Blackboard learn **

McGraw-Hill Connect and Create Built by Blackboard

Administrator Guide

Version 2.4 for Blackboard Learn 9.1



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About McGraw-Hill Connect and Create Building Block

The McGraw-Hill Connect and Create solutions provide tools for you to build customized course resources and assessments.

Connect is the only integrated learning system that empowers students by immersing students in course content and prompting them to interact with key concepts - while continually adapting to deliver precisely what they need when they need it - making class time more engaging and effective. Connect activates learning and empowers students to take control, resulting in a synthesis of adaptive technology and learning resources perfectly calibrated to guide each student on a personalized path towards better grades.

Create is a self-service website that allows you to create customized course materials using McGraw-Hill's comprehensive, cross disciplinary content and digital products. You can even access third party content such as readings, articles, cases, videos and more and deliver it in either digital or print formats. It allows you to deliver current and relevant content specifically for your course.

Course Options

<u>Textbook:</u> The McGraw-Hill Create tool allows you to create your own text in eBook or printed format from McGraw-Hill textbook resources.

<u>Library:</u> The Library feature gives students access to the rich feature set that comes with your McGraw Hill product; course eBook, adaptive study modules to help review and comprehend material, cost effective purchase options for a physical text and any recorded lectures you have made available using the Lecture Capture tool.

<u>Assignments:</u> The McGraw-Hill Assignments tool allows you to select existing worksheets and create assessments from questions related to your course, or add your own assessments to the course resources.

<u>SimNet:</u> Instructors teaching courses on computing applications will find simulation-based software for teaching and assessing student proficiency.

Glossary

The following table summarizes some important concepts used in this document:

Term	Description
Content area	A content area is a content structure within a Course that is often linked to from the Course menu and organizes course folders, items, and other materials into logical groupings.
Building Block	A Building Block is an application module that extends the functionality of the Blackboard Learn platform.
System Admin Panel	This is the tab visible only to system administrators that contains a collection of links to tools targeted to the administration of the Blackboard Learn platform.
Step	A logical grouping of fields, instructions, and other elements within a data collection form in the Blackboard Learn platform.

Configuring McGraw-Hill Connect and Create Building Block

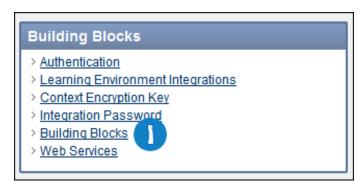
The McGraw-Hill Connect and create building block must be installed and enabled for use in courses. Download and install the McGraw-Hill Connect and create building block using the same process for other Building Blocks.

When installed, the McGraw-Hill Connect and create building block will default to Inactive in the Availability column. After making the building block available, you will be able to configure the McGraw-Hill Connect and create building block to allow proper usage by instructors and students.

Configuring and Registering the McGraw-Hill Connect and create building block

Follow these steps to configure and register the McGraw-Hill Connect and create building block:

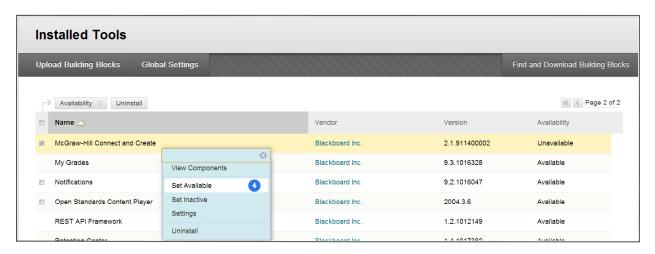
1. From the Administrator Panel, click **Building Blocks**.



2. Click Installed Tools.

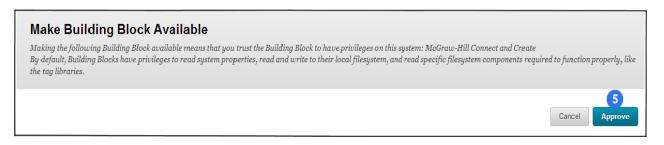


- 3. Locate the **McGraw-Hill Connect and Create** building block. Installed building blocks are in alphabetical order.
- 4. Select **Set Available** in the contextual menu, next to the **McGraw-Hill Connect and Create** Building Block Name.



