Implementation Guide

For Advanced Placement®, Honors, and Electives

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Connect Overview

McGraw-Hill Connect® is a digital teaching and learning environment that saves students and teachers time while improving student performance. Connect offers a variety of assignment types, robust reports, and an eBook or SmartBook (if one is part of your course).

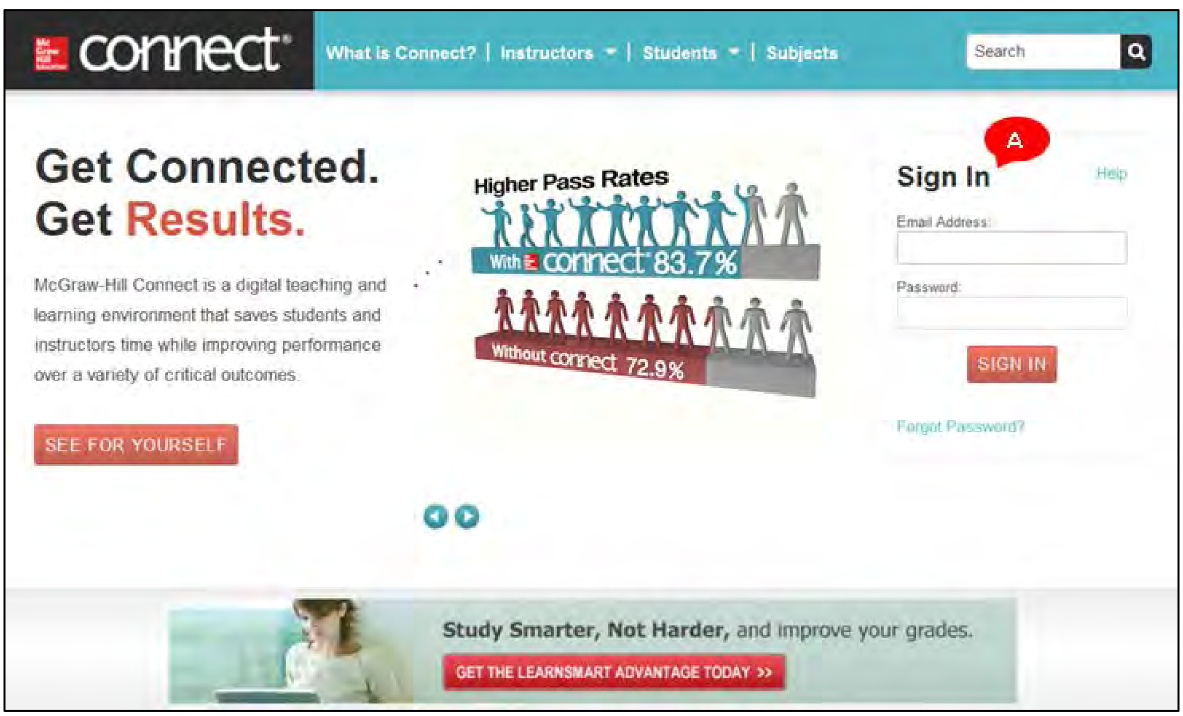
Navigating Connect

Signing In

You should have already received a welcome email from McGraw-Hill Education's Online Implementation team containing your instructor login information. Below is information on how to access your account for the first time.

Sign in via the website: *connect.mheducation.com*
User Name: your school email address
Password: Password1

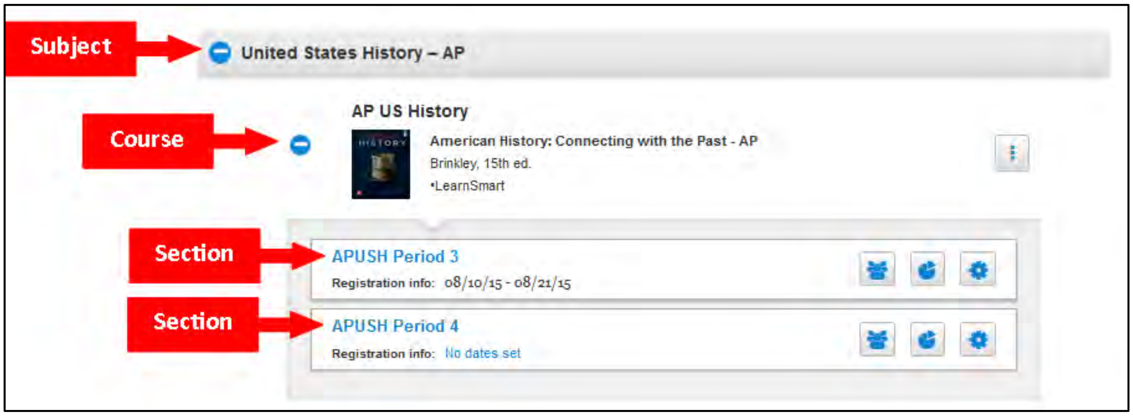
Start by going to the **Sign In (A)** portion of the home screen and logging in with the credentials that have been provided to you.



Introduction to Courses and Sections

Connect is organized based on a structure of Courses and Sections. A *Course* is a McGraw-Hill product that has been purchased by your school or school district, such as *ONboard for AP Biology*, or a textbook, such as *Chemistry* 12th edition.

Each Course is subdivided into Sections. A *Section* is like a class or a class period. So if you're teaching two classes of AP US History using the textbook *American History: Connecting with the Past*, you would have one Course based on *American History: Connecting with the Past* and two Sections within that course.



You will manage your classes, including your student roster, assignments, and grades, at the Section level. All of the resources available with your Course, including test banks, ebooks, and adaptive study tools, can be accessed from any Section you create within the course.

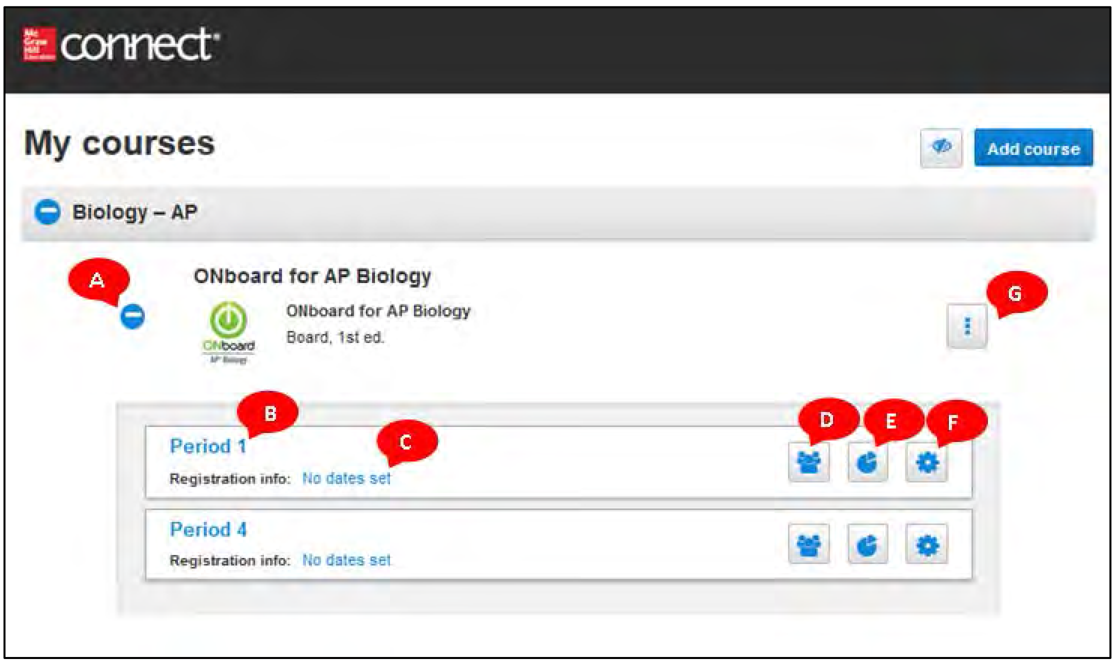
My Courses Page

The **my courses** page is the first page you see when you sign in to your Connect account. Use this page to manage your courses and sections. Each course area contains a list of sections you have created. If you do not see the sections, click the blue circle **(A)** next to the course name to reveal the course sections and options.

From this page you can:

- open a section by clicking on the section name **(B)**,
- set registration dates to limit when students can register for the class **(C),**
- view the student roster **(D)**,
- quickly access a section's performance reports **(E)**,
- access the Section Options menu **(F)**,
- or access the Course Options menu **(G).**

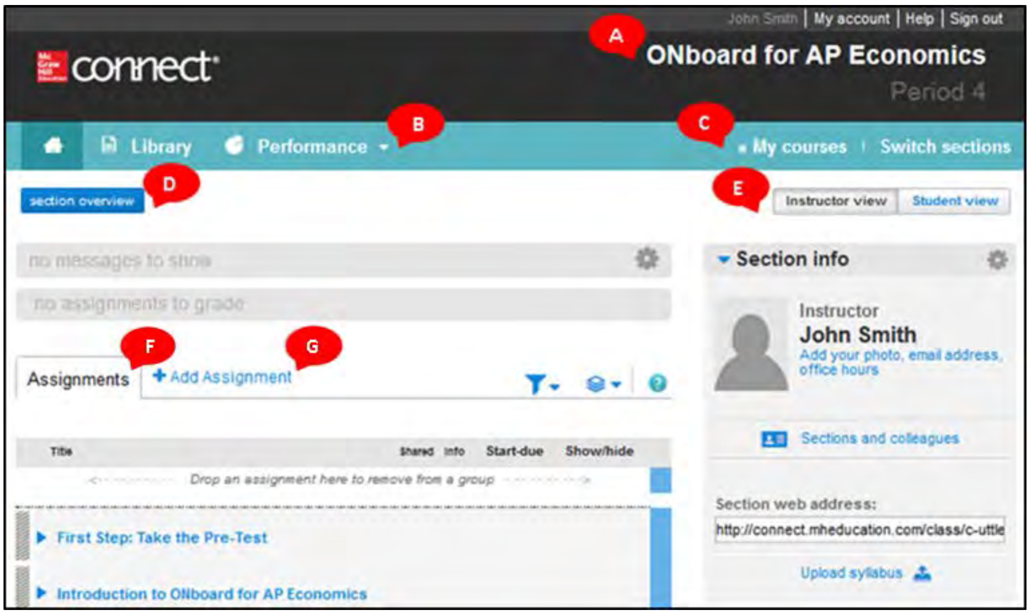
You will learn more about these features in the Course Options section of this guide.



Section Homepage

Clicking on the title of a Section from the **my courses** page will open the Section. The Section Home page helps you deliver and manage your assignments and provides a snapshot of your section. The course and section name are listed at the top right of the page **(A).** Tabs to the left allow you to easily access the **Library** and **Performance** reports **(B)**. Use the **Switch sections** and **My Courses** options **(C)** located just below the section name to switch sections or to return to your list of courses. Click on **Section Overview (D)** to see quick statistics of the assignments in your section, including number of assignments, assignment categories, assignment status, and default assignment settings. You can switch to “student view” **(E)** to see what your students see and take assignments from a student's perspective. The **Assignments** tab **(F)** shows all of the assignments you have created for your section. Clicking **Add assignment (G)** is the easiest method of creating additional assignments, as well as accessing the available content and assignment types for your course.

More information about these features can be found in the Section Creation and Management area of this guide.



Course Creation and Management

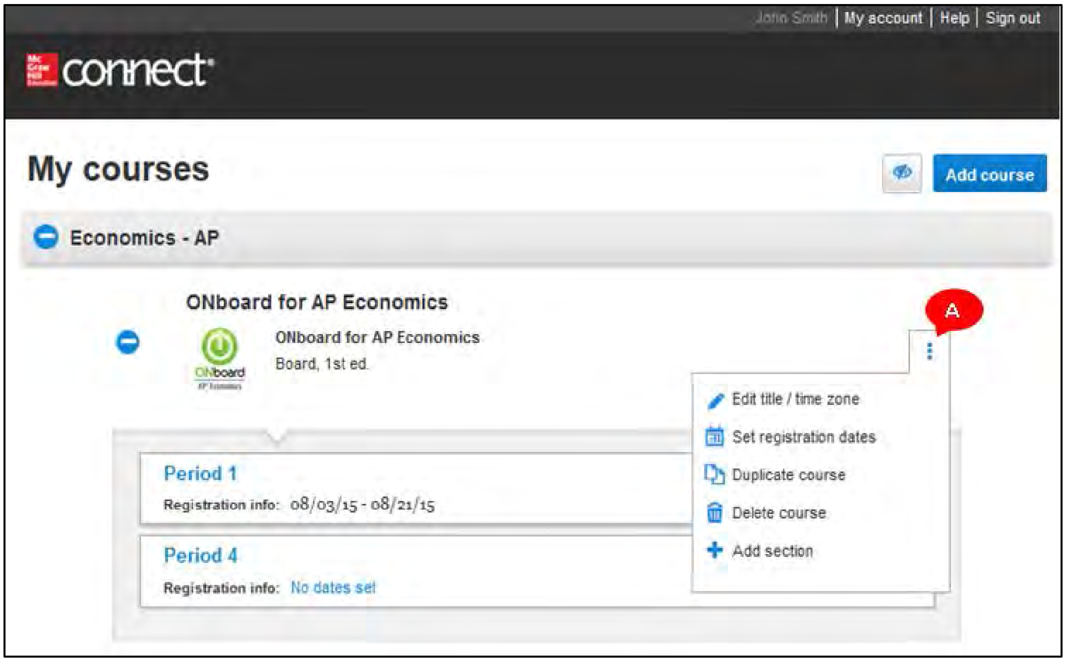
Initial Course Setup

When you or your school purchases a course in Connect, McGraw-Hill’s Online Implementation team automatically adds the courses to your Connect account. Each Course will by default contain one section.

You should not need to add a course yourself. If, however, you accidentally delete your course or find that you have the wrong course, please see Adding a Course in the Advanced Guide of this document.

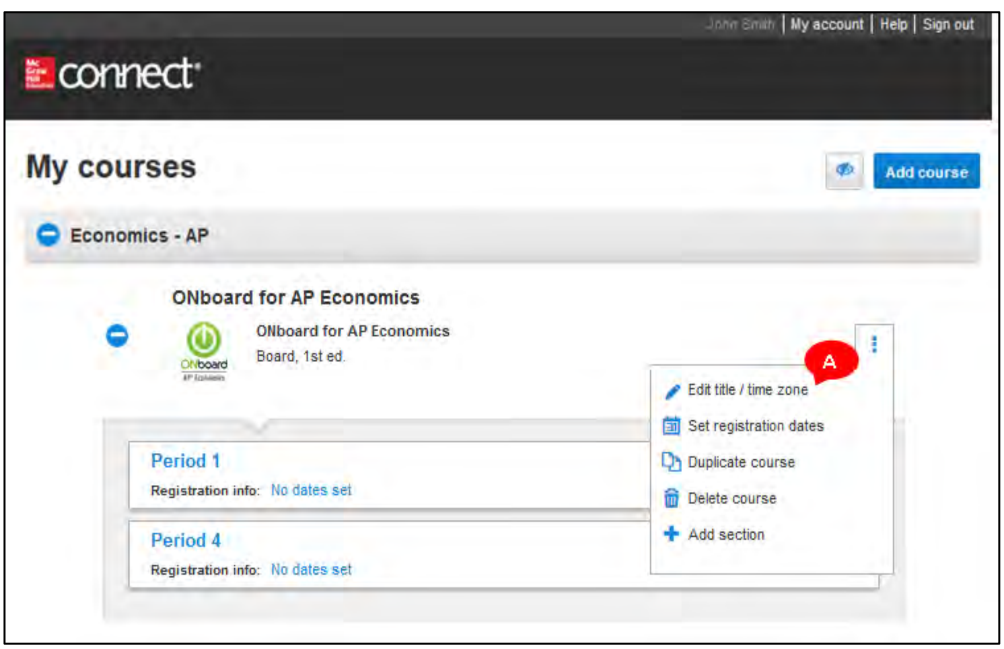
Course Options

From the **Course Options** menu **(A)** on the **My courses** page, you can edit the course title, set registration dates, duplicate a course, delete a course, or add a new section to the course. Let's look at each of these items individually.

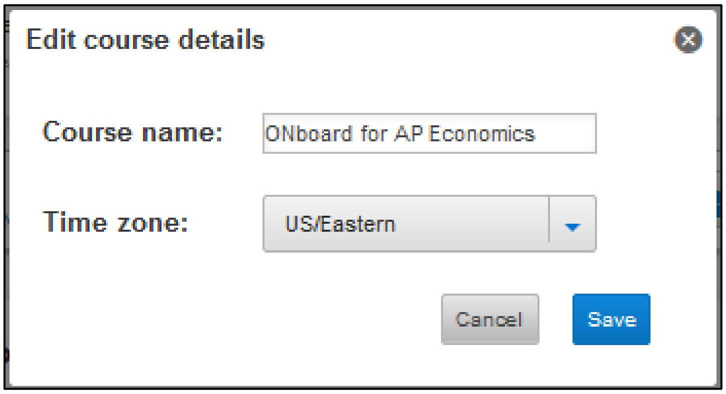


Edit Title / Time Zone

Your Course name and time zone will be set up by McGraw-Hill Online Implementation. If this information is incorrect, click on the **Course Options** button and select **Edit title / time zone (A)**.

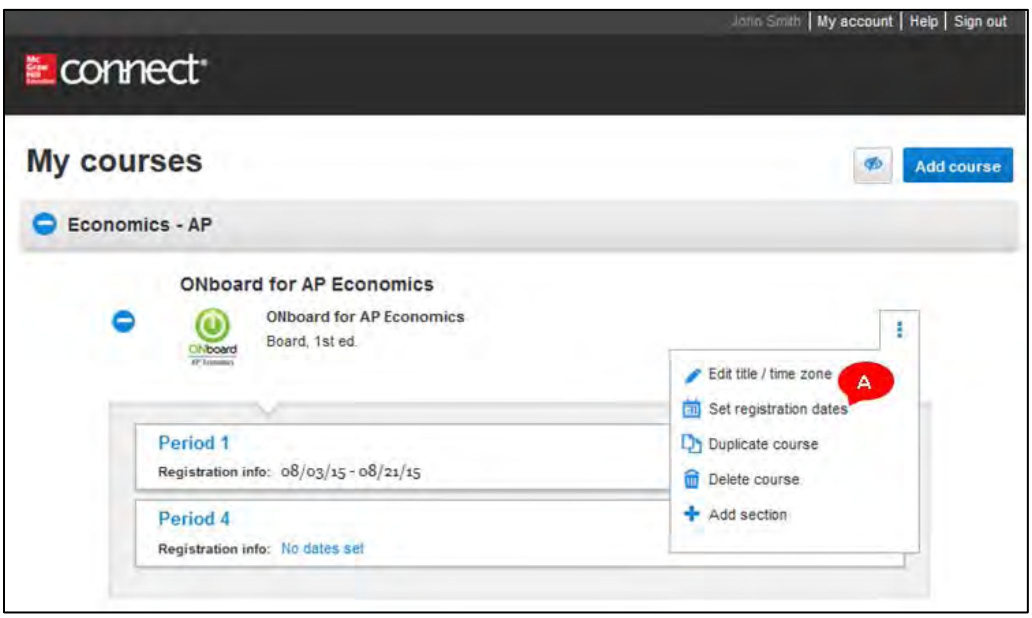


When you click **Edit title / time zone,** this screen pops up. Here you can easily update your course name and time zone. Click **save** to update your account with your changes. After you click save a confirmation screen will pop up that indicates that your course details have been successfully updated.

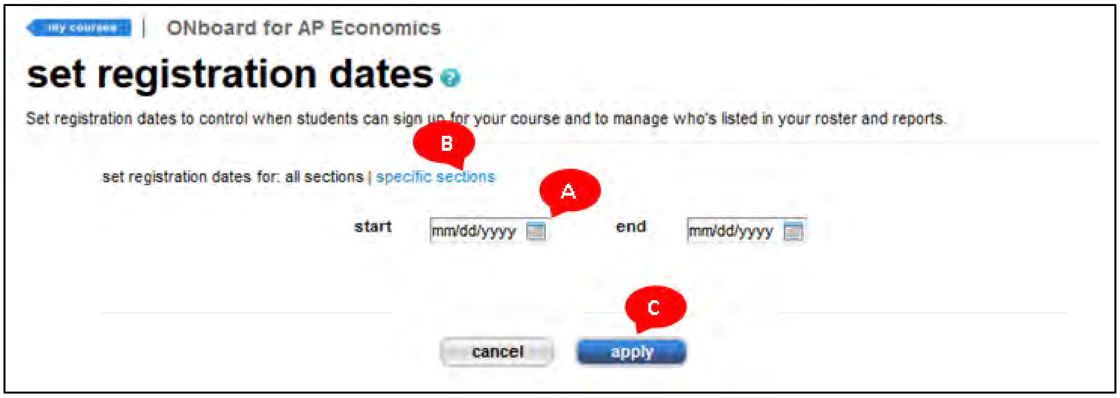


Set Registration Dates

Using the Course Options menu, you can set registration dates for all sections of a course at one time. Click the **Set Registration Dates (A)** link from the Course Options menu.

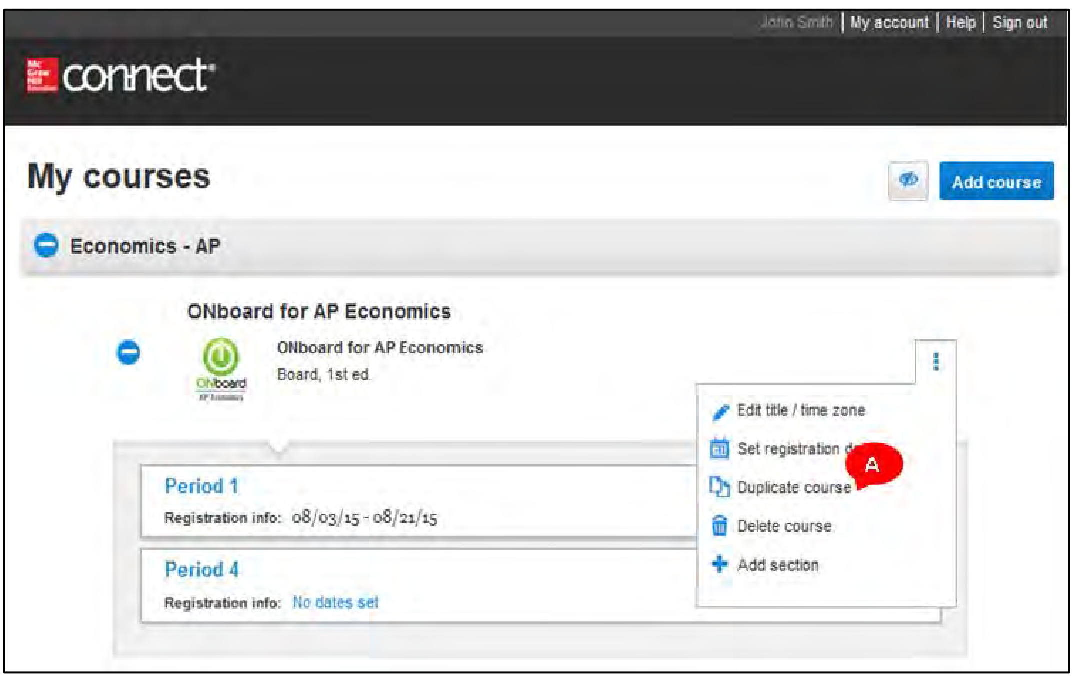


This screen will pop up, and you can update your course with the correct dates **(A).** To set a different date for each section, click **Specific Sections (B).** Click **apply (C)** to save the changes.

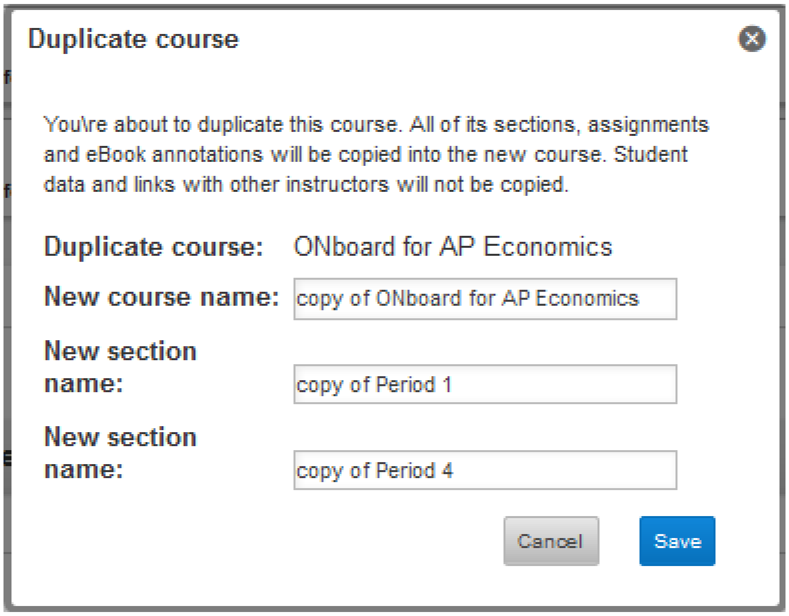


Duplicate Course

The **Duplicate Course** option **(A)** allows you to duplicate a course in its entirety. This option will duplicate all sections and all assignments associated with the course. This option may be useful when you plan to use ONboard for a new school year and plan to have the same sections and assignments.

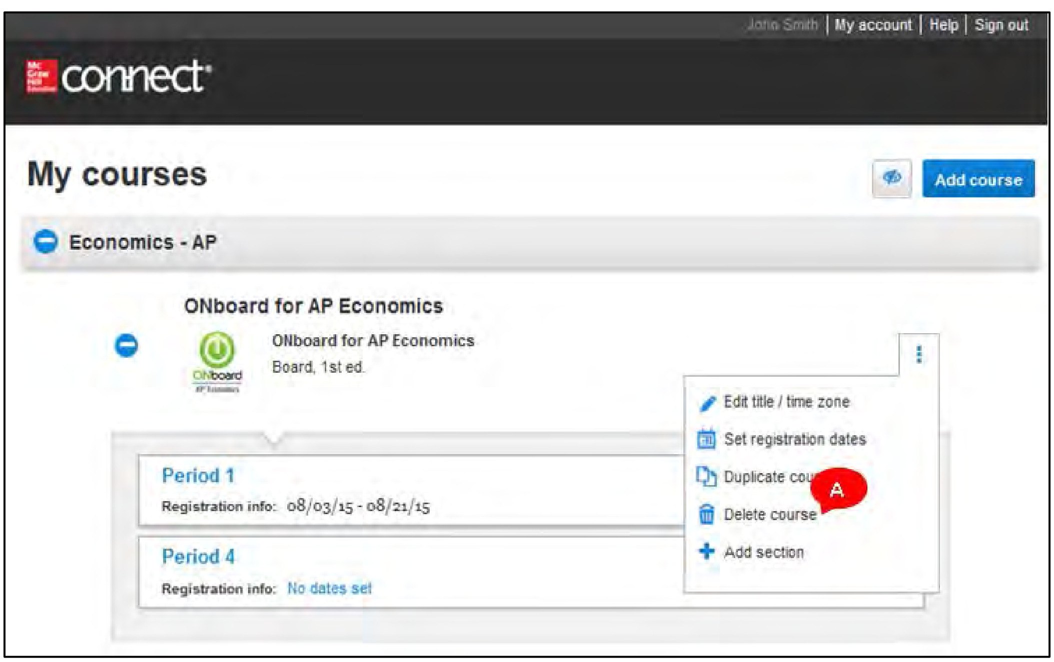


After clicking **Duplicate Course**, a popup window will allow you to change the name of the duplicated course, and the name of each duplicated section within the course.



Delete Course

The **Delete Course** option **(A)** allows you to delete an entire course. This will remove all sections associated with the course, along with the assignments and any student data. Because this action is irreversible, use this option judiciously.



Add Section
See Adding a New Section in the Section Creation and Management area of this document.

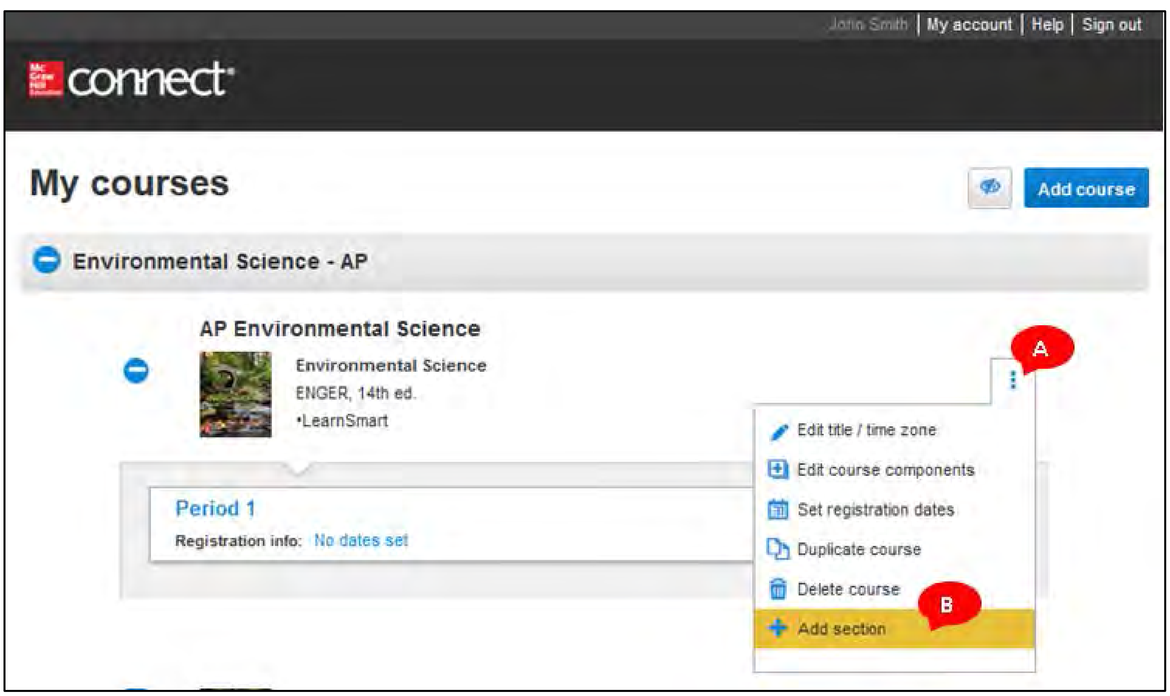
Advanced Course Management Topics
• Adding a Course

Section Creation and Management

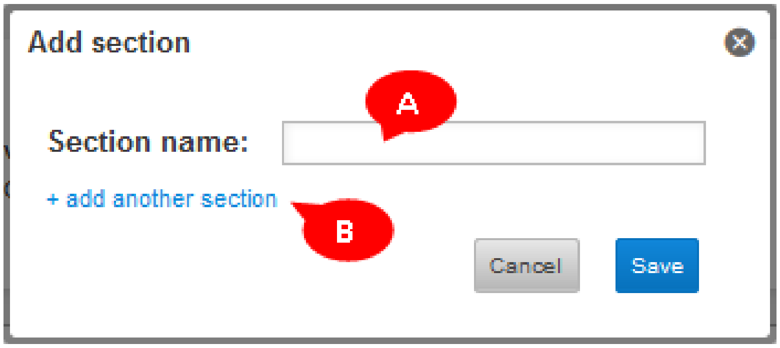
Adding Sections
A Connect course can be made up of one or more sections, corresponding to the number of actual sections, or classes, you are teaching at your school. Each section maintains its own roster and student results. To save time, you can build assignments in one section and apply them across all sections within your course.

You have two options to create multiple sections from your my courses page: adding a new section and duplicating an existing section.

Adding a New Section
Each course added to your account in Connect begins with one section. If you have more than one section, or class, you will need to add these additional sections to your course. To do this, open the **Course Options** menu **(A)** and click **add section (B)**.



When you click **add section,** this screen will pop up. Type in the name of the new section in the box **(A)**. Click **add another section (B)** to add more than one additional section to your course. When you are finished, click **save.** This will add the new section to your course, and the Student Registration box will open.

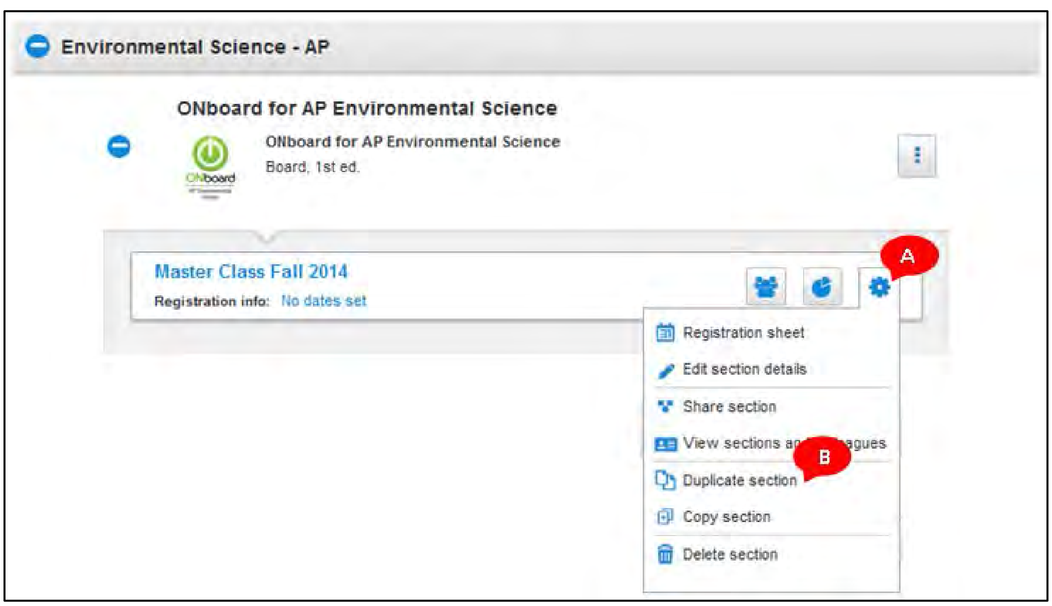


Duplicating a Section

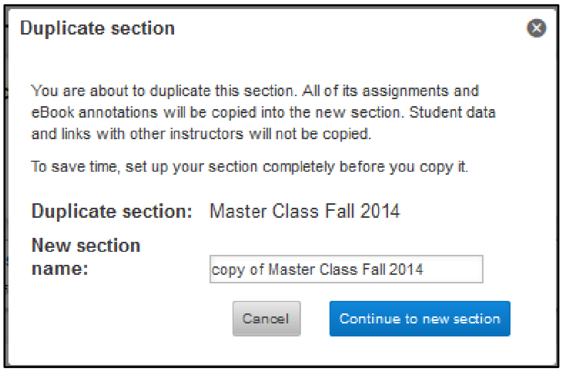
Choose **duplicate section** to create additional sections within your own course when you're teaching more than one section, but have already created your assignments in another section within the same course. A duplicated section is an exact replica of your previously created section; however, the assignments within are not "shared" with the other sections. Edits to an existing assignment and reporting within one section of your course will not affect the other sections.

Duplicating sections is also useful when you are using ONboard or SCOREboard because duplicating the section known as the MasterClass will allow you to maintain all of the pre-assigned modules and exams available in the MasterClass.

In the **section options (A)** drop-down menu for your Master Class, select **duplicate section (B).**



When you click **duplicate section,** this screen will pop up. Type in the name of the new section, and click **continue to new section.** This will add the new, duplicate section with all of the assignments and settings to your course.



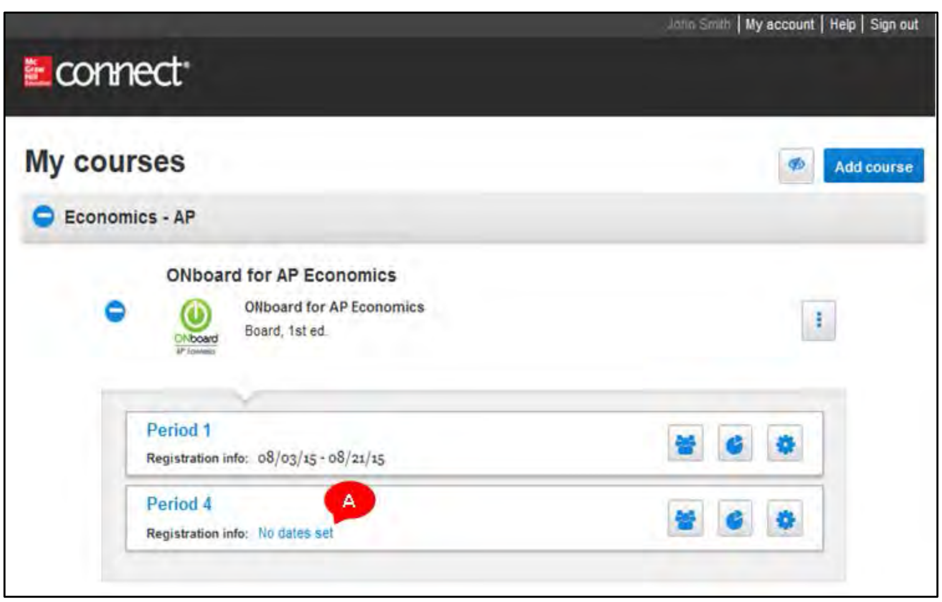
You will then receive student registration info and a new section web address for students in the duplicated section.

Student Registration for a Section

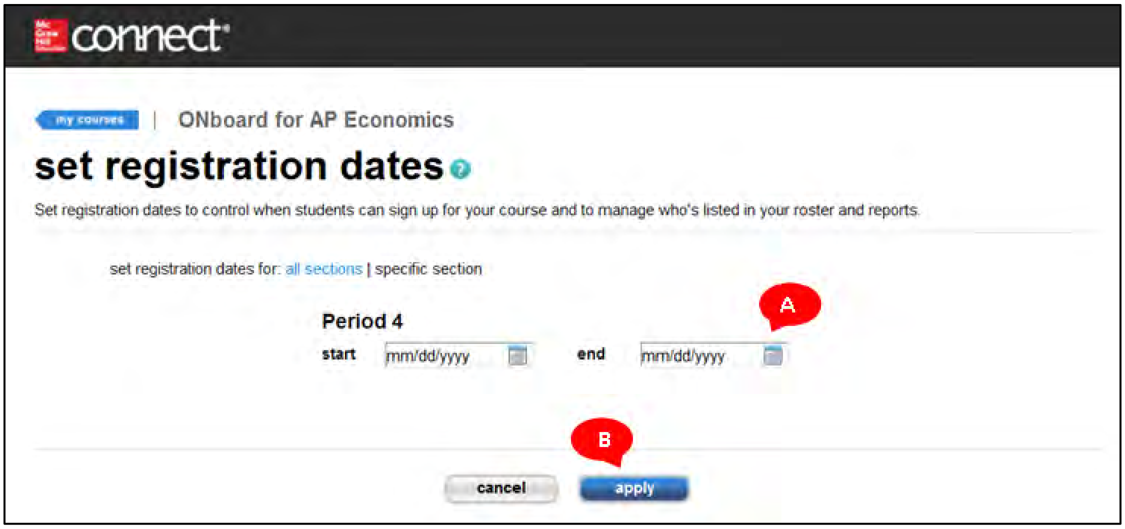
Set Registration Dates

Each section has the option of having registration dates. By setting registration dates for a section, you create a window during which students are able to register for that section. Students will be unable to register before or after the window set by these dates. NOTE: You are not required to set registration dates for a section.

To set registration dates, click the **no dates set (A)** link under **registration info** for the section that needs to be updated.



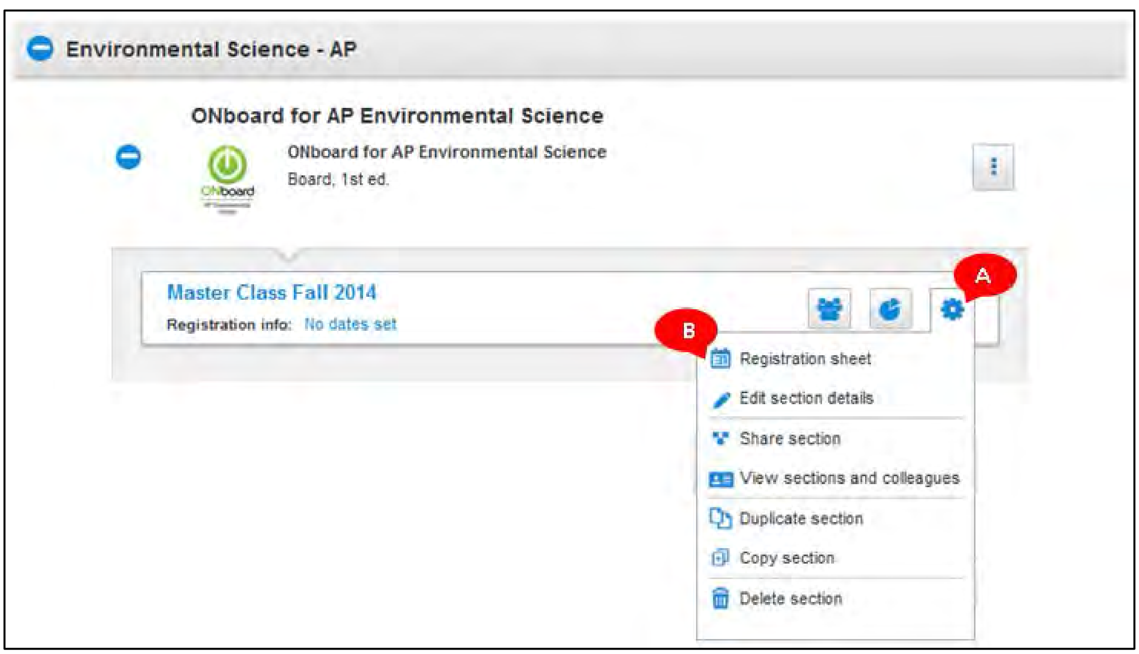
This screen will pop up, and you can update your course with the correct dates **(A).** Click **apply (B)** to save the changes.



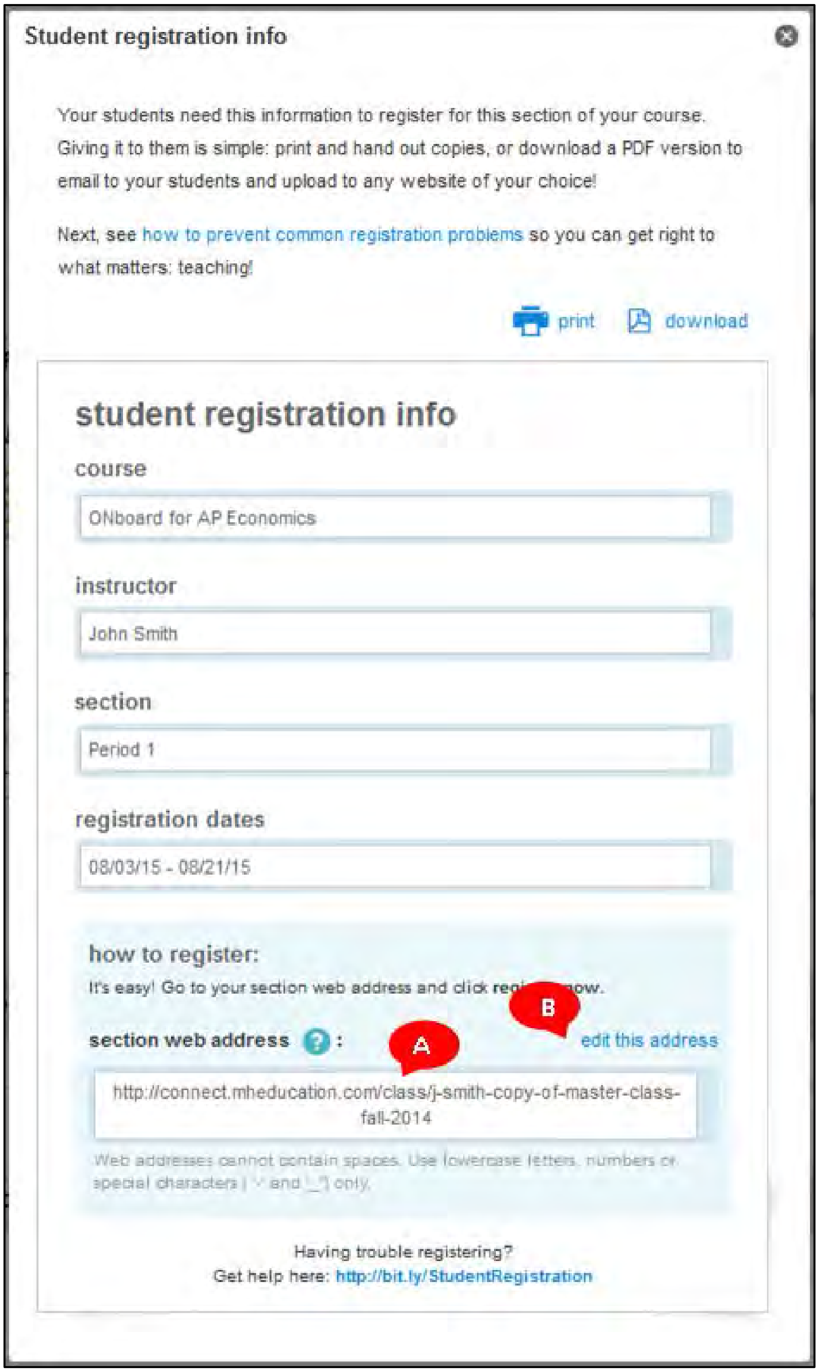
Registration Sheet

In order to register for your section, students will need to be provided with the section's Registration Sheet for your section. The Registration Sheet contains important information students will need to register.

From your **my courses** page, click on the **Section Options** button **(A)** for the section in which you want to register students, and select **Registration Sheet (B)**.



Customized student registration instructions will open with the section's specific web address **(A)**. You can edit this web address to make it shorter and easier to remember **(B)**. You may want to print a handout for your students, download and email them a PDF, or copy and paste your section-specific web address into your syllabus for your students to access. You will have one unique web address for each section created in Connect. Repeat the above process for each section.



Student Registration Process

To allow students to register for a Section you have created in Connect, you must provide them with two pieces of information: the Section Web Address from the Registration Sheet, and the 20-digit access code provided by McGraw-Hill's Subscription Management team at the time the course is purchased by you or your school.

Students will follow these steps to register for your Section in Connect:

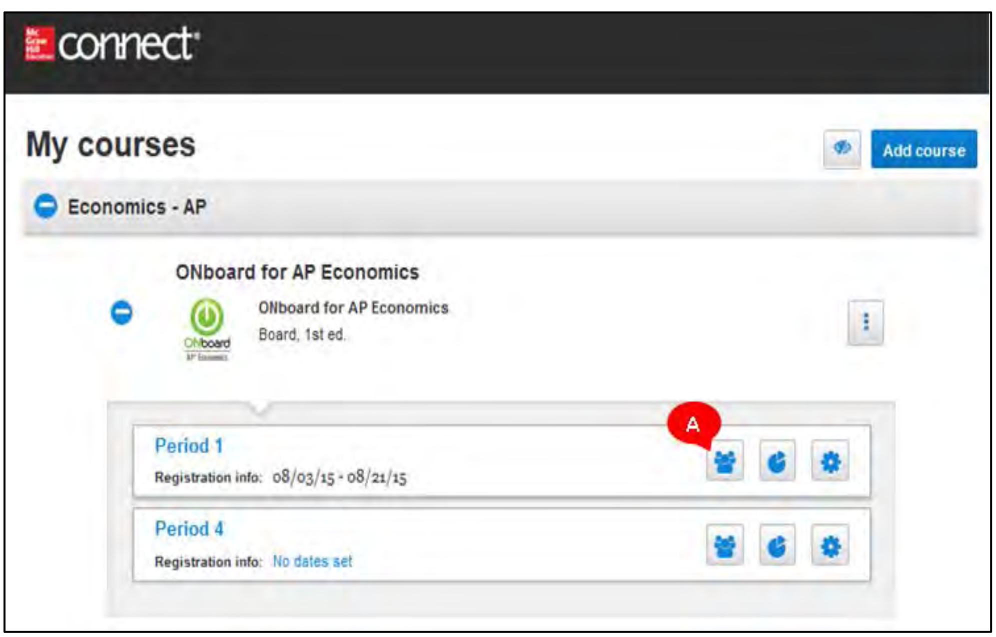
1. Using a web browser on a computer, visit the Section Web Address provided on the Registration Sheet.
2. Enter an email address.
3. Register for Connect (if the student does not already have a Connect account) or provide a password (if the student already has a Connect account)
4. Enter the 20-digit student access code

Best Practices

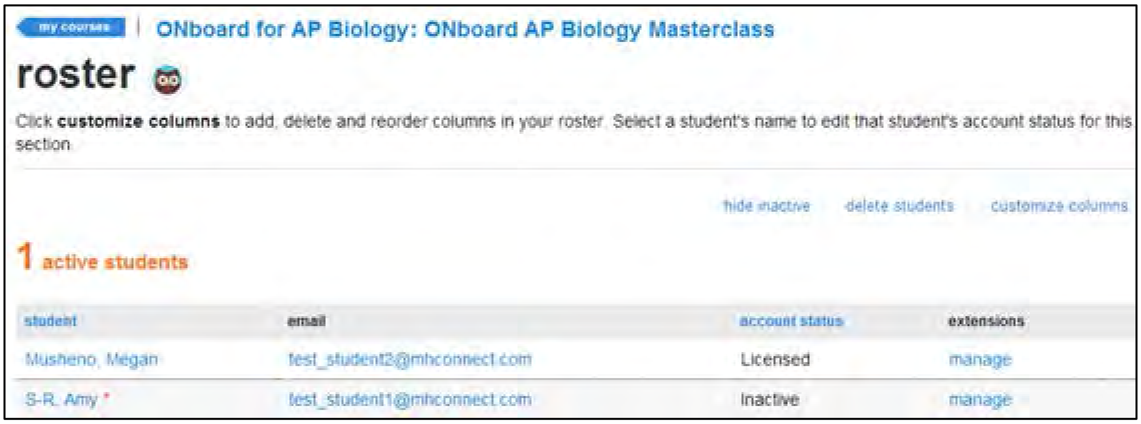
- If students change sections, simply provide them with the web address of the new section, have them click **Register Now,** and follow the prompts. As long as they use the same email address, Connect will recognize their account and allow the students to easily register in the new section.

Managing Your Roster

Your section roster displays each student's name, email address, and account status. You'll also see the number of active students in that section. **Active** means students have full access to the course that has not expired. From your my courses page, next to the section whose roster you want to access, click the roster icon **(A)**.

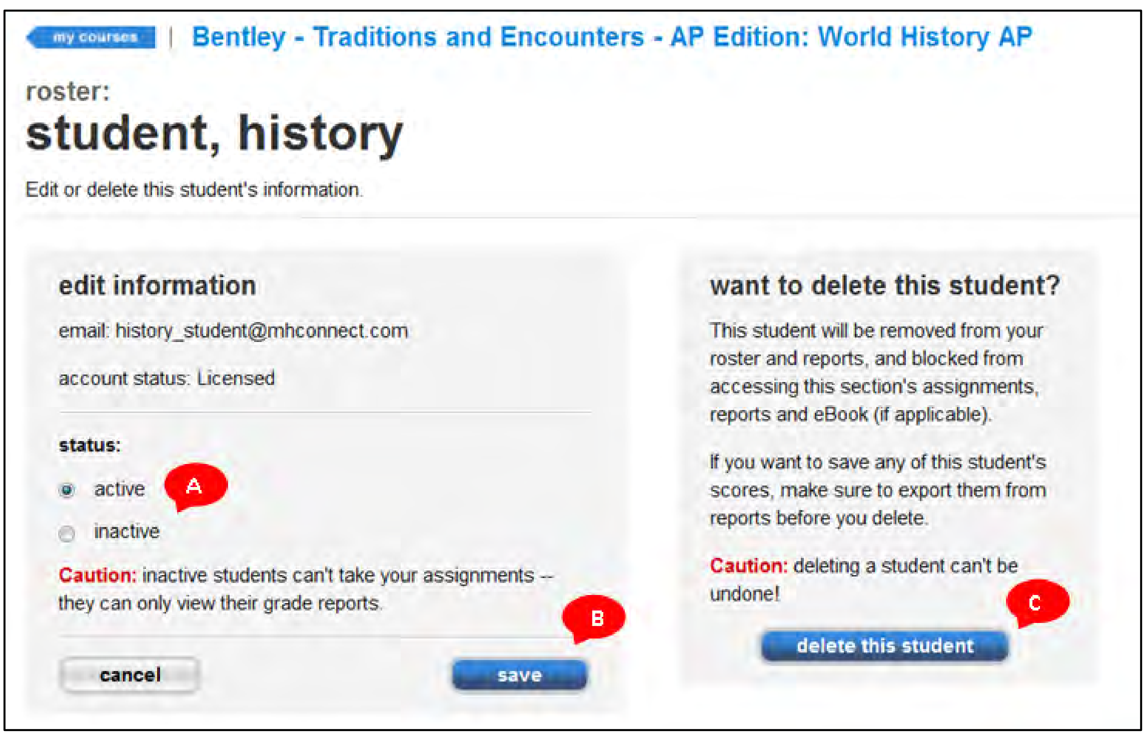


Your roster will look something like this. When you arrive at this screen, check the status of each student. There are two possible account statuses: **licensed** and **inactive**. **Licensed** means the student is registered for the course and is an active student in the course. **Inactive** means the student is no longer a member of the course.



If you click the students' names from the roster, you can view their email address and account status. You can also change their status from active to inactive **(A)**. If you change a student to inactive, you can only view his or her grade report; he or she cannot take assignments. Click **save (B)** when you are done making edits in this section.

To remove a student from your roster, click **delete this student (C)**. Note that this cannot be undone.



Best Practices

- Compare this roster to the roster from your school, and make sure the number of active students and student names are the same on both rosters. If a student is registered in the wrong section, or multiple sections, you can change the student's status to inactive, or delete the student altogether.

Advanced Roster Topics

- Creating Custom Roster Columns
- Changing Status & Deleting Students from Your Roster

Sharing and Copying Sections

You have two options for providing colleagues with the assignments in a section you have created: *sharing* and *copying*. The information below describes the differences between the two, as well as how to share and copy.

NOTE: You can also share or copy individual assignments rather than an entire section.

Sharing a Section with a Colleague

What does it mean to share?

Sharing a section means sharing all assignments and course features you've set up in that section. As the sharing instructor, you choose what your colleague can edit. Sharing a section allows you to see scores and reports from your colleague's section, providing a comprehensive look at student mastery of course concepts. Your colleague, however, can't see your section's scores or reports.

When should I share?

Sharing a section with a colleague allows you to control the assignments your colleagues will use. A typical use for sharing applies to course coordinators who might share a section with a group of teachers all teaching the same course to ensure consistency across a department. This allows the course coordinator to control the content of the assignments and also to see the scores and reports for students in other sections, helping the coordinator monitor the effectiveness of the assignments included in the shared section.

What exactly is shared with my section?

When you share a section with a colleague, you share all course features and current assignments, including every assignment's questions, policies, attached files, and dates. As you create new assignments in this master section, you will have the option to share those as well.

In addition to assignments, shared course features include eBook annotations (for courses that offer eBooks). Your section roster is never shared.

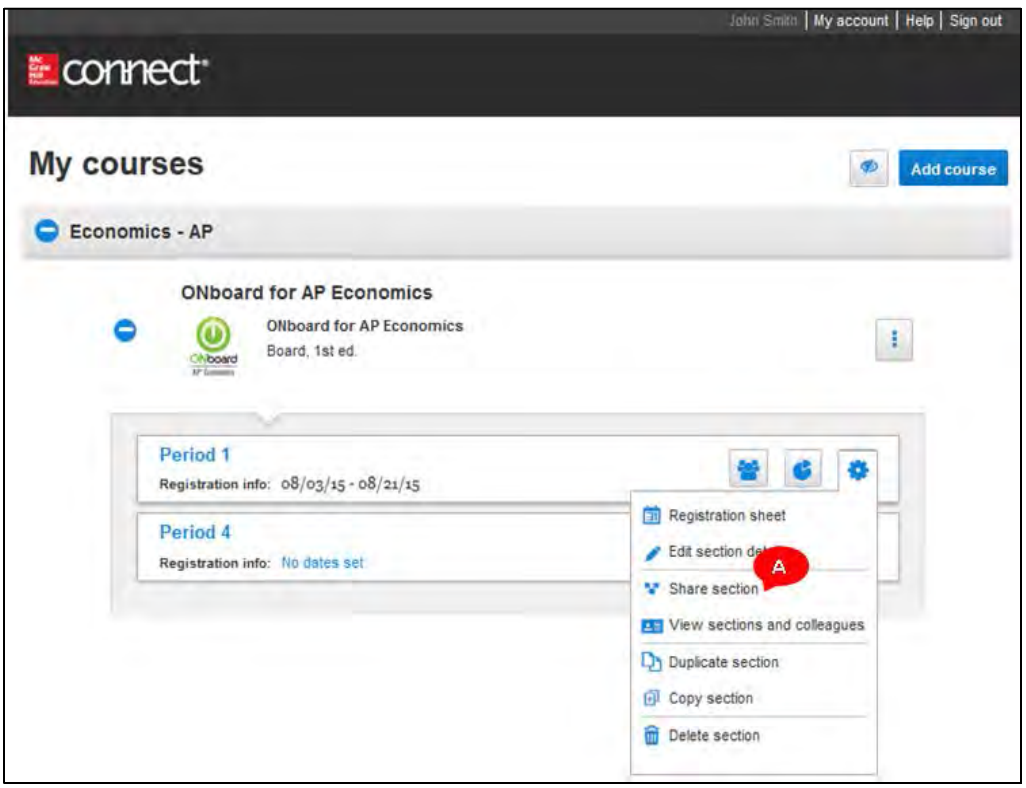
What can my colleague edit when I share?
As sharing instructor, you control what your colleague can edit. You can permit your colleague to edit all assignment policies, to edit only assignment start and due dates, or to edit nothing at all.

Your colleague is never able to edit assignment categories (homework, practice, quiz, or exam), content (questions), or submission preferences (whether an assignment is set to automatically submit on the due date).

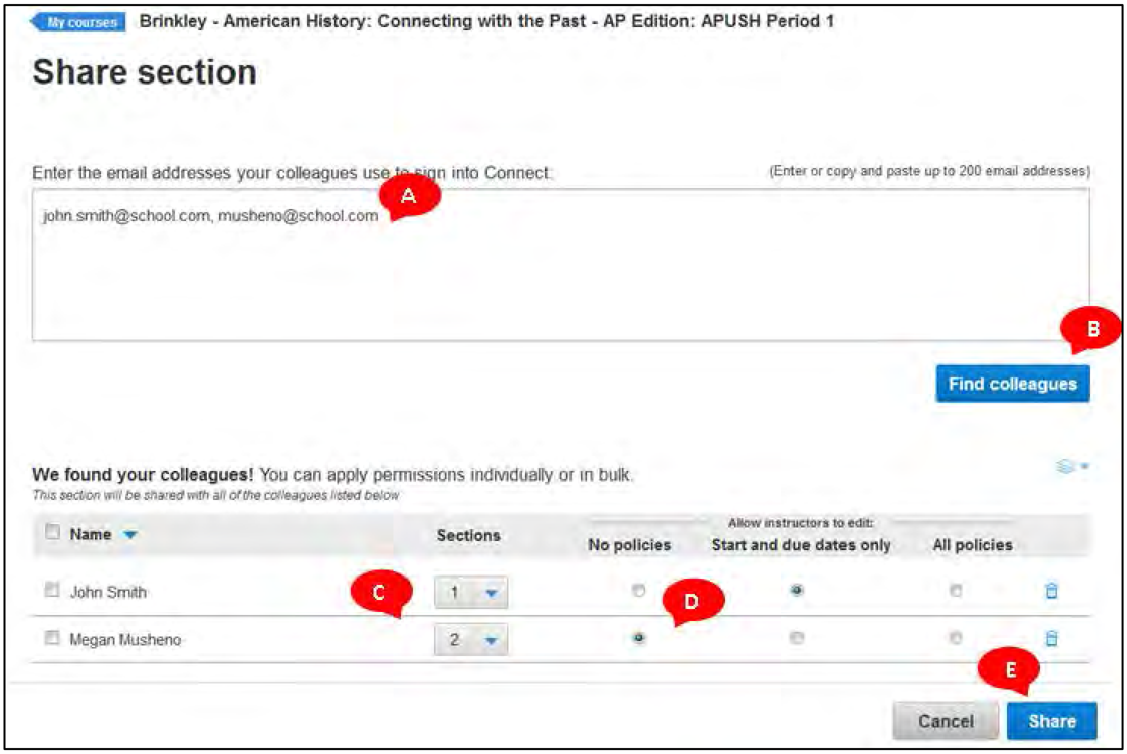
The permissions you set will apply to every assignment in your section. Regardless of the permissions you set, your colleague will also receive all edits you make to assignment names, questions, content, policies, and start and due dates.

Your colleagues are not able to edit shared course features you've added such as eBook annotations (for courses with eBooks). Although your colleague cannot edit or remove your eBook annotations, they are able to add to them.

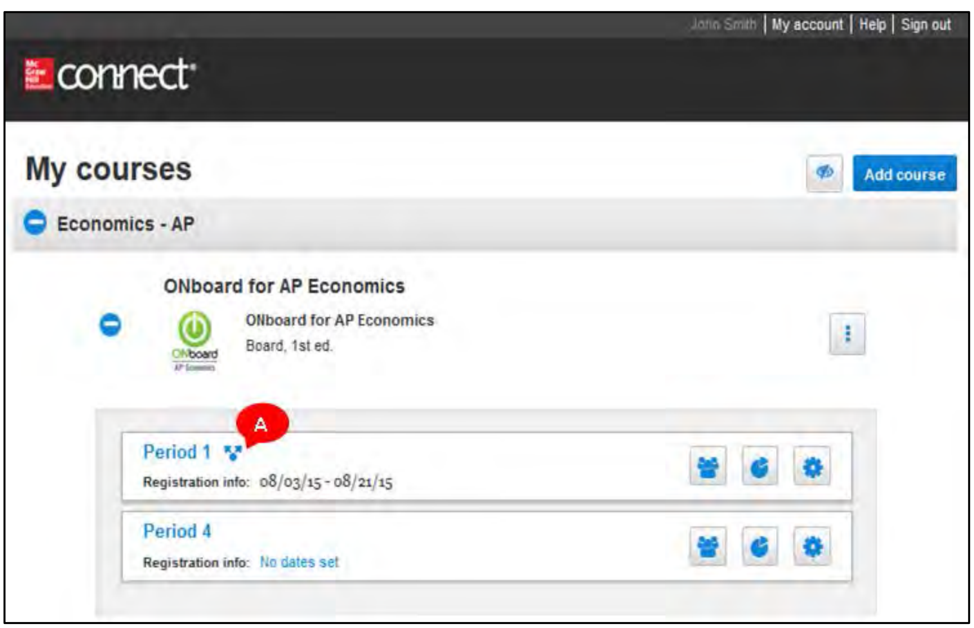
How do I share?
From the **My Courses** page, click on the **Section Options** button and select the **Share Section** option **(A)**.



After clicking on Share Section, enter the email addresses of colleagues with whom you want to share the section **(A)**. You can enter or copy and paste up to 200 email addresses. Click Find colleagues **(B)**. Choose how many times you want to share the section with each instructor **(C)** and select which permissions apply **(D)**. Click Share **(E)**. Note that the default number of sections and default permissions will apply if you choose not to change them.

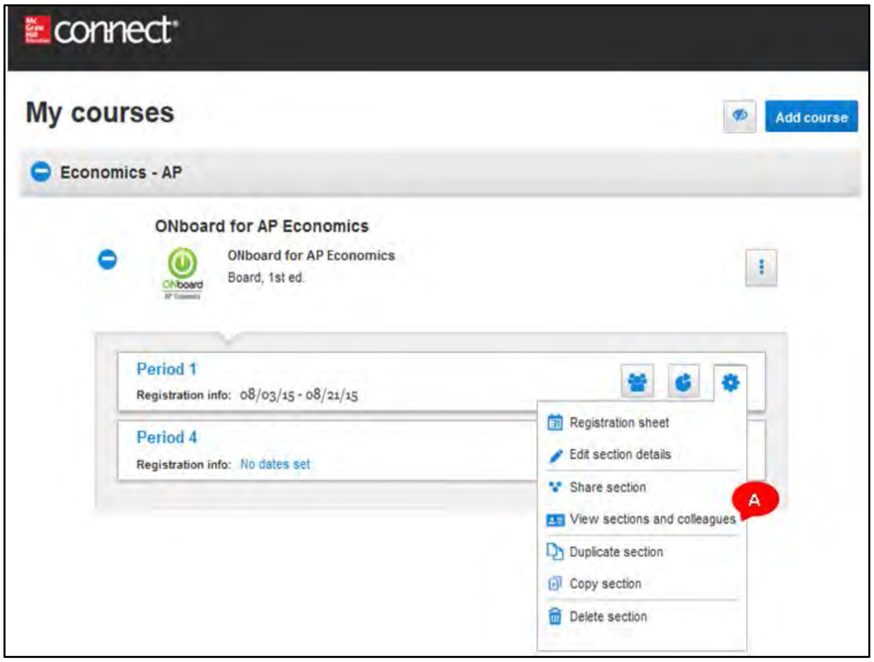


When you've shared a section, you will see the share icon **(A)** next to the section title on your **My Courses** page to indicate that the section is shared.

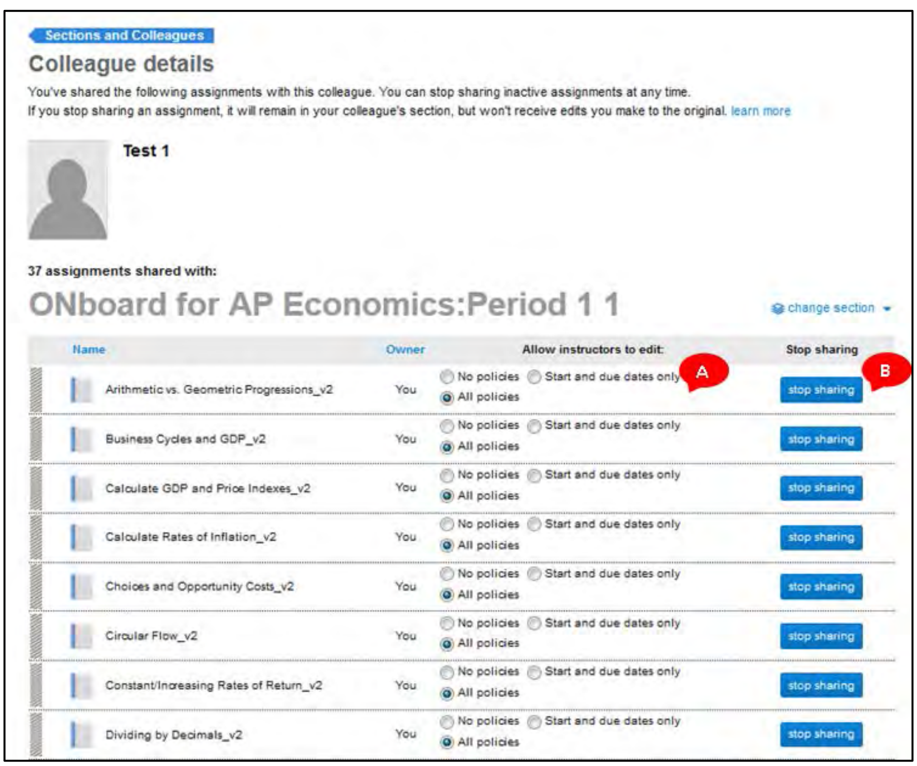


View Shared Sections and Colleagues

The **View Sections and Colleagues** option **(A)** in the Section Options menu allows you to manage the sections you have shared with other teachers.



Using this option you can adjust what other teachers can edit in shared assignments **(A)** or stop sharing individual assignments within the section **(B)**.



Copying a Section to a Colleague

What does it mean to copy?

Copying a section is a convenient way to provide your colleague with course features and assignments in your section. Your colleague will receive course features and assignments in your section at the time that you make the copy, and your colleague will not receive your edits to assignments or new assignments you create after copying.

What exactly is copied with my section?

When you copy a section, you copy all course features and assignments in your section at that time, including assignment dates, policies, attached files, questions, and content.

Copying a LearnSmart or SmartBook module copies the topics, dates, coverage amount, and points.

What can my colleague edit?

Your colleague can edit anything about the copied section — assignment dates and policies, content, and eBook annotations.

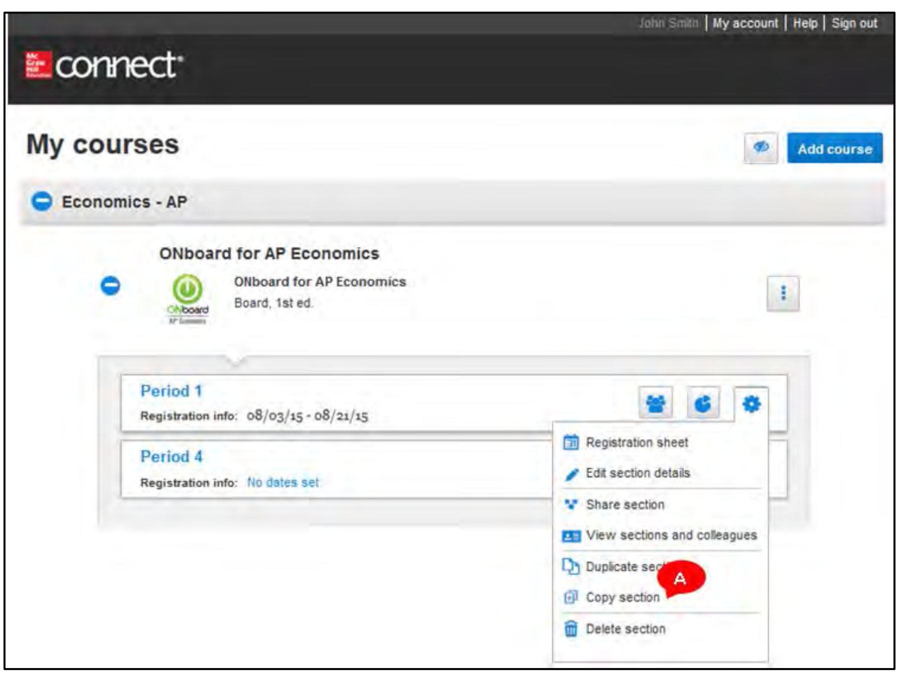
When do you recommend copying?

We recommend copying an assignment if you:

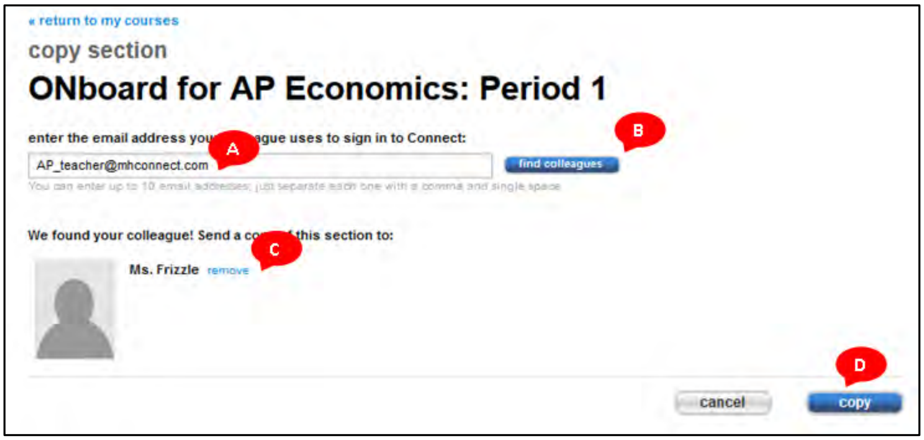
- Teach independently from your colleague
- Do not need to monitor your colleague's students' scores or reports

How do I copy?

The **Copy Section** option **(A)** in the Section Options dropdown menu allows you to send a copy of a section to a colleague.



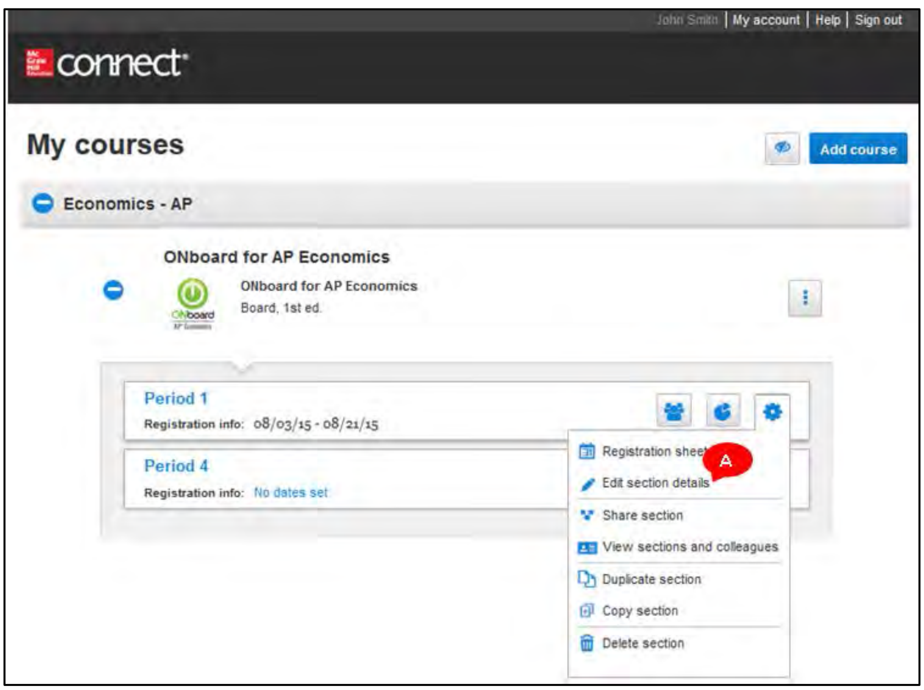
After selecting copy, enter the email address of the colleague to whom you wish to copy the section **(A)** and click **Find Colleagues (B)**. Verify that you have found the correct teacher **(C)** and click **Copy (D)** to send a copy of the section. The copied section will appear in your colleague's Connect account with a banner that says "NEW" and a message indicating that you have copied the section.



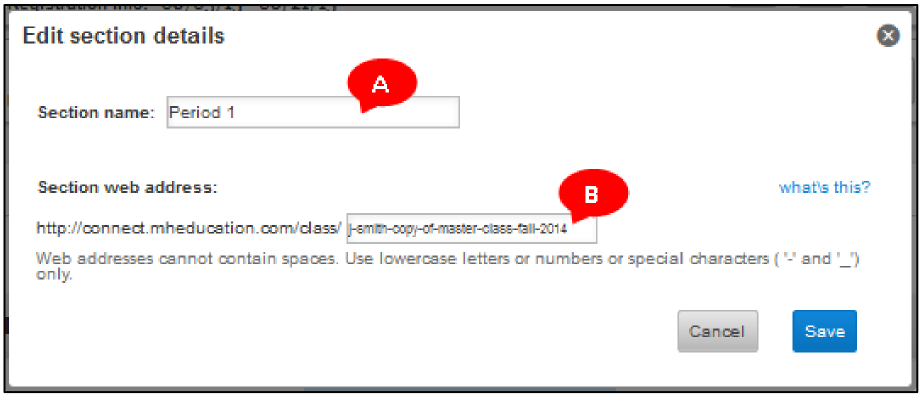
Other Section Management Options

Edit Section Details

The **Edit Section Details** option **(A)** allows you to update information about your section.

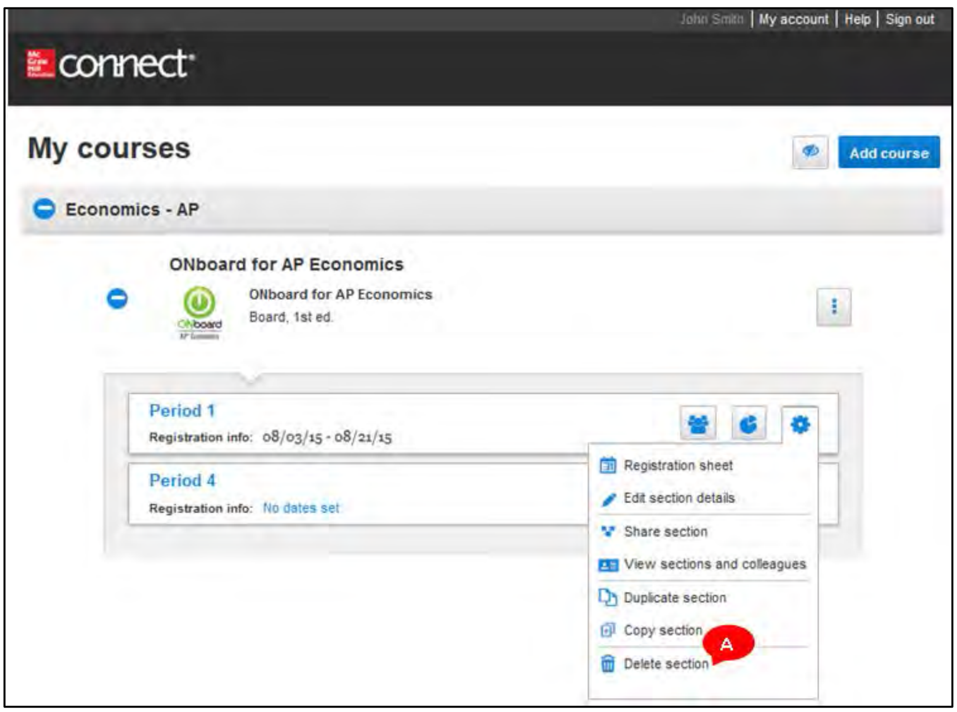


After clicking on Section Options you will see a popup window. Here you can change the section name **(A)** or modify the Section Web Address **(B)** so it is easier for students to remember.



Delete Section

The **Delete Section** option **(A)** allows you to delete an entire section. This will remove all assignments and any student data in the section. Because this action is irreversibly, use this option judiciously.



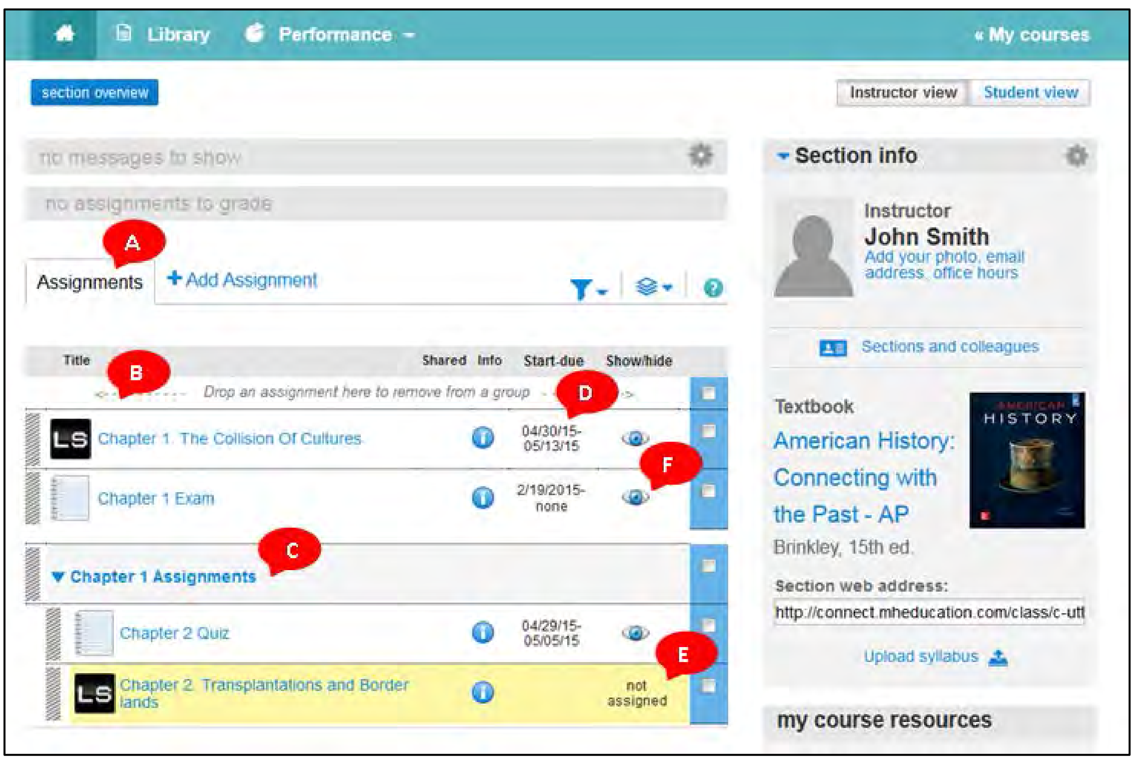
Assignments

Assignments Overview

From the Section Home page you can manage the assignments you have created for your section.

The **Assignments tab (A)** on the Section Home page is where you will see all of the assignments you have created.

Assignments appear in a list **(B)**. You can create groups for assignments **(C)** to help organize them for students (more information about groups can be found in the Review & Customize Your Section Homepage**)**. This is helpful if you want to group assignments by chapter, by topic, or even by week. Students can only see items that have been assigned. Items that have been assigned will have a date in the Start-Due column **(D)**. Items that have not been assigned will be highlighted in yellow and will say "not assigned" **(E)**. You can use the Show/Hide button **(F)** for each item to control what assignments are visible to students. If an assignment is hidden, students will not be able to see or access it. This is a useful option if you create all of your assignments at the beginning of the school year, but only want students to see the assignments closer to the due date. You can arrange the order of the assignments on the page by dragging them up or down into the correct position. Students will see their assignments in the same configuration as the teacher sees them on this page.

