Connect MASTER

Training Guide

This training guide, developed in partnership with subject-matter experts and Connect users, will walk through the fundamental and most critical steps to getting started with Connect and Connect Master. Upon mastery of this content, you will be ideally suited to set up, modify, and deliver a course that drives the outcomes you and your student's desire.

Contents

Section 1: Getting Started

Before you walk through the Training Guide, consider the questions below to help you get the most out of your training experience.

- **What are your goals for product use? With which product features do these align?**
  Think about what you are looking for in the product and the outcomes you chose for you and your students. This will help you identify specific features that most suit your needs.
- **What percentage of your overall course grade will be comprised of the digital product?**
  Requiring use of the technology for a percentage of the grade leads to the greatest impact on student outcomes.
- **What is your current assignment mix and course policy? Will that change with the new product?**
  Consider applying your current course management approach to your new course delivery with technology (mix and weight of homework, quizzes, tests, etc.). This will provide for a smooth transition to teaching with technology.

After you've walked through the steps in the guide, review these basic, yet critical elements to ensure you are ready for class.

- **Account created.**
- **Syllabus refers to the technology and purchase options.**
- **Course created, with special attention to…**
  - → Desired mix of assignments.
  - → Policy settings that meet your needs.
  - → Due dates.
  - → Sharing and/or copying (if applicable).

Review the questions and topics above throughout your training experience. If you would like to see how other instructors in your course area approach these topics, please contact your McGraw-Hill representative.

Connect Master

- Trust Connect Master as a study tool to help your students gain a deeper understanding of key economic topics and concepts.
- Understand that the student workflow for this product is different than what most students have experienced before. Communicate to your students that:
  - → Connect Master balances assessing what you know and sharing interactive learning resources to help you learn topics and where you might need additional help.
  - → Emphasize, "Practicing topics you already know is a not productive. Let the program adapt to your knowledge. Spend quality learning time."
- Connect Master is conceptual, student- centered learning. Apply, extend, discuss, and fill in gaps in class: students will be gaining the nuts and bolts in Connect Master.

Section 2: Course and Section Creation

Creating a New Course with Sections

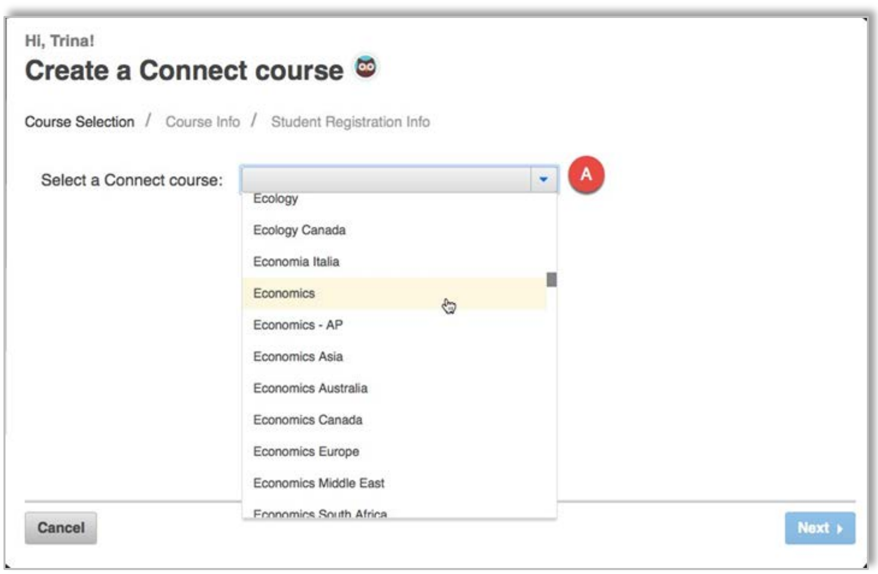
Before you create your new course, there are a few things to understand about the relationship between courses and sections:

- A Connect course can be made up of one or more sections that correspond with the actual sections you are teaching at your institution. Each section maintains its own roster and student results.
- Use additional sections under one course for each section that you are teaching in a given semester.
- Assignments can be shared across sections under the same course. Assignments cannot be shared across sections in separate courses.

First, log into Connect at connect.mheducation.com. After logging into Connect, you will be taken to your **My Courses** page where you can create new courses or view/manage courses you have already created.

A. Click **add course** to start creating a course.

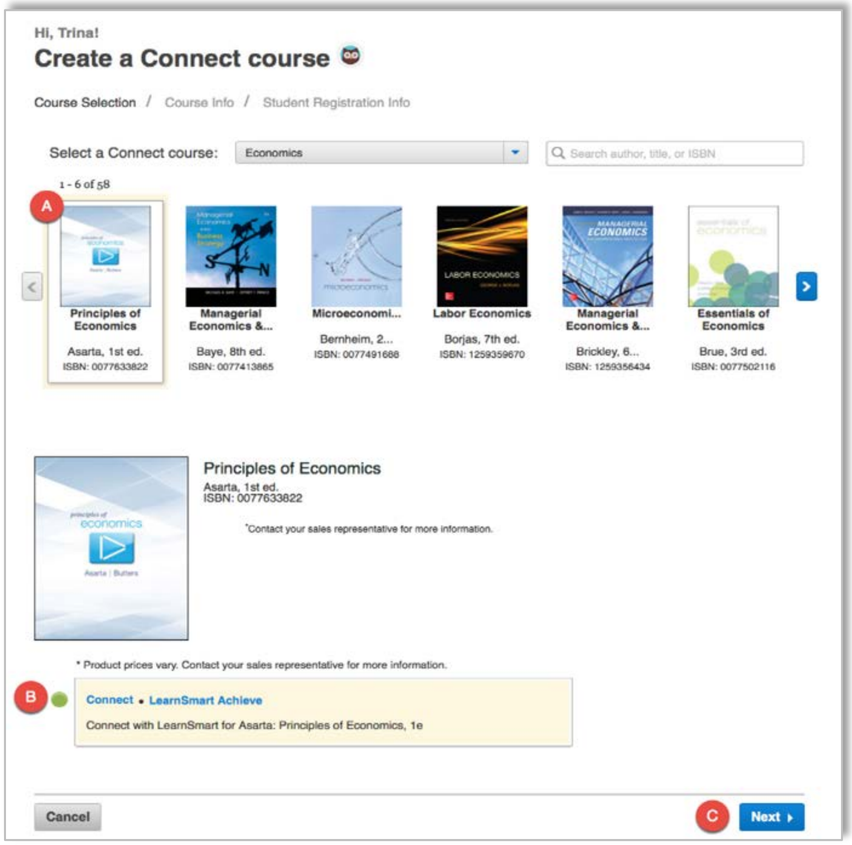
A. Select **Your Subject** from the menu.



A. Select the title you will use for your course. Scroll to the right to see more title options.

B. After choosing the title, verify this the correct title

C. Click **Next.**



USER TIP

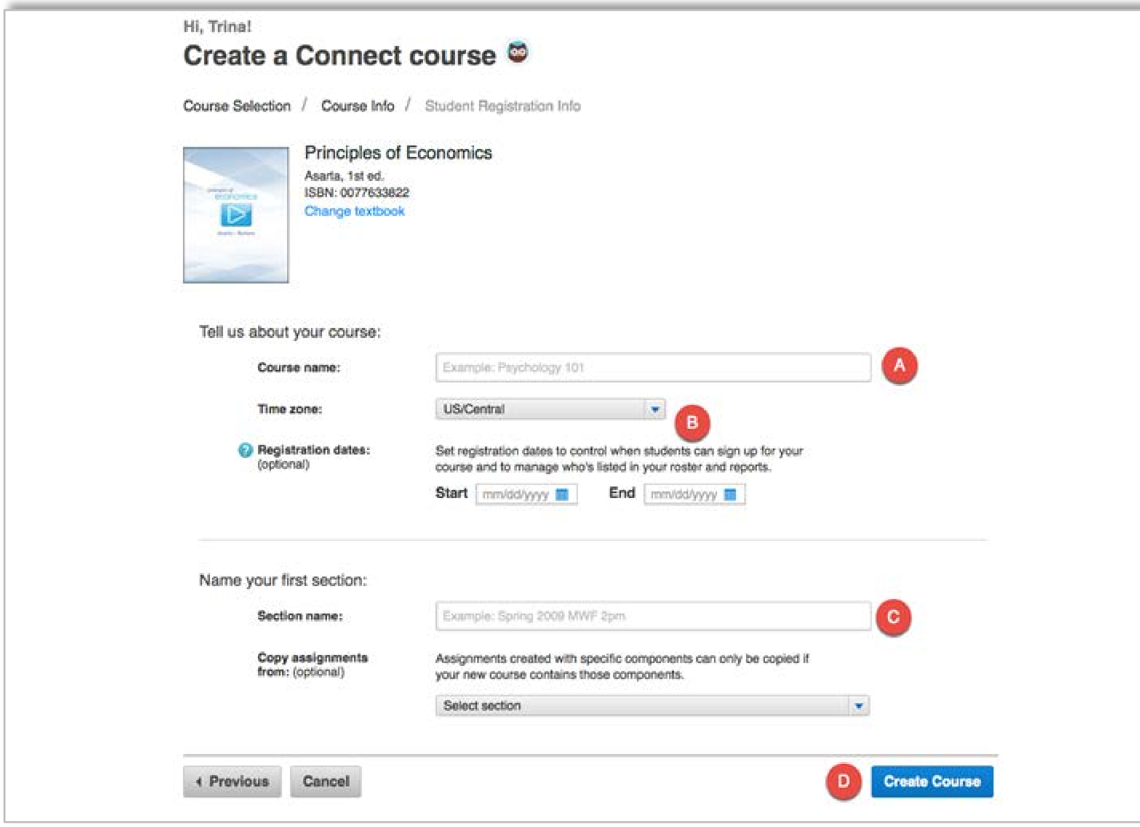
Make sure to exactly match the title and bundle with what you are ordering for your students.

A. Enter your **course name.**

B. Change the **time zone** and set student **registration dates.**

C. Enter the **section name**. If you have used Connect before, you can choose to copy assignments here from a previous course or section.

D. Click **Create Course** — this will launch a summary of the newly created course and section.

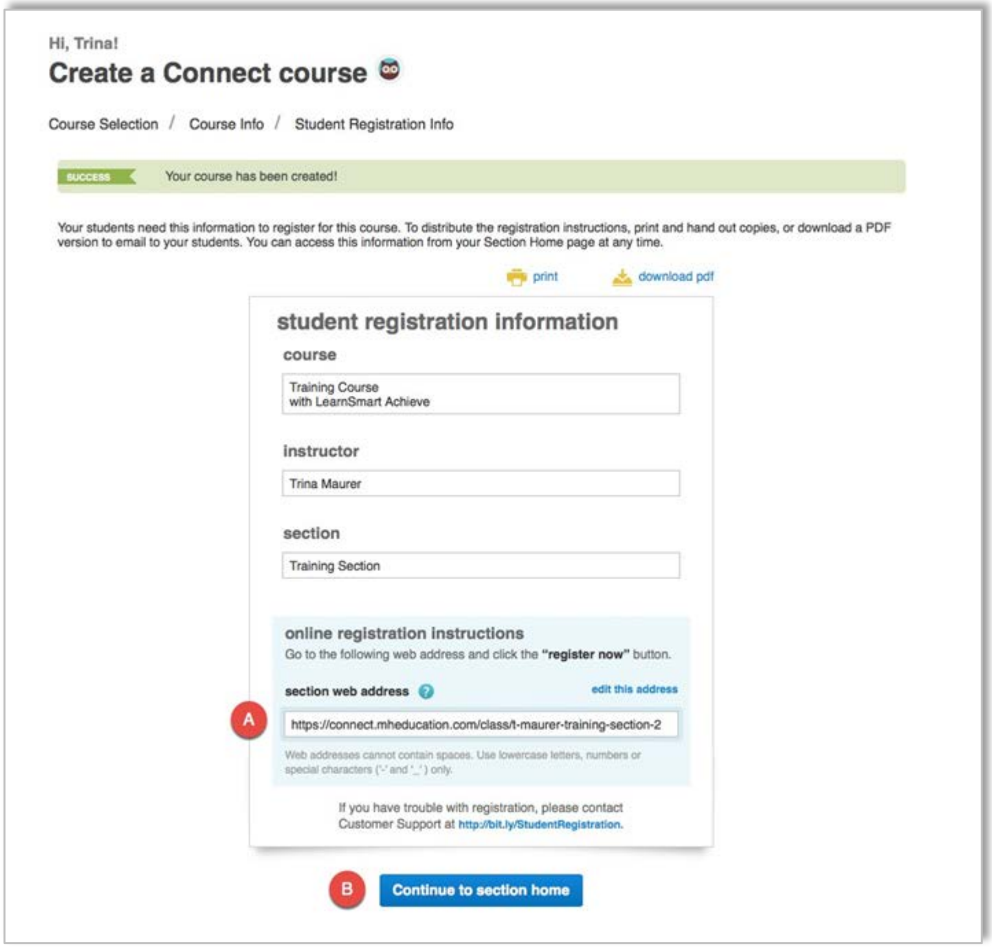


USER TIP

User the school's course designation and term in the Course name field (e.g. ECON 201). When naming sections, create names that distinguish one section from another (e.g. Fall 2015, 10-11 am)

A. At the bottom of the summary, find the **section web address**. Provide this URL to students for registration. Each section will have a unique URL.

