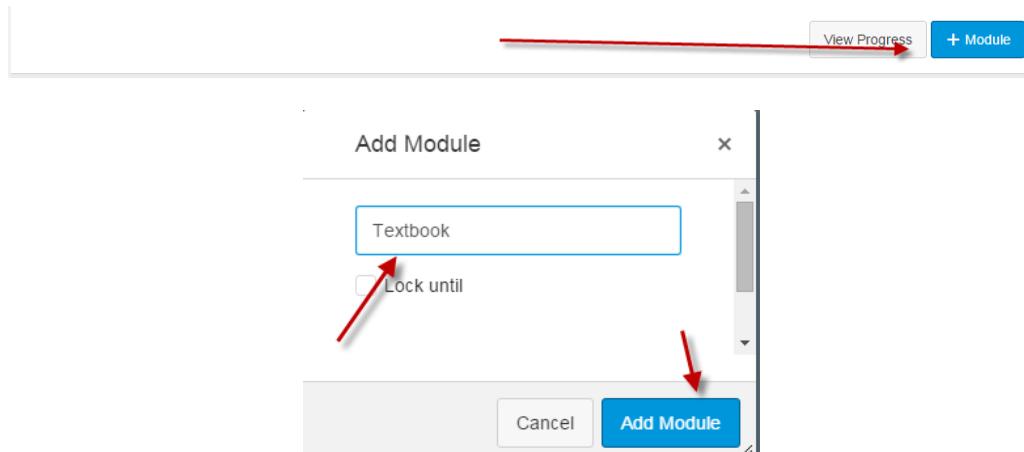


How to Access McGraw Hill Online Textbook through Canvas

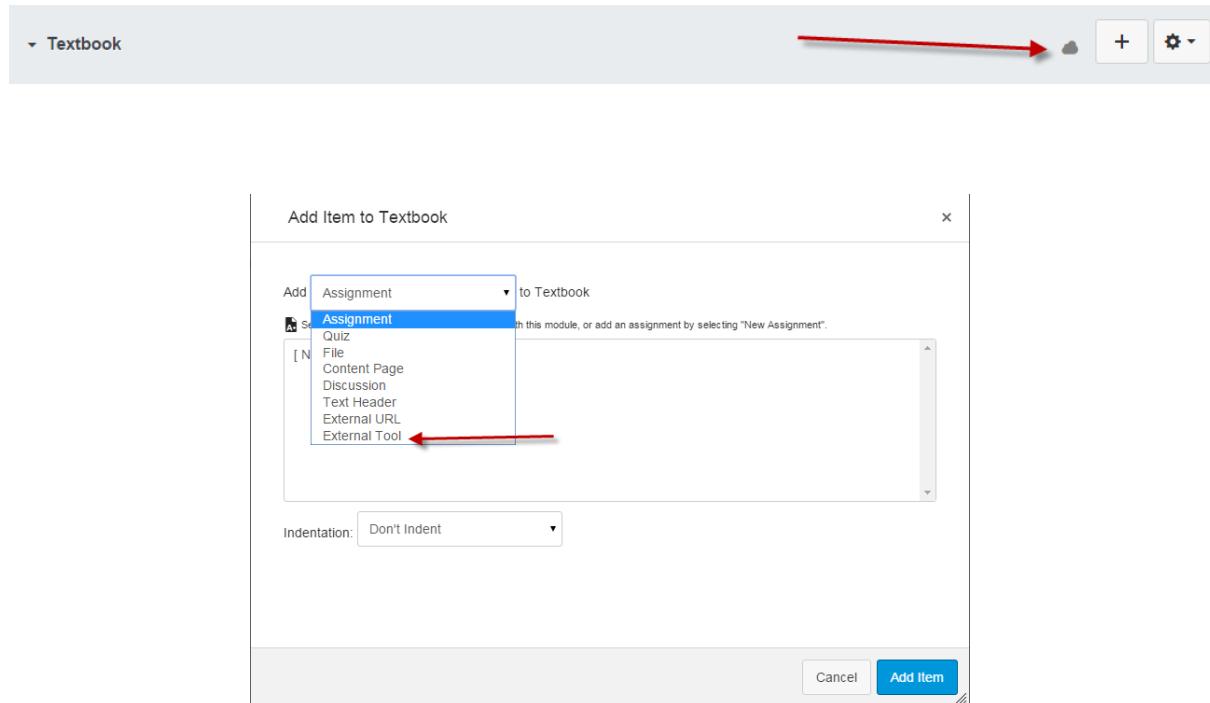
- ⊕ Login to Canvas: You can access Canvas from the Employees tab of the CISD website or at conroeisd.instructure.com.
- ⊕ You login with your first class login and emp12345 (where 12345 is the last 5 digits of your SSN).
- ⊕ From the Courses Drop down menu, select your course.
- ⊕ On the left hand menu, click Modules (It is ok if it is greyed out).

