McGraw Hill GO Instructor Start-up Guide

Contents

Introduction

Thank you for trying McGraw Hill GO. The purpose of this document is to provide the steps and details needed to:

1. Add McGraw Hill GO to your course.
2. Create and assign McGraw Hill GO assignments
3. Access assignments as a student
4. Complete assignments as a student

NOTE: Before adding GO to your D2L course, it needs to be installed in D2L by your IT/LMS Administrator. If this has not been installed, please reach out to your McGraw Hill representative for assistance. Click here if you need to find your representative.
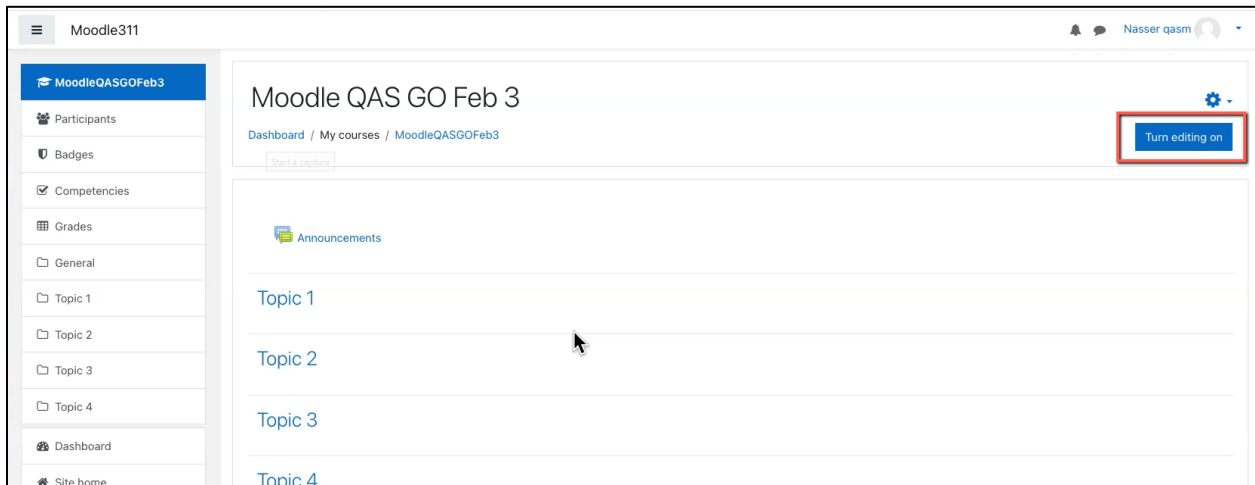
McGraw Hill GO Course Set-up
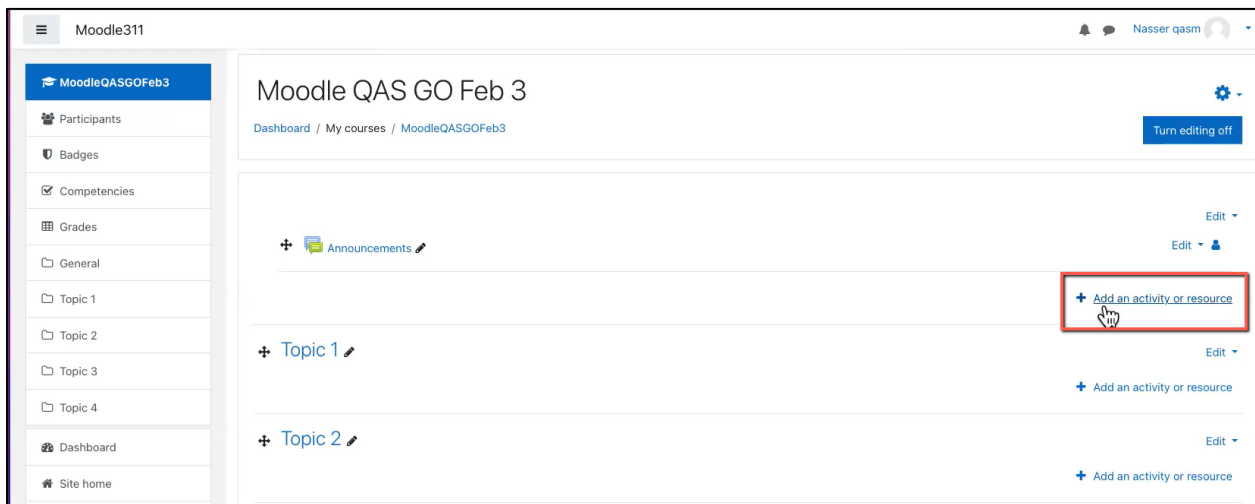
Add McGraw Hill GO to a Moodle Course

