

LEARNSMART®

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



Training Checklist

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We have deleted the sub-heading here. Which not listed in the chapter. Kindly check and confirm.

Section 1: Getting Started

- **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.mcgraw-hill.com/wordpress-mu/connectblog/2013/08/14/requiredequals-results-series/#.U0WtnPldWOO>

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 registration/purchase directions, and also includes the correct student sign-up code.**
- **Section created, with special attention to...**
 - » **Desired modules assigned to students.**
 - » **Due dates set to match your course schedule.**

What Is LearnSmart?

LearnSmart uses revolutionary adaptive technology to build a learning experience unique to each student's individual needs. It starts by identifying the topics a student knows and does not know. As the student progresses, LearnSmart adapts and adjusts the content based on his or her individual strengths, weaknesses, and confidence, ensuring that every minute spent studying with LearnSmart is the most efficient and productive study time possible.

LearnSmart also takes into account that everyone will forget a certain amount of material. LearnSmart pinpoints areas that a student is most likely to forget and encourages periodic review to ensure that the knowledge is truly learned and retained. In this way, LearnSmart goes beyond simply getting students to memorize material—it helps them truly retain the material in their long-term memory.

What Is SmartBook?

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. As a student engages with SmartBook, the reading experience continuously adapts by highlighting content based on what the student knows and doesn't know. This ensures that the focus is on the content he or she needs to learn, while simultaneously promoting long-term retention of material. Use SmartBook's real-time reports to quickly identify the concepts that require more attention from individual students—or the entire class.

Students can choose to work through an instructor's assigned LearnSmart content by using just LearnSmart or they can choose to use SmartBook, which allows them to work through the assigned LearnSmart content while also accessing the adaptive reading experience.

Section 2: Account and Section Creation

First, you will want to go to www.LearnSmartAdvantage.com to access our LearnSmart suite of products.

On this page you can learn more about our LearnSmart Advantage suite of products and how to use them by clicking into one of the areas shown above (such as **Products** or **Instructors**). If you already know the text you will use this with you can search for it using the search bar at the top of the screen **A**.



Once you've located the text or course that you would like to use with your students click on **Sign In** next to the product you wish to use to log in as an instructor.

ABNORMAL PSYCHOLOGY, SIXTH EDITION (NOLEN-HOEKSEMA) - 0078035384

LearnSmart
\$25.00

SmartBook
\$100.00

BUY IT 1259244474
SIGN IN

BUY IT 1259244504
SIGN IN

Already purchased a code? Enter your code here to redeem.
Example: Y3RF-7T3K-KF4E-QWAM-VYK6

SHARE SHARE

ABOUT THE BOOK OR COURSE

Now updated to reflect the DSM-5, Susan Nolen-Hoeksema's, *Abnormal Psychology* blends cutting-edge research in psychopathology with compassion for people who suffer from psychological disorders and captures the excitement of major advances in biological and psychosocial research and treatment alternatives. The new sixth edition continues to place an emphasis on an integrated approach to abnormal psychology, on making biological information clear to students, and on providing a strong focus on empirical research and diversity.

ABOUT LEARNSMART ADVANTAGE

Now with LearnSmart Advantage you can study more efficiently while getting better grades. LearnSmart Advantage is an innovative suite of adaptive learning and study tools that will help you prepare for class (or your course) by understanding what you already know and what you still need to study. Fueled by LearnSmart technology—the most widely used adaptive learning tool on the market, our suite of products will help you study this text smarter, not harder. Check out the available study tools below and see which one is right for you.

