



## **MH Campus: Instructor and Course Pairing**

This document describes the instructor and course pairing workflow.

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

MH Campus is an integration service that allows instructors using a Learning Management System (LMS) such as Canvas 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.

### **What will this document cover?**

This document provides an example of how an instructor can pair their Canvas account such as with their account in ALEKS. It will also cover course pairing – a way for an instructor to match their Canvas courses with ALEKS courses.

NOTE: The integration between Canvas and MH Campus is outside the scope of this document and would have been done by an administrator at the school in conjunction with McGraw-Hill Education. The steps for the initial link between MH Campus and ALEKS will be covered in the institution workflow documentation.

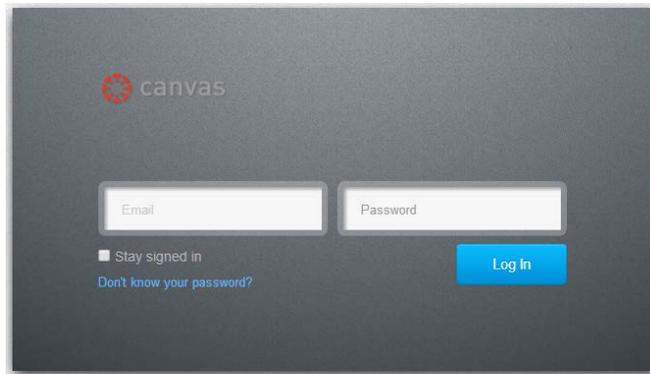
### **What does it mean to pair an instructor?**

The word “pair” is used to describe the mechanism used to align two items, such as two accounts on different platforms. For example, an instructor using Canvas can pair an account to ALEKS so that it would not be necessary to remember separate login names and passwords for each system. The instructor has a Single Sign-On (SSO) by going from Canvas to MH Campus, and then to ALEKS.

### **Example of how an instructor using Canvas can pair their account with ALEKS**

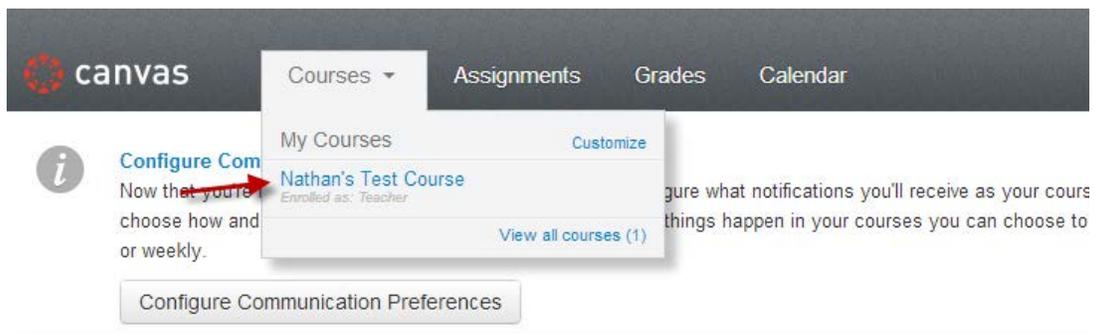
The example below describes a scenario where an instructor using Canvas wishes to pair their account with ALEKS.

The instructor logs into Canvas.

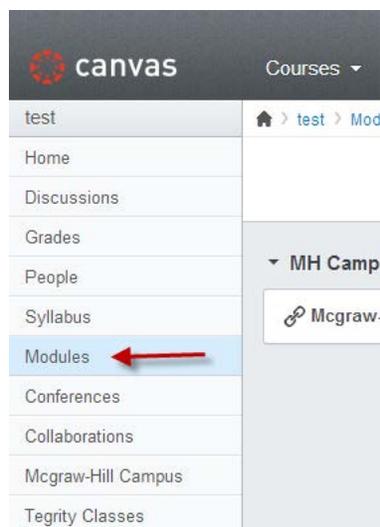


Under "Courses," the instructor can see a list of their courses.

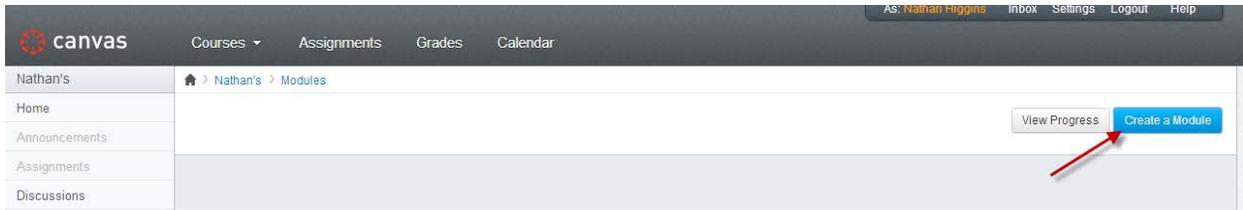
The instructor clicks on the name of their course.



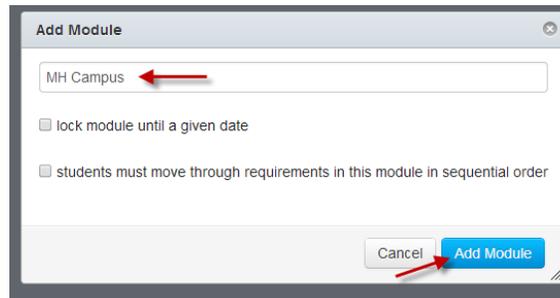
Instructor clicks on "Modules."



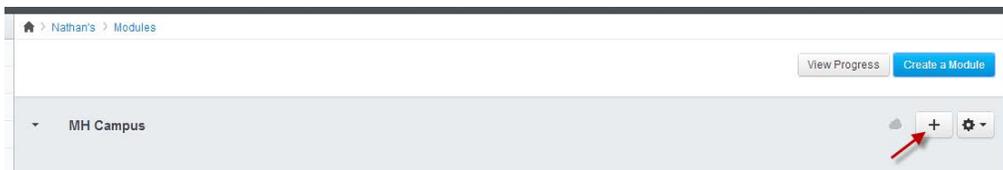
Instructor clicks on, "Create a Module."



Instructor names the module, MH Campus, and clicks on "Add Module."



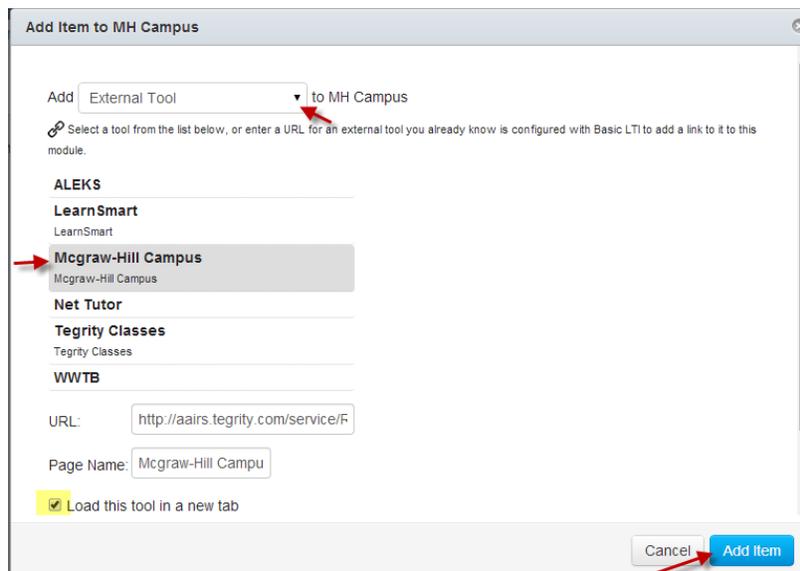
Instructor clicks on the plus sign (+).



Instructor adds, "External Tool," from the drop down menu.

Instructor selects, "McGraw-Hill Campus."

Instructor checks the box, "Load this tool in a new tab" and clicks "Add Item."