NOTE: Setting the **Availability** to **Unavailable** will trigger the approval of the building block just as setting it to **Available**. Setting the **Availability** to **Unavailable** allows the building block settings to be fully configured ahead of making it available for instructor and student usage.

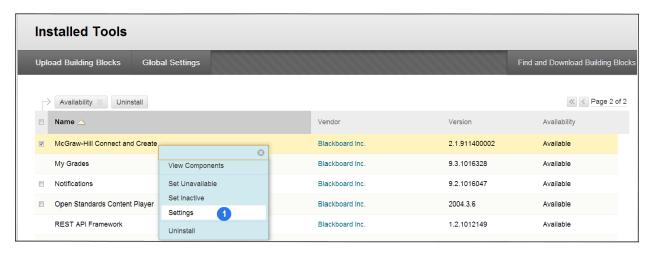
5. When presented with the **Make Building Block Available** page, on which a summary of the permissions and access granted to the building block is listed, **Approve** must be selected in order for the building block to be activated.



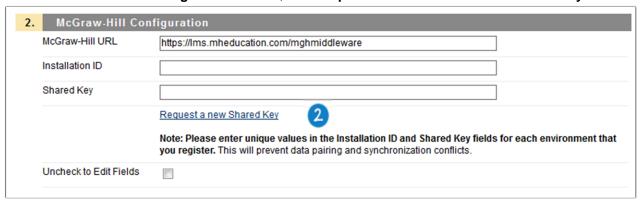
Register with McGraw-Hill Connect and Create:

Note: The Blackboard Learn server time must be accurate to plus or minus five minutes of UTC (Coordinated Universal Time), or the links between Blackboard Learn and McGraw-Hill Connect will fail.

 The Settings option in available in the contextual menu, next to the McGraw-Hill Connect and Create Building Block Name.



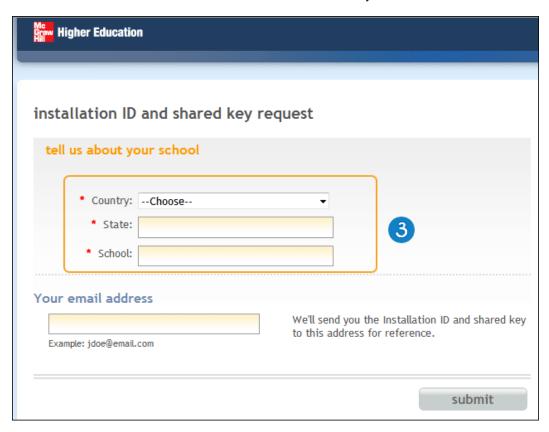
2. In the McGraw-Hill Configuration section, click Request an Installation ID and Shared Key.



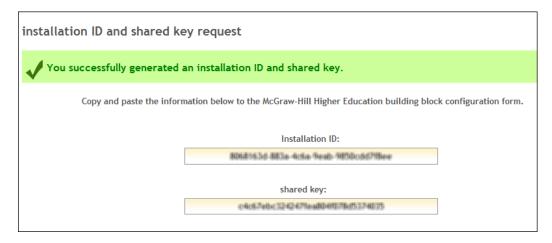
NOTE: Always request for a **new Installation ID and Shared Key** combination when configuring the McGraw-Hill Building Block on a **new Blackboard instance**. **DO NOT** use the same Installation ID and Shared Key that is being used on another Blackboard instance, this will cause data pairing and synchronization conflicts.

3. On the McGraw-Hill New Shared Key Request page, enter any information not auto-filled by the system and click **Submit.**

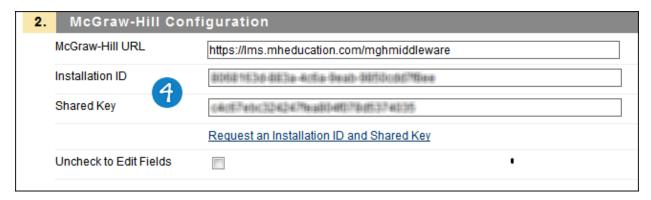
Required values are Country, State, and School. Including an email address is recommended so McGraw-Hill can send the Installation ID and Shared Key for future reference.



A new Installation ID and Shared Key will be generated and displayed. The email address entered on the previous page will also receive this information.



