NCCERconnect Instructor Registration and Implementation Guide
Community College - Workforce Development and Lifelong Learning
University of District of Columbia

I. Register for NCCERconnect 1
- Create your instructor account at www.nccerconnect.com and click "Educator" under the "Register" section on the right side of the page.
- To register for NCCERconnect **you must have an instructor code.** If you do not already have a code, you must retrieve an access code from Kathleen Short.
- If you already have an access code, click "I Accept" in the "License Agreement and Privacy Policy" page.
- Follow the instructions provided on screen to register your access code and to create your Pearson instructor account.

II. Create Your NCCERconnect Course
- Click the "Create/Copy Course" button
- Search author/title/ISBN for "Core Curriculum 5th Edition" and press "Go"
- Find your textbook "NCCER Core Curriculum, 5th Edition"
- Click the "Course Materials" button
- Enter the requested course information and then click the calendar icons to enter dates
- Click the "Create Course Now" button

The above instructions pertain to creating your own course from scratch. If you are interested in copying another instructor's course, upgrading to a new edition of a textbook, or creating multiple copies of the same course, it's recommended that you choose "Create a copy of a course"

Optional: Watch this video tutorial for registration and course creation.

III. Assigning Assignments: Understanding the difference between Pre-Built and Pre-Assigned

There are two types of content within your NCCERconnect course: Pre-Built and Pre-Assigned. Understanding the difference is a key beginning step to building out assignments for students.

Optional: Watch this video tutorial on how to assign assignments and due dates.

Pre-Built Assignments:
- Pre-Built assignments are assignments created by Pearson and loaded into your NCCERconnect course.
- These assignments can be found within Instructor Tools > Assignment Manager.
- These assignments, however, are not "assigned" to your students; they will not be viewable until you choose to assign them and make them available to your students.

Pre-Assigned Assignments:
- Pre-Assigned assignments are assignments that have been pre-built and preassigned.
- Each class has a recommended learning path for students to follow for each module.
- These pre-assigned assignments are available by default from your course start date.
- Your NCCERconnect course may have a combination of pre-built and preassigned assignments.
- It's your responsibility to determine which type of assignment is in your course by looking at the "Assignment Manager" within your "Instructor Tools."
- **To do this:** Look at the "Assigned" column. You'll see a green check mark indicating that an assignment is assigned and viewable to your students.

IV. Assigning Pre-Built, UNASSIGNED Assignments

Your NCCERconnect course has pre-built, but UNASSIGNED assignments. You will need to assign ALL the content you wish the students to complete. If you simply want the assignments to be available to your students, all you have to do is "assign" those assignments that you want your students to complete.

The assignments will be available from the day that you choose to assign them.

Assigning pre-build, unassigned assignments individually:
- From within your course, click on "Instructor Tools"
- Click on "Assignment Manager"
- Find the assignment you need
- Select "Assign" from the Actions dropdown

Assigning multiple pre-built, unassigned assignments at the same time:
- From within your course, click on "Instructor Tools"
- Click on "Assignment Manager"
- Click on "Change Dates and Assign Status" button
- Select the assignments that you wish to assign by checking the box in the far left column
- Use the "Multiple Assignment Settings" bar
- Click the "Assigned" button
- Click "Apply to Selected" button
- Choose "Update All Settings" or "Update Changes Only"

Frequently Asked Questions and Solutions

Create a Course
- Sign in at www.nccerconnect.com
- Click the "Create your 1st Course" or "Create/Copy Course" button
- Search for NCCER Core Curriculum 5th edition, or another course you're teaching
- Click "Go"
- Select "Course Materials"
- Enter required course information;

- Click the "Create Course Now" button

Copy a Course
- Sign in at www.nccerconnect.com
- Click the "Create your 1st Course" or "Create/Copy Course" button
- Click the "Copy A Course" button
- Select one of your existing courses from the "Copy One of your Existing Courses" dropdown
- Or, select "Copy Another Instructor's Course" and enter the course ID
- Click "Go"
- Select "Course Materials"
- Enter required course information
- Click the "Create Course Now" button

Add Another Instructor to a Course
- From "inside your course"
- Click "Instructor Tools"
- Click "Roster/Course Details"
- Click the word "Student" under the Role column
- Select "Section Instructor"
- Choose "Roster Access" if desired
- Click Save and "X" to close out, then click "Instructor Tools"
- Click "Course Settings"
- Click "Course Access" – "Edit"
- Choose your "Section Instructor Access" options
- And lastly, click "Save"

