

# Creating an Assignment—Part 1

Connect Training Series

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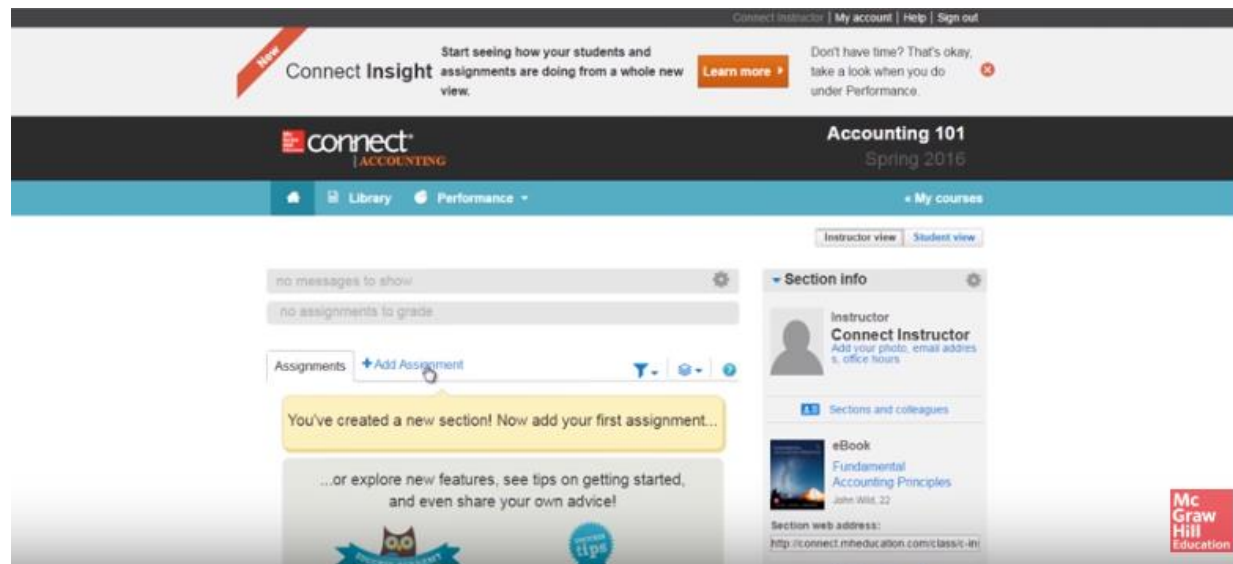
Instructors



# Begin Building Assignments

Creating assignments begins with a review of your course goals. Your Connect content should be selected to align with these goals.

At this point, your course has been created and you're ready to begin building assignments. Starting on your Connect home page, click Add Assignment to view all assignment options.





# Assignment Types

You'll have two primary assignment types: Question Bank and SmartBook. You may see additional assignable content based on your discipline, but let's begin with the Question Bank and SmartBook.

The screenshot displays the McGraw-Hill Connect Accounting interface for Accounting 101 Spring 2016. At the top, there is a navigation bar with 'Library' and 'Performance' tabs. Below the navigation bar, there are sections for 'no messages to show', 'no assignments to grade', and 'Assignments' with an '+ Add Assignment' button. A 'Section info' sidebar on the right displays the instructor's name 'Connect Instructor' and the course title 'Fundamental Accounting Principles'. The main content area features a 'Question Bank' section with a brief description and a 'LearnSmart' section with a brief description. A 'McGraw-Hill Education' logo is visible in the bottom right corner of the interface.