4. Paste the **Installation ID** and **Shared Key** in the fields on the Blackboard Learn Building Block Settings page.



5. In the **Local System Information** fields, enter values for your service as follows:

Public URL: The public URL through which users access Blackboard Learn. In order to allow

communications between the McGraw-Hill Connect servers and Blackboard

Learn, this URL should be accessible from the internet.

Description: Public-facing server name, such as the institution's name.

Contact Email: Address for communication with the Blackboard Learn System

Administrator.

Type: Identifies the type of installation for this instance of Blackboard Learn:

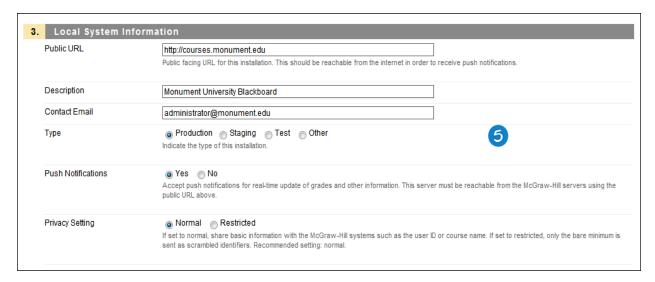
Production, Staging, Test, or Other.

Push Select **Yes** to allow the McGraw-Hill Connect server to use push

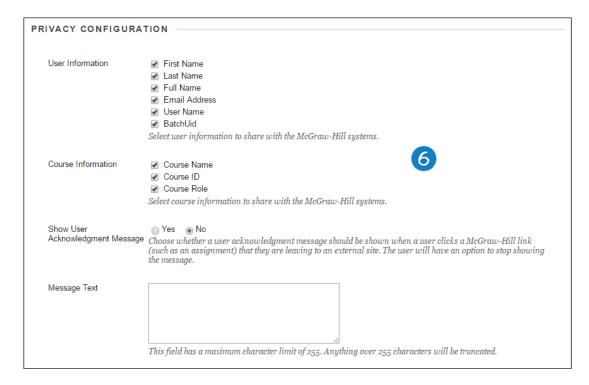
Notifications: notifications to synchronize grades and other course information with the Building

Block. Push notifications allow more frequent communications and updates between the Blackboard Learn and McGraw-Hill Connect servers, to pass data as it is created, rather than waiting exclusively for the regular synchronization

process.



 All communication between Blackboard Learn and McGraw-Hill's Connect and Create servers is encrypted. Use the options under **Privacy Configuration** to specify which information should be shared between the servers

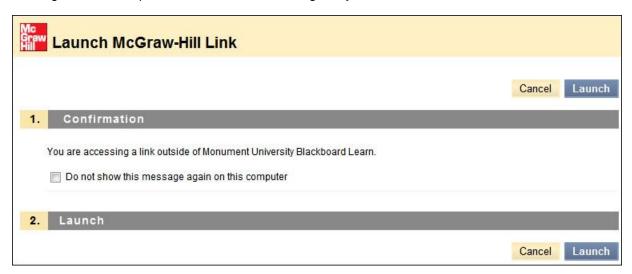


User Information: The minimum recommended setting is Full Name.

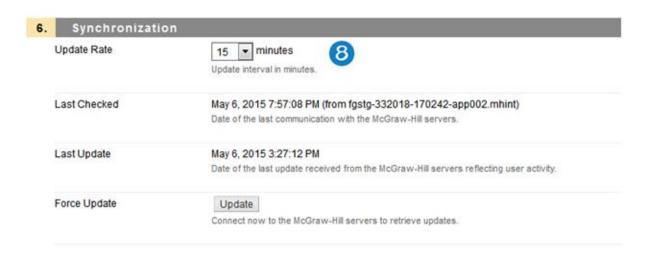
Course Information: The minimum recommended setting is Course Name.

Note: The more information included, the more customized the McGraw-Hill Connect interface will be, and the more guidance users will have to ensure they are logged as the correct user and accessing the correct course's assignments.

Show User Acknowledgement Message: When this option is selected, users will see a message each time they click a link to access McGraw-Hill content, notifying them that they are accessing a link outside of Blackboard Learn. A checkbox accompanies the notification, allowing users to hide the message on that computer. The text of the message may be customized.



