



connect[®]

ITT CONNECT AND ACHIEVE

Training Guide

This training guide, developed in partnership with subject-matter experts and Connect users, will walk you through the fundamental and most critical steps to getting started with Connect. 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 students desire.

For additional training resources, please visit
www.ConnectSuccessAcademy.com



Training Checklist

Section 1: Course and Section Creation 3

- Logging in to Connect3
- Locating the Student Roster3

Section 2: Section Home Page 5

- Three Tabs on the Section Home Page5

Section 3: Assignments 8

- LearnSmart Achieve8
 - How It Works8

Section 4: Reports 10

- Locating Reports 10
- Connect Reports vs LearnSmart Achieve (Adaptive) Reports 10
- Connect Reports 11
 - Assignment Results (Gradebook) 11
 - Student Performance 12
 - Creating At Risk Reports 13
- LearnSmart Achieve Reports 14
 - Performance Summary 14
 - Student Progress by Topic 16
 - Section Averages by Topic 17
 - Metacognitive Skills 18
 - Student Progress by Unit 19

Section 5: Support 20

- What If I Have Questions?20
- Self-Service Resources (Success Academy)20
- Topics to Cover on the First Day of Class20
- Tech Support Contact Information20
- Getting in Touch with Your Local Mc-Graw-Hill Rep20

Section 1: Course and Section Creation

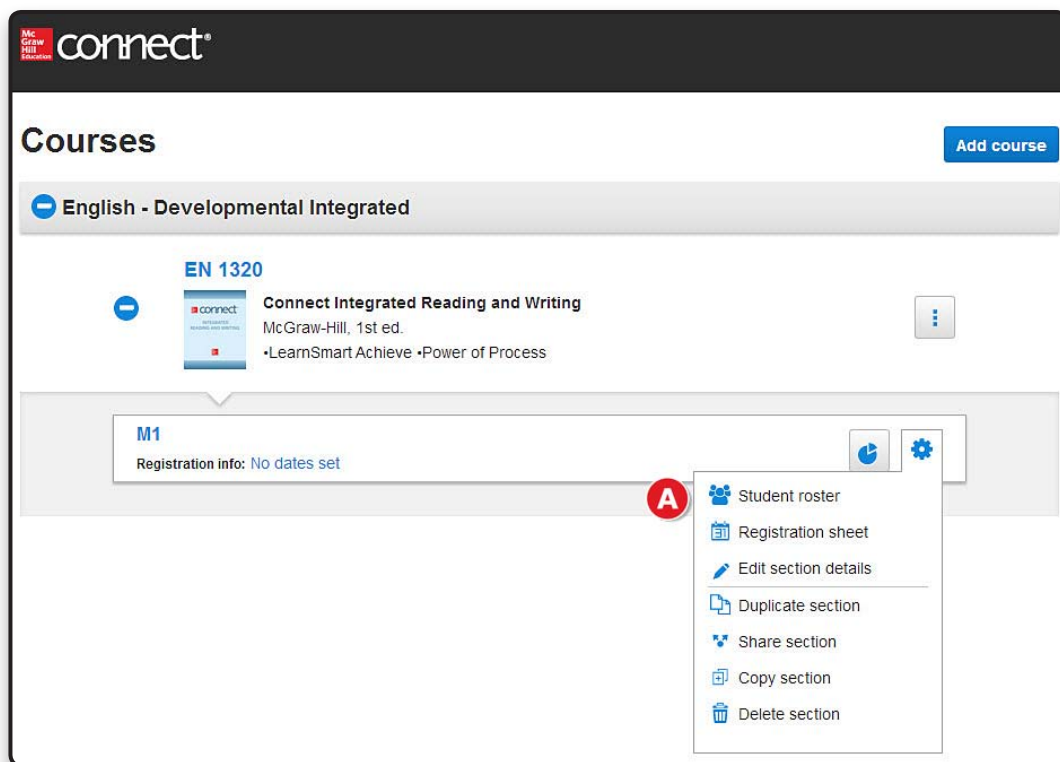
Logging in to Connect

Go to connect.mheducation.com and enter your e-mail address and password. Please check your e-mail in-box for a “Welcome to Connect” message. This message should contain your account information, including login and password. If you are unable to locate this welcome message, please speak to your local McGraw-Hill Rep to reset or create your Connect account.

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 the student roster icon on your **My Courses** page, next to the section whose roster you want to access.



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 courtesy 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.

