



# ***Quick Start Guide***

***Teacher Edition***

## Getting Started

This guide provides quick-start instructions to help you to create a new teacher account, add content to your ConnectED book bag and provide students with content.

## Creating a New Teacher Account (First-Time Users)

First, to create an account, you will need a Master Code. You can use any code to register, should you have multiple Master Codes. If you do not yet have a Master Code, please see your school or district Master Code Holder.

**NOTE:** If you already have a ConnectED Username and Password, you do not need to create a *new* teacher account; you can log in now.

To create a new teacher account:

1. Go to <http://connected.mcgraw-hill.com> and click 'Create a New Account' at the lower left.
2. In the 'Teachers' box, click 'Register'.
3. Complete the New Teacher Registration form and click 'Next'.

**TIP:** Be sure to write down your security question, with answer, and keep them in a safe place should you forget your password.

4. Enter your school's zip/postal code and click 'Search'.
5. For users outside of the United States, your school may NOT be listed in the search. Click 'Add New School' and complete the required information with 'US National' as your State. Once complete, click 'Register'.

**NOTE:** ConnectED displays your username and password. This is the only time you will see your password. Print or write down this information and keep it in a secure location for later reference.

6. Click 'Print' to retain a copy for your records, otherwise simply click 'Finish'.
7. Read the Terms of Use and click 'Yes, I Accept' to proceed.

## Redeeming a Master Code

For each McGraw-Hill title or program you wish to access you will need to redeem a Master Code. The following steps will walk you through adding content to your book bag.

1. From the teacher home page click 'Redeem Master Code' at the upper right.
2. Enter your 16-digit Master Code and click 'Next'.
3. Review the information to confirm the correct title.

If you have entered a Master Code for *teacher* content:

4. Click 'Add Content' to finish.

If you have entered a Master Code for *student* content:

5. Click the calendar icon and select an end date corresponding to the last day students will need access to the material.
6. Click the 'Create Redemption Code' button.
7. Return to your teacher home page by clicking 'OK'.

## Providing Content to Students

Students can gain access to content via two different methods. They can either be given a student Redemption Code to add the content to their book bag *themselves* or a teacher can *assign* content to them.

### Locating the Student Redemption Code

1. From the teacher home page click the 'Manage Content' link beneath the student edition you wish to manage.
2. You will be taken to the 'Manage Content' page and the Redemption Code will be displayed in the upper right portion of the screen.
3. Students can be given the 12-digit Redemption code, which they can use to register and/or add content to their book bag at <http://connected.mcgraw-hill.com>.
4. Additionally, clicking the printer icon directly to the right of the Redemption Code will download a Redemption Code Coupon. This coupon contains the Redemption Code as well as a complete set of instructions to be used by the students.

## Assigning Content to Students

**NOTE:** Students must already be registered in ConnectED to use this feature.

1. From the teacher home page click the 'Assign Content' link beneath the appropriate title.
2. Check the box next to the title(s) you wish to assign and click 'NEXT'.
3. Use the on-screen search options to locate the student(s) that will be using this content and click 'NEXT'.
4. Click 'Assign' to finish. You will then receive a message confirming the success of the content assignment.