Registering as an Instructor for LearnSmart Standalone

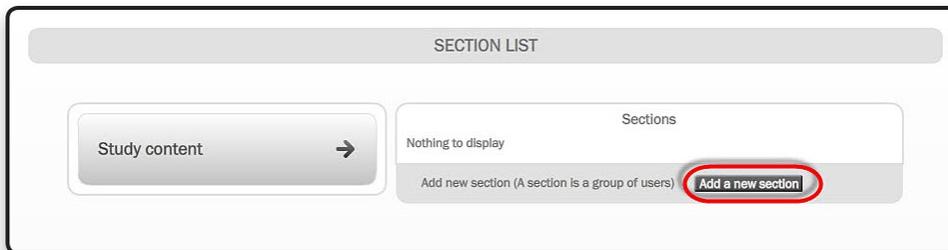
If this is your first time using LearnSmart standalone for this title, your sales representative will need to register you for an instructor account for that title before you will be able to access it. Once registered you will want to enter the e-mail address and password set for your account **A**. (If you have a LearnSmart standalone account for another title, a Connect account, or a MHHE.com account, this will be the same e-mail address/password.)



Creating a Section

Once in LearnSmart, you will want to **Add a new section** for each section or class for which you will be using LearnSmart standalone. Each section will maintain its own roster, reports, and assignments.

Click on **Add a new section** to begin creating your new section.



On this **Section Overview** page enter a **Section name**, **Student sign-up code**, and the **Sign-up deadline**.

- The **section name** should be something that helps you and the students identify the section from others (e.g., Fall 2014 MW 10am).
- The **student sign-up code** should be an alphanumeric code that you provide your students. This will allow them to enroll in your specific section. If the students do not use this code to enroll in your section, they will be able to complete LearnSmart work independent of what you've assigned them and their progress will NOT display in your reports. NOTE—the green check mark to the right of the Student sign-up code indicates that the code you have entered is a unique and acceptable student code. A red X will appear if your code is not unique or not acceptable.
- The **sign-up deadline** is the last day that students will be allowed to enroll in your section.
- Click **Save section** to save the new section details you have entered.
- Click **Done** to return to the LearnSmart home page.

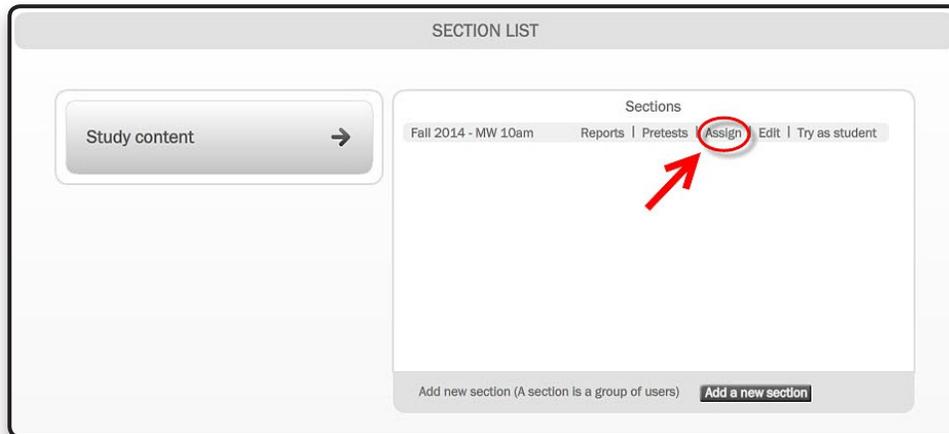
The screenshot shows the 'SECTION OVERVIEW' page. On the left, there are three input fields: 'Section name' with the value 'Summer 2014 M-F', 'Student sign-up code' with the value 'Summer2014KSFreund' and a green checkmark icon to its right, and 'Sign-up deadline' with the value '2014-05-20'. Below these fields is a 'Save section' button. On the right side, there is a box that says 'No students yet'. At the bottom right, there is an 'Add student' button and a 'Done' button. Red arrows point to the 'Save section' and 'Done' buttons, and a red circle highlights the green checkmark next to the sign-up code.

Once you've created a section it will appear on your home page. To the right of each section name will be links for various functions. You can access **reports**, create **pretests**, **assign** LearnSmart content, **edit** your section information, or **try it as a student**.

