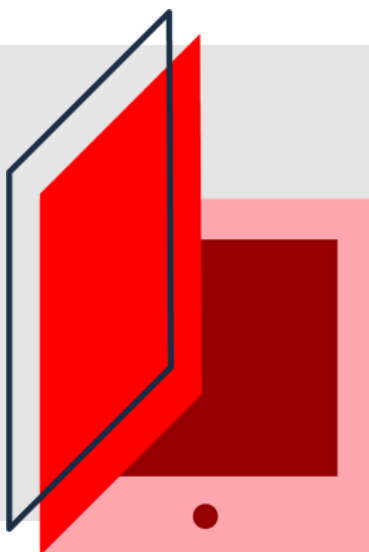# The Student Guide to Using SmartBook®

How to navigate and complete SmartBook assignments and access reports on Connect.

Getting Started

McGraw Hill Connect is a digital assignment and assessment platform that helps students (that's you!) better connect with your coursework and instructors, ultimately setting you up for future success.
Through Connect, you'll be able to manage and submit assignments online and access engaging course-specific resources.

Optimizing your Computer

McGraw Hill cares about your learning experience and we want to make sure Connect and SmartBook will run smoothly on your device.
After you've logged into Connect, make sure your computer is optimized to run the program by visiting:
connect.mheducation.com/connect/troubleshoot.do

Trouble logging in?

Luckily, remembering your email and password doesn't count toward your grade. If you're experiencing trouble accessing Connect, ask yourself these questions:

Am I using the same email address I used when I registered? If you forget which email you're using, contact our support team for help: www.mheducation.ca/support-contact

Did I forget my cryptic password? If so, click on the **Forgot Password** link at your instructor's Connect course web address and follow the prompts to reset it. Once you regain access to Connect, you can update your account info by navigating to your account at the top left corner of the menu.

Navigating Connect

☰ MENU	TO DO · MONDAY, JULY 3(
⊘ Jane Smith ⌄	
⏱ To Do	Assignments Due Soon Due in the next 7 days
📅 Calendar	
	Getting to Know Connect
📢 Classes ⌃	Start: Jul 30, 2018 at 11:19 AM EDT Due: Jul 30, 2018 at 11:59 PM EDT
Garrison 11ce C15	
Managerial Accounting	Chapter 1. Marketing Fundamentals
Marketing 1010	Start: Jul 30, 2018 at 11:30 AM EDT Due: Aug 4, 2018 at 12:00 AM EDT
⌁ Results ⌄	
6-3 Insight	

When you first log in to Connect, you will arrive at the To Do page. This page provides you with a snapshot of upcoming assignments for all of your Connect courses, with the most urgent at the top of the list. Connect helps you organize your study time so you can tackle the assignments that need attention first. The navigation on the left of this page is always available through Connect:

- ▪ **My Account** – see your McGraw Hill account details.
- ▪ **To Do** – see upcoming assignments.
- ▪ **Calendar** – view assignment due dates by day, week or month.
- ▪ **Classes** – access all Connect courses you are enrolled in.
- ▪ **Results** – view status of assignments, progress and results.
- ▪ **Log out** – log out of Connect.
- ▪ **Contact Support** - access the Connect online help documentation.

↩ Log out

❓ Need Help?
Contact Support

connect®

Terms of Use Privacy Notice

MacBook Air

To access an individual course, click on the section name underneath the Classes menu link.

Course Section Home Page

The course section home page takes you into one specific course. From this view, you can see all assignments for the course and their due dates.
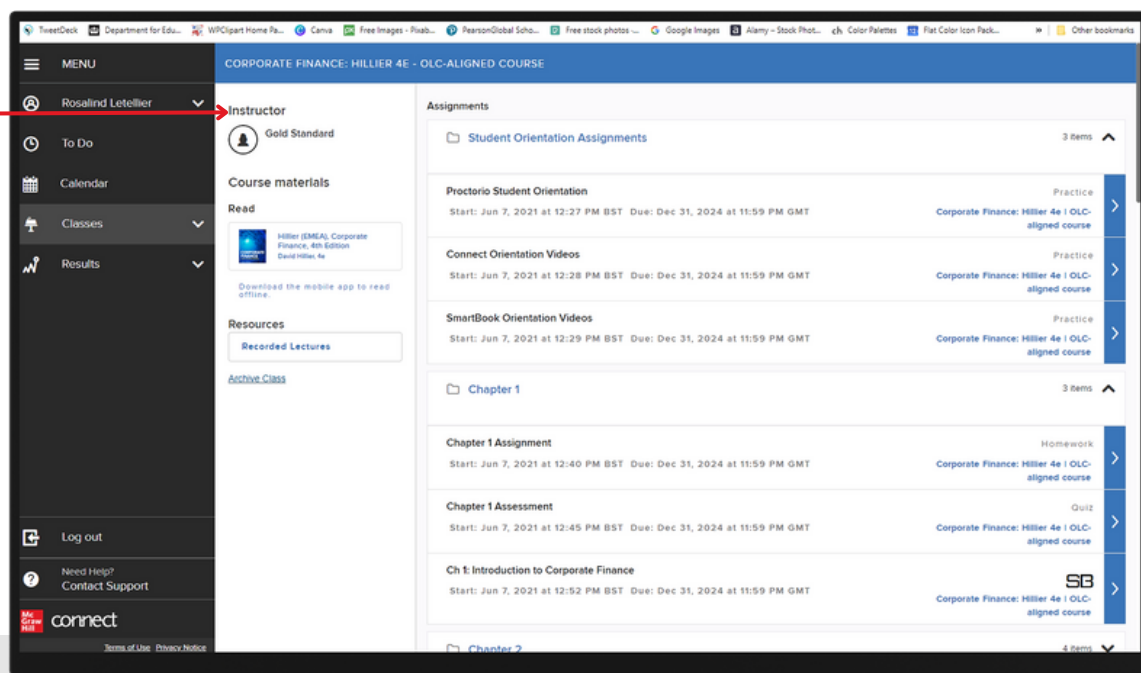
You'll also see information about your instructor, view any files he or she has uploaded, and be able to access your course eBook if available.

