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CONNECT & BLACKBOARD STUDENT QUICK TIPS

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Get a quick, easy start with McGraw-Hill Connect and Blackboard using the valuable tips below. Learn how to register, complete assignments, access resources and contact McGraw-Hill's Customer Experience team for additional assistance.

GETTING STARTED

To get started with Connect and Blackboard, follow these steps:

1. Locate your Connect Access Code or have a credit card handy to buy online. Or use the **"Start courtesy access"** option to receive temporary access for up to 2 weeks while you decide if you'll continue with the course or just want to try the Connect Plus eBook before you buy.
2. Log in to your institution's Blackboard site and go to your course.
3. Click on one of the Connect assignments in your Blackboard course (your instructor may have provided a specific assignment for you to do first).
4. Follow the steps to register (or sign in if you already have a McGraw-Hill Connect account). You'll create a username and password that is different from your Blackboard ones. We recommend you use your school/institution email address. Once you register, you won't have to sign into Connect again.

Note: You can also register by clicking on your Blackboard **"Tools"** link, clicking on **"McGraw-Hill Higher Education,"** and then clicking on **"Go to My Connect Section."**

5. Once you are finished with your assignment, you can quickly return to your Blackboard course by clicking on the **"return to Blackboard"** link.

TIP: If using courtesy access, be sure to get full access to Connect before the courtesy period expires to avoid delays in completing your coursework. If your courtesy period does expire, your work will be saved and you'll need to log in and choose to **"upgrade to full Connect access here."**

CONNECT ASSIGNMENTS

TIP: If you are unable to start an assignment, check that:

- The assignment is available (note the start and due dates).
- You have not exceeded the maximum number of attempts.
- You have not achieved a score of 100% in a previous attempt in an assignment where your instructor has allowed you to build on your work.
- Your assignment does not contain manually graded questions (you will not be able to start your next attempt until your instructor has graded your previous answers).

TIP: Always read the instructions before beginning an assignment:

- Your instructor may have set assignment percentage deductions and limitations for using help resources and/or multiple assignment attempts.
- Your instructor may have provided special instructions for completing your assignment.

TIP: Based on the settings established by your instructor, your assignments may be subject to the following limitations:

- Inability to print
- Time limits - once you begin a “*timed assignment*,” the timer will not stop if you exit the assignment.

TIP: “**save & exit**” vs. “**submit**” button

- If you are unable to complete your assignment in one sitting, use the “**save & exit**” button to save your work and complete it at a later time.
- Once you have completed your assignment, use the “**submit**” button to send the assignment to your instructor and have it graded.
- Note that your instructor may deduct points for submitting an assignment late.

TIP: Once you are finished with an assignment, you can quickly return to your Blackboard course by clicking on the “**return to Blackboard**” link.

CONNECT RESOURCES

TIP: Get shortcuts to various resources using the *Library* section of your Connect account. For Connect resources, click “**Go to My Connect Section**” under the “**McGraw-Hill Higher Education**” link in the “**Tools**” area of your Blackboard course.

- If you purchased Connect Plus, you will see an “**eBook**” link. This link can also be accessed from the section information widget of the *Home* tab (by clicking on the textbook title/cover) or from the *Library* tab.
- “**Access recorded lectures**” through the *Home* or *Library* tabs if your instructor is using *Tegrity Campus* to capture lectures. You may also access recorded lectures when working on an assignment by clicking the projector icon in the navigation bar.
- Many McGraw-Hill textbooks offer additional study resources such as narrated slides and self-quizzes, which are accessible through the “**student resources**” link in the *Library* tab.

MY GRADES

TIP: When the results of your assignment are available, you can view them in the “*My Grades*” area within *Blackboard*. Note that your instructor may choose to delay when your results and feedback will become available.

- Your instructor has the ability to limit the amount of information (e.g. questions, answers, scores, solutions) you can view for each submitted assignment.
- Clicking on your score in the “*My Grades*” area will enable you to drill down and view your submitted assignment attempts for review.

NEED MORE HELP WITH CONNECT?

TIP: Be sure to run a computer check, by visiting the customer support link at the bottom of your section homepage, to ensure that your computer meets Connect’s system requirements or visit the following URL: <http://connect.mheducation.com/connect/troubleshoot.do>

TIP: Be aware that contextual help is available by clicking the “**help**” link in the top-right corner within Connect.

CONTACT US ONLINE

Visit us at: <http://www.mheducation.com/divisions/higher-education>

Browse our support materials including tutorial videos and our searchable Connect knowledge base. If you cannot find an answer to your question, click “**Contact Us**” to send an email.

GIVE US A CALL:

1-800-331-5094

Our live support is available:

Mon-Thurs: 8 am – 11 pm CT

Friday: 8 am – 6 pm CT

Sunday: 6 pm – 11 pm CT