B. Click **Continue to section home**.

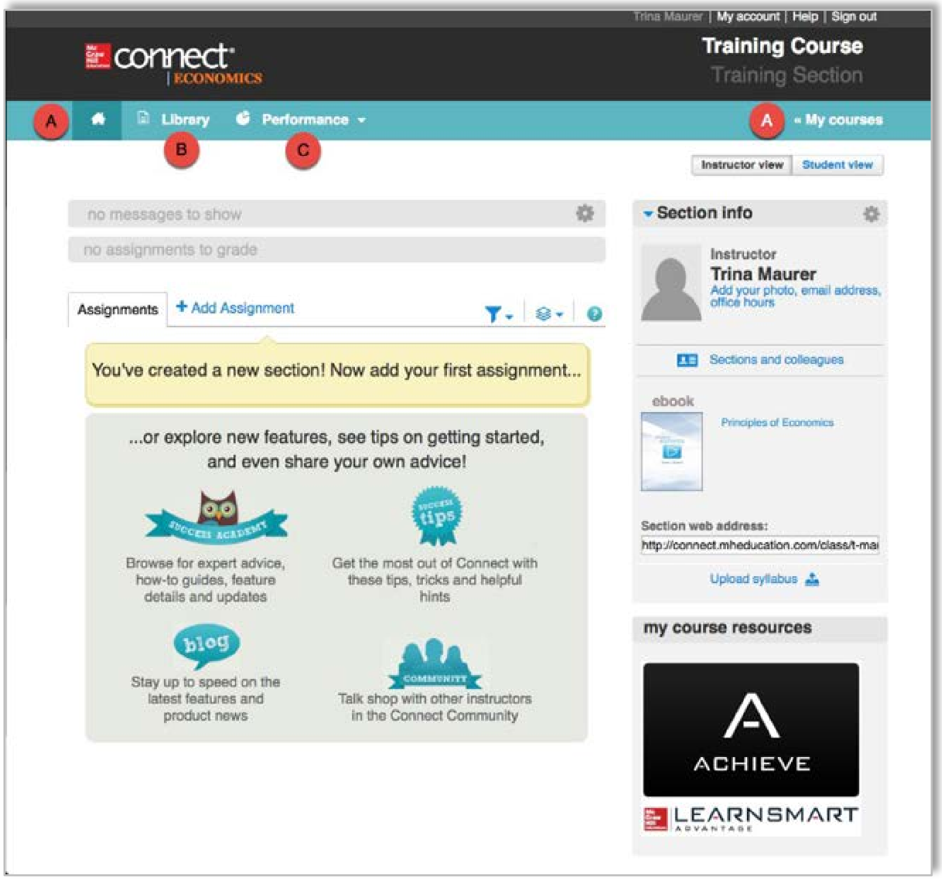


USER TIP

Copy the section URL to your syllabus at this time with the student registration instructions.

This is your section home page. When you add assignments, they will be listed here.

A. Click **'My courses'** to return to a list of all your courses and sections.

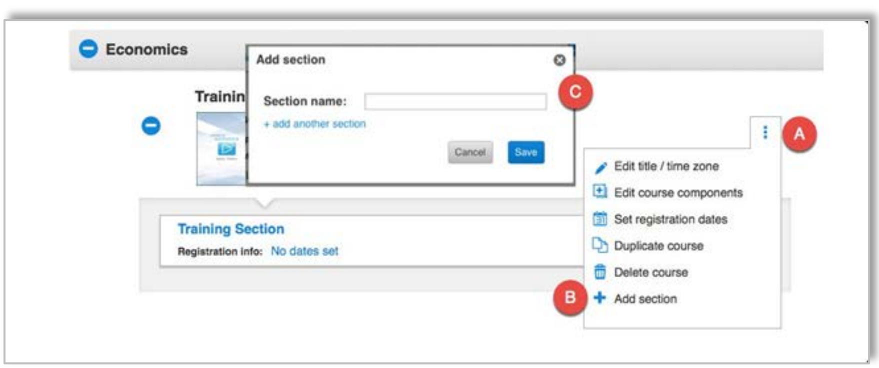


If you need to add an additional section…

A. Click on the **drop-down** menu.

B. Select **+ Add section.**

C. Enter the **section name** and click **Save.**



Editing Course Details

A. Click on the **course options** menu.

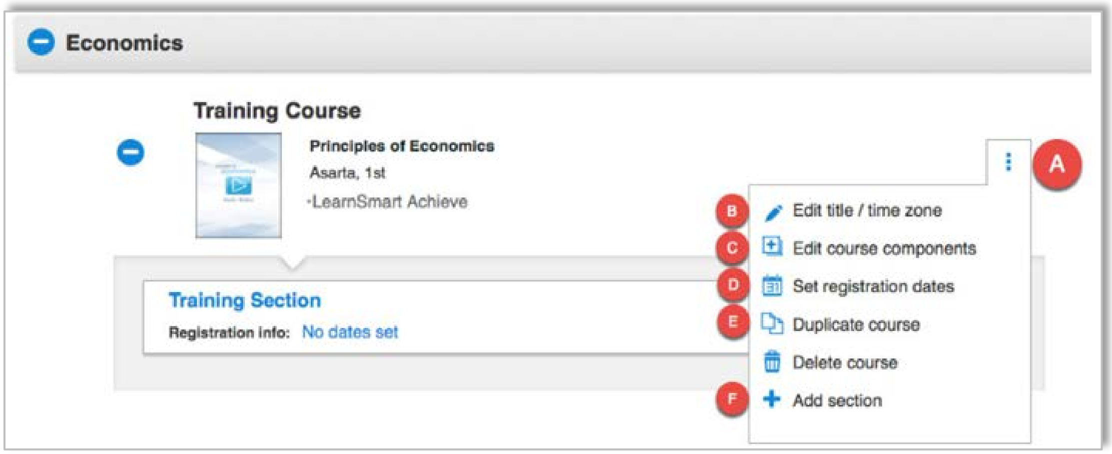
B. Edit a **course name** or **time zone** once a course has been created.

C. **Select Edit course components** to add components needed.

D. **Set registration dates.**

E. Select **duplicate course** to copy an exact replica.

F. **Add a section.**



Editing Section Details

A. Click on **section settings** for the course you wish to change.

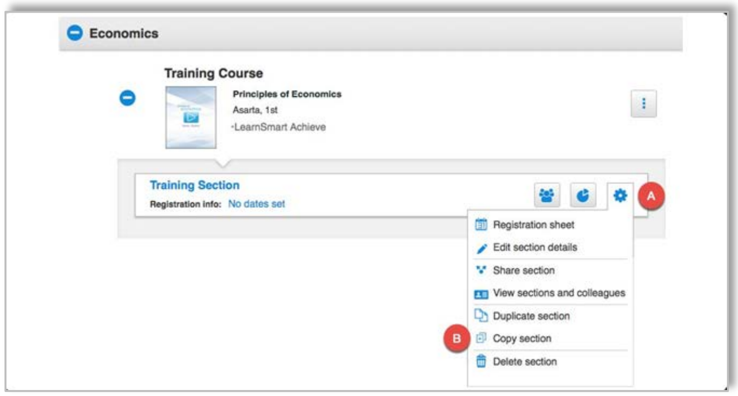
B. Click **Edit section details** to edit the section name and section web address.

C. Click **Duplicate section** to create an exact copy of the section.

Copying a Section with Colleague

A. To copy an exact replica of your section into a colleague's Connect account, click on the **section settings** button.

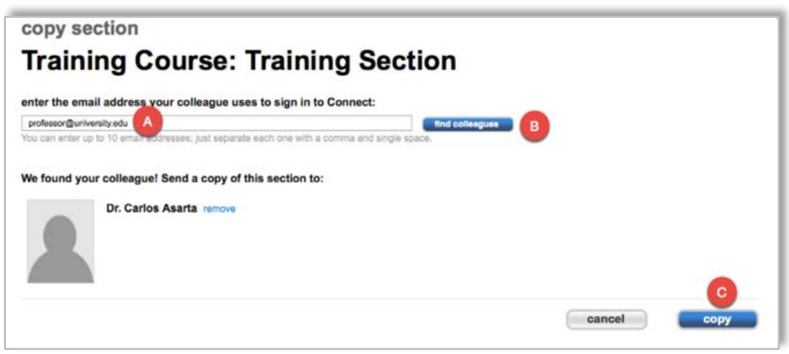
B. Choose **Copy section.**



A. On the copy section screen: Enter in the e-mail address(es) used by your colleague(s).

B. Select **find colleagues.**

C. Select **copy** when you've found the correct colleague.



- **What does it mean to "copy"?**

  → Copying a section provides your colleague with a duplicate of your section. Your colleague will not receive any edits you make to assignments or new assignments you create after copying.

- **What exactly is copied with my section?**

  → When you copy a section, you copy all course features and assignments in your section at that time, including assignment dates, policies, attached files, questions, and content. For Master modules, it copies the topics, dates, coverage amount, and points.

- **What can my colleague edit?**
  - → Your colleague can edit anything within the copied section— assignment dates and policies, content, learning outcomes, and gradebook categories.

USER TIP

We recommend copying a course or section if you:

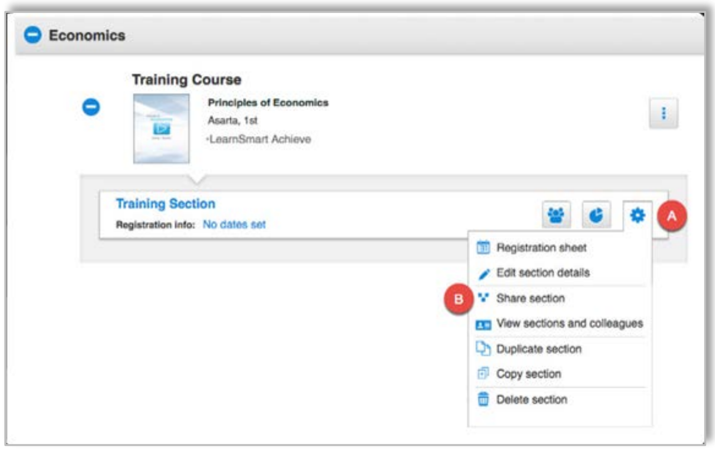
- Teach independently from your colleague
- Do not need to monitor your colleague's student' score or reports

Sharing a Section

To share an exact replica of your section with a colleague's Connect account:

A. Click on the **section options** menu.

B. Select **share section** with colleague.

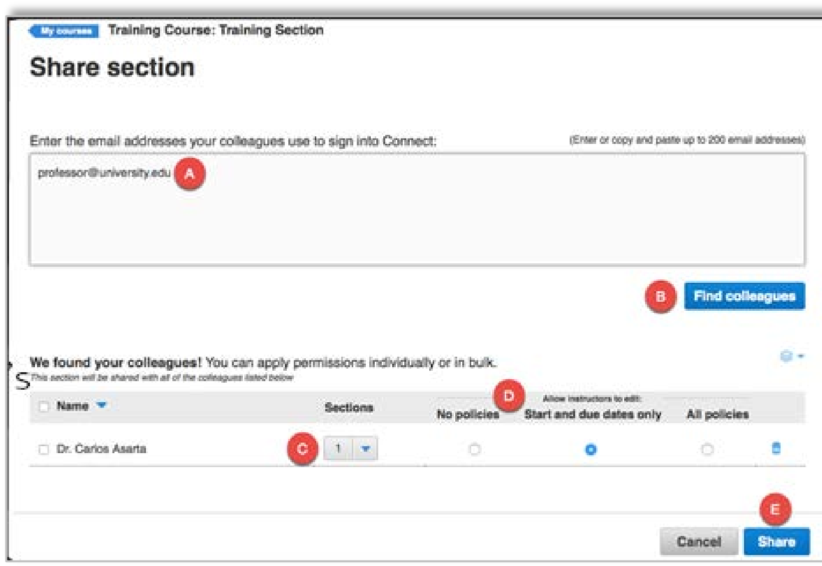


A. On the share section screen: enter the e-mail address(es) used by your colleague(s).

B. Select **find colleagues**

C. Select the number of sections that need to be created in your colleague's account.

D. Select the edits that your colleague will be able to make in his or her sections



E. Click **share** for the sections to be created in your colleague's account.

- **What does it mean to "share"?**

  Sharing a section means sharing all assignments and course features set up in that section.

- **What can my colleague edit?**

  Your colleague is not able to edit these shared course features.

- **What can I control in the shared section?**

  Sharing a section with a colleague allows you to control the assignments your colleague will use. As sharing instructor, you control what your colleague can edit. You can permit your colleague to edit all assignment policies, to edit only assignment start and due dates, or to edit nothing at all. Your colleague is never able to edit assignment categories (homework, practice, quiz, or exam), content (questions), or submission preferences (whether an assignment is set to automatically submit on the due date).

- **How is reporting affected in the shared section?**

  Sharing a section also allows you to see scores and reports from your colleague's students. Your colleague, however, cannot see your section's scores or reports. Your section roster is never shared.

  The permissions you set will apply to every assignment in your section. Regardless of the permissions you set, your colleague will also receive all edits you make to assignment names, questions, content, policies, and start and due dates.

  When you share a section with a colleague, you share all course features and current assignments, including every assignment's questions, policies, attached files, and dates. As you create new assignments in this "master" section, you will have the option to share those as well.

USER TIP

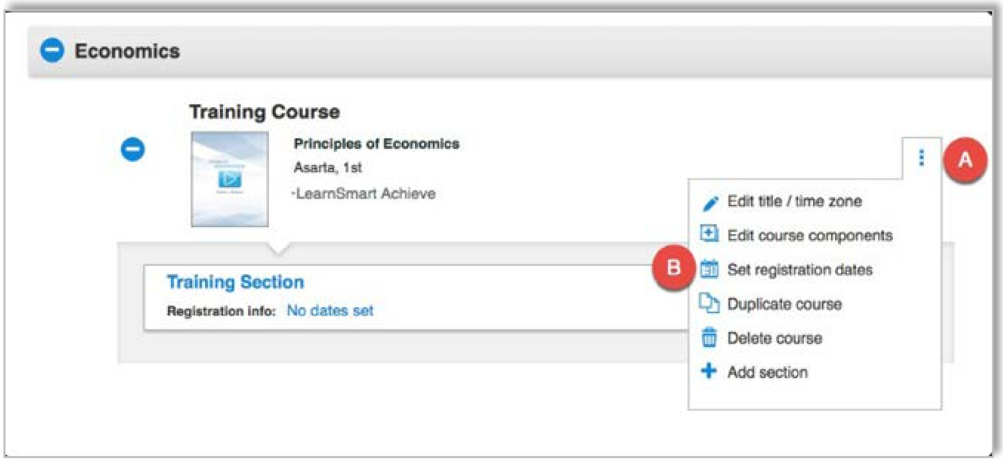
A typical user of sharing is a course coordinator, who might share a section with a group of colleagues, adjunct professors, or graduate teaching assistants to ensure consistency across a department. **Sharing** allows the course coordinator to control the content of the assignments and also to see the scores and reports for students in other sections, helping the coordinator monitor the effectiveness of the assignments included in the shared section.

Setting and Editing Registration Dates

You can change the registration dates for one or more sections so that students can only register between specified dates. This feature helps you control the roster and prevent unwanted registration. You can set registration dates during course creation or from the **My Courses** page.

