

Blackboardlearn⁺

McGraw-Hill Connect and Create
Version 2.2 Instructor Guide
Blackboard Learn Release 9.1



Blackboard

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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 (0) 20 788 2450 (NL) telephone
+1-202-463-4863 facsimile	+31 (0) 20 788 2451 (NL) facsimile
www.blackboard.com	www.blackboard.com

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1.0 ABOUT MCGRAW-HILL CONNECT AND CREATE

The McGraw-Hill Connect and Create solutions provide tools for you to build customized course resources and assessments.

You can create a custom eBook for course readings or access media to support instruction. The available resources also include worksheets and a test bank to design assignments for students that can be linked in your 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 you have prepared for them, students have access to activities to reinforce their readings and give you a snapshot of their progress.

1.1 COURSE OPTIONS

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

Library: The Library feature gives students access to the customized course eBook, LearnSmart study modules to help review and comprehend material, and any recorded lectures you have made available using the Lecture tool.

Assignments: The McGraw-Hill Assignments tool allows you to select existing worksheets and create assessments from questions related to your course, or add your own assessments to the course resources.

SimNet: Instructors teaching courses on computing applications will find simulation-based software for teaching and assessing student proficiency.

1.2 INSTITUTION OPTIONS

McGraw-Hill Tab: When the McGraw-Hill Connect and Create Building Block is enabled in Blackboard Learn, 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 about McGraw-Hill Connect and McGraw-Hill Create, customized to the user's Institution Role.

A McGraw-Hill Announcements module to display alerts and announcements at the system and course levels is also available. Your school's Blackboard Learn administrator may add it to a tab, or course instructors can add it 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:

1.2.1 HOW TO CREATE MODULE PAGES

1. Log onto Blackboard and access a course in which you are an instructor
2. Ensure Edit Mode for the course is **ON**.
3. Using your cursor, 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**.

1.2.2 HOW TO ADD A MODULE TO A MODULE PAGE

1. Open a Module Page by clicking its name in the Course Menu.
2. Ensure Edit Mode for the course is **ON**.



Blackboard

3. Click **Add Course Module**.
4. Select the **McGraw-Hill Announcements** module.
NOTE: If you are unable to locate the module, contact your Blackboard administrator as they may have to adjust visibility for the module.
5. Click **OK**.

2.0 COURSE MANAGEMENT

When your school's Blackboard Learn administrator has made the McGraw-Hill Connect and Create Building Block available for use in Courses and Organizations, the Blackboard Learn course can be linked to sections in McGraw-Hill Connect.

2.1 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.

2.2 TOOL AVAILABILITY

Students and instructors access and manage many of the features of McGraw-Hill Connect and McGraw-Hill Create through the "Course Tools" area in the course menu. Either the Course Tools library must be available to students through the Course Menu, or you must create a direct Tool Link in the Course Menu for the McGraw-Hill Connect and McGraw-Hill Create solutions.

The Blackboard Learn administrator can control the availability of the McGraw-Hill Connect & Create tools at the system level.

Blackboard learn 9.1 SP10 to SP11

If the administrator has elected to set the McGraw-Hill Connect & Create tools to be **"Always OFF"** at the system level, then the tools will not be available in courses. If this is the case, please contact your Administrator for further assistance/guidance.

If the administrator has elected to set the McGraw-Hill Connect & Create tools to be **"Always ON"** at the system level, then the tools will be available in courses and you can proceed further to [section 2.2.2](#). However, please note that while the tools are available in courses, **instructors will not be able to update the availability** of the McGraw-Hill Connect & Create tools (i.e. set available/unavailable) within their courses. Please contact your Administrator for further assistance/guidance if needed.

If the Blackboard Learn administrator has elected to set the McGraw-Hill Connect & Create tools to be either **"Default ON"** or **"Default OFF"**, then **instructors will be able to update the availability** of the McGraw-Hill Connect & Create tools (i.e. set available/unavailable) within their courses. The "Default ON" and "Default OFF" settings are explored further below:

McGraw-Hill Connect & Create tools available by default at system level ("DEFAULT ON"):

If the Blackboard Learn administrator has set the McGraw-Hill Connect & Create tools to be **available** by default at the system level ("Default ON"), then the instructor will need to access and set the tools to be available in each and every **existing** course that they are teaching. Please refer to [section 2.2.1](#).

Please note however that the tools will be available in all new courses that are created subsequently. In this is the case, please proceed directly to [section 2.2.2](#).

Please note

McGraw-Hill Connect & Create tools unavailable by default at system level ("DEFAULT OFF"):

If the Blackboard Learn administrator has set the McGraw-Hill Connect & Create tools to be **unavailable** by default at the system level ("Default OFF"), then the instructor will need to access each course and set the tools availability to be available. Please note, this process will need to be repeated for each course taught by the instructor. (Please refer to [section 2.2.1](#) for making the tools available in courses.)

Blackboard learn 9.1 SP12 and above

With SP12 and above, Administrators have some additional options to control the availability of the McGraw-Hill Connect & Create tools. If the administrator has elected to set the McGraw-Hill Connect & Create tools to be **"OFF"** and **"Locked"** (icon) at the system level, then the tools will not be available in courses. If this is the case, please contact your Administrator for further assistance/guidance.

If the administrator has elected to set the McGraw-Hill Connect & Create tools to be **“ON” and “Locked”** (icon) at the system level, then the tools will be available in courses and you can proceed further to [section 2.2.2](#). However, please note that while the tools are available in courses, **instructors will not be able to update the availability** of the McGraw-Hill Connect & Create tools (i.e. set available/unavailable) within their courses. Please contact your Administrator for further assistance/guidance if needed.

If the Blackboard Learn administrator has elected to set the McGraw-Hill Connect & Create tools to be either **“ON”/“OFF” and “Unlocked”** (icon), then **instructors will be able to update the availability** of the McGraw-Hill Connect & Create tools(i.e. set available/unavailable) within their courses.

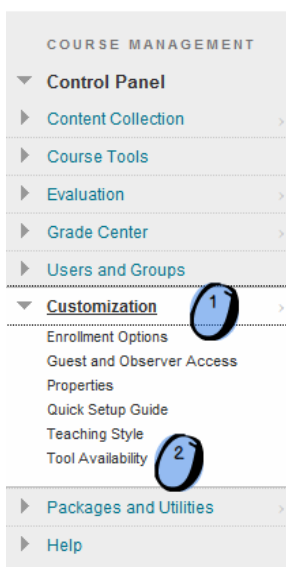
The administrator may choose to apply the above settings changes to only “New courses and organizations”. In this case the instructor will need to access and set the tools to be available in each and every **existing** course that they are teaching. Please refer to [section 2.2.1](#). Please note however that the tools will be available in all new courses that are created subsequently. In this is the case, please proceed directly to [section 2.2.2](#).

Or the administrator may choose to apply the above settings changes to “New and Existing courses and organizations”. In this case the instructor will need to access each course and set the tools availability to be available. Please note, this process will need to be repeated for each course taught by the instructor. (Please refer to [section 2.2.1](#) for making the tools available in courses.)

Several McGraw-Hill tools may appear in the Tool Availability area based on the configurations made by the Blackboard Learn Administrator. All the McGraw-Hill Connect & Create tools can be set to be available in a course. However, it is **not required for all the tools to be made available** in order for the building block to function as expected. Correct operation of the McGraw-Hill integration functionalities can be ensured by selecting only a **subset of tools** to be available in a course and the steps are outlined as follows.

2.2.1 SET TOOLS AVAILABILITY IN COURSE

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



3. Check/uncheck the box next to **McGraw-Hill Higher Education** to make the McGraw-Hill Connect and McGraw-Hill Create tools available/unavailable in the Course Tools area.
4. Check/uncheck the boxes for **McGraw-Hill Content** or **McGraw-Hill Assignment** to make the individual tools available/unavailable in the content area drop-down menus.

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 by: ▾

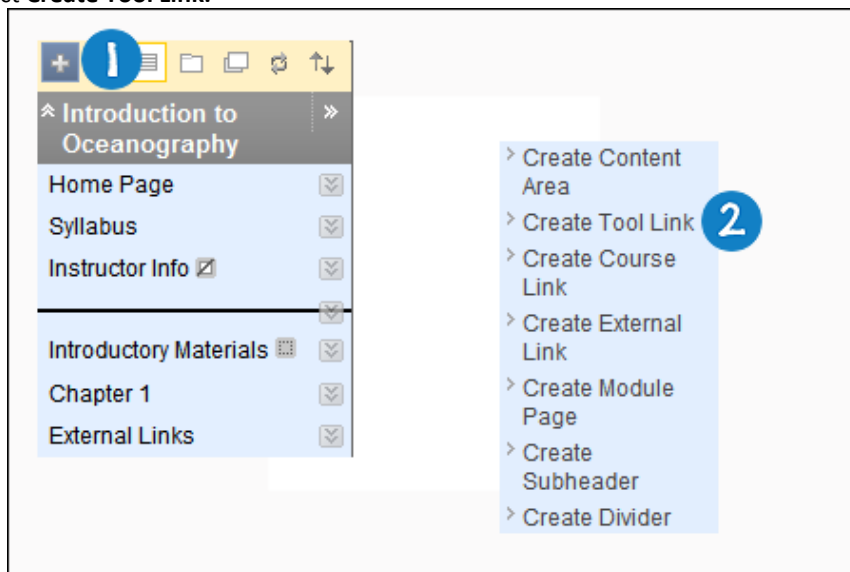
Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
McGraw-Hill Assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McGraw-Hill Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McGraw-Hill Higher Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. Click **Submit**.

2.2.2 ADD TOOL LINKS TO THE COURSE MENU

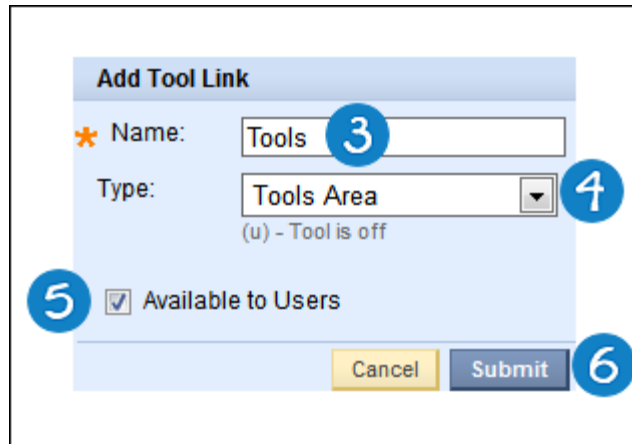
Follow these steps to add the Tools Panel to the Course Menu.

