Using Connect Math

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Christine Anderson CPCC 5/2020

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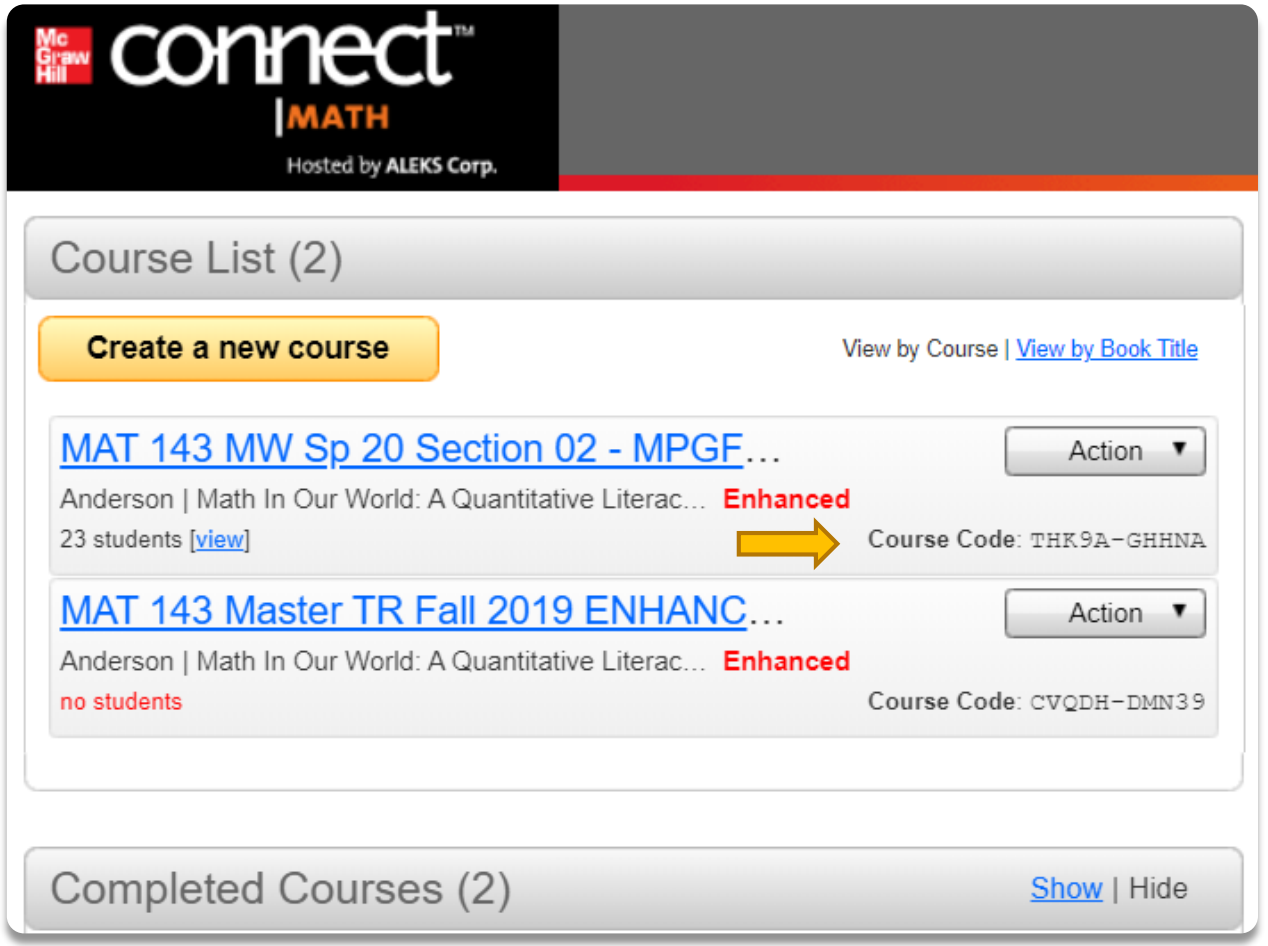
Course Codes and Financial Aid Codes

THIS SECTION WILL SHOW YOU HOW TO OBTAIN BOTH CODES

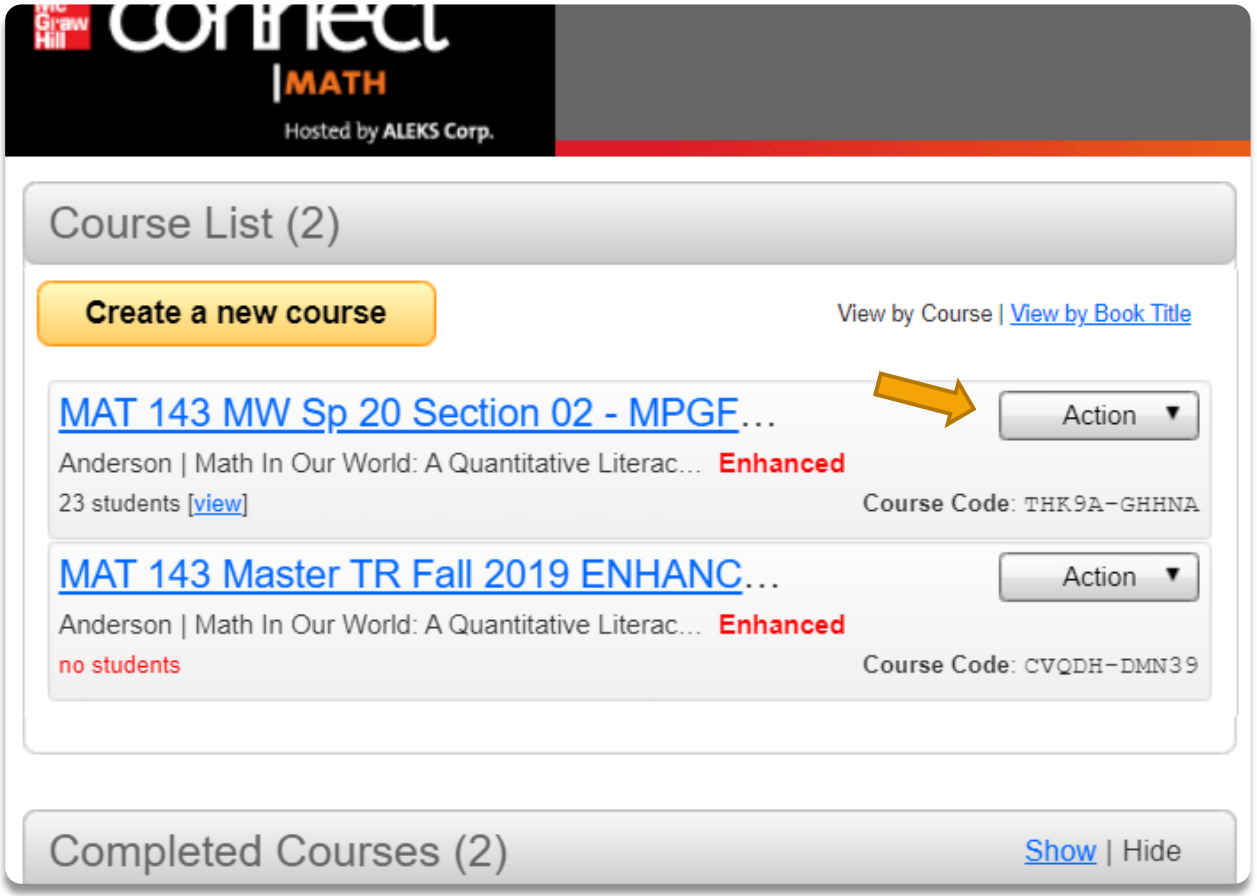
Finding The Financial Aid and Course Codes (1 of 5)

Upon logging in, your courses will appear. The course code for each course will appear just below the ACTION button.



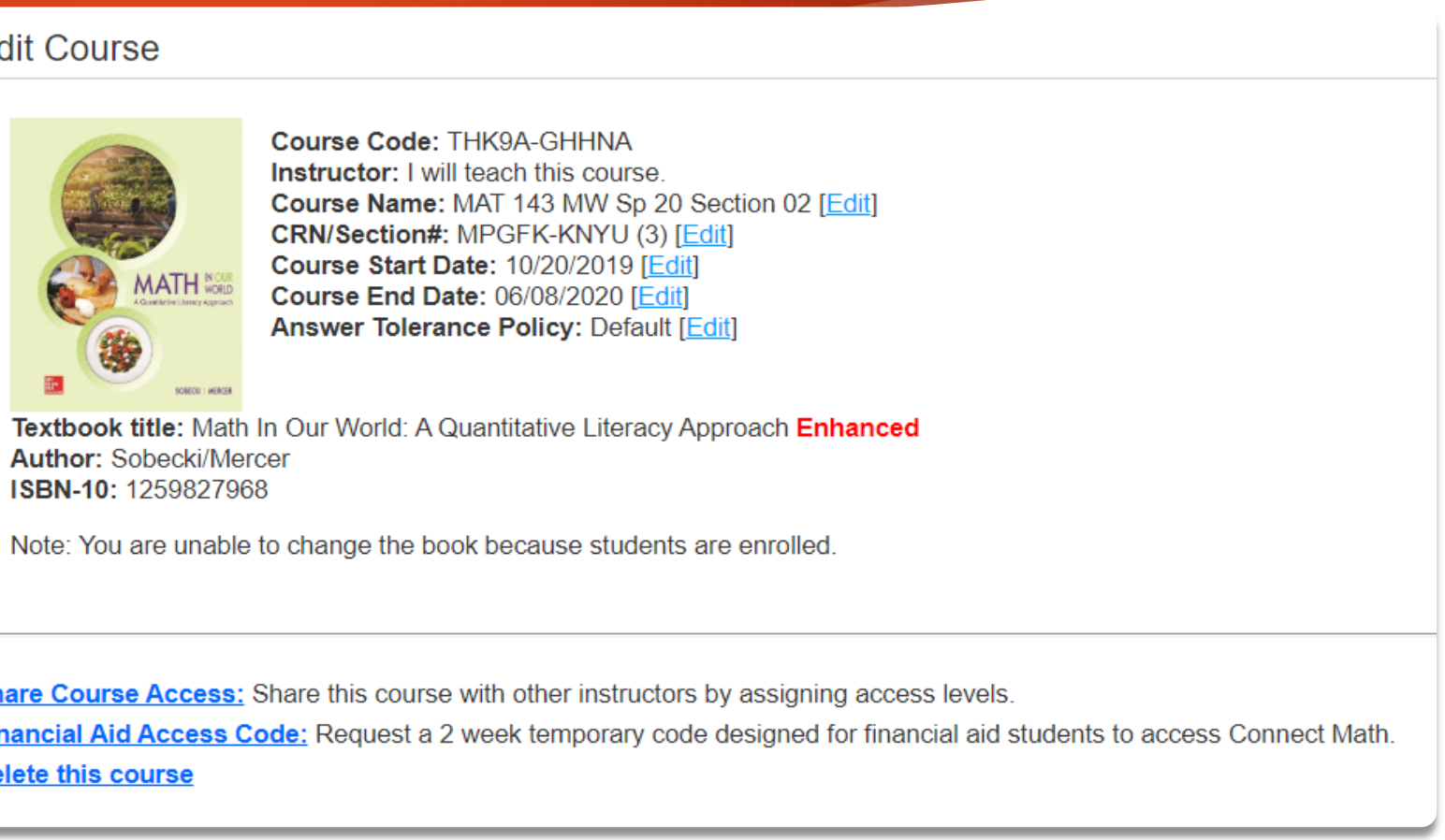
Finding The Financial Aid and Course Codes (2 of 5)

Choose the course for which you need a Financial Aid Access code and click the ACTION button and then choose EDIT COURSE.



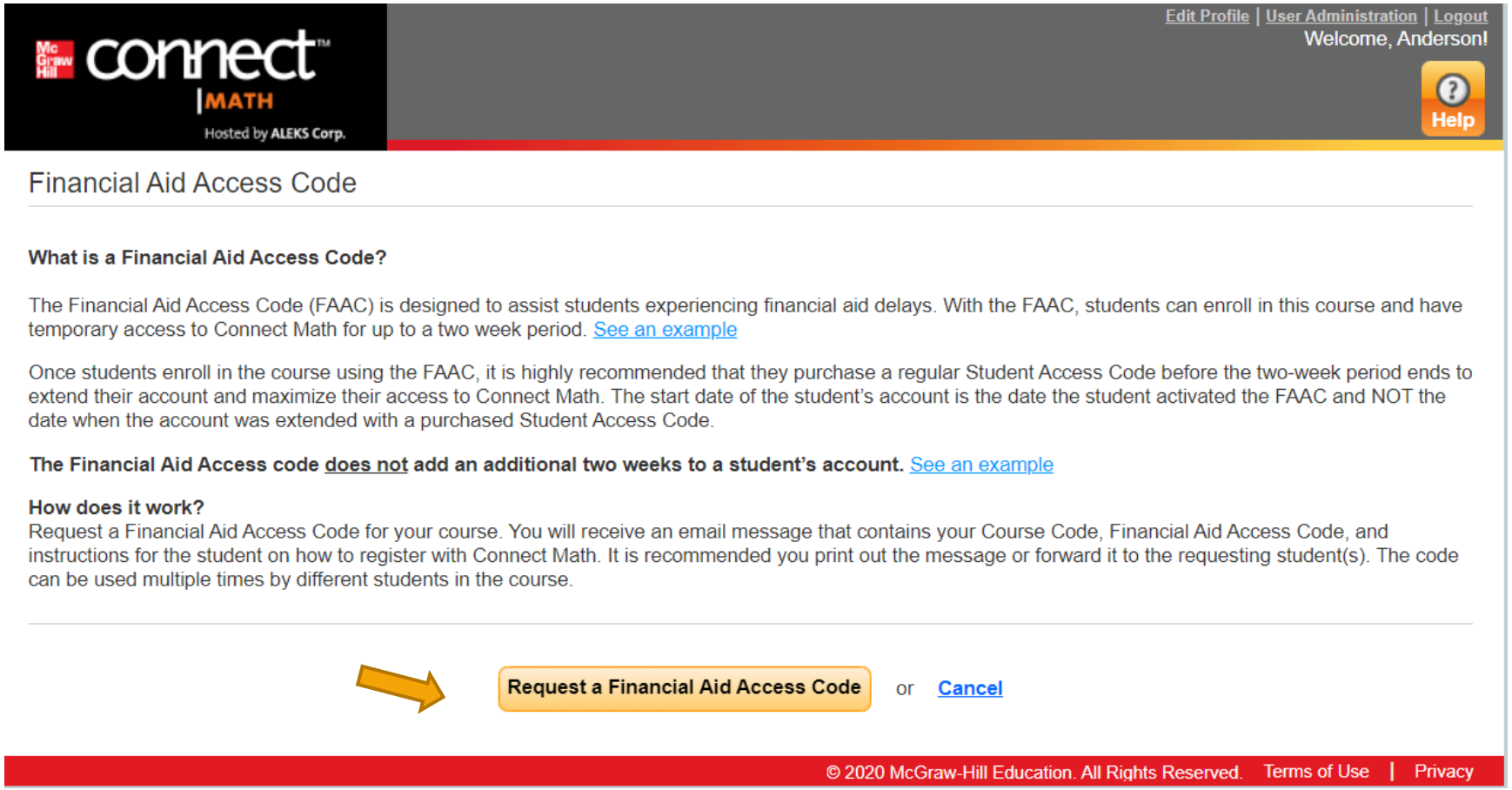
Finding The Financial Aid and Course Codes (3 of 5)

Click on Financial Aid Access Code to open the request page



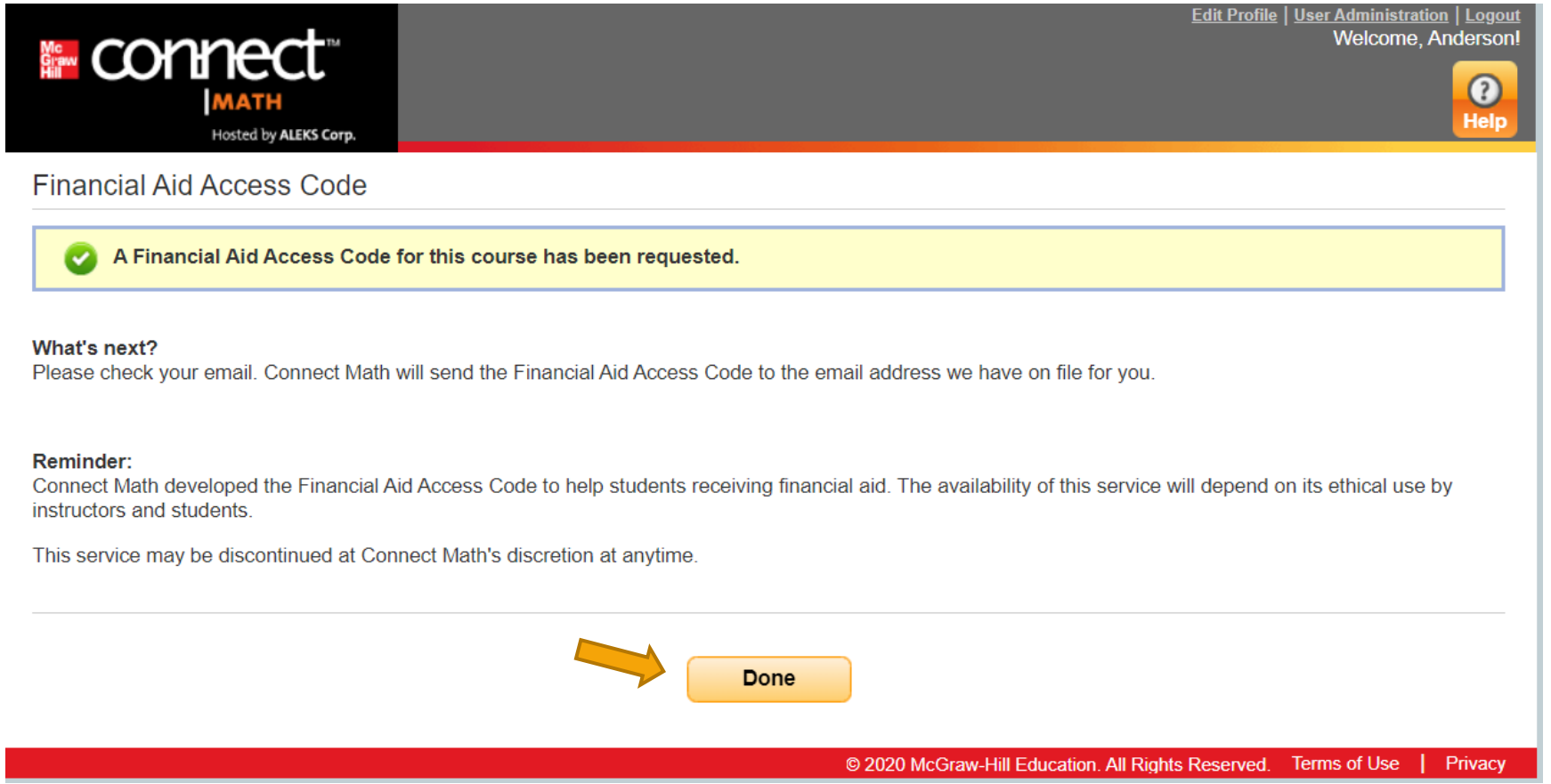
Finding The Financial Aid and Course Codes (4 of 5)

Click on Request a Financial Aid Access Code. This code will be emailed to you as a document that you can post for students.



Finding The Financial Aid and Course Codes (5 of 5)

Click Done on this screen and the next one to return to your course list.



Managing Assignments

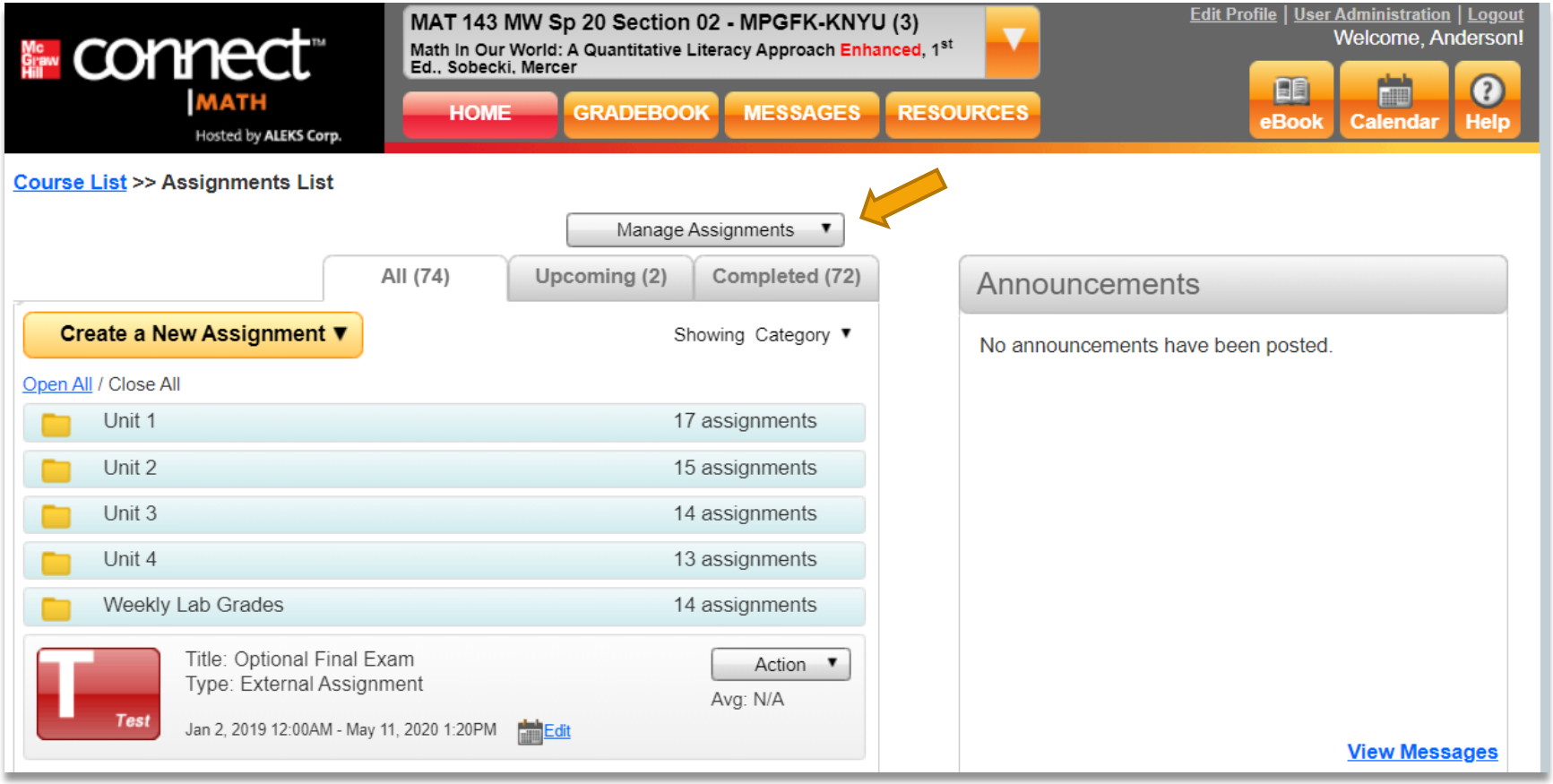
Click the links to navigate to the desired section.

