BREAKTHROUGH
Together

MyMISLab
Interactive Online Training Guide
Introduction
Registration
How Do I Get Started?
Register
MyLab / Mastering Account Home Page
Course Set-Up
Creating Your New Design Course
  Specify Course Information
Program Administrators and Coordinators
  Create All Sections in your Own Account
  Standard Course "Available to Copy"
Accessing Your Course
Enable Students Access to Your Course
  How Students Register
  Temporary Access Option
Edit Course Details
Delete a Course
Navigation
Navigating the Course Menu
Course Home
  Using the Course Home Manager
  Announcements
  Customizing the Course Introduction
  Creating Your Syllabus
Communication Tools
  Email
  Document Sharing
  Chat
  ClassLive
  Discussion
Business Today
Design Your Course
Modify Your Course Menu
Settings Tab
Add and Arrange Tab
Restore Tab
Style Tab
Assignments
Chapter Content
  eText
  Flashcards
  Video Exercises
  Simulation Exercises
  Application Exercises
  End of Chapter Collaboration Exercises
  Assisted-graded Writing
  Test Bank Assignments
Dynamic Study Modules
  Reporting
Microsoft SharePoint Portal Access
MyITLab
  Application Exercises & MyITLab Training
  Adding Additional MyITLab Content
  MyITLab Assignment Grade Information
Create New Assignment
Chapter Tests
Custom Assignments
Import Tests/Exams from TestGen
Submission Assignment
  Create Submission Assignment
  Review Submissions
Edit an Existing Assignment
Assigning Activities
Assignment Calendar
How to assign Assessments
  Schedule an assessment
  Add Introduction to assessment
  Configure an assessment
Using Writing Assignments in your Course
How to Set Up and Assign Writing Assignments
  Review and Comment on Submissions
  Grade Writing Submissions
  Release Feedback to Students
Grade/Review Student Submissions: MyLab
Activities
Reset an Assignment
Add Additional Time
Gradebook
  Overview
  Grade by Assignment
  Set Up
How to Customize Gradebook Columns
Add a Gradebook Item
Modify Gradebook Items
Enter Student Grades
View Details of Student Submissions
Export Grades
The Student Experience (Q/A)
  First Day of Class
  Course Content
  Technical Support
Course Management/Transition
Manage Course Roster
  Active/Inactive Status
  Temporary Access Status
Section Instructors/TAs
Manage Files
Create Copy Additional Courses/Sections
Course Expiration

Blackboard Integration—Click Here
INTRODUCTION/TRAINING AND SUPPORT

At Pearson, we understand the challenges of teaching with a new technology. For face-to-face, online, hybrid, modular, or other course delivery methods, this all-inclusive User Guide will help to ensure a successful teaching and learning experience.

Use this guide as a self-paced training course or click right to your topic of choice for just-in-time answers. This searchable, interactive guide includes:

- Step-by-step instructions illustrated with screen grabs
- Embedded training videos covering a variety of topics, from initial registration and login to posting final grades
- Best Practices, Tips, Keys for Success, & First-semester implementation suggestions
...And much more!

This User Guide is available to you 24/7, as often as needed, throughout your course. So come back often!

All of the resources outlined below can be accessed on the Tours and Training or Support tab of www.mymislab.com.

Virtual Classroom Sessions Led by an Experienced User
Several regularly scheduled, live training sessions help you get the most out of MyMISLab. Virtual Classroom sessions are offered year-round, and you can attend as many sessions as you need.

The My Business School Community
Connect anytime with Business educators and members of the Pearson Faculty Advisory Network—a network of educators teaching with technology using MyLab/Mastering—via the My Business School Community site for advice, best practices, and ongoing support.

First Day of Class Resources
Pearson provides the First Day of Class Resources that will help you get your students up and running quickly with MyMISLab.

24/7 Customer Support
At our Support Home Page, you and your students can access phone support, 24/7 chat and email support, and an extensive, searchable knowledge base with how-to articles. Also accessible from mobile devices.
First Day of Class

You can help your students by stressing the importance of the textbook!

