Training Guide for
Connect Communication
&
Connect Public Speaking

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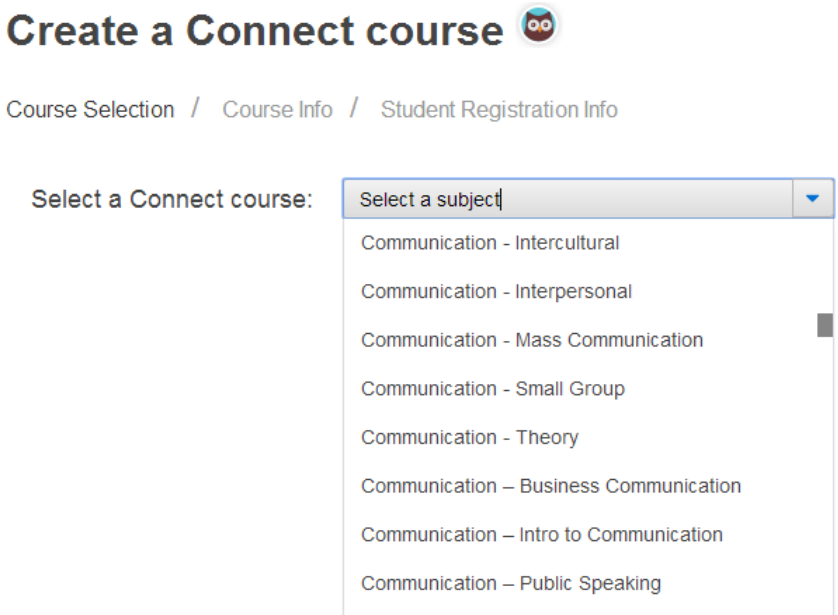
Course and Section

A. **Logging in to Connect** – go to http://connect.mcgraw-hill.com and enter your email address and password. Please check your email inbox for a "Welcome to Connect" message. This message should contain your account information, including log in and password. If you are unable to locate this welcome message please speak to your local McGraw-Hill Rep and they can reset or create your Connect account.

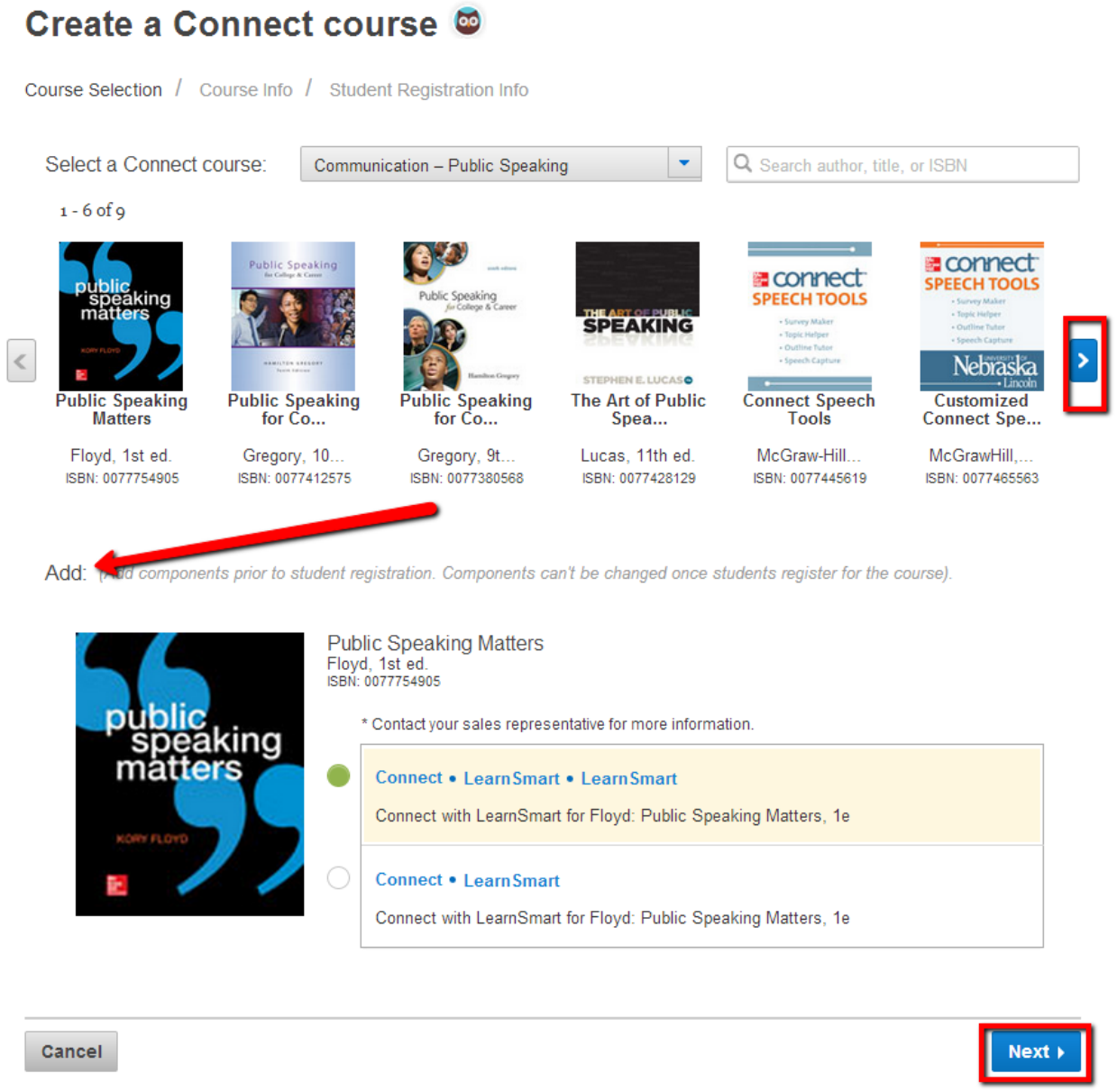
B. **Creating a new course and sections** – to begin in Connect you will need to create a course and section. Upon first logging in to Connect you will be presented with a "My Courses" homepage. On this homepage there will be a blue "+add course" button. Click on this button to begin creating your course:

After clicking the "+add course" button you will be presented with a selection choice by Connect. Click on the drop down tab to access the list of available disciplines and courses within the Connect site. Scroll down to "Communication" and select the discipline you will be teaching. Your choices include Communication – Interpersonal, Communication – Intercultural, Communication – Small Group, Communication – Mass Communication, Communication – Theory, Communication – Bus Communication, Communication – Intro Communication, or Communication – Public Speaking.



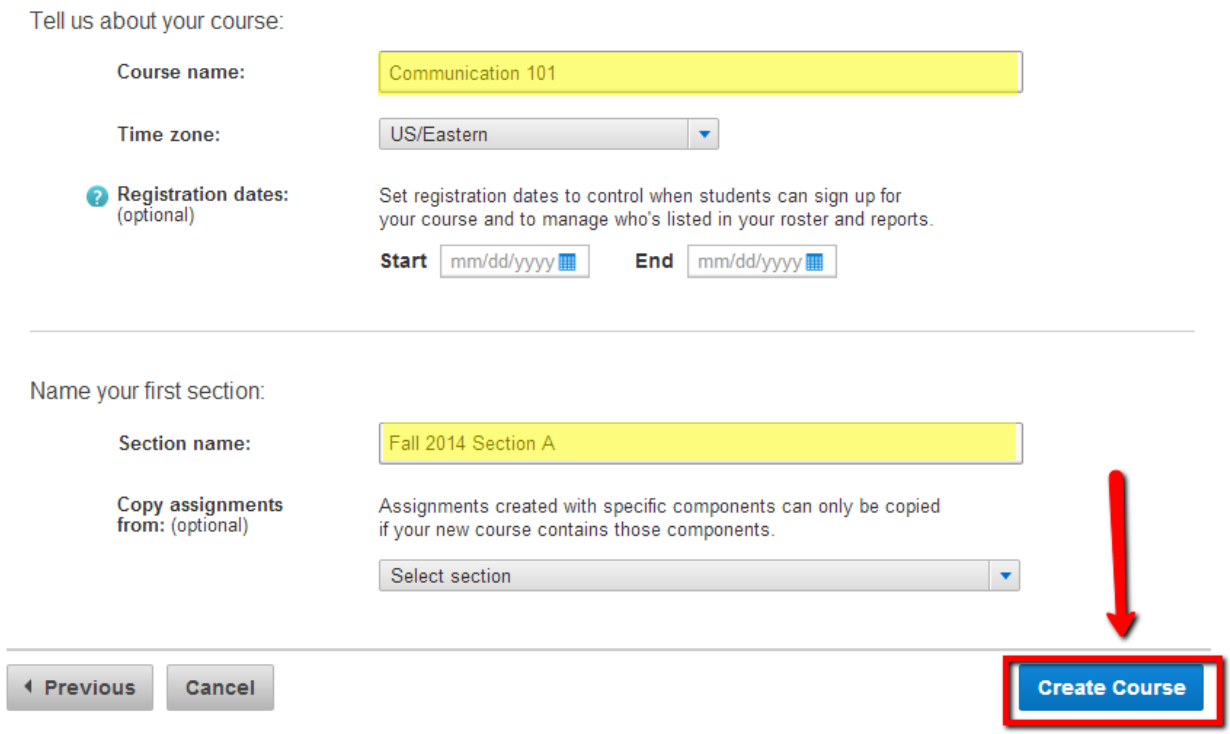
Once you have clicked the Connect course you will be using you will be asked to choose the specific version of Connect that you'll be using in your course. It is very important to

select the exact same product that your students are purchasing in the bookstore or online.



If you are unsure of what to select please ask your bookstore manager or local McGraw-Hill rep to verify which text was ordered for your students. http://catalogs.mhhe.com/mhhe/findRep.do

After clicking “next” on the course selection page you will be asked to fill in a name for both your course and section (below highlighted in yellow). McGraw-Hill highly recommends naming your course and section the same name that students see when they register for your course through your institution. Once finished entering in the course and section information, click “Create Course”.

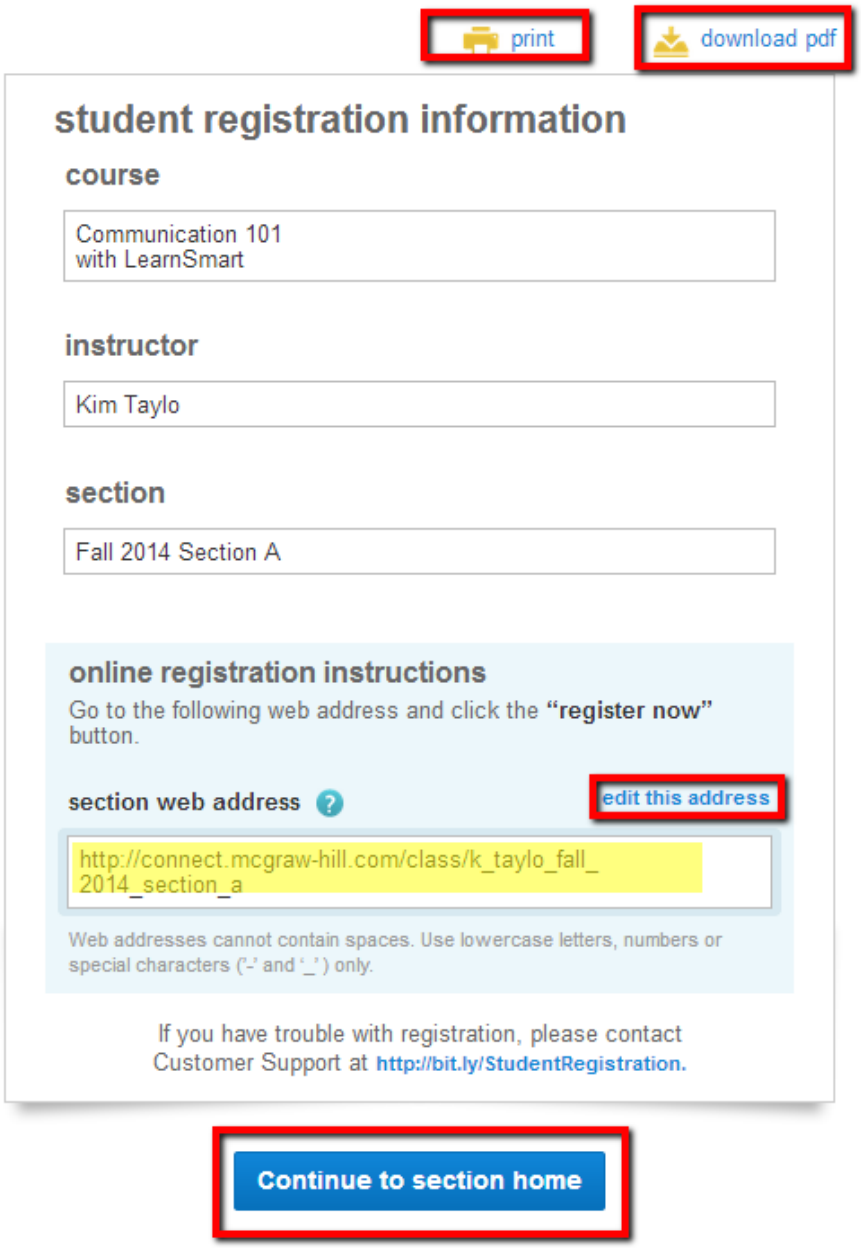


Student Registration

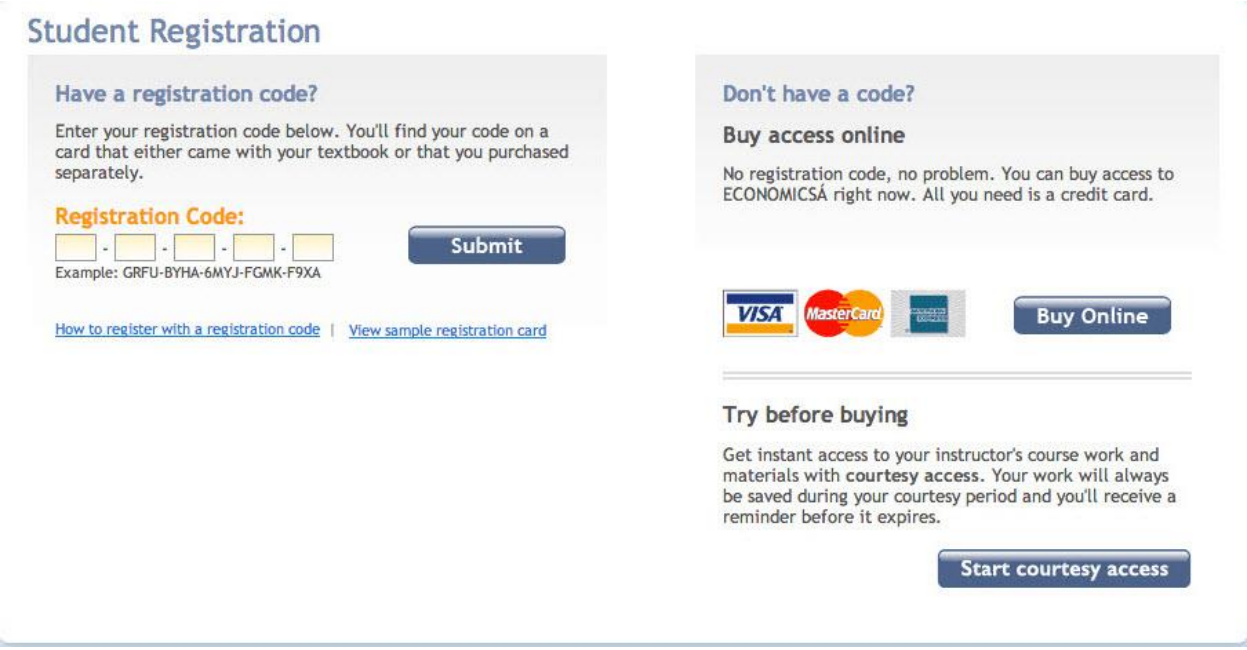
A. Student access and registration - After clicking "Create Course" you will be presented with student registration information card. You can print this out or download as a PDF. This card will contain the registration information that will be displayed to your student. At the bottom of the card is a "Section Web Address". This link is unique to your specific course and section. You will need to distribute this link to your students in order for them to register for your Connect course. You can copy this link and send it in an email, post it to a LMS site like Blackboard, D2L, Canvas, etc., include it in your syllabus, or write it on the board the first day of class.

You can also edit the address to make it shorter, and thus easier to type for your students if you like. Click the "edit this address" to change the link.

Once finished with this page, click "Continue to Home Section" to go in to your Connect course.



B. Student purchasing options and courtesy access – Once students are given and click on the section web address they will be taken to a website that displays the course, section, and instructor name for their course. Upon typing in their email address and clicking "Register Now" they will be given three registration options. Students may enter in the registration code the purchased at the bookstore or received with their McGraw-Hill textbook, buy access to Connect online with a credit card from McGraw-Hill, or utilize our 2 week courtesy access option to get started.