- A** Click a student’s name to make changes.
- B** Click **manage** to adjust extensions or due dates for an individual student.

my courses | Español 1010: Sección 987 - Aparico (Fall 2012)

roster

Click **customize columns** to add, delete and reorder columns in your roster. Select a student's name to edit that student's account status for this section.

show: Sección 987 - Aparico (Fall 2012) [delete students](#) | [customize columns](#)

11 active students

student	email	account status	extensions
Brown, Judy A	jbrown@email.com	License expired	B manage 🌟
demo Student, Kimw	kimw@demostudent.com	Licensed	manage
Finch, Mamie	mjfinch83@gmail.com	Licensed	manage
Freund, John	jfreund@email.com	License expired	manage
Freund, Kim	ksfreund@email.com	Licensed	manage
Garvin, Kayla	kayla_garvin@student.com	Licensed	manage
Nielsen, Keith	dbqaysocoach@gmail.com	Licensed	manage 🌟
Schroeder, Kim	kim_schroeder@student.com	License expired	manage
Schroeder, Terrence	tschroeder@email.com	License expired	manage
Tucker, Courtney	courtney_tucker@student.com	Licensed	manage
Voss, Kari	kari_voss@student.com	Licensed	manage

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

my courses | Español 1010: Sección 987 - Aparico (Fall 2012)

roster:
brown, judy

Edit or delete this student's information.

edit information

email: jbrown@email.com

account status: License expired

status:

active **A**

inactive

Caution: inactive students can't take your assignments -- they can only view their grade reports.

want to delete this student?

This student will be removed from your roster and reports, and blocked from accessing this section's assignments, reports and eBook (if applicable).

If you want to save any of this student's scores, make sure to export them from reports before you delete.

Caution: deleting a student can't be undone!

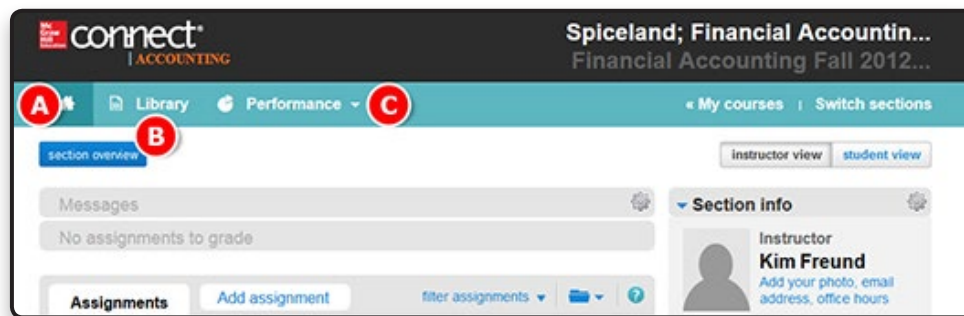
B

Section 2: Section Home Page

Three Tabs on the Section Home Page

The Connect section home page has three tabs:

- A Home** tab will be your general page in which you can review and edit assignments or access your e-book.
- B Library:** additional course resources (links for the e-book, question bank, lectures, instructor resources, media resources [audio/video], and more). See Section 7 for more details.
- C Performance:** view student results and run reports. See Section 8 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** You can choose to group assignments into categories by clicking the **group** icon.
- C** Use these boxes to select assignments for action.
- D** These links allow you to to **share**, **copy**, **manage dates**, or **delete** assignments.
- E** To create a new assignment, click **Add assignment**.

- F** If you have new messages, an **envelope** icon will appear here. Click anywhere in the line to expand the list of messages.
- G** 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.
- H** At the bottom of this box is the **section web address** and a place to **upload your syllabus**.
- I** Under **my course resources** there will be a link to LearnSmart, the adaptive learning program as available.

The screenshot shows the McGraw-Hill Connect LMS interface for course EN 1320. The interface is divided into several sections:

- Messages:** A message box at the top left says "no messages to show" with a red circle 'F' next to it.
- Assignments to grade:** A section titled "Assignments to grade" with a "NEW" badge and a red circle 'E' next to the "+ Add Assignment" button.
- Section info:** A box on the right titled "Section info" with a red circle 'G' next to the gear icon. It displays instructor information for Edward McCarthy, a textbook "Connect Integrated Reading and Writing", and a section web address. A red circle 'H' is next to the "Upload syllabus" button.
- my course resources:** A section at the bottom right with a red circle 'I' next to it, featuring logos for Achieve and LearnSmart Advantage.
- Context Menu:** A context menu is open over the assignments list, showing options like "Share", "Copy", "Group", "Manage dates", "Show / Hide", "Move", "Delete", and "Prerequisites". A red circle 'D' is next to the "Share" option, and a red circle 'B' is next to the "Group" option.
- Assignment List:** A list of assignments is shown, including "Module 1" (with a red circle 'A' next to the expand icon) and "Module 1: Lab 1". A red circle 'C' is next to the "Show / Hide" option in the context menu.

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.

The screenshot displays the LEARNSMART ADVANTAGE interface. At the top, the logo is visible. Below it, the 'Section performance' section (A) shows a 75.00% average for 4 assignments, accompanied by a bar chart with three bars at 100% and one at 75%. Below this is a search box for students (B) with the placeholder text 'Enter student's name here'. The 'your recorded lectures' section (C) includes a microphone icon and a 'find out more' link. The 'bookmarks' section (D) and 'news feeds' section (E) both indicate that no items have been added and provide instructions on how to add them using an information icon and a settings gear icon.

