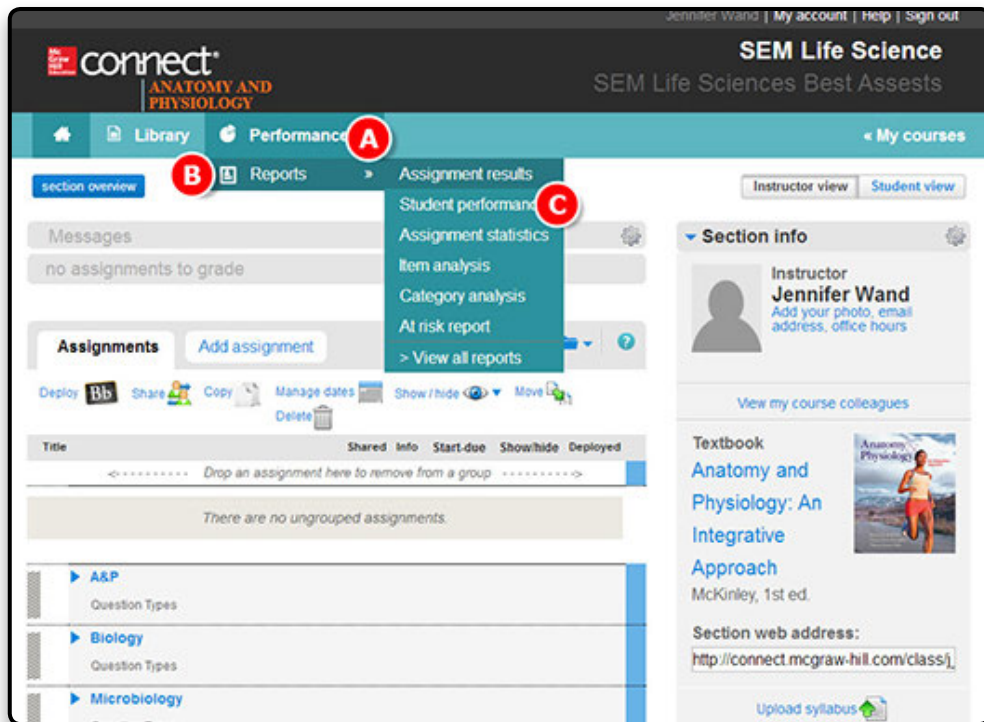
\* submitted past due date    + extension

**Note:** If you have a Blackboard integration and the option to export to Blackboard is not appearing, you have not yet inserted your students' Blackboard IDs into the student roster. The total score will be located in the last column in the report. You may need to use the scrollbar to reach it.

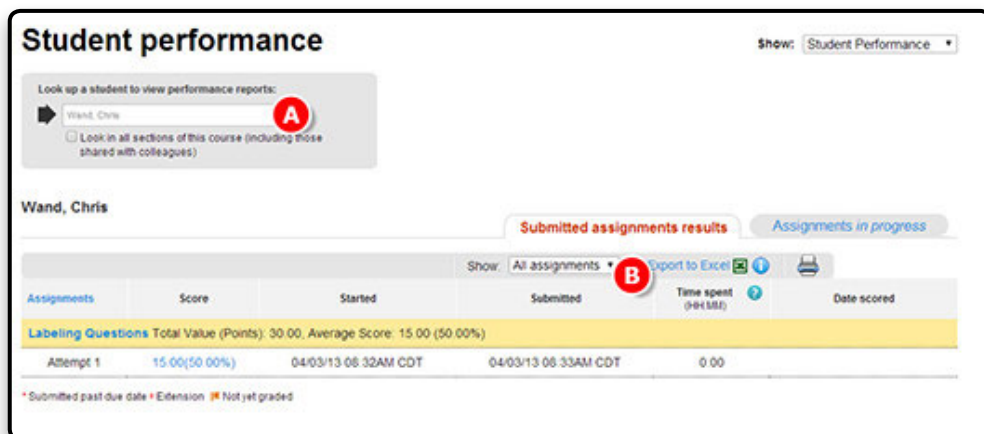
## Creating Student Performance Reports

The Student Performance report displays individual student performance across all assignments. To view a report for a specific student, type the student's name in the search text box on the page. You will see the matching student names in the current section by default.

