



connect[®]

MATH

Hosted by ALEKS Corp.

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

Creating a Course

- A** First, log into Connect Math Hosted by ALEKS by going to www.connectmath.com. Enter your login name and password and click **Login**.



- A** Once you have logged in to Connect Math Hosted by ALEKS, you will need to create a course. To begin this process, click **Create a new course**.

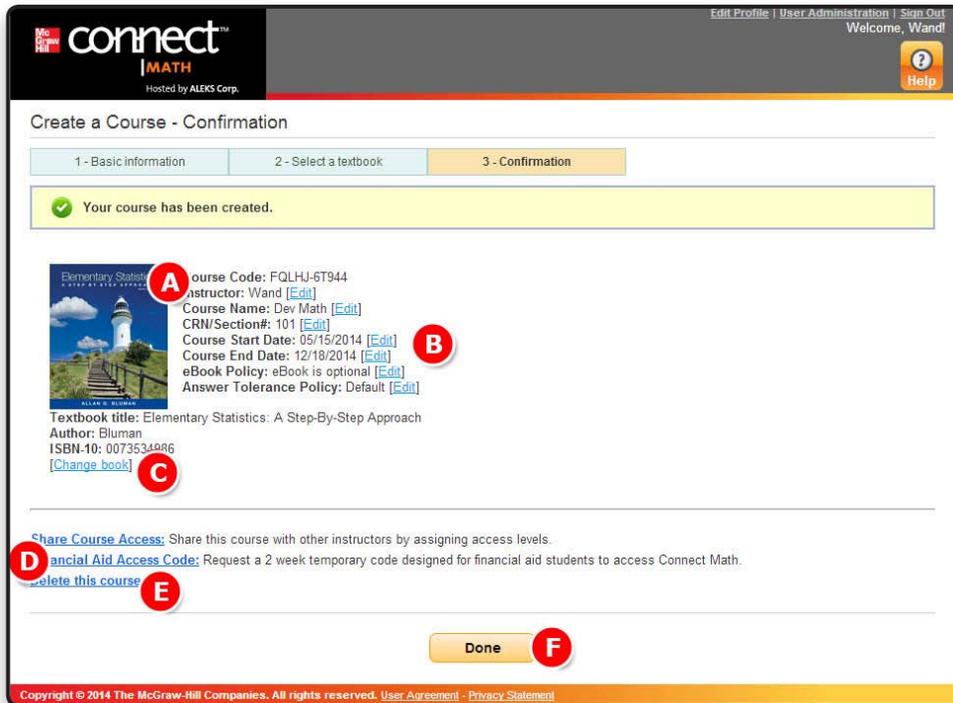


- A** Enter the required information, including course name and section number.
- B** You will also need to enter the start and end dates of the course
- C** and whether students will be required to use the eBook.
- D** Click **Continue**.

- A** Select a textbook for your course by clicking on the image of the book. Selecting a book automatically adds learning tools, instructor resources, and an exercise pool to your course.
- B** To de-select a book you previously chose, click **De-select this book**.
- C** To continue, click **Save**.

The screenshot shows the 'Create a Course - Select a textbook' page in the Connect Math interface. The page is divided into three steps: 1 - Basic information, 2 - Select a textbook (active), and 3 - Confirmation. A grid of textbook covers is displayed, including 'Basic Mathematical Skills with Geometry', 'Beginning Algebra', 'Elementary and Intermediate Algebra', 'Prealgebra', 'Elementary Statistics', 'Math in Our World', and 'Math in Our World'. A 'Your Selection' box on the right shows the selected book, 'Elementary Statistics: A Step-By-Step Approach'. A red circle with the letter 'A' is positioned over the first book cover. A red circle with the letter 'B' is positioned over the 'De-select this book' link in the 'Your Selection' box. A red circle with the letter 'C' is positioned over the 'Save' button at the bottom of the page.

- A** Next, you will be given a unique course code. Be sure to place this code in your syllabus; your students will need it to enroll in the course.
- B** You can make changes to your course by choosing Edit next to the information you want to change
- C** or change book if you wish to select a different textbook.
- D** Financial Aid Code will provide a 2 week temporary code for students.
- E** Remove the entire course from your account with Delete this Course.
- F** Choose Done when you are ready to save your course.



- A** You will return to the Course List, where you will see your newly added course under your name in the box, along with its course code.
- B** Click the name of the course to view it.



Navigating Your Course

When you go into your course, you will see a menu at the top of the page: Home, Gradebook, Messages, Resources, eBook, Calendar, and Help.

By choosing one of the menu items, you can access the following information for your course:

- A** **Home** provides a list of upcoming and completed assignments and announcements.
- B** **Gradebook** contains record-keeping and organizational tools for assignments.
- C** **Messages** allows you to post class announcements and utilize the discussion board.
- D** **Resources** is additional instructor resources and student study tools.
- E** **E-book** allows access to the interactive e-book, if applicable to your course.
- F** **Calendar** provides a monthly look at the start and due dates of the course assignments.
- G** **Help** will allow you access to the Connect Math hosted by ALEKS technical support team and how-to videos.

