Connect®

INSTRUCTOR: QUICK TIPS

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CONNECT INSTRUCTOR: QUICK TIPS

Get a quick, easy start with McGraw-Hill Connect using the valuable tips below. Learn how to get started, create and manage assignments, and find answers to additional questions.

PLANNING FOR CONNECT IN YOUR COURSE

As a new user, you'll want to spend some time planning how you want to incorporate Connect into your course. Considering the following questions can be helpful:

Note: If you are a Connect course coordinator, providing responses to these questions for your instructors will help them prepare for the term and set expectations for students.

- What are my goals for using Connect in my course this term?

- What types of activities will I assign through Connect to meet these goals?

- How will I incorporate Connect into my syllabus and course-grading scheme to make students accountable? (Instructors typically find that making Connect assignments count for 10-20% of the course grade ensures student participation and rewards students for their efforts).

- How will I describe Connect to set my students expectations? By describing how Connect provides engaging content, immediate feedback, more practice opportunities, and the ability to deliver more personalized instruction in the course, you can help the students see how they'll benefit. For more reference, please see the "*Connect Sample Syllabus Language"* PDF document provided in your welcome kit.

GETTING YOUR STUDENTS STARTED

Get your students started with Connect by following these tips:

- Once you've created your course and section, Connect will generate a customizable section Web Address that you can print and share with your students.

- If you've already created your course and section(s), clicking the "**Student Registration Info**" icon next to the section(s) you've created will also enable you to access the section-specific Web Address.

Sample of unique Connect Web Address:
http://connect.mcgraw-hill.com/classsample/section4

- **Remember:** In order for your students to register for your Connect course, you must provide them with the unique section Web Address for each section of your course.

- Your students will also need a Connect access code, which may be packaged with their McGraw-Hill textbook in the bookstore. If they do not have an access code, they can purchase Connect or Connect Plus during registration.

- A "**Start Free Trial**" option is also available during registration, enabling students to

register and access Connect Plus without purchasing an access code (typically for three weeks) before being required to get one. This option is for students awaiting financial aid, those who may drop the class and those who do not want to commit to purchasing Connect just yet, or students who want to try the Connect Plus eBook before they buy. When a student's free trial expires, they can simply purchase access and continue with all of their previous saved work.

• Please share the "*Connect First Day of Class PowerPoint"* presentation with your students and provide them with the "*Connect Student Quick Tips" PDF* document.

CREATING ASSIGNMENTS FROM THE QUESTION BANK

NAMING ASSIGNMENTS

When creating a new assignment, it helps to use a descriptive title for the chapter and type of assignment (e.g., Chapter 3 – Cost Accounting Homework Problems). Avoid using dates in the assignment title, as it will be easier to recycle your assignments in future courses or sections. Try not to change assignment names during the semester to avoid confusing your students.

ADDING QUESTIONS

When adding questions to your assignment, consider the style (e.g., multi-part activities, single multiple choice-type questions, etc.) and number of questions you've added against the amount of time you'll allow students to complete the assignment. You'll want to ensure students have enough time to complete the assignment based on the complexity and types of questions it contains.

You may also create question pools for quizzing, exams, or whenever randomization is needed (e.g., to prevent cheating or provide new question sets for practice).

When adding questions to an assignment, note that you can toggle to the "*organize assignment"* tab where you can adjust point values, manage pools, and edit questions.

SETTING POLICIES

When setting a due date in the availability section, selecting "**automatically submit assignment 'as-is' on due date**" will collect any active student attempts that have yet to be submitted. This is a great way to ensure all student results are recorded on the due date without additional steps on your part. If this option is not enabled, you can manually submit students' attempts when necessary.

If you do not enable the "**automatically submit assignment 'as is' on due date**" feature, students will be able to access assignments after the due date. You can specify if students will be penalized for late submissions.

In the *advanced settings*, "*during assignment"* tab, "**show feedback after each question"** requires the student to score each question before he or she can move onto the next question. Once the question is scored, the student will be given full feedback that includes the correct answer and their answers cannot be changed within that assignment attempt. We recommend using this when you are not allowing multiple assignment attempts or if the assignment is for practice.

When choosing the "*after assignment*" policies, you can choose to specify a unique feedback setting for each attempt or keep it the same for all of them.

- Consider using the "*delay feedback*" options if you are setting an end date and time for an assignment. Delaying feedback prevents students from seeing, and possibly sharing, correct answers to questions until after the designated date.

- The "**show only the total score before the due date, and delay detailed feedback until after the due date**" is an ideal choice for delaying feedback, particularly with multiple-attempt assignments. Students will see their assignment score upon submission and can decide if another attempt is necessary. Detailed feedback will be provided after the due date, or based on another date you've set without any further actions on your part.