Section 3: Assignments

Within all of the Connect English products is a variety of assignments you can utilize in your course. Some of the most popular assignments are:

1. **LearnSmart Achieve** : McGraw-Hill's adaptive learning experience, in which students are assessed on key course topics and provided a customized learning experience based on their strengths and weaknesses. #1 most popular assignment within Connect and what McGraw-Hill recommends new instructors start with in their Connect courses.
3. **E-book Chapters or Reading Selections** : In Connect Composition, instructors have access to online handbooks or writing guides in which they can assign readings or quizzes. In Connect Reading, Writing, and Integrated Reading & Writing, instructors have access to thematic reading selections, which also include pre-made quizzes by McGraw-Hill.
4. **Writing Assignments** : Allow instructors and departments to assess written assignments with custom rubrics built around learning outcomes and to generate detailed reports that support formative assessment and that improve efficacy at the student, section, and program levels.

LearnSmart Achieve

How It Works

LearnSmart Achieve uses a simple three-phase process to help students master core concepts:

Tune In: Students are asked a series of questions related to a specific learning objective to assess their baseline understanding of the content.

You have received a comment from a peer reviewer that says, "Your paper needs a conclusion." Which type of comment is this?

Click the correct answer

suggestion for minor revision

personal opinion about your topic

suggestion for major revision

error alert

I KNOW IT

THINK SO

UNSURE

NO IDEA

Focus: Based on the student's responses to the Tune In questions, Achieve presents a variety of learning resources (videos, detailed artwork, a narrative coach, supplemental reading, and more) to reinforce the concepts that student is struggling with most.

USING PEER REVIEW FEEDBACK 1/5

How to Use Peer Review Feedback

When you participate in **peer review**, you and another writer trade drafts and give each other feedback on each other's writing. After you've gotten **peer review feedback** on your writing, follow this process to make the best use of the information.

- 1** Make sure you understand the feedback.
- 2** Evaluate the feedback.
- 3** Decide how to respond to the feedback.

GIVE FEEDBACK
CONTINUE >

Practice: After the Focus phase, students are asked an in-depth series of questions to confirm their understanding of key objectives. Achieve then adjusts the learning plan to provide learning resources to assist students in mastering all core concepts.

ACHIEVE Integrated Reading and Writing

Lois is scrolling slowly, line by line, from the end of her paper backward toward the beginning. She checks words highlighted by her grammar and spellchecker, but makes her own decisions about making changes to spelling, grammar, and punctuation. Which step of the writing process is Lois doing?

✘ Sorry, your answer is incorrect!

revising

✖ Misread

✔ editing

✖ drafting

Incorrect. Lois is editing, which involves making minor changes, such as correcting grammar and spelling errors. It does not involve making major changes such as adding entire parts of the paper. Scrolling slowly, reading backward, and double-checking grammar and spellcheckers are all effective editing techniques.

prewriting

Challenges

DON'T GET IT

OK

THIS MAY HELP YOU

Suggested resources

What's the Difference Between Revising and Editing?

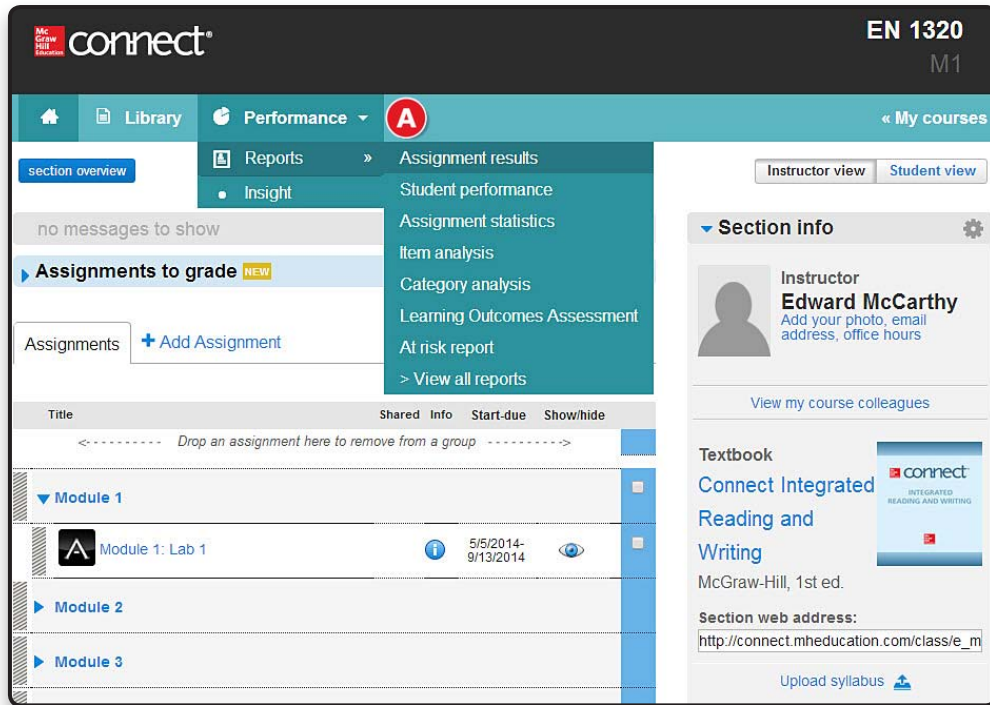
VIEW AGAIN

Section 4: 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.