Media Bank

Within your course home page, you'll see Media Bank on the left-hand side. Here, you will find the Student Resources that are available with your course, which may include additional resources, cases, videos and other multimedia.
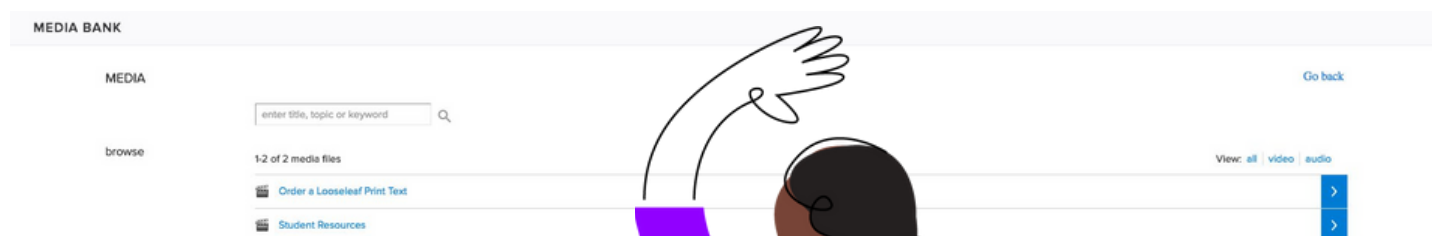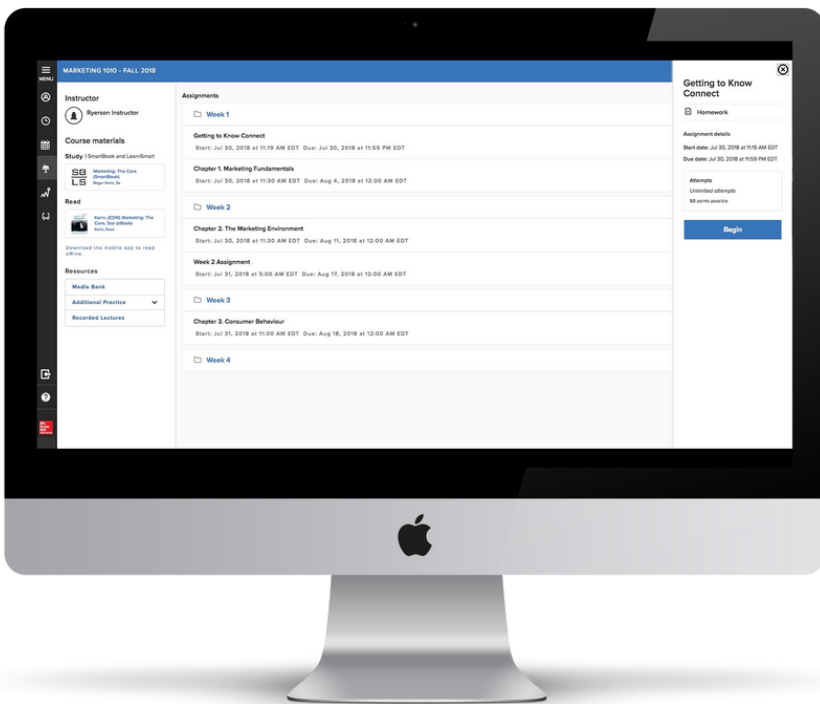
Assignments

Active assignments are those that have been assigned by your instructor. Assignments can be inactive for a variety of reasons:
• The assignment is past due.
• The assignment has a future start date.
• You have used up all your available attempts.
• If your instructor has set a time limit, it may have run out.

You will find a list of the assignments given to you by your instructor on your Course Section Home Page. Assignments that are not yet available will be indicated with a lock icon. Any assignments with an arrow are available to be completed. When you click on an assignment, the right side of the screen displays the assignment details, including start and end date, point value, number of attempts allowed and more.

Taking an Assignment

Once you've launched an assignment, there are several features to help navigate your way through it. Use the Prev/ Next buttons to advance through the questions or use the Question Map at the bottom of the screen to quickly jump to a particular assignment question.

Do not use the back and forward buttons on your web browser to navigate – you could lose some of your work.