The screenshot shows the Connect Math interface for a course titled "Dev Math - 101". The course is based on the textbook "Elementary Statistics: A Step-By-Step Approach, 9th Ed., Bluman". The user is logged in as "Wand". The top navigation bar includes buttons for HOME, GRADEBOOK, MESSAGES, and RESOURCES, along with icons for eBook, Calendar, and Help. Below the navigation bar, the page is divided into several sections: "Upcoming Assignments (0)" with a "Create a New Assignment" button, "Completed Assignments (0)", "Announcements" (currently empty), and "About this Course" (listing the course name and instructor). A footer contains copyright information for 2014 The McGraw-Hill Companies.

Section 2: Creating and Managing Assignments

Creating Assignments

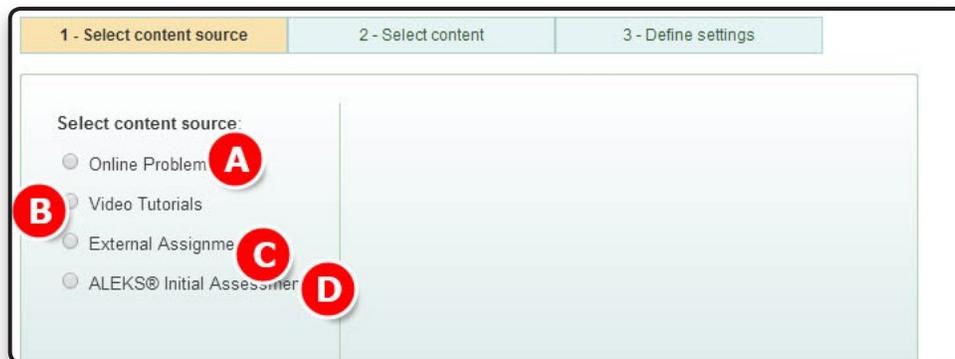
- A** Under Upcoming Assignments, click **Create a New Assignment** to access the assignment options.
- B** Choose the assignment type you want to create: New Homework, New Quiz, New Test, and New External Assignment.



Available Content Sources

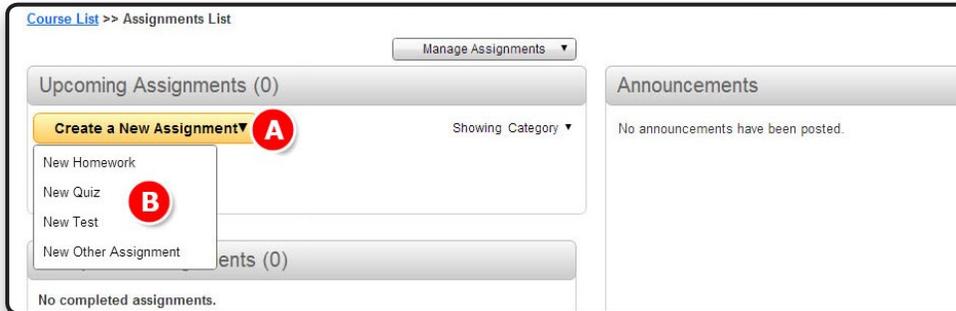
No matter what type of assignment you choose, next you will need to choose one of four content sources, which always remain the same: Online Problems, Video Tutorials, an External Assignment, or an ALEKS® Initial Assessment.

- A** **Online Problems** contains the bank of problems drawn from your textbook.
- B** **Video Tutorials** provides a variety of online video tutorials to reinforce textbook topics.
- C** **External Assignment** creates columns for offline assignments to be entered into the Gradebook.
- D** **ALEKS Initial Assessment** is a personalized, interactive assessment that identifies which topics the student knows, doesn't know, and is ready to learn next.

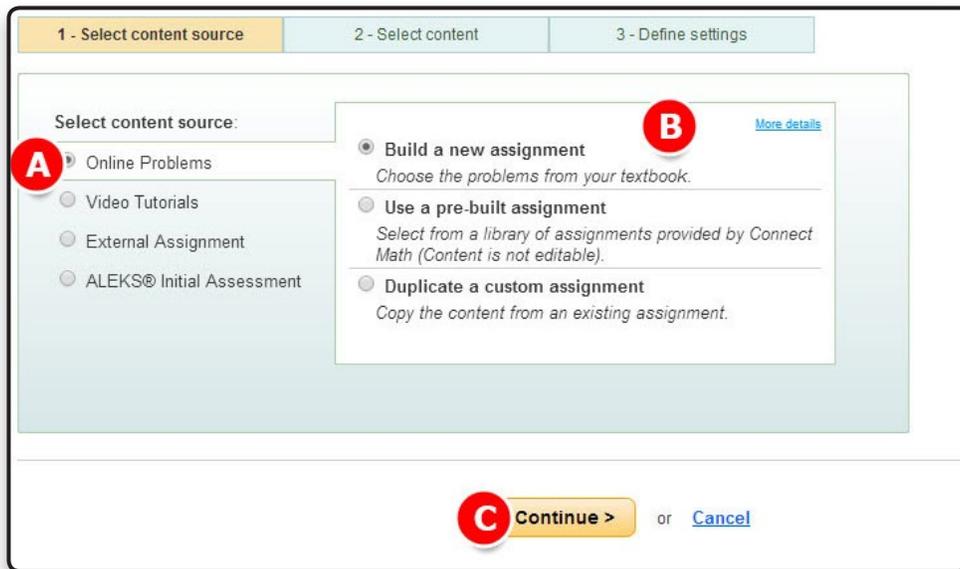


Creating a New Assignment from the Online Problems

- A** Click **Create New Assignment**
- B** and choose the Type of Assignment.



