

How to Share a Connect Course Section

Note: A user can share their Connect Course section from two places.

Step 1: Login and Navigate to My Courses

From the **My Courses** page, locate the section you would like to share.

The screenshot displays the McGraw Hill Connect 'My Courses' interface. At the top, the 'McGraw Hill connect' logo is visible on the left, and 'New Experience' with a green checkmark and a globe icon, along with a 'KW' user profile, are on the right. Below the header, the 'My Courses' section is active, featuring a 'Create Course' button. A light blue banner for 'Upcoming Releases' states: 'There are scheduled releases coming to one or more of your courses. For more information, review the Release Details.' Links for 'Frequently Asked Questions' and 'Release Details' are provided. Below this, tabs for 'Current' and 'Previous' are shown, with 'Current' selected. A message indicates 'Showing 10 of 152 courses', and a 'Load all courses' button is present. The course list is divided into two sections. The first section, 'Why Biology', contains a card for 'Biology Lecture M, W, F' with a 'Section created' date of June 29, 2026, 9:56 AM and a 'Release' date of 2025. To the right of this card is a 'Course Materials' panel showing an 'Upcoming Release: August 3, 2026' and a 'Launch eBook' link. The second section, 'Project Management 101', contains a card for 'Project Management T, R' with a 'Section created' date of June 29, 2026, 8:14 AM and a 'Release' date of 2025. To the right of this card is another 'Course Materials' panel showing a 'Launch eBook' link. Each course card has a set of icons (checkmark, share, print, and more) for actions.

Step 2a: Share from My Courses

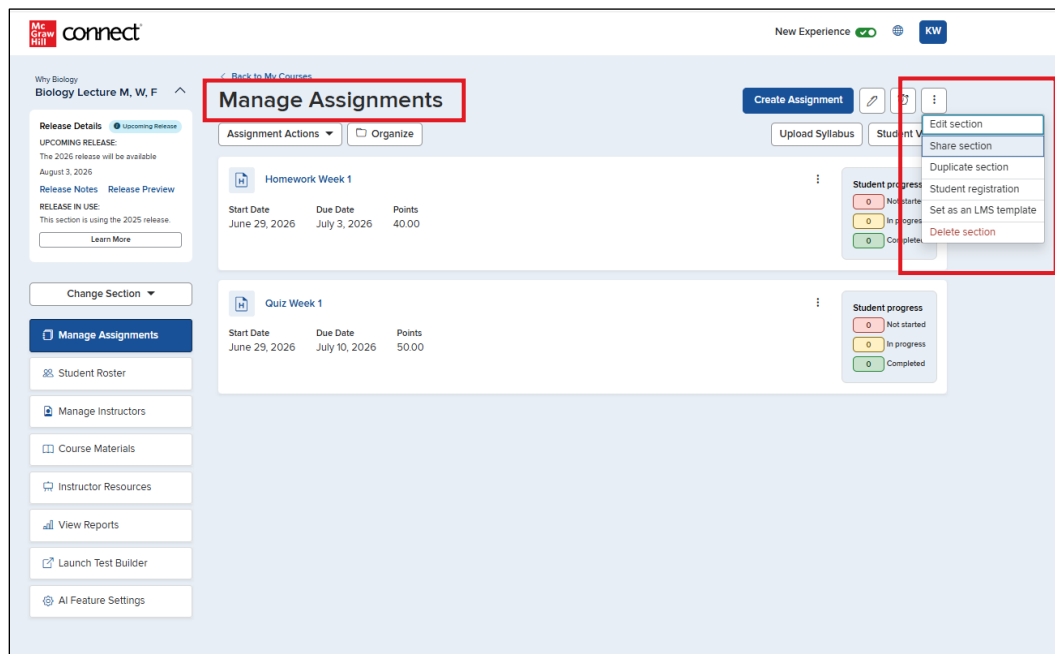
On the **My Courses** page, locate the Share icon menu next to the section you wish to Share. Click on the Share icon, and the Share panel will open on the right side of your screen. Skip to Step 3.

The screenshot displays the 'My Courses' page in the McGraw Hill Connect interface. At the top, the 'My Courses' header includes a 'Create Course' button. Below this, an 'Upcoming Releases' section informs users about scheduled releases. The main content area shows a list of courses, with 'Why Biology' and 'Project Management 101' visible. For 'Why Biology', the 'Share Section' icon is highlighted with a red box. The right sidebar provides 'Course Materials' for each course, including links to 'Launch eBook'.