Connect Reports vs LearnSmart Achieve (Adaptive) Reports

Within Connect, LearnSmart Achieve assignments gather data and results regarding student performance. While the LearnSmart Achieve assignments' overall or final score is available through the Connect reports (like the Assignment Results report), a much more detailed breakdown for LearnSmart Achieve can be found in the LearnSmart-specific reports. McGraw-Hill recommends utilizing these specific adaptive reports for viewing your LearnSmart Achieve assignments.

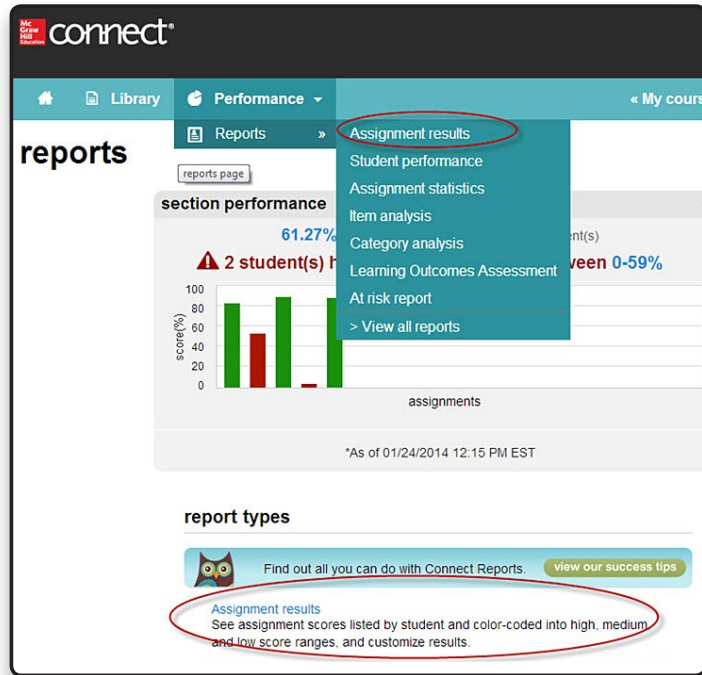
Connect Reports

Assignment Results (Gradebook)

The Assignment Results report functions as the primary gradebook within Connect. It can be accessed by clicking on the Performance tab located at the top of your Connect home page, and then clicking on “Assignment results.”

The Assignment Results report contains the students’ scores for all instructor-created assignments within Connect. You can customize the type of material you would like displayed in your Assignment Results report.

After selecting “Assignment results” as a report, a filtering page will list the sections you can draw information from, as well as the types of assignments that will be included in your report. Once you have customized your selections, click on the “View Report” button to pull those selections.



Your report will look something like this:

assignment results: OBA Section 1 (Cavanaugh, Marisa)

report created: 01/24/2014 12:28 PM EST
 report date range: -
 attempt: Best score style: Percents
 assignment type: Homework, Practice, Quiz, Exam, File Attachment, Writing Assignments, Blog, Discussion Board

Select the checkboxes on columns you want to export or print. [Learn how to export these results into Blackboard or Blackboard Vista](#)

highlight ranges: ■ 0-59% ■ 60-75% ■ 76-100% ■ all ranges no ranges export to excel

Student	Writing Assignment ^m	Media Essay ^m	Research Paper ^m	Travel Essay ^m	Informative Essay ^m	Informative Paper - Peer Re
Total Value (Points)	100	100	100	100	100	100
Aggarwal, Shelly		82.00%	97.00%	88.00%		
Cashen, Clare		67.00%	81.00%	70.00%		0.00%
Sed, Cara						
Tzid, Steph						
Wan, Dana		0.00%	87.00%	86.00%	87.00%	0.00%

Students’ assignment results can be shown as either points or percentages. A color range is also available to show you at-risk students.

Student Performance

The Student Performance report allows you to look at results and scores for a specific student in your course. To access the Student Performance report, click on the Performance tab at the top of your Connect home page, and then click on “Student performance.”

You will be prompted to type in the student’s name, and a report will be generated around the scores and assignments for this student. The same results you saw previously in the Assignment Results report will be shown in the Student Performance report, which is designed to allow instructors to easily focus or check in on individual students, one at a time.