- A** Choose Online Problems.
- B** You have three options for online problems: building a new assignment, using a pre-built assignment, and duplicating a custom assignment.
- C** Click **Continue** to build your new assignment.



Note: Pre-built assignment content is not editable.



User Tip: The problems in these assignments are algorithmically generated. This means that each student will receive a slightly different version of the problem.

- A** Select a chapter from the first drop-down menu
- B** and then select the section.
- C** You may choose to view all exercises from the section or only those that relate to a particular learning objective.
- D** Drag question sets from the left side of the screen, under Textbook Questions, to the right side, under Your Assignment.
- E** The magnify glass will allow you to preview the question and change the point value.
- F** Click Change to access questions from another textbook
- G** and Preview assignment to view how your assignment will appear to students.
- H** You can add and remove questions from your assignment by using the Add Selected and Remove Selected buttons.
- I** Click Continue to define the settings for the assignment. Define Settings

The screenshot shows the '2 - Select content' step of the assignment creation process. At the top, there are three tabs: '1 - Select content source', '2 - Select content' (active), and '3 - Define settings'. Below the tabs, a message states: 'You can preview individual or multiple questions. Select the question(s) you want to preview and click on the magnifying glass icon.'

Three dropdown menus are visible:

- A** Chapter 1: The Nature of Probability and Statistics
- B** Chapter 1 problems
- C** Learning Objective: (All problems)

Below the dropdowns, the textbook 'Bluman - Elementary Statistics: A Step-By-Step Approach, 9th Ed.' is selected, with a **F** callout pointing to the 'Change' link.

The main area is divided into two columns:

- Textbook Questions**: A list of 26 questions with magnifying glass icons. **D** points to the first question, and **E** points to a magnifying glass icon.
- Your Assignment**: A list with a header 'Points' and a **F** callout. It currently shows '0 questions | Preview assignment' and '0 pts'. **G** points to the 'Preview assignment' link.

At the bottom of the main area, there are two buttons: **H** 'Add selected>' and '<Remove selected'. **I** points to the 'Continue >' button at the very bottom of the interface.

- A** You are able to change the assignment category and type.
- B** Enter the assignment title,
- C** start and end dates and times,
- D** and whether students will be able to view an assignment before its listed start date.
- E** Assignment Prerequisites can be chosen to ensure students complete or master previous assignments first.

1 - Select content source | 2 - Select content | 3 - Define settings

Assignment Category: Homework [\[Change category\]](#)

Assignment Type: Online Problems [\[Change content\]](#) **A**

Assignment Title: Homework # 1 **B**

Assignment Start Date: **C**
 Month: May, Day: 16, Year: 2014, Time: 12:00 am

Due Date:
 Month: May, Day: 16, Year: 2014, Time: 11:59 pm

Assignment Visibility: Assignment is shown to students before the start date **D**

Assignment Prerequisites: No prerequisites selected. [\[Edit\]](#) **E**

- A** Set how many attempts a student has to complete and submit an assignment and whether they do a quick retake or a full retake, as well as selecting the grade calculation.
- B** More Options will allow you to choose when students can view their results, what buttons are available to students, and how many attempts they have for each question.
- C** Attachments can be added for students to review or use while completing the assignment.
- D** Check the box to save these settings as your default settings for future assignments of the same category.
- E** Click **Save & Finish** to complete your assignment.

Retake and Grading Options **A**

Standard Grading
 Maximum number of attempts: Unlimited

Minimum Mastery Grading
 Unlimited attempts

You have chosen more than 1 attempt.
 Choose how students will retake assignments.

Full Retake (Students must retake all problems.)
 Quick Retake (Students only retake incorrect problems.)

Grade Calculation: Best

More Options **B**

Students can view their results: Immediately after the assignment is submitted [\[Edit\]](#)

Proctoring options: No proctoring. Students may start the assignment on their own. [\[Edit\]](#)

Assignment Introduction Note: (none) [\[Edit\]](#)

Attachments **C**

No file attached: [\[Add new attachment\]](#)

Apply these settings to all future assignments created in the 'Homework' category **D**

[<<Previous step](#) **E** **Save & Finish** or [Cancel](#)

Managing Assignments

Once you have created your assignments, you can manage them in a variety of ways.

- A** The Manage Assignments drop-down menu provides you with four options:
- B** Edit All Assignment Dates will allow you change the dates of all assignments created.
- C** Edit Display permits for the creation of folders to organize assignments and for the display order to be reorganized.
- D** Copy Assignments will copy the content, settings, start date and due date of the original assignment.

