

# 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

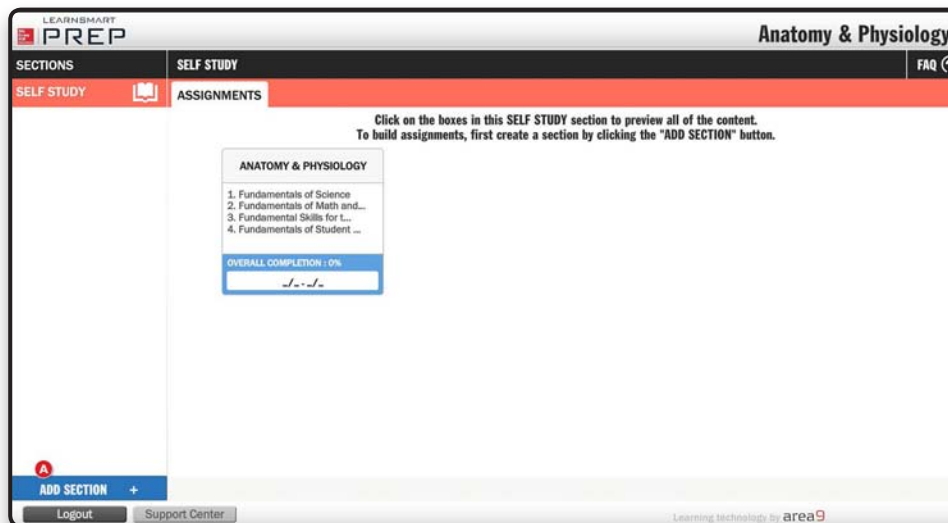
Navigate your browser to <http://www.mhhe.com/lsprepap>, enter your e-mail address and password **A** and click **log in** **B**.



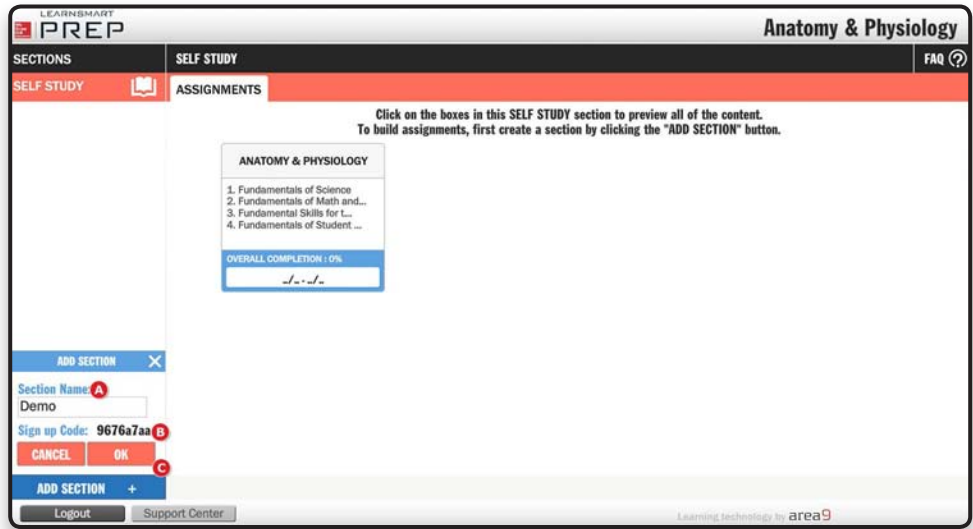
**User Tip:** We suggest you bookmark this URL since you will need to visit this page each time you log in to your course.



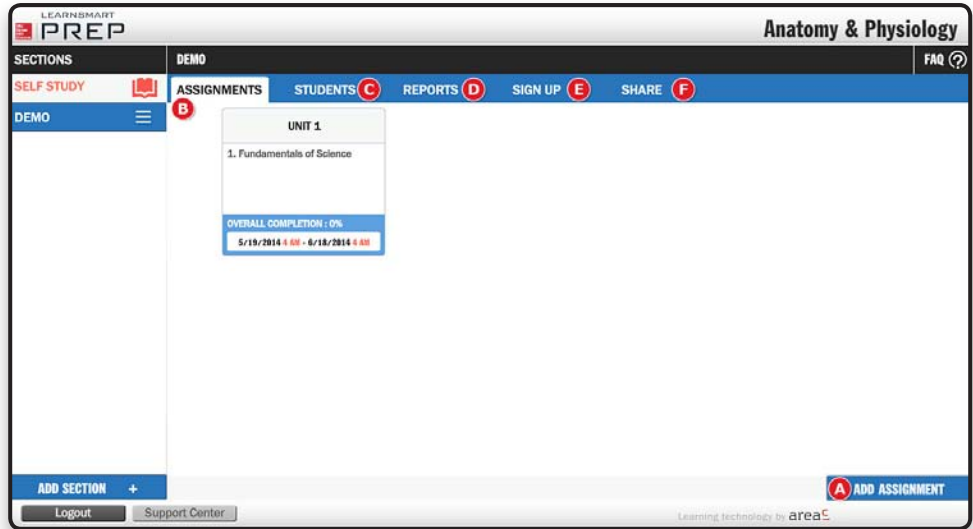
You can create a section for your students by clicking **Add Section** **A**.