1. Click the plus sign at the top of the Course Menu panel to create a new menu item.
2. Select **Create Tool Link**.



The screenshot shows a course menu for 'Introduction to Oceanography'. A plus sign icon at the top left of the menu is highlighted with a blue circle and the number 1. A dropdown menu is open, showing various options. The option 'Create Tool Link' is highlighted with a blue circle and the number 2. Other options in the dropdown include 'Create Content Area', 'Create Course Link', 'Create External Link', 'Create Module Page', 'Create Subheader', and 'Create Divider'.

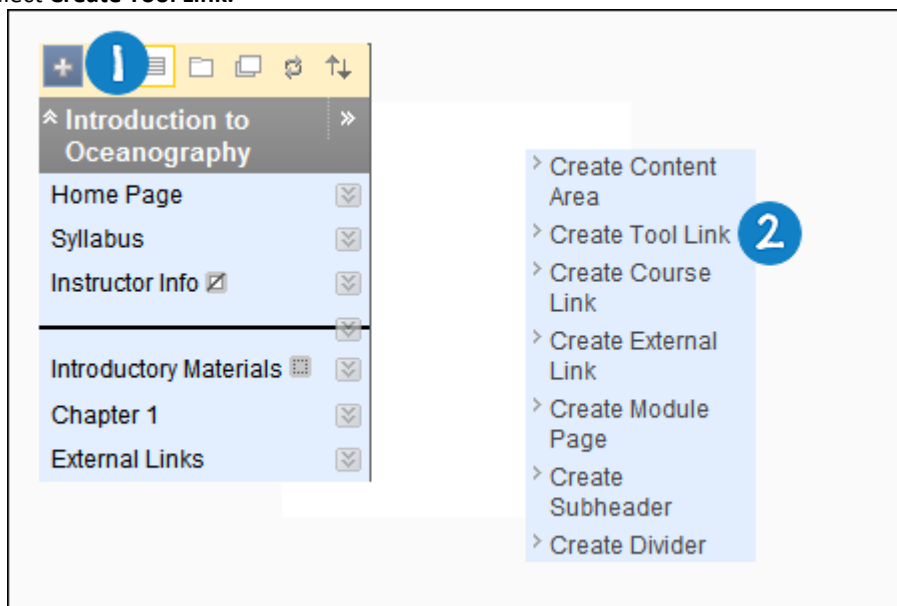
3. Type a **Name** for the Menu item (for example, Tools).
4. In the drop-down menu, select **Tools Area**.
5. Check the box to make the area **Available to Users**.
6. Click **Submit**.



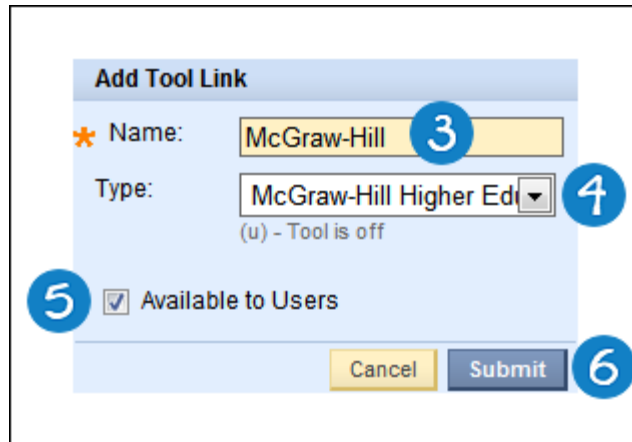
2.2.3 ADD MCGRAW-HILL TOOL LINK TO THE COURSE MENU

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**.



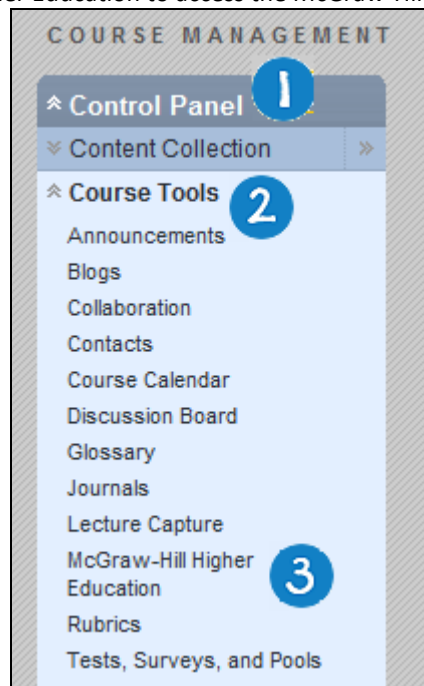
3. Type a **Name** for the Menu item (for example, McGraw-Hill).
4. In the drop-down menu, select **McGraw-Hill Higher Education**.
5. Check the box to make the area **Available to Users**.
6. Click **Submit**.



2.2.4 ACCESS MCGRAW-HILL TOOL FROM COURSE CONTROL PANEL

Follow these steps to access the McGraw-Hill tool from the course Control Panel

1. Select **Control Panel** in the left navigation menu.
2. Select **Course Tools**.
3. Select McGraw-Hill Higher Education to access the McGraw-Hill tool



3.0 WORKING IN MCGRAW-HILL CONNECT AND CREATE AND BLACKBOARD LEARN

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

Accessing McGraw-Hill Connect and McGraw-Hill Create materials from inside Blackboard Learn will redirect you and your students to McGraw-Hill sites external to your Blackboard system. To return to Blackboard Learn at any time, use the **Return to Blackboard** button shown below.



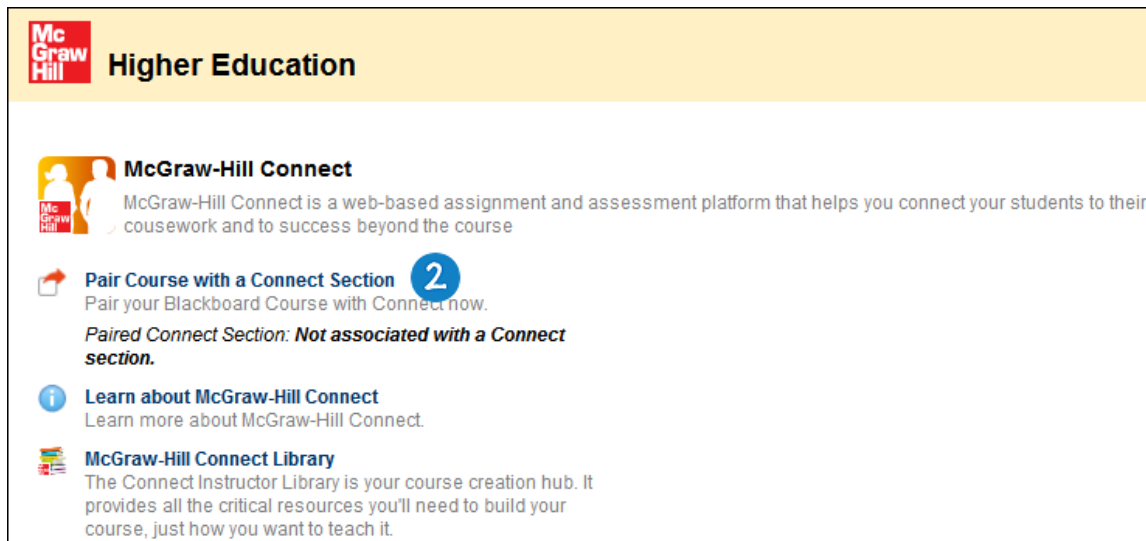
3.1 LINKING A BLACKBOARD LEARN COURSE TO A NEW MCGRAW-HILL CONNECT SECTION

Follow these steps to link a Blackboard Learn course to a new McGraw-Hill Connect Section.

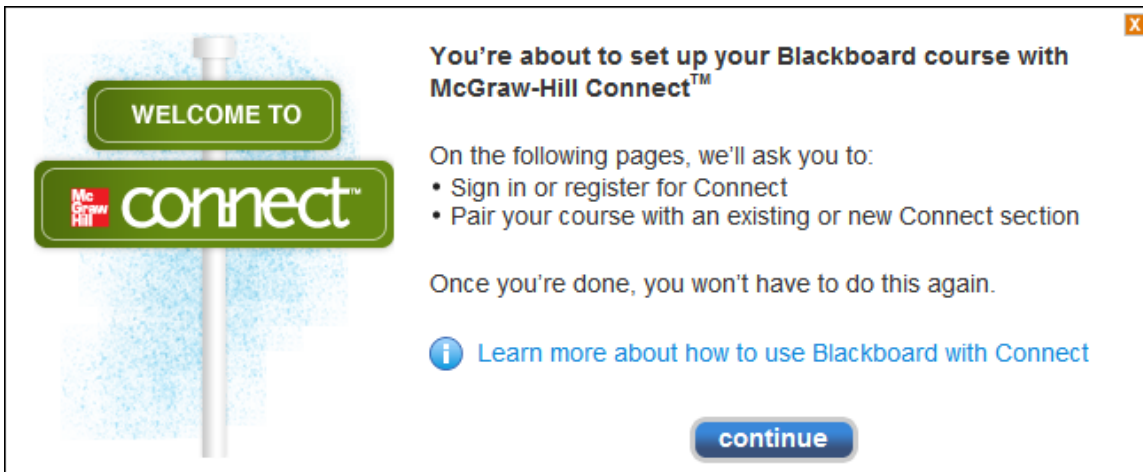
Note:

A Blackboard Learn course can be paired with a McGraw-Hill 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 a 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 tool link in the Course Menu.
2. Click **Pair Course with a Connect Section**.