Did you know that YOU are the most influential factor in your students' decision to use course materials? If you expect your students to use the textbook, tell them on the first day of class. They'll be better prepared for lectures, have a more thorough understanding of concepts, and perform better on quizzes and tests.

Start your course off right!

From technology "getting started" materials, to customized handouts, presentations, and emails, the information on this site will help you engage and inspire your students — in the classroom and beyond. Click the "Get Started with Technology" link to the left for technology start-up materials and the "Promote Your Text" link to create customized materials specific to your text.
How Do I Get started?

Request your instructor access code

You must have an instructor access code to get started. If you don’t have one, you can request one online. Click here for the MyLab / Mastering home page, then click Educator under Register.

Under Request a Code, select your location, and provide the information requested. We’ll verify your request and email your single-use access code within four business days of request approval.

Or, you can contact your sales representative to obtain an access code.

Order textbooks and student access code kits

Students need to redeem the individual, course-specific student access code to register for your online course. This code can be redeemed only once — at the moment of registration.

Your bookstore needs to use the correct ISBN(s) when ordering. For most courses, they can order one or both of the following:

• The textbook bundled with a student access card
• A standalone access code kit: MyLab Access with eText
• Additional book and code bundles are available. Ask your sales rep for the best combination for your needs.

Your students can also pay online during registration. If they chose to use a credit card or PayPal account to pay during registration, they don’t need an access code.

If your course has multiple student ISBNs representing different packages or print formats, your sales representative can help you identify the correct ISBN(s) for your course.
Register

1. On the MyLab and Mastering home page, click Educator under Register.

2. On the Educator screen, click the Register button.

3. Read the license agreement and click I Accept to continue.

4. Sign in or create an account:
   - Click Yes under Do You Have a Pearson Education Account to sign in with your existing Pearson account login name and password.
   - Click No to create a Pearson account. Enter a login name and password. Click Check Availability to verify the new login name is available for use.
   - Click Not Sure to search for your account.

5. Enter your access code in the boxes provided or click Switch to a single box to paste in the access code.

6. Enter or verify your contact information.

7. From the Confirmation page, click Login to go to the MyLab / Mastering home page. In the MyLab / Mastering New Design section on the left side of the page, click Create your New Course to set up the course section(s) you will be teaching. See Creating Your New Design Course for more information.
**MyLab/Mastering Account Home Page**

After you log in you will come to your MyLab/Mastering Courses page. This page is the central location for all of your MyLab/Mastering courses and Pearson resources. You will create your MyLab New Design courses here and access your other MyLab courses.

There are four areas on this page:

1. **MyLab/Mastering New Design** - Lists all the MyLab/Mastering New Design courses you are teaching and where you will create your New Design courses.
2. **Your Courses & Products** - To access any of your traditional MyLab courses click on the **MyLab Courses** link in this area.
3. **Announcements** - Displays general announcements from Pearson Education and provides timely information about each of your courses.
4. **Need Help?** - Provides links to resources to help you Get Started, Access Support and Access Pearson Resources.

The top right corner of the MyLab/Mastering Courses page provides links to:
- **Account** - Enables you to manage your Pearson account by editing your personal information.
- **Help & Support** - Opens a page with links to online Instructor or Student Help and MyLab/Mastering New Design support resources.
- **Sign Out** - Ends your session.

**Keys to Success**: Logging out prevents the next user of the computer from accessing your MyLab/Mastering New Design instructor resources, such as the Gradebook. This is especially important if you are using a public computer, such as in a computer lab or shared office environment.
Creating Your New Design Course

**Warning:** If you have chosen an integrated set up with your local LMS, please follow those specific instructions for creating linked courses. These instructions will not apply.

From your MyLab/Mastering Courses page you will create your course sections. You can make copies of your course, and you can also allow for other instructors to copy your course. See section on **Program Admin/Coord** if you are a Program Administrator or Program Coordinator to learn more about your specific options.