A. Click on the **Course options** drop-down menu.

B. Click **Set registration dates** to change.

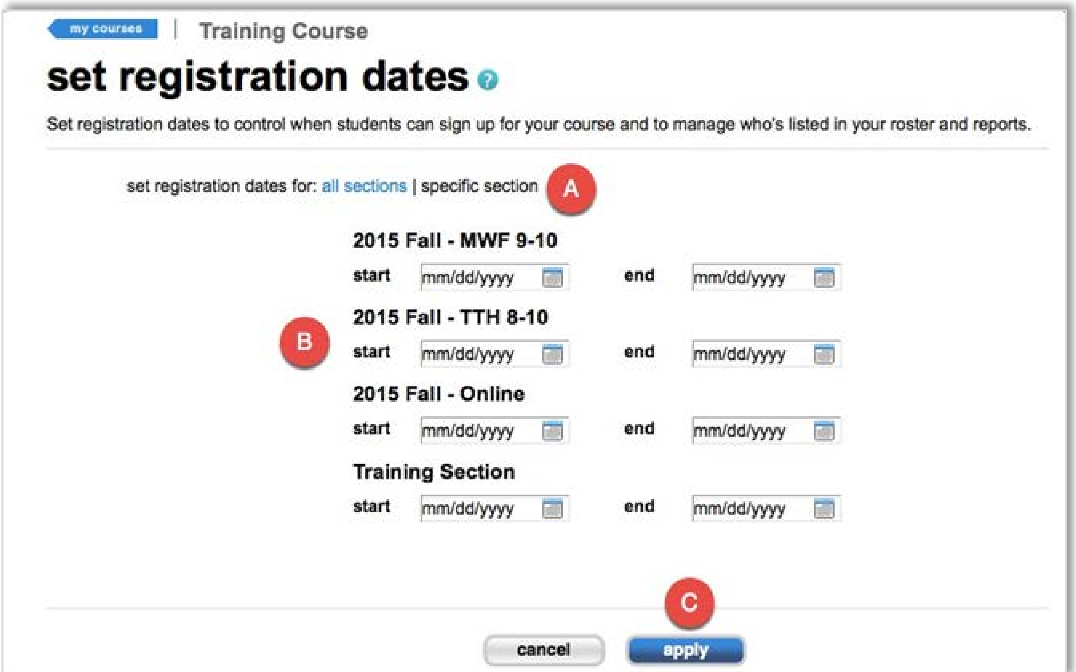


On the **set registration dates** page you have two options:

A. Change registration dates for **all sections**. This option allows you to set the same registration dates for all sections within the same course.

B. You can change registration dates for **specific sections.** This option allows you to specify different registration dates for different sections within the same course. Click specific sections to view start and end dates for each section in your course. Enter the start and end dates.

C. Click **apply** to save the changes.



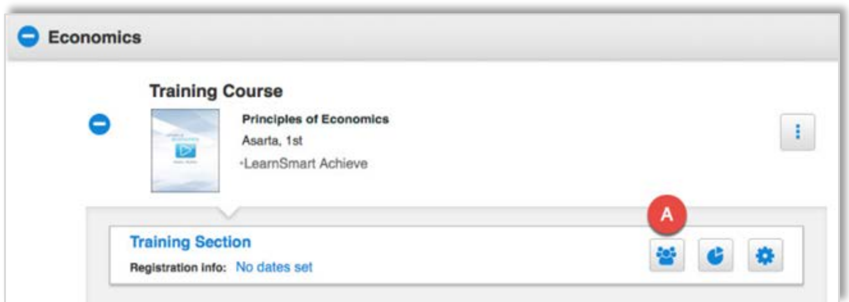
USER TIP

Open registration shortly before the term and close registration based on your course drop date. Put this information in your syllabus.

Locating the Student Roster

Your section roster displays each student's name, e-mail address, and account status. You will also see the number of active students in that section. "Active" means students have purchased registration for the course or are using the courtesy access option.

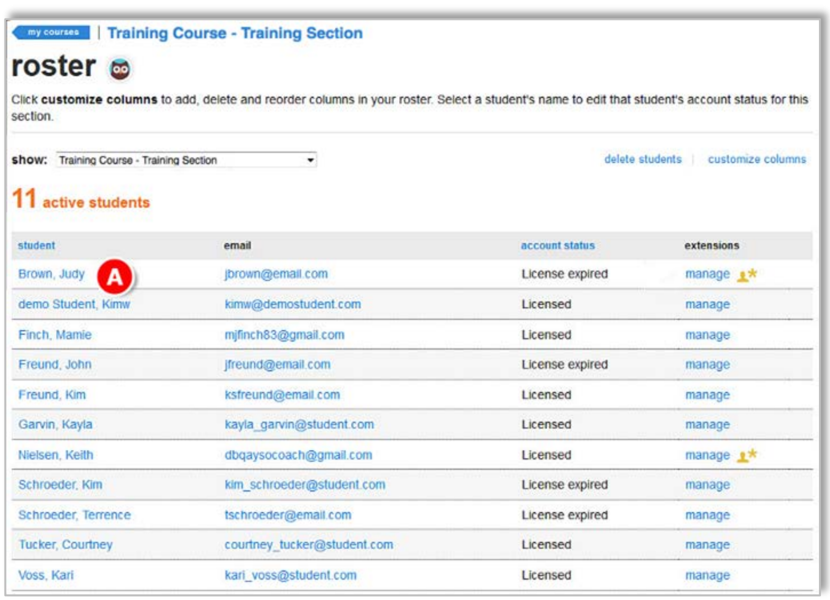
A. Click on the **student roster.**



There are four possible account statuses:

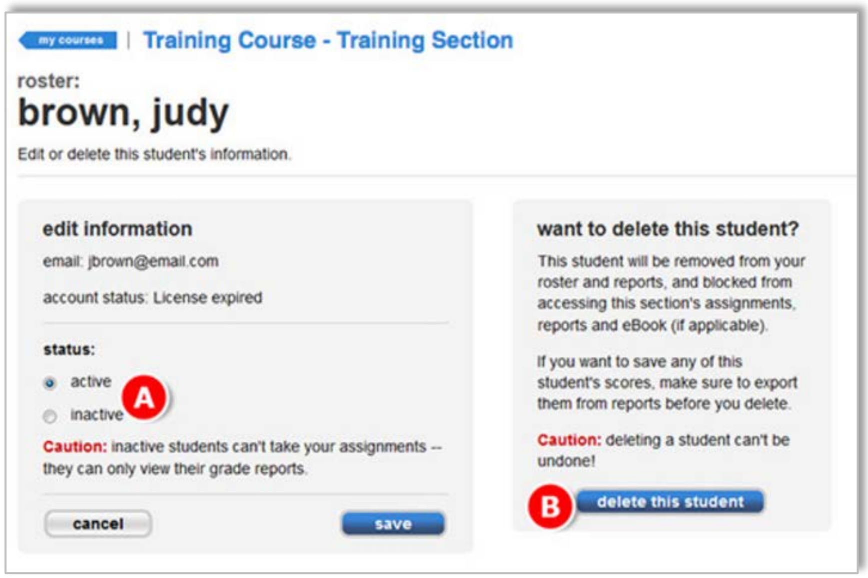
1. **Licensed:** The student has registered and paid for the course.
2. **Courtesy Access**: The student has signed up for courtesy access of the course, which will expire on the date listed.
3. **License expired:** The student's access has expired. The student must upgrade to paid access before assignments may be taken.
4. **Inactive:** You have changed the student's status from active to inactive. Click a student's name to make changes

A. Click a student's name to make changes.



B. Toggle the options to change the status of a student to inactive if the student doesn't belong in the course. You are always able to change the status back to active.

C. Deleting a student will *permanently* remove that student and *all* scores they have received on assignments in your section.



Section 3: Student Registration

The Importance of the Section-Specific URL

The section web address ensures that students register for the correct course/section. You must provide the correct section web address to students for them to be able to find your course. Each section created in Connect will have its own section web address.

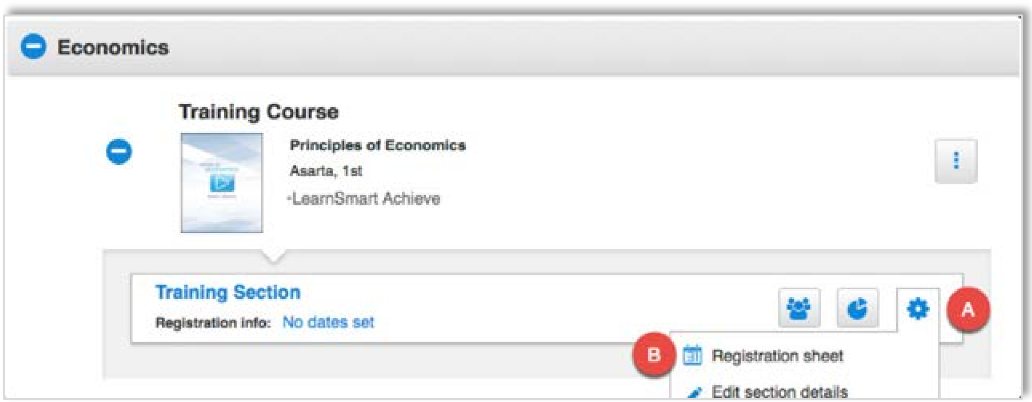
USER TIP

If you are using Connect integrated with your campus learning management system, see resources on the Digital Success Academy for student registration via your learning management system (LMS).

Student Access and registration

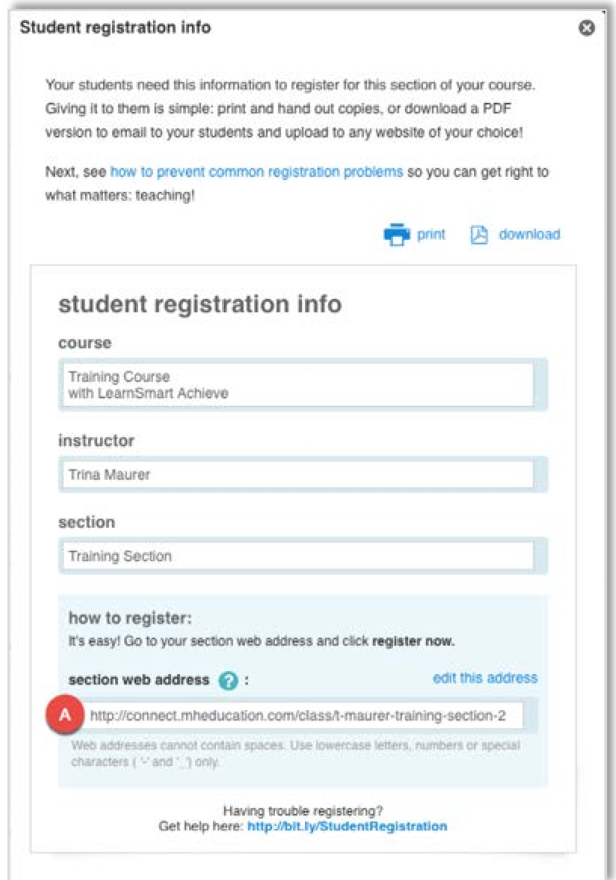
A. Click on the **Section options drop-down** menu.

B. Select **Registration sheet**



A. This will open customised student registration instructions with the section-specific web address.

You may want to print a handout for your students or copy and paste your section-specific web address into your syllabus or learning management system for your students. Repeat the above process for each section.

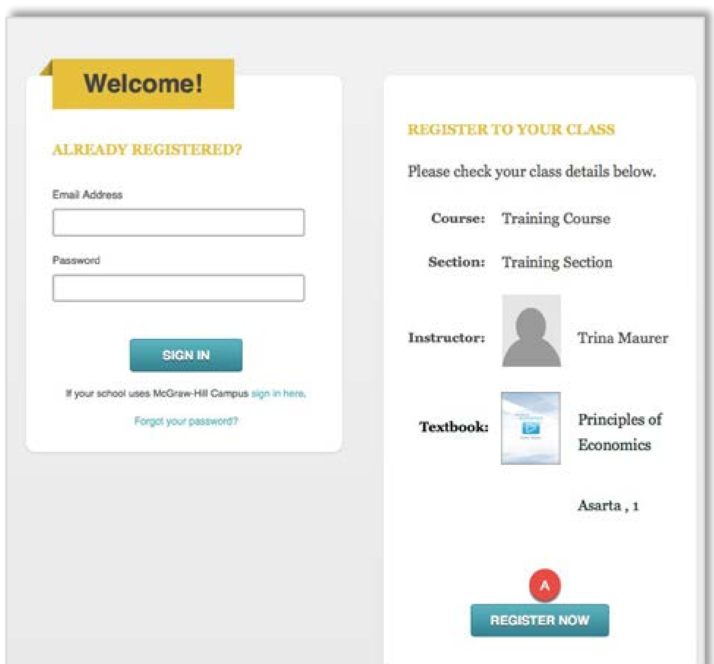


USER TIP

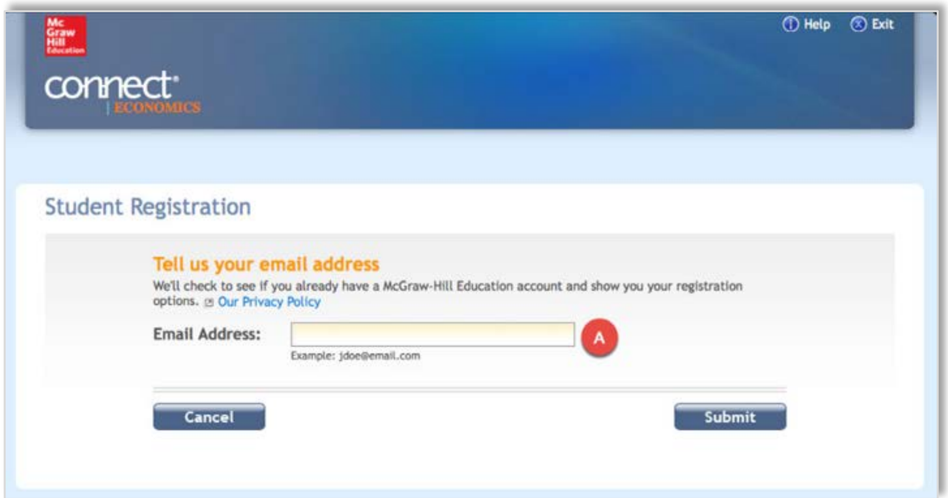
Remember, each unique section will have a unique section web address. If students change sections during the term, simply provide them with the web address of the new section they need to be transferred into, have them click **Register Now**, and follow the prompts. Connect will recognize their accounts and allow the students to easily register in the new section.

When students visit your section-specific web address, they come to a similar-looking landing page.