A screenshot of the McGraw-Hill Higher Education interface. At the top left is the McGraw-Hill logo. To its right is the text "Higher Education". Below this is a section titled "McGraw-Hill Connect" with a sub-header "McGraw-Hill Connect" and a description: "McGraw-Hill Connect is a web-based assignment and assessment platform that helps you connect your students to their coursework and to success beyond the course". Below this is a section titled "Pair Course with a Connect Section" with a blue circle containing the number "2" next to it. The text reads: "Pair your Blackboard Course with Connect now." and "Paired Connect Section: **Not associated with a Connect section.**". Below this is a section titled "Learn about McGraw-Hill Connect" with an information icon and the text: "Learn more about McGraw-Hill Connect." At the bottom is a section titled "McGraw-Hill Connect Library" with a book icon and the text: "The Connect Instructor Library is your course creation hub. It provides all the critical resources you'll need to build your course, just how you want to teach it."

3. If your Blackboard Learn account has not been paired with a McGraw-Hill Connect account, a Welcome to McGraw-Hill Connect window appears. Click **Continue**.



WELCOME TO
connect™

You're about to set up your Blackboard course with McGraw-Hill Connect™

On the following pages, we'll ask you to:

- Sign in or register for Connect
- Pair your course with an existing or new Connect section

Once you're done, you won't have to do this again.

[Learn more about how to use Blackboard with Connect](#)

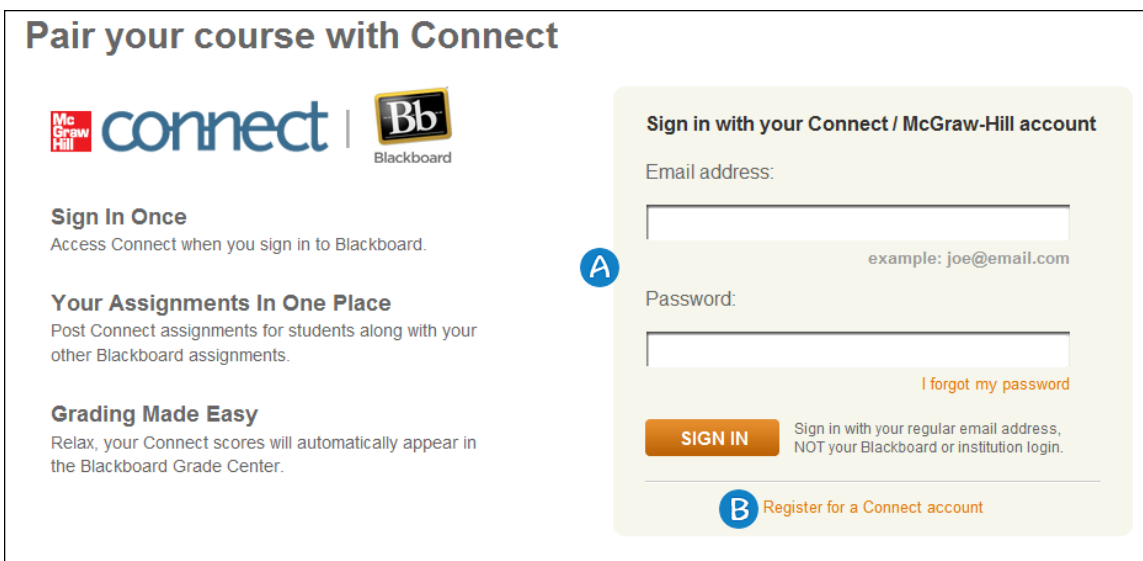
continue

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

Type your **Email Address** and **Password** and click **Sign In** to log in to an existing McGraw-Hill Connect account

-OR-

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



Pair your course with Connect

connect | **Bb**
Blackboard

Sign In Once
Access Connect when you sign in to Blackboard.

Your Assignments In One Place
Post Connect assignments for students along with your other Blackboard assignments.

Grading Made Easy
Relax, your Connect scores will automatically appear in the Blackboard Grade Center.

Sign in with your Connect / McGraw-Hill account

Email address:

example: joe@email.com

Password:

[I forgot my password](#)

SIGN IN Sign in with your regular email address, NOT your Blackboard or institution login.

B [Register for a Connect account](#)

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

Pair your course with Connect

Your Blackboard Course

pair with :

- A section in a **new** Connect course
- A section in an **existing** Connect course

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

STEP 1. FIND YOUR TEXTBOOK

Economics 6

Connect for GEN
CMB GREGG
COLL KYBD&DP
Combo, 1st ed.

PRINCIPLES OF
ECONOMICS

Robert H. Frank
Ben S. Bernanke

marketing

Marketing
Grewal, 1st ed.

ECONOMICS
McConnell, 17th
ed.

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

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

STEP 2. TELL US ABOUT YOUR COURSE

course name:

7

Aa

example: psychology 101

time zone:

8. Type a name for your first **Section**. Optionally, if you have another McGraw-Hill section of the same course already configured, you can copy Assignments by selecting that section in the drop-down menu.

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

9. Click **Create**.

STEP 3. NAME YOUR FIRST SECTION

Section Name: Aa
example: spring 2009 mwf 2pm

Copy Assignments From (optional):


8 **9**

10. When the pairing is complete, select:


Go to Section Home Page

-OR-

Return to Blackboard

 **you're done!**

Blackboard
Your Blackboard Course
[return to Blackboard](#)

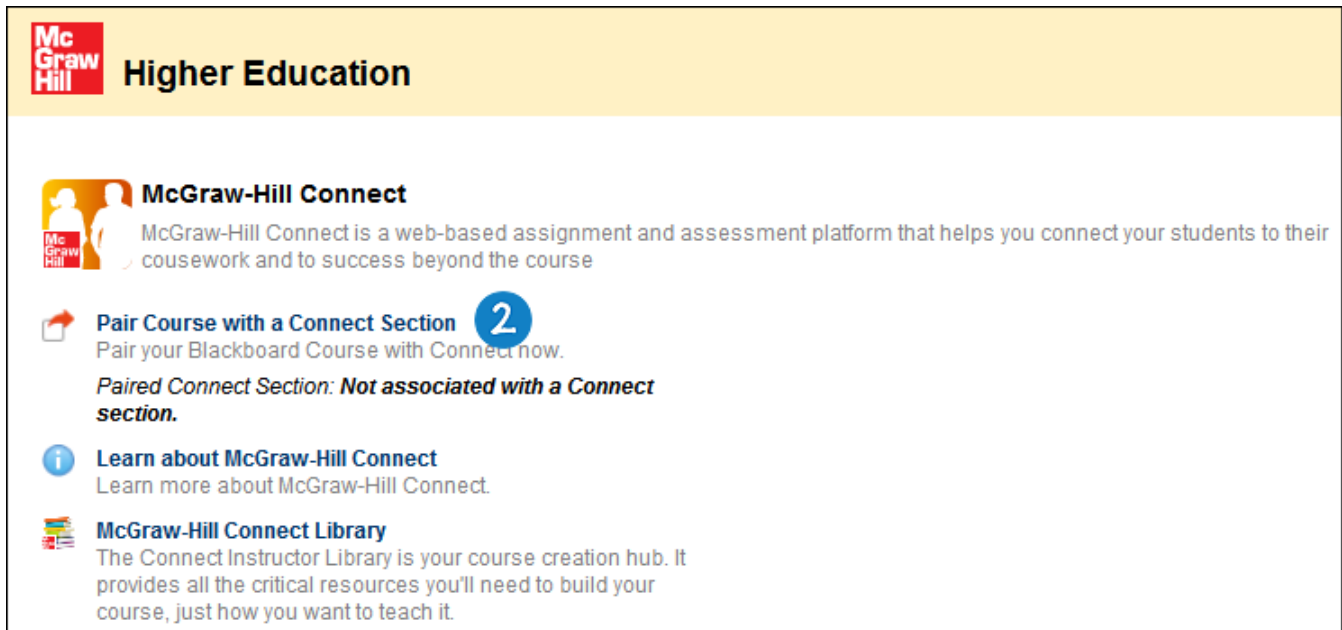


Connect
Winter 2012 (Economics 101)
[go to section home page](#)

3.2 LINKING A BLACKBOARD LEARN COURSE TO AN EXISTING MCGRAW-HILL CONNECT SECTION

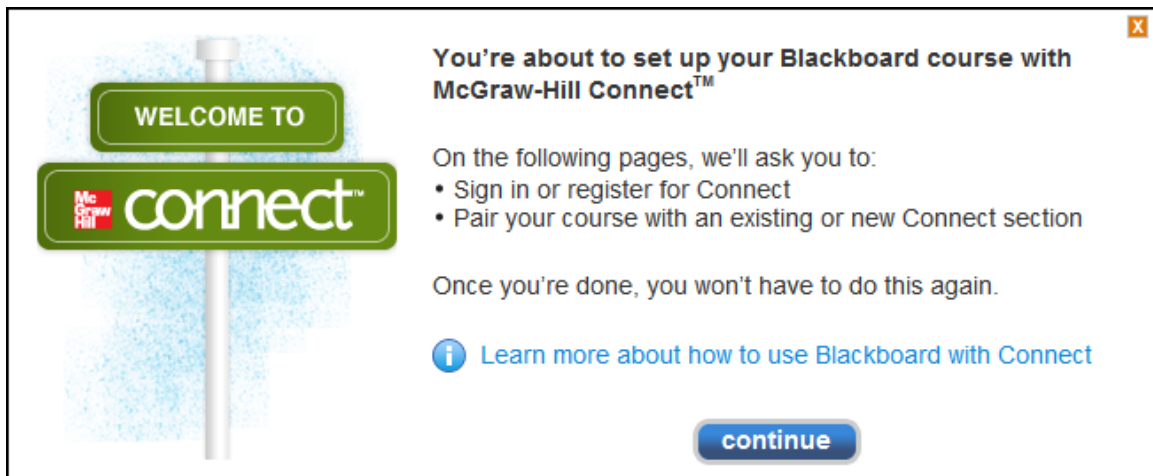
Follow these steps to link a Blackboard Learn course to an existing McGraw-Hill Connect Section.