Save & Exit vs. Submit Assignment

If you can't finish your assignment in one sitting, use the **Save & Exit button**. Your work is saved and will not count as an attempt until you click the **Submit Assignment button**. However, if your assignment is timed, using the **Save & Exit button** will not pause the timer; you must finish the assignment within the allotted time frame.

Once you are happy with your work, click the **Submit Assignment button** to have your assignment graded.
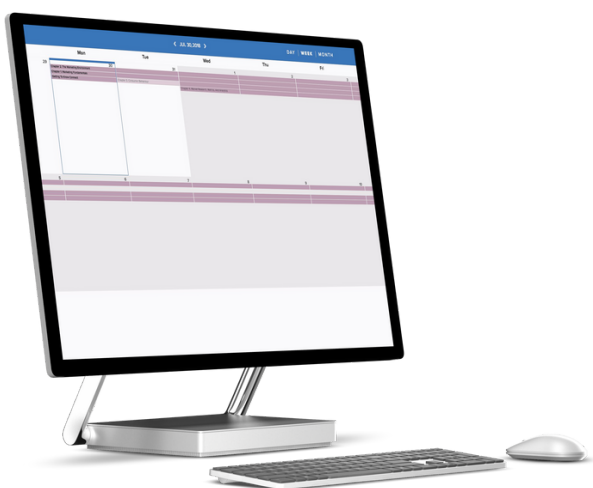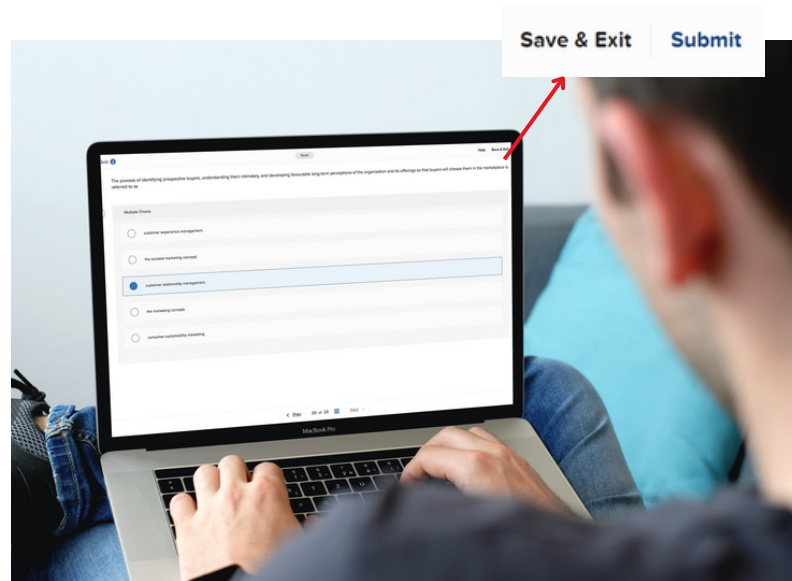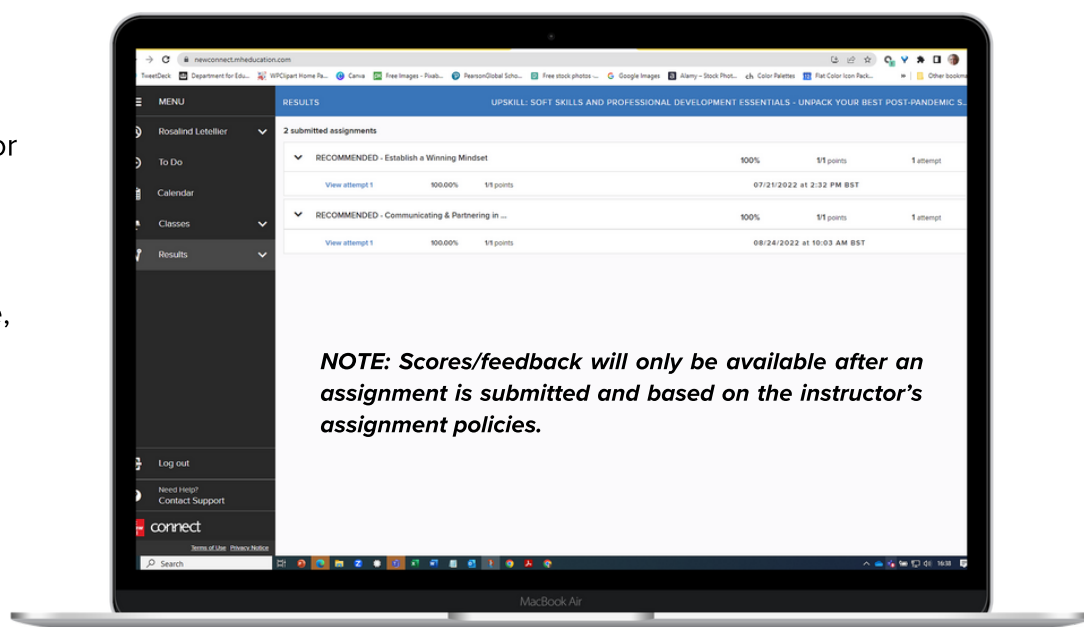

Calendar

The calendar offers an alternative view of assignments, allowing you to plan your study schedule around due dates in multiple Connect courses. You can view the calendar by day, week, or month. Colour coding and assignment icons help prioritize your work. The calendar view can also be filtered by class to view assignments for a single course or all your courses at once.

