

Blackboardlearn⁺

*Blackboard Learn Release 9.1
McGraw-Hill Connect and Create
Version 2.1 Instructor Guide*



Blackboard

Publication Date: March 2012

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About McGraw-Hill Connect and Create

The McGraw-Hill Connect and Create solutions provide tools for you to build customized course resources and assessments.

You can create a custom eBook for course readings or access media to support instruction. The available resources also include worksheets and a test bank to design assignments for students that can be linked in your Blackboard course, with the results included in the Grade Center.

Other instructor features include Lecture Capture, Reports, and a To-Do List to increase grading efficiency. In addition to accessing the customized materials you have prepared for them, students have access to activities to reinforce their readings and give you a snapshot of their progress.

Course Options

Textbook: The McGraw-Hill Create tool allows you to create your own text in eBook or printed format from McGraw-Hill textbook resources.

Library: The Library feature gives students access to the customized course eBook, LearnSmart study modules to help review and comprehend material, and any recorded lectures you have made available using the Lecture tool.

Assignments: The McGraw-Hill Assignments tool allows you to select existing worksheets and create assessments from questions related to your course, or add your own assessments to the course resources.

SimNet: Instructors teaching courses on computing applications will find simulation-based software for teaching and assessing student proficiency.

Institution Options

McGraw-Hill Tab: When the McGraw-Hill Connect and Create Building Block is enabled in Blackboard Learn, administrators at institutions licensing community engagement may create a system tab, giving users additional information about McGraw-Hill Connect's resources.

McGraw-Hill Modules: Institutions that install the McGraw-Hill Connect and Create Building Block may add modules that link to information about McGraw-Hill Connect and McGraw-Hill Create, customized to the user's Institution Role.

A McGraw-Hill Announcements module to display alerts and announcements at the system and course levels is also available. Your school's Blackboard Learn administrator may add it to a tab, or course instructors can add it to a course module page. These announcements are also displayed in the McGraw-Hill Connect and Create system.

To add the Announcements module to a page, follow these steps:

How to Create Module Pages

1. Log onto Blackboard and access a course in which you are an instructor
2. Ensure Edit Mode for the course is **ON**.
3. Using your cursor, point to Create Item (the plus sign) in the Menu Area.
4. Select **Create Module Page**.
5. Type a **Name** for the Module Page.
6. Select **Available to Users**.

7. Click **Submit**.

How to Add a Module to a Module Page

1. Open a Module Page by clicking its name in the Course Menu.
2. Ensure Edit Mode for the course is **ON**.
3. Click **Add Course Module**.
4. Select the **McGraw-Hill Announcements** module.
NOTE: If you are unable to locate the module, contact your Blackboard administrator as they may have to adjust visibility for the module.
5. Click **Submit**.

Course Management

When your school's Blackboard Learn administrator has made the McGraw-Hill Connect and Create Building Block available for use in Courses and Organizations, the Blackboard Learn course can be linked to sections in McGraw-Hill Connect.

Security Warning

When accessing McGraw-Hill links from Blackboard Learn, a Security Warning pop-up may be displayed.

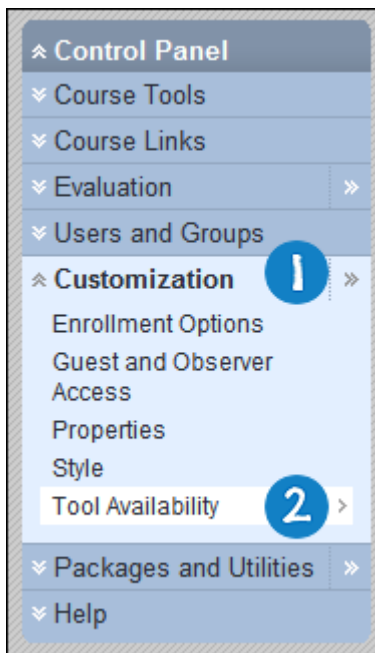
The wording of this warning will vary between browsers. Click the button to proceed to McGraw-Hill.

Tool Availability


Students and instructors access and manage many of the features of McGraw-Hill Connect and McGraw-Hill Create through the "Course Tools" area in the course menu. Either the entire Course Tools library must be available to students through the Course Menu, or you must create a direct Tool Link in the Course Menu for the McGraw-Hill Connect and McGraw-Hill Create solutions.

When your school's Blackboard Learn administrator has made McGraw-Hill Connect and McGraw-Hill Create available in Blackboard Learn, these tools should be available by default, but they can be managed individually by following these steps.

1. In the course Control Panel, click **Customization**.
2. Click **Tool Availability**.



3. Check the box next to **McGraw-Hill Higher Education** to make the McGraw-Hill Connect and McGraw-Hill Create tools available in the Course Tools area, or uncheck the box to make the tool unavailable.



Tool Availability

Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

Filter

Cancel
Submit

Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
McGraw-Hill Assignment	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Exam	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment File Attach	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Group	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Homework	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Learnsmart	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Mundo Interactivo	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Practice	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Quiz	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Reading	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Video	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Web Activity	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Content	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Create	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Higher Education	- <input checked="" type="checkbox"/>	-	-	-
McGraw-Hill Library	-	-	-	<input checked="" type="checkbox"/>

- Check or uncheck the boxes for **McGraw-Hill Content**, **McGraw-Hill Assignment**, or **McGraw-Hill Create** to make the individual tools available or unavailable in the content area drop-down menus.

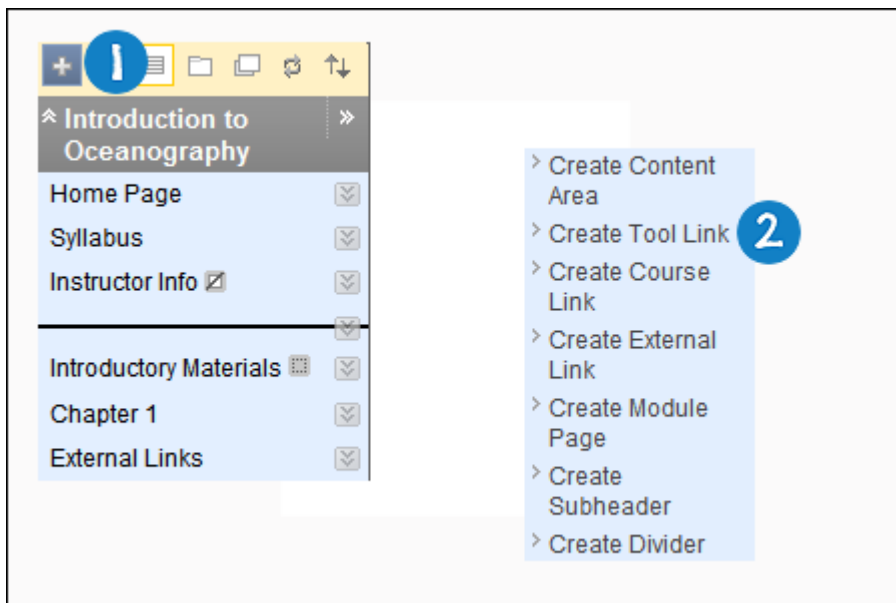
McGraw-Hill Assignment	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Exam	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment File Attach	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Group	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Homework	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Learnsmart	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Mundo Interactivo	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Practice	-	4	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Quiz	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Reading	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Video	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment Web Activity	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Content	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Create	-	-	-	<input checked="" type="checkbox"/>

NOTE: The **McGraw-Hill Create** option is only available in **Blackboard Learn 9.1 Service Pack 6 and 7.**

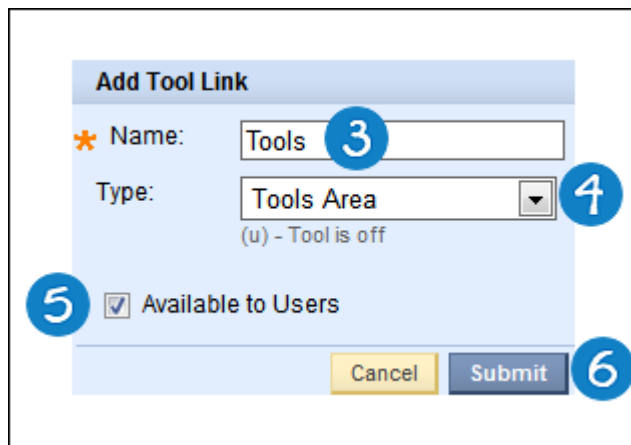
- Click **Submit**.

Follow these steps to add the Tools Panel to the Course Menu.

1. Click the plus sign at the top of the Course Menu panel to create a new menu item.
2. Select **Create Tool Link**.

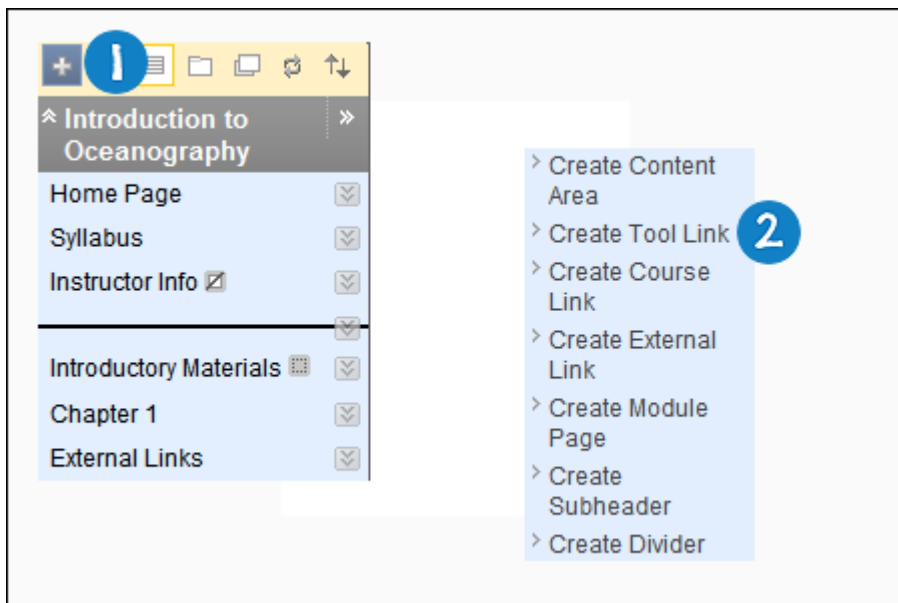


3. Type a **Name** for the Menu item (for example, Tools).
4. In the drop-down menu, select **Tools Area**.
5. Check the box to make the area **Available to Users**.
6. Click **Submit**.