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



The screenshot shows the McGraw-Hill Higher Education dashboard. At the top left is the McGraw-Hill logo. The main heading is "Higher Education". Below this, there is a section for "McGraw-Hill Connect" with a description: "McGraw-Hill Connect is a web-based assignment and assessment platform that helps you connect your students to their coursework and to success beyond the course". A red arrow icon points to the "Pair Course with a Connect Section" link, which is highlighted with a blue circle containing the number "2". Below this link, it says "Pair your Blackboard Course with Connect now." and "Paired Connect Section: **Not associated with a Connect section.**". There are also links for "Learn about McGraw-Hill Connect" and "McGraw-Hill Connect Library".

3. If your Blackboard Learn account has not been paired with a McGraw-Hill Connect account, a Welcome to McGraw-Hill Connect window appears. Click **Continue**.



The screenshot shows a "Welcome to McGraw-Hill Connect" window. On the left, there is a signpost graphic with a green sign that says "WELCOME TO" and another sign below it that says "McGraw-Hill connect". On the right, the text reads: "You're about to set up your Blackboard course with McGraw-Hill Connect™". Below this, it says "On the following pages, we'll ask you to:" followed by a bulleted list: "• Sign in or register for Connect" and "• Pair your course with an existing or new Connect section". It then says "Once you're done, you won't have to do this again." and provides a link: "Learn more about how to use Blackboard with Connect". At the bottom right, there is a blue "continue" button.


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

Type your **Email Address** and **Password** and click **Sign In** to log in to an existing Connect/McGraw-Hill account

-OR-

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


Pair your course with Connect



Sign In Once
Access Connect when you sign in to Blackboard.

Your Assignments In One Place
Post Connect assignments for students along with your other Blackboard assignments.

Grading Made Easy
Relax, your Connect scores will automatically appear in the Blackboard Grade Center.



Sign in with your Connect / McGraw-Hill account

Email address:

example: joe@email.com

Password:

I forgot my password

SIGN IN
Sign in with your regular email address, NOT your Blackboard or institution login.

B
[Register for a Connect account](#)

- Select the option to pair with an **existing** Connect course.

Pair your course with Connect

Your Blackboard Course

pair with i :

A section in a **new** Connect course
5
 A section in an **existing** Connect course

- A list of available McGraw-Hill Connect courses appears. Click the course that contains the sections you would like to pair, or choose to create a new section.
- Click **Save**.

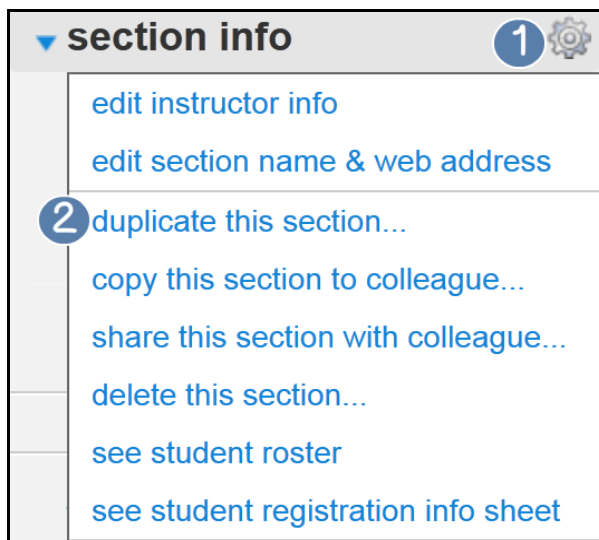
NOTES:

- There is no fee to Instructors or institutions for use of McGraw-Hill Connect. Students will be prompted to register and pay when they first access a McGraw-Hill Connect tool from the course.
- The full features of McGraw-Hill Connect and Create are not available to guests or observers.

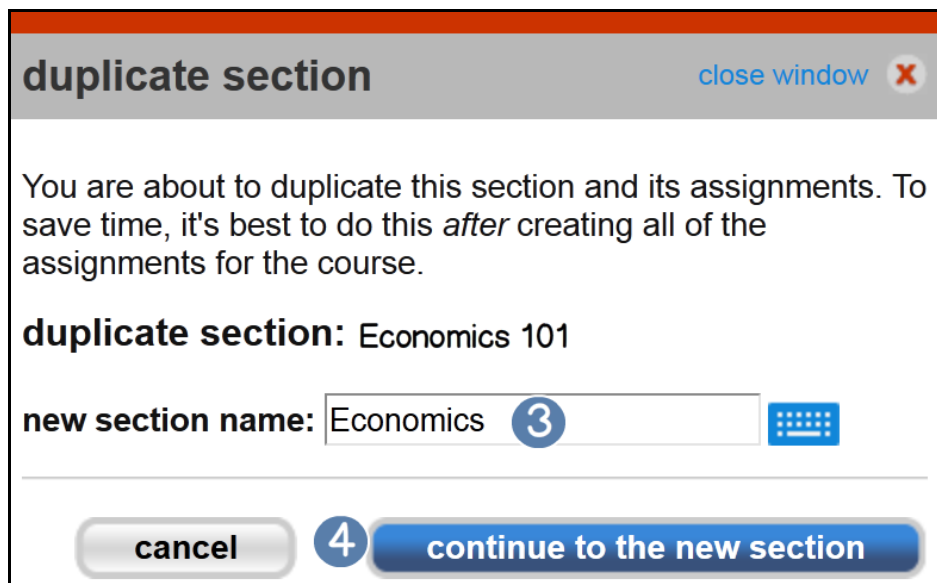
3.3 COPY COURSE IN BLACKBOARD AND CONNECT AND PAIR NEWLY CREATED COURSES

Follow these steps to copy a linked Blackboard Learn course and a McGraw-Hill Connect Section:

1. Copy the course in McGraw-Hill Connect. Go to the McGraw-Hill Connect section, and click the wheel icon in the Section info area.
2. Next select **“Duplicate this section”** link.




3. In the pop-up that appears, **specify a name** for the new course.
4. Next click **“Continue to the new Section”** in the pop-up as shown below.





5. Another pop-up is displayed indicating the Connect section was successfully duplicated. It also displays helpful student registration information. Close this window to return to the original Connect section homepage.

student registration info 5 close window x

 **Your section has been duplicated!**

Your students need this information to register for this section of your course. Giving it to them is simple: print and hand out copies, or download a PDF version to email to your students and upload to any website of your choice!

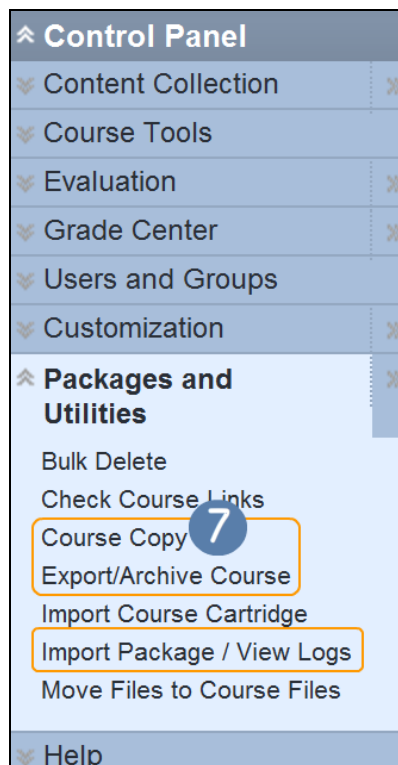
Next, see [how to prevent common registration problems](#) so you can get right to what matters: teaching!

 print  download

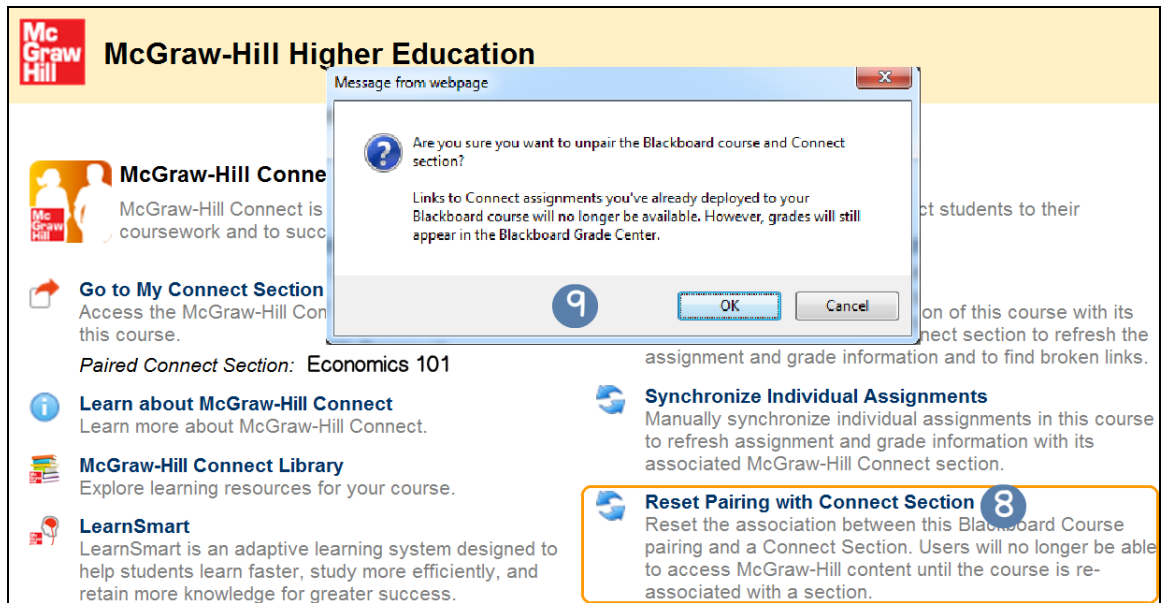
6. Click the “Return to Blackboard” button to return to the Blackboard Learn course.



7. Copy the course in Blackboard. Choose any of the applicable options → Course copy / Export-Import/ Archive-Restore. Follow the next steps to complete copying your course.

A vertical navigation menu with a blue background. The top section is titled "Control Panel" and includes options like Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, and Customization. The bottom section is titled "Packages and Utilities" and includes options like Bulk Delete, Check Course Links, Course Copy (highlighted with a blue circle and the number 7), Export/Archive Course, Import Course Cartridge, Import Package / View Logs, and Move Files to Course Files. A Help option is at the bottom.

