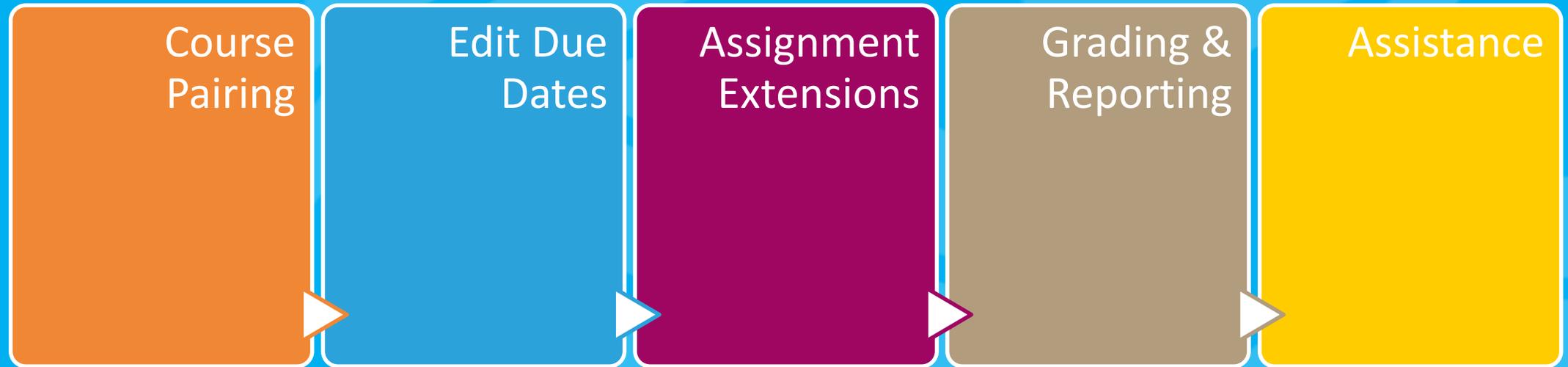


Connect Resources





Pairing your Connect Course



1

Within the University LMS (Classroom): Click on any Learning Activity or Assignment labeled **Connect**.

Note: The learning activity or assignment name in the course you are teaching may differ from the image. (Make sure you are using your UOPX faculty e-mail if prompted for an e-mail address.)

Learning Activities

Required

-  Learn: Connect LearnSmart, Ch. 1
-  Learn: Connect LearnSmart, Ch. 2
-  Learn: Ch. 1 Narrated PowerPoint Presentation
-  Learn: Ch. 2 Narrated PowerPoint Presentation
-  Learn: Accounting Foundations Video
-  Learn: Excel 2007: Introduction to Formulas and Functions Video
-  Practice: Week 1 Discussion Question 1
-  Practice: Week 1 Discussion Question 2



2

Depending on how the learning activity or assignment was built into the course:

- Click **Simulation** to the right of the Instructions tab (tab names may vary). Then click **External Content Launch**.
- Click **Learn: Connect Access** in the resources section.



Self-Assessment: What are my Core Values?

Instructions

Simulation

Please use the following link to launch the content: **External Content Launch**

REQUIRED

Reading/Scenario/Case Study

Learn: Connect LearnSmart

Complete the following LearnSmart activities in Connect.

- Ch. 1, An Introduction to Business Statistics and Analytics

Student Materials

Learn: Connect Access

3

Select A section in an existing Connect course under pair with:

Note: Do NOT choose 'A section in a new Connect Course'. This will create a blank template in Connect, and you will not have access to the assignments and activities referenced in the course.



Hi, Instructor

Pair your course with Connect

50117669

pair with  :

 A section in a **new** Connect course

A section in an **existing** Connect course



4

Select a course block that matches the course you are currently teaching

Note: Your options will vary depending on how many Connect courses you are teaching or have taught.

SELECT ONE:

BUSINESS STATISTICS **Course Blocks**

LearnSmart LearnSmart

The screenshot shows a selection interface for 'BUSINESS STATISTICS' course blocks. At the top, it says 'SELECT ONE:'. Below that, the course title 'BUSINESS STATISTICS' is displayed in bold black text, followed by 'Course Blocks' in red text. There are three 'LearnSmart' course blocks arranged in a grid. Each block features a book cover on the left and the course ID 'ABC123' on the right. The top-left 'ABC123' is highlighted with a yellow background. Three red arrows originate from the 'Course Blocks' text and point to each of the three course blocks.

LearnSmart

LearnSmart

LearnSmart

5

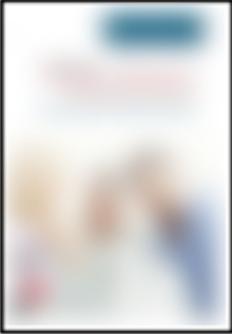
Find a course section within the block that doesn't say 'already paired' in parenthesis

Note: The radio button will not be available to click on.

If all course sections are showing **already paired**, click **Cancel** to go back to the course blocks page and select a different block. Repeat until you find an available section.



Select a section of this course x



Course
ABC123

Textbook
Your Textbook Name
LearnSmart

i Learn how to share assignments, copy sections and manage your Connect courses.

ABC123 r1 (**already paired**)

ABC123 May 2016 (**already paired**)

CANCEL **SAVE**

6

Once you find a section that's not already paired, select the radio button and click **Save**.

Select a section of this course



Course

ABC123

Textbook

Your Textbook Name

LearnSmart

i Learn how to share assignments, copy sections and manage your Connect courses.

ABC123 r1

ABC123 r1 (already paired)

ABC123 May 2017 (already paired)

CANCEL

SAVE



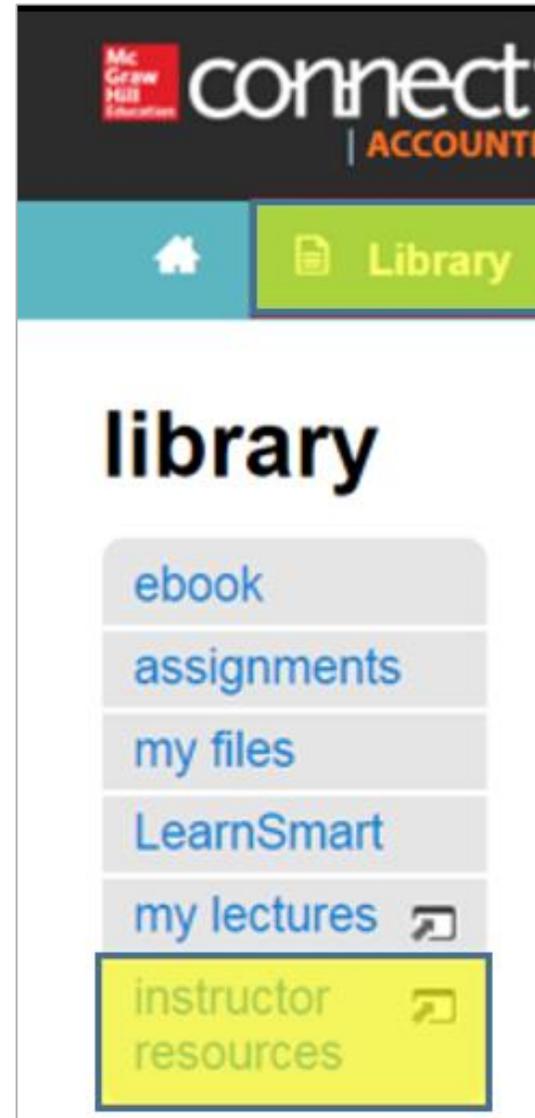
7

Your course is now paired. Click [go to section home page](#) to access the Connect home page for your course.

