McGraw Hill GO Instructor Guide: **D2L**

Contents

Introduction 2
McGraw Hill GO Course Set-up 3
Add McGraw Hill GO to a D2L Course 3
Create a Link to the Full eBook 6
Create Assignments 8
Preview eBook Chapter 12
View Assessment 13
Edit Assessment 14
Restore Assessment to Default 16
Report Content Issue 17
Disable Assessments 19
Resync Assignments 21
Change Paired Product 21
Set Multiple Attempts 22
Set Multiple Attempts for Entire Section 22
Set Multiple Attempts for an Assignment 23
Class Report 25
Instructor Resources 28
Copy a D2L Course with McGraw Hill GO 30
D2L Course Copy Instructions 30
Mark a GO Section as a Template 37
McGraw Hill GO Student Set-up 39
Access McGraw Hill GO 39
Attempt an Assignment 41
Multiple Attempts 45
Reading-Only Assignment 47
ReadAnywhere App 48
How to Log into ReadAnywhere 48
Support 49

Introduction

Thank you for adopting McGraw Hill GO. The purpose of this document is to provide the steps and details needed to:

1. Add McGraw Hill GO to your course
2. Create and assign GO eBook and assignments
3. Copy GO content from a paired D2L/Brightspace course to another D2L/Brightspace course
4. Access and complete GO assignments as a student
5. Access GO eBooks on the ReadAnywhere app
6. Contact support for help with GO

NOTE: Before adding GO to your D2L/Brightspace course, it needs to be installed in D2L/Brightspace by your IT/LMS Administrator. If it has not been installed, please reach out to your McGraw Hill representative for assistance. Click here if you need to find your representative.

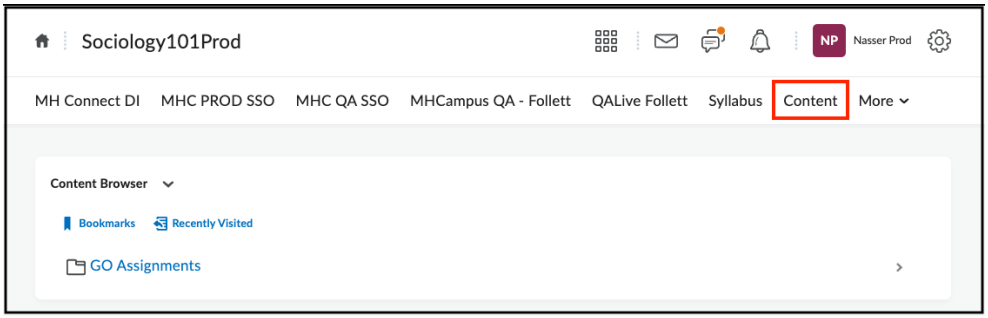
McGraw Hill GO Course Set-up

Add McGraw Hill GO to a D2L Course

STEP 1: Login to D2L.

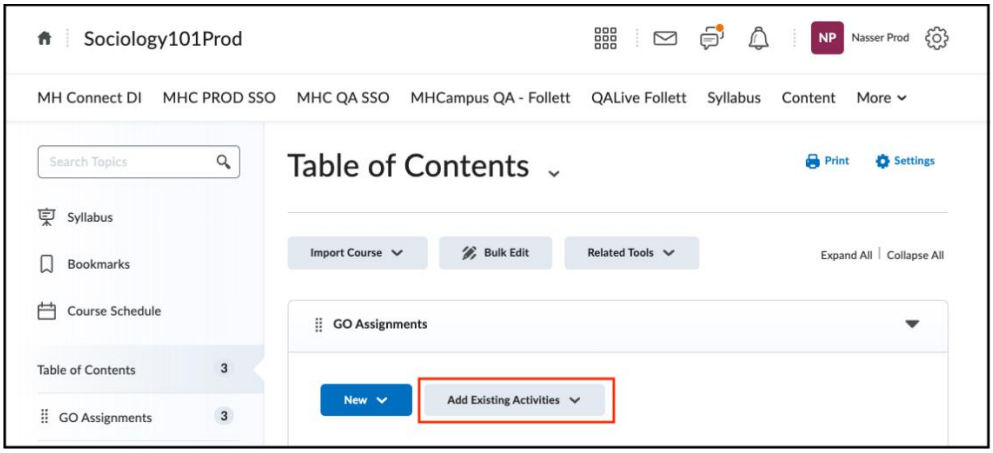
STEP 2: Create or select the existing course associated with McGraw Hill GO.

STEP 3: Proceed to the Content area of your D2L course.

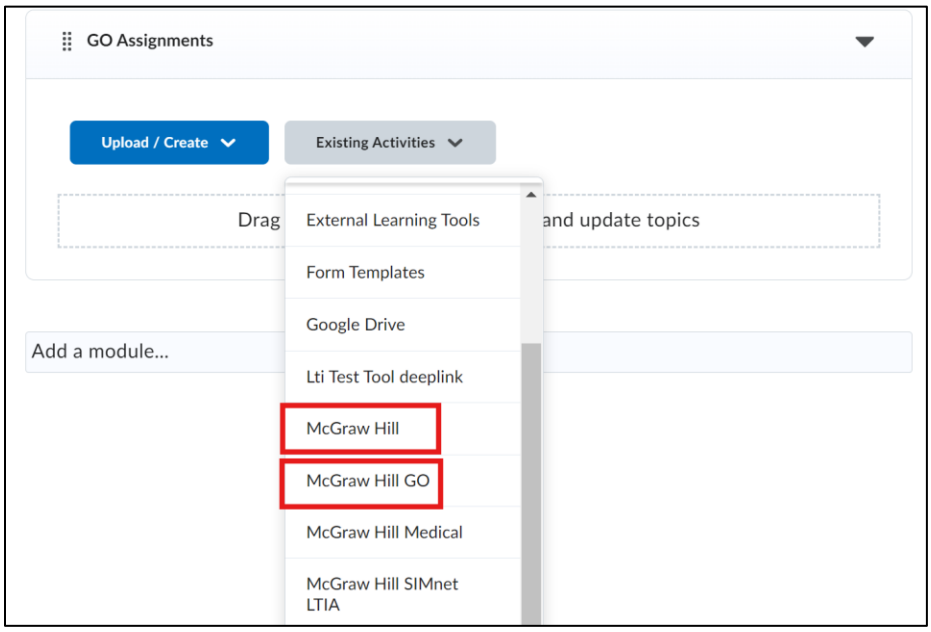


STEP 4: Add a new module to the D2L course's Table of Contents.

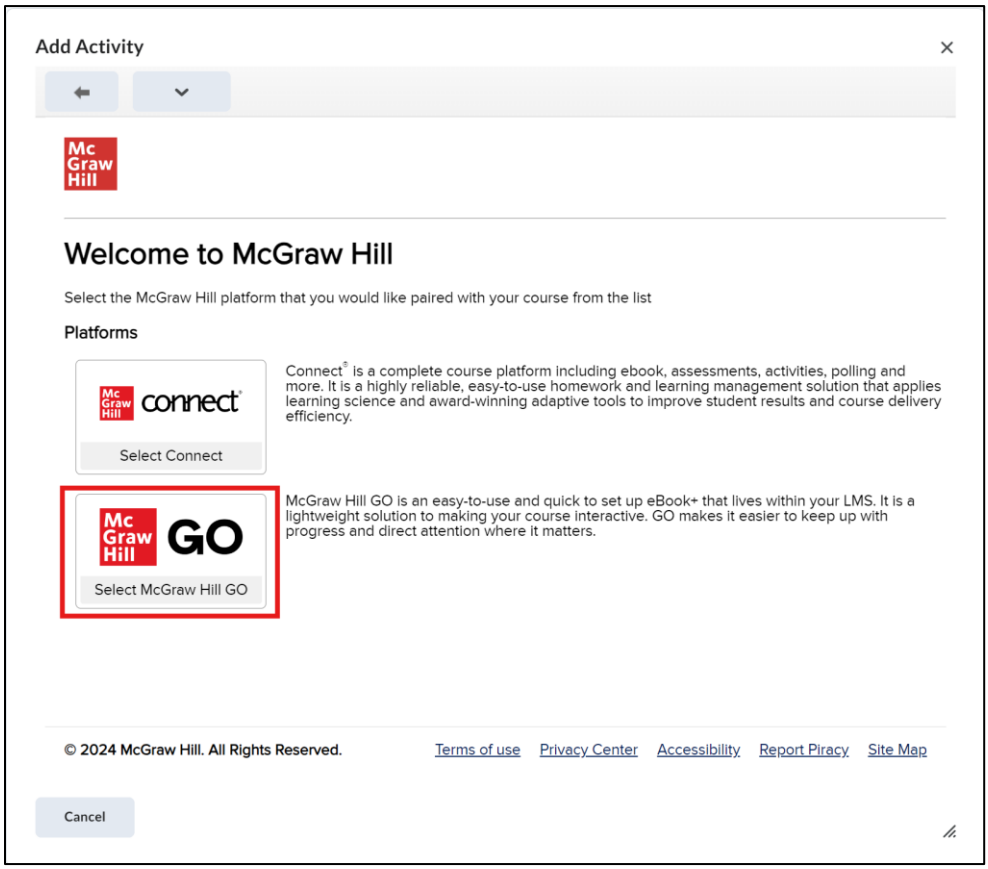
STEP 5: Open the **Add Existing Activities** dropdown menu.



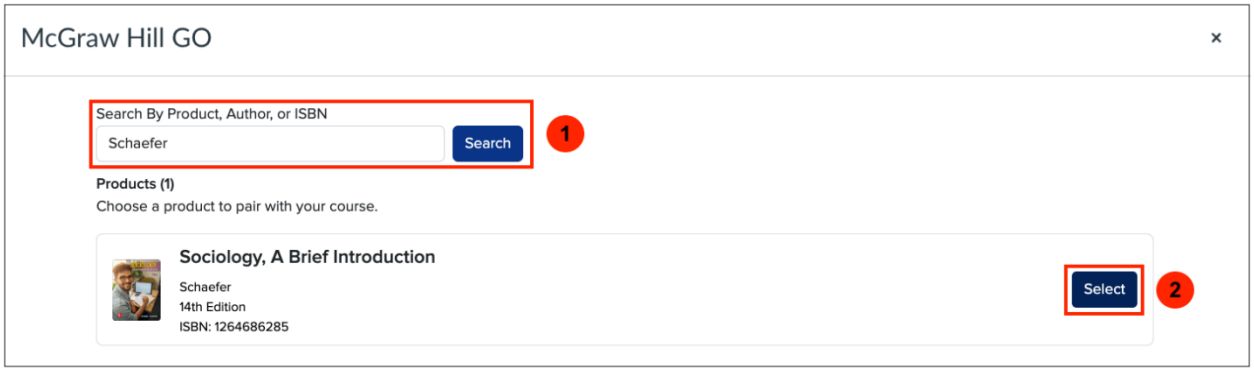
STEP 6: Select **McGraw Hill** or **McGraw Hill GO** from the list of options. If you're not sure which one to select, contact your LMS administrator.



If your institution uses the **McGraw Hill** integration, you will see the following screen. Select **McGraw Hill GO**. If your school uses the **McGraw Hill GO** integration, continue to the step 7.

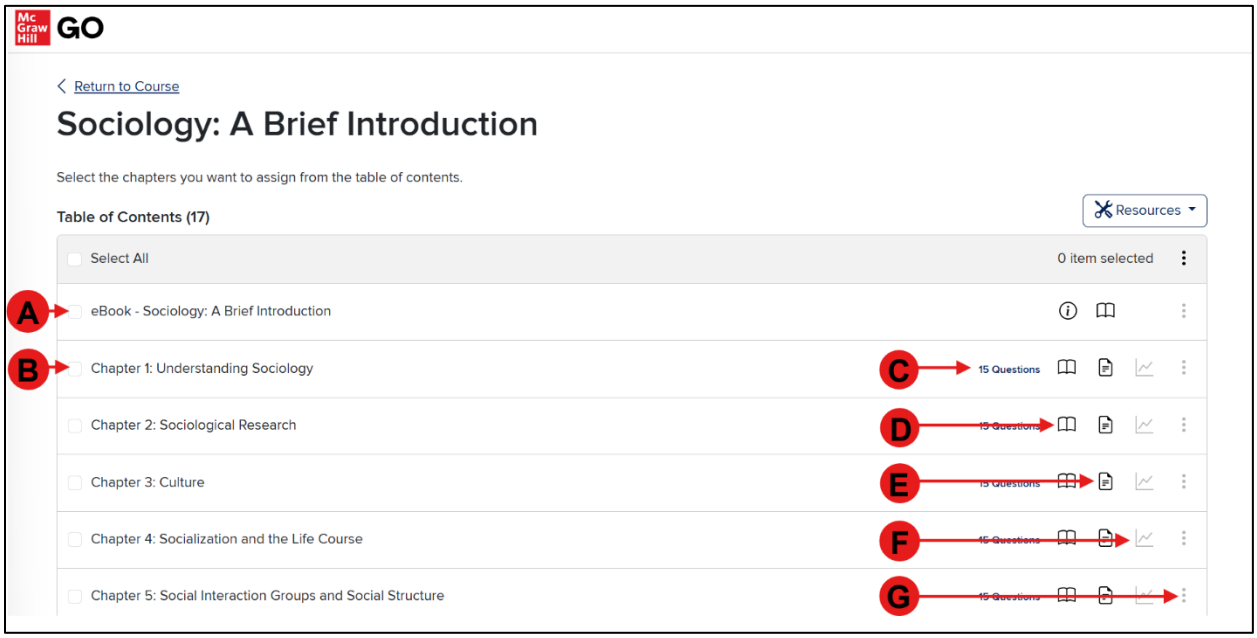


STEP 7: Search for the product to pair with your course using product name, author, or ISBN. Then select the product to pair with your course.



Once a product is paired, the GO table of contents page will appear. On the table of contents page you can:

A. Select and create a link to the full eBook
B. Select and assign chapters
C. See how many questions will appear in the assessment portion of the chapter assignment
D. Preview chapters of the eBook
E. View the assessment
F. If available, view the Class Report for the assessment
G. If available, Unassign or Resync Scores for an assessment

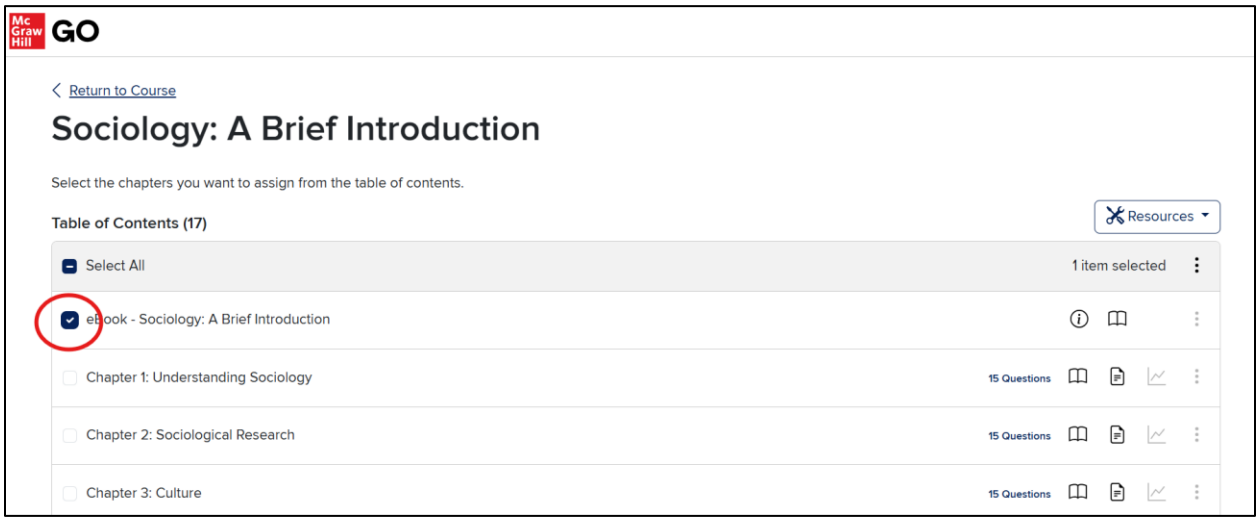


Create a Link to the Full eBook

These steps allow you to make the whole GO eBook available as a link in your LMS course. Note that this creates an eBook-only link that is separate from GO chapter assignments. This link has no associated assessment questions and will appear in the LMS as a non-graded assignment. You can select the eBook alone or along with chapter assignments.

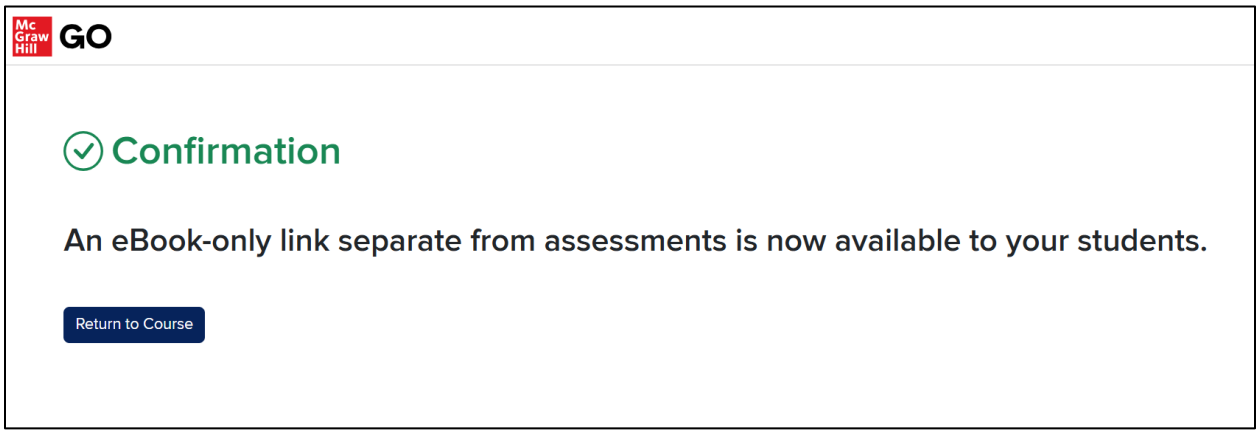
To add a link to the full eBook to your course:

STEP 1: Select the eBook from the table of contents.

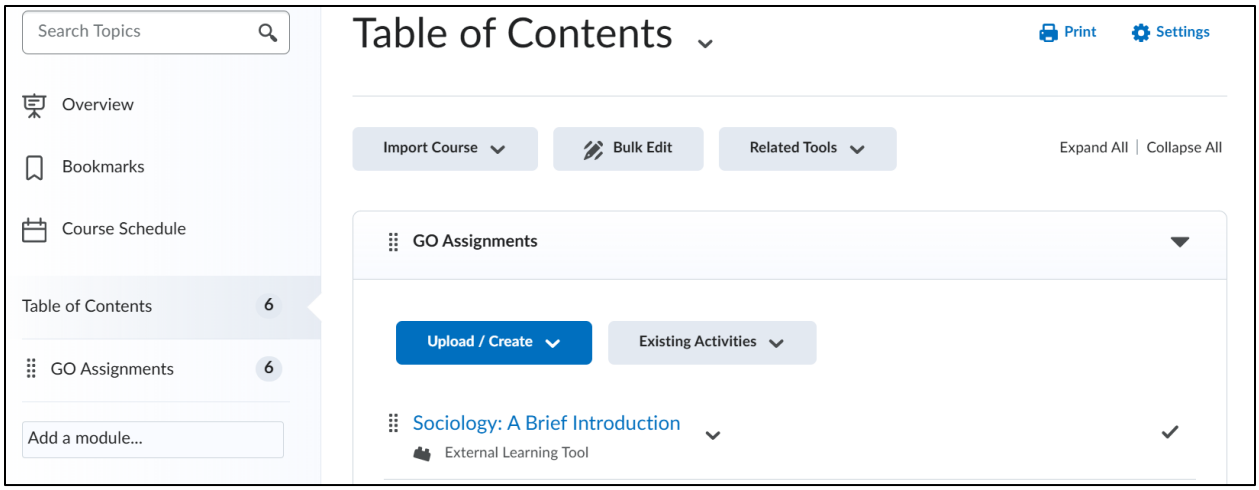


STEP 2: Select the **Assign** button at the bottom of the page.

STEP 3: A confirmation page will display after the eBook-only link has been successfully sent to the LMS. Select **Return to course** to return to your course home page.



STEP 4: Verify and publish the newly added eBook-only link.

