



connect[®]

GERMAN: SESSION ONE

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



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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.mheducation.com/wordpress-mu/connectblog/2013/08/14/requiredequals-results-series/#.U0WtnPldW00>
- **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:

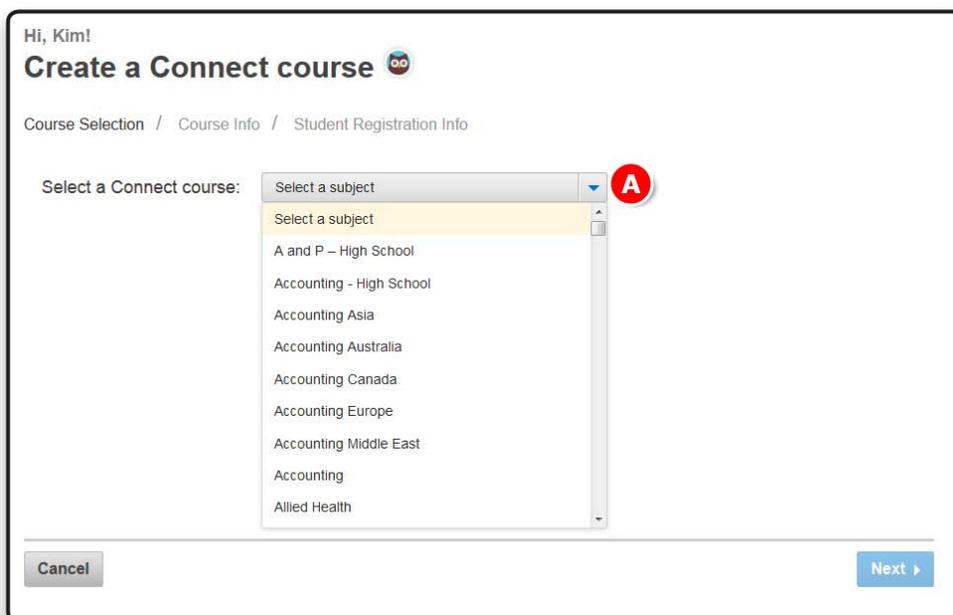
- A Connect course can be made up of one or more sections that correspond with the actual sections you are teaching at your institution. Each section maintains its own roster and student results.
- Use additional sections under one course for each section that you are teaching in a given semester.
-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

First, log into Connect at 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.

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



- A** 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**.

Select a Connect course: Spanish (Introductory) ▾ Search author, title, or ISBN

1 - 6 of 6

 Experience Spanish <small>Amores, 1st ed. ISBN: 0077349091</small>	 Tu mundo Connect with ... <small>Andrade, 1s... ISBN: 007759570x</small>	 Tu mundo with Connect ... <small>Andrade, 1s... ISBN: 0077595718</small>	 Puntos de partida (inc... <small>Donwick, 9t... ISBN: 007751176x</small>	 Puntos de partida does... <small>Donwick, 9t... ISBN: 0077511786</small>	 Spanish Placement Cour... <small>Donwick, 9t... ISBN: 3333311786</small>
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A

Add: (Add components prior to student registration. Components can't be changed once students register for the course).

 Tu mundo with Connect Plus and LearnSmart <small>Andrade, 1st ed. ISBN: 0077595718</small>	<p>* Contact your sales representative for more information.</p> <div style="border: 1px solid gray; padding: 5px;"> <p><input checked="" type="radio"/> Connect • LearnSmart</p> <p>Andrade: Tu mundo with Connect Plus and LearnSmart, 1/e Connect Plus</p> <p><input type="radio"/> Connect • LearnSmart Achieve</p> <p>Andrade: Tu mundo, 1/e with Connect Plus with Achieve and WBLM</p> </div>
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B

C Next ▶ Cancel

For most language titles you will see two book options for each title. Connect Plus will include the e-book, LearnSmart, and the workbook and lab manual activities for students. Connect will include the e-book, LearnSmart, and a very limited number of exercises for you to assign.



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.

The screenshot shows the 'My courses' page for a 'training course'. The page header includes the 'connect' logo and 'PSYCHOLOGY - INTRODUCTORY'. The main navigation bar has 'Library' and 'Performance' tabs. A red circle 'A' highlights the 'My courses' link in the top right. Below the navigation, there are sections for 'no messages to show', 'no assignments to grade', and 'Assignments + Add Assignment'. A yellow callout box says 'You've created a new section! Now add your first assignment...'. Below this, there are four icons: 'SUCCESS ACADEMY' (Browse for expert advice), 'SUCCESS TIPS' (Get the most out of Connect), 'blog' (Stay up to speed on the latest features), and 'COMMUNITY' (Talk shop with other instructors). On the right, there is a 'Section info' sidebar with 'Instructor Kari Voss', 'Textbook Essentials of Understanding Psychology', and 'my course resources' including 'Upload syllabus' and 'LS LEARNSMART'.

If you need to add an additional section...

- A** Click on the **drop-down** menu.
- B** Select **+ Add section**.
- C** Enter the **section name** and click **Save**.

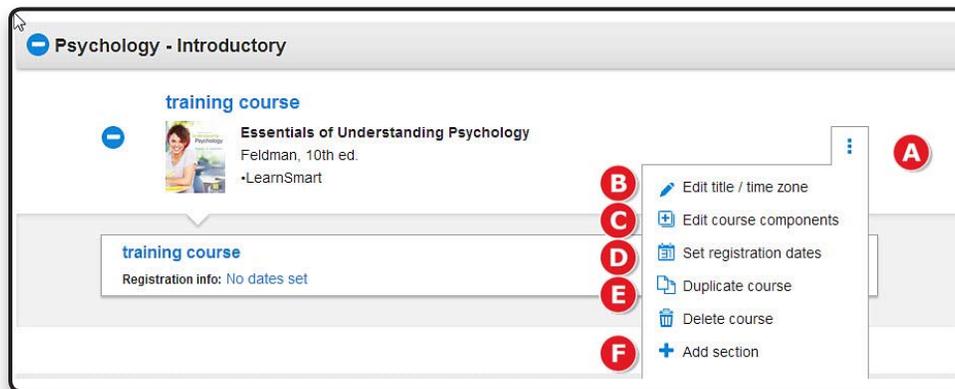
The screenshot shows the 'Add section' dialog box overlaid on the course page. The dialog has a 'Section name:' input field and a '+ add another section' link. A red circle 'C' highlights the 'Save' button. In the background, a red circle 'A' highlights the drop-down menu on the course page, and a red circle 'B' highlights the '+ Add section' option in the menu.



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.

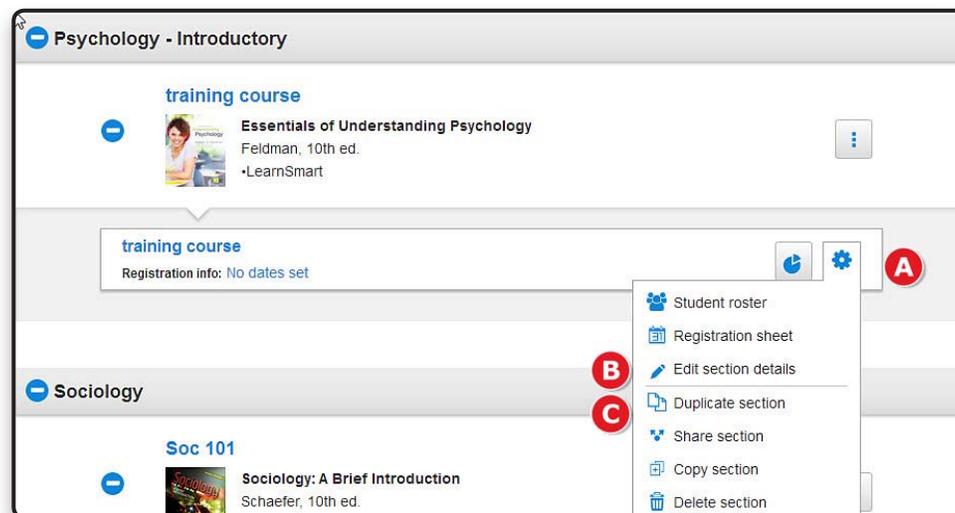
Editing Course Details

- A** Click on the **course options** menu.
- B** Edit a **course name** or **time zone** once a course has been created.
- C** Select **Edit course components** to add components needed.
- D** Set **Registration dates**.
- E** Select **Duplicate course** to create an exact replica.
- F** Add a section.