Course	Section	Section created	Release	Share Section
Why Biology	Biology Lecture M, W, F	June 29, 2026, 9:56 AM	2025	[Share Section]
Project Management 101	Project Management T, R	June 29, 2026, 8:14 AM	2025	[Share Section]

Step 2b: Share from Manage Assignments

Alternatively, you can share your section from the **Manage Assignments** page. After clicking on the desired section from the **My Courses** page, you will land on the Manage Assignments page. On the **Manage Assignments** page, locate the three dots (**More options**) menu from the top right. Click the three dots, and a dropdown menu will appear with additional options. Click Share section. Go to Step 3.



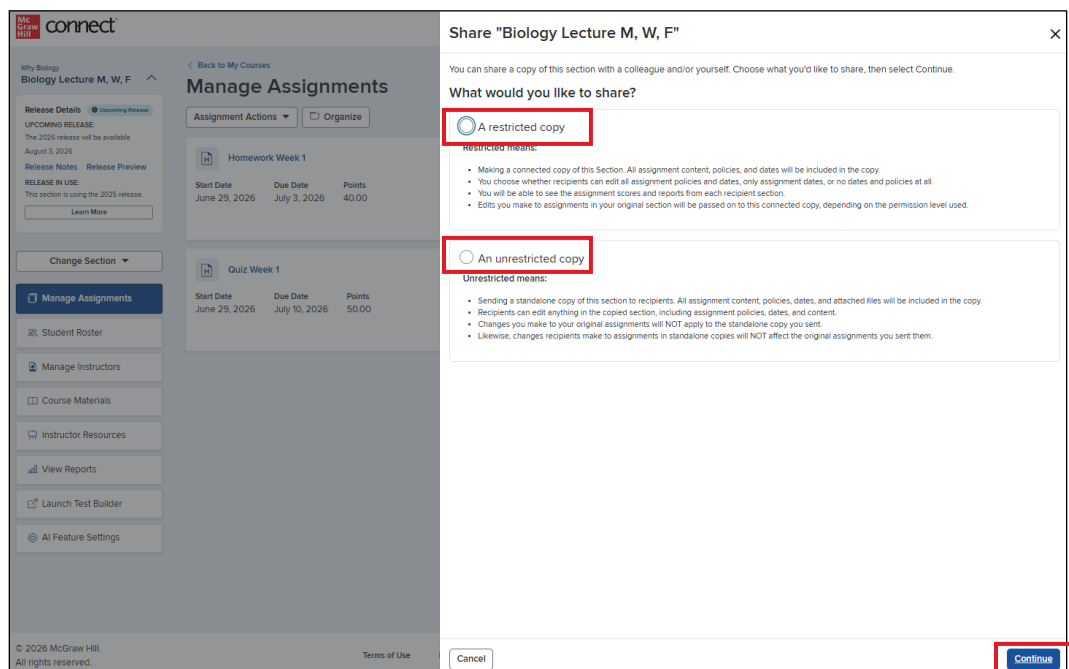
The screenshot shows the McGraw Hill Connect interface for the 'Manage Assignments' page. The page title 'Manage Assignments' is highlighted with a red box. A dropdown menu is open from the top right, showing options: Edit section, Share section, Duplicate section, Student registration, Set as an LMS template, and Delete section. The 'Share section' option is highlighted. The page also shows a sidebar with navigation links like 'Student Roster', 'Manage Instructors', 'Course Materials', 'Instructor Resources', 'View Reports', 'Launch Test Builder', and 'AI Feature Settings'. The main content area displays two assignments: 'Homework Week 1' and 'Quiz Week 1', each with a table of start dates, due dates, and points.

Start Date	Due Date	Points
June 29, 2026	July 3, 2026	40.00

Start Date	Due Date	Points
June 29, 2026	July 10, 2026	50.00

Step 3: Share Section

A panel will open showing **Share** at the top along with the name of the section you are sharing. In this panel, choose whether to share a **restricted copy** or an **unrestricted copy** of the section, then select the option that best fits your needs to continue. A **restricted copy** will limit what the secondary instructor can do with the copied section. An **unrestricted copy** will create a completely independent copy with no lasting ties to the primary section.