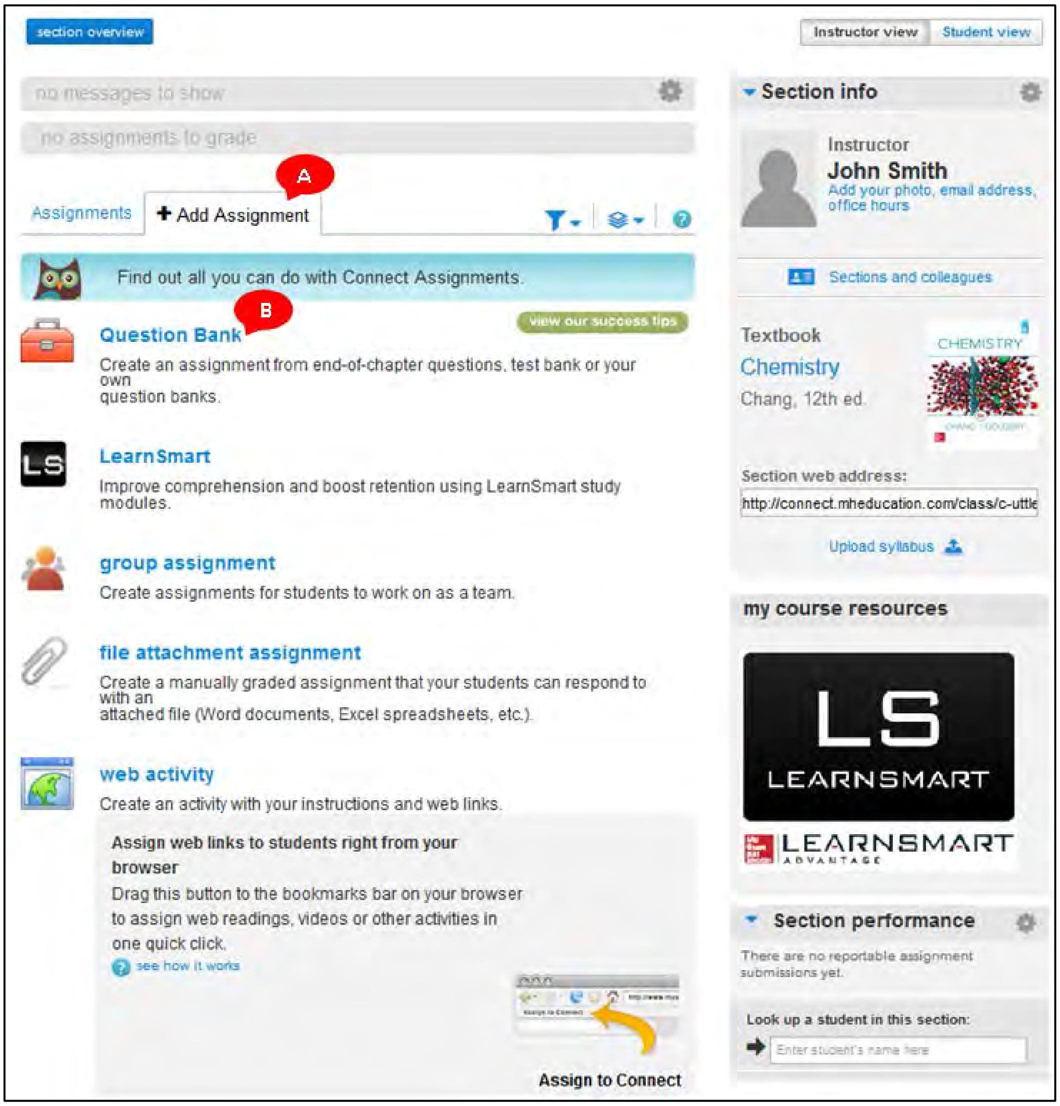


Adding Assignments

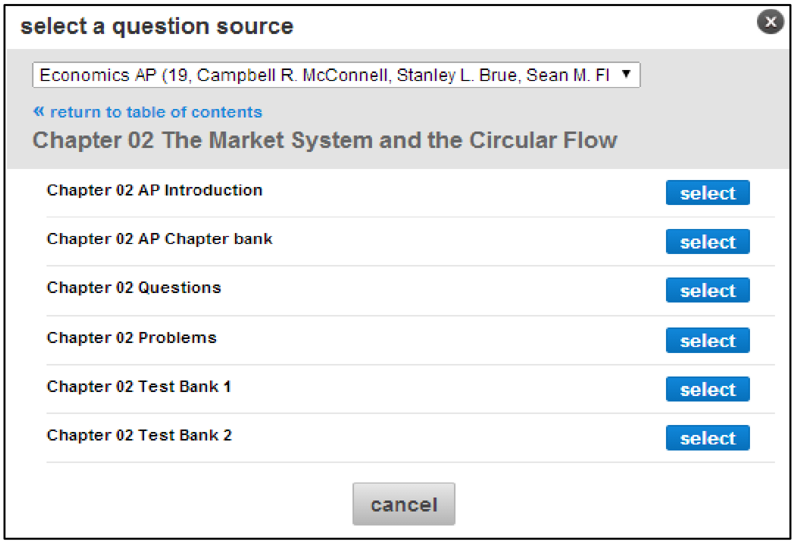
There are several different types of questions and assessment types available in the Connect platform. We will detail each of these here. If your course is an Advanced Placement course, you also have the option of assigning the AP Suggested Assignments already created for your course.

Creating Assignments from Existing Banks

From your Section Homepage, click **Add assignment (A),** and click on **Question Bank (B).**



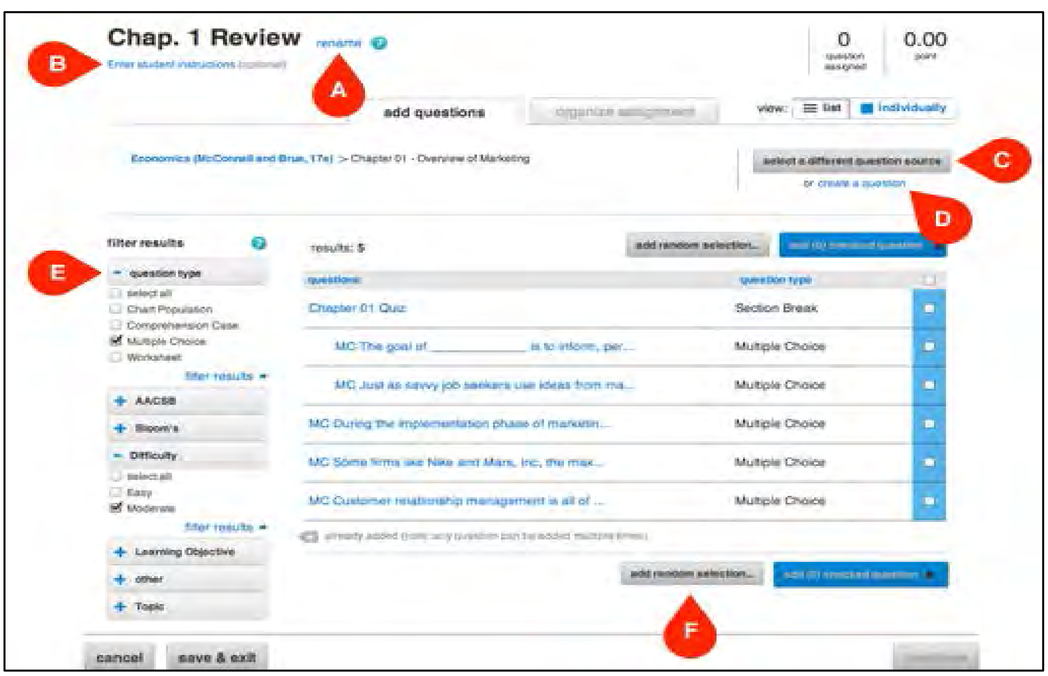
Select a question source from the list. Then click **select** next to the source you want to use for this assignment.



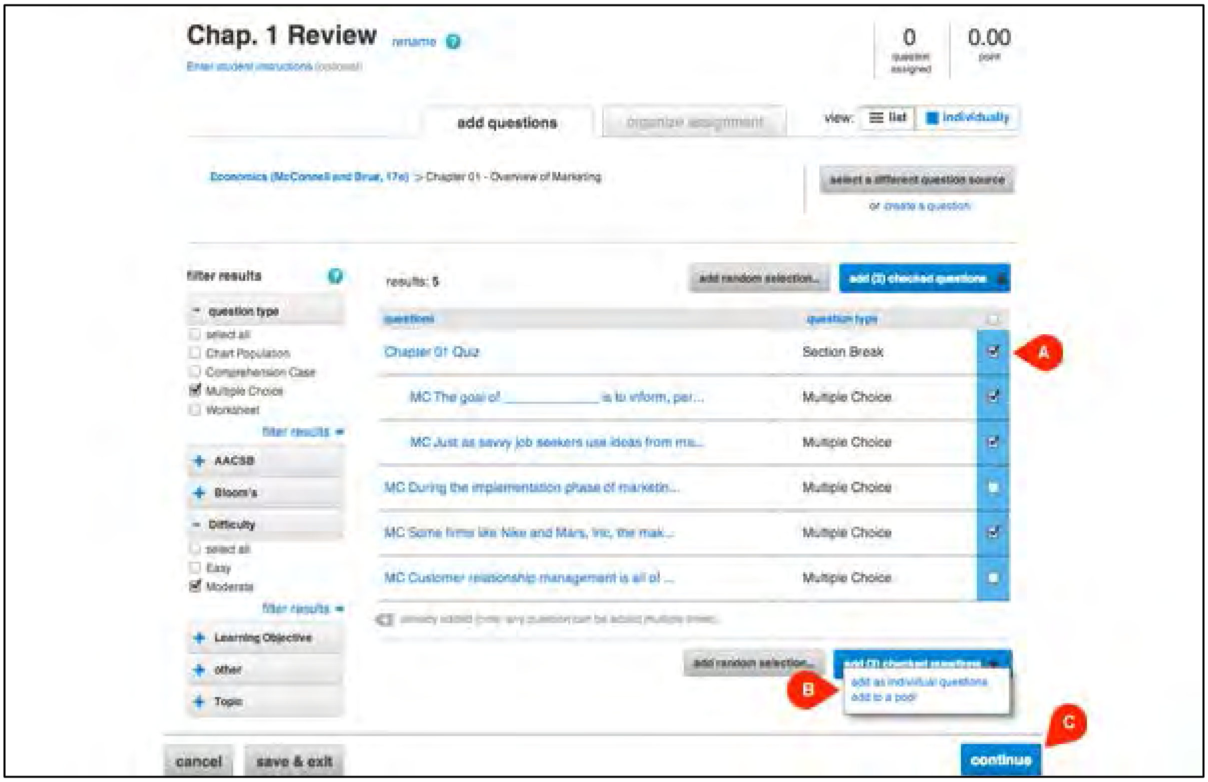
Rename the assignment by clicking **rename (A),** typing the assignment name, and clicking **save.** Enter any optional instructions for students **(B)**, and click **save.**

Then, select questions to assign. Before you do, there are several things to know about this page:

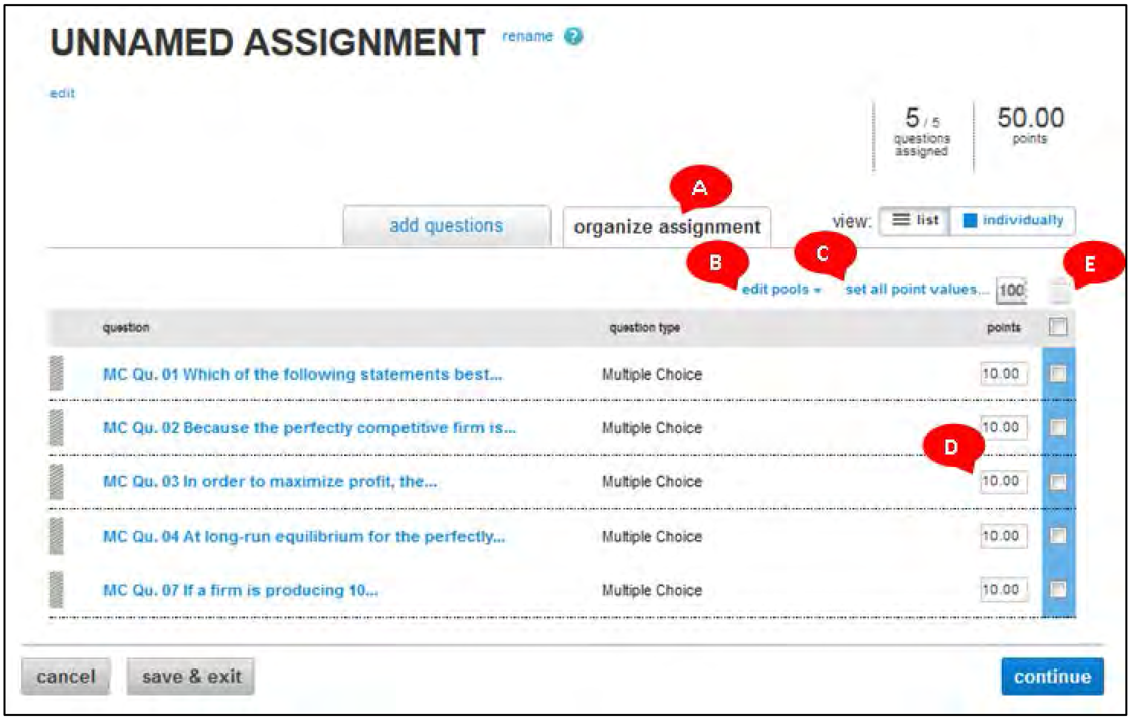
- To change the question source, click **select a different question source (C).**
- To create your own questions, click **create a question (D).**
- To narrow the question pool, use the filters on the lefthand side **(E).**
- To have a question list generated for you, click **add random selection (F).**



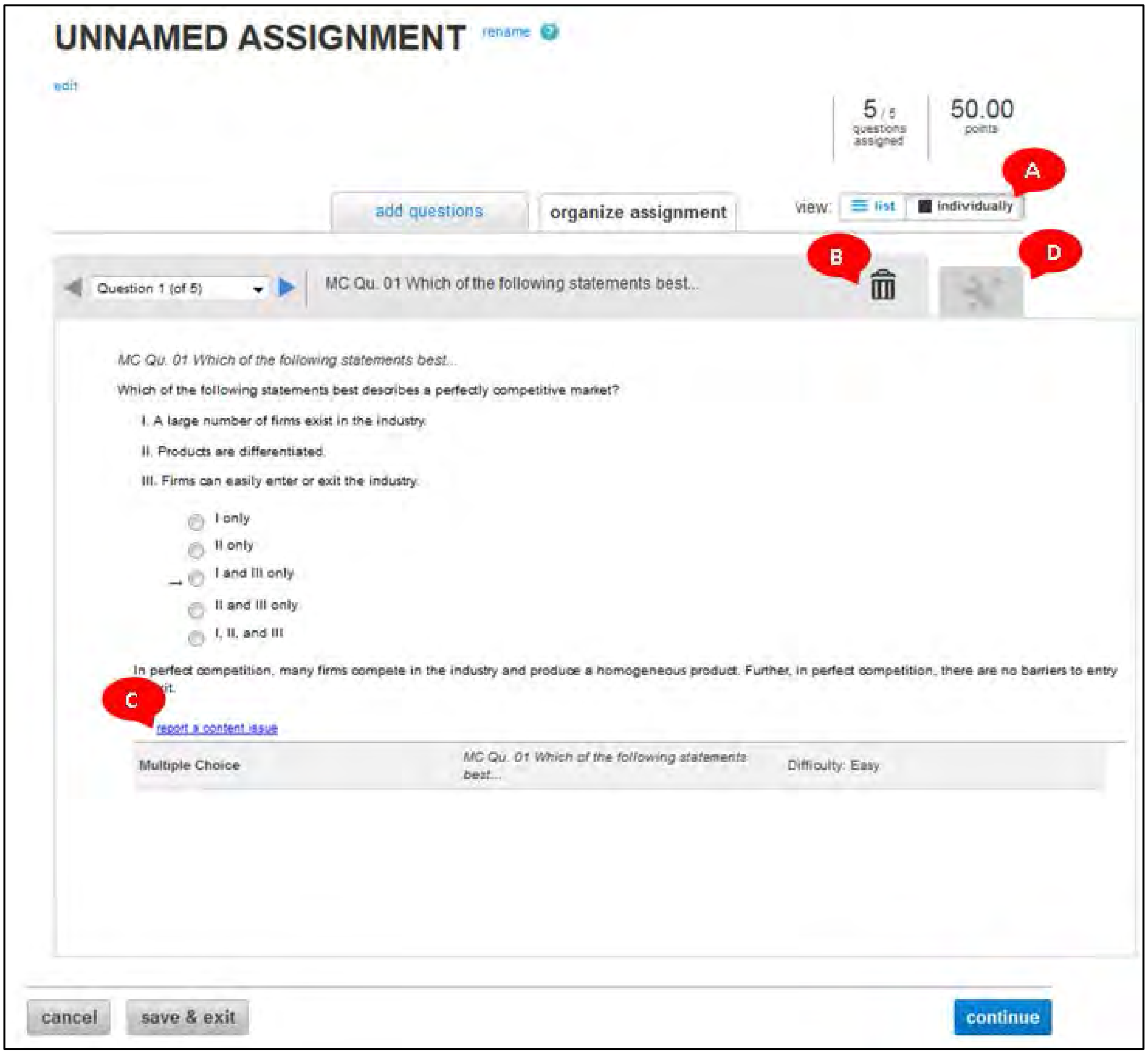
To proceed with question selection, select the checkboxes next to the questions of your choice **(A).** click **add checked questions,** and choose to **add as individual questions** or **add to a pool (B).**
Click **continue (C).**



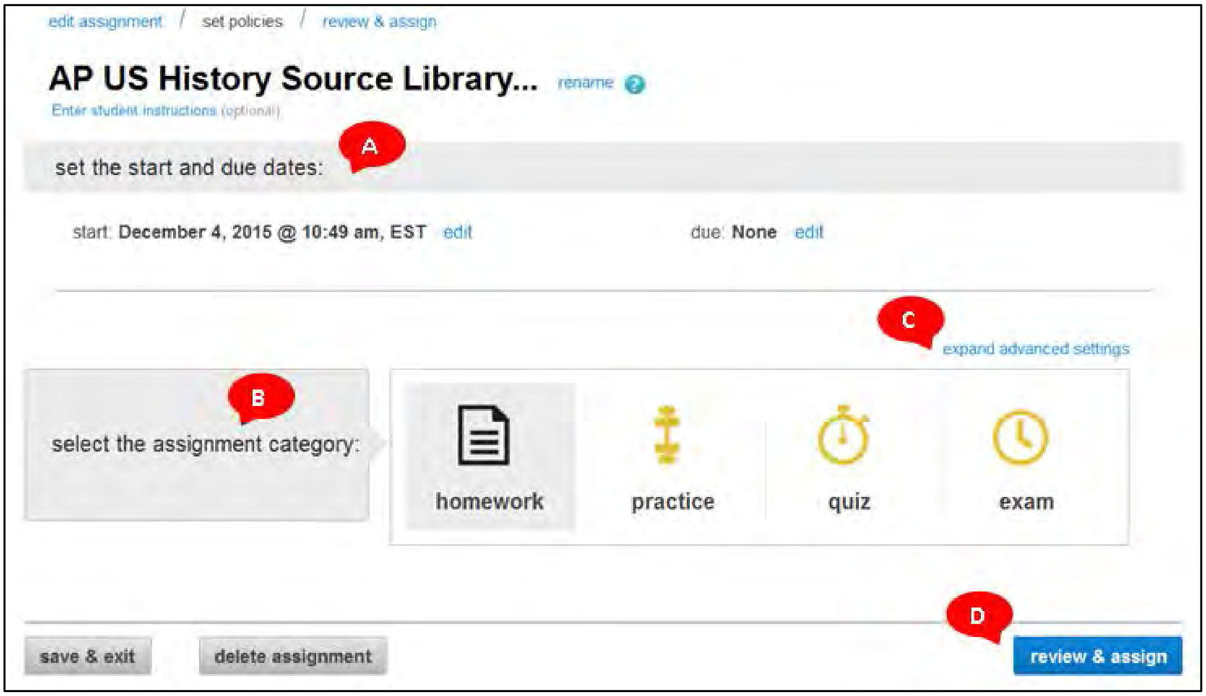
Clicking on the **organize assignment** tab **(A)** allows you to edit question information. If you have chosen to add your questions to pools, the **edit pools** link (**B)** allows you to merge, create, and rename pools. Clicking **set all point values (C)** allows you to set the point values for the entire assignment all at once. You can set an overall point value for the entire assignment, points for individual questions, or points for specific question types. You can also quickly edit point values for individual questions by entering the point value in the **points box (D)**. To delete a question, select the checkbox beside the question and click the **trash icon (E)**. Questions in this area can also be rearranged by dragging the questions to the correct locations.



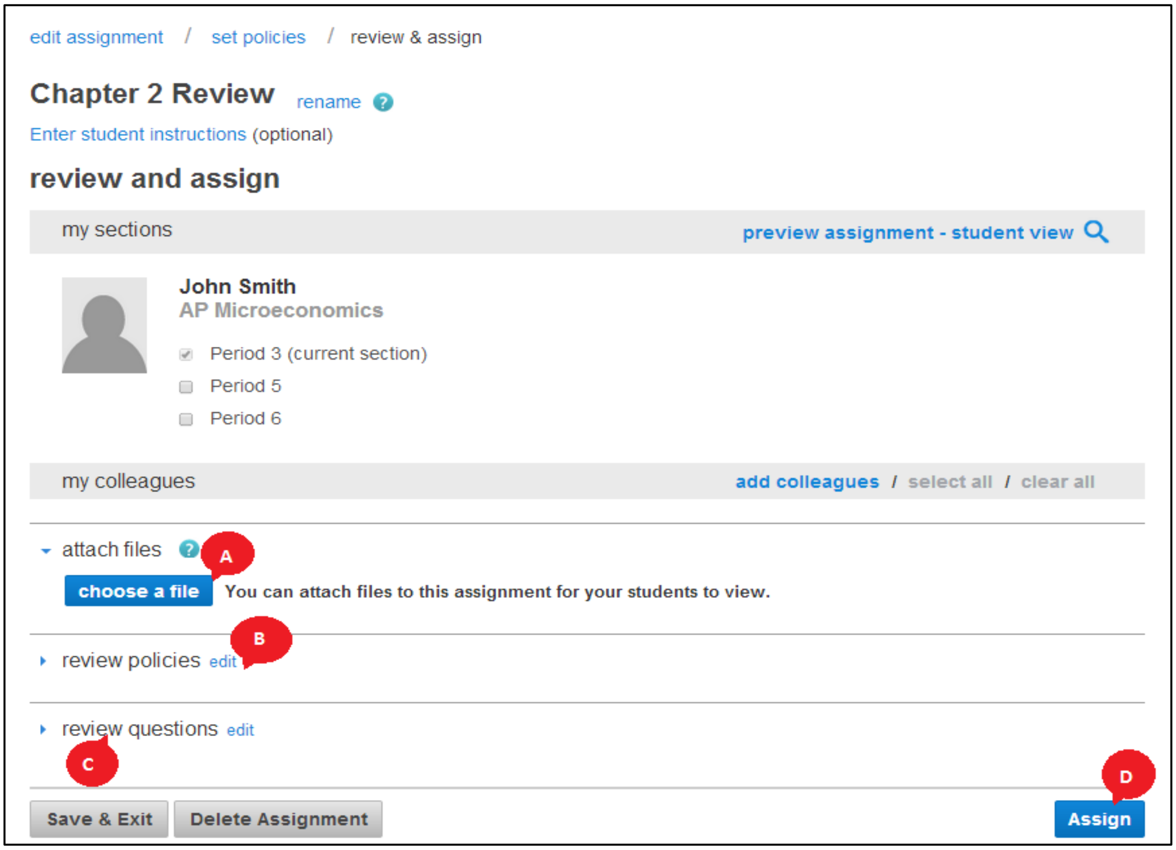
Clicking on the **view individually** tab **(A)** on the organize assignments screen allows you to see each question in its entirety. From here you can delete the question **(B)**, report a content problem with the question **(C)**, or edit the question **(D).** For more information about editing the content of a question bank question, see Editing Questions in an Assignment. Click **continue** to proceed with the assignment.



Set the assignment start and due dates **(A).** Decide whether to make the assignment available now or later. Entering the current date or selecting "once it's assigned" will allow students to see the assignment as soon as you're finished creating and assigning it. Selecting ***a*** later ***date*** allows you to enter a start date. Select the assignment category **(B)** from the row of icons: homework, practice, quiz, or exam**.** Use the settings menu **(C)** to move through the policy options. For more information about the policy options, see Assignment Policies. When you've set exactly what you want in each category, click **review & assign (D).**



To attach files, click **choose a file (A),** and select the file you want to attach to the assignment. There is no limit on the number of files you can attach. Review the assignment policies **(B)** and questions **(C),** and click **assign (D).**

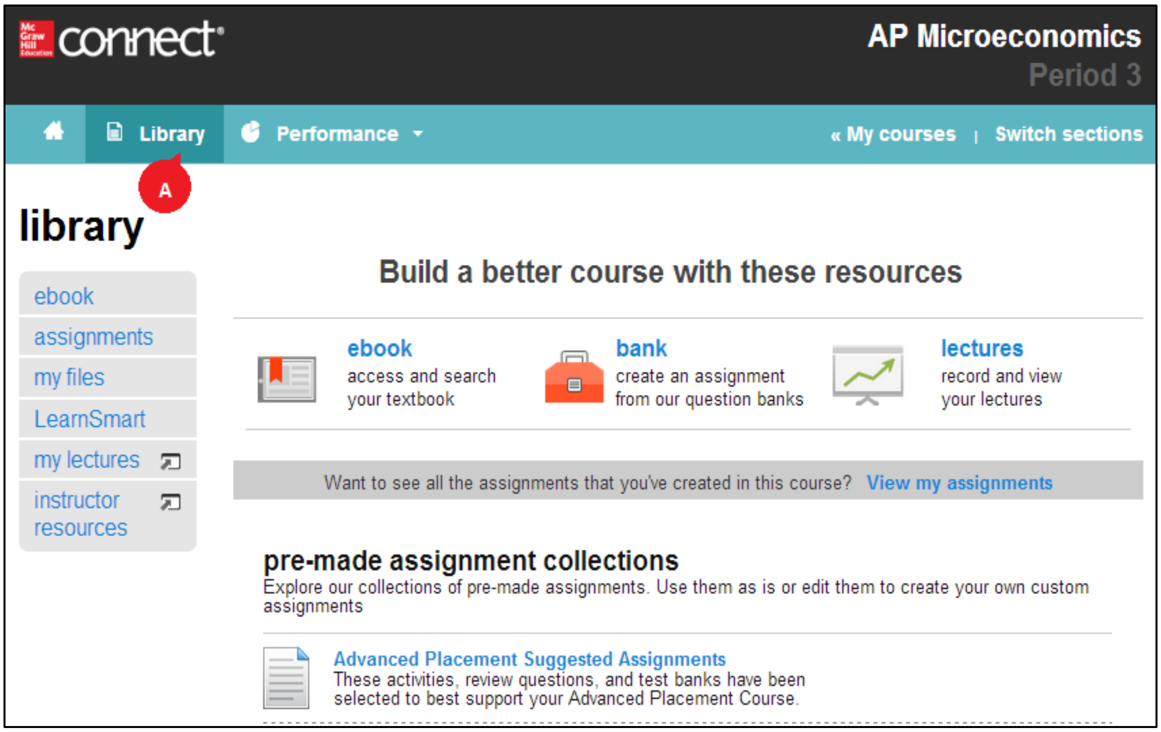


Best Practices

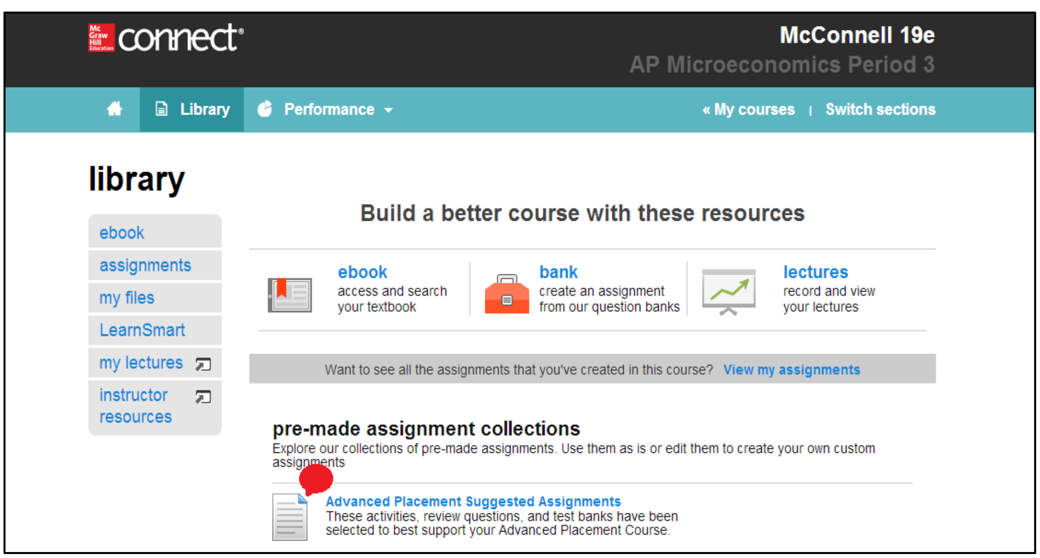
- To help build student familiarity and confidence with your course and with Connect, create a tutorial assignment at the start of the term using a sampling of questions.

Adding Assignments from the Pre-made Assignment Collections

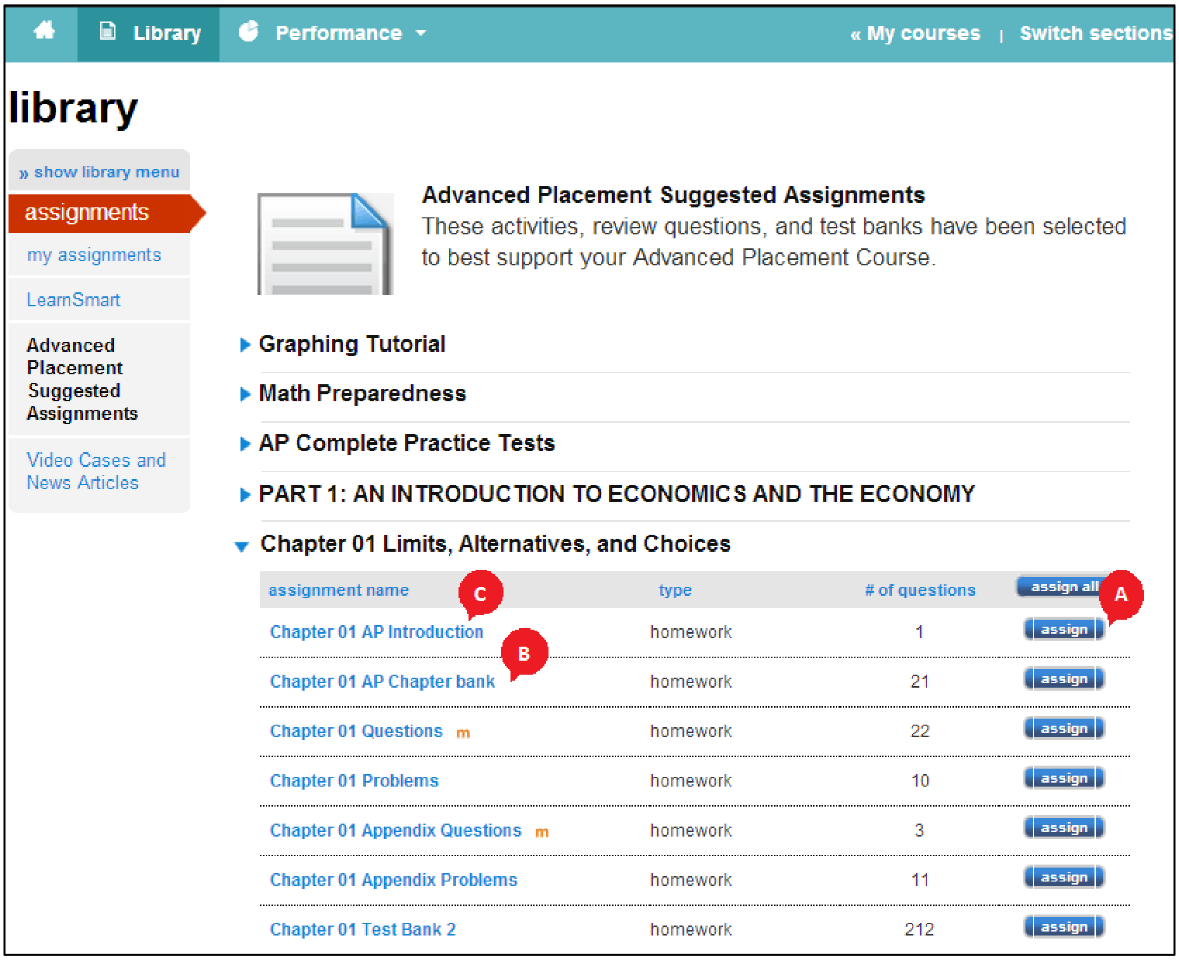
Some courses offer pre-made assignment collections. For example, many Advanced Placement courses feature pre-made AP Suggested Assignments. These assignments are pre-created to be easily assigned in an AP course. The steps for adding a pre-built assignment are similar to those for assigning other Connect assignments. To access the pre-made assignments, click the **Library** tab. The Library page also provides you with access to other materials including the eBook, if available with your course, and the instructor resources with access to the books Online Learning Center.



From here, click the name of the assignment collection (such as "Advanced Placement Suggested Assignments").



From this page, you can easily click **assign (A)** to add AP materials to your course. Click on an assignment title to see available questions or materials within the assignment. The Advanced Placement Suggested Assignments section often includes AP question banks **(B),** AP-specific textbook pages **(C),** and additional information.



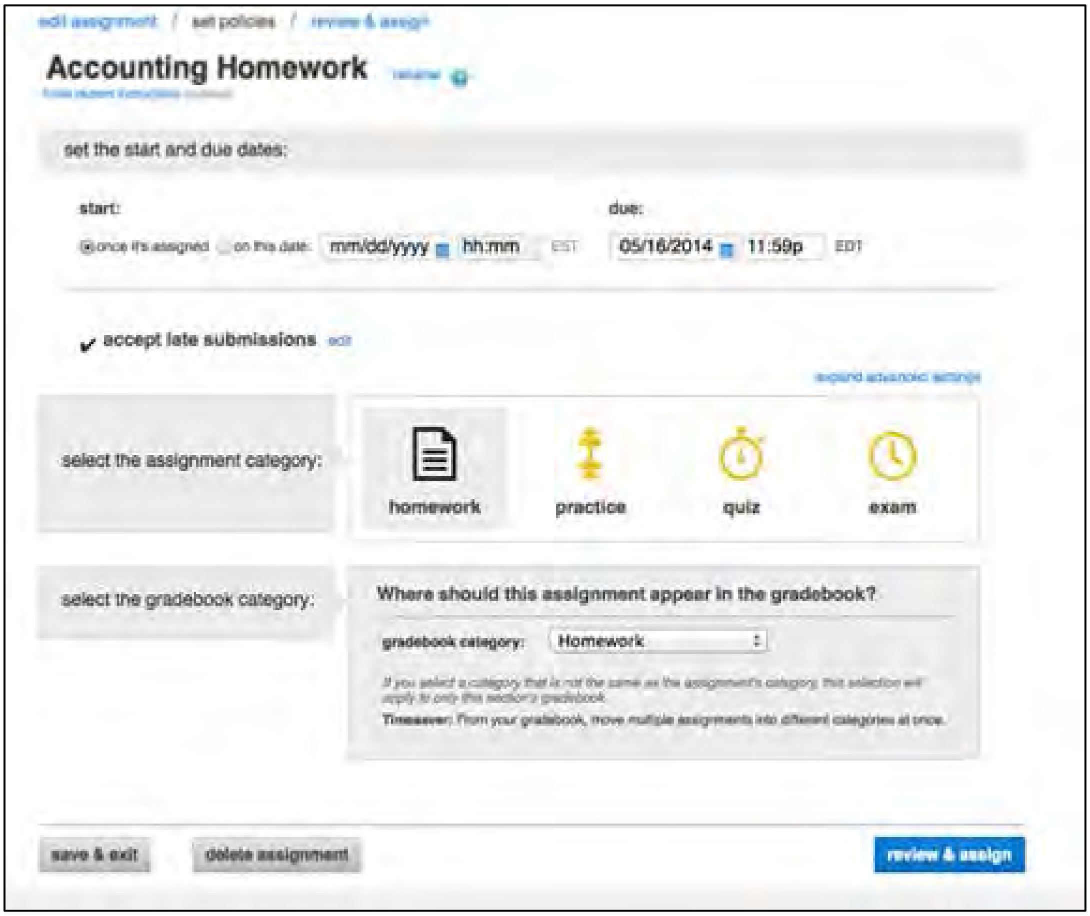
After clicking **assign,** the steps are the same as any other Connect assignment.

Advanced Assignment Creation Topics

- Using Question Pools
- Creating your Own Questions
- Creating Yes/No Questions
- Creating Matching Questions
- Creating and Assigning Algorithmic Questions
- Creating Group Assignments
- Creating Writing Assignments
- Editing Questions in an Assignment

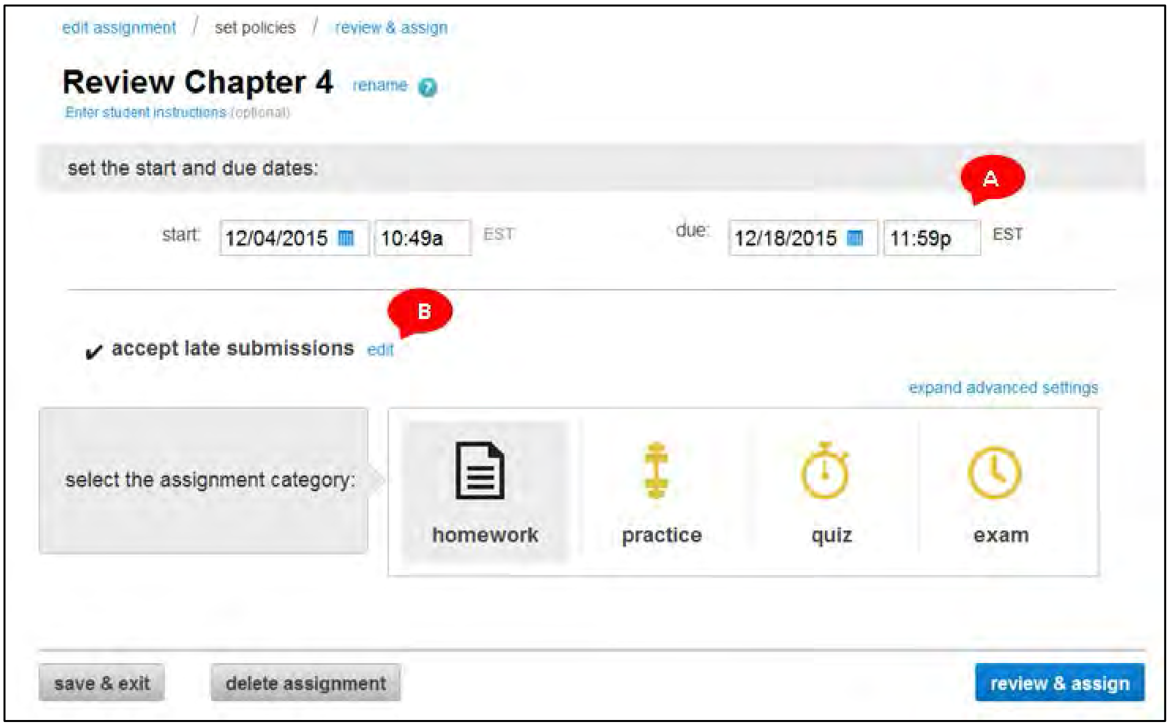
Assignment Policies

After you add questions from the question bank, the next step in creating your assignment is setting assignment policies.



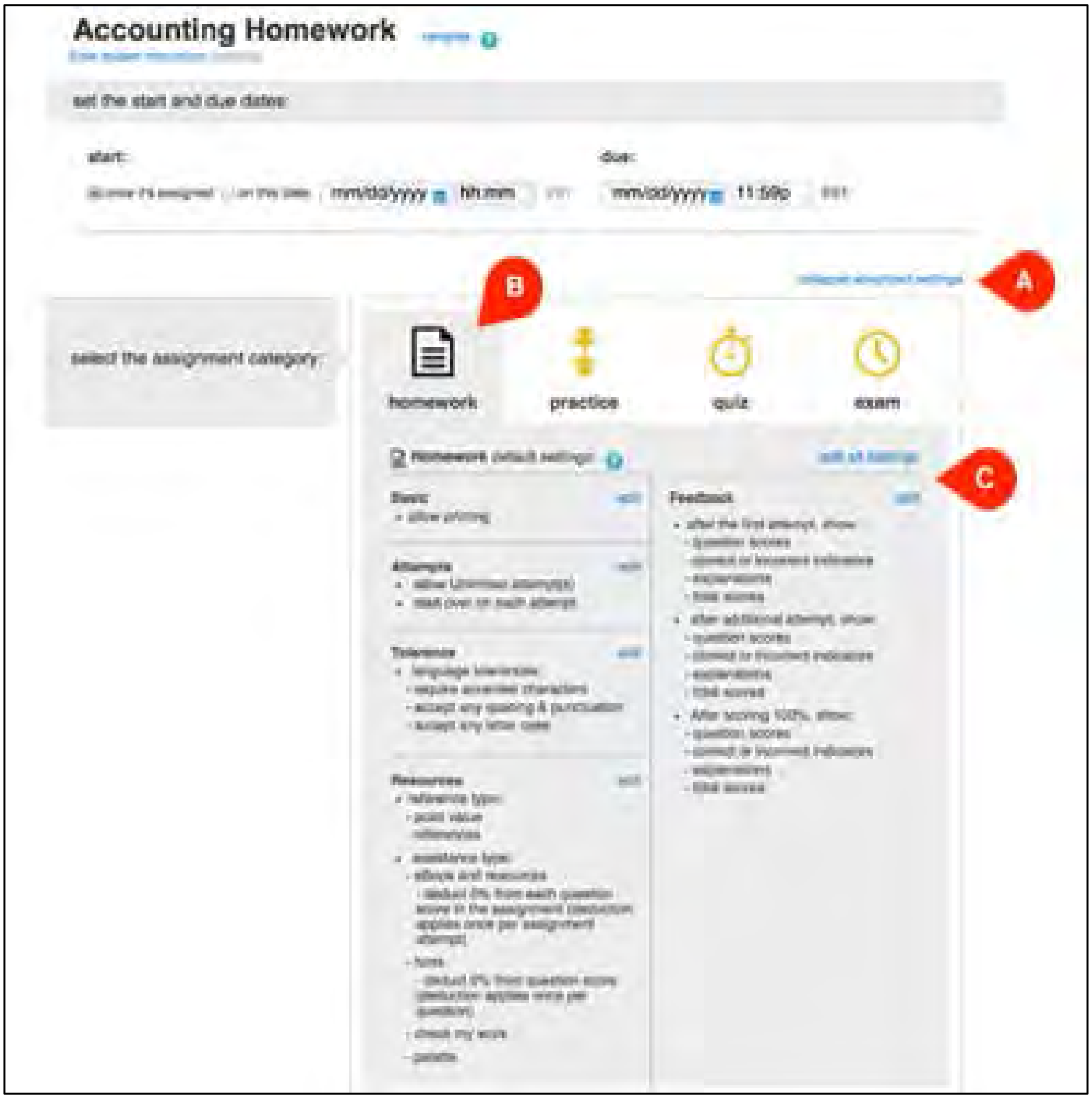
Set the Start and Due Dates

In this section, you'll set the assignment availability and **due dates (A)**, and select how the assignment will be submitted. Select **accept late submissions (B)** to accept assignments after the due date. You can choose to reduce credit by any percentage for each hour or day the assignment is submitted late. Underneath this option, you can select to automatically submit assignments on the due date. This means any assignment attempts, even if in-progress, will automatically be submitted on the day the assignment is due.



Assignment Types

The four assignment types **(B)** are: homework, practice, quiz, and exam. These different types enable you to keep your assignments organized for grading and reporting. Each assignment type also has its own default policy settings that you can leave as-is or customize. You can customize the settings for the specific assignment you're creating at the time, or change the default settings for future assignments of that type. Click *expand* **advanced settings (A)** to see a summary of all policies for each assignment type. Click edit next to each settings category **(C)** to edit.



Assignment Policy Settings

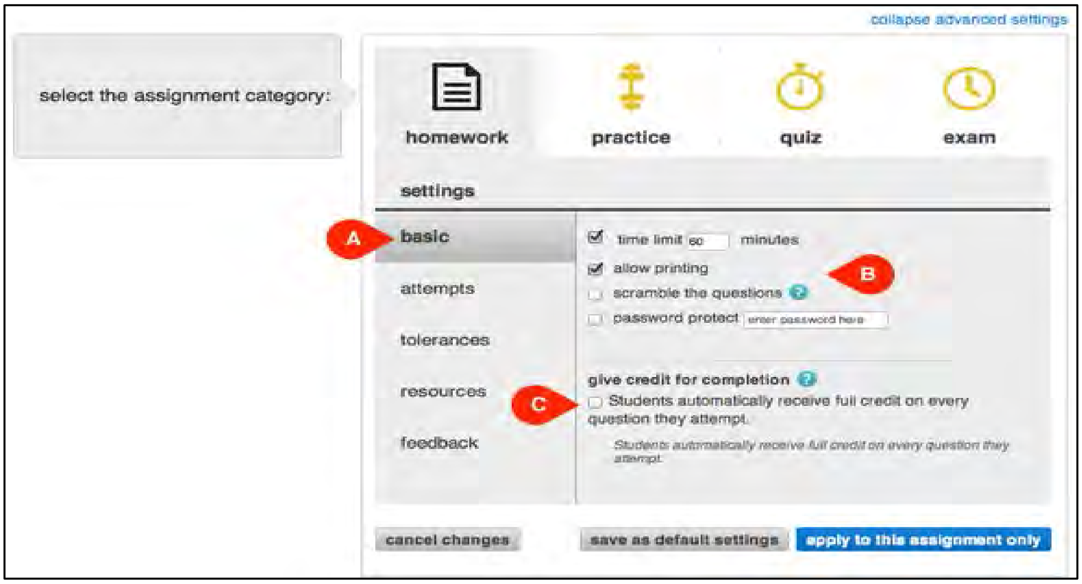
Basic, Attempts, (answer) **Tolerances, Resources,** and **Feedback** are all settings that you can control. We will explain each of these settings in detail for you. When making edits to any policies, be sure you click **apply to this assignment only** or **save as default settings**. Save as default settings, rather than applying to this assignment only, to save time when creating assignments and to keep your policies consistent.

Basic settings: (A)

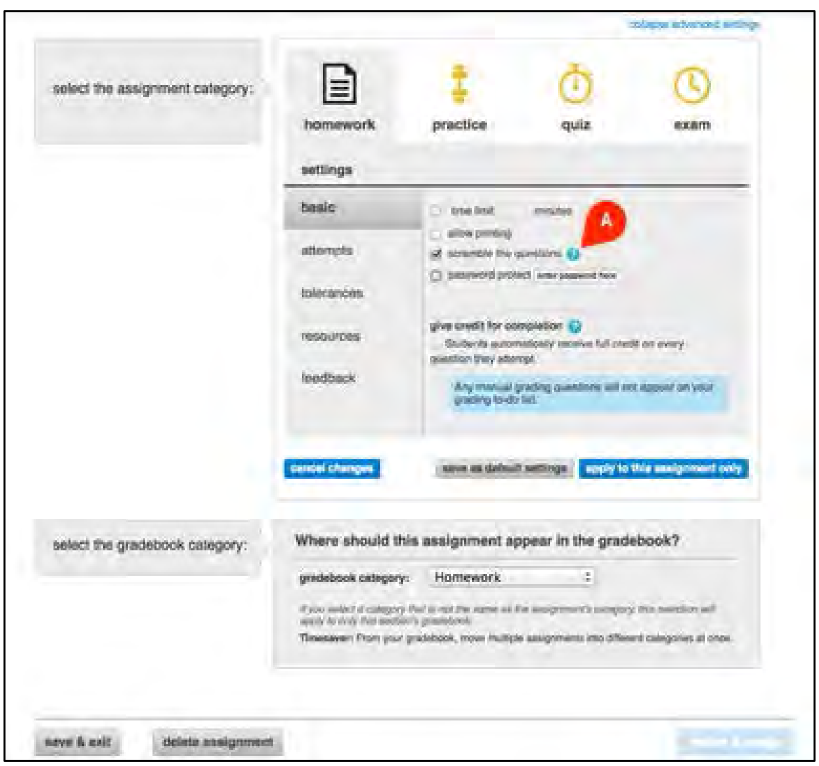
You can set a time limit for the assignment if you want your students to complete it in one sitting. The timer will begin when a student opens the assignment, and it can't be paused or stopped even if the student exits the assignment. When the time limit is up, the assignment is automatically submitted. If you do not set a time limit, your students can take as much time as is needed to complete the assignment (within the availability dates), and can stop and resume working on it as much as they want.

You have the options of allowing students to print the assignment, scrambling assignment questions (to help prevent cheating) and password-protecting the assignment (helpful if it's an assignment only certain students need to take) **(B)**.

You can select to give credit for completion **(C)** which means students will automatically receive full credit on every question they attempt.



The **Scramble Assignment Questions policy (A)** will present the questions in a different order for each student, as well as reorder the questions for each assignment attempt. Your students will be less likely to share answers with each other, won't be able to predict the question, or answer the questions by memory.



However, there are some things to keep in mind when using this setting.

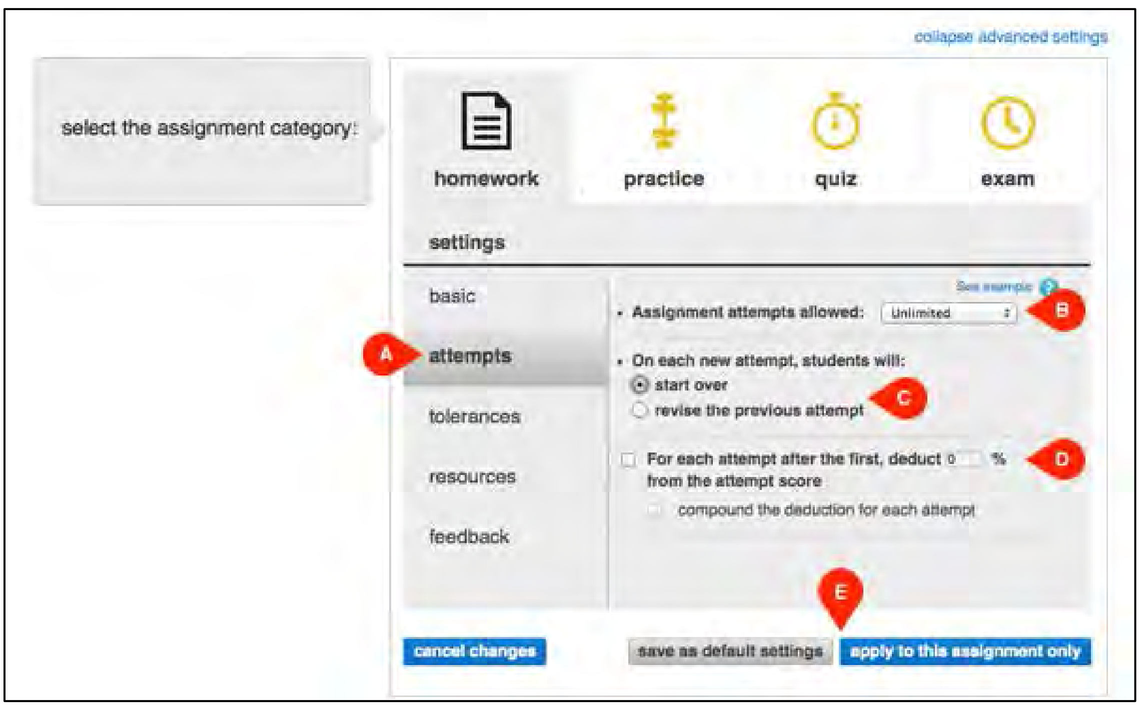
- Some multiple-choice questions are authored "as listed." This means that if you select the scramble assignment questions policy setting, then it will also scramble the distractors.
- Within the attempts settings, if you select the option build on their previous work, the questions will not be scrambled with each attempt.
- It's best to select start over if you want to scramble the questions with each attempt.

Attempts settings (A):

In the **Attempts** tab **(A)**, choose how many attempts you want your students to have on this assignment: one, two, three, or unlimited **(B)**.

If you're allowing your students to attempt the assignment more than once, decide whether they should start over on each new attempt, or revise the previous attempt **(C)**. Starting over means your students will complete each assignment attempt from beginning to end, regardless of what they had previously answered correctly. Revise the previous attempt means your students will return to the assignment and be able to edit what they had already submitted.

Lastly, decide whether you want to deduct a percentage from the scores of students who use additional attempts **(D)**. You may want to apply a deduction to a quiz or an exam to encourage your students to prepare and do their best on their first attempts, while still having the option of attempting the assignment again if they need to. Select compound the deduction for each attempt to increase the deduction a student will receive when completing each additional attempt by the percent you entered. Click **save as default settings (E)** if you would like to always use these same settings. Click **apply to this assignment only (E)** to apply the settings to the question you are currently creating.



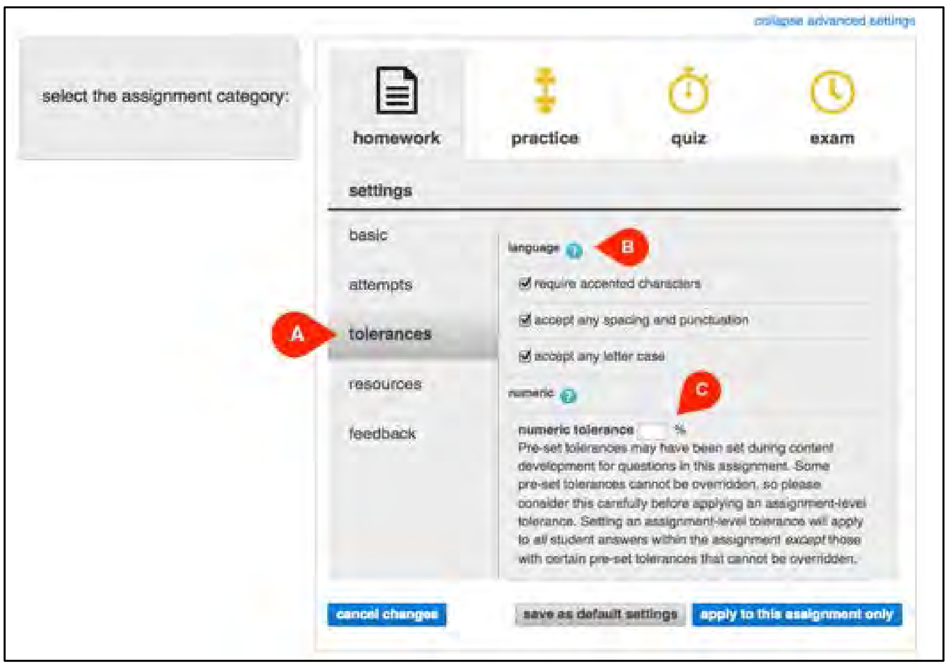
Best Practice

- You may want to allow your students to attempt the assignment more than once if it is a homework or practice assignment, but only once if it is an exam.

Tolerance settings (A):

Depending on the questions in your assignment, you can set either language or numeric answer tolerances. Setting tolerances allows a wider range of answers to be scored as correct.

- **Language tolerances (B)** are best used on assignments where grammar rules are unfamiliar.
- **Numeric tolerances (C)** are best for assignments that have numeric questions where common rounding considerations may cause the correct answers to vary slightly. You're able to set a percentage tolerance for the assignment, but try to avoid doing so because most questions that require answer tolerances will come with absolute or percentage tolerances preset. For more information, see Adjusting Tolerance Settings.

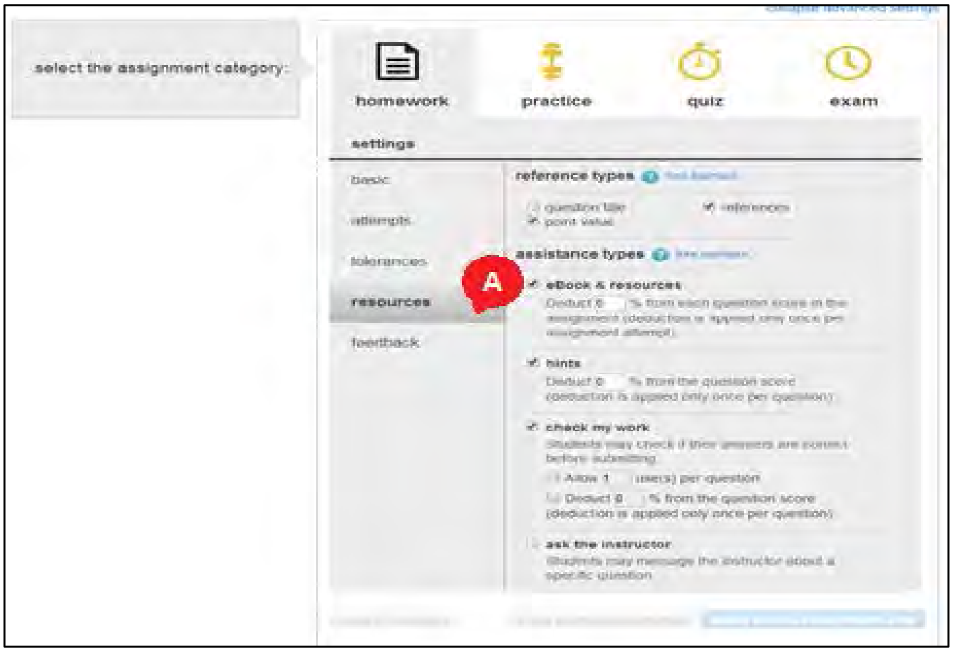


Best Practices

- Language tolerances are best used on assignments where grammar rules are unfamiliar. In Spanish, you may want to allow all language tolerances on the first assignment, and then take away tolerances as your students learn the proper vocabulary and grammar.
- Numeric tolerances are best for assignments that have numeric questions where common rounding considerations may cause the correct answers to vary slightly. You should avoid setting a percentage tolerance because most questions that require answer tolerances will come with pre-set absolute or percentage tolerances.
- Control acceptable answer ranges by customizing answer tolerance settings for numeric questions within each assignment. Choose **save as default settings** to apply the tolerance to all assignments within that section.
- Raise or lower answer tolerances any time to suit your course pedagogy.

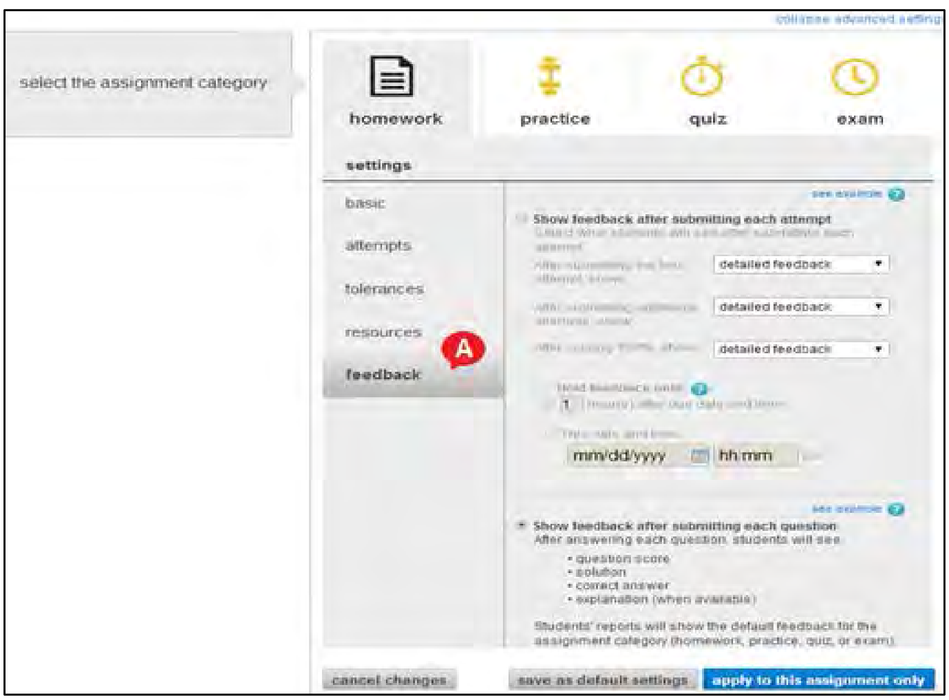
Resource Settings (A):

Here **(A)** you can select options to allow your students see some additional information, such as the eBook, when taking assignments.



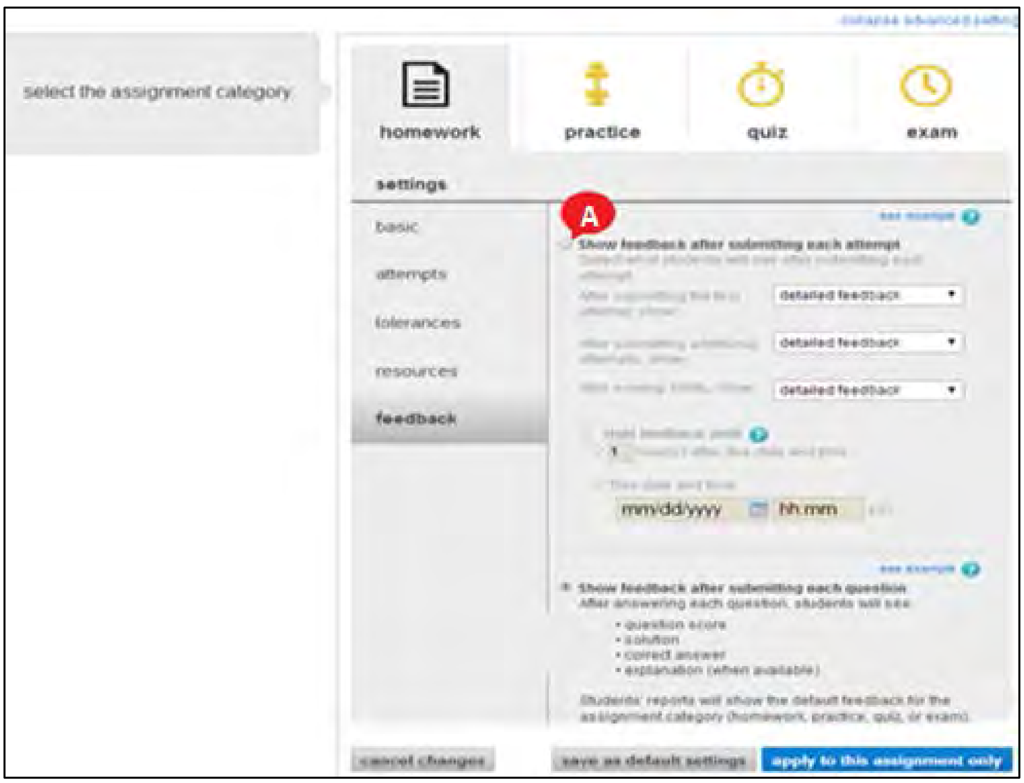
Feedback Settings (A):

Connect allows you to customize your Feedback settings **(A)** for your students.



Show feedback after submitting attempts **(A)**

- Students will not get any feedback while they are completing their attempts, unless you selected **check my work** within the **resources** settings. In that case, your students will see whether their answers are correct on the questions that they check their work.
- Select the specific feedback you want your students to see after each attempt from the drop-down menus and decide the amount of feedback you want your students to get after completing each attempt.
- You also have the option of holding feedback, which will hold your students' feedback (from all attempts) until the desired date and time, and then provide them with the feedback from each attempt all at once.



Hold feedback until: (B) Students will not get any feedback until time you assign. You can choose to supply this information a few hours or days after the assignment has been submitted.

Show feedback after submitting each question (C):

- Students will get feedback while they are completing their attempts. After submitting each question, your students will see their scores, the correct answer, an explanation (when available), and the solution.

Be sure when making edits to any policies you click **apply to this assignment only (D)** or **save as default settings.** Save as default settings, rather than applying to this assignment only, to save time when creating assignments and to keep your policies consistent.

Best Practices

- Click on the question mark icons wherever you see them throughout the policies settings to see more information about a specific setting.
- Finalize your assignment's dates and policies before assigning it. If you make any changes to the dates or policies after any students have begun the assignment, the changes will not apply for those students until their next attempts. (So it's possible that students in the same section will be completing different versions of the assignment.)
- Finalize your assignment type before setting the policies. If you switch assignment types after setting policies, those settings will be lost. The assignment will assume the default settings of the new assignment type you selected.
- Avoid setting numeric answer tolerances. The tolerance you set will be applied to every answer in the assignment, and there may already be tolerances set for individual questions.
- In every setting where you make changes, be sure to click **apply changes** to save them before moving on.

- If your assignment has Flash questions, such as lab or click-drag, we recommend deselecting the **allow printing assignment** setting. You can find this as you create or edit your assignment, under basic settings.

Advanced Assignment Policy Topics

- Adjusting Tolerance Settings
- Edit your Assignment Policies and Point Values
- Check All that Apply Question Scoring
- Scramble Assignment Questions
- Control When Students See Answer Feedback
- Editing a Shared Assignment
- Adjust Credit for an Assignment

Assignment Management

Manage Your Assignment List

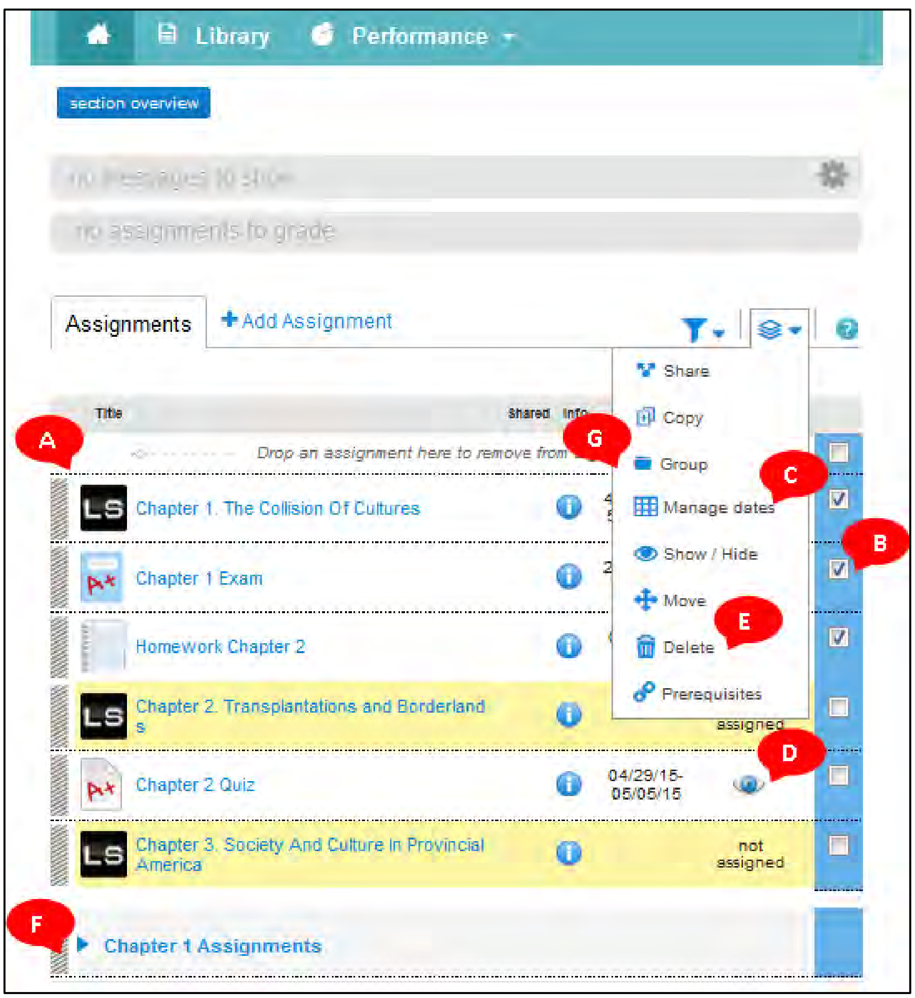
All assignments are listed on your Section Homepage. They are unorganized by default, but you can re-order assignments by clicking and dragging to a different place on the list **(A)**.

To change the start and due dates for assignments, select the assignment(s) **(B)**, and click manage dates **(C)**.

You can hide assignments from students, which is useful when you don't want students to know about assignments yet. Click the eye icon **(D)** to show or hide the assignment. A line through the eye means the assignment is hidden.

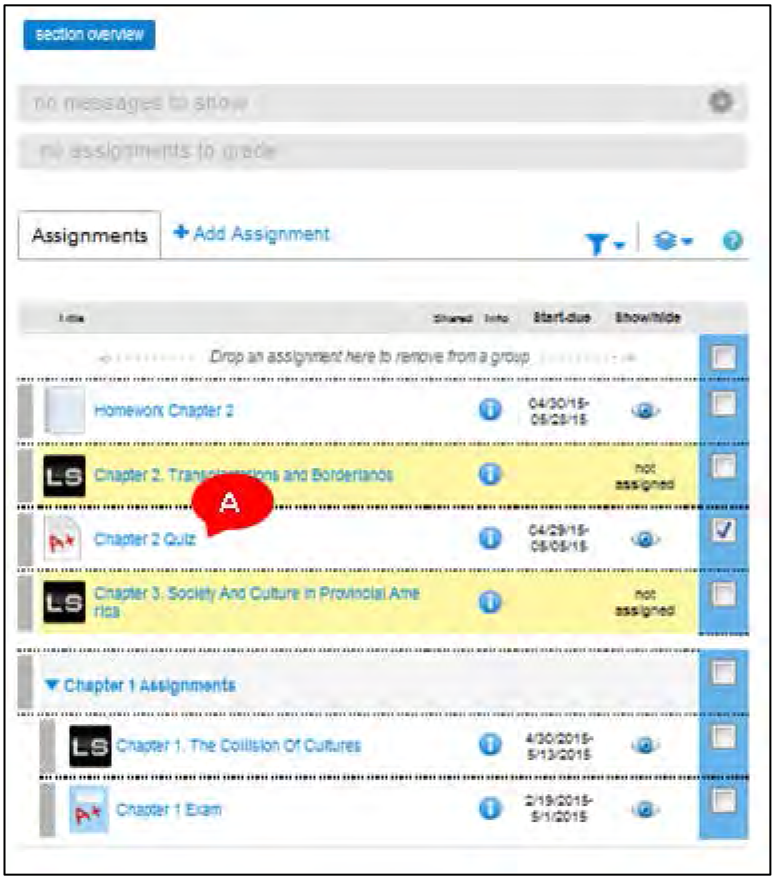
Delete assignments by selecting the assignment(s) **(B)** and clicking delete **(E)**.

You can group assignments into categories **(F).** Select Group **(G)** and click **Add** to add a new group. For more information about groups, see [Review & Customize Your Section Homepage](#).

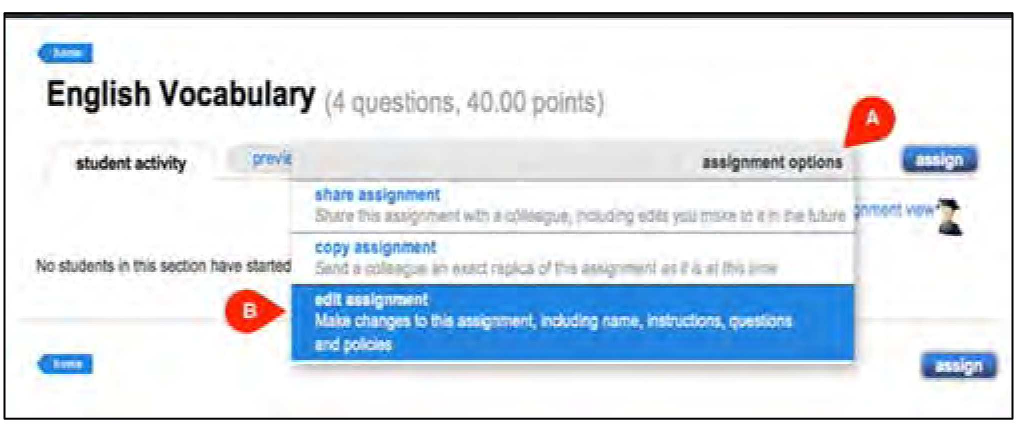


Edit an Existing Assignment

To edit an existing assignment, from your section Homepage click on the name of the assignment you want to edit **(A)**.

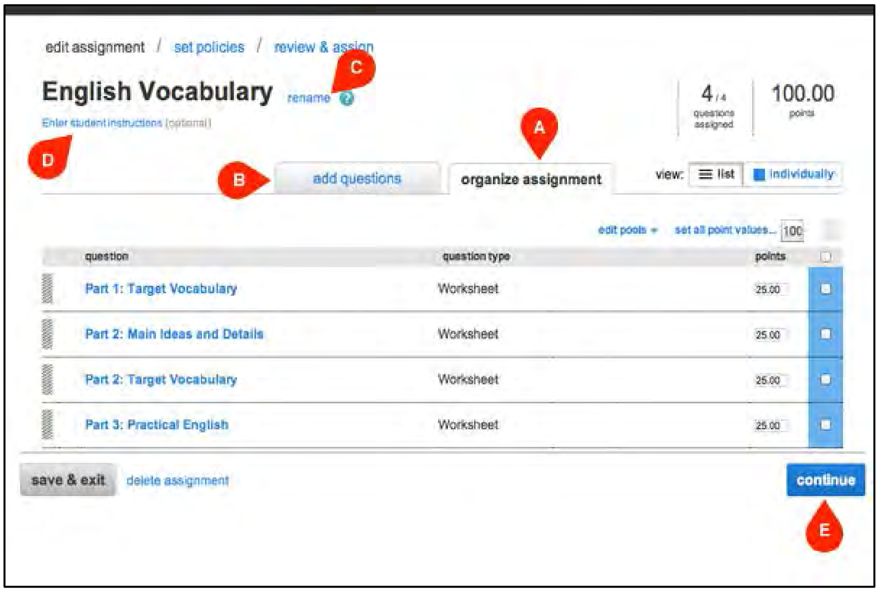


Click on assignment options **(A)**. Select edit assignment **(B)**.

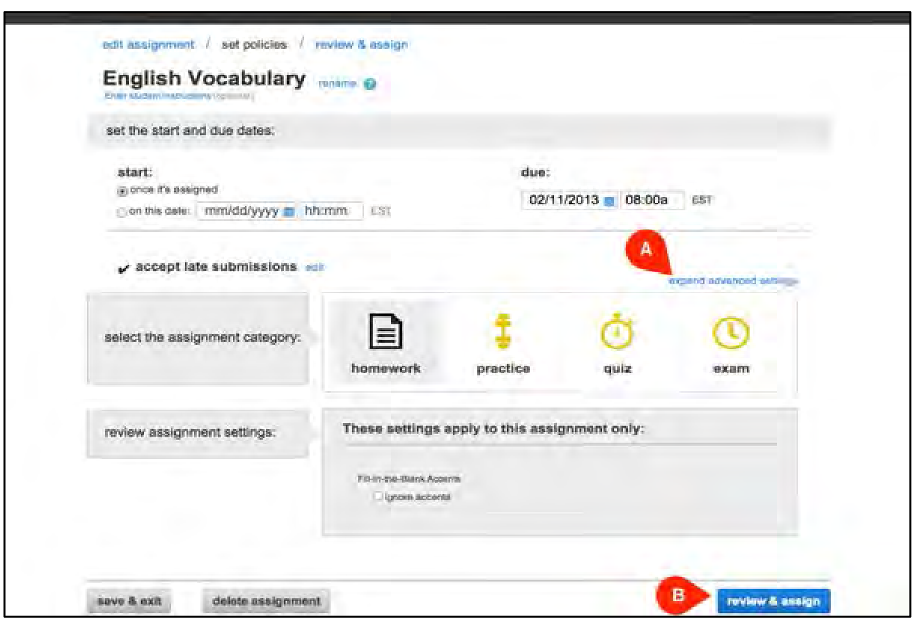


If students have begun working on the assignment, you will receive a pop-up notification alerting you that the assignment is active and that editing options are limited.

To adjust point values and edit question pools, click the organize assignment tab **(A)**. To add more questions, click the add questions tab **(B)**. You can rename the assignment **(C)** or enter student instructions **(D)** at any time. Click **continue (E)**.



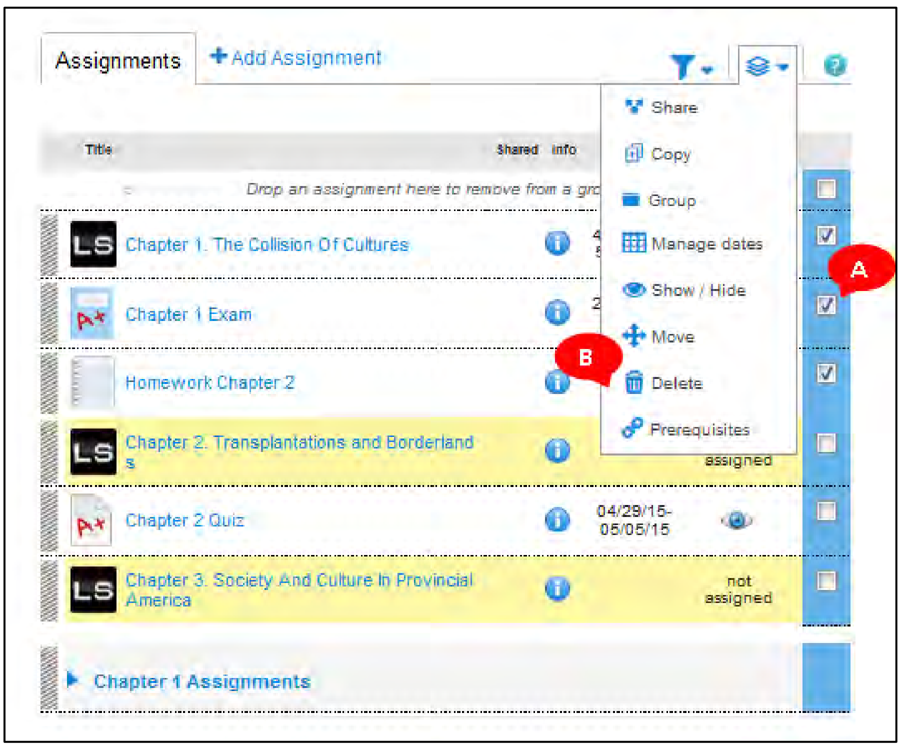
To edit policy settings, click **expand advanced settings (A)**. If you created the assignment and it is inactive, you can edit dates, categories, and policy settings. If the assignment is active or shared with you, a notification at the top of the page will alert you that your editing options are limited. When you're finished, click **review & assign (B)**.



Deleting Assignments

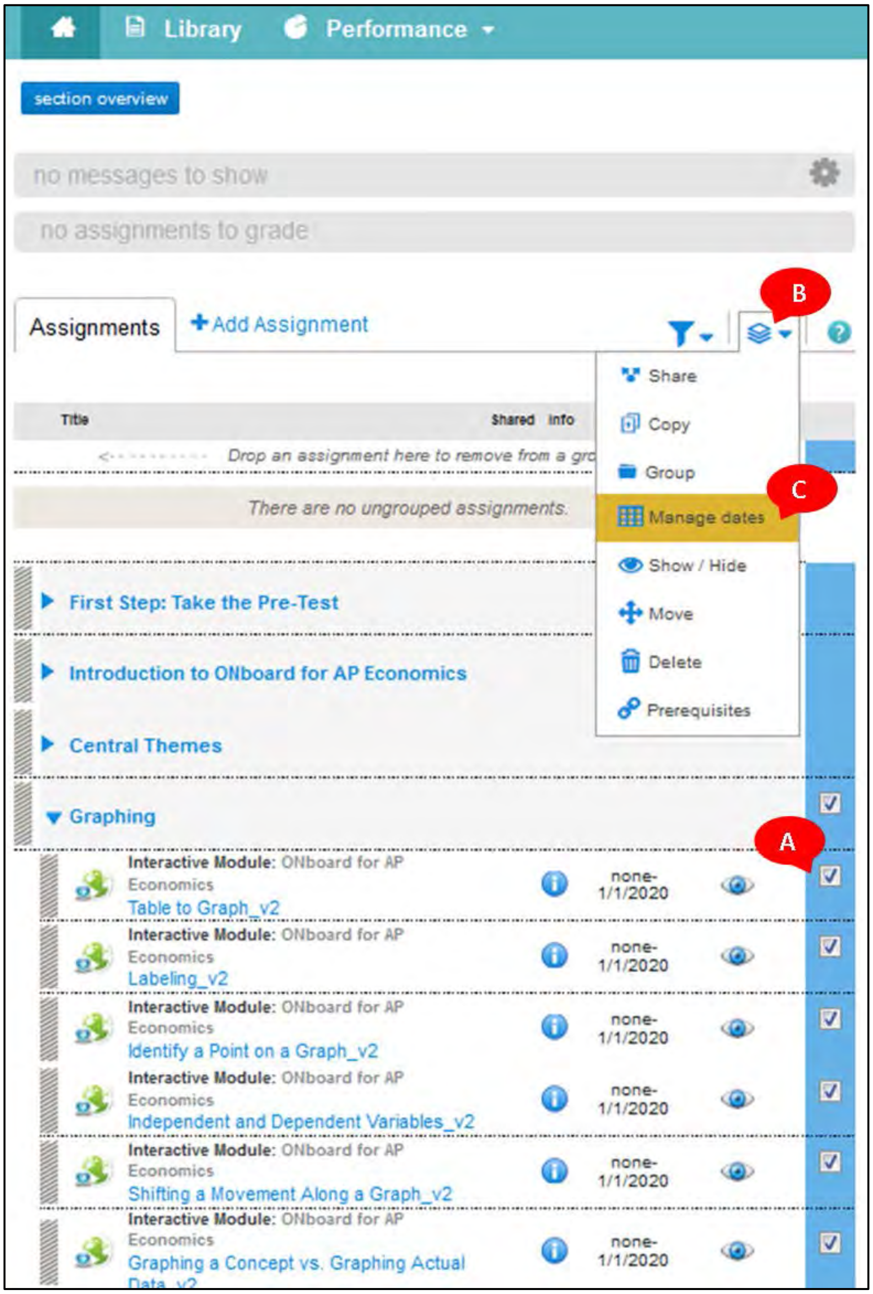
To delete assignment(s):

- Select the assignment(s) you want to delete by checking the boxes **(A)** at the end of each assignment row.
- Click **delete (B)** from the assignment list options.
- The **delete assignment** confirmation window appears reminding you that the assignment(s) and all the reporting a data, if available, will be lost when you click **OK.** Additionally, this affects ALL assigned sections. **You cannot undo this!**
- Click **OK.**
- A confirmation message appears briefly before you are returned to the current group assignment list with the deleted assignment removed.

