



## **Pairing Institution and Instructor Blackboard Accounts with MH Campus**

This document describes how to pair an institution and instructor account in Blackboard with ALEKS using MH Campus. It also describes how to pair an MH Campus class with an ALEKS class. Before proceeding, please ensure that LMS integration has been enabled by the ALEKS Administrator at your school. For instructions on LMS integration, view the “LMS Integration with ALEKS” document.

### **What does it mean to pair accounts with MH Campus?**

The word “pair” describes the mechanism used to align two items, such as two accounts, on different platforms. For example, an instructor using Blackboard can pair an account to ALEKS so that it would not be necessary to remember separate login names and passwords for each system.

### **What is MH Campus?**

MH Campus is an integration service that allows instructors using a Learning Management System (LMS) such as Blackboard to enable Single Sign-on (SSO) and gradebook synchronization between their LMS and McGraw-Hill Education learning tools and content. Though there is no charge to the institution or the instructor for the integration service or content, students may be required to purchase a license to access some materials. Consult your McGraw-Hill Education sales rep for additional details.

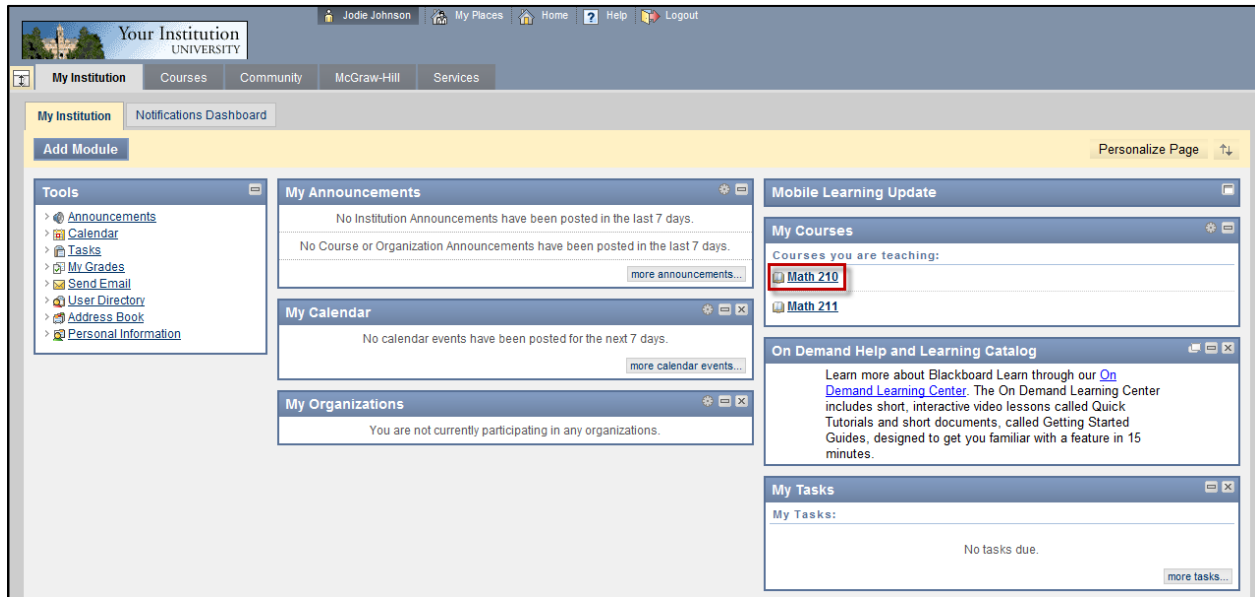
## **Table of Contents**

How to Link an Institution’s Blackboard Account with ALEKS using MH Campus.....	2
How Instructors Can Pair Their Blackboard Account with ALEKS .....	7
Pairing an MH Campus Class with an ALEKS Class.....	10
Unpairing MH Campus from ALEKS .....	13
How to Unpair an Instructor’s Blackboard Account .....	13
How to Unpair an ALEKS Class .....	14

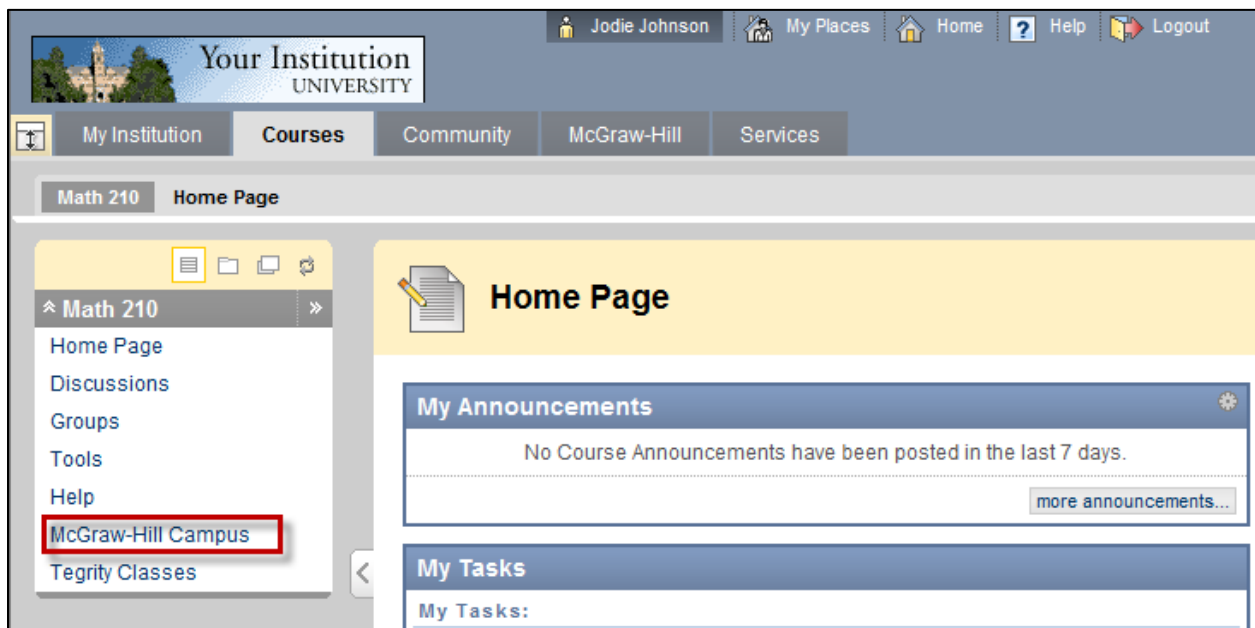
## How to Link an Institution's Blackboard Account with ALEKS using MH Campus

The initial link between Blackboard and ALEKS is done by the **first** instructor at the school to pair their Blackboard account. This is done by following the steps below.

First, log into your Blackboard account. Find your list of courses and then select the course that you wish to access.