STEP 1: Login to Moodle

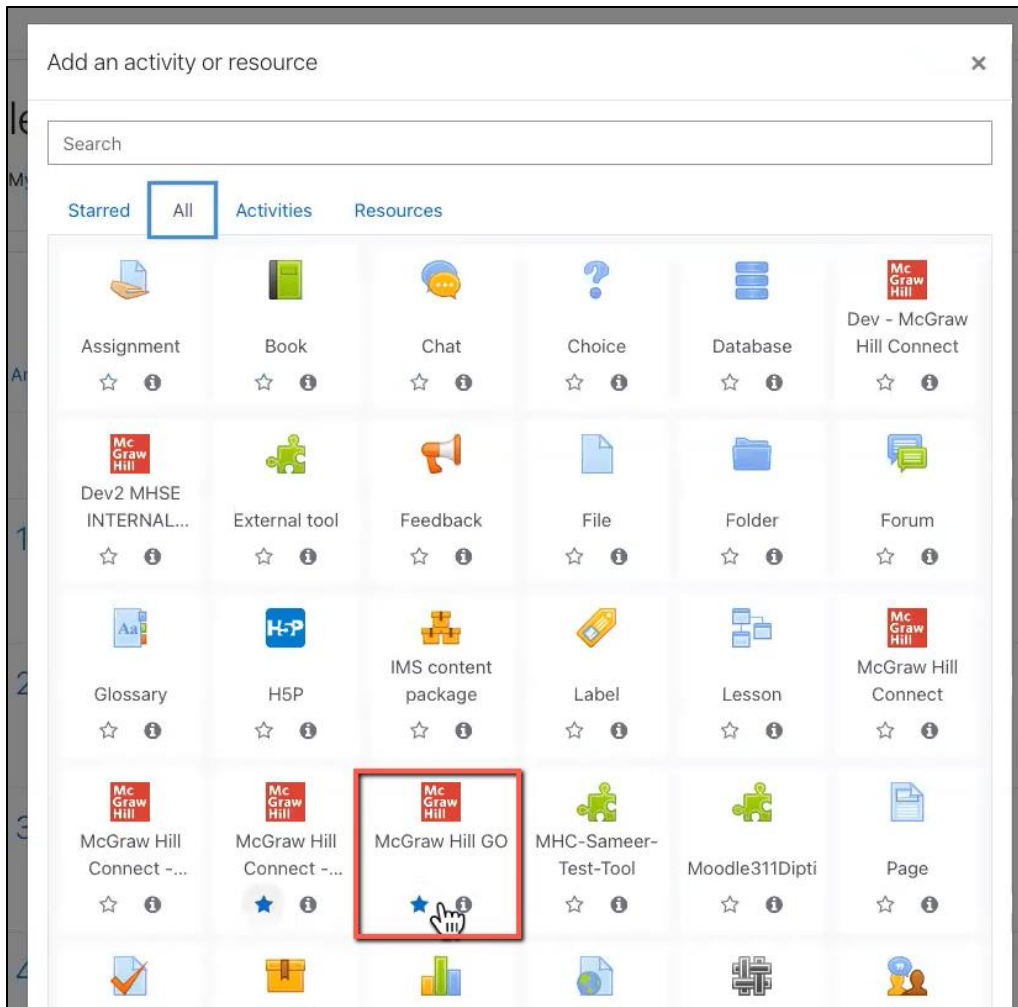**STEP 2:** Create or select the existing course associated with McGraw Hill GO
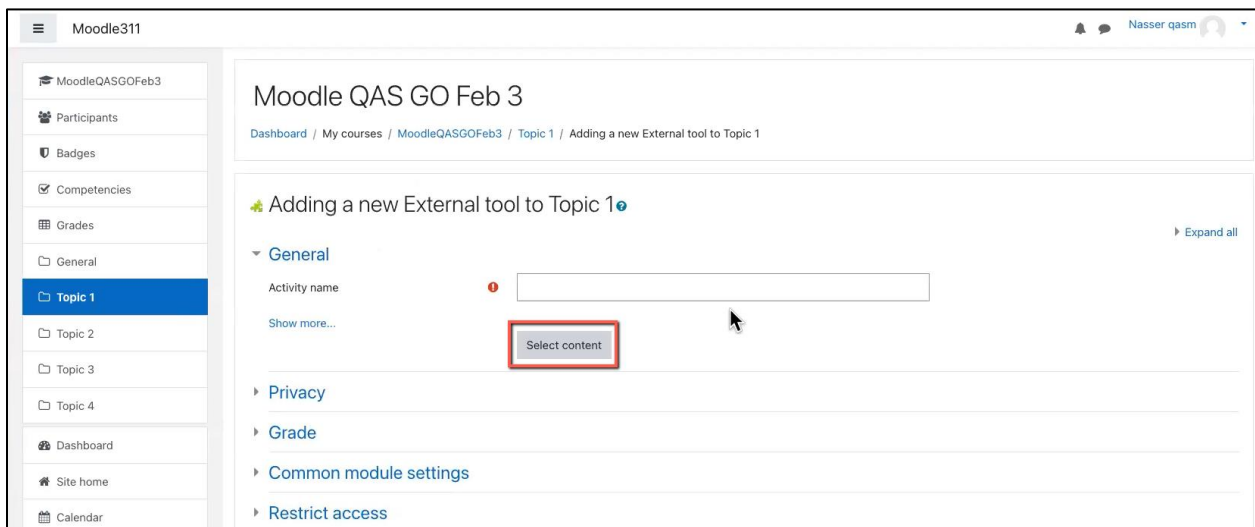
STEP 3: Enable editing for your course

STEP 4: Select the **Add an activity or resource** option within a Topic
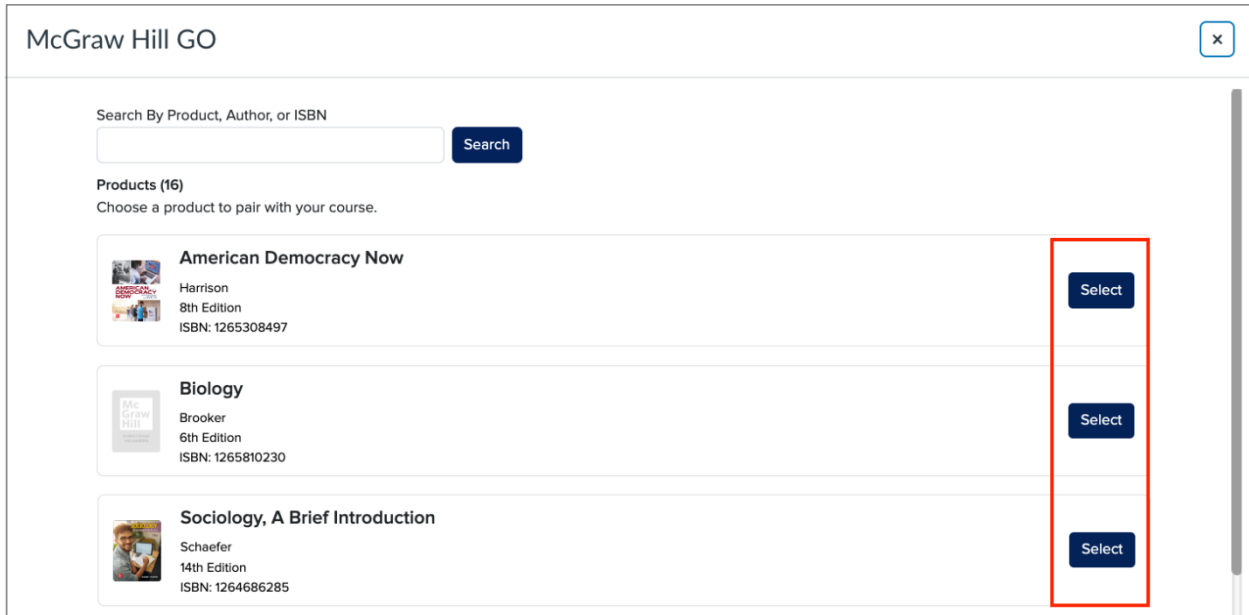
STEP 5: Select McGraw Hill Go from the list of options