**Best Practice:** Set up a separate course ID for each section of the course that you are teaching. Managing your gradebook and due dates will be much easier for you by doing this. See **Create/Copy Additional Courses and Sections** to learn more copying courses and creating sections.

**To create your MyMISLab New Design course:**

- Click **Create your New Course** or **Create/Copy Course** located in the MyLab/Mastering New Design area.

- On the Create or Copy a Course page, search for course materials:
  - Select **Search Course Materials**. Enter the textbook Author, Title or ISBN
  - OR
  - Select **Browse by Discipline**. Click the dropdown menu to locate your discipline. You can leave **All Publishers** selected or narrow your search by selecting a specific imprint.

- Click **Go**. Review the contents listed under the titles for the types of content included in the course material.

- Click **Select Course Materials**
To specify course information:

1. Enter the **Course Name**.

2. (Optional) Enter a course **Description** to help distinguish this course from another course, for example, the course number and section, or when the course meets.

3. Select a course type:
   - For standard courses, in most cases you will select **For Student Enrollment**.
   - Select **For Instructor Use Only** if you do not intend to enroll students in the course. This type of course can be modified and copied to create other courses. (If you are creating a **For Instructor Use Only** course, the **Course Enrollment Dates** section is grayed out. Skip to step 5.)

4. Select Course Enrollment Dates:
   - For **Enrollment Start Date**, click the calendar icon to select the month, day, and year when you want students to start enrolling in your course. The default is the current date.
   - For **Enrollment End Date**, click the calendar to select the month, day, and year when you want students to stop enrolling in your course.

**Best Practice:** To reduce the likelihood of duplicate student enrollments, set the enrollment end date to align with your school's drop/add period, or other class start period. The enrollment end date can be revised for late student enrollment, if necessary.
5. Select Course Duration Dates:
   - For **Course Start Date**, use the calendar to select the month, day, and year when you plan to begin teaching the course. The default is the current date.
   - For **Course End Date**, use the calendar to select the month, day, and year when you want to close student access to your course. Students will be unable to access this course beyond the maximum course end date of 24 months after creation. As an instructor, however, you will have access to the course until it is deleted.

When the course reaches its maximum end date, it enters a 3-month course retirement phase. At the end of this phase, email alerts remind you that your course is flagged for deletion, and provide information on how to make a copy of your course for reuse after the original course is deleted.

**Best Practice**: Leave the course start date default for the current date and set the course end date a month or so after the last day of classes to allow students time to complete makeup work, or to allow you time to copy course materials you plan to use again.

6. Under Make Available For Other Instructors To Copy, select:
   - **Available For Copy** to allow other instructors to copy your course.
   - **Unavailable For Copy** if you do not want other instructors to be able to copy your course.

7. Click **Create Course Now**.

A Confirmation-Request Received page will provide you with your unique **Course ID**, usually consisting of your last name and five numbers (for ex: smith12345). Course IDs also appear below each course name in the MyLab / Mastering New Design courses list on the courses page. You can print this page for your records. At the bottom of the page, click **Back to your Courses page**.
On your MyLab/Mastering Courses page, the clock icon indicates that your course is being prepared. When your course is ready, you will receive an email. The course is created in as little as an hour or up to one day, depending on the size of the course materials you selected and the number of course creation requests in the queue. You do not need to stay signed in or be connected to the Internet while your course is created.

You will receive an email when your course is ready. Included in this email is a student registration handout populated with your course information including the Course ID that you can email or give to your students. You can also access this handout by clicking the Details link next to your course name on the courses list on your account home page.

After your course is created, you can communicate the course ID and student registration handout to students so they can enroll in your course (for courses set for Student Enrollment). Do not send the course ID to students if course creation fails.
Program Administrators and Coordinators

Program Administrators and Coordinators often have different needs and objectives than an individual instructor. If you are a program administrator or coordinator creating courses for other instructors, you have a choice between creating all of the course sections for every instructor in your own account and creating one standard individual course with copy settings set to “available to copy”. Read below to understand which option might better suit your needs.