Assign Start Dates and Due Dates
Individual Assignment
- From "inside your course"
- Click "Instructor Tools"
- Click "Assignment Manager" and find your assignment
- Choose "Settings for class" from the "Actions" dropdown
- Click "Go"
- Click on the calendar and clock icons to set your dates
- Click "Save & Assign"

Multiple Assignments
- From "inside your course"
- Click "Instructor Tools"
- Click " Assignment Manager"
- Click "Change Dates" and "Assign Status"
- Click "Modules"
- Select your module from the dropdown and click "Go"
- Use the "Multiple Assignment Settings" bar at the top of the table to make your multiple assignment settings
- Use the box in the far left column to select the assignments that the change will be applied to
- Click "Apply to Selected"
- Click "Update Changes"

Create an Announcement
- From "inside your course"
- Click "Instructor Tools"
- Click "Course Home Manager"
- Click "Create Announcement"
- Select posting and removal date
- Add a title and your message
- Choose "Save" or "Save and Email"

Add a Syllabus
- From "inside your course"
- Click the triangle to the left of the "Course Home'
- Select "Syllabus" from the left toolbar
- Use the right-hand modify button and select "Manage"
- Choose "Compose Text Item" to create a syllabus within your NCCERconnect course or choose "Upload Microsoft Word Syllabus" to upload your own pre-created document
- Click "Add"
- Follow remaining prompts

Remove Modules from my Course
- From "inside your course"
- Click "Instructor Tools"
- Click "Course Settings"
- Click "Coverage" – "Edit"
- Deselect modules by unclicking the box next to the module name
- Save then use the left-hand modify button
- Click "Settings Tab"
- Drop open the "Module Assignments"
- Check the box in the "hidden" column for each module removed from your course
- Click "X" to close and save

Apply an Individual Student Setting
- From "inside your course"
- Click "Instructor Tools"
- Click "Assignment Manager"
- Click "More Assignment Tools" dropdown menu
- Go to "Individual Student Settings" > per student
- Click "Change" next to "Students with individual settings" to select students that need individual settings
- Click "OK"
- Use the dropdown to select the student
- Click "Go"
- Select "Homework" or "Quizzes & Tests"
- Click "Add/Remove Assignments"
- Select an assignment
- Click "Ok"
- Make your changes
- Click "Update"

Add a Prerequisite to an Assignment

- From "inside your course"
- Click "Instructor Tools"
- Click "Assignment Manager"
- Set Prerequisites
- Select "Show All", "Homework", or "Quizzes & Tests"
- Select "Basic" or "Advanced"
- Use the dropdown menu under "Prerequisite Item" to select the prerequisite for the assignment listed to the right
- Choose a minimum score if desired
- Check the "Multiple Prerequisite" box to add an additional prerequisite to that assignment
- Click "Update"

Change Gradebook Weights
- From "inside your course"
- Click "Instructor Tools"
- Click "Gradebook"
- Click "Change Weights"
- Make adjustments in the "Category Weighting" section
- Click "Update"

Add an Offline Gradebook Category
- From inside your course
- Click "Instructor Tools"
- Click "Gradebook"
- Click "Change Weights"
- Select "Manage Offline Categories" (under "Other" in "Category Weighting")
- Use "single offline category" or "multiple offline categories" to input a category name/weight
- Click "Ok"

Omit a Grade from Counting in the Gradebook
- From inside your course
- Click on "Instructor Tools"
- Go to "Gradebook"
- Click "Change Weights"
- Scroll down the page
- Check the "Omit Results" box for those items that you do not want included as a grade (Use the filters by assignment type/module to narrow your choices if needed)
- Click "Update"

Score a Questions as Correct within an In-progress/Completed Exam
- From inside your course
- Click "Instructor Tools"
- Go to "Gradebook"
- Go to "All Assignments"
- Find your Quiz/Test
- Click the "IA" button (Item Analysis) for the Quiz/Test in question
- Find the question that should be scored as correct
- Select the "Score As Correct" button

- Press "Ok"

Make a Global Score Change for Students
- From inside your course
- Select "Instructor Tools"
- Go to "Gradebook"
- Go to "All Assignments"
- Go to "Find your Assignment"
- Go to "Change Scores"
- Select type of change from dropdown: Click "Increase" or "Decrease"
- Select points or percentage from dropdown
- Input requested change
- Click "Apply To Selected"
- Click "Update"

Export Grades
- From inside your course
- Go to "Instructor Tools"
- Go to "Gradebook"
- Go to "Export Data"
- Make your selections

Remove and Inactive Student from the Gradebook
- From inside your course
- Go to "Instructor Tools"
- Go to "Roster/Course Details"
- Click the word "Active" in the "Status" column for the student in question
- Select the "Inactive" button
- "X" to close
- Click "Save"