**STEP 6:** Select the **Select content** button

STEP 7: Select the product to pair with the course

STEP 7 (Alternate): Search for the product to pair with your course

Rather than scrolling through the product list to find the desired GO product you can:
1) Perform a list search using product name, author or ISBN to narrow your choices,
2) Then select the product to pair with your course.
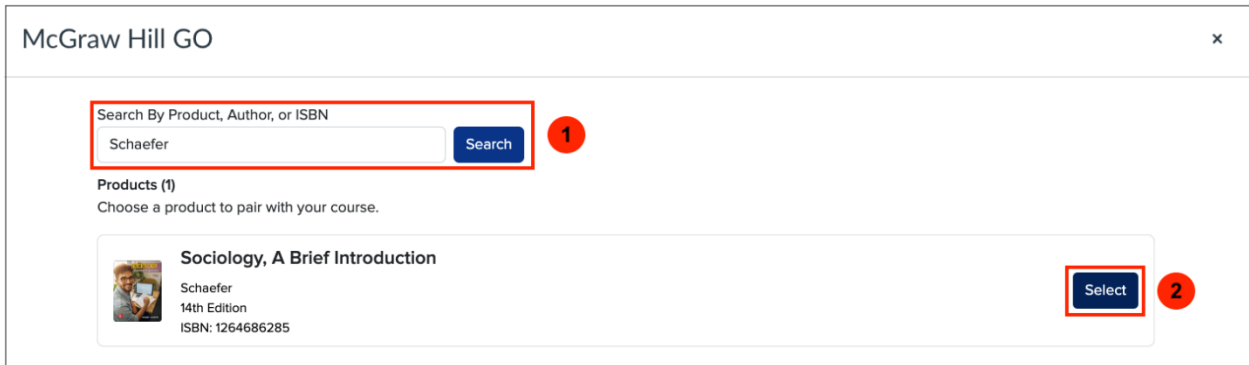
Once a product is paired, the GO table of contents (also known as the Select Chapters page) will appear.

Create Assignments

On the <u>Select Chapters</u> page you can:

A. Select and assign chapters
B. See how many questions will appear in the assessment portion of the chapter assignment
C. Preview chapters of the eBook
D. View the assessment
E. If available, view the Class Report for the assessment
F. If available, Unassign or Resync Scores for an assessment

To assign chapters:

STEP 1: Select the chapters to be assigned

STEP 2: Select the **Assign** button at the bottom of the page (note that the Assign button is enabled only when new chapter selections are made).

A confirmation page will display after the assignments have been successfully sent to the LMS.

STEP 3: Select **Return to course** to return to your course home page

STEP 4: Verify and publish the newly added McGraw Hill GO assignments.

STEP 5: You can set point values or restrict student access using Moodle's Edit settings.

## Preview eBook Chapter

To preview an eBook chapter from the GO TOC (<u>Select Chapters</u> page), click book icon associated with the desired chapter. The reader panel will display that eBook chapter. Simply close ('X') the reader panel to return to the TOC.
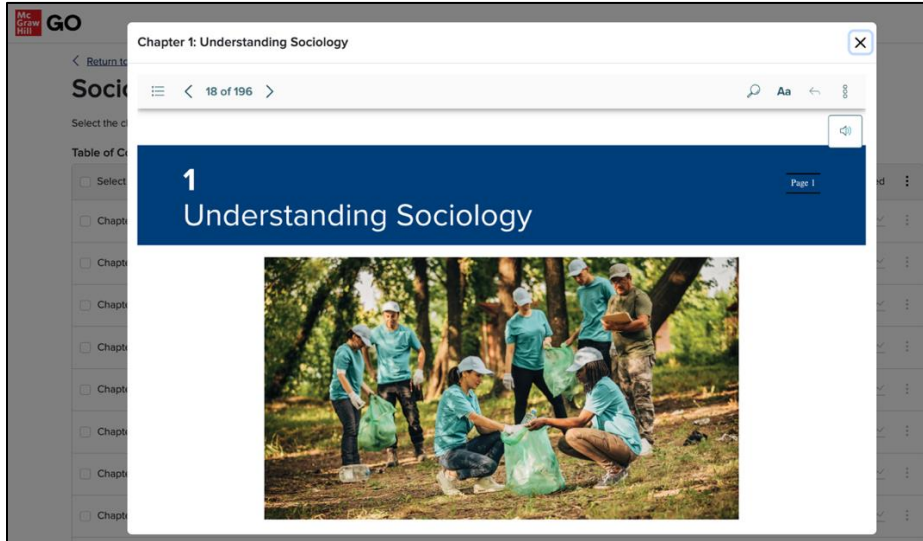
View Assessment

To view the assessment associated with each chapter in the TOC click the assignment icon for that chapter.
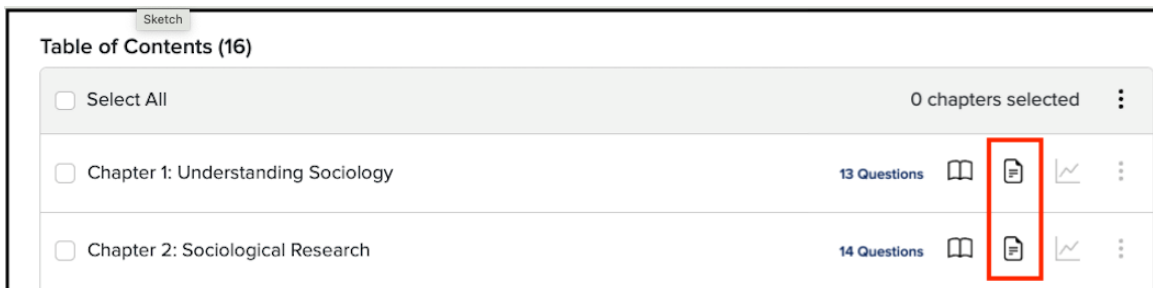
On the View Assessment page, you'll see all the questions for this assessment.

Selecting the caret lets you see additional details about that question, including the correct answer and its explanation.

