Connect Resources

- Course Pairing
- Edit Due Dates
- Assignment Extensions
- Grading & Reporting
- Assistance

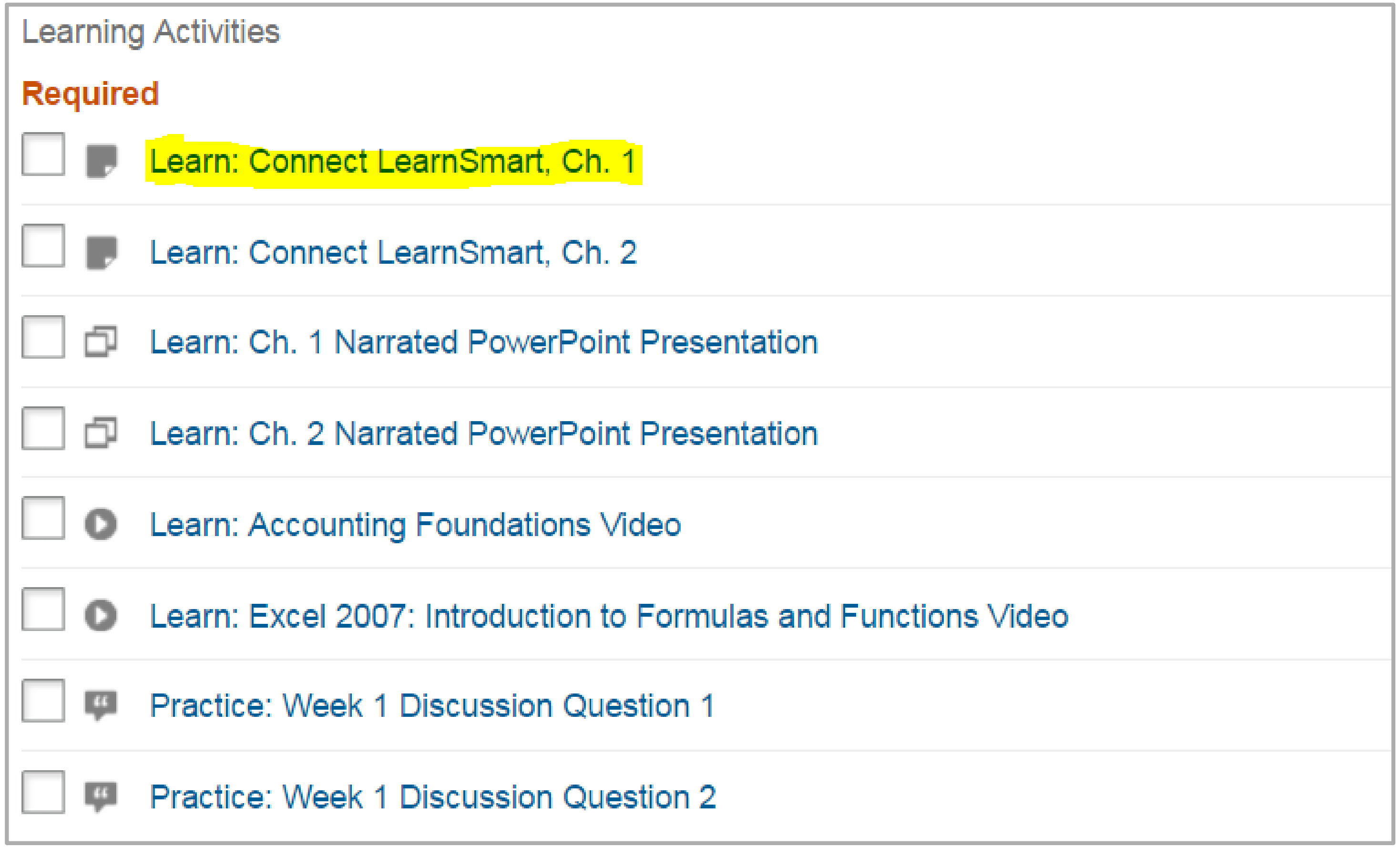
University of Phoenix®

Pairing your Connect Course

1

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

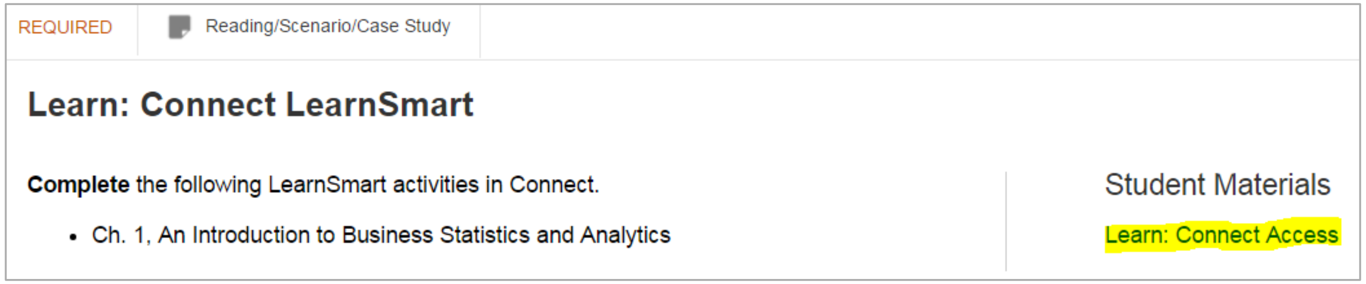
Note: The learning activity or assignment name in the course you are teaching may differ from the image. (Make sure you are using your UOPX faculty e-mail if prompted for an e-mail address.)



2

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

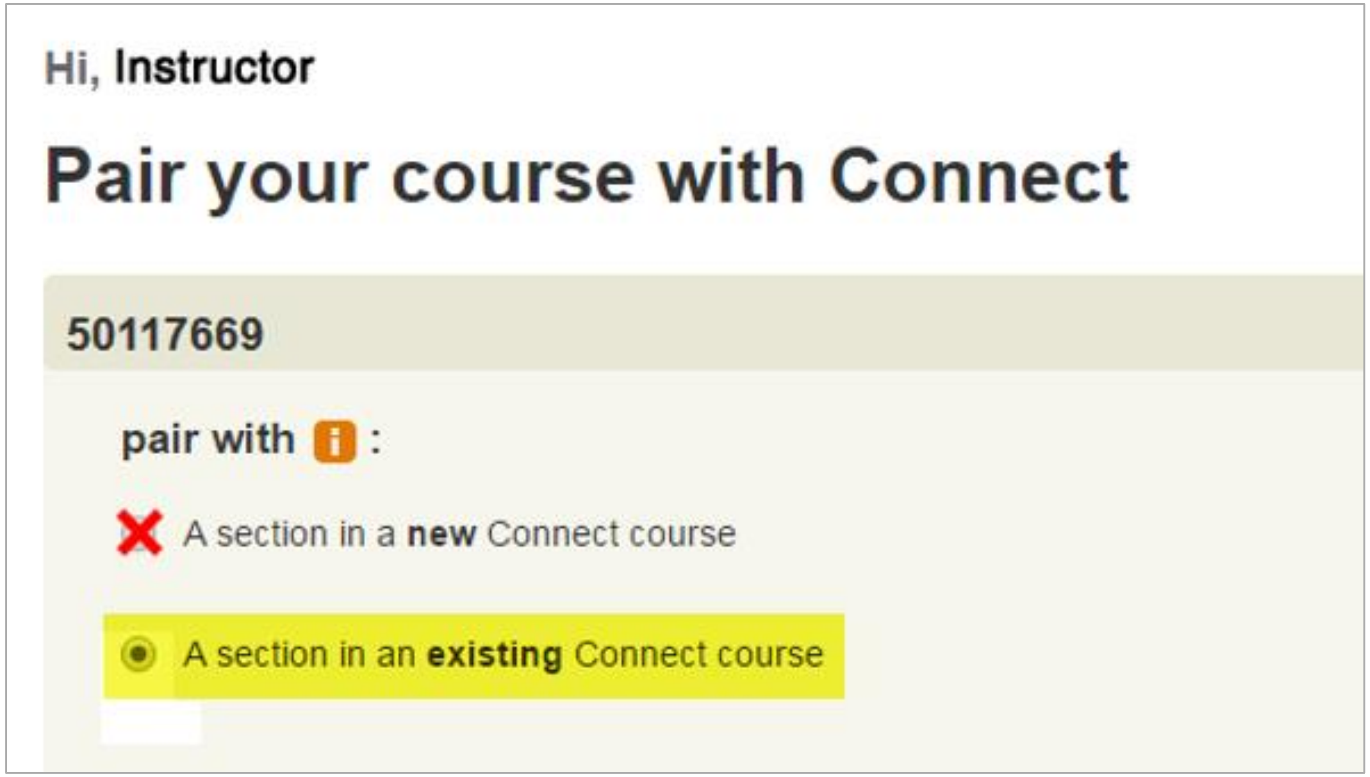
- Click Simulation to the right of the Instructions tab (tab names may vary). Then click External Content Launch.
- Click Learn: Connect Access in the resources section.



3

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

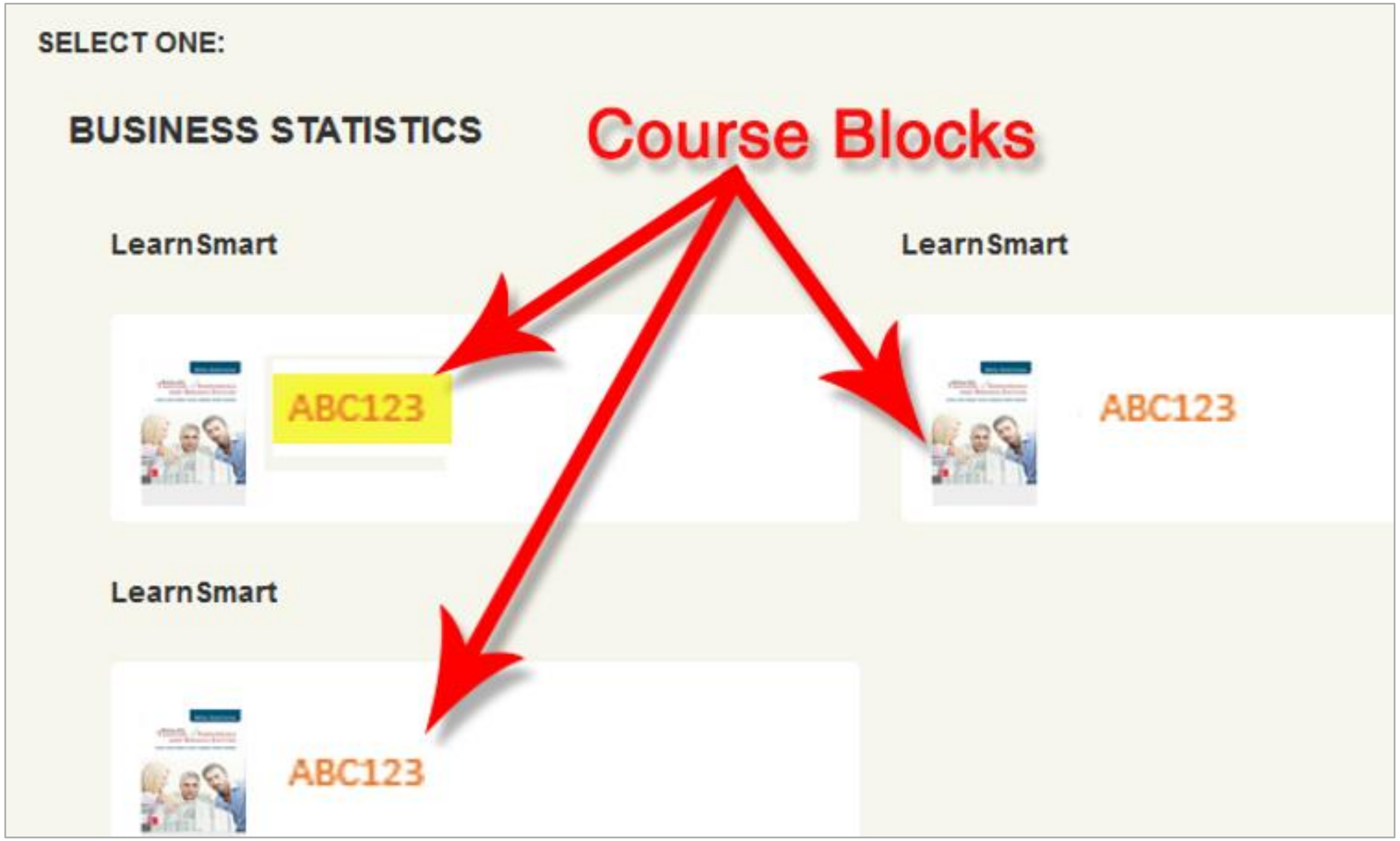
Note: Do NOT choose ‘A section in a new Connect Course’. This will create a blank template in Connect, and you will not have access to the assignments and activities referenced in the course.