Create All Sections in your Own Account
Choosing to create all of the sections in your own account allows you the ability to monitor and analyze results from all sections of the course. Both you and the section instructors will have access to the course as an instructor, but section instructors will not have access to the course roster unless you enable that privilege when you upgrade their role. This option is the best choice for administrators and coordinators that need to monitor and analyze results from all courses.

In this scenario, you would create a standard course, set up the course and finalize your customizations and organization, and then create multiple copies for each section being taught using the Make Multiple Sections or Copies of a Course feature.

Once the sections are created, you can divvy out the corresponding course IDs to each instructor. See Section Instructors/Teaching Assistants for instructions to enable the instructors’ access to these section course IDs.

Best Practice: When creating multiple copies of your course at one time, name the courses with identifiers such as the instructors’ last names or the meeting days/time for the course.
Standard course set to “available to copy”
Choosing to create a standard course for your instructors to copy is fast and easy, but you lose the ability to monitor each section. This option is the best choice for administrators and coordinators that are only responsible for course set up and do not have a need to monitor and analyze results from all sections.

In this scenario, you would create a standard course and set the copy settings to “available to copy”, set up the course and finalize your customizations and organization, and then simply give each instructor the course ID to make a copy of this course in their own instructor account. See Create/Copy Additional Courses and Sections for instructions.
**Accessing Your Course**

When you have received the email indicating that your course is ready, you may access your course.

- Go to [www.mymislab.com](http://www.mymislab.com).
- Click **Sign In**.
- Enter your login name and password.
- Click **Sign In**.

To enter your course, click on the course name listed in the **MyLab/Mastering New Design** courses list.

You can review the course contents and add or delete materials to suit your needs. The course becomes available for student enrollment on the date you set during course creation.

Click **Details** to confirm that the dates you set for your course are correct and to update course information. You can change the course start and end dates, as well as the enrollment start and end dates, at any time.

**Note:** Your course has a max expiration date that is 24 months after the creation date. The end date you set cannot be later than this expiration date. At the end of a 3-month retirement phase that follows the expiration date, you receive emails alerting you that your course is flagged for deletion.
Enable Students to Access your Course

**Warning:** If you have chosen an integrated set up with your local LMS, please follow those specific instructions to enable students to access your course. These instructions will not apply.

To allow students access to your course:

1. Give students the course ID when the course or section is ready.

   **Note:** Students must enter the course ID when they register and enroll in your course. Course IDs are typically formatted with your last name followed by 5 digits (i.e. smith12345). They are also case sensitive and must be entered exactly as they appear on your courses list.

2. Provide students with the Student Registration Handout that was included in your course creation confirmation email or printed from the Details link in the courses list. And, refer students to the Pearson Students Facebook page to access Getting Started materials:
   - Get Going: Youtube Playlist tutorial Videos
   - Get Assured: Students Speaks-Success Stories
   - Get Help: 24/7 Technical Support

**Best Practice:** Show the FDOC materials during class time to ensure that students follow all necessary steps to successfully register and enroll in your course. This will also help to reduce the amount of questions you receive from students regarding registration!
How Students Register

**Warning:** If you have chosen an integrated set up with your local LMS, please follow those specific instructions for student registration. These instructions will not apply.

The student registration process is similar to instructor registration, except that students must provide the course ID and purchase access. From [www.MyMISLab.com](http://www.MyMISLab.com), students can register and sign in, as well as find tours to get started and other support resources.

In addition to the FDOC materials referenced above, registration instructions also appear in the Student Access Kits that students receive when they purchase a new textbook package or the access kit independently in the bookstore.

