

# Training Guide

This training guide, developed in partnership with subject-matter experts will walk you through the fundamental and most critical steps to getting started.

Upon mastery of this content, you will be ideally suited to set up, modify, and deliver a course that drives the outcomes you and your students desire.

For additional training resources, please visit

[www.ConnectSuccessAcademy.com](http://www.ConnectSuccessAcademy.com)



# LearnSmart® Prep

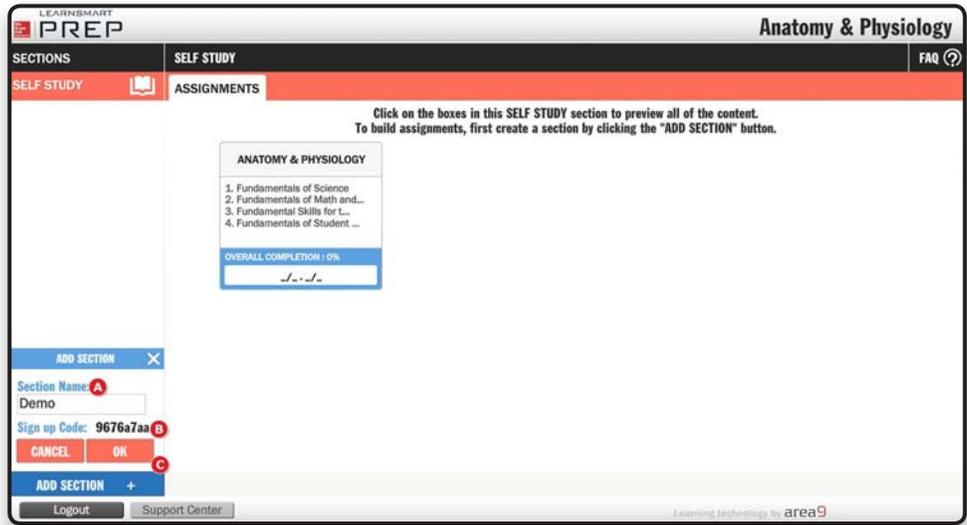
Navigate your browser to <http://www.mhhe.com/lsprepap>, enter your e-mail address and password **A** and click **log in** **B**.



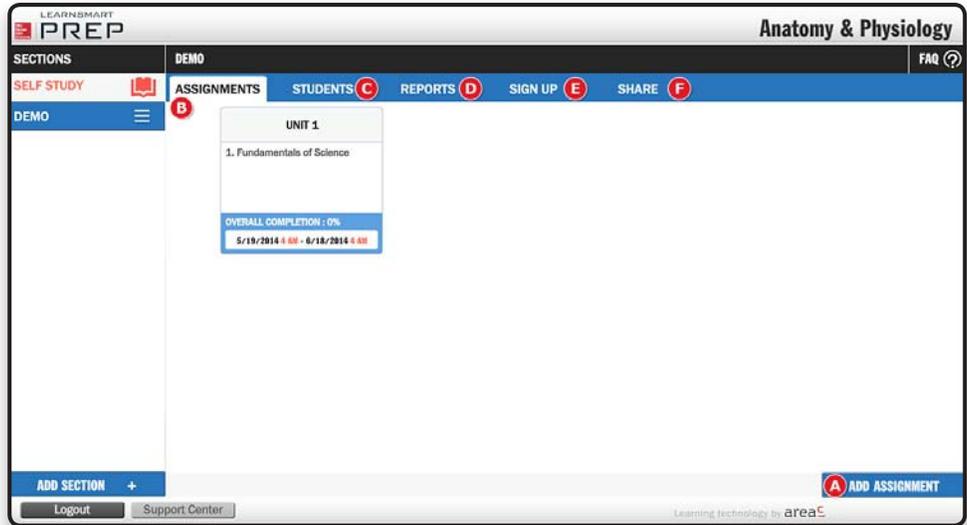
**User Tip:** We suggest you bookmark this URL since you will need to visit this page each time you log in to your course.

You can create a section for your students by clicking **Add Section** **A**.

Next, choose a name for your section **A**. \*\*Make a note of the **Sign up Code** **B** that appears, as your students will need this code to join your class!\*\* Click **OK** **C**.



Once a section has been created, you can begin creating assignments by clicking **Add Assignment** **A**. The tabs across the top of the page will allow you to navigate through your section. Any assignments that have been created are located on the **Assignments** tab **B**. The **Students** tab **C** will show you the students that have registered for your section. Monitor how your students are progressing through the course in the **Reports** tab **D**. The code needed by students to join the section can be located on the **Sign Up** tab **E**. The **Share** tab **F** allows you to provide other instructors or teaching assistants access to your course. The following access levels are available:



- Owner: You created the course and are the lead instructor.
- Editable: Allows the user to make edits within the course.
- Read-Only: Users can only see the course and cannot make any changes.

When creating an assignment, first choose a name **A** and set the start and end dates and times **B**. Decide which chapter(s) **C** and sections **D** within each chapter you want to assign by checking or unchecking the sections listed (unchecked sections will appear in GRAY to indicate they are NOT assigned). Click **Assign** **E**. Repeat this process for every assignment.



## Reports

**Performance Summary** **A** is most useful for grading and quickly viewing student progress. View your section's progress by each topic and learning objective through **Section Averages by Topic** **B**.

**Student Progress by Unit** **C** allows you to view your student's progress in each module, the amount of time spent in LearnSmart Prep, and your student's overall progress.

**Student Progress by Topic** **D** provides you with each individual student's progress and time spent on each topic.

**Metacognitive Skills** **E** allows you to monitor each student's self-awareness.



**User Tip:** Most instructors assign a grade based on the progress through all modules.

