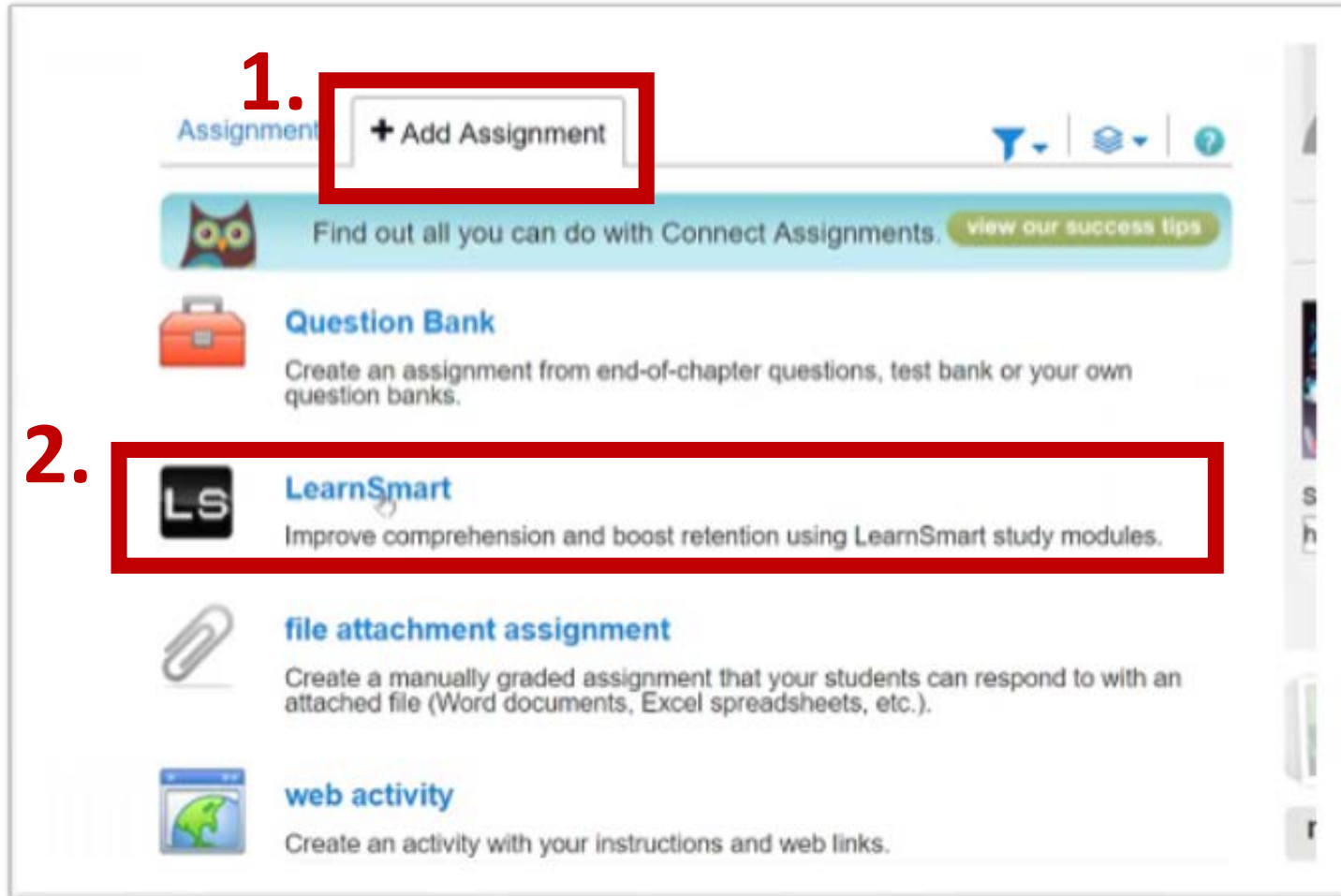


Creating a LearnSmart (SmartBook) Assignment in Connect



The screenshot shows the 'Assignments' section of the Connect interface. At the top, there is a '+ Add Assignment' button, which is highlighted with a red box and labeled '1.'. Below this is a banner for 'Connect Assignments' with a 'view our success tips' link. The main content area lists several assignment types: 'Question Bank', 'LearnSmart', 'file attachment assignment', and 'web activity'. The 'LearnSmart' option is highlighted with a red box and labeled '2.'. The 'LearnSmart' option includes an 'LS' icon and the text 'Improve comprehension and boost retention using LearnSmart study modules.'