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.

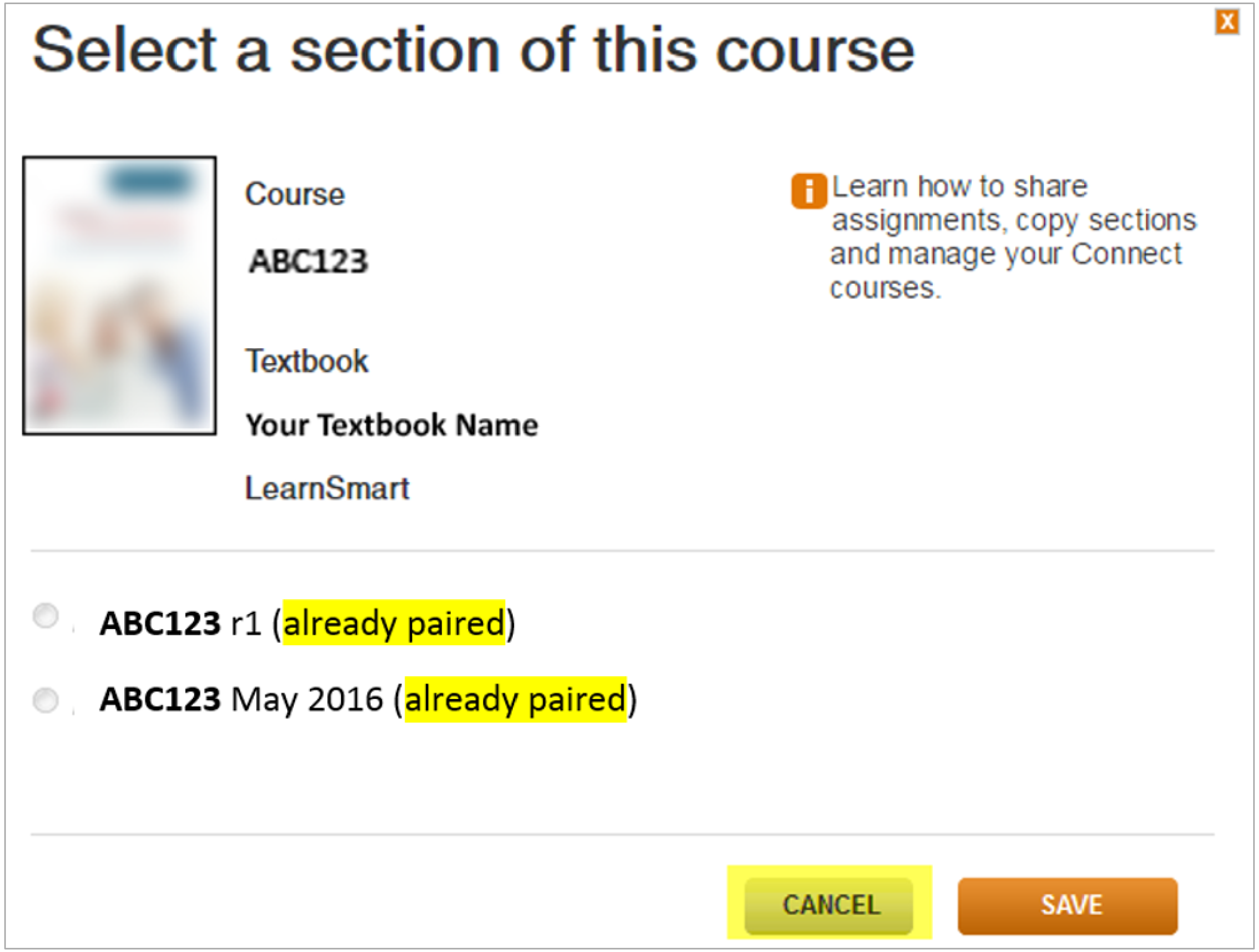


5

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

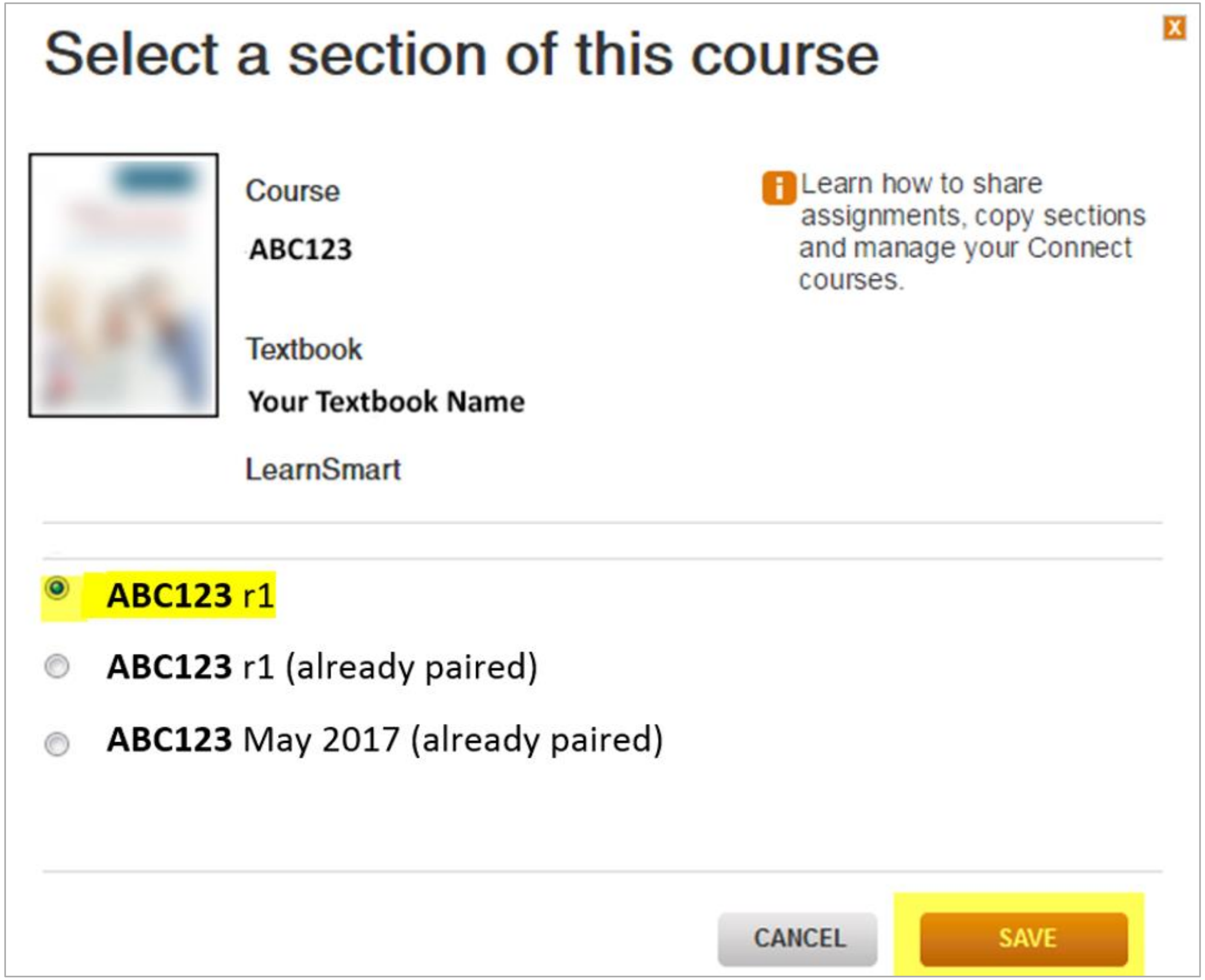
Note: The radio button will not be available to click on.

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.