- 7. In a future release, the McGraw-Hill Textbook Configuration section will allow students to purchase print and e-textbooks directly from McGraw-Hill. In version 2.0 of the Building Block, these settings have no effect and can be disregarded.
- 8. Under **Synchronization**, select an **Update Rate** (15, 30, 60, or 120 minutes) to determine the frequency with which the local Blackboard Learn installation will communicate with the McGraw-Hill Connect servers. Optimal interval time may depend on the number of instructors and students and the local server configuration.



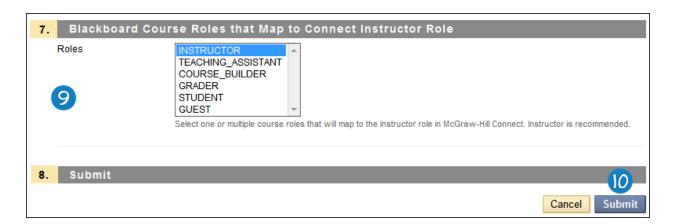
Last Checked indicates the date and time of the most recent communication with the McGraw-Hill servers.

Last Update indicates the date and time of the most recent communication with the McGraw-Hill servers in which there was user activity shared between the systems. If a communication occurred but there was no data to be updated, this date and time may be older than the Last Checked information.

Force Update will start the synchronization process and re-set the automated update interval countdown. If the synchronization needs to be updated before the next scheduled automatic time, or if the Blackboard Learn administrator believes there is information not being passed between the McGraw-Hill Connect server and the Blackboard Learn installation, clicking **Update** will force a communication and pass any pending information between the systems.

 Under Blackboard Course Roles that Map to Connect Instructor Role, select any roles which should be given instructor privileges in McGraw-Hill Connect sections linked to Blackboard Learn courses.

The role of instructor is selected by default, but if there are additional roles, such as Teaching Assistant or Grader that should also have those privileges, select them here.



- 10. Turn on **Debug Logging** if you need more information to help trouble shoot a potential issue.
- 11. Configure Synchronization Notifications with an email address to be notified if the synchronization has not run in the number of hours specified.



12. Click **Submit** to save all changes.

NOTE: If your school's installation of Blackboard Learn is behind a firewall and the Building Block registration fails due to a connection timeout, open the following hostname and ports on the firewall to permit communication between the McGraw-Hill servers and Blackboard Learn:

Hostname: Ims.mheducation.com

Ports: 80 and 443

Upgrading the McGraw-Hill Connect and Create Building Block

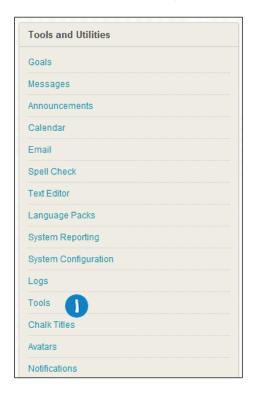
As a best practice, when **upgrading** the **McGraw-Hill Connect and Create Building Block** to a **new version**, always delete the **old** McGraw-Hill Connect and Create Building Block before installing the **new version**. The existing McGraw-Hill Connect and Create configuration and settings will **not be removed** if you delete the old Building Block and install the new version of the Building Block; in fact they will be retained in the database and re-appear once the new building block is installed.

NOTE: If the new Building Block version is pushed to your Blackboard instance through the **software updates channel**, there might be instances where the McGraw-Hill Tools page does not appear within your courses. To resolve this issue, uninstall the McGraw-Hill Connect and Create Building Block and install it manually again. Then, follow the steps below to enable the McGraw-Hill Connect and Create Tools.

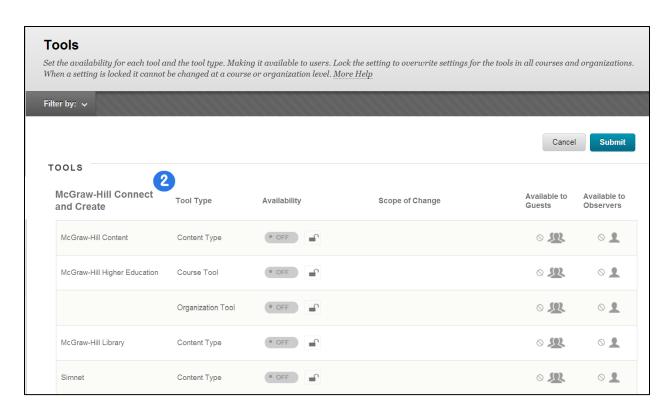
Enabling McGraw-Hill Connect and Create Tools

Follow these steps to turn on the McGraw-Hill tools and make them available in Courses and Organizations.