**Temporary Access Option**

For some courses, students can access the full set of features in your course without payment for 17 days. The **Temporary Access** option enables students waiting for financial aid to start coursework and avoid missing deadlines you set. Students will receive alerts via email indicating how much time is left until the temporary access expires. Students can change temporary access to fully active status at any time by entering purchase information. [Click here](http://clickhere) for more information about temporary access.
Edit Course Details

After you have created a course, you might find that you need to edit some aspect of your course later in the term. You can easily do things such as:

- Rename your course
- Add/delete/or edit the course description
- Change the course type (For Student Enrollment or Instructor Use Only)
- Edit the course enrollment start and/or end dates
- Edit the course start and/or end dates
- Change the copy settings (available or unavailable to copy)

To edit course settings:

From the MyLab/Mastering New Design courses list:

- Click the Details link next to the right of the course name.
- On the Course Details page, click Edit Course.
- Make any edits and click Save.

From inside your course:

- Click the Course Settings link in the upper left of the course and choose Course Roster from the dropdown.
- On the Course Roster page, click Settings on the top left.
- Make any edits and click Save.
Delete a Course

You can delete any course that you created as an instructor. Keep in mind that you have two options to remove a course from your MyLab/Mastering New Design courses list: permanently delete or hide from course display.

**Best Practice:** If you created a course by mistake, “practice course” or duplicate that you no longer need, deleting the course is the recommended action. However, if you just want to clean up your courses list to remove older courses from view, hiding the course from the Account Homepage is recommended.

To delete a course:

From the **MyLab/Mastering New Design** courses list:

- Click the **Details** link next to the right of the course name
- On the Course Details page, click **Delete Course**.
- When the confirmation dialog appears, click **Delete** to permanently delete your course, or click **Cancel**.

To hide a course from your display:

From the **MyLab/Mastering New Design** courses list:

- Click the **Settings** link above your courses list
- Uncheck the “Show” box next to courses you wish to hide
Where do I go from here?

Navigating the Course Menu

The Course menu appears on the left side of the Course window, making the tasks you perform regularly more accessible. Use the Modify button above the Course Menu to add, rearrange, style, and hide menu items in your course menu.

Use the arrow icons  
 to expand to full screen or collapse for easier viewing. The course settings link below the course title allows you to manage your course roster and course files.

Course Menu buttons include:

- **Course Home** opens the Course Home page, where you can view your class announcements and link to upcoming assignments. See Course Home for more information.
  - **Purchase Options**: Provides students with the purchase links needed to obtain a print upgrade of the text or eText upgrade (if applicable).
  - **About this course**: Gives a brief description of course content.
  - **Syllabus**: Allows you to upload an existing syllabus from Microsoft® Word® format or add syllabus items manually. See Creating Your Syllabus for more information.

- **Assignment Calendar** helps you and your students keep track of when assignments are due and when assessments are available. Users can choose to see assignments organized in a List, Month, or Term view. See Assignment Calendar for more information.

- **Gradebook** shows students their results on assigned work as well as their overall score. They can also review assignments from this page. See Gradebook for more information.

- **Submissions** houses uploaded files from student submission assignments. You can review the submission and comment back to the student directly. See Submissions for more information.

- **eText** allows you to search, highlight, and take notes that you can view privately or share with students. Students who purchase MyLab access including eText will also be able to search, highlight, take notes, and read your instructor notes (if applicable) as they read online. Click here to learn how to use the eText Notes Manager.

**Note:** Your Pearson eText is also available on the iPad. Click here for more information and link to the iPad App.

Visit www.mymislab.com
Join us! www.mybschoolcommunity.com
• **Chapter Content** is organized by chapter folders. Each chapter contains activities and assignments. See **Assignments** for more information.

• **Dynamic Study Modules** work by continuously assessing student performance and activity, then using data and analytics to provide personalized content in real-time to reinforce concepts that target each student’s particular strengths and weaknesses. See **Dynamic Study Modules** for more information.

