

Navigator – Faculty User Guide: Signing In and Creating Course Plans (Non-LMS)

This guide walks faculty through how to sign in directly to **Navigator** (without an LMS connection) and begin working with their assigned courses. Once signed in, faculty will access the **My Course Plans** dashboard, where they can select from their assigned courses, view existing Course Plans, and create or edit new ones.

Before You Begin

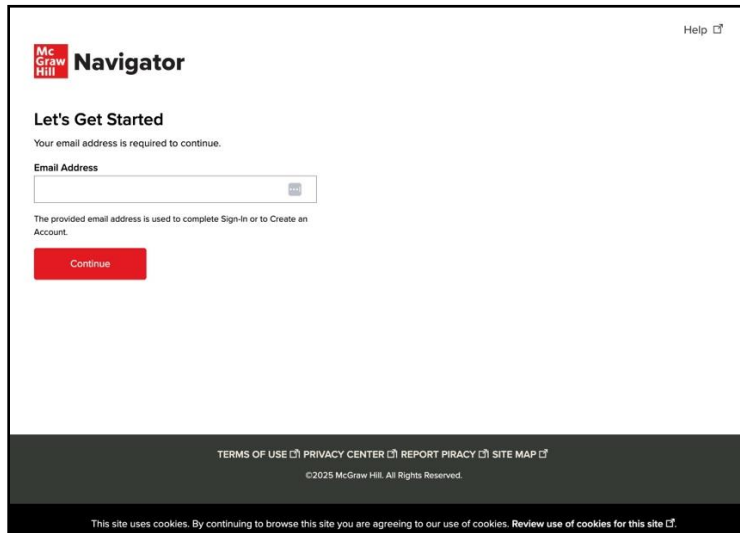
Before you start using Navigator, ensure that:

- Your institution must have completed the administrative setup of your account and courses in Navigator.
- You'll receive a Navigator sign-in link (e.g., <https://navigator.mheducation.com>).
- Ensure you have access to the **email address provided to McGraw Hill** during setup.
- Make sure your browser allows pop-ups (Navigator may open links in new tabs).

If you encounter any issues accessing Navigator or navigating within the platform, please visit the [Navigator Support Page](#) for assistance.

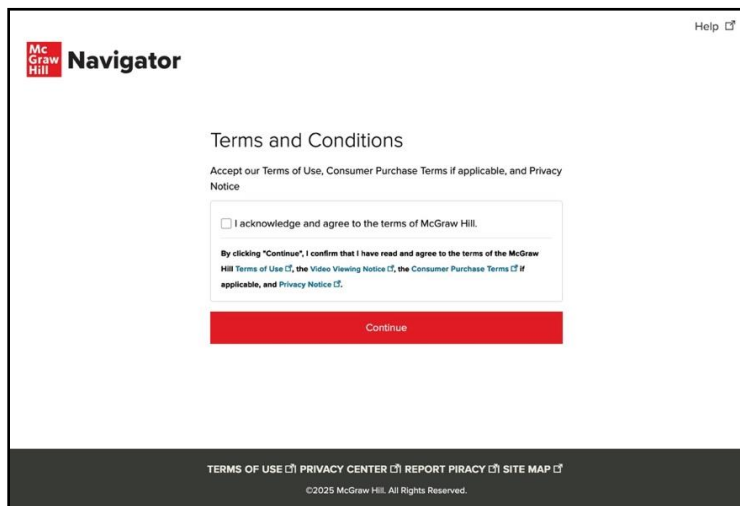
Step 1: Sign In to Navigator

1. Go to <https://navigator.mheducation.com> or the link provided by your institution.



The screenshot shows the Navigator sign-in page. At the top left is the McGraw Hill logo and the word "Navigator". In the top right corner is a "Help" link with an external icon. The main heading is "Let's Get Started". Below it, a message states "Your email address is required to continue." There is a text input field labeled "Email Address" with a small "x" icon on the right. Below the input field, a note says "The provided email address is used to complete Sign-in or to Create an Account." A red "Continue" button is positioned below the input field. At the bottom of the page, there is a footer with links for "TERMS OF USE", "PRIVACY CENTER", "REPORT PIRACY", and "SITE MAP", followed by the copyright notice "©2025 McGraw Hill. All Rights Reserved." and a cookie consent message: "This site uses cookies. By continuing to browse this site you are agreeing to our use of cookies. Review use of cookies for this site."