THIS SECTION WILL DETAIL

- HOW TO EDIT DUE DATES
- SET A LATE SUBMISSION PENALTY
- ADDING A PASSWORD
- ALLOW MULTIPLE ATTEMPTS ON AN ASSIGNMENT
- GRANTING AN EXTENSION

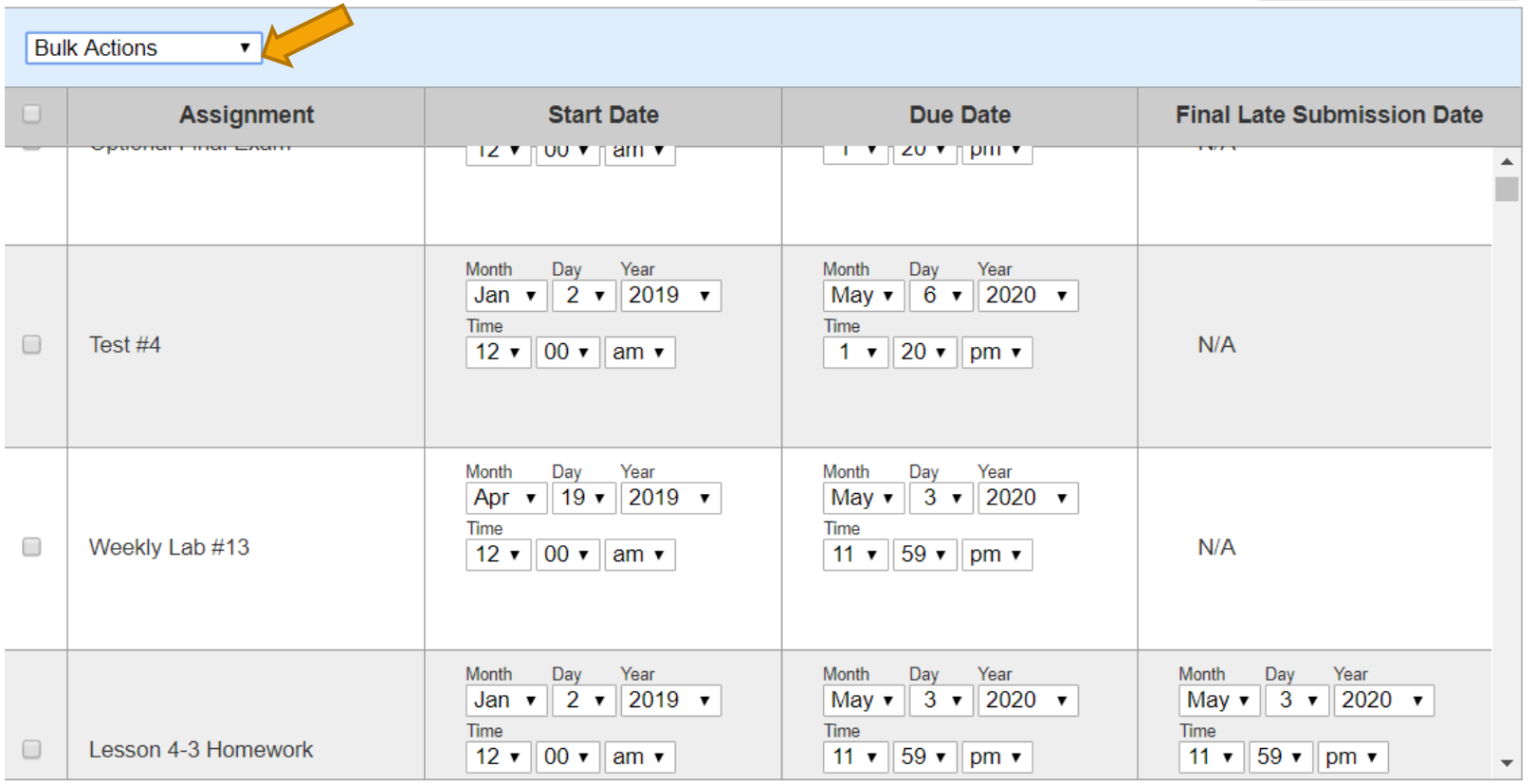
Changing an Assignment Due Date (1 of 5)

- Open your desired course.
- From the HOME screen, click Manage Assignments
- Then choose Edit All Assignment Dates



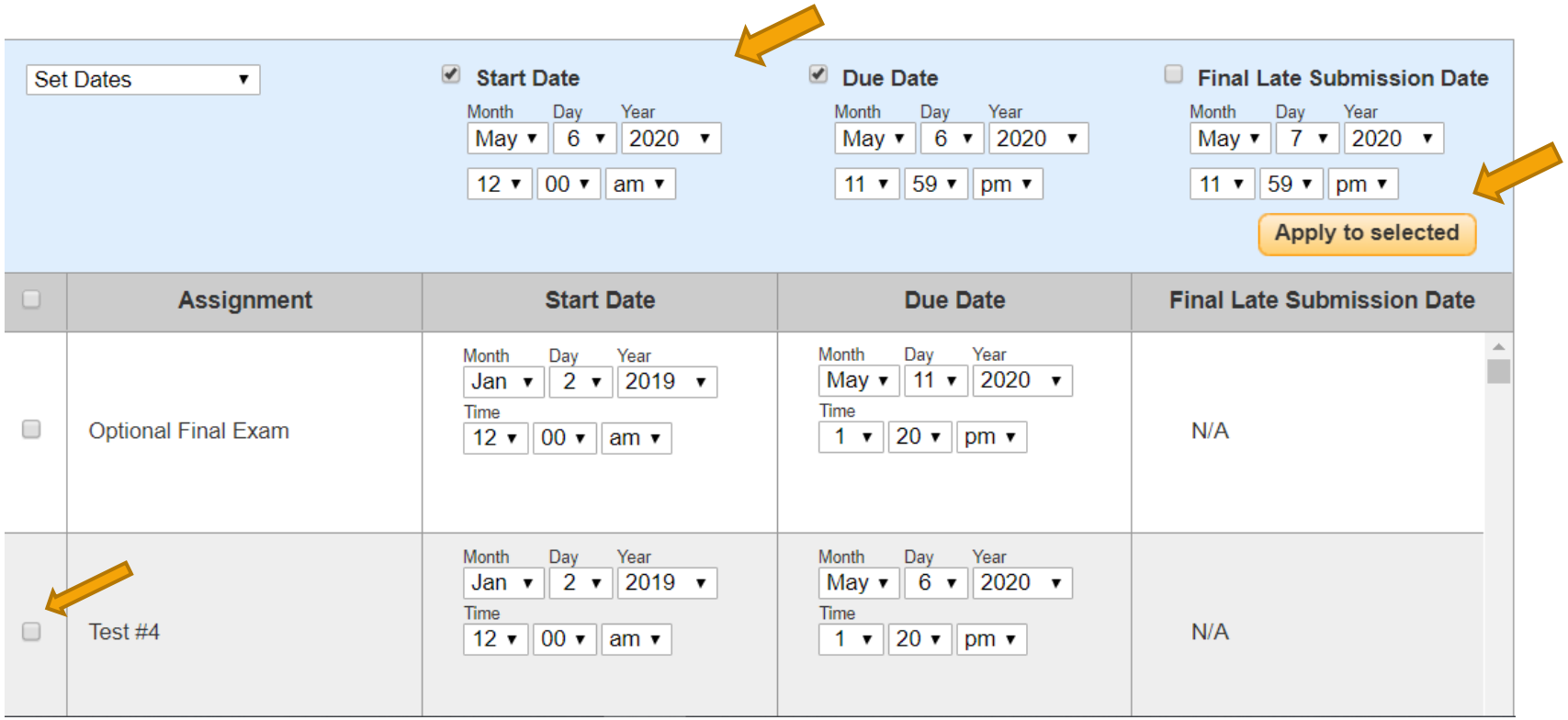
Changing an Assignment Due Date (2 of 5)

- You can change individual assignments by modifying the start and due dates.
- You can change multiple assignments at once by choosing Bulk Actions and Set Dates



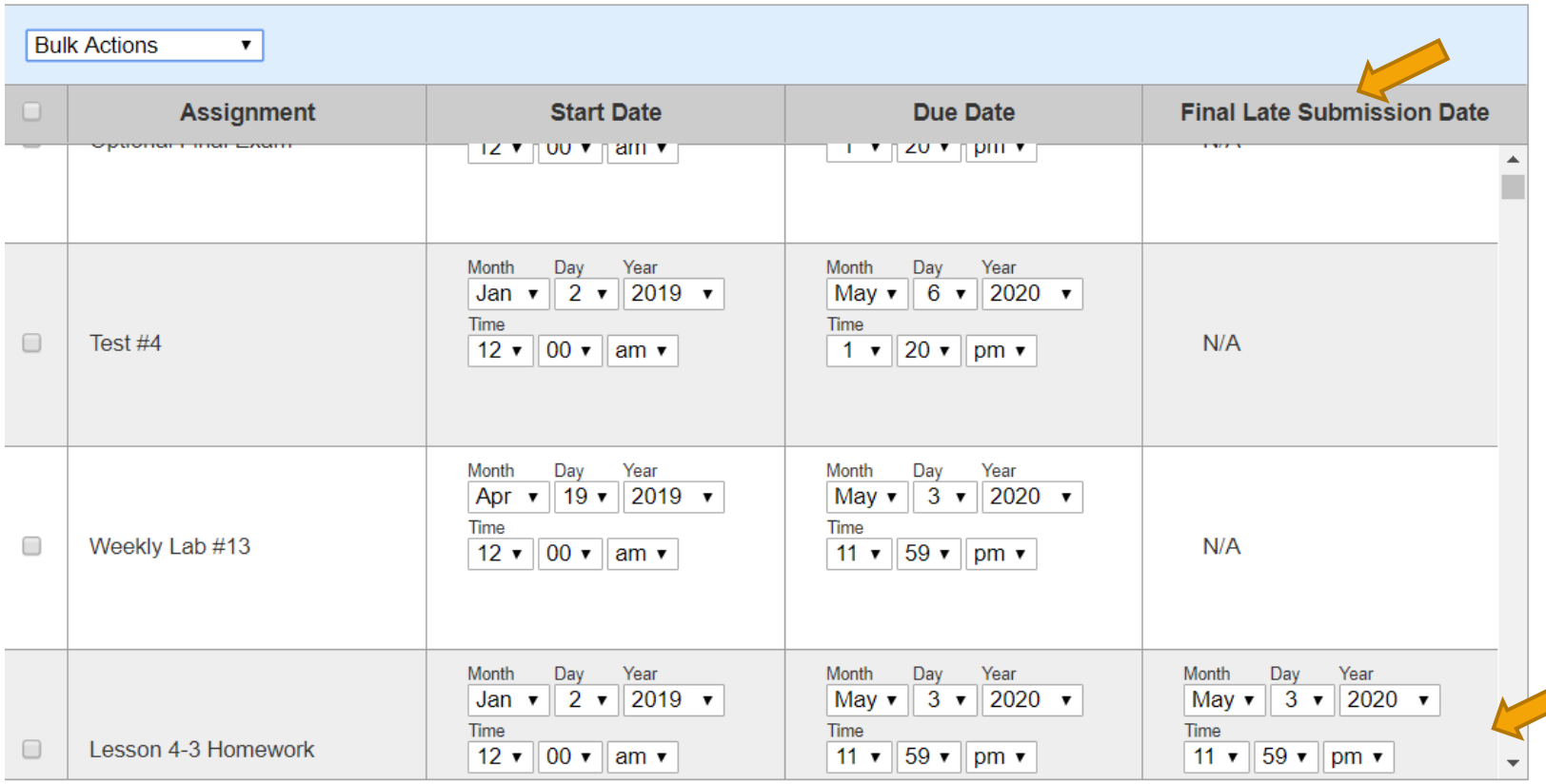
Changing an Assignment Due Date (3 of 5)

- Enter the information for multiple assignments in the blue area.
- Click the checkboxes for the assignments to receive these new settings.
- Then click Apply to Selected



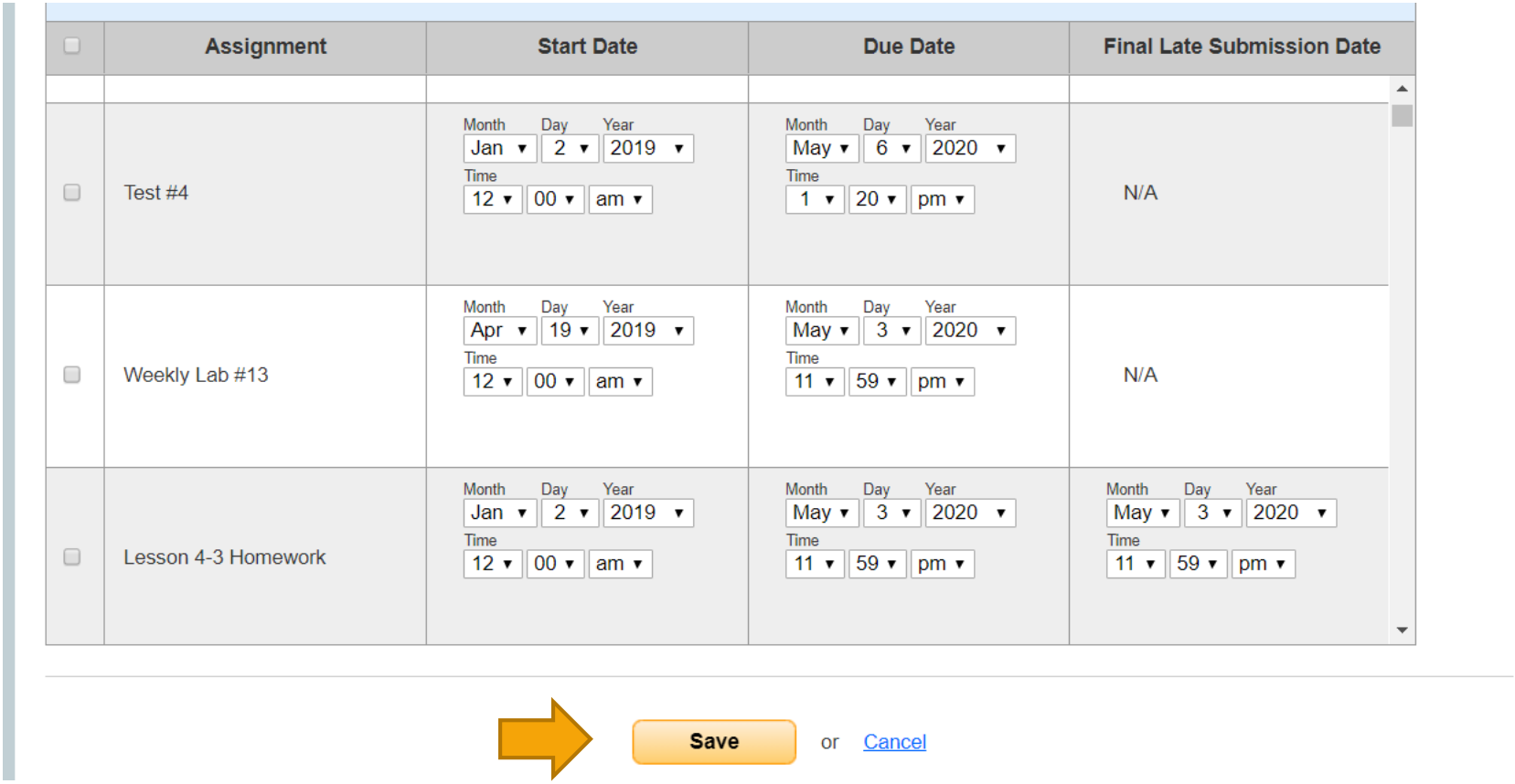
Changing an Assignment Due Date (4 of 5)

- The last column allows you to set a final date that you will accept late work. The penalty for late work must be set in the assignment settings. We will look at that feature as we work with managing assignments.



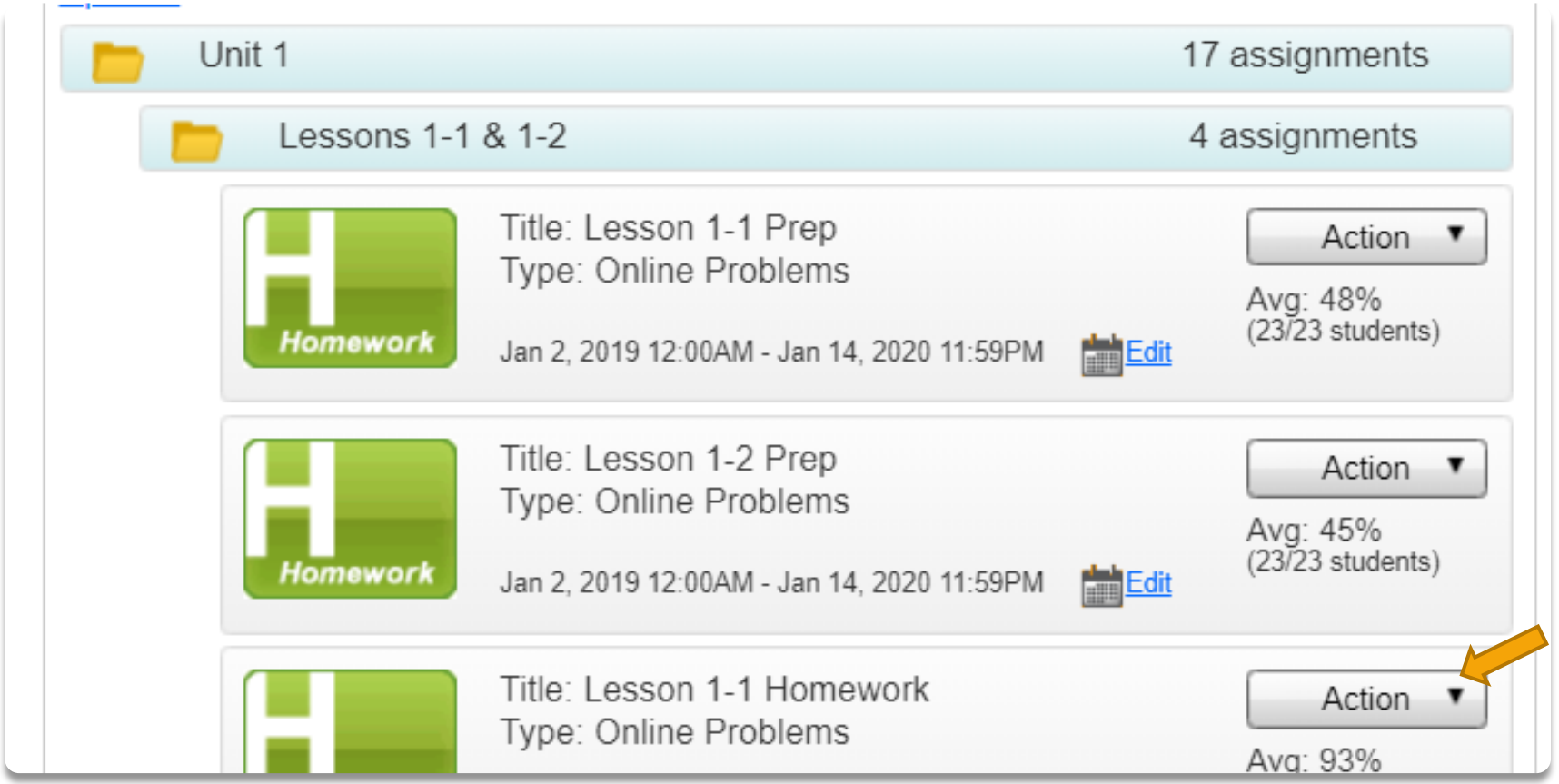
Changing an Assignment Due Date (5 of 5)

- Once you have made all of your changes, don't forget to click SAVE.



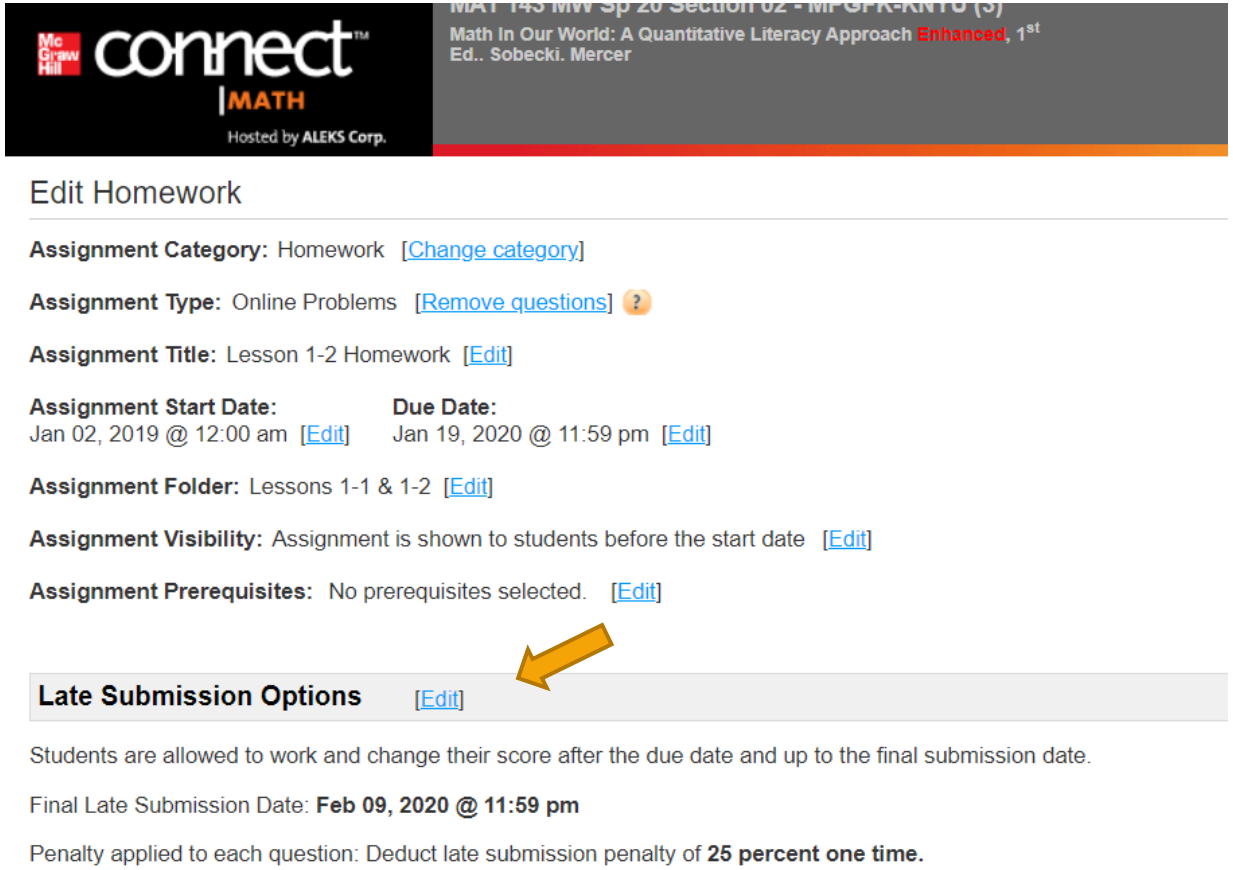
Setting a Late Submission Penalty(1 of 5)

- By opening appropriate folders, navigate to the assignment that you need to set the late submission penalty.
- Click the Action button and choose Edit Assignment