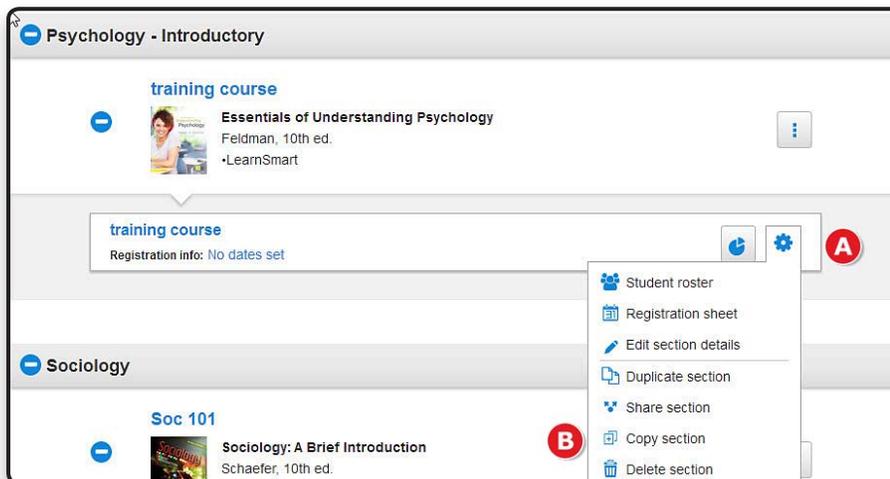
Editing Section Details

- A** Click on **section settings** for the course you wish to change.
- B** Click **Edit section details** to edit the section name and section web address.
- C** Click **Duplicate section** to create an exact copy of the section.

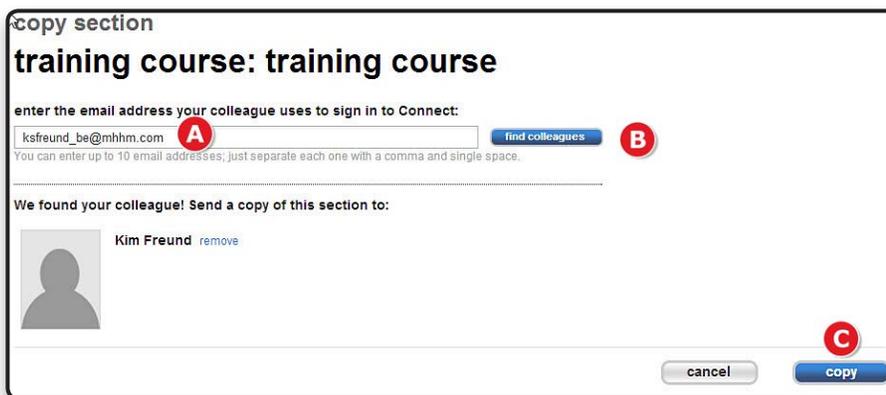


Copying a Section with Colleague

- A** To copy an exact replica of your section into a colleague's Connect account, click on the **section settings** button.
- B** Choose **Copy section**.



- 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.



- **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.



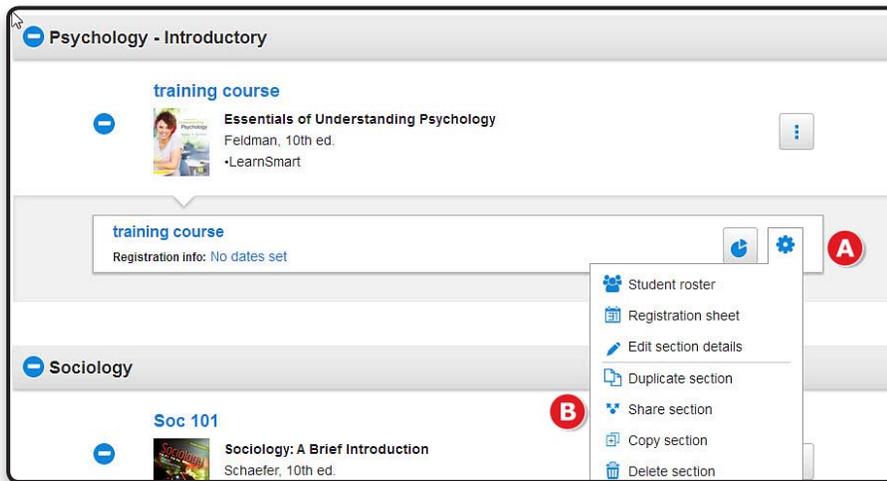
User Tip: We recommend copying a course or section if you:

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

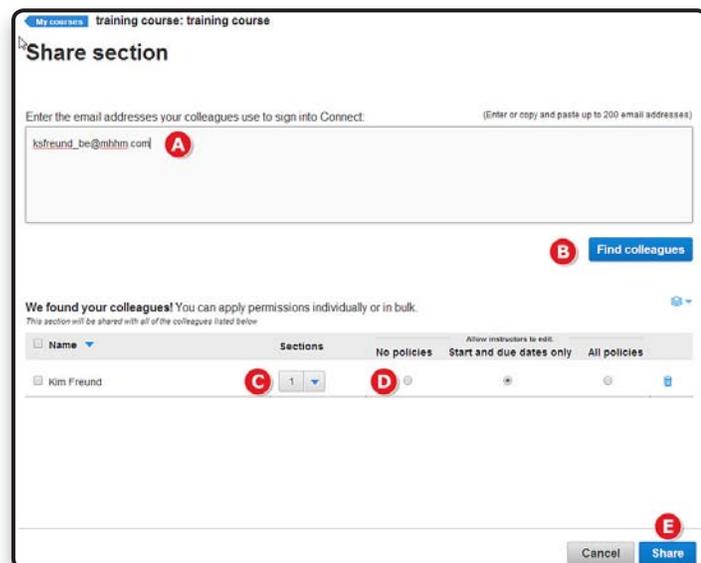
Sharing a Section

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

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



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

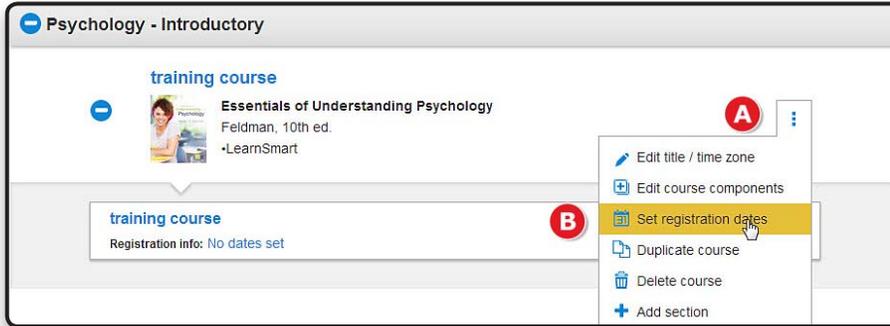


User Tip: A typical user of sharing is a course coordinator, who might share a section with a group of colleagues, adjunct professors, or graduate teaching assistants to ensure consistency across a department. Sharing allows the course coordinator to control the content of the assignments and also to 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