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**.

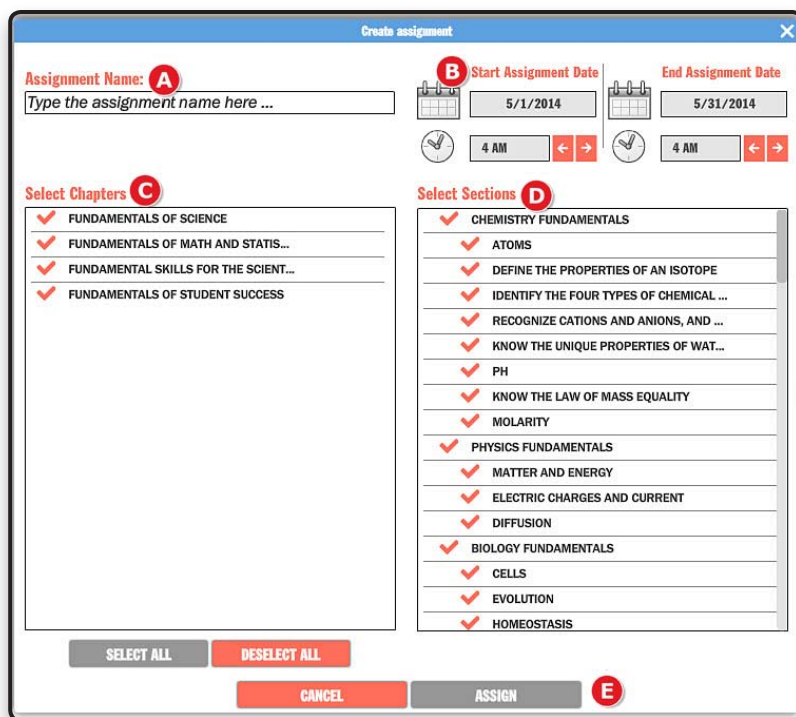


Once a section has been created, you can begin creating assignments by clicking **Add Assignment** **A**. The tabs across the top of the page will allow you to navigate through your section. Any assignments that have been created are located on the **Assignments** tab **B**. The **Students** tab **C** 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.



**Create assignment**

Assignment Name: **A**  
Type the assignment name here ...

**B** Start Assignment Date: 5/1/2014  
End Assignment Date: 5/31/2014

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**Select Chapters C**

- FUNDAMENTALS OF SCIENCE
- FUNDAMENTALS OF MATH AND STATIS...
- FUNDAMENTAL SKILLS FOR THE SCIENT...
- FUNDAMENTALS OF STUDENT SUCCESS

**Select Sections D**

- CHEMISTRY FUNDAMENTALS
- ATOMS
- DEFINE THE PROPERTIES OF AN ISOTOPE
- IDENTIFY THE FOUR TYPES OF CHEMICAL ...
- RECOGNIZE CATIONS AND ANIONS, AND ...
- KNOW THE UNIQUE PROPERTIES OF WAT...
- PH
- KNOW THE LAW OF MASS EQUALITY
- MOLARITY
- PHYSICS FUNDAMENTALS
- MATTER AND ENERGY
- ELECTRIC CHARGES AND CURRENT
- DIFFUSION
- BIOLOGY FUNDAMENTALS
- CELLS
- EVOLUTION
- HOMEOSTASIS

SELECT ALL    DESELECT ALL

CANCEL    ASSIGN **E**

## 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**.

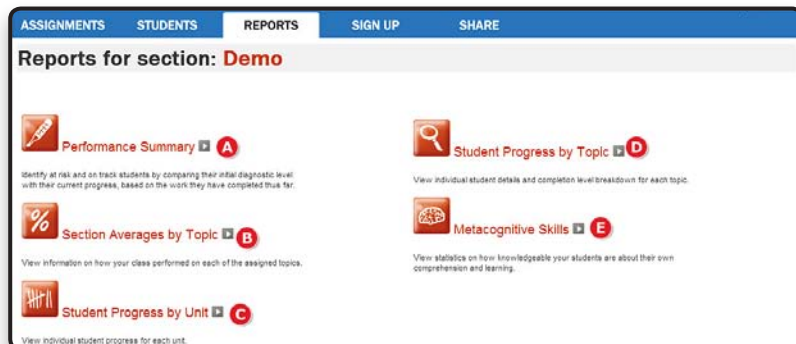
**Student Progress by Unit** **C** allows you to view your student's progress in each module, the amount of time spent in LearnSmart Prep, and your student's overall progress.

**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.



ASSIGNMENTS    STUDENTS    **REPORTS**    SIGN UP    SHARE

**Reports for section: Demo**

**Performance Summary** **A**  
Identify at risk and on track students by comparing their initial diagnostic level with their current progress, based on the work they have completed thus far.

**Section Averages by Topic** **B**  
View information on how your class performed on each of the assigned topics.

**Student Progress by Unit** **C**  
View individual student progress for each unit.

**Student Progress by Topic** **D**  
View individual student details and completion level breakdown for each topic.

**Metacognitive Skills** **E**  
View statistics on how knowledgeable your students are about their own comprehension and learning.