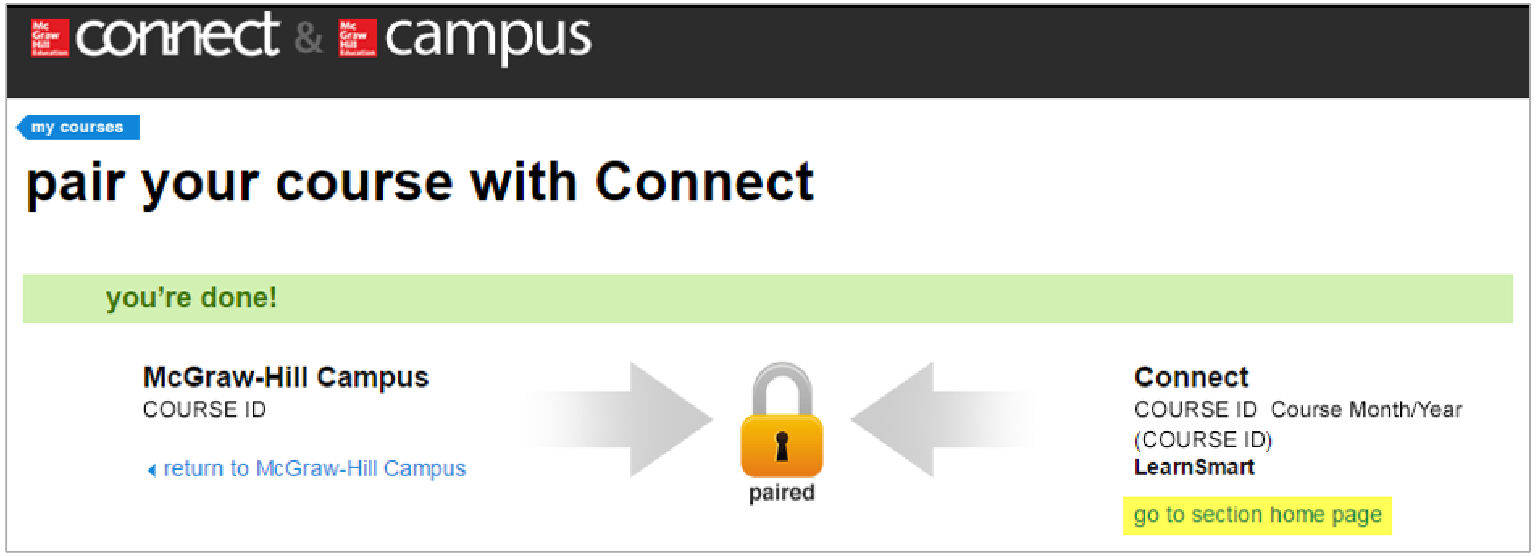
6

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



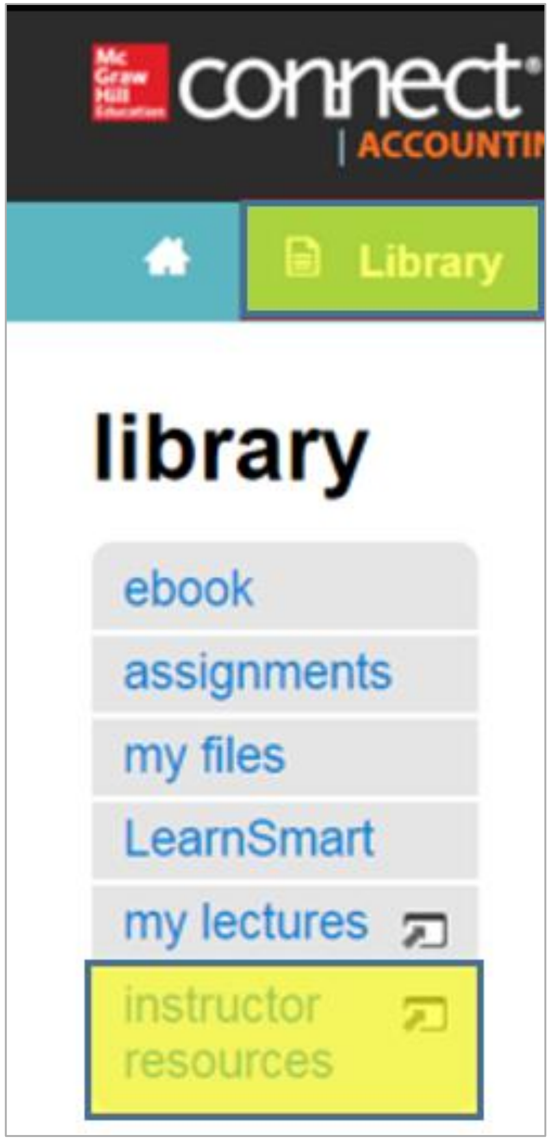
7

Your course is now paired. Click go to section home page to access the Connect home page for your course.



8

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



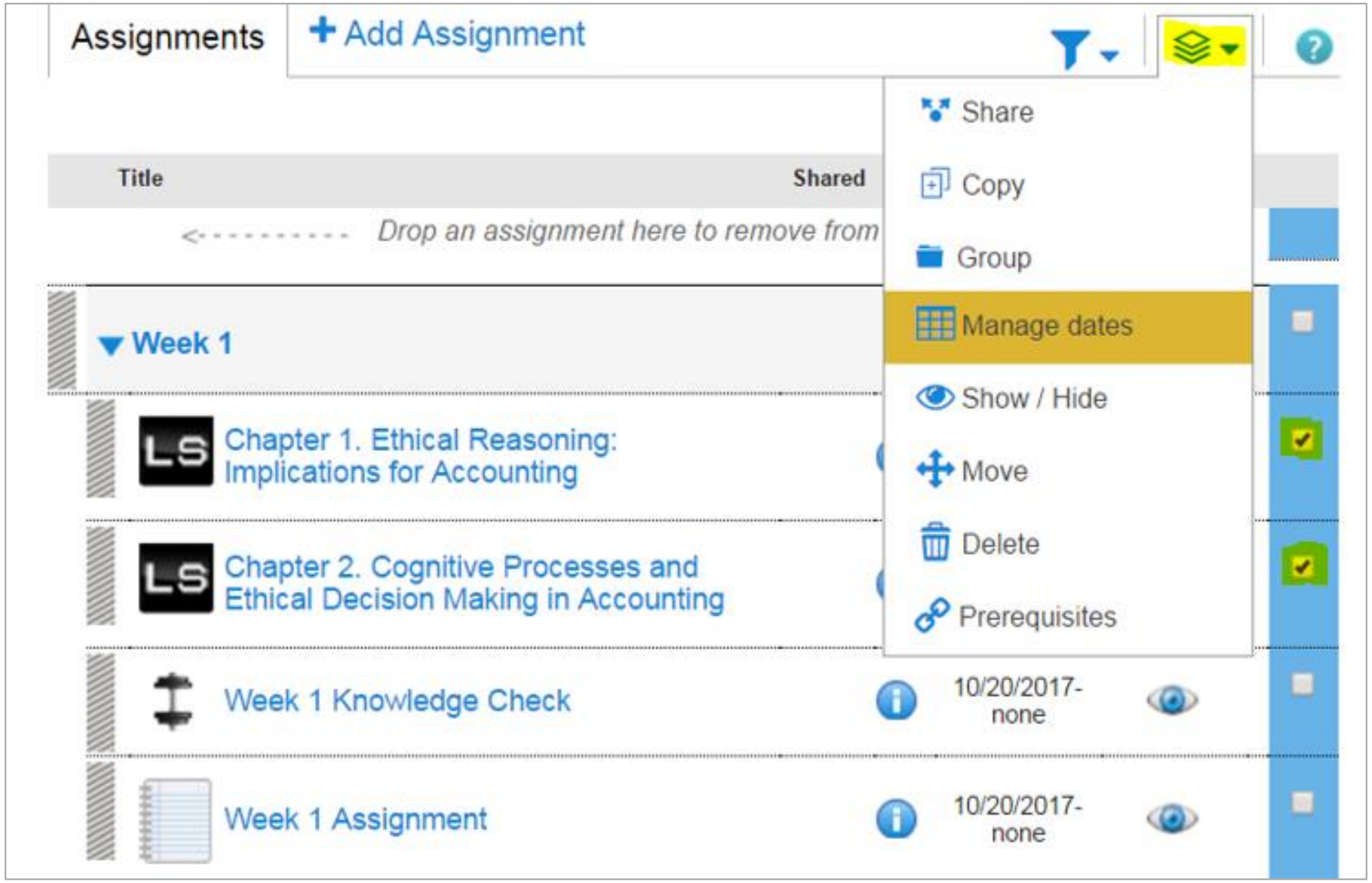
Editing Due Dates

Watch Online

1

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

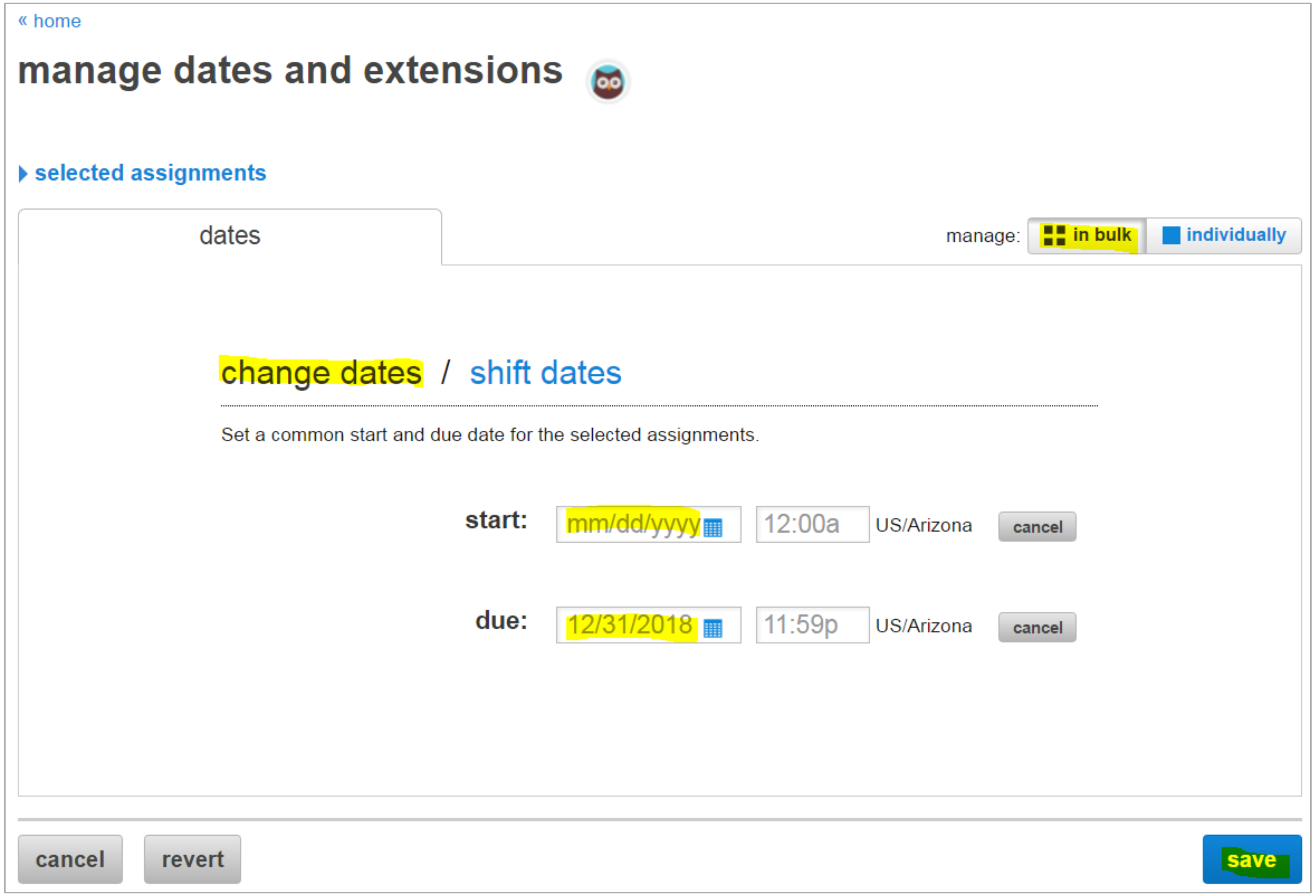
Select Manage dates from the options menu.



