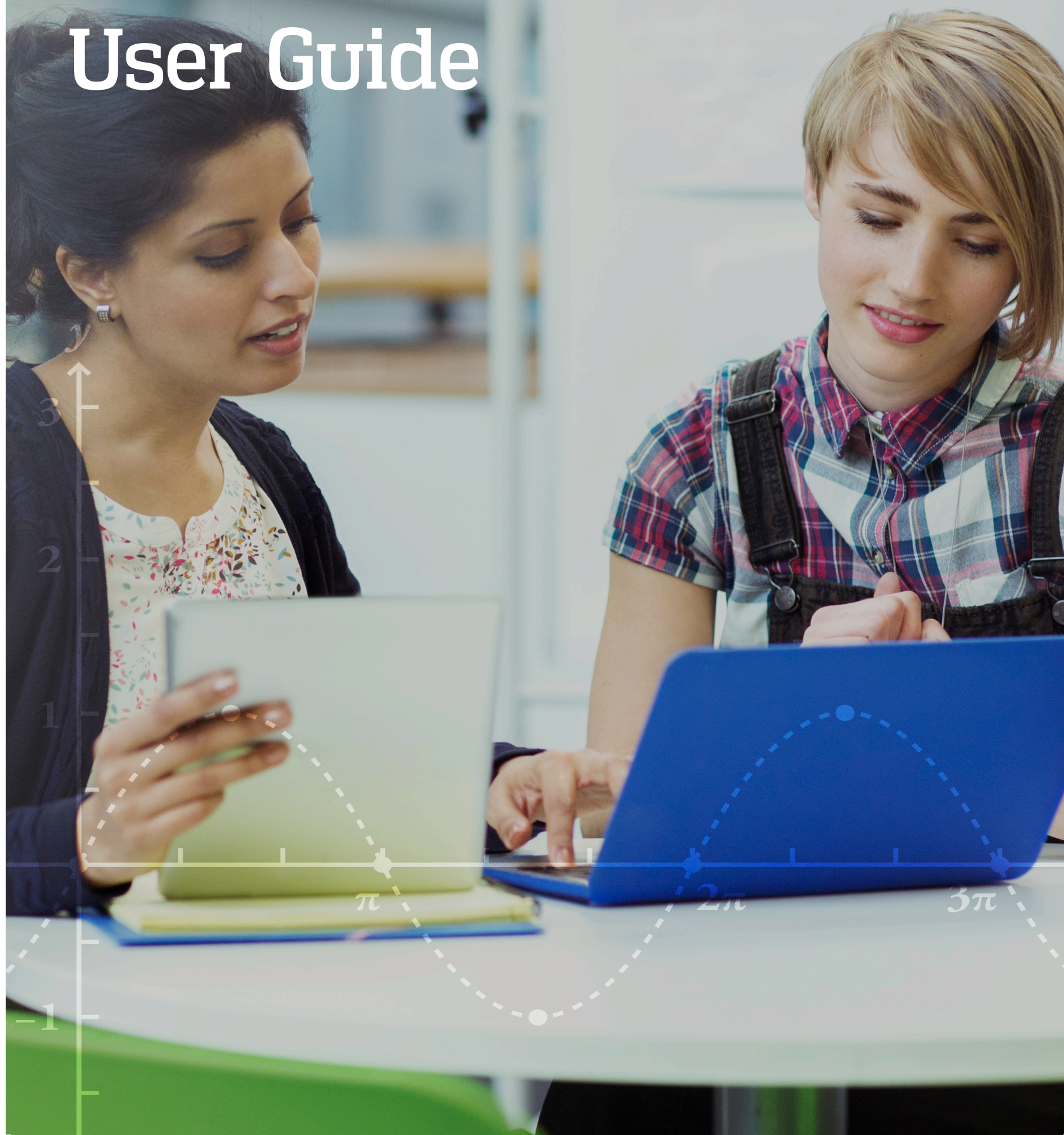




connect<sup>®</sup> MATH  
HOSTED BY ALEKS

# User Guide



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# Section 1: Getting Started

## Guidelines for Training Faculty

Welcome to Connect Math Hosted by ALEKS! The first thing to do is to ensure that all faculty are trained in order to have a successful implementation. **Be sure to check out the helpful videos and printable tutorials located at the ConnectMath training center: [www.connectmath.com/training](http://www.connectmath.com/training).**

Below are sample schedules of trainings for administrators and instructors in order to get your department started on the right path.

## Tips for Successful Trainings

- Keep the scheduled trainings under two hours.
- Allow plenty of time for discussion and questions.
- Add an interactive element, such as a scavenger hunt, for effective hands-on training.
- Train the administrators prior to training the rest of the faculty.
- Contact your McGraw-Hill Learning Consultant if you need additional help.

## Administrator Training for Connect Math Hosted by ALEKS

Introduction (Approximately 1 hour)

- Account Home page
- User Administration
- Instructor Administration
- College Information
- Creating Courses
- Creating Master Templates

Review and Questions (Approx. 30 minutes)

## Faculty/Instructor Training for Connect Math Hosted by ALEKS

Introduction (Approx. 30 minutes)

- Account Home page
- User Administration
- Creating Courses and Account Settings
- Course Home page

Review and Questions (Approx. 1 hour)

## Best Practices and Tips for Success

This section is a collection of best practices and tips for success from instructors like you who want to share what they have learned about using Connect Math Hosted by ALEKS.

### Course Setup

- Bookmark the link to technical support ([www.connectmath.com/support/contact\\_support](http://www.connectmath.com/support/contact_support)) and to the Training Center for quick access ([www.connectmath.com/training](http://www.connectmath.com/training)).
- Create courses that can easily be duplicated and used as templates for future semesters.
- Assign names to your courses that allow for easy organization. Include the class name, course section number or CRN number, and the semester/year.
- Determine how Connect Math Hosted by ALEKS will factor into your grading system and include clearly-defined information on your syllabus.
- Create an additional handout with detailed information about ConnectMath for your students. Your McGraw-Hill Learning Consultant is a great resource for help with this.

### Assignments

- Take advantage of the different question types created for each textbook and use them to create dynamic assignments.
- Since the algorithmic questions in Connect Math are directly tied to textbook questions, create weekly homework assignments for individual sections instead of assigning problems directly from the textbook.
- Take advantage of the publisher-created content and create prerequisite video assignments.
- Create weekly or bi-weekly quizzes to review material and reinforce knowledge.
- Create a practice quiz (with no learning aids) or review at the end of each unit.
- Use the folders option to organize your assignments in a way that is meaningful to you and your students. For example, create folders for units that correspond to each test.

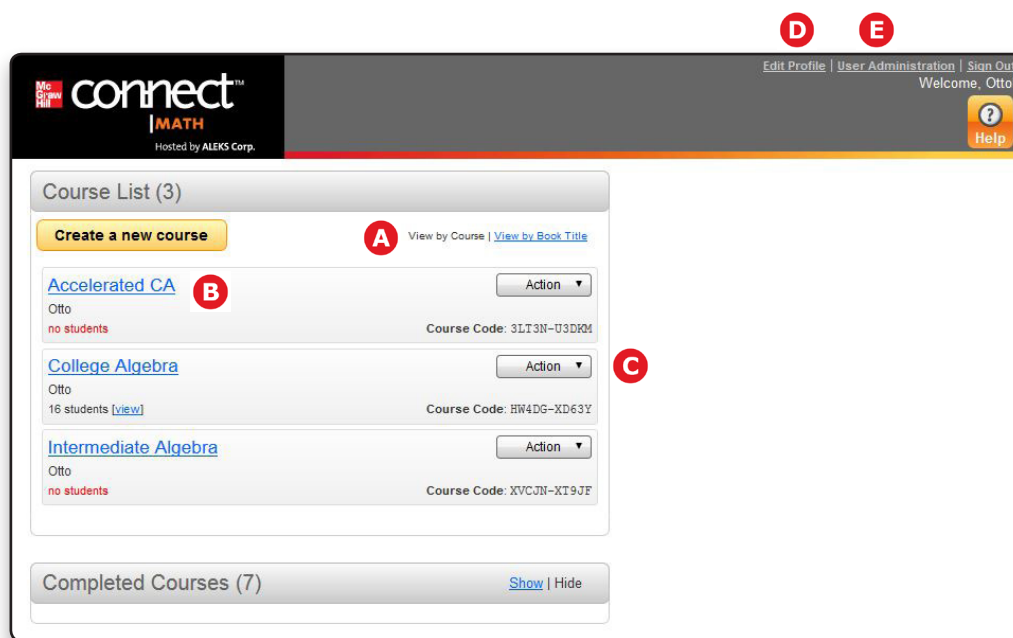
### Using Data

- Use the Item Analysis report in the Gradebook to drive discussion on subsequent classes. Preview the questions with a low success rate or high average time.
- Use the Time Tracker report to learn about student habits. You can then quickly email students directly from the report to discuss these habits.
- You can change the date range in the Time Tracker report to display data for up to 20 weeks. Use this feature to compare learning progress over periods of time.
- In the Gradebook, click on the grade for a specific assignment for a student. You can then view the items the student missed by clicking the items in red marked with an X.

## Navigating Your Account

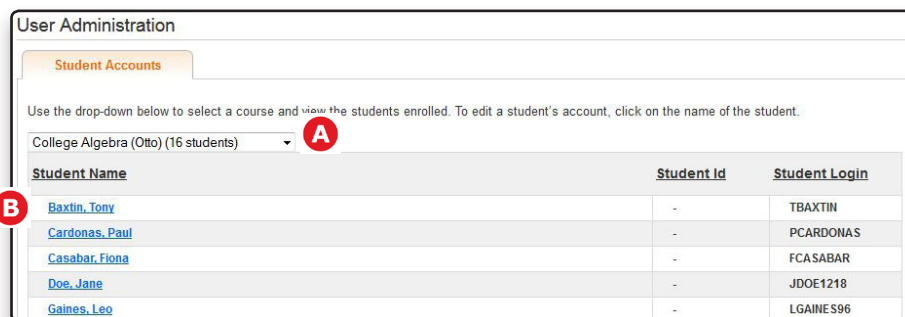
Each time you log into your Connect Math Hosted by ALEKS account, you will see your account Home page. All of your courses, past and present, will be listed here.

- A** You can view your list of courses by name or by book title.
- B** Select a course name to go the Home page for that course.
- C** The **Action** menu allows you to edit, duplicate, and delete courses. See page 10 for more information about managing your courses.
- D** Update your email address and password by selecting **Edit Profile**.
- E** Select **User Administration** to view your class rosters. From here you can edit student accounts.



## User Administration

- A** Once you are in User Administration, select the course from the drop-down menu in order to display the roster for that course.
- B** Select a student name to update their information, such as Student ID. You can also un-enroll students or change their course.



# Section 2: Setting Up and Managing Courses

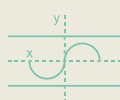
## Creating a Course

Creating courses in Connect Math Hosted by ALEKS is a simple and intuitive process. You can create as many courses as you need, duplicate them, and even share them. To get started:

- A** Login to Connect Math Hosted by ALEKS by going to [www.connectmath.com](http://www.connectmath.com). Enter your login name and password and click **Login**.