The screenshot shows the McGraw-Hill Connect & Campus interface. At the top, the logo reads "connect & campus". Below the logo is a navigation bar with "my courses" highlighted. The main heading is "pair your course with Connect". A green banner below the heading says "you're done!". In the center, there is a diagram showing two boxes connected by arrows. The left box is labeled "McGraw-Hill Campus" with "COURSE ID" below it and a link "return to McGraw-Hill Campus". The right box is labeled "Connect" with "COURSE ID Course Month/Year (COURSE ID)" and "LearnSmart" below it. Between the boxes is a yellow padlock icon with the word "paired" underneath it. A yellow button at the bottom right of the diagram says "go to section home page".

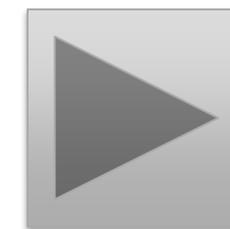
8

Click **library** then **instructor resources** to access any resources available for your textbook.





Editing Due Dates

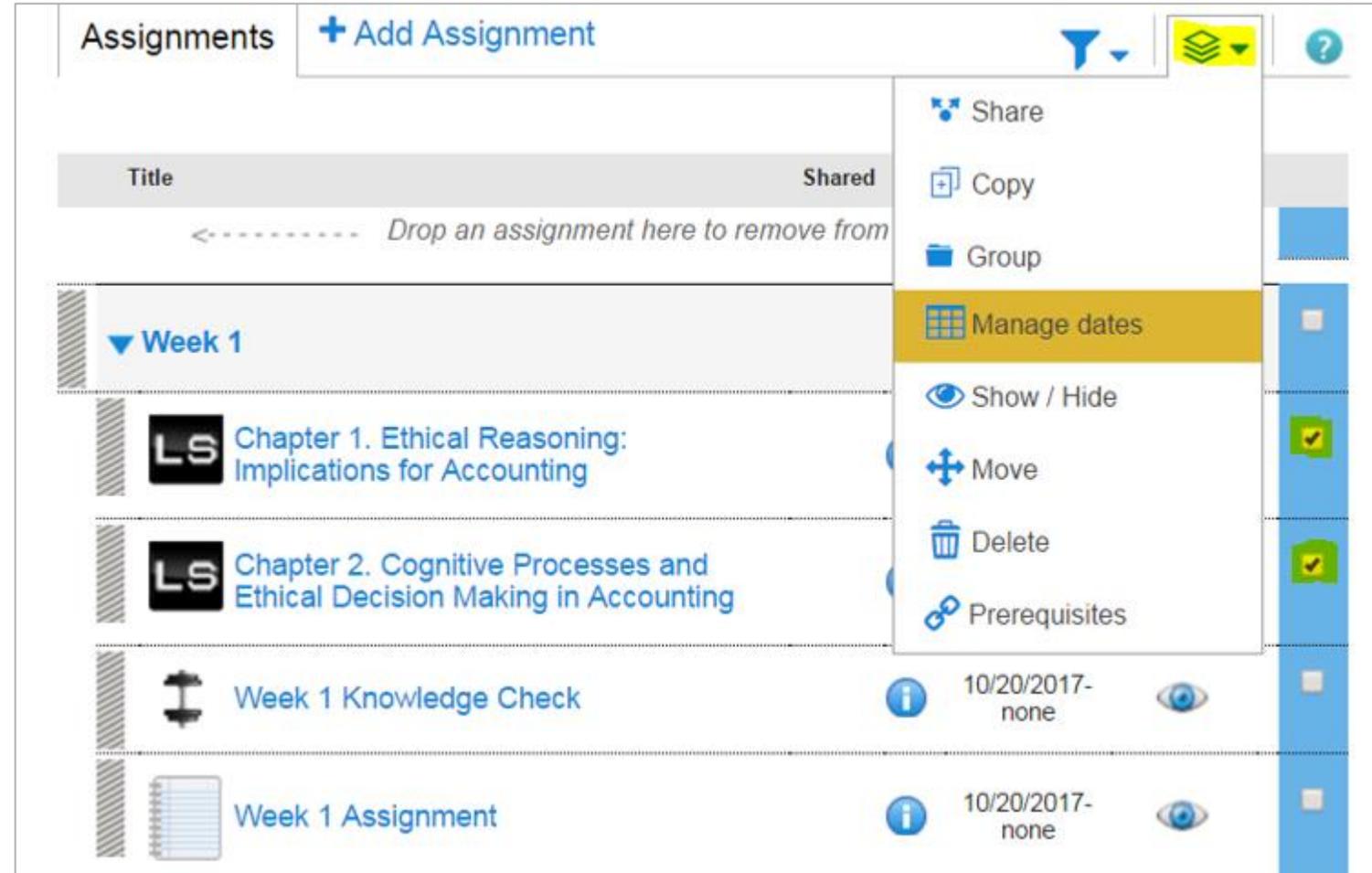


Watch Online

1

Select the **check boxes** next to the assignment(s) from your section home.

Select **Manage dates** from the options menu.



The screenshot shows an LMS interface for managing assignments. At the top, there is a header with 'Assignments' and '+ Add Assignment'. Below this is a table with columns for 'Title' and 'Shared'. A context menu is open over the 'Manage dates' option, which is highlighted in yellow. The menu items include: Share, Copy, Group, Manage dates, Show / Hide, Move, Delete, and Prerequisites. The table lists several assignments, including 'Chapter 1. Ethical Reasoning: Implications for Accounting', 'Chapter 2. Cognitive Processes and Ethical Decision Making in Accounting', 'Week 1 Knowledge Check', and 'Week 1 Assignment'. Each row has a 'Shared' column with a date range and a visibility icon. A vertical toolbar on the right side of the table contains icons for 'Share', 'Copy', 'Group', 'Manage dates', 'Show / Hide', 'Move', 'Delete', and 'Prerequisites'. A large 'X' icon is visible in the top right corner of the overall image.