# Question Bank and SmartBook

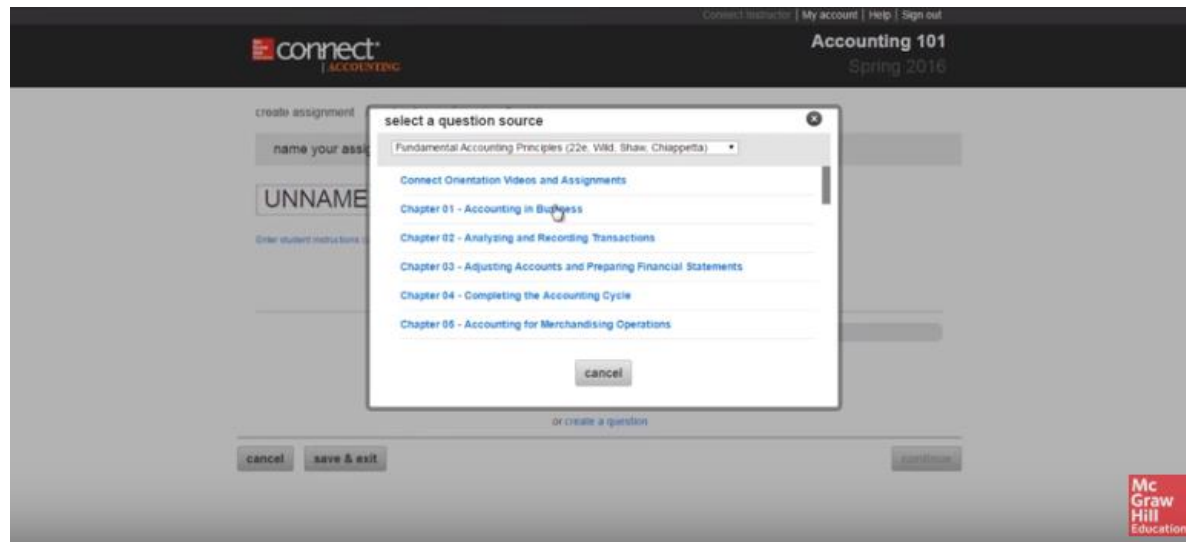
Question Bank assignments will allow you to select individual questions to assign in the form of homework, practice, quiz, or exam.

SmartBook 2.0 is an adaptive learning solution that provides personalized learning to individual student needs, continually adapting to pinpoint knowledge gaps and focus learning on concepts requiring additional study.



# Creating Question Bank Assignments

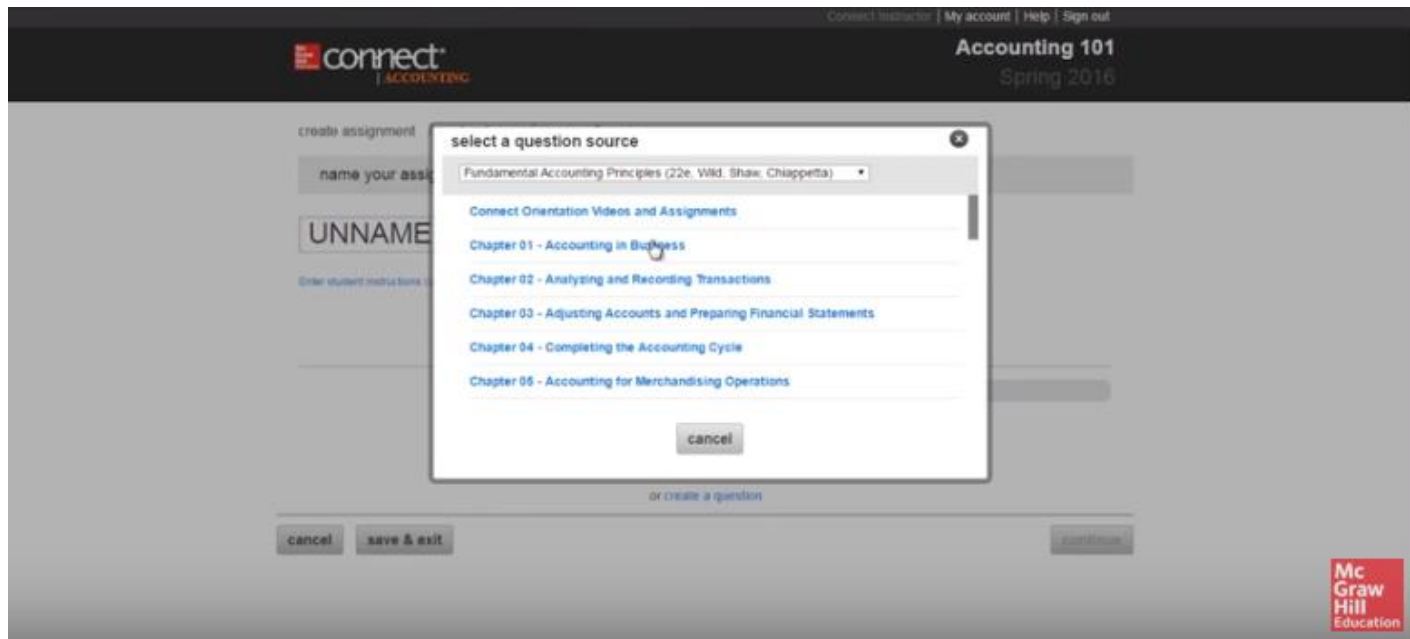
There are several options for creating a Question Bank assignment. First, select the appropriate chapter.