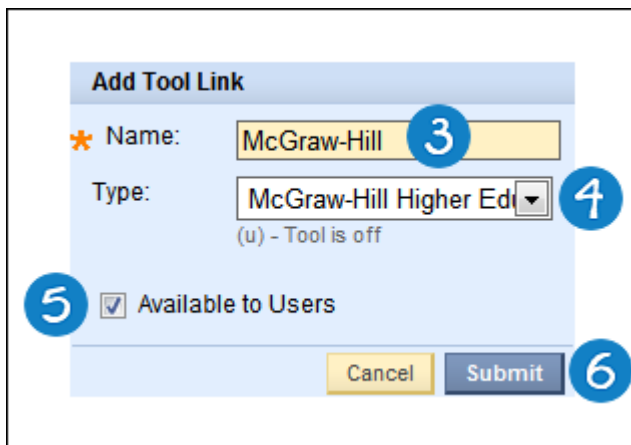


Follow these steps to add a direct link to the McGraw-Hill tool to the Course Menu.

1. Click the plus sign at the top of the Course Menu panel.
2. Select **Create Tool Link**.

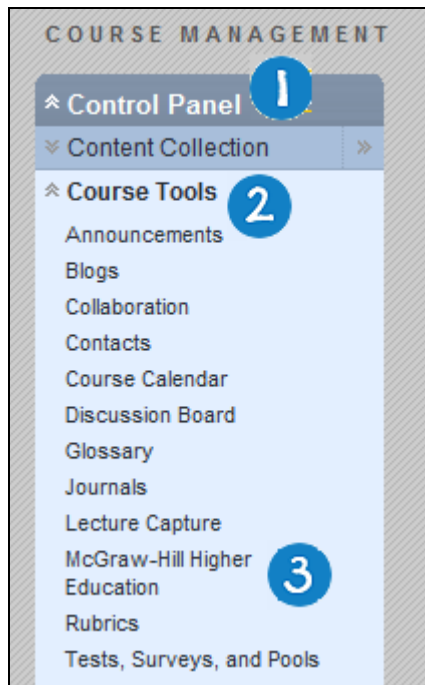


3. Type a **Name** for the Menu item (for example, McGraw-Hill).
4. In the drop-down menu, select **McGraw-Hill Higher Education**.
5. Check the box to make the area **Available to Users**.
6. Click **Submit**.



Follow these steps to access the McGraw-Hill tool from the course Control Panel

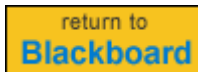
1. Select **Control Panel** in the left navigation menu.
2. Select **Course Tools**.
3. Select McGraw-Hill Higher Education to access the McGraw-Hill tool



Working in McGraw-Hill Connect and Create and Blackboard Learn

Integrating McGraw-Hill's Connect and Create tools into a Blackboard Learn course allows you to build course materials and organize a grading workflow.

Accessing McGraw-Hill Connect and McGraw-Hill Create materials from inside Blackboard Learn will redirect you and your students to McGraw-Hill sites external to your Blackboard system. To return to Blackboard Learn at any time, use the **Return to Blackboard** button shown below.

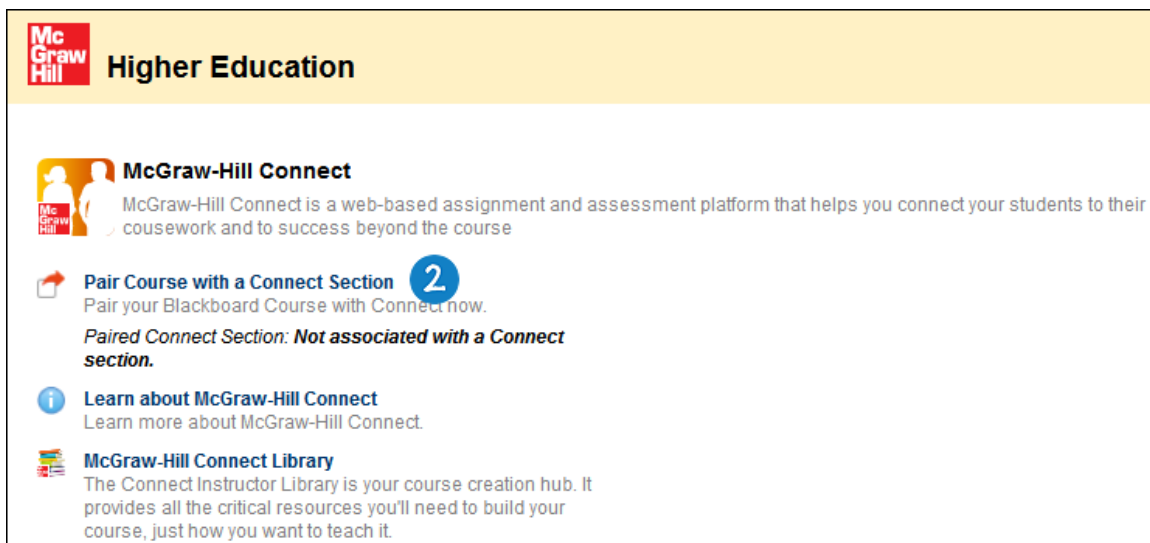


Linking a Blackboard Learn Course to a New McGraw-Hill Connect Section

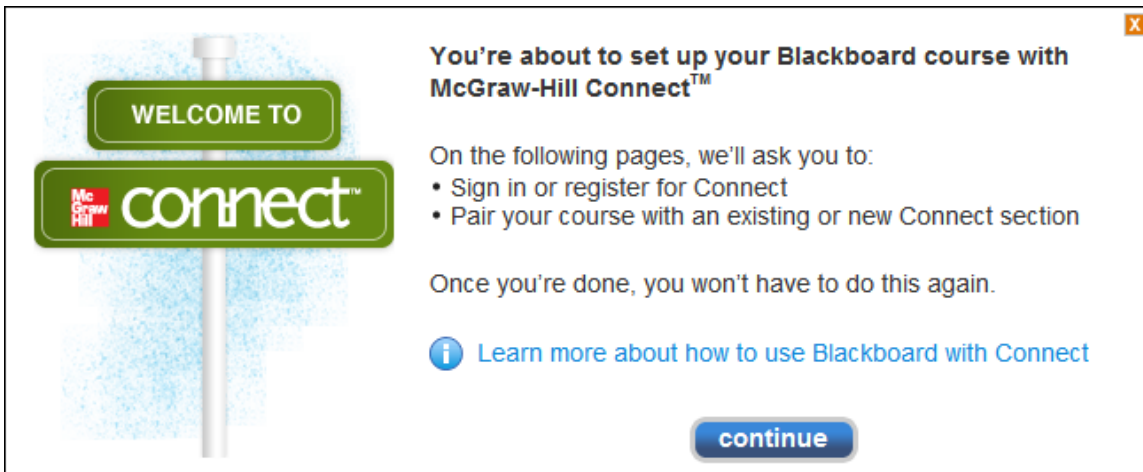
Follow these steps to link a Blackboard Learn course to a new McGraw-Hill Connect Section.

Note: A Blackboard Learn course can be paired with a McGraw-Hill Connect section from any McGraw-Hill course link. If the course is not yet paired, a McGraw-Hill Connect pop-up window will appear when a link is clicked. Click **Continue** on the window and follow the instructions starting from Step 3 below.

1. Access the McGraw-Hill tool from the appropriate tool link in the Course Menu.
2. Click **Pair Course with a Connect Section**.

A screenshot of the McGraw-Hill Higher Education interface. The header shows the McGraw-Hill logo and "Higher Education". Below this, there are four main sections: 1. "McGraw-Hill Connect" with a description: "McGraw-Hill Connect is a web-based assignment and assessment platform that helps you connect your students to their coursework and to success beyond the course". 2. "Pair Course with a Connect Section" with a blue circle containing the number "2". The text below reads: "Pair your Blackboard Course with Connect now. Paired Connect Section: **Not associated with a Connect section.**". 3. "Learn about McGraw-Hill Connect" with an information icon and the text: "Learn more about McGraw-Hill Connect". 4. "McGraw-Hill Connect Library" with a book icon and the text: "The Connect Instructor Library is your course creation hub. It provides all the critical resources you'll need to build your course, just how you want to teach it."

3. If your Blackboard Learn account has not been paired with a McGraw-Hill Connect account, a Welcome to McGraw-Hill Connect window appears. Click **Continue**.



You're about to set up your Blackboard course with McGraw-Hill Connect™

On the following pages, we'll ask you to:

- Sign in or register for Connect
- Pair your course with an existing or new Connect section

Once you're done, you won't have to do this again.