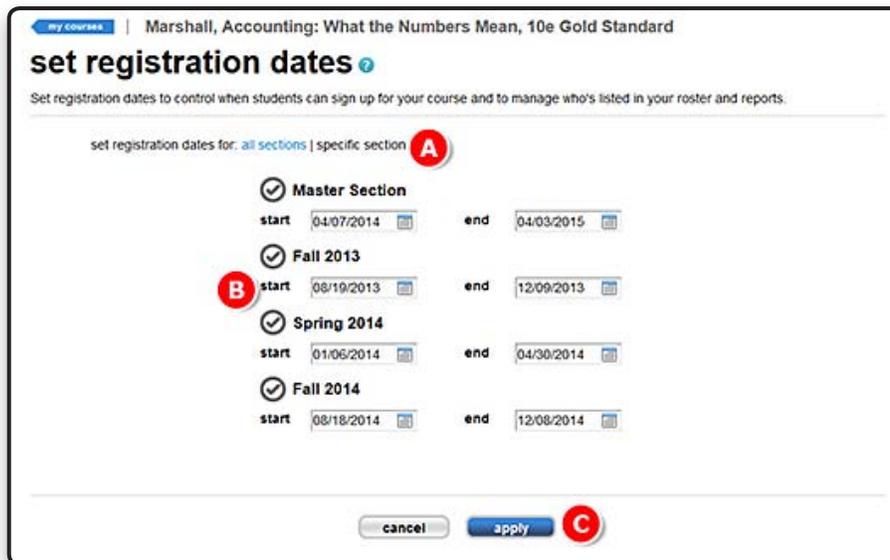
You can change the registration dates for one or more sections so that students can only register between specified dates. This feature helps you control the roster and prevent unwanted registration. You can set registration dates during course creation or from the **My Courses** page.

- A** Click on the **Course options** drop-down menu.
- B** Click **Set registration dates** to change.



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 be listed under your section title.

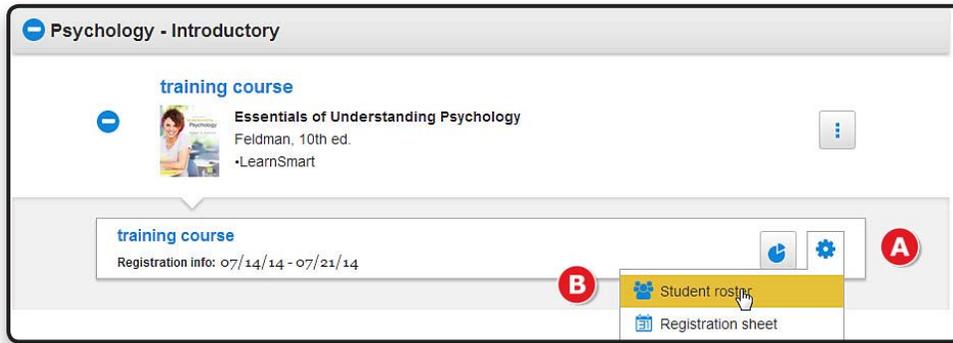


User Tip: Open registration shortly before the term and close registration based on your course drop date. Put this information in your syllabus.

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 courtesy access option.

- A** Click on the **section options**.
- B** Select **Student roster**.



There are four possible account statuses:

1. **Licensed:** The student has registered and paid for the course.
2. **Courtesy Access:** The student has signed up for courtesy access of the course, which will expire on the date listed.
3. **License expired:** The student's access 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 A	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

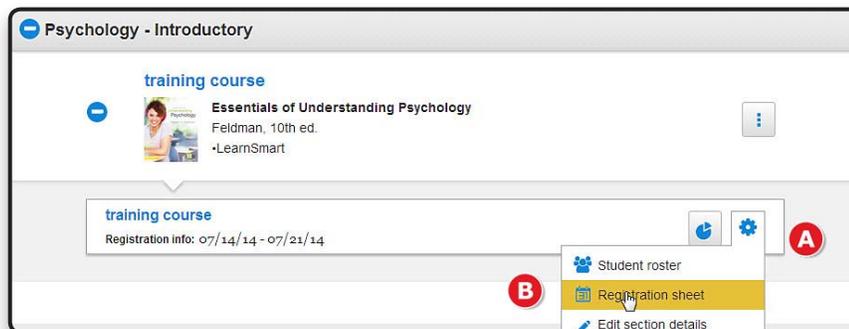
The section web address ensures that students register for the correct course/section. You must provide the correct section web address to students for them to be able to find your course. Each section created in Connect will have its own section web address.



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 on the **Section options** drop-down menu.
- B** Select **Registration sheet**.

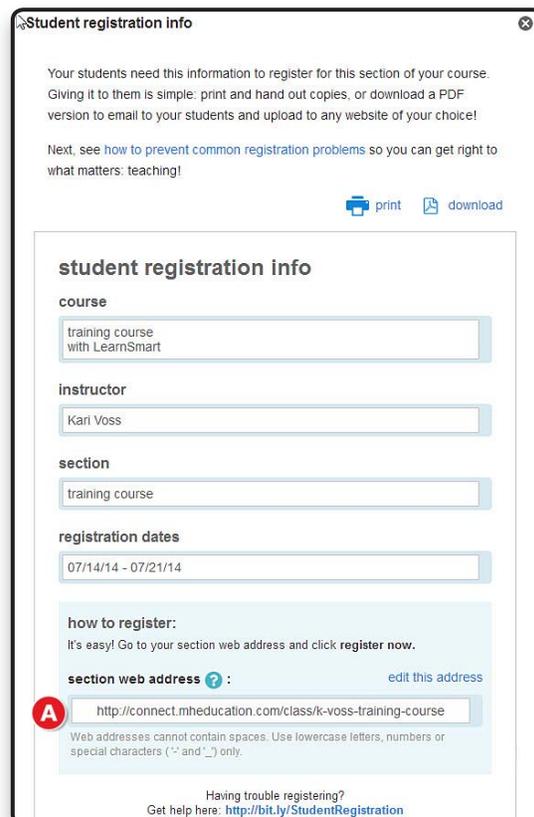


- A** This will open customized student registration instructions with the section-specific web address.

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.

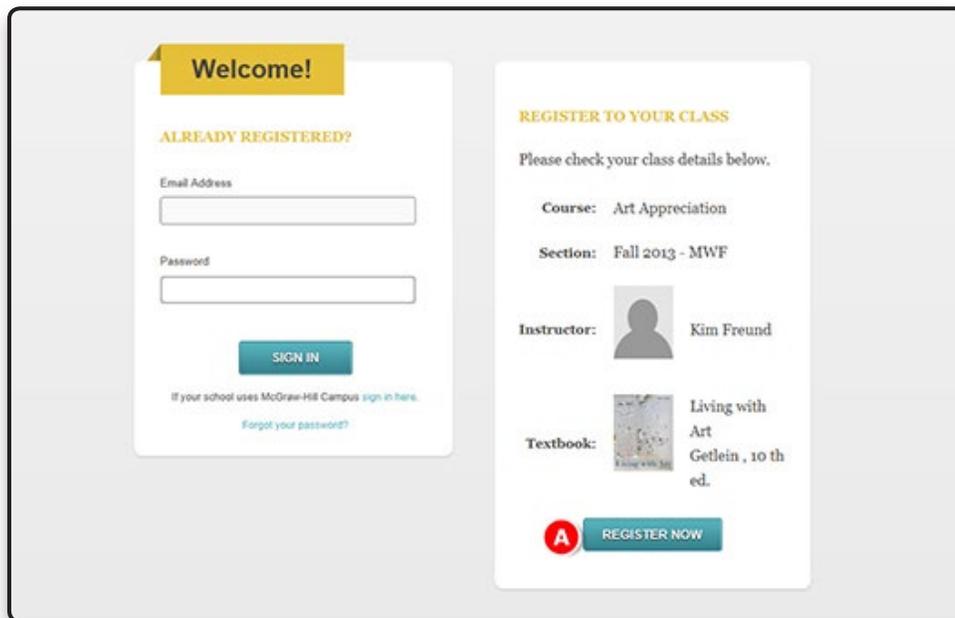


User Tip: Remember, each unique section will have a unique section web address. If students change sections during the term, simply provide them with the web address of the new section they need to be transferred into, have them click **Register Now**, and follow the prompts. Connect will recognize their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



