



---

# Teacher Instructions

---

## Table of Contents:

<b>2</b>	<b>Create Account</b>
<b>3</b>	<b>Redeem Content</b>
<b>4</b>	<b>Create Student Accounts</b>
<b>5</b>	<b>Set Up Classes</b>
<b>6</b>	<b>Assign Content</b>

# 1. Create Account

## What You'll Need:

### A. Master Codes provided by your Master Code Holder.

- Your Master Codes will be distributed by your district curriculum contact (Master Code Holder).
- Most programs include two Master Codes; one for redeeming teacher content and one for redeeming student content.
- Your program may also include Master Codes for any additional components.
- You only need to enter one of your Master Codes to create a new account.

## Frequently Asked Questions:

### What if I already have a connectED Account?

Do not create a new account. Sign in with your username and password.

### What if I want to change my password?

Click **Profile** in the top right of your homepage. Create new password and save.

### What if I haven't received my Master Codes?

Master Codes are distributed to a Master Code Holder who is usually your district curriculum contact. Reach out to the Master Code Holder at your school or district if you have not received your Master Codes.

### What if I have a connectED account, but I'm teaching a different subject/grade this year?

Log into your existing account and add the Master Codes to redeem your new content. Go to **Manage Content** to return content that you no longer need.

## Steps to Create Account

1. Go to <https://connectED.mcgraw-hill.com>.
2. Click **Create a New Account**.
3. Click **Register** under Teacher section.
4. Enter name.
5. Enter one of your 16-digit Master Codes.
6. Enter your personal school email address.
7. Create a challenge question and answer.
8. Click **Next**.
9. Enter your school's zip code.
10. Select your school.
11. Click **Next**.
12. Print or record your username and password.
13. Click **Finish**.
14. Accept the terms of use.

McGraw Hill Education

connectED

Username

Password

Log In

FORGOT YOUR PASSWORD?  
FORGOT YOUR USERNAME?

New Users

Create a New Account Get ConnectED Help

## 2. Redeem Content

### What You'll Need:

#### A. The Master Codes for your program(s).

- Most programs include two Master Codes; one for redeeming teacher content, and one for redeeming student content.
- Your program may also include Master Codes for additional program components.



Redemption Code: A1BC-D2E3-FGHI  
 Master Code: ABCD-2F34-56G7-8HIJ  
 Title: Student Edition  
 Subscription ISBN: 0000000000  
 Content Type: Student Licensed Content  
 Remaining Seats: 35  
 End Date: 08-31-2016

### Frequently Asked Questions:

#### Why do I need to redeem student content?

Redeeming your Student Edition Master Code will provide access to student content and resources that you can assign to your students.

#### Do I need to redeem the Master Code I used to create my account?

Yes. During registration you entered a Master Code for identification purposes. Now you will enter it again to redeem your content.

#### What date should I enter for the Manage Redemption Code End Date?

Enter the last day your students must have access to the content. If you're teaching a course that does not last the entire school year, be sure to enter the correct course end date. You will need to enter a new date when reissuing the same content to new students.

#### Will the Manage Redemption Code End Date affect my teacher access?

The Manage Redemption Code End Date will only end access for students. The Student Edition will remain in the teacher bookbag.

#### What if I do not see the book I want to redeem in Available Products?

If you do not see the book, you can enter the Master Code in the top fields.

### Steps to Redeem Teacher Content

1. Click the yellow **Redeem Master Code** button from your homepage.
2. There are two ways to redeem your content

Enter the 16-digit Master Code for your Teacher Edition in the fields at the top of the screen and click **Next**.

OR

Click **Redeem** under the Teacher Edition listed under Available Products.

3. Review the title and subscription information.
4. Click **Add Content**.
5. Click **Ok**.
6. Content should appear on your homepage.

**Be sure to check with district that the content has not already been imported to prevent dual enrollment.**

### Steps to Redeem Student Content

1. Click the yellow **Redeem Content** button on your ConnectED homepage.
2. There are two ways to redeem your content

Enter the 16-digit Master Code for your Student Edition in the fields at the top of the screen and click **Next**.

OR

Click **Redeem** under the Student Edition listed under Available Products.

3. Enter the last day your students will need to access the material.
4. Click **Create Redemption Code** to create a 12-digit Redemption Code that can be used to assign content to students.
5. Click **Ok**.
6. Content should appear on your homepage.  
**Be sure to check with district that the content has not already been imported to prevent dual enrollment.**

## 3. Create Student Accounts

### What You'll Need:

- Check with your district curriculum contact before creating student accounts. **Creating student accounts at the class level can interfere with plans to import students at the school or district level.**
- Locate the Student Content Redemption Code generated in Step 2: Redeem Content.
- Gather class roster(s) and basic student information (last name, first name, gender, grade).
- Choose an option to create student accounts:
  - Option 1: Teacher:** Recommended.
  - Option 2: Student:** When students create their own accounts they are only required to enter their first name and the first letter of their last name. If more detailed student information is required, follow Teacher Steps to Create Account.

### Frequently Asked Questions:

**Should I create my students' accounts or will my school or district create the accounts?**

Check with your district curriculum contact before creating student accounts. Creating student accounts at the class level can interfere with plans to import students at the school or district level.