A. Once they verify the course and section information, they click **Register Now** to get started.



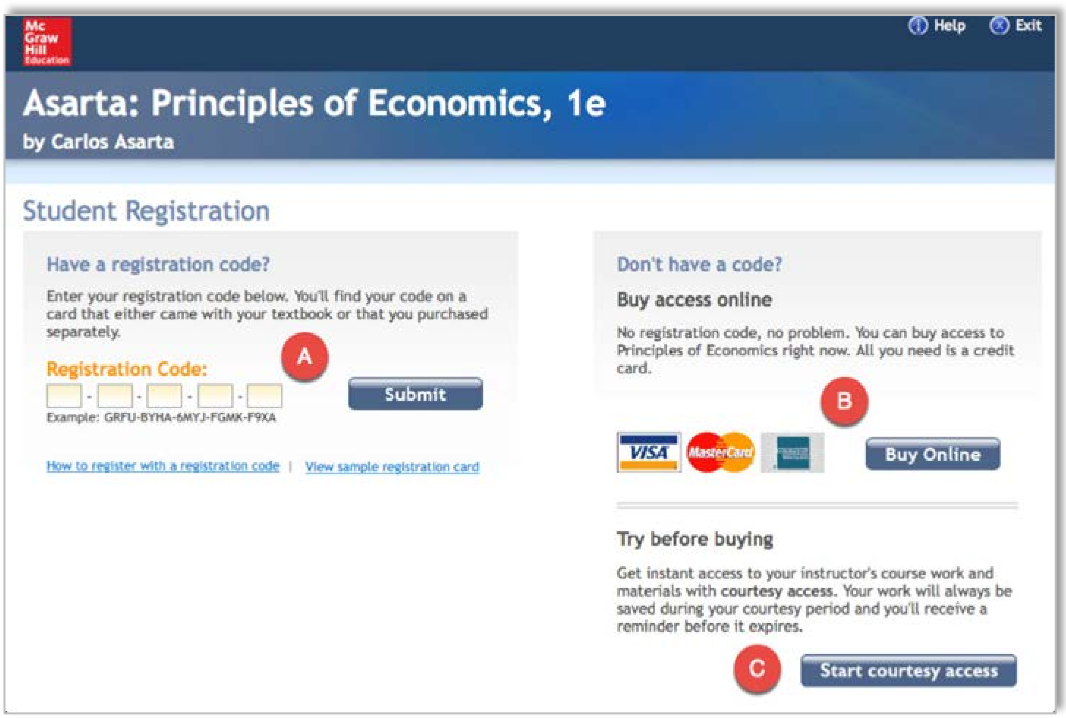
A. Each student will enter his or her e-mail address to create an account.



A. Next the student will enter a **registration code** from the bookstore package.

B. If a student has not purchased a code yet, he or she can select **Buy Online.**

C. or Start **Courtesy Access.**



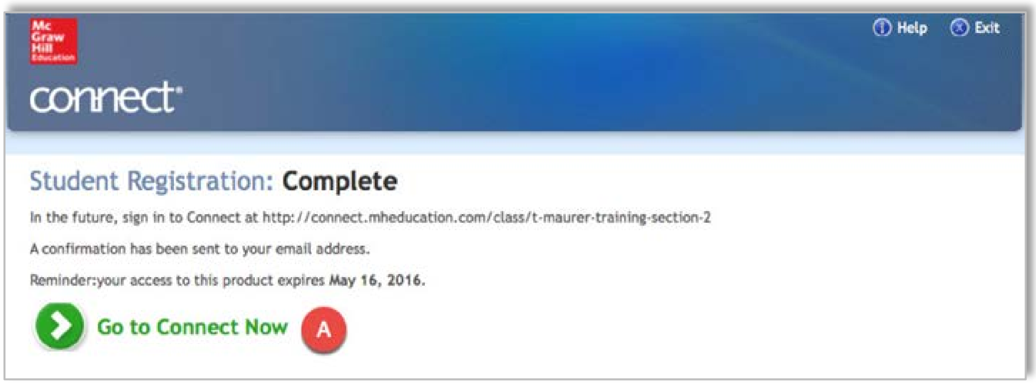
- **What are the Student purchasing options?**

  → **Courtesy Access** enables students to register for Connect and receive full access (typically for 14 days) without entering or purchasing an access code. This option is convenient for students awaiting financial aid or those who may drop the class and do not want to commit to purchasing Connect just yet. All students will be able to register and get started with assignments at the start of your course regardless of

whether they purchased, used a code, or signed up for courtesy access.

→ Students may purchase Connect via the Buy Online option during registration.

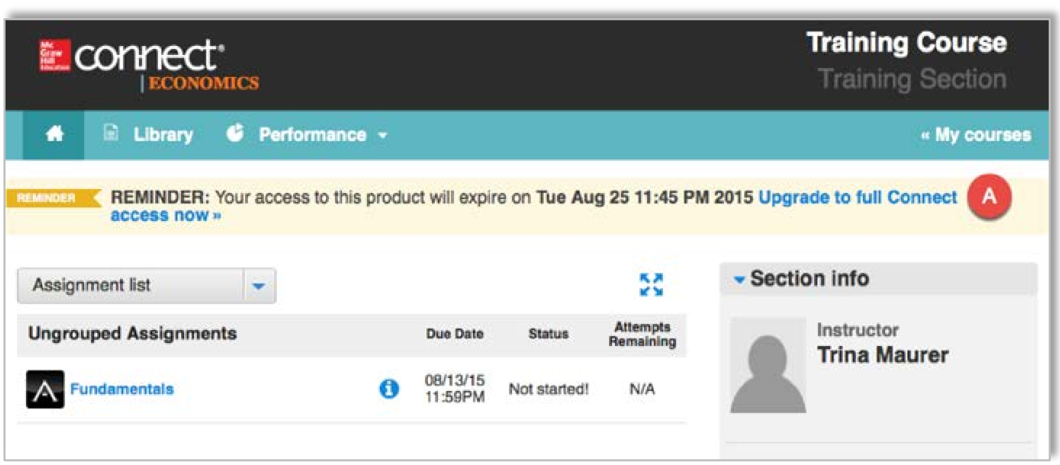
A. Students complete the registration by clicking **Go to My Course**, at which point they will populate your section's roster.



Upgrading from Courtesy Access

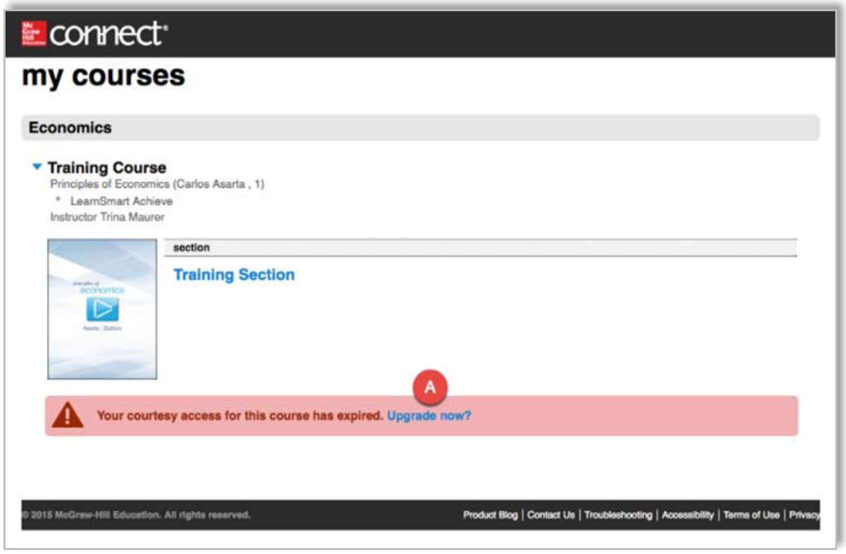
Upgrading before the Courtesy Access Has Expired

A. On the student's section home page during the courtesy access period, there will be a link to upgrade to full Connect access



Upgrading after the Courtesy Access Has Expired

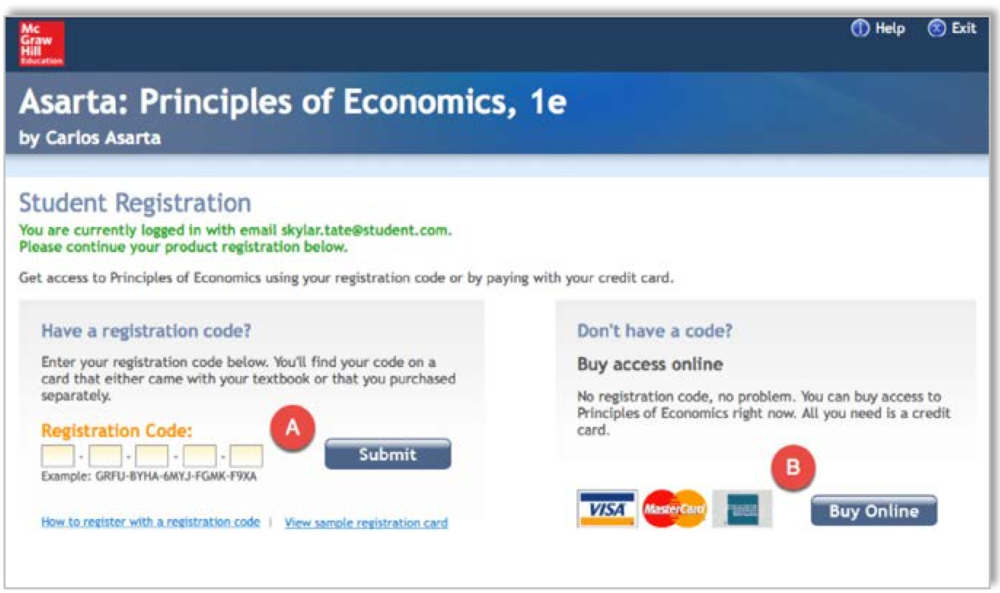
A. Under any course on the student's **My Courses** page with an expired courtesy access, there will be a link to upgrade to full Connect access.



After the student clicks the link, he or she must register using one of the following:

A. A registration code

B. Access purchased online.



Section 4: Section Home

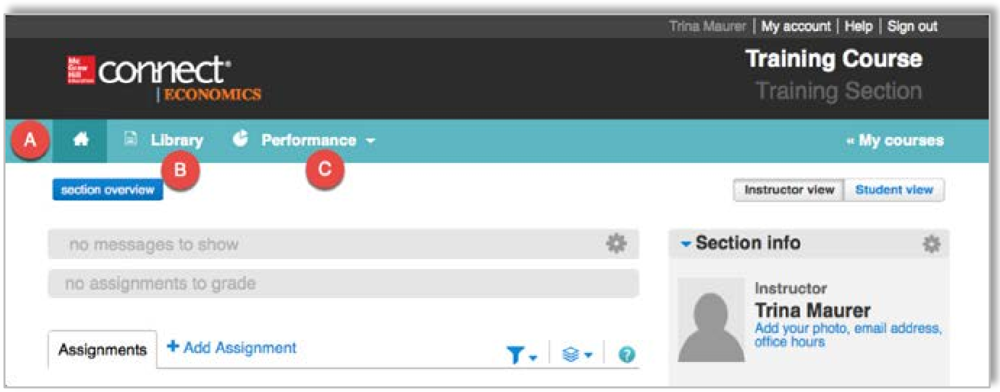
Three Tabs on the Section Home Page

The Connect section home page has three tabs:

A. Home page

B. Library: additional course resources (links for the question bank, lectures, instructor resources, media resources [audio/video], and more). See Section 6 for more details.

C. Performance: view student results and run reports. See Section 7 for more details.



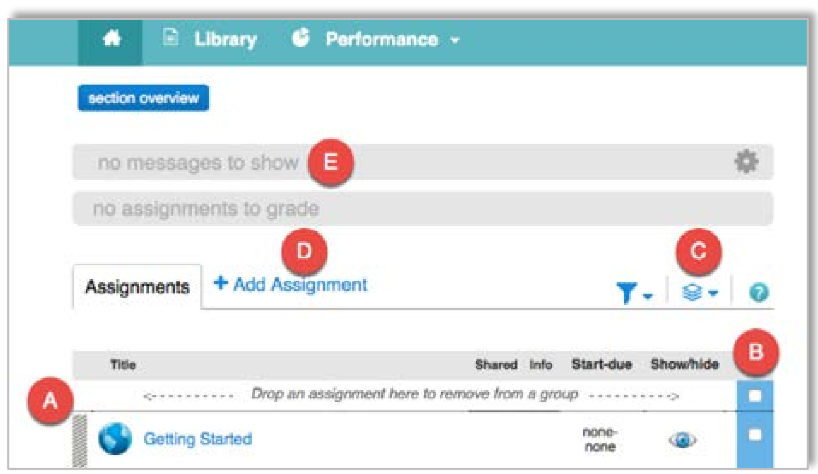
- **What's on the section home page?**

  The section home page opens when you click a section of one of your Connect Courses. Here, you can add and edit assignments and view your course.

A. Your assignments are listed here. Assignments that have not yet been assigned to students appear highlighted in yellow.

