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<table>
<thead>
<tr>
<th>Worldwide Headquarters</th>
<th>International Headquarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard Inc.</td>
<td>Blackboard International B.V.</td>
</tr>
<tr>
<td>650 Massachusetts Avenue N.W.</td>
<td>Paleisstraat 1-5</td>
</tr>
<tr>
<td>Sixth Floor</td>
<td>1012 RB Amsterdam</td>
</tr>
<tr>
<td>Washington, DC 20001-3796</td>
<td>The Netherlands</td>
</tr>
<tr>
<td>800-424-9299 toll free US &amp; Canada</td>
<td></td>
</tr>
<tr>
<td>+1-202-463-4860 telephone</td>
<td>+31 20 788 2450 (NL) telephone</td>
</tr>
<tr>
<td>+1-202-463-4863 facsimile</td>
<td>+31 20 788 2451 (NL) facsimile</td>
</tr>
<tr>
<td><a href="http://www.blackboard.com">www.blackboard.com</a></td>
<td><a href="http://www.blackboard.com">www.blackboard.com</a></td>
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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**.
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.
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.
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.

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

5. Click **Submit**.

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

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

8. 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.

9. Click **Create**.
10. When the pairing is complete, select:

   Go to Your Connect Section Home Page

   -OR-

   Return to Blackboard
Linking a Blackboard Course to an Existing Connect Section

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

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.

2. Click **Synchronize with Section**. The information listed in Last Data Received reflects the last update information time.

   ![Synchronize with Section](image)

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

   **Last Data Received: Sat Mar 26 12:36:41 EDT 2011**

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.
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:

2. Choose **Reset Single Sign-On**.
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.

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 Library**

Explore learning resources for your course.
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.
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.

**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**.

---

**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.

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**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.


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.

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**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**.

   ![Control Panel](image)

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.

2. Click Learn About McGraw-Hill Connect
   -OR-
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.