- Once the new course has been created, access it and go to Tools → McGraw-Hill Higher Education link. **Reset the course pairing in the new course** in Blackboard, so that it can be pointed to the new Connect section.



- Click Ok in the pop-up that appears. The new Blackboard course will no longer be paired with the Old Connect Section.
- Follow steps to link this new Blackboard course to the corresponding Connect course as described in [section 3.2](#).
- Next Click “Synchronize with Section” link to repair the links associated with assignments in the former Connect section. Follow steps as described in [section 3.4.1](#)

NOTES:

It is imperative that no changes be made to content in either the new Blackboard Learn course or the new McGraw-Hill section before steps 10 and 11 are completed. Content changes made before steps 10 and 11 are completed could lead to discrepancies between the courses.

In order to avoid these issues, the new Blackboard learn course and the new McGraw-Hill connect section must be paired and the content synchronized before any content changes are made in either courses.

3.4 SYNCHRONIZING WITH MCGRAW-HILL CONNECT

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

- Assignment status (available, unavailable to students)
- Assignment Information (title, type, group and due dates)
- Course status (available, unavailable to students)
- Grades and grading status

While the McGraw-Hill Connect and Create Building Block automatically synchronizes information between Blackboard Learn and McGraw-Hill Connect, there is an option to manually synchronize a complete course or individual McGraw-Hill assignments 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, synchronize the course manually to guard against broken links between the McGraw-Hill Connect section and Blackboard Learn course.
- Discrepancies between grades in Blackboard Learn and McGraw-Hill Connect.
- Discrepancies in assignment availability between Blackboard Learn and McGraw-Hill Connect.
- Before preparing final grades to ensure all averages are correct.


NOTE:

- If assignment attempts have been deleted in Blackboard Learn, a manual synchronization will restore those attempts from McGraw-Hill Connect and grading will be applied depending on the formula chosen. Removing attempts from Blackboard Learn is not recommended. Use the Manually Override grading feature or change the grading option to exclude unwanted attempts from the student's score.
- You can check the date and time of the last received data under the Diagnostics link in the Support Tools section.




3.4.1 MANUALLY SYNCHRONIZE A BLACKBOARD LEARN COURSE AND A MCGRAW-HILL CONNECT SECTION.


1. Access the McGraw-Hill tool.
2. Click **Synchronize with Section**.



McGraw-Hill Connect


McGraw-Hill Connect is a web-based assignment and assessment platform that helps you connect your students to their coursework and to success beyond the course

**Go to My Connect Section**
Access the McGraw-Hill Connect section associated with this course
Paired Connect Section: Winter 2012(388139)

**Synchronize with Section** 2
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.

NOTE: Manually synchronizing the course will synchronize assignment names, groups, assignment types, and possible grades. The process will also pass the entire McGraw-Hill 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 8.2.3](#) for more information.

3. The McGraw-Hill Synchronization Preview appears with information on items updated, repaired, or broken.
4. If a link to a McGraw-Hill Connect Assignment is broken, you will have the option of re-linking to the Assignment in McGraw-Hill Connect or deleting the link.
5. Click **Submit** to return to the McGraw-Hill tool.
6. The assignment information (title, type, group and due dates) will synchronize and the grade updates will be queued to run as a background task. An inline receipt will display the number of updated assignments, repaired assignments, and broken links for the course.
7. You will be informed via email when the queued background task for the grade updates completes. These messages will include detailed results outlining any errors and issues with the grade sync process so you may follow up as necessary.


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

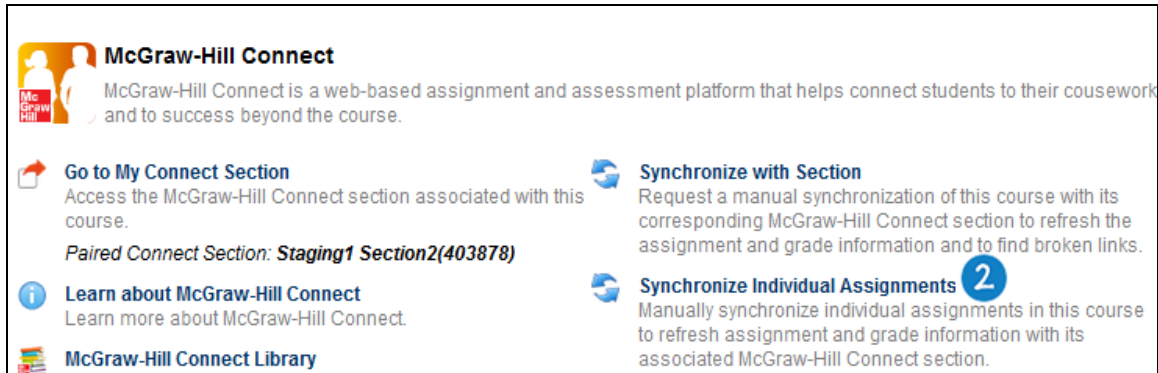
Updated	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; border: 1px solid #ccc;">Type</th> <th style="border: 1px solid #ccc;">Title</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">Quiz</td> <td style="border: 1px solid #ccc;">MH Connect 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: 60%; border: 1px solid #ccc;">Title</th> <th style="width: 40%; border: 1px solid #ccc;">Actions</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc;">MH Connect Assignment Five</td> <td style="border: 1px solid #ccc;"> <div style="display: flex; gap: 10px;"> Delete Relink </div> </td> </tr> </tbody> </table>	Title	Actions	MH Connect Assignment Five	<div style="display: flex; gap: 10px;"> Delete Relink </div>				
Title	Actions								
MH Connect Assignment Five	<div style="display: flex; gap: 10px;"> Delete Relink </div>								

3. Submit

Cancel
Submit

3.4.2 MANUALLY SYNCHRONIZE A SUBSET OF MCGRAW-HILL ASSIGNMENTS IN THE BLACKBOARD LEARN COURSE AND A MCGRAW-HILL CONNECT SECTION.

1. Access the McGraw-Hill tool.
2. Click **Synchronize Individual Assignments**.



McGraw-Hill Connect
McGraw-Hill Connect is a web-based assignment and assessment platform that helps connect students to their coursework and to success beyond the course.

Go to My Connect Section
Access the McGraw-Hill Connect section associated with this course.
Paired Connect Section: Staging1 Section2(403878)

Learn about McGraw-Hill Connect
Learn more about McGraw-Hill Connect.

McGraw-Hill Connect Library

Synchronize with Section
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.

Synchronize Individual Assignments 2
Manually synchronize individual assignments in this course to refresh assignment and grade information with its associated McGraw-Hill Connect section.

NOTE: Manually synchronizing the course will synchronize Assignment names, groups, types, and possible grades. The process will also pass the entire McGraw-Hill 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 8.2.3](#) for more information.

3. The Synchronize Individual Assignments page displays a list of all McGraw-Hill assignment in the course.
4. Select ‘Broken Assignments’ if you want to Delete or Repair broken links (see section [3.4.1](#)).
5. Select one or more assignments you would like to synchronize.
6. Click **Submit** to return to the McGraw-Hill tool.
7. The assignment information (title, type, group and due dates) for selected assignments will synchronize and the grade updates will be queued to run as a background task. An inline receipt will display the number of updated assignments, repaired assignment, and broken links for the course.
8. You will be informed via email when the queued background task for the grade updates completes. These messages will include detailed results outlining any errors and issues with the grade sync process so you may follow up as necessary.

Synchronize Individual Assignments 5

Refresh assignment and grade information by selecting the assignments in this course that you want to synchronize with its associated McGraw-Hill Connect section.

1. Select Assignments

Assignment Grade Center information will be refreshed for the selected assignments in the list below, based on the most current information in McGraw-Hill. By default the grades will be refreshed for active assignments, choose the 'Broken Assignments' option to repair or remove broken assignment links in this course.

- Active Assignments 4
 Broken Assignments

<input type="checkbox"/> Title ▲	Type	Points Possible	Due Date
<input type="checkbox"/> Section1	homework	10.0	
<input checked="" type="checkbox"/> Section2	homework	10.0	
<input type="checkbox"/> Section3	homework	10.0	

5

Displaying 1 to 3 of 3 items

Show All

Edit Paging...

6

Items Selected 1

Cancel

Submit

SINGLE SIGN-ON AND SIGN-OFF

For convenience and security, accessing McGraw-Hill Connect through a link in a Blackboard Learn course will log you into McGraw-Hill Connect. Logging out of Blackboard Learn will log you out of McGraw-Hill Connect as well.

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

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

 **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: cchu@myschool.edu

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

6.0 ROSTER INFORMATION

The Roster Information link lists Blackboard Learn 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.



The screenshot shows the McGraw-Hill Support Tools menu. The 'Roster Information' option is highlighted with an orange border. The 'Diagnostics' option is also visible, with a note about the last data received: 'Thu Jun 30 13:58:43 EDT 2011'.

Each column is sortable by clicking the column header.

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.

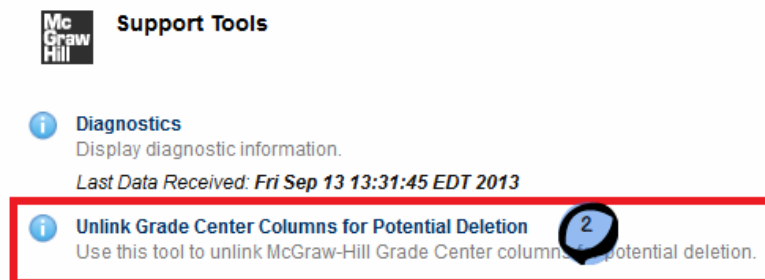
For additional questions, contact the local Blackboard Learn system administrator or computing help desk.

UNLINKING GRADE CENTER COLUMNS FOR DELETION

The Unlink Gradebook Column tool can be used in support situations when Instructors would like to delete duplicate Grade Center columns for the same McGraw-Hill assignment or in situations where the 'Delete' option for the Grade Center column does not appear in the contextual drop-down menu even after the assignment is removed from the course content area. This tool will only unlink the Grade Center column from the McGraw-Hill assignment, which could impact grade information. A manual deletion of the column from the Grade Center will still be required. Instructors should use caution in using this tool.