- A** Select the **Performance** tab.
- B** Hover over **Reports**.
- C** Click **Student performance**.

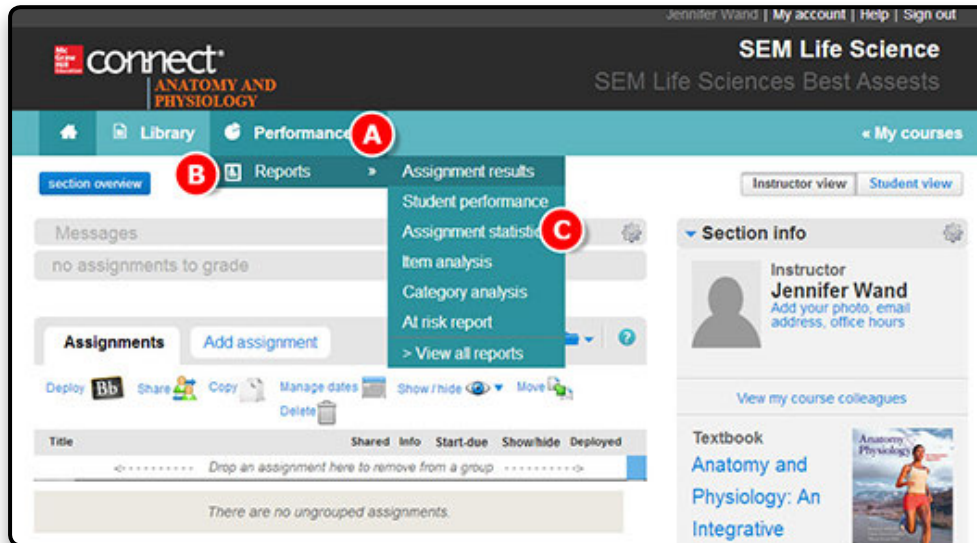


- A** To view a report for a specific student, type the student's name in the **search text box** in the page.
- B** Customize the list of assignments by choosing the **assignment category** you want to view.

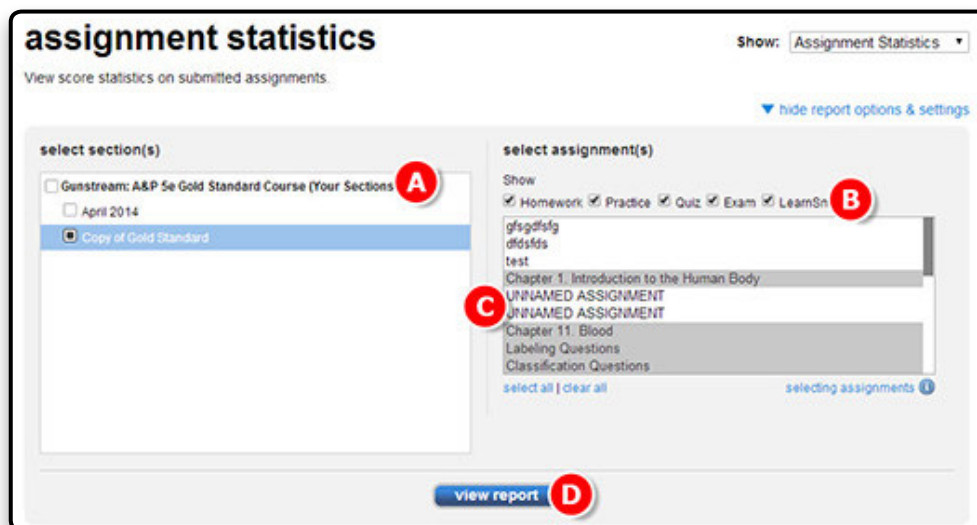


## Creating Assignment Statistics Reports

- A** Select the **Performance** tab.
- B** Hover over **Reports**.
- C** Click **Assignment statistics**.



