

Connect Course Readiness Checklist

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Connect Course Readiness Checklist

Follow this checklist to get your Connect course ready for students to start learning.

Getting Started

- Bookmark the [Connect login page](#) and update your account password – you should have an email with the information.
- Add your course in Connect by clicking “Add Course” and use the search bar to search for your course, author, or title. Select the one you’ve adopted to add the course. Ask your McGraw Hill rep about getting a Prebuilt OLC-aligned course added to your account for a course that is instructionally aligned, and you can edit to fit your needs.
- Edit the course and section titles and section URLs as needed.
- Make sure the time zone setting is set to the correct time zone.
 - [Watch the Learn Connect Basics Video here.](#)

Build and Manage Your Course

- Determine which assignment types (i.e., SmartBook, Homework, Exams) will be used in your course, as well as the percentage of course grade. User Guides are available on the Add Assignment tab in your Connect course for most assignment types to help you get started. Click the Student View button to see assignments from the student perspective.
**We recommend assigning at least 20% of your students’ grades to Connect assignments so that they take the work seriously.*

- If your course has been copied to you, determine whether you want to change any of the assignment points, policies, or settings, and/or add or delete any assignments.
- Add or edit assignments. Click on the info icon next to each assignment to review content and policies.
 - Determine what point value each assignment will have.
 - Set start dates (optional) and due dates (required) for assignments.
 - * *Reduce noon/midnight confusion by making assignments due at 11:59 PM.*
 - Double-check the assignment policy settings to ensure they align with your syllabus.
- Think about how you want to structure the course. Do you want to add groups (folders)? Do you want to group by chapters or due dates? Do you want all assignment types together (for instance, all SmartBook assignments, all quizzes, etc.)?
 - * *We recommend integrating your Connect assignments throughout the semester on a consistent cadence (i.e., Wednesdays and Sundays at 11:59 p.m.) and noting that in your syllabus.*
- Review your course and duplicate for each section you teach and/or copy to other instructors' sections as needed.

Preparing for the First Day of Class

- Finalize your syllabus. Include language in your syllabus to explain what Connect is, how Connect will be used in your course, and how students will register. Find all the information you need below in the [Connect Syllabus Guide](#).
 - * *We recommend students register on the first day of class for the best experience.*
- Sync your Connect course with your Learning Management System (LMS) for single sign-on capability and other features that will provide a great experience all semester for you and your students. Common LMS are Blackboard, Canvas, and D2L Brightspace.
 - o Not sure how to sync or need a refresher? Contact your [Learning Technology Representative](#) for help or check our LMS resources on [Support At Every Step](#).
- Find your [student registration materials at this link](#).
- Complete a final review of your course and all documents and make any needed adjustments.
- Upload any course documents students will need on the first day of class to your LMS course or Connect course.
- Sign up for real-time system alerts – if there's ever an issue with Connect, you'll know as soon as your students do. Register at status.mheducation.com.

First Day of Class and Beyond

- Make sure students are familiar with their purchase options and know how to register for Connect using the resources you shared.
- Check your section roster to ensure that students have successfully registered. If using an LMS, check that their accounts are synced.
 - * *When students register with their access code, make sure they double check their 1/ones and 0/zeros to ensure they enter their code correctly.*
- Check your roster periodically to assure that students are registering and/or run the At-Risk Report.
- The roster will show which students are using the Courtesy Access. Remind students who are using Temporary Access to enter or purchase a code, so they don't lose access.
- Once you have some course data, watch additional videos, attend a webinar or work with your Implementation Consultant to learn more about Connect reporting and how to get the most out of Connect data. [Get started here.](#)
- Once an assignment due date has passed, check Connect reports to make sure students are submitting assignments.

Connect Syllabus Guide

Copy & Paste the Following Information into Your Syllabus

Welcome! In this course we will use [book title, author, edition] with McGraw Hill Connect®. To access your material [you can purchase an online only access code / you can purchase an access code with your printed textbook / just login to the course LMS page]. Connect is an online homework and learning management platform and you will need to access it to complete many of the course assignments.

