



connect[®] MATH
HOSTED BY ALEKS

User Guide

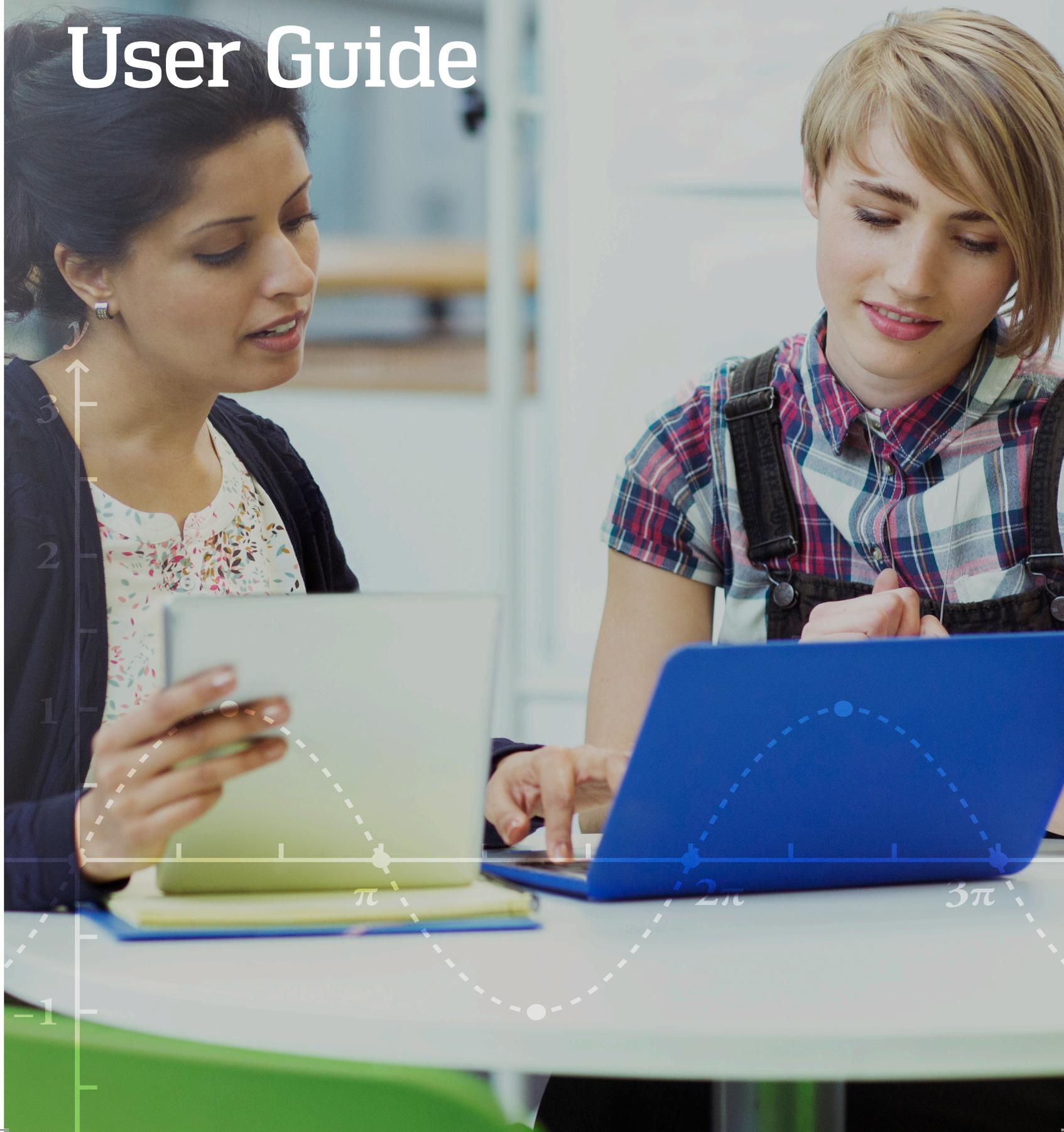


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Section 1: Getting Started

Guidelines for Training Faculty

Welcome to Connect Math Hosted by ALEKS! The first thing to do is to ensure that all faculty are trained in order to have a successful implementation. **Be sure to check out the helpful videos and printable tutorials located at the ConnectMath training center: www.connectmath.com/training.**

Below are sample schedules of trainings for administrators and instructors in order to get your department started on the right path.

Tips for Successful Trainings

- Keep the scheduled trainings under two hours.
- Allow plenty of time for discussion and questions.
- Add an interactive element, such as a scavenger hunt, for effective hands-on training.
- Train the administrators prior to training the rest of the faculty.
- Contact your McGraw-Hill Learning Consultant if you need additional help.

Administrator Training for Connect Math Hosted by ALEKS

Introduction (Approximately 1 hour)

- Account Home page
- User Administration
- Instructor Administration
- College Information
- Creating Courses
- Creating Master Templates

Review and Questions (Approx. 30 minutes)

Faculty/Instructor Training for Connect Math Hosted by ALEKS

Introduction (Approx. 30 minutes)

- Account Home page
- User Administration
- Creating Courses and Account Settings
- Course Home page

Review and Questions (Approx. 1 hour)

Best Practices and Tips for Success

This section is a collection of best practices and tips for success from instructors like you who want to share what they have learned about using Connect Math Hosted by ALEKS.

Course Setup

- Bookmark the link to technical support (www.connectmath.com/support/contact_support) and to the Training Center for quick access (www.connectmath.com/training).
- Create courses that can easily be duplicated and used as templates for future semesters.
- Assign names to your courses that allow for easy organization. Include the class name, course section number or CRN number, and the semester/year.
- Determine how Connect Math Hosted by ALEKS will factor into your grading system and include clearly-defined information on your syllabus.
- Create an additional handout with detailed information about ConnectMath for your students. Your McGraw-Hill Learning Consultant is a great resource for help with this.

Assignments

- Take advantage of the different question types created for each textbook and use them to create dynamic assignments.
- Since the algorithmic questions in Connect Math are directly tied to textbook questions, create weekly homework assignments for individual sections instead of assigning problems directly from the textbook.
- Take advantage of the publisher-created content and create prerequisite video assignments.
- Create weekly or bi-weekly quizzes to review material and reinforce knowledge.
- Create a practice quiz (with no learning aids) or review at the end of each unit.
- Use the folders option to organize your assignments in a way that is meaningful to you and your students. For example, create folders for units that correspond to each test.

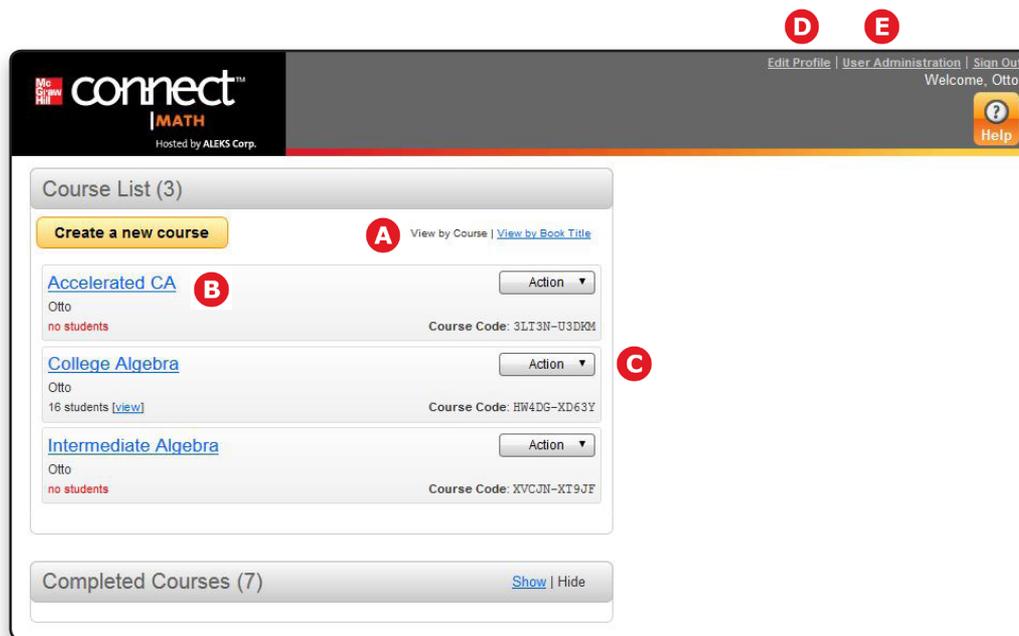
Using Data

- Use the Item Analysis report in the Gradebook to drive discussion on subsequent classes. Preview the questions with a low success rate or high average time.
- Use the Time Tracker report to learn about student habits. You can then quickly email students directly from the report to discuss these habits.
- You can change the date range in the Time Tracker report to display data for up to 20 weeks. Use this feature to compare learning progress over periods of time.
- In the Gradebook, click on the grade for a specific assignment for a student. You can then view the items the student missed by clicking the items in red marked with an X.

Navigating Your Account

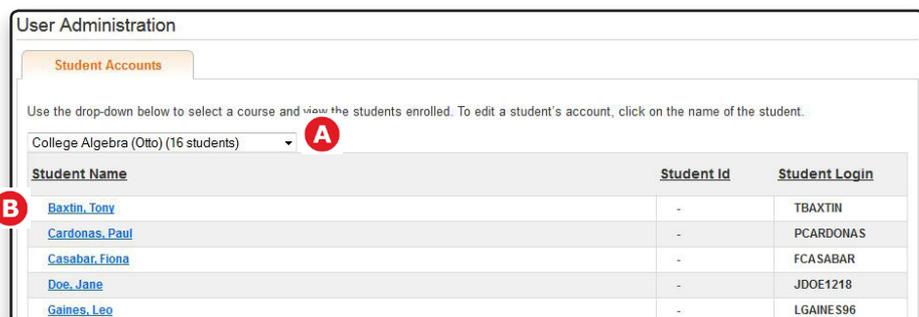
Each time you log into your Connect Math Hosted by ALEKS account, you will see your account Home page. All of your courses, past and present, will be listed here.

- A** You can view your list of courses by name or by book title.
- B** Select a course name to go the Home page for that course.
- C** The **Action** menu allows you to edit, duplicate, and delete courses. See page 10 for more information about managing your courses.
- D** Update your email address and password by selecting **Edit Profile**.
- E** Select **User Administration** to view your class rosters. From here you can edit student accounts.



User Administration

- A** Once you are in User Administration, select the course from the drop-down menu in order to display the roster for that course.
- B** Select a student name to update their information, such as Student ID. You can also un-enroll students or change their course.