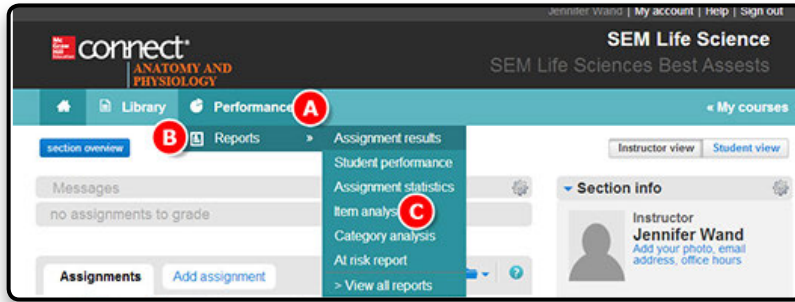
- A** Select which sections will be on the report.
- B** Select which assignments will be on the report.
- C** You can filter assignments by type using the checkboxes next to each type of assignment you want to appear in the **select assignment(s)** list box.  
Select and deselect assignments by using the Ctrl key while clicking assignment names in the list box. Use the **select all** and **clear all** buttons available at the bottom of the list box.
- D** Click **view report** to generate the report.



## Creating Item Analysis Reports

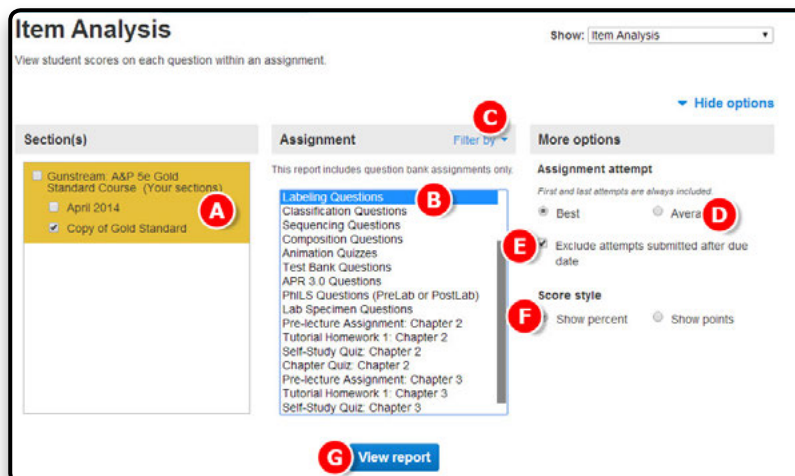
The Item Analysis report provides statistics on each question within a single assignment.

- A** Select the **Performance** tab.
- B** Hover over **Reports**.
- C** Select the **Item analysis** drop-down menu.



Available report options:

- A** **Select section(s)**—Select which section(s) will be on the report. Choose from the current section, linked sections within the same course, and secondary instructors' linked sections.
- B** **Select one assignment**—Select one assignment to be displayed in the report. Your choice of sections determines the assignments listed here. Note that only question bank assignments can be used for this report.
- C** Click **Filter by** to filter specific assignment types (homework, quiz, etc.).
- D** **Select an assignment attempt**—First and last assignment attempt scores are always included, but you can select whether you also want to see the best or average assignment attempt score.
- E** You can also check the box to exclude attempts submitted after the due date.
- F** Last, select if you want to show scores in percentages or points.
- G** Click **View report**.



### User

**Tip:** Only questions from the question bank can be used for the Item Analysis report.

- A** Here you will see your selections from the previous screen and the report below.
- B** Click a question to preview it.
- C** Click the **plus sign** to view individual student scores.
- D** Next to each question/student name you will see the first, last, and best or average assignment attempt score.
- E** You can export
- F** or print the report.
- G** Edit your report options at any time by clicking **Show options**.

### Item Analysis

Show: Item Analysis

View student scores on each question within an assignment.