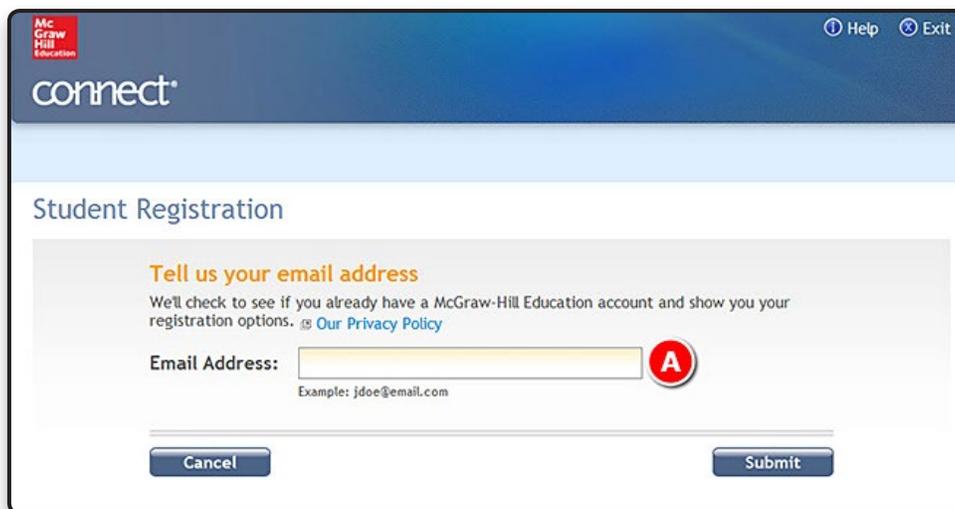
When students visit your section-specific web address, they come to a similar-looking landing page.

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



The screenshot shows a landing page titled "Welcome!". It is divided into two main sections. The left section, titled "ALREADY REGISTERED?", contains a form with "Email Address" and "Password" input fields, a "SIGN IN" button, and a link for "Forgot your password?". Below this is a note: "If your school uses McGraw-Hill Campus sign in here." The right section, titled "REGISTER TO YOUR CLASS", displays class details: "Please check your class details below.", "Course: Art Appreciation", "Section: Fall 2013 - MWF", "Instructor: Kim Freund" (with a profile icon), and "Textbook: Living with Art Getlein, 10th ed." (with a textbook cover icon). At the bottom of the right section is a red "A" icon and a "REGISTER NOW" button.

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



The screenshot shows the "Student Registration" form within the McGraw-Hill Education Connect interface. The header includes the McGraw-Hill Education logo and "connect" branding, along with "Help" and "Exit" links. The main heading is "Student Registration". Below this is a section titled "Tell us your email address" with the text: "We'll check to see if you already have a McGraw-Hill Education account and show you your registration options. [Our Privacy Policy](#)". The form includes an "Email Address:" label, a text input field with a red "A" icon, and an example: "Example: jdoe@email.com". At the bottom are "Cancel" and "Submit" buttons.

- 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 Courtesy Access**.

McGraw Hill Education

McConnell: ECONOMICSÁ, 17e
by Campbell, McConnell, Stanley, Brue

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.

A Registration Code:
[] - [] - [] - [] - []
Example: GRFU-BYHA-6MY3-PGAK-PRXA

Submit

Don't have a code?
Buy access online
No registration code, no problem. You can buy access to ECONOMICSÁ right now. All you need is a credit card.

VISA MasterCard

B Buy Online

Try before buying
Get instant access to your instructor's course work and materials with **courtesy access**. Your work will always be saved during your courtesy period and you'll receive a reminder before it expires.

C Start courtesy access

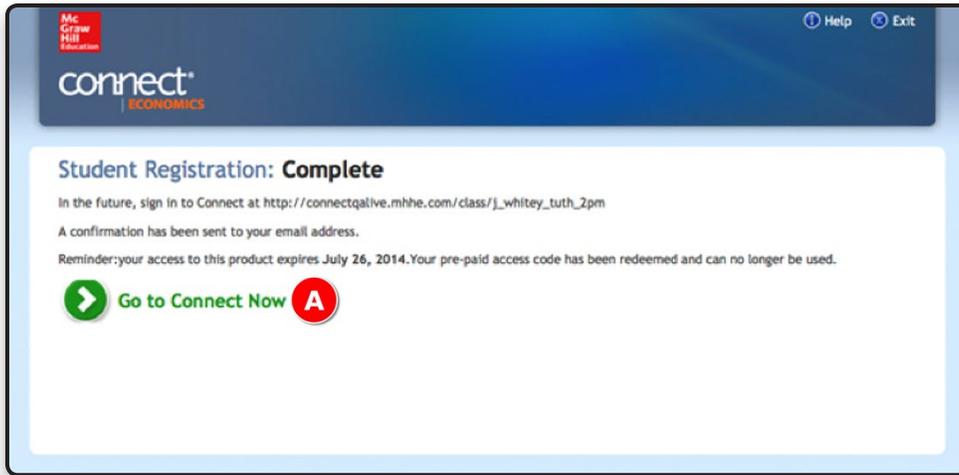
Need help? Visit our [customer support site](#).
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User Tip: Prompt your students to purchase access up front if they are going to stay in your class. If they don't, you'll have to make sure that each of them converts to paid access a few weeks into the semester.

- **What are the Student purchasing options?**
 - » **Courtesy Access** enables students to register for Connect Plus and receive full access (typically for 14 days) 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 courtesy access.
 - » Students buying Connect online will typically have two options, **Connect standalone** or **Connect Plus**. Connect Plus contains all of the assignment and assessment features plus an integrated e-book. Connect standalone contains all of the assignment and assessment features without an e-book.

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

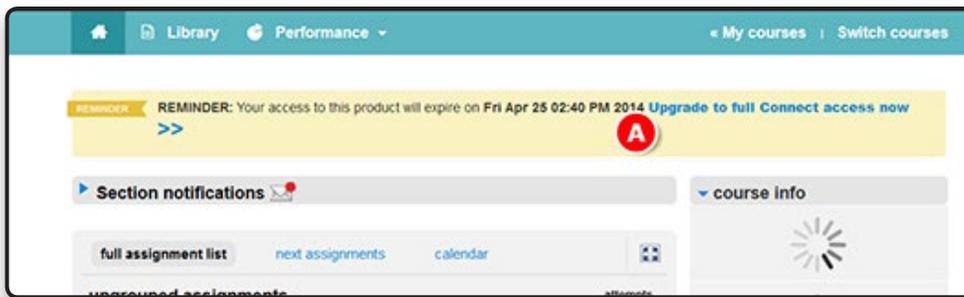


 **User Tip:** If students are registering on a computer on which they've used Connect before or a public computer, they should clear the Internet browser's cache before trying to enter the new section URL (this will prevent them from being taken to a wrong web address that may be stored in the browser's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

