

# Assigning SmartBook 2.0

Connect Training Series

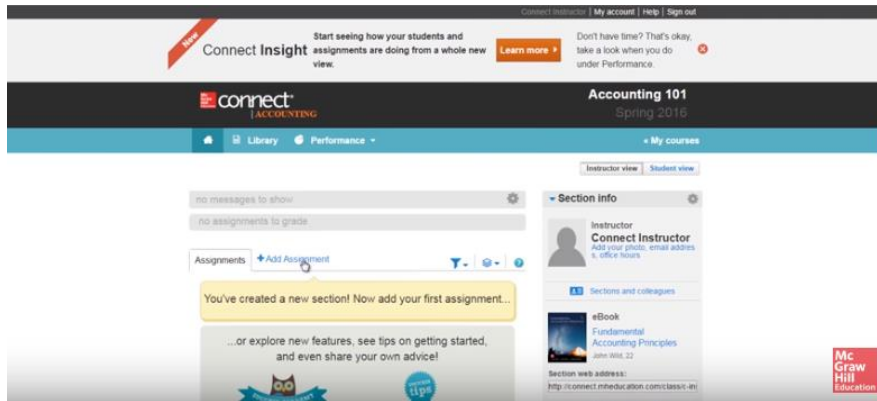
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Instructors



# Add a Smartbook Assignment

Starting on your Connect section home page, click Add Assignment to view all assignment options.



Assignments **+ Add Assignment**




▼ | ☰ | ?


Title	Shared	Info	Start-due	Show/hide
<- - - - - Drop an assignment here to remove from a group - - - - - >				
<b>▶ Connect Orientation Video Assignments</b>				
Orientation Videos for Connect, SmartBook 2.0, EOC Homework, GL, Excel and Tableau Activites				
<b>▶ Reading and Video Assignments</b>				
Conceptual Understanding - SmartBook 2.0 and Video Assignments				
<b>▶ Homework Assignments</b>				
Application of Skills - Examples of all Questions Types with related self help resources.				




# Create a Smartbook Assignment

To create a SmartBook assignment, click on **SmartBook 2.0**.

Assignments **+ Add Assignment**   

 Find out all you can do with Connect Assignments. [view our success tips](#)

 **Question Bank**  
Create an assignment from end-of-chapter questions, test bank or your own question banks.

**SB** **SmartBook 2.0**  
Create an assignment from the newest version of SmartBook to help students maximize their studying and be better prepared for class.



# New Assignment

Within SmartBook 2.0, you have two assignment types: **New Assignment** and **Review Assignment**.

Under **Select Assignment Type**, click on **New Assignment** and then click **Continue** at the bottom of the page.

A screenshot of the "Select Assignment Type" interface. The title "Select Assignment Type" is at the top in white text on a teal background. Below it are two radio button options. The first option, "New Assignment", is selected and highlighted with a red rectangular box. Its description is "Assign a new assignment that contains new reading topics and learning objectives." The second option is "Review Assignment", with the description "Assign previously assigned content to reinforce concepts." At the bottom of the form is a teal bar with the word "Content" in white text.

Select Assignment Type

**New Assignment**  
Assign a new assignment that contains new reading topics and learning objectives.

**Review Assignment**  
Assign previously assigned content to reinforce concepts.

Content



# One Chapter Selection

When creating **New Assignments**, you can only select one chapter at a time.

Begin by clicking on the desired chapter.

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- Chapter 1: Accounting in Business

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  - Chapter 2: Accounting for Business Transactions

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  - Chapter 3: Adjusting Accounts for Financial Statements

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  - Chapter 4: Accounting for Merchandising Operations

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# Slider Bar

You have three main starting points for selecting chapter content: **slider bar**, **section**, or **learning objective**.

The first option is the **Slider Bar**.

By moving the slider bar down, you decrease the depth of coverage, which results in less time to complete.

This strategy is effective when you want to include broad coverage but control the estimated Time to Complete.

The screenshot displays a course interface with a table of topics and a slider bar for refining selected topics. The table has columns for Topic, Time, and Selected. The slider bar is labeled "Refine Selected Topics" and has a vertical line indicating the current selection level.

Topic	Time	Selected
Chapter 2: Accounting for Business Transactions		
> Basis of Financial Statements	39	26   31
> Double-Entry Accounting	3	2   12
> Analyzing and Processing Transactions	7.5	5   13