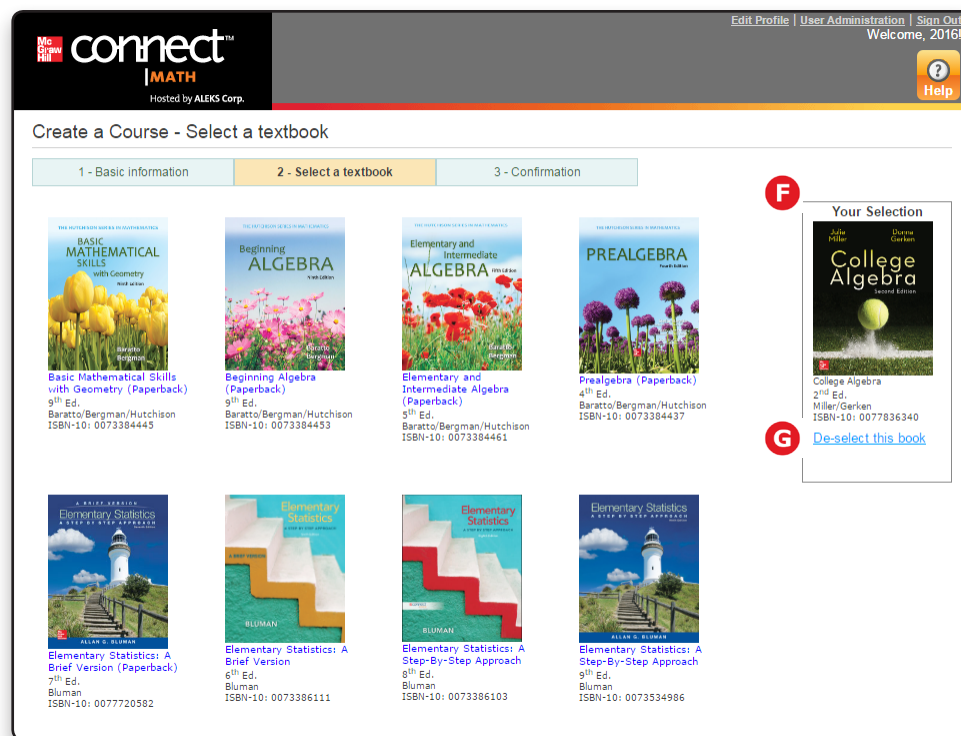
- B** Once you have logged in, you will need to create a course. To begin this process, click **Create a new course**.

- C** On the next screen, enter the course name and section number.
- D** You will also need to enter the start and end dates of the course.
- E** Click **Continue**.



**User Tip:** If you are a ConnectMath Administrator, you can assign a course to any instructor at your school. Select **Another instructor will teach this course** and choose the person from the drop-down menu.

- F** Select a textbook by clicking on the cover image. Available textbooks range from developmental math through calculus, for both STEM and non-STEM courses, and statistics courses. Your selection will appear in the upper, right of the screen.
- G** To change your textbook selection, click **De-select this book**.



- H** Once you have made your selection, scroll down to the bottom of the screen and click **Save**. Your course is now created! You can now go and customize the settings, build assignments, and more.

**H** **Save** or [Cancel](#)



**User Tip:** Selecting a book automatically adds the eBook and SmartBook access to your course (if available for the title).

Students can also buy a loose-leaf version of the text at a significant discount (if available for the title). You can find more information on the eBook and SmartBook in this guide.

## Creating a Course - continued

- A** On the Confirmation Page, you will be given a unique course code, which appears in the Course List and on the course Home page. Be sure to give this code to your students so they can enroll in the course.
- B** Make changes to your course by choosing **Edit** next to the information you want to adjust, such as your course start and end dates.
- C** The **Answer Tolerance Policy** allows you to adjust the answer tolerance levels of certain problems in assignments. For example, you can allow an equivalent decimal for fractions or choose to what degree of accuracy students must graph points.
- D** The Share Course Access feature allows you to share your course with other instructors or TAs who have a ConnectMath account. See page 11 for more information.
- E** The **Financial Aid Access Code** gives two weeks temporary access for students who experience a delay in receiving their financial aid. This code also helps prevent students from double registering for a course. Detailed instructions for how to use this code are included with the notification email.
- F** If you're satisfied with all of your course settings, choose **Done** to save your course.

**connect<sup>TM</sup> MATH**  
Hosted by ALEKS Corp.

Edit Profile | User Administration | Sign Out  
Welcome, Otto!

**Create a Course - Confirmation**

1 - Basic information | 2 - Select a textbook | 3 - Confirmation

✓ Your course has been created. The course code is C96WL-PM9QP. Please distribute the code to your students; it is a requirement for student course enrollment. Print this page for your records.

Course Code: C96WL-PM9QP **A**  
 Instructor: Otto  
 Course Name: College Algebra 301 **B** [Edit]  
 CRN/Section#: [Edit]  
 Course Start Date: 01/08/2016 [Edit]  
 Course End Date: 05/11/2016 [Edit]  
 Answer Tolerance Policy: Default **C** [Edit]

Textbook title: College Algebra  
 Author: Miller  
 ISBN-10: 0078035635  
[\[Change book\]](#)

[Share Course Access](#): Share this course with other instructors by assigning access levels. **D**  
[Financial Aid Access Code](#): Request a 2 week temporary code designed for financial aid students to access Connect Math. **E**  
[Delete this course](#)

**F** [Done](#)

- G** You will return to the Course List, where you will see your newly added course highlighted, along with its course code.
- H** Click the name of the course to get to its Home page.

**G**

| Course List (3)  |  |
|--|--|
| <a href="#">Create a new course</a> <span style="float: right;">View by Course   <a href="#">View by Book Title</a></span> |  |
| <a href="#">College Algebra</a><br>Otto<br>12 students <a href="#">[view]</a>  | Course Code: HW4DG-XD63Y<br><a href="#">Action</a> |
| <a href="#">Intermediate Algebra</a> <b>H</b><br>Otto<br>no students   | Course Code: XVCJN-XI9JF<br><a href="#">Action</a> |



## Navigating Your Course

When you go into your course, you can easily navigate your account and make changes as needed using the menu items at the top of the screen.

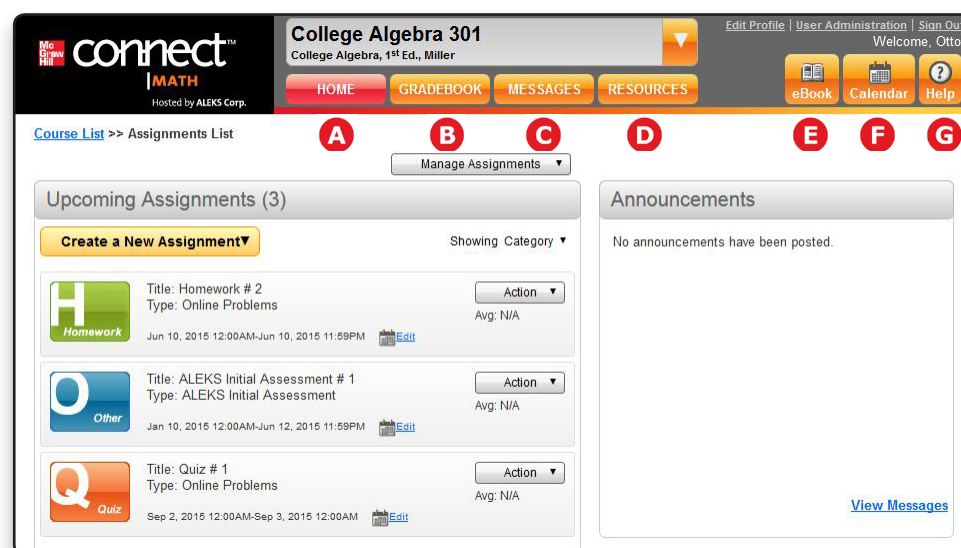
- A** Use the course drop-down menu to access your active courses.
- B** Click on **Edit Profile** to update your name, email, and password.
- C** **User Administration** allows you to edit student information, changes courses, and unenroll students.



## Menu Navigation Options

By choosing one of the menu item buttons, you can access the following information for your course:

- A** **Home** provides a list of all assignments and announcements. You can also access SmartBook assignments from here.
- B** **Gradebook** contains record-keeping and organizational tools for assignments. You can also access reports through the Gradebook.
- C** **Messages** is where you can post announcements and discussion topics.
- D** **Resources** includes instructor materials, student study tools, videos, and more.
- E** **eBook** provides access to the interactive, media-rich eBook.
- F** **Calendar** provides a monthly look at the start and due dates of the course assignments.
- G** **Help** is where you can access the ConnectMath technical support team, how-to videos and tutorials for instructors and students, and this guide.



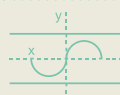
## Managing Your Courses

To view your list of courses, click on the **Course List** link in the breadcrumb trail from the Home page.

[Course List](#) >> [Assignments List](#)

- A** All of your live courses appear in the **Course List**. You can view courses by course name or by book title.
- B** Once the end date passes for the course, it will move to **Completed Courses**. You can access completed courses at any time.
- C** To manage a course, open the **Action** menu for that course. From here you have three options:
  - **Edit Course:** edit the course settings, such as changing the textbook or the course start and end dates, request a financial aid code, or share access to your course
  - **Duplicate Course:** duplicate the course, including settings and assignments. Be sure to edit the basic course settings, such as the course name and start/end dates. You will also need to update the start and end dates for the duplicated assignments (see page 21).
  - **Delete Course:** permanently delete a course from your account. Note that you can only delete courses in which no students are currently enrolled. You can un-enroll students through User Administration.

The screenshot displays the 'Course List (3)' interface. At the top, there is a 'Create a new course' button and a toggle for 'View by Course | View by Book Title'. Below this, three live courses are listed: 'College Algebra' (12 students), 'Intermediate Algebra' (no students), and 'Statistics' (no students). Each course entry includes the instructor's name 'Otto' and a 'Course Code'. An 'Action' dropdown menu is open for the 'Intermediate Algebra' course, showing options: 'Edit Course', 'Duplicate Course', and 'Delete Course'. A red circle 'C' highlights this menu. At the bottom, a section for 'Completed Courses (5)' is visible with 'Show | Hide' links. A red circle 'B' is placed near the transition between live and completed courses. A red circle 'A' is placed near the 'Course List (3)' header.



**User Tip:** Instructors with administrator access can copy courses from one instructor to another. Contact your McGraw-Hill representative or ConnectMath Customer Support if you need assistance with this.

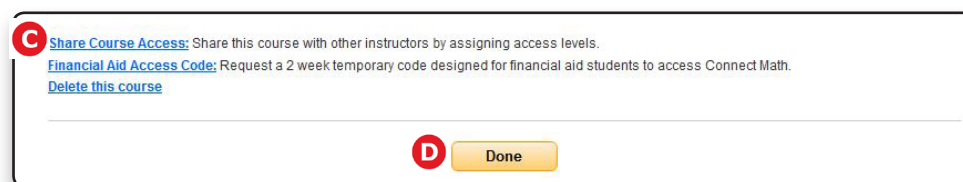
## Sharing a Course

Sharing a course with another instructor gives that person access to the course. This is helpful for team-teaching situations or when you have a TA who may need to monitor students in your course.

