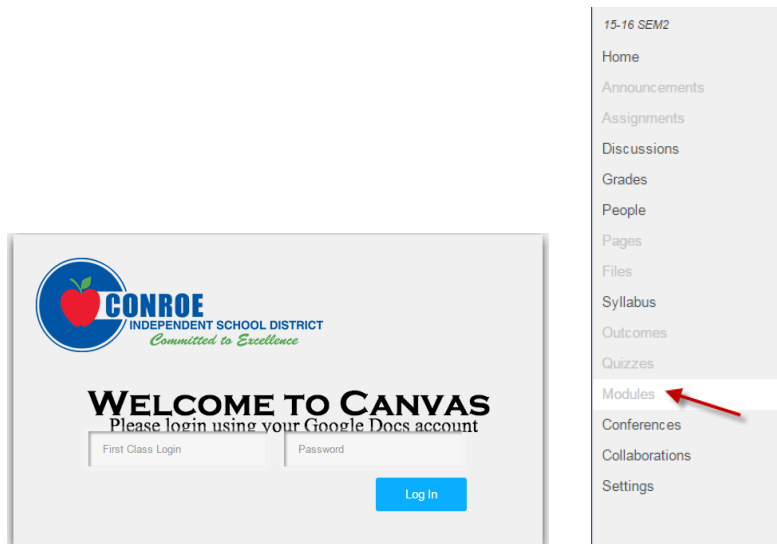
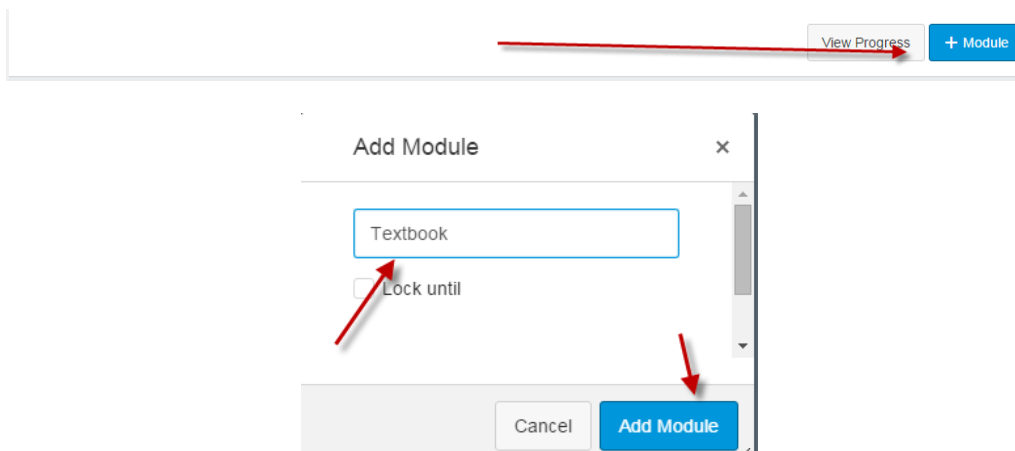


## How to Access McGraw Hill Online Textbook through Canvas

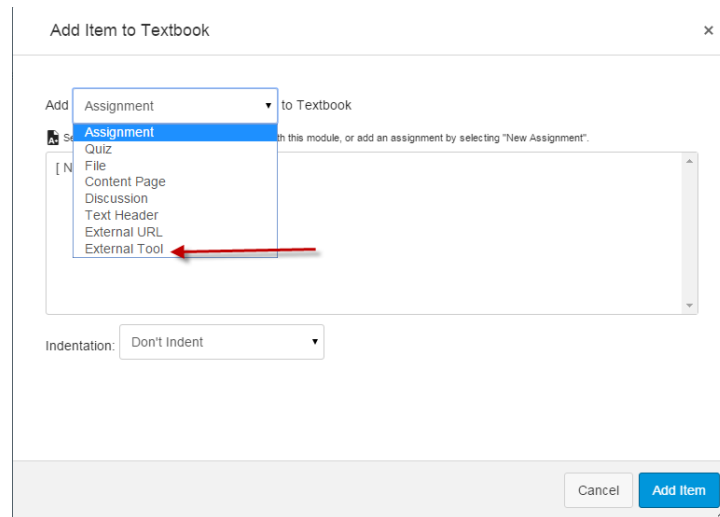
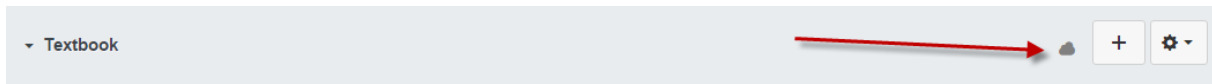
- ✚ Login to Canvas: You can access Canvas from the Employees tab of the CISD website or at [conroeisd.instructure.com](http://conroeisd.instructure.com).
- ✚ You login with your first class login and emp12345 (where 12345 is the last 5 digits of your SSN).
- ✚ From the Courses Drop down menu, select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



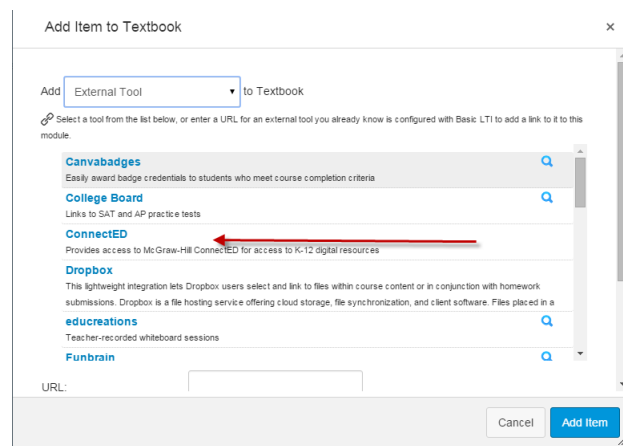
- ✚ Click the + Module button to add a Module.
- ✚ You can name your Module whatever you like. A module is a way of grouping things in Canvas. This one is named Textbook.
- ✚ Enter your name and click Add Module.