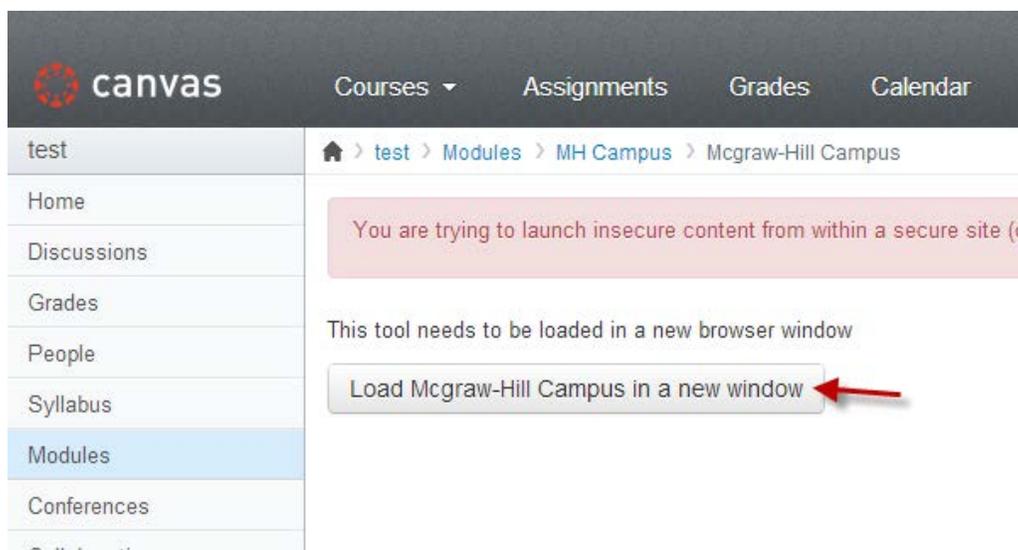
Instructor publishes Module and External Tool.



The instructor clicks on the “McGraw-Hill Campus” link.



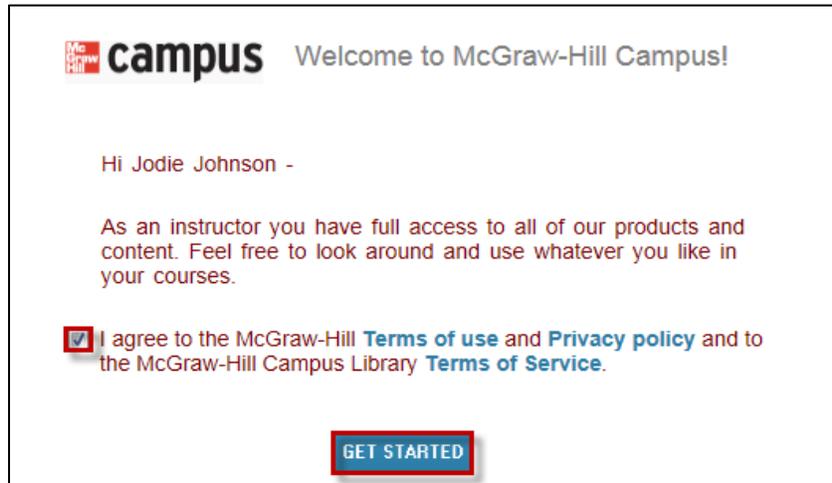
Instructor clicks on, “Load McGraw-Hill Campus in a new window.”



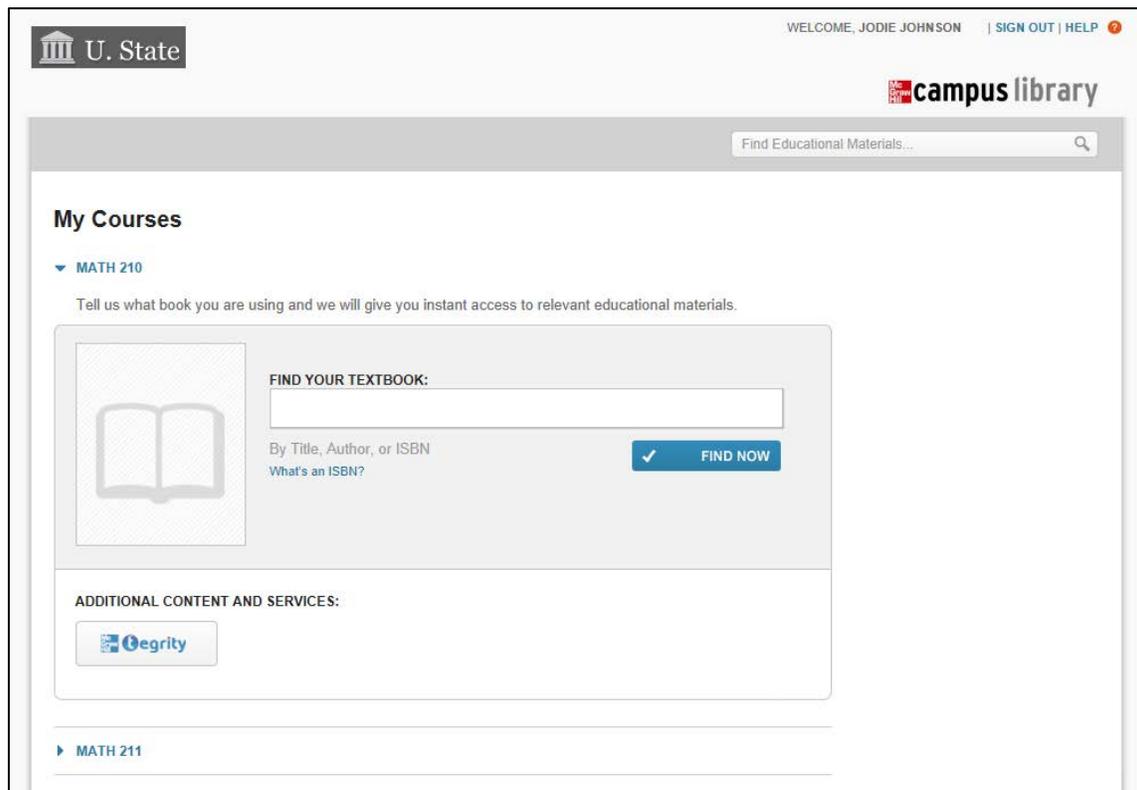
The instructor clicks on the “McGraw-Hill Campus” link.

A box with the “McGraw-Hill Campus” Terms of service appears. The instructor only sees this message the first time McGraw-Hill Campus is accessed.

After reading and agreeing with the terms, the instructor checks the box and clicks on the “GET STARTED” button.

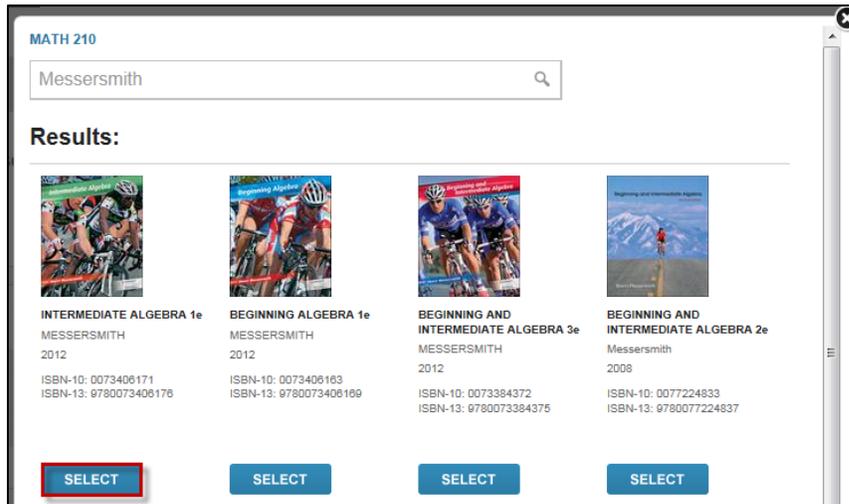


The instructor arrives at the following page.