Section 2: Setting Up and Managing Courses

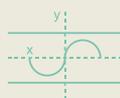
Creating a Course

Creating courses in Connect Math Hosted by ALEKS is a simple and intuitive process. You can create as many courses as you need, duplicate them, and even share them. To get started:

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

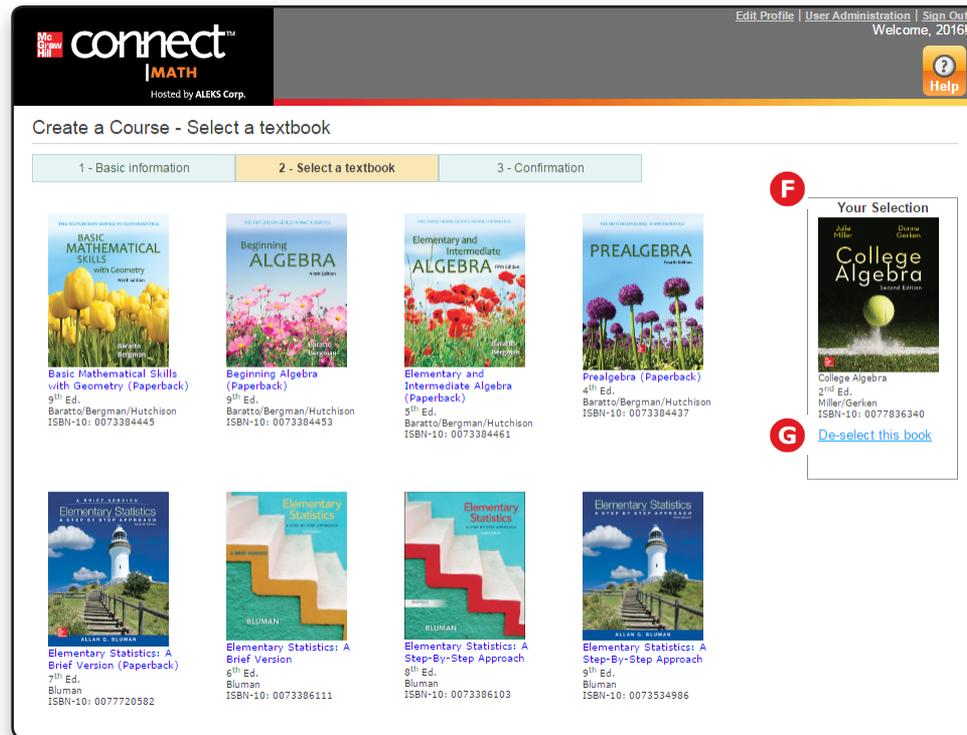
- B** Once you have logged in, you will need to create a course. To begin this process, click **Create a new course**.

- C** On the next screen, enter the course name and section number.
- D** You will also need to enter the start and end dates of the course.
- E** Click **Continue**.



User Tip: If you are a ConnectMath Administrator, you can assign a course to any instructor at your school. Select **Another instructor will teach this course** and choose the person from the drop-down menu.

- F Select a textbook by clicking on the cover image. Available textbooks range from developmental math through calculus, for both STEM and non-STEM courses, and statistics courses. Your selection will appear in the upper, right of the screen.
- G To change your textbook selection, click **De-select this book**.



- H Once you have made your selection, scroll down to the bottom of the screen and click **Save**. Your course is now created! You can now go and customize the settings, build assignments, and more.

H  or [Cancel](#)



User Tip: Selecting a book automatically adds the eBook and SmartBook access to your course (if available for the title).

Students can also buy a loose-leaf version of the text at a significant discount (if available for the title). You can find more information on the eBook and SmartBook in this guide.

Creating a Course - continued

- A** On the Confirmation Page, you will be given a unique course code, which appears in the Course List and on the course Home page. Be sure to give this code to your students so they can enroll in the course.
- B** Make changes to your course by choosing **Edit** next to the information you want to adjust, such as your course start and end dates.
- C** The **Answer Tolerance Policy** allows you to adjust the answer tolerance levels of certain problems in assignments. For example, you can allow an equivalent decimal for fractions or choose to what degree of accuracy students must graph points.
- D** The Share Course Access feature allows you to share your course with other instructors or TAs who have a ConnectMath account. See page 11 for more information.
- E** The **Financial Aid Access Code** gives two weeks temporary access for students who experience a delay in receiving their financial aid. This code also helps prevent students from double registering for a course. Detailed instructions for how to use this code are included with the notification email.
- F** If you're satisfied with all of your course settings, choose **Done** to save your course.

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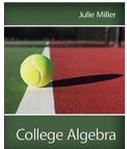
Edit Profile | User Administration | Sign Out
Welcome, Otto!

Help

Create a Course - Confirmation

1 - Basic information | 2 - Select a textbook | 3 - Confirmation

✔ Your course has been created. The course code is C96WL-PM9QP. Please distribute the code to your students; it is a requirement for student course enrollment. Print this page for your records.


Course Code: C96WL-PM9QP **A**
Instructor: Otto
Course Name: College Algebra 301 **[Edit]** **B**
CRN/Section#: **[Edit]**
Course Start Date: 01/08/2016 **[Edit]**
Course End Date: 05/11/2016 **[Edit]**
Answer Tolerance Policy: Default **[Edit]** **C**

Textbook title: College Algebra
Author: Miller
ISBN-10: 0078035635
[\[Change book\]](#)

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

[Done] **F**

- G** You will return to the Course List, where you will see your newly added course highlighted, along with its course code.
- H** Click the name of the course to get to its Home page.

Course List (3)

Create a new course View by Course | View by Book Title

College Algebra Otto 12 students [view]	Course Code: HW4DG-XD63Y Action
Intermediate Algebra H Otto no students	Course Code: XVCJN-XT9JF Action

Navigating Your Course

When you go into your course, you can easily navigate your account and make changes as needed using the menu items at the top of the screen.

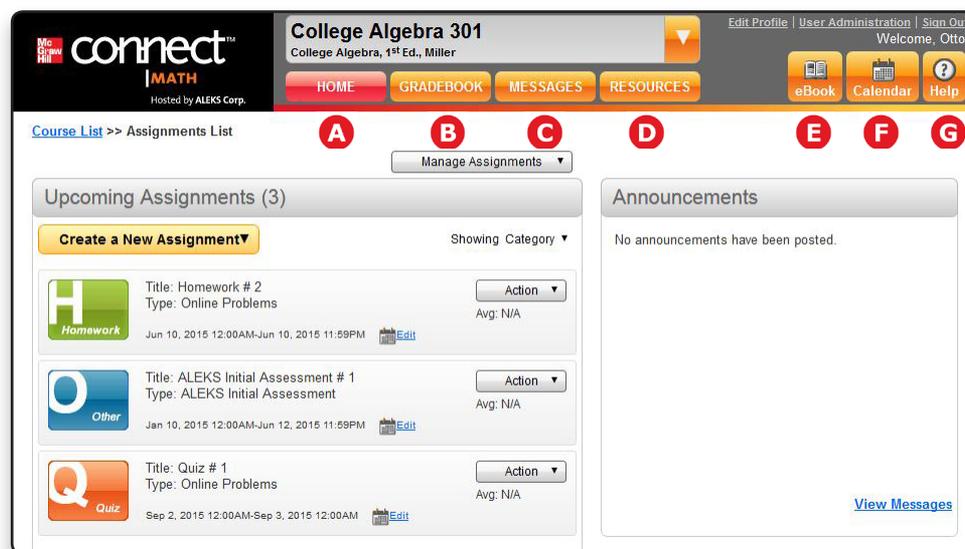
- A** Use the course drop-down menu to access your active courses.
- B** Click on **Edit Profile** to update your name, email, and password.
- C** **User Administration** allows you to edit student information, changes courses, and unenroll students.



Menu Navigation Options

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

- A** **Home** provides a list of all assignments and announcements. You can also access SmartBook assignments from here.
- B** **Gradebook** contains record-keeping and organizational tools for assignments. You can also access reports through the Gradebook.
- C** **Messages** is where you can post announcements and discussion topics.
- D** **Resources** includes instructor materials, student study tools, videos, and more.
- E** **eBook** provides access to the interactive, media-rich eBook.
- F** **Calendar** provides a monthly look at the start and due dates of the course assignments.
- G** **Help** is where you can access the ConnectMath technical support team, how-to videos and tutorials for instructors and students, and this guide.



Managing Your Courses

To view your list of courses, click on the **Course List** link in the breadcrumb trail from the Home page.

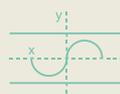
[Course List](#) >> [Assignments List](#)

- A** All of your live courses appear in the **Course List**. You can view courses by course name or by book title.
- B** Once the end date passes for the course, it will move to **Completed Courses**. You can access completed courses at any time.
- C** To manage a course, open the **Action** menu for that course. From here you have three options:
 - **Edit Course:** edit the course settings, such as changing the textbook or the course start and end dates, request a financial aid code, or share access to your course
 - **Duplicate Course:** duplicate the course, including settings and assignments. Be sure to edit the basic course settings, such as the course name and start/end dates. You will also need to update the start and end dates for the duplicated assignments (see page 21).
 - **Delete Course:** permanently delete a course from your account. Note that you can only delete courses in which no students are currently enrolled. You can un-enroll students through User Administration.

The screenshot shows a web interface for managing courses. At the top, there's a header 'Course List (3)' with a red circle 'A' next to it. Below the header is a yellow button 'Create a new course' and a link 'View by Course | View by Book Title'. The main content area lists three courses:

- College Algebra**: Otto, 12 students [view], Course Code: HW4DG-XD63Y. An 'Action' dropdown menu is visible to the right.
- Intermediate Algebra**: Otto, no students, Course Code: [partially obscured]. An 'Action' dropdown menu is open, showing options: 'Edit Course', 'Duplicate Course', and 'Delete Course'. A red circle 'C' is next to the 'Action' dropdown.
- Statistics**: Otto, no students, Course Code: PGHKK-EUYQE.

At the bottom, there's a section for 'Completed Courses (5)' with a 'Show | Hide' link. A red circle 'B' is next to the 'Completed Courses' header.



User Tip: Instructors with administrator access can copy courses from one instructor to another. Contact your McGraw-Hill representative or ConnectMath Customer Support if you need assistance with this.

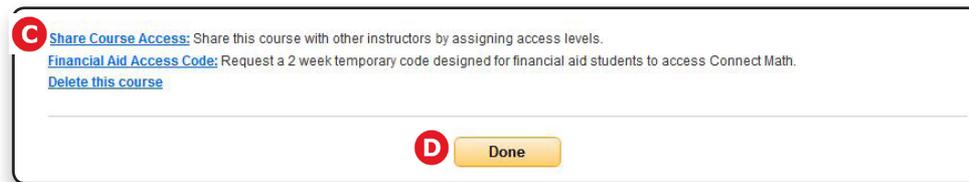
Sharing a Course

Sharing a course with another instructor gives that person access to the course. This is helpful for team-teaching situations or when you have a TA who may need to monitor students in your course.