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

1. Access the McGraw-Hill tool.
2. Choose **Unlink Grade Center Columns for Potential Deletion**.



The screenshot shows the McGraw-Hill Support Tools menu. The 'Unlink Grade Center Columns for Potential Deletion' option is highlighted with a red border and a blue circle containing the number '2'. The 'Diagnostics' option is also visible, with a note about the last data received: 'Fri Sep 13 13:31:45 EDT 2013'.

3. Select the assignments whose Grade Center columns need to be deleted.

Unlink Grade Center Column for Potential Deletion

This tool should only be used in support situations when you would like to delete duplicate Grade Center columns for the same McGraw-Hill assignment or in situations where the '1' drop-down menu even after the assignment is removed from the course content area. This tool will only unlink the Grade Center column from the McGraw-Hill assignment, which the Grade Center will still be required. Select from the list of available McGraw-Hill Grade Center columns below you would like to unlink and click the 'Submit' button.

<input type="checkbox"/>	Title ▲	Column Id	Category	Points Possible
<input type="checkbox"/>	Section1	105163	Assignment.name	10
<input checked="" type="checkbox"/>	Section2	105168	Assignment.name	10
<input type="checkbox"/>	Section3	105165	Assignment.name	10

4. Select OK from the pop-up confirmation.

NOTE: Do not use this tool unless it is certain that Grade Center columns must be unlinked, as grade information may be affected.

McGraw-Hill Content

You can add four types of McGraw-Hill Connect content to a course content area: McGraw-Hill Connect Assignments, McGraw-Hill LearnSmart, McGraw-Hill Connect Lectures, and McGraw-Hill Connect Library.

McGraw-Hill Connect Assignments



The McGraw-Hill Assignments tool allows you to select existing worksheets, create assessments from questions related to your course, or add your own assessments to the course resources.

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

McGraw-Hill LearnSmart



LearnSmart offers students interactive, adaptive assessments to monitor their progress and then create personalized study plans for review. This allows you to track their work.

McGraw-Hill Connect Lectures



The Lectures tool gives you the opportunity to make recordings of your lectures available to students for review.

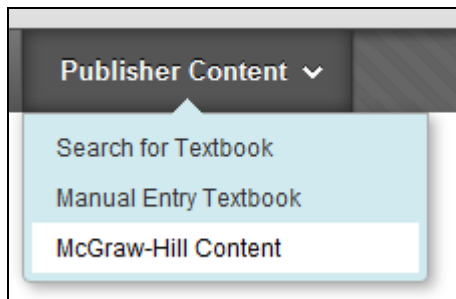
McGraw-Hill Connect Library



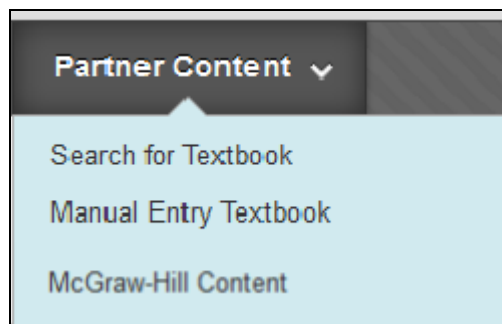
The McGraw-Hill Connect Library can be used by students to access the course eBook, LearnSmart study activities, and recorded lectures you have made available.

8.1 ADD LINKS TO MCGRAW-HILL CONTENT IN COURSE CONTENT AREA.

1. For **Blackboard Learn 9.1 Service Pack 10 and 11**, select **Publisher Content**.
For **Blackboard Learn 9.1 Service Pack 12 and above**, select **Partner Content**.
2. Select **McGraw-Hill Content**




Content Menu for 9.1 SP10 to SP11




Content menu for SP12 and above

3. Select the type of content to add. Choosing McGraw-Hill LearnSmart, McGraw-Hill Connect Lectures, or McGraw-Hill Connect Library adds a link to that area of the Connect course. Choosing McGraw-Hill Connect Assignments helps you select a McGraw-Hill Connect Assignment and deploy it in your Blackboard Learn course. See the next section on **McGraw-Hill Connect Assignments** for more information.



McGraw-Hill Connect: Tool Selection 3


Select the action you would like to perform from the list of available tools below.



McGraw-Hill Connect Assignments

Connect assignments provide your students with a highly interactive learning experience that encourages them to continuously practice the concepts you teach.


[Learn more](#)



McGraw-Hill LearnSmart

LearnSmart is an adaptive learning system designed to help students learn faster, study more efficiently, and retain more knowledge for greater success.


[Learn more](#)



McGraw-Hill Connect Lectures

Students learn better when they're actively engaged with the material. Lecture Capture offers new ways for students to focus on their coursework, both in and out of class.

[Learn more](#)



McGraw-Hill Connect Library

The Connect Instructor Library is your course creation hub. It provides all the critical resources you'll need to build your course, just how you want to teach it.

[Learn more](#)

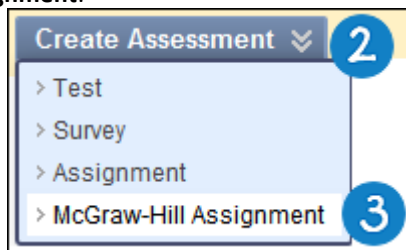
Blackboard McGraw-Hill Connect and Create Instructor Guide Page 30
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8.2 MCGRAW-HILL CONNECT ASSIGNMENTS

McGraw-Hill Connect provides a library of resources for constructing Assignments through the McGraw-Hill 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.

8.2.1 CREATE A MCGRAW-HILL ASSIGNMENT

1. Access the content area where the McGraw-Hill Assignment will be added.
2. On the action bar, point your cursor to the **Create Assessment** menu to access the drop-down list.
3. Select **McGraw-Hill Assignment**.



Alternately, you can add a McGraw-Hill Assignment through the **Build Content** process described above.

4. To use an existing assignment, check the box next to any desired McGraw-Hill Assignment's name. You may select multiple assignments across pages – 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.

#	Group	Title	Type	Points Possible	Due Date	Deployed	Shared	Visible
1		Assignment 1	homework	40.0		✓		✓
2		Chapter 01 Appendix Study Questions - Static	homework	140.0				✓
3		Chapter 01 Study Questions - Static	homework	270.0				✓

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

A checkmark under the **Deployed** column indicates that the Assignment has been deployed in Blackboard Learn. **Shared** indicates that the Assignment is shared with another instructor or section in McGraw-Hill Connect. **Visible** indicates that the Assignment is visible in McGraw-Hill Connect.

6. If desired, use the picker on the Add Assignment page to browse for a different **Destination Folder** to place the assignment in.

7. Select **Yes** to add the Assignment inside a folder in Blackboard Learn that matches the folder structure in McGraw-Hill Connect.
8. Select a grading option from the **Score attempts** and **Grade Center Category** using the drop-down provided.
9. Click **Submit**.

Add McGraw-Hill Connect Assignments

Cancel
Submit

1. Assignment Location

Destination Folder Browse... 6

2. Assignment Information

Group	Assignment Title	Type	Points Possible
	Assignment One	homework	30.0

Displaying 1 to 1 of 1 items Show All Edit Paging...

3. Options

Create Group 7 Yes No
Add the McGraw-Hill Connect assignment(s) in a folder matching the Connect group.

Score attempts using 8

Category

4. Submit 9

Cancel
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 content links and not to the items defined in McGraw-Hill Connect. If an Assignment is available in McGraw-Hill Connect, students can access it there regardless of any Adaptive Release rules applied in Blackboard Learn.

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

8.2.2 MCGRAW-HILL CONNECT ASSIGNMENTS AND THE GRADE CENTER

Creating or deploying a McGraw-Hill Assignment in Blackboard Learn 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.

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

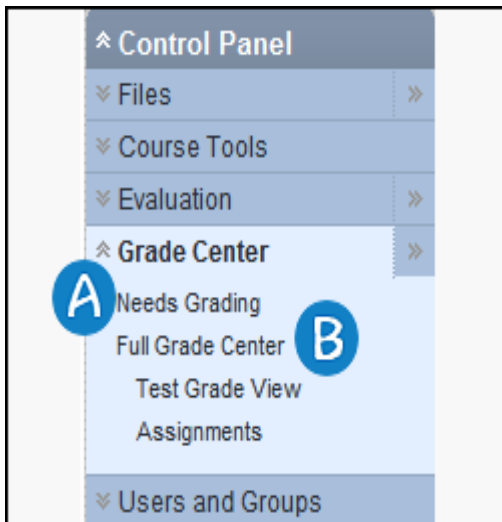
McGraw-Hill Connect assignments that require manual grading will appear on the To-Do List in McGraw-Hill Connect, and in the Grade Center in Blackboard Learn with the Needs Grading status icon.

When a student has completed a McGraw-Hill Connect Assignment in McGraw-Hill Connect, clicking the **Return to Blackboard** link in McGraw-Hill Connect will immediately bring the grade into Blackboard Learn's Grade Center. If the student accesses the Assignment directly through McGraw-Hill Connect, or closes the browser upon completion, the grade will be sent during the next scheduled update.

8.2.3 **MCGRAW-HILL CONNECT ASSIGNMENTS THROUGH BLACKBOARD LEARN.**

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

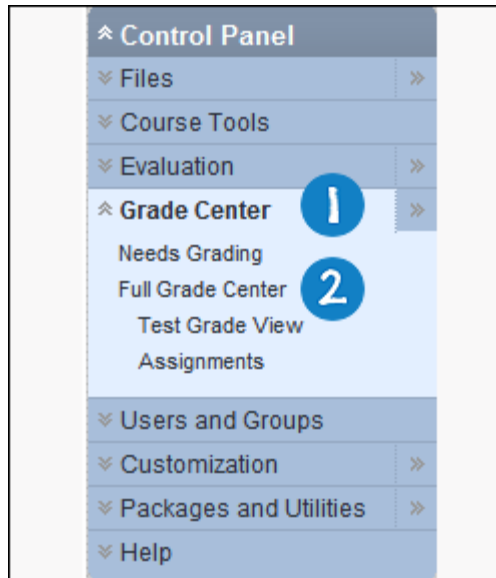
The **Needs Grading** page, **Full Grade Center**, or any **SmartViews** for the assignment's category.