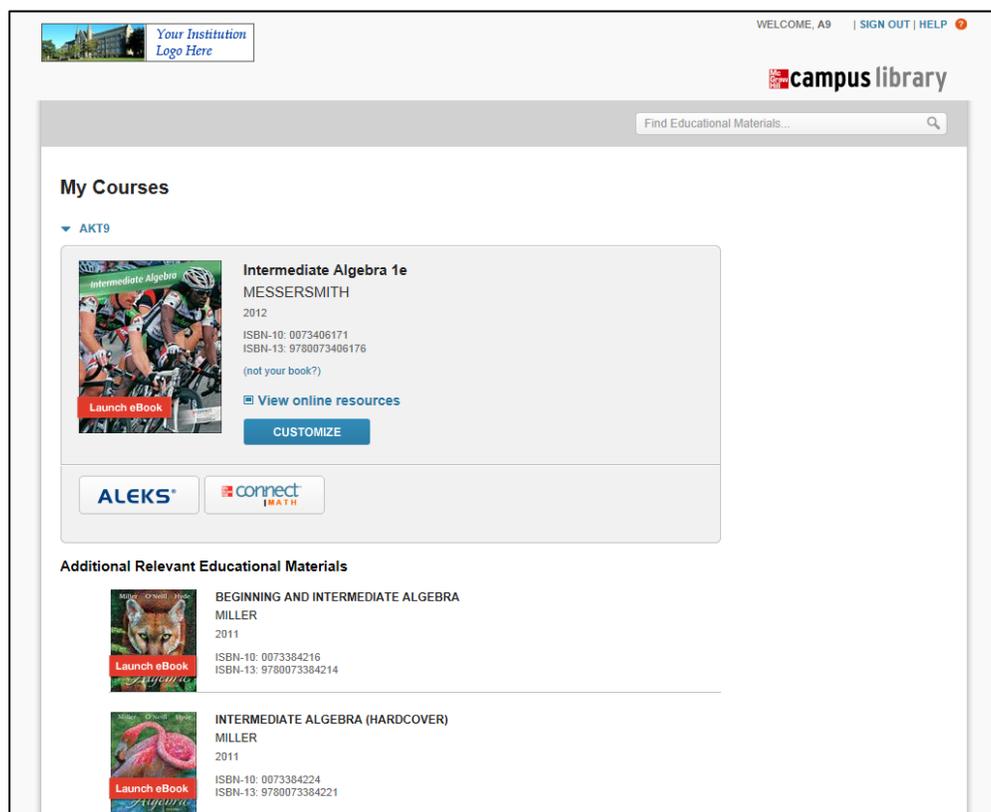
The Instructor searches for a textbook by entering an ISBN, title, or author and then clicking on the “FIND NOW” button.

A list of results will be returned. The instructor selects that book for their course by clicking on the “SELECT” button.



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

The instructor 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.

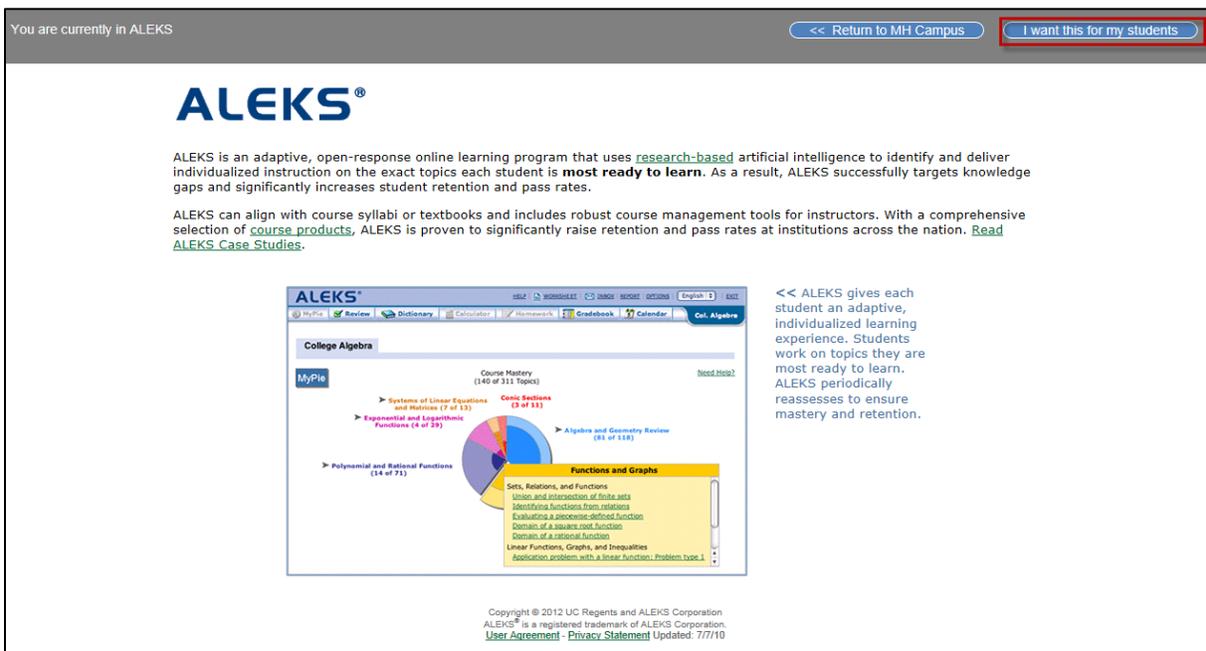


The Instructor clicks on the “ALEKS” button.

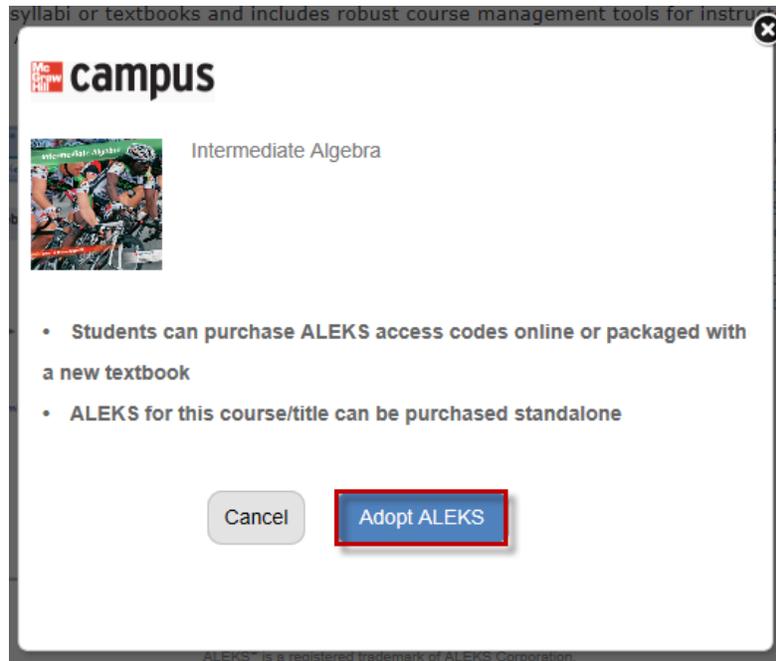


The instructor sees a page describing ALEKS and why the instructor might want to use it with their course.

The instructor clicks on the “I want this for my students” button.



The instructor clicks on the “Adopt ALEKS” button.



The instructor arrives at the page below and is asked to make a selection from the following two options:

**No, I am new to ALEKS.** Selecting this option will take the instructor through the new user registration flow.

**Yes, I want to use my existing ALEKS account.** Selecting this option will allow the instructor to enter their existing ALEKS account.

**ALEKS®** HOME

Welcome to ALEKS!

Have you used ALEKS before?

No, I am new to ALEKS

Yes, I want to use my existing ALEKS account

» Continue

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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.

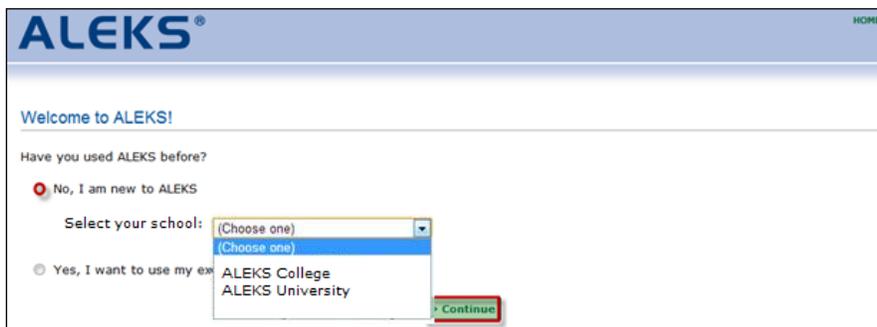
## Pair with a new ALEKS account (No, I am new to ALEKS workflow)

The instructor selects the option “No, I am new to ALEKS.”