The screenshot shows the Connect Math interface for a course titled "Dev Math - 101". The page displays a list of assignments under the heading "Upcoming Assignments (1)". A dropdown menu is open over the "Manage Assignments" option, which is labeled with a red circle 'A'. The menu items are: "Edit All Assignment Dates" (labeled with a red circle 'B'), "Edit Display Order" (labeled with a red circle 'C'), "Assignment Folders" (labeled with a red circle 'D'), and "Copy Assignments". The main content area shows a single assignment titled "Homework # 1" with a due date of "May 16, 2014 12:00AM-May 16, 2014 11:59PM". The interface also includes navigation buttons like "HOME", "GRADEBOOK", "MESSAGES", and "RESOURCES", as well as utility icons for "eBook", "Calendar", and "Help".

Managing Individual Assignments

- A** To manage your assignments on an individual basis, click **Action** next to an assignment and choose **Edit Assignment**, **Duplicate Assignment**, **Preview Assignment**, **Print Assignment**, or **Delete Assignment**.
- B** **Edit Assignment** lets you edit any information you originally designated on the Define Settings page. Editable items include assignment type, start and end dates and times, visibility restrictions, and prerequisites.
- C** **Duplicate Assignment** makes an exact duplicate of an existing assignment.
- D** **Preview Assignment** lets you review the “rules” for each quiz and the details of any other assignments you created.

- E** **Print Assignment** lets you print a copy of the assignment and is available for quizzes and homework.
- F** **Delete Assignment** deletes any assignment permanently from your course. Deleting an assignment means also deleting all work, reports, and grades associated with that assignment. They cannot be restored.

The screenshot displays the 'Dev Math - 101' course page in the Connect Math system. At the top, there's a navigation bar with 'HOME', 'GRADEBOOK', 'MESSAGES', and 'RESOURCES'. Below this, the 'Assignments List' is shown, with a 'Manage Assignments' dropdown menu open. The menu items are: 'Action', 'Edit Assignment', 'Duplicate Assignment', 'Preview Assignment', 'Print Assignment', and 'Delete Assignment'. Red callout letters A through F are placed over these items. The main content area shows a list of assignments for Chapter 1, including 'Quiz # 1' with details like 'Type: Online Problems' and dates. An 'Announcements' section on the right states 'No announcements have been posted.' The footer contains course information and a copyright notice.

Section 3: Managing and Sharing Courses

Duplicating a Course

From the Course List, choose the course you want to duplicate.

- A** Click **Action** to the right of that course
- B** and choose **Duplicate Course**.

The screenshot shows a list of courses in a table. Each row includes a course name (e.g., 'Demo DST - ABC1234', 'Dev Math - 101', 'Math - 102'), a 'Wand' icon, 'no students' status, and a 'Course Code'. To the right of each course is an 'Action' dropdown menu. In the 'Dev Math - 101' row, the 'Action' menu is open, showing options: 'Edit Course', 'Duplicate Course', and 'Delete Course'. A red circle with the letter 'A' is placed over the 'Action' button, and another red circle with the letter 'B' is placed over the 'Duplicate Course' option.

Click **Confirm** to create a new course.



User Tip: You can edit the basic information relevant to the course. For example, you may want to rename the course so it does not include the words “Copy of,” and you may want to change the start and end dates. Make your edits, and then click **Save** and **Done**. You will see your newly duplicated course listed under your name in the Course List.

User Tip: To copy your course to other instructors, you need administrator access. You can request this access from your McGraw-Hill sales representative or through http://www.connectmath.com/support/contact_support.

Sharing a Course

Sharing a course with another instructor allows both you and the chosen instructor(s) access to the exact same course. This is helpful for team-teaching situations or when you have a TA.

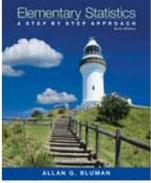
To share a course with another instructor, first navigate to the course on the Course List page.

- A** Then, from the **Action** drop-down menu to the right of the course,
- B** choose **Edit Course**.

The screenshot shows the same course list as the previous image. In the 'Dev Math - 101' row, the 'Action' menu is open, showing options: 'Edit Course', 'Duplicate Course', and 'Delete Course'. A red circle with the letter 'A' is placed over the 'Action' button, and another red circle with the letter 'B' is placed over the 'Edit Course' option.

- A** On the new page, choose **Share Course Access**.

Edit Course



Textbook title: Elementary Statistics: A Step-By-Step Approach
 Author: Bluman
 ISBN-10: 0073534986
[\[Change book\]](#)

Course Code: FQLHJ-6T944
 Instructor: Wand [\[Edit\]](#)
 Course Name: Dev Math [\[Edit\]](#)
 CRN/Section#: 101 [\[Edit\]](#)
 Course Start Date: 05/15/2014 [\[Edit\]](#)
 Course End Date: 12/18/2014 [\[Edit\]](#)
 eBook Policy: eBook is optional [\[Edit\]](#)
 Answer Tolerance Policy: Default [\[Edit\]](#)

A [Share Course Access](#): Share this course with other instructors by assigning access levels.
[Financial Aid Access Code](#): Request a 2 week temporary code designed for financial aid students to access Connect Math.
[Delete this course](#)

[Done](#)

- A** When you agree to share a course, you will be shown a list of instructors at your institution. Choose the instructor (or TA) you want to share with,
- B** and then, to the right of the selected name, assign an Access Level from the drop-down menu: **Read Only**, **Gradebook**, or **Full**. Choose **Save**.