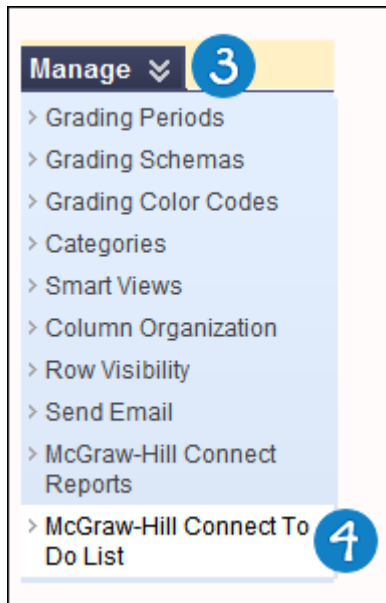
More information on grading workflows is available in Blackboard Help. In the Control Panel, click **Help**, then **Guide**.

8.2.4 **ACCESS MCGRAW-HILL TO-DO LIST TO COMPLETE GRADING IN MCGRAW-HILL CONNECT**

1. In a Blackboard Learn 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 McGraw-Hill 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 Learn courses and McGraw-Hill 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 Learn through the Manually Override feature. These values will not be sent to the McGraw-Hill Connect section.

Grades overridden at the attempt level in Blackboard Learn will be changed to match the McGraw-Hill 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.



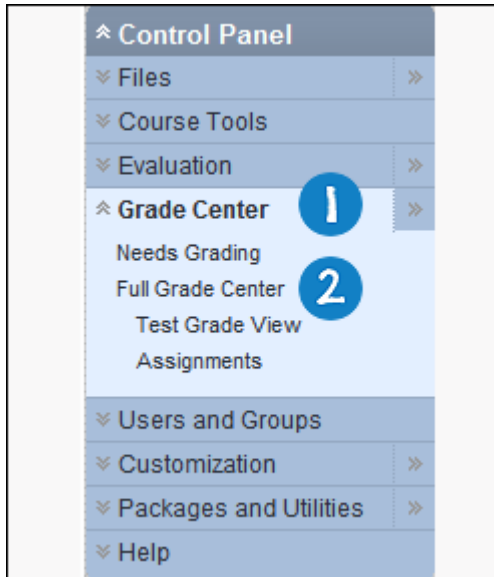
2. Click the **Manually Override** tab.
3. Type a new grade in the **Override Grade** text box.
4. Optionally, add any **Feedback to User** or **Grading Notes**. The full features of the Text Editor can be turned on or off to allow Instructors to format text or include files as part of the comment.
5.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

9.0 MCGRAW-HILL CONNECT REPORTS

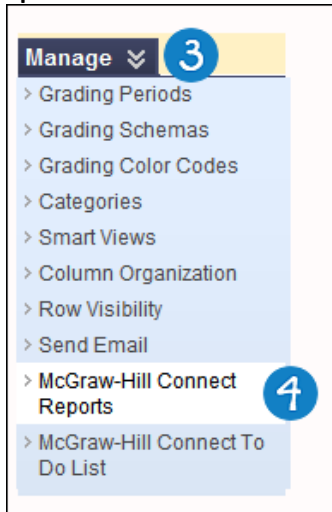
McGraw-Hill Connect Reports can be used to view assignment results, student performance, assignment statistics, and item or category analysis.

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

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



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



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

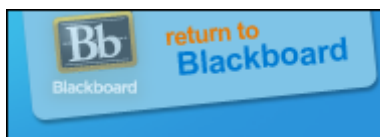
10.0 MCGRAW-HILL SIMNET

McGraw-Hill SimNet is interactive, simulation-based software designed to teach and assess proficiency in computer concepts and Microsoft Office applications. You can create SimNet classes and pair them with Blackboard Learn courses.

You must have a McGraw-Hill and a SimNet login to pair your Blackboard Learn and SimNet classes. If you do not know your McGraw-Hill or SimNet logins, contact your school's Blackboard Learn administrator for assistance.

Grades from SimNet courses are exported to a single column in the Grade Center.

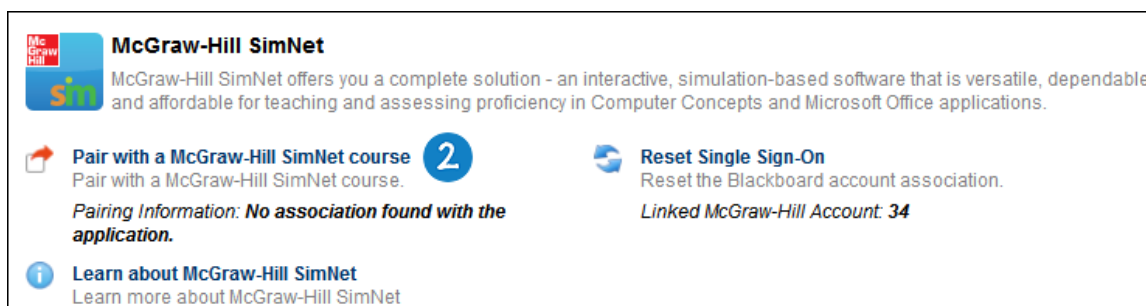
To return to Blackboard Learn at any time from your SimNet course, click the Return to Blackboard link shown below:



10.1 LINK BLACKBOARD LEARN COURSE TO NEW MCGRAW-HILL SIMNET CLASS

Follow these steps to link a Blackboard Learn course to a new McGraw-Hill SimNet class.

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


A screenshot of the McGraw-Hill SimNet tool interface. At the top left is the McGraw-Hill SimNet logo. To its right is the title "McGraw-Hill SimNet" and a descriptive paragraph: "McGraw-Hill SimNet offers you a complete solution - an interactive, simulation-based software that is versatile, dependable and affordable for teaching and assessing proficiency in Computer Concepts and Microsoft Office applications." Below this are three main options: 1. "Pair with a McGraw-Hill SimNet course" with a blue circle containing the number "2". Below it is the text "Pair with a McGraw-Hill SimNet course." and "Pairing Information: No association found with the application." 2. "Reset Single Sign-On" with a circular arrow icon. Below it is "Reset the Blackboard account association." and "Linked McGraw-Hill Account: 34". 3. "Learn about McGraw-Hill SimNet" with an information icon. Below it is "Learn more about McGraw-Hill SimNet".

3. Type your **Email Address** and **Password** and click **Sign In** to log in to an existing McGraw-Hill Connect account

-OR-

Click **Register for a McGraw-Hill Account** to create a new account.

Pair your course with SimNet



Sign In Once
Access SimNet when you sign in to Blackboard.

Your Assignments in Blackboard
A link to your latest SimNet assignments appear for students in Blackboard.

Grading Made Easy
Relax, your SimNet scores will automatically appear in the Blackboard Grade Center.

Sign in with your McGraw-Hill account

Email Address:

Example: jdoe@email.com

Password:

[I forgot my password](#)

SIGN IN Sign in with your regular email address, NOT your institution login.

[B Register for a McGraw-Hill account](#)

4. Type your school's SimNet URL.

If you do not know your school's SimNet URL, click **Don't know your SimNet URL?** or contact your McGraw-Hill representative.

What SimNet URL would you like to pair the course to?

4

https:// .simnetonline.com [Next](#)

[Don't know your SimNet URL?](#)

5. Type your SimNet Username and Password and click Next.

If you do not know your SimNet Username or Password, click **Don't have a SimNet login?**

SimNet Username?

Enter your SimNet login credentials below to connect your Blackboard account with SimNet.

Username:

Password:

5

[Previous](#)

[Next](#)

[Don't have a SimNet login?](#)

6. Select the option to pair with **A new SimNet class**.

Pair your class with SimNet[®]

Select a class to pair with Blackboard and click 'Next' to complete the pairing.

PAIR WITH:

6 A **new** SimNet class
 An **existing** SimNet class

7. Type a **Class Title**.
8. Type a **Section Title**.
9. Select the **Default Module** from the drop-down menu.

Select a class to pair with Blackboard and click 'Next' to complete the pairing.

PAIR WITH:

A **new** SimNet class
 An **existing** SimNet class

Class Title: **7**

Section Title: **8**

Default Module: **9**

- None
- Access 2007
- Computer Concepts 2007**
- Excel 2007
- Outlook 2007
- PowerPoint 2007
- Windows 7 & Internet Explorer 2007
- Windows Vista & Internet Explorer 2007
- Windows XP & Internet Explorer 2007
- Word 2007

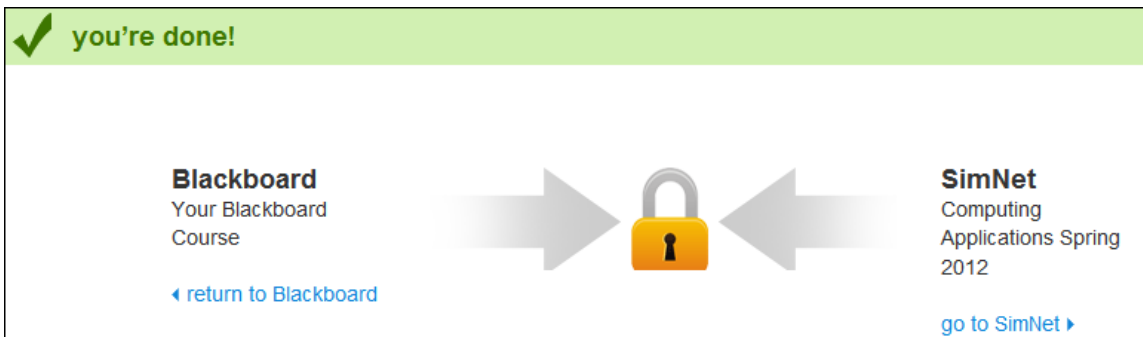
10. Click **Next**.