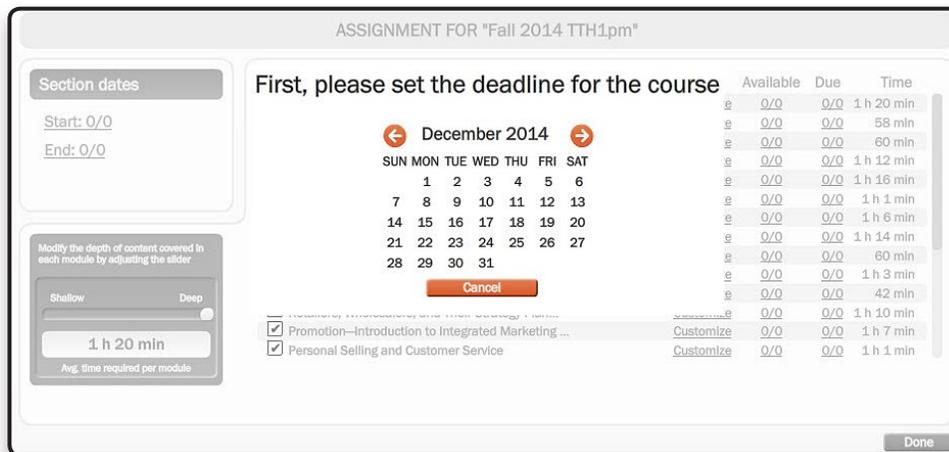
The screenshot shows the 'SECTION LIST' page. On the left, there is a 'Study content' button with a right-pointing arrow. On the right, there is a 'Sections' dropdown menu. The dropdown is open, showing a list of sections: 'Fall 2014 - MW 10am'. To the right of this section name are several links: 'Reports', 'Pretests', 'Assign', 'Edit', and 'Try as student'. At the bottom of the page, there is an 'Add a new section' button. A red circle highlights the 'Sections' dropdown menu.

Section 3: Managing Assigned Modules

To begin customizing the assigned content your students will be able to work on click the **Assign** link to the right of the section for which you would like to customize it.



First, you will be asked to set the deadline for the course. This will help the system set the default schedule for your course.



Section 3: Managing Assigned Modules

On the assignment set up page you can:

- A** Adjust the **Start** and **End** dates for your section.
- B** Adjust the **depth of content** covered in all modules covered.
- C** Uncheck any **modules** you don't want assigned to your students.
- D** Change the **Available** and **Due** dates for individual modules.
- E** **Customize** individual modules by excluding individual subtopics and adjusting depth of content covered for that specific module.

When done customizing your assigned content, click **Done** to return to the home page.

ASSIGNMENT FOR "Fall 2014 TTH1pm"