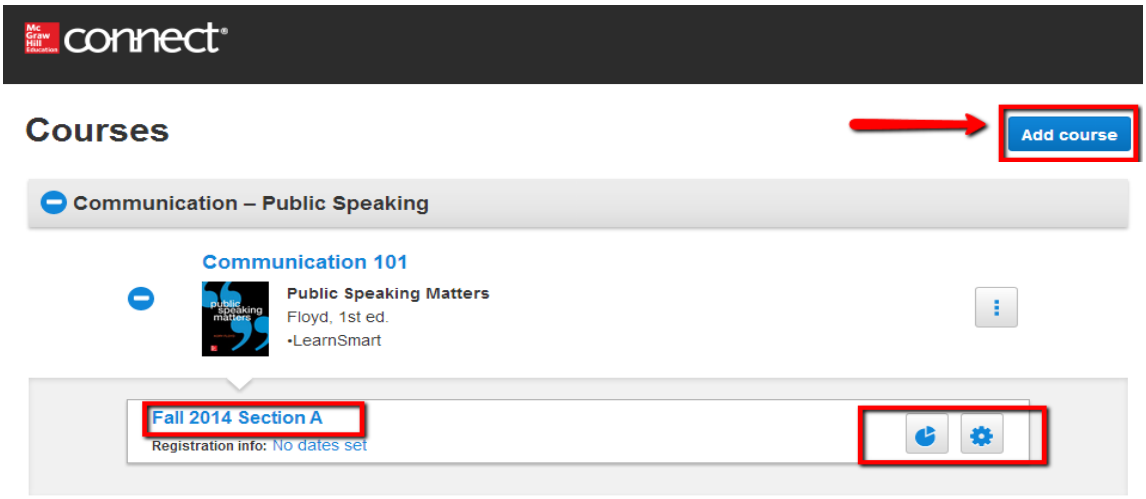


Connect Navigation

A. Section homepage and General Navigation

The Connect Communication and Connect Public Speaking programs provide you with a variety of functions and tools to help you build your course. These include assignment types like LearnSmart study modules, SmartBook, eBook assignments, test bank assignments and Speech Capture assignments.

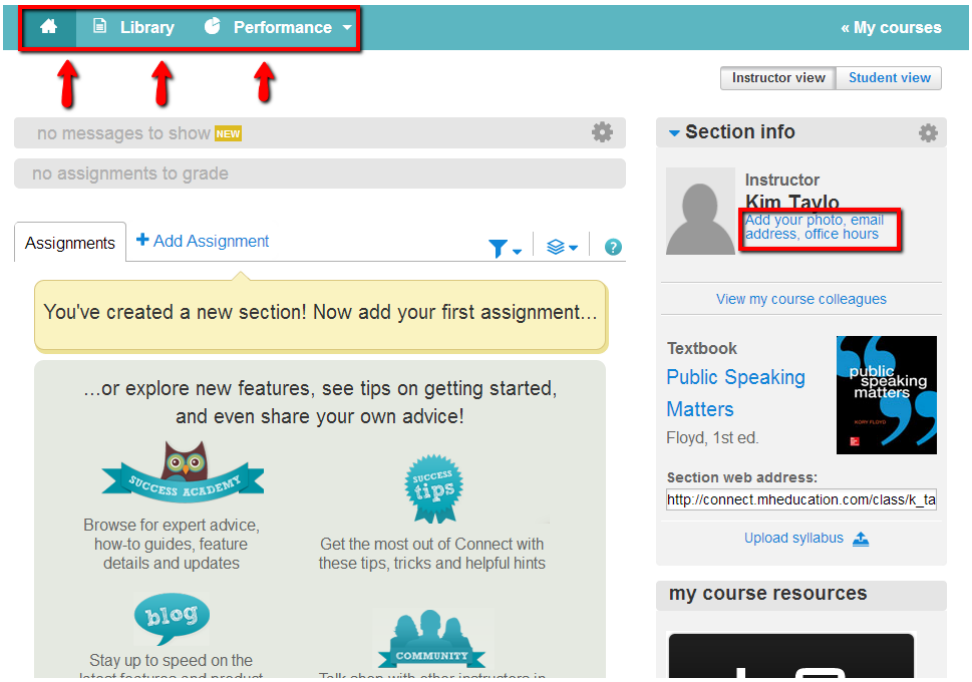
At any point you can always navigate back to your “My Courses” page in Connect. The “My Courses” page will always show you an overall view of all courses and sections you have created. On this page you will be able to go back and add outcomes, look at your student roster, or select “section options” to duplicate new courses. If you are new to Connect and teaching multiple sections, McGraw-Hill recommends making one course with all of your assignments first. Once you have finished this course you can select “section options” and duplicate your course as many times as needed and rename as your different sections. This will eliminate you having to setup your Connect assignments more than once in a single semester.



To navigate Connect, click on one of your course sections. Once you click on a section you will be brought to a homepage for Connect which displays three tabs. The Home tab will be you general page in which you can give assignments, access your eBook, or even find the student registration link again (highlighted in yellow below).

You can also click on the library tab in Connect to upload your own documents or resources. The Library Tab also contains complimentary lecture capture software called Tegrity that you can use within your course. NOTE: Tegrity is different from Speech Capture in that it is intended to be used for lecture capture only and has no assessment/rubric tied to this functionality (unlike Speech Capture which will be discussed later).

The Performance tab is where you will find your reports and grades from Connect assignments.



Within each section of Connect you can add in your own personal information as an instructor, such as a photo, email address, office hours, etc. You can upload a syllabus or even add bookmarks to other websites that your students might need throughout the semester. Please feel free to customize your Connect sections with the information you think will be helpful to your students.

Assignments

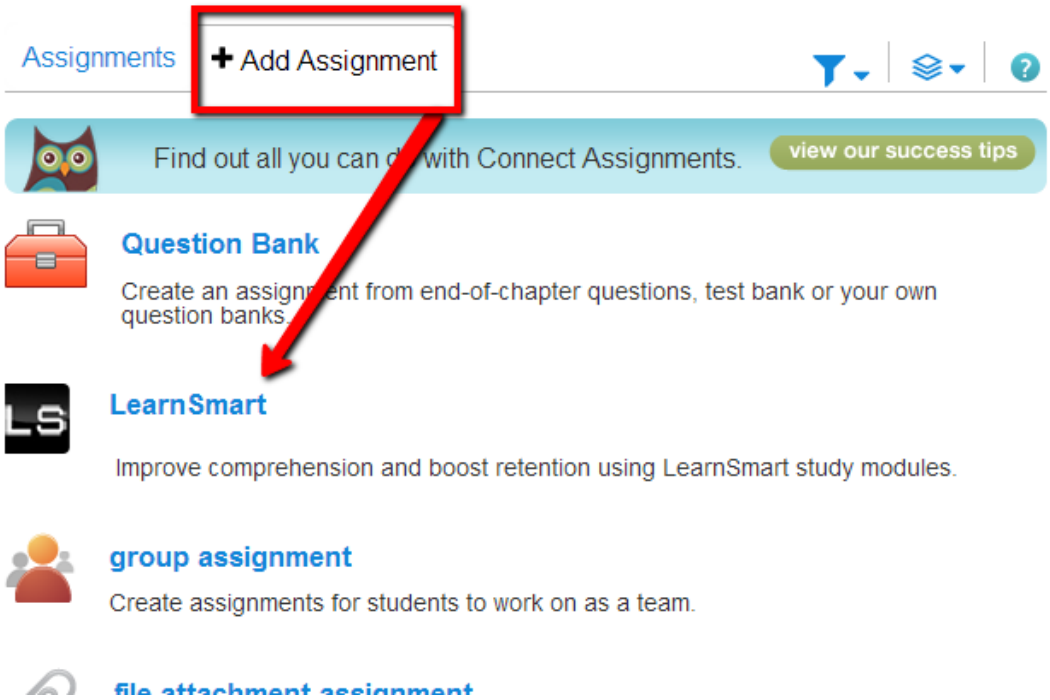
A. What assignment types are available in Connect?

Within all of the Connect Communication and Connect Public Speaking products there is a variety of different type of assignments you can utilize in your course. Some of the most popular assignments are:

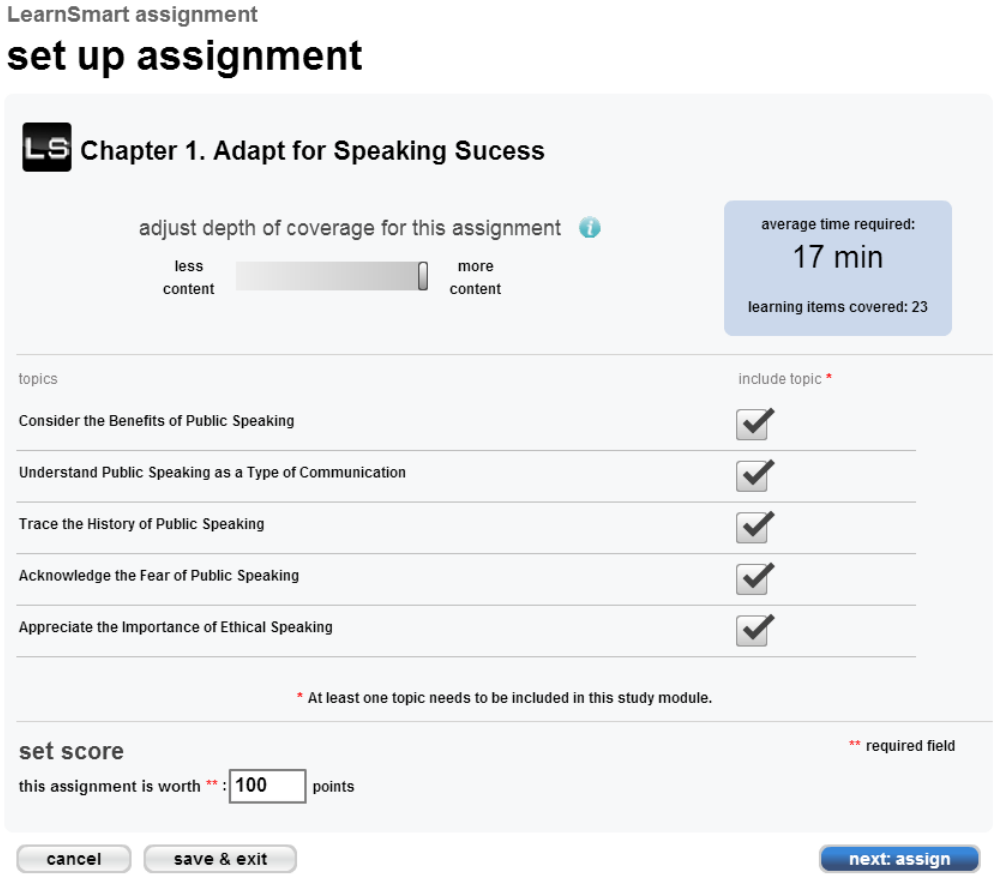
i. **Question Bank** – Use existing content from one chapter or a combination of chapters to test or quiz your students. You have the ability to edit, filter and create your own questions to create customized assignments that your course and assessment needs. Question bank assignments can also be shared with colleagues or between sections for reuse.
ii. **LearnSmart/Smartbook** – use these adaptive study modules and/or the adaptive reading experience to help improve student comprehension and preparedness and boost retention.
iii. **Speech Assignment (Video Assignment)** – guides students through performance-based assessment activities that require them to apply active reading strategies and demonstrate critical thinking and analysis of a reading selection in their own writing.
iv. **eBook Chapters or Reading Selections** – in Connect Communication and Connect Public Speaking instructors have access to online version of program content, which also include pre-made quizzes by McGraw-Hill.

B. Assigning LearnSmart/SmartBook

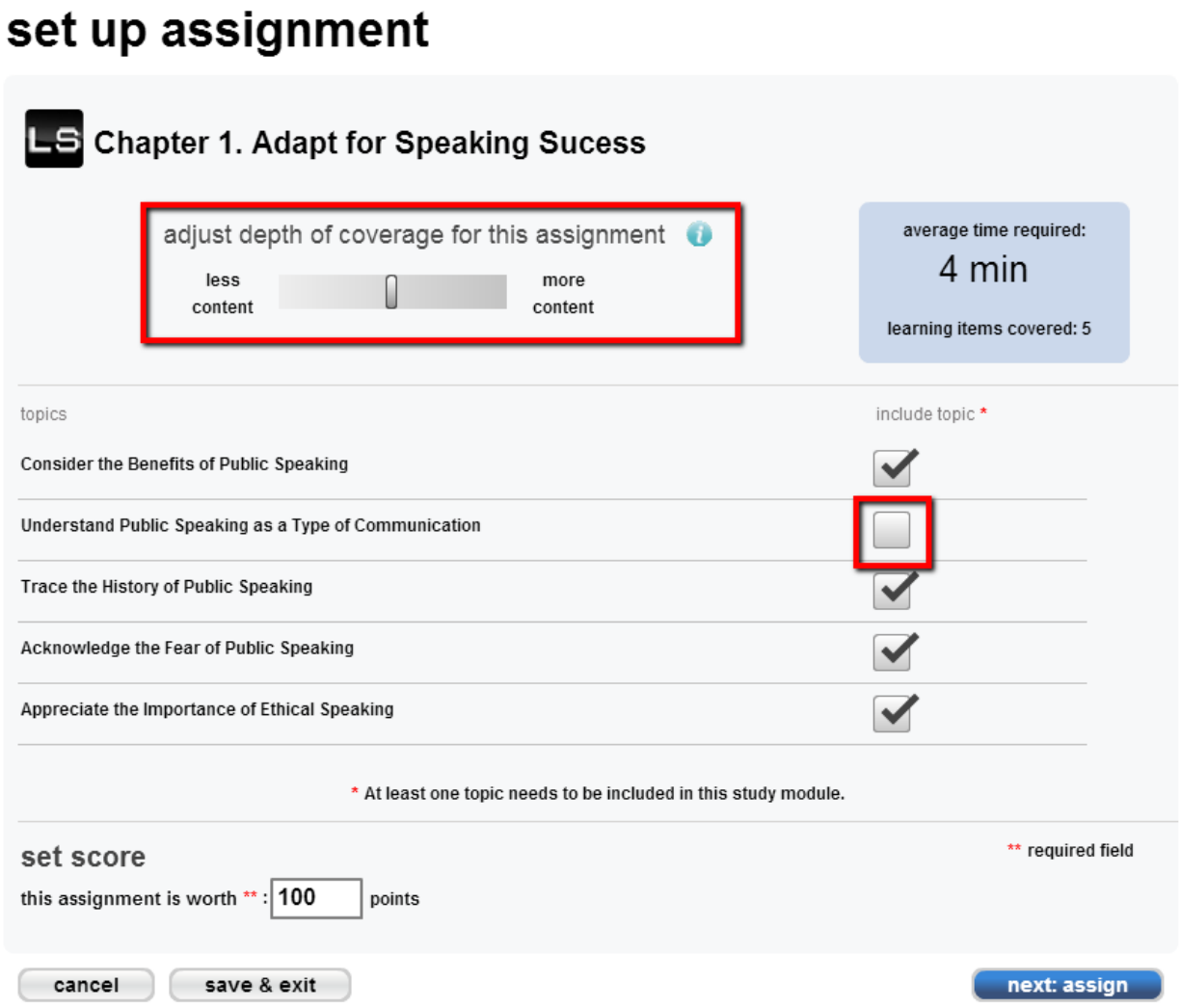
To add a LearnSmart or SmartBook assignment to your course click the “add assignment” tab located on your Connect homepage. Then click on the LearnSmart option.



Once you select the chapter(s) you would like to assign, you will be prompted to "set up" the LearnSmart assignment and set your preferences for the give chapter.



Best Practice – Students and instructors report more successes if LearnSmart is required in the course. For example, instructors have assigned LearnSmart for participation credit or extra credit depending on the structure and approach in their course or even in preparation for speech day or midterm/final exams. This helps create benchmarks for Connect and your students and ensures that they are working on all of their assignments consistently throughout the entire semester, rather than getting overwhelmed by too many LearnSmart modules at once.



After you choose the topics and learning objectives you would like to put in this particular assignment you can also adjust the "depth of coverage" bar located at the top of the page. The depth of coverage bar will not remove any topics or learning objectives (to do that uncheck the tick boxes to the right of each item). The depth of coverage bar allows for you to control how rigorous the program will be in questioning students on each topic. If the slider bar is adjusted all the way to the right then students will be asked more questions to prove they understand the topics at hand than if you adjust the slider bar to the middle.

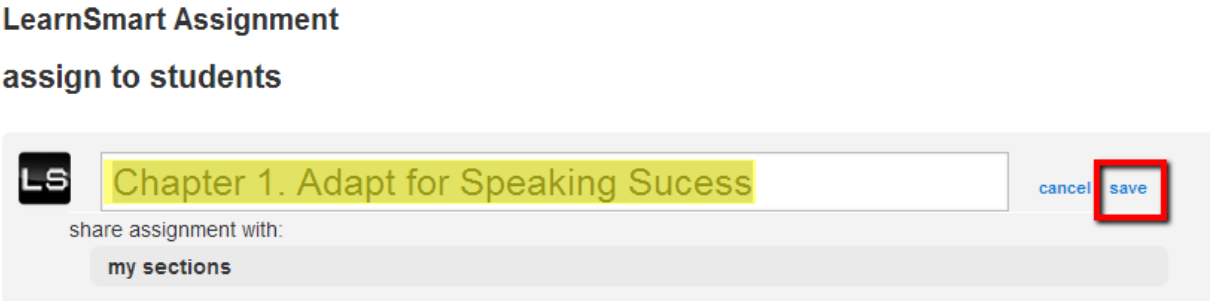
Best Practice – McGraw-Hill recommends keeping the slider bar between the middle all the way to the right (more content) section. If you move it farther to the left you run the risk of making the program too easy to complete for your students.

Once you have chosen the topics you would like to assign for this particular assignment you will be asked to add in a score at the bottom left of your screen. This score will not affect mastery of the topics in LearnSmart. This score is the point value that will appear in your grade center (Blackboard, Canvas, D2L, etc.) or in the regular Connect reports.

Click “Next: Assign” when you are ready to assign the LearnSmart material.