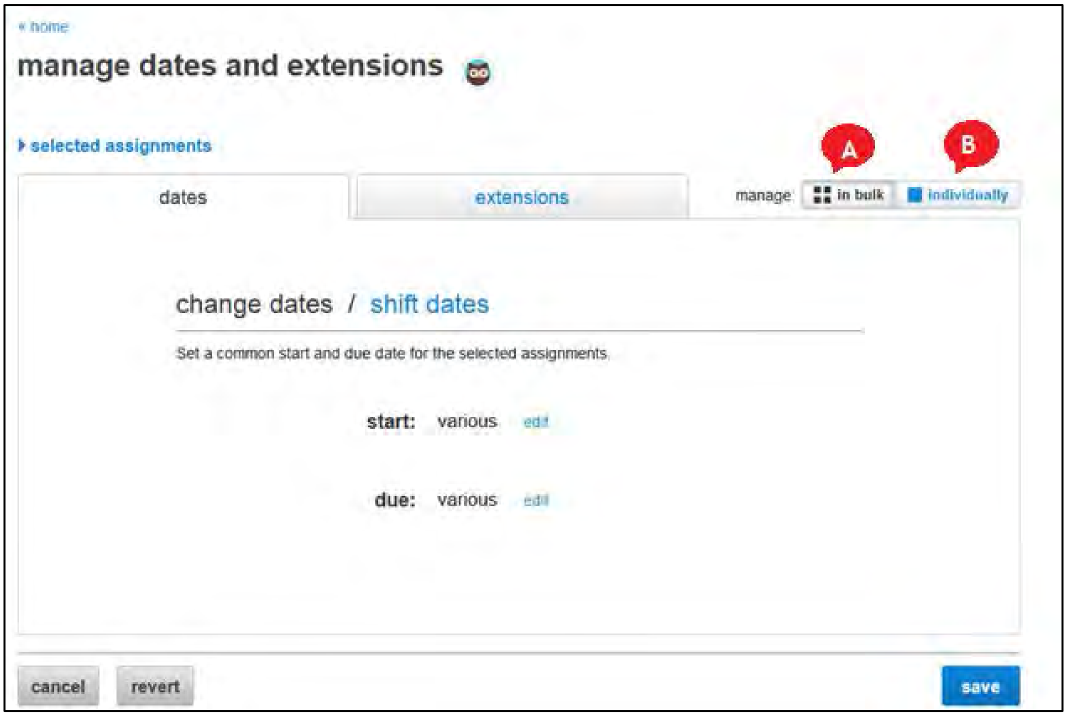


Change Assignment Dates

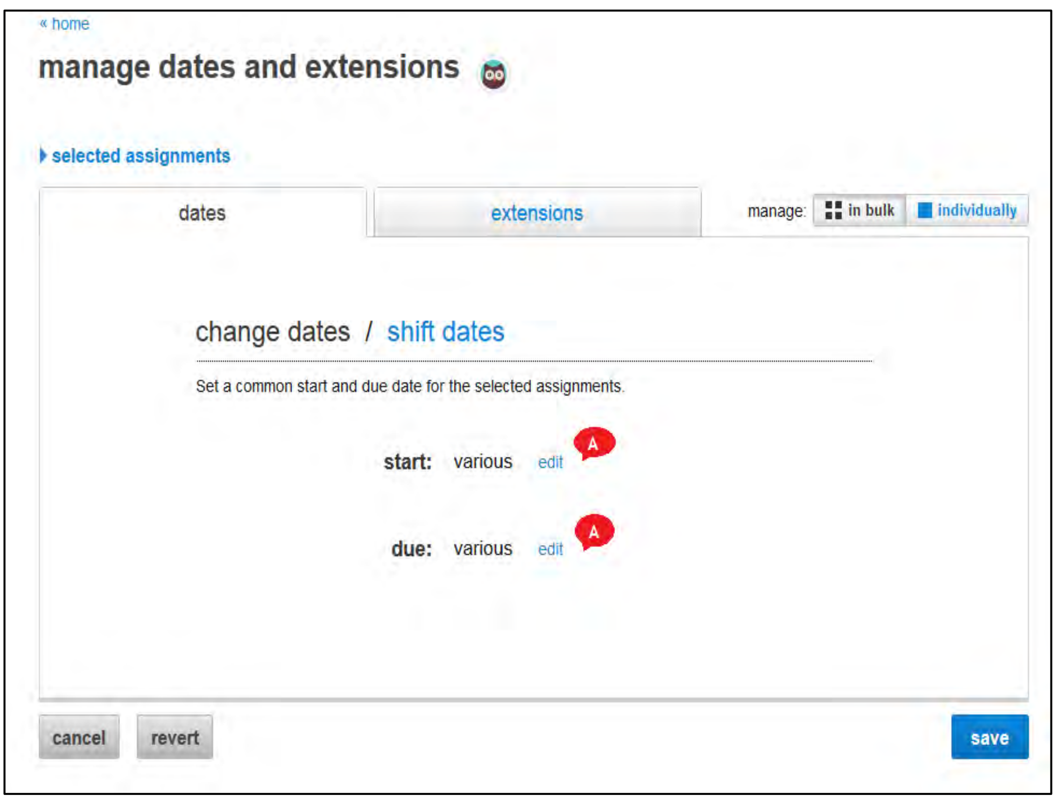
To modify the due dates, select the assignment(s) you would like to change by clicking in the box next to the assignment name **(A)**. You can set separate due dates for each assignment, or select all and make all assignments due on the same date. Once you have selected the assignments to modify, click the assignment options button **(B)** and select **Manage Dates (C)**.



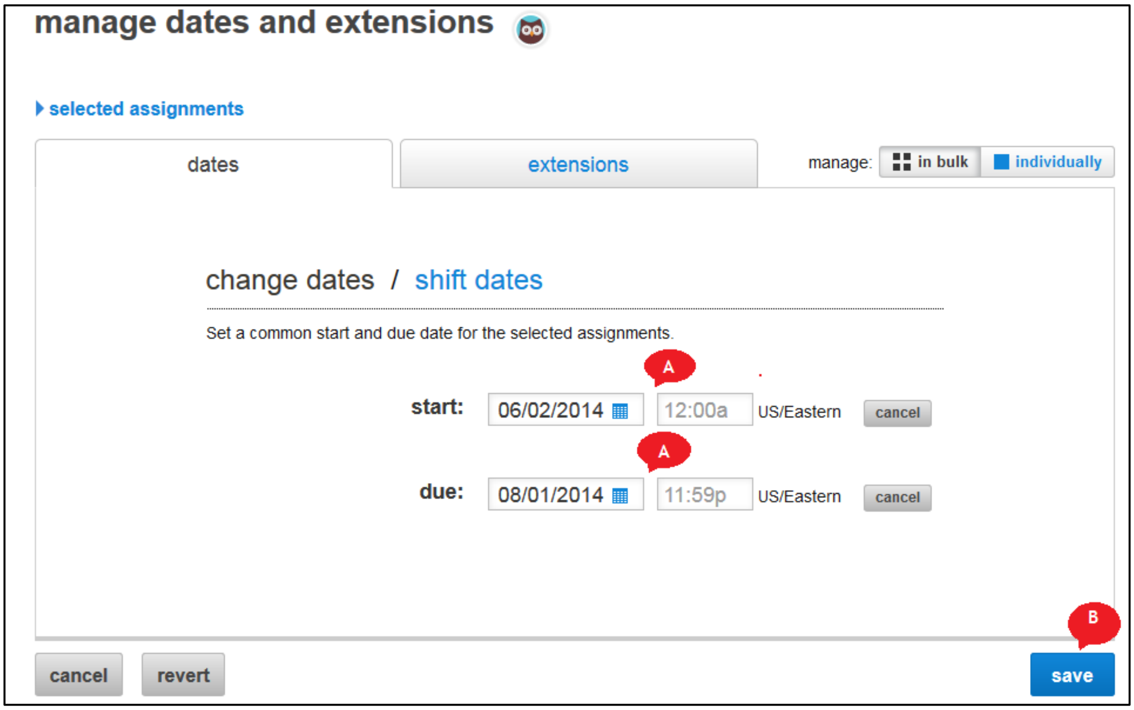
In the **manage dates** page, you can also change assignment dates all at the same time **(in bulk — A)** or **individually (B).**



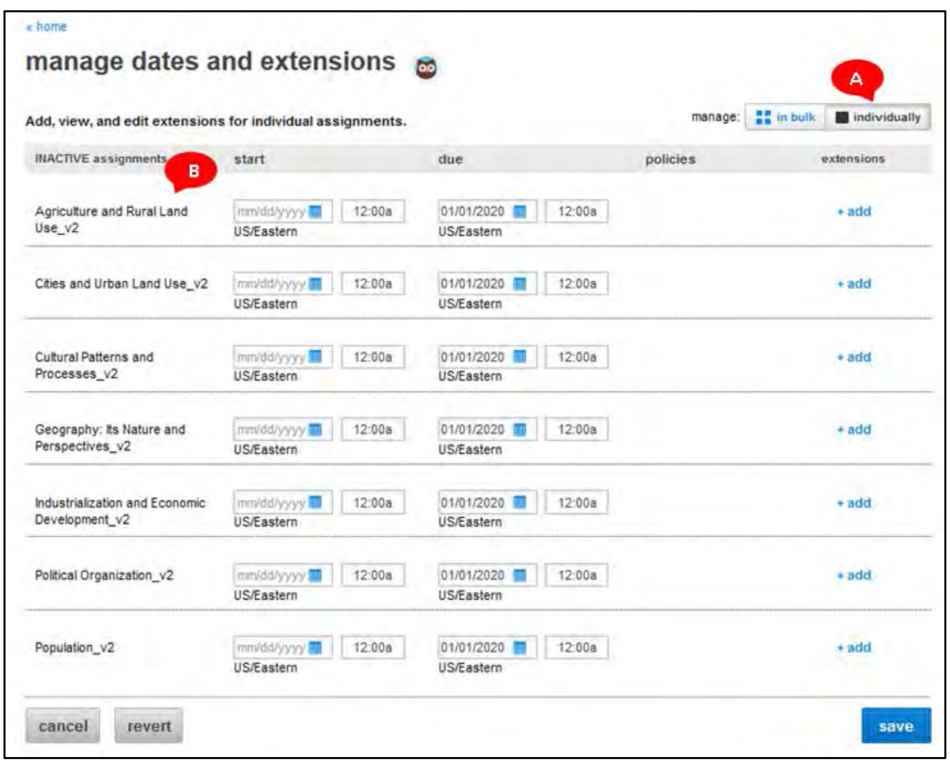
If making the start dates and due dates of the tests and submodules the same (in bulk), click on **edit (A)** to modify the dates.



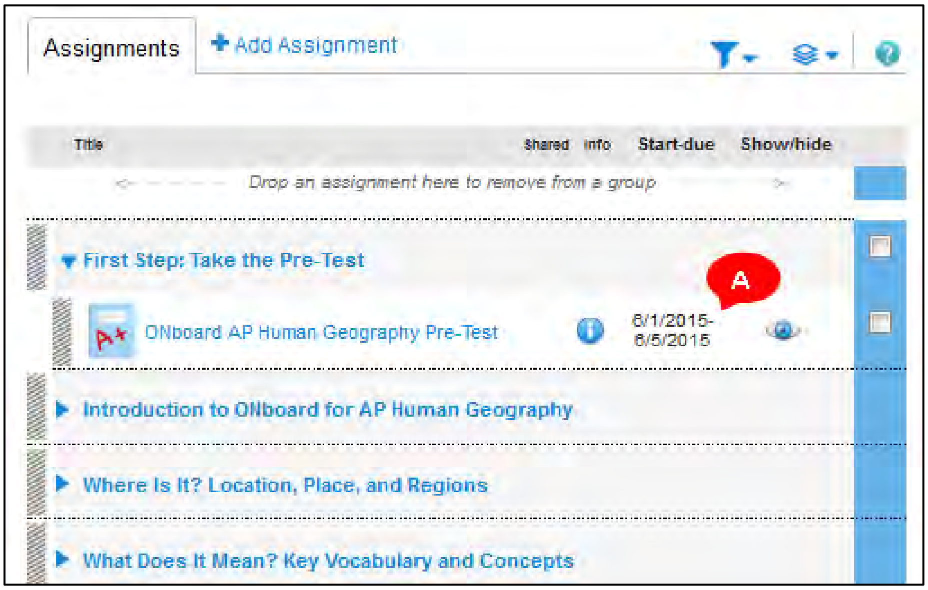
Then enter your desired dates and times **(A),** and click **save (B).**



If you want each assignment to have a different due date, click on the **individually** tab **(A)**. The assignments will appear in alphabetical order **(B)** and **not** in the order in which they appear in the submodules. Set the due dates as best fits your plan. Once you've selected all of your start and due dates, click **save** to submit your changes.



Your new due dates will appear on your assignment overview page **(A)**.



Advanced Assignment Management Topics

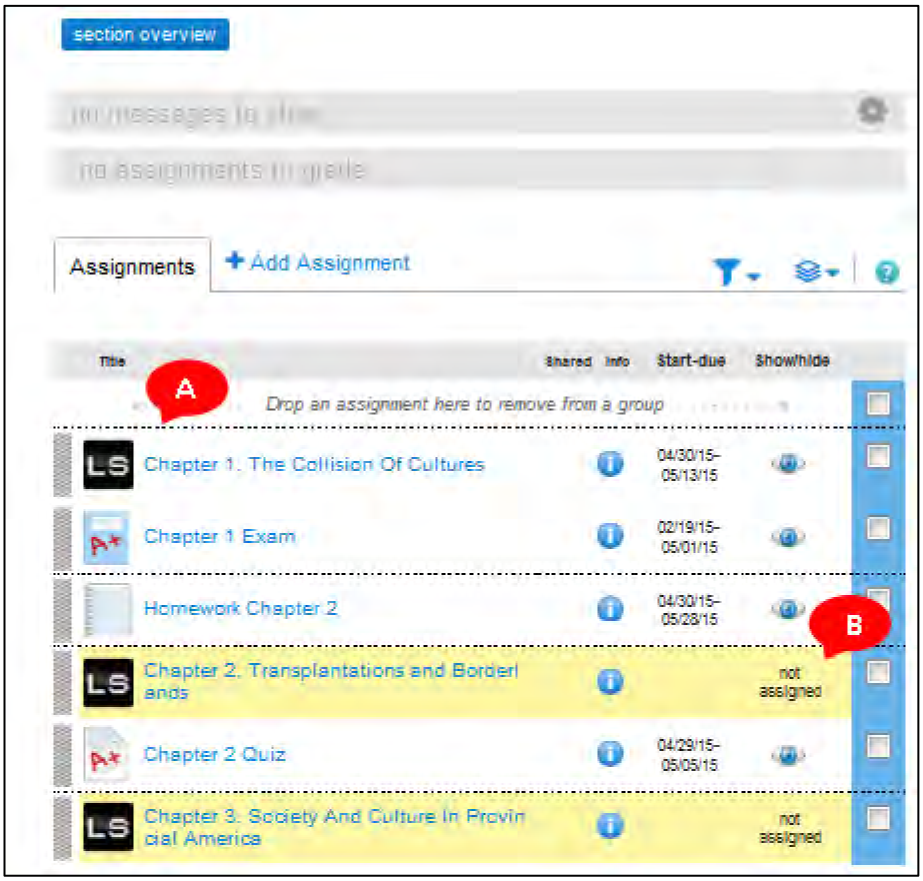
- View Student Activity for a Writing Assignment
- Adjust Credit for a Question in an Active Assignment
- Setting and Locking Points
- Editing your Assignment Groups
- Managing Student Extensions
- Responding to your Students' In-Assignment Questions
- Questions with Content Updates
- Moving Connect Assignments from One Book to Another
- Stop Sharing an Assignment
- Copy Assignments
- How Your Colleague's Settings will Affect your Assignment

Managing Your Section Homepage and Assignments List

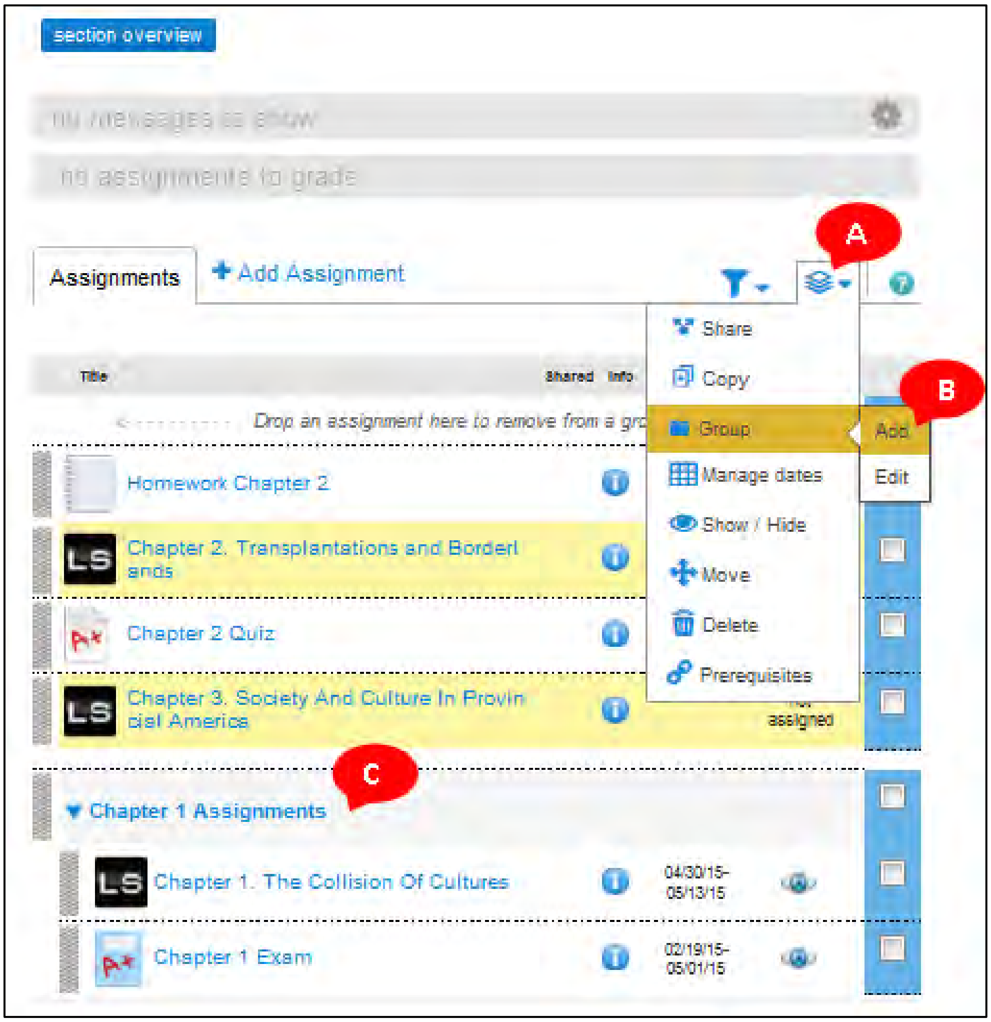
Review & Customize Your Section Homepage

This is your Section Homepage, and it opens when you click on a section from your my courses page. This is where you can edit and add assignments, view messages and assignments to grade, and more.

Your assignments are listed randomly **(A)**. Assignments that have not been assigned to students appear highlighted in yellow **(B)**.



You can choose to group assignments into categories. To add a category, click on the Options button **(A),** hover over **Group**, then click **Add (B).** This will create a category into which you can drag assignments (C). You can delete or rename groups by selecting **Edit** instead of Add (see Editing your Assignment Groups).

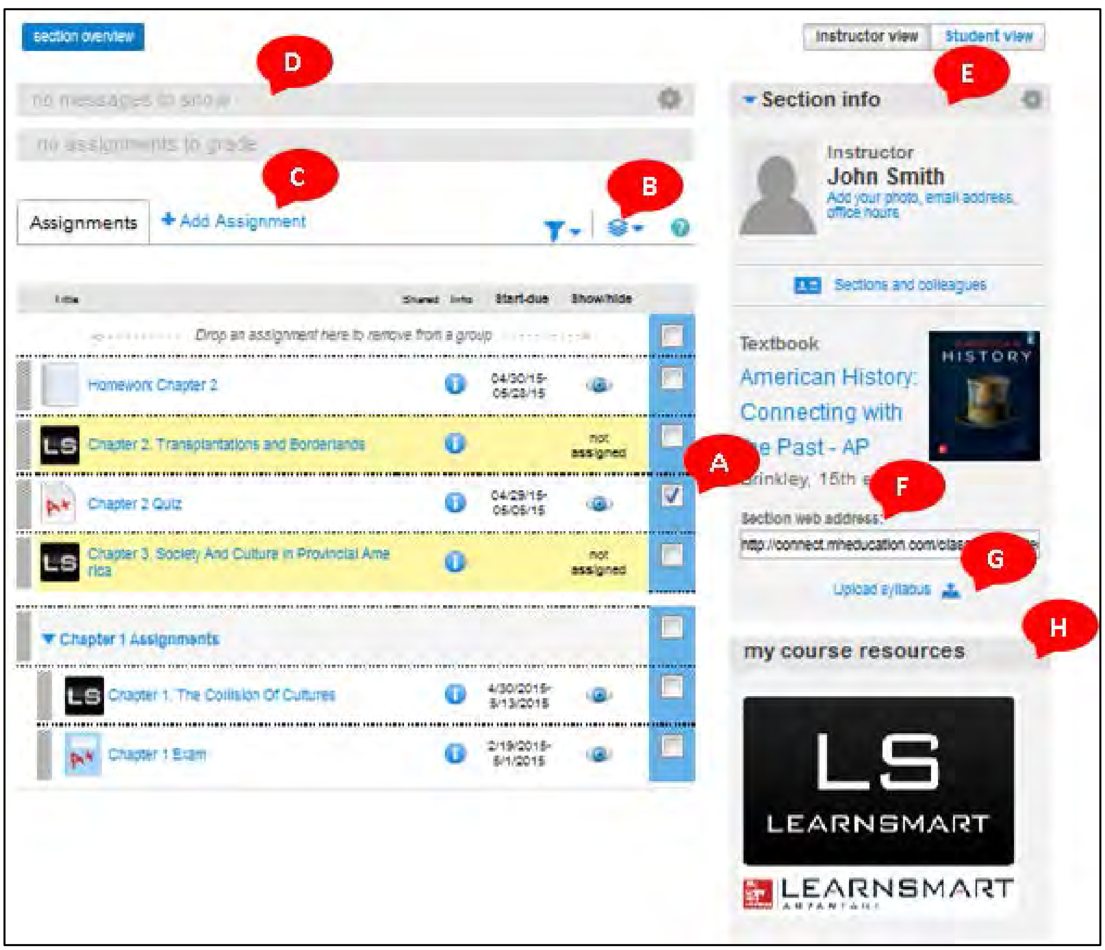


You can share assignments, copy assignments, manage dates, or delete assignments by selecting one or more assignments **(A)** and choosing the corresponding action from the Options dropdown menu **(B).** To create a new assignment, click **add assignment (C),** select the type of assignment, and follow the prompts.

If you have new messages or assignments to grade, they will appear at the top of the Section Homepage **(D).** Click anywhere in the line to expand the list of messages or assignments to grade.

Under your section info **(E)**, you will see your instructor info. If your course contains an eBook, you will see an image of the course textbook, which opens to the eBook when clicked. Under the eBook, you will find the section web address **(F).** This is the same web address that you gave students in order to register. Under the section web address, you will find a place to upload your syllabus **(G)**. Click the wheel icon in the top right corner of this widget to edit this information or to duplicate, copy, share, or delete the section.

My course resources **(H)** will take you to other course components such as LearnSmart or Anatomy & Physiology Revealed if these components are available with your course.



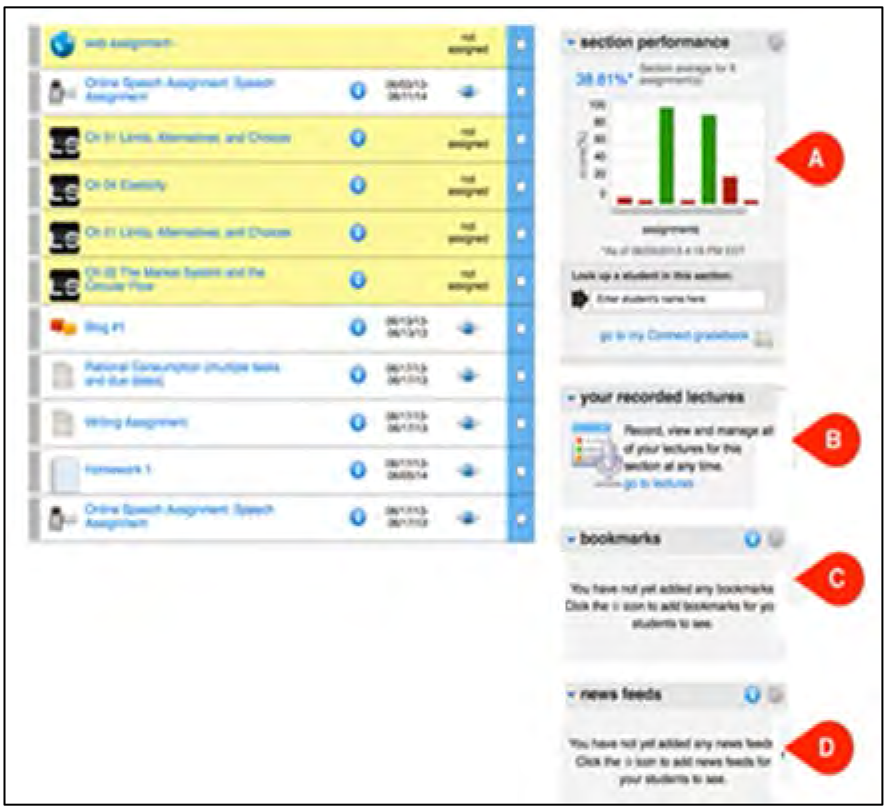
This is the bottom half of your Section Homepage. Section performance **(A)** shows the average score of how all students did on all graded assignments. You can also search for a specific student by name to get only their average.

You also have the option to record your lectures **(B)** for students so they can view it outside of class. This is helpful for students who may have to miss class, or as a studying tool for exams. Recorded lectures will be listed here **(B)**. Click go to lectures to manage all of your lectures.

Bookmarks **(C)** allow you to add links to relevant websites that may be useful for your students. The links will be listed here when added.

NOTE: This Bookmark section does not have any connection to the ebook bookmarking functionality.

You can also add up to-the-minute news feeds (D) for your students to review to help make your course more current and relevant.



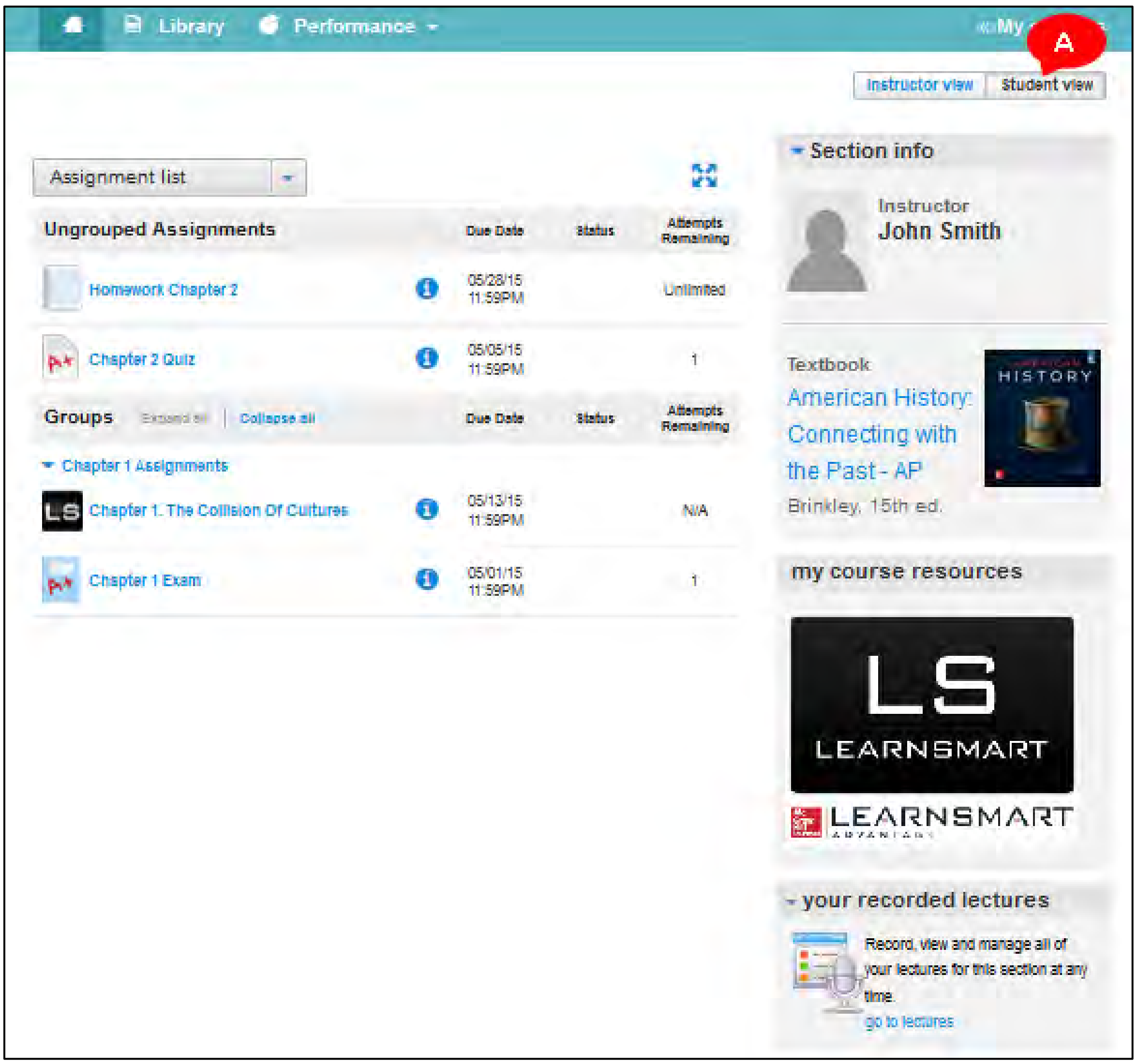
Best Practices

- Customize your Connect course with your photo, contact information, bookmarks, or RSS Feeds. It's a great way to personalize Connect and keep important references easily accessible to students.

- **NOTE:** Students cannot see your email address unless one is specified in the Instructor Information area on the Connect Overview page.
- News Feeds (i.e., RSS Feeds) are a way for many different publications, such as journals, newspapers, and blogs, to easily share their latest content with their readers in real-time. Use the feeds widget to add your own discipline-specific feeds and have the latest content and links appear on your Section Homepage for student reference.

Using the Student View

Clicking on Student View **(A)** opens the Section Homepage as it would appear to the student. You can use this to preview how your students will see and take your assignments.



To view an assignment as a student:

- Go to the Section Homepage for the assignment you want to view.
- Click **student view** above the section info box.
- Click the assignment you want to view as a student.
- To return to your Homepage, click **Instructor View.**

NOTE: Only assigned items will appear in the Student View.

Advanced Section Homepage Management Topics

- Using the Section Info Widget
- Using the Bookmarks Widget
- Hiding Widgets

Course Resources

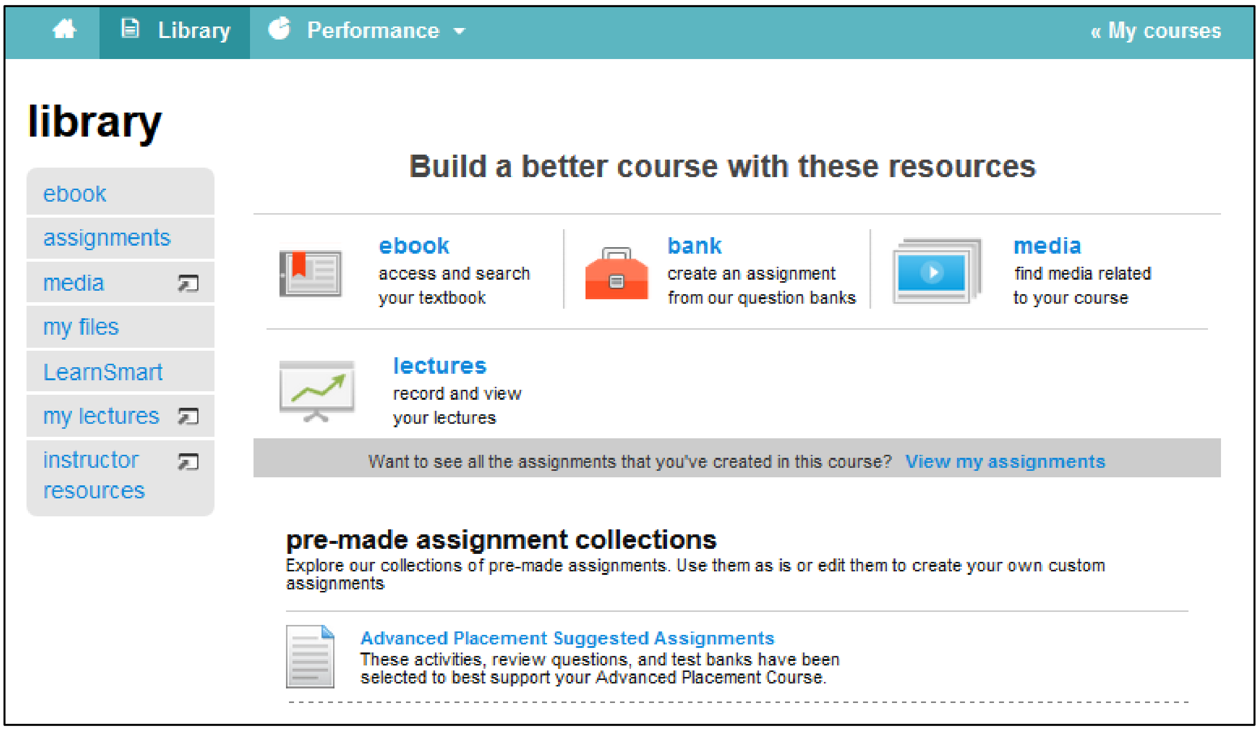
The Library

Library Resources Overview

The **Library** tab is the place to build a better course—some of the most used and useful resources are located here. The resources available in the Library vary depending on which course you are using, but may include:

- **eBook:** provides access to an interactive ebook if your course has one available. For more information, see eBooks (non-adaptive).
- **assignments:** provides access to all assignments you have created, plus pre-made assignment collections
- **media:** links to a media bank if one is available for your course. The media bank may include images, audio, and videos related to your course.
- **banks:** this provides access to the test and assignment banks available for your course. For more information about how to use assignment banks, see *Creating Assignments from Existing Banks*.
- **my files:** provides access to files you have uploaded for use in your course. See Upload Files to your Course.
- **LearnSmart:** displays all available modules that use LearnSmart adaptive tools. LearnSmart tools include LearnSmart, LearnSmart Achieve, SmartBook, LearnSmart Labs, and SCOREboard adaptive content review. See LearnSmart and SmartBook for more information.
- **LearnSmart Labs:** displays available assignment modules for LearnSmart Labs

- **lectures:** record lectures for students to view later, and access lectures you have already recorded.
- **instructor resources:** links to the instructor resource page for your course. Resources vary by course but may include PDFs or Word documents of test banks, answer keys, correlations, and more.
- **pre-made assignment collections:** access any pre-made assignment collections for your course. Examples include Advanced Placement Suggested Assignments and the Source Library. For more information, see *Adding Assignments from the Pre-Made Assignment Collections*.



Advanced Library Topics
• Upload Files to Your Course

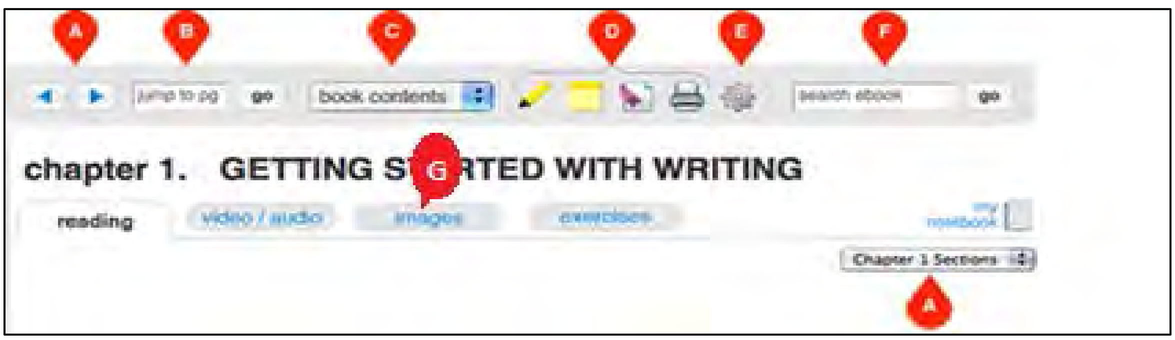
eBooks (non-adaptive)

Navigating the eBook

Some McGraw-Hill courses offer a non-adaptive an eBook. The eBook can be accessed through the *Library*. (NOTE: Most McGraw-Hill programs in Connect offer SmartBook instead of a non-adaptive eBook.)

After you open the eBook, you can:

(A) Switch sections within a chapter by clicking the blue arrows, or the book contents drop-down menu.
(B) Go to a specific page by entering a textbook page number.
(C) Navigate with the book contents drop-down menu.
(D) Highlight text, add your own notes, add a bookmark, or print the content on the current page.
(E) Adjust the font size or hide book images with the gear tool.
(F) Search eBook content by keywords.
(G) Access images and art from the textbook.



Assigning eBook Readings

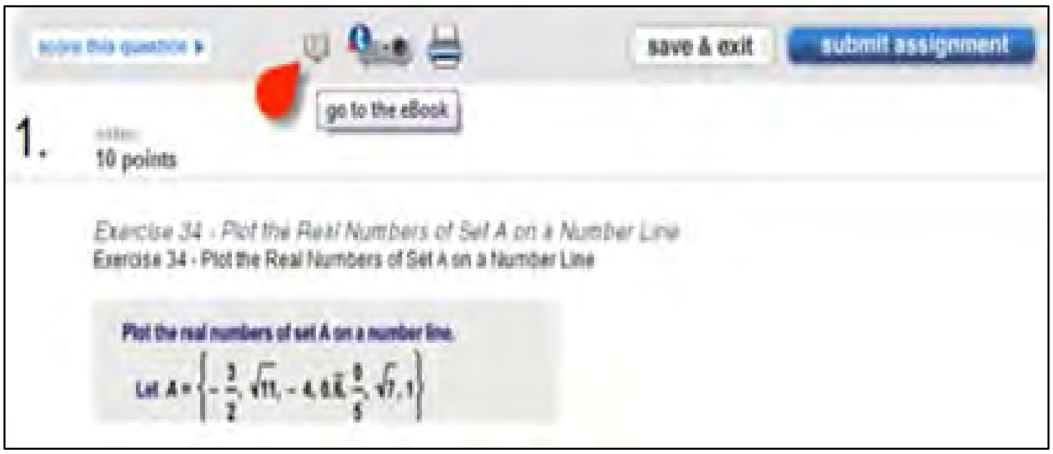
To assign an item of the eBook:

1. Click on the **Table of Contents** in the book contents drop-down menu.
2. Check the box in the row of each item you want to assign.
3. Click **assign checked items**.
4. You will be presented with the **assign to students** screen.
5. Select the course section(s) and group to add this assignment to.
6. Optionally, set the dates when you want this assignment to be available.
7. Click **assign**.
8. You're returned to the Table of Contents of the eBook. The item(s) you assigned will now have the assigned icon next to them.

How Students Access the eBook

There are three ways to access the eBook as a student.

- Click the book cover or title on the section home page.
- Click the **Library** tab from the section home page, and then click **eBook** in the Library navigation.
- While working on an assignment with the eBook enabled or previewing an assignment or a question, click the **eBook button** (not available when previewing a question) or eBook link to access the eBook. Clicking the eBook button opens a new window showing the complete eBook content by default. Clicking the eBook link opens a new window showing only the eBook resources related to the question by default. You can look at different resources by clicking the topics, which are usually sections from chapters.



Best Practices

- You can always switch between viewing the complete eBook and viewing the question-related eBook resources by clicking the Resource tab or the Content tab.

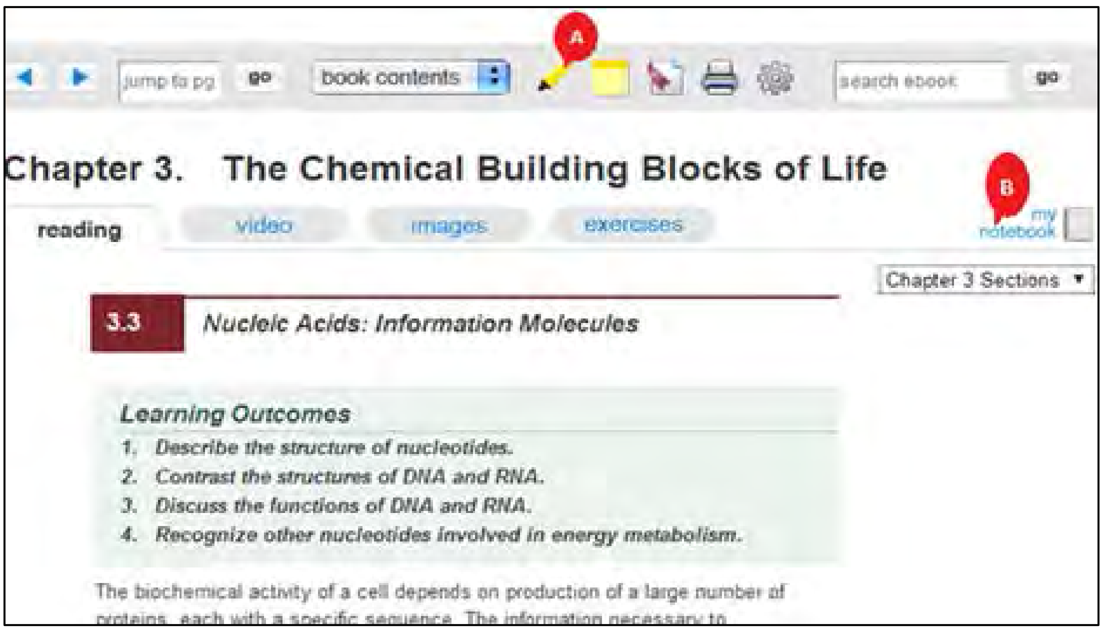
Highlighting Text in the eBook

You can use the **Highlighter tool (A)** in the top navigation bar to highlight specific text and share it with your students.

To highlight text within the eBook:

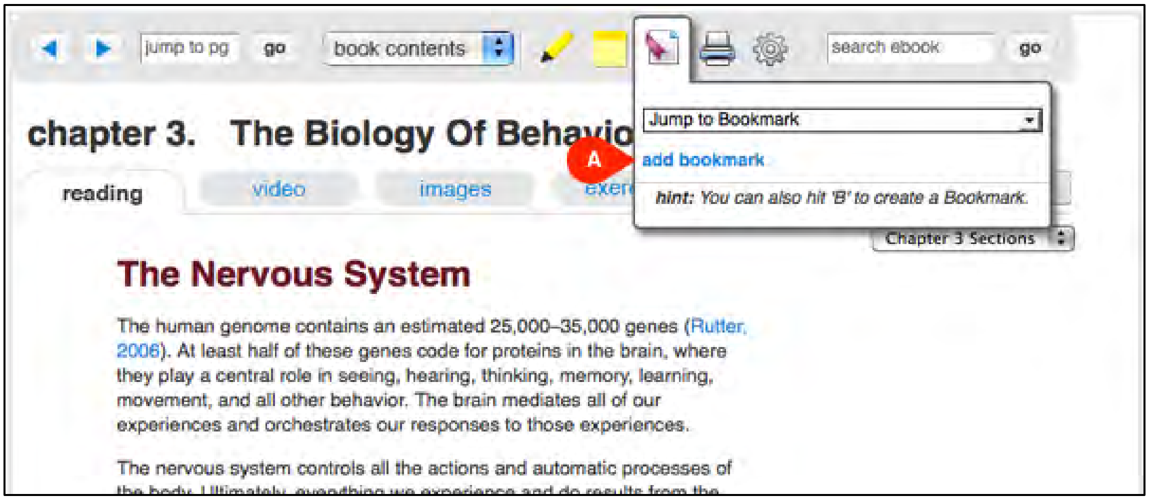
1. Select the text you want to highlight by clicking and dragging your mouse cursor over the selected text you want to highlight.
2. Click the Highlighter tool, and select the color you want to use for your highlighter
3. Click **add highlight**. The text you had selected is now highlighted in the color you selected.

You can also select text in the eBook, and press the H key to highlight. To hide all highlights, select hide highlight from the **Highlighter tool menu (A)**. All highlighted text references are stored in **my notebook (B)**.



Adding Bookmarks in the eBook

You can add a bookmark to a specific section of your eBook for you or your students to reference. You can share your bookmarked eBook with the entire class. The bookmark tool allows you to add bookmarks as well as jump to specific bookmarks.



To add a bookmark:

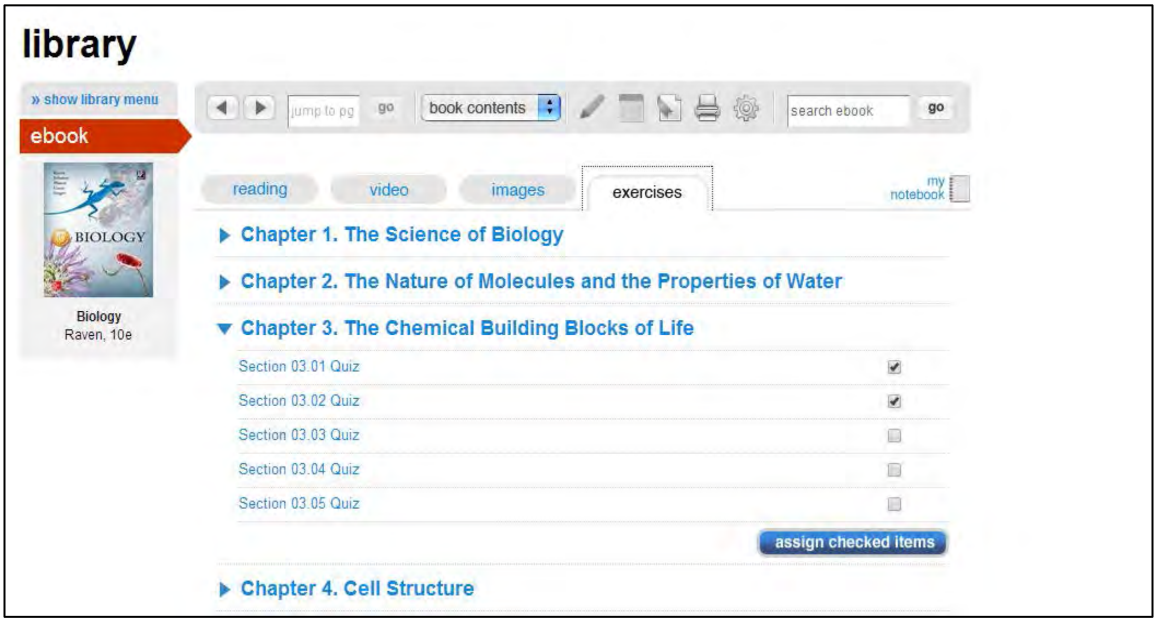
1. Navigate to the page you want to bookmark.
2. Click the bookmark tool, and click **add bookmark**. Alternatively, you can press the B key to create a bookmark.

Jump to a bookmark:

1. Click the bookmark tool to open the bookmark menu.
2. Click the Jump to Bookmark menu, and select the bookmark you want to go to.

Assigning eBook Exercises

Available eBook exercises associated with specific chapters in your textbook are listed under exercises. If you do not see the assignments, click the blue arrow next to the chapter name to reveal the assignment list. Many teachers choose to assign eBook exercises directly through the eBook. As students go through the text, assignments will appear along the way. *Please note that not all eBooks offer exercises.*



To assign an eBook exercise:

1. Click the **assign** button in the row of the assignment you want to assign.
2. You are presented with the **assign to students** screen.
3. Select the section(s) and group you want to add this assignment to.
4. Modify the availability date if needed.
5. Adjust any additional assignment settings if needed.
6. Click **assign**.

If an assignment or part of its content has not been assigned to any sections yet:

1. Check the box next to the exercise you want to assign.
2. Click **assign checked items**.
3. The Assign to Students page will open.
4. Select the section and group you want this assignment assigned to.
5. Click **assign**.

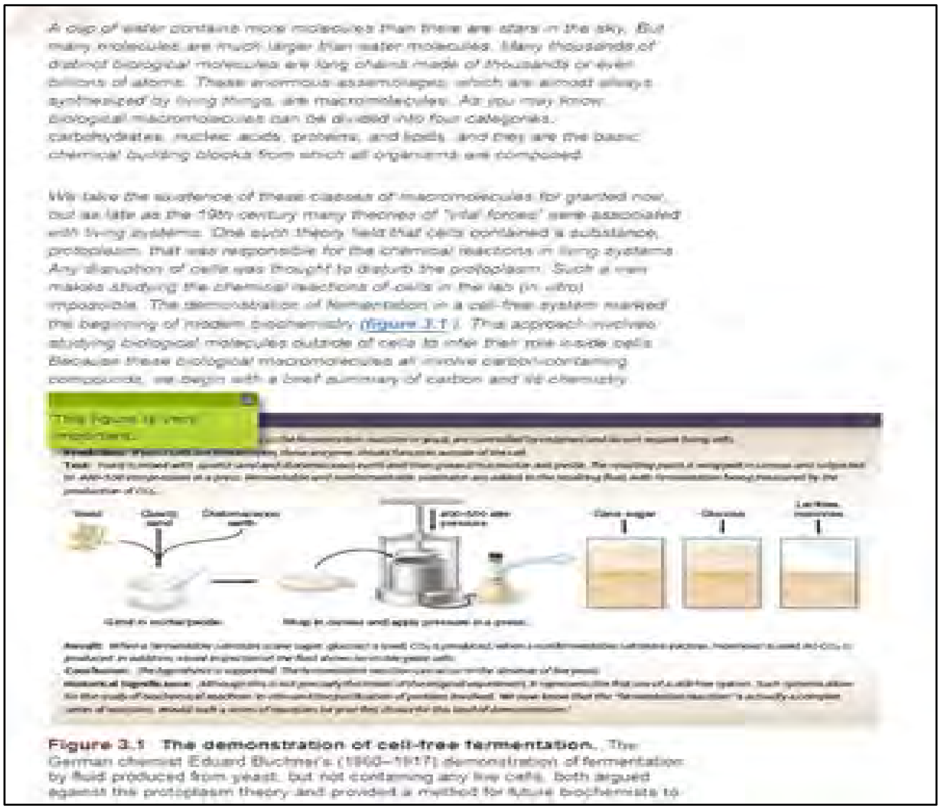
You can preview an assignment before assigning it by clicking the assignment name.

From the preview screen you can:

1. Answer and page through the exercise as a student would.
2. Print the exercise question you are currently viewing.
3. View the exercise polices by clicking policies.
4. Edit the exercise to make it your own customized version. This customized version appears in your section assignments list.
5. Click **assign**.
6. Return to the ebook by clicking **return to ebook** (located above the exercise title).

Adding Sticky Notes in the eBook

You can add "sticky" style notes to ebook pages for you or your students to reference.



To add a note:

1. Navigate to the page you want to add the note to.
2. Click the Notes tool, and select the color for your note.
3. Click **add note**.
4. The note appears in the eBook page.
5. Click the sample text inside of the note to add your own text. Click **save changes** when you are done.
6. Click and drag the top edge of the note to position it where you want on the page.

Alternatively you can press the N key to add a note to the current page you are viewing. To hide all notes, select hide notes from the Notes tool menu. To delete a note, click the small trash can icon in the top right of the note. All note references are stored in my notebook. See Using the Notebook for more information.

Advanced eBook (non-adaptive) Topics

- Printing the eBook
- Using the Notebook
- Sharing Notebook Items with Students
- Printing Notebook Items
- Deleting Notebook Items
- Enabling and Disabling the eBook

LearnSmart and SmartBook

What is LearnSmart?

McGraw-Hill LearnSmart is an adaptive learning system designed to help students learn faster, study more efficiently, and retain more knowledge for greater success. In LearnSmart, students will be given a variety of questions to test their knowledge of chapter content. LearnSmart is intended to be used as content review and **not assessment.**

To get the most out of LearnSmart, we recommend that you:

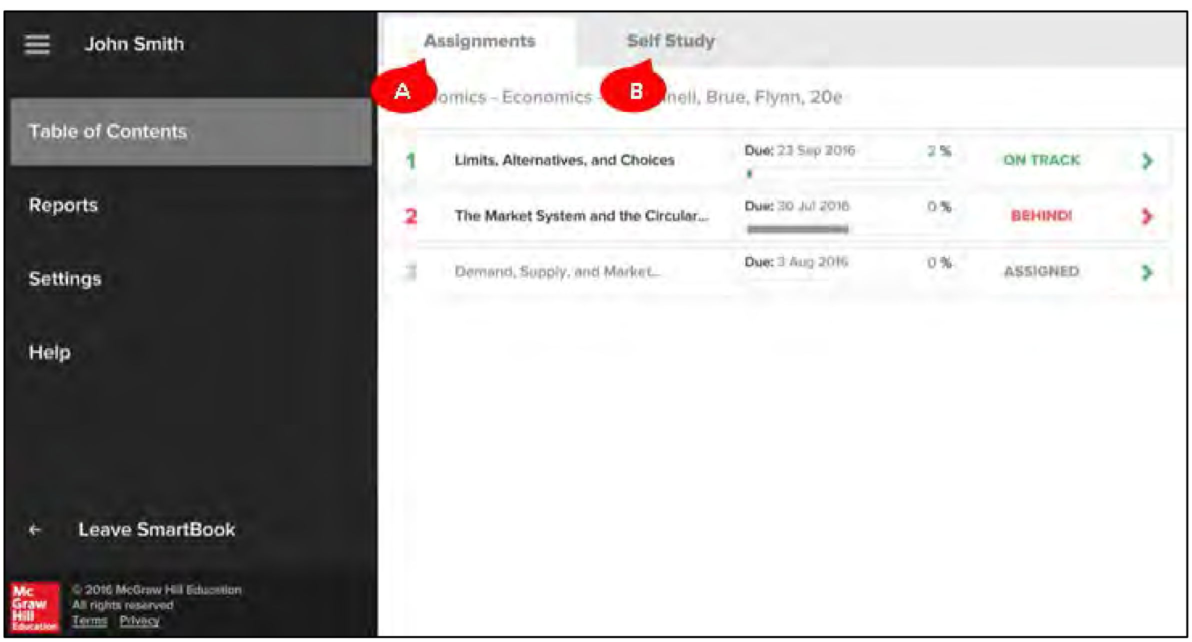
- Use LearnSmart as a study tool and not as an assessment. The "grade" reported on your reports reflects the percentage of the LearnSmart a student has completed and **is not** a reflection of the student's accuracy in answering the questions.
- Avoid making LearnSmart assignments due in large chunks or at the time of mid-terms or finals. Data shows that, in these cases, students put off LearnSmart and can't optimize their learning experience.
- Explain that students can use the reports available to them to identify where weaknesses exist, so they can focus their time building that knowledge.

What is SmartBook?

SmartBook uses LearnSmart technology to provide students with an adaptive reading experience. SmartBook is designed to change the way students ingest material. To do this, SmartBook encourages active engagement with the content, instead of simply opening the book, reading pages 1–27, and expecting to retain everything.

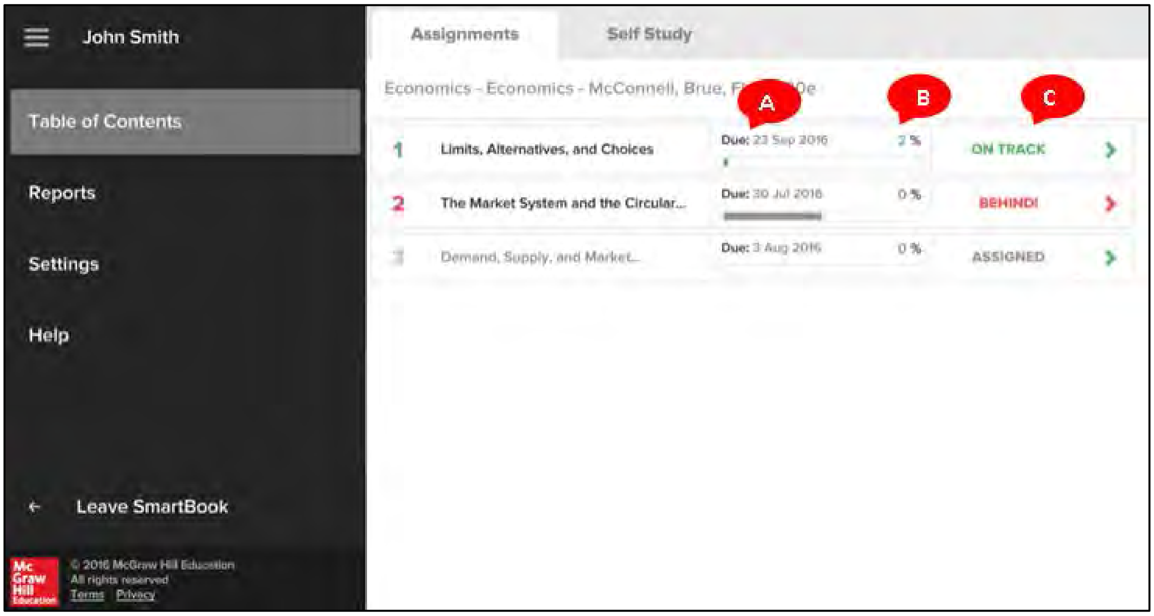
When students access SmartBook, they are taken to the Table of Contents. There are two tabs available in the Table of Contents:

- **Assignments (A)** lists the chapters that the teacher has assigned, and that students are expected to complete for credit.
- **Self Study (B)** provides students access to all chapters in the book at any time.



On the **Assignments** tab, students will see the due date for each assigned chapter **(A)** the percentage of the assignment complete **(B)** and whether they are on track or behind for a particular chapter **(C)**. "On track" and "behind" are based on the due date set by the teacher and the estimated amount of time it will take a student to complete the assignment.

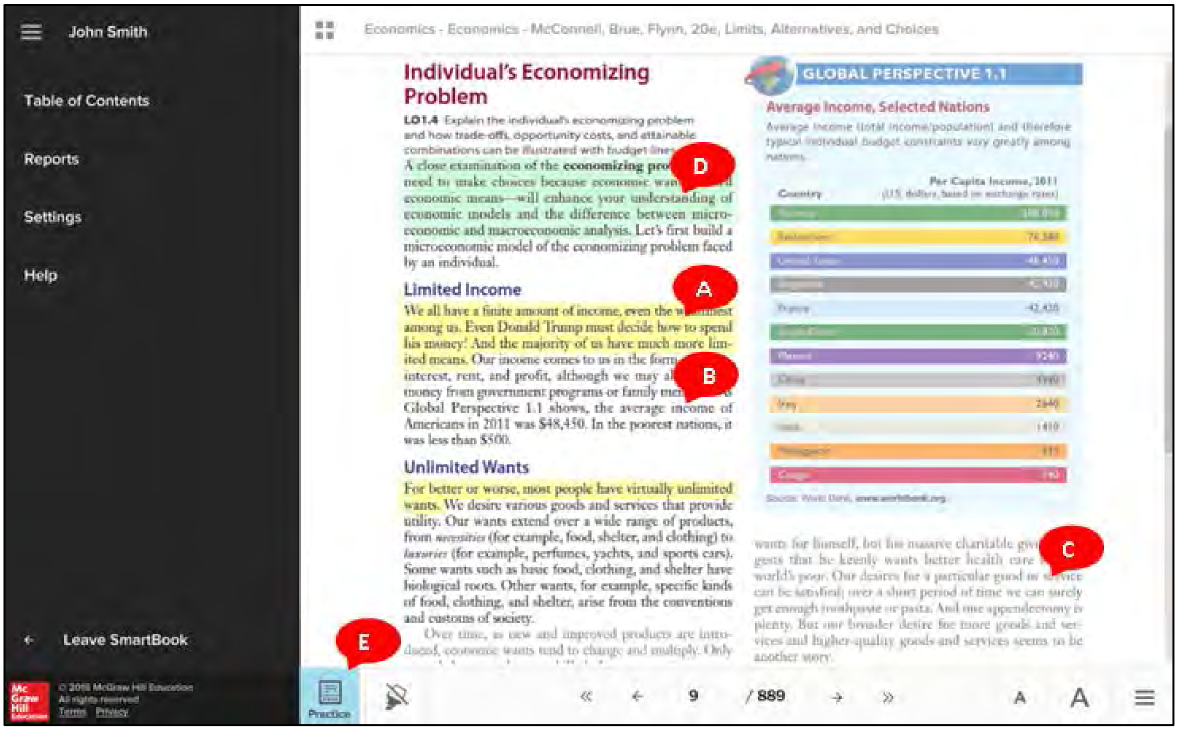
Students begin or continue an assignment by clicking on it.



SmartBook breaks the assignment into 3 stages: Read, Practice, and Recharge.

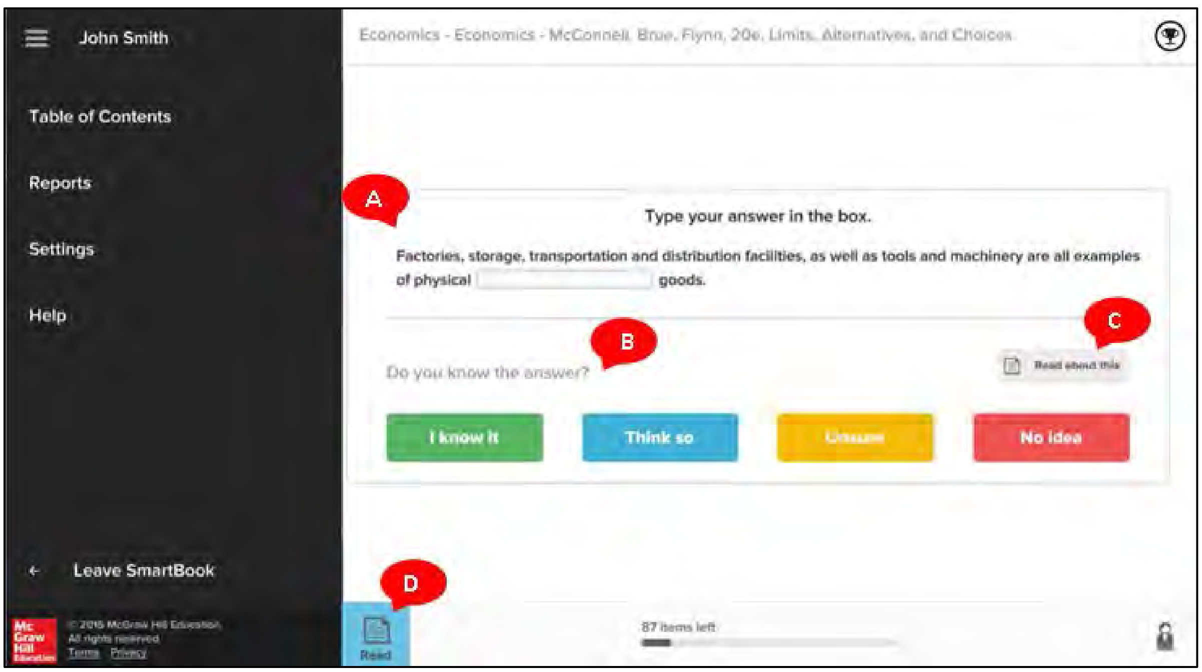
1. **Read:** Based on author input, national historical data, and each individual student's performance, SmartBook highlights the text to focus each unique learner on the most impactful content that they can read at that moment in time – we call this the High Impact Minute. Rather than read the chapter front to back, students are encouraged to begin with the content highlighted in yellow **(A)** and the supporting text **(B).** That is not to say that the dimmed text **(C)** is not important, it is just not the most impactful right now – we'll come back to that later. Proving knowledge in the next stage (Practice) will result in green highlights **(D).**

   When it is time to move on to the next stage, Practice, the Practice icon at the bottom of the screen will glow blue **(E).**

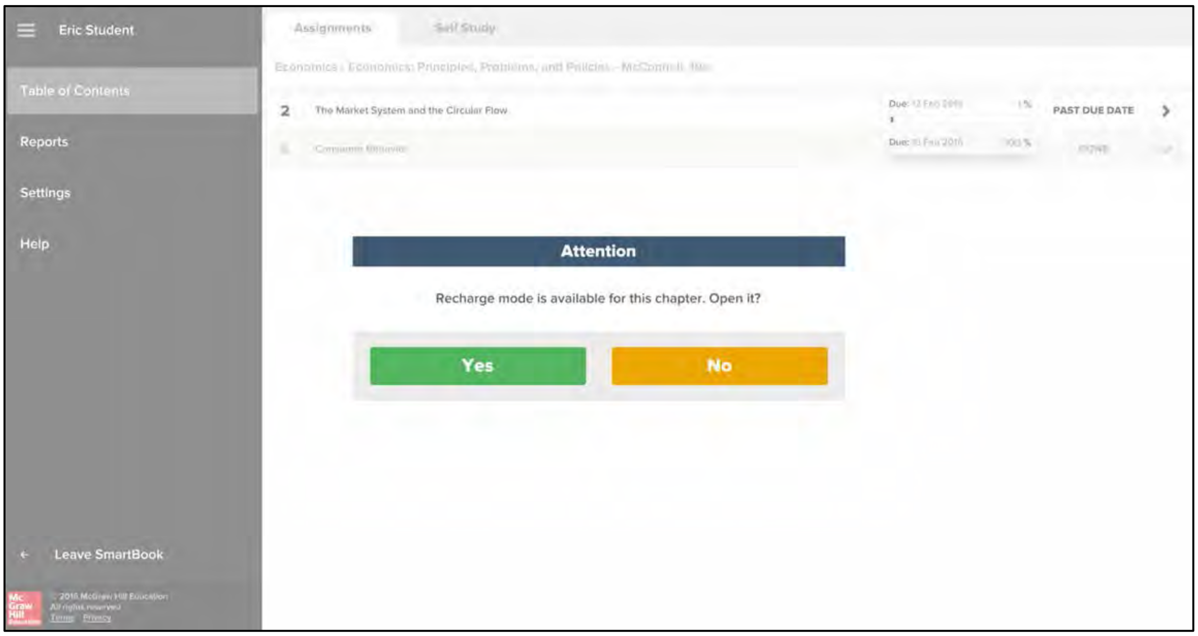

John Smith
Table of Contents
Reports
Settings
Help
Leave SmartBook
© 2016 McGraw Hill Education
All rights reserved
Terms Privacy
Economics - Economics - McConnell, Brue, Flynn, 20e, Limits, Alternatives, and Choices
Individual's Economizing Problem
LO1.4 Explain the individual's economizing problem and how trade-offs, opportunity costs, and attainable combinations can be illustrated with budget lines.
Limited Income
We all have a finite amount of income, even the wealthiest among us. Even Donald Trump must decide how to spend his money! And the majority of us have much more limited means. Our income comes to us in the form of wages, interest, rent, and profit, although we may also receive money from government programs or family members. As Global Perspective 1.1 shows, the average income of Americans in 2011 was $48,450. In the poorest nations, it was less than $500.
Unlimited Wants
For better or worse, most people have virtually unlimited wants. We desire various goods and services that provide utility. Our wants extend over a wide range of products, from necessities (for example, food, shelter, and clothing) to luxuries (for example, perfumes, yachts, and sports cars). Some wants such as basic food, clothing, and shelter have biological roots. Other wants, for example, specific kinds of food, clothing, and shelter, arise from the conventions and customs of society.
GLOBAL PERSPECTIVE 1.1
Average Income, Selected Nations
D
A
B
C
E
Practice
9
/ 889
A
A

2. **Practice:** Once the student has read for long enough, SmartBook encourages them to move to the next step, which is to Practice what they should now know. The Practice section integrates the market-proven LearnSmart adaptive study tool with the reading experience. Here, students are asked a series of questions **(A)** to identify their level of understanding of the material they have just read. By requiring students to judge their own level of confidence **(B)** in understanding each question, as well as tracking a number of other metrics, SmartBook can adapt highlighting and questioning to tailor each study session to the student. If students need help answering the question, they can click Read About This **(C)** to be taken to the page in the book that explains the concept. This provides productive and efficient study sessions that ultimately ensure each unique student reaches complete understanding of the required materials.

   When LearnSmart has determined that the student has either mastered all of the content they read so far, or needs to spend more time reading, the Read icon will glow blue **(D)** prompting them to return to the Read stage. Students alternate between Read and Practice until the assignment is complete.

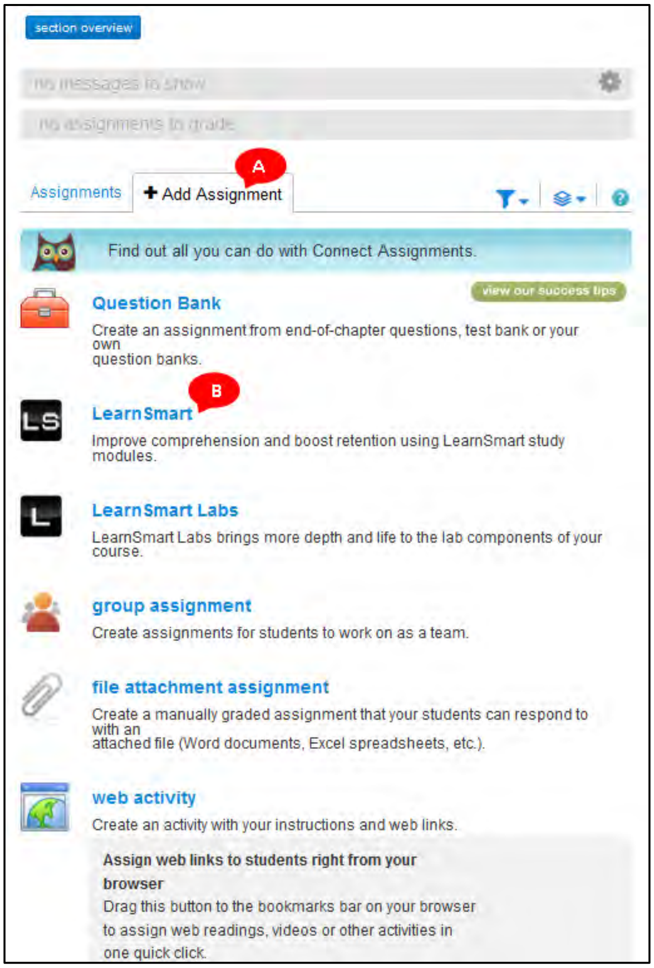


3. **Recharge:** Based on the general notion that people forget things over time, SmartBook identifies the content that students are most likely to forget (and when!) and brings it back with the Recharge feature. After students have fully completed an assignment, a Recharge assignment will appear in their Assignments list. They will be encouraged to reinforce their knowledge by revisiting the concepts from the assignment and answering additional questions. By revisiting content that is most likely to be forgotten, students use SmartBook as a highly personalized study partner that is proven to increase knowledge retention.

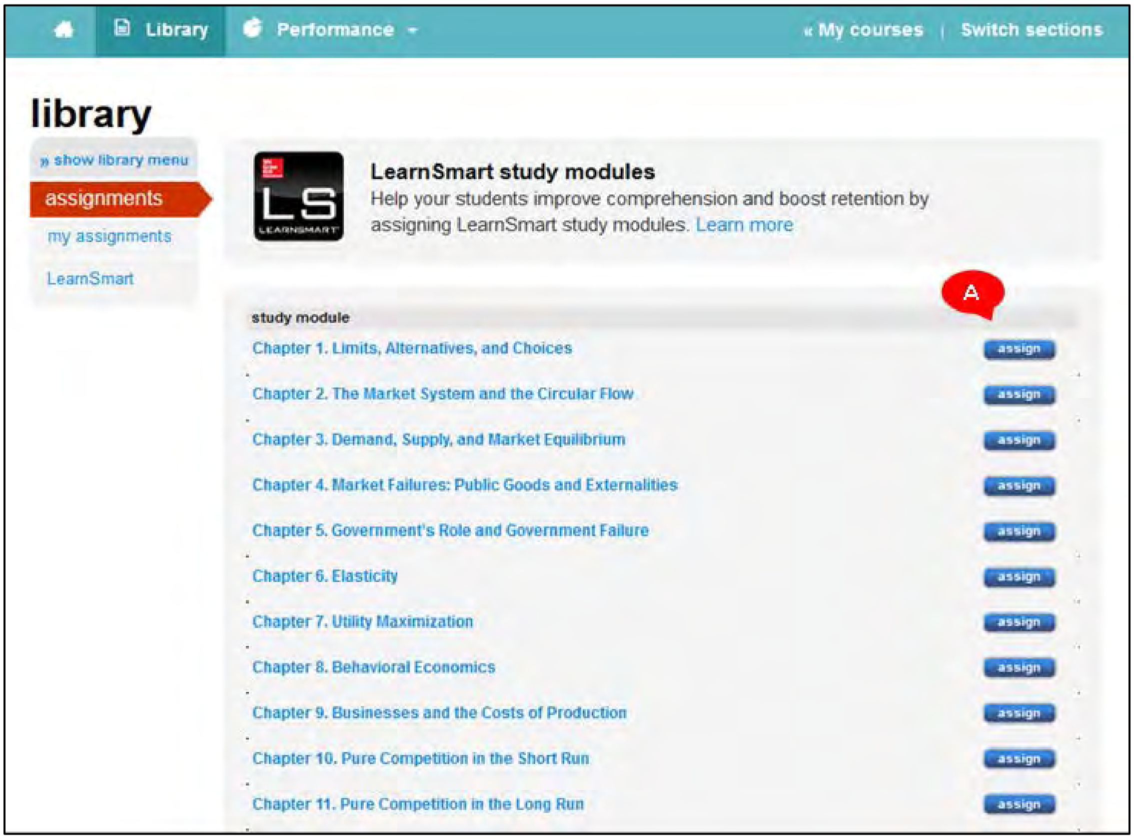


Create LearnSmart or SmartBook Assignments

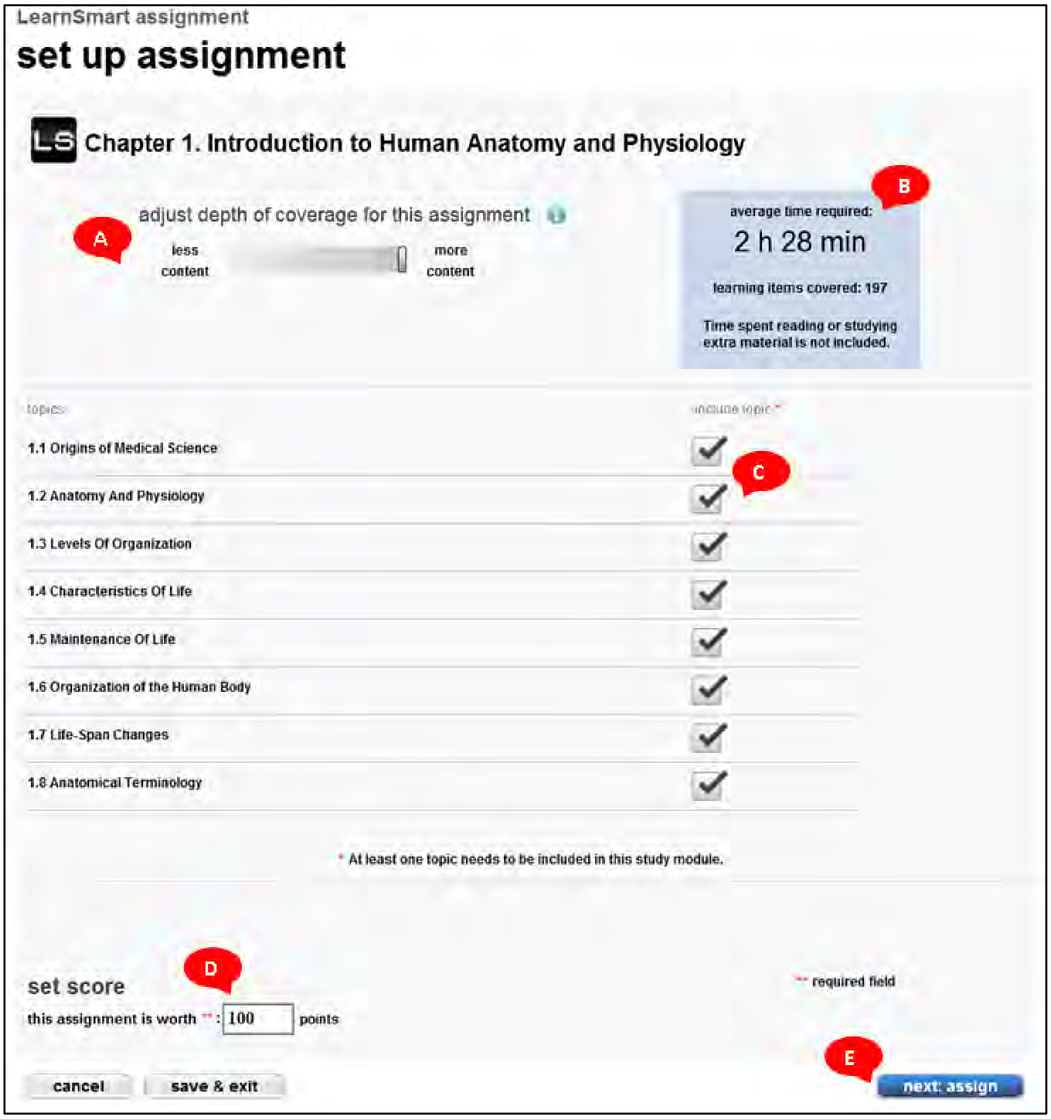
If LearnSmart or SmartBook is available for your course, you can access study modules through your **add assignment (A)** and **Library** tabs. Click either tab, and then select the LearnSmart assignment type **(B)** you want to assign.



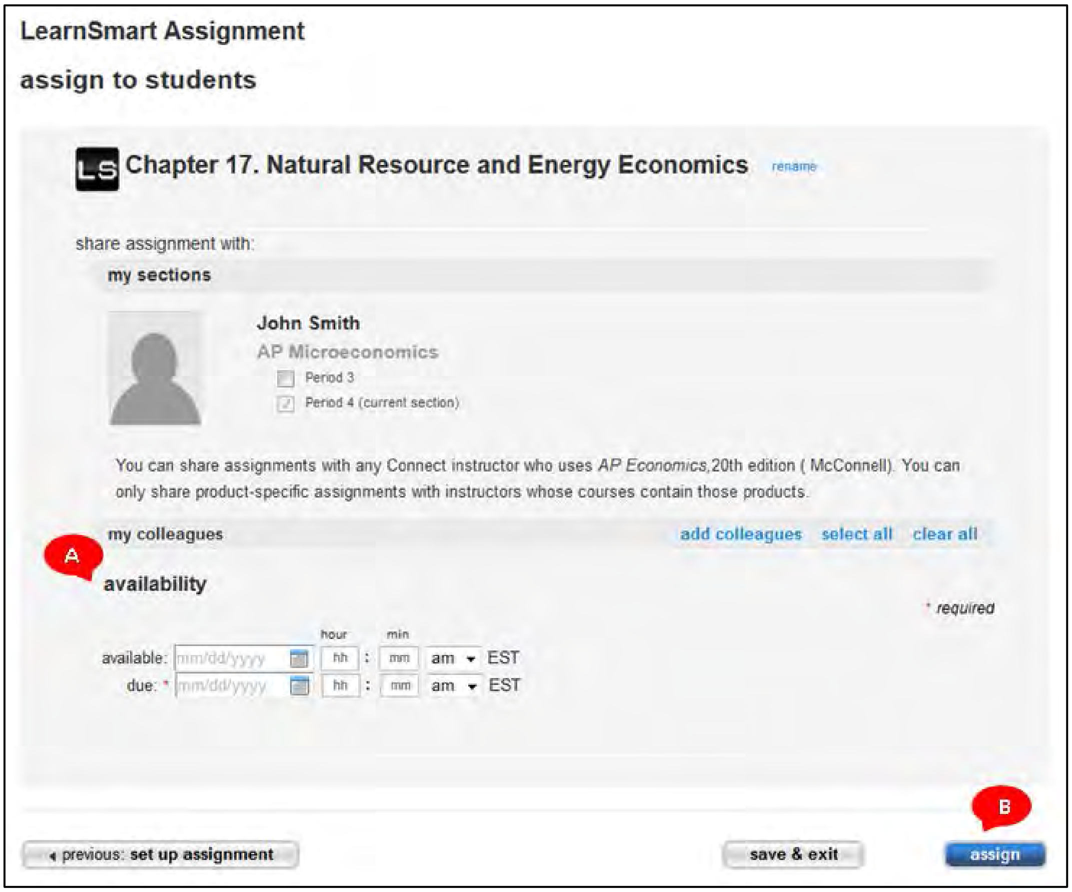
From the list of LearnSmart study modules, find the module you want to assign, and click **assign (A).**



Slide the bar to adjust the module's depth of coverage **(A)**. As you adjust, you'll see the average time it takes to complete the module change **(B)**, and how many items are covered. Select and deselect the topics you want to include **(C)**, and then enter how many points the assignment is worth **(D)**. A best practice is to keep the assignment worth at 100 points, as LearnSmart assignments are a reflection of the percentage of the LearnSmart assignment that is completed and **is not a letter grade.** Click **next: assign (E)**.



