Getting Started with a Pre-Built OLC-Aligned Course

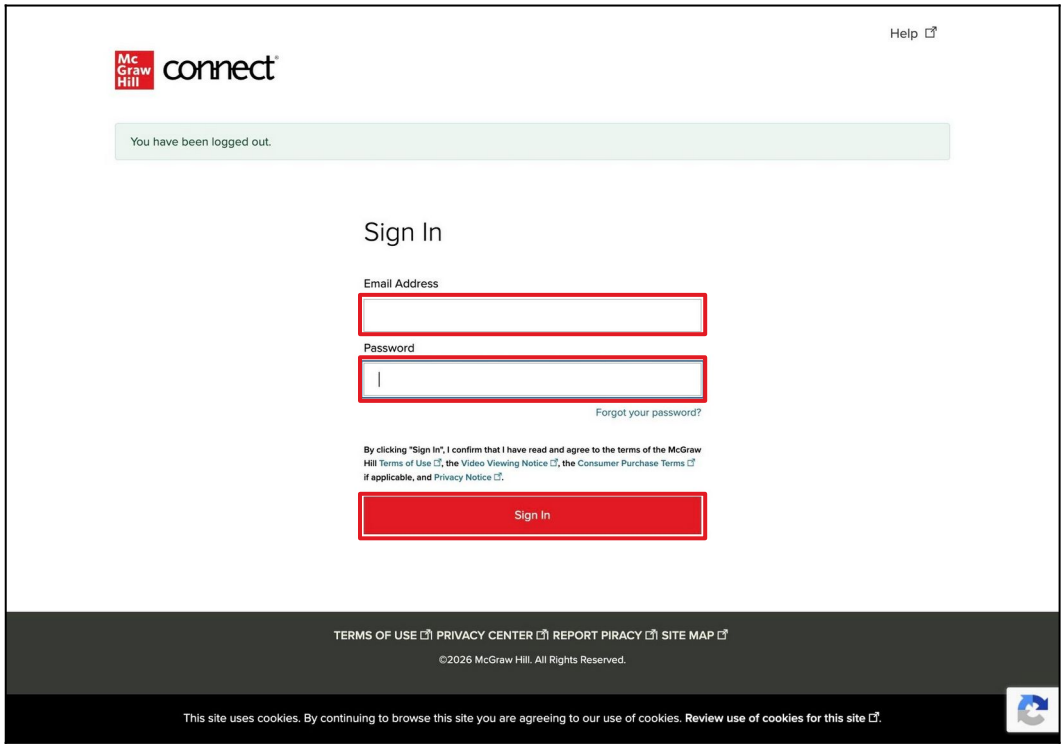
This guide shows you how to sign in to Connect, update your course and section details, adjust assignment dates to match your syllabus, and find tips and tutorials in a pre-built OLC-aligned course.

Account Sign-In

Step 1: Sign In to Connect

Go to connect.mheducation.com. Enter the email address and password you used to set up your account, then click **Sign In**.