Edit Assessment

Each GO assessment is composed of a default mix of questions curated by MH's Content Team. These are the questions you'll first see in this view. From the View Assessment page you can proceed to Edit Assessment which lets you select which questions you want to use for your assessment from a larger pool of questions. Select **Edit Assessment**.
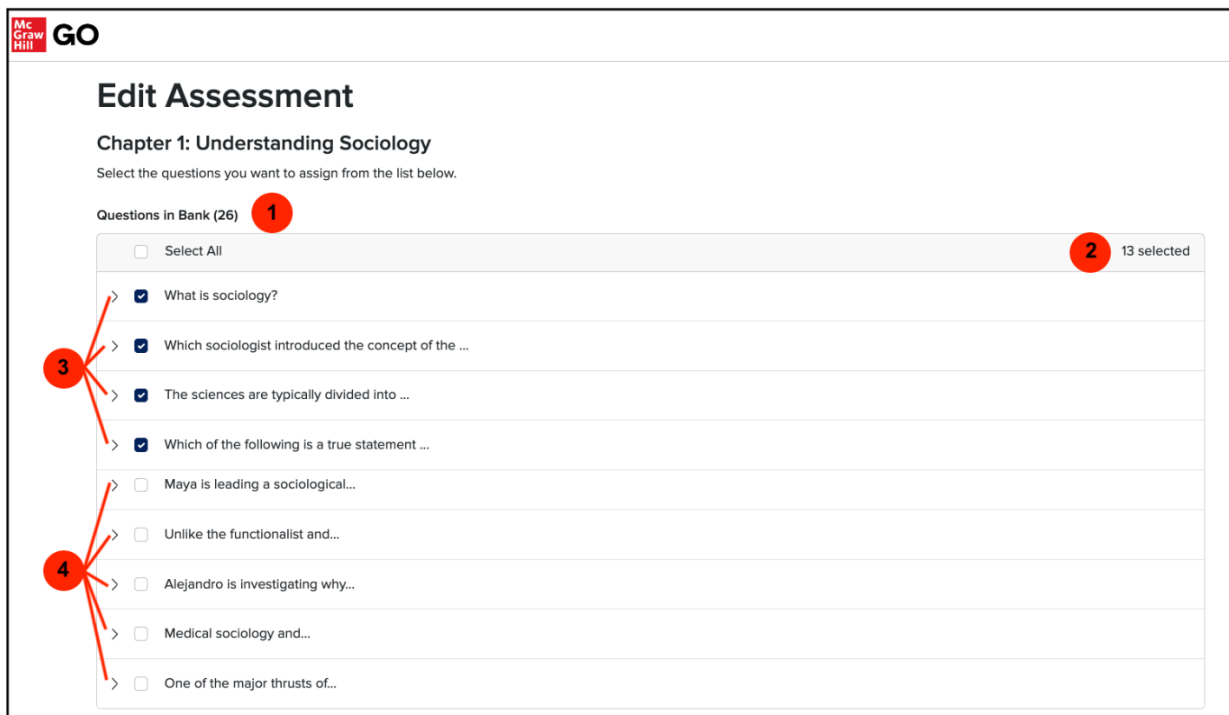
*Please note that you're permitted to use the **Edit Assessment** feature for only unassigned chapters. You'll have to unassign a chapter in order to edit it.*

On the Edit Assessment page you'll see:

1. The total number of questions available for this assessment
2. The number of questions that are selected for this assessment
3. Which questions have been selected for the assessment. These are the questions that your students will see when they take the assessment.
4. Other questions in the bank that are not selected but are available for use in this assessment.

To change the mix of questions for the assessment you may (1) select or de-select any of the questions that appear in the list and (2) select **Save**.

Questions in Bank (26)

	Select All	7 selected
☑	What is sociology?	
☑	Which sociologist introduced the concept of the ...	
☑	The sciences are typically divided into ...	
☑	Which of the following is a true statement ...	
☑	Within sociology, a(n) _____ is a set of ...	
☑	The term anomie refers to	
☑	Friedrich Engels and _____ wrote ...	
☐	A sociologist focused on gaining a better ...	
☐	Alejandro is investigating why...	
☐	Medical sociology and...	
☐	One of the major thrusts of...	

Cancel   Reset to Default   **Save**   2

Once you save you'll be returned to the <u>View Assessment</u> page which will now reflect your changes.

‹ Return to Select Chapters

View Assessment

Chapter 1: Understanding Sociology

Questions in Assessment (7)   Edit Assessment

› What is sociology?

› Which sociologist introduced the concept of the ...

› The sciences are typically divided into ...

› Which of the following is a true statement ...

› Within sociology, a(n) _____ is a set of ...

› The term anomie refers to

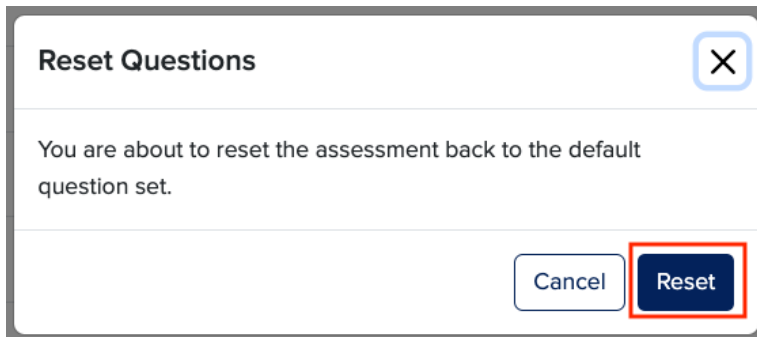› Friedrich Engels and _____ wrote ...

This is now the assessment that your students will see when they take the assignment.

If you have saved changes to an unassigned assessment, you can restore the assessment to its default state with the original mix of questions provided by MH GO. To do this scroll down to the bottom of the Edit Assessment page and select **Reset to Default**.

Confirm the change by selecting **Reset**.

Once you reset you'll be returned to the View Assessment page which will now reflect your change and the assessment that your students will now see when they take the assignment.

Set Multiple Attempts

By default, the student is allowed a single attempt to complete the assessment component of a GO assignment. However, the instructor has the option to change the default attempts allowed for all assessments in the section or for each assessment in the section. The changes at either the section level or the assignment level will apply only to this GO section, unless this section is copied.

Set Multiple Attempts for Entire Section

Follow these steps to set a new multiple attempts default value for the entire GO section.