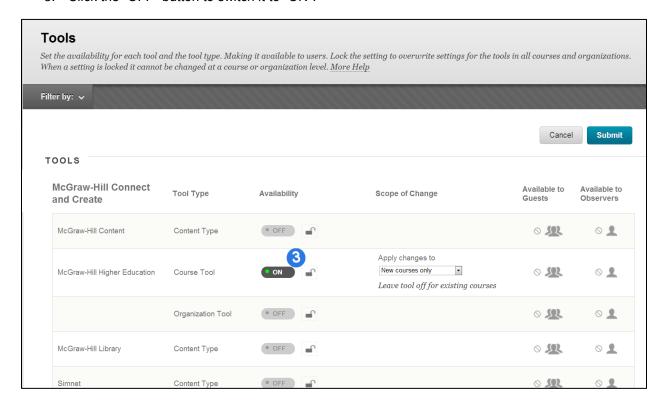
1. From the Administrator Panel, under **Tools and Utilities**, click **Tools**.



2. Locate the McGraw-Hill Connect and Create tools.



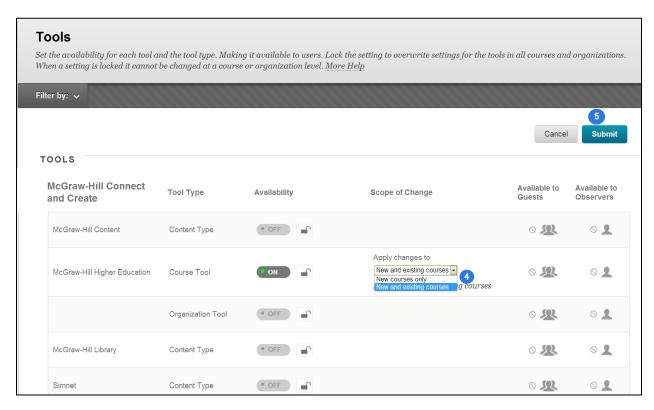
3. Click the "OFF" button to switch it to "ON".



4. Under the "Scope of change" column the changes are by default applied to new courses/organizations only. To apply changes to new and existing courses/organizations use the dropdown and choose the option to make them available in new and existing courses/organizations.

NOTES:

- The Lock icon next to the ON/OFF button is unlocked by default and this means that the
 tool can be turned OFF in courses/organizations. Clicking this icon will make the icon to
 be locked. This means that the tool cannot be turned OFF in courses/organizations.
- Course tool and Organization tool will be listed as separate line items hence they will need to be configured separately.
- 5. Click Submit.

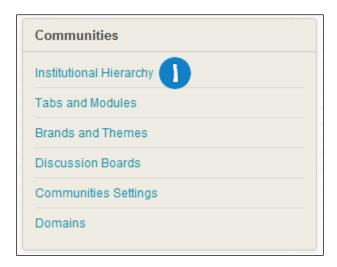


After the tools are switched ON, the tool should now be available by default in all new Courses/Organizations created after the tool setting was changed.

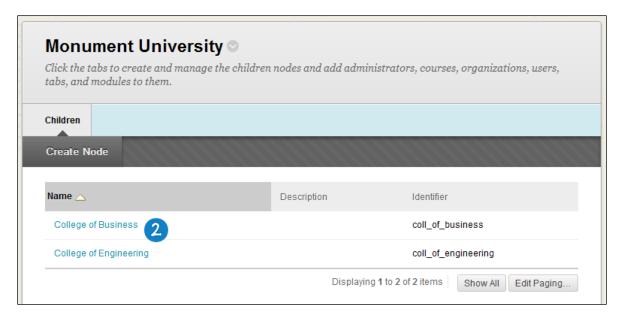
Manage McGraw-Hill connect and create tools for different nodes in Institutional Hierarchy

Follow these steps to **manage** the McGraw-Hill tools for different nodes in the Institutional Hierarchy (available **only** for Blackboard Learn environments with **Community Engagement license**).