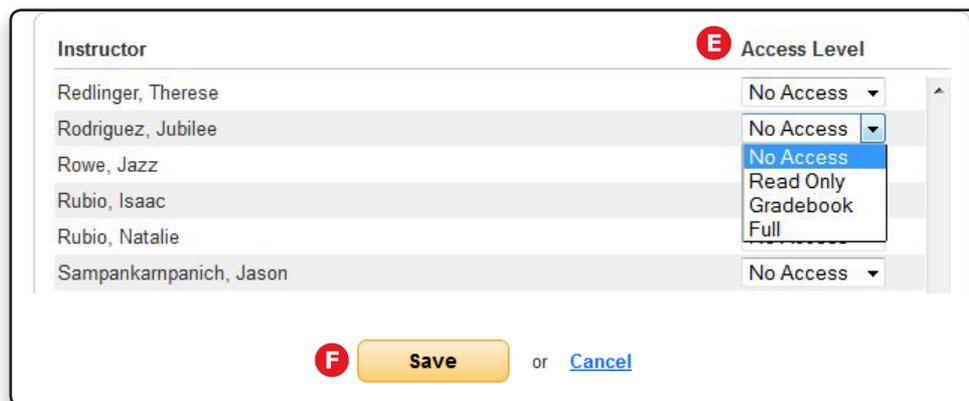
- A** To share a course, first locate it in your **Course List**.
- B** Then, from the **Action** menu for that course, choose **Edit Course**.



- C** On the next page, select **Share Course Access**.
- D** Click **Done** to move to the next step.



- E** Next you will see a list of instructors at your institution. If the person you want to share access with is not listed, they will first need a ConnectMath instructor account (contact Customer Support for help). Assign an **Access Level** from the menu to the right of the instructor's name:
 - **Read Only:** cannot modify any course settings
 - **Gradebook:** can only change gradebook scores
 - **Full:** can modify any of the course settings, but cannot move or delete the course
- F** Click on **Save** and then **Done**. Your shared course will now appear in that instructor's course list.



Creating an Enhanced Experience Course

You can now select an Enhanced Experience in Connect Math Hosted by ALEKS for Beginning Algebra, College Algebra, and Elementary Statistics courses. The enhanced experience includes:

- Replacement of Flash-based content
- Free-response graphing functionality for algebraic functions
- Improved statistical tools for box plots, histograms, scatterplots
- More intuitive palette and answer entry experience
- More detailed instant feedback for students.

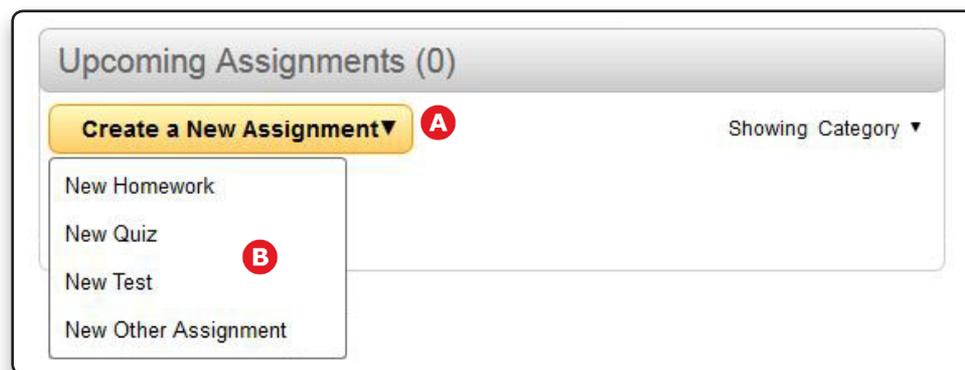
Selecting an Enhanced Experience Textbook

On the textbook selector page, the three new Enhanced Experience textbooks appear in the featured section at the top of the page. **Enhanced** appears after each textbook title to indicate that the book contains enhanced experience content. More information about the new enhanced experience can be found after selecting **Learn More**. A pop-up opens with a description of the features included in the new enhanced textbooks.

Section 3: 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: Homework, Quiz, Test, or Other Assignment. The assignment type you select will then place the assignment into the corresponding gradebook category.



Available Content Sources

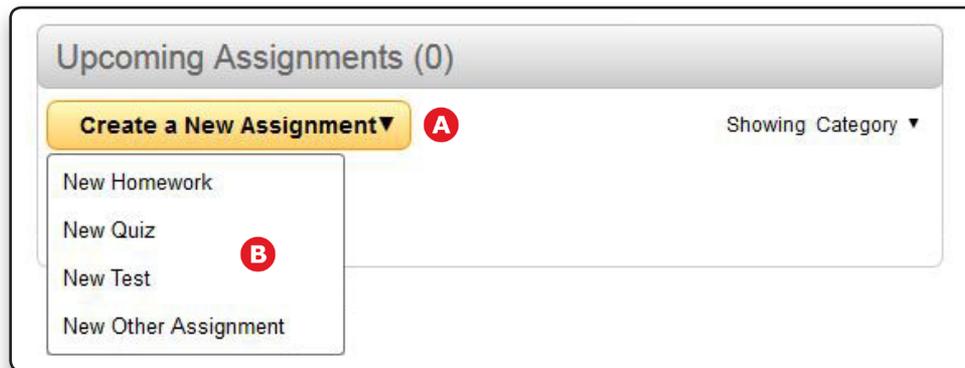
No matter what type of assignment you choose, next you will need to choose one of five content sources.

- A** **Online Problems** contains the bank of problems from the textbook. These are algorithmically generated to create variability among the problems so students learn concepts rather than mimic procedures.
- 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 assessment that identifies which topics the student has mastered and not mastered in the course.
- E** **TestGen Assignment** allows instructors to upload a TestGen (.tst) file into their ConnectMath class.

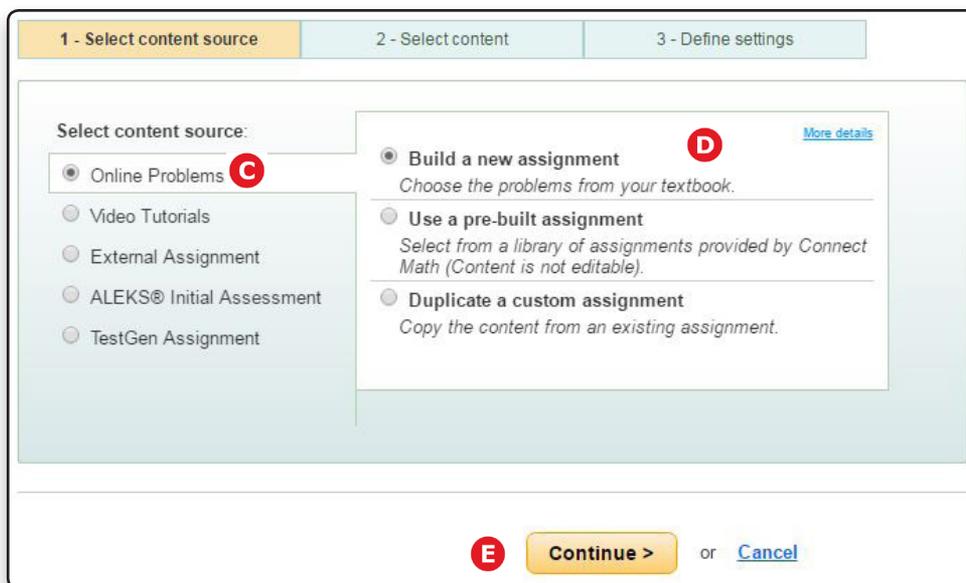


Creating a New Assignment (Online Problems Example)

- A** Click **Create New Assignment**
- B** and choose the type of assignment you want to create.



- C** For this example, Online Problems will be chosen as the content source. See the previous page for a description of each available content source.
- D** You have three options for online problems: building a new assignment, using a pre-built assignment, and duplicating a custom assignment. Note that the content in a pre-built assignment is not editable.
- E** Click **Continue** to build your new assignment.



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

Select Content

- A** Select where in the textbook you want the online problems to come from by choosing the chapter, section, and learning objective from the drop-down menus.
- B** Drag question from the **Textbook Questions** box on the left to the **Your Assignment** box on the right.
- C** Use the magnify glass to preview questions and change point values. You can also add question to the assignment from the preview mode.
- D** You can adjust the point value for each question from here. Note that the default weight is 1 point out of 100 points.
- E** Click **Preview assignment** to view how it will appear to students.
- F** You can add and remove questions from your assignment by using the **Add Selected** and **Remove Selected** buttons.
- G** Click **Continue** to define the settings for the assignment.

The screenshot shows the 'Create New Homework' interface. At the top, it says 'College Algebra 301' and 'College Algebra, 1st Ed., Miller'. The interface is divided into three steps: '1 - Select content source', '2 - Select content', and '3 - Define settings'. Below the progress bar, there are dropdown menus for selecting content source (Chapter 1: Equations and Inequalities, Section 2: Applications and Modeling with Linear Equations, Mixed Exercises). A table on the left lists 'Textbook Questions' with magnifying glass icons. A table on the right shows 'Your Assignment' with three questions selected, each with a point value of 1. At the bottom, there are buttons for 'Add selected>', '<Remove selected', '<< Previous step', 'Continue >', and 'Cancel'.



User Tip: Move multiple questions at once by holding down the Shift key and then selecting the questions to move. You can also use this trick to preview multiple questions at once with the magnifying tool.

Define Settings

- A** Adjust the assignment category, content, and name for the assignment. You can also adjust these settings after students can access the assignment.
- B** Select the start and end dates and times.
- C** Choose whether students can view an assignment before its start date. Note that they can only work on the assignment when the start date hits.
- D** **Assignment Prerequisites** allow you to select an existing assignment that students must complete before they can access the one you are creating, with an optional minimum score requirement.