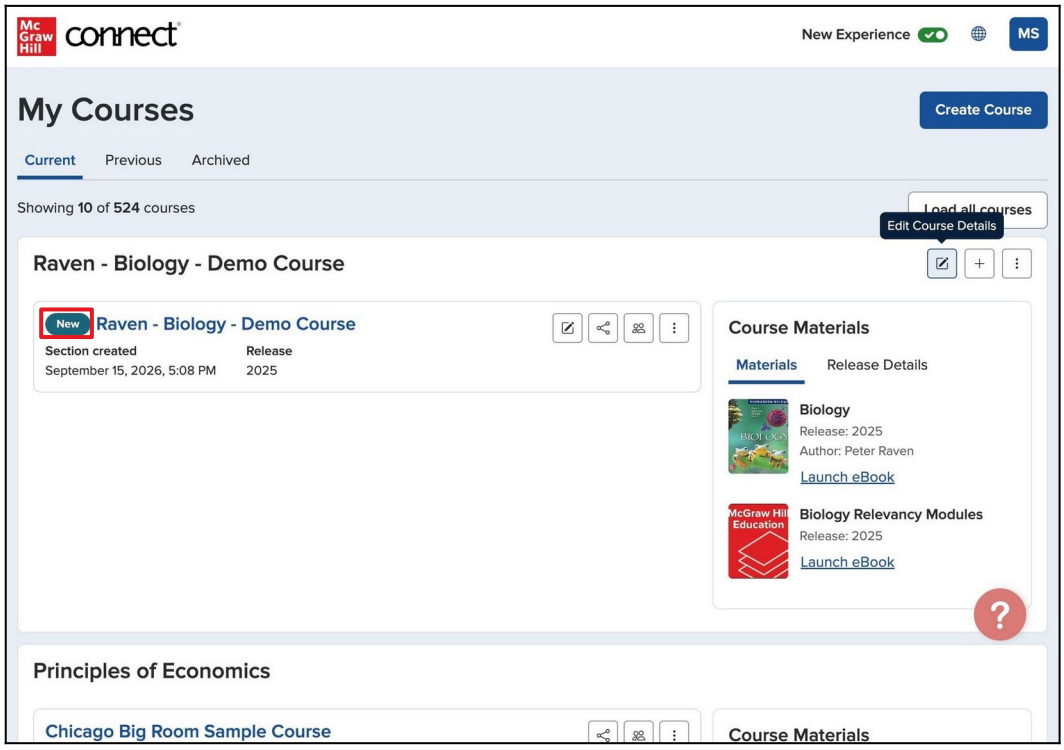
If you are unsure of your account information, click **Forgot your password?** or contact your Learning Technology Representative.



Course Configuration

Step 2: Find Your New Course

Connect opens your **My Courses** page. Any newly copied course appears at the top of the page with a **New** label to the left of the course name.

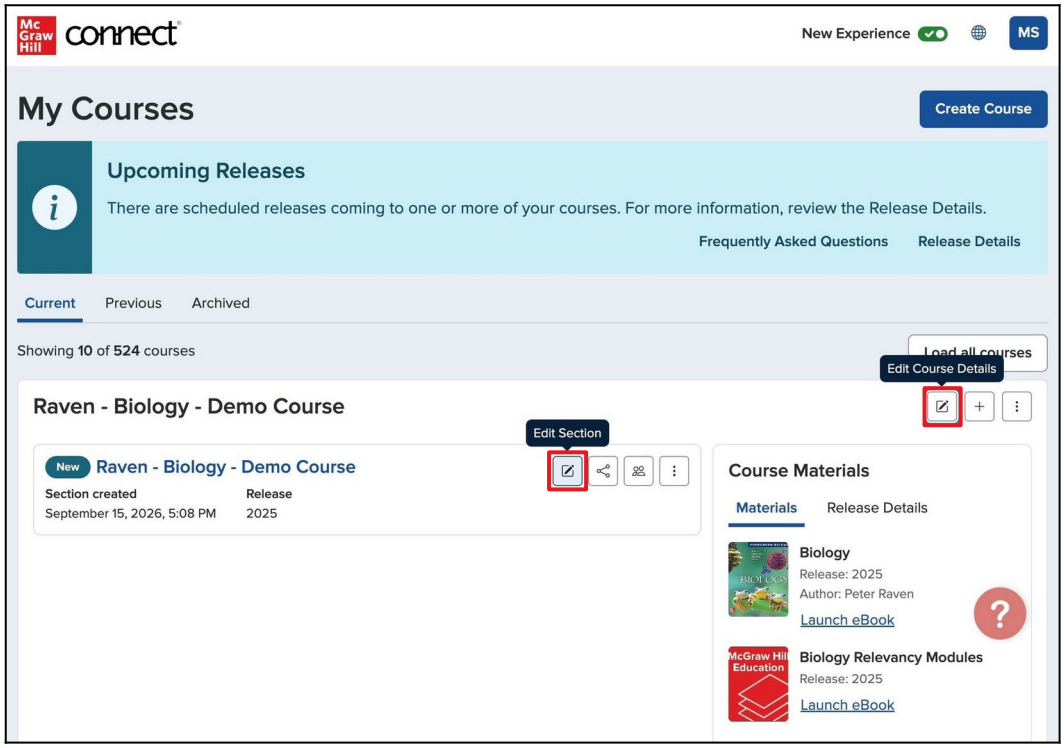


Step 3: Choose What to Edit

Each course has two edit icons:

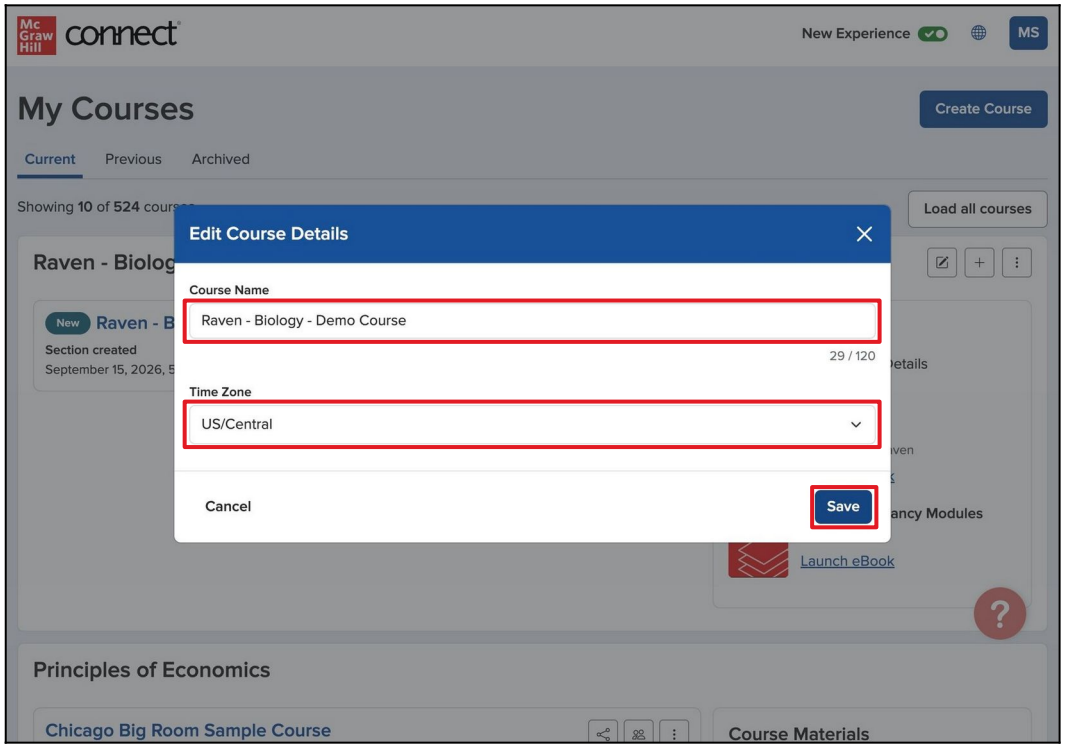
Edit Course Details (the pencil icon at the top right of the course box) changes the course name and time zone.

Edit Section (the pencil icon next to the section name) changes the section name.



