

Blackboardlearn⁺

*Blackboard Learn Release 9.1
McGraw-Hill Connect and Create
Version 1.5.1 Instructor Guide*



Blackboard

Publication Date: April 2011

Worldwide Headquarters	International Headquarters
Blackboard Inc.	Blackboard International B.V.
650 Massachusetts Avenue N.W. Sixth Floor Washington, DC 20001-3796	Paleisstraat 1-5 1012 RB Amsterdam The Netherlands
800-424-9299 toll free US & Canada	
+1-202-463-4860 telephone	+31 20 788 2450 (NL) telephone
+1-202-463-4863 facsimile	+31 20 788 2451 (NL) facsimile
www.blackboard.com	www.blackboard.com

Blackboard, the Blackboard logo, Blackboard Academic Suite, Blackboard Learning System, Blackboard Learning System ML, Blackboard Community System, Blackboard Transaction System, Building Blocks, and Bringing Education Online are either registered trademarks or trademarks of Blackboard Inc. in the United States and/or other countries. Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries. Java is a registered trademark of Sun Microsystems, Inc. in the United States and/or other countries. Macromedia, Authorware and Shockwave are either registered trademarks or trademarks of Macromedia, Inc. in the United States and/or other countries. Real Player and Real Audio Movie are trademarks of RealNetworks in the United States and/or other countries. Adobe and Acrobat Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Macintosh and QuickTime are registered trademarks of Apple Computer, Inc. in the United States and/or other countries. WebEQ is a trademark of Design Science, Inc. in the United States and/or other countries. JSpell is a trademark of The Solution Café in the United States and/or other countries. Other product and company names mentioned herein may be the trademarks of their respective owners. U.S. Patent No. 6,988,138. Patents pending.

No part of the contents of this manual may be reproduced or transmitted in any form or by any means without the written permission of the publisher, Blackboard Inc.

Table of Contents

About McGraw-Hill Connect and Create	4
Course Information.....	4
Institution Options	4
Course Management	6
Security Warning	6
Tool Availability	6
Working in McGraw-Hill Connect and Create and Blackboard	8
Linking a Blackboard Course to a New Connect Section.....	9
Linking a Blackboard Course to an Existing Connect Section	12
Synchronizing with McGraw-Hill Connect	13
Single Sign-On and Sign-Off.....	15
Roster Information	16
McGraw-Hill Create	16
McGraw-Hill Library	17
McGraw-Hill Connect Assignments	18
McGraw-Hill Connect Assignments and Adaptive Release	19
McGraw-Hill Connect Assignments and the Grade Center.....	19
McGraw-Hill Connect Reports	22
McGraw-Hill Tab and Modules.....	23
Help and Support	23

About McGraw-Hill Connect and Create

McGraw-Hill Connect and Create provides tools for instructors to build customized course resources and assessments.

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

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

Course Information

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

Library: The Library feature gives students access to the instructor's customized Course eBook, LearnSmart study modules to help review and comprehend material, and any recorded lectures the instructor has made available using the Lecture Capture tool.

Assignments: A variety of resources are available to instructors to create custom assessments for their students. The McGraw-Hill Assignments tool allows instructors to select existing worksheets and create assessments from multiple choice or True/False questions related to their course, or to add their own assessments to their course resources.

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

Institution Options

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

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

A McGraw-Hill Announcements module that displays system-wide alerts and announcements is also available. This module may be added to any tab, or to a course module page. These announcements are also displayed in the McGraw-Hill Connect and Create system.

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

How to Create Module Pages

1. Open a course.
2. Edit Mode is **ON**.
3. Point to Create Item (the plus sign) in the Menu Area.



4. Select **Create Module Page**.
5. Type a **Name** for the Module Page.
6. Select **Available to Users**.
7. Click **Submit**.

How to Add a Module to a Module Page

1. Open a Module Page.
2. Edit Mode is **ON**.
3. Click **Add Course Module**.
4. Select the McGraw-Hill Announcements Module.
5. Click **Submit**.

Course Management

When the Blackboard System Administrator has made the McGraw-Hill Connect and Create Building Block available for use in Courses and Organizations, the Blackboard course may be linked to sections in McGraw-Hill Connect.

Security Warning

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

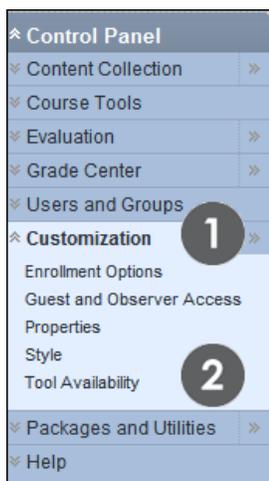
The wording of this warning will vary between browsers. Click the button to proceed to McGraw-Hill.

Tool Availability

Students and Instructors access and manage many of the features of McGraw-Hill Connect and Create through the Course Tools area. Either the entire Course Tools library must be available to Students through the Course Menu, or the Instructor must create a Tool Link in the Course Menu.

Follow these steps to manage the McGraw-Hill Connect and Create tool availability for the course.

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



3. Check the box next to **McGraw-Hill Higher Education** to make the Connect and Create tools available, or uncheck the box to make the tool unavailable.
4. Optionally, check or uncheck the boxes for **McGraw-Hill Assignment**, **McGraw-Hill Create**, or **McGraw-Hill Library** to make the individual tools available or unavailable.
5. Click **Submit**.