The screenshot shows a three-step process: 1 - Select content source, 2 - Select content, and 3 - Define settings. The 'Define settings' step is active and contains the following fields:

- Assignment Category:** Homework [Change category] **A**
- Assignment Type:** Online Problems [Change content] **A**
- Assignment Title:** Homework #1
- Assignment Start Date:** Month: Jan, Day: 9, Year: 2016, Time: 12:00 am **B**
- Due Date:** Month: Jan, Day: 16, Year: 2016, Time: 11:59 pm **B**
- Assignment Visibility:** Assignment is shown to students before the start date **C**
- Assignment Prerequisites:** No prerequisites selected. [Edit] **D**

- E** The **Late Submission Options** allows students to work on assignments after the initial due date, with an optional penalty assigned by you. There are several settings available in this option:
 - Set the final submission date and time. Any assignment attempts in progress will be automatically submitted once this final deadline hits.
 - If you choose to set a password, students must enter it to continue working on their assignment after the initial due date. This password supersedes any proctoring passwords applied to the assignment.
 - The optional penalty, which can be a percentage or point value, can be applied to the final score or to each completed question. Note that the per question penalty will only apply to questions completed *after* the initial deadline. Questions completed on time won't have a penalty.

The screenshot shows the 'Late Submission Options' panel with the following settings:

- Allow students to work and change score after due date:** **E**
- Final submission:** Month: Sep, Day: 5, Year: 2016, Time: 11:59 pm
- Require password:** [Text field]
- Apply penalty:**
 - To the final score**
 - Deduct late submission penalty: one time
 - Penalty: [Text field] Percent
 - To each question scored after the due date**

Define Settings - continued

- A** The **Retake and Grading Options** let you define the number of attempts students have per assignment, as well as the grading requirements for each attempt.
- B** **More Options** allows you to further customize your assignment, such as attempts per question, setting a proctoring password, adding learning aids for students to access, and allowing partial credit.
- C** If you need to assign a student an extension for an assignment, you can do this in **Individual Student Settings**. Note that individual extensions will override any Late Submittal settings on the assignment.
- D** Add a personal note or attachment, which students can then view when they access the assignment.
- E** To save time building out more assignments, you can choose to apply these settings to all future assignments in the same category.
- F** Click **Save & Finish** to complete your assignment. You can go back at any time to adjust your settings.

The screenshot shows the 'Retake and Grading Options' settings page. It is divided into several sections:

- Retake and Grading Options (A):** Includes radio buttons for 'Standard Grading' (selected) and 'Minimum Mastery Grading'. 'Standard Grading' has a 'Maximum number of attempts' dropdown set to 'Unlimited'. Below this, there are options for 'Full Retake' (selected) and 'Quick Retake', and a 'Grade Calculation' dropdown set to 'Best'. A note states 'You have chosen more than 1 attempt. Choose how students will retake assignments.'
- More Options (B):** Contains settings for 'Students can view their results' (set to 'Immediately after the assignment is submitted'), 'Proctoring options' (set to 'No proctoring'), 'Buttons available to the student' (listing 'Solve It', 'Show Example', 'Guided Solution', 'Link to Textbook', 'Ask My Instructor', 'Print this page only'), 'Attempts per question' (set to 'Unlimited'), 'Partial Credit' (set to 'With automatic partial credit'), and 'Printing' (set to 'Students will not be able to print the assignment at once').
- Individual Student Settings (C):** A section with a warning: 'Please save this assignment before adding student extensions or exceptions. These options will become available when you return to edit the assignment.'
- Instructor Note (D):** An 'Assignment Introduction Note' field currently containing '(none)'.
- Attachments:** A section with the text 'No file attached: [Add new attachment]'.
- Footer (E, F):** A checkbox labeled 'Apply these settings to all future assignments created in the 'Homework' category.' Below it are buttons for '<<Previous step', 'Save & Finish', and 'Cancel'.



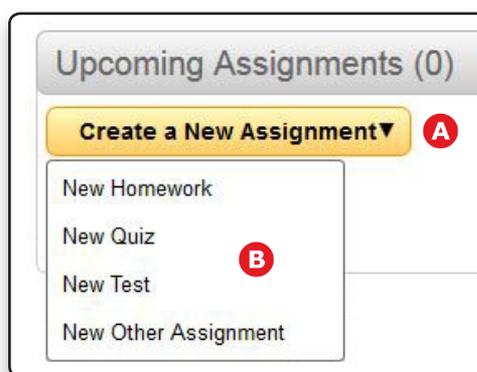
User Tip: The Late Submission Options is NOT available for the following assignment types: the ALEKS Initial Assessment, external assignments, or video assignments.

Creating a TestGen Assignment

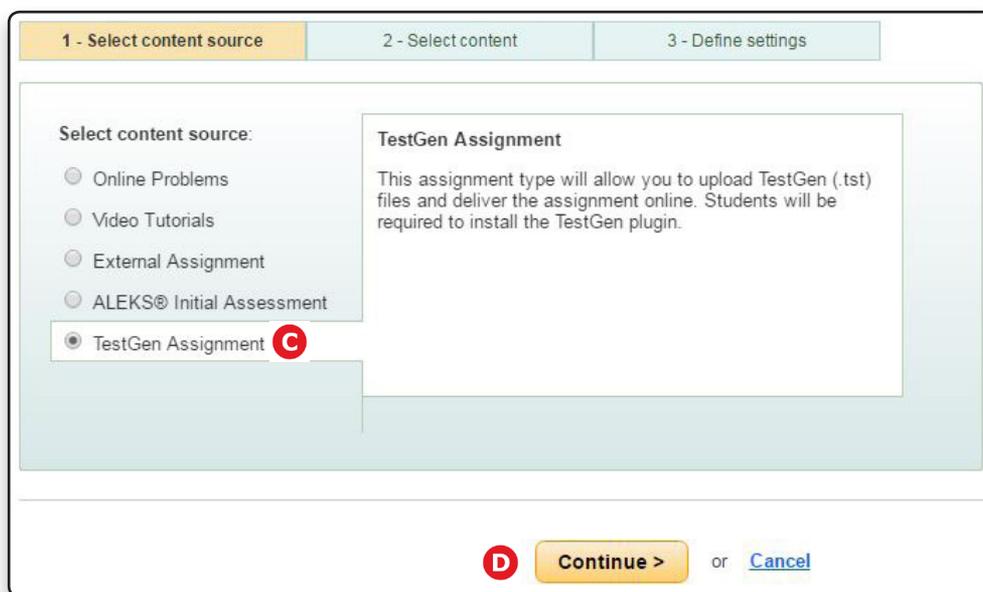
Before creating a TestGen assignment, check your System Requirements to ensure you have the correct plugin. The TestGen plugin does not work on tablets or mobile devices. System Requirements for TestGen are located in the **Help** section of your ConnecMath account. Share these with your students, and remind them to download the TestGen plugin and check their system requirements BEFORE they start the TestGen assignment.

System Requirement List/Compatibility Guide for TestGen® Plug-in		
	Windows®	Macintosh®
Current Release	Plug-in Release v7.5.3T	Plug-in Release v7.5.3T
Operating System	Microsoft® Windows XP, Windows Vista, Windows 7, Windows 8 & Windows 10 (32 bit and 64 bit)	Mac OS X v10.6 - v10.11 (El Capitan) & later.
Web Browser Type	32 bit browser and 64 bit browser	32 bit browser and 64 bit browser
Web Browser	Internet Explorer v7 - v11, Firefox, or Chrome.	Safari or Firefox.

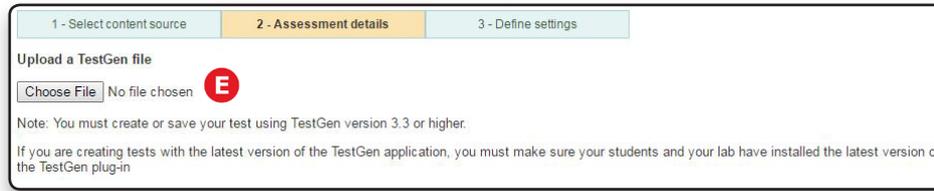
- A** Click **Create New Assignment**
- B** and choose the type of assignment you want to create. Any assignment type may be used.



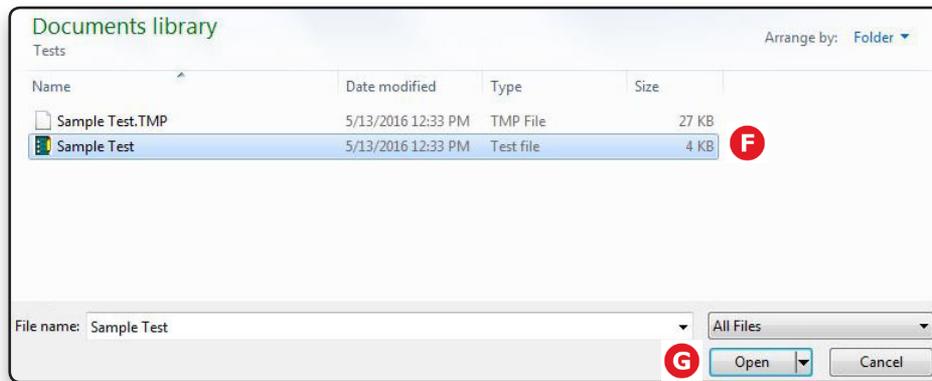
- C** Choose TestGen Assignment from the content source list. You should have a TestGen (.tst) file ready to upload, as well as the TestGen plugin.
- D** Select **Continue**.



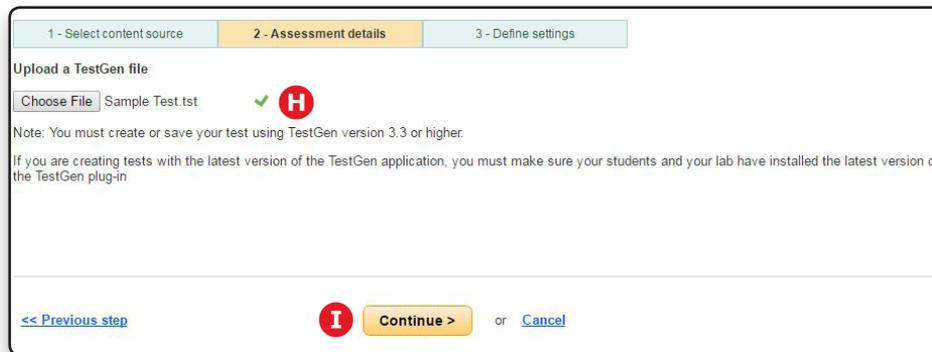
- E** Select **Choose File**. A file selection dialog box will open in order for you to upload your TestGen assignment.



- F** Locate the previously created TestGen file, and select the file. It must have a .tst extension in order to properly upload.
- G** Select **Open** to upload the file.



- H** Once your file successfully uploads, a green check mark will appear next to the file name.
- I** Select **Continue**.



 **User Tip:** Need help with TestGen? Select the **Resources** button in your ConnectMath account. Under the **References** tab, scroll to the **Test Bank** section at the bottom. Here you will find an Installation and User Guide, a test bank, and the download file in order to install the application.