Results

Under the Results tab in the main menu, click on a course to view all completed assignments for that class. Once you have submitted an assignment, your available results will be shown in this tab. Here, you can access details for each assignment attempt by clicking the link below the assignment title.


NOTE: Scores/feedback will only be available after an assignment is submitted and based on the instructor's assignment policies.

Let's take a closer look at SmartBook

SmartBook is a digital copy of your course textbook, except smarter. Using adaptive learning technology, SmartBook is able to tailor the content of the text to suit your specific learning needs. For every minute you study, it helps make that minute the most high impact and productive sixty seconds as possible. Let's be honest: when studying, we don't have time to waste!

To access SmartBook, login to Connect and proceed to your course. Next, click on the SmartBook adaptive assignment within your Connect course's homepage. A sidebar will load on the right-hand side of your screen with details of the LearnSmart assignment. **Click Continue** to load SmartBook and start your assignment.

When SmartBook loads you'll see information like due date, expected duration of the task, and number of concepts covered.
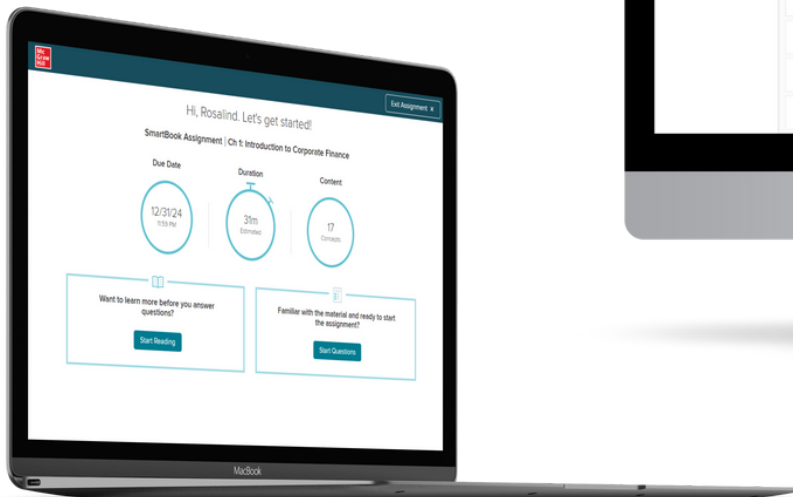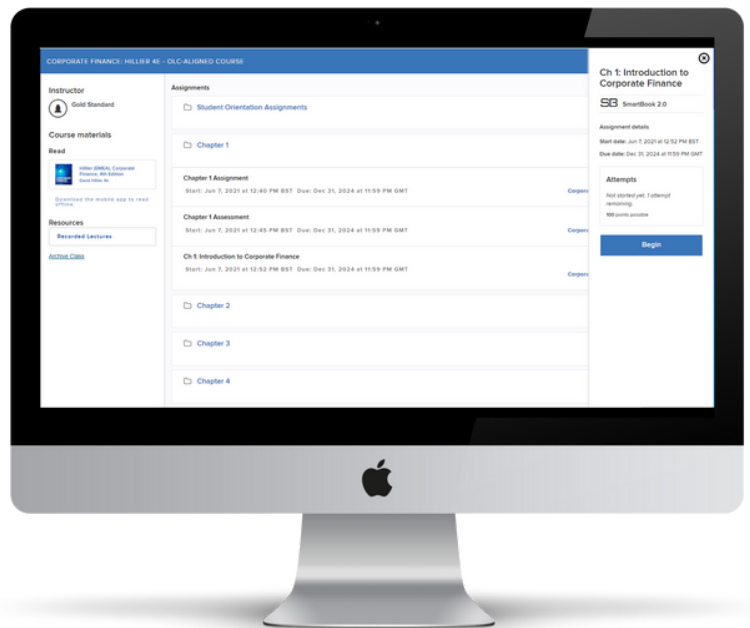
Select 'Start Reading' to go to the start of the reading assignment. If this is a topic you feel confident in already, you have the option to go straight to the assignment questions.
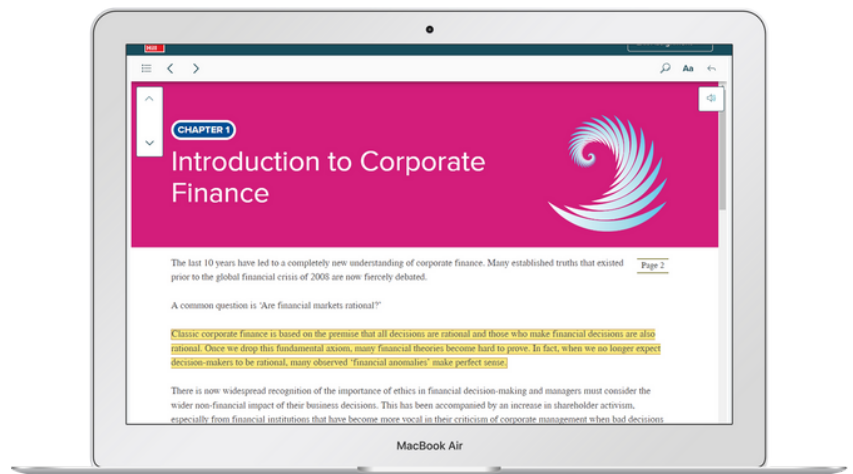
Navigating your SmartBook

Arrows

Left and right arrows will take you between sections in the book (e.g., 1.1, 1.2, 1.3 etc), while up and down arrows take you between concepts (e.g., the goal of financial management, a more general goal, the triple bottom line.