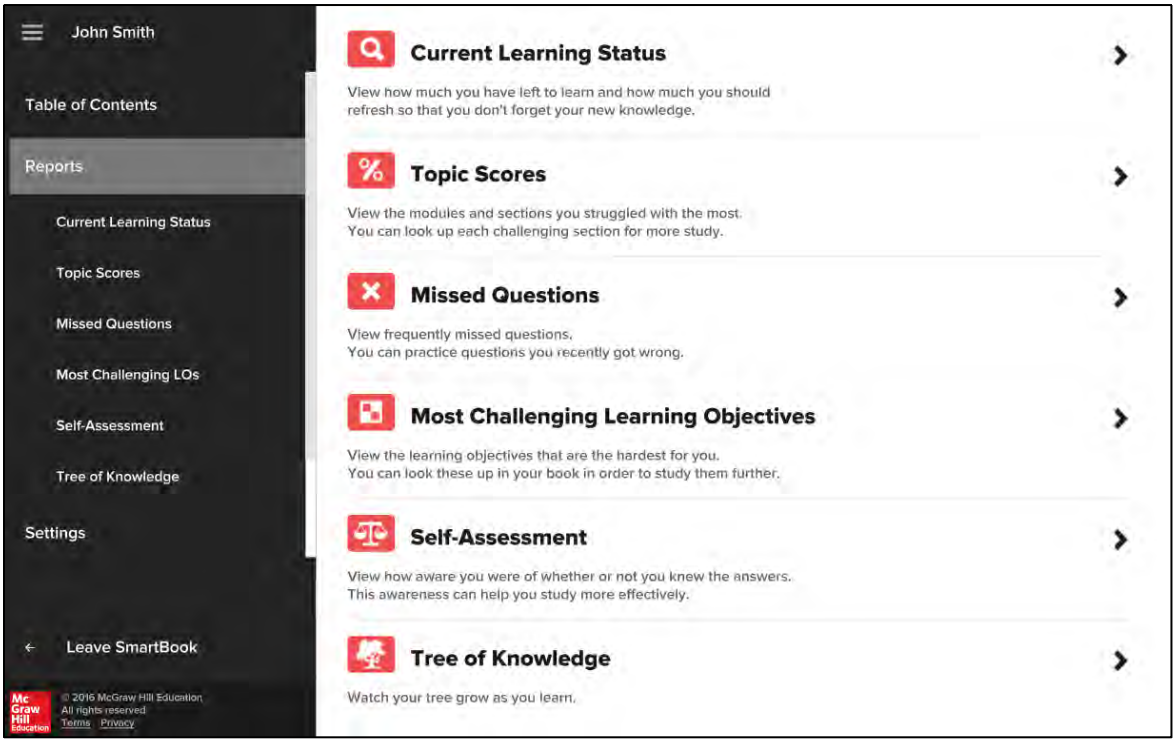
Set your available and due dates **(A),** and then click **assign (B).**



When you click **assign,** you will come back to the LearnSmart study modules page. You can either assign another LearnSmart assignment, or return to your **my courses** pages.

LearnSmart and SmartBook Reports

With LearnSmart and SmartBook, students have access to a full suite of reports in order to track progress, identify areas where additional time could be spent, evaluate metacognitive awareness, take a practice quiz, and more.



Teachers also have access to a full suite of reports that can be used to track student progress through LearnSmart or SmartBook. For more information about these reports, see Adaptive Assignment Reports in the Reports section of this training guide.

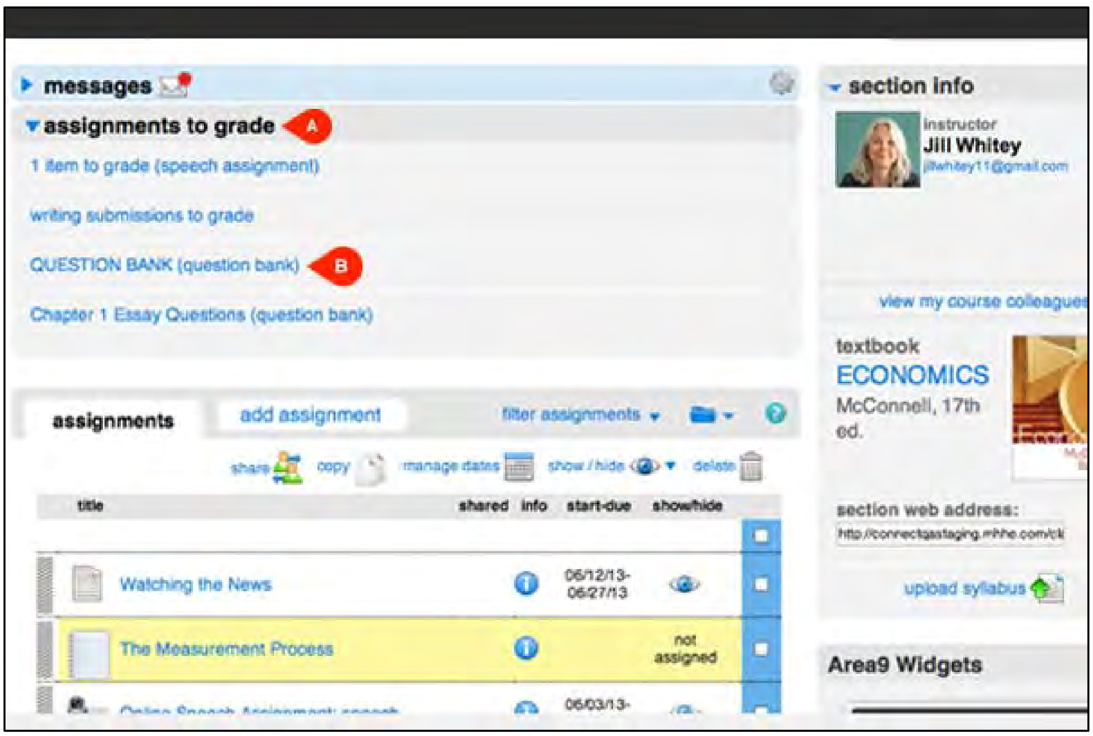
Grading and Reports

Grading

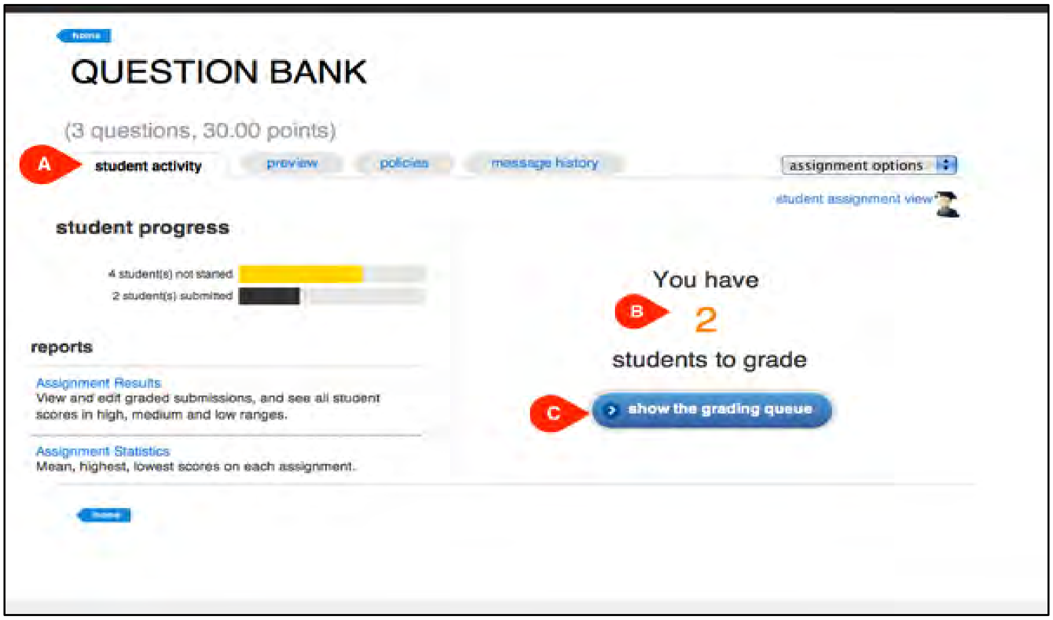
Grading Question Bank Assignments

Many question bank questions are auto-graded by Connect. For questions that are not auto-graded, such as essay questions, you will need to grade them manually.

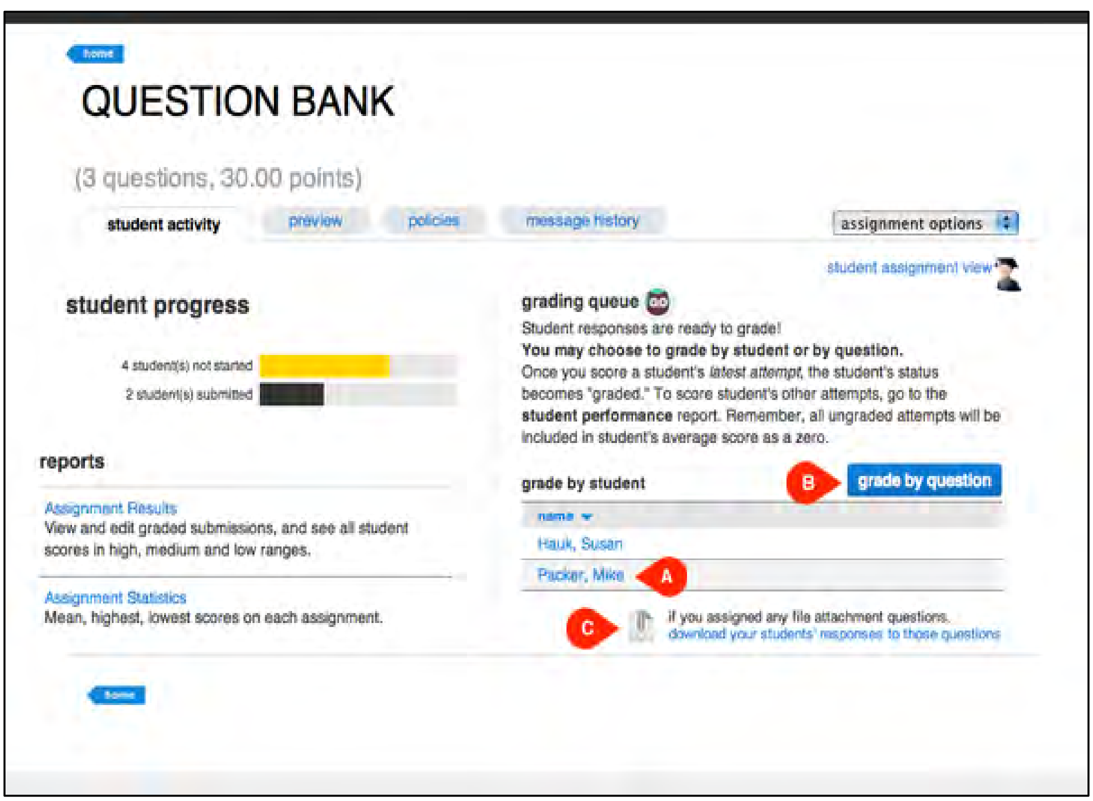
Your Section Homepage will notify you when assignments are ready to be graded. Click **assignments to grade (A)** for the full list, and then select the assignment **(B)** to get started.



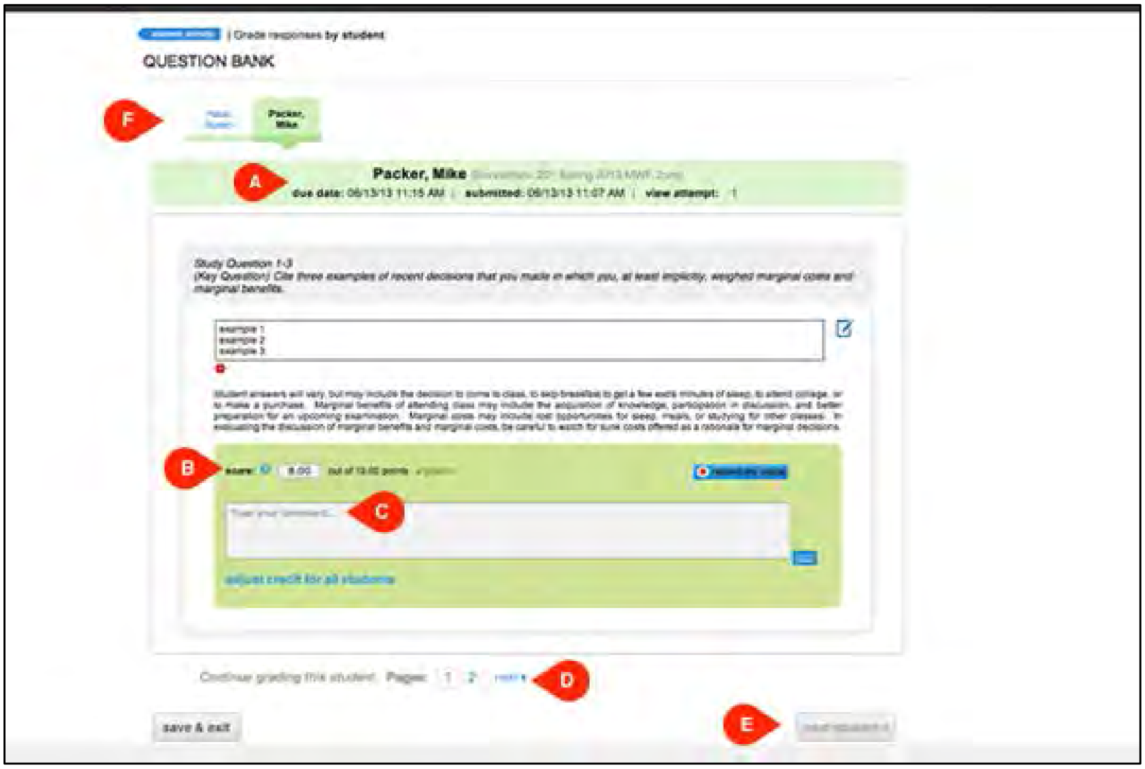
In the student activity tab **(A),** you'll see the number of students who are ready to be graded **(B).** Click **show the grading queue (C)** to begin grading.



In the grading queue, you can grade each student individually by clicking on a student name **(A),** or you can grade all question individually by clicking **grade by question (B).** To view file attachment questions, click **download your students' responses to these questions (C).**

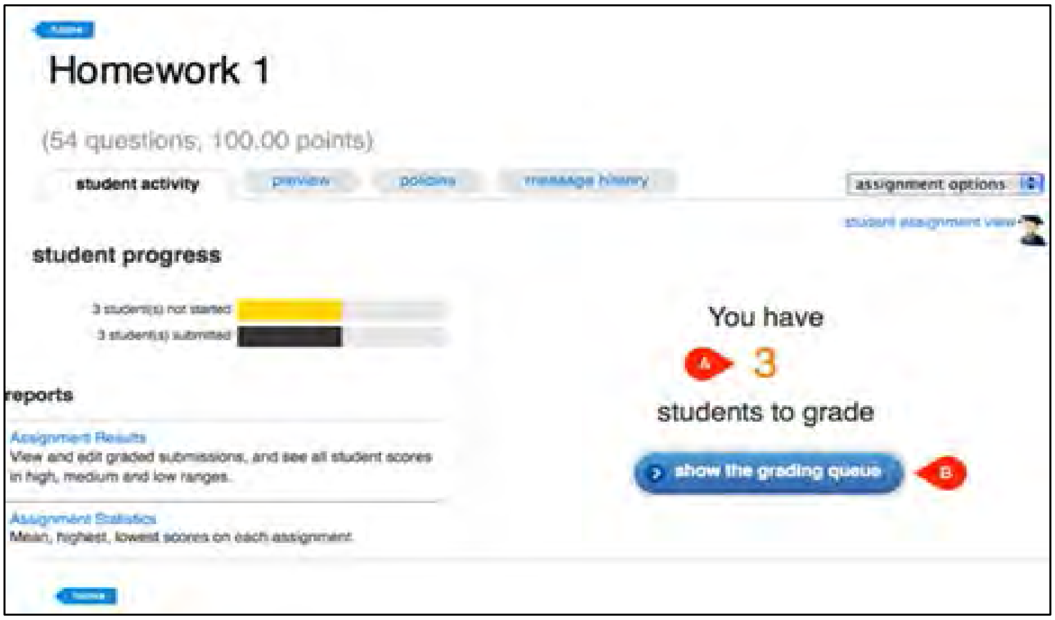


When grading by student, you'll see the student's most recent assignment attempt and submission date **(A).** To grade a question, enter the student's score **(B)** and add optional comments **(C).** Once a score is entered, the box will turn green and a check mark with the word **graded** will appear next to the score box (B). If there is more than one page of questions, click **next (D)** to continue grading the student. Once you've finished grading, click **next student (E)** to move on. You can also select the next student you wish to grade by clicking his or her name at the top of the page **(F).** If you've scored every question and graded the student's most recent attempt, the student will disappear from the grading queue. Students who submit additional attempts will reappear in the grading queue.

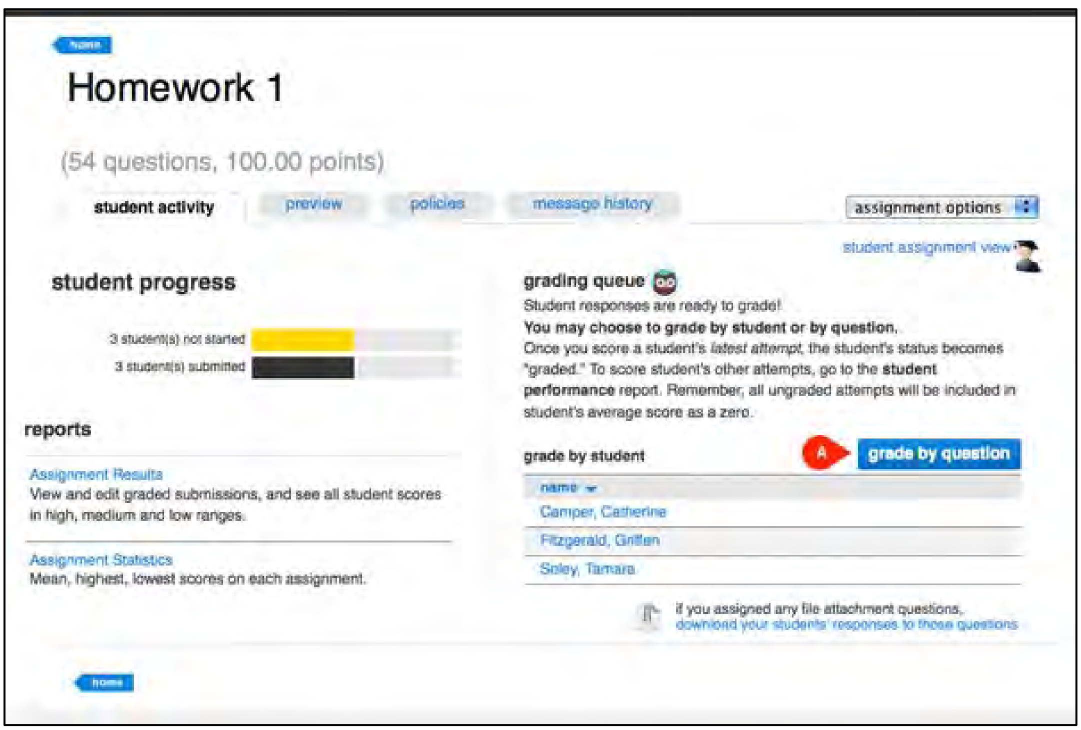


Grading by Question or Student

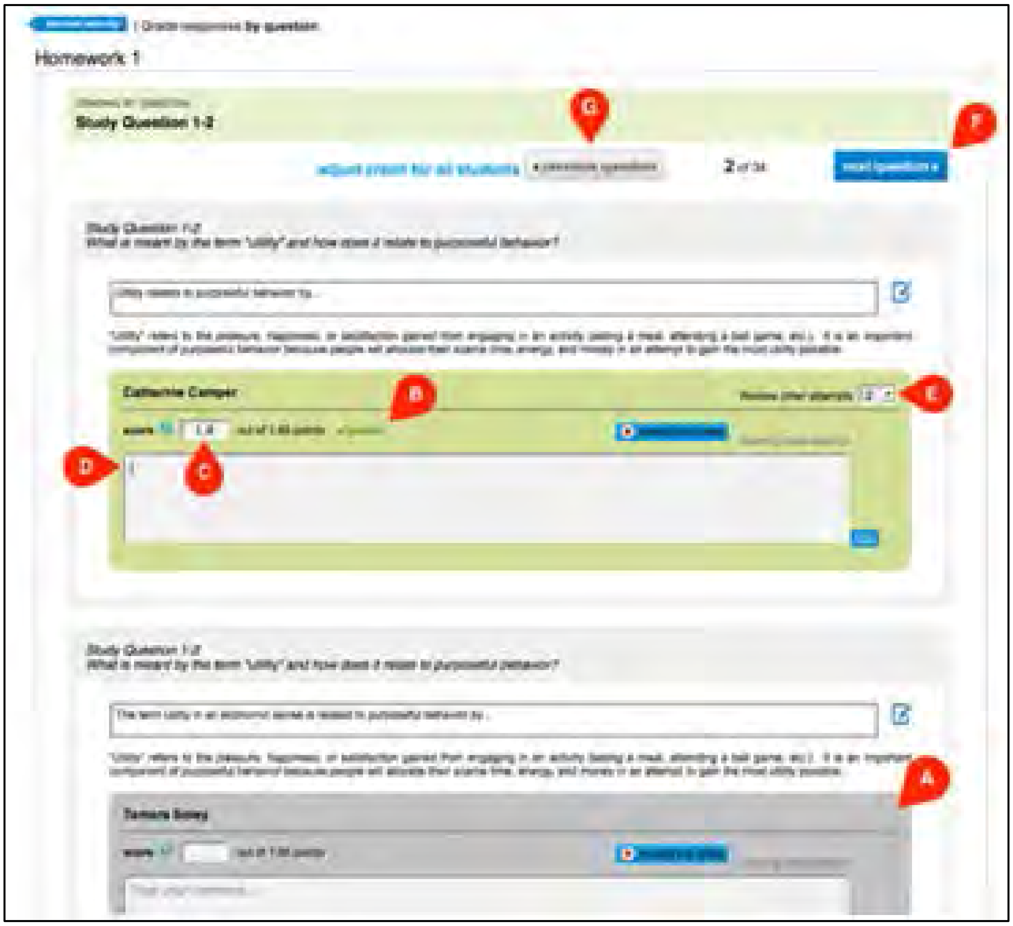
After clicking on the assignment you want to grade from your Section Homepage, you'll see how many students need to be graded **(A)** in the student activity tab. To proceed, click **show the grading queue (B).**



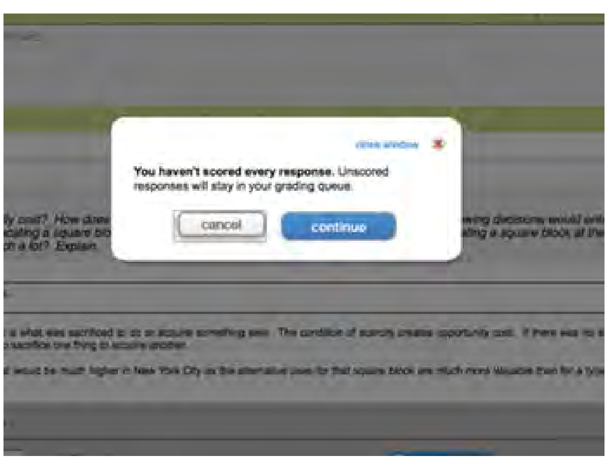
To grade all student responses to each question individually, choose to **grade by question (A).**



You'll see all your students' responses to one question at a time. Responses that have not been graded are gray **(A).** Graded responses are green and display a checkmark **(B).** To grade a student response, enter a score **(C).** Add comments if you'd like **(D).** You can also select which student attempt you'd like to view **(E).** After grading each student's respond to the question, click **next question (F)** to proceed. If you missed a student response or want to return to the previous question, click **previous question (G).**

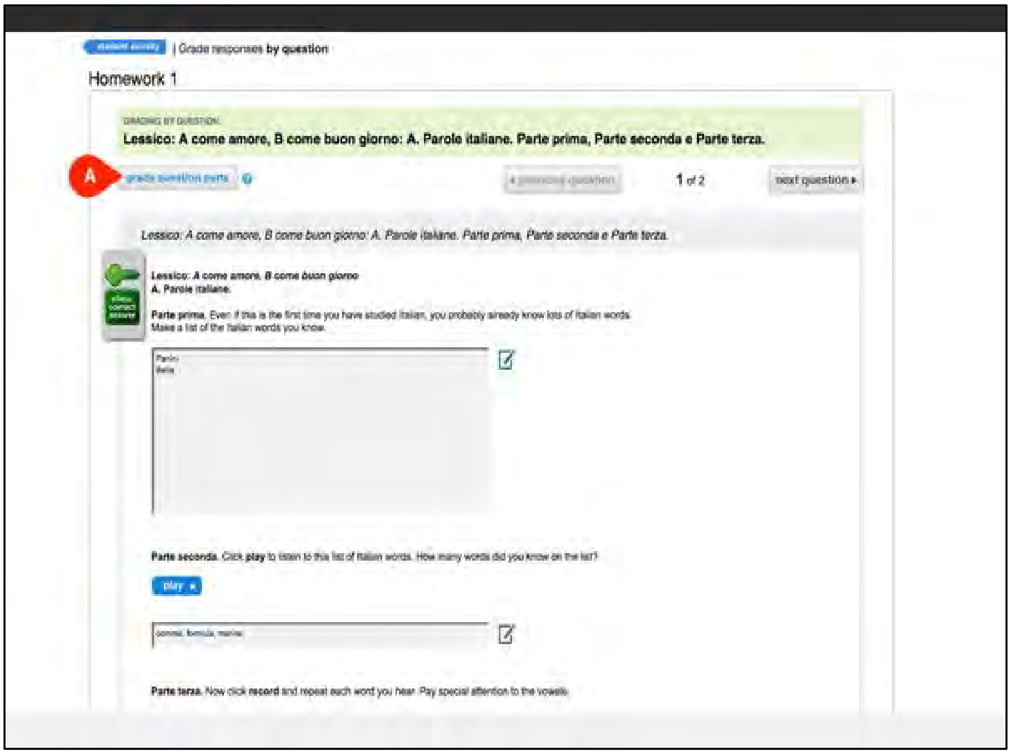


If you move on to the next question without grading all student responses, you'll be notified with a pop-up window. All ungraded responses will remain in the grading queue.

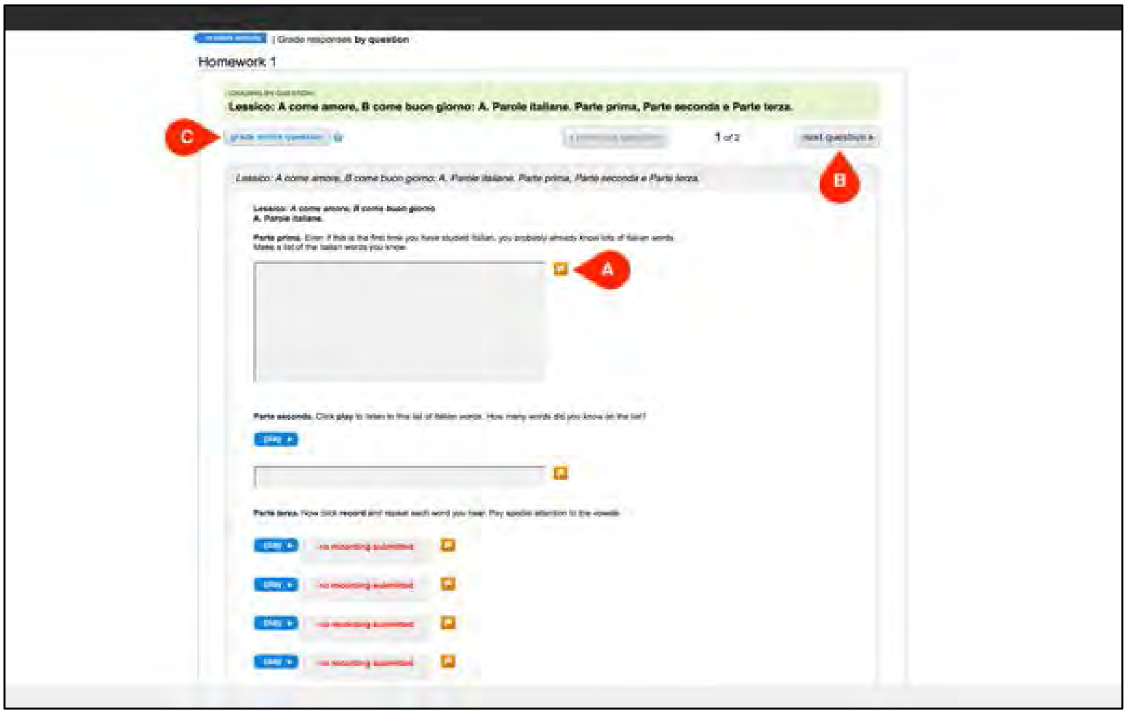


Grading Parts of a Question

With certain types of manually graded worksheet assignments, you will have the option of grading each part of a question at a time. This means that within question 1, you would grade all students' responses to part A, and then all responses to part B, and so on. If this is an option for you, the **grade question parts** button **(A)** will appear at the top of your screen when you click **grade by question** in the grading queue. Click **grade question parts (A)** to begin.



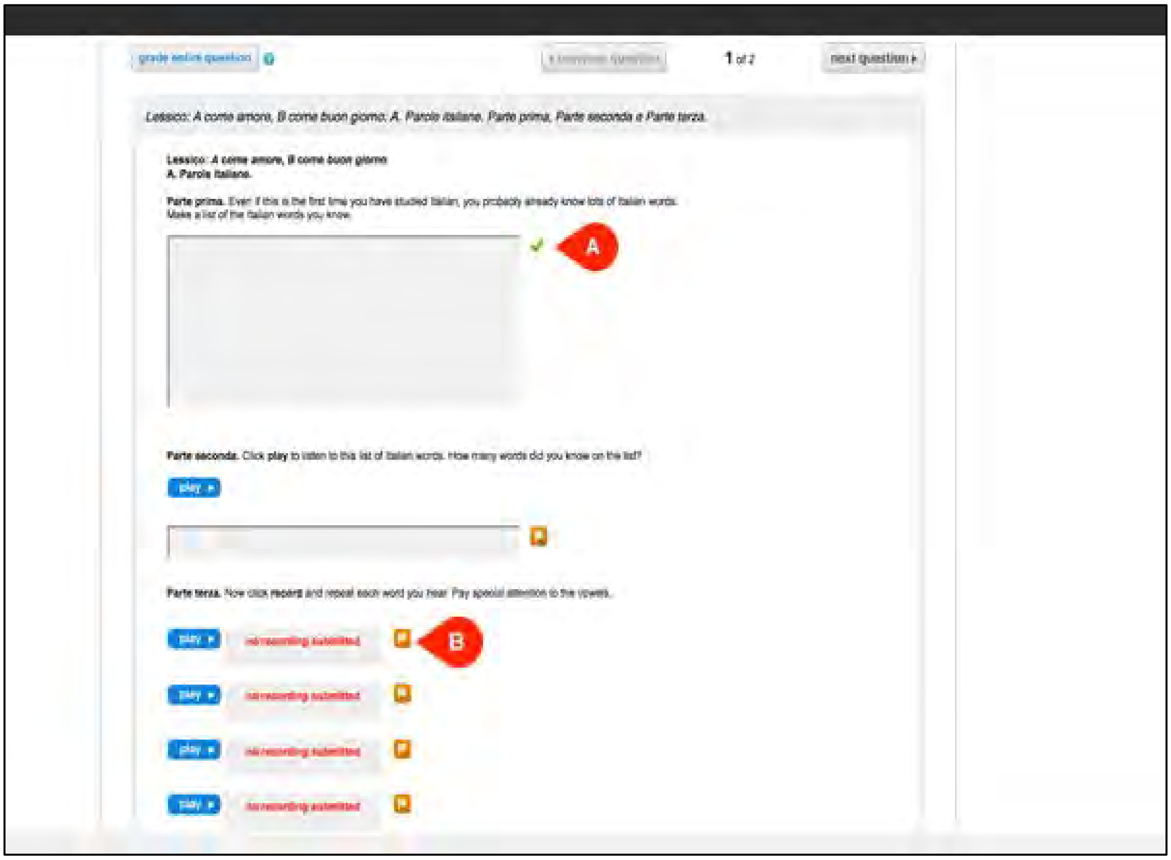
A flag icon **(A)** will appear next to each question part. Click any flag to begin grading that part. Once you've graded all students' responses to a part, you will be directed back to this page to choose another. Click **next question (B)** to jump between questions. Click **grade entire question (C)** to revert back to grading by question, not question part.



When grading an essay response, you have the option to add comments in a separate box **(A)** or add in-line comments **(B).** Click the check mark or **X (C)** to mark it as correct or incorrect. Once marked, the next student's response will appear. To move between students, use the blue arrows at the bottom **(D)**.

NOTE: Anything added in-line with the student's response (B) will appear as the final response, so you should never delete a student's response, only add to it. As shown here (B), using the strike-through key to cross out a student's response and add in your comment highlighted is a clear way to differentiate between you and the student.

A green check mark **(A)** will appear next to question parts for which you have graded all responses. When grading an audio-recorded response **(B)**, you will have the option to record your own audio as well.

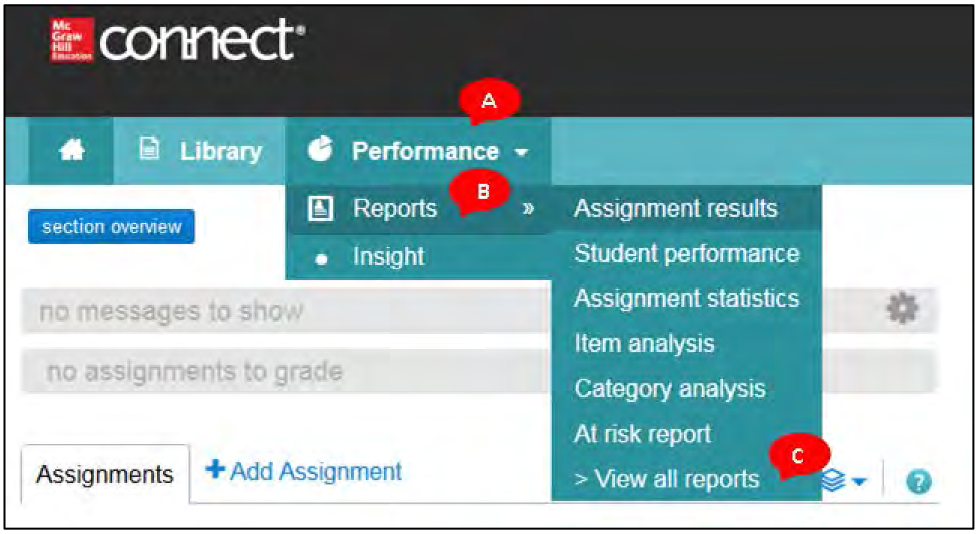


Advanced Grading Topics
• [Grading Group Assignments] • [Grade Essay Questions] • [Grade Writing Assignments] • [Commenting on Drafts] • [Viewing Peer Reviews] • [Scoring Final Submissions] • [Grade In-Progress Assignment Attempts] • [Manual Grading Shared Assignments] • [Giving Credit for Completion] • [Changing a Student's Grade]

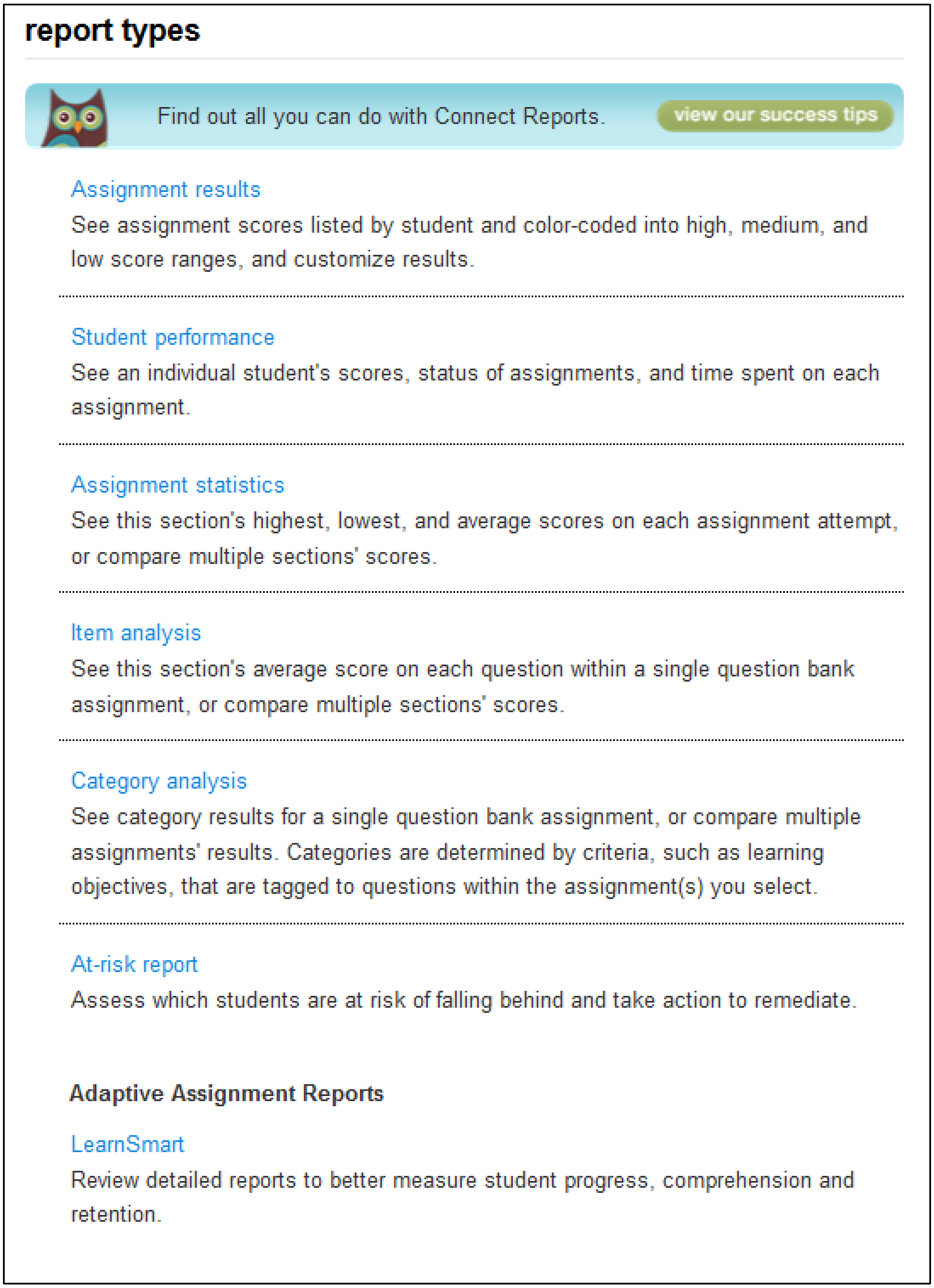
Accessing Reports

Connect offers a variety of robust reports. These reports are an excellent way to track student performance and time on task in Connect. These reports should not be used for LearnSmart assignments. LearnSmart has its own reports (see LearnSmart and SmartBook Reports. We will discuss those in the LearnSmart section of this guide.

From the Section Homepage, click on Performance (A) and hover over Reports to access Reports (B). Hovering over Reports (B) will show you all possible report types. Click on any report name to generate the report, or click View all reports (C) to see a complete list. There are many different types of reports, all designed to help you improve instruction by using data and metrics.



The reports screen shows you all of the reports to which you have access.



Each report type will be addressed in the following sections.

Connect Reports

Assignment Results Reports

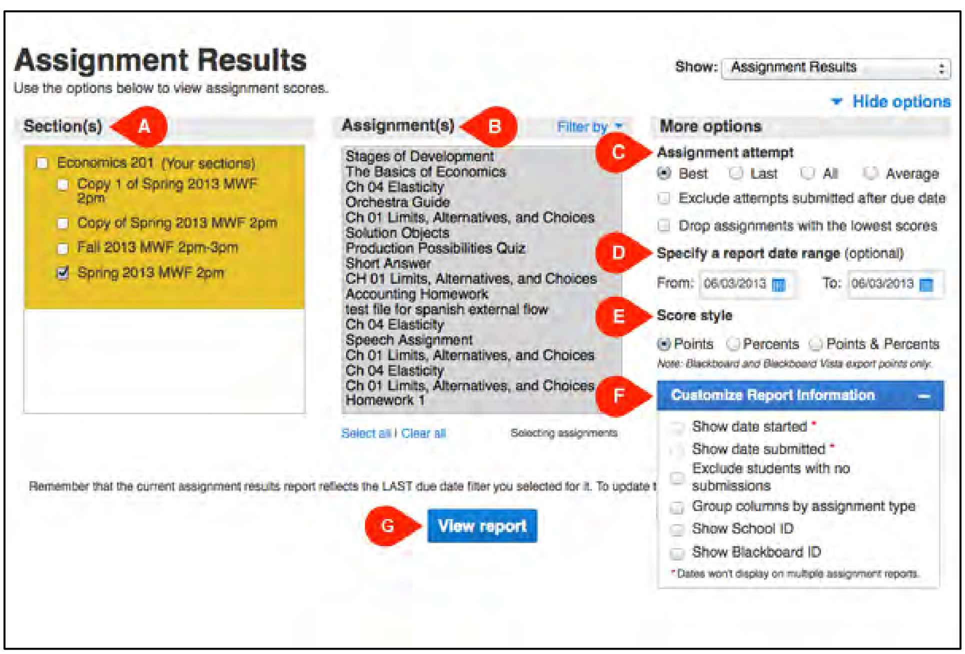
This report type allows you to view the students' results for your assignments. These results only appear after assignment has been submitted.

There are many options to help you customize the report to best fit your needs.

- **Select Section(s) (A)** – 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) (B)** – 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 (C)** – Specify how the student assignment score is calculated and displayed when your students are allowed multiple attempts for an assignment.

  Exclude attempts submitted after due date – Checking this option removes any scores from assignments that were submitted after a set due date.

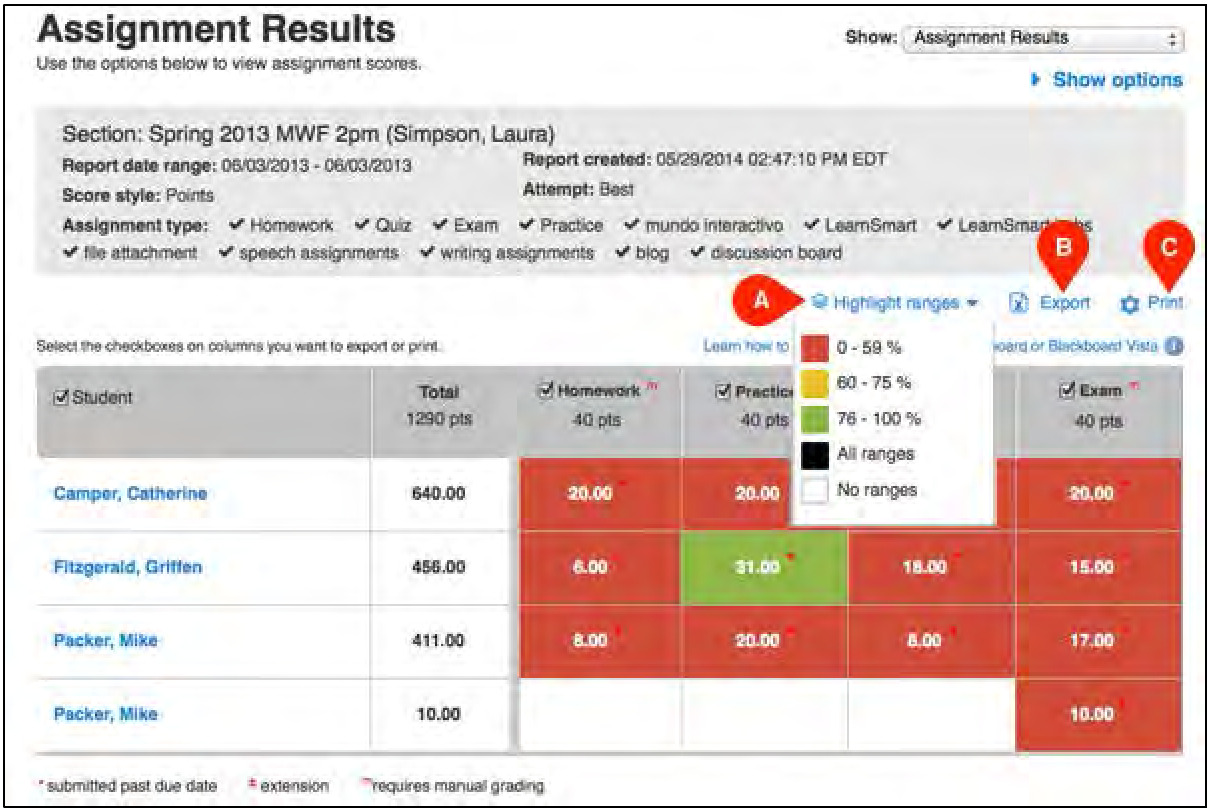
  Drop assignments with the lowest scores – Checking this option allows you to remove assignments with the lowest scores from the report. This option is not available if you selected **Best** attempt.
- **Specify Report Date Range (D)** – Specify an optional date range for the report. Select a From and 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 or the entire term.
- **Score style (E)** – Choose whether you want to view scores as points or percents, or both.
- **Customize Report Information (F)** – Refine your report further with a variety of options.
- **View report (G)** when you're ready to move on.



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.

Customize or turn off optional grade range highlights in the highlights menu **(A)**.

Export (B) or **Print (C)** the report.

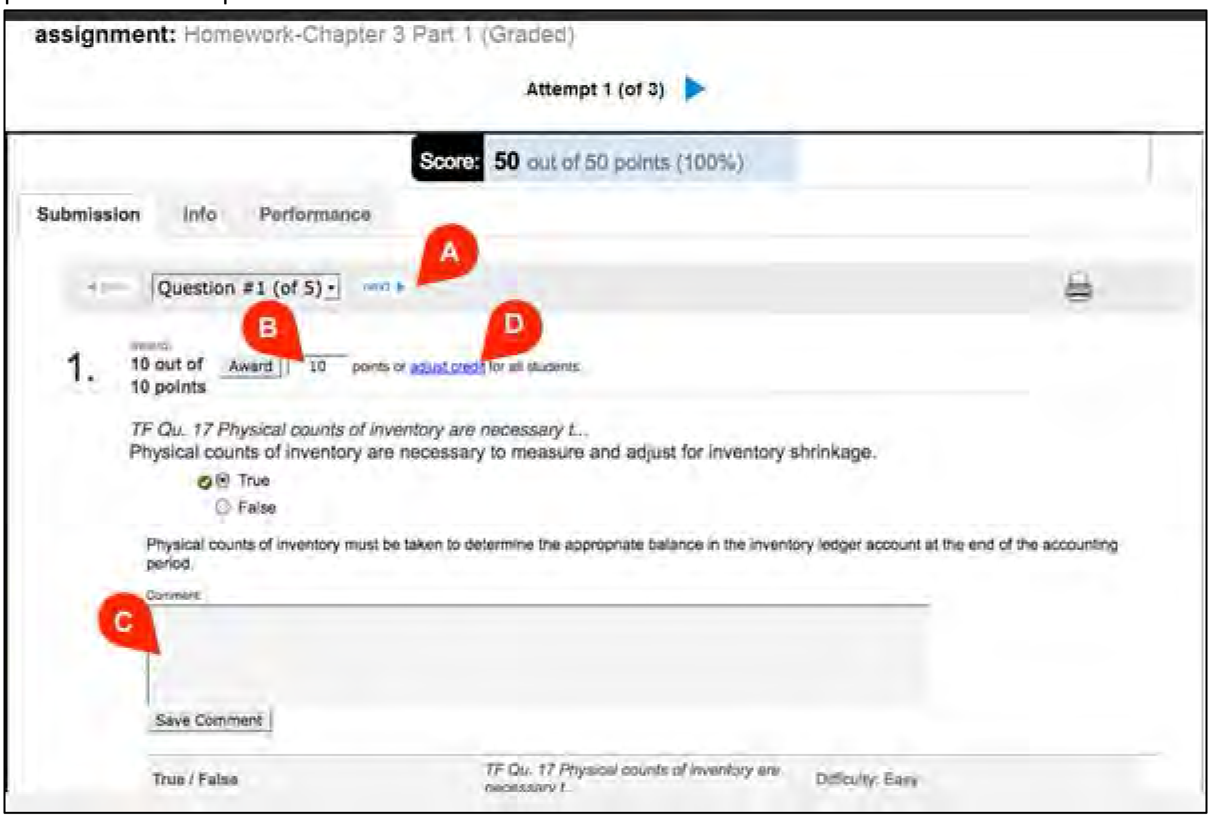


Click in a score allows you to view the questions received, the student's responses, and the correct answers.

The student performance report opens, enabling you to navigate through an individual student's assignment (A), adjust the points received for a question (B), and/or leave comments for the student (C).

Note: The ability to **adjust credit** (D) is also available to disqualify a question from an assignment and automatically adjust assignment scores for all students.

Tip: You can also drill-down to an individual student's assignment directly via the student performance report option under the reports tab.



Best Practices:

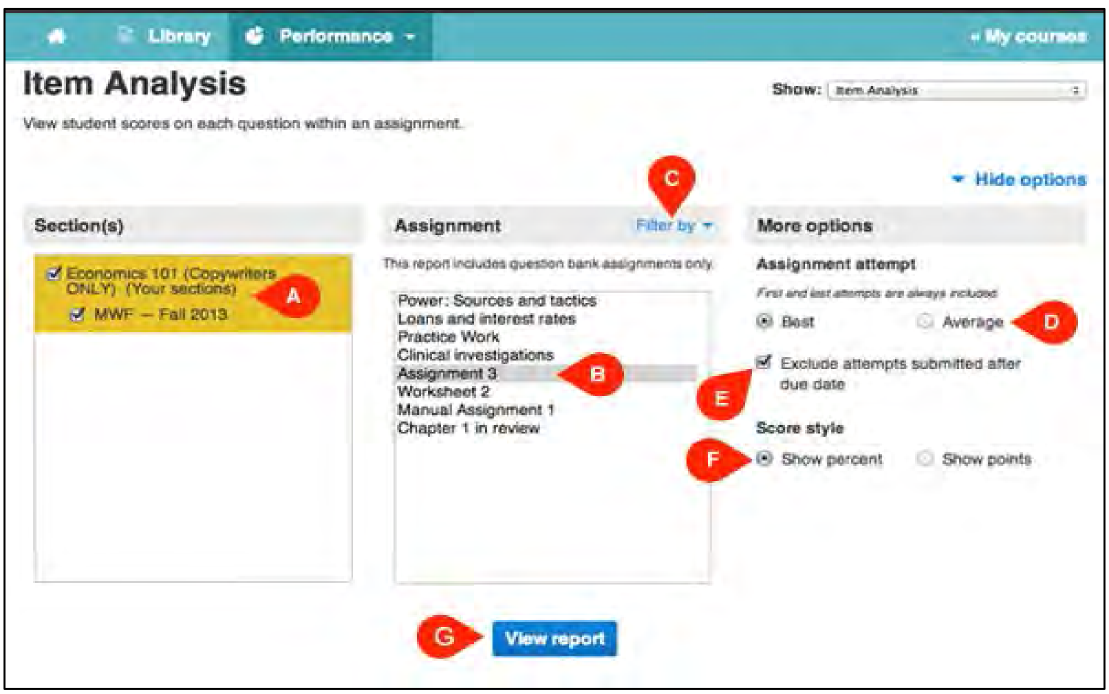
- The **Assignment results** report is the default report, providing access to an aggregate of student scores on the assignments you've created. **Assignment results** provides a list of all students, in one or more sections of your course, and their corresponding scores on all or selected assignments. The **Assignment results** report can be exported to Excel for further management outside of Connect.

Item Analysis Reports

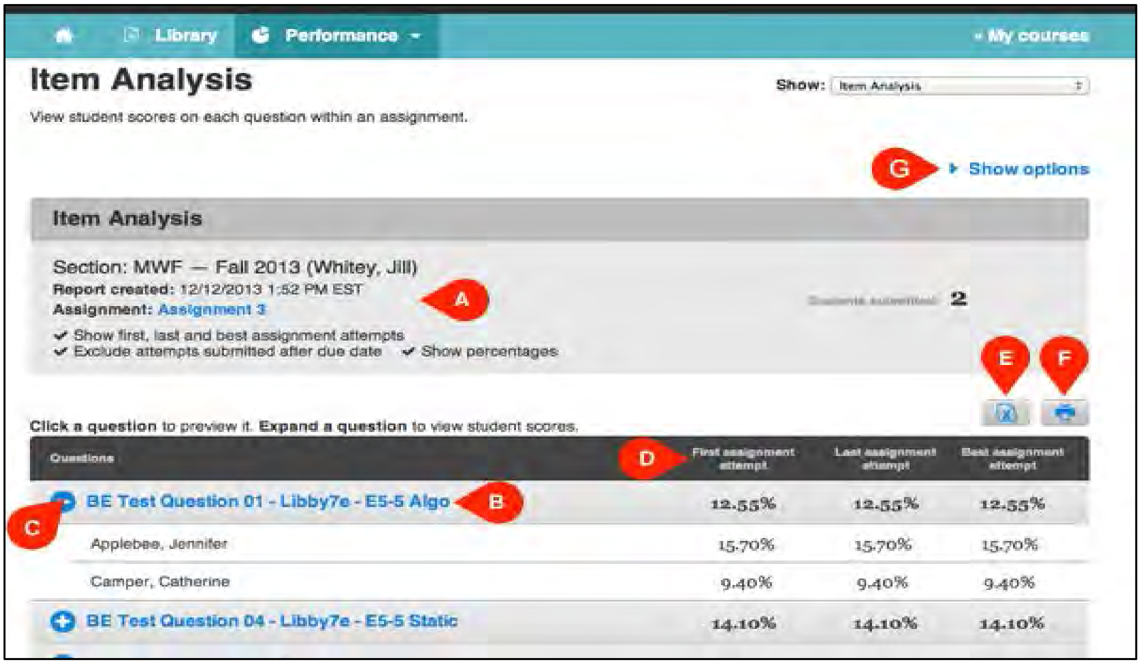
The item analysis report provides statistics on each question within a single assignment.

Begin by selecting the report options.
Available report options:

- **Select section(s)** – Select which section(s) **(A)** will be on the report. Choose from the current section, linked sections within the same course, and secondary instructor's linked sections.
- **Select one assignment** – Select one assignment **(B)** to be displayed in the report. Your choice of sections determines the assignments listed here. Note that only question bank assignments can be used for this report. Click **Filter by (C)** to filter specific assignment types (homework, quiz, etc.).
- **Select an assignment attempt (D)** – First and last assignment attempt scores are always included, but you can select whether you also want to see the best or average assignment attempt score. You can also check the box to exclude attempts submitted after the due date **(E).**
- Last, select whether you want to show scores in percentages or points **(F).**
- Click **View report (G).**

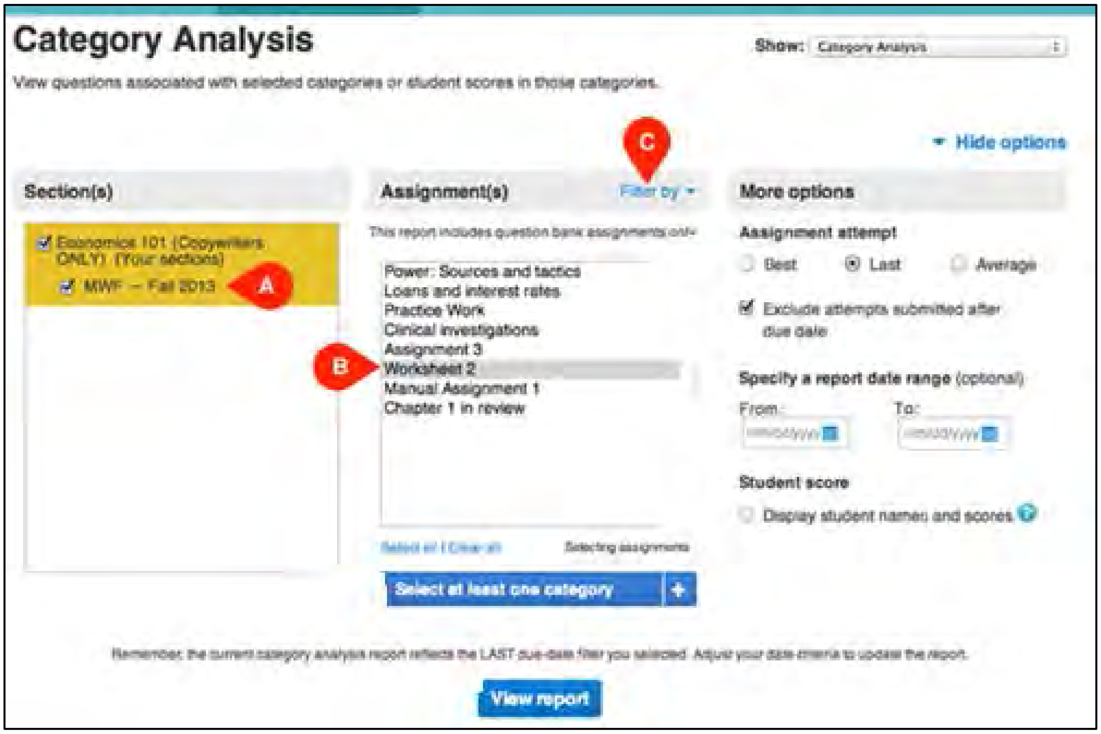


On the following screen, you will see your selections from the previous screen **(A)** and the report below. You can click a question **(B)** to preview it, or click the plus sign **(C)** to view individual student scores. Next to each question/student name, you will see the first, last, and best or average assignment attempt score **(D).** You can select to export **(E)** or print **(F)** the report. Edit your report options at any time by clicking **show options (G).**

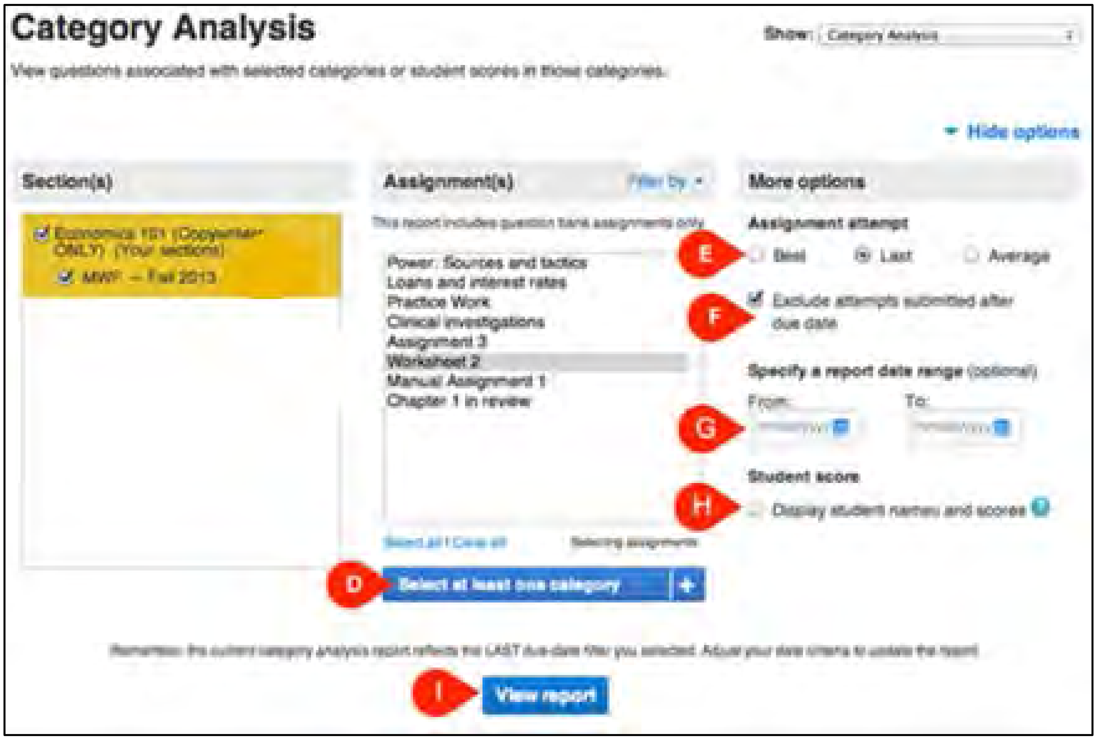


Category Analysis Reports

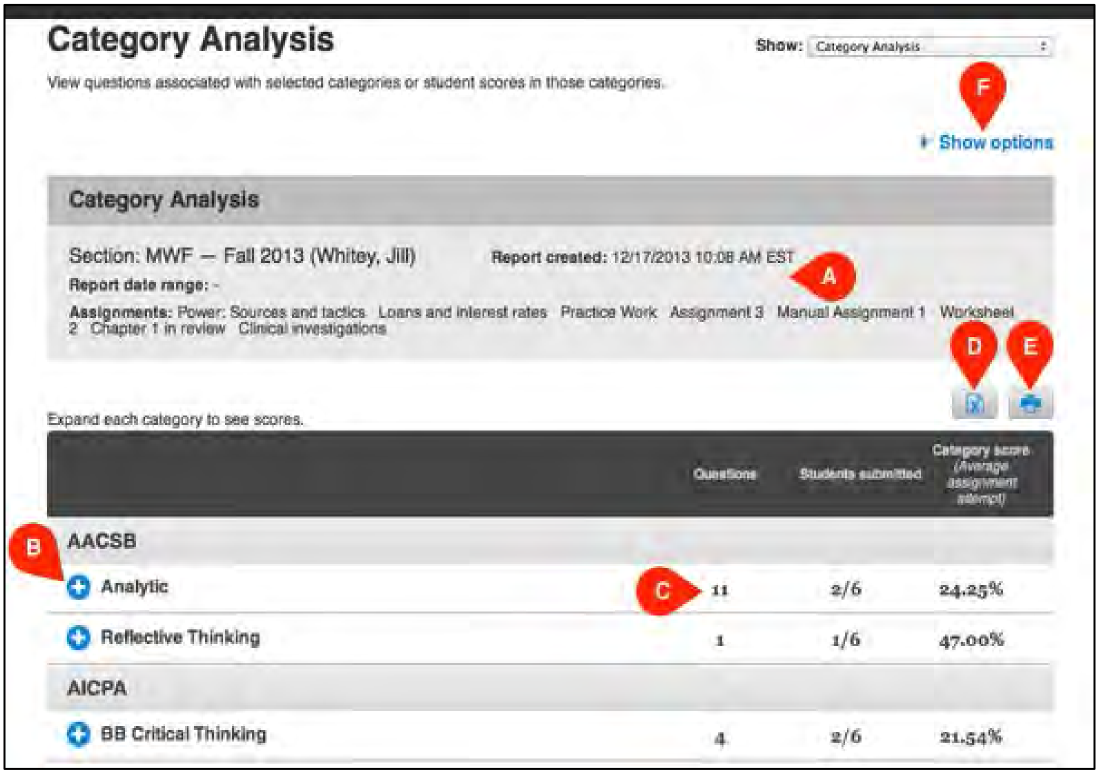
The **Catagory analysis** report provides statistics on each question within a single assignment. To build the report, start by selecting the section(s) to include **(A)**. Then select the assignments to be analyzed **(B).** Select more than one assignment by using the CTRL key while clicking assignment names. Click **Filter by (C)** to filter specific assignment types (homework, quiz, etc.). Note that **Category analysis** reports include only question bank assignments.



You have to select at least one category to use to evaluate students' performance **(D).** These categories vary based on which section and assignments you choose. A category or category group is available only when a selected assignment contains a question with content related to this category or group. You can also further customize the report by selecting which assignment attempt you want to show **(E),** whether or not you want attempts submitted after the due date excluded **(F),** a report date range **(G)** and whether or not you want to see individual student names and scores **(H).** When you're ready, click **view report (I).**



This is your category analysis report. At the top, you'll see a summary of the settings you selected in the last screen **(A).** Each category you chose to include can be broken down further. Click the blue plus sign next to the title to see the assignment details **(B).** Listed next to each category, you can find the number of questions assigned that relate to the topic **(C),** the number of students who have submitted answers out of the total number of students, and the average percentage of how students are doing in that category. You can also export **(D)** or print **(E)** the report. Edit report options at any time by clicking **Show options (F).**



Assignment Statistics Reports

The **Assignment statistics** report provides a set of common assignment report statistics. If multiple attempts were allowed for assignments, statistics for each attempt can be viewed by clicking the assignment name link.

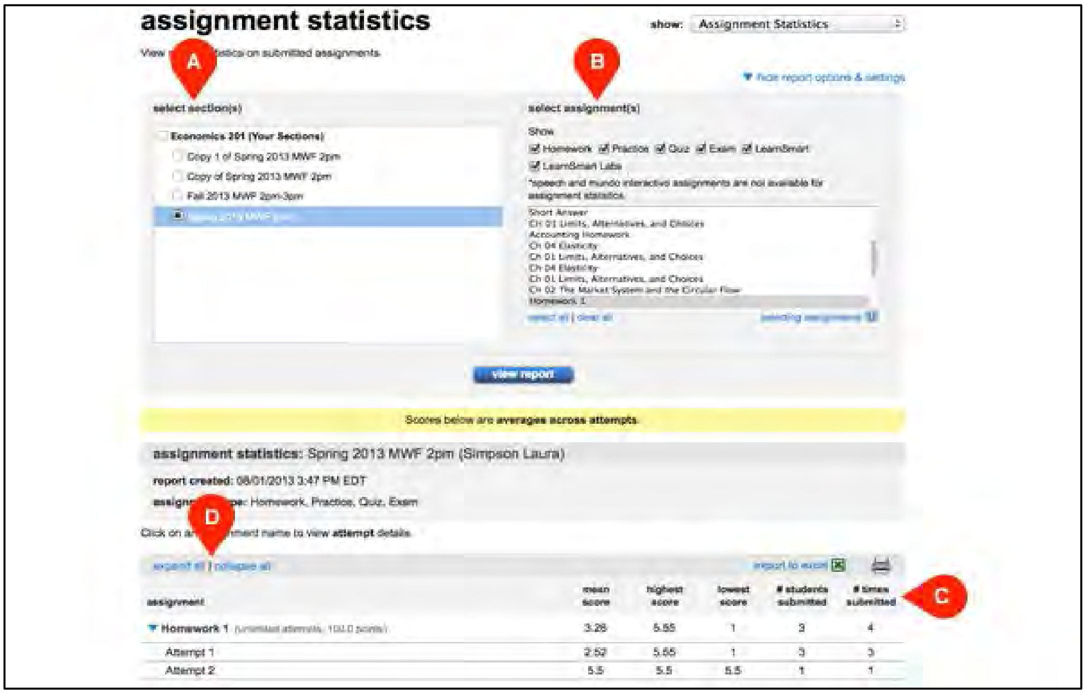
Available report options are:

- **Select Section(s) (A)** – Allows you to select which sections will be on the report. Choose from the current section, linked sections within the same course, and secondary instructors' linked sections.

- **Select Assignment(s) (B)** – Allows you to filter the assignment list and select which assignments will be on the report. Filter assignments by type using the checkboxes next to each type of assignment you want to appear in the **select assignment(s)** list box. You can also select and deselect assignments by using the CTRL key while clicking assignment names in the list box. Convenient **select All** and **clear All** links are also available at the bottom of the list box.

The Assignment Statistics **(C)** include:

- **Mean Score** – Calculated mean score value from all assignment attempts.
- **Highest Score** – Highest of all assignment attempt scores.
- **Lowest Score** – Lowest of all assignment attempt scores
- **# Students Submitted** – Number of students who accessed the assignment.
- **# Times Submitted** – Number of times the assignment was accessed.
- Click the assignment name to expand the list of attempts for that assignment.
  Use the **expand all | collapse all** links above the **assignment** column **(D)** to expand/collapse the assignments listed.



When more than one section is selected, the report contains summary data for each section instead of the detailed data for each attempt shown when only one section is selected.

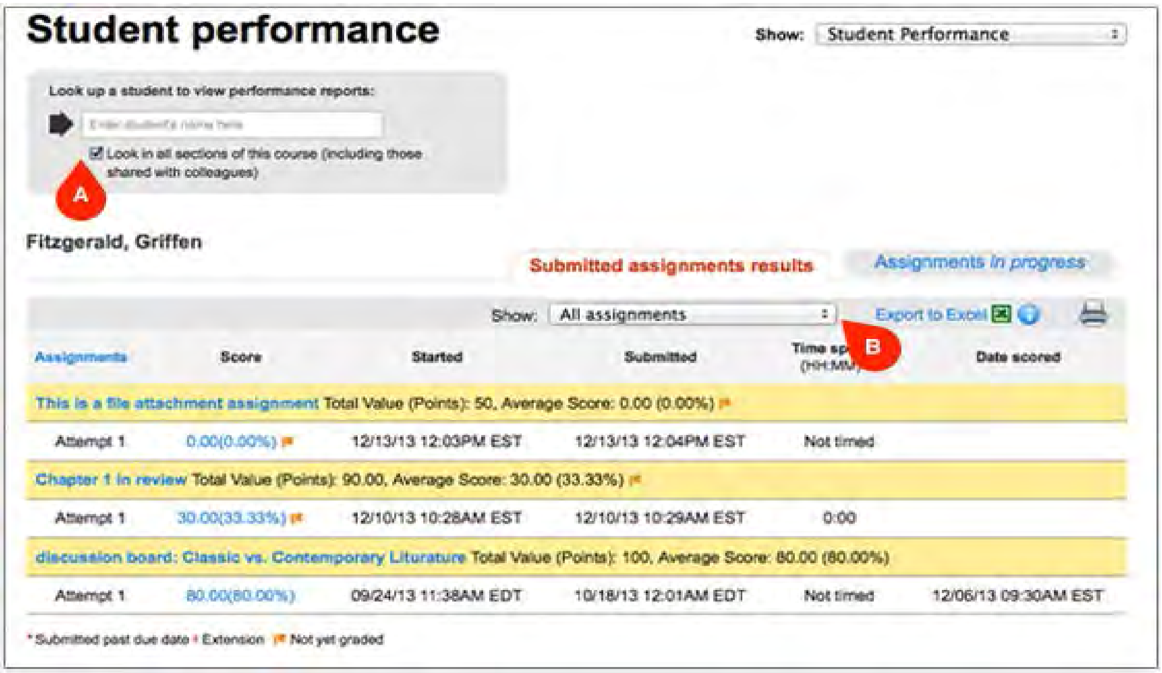
Student Performance Reports

The **Student performance** report displays individual student performance across all assignments. To view a report of a student, type a student's name in the search text box in the page.

You'll see the matching student names in the current section by default.

If you select **look in all sections of this course (A),** the system searches the student in all sections in this course. Click on the relevant student for whom you want to see the report.

Displayed assignments can be filtered by assignment type using the **Show (B)** drop-down menu.



If multiple attempts are allowed for an assignment, each attempt is listed with the assignment heading row and includes the score, start date, submission date, and the date the assignment was scored. A red asterisk (*) next to a score indicates if a student submitted the assignment past the due date.

- Click the assignment name to open a new window containing an assignment preview along with the assignment policies and other base information.
- Click the score to view student performance on the assignment.
- The initial view shows the student's assignment correct/incorrect answers.
- The Info tab shows assignment type, due date, and when the assignment was submitted.
- The Performance tab provides a performance chart based on different question categories. This scrollable frame contains a Performance Summary graph at the top, followed by question and answer details.

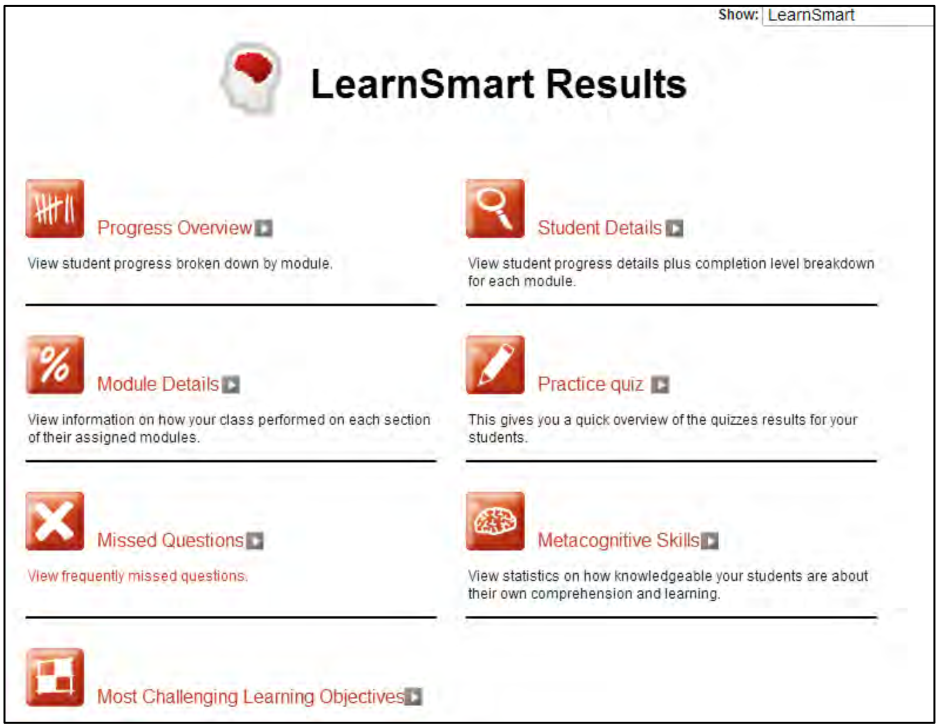
Advanced Reports Topics

- Creating Custom Reports
- Connect Insight Reports

Adaptive Assignment Reports

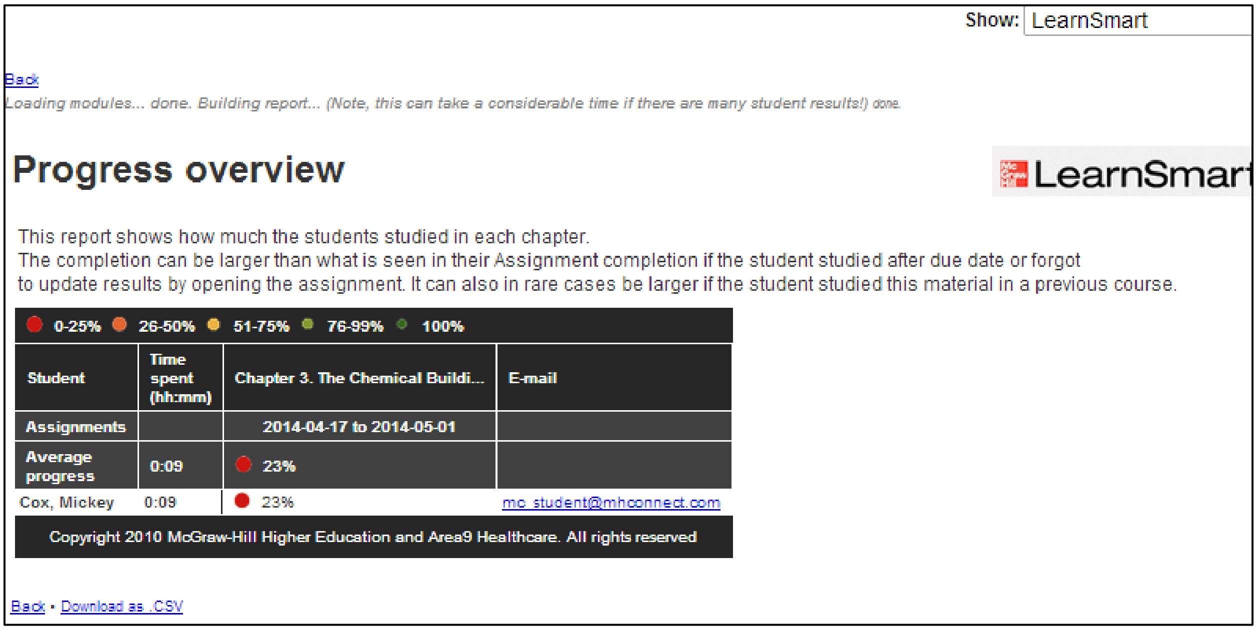
While you can see some of your students' progress in the adaptive content review section in the Connect reports, you'll get the most accurate and informed reports by using the Adaptive Assignment Reports. The Adaptive Assignment Reports help you track students' process through LearnSmart products, including SmartBook.

After clicking on LearnSmart from the **Reports** menu, you will see a list of the LearnSmart reports available.



Progress Overview Report

This report allows you to view student progress broken down by module. From this report, you will be able to determine student time spent on LearnSmart modules as well as the percentage of completion.



Show: LearnSmart

Back

Loading modules... done. Building report... (Note, this can take a considerable time if there are many student results!) done.

Progress overview

LearnSmart

This report shows how much the students studied in each chapter.
The completion can be larger than what is seen in their Assignment completion if the student studied after due date or forgot to update results by opening the assignment. It can also in rare cases be larger if the student studied this material in a previous course.

0-25% 26-50% 51-75% 76-99% 100%

Student	Time spent (hh:mm)	Chapter 3. The Chemical Buildi...	E-mail
Assignments		2014-04-17 to 2014-05-01	
Average progress	0:09	23%	
Cox, Mickey	0:09	23%	mc_student@mhconnect.com

Back • Download as .CSV

Student Details Report

The Student Details report allows you to view student progress details plus the level of completion for each student for each module.

Show: LearnSmart

Back

Loading modules... done. Building report... (Note, this can take a considerable time if there are many student results!) done.

Student details

LearnSmart

- module: Chapter 3. The Chemical Building Blocks of Life

Assignment dates: 04/17/14 to 05/01/14
Number of assigned learning items: 13

Student	Time spent (h:mm) on due date	Time spent (h:mm) total	% complete on due date	% complete total	Updated	Email
Cox, Mickey	0:09	0:09	23%	23%	04/18/14 13:08	mc_student@mhconnect.com

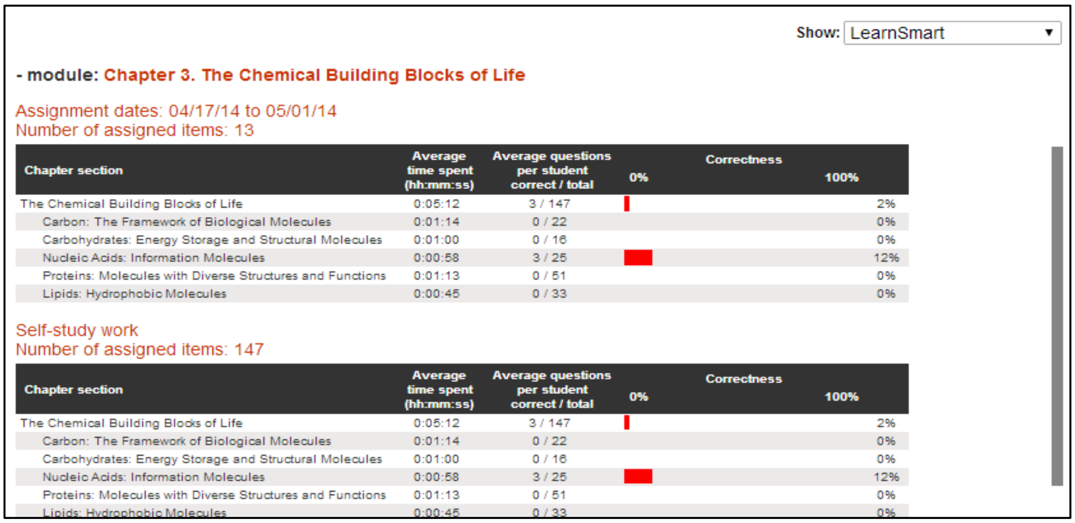
In addition, the students have studied the material on their own. More info

Self-study work
Number of learning items: 13

Student	Time spent (h:mm)	% complete	Updated	Standing	Email
Cox, Mickey	0:00	0%	N/A	46	mc_student@mhconnect.com

Module Details Report

The Module Details report allows you to view information on how your class performed on each section of their assigned modules. By tracking this information, you can better determine concepts that may require further review.