Define Settings of a TestGen Assignment

You can further customize your assignment by defining its settings. See pages 16-17 for details on defining your settings. In addition to those outlined on pages 16-17, TestGen assignments have the following options:

- A** Scramble the question order for each student. This option is on by default. Select **Edit** to change this option.
- B** Shuffle the order of answer options for each student. This option is on by default. Select **Edit** to change this option.
- C** Randomize the variables in each question of the assignment. This option is on by default. Select **Edit** to change this option.
- D** Allow students to print the assignment as they are reviewing it. This option is off by default. Select **Edit** to change this option.
- E** Display the correct answers as students are reviewing the assignment. This option is off by default. Select **Edit** to change this option.

TestGen Options

A Scramble question order for each student:	<input checked="" type="radio"/> On <input type="radio"/> Off
B Shuffle answer options:	On [Edit]
C Randomize variables:	On [Edit]
D Allow students to print while reviewing:	Off [Edit]
E Show students the correct answers when reviewing:	Off [Edit]

- F** Click **Save & Finish** to complete building your assignment.

☐ Apply these settings to all future assignments created in the 'Homework' category.

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



User Tip: Instructors can check if they have the TestGen plugin installed by previewing a TestGen Assignment. If the plugin is not installed, ConnectMath displays a message to install the plugin. The instructor can select the link in the message box to install the plugin. Chrome users will need to install a Chrome extension.

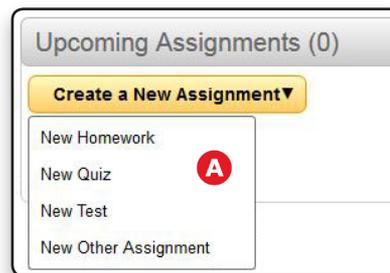
The ALEKS Initial Assessment

The ALEKS Initial Assessment is an adaptive, artificially-intelligent assessment that determines exactly what your students know, don't know, and are most ready to learn in the course.

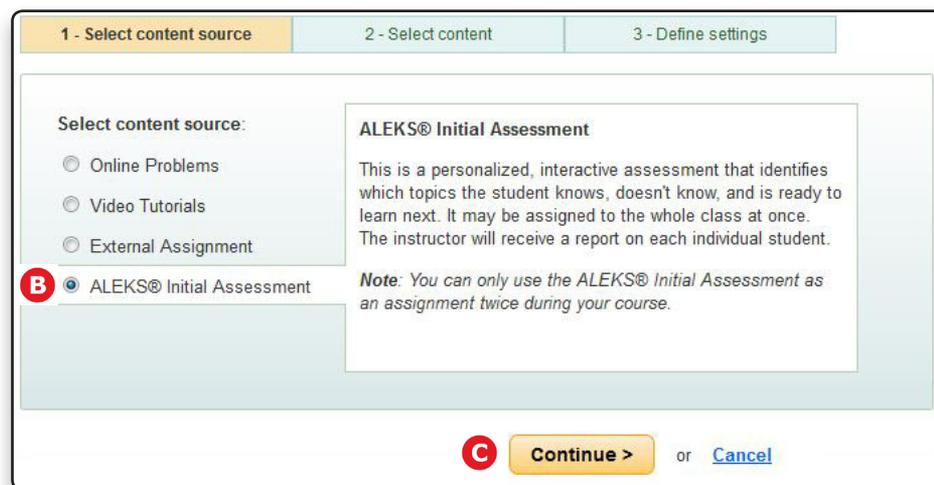
Key Features include:

- Clearly defines knowledge gaps for each student
- Assessment questions are open-response and adapt to each student
- Delivers a report on what the student knows and areas of weakness
- No time limits; students can log off and then return to where they left off

- A** To create an ALEKS Initial Assessment, click **Create New Assignment** and choose the type of assignment you want to create.



- B** Select **ALEKS Initial Assessment** as the content source. Note that you can only use the Initial Assessment twice during your course.
- C** Click **Continue** to move on to the last step, which is to define your settings (see pages 16-17 for more information on defining your settings).



User Tip: Since the assessment can only be used twice during the course, we recommended assigning it at the start of the course, and then again at the end of the course. This way you can compare how much students have mastered over the duration of the course. To learn more about ALEKS, visit www.aleks.com

Managing Assignments

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

- A** All of your assignments, past and future, are listed in your Assignments list.
- B** To manage your assignments individually, open the **Action** menu and choose one of the five options:
 - **Edit Assignment:** edit the assignment settings, including the start and end dates
 - **Duplicate Assignment:** make a duplicate of an existing assignment
 - **Preview Assignment:** view the assignment as a student would
 - **Print Assignment:** print a copy of an assignment
 - **Delete Assignment:** permanently delete the assignment, including all associated work, reports, and grades (cannot be restored once deleted)

The screenshot shows the 'Course List >> Assignments List' page. It features a 'Manage Assignments' dropdown menu (labeled C) with options: Edit All Assignment Dates, Edit Display, Display Order, Assignment Folders, and Copy Assignments. Below this, there are three assignment cards: 'Homework # 2' (Online Problems, Jun 10, 2015), 'ALEKS Initial Assessment # 1' (ALEKS Initial Assessment, Jan 10, 2015), and 'Quiz # 1' (Online Problems, Sep 2, 2015). Each card has an 'Action' dropdown menu (labeled B) with options: Edit Assignment, Duplicate Assignment, Preview Assignment, Print Assignment, and Delete Assignment. The page also includes a 'Create a New Assignment' button, an 'Announcements' section, and a 'Completed Assignments' section.

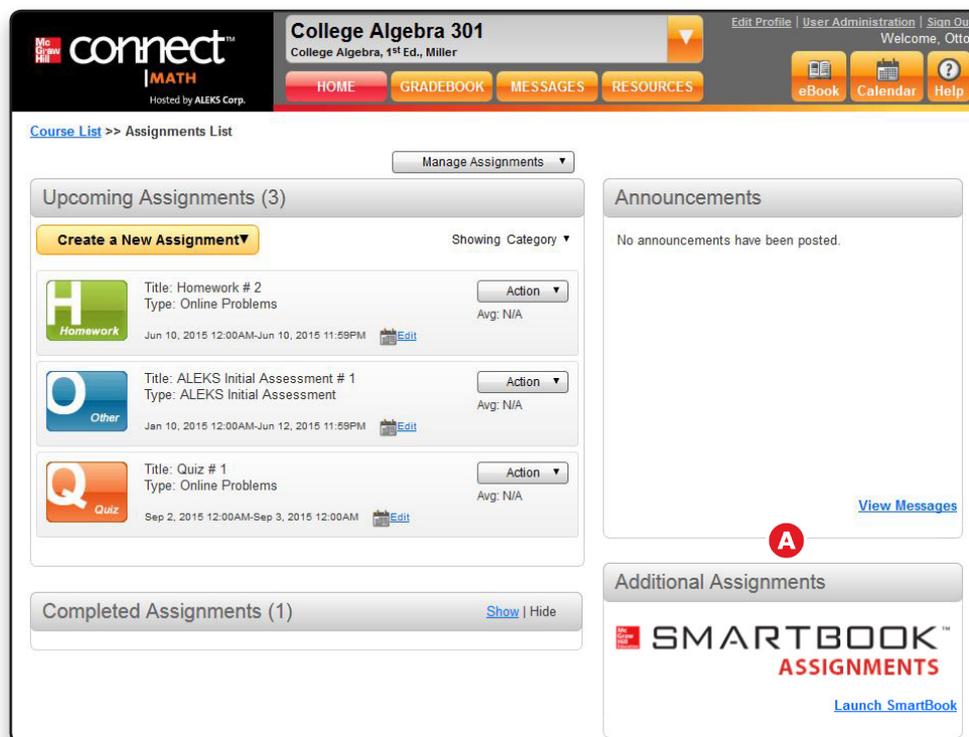
- C** The Manage Assignments menu provides you with three options:
 - **Edit Display:** create folders to organize assignments; organize the folder order as needed.
 - **Copy Assignments:** copy an assignment and all of its settings from any of your courses
 - **Edit All Assignment Dates:** adjust the start and end dates for multiple assignments at once. After selecting this option, choose the assignments in the table for which you want to adjust the dates. Then choose to shift the dates forward or backward by a set number of days, or assign them all the same date. You can also manually adjust the dates one by one.

Shift Start and Due Date		Shift Start and Due Dates		Forward	by	1	Day(s)	Apply to selected
Select All	Assignment	Start Date		Due Date				
<input checked="" type="checkbox"/>	Gold Homework 2	Month	Day	Year	Month	Day	Year	
<input checked="" type="checkbox"/>		May	19	2016	May	20	2020	
		Time			Time			
		9	00	pm	8	59	pm	
<input checked="" type="checkbox"/>	Gold Homework Demo	Month	Day	Year	Month	Day	Year	
		Sep	10	2015	Sep	11	2019	
		Time			Time			
		10	00	pm	9	59	pm	

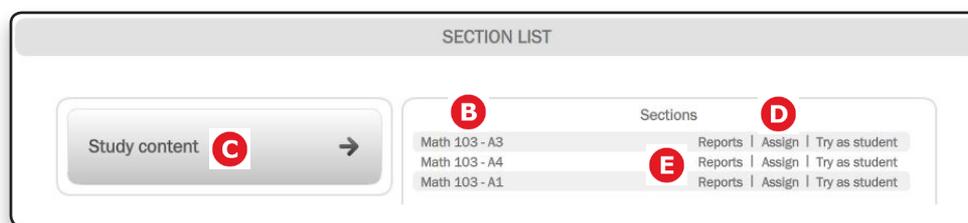
SmartBook Assignments

SmartBook provides students with an adaptive, interactive reading and learning experience. SmartBook is always available to students whether or not you use the assignments feature. To learn more about SmartBook, visit the ConnectMath Training Center (www.connectmath.com/training).

- A** Click on **Launch SmartBook** from the Additional Assignments box. This will generate SmartBook assignments for each textbook chapter.



