



PERSONAL LEARNING PLAN- STUDENT GUIDE

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SECTION 1: GETTING STARTED WITH PERSONAL LEARNING

STEP 1: REGISTERING FOR CONNECT

In order to begin your Personal Learning assignment you will need to register for Connect. First check to see if your instructor has provided with you with a Connect registration link to join your course section. This may be listed online at a school-sponsored website, on your class syllabus, or given you to on the first day of class. Please ask your instructor to send you this link if you haven't received it. To see how you register for Connect after receiving this link please look at our brief walkthrough guide located on our [Digital Success Academy website](#).

STEP 2: LOCATING AND ACCESSING YOUR PERSONAL LEARNING ASSIGNMENT

Once you have registered for Connect and have logged in to your account at <http://connect.mcgrawhill.com> you will be brought to a home page. Any assignment you receive from your instructor through Connect will display on this home page. (For students using the Blackboard or another school system, please go through your school appropriate website to access your Connect and Personal Learning assignments).

The Personal Learning assignment(s) that your instructor has assigned for you to complete will be available on the main home page. Depending upon the way your instructor has chosen to setup your assignments the Personal Learning work will display either as a full Personal Learning Plan or as individual Personal Learning topics. Below are two examples of what this will look like:

Full Personal Learning Plan example:

home

switch to instructor

▶ messages (0)

full assignment list

next assignments

calendar



ungrouped assignments

	info	due date	status	attempts remaining
 Personal Learning Plan		12/07/12 12:00am		N/A

Individual Personal Learning Topics example:

home

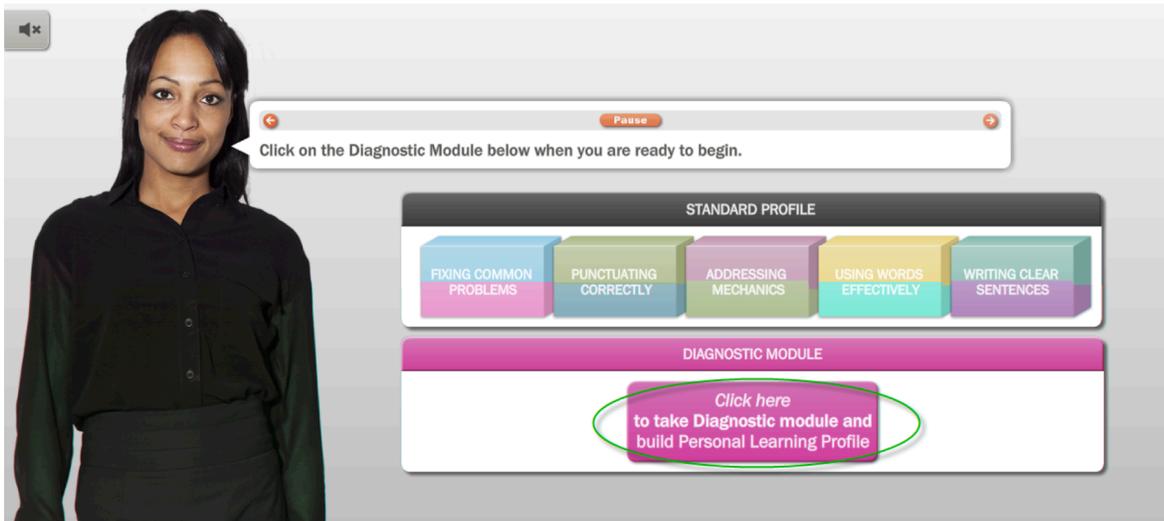
switch to instructor

full assignment list		next assignments	calendar		
ungrouped assignments					
		info	due date	status	attempts remaining
	VOCABULARY: CONTEXT CLUES		05/16/13 12:00am		N/A
	MAIN IDEA		05/15/13 12:00am		N/A
	SUPPORTING DETAILS		05/16/13 12:00am		N/A
	PATTERNS OF ORGANIZATION		05/08/13 12:00am		N/A
	AUTHOR'S PURPOSE AND INTENDED AUDIENCE		05/09/13 12:00am		N/A

To begin, click on the Personal Learning Plan or individual topic assigned to you on the home page. If you have been assigned individual topics we recommend clicking on whichever one has the closest due date.