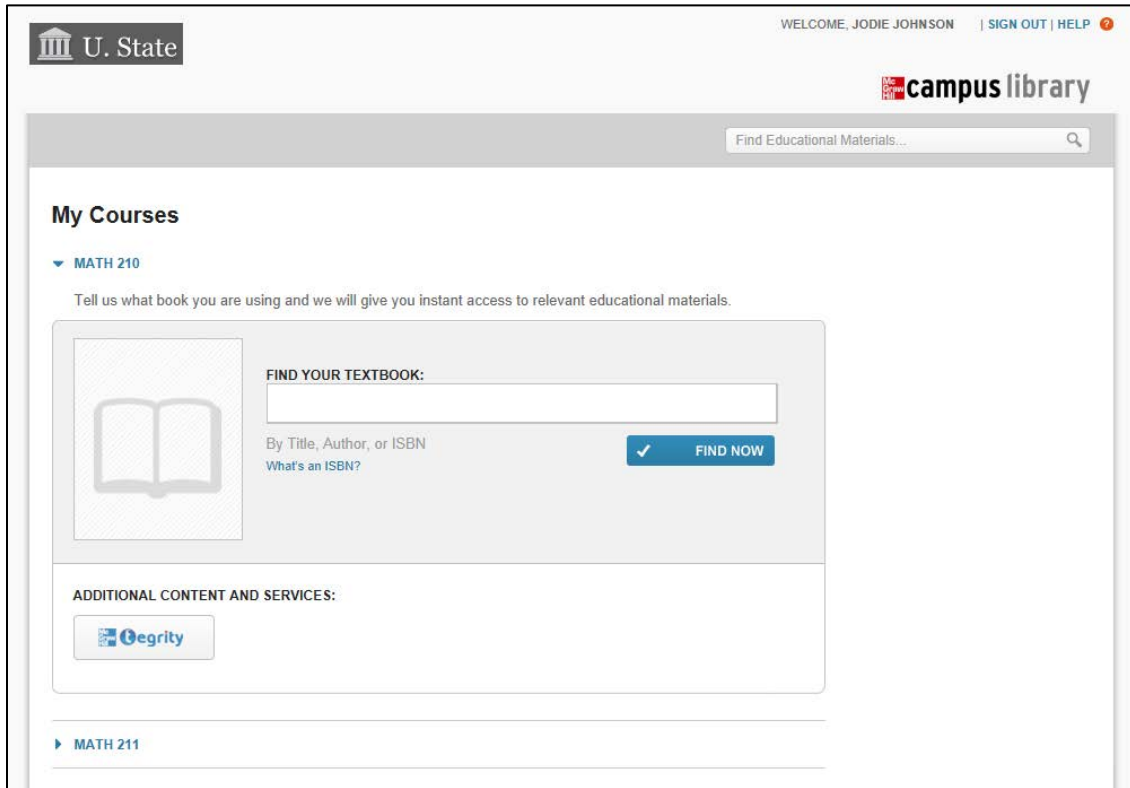


Click on the “McGraw-Hill Campus” link.

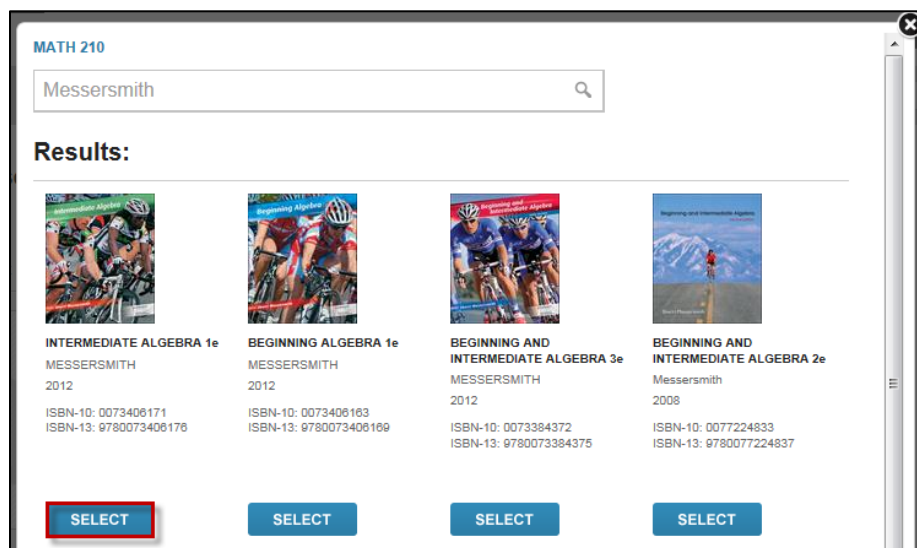


A box with the “McGraw-Hill Campus” Terms of service appears. You will only see this the first time McGraw-Hill Campus is accessed. After reading and agreeing with the terms, check the box and click on “GET STARTED”.

You will then arrive at the following page.

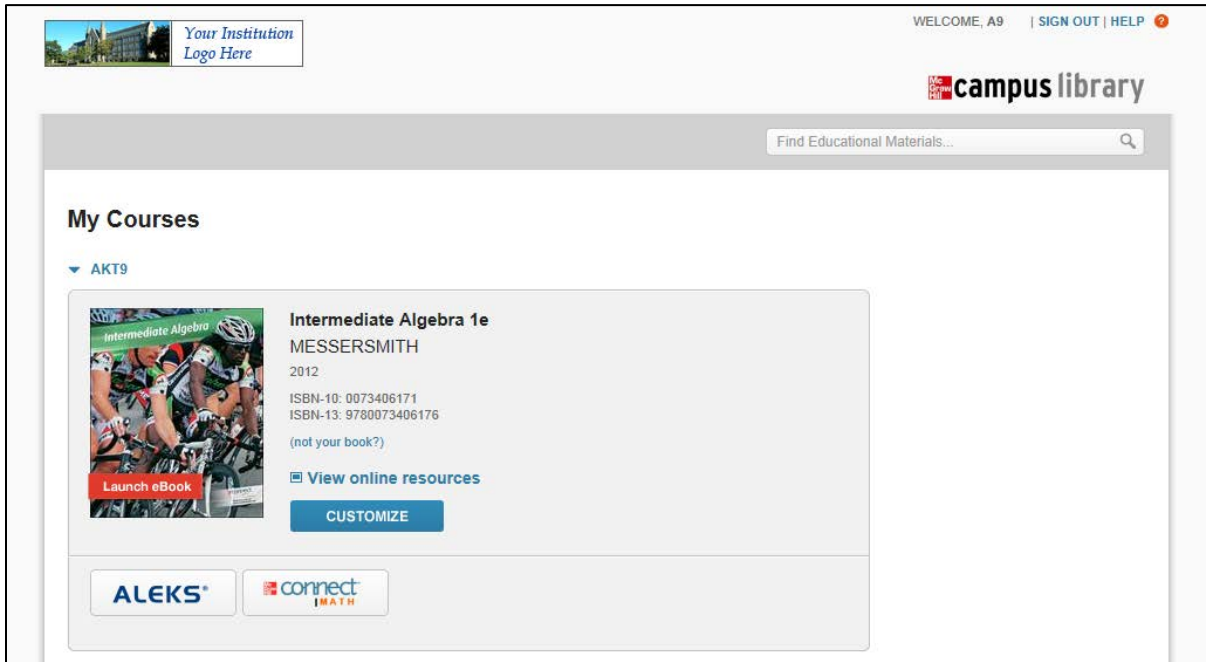


Search for your textbook by entering the ISBN, title, or author, and then click on the “FIND NOW” button. A list of results will be returned. Select the book for your class by clicking on the “SELECT” button.