1. On your section home page locate and select the “+ Add Assignment” Tab
2. Select the LearnSmart Link

assignments

my assignments

LearnSmart



Help your students improve comprehension and boost retention by assigning LearnSmart study modules. [Learn more](#)

study module

Chapter 1. Introduction to Medical Assisting

assign

Chapter 2. Healthcare and the Healthcare Team

assign

Chapter 3. Professionalism and Success

assign

Chapter 4. Interpersonal Communication

assign

Chapter 5. Legal and Ethical Issues

assign

Chapter 6. Infection Control Fundamentals

assign

Chapter 7. Safety and Patient Reception

assign

Chapter 8. Office Equipment and Supplies

assign

Chapter 9. Examination and Treatment Areas

assign

Chapter 10. Written and Electronic Communication

assign

Locate the desired chapter to assign and select "Assign"

LS Chapter 14. Telephone Techniques

adjust depth of coverage for this assignment

less contact more contact

2.



average time required:
53 min

Learning items covered: 71

Time spent reading or studying
extra material is not included.

Topic

Include topic *

Key Terms



Introduction



Telecommunications Equipment



Effective Telephone Communication



1.

Procedure 14-2 Renewing a Prescription by Telephone



Procedure 14-3 Screening and Routing Telephone Calls



Procedure 14-4 Handling Emergency Calls



Procedure 14-5 Retrieving Messages from an Answering Service or System



3.



Set score

This assignment is worth **: 100 points

* At least one topic needs to be included in this study module.

** required field

4.



cancel


save & exit

next: assign

1. Select desired topics to be included by leaving the defaulted check box selected or remove by unselecting the checkbox.
2. Use the slider at the top of the screen to adjust time spent on the materials. As the slide is moved the time in the left box will also adjust.
3. Score will default to 100, adjust if desired.
4. Click “next: assign” to continue to next step.

share assignment with:

my sections

 **Pima Master**
Booth, Medical Assisting, 6e - Prebuilt Instructor Course

Booth, Medical Assisting, 6e - Prebuilt Instructor Course
 New section (current section)

You can share assignments with any Connect instructor who uses *Medical Assisting, 6th edition* (Booth). You can only share product-specific assignments with instructors whose courses contain those products.

my colleagues [add colleagues](#) [select all](#) [clear all](#)

availability * required

available: 09/18/2018 : : am PST
due: * : : am PST

← previous: **set up assignment** **save & exit** **assign**

1. 

2.

1. Complete assignment availability dates.
2. Click “assign” to complete set up.

The screenshot shows the top navigation bar with a home icon (house symbol) on the left, followed by 'Library' and 'Performance' menus. On the right, it says 'My courses | Switch sections'. Below the navigation bar, the 'library' section is visible. On the left side of the library, there is a 'show library menu' button and a list of options: 'assignments' (highlighted with an orange arrow), 'my assignments', and 'LearnSmart'. The main content area features a 'LearnSmart study modules' section with a description: 'Help your students improve comprehension and boost retention by assigning LearnSmart study modules. [Learn more](#)'. Below this, there is a table of study modules:

study module	assign
Chapter 1. Introduction to Medical Assisting	assign
Chapter 2. Healthcare and the Healthcare Team	assign
Chapter 3. Professionalism and Success	assign
Chapter 4. Interpersonal Communication	assign

Red arrows point to the home icon in the top navigation bar and the 'assign' button for Chapter 1.

Click on the “home” icon to return to your course section OR select another chapter to assign by selecting “assign.”

New section

Library Performance

My courses | Switch sections

section overview

Instructor view Student view

no messages to show

no assignments to grade

Assignments + Add Assignment

Title	Shared	Info	Start due	Show/hide
LS Chapter 14. Telephone Techniques			00/18/18-09/29/18	

Section info

Instructor Pima Master
Add your photo, email address, office hours

Sections and colleagues

eBook Medical Assisting
Kathryn Booth, 6e

LearnSmart Chapter is now complete and located in the section homepage.

Creating Folders in Connect

1. Click on the “paper stack” icon, then the folder labeled “group”, and “add”
2. Name folder (description optional)
3. Click “Save.”