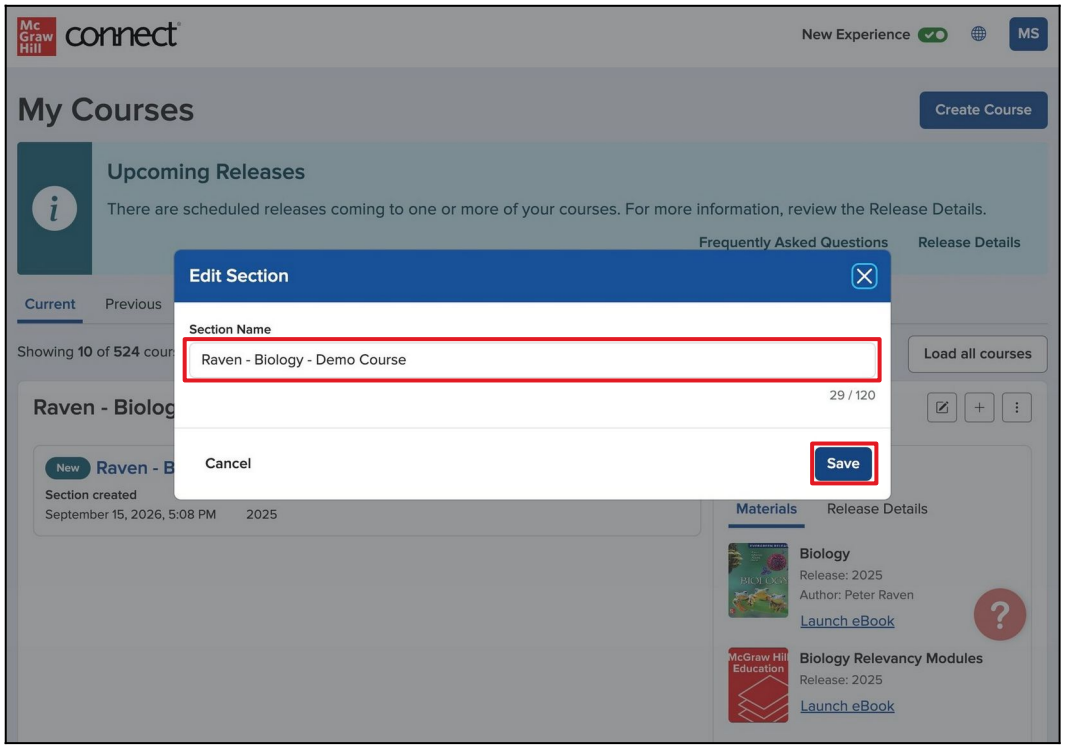
Step 4: Edit the Course Details

Click **Edit Course Details**. In the **Edit Course Details** window, update the **Course Name** if you want to rename the course, and choose a **Time Zone** from the menu. Click **Save**.



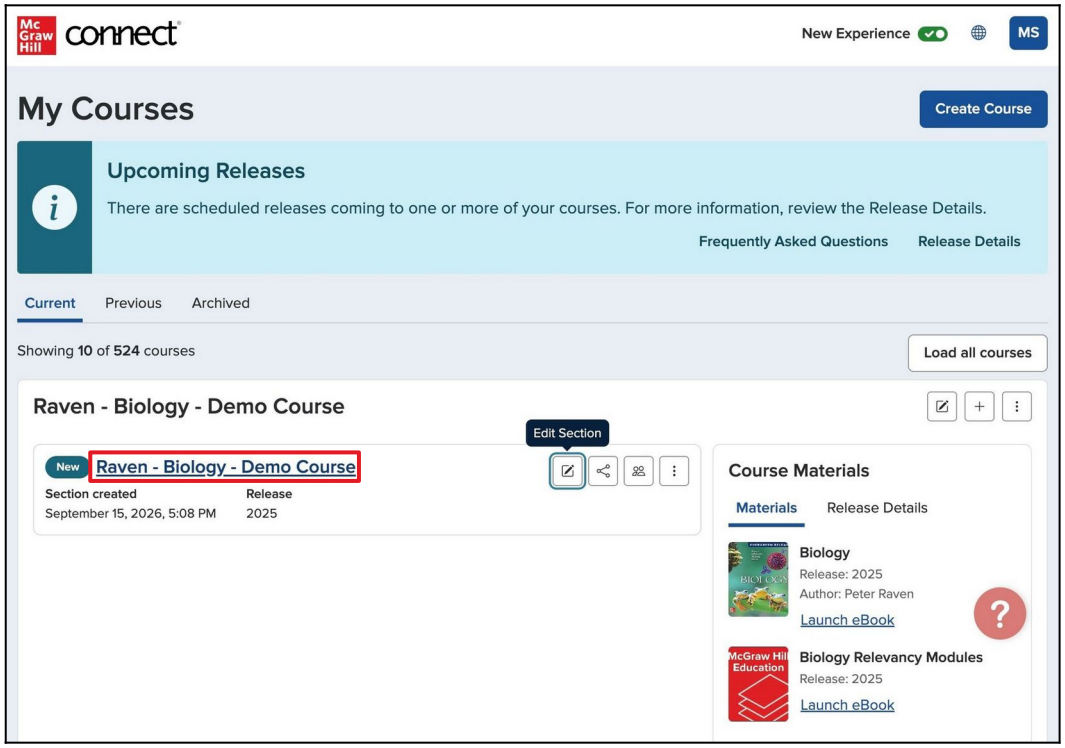
Step 5: Edit the Section Name

Click **Edit Section**. In the **Edit Section** window, update the **Section Name**, then click **Save**.