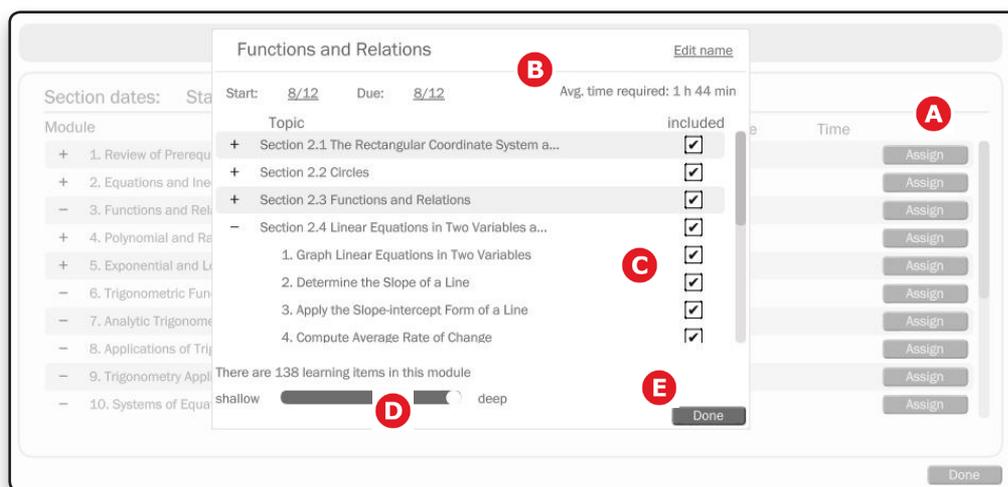
- B** You will then see a list of your courses that use the same textbook and have SmartBook assignments.



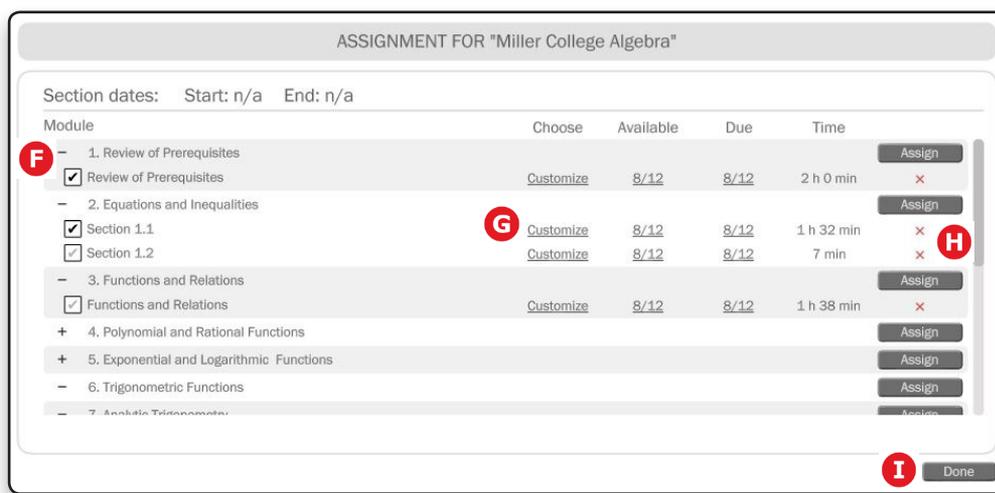
- C** Click on **Study content** or the **Try as a student** link to open up the student view of SmartBook. From there, select an assignment to see how students use SmartBook.
- D** To customize the SmartBook assignments for a course, click on **Assign** next to the course name. This will open up the customization options. See the next page for how to customize an assignment.
- E** The **Reports** link to open the SmartBook reports that track student progress. See page 33 for information on SmartBook reports.

Customizing SmartBook Assignments

- A** After clicking on **Assign**, you will see Modules, or assignments, that correspond to textbook chapters. Click on **Assign** once more to create an assignment for a Module.
- B** You can then adjust the assignment name, and start and due dates. The average time required to complete the module will also be shown.
- C** The textbook chapter sections will be listed and automatically included in the assignment. Open a section to see the concepts covered in the section. From here you can customize the assignment to include or exclude any chapter section and section concepts by selecting the checkbox.
- D** Slide the bar from **Shallow** to **Deep** to change the depth of content. This will automatically adjust the average time required per module.
- E** When you are finished creating the assignment, click on **Done**.



- F** A plus sign will appear next to each Module that contains an assignment. Click on the plus sign to see the list of assignments for that module. Note that you can create multiple assignments for a module.
- G** For each assignment you have created, you will see **Customize**, the start and end dates, and average time required. Click on **Customize** to edit the assignment or a date to adjust it from this box.
- H** Click on the red X to quickly delete the assignment.
- I** Click on **Done** when you are finished.

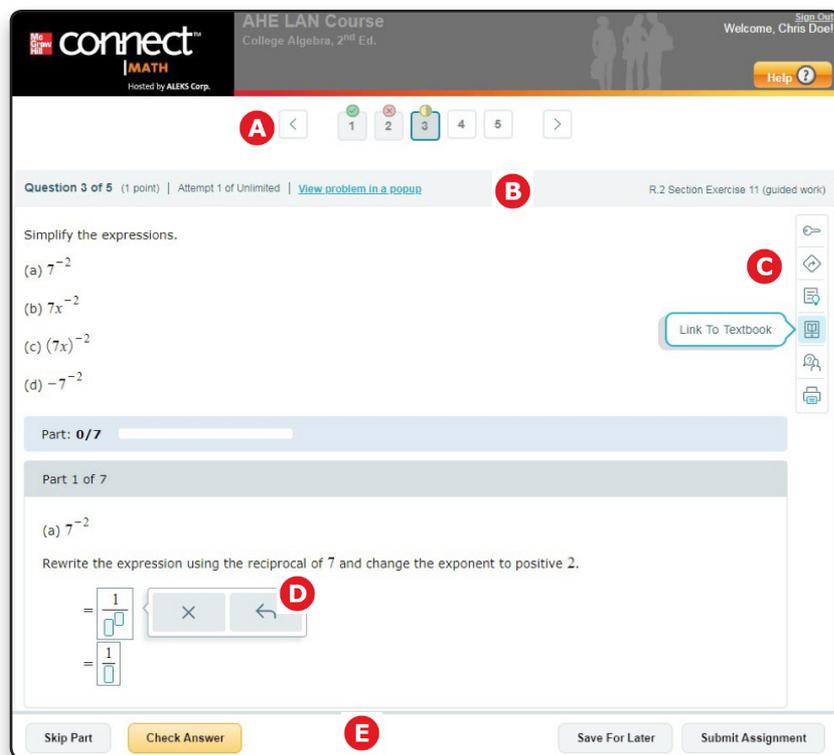


Creating and Managing Assignments in the Enhanced Experience

There are no significant changes to the creation of an assignment or managing assignments. Students will experience an updated interface while working through assignments.

Enhanced Experience Assignment Interface

- A Question Navigation:** New visual design was applied to the question navigation buttons and how they update to indicate correct, incorrect, partially correct, or unanswered questions
- B Question Header:** Question information was consolidated for enhanced experience assignments and displays in the header area for easy reference
- C Tools:** Tools available to students in Enhanced Experience assignments appear as icons to the right of the question. Hovering over an icon shows the name of the tool.
- D Enhanced Palette:** New visual design was applied to the palette for enhanced experience homework assignments. The palette is next to the answer input box and displays contextual input tools relevant to the question the student is working on.
- E Buttons:** Assignment-related buttons are docked at the bottom of the page for Enhanced Experience homework assignments. Buttons will not scroll off the page if students adjust the size of their browser window.



Changing Textbooks

- A** **Change Textbook Link:** Enhanced experience questions can be assigned from other compatible enhanced courses by selecting the **Change** link to access enhanced experience textbook titles.



User Tip: Enhanced experience questions cannot be mixed with CHBA questions/texts. Only the applicable enhanced textbook titles appear in the drop down.

Enhanced Experience Answer Tolerance Policy

Below is an example of the default settings for the Enhanced Experience of **College Algebra**.

- A** Instructors can modify the settings for their course by selecting or de-selecting answer types they will allow.
- B** Enhanced Experience courses have four answer tolerance types. All four tolerance types are selected by default for Enhanced Experience courses, but the default settings may be different based on the textbook.

Section 4: Using the Gradebook

Navigating the Gradebook

The Gradebook is central to managing your course. To access the Gradebook, click on the **Gradebook** button at the top of your screen. You can view your list of students, their grades, and access reports. Sort each gradebook column by clicking on the column header.

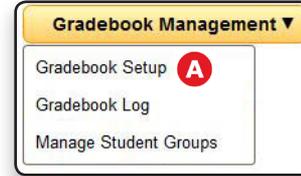
- A** **Gradebook Management** is where you can setup your gradebook, access the Gradebook Log, and manage student groups. See page 26 for more information on the Gradebook Log and student groups.
- B** Filter your gradebook by assignment category or student groups.
- C** Send an email to students while viewing the gradebook. To quickly select several students listed in a row, click on the number next to the first student you want to message, hold down the Shift key, then click on the number of the last student that you want to message.
- D** The **Time Tracker** report tracks students' time in the system. See page 30 for more information.
- E** The **Total Grade** shows students' current course grades. Assignments are listed in the remaining columns, ordered by due date. Click on a student's assignment score to view a detailed analysis of the student's results.
- F** Click **Details** for an assignment to access the options to **Edit Student Scores**, **View Assignment Gradebook**, and access **Item Analysis**. See page 28 for more information on Item Analysis.
- G** Click on a student's name to view the individual gradebook and last login date for that student.
- H** Select **Download to Excel** to download a formatted excel spreadsheet of your gradebook.

The screenshot displays the ALEKS Connect Gradebook interface for a course titled "College Algebra, 1st Ed., Miller". The interface includes a navigation bar with buttons for HOME, GRADEBOOK, MESSAGES, and RESOURCES. Below the navigation bar, there are options for "Showing: All" and "Group Filter: All Students". A "Gradebook Management" button is visible in the top right. The main content area is a table with the following columns: Students (with sub-columns for Name, Login, and Student ID), Total Grade, ALEKS Initial Assessment (with a "Details" link), Homework # 1 (with a "Details" link), Homework # 2 (with a "Details" link), Quiz # 1 (with a "Details" link), Chapter 1 Test (with a "Details" link), and Hours. The table lists 12 students with their respective scores and percentages. A "Send Email to Selected Students" button is located above the table. At the bottom of the table, there is a "Gradebook Legend" and a "Download to Excel" button.

Students	Total Grade	ALEKS Initial Assessment	Homework # 1	Homework # 2	Quiz # 1	Chapter 1 Test	Hor
1 Cardonas, Paul	93%	100%	100%	100%	100%	100%	
2 Casabar, Fiona	86%	100%	100%	100%	100%	100%	
3 Habibi, Fernando	85%	100%	80%	100%	100%	100%	
4 Hernandez, Sara	62%	100%	100%	100%	100%	98%	
5 Martin, Steve	74%	100%	100%	100%	100%	88%	
6 Nguyen, Andr	21%	100%	100%	100%	100%	58%	
7 Rainwater, Rich	74%	100%	100%	100%	100%	88%	
8 Smith, Jane	37%	100%	100%	100%	100%	95%	
9 Smitts, Jimmv	93%	100%	100%	100%	100%	100%	
10 Vencini, Carla	91%	100%	100%	100%	100%	95%	
11 Verne, Jules	86%	100%	100%	100%	100%	63%	
12 Williams, Devon	91%	100%	100%	100%	100%	95%	

Gradebook Setup

- A** To setup your gradebook, click **Gradebook Management** from your Gradebook page and select **Gradebook Setup**.