The screenshot displays the Connect interface. In the 'Assignments' section, a menu is open with the 'Group' option highlighted. A red arrow labeled '1.' points to this option. To the right, the 'add group' dialog box is shown, with a red arrow labeled '2.' pointing to the 'group name' field, which contains the text 'Week 1'. Below the dialog box, a red arrow labeled '3.' points to the 'save' button, which is highlighted with a red square.

Assignments [+ Add Assignment](#)

Title	Shared	Info	Start-due	Show/hide
Drop an assignment here to remove from a group				
Chapter 14. Telephone Techniques			09/18/18-09/29/18	
Chapter 14. Telephone T...				
Week 1				

Pima Master
Add your photo, email address, office hours

[Sections and colleagues](#)

eBook
Medical Assisting
Kathryn Booth, Se

Section web address:
<http://connect.mheducation.com/class/p-ma>

[Upload syllabus](#)

Click and drag the desired content into the folder of choice.



Assignments [+ Add Assignment](#)

Title	Shared	Info	Start-due	Show/hide
There are no ungrouped assignments.				
Week 1				
Chapter 14. Telephone Techniques			9/18/2018-9/29/2018	

Pima Master
Add your photo, email address, office hours

[Sections and colleagues](#)

eBook
Medical Assisting
Kathryn Booth, Se

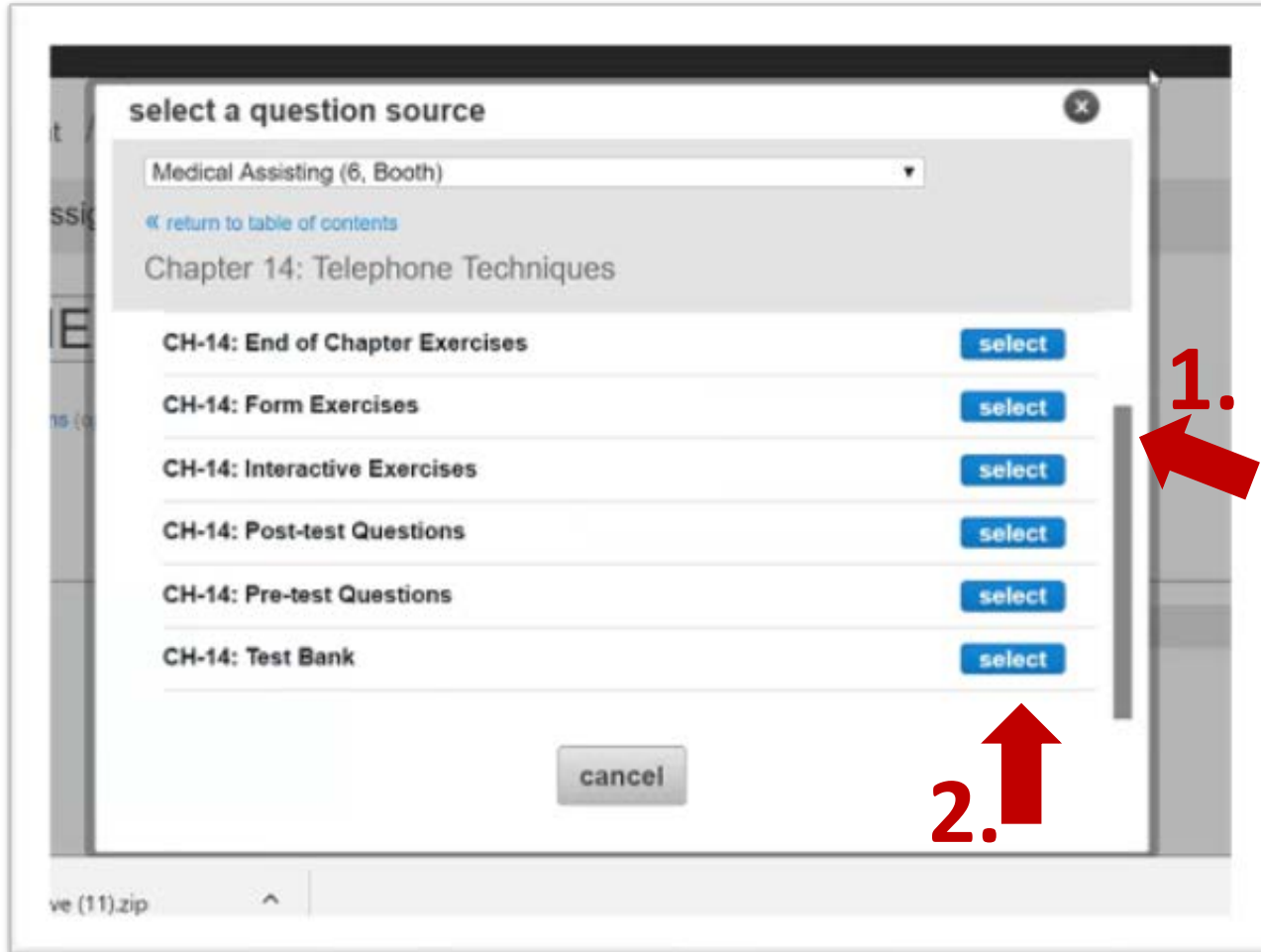
Section web address:
<http://connect.mheducation.com/class/p-ma>