Upgrading from Courtesy Access

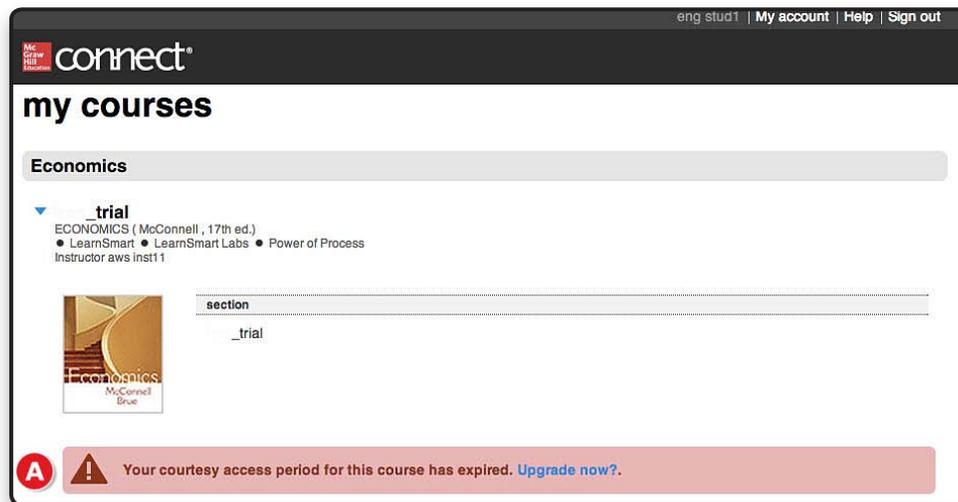
Upgrading before the Courtesy Access Has Expired

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



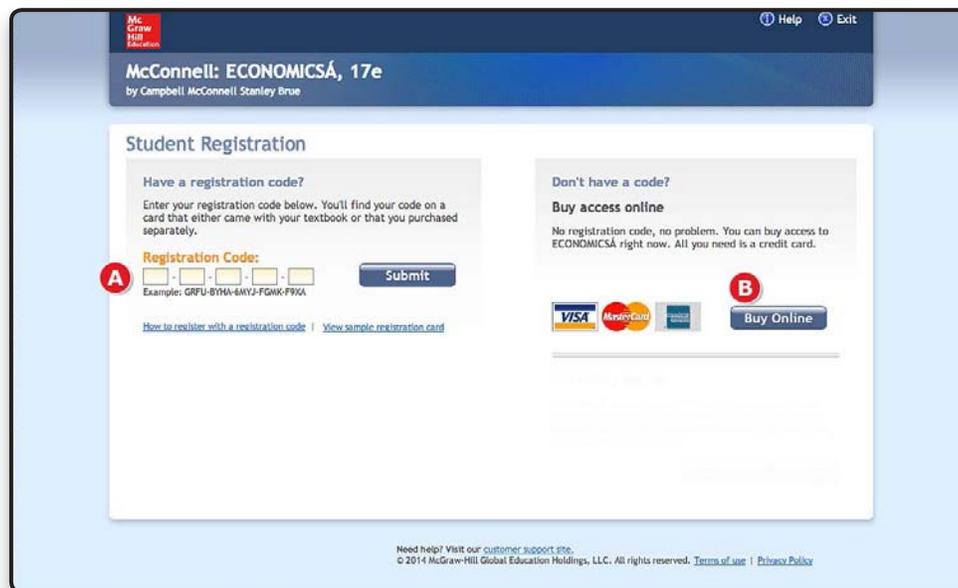
Upgrading after the Courtesy Access Has Expired

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



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

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

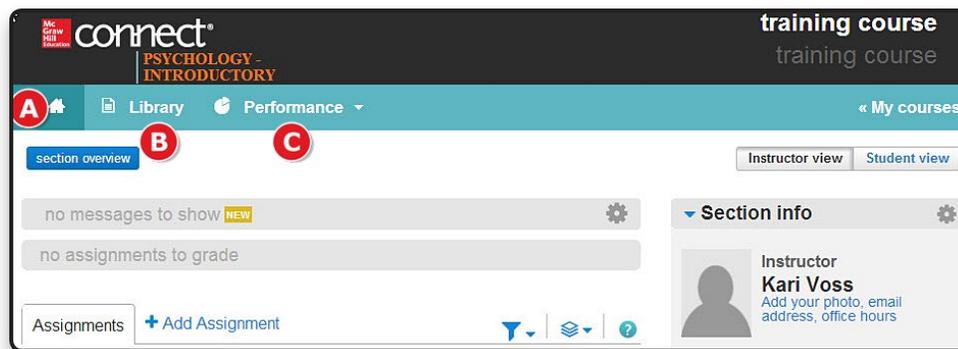


Section 4: Section Home Page

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** Use these boxes to select assignments for action.
- C** These links allow you to **share**, **copy manage date**, **Show/Hide**, **group** or **delete**. You can choose to group assignments into categories by clicking the **group** icon and also assign selected ones as **prerequisites**.
- D** To create a new assignment, click **Add assignment**.

- E** If you have new messages, an **envelope** icon will appear here. Click anywhere in the line to expand the list of messages.
- F** 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.
- G** At the bottom of this box is the **section web address** and a place to **upload your syllabus**.
- H** **Instant messaging** is an alternative to e-mail that allows you to communicate directly with your students. Blackboard IM allows for live virtual chat, video chat, and virtual office hours.

connect GERMAN German 101 Section 002

Library Performance My courses

section overview

no messages to show **E**

Assignments to grade **NEW** **D**

Title	Shared	Info	Start due	Show/hide	B
Ein Führung A	A	i	11/13/12- none	👁	☑
TEST		i	11/13/12- none	👁	☑
Chapter 3. - WBLM Exercises		i	06/18/13- 07/15/13	👁	☑
Workbook Assignment Chpt. 9		i	not assigned	👁	☑
file attachment		i	none- 08/28/13	👁	☑
Chapter 1		i	09/16/13- 09/20/13	👁	☑
Einführung A — Arbeitsbuch (WBLM)		i	not assigned	👁	☑
UNNAMED ASSIGNMENT		i	not assigned	👁	☑

Section info **F**

Instructor **Kim Freund**
Add your photo, email address, office hours

View my course colleagues

Textbook
Connect PLUS for Kontakte
Tschirner, 7th ed.

Section web address:
http://connect.mheducation.com/class/k_freund

G Upload syllabus

instant messaging **H**
Connect comes with text, audio and video chat via Blackboard Instant Messenger.
Start chatting with Blackboard IM
New to this course or using a different computer than usual? Activate and download Blackboard IM

Assignments + Add Assignment

Title	Shared	Info
LS Chapter 1. Introduction to Psychology	i	i
Assignment 1	i	i

- Share **C**
- Copy
- Group
- Manage dates
- Show / Hide
- Delete
- Prerequisites

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 shows the bottom half of a section home page. At the top, there is a navigation bar for "Chapter 3: Cell" with options like Share, Copy, Manage dates, Show/hide, Move, and Delete. The main content area is divided into several sections:

- Section performance (A):** Displays a bar chart showing a section average of 50.00% for 1 assignment. The chart has a y-axis labeled "score(%)" from 0 to 100 and an x-axis labeled "assignments". Below the chart, it says "*As of 05/14/2014 8:56 PM CDT".
- Look up a student in this section (B):** A search box with the placeholder text "Enter student's name here".
- Your recorded lectures (C):** A section with a microphone icon and the text "Record, view and manage all of your lectures for this section at any time." with a link "go to lectures".
- Bookmarks (D):** A section with the text "You have not yet added any bookmarks. Click the ⚙ icon to add bookmarks for your students to see." and a gear icon.
- News feeds (E):** A section with the text "You have not yet added any news feeds. Click the ⚙ icon to add news feeds for your" and a gear icon.

Student View

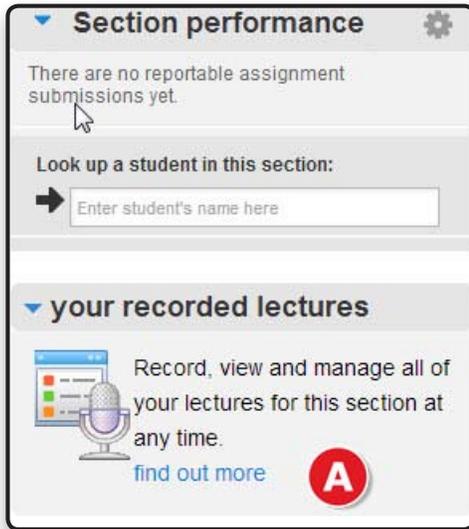
You are able to toggle to the **Student View** to see what students will see once they log into their course.