[Learn more about how to use Blackboard with Connect](#)

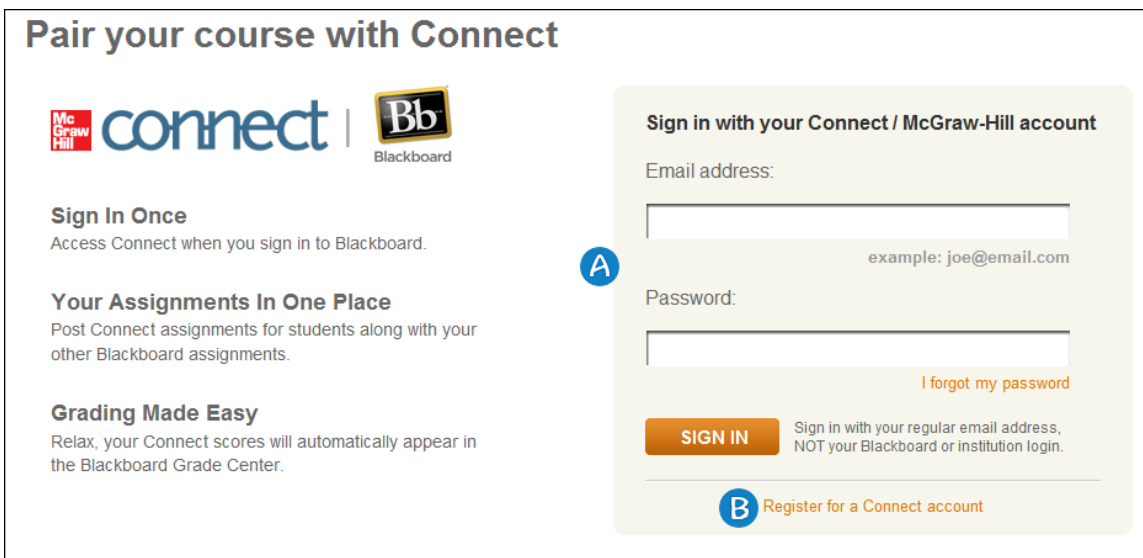
[continue](#)

4. If your Blackboard Learn login is not associated with a McGraw-Hill Connect account, the McGraw-Hill Connect login screen will appear.


Type your **Email Address** and **Password** and click **Sign In** to log in to an existing McGraw-Hill Connect account

-OR-

Click **Register for a Connect Account** to create a new account.



Pair your course with Connect



Sign In Once
Access Connect when you sign in to Blackboard.

Your Assignments In One Place
Post Connect assignments for students along with your other Blackboard assignments.

Grading Made Easy
Relax, your Connect scores will automatically appear in the Blackboard Grade Center.

Sign in with your Connect / McGraw-Hill account

Email address:

Password:

[I forgot my password](#)


[SIGN IN](#) Sign in with your regular email address, NOT your Blackboard or institution login.

[Register for a Connect account](#)

5. Once you are logged in, select the option to pair with a **new** Connect course.

Pair your course with Connect

Your Blackboard Course


pair with  :


- A section in a **new** Connect course
- A section in an **existing** Connect course

6. Select a **Subject** from the drop-down list. Choose a textbook by using the arrows to scroll through the list and clicking to highlight the desired book.

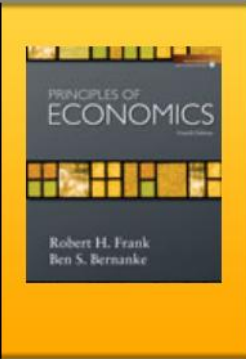
STEP 1. FIND YOUR TEXTBOOK

Economics 6






Connect for GEN
CMB GREGG
COLL KYBD&DP
Combo, 1st ed.




PRINCIPLES OF
ECONOMICS


Robert H. Frank
Ben S. Bernanke



Marketing
Grewal, 1st ed.



ECONOMICS
McConnell, 17th
ed.



you have selected
Principles of Economics
Frank, 4th ed.
ISBN 007727377x

7. Type a **Course Name** and select a **Time Zone** to allow McGraw-Hill Connect and Blackboard Learn to correctly manage assignment due dates and times.

STEP 2. TELL US ABOUT YOUR COURSE

course name:

7

Aa

example: psychology 101

time zone:

▼

8. Type a name for your first **Section**. Optionally, if you have another McGraw-Hill section of the same course already configured, you can copy Assignments by selecting that section in the drop-down menu.

NOTE: A Blackboard Learn course can have multiple McGraw-Hill Connect sections, but each McGraw-Hill Connect section can be attached to only one course.

9. Click **Create**.

STEP 3. NAME YOUR FIRST SECTION

Section Name: example: spring 2009 mwf 2pm

Copy Assignments From (optional):

8 **9**

10. When the pairing is complete, select:

Go to Section Home Page

-OR-

Return to Blackboard

you're done!

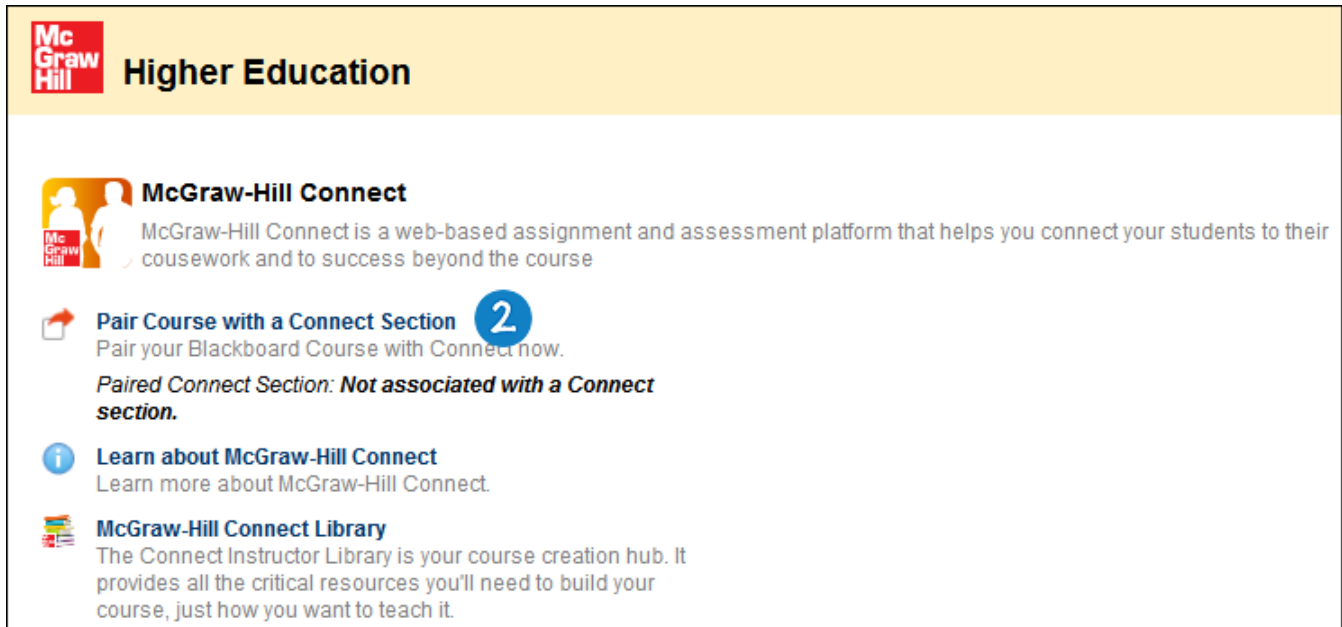
Blackboard
Your Blackboard
Course
[return to Blackboard](#)

Connect
Winter 2012
(Economics 101)
[go to section home page](#)

Linking a Blackboard Learn Course to an Existing McGraw-Hill Connect Section

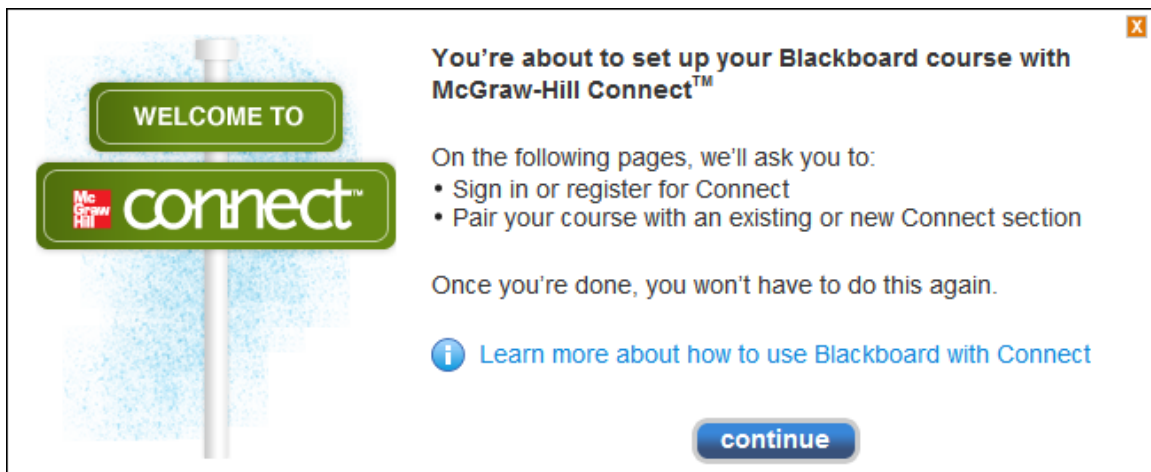
Follow these steps to link a Blackboard Learn course to an existing McGraw-Hill Connect Section.

1. Access the McGraw-Hill tool.
2. Click **Pair Course with a Connect Section**.



The screenshot shows the McGraw-Hill Higher Education interface. At the top left is the McGraw-Hill logo. The main heading is "Higher Education". Below this, there is a section for "McGraw-Hill Connect" with a description: "McGraw-Hill Connect is a web-based assignment and assessment platform that helps you connect your students to their coursework and to success beyond the course". The second step, "Pair Course with a Connect Section", is highlighted with a blue circle containing the number "2". The text for this step reads: "Pair your Blackboard Course with Connect now. Paired Connect Section: **Not associated with a Connect section.**". Below this are two links: "Learn about McGraw-Hill Connect" and "McGraw-Hill Connect Library".