• **Communication Tools** (see **Communication Tools** for more details):
  - Email: Allows you to email the whole class or individual students. Students can also email you and their classmates from within MyMISLab.
  - Document Sharing: Enables you to share documents by uploading and creating categories to store them. Instructors and/or students can then browse your categories to download the documents.
  - Chat & ClassLive
    - Chat: Creates and hosts web-based chat sessions.
    - ClassLive: Allows students to join a session in real time. You can show files and presentations and even allow students to write in the file synchronously.
  - Discussion: Groups all class discussions in one place.

• **Writing Space** houses the auto-graded writing assignments and the create your own assisted grading writing assignments. See section on the **Writing Space** for more information.

• **SharePoint** provides you and your students access to Microsoft SharePoint® — the industry leading collaboration software. Each chapter in your course contains a collaboration exercise specifically designed to be assigned to student groups to complete using Microsoft SharePoint or another collaboration tool. See **SharePoint** for more information.

• **Office 2010 Assignments: MyITLab** links to the market-leading MyITLab to give you and your students access to Excel and Access training, assessment, and automatically scored Excel and Access projects via MyITLab Grader. See **Office 2010 Assignments: MyITLab** for more information.

• **Instructor Tools**: Download the instructor resources available for your text and review the Video Lecture library with additional resources.
  - Business Today
  - Course Roster
Course Home

Course Home is the entry point for your course. This page includes a customizable course introduction area, announcements, social feed, assignment notifications, gradebook notifications, and course scheduler.

Note: You can rename the Course Home and move any other menu item to the top of your course menu to make that menu item your course entry point.

Course Home with Activity Hub
With the enhanced Course Home, you can also view course activity, keep in touch with the people in your course, view upcoming due dates, and view submissions for review.

Activity Hub
Three categories are accessible through the Activity Hub:
- **Activity**: This feed acts as the course “wall” and can be used by you and students for discussion posts and remarks. It displays posts in real time and all posts are viewable by everyone in the course.
- **People**: This tab within the Social feed allows you to see which users are logged into the MyLab at any given time.

Using the Course Home Manager
You can create Announcements and customize your Course Introduction using the Course Home Manager.

To access the Course Home Manager:
1. Click on Course Home from the course menu
2. Click modify and select Manage from the dropdown located at the top right of the page.
**Announcements**

You can create your own course announcements to welcome students to your course, inform students about new content and assignments, remind students of upcoming tests, post information about course-related resources, and more. You can also include links to other content or menu items within an announcement.

Note: Announcements are categorized as **Unread** and **Read**. Once you have opened an announcement, it will move from **Unread** to **Read**. You can re-access any read items by clicking the **Read** button under Announcements.

To create a new course announcement:

1. Click **Add Announcement** at the top left of the Course Home Manager.
2. Type a brief title in the **Subject** text box.
3. In the content editor, type your announcement, format the text, and add content.
4. Select the Start and End **Display Dates** for your announcement by typing the date in the text box or clicking the calendar date.
5. Click **Add Announcement** to post your announcement.
   
   Or

   Click **Cancel** to quit without saving your announcement and return to Course Home Manager.

The announcement will appear as unread at the top of the announcements from the Course Home page during the display dates you indicated.

**Tip:** If you want the announcement to remain visible for the remainder of the course, you can use the course end date as the end display date.
Customizing the Course Introduction

You can customize the Course Introduction area of the Course Home page by adding your own text and images.

To customize the Course Introduction:
1. Delete the current image within the Visual Editor.
2. Use the Visual Editor or the Plain Text Editor to add your own image(s) and text. (You can insert images already uploaded to a course folder or browse to upload a new image.)
3. Click Save Changes.

Note: Make sure to save changes before toggling from the Visual Editor to Plain Text Editor.

Your custom Course Introduction will appear on the top of the Course Home Page.
Creating Your Syllabus

Add your course syllabus so that it is easily accessible by students anytime. You can upload an existing syllabus in Microsoft Word format or you can compose a syllabus using the Visual Editor tool.