11. When the pairing is complete, select:

Go to SimNet

-OR-

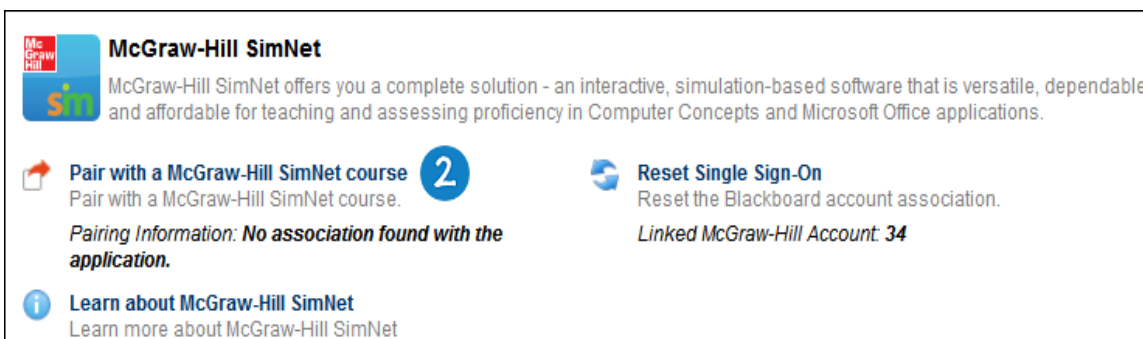
Return to Blackboard



10.2 LINK BLACKBOARD LEARN COURSE TO EXISTING MCGRAW-HILL SIMNET CLASS


Follow these steps to link a Blackboard Learn course to a new McGraw-Hill Connect Section.

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



3. Type your **Email Address** and **Password** and click **Sign In** to log in to an existing McGraw-Hill Connect account
- OR-
- Click **Register for a McGraw-Hill Account** to create a new account.

Pair your course with SimNet



Sign In Once
Access SimNet when you sign in to Blackboard.

Your Assignments in Blackboard
A link to your latest SimNet assignments appear for students in Blackboard.

Grading Made Easy
Relax, your SimNet scores will automatically appear in the Blackboard Grade Center.

Sign in with your McGraw-Hill account

Email Address:

Example: jdoe@email.com

Password:

[I forgot my password](#)

SIGN IN Sign in with your regular email address, NOT your institution login.

B [Register for a McGraw-Hill account](#)

4. Type your school's **SimNet URL**.

If you do not know your school's SimNet URL, click **Don't know your SimNet URL?** or contact your McGraw-Hill representative..

What SimNet URL would you like to pair the course to?

4

https:// .simnetonline.com [Next](#)

[Don't know your SimNet URL?](#)

5. Type your **SimNet Username** and **Password** and click **Next**.

If you do not know your SimNet Username or Password, click **Don't have a SimNet login?**.

SimNet Username?

Enter your SimNet login credentials below to connect your Blackboard account with SimNet.

Username:

Password:

[Previous](#)

[Next](#)

[Don't have a SimNet login?](#)

6. Select the option to pair with **An existing SimNet class**.

Pair your class with SimNet®

Select a class to pair with Blackboard and click 'Next' to complete the pairing.

PAIR WITH:

6 A **new** SimNet class
 An **existing** SimNet class

Select the class you would like to pair.

7. Click **Next**.

PAIR WITH:

A **new** SimNet class
 An **existing** SimNet class

All Campuses

Paired Class	Section
<input type="text"/>	<input type="text"/>
7 Computing Applications	Spring 2012

8 Next

8. When the pairing is complete, select:


Go to SimNet

-OR-

Return to Blackboard

✓ you're done!

Blackboard
Your Blackboard
Course
[return to Blackboard](#)

→  ←

SimNet
Computing
Applications Spring
2012
[go to SimNet](#)

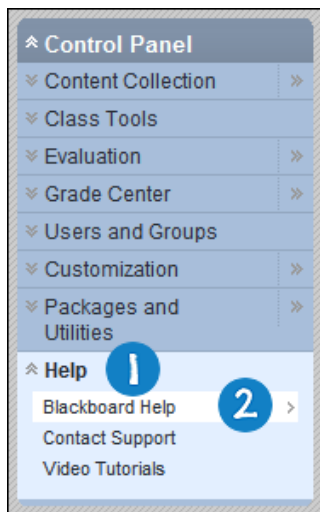
11.0 **MCGRAW-HILL TAB AND MODULES**

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

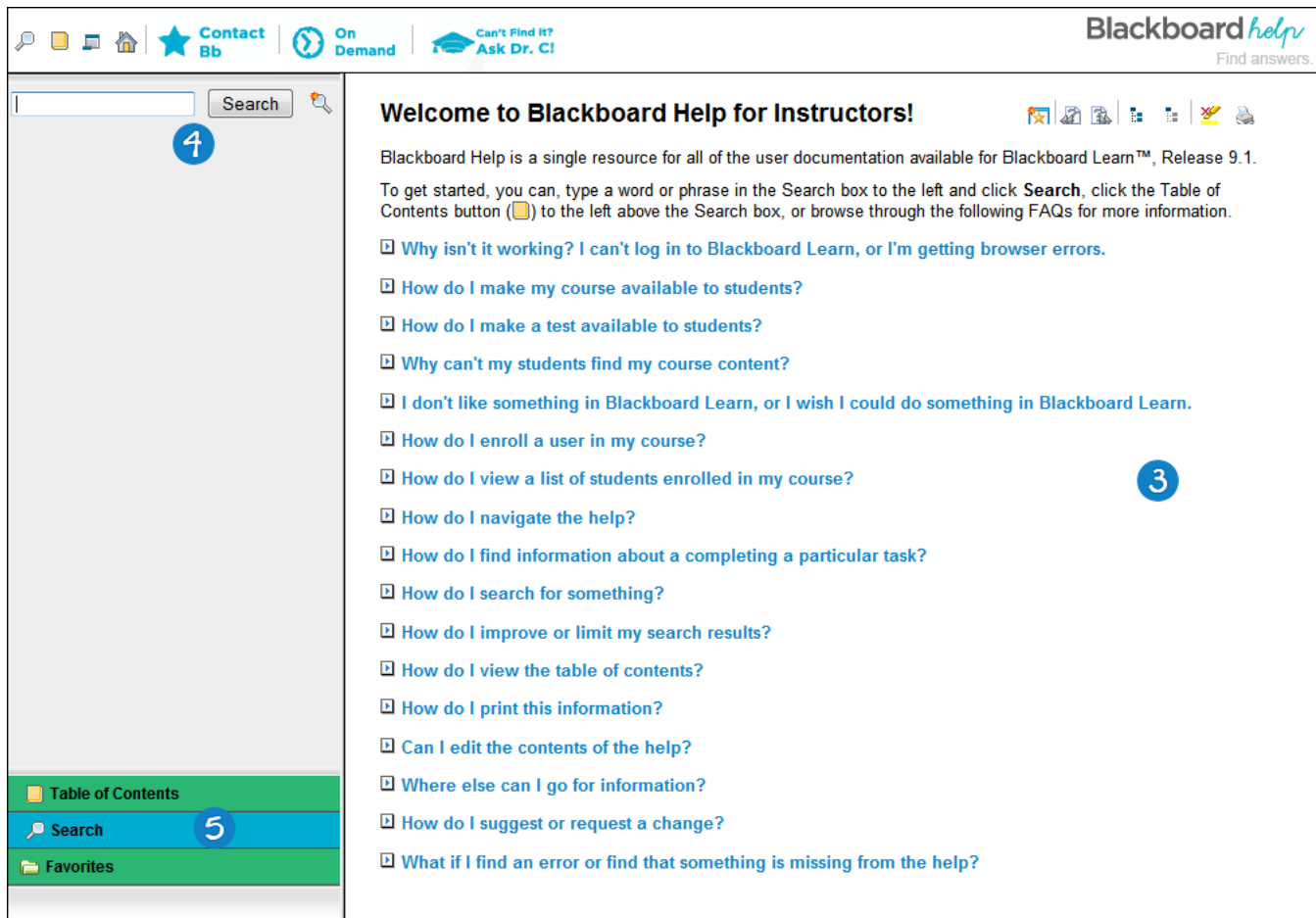
12.0 HELP AND SUPPORT

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

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



3. Browse the Frequently Asked Questions
-OR-
4. Enter keywords and click **Search**
-OR-
5. Click **Table of Contents** to browse by topic.



Blackboard help
Find answers.


Welcome to Blackboard Help for Instructors!

Blackboard Help is a single resource for all of the user documentation available for Blackboard Learn™, Release 9.1. To get started, you can, type a word or phrase in the Search box to the left and click **Search**, click the Table of Contents button (📄) to the left above the Search box, or browse through the following FAQs for more information.

- 📄 [Why isn't it working? I can't log in to Blackboard Learn, or I'm getting browser errors.](#)
- 📄 [How do I make my course available to students?](#)
- 📄 [How do I make a test available to students?](#)
- 📄 [Why can't my students find my course content?](#)
- 📄 [I don't like something in Blackboard Learn, or I wish I could do something in Blackboard Learn.](#)
- 📄 [How do I enroll a user in my course?](#)
- 📄 [How do I view a list of students enrolled in my course?](#)
- 📄 [How do I navigate the help?](#)
- 📄 [How do I find information about a completing a particular task?](#)
- 📄 [How do I search for something?](#)
- 📄 [How do I improve or limit my search results?](#)
- 📄 [How do I view the table of contents?](#)
- 📄 [How do I print this information?](#)
- 📄 [Can I edit the contents of the help?](#)
- 📄 [Where else can I go for information?](#)
- 📄 [How do I suggest or request a change?](#)
- 📄 [What if I find an error or find that something is missing from the help?](#)


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


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




McGraw-Hill Connect

McGraw-Hill Connect is a web-based assignment and assessment tool used by students to complete coursework and to succeed beyond the course.

 **Go to My Connect Section**
Access the McGraw-Hill Connect section associated with this course.
*Paired Connect Section: **Winter 2012(388139)***

 **Learn about McGraw-Hill Connect** 2
Learn more about McGraw-Hill Connect.

 **McGraw-Hill Connect Library**
The Connect Instructor Library is your course creation hub. It provides all the critical resources you'll need to build your course, just how you want to teach it.

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