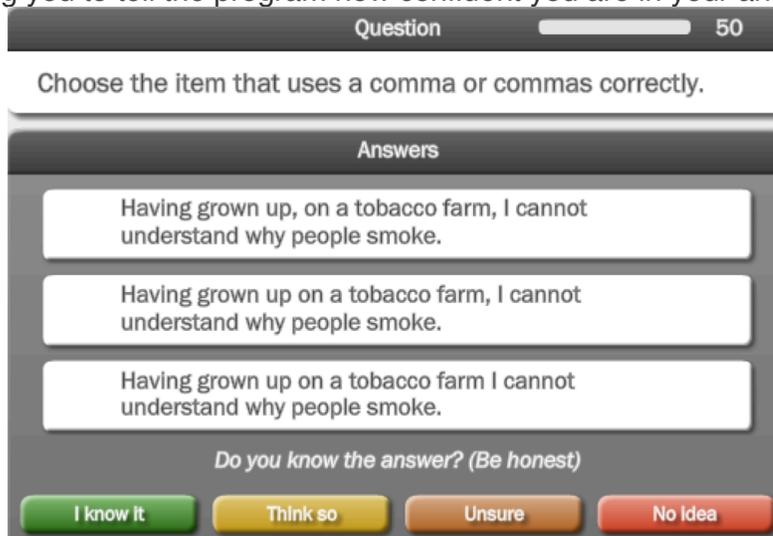
STEP 3: BEGINNING ASSESSMENT IN PERSONAL LEARNING

Once you have opened your Personal Learning assignment you will begin to interact with the Personal Learning coach. This coach will help direct you to what you should click on and what the next steps will be. The very first thing that Personal Learning will ask you to do is begin with an initial diagnostic test.



If you have been assigned the full Personal Learning Plan this test will be 50 questions and will only need to be taken once. If you have been assigned individual Personal Learning topics this test will be smaller, approximately 10 questions, and one will be given for every topic your instructor has assigned.

The questions that you receive from either of these beginning diagnostic tests will try to determine what course areas you know pretty well and what material you might need a little bit more help in. The Personal Learning program does this by asking you to select the correct answer choice and also by asking you to tell the program how confident you are in your answer choice.



While going through your initial diagnostic test it's important that you take your time and answer each question as best you can. Make sure to respond to the confidence bar "I know it, Think So, Unsure, and No Idea" honestly. You will not be penalized for taking your time and the more accurate information you give the Personal Learning program the better it can tailor the learning plan to you. Be sure, though, to ask your instructor when they would like you to have finished your diagnostic test. If you need to log out during the course of the diagnostic test that's ok; the Personal Learning plan will save your work and return you to that spot when you log back in next time.

STEP 4: MOVING THROUGH NEW PERSONAL LEARNING MATERIAL

If you have been assigned the full Personal Learning Plan and have completed your initial 50 question diagnostic test, the Personal Learning program will ask you to choose a personal study schedule. The study schedule is there to help keep you on track with your work for the semester.

The study schedule will present you with options to work two, three, or four days per week. Depending on how many days per week you select, the Personal Learning Plan will then be able to offer suggestions on how long you per day you should spend in your plan:

Two days per week will require you to spend more time for each study session. Notice we're suggesting that you study at least 65 minutes per day. If you want to see our other recommendations, click on a different number of days per week. To choose the amount of time you will spend in each study session, click a block of time below.

2 days/week	3 days/week	4 days/week
50 minutes/day 2 days a week		
55 minutes/day 2 days a week		
60 minutes/day 2 days a week		
65 minutes/day 2 days a week		

This is not likely to be sufficient provided your progress so far.

This is not likely to be sufficient provided your progress so far.

You can try with this, but you may have to increase the amount of effort later.

This is my recommendation. If you progress faster than I expect, I will let you know.

Choose the option that you feel will best work for your personal schedule. This is not set in stone, so if you need to go back later and adjust you will have the opportunity to do so.