Student performance

Show: Student Performance ▾

Look up a student to view performance reports:

➔ Wan, Dana

Look in all sections of this course (including those shared with colleagues)

Wan, Dana

Submitted assignments results
Assignments in progress

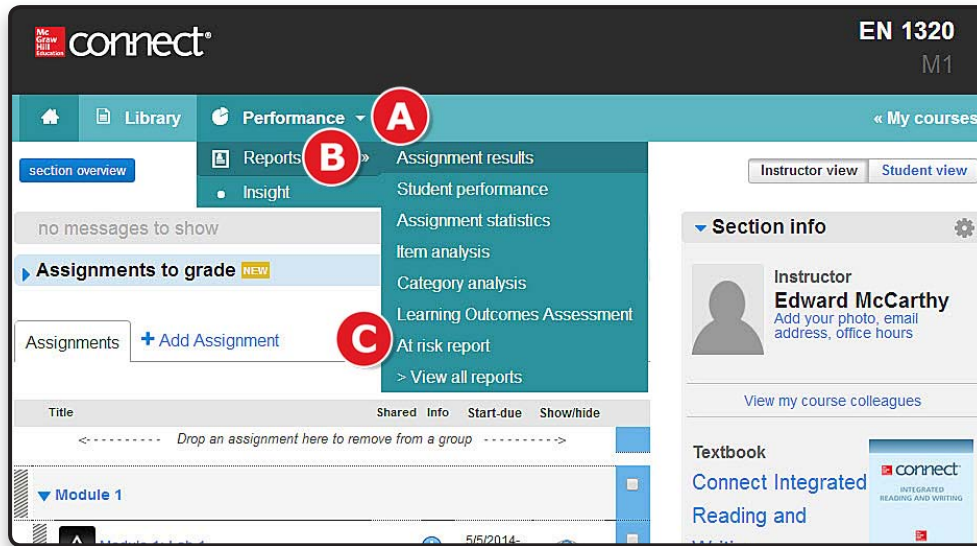
Show: All assignments ▾
Export to Excel

Assignments	Score	Started	Submitted	Time spent (HH:MM)	Date scored
writing assignment: Media Essay Total Value (Points): 100, Average Score: 0.00 (0.00%)					
Attempt 1	0.00(0.00%)	07/30/12 11:17AM EDT	07/30/12 11:17AM EDT	Not timed	
writing assignment: Research Paper Total Value (Points): 100, Average Score: 87.00 (87.00%)					
Attempt 1	87.00(87.00%)	07/30/12 11:17AM EDT	07/30/12 11:17AM EDT	Not timed	07/30/12 12:07PM EDT
writing assignment: Travel Essay Total Value (Points): 100, Average Score: 86.00 (86.00%)					
Attempt 1	86.00(86.00%)	07/30/12 11:17AM EDT	07/30/12 11:18AM EDT	Not timed	07/30/12 12:05PM EDT
writing assignment: Informative Essay Total Value (Points): 100, Average Score: 87.00 (87.00%)					
Attempt 1	87.00(87.00%)	08/02/12 09:54AM EDT	08/02/12 09:54AM EDT	Not timed	08/02/12 09:56AM EDT
writing assignment: Informative Paper - Peer Review Total Value (Points): 100, Average Score: 0.00 (0.00%)					
Attempt 1	0.00(0.00%)	08/14/12 01:33PM EDT	10/10/12 10:55AM EDT	Not timed	

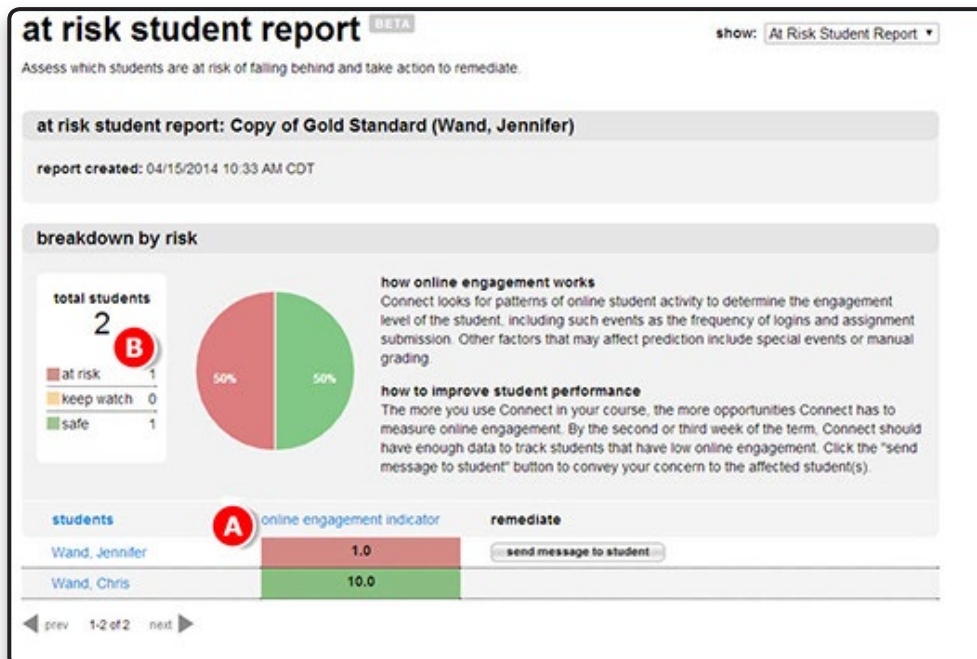
* Submitted past due date = Extension Not vet graded

Creating At Risk Reports

- A** Select the **Performance** tab.
- B** Hover over **Reports**.
- C** Select **At risk report**.