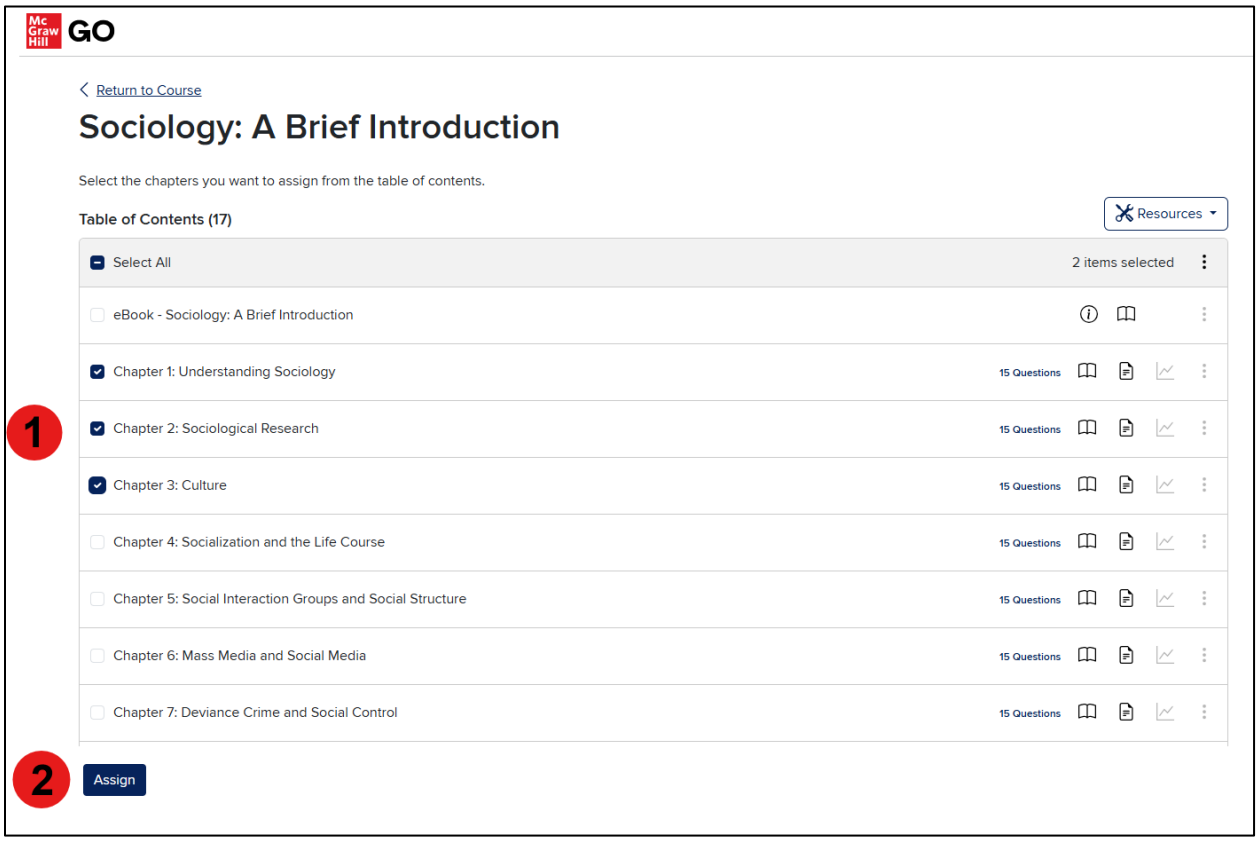


Create Assignments

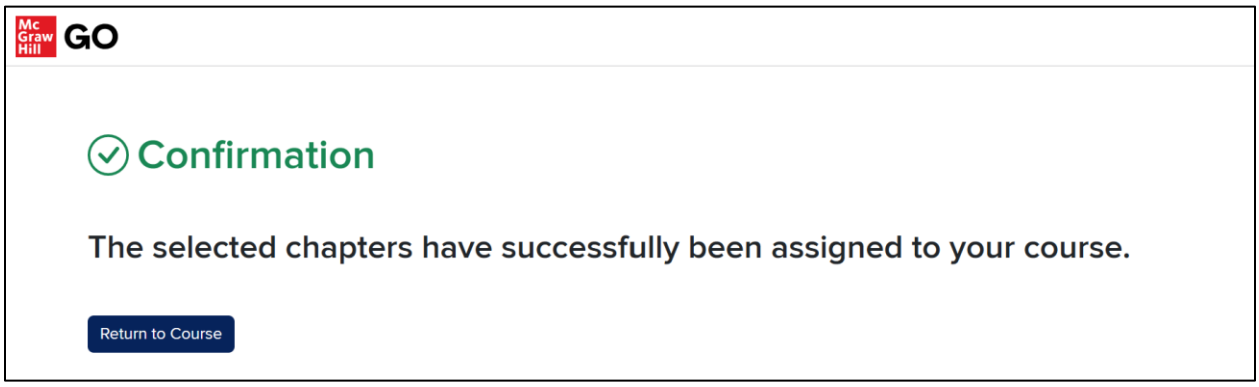
To assign chapters:

STEP 1: Select the chapters to be assigned.

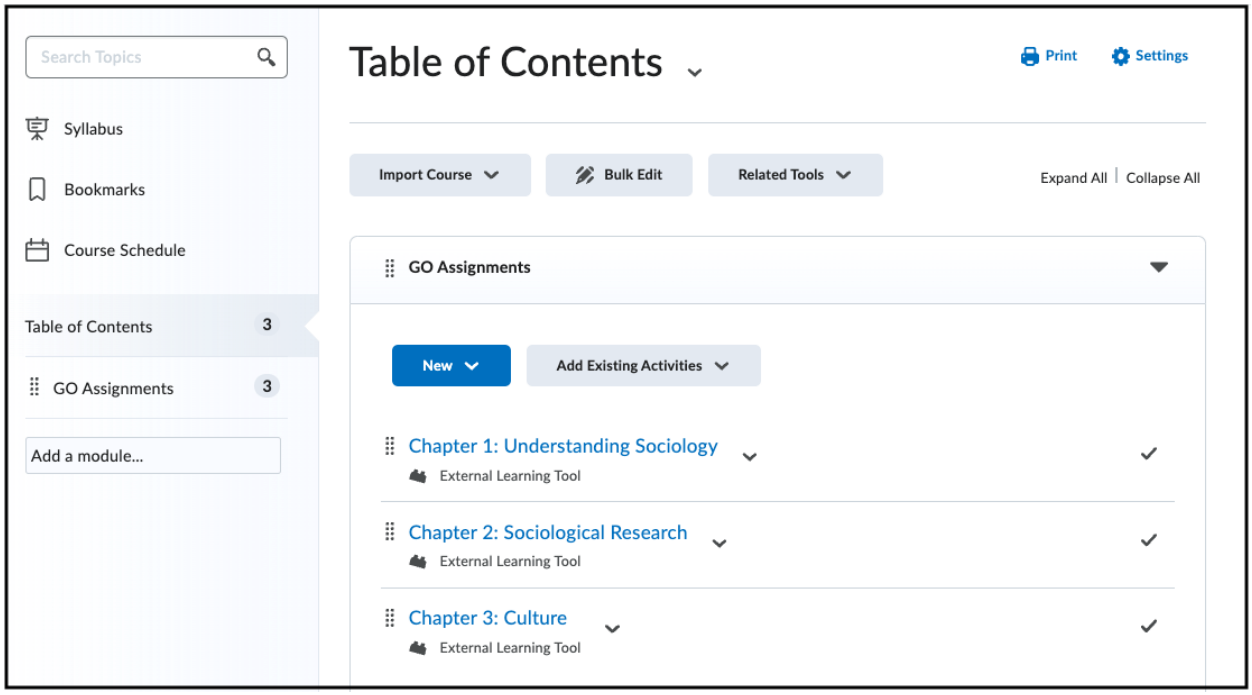
STEP 2: Select the **Assign** button at the bottom of the page. (Note that the Assign button is enabled only when new chapter selections are made.)



STEP 3: A confirmation page will display after the assignments have been successfully sent to the LMS. Select **Return to course** to return to your course home page.

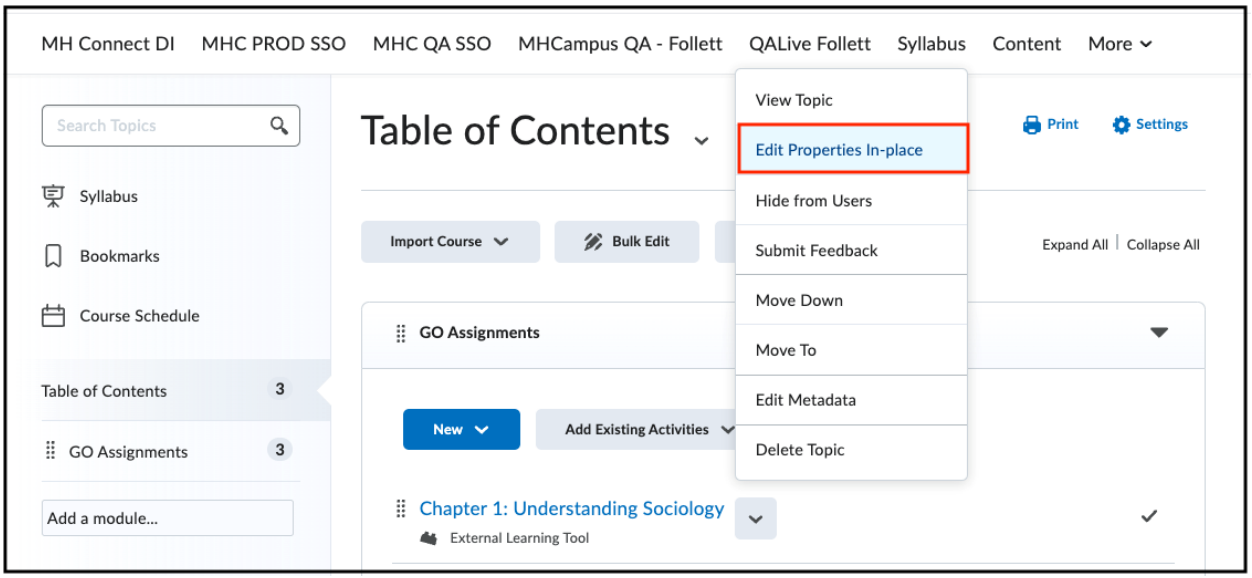


STEP 4: Verify the newly added McGraw Hill GO assignments.



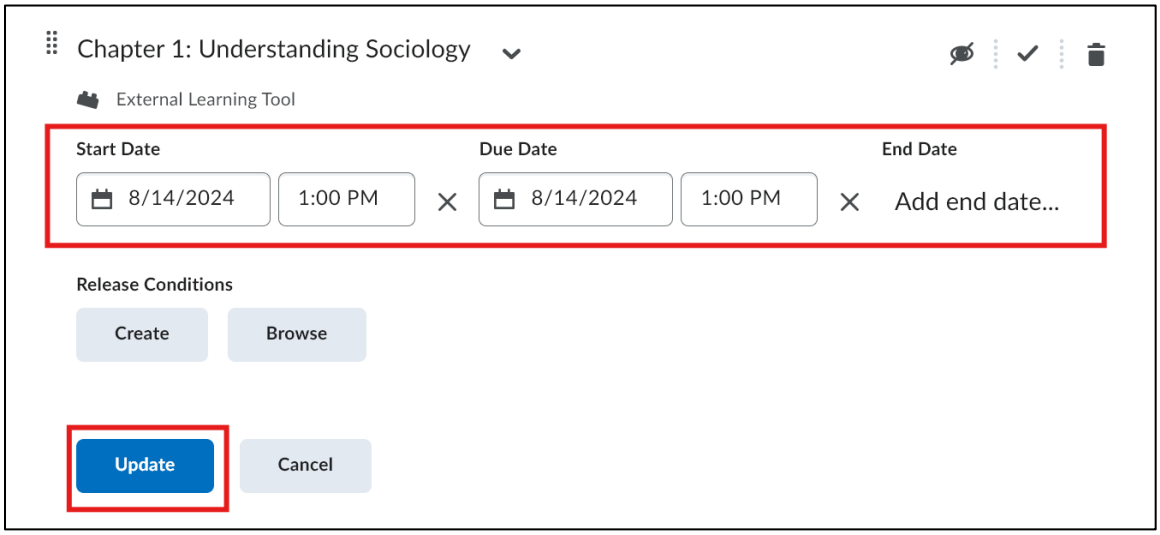
Note that setting GO assignment start and due dates, point values, and extensions are done directly in D2L.

STEP 5: To access D2L's assignment settings, select open the assignment menu by selecting the down arrow next to an assignment and then select **Edit Properties in place**.

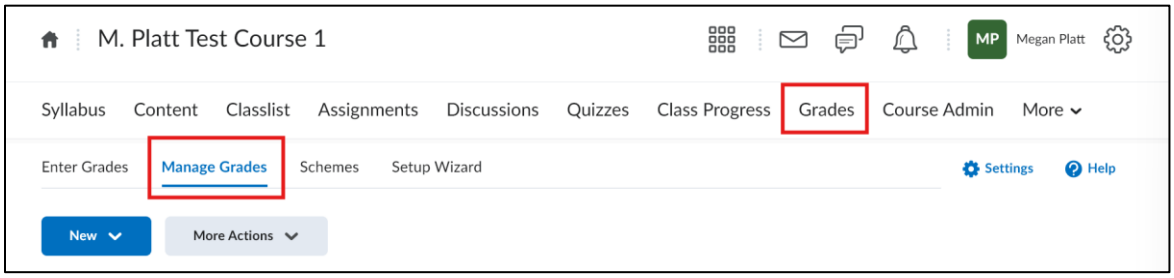


STEP 6: Select **Add dates and restrictions** to enter a start date, due date, or end date. Then select **Update**.

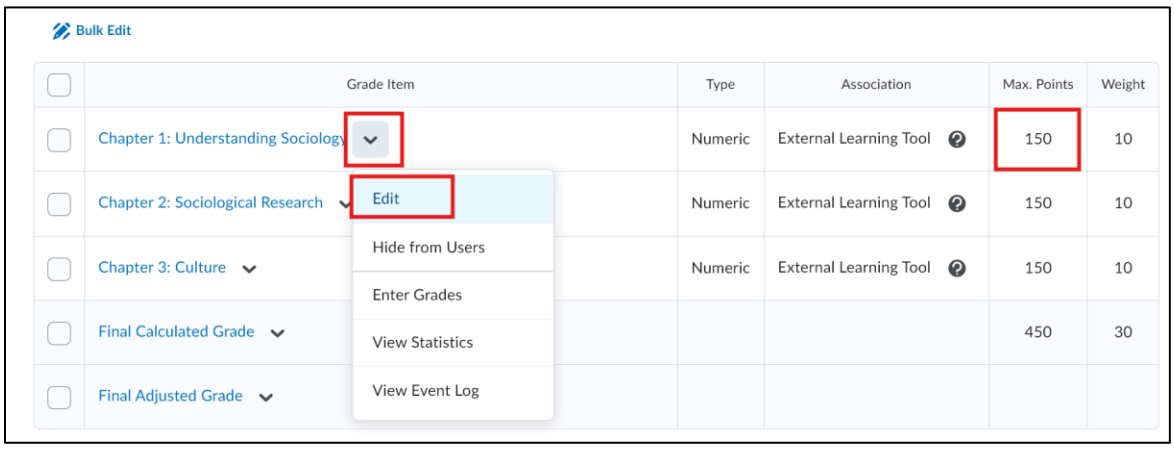
*Note: In D2L, if the instructor sets an **end date** on a GO assignment, students will not be able to access that assignment or the eBook through that assignment after the end date. If the instructor sets a **due date** but not an end date, students will still be able to access that assignment and the eBook through that assignment after the due date.*



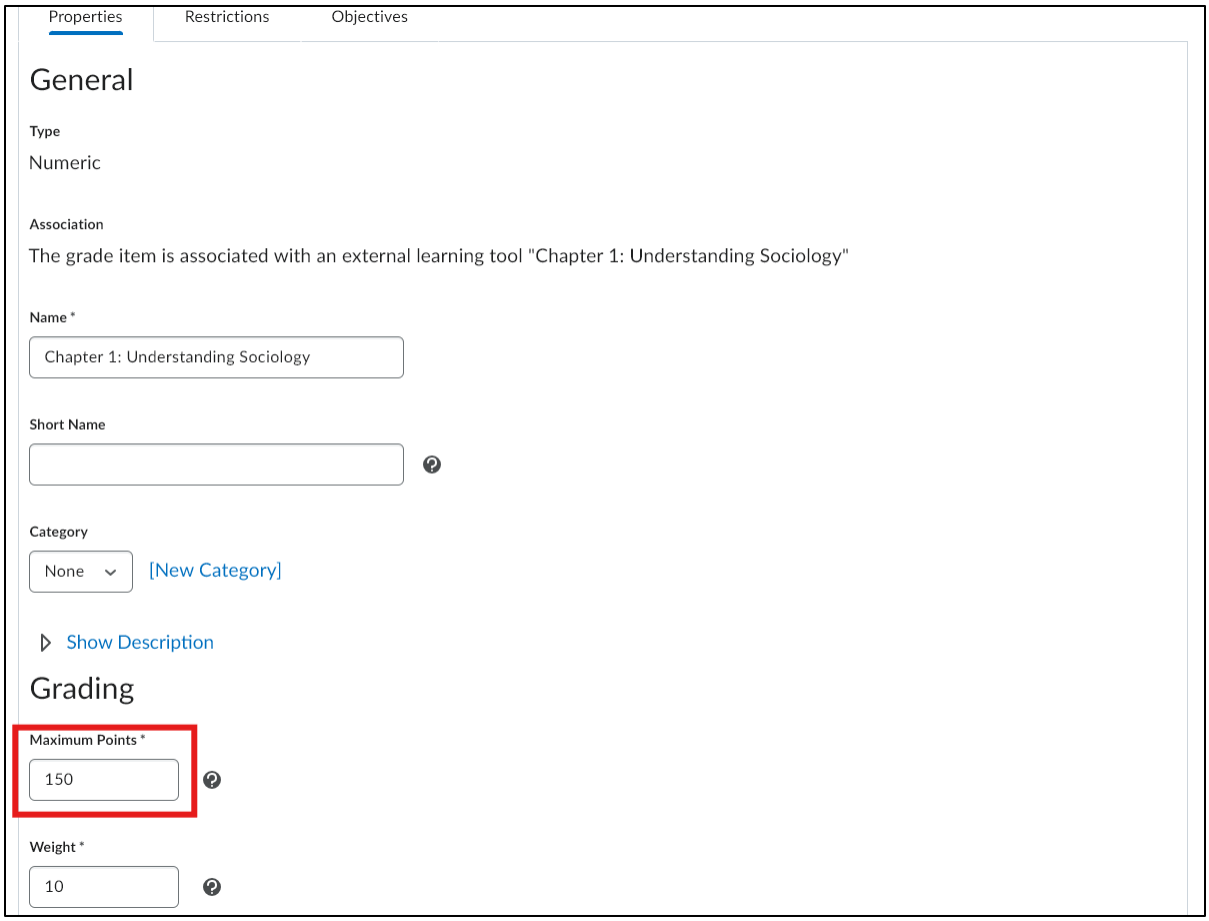
STEP 7: To change the point value, go to the **Grades** page and select **Manage Grades**.



STEP 8: Locate the assignment in the list. The second column from the right will show the point value. Select the downward arrow after the assignment name and then select **Edit**.



STEP 9: Update the “Maximum Points” with the desired point value and then select **Save**.

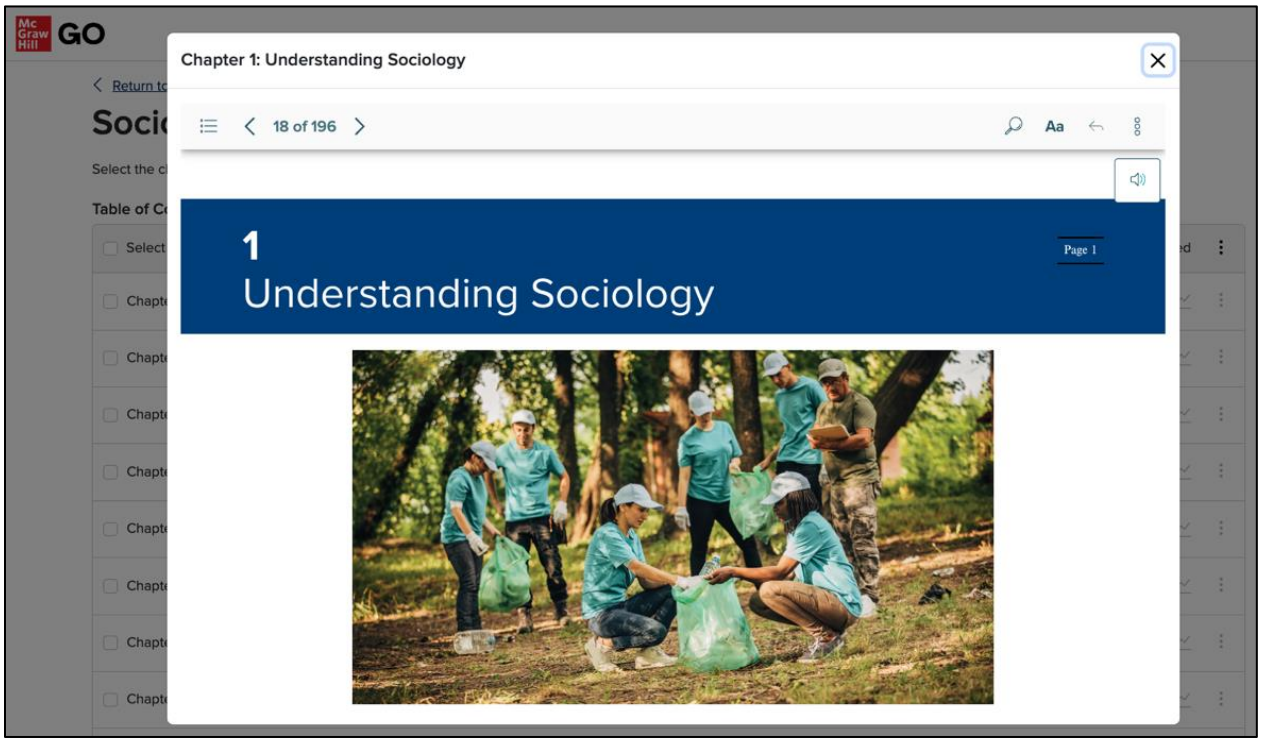


Preview eBook Chapter

To preview an eBook chapter, select the book icon associated with the desired chapter from the GO table of contents page.

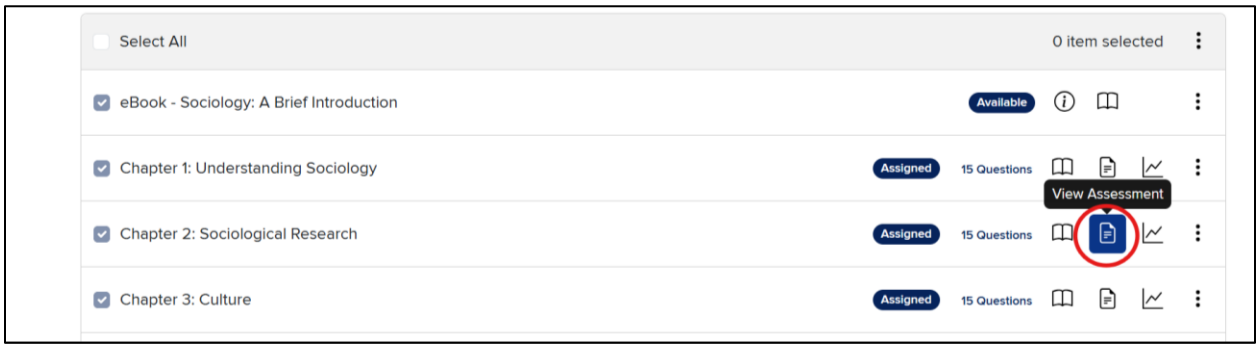


The reader panel will display that eBook chapter. Close ('X') the reader panel to return to the TOC.