3. If your Blackboard Learn account has not been paired with a McGraw-Hill Connect account, a Welcome to McGraw-Hill Connect window appears. Click **Continue**.



The screenshot shows a "Welcome to McGraw-Hill Connect" window. On the left, there is a graphic of a signpost with a green sign that says "WELCOME TO" and another sign that says "McGraw-Hill connect™". On the right, the text reads: "You're about to set up your Blackboard course with McGraw-Hill Connect™". Below this, it says: "On the following pages, we'll ask you to:" followed by a list of two items: "Sign in or register for Connect" and "Pair your course with an existing or new Connect section". Below the list, it says: "Once you're done, you won't have to do this again." At the bottom, there is a link: "Learn more about how to use Blackboard with Connect" and a blue "continue" button.


- If the Blackboard Learn login is not associated with a McGraw-Hill Connect account, the McGraw-Hill Connect login screen will appear.

Type your **Email Address** and **Password** and click **Sign In** to log in to an existing Connect/ McGraw-Hill account

-OR-

Click **Register for a Connect Account** to create a new account.

Pair your course with Connect



Sign In Once
Access Connect when you sign in to Blackboard.

Your Assignments In One Place
Post Connect assignments for students along with your other Blackboard assignments.

Grading Made Easy
Relax, your Connect scores will automatically appear in the Blackboard Grade Center.

Sign in with your Connect / McGraw-Hill account

Email address:

example: joe@email.com

Password:

[I forgot my password](#)

SIGN IN Sign in with your regular email address, NOT your Blackboard or institution login.

B Register for a Connect account

- Select the option to pair with an **existing** Connect course.

Pair your course with Connect

Your Blackboard Course

pair with :

A section in a **new** Connect course
5 A section in an **existing** Connect course

- A list of available McGraw-Hill Connect courses appears. Click the course that contains the sections you would like to pair, or choose to create a new section.
- Click **Save**.

NOTES:

- There is no fee to Instructors or institutions for use of McGraw-Hill Connect. Students will be prompted to register and pay when they first access a McGraw-Hill Connect tool from the course.
- The full features of McGraw-Hill Connect and Create are not available to guests or observers.

Synchronizing with McGraw-Hill Connect

The McGraw-Hill Connect and Create Building Block is designed to pass information back and forth between Blackboard Learn and McGraw-Hill Connect. Synchronization includes the following:

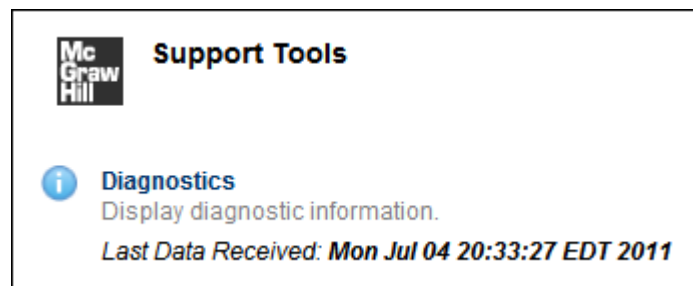
- Assignment status (available, unavailable to students)
- Assignment Information (title, type, group and due dates)
- Course status (available, unavailable to students)
- Grades and grading status

While the McGraw-Hill Connect and Create Building Block automatically synchronizes information between Blackboard Learn and McGraw-Hill Connect, there is an option to manually synchronize a complete course or individual McGraw-Hill assignments in the McGraw-Hill tool. Manual synchronization may be necessary if one of the following situations applies.

- If the course has been set up using the Course Copy or Archive and Restore tools, synchronize the course manually to guard against broken links between the McGraw-Hill Connect section and Blackboard Learn course.
- Discrepancies between grades in Blackboard Learn and McGraw-Hill Connect.
- Discrepancies in assignment availability between Blackboard Learn and McGraw-Hill Connect.
- Before preparing final grades to ensure all averages are correct.


NOTES:

- If assignment attempts have been deleted in Blackboard Learn, a manual synchronization will restore those attempts from McGraw-Hill Connect and grading will be applied depending on the formula chosen. Removing attempts from Blackboard Learn is not recommended. Use the Manually Override grading feature or change the grading option to exclude unwanted attempts from the student's score.
- You can check the date and time of the last received data under the Diagnostics link in the Support Tools section.




Follow these steps to manually synchronize a Blackboard Learn course and a McGraw-Hill Connect section.


1. Access the McGraw-Hill tool.
2. Click **Synchronize with Section**.



McGraw-Hill Connect


McGraw-Hill Connect is a web-based assignment and assessment platform that helps you connect your students to their coursework and to success beyond the course

**Go to My Connect Section**
Access the McGraw-Hill Connect section associated with this course
Paired Connect Section: Winter 2012(388139)

**Synchronize with Section** 2
Request a manual synchronization of this course with its corresponding McGraw-Hill Connect section to refresh the assignment and grade information and to find broken links.

Manually synchronizing the course will synchronize assignment names, groups, assignment types, and possible grades. The process will also pass the entire McGraw-Hill Connect grade book into Blackboard Learn's Grade Center (regular updates pass only new grades). This process may overwrite attempt-level grades; please see the "McGraw-Hill Connect Assignments and the Grade Center" section for more information.

3. The McGraw-Hill Synchronization Preview appears with information on items updated, repaired, or broken.
4. If a link to a McGraw-Hill Connect Assignment is broken, you will have the option of re-linking to the Assignment in McGraw-Hill Connect or deleting the link.
5. Click **Submit** to return to the McGraw-Hill tool.
6. The assignment information (title, type, group and due dates) will synchronize and the grade updates will be queued to run as a background task. An inline receipt will display the number of updated assignments, repaired assignments, and broken links for the course.
7. You will be informed via email when the queued background task for the grade updates completes. These messages will include detailed results outlining any errors and issues with the grade sync process so you may follow up as necessary.


3

Cancel
Submit

1. Preview Summary

Below is a summary of the changes that will be made to synchronize this Blackboard course with the corresponding Connect section. A total of 4 assignments will be refreshed along with the corresponding grading information for students who have taken assignment in Connect. Links to existing assignments that can be repaired automatically are listed below, along with links to assignments that need to be reconciled manually.

2. Reconciliation Information

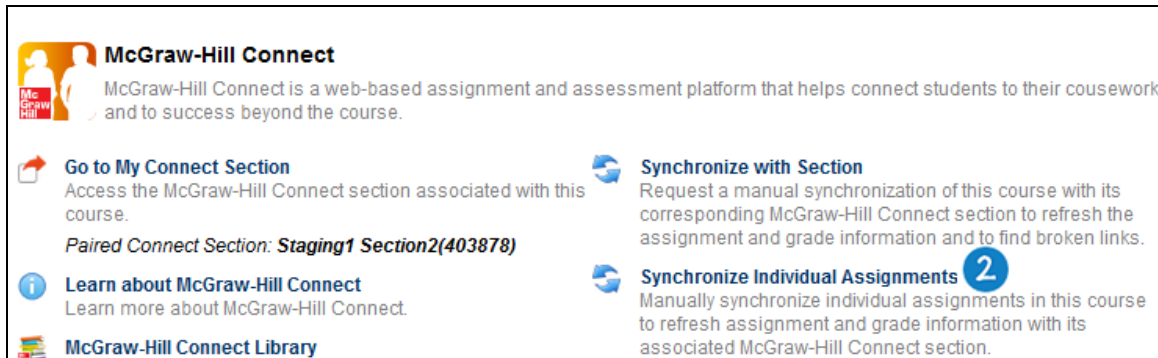
Updated	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; border: 1px solid gray;">Type</th> <th style="border: 1px solid gray;">Title</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid gray;">Quiz</td> <td style="border: 1px solid gray;">MH Connect Assignment One</td> </tr> <tr> <td style="border: 1px solid gray;">Quiz</td> <td style="border: 1px solid gray;">MH Connect Assignment Two</td> </tr> <tr> <td style="border: 1px solid gray;">Quiz</td> <td style="border: 1px solid gray;">MH Connect Assignment Three</td> </tr> </tbody> </table>	Type	Title	Quiz	MH Connect Assignment One	Quiz	MH Connect Assignment Two	Quiz	MH Connect Assignment Three
Type	Title								
Quiz	MH Connect Assignment One								
Quiz	MH Connect Assignment Two								
Quiz	MH Connect Assignment Three								
Repaired	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; border: 1px solid gray;">Type</th> <th style="border: 1px solid gray;">Title</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid gray;">Quiz</td> <td style="border: 1px solid gray;">MH Connect Assignment Four</td> </tr> </tbody> </table>	Type	Title	Quiz	MH Connect Assignment Four				
Type	Title								
Quiz	MH Connect Assignment Four								
Broken	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; border: 1px solid gray;">Title</th> <th style="width: 40%; border: 1px solid gray;">Actions</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid gray;">MH Connect Assignment Five</td> <td style="border: 1px solid gray; text-align: center;"> Delete Relink </td> </tr> </tbody> </table>	Title	Actions	MH Connect Assignment Five	Delete Relink				
Title	Actions								
MH Connect Assignment Five	Delete Relink								

3. Submit
5

Cancel
Submit

Follow these steps to manually synchronize a subset of McGraw-Hill assignments in the Blackboard Learn course and a McGraw-Hill Connect section.