- A** You will be able to see the online engagement indicator score that shows which students are at risk and allows you to e-mail those students directly.
- B** You can see your entire class and how many students fall into each category.

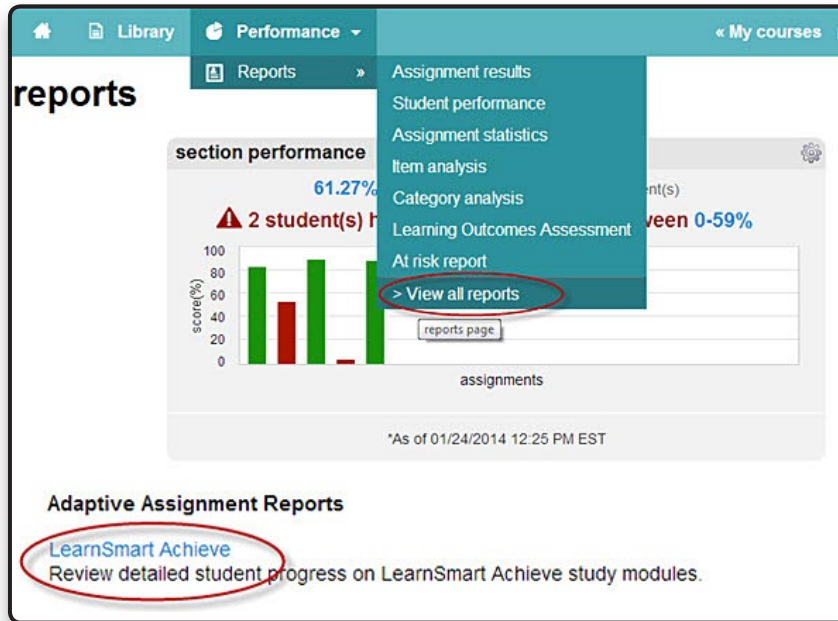


LearnSmart Achieve Reports

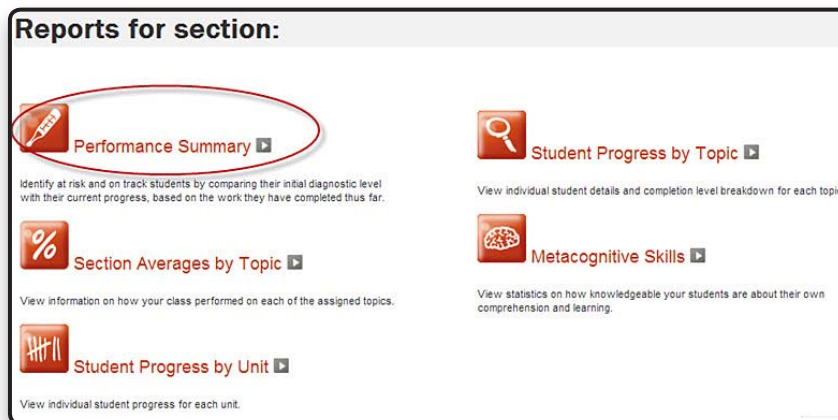
Performance Summary

The Performance Summary report functions as the overview report for LearnSmart Achieve. This is the best report to use to see all of the results for all of the students in your course.



It can be accessed by clicking on the **Performance** tab located at the top of your Connect home page, and then clicking on **View all reports**. Next, scroll down to the bottom of the Reports page and click on **LearnSmart Achieve** under the Adaptive Assignment Reports category.



All of the available LearnSmart Achieve reporting options will be presented. Click on **Performance Summary**.



Within the Performance Summary report, you will be able to view every student enrolled in that section, their Overall progress for all assigned LearnSmart modules, Time on task, Question Count, Current Unaware level (the metacognition element in LearnSmart that shows how many times a student responds “I Know It” but gets the question wrong), the date the student Last accessed LearnSmart, and a Details option to see more specifics for a particular student.

Performance summary for section:						
Student	Overall progress	Time	Question Count	Current Unaware	Last Accessed (UTC time)	Details
Aggarwal, Shelly	 3%	00:08:04	(21/61) 34%	59%	Jul 30, 2012	Details
Cashen, Clare	 26%	01:54:14	(362/464) 78%	21%	Dec 13, 2013	Details
Wan, Dana	0%	00:00:00	(0/0) 0%	0%	N/A	Details


Student Progress by Topic

The Student Progress by Topic report allows you to see how all of your students did in a specific topic.