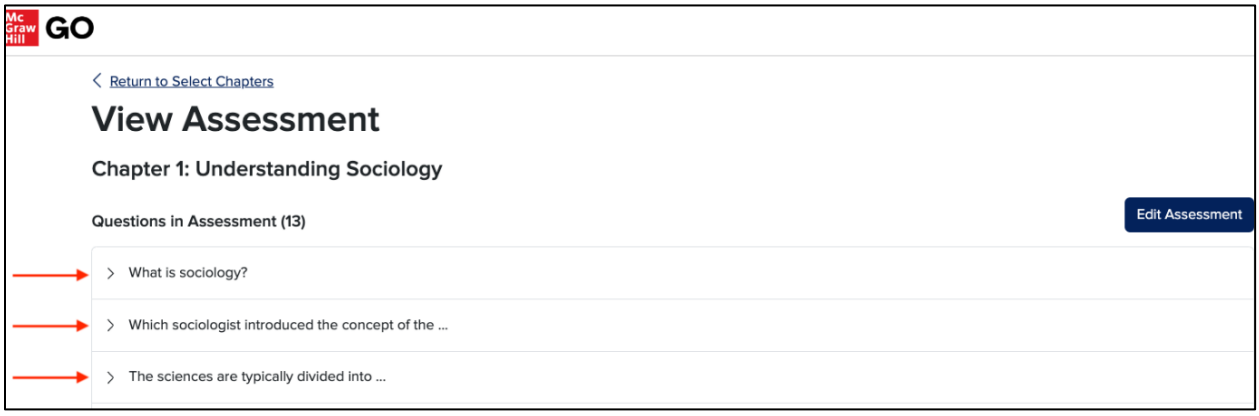


View Assessment

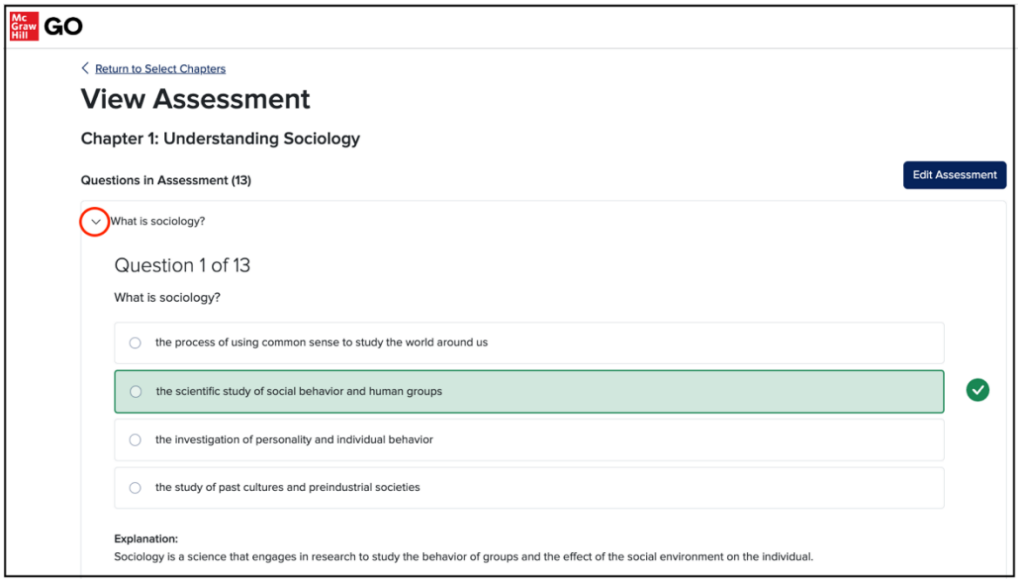
To view the assessment associated with each chapter, click the assignment icon for the desired chapter from the GO table of contents page.



On the View Assessment page, you will see all the questions for this chapter.



Select the caret to see additional details about a question, including the correct answer and its explanation.



Edit Assessment

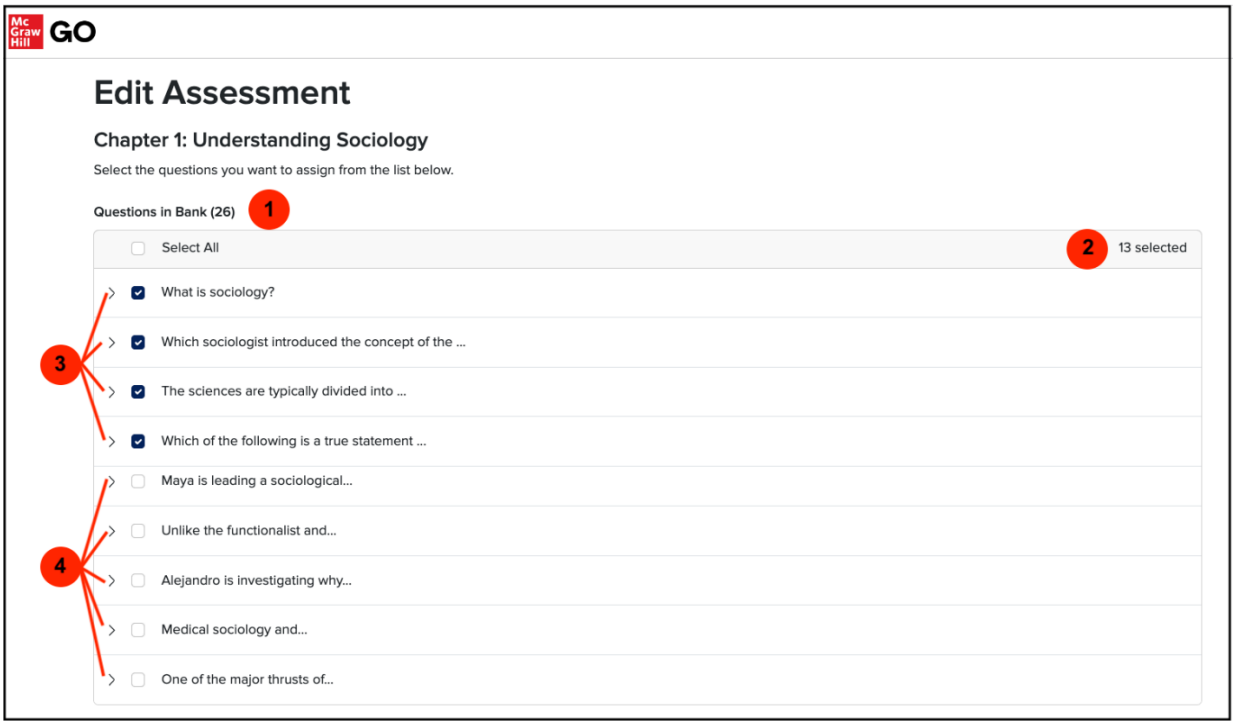
Each GO assessment is composed of a default mix of questions curated by McGraw Hill's Content Team. There are additional questions available. To change the questions in the GO assessment or to view the other questions available, select **Edit Assessment** from the View Assessment page.

*Note that the **Edit Assessment** feature is available for only unassigned chapters. You will have to unassign a chapter in order to edit it.*

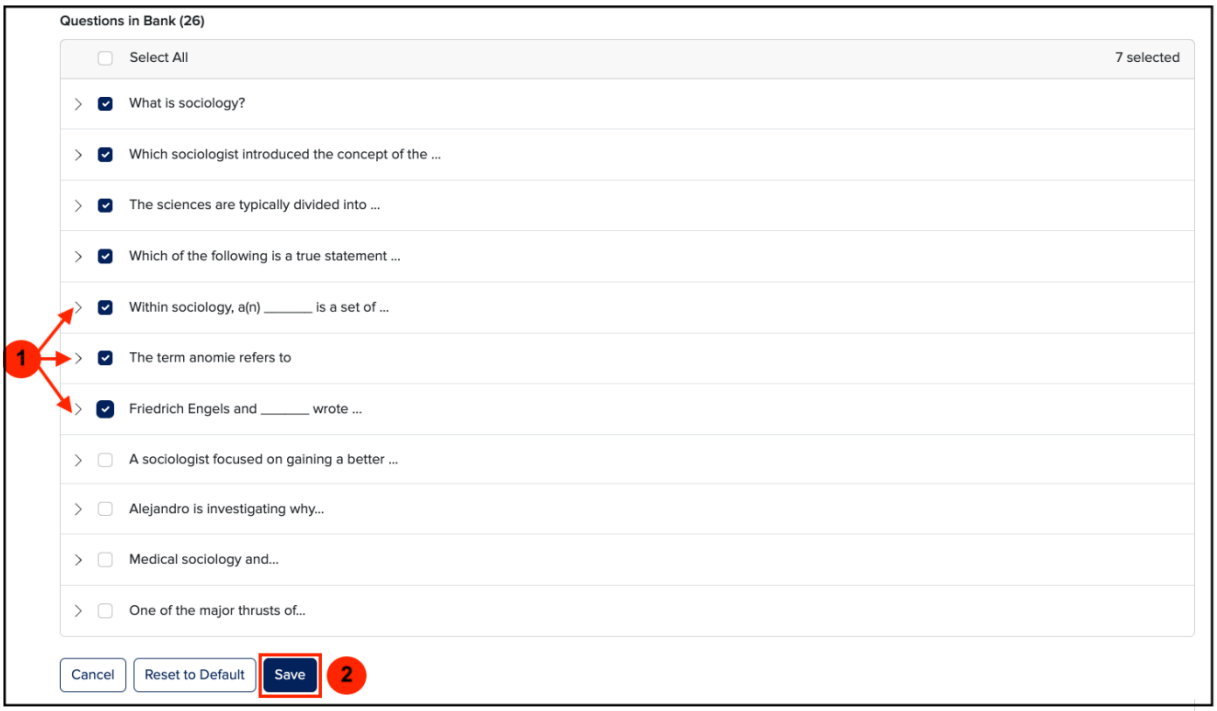


On the Edit Assessment page, you will see:

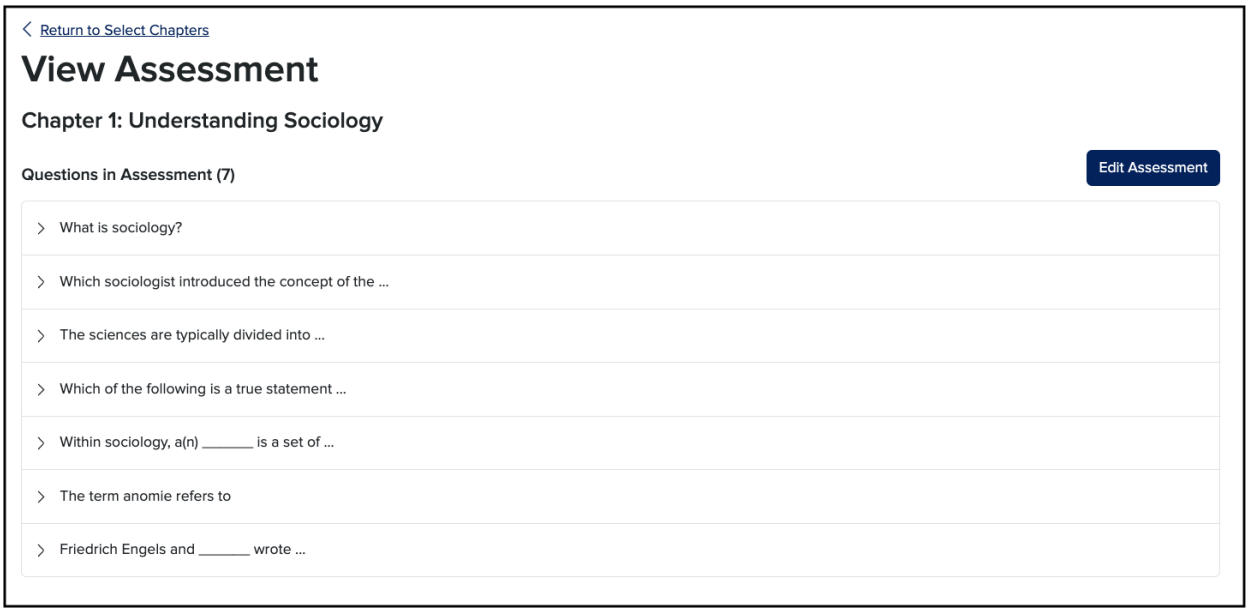
1. The total number of questions available for this assessment
2. The number of questions that are selected for this assessment
3. Which questions have been selected for the assessment. These are the questions that your students will see when they take the assessment.
4. Other questions in the bank that are not selected but are available for use in this assessment



To change the mix of questions for the assessment you may **(1)** select or de-select any of the questions that appear in the list and **(2)** select **Save**.



Once you save, you will be returned to the View Assessment page which will now reflect your changes. This is now the assessment that your students will see when they take the assignment.



When you return to the TOC page, chapters that contain different questions than the prebuilt assessments will show a “Custom” label.

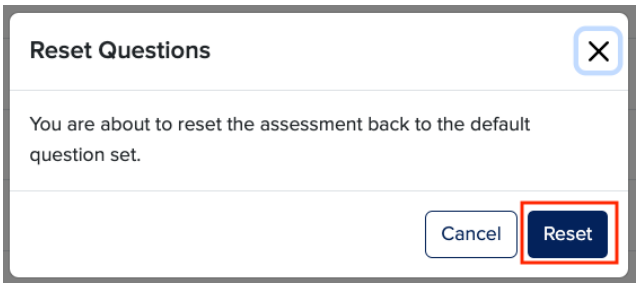


Restore Assessment to Default

If you have saved changes to an unassigned assessment, you can restore the assessment to its default state with the original mix of default questions curated by the McGraw Hill GO Content Team. To do this scroll down to the bottom of the Edit Assessment page and select **Reset to Default**.



Confirm the change by selecting **Reset**.

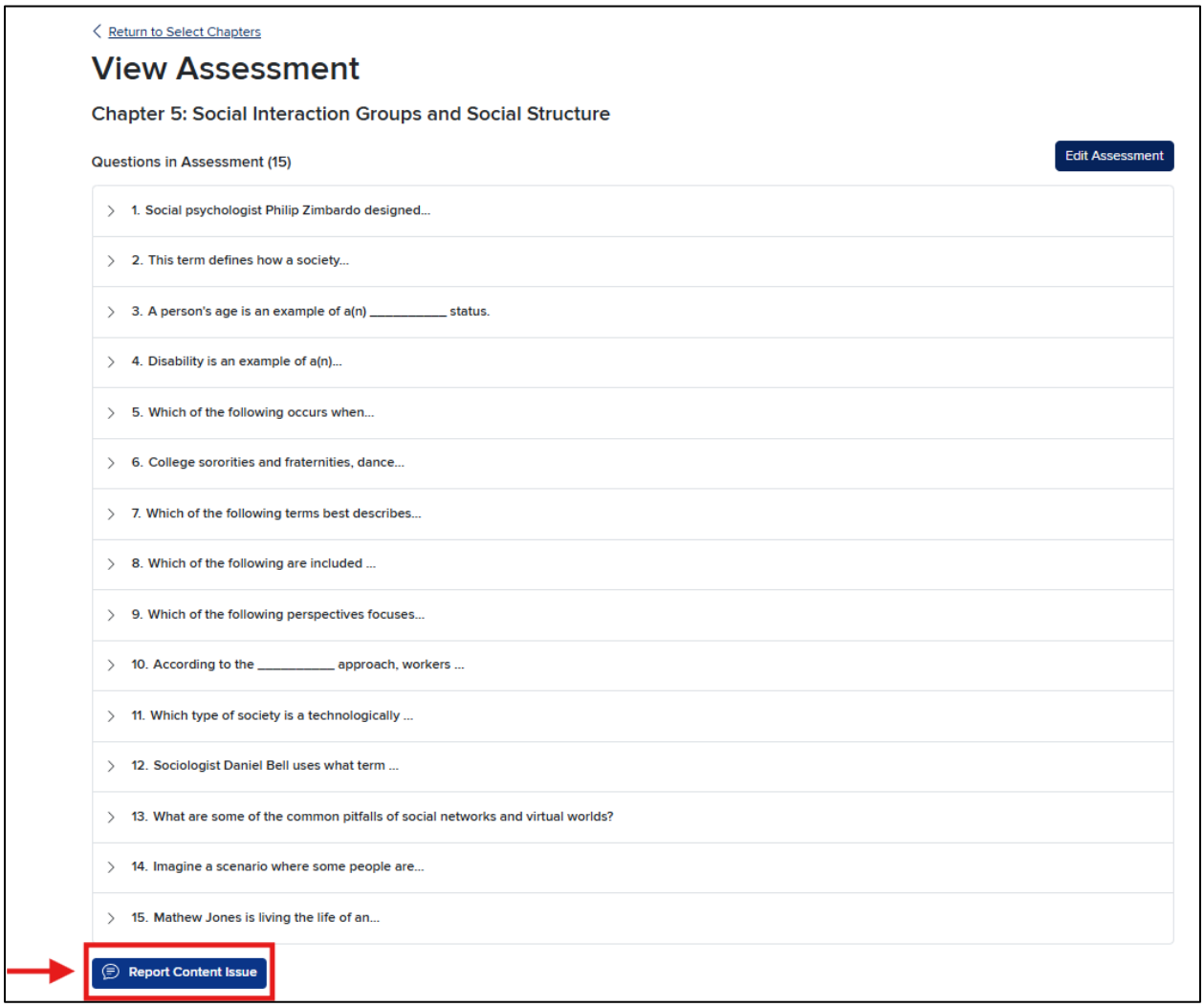


Once you reset, you will be returned to the View Assessment page which will now reflect your change and the assessment that your students will now see when they take the assignment.

Report Content Issue

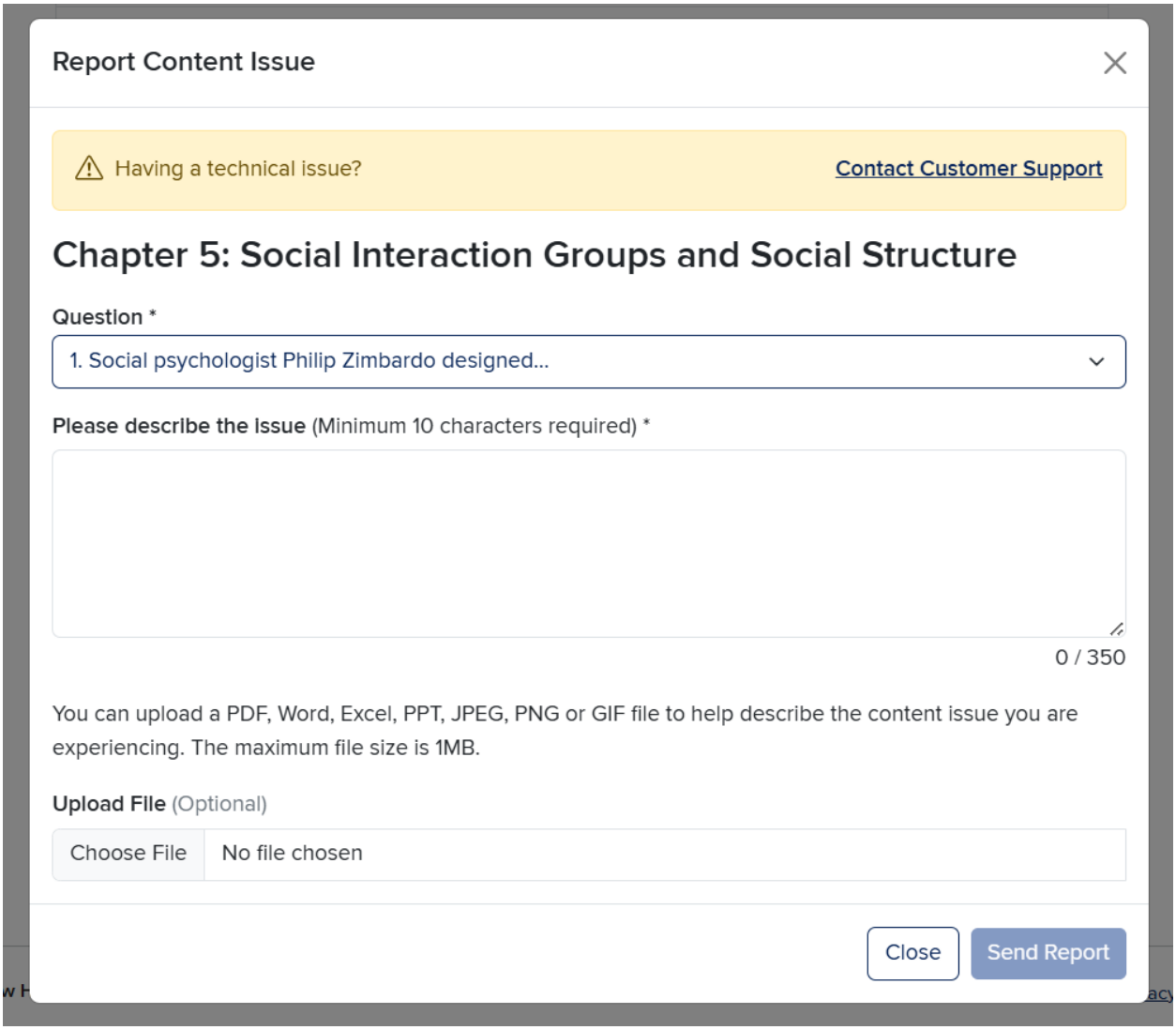
If you or a student encounter an error or an issue with the content of a GO assessment question, instructors can submit the content issue directly within GO on either the View Assessment or the Edit Assessment page.

STEP 1: On either the **View Assessment** page or the **Edit Assessment** page, scroll to the bottom and select the report content issue button.



STEP 2: Select the question where the content issue appears and write a description of the issue. Optionally, you can also upload a file to help describe or explain the content issue. When finished, send the report.

Note: If you are having a technical issue, please use the link at the top of the form to contact customer support rather than submitting the content issue form.



Once you send the report, you will see a success notification letting you know the issue has been sent. Our customer support team will receive this information, review the content issue, and resolve it as quickly as possible.