Here is your **REQUIRED** course material:

TITLE	EDITION	AUTHOR	PUBLISHER	ISBN
[Title name]	[Edition #]	[Author name]	McGraw Hill	[ISBN #]

EXPECTATIONS AND POLICIES RELATED TO COURSE ASSIGNMENTS

Course assignments will be scheduled, completed, and recorded in Connect. All students are required to complete every assignment by the due date listed.

TECHNICAL AND SUPPORT INFORMATION

If you are having trouble registering for or accessing Connect, please contact McGraw Hill's Customer Support. Live chat, email, and phone support are available 7 days a week.

When contacting a support agent, you will always receive a case number. It will be important to save this case number if additional follow up or documentation is needed.

Website: www.mhhe.com/support | Phone: (800) 331-5094 Hours (EST)

Sunday: 12 PM - 12 AM

Monday - Thursday: 24 hours

Friday: 12 AM - 9 PM Saturday: 10 AM - 8 PM

Ensure your computer meets system requirements by going to this link:

<http://connect.mheducation.com/connect/troubleshoot.do>

STUDENT PURCHASE & REGISTRATION INFORMATION - *Copy the option you want students to use.*

For this course, you will purchase access to McGraw Hill's Connect. Here's how:

<p>OPTION 1</p>	<p>Purchase from Connect course URL:</p> <p>You can purchase access directly from the course by using this link: [insert Connect section-specific WEB ADDRESS from your Connect course home page] When you register, you can create a new Connect account or login with an existing Connect username and password. You will also need to do one of the following:</p> <ul style="list-style-type: none"> • Enter your access code • Purchase access online • Begin your 14-day Temporary Access period <p>Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf print version of the text through Connect. This is optional and will be shipped directly to you.</p>
	<p>Purchase from Connect integrated in {add name of LMS}:</p> <p>Purchase Connect access through your {insert LMS program} account. Login to your school's {insert LMS program} account, and enter your course, then click on the Connect</p>

<p>OPTION 2</p>	<p>link, which will take you to the Connect registration page where you can follow the prompts.</p> <p>At that time, you will need to do one of the following:</p> <ul style="list-style-type: none"> • Enter your access code • Purchase access online • Begin your 14-day Temporary Access period <p>Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf print version of the text through Connect. This is optional and will be shipped directly to you.</p>
<p>OPTION 3</p>	<p>Purchase from the bookstore:</p> <p>Purchase a Connect code at the bookstore and register either with the course link provided by your instructor. During the registration process, you will be prompted to create a new account or login with an existing Connect username and password.</p> <p>At that time, you will need to do one of the following:</p> <ul style="list-style-type: none"> • Enter your access code • Purchase access online • Begin your 14-day Temporary Access period <p>Please note: After you register, you will have the option to purchase a low-cost, binder-ready, loose-leaf print version of the text through Connect. This is optional and will be shipped directly to you.</p>
<p>OPTION 4</p>	<p>Inclusive Access:</p> <p>Your Connect access for this course is already available to you through your course registration. The required course materials are accessed directly through {ENTER LMS NAME HERE} and assignments are available today.</p>

Student welcome email template

Welcome everyone -

To make sure that we get off to a good start, there are some things you should know about the class.

This course uses [Insert information on any textbooks, digital course products, or other required materials] which are required materials for you to support your learning.

You should bring [What is needed in class] these to every class day to be prepared for the class.

Before you come to class on [PUT IN FIRST CLASS DAY], you should read the course syllabus. You can ask any questions that you have about it on the first day. I have attached a copy of the syllabus to this email.

I can't wait to get the term started. I will see all of you on [PUT IN FIRST CLASS DAY] at [PUT IN CLASS TIME] in [PUT IN CLASSROOM].

Thanks!

[Your name]



Tech Support Hours and Contact Information

CALL: (800) 331-5094

EMAIL & CHAT: mhhe.com/support

Monday-Thursday: 24 hours

Friday: 12 AM-9 PM EST

Saturday: 10 AM-8 PM EST

Sunday: 12 PM-12 AM EST

Find additional resources and Connect Training Series videos at supportateverystep.com