



Because learning changes everything.®

THE CONNECT COURSE READINESS CHECKLIST

Ready, Set, Teach!



SUPPORT AT
every step

Connect Course Readiness Checklist

Ready, set, teach! Whether you are a first timer or just need a refresher, we are here to help. Use this checklist to ensure your semester gets off to a successful start.

Getting Started

- Obtain a Connect account from McGraw-Hill by **contacting your local representative**.
- Create a Connect course -OR- receive a copied course.
- Make any necessary modifications to course or section titles, section URLs or time zone settings.

Build and Manage Your Course

- Determine which assignment types (i.e. SmartBook, Interactives, Quizzes) will be used in your course, as well as the percentage of course grade.
- If your course has been copied to you, determine if you wish to make changes to any of the assignment policies or settings, and/or add or delete any assignments.
- Add or edit assignments. Click on the info icon next to each assignment and review content and policies.
 - Determine what point value each assignment will have.
 - Set start dates and due dates for assignments.
 - Double-check your desired policy settings.
- Are you assigning SmartBook?
 - Identify which topics to include, deciding on the breadth and depth of coverage.
 - Check that due dates are reasonable for SmartBook assignments, with large chapters broken up into multiple assignments.
- Think about how you want to structure the course. Do you want to add groups (folders)? Do you want to group by chapters or due dates? Do you want all assignment types together (for instance, all SmartBook assignments, all quizzes, etc.)?
- Review your course and duplicate or copy sections.

Preparing for the First Day of Class

- Finalize your syllabus. Include language in your syllabus to explain what Connect is, how Connect will be used in your course, and how students will register. Find all the information you need in the [Connect Syllabus Guide](#).
- Reach out to your Digital Success Consultant to ensure Connect is paired with your Learning Management System.
- Download [student registration instructions](#).
- Complete a final review of your course and all documents and make any needed adjustments.
- Print and upload any course documents students will need on the first day of class.

First Day of Class and Beyond

- Make sure students are familiar with their purchase options and know how to register for Connect.
- Check your section roster to ensure that students have successfully registered. If using an LMS, check that their accounts are synced.
- Check your roster periodically to assure that students are registering and/or run the At-Risk Report.
- The roster will show which students are using Temporary Access (Free Trial). Remind students who are using Temporary Access to enter or purchase a code.
- Once you have some course data, watch additional videos, attend a webinar or work with your Digital Success Consultant to learn more about Connect reporting and the Insight reporting tool.
- Once an assignment due date has passed, run reports to make sure students are submitting assignments.

Tech Support Hours and Contact Information

CALL: (800) 331-5094

EMAIL & CHAT: <https://mhedu.force.com/CXG/s/ContactUs>

MONDAY-THURSDAY: 24 hours

FRIDAY: 12 AM - 9 PM EST

SATURDAY: 10 AM - 8 PM EST

SUNDAY: 12 PM – 12 AM EST

Find More Support and Tips

You can find additional resources and Connect training series videos at mheducation.ca/SupportAtEveryStep.

Want more information on Connect or some one-on-one help? You have a dedicated Digital Success Consultant who will partner with you to review your course prior to the start of class. Contact your **Digital Success Consultant** to get started.