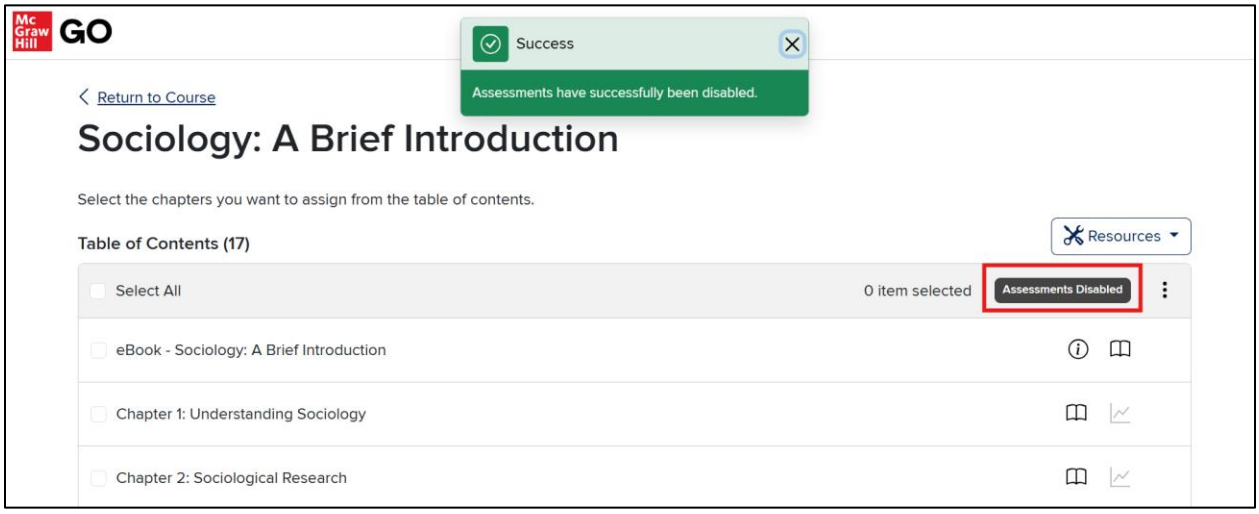
Disable Assessments

Assessments in GO are enabled by default. However, you can disable assessments in GO if you prefer to use the chapter assignments as reading-only assignments.

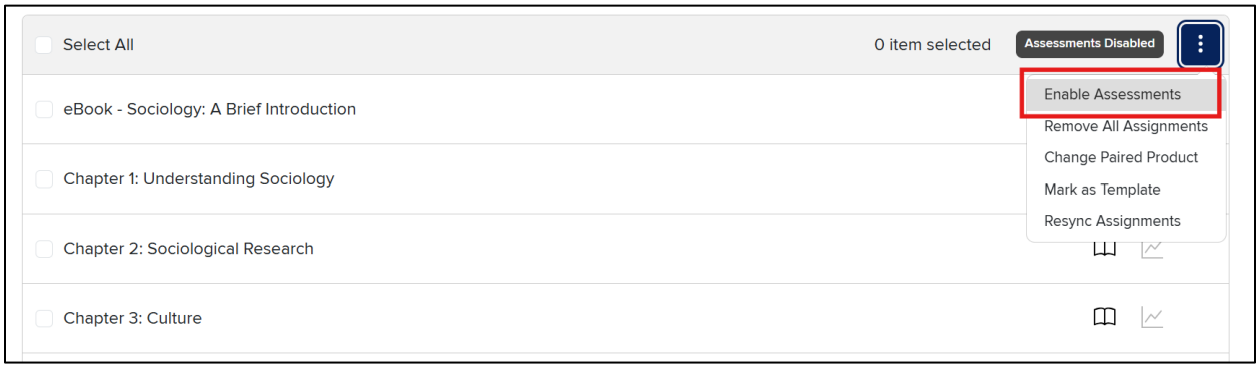
To disable assessments, within the GO table of contents open the chapter-level kebab menu and select **Disable Assessments**. Doing so will remove the assessments for all chapters. This setting is available only at the section level, meaning it will apply to all chapters.



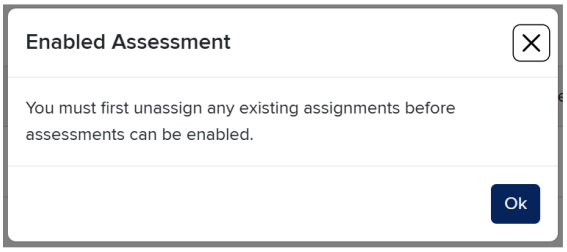
Once assessments are disabled, there will be a label identifying that the assessments are disabled.

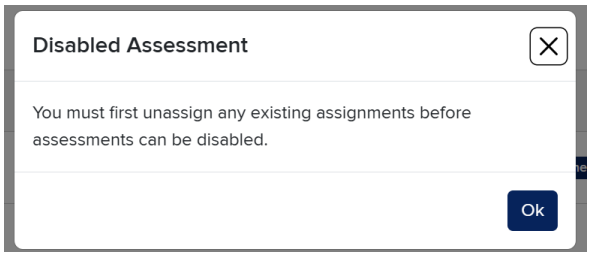


You can re-enable the assessments by opening the chapter-level kebab menu and selecting **Enable Assessments**.



You can disable or enable assessments only when there is nothing assigned. You will be prompted to unassign any GO chapters that are assigned if you try to enable or disable assessments.





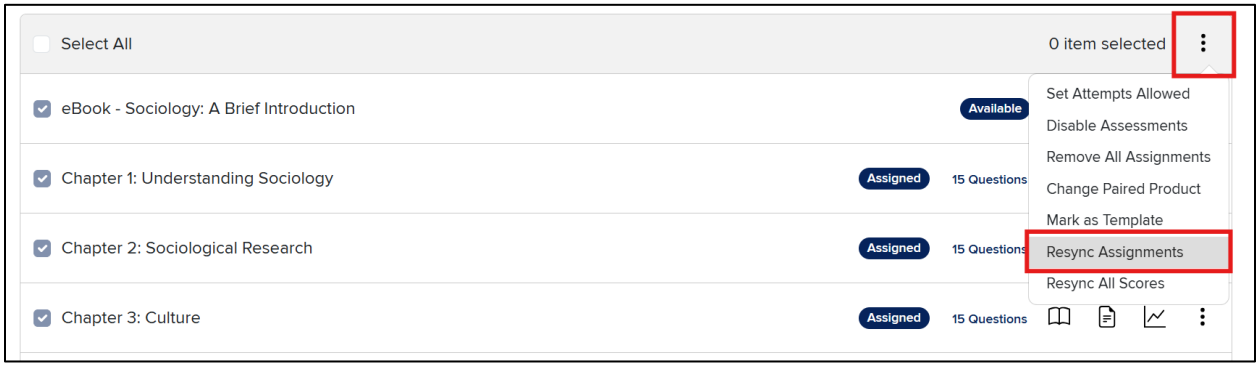
Note: You can unassign chapters for which assessments are disabled without restriction. However, if you have assessments enabled and a student has started an assignment, you will be unable to unassign and disable assessments because there is already student progress.

Resync Assignments

You have the ability to resync your GO assignments to your LMS. This feature can be used when your GO assignments are not showing up in your LMS or if you accidentally delete a GO assignment from the LMS and need it to be restored.

Within the GO table of contents, open the chapter-level kebab menu and select **Resync Assignments.** Doing so will restore the GO assignment.

Note: Resync Assignments will reset the GO assignment names and point values to their default state. If you made any changes to the GO assignment names or point values in D2L, using the Resync Assignments feature will require you to redo those changes in D2L.



Change Paired Product

You can change the product (McGraw Hill title) that is paired with your course by opening the TOC kebab menu and selecting **Change Paired Product**. Doing this will remove from the LMS any assignments you have made. Note: You cannot change the paired product once students have started the assignments.



Set Multiple Attempts

By default, the student is allowed a single attempt to complete the assessment component of a GO assignment. However, the instructor has the option to change the default attempts allowed for all assessments in the section or for each assessment in the section. Any changes to the number of attempts at either the section level or the assignment level will apply only to this GO section, unless this section is copied. Multiple attempts does not apply to the full eBook link.

Note: Students can view their GO assignment results after each attempt. The assignment results show each question, the student's answer choice, and whether the answer choice is correct or incorrect. If the student's answer choice is incorrect, they will not be able to see the correct answer until all attempts are completed or until remaining attempts are forfeited.

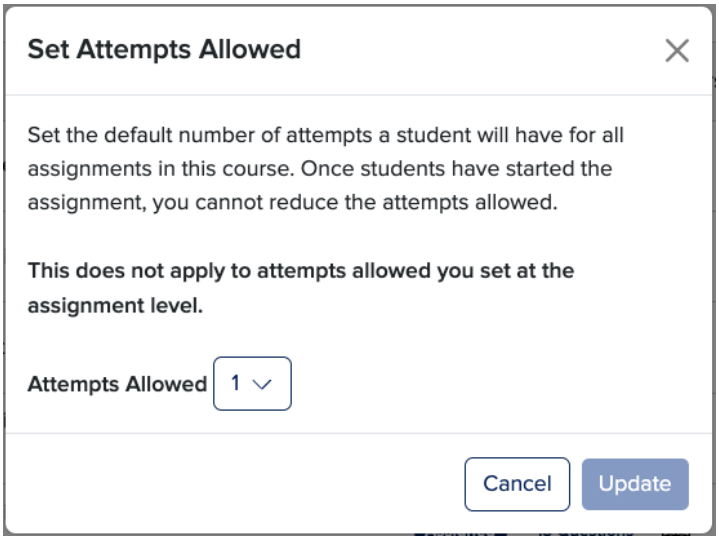
Set Multiple Attempts for Entire Section

Follow these steps to set a new multiple attempts default value for the entire GO section.

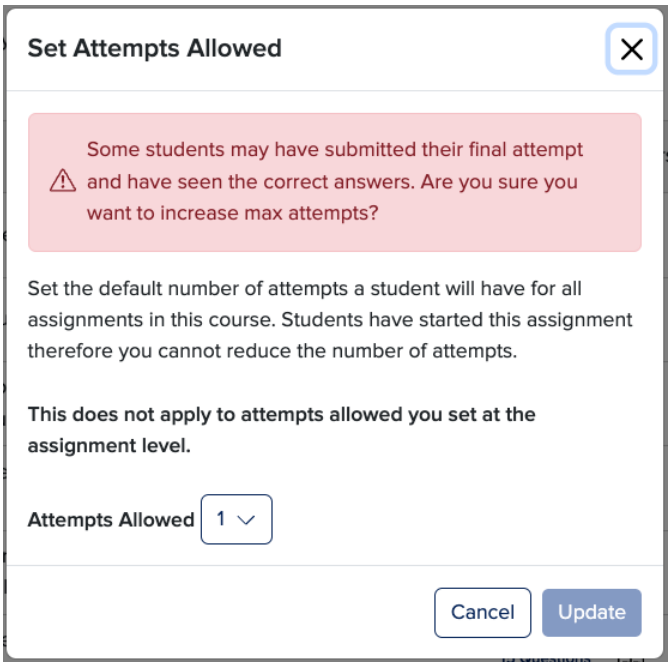
STEP 1: Open the TOC kebab menu and select **Set Attempts Allowed**.



STEP 2: Select the number of attempts (1-10) to apply to all GO assignments and then select **Update**.



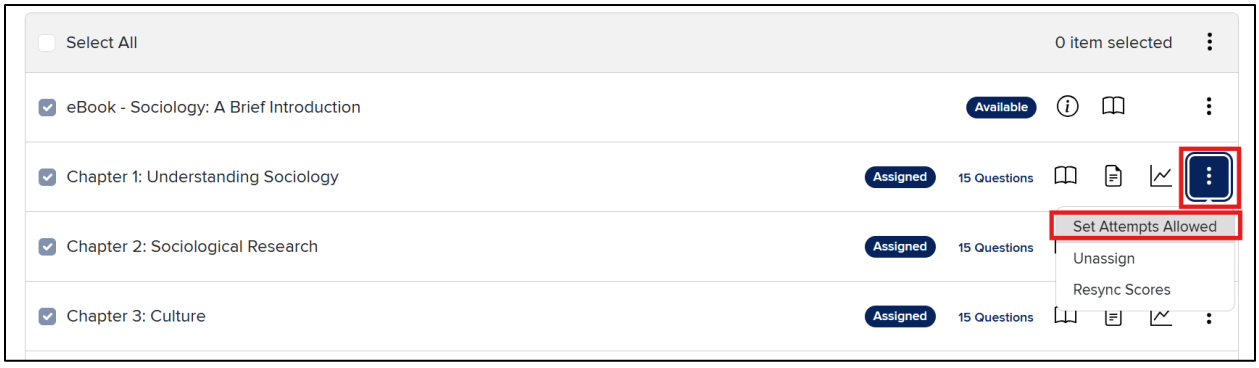
Note: If any students have already started any assignments in this section, you will not be able to reduce the number of attempts allowed, but you may increase that number.



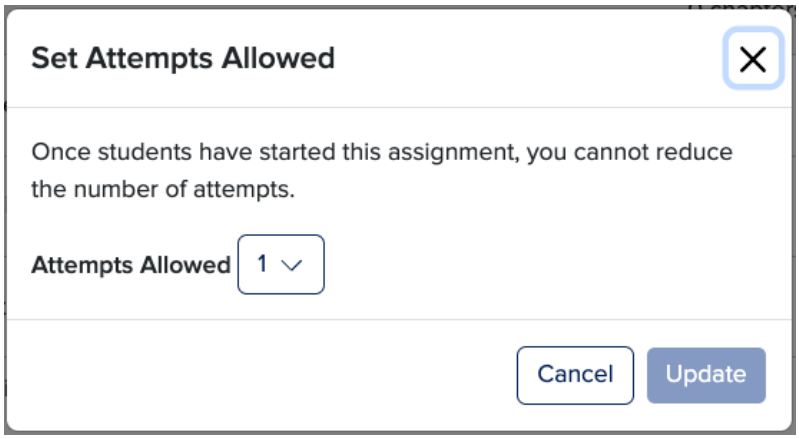
Set Multiple Attempts for an Assignment

Follow these steps to set a new multiple attempts value for one assignment at a time. Note that a chapter must be ***assigned*** in order for you to change the default multiple attempts value.

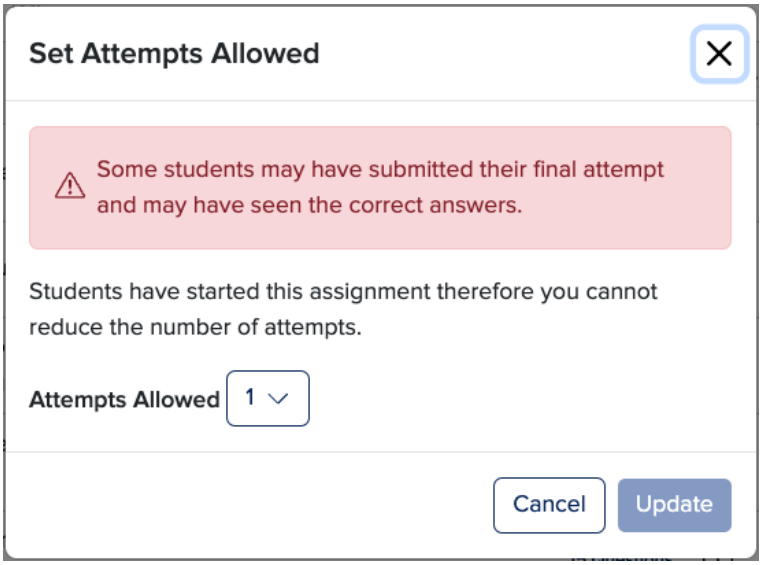
STEP 1: Open the assignment kebab menu and select **Set Attempts Allowed**.



STEP 2: Select the number of attempts (1-10) to apply to this specific GO chapter assignment and then select **Update**.

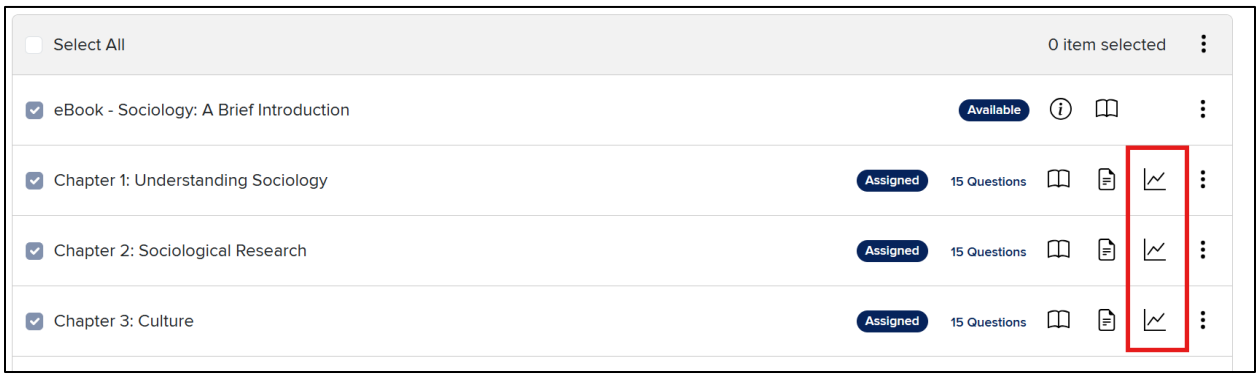


Note: If any students have already started this assignment, you will not be able to reduce the number of attempts allowed, but you may increase that number.



Class Report

To see how your students are performing on the assessment portion of their GO assignments, select the **Class Report** for the desired assignment from the GO table of contents page.

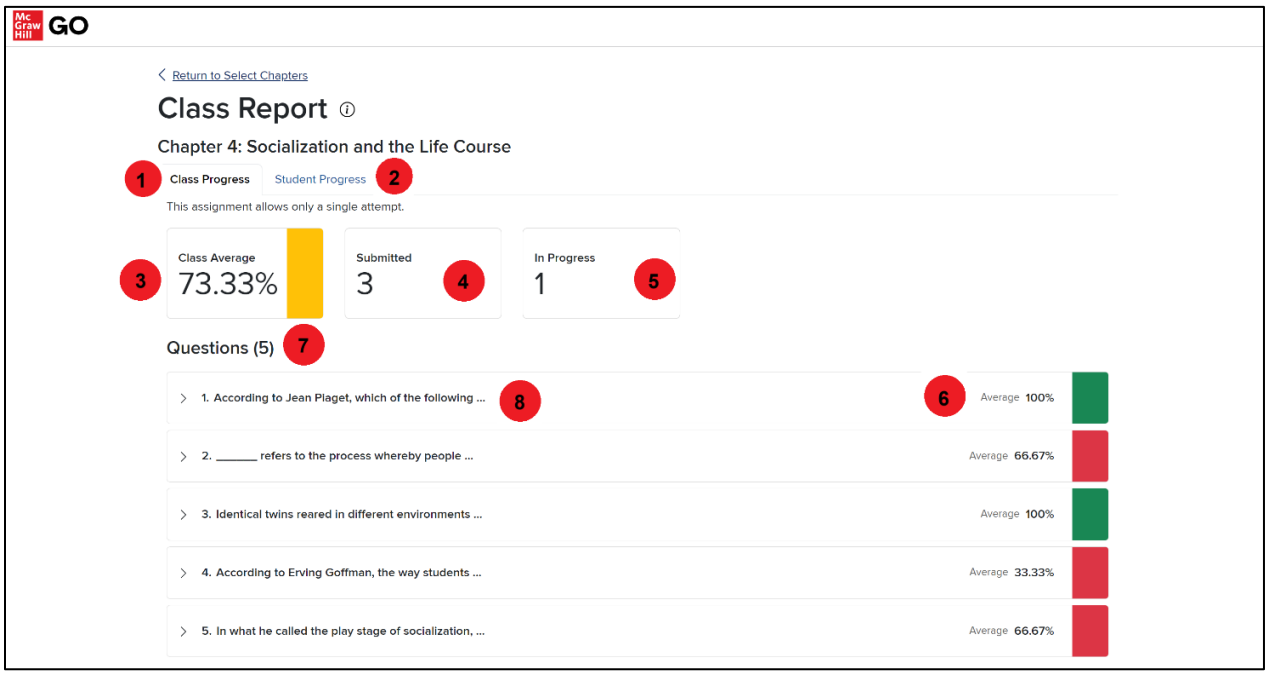


On the Class Report page, you will see:

1. Class Progress tab
2. Student Progress tab

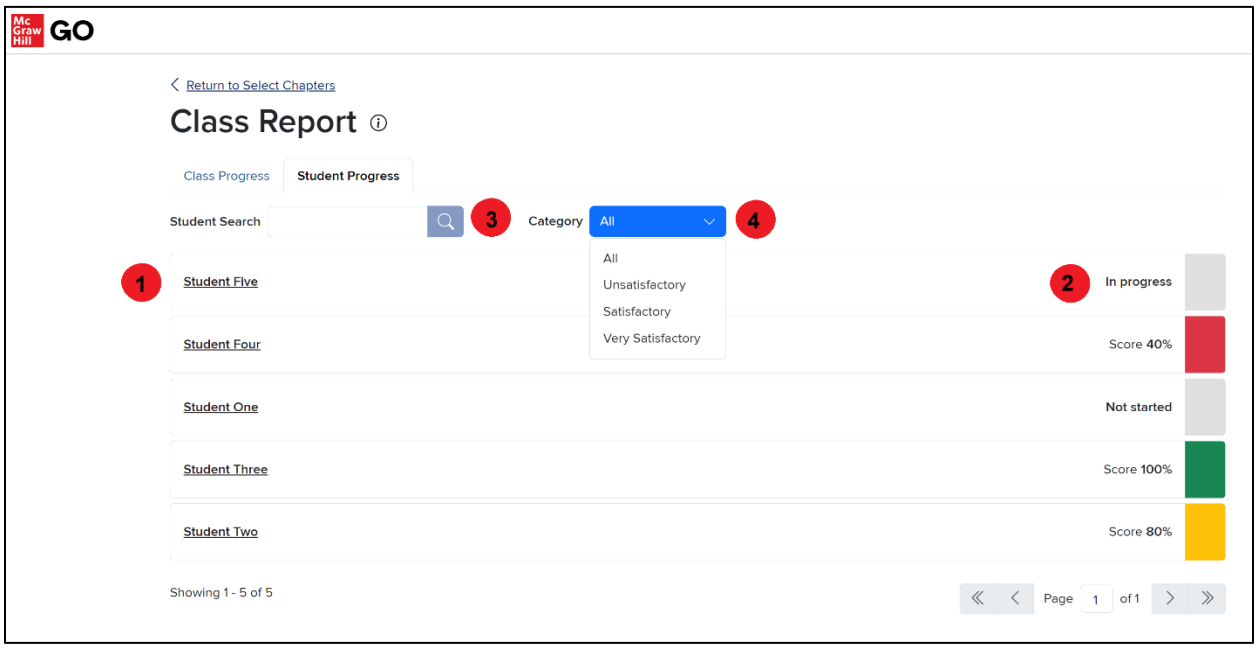
On the **Class Progress** tab, you will see:

3. How well this section of students is now performing on the assessment (based on submissions)
4. The number of student submissions to date
5. The number of students who have started the assignment but not yet submitted
6. How well this section of students is performing on a particular question of the assessment
7. The number of questions in the assessment
8. Select the arrow next to a question to expand the question and see the correct answer choices.