The screenshot shows the Connect interface for "AP_Anatomy & Physiology" (AP Anatomy Course MWF). The top navigation bar includes "Library" and "Performance". Below the navigation bar, there are tabs for "section overview", "Instructor view", and "Student view". The "Student view" tab is circled in red. Below the tabs, there is a "Messages" section with "no assignments to grade" and a "Section info" section with "Instructor" listed.

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.



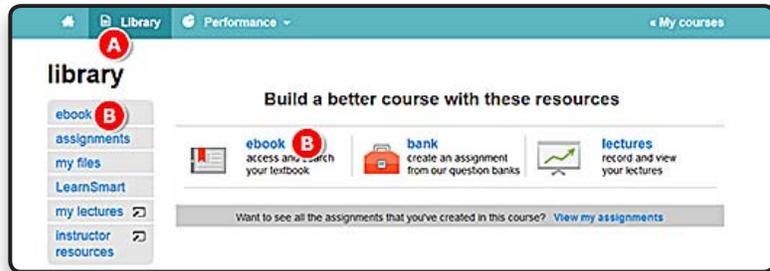
For more information on using Tegrity in your class, visit the Tegrity website at <http://www.tegrity.com>.

Section 5: Library Resources

E-book Access (also contains text audio/video)

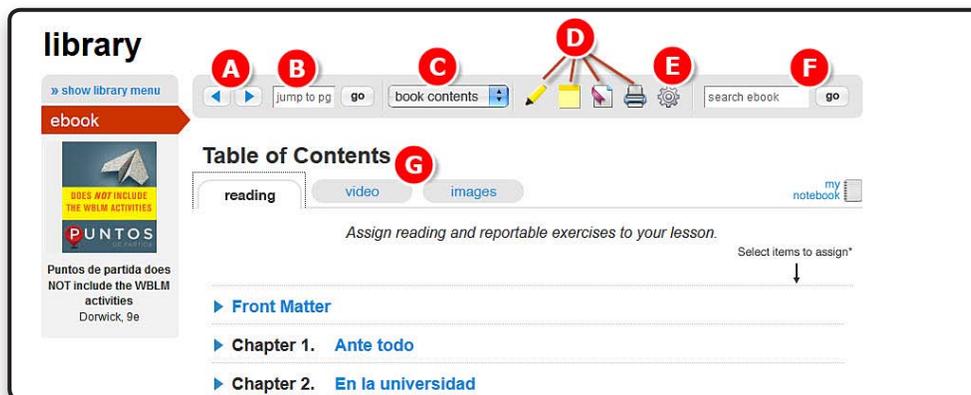
The interactive e-book allows students and instructors to quickly access different parts of the textbook, take notes, highlight important terms, and more.

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



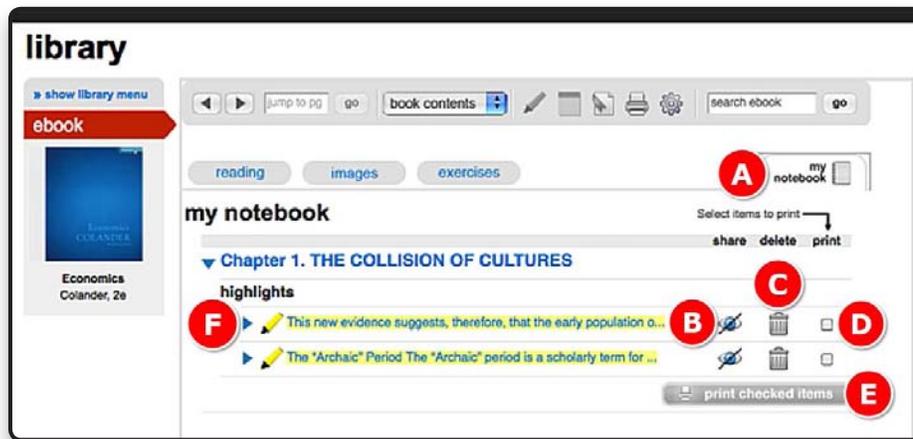
E-book Highlight and Note Functions

- A** After opening the eBook, you can switch sections within a chapter by clicking the **blue arrows**.
- B** Or go to a specific page by entering a page number.
- C** You can 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** To adjust the font size or to hide book images click the **gear** icon.
- F** The ebook is also completely searchable. Search the book content by using keywords in the search bar.
- G** The e-book also allows you to quickly access all video/audio and images that come with the textbook. This includes grammar tutorial and cultural videos. Simply click the tab that corresponds with what you are looking for.

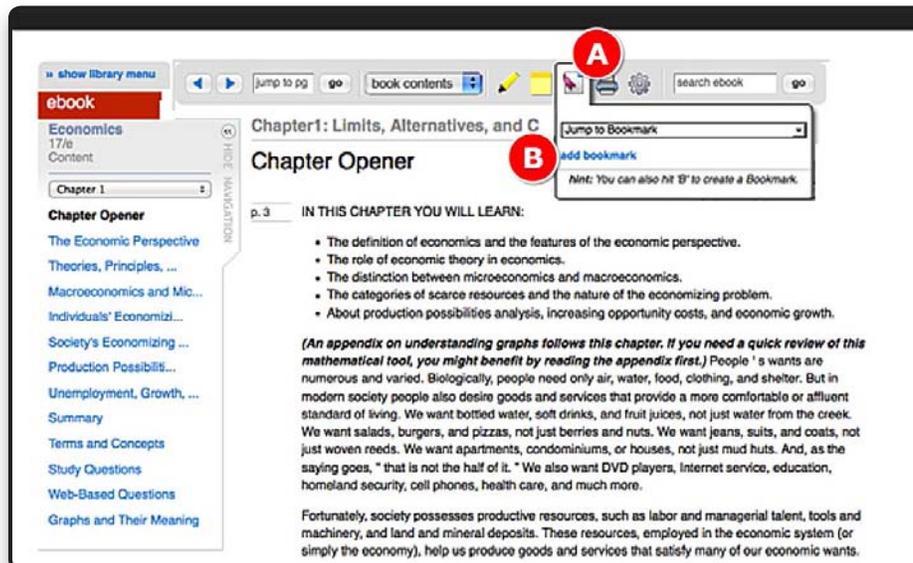


User Tip: Assign e-book exercises directly through the e-book. As students go through the text, assignments will appear along the way.

- 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.

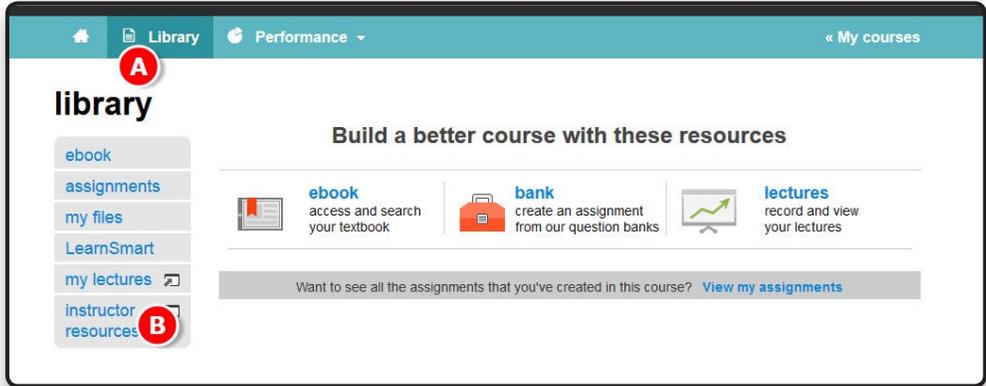


- A** To add a bookmark from a page within the e-book, click the **bookmark** icon.
- B** Click **add bookmark** to create a bookmark. All bookmarks will be listed here and can be accessed from anywhere in the e-book.