G [Show options](#)

---

**Item Analysis**

Section: Copy of Gold Standard (Wand, Jennifer)

Report created: 04/14/2014 1:41 PM CDT

Assignment: [Labeling Questions](#) A

Students submitted: **1**

Show first, last and best assignment attempts   
  Exclude attempts submitted after due date  
 Show percentages

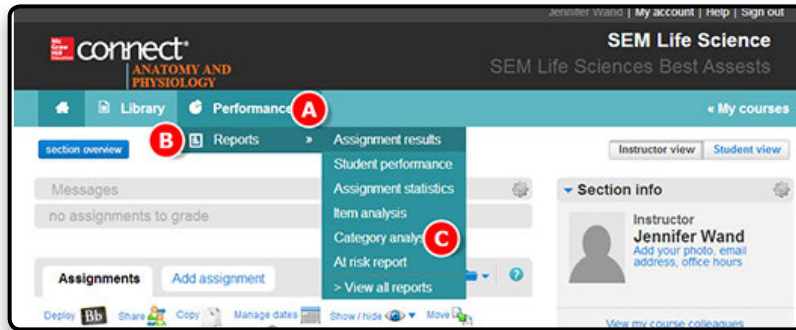
E F

Click a question to preview it. Expand a question to view student scores.

Questions	First assignment attempt	Last assignment attempt	Best assignment attempt
<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">C</span> <a href="#">Directional terms</a> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">B</span>	25.00%	25.00%	25.00%
Wand, Chris	25.00%	25.00%	25.00%
<span style="color: blue;">+</span> <a href="#">Body planes &amp; sections</a>	25.00%	25.00%	25.00%
<span style="color: blue;">+</span> <a href="#">Abdominal quadrants</a>	100.00%	100.00%	100.00%

## Creating Category Analysis Reports

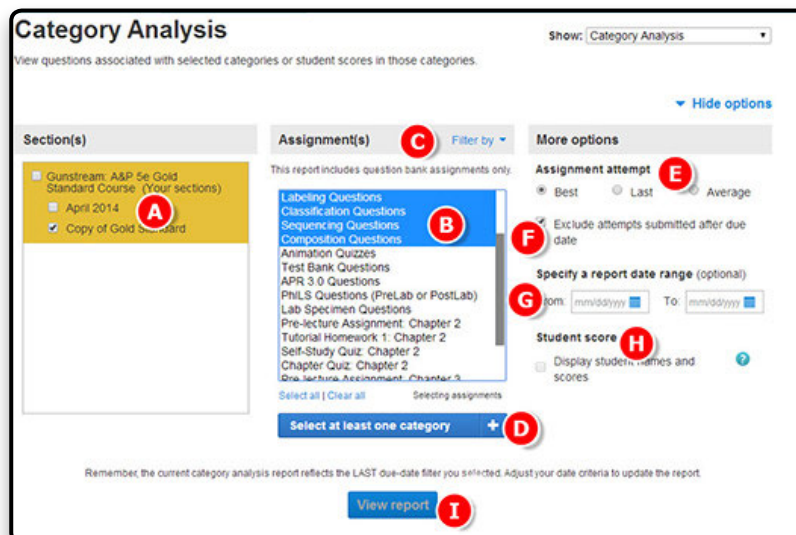
- A** Select the **Performance** tab.
- B** Hover over **Reports**.
- C** Click **Category analysis**.



- A** Select the section(s) to include.
- B** Select the assignments to be analyzed. Select more than one assignment by using the Ctrl key while clicking assignment names.
- C** Click **Filter by** to filter specific assignment types (homework, quiz, etc.).
- D** You have to select at least one category to use to evaluate students' performance.

You can also further customize the report by selecting:

- E** Which assignment attempt you want to show.
- F** Whether or not you want attempts submitted after the due date excluded.
- G** A report date range.
- H** Whether or not you want to see individual student names and scores.
- I** Click **View report**.



### User Tip:

These categories vary based on what section and assignments you choose. A category or category group is only available when a selected assignment contains a question with content related to this category or group.



- A** At the top you will see a summary of the settings you selected in the last screen.
- B** Click the **blue arrow** next to the title to see the assignment details.
- C** Listed next to each category you can find the number of questions assigned that relate to the topic, the number of students who have submitted answers out of the total number of students, and the average percent of how students are doing in that category.
- D** You can also export
- E** Or print the report.
- F** Edit report options at any time by clicking **Show options**.