B. Use these boxes to select assignments for action.

C. These links allow you **to share, copy manage date, Show/Hide, group** or **delete**. You can choose to **group** assignments into categories by clicking the group icon and also assign selected ones as **prerequisites.**



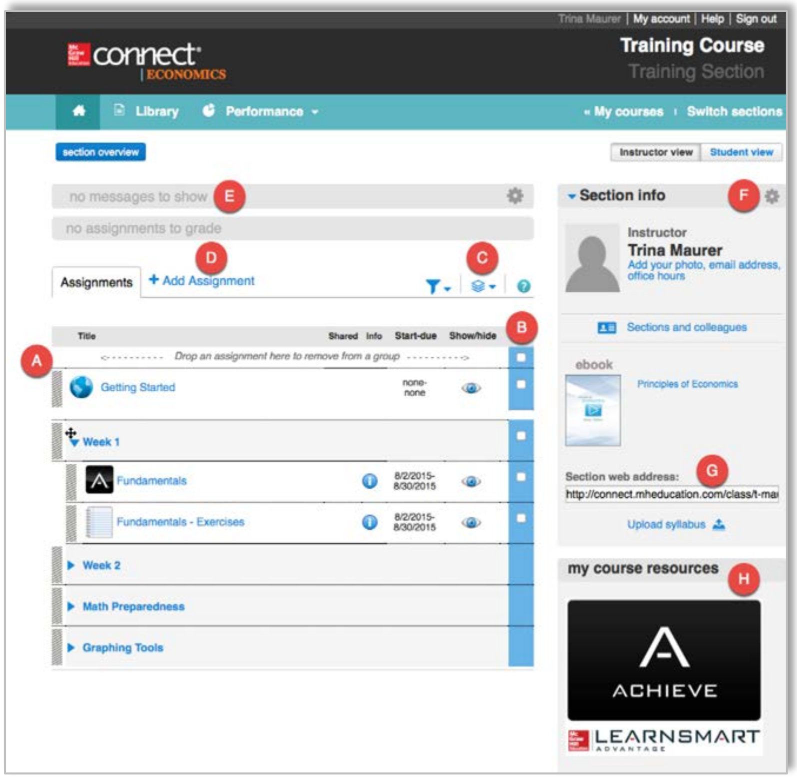
D. To create a new assignment, click **Add assignment.**

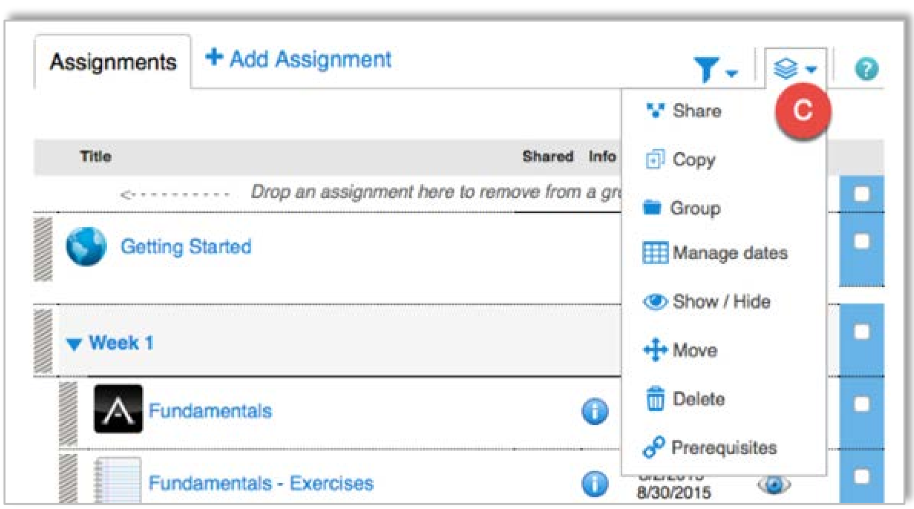
E. If you have new messages, an **envelope** icon will appear here. Click anywhere in the line to expand the list of messages.

F. In this **Section info** box, you will see your information, the title used for the course, and other identifying section information. By clicking on the gear to the right of **Section info**, you will see a menu of select actions to take to edit the section info.

G. At the bottom of this box is the **section web address** and a place to upload your syllabus.

H. Under **my course resources** there will be a link to LearnSmart Achieve (Connect Master), the adaptive learning program as available.





This is the bottom half of your section home page:

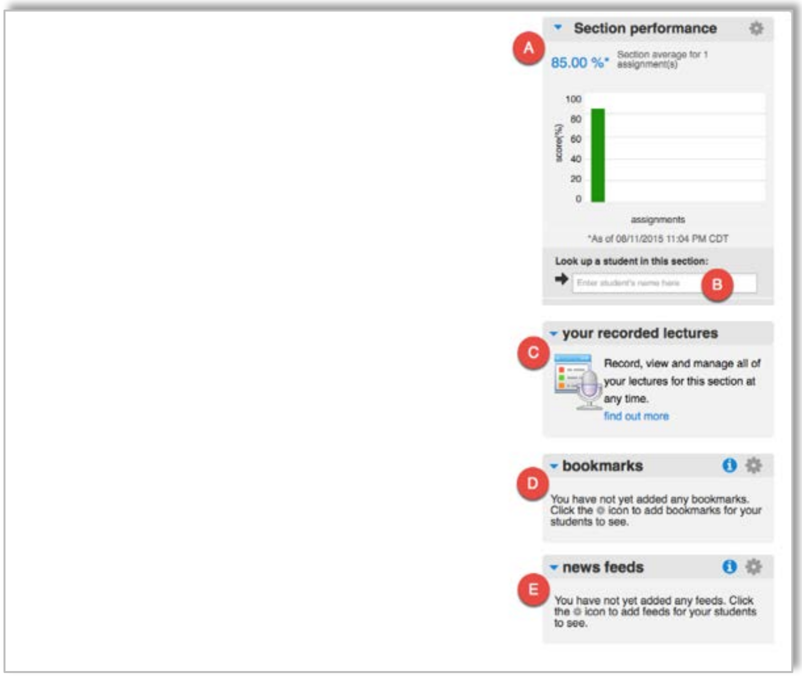
A. **Section performance** shows the average scores of students.

B. You can also search for a specific student by name to get only his or her average.

C. Click on **go to lectures** to record, view, and manage lectures for this course.

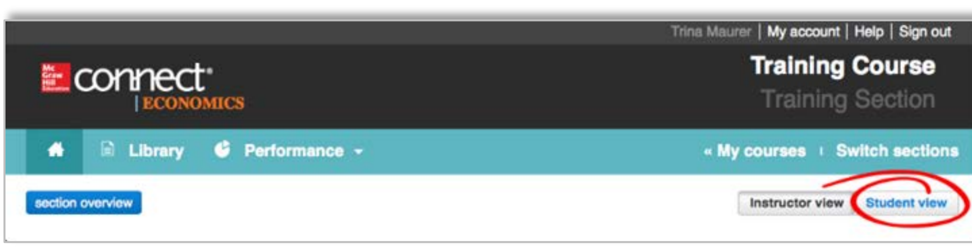
D. **Bookmarks** allow you to add links to websites for your students.

E. You can add RSS **news feeds** for your students here to help keep your course page current.



Student View

You are able to toggle to the **Student View** to see what students will see once they log into their course.



Section 5: LearnSmart and Connect Master

The LearnSmart Advantage: What makes Connect Master a high-impact minute?

Connect Master uses revolutionary adaptive technology to build a learning experience unique to each student's individual needs. It starts by identifying which topics a student knows and does not know. As the student progresses, Connect Master adapts and adjusts the content based on his or her individual strengths, weaknesses, and level of confidence, ensuring that every minute spent studying with Connect Master is the most efficient and productive study time possible. Every minute spent in Connect Master is a high-impact minute.

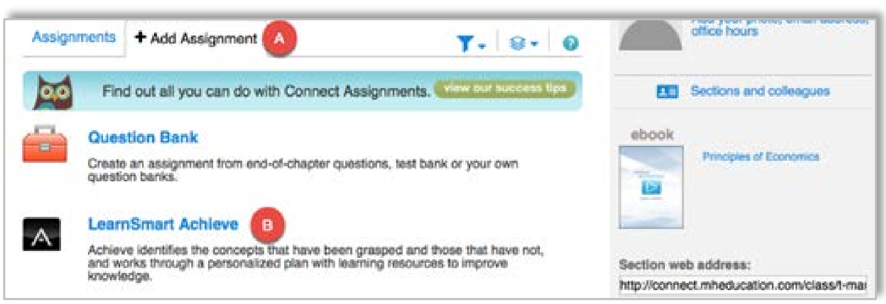
Connect Master also takes into account that everyone will forget a certain amount of material. Connect Master pinpoints areas that a student is most likely to forget and encourages periodic review to ensure that the knowledge is truly learned and retained. In this way, Connect Master goes beyond simply getting students to memorize material—it helps them truly retain the material in their long term memory.

Students who use Connect Master are 35 percent more likely to complete their class; 13 percent more likely to pass their class; and have been proven to improve their performance by a full letter grade.

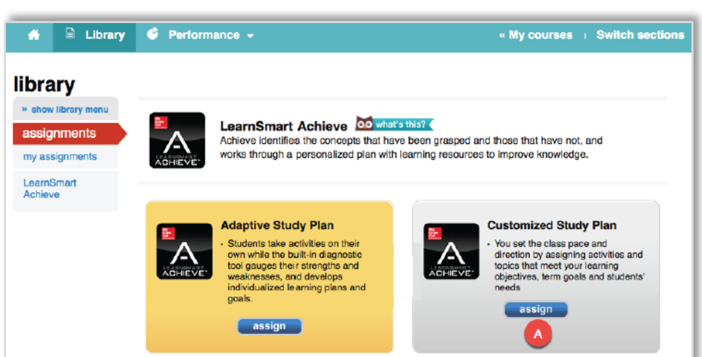
Assigning LearnSmart Achieve (Connect Master)

A. Access study modules through the **Add assignment** tab.

B. Select the **LearnSmart Achieve** assignment type.

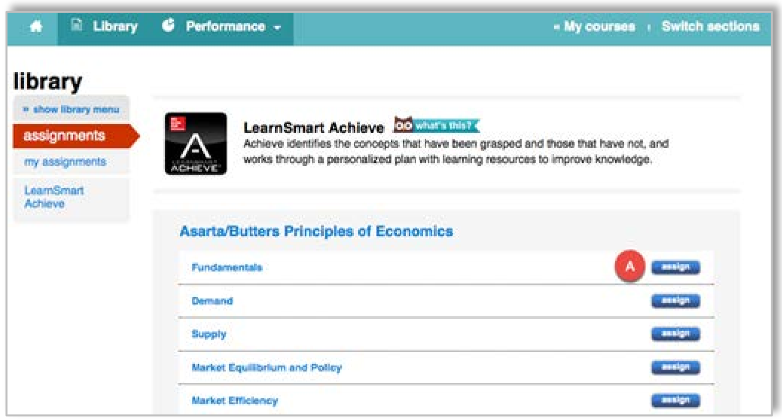


A. Under **Customised Study Plan** (also known as the silver plan), click **assign**.



From the list of LearnSmart Achieve study modules, find the module you want to assign.

A. Click **assign.**



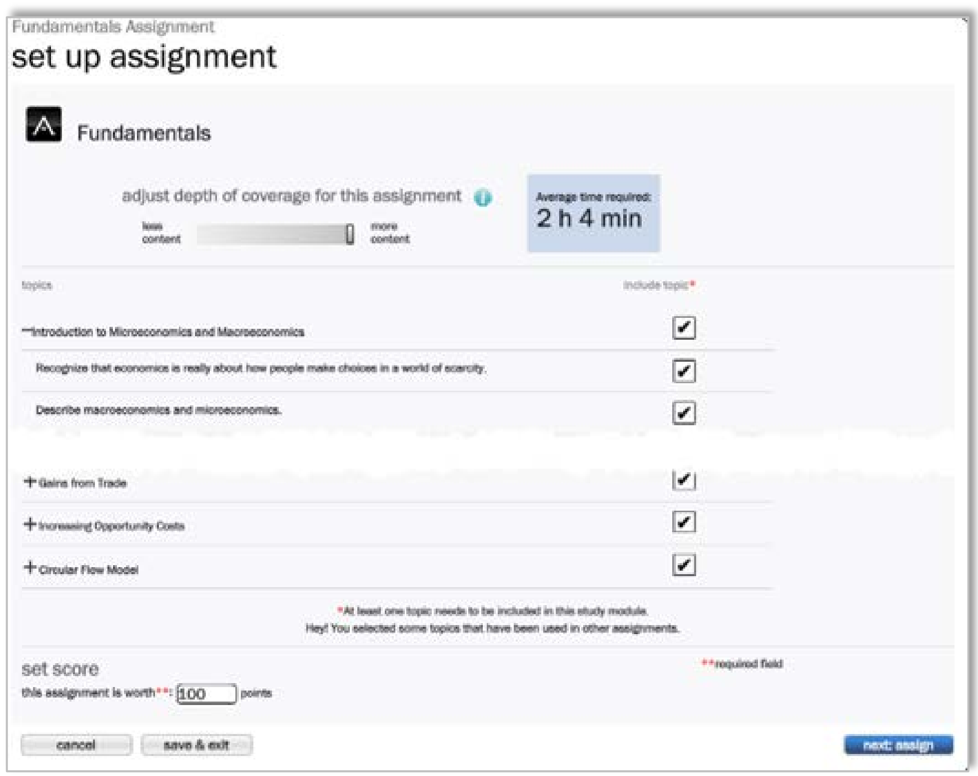
A. Slide the bar to adjust the module's depth of coverage.

B. As you adjust, you'll see the average time it takes to complete the module and how many items are covered.

C. Select and deselect the concepts and learning objectives you want to include.

D. Enter how many points the assignment is worth.

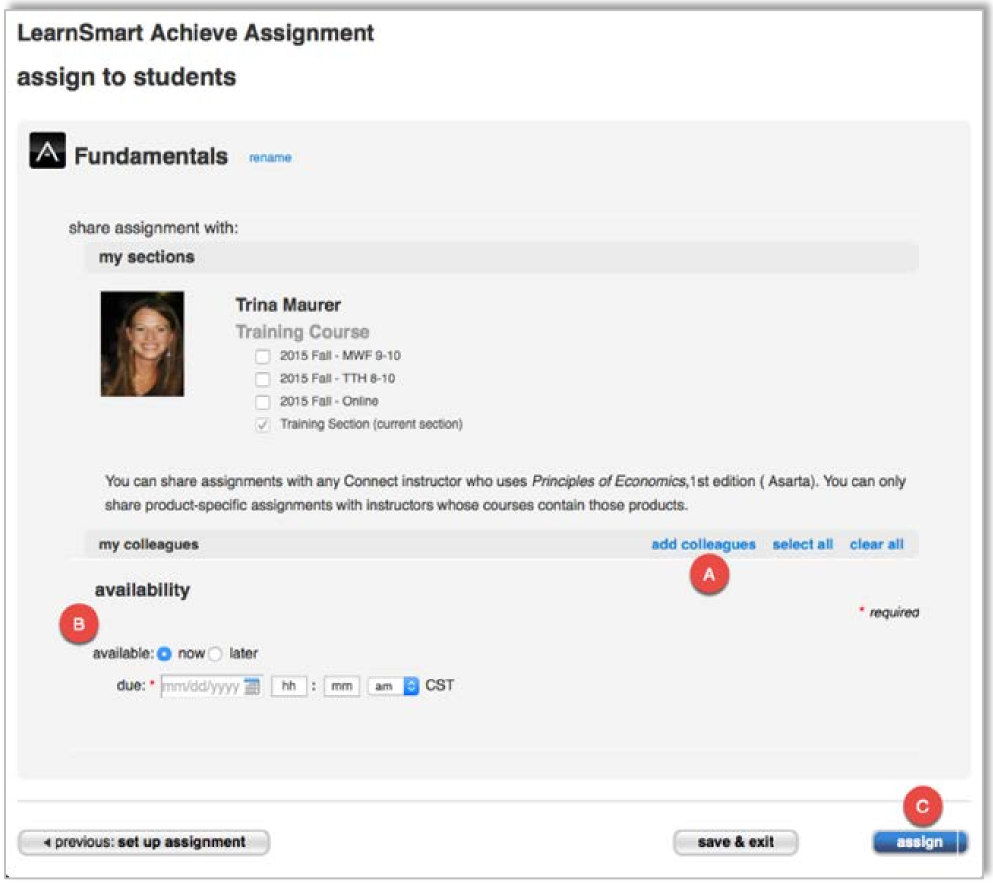
E. Click **next: assign.**



A) To share this assignment with colleagues, click **add colleagues**. After you find and add your colleagues, choose the assignment policies your colleagues will be able to change.