2

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

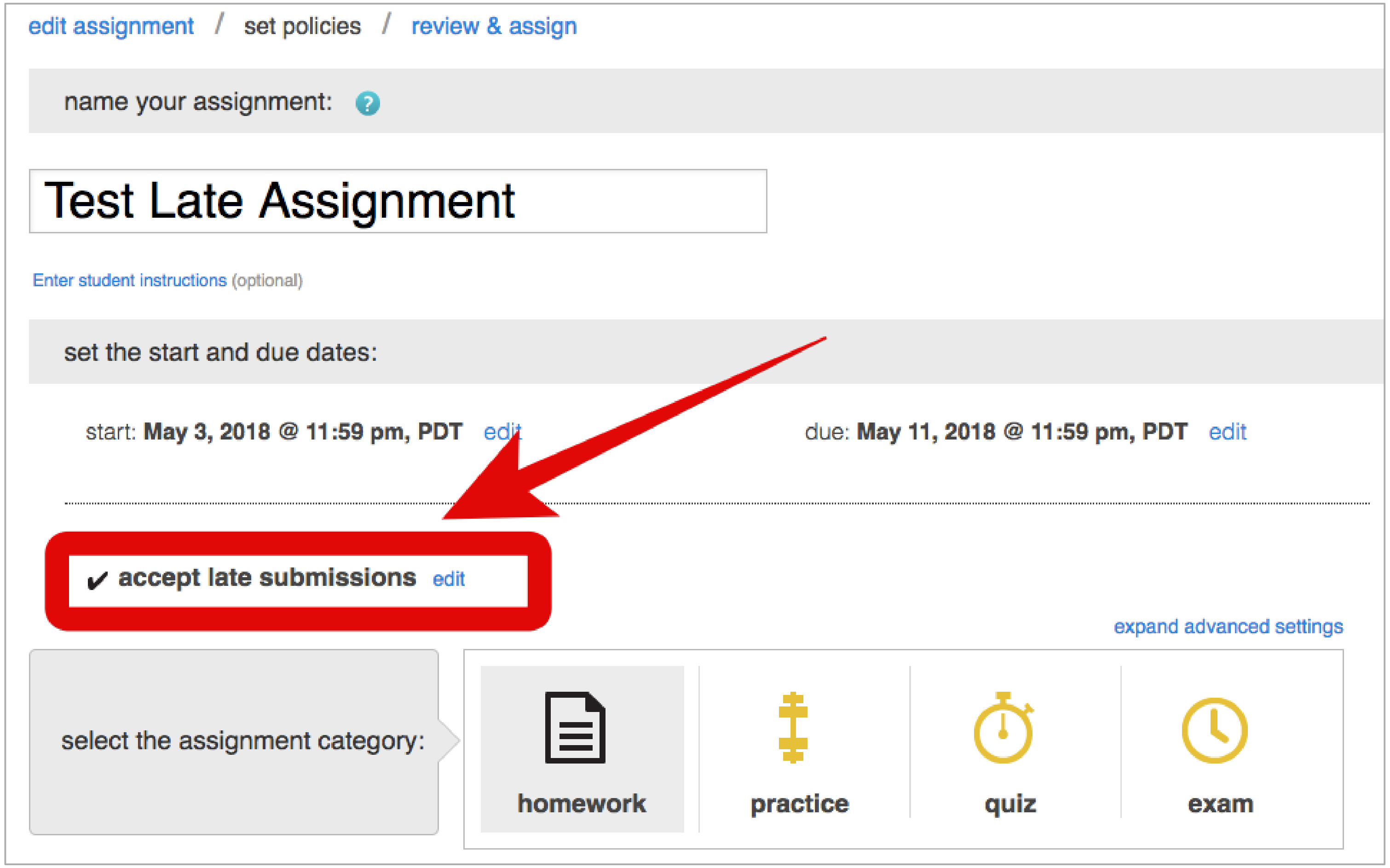
Click save to apply your changes.



3

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

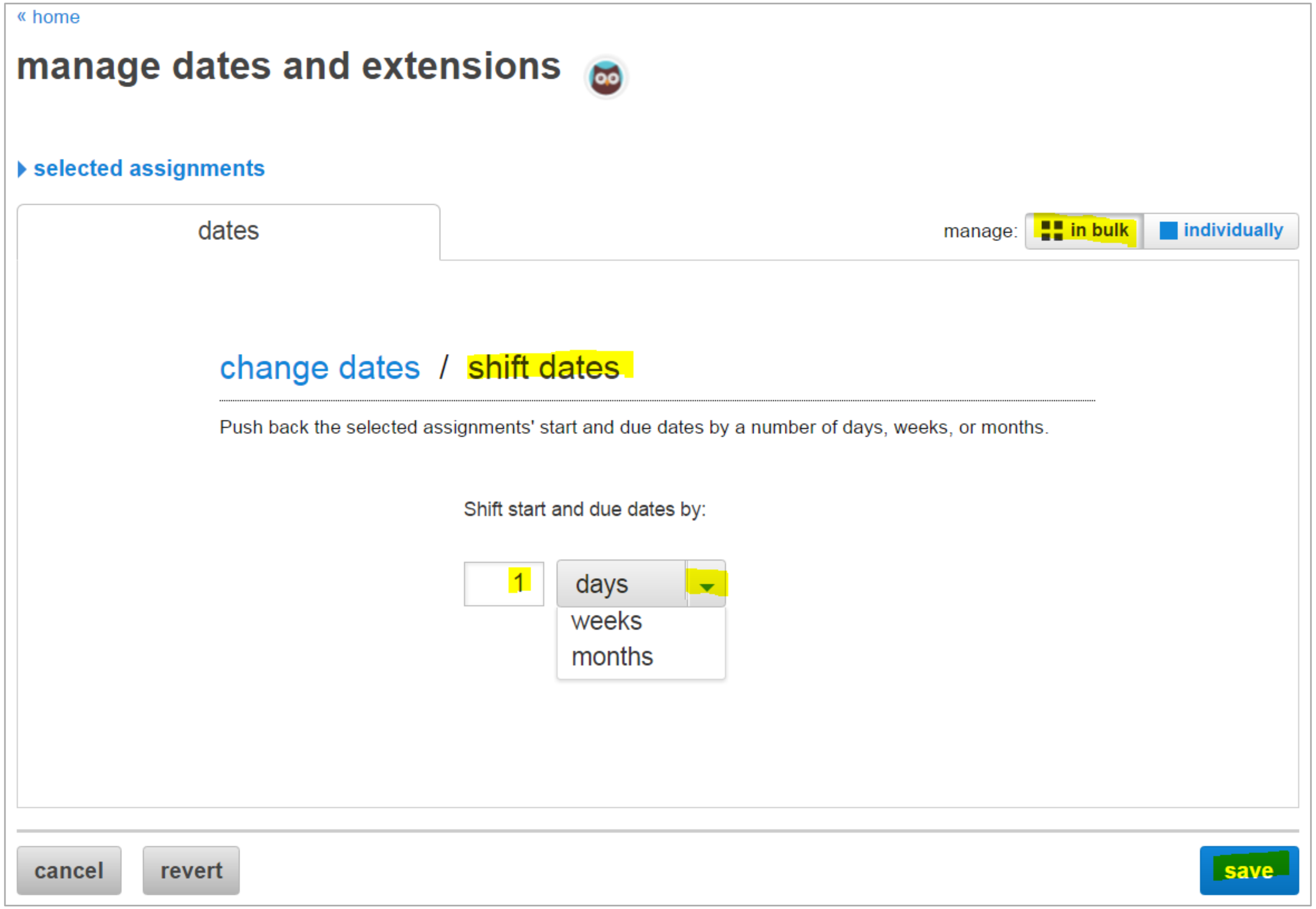
Click save to apply your changes.



4

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

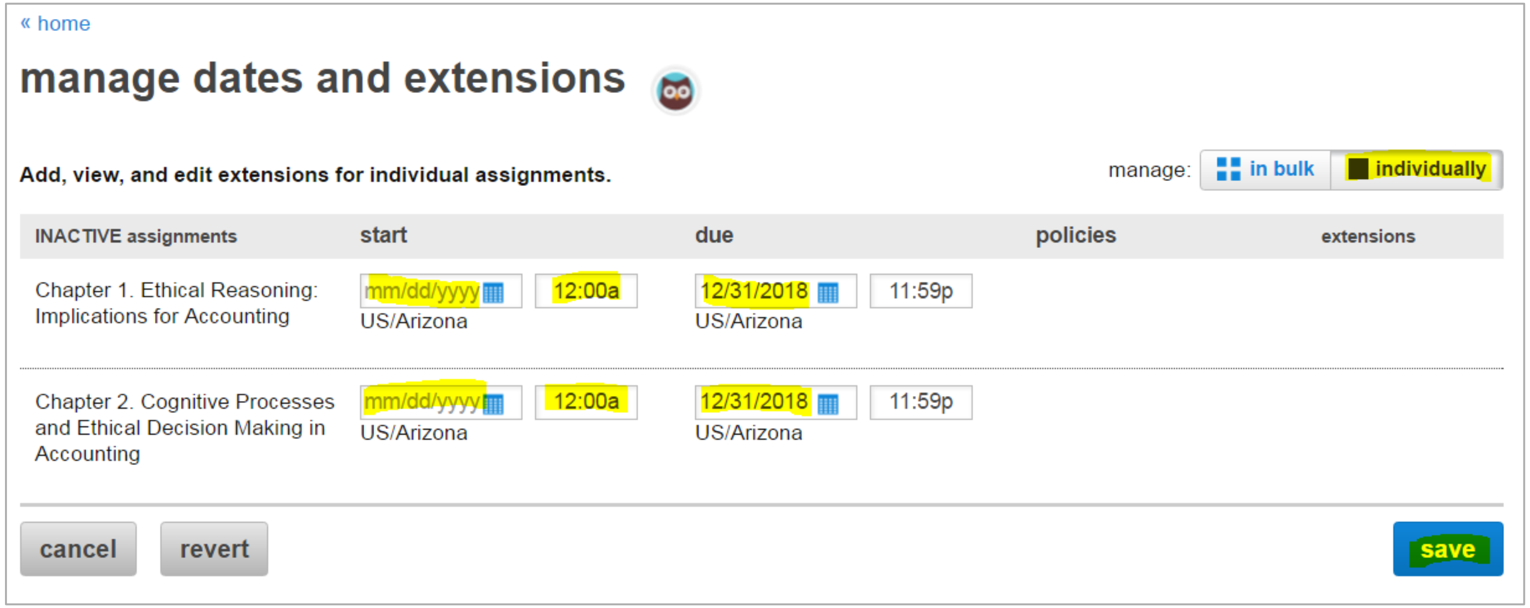
Click save to apply your changes.



5

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

Click save to apply your changes.