If you are working on the individual topic or after selecting your preferred study schedule from the full Personal Plan, you will move on to the learning material chosen for you to work on based on your initial test results.

Here is your learning plan for today. Remember to complete both new learning and review and practice.

Today's Plan

New learning Estimated time to complete: 30 min.

Parallelism Writing Scenario	Parallelism Mistakes: Paired Ideas	Parallelism Mistakes: Items in a Series	Locate Parallelism Mistakes
Parallelism Mistakes: Special Cases	Correct Parallelism Mistakes	Parallelism: Definition	Practice
Abbreviations Writing Scenario	Uncommon Abbreviations	Find and Correct Abbreviations Errors	Practice
Redundant Words Writing Scenario	Redundant Words Definition	Remove Redundant Words	Locate Redundant Words
Correct/Remove Redundant Words	Practice	Self-Check	

Review and Practice Estimated time to complete: 8 min.

The material presented is divided in to two sections: New Learning and Review and Practice. To begin click on the blue highlighted item that says “Go”. This will take you in to your first assigned exercise. The material presented to you may include reading selections, videos, practice questions, and interactive activities. All of these materials are specifically presented to help you better understand the course material your instructor has assigned. Please take your time to read and understand the material presented you to and when asked by the program if you understand, please respond honestly. This will help the Personal Learning program adapt to better suit you.

As you continue to work through the material located in the New Learning category you will begin to see items checked off and the estimated time to complete (on the New Learning top right corner) counting down.



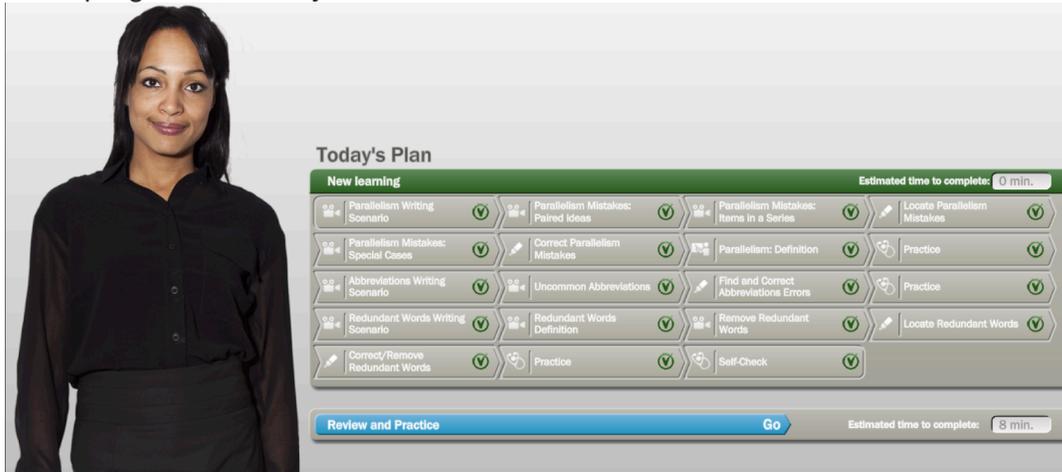
This will help indicate to you what has been completed and show you the next item, highlighted with the blue Go button, you should move on to. The time estimator will give you a general indication of how much longer it should take you to finish all of the material located under the New Learning category. You will not be penalized for taking longer than the estimated time to complete. At different points in your plan you will encounter different sets of questions. Those questions sets are defined as:

1. *Practice*: these questions will test your knowledge of a concept that you **just** learned. There will likely be multiple “practice” sessions in your new learning
2. *Self-Check*: this portion will test your knowledge of **all** the concepts you learned during that session.
3. *Review and Practice*: this section gives you questions on topics you learned that day and prior days, as well as topics you may not have learned yet.

The Personal Learning Plan will also save your completed work if you need to log off and return to it later. Please make sure to keep track of when the entire assignment is due. This is available on the main home tab of Connect and will indicate when your instructor has required the entire Personal Plan or individual Personal Learning topic to be finished by.

STEP 5: REVIEW AND PRACTICE

Once you have completed all of the work in the New Learning category in your Personal Learning assignment the program will ask you to finish the Review and Practice section.