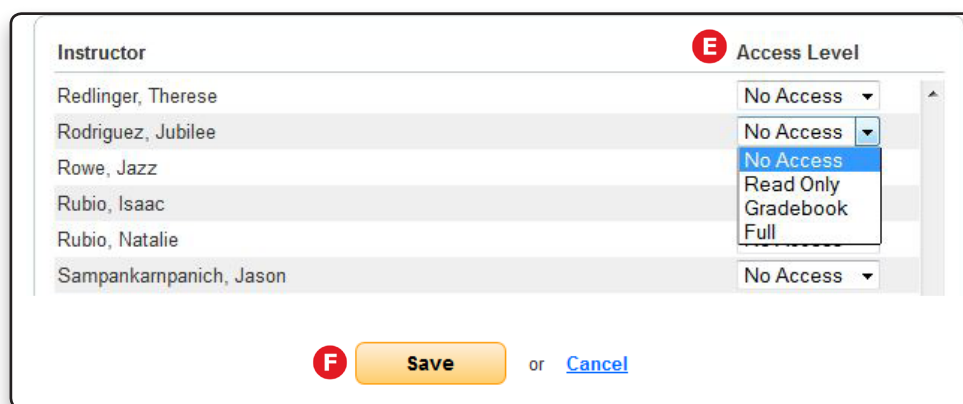
- A** To share a course, first locate it in your **Course List**.
- B** Then, from the **Action** menu for that course, choose **Edit Course**.



- C** On the next page, select **Share Course Access**.
- D** Click **Done** to move to the next step.



- E** Next you will see a list of instructors at your institution. If the person you want to share access with is not listed, they will first need a ConnectMath instructor account (contact Customer Support for help). Assign an **Access Level** from the menu to the right of the instructor's name:
  - **Read Only:** cannot modify any course settings
  - **Gradebook:** can only change gradebook scores
  - **Full:** can modify any of the course settings, but cannot move or delete the course
- F** Click on **Save** and then **Done**. Your shared course will now appear in that instructor's course list.



## Creating an Enhanced Experience Course

You can now select an Enhanced Experience in Connect Math Hosted by ALEKS for Beginning Algebra, College Algebra, and Elementary Statistics courses. The enhanced experience includes:

- Replacement of Flash-based content
- Free-response graphing functionality for algebraic functions
- Improved statistical tools for box plots, histograms, scatterplots
- More intuitive palette and answer entry experience
- More detailed instant feedback for students.

## Selecting an Enhanced Experience Textbook

On the textbook selector page, the three new Enhanced Experience textbooks appear in the featured section at the top of the page. **Enhanced** appears after each textbook title to indicate that the book contains enhanced experience content. More information about the new enhanced experience can be found after selecting **Learn More**. A pop-up opens with a description of the features included in the new enhanced textbooks.



## Section 3: Creating and Managing Assignments

### Creating Assignments

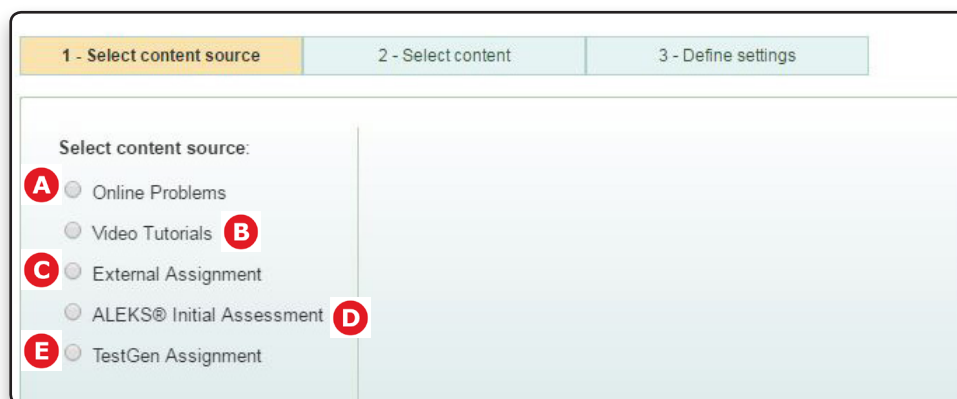
- A** Under Upcoming Assignments, click **Create a New Assignment** to access the assignment options.
- B** Choose the assignment type you want to create: Homework, Quiz, Test, or Other Assignment. The assignment type you select will then place the assignment into the corresponding gradebook category.



### Available Content Sources

No matter what type of assignment you choose, next you will need to choose one of five content sources.

- A** **Online Problems** contains the bank of problems from the textbook. These are algorithmically generated to create variability among the problems so students learn concepts rather than mimic procedures.
- B** **Video Tutorials** provides a variety of online video tutorials to reinforce textbook topics.
- C** **External Assignment** creates columns for offline assignments to be entered into the Gradebook.
- D** **ALEKS Initial Assessment** is a personalized assessment that identifies which topics the student has mastered and not mastered in the course.
- E** **TestGen Assignment** allows instructors to upload a TestGen (.tst) file into their ConnectMath class.

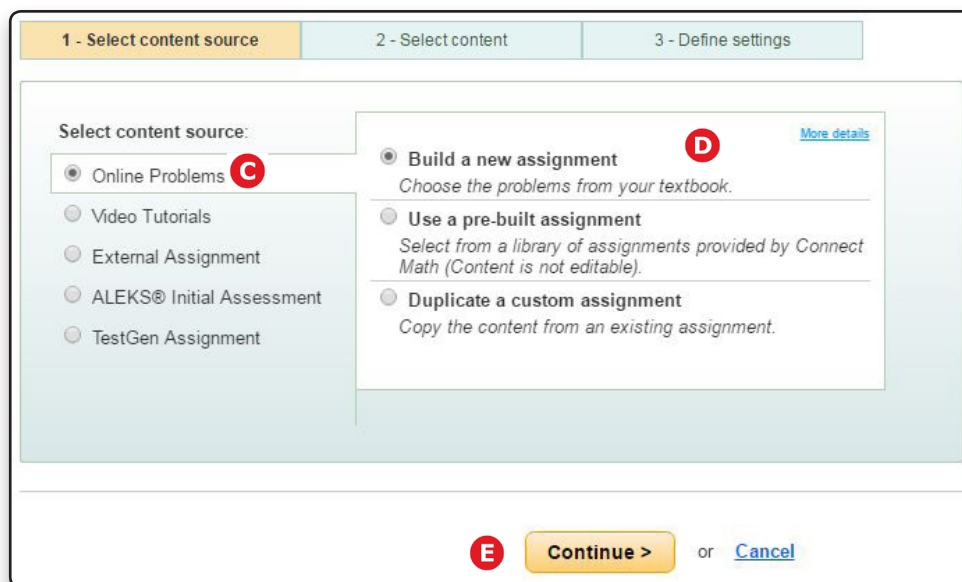


## Creating a New Assignment (Online Problems Example)

- A** Click **Create New Assignment**
- B** and choose the type of assignment you want to create.



- C** For this example, Online Problems will be chosen as the content source. See the previous page for a description of each available content source.
- D** You have three options for online problems: building a new assignment, using a pre-built assignment, and duplicating a custom assignment. Note that the content in a pre-built assignment is not editable.
- E** Click **Continue** to build your new assignment.



**User Tip:** The problems in these assignments are algorithmically generated. This means that each student will receive a slightly different version of the problem.

## Select Content

- A** Select where in the textbook you want the online problems to come from by choosing the chapter, section, and learning objective from the drop-down menus.
- B** Drag question from the **Textbook Questions** box on the left to the **Your Assignment** box on the right.
- C** Use the magnify glass to preview questions and change point values. You can also add question to the assignment from the preview mode.
- D** You can adjust the point value for each question from here. Note that the default weight is 1 point out of 100 points.
- E** Click **Preview assignment** to view how it will appear to students.
- F** You can add and remove questions from your assignment by using the **Add Selected** and **Remove Selected** buttons.
- G** Click **Continue** to define the settings for the assignment.

**My Connect MATH** College Algebra 301  
College Algebra, 1<sup>st</sup> Ed., Miller

Edit Profile | User Administration | Sign Out  
Welcome, Otto!

**Create New Homework**

1 - Select content source    2 - Select content    3 - Define settings

You can preview individual or multiple questions. Select the question(s) you want to preview and click on the magnifying glass icon.

Chapter 1: Equations and Inequalities  
Section 2: Applications and Modeling with Linear Equations  
Mixed Exercises

Miller - College Algebra, 1<sup>st</sup> Ed. [Change]

| Textbook Questions         | Your Assignment              | Points |
|----------------------------|------------------------------|--------|
| 1.2 Section Exercise 53,54 | 1 1.2 Section Exercise 53,54 | 1      |
| 1.2 Section Exercise 55    | 2 1.2 Section Exercise 55    | 1      |
| 1.2 Section Exercise 57    | 3 1.2 Section Exercise 57    | 1      |
| 1.2 Section Exercise 59    |                              |        |
| 1.2 Section Exercise 61    |                              |        |
| 1.2 Section Exercise 63,64 |                              |        |
| 1.2 Section Exercise 65,66 |                              |        |
| 1.2 Section Exercise 67,68 |                              |        |
| 1.2 Section Exercise 69    |                              |        |
| 1.2 Section Exercise 71    |                              |        |

10 questions | [Preview selected questions](#)    3 questions | [Preview assignment](#)    3 pts

[Add selected](#)    [Remove selected](#)

[<< Previous step](#)    [Continue >](#) or [Cancel](#)



**User Tip:** Move multiple questions at once by holding down the Shift key and then selecting the questions to move. You can also use this trick to preview multiple questions at once with the magnifying tool.

## Define Settings

- A** Adjust the assignment category, content, and name for the assignment. You can also adjust these settings after students can access the assignment.
- B** Select the start and end dates and times.
- C** Choose whether students can view an assignment before its start date. Note that they can only work on the assignment when the start date hits.
- D** **Assignment Prerequisites** allow you to select an existing assignment that students must complete before they can access the one you are creating, with an optional minimum score requirement.

The screenshot shows the '3 - Define settings' tab of an assignment creation interface. It includes the following fields and options:

- Assignment Category:** Homework (with a [\[Change category\]](#) link). A red circle 'A' is next to this field.
- Assignment Type:** Online Problems (with a [\[Change content\]](#) link).
- Assignment Title:** Homework #1
- Assignment Start Date:** A date picker set to Jan 9, 2016, 12:00 am. A red circle 'B' is next to this field.
- Due Date:** A date picker set to Jan 16, 2016, 11:59 pm.
- Assignment Visibility:** Assignment is shown to students before the start date (with a dropdown arrow). A red circle 'C' is next to this field.
- Assignment Prerequisites:** No prerequisites selected. (with an [\[Edit\]](#) link). A red circle 'D' is next to this field.

- E** The **Late Submission Options** allows students to work on assignments after the initial due date, with an optional penalty assigned by you. There are several settings available in this option:

- Set the final submission date and time. Any assignment attempts in progress will be automatically submitted once this final deadline hits.
- If you choose to set a password, students must enter it to continue working on their assignment after the initial due date. This password supersedes any proctoring passwords applied to the assignment.
- The optional penalty, which can be a percentage or point value, can be applied to the final score or to each completed question. Note that the per question penalty will only apply to questions completed *after* the initial deadline. Questions completed on time won't have a penalty.