STEP 1: In your GO section select the table of contents kebab as shown and select **Set Attempts Allowed** (see next page).

STEP 2: On the Set Attempts Allowed modal select the value (1-10) you wish to apply to all assignments in this GO section and then select **Update** (see next page).

Set Attempts Allowed for Section – Table of Contents Kebab

Set Attempts Allowed for Section – Any update allowed

Set Attempts Allowed for Section – Only increase allowed

Important note: *If any students have already started any assignments in this section you will not be able to reduce the number of attempts allowed, but you may increase that number.*

Set Attempts Allowed   ✕

⚠ Some students may have submitted their final attempt and have seen the correct answers. Are you sure you want to increase max attempts?

Set the default number of attempts a student will have for all assignments in this course. Students have started this assignment therefore you cannot reduce the number of attempts.

This does not apply to attempts allowed you set at the assignment level.

Attempts Allowed   1 ⌄

       Cancel   Update

Update Successful

✓ Success   ✕

The number of attempts allowed has been updated for this course.

Set Multiple Attempts for an Assignment

Follow these steps to set a new multiple attempts value for one assignment at a time. Please note that a chapter must be **_assigned_** in order for you to change the default multiple attempts value.

STEP 1: In your GO section select the kebab for the chapter assignment you wish to update and select **Set Attempts Allowed** (see below).

STEP 2: On the Set Attempts Allowed modal select the value (1-10) you wish to apply to all assignments in this GO section and then select **Update** (see below).

You will then see a banner confirming the update (see next page).

Set Attempts Allowed for Assignment – Chapter Kebab

Set Attempts Allowed for Assignment – Any Update Allowed

Set Attempts Allowed for Assignment – Only Increase Allowed

Important note: *If any students have already started this assignment you will not be able to reduce the number of attempts allowed, but you may increase that number.*

Set Attempts Allowed   ✕

⚠ Some students may have submitted their final attempt and may have seen the correct answers.

Students have started this assignment therefore you cannot reduce the number of attempts.

Attempts Allowed | 1 ⌄ |

Cancel   Update

Update Successful

✓ Success   ✕

The number of attempts allowed for Chapter 1: Understanding Sociology has been set to 3.
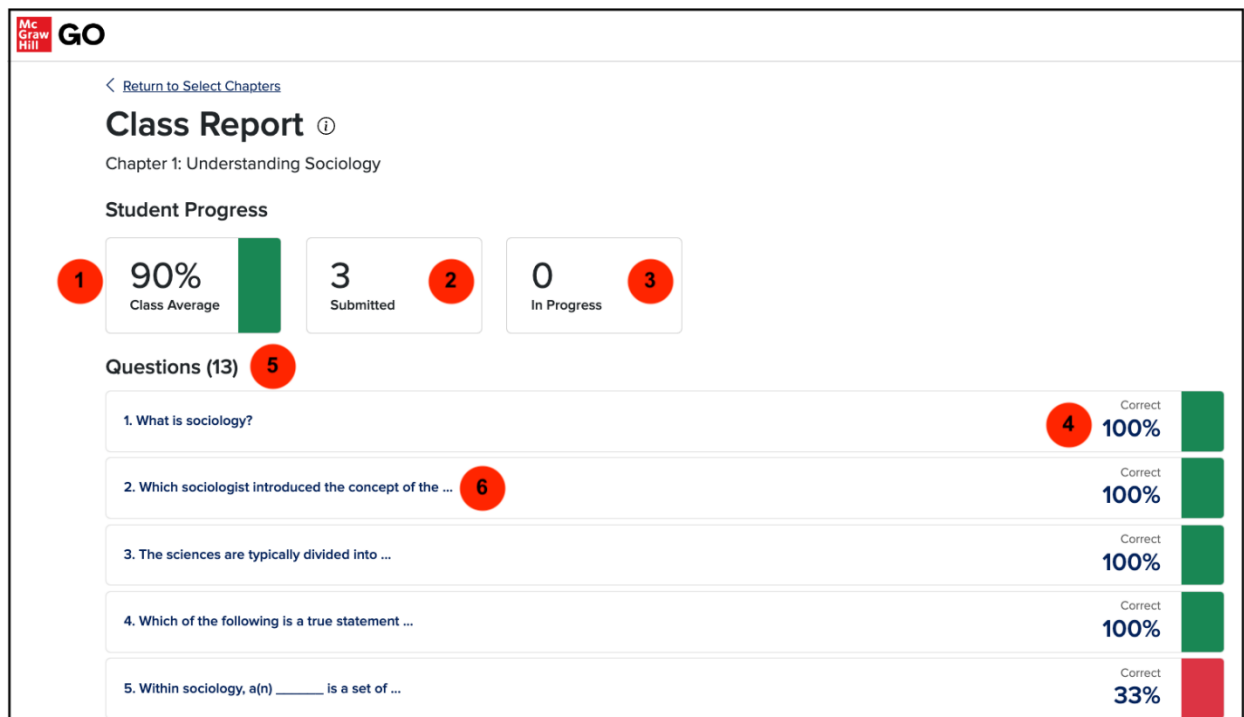
Class Report

To see how your students are performing on the assessment portion of their GO assignments, on the Table of Contents page select the Class Report icon for the desired assignment.

On the Class Report page you'll see:

1. How well this section of students is now performing on the assessment (based on submissions)
2. The number of student submissions to date
3. The number of students who have started the assignment but not yet submitted
4. How well this section of students is performing on a particular question of the assessment
5. The number of questions in the assessment