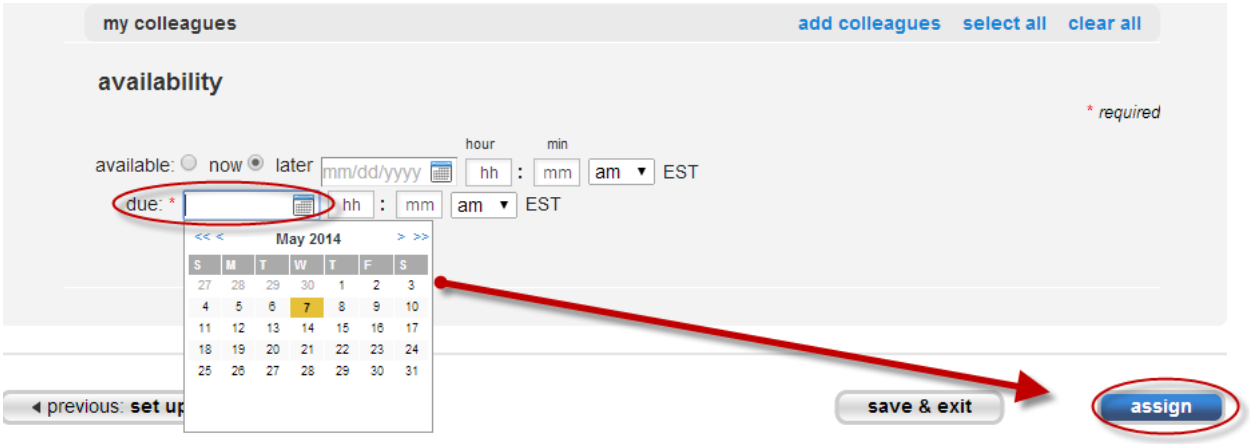
Best Practice – while LearnSmart is an excellent and helpful resource for students McGraw-Hill highly recommends incorporating a point value for this work in to a student’s overall semester grade. Our recommendation is having LearnSmart count for anywhere between 10% - 30% of a student’s overall semester grade, depending on how much LearnSmart work you have assigned to the students. You can reflect this grade % by altering the score box. Or if you’re doing this manually in your own grade book, we recommend keeping the score at 100 points (it’s always easier to do grades/percentages later on manually off of a starting score of 100).

After clicking “Next: Assign” you will be asked to name your assignment and enter in a start and due date. McGraw highly recommends changing the name of your assignment (at the top of the page) to help identify the lesson to your students. Once you rename the assignment click “save.”

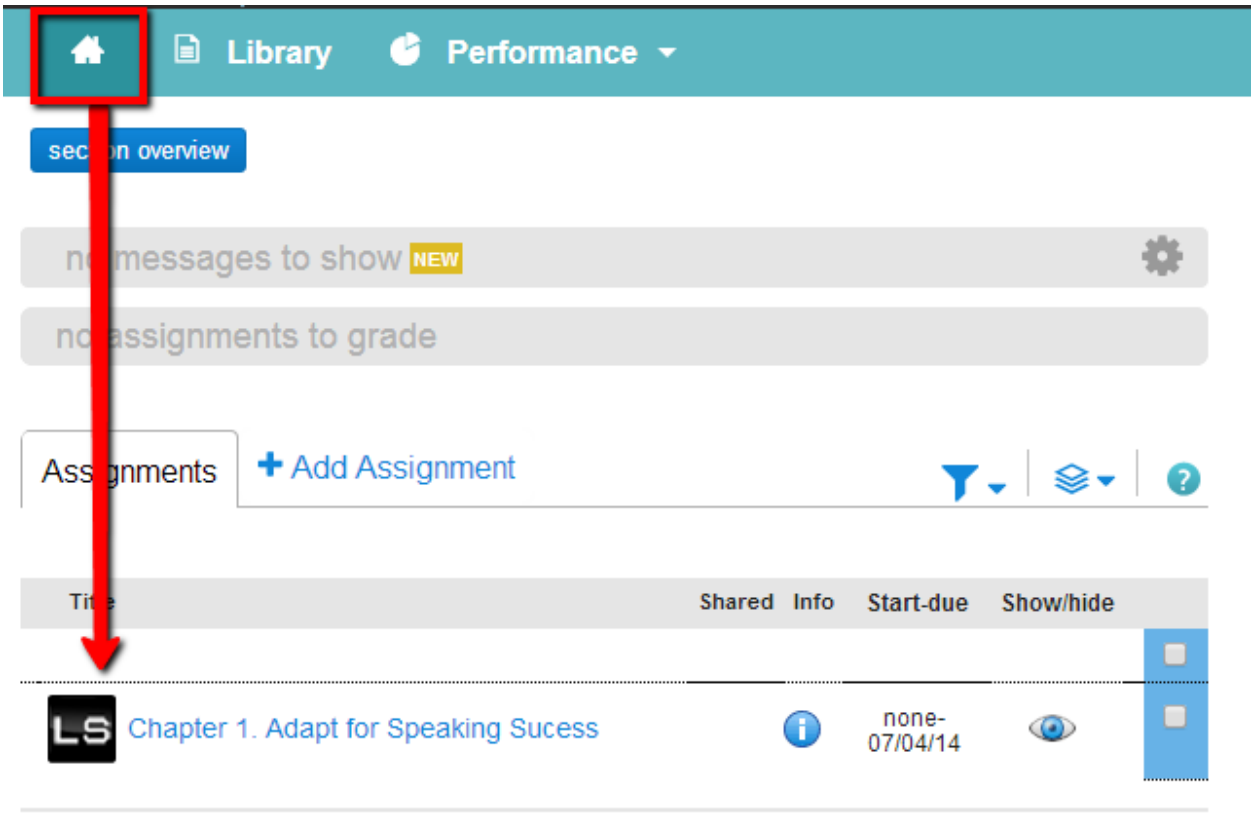


In addition to renaming the assignment, you will also be asked to put in a start date and/or due date for the assignment. If you would like your students to have access to start the assignment immediately you can click “available now” radio button. If you would prefer to stagger your assignments or make certain activities unavailable for your students until later in the semester click the “available later” radio button and choose a start date on the calendar.

After choosing a start date, choose a due date on the calendar for the assignment. You do not have to enter in a time unless you want the material completed by a certain time. It will default to the end of the day if you leave it blank. Click “assign” at the bottom right of the screen when you are finished.



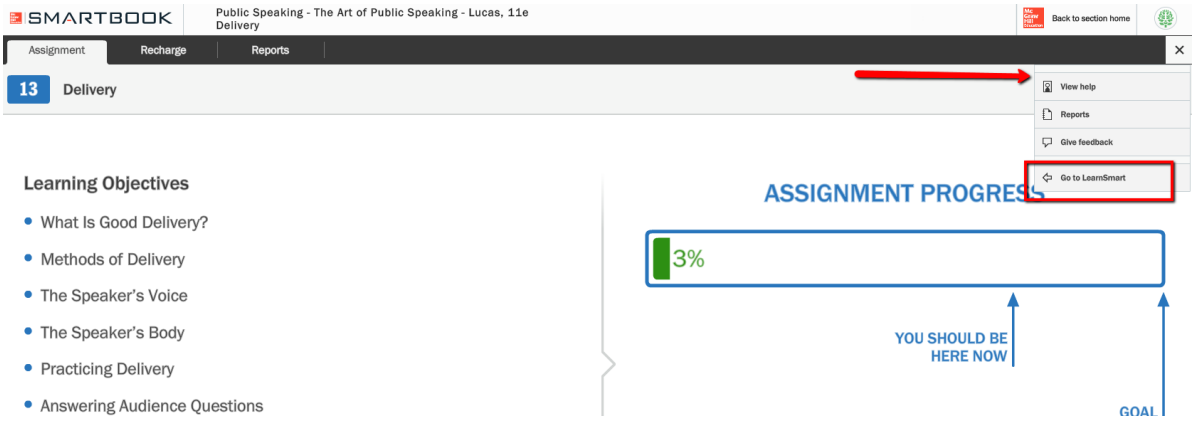
To see the newly created LearnSmart module assignment click back on the Home Tab icon in your Connect account. All of your assignments that you create in Connect will always be listed and available on this homepage. You can continue to make additional, different LearnSmart assignments by repeating the steps above.



SmartBook Assignments

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.

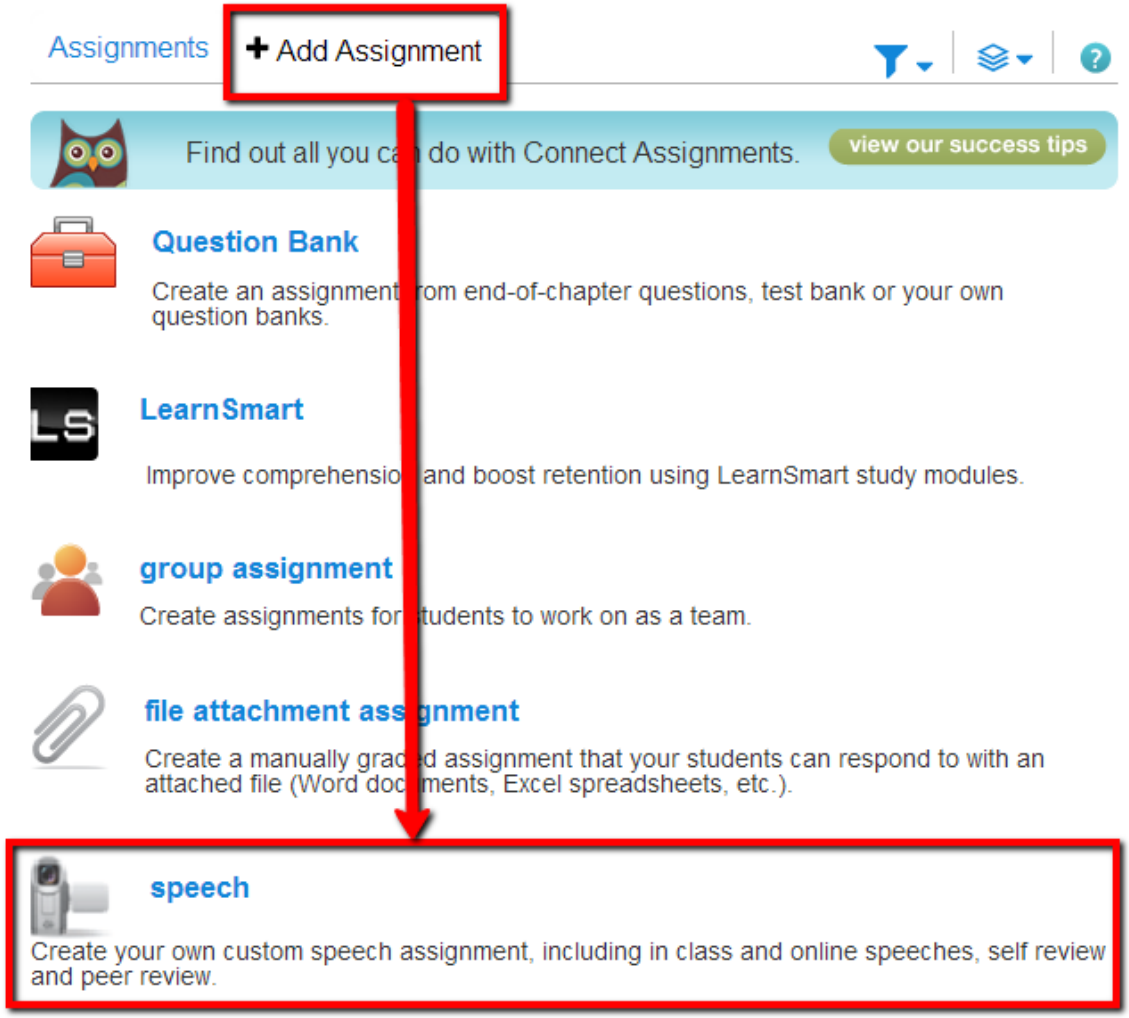
SmartBook assignments are available via LearnSmart if students have ConnectPlus access. Students can work in either LearnSmart or SmartBook and can easily toggle between the two views by clicking on the top right menu and switching between LearnSmart and SmartBook.



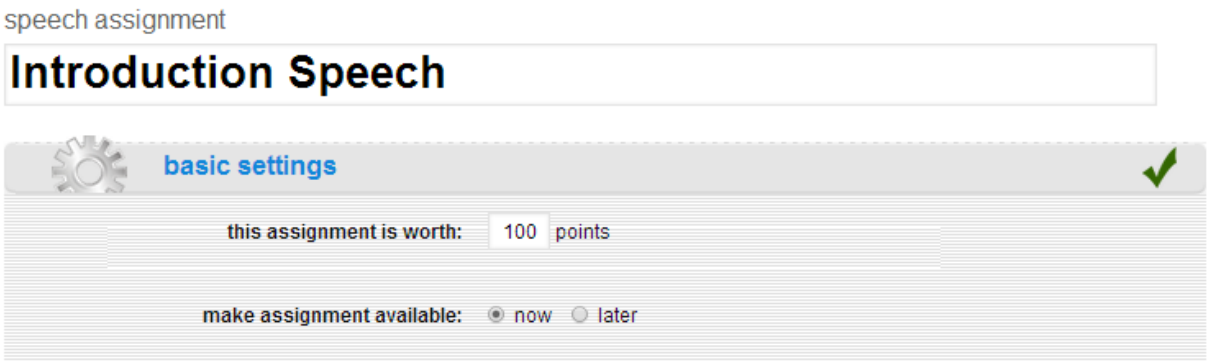
Regardless of where students are completing work (either in LearnSmart or Smartbook) their progress and results will be saved and will be reflected in the LearnSmart reporting.

C. Assigning Speech Capture

To assign a Speech (sometimes called a "video") assignment in your course click the "add assignment" tab located on your Connect homepage. Then click on the "Speech" or "video."



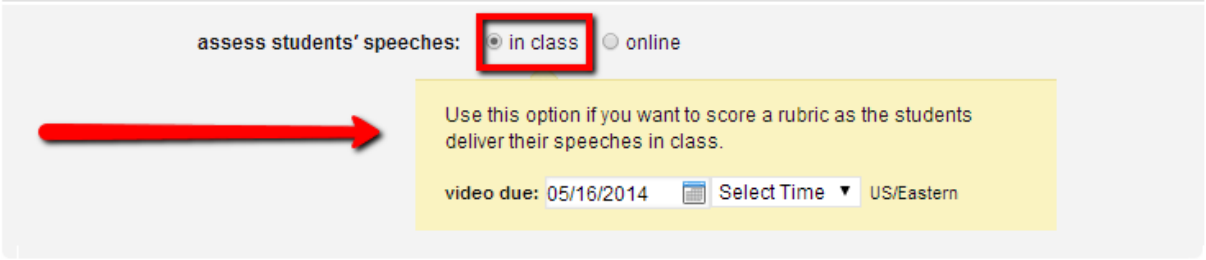
The speech or video assignment gives you the ability to decide if an assignment is available immediately or at a later date and provides the option to assess students' speeches in-class or online, as well as designate the point value for your assignment. You will also be able to set up the video due date (and time, if needed) for your assignment. Click on the combination of settings that most appropriately meets the needs of your speech assignment.



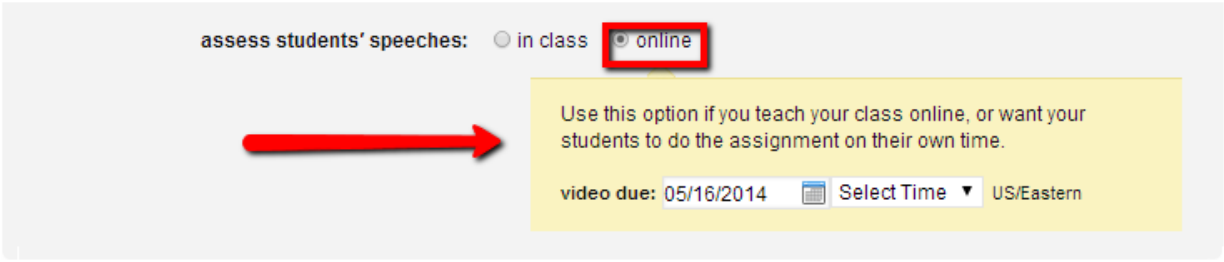
Setting assignment availability – An instructor can decide whether or not an assignment becomes available as soon as the setting for the assignment have been set (which means students will immediately be able to see the assignment in their assignment list) or if an assignment will be made available later (which means students will only see the assignment in their assignment list at a predetermined,

later date). This can be particularly helpful for instructors who wish to keep students focused on particular chapter units or weeks.

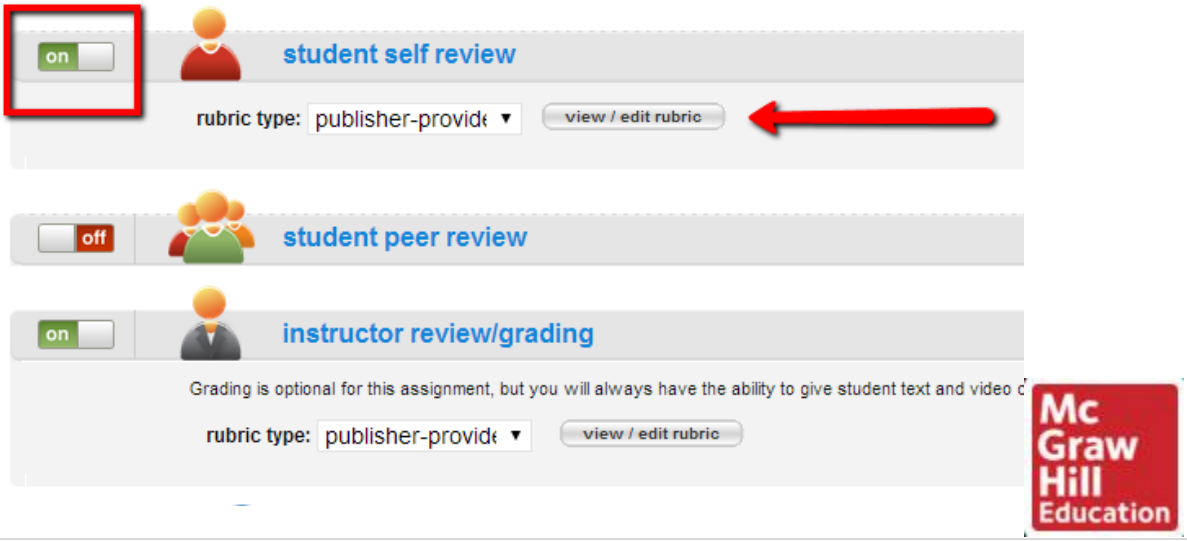
Assess students' speeches (in-class) – If an instructor selects the "in class" option they will be able to use the customizable rubric (or a rubric of their choice) to assess students *as they deliver* speeches in the classroom. An instructor will be able to edit and save their assessment and return to it later when a student video has been uploaded to finalize their comments and assign a grade. By selecting this option, an instructor also has the ability to upload student videos on the students' behalf or have the student upload a video recording an instructor has shared with them.