Tool Availability

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

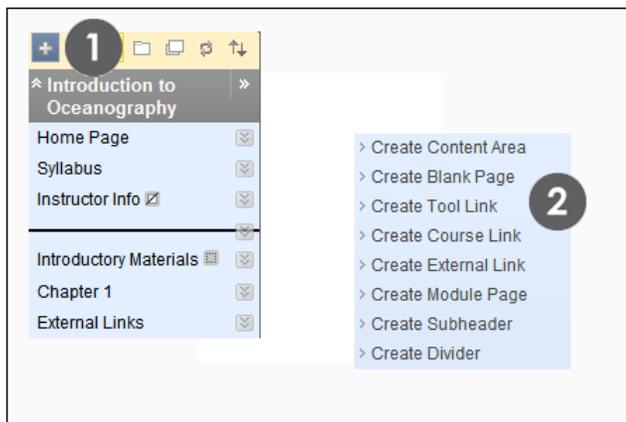
Filter **5**

Cancel Submit

Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Manual Entry Textbook	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Assignment	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Create	-	-	-	<input checked="" type="checkbox"/>
McGraw-Hill Higher Education 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 4
McGraw-Hill Library	-	-	-	<input checked="" type="checkbox"/>

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

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



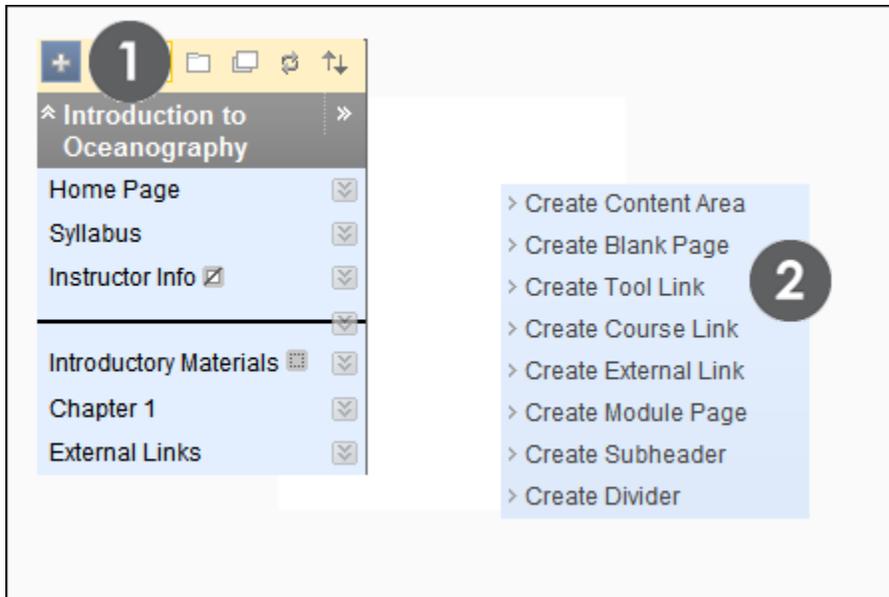
3. Type a **Name** for the Menu item (for example, Tools).
4. In the drop-down menu, select **Tools Area**.
5. Check the box to make the area **Available to Users**.
6. Click **Submit**.

The 'Add Tool Link' form is shown with the following fields and actions:

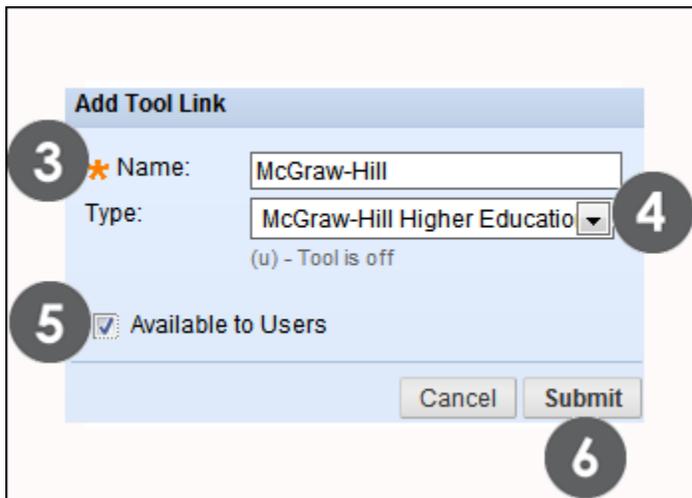
- 3** Name: Tools
- 4** Type: Tools Area (dropdown menu)
- 5** Available to Users
- 6** Submit button

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

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



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



Working in McGraw-Hill Connect and Create and Blackboard

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

Accessing Connect and Create materials from inside Blackboard will redirect the user to McGraw-Hill sites. To return to Blackboard at any time, use the **Return to Blackboard** link above the Connect or Create header.

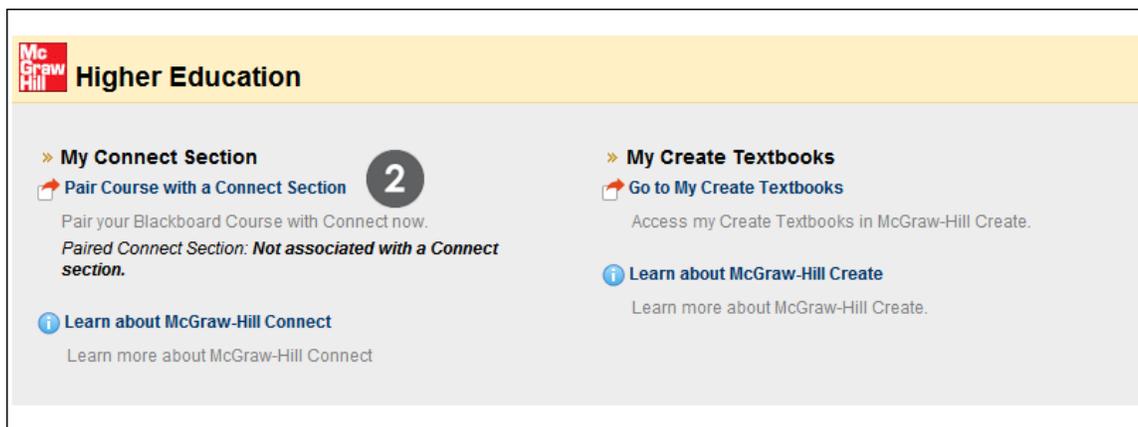
[<< return to Blackboard](#)

Linking a Blackboard Course to a New Connect Section

Follow these steps to link a Blackboard course to a new Connect Section.