### Category Analysis

Show: Category Analysis

View questions associated with selected categories or student scores in those categories.

**F** [Show options](#)

**Category Analysis**

Section: Copy of Gold Standard (Ward, Jennifer)      Report created: 04/15/2014 3:20 PM GMT

Report date range: -      **A**

Assignment: Lab Specimen Questions

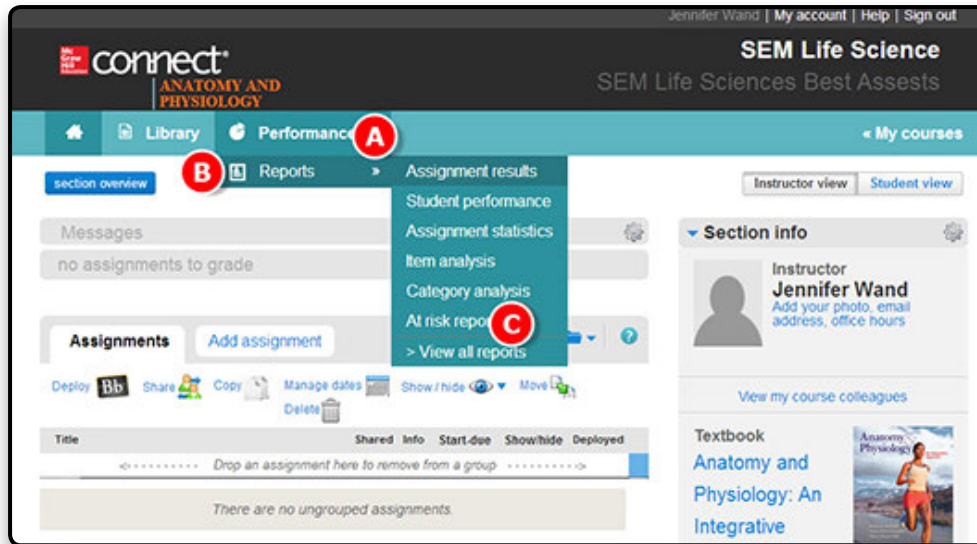
**D** [Print](#)      **E** [Export](#)

Expand each category to see scores.

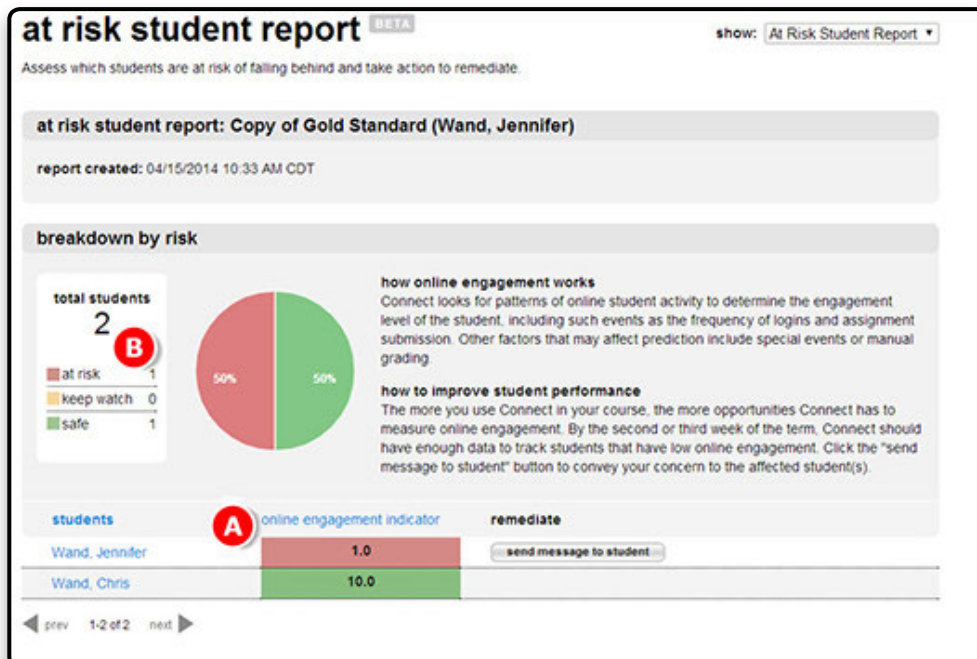
	Questions	Students submitted	Category score <small>(Best assignment attempt)</small>
<b>B</b> <a href="#">Bloom's</a>			
1. Remember <b>C</b>	2	0/2	0.00%
<a href="#">Thick and Thin Skin</a>		0/2	0.00%
<a href="#">Thoracic Cavity Anterior view: Heart and lungs removed</a>		0/2	0.00%