Step 6: Open Your Course

Click the section name to open your course. This example uses **Raven - Biology - Demo Course**. Connect opens the **Manage Assignments** page.

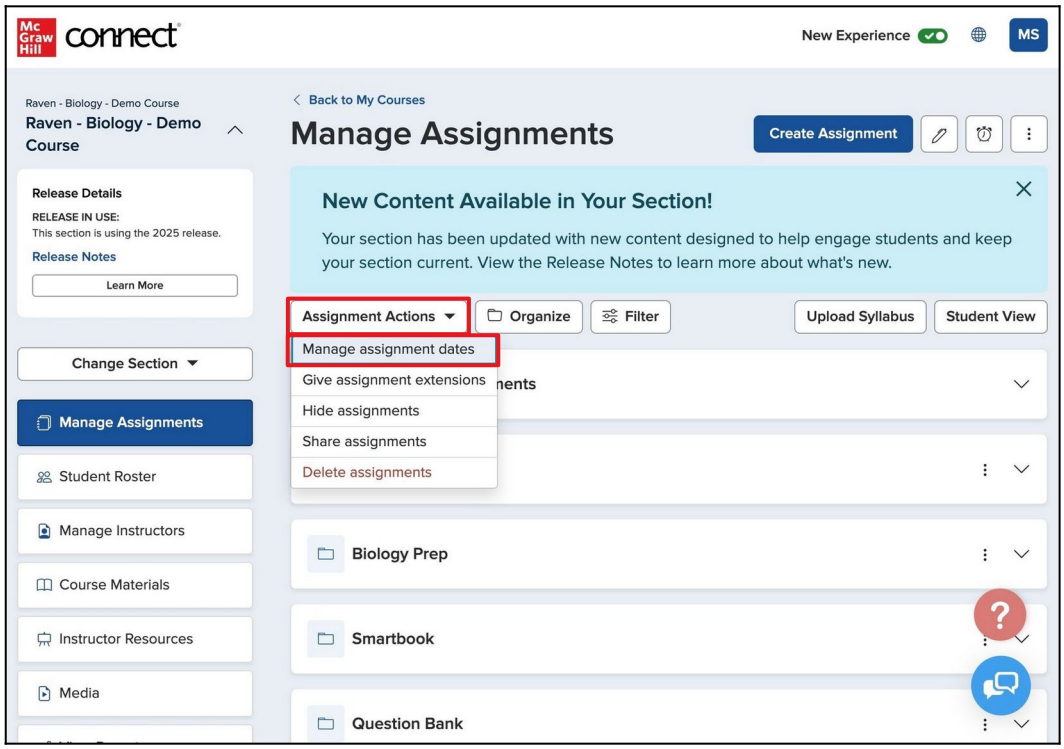


Assignment Dates

Step 7: Open Manage Assignment Dates

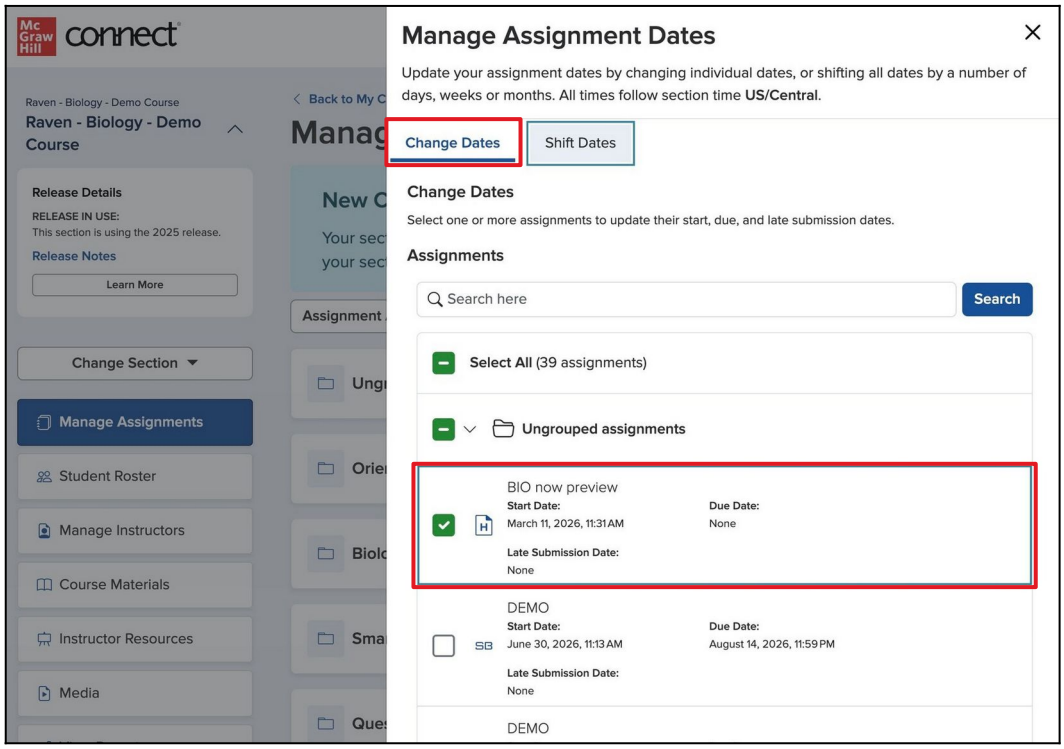
With a copied course, review your assignment dates so they line up with your syllabus.