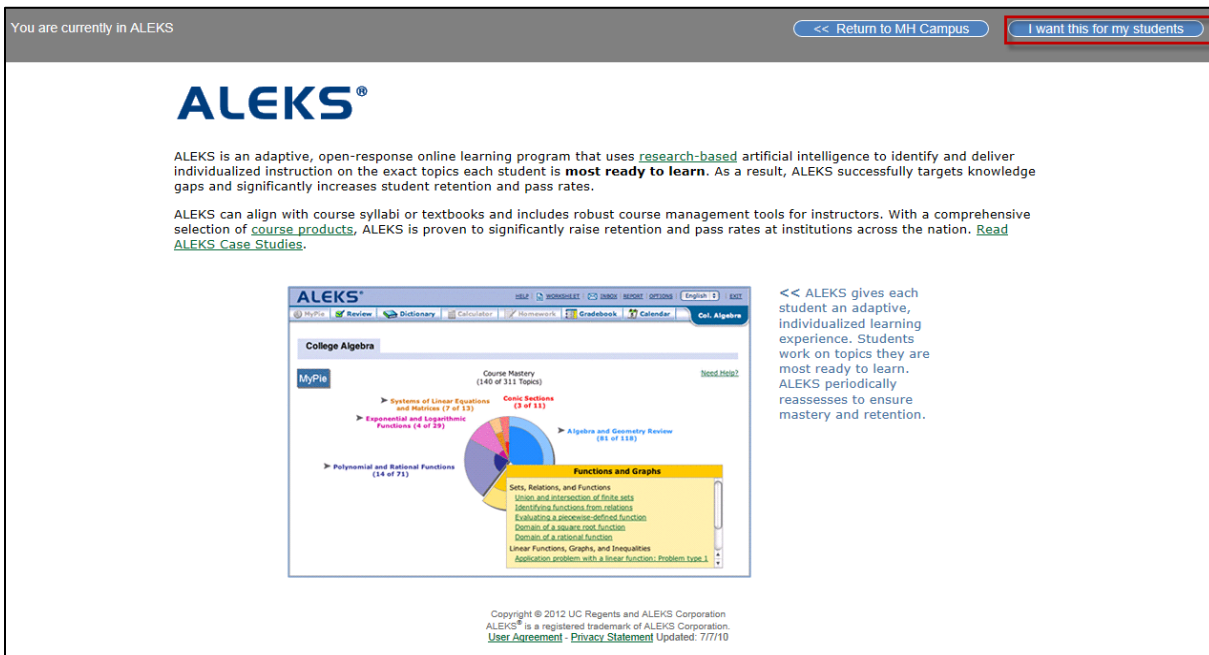


MH Campus will display McGraw-Hill Education digital material available. Typically, the resources currently available are Connect, Connect Math Hosted by ALEKS, LearnSmart, ALEKS, McGraw-Hill Create, access to eBooks (by CourseSmart), and access to McGraw-Hill Education Online Learning Centers.

You can also click on the “(not your book?)” link to remove the book and search for a new one. Hovering over the “ALEKS” button will open a pop-up with a description of ALEKS.

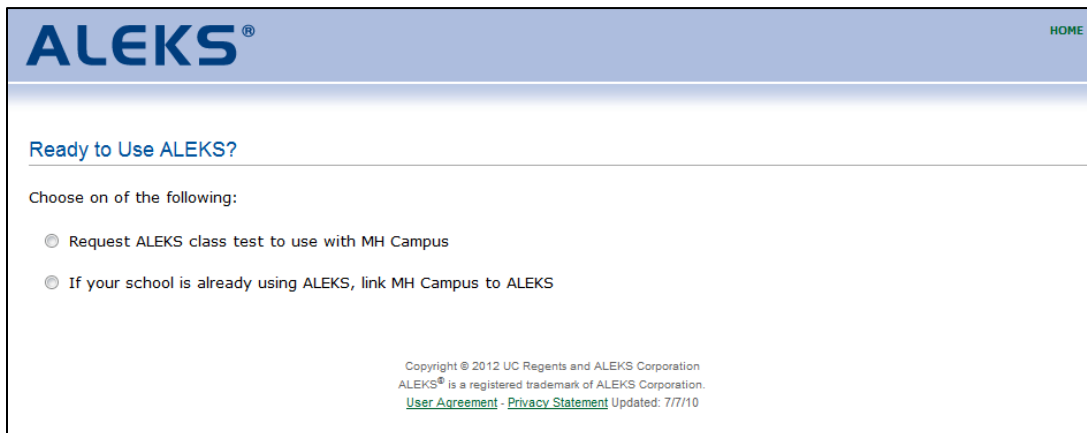


Click on the “ALEKS” button. You will then see a page describing ALEKS and why you might want to use it with your class. Click on the “I want this for my students” button. Then click on the “Adopt ALEKS” button.



You will then arrive at the following page and be asked to make a selection from the following two options:

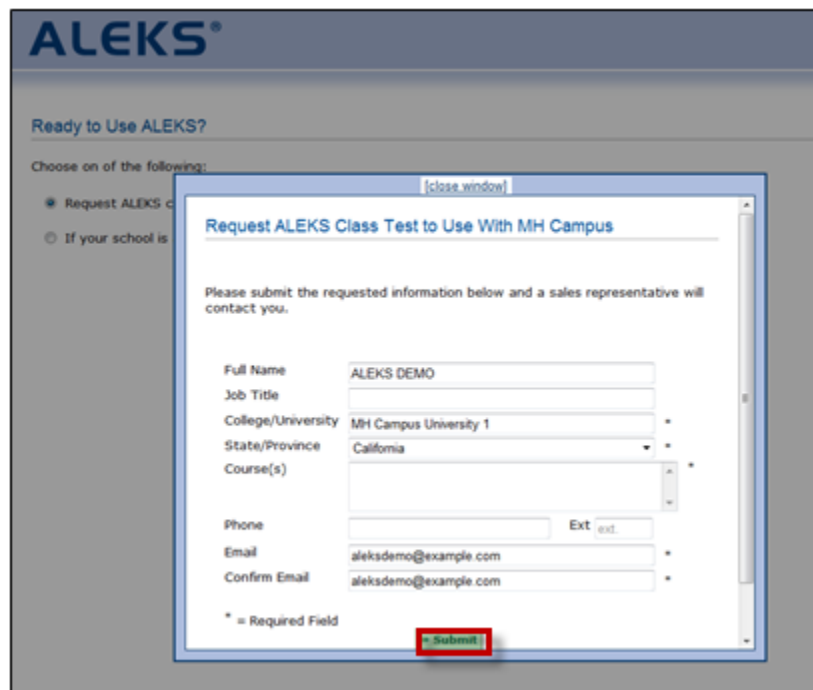
- **Request ALEKS class test to use with MH Campus.** This option will send an email to a McGraw-Hill Education sales representative to request an ALEKS class test setup.
- **If your school is already using ALEKS, link MH Campus to ALEKS.** This option allows the instructor to enter an ALEKS College Code and Shared PIN in order to set up the integration.