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

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

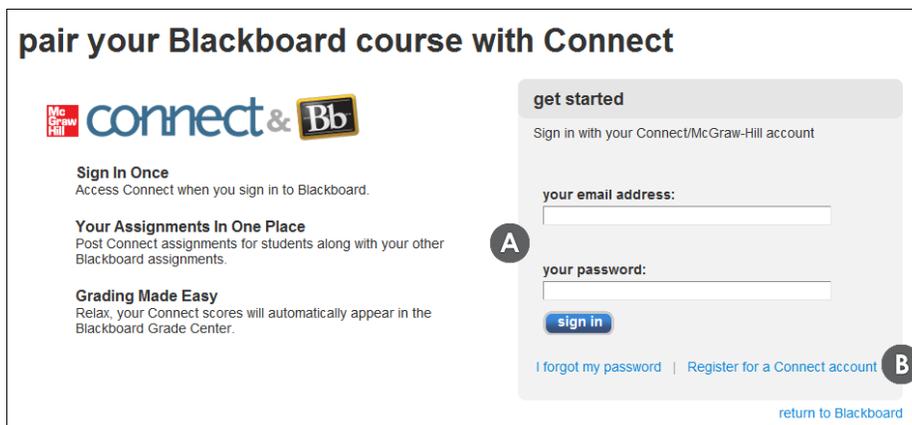


3. If the Blackboard login is not associated with a Connect account, the McGraw-Hill Connect login screen will appear.

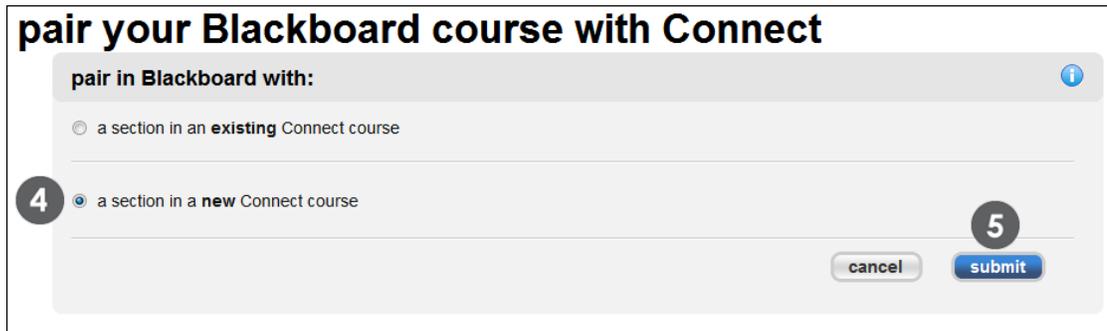
Click **Register for a Connect Account** to create a new account.

-OR-

Type an **Email Address** and **Password** to log in to an existing Connect account.



- Once logged in, select the option to pair with a **new** Connect course.
- Click **Submit**.



pair your Blackboard course with Connect

pair in Blackboard with:

a section in an **existing** Connect course

4 a section in a **new** Connect course

5

cancel submit

- Select a **Subject** from the drop-down list. Choose a textbook by scrolling through the list and clicking to highlight the desired book.
- Type a **Course Name** and select a **Time Zone** to allow McGraw-Hill Connect and Blackboard to correctly manage assignment due dates and times.
- Type a name for your first **Section**.

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

- Click **Create**.

step 1. find your textbook

Economics 6



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

step 2. tell us about your course

7 **course name:** example: psychology 101 Aa **time zone:**

step 3. name your first section

8 example: spring 2009 mwf 2pm Aa

9

10. When the pairing is complete, select:

Go to Your Connect Section Home Page

-OR-

Return to Blackboard

pair your Blackboard course with Connect

 you're done!



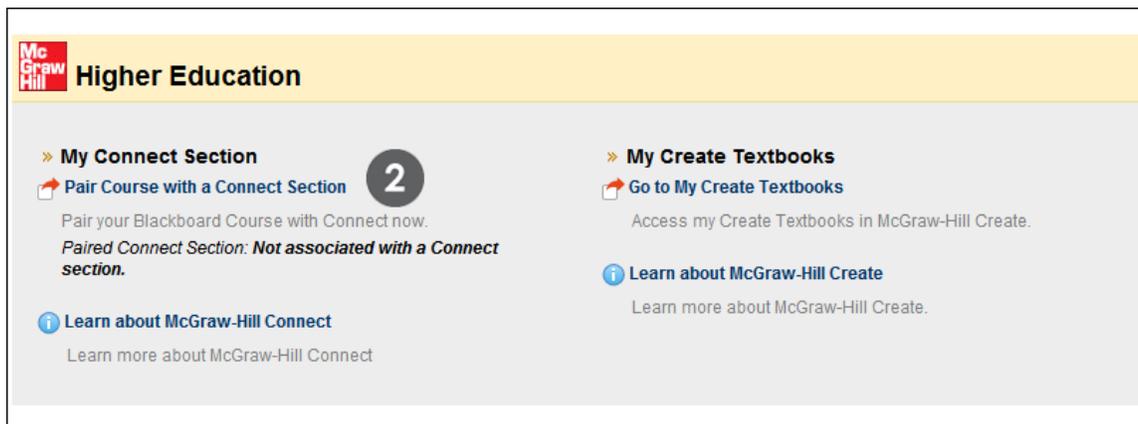
Blackboard
[return to Blackboard](#)

Connect
Fall 2010 - Section 004
(Economics 101)
[go to your Connect section home page](#)

Linking a Blackboard Course to an Existing Connect Section

Follow these steps to link a Blackboard course to an existing Connect Section.