The screenshot shows the 'Late Submission Options' dialog box with the following settings:

- ☒ Allow students to work and change score after due date (with a red circle 'E' next to it).
- Final submission:** A date picker set to Sep 5, 2016, 11:59 pm.
- ☐ Require password (with an empty text input field).
- ☒ Apply penalty
  - ☒ To the **final score**
    - Deduct late submission penalty: one time (dropdown)
    - Penalty: (empty input field)
    - Percent: (dropdown)
  - ☐ To each question scored after the due date



## Define Settings - continued

- A** The **Retake and Grading Options** let you define the number of attempts students have per assignment, as well as the grading requirements for each attempt.
- B** **More Options** allows you to further customize your assignment, such as attempts per question, setting a proctoring password, adding learning aids for students to access, and allowing partial credit.
- C** If you need to assign a student an extension for an assignment, you can do this in **Individual Student Settings**. Note that individual extensions will override any Late Submittal settings on the assignment.
- D** Add a personal note or attachment, which students can then view when they access the assignment.
- E** To save time building out more assignments, you can choose to apply these settings to all future assignments in the same category.
- F** Click **Save & Finish** to complete your assignment. You can go back at any time to adjust your settings.

The screenshot shows the 'Retake and Grading Options' section (A) with 'Standard Grading' selected and 'Unlimited' attempts. It also shows 'More Options' (B) with settings for results, proctoring, buttons, attempts per question, partial credit, and printing. Below is 'Individual Student Settings' (C), an 'Instructor Note' (D), and 'Attachments'. At the bottom, there is a checkbox to apply settings to future assignments (E) and 'Save & Finish' (F) and 'Cancel' buttons.



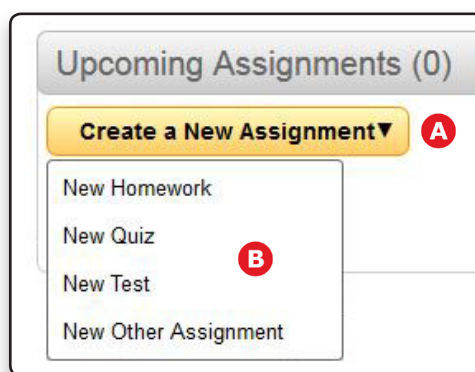
**User Tip:** The Late Submission Options is NOT available for the following assignment types: the ALEKS Initial Assessment, external assignments, or video assignments.

## Creating a TestGen Assignment

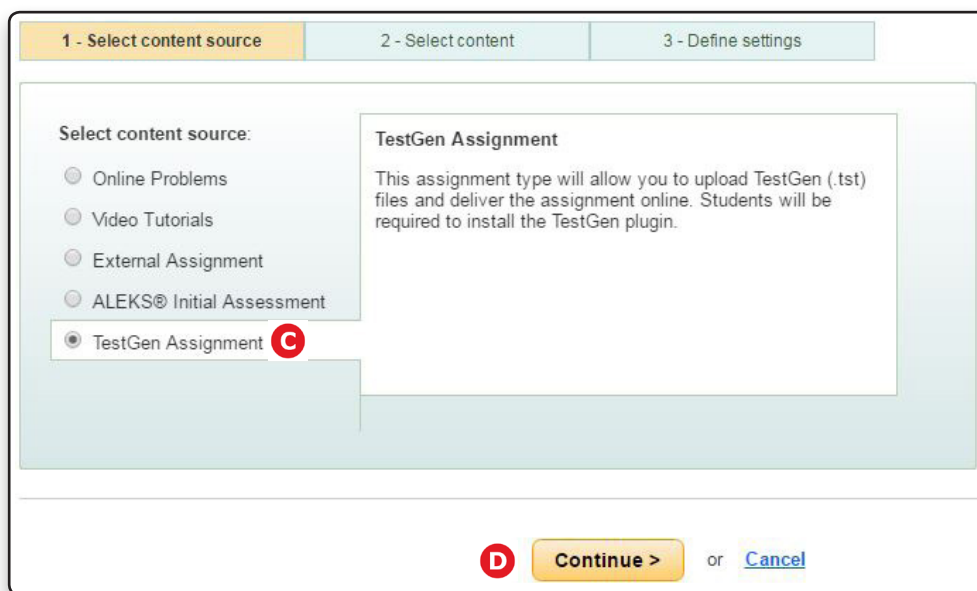
Before creating a TestGen assignment, check your System Requirements to ensure you have the correct plugin. The TestGen plugin does not work on tablets or mobile devices. System Requirements for TestGen are located in the **Help** section of your ConnecMath account. Share these with your students, and remind them to download the TestGen plugin and check their system requirements BEFORE they start the TestGen assignment.

| System Requirement List/Compatibility Guide for TestGen® Plug-in |  |  |
|--|--|--|
|  | Windows®   | Macintosh®   |
| Current Release  | Plug-in Release v7.5.3T  | Plug-in Release v7.5.3T                              |
| Operating System   | Microsoft® Windows XP, Windows Vista, Windows 7, Windows 8 & <b>Windows 10</b> (32 bit and 64 bit) | Mac OS X v10.6 - <b>v10.11 (El Capitan)</b> & later. |
| Web Browser Type   | 32 bit browser and 64 bit browser  | 32 bit browser and 64 bit browser                    |
| Web Browser  | Internet Explorer v7 - v11, Firefox, or Chrome.  | Safari or Firefox.                                   |

- A** Click **Create New Assignment**
- B** and choose the type of assignment you want to create. Any assignment type may be used.



- C** Choose TestGen Assignment from the content source list. You should have a TestGen (.tst) file ready to upload, as well as the TestGen plugin.
- D** Select **Continue**.



- E** Select **Choose File**. A file selection dialog box will open in order for you to upload your TestGen assignment.

1 - Select content source   2 - Assessment details   3 - Define settings

Upload a TestGen file

**E** Choose File   No file chosen

Note: You must create or save your test using TestGen version 3.3 or higher.  
If you are creating tests with the latest version of the TestGen application, you must make sure your students and your lab have installed the latest version of the TestGen plug-in

- F** Locate the previously created TestGen file, and select the file. It must have a .tst extension in order to properly upload.
- G** Select **Open** to upload the file.

Documents library

Tests

Arrange by: Folder

| Name               | Date modified      | Type      | Size  |
|--------------------|--------------------|-----------|-------|
| Sample Test.TMP    | 5/13/2016 12:33 PM | TMP File  | 27 KB |
| <b>Sample Test</b> | 5/13/2016 12:33 PM | Test file | 4 KB  |

File name: Sample Test

**G** Open   Cancel

- H** Once your file successfully uploads, a green check mark will appear next to the file name.
- I** Select **Continue**.

1 - Select content source   2 - Assessment details   3 - Define settings

Upload a TestGen file

Choose File   Sample Test.tst   **H**

Note: You must create or save your test using TestGen version 3.3 or higher.  
If you are creating tests with the latest version of the TestGen application, you must make sure your students and your lab have installed the latest version of the TestGen plug-in

<< Previous step   **I** Continue >   or Cancel



**User Tip:** Need help with TestGen? Select the **Resources** button in your ConnectMath account. Under the **References** tab, scroll to the **Test Bank** section at the bottom. Here you will find an Installation and User Guide, a test bank, and the download file in order to install the application.

## Define Settings of a TestGen Assignment

You can further customize your assignment by defining its settings. See pages 16-17 for details on defining your settings. In addition to those outlined on pages 16-17, TestGen assignments have the following options:

- A** Scramble the question order for each student. This option is on by default. Select **Edit** to change this option.
- B** Shuffle the order of answer options for each student. This option is on by default. Select **Edit** to change this option.
- C** Randomize the variables in each question of the assignment. This option is on by default. Select **Edit** to change this option.
- D** Allow students to print the assignment as they are reviewing it. This option is off by default. Select **Edit** to change this option.
- E** Display the correct answers as students are reviewing the assignment. This option is off by default. Select **Edit** to change this option.

**TestGen Options**

|  |   |
|--|---|
| <b>A</b> Scramble question order for each student:         | <input checked="" type="radio"/> On <input type="radio"/> Off |
| <b>B</b> Shuffle answer options:                           | On <a href="#">[Edit]</a>                                     |
| <b>C</b> Randomize variables:                              | On <a href="#">[Edit]</a>                                     |
| <b>D</b> Allow students to print while reviewing:          | Off <a href="#">[Edit]</a>                                    |
| <b>E</b> Show students the correct answers when reviewing: | Off <a href="#">[Edit]</a>                                    |

- F** Click **Save & Finish** to complete building your assignment.

☐ Apply these settings to all future assignments created in the 'Homework' category.

[<<Previous step](#) **F** [Save & Finish](#) or [Cancel](#)



**User Tip:** Instructors can check if they have the TestGen plugin installed by previewing a TestGen Assignment. If the plugin is not installed, ConnectMath displays a message to install the plugin. The instructor can select the link in the message box to install the plugin. Chrome users will need to install a Chrome extension.



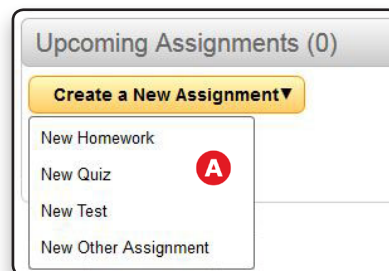
## The ALEKS Initial Assessment

The ALEKS Initial Assessment is an adaptive, artificially-intelligent assessment that determines exactly what your students know, don't know, and are most ready to learn in the course.

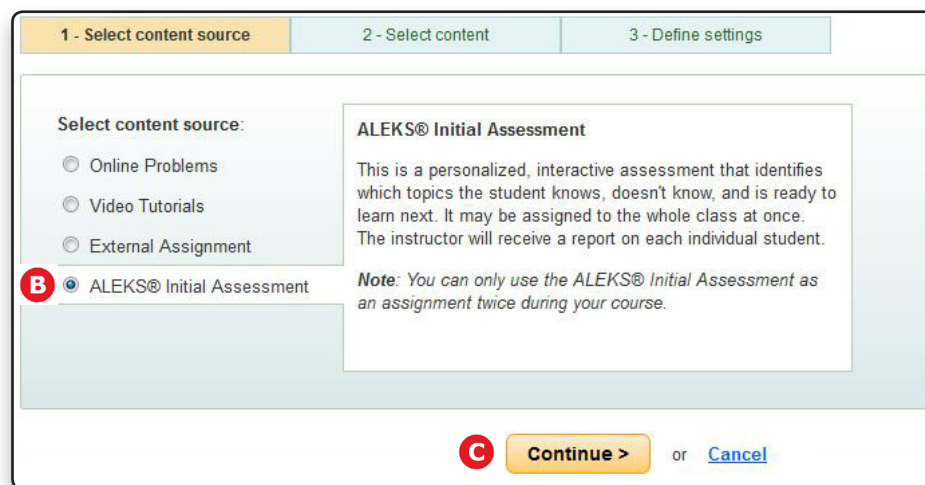
Key Features include:

- Clearly defines knowledge gaps for each student
- Assessment questions are open-response and adapt to each student
- Delivers a report on what the student knows and areas of weakness
- No time limits; students can log off and then return to where they left off

- A** To create an ALEKS Initial Assessment, click **Create New Assignment** and choose the type of assignment you want to create.