Share Course Access

Use the drop-down to select the access level for the Instructor(s) that will also be able to access this course.

Instructor	Access Level
Adams, Patrice A	No Access B ▼
Aguilar, Darla	No Access ▼
Al-Haddad, Ali	Read Only ▼
Al-Qadi, Hussein	Gradebook ▼
Allwood, Heidi	Full ▼
Asia, Hed	No Access ▼

- A** Click Done and then Done once more. Your shared courses will appear on the other individuals' course lists.

Share Course Access

 Your changes have been saved successfully.

The following instructors now have share access to this course.
[Edit Access Level](#)

Instructor	Access Level
Lyon, Thomas	Read Only

A Done

Section 4: Using the Gradebook

The Gradebook is central to the course management capabilities of the ALEKS Instructor Module. When configuring the Gradebook for a course, you can choose to include any type of assignment—or none, if you choose to not use assignments at all.

Navigating the Gradebook

- A** Click on Gradebook to access the full grade center for your course.
- B** Gradebook Management will provide you options to setup your gradebook.
- C** Display Options will allow you change the date range and rather you want the gradebook in points or percentages.
- D** Filter your gradebook by choosing the category of assignments you want to see.
- E** Send an e-mail to selected students while viewing the gradebook
- F** and use Time tracker to find out when a student last logged into Connect Math Hosted by ALEKS.
- G** The Total Grade column shows a computation of students' current grades based on assignments completed or assignments for which the due date has passed. Specific assignments are displayed in the remaining columns in chronological order by due date. Each assignment has a name, is color-coded by category, and shows its due date.
- H** To view assignment details, click Details, this will provide an overview of the assignment and links to Edit Student Score, View Assignment Gradebook, and Item Analysis. View Assignment Gradebook provides a more focused view of student grades for a particular assignment. Item Analysis displays information on the success rate of a problem and the average time students spend answering it.
- I** You can download the contents of the Gradebook into an Excel spreadsheet for use outside of Connect Math Hosted by ALEKS by clicking the **Download to Excel** link.

The screenshot shows the ALEKS Gradebook interface. At the top, there are navigation tabs: HOME, GRADEBOOK (highlighted with callout A), MESSAGES, and RESOURCES. Below the tabs, there are utility links: eBook, Calendar, and Help. The main content area is titled 'Gradebook' and includes a 'Showing' dropdown (callout D), a 'Group Filter' dropdown (callout D), and a 'Gradebook Management' dropdown (callout B). There are also links for 'Send Email to Selected Students' (callout E), 'Time Tracker' (callout F), and 'Display options full screen view' (callout C). The main table has columns for 'Students' (with sub-columns for Name, Login, Student ID), 'Total Grade' (callout G), and several assignment columns: 'Quiz Chapter' (callout H), 'Chapter 1 Homework' (callout H), 'Chapter 2 Test' (callout H), 'Chapter 2 Homework' (callout H), and 'Copy of Chapter 2 Homework' (callout H). Each assignment column shows a due date (Dec 20, 2017) and a percentage score. At the bottom, there is a 'Gradebook Legend' (callout I) and a 'Download to Excel' link (callout I).

Students	Total Grade	Quiz Chapter	Chapter 1 Homework	Chapter 2 Test	Chapter 2 Homework	Copy of Chapter 2 Homework	Chi
Brennan, Chloe	88% (B)	92%	80%		100%		
Diane, Ariel	0% (F)						
Finch, M.J.	100% (A)						
Frost, Lucille	98% (A)	90%	97%		100%		
Jackson, Jade	0% (F)						
Johnson, Julia	98% (A)	80%			100%	100%	
Lane, Ella	85% (B)	60%	100%	60%	84%		
Loon, Dg	0% (F)						
Slatten, Adam	82% (B)	20%	80%	80%		90%	
Smith, Karen	0% (F)						
Smith, Karla	92% (A)						
Voss, Karl	96% (A)		100%	80%	90%		



User Tip: The Total Grade column attempts to predict or approximate student grades for the course based on any work to date. For example, if the course is half completed and a student has 102% in this column, it means that if the student's work continues at the same level for the remainder of the course, it is likely that student's final grade will be approximately 102%.

User Tip: If you choose a particular category (e.g., Quizzes) rather than All, the Gradebook shows the grade to date based on that category. If you specify a date range rather than the entire period of the course, the display will include only assignments with dates that fall within the range.

User Tip: As students complete assignments, values are inserted into the corresponding cells. Cells where the student has not completed an assignment are empty, or, if the due date has passed, contain a value of 0.

User Tip: If a student has completed an assignment but the due date has not yet passed, the value appears in gray and is not used in computing the current total grade.

User Tip: For some types of assignments, students have the option of redoing or retaking the assignment; thus, values in gray may change before an assignment's due date.

Gradebook Setup

- A** Click Gradebook Management to see the drop-down menu choices
- B** and select **Gradebook Setup**.