2. Enter your **email address** in the sign-in box and click **Continue**.
3. If this is your first time signing in:
 - Follow the prompts to **complete your account profile, create a password, and accept the Terms of Use.**



The screenshot shows the Navigator Terms and Conditions page. At the top left is the McGraw Hill logo and the word "Navigator". In the top right corner is a "Help" link with an external icon. The main heading is "Terms and Conditions". Below it, a message states "Accept our Terms of Use, Consumer Purchase Terms if applicable, and Privacy Notice". There is a checkbox with the text "I acknowledge and agree to the terms of McGraw Hill." Below the checkbox, a note says "By clicking 'Continue', I confirm that I have read and agree to the terms of the McGraw Hill Terms of Use, the Video Viewing Notice, the Consumer Purchase Terms if applicable, and Privacy Notice." A red "Continue" button is positioned below the checkbox. At the bottom of the page, there is a footer with links for "TERMS OF USE", "PRIVACY CENTER", "REPORT PIRACY", and "SITE MAP", followed by the copyright notice "©2025 McGraw Hill. All Rights Reserved."

4. If you already have a McGraw Hill account, sign in using your existing password or a temporary access code.
5. After signing in, you'll land on the **My Course Plans** dashboard — the homepage where you can view, create, and manage all your Course Plans.

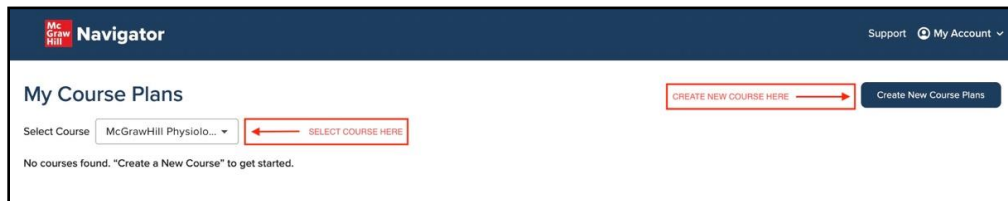
Step 2: Select Your Course

1. At the top of the **My Course Plans** page, use the Course drop-down menu to select one of your assigned courses.



2. Once selected, the list of Course Plans below will update to show any drafts or published plans associated with that course.
3. After selecting a course, the list of Course Plans below will update to show drafts and published plans assigned to that course.
4. **Note:** Both Draft and Published Course Plans can be edited and copied, but only Draft Course Plans can be deleted at this time.

Step 3: Create or Edit a Course Plan



1. To create a new Course Plan:
 - Ensure the correct course is selected from the **Course** drop-down menu.
 - Click **Create New Course Plan** button in the top-right corner.
 - The new Course Plan will automatically be assigned to the selected course.
2. To **edit an existing draft** or **view a published Course Plan**, select it from the corresponding section on the dashboard.
3. Draft Course Plans can be updated at any time; published plans can be edited or copied but not deleted.

Step 4: Complete the Course Plan Builder (4 Steps)

Once you start creating a Course Plan, you will complete it through a 4-step process.

Step 4.1: Enter Course Plan Details

1. Provide the following information:
 - **Visible Course Name:** The name users will see for the Course Plan.
 - **Date Range:** Select the start and end dates for the course.
 - **Blocks:** Choose how you want to divide the course:
 1. Select the total number of blocks (e.g., weeks, modules).
 2. Define what each block represents (e.g., “Week,” “Module,” or “Session”) — this name will apply across all blocks in your Course Plan.
 - **Notes:** Add any relevant notes about the course.
2. After completing these details, click **Next** to proceed to the next step.
 - You can choose **Save Draft** anytime to save your progress and come back later.