Section dates

Start: 8/18
End: 12/7

Modify the depth of content covered in each module by adjusting the slider

Shallow Deep
1 h 20 min
Avg. time required per module

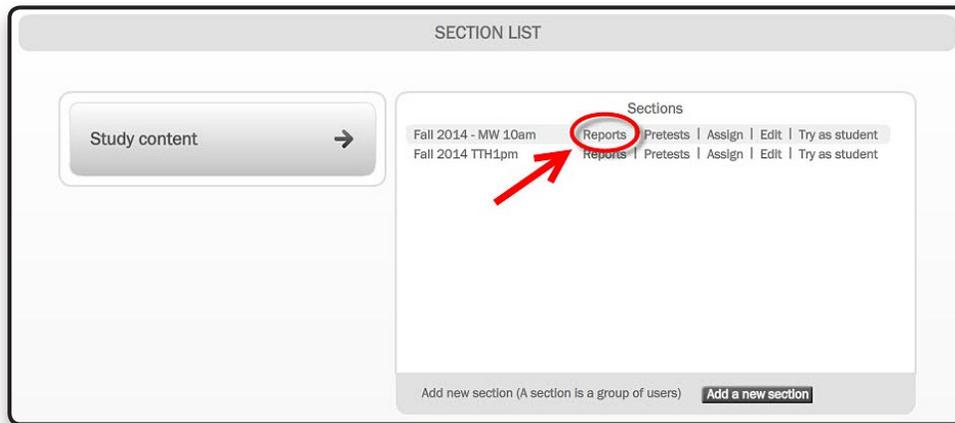
Module	Choose	Available	Due	Time
<input checked="" type="checkbox"/> Marketing's Value to Consumers, Firms, and Soci...	Customize	8/18	8/25	1 h 20 min
<input type="checkbox"/> Marketing Strategy Planning				
<input checked="" type="checkbox"/> Evaluating Opportunities in the Changing Market...	Customize	8/31	9/5	60 min
<input type="checkbox"/> Focusing Marketing Strategy with Segmentation a...				
<input checked="" type="checkbox"/> Final Consumers and Their Buying Behavior	Customize	9/12	9/19	1 h 16 min
<input type="checkbox"/> Business and Organizational Customers and Their...				
<input checked="" type="checkbox"/> Improving Decisions with Marketing Information	Customize	9/24	9/30	1 h 6 min
<input checked="" type="checkbox"/> Elements of Product Planning for Goods and Serv...	Customize	9/30	10/7	1 h 14 min
<input checked="" type="checkbox"/> Product Management and New-Product Development	Customize	10/7	10/13	60 min
<input checked="" type="checkbox"/> Place and Development of Channel Systems	Customize	10/13	10/18	1 h 3 min
<input checked="" type="checkbox"/> Distribution Customer Service and Logistics	Customize	10/18	10/22	42 min
<input checked="" type="checkbox"/> Retailers, Wholesalers, and Their Strategy Plan...	Customize	10/22	10/28	1 h 10 min
<input checked="" type="checkbox"/> Promotion—Introduction to Integrated Marketing ...	Customize	10/28	11/3	1 h 7 min
<input checked="" type="checkbox"/> Personal Selling and Customer Service	Customize	11/3	11/8	1 h 1 min

Done

*Note that all LearnSmart assignments are due at 8 p.m. Eastern time on the due date that is set.

Section 4: Reports

To access reports on your students' progress and activity on the modules you've assigned, click on **Reports** to the right of the section you wish to view.



- A** Each distinct LearnSmart report provides real-time data so that instructors can focus on the units or topics for which students need the most help. **Progress Overview** shows how much the students studied in each chapter.
- B** **Student Details** provides data specific to individual students organized by chapter and includes assignment level versus self-study.
- C** Look at the **Module Details** report to find out how your class is performing as a whole on assigned modules.
- D** The **Practice quiz** report will show you practice quiz results for your students.
- E** View the **Missed Questions** report to view the most frequently missed questions for each module.
- F** The **Metacognitive Skills** reports compile data based on your students' awareness of their own knowledge base.
- G** The **Most Challenging Learning Objectives** offers the top five most-challenging objectives for each module for your class.
- H** **Pretest Results** gives you a quick overview of your students' results on assigned pretests.

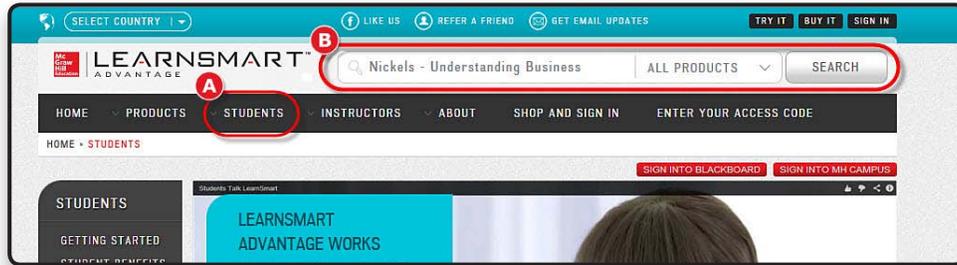
Reports for section: **Fall 2014 TTH1pm**

A  Progress Overview ▾ View student progress broken down by module.	B  Student Details ▾ View student progress details plus completion level breakdown for each module.
C  Module Details ▾ View information on how your class performed on each section of their assigned modules.	D  Practice quiz ▾ This gives you a quick overview of the quizzes results for your students.
E  Missed Questions ▾ View frequently missed questions.	F  Metacognitive Skills ▾ View statistics on how knowledgeable your students are about their own comprehension and learning.
G  Most Challenging Learning Objectives ▾ View the most challenging learning objectives.	H  Pretest Results ▾ This gives you a quick overview of the pretest results for your students.