# Select Source

Next, select the source within that chapter.





# Preview and Select Questions

You'll see a list of available questions.

Click the title of any question to see a full preview.

Navigate through available questions by clicking the blue arrows above the questions.

The screenshot displays the McGraw Hill question bank interface. At the top, there are buttons for 'add questions', 'organize assignment', and 'view' (with 'list' and 'individually' options). Below this, the course path is shown: 'Fundamental Accounting Principles (Wilt, Shaw, Chappetta, 22e) > Chapter 01 - Accounting in Business > Chapter 01 Test Bank - Stats'. A button on the right says 'select a different question source or create a question'. The main area shows 'filter results' on the left with a 'question type' dropdown (set to 'select all') and checkboxes for 'Multiple Choice' and 'True / False'. Below the filters are categories like AACSB, Accessibility, AICPA, Bloom's, Difficulty, Learning Objective, and Topic. The main list shows 'results: 194' and a table of questions. Each row includes a question title, 'True / False', a blue arrow icon, and a checkbox. The questions listed are:

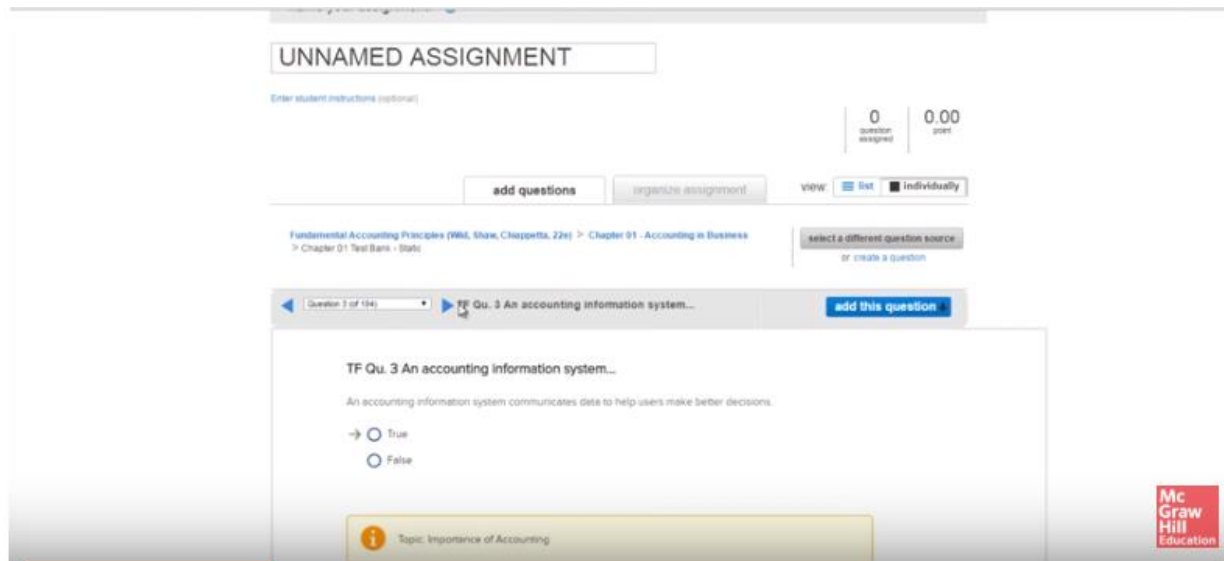
question	question type
TF Qu. 1 Accounting is an information and...	True / False
TF Qu. 2 Bookkeeping is the recording of...	True / False
TF Qu. 3 An accounting information system...	True / False
TF Qu. 4 Financial accounting is the area of...	True / False
TF Qu. 5 Internal operating activities include...	True / False
TF Qu. 6 The primary objective of...	True / False
TF Qu. 7 External auditors examine...	True / False
TF Qu. 8 External users include lenders...	True / False
TF Qu. 9 Regulators often have legal...	True / False
TF Qu. 10 Internal users include lenders...	True / False