The screenshot shows the ALEKS website interface. At the top left is the ALEKS logo, and at the top right is a 'HOME' link. Below the header is a section titled 'Ready to Use ALEKS?'. Underneath this title, it says 'Choose on of the following:'. There are two radio button options: 'Request ALEKS class test to use with MH Campus' and 'If your school is already using ALEKS, link MH Campus to ALEKS'. At the bottom of the page, there is a copyright notice: 'Copyright © 2012 UC Regents and ALEKS Corporation. ALEKS® is a registered trademark of ALEKS Corporation. User Agreement - Privacy Statement Updated: 7/7/10'.

### **Option 1: Request ALEKS Class Test to Use with MH Campus**

After clicking on the “Request ALEKS class test to use with MH Campus” option, the following pop-up will appear. Fill out the requested information and click on the “Submit” button.

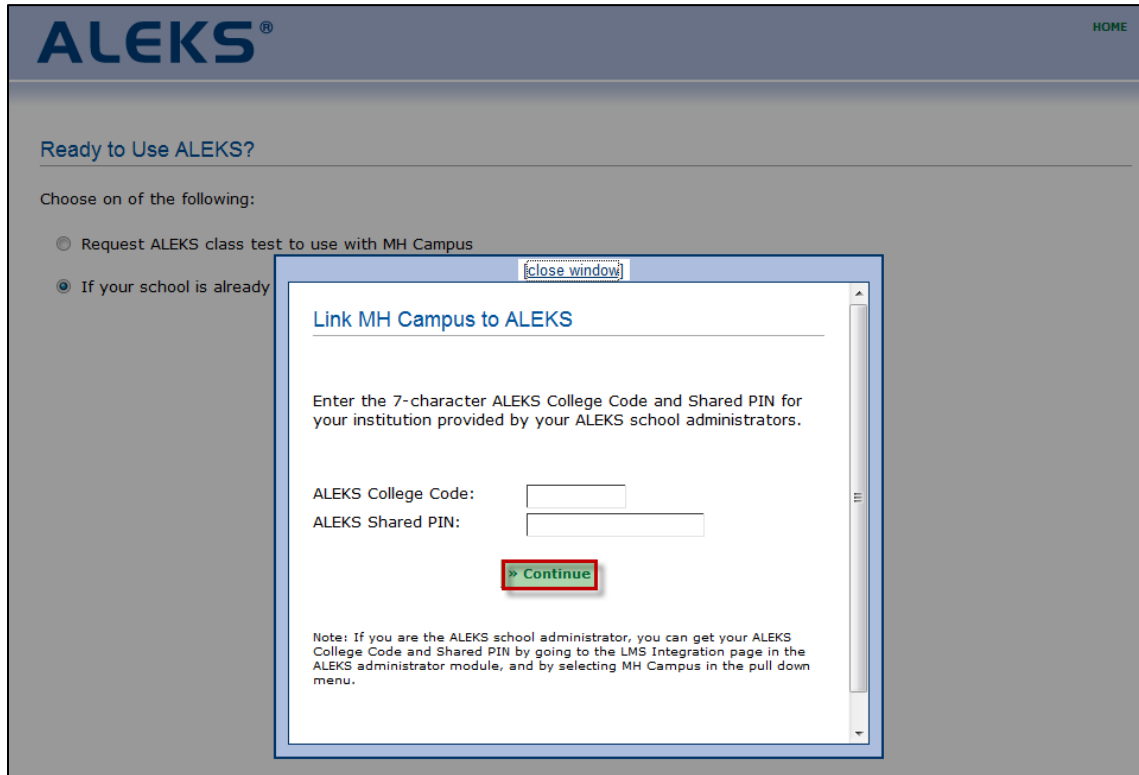


The screenshot shows a pop-up window titled 'Request ALEKS Class Test to Use With MH Campus'. The window contains the following text: 'Please submit the requested information below and a sales representative will contact you.' Below this text are several form fields: 'Full Name' (ALEKS DEMO), 'Job Title', 'College/University' (MH Campus University 1), 'State/Province' (California), 'Course(s)', 'Phone' (with an 'Ext.' field), 'Email' (aleksdemo@example.com), and 'Confirm Email' (aleksdemo@example.com). There are asterisks next to the College/University, State/Province, Course(s), Email, and Confirm Email fields. At the bottom left of the form, it says '\* = Required Field'. At the bottom center, there is a 'Submit' button highlighted with a red box.

After clicking on the “Submit” button, the instructor receives a confirmation message.

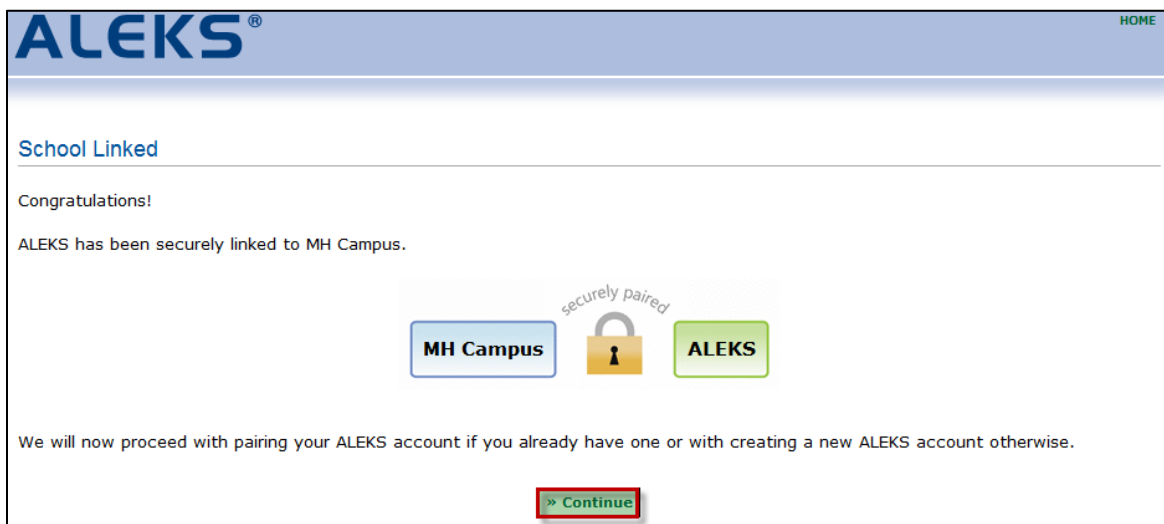
## Option 2: If Your School is Already Using ALEKS, link MH Campus to ALEKS

If you select the “If your school is already using ALEKS” option, the following pop-up will appear. Enter the ALEKS College Code and Shared PIN, and then click on the “Continue” button. You will need to get the ALEKS College Code and Shared PIN from your ALEKS administrator (for instructions on where to find this information, see the “LMS Integration with ALEKS” document).