Assess students' speeches (online) – If an instructor selects the "online" option they will be able to assess student speeches *after* a student has uploaded a speech *on their own*. In this option, students are responsible for recording and uploading their speeches to the assignment after which they may complete any reviews that have been enabled. Instructors will be alerted when students have completed their portion of the assignment and assessment can begin.

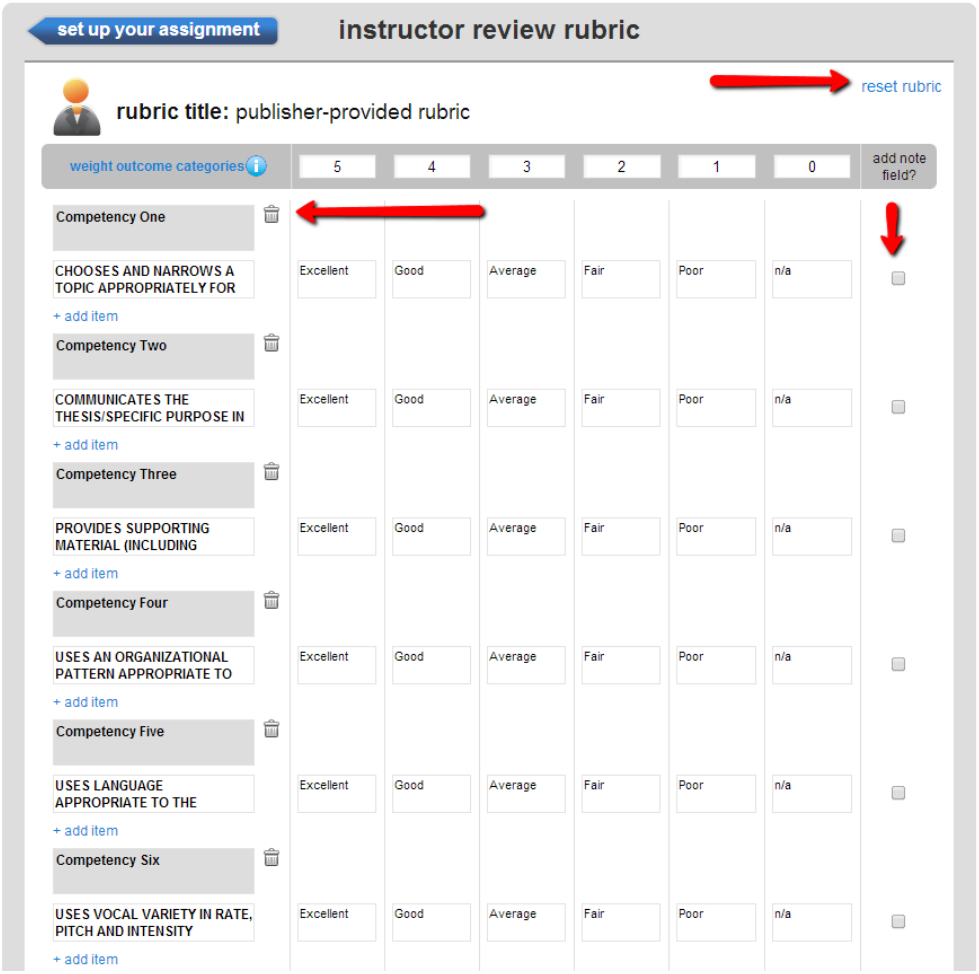


Enable reviewing options – Instructors can enable all (or a combination) of reviewing options, including student self review, student peer review and instructor review/grading. Simply slide the bar from on to off for the given review option as needed. NOTE: Instructor review/grading will automatically default to "on."



Instructors can also select, view and edit available rubrics by clicking on the “view/edit rubric” button. NOTE: A pre-populated, customizable rubric template is provided for your use. If you are a new user to Connect you will only have two options in the dropdown menu: “publisher-provided rubric” or “no rubric.” Any rubrics an instructor edits or creates will be saved in the dropdown for future use (or sharing).

Best Practice – Take some time to work on building out your customizable rubrics. Work with your McGraw-Hill representative or Customer Service to ensure all the parameters of your assignment is incorporated into your rubric. This allows for easy reuse and sharing.



Edit fields by clicking within the boxes and making appropriate changes. To eliminate a category or column, click on the trash bin icon. To add additional categories or items, click “add item” or “add category.” To enable a “note field” you can check the box to the right-hand side of the rubric screen. To reset any changes or edits you have made, you can simply click “reset rubric” on the top right to start over.

Best Practice – Enabling the notes field can also be a way to get additional feedback from students during the reviewing process. This will require that students write in a text field that appears after the selected rubric content and qualify why they have

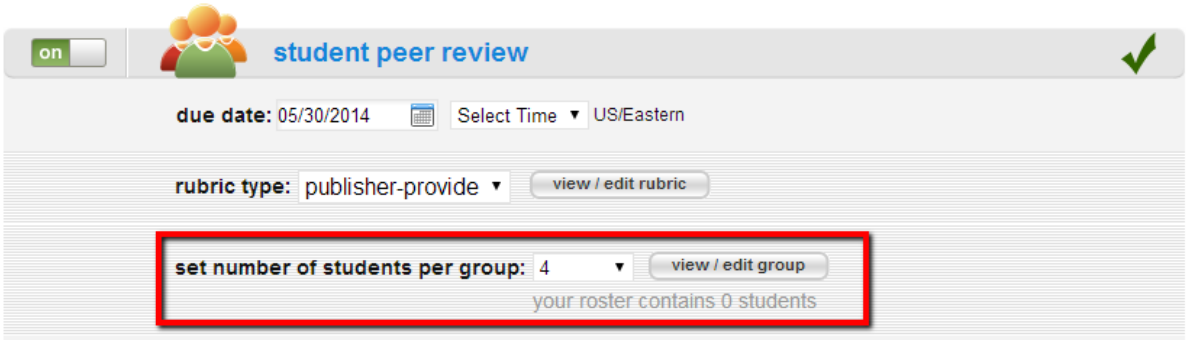
selected a particular rating. Some faculty members use the notes field for all the given components of their rubric while others use this feature more sparingly. As an instructor you are able to customize the rubric to meet a variety of your assessment needs. Your local McGraw-Hill representative can help guide you.

After making changes or edits, click "save." You will be prompted to give your rubric a name. You will then be brought back to the setup page where you can continue setting up your speech assignment.

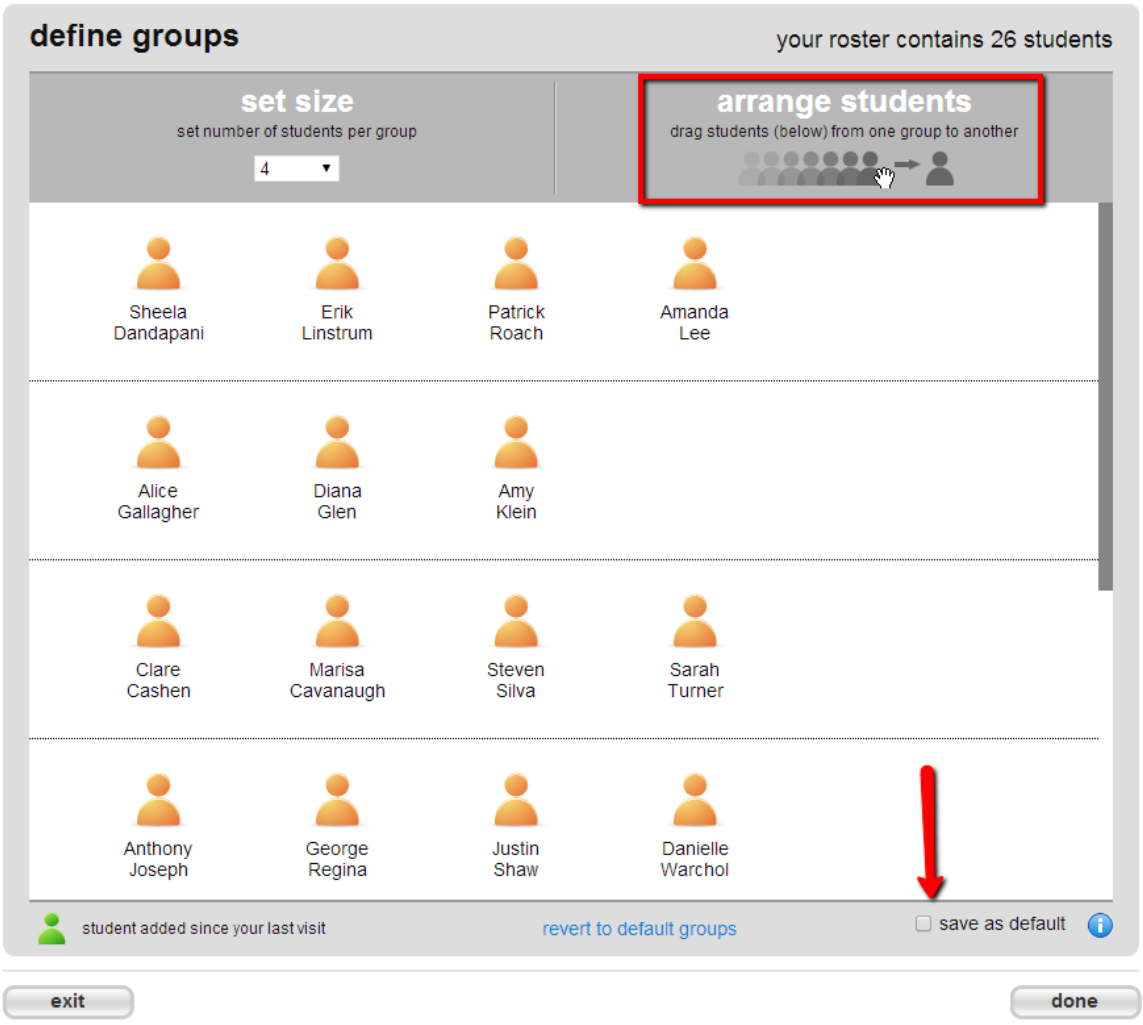
Best Practice – We recommend giving your rubrics specific names that will help you identify them for future use. This allows you to consistently reuse rubrics for specific assignments or elements of the assignment (for example, using the same student rubric for self reviews or for peer reviews).

D. Assigning Peer Review

Speech Capture also provides you with the ability to effectively manage student peer review. You are able to set your desired, customized rubric and manage student peer groups.



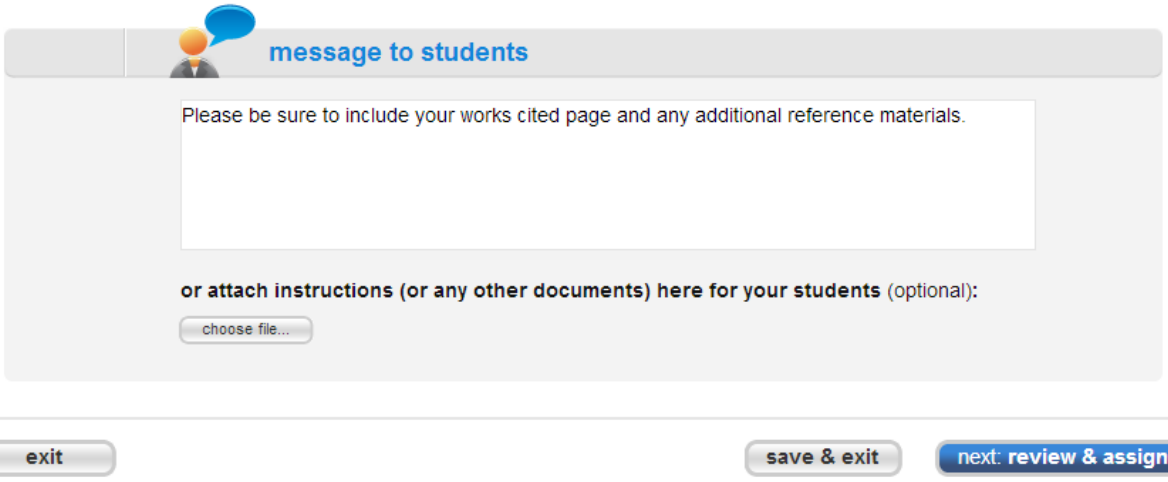
To modify your peer groups, click on "view/edit group". You will then be able to drag and drop students from one group to another, so simply click the dropdown under "set size." You have ability to set default peer groups by checking the box next to "save as default." Peer groups can be returned to preset groups by clicking "revert to default groups" to change the configuration. Once you have made necessary changes, click "done" to be brought back to the speech assignment setup page.



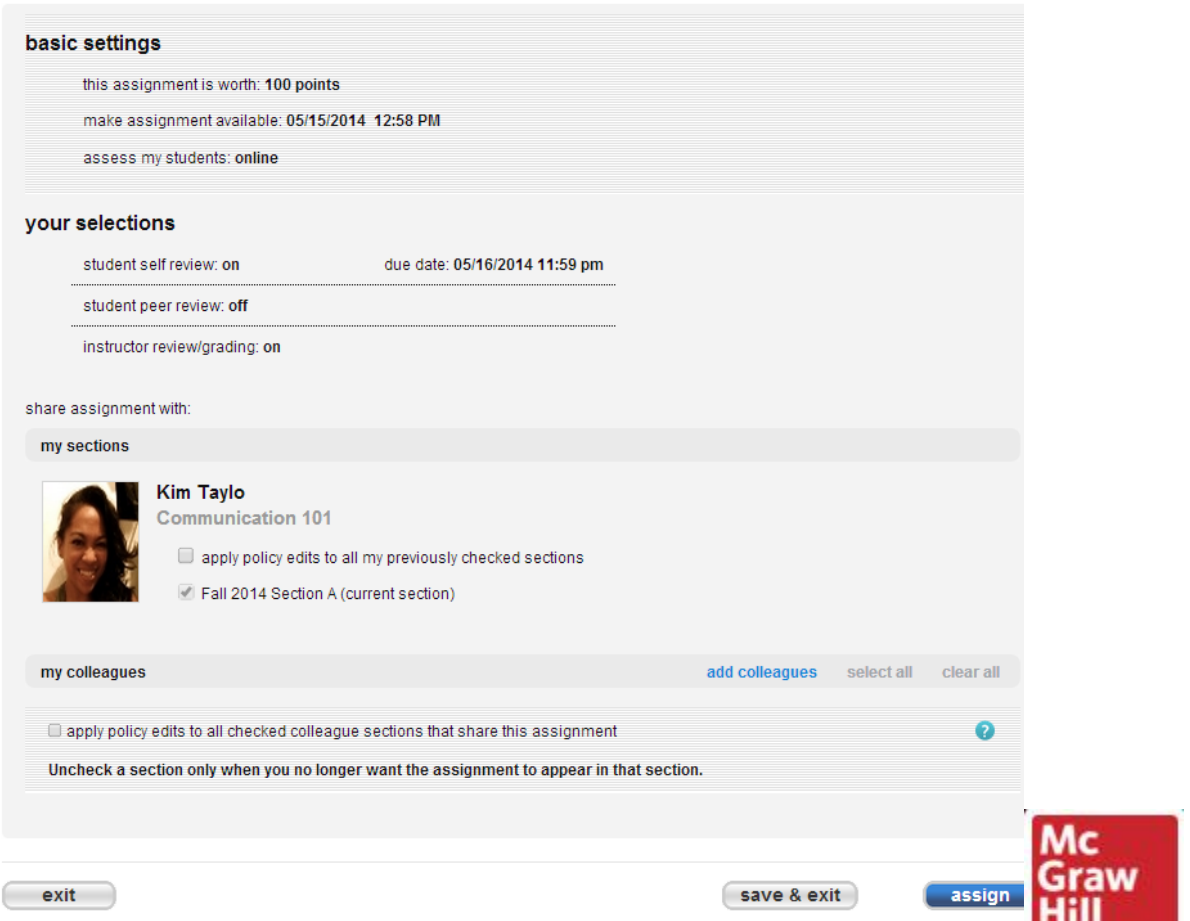
Best Practice – Some instructors use the same peer groups throughout the course of the semester to help foster a level of comfort and community to address student anxiety in the Communication and Public Speaking course. This also helps save time. Speech Capture will also automatically arrange students into groups if an instructor has no preference.

If peer review has been enabled, an instructor can also decide to whom comments and rubrics will be shown. The default setting is “speaker & instructor” but can be

modified to either “everyone” or “instructor only.”