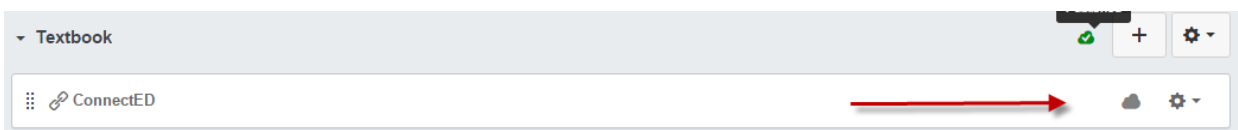
- ✚ Publish the Module. Publishing is the way Canvas makes things available to students.
- ✚ The cloud will turn green when it is published.
- ✚ Click the + button next to the cloud to create your textbook link.
- ✚ In the box that comes up, select External Tool from the drop down.



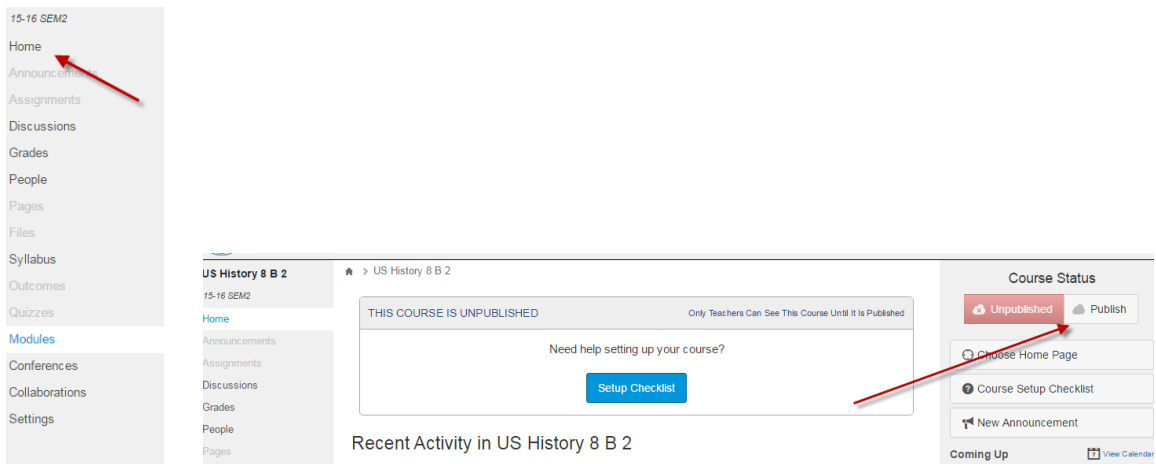
- ✚ Select Connect ED from the drop-down and click Add Item.



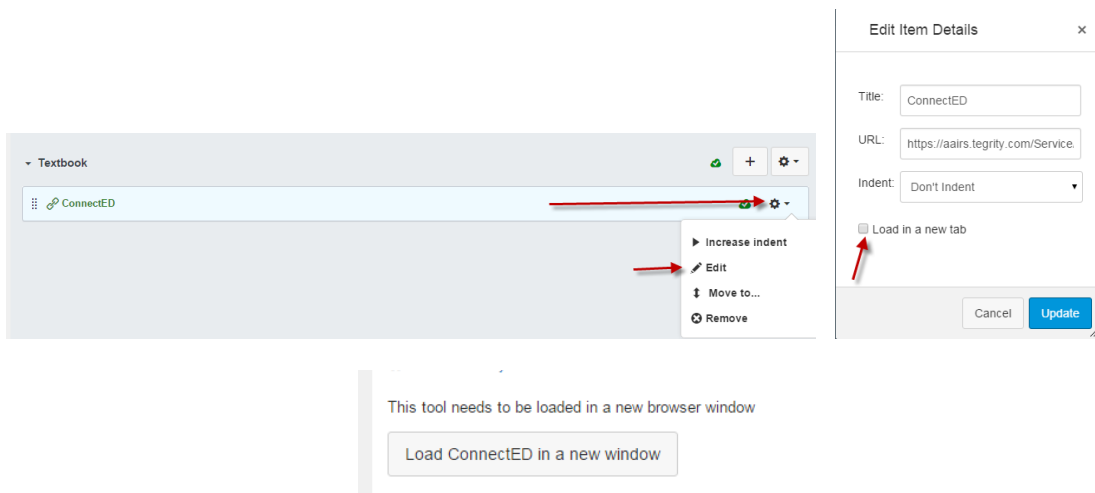
- ✚ Your screen now looks like this.
- ✚ Again click the cloud to publish this.



- 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 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.
- Log in 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



- 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.\*\***