- B** Select **ALEKS Initial Assessment** as the content source. Note that you can only use the Initial Assessment twice during your course.
- C** Click **Continue** to move on to the last step, which is to define your settings (see pages 16-17 for more information on defining your settings).

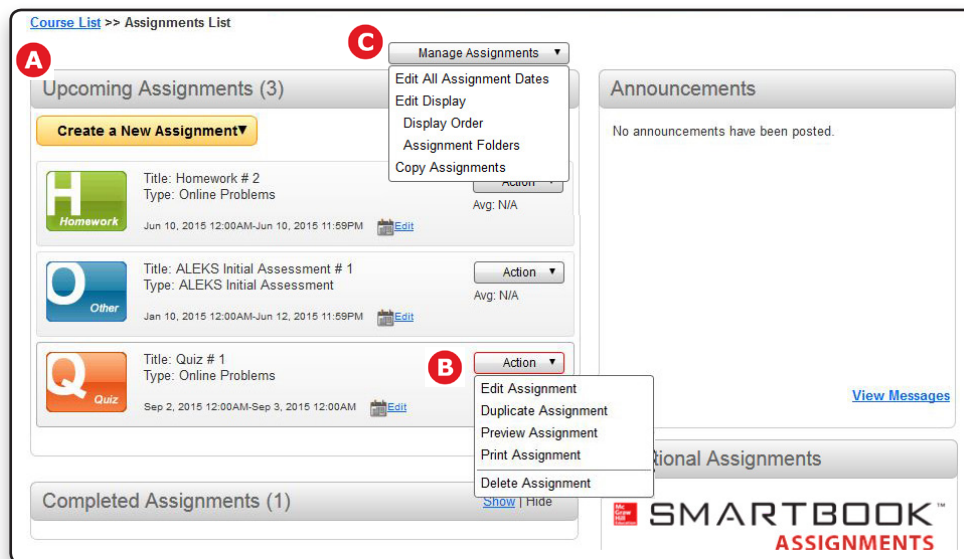


**User Tip:** Since the assessment can only be used twice during the course, we recommended assigning it at the start of the course, and then again at the end of the course. This way you can compare how much students have mastered over the duration of the course. To learn more about ALEKS, visit [www.aleks.com](http://www.aleks.com)

## Managing Assignments

Once you have created your assignments, you can manage them in a variety of ways.

- A** All of your assignments, past and future, are listed in your Assignments list.
- B** To manage your assignments individually, open the **Action** menu and choose one of the five options:
  - **Edit Assignment:** edit the assignment settings, including the start and end dates
  - **Duplicate Assignment:** make a duplicate of an existing assignment
  - **Preview Assignment:** view the assignment as a student would
  - **Print Assignment:** print a copy of an assignment
  - **Delete Assignment:** permanently delete the assignment, including all associated work, reports, and grades (cannot be restored once deleted)



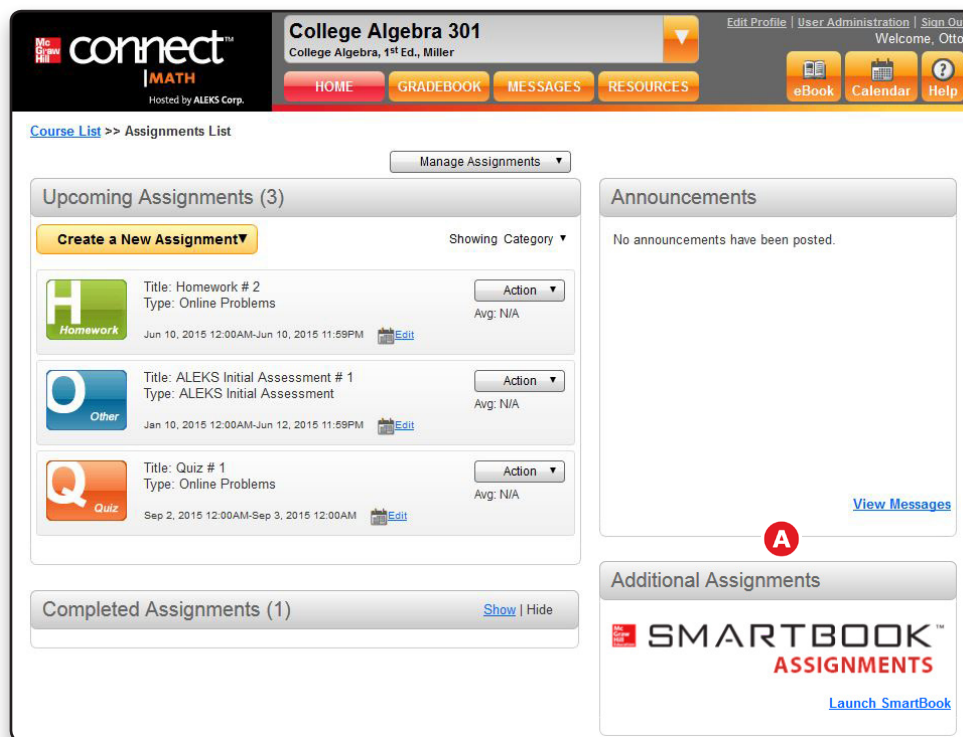
- C** The Manage Assignments menu provides you with three options:
  - **Edit Display:** create folders to organize assignments; organize the folder order as needed.
  - **Copy Assignments:** copy an assignment and all of its settings from any of your courses
  - **Edit All Assignment Dates:** adjust the start and end dates for multiple assignments at once. After selecting this option, choose the assignments in the table for which you want to adjust the dates. Then choose to shift the dates forward or backward by a set number of days, or assign them all the same date. You can also manually adjust the dates one by one.



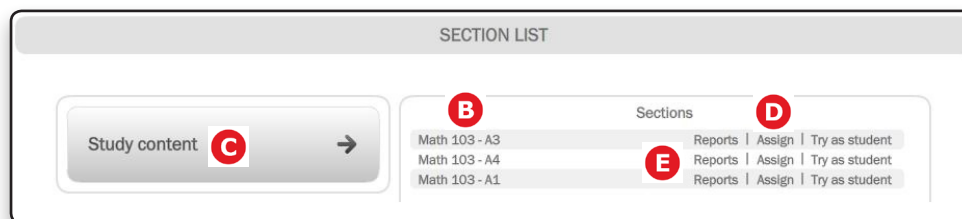
## SmartBook Assignments

SmartBook provides students with an adaptive, interactive reading and learning experience. SmartBook is always available to students whether or not you use the assignments feature. To learn more about SmartBook, visit the ConnectMath Training Center ([www.connectmath.com/training](http://www.connectmath.com/training)).

- A** Click on **Launch SmartBook** from the Additional Assignments box. This will generate SmartBook assignments for each textbook chapter.



- B** You will then see a list of your courses that use the same textbook and have SmartBook assignments.



- C** Click on **Study content** or the **Try as a student** link to open up the student view of SmartBook. From there, select an assignment to see how students use SmartBook.
- D** To customize the SmartBook assignments for a course, click on **Assign** next to the course name. This will open up the customization options. See the next page for how to customize an assignment.
- E** The **Reports** link to open the SmartBook reports that track student progress. See page 33 for information on SmartBook reports.

## Customizing SmartBook Assignments

- A** After clicking on **Assign**, you will see Modules, or assignments, that correspond to textbook chapters. Click on **Assign** once more to create an assignment for a Module.
- B** You can then adjust the assignment name, and start and due dates. The average time required to complete the module will also be shown.
- C** The textbook chapter sections will be listed and automatically included in the assignment. Open a section to see the concepts covered in the section. From here you can customize the assignment to include or exclude any chapter section and section concepts by selecting the checkbox.
- D** Slide the bar from **Shallow** to **Deep** to change the depth of content. This will automatically adjust the average time required per module.
- E** When you are finished creating the assignment, click on **Done**.

The screenshot shows the 'Functions and Relations' assignment creation screen. On the left, a list of modules is shown with a plus sign next to '1. Review of Prerequisites'. The main area displays the 'Functions and Relations' module with a list of topics: 'Section 2.1 The Rectangular Coordinate System a...', 'Section 2.2 Circles', 'Section 2.3 Functions and Relations', and 'Section 2.4 Linear Equations in Two Variables a...'. Each topic has a checkbox in the 'included' column. Below the topics, there is a depth slider labeled 'shallow' and 'deep', and a 'Done' button. Callouts A-E point to specific elements: A points to the 'Assign' button, B points to the 'Edit name' link, C points to the checkboxes, D points to the depth slider, and E points to the 'Done' button.

- F** A plus sign will appear next to each Module that contains an assignment. Click on the plus sign to see the list of assignments for that module. Note that you can create multiple assignments for a module.
- G** For each assignment you have created, you will see **Customize**, the start and end dates, and average time required. Click on **Customize** to edit the assignment or a date to adjust it from this box.
- H** Click on the red X to quickly delete the assignment.
- I** Click on **Done** when you are finished.

The screenshot shows the 'ASSIGNMENT FOR "Miller College Algebra"' interface. It displays a table of assignments with the following columns: Module, Choose, Available, Due, Time, and Assign. The table lists several modules, including '1. Review of Prerequisites', '2. Equations and Inequalities', '3. Functions and Relations', '4. Polynomial and Rational Functions', '5. Exponential and Logarithmic Functions', '6. Trigonometric Functions', and '7. Analytic Trigonometry'. Each module has a 'Choose' button, an 'Available' date, a 'Due' date, and a 'Time' value. Callouts F-I point to specific elements: F points to the plus sign next to the first module, G points to the 'Customize' button, H points to the red X button, and I points to the 'Done' button.

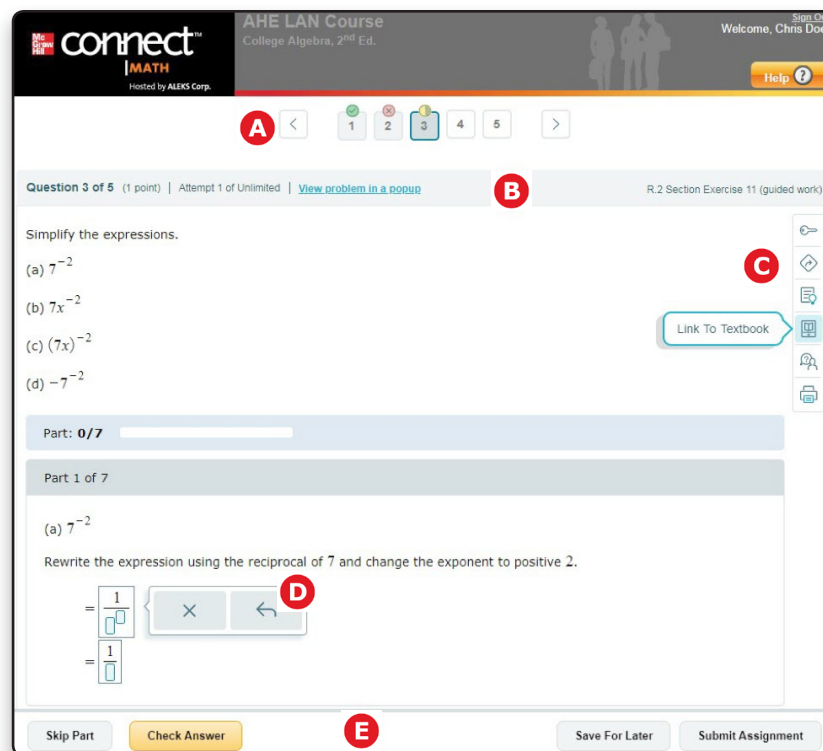


## Creating and Managing Assignments in the Enhanced Experience

There are no significant changes to the creation of an assignment or managing assignments. Students will experience an updated interface while working through assignments.