Title	Shared
<i>Drop an assignment here to remove from</i>	
▼ Week 1	
Chapter 1. Ethical Reasoning: Implications for Accounting	<input checked="" type="checkbox"/>
Chapter 2. Cognitive Processes and Ethical Decision Making in Accounting	<input checked="" type="checkbox"/>
Week 1 Knowledge Check	<input type="checkbox"/> 10/20/2017- none
Week 1 Assignment	<input type="checkbox"/> 10/20/2017- none

2

All selected assignments can be changed simultaneously using the **in bulk** option.

Click **save** to apply your changes.

« home

manage dates and extensions

▶ selected assignments

dates manage: in bulk individually

change dates / [shift dates](#)

Set a common start and due date for the selected assignments.

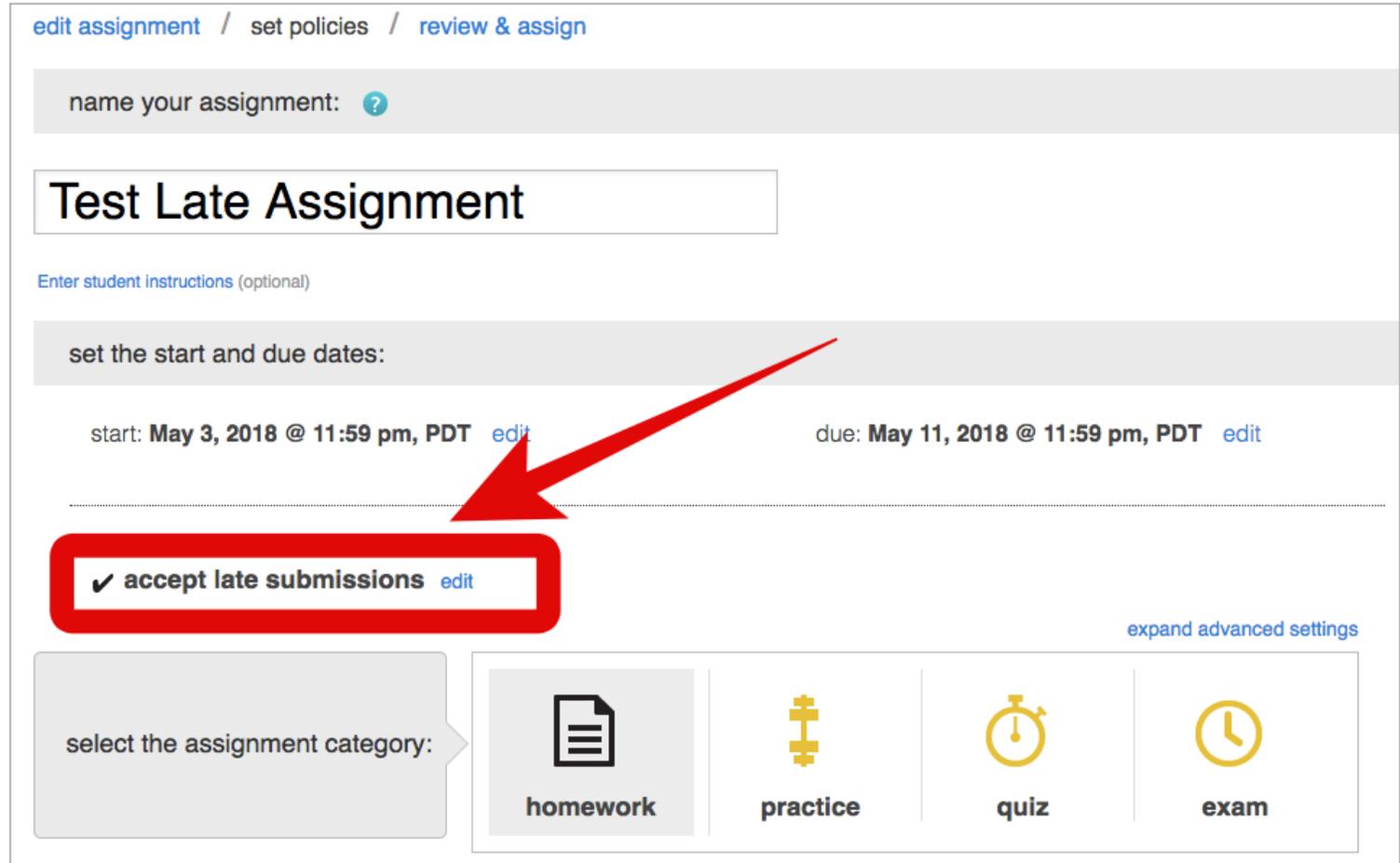
start: US/Arizona

due: US/Arizona

3

Only after the assignment has a due date will the option to **accept late submissions** appear.

Click **save** to apply your changes.



edit assignment / set policies / review & assign

name your assignment: ?

Test Late Assignment

Enter student instructions (optional)

set the start and due dates:

start: **May 3, 2018 @ 11:59 pm, PDT** edit

due: **May 11, 2018 @ 11:59 pm, PDT** edit

accept late submissions edit

expand advanced settings

select the assignment category:

- homework
- practice
- quiz
- exam

4

Click **shift dates** to push back the start and due dates by a number of days, weeks or months.

Click **save** to apply your changes.

« home

manage dates and extensions

▶ selected assignments

dates manage: in bulk individually

[change dates](#) / **shift dates**

Push back the selected assignments' start and due dates by a number of days, weeks, or months.

Shift start and due dates by:

days 

- weeks
- months

5

Use the **individually** option to set individual dates/times for each assignment separately.

Click **save** to apply your changes.