Section 5: Student Registration

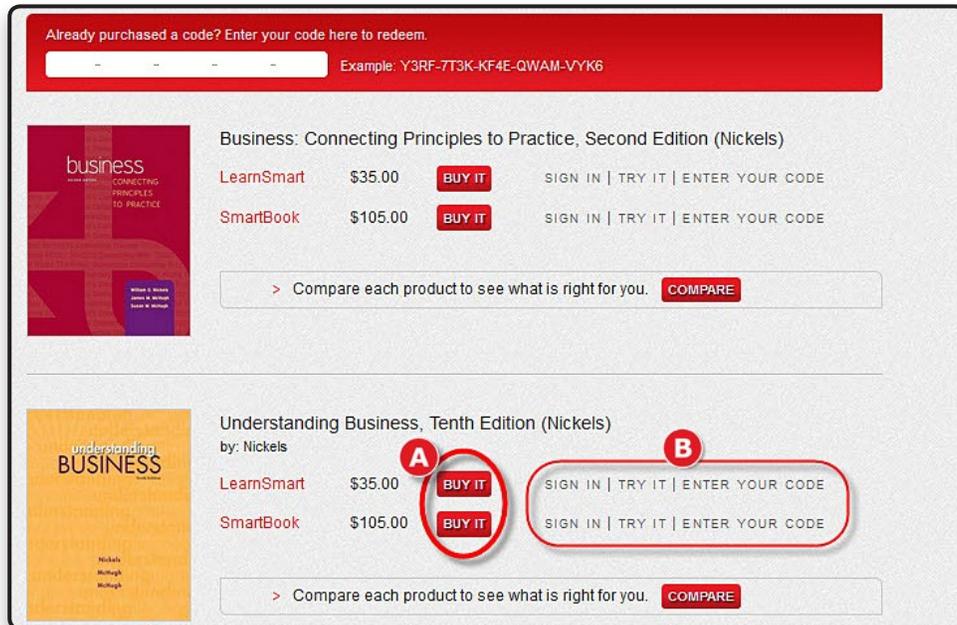
First, students should go to www.LearnSmartAdvantage.com to access and register for the LearnSmart standalone product required for your course.

- A** Once there, students can access resources and information for students.
- B** They can also search for the title or course they need by using the search window at the top of the page.



Once students have found the title or course they need to register for they have two options if they are new to the program.

- A** Students should click on **Buy It** to the right of the product they would like to use to complete an online purchase of the product.
- B** If students have already purchased an access code for the product they will be using, they should click on **Enter Your Code** to enter their access code for registration.



*Note that students will be able to choose between LearnSmart or SmartBook for how they will access your assigned content/topics regardless of which one you selected when setting up your course. Students can choose to work through an instructor's assigned SmartBook content by using just LearnSmart (which will give them access to just the adaptive review for the assigned topics) or they can choose to use SmartBook (which will allow them to work through the assigned SmartBook content while also having access to the adaptive reading experience).

Section 5: Student Registration

For students choosing to complete online purchase:

- A** Students who have used any McGraw-Hill Education product previously can sign into their existing account using their e-mail address and password.
- B** Students new to using McGraw-Hill products can create an account to register as a student. If students need to create an account first, they will simply fill out a brief form to set up their account information and can then proceed to the **Sign In** step.