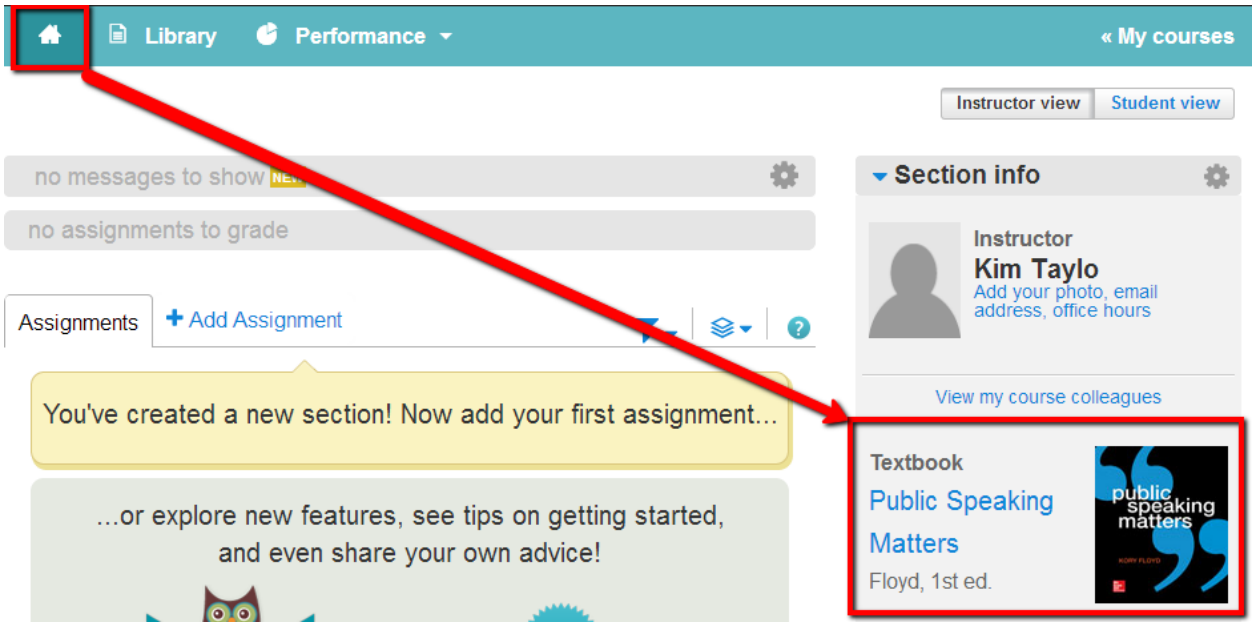
Instructors can include a message to their students by typing in the provided text box on the setup page. Another option is to simply attach any instructions, sample documents, or guidelines by selecting “choose file” and searching for desired files. Once you have added any necessary information, click “next review & assign.” You will then be brought to a final setup screen to review your selections or make any changes. When you are finished, click “assign” to make your assignment available.



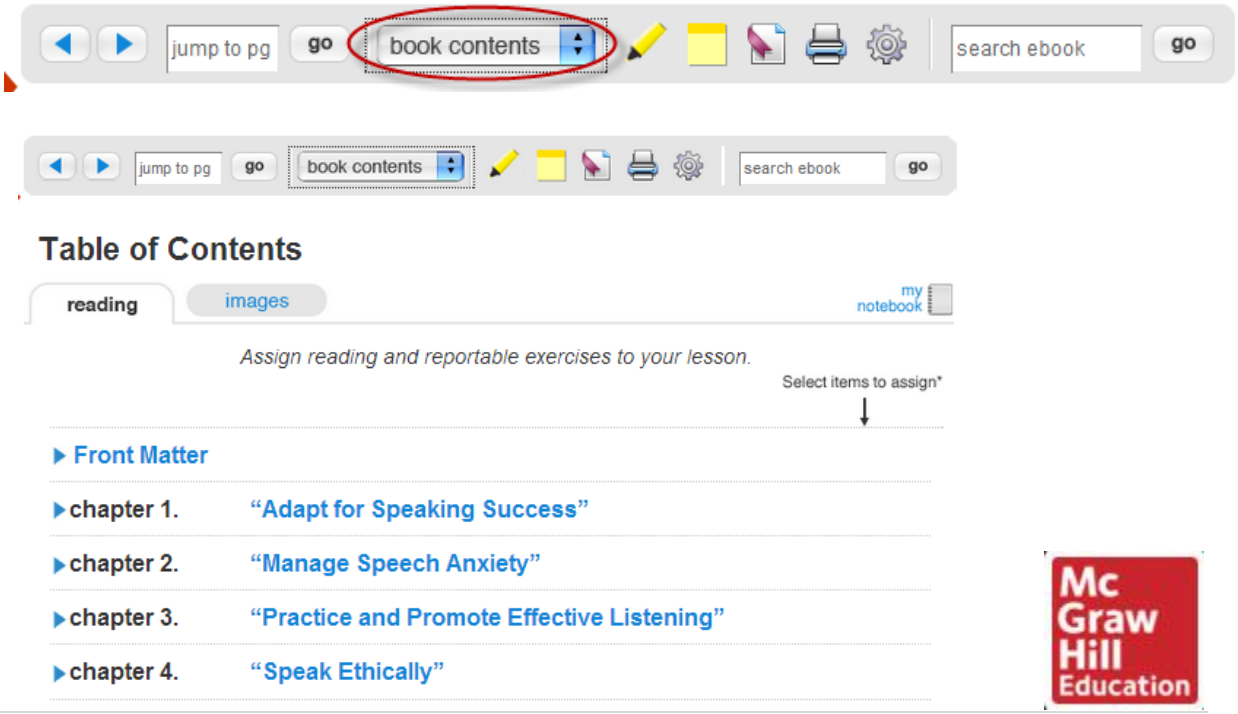
E. Assigning eBook chapters

Within all of the Connect Communication and Public Speaking products are online eBooks. Within Connect you can assign chapters or reading selection from these eBooks to your students.

To assign a reading selection or chapter without any quiz, go to the home tab located within your Connect section. On the far right of your homepage will be a section called “Textbook”. This section will have the name of your product or textbook. To access the eBook or thematic reader click on the blue highlighted title.

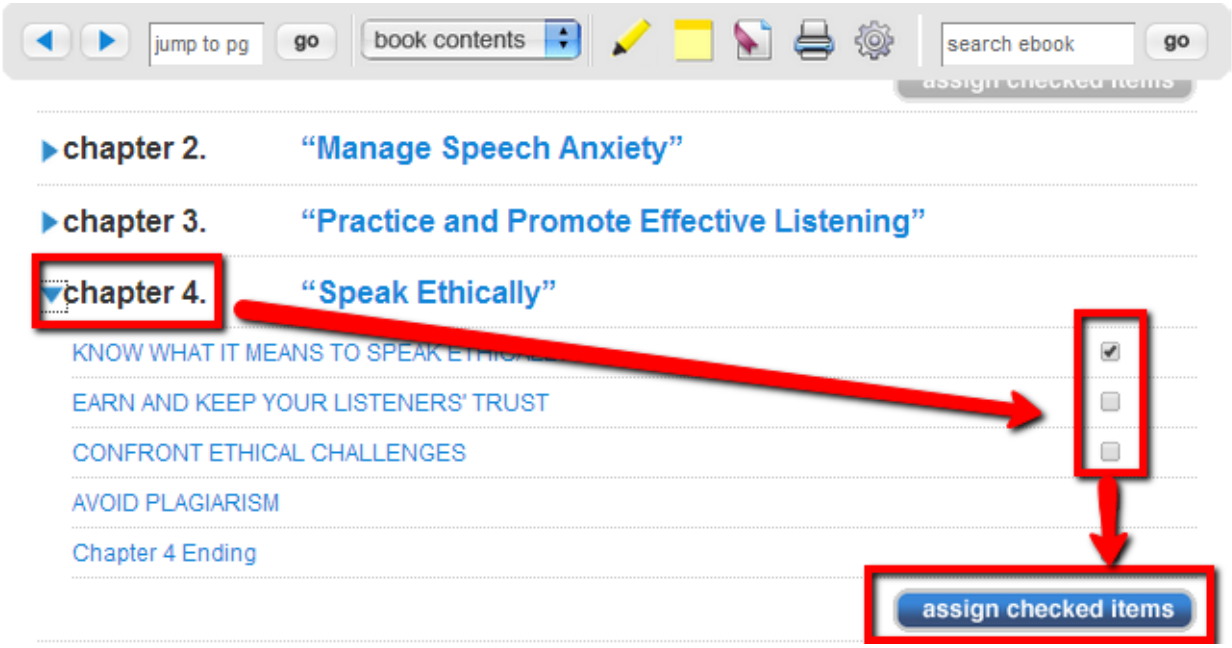


You will be brought to the table of contents for your particular eBook. If you do not see the table of contents for your eBook click on the drop down tab located at the top of your screen called “book contents” and select the table of contents option.

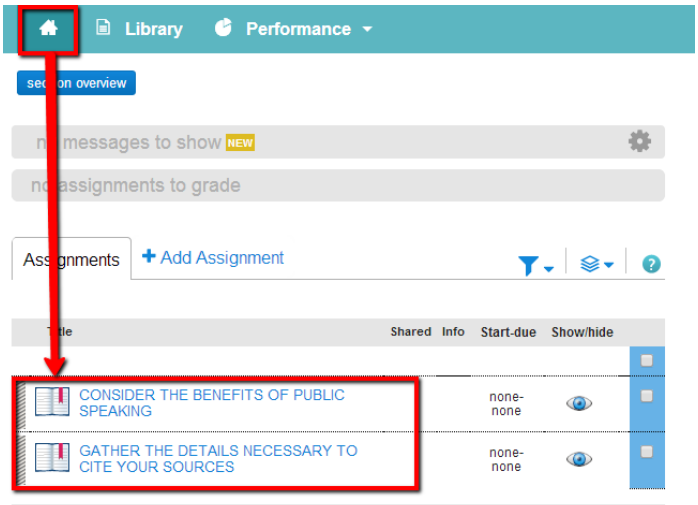


On the table of contents page you will see all of the chapters or selections available to you in your Connect course. This eBook is also always available to your students to access.

To assign a particular chapter or reading to appear on your student's Connect homepage use the blue drop down arrows located next to each chapter or theme category to show the available selections. Next to each reading there will be a check box located on the far right. Select the readings that you would like your students to do. Once selected, click the blue "assign checked items" button located at the bottom of each chapter.

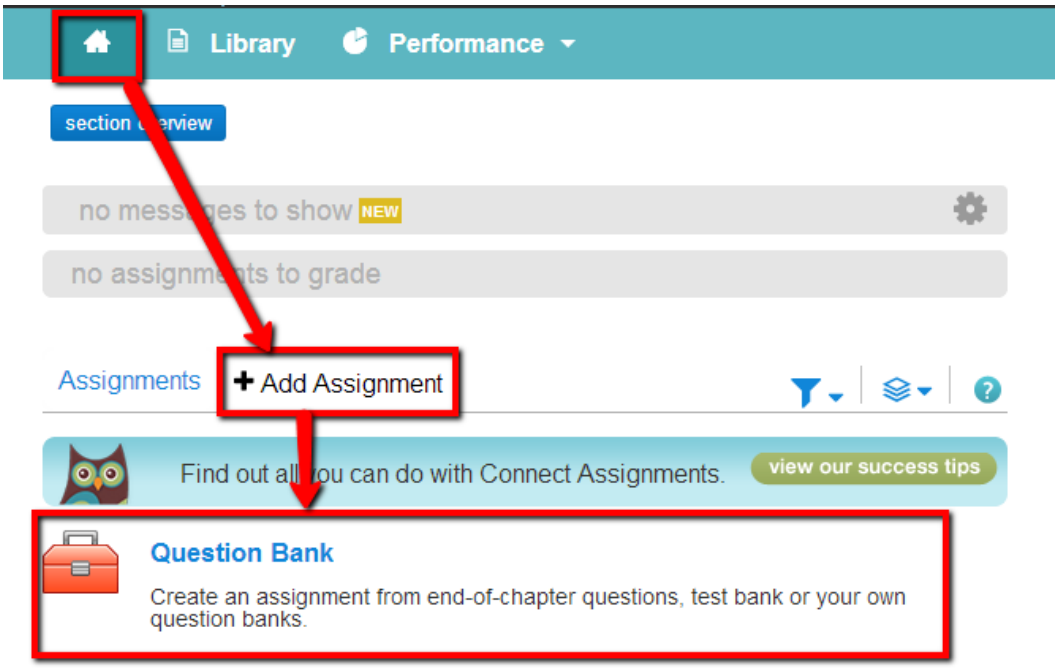


You will then be asked to give a due date or leave this reading open ended (i.e. no due date). Click "assign" when done. The reading selections you choose are now available to both you and your students on the Connect homepage. Keep in mind, these are just reading assignments. To assign activities or quizzes to accompany these selections you will need to go to "Add Assignment > Question Bank".

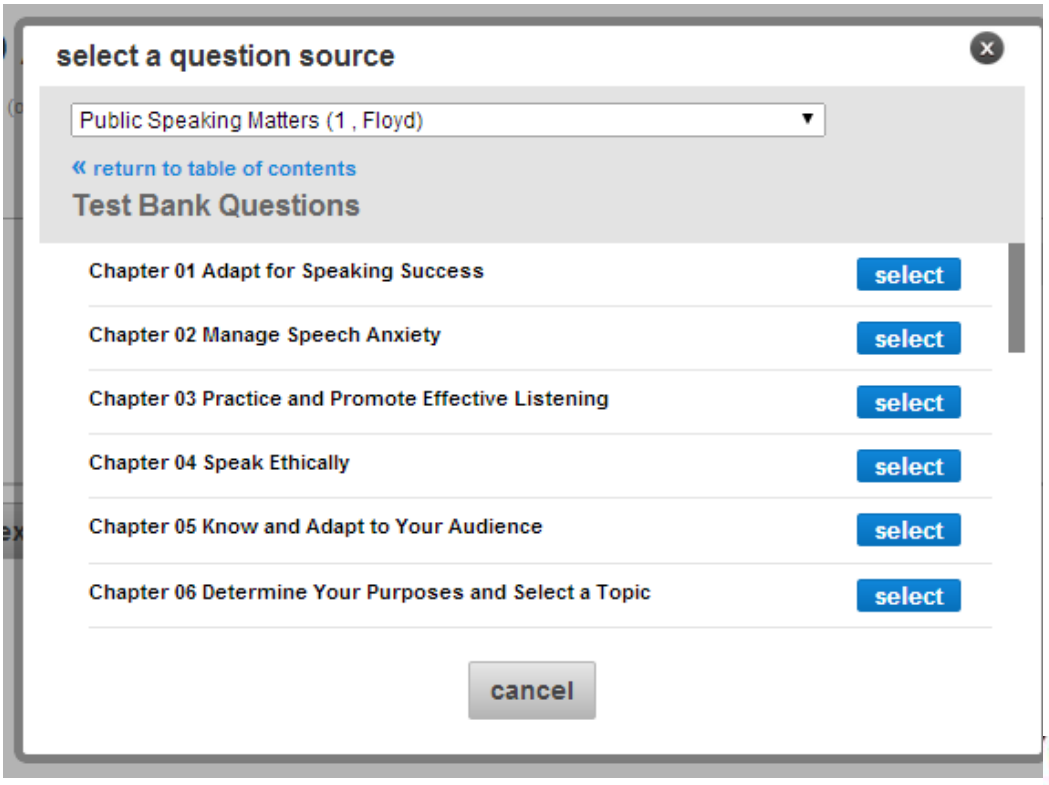


F. Creating quizzes to accompany eBook chapters

To create a quiz to accompany an eBook chapter or reading selection go to your Connect homepage and click the “add assignment” tab. Then click the “Question Bank” option.



Upon clicking on the “Question Bank” assignment option you will be presented with the table of contents for your eBook or other available content assets in the dropdown menu. Click “select” next to the chapter or reading selection you would like to pull questions from.

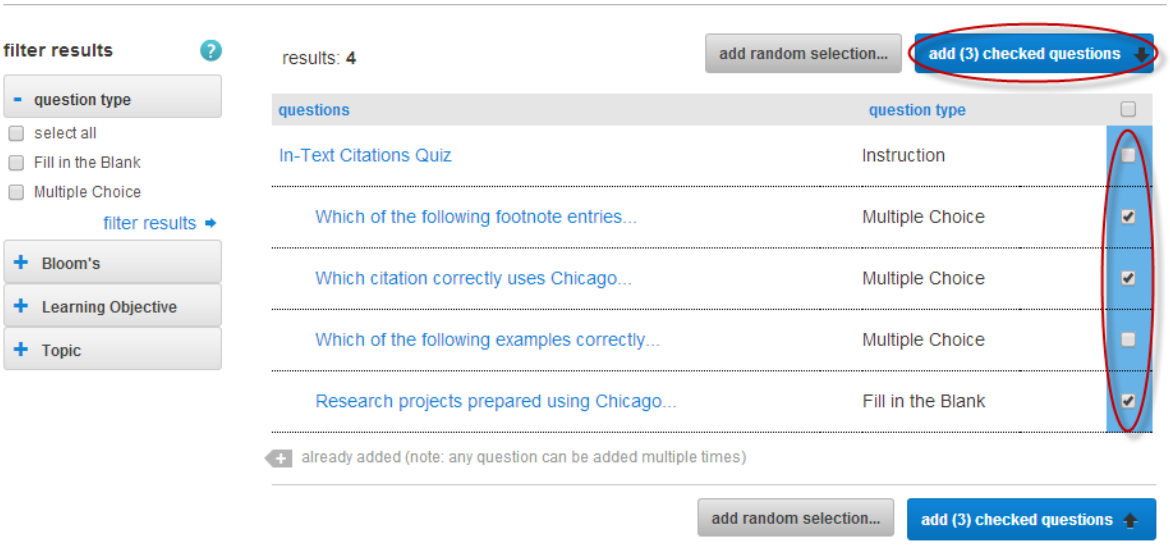


After selecting the chapter or theme you would like to make a quiz from you will be presented with all of the pre-created questions McGraw-Hill has made for that

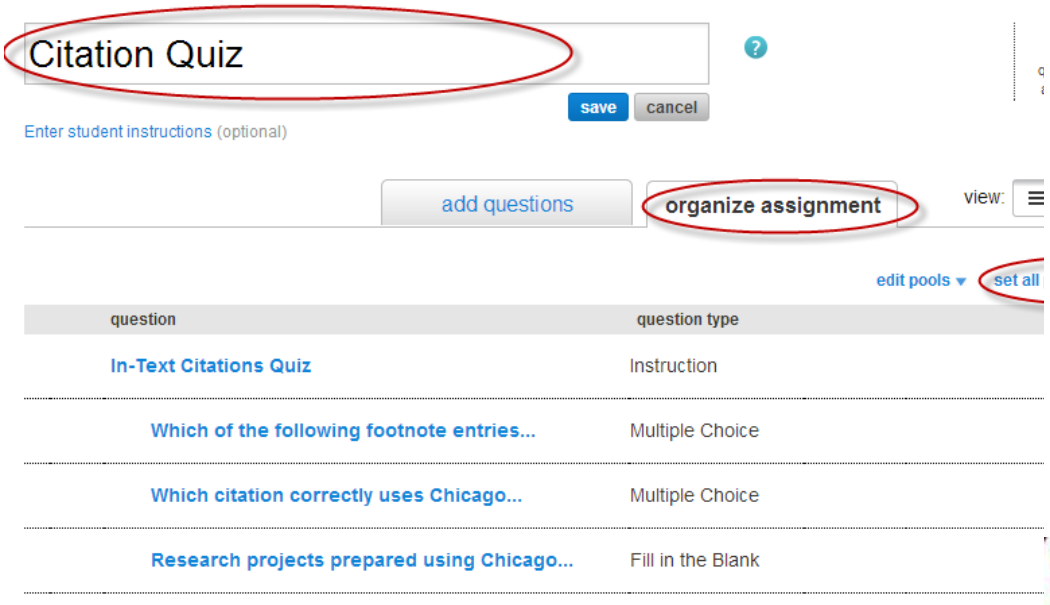
particular chapter. To build your quiz you can use the filters located on the right side of the screen to narrow down your selection of questions.