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

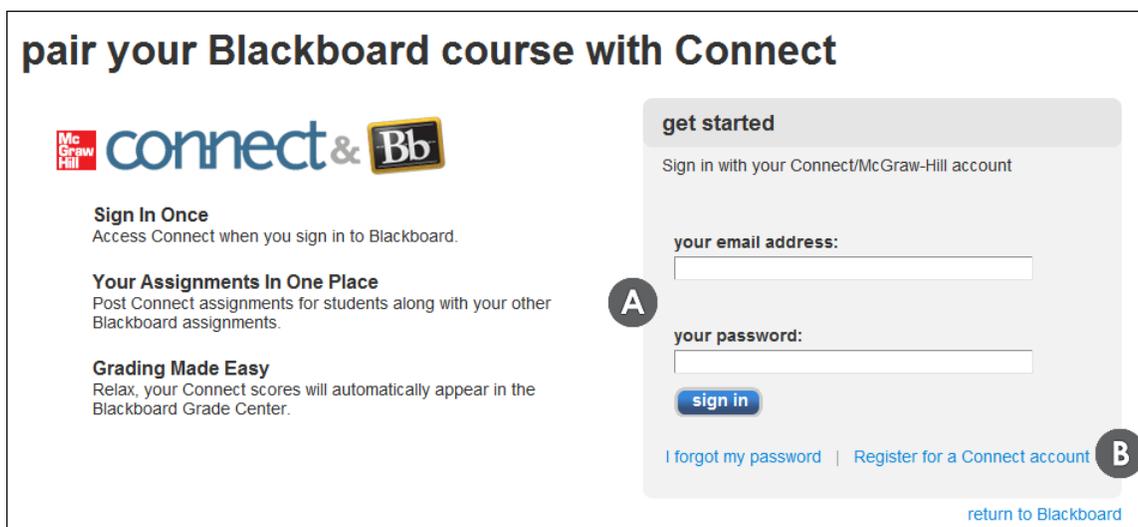


3. If the Blackboard login is not associated with a Connect account, the McGraw-Hill Connect login screen will appear.

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

-OR-

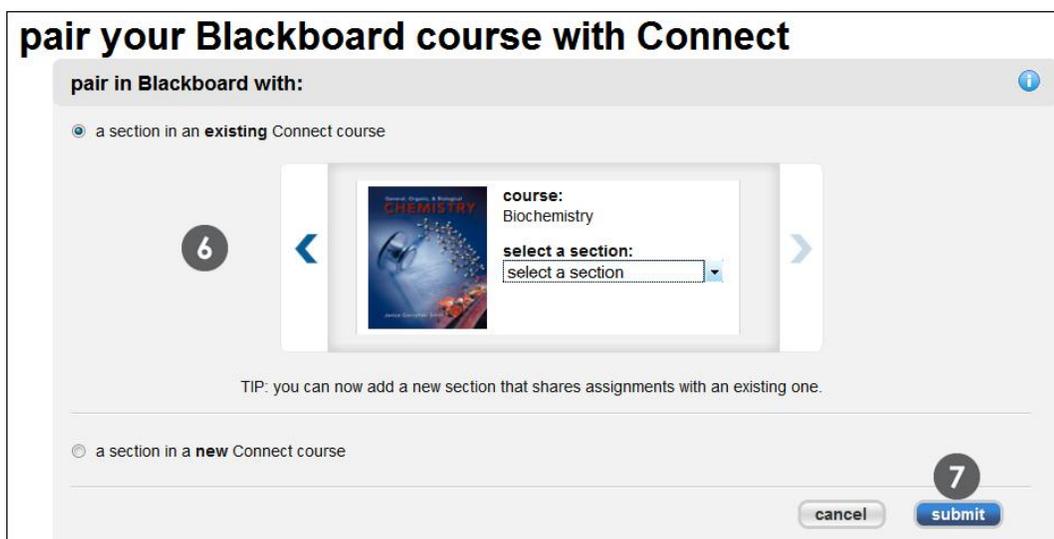
Type an **Email Address** and **Password** to log in to an existing Connect account.



4. Select the option to pair with an **existing** Connect course.
5. Click **Submit**.



6. Select the Connect section to pair by scrolling through the list of existing sections.
7. Click **Submit**.



NOTE: There is no fee to Instructors or institutions for use of Connect. Students will be prompted to register and pay when they first access a Connect tool from the course.

NOTE: The full features of McGraw-Hill Connect and Create are not available to guests or observers.

Synchronizing with McGraw-Hill Connect

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

- Assignment status (available, unavailable to users)
- Course status (available, unavailable to users)
- Grades and grading status

While the McGraw-Hill Connect and Create Building Block is set to automatically synchronize information between Blackboard and Connect, there is an option to manually synchronize a

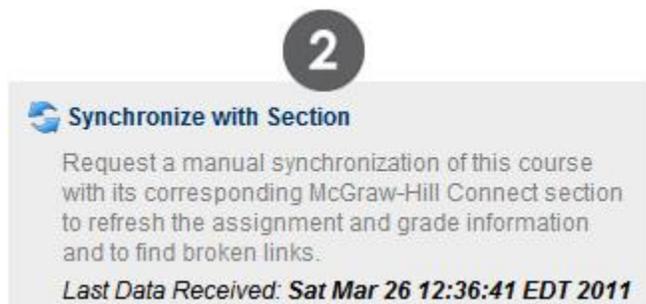
course in the McGraw-Hill tool. Manual synchronization may be necessary if one of the following situations applies.