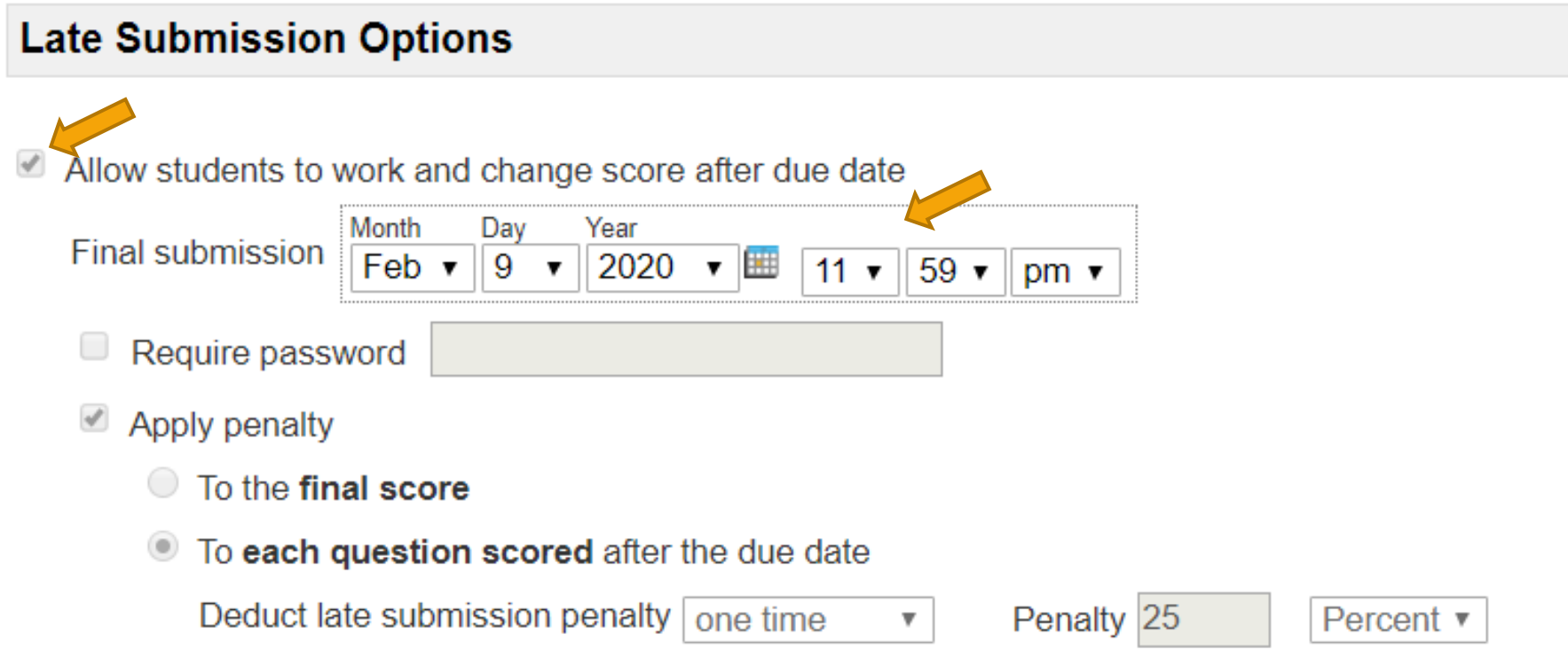
Setting a Late Submission Penalty(2 of 5)

- Find the Late Submission Options and click Edit



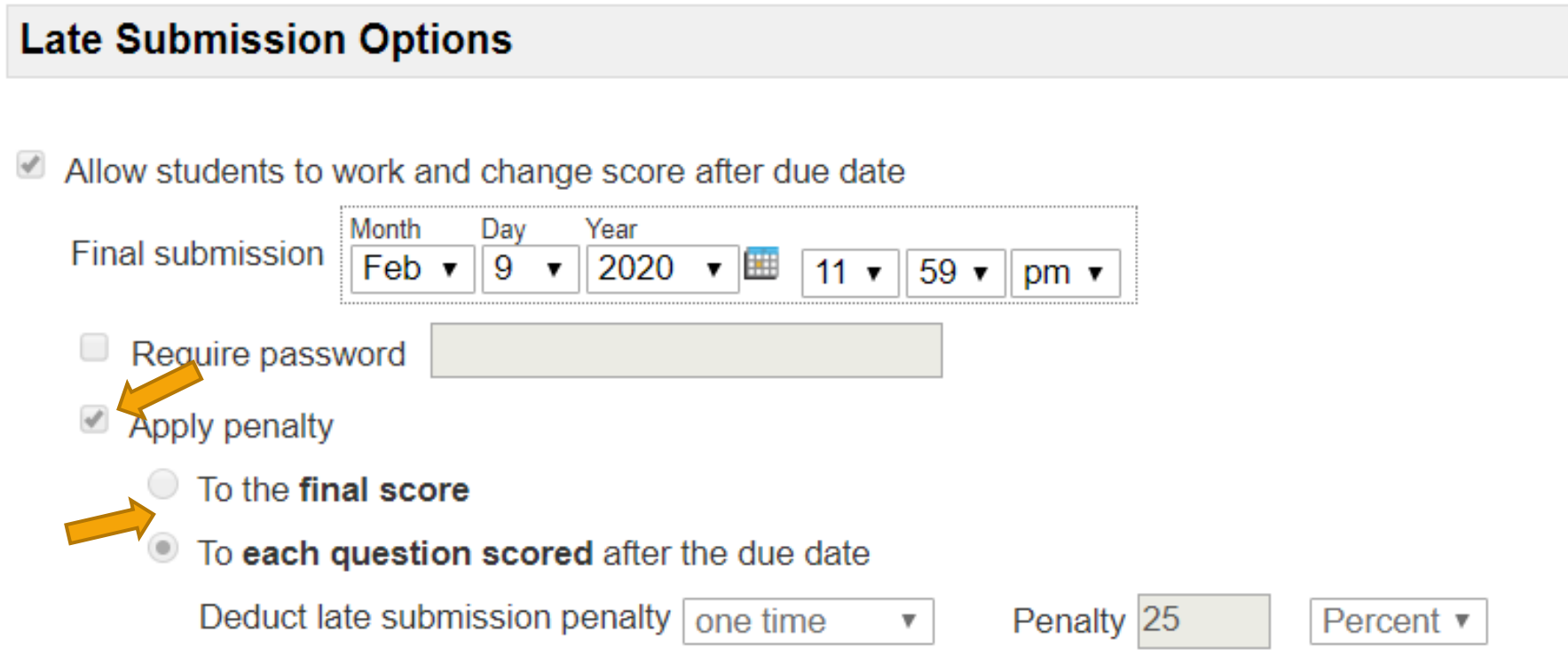
Setting a Late Submission Penalty(3 of 5)

- Check the box beside Allow students tow work and change score after due date
- Decide on the last date you will accept this assignment late and enter it beside Final submission.



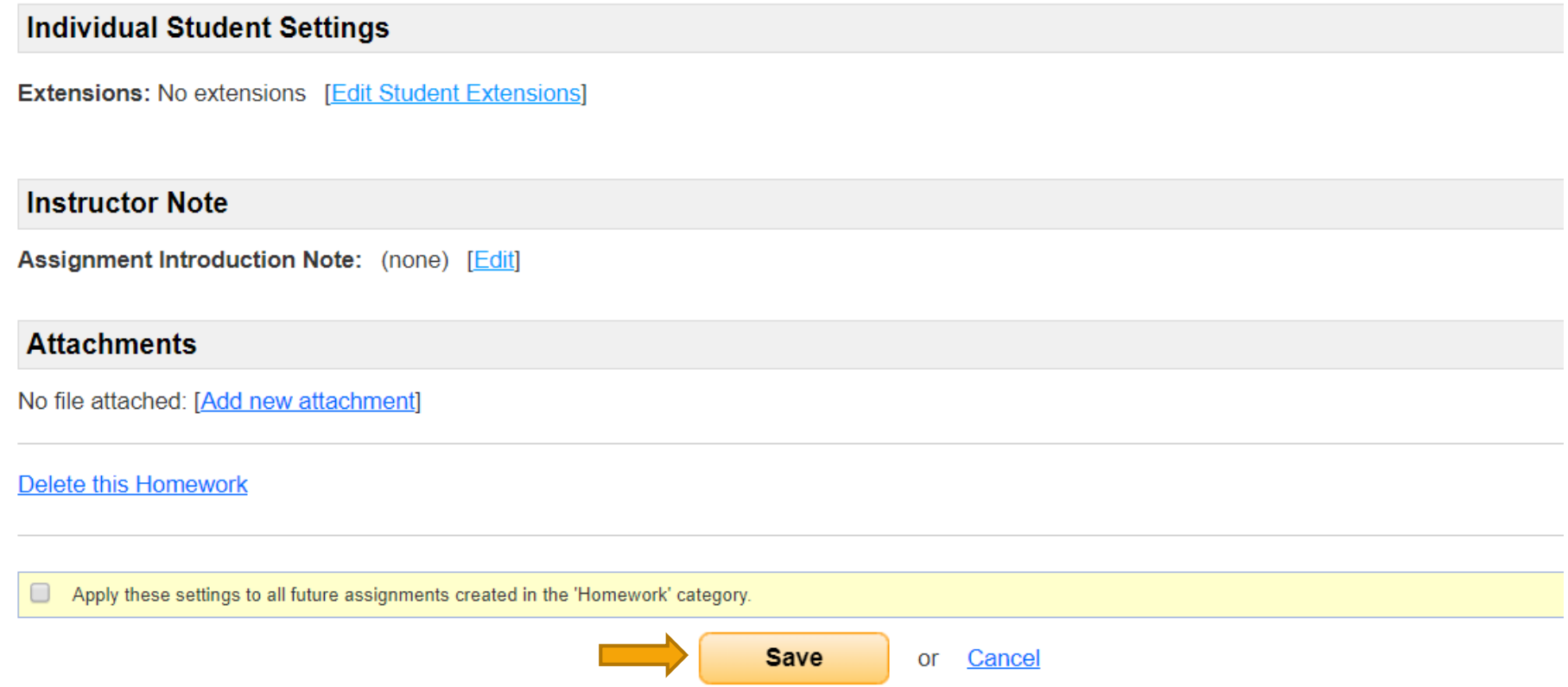
Setting a Late Submission Penalty(4 of 5)

- If you are going to apply a late penalty, check the box beside Apply penalty.
- Choose the penalty type that you wish to apply and enter the information. You can apply the penalty to the entire assignment or to just the questions completed late.



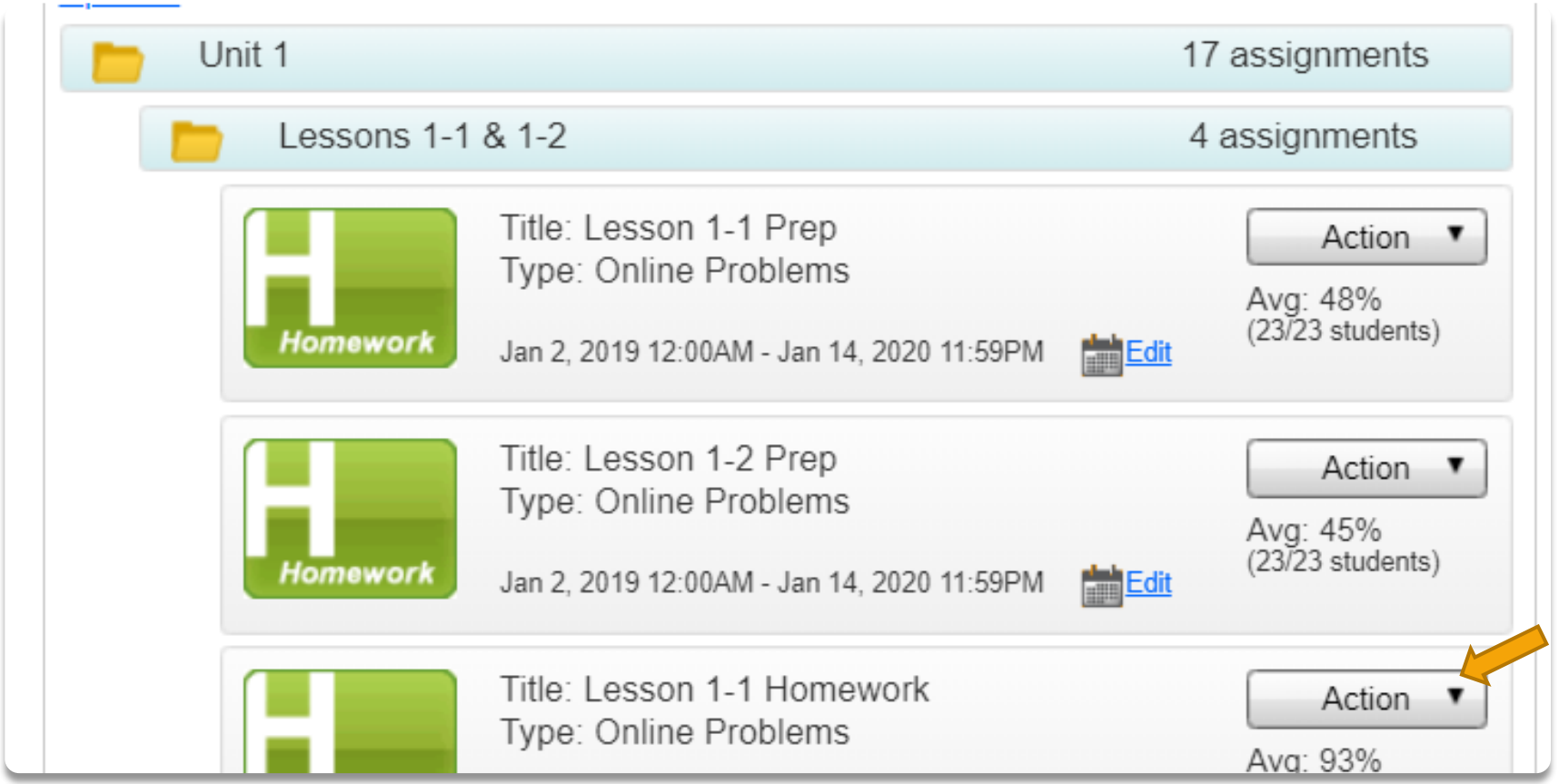
Setting a Late Submission Penalty(5 of 5)

- When you are finished with your changes, scroll all the way to the bottom and click Save



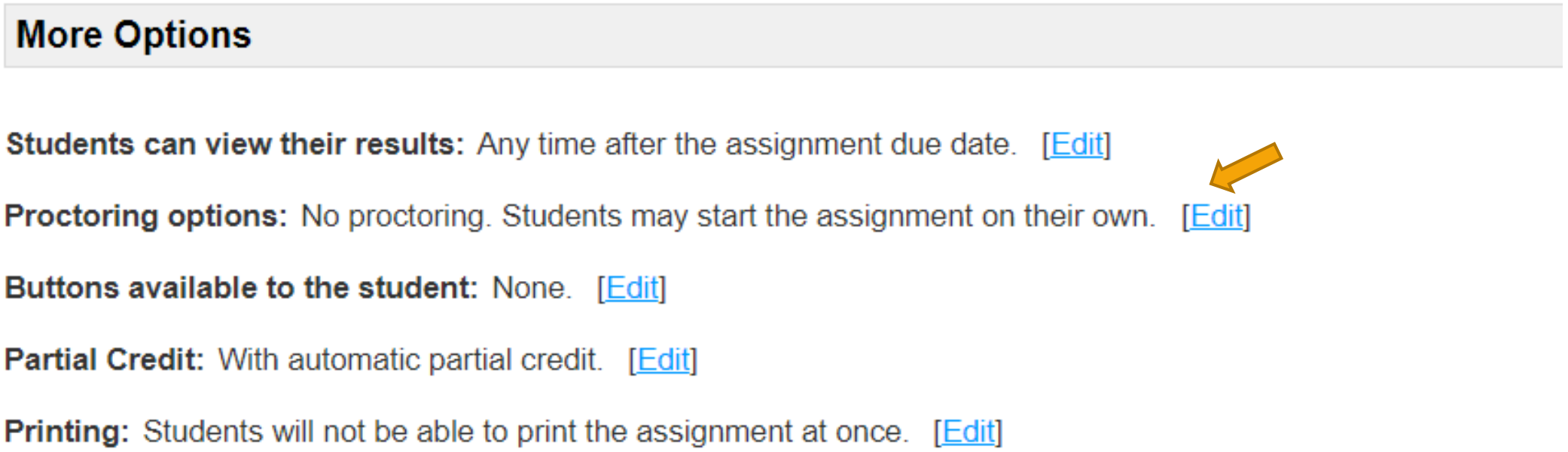
Setting a Password(1 of 4)

- By opening the appropriate folders, navigate to the assignment that you need to set the password
- Click the Action button and choose Edit Assignment



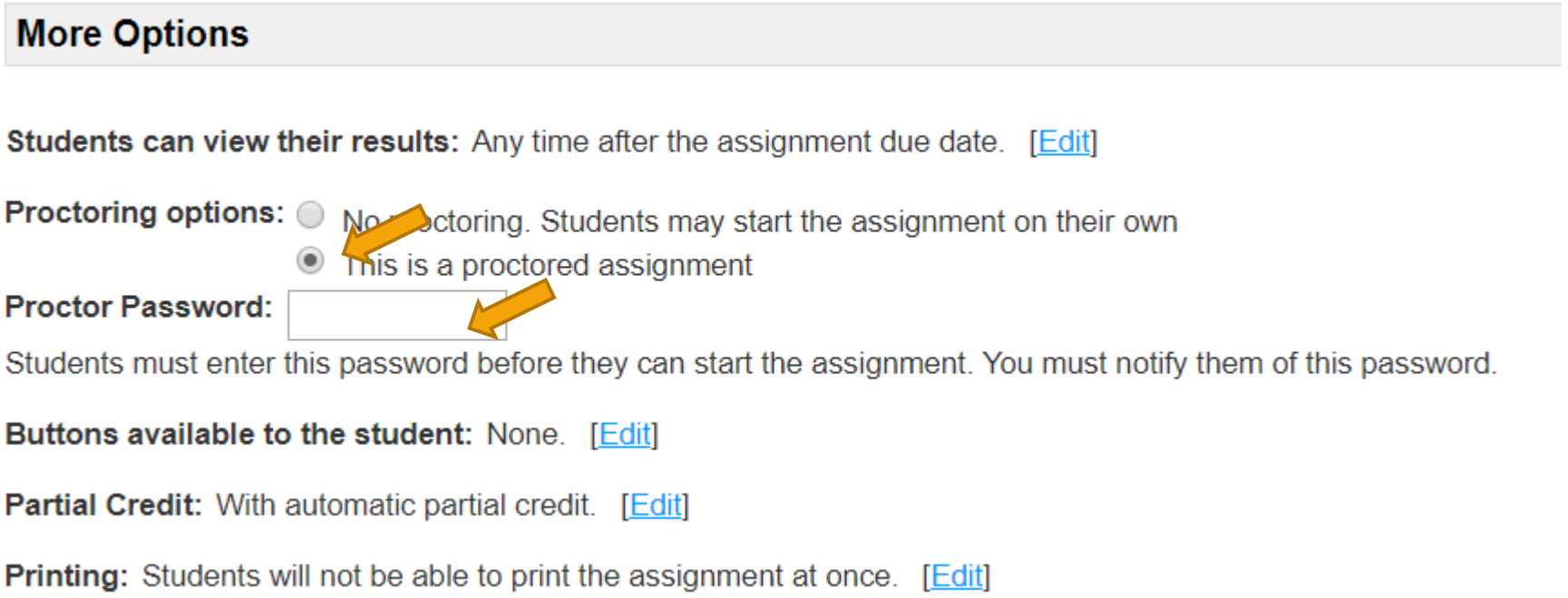
Setting a Password(2 of 4)

- Open More Options and click Edit beside the Proctoring Options



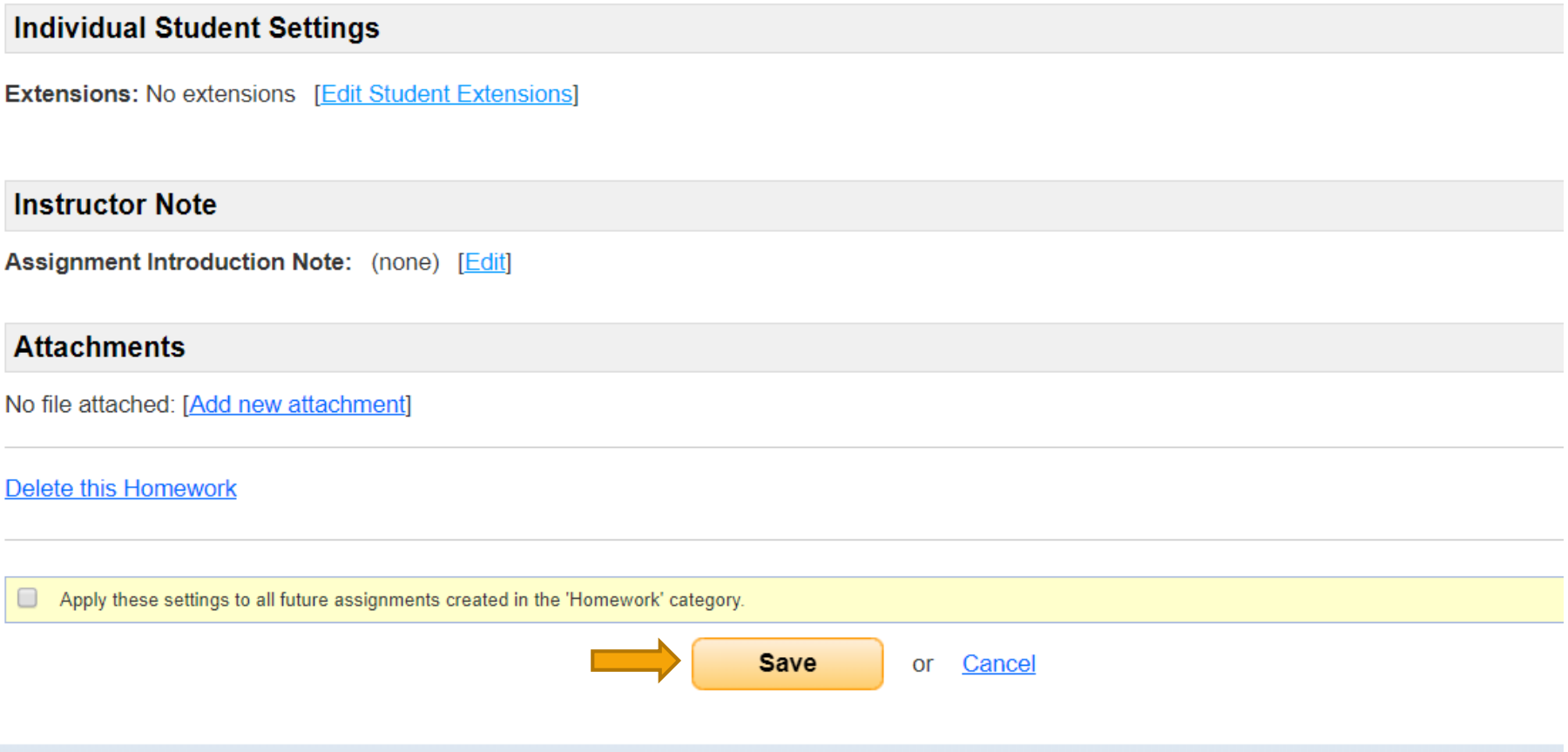
Setting a Password(3 of 4)

- Click the button beside This is a proctored assignment.
- Enter your password in the box.



