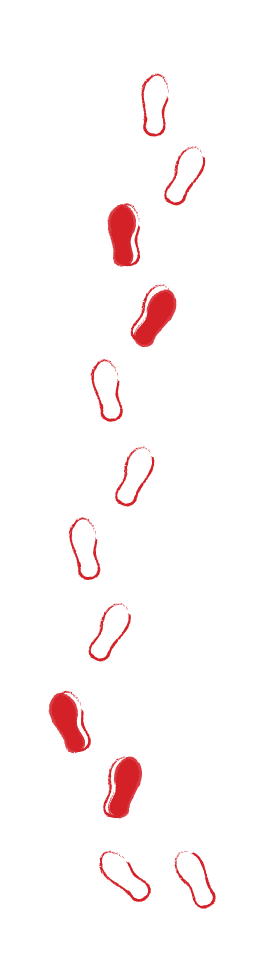


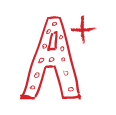
It’s crunch time, but that doesn’t mean we’re about to let you get stressed. You have support at every step of your journey, including the creation of your syllabus.

Adding Connect details to your syllabus is quick and easy. Get out your pen – you’ll be checking another item off your to-do list.

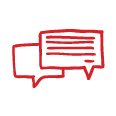
In this guide, you’ll find text you can copy and paste into your own syllabus. This content includes helpful details that cover the following:

****

**Description of Connect**

**Student Registration and Purchase Information**

**How Connect Fits into Your Overall Course Grade­**

**Expectations and Policies Related to Course Assignments**

**Technical Support Information**

**Syllabus Information for Proctorio**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Copy & Paste the Following Information into Your Syllabus** | | | | |
| **A BRIEF DESCRIPTION OF CONNECT** | | | | |
| Welcome! In this course we will use {book title, author, edition}, to purchase your text you have the option of purchasing [an online only access code, or an access code with your printed textbook]. Connect uses technology that adapts content to your skill level to make more-efficient use of your study time and create a more-effective reading experience.  Here is your **REQUIRED** course material: | | | | |
| **TITLE** | **EDITION** | **AUTHOR** | **PUBLISHER** | **ISBN** |
|  |  |  | McGraw Hill Education |  |
| **What is Connect?**  Connect is an online homework and learning management platform from McGraw Hill Education. Many of your course assignments will be delivered through Connect.  **Connect helps you:**   * Stay organized with assignments – both in and out of class * Target difficult material to practice and improve your skills * Review for exams with self-assessment tests and quizzes * Track your performance with personalized reports * Save time on studying * Save money on textbooks | | | | |

|  |  |
| --- | --- |
| **Copy & Paste the Options that Best Apply to Your Course** | |
| **STUDENT PURCHASE & REGISTRATION INFORMATION** | |
| For this course, you will purchase access to McGraw Hill Education’s Connect. Here’s how: | |
| **OPTION 1** | **Purchase from Connect course URL:**  Purchase directly from the course homepage at {add Connect section-specific WEB ADDRESS}. Connect online is typically half the price of the printed textbook bundle.  During the registration process, you will be prompted to create a new account or login  with an existing Connect username and password.  At that time, you will need to do one of the following:   * Enter your access code * Purchase access online * Begin your 14-day Temporary Access period   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. If you choose to purchase a copy, a full-color, loose-leaf version will be shipped to you. |
| **OPTION 2** | **Purchase from Connect integrated in {add name of LMS}:**  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 link, which will take you to the Connect registration page where you can follow the prompts.  At that time, you will need to do one of the following:   * Enter your access code * Purchase access online * Begin your 14-day Temporary Access period   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. If you choose to purchase a copy, a full-color, loose-leaf version will be shipped to you. |
| **OPTION 3** | **Purchase from the bookstore:**  Purchase a Connect code at the bookstore and register either with the provided link or with the 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.  At that time, you will need to do one of the following:   * Enter your access code * Purchase access online * Begin your 14-day Temporary Access period   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. If you choose to purchase a copy, a full-color, loose-leaf version will be shipped to you. |
| **OPTION 4** | **Inclusive Access:**  Your Connect access for this course is already available to you through your course fees.  The required course materials are accessed directly through {ENTER LMS NAME HERE} and assignments are available today. |

|  |  |
| --- | --- |
| **Copy & Paste the Following Information into Your Syllabus** | |
| **HOW CONNECT FITS INTO YOUR OVERALL COURSE GRADE** | |
| Connect is required to complete your assignments and will be worth {insert}% of your grade. | |
| SmartBook or eBook Reading Assignments: | % |
| Assignments: | % |
| Quizzes: | % |
| Exams: | % |

|  |
| --- |
| **Copy & Paste the Following Information into Your Syllabus** |
| **EXPECTATIONS AND POLICIES RELATED TO COURSE ASSIGNMENTS** |
| All course assignments will be scheduled, completed, and recorded in Connect.  All students are required to complete every assignment by the due date listed. |

|  |
| --- |
| **Copy & Paste the Following Information into Your Syllabus** |
| **TECHNICAL AND SUPPORT INFORMATION** |
| If you are having trouble registering for or accessing Connect, please contact McGraw Hill Education’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** |

|  |
| --- |
| **Copy & Paste the Following Information into Your Syllabus if You Are Using Proctorio Inside Connect** |

**Proctorio Syllabi Description - US Higher Education**

**Proctorio is a Learning Integrity resource**

This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course’s assessments, within some of your Connect assignments. As your instructor, I’ve chosen the secure exam settings required by this course, and only I will make a judgment as to any potential academic integrity violation.

**Assignments with Proctorio**

You’ll be able to see which assignments in Connect include Proctorio settings because they will be clearly labeled with “Proctoring Enabled” in the assignment title. The settings that I use may vary depending on the assignment. When you start a proctored assignment, the settings in use will be indicated.

**Proctorio Minimum System Requirements**

Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The [Proctorio system requirements](https://proctorio.com/system-requirements) are dependent on the exam settings and may require a webcam and a microphone. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work.

**Equity and Fairness**

The reason I’ve chosen to enable Proctorio settings for specific assignments in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

**Privacy**

Proctorio is a trusted resource for remote proctoring because of the company’s commitment to student privacy. Proctorio uses single sign-on through Connect, and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties. Read more about [Proctorio’s approach to privacy](https://proctorio.com/about/privacy).

**Security**

Proctorio only runs as an extension in your Chrome browser. This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer’s hard drive, or other resources.

Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. After your proctored assignment ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, if you choose to do this, you’ll need to reinstall the extension again before starting your next proctored assignment.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution’s learning platform. Proctorio cannot see your proctored assignment data. Read more about [Proctorio security](https://proctorio.com/about/data-security).

**Getting Started**

Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in [Proctorio’s Quick Start Test Taker Guide](https://cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf) for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment.

If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or reach out to Connect or Proctorio support for troubleshooting. Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.