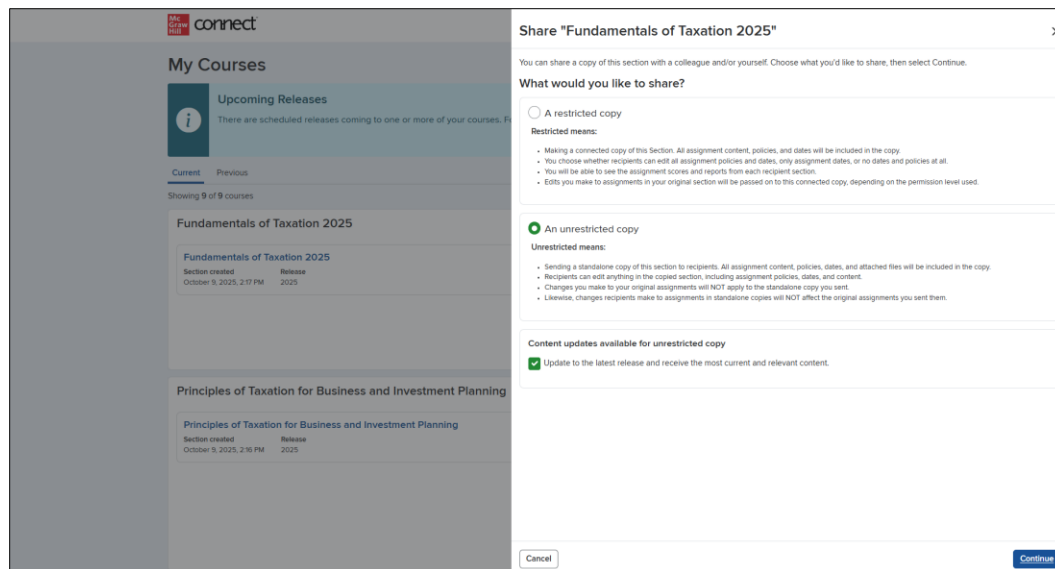


The screenshot shows the McGraw Hill Connect interface with a 'Share' dialog box open. The dialog box is titled 'Share "Biology Lecture M, W, F"' and contains the following elements:

- Header:** 'Share "Biology Lecture M, W, F"' with a close button (X).
- Text:** 'You can share a copy of this section with a colleague and/or yourself. Choose what you'd like to share, then select Continue.'
- Section:** 'What would you like to share?' with two radio button options:
 - A restricted copy:** This option is selected and highlighted with a red box. Below it, the text 'Restricted means:' is followed by a list of bullet points:
 - Making a connected copy of this Section. All assignment content, policies, and dates will be included in the copy.
 - You choose whether recipients can edit all assignment policies and dates, only assignment dates, or no dates and policies at all.
 - You will be able to see the assignment scores and reports from each recipient section.
 - Edits you make to assignments in your original section will be passed on to this connected copy, depending on the permission level used.
 - An unrestricted copy:** This option is not selected and highlighted with a red box. Below it, the text 'Unrestricted means:' is followed by a list of bullet points:
 - Sending a standalone copy of this section to recipients. All assignment content, policies, dates, and attached files will be included in the copy.
 - Recipients can edit anything in the copied section, including assignment policies, dates, and content.
 - Changes you make to your original assignments will NOT apply to the standalone copy you sent.
 - Likewise, changes recipients make to assignments in standalone copies will NOT affect the original assignments you sent them.
- Footer:** At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box.

Content update option for shared course

If an update is available for the course section that you are sharing, you will see a prompt that says, “Content updates available for unrestricted copy.” This message means that you can update the copied section to the latest release to receive the most current and relevant content when you share it. The option will appear as a checkbox. **Leave it checked to include the update or uncheck it if you prefer not to include the latest content.** Click on the **Continue** button located in the bottom right-hand corner to proceed with sharing the section.