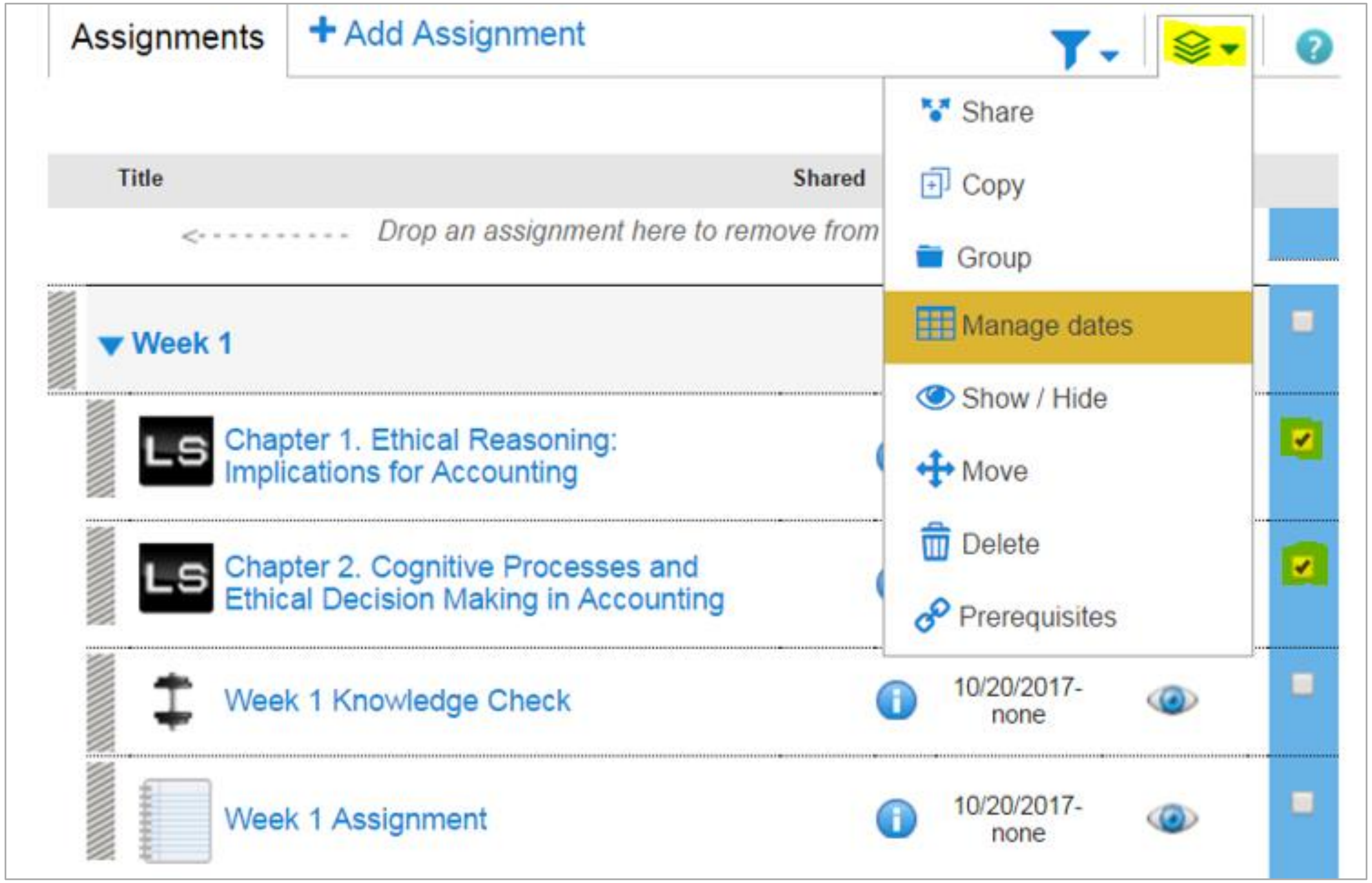
Assignment Extensions

Watch Online

1

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

Select Manage dates from the options menu.



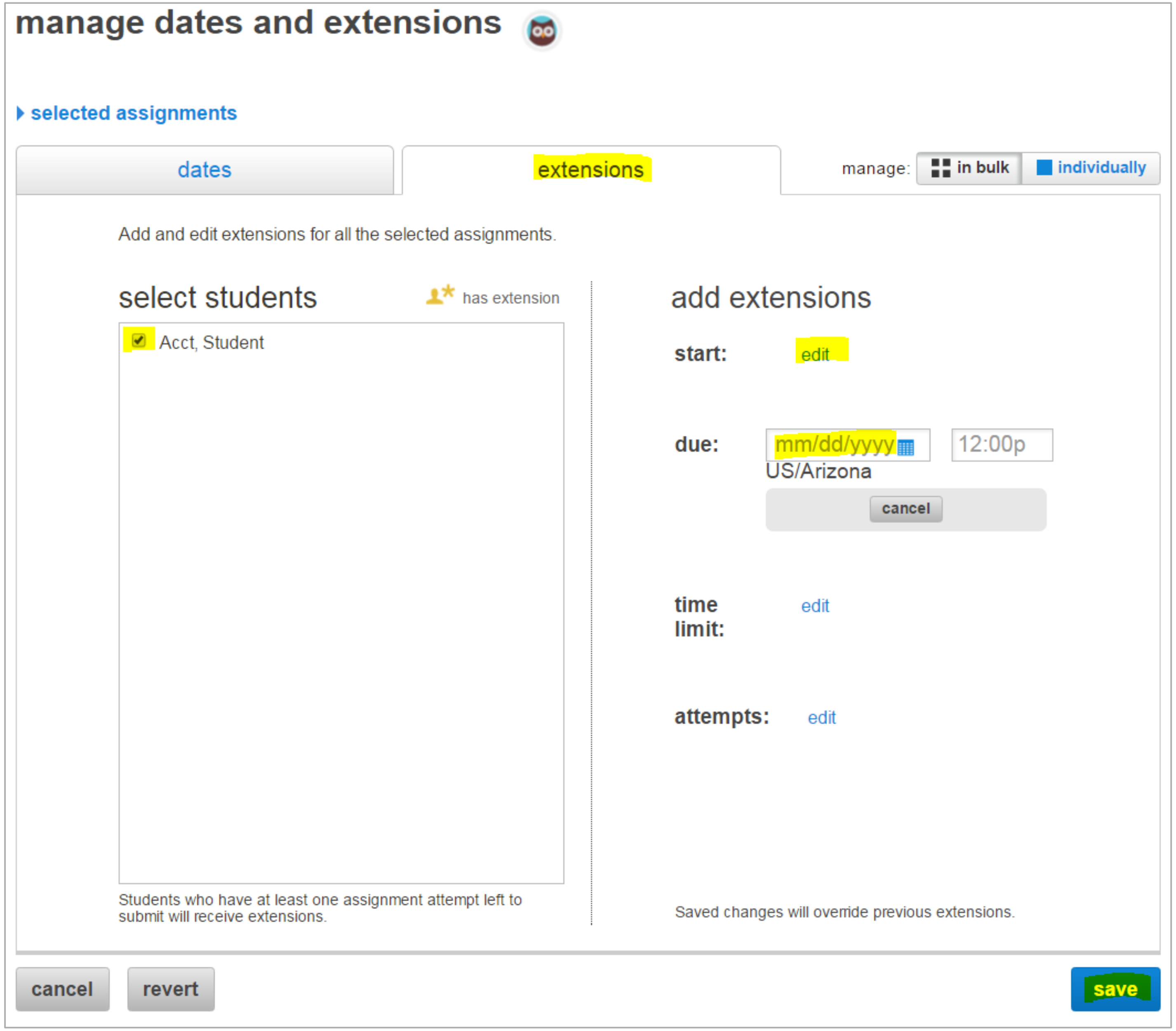
2

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.

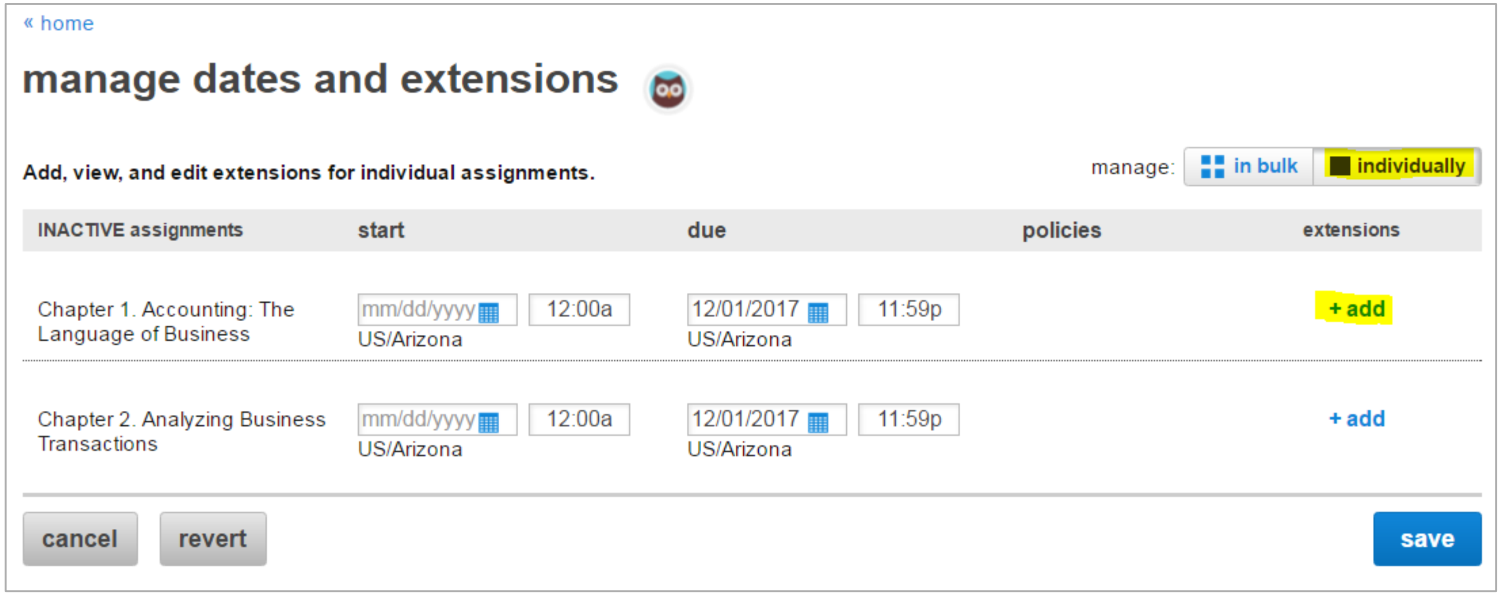
Note: Consider whether feedback/answers have already been made available to the class before allowing extensions.



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.



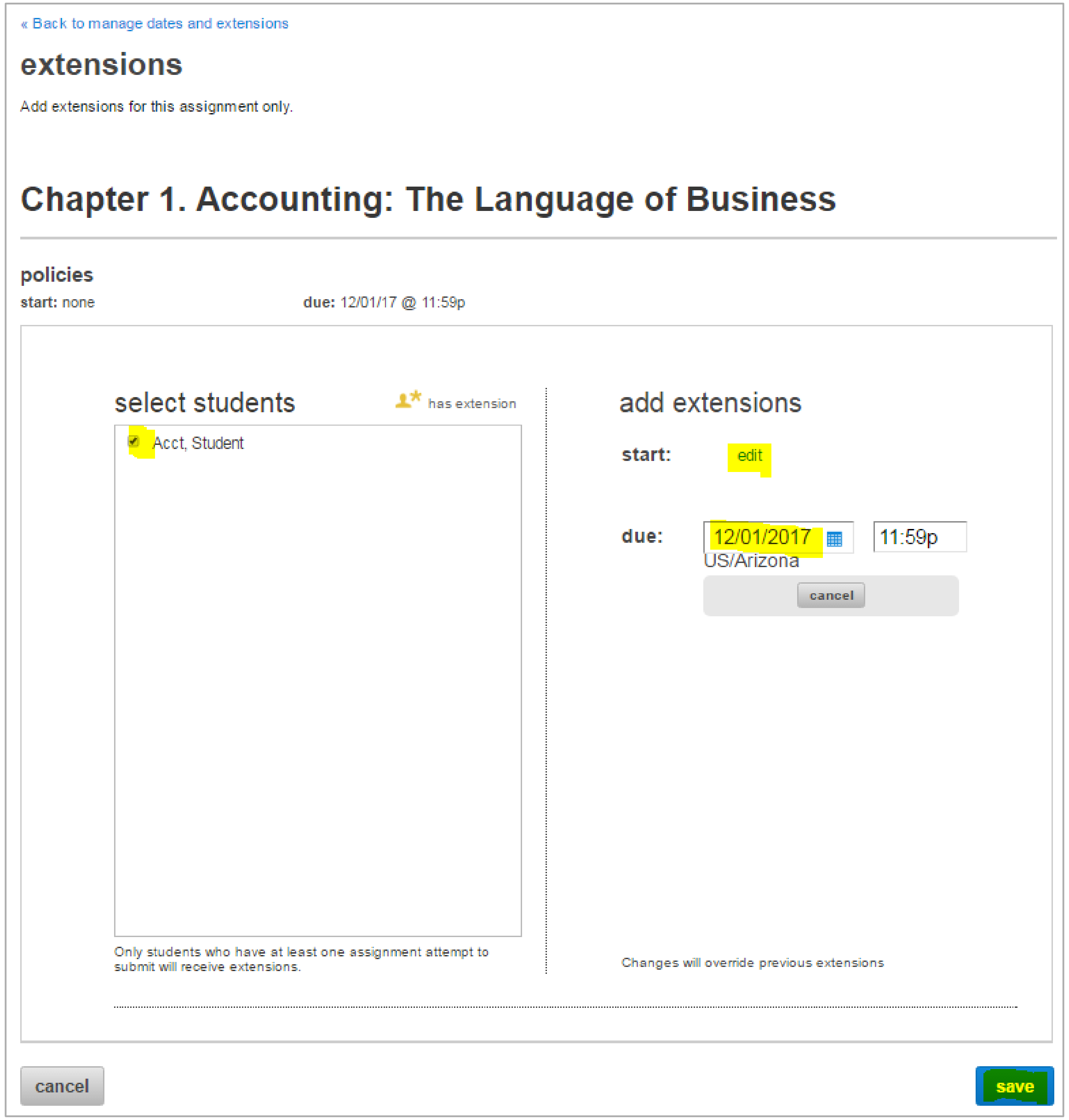
4

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.