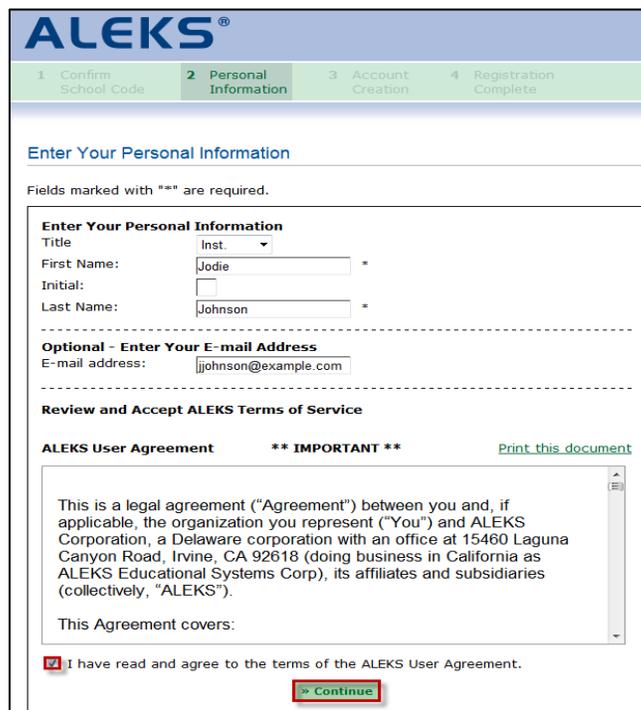
The screenshot shows the ALEKS registration interface. At the top is the ALEKS logo and a 'HOME' link. Below is a 'Welcome to ALEKS!' message. The main question is 'Have you used ALEKS before?' with two radio button options: 'No, I am new to ALEKS' (selected) and 'Yes, I want to use my existing ALEKS account'. A green '> Continue' button is located at the bottom right.

Note: For some configurations, instructors see an additional option to select their school from a drop-down menu.



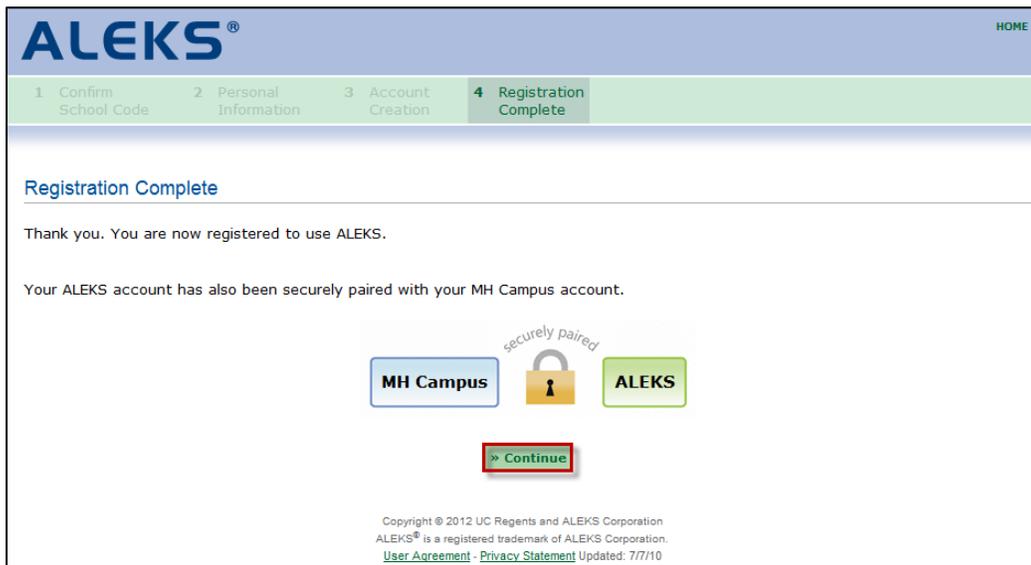
This screenshot shows the same registration page as the previous one, but with an additional step. Below the radio button options, there is a 'Select your school:' label followed by a dropdown menu. The dropdown is open, showing '(Choose one)' at the top and two options: 'ALEKS College' and 'ALEKS University'. The '> Continue' button remains at the bottom right.

First, the instructor enters their personal information and then, checks the box “I have read and agree to the terms of the ALEKS User Agreement”. Finally, the instructor clicks on the “>> Continue” button.



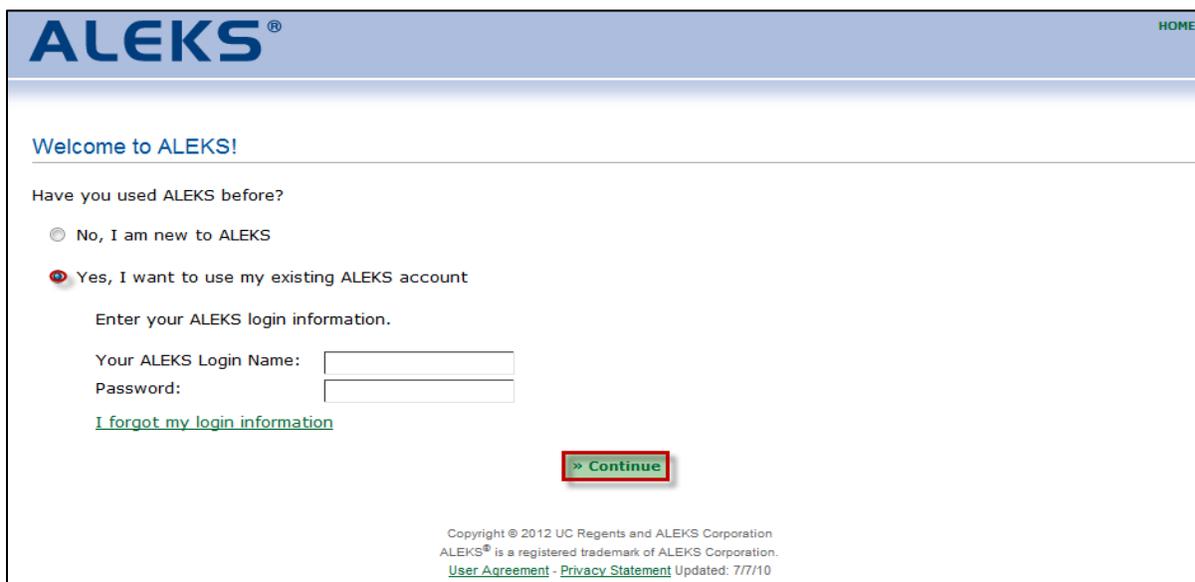
The screenshot displays the 'Enter Your Personal Information' step of the registration process. At the top, a progress bar shows four steps: 1. Confirm School Code, 2. Personal Information (current step), 3. Account Creation, and 4. Registration Complete. The main heading is 'Enter Your Personal Information'. Below this, it states 'Fields marked with "\*" are required.' The form contains several input fields: 'Title' (dropdown menu with 'Inst.' selected), 'First Name' (text box with 'Jodie'), 'Initial' (text box), and 'Last Name' (text box with 'Johnson'). There is an 'Optional - Enter Your E-mail Address' section with an 'E-mail address' field containing 'jjohnson@example.com'. Below the form is a section titled 'Review and Accept ALEKS Terms of Service' which includes a link to the 'ALEKS User Agreement' and a 'Print this document' link. The agreement text is displayed in a scrollable area. At the bottom, there is a checkbox labeled 'I have read and agree to the terms of the ALEKS User Agreement.' which is checked. A green '>> Continue' button is at the bottom center.

Once the ALEKS registration is complete, the instructor sees a confirmation message that says their ALEKS account has been securely paired with their MH Campus account. The instructor clicks on the “>> Continue” button.



### **Pair with an existing ALEKS account (Yes, I want to use my existing ALEKS account workflow)**

If the instructor already has an existing ALEKS account, selecting the “Yes, I want to use my existing ALEKS account” option will allow the instructor to enter their ALEKS Login Name and password. The instructor clicks on the “>> Continue” button.



NOTE: If the instructor has paired their ALEKS account in the past, they can use the “pair back” link, to pair their account again. The login name used with the old account is displayed in parenthesis.

The instructor clicks on the “>> Continue” button.

**ALEKS®**

## Welcome to ALEKS!

Have you used ALEKS before?