The screenshot displays the 'GRADEBOOK DATA' interface for 'Basic College Mathematics, 2nd Ed., Miller, O'Neill, Hyde'. The main area shows a table with the following data:

Students	Total Grade	Quiz Chapter 3	Chapter 1 homework	Chapter 2 Test	Chapter Homework	Homework
Finch, M.J.	100% (A)					
Frost, Lucille	98% (A)	90%	97%		100%	
Jackson, Jade	0% (F)					
Johnson, Julie	98% (A)	80%			100%	100%
Lano, Ella	85% (B)	60%	100%	60%	84%	
Lyons, Bri	0% (F)					
Slatten, Adam	82% (B)	20%	80%	80%		90%
Smith, Karen	0% (F)					
Smith, Kavla	92% (A)					
Voss, Kari	96% (A)		100%	80%	90%	
Walker, Annie	92% (A)	100%		80%	100%	100%
Wolter, Cody D.	83% (B)	60%			100%	100%

A Within Gradebook Category, you will see that each of the four grading categories (quizzes, tests, homework, and other assignments)

B can be assigned a total percentage weight. If you choose a value of 0, that assignment category is not included in the Gradebook. For assignment categories whose total weight is greater than 0, percentage determines the total weight of that category.

C The assignments within each Gradebook Category can have different weights. You can assign the weight of each individual assignment and drop assignments with the lowest scores by clicking **Edit Weight for Each**.

D Add new categories by clicking on Add New.

Gradebook Category	Category Weight (%)
Quiz	5 %
Test	35 %
Homework	50 %
Other Gradebook Categories	
ALEKS Assessment	5 %
Extra Credit	0 %
Mid Term	5 %
Final Exam	0 %
Total: 100 %	

A The Total Grade Display Settings allows you to elect or to hide total grades from students if you so choose.

B Grading Scale for Total Grade allows you to assign a grading scale for the total course grade.

C The default grading scale is a conventional A, B, C, etc. scale using standard percentage breakpoints. You can, however, move and rename the sliders on the scale; you can also add or remove sliders to set a scale of your choosing.

D The labels on the sliders, which are used as grade notations, are limited to a few letters or numbers; to set the label, click the existing label, enter your new label, and then click **Save**.



User Tip: Use the options above the grading scale to set whether the scale will be used and who will be able to see it. Even if you do not use the scale, the graph will be populated as a histogram, giving a useful illustration of the distribution of students' scores.

Gradebook Log

The Gradebook Log is a record of any adjustments you make to student scores in the Gradebook. Adjustments may be made to Gradebook scores by the primary instructor, teaching assistants, or other instructors who have edit privileges for that course's Gradebook. You can also use the Gradebook Log to monitor adjustments made to the Gradebook by anyone with shared course access.

- A** Click Gradebook Management to see the drop-down menu choices
- B** and select **Gradebook Log**.

The screenshot shows the 'Gradebook' page in the Connect Math system. At the top, there's a navigation bar with 'HOME', 'GRADEBOOK', 'MESSAGES', and 'RE-SOURCES'. A 'Gradebook Management' dropdown menu is open, with 'Gradebook Log' highlighted. Below the navigation, there are filters for 'Showing: All' and 'Group Filter: All Students'. The main table lists students and their scores for assignments like 'Quiz Chapter 3', 'Chapter 1 homework', 'Chapter 2 Test', 'Chapter Homework', and 'Homework'.

Students	Total Grade	Quiz Chapter 3	Chapter 1 homework	Chapter 2 Test	Chapter Homework	Homework
Finch, M.J.	100% (A)					
Frost, Lucille	98% (A)	90%	97%		100%	
Jackson, Jade	0% (F)					
Johnson, Julie	98% (A)	80%			100%	100%
Lang, Ella	85% (B)	60%	100%	60%	84%	
Lyons, Bri	0% (F)					
Slattery, Adam	82% (B)	20%	80%	80%		90%
Smith, Karen	0% (F)					
Smith, Kayla	92% (A)					
Voss, Kari	96% (A)		100%	80%	90%	
Walker, Annie	92% (A)	100%		80%	100%	100%

- A** Enter the date range for the adjustments you would like to see and
- B** click Apply.
- C** To see the details on the assignment adjustments, click on the assignment.

The screenshot shows the 'Gradebook - Gradebook Log' page. It includes a 'Date Range Selection' tool with 'From Date' set to April 19, 2011, and 'To Date' set to May 19, 2014. Below the date range is a table of adjustment entries.