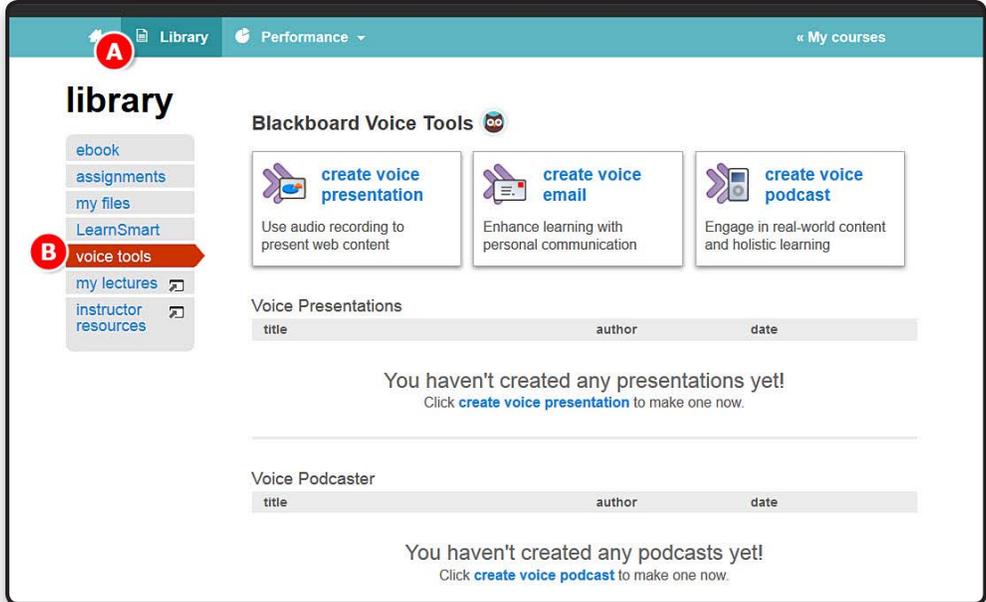
Additional Instructor Resources

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



Creating Additional Voice Tools

- A** From the section home page click on the **Library** tab.
- B** Select **voice tools** from the library menu.



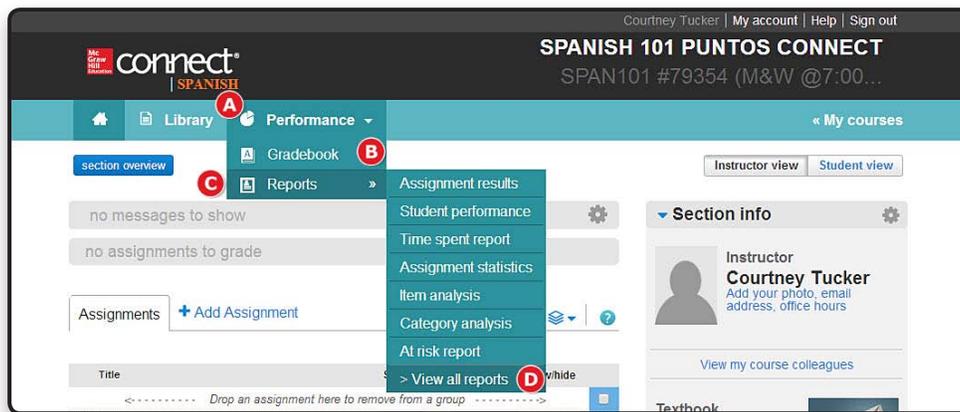
User Tip: You can create a voice presentation that allows you to use audio recording to present web content that your students can review and comment on. You can create a voice e-mail that sends a voice recording via e-mail to your students or selected recipients. You can create a voice podcast that allows you and your students to engage in real-world content and holistic learning. Select the type of voice tool you wish to create.

Section 6: Gradebook & Reports

Locating Gradebook and Reports

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

- A** Click on **Performance** from the section home page.
- B** Select the gradebook you wish to view or set up.
- C** Hover over reports to see available reports.
- D** Select the report you wish to view or click **View all reports** to go to the performance home page.



Using the Connect Gradebook

After selecting the Connect gradebook for the first time, you will be taken to the gradebook setup page.

- A** Select the categories and weights.
- B** Enter custom categories.
- C** Select which student attempt should be used for gradebook calculations.
- D** Select **yes** for same gradebook settings for all sections.
- E** Select **on** or **off** for student viewing.
- F** Click **save** to save your settings and enter the gradebook.

Options

Add weights to the categories you want to use in your gradebook.

smart category	weight	drop lowest scores
Exam	0 %	0
File Attachment	0 %	0
Homework	25 %	0
LearnSmart	25 %	0
Practice	25 %	0
Quiz	25 %	0
Writing Assignment	0 %	0

custom category	weight	drop lowest score
Category name	0 %	0
Category name	0 %	0

Total weight: 100%

Dropping begins: mm/dd/yyyy hh:mm a US/Pacific

Apply letter grades: Off

In multiple-attempt assignments, which attempt should appear in your gradebook?

best last average

Apply this gradebook to all sections of this course?

yes no

Make gradebook available to students

cancel **save**

- A** Choose to view students' scores in all categories or specific categories.
- B** View total time spent on submitted assignment attempts.
- C** View total grade.
- D** View overall score in each category.
- E** Adjust gradebook settings by clicking on the **Options** menu.

Gradebook

Sección 987 - Aparico (Fall 2012)

	Total time hh:mm	Total grade	Homework 25%	LearnSmart 25%	Quiz 50%
demo Student, Kimw	0:00	0%	0%	0%	
Finch, Mamie	0:00	0%	0%	0%	
Freund, Jehn	0:00	0%	0%	0%	
Freund, Kim	0:02	6.83%	12.89%	0.76%	
Garvin, Kayla	0:00	0%	0%	0%	
Nielsen, Keith	0:00	0%	0%	0%	
Schroeder, Kim	0:00	0%	0%	0%	

Showing 1-11 of 11 students

Save changes

Section 7: Assignments

Adding Assignments

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

Assignments **Add assignment** **A** filter assignments ▾

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

Question Bank
Create an assignment from end-of-chapter questions, test bank or your own question banks.

group assignment
Create assignments for students to work on as a team.

file attachment assignment
Create a manually graded assignment that your students can respond to with an attached file (Word documents, Excel spreadsheets, etc.).

web activity
Create an activity with your instructions and web links.

Assign web links to students right from your browser
Drag this button to the bookmarks bar on your browser to assign web readings, videos or other activities in one quick click.
[see how it works](#)

Assign to Connect

my assignments
View all the assignments that you've created in this course.

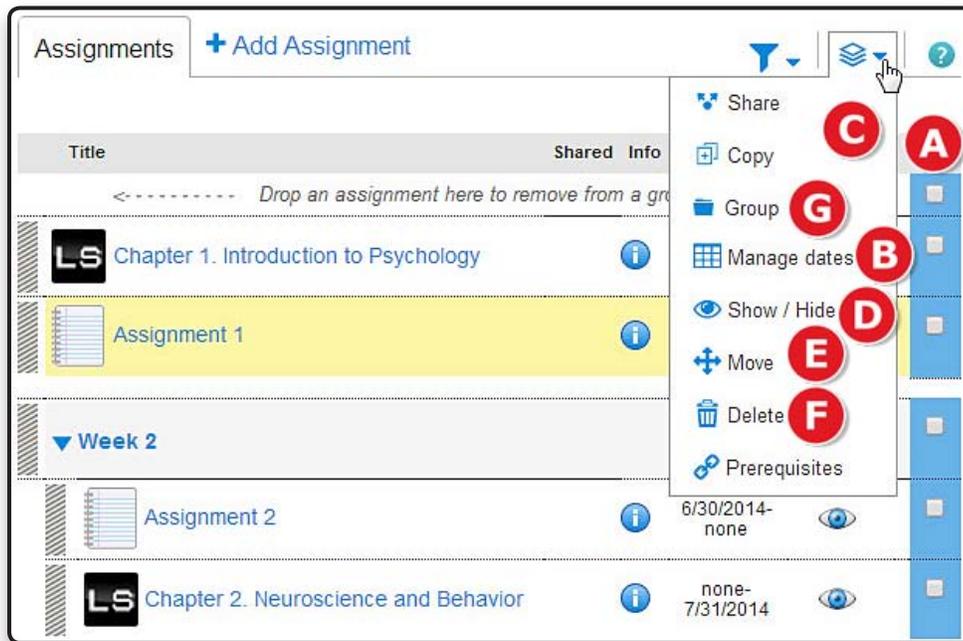
Arbeitsbuch (WBLM)
Assign workbook/laboratory manual activities by chapter, or edit these assignments according to your preferences.

suggested syllabus
These assignments have been created to support the learning objectives of your course.