1. Access the McGraw-Hill tool.
2. Click **Synchronize Individual Assignments**.




The screenshot shows the McGraw-Hill Connect interface. At the top left is the McGraw-Hill logo. To its right is the heading "McGraw-Hill Connect" followed by a brief description: "McGraw-Hill Connect is a web-based assignment and assessment platform that helps connect students to their coursework and to success beyond the course." Below this are four main action items, each with an icon and a description:

- Go to My Connect Section**: Access the McGraw-Hill Connect section associated with this course. Paired Connect Section: *Staging1 Section2(403878)*
- Synchronize with Section**: Request a manual synchronization of this course with its corresponding McGraw-Hill Connect section to refresh the assignment and grade information and to find broken links.
- Learn about McGraw-Hill Connect**: Learn more about McGraw-Hill Connect.
- Synchronize Individual Assignments** (highlighted with a blue circle containing the number 2): Manually synchronize individual assignments in this course to refresh assignment and grade information with its associated McGraw-Hill Connect section.

At the bottom left, there is a link for "McGraw-Hill Connect Library".

Manually synchronizing the course will synchronize Assignment names, groups, types, and possible grades. The process will also pass the entire McGraw-Hill Connect grade book into Blackboard Learn's Grade Center (regular updates pass only new grades). This process may overwrite attempt-level grades; please see the "McGraw-Hill Connect Assignments and the Grade Center" section for more information.

3. The Synchronize Individual Assignments page displays a list of all McGraw-Hill assignment in the course.
4. Select one or more assignments you would like to synchronize.
5. Click **Submit** to return to the McGraw-Hill tool.
6. The assignment information (title, type, group and due dates) for selected assignments will synchronize and the grade updates will be queued to run as a background task. An inline receipt will display the number of updated assignments, repaired assignment, and broken links for the course.
7. You will be informed via email when the queued background task for the grade updates completes. These messages will include detailed results outlining any errors and issues with the grade sync process so you may follow up as necessary.



Synchronize Individual Assignments 3

Refresh assignment and grade information by selecting the assignments in this course that you want to synchronize with its associated McGraw-Hill Connect section.

<input type="checkbox"/>	Title	Type	Points Possible	Due Date
<input type="checkbox"/>	Section1	quiz	30.0	Sun Feb 05 23:12:00 CST 2012
<input checked="" type="checkbox"/>	section2	quiz	30.0	Sun Feb 05 23:12:00 CST 2012
<input type="checkbox"/>	section3	quiz	20.0	Mon Feb 06 23:12:00 CST 2012

4 Displaying 1 to 3 of 3 items Show All Edit Paging...

Items Selected 1 5 Cancel Submit

Single Sign-On and Sign-Off

For convenience and security, accessing McGraw-Hill Connect through a link in a Blackboard Learn course will log you into McGraw-Hill Connect. Logging out of Blackboard Learn will log you out of McGraw-Hill Connect as well.

Follow these steps to reset the single sign-on information:

1. Access the McGraw-Hill tool.
2. Choose **Reset Single Sign-On**.



3. This will remove the automatic sign-on information and require you to sign on to McGraw-Hill Create or McGraw-Hill Connect the next time those tools are accessed through Blackboard Learn.

Roster Information

The Roster Information link lists Blackboard Learn users enrolled in the course and their corresponding McGraw-Hill accounts. A blank space in the McGraw-Hill column indicates that the user has not yet activated his or her McGraw-Hill account, or has not yet connected it to the course.

**Support Tools**

 Diagnostics Display diagnostic information. <i>Last Data Received: Thu Jun 30 13:58:43 EDT 2011</i>	 Roster Information Display Blackboard and McGraw-Hill roster information.
--	---

Each column is sortable by clicking the column header.

NOTE: The **Diagnostics** tool is used by support engineers. Instructors do not need to access diagnostic information unless directed to do so during a support session.

For additional questions, contact the local Blackboard Learn system administrator or computing help desk.

McGraw-Hill Create

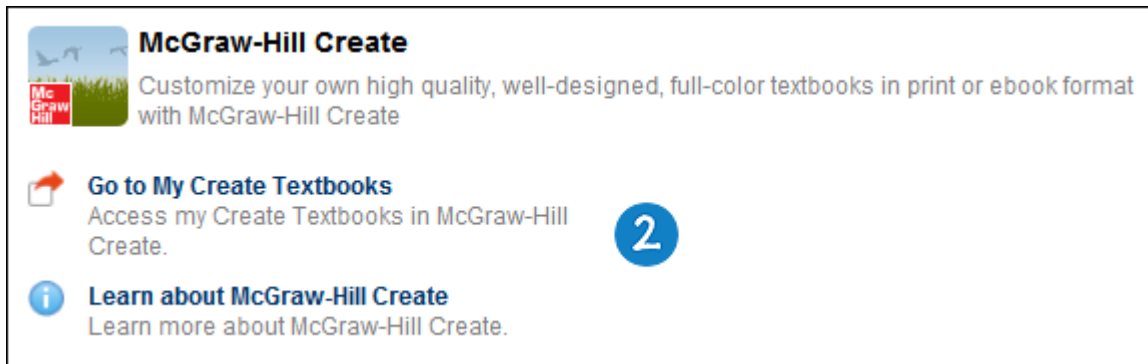
McGraw-Hill Create gives Instructors access to content – books, articles, readings, and other media – to create personalized course text and locate media to support instruction. This feature can be accessed from the McGraw-Hill tool or from any Content Area (see note at the end of this section).

Follow these steps to access McGraw-Hill Create from the McGraw-Hill tool.

1. Access the McGraw-Hill tool.
2. Under the **My Create Textbooks** area, choose either:
Go to My Create Textbooks to access or build McGraw-Hill Create materials.

-OR-

Learn about McGraw-Hill Create to get more information about McGraw-Hill Create.

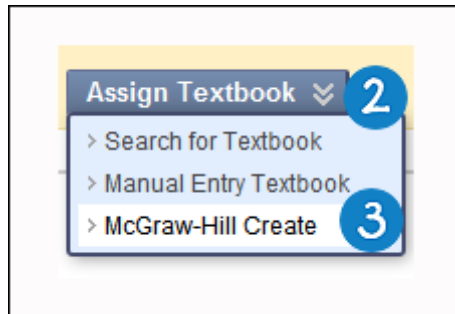


The screenshot shows a user interface for McGraw-Hill Create. At the top, there is a header with the McGraw-Hill logo and the text "McGraw-Hill Create". Below this, there is a description: "Customize your own high quality, well-designed, full-color textbooks in print or ebook format with McGraw-Hill Create". There are three main options listed below:

- Go to My Create Textbooks**: Access my Create Textbooks in McGraw-Hill Create. This option is highlighted with a blue circle containing the number "2".
- Learn about McGraw-Hill Create**: Learn more about McGraw-Hill Create.

Follow these steps to add a link to a McGraw-Hill Create Textbook from a Content Area.

1. Navigate to the Content Area where you would like to add access to a McGraw-Hill Create Textbook/eBook.
2. Point to **Assign Textbook** in the navigation bar.
3. Click **McGraw-Hill Create**.



4. You will be taken to the McGraw-Hill Create site.

NOTE: The **McGraw-Hill Create** link under the **Assign Textbook** menu is only available in **Blackboard Learn 9.1 Service 6 and 7**.

McGraw-Hill Content

You can add four types of McGraw-Hill Connect content to a course content area: McGraw-Hill Connect Assignments, McGraw-Hill LearnSmart, McGraw-Hill Connect Lectures, and McGraw-Hill Connect Library.

McGraw-Hill Connect Assignments



The McGraw-Hill Assignments tool allows you to select existing worksheets, create assessments from questions related to your course, or add your own assessments to the course resources.

McGraw-Hill Assignments are added to the Blackboard Learn Grade Center and grade information is synchronized between McGraw-Hill Connect and Blackboard Learn so you can complete your grading workflow in the way that is most comfortable for you. Like Blackboard Learn assessments, McGraw-Hill Assignments that can be graded automatically will be, with the grade recorded in both McGraw-Hill Connect and Blackboard Learn. You can override grades at any time, and can also complete grading for assignments that require individual grading.

McGraw-Hill LearnSmart



LearnSmart offers students interactive, adaptive assessments to monitor their progress and then create personalized study plans for review. This allows you to track their work.

McGraw-Hill Connect Lectures



The Lectures tool gives you the opportunity to make recordings of your lectures available to students for review.

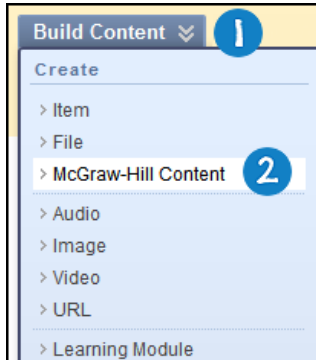
McGraw-Hill Connect Library



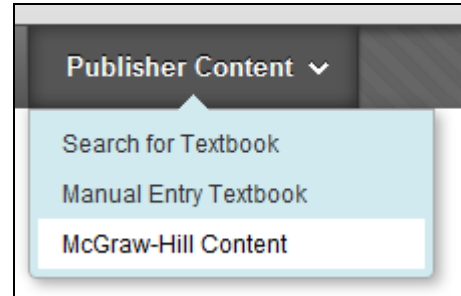
The McGraw-Hill Connect Library can be used by students to access the course eBook, LearnSmart study activities, and recorded lectures you have made available.

Follow these steps to add links to McGraw-Hill content in a course content area.