The screenshot shows the ALEKS website interface. At the top left is the ALEKS logo, and at the top right is a "HOME" link. Below the logo is the heading "Ready to Use ALEKS?". Underneath, it says "Choose one of the following:" and lists two radio button options: "Request ALEKS class test to use with MH Campus" and "If your school is already using ALEKS". The second option is selected. A pop-up window titled "Link MH Campus to ALEKS" is overlaid on the page. The pop-up has a "close window" button at the top. Inside the pop-up, it says "Enter the 7-character ALEKS College Code and Shared PIN for your institution provided by your ALEKS school administrators." Below this are two input fields: "ALEKS College Code:" and "ALEKS Shared PIN:". A green "Continue" button with a right-pointing arrow is positioned below the input fields. At the bottom of the pop-up, there is a note: "Note: If you are the ALEKS school administrator, you can get your ALEKS College Code and Shared PIN by going to the LMS Integration page in the ALEKS administrator module, and by selecting MH Campus in the pull down menu."

After entering the ALEKS College Code and Shared PIN, you will see a confirmation message that says ALEKS has been secured with MH Campus. Click on the “Continue” button.

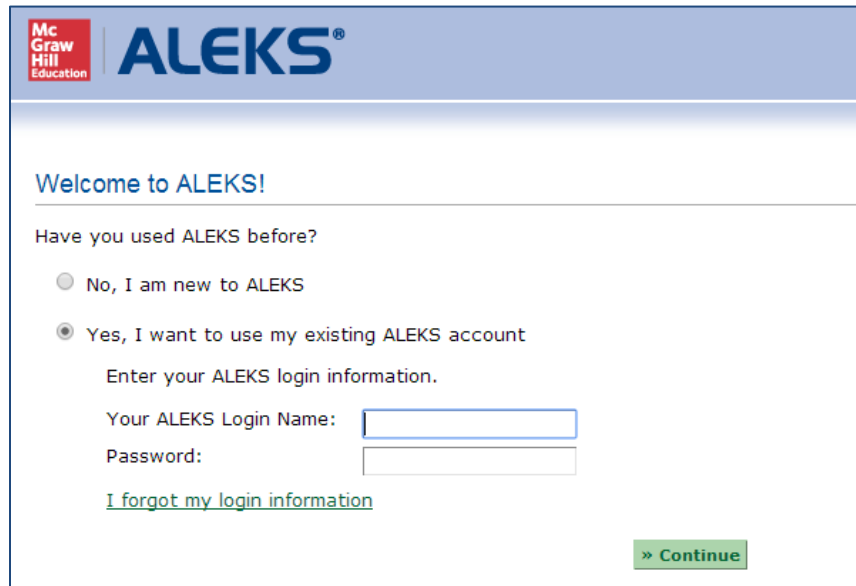


The screenshot shows the ALEKS website interface after the linking process. At the top left is the ALEKS logo, and at the top right is a "HOME" link. Below the logo is the heading "School Linked". Underneath, it says "Congratulations!" and "ALEKS has been securely linked to MH Campus." In the center, there is a graphic showing a blue box labeled "MH Campus" and a green box labeled "ALEKS" connected by a padlock icon. Above the padlock icon is the text "securely paired". Below the graphic, it says "We will now proceed with pairing your ALEKS account if you already have one or with creating a new ALEKS account otherwise." A green "Continue" button with a right-pointing arrow is positioned at the bottom of the page.

## How Instructors Can Pair Their Blackboard Account with ALEKS

Follow the steps on pages 2 – 5. You will then arrive at the page below and be asked to make a selection from the following two options:

- **No, I am new to ALEKS.** This option will take you through the new user registration flow.
- **Yes, I want to use my existing ALEKS account.** This option will allow you to use your existing ALEKS account.



McGraw Hill Education | ALEKS®

Welcome to ALEKS!

Have you used ALEKS before?

No, I am new to ALEKS

Yes, I want to use my existing ALEKS account

Enter your ALEKS login information.

Your ALEKS Login Name:

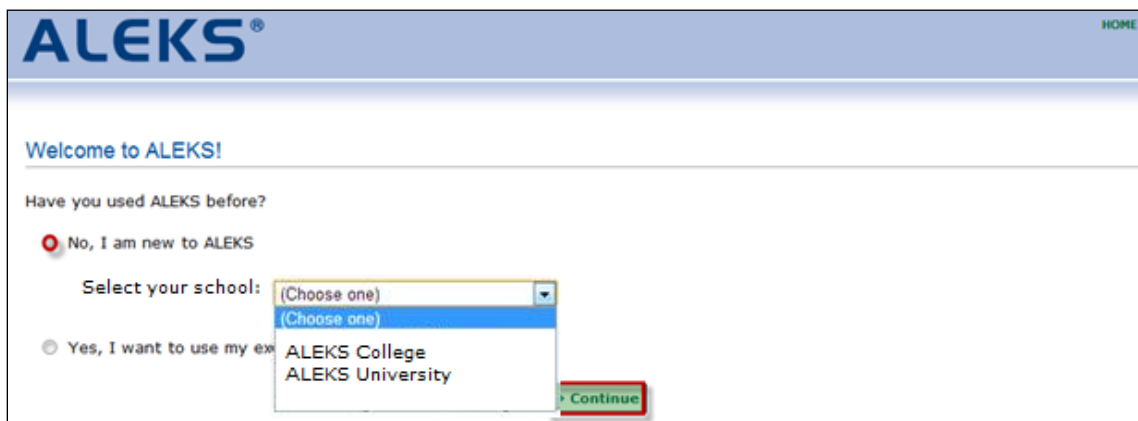
Password:

[I forgot my login information](#)

NOTE: The page above will only appear the **first** time instructors arrive from MH Campus to pair with their ALEKS account. Once the account has been paired, instructors bypass this step.

### Option 1: Pair With a New ALEKS Account (No, I am new to ALEKS workflow)

Select the option “No, I am new to ALEKS.” Note: For some configurations, instructors see an additional option to select their school from a drop-down menu.



ALEKS® HOME

Welcome to ALEKS!

Have you used ALEKS before?

No, I am new to ALEKS

Select your school:

Yes, I want to use my existing ALEKS account

Fill out the new user registration form, agree to the terms of the ALEKS User Agreement, and click on the "Continue" button.

