



Quick Start Guide

Teacher Edition

Fall 2011

Getting Started

This *Guide* provides quick-start instructions for **Teachers** to help you:

- Create a **New Teacher Account** (First-Time Users Only)
- Redeem a **Master Code** (You want to add your ConnectED Content to your **Book-bag.**)

Create a New Teacher Account (First-Time Users)

Welcome to ConnectED!

As a first-time user, you need to create an **New Teacher Account**.

- To create an **Account**, you will need a **Master Code**.

If you have more than one **Master Code**, you can use any one to register.

If you do not yet have a **Master Code**, please see your school's or district's **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 **Login** now.

To create a **New Teacher Account**:

1. Go to <http://connected.mcgraw-hill.com>.

ConnectED displays the **Login** screen.

2. Click **Create a New Account** at the lower left.

ConnectED displays the **Create a New Account** dialogue box.

3. In the **Teachers** box, click **Register** at the lower right.

ConnectED displays the **New Teacher Registration** dialogue box.

3-Step Registration

1. Complete the **New Teacher Registration** dialogue box and click **Next** at the lower right.

Be sure to write down your **Challenge Question** and **Personal Answer** and keep them in a safe place in case you forget your **Password**.

ConnectED displays the **Select Your School** dialogue box.

2. Enter your school's zip/postal code and click **Search**.

ConnectED displays a list of schools in the selected zip/postal code.

Select your school and click **Register** at the lower right.

ConnectED displays the **Registration Complete** message.

OR

If your school is not listed, click **Add New School**.

ConnectED displays the **Add Your School** dialogue box.

Complete the **Add Your School** dialogue box and click **Register** at the lower right.

ConnectED displays the **Registration Complete** message.

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.

3. Click **Print** and then click **Finish**.

Read the **Terms & Conditions** page and click **Yes, I Accept**.

ConnectED displays **My Home** page.

Because you have not yet redeemed your **Master Code**, you have no ConnectED **Content**.

You are now ready to **Redeem a Master Code** and access your ConnectED **Content**.

Redeem Master Code

For each McGraw-Hill title or program, you will **Redeem a Master Code**.

You may have multiple **Master Codes**, one for each title.

To access your ConnectED **Content**, from **My Home** page:

1. Click **Redeem Master Code** at the upper right.

ConnectED displays the **Redeem Master Code** dialogue box.

2. Enter your 16-digit **Master Code** and click **Next**.

ConnectED displays the **Redeem Master Code: [Teacher/Student] Content** information screen (Figures 1 and 2, respectively).

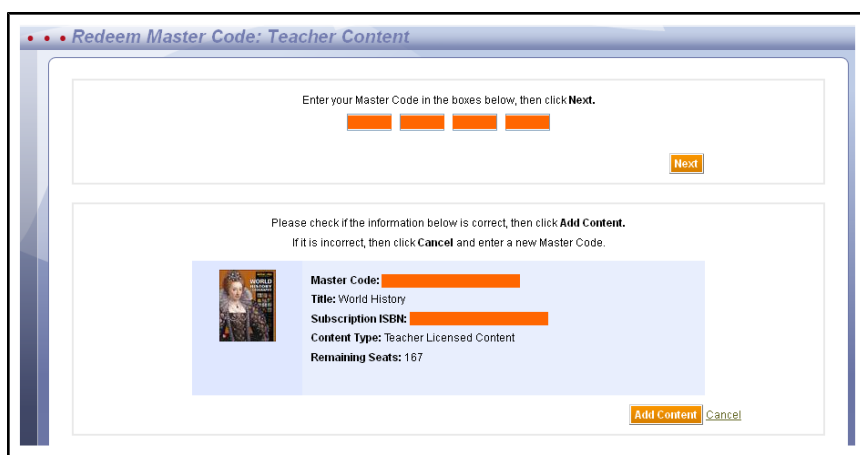


Figure 1. Redeem Master Code: Teacher Content

3. Review the information to confirm the correct title.

If you are redeeming a **Master Code** for **Teacher Content**:

4. Click **Add Content**.

ConnectED adds the **Content** to your **Bookbag**.

OR

If you are redeeming a **Master Code** for **Student Content**:

- Click the **Calendar** icon and select an **End Date**.

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Figure 2. Redeem Master Code: Student Content

NOTE: Typically, the **End Date** corresponds to the end of the school year or semester.

ConnectED displays the **Created Date** and **End Date** fields.

4. Select an **End Date** and click **Create Redemption Code**.

ConnectED displays your **Content** information and displays the **Redemption Code**.

Figure 3. Print Redemption Code Coupon

5. Click **Print Redemption Code Coupon** at the lower right and then print locally.

ConnectED prints a welcome letter for **Students** with the **Redemption Code** and **Log In** instructions.

Print or copy and distribute the **Redemption Code Coupon** to each **Student**.

6. Click **OK** to view your **ConnectED Content**.

ConnectED displays **My Home** page with your **ConnectED Content** (Figure 4).

Click **Manage** at any time to print another **Redemption Code Coupon**.



Figure 4. Your ConnectED Content