[Upload syllabus](#)

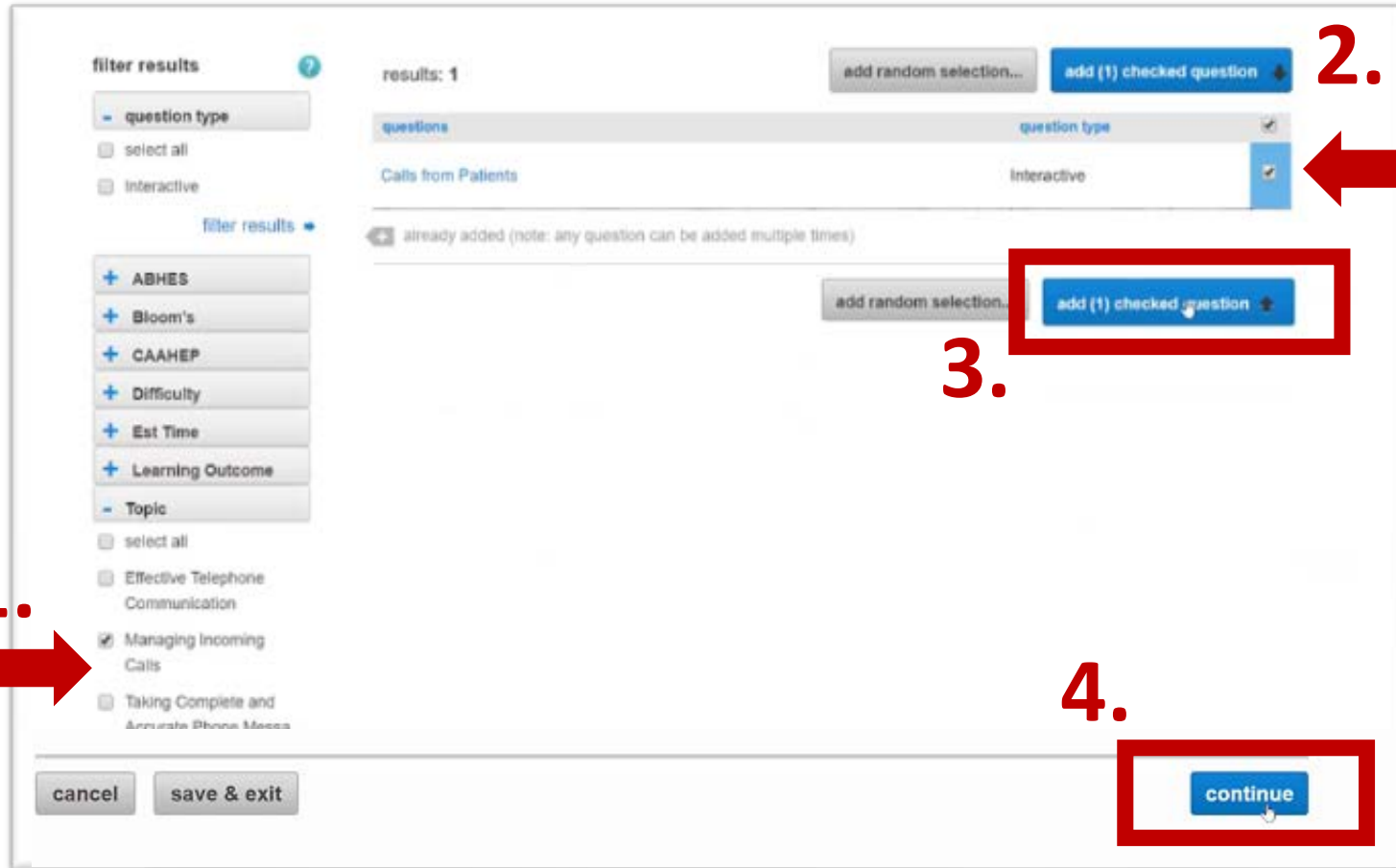
Creating an assignment in Connect

The screenshot displays the 'Assignments' section of a course page. At the top, there is a '+ Add Assignment' button, which is highlighted with a red box and labeled '1.'. Below this, a blue banner contains the text 'Find out all you can do with Connect Assignments. view our success tips'. Underneath the banner, the 'Question Bank' option is highlighted with a red box and labeled '2.'. Other options visible include 'LearnSmart', 'file attachment assignment', and 'web activity'. The right sidebar shows the instructor's name 'Pima Master' and a list of course resources, including an eBook 'Medical Assisting' and a 'Click here to launch MH Practice' button.

1. On your section home page locate and select the “+ Add Assignment” Tab.
2. Select “Question Bank.”




1. Review the selection of options by scrolling up and down the menu. NOTE: Typically in this window the user needs to scroll up to review all options.
2. When the desired assignment type is chosen click "Select"



This screen provides multiple filters to assist in selecting assignment topics.

1. Select filter category(ies) on the left.
2. Using the 'Topic' category as an example, select question topics by selecting the check box to the left of the topic.
3. Click "add checked questions."
4. "Continue" when complete.

edit assignment / set policies / review & assign

1. name your assignment: 

Ch. 14 Interactive Assignment

set the start and due dates:

start: once it's assigned on this date: PST

due: PST

select the assignment category:

homework practice quiz exam

save & exit delete assignment **review & assign**

1. Name Assignment by typing in desired title.
2. Set due dates.
3. Select Assignment Category by clicking on the desired category icon. (these will transfer to your BlackBoard gradebook.)