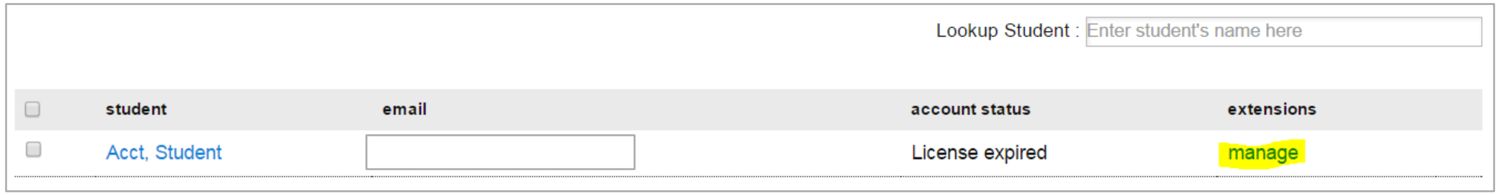
5

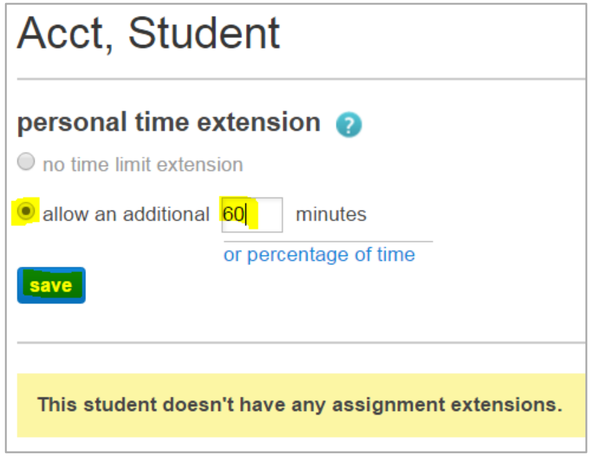
Extensions can also be managed from the student roster via the Section Home page.

Click Manage next to the student's name.

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

Click save to apply your changes.



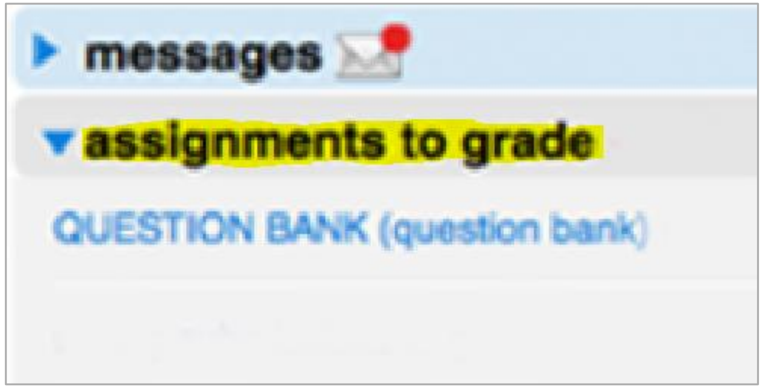


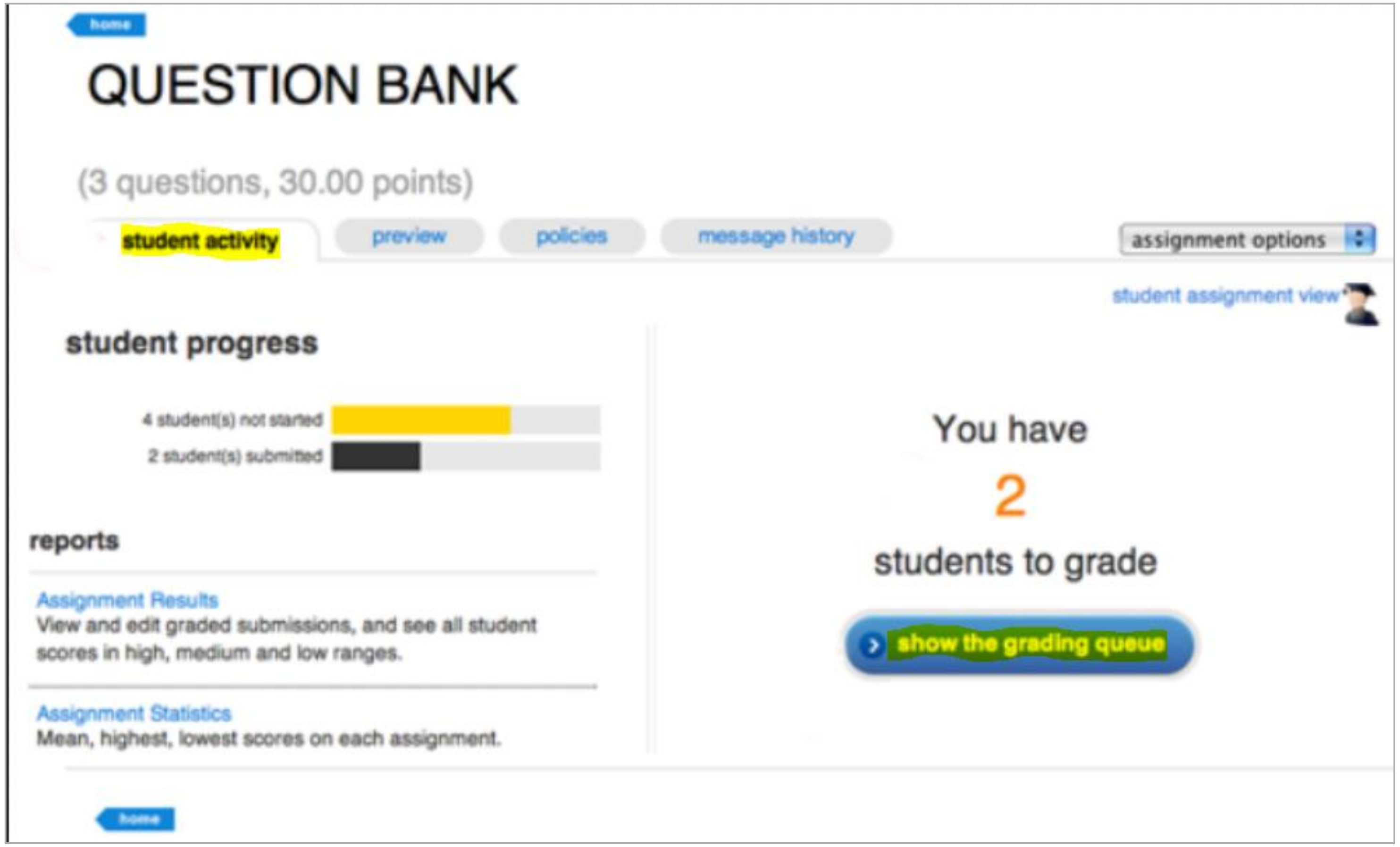
Grading & Reporting

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.

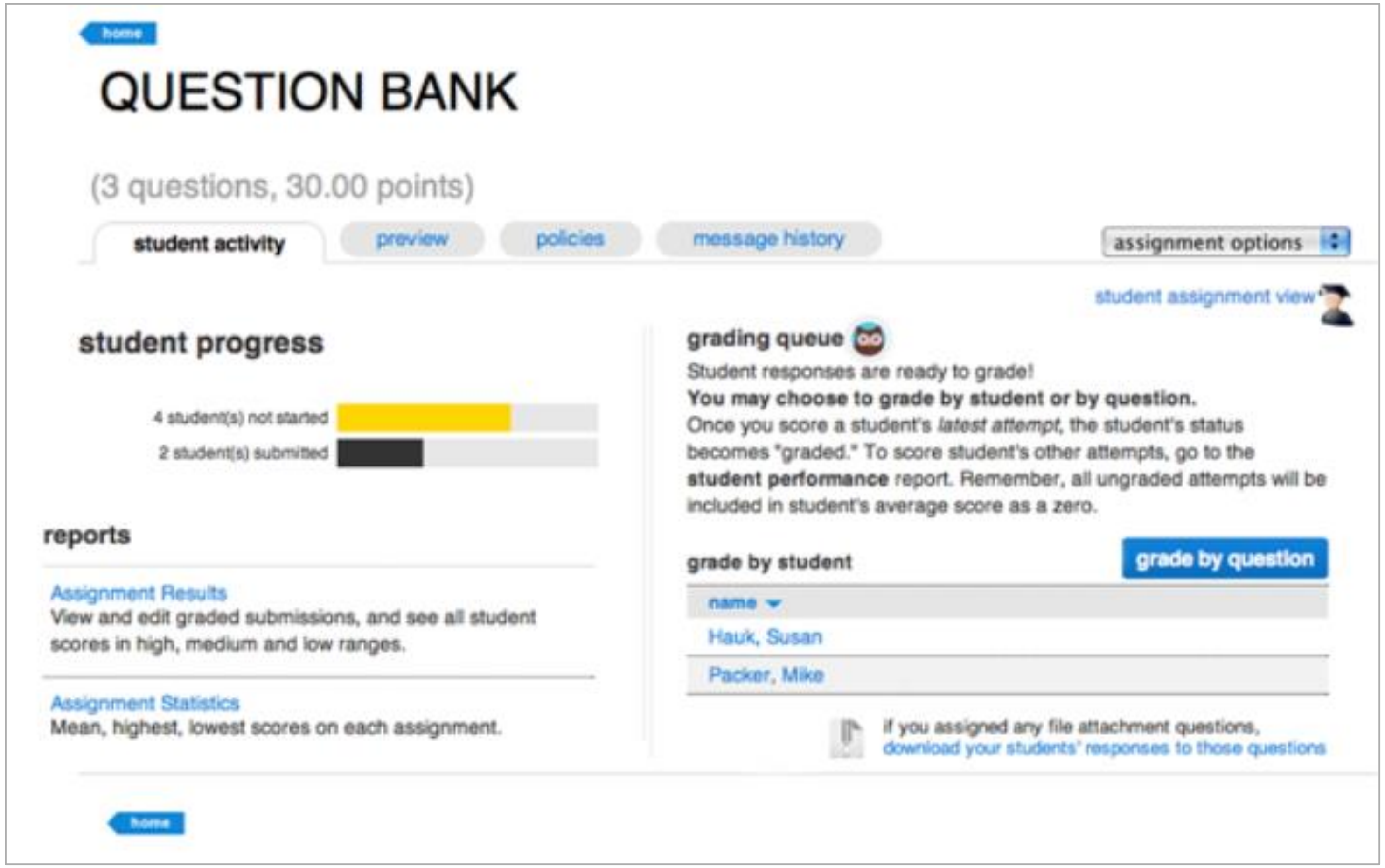
In the student activity tab, you'll see the number of students who are ready to be graded. Click show the grading queue to begin grading.