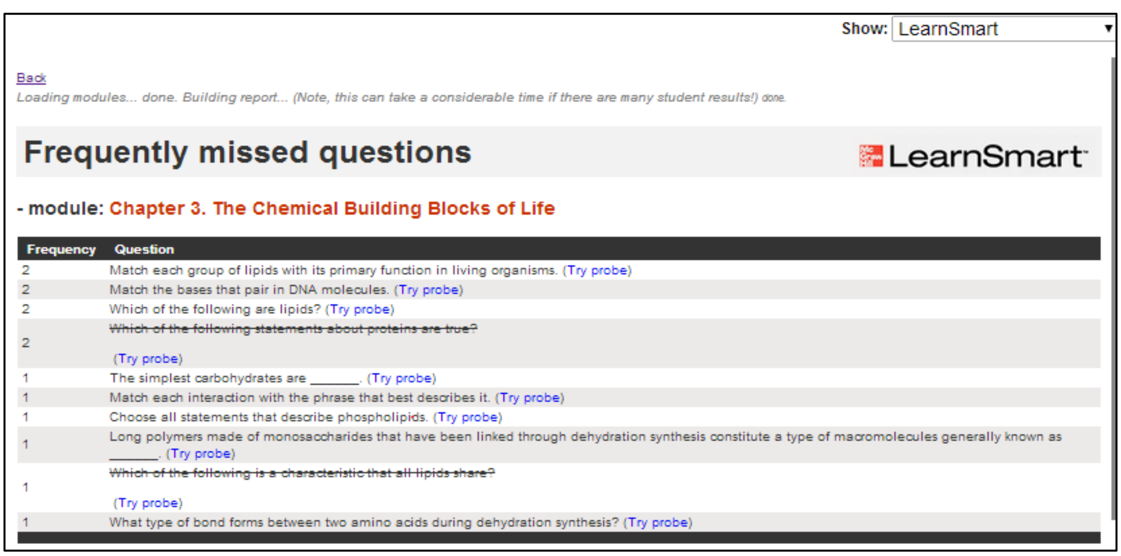


Practice Quiz Report

In LearnSmart, your students are given the option to take a quiz to test their knowledge of a module. You are able to review student results by viewing the Practice Quiz report.

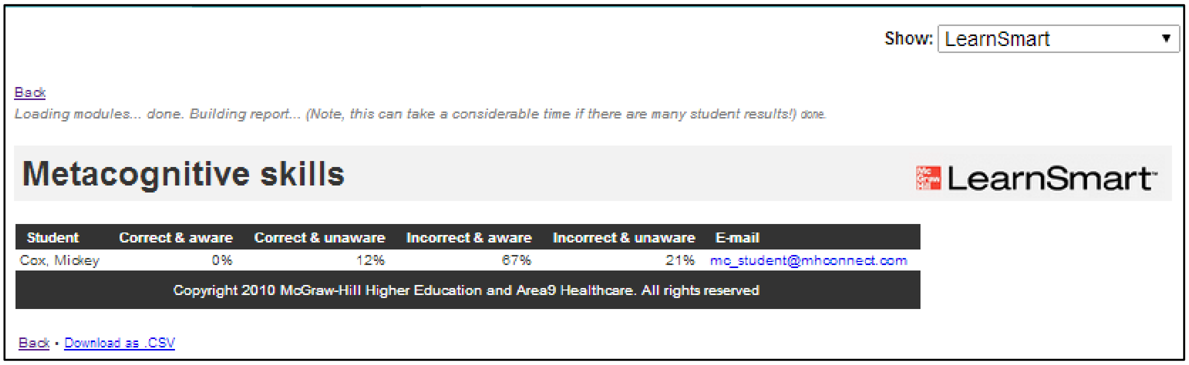
Missed Questions Report

The Missed Questions report lists the most frequently missed questions from your assigned LearnSmart modules. You can click the Try Probe link to view these questions.



Metacognitive Skills Report

This report provides you with statistics on how knowledgeable your students are about their own comprehension and learning.



Show: LearnSmart

Back

Loading modules... done. Building report... (Note, this can take a considerable time if there are many student results!) done.

Metacognitive skills

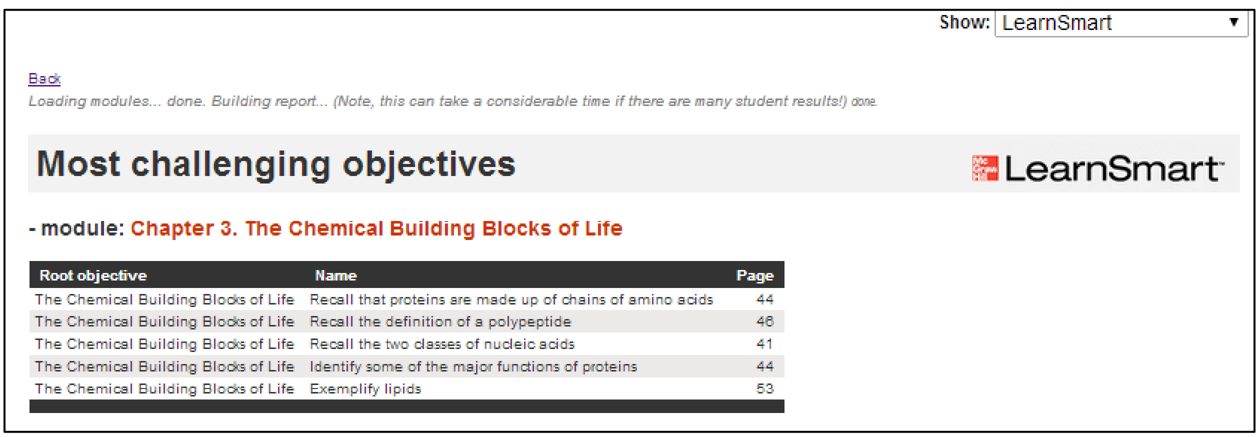
LearnSmart

Student	Correct & aware	Correct & unaware	Incorrect & aware	Incorrect & unaware	E-mail
Cox, Mickey	0%	12%	67%	21%	mc_student@mhconnect.com

Back • Download as .CSV

Most Challenging Learning Objectives Report

Each question in LearnSmart is tied to a specific Learning Objective. This report allows you to view the most challenging learning objectives for your assigned LearnSmart modules.



Show: LearnSmart

Back

Loading modules... done. Building report... (Note, this can take a considerable time if there are many student results!) done.

Most challenging objectives

LearnSmart

- module: Chapter 3. The Chemical Building Blocks of Life

Root objective	Name	Page
The Chemical Building Blocks of Life	Recall that proteins are made up of chains of amino acids	44
The Chemical Building Blocks of Life	Recall the definition of a polypeptide	46
The Chemical Building Blocks of Life	Recall the two classes of nucleic acids	41
The Chemical Building Blocks of Life	Identify some of the major functions of proteins	44
The Chemical Building Blocks of Life	Exemplify lipids	53

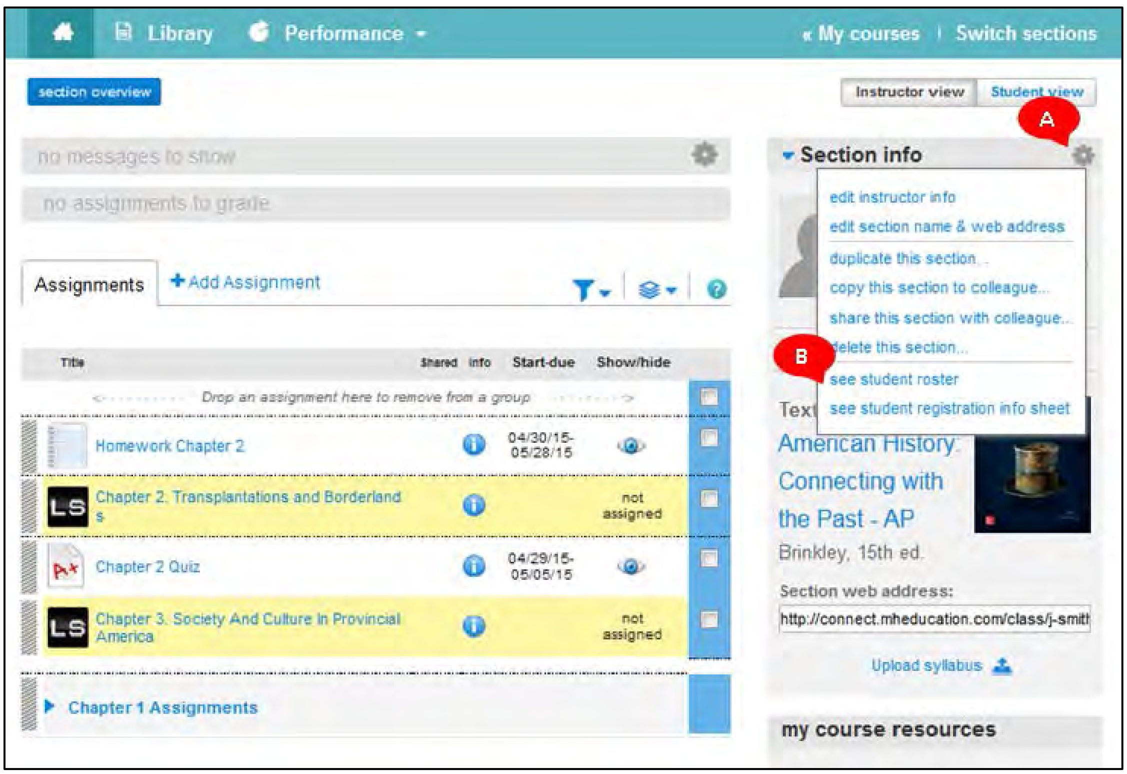
Advanced Guide

Advanced Roster Topics

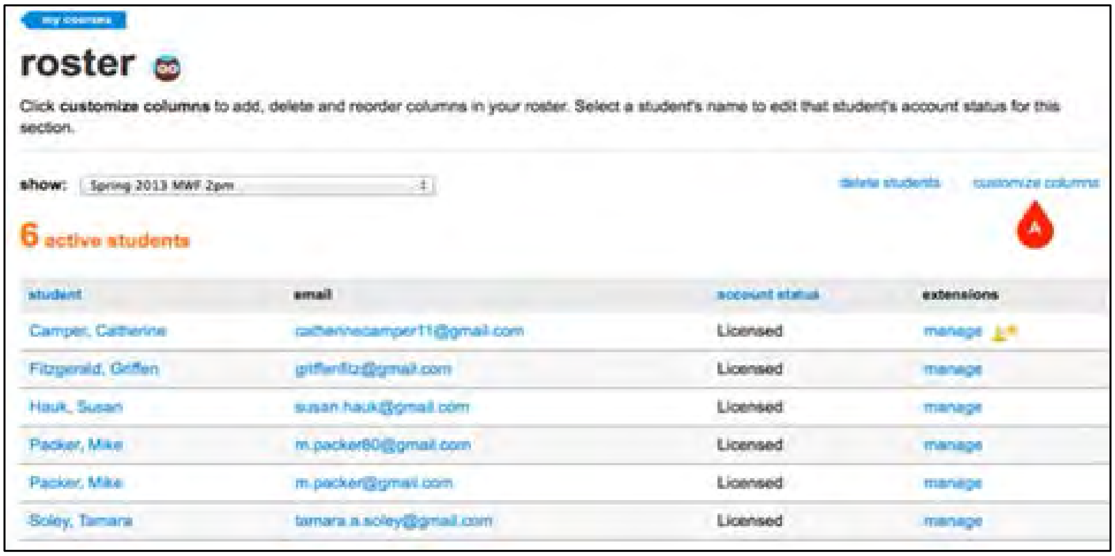
Creating Custom Roster Columns

In Connect, your roster is generated from the information that students complete in the registration form; however, there may be additional information you would like to include. Connect allows roster customization to accommodate this additional information. In the example provided, we will demonstrate how you might add School IDs to your roster information.

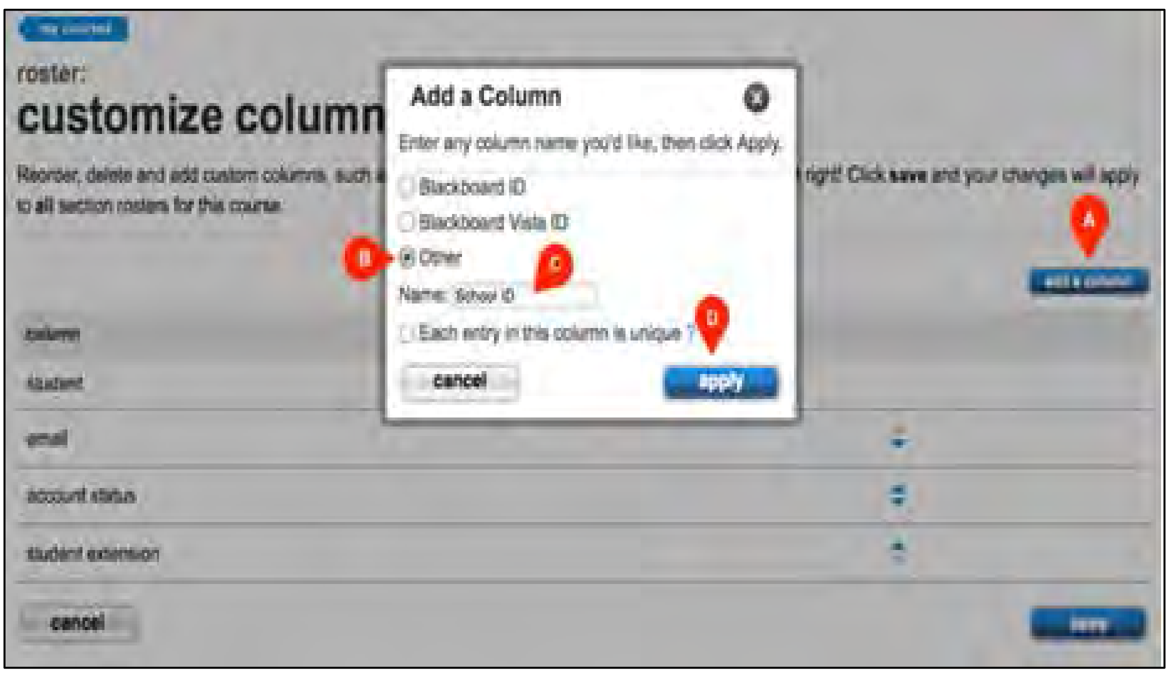
From your Section Homepage, select the settings icon (A). From your settings options, select see student roster (B).



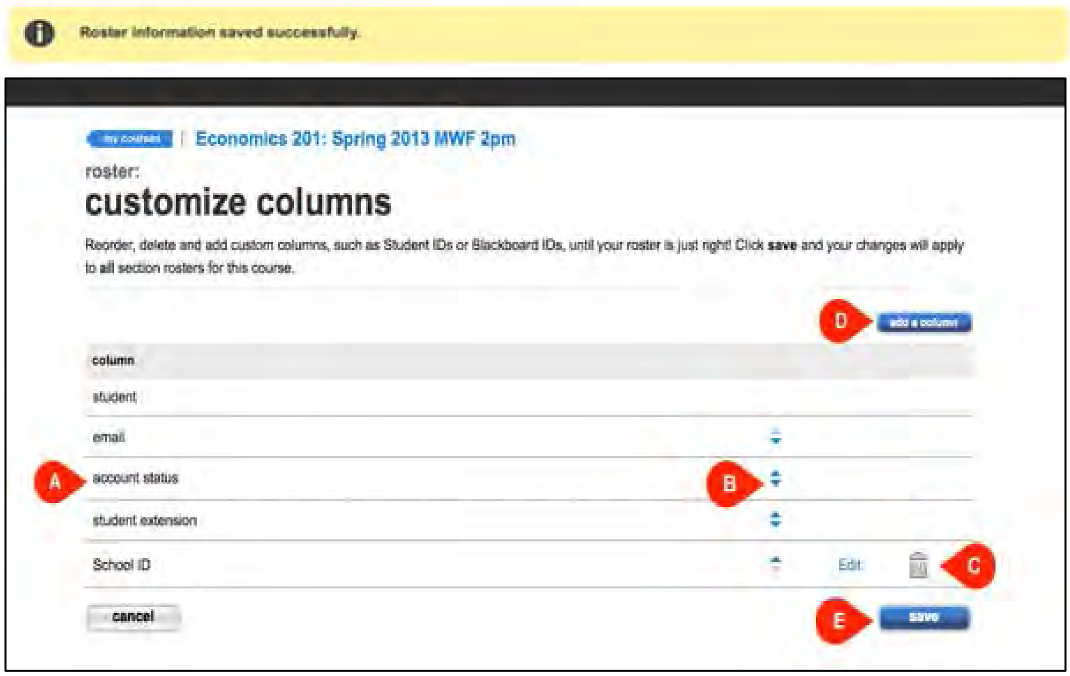
While in your roster page, select **customize columns (A).**



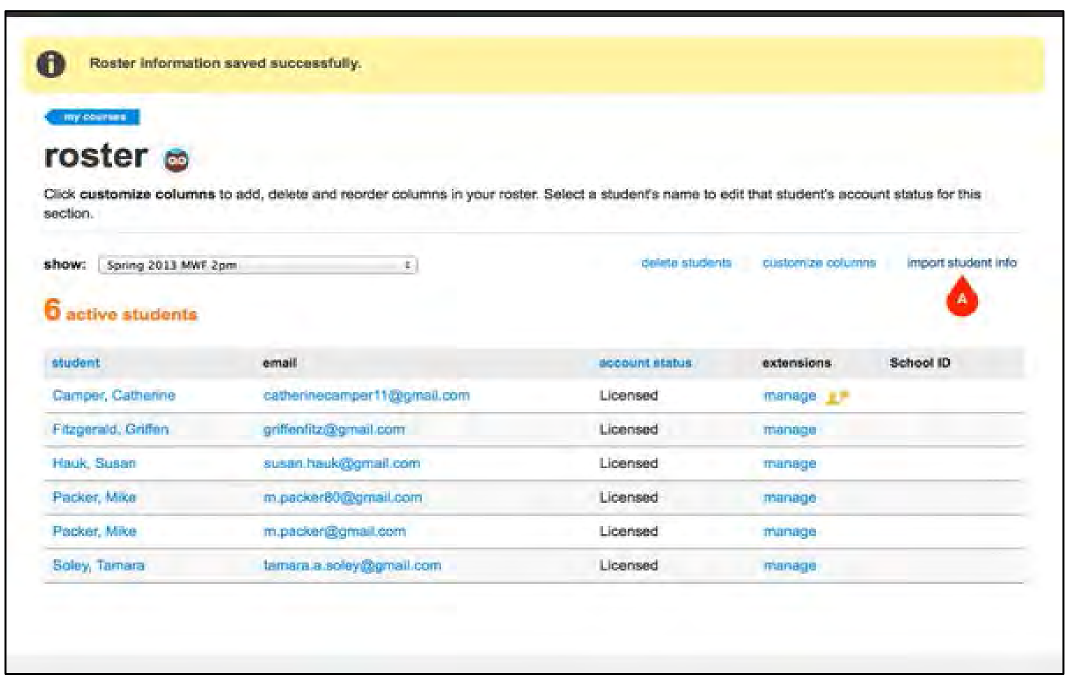
In the customize column screen, click **add a column (A),** activate the Other **(B)** button in the pop-up, and enter the title for your custom column **(C).** When you have finished, click **apply (D)** to add your new custom column.



After applying your custom column to your roster, the top portion of the screen will become yellow and let you know your roster information was saved. You will see a list of column names **(A)** that can be reordered by clicking the blue arrows up or down **(B).** You can delete a column by clicking the trash icon **(C).** Click **add a column (D)** to name and add a new column. Click **save (E)** to apply these changes to all section rosters for this course.

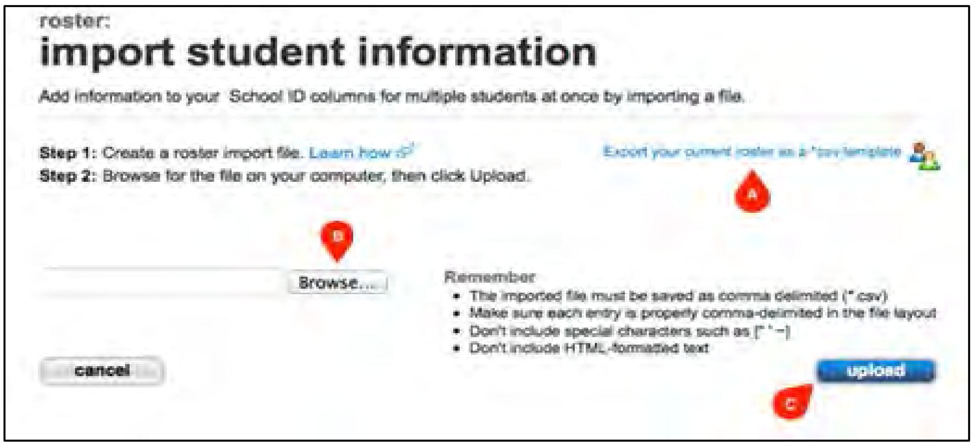


Now that you have added your new custom column to your roster, you will need to add your student IDs. Click **import student info (A).**



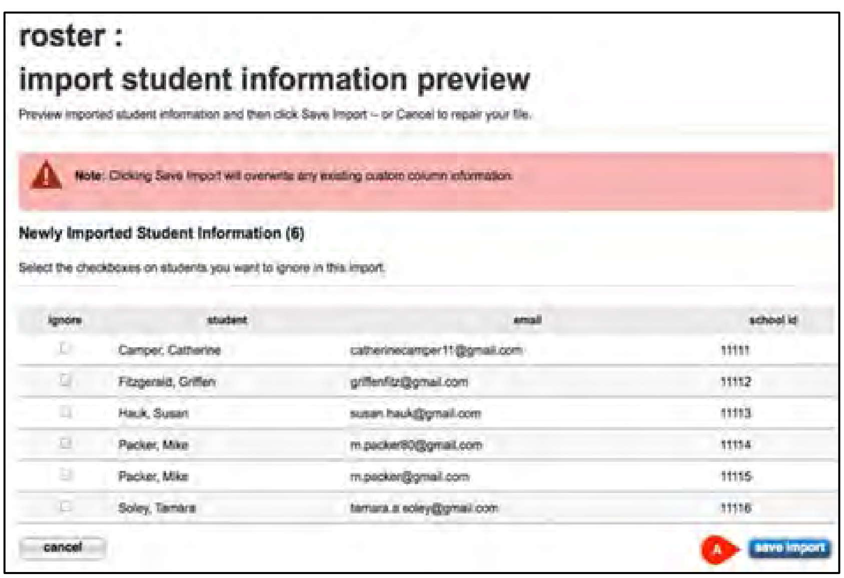
You can create your own roster file to import; however, if you select the **export your current roster as a *csv template (A),** Connect will create a document template with your current section roster information for you to edit. Your computer will prompt you to save or open the file; save it to your desktop or another place you can easily access. Open your newly created document template, and add the student IDs into the new column.

Once you have saved the file with your changes, click **choose file (B)** to find and select the file. Then select **upload (C).**



NOTE: In this example, we chose to title the column **School ID,** and entered the IDs. You will not be able to import the edited file to Connect if you change the title of the custom column in the exported file, you should have already named the custom column in step 4 (customize column screen).

If you have correctly uploaded/imported your student IDs, you will be taken to the **import student information preview** page, otherwise you will be notified of any mistakes made during the uploading process. If you are happy with the changes to your new column, click **save import (A).**

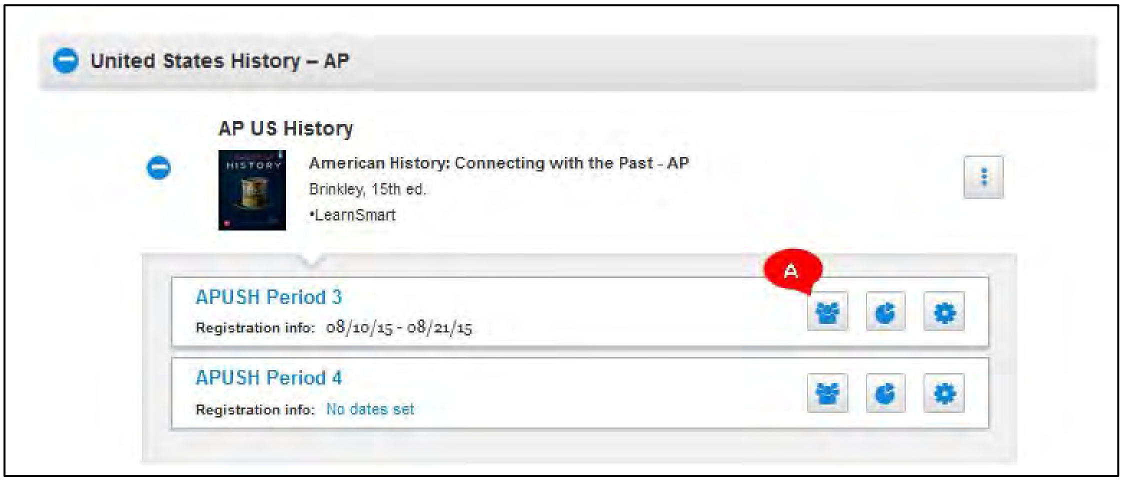


Best Practices

- Connect allows you to add custom columns for each course section roster. This feature is convenient for adding additional school IDs or course-management system IDs. For example, you can import your student Blackboard IDs into the roster and include them as part of a custom Connect report, or export the file to another application.

Changing Status & Deleting Students from your Roster

In your **my courses** page, next to the section whose roster you want to access, click the **roster icon (A)**.



Click a student's name in the roster **(A)**, or click delete students **(B)**.

The information for the selected student is displayed.

To change a student's status:

- You *cannot* change their username/email address (only your student can change their email address).
- You *can* change the status of the student.
- Active is the default status, meaning there are no restrictions.
- Inactive students cannot take assignments; they can only view their grade reports.
- Select the status for the student **(A),** and click **save.**

To remove a student from your class:

- Click **delete this student (B).**
- **NOTE:** Once this is done, you will no longer be able to access their grade information in your Connect reports.

You can delete all students by clicking select all (A), or check the box (B) next to the name of each student you want to delete.

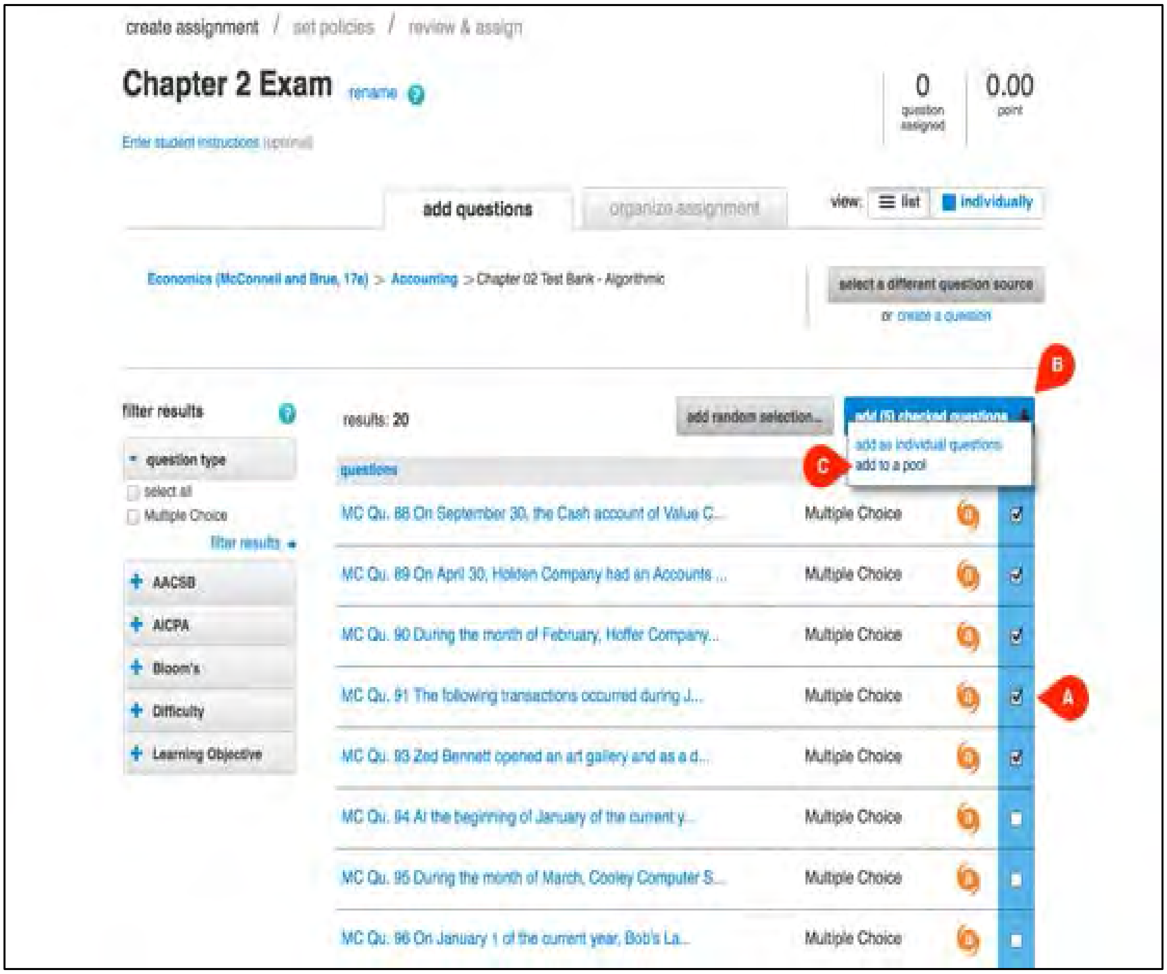
NOTE: Deleted students and their grade data are not recoverable. After confirming that you want to delete the students, you are returned to the roster page with the deleted students removed from the roster list.

Advanced Assignment Creation Topics

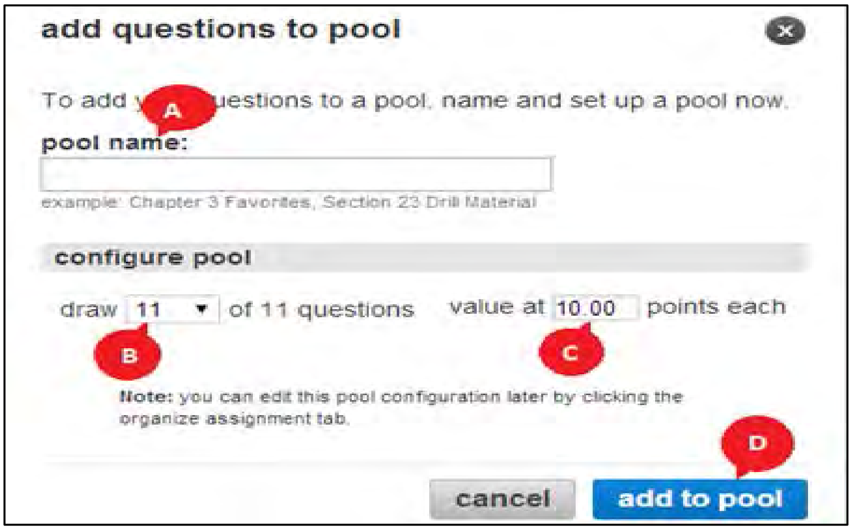
Using Question Pools

After creating a new assignment through the question bank, you will need to add questions. Select a source to draw your questions from, but remember for question pooling you cannot use multi-part questions or survey questions.

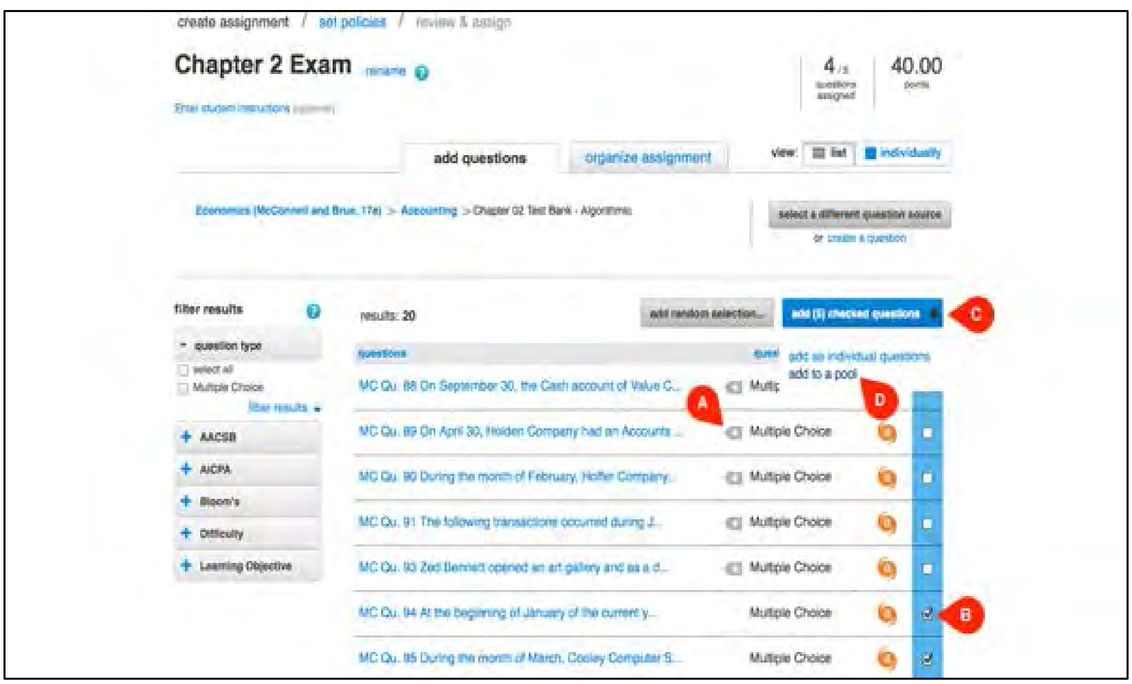
Select the questions **(A)** you would like to add to the pool. Click **add checked questions (B),** and then select **add to a pool (C)**.



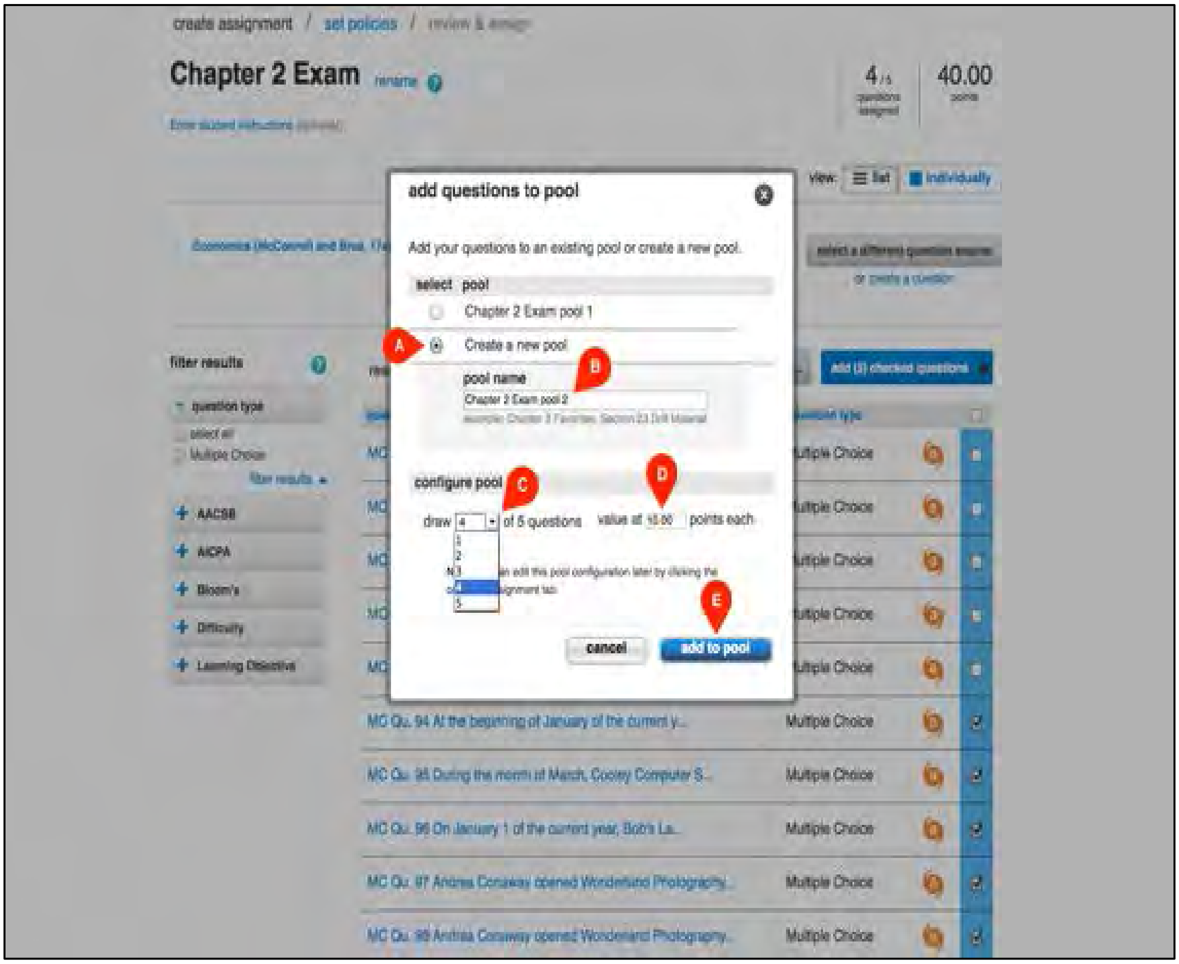
When the pop-up appears, name your pool something specific **(A)**, for example, Chapter 2 Exam pool 1. Next, configure your pool by selecting the number of questions **(B)** from which the pool can draw. You can also set the value of each question **(C)** in your pool. To save your question pool, click **add to pool (D)**.



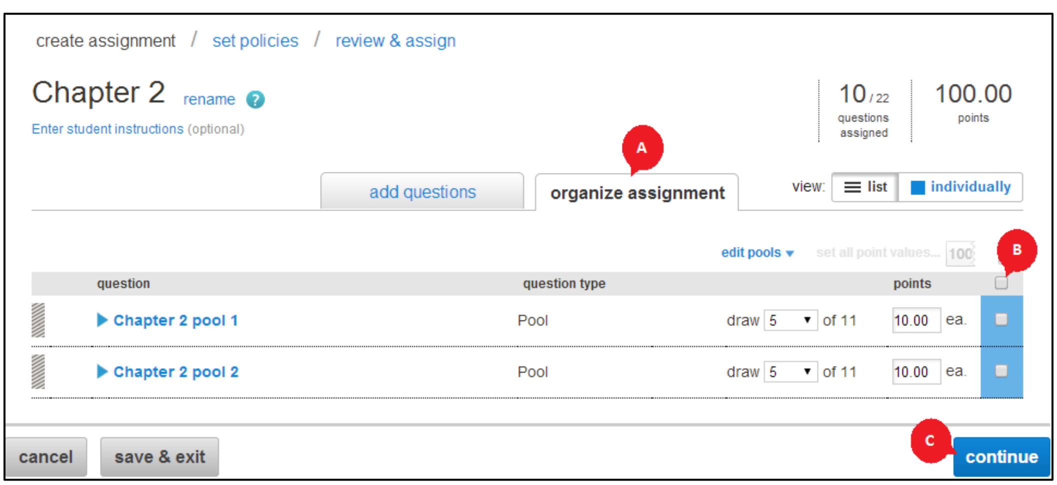
Connect will notify you that you've successfully added questions to a pool and bring you back to the add questions page. Now you want to create another pool to draw questions from. The questions that you've already selected will have a black flag **(A)** next to them. Select the next set of questions (B), click add checked questions **(C)**, and select add to a pool **(D)** again.



The **add questions to pool** module will pop up again. Select **create a new pool (A),** and name your second pool **(B)** slightly differently, for example, Chapter 2 Exam pool 2. Select the number of questions to draw **(C),** and set the point value **(D)**. To save your second question pool, click **add to pool (E)** just as before.



Click the **organize assignment (A)** tab, and select the question pools **(B)** from which your assignment will draw. Click **continue (C)** to move on to the **review & assignment** page.

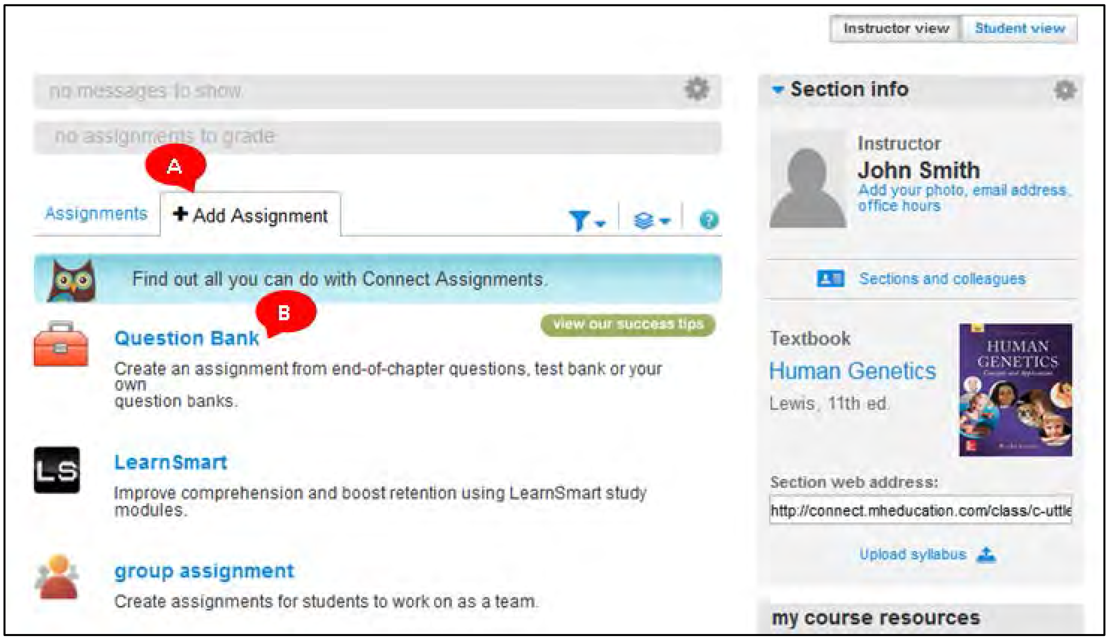


Best Practices

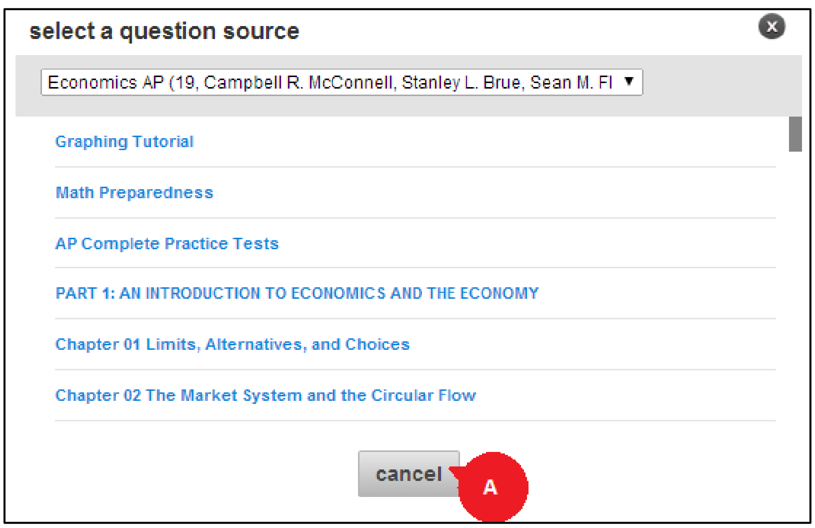
- Create a question pool for quizzing, exams, or whenever randomization is needed (i.e., to prevent cheating or provide new question sets for practice)
- **NOTE:** Some questions are more time consuming than others. Be aware of this as you develop assignments for your students.

Creating your Own Questions

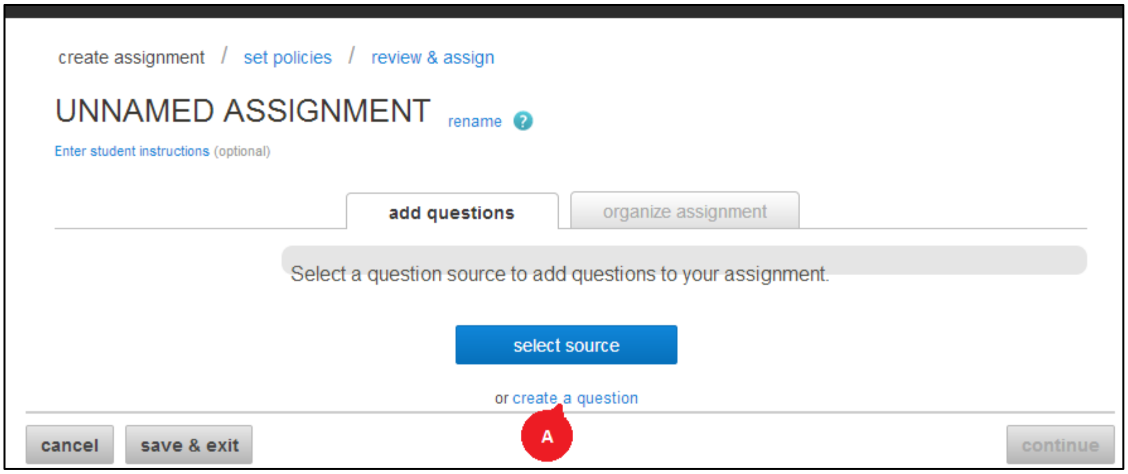
In your Section Homepage, click **add assignment (A),** then click on **Question bank (B).**



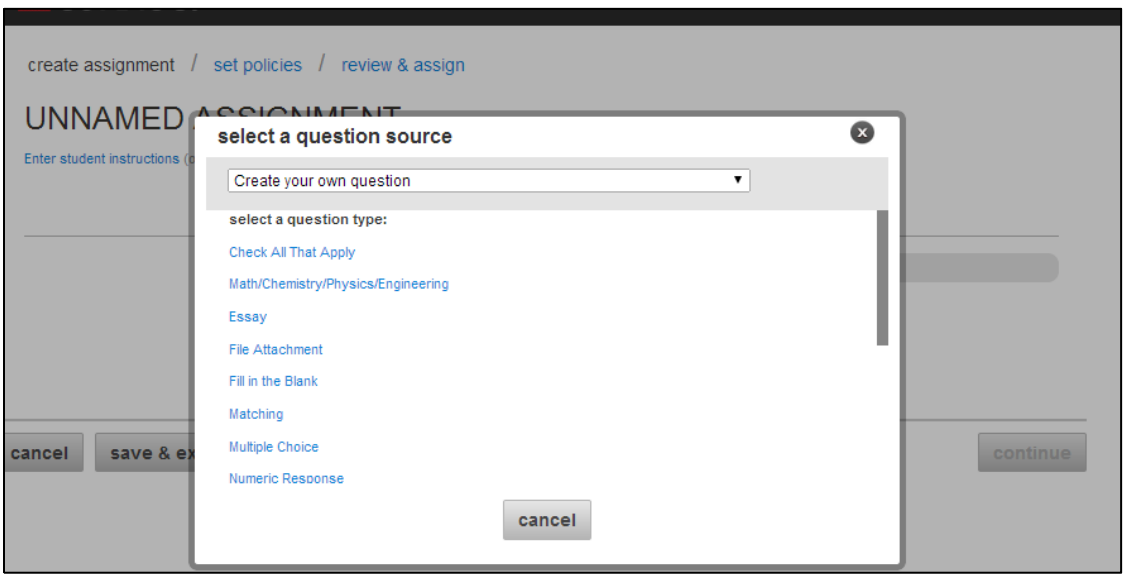
Click **cancel** when the question source window opens **(A).**



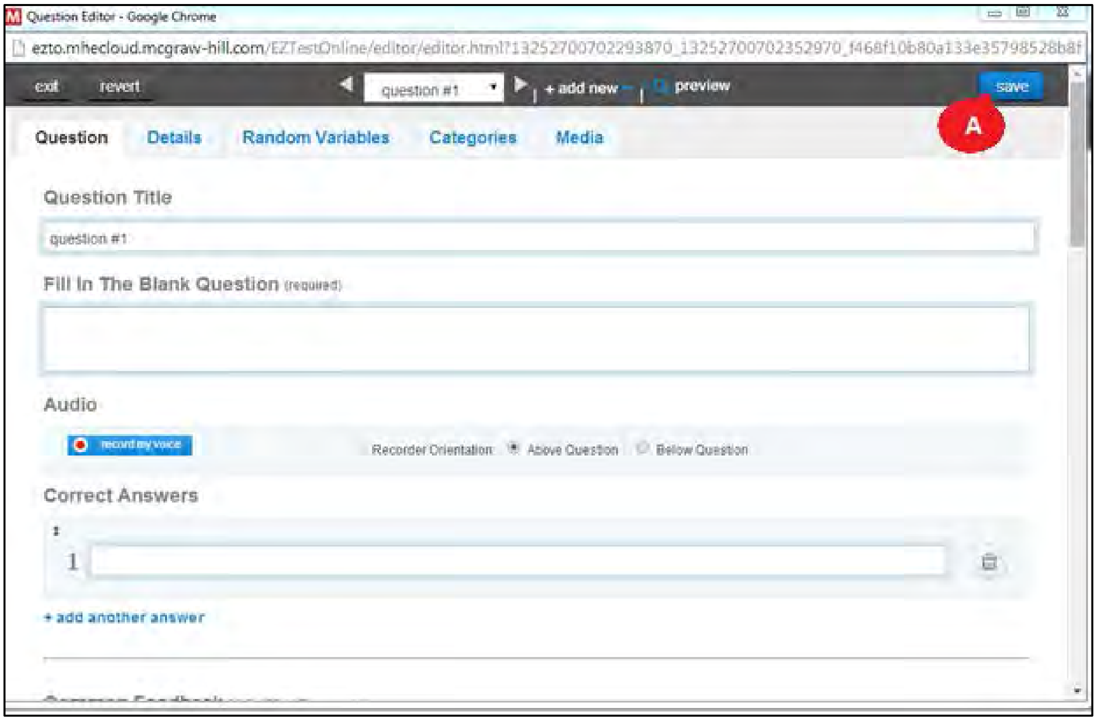
Click **create a question (A).**



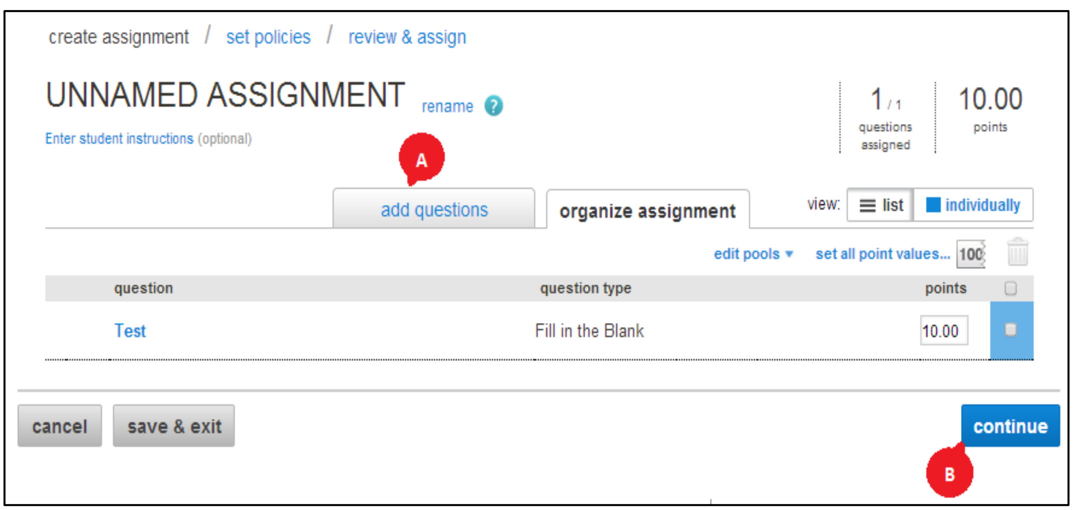
After you click **create a question *a screen will popup. Select the type of question you want to add from the menu.***



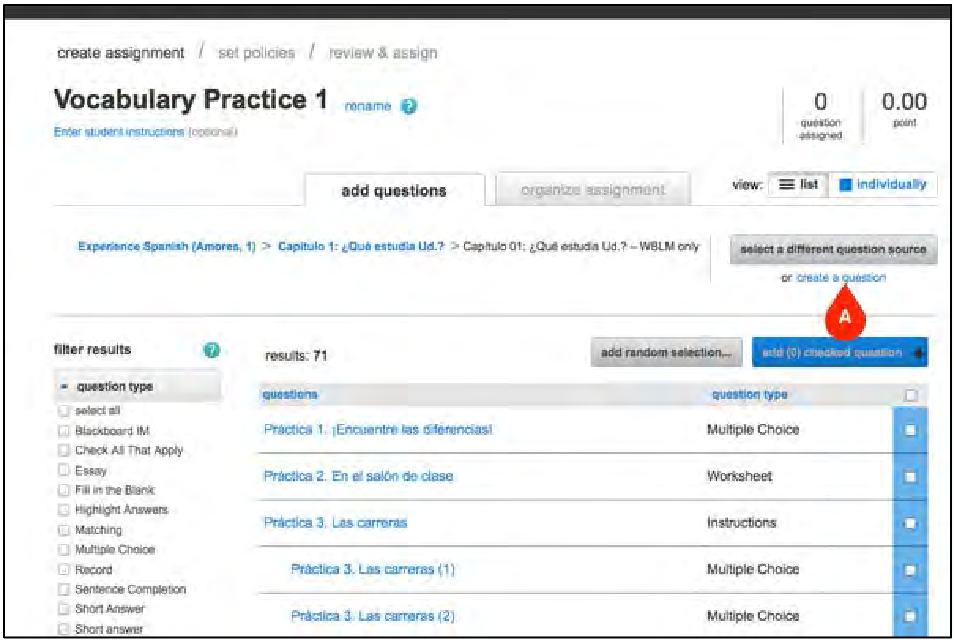
Author your question using the question editor shown below. Click **save (A)** after you have added your question.



After authoring your question, you can either click **add questions (A)** to add additional questions to your assignment or click **continue (B)** to assign the assignment to students and set the assignment policies.



If you selected questions from the question source and want to add your own question, or selected questions accidentally, you can still choose to create a question **(A).** After clicking ***create a question*** follow the same steps you followed when creating a test with your own questions.



Creating Yes/No Questions

The steps for creating yes/no questions are detailed below.

1. Enter or edit the question text in the first text box under the question type heading.
2. Indicate the correct answer for this question by selecting Yes or No from the **Answer is** drop-down box in the top right of the question editing area.
3. When you are finished, click Save & Exit at the top of the page.

To continue authoring questions, select a question type from the New drop-down menu, and click New.

Optional Steps:

- Enter the text for the explanation in the Explanation box.
- If you want to include a follow-up question, check include this follow-up question, and enter your follow-up question in the text box.
- You can add hints for the students to view during the online exam. Enter the hint in the numbered text box. Click the Add hint icon to add additional hints.
- If this question belongs under a Section Break heading containing instructions, enter the name of the Section Break reference in the Tie to Reference box.
- If the answer is referenced within a textbook, enter the textbook page number(s) on which the question is referenced in the Textbook Page(s) text box.
- If you are using Random Variables, click the New Variable button, and enter the variable information.

- If you want to add this question to a category, click the Categorize button, and select a category or create a new category.

Creating Matching Questions

The steps for creating matching questions are detailed below.

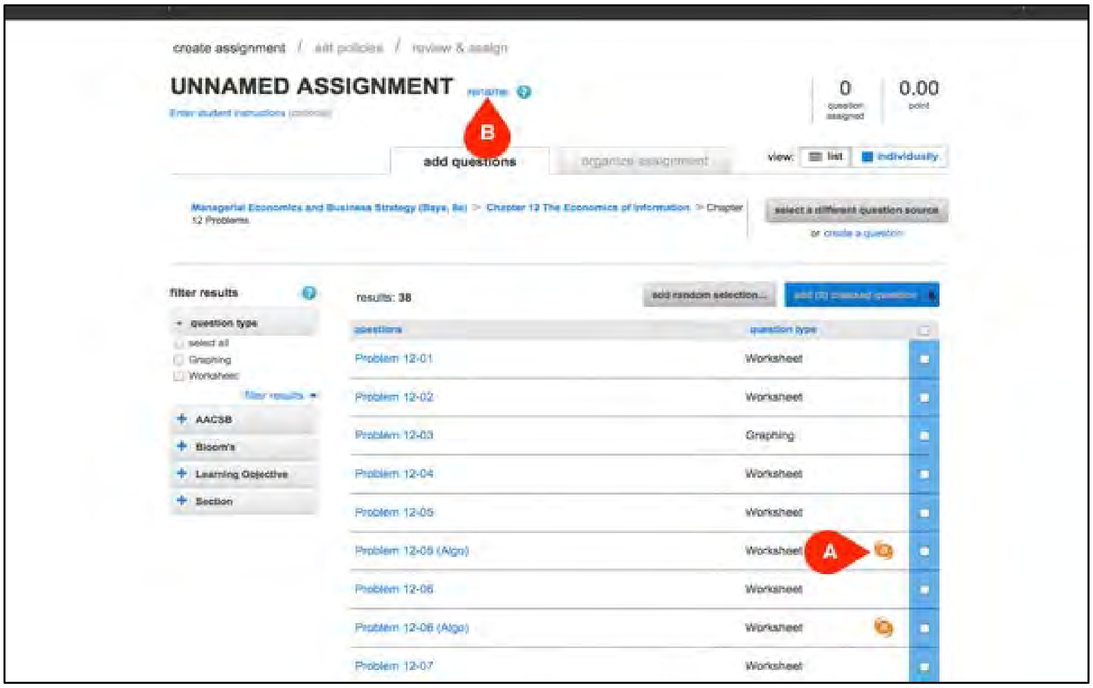
1. Enter or edit the question text in the first text box under the question type heading.
2. Enter the answers. Type the correct Choice and Match in each box. You may also enter distracters (choices with no correct match). Connect automatically scrambles the choices and distracters when the test is generated.
3. To edit a choice, enter the changes in the choice box. To add another choice, click the Add Pair icon, and enter answers. To delete a choice, click the Delete item icon next to the choice. When you are finished, save your question and return to your list of questions by clicking the **Save & Exit** button. If you want to continue authoring questions, select a question type from the **New** drop-down menu, and click the **New** button. Clicking any of the active navigation buttons at the top of the page also saves your question.

Optional Steps:

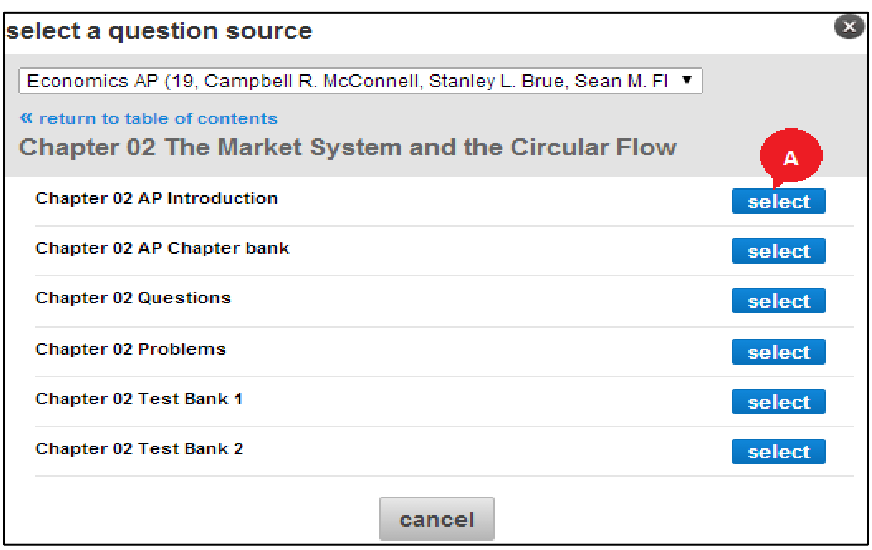
- Enter the text for the explanation in the **Explanation** box.
- Add optional hints for the students to view during the online exam. Enter the hint in the numbered text box, and click **Add hint** to add additional hints.
- If this question belongs under a section break heading containing instructions, enter the name of the section break reference in the **Tie to Reference** box.
- If the answer is referenced within a textbook, enter the textbook page number(s) on which the question is referenced in the **Textbook Page(s)** box.
- If you are using random variables, enter the variable information by scrolling down and clicking **New Variable.**
- If you want to add this question to a category, click **Categorize,** and select the category you want to add the question to, or create a new category.

Creating and Assigning Algorithmic Questions

You can assign algorithmic questions for assignments you create. Algorithmic questions involve a step-by-step procedure usually requiring adjustment or computation to produce an answer. They are marked with an orange icon **(A).** Remember to name your assignment **(B).**

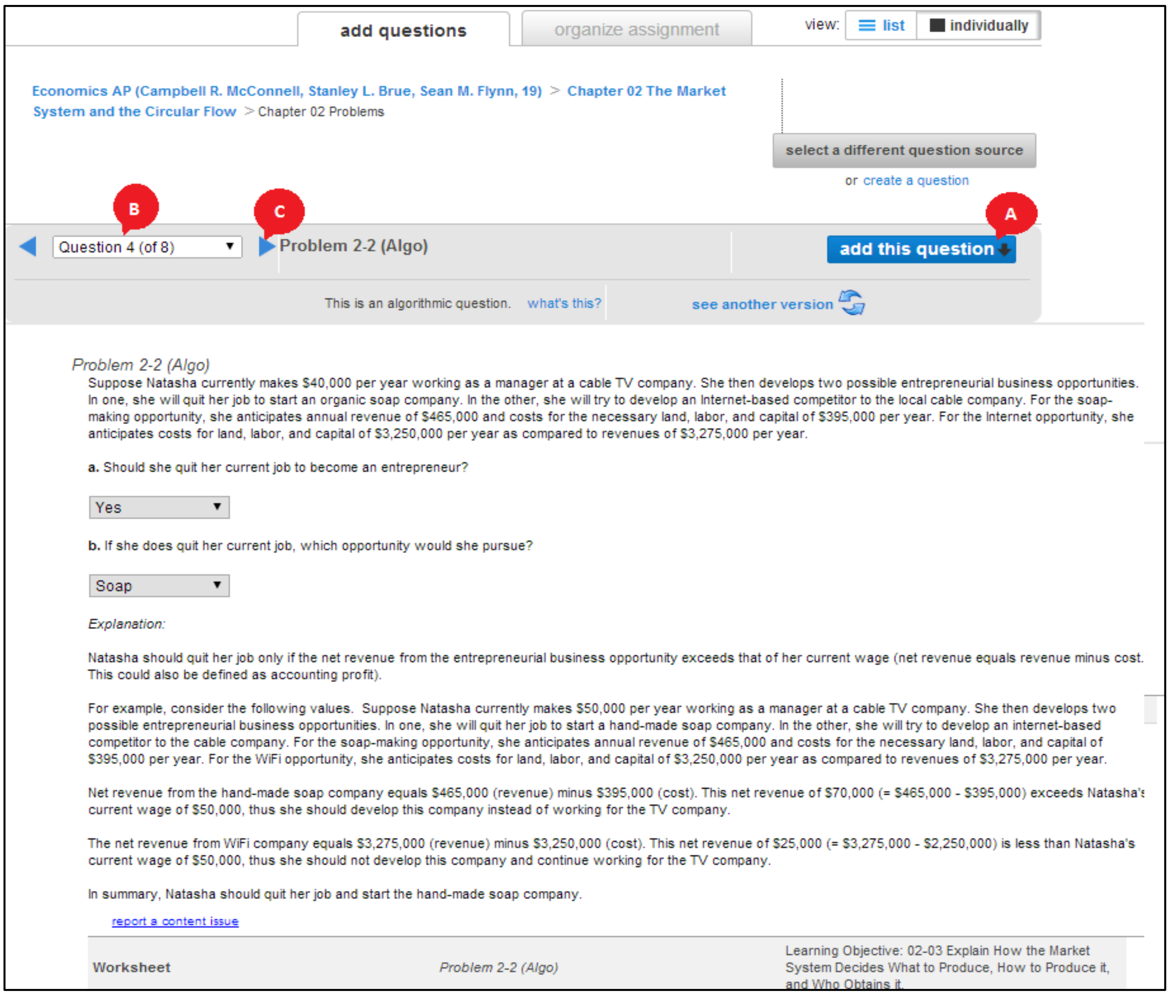


Before you begin to select questions, you must first determine the source that provides your assignment's questions. The defaulted source will be your adopted textbook. However, you can select from the drop-down menu other discipline-related textbooks or previous assignments you've created as question sources. After you've selected a question source, click select (A) to choose the area of your textbook your questions will cover.



Click on an individual question to preview it. If you want to add it, click add this question (A). Use the drop-down menu (B) to choose other questions to preview, or use the arrow near the drop-down menu (C) to move to the next question.

You can review the question content in this preview page. Worksheets like this offer algorithmic questions that require computation and numeric figure adjustment to determine the answers. If you wish to add this algorithmic question to your assignment, click add this question. You'll see a confirmation message that the question has been added to your assignment. You can then proceed to the next question in this set by selecting a new one from the drop-down menu or clicking the right arrow key.



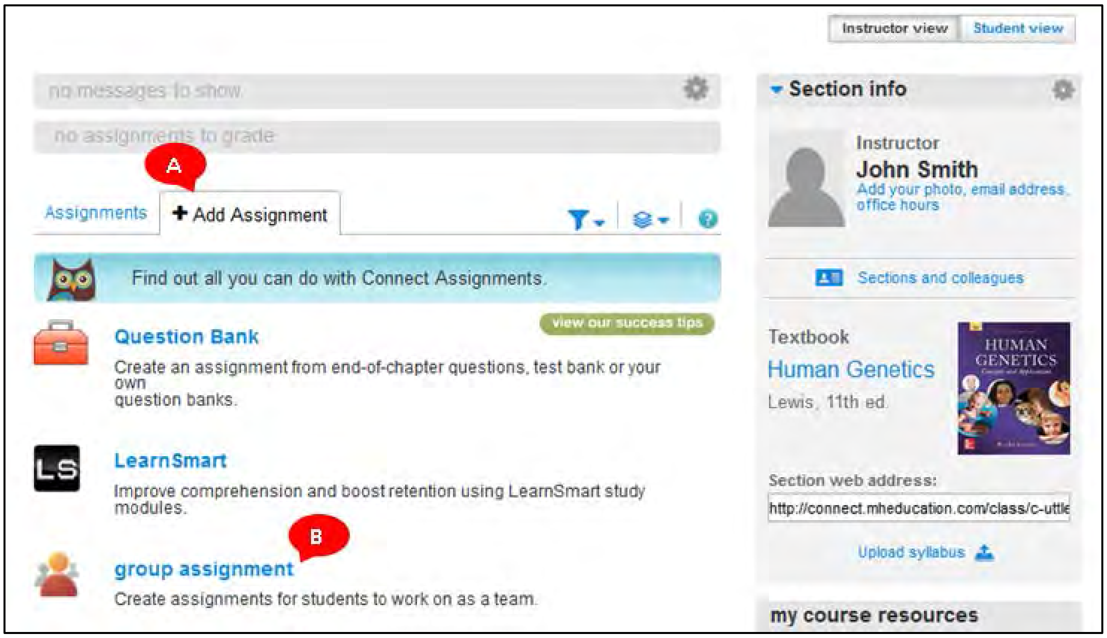
Best Practices

- Use algorithmic questions to present the same problem, but with different numeric values, to each student. This prevents cheating.
- Consider assigning algorithmic problems for out-of-class work while using the problems from the text to review during class.

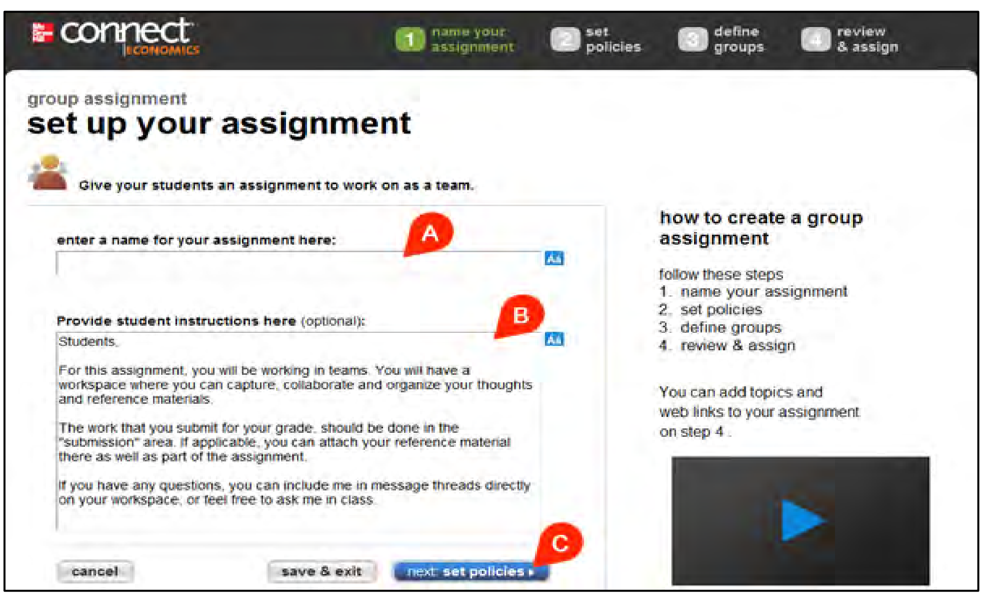
Creating Group Assignments

Connect enables you to make custom, collaborative assignments by using the "group assignment" feature. Student teams can utilize a workspace in Connect to collaborate with each other and submit their final assignments for grading. Connect tracks the contributions of each team member within a group and provides a streamlined workflow for assigning grades.

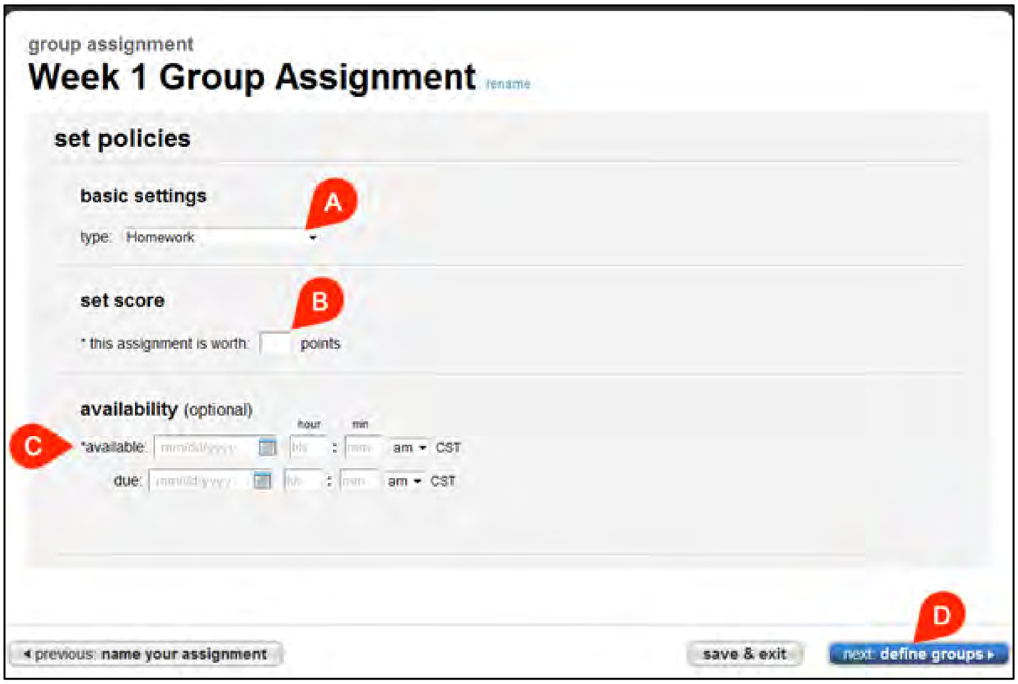
From your Section Homepage, select **add assignment (A),** and then click **group assignment (B).**



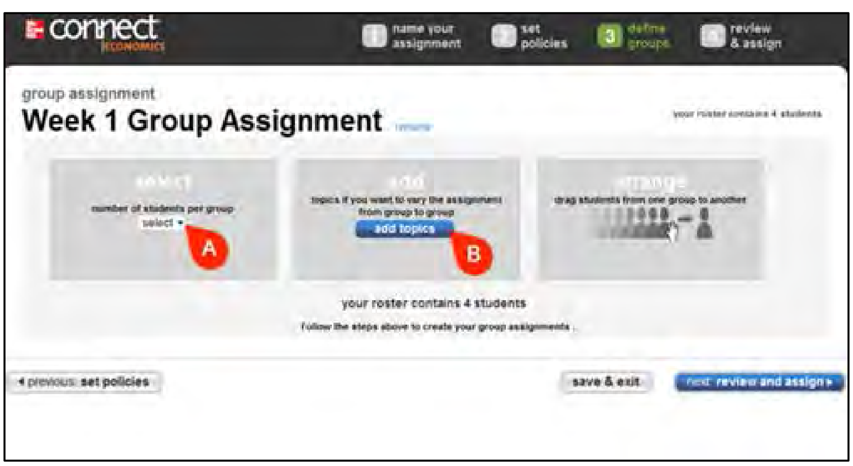
Setting up your group assignment is a four-step process. You'll start with naming the group assignment **(A)** and providing instructions. We have pre-populated the student instruction area **(B)**; however, you can select and delete the pre-populated instructions or add additional instructions below if desired. Click next: set policies **(C)** to continue.



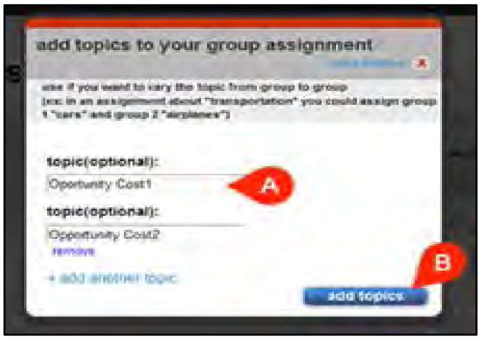
In the next step, set policies, you'll select the type **(A)**, set the score **(B)**, and select the availability dates for the assignment **(C)**. An available/start date is required. If setting up the assignment in advance of the term, you'll want to ensure the available date is set with enough lead time for you to organize groups once your Connect roster is populated. Click next: **define groups (D)** to continue.



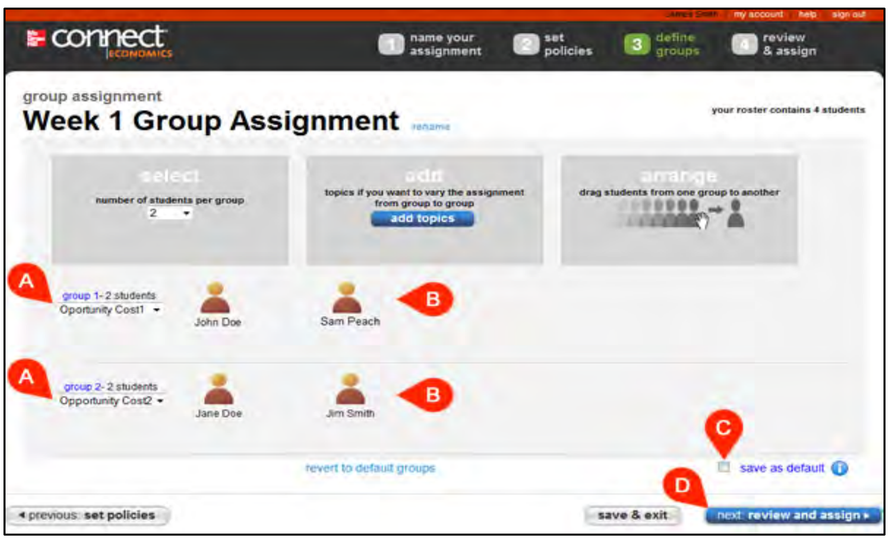
Define groups enables you to set-up the student groups within your section. Start by selecting the number of students per group **(A)**. Connect generates groups based on the amount of students present in the roster and the selected number of students per group. If your group assignments are set up before students have registered, groups will automatically generate based on the number of students per group you've selected. You can edit the assignment to arrange your groups if necessary at a later time. Click add topics (B).



You have the option to add topics (A) to vary the assignment from group to group, expanding upon the assignment name and instructions. Each topic can be assigned to a specific group of your choosing in the next step. Click add topics (B) to continue.



Next, you'll arrange and assign topics (A) (if set in the previous step) to the groups. The student avatars (B) can be dragged from one group into another. You have the ability to use the same group setup for future group assignments by selecting the save as default (C) check box. You can override the default setting at anytime. Once set, click next: review and assign (D).



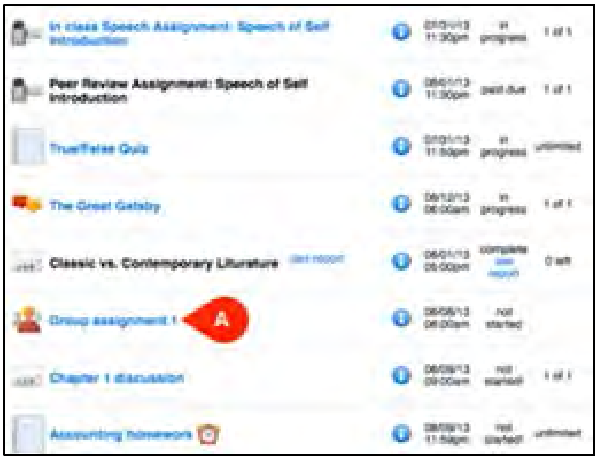
In the last step, review and assign, you can select the sections in your course (and in a colleagues' course if sharing your section) (A) in which the assignment should appear. You can also attach any relevant reference/template files (B) or web links (C) necessary for completing the assignment. Click assign (D) to finish building your group assignment.

Best Practices

- It may be helpful to remind students in the instructions area to coordinate in advance of the due date which group member will submit the final assignment on behalf of the team.
- Within one week (7 days) prior to a group assignment start date, you will receive a notification in the message area if the section roster has fluctuated (students have been added or deleted) since the assignment was created.
- You can move students to a different group after an assignment has started; however, their posts, comments, attachments, etc. will not transfer from their previous group to the new group.

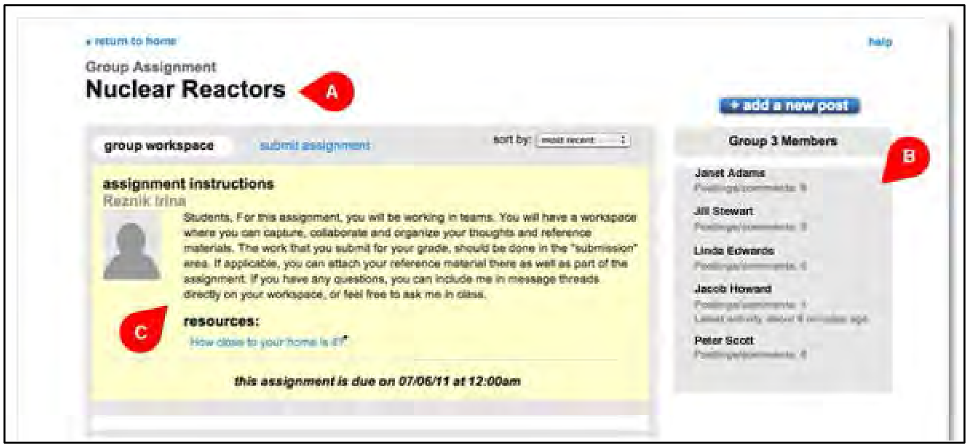
How do my students use and submit group assignments?

Group assignments will appear in the students' assignment list on their Section Homepage. Clicking the assignment name with the group icon will open the group assignment **(A)**.

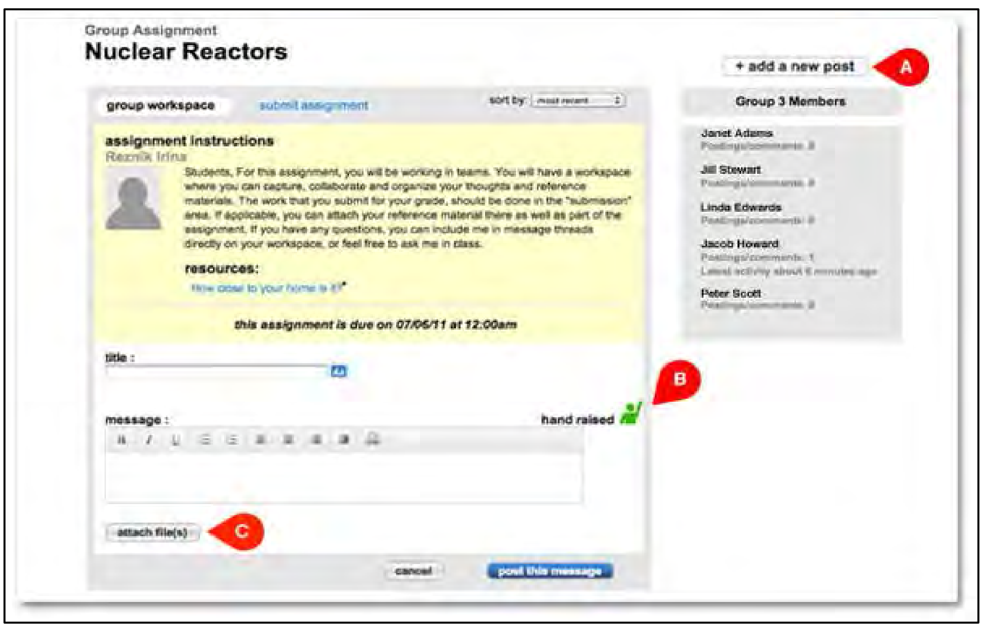


For students, group assignments are made up of two areas—**group workspace (A)** for collaboration, and **submit assignment (B)** for turning in the final group project.