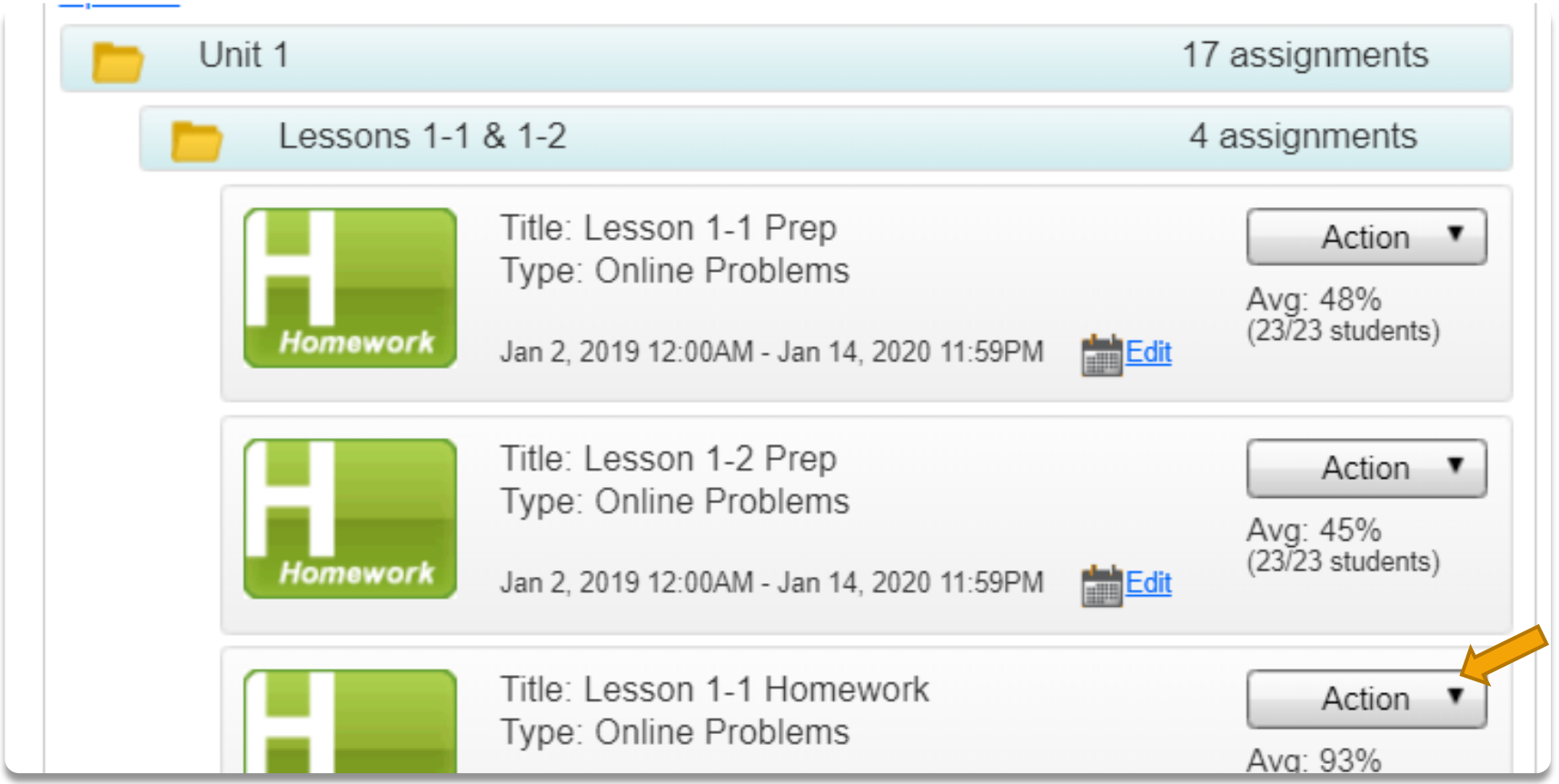
Setting Password(4 of 4)

- When you are finished with your changes, scroll all the way to the bottom and click Save



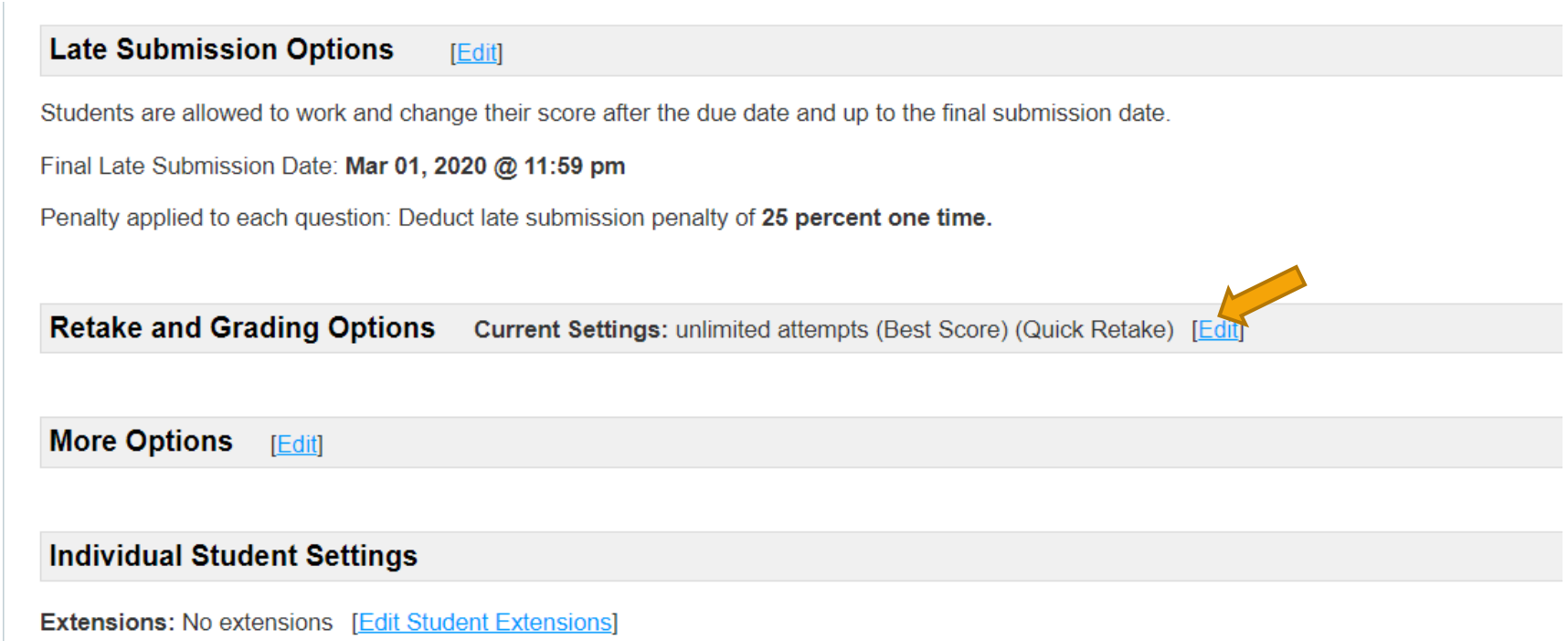
Setting Assignments for Multiple Attempts(1 of 4)

- By opening the appropriate folders, navigate to the assignment that you need to set the attempts.
- Click the Action button and choose Edit Assignment



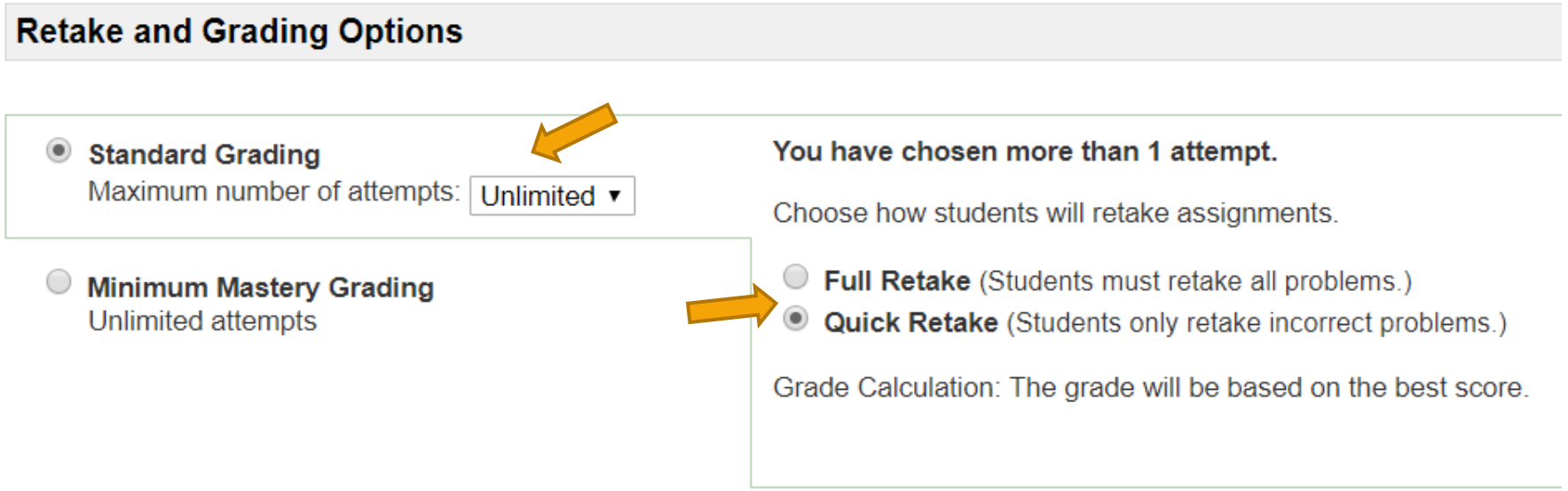
Setting Assignments for Multiple Attempts(2 of 4)

- Scroll down to Retake and Grading Options and Click Edit



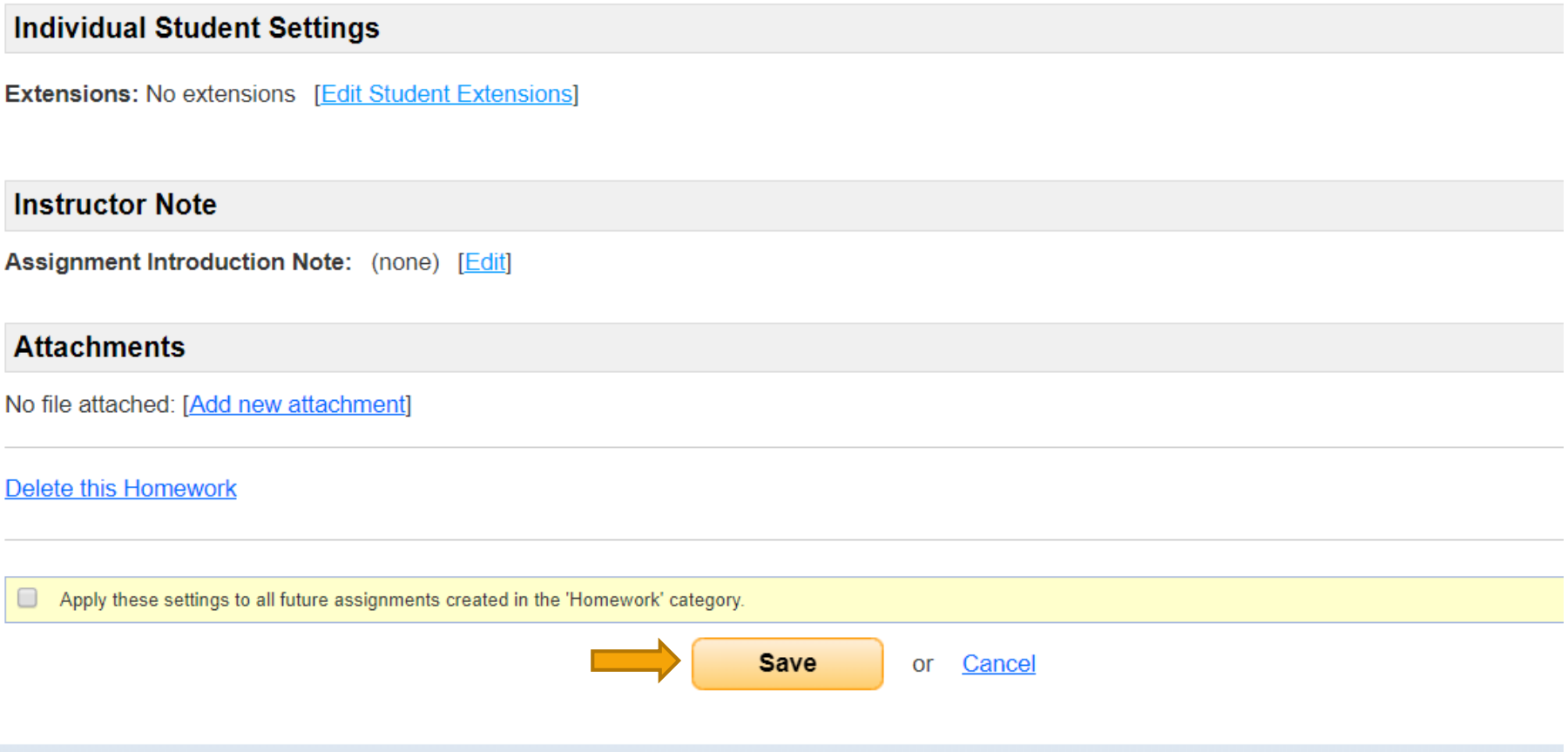
Setting Assignments for Multiple Attempts(3 of 4)

- Beside Standard Grading, you can use the dropdown menu to choose the number of attempts.
- To the right, you will need to choose which type of retake you prefer to use.



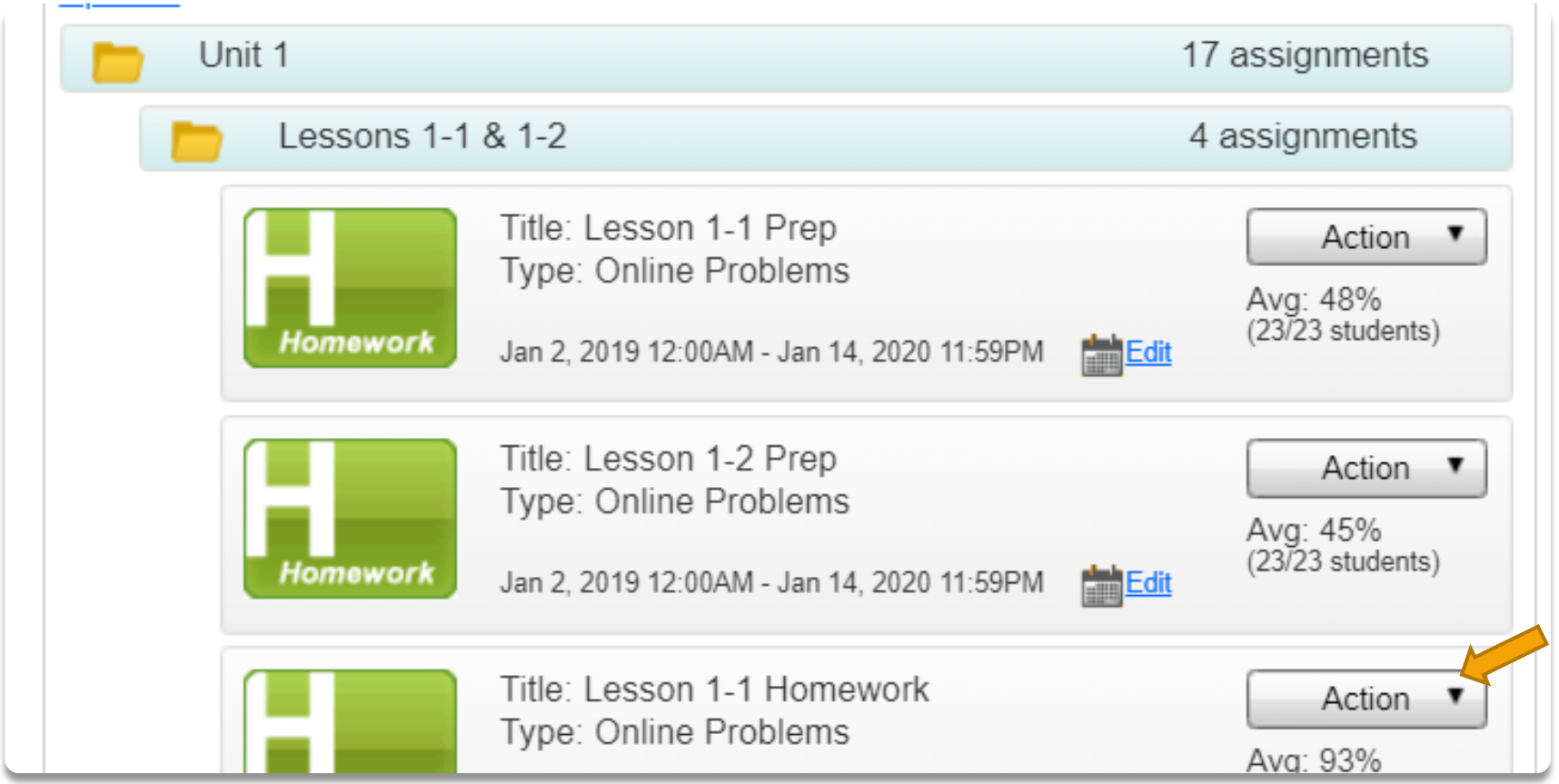
Setting Assignments for Multiple Attempts(4 of 4)

- When you are finished with your changes, scroll all the way to the bottom and click Save



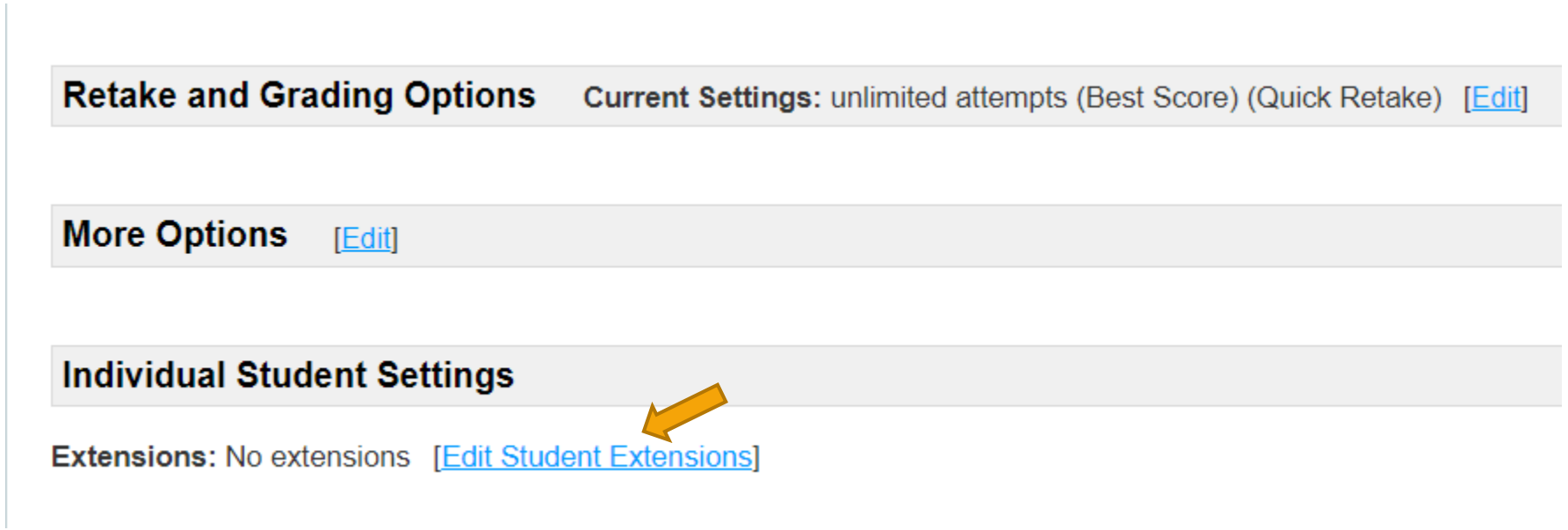
Granting an Extension(1 of 4)

- By opening the appropriate folders, navigate to the assignment that you need to grant the extension
- Click the Action button and choose Edit Assignment



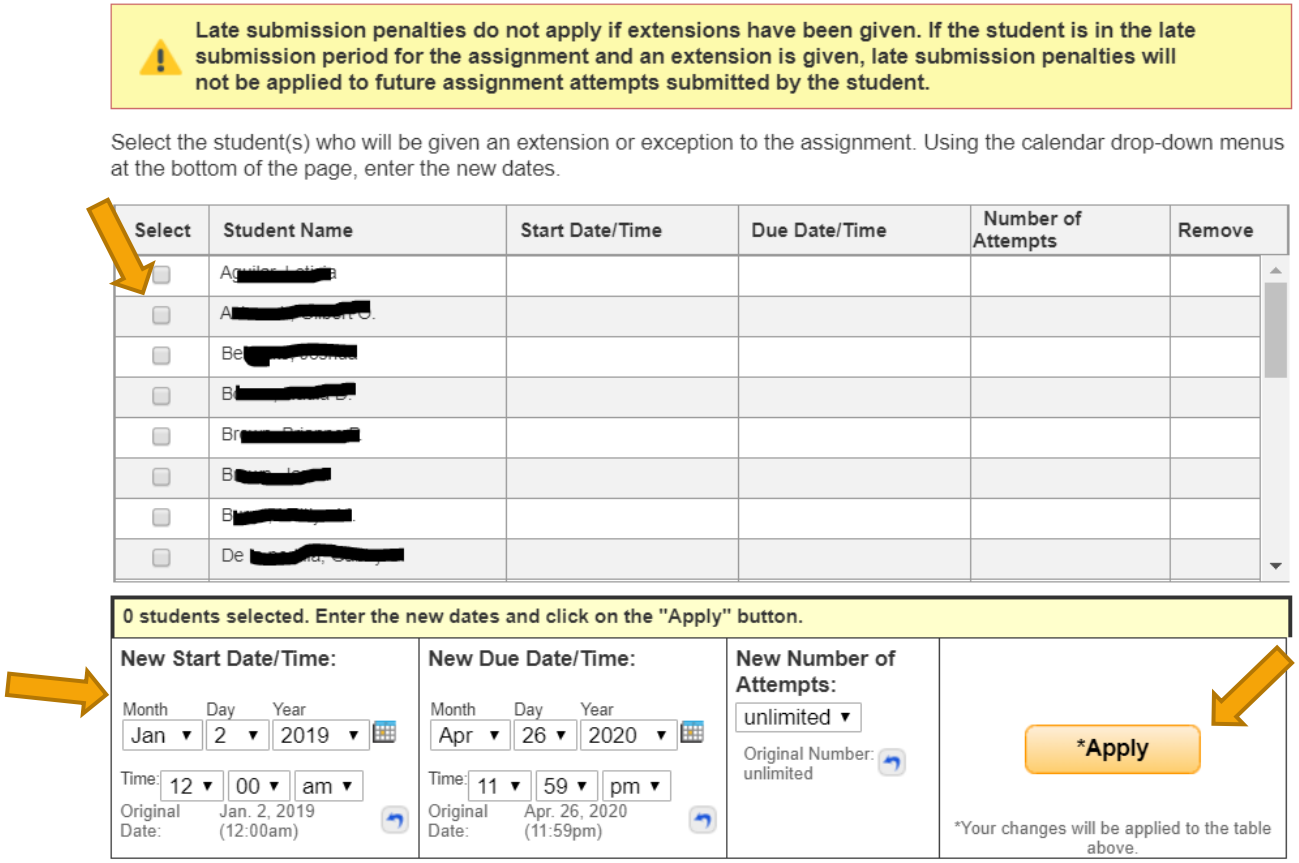
Granting an Extension(2 of 4)

- Scroll down to Individual Student Settings
- Click Edit Student Extensions



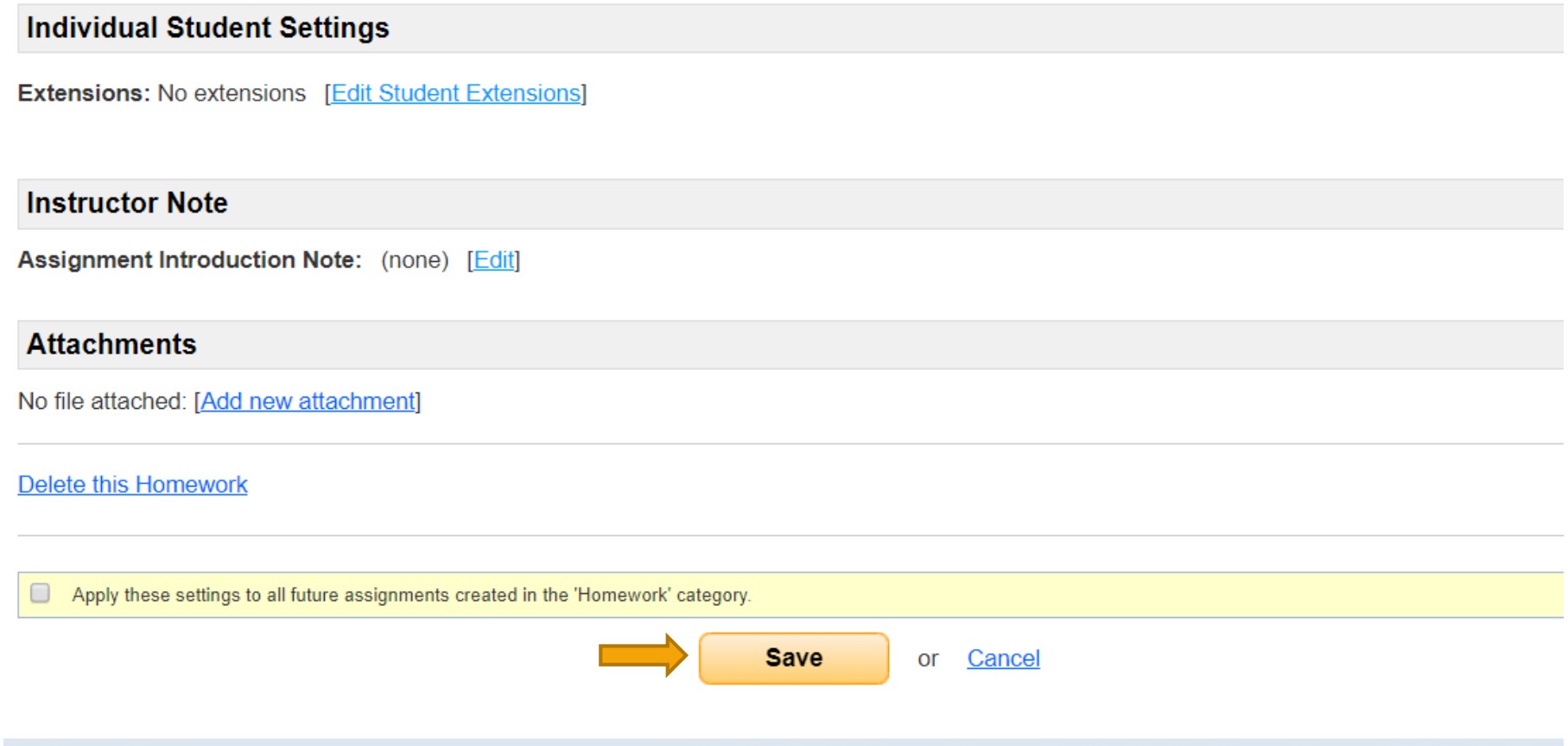
Granting an Extension(3 of 4)

- Check the box beside the student who is to get the extension. If the dates will be the same, you can do multiple students at once.
- Adjust the new dates and number of attempts for the assignment.
- Click Apply and Close at the bottom of the page.