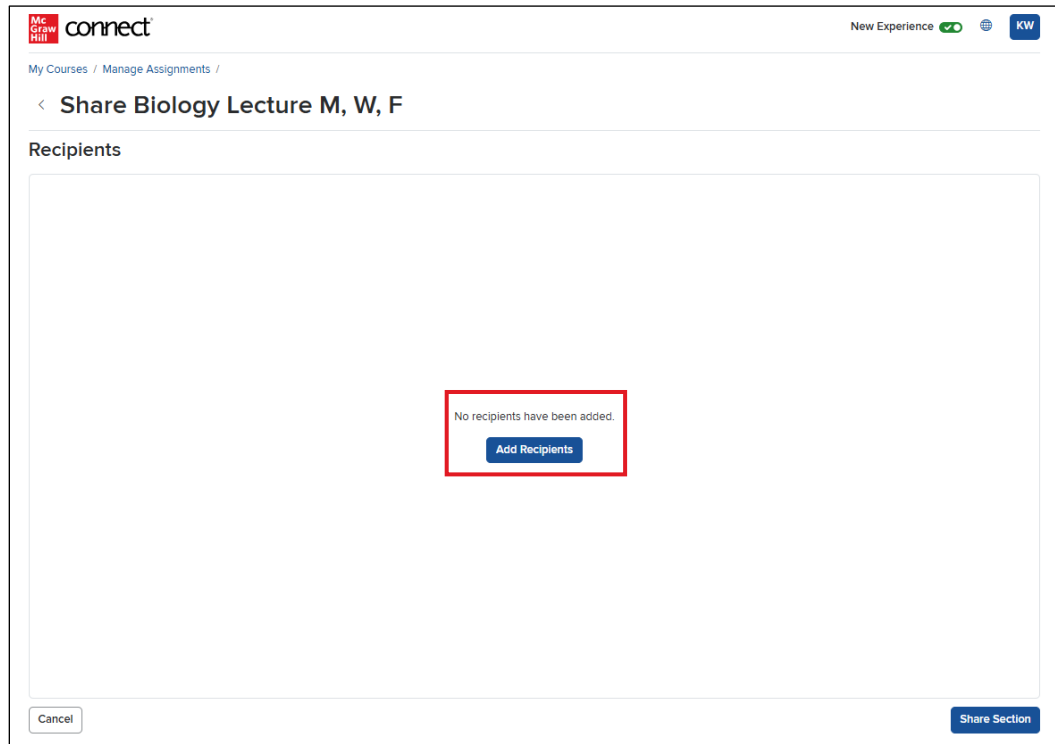
The screenshot shows the McGraw Hill Connect interface. On the left, under 'My Courses', there is a section for 'Fundamentals of Taxation 2025' with a table showing 'Section created' as 'October 9, 2025, 2:17 PM' and 'Release' as '2025'. Below it is another section 'Principles of Taxation for Business and Investment Planning' with a similar table. On the right, a modal window titled 'Share "Fundamentals of Taxation 2025"' is open. It contains the following text: 'You can share a copy of this section with a colleague and/or yourself. Choose what you'd like to share, then select Continue.' Below this is the question 'What would you like to share?' with two radio button options: 'A restricted copy' (unselected) and 'An unrestricted copy' (selected). Under 'Restricted means:', there are three bullet points: 'Making a connected copy of this Section. All assignment content, policies, and dates will be included in the copy.', 'You choose whether recipients can edit all assignment policies and dates, only assignment dates, or no dates and policies at all.', and 'Edits you make to assignments in your original section will be passed on to this connected copy, depending on the permission level used.' Under 'Unrestricted means:', there are three bullet points: 'Sending a standalone copy of this section to recipients. All assignment content, policies, dates, and attached files will be included in the copy.', 'Recipients can edit anything in the copied section, including assignment policies, dates, and content.', and 'Changes you make to your original assignments will NOT apply to the standalone copy you sent. Likewise, changes recipients make to assignments in standalone copies will NOT affect the original assignments you sent them.' Below this is a section titled 'Content updates available for unrestricted copy' with a checked checkbox and the text 'Update to the latest release and receive the most current and relevant content.' At the bottom of the modal are 'Cancel' and 'Continue' buttons.



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Step 4: Add recipients

After clicking **Continue**, you will be taken to a screen with the Share Section button at the bottom right and the course name displayed at the top. In the center of the page, you will see a blue button labeled **Add Recipients**. Click on **Add Recipients** to continue.



Step 5: Enter section recipients

Once you click **Add Recipients**, a window titled **Enter Section Recipients** will open. In the “Enter Connect emails” box, enter the email address of each instructor you would like to share the course with. Make sure to use the email they use to log in to Connect. You can enter one email per line or separate multiple emails with a comma. When you are finished, click the **Continue** button in the bottom right-hand corner to proceed.

