

# Managing the Roster

Connect Training Series

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Instructors

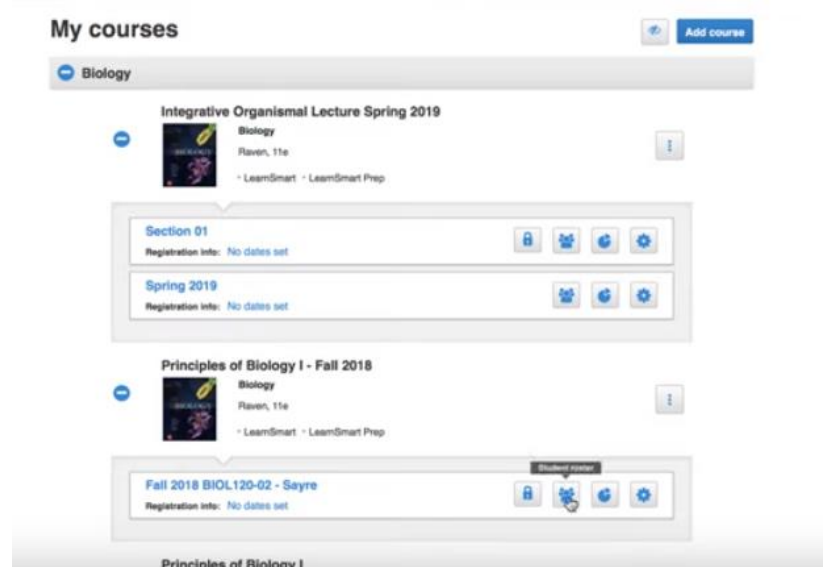


# Locating Your Roster

Viewing your Connect roster will provide important information about the status of your students.

There are two ways to locate your roster: From your My Courses page AND from your section home page.

From your MyCourses page, locate the desired section, then click on the People icon.





# Access Your Roster

From your section home page, locate the Section Info box on the right side of the page. Next to Section Info, click on the gear icon.

The screenshot displays the McGraw-Hill Connect interface. At the top, there is a navigation bar with 'Library', 'Performance', and 'My courses'. Below this, the 'Section Info' box is visible on the right side of the page. The 'Section Info' box contains the following information:

- Instructor:** MHConnect Instructor. Below the name is a link to 'Add your photo, email address, office hours'.
- View my course colleagues:** A link to view other course colleagues.
- eBook:** Fundamental Accounting Principles by John Wild, 24e.
- Section web address:** <https://connect.mheducation.com/class/m-ir>
- Upload syllabus:** A link to upload a syllabus.

Below the 'Section Info' box is the 'Section performance' box, which shows a section average of 64.15% for 12 assignment(s). A bar chart below the percentage shows the performance of individual assignments, with most bars reaching 100% and one bar at approximately 80%.

Title	Shared	Info	Start-due	Show/hide
SB Accounting Chapter 1			01/30/19-01/31/20	
Accounting Chapter 1 Worksheet			01/30/19-01/31/20	
SB Accounting Chapter 2			01/30/19-01/31/20	
Accounting Chapter 2 Worksheet			01/30/19-01/31/20	
SB Accounting Chapter 3			01/30/19-01/31/20	
Accounting Chapter 3 Worksheet			01/30/19-01/31/20	



# See Your Roster

From the menu, click on See Student Roster.

connect<sup>®</sup> ACCOUNTING

SmartBook 2.0 Demo Course: BEC  
SmartBook 2.0 Demo Course: BEC 1

Library Performance « My courses

section overview

Instructor view Student view

Messages

no assignments to grade

Assignments + Add Assignment

Title	Shared	Info	Start-due	Show/hide
SB Accounting Chapter 1			01/30/19-01/31/20	

Section info

- edit instructor info
- edit section name & web address
- delete this section...
- see student roster
- see student registration info sheet
- view my course colleagues

eBook  
Fundamental Accounting Principles  
John Wild, 24e



# Roster Columns

There are three important columns on the roster:

- Account Status
- Extensions
- Single Sign-On

## 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:  

[delete students](#) | [customize columns](#)

**64** active students

Lookup Student:

<input type="checkbox"/>	student	email	account status	extensions
<input type="checkbox"/>	Acevedo, Janelle	w6934968@student.hccs.edu	Licensed	<a href="#">manage</a>
<input type="checkbox"/>	adams, dennis	dennis.adams@student.com	Licensed	<a href="#">manage</a>
<input type="checkbox"/>	Adams, Katelyn	kmast265@mail.rmu.edu	License expired	<a href="#">manage</a>
<input type="checkbox"/>	Bennet, Elizabeth	elizabeth.bennet@mhbm.com	License expired	<a href="#">manage</a>
<input type="checkbox"/>	burvikovs, aleks	aleks.burvikovs@student.com	Licensed	<a href="#">manage</a>
<input type="checkbox"/>	Chew, Shao	sichew@crimson.ua.edu	License expired	<a href="#">manage</a>
<input type="checkbox"/>	Cho, Madelaine	mc58660@ua.edu	License expired	<a href="#">manage</a>



# Account Status

**Account Status** indicates if their Connect access

- Active, which shows “licensed”
- Inactive, which shows “license expired”
- if the student is using Temporary access, which allows the student to get started in Connect without purchase for 14 days.



# Extensions

The Extensions columns allows you to create an ADA multiplier for select students to ensure that they have the properly allotted timeframe to complete assignments in Connect in accordance with ADA standards.

When creating the multiplier within the roster, it will apply to ALL Connect assignments for that student. You may set the extension based on minutes or percentage of time.

[« roster page](#)

## extensions

Apply an ongoing time extension for all timed assignments, and edit or remove any existing assignment extensions, for this student only.

Adams, Katelyn

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### personal time extension ?

no time limit extension

allow an additional  % of time limit  
or minutes


save

This student doesn't have any assignment extensions.



# Extension Indicator

Once the extension has been set, the roster will show a yellow extension icon next to the student's name.

<input type="checkbox"/>	student	email	account status	extensions
<input type="checkbox"/>	<a href="#">Acevedo, Janelle</a>	<a href="mailto:w6934968@student.hccs.edu">w6934968@student.hccs.edu</a>	Licensed	<a href="#">manage</a>
<input type="checkbox"/>	<a href="#">adams, dennis</a>	<a href="mailto:dennis.adams@student.com">dennis.adams@student.com</a>	Licensed	<a href="#">manage</a>
<input type="checkbox"/>	<a href="#">Adams, Katelyn</a>	<a href="mailto:kmast265@mail.rmu.edu">kmast265@mail.rmu.edu</a>	License expired	<a href="#">manage</a> 
<input type="checkbox"/>	<a href="#">Bennet, Elizabeth</a>	<a href="mailto:elizabeth.bennet@mhhm.com">elizabeth.bennet@mhhm.com</a>	License expired	<a href="#">manage</a>





# Missing Students in LMS

The last column is critical if you are using a Learning Management System, such as Blackboard, Brightspace, Canvas, or Moodle. This column indicates if your student is properly linked to Connect from within your LMS course.

If a student is properly linked, you will see an LMS icon in this column.

If the icon is missing, your student likely **entered Connect directly** and NOT through your LMS.

- If the icon is missing, you'll want to remind the student to access Connect FROM your LMS.

The next assignment that is submitted properly by the student **will complete the act of pairing**. Grades will then retroactively populate into your LMS gradebook.

# 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)