« home

manage dates and extensions

Add, view, and edit extensions for individual assignments. manage: in bulk individually

INACTIVE assignments	start	due	policies	extensions
Chapter 1. Ethical Reasoning: Implications for Accounting	<input type="text" value="mm/dd/yyyy"/>  <input type="text" value="12:00a"/>	<input type="text" value="12/31/2018"/>  <input type="text" value="11:59p"/>		
Chapter 2. Cognitive Processes and Ethical Decision Making in Accounting	<input type="text" value="mm/dd/yyyy"/>  <input type="text" value="12:00a"/>	<input type="text" value="12/31/2018"/>  <input type="text" value="11:59p"/>		



Assignment Extensions

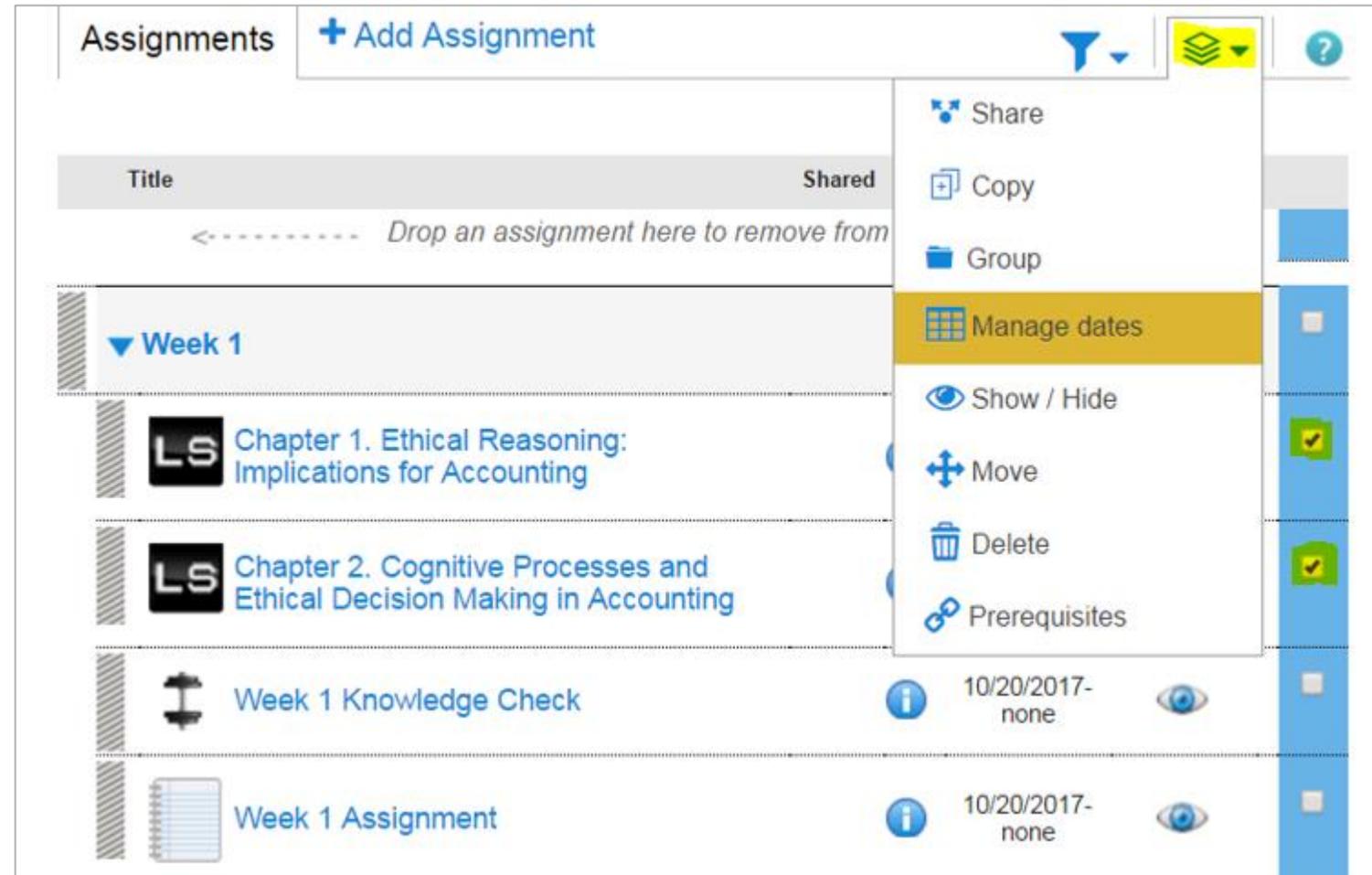


Watch Online

1

Select the **check boxes** next to the assignment(s) from your section home.

Select **Manage dates** from the options menu.



The screenshot shows an LMS interface for managing assignments. At the top, there is a header with 'Assignments' and '+ Add Assignment'. Below this is a table with columns for 'Title' and 'Shared'. A context menu is open over the 'Manage dates' option, which is highlighted in yellow. The menu items include: Share, Copy, Group, Manage dates, Show / Hide, Move, Delete, and Prerequisites. The table lists several assignments, including 'Chapter 1. Ethical Reasoning: Implications for Accounting', 'Chapter 2. Cognitive Processes and Ethical Decision Making in Accounting', 'Week 1 Knowledge Check', and 'Week 1 Assignment'. Each row has a 'Shared' column with a date range and a visibility icon. A vertical toolbar on the right side of the table contains icons for 'Share', 'Copy', 'Group', 'Manage dates', 'Show / Hide', 'Move', 'Delete', and 'Prerequisites'. A green checkmark is visible next to the 'Show / Hide' icon in the toolbar.

Title	Shared
←----- Drop an assignment here to remove from	
▼ Week 1	
Chapter 1. Ethical Reasoning: Implications for Accounting	<input checked="" type="checkbox"/>
Chapter 2. Cognitive Processes and Ethical Decision Making in Accounting	<input checked="" type="checkbox"/>
Week 1 Knowledge Check	<input type="checkbox"/> 10/20/2017- none
Week 1 Assignment	<input type="checkbox"/> 10/20/2017- none

2

Select the student(s) whose extensions you want to add or edit from the **extensions** tab.

Click **edit** next to each category you want to edit and enter the new information.

Click **save** to apply your changes.

Note: Consider whether feedback/answers have already been made available to the class before allowing extensions.

manage dates and extensions 

selected assignments

dates extensions manage: in bulk individually

Add and edit extensions for all the selected assignments.

select students  has extension

Acct, Student

start: [edit](#)

due:
US/Arizona

time limit: [edit](#)

attempts: [edit](#)

Students who have at least one assignment attempt left to submit will receive extensions.

Saved changes will override previous extensions.

3

Use the **individually** option to set individual dates/times for each assignment separately.

Click **add** under the extensions column for each assignment you want to edit.



[← home](#)

manage dates and extensions

Add, view, and edit extensions for individual assignments. manage: in bulk individually

INACTIVE assignments	start	due	policies	extensions
Chapter 1. Accounting: The Language of Business	<input type="text" value="mm/dd/yyyy"/>  12:00a US/Arizona	<input type="text" value="12/01/2017"/>  11:59p US/Arizona		+ add
Chapter 2. Analyzing Business Transactions	<input type="text" value="mm/dd/yyyy"/>  12:00a US/Arizona	<input type="text" value="12/01/2017"/>  11:59p US/Arizona		+ add

4

Use the **individually** option to set individual dates/times for each assignment separately.

Click **add** under the extensions column for each assignment you want to edit.

Select the student(s) whose extensions you want to edit and click **edit** next to each category and enter the new information.

Click **save** to apply your changes.