## Creating At Risk Reports

- A** Select the **Performance** tab.
- B** Hover over **Reports**.
- C** Select **At risk report**.

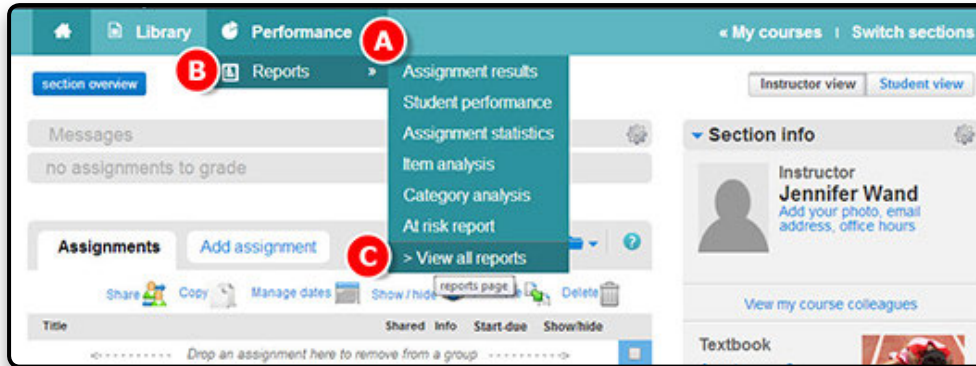


- A** You will be able to see the online engagement indicator score that shows which students are at risk and allows you to e-mail those students directly.
- B** You can see your entire class and how many students fall into each category.



## Creating LearnSmart Reports

- A** Select the **Performance** tab.
- B** Hover over **Reports**.
- C** Click **View all reports**.



- A** Select **LearnSmart** under Adaptive Assignment Reports.

### report types

Find out all you can do with Connect Reports. [view our success tips](#)

**Assignment results**  
See assignment scores listed by student and color-coded into high, medium, and low score ranges, and customize results.

---

**Student performance**  
See an individual student's scores, status of assignments, and time spent on each assignment.

---

**Assignment statistics**  
See this section's highest, lowest, and average scores on each assignment attempt, or compare multiple sections' scores.

---

**Item analysis**  
See this section's average score on each question within a single question bank assignment, or compare multiple sections' scores.

---

**Category analysis**  
See category results for a single question bank assignment, or compare multiple assignments' results. Categories are determined by criteria, such as learning objectives, that are tagged to questions within the assignment(s) you select.