6. You can also select a question and see details about that question.

Copying a Moodle Course using a McGraw Hill GO Template
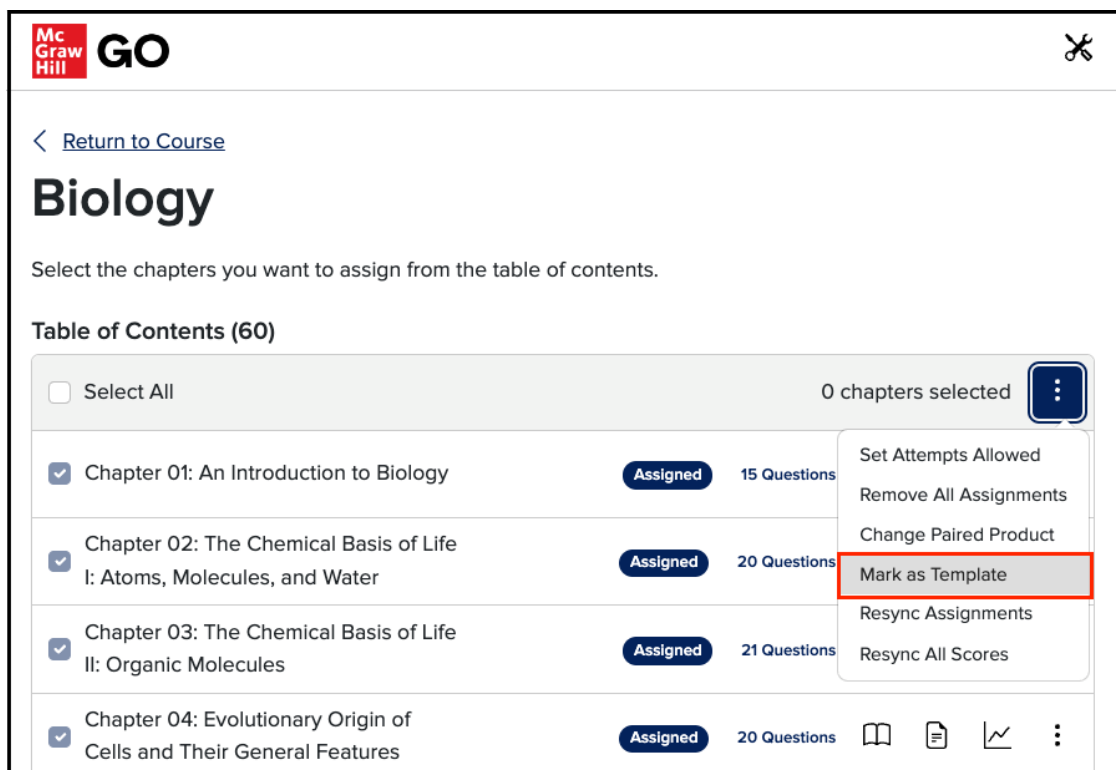
Mark a GO Section as a Template

Before copying an existing Moodle course that has already been paired with McGraw Hill GO the instructor can *optionally* decide whether certain content management functions will be available in the resulting GO section copy. If a new GO section is a copy of a GO Template then the following functions will be 'locked down' and unavailable to the instructor in that new section:

1. Setting attempts allowed for GO assignments
2. Removing/unassigning GO assignments from the GO section
3. Editing assessments
4. Changing the GO product paired to the Moodle course
5. Marking the new section as a Template

The GO Template feature is useful to a course manager who, for example, is required to create copies of a Moodle/GO master course and wants to control an adjunct's ability to alter the GO content in the new course copy.

STEP 1: Proceed to your 'master' Moodle course which is already paired with McGraw Hill GO and launch **McGraw Hill GO** from the + Add an activity or resource menu.
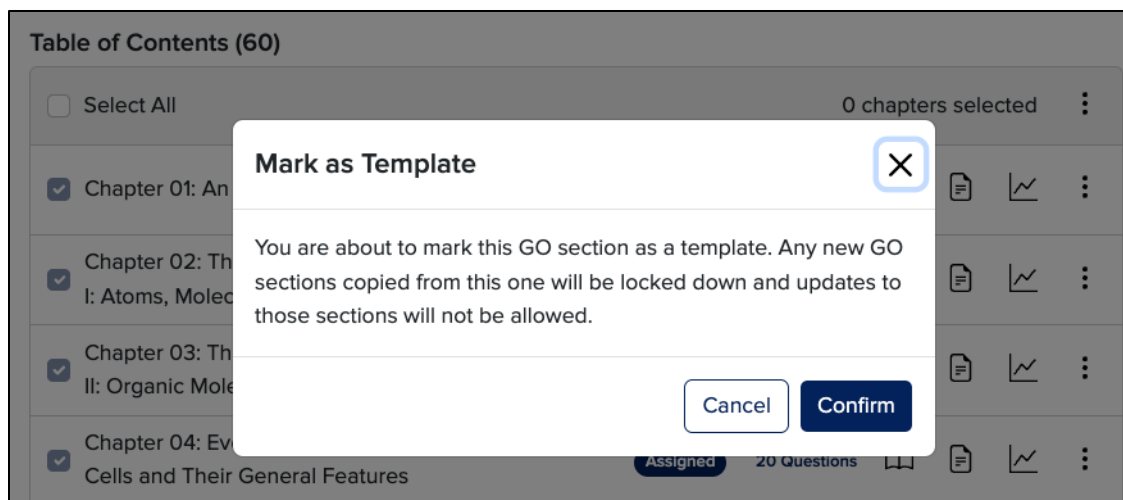
STEP 2: In your GO section select the table of contents kebab as shown and select **Mark as Template.**
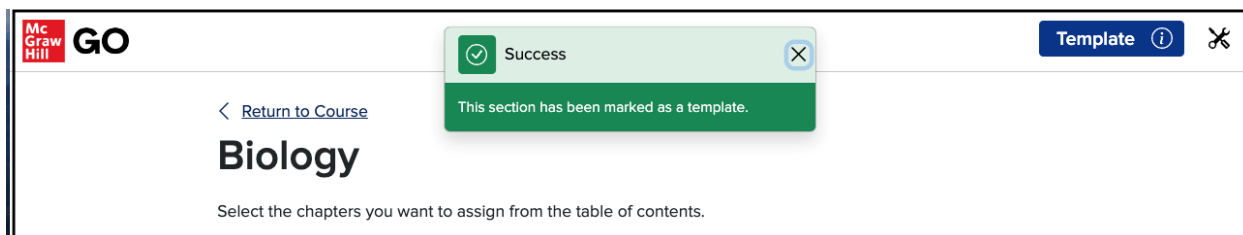
STEP 3: When the <u>Mark as Template</u> modal appears select **Confirm**.

GO will briefly display a message that you have successfully marked this GO section as a Template. From this point forward, or until you unmark this GO section as a Template, any new GO sections that are copies of this Template will be 'locked down' and not editable by the instructor.