[« Back to manage dates and extensions](#)

extensions

Add extensions for this assignment only.

Chapter 1. Accounting: The Language of Business

policies
start: none due: 12/01/17 @ 11:59p

select students

has extension

- Acct, Student

add extensions

start:

due:
US/Arizona

Only students who have at least one assignment attempt to submit will receive extensions.

Changes will override previous extensions

5

Extensions can also be managed from the **student roster** via the Section Home page.

Click **Manage** next to the student's name.

Select **allow an additional...** and then enter the desired value.

Click **save** to apply your changes.



ACC290r8
Registration info: No dates set

Student roster

Lookup Student :

<input type="checkbox"/>	student	email	account status	extensions
<input type="checkbox"/>	Acct, Student	<input type="text"/>	License expired	manage

Acct, Student

personal time extension ?

no time limit extension

allow an additional minutes
or percentage of time

save

This student doesn't have any assignment extensions.



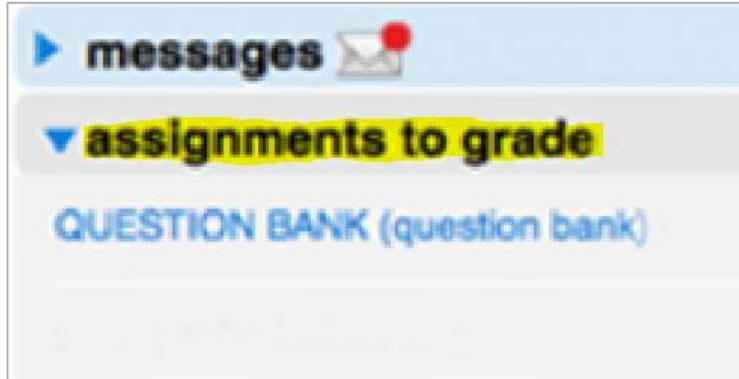
Grading & Reporting



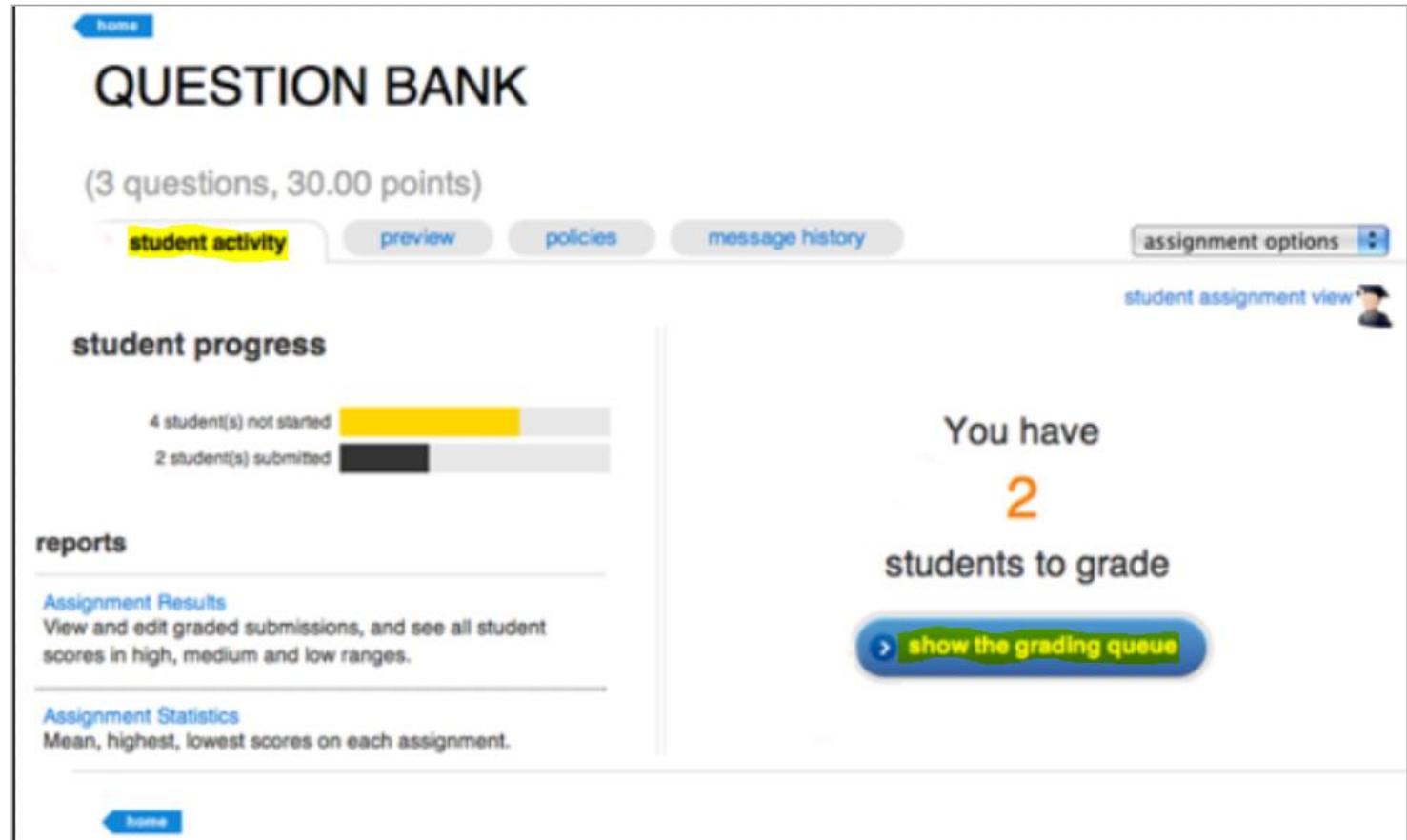
1

Your Section Home page will notify you when assignments are ready to be graded. Click [Assignments to grade](#) for the full list and then select the assignment to get started.

In the [student activity](#) tab, you'll see the number of students who are ready to be graded. Click [show the grading queue](#) to begin grading.



A screenshot of a navigation menu. The top item is 'messages' with an envelope icon and a red notification dot. The second item, 'assignments to grade', is highlighted in yellow. Below it is 'QUESTION BANK (question bank)' with a blue link. There is a faint 'home' button at the bottom left.