Highlighting

Yellow highlights identify the assigned learning concepts that you should learn first. While reading the whole chapter gives you whole context, the highlighted parts are what you really need to focus on. If you use the Concepts arrows to navigate through the Read- ing Stage, SmartBook will highlight the current concept you are focused on in blue. Once you move on to the next con- cept, that highlight will return to yellow. Similarly, when you come to answer the questions associated to your reading assignment, if you answer a question wrong and are re-directed back to the book you will find that the highlighting has turned temporarily blue. Once you move on, that highlight returns to yellow.
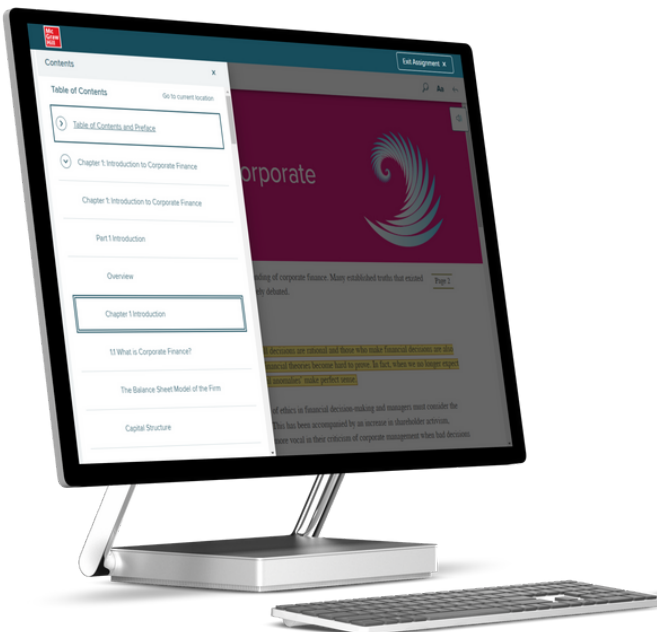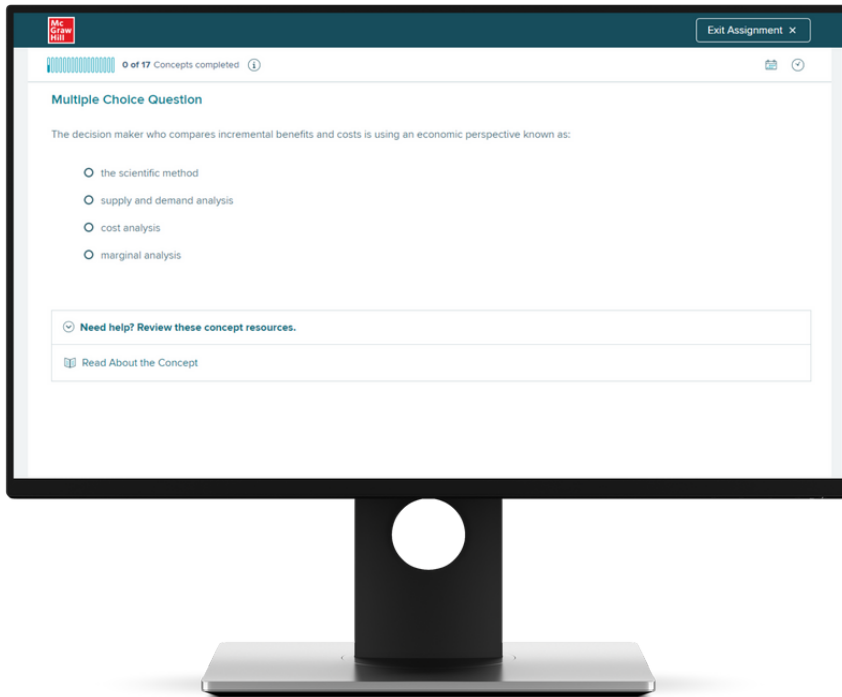
Table of Contents

Click on the three lines in the top SmartBook navigation bar to expand the table of contents. This is not only chapter by chapter but at a much more granular level to help you navigate back to a specific concept without lots of scrolling and clicking.