When students enter the group workspace, the name of the assignment **(A)**, the group that the student is associated with **(B)**, and the topic (if entered by the instructor) is displayed **(C)**. Also displayed are the instructions for the assignment as well as any instructor attachments and web links.

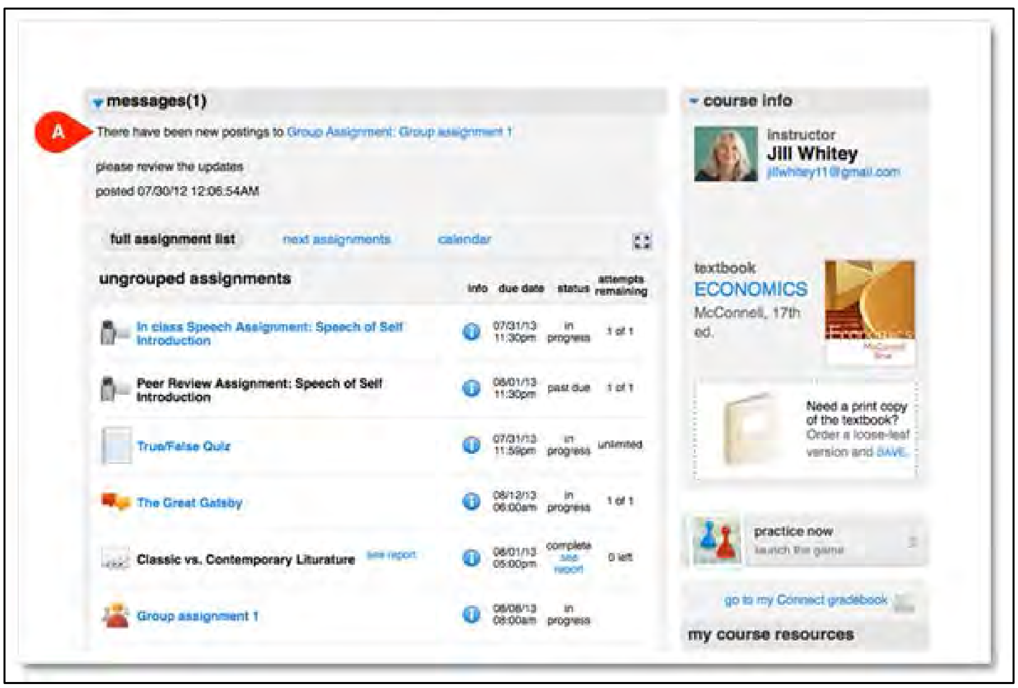


Clicking **+ add a new post (A)** enables students to collaborate and send messages and files within the group. **Raise your hand (B)** provides students with the option of including their instructor on the message (sent to the instructor home view message center). The group workspace supports a threaded discussion amongst the team members for each post, as well as the ability to start and add posts on new topics. Students can attach files to a new post for reference **(C)**.



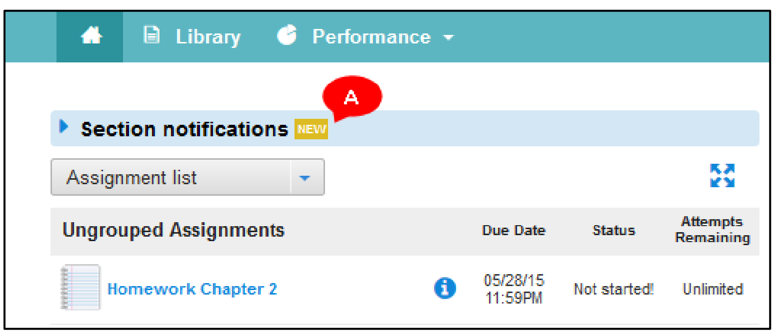
Connect tracks the level of participation and activity of each group member, which is visible to other team members and the instructor **(A)**.

Students are alerted each time a new post occurs in their group's workspace **(A)**. They can click the link to go directly go to the group workspace for the assignment.



When students have developed their final draft, the **submit assignment** tab **(A)** is used to attach a final submission **(B)** and leave any necessary comments **(C)** for instructor review. Clicking the submit assignment button sends the group response to the instructor. Additionally, the other group members will receive confirmation that the assignment has been submitted in their student message area on their respective Section Homepage.

Students will receive a confirmation that their assignment has been submitted successfully. Each student in the group will also receive a notification in their Section Notifications on their Section Homepage that the assignment has been submitted and by which group member **(A)**.



Best Practices

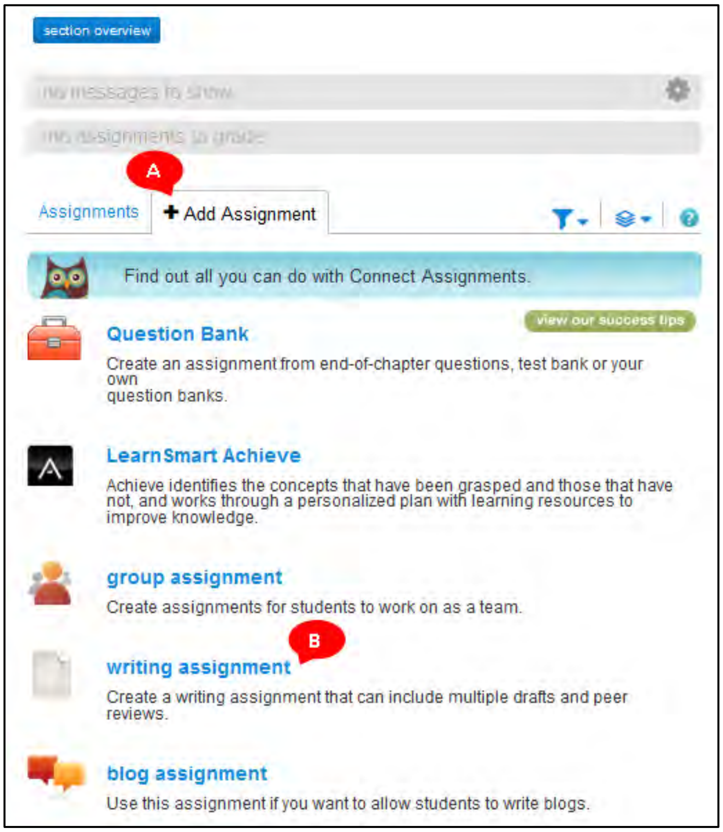
- It may be helpful to remind students in the instructions area to coordinate in advance of the due date which group member will submit the final assignment on behalf of the team.
- When students use the “raise your hand” feature to include you on a post in the Group Workspace, you’ll be notified via the message center on the instructor home view.

Creating Writing Assignments

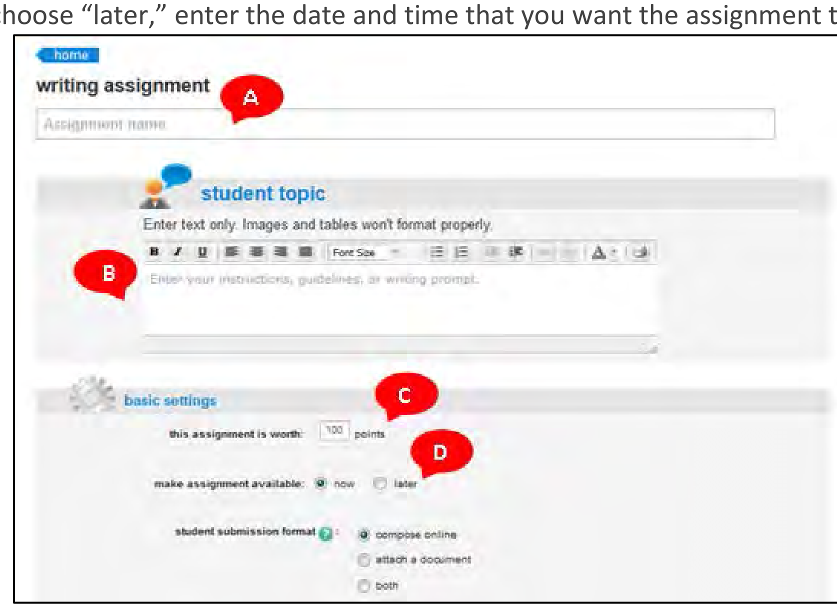
Your students can submit essays and supporting documents (such as a PowerPoint, outline, or bibliography) for you to review and provide feedback, allowing for one-to-one interaction with each student.

There are two ways your students can submit their writing assignments: by composing online or by attaching a document. Either way, you can provide overall comments and score the assignment on Connect. But if your students compose the essay online, you're also able to provide inline comments, which is helpful in giving contextual input and pinpointing the sentence or idea you're addressing. After you leave comments for a student, you can submit the student's score.

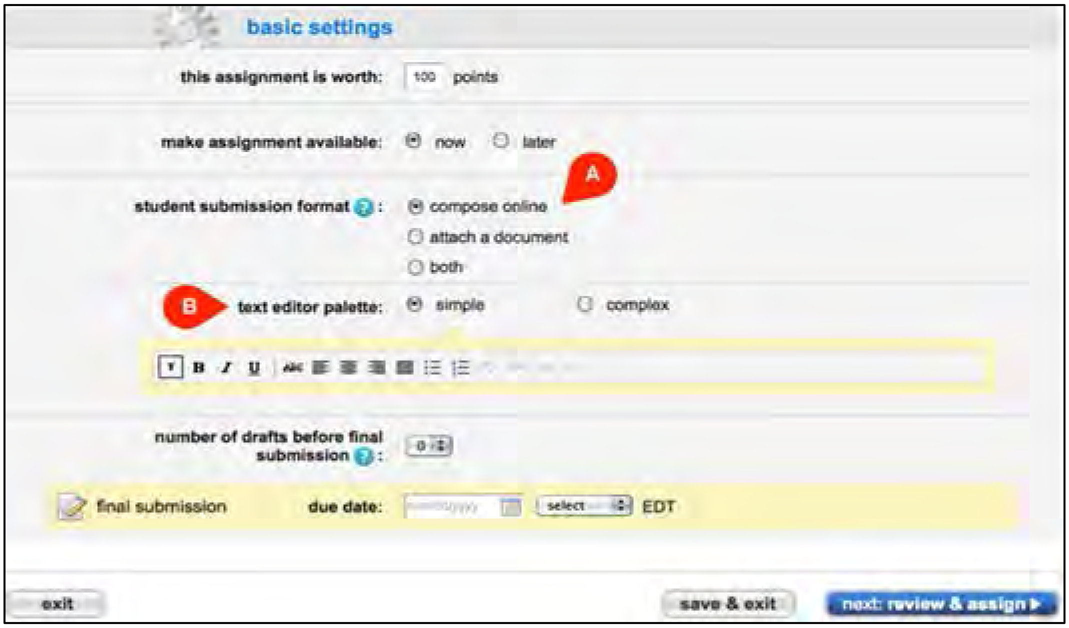
To create a writing assignment, **add assignment (A)** on your Section Homepage, and select **writing assignment (B)** from the list. Please note this option will only appear if writing assignments are an option for your course.



Enter a name for your assignment **(A),** and the instructions for your students **(B).** Moving on to basic settings, enter the amount of points the assignment is worth **(C),** and choose whether to make it available to your students now or later **(D).** "Now" means once you're finished creating the assignment. If you choose "later," enter the date and time that you want the assignment to be available.



Choose how your students will submit their assignments **(A).** If you want to assign drafts or peer reviews with this assignment, you need to choose **compose online.** Click the question mark icon to find out more about each submission format. After choosing **compose online,** select a text editor palette for your students **(B).**

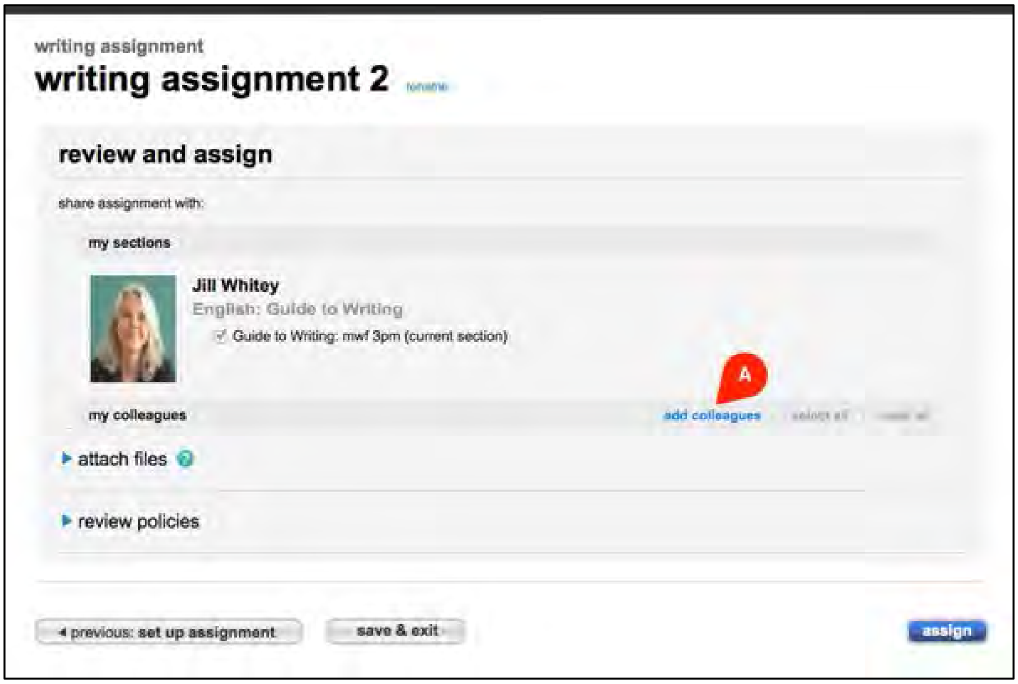


You can assign no drafts, one draft, or two drafts of the assignment in addition to the final submission. Select the number of drafts from the drop-down menu **(A).** If you selected any drafts, enter their due dates **(B).** Peer review is automatically included with each draft. If you don't want to assign peer review, simply uncheck **include peer review (C).**

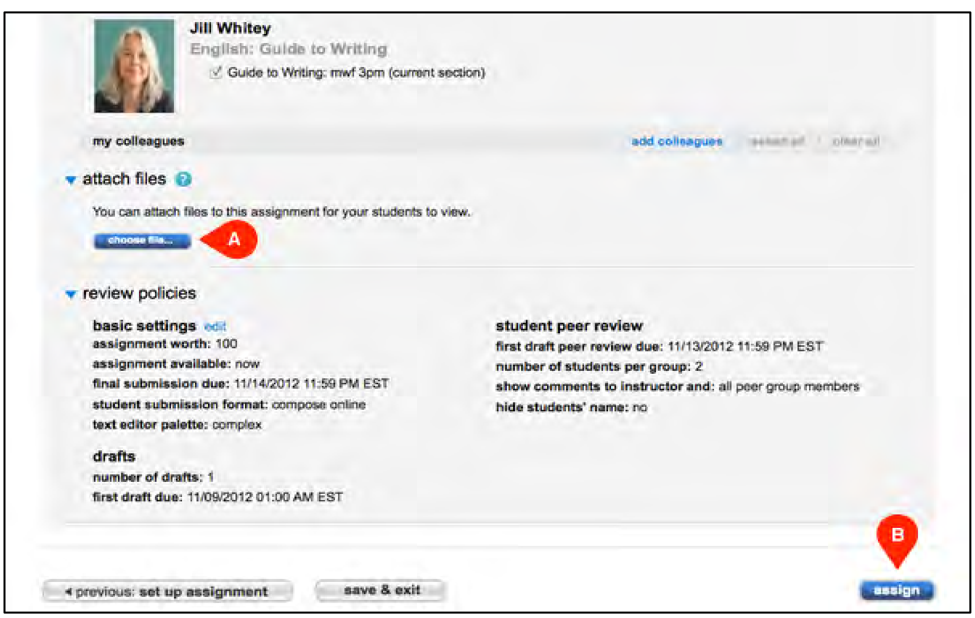
If you're including peer reviews, enter peer review due dates **(A)** and click **view/edit questions (B)** to select questions for your students to answer in their peer reviews. Then select the number of students you want in each group **(C).** Connect will place your students into groups automatically, but you can rearrange group members by clicking **view/edit group (D).** Next, select who can see peer review comments and whether student names should be hidden **(E).**

Enter a due date and time for the final submission **(A)** and click **next: review & assign (B).**

To share this assignment with colleagues, click **add colleague (A)** and search for the colleagues. After you find and add your colleagues, you need to choose which assignment policies your colleagues will be able to change.



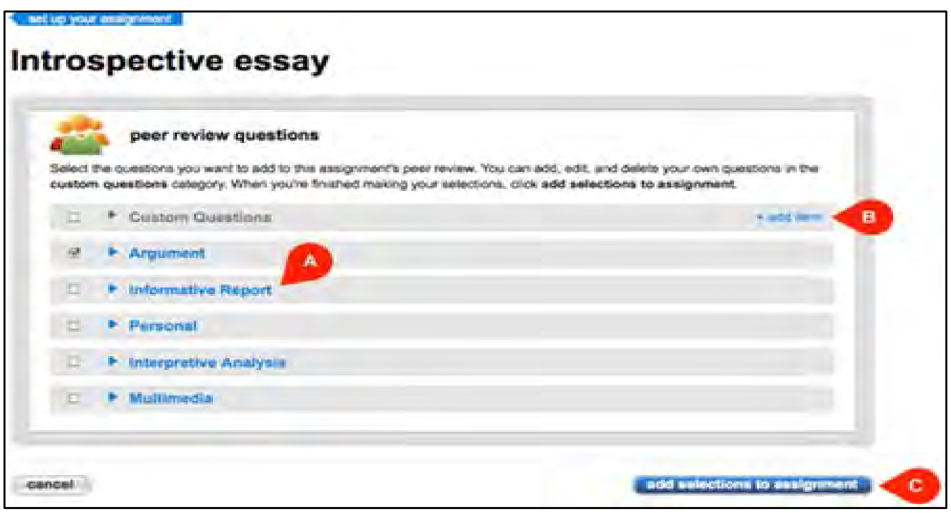
If you want to attach files for your students, such as instructions, examples, or supporting documents, click **choose file (A),** and select the files you want to attach. Last, review the assignment policies you've set. If you want to make any changes, click **previous: set up assignment,** or click **save & exit** to finish creating this assignment later. Click **assign (B)** when you're finished reviewing and ready to assign to your students.



Assigning Drafts and Peer Reviews

You can assign a first draft and second draft with peer reviews, or assign the drafts only. Select the number of drafts from the drop-down menu **(A),** and then enter the due dates for the drafts **(B).** Peer reviews are automatically included for each draft. Simply uncheck the boxes if you don't want to include peer reviews **(C).** If you do include peer reviews, move on to the **student peer review** section and select the due date for each peer review **(D).** When you've set your due dates, click **view/edit questions (E)** to select peer review questions to assign.

Expand the question categories to select individual questions **(A).** Click **+ add item** to create your own question to assign **(B).** Questions you create and save will remain in the peer review question list for use in later assignments. Click **add selections to assignment** when you're done **(C).**

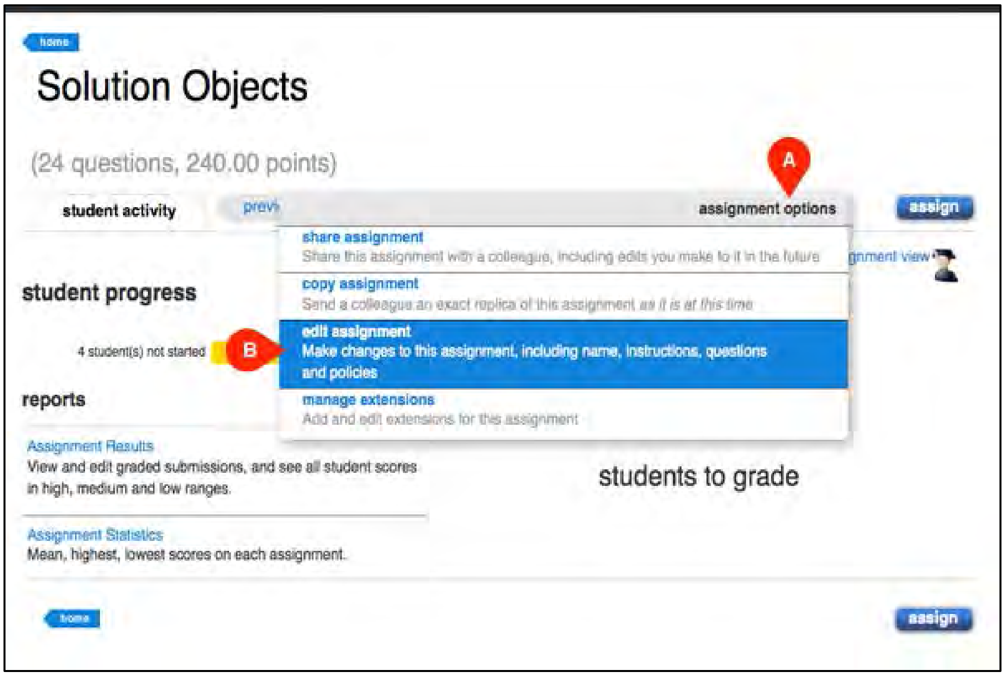


You'll be taken back to the assignment setup. The next step is to select the number of students you want in each peer group **(A).** Connect puts your students into groups for you, but if you want to organize your students, click **view/edit group (B).**

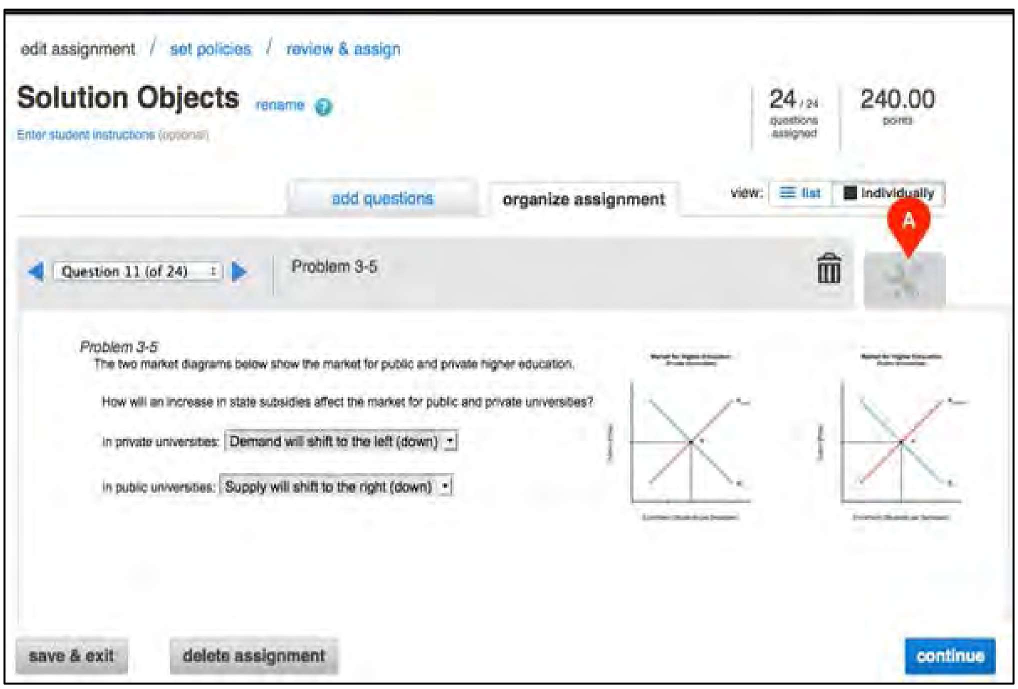
Next, adjust the privacy settings for peer review comments to allow all peer group members to see each others' comments, or allow only the student writer to see the peer comments (B). If you want peer comments to remain anonymous to your students, select **hide student names from peer group and student writer (C).** You'll still be able to see who wrote the comments.

Editing Questions in an Assignment

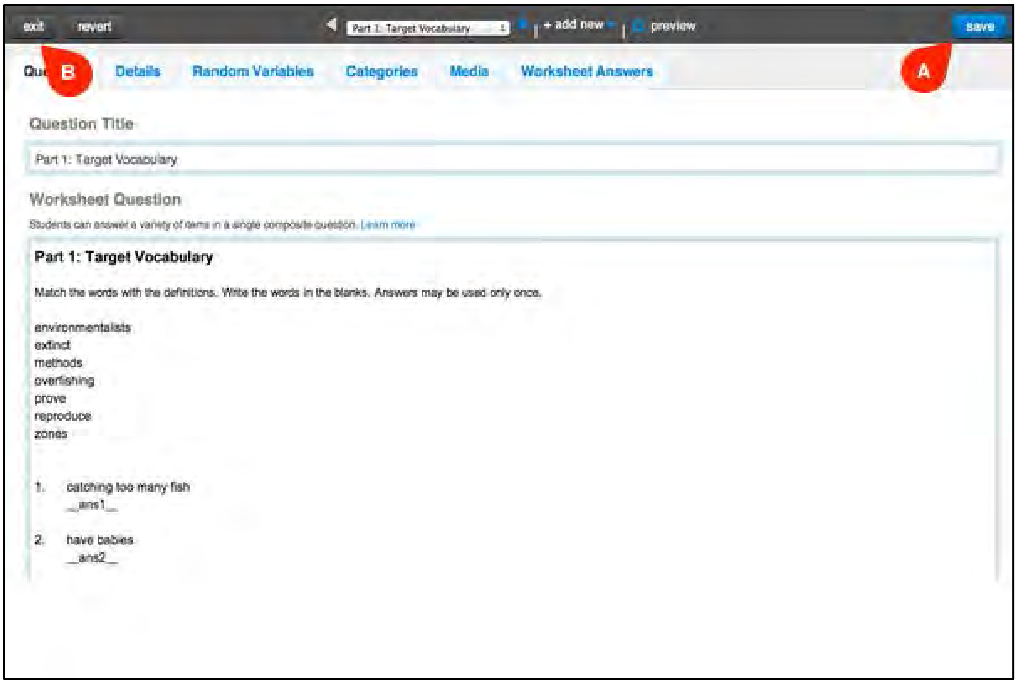
From your Section Homepage, click on the assignment whose questions you want to edit. Then, from the **assignment options** drop-down menu **(A)**, select **edit assignment (B).**



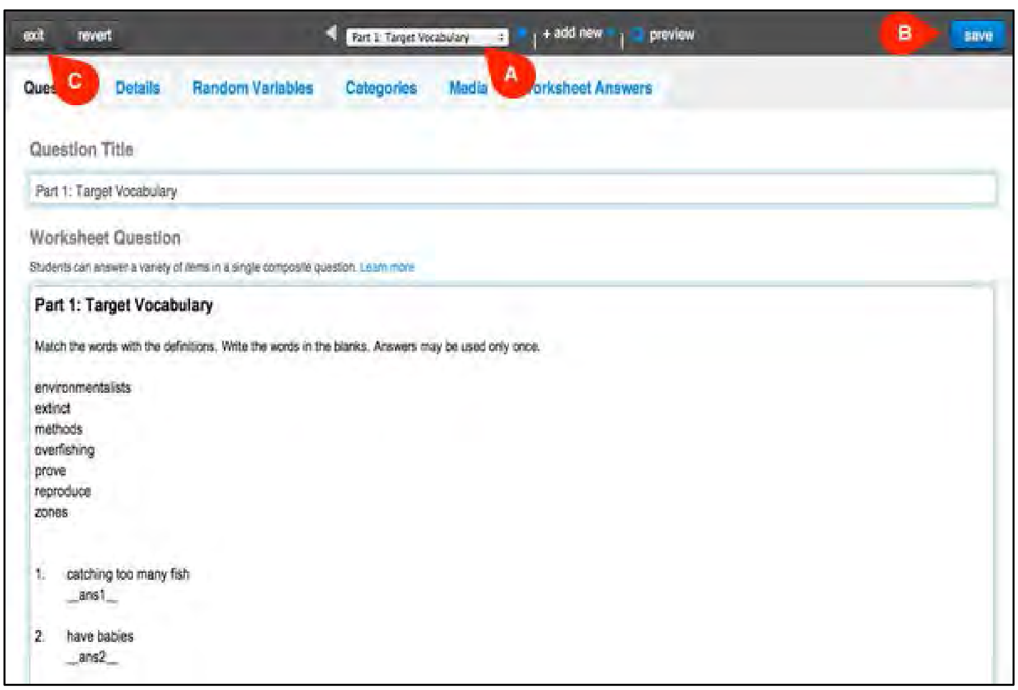
After clicking on the question you want to edit, click on the tool icon **(A)** to begin editing the question.



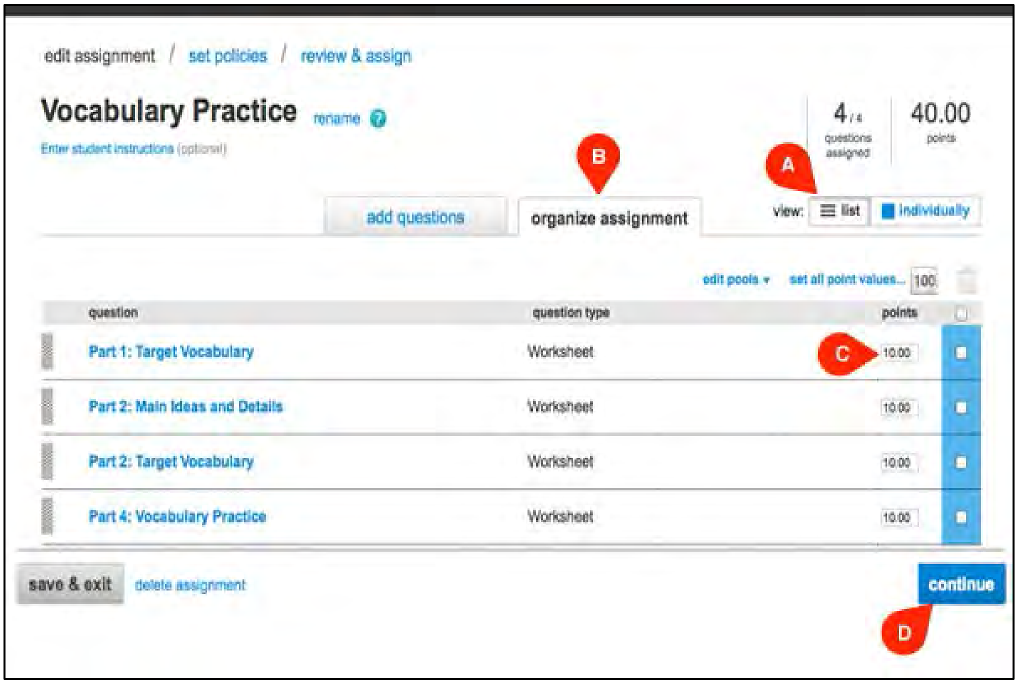
Make your changes, click **save (A),** and then click **exit (B).**



To edit additional questions, click the drop-down menu at the top of the page **(A),** and select the question you want to edit. Enter your changes, click **save (B),** and then click **exit (C).**



After editing your questions, you can adjust point values by clicking **list (A)** under the **organize assignment** tab **(B)** and entering the new point values **(C).** Click **continue** to proceed **(D).**

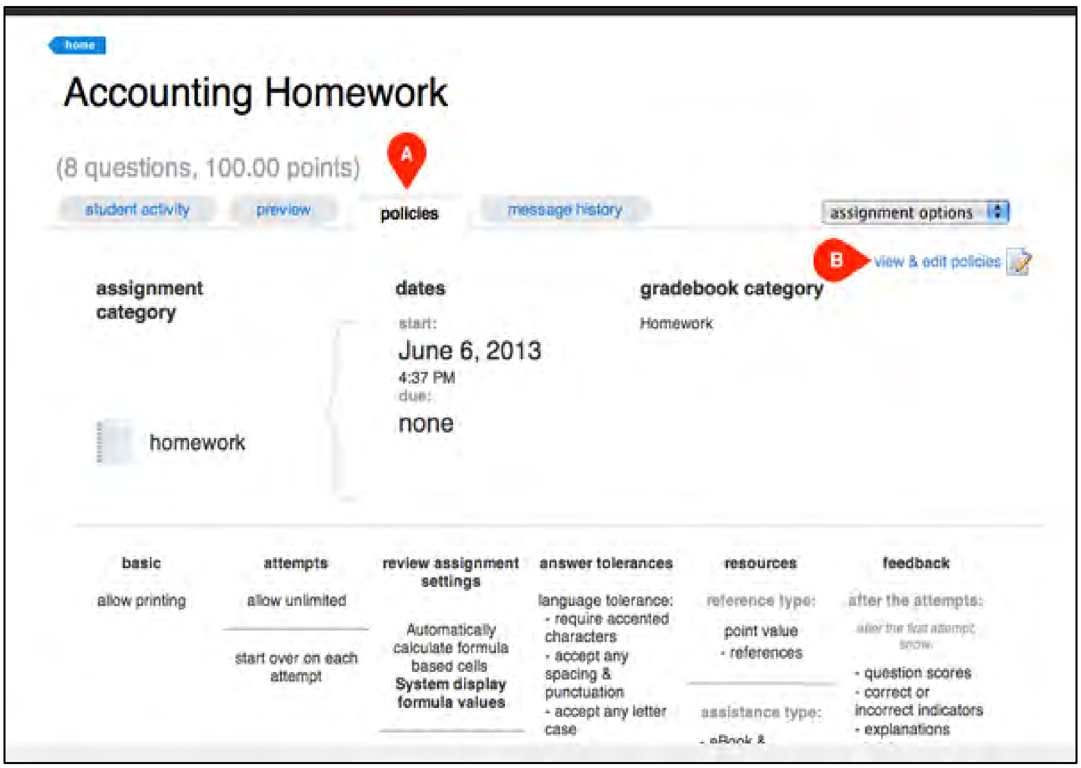


Advanced Assignment Policy Topics

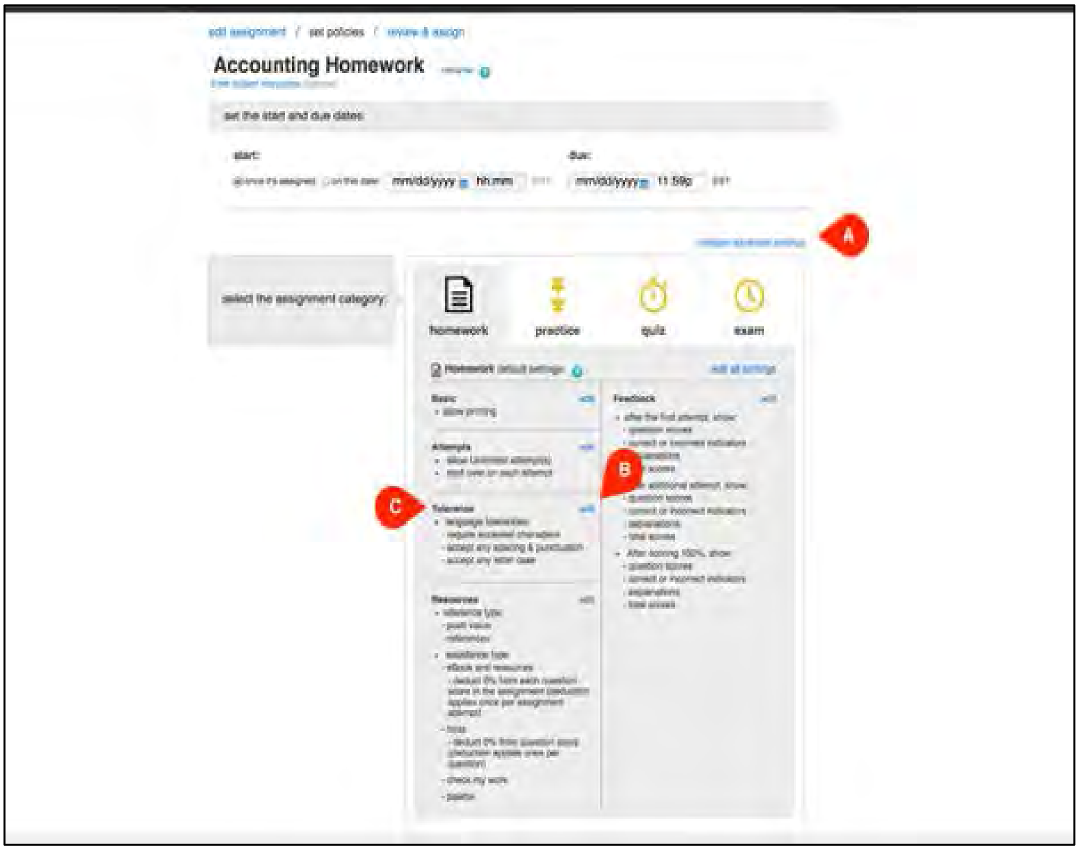
Adjusting Tolerance Settings

Tolerance settings allow you to set the variance in acceptable answers by your students. Setting tolerances allows a wider range of answers to be scored as correct. You can also customize the tolerance setting, applying different settings to different course sections.

To set answer tolerances, select an assignment from the Section Homepage. Click the **policies** tab **(A)** and then click **view & edit policies (B).**

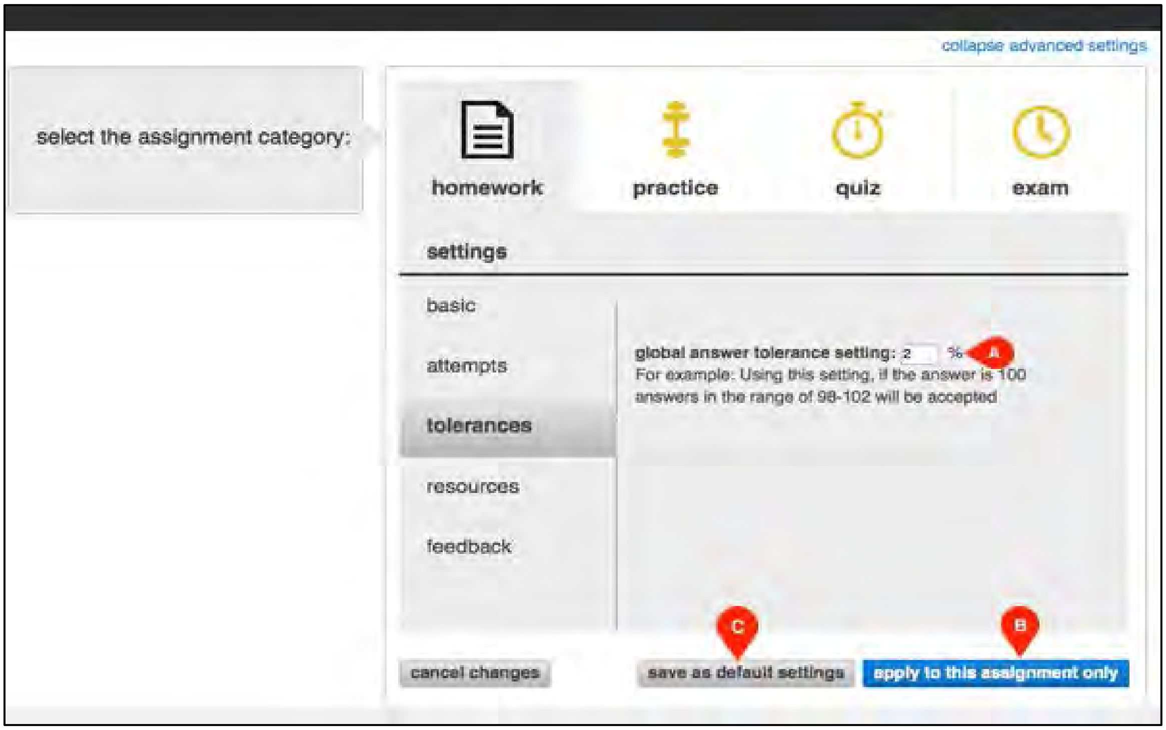


Click **advanced settings (A)** and then select **edit (B)** next to tolerance **(C).**



Here you can set the global answer tolerance setting **(A).** For example, if you set it at 2 percent, if the answer is 100, answers in the range of 98–102 will be accepted. Once you've made your edits, choose whether to apply these changes to this assignment only **(B)** or save as default settings **(C).**

NOTE: The Global Answer Tolerance Setting will only increase question level answer tolerances that are equal or less than the Global Answer Tolerance setting. Questions containing question level answer tolerances greater than the Global Answer Tolerance setting will not be affected.

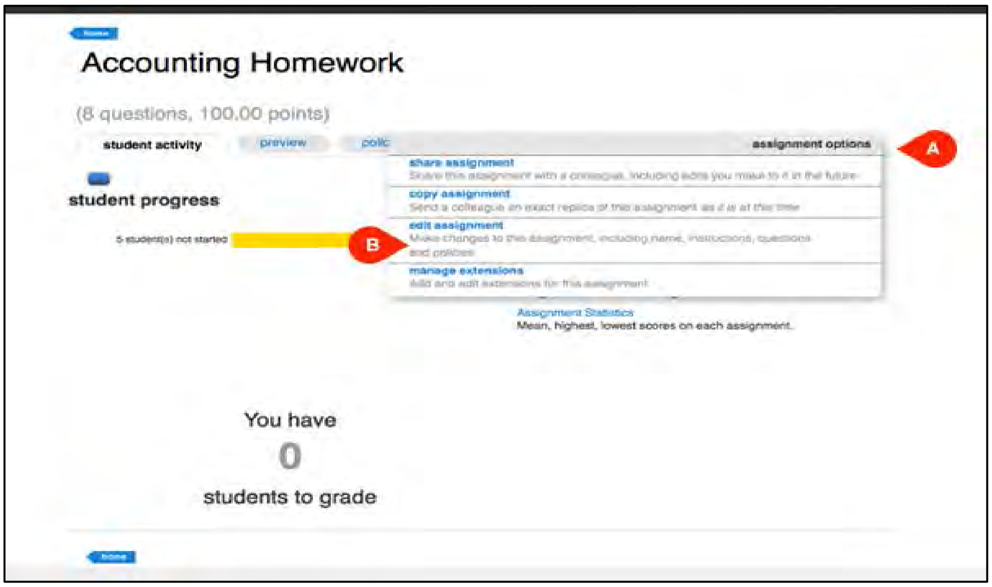


Best Practices:

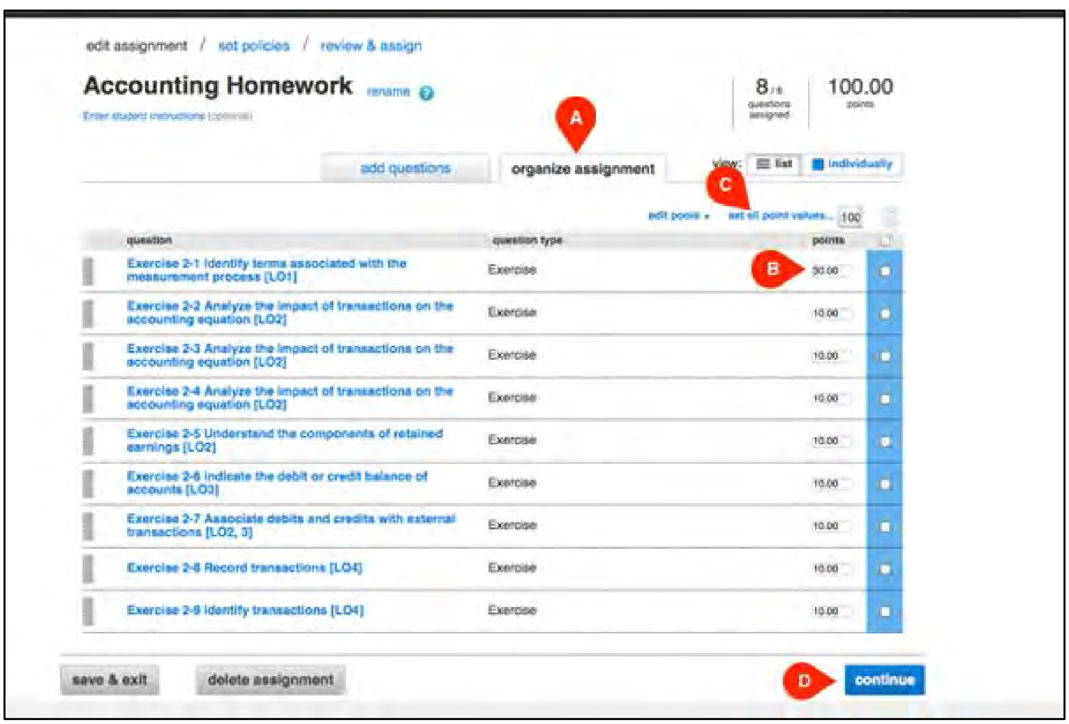
- Control acceptable answer ranges by customizing answer tolerance settings for numeric questions within each assignment. Choose **save as default settings** to apply the tolerance to all assignments within that section.
- Raise or lower answer tolerances any time to suit your course pedagogy.

Edit your Assignment Policies and Point Values

To edit policies and point values, click on the assignment from your assignment list. Click **assignment options (A),** and then select **edit assignment (B).**

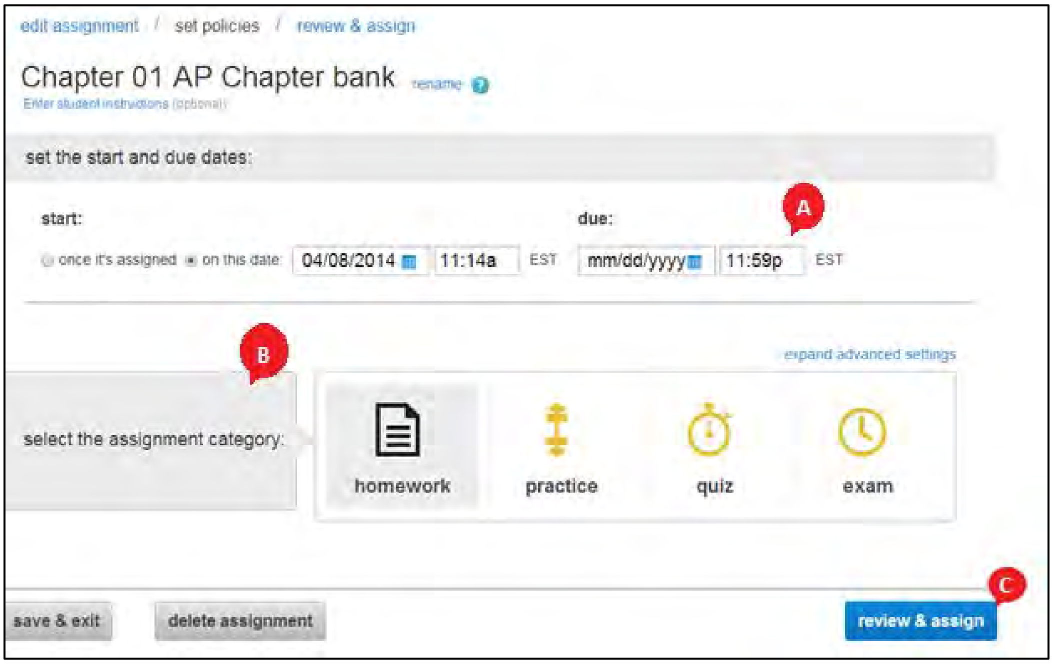


In the **organize assignment** tab **(A),** you can edit points for individual questions by changing the values in the points column **(B).** To set points for the entire assignment, click **set all point values (C).**
Click **continue (D)** when finished.

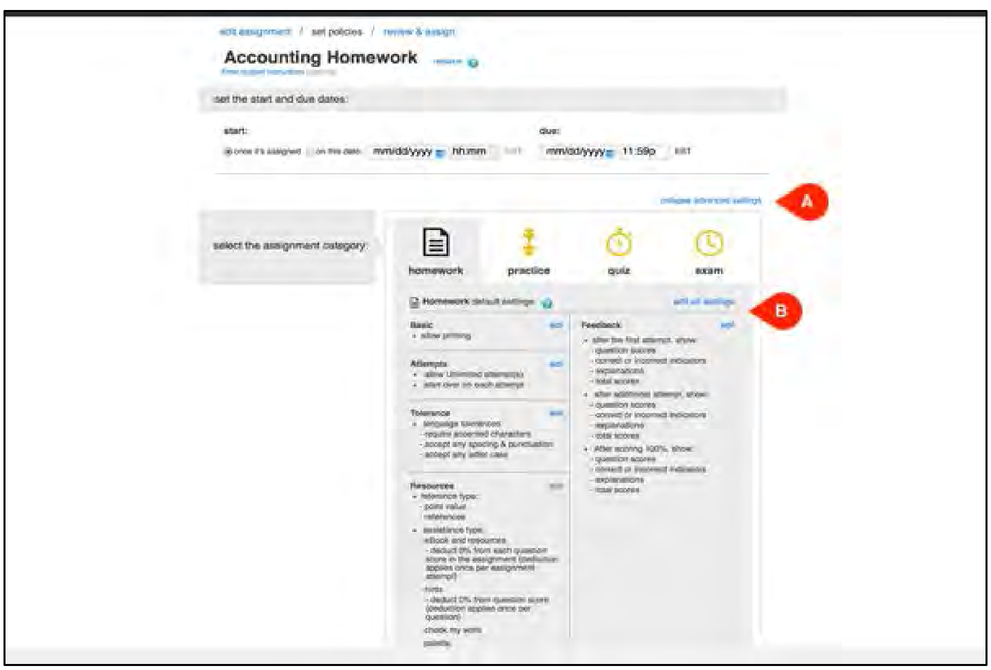


NOTE: If, during assignment creation, you had set and locked points for the entire assignment, you will not be able to edit question points once the assignment is active.

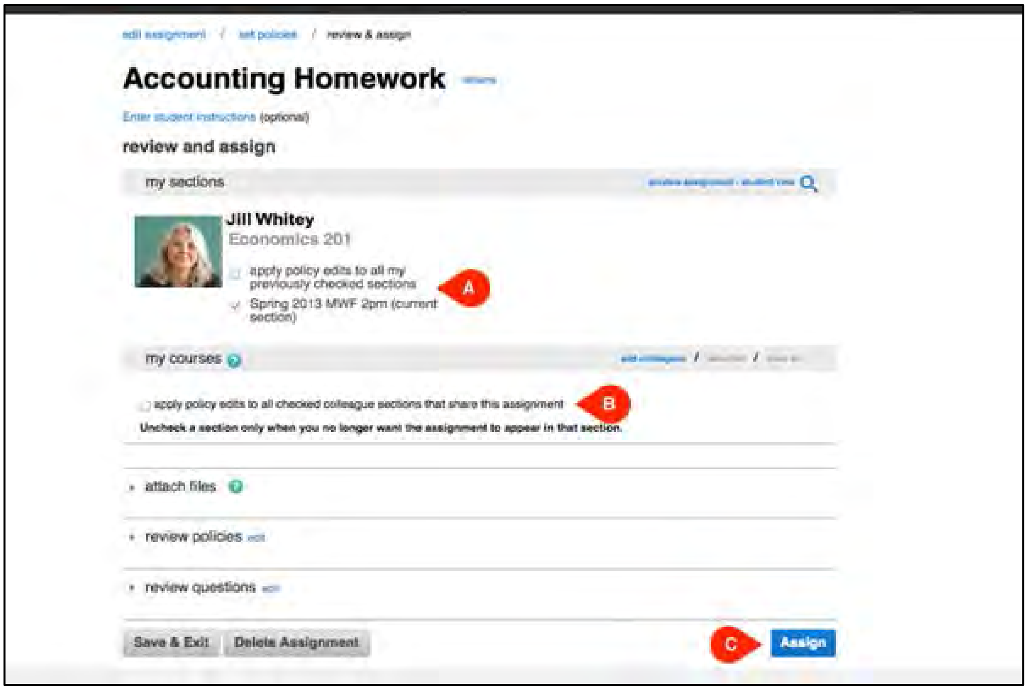
After you click **continue,** you will come to the **set policies** page.
On the **set policies** page, you can adjust start and due dates **(A)** and make changes to assignment categories **(B)**. Click **review & assign (C)** when finished.



To edit policies further, click **expand advanced settings (A),** and then click **edit all settings (B)** to make changes. Remember to save your changes at the bottom of the page.



The final step is to review and assign the assignment. Choose to which sections the edits should be applied **(A)** and whether to modify the policies for any instructor with whom you're sharing the assignment **(B)**. After reviewing your changes, click **assign (C)** to apply your policy edits and assign the revised assignment.

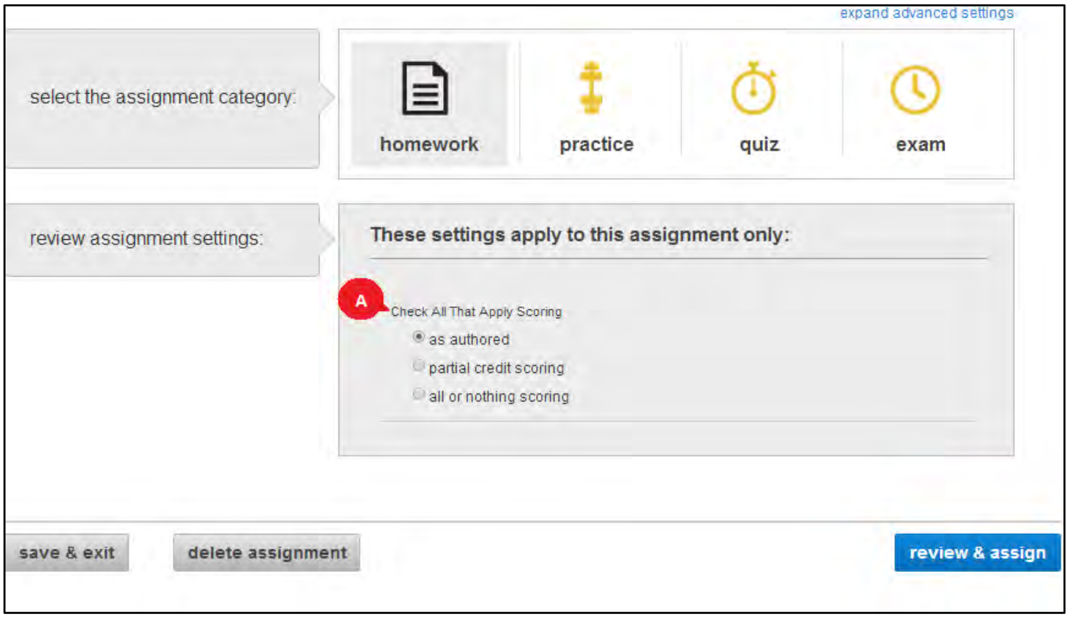


Best Practices:

- Save selected policies as your default settings to save time when creating your next assignment.
- Determine question point values before your students begin taking an assignment.

Check All that Apply Question Scoring

There are three scoring options for "check all that apply" questions: as authored, partial credit scoring, and all or nothing scoring (A).

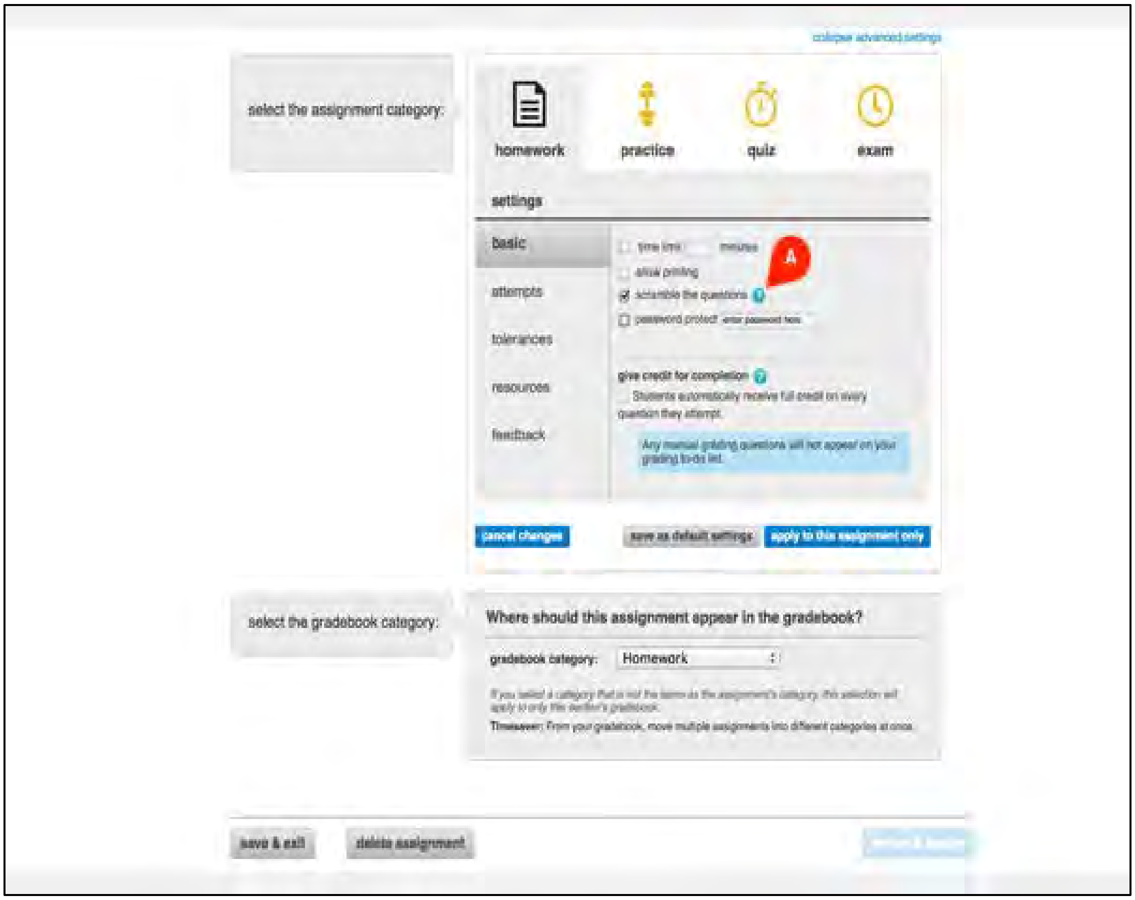


- **As authored scoring** is the default scoring method. When creating each "check all that apply" question, McGraw-Hill Education decides whether the question will be scored by partial credit scoring or all or nothing scoring, based on the question's content. If your assignment contains multiple "check all that apply" questions, they may not all be scored the same way. If you select this option, you are allowing each "check all that apply" question to be scored the way that McGraw-Hill Education recommends.
- **Partial credit scoring** is a flexible scoring method that awards students credit for each element answered correctly. If you select this option, all "check all that apply" questions within the assignment will be scored this way.
- **All or nothing scoring** is a less flexible scoring method that awards students either full credit or no credit. Full credit is awarded only when students correctly answer all elements of the question. If none or some of the elements are answered correctly, students receive no credit at all. If you select this option, all "check all that apply" questions within the assignment will be scored this way.

Example: Let's say your "check all that apply" question contains 10 elements, of which five are correct. Each correct element is worth one point, so your question is worth five points total. When using partial credit scoring, a student who selected four of the five correct options will receive four points. When using all or nothing scoring, that same student will not receive any points.

Scramble Assignment Questions

This policy will present the questions in a different order for each student, as well as reorder the questions for each assignment attempt. Your students will be less likely to share answers with each other, won't be able to predict the question, or answer the questions by memory.

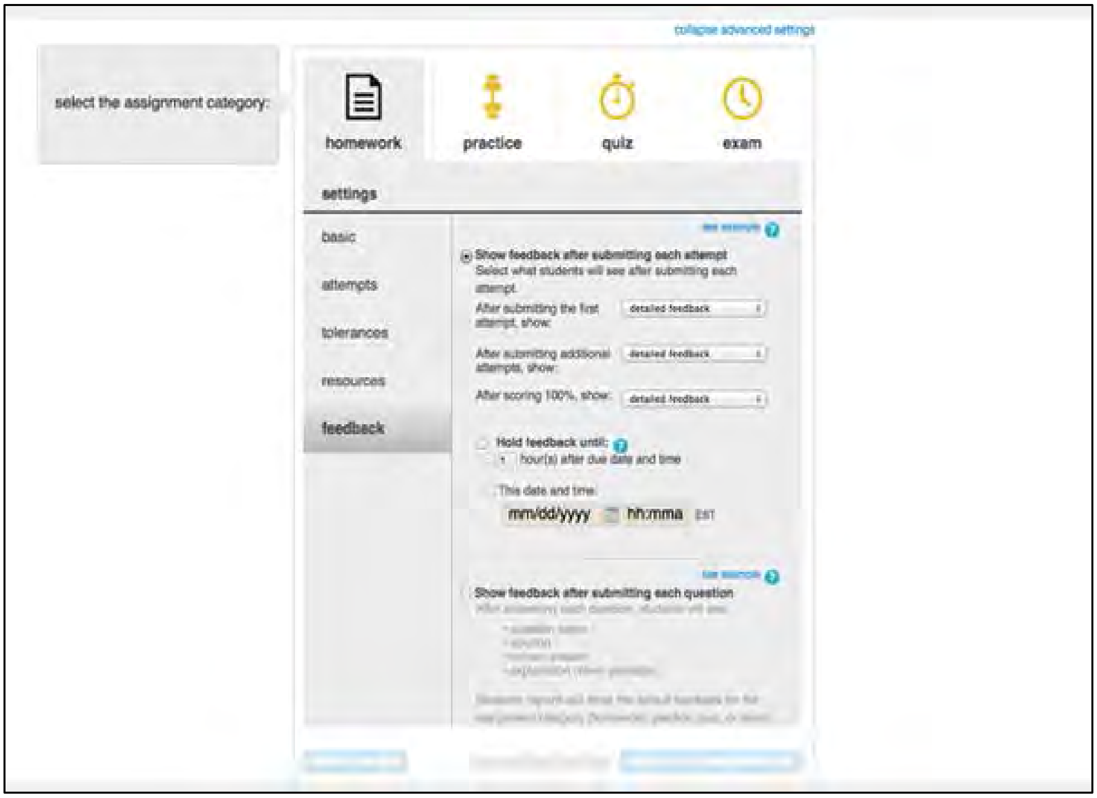


However, there are some things to keep in mind when using this setting.

- Some multiple-choice questions are authored "as listed." This means that if you select the **scramble assignment questions** policy setting, then it will also scramble the distractors.
- Within the **attempts** settings, if you select the option **build on their previous work,** the questions will not be scrambled with each attempt.
- It’s best to select **start over** if you want to scramble the questions with each attempt.

Control When Students See Answer Feedback

When you create an assignment, you can control when feedback is displayed in the policies section under feedback. Your students can receive feedback after completing assignment attempts or after submitting each question.



Show feedback after submitting attempts:

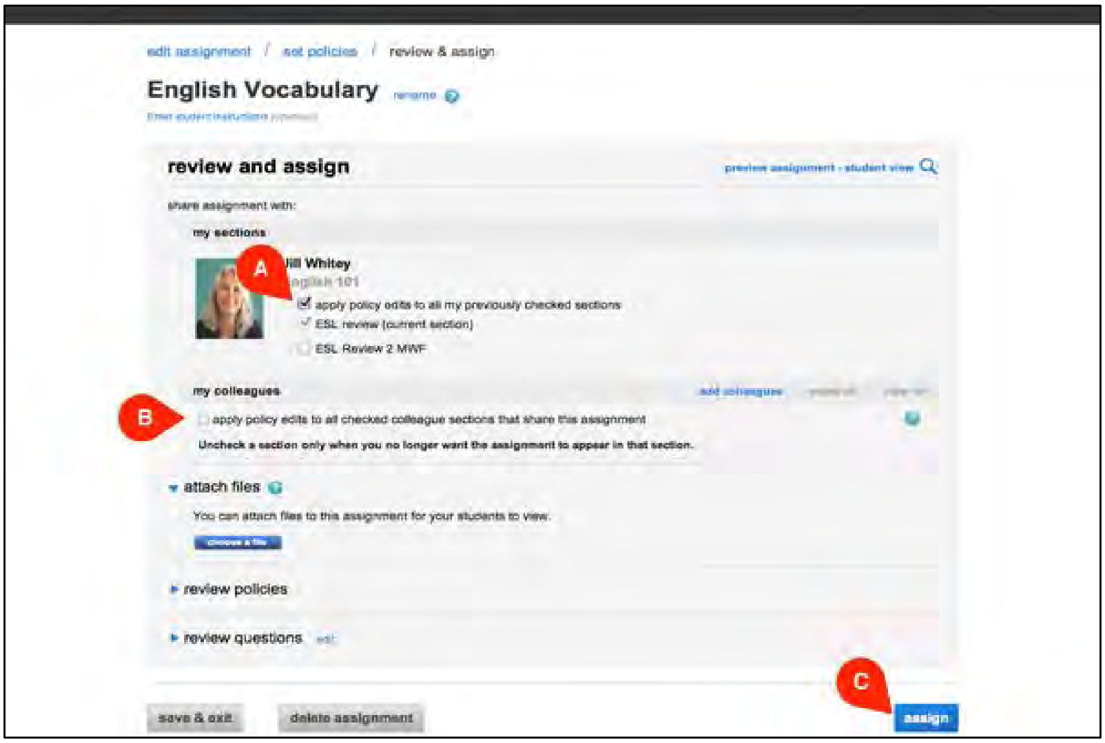
- Students will not get any feedback while they are completing their attempts, unless you selected **check my work** within the **resources** settings. In that case, your students will see whether their answers are correct on the questions that they check their work.
- Select the specific feedback you want your students to see after each attempt from the drop-down menus and decide the amount of feedback you want your students to get after completing each attempt.
- You also have the option of holding feedback, which will hold your students' feedback (from all attempts) until the desired date and time, and then provide them with the feedback from each attempt all at once.

Show feedback after submitting each question:

- Students will get feedback while they are completing their attempts. After submitting each question, your students will see their scores, the correct answer, an explanation (when available), and the solution.

Editing a Shared Assignment

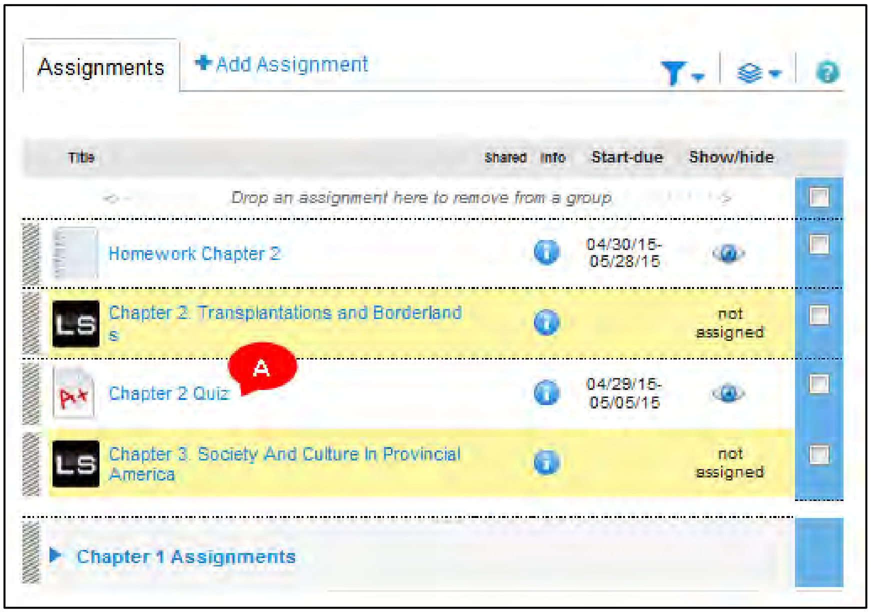
To apply your edits to the shared assignment across multiple sections within your own course, check **apply policy edits to all my previously checked sections (A).** To apply your edits to the shared assignment across your colleagues' sections, check **apply policy edits to all checked colleague sections that share this assignment (B).** Review your changes, and click **assign (C).**



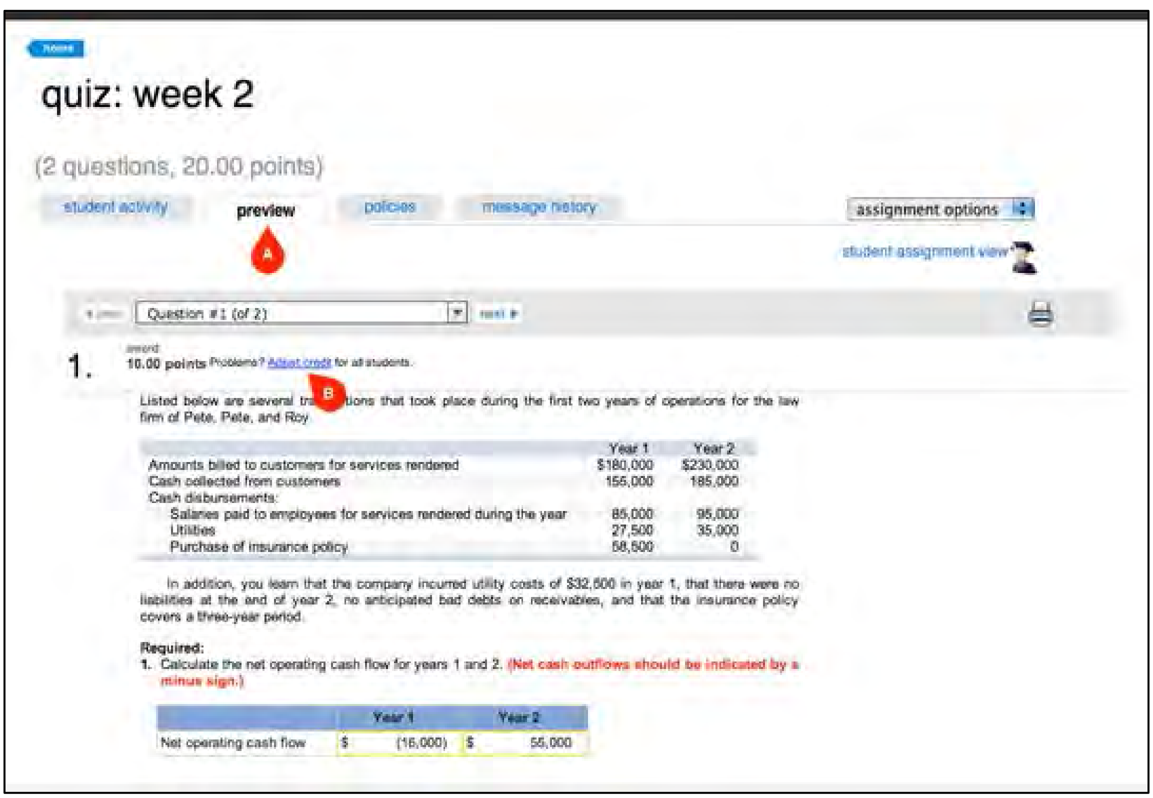
NOTE: These options will only be available if the assignment is inactive. Edit active assignments within each individual section.

Adjust Credit for an Assignment

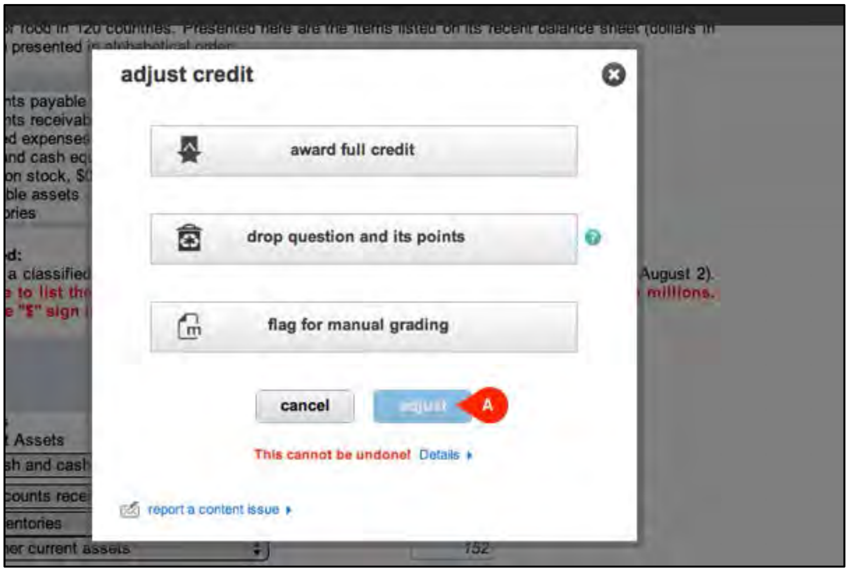
From your Section Homepage, click the assignment **(A)** for which you would like to adjust credit.



In the preview **(A)** tab of your active assignment, click **Adjust credit (B)** in the question that you want to adjust.



In the **adjust credit** pop-up, decide how you would like to adjust the credit for the selected question. You can award full credit, drop the question and its points, or flag the question for manual grading. Apply your changes by clicking **adjust (A).** These changes will apply to all students for all attempts, including those in shared or copied assignments and courses, and cannot be undone. Dropping the question will change the assignment's total point value, even if you have locked the points.



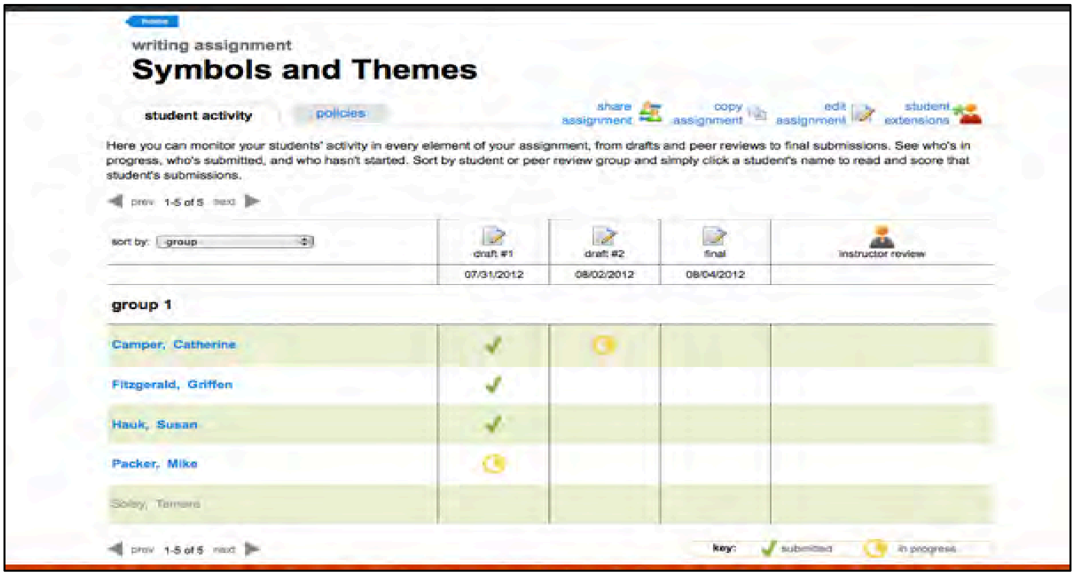
Best Practices:

- Be aware of the option to give full credit, drop questions and their associated points, or flag questions for manual grading even after students have submitted an assignment.

Advanced Assignment Management Topics

View Student Activity for a Writing Assignment

To view student activity for a writing assignment, simply select the assignment from your section homepage.

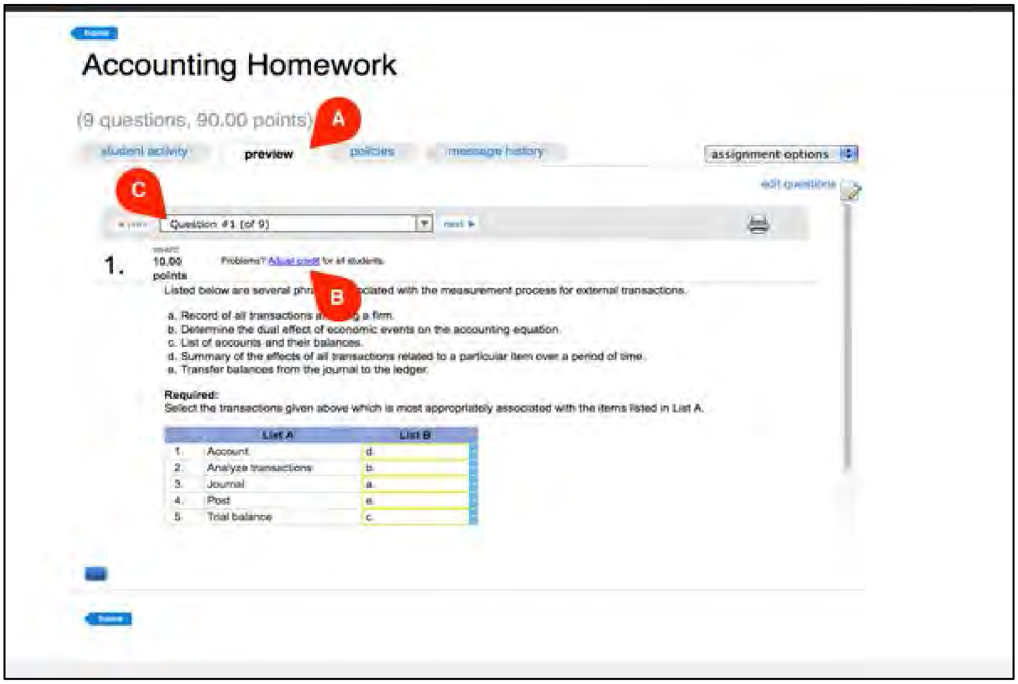


The student activity tab gives you a comprehensive look at your students' progress on a writing assignment. This is especially useful when the assignment has multiple parts and due dates, such as drafts and peer reviews.

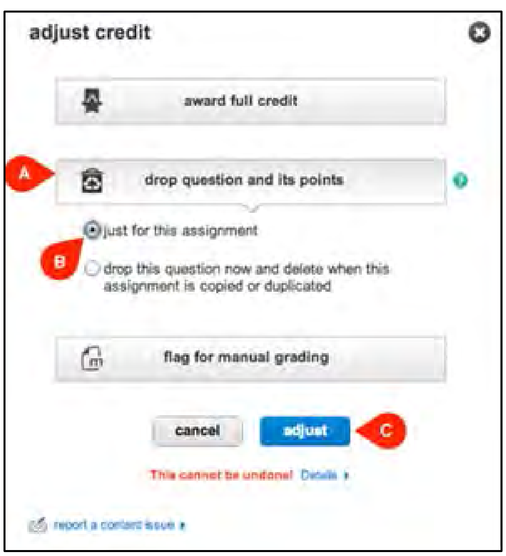
Sort your students by name or peer review group, and see individual statuses for every element of your assignment (drafts, peer reviews, and final submissions). You'll find out who has submitted, who's in progress, and who hasn't started.

Adjust Credit for a Question in an Active Assignment

Click preview **(A)** to open a preview of the assignment. View a drop-down list of every question by clicking the question bar **(C).** Adjust the credit for this question for all students by clicking **Adjust credit (B).**



In the pop-up menu, you have the options to award full credit, drop this question and its points, or flag this question for manual grading. Click **drop this question and its points (A),** and then select your choice **(B)** for how expansive you want the credit adjustment to be. A confirmation message will be then be displayed. Since you can't undo this action, it's important that you make sure this is the appropriate choice to make before you click **adjust (C).**

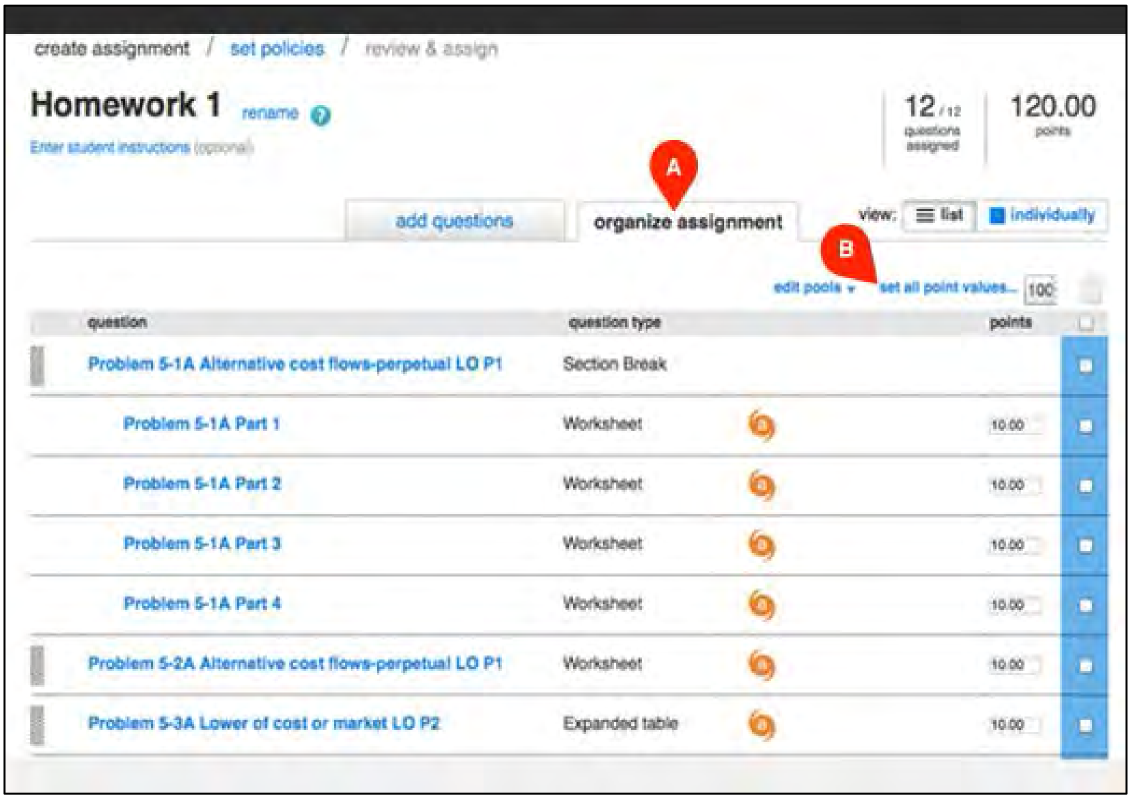


Best Practices:

- Be aware of the option to give full credit, drop questions and their associated points, or flag questions for manual grading even after students have submitted an assignment.