Granting an Extension(4 of 4)

- When you are finished with your changes, scroll all the way to the bottom and click Save



Working in the Gradebook

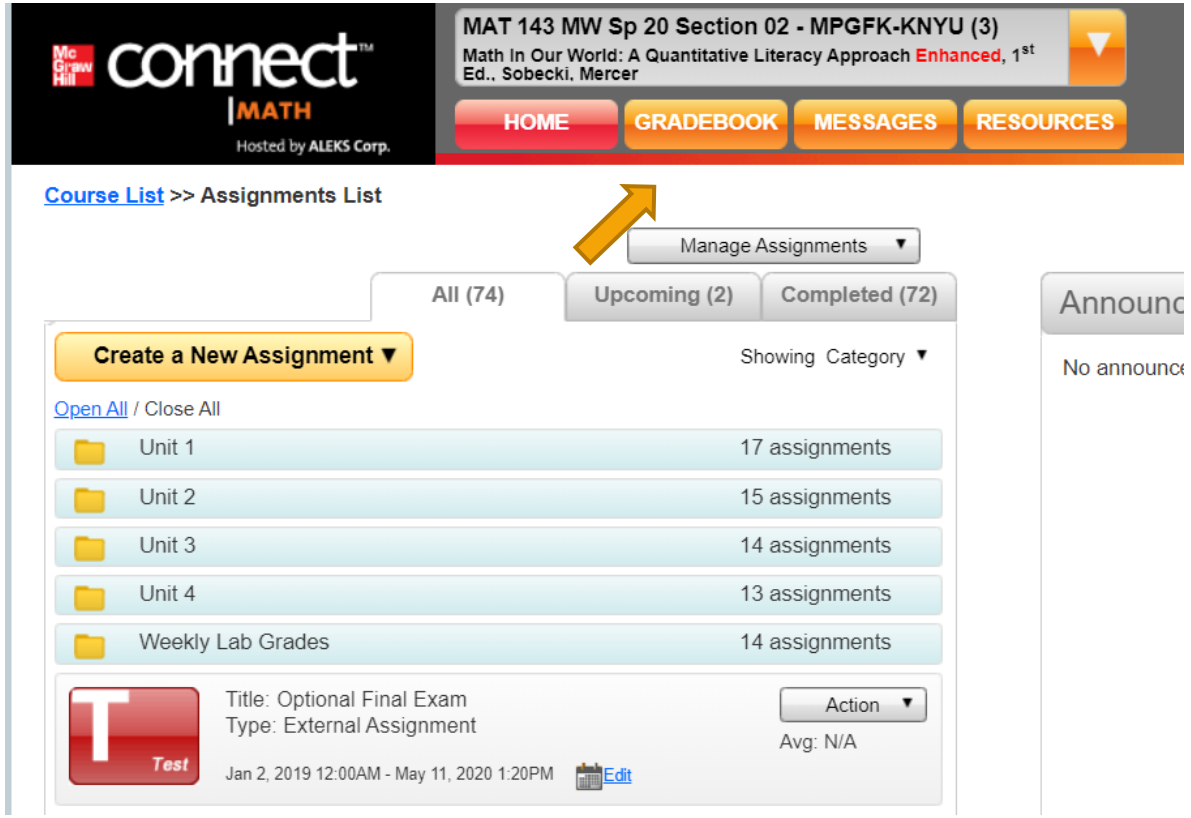
Click the links to navigate to the desired section.

THIS SECTION WILL DETAIL

- HOW TO ACCESS THE GRADEBOOK
- VIEWING ASSIGNMENTS BY CATEGORY
- CHECKING A SINGLE STUDENT'S GRADE
- CHECKING FOR STUDENT'S LAST ACCESS
- SUBMITTING AN EXTERNAL GRADE
- EXPORTING GRADES TO EXCEL

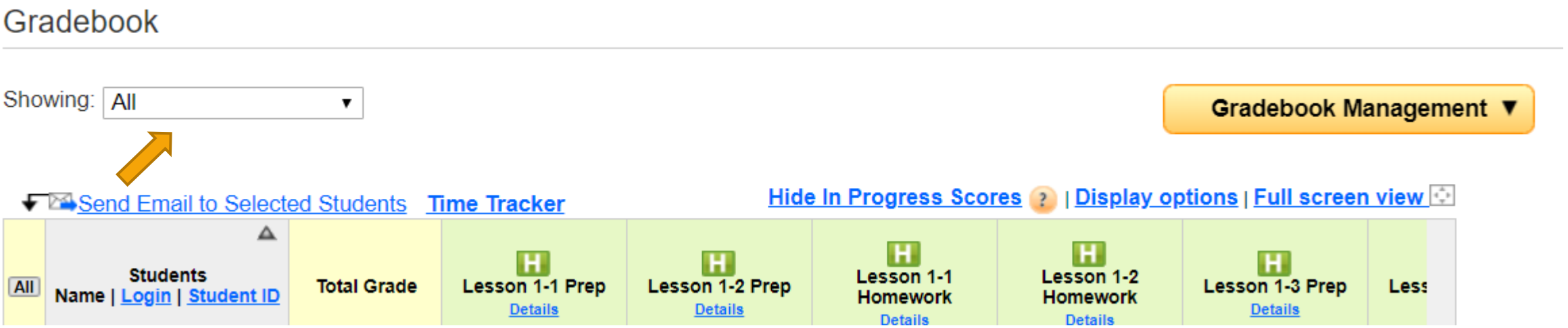
Accessing the Gradebook

- From the home screen click the Gradebook button to see your gradebook with all assignments.



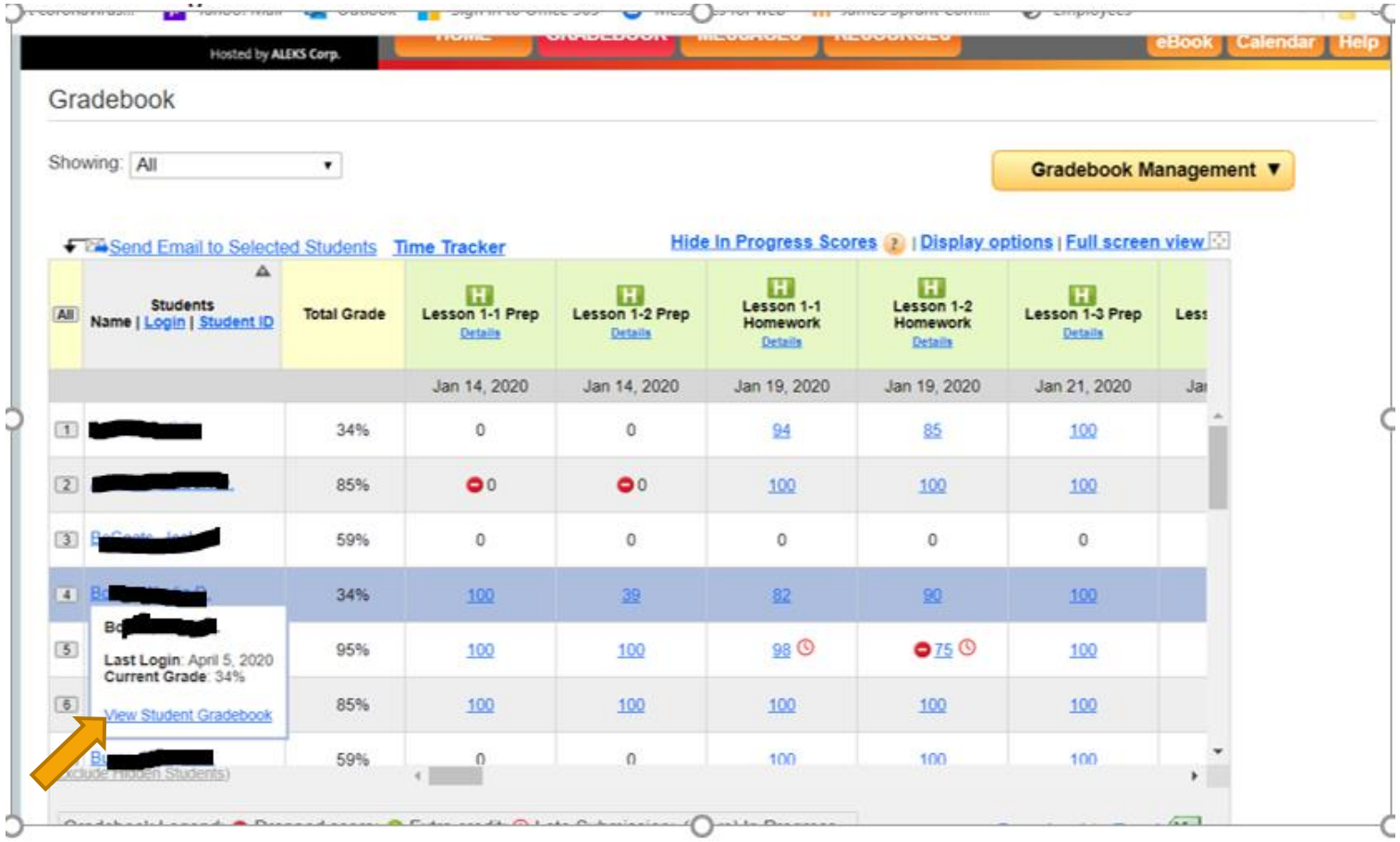
Viewing Grades by Category

- Once in the gradebook, use the dropdown menu to select the category type if you would only like to view grades in a certain grading category.



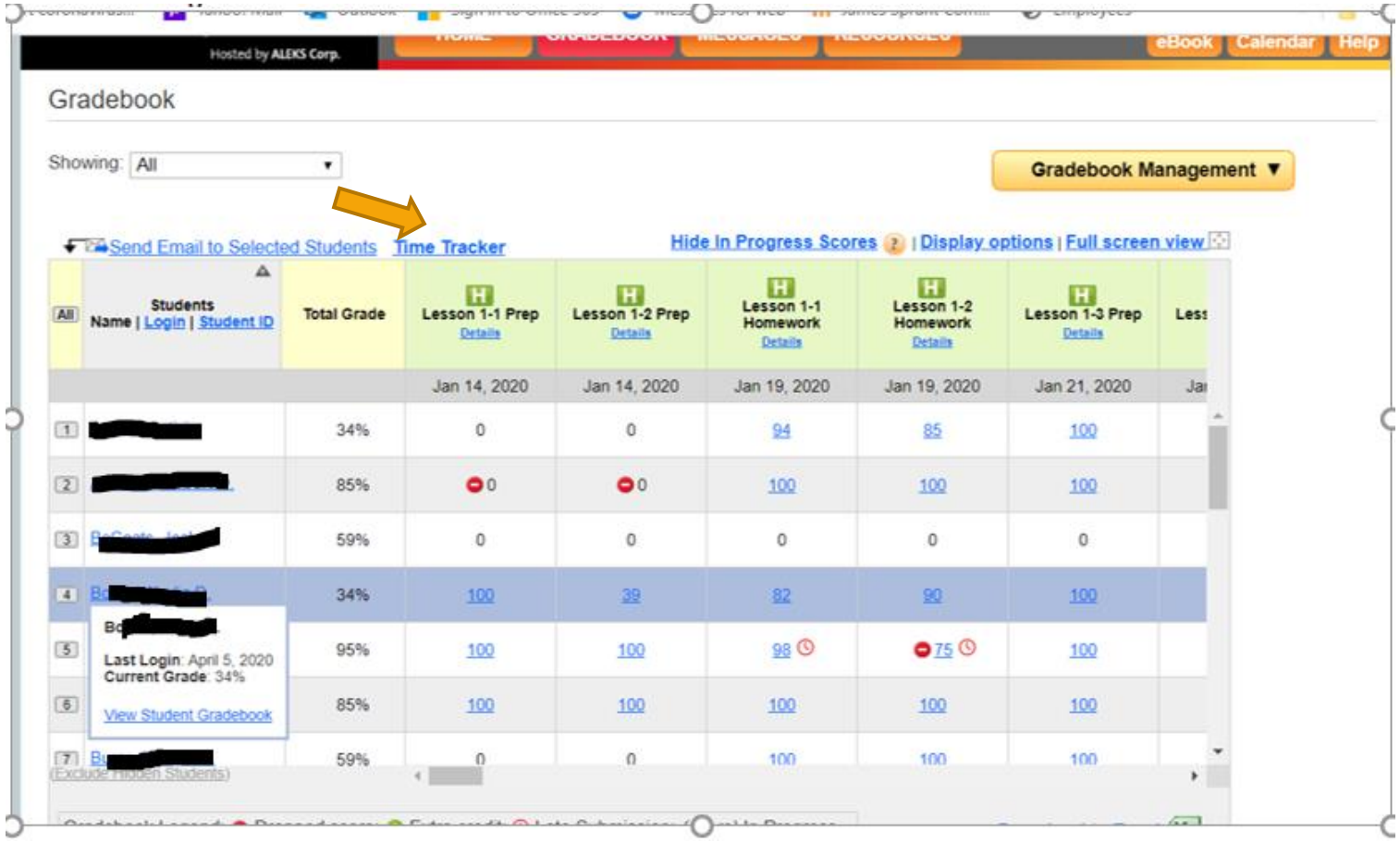
Checking an Individual Student's Gradebook

- Once in the gradebook, click on a student's name to get a pop up window. Within that window, click View Student Gradebook to see only the grades for that student.
- Notice that this popup also gives the date of the student's last access.



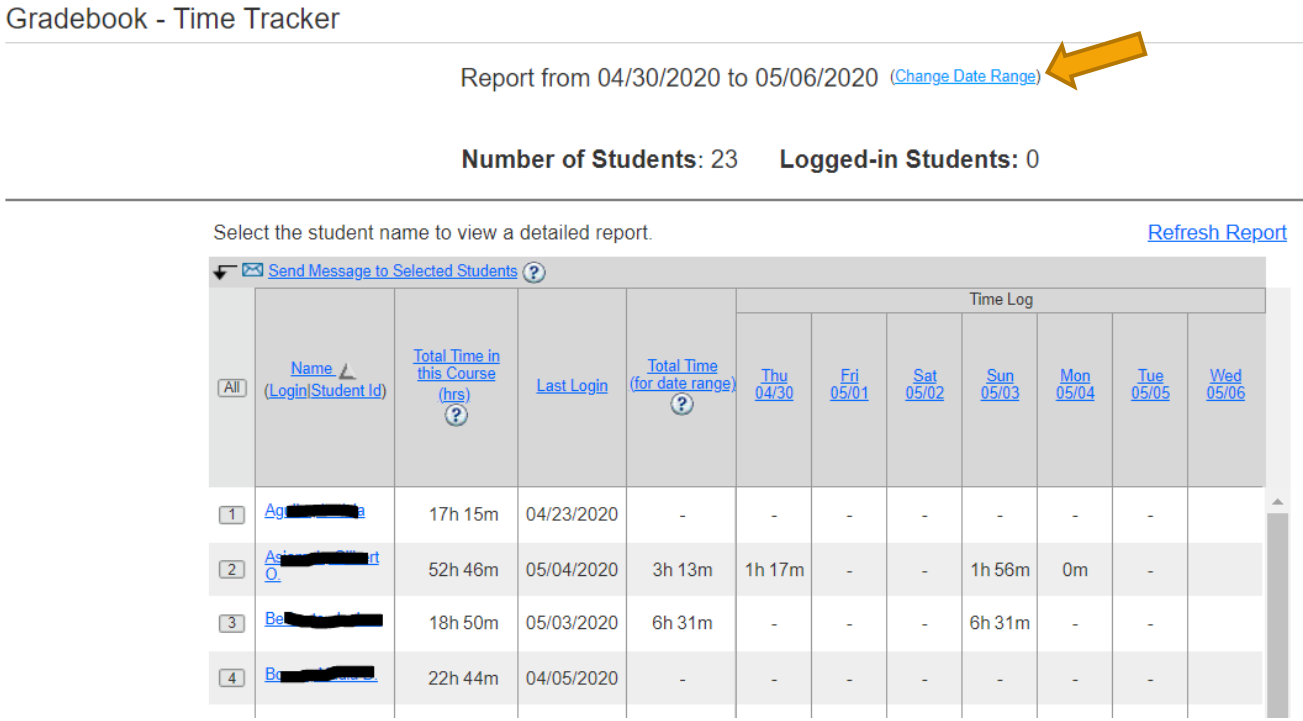
Checking Student Activity in ConnectMath (1 of 2)

- Once in the gradebook, click on Time Tracker to see the last access date for all students and when they completed each assignment.



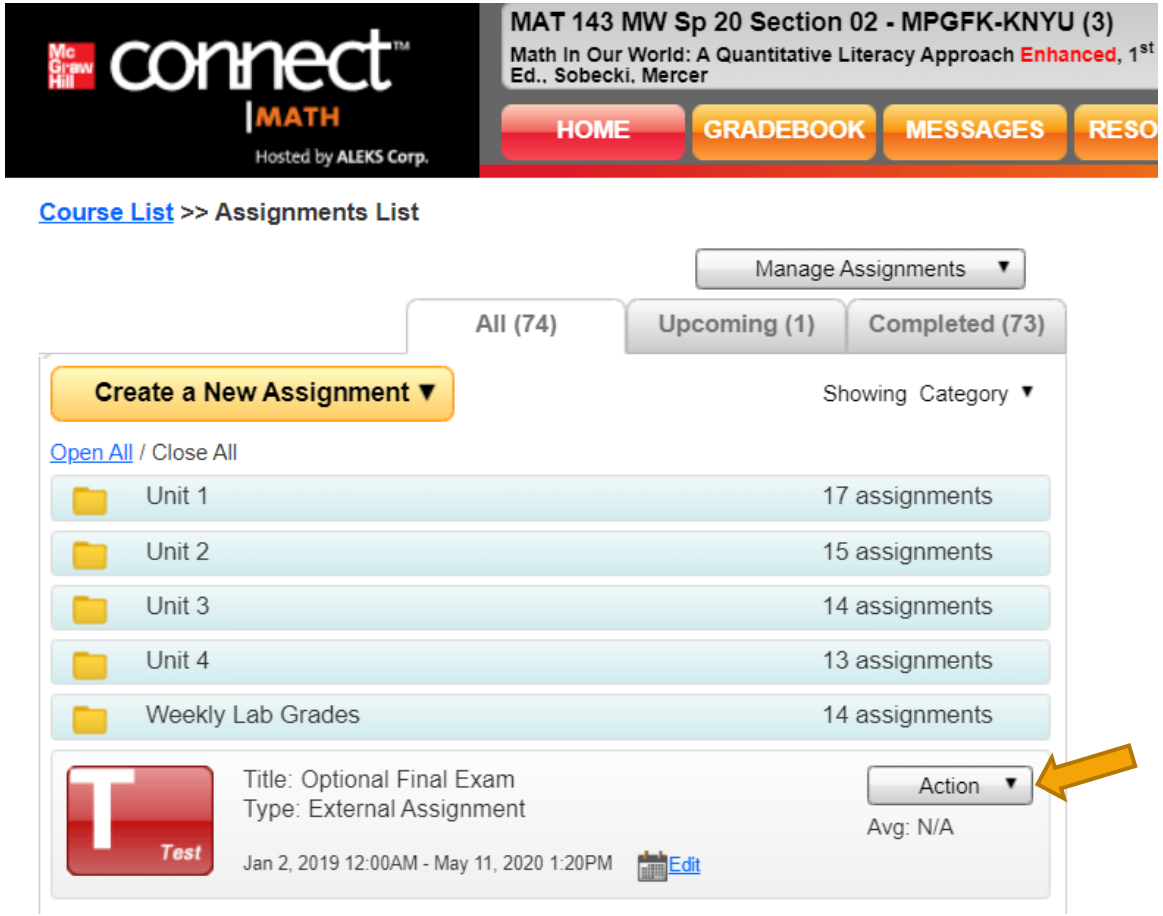
Checking Student Activity in ConnectMath (2 of 2)

- You can change the date range that you are viewing by clicking Change Date Range.
- Use your browser's back arrow to return to the full Gradebook.