The screenshot shows the McGraw Hill Connect interface. The main window is titled "Share Biology Lecture M, W, F" and displays a "Recipients" section with the message "No recipients have been added." and an "Add Recipients" button. A modal dialog box titled "Enter Section Recipients" is open on the right. The dialog contains the following text: "Enter the email of the colleague(s) you want to share this section with. Each address must be the one they use to log in to Connect. Enter one email per line or separate them with a comma." Below this is a large text input field labeled "Enter Connect emails: (enter up to 50 email addresses)". A red box highlights this input field. At the bottom of the dialog, there is a red error message: "At least one email address is required to continue." The dialog has "Cancel" and "Continue" buttons at the bottom right, with the "Continue" button highlighted by a red box.



Step 6: Review and finalize sharing

After you enter the email address(es) and click Continue, you will see the instructor's name(s) and additional details. From this page, you can add additional instructors or remove any if needed. Once you have finished reviewing and confirming the information, click **Share Section** in the bottom right-hand corner to complete the process.

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New Experience

KW

My Courses / Manage Assignments /

< Share Biology Lecture M, W, F

Recipients

Search for an instructor to update the amount of copies they receive, the school associated, or to stop sharing with them.

Search here

Search

Bulk Options

Add More Recipients

Instructor Name	Setting	Copies	School	Actions
Michelle Sweeden michelle.sweeden@mh.com	Unrestricted	1	MH D2L SALES ACCOUNT	

Showing 1 - 1 of 1

Cancel

Share Section

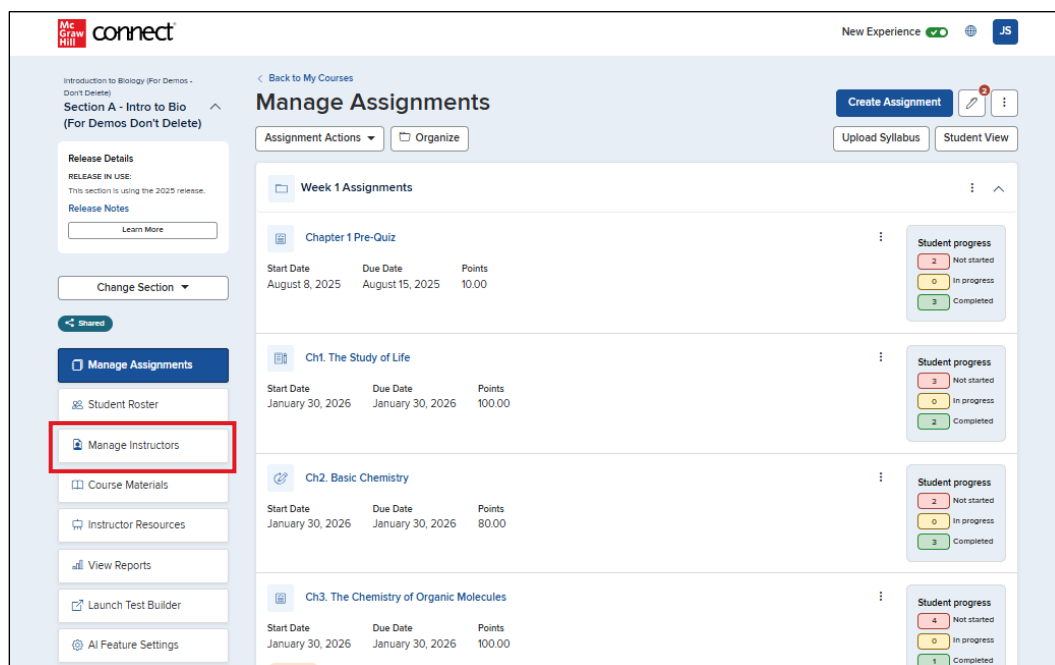
Step 7: Confirm the section has been successfully shared

Once you click Share Section, a confirmation message will appear in the top right-hand corner of the screen in green, indicating that you have successfully shared the section. It will also display the name of your section. The message will automatically disappear after a few seconds, confirming that your section has been successfully shared.