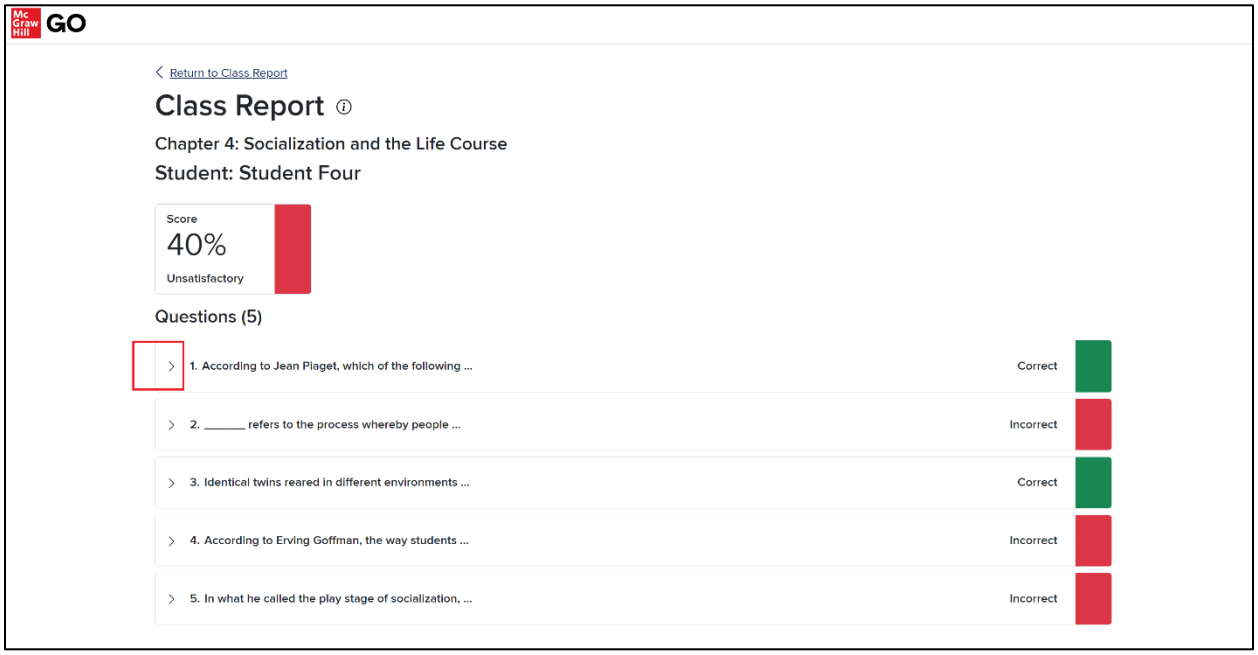


On the **Student Progress** tab, you will see:

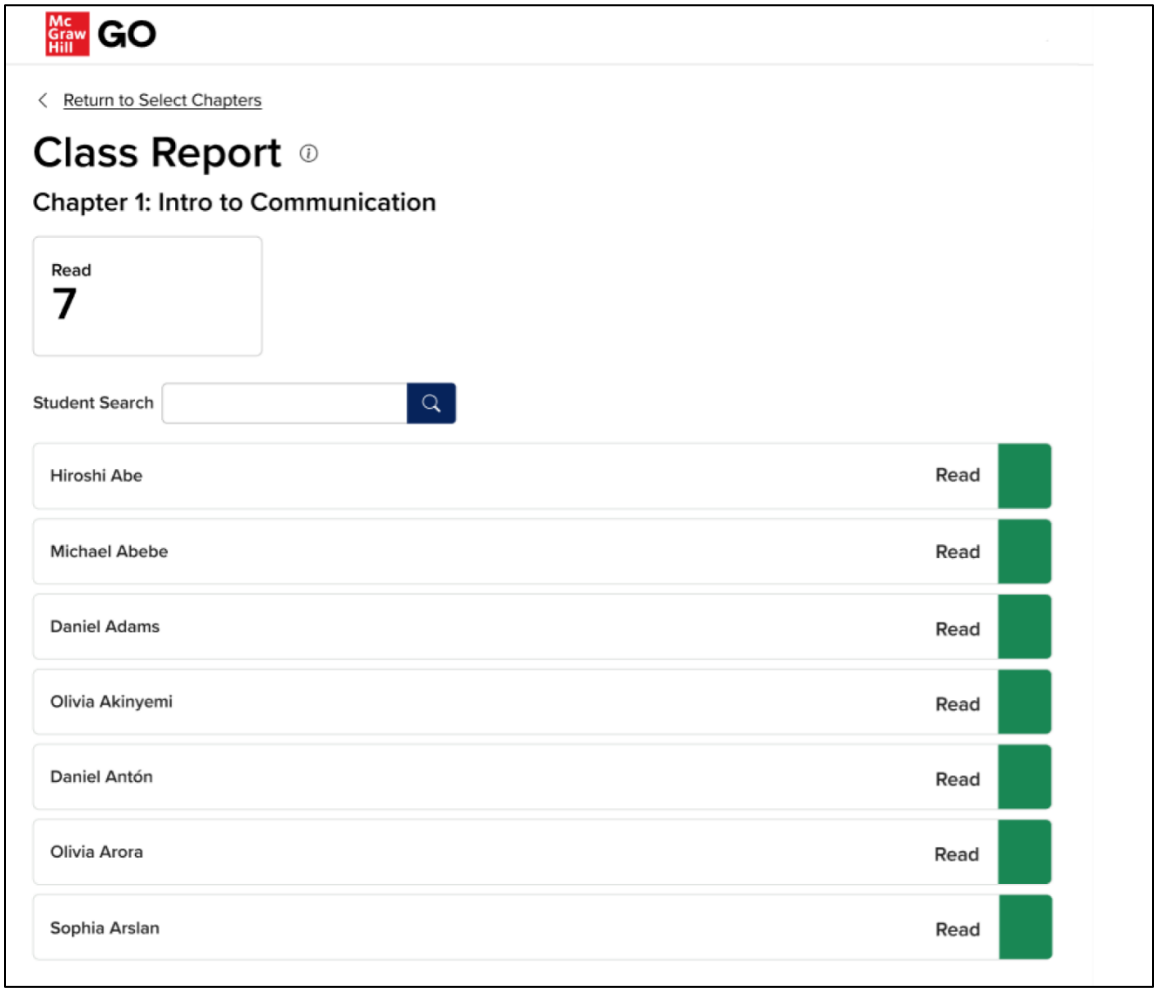
1. Each individual student
2. Each individual student's best score on the assessment, or if they are in progress or not started
3. The ability to search for a student name
4. The ability to filter students by satisfactory level



When you click on the name of an individual student (1), you will see whether that student answered each question correctly or incorrectly. Select the arrow next to a question to expand the question and see the student's answer choices.



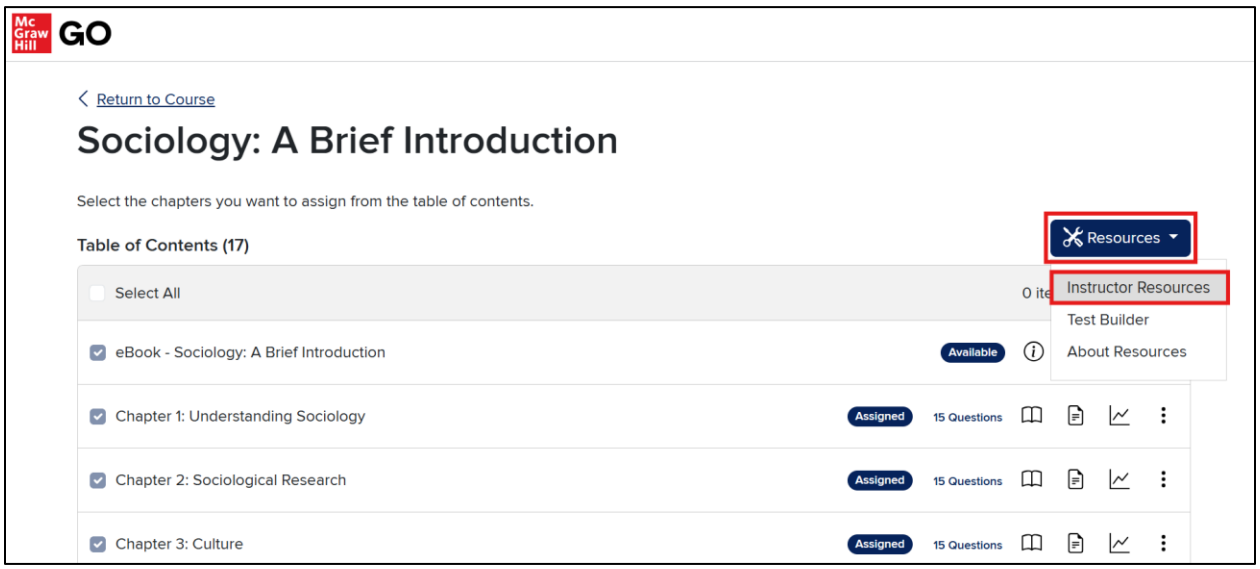
If you disabled assessments from your GO assignments, you will still have access to a class report but with limited information. In this case, the class report will show which students have opened the reading-only assignments. These students will appear as “read” in the class report.



Instructor Resources

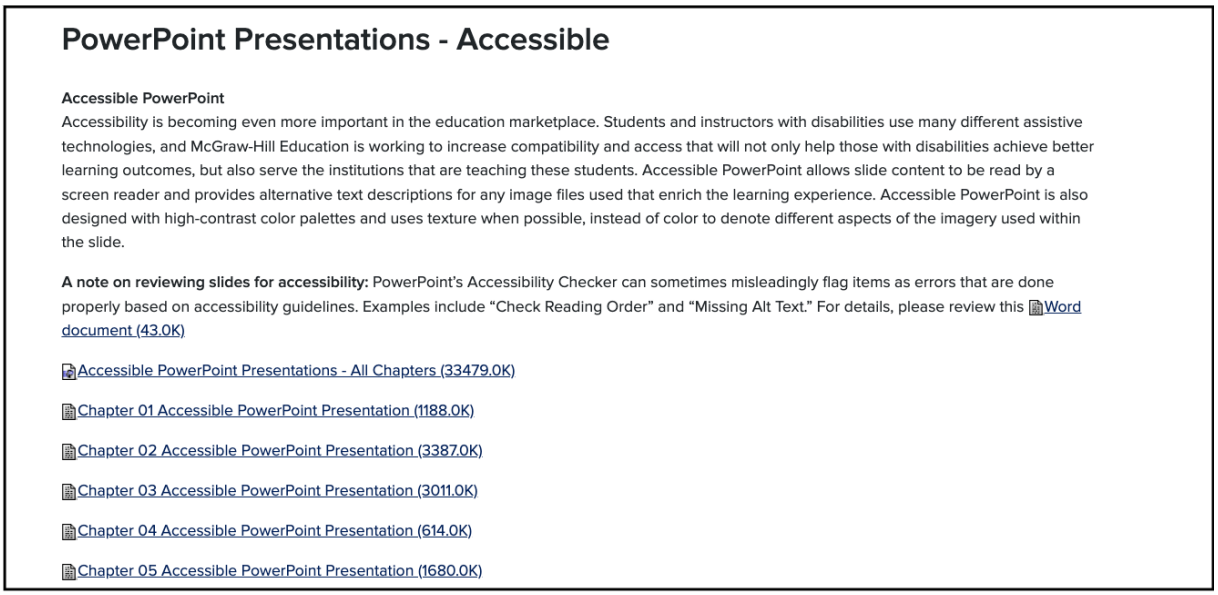
McGraw Hill GO provides the instructor supplemental course materials and tools that can be used along with the regular content. Supplemental materials (**Instructor Resources**) include manuals covering the eBook content of each GO product with chapter overviews, learning objectives, lecture notes and teaching tips along with PowerPoint presentations. Also included is McGraw Hill's **Test Builder** tool with which the instructor can create tests that can be printed or administered in the LMS. Please note that most but not all McGraw Hill GO titles offer these supplemental materials and tools.

1. You can access **Instructor Resources** from the GO table of contents page. Select the **Resources** button on the right side above the TOC and then select **Instructor Resources** from the dropdown.

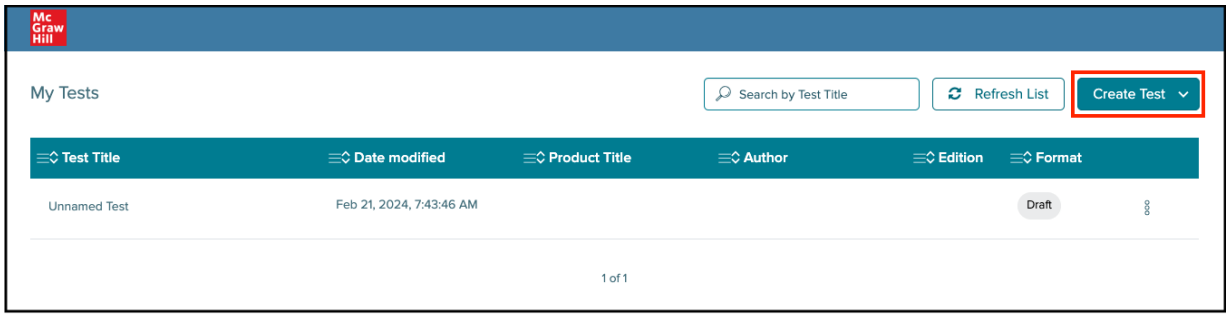


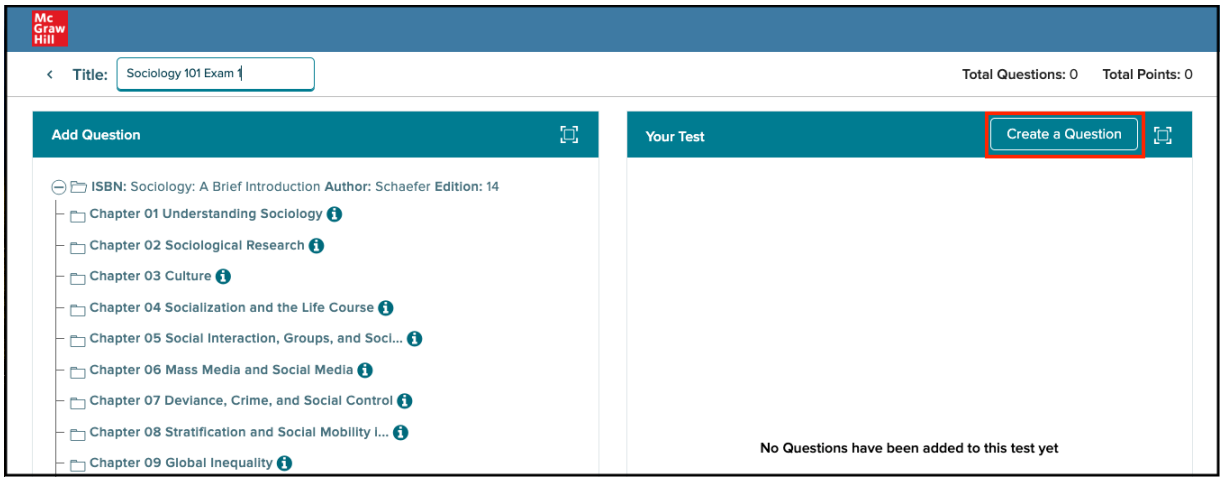
2. You will be shown a list of all the *Instructor Manuals* and *Accessible PowerPoint* presentations available for your GO product. You can then return to the GO TOC by selecting **Return to Select Chapters** at the top/left of that page.





3. You can also access **Test Builder** from the GO table of contents page. Select the **Resources** button on the right side above the TOC and then select **Test Builder** from the dropdown. You can then follow the intuitive prompts to create your own tests/exams based on the content associated with the McGraw Hill GO eBook.





To return to McGraw Hill GO simply close the Test Builder browser tab.

Copy a D2L Course with McGraw Hill GO

The purpose of this section is to provide the steps and details needed to:

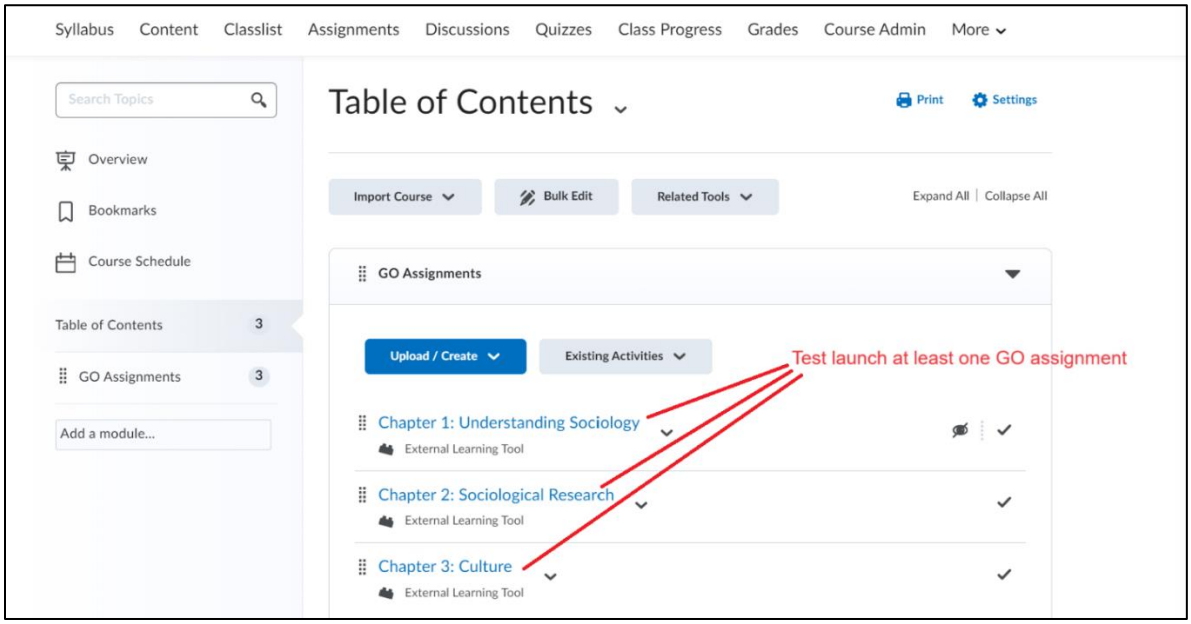
1. Copy GO content from a paired D2L course to another D2L course
2. Perform the relinking operation for copied GO content
3. Resetting GO dates and assignment settings in a relinked D2L sourse
4. Optionally, mark an existing D2L/GO section pairing as a Template

D2L Course Copy Instructions

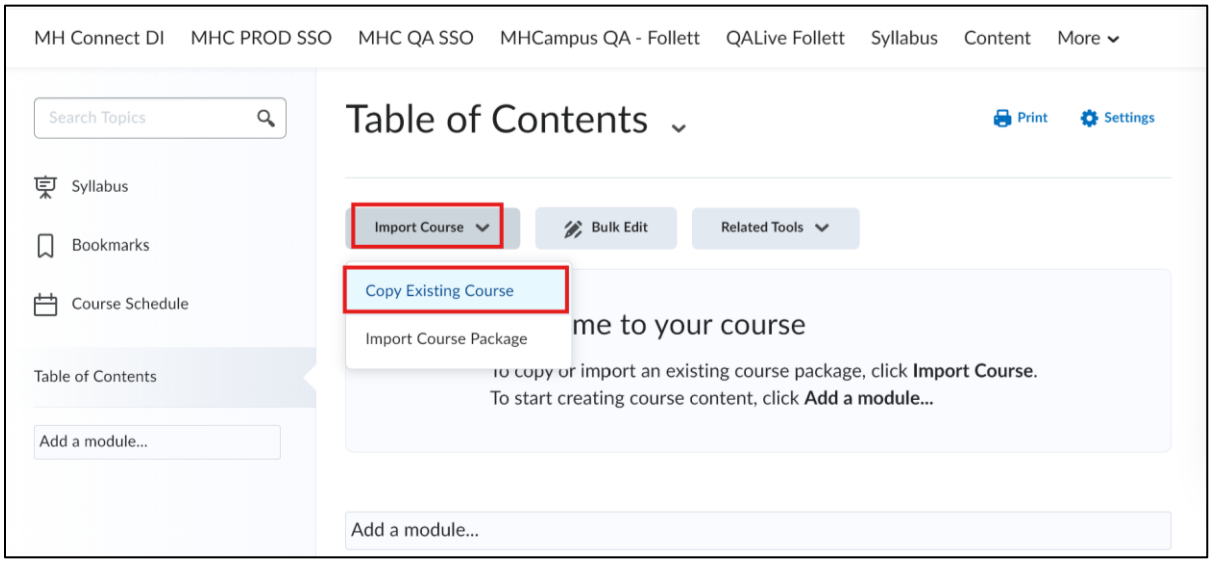
With the instructions provided here the instructor can avoid having to rebuild the GO content in each new D2L course that uses the same GO product.

Note that the use of GO's Template feature is not required for any of the course copy options described here.

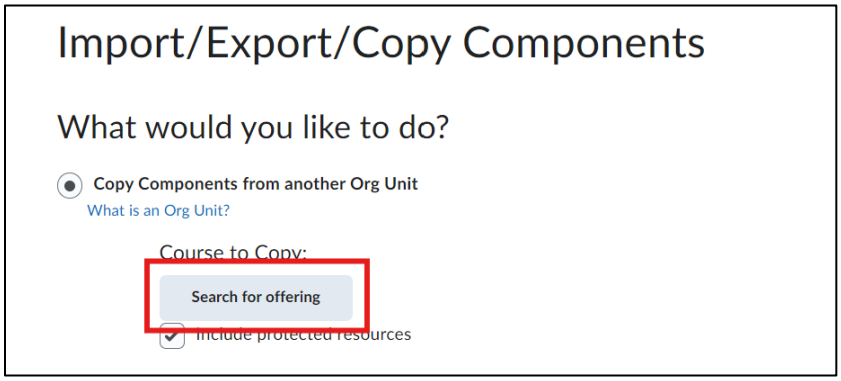
STEP 1: Confirm that your 'master' D2L course is already paired to GO and that you can launch your GO assignments from the content page.