2

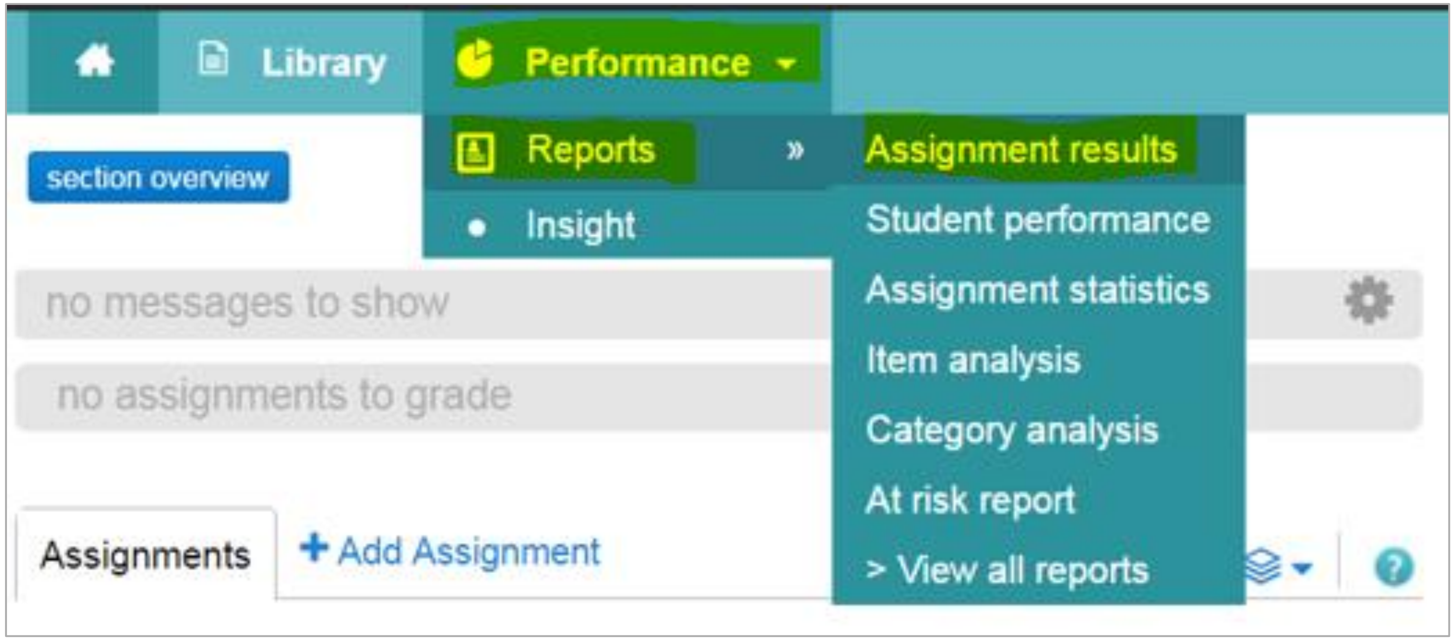
In the grading queue, you can grade each student individually by clicking on a student name or you can grade questions individually by clicking grade by question.



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.

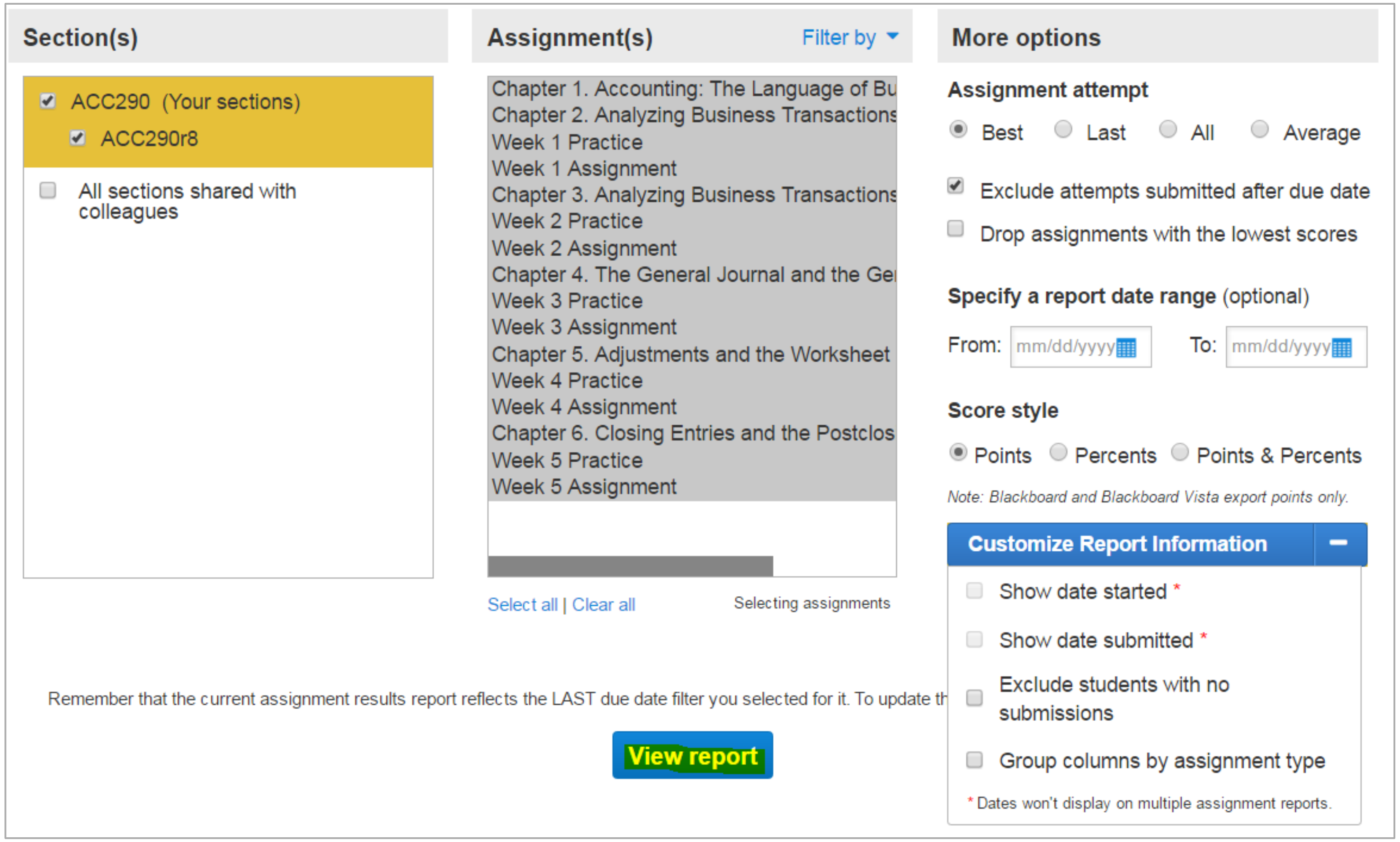
Select Attempt – Specify how the student assignment score is calculated and displayed when your students are allowed multiple attempts for an assignment:

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.



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 rages.

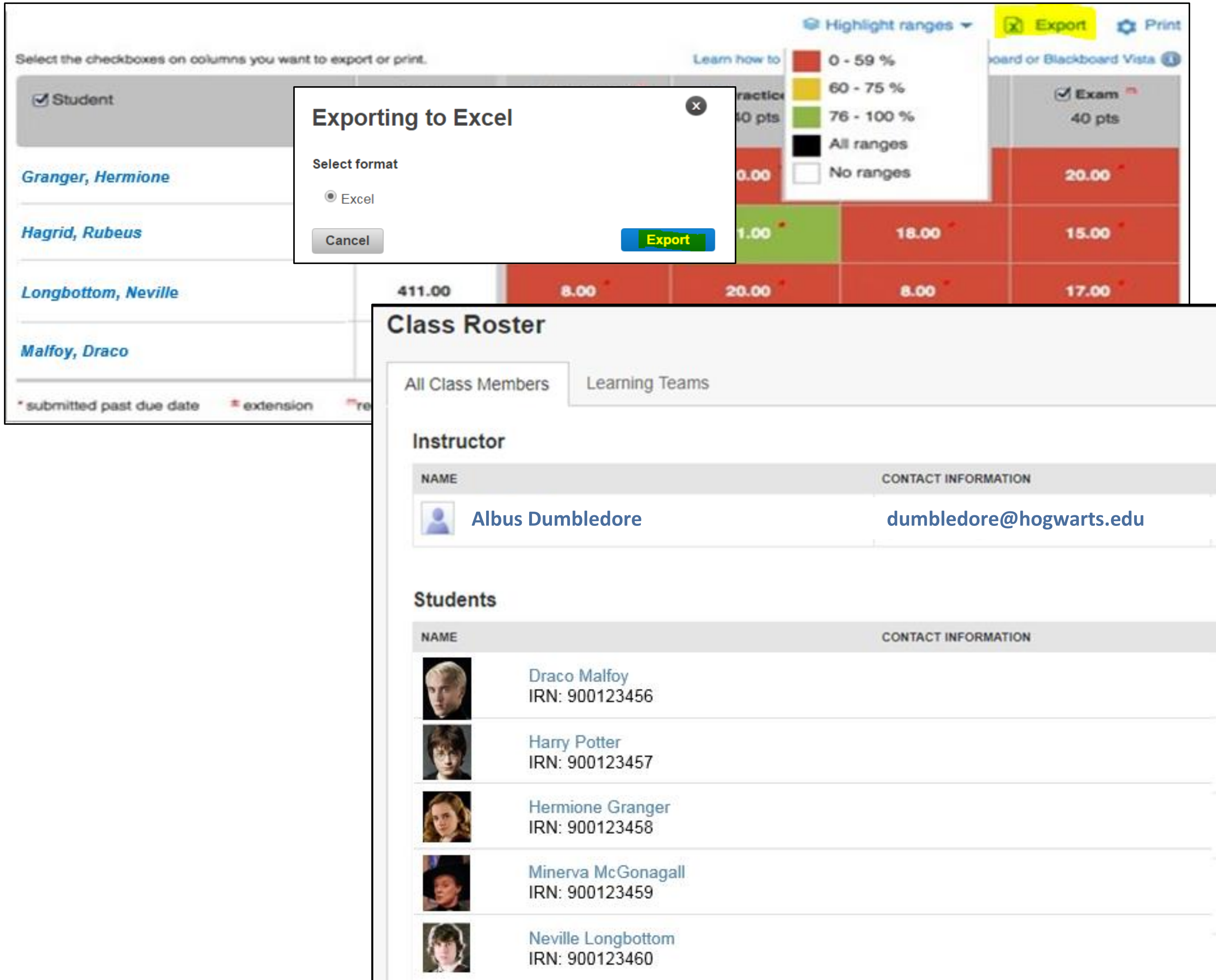
Use the export option to download are also available for your reports.

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.