Step 4.2: Import Course Map

McGraw Hill Navigator Support My Account

1. Course Plan Information 2. Import Course Maps 3. Assign Content 4. Course Plan

Import Course Maps

Available Course Maps

INDIA NMC YEAR 2
INDIA NMC YEAR 1

SELECT ONE OR MORE COURSE MAPS

Add Course Map HIT "ADD TO COURSE MAP"

Selected Course Maps

INDIA NMC YEAR 1

SELECTED COURSE MAPS WILL DISPLAY HERE AND CAN BE REMOVED

Remove Course Map

Cancel Save Draft **Next** YOU MAY CANCEL, SAVE DRAFT, OR CONTINUE TO THE NEXT STEP IN PROCESS

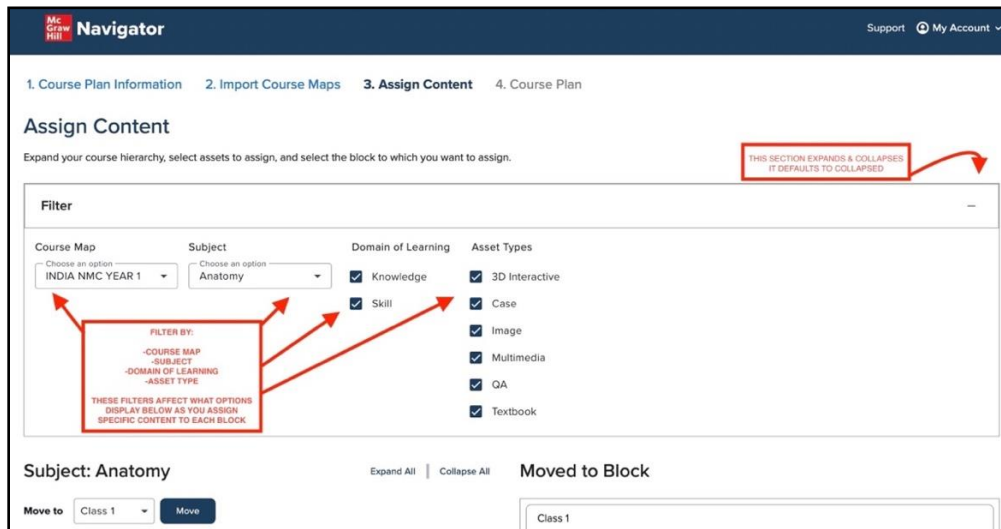
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1. Select one or more relevant Course Maps related to your curriculum by clicking **Add Course Map**.
2. After selecting, click **Next** to move on or **Save Draft** to pause.

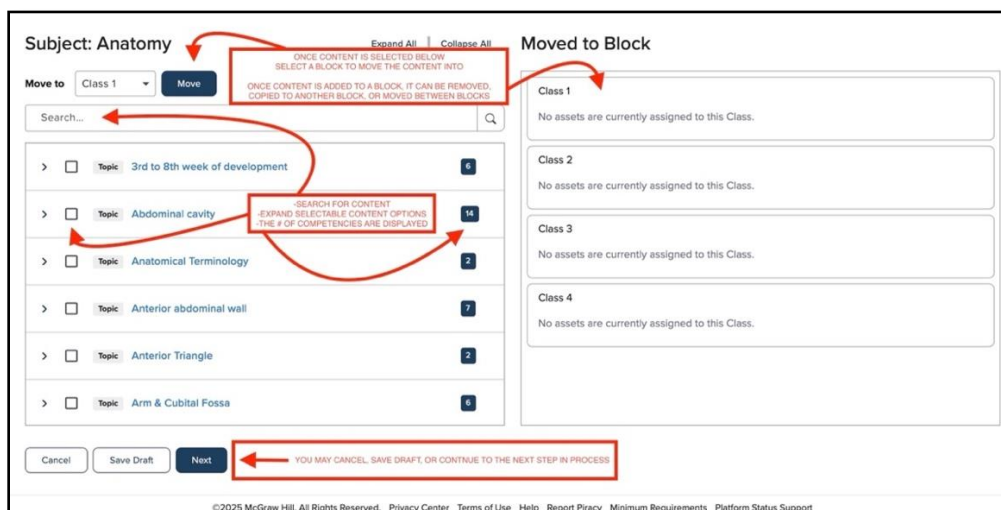
Step 4.3: Assign Content

On the **Assign Content** page, you'll organize and align course materials within your selected blocks.