Completing Questions in SmartBook 2.0

Whenever you are ready, you can move into the questions section simply by clicking the 'To Questions' button that is permanently at the bottom of the page. SmartBook will present questions that will help you master the content and identify areas where you are struggling. This helps to transform what you've read from short-term memory to long-term memory.
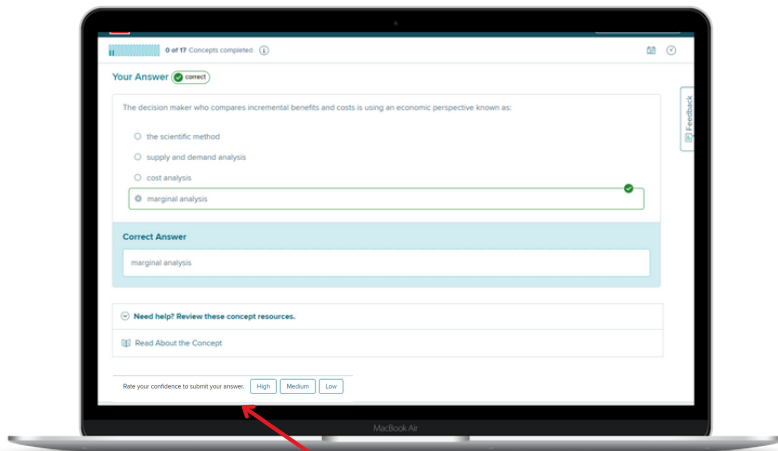
You'll notice that SmartBook asks you how confident you are in your answer. It's extremely important that you answer all parts of these questions honestly. This helps SmartBook's algorithm learn what you know, what you don't know and how confident you are in your answers. All of these factors and more help SmartBook tailor the learning experience to your unique needs – helping you achieve better results in less time.

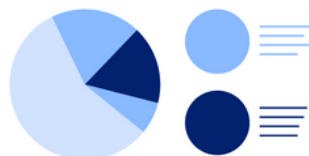Rate your confidence to submit your answer. | High | Medium | Low |

SmartBook keeps track of which concepts you have fully mastered and which you need more help with.

SmartBook will continue to ask you questions until you've demonstrated mastery of each concept within the assignment. However, if SmartBook learns from your answers that you're struggling with certain topics, it will prompt you to jump back into the book. SmartBook will take you directly to the highlighted concept so you can review the material. Once you've reviewed, simply click Back to Questions to return.
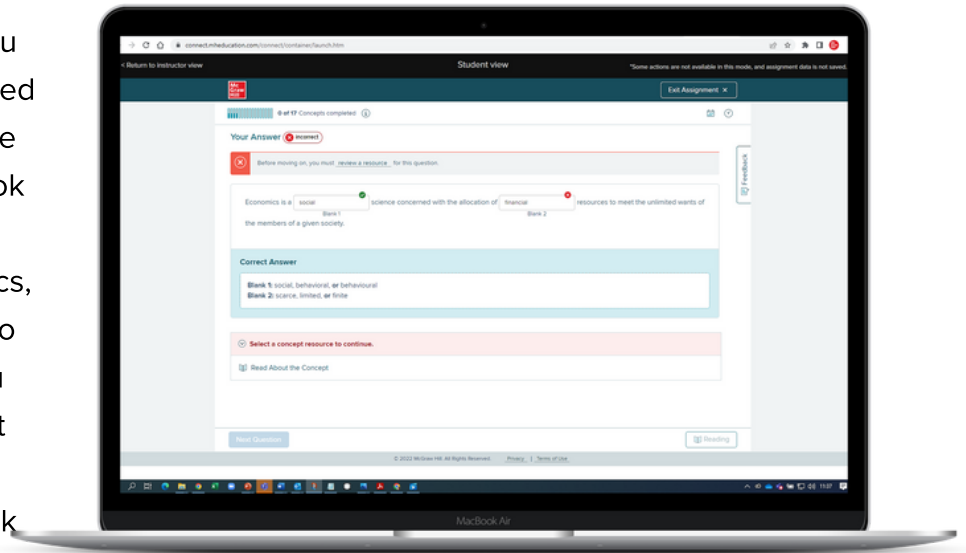
Progress Bar

As you work through the Question Stage, the **Progress** bar breaks down your assignment progress into three categories: concepts not started, concepts in progress and concepts completed. You'll need to successfully answer at least two questions related to a concept before that concept is marked complete in the Progress bar.