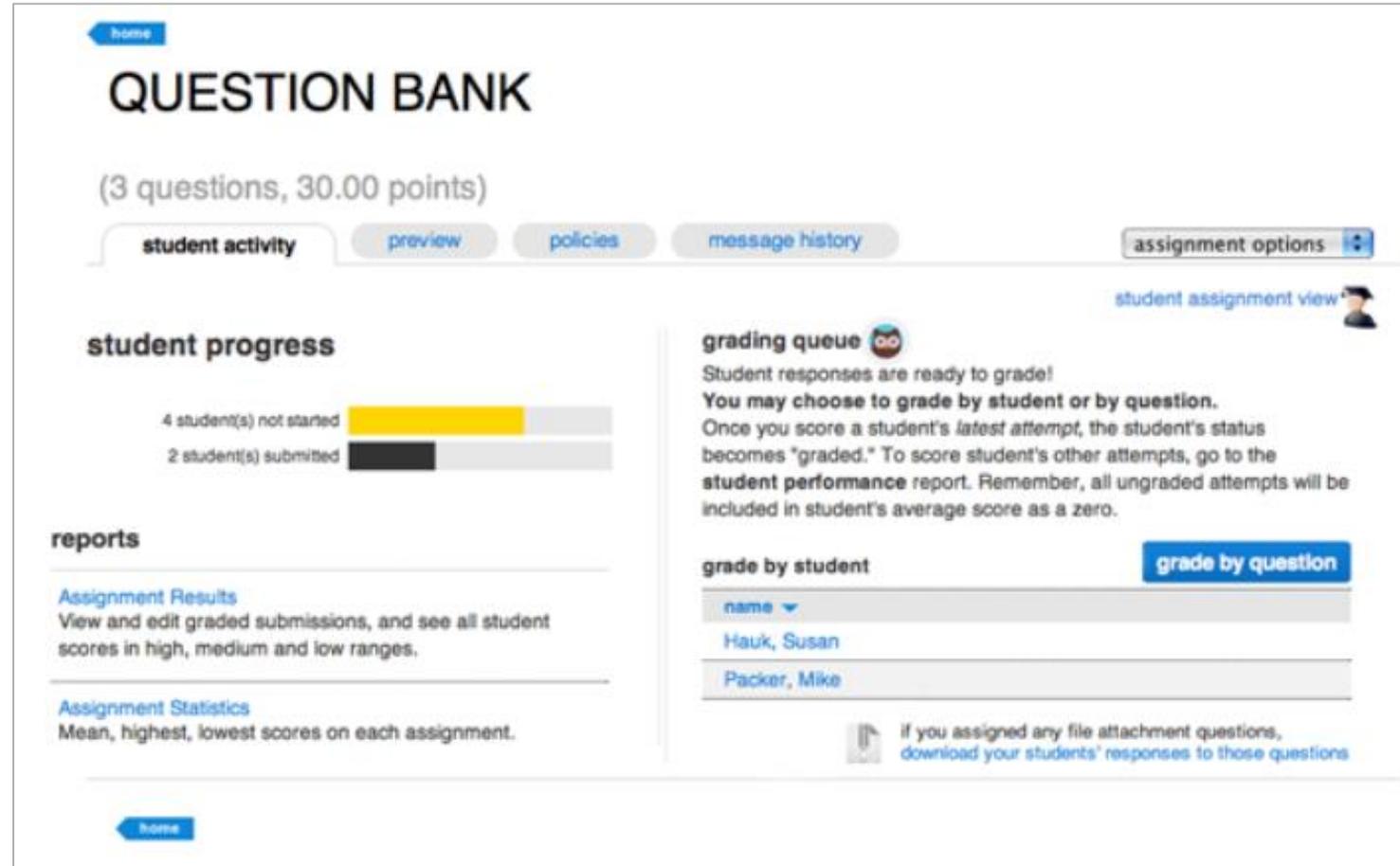


A screenshot of the 'QUESTION BANK' page. At the top, there is a 'home' button and the title 'QUESTION BANK'. Below the title, it says '(3 questions, 30.00 points)'. There are four tabs: 'student activity' (highlighted in yellow), 'preview', 'policies', and 'message history'. On the right, there is an 'assignment options' dropdown menu and a 'student assignment view' link with a user icon. The 'student progress' section shows a bar chart with '4 student(s) not started' (yellow bar) and '2 student(s) submitted' (black bar). The 'reports' section has two links: 'Assignment Results' (with a description: 'View and edit graded submissions, and see all student scores in high, medium and low ranges.') and 'Assignment Statistics' (with a description: 'Mean, highest, lowest scores on each assignment.'). On the right side, there is a large text area that says 'You have 2 students to grade' with a large orange '2'. Below this is a blue button with a yellow arrow and the text 'show the grading queue'. At the bottom left, there is another 'home' button.



2

In the grading queue, you can grade each student individually by clicking on a student name or you can grade questions individually by clicking grade by question.



The screenshot displays the Blackboard Question Bank interface. At the top, there is a 'home' button and the title 'QUESTION BANK'. Below the title, it indicates '(3 questions, 30.00 points)'. A navigation bar contains buttons for 'student activity', 'preview', 'policies', 'message history', and 'assignment options'. A 'student assignment view' link with a user icon is also present.

The 'student progress' section shows a progress bar with two segments: a yellow segment for '4 student(s) not started' and a black segment for '2 student(s) submitted'.

The 'reports' section includes two links: 'Assignment Results' (with a description: 'View and edit graded submissions, and see all student scores in high, medium and low ranges.') and 'Assignment Statistics' (with a description: 'Mean, highest, lowest scores on each assignment.').