Setting and Locking Points

Locking your assignment points allows you to add or remove questions during the assignment-creation process without changing the score you set for the entire assignment. After adding questions to an assignment, click the **organize assignment** tab **(A).** Then click **set all point values (B).**

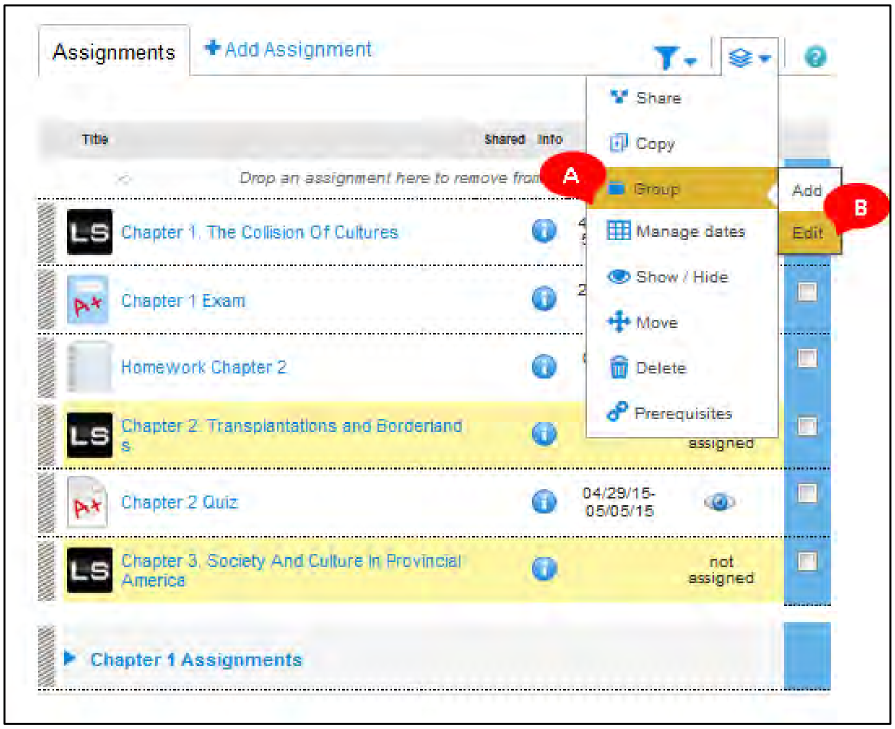


You must select to set points for the entire assignment **(A)** to be able to lock the points. Enter the point value **(B)** you want the assignment to be worth. A lock icon will appear **(C),** indicating that the points you set for the entire assignment are locked. To unlock the points for the assignment, click on the lock button **(D).** Click **set points (E)** to save and finish creating your assignment.

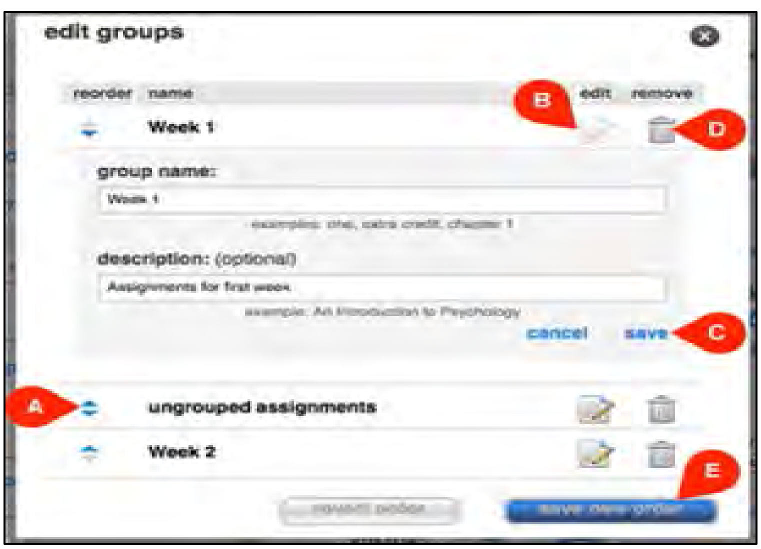
Removing questions from an active assignment — *after* students have begun taking it — will automatically unlock your total assignment points. This also applies to shared assignments: the assignment becomes active if students in other sections have begun taking it, and removing questions will unlock your total points.

Editing your Assignment Groups

All assignments you create will be listed on your Section Homepage. You can organize assignments into groups to make finding assignments easier. To edit groups, select **group (A)** from the section options menu, and select **edit group (B)**.



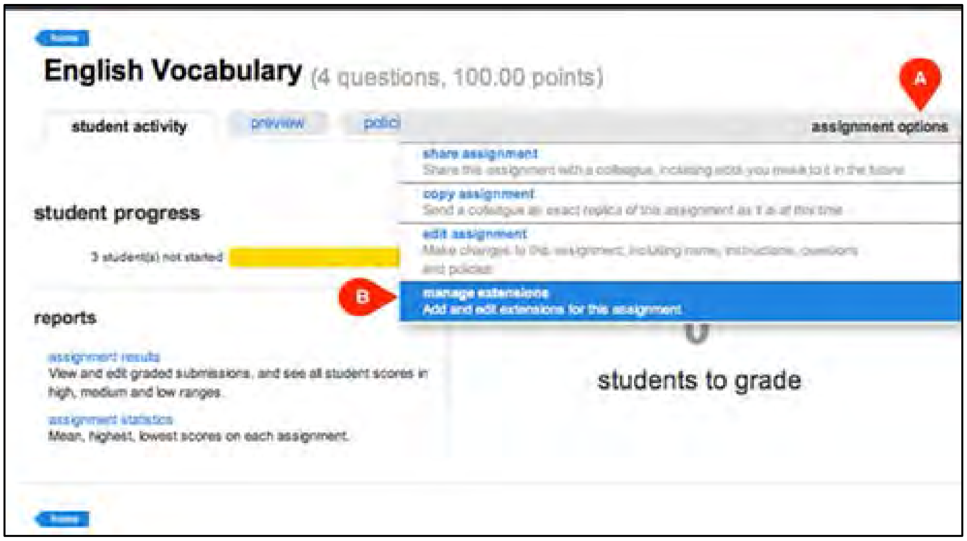
In the edit groups pop-up window, click the blue arrows **(A)** to reorder the way groups are displayed on your assignments list. Click **save new order (E)** when done. You can edit the group name or description by clicking the edit icon **(B).** Make sure to click **save (C)** when finished. Delete a group by clicking the trash icon **(D).**



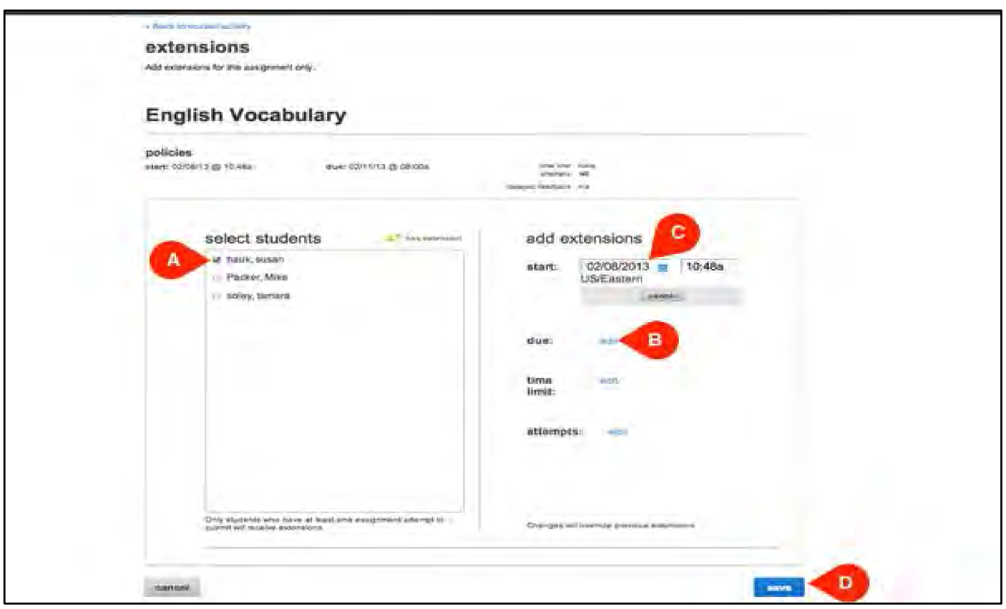
NOTE: You should never rename the default group called ungrouped assignments.

Managing Student Extensions

In your section homepage, click on the assignment name to open it. In the student activity page, click the **assignment options** tab **(A)**, and select **manage extensions** from the drop-down menu **(B)** – visible after the assignment due date has passed..



Select one or more students from the list **(A),** click **edit (B)** next to each category, and enter the new information **(C).** Click **save** before exiting **(D).**

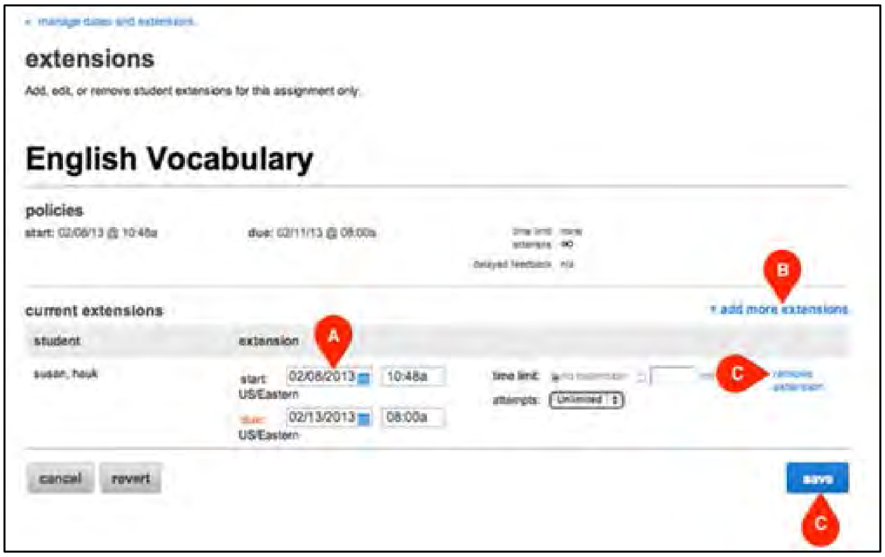


NOTE: If you set the student extension due date beyond a previously set date of delayed feedback for the assignment, you will prompted to confirm or change that feedback date in order to prevent the student with the extension from receiving answers from other students to whom feedback has already been revealed.

You can edit or remove student extensions from two locations: Assignments and Roster.

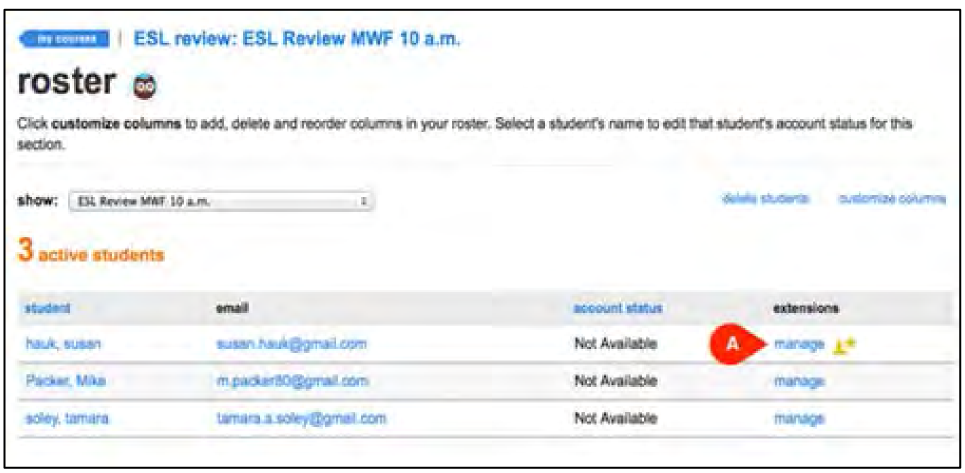
Assignments

On the **extensions** page (accessed by clicking on the assignment and selecting **manage extensions** from the drop-down menu), enter the new information **(A),** click **add more extensions (B),** or click **remove extension (C).** Click **save** before exiting **(D).**



Roster

To edit or remove student extensions from the roster, access the roster for the section that contains your assignment. Next to the appropriate student's name, click **manage (A).** You'll have the option to edit the extension, or remove it by clicking **remove extension.**

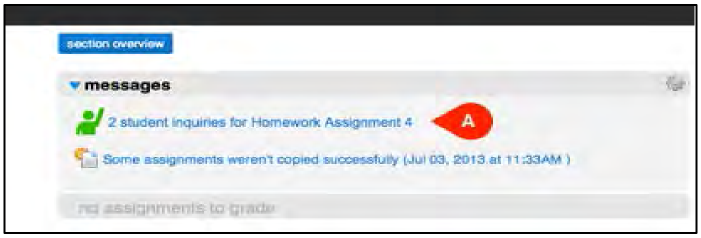


Best Practices:

- With student extensions, you can make student-specific changes to some policy settings for an assignment. For example, if a student had a medical emergency and, as a result, would be late doing an assignment, you could use this feature to extend the assignment due date just for that student.

Responding to your Students' In-Assignment Questions

When you have an in-assignment question from a student, the notification that you have new student inquiries **(A)** will appear in the message center on your SectionHomepage. Click the link to see the student questions thread, where all new questions are highlighted yellow and bolded.



Click the blue arrow to expand the question list, and click **reply (A)** to answer a question. Enter your response in the modal that appears. You can respond either only to the student who asked the question, or to the entire section **(B).** Click **send (C)** when you're done. Your messages are saved here so you can reference them at any time and have a record of the questions and responses.

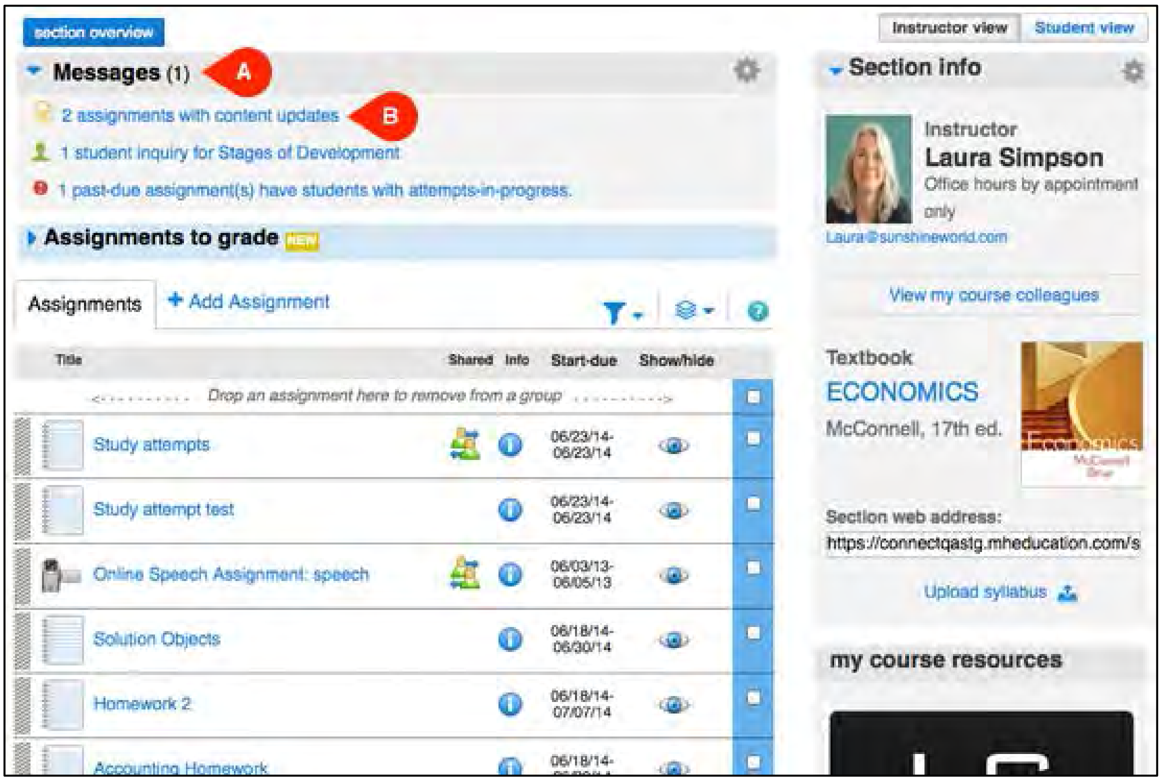
Best Practices:

- Remember you can toggle **ask the instructor** in your assignment policy settings to allow or disallow student messaging.

Questions with Content Updates

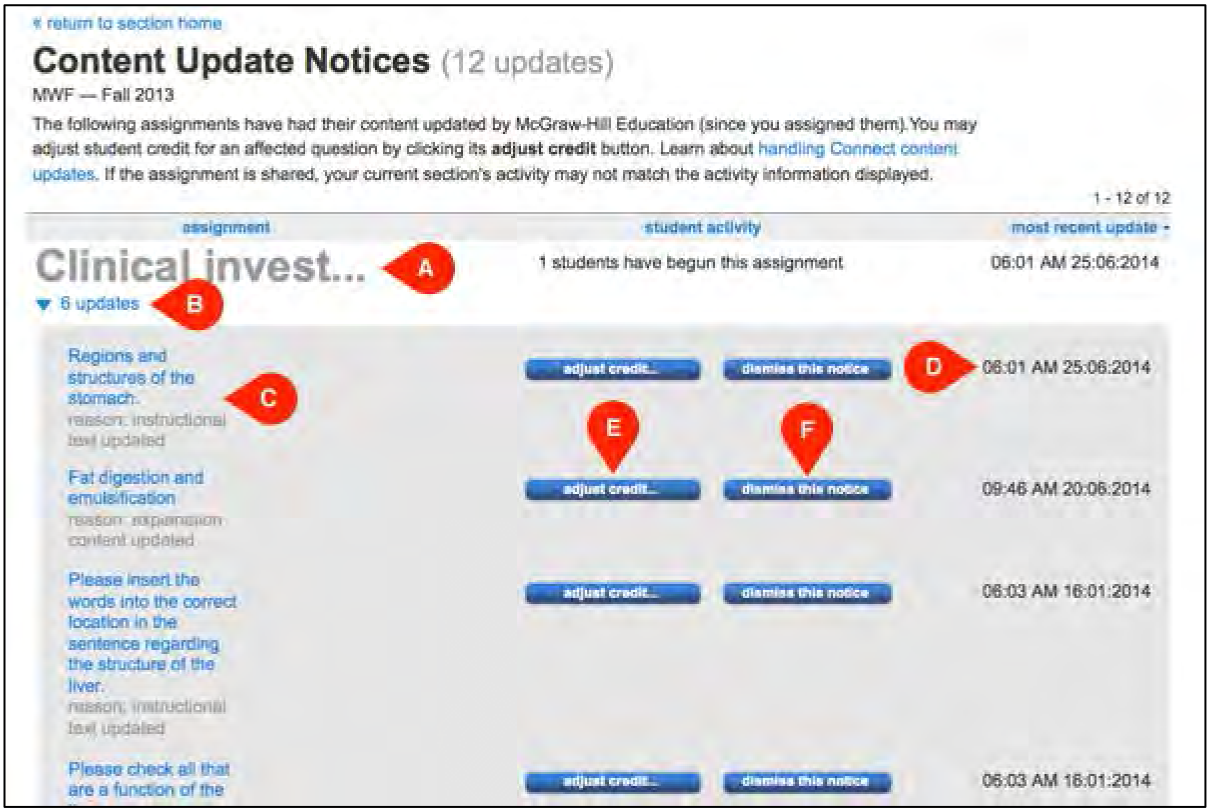
If the McGraw-Hill Connect team makes any important updates to a question or activity that is currently being used in an assignment that your students have already started, we will notify you with a message on your Section Homepage. This enables you to easily adjust credit for any previous or future student assignment submissions using the outdated content. Any assignments you've created that have not been started by students will automatically receive the updated question/activity.

To see the content updates, click **messages (A)** and then select **assignment with content updates (B).**

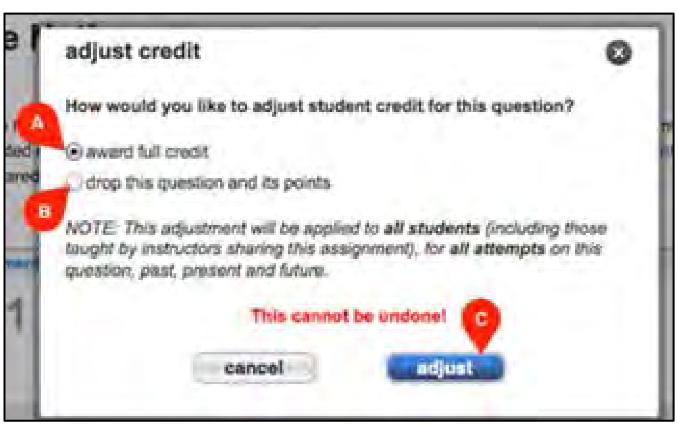


On the content update notices screen, assignments that contain any updated question or activities are listed **(A).** The reason for **(B)** and date of the update **(C)** are listed. You can also see the amount of student activity within the assignment **(D).** Click the question title **(E)** to review the question.

You can either ignore and remove the notification by clicking **dismiss this notice (F)** or **adjust credit (G)** for the question.



If students are actively working on the assignment, **adjust credit** allows you to award full credit **(A)** for the incorrect question/activity, or drop the question/activity and the associated points **(B)** from the assignment. Note that this adjustment will be applied to all students associated with this course section. Make your selection, and click **adjust (C)** to apply. <u>Remember this cannot be undone.</u>

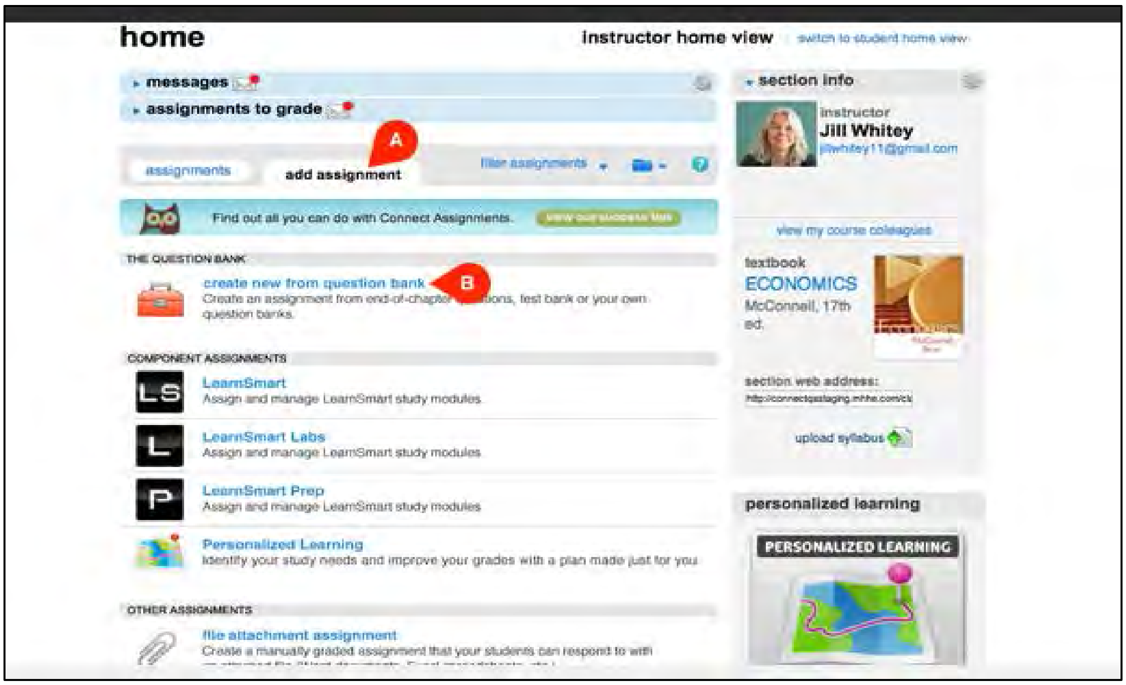


Best Practices:

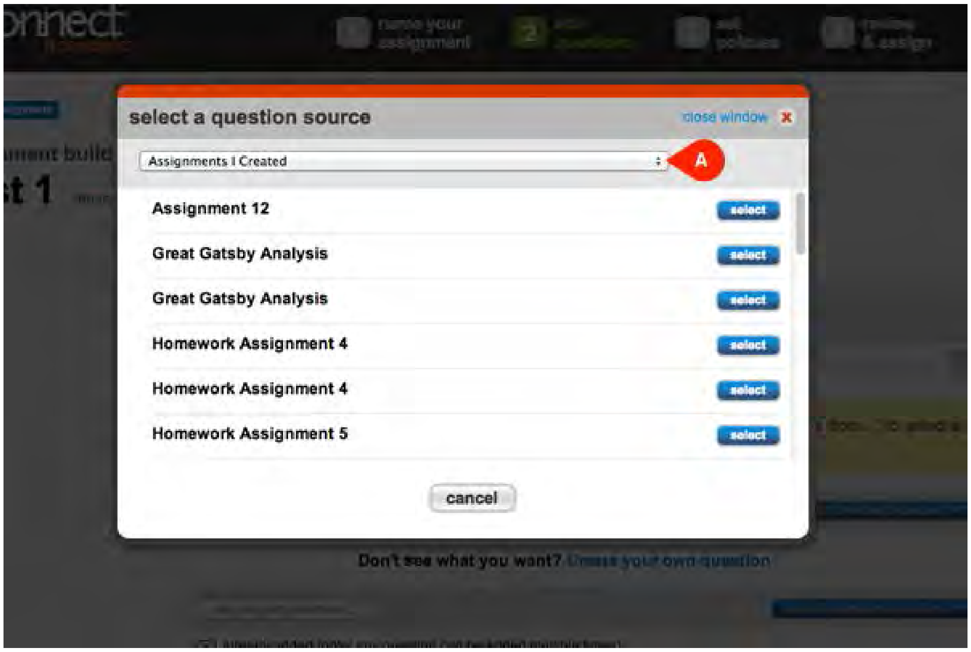
- If you would like to reassign an updated question/activity in an active assignment so students work on the latest version during the current term, you will need to copy your existing assignment and make this new assignment available to students.

Moving Connect Assignments from One Book to Another

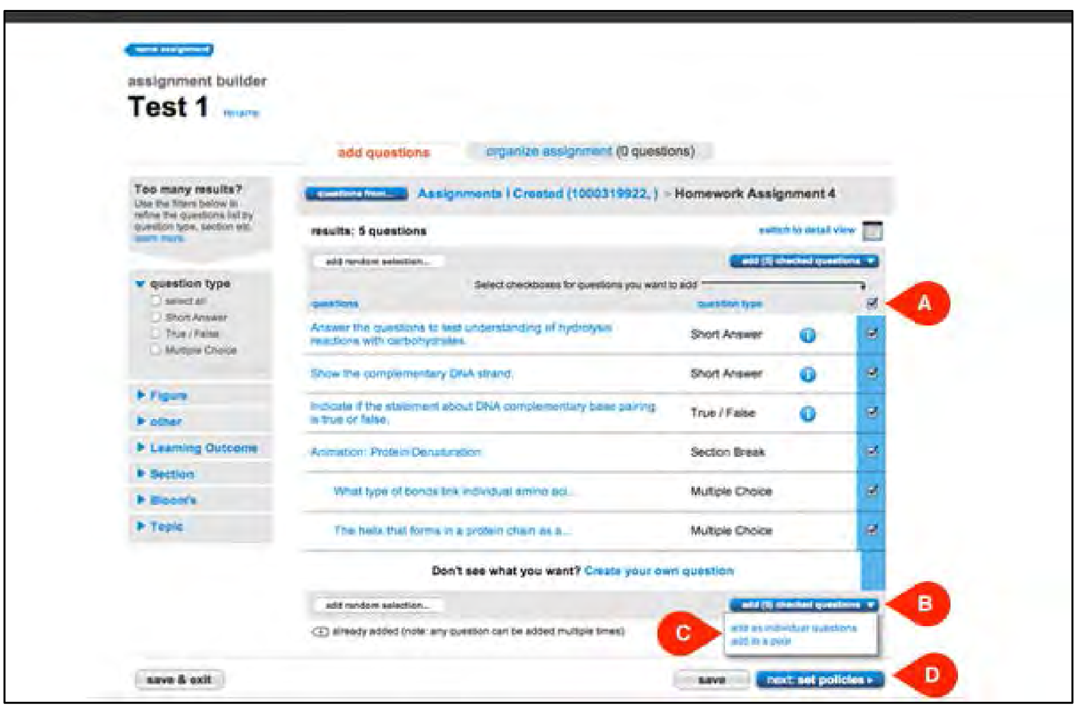
From your new course's Section Homepage, click **add assignment (A),** and select **question bank (B).**



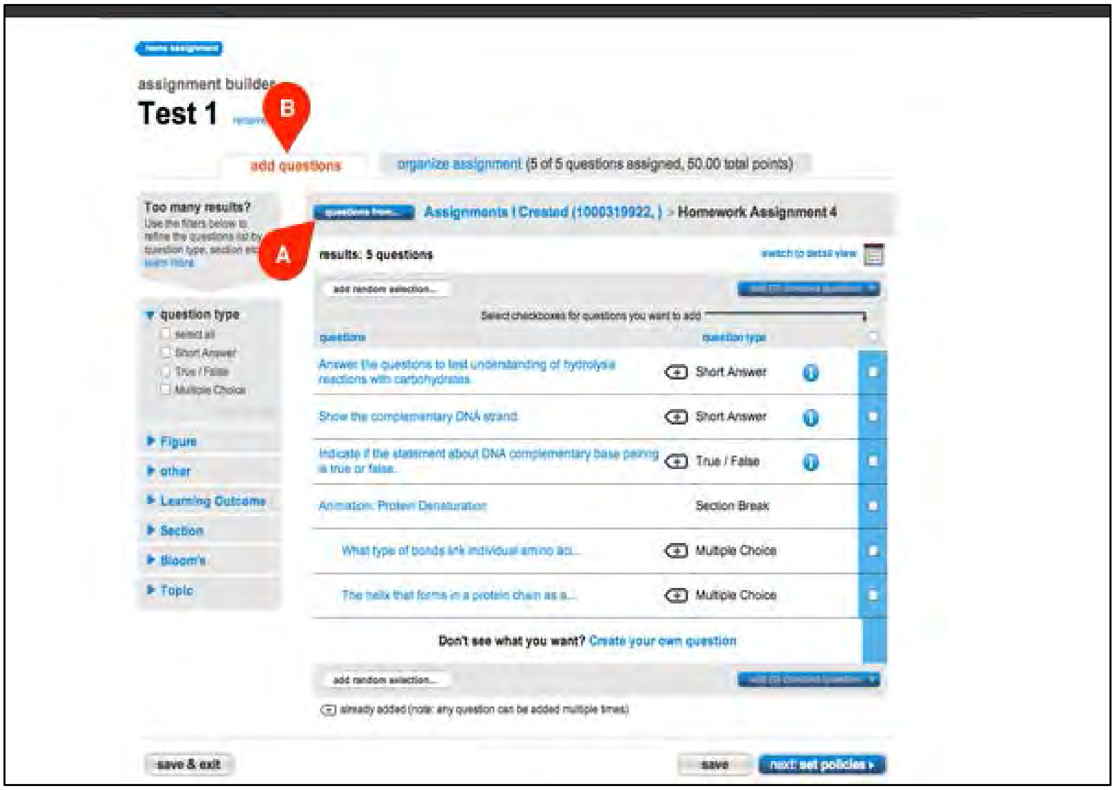
From the drop-down menu, select **assignments I created (A)**. Select the assignment you want.



To select all the questions in the assignment, click the topmost checkbox on the right **(A).** Then click **add checked questions (B)** and select whether to add as individual questions or to add to a pool **(C).** Once you've added your questions, click **next: set policies (D)** and follow the steps for reviewing and assigning.

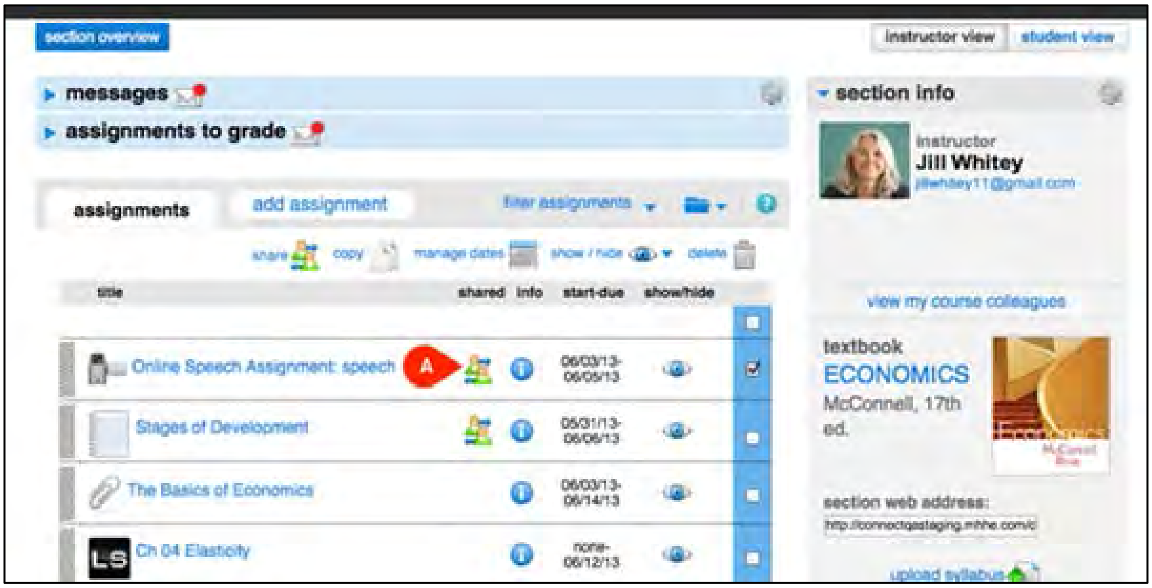


To add questions from other chapters or assignments, click **questions from … (A)** from under the **add questions** tab **(B).** Repeat the steps for each chapter you want to add.

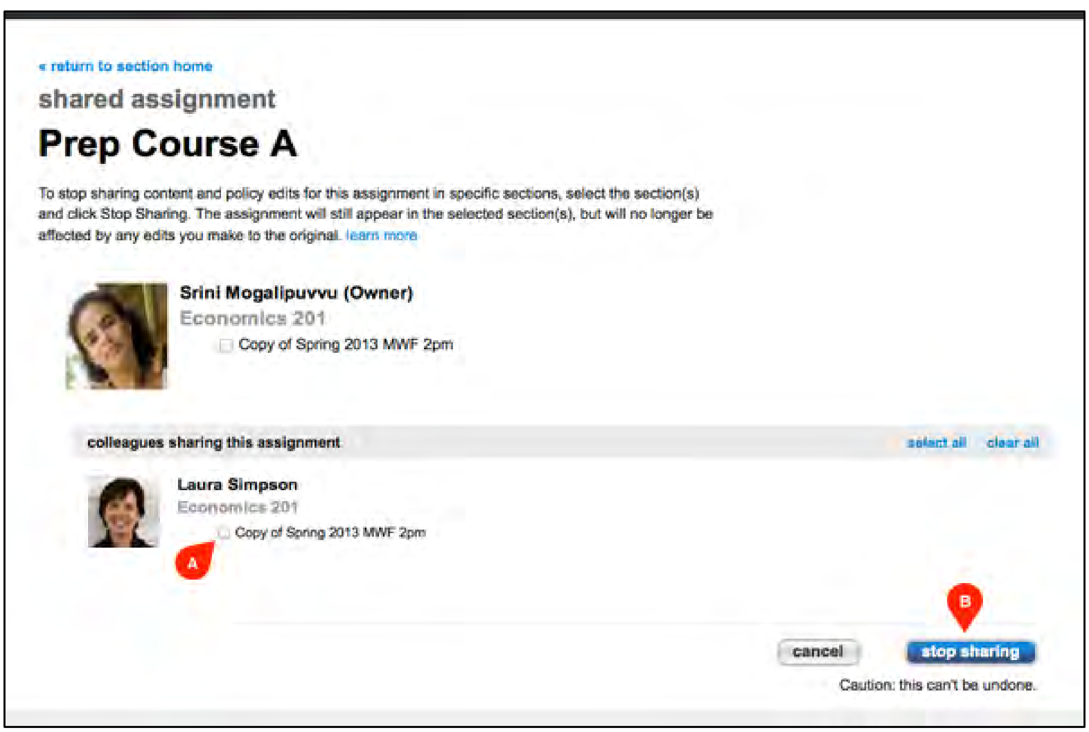


Stop Sharing an Assignment

In your section assignment list, click the sharing icon **(A)** next to the assignment you want to stop sharing.



Check the section(s) **(A)** of the colleague you want to stop sharing the assignment with, and click **stop sharing (B).**



Click **OK (A)** in the confirmation window that appears. Connect will provide a confirmation message that the assignment is no longer being shared.

Best Practices

- It's easy to stop sharing an assignment you have shared with a colleague. When you stop sharing an assignment, your colleague can no long see the changes you make to it (questions, policies and more).

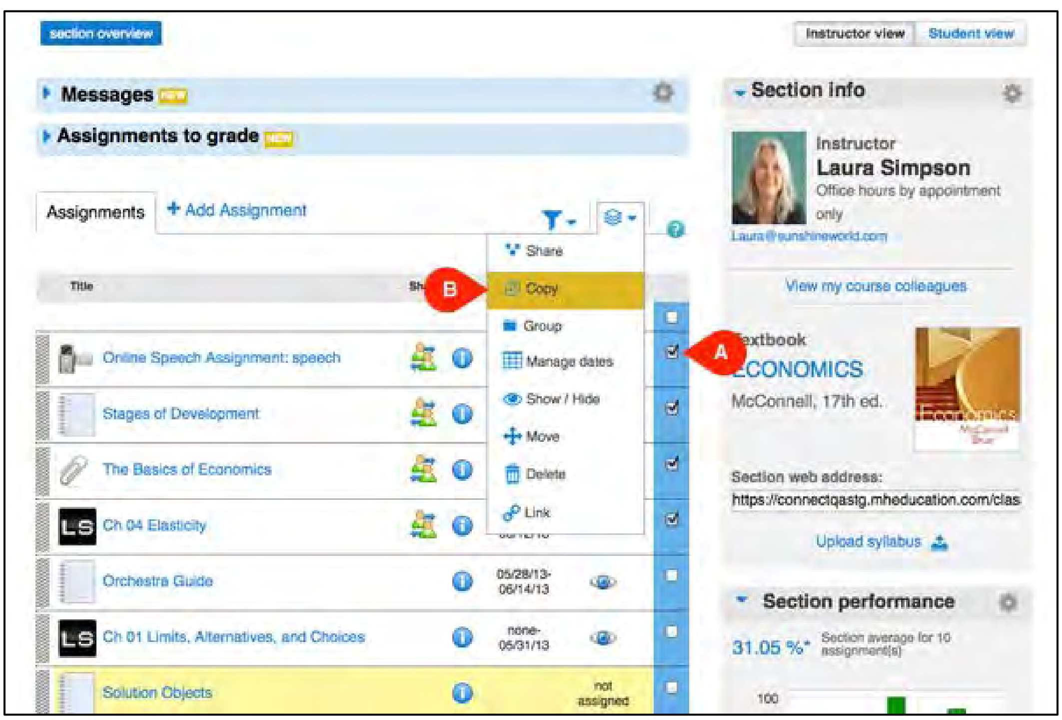
Copy Assignments

There a couple of ways to copy an assignment.

Method #1:

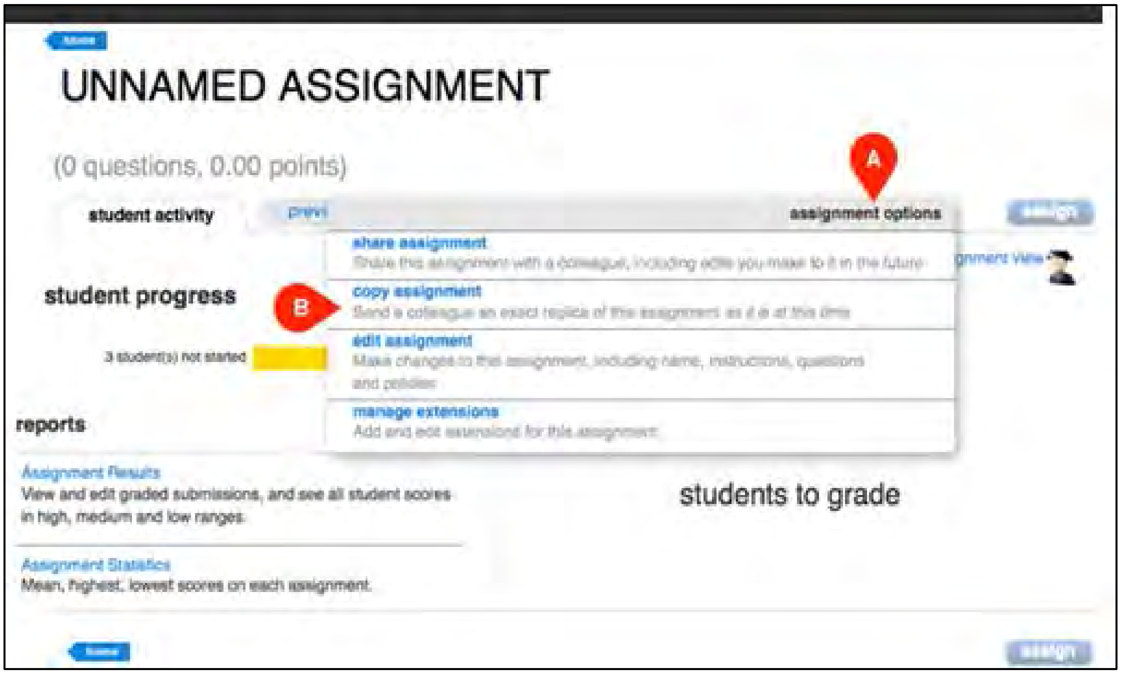
This method is great when you need to make a copy of more than one assignment. This method allows you to make a copy of multiple assignments at a time.

1. From the Section Homepage, click the checkbox in the blue column to select the assignment(s) you want to copy **(A).**
2. Click the assignment options button and select **copy (B)**.
3. The "should I share or copy?" reminder window opens (unless you previously selected not to show it again). Click **copy.**



Method #2:

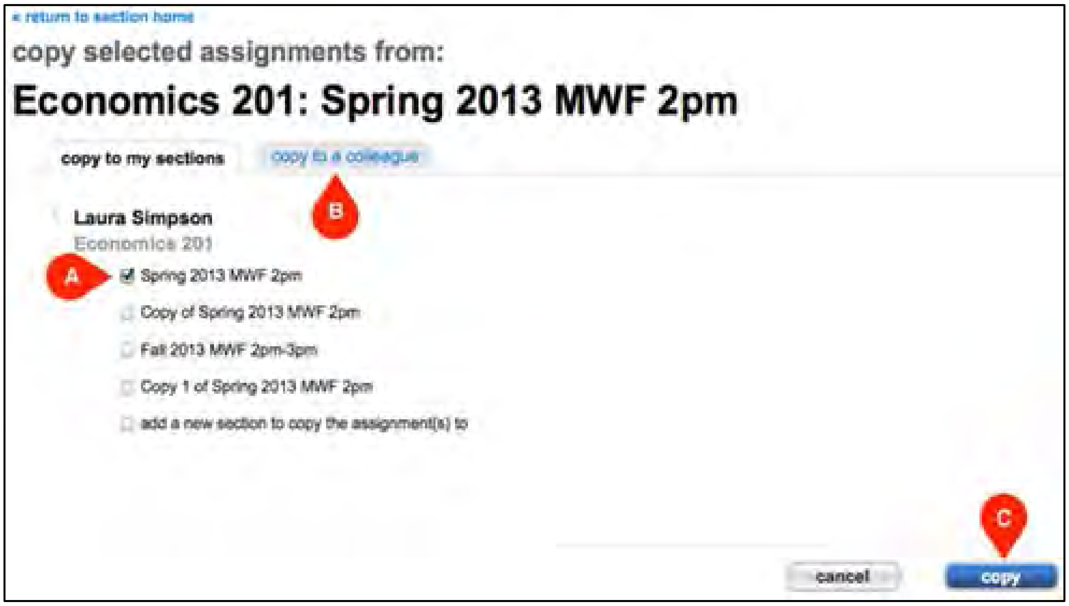
1. Click the assignment name from the Section Homepage to open the assignment.
2. Click **assignment options (A)** and select **copy assignment (B).**
3. The "should I share or copy?" reminder window opens (unless you previously selected not to show it again). Click **copy.**



Using either method above will display the copy assignment options page. From here you can copy the assignment to any of your current sections **(A)** or add a colleague to copy the assignment to. You may copy the assignment to any Connect instructor using the same textbook you are using for the selected assignment.

To add a colleague to copy the assignment to:

1. Click **copy to colleague (B).**
2. Enter the email address your colleague uses to sign into Connect, and click **find colleague.**
3. Once your colleague is located, select any of their sections you want the assignment copied to.
4. When finished, click **copy (C)** to copy the assignment and return to your Section Homepage.



How Your Colleague's Settings will Affect your Assignment

When you share an assignment with a colleague, you can allow your colleague to edit all of the assignment's policies, none of the assignment's policies, or only the assignment's start and due dates.

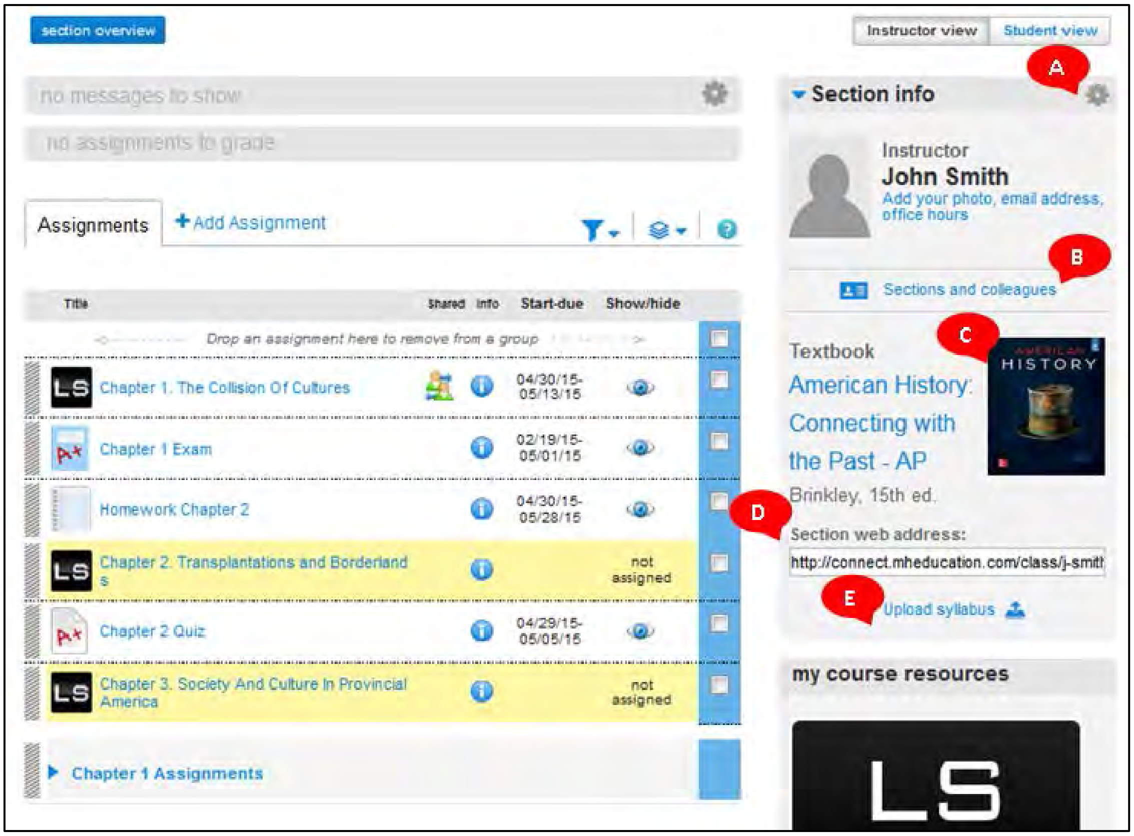
Here's how each setting will affect your assignment:

- **All policies**: Selecting this will give your colleague the most privileges. Your colleague will be able to edit all the policies you've set, and those edits will appear in your section(s) for your students. This means that your assignment will receive any edits made to the assignment's category, start and due dates, basic settings, attempts settings, resources, feedback, and content policies.
- **No policies**: Selecting this will give your colleague the least privileges. Your colleague will not be able to edit any of the policies you've set.
- **Only start and due dates**: The only policies that your colleague will be able to edit are the assignment's start and due dates. Any edits to the dates will appear in your section(s) for your students.

Advanced Section Homepage Management Topics

Using the Section Info Widget

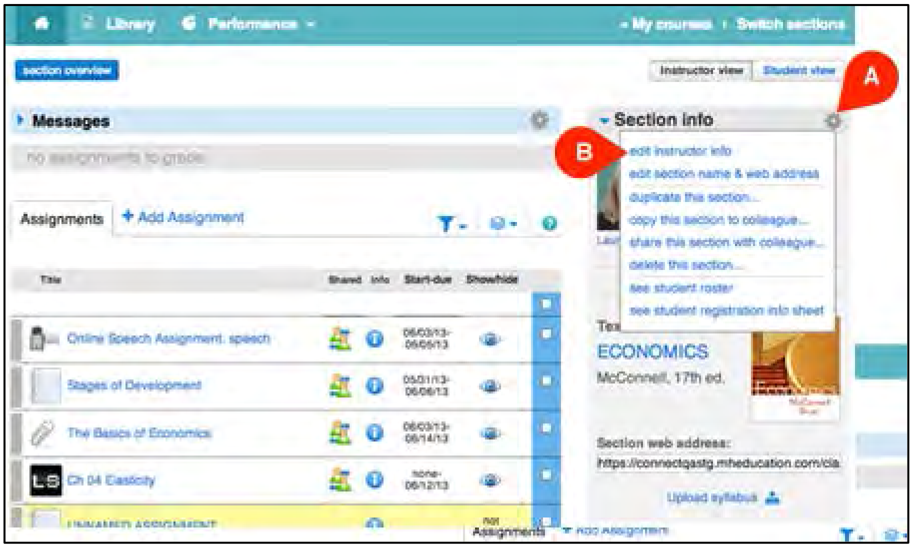
The **Section info** widget provides a thumbnail of the textbook cover (if available) and the section web address **(D)** your students use to access your course. Clicking the gear icon **(A)** opens a **section options** menu. Clicking **Sections and colleagues (B)** will provide a list of any colleagues you have shared assignments/that section with. Clicking the book title link or book cover **(C)** takes you to the eBook for this text located in the Library (if available). See eBooks (non-adaptive) for more information about eBooks. You can also upload your course syllabus using the **upload syllabus** link **(E).**



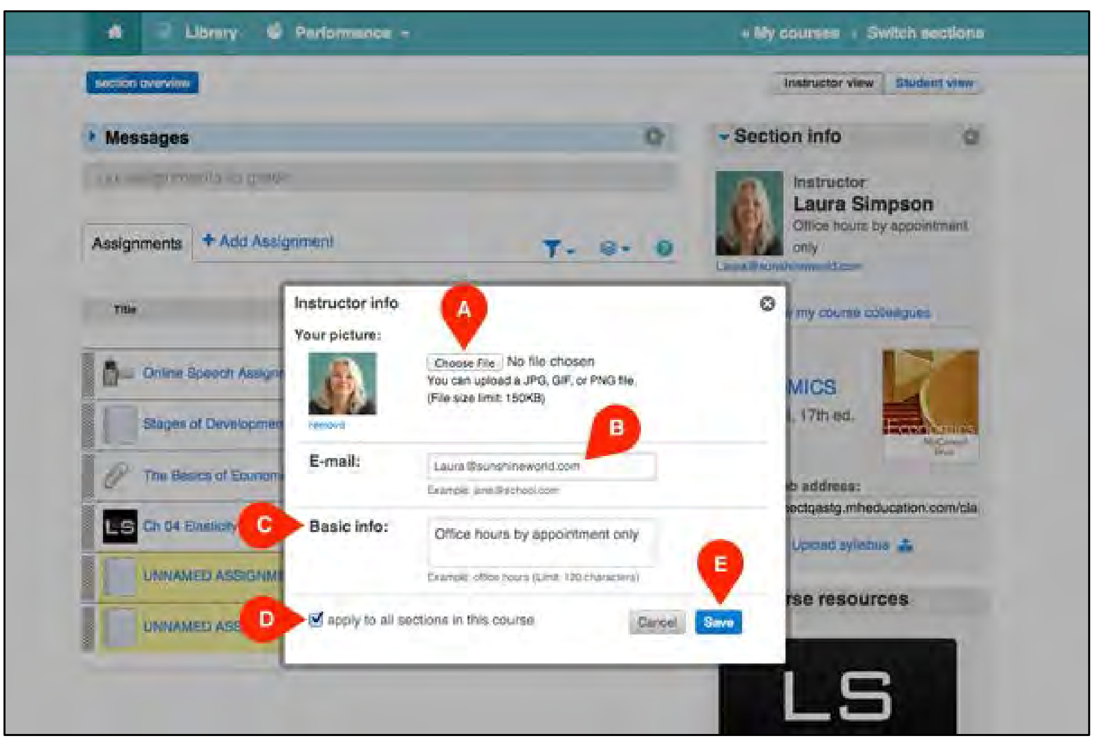
To upload your syllabus:

Click **Choose File**… to locate your syllabus file. The syllabus must be a Word DOC, PDF or text (TXT) file and maximum of 150 KB in size. Check the box apply to all sections in this course if you want the syllabus to appear in every section of the course you are teaching. Click upload to upload the syllabus. The links at the bottom of the section info widget change to view and edit to allow your students to now view the uploaded document. Use the edit link to change or remove the syllabus.

To add instructor information, such as a photo, email address, or office hours, click the section info icon (A) and select edit **instructor info (B)**.

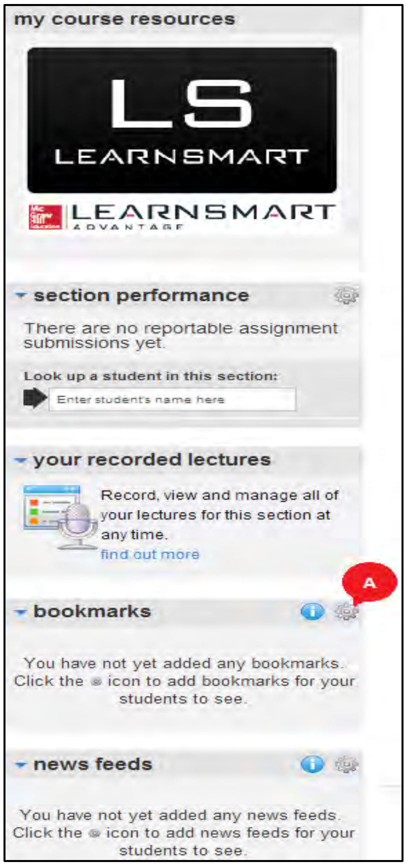


To add your picture (optional), click **Choose File (A)**, and select the photo from your computer. The photo must be a JPEG, GIF, or PNG file and 150 k or smaller in file size. Enter your email address **(B)** and add additional information, such as your office hours, in the empty field **(C).** To have this instructor information appear in each of your course's Section Homepages, leave the box **apply to all sections in this course checked (D)**. Click **save (E)**.



Using the Bookmarks Widget

The bookmark widget provides a method of adding related website links to your Section Homepage for students to reference. Each link you add opens a new browser window. These are different bookmarks from those used in the eBook. Those bookmarks will be discussed in the eBook section of this guide.



To add a bookmark:

- Click the options icon in the top right corner of the bookmarks widget. The bookmarks window appears.
- Enter the name of the bookmark as you want it to appear in the bookmarks widget list of links.
- Enter the web address of the link.
- Select **apply to all sections in this course** if you want this bookmark to appear in all sections in this course.
- Click **save.** You are presented with a confirmation message that the bookmark was added. If you receive an error, the web address may be incorrect. Also, be sure you have the http:// prefix in the web address you are adding.
- Click **close.** Your bookmark now appears in the bookmark widget.

How do I edit or delete a Bookmark?

- Click the options icon in the top right corner of the bookmarks widget. The bookmarks window appears.
- Click **edit bookmarks** to view the current bookmark list.
- From the **edit bookmarks** tab, you can:
  - a) Click the bookmark name to view it in a new browser window.

- b) Click the edit icon to update the bookmark name or web address. Click **save** to save your changes.
- c) Click the trash can icon to remove the bookmark.

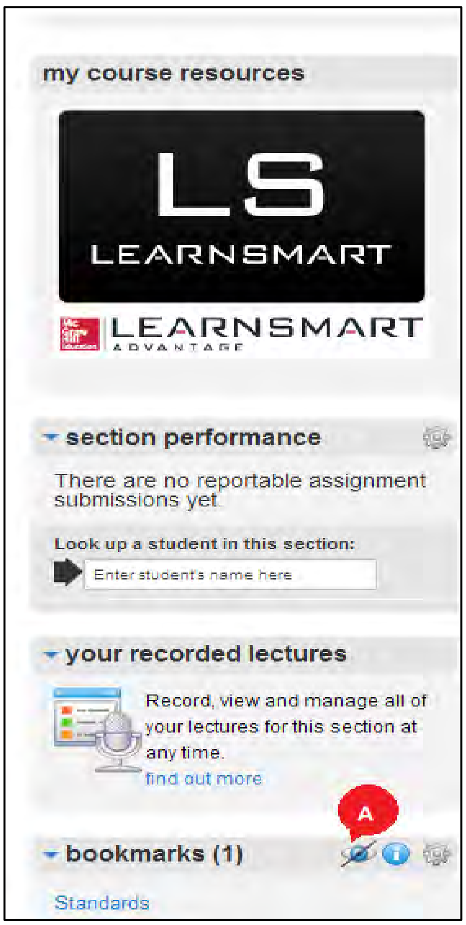
- When you are finished, click **close window** to return to the Section Homepage.

Hiding Widgets

You can hide the bookmarks and feeds widgets from your students, but still use them yourself. Hiding those widgets from your students will free up space in the right column of their section Homepage.

To hide the bookmark or feeds widget from students, click the visible (eye) icon **(A).** The icon changes to the invisible (eye with a slash through it) icon, indicating this widget is not visible to students in this section. Click the invisible icon again to make this widget visible.

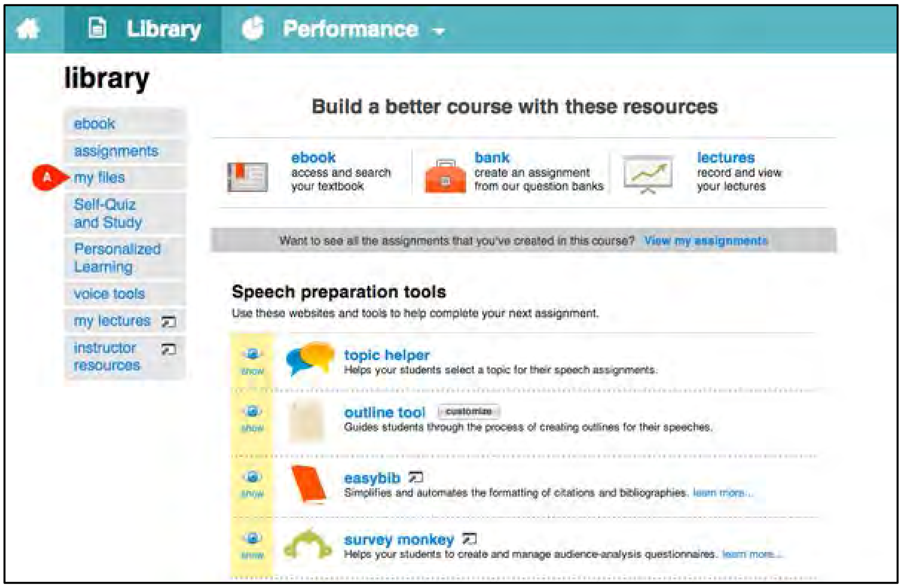
You'll see the visible icon only after you've added some feeds or bookmarks.



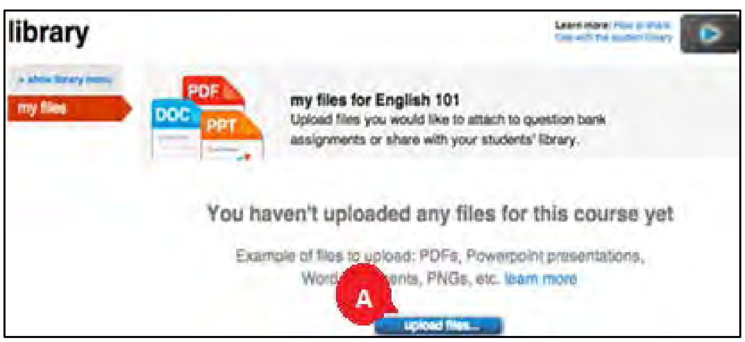
Advanced Library Topics

Upload Files to your Course

You can upload your own files to the Library using the my files (A) link in the Library menu.



To upload a file, click **upload files... (A).**

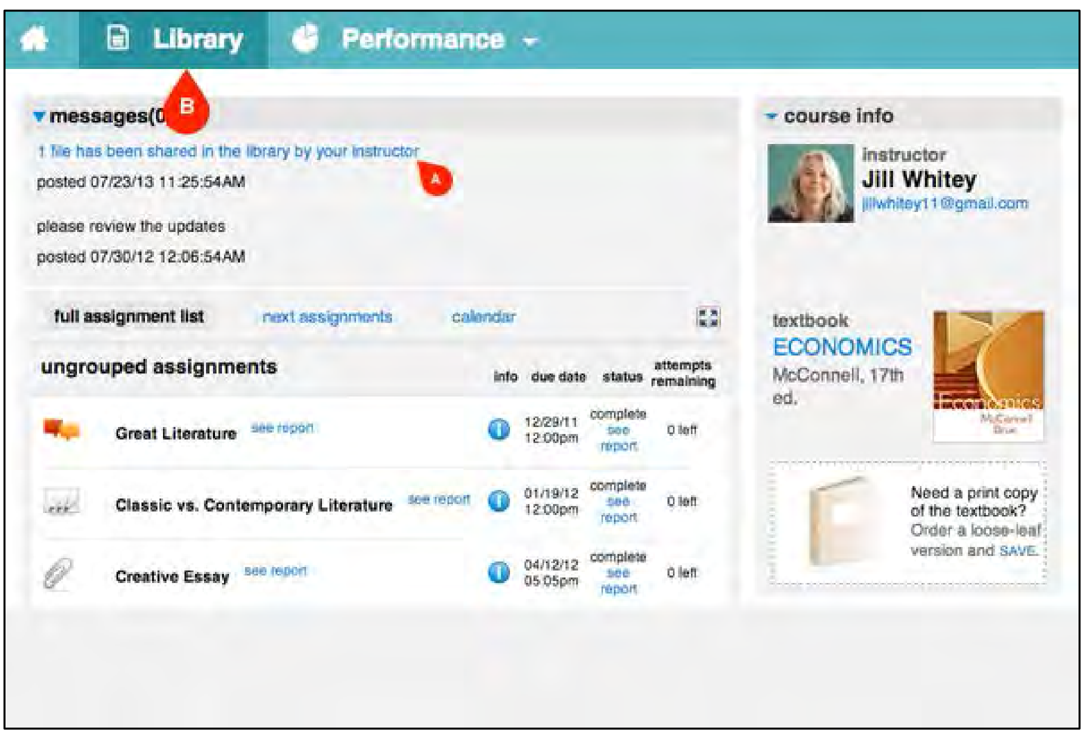


Click **Browse (A),** and locate the file on your computer. Click **upload (B)**, and Connect will begin uploading your file.

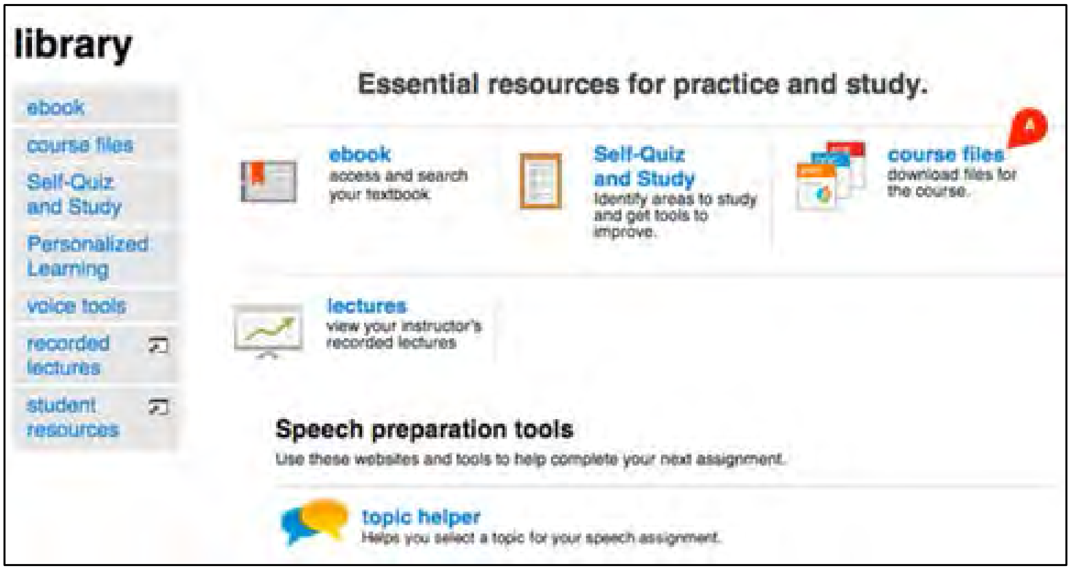
Once uploaded, the file will appear in the **my files** list. The default setting will hide it from your students' view. Click the "eye" icon **(A)** to allow your students to see the file. Remember to do this for each file you want to be visible in your students' library. Connect will provide a confirmation message when you show or hide a file from your students' library.

Upload additional files **(B)** and follow the previous upload steps if you have more files you want to add to your library.

Now, let's take a look at your students' view when a file is shared. Students will receive a notification in the message center **(A)** on the home tab. Students can click this message or go directly to the library tab **(B)** to view the shared files.



Once students are in the library, clicking **course files (A)** will display the files you've shared. Students will need to click the file name to open the file you've shared.



Best Practices

- Connect enables you to add course files within the library for student reference outside of an assignment, providing a customized resource center for your students. You can even upload all relevant documents at the start of the term and keep them hidden from students until they're relevant for the course. Connect will support up to 20GB of file storage per course in your account.

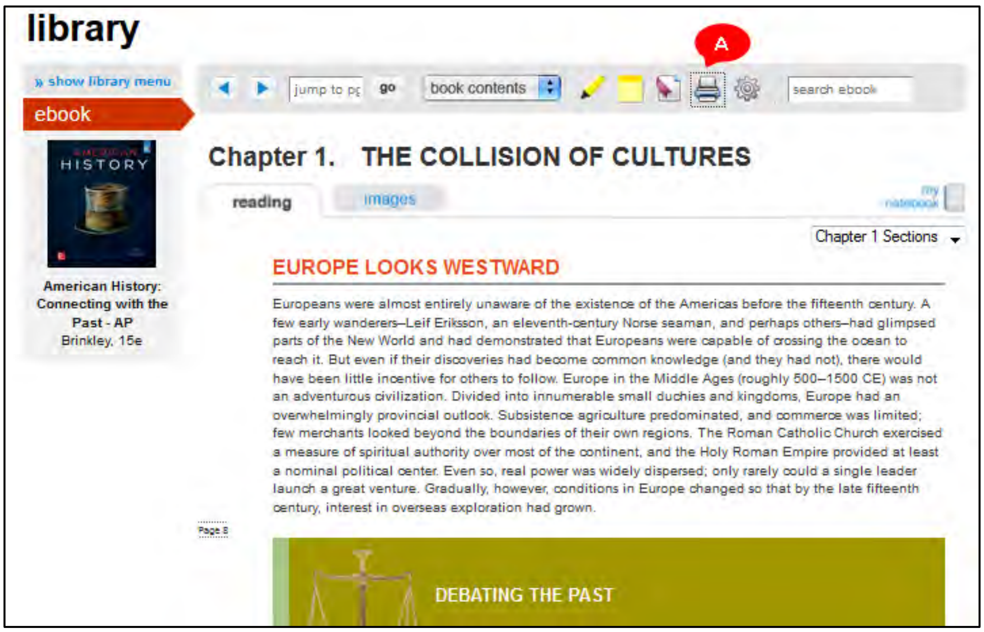
Advanced eBook (non-adaptive) Topics

Printing the eBook

You can print sections of the eBook to your printer for reading offline.

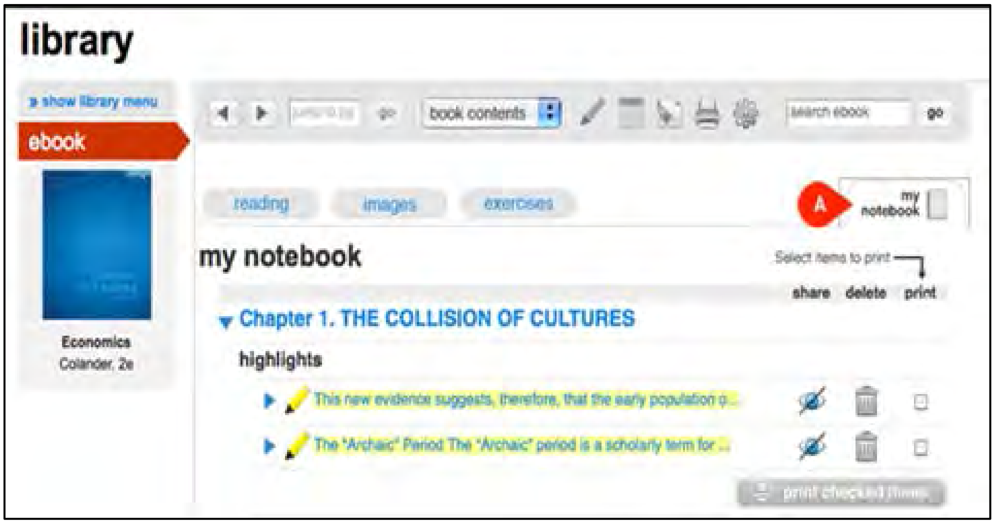
To print an eBook section:

- Navigate to the section you want to print.
- Click the print icon **(A)**
- A new window opens containing the eBook section.
- Click the print button to print the section.
- Click **close window** when you are done printing to return to the eBook.



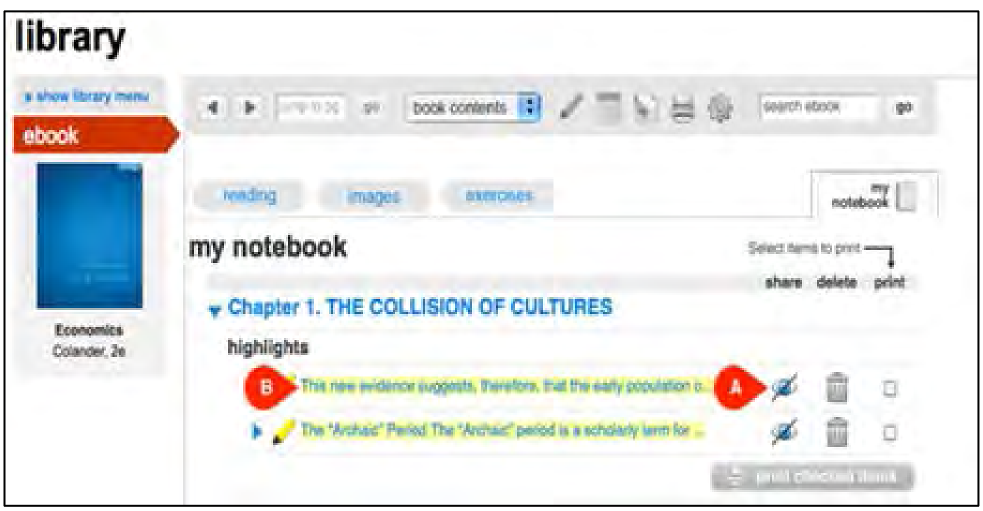
Using the Notebook

To find notes and highlights made in the eBook, visit **my notebook (A).** In the notebook, you can share your notes and highlights with students, delete them, or print them.



Sharing Notebook Items with Students

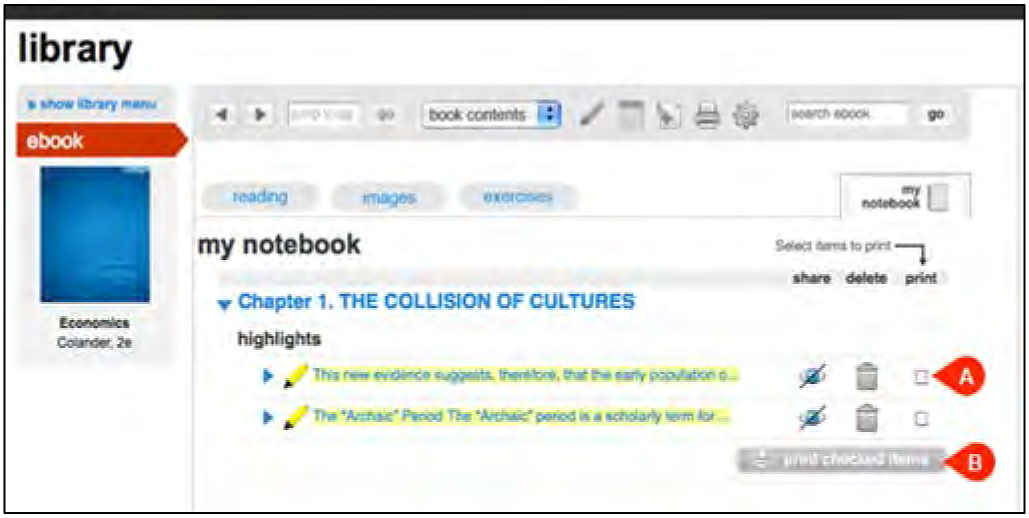
The notebook is a great tool for sharing eBook notes and highlights with students. By default, the notebook is private, but to share with students, click the eye icon **(A).** Sharing notes and highlights can be helpful in guiding students to the most important parts of the book. Clicking on a note or highlight **(B)** will take you directly to that section of the eBook.



Printing Notebook Items

All of your eBook notes and highlights can be found in the notebook at any time. But you can also print them for your records or to hand out as hard copies.

To print notes and highlights, check the box next to the item you want to print **(A),** and click **print checked items (B).**

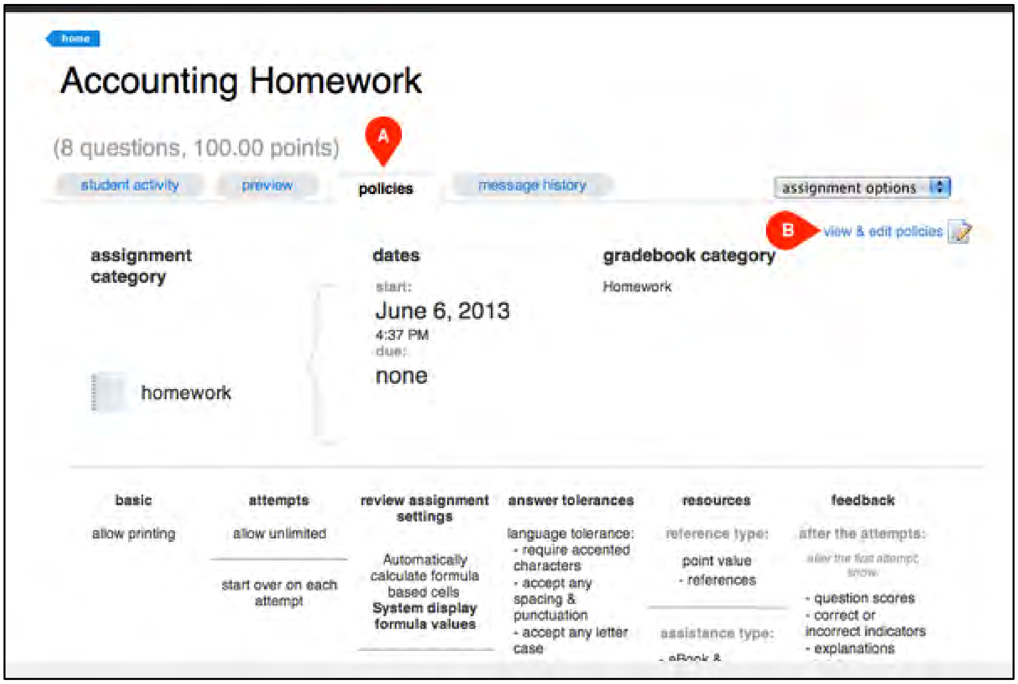


Deleting Notebook Items

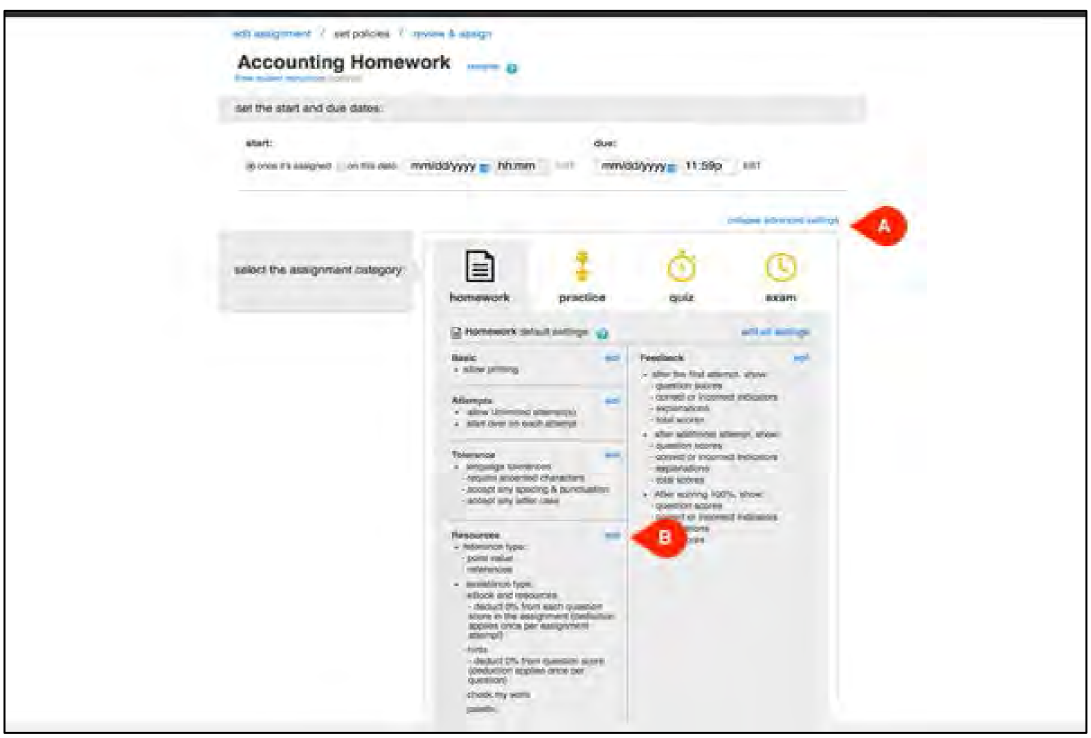
You can delete eBook notes and highlights from the notebook at any time by selecting the item **(A)** and clicking the trash can icon **(B).**

Enabling and Disabling the eBook

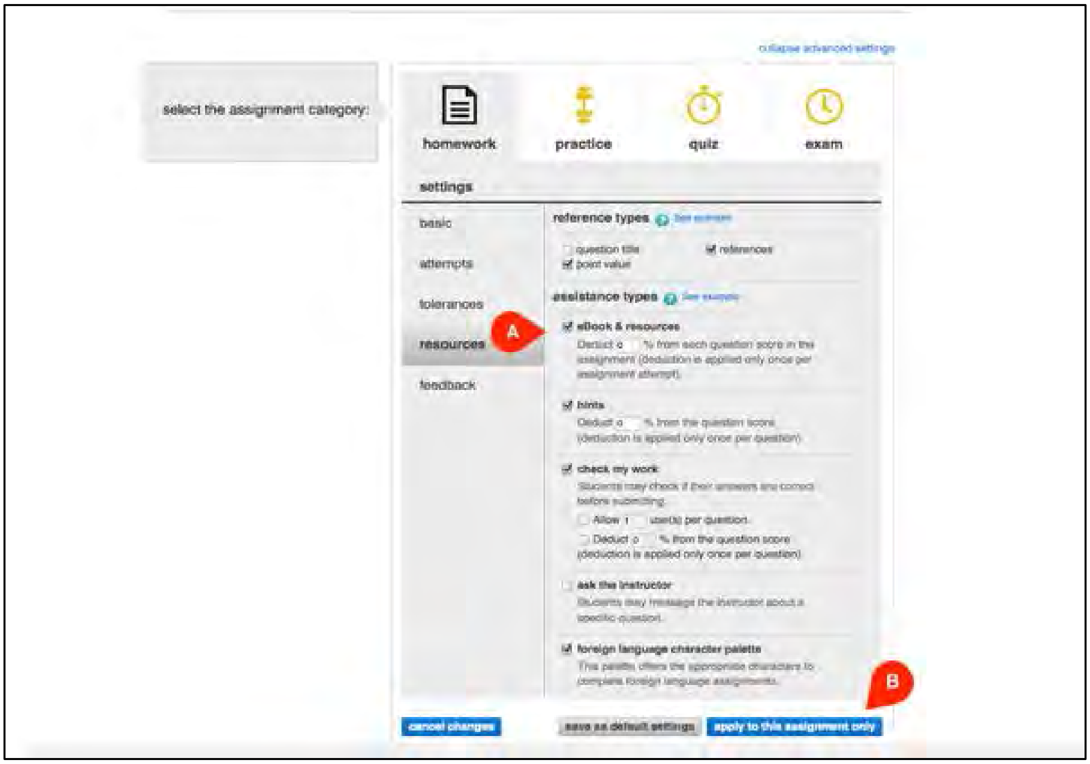
Select the assignment for which you want to enable or disable the eBook from your Section Homepage. Click **policies (A)**, and then select view & edit policies (B).