The screenshot shows the ALEKS registration process at the 'Personal Information' step. The progress bar at the top indicates four steps: 1. Confirm School Code, 2. Personal Information (current), 3. Account Creation, and 4. Registration Complete. The main heading is 'Enter Your Personal Information'. Below this, a note states 'Fields marked with "\*" are required.' The form contains several input fields: 'Title' (a dropdown menu with 'Inst.' selected), 'First Name' (text input with 'Jodie' and an asterisk), 'Initial' (text input with an asterisk), and 'Last Name' (text input with 'Johnson' and an asterisk). There is a dashed line separator, followed by an 'Optional - Enter Your E-mail Address' section with an 'E-mail address' field containing 'jjohnson@example.com'. Another dashed line separator leads to the 'Review and Accept ALEKS Terms of Service' section. This section includes the text 'ALEKS User Agreement \*\* IMPORTANT \*\*' and a link 'Print this document'. A scrollable text area contains the full text of the legal agreement. Below the text area, there is a checkbox with a checkmark and the text 'I have read and agree to the terms of the ALEKS User Agreement.' A red box highlights the '> Continue' button.

Once the ALEKS registration is complete, you will see a confirmation message that says your ALEKS account has been securely paired with your MH Campus account. Click on the "Continue" button.

The screenshot shows the ALEKS registration confirmation page. The progress bar at the top indicates four steps: 1. Confirm School Code, 2. Personal Information, 3. Account Creation, and 4. Registration Complete (current). The main heading is 'Registration Complete'. The text reads: 'Thank you. You are now registered to use ALEKS.' and 'Your ALEKS account has also been securely paired with your MH Campus account.' Below this text is a graphic showing 'MH Campus' and 'ALEKS' boxes connected by a padlock icon with the text 'securely paired' above it. A red box highlights the '> Continue' button. At the bottom, there is a copyright notice: 'Copyright © 2012 UC Regents and ALEKS Corporation. ALEKS® is a registered trademark of ALEKS Corporation. User Agreement - Privacy Statement Updated: 7/7/10'.



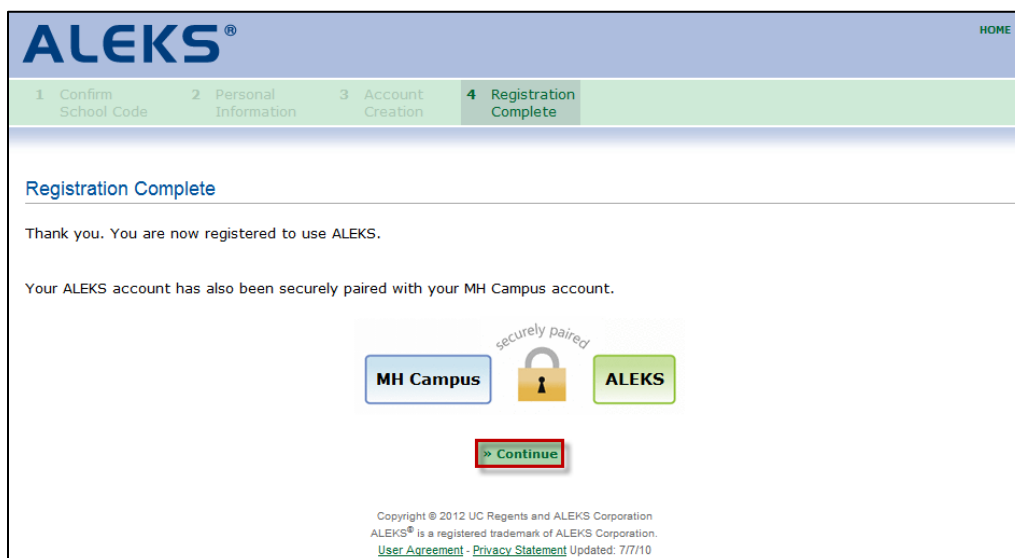
**Option 2: Pair With an Existing ALEKS Account (Yes, I want to use my existing account workflow)**

If you have an existing ALEKS account, select the “Yes, I want to use my existing ALEKS account” option and enter your ALEKS Login Name and Password. Then Click on the “Continue” button. If you have paired your ALEKS account in the past, you can use the “pair back” link to pair the account again. The login name used with the old account is displayed in parenthesis.



The screenshot shows the ALEKS login interface. At the top is the ALEKS logo. Below it, the text "Welcome to ALEKS!" is displayed. A question "Have you used ALEKS before?" is followed by two radio button options: "No, I am new to ALEKS" and "Yes, I want to use my existing ALEKS account". The second option is selected. Below this, the text says "You can **pair back** your old account (JJOHNSON3549)." The words "pair back" are enclosed in a red box. Below that, it says "Or you can enter your ALEKS login information." There are two input fields: "Your ALEKS Login Name:" and "Password:". A link "[I forgot my login information](#)" is provided below the password field. At the bottom right, there is a green button with a right-pointing arrow and the text "Continue", which is also enclosed in a red box.

You will see a confirmation message that says your ALEKS account has been securely paired with your MH Campus account. Click on the “Continue” button and follow the next steps to pair your ALEKS classes.



The screenshot shows the ALEKS registration completion page. At the top is the ALEKS logo and a "HOME" link. Below the logo is a progress bar with four steps: "1 Confirm School Code", "2 Personal Information", "3 Account Creation", and "4 Registration Complete". The fourth step is highlighted. Below the progress bar, the text "Registration Complete" is displayed. The main content area says "Thank you. You are now registered to use ALEKS." and "Your ALEKS account has also been securely paired with your MH Campus account." Below this text is a graphic showing a blue box labeled "MH Campus", a yellow padlock icon with the text "securely paired" above it, and a green box labeled "ALEKS". Below the graphic is a green button with a right-pointing arrow and the text "Continue", which is enclosed in a red box. At the bottom, there is a small copyright notice: "Copyright © 2012 UC Regents and ALEKS Corporation. ALEKS® is a registered trademark of ALEKS Corporation. [User Agreement](#) - [Privacy Statement](#) Updated: 7/7/10".

## Pairing an MH Campus Class with an ALEKS Class

The benefit of aligning ALEKS classes with MH Campus is so students accessing ALEKS through Blackboard will be automatically enrolled in the correct ALEKS class. Among other things, this removes the need to communicate class codes to students.

After you have completed the steps to pair your Blackboard account with MH Campus, you will be asked to make a selection from the following four options:

- **A new ALEKS Class.** This option will take you through the new class setup flow.
- **An Existing ALEKS Class.** This option will allow you to an existing ALEKS class at your institution.
- **A Copy of an Existing ALEKS Class.** This option will allow you to copy an existing ALEKS class at your institution.
- **A Copy of an Existing ALEKS Class, by Class Code.** This option will allow you to copy an existing ALEKS class at any institution. For example, you may want to copy a class that a colleague from another school has created because you are teaching a similar class.



The screenshot shows the ALEKS interface for class pairing. At the top left is the McGraw Hill Education logo, and next to it is the ALEKS logo. Below the logos is the heading "Class Pairing". Underneath, there is a prompt: "Choose one of the following options to pair your class with ALEKS." followed by "Pair your MH Campus class with:". There are four options, each with an icon and text: 1. "A New ALEKS Class" with a plus sign icon. 2. "An Existing ALEKS Class At This Institution" with a folder icon. 3. "A Copy of an Existing ALEKS Class At This Institution" with a folder icon. 4. "A Copy of an Existing ALEKS Class, by Class Code Any Institution" with a folder icon containing a class code. At the bottom, there is a link: "Or [bypass the pairing](#) of this class for now to perform advanced administrative duties in ALEKS."