4. Click "Review & Assign."

Ch. 14 Interactive Assignment

[Enter student instructions](#) (optional)

review and assign

my sections

[preview assignment - student view](#) 



Pima Master

Booth, Medical Assisting, 6e -
Prebuilt Instructor Course

- Booth, Medical Assisting, 6e - Prebuilt Instructor Course
- New section (current section)

my colleagues

[add colleagues](#) / [select all](#) / [clear all](#)

▶ [attach files](#) 

▶ [review policies](#) [edit](#)

my colleagues

[add colleagues](#) / [select all](#) / [clear all](#)

▶ [attach files](#) 

▶ [review policies](#) [edit](#)

▶ [review questions](#) [edit](#)

[Save & Exit](#)

[Delete Assignment](#)

[Assign](#)

Review details and click “Assign.”

Assignments [+ Add Assignment](#)

Title	Shared	Info	Start-due	Show/hide
Drop an assignment here to remove from a group				
Ch. 14 Interactive Assignment			9/19/2018-9/29/2018	
▼ Week 1				
Chapter 14, Telephone Techniques			9/18/2018-9/29/2018	

Pima Master
Add your photo, email address, office hours

Sections and colleagues

eBook
Medical Assisting
Kathryn Booth, Ed

Section web address:
<http://connect.mheducation.com/class/p-ma>

Upload syllabus

Click here to launch MH Practice

Assignment will be placed in the section homepage. Click, drag and drop into a desired folder if desired.



Assignments [+ Add Assignment](#)

Title	Shared	Info	Start-due	Show/hide
There are no ungrouped assignments.				
▼ Week 1				
Chapter 14, Telephone Techniques			9/18/2018-9/29/2018	
Ch. 14 Interactive Assignment			9/19/2018-9/29/2018	

Pima Master
Add your photo, email address, office hours

Sections and colleagues

eBook
Medical Assisting
Kathryn Booth, Ed

Section web address:
<http://connect.mheducation.com/class/p-ma>

Upload syllabus

Click here to launch MH Practice
launch the game

my course resources