On the main center of the page are the questions you can select. To view the question prior to adding it to your quiz simply click on the blue hyperlinked words to see the question and answer key. Once you have decided to include a question select the check box located to the far right of each question. After selecting all the questions you'd like to add click the "add checked questions" box at the top or bottom of your screen. Choose "add as individual questions".

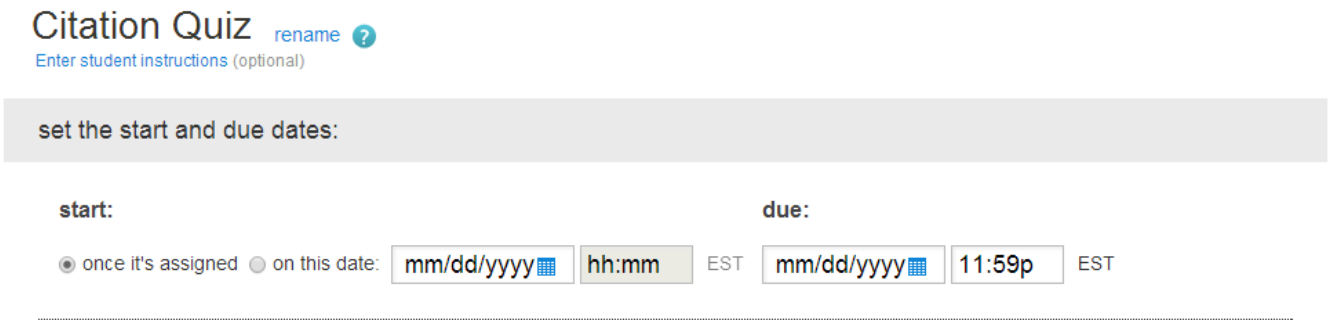
Best Practice – Anything with "m" located next to the question will require manual grading by the instructor. Do not select those questions unless you would like to grade the questions or quiz yourself.



The Organize Assignment tab will allow you see your quiz and adjust the point value of your quiz.

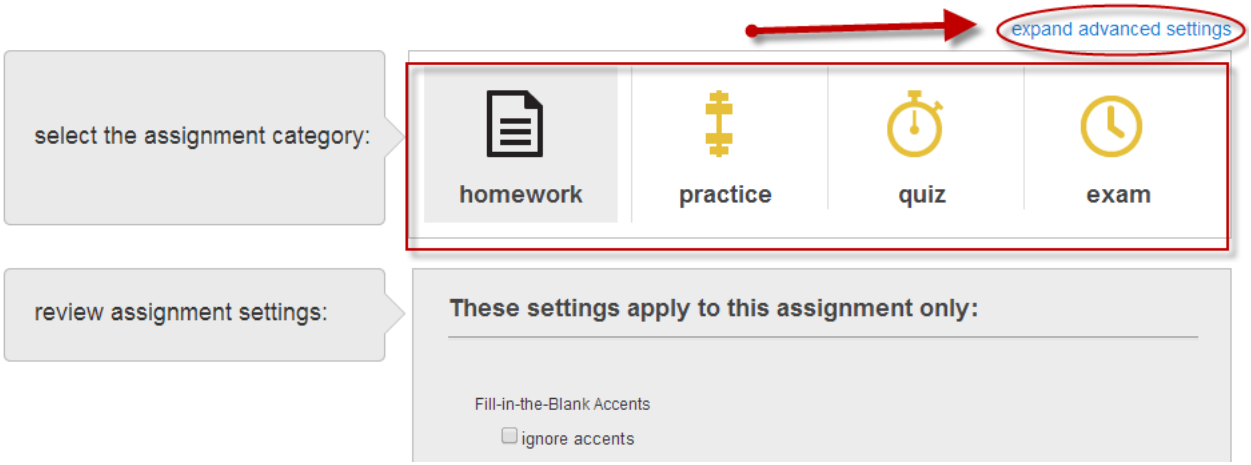


Make sure to rename your assignment so it is recognizable in your grade book and to your students. After you've changed the name and point value of your quiz click continue.
The next part of setting up your quiz or homework assignment is called the policies page. Here you will be asked to enter in information about how your students can access and work on their assignment. Select a start and due date for your students.



Connect will also ask you to choose what type of assignment this will be. The available categories are homework, practice, quiz, or exam. These categories are designed to be like favorites for instructors. You can setup the properties, like allowing students multiple attempts at the assignment, getting feedback after they finish, password protecting the assignment, etc. Once you setup the policies you prefer under a particular category you can "save" your work for next time. This way you will not have to continually adjust the policies to be different for homework assignment vs a quiz you give through Connect. They will become your default settings for that particular assignment type.

Click "expand advance settings" on any of the categories to see what types of policies can be changed.

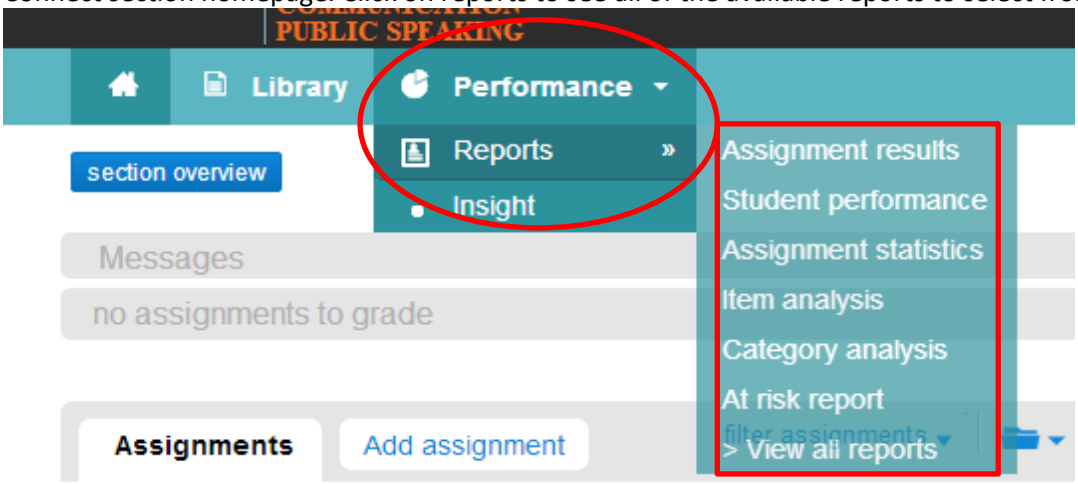


After you have selected an assignment category, a due date, and the policies for this activity, click "review & assign" at the bottom right of your screen to move forward. This is the final review page before the assignment will be sent to your students. Click "assign" when finished. The assignment you have just created from the Connect Question Bank will appear on the Connect homepage for both you and your students.

Reports

A. Locating reports

To access your assignment results within Connect click on the "Performance" tab on your Connect section homepage. Click on reports to see all of the available reports to select from.



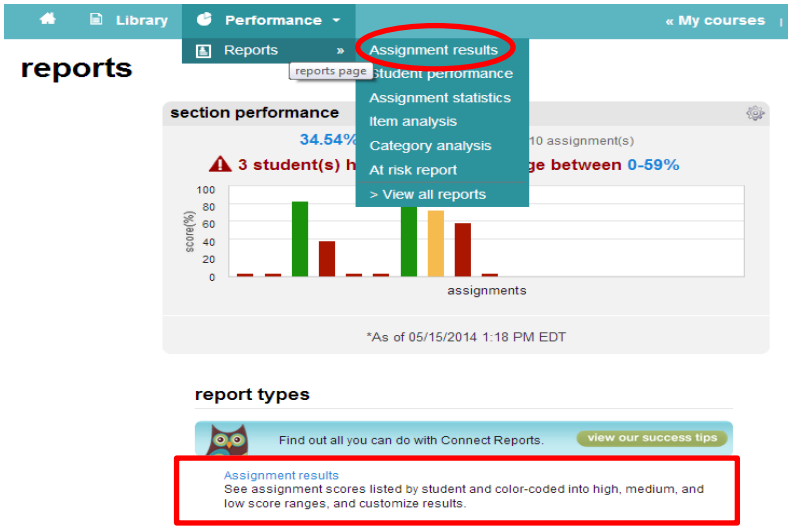
B. Connect reports vs LearnSmart (Adaptive) reports

Within Connect, adaptive learning assignments like LearnSmart gather data and results regarding student performance. While the LearnSmart assignments' overall or final score is available through the Connect reports like the Assignment Results Report, a much more detailed breakdown for LearnSmart can be found in the LearnSmart-specific reports. McGraw-Hill recommends utilizing these specific adaptive reports for viewing your LearnSmart assignments.

C. Connect Reports

i. Assignment Results (Gradebook)

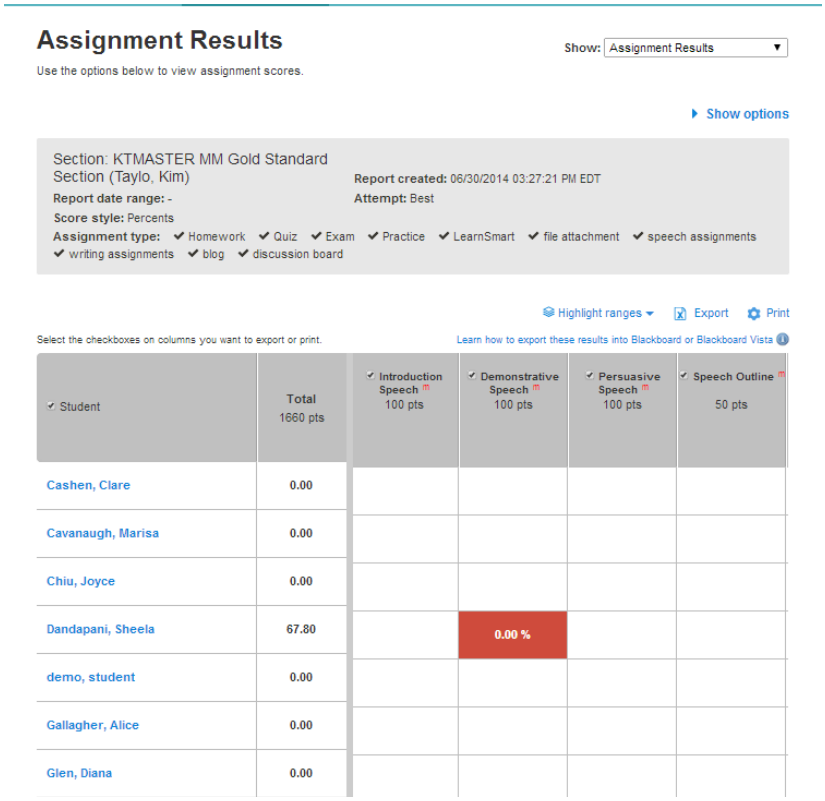
The Assignment Results report functions as the primary gradebook within Connect. It can be accessed by clicking on the "Performance" tab located at the top of Connect, and then clicking on "Assignment Results."



The Assignment Results report contains the basic grades or results for all instructor-created assignments within Connect. You can customize the type of material you would like displayed in your Assignment Results report.

After selecting Assignment Results as a report, a filtering page will appear that lists the sections you'd like to draw information from, as well as the types of assignments that will be included in your report. Once you have customized your selections, you can click on the "View Report" button to have the program pull those selections.

Your report will look something like this:

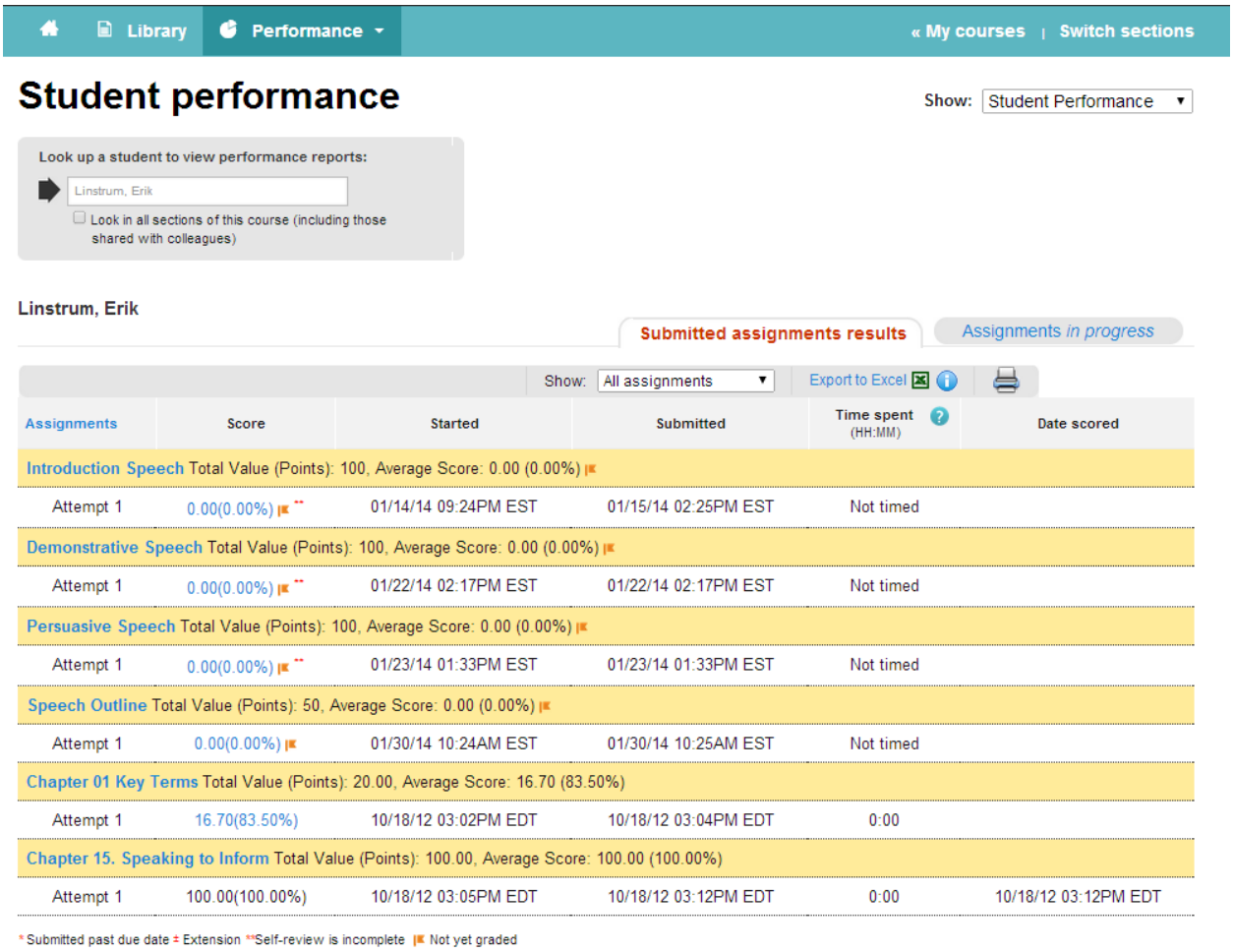


Students' assignment results can be shown as either points or percentages. A color range is also available to show you at-risk students.

ii. Student Performance

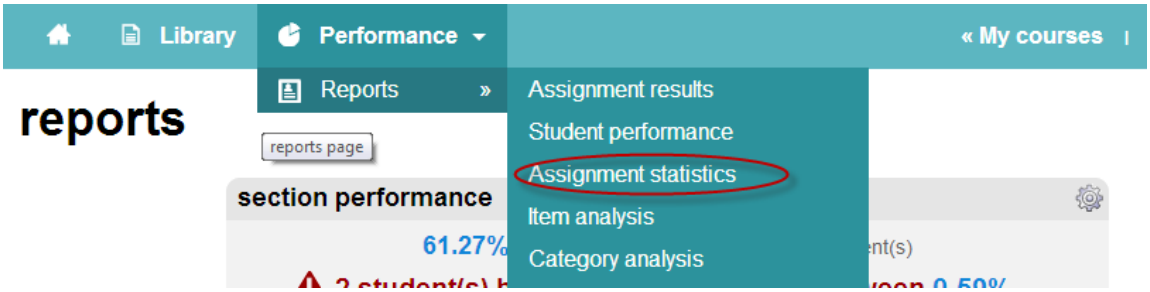
The Student Performance report allows you to look at results and scores for a specific student in your course. To access the Student Performance report, click on the "Performance" tab at the top of your Connect course, and then click on "Student Performance."