No, I am new to ALEKS

Yes, I want to use my existing ALEKS account

You can **pair back** your old account (JJOHNSON3549).

Or you can enter your ALEKS login information.

Your ALEKS Login Name:

Password:

[I forgot my login information](#)

**>> Continue**

The instructor sees a confirmation message that says their ALEKS account has been securely paired with their MH Campus account. The instructor clicks on the “>> Continue” button.

**ALEKS®** HOME

1 Confirm School Code   2 Personal Information   3 Account Creation   **4 Registration Complete**

## Registration Complete

Thank you. You are now registered to use ALEKS.

Your ALEKS account has also been securely paired with your MH Campus account.

**MH Campus** **securely paired** **ALEKS**

**>> Continue**

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## What does it mean to Pair a Course?

This part of the documentation describes how an instructor can pair an MH Campus course with an ALEKS course. The benefit for the instructor to align their courses is so students accessing ALEKS through Canvas will be automatically enrolled in the correct ALEKS course. Among other things, this removes the need for instructors to communicate course codes to students.

## Example of how an instructor can pair their MH Campus course with ALEKS

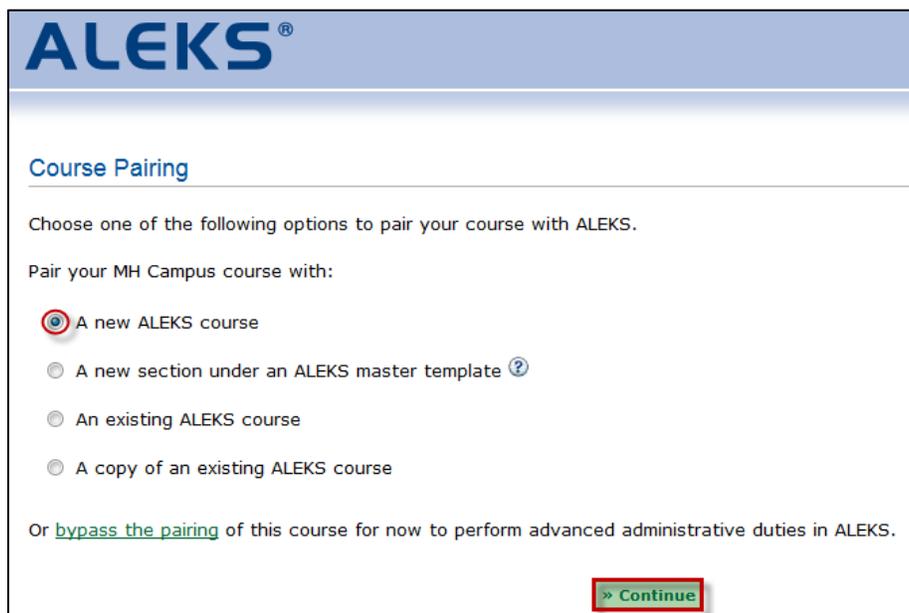
The example below describes a scenario where an instructor wishes to pair their “Math 210” course in with ALEKS.

After clicking on the “>> Continue” button from the ALEKS Registration page shown above, the instructor is asked to make a selection from the following four options:

- **A new ALEKS course.** This option will take the instructor through the new course setup flow.
- **A new section under an ALEKS master template.** This option will allow the instructor to select a Master Template to pair with their MH Campus course.
- **An existing ALEKS course.** This option will allow the instructor to select an existing ALEKS course to pair with their MH Campus course.
- **A copy of an existing ALEKS course.** This option will allow the instructor to make a copy of an existing ALEKS course to pair with their MH Campus course. For example, an instructor might want to copy a course from the previous semester and modify it to use for the current semester. This is a shortcut that can be done by reusing an existing course instead of creating a brand new course.

## Pair with a new course workflow

The instructor clicks on the “A new ALEKS course” option then clicks on the “>> Continue” button.



**ALEKS**

### Course Pairing

Choose one of the following options to pair your course with ALEKS.

Pair your MH Campus course with:

- A new ALEKS course
- A new section under an ALEKS master template ?
- An existing ALEKS course
- A copy of an existing ALEKS course

Or [bypass the pairing](#) of this course for now to perform advanced administrative duties in ALEKS.

[>> Continue](#)

The instructor goes through the new course set up wizard and confirms the information for their new ALEKS course. NOTE: Based on the name of the course in Canvas and what was selected in MH Campus, the Course Name and ALEKS Course fields are preset.

**ALEKS®**

### Course Set-Up Wizard - Basic Information

Course Name (example: MA075):  (Required) ?

Section Name (example: 220):  (Optional) ?

ALEKS Course:  (Required)

Course Dates: Start:    End:    ?

[Next Step](#)

Course Wizard Progress Indicator

The textbook is also preset based on the textbook selection in MH Campus.

**ALEKS®**

### Course Set-Up Wizard - Textbook Integration

You have the option to integrate a textbook<sup>(\*)</sup> with your course and to create objectives.

(1) *Textbook Integration.* With Textbook Integration, ALEKS will automatically place chapter and section references on the ALEKS explanation pages. This way, your students can easily look up parallel material in their textbook to expand on what they are doing in ALEKS.

Using Textbook Integration, you can also create Objectives (with due dates) based on the textbook chapters. These chapter objectives include all the ALEKS topics that correspond to the textbook chapter. The students' goal is to master all of these topics by the due date for the objective, and the percentage of topics mastered by the due date is automatically sent to the gradebook.

(2) *Custom Objectives.* When using Textbook Integration you also have the option to create and assign Custom Objectives, where an Objective can contain material across multiple chapters of the textbook.

(3) *ALEKS Modules.* You also have the option to create a set of Modules, which are all Custom Objectives. You determine the entire content of each Module without regard to the organization of the material in the ALEKS Pie or the textbook (if you are using a textbook).

Do you plan to use a textbook with ALEKS?

Yes

No

Select your textbook:

[my textbook isn't here...](#)

The instructor sets up their course content.

The screenshot shows the ALEKS Course Set-Up Wizard - Edit Content page. At the top, the ALEKS logo is displayed. Below the title, there is a section for selecting content. A message states: "Check the box next to content you want to include in your course. Uncheck the box next to content you want to exclude." Below this, it says "You have selected 326 topics out of 394 available." and there is a "Reset Changes" button. A list of topics is shown, each with a folder icon and a checkbox. The topics are: Intermediate Algebra, 1st Ed. [open all | close all], Ch.1-Real Numbers and Algebraic Expressions, Ch.2-Linear Equations and Inequalities in One Variable, Ch.3-Linear Equations in Two Variables and Functions, Ch.4-Solving Systems of Linear Equations, Ch.5-Polynomials and Polynomial Functions, Ch.6-Factoring Polynomials, Ch.7-Rational Expressions, Equations, and Functions, Ch.8-Radicals and Rational Exponents, Ch.9-Quadratic Equations and Functions, Ch.10-Exponential and Logarithmic Functions, Ch.11-Nonlinear Functions, Conic Sections, and Nonlinear Systems, and Ch.12-Sequences and Series. At the bottom, there are buttons for "[Save for Later]", "Previous Step", and "Next Step". A progress indicator shows the current step. Copyright information is at the bottom: "Copyright © 2012 UC Regents and ALEKS Corporation. ALEKS® is a registered trademark of ALEKS Corporation. User Agreement - Privacy Statement Updated: 7/7/10".

The instructor reviews the content for their course.

The screenshot shows the ALEKS Course Set-Up Wizard - Edit Content (Review) page. At the top, the ALEKS logo is displayed. Below the title, there is a section for reviewing removed content. A message states: "The following content has been removed from your course:". Below this, a list of removed content is shown:

- Exponents and signed fractions
- Combining like terms in a quadratic expression
- Solving an equation to find the value of an expression
- Solving a linear equation with several occurrences of the variable: Problem type 5
- Translating sentences into equations: Advanced

The instructor reviews their new course details and clicks on the “Save” button.