B) Set the **available** and **due** dates.

C) Click **assign.**



USER TIP

Encourage students to return to previous Connect Master assignments to practice challenging topics, refresh their knowledge, and increase their retention of course concepts. The Assignment Results report area in Connect will record your students' highest level of mastery for each Master assignment by the due date you have set. The LearnSmart Acheive reports will record dates in real time should students continue to use the modules for self-study after the due date.

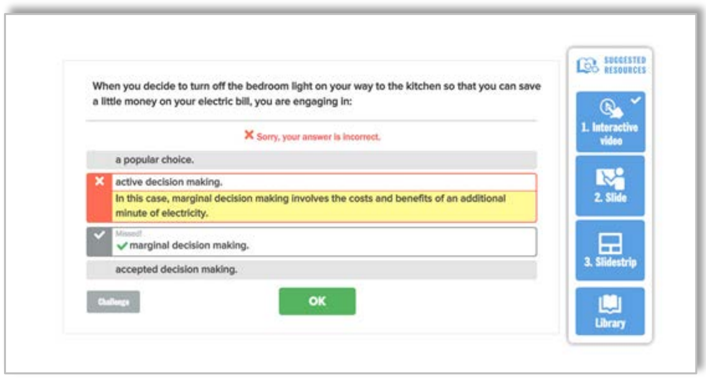
Connect Master

Connect Master is a thoroughly personalized, complete course digital learning solution that determines where students are proficient, but more importantly where they struggle.

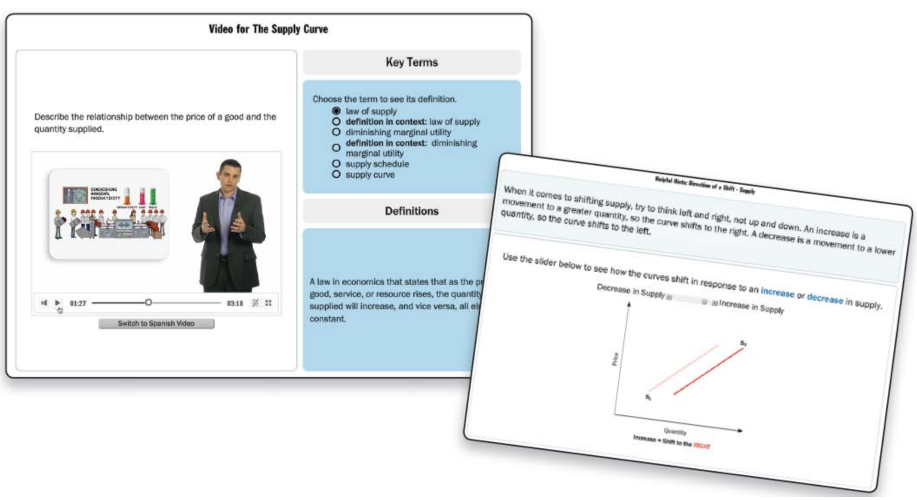
By understanding each student's unique learning style, Connect Master delivers customized, interactive resources to help every student build stronger connections and achieve a deeper understanding of conceptual knowledge. By using targeted assessment and revision, Connect Master ensures knowledge is retained, thus boosting student confidence and improving outcomes.

What is Connect Master?

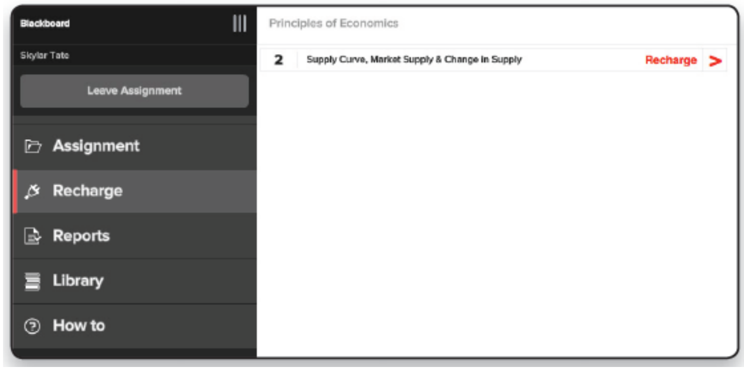
Through a series of adaptive questions, Connect Master identifies where students need to focus their learning.



Connect Master provides your students with learning resources like slides, videos, and interactive activities on topics where they need extra reinforcement.



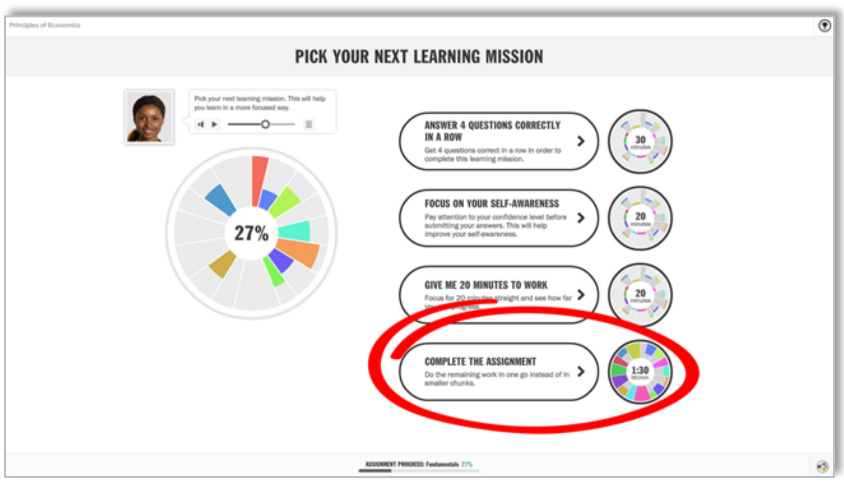
Connect Master also encourages students to review the material again, increasing the likelihood they will retain their new knowledge.



How is Learning Organized?

To structure the learning students will be able to select a learning mission. They can choose to focus on a main topic or pay extra attention to what they know and don't know. All missions will count towards completing your assignment.

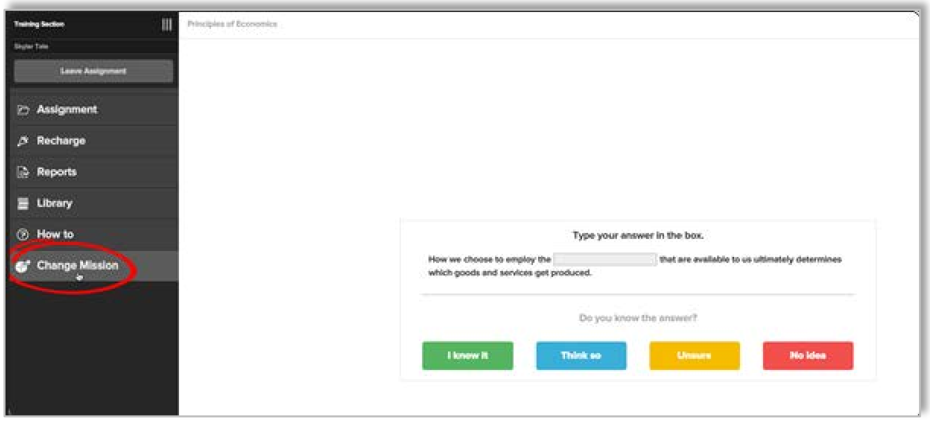
If students prefer to work on your assignment without selecting specific missions along the way they can pick **"Complete the Assignment"** and let the system guide them.



USER TIP

Learning missions help break the assignments into smaller goals and increase assignment completions.

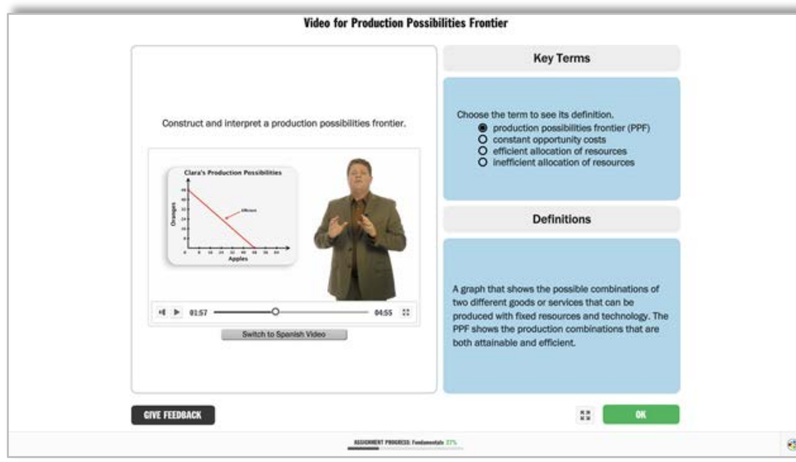
If they want to focus on something new, they can always change mission. There is no ‘wrong’ or ‘right’ learning mission as all goals will lead towards the completion of your assignment.



What is a Learning Resource?

A **learning resource** can be a slide, a video, a label game, drag and drop or some other type of interactive resource. Learning Resources are designed to efficiently bring students up to speed with topics that they are finding difficult or have missed.

There is no penalty for using learning resources! Students should take their time and study them carefully.



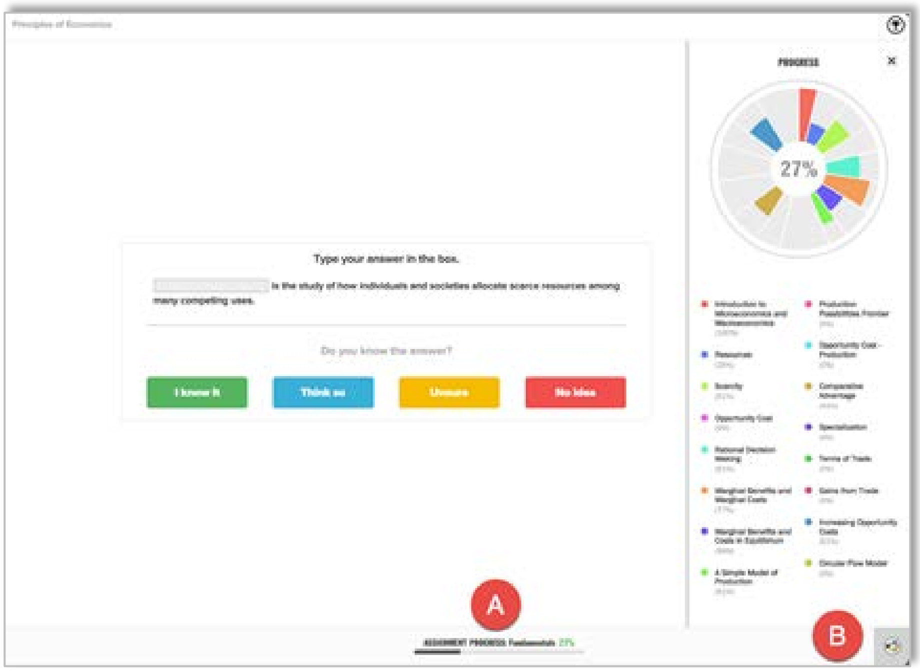
If a student wants to read more about a certain topic, the library is always available either through: the Suggested Resources panel or the menu on the left.

How do Students Track Their Progress?

Students can track their current assignment progress by looking at the progress bar on the home page.

A) Students see the assignment progress at the bottom of the screen while answering questions.

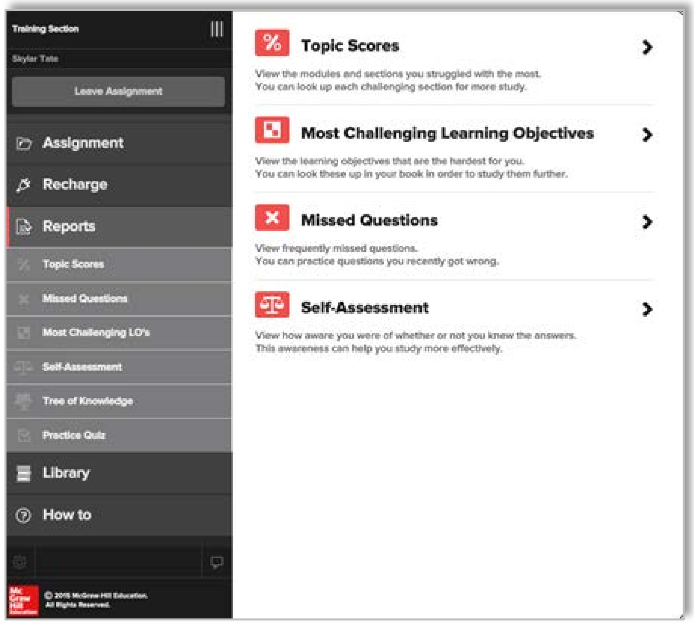
B) At any time students can look at the details of their progress by clicking on the pie icon.



USER TIP

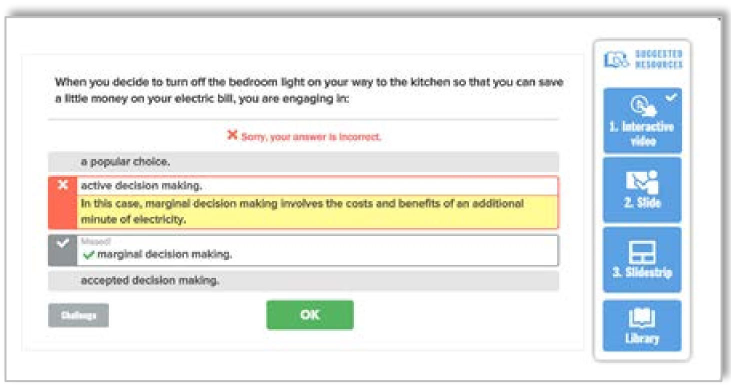
The percentage in the progress bar at the bottom of the screen indicates the number of correctly answered questions within the module. In other words, this indicates how much of the module the student has learned so far.

Students can also use the reports to find information on their progress and performance.