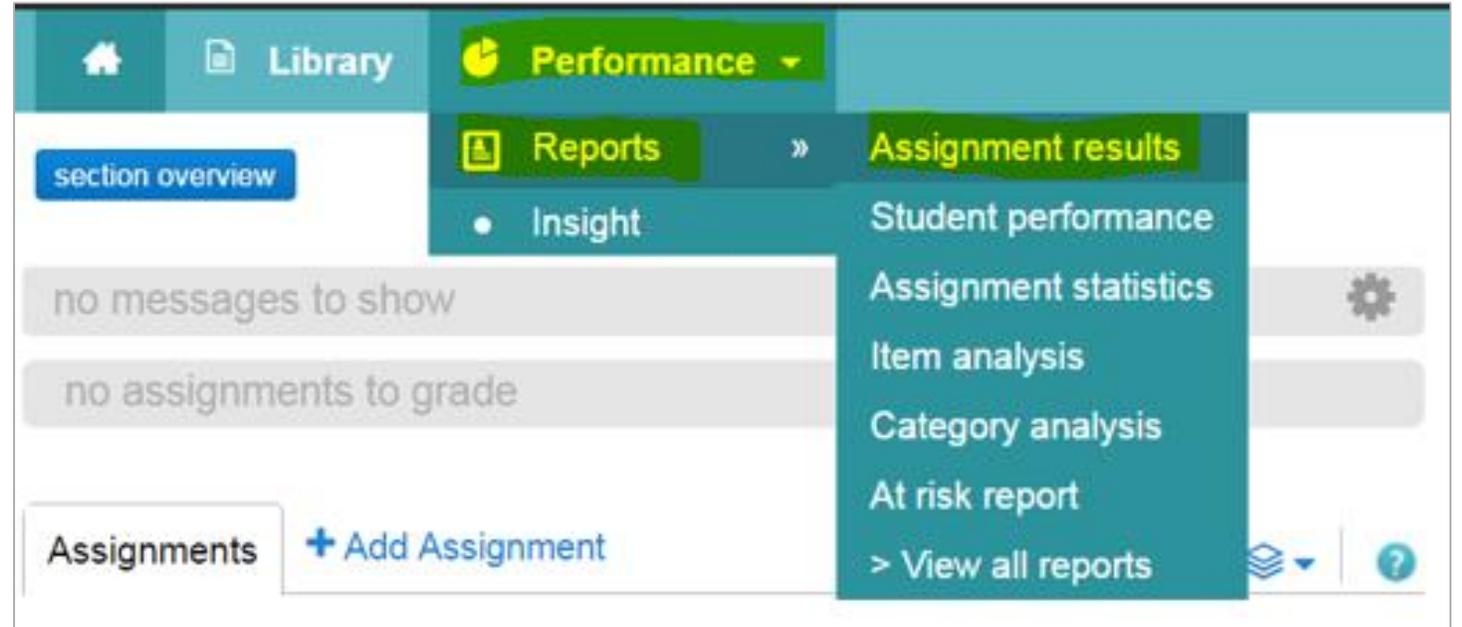
The 'grading queue' section features a 'grading queue' icon and text: 'Student responses are ready to grade! You may choose to grade by student or by question. Once you score a student's latest attempt, the student's status becomes "graded." To score student's other attempts, go to the student performance report. Remember, all ungraded attempts will be included in student's average score as a zero.' Below this, there are two buttons: 'grade by student' and 'grade by question' (which is highlighted in blue). A dropdown menu shows student names: 'Hauk, Susan' and 'Packer, Mike'.

At the bottom right, there is a download icon and text: 'if you assigned any file attachment questions, download your students' responses to those questions'. A 'home' button is located at the bottom left of the interface.

3

Click performance then reports then assignment results to access any reports available for your course.

There are a variety of options from which you can choose to customize the report to best fit your needs.



4

Select Section(s) – Select which sections of your course will be on the report. Choose from the current section, sections within the same course, and secondary instructor’s shared sections (if applicable).

Select Assignment(s) – Select which assignments will be on the report. You can filter assignments by type and select or deselect multiple assignments by using the CTRL or Command keys while clicking assignment names.

Select Attempt – Specify how the student assignment score is calculated and displayed when your students are allowed multiple attempts for an assignment:

Specify Report Date Range – Specify an optional date range for the report. Select a From and To date using the calendar icon. Note: if you don’t see any scores when you click “view report” ensure the date range is wide enough to encompass the assignments you wish to view.

Score style – Choose whether you want to view scores as points or percents, or both.

Customize Report Information – Refine your report further with a variety of options.

View report – when you're ready to continue.

The screenshot shows the Blackboard assignment report configuration interface. It is divided into several sections:

- Section(s)**: A list of sections with checkboxes. "ACC290 (Your sections)" and "ACC290r8" are checked. "All sections shared with colleagues" is unchecked.
- Assignment(s)**: A list of assignments with a "Filter by" dropdown. The list includes: Chapter 1. Accounting: The Language of Bu, Chapter 2. Analyzing Business Transactions, Week 1 Practice, Week 1 Assignment, Chapter 3. Analyzing Business Transactions, Week 2 Practice, Week 2 Assignment, Chapter 4. The General Journal and the Ge, Week 3 Practice, Week 3 Assignment, Chapter 5. Adjustments and the Worksheet, Week 4 Practice, Week 4 Assignment, Chapter 6. Closing Entries and the Postclos, Week 5 Practice, and Week 5 Assignment. Below the list are "Select all" and "Clear all" buttons, and a "Selecting assignments" indicator.
- More options**:
 - Assignment attempt**: Radio buttons for "Best", "Last", "All", and "Average". "Best" is selected.
 - Exclude attempts submitted after due date
 - Drop assignments with the lowest scores
 - Specify a report date range (optional)**: "From:" and "To:" date pickers.
 - Score style**: Radio buttons for "Points", "Percents", and "Points & Percents". "Points" is selected.
 - Note: Blackboard and Blackboard Vista export points only.
 - Customize Report Information** (expanded):
 - Show date started *
 - Show date submitted *
 - Exclude students with no submissions
 - Group columns by assignment type

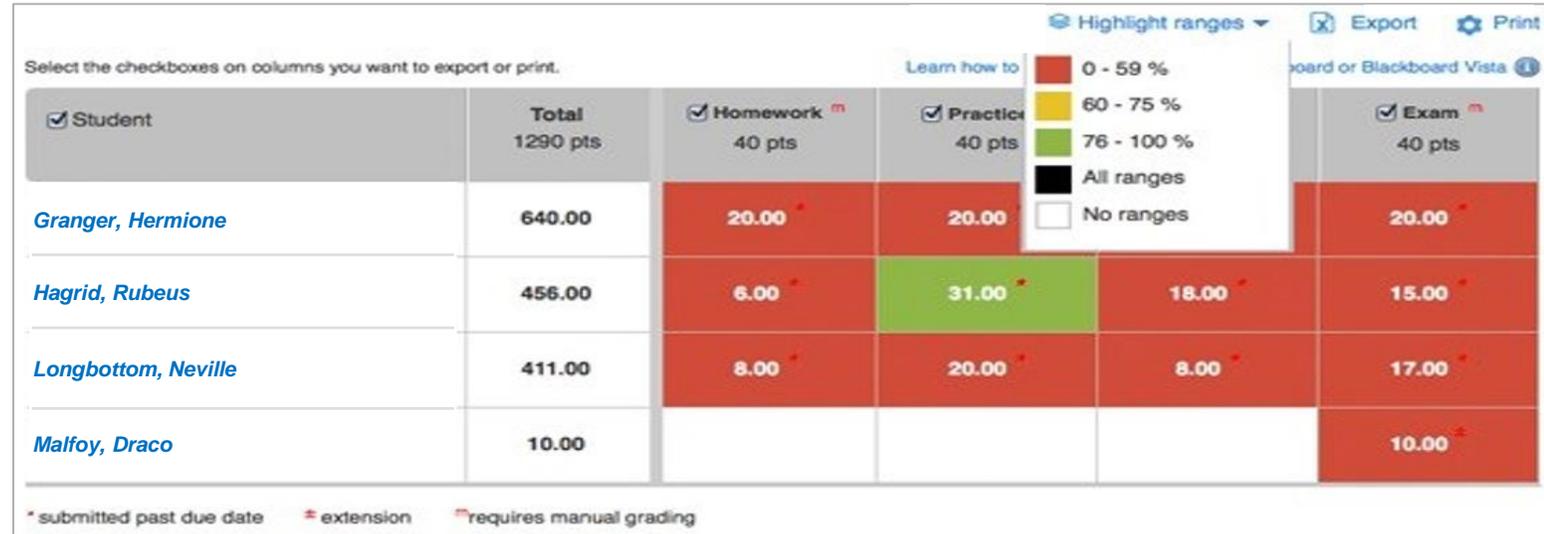
At the bottom, there is a "View report" button and a note: "Remember that the current assignment results report reflects the LAST due date filter you selected for it. To update th".