Click **Assignment Actions**, then click **Manage assignment dates**. The **Manage Assignment Dates** panel opens on the right.



Step 8: Change Individual Dates

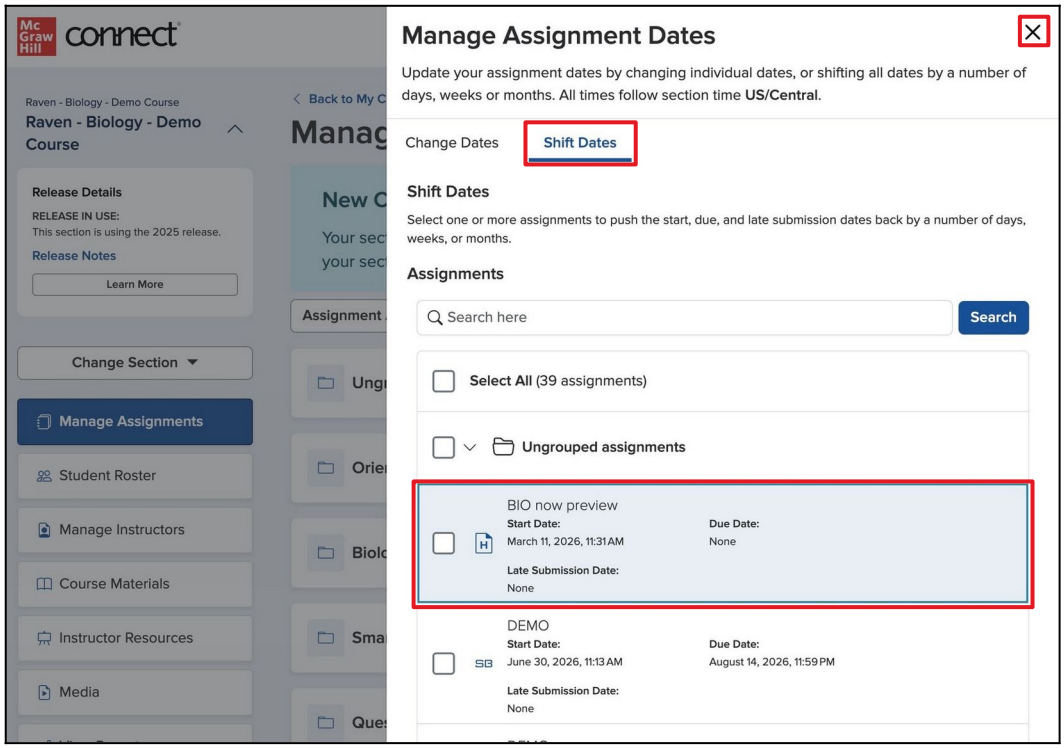
On the **Change Dates** tab, click the arrow next to a folder, such as **Ungrouped assignments**, to see its assignments. Check each assignment you want to update, then change its start, due, and late submission dates.