You will be prompted to type in the student's name, and a report will be generated around the scores and assignments for this student. The same results you saw previously in the Assignment Results report will be shown in the Student Performance report, which is designed to allow instructors to easily focus or check in on individual students, one at a time.

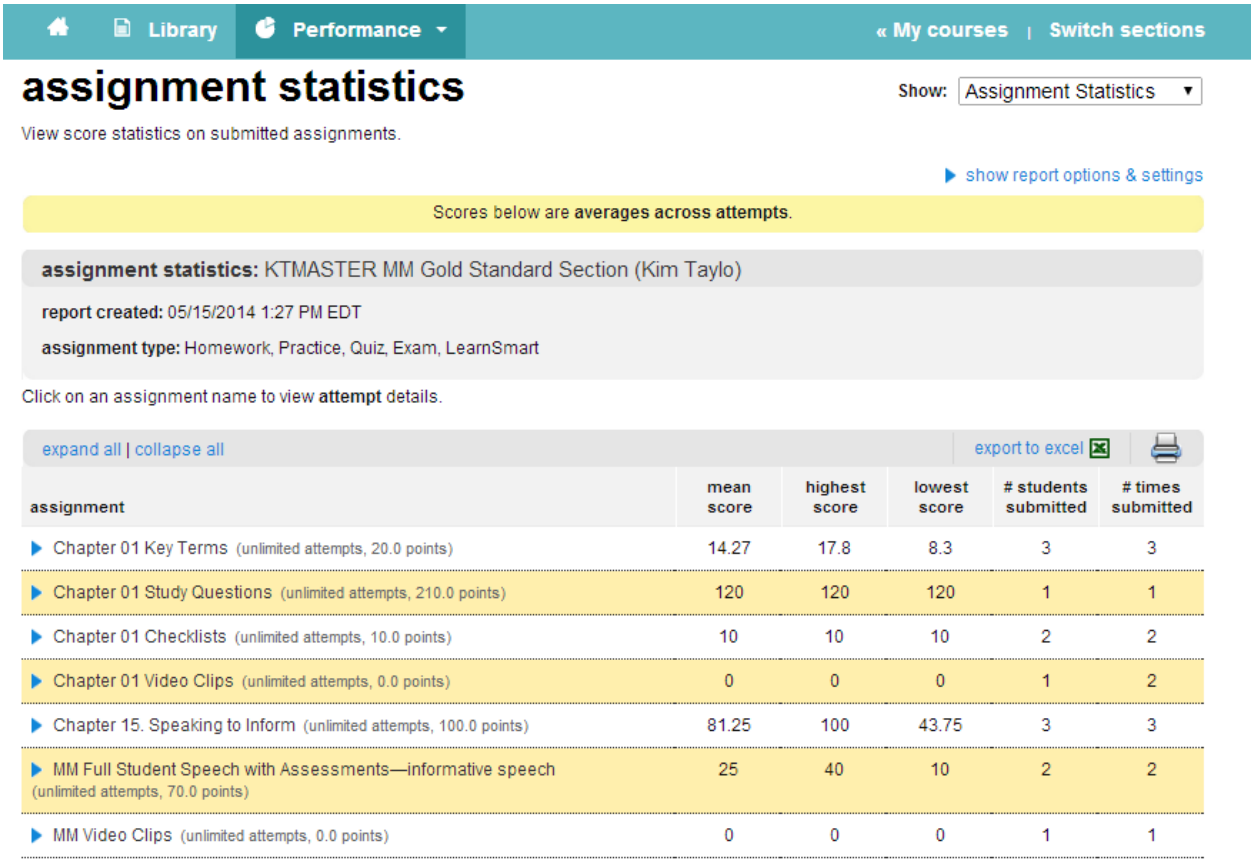


iii. Assignment Statistics

The Assignments Statistics report allows you to see statistical information for your assignments. To access this report, click on the "Performance" tab at the top of your Connect account, and then click on "Assignment Statistics."



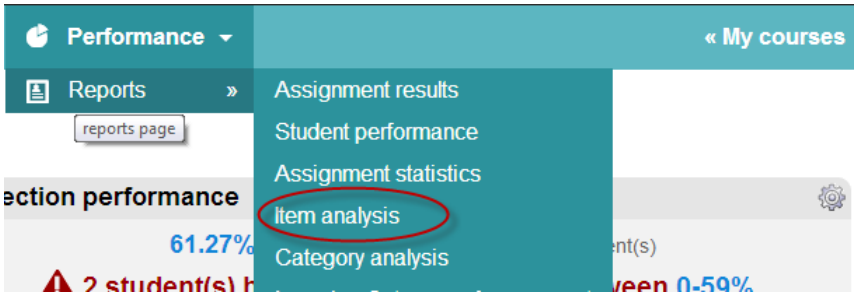
You will be presented with filter options for the courses, sections, and assignments you would like to view. After selecting the appropriate options, click on the "View Report" button at the bottom. You'll receive a report that gives mean, highest score, lowest score, # students submitted, and # times submitted for your assignments, for the assignments you selected.



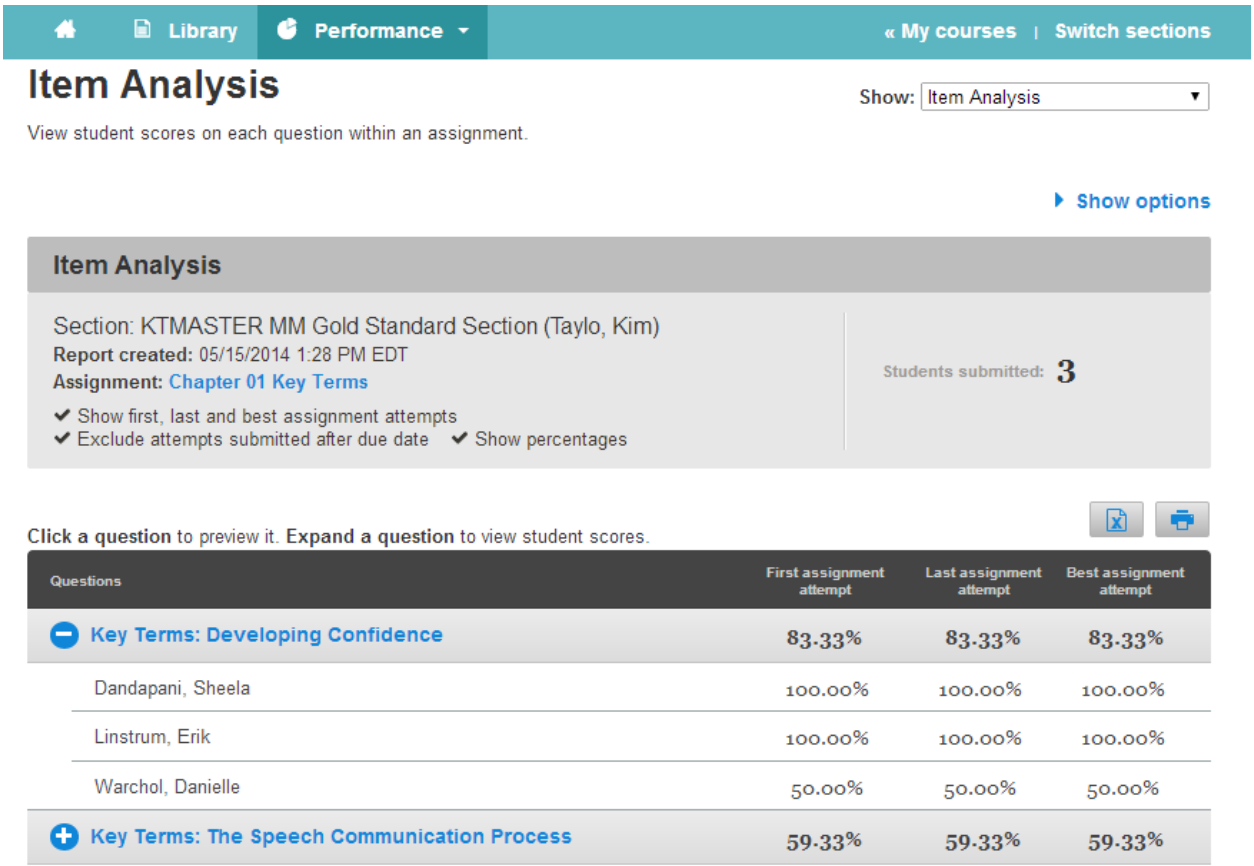
assignment	mean score	highest score	lowest score	# students submitted	# times submitted
Chapter 01 Key Terms (unlimited attempts, 20.0 points)	14.27	17.8	8.3	3	3
Chapter 01 Study Questions (unlimited attempts, 210.0 points)	120	120	120	1	1
Chapter 01 Checklists (unlimited attempts, 10.0 points)	10	10	10	2	2
Chapter 01 Video Clips (unlimited attempts, 0.0 points)	0	0	0	1	2
Chapter 15. Speaking to Inform (unlimited attempts, 100.0 points)	81.25	100	43.75	3	3
MM Full Student Speech with Assessments—informative speech (unlimited attempts, 70.0 points)	25	40	10	2	2
MM Video Clips (unlimited attempts, 0.0 points)	0	0	0	1	1

iv. Item Analysis

The Item Analysis report allows you to see a detailed breakdown of how students have responded to each question in an eBook or question-bank assignment. To access this report, click on the "Performance" tab at the top of your Connect account, and then click on "Item Analysis."



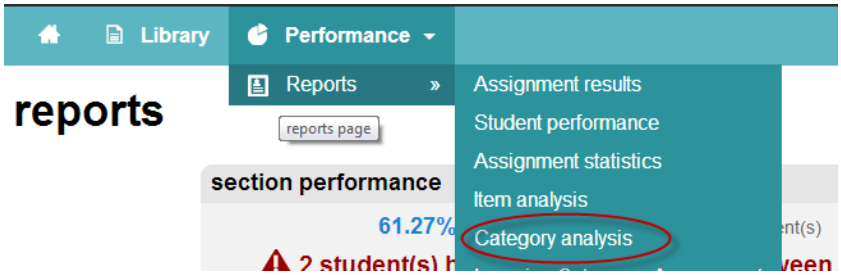
You will be asked to select a single assignment to view. After selecting the appropriate assignment, click on the "View Report" button at the bottom. You will then be presented with a report that shows every question in that particular assignment. You can expand the selection to see the results by student, or click on the question itself to have it pop open in a separate window.



v. Category Analysis

The Category Analysis report allows you to see category results for a single question-bank assignment, or compare the results of multiple assignments. Categories are determined by criteria, such as learning objectives that are tagged to questions within the assignment you select.

To access this report, click on the “Performance” tab at the top of your Connect account, and then click on the report labeled “Item Analysis.”



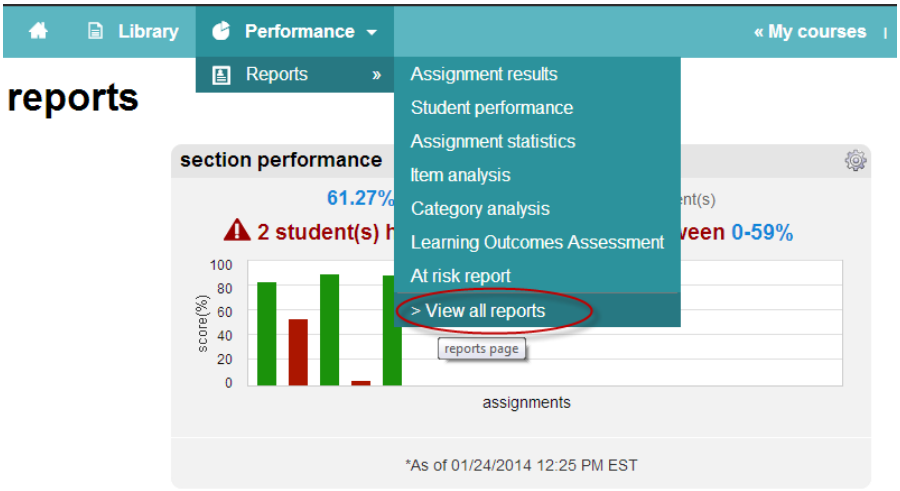
You will be presented with some filter options regarding which courses, sections, and assignments you would like to view. After selecting the appropriate options, click on the “View Report” button at the bottom. Depending on the learning objective(s) you have selected to analyze, the report will present you with a breakdown regarding that learning objective, the questions, # of student submissions, and category score.

	Questions	Students submitted	Category score *(Best assignment attempt)*
Learning Objective			
10-02 Describe inductive and deductive reasoning, the elements of Toulmin analys	6	3/3	55.56%
Homework	6	3/3	55.56%
Consider the example of inductive reasoning...		3/3	100.00%
In Argument 1, John is an infielder who throws...		3/3	66.67%
Which of the following is a warrant that links the...		3/3	0.00%
Which of the following is the central claim of the...		3/3	33.33%
Which of the following statements is an...		3/3	100.00%
Which of the following summarizes the grounds for...		3/3	33.33%

D. LearnSmart Reports

i. Performance Summary

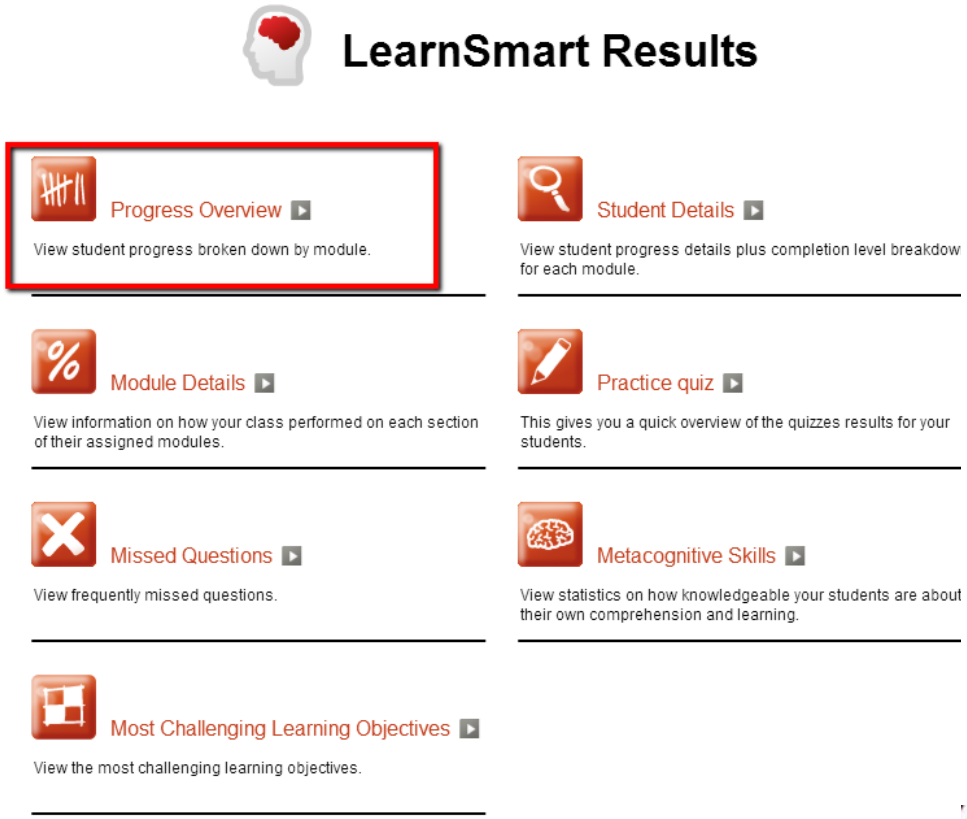
The Performance Summary report functions as the overview report for LearnSmart. This is the best report to use to see all of the results for all of the students in your course. It can be accessed by clicking on the “Performance” tab located at the top of Connect, and then clicking on “View All Reports.” Next, scroll down to the bottom of the reports page and click on “LearnSmart” under the “Adaptive Assignment Reports” category.



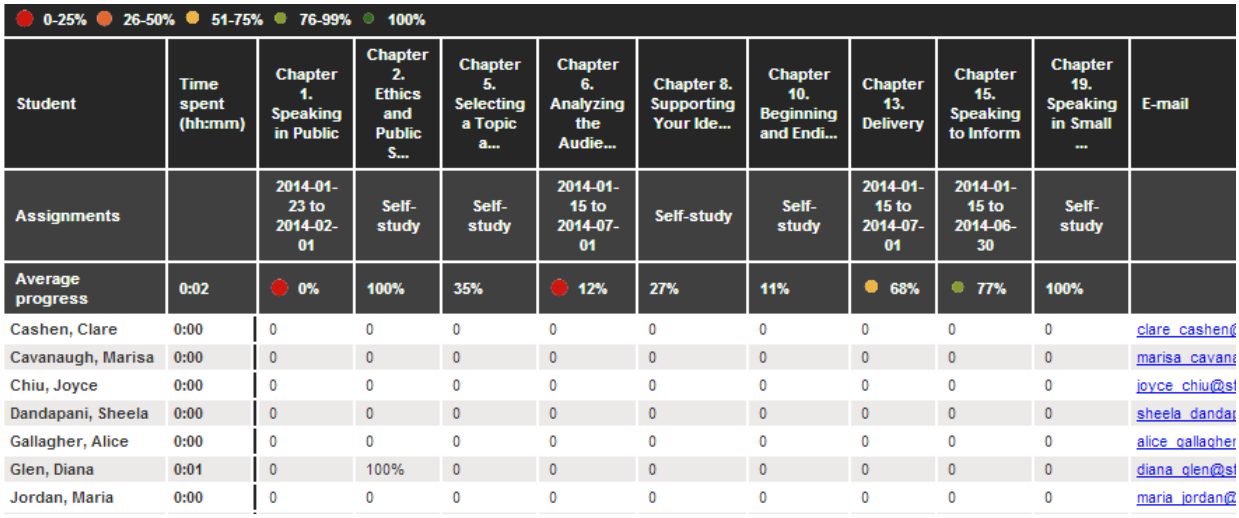
Adaptive Assignment Reports

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

You will be presented with all of the available LearnSmart reporting options. Click on "Progress Overview."



