connect®

Course Coordinator Guide

Course Coordinator Guide

This guide explains the two methods of course coordination (i.e., standardizing a set of assignments) in Connect – Sharing and Copying Sections. Please review the Getting Organized section for each method to determine which one best suits your needs for the upcoming term.

Sharing Sections

Tutorials

- Overview Copying and Sharing Sections: http://create.mcgraw-hill.com/wordpress-mu/success-academy/overview-sharing-and-copying-sections-assignments/
- How To: http://create.mcgraw-hill.com/wordpress-mu/success-academy/how-to-share-and-copy-sections/

Getting Organized

Use the Share Section feature to give other instructors access to your Connect section. The Share Section retains your control over assignment editing, due dates, policies, and reporting throughout the term. Once your section is shared, you can opt to create assignments that can be automatically cascaded to all sections in the course.

Connect also offers the ability to share individual assignments from the Section Home page rather than your entire section. If you need to report on student results/outcomes across all sections of the course (including those of other instructors), then use the Share Section feature. Sharing individual assignments provides control over other instructors' ability to edit assignments but does not enable reporting of student results across all instructors.

When sharing sections in Connect, it's best to create a "master section" in your course in which "standardized" assignments are created and shared with other instructors. If you are also teaching a section, simply create separate sections in the same course that also receive assignments from the "master section."

Before sharing your "master section," with other instructors, you'll want to ensure you have:

- A list of the instructors with whom you'll be sharing sections and their Connect usernames (email addresses). Your McGraw-Hill sales representative can assist in ensuring all instructors have Connect accounts. *Optional: obtaining the Connect passwords of your colleagues can be helpful to login to their account after sharing sections to edit section names.*

- A list of the sections your instructors will be teaching in the upcoming term (see "customizing" below).
- Created a least one assignment in your master course that you wish to be "shared."

NOTE: We recommend that you create all of your assignments for the term before sharing with your other instructors. Keep in mind that any assignment adjustments can be automatically cascade to your shared sections.

Steps to Share a Section:

1. Go to http://mcgrawhillconnect.com and login with your username (email address) and password.
2. Ensure you have created the appropriate course/section in your account to begin sharing.
3. Click on the "Section Options" menu next to the section you wish to share.
4. Choose "Share Section with a Colleague."
5. Click "Share."
6. Enter the Connect username (email) of your first instructor and click "find colleague."
7. Select which assignment options your colleague can modify.
8. Click "Share" at the bottom of the screen to complete the sharing process.

NOTE: You will need to repeat this process for EACH section of the course your colleague will teach. This will create a course in their Connect account with multiple sections (e.g., if an instructor teaches three sections, repeat the above steps three times). You can then share and report on assignments across all sections within the course.

We recommend that you or your colleagues edit the Connect section names and web addresses to better reflect the actual section of the course each instructor is teaching. If you have your colleagues' Connect passwords, you can log in to their account and make the edits, *Option 1*, or you can cut/paste the instructions in *Option 2* to send to your instructors.

Customizing Connect Section names and Web Addresses
(completed by a course coordinator sharing)

1. After sharing the section, login to each colleagues Connect account, login at http://mcgrawhillconnect.com with their login information (email/password).
2. You should see the shared course/sections(s) in the account with one or more sections (depending on how many you copied per the process above).
3. Click on the section options menu and choose "edit section details."

4. Rename your section to distinguish it from other sections they will be teaching (e.g., MWF 8am, etc.).
5. Also, you'll have the option to adjust the end portion of the main section-specific Web Address to make it unique to that section (e.g., with the course/section, term, and/or your last name like econ101sp11smith). "Click Save."
6. Do this for each section as applicable.