---

**At-risk report**  
Assess which students are at risk of falling behind and take action to remediate.

---

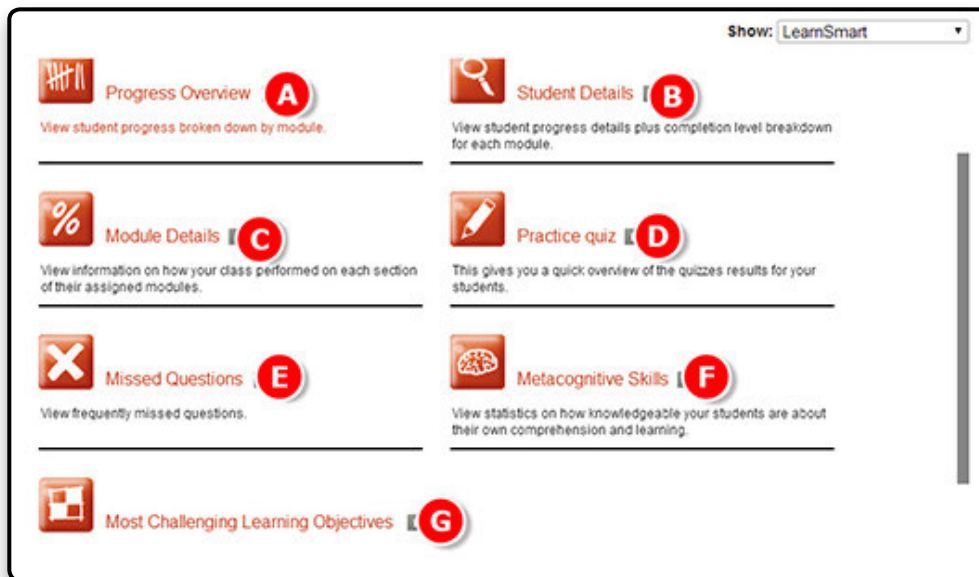
**Adaptive Assignment Reports**

**LearnSmart** **A**  
Review detailed reports to better measure student progress, comprehension and retention.

## LearnSmart & SmartBook Reports

Each distinct LearnSmart report provides real-time data so that instructors can focus on the units or topics for which students need the most help.

- A** **Progress Overview** shows how much the students studied in each chapter.
- B** **Student Details** provides data specific to individual students organized by chapter and includes assignment level versus self-study.
- C** Look at the **Module Details** report to find out how your class is performing as a whole on assigned modules.
- D** The **Practice quiz** report will show you practice quiz results for your students.
- E** View the **Missed Questions** report to view the most frequently missed questions for each module.
- F** The **Metacognitive Skills** reports compile data based on your student's awareness of their own knowledge base.
- G** The **Most Challenging Learning Objectives** offers the top five most challenging objectives for each module for your class.



**User Tip:** Progress overview completion can be larger than what is seen in a student's assignment completion if the student studied after an assignment's due date or forgot to update results by opening the assignment. It can also, in rare cases, be larger if the student studied this material in a previous course.

## Section 9: Support

### What If I Have Questions?

Sales Representative	Digital Success Academy	Digital Success Consultants	Customer Experience Team (Tech Support)
<ul style="list-style-type: none"> <li>■ Class test request</li> <li>■ Purchasing issue</li> <li>■ Product questions</li> <li>■ Product demo</li> </ul>	<ul style="list-style-type: none"> <li>■ Easy access to videos, tips/tricks, how-to's and frequently asked questions</li> </ul> <p><a href="http://create.mcgraw-hill.com/wordpress-mu/success-academy/">http://create.mcgraw-hill.com/wordpress-mu/success-academy/</a></p>	<ul style="list-style-type: none"> <li>■ One-on-one training via WebEx</li> <li>■ Product walkthrough</li> <li>■ “How do I” contact</li> </ul>	<ul style="list-style-type: none"> <li>■ Technical support</li> <li>■ Student support (access codes and registration questions)</li> <li>■ Password resetting</li> <li>■ Learning Management System (LMS) support</li> <li>■ Blackboard pairing issues</li> </ul> <p>Direct phone: 800-331-5094 <a href="http://mpss.mhhe.com/products.php">http://mpss.mhhe.com/products.php</a></p>

### Self-Service Resources (Success Academy)

Digital Success Academy: <http://www.connectsuccessacademy.com/>

### Topics to Cover on the First Day of Class

<http://www.connectsuccessacademy.com/fdoc-first-day-of-class/>

### Tech Support Contact Information

- Phone Support: 800-331-5094
  - » Monday – Thurs 8 am – 11 pm CST
  - » Friday 8 am – 6 pm CST
  - » Saturday 10 am – 4 pm CST
  - » Sunday 12 pm – 6 pm CST
- Chat Support: <http://mpss.mhhe.com/>
- E-mail Support: <http://mpss.mhhe.com/contact.php>