1. Point your cursor to the **Build Content** menu on the course action bar. For **Blackboard Learn 9.1 Service Pack 8 and above**, select **Publisher Content**.
2. Select **McGraw-Hill Content**

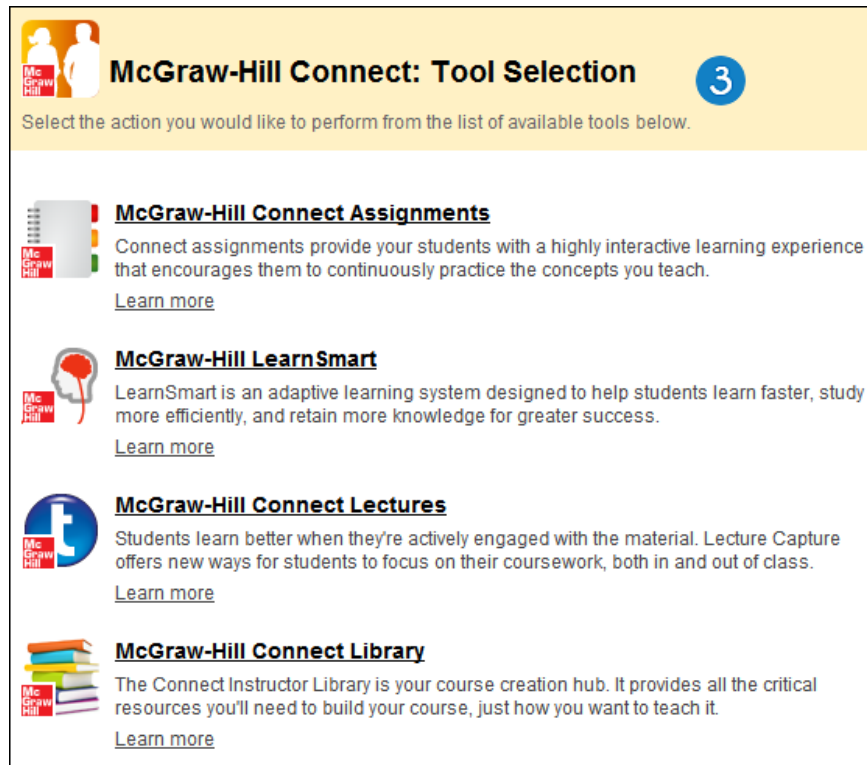


Content menu for 9.1 SP6/SP7



Content Menu for 9.1 SP8 and above

3. Select the type of content to add. Choosing McGraw-Hill LearnSmart, McGraw-Hill Connect Lectures, or McGraw-Hill Connect Library adds a link to that area of the Connect course. Choosing McGraw-Hill Connect Assignments helps you select a McGraw-Hill Connect Assignment and deploy it in your Blackboard Learn course. See the next section on **McGraw-Hill Connect Assignments** for more information.

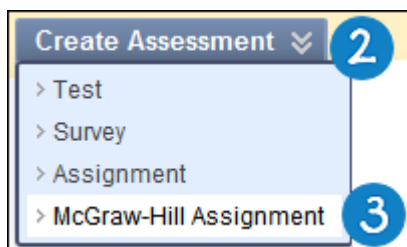


McGraw-Hill Connect Assignments

McGraw-Hill Connect provides a library of resources for constructing Assignments through the McGraw-Hill Connect Assignment Builder. McGraw-Hill Assignments can consist of textbook end-of-chapter questions, worksheets, multiple choice and true/false questions from the McGraw-Hill Connect Question Bank, or web activities.

Follow these steps to create a McGraw-Hill Assignment.

1. Access the content area where the McGraw-Hill Assignment will be added.
2. On the action bar, point your cursor to the **Create Assessment** menu to access the drop-down list.
3. Select **McGraw-Hill Assignment**.




Alternately, you can add a McGraw-Hill Assignment through the **Build Content** process described above.

4. To use an existing assignment, check the box next to any desired McGraw-Hill Assignment's name. You may select multiple assignments across pages – the total number of Assignments selected will be reflected at the bottom of the page. Click **Submit** to finish.

-OR-

5. To create a new assignment, click **Create New Assignment** to be taken to the McGraw-Hill Connect Assignment Builder.



McGraw-Hill Connect Assignments

Create New Assignment
5


<input type="checkbox"/>	#	Group	Title	Type	Points Possible	Due Date	Deployed	Shared	Visible
<input type="checkbox"/>	1		Assignment 1	homework	40.0		✓		✓
<input type="checkbox"/>	2		Chapter 01 Appendix Study Questions - Static	homework	140.0				✓
<input type="checkbox"/>	3		Chapter 01 Study Questions - Static	homework	270.0				✓

Displaying 1 to 3 of 3 items
Show All Edit Paging...

NOTE: Assignments are listed in the order defined in McGraw-Hill Connect. To sort by other values, click the desired column heading.

A checkmark under the **Deployed** column indicates that the Assignment has been deployed in Blackboard Learn. **Shared** indicates that the Assignment is shared with another instructor or section in McGraw-Hill Connect. **Visible** indicates that the Assignment is visible in McGraw-Hill Connect.

6. If desired, use the picker on the Add Assignment page to browse for a different **Destination Folder** to place the assignment in.
7. Select **Yes** to add the Assignment inside a folder in Blackboard Learn that matches the folder structure in McGraw-Hill Connect.
8. Select a grading option from the **Score attempts** and **Grade Center Category** using the drop-down provided.
9. Click **Submit**.



Add McGraw-Hill Connect Assignments

Cancel
Submit

1. Assignment Location

Destination Folder Browse... 6

2. Assignment Information

Group	Assignment Title	Type	Points Possible
	Assignment One	homework	30.0

Displaying 1 to 1 of 1 items Show All
Edit Paging...

3. Options

Create Group 7 Yes No

Add the McGraw-Hill Connect assignment(s) in a folder matching the Connect group.

Score attempts using 8

Category

4. Submit

Cancel
Submit
9

McGraw-Hill Connect Assignments and Adaptive Release

Adaptive Release rules may be applied to McGraw-Hill Assignments, but the rules will apply only to Blackboard Learn content links and not to the items defined in McGraw-Hill Connect. If an Assignment is available in McGraw-Hill Connect, students can access it there regardless of any Adaptive Release rules applied in Blackboard Learn.

Availability dates in McGraw-Hill Connect may be used to restrict student access to McGraw-Hill Assignments. These dates are reflected in Blackboard.

McGraw-Hill Connect Assignments and the Grade Center

Creating or deploying a McGraw-Hill Assignment in Blackboard Learn automatically adds a column to the Grade Center. McGraw-Hill Assignments are categorized as Assignments and will show up in the default Assignments Smart View.

McGraw-Hill Connect assignments that can be graded automatically (such as assessments consisting only of multiple choice and true/false questions) will be graded in McGraw-Hill Connect, and the results will be delivered to the Grade Center in Blackboard Learn.

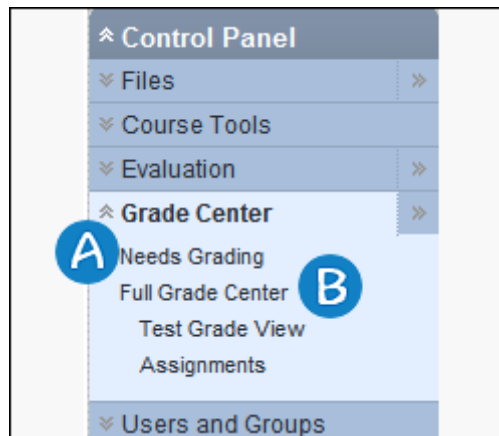
McGraw-Hill Connect assignments that require manual grading will appear on the To-Do List in McGraw-Hill Connect, and in the Grade Center in Blackboard Learn with the Needs Grading status icon.

When a student has completed a McGraw-Hill Connect Assignment in McGraw-Hill Connect, clicking the **Return to Blackboard** link in McGraw-Hill Connect will immediately bring the grade into Blackboard Learn's Grade Center. If the student accesses the Assignment directly through McGraw-Hill Connect, or closes the browser upon completion, the grade will be sent during the next scheduled update.

Follow these steps to grade McGraw-Hill Connect Assignments through Blackboard Learn.

1. In the Control Panel, click **Grade Center** to expand the menu.
2. Choose a view to access attempts ready for grading:

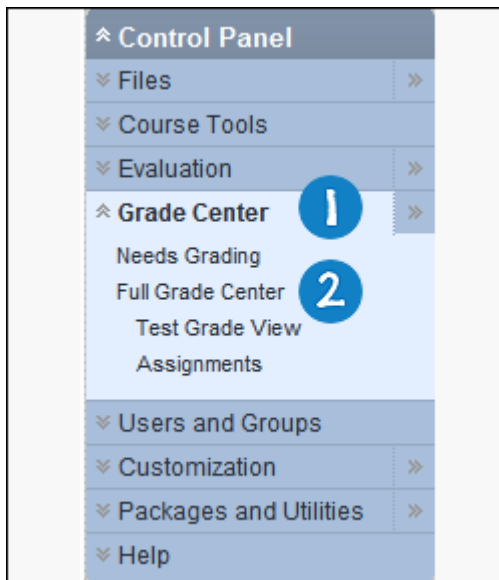
The **Needs Grading** page, **Full Grade Center**, or any **SmartViews** for the assignment's category.



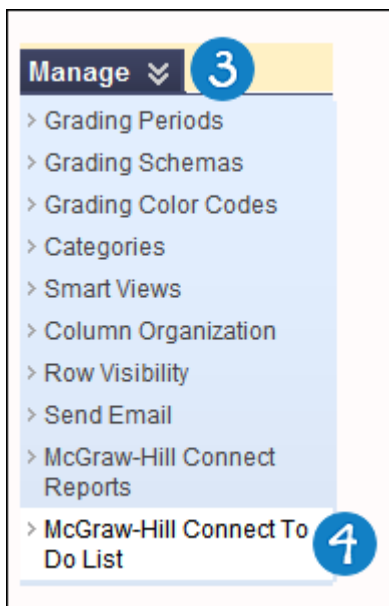
More information on grading workflows is available in Blackboard Help. In the Control Panel, click **Help**, then **Guide**.

Follow these steps to access the McGraw-Hill To-Do List to complete grading in McGraw-Hill Connect.

1. In a Blackboard Learn course's Control Panel, click **Grade Center** to expand the menu.
2. Click **Full Grade Center**.