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

NOTE: If Assignment attempts have been deleted in Blackboard, a manual synchronization will restore those attempts from Connect and grading will be applied depending on the formula chosen. Removing attempts from Blackboard is not recommended. Use the Manually Override grading feature or change the grading option to exclude unwanted attempts from the student's score.

Follow these steps to manually synchronize a Blackboard course and a Connect section.

1. Access the McGraw-Hill tool.
2. Click **Synchronize with Section**. The information listed in Last Data Received reflects the last update information time.



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

3. The McGraw-Hill Synchronization Preview appears with information on items updated, repaired, or broken.
4. If a link to a Connect Assignment is broken, the instructor will have the option of relinking to the Assignment in Connect, or deleting the link.
5. Click **Submit** to return to the McGraw-Hill tool.



Synchronization Preview 3

Cancel
Submit

1. Preview Summary

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

2. Reconciliation Information

Updated	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; border: 1px solid #ccc;">Type</th> <th style="border: 1px solid #ccc;">Title</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">Quiz</td> <td style="border: 1px solid #ccc;">MH Connect Assignment One</td> </tr> <tr> <td style="border: 1px solid #ccc;">Quiz</td> <td style="border: 1px solid #ccc;">MH Connect Assignment Two</td> </tr> <tr> <td style="border: 1px solid #ccc;">Quiz</td> <td style="border: 1px solid #ccc;">MH Connect Assignment Three</td> </tr> </tbody> </table>	Type	Title	Quiz	MH Connect Assignment One	Quiz	MH Connect Assignment Two	Quiz	MH Connect Assignment Three
Type	Title								
Quiz	MH Connect Assignment One								
Quiz	MH Connect Assignment Two								
Quiz	MH Connect Assignment Three								
Repaired	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; border: 1px solid #ccc;">Type</th> <th style="border: 1px solid #ccc;">Title</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">Quiz</td> <td style="border: 1px solid #ccc;">MH Connect Assignment Four</td> </tr> </tbody> </table>	Type	Title	Quiz	MH Connect Assignment Four				
Type	Title								
Quiz	MH Connect Assignment Four								
Broken	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; border: 1px solid #ccc;">Title</th> <th style="width: 30%; border: 1px solid #ccc;">Actions</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">MH Connect Assignment Five 4</td> <td style="border: 1px solid #ccc; text-align: center;"> Delete Relink </td> </tr> </tbody> </table>	Title	Actions	MH Connect Assignment Five 4	Delete Relink				
Title	Actions								
MH Connect Assignment Five 4	Delete Relink								

3. Submit 5

Cancel
Submit

Single Sign-On and Sign-Off

For convenience and security, accessing Connect through a link in a Blackboard course will log the user into Connect. Logging out of Blackboard will log the user out of Connect.

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

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

»

McGraw-Hill User Account

»
Reset Single Sign-On
2

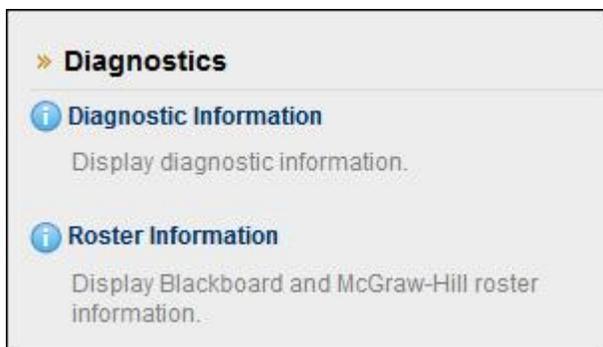
Reset the single sign-on information that allows you to log into the McGraw-Hill systems automatically. You will have to sign in again the next time you access the McGraw-Hill systems.

Linked McGraw-Hill Account: 1000288349

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

Roster Information

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



Each column is sortable by clicking the column header.

McGraw-Hill Create

McGraw-Hill Create gives Instructors access to content – books, articles, readings, and other media – to create a personalized course text and locate media to support instruction.

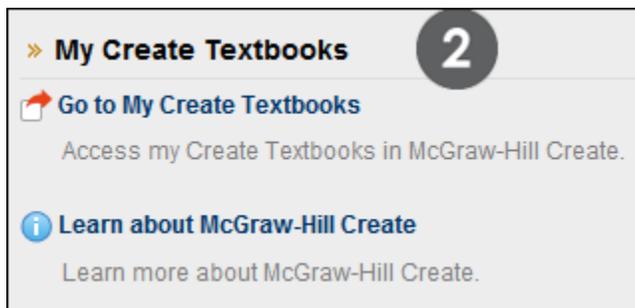
McGraw-Hill Create can be accessed from the McGraw-Hill tool, or from any Content Area.

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

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

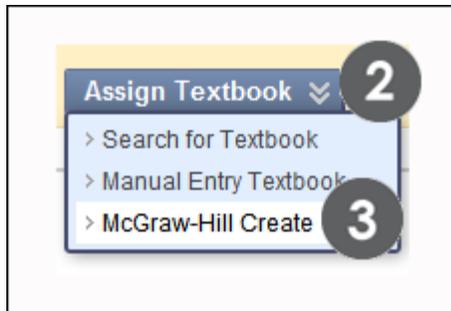
-OR-

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



Follow these steps to access McGraw-Hill Create from a Content Area.