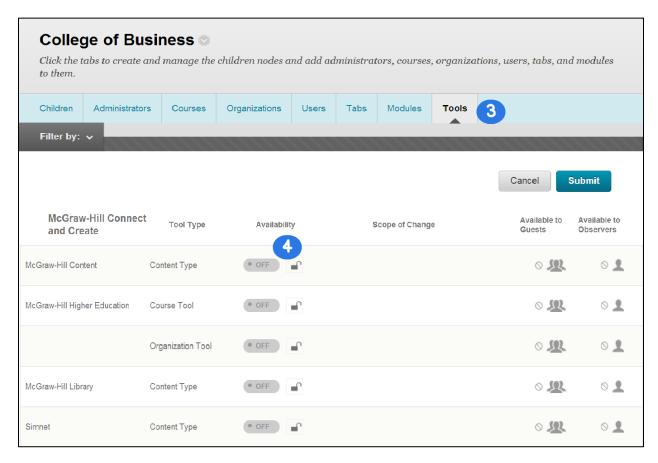
1. From the Administrator Panel, under Communities, click Institutional Hierarchy.



2. Click the name of the node you want to edit the McGraw-Hill tools for.



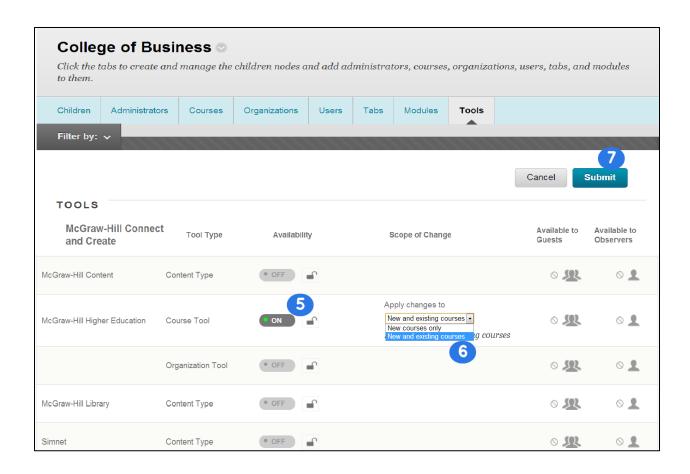
3. Click the Tools tab and locate the McGraw-Hill Connect and Create tools.



- 4. Click the "OFF" button to switch it to "ON".
- 5. Under the "Scope of change" column the changes are by default applied to new courses/organizations only. To apply changes to new and existing courses/organizations use the dropdown and choose the option to make them available in new and existing courses/organizations

NOTES:

- The Lock icon next to the ON/OFF button is unlocked by default and this means that the tool can be turned OFF in courses/organizations. Clicking this icon will make the icon to be locked. This means that the tool cannot be turned OFF in courses/organizations.
- The full features of McGraw-Hill Connect and Create course tools are not available to guests or observers. Guests and observers may still access the McGraw-Hill tab and modules, if the administrator chooses to make them available.
- 6. Click Submit.



Removing Access to the McGraw-Hill Connect and Create Building Block

To remove access to the McGraw-Hill Connect and Create Building Block, change the Availability setting to Inactive on the Building Blocks page. This will remove all McGraw-Hill features from Blackboard Learn. Links to McGraw-Hill Connect content and features deployed inside courses will remain visible, but will not function.

Setting the **Availability** to **Unavailable** is not recommended, as it will allow links inside courses to remain live, but will not guarantee synchronization between Blackboard Learn and McGraw-Hill Connect, which may be disruptive to instructors and students

These are the steps to make the McGraw-Hill Building Block inactive:

1. From the Administrator Panel, click **Building Blocks**.



2. Click Installed Tools.



- 3. Locate the **McGraw-Hill Connect and create building block.** Installed building blocks are in alphabetical order.
- 4. Highlight the building block and select the down arrow and select **Set Inactive**.

Managing the McGraw-Hill Tab and Modules

One tab and three McGraw-Hill modules are available upon installation of the Building Block.

For institutions licensing community engagement, a Link Tab containing information on McGraw-Hill Connect and Create may be added to Blackboard Learn. The URL for the McGraw-Hill Link Tab depends on whether your school's installation of Blackboard Learn is new, or an upgrade from a previous version.