It can be accessed by clicking on the **Performance** tab located at the top of your Connect home page, and then clicking on **View all reports**. Next, scroll down to the bottom of the Reports page and click on **LearnSmart Achieve** under the Adaptive Assignment Reports category.


All of the available LearnSmart Achieve reporting options will be presented. Click on **Student Progress by Topic**.

Reports for section:




Performance Summary ▾

Identify at risk and on track students by comparing their initial diagnostic level with their current progress, based on the work they have completed thus far.




Student Progress by Topic ▾

View individual student details and completion level breakdown for each topic.




Section Averages by Topic ▾

View information on how your class performed on each of the assigned topics.



Metacognitive Skills ▾

View statistics on how knowledgeable your students are about their own comprehension and learning.



Student Progress by Unit ▾

View individual student progress for each unit.

Within the Student Progress by Topic report, you will be able to select a specific unit and topic to examine. Once the topic is selected, you will be able to see every student enrolled in the course, their progress on that particular topic, time spent on that particular topic, and the student's e-mail address.

Student Progress by Topic for section:

- Reading and Writing
- + Topic: **Reading and Writing as Complementary Processes**
- + Topic: **Reading, Vocabulary, and Study Skills**
- + Topic: **Writing Process**
- + **Integrated Reading and Writing Skills**
- + **Grammar and Mechanics in the Context of Reading and Writing**


Section Averages by Topic

The Section Averages by Topic report allows you to view a detailed breakdown of how the entire section performed on specific topics and learning objectives. This is the best report to use when you want to examine which elements of certain topics or skills students do not understand. This report can be used to help modify face-to-face lectures or to help narrow down more difficult learning objectives for this particular section.


It can be accessed by clicking on the **Performance** tab at the top of your Connect home page, and then clicking on **View all reports**. Next, scroll down to the bottom of the Reports page and click on **LearnSmart Achieve** under the Adaptive Assignment Reports category.

You will be presented with all of the available LearnSmart Achieve reporting options. Click on **Section Averages by Topic**.


Reports for section:

 **Performance Summary** ▾


Identify at risk and on track students by comparing their initial diagnostic level with their current progress, based on the work they have completed thus far.

 **Student Progress by Topic** ▾


View individual student details and completion level breakdown for each topic.

 **Section Averages by Topic** ▾

View information on how your class performed on each of the assigned topics.

 **Metacognitive Skills** ▾

View statistics on how knowledgeable your students are about their own comprehension and learning.

 **Student Progress by Unit** ▾

View individual student progress for each unit.

Within the Section Averages by Topic report, you will be able to select a specific unit and topic to examine. Once the topic is selected, you will be able to see a learning objective breakdown by each topic that includes the average student results across the section.

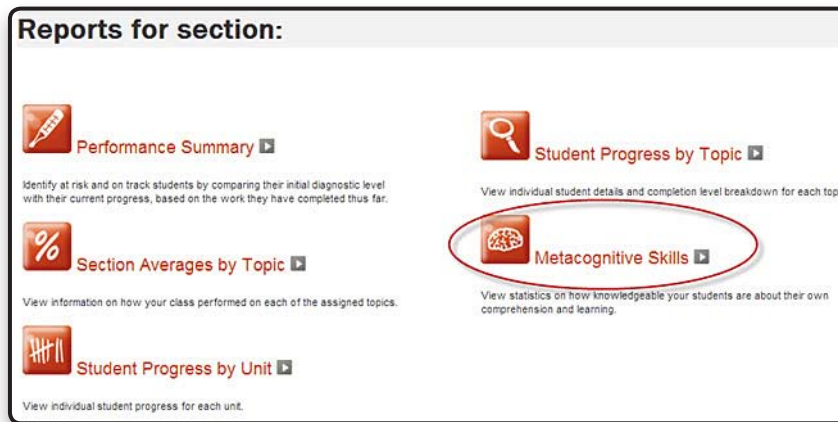
WRITING CLEAR SENTENCES			
- Topic: COORDINATION AND SUBORDINATION			
Topic/Learning Objective	Average time spent (hh:mm:ss)	Average correct/total	Average progress to date
			0% 100%
COORDINATION AND SUBORDINATION	00:05:17	20/24	<div style="width: 85%;"></div> 85%
Combine sentences and parts of sentences to avoid repetition and for smoothness, meaning, and interest.	00:02:06	6/8	<div style="width: 76%;"></div> 76%
Recognize phrases, clauses, and complete sentences.	00:00:31	2/2	<div style="width: 100%;"></div> 100%
Use the correct coordinating conjunction when combining sentences.	00:01:11	4/5	<div style="width: 73%;"></div> 73%
Use the correct subordinating conjunction when combining sentences.	00:01:10	5/5	<div style="width: 100%;"></div> 100%
Use a semicolon to combine sentences.	00:00:11	1/1	<div style="width: 100%;"></div> 100%
Avoid creating runon sentences when combining sentences.	00:00:07	2/2	<div style="width: 100%;"></div> 100%

Metacognitive Skills

The Metacognitive Skills report allows you to view a detailed breakdown of each student's metacognitive skills and responses within LearnSmart Achieve. This report should not be used for grading purposes but may be helpful for instructors looking to identify at-risk students or students who are struggling within their coursework in LearnSmart Achieve.