You are registering for:

SmartBook: Understanding Business
10th Edition
By Nickels
ISBN: 1259114635

10th EDITION

Sign in or register to complete your purchase

Sign In

Email address: example: joe@email.com

A Password:

[Forgot your password?](#)

You have an account if you use any McGraw-Hill Education digital product, like:

-
-
-

Don't have an account?

B

[Register as an instructor](#)

After signing in, students will be asked to walk through three steps to complete their purchase of the product. First, they will need to enter their billing and shipping information. Next, they will enter their payment information, and last they will review and complete their order, which will give them access to the product.

Checkout

1. ENTER BILLING & SHIPPING INFO 2. ENTER PAYMENT INFO 3. REVIEW & PLACE ORDER

▼ **STEP 1: ENTER BILLING & SHIPPING INFO**

BILLING ADDRESS

Enter your billing information as it appears on your credit card statements.

First Name:

Last Name:

Address Line 1:

Address Line 2:

City/Town:

State or Province:

Postal/Zip Code:

Country:

Phone Number:

Use this billing address for future orders

* This product is accessed online and does not require shipping.

▶ STEP 2: ENTER PAYMENT INFO

▶ STEP 3: REVIEW & PLACE ORDER

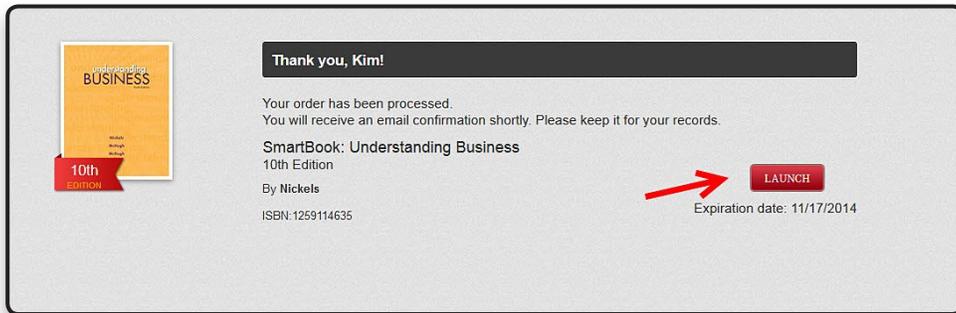
Section 5: Student Registration

For students entering an access code:

After clicking on **Enter Your Code**, students will be prompted to enter their access code and click **Submit**. After entering their access code they will be prompted to sign in or create an account.



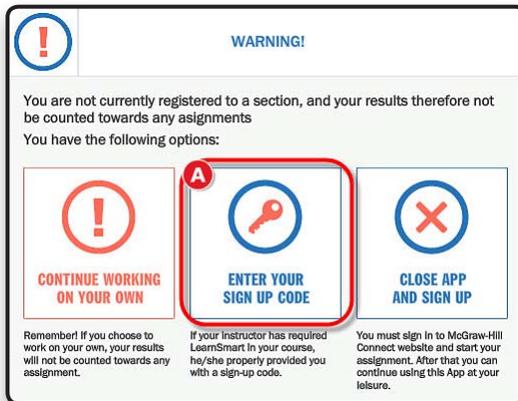
After successfully completing registration via either method, students will be able to **Launch** the LearnSmart or SmartBook product they registered for and purchased.



After launching into either LearnSmart or SmartBook, students will receive a warning reminding them that they have not yet entered a student sign-up code to register for an instructor's specific section.

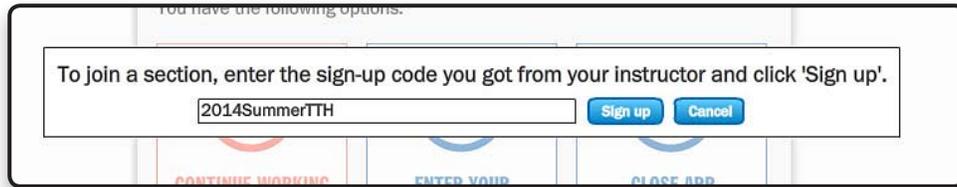
- A** Students should click on **Enter your sign-up code** to enroll in an instructor's specific LearnSmart section.