Upgrades from Blackboard Academic Suite 8 or below, use this link for the Link Tab:

/webapps/Bb-McGrawHill-bb_bb60/app/link/outbound/internal?action=MHHE_TAB&resource=&target=

New installations or upgrades from Blackboard Learn 9.x, use this link for the Link Tab:

/webapps/Bb-McGrawHill-BBLEARN/app/link/outbound/internal?action=MHHE_TAB&resource=&target=

A McGraw-Hill Connect module and a McGraw-Hill Create module may be added to any tab. These modules link to information, customized to the user's Institution Role, about McGraw-Hill Connect and McGraw-Hill Create.

A McGraw-Hill Announcements module that displays system-wide alerts and announcements is also available. This module may be added to any tab, or to a course module page. These announcements are also displayed in the McGraw-Hill Connect and Create system.

The tab and modules are managed under the **Tabs and Modules** link on the Administrator Panel.

For more information on tabs and modules, please refer to Blackboard Help for Administrators, linked from the Administrator Panel in Blackboard Learn.

Instructor and Student Access

Instructors and students will have access to McGraw-Hill Connect resources from within the Tools area of their courses.

There is no charge for instructor access to McGraw-Hill Connect. Instructions for setting up access and connecting their Blackboard Learn course are available in the McGraw-Hill Connect Instructor Guide.

Students will be directed to registration and payment information when they first access McGraw-Hill Connect items from their course, or if their Blackboard Learn and McGraw-Hill Connect accounts are not linked





Information Transmission Summary

The following table provides a summary of the information transmitted between your school's Blackboard Learn environment and the McGraw-Hill systems:

Category	Sent to McGraw-Hill	Received from McGraw-Hill
User Information	Encrypted version of the user ID (external person key). McGraw-Hill does not have the ability to decrypt these identifiers. Optional: first name, last name, email address, course role, to enhance the user experience. These are not sent by default and are configurable in the settings panel by the Blackboard administrator. This information is sent when a user clicks on links to McGraw-Hill. The SSL status of these links matches exactly that of the page where the link was placed. Please note that not all McGraw-Hill sites support SSL throughout; the browsing experience may drop to plain HTTP at some points while visiting McGraw-Hill.	Login ID of the associated McGraw-Hill account. This information is always transmitted to Blackboard over SSL secured with OAuth and is only available to the student himself and the course instructor. Whether this information is presented over SSL is dictated by the local configuration of Blackboard.
Course Information	Encrypted version of the user ID (external person key). McGraw-Hill does not have the ability to decrypt these identifiers. Optional: course title, to enhance the student experience. This is not sent by default and is configurable in the settings panel by the Blackboard administrator. This information is sent when a user clicks on links to McGraw-Hill. The SSL status of these links matches exactly that of the page where the link was placed.	Section ID of the associated McGraw-Hill section. This information is always transmitted to Blackboard over SSL secured with OAuth and is only available to students and instructors enrolled in the course. Whether this information is presented over SSL is dictated by the local configuration of Blackboard.
Enrollment Information	None	Whether a student has a license to access a specific McGraw-Hill

		section.
		This information is always transmitted to Blackboard over SSL secured with OAuth and is only available to the student himself and the course instructor. Whether this information is presented over SSL is dictated by the local configuration of Blackboard.
McGraw-Hill Content (assignments, announcements)	Deployment status. When a McGraw-Hill object is	Metadata about available content (title, due date, etc.).
	installed in a course, a call is made to register for future updates. As part of this registration, only the encrypted version of the course ID and the McGraw-Hill object ID are sent.	This information is always transmitted to Blackboard over SSL secured with OAuth and is only available to students and instructors enrolled in the course. Whether this information is presented over SSL is dictated by the local configuration of Blackboard.
Scores	None	Score information is always pulled into Blackboard from the McGraw-Hill Middleware over SSL secured with OAuth. The information transmitted only uses the encrypted identifiers for user and course and cannot be directly traced back to an individual student even if intercepted. This information is only visible in the grade center.
		For background updates, the information is retrieved via a callback to McGraw-Hill, guaranteeing that score information is securely transmitted even if the local Blackboard installation does not have SSL.

Cookies and Privacy Information

Starting in 2.2, cookies are no longer used for storing the privacy preference.