Customizing Connect Section names and Web Addresses
(completed by a instructor receiving a shared section)

1. After receiving your shared section in your personal Connect account, login at http://mcgrawhillconnect.com with your login information (email/password).
2. You should see the shared course/sections(s) in your account with one or more sections (depending on how many sections you're teaching this term).
3. Click on the section options menu and choose "edit section details."
4. Rename your section to distinguish it from other sections you will be teaching (e.g., MWF 8am, etc.).
5. You can also choose to adjust the end portion of the main section-specific Web Address to make it unique to that section (e.g., with the course/section, term, and/or your last name: econ101sp11smith). "Click Save."
6. Do this for each section as applicable.

Copying Sections

Tutorials

- Overview Copying and Sharing Sections: http://create.mcgraw-hill.com/wordpress-mu/success-academy/overview-sharing-and-copying-sections-assignments/
- How To: http://create.mcgraw-hill.com/wordpress-mu/success-academy/how-to-share-and-copy-sections/

Getting Organized

When you copy a section to a colleague, all of your assignments will be copied as well. Your colleague can then modify and use the assignments for their course. This saves time and makes it easy for another one of your colleagues to get up and running with Connect when they are teaching the same course. Please note that assignment results in the copied section will not be available to you. For shared assignment results, you must share your section. See directions above for Sharing Sections.

Before copying your section to share with other instructors, you'll need to have:

- A list of the instructors with whom you'll be copying your section and their Connect usernames (email addresses). Your McGraw-Hill sales representative can assist in ensuring all instructors have Connect accounts. *Optional: obtaining the Connect passwords of your colleagues can be helpful to login to their account after sharing sections to manage their section list.*
- A list of sections your instructors will be teaching in the upcoming term (see "customizing" below).
- Created the assignment in the course/section you wish to copy.

Steps to Copy a Section:

1. Go to http://mcgrawhillconnect.com and login with your username (email address) and password.
2. Ensure you have created the appropriate course/section in your account to begin sharing.
3. Click on the "Section Options" menu next to the section you wish to copy.
4. Choose "Copy Section with a Colleague."
5. Click "I want to Copy."
6. Enter the Connect username (email) of your first instructor and click "find colleague."
7. Select which assignment options your colleague can modify.
8. Click "Copy" at the bottom of the screen to complete the sharing process.

NOTE: You only need to copy a section to your colleague one time. Once the copy is in your colleague's account, additional sections of the course can be "duplicated" from it.

We recommend that you or your colleagues edit the Connect section names and web addresses to better reflect the actual section of the course each instructor is teaching. If you have your colleagues Connect passwords, you can login to their account and make the edits, *Option 1*, or you can cut/paste the instructions in *Option 2* to send to your instructors.

Customizing Connect Sections and Web Addresses
(Completed by a course coordinator copying)

1. After copying the section, login to each colleagues Connect account, login at http://mcgrawhillconnect.com with their login information (email/password).
2. You should see the copied course/sections in the account .
3. Click on the section options menu and choose "edit section details."
4. Rename your section to distinguish it from other sections they will be teaching (e.g., sp11smith).
5. Also, you'll have the option to adjust the end portion of the main section-specific Web Address to make it unique to that section (e.g., with the course/section, term, and/or your last name: econ101sp11smith). "Click Save."
6. If additional sections are needed within the course, choose "duplicate section" from the "section options menu" to create an exact replica of the copied section and its assignments. Repeat as necessary to create your colleague's section structure for the term.
7. Repeat the customization steps (3-5) as necessary.

Customizing Connect Sections and Web Addresses
(Completed by a instructor receiving a copied section)

1. After receiving your copied section, login to your Connect account at http://mcgrawhillconnect.com.
2. You should see the copied course/section in the account.
3. Click on the section options menu and choose "edit section details."
4. Rename your section to distinguish it from other sections you will be teaching (e.g., sp11smith).
5. You can also choose to adjust the end portion of the main section-specific Web Address to make it unique to that section (e.g., with the course/section, term, and/or your last name: econ101sp11smith). "Click Save."
6. If additional sections are needed within the course, choose "duplicate section" from the "section options menu" to create an exact replica of the copied section and its assignments. Repeat as many times as necessary to create your section structure for the term.
7. Repeat the customization steps (3-5) as needed.