3 of 17

SmartBook questions give you a safe place to fail. If you answer a question wrong, you will see the correct answer to help you. Getting an answer wrong simply helps the system help you. It will also show your instructor if there are concepts that more challenging across the cohort, so they know to when more teaching might be needed.
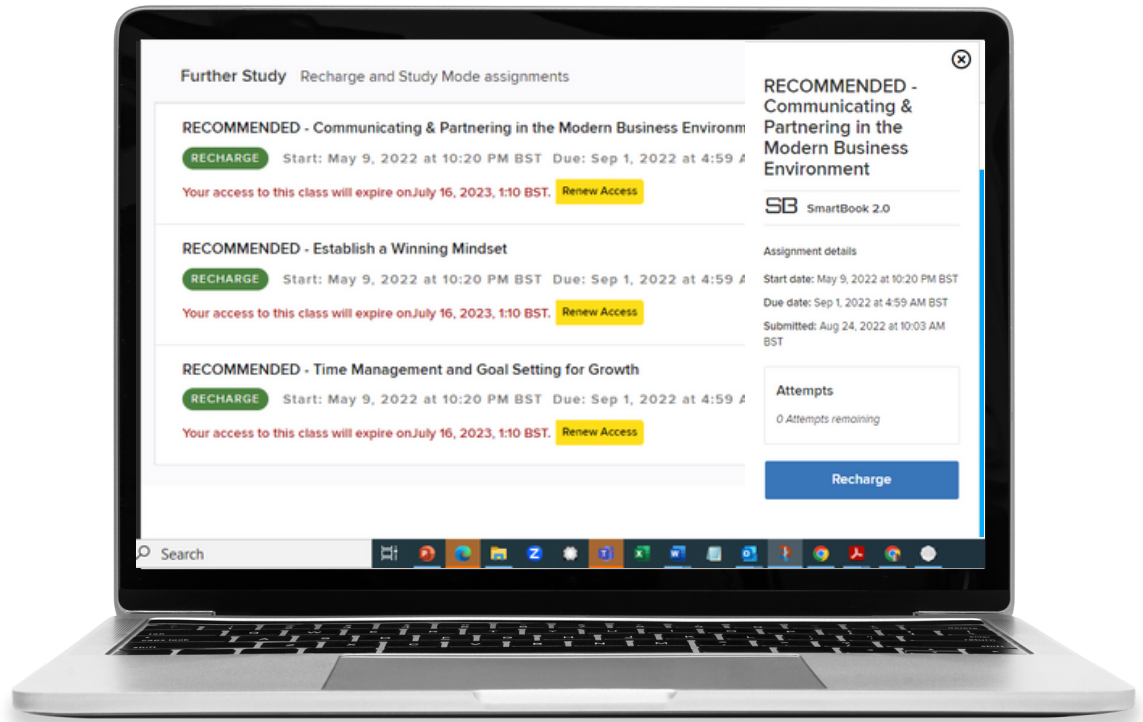

Assignment Tips ✕

Make progress by completing concepts. The number of questions will vary depending on your individual needs.

It's ok to get questions wrong. You still earn 100% if you complete all concepts by your due date.

Submit your answers by selecting your confidence level. This will not affect your grade.

Got It

Recharge

REMEMBER:
Recharging assignments won't change your original grade, but can help you study for future tests.

SmartBook allows you to recharge certain chapters and assignments to help with long-term retention of concepts. The data that SmartBook has collected about you helps it determine what you are likely to forget, and allows it to create a personalized review experience. The recharge stage lets you practice areas that you've struggled with, helping you to further prioritize your study sessions. To access the Recharge Stage, you will need to click on a completed assignment marked with **"Recharge"** from your course home page. You will be redirected to SmartBook and can begin recharging your knowledge.