### Enhanced Experience Assignment Interface

- A Question Navigation:** New visual design was applied to the question navigation buttons and how they update to indicate correct, incorrect, partially correct, or unanswered questions
- B Question Header:** Question information was consolidated for enhanced experience assignments and displays in the header area for easy reference
- C Tools:** Tools available to students in Enhanced Experience assignments appear as icons to the right of the question. Hovering over an icon shows the name of the tool.
- D Enhanced Palette:** New visual design was applied to the palette for enhanced experience homework assignments. The palette is next to the answer input box and displays contextual input tools relevant to the question the student is working on.
- E Buttons:** Assignment-related buttons are docked at the bottom of the page for Enhanced Experience homework assignments. Buttons will not scroll off the page if students adjust the size of their browser window.



## Changing Textbooks

- A** **Change Textbook Link:** Enhanced experience questions can be assigned from other compatible enhanced courses by selecting the **Change** link to access enhanced experience textbook titles.



**User Tip:** Enhanced experience questions cannot be mixed with CHBA questions/texts. Only the applicable enhanced textbook titles appear in the drop down.

## Enhanced Experience Answer Tolerance Policy

Below is an example of the default settings for the Enhanced Experience of **College Algebra**.

- A** Instructors can modify the settings for their course by selecting or de-selecting answer types they will allow.
- B** Enhanced Experience courses have four answer tolerance types. All four tolerance types are selected by default for Enhanced Experience courses, but the default settings may be different based on the textbook.

# Section 4: Using the Gradebook

## Navigating the Gradebook

The Gradebook is central to managing your course. To access the Gradebook, click on the **Gradebook** button at the top of your screen. You can view your list of students, their grades, and access reports. Sort each gradebook column by clicking on the column header.

- A** **Gradebook Management** is where you can setup your gradebook, access the Gradebook Log, and manage student groups. See page 26 for more information on the Gradebook Log and student groups.
- B** Filter your gradebook by assignment category or student groups.
- C** Send an email to students while viewing the gradebook. To quickly select several students listed in a row, click on the number next to the first student you want to message, hold down the Shift key, then click on the number of the last student that you want to message.
- D** The **Time Tracker** report tracks students' time in the system. See page 30 for more information.
- E** The **Total Grade** shows students' current course grades. Assignments are listed in the remaining columns, ordered by due date. Click on a student's assignment score to view a detailed analysis of the student's results.
- F** Click **Details** for an assignment to access the options to **Edit Student Scores**, **View Assignment Gradebook**, and access **Item Analysis**. See page 28 for more information on Item Analysis.
- G** Click on a student's name to view the individual gradebook and last login date for that student.
- H** Select **Download to Excel** to download a formatted excel spreadsheet of your gradebook.

Gradebook

Showing: All | Group Filter: All Students | **A** Gradebook Management

**C** Send Email to Selected Students | **D** Time Tracker | Display options | Full screen view

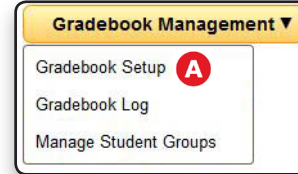
| Students                  | Total Grade | ALEKS Initial Assessment | Homework # 1 | Homework # 2 | Quiz # 1 | Chapter 1 Test | Hor |
|---------------------------|-------------|--------------------------|--------------|--------------|----------|----------------|-----|
| Name   Login   Student ID |             | Details                  | Details      | Details      | Details  | Details        |     |
| 1 Cardenas, Paul          | 93%         | 100%                     | 100%         | 100%         | 100%     | 100%           |     |
| 2 Casabar, Fiona          | 86%         | 100%                     | 100%         | 100%         | 100%     | 100%           |     |
| 3 Habibi, Fernando        | 85%         | 100%                     | 80%          | 100%         | 100%     | 100%           |     |
| 4 Hernandez, Sara         | 62%         | 100%                     | 100%         | 100%         | 100%     | 98%            |     |
| 5 Martin, Steve           | 74%         | 100%                     | 100%         | 100%         | 100%     | 88%            |     |
| 6 Nguyen, Andy            | 21%         | 100%                     | 100%         | 100%         | 100%     | 58%            |     |
| 7 Rainwater, Rich         | 74%         | 100%                     | 100%         | 100%         | 100%     | 88%            |     |
| 8 Smith, Jane             | 37%         | 100%                     | 100%         | 100%         | 100%     | 95%            |     |
| 9 Smiths, Jimmv           | 93%         | 100%                     | 100%         | 100%         | 100%     | 100%           |     |
| 10 Vencini, Carla         | 91%         | 100%                     | 100%         | 100%         | 100%     | 95%            |     |
| 11 Verne, Jules           | 86%         | 100%                     | 100%         | 100%         | 100%     | 63%            |     |
| 12 Williams, Devon        | 91%         | 100%                     | 100%         | 100%         | 100%     | 95%            |     |

Gradebook Legend: ● Dropped score; ● Extra credit

**H** Download to Excel

## Gradebook Setup

- A** To setup your gradebook, click **Gradebook Management** from your Gradebook page and select **Gradebook Setup**.



- B** There are three Gradebook Categories: Quiz, Test, and Homework. Click on **Add New** to add categories, which will then appear in the **Other Gradebook Categories** section. These new categories will also appear in the assignment type menu when creating an assignment.
- C** Assign each category a percentage weight, which must total 100%.
- D** Click on **Edit Weight** for a category to adjust the weights for each assignment in that category, drop the lowest score, or make an assignment extra credit.

| Gradebook Category  | Category Weight (%) |
|---|---------------------|
| <div>Q</div> <div>Quiz</div> <div><a href="#">Edit Weight for Each Quiz</a></div>   | 25 %                |
| <div>T</div> <div>Test</div> <div><a href="#">Edit Weight for Each Test</a></div>   | 25 %                |
| <div>H</div> <div>Homework</div> <div><a href="#">Edit Weight for Each Homework</a></div>                                     | 25 %                |
| <div>Other Gradebook Categories</div> <div><a href="#">Add New</a></div>  |                     |
| <div>O</div> <div>Other Assignment</div> <div><a href="#">Edit Name</a> <a href="#">Edit Weight for Each Assignment</a></div> | 25 %                |
| Total: 100 %  |                     |

- E** The **Total Grade Display Settings** allows you to hide or show total grades from students.
- F** **Grading Scale for Total Grade** allows you to assign a grading scale for the total course grade. The default is a conventional A, B, C, etc. Add, remove, and adjust the sliders to set your grading scale.
- G** Double-click the labels on the grading scale to change the grade notation that students see.
- H** Click on **Save** when you are finished.

**Total Grade Display Settings**

☒ Show total grades to students
 ☐ Hide total grades to students

**Grading Scale for Total Grade**

\* Note that this scale is only for the total course grade. It does not apply to individual assignments (quizzes, tests, etc.).

☒ Do not show letter grades on the instructor or student gradebook.
 ☐ Show letter grades on instructor gradebook only.
 ☐ Show letter grades on both instructor and student gradebooks.

10

8

6

4

2

0

F

D

C

B

A

0

10

20

30

40

50

60

70

80

90

100

Number of students

Score in percent (as of 06/11/2015)

Using this Tool:  
 To change the grading scale, drag the green triangles to the desired percentages.  
  
 To create a new grading category, drag an end triangle toward the middle.  
  
 You can change the letter of a grade category by clicking on it and typing a new letter.

Key: The blue bars show the distribution of total grade percentages at this time.

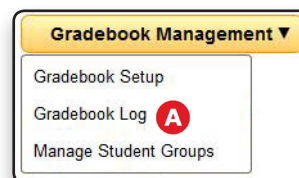
or

Section 4: Using the Gradebook 28

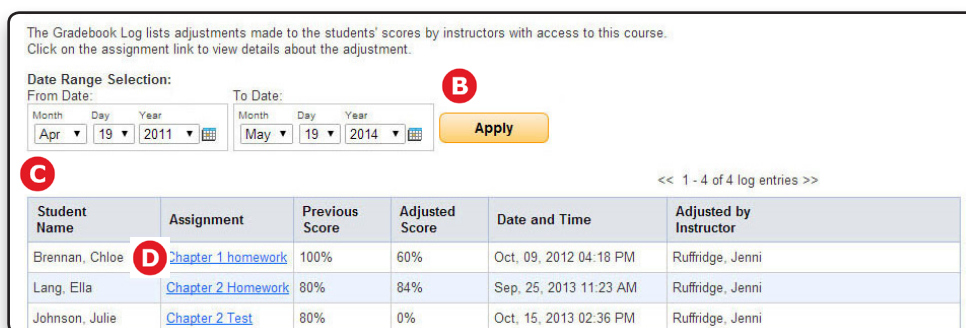
## Gradebook Log

The Gradebook Log is a record of any adjustments made to student scores in the Gradebook. Adjustments can be made by anyone with editing privileges for that course's Gradebook.

- A** To access the Gradebook Log, click **Gradebook Management** and select **Gradebook Log**.



- B** Enter the date range for the adjustments you would like to see.
- C** The chart will display the assignment name, previous and adjusted scores, date they were adjusted, and the person who made the adjustment.
- D** To see details on the adjustments, click on the assignment name.