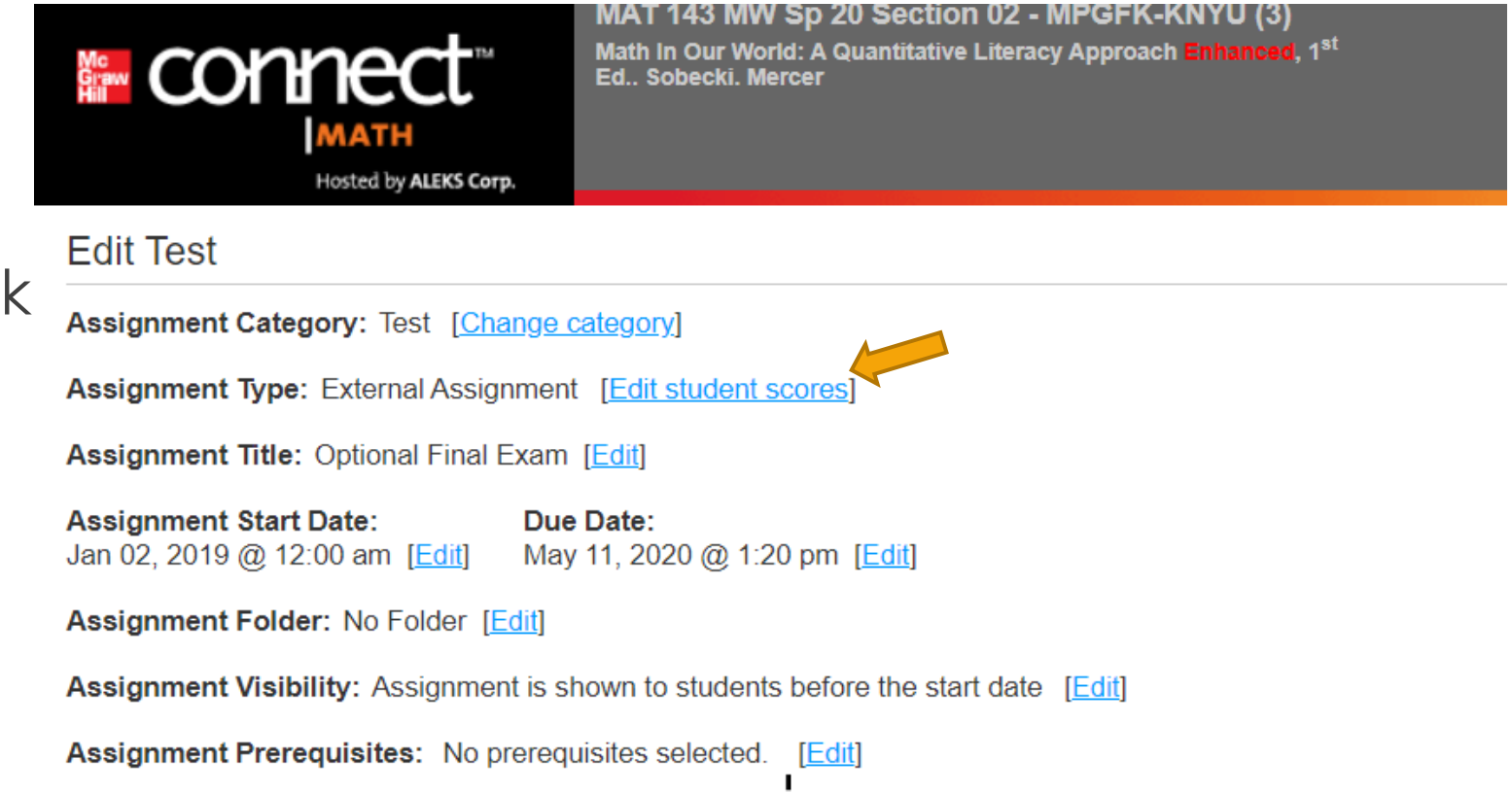
Adding Scores for an External Assignment(1 of 6)

- From the home screen, find the item that needs grades to be entered. Click Action and choose Edit Assignment



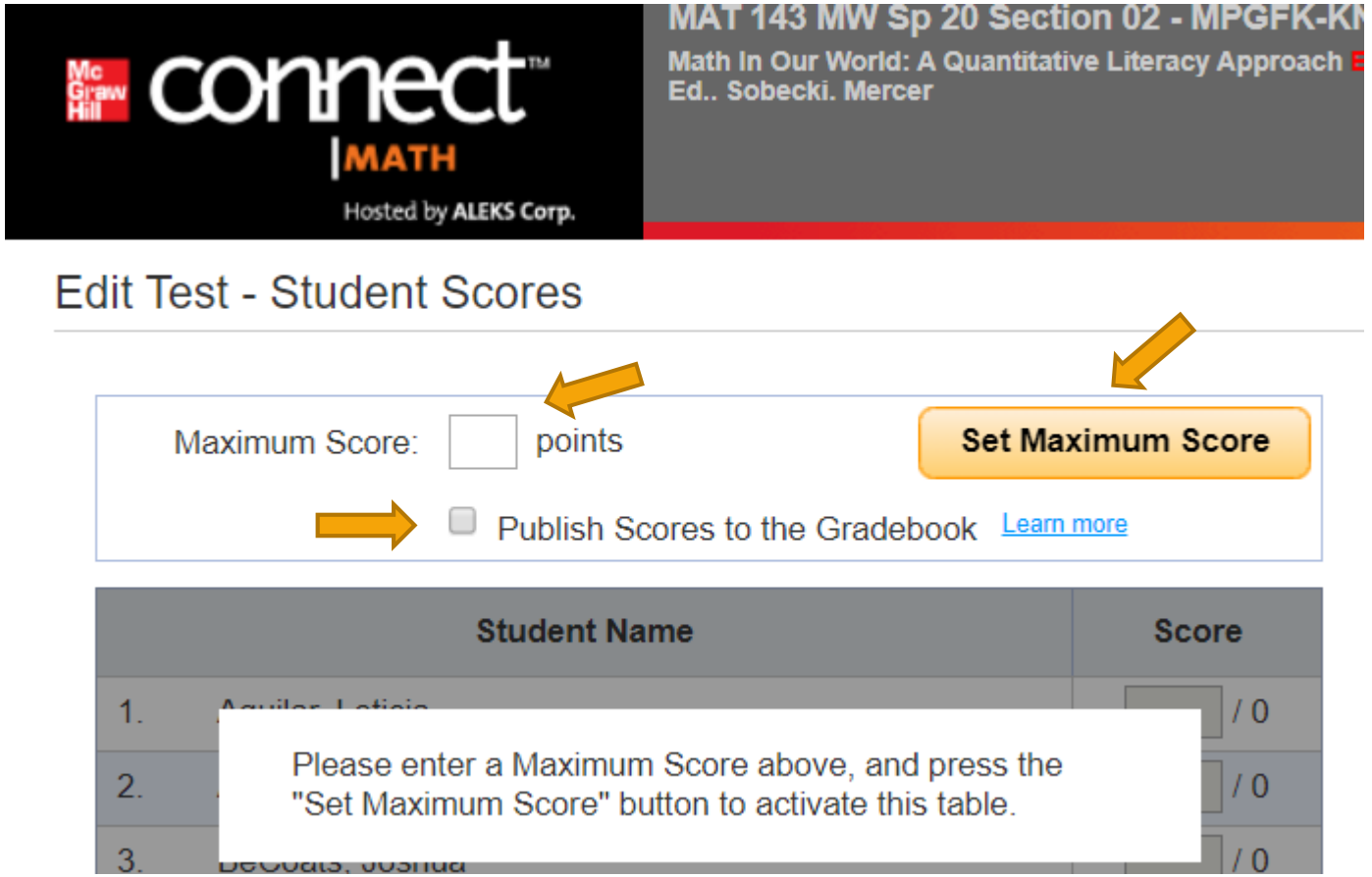
Adding Scores for an External Assignment(2 of 6)

- For Assignment Type, click Edit Student Scores



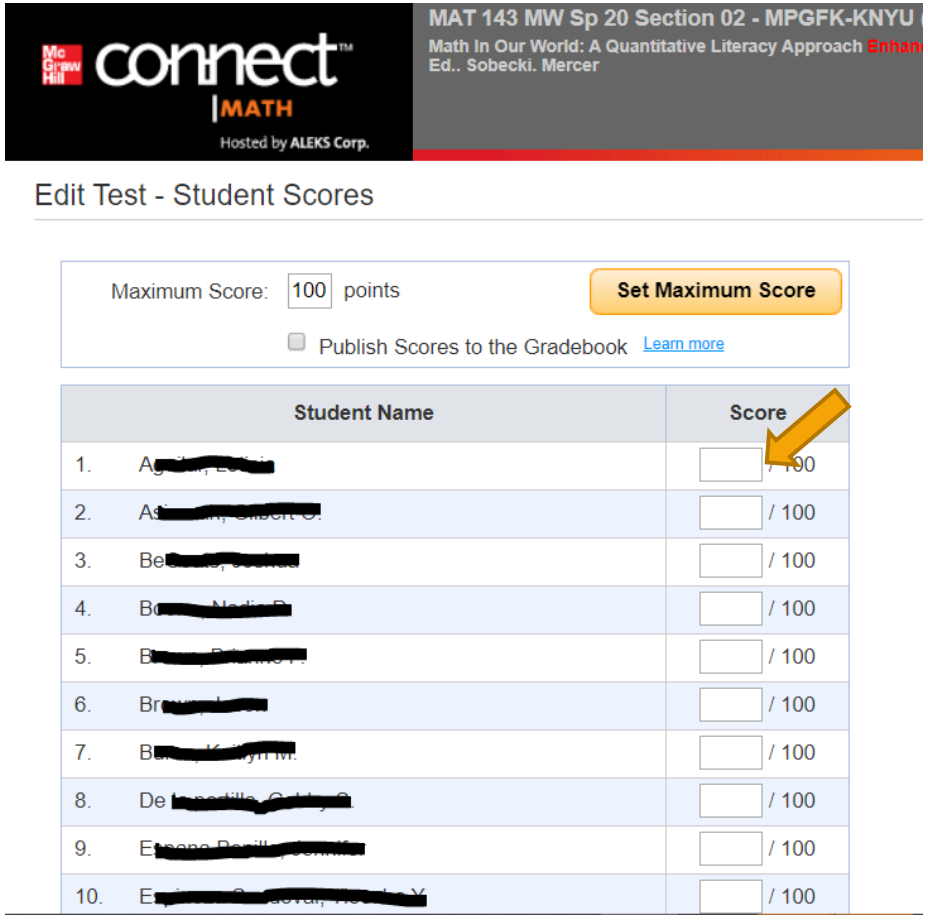
Adding Scores for an External Assignment(3 of 6)

- Type in the Maximum Score for this assignment and click Set Maximum Score. If you want the grades to be seen, also click the box beside Publish Scores to the Gradebook.



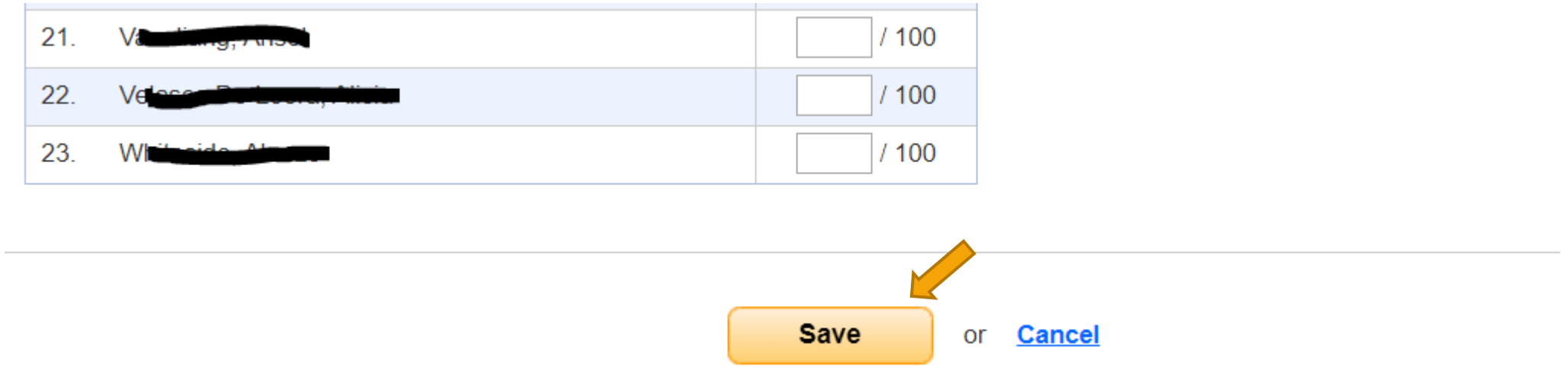
Adding Scores for an External Assignment(4 of 6)

- Now you can type in individual scores.
- If you have your grades in a spreadsheet, you can copy the grade column, put your cursor in the first box and use Ctrl V to paste. This will paste all of the grades from your list.
- CAUTION: Make sure your spreadsheet exactly matches the gradebook before using this method.



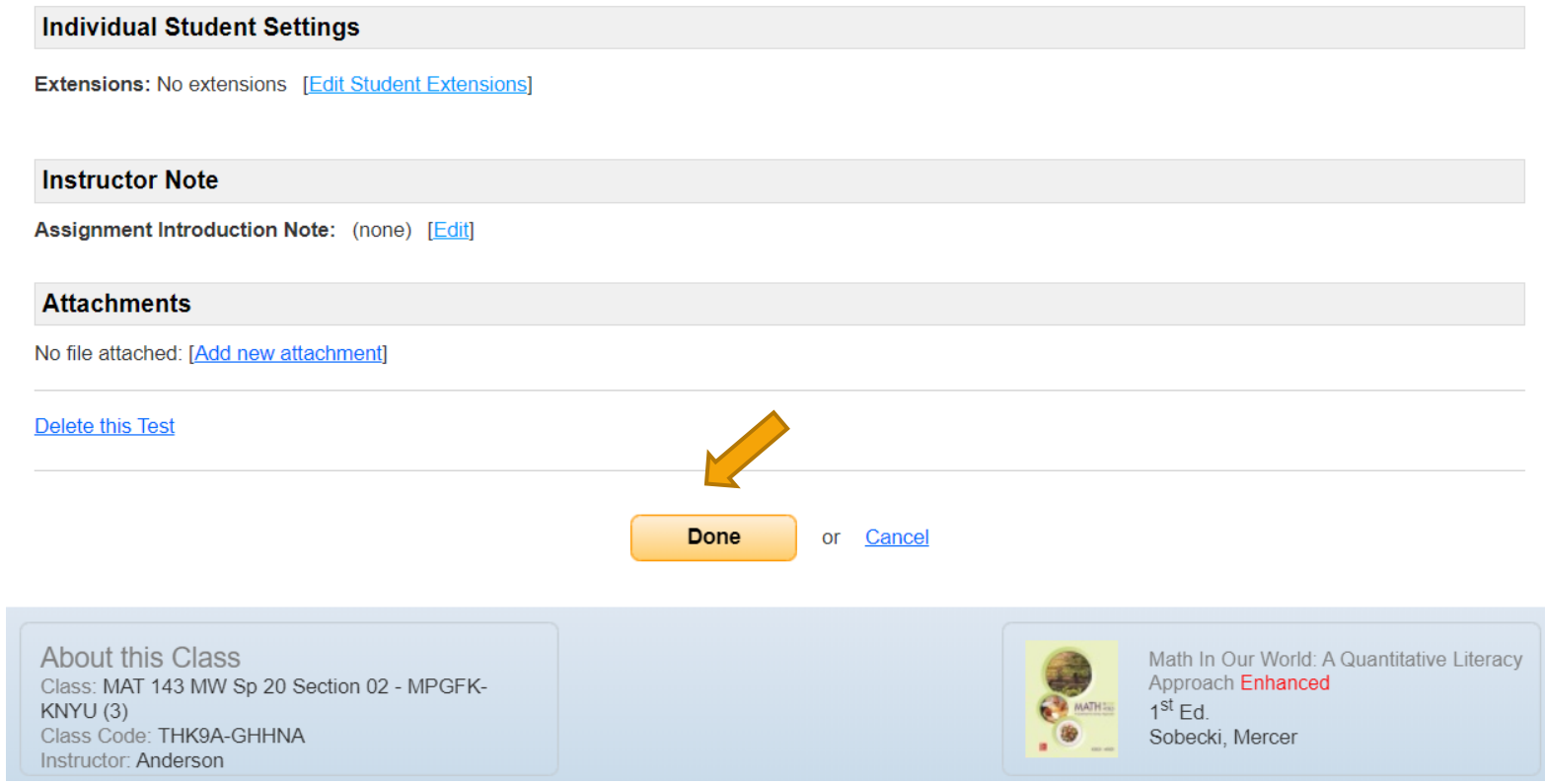
Adding Scores for an External Assignment(5 of 6)

- Be sure to click Save at the bottom of the page before leaving this page.



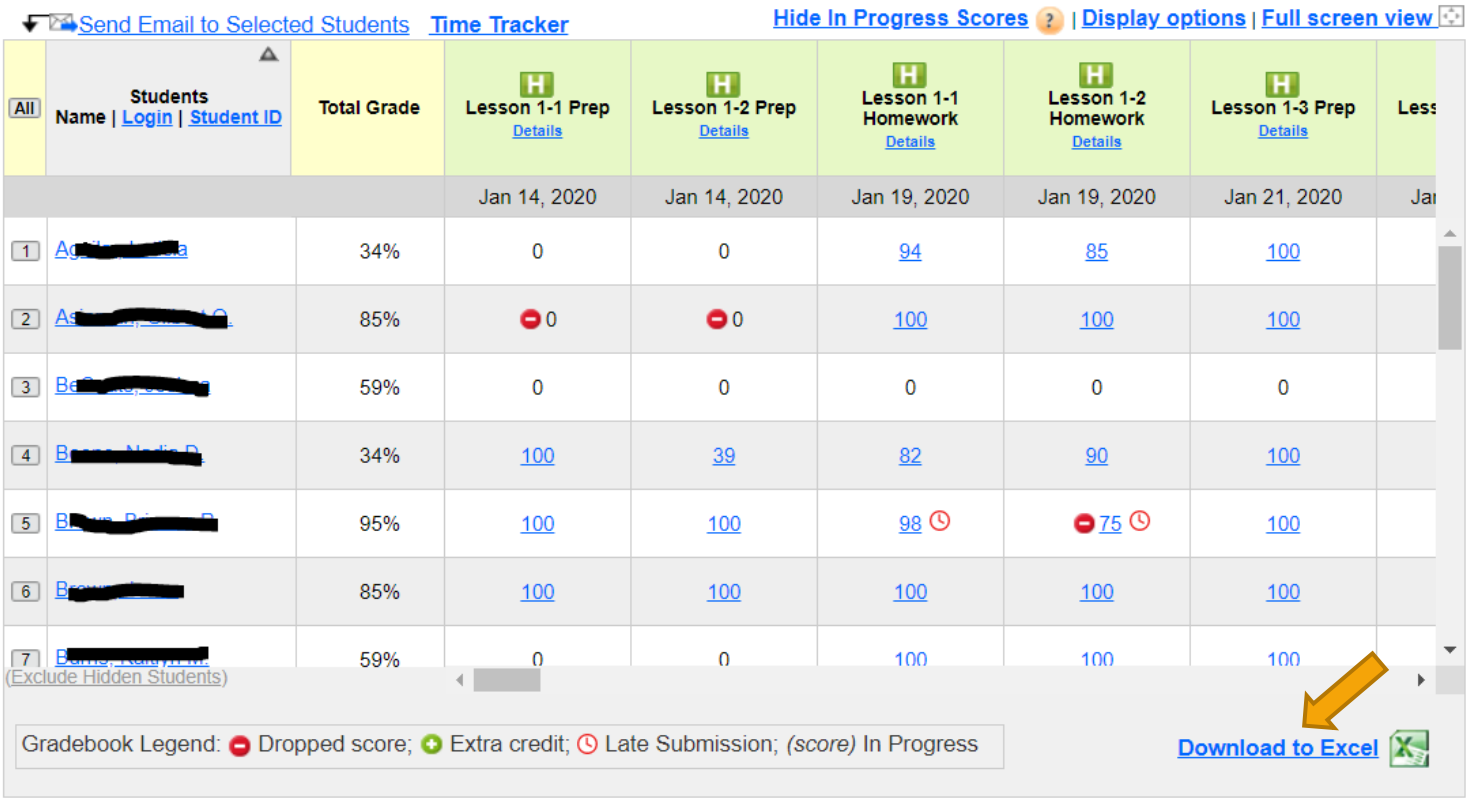
Adding Scores for an External Assignment(6 of 6)

- Then scroll to the bottom of the new screen and click Done.



Exporting Grades to Excel

- Once in the Gradebook, scroll down and click Download to Excel
- Once you click on it, the file will download to your computer.



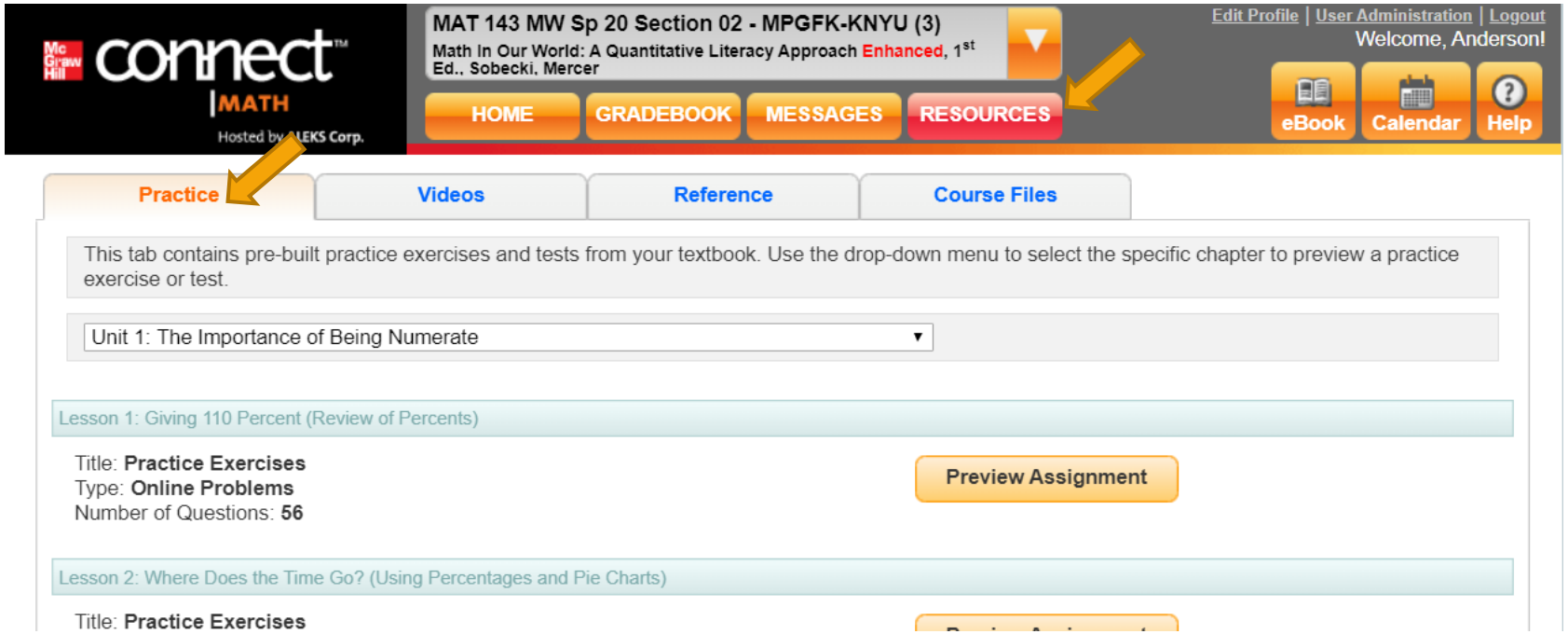
Resources Button

THIS SECTION WILL DETAIL

- HOW TO LOCATE THE TESTGEN TEST BANK, INSTRUCTOR POWERPOINTS AND SOLUTIONS VIDEOS

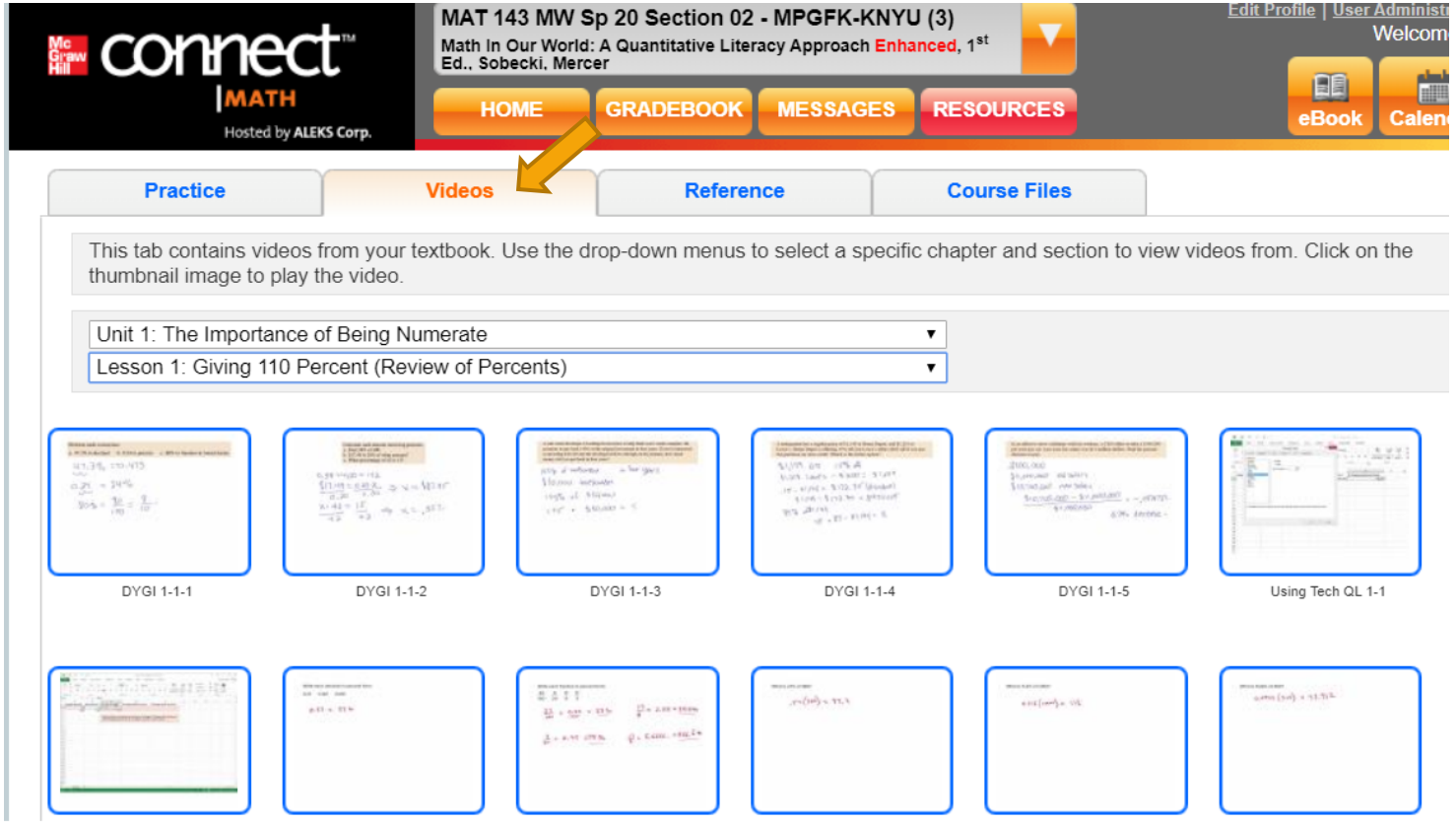
Using the Resources Tab (1 of 3)

- Click on the Resources Tab
- Once there, you will see 4 other tabs.
- The Practice Tab has practice assignments that the student can access.