- B** There are three Gradebook Categories: Quiz, Test, and Homework. Click on **Add New** to add categories, which will then appear in the **Other Gradebook Categories** section. These new categories will also appear in the assignment type menu when creating an assignment.
- C** Assign each category a percentage weight, which must total 100%.
- D** Click on **Edit Weight** for a category to adjust the weights for each assignment in that category, drop the lowest score, or make an assignment extra credit.

Gradebook Category	Category Weight (%)
 Quiz Edit Weight for Each Quiz D	25 %
 Test Edit Weight for Each Test	25 % C
 Homework Edit Weight for Each Homework	25 %
Other Gradebook Categories B Add New	
 Other Assignment Edit Name Edit Weight for Each Assignment	25 %
Total: 100 %	

- E** The **Total Grade Display Settings** allows you to hide or show total grades from students.
- F** **Grading Scale for Total Grade** allows you to assign a grading scale for the total course grade. The default is a conventional A, B, C, etc. Add, remove, and adjust the sliders to set your grading scale.
- G** Double-click the labels on the grading scale to change the grade notation that students see.
- H** Click on **Save** when you are finished.

Total Grade Display Settings

Show total grades to students **E**
 Hide total grades to students

Grading Scale for Total Grade

* Note that this scale is only for the total course grade. It does not apply to individual assignments (quizzes, tests, etc.).

Do not show letter grades on the instructor or student gradebook.
 Show letter grades on instructor gradebook only.
 Show letter grades on both instructor and student gradebooks. **G**

Using this Tool:
 To change the grading scale, drag the green triangles to the desired percentages.
 To create a new grading category, drag an end triangle toward the middle.
 You can change the letter of a grade category by clicking on it and typing a new letter. **F**

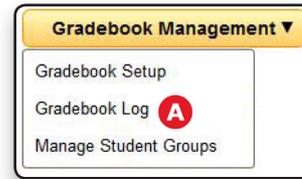
Key: The blue bars show the distribution of total grade percentages at this time.

H **Save** or **Cancel**

Gradebook Log

The Gradebook Log is a record of any adjustments made to student scores in the Gradebook. Adjustments can be made by anyone with editing privileges for that course's Gradebook.

- A** To access the Gradebook Log, click **Gradebook Management** and select **Gradebook Log**.



- B** Enter the date range for the adjustments you would like to see.
- C** The chart will display the assignment name, previous and adjusted scores, date they were adjusted, and the person who made the adjustment.
- D** To see details on the adjustments, click on the assignment name.

The Gradebook Log lists adjustments made to the students' scores by instructors with access to this course. Click on the assignment link to view details about the adjustment.

Date Range Selection:

From Date: Month: Apr, Day: 19, Year: 2011
To Date: Month: May, Day: 19, Year: 2014

B Apply

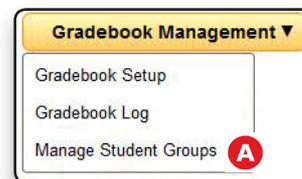
<< 1 - 4 of 4 log entries >>

Student Name	Assignment	Previous Score	Adjusted Score	Date and Time	Adjusted by Instructor
Brennan, Chloe	D 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

Student Groups

Create student groups to monitor a set of students, such as at-risk students or transfer students. You can then filter the Gradebook and reports by the Student Groups you have created.

- A** To access student groups, click **Gradebook Management** and select **Manage Student Groups**.



- B** Click on **Add Student Group** to create a group. From there you can select the students that you want to include. For example, you may want to create a group for students who need extra attention.
- C** To edit a group, click on **edit student group**, or use the **Actions** menu.
- D** To view students in a group, click on **view**, or use the **Actions** menu.
- E** Use the **Actions** menu to delete a group from the list, or perform other actions.

B Add Student Group

At Risk [edit student group](#) **C** Action

5 students [view](#) **D**

Group 1 [edit student group](#) **E** Action

3 students [view](#)

Section 5: Reports

Time Tracker Report

The Time Tracker report monitors the time students spend in the system on a daily, weekly, and monthly basis. Use this report to ensure students are logging in regularly. You can also compare time logged with grades to ensure students are making progress while logged in. This report can be downloaded.

To access the Time Tracker report, open the Gradebook and click on the **Time Tracker** link.

- A** The Time Tracker report will show data based on the date range selected. You can adjust this date range to be between 1 and 20 weeks.
- B** You can view data for a Student Group by selecting it from the filter drop-down menu.

Report from 06/04/2015 to 06/10/2015 [\(Change Date Range\)](#) **A**

B Group Filter: All Students ▾

Number of Students: 12 **Logged-in Students:** 0

E [Send Message to Selected Students ?](#)

All	Name (Login Student Id)	Total Time in this Course (hrs) ?	Last Login	Total Time (for date range) ?	D Time Log						
					Thu 06/04	Fri 06/05	Sat 06/06	Sun 06/07	Mon 06/08	Tue 06/09	Wed 06/10
1	Cardenas, Paul F	65h 39m	05/11/2015	10h 37m	-	-	2h 16m	8h 21m	0m	-	-
2	Casabar, Fiona	36h 03m	04/08/2015	8h 07m	-	1h 34m	-	-	1h 32m	22m	4h 38m
3	Habibi, Fernando	59h 15m	04/17/2015	3h 25m	-	-	2h 12m	1h 13m	-	-	-
4	Hernandez, Sara	26h 54m	04/15/2015	5h 02m	3h 02m	-	1h 48m	-	13m	-	-
5	Martin, Steve	40h 38m	05/11/2015	2h 48m	25m	4m	2h 19m	-	-	-	-

- C** The first four columns of the Time Tracker display basic information such as student names, and their total time logged in the course.
- D** The data under **Time Log** displays how much time each student has logged on a daily basis for the selected date range.
- E** You can send messages to students directly from the Time Tracker. To quickly select several students listed in a row, click on the number next to the first student you want to message, hold down the Shift key, then click on the number of the last student that you want to message.
- F** Click on a student's name to see the time logged for just that student.

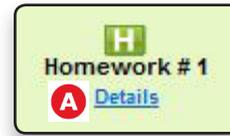
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x	÷

User Tip: To sort any of the columns in the report, click on the hyperlinked column header. If you want to share this data without compromising student privacy, click on **Login/Student ID** in the Name column to hide student names.

Item Analysis Report

The Item Analysis Report shows the success rate of each item in an assignment. You can also view the assignment results of a particular student. Use this report to understand and analyze assignment results.

- A** To access the Item Analysis report, open the Gradebook and click on **Details** in the column header of the assignment you want to focus on. Then click on **Item Analysis**.
- B** The second column in the report identifies the content source for the assignment and which problem set the item was pulled from.
- C** Click **Preview** to see an algorithmically-generated sample problem.
- D** The last two columns measure the success rate of each item and the average time it took students to complete the item.



Question	Online Problem		Success Rate	Average Time	
1	1.1 Section Exercise 17 - 20	B	Preview	75.0%	D 1m 28s
2	1.1 Section Exercise 25 - 36		Preview	100.0%	2m 25s
3	1.2 Section Exercise 5 - 10		C Preview	100.0%	2m 19s
4	1.2 Section Exercise 15 - 24		Preview	100.0%	52s
5	1.2 Section Exercise 33 - 38		Preview	100.0%	1m 16s

Item Analysis for a Student

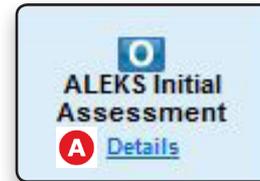
To see the assignment analysis for a particular student, first open the student's Gradebook by selecting his or her name from the class Gradebook. Then, select **Details** from the column header of the assignment.

- A** Select which attempt you want to review the results for (if applicable).
- B** Select an item's number to view the results for that item.
- C** You can view the exact problem the student got on the assignment, the time it took to complete it, and the student's answer.
- D** Click on **Edit** to adjust the score of a particular item, and add a personal note to the student.

ALEKS Initial Assessment Pie Report

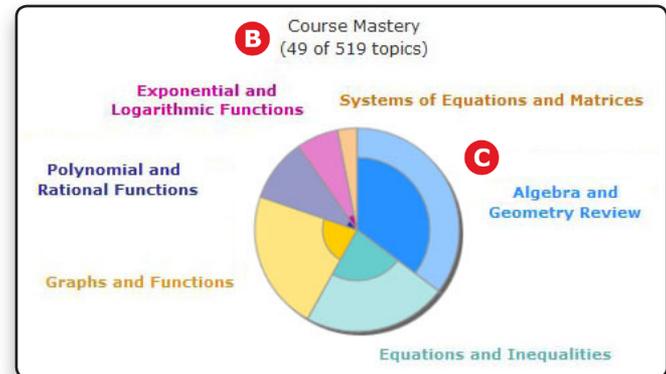
The ALEKS Initial Assessment Pie Report identifies which topics your students have mastered and not mastered in your course. Use this report to inform your teaching and to determine student preparedness.

- A** To access the ALEKS Report, open the Gradebook and click on **Details** in the column header of the ALEKS Initial Assessment assignment. Then click on **ALEKS Pie Chart**.



- B** The Course Mastery above the pie chart indicates the number of topics your students have mastered (i.e. know how to do) based on their Initial Assessments.

- C** Each pie slice represents an area of the course. The dark portion of the slice shows how much of that course area students have mastered while the lighter portion indicates what is not mastered.



- D** Scroll down to see a breakdown of the topics in each course area, and what percentage of your students have mastered each topic. This will give you a general sense of where your students are strong, and where they need to spend more time.

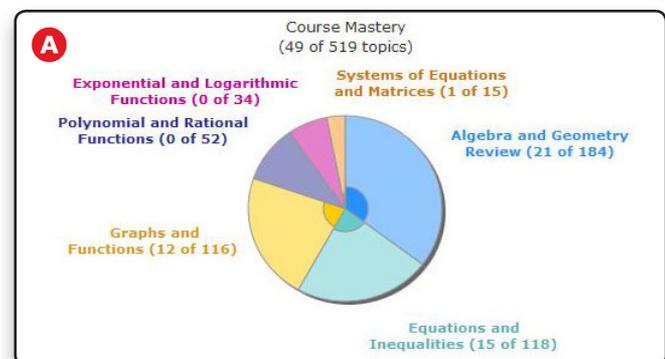
D

Algebra and Geometry Review		
Real Numbers and Algebraic Expressions		
•	Ordering integers	(100%)
•	Identifying numbers as integers or non-integers	(0%)
•	Identifying numbers as rational or irrational	(0%)
•	Signed fraction addition or subtraction: Basic	(33%)
•	Signed fraction subtraction involving double negation	(0%)
•	Signed fraction multiplication: Basic	(33%)
•	Signed fraction division	(0%)

ALEKS Initial Assessment Report for a Student

To see a student's Initial Assessment results, open the student's Gradebook by selecting his or her name from the class Gradebook. Then, select **Details** from the column header of the Initial Assessment.