Student Name	Assignment	Previous Score	Adjusted Score	Date and Time	Adjusted by Instructor
Brennan, Chloe	Chapter 1 homework	100%	60%	Oct. 09, 2012 04:18 PM	Ruffridge, Jenni
Lang, Ella	Chapter 2 Homework	80%	84%	Sep. 25, 2013 11:23 AM	Ruffridge, Jenni
Johnson, Julie	Chapter 2 Test	80%	0%	Oct. 15, 2013 02:36 PM	Ruffridge, Jenni
Slattery, Adam	Homework # 11	63%	75%	Feb. 05, 2014 10:49 AM	Ruffridge, Jenni

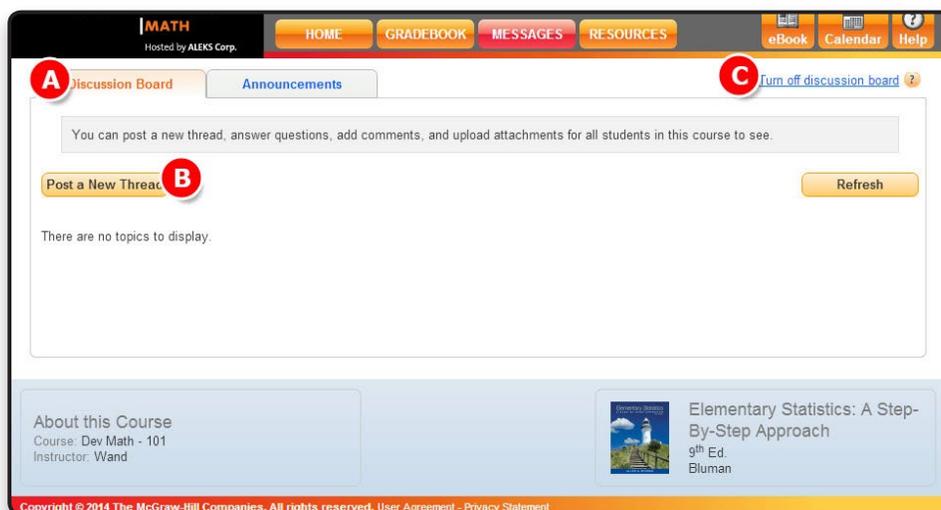
Section 5: Using the Messages and Resources Features

Discussion Board

- A** To post announcements or discussion starters for students, choose Messages from the menu.
- B** You will then see two tabs: Discussion Board
- C** and Announcements.



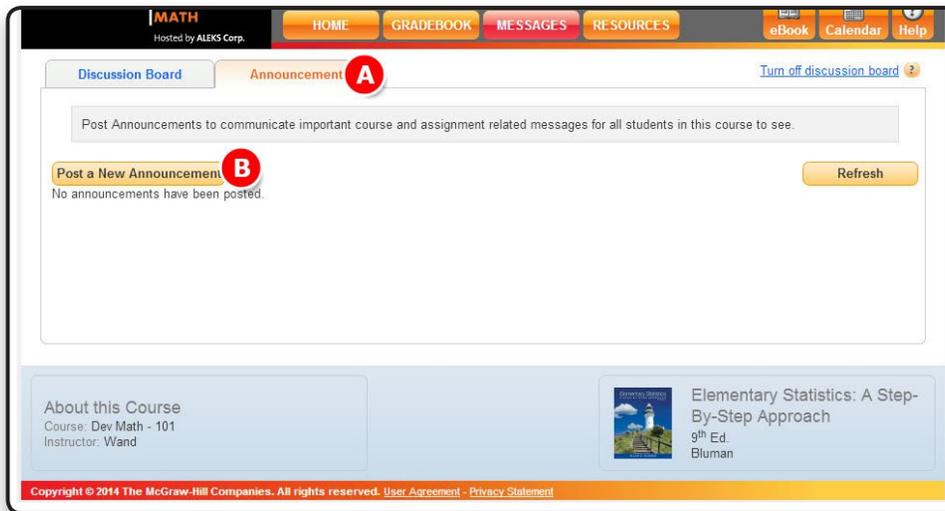
- A** Click the **Discussion Board** tab
- B** and then click **Post a New Thread**. Type your discussion starter in the box; add an attachment if you want, and then click Post.
- C** The discussion board can be shut off if you choose to not use it.



User Tip: The Discussion Board is useful for answering student questions, adding comments and extra information to existing conversations, and, as mentioned, distributing attachments.

Announcements

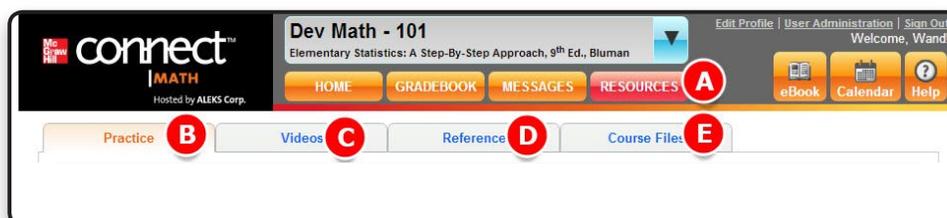
- A** To post an Announcement, click the **Announcements** tab
- B** and then **Post a New Announcement**. Enter your announcement, including an attachment if you want, and then click Post.



User Tip: To ensure all students receive the announcement, first check the box next to e-mail post to all students in this course.

Resources

- A** Choose Resource from the main menu. You will see four tabs:
- B** Practice contains exercises that are compiled from the textbook tied to your course. These are always available for students regardless if they are assigned.
- C** Videos holds the chapter-specific multimedia resources under this tab include videos, lectures, and animations. These are always accessible to students, regardless of whether you assign them.
- D** Reference information varies depending on your textbook. Some examples of available reference materials are guided student notes and PowerPoint presentations. Some material in the References tab is specified for instructor use only.
- E** Course Files houses any materials you choose to share with students: worksheets, formula sheets, class notes, syllabi, and the like.