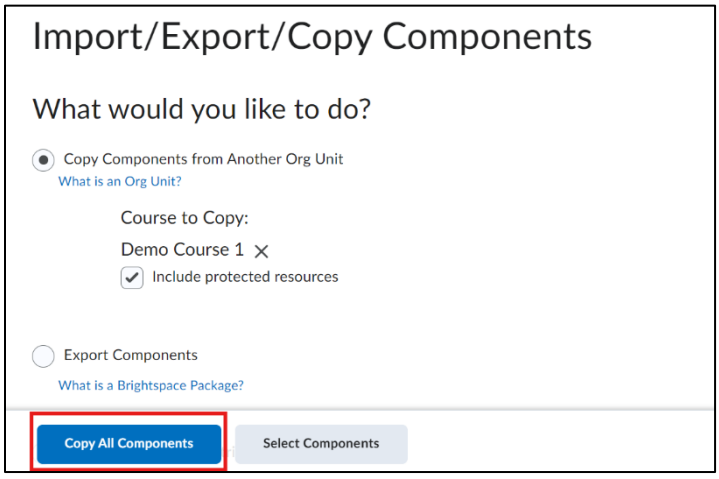
STEP 2: Open the new D2L course that you want to copy the 'master' course content into. Open the **Import Course** dropdown menu and select **Copy Existing Course**.



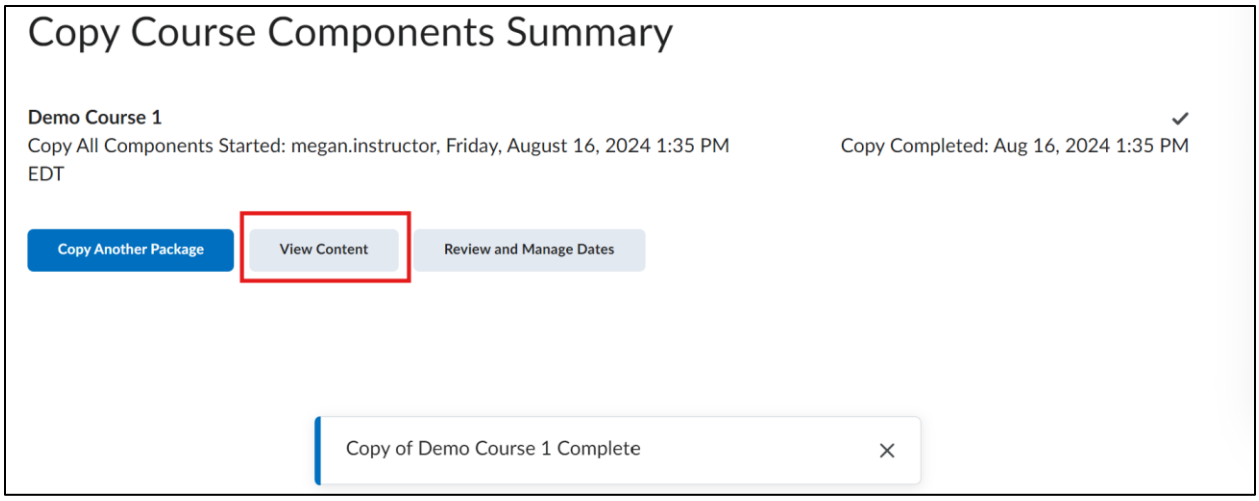
STEP 3: Select **Search for offering** to select the course you want to copy.



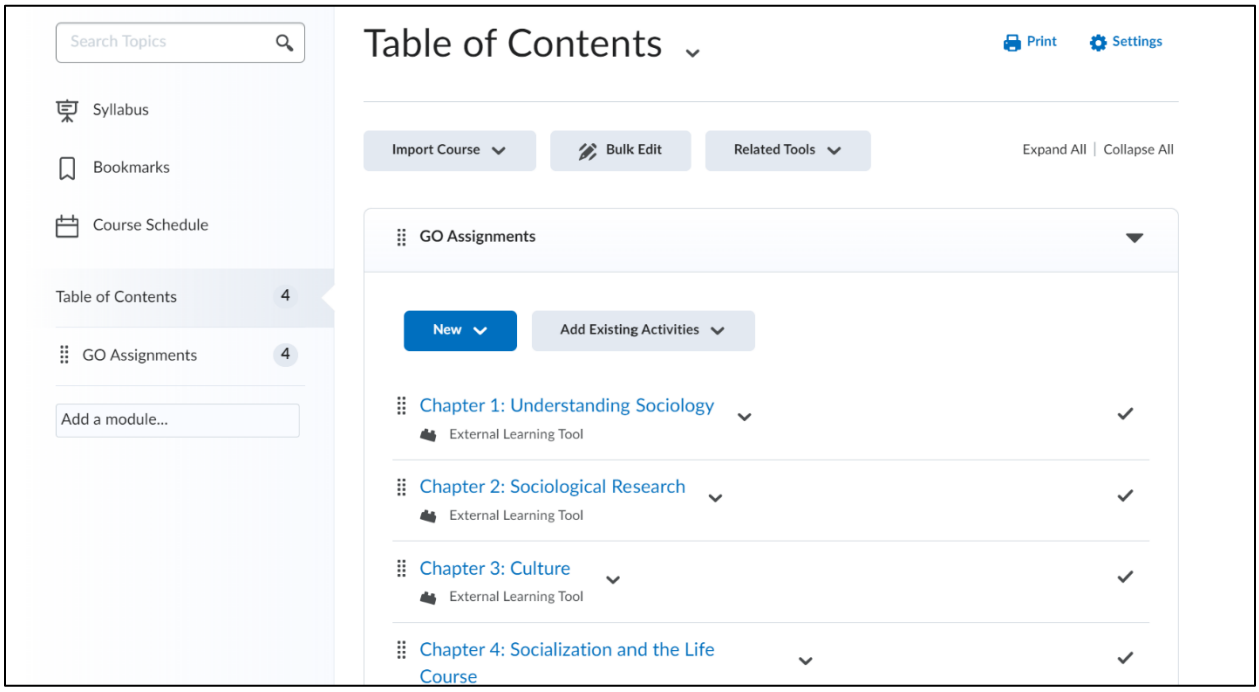
STEP 4: Once you have selected a course to copy, select **Copy All Components**.



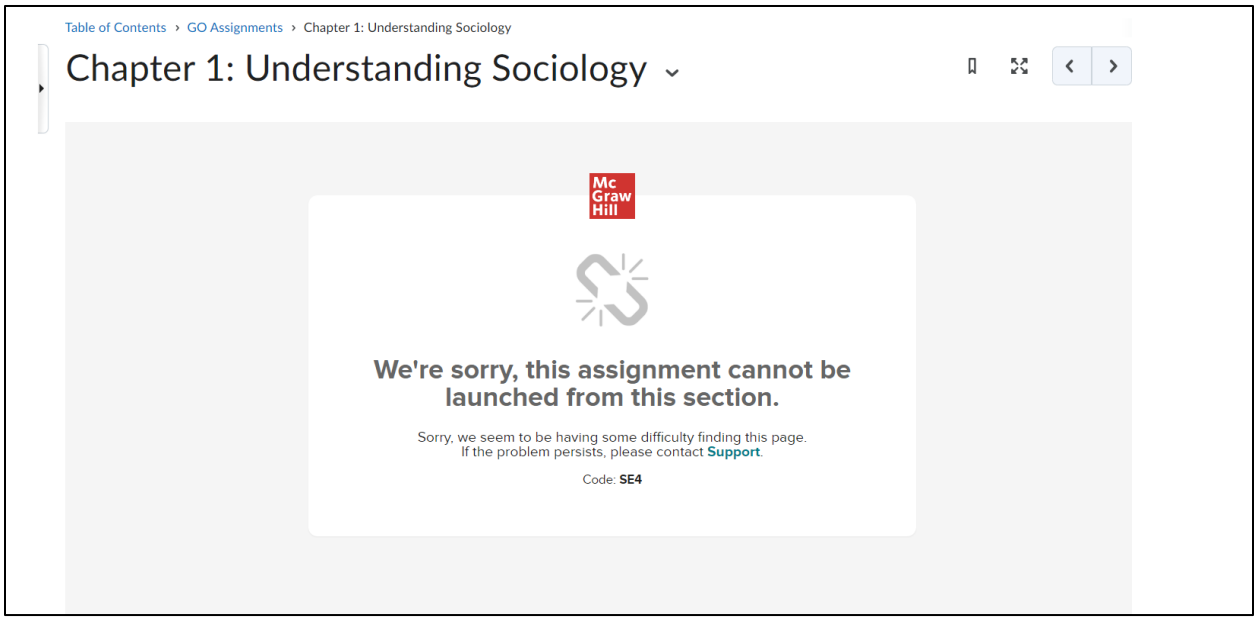
STEP 5: Once the copy operation has completed, select **View Content**.



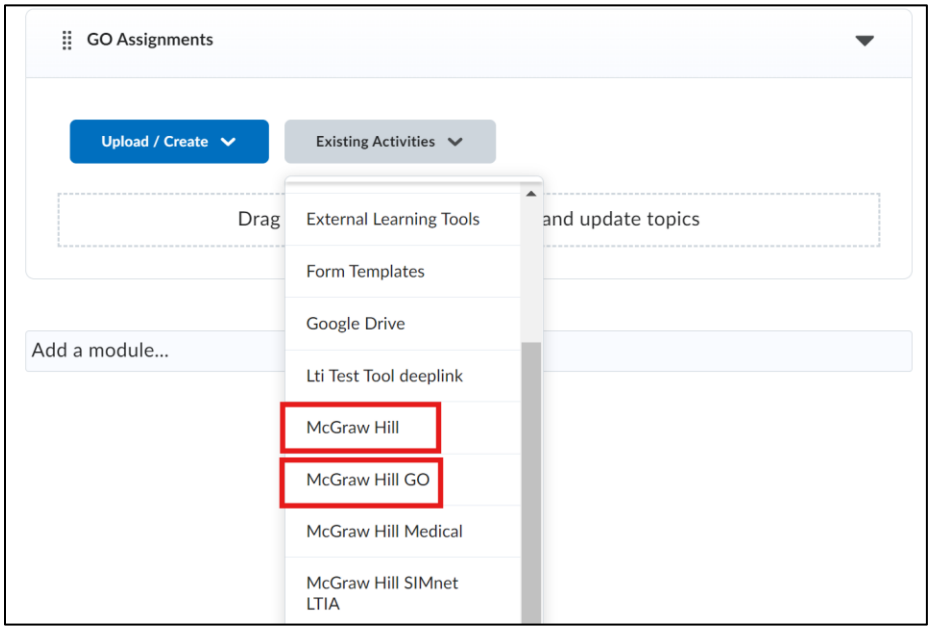
Notice that the GO assignments now appear in the new course. In their present state, none of these links will launch to GO. ***You must relink the GO assignments within the new course.***



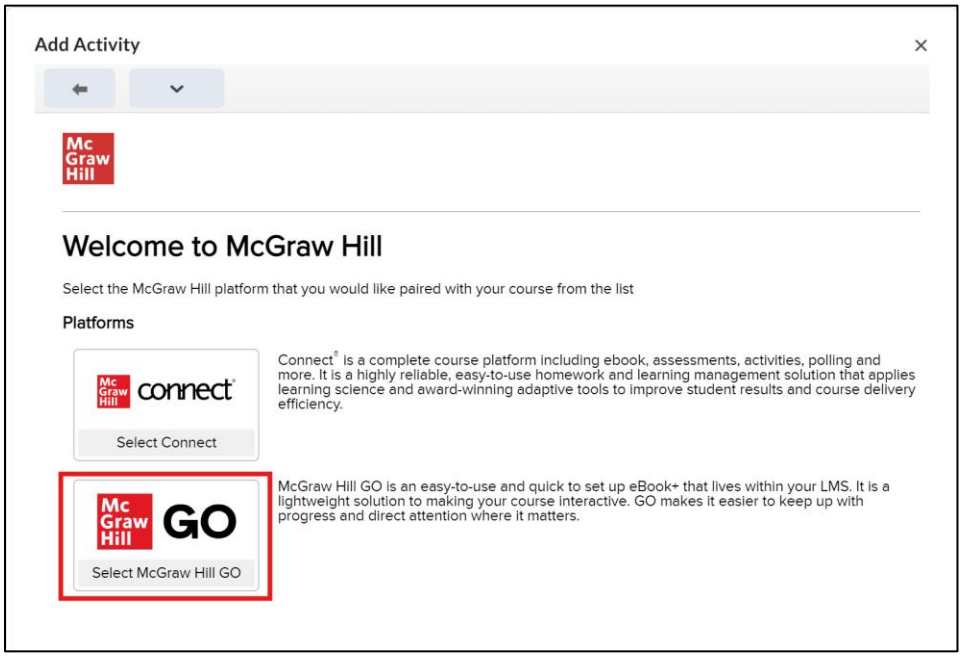
If you attempt to launch these GO assignments in their unlinked state, you will see this.



STEP 6: To relink these GO assignments, open the **Existing Activities** menu and select **McGraw Hill** or **McGraw Hill GO** from the list of options. If you're not sure which one to select, contact your LMS administrator.



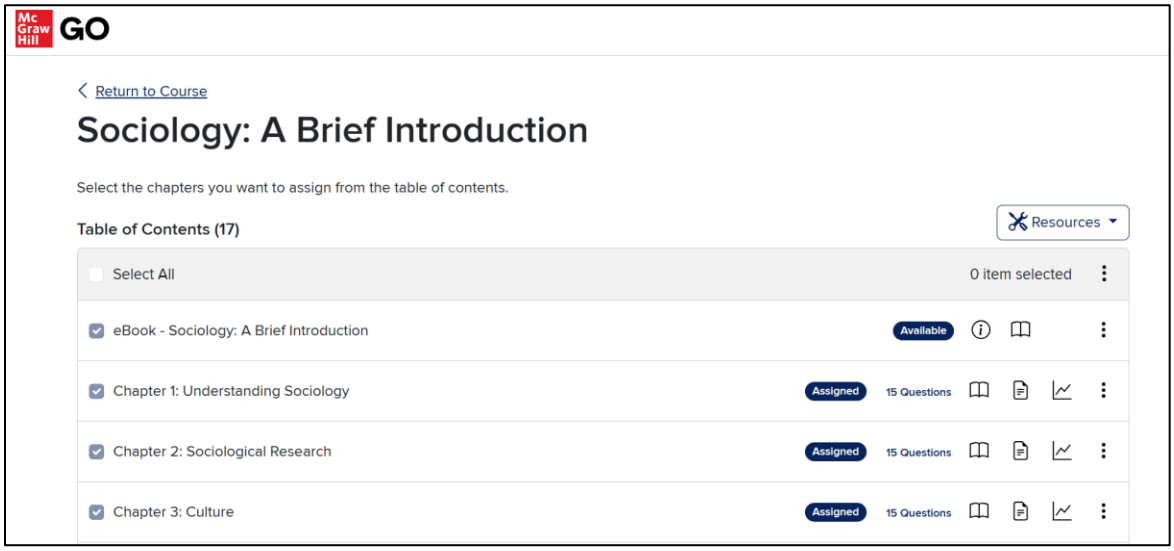
If your institution uses the **McGraw Hill** integration, you will see the following screen. Select **McGraw Hill GO**. If your school uses the **McGraw Hill GO** integration, continue to the next step.



You will see a message that relinking is in progress.

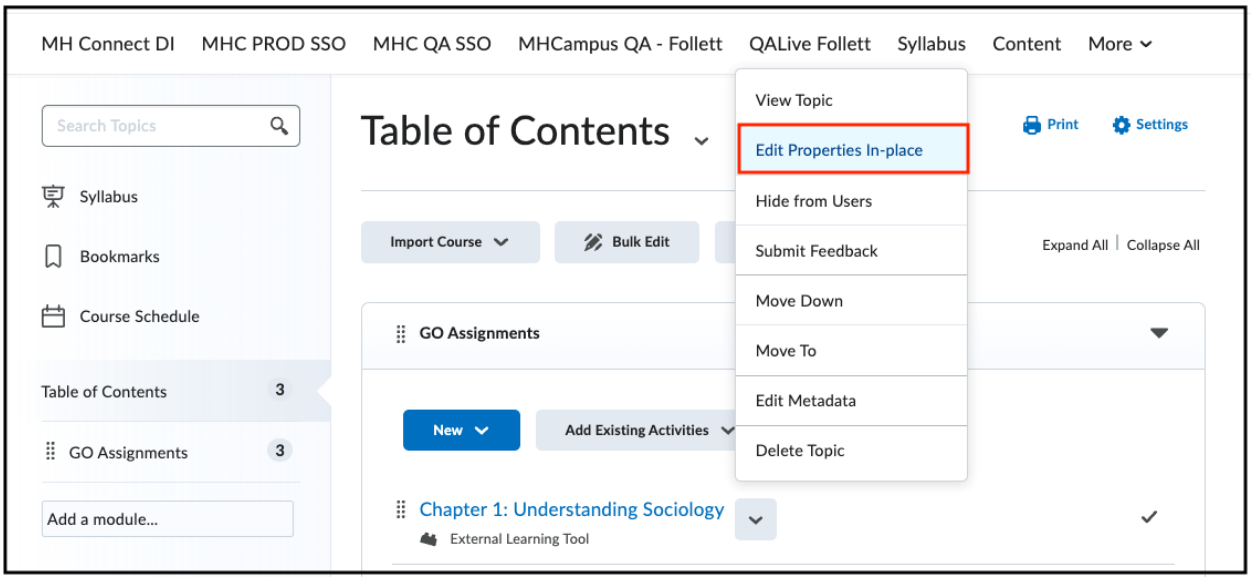


You will then land in your new GO section, which confirms that relinking completed successfully.



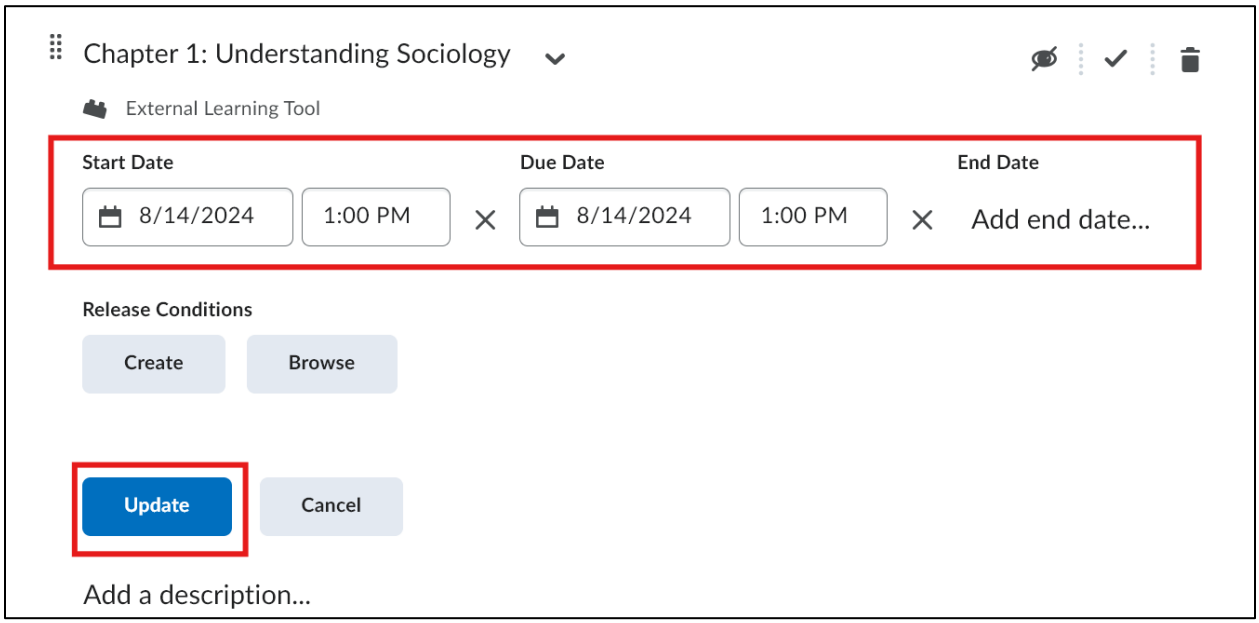
STEP 7: After relinking to D2L, GO assignment settings will revert to their default state. Start Dates, Due Dates, and Point Values must be reset directly in D2L.

To access D2L's assignment settings, select open the assignment menu by selecting the down arrow next to an assignment and then select **Edit Properties in place**.

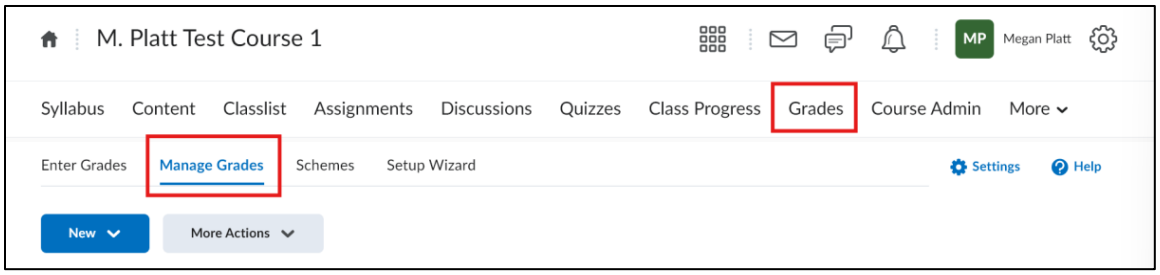


Select **Add dates and restrictions** to enter a start date, due date, or end date. Then select **Update**.