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



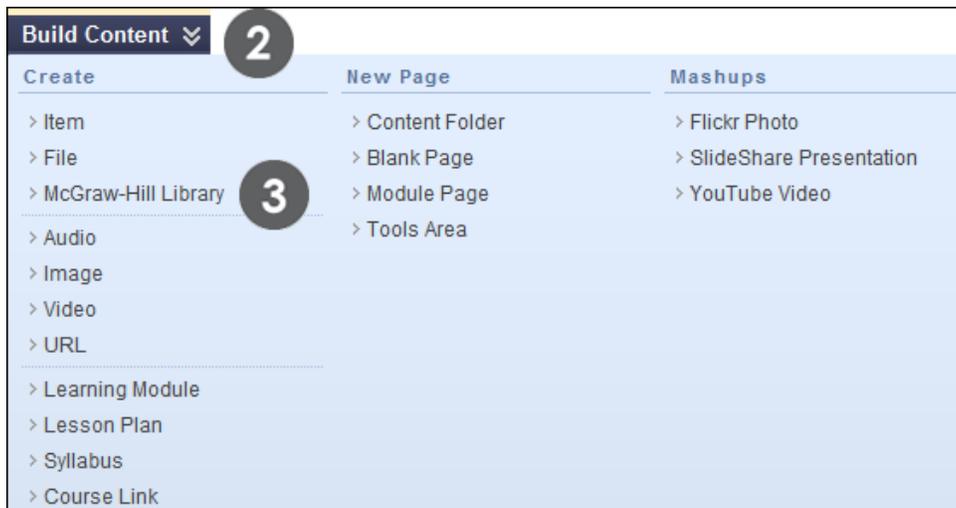
4. You will be taken to the McGraw-Hill Create site.

McGraw-Hill Library

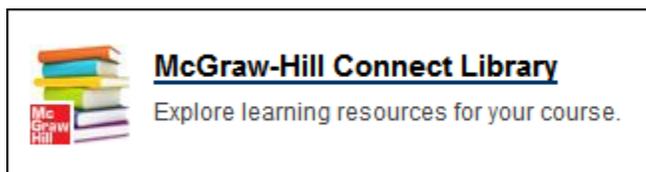
The McGraw-Hill Connect Library can be used by students to access the course eBook, LearnSmart study activities, and recorded lectures the instructor has made available.

Follow these steps to add a link to the McGraw-Hill Library from a Content Area.

1. Access the Content Area where you would like to add a link to the McGraw-Hill Library.
2. On the Action Bar, point to **Build Content** to access the drop-down menu.
3. Click **McGraw-Hill Library**.



4. A link to the Library will be placed in the Content Area.

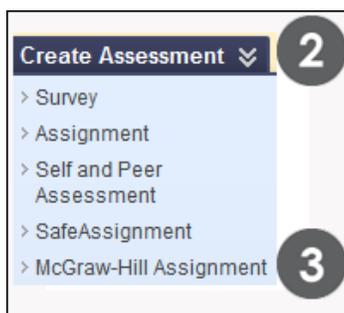


McGraw-Hill Connect Assignments

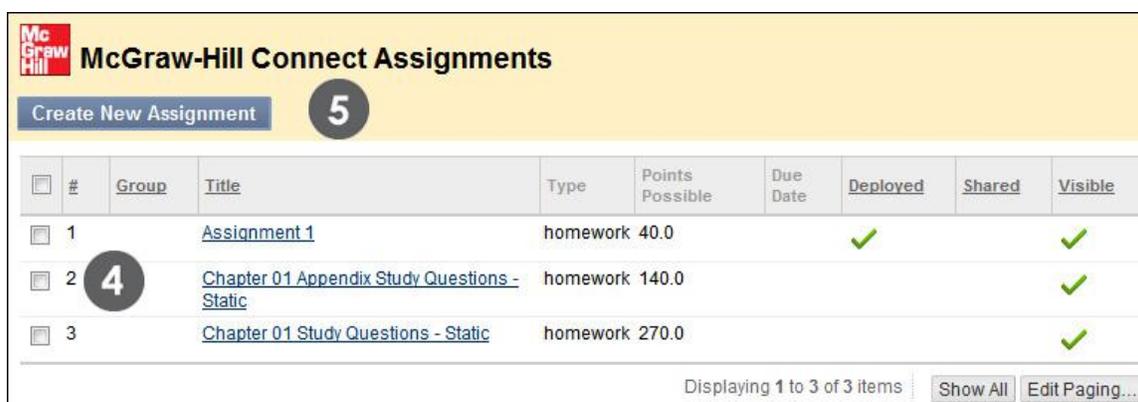
McGraw-Hill Connect provides a library of resources for constructing Assignments through the Connect Assignment Builder. McGraw-Hill Assignments can consist of textbook end-of-chapter questions, worksheets, multiple choice and true/false questions from the McGraw-Hill Connect Question Bank, or web activities.

Follow these steps to create a McGraw-Hill Assignment.

1. Access the Content Area where the McGraw-Hill Assignment will be added.
2. On the Action Bar, point to **Create Assessment** to access the drop-down list.
3. Select **McGraw-Hill Assignment**.



4. To use an existing assignment, check the box next to any desired McGraw-Hill Assignment's name. Multiple assignments on multiple pages may be selected – the total number of Assignments selected will be reflected at the bottom of the page. Click **Submit** to finish.
- OR-
5. To create a new assignment, click **Create New Assignment** to be taken to the McGraw-Hill Connect Assignment Builder.