The screenshot displays the McGraw Hill Connect interface for the 'Biology Lecture M, W, F' section. The main heading is 'Manage Assignments'. On the left, there is a sidebar with navigation options: 'Why Biology', 'Release Details' (with sub-links for 'UPCOMING RELEASE' and 'RELEASE IN USE'), 'Change Section', 'Management Assignments' (highlighted), 'Student Roster', 'Manage Instructors', 'Course Materials', 'Instructor Resources', 'View Reports', 'Launch Test Builder', and 'AI Feature Settings'. The main content area shows two assignments: 'Homework Week 1' and 'Quiz Week 1', each with a table of start dates, due dates, and points. To the right of these assignments is a 'Student progress' section with a progress bar and status indicators for 'Not started', 'In progress', and 'Completed'. In the top right corner, a green confirmation message is displayed, stating 'You've successfully shared Biology Lecture M, W, F'. The message is highlighted with a red box. Below the message, there are buttons for 'Create Assignment', 'Upload Syllabus', and 'Student View'. At the bottom right, there are icons for help (a question mark) and chat (a speech bubble).

Step 8: See shared sections

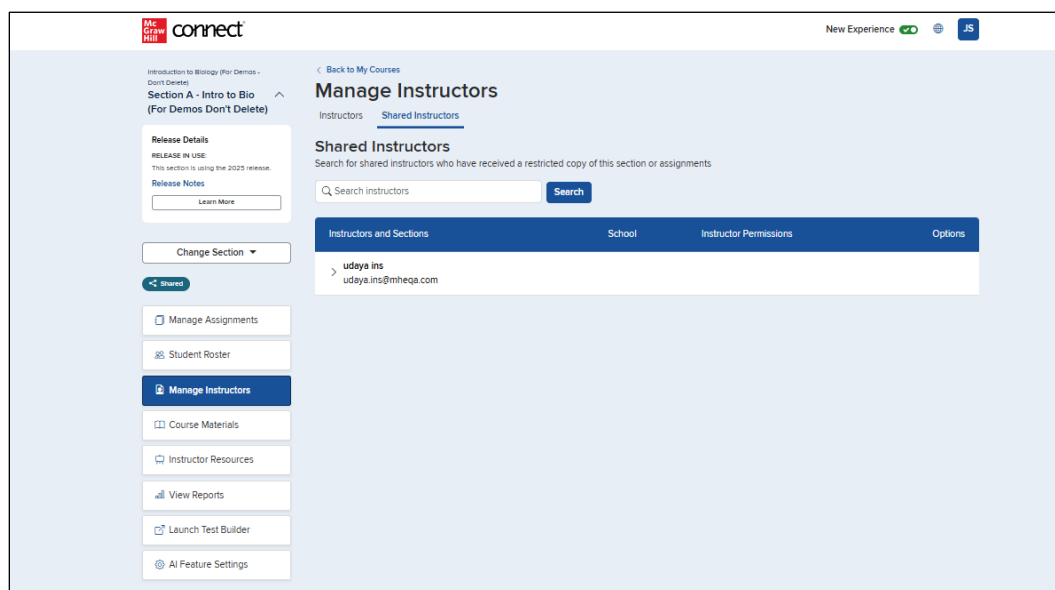
After sharing a restricted copy, you will be able to see which sections you've shared and with who from Manage Instructors. To review, click **Manage Instructors** from the left-hand menu of the Manage Assignments page.



The screenshot shows the 'Manage Assignments' page in McGraw Hill Connect. On the left, the 'Manage Instructors' option is highlighted with a red box. The main area displays a list of assignments with the following details:

Assignment	Start Date	Due Date	Points
Chapter 1 Pre-Quiz	August 8, 2025	August 15, 2025	10.00
Ch1. The Study of Life	January 30, 2026	January 30, 2026	100.00
Ch2. Basic Chemistry	January 30, 2026	January 30, 2026	80.00
Ch3. The Chemistry of Organic Molecules	January 30, 2026	January 30, 2026	100.00

From the Manage Instructors Page, click on the **Shared Instructors** tab to see all sections you've shared and the instructors you've shared them with.



The screenshot shows the 'Manage Instructors' page with the 'Shared Instructors' tab selected. The page displays a search bar and a list of shared instructors. The list includes the following information:

Instructors and Sections	School	Instructor Permissions	Options
udaya ins udaya.ins@mheqa.com			