If they choose to continue working on their own they will not see any customizations you have made to topics or depth of content covered and their results will not be shown in your sections reports.



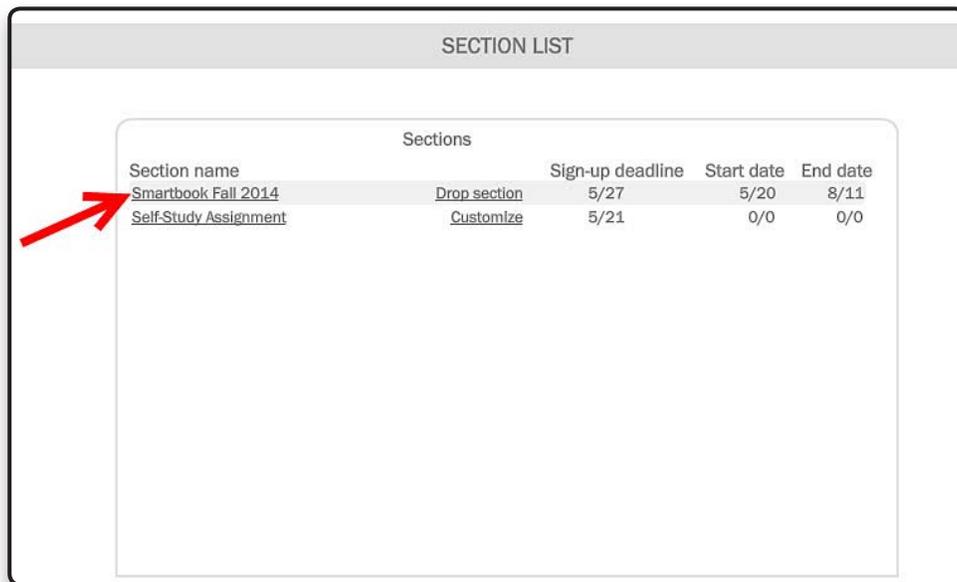
Section 5: Student Registration

After clicking **Enter your sign-up code** the students should enter the student sign-up code you have provided them and click **Sign Up**.



A screenshot of a web form for entering a sign-up code. The form is titled "To join a section, enter the sign-up code you got from your instructor and click 'Sign up'." Below the title is a text input field containing the code "2014SummerTTH". To the right of the input field are two buttons: "Sign up" and "Cancel". Above the input field, the text "You have the following options." is partially visible. Below the input field, there are three tabs: "CONTINUE WORKING", "ENTERED YOUR", and "CLOSE APP".

After entering the **sign-up code** they will be taken to their section list where they will be able to see your section information. They can begin work on the modules you have assigned them now by clicking on the **section name**.



A screenshot of a "SECTION LIST" interface. The table below shows a list of sections with columns for Section name, Sign-up deadline, Start date, and End date. A red arrow points to the "Smartbook Fall 2014" section name.

SECTION LIST				
Sections				
Section name		Sign-up deadline	Start date	End date
Smartbook Fall 2014	Drop section	5/27	5/20	8/11
Self-Study Assignment	Customize	5/21	0/0	0/0

Section 6: Support

Who do I contact if I have questions?

Sales Representative	Digital Success Academy	Digital Success Consultants	Customer Experience Team
<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>

Is there a website that can assist me while building my course?

McGraw-Hill's Digital Success Academy

Is there student material for my first day of class?

First Day of Class Resources

Who do my students and I contact for technical support?

- <http://mpss.mhhe.com/contact.php> (e-mail)
- 800-331-5094 (phone)
- <http://mpss.mhhe.com/> (chat)
- Support Hours:
 - » Sunday—6:00 p.m. to 11:00 p.m.
 - » Monday–Thursday—8:00 a.m. to 11:00 p.m.
 - » Friday—8:00 a.m. to 6:00 p.m.