The screenshot shows the ALEKS interface for the 'Course Set-Up Wizard - Review and Save' step. At the top is the ALEKS logo. Below it, the title 'Course Set-Up Wizard - Review and Save' is displayed. A list of course details is shown, each with an '(edit)' link: Course Name: Math 210, Section Name: n/a, ALEKS Course: Intermediate Algebra, Start Date: 03/12/2012, End Date: 03/12/2013, Textbook: Messersmith: Intermediate Algebra, 1st Ed. (McGraw-Hill) - ALEKS 360, Objectives: n/a, and Course Content: 333 topics. A message at the bottom left says: 'Please click on "Save" below to finalize your course, or click on "Previous Step" to make any changes.' At the bottom right, there are two buttons: '[Previous Step]' and a highlighted 'Save' button. A progress indicator at the bottom center shows the current step is completed.

The instructor sees their new course confirmation page and clicks on the “Continue” button.

The screenshot shows the ALEKS interface for the 'Course Set-Up Wizard - Confirmation' step. At the top is the ALEKS logo. Below it, the title 'Course Set-Up Wizard - Confirmation' is displayed. Under the heading 'Course details:', a list of course information is shown: Course Name: Math 210, Section Name: n/a, ALEKS Course: Intermediate Algebra, Subscription Type: Higher-Ed any access code, Start Date: 03/12/2012, End Date: 03/12/2013, Textbook: Messersmith: Intermediate Algebra, 1st Ed. (McGraw-Hill) - ALEKS 360, Objectives: n/a, and Course Content: 333 topics. Below the list is a link: 'Download ALEKS Course Syllabus'. At the bottom right, there is a highlighted '>> Continue' button.

After completing the new course setup, the instructor receives a confirmation message that says their ALEKS course has been securely paired with their MH Campus course.

The instructor clicks on the “>> Continue” button.

The screenshot shows the ALEKS interface for the 'Course Paired' confirmation message. At the top is the ALEKS logo and a 'HOME' link. Below it, the title 'Course Paired' is displayed. A message says: 'Your ALEKS course has been securely paired with your MH Campus course.' Below the message is a graphic showing two boxes: 'MH Campus' and 'ALEKS', connected by a padlock icon with the text 'securely paired' above it. At the bottom center, there is a highlighted '>> Continue' button.

After clicking on the “>> Continue” button, the instructor is then taken directly to ALEKS.

The screenshot shows the ALEKS Instructor Module interface. At the top, there's a navigation bar with links for Student View, Course Forum, Inbox, Use Advanced IM-2, and Sign Out. The user is logged in as Parker. The course is identified as Math 210 / Intermediate Algebra. A navigation menu includes Home, Reports, Gradebook, Homework, Quizzes, Tests, Assessments, and Worksheets. The main content area features a pie chart titled "Course Mastery (0 of 333 Topics)" with segments for various topics: Conic Sections and Sequences, Functions and Logarithms, Real Numbers and Linear Equations, Graphs and Linear Functions, Systems of Linear Equations, Exponents and Polynomials, Rational Expressions and Functions, and Radicals and Quadratic Equations. Below the chart is a "Learning Progress" section with a message: "Sorry, no data for this course". On the right side, there's a "Course Calendar" for March 1, 2012, and a "Book" section with a cover image for "Intermediate Algebra, 1st Ed. by Messersmith, Sherri".

### Pair with a new section under an ALEKS master template workflow

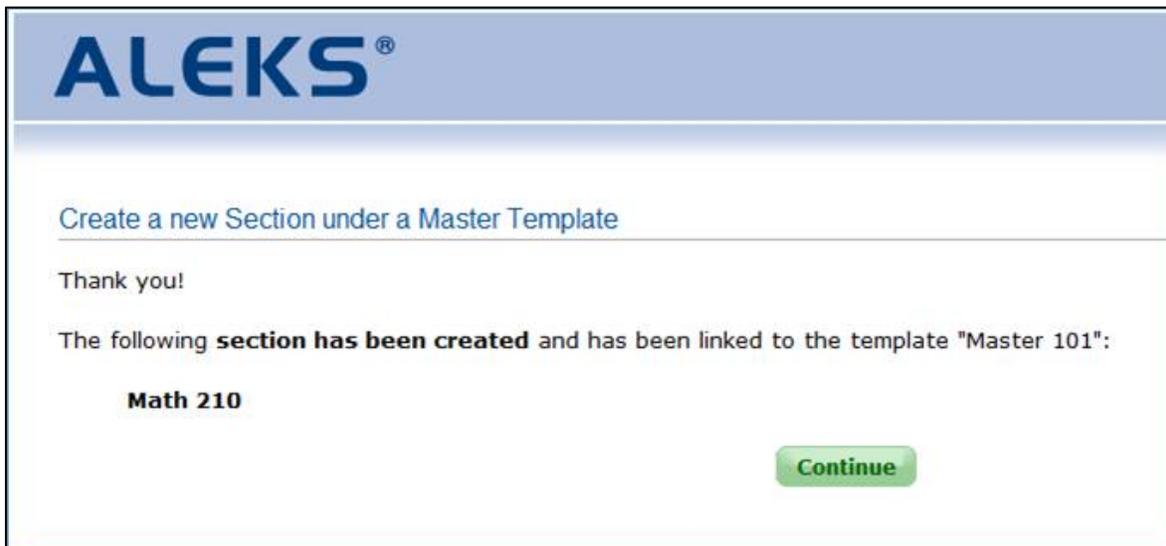
The instructor clicks on the “A new section under an ALEKS master template” option. Clicking on the “?” icon will open a pop-up with a description of what a Master Template is. From the drop-down menu, the instructor can select the name of the master template. The instructor clicks on the “>> Continue” button.

The screenshot shows the ALEKS Course Pairing interface. The title is "Course Pairing". Below the title, it says "Choose one of the following options to pair your course with ALEKS." The options are: "Pair your MH Campus course with:" followed by four radio button options: "A new ALEKS course", "A new section under an ALEKS master template" (which is selected and has a question mark icon next to it), "An existing ALEKS course", and "A copy of an existing ALEKS course". The selected option has a text input field next to it containing "Beg Alg / Beginn". A pop-up window titled "Master Template" is open, containing the text: "A master template is a collection of course settings that can be applied to multiple courses; these courses (or sections) are then linked to the master template." At the bottom of the page, there is a red-bordered button labeled ">> Continue".

The instructor sees the following message and clicks on the “Confirm” button.



After the section is successfully created and linked to the master template, the instructor sees a confirmation message and then, clicks on the “Continue” button.



## Pair with an existing ALEKS Course workflow

From the drop-down menu, the instructor can select the name of the ALEKS course they want to pair with MH Campus. The instructor clicks on the “>> Continue” button.

The screenshot shows the ALEKS interface for course pairing. At the top is the ALEKS logo. Below it is the heading "Course Pairing". The main instruction is "Choose one of the following options to pair your course with ALEKS." Underneath, it says "Pair your MH Campus course with:" followed by three radio button options: "A new ALEKS course", "A new section under an ALEKS master template", and "An existing ALEKS course". The third option is selected. Below this, there is a label "Your ALEKS course:" and a dropdown menu. The dropdown menu is open, showing a list of courses: "(Choose one)", "Math 100 / Basic Math", "Math 210 / Intermediate Algebra" (highlighted with a red box), "Math 211 / Intermediate Algebra", "Math 210 / Beginning Algebra (Johnson)", and "Math 210 / Beginning Algebra (Johnson)". To the right of the dropdown, there is a link "Or [bypass the pairing](#) of this course for administrative duties in ALEKS." At the bottom right, there is a green button with a red border labeled ">> Continue".