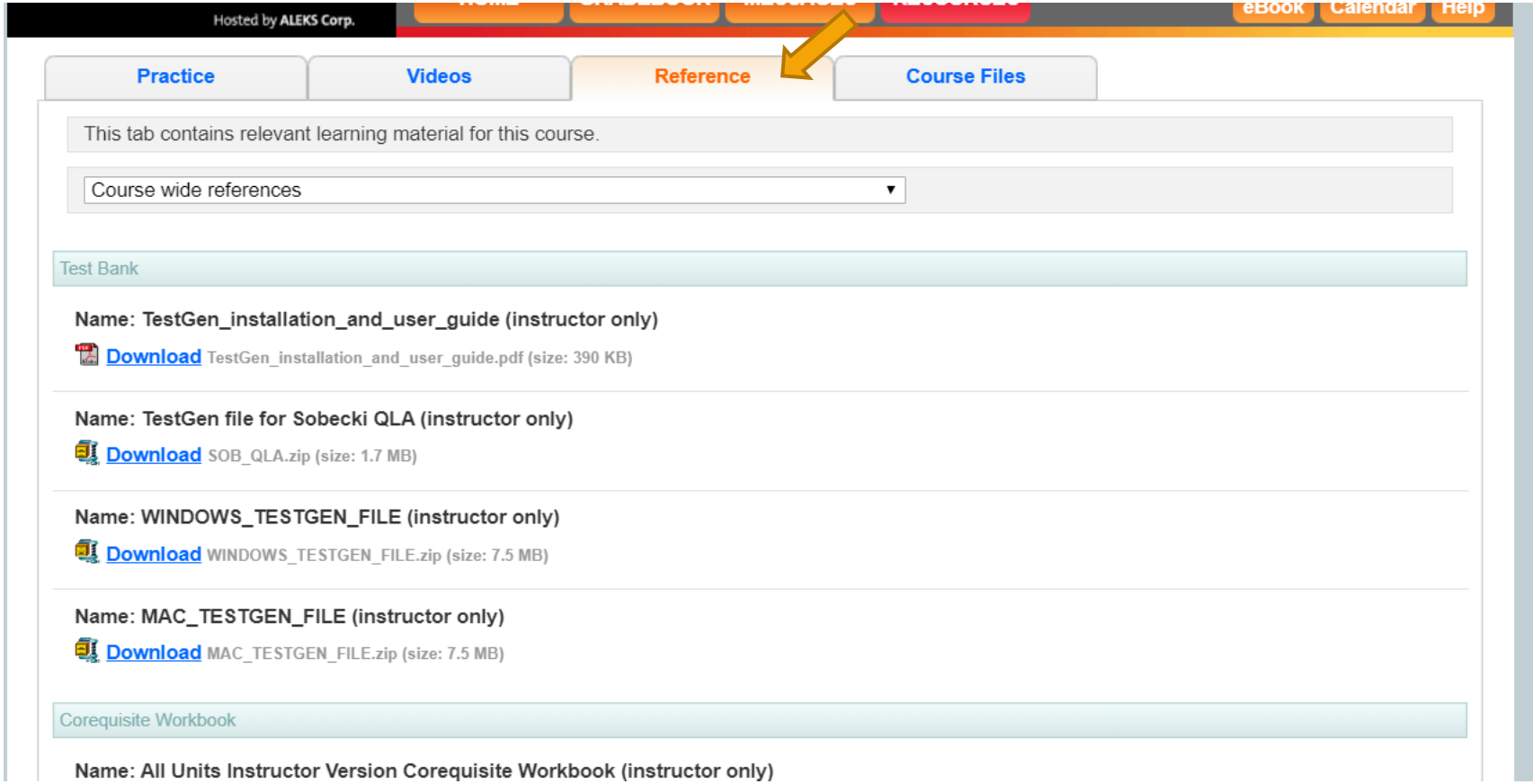
Using the Resources Tab (2 of 3)

- The next tab has videos that student can access. These are not the instructor access videos



Using the Resources Tab (3 of 3)

- The References Tab has TestGen files, Corequisite Material, Instructor Powerpoints, Solutions Videos and much more!
- The Course Files tab is the place where you upload any of your course documents.

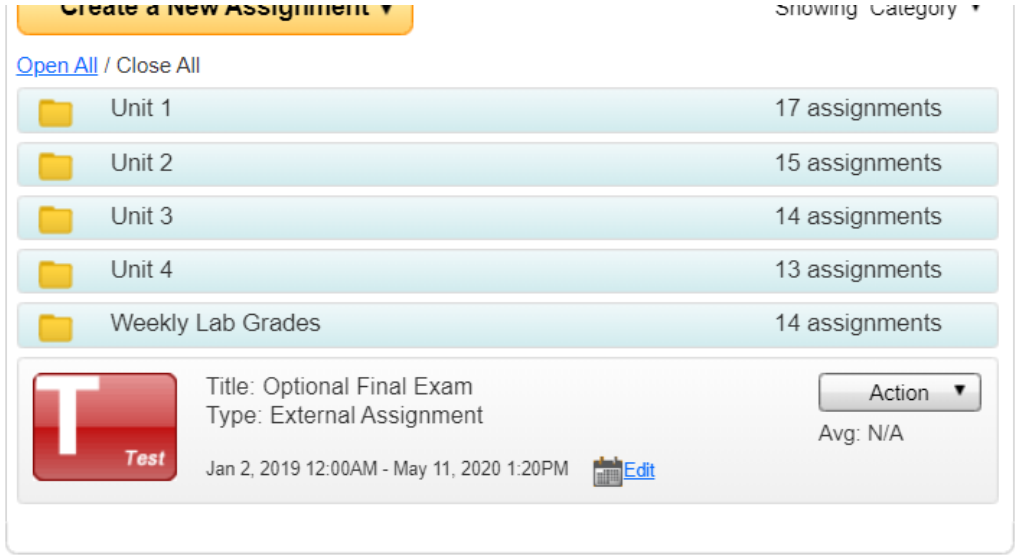


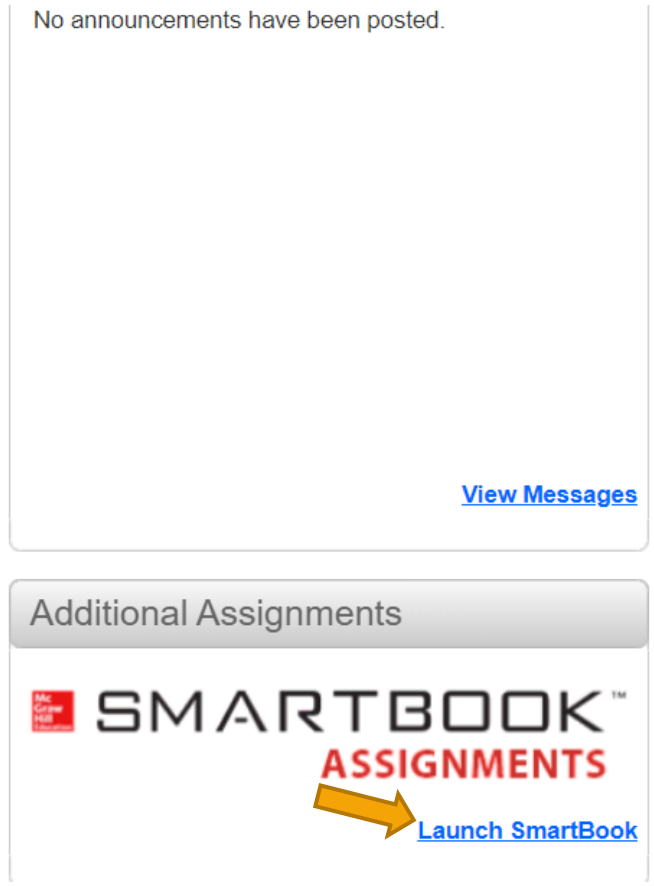
SmartBook

THIS SECTION WILL DETAIL ACCESSING AND USING SMARTBOOK

Using Smartbook(1 of 11)

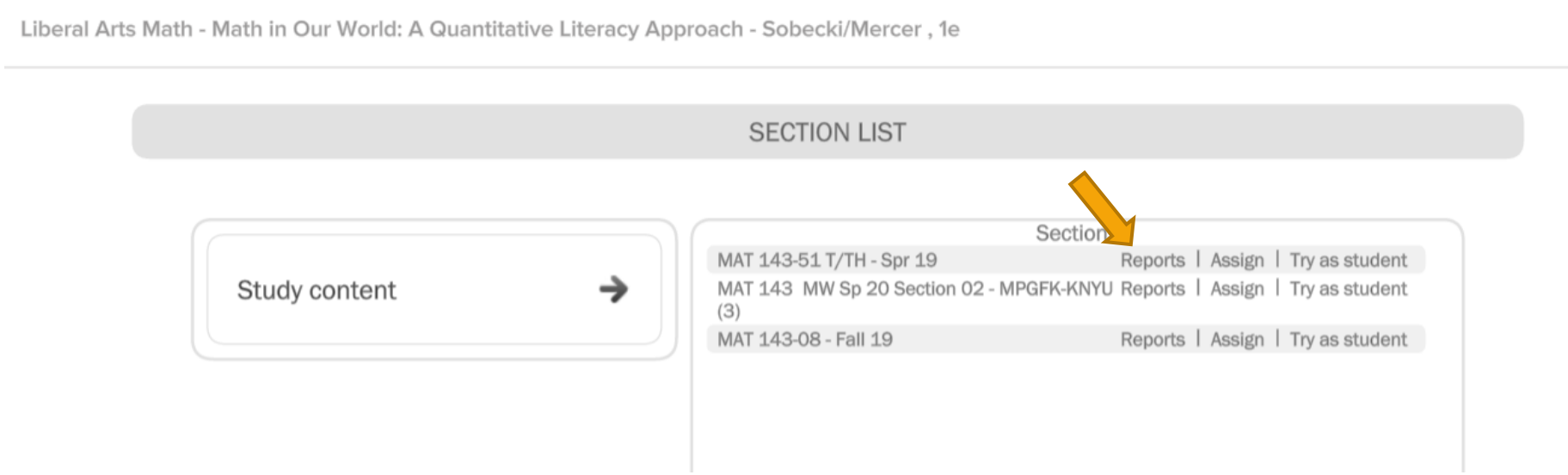
- From the Home screen, scroll down and click Launch Smartbook.





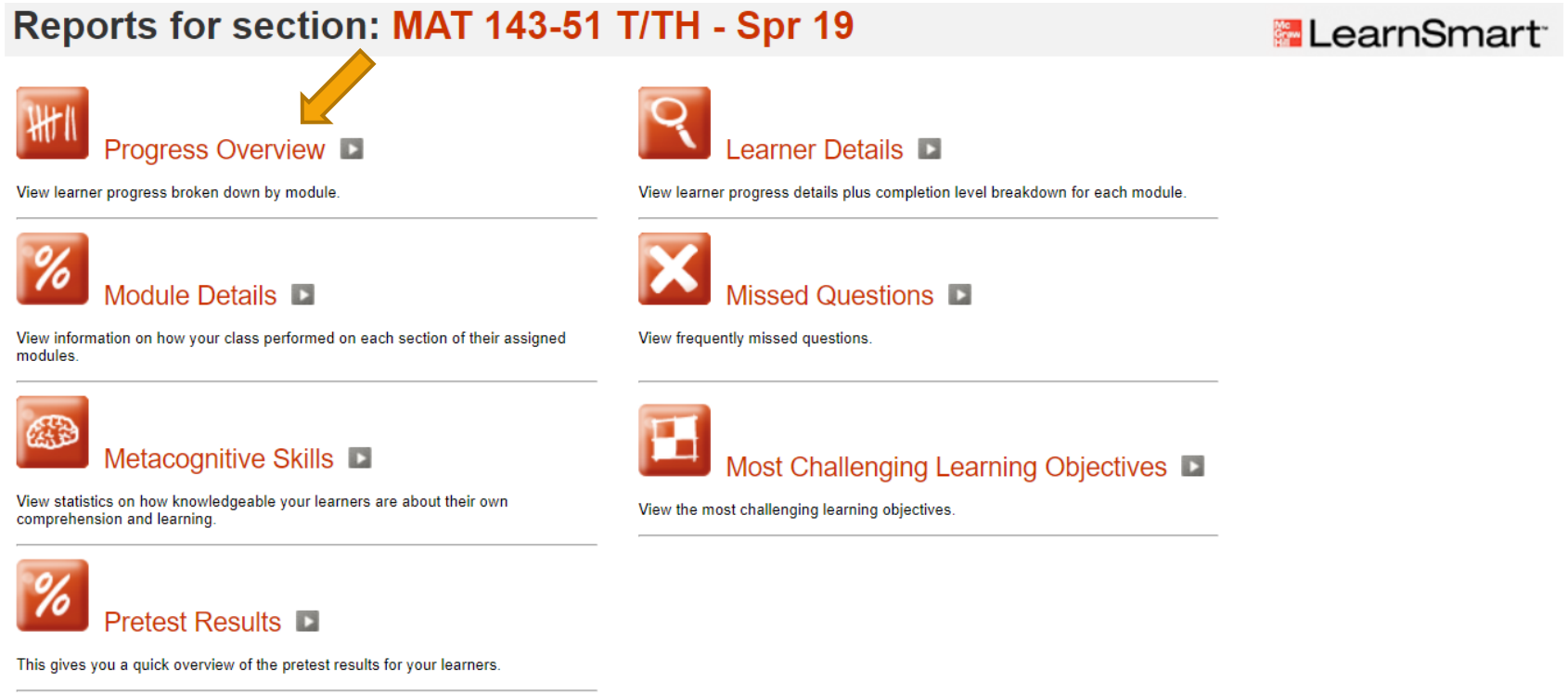
Using Smartbook(2 of 11)

- Choose Reports for your current class



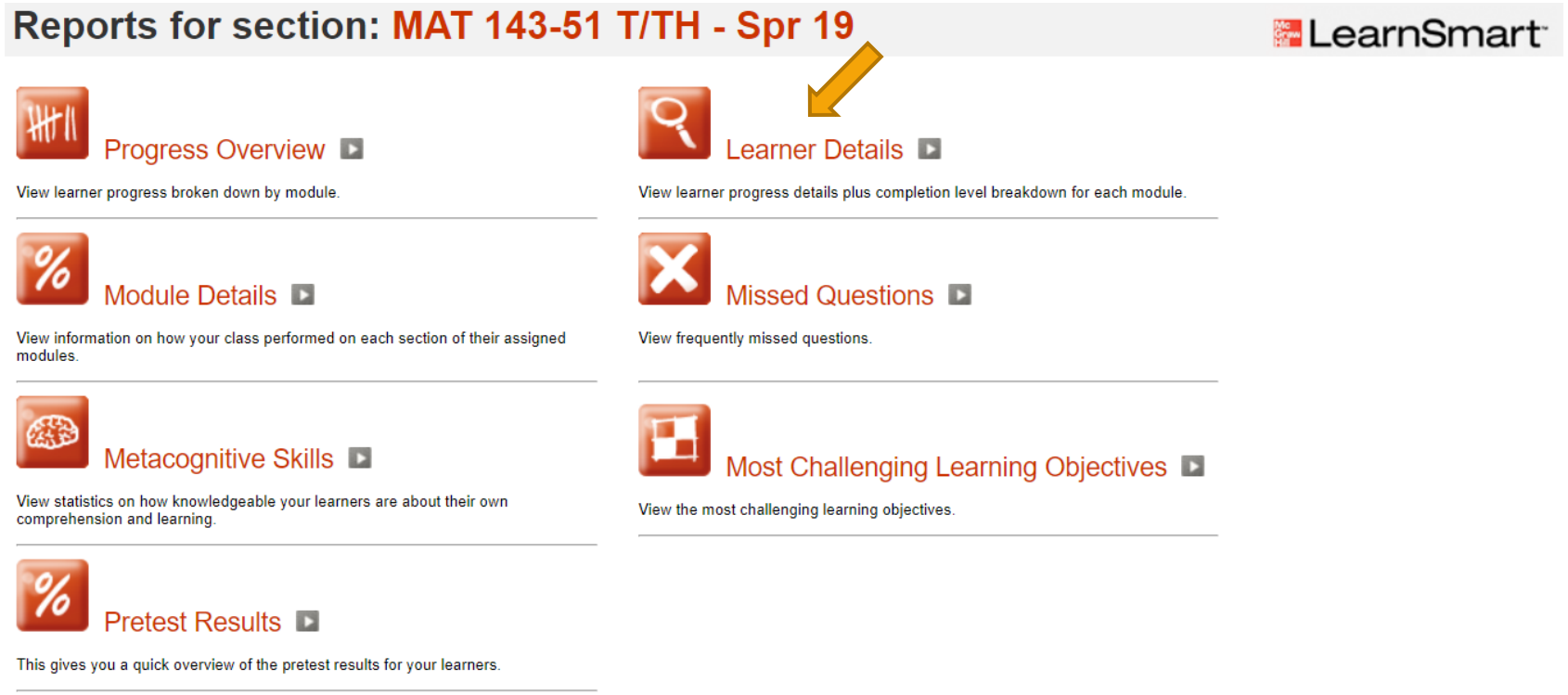
Using Smartbook(3 of 11)

- Choose Progress Overview to see Smartbook grades for your students



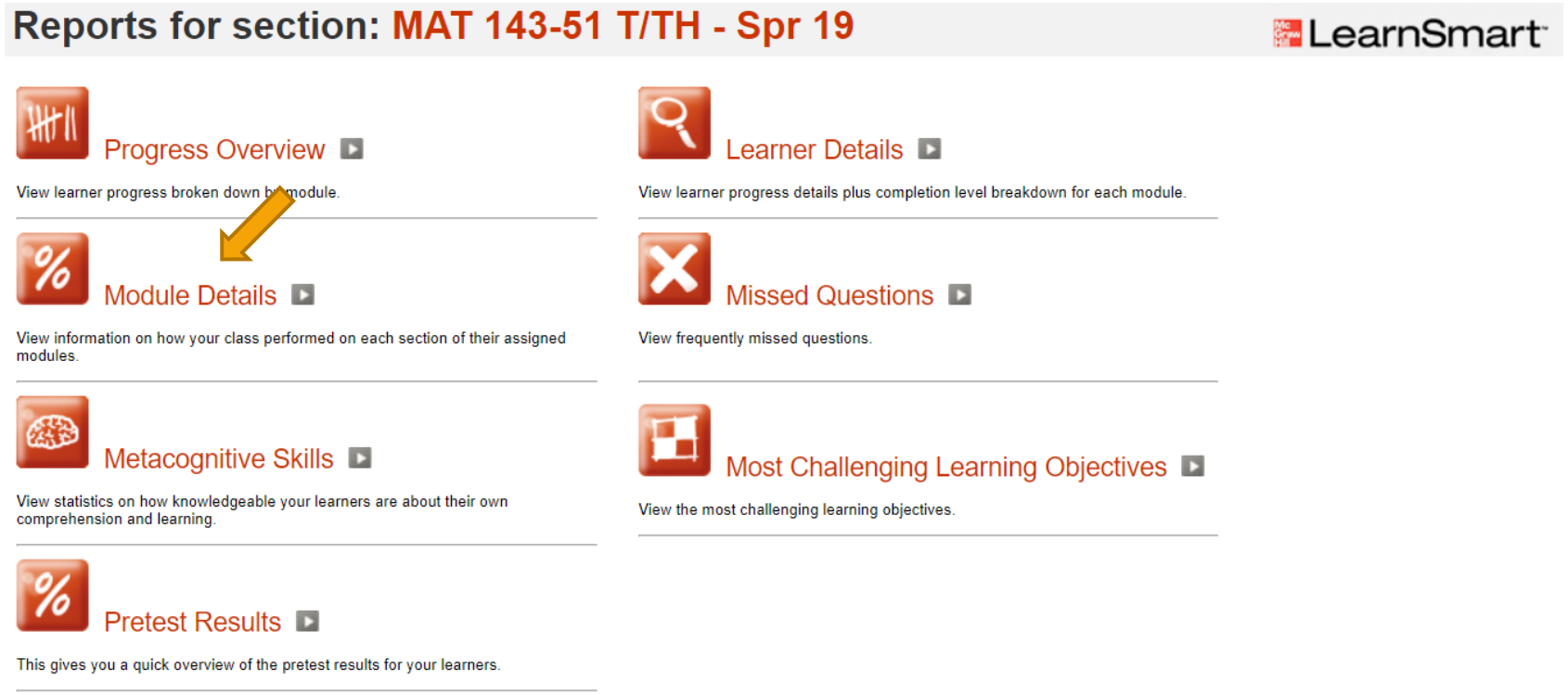
Using Smartbook(4 of 11)