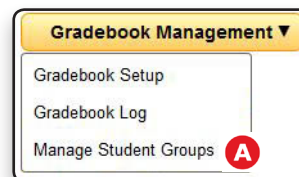
A screenshot of the Gradebook Log interface. At the top, it says 'The Gradebook Log lists adjustments made to the students' scores by instructors with access to this course. Click on the assignment link to view details about the adjustment.' Below this is a 'Date Range Selection' section with 'From Date' and 'To Date' fields. The 'From Date' is set to April 19, 2011, and the 'To Date' is set to May 19, 2014. A red circle 'B' is next to the 'To Date' field. An 'Apply' button is to the right. Below the date selection is a table with 6 columns: 'Student Name', 'Assignment', 'Previous Score', 'Adjusted Score', 'Date and Time', and 'Adjusted by Instructor'. A red circle 'C' is next to the table. The table has 3 rows of data. In the first row, the 'Assignment' is 'Chapter 1 homework' and the 'Adjusted Score' is 60%. A red circle 'D' is next to the 'Assignment' link. The second row has 'Chapter 2 Homework' and '84%'. The third row has 'Chapter 2 Test' and '0%'. To the right of the table is a pagination link '<< 1 - 4 of 4 log entries >>'.

| Student Name   | Assignment                         | Previous Score | Adjusted Score | Date and Time          | Adjusted by Instructor |
|----------------|------------------------------------|----------------|----------------|------------------------|------------------------|
| Brennan, Chloe | <a href="#">Chapter 1 homework</a> | 100%           | 60%            | Oct, 09, 2012 04:18 PM | Ruffridge, Jenni       |
| Lang, Ella     | <a href="#">Chapter 2 Homework</a> | 80%            | 84%            | Sep, 25, 2013 11:23 AM | Ruffridge, Jenni       |
| Johnson, Julie | <a href="#">Chapter 2 Test</a>     | 80%            | 0%             | Oct, 15, 2013 02:36 PM | Ruffridge, Jenni       |

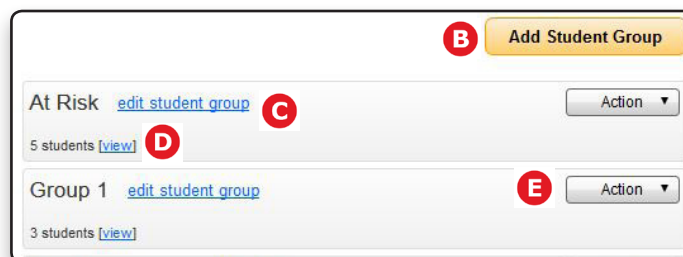
## Student Groups

Create student groups to monitor a set of students, such as at-risk students or transfer students. You can then filter the Gradebook and reports by the Student Groups you have created.

- A** To access student groups, click **Gradebook Management** and select **Manage Student Groups**.



- B** Click on **Add Student Group** to create a group. From there you can select the students that you want to include. For example, you may want to create a group for students who need extra attention.
- C** To edit a group, click on **edit student group**, or use the **Actions** menu.
- D** To view students in a group, click on **view**, or use the **Actions** menu.
- E** Use the **Actions** menu to delete a group from the list, or perform other actions.

A screenshot of the 'Student Groups' interface. At the top right is a yellow button labeled 'Add Student Group' with a red circle 'B' next to it. Below this is a list of groups. The first group is 'At Risk' with a link 'edit student group' (red circle 'C') and an 'Action' dropdown menu. Below 'At Risk' is the text '5 students' with a link 'view' (red circle 'D'). The second group is 'Group 1' with a link 'edit student group' (red circle 'E') and an 'Action' dropdown menu. Below 'Group 1' is the text '3 students' with a link 'view'.



# Section 5: Reports

## Time Tracker Report

The Time Tracker report monitors the time students spend in the system on a daily, weekly, and monthly basis. Use this report to ensure students are logging in regularly. You can also compare time logged with grades to ensure students are making progress while logged in. This report can be downloaded.

To access the Time Tracker report, open the Gradebook and click on the **Time Tracker** link.

- A** The Time Tracker report will show data based on the date range selected. You can adjust this date range to be between 1 and 20 weeks.
- B** You can view data for a Student Group by selecting it from the filter drop-down menu.

Report from 06/04/2015 to 06/10/2015 [\(Change Date Range\)](#)

**B** Group Filter: All Students ▼

**Number of Students:** 12 **Logged-in Students:** 0

**E** [Send Message to Selected Students](#) ?

|   | Name<br>(Login/Student ID)       | Total Time in<br>this Course<br>(hrs) | Last Login | Total Time<br>(for date range) | Time Log     |              |              |              |              |              |              |
|---|----------------------------------|---------------------------------------|------------|--------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|   |                                  |                                       |            |                                | Thu<br>06/04 | Fri<br>06/05 | Sat<br>06/06 | Sun<br>06/07 | Mon<br>06/08 | Tue<br>06/09 | Wed<br>06/10 |
| 1 | <a href="#">Cardenas, Paul</a>   | 65h 39m                               | 05/11/2015 | 10h 37m                        | -            | -            | 2h 16m       | 8h 21m       | 0m           | -            | -            |
| 2 | <a href="#">Casabar, Fiona</a>   | 36h 03m                               | 04/08/2015 | 8h 07m                         | -            | 1h 34m       | -            | -            | 1h 32m       | 22m          | 4h 38m       |
| 3 | <a href="#">Habibi, Fernando</a> | 59h 15m                               | 04/17/2015 | 3h 25m                         | -            | -            | 2h 12m       | 1h 13m       | -            | -            | -            |
| 4 | <a href="#">Hernandez, Sara</a>  | 26h 54m                               | 04/15/2015 | 5h 02m                         | 3h 02m       | -            | 1h 48m       | -            | 13m          | -            | -            |
| 5 | <a href="#">Martin, Steve</a>    | 40h 38m                               | 05/11/2015 | 2h 48m                         | 25m          | 4m           | 2h 19m       | -            | -            | -            | -            |

- C** The first four columns of the Time Tracker display basic information such as student names, and their total time logged in the course.
- D** The data under **Time Log** displays how much time each student has logged on a daily basis for the selected date range.
- E** You can send messages to students directly from the Time Tracker. To quickly select several students listed in a row, click on the number next to the first student you want to message, hold down the Shift key, then click on the number of the last student that you want to message.
- F** Click on a student's name to see the time logged for just that student.

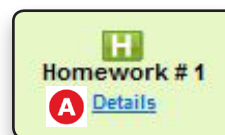


**User Tip:** To sort any of the columns in the report, click on the hyperlinked column header. If you want to share this data without compromising student privacy, click on **Login/Student ID** in the Name column to hide student names.

## Item Analysis Report

The Item Analysis Report shows the success rate of each item in an assignment. You can also view the assignment results of a particular student. Use this report to understand and analyze assignment results.

- A** To access the Item Analysis report, open the Gradebook and click on **Details** in the column header of the assignment you want to focus on. Then click on **Item Analysis**.
- B** The second column in the report identifies the content source for the assignment and which problem set the item was pulled from.
- C** Click **Preview** to see an algorithmically-generated sample problem.
- D** The last two columns measure the success rate of each item and the average time it took students to complete the item.



| Question | Online Problem               |   | Success Rate            | Average Time |   |        |
|----------|------------------------------|---|-------------------------|--------------|---|--------|
| 1        | 1.1 Section Exercise 17 - 20 | B | <a href="#">Preview</a> | 75.0%        | D | 1m 28s |
| 2        | 1.1 Section Exercise 25 - 36 |   | <a href="#">Preview</a> | 100.0%       |   | 2m 25s |
| 3        | 1.2 Section Exercise 5 - 10  | C | <a href="#">Preview</a> | 100.0%       |   | 2m 19s |
| 4        | 1.2 Section Exercise 15 - 24 |   | <a href="#">Preview</a> | 100.0%       |   | 52s    |
| 5        | 1.2 Section Exercise 33 - 38 |   | <a href="#">Preview</a> | 100.0%       |   | 1m 16s |

## Item Analysis for a Student

To see the assignment analysis for a particular student, first open the student's Gradebook by selecting his or her name from the class Gradebook. Then, select **Details** from the column header of the assignment.

- A** Select which attempt you want to review the results for (if applicable).
- B** Select an item's number to view the results for that item.
- C** You can view the exact problem the student got on the assignment, the time it took to complete it, and the student's answer.
- D** Click on **Edit** to adjust the score of a particular item, and add a personal note to the student.

**A** Attempt 1 of 3 (100%) \*
 Date: 06/05/15 (time spent: 1 minute)  
 Score: 5 of 5 points (100%) [\(delete this result\)](#)

**B**

Previous
1 2 3 4 5
Next

| Questions:                        | Student Score | Adjusted Score                |
|-----------------------------------|---------------|-------------------------------|
| Question 1 of 5 (time spent: 28s) | 1 of 1 points | <b>D</b> <a href="#">Edit</a> |

**Determine whether the number described is a statistic or a parameter.**

The average ACT score of all testers from a local high school is 23.

☐ A. Parameter  
☐ B. Statistic

**C**

Student's answer **Correct!**  
A

**Reference:**  
1.1 Section Exercise 17 - 20  
Learning Objective: Unclassified

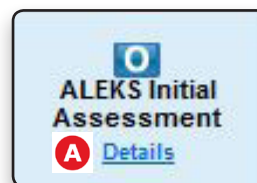
**Learn more about this question:**

- [View the explanation](#)
- [Practice](#)
- [Link to Text](#)

## ALEKS Initial Assessment Pie Report

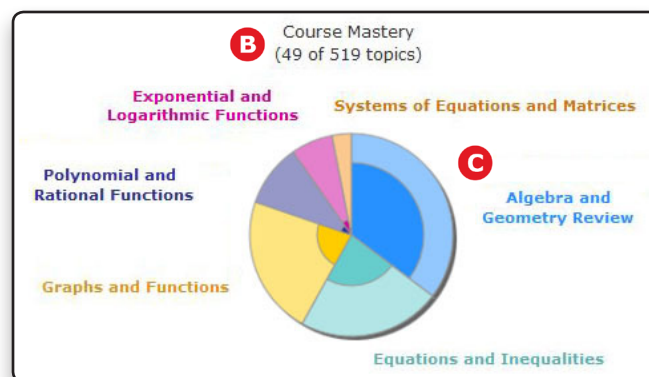
The ALEKS Initial Assessment Pie Report identifies which topics your students have mastered and not mastered in your course. Use this report to inform your teaching and to determine student preparedness.

- A** To access the ALEKS Report, open the Gradebook and click on **Details** in the column header of the ALEKS Initial Assessment assignment. Then click on **ALEKS Pie Chart**.



- B** The Course Mastery above the pie chart indicates the number of topics your students have mastered (i.e. know how to do) based on their Initial Assessments.

- C** Each pie slice represents an area of the course. The dark portion of the slice shows how much of that course area students have mastered while the lighter portion indicates what is not mastered.



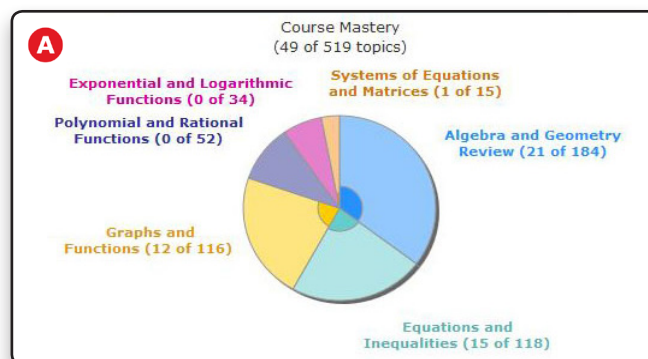
- D** Scroll down to see a breakdown of the topics in each course area, and what percentage of your students have mastered each topic. This will give you a general sense of where your students are strong, and where they need to spend more time.

| Algebra and Geometry Review            |   |        |
|--|---|--------|
| Real Numbers and Algebraic Expressions |   |        |
| <b>D</b>                               | Ordering integers                                     | (100%) |
|  | Identifying numbers as integers or non-integers       | (0%)   |
|  | Identifying numbers as rational or irrational         | (0%)   |
|  | Signed fraction addition or subtraction: Basic        | (33%)  |
|  | Signed fraction subtraction involving double negation | (0%)   |
|  | Signed fraction multiplication: Basic                 | (33%)  |
|  | Signed fraction division                              | (0%)   |

## ALEKS Initial Assessment Report for a Student

To see a student's Initial Assessment results, open the student's Gradebook by selecting his or her name from the class Gradebook. Then, select **Details** from the column header of the Initial Assessment.