Further, instructors using a copy of a GO Template will see a banner in their GO section indicating that.
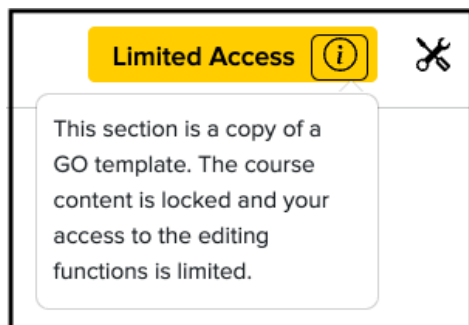
McGraw Hill GO Student Set-up

Access McGraw Hill GO

STEP 1: To access McGraw Hill GO, select a McGraw Hill GO assignment.   You will have three access options.

1. **McGraw Hill GO Code:** Enter a McGraw Hill GO access code and click **Redeem**.
2. **Purchase Online:** Click **Purchase** to use a credit card or PayPal.
3. **Temporary Access:** Click **Access now** for two-week temporary access.

STEP 2: Confirm your McGraw Hill GO access selection.

STEP 3: Select **Complete registration** to complete your registration and access your McGraw Hill GO assignment.

Attempting an Assignment

STEP 1: Select your McGraw Hill GO assignment
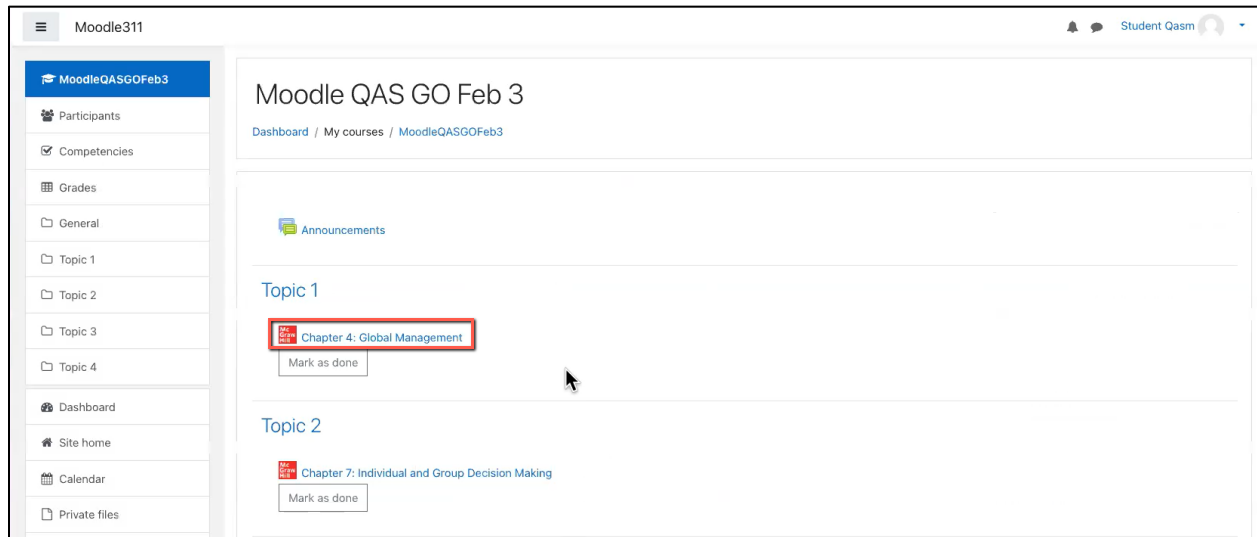
STEP 2: Select **Begin**
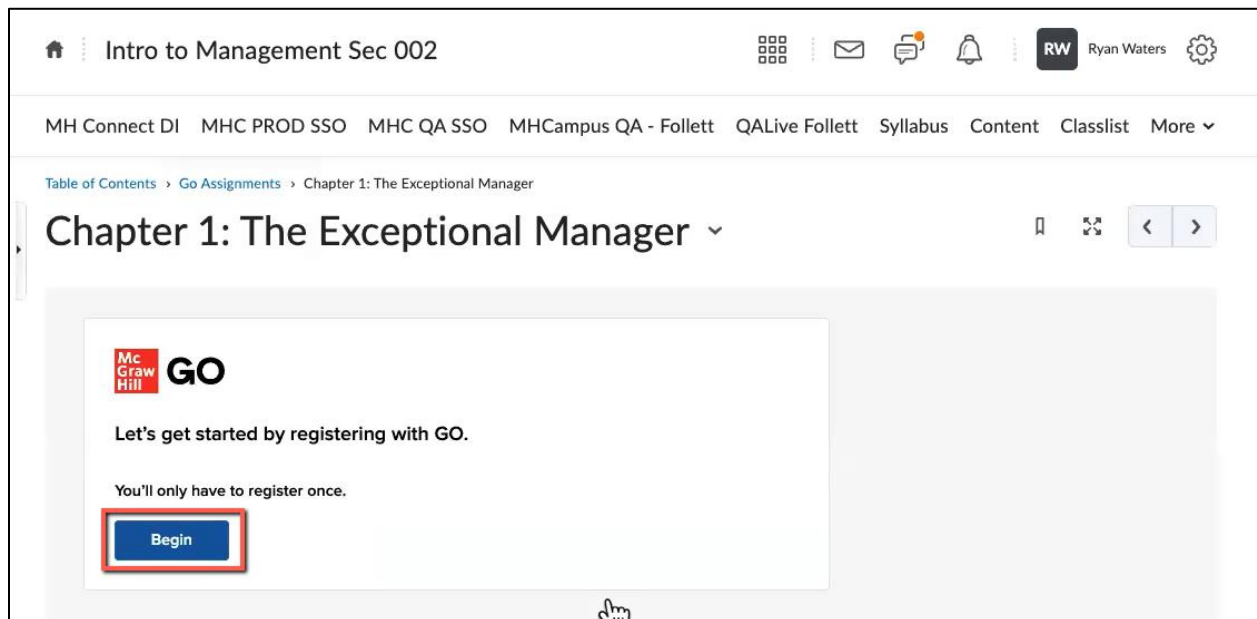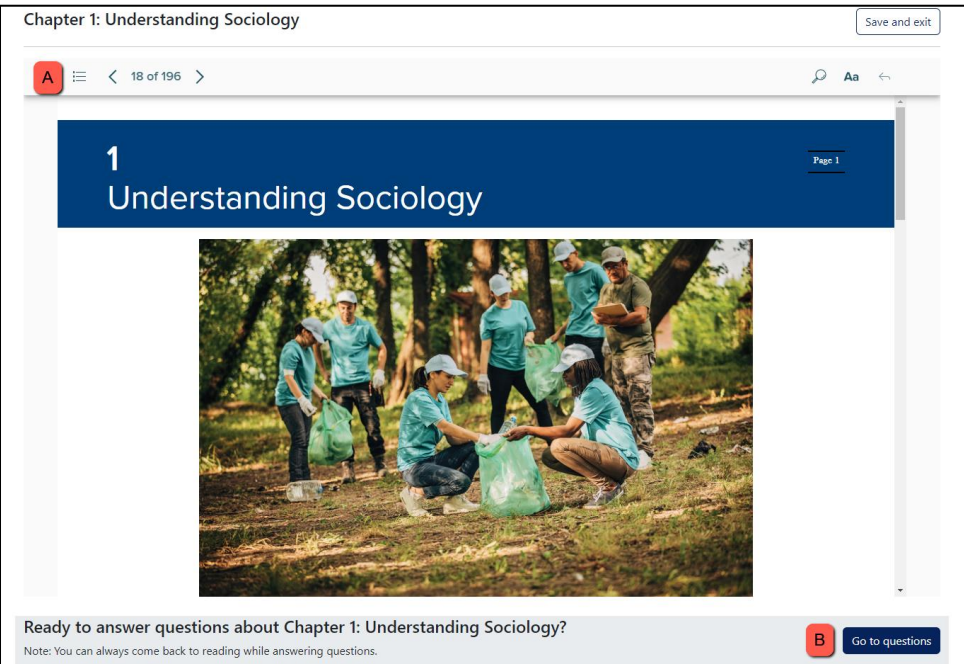
STEP 3: Read the introduction and select **OK** to start the assignment.