Editing, Managing, and Organizing Assignments

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

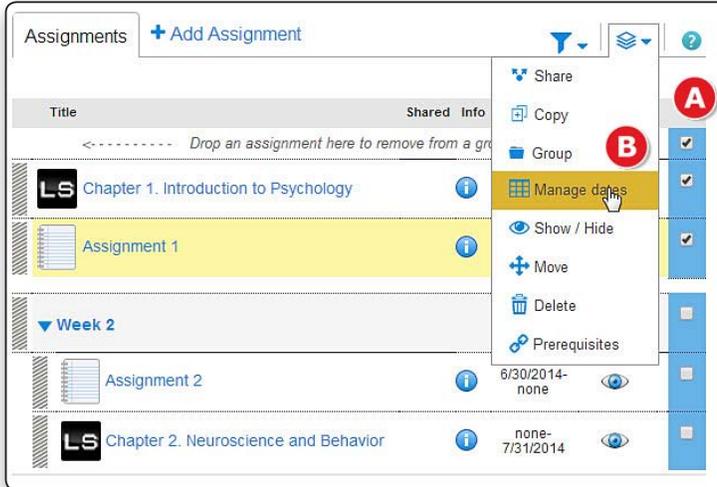
- A** Check off the assignments you want to manage and select the action you want to take (B–G).
- B** To change the start and due dates for the assignments, click **Manage dates**.
- C** To copy or share an assignment to another section in your course or to a colleague’s course, select **Share** or **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.



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

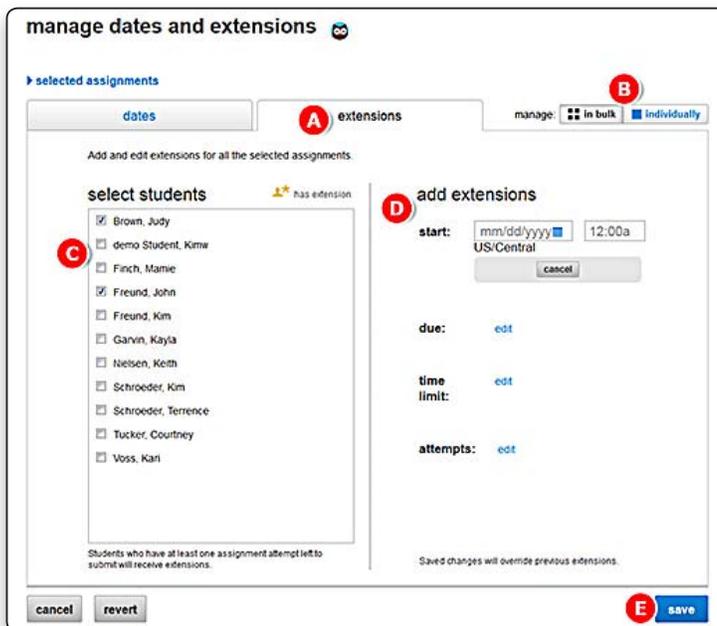
Extensions and Adjusting Point Values

- 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.



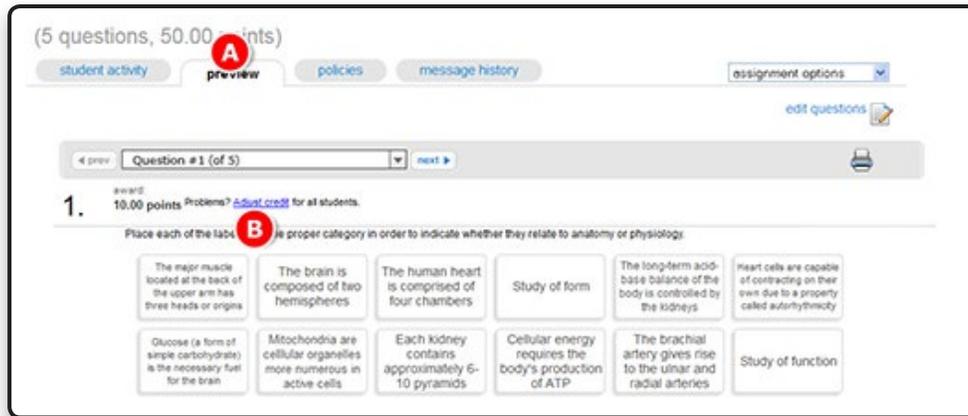
User Tip: Students need to have at least one attempt remaining in order to complete their extension.

- 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.

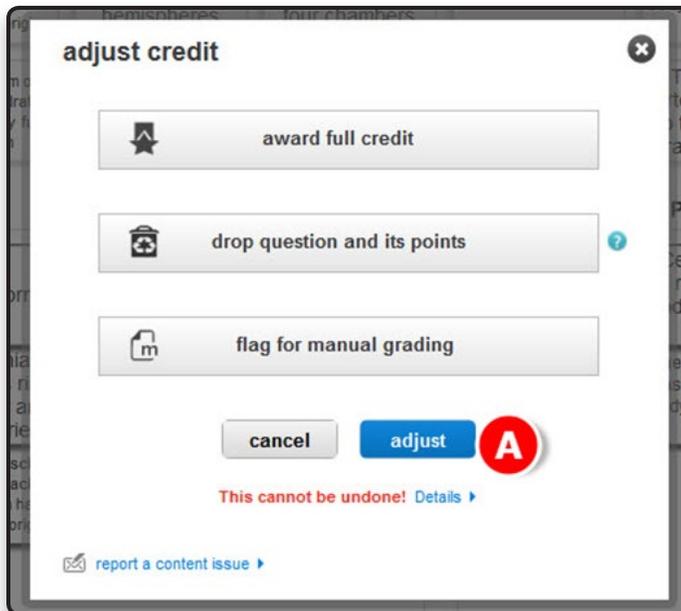
- A** Click the **preview** tab of your active assignment.
- B** Click **Adjust credit** in the question that you want to adjust.



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
WBLM Chapter 2 Total Value (Points): 140.00, Average Score: 30.00 (21.43%)					
Attempt 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
WBLM Chapter 4 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
Question Types Demo 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	
Ch 04. De compras: Gramática 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

about resources | Grammar Tutorial: Asking Yes/No Questions

Instructions: Conversación A. Intercambios: Sus actividades

award
10.00 points
0 out of 10.00 points | Award | 0 points or adjust scores 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 8: 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"> ■ Class test request ■ Purchasing issue ■ Product questions ■ Product demo 	<ul style="list-style-type: none"> ■ Easy access to videos, tips/tricks, how-to's and frequently asked questions <p>http://www.connectsuccessacademy.com/</p>	<ul style="list-style-type: none"> ■ One-on-one training via WebEx ■ Product walkthrough ■ “How do I” contact 	<ul style="list-style-type: none"> ■ Technical support ■ Student support (access codes and registration questions) ■ Password resetting ■ Learning Management System (LMS) support ■ Blackboard pairing issues <p>Direct phone: 800-331-5094 http://mpss.mhhe.com/products.php</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>