It can be accessed by clicking on the **Performance** tab at the top of your Connect home page, and then clicking on **View all reports**. Next, scroll down to the bottom of the Reports page and click on **LearnSmart Achieve** under the Adaptive Assignment Reports category.

All of the available LearnSmart Achieve reporting options will be presented. Click on **Metacognitive Skills**.



Within the Metacognitive Skills report, you will be able to see a list of all the students enrolled in your section and a breakdown of their self-awareness and responses within LearnSmart Achieve. The categories are:

- » **Correct & Aware:** Students answered the question correctly and knew they would.
- » **Correct & Unaware:** Students answered the question correctly but were not sure they would.
- » **Incorrect & Aware:** Students answered the question incorrectly but knew they did not know it.
- » **Incorrect & Unaware:** Students answered the question incorrectly but thought they knew the right answer.


Student Progress by Unit

The Student Progress by Unit report allows you to view students’ overall progress in each available unit within LearnSmart Achieve. This is the best report to use when you want an overall assessment of how far along students are in completing certain sections of LearnSmart Achieve.

It can be accessed by clicking on the **Performance** tab at the top of your Connect home page, and then clicking on **View all reports**. Next, scroll down to the bottom of the Reports page and click on **LearnSmart Achieve** under the Adaptive Assignment Reports category.


All of the available LearnSmart Achieve reporting options will be presented. Click on **Student Progress by Unit**.

Reports for section:




Performance Summary ▾

Identify at risk and on track students by comparing their initial diagnostic level with their current progress, based on the work they have completed thus far.




Student Progress by Topic ▾

View individual student details and completion level breakdown for each topic.




Section Averages by Topic ▾

View information on how your class performed on each of the assigned topics.



Metacognitive Skills ▾

View statistics on how knowledgeable your students are about their own comprehension and learning.



Student Progress by Unit ▾

View individual student progress for each unit.

Within the Student Progress by Unit report, you can see all the available units in LearnSmart Achieve, the amount of time each student has spent in LearnSmart Achieve, each student’s overall progress for all assigned LearnSmart material, and a progress score for each unit within LearnSmart Achieve.

0% ● 1-25% ● 26-50% ● 51-75% ● 76-99% ● 100%							
Student	Time spent (hh:mm:ss)	Overall Progress	FIXING COMMON PROBLEMS	PUNCTUATING CORRECTLY	ADDRESSING MECHANICS	USING WORDS EFFECTIVELY	WRITING CLEAR SENTENCES
			Weight: 46%	Weight: 24%	Weight: 10%	Weight: 9%	Weight: 11%
Aggarwal, Shelly	00:08:04	3%	6%	1%	1%	3%	2%
Cashen, Clare	01:54:14	26%	13%	33%	41%	44%	35%
Wan, Dana	00:00:00	0%	1%	0%	0%	0%	0%

Section 5: Support

What If I Have Questions?

Sales Representative	Digital Success Academy	Digital Success Consultants	Customer Experience Team (Tech Support)
<ul style="list-style-type: none"> ■ Class test request ■ Purchasing issue ■ Product questions ■ Product demo 	<ul style="list-style-type: none"> ■ Easy access to videos, tips/tricks, how-to's and frequently asked questions <p>http://www.connectsuccessacademy.com/</p>	<ul style="list-style-type: none"> ■ One-on-one training via WebEx ■ Product walkthrough ■ "How do I" contact 	<ul style="list-style-type: none"> ■ Technical support ■ Student support (access codes and registration questions) ■ Password resetting ■ Learning Management System (LMS) support ■ Blackboard pairing issues <p>Direct phone: 800-331-5094 http://mpss.mhhe.com/products.php</p>

Self-Service Resources (Success Academy)

Online videos and additional tutorial guides can be found at McGraw-Hill's Digital Success Academy: <http://www.connectsuccessacademy.com/>

Topics to Cover on the First Day of Class

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

Tech Support Contact Information

- Phone Support: 800-331-5094
 - » Monday – Thurs 8 am – 11 pm CST
 - » Friday 8 am – 6 pm CST
 - » Saturday 10 am – 4 pm CST
 - » Sunday 12 pm – 6 pm CST
- Chat Support: <http://mpss.mhhe.com/>
- E-mail Support: <http://mpss.mhhe.com/contact.php>

Getting in Touch with Your Local McGraw-Hill Rep

If you don't know your local McGraw-Hill rep, go to Find My Rep: <http://catalogs.mhhe.com/mhhe/findRep.do>, and e-mail or call your rep directly.