- Choose Learner Details to see student summary by module



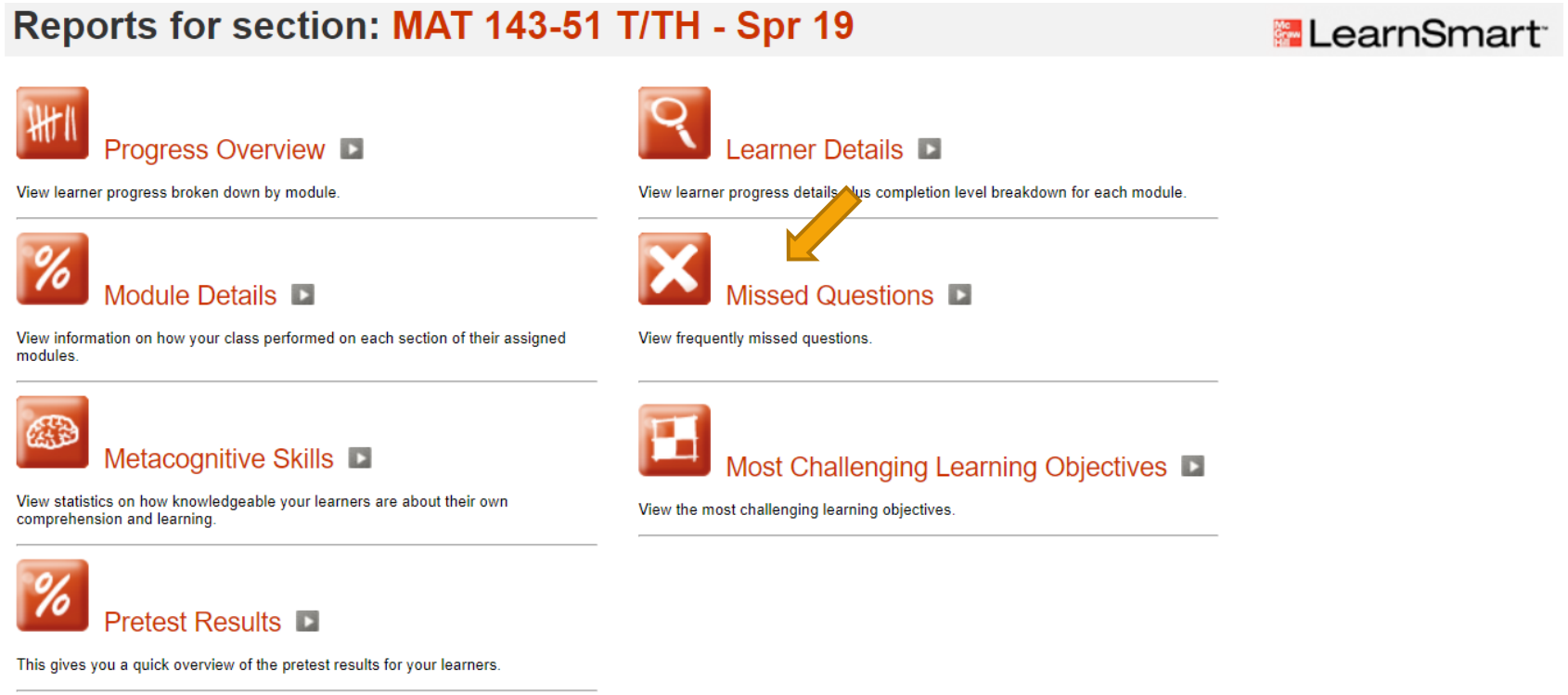
Using Smartbook(5 of 11)

- Choose Module Details to see class summary by module



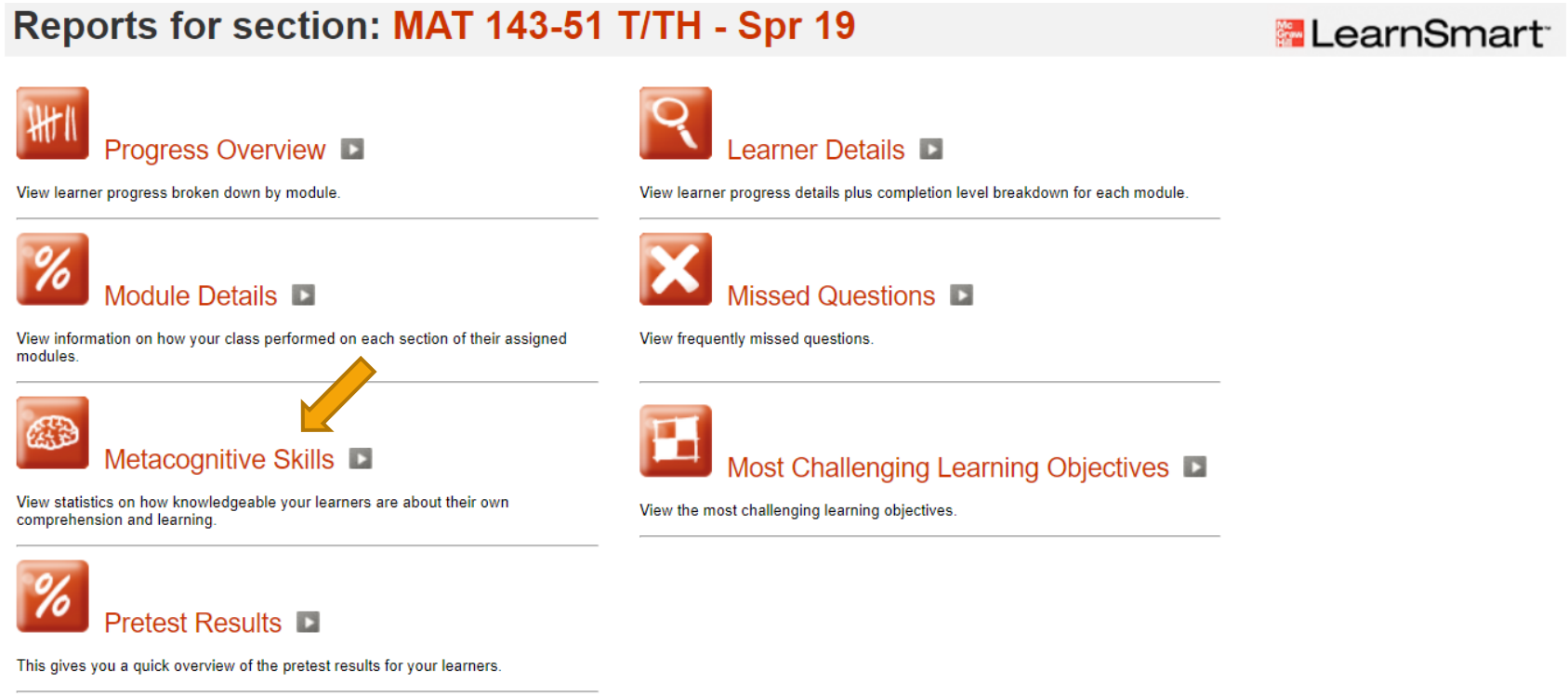
Using Smartbook(6 of 11)

- Choose Missed Questions to see frequently missed questions by module. These are by class



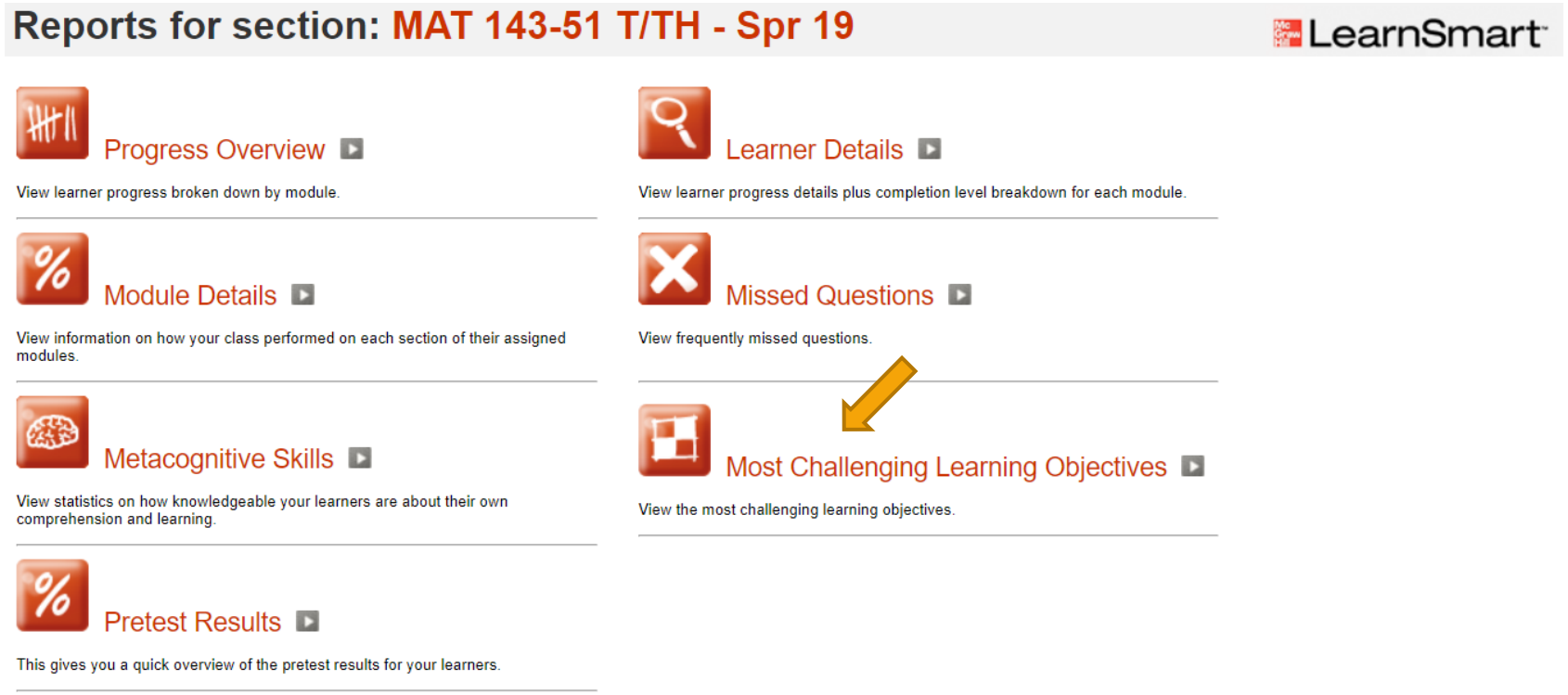
Using Smartbook(7 of 11)

- Choose Metacognitive Skills to see how aware students are of what they missed.



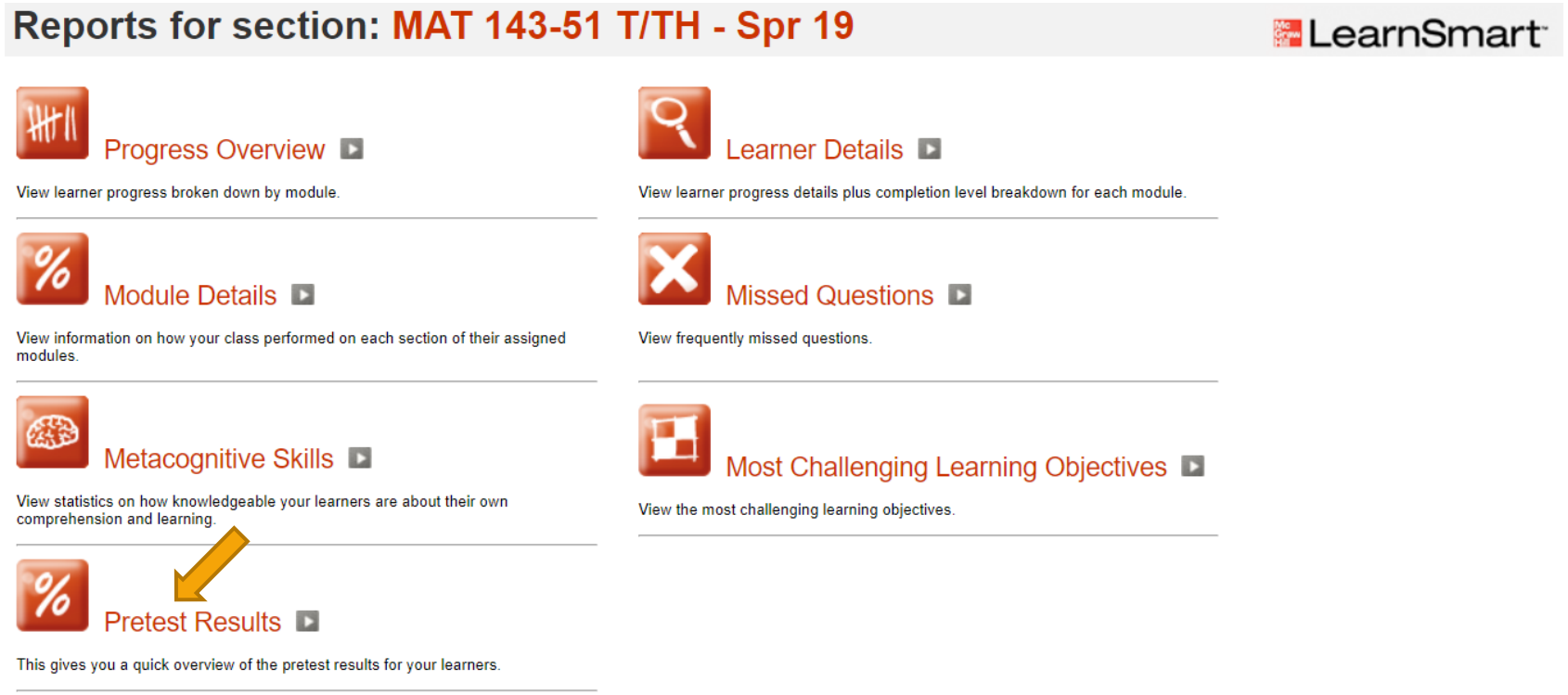
Using Smartbook(8 of 11)

- Choose Most Challenging Learning Objective to see a module summary of what was most challenging to your class.



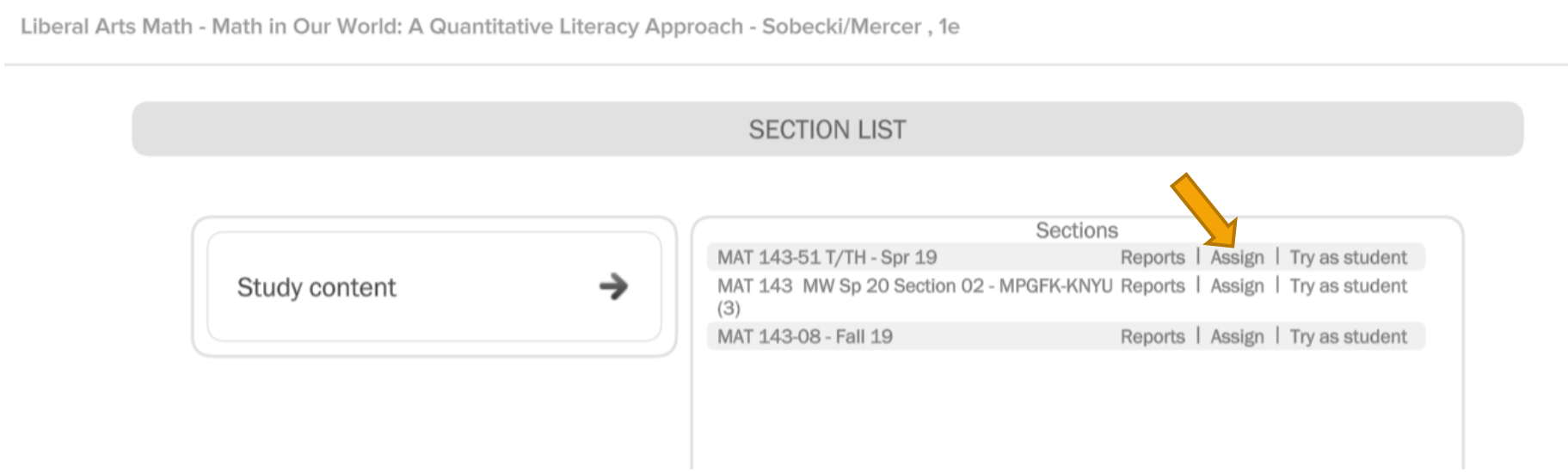
Using Smartbook(9 of 11)

- If you used a pretest, you can view the results under Pretest Results



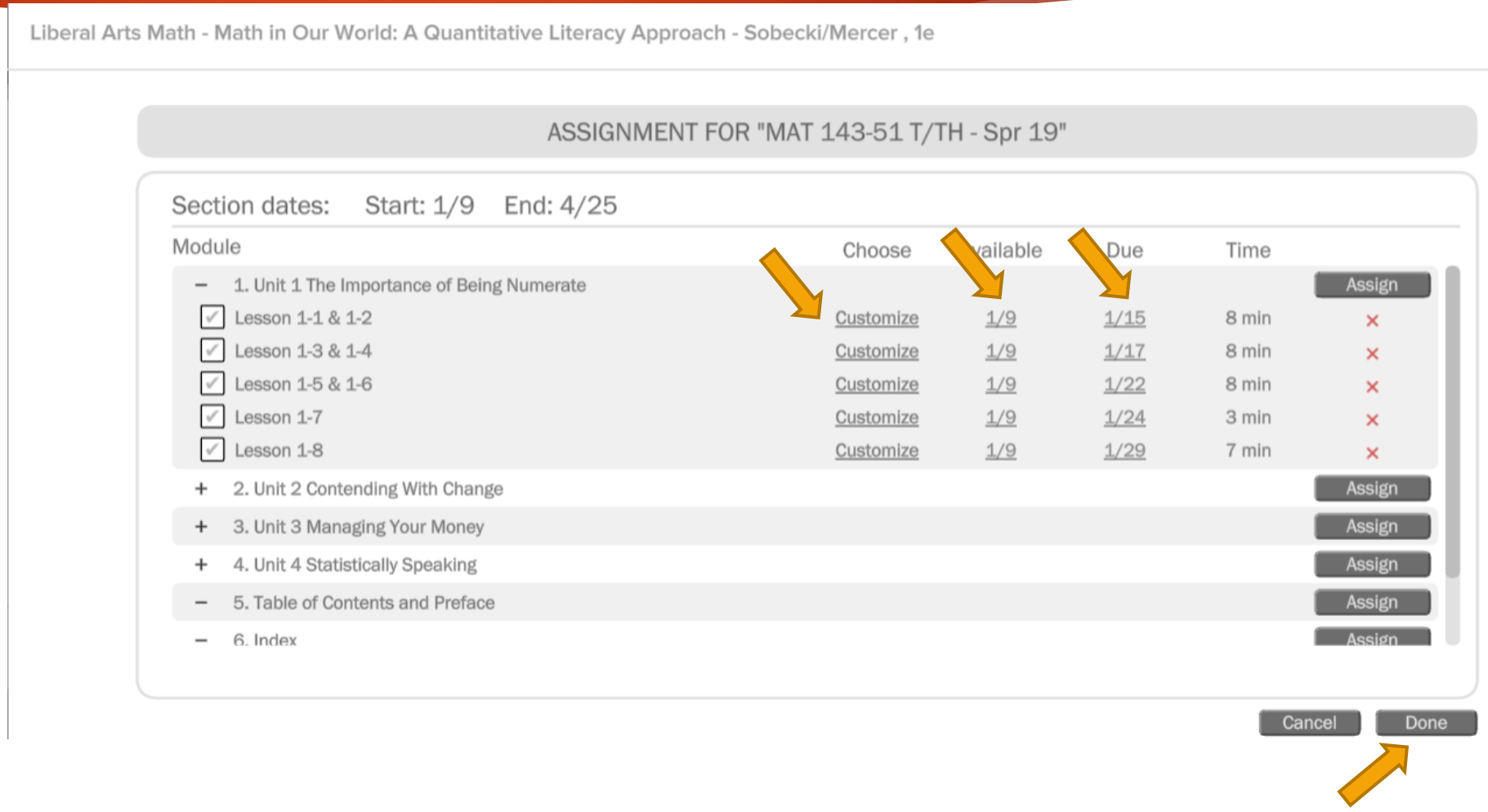
Using Smartbook(10 of 11)

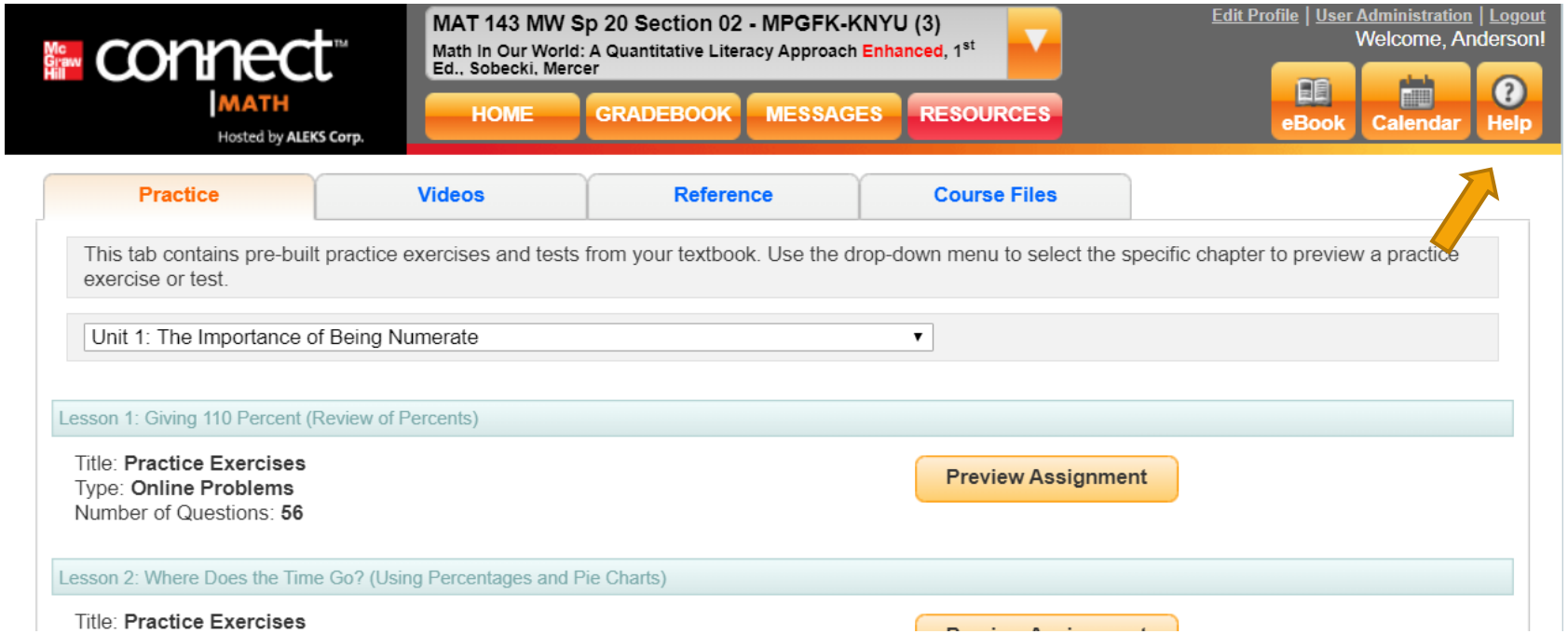
- Choose Assign for your current class if you need to make an assignment or modify dates.



Using Smartbook(11of 11)

- Customize your assignment or change your availability and due dates on this assignment manager screen.
- Be sure to click Done when you are finished with your changes.



Further Help

- If you need help with any other topic not included in this presentation, use the Help button in your Connect Math course.