3. On the Action Bar, point to **Manage** to access the drop-down menu.
4. Click **McGraw-Hill Connect To-Do List**.



5. The McGraw-Hill Connect course home page will appear. Notifications of any assignments ready for grading appear in the Messages section at the top of the page.

Since Blackboard Learn courses and McGraw-Hill Connect sections are designed to synchronize information, grades from either system will be passed to the other.

The only exception to grade synchronization is for grades changed in Blackboard Learn through the Manually Override feature. These values will not be sent to the McGraw-Hill Connect section.

Grades overridden at the attempt level in Blackboard Learn will be changed to match the McGraw-Hill Connect grade if the manual **Synchronize with Section** option is used. Grades overridden by typing directly in Grade Center cells or by using the Manually Override option will remain.

To avoid having an overridden attempt grade overwritten during the manual Synchronize with Section process, follow these steps:

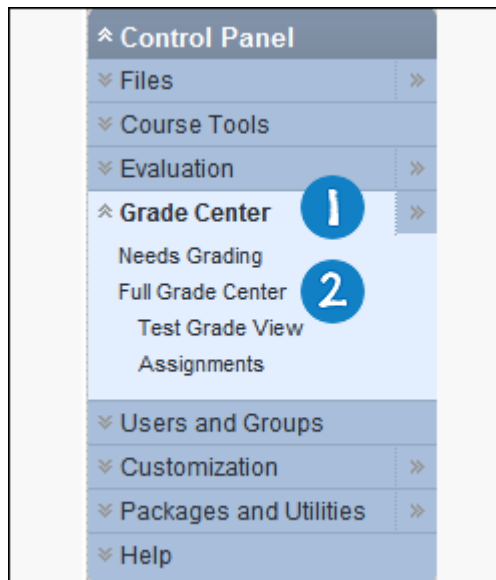
1. From the contextual menu next to an item, click View Grade Details.
2. Click the **Manually Override** tab.
3. Type a new grade in the **Override Grade** text box.
4. Optionally, add any **Feedback to User** or **Grading Notes**. The full features of the Text Editor can be turned on or off to allow Instructors to format text or include files as part of the comment.
5. Click **Save**.
6. Click **Return to Grade Center** to go back to the Grade Center page.

McGraw-Hill Connect Reports

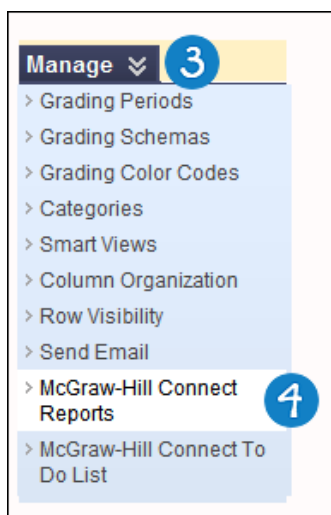
McGraw-Hill Connect Reports can be used to view assignment results, student performance, assignment statistics, and item or category analysis.

Follow these steps to access the McGraw-Hill Connect Reports page.

1. In a Blackboard Learn course's Control Panel, click **Grade Center** to expand the menu.
2. Click **Full Grade Center**.



3. On the Action Bar, point your cursor to **Manage** to access the drop-down menu.
4. Click **McGraw-Hill Connect Reports**.



5. The McGraw-Hill Reports page will be displayed.

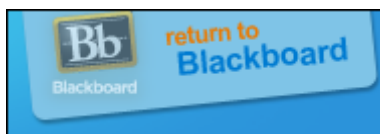
McGraw-Hill SimNet

McGraw-Hill SimNet is interactive, simulation-based software designed to teach and assess proficiency in computer concepts and Microsoft Office applications. You can create SimNet classes and pair them with Blackboard Learn courses.

You must have a McGraw-Hill and a SimNet login to pair your Blackboard Learn and SimNet classes. If you do not know your McGraw-Hill or SimNet logins, contact your school's Blackboard Learn administrator for assistance.

Grades from SimNet courses are exported to a single column in the Grade Center.


To return to Blackboard Learn at any time from your SimNet course, click the **Return to Blackboard** link shown below:





Linking a Blackboard Learn Course to a New McGraw-Hill SimNet Class


Follow these steps to link a Blackboard Learn course to a new McGraw-Hill SimNet class.

1. Access the McGraw-Hill tool from the appropriate Tools link in the Course Menu.
2. Click **Pair with a McGraw-Hill SimNet course**.

 **McGraw-Hill SimNet**
McGraw-Hill SimNet offers you a complete solution - an interactive, simulation-based software that is versatile, dependable and affordable for teaching and assessing proficiency in Computer Concepts and Microsoft Office applications.

 **Pair with a McGraw-Hill SimNet course** 2
Pair with a McGraw-Hill SimNet course.
Pairing Information: No association found with the application.

 **Reset Single Sign-On**
Reset the Blackboard account association.
Linked McGraw-Hill Account: 34


 **Learn about McGraw-Hill SimNet**
Learn more about McGraw-Hill SimNet

3. Type your **Email Address** and **Password** and click **Sign In** to log in to an existing McGraw-Hill Connect account

-OR-

Click **Register for a McGraw-Hill Account** to create a new account.

Pair your course with SimNet



Sign In Once
Access SimNet when you sign in to Blackboard.

Your Assignments in Blackboard
A link to your latest SimNet assignments appear for students in Blackboard.

Grading Made Easy
Relax, your SimNet scores will automatically appear in the Blackboard Grade Center.

Sign in with your McGraw-Hill account

Email Address:

Example: jdoe@email.com

Password:

[I forgot my password](#)

SIGN IN Sign in with your regular email address, NOT your institution login.

B [Register for a McGraw-Hill account](#)

4. Type your school's SimNet URL.

If you do not know your school's SimNet URL, click **Don't know your SimNet URL?** or contact your McGraw-Hill representative.

What SimNet URL would you like to pair the course to?

4

https:// .simnetonline.com Next

[Don't know your SimNet URL?](#)

5. Type your SimNet Username and Password and click Next.

If you do not know your SimNet Username or Password, click **Don't have a SimNet login?.**

SimNet Username?

Enter your SimNet login credentials below to connect your Blackboard account with SimNet.

Username:

Password:

5

Previous
Next

[Don't have a SimNet login?](#)

6. Select the option to pair with **A new SimNet class**.

Pair your class with SimNet®

Select a class to pair with Blackboard and click 'Next' to complete the pairing.

PAIR WITH:

6 A **new** SimNet class
 An **existing** SimNet class

7. Type a **Class Title**.
8. Type a **Section Title**.
9. Select the **Default Module** from the drop-down menu.

Select a class to pair with Blackboard and click 'Next' to complete the pairing.

PAIR WITH:

A **new** SimNet class
 An **existing** SimNet class

Class Title: **7**

Section Title: **8**

Default Module: **9**

- None
- Access 2007
- Computer Concepts 2007**
- Excel 2007
- Outlook 2007
- PowerPoint 2007
- Windows 7 & Internet Explorer 2007
- Windows Vista & Internet Explorer 2007
- Windows XP & Internet Explorer 2007
- Word 2007

10. Click **Next**.


11. When the pairing is complete, select:

Go to SimNet

-OR-

Return to Blackboard

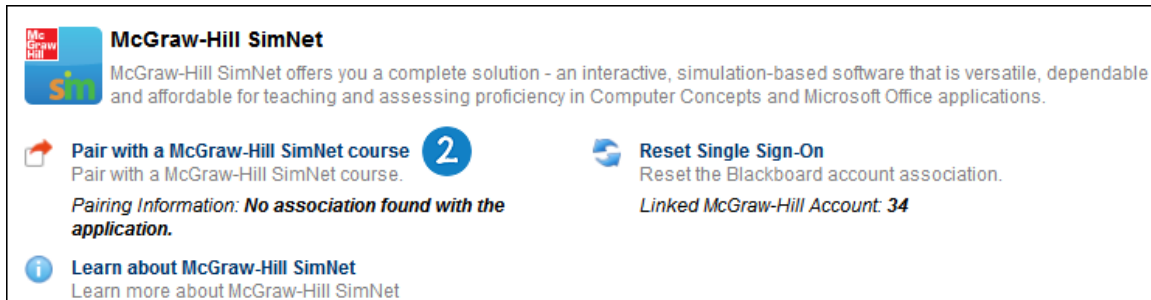
✓ you're done!

<p>Blackboard Your Blackboard Course</p> <p>◀ return to Blackboard</p>		<p>SimNet Computing Applications Spring 2012</p> <p>go to SimNet ▶</p>
---	--	---

Linking a Blackboard Learn Course to an Existing McGraw-Hill SimNet Class

Follow these steps to link a Blackboard Learn course to a new McGraw-Hill Connect Section.

1. Access the McGraw-Hill tool from the appropriate Tools link in the Course Menu.
2. Click **Pair with a McGraw-Hill SimNet course**.



McGraw-Hill SimNet
McGraw-Hill SimNet offers you a complete solution - an interactive, simulation-based software that is versatile, dependable and affordable for teaching and assessing proficiency in Computer Concepts and Microsoft Office applications.

Pair with a McGraw-Hill SimNet course **2**
Pair with a McGraw-Hill SimNet course.
Pairing Information: No association found with the application.