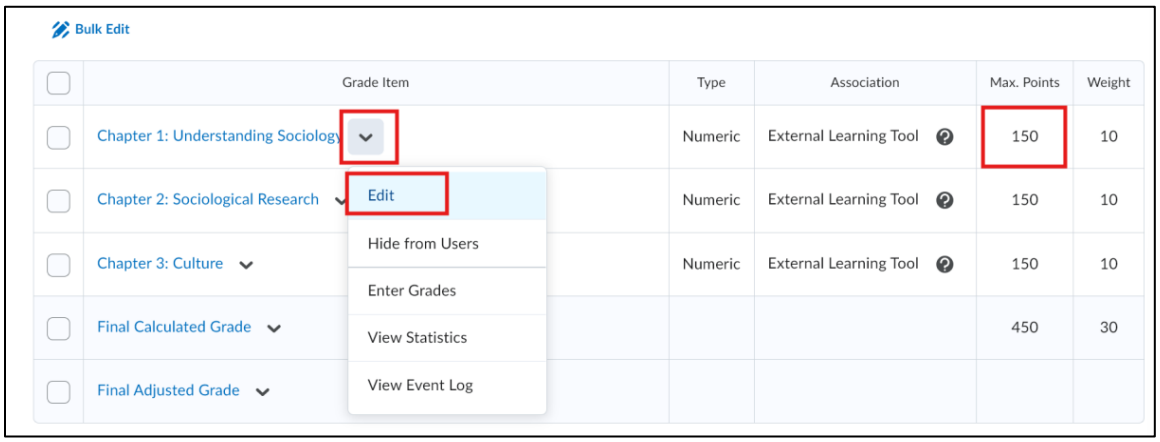
*Note: In D2L, if the instructor sets an **end date** on a GO assignment, students will not be able to access that assignment or the eBook through that assignment after the end date. If the instructor sets a **due date** but not an end date, students will still be able to access that assignment and the eBook through that assignment after the due date.*



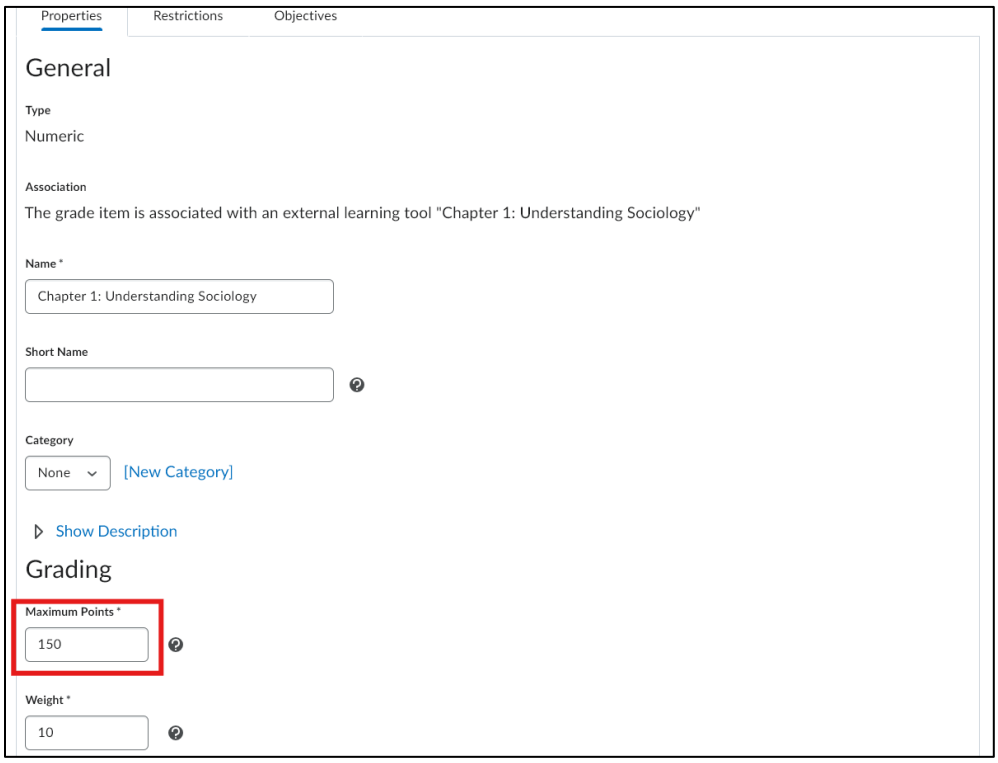
To change the point value, go to the **Grades** page and select **Manage Grades**.



Locate the assignment in the list. The second column from the right will show the point value. Select the downward arrow after the assignment name and then select **Edit**.



Update the "Maximum Points" with the desired point value and then select **Save**.

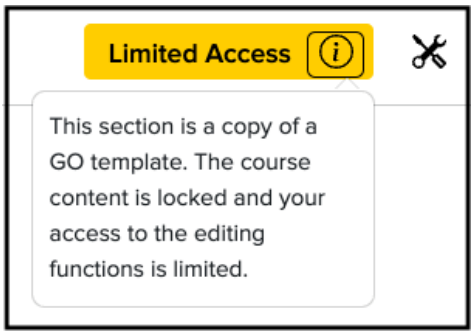


Mark a GO Section as a Template

Before performing any of the copy operations described earlier in this section, the instructor can *optionally* decide whether certain content management functions will be available in the resulting GO section copy. If a new GO section is a copy of a GO Template, then the following functions will be 'locked down' and unavailable to the instructor in that new section:

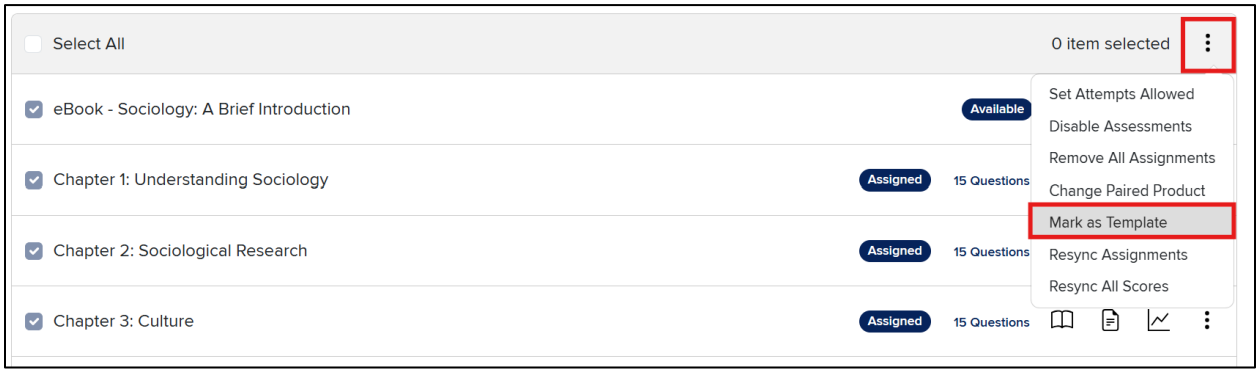
1. Setting attempts allowed for GO assignments
2. Removing/unassigning GO assignments from the GO section
3. Editing assessments
4. Changing the GO product paired to the D2L course
5. Marking the new section as a Template

The GO Template feature is useful to a course manager who, for example, is required to create copies of a D2L/GO master course and wants to control an adjunct's ability to alter the GO content in the new course copy.

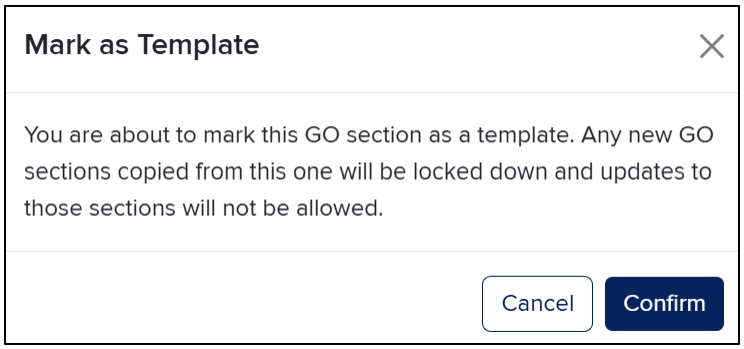


STEP 1: Proceed to your 'master' D2L course which is already paired with McGraw Hill GO and launch **McGraw Hill GO** from the module kebab menu.

STEP 2: In your GO section, open the table of contents kebab menu as shown and select **Mark as Template**.



STEP 3: When the Mark as Template modal appears, select **Confirm.**



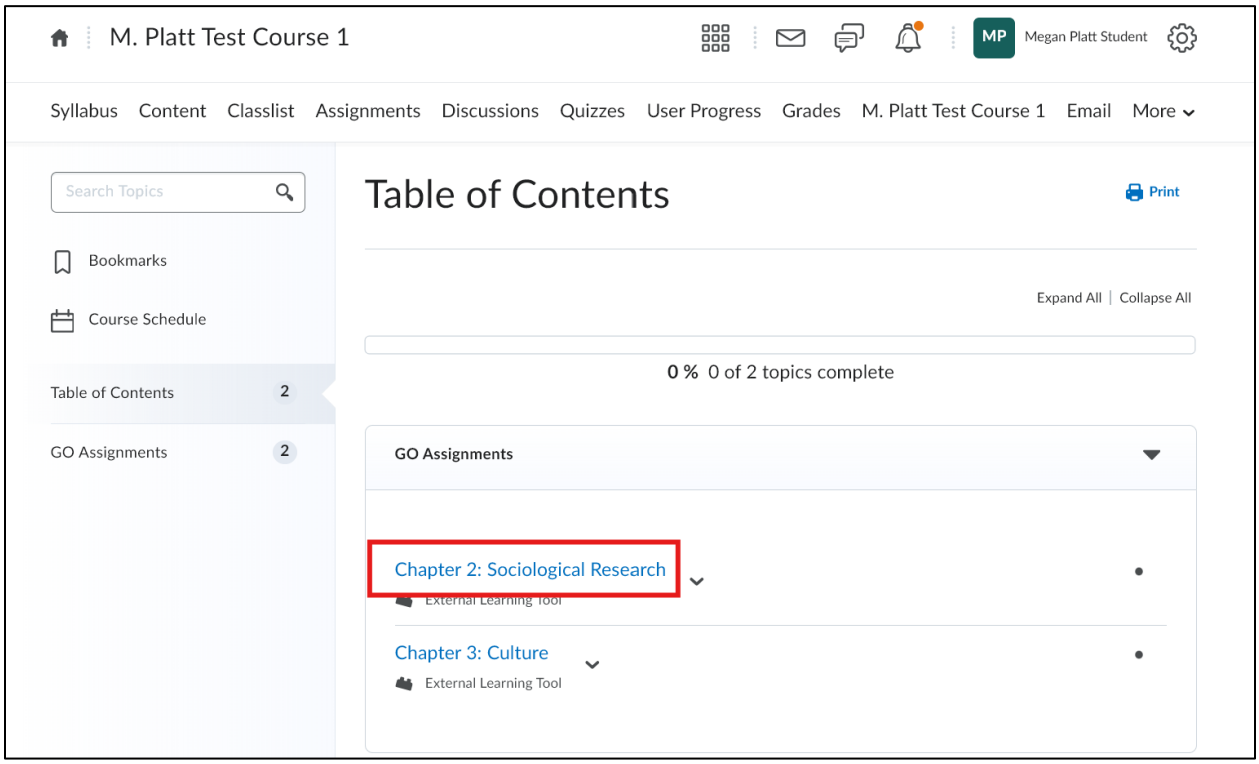
GO will briefly display a message that you have successfully marked this GO section as a Template. From this point forward, or until you unmark this GO section as a Template, any new GO sections that are copies of this Template will be 'locked down' and not editable by the instructor.

Further, instructors using a copy of a GO Template will see a banner in their GO section indicating that.

McGraw Hill GO Student Set-up

Access McGraw Hill GO

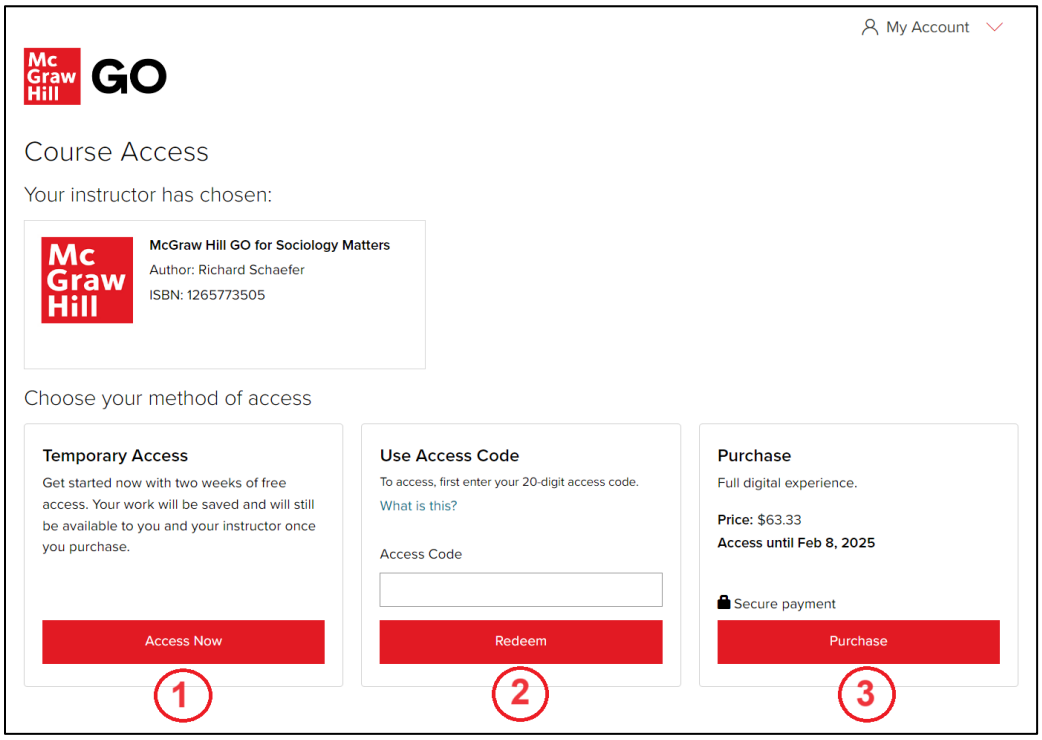
STEP 1: To access McGraw Hill GO, select the eBook link or a GO assignment from your D2L content list.



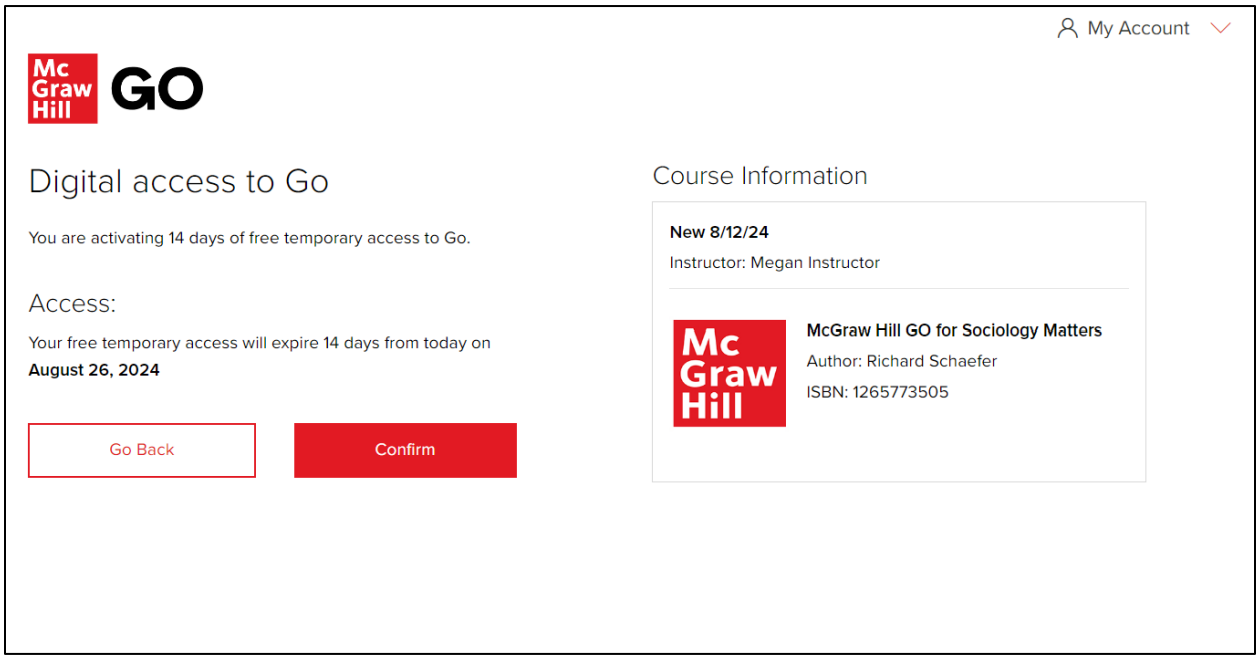
<u>If you are part of an Inclusive Access* program (*also known as First Day access or something similar, where students are provided with access to course materials on or before the first day of class), skip to STEP 3.</u>

STEP 2: If you are not part of an Inclusive Access* program, you will have three access options:

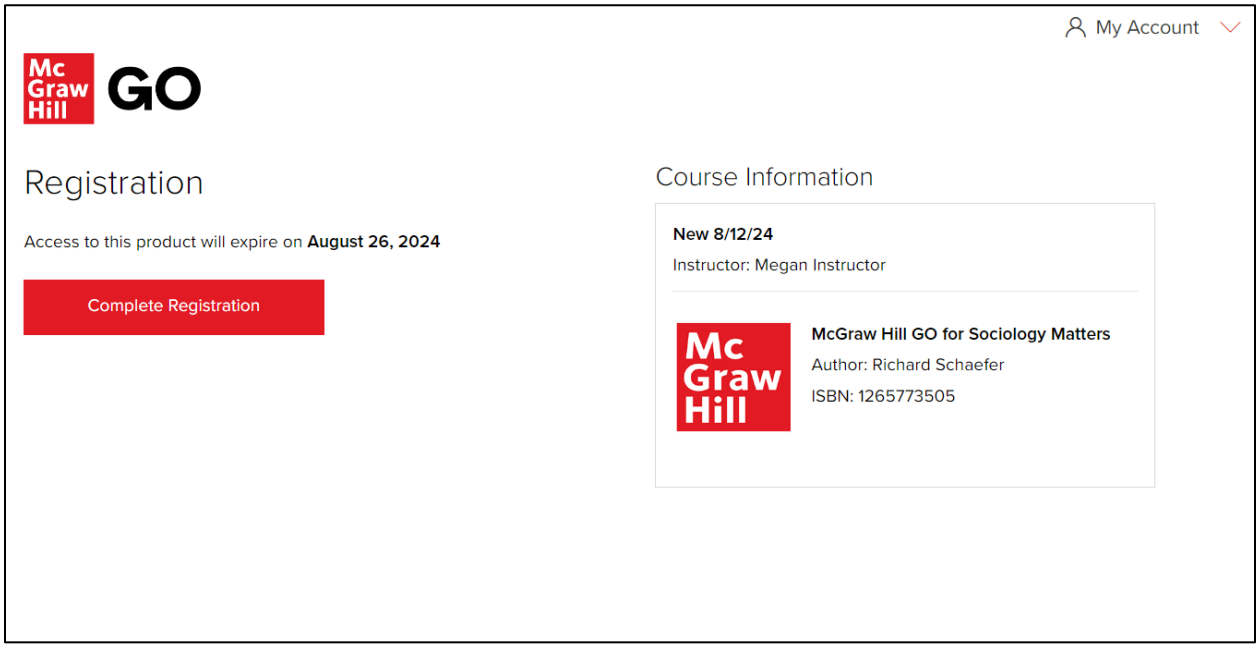
1. **Temporary Access:** Select **Access Now** for two weeks of free access.
2. **Use Access Code:** Enter a McGraw Hill GO access code and click **Redeem**.
3. **Purchase:** Select **Purchase** to use a credit card or PayPal.



Choose an option, and then review the course information and access length and select **Confirm**.

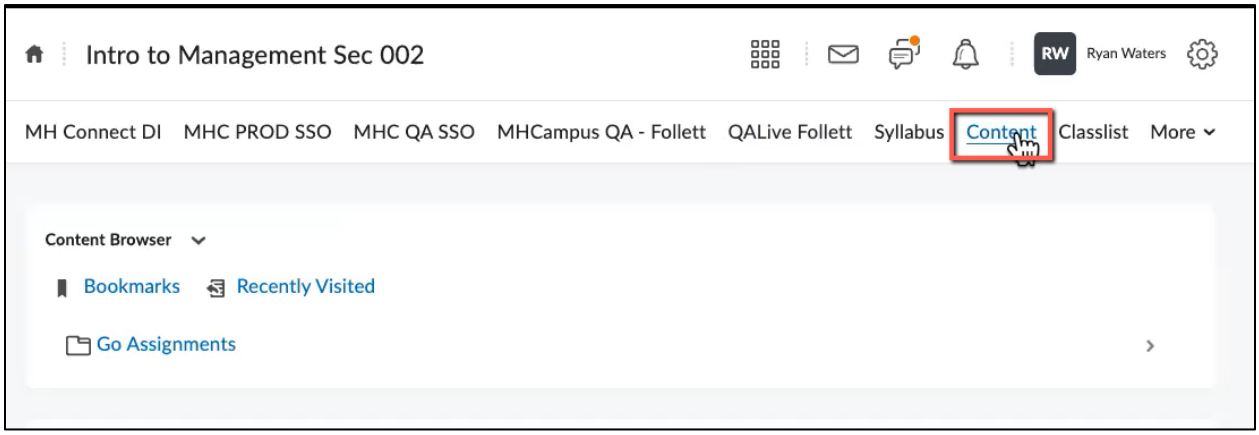


STEP 3: Select **Complete Registration** to complete your registration and access your McGraw Hill GO assignment. (Note: This will automatically link your D2L account with GO, so there is no need to enter any additional student information.)