Assignment Summary  
54 - 81 Minutes

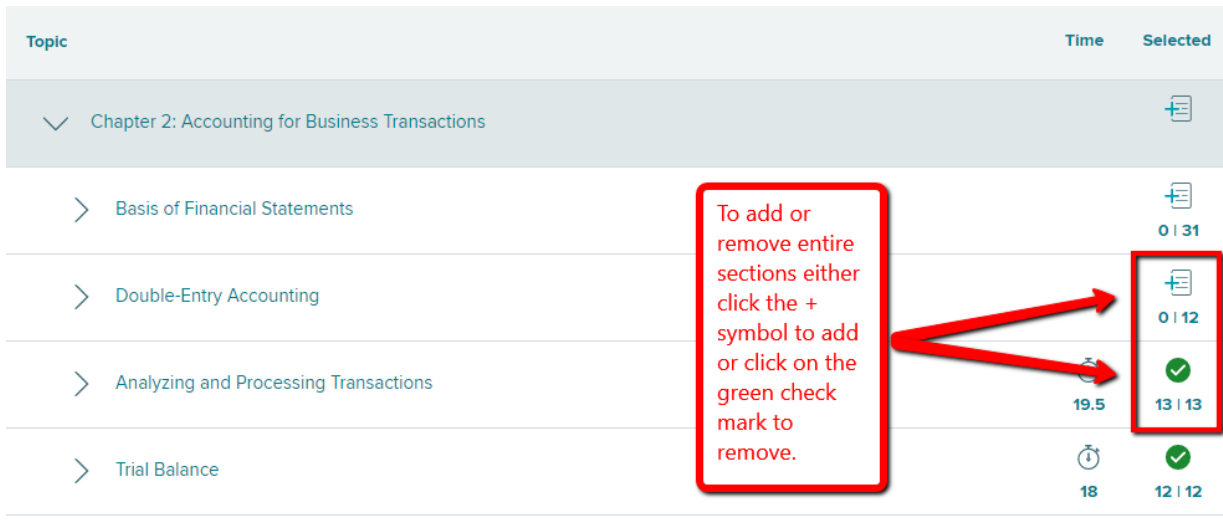
Refine Selected Topics

# Assign by Section

The second option is to select content based on **Section**.






- To add a section, click on the **+** (*plus*) icon.
- To delete a section, click on the green **checkmark** icon

After narrowing down the content by section, adjust the **Slider Bar** to affect the Time to Complete estimate.



The screenshot shows a table with columns for Topic, Time, and Selected. The content is organized into sections, with a plus icon for adding and a green checkmark for removing. A red callout box with arrows pointing to the plus and checkmark icons contains the following text:

To add or remove entire sections either click the + symbol to add or click on the green check mark to remove.

Topic	Time	Selected
Chapter 2: Accounting for Business Transactions		
> Basis of Financial Statements		 0   31
> Double-Entry Accounting		 0   12
> Analyzing and Processing Transactions	19.5	 13   13
> Trial Balance	18	 12   12



# Assign by Learning Objectives

Selecting content based on **Learning Objectives**, results in the most specific content coverage.

To view content by learning objectives, simply expand the Section and Sub-section, then choose **Edit** to select or unselect **Learning Objectives**.

The screenshot shows a software interface with a list of learning objectives. The top two items are "Double-Entry Accounting" and "Debits and Credits", each with a downward arrow icon highlighted by a red box. Below "Debits and Credits", there is a "Learning Objectives" section with a "reset" button highlighted by a red box. The list of learning objectives includes: "Understand what a T-account is.", "Explain the sides of a T-account", "Explain what 'debit' means.", and "Explain what 'credit' means.". On the right side of each objective, there are icons: a green checkmark for "Understand what a T-account is.", a plus sign in a document icon for "Explain the sides of a T-account", a plus sign in a document icon for "Explain what 'debit' means.", and a green checkmark for "Explain what 'credit' means.". A red box highlights the plus sign in a document icon for "Explain the sides of a T-account".





# Review Assignment

Creating a **Review Assignment** is the same process as creating a New Assignment except that you may select multiple chapters.

To get started, click on **Review Assignment** and then click **Continue** at the bottom of the page.

A screenshot of a web form titled "Select Assignment Type". The form has a teal header bar with the title. Below the header, there are two radio button options. The first option is "New Assignment" with the description "Assign a new assignment that contains new reading topics and learning objectives." The second option is "Review Assignment" with the description "Assign previously assigned content to reinforce concepts." The "Review Assignment" option is highlighted with a red rectangular border. Below the options is a teal bar with the text "Content".

Select Assignment Type

**New Assignment**  
Assign a new assignment that contains new reading topics and learning objectives.

**Review Assignment**  
Assign previously assigned content to reinforce concepts.

Content



# Chapter Selection

Next, select the chapter or chapters you wish to assign.

- Chapter 1: Accounting in Business
- Chapter 2: Accounting for Business Transactions
- Chapter 3: Adjusting Accounts for Financial Statements
- Chapter 4: Accounting for Merchandising Operations



# Review Assignment Notes

Review Assignments serve two primary purposes:

- To create review assignments that include previously assigned chapters—typically for test preparation or course review.
- To create assignments based on topic rather than chapter—review assignments allow instructors to select content from various chapters.

**Note:** For the Review Assignment to be a direct reflection of the previously assigned content, the Review Assignment must be created using the *exact same* Learning Objectives.

Otherwise, the Review Assignment could potentially cover content that has not been previously assigned.



# Set Up Policies

Enter an assignment name. Next, enter the start date and time, due date and time, and total number of points (between 0 to 1000.)

## Set Up Policies

Name: \*

Start Date:



US/Eastern

Due Date: \*



US/Eastern

Points: \*

*\* required*

Cancel



## Recharge Mode

**Note:** With SmartBook 2.0, students can no longer access SmartBook in self-study mode.

Content *MUST* be assigned for students to access SmartBook.

To create self-study opportunities, you may assign content for ZERO points.

Additionally, assignments that are past due convert to **Recharge mode**—which allows students to continue practicing concepts and receiving feedback, but progress is no longer recorded.

# 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)