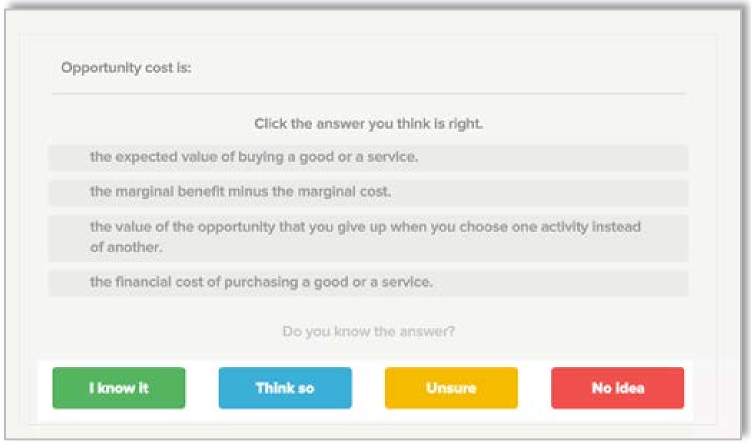


How Do Students Get the Most Out of Their Study Time?

Encourage your students to use the learning resources. They are there to help them build their knowledge. They should use them!



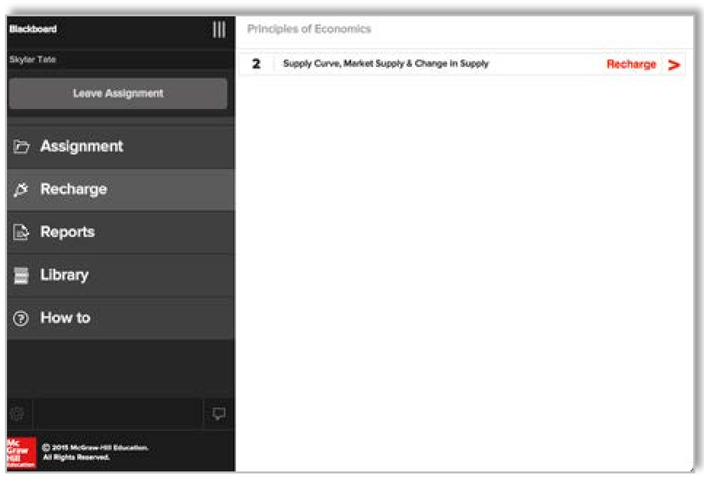
Students assess how sure they are of their answers. The 'Confidence' buttons are the self-assessment button that affects the schedule of questions. Simply put, this information is used to determine the student's awareness of his or her own knowledge level. It is applied to adjust their learning path.



USER TIP

You can use the **Metacogative Skills** report in the **LearnSmart Achieve** reports to learn more about this and your students.

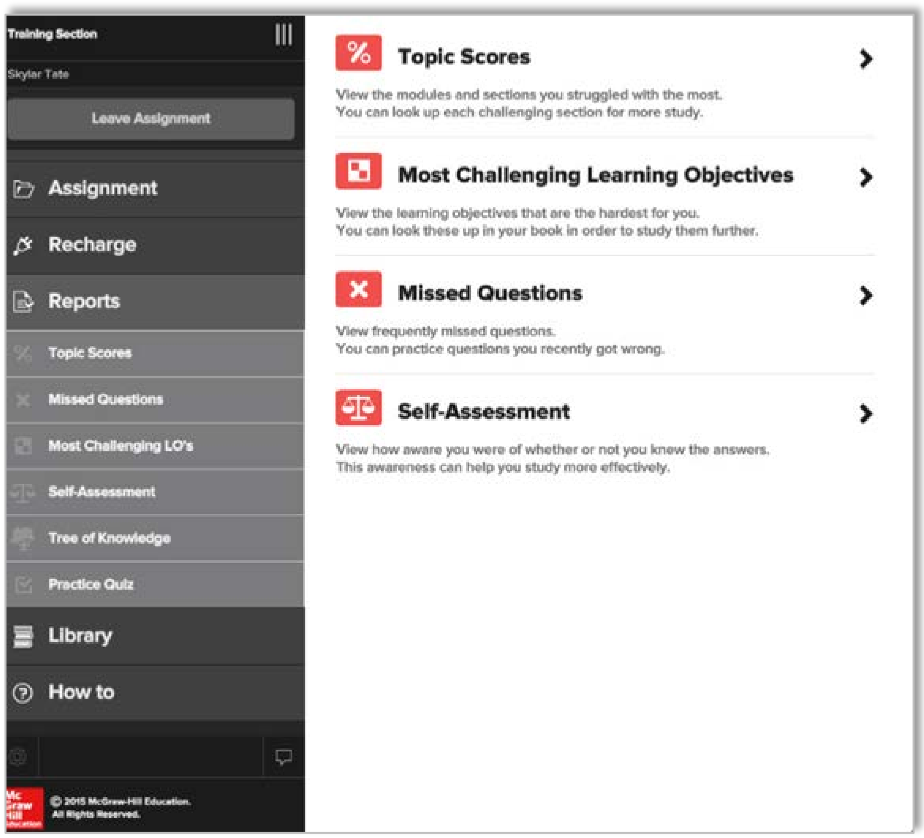
It's a good idea for students to refresh their knowledge when they see the **Recharge tab** in the left panel turn red.



Make good use of the "Reports" screen. Identify the topics you need to focus on, make your own practice quizzes and answer missed questions. Use the self-assessment report to check if you are evaluating your own proficiency correctly.

There are four student reports

- → **Topic scores:** View the modules and sections the students have struggled with the most.
- → **Most challenging learning objectives**: The students view the learning objectives that the hardest for them
- → **Missed Questions:** students can view frequently missed questions and those they got incorrect.
- → **Inactive:** Students can view how aware they were with certain questions and answers.



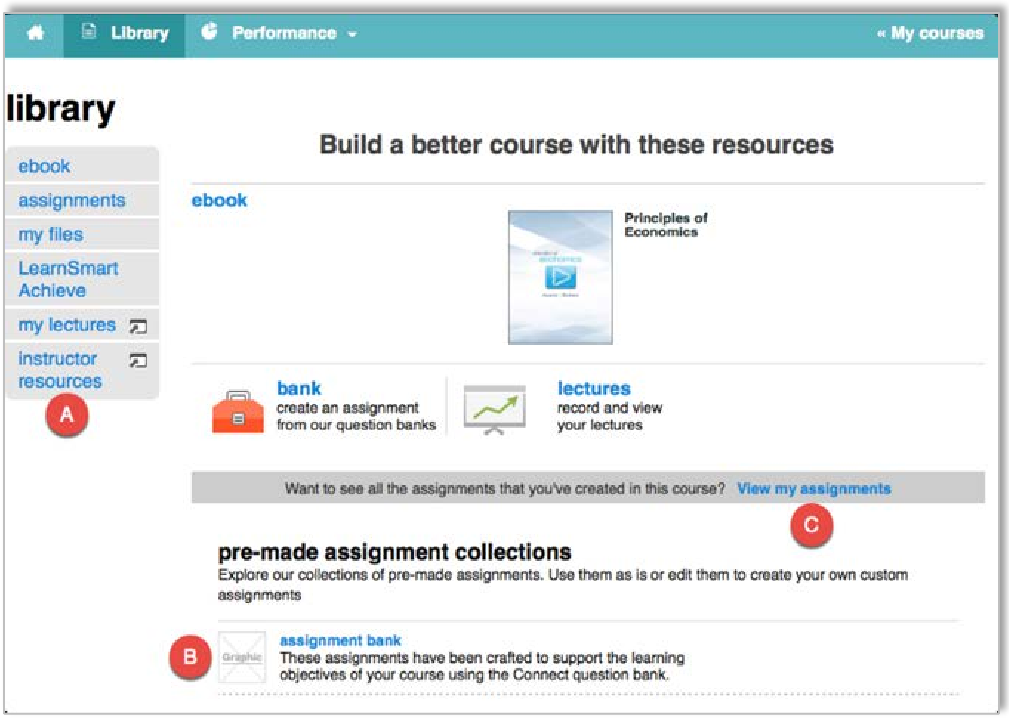
Section 6: Library Resources

Resources

A) Instructor Resources will include any additional media resources available such as PowerPoint presentations.

B) Assignment bank includes pre-made assignments have been created to support your course using the Connect question bank. These pre-made assignments include:

C) View all assignments you have created in this course.

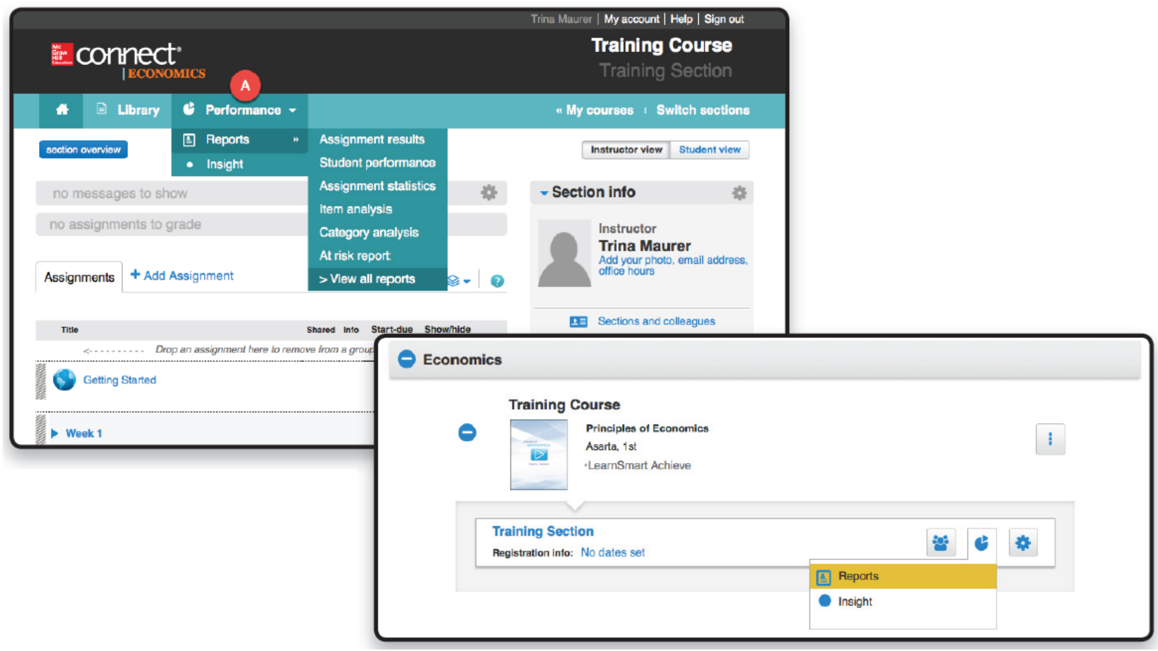


Section 7: Reports

Locating Reports

The variety of reports, described below, will help you to assess student performance in your class.

A) From the section home page, click on the **Performance tab** and hover over Reports. Click on the report you wish to view or click on **View all reports** to go to the reports home page.



Instructors can also access **Reports** on the **My Course** page.

Connect reports are also available for the instructor to assess student performance. There are six **Connect reports**:

- **Assignment results:**
  - → The **Assignment Results** report shows your entire class's performance across all of your assignments. Each student attempt is listed along with the score, organized by columns, for each assignment. You can look more closely at a particular student's work by selecting the student's name and choosing an individual assignment attempt.
- **Assignment Statistics**
  - → **Assignment Statistics** reports will give you quick data on each assignment including the mean score, high score, and low score, as well as the number of times it was submitted.
- **Student Performance**
  - → Tailor your lectures—and office hours. The **Student Performance** report helps you

search for a specific student in your class and focus on that student's progress across your assignments. You can view assignments that have been submitted and any assignments the student currently has in progress, so you are able to provide guidance or feedback during or after an assignment.

- **Item Analysis**
  - → The **Item Analysis** report is the best way to get a bird's-eye view of a single assignment. You will be able to tell if students are improving or if the concepts are something you want to spend additional time on in class. When you want to see what your class is struggling with on a particular assignment or quiz, this report will help by providing you with the average score for each individual question across all students' attempts, the average of best scores, and the average of the most recent attempts on the question.

    Other factors that may affect prediction include special events or manual grading.

- **Category Analysis**
  - → The **Category Analysis** report is the place to go to find out how your students are performing relative to specific learning objectives and goals. Run customized reports on the content in your assignments to determine performance across aspects like learning objective, difficulty level, Bloom's taxonomy categories, and even your own criteria if you have taken the time to edit questions in your assignments with individual learning objectives for your course.

- **At Risk**
  - → The **At Risk** report provides instructors with one-click access to a dashboard that identifies students who are at risk of dropping out of a course due to low engagement levels. Connect looks for patterns of online student activity to determine the engagement level of the student, including such events as the frequency of logins and assignment submission.

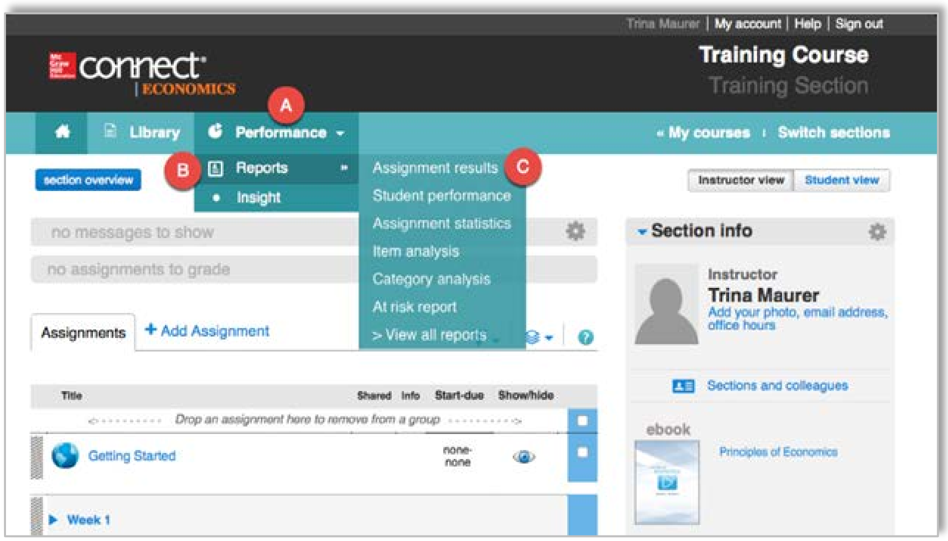
Running and Exporting Connect Reports

Creating Assignment Results Reports

A) Select the Performance tab.

B) Hover over Reports.

C) Click Assignment results.