STEP 4: Use the eBook navigation to read the assigned chapter (**A**). Select **Go to questions** to access the assessment (**B**).

When in the assessment you can:
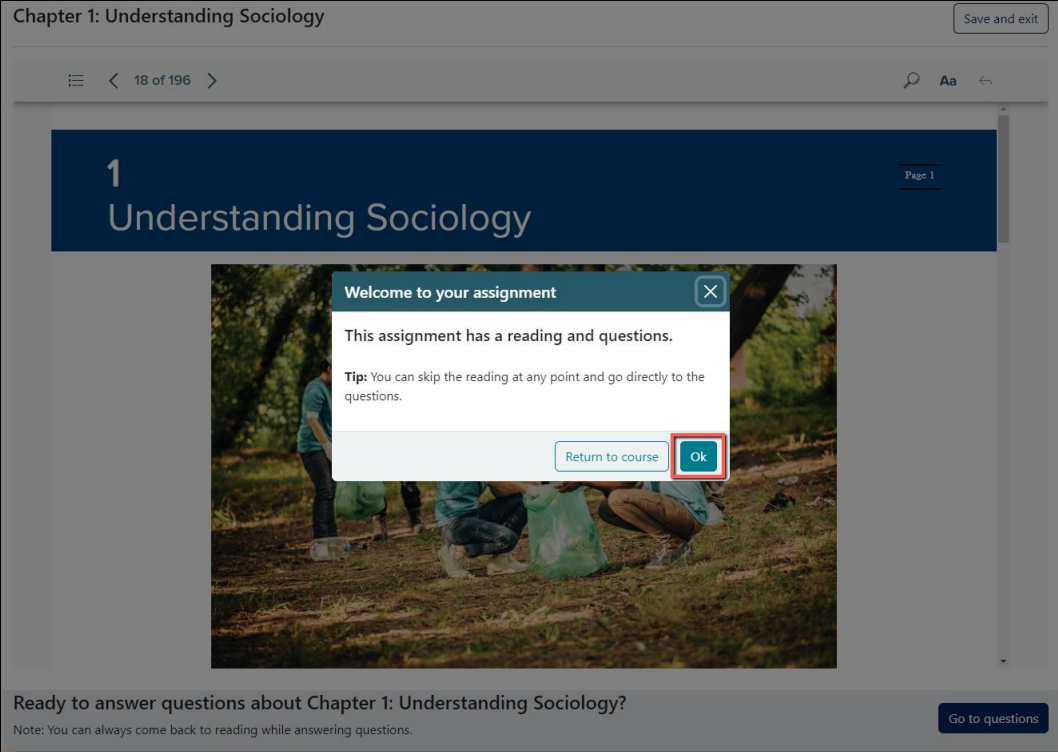- Go back to the reading (**A**)
- Answer questions (**B**)
- Navigate between questions (**C**)
- Save and Exit the assignment (**D**)
- Submit the assignment (**E**)

Chapter 1: Understanding Sociology

‹ go back to reading   A

Save and exit   D   Submit   E

1.
What is sociology?

○ the study of past cultures and preindustrial societies

○ the investigation of personality and individual behavior   B

○ the scientific study of social behavior and human groups

○ <p>the process of using common sense to study the world around us</p>

C

Previous   1 of 13   Next

STEP 5: Select the **Submit** button when all questions have been answered and you are ready to submit your assignment.

Chapter 1: Understanding Sociology

‹ go back to reading

Save and exit   Submit

12. While applied sociologists usually make evaluations and then leave policymakers to act on their findings, clinical sociologists

○ avoid making conclusions based on their evaluations of behavior or problems.

● work in laboratory settings with little exposure to real people.

○ implement recommendations made by other sociologists.

○ work to actually implement change based on their evaluations.

Previous   12 of 13   Next

The Results page allows you to:
- Revisit the reading (**A**)
- Exit the assignment (**B**)
- Review your responses to and explanations for the assessment questions (**C**)

Chapter 1: Understanding Sociology

‹ go back to reading   A

⊘ **Assignment submitted**

Total question answered: **13 of 13**

Correct:	4
Incorrect:	9
Unanswered:	0

View results   Exit

C   B

STEP 6: Select **Exit now** to return to your course.

Support

If you are having any issues with McGraw Hill GO, contact our Tech Support Representatives. Visit the Tech Online Support Center or contact us below:

Hours of Operation:
Sunday: 12:00 PM to 12:00 AM EST
Monday-Thursday: 24 hours
Friday: 12:00 AM to 9:00 PM EST
Saturday: 10:00 AM to 8:00 PM EST

Phone: (800) 331-5094
Online: Submit a Support Request
Chat: Chat with a Representative