Within the Progress Overview report, you will be able to view every student enrolled in that section; their Overall Progress for all assigned LearnSmart Modules; Overall Time on Task; Question Count; Current Unaware level (the metacognition element in LearnSmart that shows how many times a student responds "I Know It" but gets the question wrong); the last time they logged in to LearnSmart; and a Details option to see more specifics for a particular student.



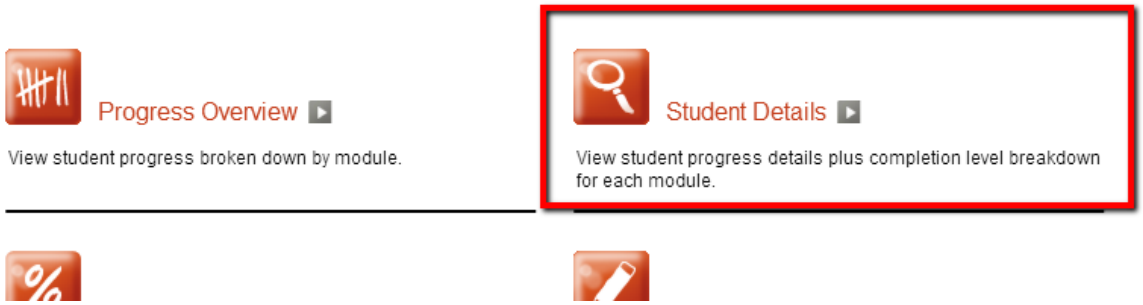
0-25% 26-50% 51-75% 76-99% 100%

Student	Time spent (hh:mm)	Chapter 1. Speaking in Public	Chapter 2. Ethics and Public S...	Chapter 5. Selecting a Topic a...	Chapter 6. Analyzing the Audie...	Chapter 8. Supporting Your Ide...	Chapter 10. Beginning and Endi...	Chapter 13. Delivery	Chapter 15. Speaking to Inform	Chapter 19. Speaking in Small ...	E-mail
Assignments		2014-01-23 to 2014-02-01	Self-study	Self-study	2014-01-15 to 2014-07-01	Self-study	Self-study	2014-01-15 to 2014-07-01	2014-01-15 to 2014-06-30	Self-study	
Average progress	0:02	0%	100%	35%	12%	27%	11%	68%	77%	100%	
Cashen, Clare	0:00	0	0	0	0	0	0	0	0	0	clare_cashen@
Cavanaugh, Marisa	0:00	0	0	0	0	0	0	0	0	0	marisa_cavana
Chiu, Joyce	0:00	0	0	0	0	0	0	0	0	0	joyce_chiu@st
Dandapani, Sheela	0:00	0	0	0	0	0	0	0	0	0	sheela_dandap
Gallagher, Alice	0:00	0	0	0	0	0	0	0	0	0	alice_gallagher
Glen, Diana	0:01	0	100%	0	0	0	0	0	0	0	diana_glen@st
Jordan, Maria	0:00	0	0	0	0	0	0	0	0	0	maria_jordan@

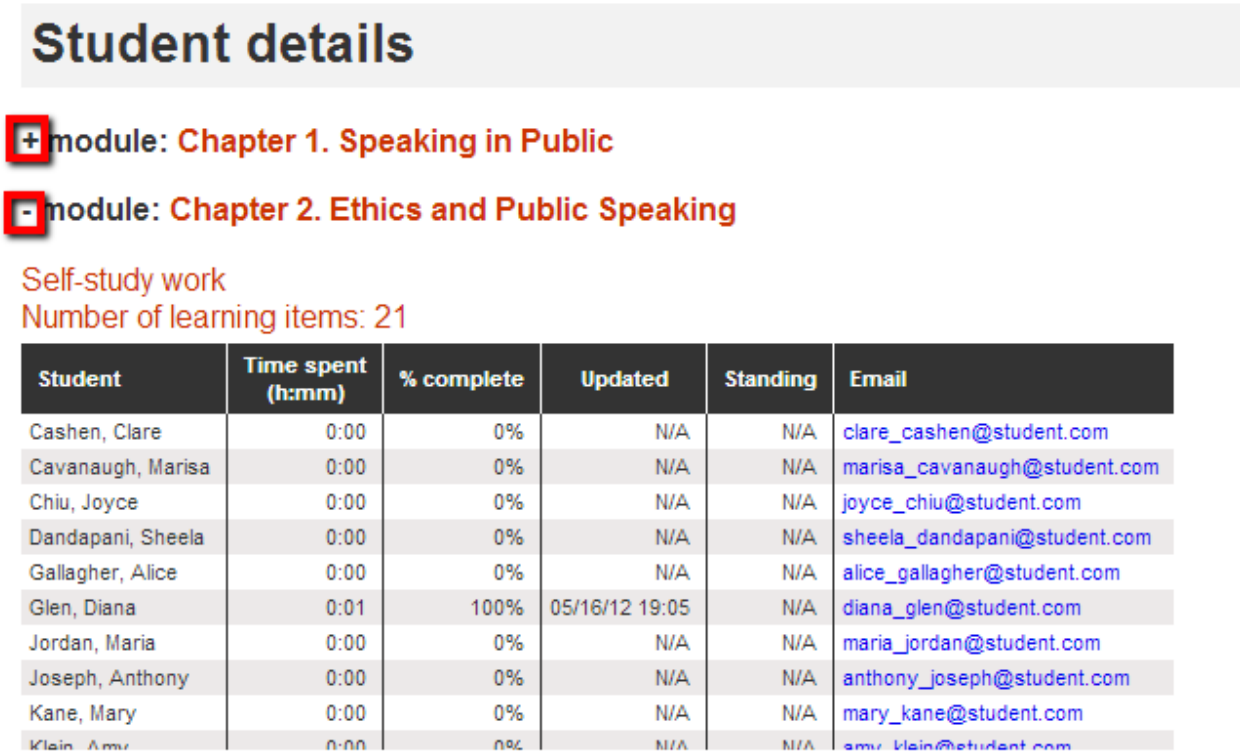
ii. Student Details

The Student Details report allows you to see how all of your students did in a specific topic. This is the best report to use to view the work done by everyone in the class on a single skill/topic. It can be accessed by clicking on the "Performance" tab located at the top of Connect, and then clicking on "View All Reports." Next, scroll down to the bottom of the reports page and click on "LearnSmart" under the Adaptive Assignment Reports category.

You will be presented with all of the available LearnSmart reporting options. Click on "Student Progress by Topic."



Within the Student Details report, you will be able to select a specific unit and topic to examine. Once the topic is selected, you will be able to see every student enrolled in the course, their progress on that particular topic, time spent on that particular topic, and the student's email address.



Student	Time spent (h:mm)	% complete	Updated	Standing	Email
Cashen, Clare	0:00	0%	N/A	N/A	clare_cashen@student.com
Cavanaugh, Marisa	0:00	0%	N/A	N/A	marisa_cavanaugh@student.com
Chiu, Joyce	0:00	0%	N/A	N/A	joyce_chiu@student.com
Dandapani, Sheela	0:00	0%	N/A	N/A	sheela_dandapani@student.com
Gallagher, Alice	0:00	0%	N/A	N/A	alice_gallagher@student.com
Glen, Diana	0:01	100%	05/16/12 19:05	N/A	diana_glen@student.com
Jordan, Maria	0:00	0%	N/A	N/A	maria_jordan@student.com
Joseph, Anthony	0:00	0%	N/A	N/A	anthony_joseph@student.com
Kane, Mary	0:00	0%	N/A	N/A	mary_kane@student.com
Klein, Amy	0:00	0%	N/A	N/A	amy_klein@student.com

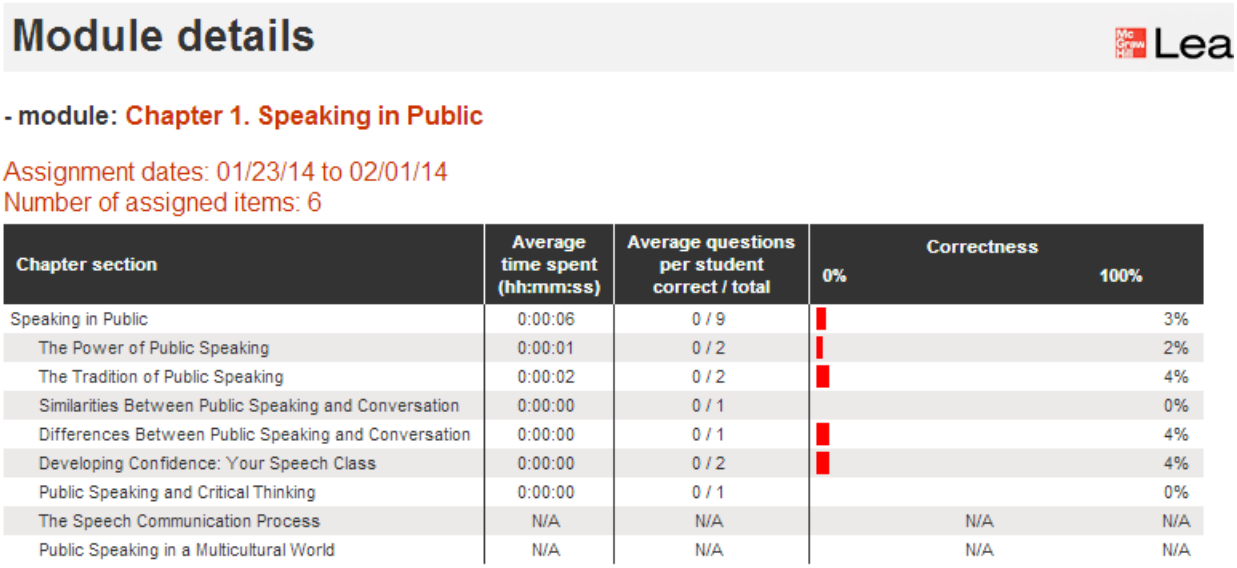
iii. Module Details

The Module Details report allows you to view a detailed breakdown of how the entire section performed on specific topics and learning objectives. This is the best report to use when you want to examine which elements of certain topics or skills students do not understand. This report can be used to help modify face-to-face lectures or to help narrow down more difficult learning objectives for this particular section.

It can be accessed by clicking on the "Performance" tab at the top of Connect, and then clicking on "View All Reports." Next, scroll down to the bottom of the reports page and click on "LearnSmart" under the Adaptive Assignment Reports category.

You will be presented with all of the available LearnSmart reporting options. Click on "Module Details."

Within the Module details report, you will be able to select a specific unit and topic to examine. Once the topic is selected, you will be able to see a learning objective breakdown by each topic that includes the average student results across the section.



Module details

- module: Chapter 1. Speaking in Public

Assignment dates: 01/23/14 to 02/01/14
Number of assigned items: 6

Chapter section	Average time spent (hh:mm:ss)	Average questions per student correct / total	Correctness 0%	100%
Speaking in Public	0:00:06	0 / 9		3%
The Power of Public Speaking	0:00:01	0 / 2		2%
The Tradition of Public Speaking	0:00:02	0 / 2		4%
Similarities Between Public Speaking and Conversation	0:00:00	0 / 1		0%
Differences Between Public Speaking and Conversation	0:00:00	0 / 1		4%
Developing Confidence: Your Speech Class	0:00:00	0 / 2		4%
Public Speaking and Critical Thinking	0:00:00	0 / 1		0%
The Speech Communication Process	N/A	N/A	N/A	N/A
Public Speaking in a Multicultural World	N/A	N/A	N/A	N/A

iv. Metacognitive Skills

The Metacognitive Skills report allows you to view a detailed breakdown of each student's metacognitive skills and responses within LearnSmart. This report should not be used for grading purposes but may be helpful for instructors looking to identify at-risk students or students who are struggling within their coursework in LearnSmart.

It can be accessed by clicking on the "Performance" tab at the top of Connect, and then clicking on "View All Reports." Next, scroll down to the bottom of the reports page and click on "LearnSmart" under the Adaptive Assignment Reports category.

You will be presented with all of the available LearnSmart reporting options. Click on "Metacognitive Skills."

Within the Metacognitive report you will be able to see each student enrolled in your section and a breakdown of their self-awareness and responses within LearnSmart. The categories are:

- **Correct & Aware** — students answered the question correctly and knew they would.
- **Correct & Unaware** — students answered the question correctly but weren't sure they would.
- **Incorrect & Aware** — students answered the question incorrectly but knew they didn't know it.
- **Incorrect & Unaware** — students answered the question incorrectly but thought they knew the right answer.

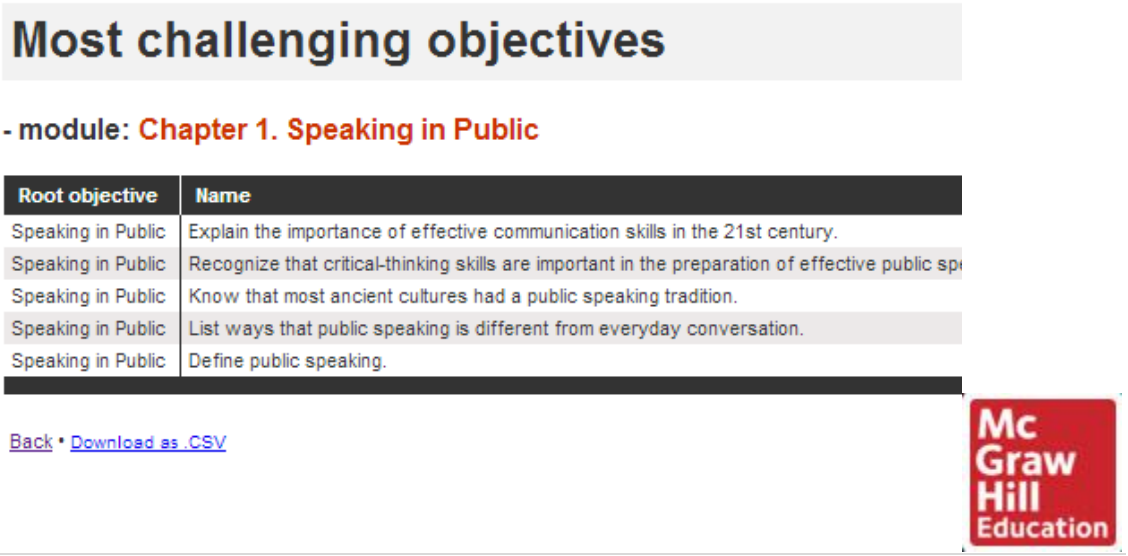
v. Most Challenging Learning Objectives

The Most Challenging Learning Objectives report allows you to view students' overall progress in each available unit and identify the most challenging content areas and objectives for your section. This is the best report to use when you want an overall assessment of what topics and content areas may require additional attention or remediation for your students.

It can be accessed by clicking on the "Performance" tab at the top of Connect, and then clicking on "View All Reports." Next, scroll down to the bottom of the reports page and click on "LearnSmart" under the Adaptive Assignment Reports category.

You will be presented with all of the available LearnSmart reporting options. Click on "Most Challenging Learning Objectives."

Within the Most Challenging Learning Objectives report you can see all the available units in LearnSmart, the root objective, objective name, and direct page reference for the objectives listed. Data for available modules can also be downloaded as an Excel (or .CSV) file.



Support

A. Where to direct follow-up questions

Sales Representative	Digital Success Academy	Digital Success Consultants	Customer Experience Team
• Class test request • Purchasing issue • Product questions • Product demo	• Easy access to videos, tips/tricks, how-to's and frequently asked questions. http://create.mcgraw-hill.com/wordpress-mu/success-academy/	• One-on-One training via WebEx • Product walk-through • "How do I" contact	• Technical support • Student support (access codes and registration questions) • Password resetting Learning Management System (LMS) Support • Blackboard pairing issues Direct phone: 800-331-5094 http://mpss.mhhe.com/products.php

B. Self-service resources (Digital Success Academy)

Online videos and additional tutorial guides can be found at McGraw-Hill's Digital Success Academy (http://create.mcgraw-hill.com/wordpress-mu/success-academy/).

Student material for first day of class can also be found at McGraw-Hills Digital Success Academy (http://create.mcgraw-hill.com/wordpress-mu/success-academy/fdoc-first-day-of-class/?new_window=1)

C. Tech Support contact information

i. http://mpss.mhhe.com/contact.php **(email)**
ii. **800-331-5094 (phone)**
iii. http://mpss.mhhe.com/ **(chat)**

Support Hours:

- **Sunday - 6:00pm to 11:00pm**
- **Monday-Thursday - 8:00am to 11:00pm**
- **Friday - 8:00am to 6:00pm**

D. Getting in touch with your local McGraw-Hill Rep

If you don't know your local McGraw-Hill rep you can look them up online at Find My Rep (http://catalogs.mhhe.com/mhhe/findRep.do) and email or call them directly.