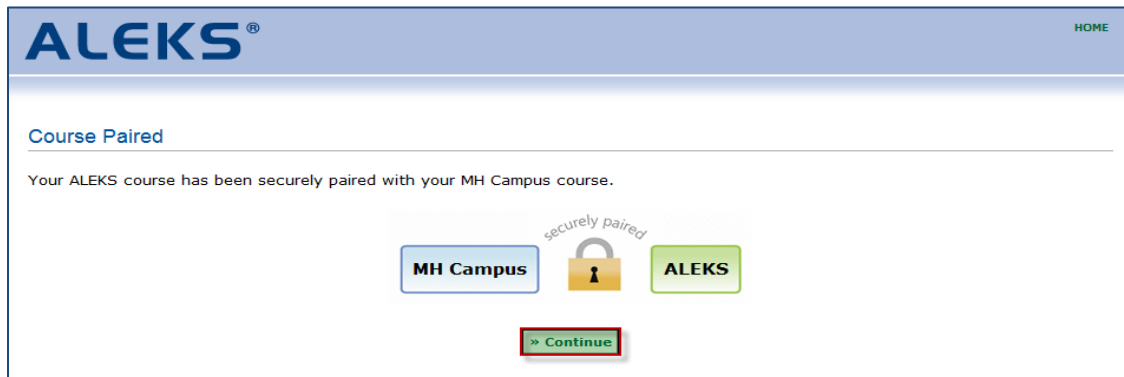
If you prefer not to pair your class, simply click on the “bypass the pairing” link below the four options.

### Option 1: Pair with a New ALEKS Class

Select the “A New ALEKS Class” option and then click on the “Continue” button.

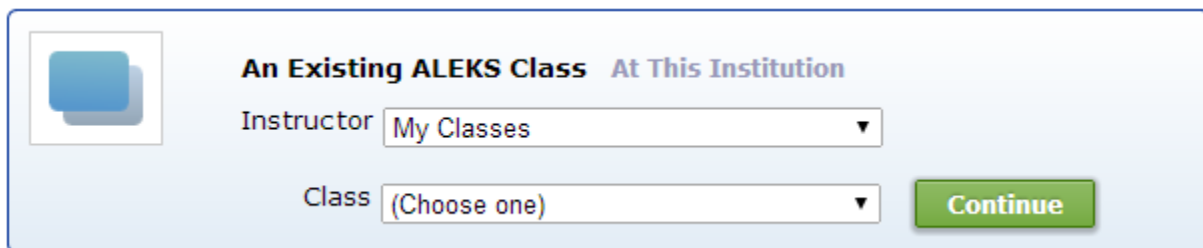
You will be guided through the new class set up wizard. Once you have setup your new class, confirm the information for the class. NOTE: Based on the name of the class in Blackboard and what was selected in MH Campus, the Class Name and ALEKS Class fields are preset. The textbook is also preset based on the textbook selection in MH Campus.

After completing the new class setup, you will see a confirmation message that says your ALEKS class has been securely paired with your MH Campus class. Click on the “Continue” button to continue to the ALEKS Instructor Module, where you can manage your ALEKS classes.



### Option 2: Pair with an Existing ALEKS Class

Select the “An Existing ALEKS Class” option. From the drop-down menu, select the instructor that teaches the class you want to pair with, and then select the class. Finally, click on the “Continue” button.

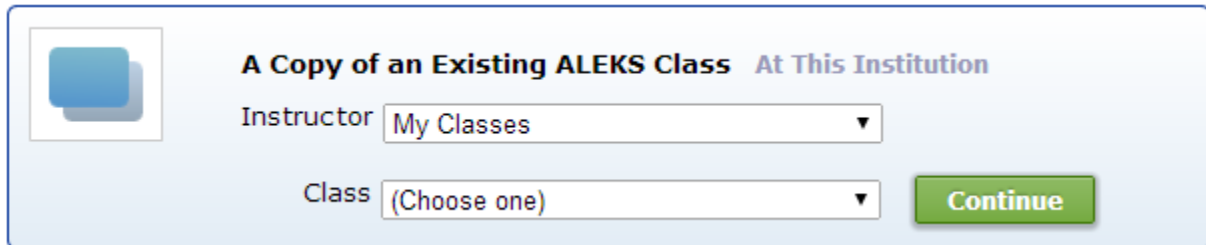


NOTE: The drop-down contains all classes that you have access to in ALEKS. After an ALEKS class is paired, the drop-down displays “(already paired)” next to the ALEKS class name. You can only pair a Blackboard class with an ALEKS class that has NOT already been paired.

After you have paired the class, you will see a confirmation message. Click on the “Continue” button to continue to the ALEKS Instructor Module.

### **Option 3: Pair with a Copy of an Existing ALEKS Class**

Select the “A copy of an Existing ALEKS Class” option. From the drop-down menu, select the instructor that teaches the class you want to copy, and then select the class. Finally, click on the “Continue” button.



**A Copy of an Existing ALEKS Class At This Institution**

Instructor

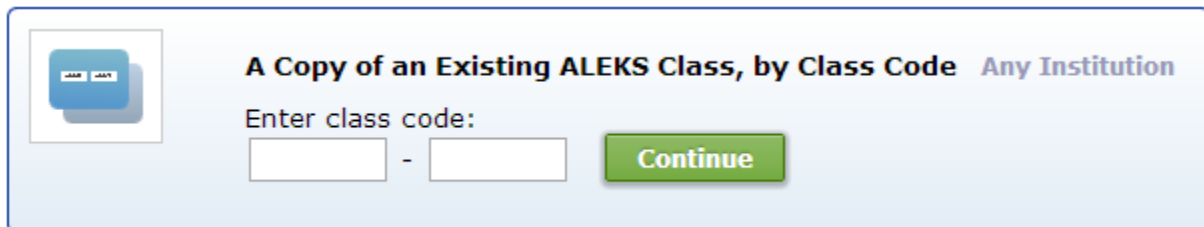
Class

**Continue**

After the class is duplicated, you will see a confirmation message. Click on the “>> Continue” button to continue to the ALEKS Instructor Module.

### **Option 4: Pair with a Copy of an Existing ALEKS Class, by Class Code (at any institution)**

Select the “A Copy of an Existing ALEKS Class, by Class Code” option. Enter the class code of the class that you want to duplicate and pair. Finally, click on the “Continue” button.