MANAGING ASSIGNMENTS

EDITING ACTIVE ASSIGNMENTS

Once your students open an assignment, certain options are limited from editing, including:

- Adding or removing questions

- Reducing the number of attempts

- Adjusting the available date

To prevent students from accessing assignments before you want them to, you can:

- Click the "**save & exit**" button (not the "*assign*" button) on any step during the assignment creation process.

Note: Assignments that are NOT assigned appear in a yellow highlight on the section home page.

- Set the available (start) date in the future to prevent students from accessing it in advance.

- Hide the assignment from the assignment list on your section home page so that the assignment will not be visible to your students.

If you click "**edit assignment**" to review an assignment, you must click the "**assign**" button on the fourth step of the *Assignment Creation* process, (*Review & Assign*), for the assignment to remain available to your students.

GROUPING ASSIGNMENTS (OPTIONAL)

Group your assignments to organize them for your students by week, chapter, type, etc. To use groups, click "**add/edit groups**" from your Connect homepage.

CREATE ASSIGNMENT EXTENSIONS FOR SPECIFIC STUDENTS

To extend assignment due dates, time limits, and/or number of attempts for students with excused extensions or other special circumstances, click on an assignment from your section home page and click on the "**manage student extensions**" button in the *assignment options* menu.

Note: The "**manage student extensions**" feature is not available until a student enrolls in your section.

ADJUSTING CREDIT FOR A QUESTION

To disqualify a question from an active assignment (*active* means that at least one student already started the assignment), click on an assignment from your section home page. Then click on the "**adjust credit**" button at the top of each question in the *assignment preview* as applicable.

Note: "**adjust credit**" is a permanent change and cannot be undone. Questions assigned to a pool cannot be disqualified but you may provide students with full credit.

CONTACTING MCGRAW-HILL WITH CONTENT RECOMMENDATIONS

To make suggestions to the Connect team regarding a question or content in your assignment, click on the assignment name from your section home page and navigate to the item in the *assignment preview* window. At the bottom of each question in your assignment, you may choose to "**contact MH Publishing**" and give us feedback directly on questions and content in Connect.

LIBRARY

The library section within your Connect course/section will provide shortcuts to a variety of resources, such as:

- An electronic version of your textbook. Just click the "**eBook"** button on the *Library* tab. The eBook can also be accessed from the section information widget of the *Home* tab.

- *Tegrity Campus, which* enables you to capture your lectures and share them with your students, so they can search and review through Connect when needed. To get started with *Tegrity Campus*, click on "**lectures"** from the *Library* tab.

- Additional instructional materials for your course. Just visit the "**instructor resources**" page available on the *Library* tab. Instructor materials may include resources such as test banks, PowerPoint presentations, and instructor manuals.

REPORTS

Improve strategic instruction and enhance the value Connect brings to your course by using the data and metrics in the Reports tab. For instance, you can:

- Use the *Assignment Results Report* to review the list of all students currently enrolled in your section and their assignment scores.

- Use the *Item Analysis Report* to identify data to help you identify the success rate of individual questions in your assignments. Item analysis may help in planning lecture topics and/or exam review.

- Use the *Assignment Statistic Report* to help determine scores for each assignment in your class.

- Use the *Student Performance Report* to review individual student performance across all assignments.

- Use the *Category Analysis Report* to view statistics in each category across all or select assignments.

Note: Each report type lets you export your results to an Excel file for further analysis.

STUDENT EXPERIENCE

You can access and complete Connect assignments currently available to your students by clicking on "**switch to student home view**" on your section homepage. Your students can only see the assignments available on the "**student home view**."

- Your scores as a student will not be recorded or appear under the *Reports* tab since this process is for demonstration only.

- The student experience is limited to the Home tab only. If you click *Library* or *Reports*, you will be returned to the instructor view.

- Encourage your students to click "**save & exit**" if they are unable to finish an assignment in one sitting.

HAVE ADDITIONAL QUESTIONS?

- Visit our Digital Success Academy Center to access videos, tutorials, and guides for assistance before and during the term: http://mcgrawhillconnect.com/getstarted

- When working inside of Connect, be aware that contextual help is available by clicking the Help link in the top right corner within your Connect account.

- Also, be sure to run a computer check to ensure that your computer meets the basic system requirements: http://mcgrawhillconnect.com/connect/troubleshoot.do

NEED TO CONTACT US?

SEND AN EMAIL:

Visit http://www.mcgrawhillconnect.com/support and click "**Contact Us**" to send a message.

GIVE US A CALL:

1-800-331-5094

Our live support is available:

Mon-Thurs: 8 am – 11 pm CT

Friday: 8 am – 6 pm CT

Sunday: 6 pm – 11 pm CT

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