Click expand advanced settings (A), **and then click** edit (B) **next to** Resources.



Under assistance types is eBook and resources. Check this box **(A)** to enable, or uncheck it to disable the eBook. Click **apply to this assignment only (B)** so it does not alter your default settings. If you want to set this policy for all assignments, click save as default settings. Then continue to review & assign the assignment.



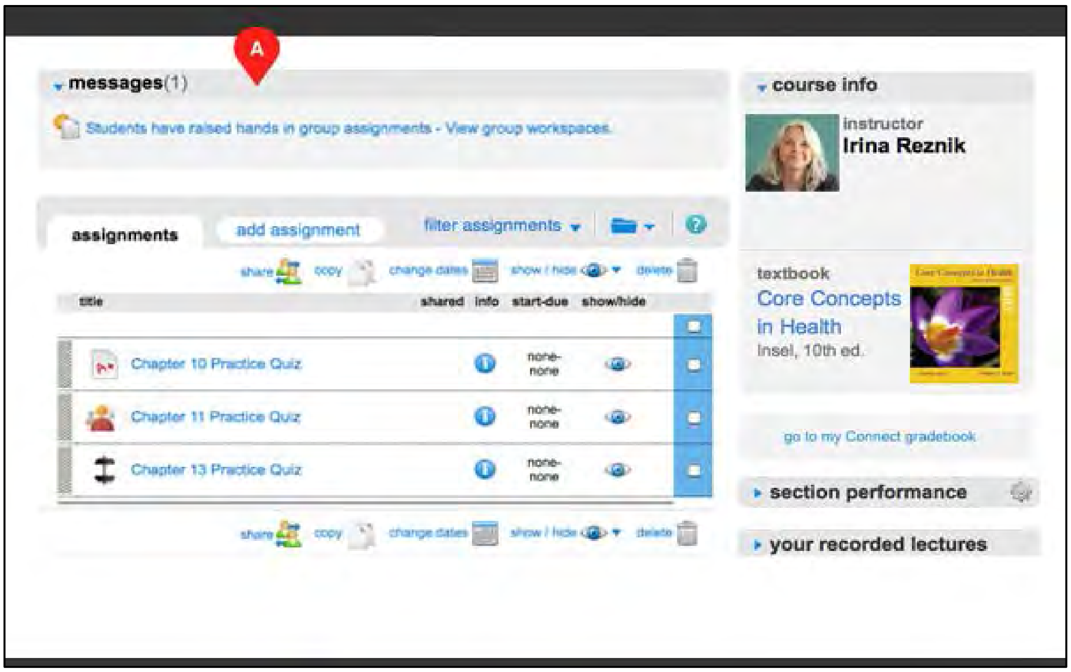
Best Practices:

- You can enable or disable the eBook link during an assignment. For example, you might want to disable the eBook link for an exam, so students are not able to access the eBook at that time.

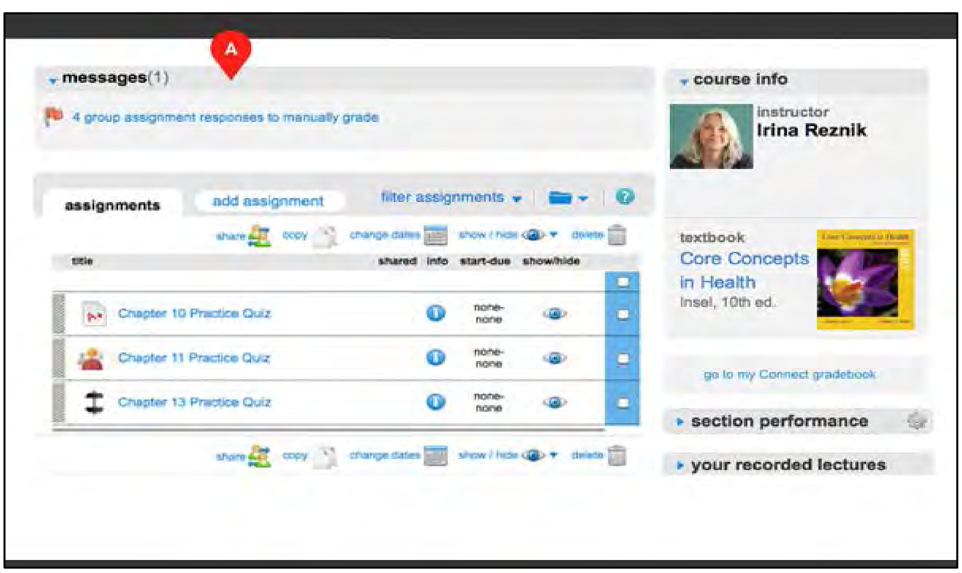
Advanced Grading Topics

Grading Group Assignments

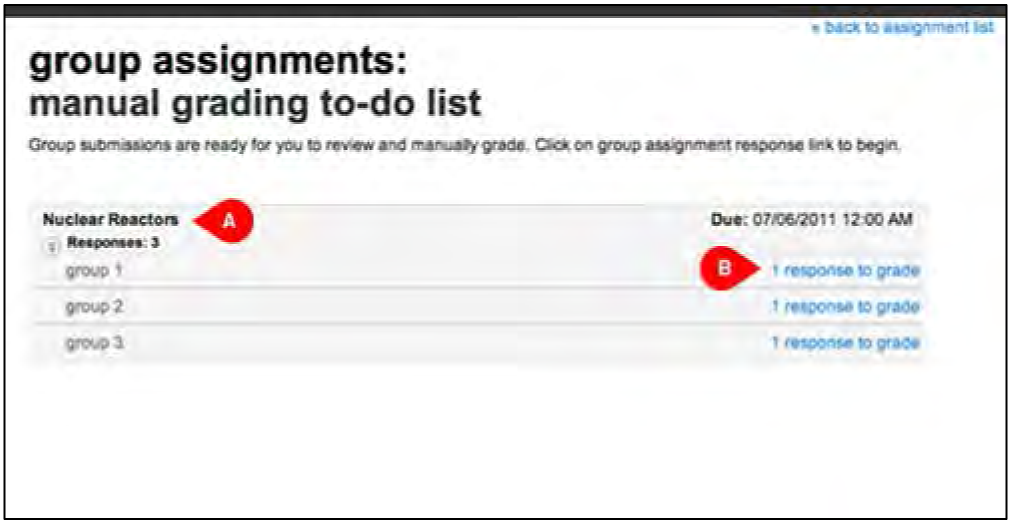
Before group assignment submission, note that you may receive messages from groups using the "Hand Raise" feature in the Group Workspace. This enables team members to include you on messages for clarification, notification, etc. Clicking the link **(A)** in the message center takes you to the Group's Workspace to review and respond as necessary.



When group assignments are submitted, you will receive a notification in the message center on your Section Homepage. Clicking this message **(A)** will take you into the manual grading "to-do" list.



The "to-do" list for each group assignment is organized by group number **(A),** including group member names and topics (if applicable). Click **response to grade (B)** to open a particular group's workspace and submission.



The instructor-grading screen opens in the group's **submit assignment** tab. You can view the group's topic (if applicable), comments, and download any files they have submitted **(A).** Details on each group member's activity is also included. Note: You can toggle to the group workspace **(B)** to view the collaboration of the group while the assignment is available.

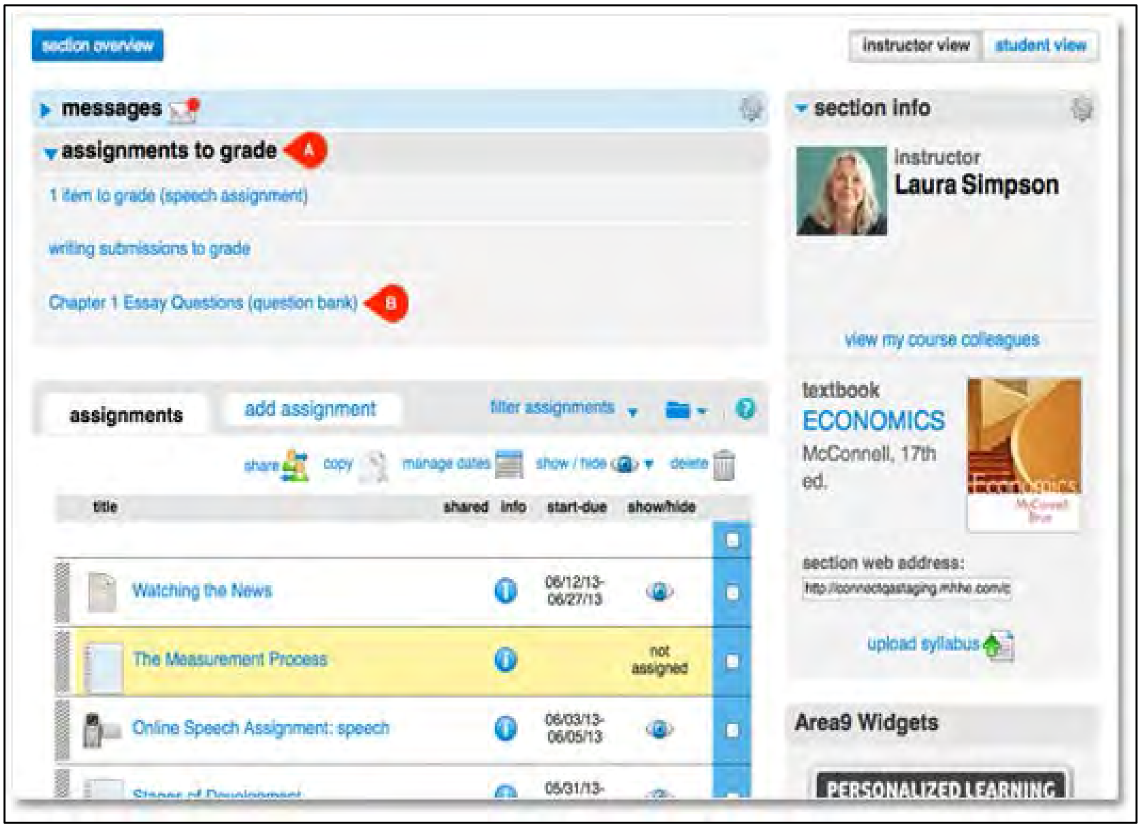
Upon review of the group's submission, you'll have the option to give all group members the same grade, give individual grades, or send the assignment back to the group for re-submission. You can also leave overall comments for the group. Click **save comment and score** to record your selections and move to the next group's submission.

Best Practices:

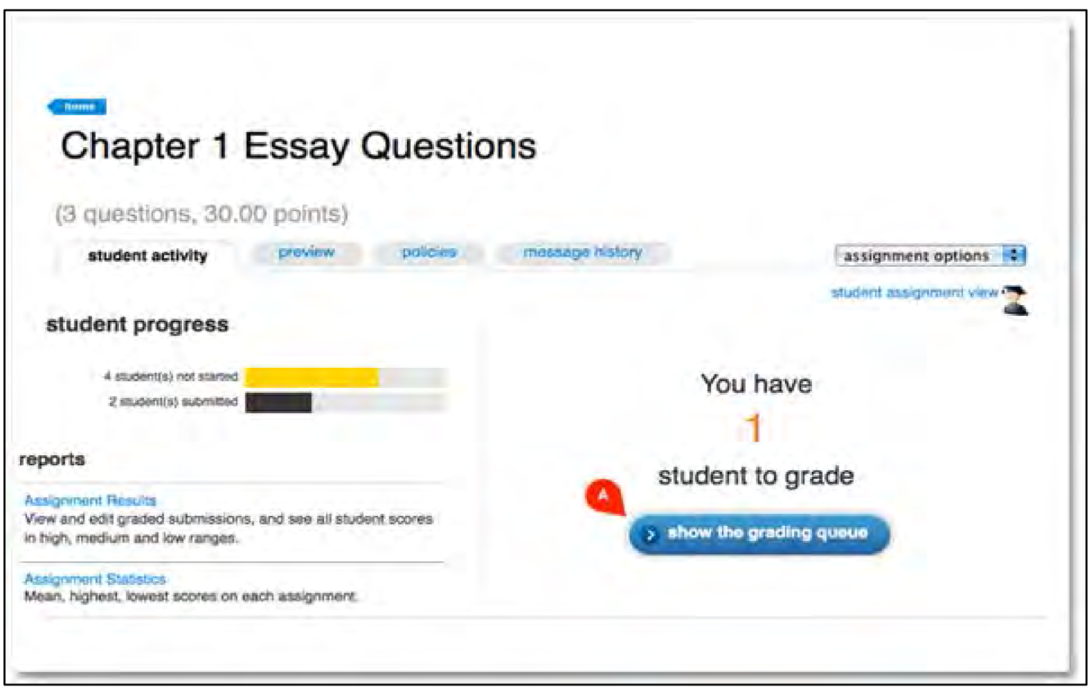
- You can also view a group's active workspace or grade a group's submission by clicking on the assignment name on the instructor home view and selecting the **student activity** tab.

Grade Essay Questions

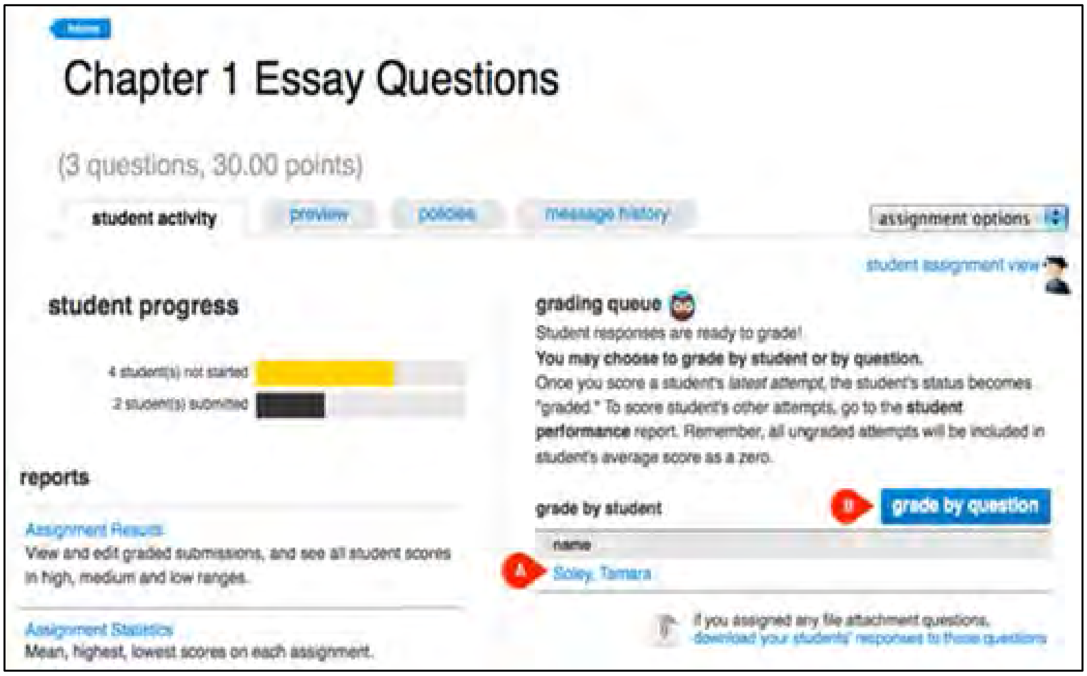
Connect will inform you of any questions that require manual grading in your **assignments to grade (A)** drop-down menu. Select the assignment containing essay questions **(B)**.



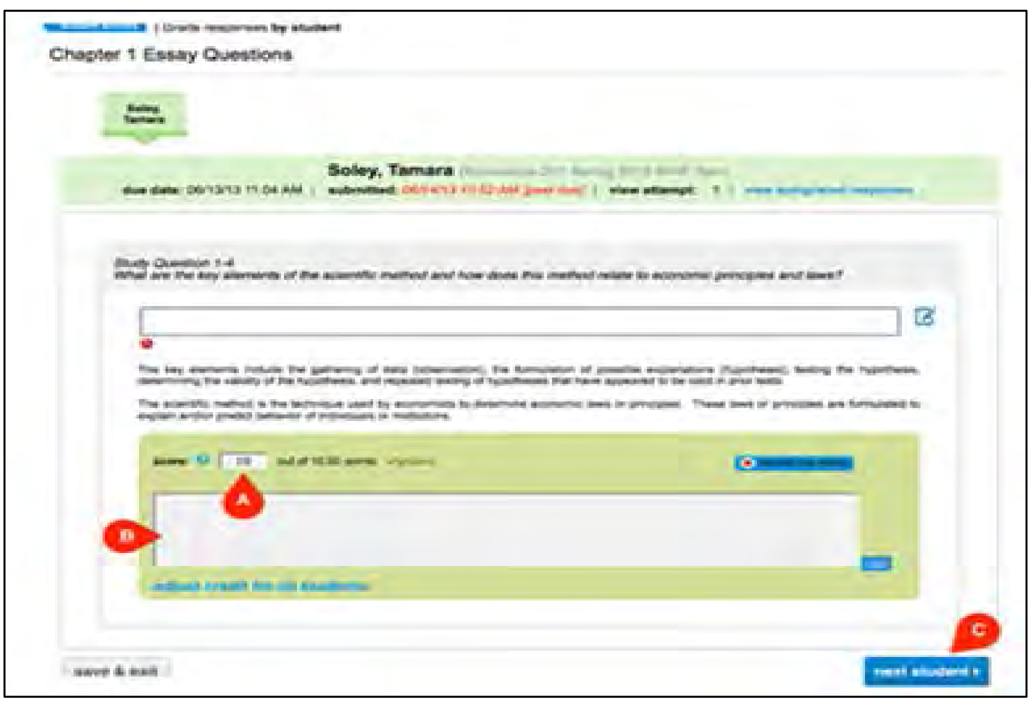
To view the student responses that are ready to grade, click s**how the grading queue (A)**.



In the grading queue, you can see all of the student responses that are ready to grade for the specific assignment that you have selected. You may either choose to grade by student **(A)** by selecting the individual student name, or click grade by question (B).

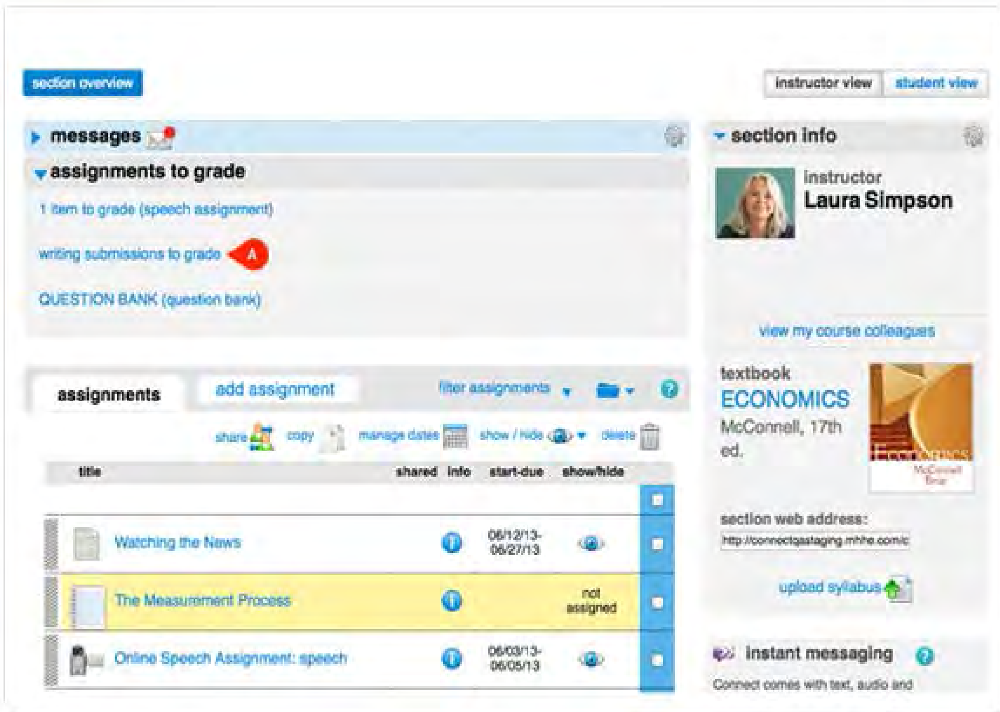


Enter a score for the student's essay response **(A)**. You can also leave comments for the student in the text box provided **(B)**. Click next student (C) to continue grading the next student's essay question.



Grade Writing Assignments

As your students submit their writing assignments, you'll see a flagged message on your section Homepage that indicates you have submissions to grade. Click that message **(A)** to get started.

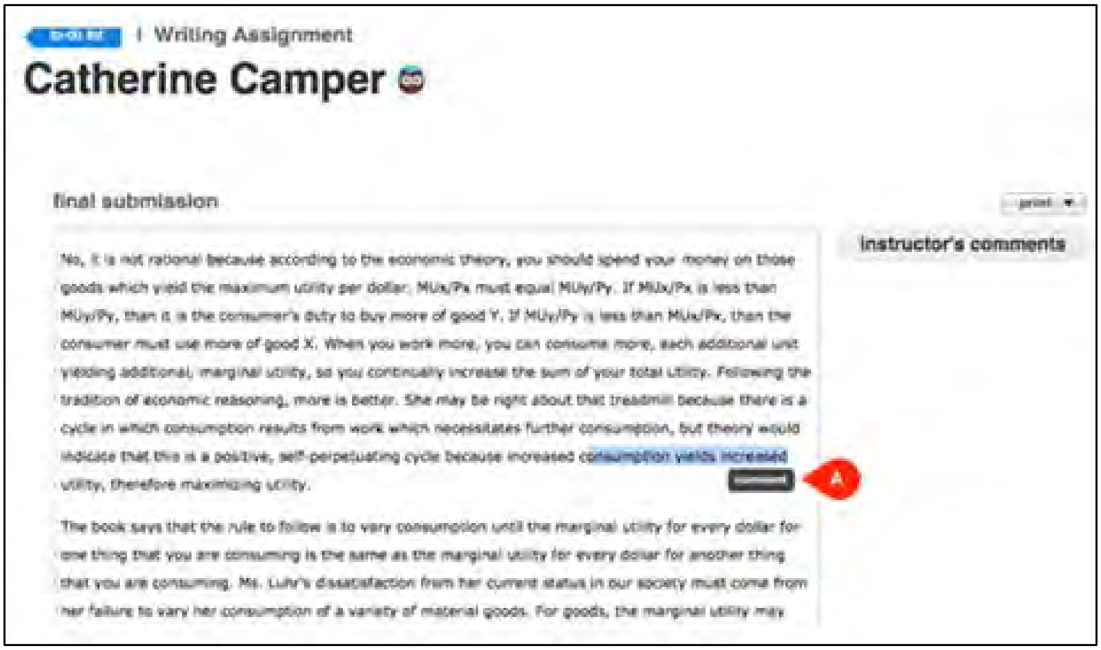


You'll be taken to your grading to-do list. Find the assignment you want to grade, and select the student (A) whose submission you want to grade. (The students who've submitted their assignments will have a green flag and "ready to grade" as their statuses.)

How you grade the student's assignment depends on how it was submitted.

If it was composed online, you can leave inline comments.

- First, highlight the text you want to comment on.
- Click the comment button that appears at the end of the selection **(A),** and enter your comment in the text box provided.
- Then click **add comment to post**, or cancel if you change your mind.



If your student attached the assignment as a Word document **(A):**

- Download the file.
- Add your comments within the document, and save it to your computer.
- Then, below **attach student's doc with your comments,** click **browse (B).**

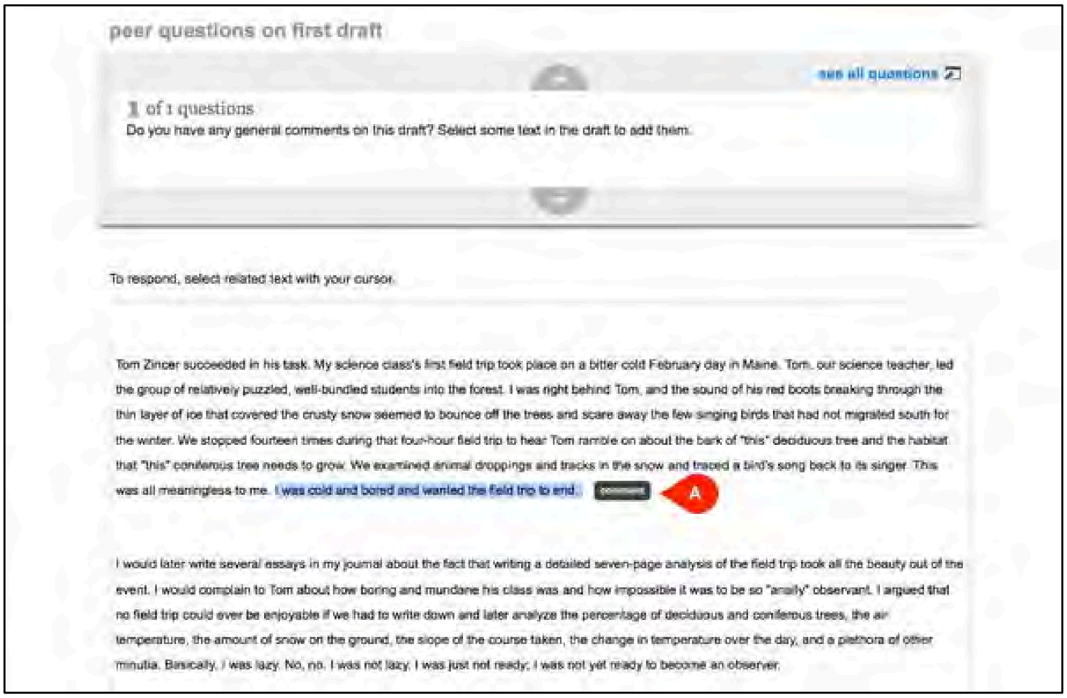
Select the student's file with your comments.

You can also add overall comments to the assignment **(A).** Enter your comment in the text box below **add a comment,** and then click **post (B).**

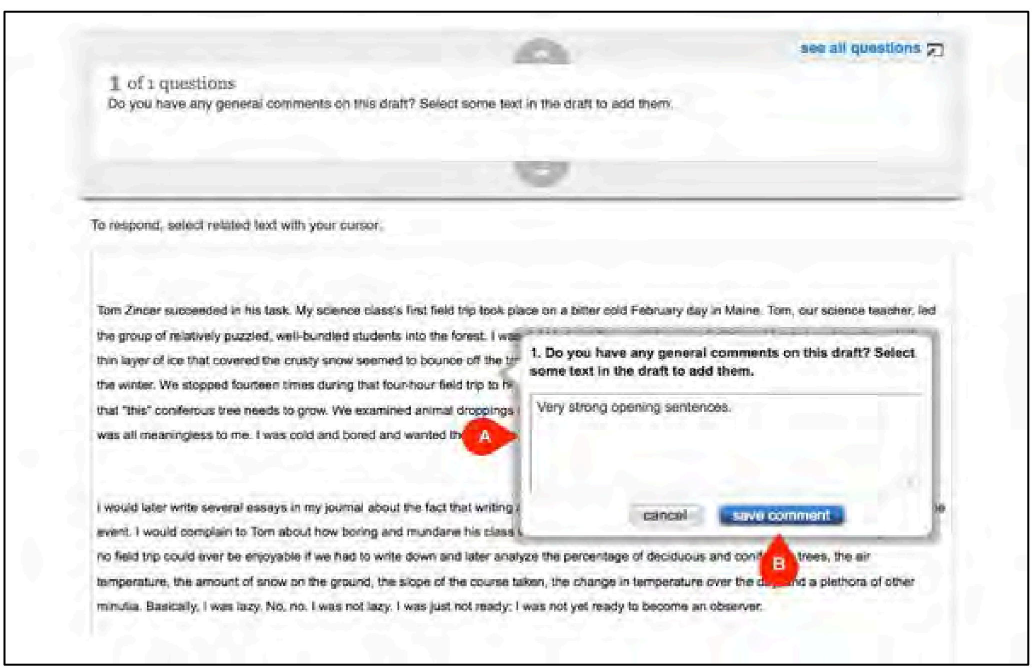
After providing your comments, move on to the blue scoring area. To grade the student, enter the student's score **(C)** and any comments **(D)** regarding the score. Click **submit score and comments (E),** and then click **next student (F)** to continue grading.

Commenting on Drafts

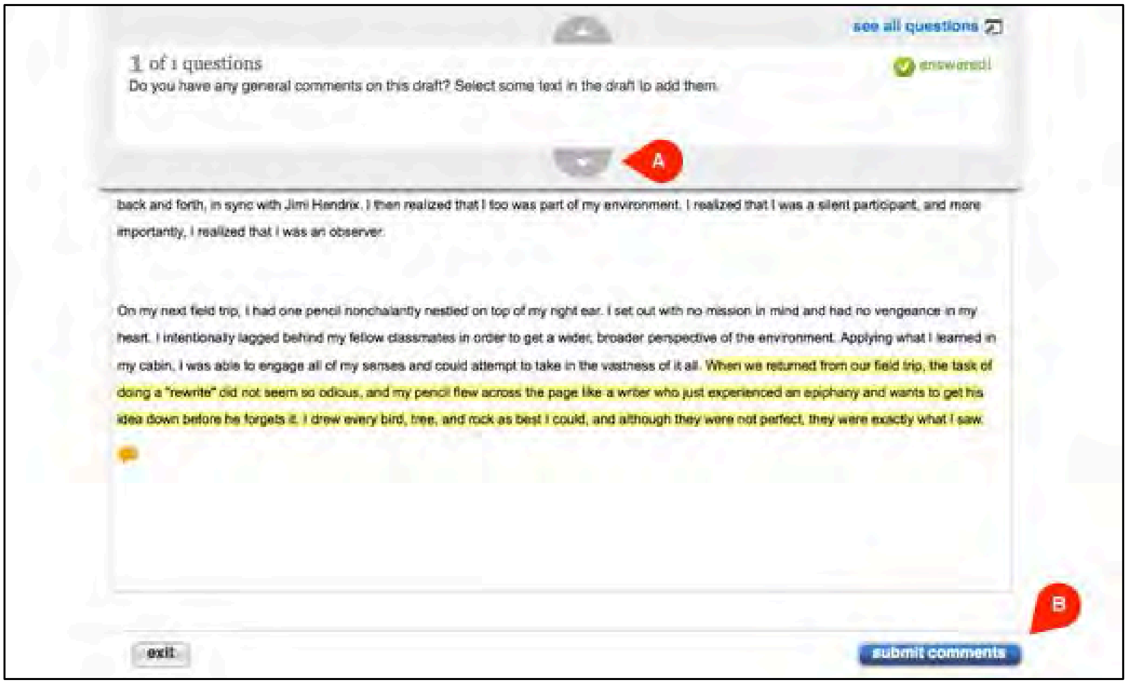
You can leave general inline comments on a student's draft, as well as respond to the peer review questions you assigned (if any). To leave general inline comments, highlight text in the student's draft with your cursor, and click the comment button that appears when you release your mouse **(A).**



Type your comment in the text box **(A)**, and click **save comment (B).** An orange speech bubble will appear where you left your comment. Click the bubble to read, and have the option to delete, the comment.

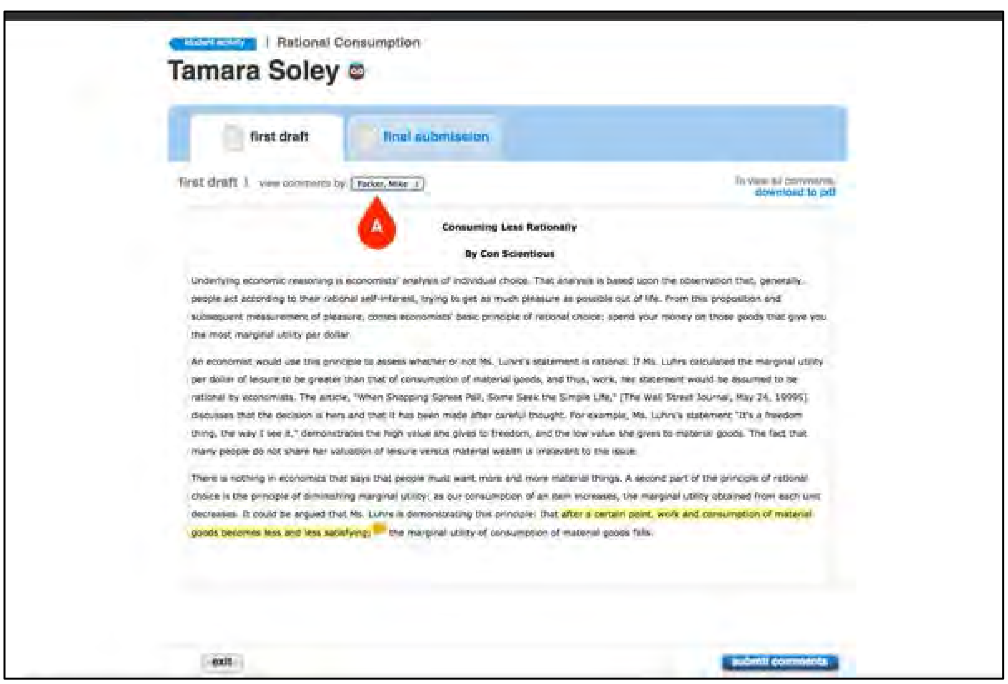


If you assigned peer review questions and want to respond to them, use the arrows to scroll to the next question **(A).** When you're done commenting and ready for the student to see your comments, click **submit comments** at the bottom of the draft **(B).**

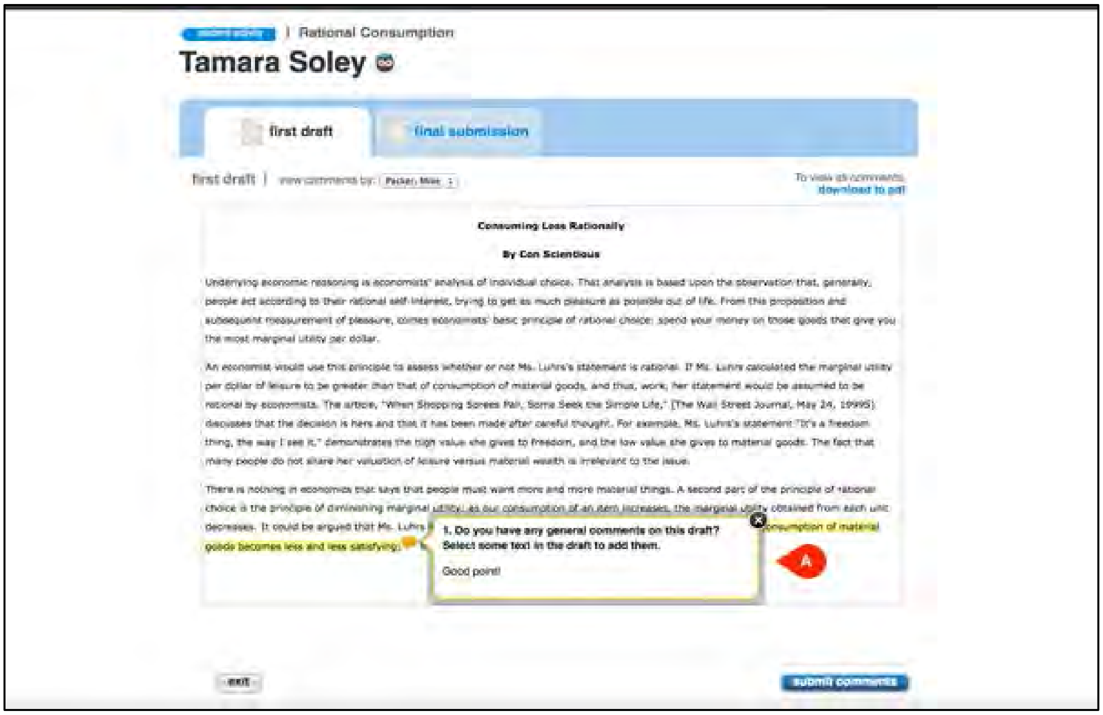


Viewing Peer Reviews

Peers who have commented on the draft will appear in the drop-down menu next to **view comments by: (A).** Select a student from the drop-down menu to see comments.

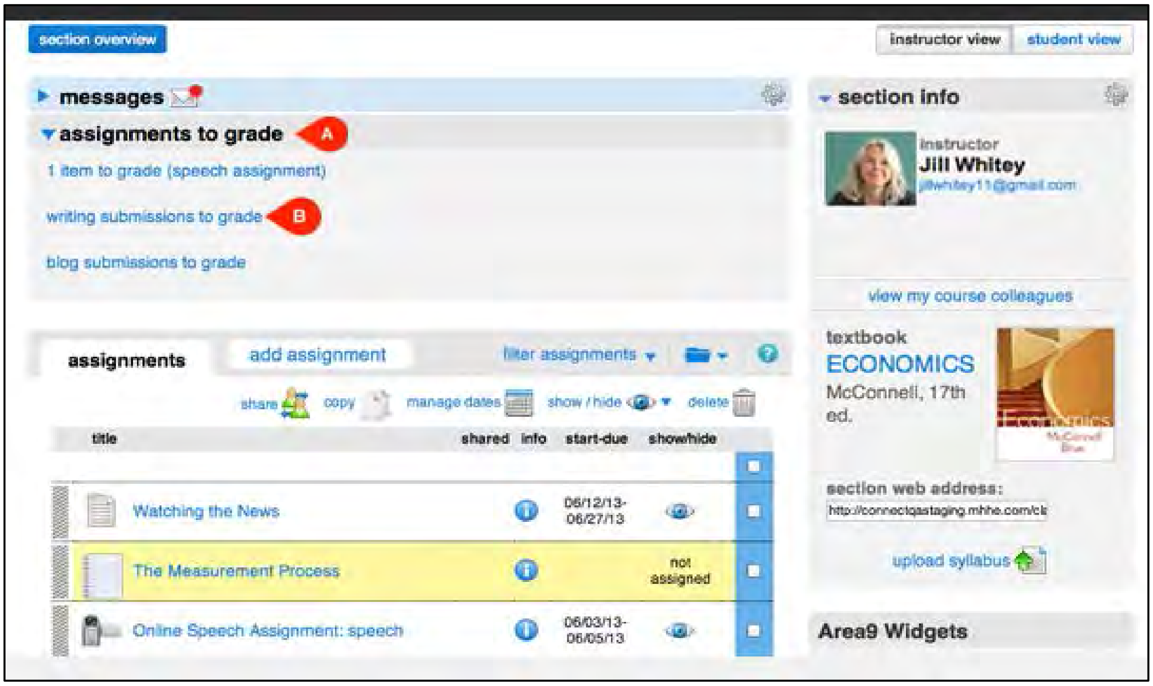


The student's comments are marked by orange speech bubbles. Click the speech bubbles to read the comments **(A).** When you're done reading the student's comments, select another student from the drop-down menu to continue reviewing peer comments.

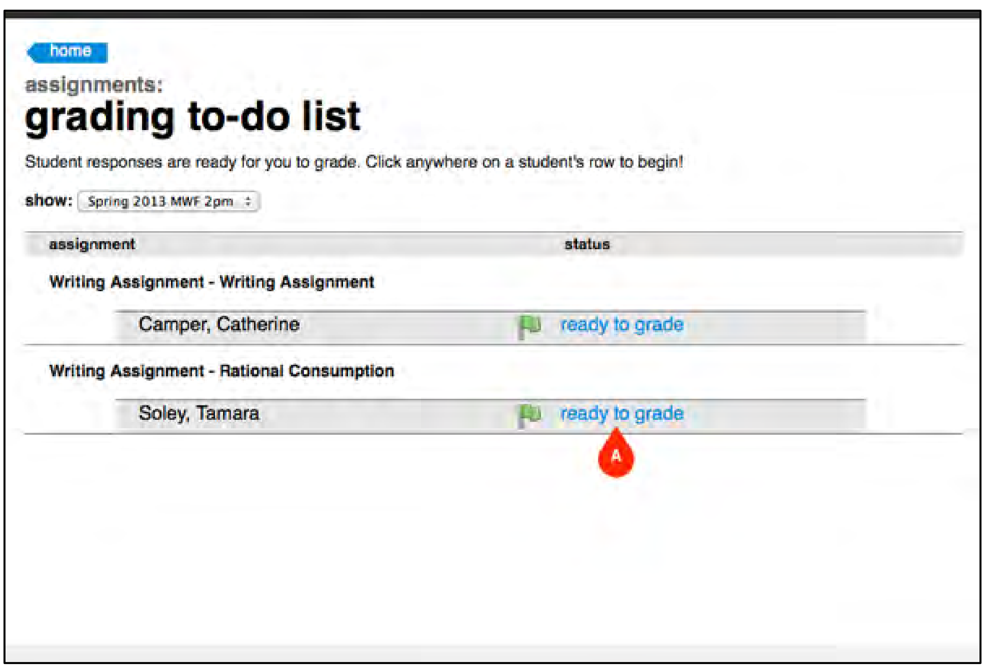


Scoring Final Submissions

When writing assignments are submitted for grading, you'll be notified in the Section Homepage. Click on the writing submissions **(B)** from the **assignments to grade (A)** list.

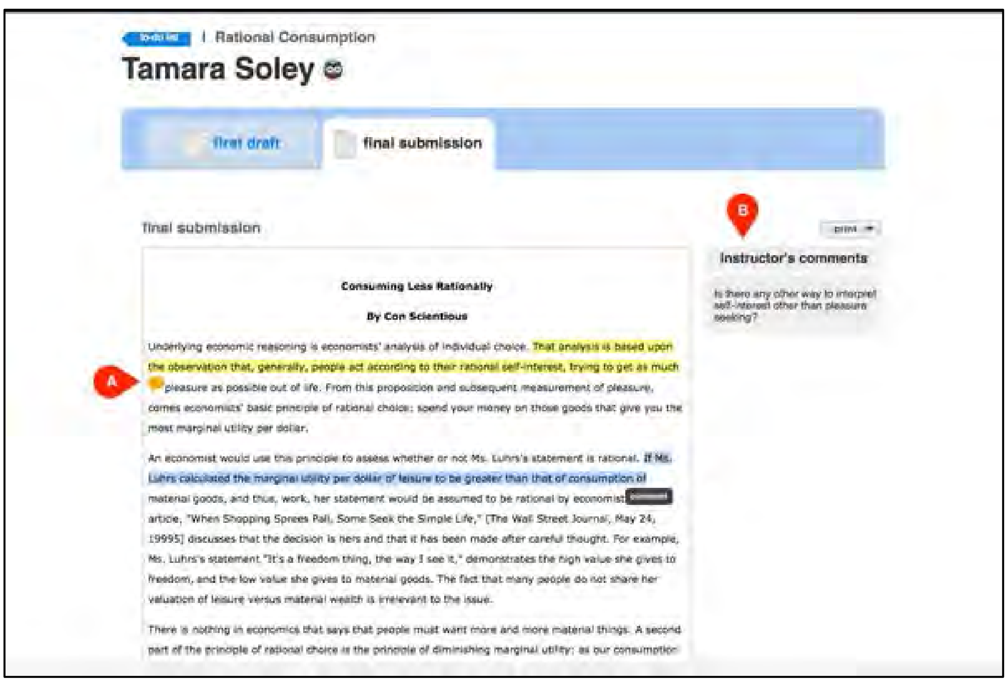


Select the student whose final submission you want to score **(A).**

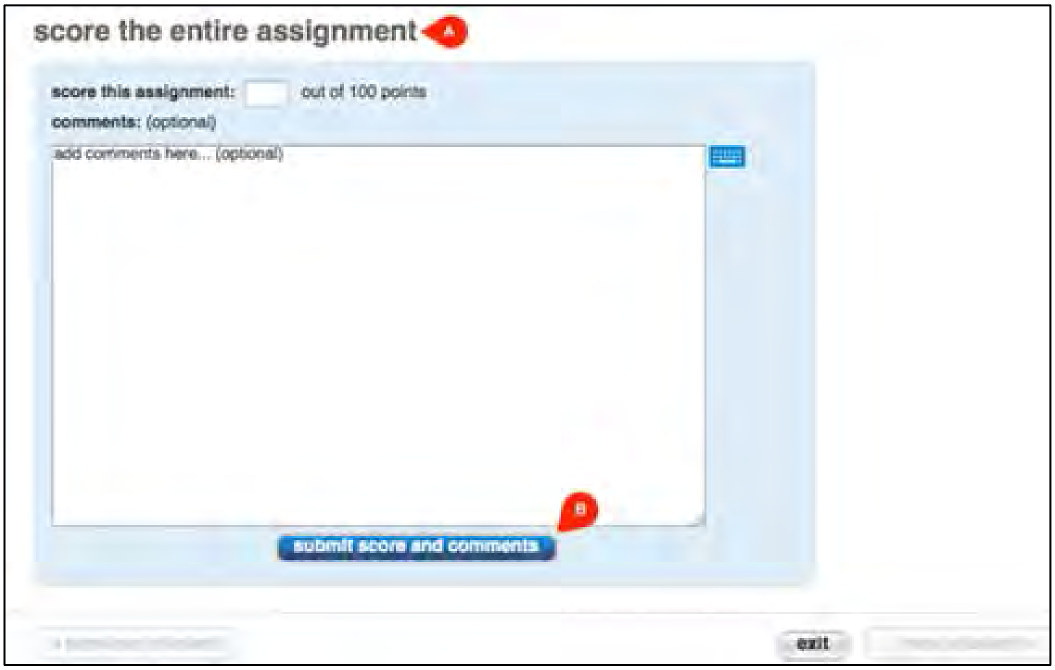


You can leave inline comments, overall comments, and a score on the student's final submission. To leave inline comments, highlight the text with your cursor, release your mouse, and click **comment (A).** If the assignment has learning outcomes, you're able to tag the comment to a specific outcome.

When you add your comment, an orange speech bubble will appear in the submission **(A).** Click the bubble to read the comment. Your comments will also appear under **instructor's comments (B).**

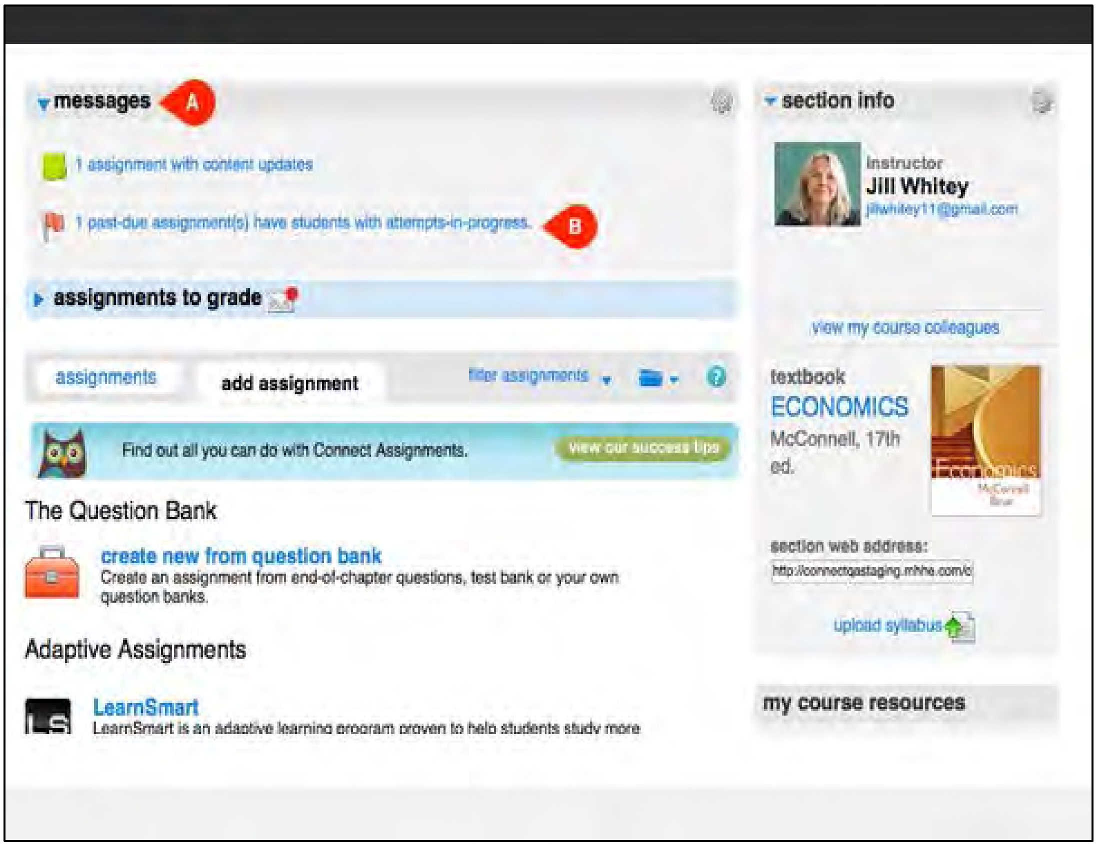


Provide a final score and comments in **score the entire assignment (A).** Click **submit final score & comments (B)** when you're ready for the student to see the score and comments.

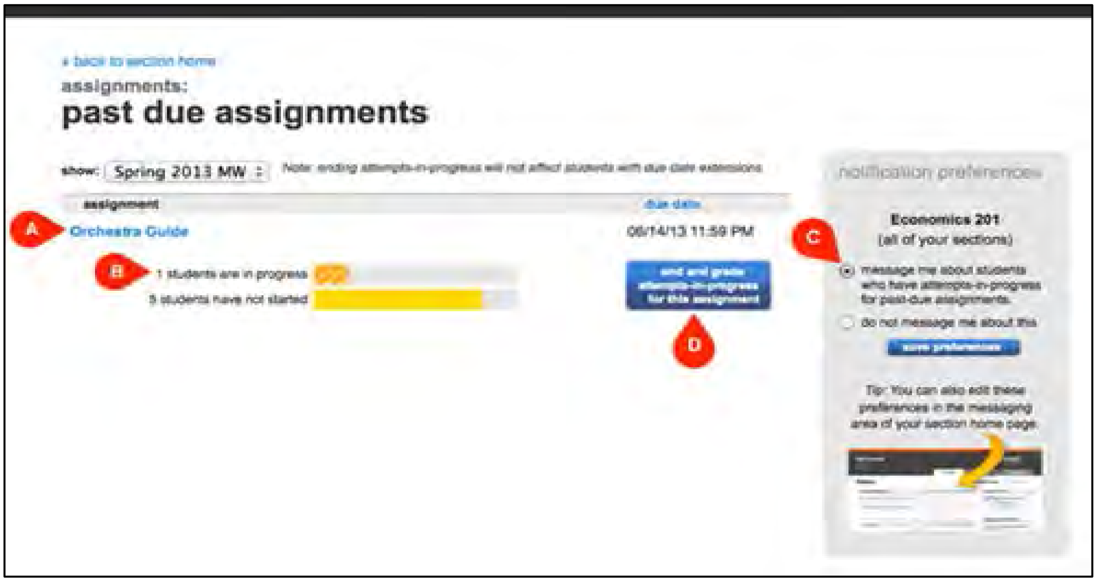


Grade In-Progress Assignment Attempts

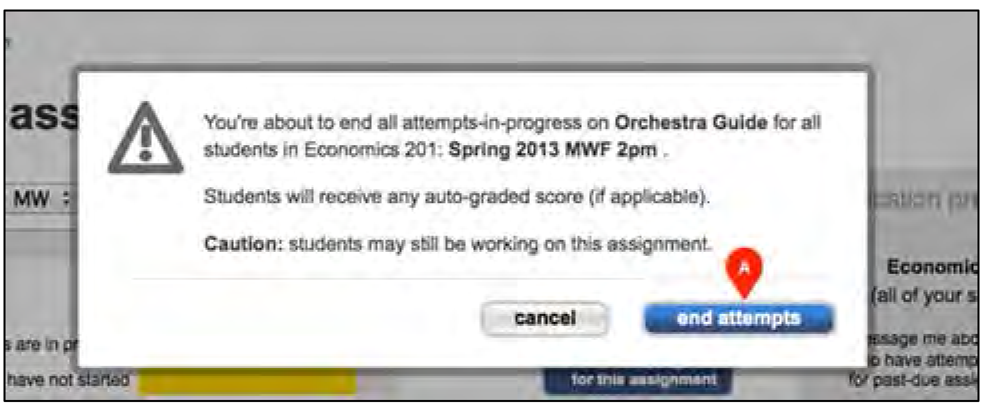
If you have past-due assignments that students are in the middle of completing, you will be notified in your messages **(A).** To end their attempts and grade whatever has been completed, click messages **(A)** and select **past-due assignment(s) have students with attempts-in-progress (B).**



Assignments that are past due will be listed by name **(A).** Listed underneath will be the number of students who are in progress or haven't started **(B).** Hover over the color-coded bars to see a list of students who are in each category. You can also change your notification preferences **(C).** The default setting is to notify you about students who have attempts-in-progress for past-due assignments, but you can select to not be notified. To end any in-progress attempts and grade what has been completed, click **end and grade attempts-in-progress for this assignment (D).**



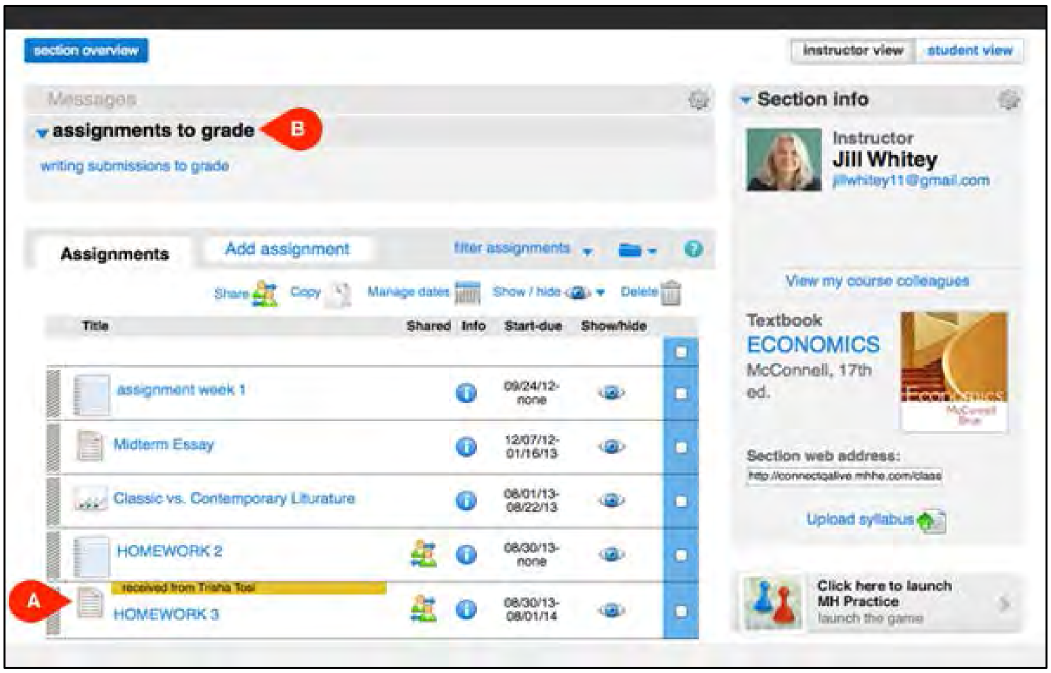
A warning screen will pop up reminding you are ending all attempts-in-progress, and that students may still be working on this assignment. If the assignment is auto-graded, they will be scored based on what was completed. Click **end attempts (A)** to continue. You will be notified that it worked, and you can then grade the partially completed assignments, or the auto-grades will be entered into the gradebook.



Manual Grading Shared Assignments

Manual grading means you will need to grade either the entire assignment or parts of it. When you share assignments, or when assignments are shared with you, each instructor is responsible for grading their own students' responses. If you have shared assignments **(A)** that need to be graded manually, you will be notified in the **assignments to grade** section **(B).** Grading shared assignments works the exact same way as grading regular assignments.

You can grade by student, question, or part (depending on the question type). **Grade by student** allows you to score one student at a time, grading all responses for the assignment. **Grade by question** lets you grade all student responses to each question individually. If you have multipart questions, use detail grading to score each part of a question for all students before moving on to the next part of the question.



Giving Credit for Completion

You can select to give students full credit automatically on every question they attempt. This helps reduce the grading load, and it's a great way to automatically give credit for practicing or taking an extra-credit assignment.

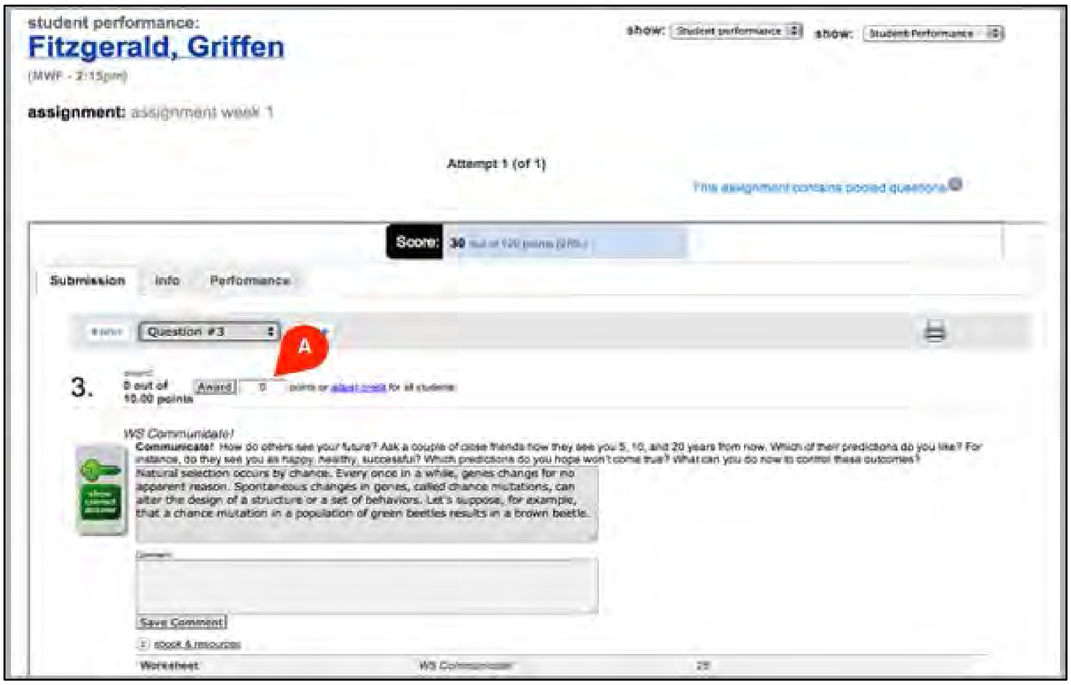
Check the box under **give credit for completion (A)** in the basic settings category. Click **apply to this assignment only (B)** to apply this policy change to that specific assignment. Click **save as default settings (C)** to give full credit for completion of all future assignments.

Changing a Student's Grade

If you need to edit a particular student's assignment grade, you'll need to access the Student Performance report for a particular assignment.

1. Click the student performance report.
2. Enter the name of the student whose assignment grade you need to change.
3. Click the score link under the assignment you want to edit.
4. The student performance assignment detail page opens.

From the student performance assignment detail page, you can edit the score for each individual question. Be sure to click **award** to apply the new score.



Advanced Reports Topics

Creating Custom Reports

Report options:

- Select Section(s) – Allows you to select which section(s) will be on the report. Choose from the current section, linked sections within the same course, and secondary instructors' linked sections.
- Select Assignment(s) – Allows you to select which assignments will be on the report. Your choice of sections will determine the assignments listed here. For example, if you select Section 1, only assignments in Section 1 will be displayed; if you select Section 1 and Section 2, only linked assignments that are common in both sections will be displayed. Filter assignments by type using the checkboxes next to each type of assignment you want to appear in the Select Assignment(s) list box. You can also select and deselect assignments by using the CTRL key while clicking assignment names in the list box. Convenient Select All and Clear All links are also available at the bottom of the list box.

If you're creating the assignments results report (as shown above), the following options are available. All other reports only give you the first two options.

- Specify Report Date Range – Allows you to specify an optional date range for the report. Select a From date and a To date using the calendar icon.

- Select Attempt – Allows you to specify how the student assignment score is calculated and displayed when your students are allowed multiple attempts for an assignment.

  - Best – Displays the highest score from all submitted attempts.
  - Last – Displays the score of the most recently submitted attempt.
  - All – Displays the scores from all submitted attempts. Note: Blackboard and Blackboard Vista accept only reports that contain single attempt scores.
  - Average – Displays the average of all submitted attempts.

    - Exclude attempts submitted after due date – Checking this option removes scores from attempts submitted after the due date.

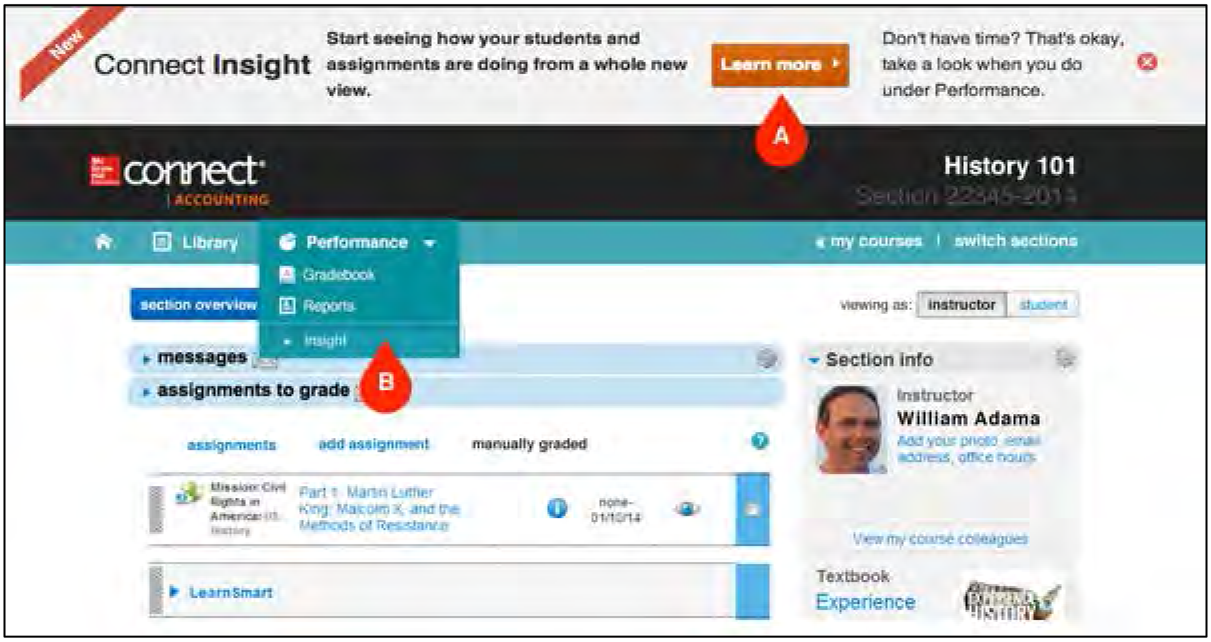
- Select Score Style – Allows you to specify how scores are displayed in the report. You can select points, percentages, or both. Note: Any reports you export for Blackboard or Blackboard Vista are exported using points. Available under "more options"

- Customize Report Information – Provides additional customization options. Available under "more options"

    - Show date started – Includes the date each student started the assignment. This option will not appear in the report if it contains multiple assignments.
    - Show date submitted – Includes the date each student submitted the assignment. This option will not appear in the report if it contains multiple assignments.
    - Exclude students with no submissions – Provides a way to filter out students that did not submit the assignment.
    - Group columns by assignment type – Group the assignment columns by assignment type.
    - Show custom roster column name – Checking the box displayed for each custom column in your roster causes that column to be displayed in the report.

Connect Insight Reports

Connect Insight is a way to visualize how your students and your assignments are doing in your class. After logging into a Connect Insight enabled course for the first time, you will be presented with a banner containing a link to **Insight (A)**. On all subsequent logins, you can access Connect Insight **(B)** through the Performance dropdown.



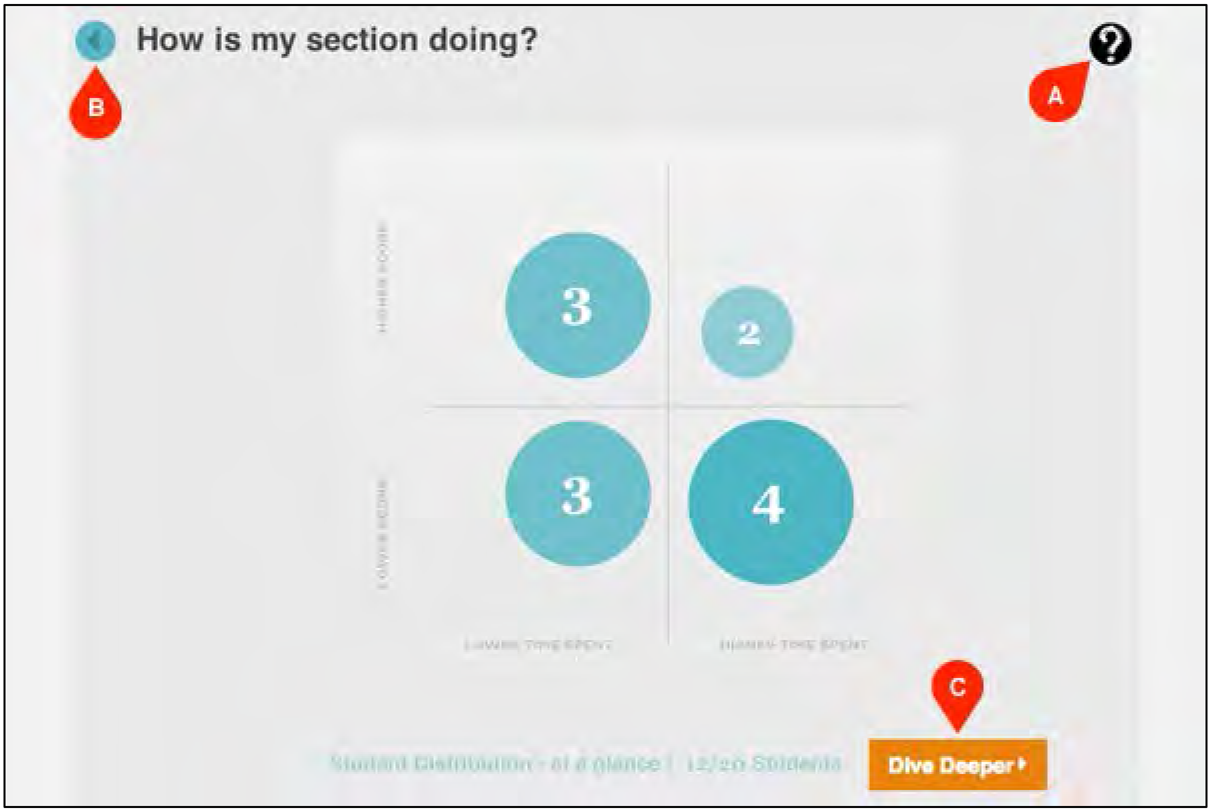
This is your student distribution, at a glance. This page provides an overview of your section's performance. The circle size and numbers represent the students in each quadrant.

Where your students fall on the Insight distribution is based on the midpoint of the current score for graded and submitted assignments, and the total time spent in Connect working on submitted assignments. This includes time spent in the eBook if the eBook is available in your course. Currently, eBook time is only recorded at the section level.

Just below the graph, Insight displays the number of active students versus the number of total students in your section. Active students are those who have submitted at least one graded assignment. Manually graded assignments must be scored before a student is considered active. Total students are those who have registered for your section.

Whenever you see the contextual help icon **(A)**, tap or click it to see an overlay with helpful information specific to the page you are currently on.

Navigate back to your section homepage with the back button **(B)** or continue on to your full student distribution by tapping or clicking **Dive Deeper (C)**.


How is my section doing?
A
B
3
2
3
4
C
Dive Deeper

Your section's student distribution will be displayed first by default. Students are represented by opaque circles **(A)**. Tap or click any of the circles to see individual student cards, which are covered later in this tutorial.

You can pinch or click and drag to zoom in on any area of the graph. From a zoomed state use a one-finger swipe or mouse around to see other areas on the graph. Tap or click the reset icon **(B)** to zoom out to 100 percent.

Tap or hover with a mouse over the **total points (C)** or time spent to see the number of assignments included in the data set. To see only the data for current score or time spent, tap or click on either icon **(D)** and tap/click again for the full view.

Using one or two fingers, swipe from right to left in the area next to the graph to navigate to the assignment distribution. Alternately, you can tap/click on the assignment icon **(E)** below the graph.

The assignment distribution functions like the student graph, but uses opaque squares **(A)** to represent assignments.

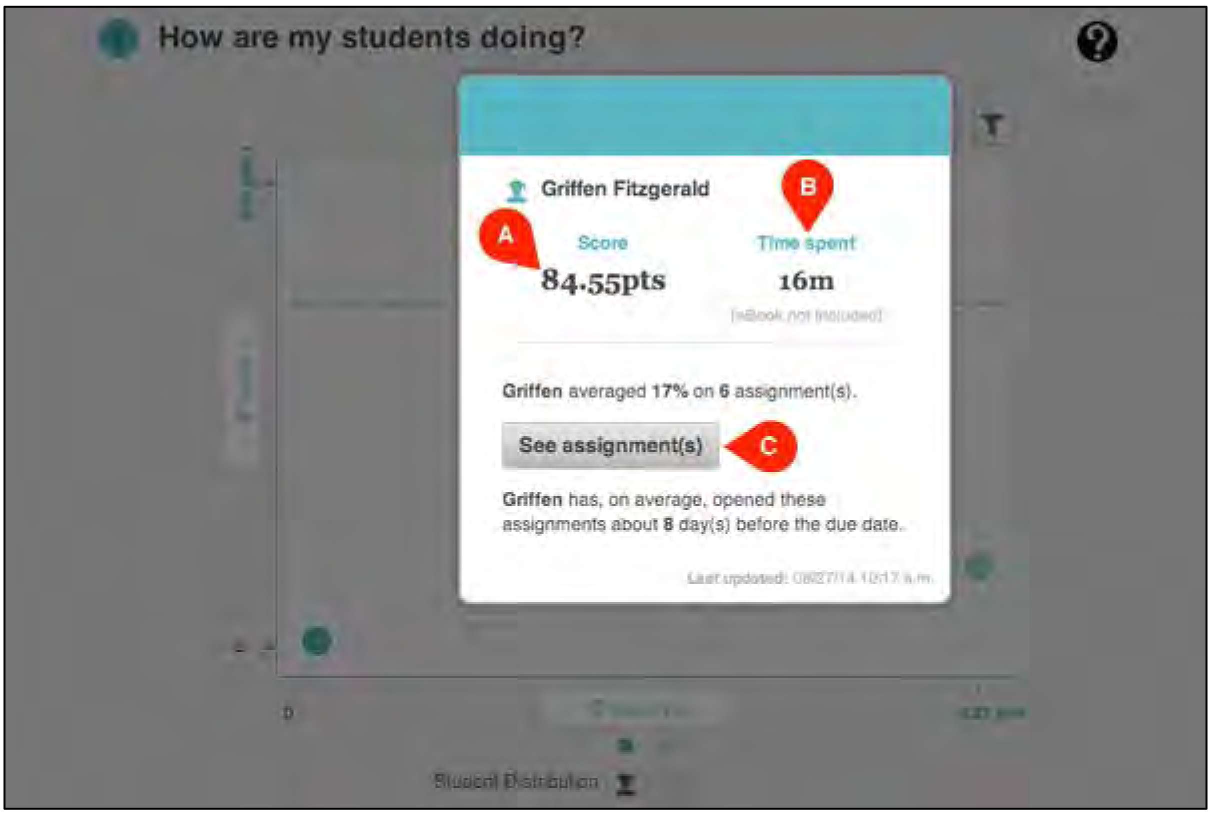
Tapping or clicking on any of the squares opens assignment cards, which are covered later in this tutorial.

Navigate back to the student distribution by swiping from left to right in the area **(B)** next the graph or tap/click on the student icon **(C)** just below.

Access student cards by tapping or clicking on any of the circles in the student distribution. The student card will show the individual student's current score **(A)**, total time spent **(B)**, the number of assignments submitted with the average score and the average time the student opened an assignments before the due date.

To quickly see how students performed on all of their submitted assignments, tap or click **See assignment(s) (C)**.

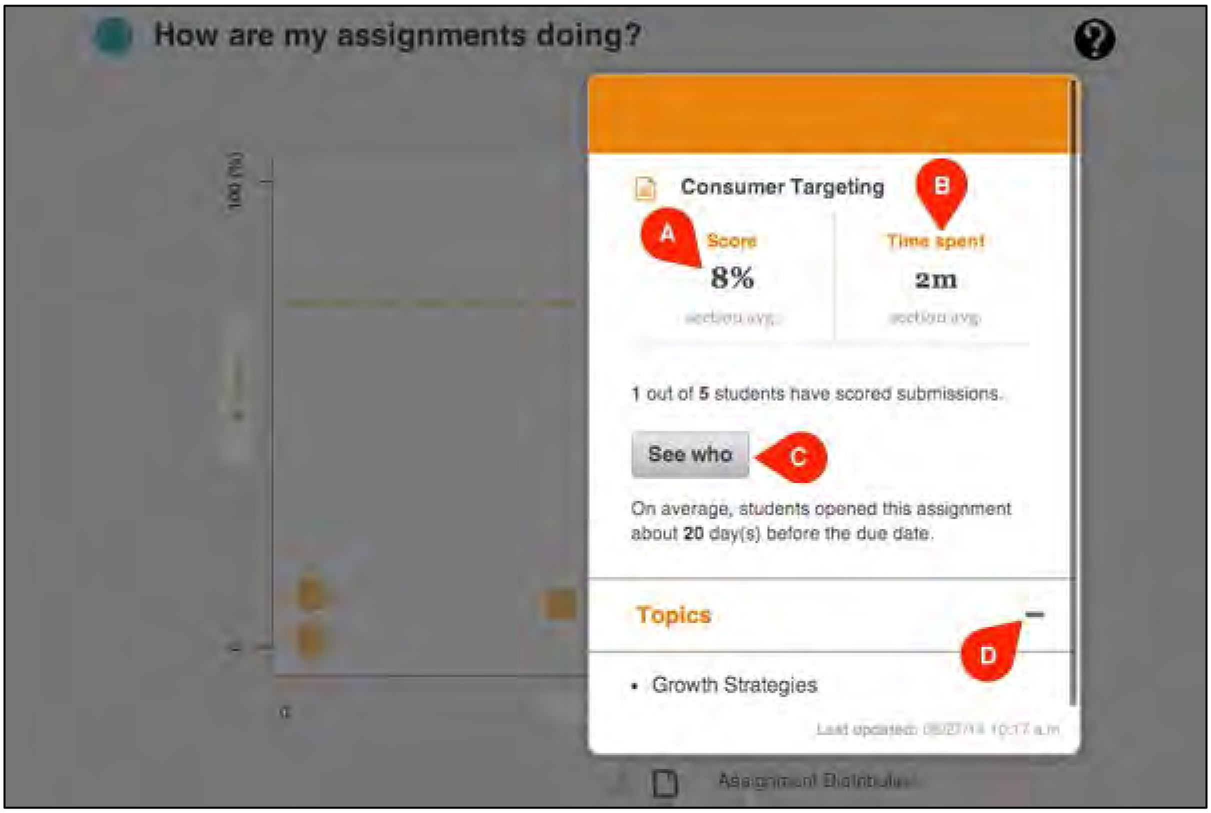
If there are multiple students with roughly the same score and time spent, the circles will appear darker, indicating a cluster of students. Tapping or clicking on a cluster will display a model with a list of students. Select one to view that student's card.



Access assignment cards by tapping or clicking on any of the squares in the assignment distribution. The assignment card will show the section's average score **(A)**, time spent **(B)**, the number of students who have scored submissions and the average time that students opened the assignment before the due date. The average time will only display if the assignment has a due date.

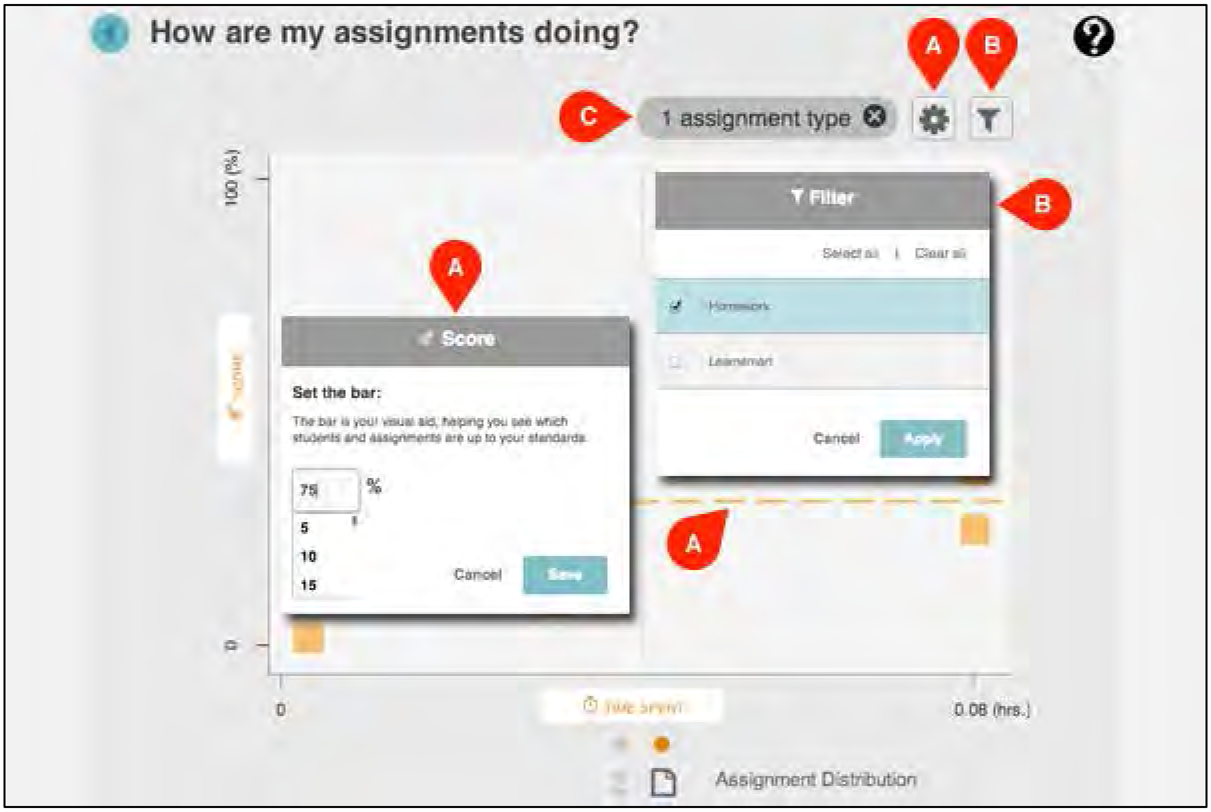
To quickly see a distribution plotting all students who have submitted the assignment from within the assignment card, tap or click **See who**.

Scroll through a list of topics, if available, by expanding the topics list **(D)**.



The bar that horizontally divides your distributions **(A)** can be adjusted. Set the bar by tapping or clicking on the settings icon **(A)**. Set the percent you'd like the bar to be displayed at and then tap or click **Save**. Insight will remember where you've set the bar until you change it again.

You can also filter **(B)** either distribution by assignment type. Tap or click on the filter (B) icon, select the assignment types you would like to include and then tap/click **Apply**. The number of assignment types filtered is displayed after you've applied any filters. Clear filters by tapping or clicking the close button **(C)**.



Best Practices

- If your section's distribution is displaying the "No student activity yet" message, either your students haven't submitted any assignments or registered for your section, or there are manually graded assignments that need to be graded.
- The "No student activity yet" message will also be shown for all sections completed prior to the end of 2013.
- For assignments with multiple attempts, Insight will always include the best attempt.
- Insight doesn't display time spent for assignments where much of the student work is performed off-line (for example, writing assignments and speech assignments). These assignments appear in graphs as if no time was spent on them, and the cards for these assignments show "N/A" under time spent.