The image shows the Canvas login screen and the left sidebar menu for a course titled '15-16 SEM2'.
The login screen features the Conroe ISD logo, a 'WELCOME TO CANVAS' message, and fields for 'First Class Login' and 'Password' with a 'Log In' button.
The sidebar menu includes links for Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules (which has a red arrow pointing to it), Conferences, Collaborations, and Settings.

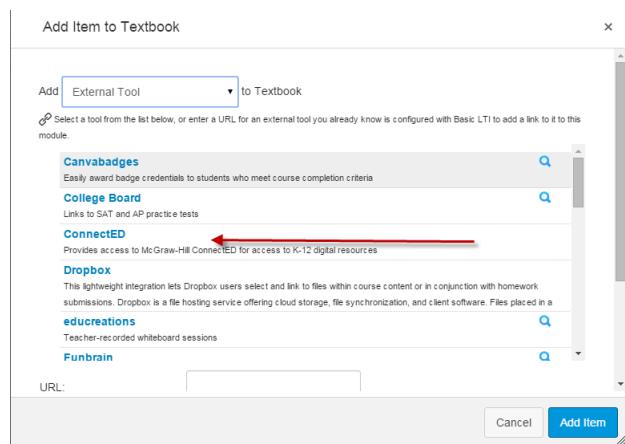
- ⊕ Click the + Module button to add a Module.
- ⊕ You can name your Module whatever you like. A module is a way of grouping things in Canvas. This one is named Textbook.
- ⊕ Enter your name and click Add Module.



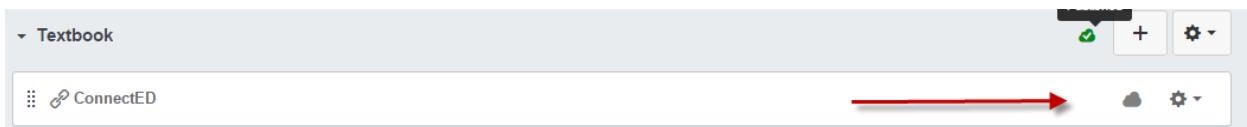
- Publish the Module. Publishing is the way Canvas makes things available to students.
- The cloud will turn green when it is published.
- Click the + button next to the cloud to create your textbook link.
- In the box that comes up, select External Tool from the drop down.



- Select Connect ED from the drop-down and click Add Item.



- Your screen now looks like this.
- Again click the cloud to publish this.



- ⊕ You can access it without it being published but your students will not be able to access it until you publish it.
- ⊕ The final step is to publish your course. Click the Home link on the left hand menu.
- ⊕ On the right hand side you see Course Status.
- ⊕ Click Publish. This makes your course available to students.

The screenshot shows the left sidebar of a Canvas course titled '15-16 SEM2' with sections like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, and Modules. The 'Modules' section is expanded, showing Conferences, Collaborations, and Settings. The main content area shows a course titled 'US History 8 B 2'. A message says 'THIS COURSE IS UNPUBLISHED Only Teachers Can See This Course Until It Is Published'. Below it is a 'Setup Checklist' button. To the right is the 'Course Status' panel with tabs for 'Unpublished' (highlighted with a red arrow) and 'Published'. Under 'Unpublished', there are buttons for 'Choose Home Page', 'Course Setup Checklist', and 'New Announcement'. A red arrow points from the 'Published' tab to the 'View Calendar' button at the bottom.

- ⊕ The button will turn green after you click it.
- ⊕ If you want to test it, click the Modules button on the side and click ConnectEd.
- ⊕ It will take you straight to McGraw Hill and log you in.
- ⊕ Your students will also log straight in.
- ⊕ So your students log in to Canvas but do not have to login to the textbook.
- ⊕ One other tip: By default, the book opens in the same tab where you had Canvas so you lose your Canvas screen. If you want to stay in Canvas, here is how to correct that.
 - Login to Canvas and select your course.
 - Click on the Modules link on the left
 - When you see the ConnectEd link, click the gear on that line and select Edit
 - Click the box next to Load in a new tab and click Update
 - Now when you click the ConnectEd link you get this

The screenshot shows the 'Edit Item Details' dialog for a 'Textbook' item. The 'Title' is 'ConnectED' and the 'URL' is 'https://aairs.tegrity.com/Service'. The 'Indent' dropdown is set to 'Don't Indent'. A checkbox for 'Load in a new tab' is checked and highlighted with a red arrow. At the bottom are 'Cancel' and 'Update' buttons. Below the dialog is a message: 'This tool needs to be loaded in a new browser window' with a 'Load ConnectED in a new window' button.

- ⊕ If you click that button, it will open a new tab and connect you to your textbook.

****If you have any Canvas questions, please post in the Canvas conference in First Class. If you haven't seen that conference, it is inside of UTechHelp.****