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Table of Contents

About McGraw-Hill Connect and Create .......................................................... 4
  Course Information ....................................................................................... 4
  Institution Options ....................................................................................... 4

Course Management ..................................................................................... 5
  Tool Availability ......................................................................................... 5
  Working in McGraw-Hill Connect and Create and Blackboard .................. 8
  Linking a Blackboard Course to a New Connect Section ......................... 8
  Linking a Blackboard Course to an Existing Connect Section .................. 11
  Synchronizing with McGraw-Hill Connect ............................................... 13
  Single Sign-On and Sign-Off ...................................................................... 14
  McGraw-Hill Create ................................................................................... 15
  McGraw-Hill Library ................................................................................... 16
  McGraw-Hill Connect Assignments ............................................................. 16
  McGraw-Hill Connect Assignments and the Grade Center ......................... 18
  McGraw-Hill Connect Reports .................................................................... 20
  McGraw-Hill Tab and Modules ................................................................... 22
  Help and Support ......................................................................................... 22
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, users have access to a tab, customized to their Institution Role, giving them additional information about McGraw-Hill Connect’s resources.

**My Institution Modules:** Institutions that install the McGraw-Hill Connect and Create Building Block will have two modules on their My Institution page that link to information, customized to the user’s Institution Role, about McGraw-Hill Connect and McGraw-Hill Create.
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.

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 students.

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 students.

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.

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. Choose **Synchronize with Section**.

   ![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 Manual Synchronization: Fri Nov 12 00:21:58 EST 2010*
   *Last Connect Communication: -*

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:

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.

**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.
   - **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 and click **Add Assignments** (multiple assignments may be selected).

-OR-

5. To create a new assignment, click **Create New Assignment** to be taken to the McGraw-Hill Connect Assignment Builder.

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 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.

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. Overridden grades will not be passed to Connect, and Connect grades will not overwrite grades that have been manually overridden in Blackboard.

**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**.

   ![Manage dropdown menu](image)

   - Grading Periods
   - Grading Schemas
   - Grading Color Codes
   - Categories
   - Smart Views
   - Column Organization
   - Row Visibility
   - Send Email
   - McGraw-Hill Connect To Do List
   - 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.