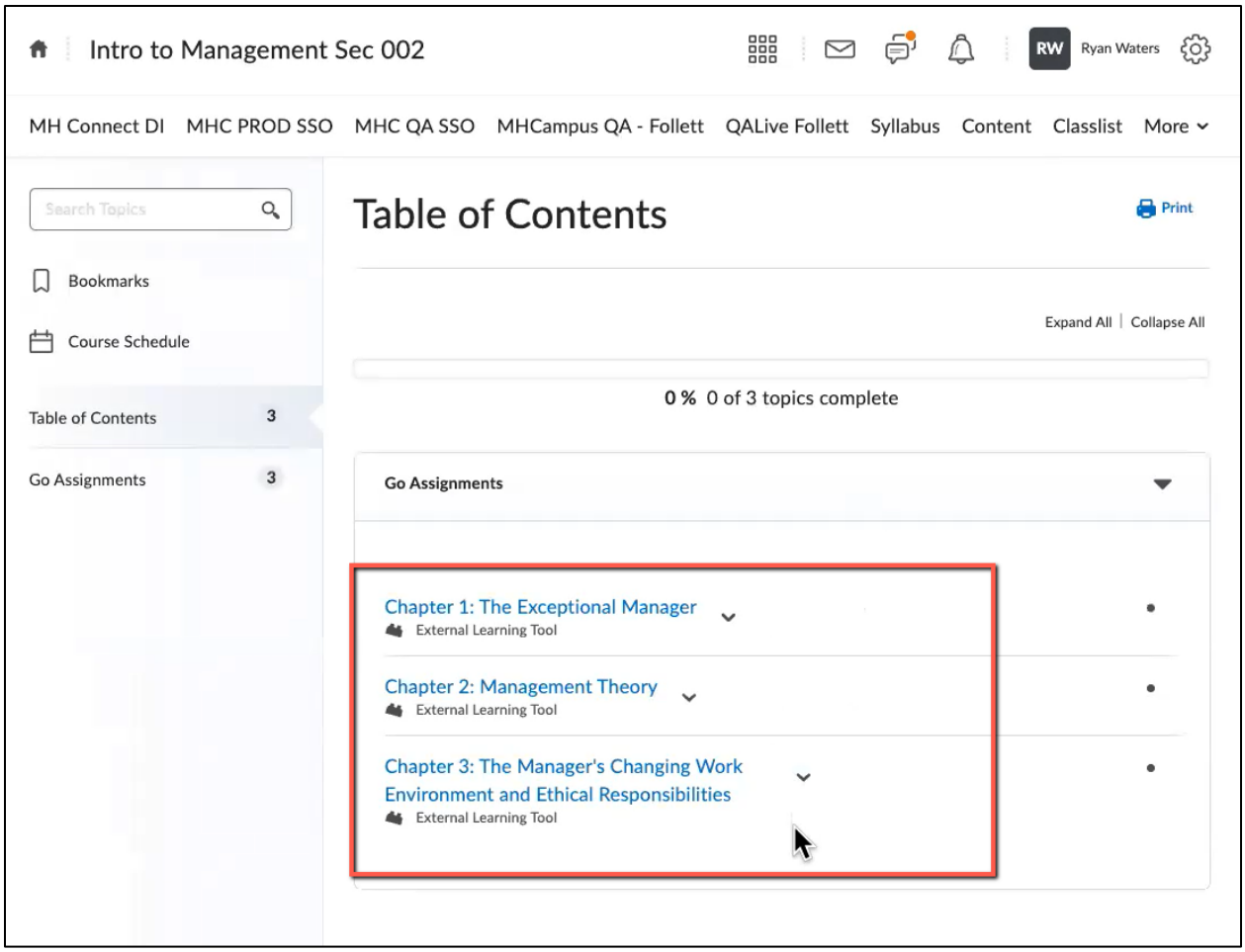


Attempt an Assignment

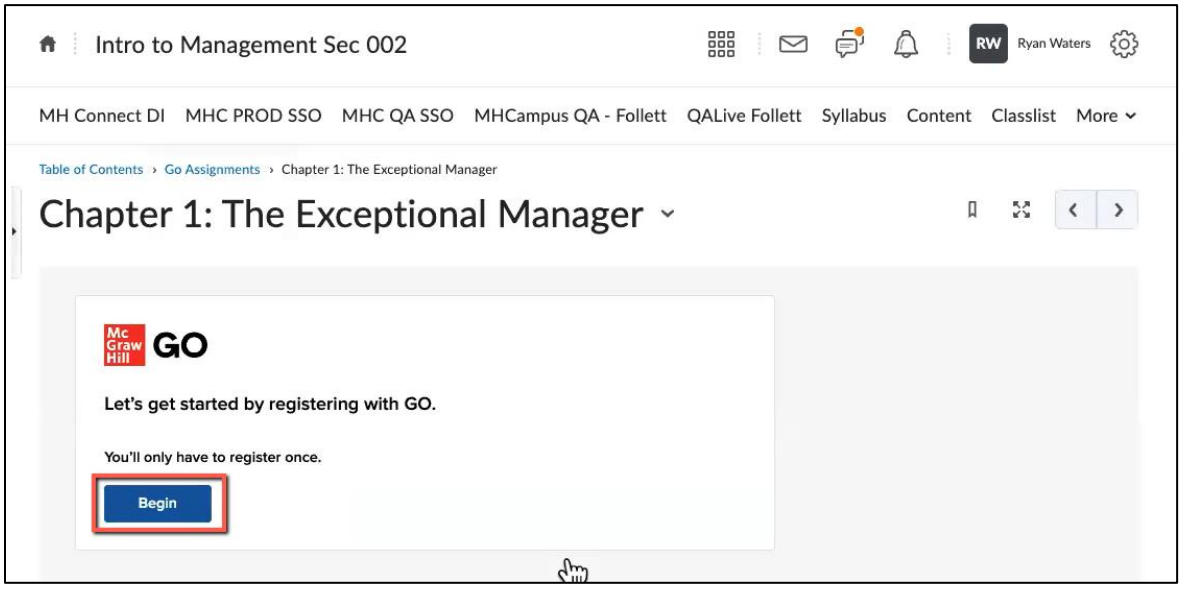
STEP 1: Open the **Content** page from the top menu.



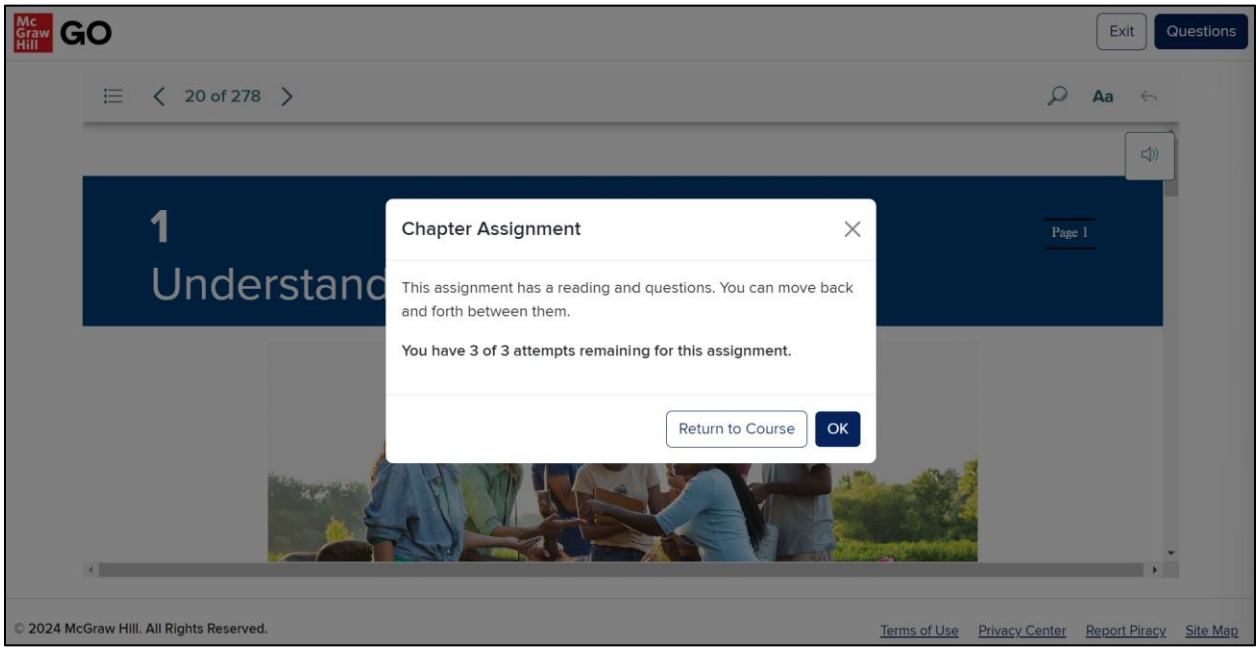
STEP 2: To start a GO assignment, select it from the assignment list.



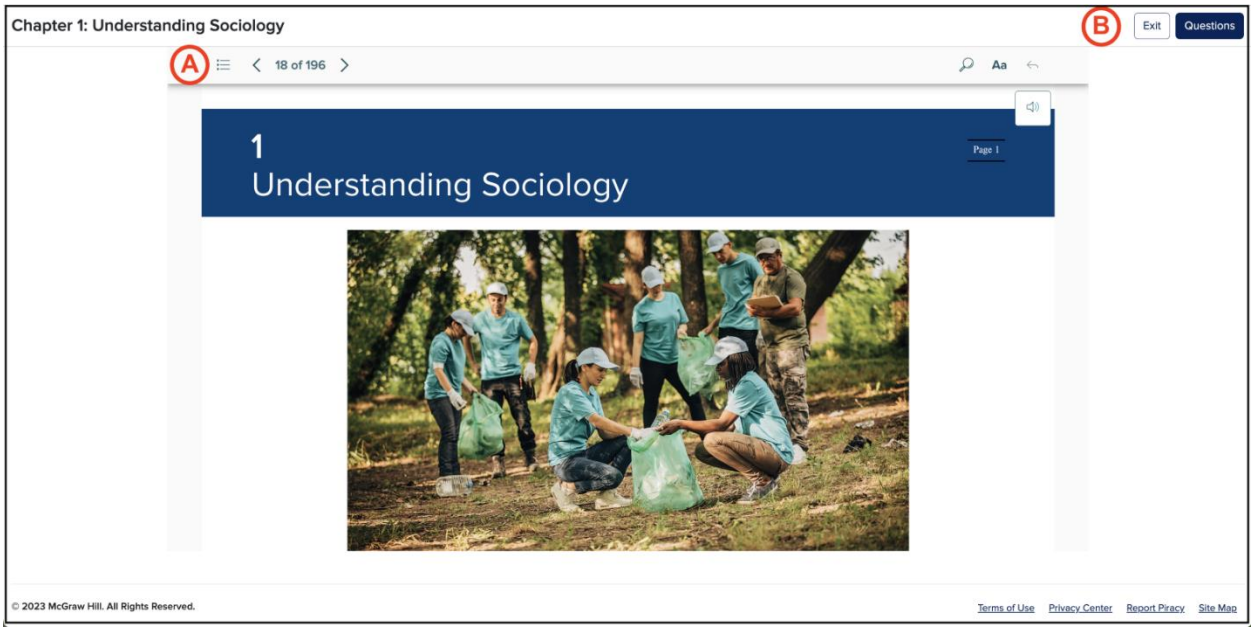
STEP 3: Select **Begin**.



STEP 4: Select **OK** to land in the reading portion of the assignment. If your assignment allows multiple attempts, you will see how many attempts you have remaining for this assignment.

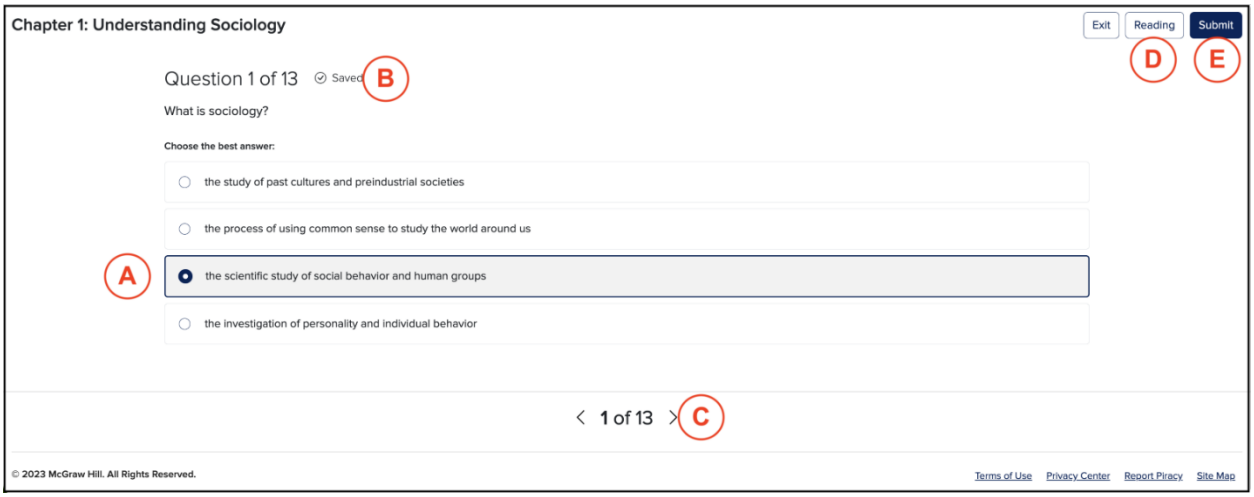


STEP 5: Use the eBook navigation menu (**A**) to read the assigned chapter. Select **Questions** (**B**) to access the assessment portion of the assignment.



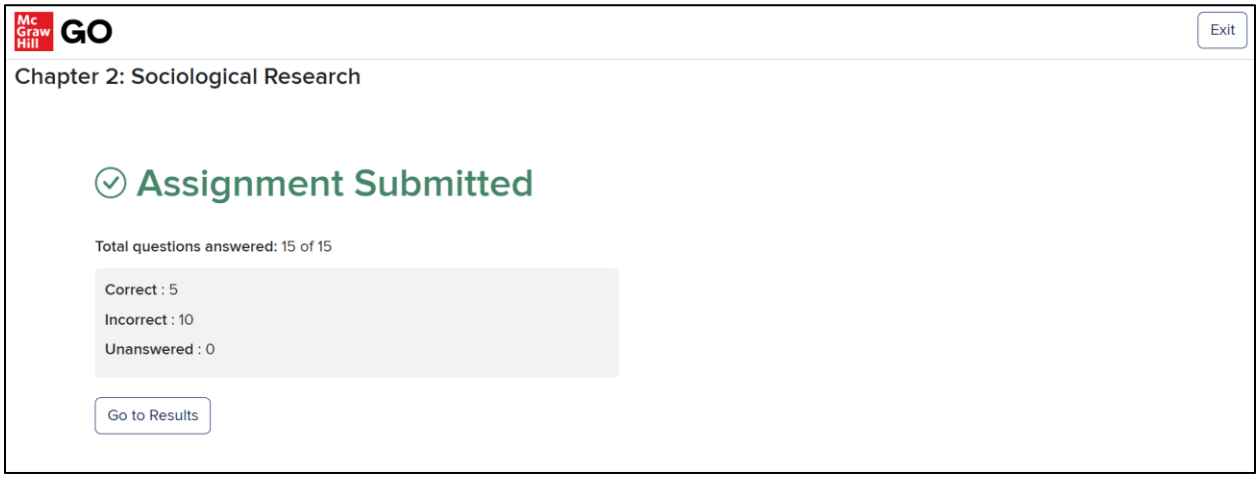
STEP 6: When in the questions you can:

- Answer questions **(A)**. Note that each time you select an answer your choice is saved **(B)**.
- Navigate between questions **(C)**.
- Return to the Reading **(D)**. Your answers will be saved. You can return to adjust your answers at any time, until you submit the assignment or the due date passes.
- Submit the assignment **(E)**.

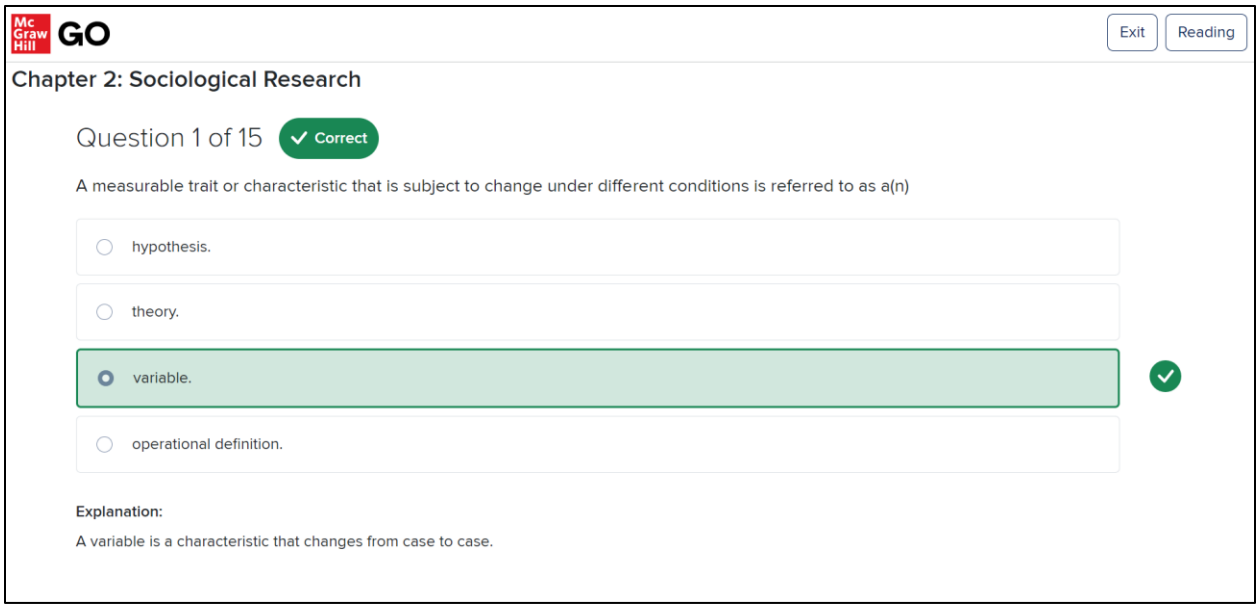


STEP 7: Select the **Submit** button when all questions have been answered and you are ready to submit your assignment.

If your assignment has only one attempt, you will see the Assignment Submitted page with your assignment results.



Select **Go to Results** to review your responses and explanations for the assessment questions.

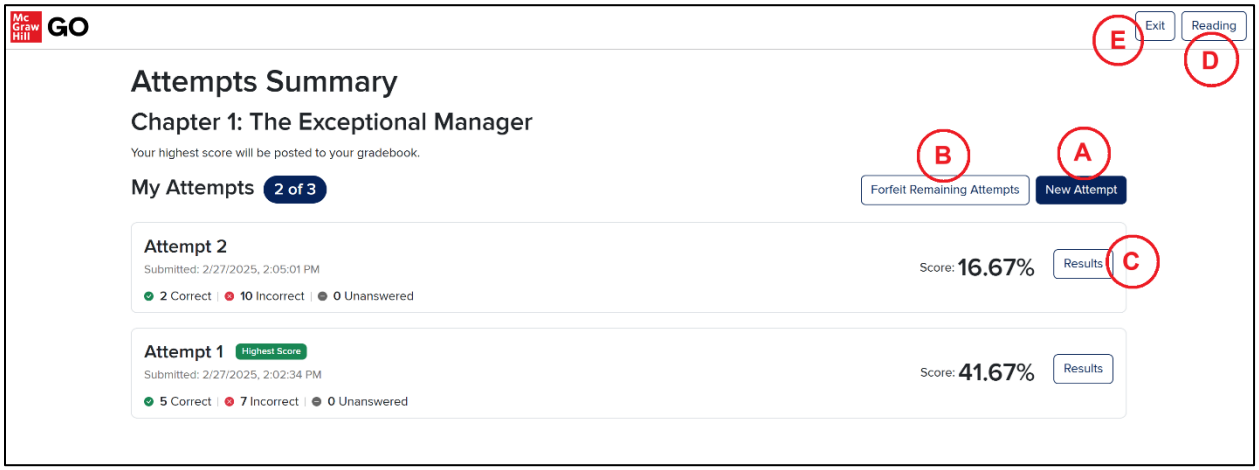


Multiple Attempts

If your assignment has multiple attempts, you will see the Attempts Summary page with your assignment attempt results.

From this page you can take the following actions:

- Start a New Attempt **(A)**
- Forfeit Remaining Attempts **(B)**
- View Attempt Results **(C)**
- Return to Reading **(D)**
- Exit the assignment **(E)**



You can review the details of your attempt results after each attempt. The attempt results show each question, your selected answer choice, and whether your selected answer choice is correct or incorrect.

For questions you answered incorrectly, you will not be able to see the correct answer and explanation until all attempts are completed or until remaining attempts are forfeited. See below for an example.



STEP 8: Select **Exit** to return to your section home.

Reading-Only Assignment

If your instructor has decided not to use the assessment questions with GO, you will not have the assessment questions in your GO assignments. This is essentially a reading-only assignment.

When you launch a GO assignment that does not have assessment questions, you will land in the reading. From here, you can read but you will not have the option to access questions. You can then exit to return to the LMS.

You will not receive GO assignment results, but your instructor will be able to see whether or not you launched the GO assignment.



ReadAnywhere App



Instructors and students have access to their McGraw Hill GO eBooks on mobile devices through the ReadAnywhere app. The ReadAnywhere App includes:

- Offline reading – study anytime, anywhere
- One interface for all McGraw Hill eBooks
- Highlighting and note-taking
- Video, audio, and interactive activities included for select titles
- Syncs across platforms, always up to date
- Available for Android and iOS

How to Log into ReadAnywhere

- Install and open the ReadAnywhere app
- If the same email address is used to log into both Connect and the GO LMS course, log into ReadAnywhere with the Connect credentials.
- If the user does not have a Connect account, click “forgot password” in ReadAnywhere instead of logging in.
- On the Password Assistance page, enter the email address used to access the GO LMS course.
- A link will be sent to the email address to reset the password. Click the link and follow the instructions to reset the password.
- After the password is reset, open ReadAnywhere and log in with the email address and the new password just created.
- The user should see eBooks from GO courses in their ReadAnywhere library.

Please note:

- GO assignments are not currently supported in the ReadAnywhere app, just GO eBooks.
- If the same email address is used to log into both Connect and the GO LMS course, a user may see both Connect eBooks and GO eBooks in their ReadAnywhere library.
- A user will not see the GO eBook in ReadAnywhere until they launch their first GO assignment from their LMS.
- If a user registers for GO with temporary access, they will see GO eBooks in ReadAnywhere until temporary access expires. They will need to purchase GO to continue seeing the GO eBook in ReadAnywhere. If temporary access expires and they do not purchase GO, they will lose access to the GO eBook in ReadAnywhere.

Support

If you are having any issues with McGraw Hill GO, contact our Tech Support Representatives. Visit the Tech Online Support Center or contact us below:

Hours of Operation:
Sunday: 12:00 PM to 12:00 AM EST
Monday-Thursday: 24 hours
Friday: 12:00 AM to 9:00 PM EST
Saturday: 10:00 AM to 8:00 PM EST

Phone: (800) 331-5094
Online: Submit a Support Request
Chat: Chat with a Representative