5

The assignment results report will display with a list of your students in the first column and a subsequent column for each assignment with corresponding student scores.

Highlight ranges displays customizes or turns off optional grade ranges.

Use the **export** option to download are also available for your reports.



Select the checkboxes on columns you want to export or print.

Learn how to **Highlight ranges** Export Print

board or Blackboard Vista

<input checked="" type="checkbox"/> Student	Total 1290 pts	<input checked="" type="checkbox"/> Homework ^m 40 pts	<input checked="" type="checkbox"/> Practice 40 pts	<input checked="" type="checkbox"/> Exam ^m 40 pts
<i>Granger, Hermione</i>	640.00	20.00 [*]	20.00 [*]	20.00 [*]
<i>Hagrid, Rubeus</i>	456.00	6.00 [*]	31.00 [*]	15.00 [*]
<i>Longbottom, Neville</i>	411.00	8.00 [*]	20.00 [*]	17.00 [*]
<i>Malfoy, Draco</i>	10.00			10.00 [*]

^{*} submitted past due date ^{*} extension ^m requires manual grading

6

The eCampus gradebook is sorted by first name and the Connect gradebook is sorted by last name.

Note: the transfer to eCampus has to be done manually.

Click **Export** in the report. Then **Export** again in the popup to download an Excel version from Connect.

The screenshot shows a gradebook interface with a table of student scores. A popup dialog titled "Exporting to Excel" is open, allowing the user to select the format for export. The dialog has a "Select format" section with a radio button selected for "Excel" and a "Cancel" button. A green "Export" button is also visible. In the background, a table shows student names and scores. A legend for "Highlight ranges" is visible, with color-coded boxes for 0-59% (red), 60-75% (yellow), 76-100% (green), All ranges (black), and No ranges (white). The "Export" button in the top right is highlighted in yellow.

Student	411.00	8.00	20.00	8.00	17.00
Granger, Hermione					
Hagrid, Rubeus					
Longbottom, Neville					
Malfoy, Draco					

Class Roster

All Class Members

Learning Teams

Instructor

NAME	CONTACT INFORMATION
 Albus Dumbledore	dumbledore@hogwarts.edu

Students

NAME	CONTACT INFORMATION
 Draco Malfoy IRN: 900123456	
 Harry Potter IRN: 900123457	
 Hermione Granger IRN: 900123458	
 Minerva McGonagall IRN: 900123459	
 Neville Longbottom IRN: 900123460	

7

Open your downloaded file in Excel. The combined student names in Column A will need to be separated.

Right click the column next to the column with the combined student names – **Column B** in this example.

Click **Insert** from the right click menu to insert a blank column next to the names column.

The screenshot shows an Excel spreadsheet with a right-click context menu open over Column B. The menu options are: Cut, Copy, Paste Options (with a sub-menu icon), Paste Special..., Insert (highlighted in green), Delete, Clear Contents, Format Cells..., Column Width..., Hide, and Unhide. The spreadsheet data in Column A includes:

	A	B
1	Assignment Results : DRA101r8 Dumbledore Albus)	
2		
3	Report Created : 01/01/2000 00:00 PM MST	
4	Date Range :	
5	Attempt : Best	Score Style : Points
6	Assignment Type : Homework,Quiz,Exam,Practice,LearnSmart,file attachment,speech ass	Smart,file attachment,speech ass
7		
8	Student	Chapter 1. Accounting: The Langu
9	Total Value (Points)	
10	Granger, Hermione	
11	Hagrid, Rubeus	
12	Longbottom, Neville	
13	Malfoy, Draco	
14	McGonagall, Minerva	
15	Potter, Harry	
16	Riddle, Tom	

8

Select the heading of the column (column A) containing your students' first and last names.

Select **Data > Text to Columns**.

Select **Delimited > Next**.

Check **Space** and uncheck **Tab**.

Click **Finish**.

Click **OK**.

Your students' first and last names will now be separated into two separate columns (columns A & B).

The screenshot shows the Microsoft Excel interface with the 'Convert Text to Columns Wizard' open. The wizard is in Step 1 of 3, where the user has selected 'Delimited' as the file type. In Step 2 of 3, the user has selected 'Space' as the delimiter and unselected 'Tab'. A warning dialog box is shown, asking if the user wants to replace existing data in columns A and B. The 'Next >' button is highlighted in yellow.

Student	Total Value (Points)
Granger, Hermione	
Hagrid, Rubeus	
Longbottom, Neville	
Malfoy, Draco	
McGonagall, Minerva	
Potter, Harry	
Riddle, Tom	
Snape, Severus	
Weasley, Ron	

9

To sort alphabetically, from the **Home tab > Sort and Filter > Custom Sort**

Sort by the column that has the first name (Column B) > check the box labeled **My data has headers**.

Click **Ok**.

Your students are now sorted by first name to easily transfer grades between Connect and eCampus.

The screenshot shows the Microsoft Excel interface with the **Sort** dialog box open. The dialog box has the following settings:

- Column:** (Column B)
- Sort On:** Values
- Order:** A to Z
- My data has headers:**

The background spreadsheet shows a list of student names in Column B, sorted alphabetically:

1	Assignment
2	Report
3	Date
4	Attempt
5	Assignment
6	Student
7	Total
8	Granger,
9	Hagrid,
10	Longbottom,
11	Malfoy,
12	McGonagall,
13	Potter,
14	Riddle,
15	Severus
16	Snape,
17	Ron
18	Weasley,



Technical Assistance



Issues or questions with Connect?

McGraw Hill Education Customer Experience Group (CXG) Direct Support Channels:

- phone number: 844-329-2536
- email:
cxg.uphoenix@mheducation.com
- these have been created specifically for UoPx and will be handled by members of the Top Account Team

Hours and Response Time:

The Top Account Support Team will respond to your email requests within 10 business hours during the CXG hours of operation (in Central Time):

- Sunday: 11:00am to 1:00am
- Monday – Thursday: 7:00am to 3:00am
- Friday: 7:00am to 8:00pm
- Saturday: 9:00am to 7:00pm