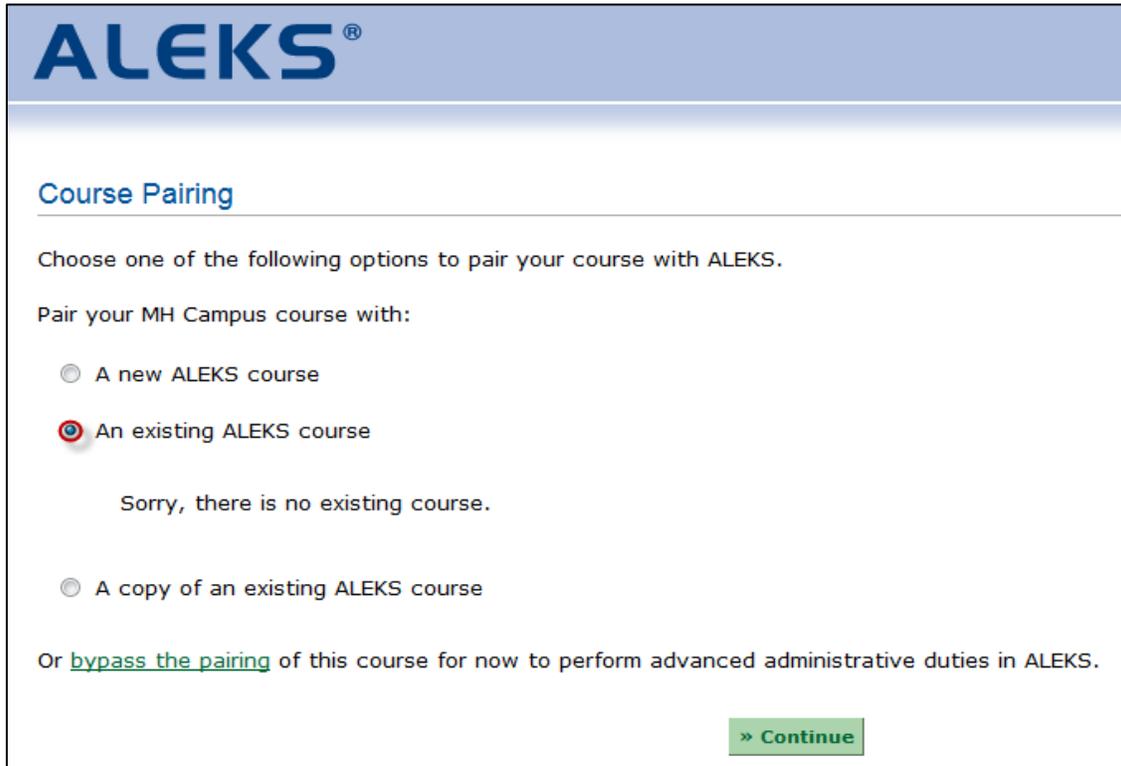
NOTE: The drop-down contains all courses the instructor has access to in ALEKS. This includes any courses that the instructor has been given shared course access to.

After selecting an ALEKS course, the instructor receives a confirmation message that says their ALEKS course has been securely paired with their MH Campus course.

The instructor clicks on the “>> Continue” button.

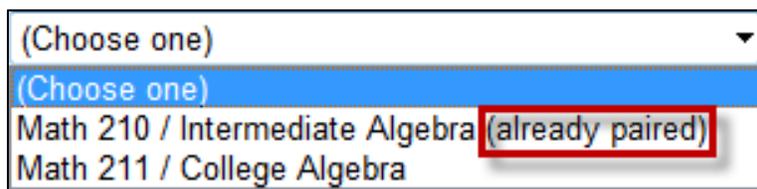
The screenshot shows the ALEKS interface after successful pairing. At the top is the ALEKS logo and a "HOME" link. Below it is the heading "Course Paired". The main message is "Your ALEKS course has been securely paired with your MH Campus course." In the center, there is a graphic showing a blue box labeled "MH Campus" and a green box labeled "ALEKS" connected by a yellow padlock icon with the text "securely paired" above it. Below this graphic is a green button with a red border labeled ">> Continue".

NOTE: If the instructor does NOT have any existing ALEKS courses, a message will display that says there are no existing courses. From here, the instructor can either select the “A new ALEKS course” option, or click on the “bypass the pairing” link to skip course pairing and go directly to ALEKS to perform advanced administrative duties.



The screenshot shows the ALEKS logo at the top. Below it is a section titled "Course Pairing". The text reads: "Choose one of the following options to pair your course with ALEKS." Underneath, it says "Pair your MH Campus course with:" followed by three radio button options: "A new ALEKS course", "An existing ALEKS course" (which is selected), and "A copy of an existing ALEKS course". Below these options, a message states "Sorry, there is no existing course." At the bottom, there is a link that says "Or [bypass the pairing](#) of this course for now to perform advanced administrative duties in ALEKS." and a green button labeled "» Continue".

Instructors can pair any number of courses in Canvas at a time with ALEKS courses. After an ALEKS course is paired, the drop-down displays “(already paired)” next to the ALEKS course product name. Instructors can only pair a Canvas course with an ALEKS course that has NOT already been paired.



The screenshot shows a dropdown menu with the following options: "(Choose one)", "(Choose one)", "Math 210 / Intermediate Algebra (already paired)", and "Math 211 / College Algebra". The text "(already paired)" is highlighted with a red rectangular box.

## Pair with a Copy of an Existing ALEKS course workflow

From the drop-down menu, the instructor can select the name of the ALEKS course they want to copy and pair with their MH Campus course. Let's say the instructor wishes to pair a copy of "Math 210". First, the instructor selects the "A copy of an existing ALEKS course" option and then, selects "Math 210 / Intermediate Algebra" from the drop-down. Finally, the instructor clicks on the ">> Continue" button.

**ALEKS®**

### Course Pairing

Choose one of the following options to pair your course with ALEKS.

Pair your MH Campus course with:

- A new ALEKS course
- A new section under an ALEKS master template <sup>?</sup>
- An existing ALEKS course
- A copy of an existing ALEKS course

The ALEKS course to copy: (Choose one)

- (Choose one)
- Math 100 / Basic Math
- Math 210 / Intermediate Algebra**
- Math 211 / Intermediate Algebra
- Math 210 / Beginning Algebra (Johnson)

Or [bypass the pairing](#) of this course from [existing](#) duties in ALEKS.

**>> Continue**

The instructor sees the settings that will be duplicated and clicks on the "Confirm" button.

**ALEKS®**

### Duplicate a Course

This operation will create a new course with **the same settings** as the course: "Math 210."

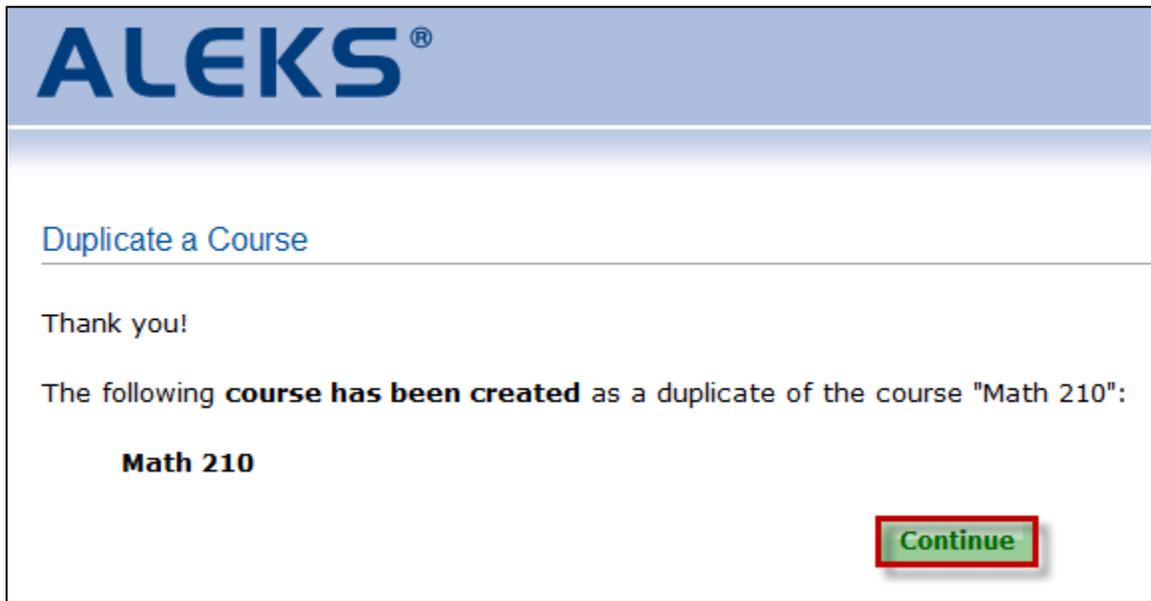
The settings that will be duplicated are:

- Content Editor
- Standards/Syllabi
- Textbook Integration
- Objectives
- Grading
- And other miscellaneous course options