The screenshot displays a user interface for a learning plan. On the left is a portrait of a woman. The main area is titled 'Today's Plan' and features a grid of learning activities under the heading 'New learning'. Each activity includes a title, a green checkmark icon, and a 'Go' button. The estimated time to complete the 'New learning' section is 0 min. At the bottom of the grid is a blue button labeled 'Review and Practice' with a 'Go' button and an estimated time to complete of 8 min.

New learning				Estimated time to complete: 0 min.	
Parallelism Writing Scenario	✓	Go	Parallelism Mistakes: Paired Ideas	✓	Go
Parallelism Mistakes: Special Cases	✓	Go	Correct Parallelism Mistakes	✓	Go
Abbreviations Writing Scenario	✓	Go	Uncommon Abbreviations	✓	Go
Redundant Words Writing Scenario	✓	Go	Redundant Words Definition	✓	Go
Correct/Remove Redundant Words	✓	Go	Practice	✓	Go
			Remove Redundant Words	✓	Go
			Self-Check	✓	Go
			Locate Parallelism Mistakes	✓	Go
			Parallelism: Definition	✓	Go
			Practice	✓	Go
			Find and Correct Abbreviations Errors	✓	Go
			Practice	✓	Go
			Locate Redundant Words	✓	Go

Review and Practice **Go** Estimated time to complete: 8 min.

The Review and Practice area is there to help you practice some of the material you may still be uncertain about. If you are completing the full Personal Learning Plan this section might review material from previous lessons. If you are working on an individual Personal Learning topic the Review and Practice section will review material from that specific topic area.

SECTION 2: UNDERSTANDING STUDENT PERSONAL LEARNING SCORE

REPORT OPTIONS

There are two ways to track your progress in Personal Learning. The main progress report will appear every time you log in to your Personal Learning Plan after you have completed the initial diagnostic.



This report will give you an overall view of how much progress you made in your Personal Learning, the amount of time passed until the assignment is due, your own personal profile, and a place to change your existing study schedule. If you have been assigned individual Personal Learning topics by your instructor this progress report will show your status on just that single topic, logging in to another topic will let you see the work completed on that topic.

The other way you can view your overall progress is by clicking the “Your Progress” bar located at the top right corner of your screen within your Personal Learning assignment. When you click on this progress bar you will be presented with a list of report types. The report option called “Topic Scores” will allow you to look in to individual units and topics and see what your current progress score is and how much time you’ve spent working on each topic.

College Writing

% Topic Scores
Expand a unit to see your scores and progress for each topic.

Unit/Topic	Avg. time spent (hh:mm:ss)	Current score Correct/total	Progress
+ Writing Clear Sentences	00:05:48	22 / 23	45%
+ Fixing Common Problems	01:23:56	176 / 204	69%
+ Punctuating Correctly	00:09:14	15 / 19	19%
- Addressing Mechanics	00:02:20	6 / 6	17%
Capitalization	00:00:42	2 / 2	13%
Abbreviations	00:00:00	0 / 0	0%
Numbers	00:00:00	0 / 0	0%
Italics and Underlining	00:01:39	4 / 4	62%
+ Using Words Effectively (Word Choice)	00:08:25	8 / 13	14%

Reports

- Reports Home
- % Topic Scores**
- Most Challenging Learning Objectives
- Missed Questions
- Self-Assessment
- Practice
- Back

Menu Learning technology by area9

WHAT DOES “PROGRESS” MEAN?

Within your Personal Learning assignments you will see your overall progress reported on the main progress report. If you have been assigned the full Personal Learning Plan by your instructor progress is measuring the number of items you have completed vs the number of total items your instructor has assigned to you. So for example, if your instructor has assigned 10 topics for you to understand and you’re seeing 50% progress that means you’ve completed approximately 5 out of the 10 topics.

If you are working through your Personal Learning assignment by individual topics the progress column will show how much work you’ve done and understood on that one individual topic.