# Add Question

To add the question to the assignment, click Add this Question.

You may choose to add it as an individual question--meaning every student will receive this question, or you may add multiple questions to a pool to randomize the assignment for each student.







# Add Multiple Questions

You may also add questions from the list view by checking the boxes to the right of each selected question—then clicking on Add Checked Questions, which is available at both the top and bottom of the question bank.

The screenshot displays the 'UNNAMED ASSIGNMENT' interface. At the top, there is a text input field for 'UNNAMED ASSIGNMENT' and a sub-section for 'Enter student instructions (optional)'. On the right, it shows '1 / 1 questions assigned' and '10.00 points'. Below this are buttons for 'add questions', 'organize assignment', and 'view' (with 'list' and 'individually' options). A breadcrumb trail reads 'Fundamental Accounting Principles (9th, Shaw, Chappetta, 22e) > Chapter 01 - Accounting in Business > Chapter 01 Test Bank - State'. A button 'select a different question source or create a question' is also present. The main area shows 'filter results' with 194 results. A sidebar on the left allows filtering by question type (select all, Multiple Choice, True / False) and source (AACSB, Accessibility, AICPA, Brown's, Difficulty). The question list includes:

question	question type	
TF Qu. 1 Accounting is an information and...	True / False	<input type="checkbox"/>
TF Qu. 2 Bookkeeping is the recording of...	True / False	<input type="checkbox"/>
TF Qu. 3 An accounting information system...	True / False	<input type="checkbox"/>
TF Qu. 4 Financial accounting is the area of...	True / False	<input type="checkbox"/>
TF Qu. 5 Internal spending activities include...	True / False	<input type="checkbox"/>

At the bottom right of the interface is the McGraw Hill Education logo.



# Changing the Source

If you'd like to select content from a different source, click Select a Different Question Source.

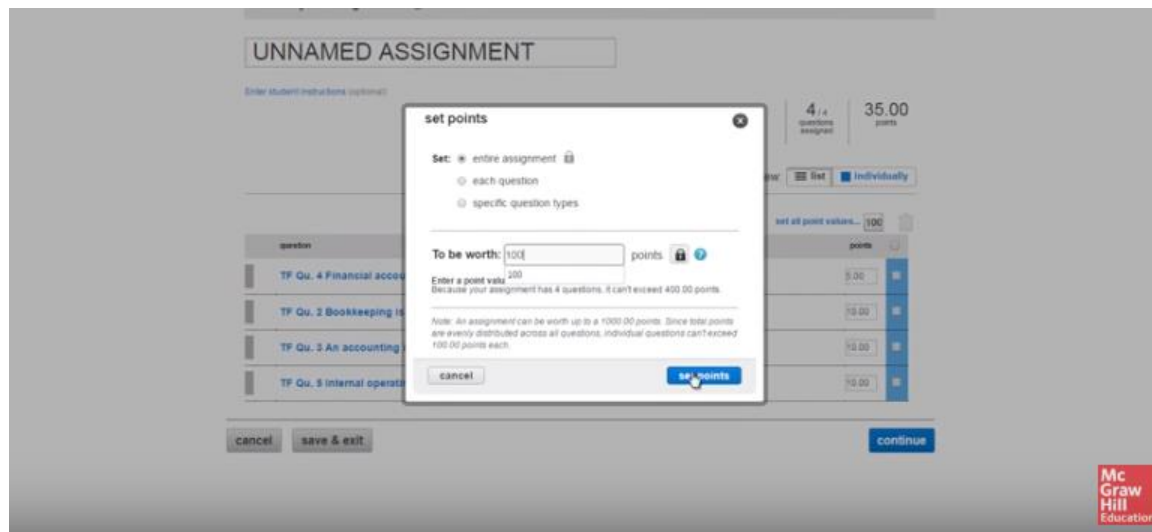
From here, you may choose content from the same chapter or you may click Return to Table of Contents to select from a different chapter.