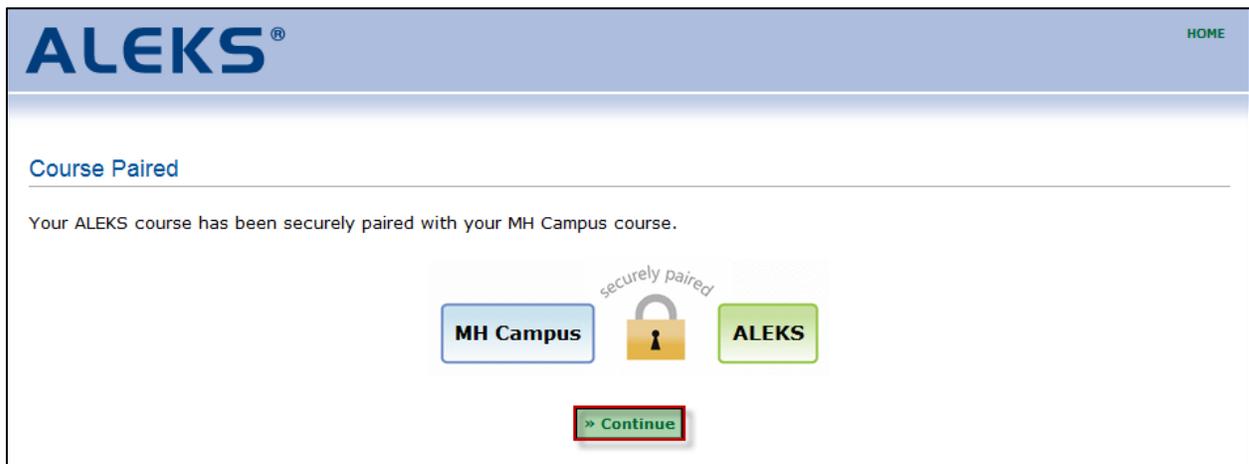
Click on **Confirm** to create this course with the name "Math 211."

**Confirm** **Cancel**

After the course is successfully duplicated, the instructor sees a confirmation message and then, clicks on the “Continue” button.



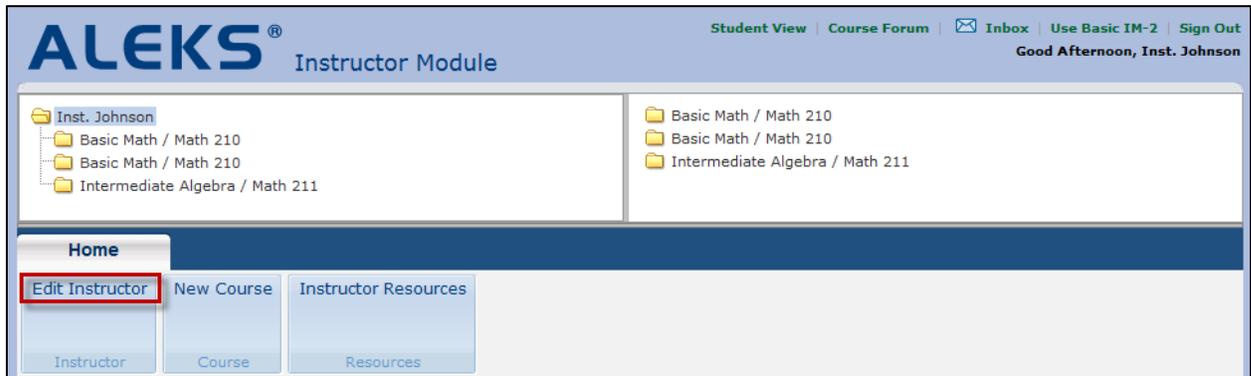
The instructor receives a confirmation message that says their ALEKS course has been securely paired with her MH Campus course. The instructor clicks on the “>> Continue” button.



After clicking on the “>> Continue” button, the instructor is then taken directly to ALEKS.

## How an instructor can unpair their MH Campus account from their ALEKS account

If an account was paired by mistake, the instructor can unpair their account in the IM2 Advanced Instructor Module only. After selecting their own folder, the instructor clicks on the “Edit Instructor” link.



The instructor clicks on the “(Edit Pairing)” link and then clicks on the “Save” button.

### Edit Instructor

**Last Login Information**  
Last Login: 03/12/2012

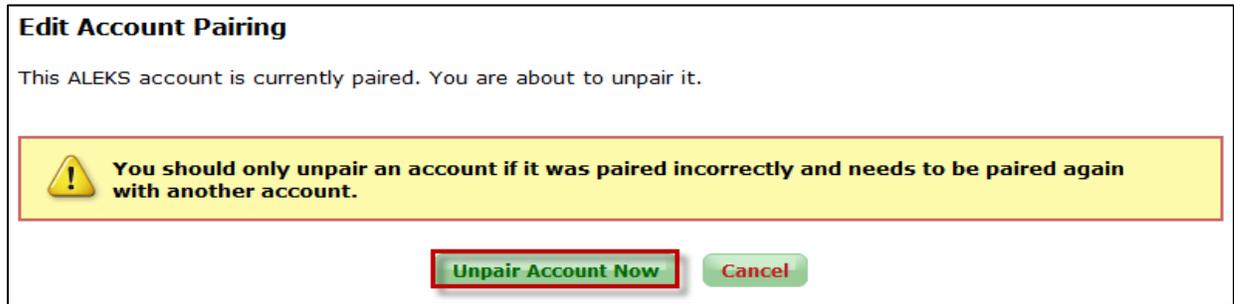
**Account Information**  
Inst. ▾ First: Jodie Initial: Last: Johnson  
ID (Optional):  
\*\*Email: jjohnson@example.com  Forward all ALEKS messages to my email address.  
ALEKS Login Name: JJOHNSON3549  
Pairing Status: Paired [\(Edit Pairing\)](#)

**Type of Instructor Account**  
Regular Instructor

**Account Status**  
Enabled

**ALEKS Messages**  
 Forward messages sent to ALEKS Customer Support by my students to my account  
 Enable my students to send me messages  
 Enable my students to send messages to each other  
 Forward messages sent to my students to their regular email account  
 Send me a message when registered students are waiting for my authorization

A warning message will appear. The instructor clicks on the “Unpair Account Now” button.

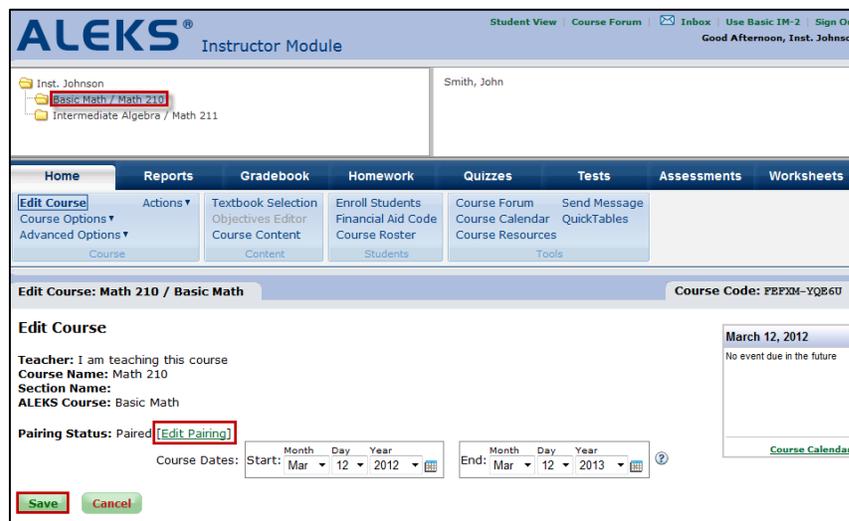


The instructor sees the following confirmation message when their account has been unpaired.



### How an instructor can unpair their MH Campus course from their ALEKS course

If a course was paired by mistake, the instructor can unpair their course in the IM2 Advanced Instructor Module only. After selecting the course folder, the instructor clicks on the “Edit Course” link.



NOTE: Once an ALEKS course is paired, the instructor will not be able to edit some fields. For example, the Teacher, Course Name, Section Name, and ALEKS Course fields shown in the image above are read only.

A warning message will appear. The instructor clicks on the “Unpair Course” button.

**Edit Course Pairing**

This ALEKS course is currently paired. You are about to unpair it.

 **You should only unpair a course if it was paired incorrectly and needs to be paired again with another course.**

The instructor sees the following confirmation message when their course has been unpaired.

 **Done**

**Edit Course Pairing**

This course has been unpaired.