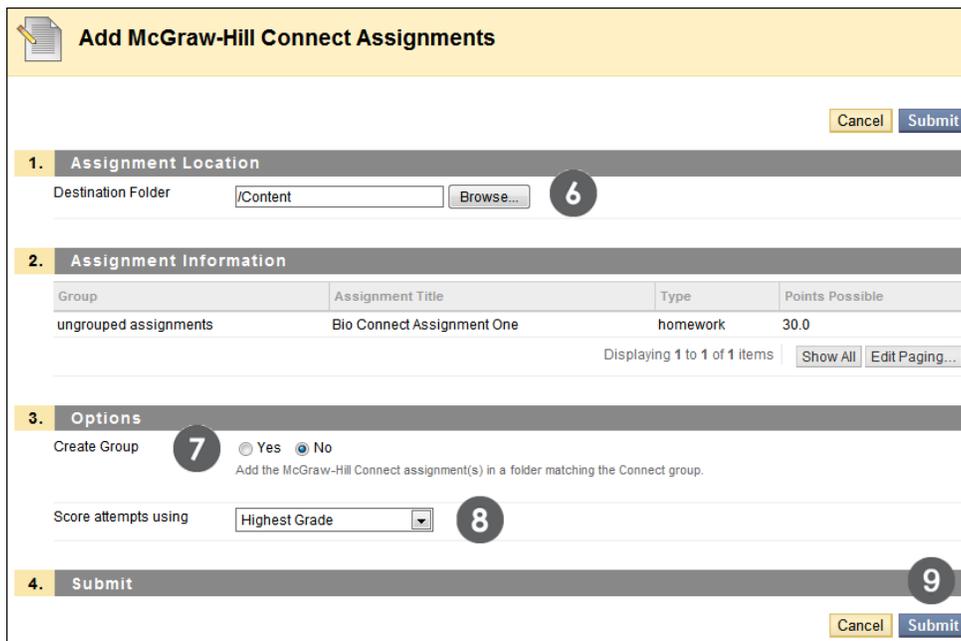
<input type="checkbox"/>	#	Group	Title	Type	Points Possible	Due Date	Deployed	Shared	Visible
<input type="checkbox"/>	1		Assignment 1	homework	40.0		✓		✓
<input checked="" type="checkbox"/>	2		Chapter 01 Appendix Study Questions - Static	homework	140.0				✓
<input type="checkbox"/>	3		Chapter 01 Study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

Displaying 1 to 3 of 3 items | [Show All](#) [Edit Paging...](#)

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

Deployed indicates that the Assignment has been deployed in Blackboard Learn. **Shared** indicates that the Assignment is shared with another instructor or section in Connect. **Visible** indicates that the Assignment is visible in Connect.

6. On the Add Assignment page, browse to a different **Destination Folder** to place the assignment in a different Content Area or folder, if desired.
7. Select **Yes** to add the Assignment inside a folder in Blackboard that matches the folder structure in Connect.
8. Select a grading option from the **Score attempts using** drop-down.
9. Click **Submit**.



The screenshot shows the 'Add McGraw-Hill Connect Assignments' form. It is divided into four sections:

- 1. Assignment Location:** Contains a 'Destination Folder' field with the value '/Content' and a 'Browse...' button. A callout '6' points to the 'Browse...' button.
- 2. Assignment Information:** Contains a table with columns: Group, Assignment Title, Type, and Points Possible. The table has one row: 'ungrouped assignments', 'Bio Connect Assignment One', 'homework', and '30.0'. Below the table are 'Showing 1 to 1 of 1 items', 'Show All', and 'Edit Paging...' buttons.
- 3. Options:** Contains a 'Create Group' section with radio buttons for 'Yes' and 'No'. A callout '7' points to the 'No' radio button. Below it is a 'Score attempts using' dropdown menu with 'Highest Grade' selected. A callout '8' points to the dropdown menu.
- 4. Submit:** Contains 'Cancel' and 'Submit' buttons. A callout '9' points to the 'Submit' button.

McGraw-Hill Connect Assignments and Adaptive Release

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

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

McGraw-Hill Connect Assignments and the Grade Center

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

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

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

When a student has completed a McGraw-Hill Assignment in Connect, clicking the **Return to Blackboard** link in Connect will immediately bring the grade into Blackboard Learn's Grade

Center. If the student accesses the Assignment directly through Connect, or closes the browser upon completion, the grade will be sent during the next scheduled update.

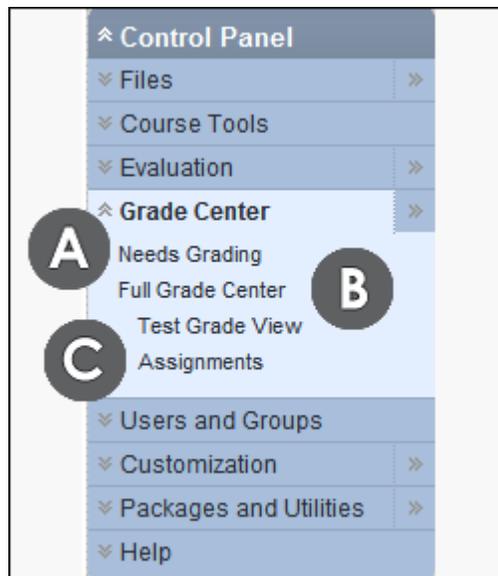
Follow these steps to grade McGraw-Hill Connect Assignments through Blackboard.

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

The **Needs Grading** page

Full Grade Center

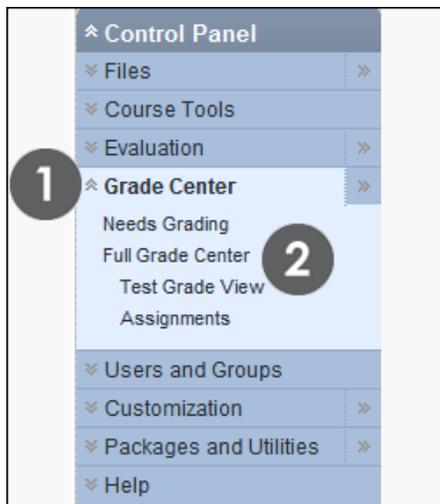
Assignments Smart View



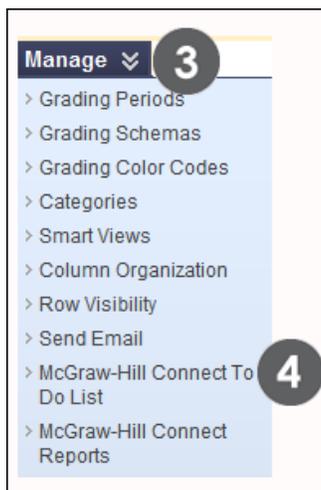
More information on grading workflows is available in the Instructor manual. In the Control Panel, click **Help**, then **Guide**.