The screenshot displays the 'UNNAMED ASSIGNMENT' interface. At the top, there is a text input field for 'UNNAMED ASSIGNMENT'. Below it, a section for 'Enter student instructions (optional)' is visible. On the right, a progress indicator shows '1 / 1 questions assigned' and '10.00 points'. A row of buttons includes 'add questions', 'organize assignment', and 'view' (with sub-options for 'list' and 'individually'). Below this, a breadcrumb trail reads 'Fundamental Accounting Principles (9th, Shaw, Chiappetta, 22e) > Chapter 01 - Accounting in Business > Chapter 01 Test Bank - Stats'. A prominent button labeled 'select a different question source or create a question' is highlighted. The main content area shows a 'filter results' sidebar on the left with categories like 'question type', 'AACSB', 'Accessibility', 'AICPA', 'Blown's', and 'Difficulty'. The central 'results: 194' section contains a table of questions, each with a 'question type' column and a 'True / False' column. The table lists five True/False questions related to accounting information systems. A 'McGraw Hill Education' logo is in the bottom right corner of the interface.

# Organize Assignment

Once you've selected all your content, you'll want to click Organize Assignment at the top of the screen.

Here you can may adjust the point values individually or you can Set All Point Values to adjust for the entire assignment.





# Drag and Drop Questions

You can also reorganize your assignments by dragging and dropping questions on the right.

You may also delete questions.

The screenshot shows the 'UNNAMED ASSIGNMENT' editor. At the top, there is a text input field for 'UNNAMED ASSIGNMENT' and a sub-label 'Enter student instructions (optional)'. To the right, it displays '4 of 4 questions assigned' and '100.00 points'. Below this are buttons for 'add questions' and 'organize assignment', and a 'VIEW' dropdown set to 'list' with 'individually' as an option. A table lists four True/False questions, each with a 25.00 point value and a blue drag handle icon. The questions are:

question	question type	points
TF Qu. 4 Financial accounting is the area of...	True / False	25.00
TF Qu. 3 An accounting information system...	True / False	25.00
TF Qu. 2 Bookkeeping is the recording of...	True / False	25.00
TF Qu. 5 Internal operating activities include...	True / False	25.00

At the bottom of the interface are 'cancel', 'save & exit', and 'continue' buttons.





# Use Consistent Naming

Remember that changes to assignments cannot be made once students have started working on the assignment.

Rename your assignment at the top of the page. Use a consistent naming convention to ensure easy navigation for your students.

Once you've entered the assignment name, click anywhere outside the box to save and click Continue to move on to policy settings.


Ch

3 items assigned 100.00 points

add questions organize assignment VIEW: list individually

question	question type	points
TF Qu. 3 An accounting information system...	True / False	33.33
TF Qu. 2 Bookkeeping is the recording of...	True / False	33.33
TF Qu. 5 Internal operating activities include...	True / False	33.34

cancel save & exit continue



# Support and Resources

## **TECH SUPPORT & FAQ:**

**CALL:** (800) 331-5094

## **EMAIL & CHAT:**

[mhhe.com/support](https://mhhe.com/support)

**MONDAY-THURSDAY:** 24 hours

**FRIDAY:** 12 AM - 9 PM EST

**SATURDAY:** 10 AM - 8 PM EST

**SUNDAY:** 12 PM – 12 AM EST

## **FIND MORE SUPPORT:**

[supportateverystep.com](https://supportateverystep.com)

## **FIND MORE TIPS:**

[mheducation.com/highered/ideas](https://mheducation.com/highered/ideas)