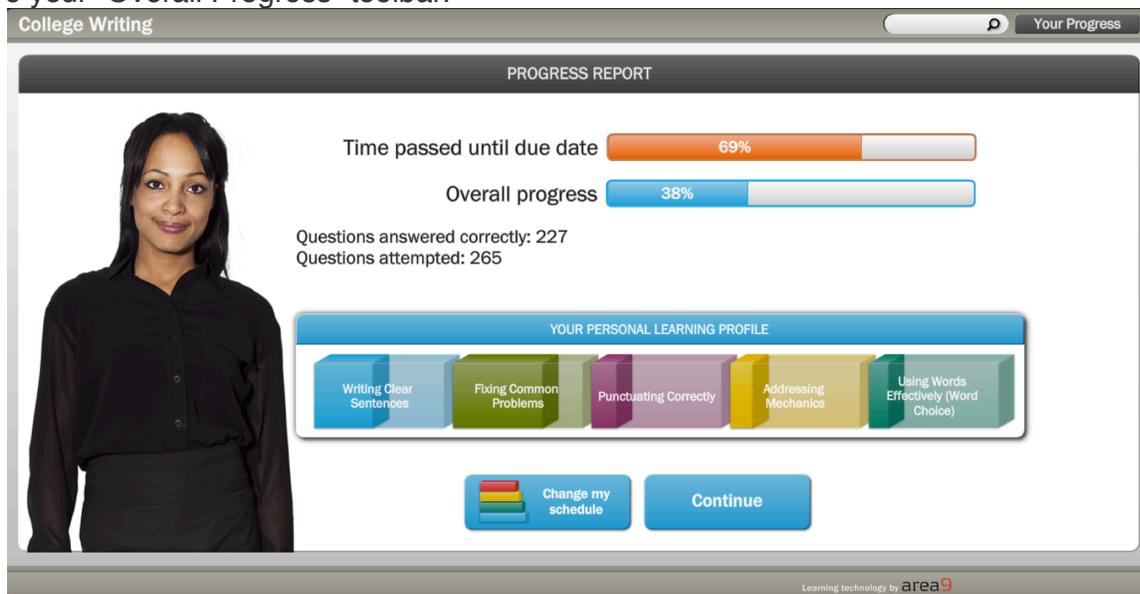
Keep in mind that Personal Learning wants to make sure that you fully understand the topics your instructor has assigned to you so that you will receive better grades in this course. The program will continue to adapt and give you practice questions and material until it’s confident you understand the material. Personal Learning’s progress means you are not only done with that learning topic but you’ve shown that you understand it too.

HOW DO THE QUESTIONS ANSWERED/ATTEMPTED AFFECT MY “OVERALL PROGRESS”?

In Personal Learning progress is the best indicator as to how much work you’ve completed and how well you understand that material. However, everyone is different and may move through their Personal Learning plan at different speeds. In your Personal Learning reports there are two columns called “Current Score Correct/Total” and “Current Score Percentage”. These two columns illustrate how many questions you’ve received and how many you’ve gotten correct. In order to increase your progress score you must demonstrate that you understand the material assigned in your Personal Learning assignment. The more questions you answer correctly and honestly with your confidence bar the more the Personal Plan begins to understand what you need to practice some more and what material you understand. The “Current Score Correct/Total” and “Current Score Percentage” are there to show you how much effort you’ve put behind learning the course material. The progress score will show you how much you’ve understood and how much more work you have left to complete.

WHAT DOES THE “TIME PASSED UNTIL DUE DATE” BAR MEAN?

On your Progress Report you will notice a toolbar called “Time Passed Until Due Date” that sits above your “Overall Progress” toolbar.



These two toolbars are there to help ensure you finish your assignment on time. The “Time Passed Until Due Date” bar reflects the amount of time left until your Personal Learning assignment is due. The “Overall Progress” bar is showing how much of the assignment material you’ve completed and understood. You should always aim to have your progress score be even or higher than the time passed bar. This will help ensure that you finish your Personal Learning assignment on time and receive full credit from your instructor. If you fall behind a little bit with your overall progress we recommend either using the change my schedule button to add more time to your study schedule or logging in more frequently to complete your Personal Plan. This will help you catch up before the assignment is due.