**A Copy of an Existing ALEKS Class, by Class Code Any Institution**

Enter class code:

-

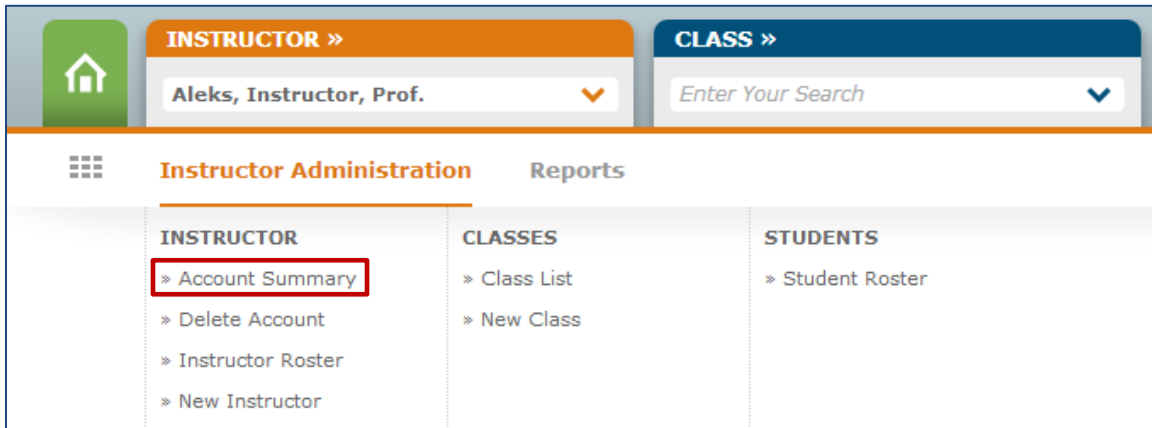
**Continue**

After the class is duplicated, you will see a confirmation message. Click on the “>> Continue” button to continue to the ALEKS Instructor Module.

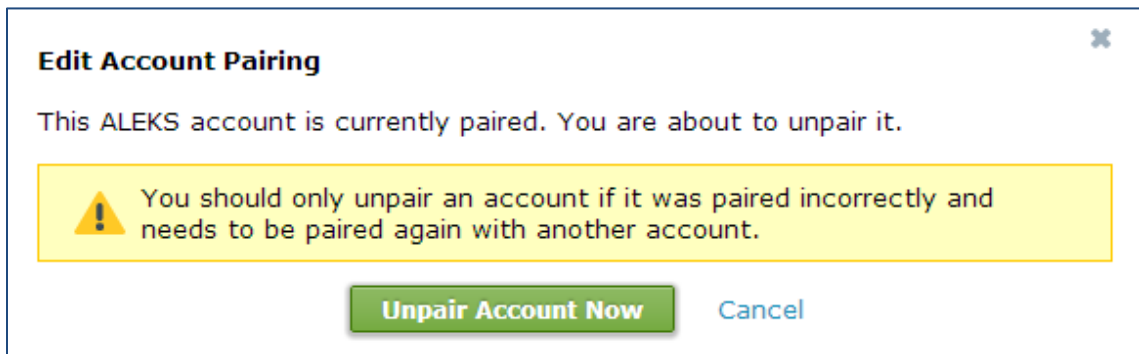
# Unpairing MH Campus from ALEKS

## How to Unpair an Instructor's Blackboard Account

If an account was paired by mistake, you can unpair your account from MH Campus. Log into your ALEKS account and select "Account Summary" from the "Instructor Administration" navigation sub-head.



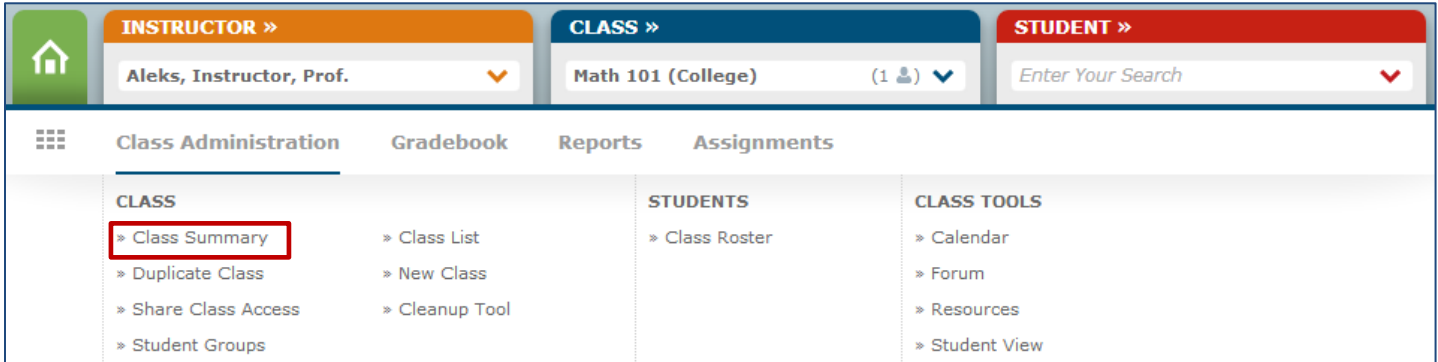
Under the Basic Information section, click on the "Paired" link the "Pairing Status" section. You will then see a warning message. If you still want to unpair your account, select the "Unpair Account Now" button.



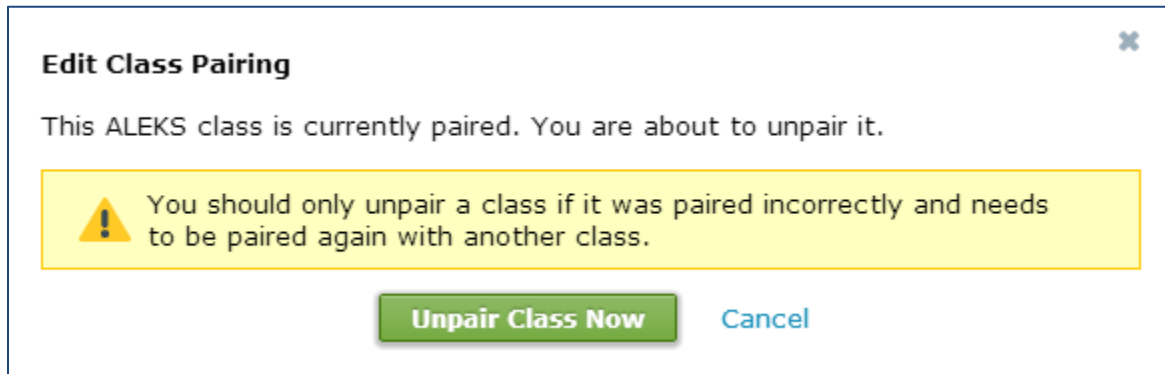
You will then see a confirmation message when the account has been unpaired from MH Campus. If you want to repair your account, follow the steps on pages 8 – 10.

## How to Unpair an ALEKS Class

If a class was paired by mistake, you can unpair the class from MH Campus. Log into your ALEKS account and select the class you want to unpair from the CLASS navigation. Then, select “Class Summary” from the “Class Administration” sub-head.



Under the Basic Information section, click on the “Paired” link the “Pairing Status” section. You will then see a warning message. If you still want to unpair your class, select the “Unpair Class Now” button.



You will then see a confirmation message when the class has been unpaired.