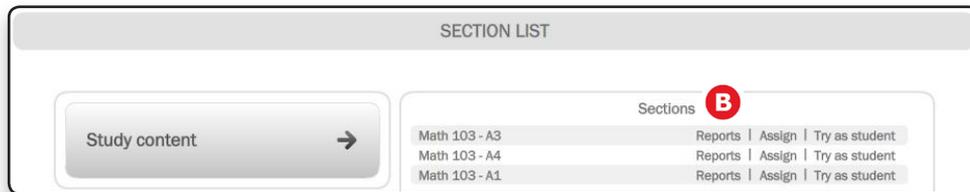
- A** The Pie Chart will show how much your student has mastered in each course area. Scroll down to see a list of the topics your student has mastered in each course area.



SmartBook Reports

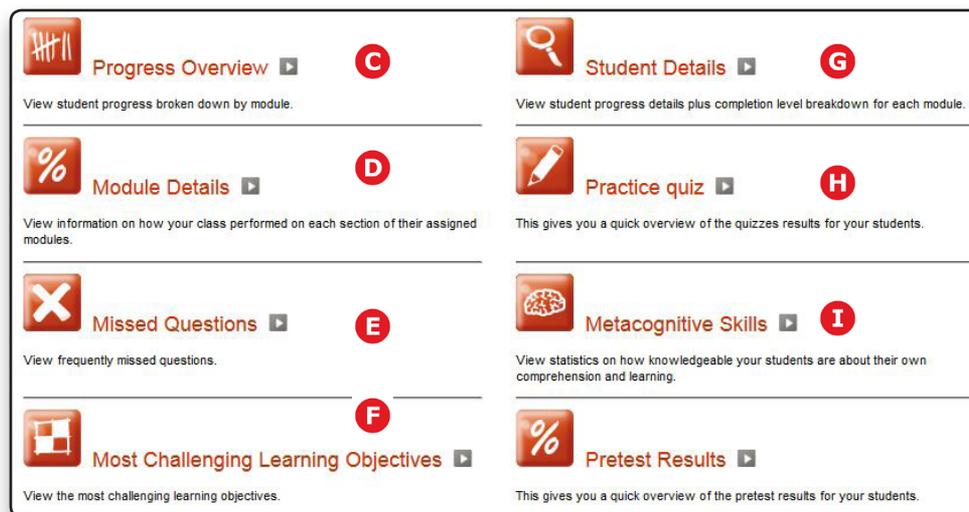
The SmartBook Reports track learning and success rates. Use these reports to see how well your students are mastering the material, how they study, and what content they struggle with.

- A** To access the SmartBook reports, click on **Launch SmartBook** from the Additional Assignments section of the Home page.
- B** Choose which course you want to see data for and click on **Reports**.



There are seven SmartBook reports that track various types of data:

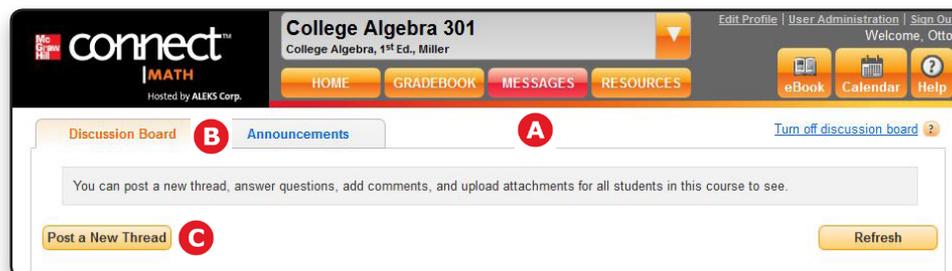
- C** **Progress Overview:** View student progress for each assigned module.
- D** **Module Details:** Find out how your class is performing as a whole for each section in the assigned modules.
- E** **Missed Questions:** See which questions are most frequently missed by students for each module.
- F** **Most Challenging Learning Objectives:** View the top five most challenging learning objectives for each module for your course.
- G** **Student Details:** View student progress details plus completion level breakdown for each assigned module.
- H** **Practice Quiz:** This gives you a quick overview of the quiz results.
- I** **Metacognitive Skills:** View statistics on how knowledgeable your students are about their own comprehension and learning.



Section 6: Additional Features

Messages

- A** To post announcements or discussion starters for students, choose **Messages** from the menu.
- B** You will then see two tabs: Discussion Board and Announcements.
- C** Select which message you want to create and then click on **Post New**.

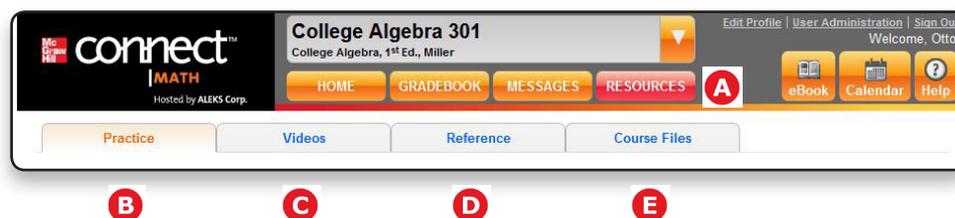


- D** Type your message in the box and add an attachment if you want.
- E** Click **Post** to share the message with your students. You can go back and edit your posts at anytime.



Resources

- A** Choose **Resources** from the main menu. You will see four tabs:
- B** **Practice** contains exercises from the course textbook with learning aids. These are always available for students regardless if they are assigned.
- C** **Videos** holds the chapter-specific multimedia resources. These are also always accessible to students.
- D** **Reference** information includes instructor resources such as TestGen, PowerPoints, and text-specific resources, as well as various student resources.
- E** **Course Files** houses any materials you choose to upload and share with students: worksheets, formula sheets, class notes, syllabi, and the like.

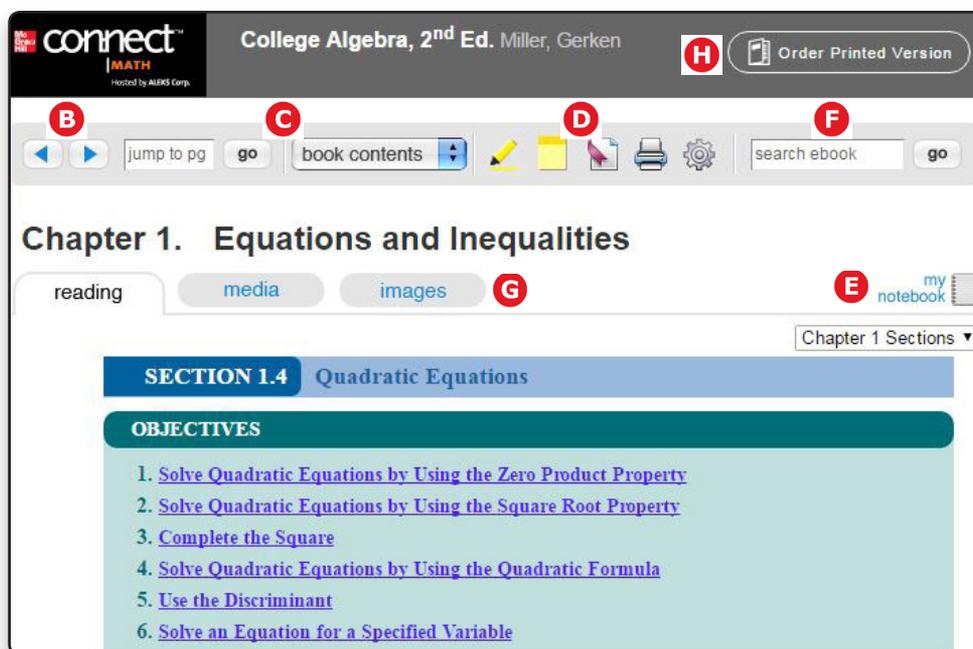


eBook Access

- A** Choose **eBook** from the menu to open the online, interactive version of your textbook. If students prefer to also have a hard copy, they can purchase a loose-leaf version of the eBook for a significant discount.



- B** There are several ways to navigate the eBook. The **blue arrows** allow you jump from section to section
- C** You can also use the **jump to pg** box or the **book contents** menu to go to a specific page or chapter.
- D** Personalize the eBook by highlighting text, bookmarking pages, adding notes, and printing pages.
- E** Track all of your personalizations by clicking on **my notebook**.
- F** Use the **search ebook** field to search the entire textbook for a particular word or phrase.
- G** To see an eBook's images and media, click the corresponding tabs. The default tab is reading, which provides access to the text.
- H** Students will see the Order Printed Version button, where they can purchase a loose-leaf copy of the eBook at a significant discount directly from the McGraw-Hill online store.



User Tip: Students will have the same features and functions of the eBook that are outlined here. At the beginning of the term, set aside a few minutes to give a quick tutorial on how to navigate and personalize the eBook.

Frequently Asked Questions (FAQs) for Enhanced Experience

Q: Is Flash still required for the Enhanced Experience courses?

Flash may be needed for some video content in the enhanced experience courses. The video Assignment Introduction pages informs students that The Flash plugin may be required for some video content and includes the Check your setup link where students can go to download Flash.

Q: Can an instructor copy an existing CHBA course to be used with Enhanced Experience content or vice versa (copy an Enhanced Experience course to be used with CHBA content)?

No. Allowing an instructor to copy an existing CHBA course (e.g. Miller College Algebra) into the new enhanced experience version of the same course is not possible. Instructors will not be able to re-use their existing CHBA course design with new enhanced experience.

Q: Can CHBA courses be a “hybrid” and contain CHBA content and Enhanced Experience content?

No.

Q: Can an instructor copy an Enhanced Experience assignment into their CHBA course or vice versa (copy CHBA assignment into their Enhanced Experience course)?

No. Instructors and administrators cannot mix Enhanced Experience or CHBA assignments in their courses.

Q: Can a student move their access from the CHBA version of a title to the Enhanced Experience version of the exact same title?

Yes. Access codes and licenses work in both the Enhanced version and CHBA version of the same title. Students can move between an enhanced course and a CHBA course of the same title using the same title.