Metacognitive awareness
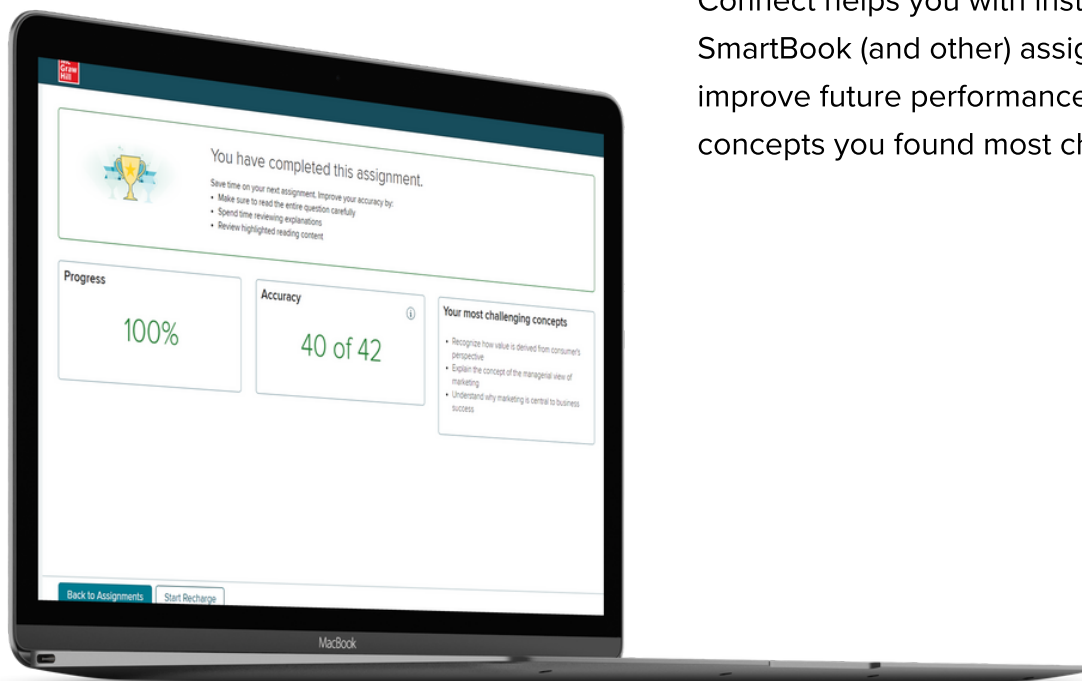
Connect helps you with instant feedback on SmartBook (and other) assignments, with tips to improve future performance and a rundown of concepts you found most challenging.
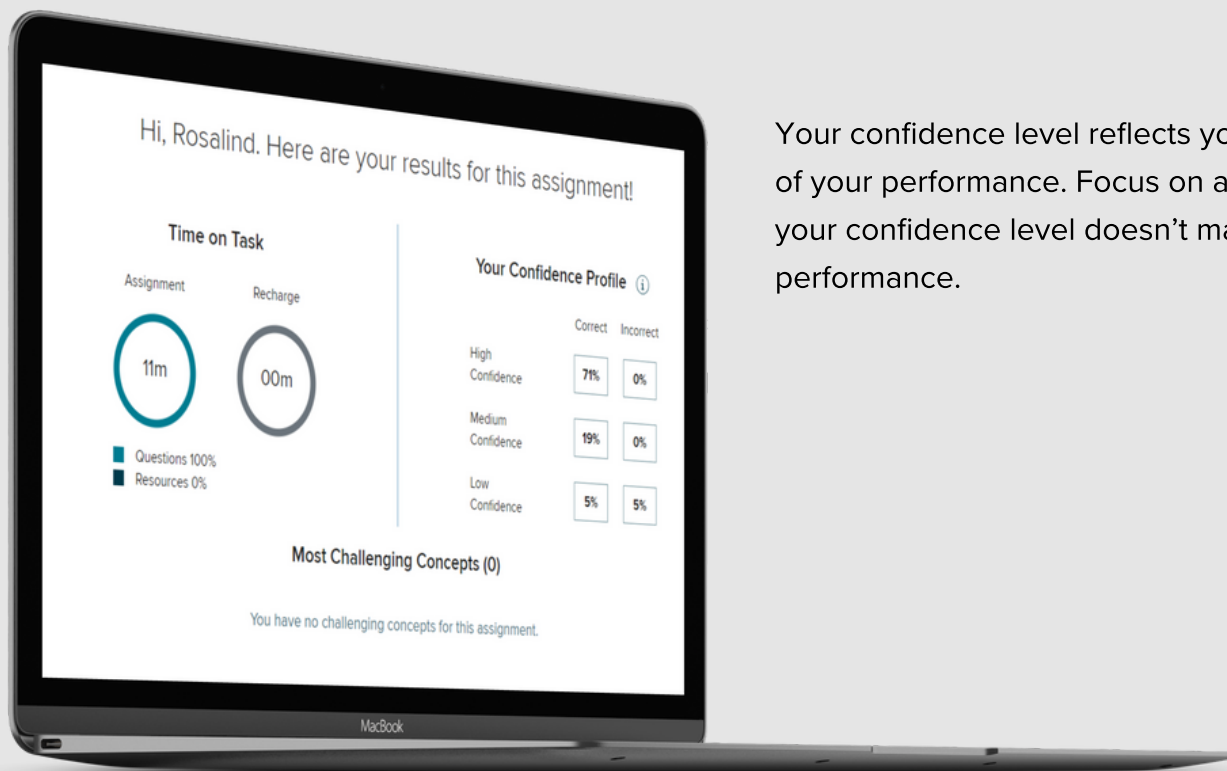
Reports

You can access the results of past assignments either by clicking on the results tab of the left-hand menu, or by clicking on the 'See report' link on your course page.

Metacognitive awareness

This will display a dashboard with information that can help you understand your strengths and weaknesses and therefore direct future efforts more efficiently.

See how long you spent on task, your confidence profile and which concepts you found most challenging.

The Nature of Marketing   See report

GE   Start: Jun 20, 2022 at 4:13 PM BST D

r 1 Assignment

Jun 20, 2022 at 4:16 PM BST Due: Dec 31, 2

pter 1 Critical Thinking Activity: Case Study

t: Jun 20, 2022 at 4:17 PM BST Due: Dec 31, 2

pter 1 Assessment   See report

rt: Jun 20, 2022 at 4:20 PM BST Due: Dec 31, :

Chapter 2

Hi, Rosalind. Here are your results for this assignment!

Time on Task

Assignment   Recharge

11m   00m

- Questions 100%
- Resources 0%

Your Confidence Profile ⓘ

	Correct	Incorrect
High Confidence	71%	0%
Medium Confidence	19%	0%
Low Confidence	5%	5%

Most Challenging Concepts (0)

You have no challenging concepts for this assignment.

MacBook

Your confidence level reflects your awareness of your performance. Focus on areas where your confidence level doesn't match your performance.

More in Connect

SmartBook is often the foundation of your course materials in Connect but you may find that your instructor assigns different types of activity as well such as quizzes, application based activities, virtual labs, interactive graphic or data manipulation exercises and so on - depending on your discipline.

Need More Help?

We all need more help sometimes.

Learn More

You can find great support materials like tutorial videos and content in our knowledge base on our support site:

https://www.mheducation.co.uk/
higher-education/students

Technical Support

If you need technical support with Connect or have some questions, you can also contact our Customer Experience Team on our support site:

https://mhedu.force.com/CXG/s/ContactUs

Talk to Us

Give us a call:

+800-881-39190