A) Select section(s) of your courses to be on the report. Choose from the current section, sections within the same course, and secondary instructors' shared sections (if applicable).

B) Select assignment(s) to be on the report. You can filter the assignments by clicking **Filter by** and then using the checkboxes next to each type of assignment you want to appear in the **select assignment(s)** list box.

C) Select and deselect assignments by using the Ctrl key while clicking assignment names in the list box. Use the **select all** and **clear all** buttons available at the bottom of the list box.

D) Select attempt to specify how the student assignment score is calculated and displayed when your students are allowed multiple attempts for an assignment.

- Best displays the best score of all submitted attempts.
- Last displays the score of the most recently submitted attempt.
- All displays scores from all submitted assignment attempts.
- Average displays the average score of all submitted assignment attempts.

Exclude attempts submitted after the due date: Checking this option removes any scores from assignments that were submitted after the due date.

Drop assignments with the lowest scores: Checking this option allows you to remove assignments with the lowest scores from the report. This option is not available if you selected

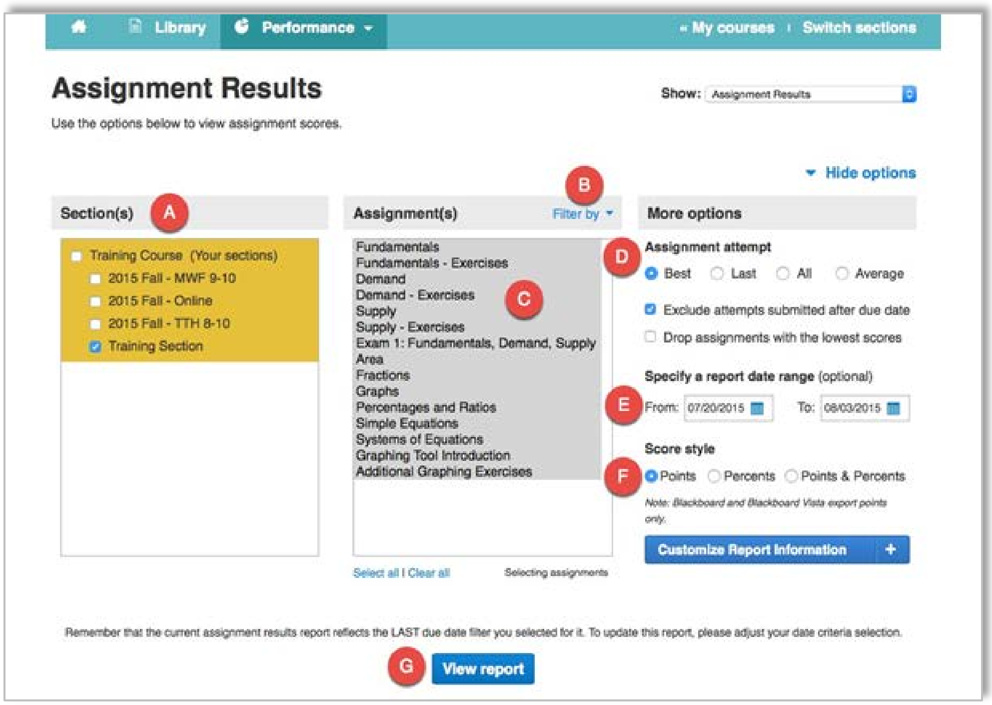
Best attempt.

E) Specify report date range for the report. Select a **From** and **To** date using the calendar icon.

F) **Select your score style** allows you to choose how your scores will be displayed: either points, percent, or both.

Click **Customize Report Information**, to further customize the report.

G) Click **View report** to generate the report.



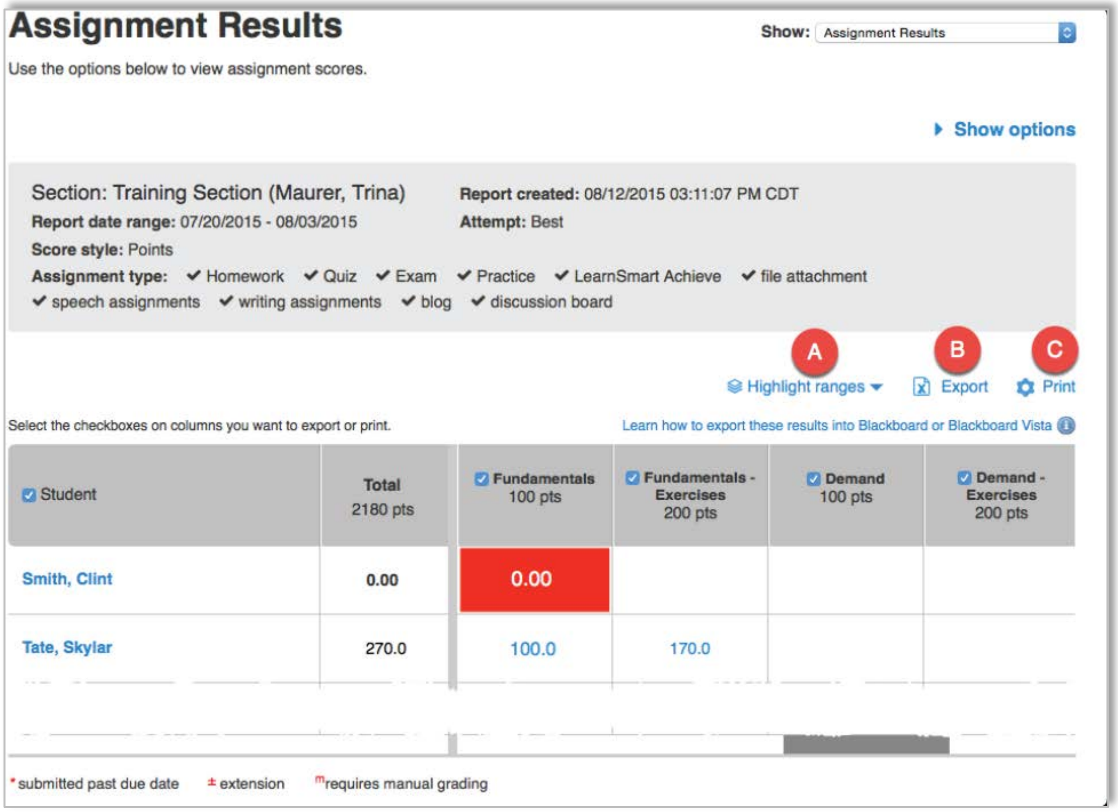
Additional detail can be found by clicking the help link at the top of the screen.

The Assignment Results report will display with a list of your students in the first column and a subsequent column for each assignment with corresponding student scores.

A) Customize or turn off optional grade range highlights in the **highlight** ranges menu.

B) To export the report, click **Export**, select the format, and then click Export again to download.

C) You can also **Print** the report.



Note: *If you have a Blackboard integration and the option to export to Blackboard is not appearing, you have not yet inserted your students' Blackboard IDs into the student roster. The total score will be located in the last column in the report. You may need to use the scrollbar to reach it.*

USER TIP

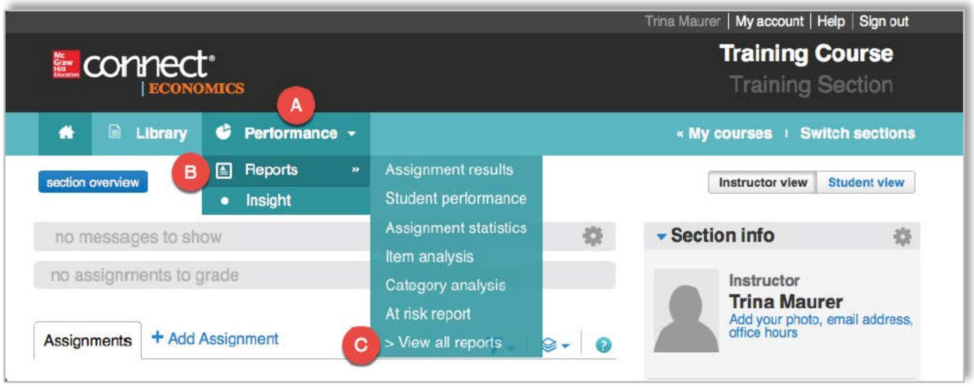
Connect Master scores will not appear in the Assignment Results until after the due date or if the student completed the assignment (which means they earned full credit). To check the current status of a Master Assignment before the due date, use the LearnSmart Achieve reports such as Overview by Assignment. These reports will provide a more in depth analysis.

Creating LearnSmart Achieve (Connect Master) Reports

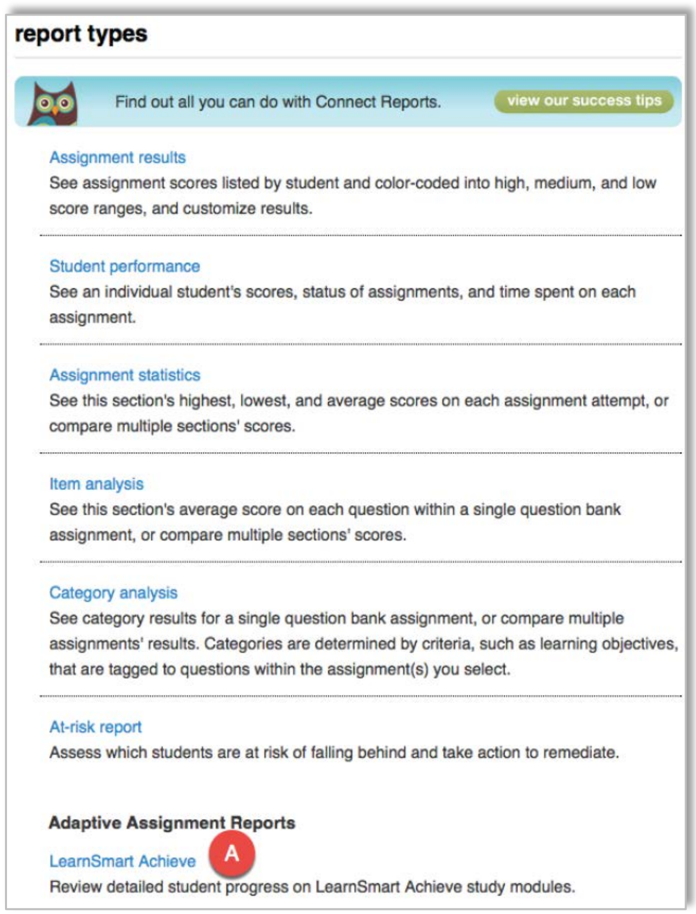
A) Select the **Performance** tab.

B) Hover over **Reports.**

C) Click **View all reports.**



A) Select **LearnSmart Achieve** under Adaptive Assignment Reports.



LearnSmart Achieve (Connect Master) Reports

Each distinct LearnSmart Achieve report provides real-time data so that instructors can focus on the units or topics for which students need the most help.

A) **Overview by Assignment** allows you to see progress on each assignment for individual students including time spent before and after the due date as well as percentage complete before and after the due date. You can also see the last date the assignment was accessed.

B) **Performance Summary** identifies at risk and on track students by monitoring their current progress and tracking time spent in their assignments.

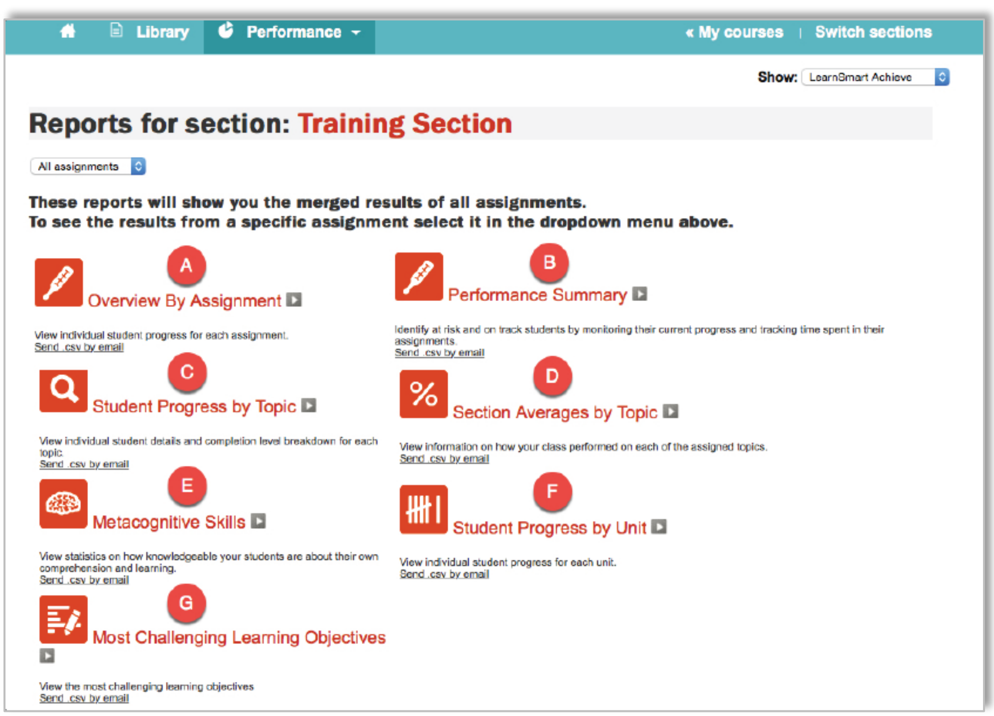
C) **Student Progress by Topic** shows you individual student details including the time spent on a topic and progress to date.

D) **Section Averages by Topic** shows the section's average time spent on a topic and average mastery to date.

E) The **Metacognitive Skills** reports compile data based on your student's awareness of their own knowledge base. This allows you to view statistics on how knowledgeable your students are about their own comprehension and learning based on their confidence rankings.

F) **Student Progress by Unit** shows individual student progress broken down by module.

G) The **Most Challenging Learning Objectives** offers the top five most challenging objectives for each module. This information will allow you to guide instruction time to the topics where most students are struggling.



Section 8: Support

What If I Have Questions?

For **technical support or assistance**, contact our Customer experience team support group.

- Technical support
- Student support (access codes and registration questions)
- Password resetting
- Learning Management System (LMS) support
- http://mpss.mhhe.com/products.php

For other enquiries, contact your local **Educational Consultant**

- Class test request
- Purchasing issue
- Product questions
- Product demo

Self-Service Resources (Success Academy)

Visit the **Digital Success Academy**: http://www.connectsuccessacademy.com/for easy access to videos, tips, how to's and frequently asked questions.

Topics to Cover on the First Day of Class

http://www.connectsuccessacademy.com/fdoc-first-day-of-class/