Step 9: Shift Several Dates at Once

To move many dates together, click the **Shift Dates** tab. Check the assignments you want to move, then push their start, due, and late submission dates back by a number of days, weeks, or months.

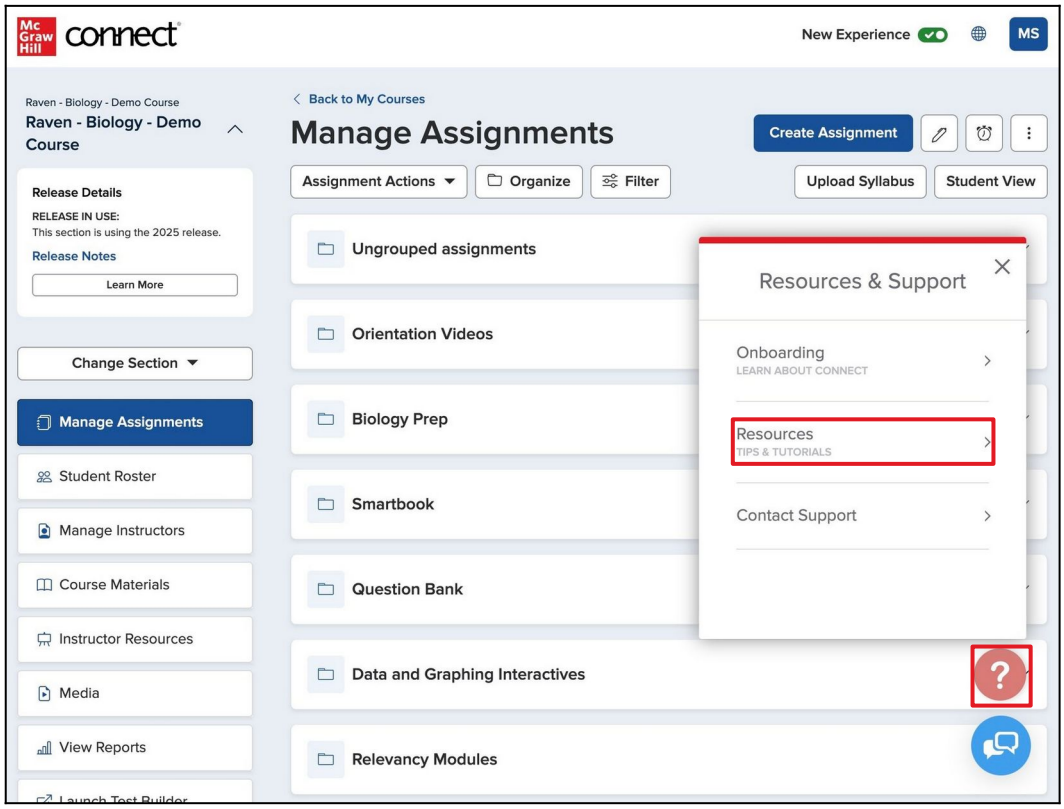
When you finish, click the **X** at the top right to close the panel.



Tips and Tutorials

Step 10: Open Resources & Support

Click the **?** button at the bottom right of the page. In the **Resources & Support** panel, click **Resources** (Tips & Tutorials).



Step 11: Browse the Tips and Tutorials

The **Resources** panel lists guides grouped by task, such as **Prepare your Course** and **Manage your Course**. Click any title to open it. Click the **X** to close the panel.