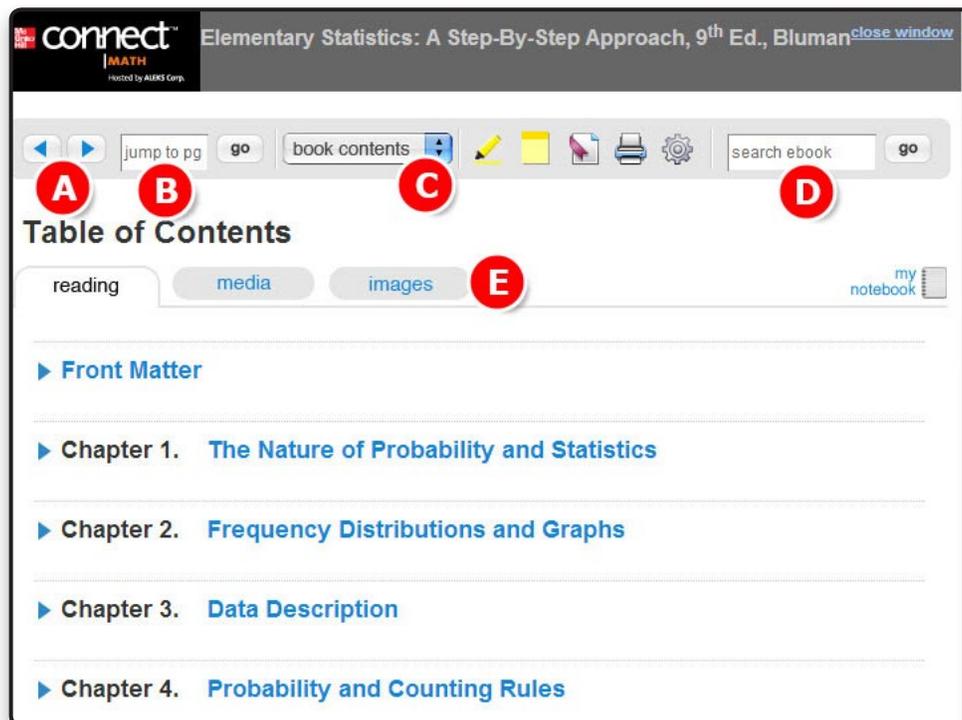
Section 6: Accessing the eBook and Help

The e-book

- A** Choose e-book from the menu to open the electronic- and interactive- version of your textbook.



- A** To move from section to section, click the blue arrows.
- B** To jump to a specific page, enter the page number in the “jump to pg” box.
- C** To move from chapter to chapter, click the “book contents” drop-down menu.
- D** To search the eBook text, enter your search term in the “search e-book” field and click **go**.
- E** To see an e-book’s available images and media, click the corresponding tabs; **reading** is the default and provides access to the text.



Included in the top of the eBook toolbar are five icons, each of which offers personalization options for your text(s).

- A** To use the highlighter tool, click the highlighter icon. Then, select the text you want to highlight. To change the color of your highlighting, hover your mouse over the right of the icon until you see the arrow. Click the arrow, and then select a new color. To hide your highlighting, hover your mouse over the right of the icon, wait for the arrow, click, and then click hide highlights.
- B** To insert a “sticky note,” click the yellow note icon. Click the note to enter your text. When you are done, click Save Changes. You can drag the note around the page. To delete a note, click the trash can icon in the note’s upper-right corner. To hide your notes, hover your mouse over the right of the icon, wait for the arrow, click, and then click hide notes.
- C** The bookmark tool lets you mark a location to return to later. To add a bookmark, click the bookmark icon, and then click add bookmark. To see all your bookmarks, click the bookmark icon, and then click the arrow next to “Jump to Bookmark.” To go to any of your saved pages, click the entry from your list.
- D** To print an individual page from the eBook, click the printer icon when you are on the desired page. To print, click Print. Otherwise, click close window.
- E** You can track all of the notes, bookmarks, and highlights by clicking on the My Notebook.

The screenshot shows the top toolbar of an eBook interface. Five red callout letters (A-E) are placed over specific icons: A is over the highlighter icon, B is over the sticky note icon, C is over the bookmark icon, D is over the printer icon, and E is over the 'my notebook' icon. Below the toolbar, the page content is visible, including the chapter title 'Chapter 1. The Nature of Probability and Statistics', a sub-section '1-1 Descriptive and Inferential Statistics', and a text block about variables. A yellow highlight is visible on the text 'A variable is a characteristic or attribute that can assume different values.' To the right, there are sections for 'OBJECTIVE' and 'Historical Note'.

Help

- A** If you have questions beyond the scope of what is covered in this user's guide, choose Help from the main menu. You have two options: Instructor training center and Contact Customer Support. Instructor training will provide a list of videos walking through various processes in Connect Hosted by ALEKS. To have a member of the Connect Hosted by ALEKS team contact you, please fill out the information in Contact Customer Support.