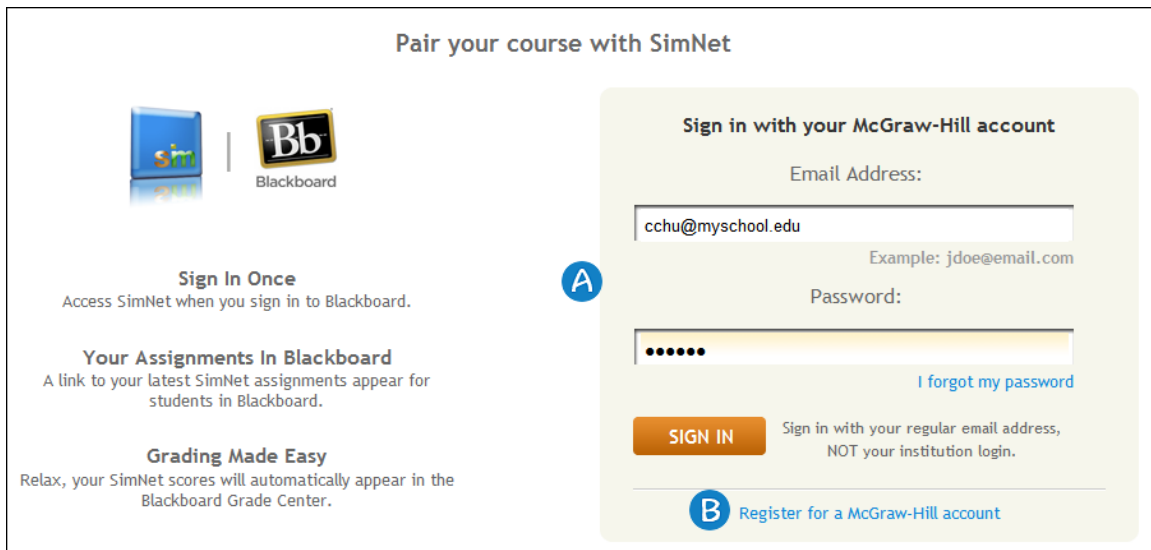
Reset Single Sign-On
Reset the Blackboard account association.
Linked McGraw-Hill Account: 34

Learn about McGraw-Hill SimNet
Learn more about McGraw-Hill SimNet

3. Type your **Email Address** and **Password** and click **Sign In** to log in to an existing McGraw-Hill Connect account

-OR-

Click **Register for a McGraw-Hill Account** to create a new account.



Pair your course with SimNet

Sign In Once
Access SimNet when you sign in to Blackboard.

Your Assignments In Blackboard
A link to your latest SimNet assignments appear for students in Blackboard.

Grading Made Easy
Relax, your SimNet scores will automatically appear in the Blackboard Grade Center.

Sign in with your McGraw-Hill account

Email Address:
cchu@myschool.edu
Example: jdoe@email.com

Password:
.....
[I forgot my password](#)

SIGN IN Sign in with your regular email address, NOT your institution login.

B [Register for a McGraw-Hill account](#)

4. Type your school's **SimNet URL**.

If you do not know your school's SimNet URL, click **Don't know your SimNet URL?** or contact your McGraw-Hill representative..

What SimNet URL would you like to pair the course to?

4

https:// .simnetonline.com [Next](#)

[Don't know your SimNet URL?](#)

5. Type your **SimNet Username** and **Password** and click **Next**.

If you do not know your SimNet Username or Password, click **Don't have a SimNet login?**.

SimNet Username?

Enter your SimNet login credentials below to connect your Blackboard account with SimNet.

Username: 5

Password:

[Previous](#) [Next](#)

[Don't have a SimNet login?](#)

6. Select the option to pair with **An existing SimNet class**.

Pair your class with SimNet®

Select a class to pair with Blackboard and click 'Next' to complete the pairing.

PAIR WITH:

6 A new SimNet class

An **existing** SimNet class

Select the class you would like to pair.

7. Click **Next**.

PAIR WITH:

A new SimNet class
 An existing SimNet class

All Campuses

Paired Class	Section
Computing Applications	Spring 2012

7


8 Next


8. When the pairing is complete, select:

Go to SimNet

-OR-

Return to Blackboard

 **you're done!**

Blackboard Your Blackboard Course return to Blackboard		SimNet Computing Applications Spring 2012 go to SimNet
--	---	---

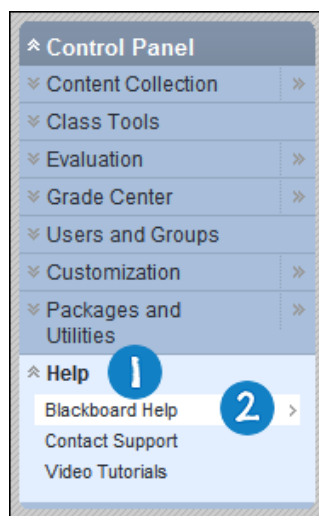
McGraw-Hill Tab and Modules

If your school's Blackboard Learn administrator has made them available, more information about McGraw Hill's Create and Connect Blackboard Learn tools can be accessed through a McGraw-Hill tab and modules located on an institution tab.

Help and Support

Follow these steps to access written help from inside a Blackboard Learn course.

1. Inside the Control Panel, click **Help**.
2. Click **Blackboard Help**.



3. Browse the Frequently Asked Questions
- OR-
4. Enter keywords and click **Search**
- OR-
5. Click **Table of Contents** to browse by topic.

Blackboard help
Find answers.

Welcome to Blackboard Help for Instructors!

Blackboard Help is a single resource for all of the user documentation available for Blackboard Learn™, Release 9.1. To get started, you can, type a word or phrase in the Search box to the left and click **Search**, click the Table of Contents button (📄) to the left above the Search box, or browse through the following FAQs for more information.

- 📄 Why isn't it working? I can't log in to Blackboard Learn, or I'm getting browser errors.
- 📄 How do I make my course available to students?
- 📄 How do I make a test available to students?
- 📄 Why can't my students find my course content?
- 📄 I don't like something in Blackboard Learn, or I wish I could do something in Blackboard Learn.
- 📄 How do I enroll a user in my course?
- 📄 How do I view a list of students enrolled in my course? 3
- 📄 How do I navigate the help?
- 📄 How do I find information about a completing a particular task?
- 📄 How do I search for something?
- 📄 How do I improve or limit my search results?
- 📄 How do I view the table of contents?
- 📄 How do I print this information?
- 📄 Can I edit the contents of the help?
- 📄 Where else can I go for information?
- 📄 How do I suggest or request a change?
- 📄 What if I find an error or find that something is missing from the help?

4

5

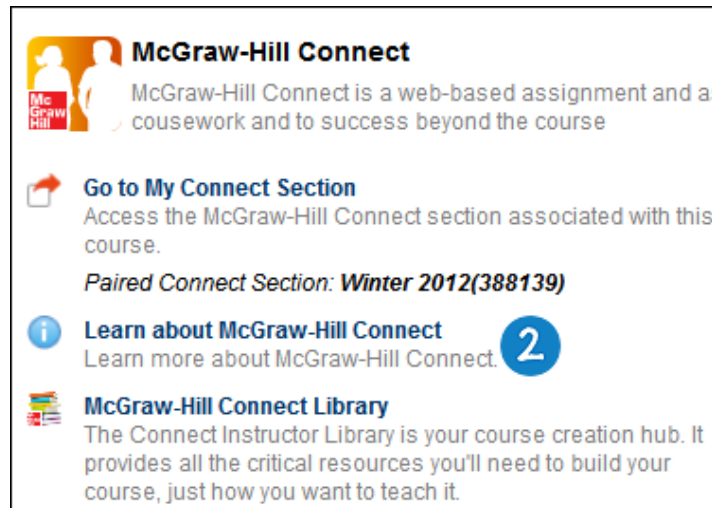
Table of Contents

Search


Favorites


Follow these steps to access McGraw-Hill's help system from inside a Blackboard Learn course.


1. Access the McGraw-Hill tool.
2. Click **Learn About McGraw-Hill Connect**



McGraw-Hill Connect
McGraw-Hill Connect is a web-based assignment and assessment tool that helps you complete your coursework and to succeed beyond the course.

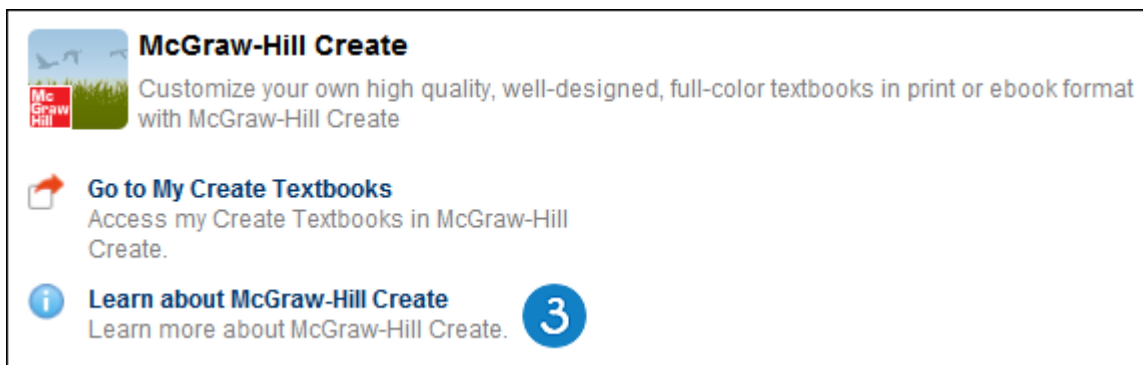
 **Go to My Connect Section**
Access the McGraw-Hill Connect section associated with this course.
Paired Connect Section: Winter 2012(388139)

 **Learn about McGraw-Hill Connect** 2
Learn more about McGraw-Hill Connect.


 **McGraw-Hill Connect Library**
The Connect Instructor Library is your course creation hub. It provides all the critical resources you'll need to build your course, just how you want to teach it.


-OR-

3. **Learn About McGraw-Hill Create.**



McGraw-Hill Create
Customize your own high quality, well-designed, full-color textbooks in print or ebook format with McGraw-Hill Create

 **Go to My Create Textbooks**
Access my Create Textbooks in McGraw-Hill Create.

 **Learn about McGraw-Hill Create** 3
Learn more about McGraw-Hill Create.

4. The McGraw-Hill help pages will be displayed.