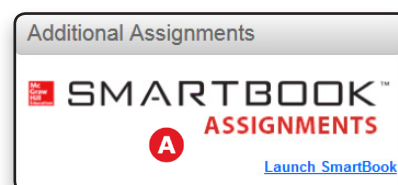
- A** The Pie Chart will show how much your student has mastered in each course area. Scroll down to see a list of the topics your student has mastered in each course area.



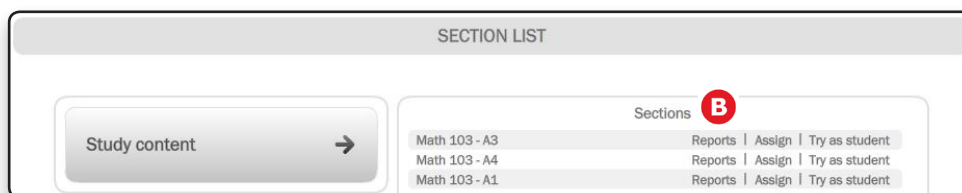
## SmartBook Reports

The SmartBook Reports track learning and success rates. Use these reports to see how well your students are mastering the material, how they study, and what content they struggle with.

- A** To access the SmartBook reports, click on **Launch SmartBook** from the Additional Assignments section of the Home page.

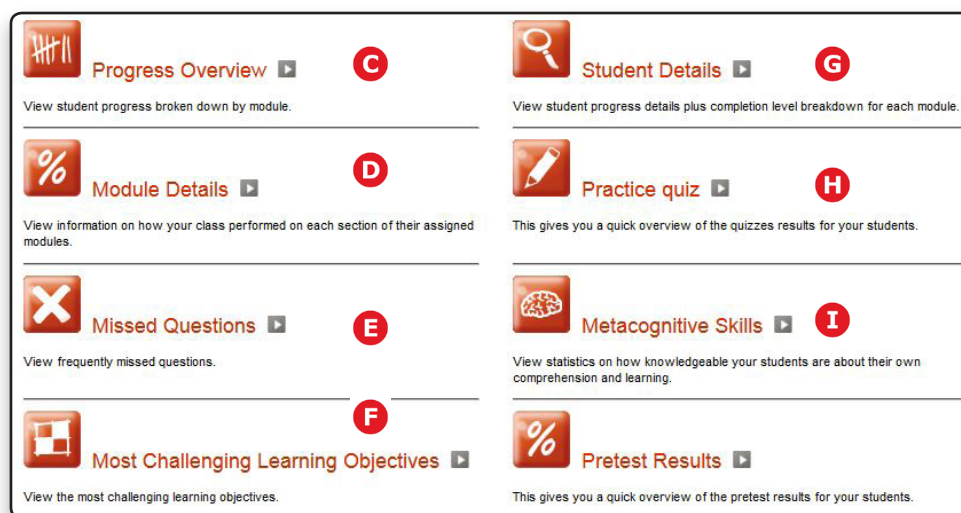


- B** Choose which course you want to see data for and click on **Reports**.



There are seven SmartBook reports that track various types of data:

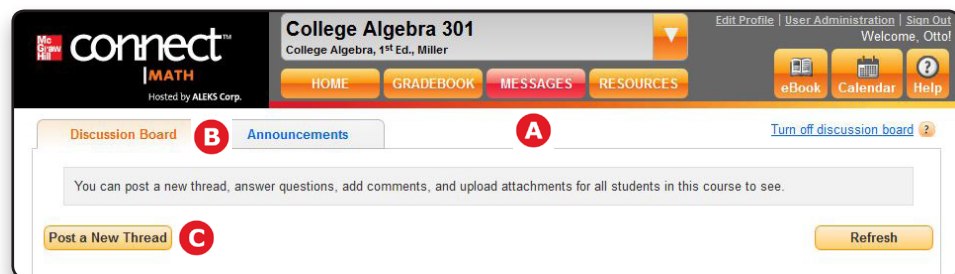
- C Progress Overview:** View student progress for each assigned module.
- D Module Details:** Find out how your class is performing as a whole for each section in the assigned modules.
- E Missed Questions:** See which questions are most frequently missed by students for each module.
- F Most Challenging Learning Objectives:** View the top five most challenging learning objectives for each module for your course.
- G Student Details:** View student progress details plus completion level breakdown for each assigned module.
- H Practice Quiz:** This gives you a quick overview of the quiz results.
- I Metacognitive Skills:** View statistics on how knowledgeable your students are about their own comprehension and learning.



# Section 6: Additional Features

## Messages

- A** To post announcements or discussion starters for students, choose **Messages** from the menu.
- B** You will then see two tabs: Discussion Board and Announcements.
- C** Select which message you want to create and then click on **Post New**.

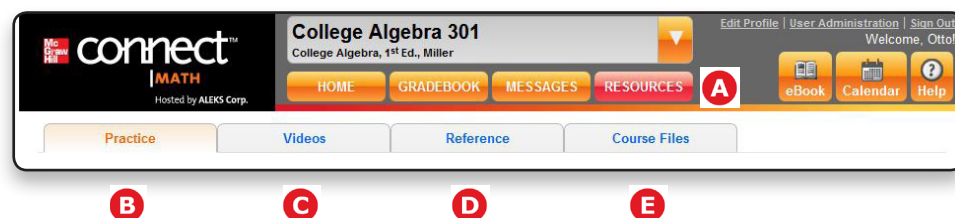


- D** Type your message in the box and add an attachment if you want.
- E** Click **Post** to share the message with your students. You can go back and edit your posts at anytime.



## Resources

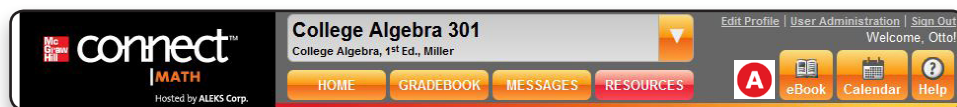
- A** Choose **Resources** from the main menu. You will see four tabs:
- B** **Practice** contains exercises from the course textbook with learning aids. These are always available for students regardless if they are assigned.
- C** **Videos** holds the chapter-specific multimedia resources. These are also always accessible to students.
- D** **Reference** information includes instructor resources such as TestGen, PowerPoints, and text-specific resources, as well as various student resources.
- E** **Course Files** houses any materials you choose to upload and share with students: worksheets, formula sheets, class notes, syllabi, and the like.



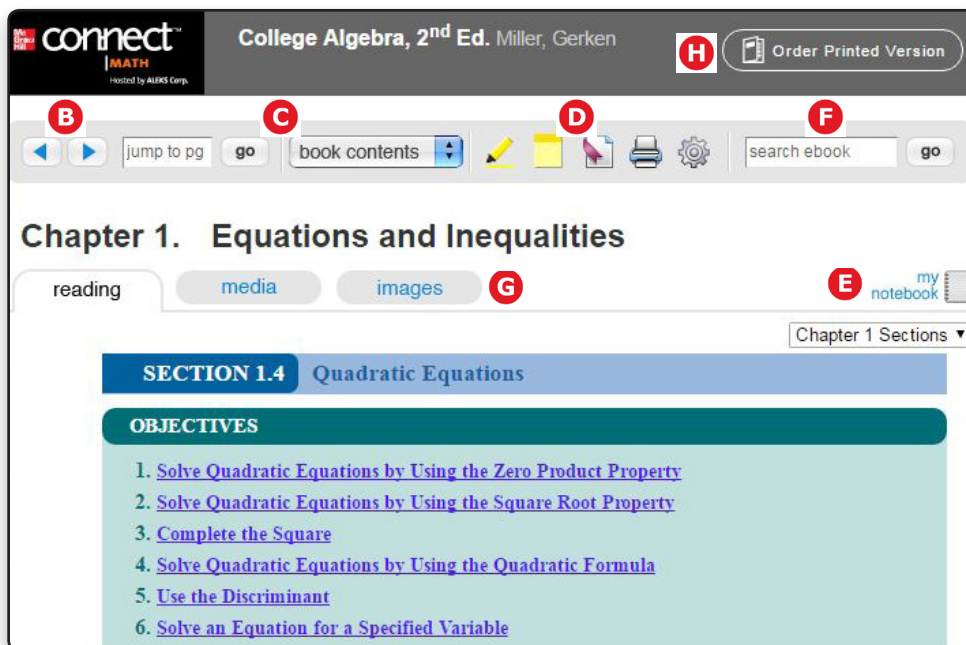


## eBook Access

- A** Choose **eBook** from the menu to open the online, interactive version of your textbook. If students prefer to also have a hard copy, they can purchase a loose-leaf version of the eBook for a significant discount.



- B** There are several ways to navigate the eBook. The **blue arrows** allow you jump from section to section.
- C** You can also use the **jump to pg** box or the **book contents** menu to go to a specific page or chapter.
- D** Personalize the eBook by highlighting text, bookmarking pages, adding notes, and printing pages.
- E** Track all of your personalizations by clicking on **my notebook**.
- F** Use the **search eBook** field to search the entire textbook for a particular word or phrase.
- G** To see an eBook's images and media, click the corresponding tabs. The default tab is reading, which provides access to the text.
- H** Students will see the Order Printed Version button, where they can purchase a loose-leaf copy of the eBook at a significant discount directly from the McGraw-Hill online store.



**User Tip:** Students will have the same features and functions of the eBook that are outlined here. At the beginning of the term, set aside a few minutes to give a quick tutorial on how to navigate and personalize the eBook.

## Frequently Asked Questions (FAQs) for Enhanced Experience

***Q: Is Flash still required for the Enhanced Experience courses?***

Flash may be needed for some video content in the enhanced experience courses. The video Assignment Introduction pages informs students that The Flash plugin may be required for some video content and includes the Check your setup link where students can go to download Flash.

***Q: Can an instructor copy an existing CHBA course to be used with Enhanced Experience content or vice versa (copy an Enhanced Experience course to be used with CHBA content)?***

No. Allowing an instructor to copy an existing CHBA course (e.g. Miller College Algebra) into the new enhanced experience version of the same course is not possible. Instructors will not be able to re-use their existing CHBA course design with new enhanced experience.

***Q: Can CHBA courses be a “hybrid” and contain CHBA content and Enhanced Experience content?***

No.

***Q: Can an instructor copy an Enhanced Experience assignment into their CHBA course or vice versa (copy CHBA assignment into their Enhanced Experience course)?***

No. Instructors and administrators cannot mix Enhanced Experience or CHBA assignments in their courses.

***Q: Can a student move their access from the CHBA version of a title to the Enhanced Experience version of the exact same title?***

Yes. Access codes and licenses work in both the Enhanced version and CHBA version of the same title. Students can move between an enhanced course and a CHBA course of the same title using the same title.

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## NOTES

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing. There are no margins, text, or other markings on the page.



## NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.