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

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



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



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

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

The only exception to grade synchronization is for grades changed in Blackboard through the Manually Override feature.

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

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

1. From the contextual menu next to an item, click View Grade Details.
2. Click the **Manually Override** tab.

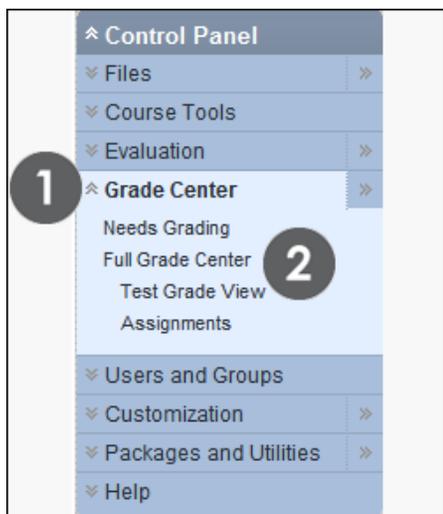
3. Type a new grade in the **Override Grade** text box.
4. Optionally, add any **Feedback to User** or **Grading Notes**. The full features of the Text Editor can be turned on or off to allow Instructors to format text or include files as part of the comment.
5. Click **Save**.
6. Click **Return to Grade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

McGraw-Hill Connect Reports

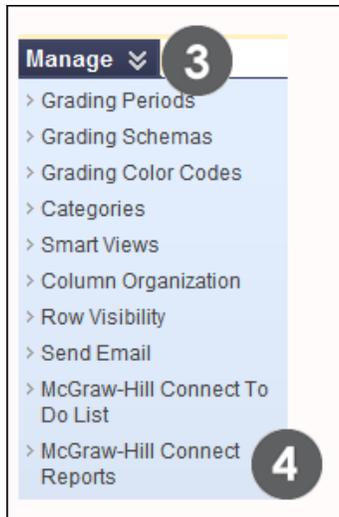
McGraw-Hill Connect Reports can be used to view assignment results, student performance, assignment statistics, and item or category analysis.

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

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



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



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

McGraw-Hill Tab and Modules

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

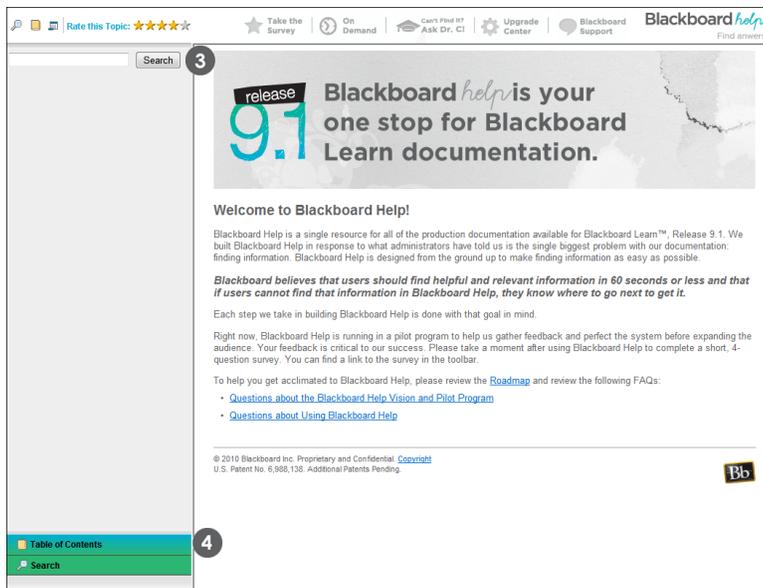
Help and Support

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

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

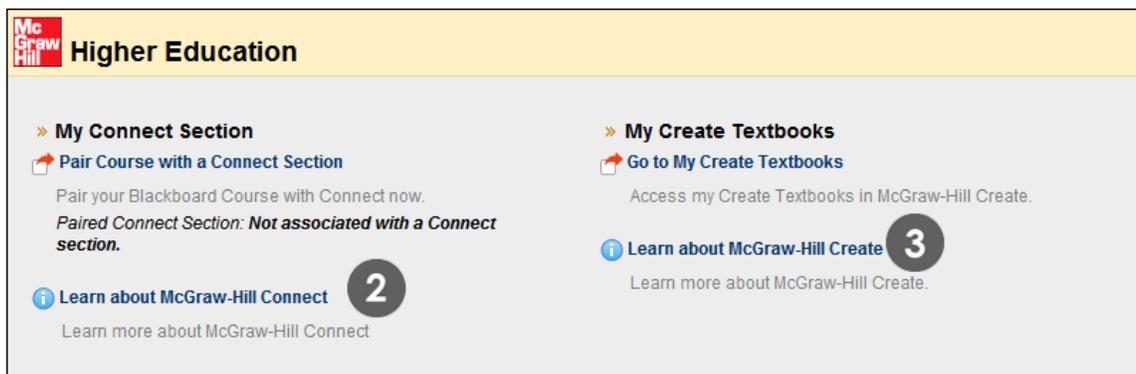


3. Enter keywords and click **Search**
- OR-
4. Click **Table of Contents** to browse by topic.



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

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



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

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

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