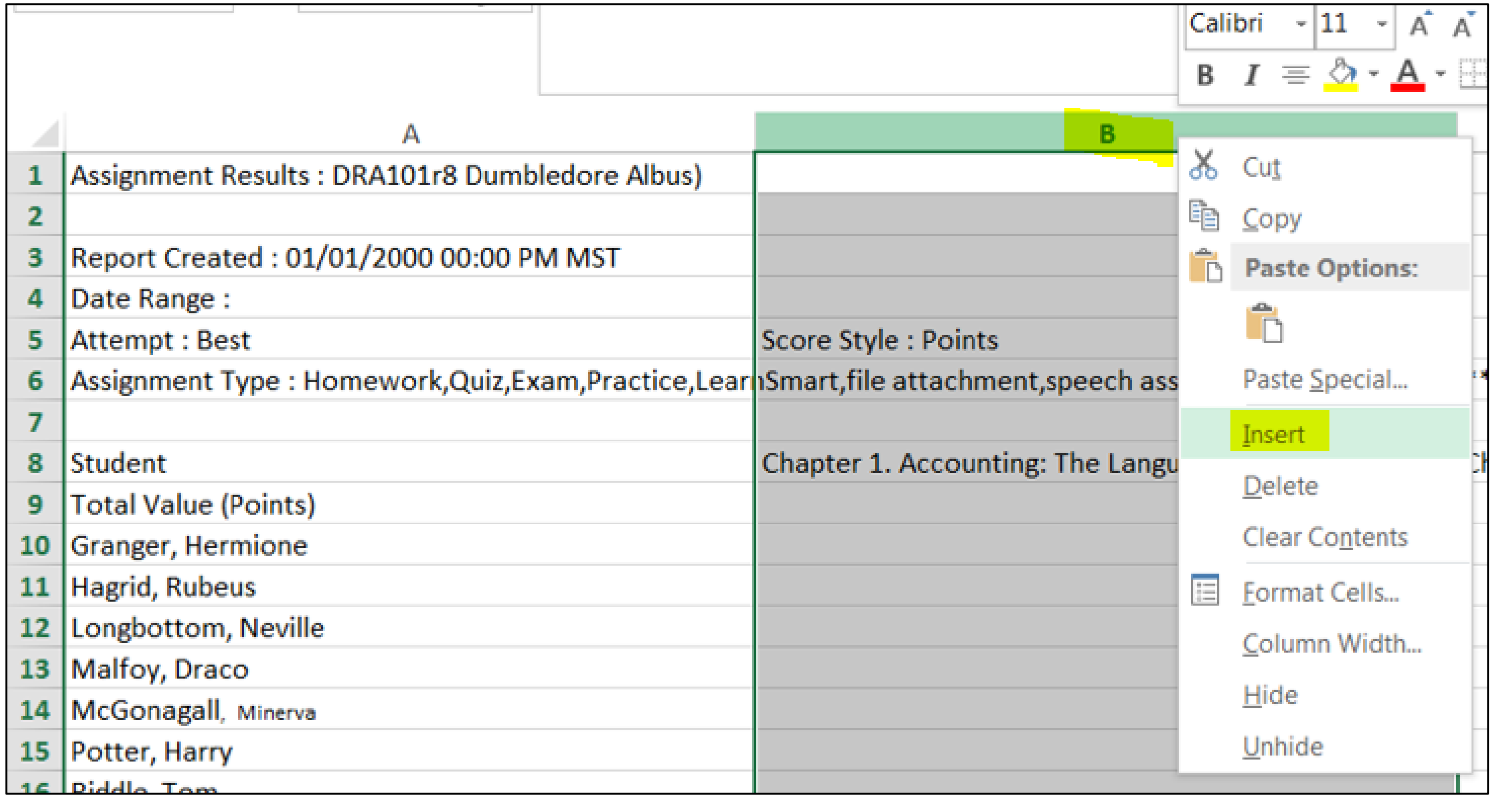


7

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.



8

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

Select Data > Text to Columns.

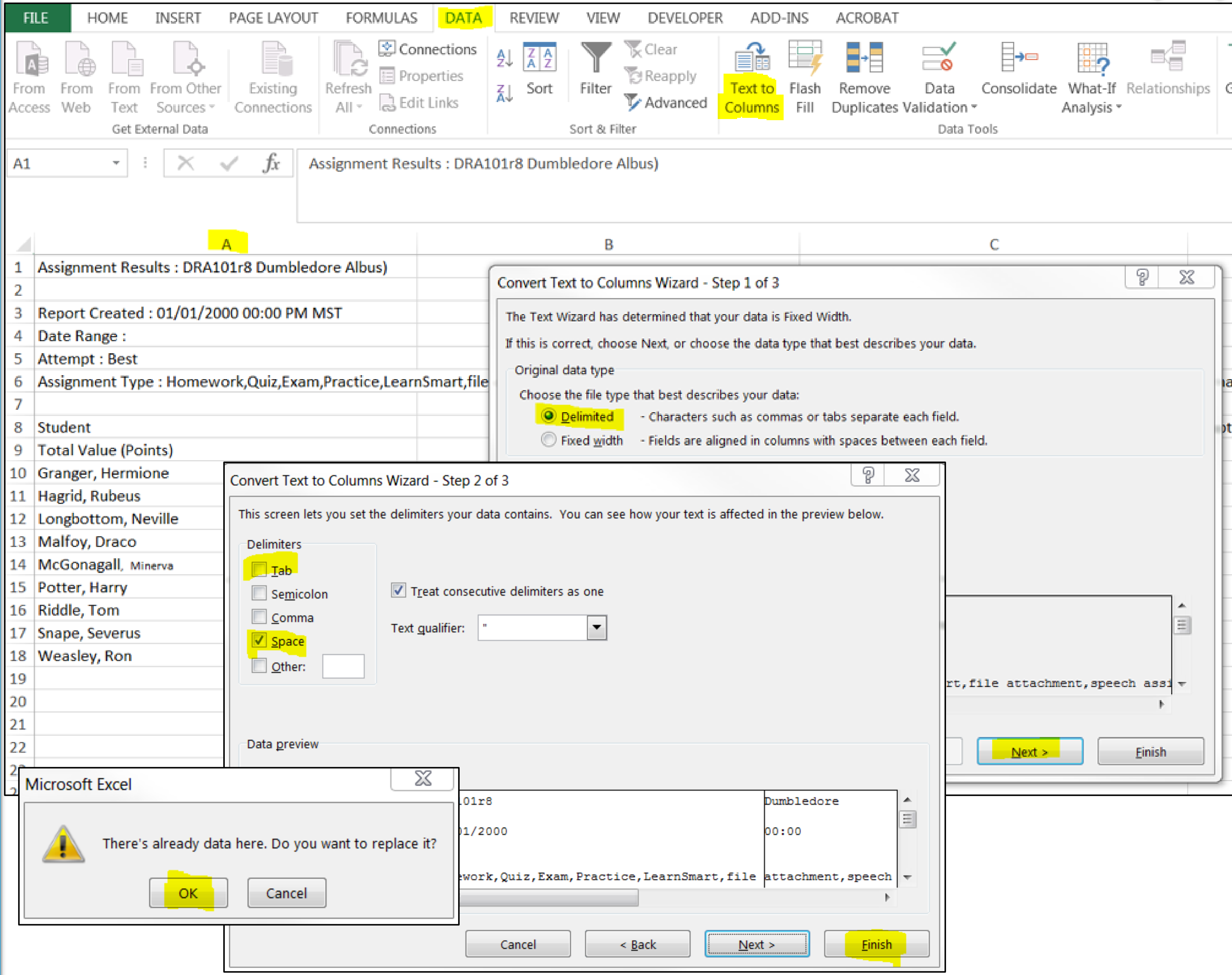
Select Delimited > Next.

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).



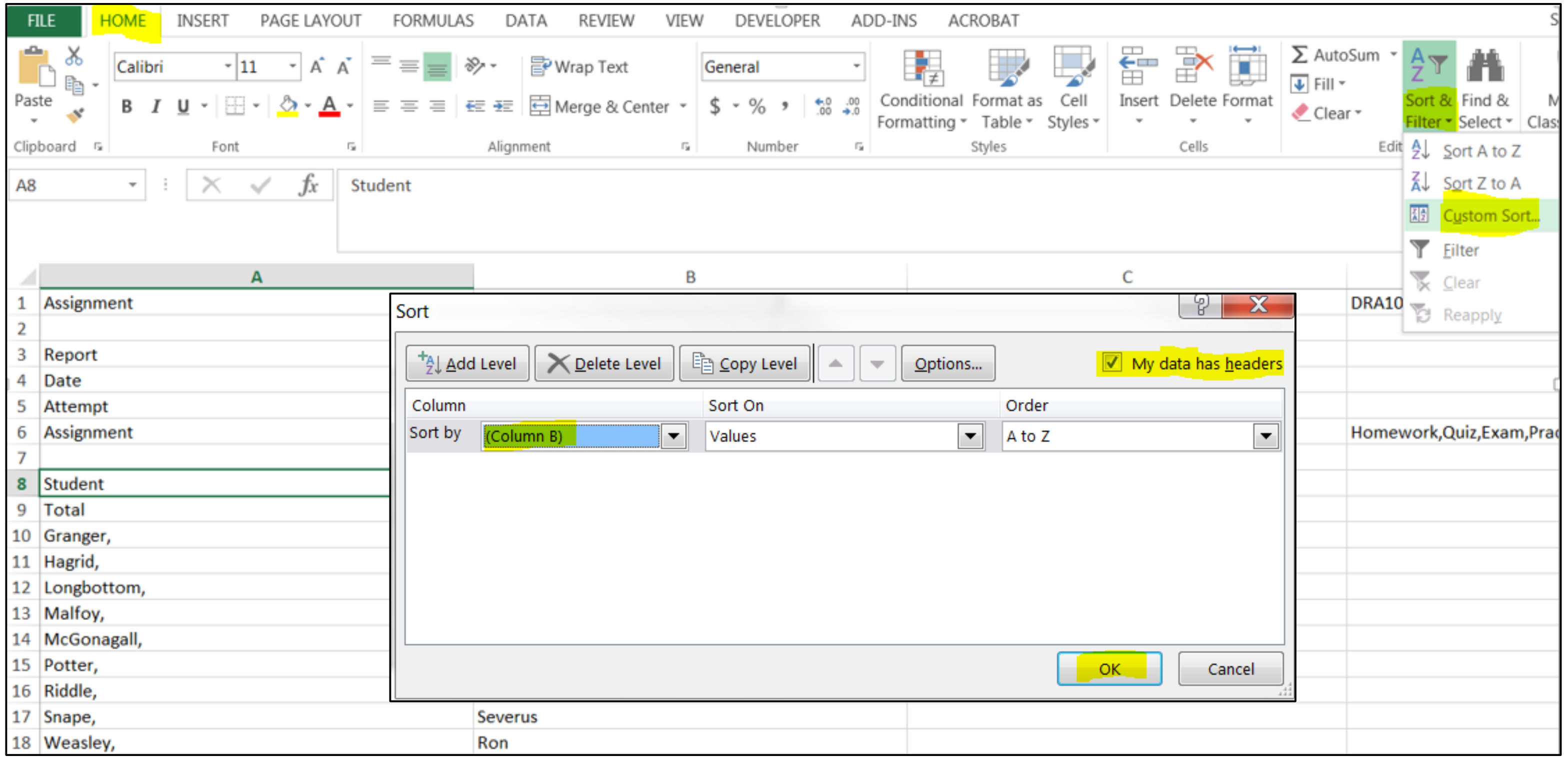
9

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.



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