**Where can I find the Student Redemption Code?**

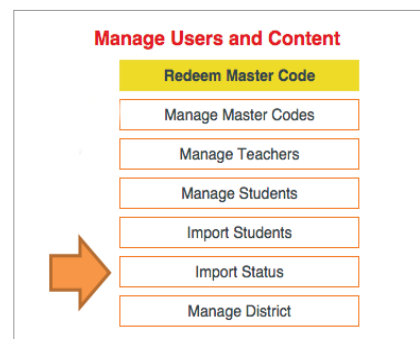
Navigate to your connectED homepage and locate your student content. You can find the Redemption Code under **Manage Content**. Your Redemption Code is a 12-digit alphanumeric code that does not include the number 0.

**What happens if more than one account is created for a student?**

You cannot delete student accounts from connectED. Creating more than one account for each student will cause confusion. Check with your district curriculum contact before creating student accounts to avoid duplication.

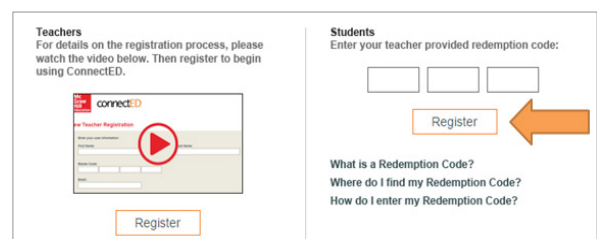
### Teacher Steps to Create Account

- Click **Import Students** from homepage.
- Review Instructions.
- Download the Student Template spreadsheet.
- Complete the template by adding students' information and the 12-digit Redemption Code.
- Upload the Student Template spreadsheet under the **Select Account** section.
- Click **Check File for Errors**.



### Student Steps to Create Account

- Share the 12-digit Student Edition Redemption Code with your students.
- Students go to <https://connectED.mcgraw-hill.com/>
- Click **Create New Account**.
- Students enter the 12-digit Redemption Code you provided.
- Students click **Register**.
- Students enter their first name, last initial, and (optional) student ID.
- Click **Finish**.
- Students click **Continue** to view their content.



## 4. Set Up Classes

### What You'll Need:

#### A. Class Roster

**Note:** Skip Steps to Set Up Class if you have already created classes. Go to Steps to Add Students.

### Steps to Set Up Class

1. Open your Teacher Edition content from your connectED homepage.
2. Click **Class Management** or **Manage and Assign** (depending on your program).
3. Click **Create Class**.
4. Name class and assign a grade level.
5. Save class.

### Frequently Asked Questions:

#### Why can't I find a student to add to my class?

You will not be able to search for students who do not have connectED accounts. See Step 3: Create Student Accounts.

#### What should I do when a new student is enrolled in my class?

The student might already have an existing account. Contact your district curriculum contact to determine if a new account is needed. If a new account is needed, see Step 3: Create Student Accounts. Use the same method for creating student accounts to ensure consistency.

#### Why can't I see my students' full names?

When students create their own account, they are only prompted to enter their first name.

You can edit their names from your connectED homepage. Click **Manage Students**, then click **Manage Profile** to edit.

### Steps to Add Students

1. Click **Add Students**.
2. Search for students you need to add to your class (use the filters and search fields to find them).
3. Select the students.
4. Click **Save**.

## 5. Assign Content

### What You'll Need:

- A. Determine if you need to complete this step. Assign content only if your students do not already have access to their content.
  - Students can log into connectED to see if the content has already been redeemed or assigned.
- B. Choose how to assign content:
  - Option 1: Teacher Assigns Content.
  - Option 2: Students Redeem Content (not recommended).
- C. Student Redemption Code (if students are redeeming their own content).

**Note:** If students have a Redemption Code, they can create multiple accounts. Every time a student uses the Redemption Code to create a new account, another seat/license is consumed.

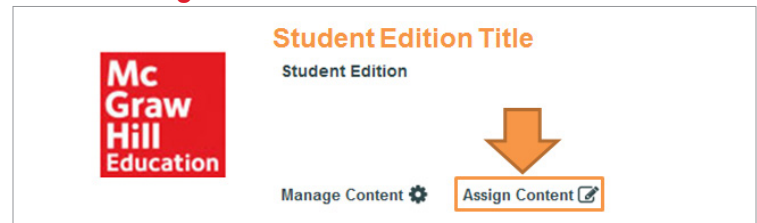
### Frequently Asked Questions:

**What should I do if I can't find a student to assign content?**

Confirm that the student has a connectED account. If they have an account, verify the spelling of the student's name.

### Steps for Teacher Assigns Content

1. Click the **Assign Content** link beneath the Student Edition you wish to assign (located on your homepage).
2. Select the Student Edition you wish to assign.
3. Click **Next** after viewing number of seats available.
4. Search for students by class name (classes must be set up), teaching level, or student name/grade level.
5. Select the names of your students who need the content.
6. Click **Next**.
7. Review your list of names.
8. Click **Assign**.



### Steps for Students Redeem Content

1. Students log into their connectED account.
2. Students click **Add** from their Books and Content page.
3. Students enter the 12-digit redemption code you generated when redeeming your Student Edition content.
4. Students confirm that content has been added by returning to their connectED homepage.