- Use the filters at the top to narrow down by Course Map, subject areas, learning domains, or asset types.

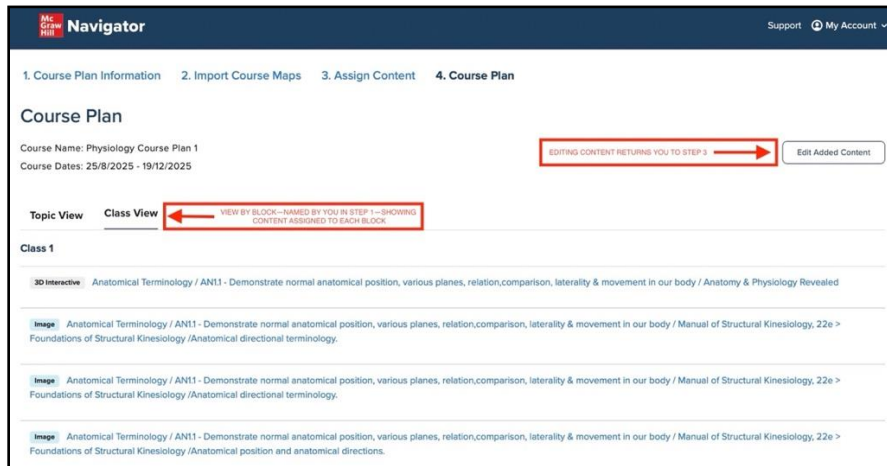


- Browse and select content topics and competencies.
- Assign selected content to the appropriate blocks (weeks/modules) by selecting the block and clicking **Move**.
- Remove content if needed using the kebab menu (three dots) next to items.
- You can move or copy content between blocks as necessary.
- When done, click **Next** to continue or **Save Draft** to save your work.

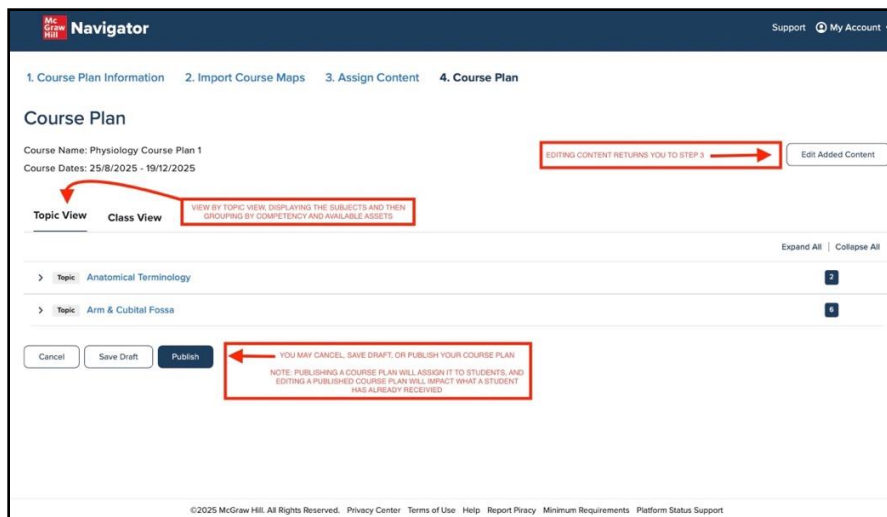


Step 4.4: Review and Publish

1. Review all course details, including:
 - Course name, date range, blocks, and notes.



- Use **Topic View** or **Block View** to see content by organization preference.
 1. **Note:** the *Block View* inherits the block name you defined in Step 3.1 (e.g., “Week,” “Module,” etc.).



2. Edit any section if needed or return to prior steps via the breadcrumb navigation.
3. When finished, click **Publish** to finalize the Course Plan or **Save Draft** to save and exit. You'll return to the dashboard, where your Course Plan will appear under **Draft Course Plans** or **Published Course Plans**, depending on your selection.



Step 5: Manage or Switch Courses

1. To work on another course, use the Course drop-down menu at the top of the **My Course Plans** page.
2. Select a different course to view, edit, or create new Course Plans.