Note: You cannot combine both methods of creating a syllabus. If you import your syllabus in Word format and then try to add syllabus items using the Visual Editor, your Word document will be deleted. Likewise, if you create syllabus items using the Visual Editor and then import a Word version of your syllabus, the composed syllabus will be deleted.

To create a syllabus:
1. Click Syllabus on the course menu.
2. Click modify and select Manage from the dropdown located at the top right of the page.

If you wish to add a syllabus in Word format:
2. Click Add.
3. Click Choose File to select your Word document.

Your Word document will be uploaded in HTML format.

If you wish to compose your syllabus using the Visual Editor tool:
1. Select Compose Text Item (Visual Editor).
2. Type in the Title for the syllabus item you are adding.
3. Use the content editor to add and format each syllabus item.
4. Click Add Item or Cancel to discard your changes.
5. Repeat these steps for each syllabus item you want to add.

You can later edit, reorder or delete items in your syllabus by selecting them in the Syllabus Items list.

Click Syllabus from the Course Menu to view the syllabus at any time.
Communication Tools

We have provided you with additional tools to make communicating and sharing materials with your students easier.

- Email
- Document Sharing
- Chat & ClassLive
- Discussion

Email
Use the internal email feature to message your students directly within MyMISLab. You can choose to send a message to one, some, or all students and include attachments if desired.

Document Sharing
You and your students can share documents by uploading them with Document Sharing. Your students will be able to download the documents you have uploaded and upload their own documents. You can organize the documents you and your students share by setting up categories to store the uploaded documents.

Note: Make sure that you create categories before uploading documents as you will not be able to transfer documents from one category to another after the upload is complete.

To add new categories:
1. Click on Add Category.
2. Enter the Category Title.
3. Select an option in the Assign Category to drop-down menu.
4. Click Add Category or Save and Add Another Category to add more categories.

Note: You will have the option to hide material from your students when you upload it.
To upload a document:
1. Under **Categories**, select the category to contain the uploaded document.
2. Click **Upload Document**.
3. Under **Share file with**, select **Instructor Only** to hide the uploaded document from your students or select **Entire Class** to share the document with your students.
4. Click **Choose File**, select the file to be uploaded, and click **Open**.
5. If the selected file is a zip file and you want it unzipped as part of the upload process, select **Unzip .ZIP file**.
6. Enter a description and click **Add Entry**.

To download a document:
1. Select the category containing the documents, then select the documents you want to download.
2. Click **Download Documents**.
Chat
You can lead an Elluminate® Live chatroom discussion with your students. You can type messages to your students and they can type messages to you and to any other students who join the chatroom.

To add a chatroom:
1. Under **Course Tools**, click **Chat & ClassLive**.
2. Click **Chat**.
3. Click **Add Chat**.
4. Type a chatroom **Name** in the text box.
5. Add a description and select other options as applicable.
6. Click **Add Room** to add your new menu item, or **Cancel** to discard your changes. You can also click **Save & Add Another Room** to add more chatrooms.

To view or delete a chatroom log:
1. Click the **Chat Logs** icon in the Chat Logs column.
2. Click a **Session Date** to view a log, then click back to return to the Chat Logs list.
3. To delete a Chat Log, click the Delete icon in the **Delete** column, then click **Delete Room & Chat Logs** or **Cancel**.

To edit a chatroom:
1. Click the **Edit** icon in the Edit column.
2. Modify the chatroom information as necessary.
3. Click **Save Changes** or **Cancel**.

To join a chatroom:
1. Under **Course Tools**, click **Chat & Class Live**.
2. Click the chatroom name in the **Chatrooms** list.

You have now joined the chatroom.
ClassLive
ClassLive is an interactive chat tool that allows you to communicate with your students in real time. Place or draw objects on the whiteboard, share a software application from your computer, participate in synchronous chat sessions with your students, and work through complex problems one step at a time. ClassLive can be used with a group of students or one on one.

The ClassLive tool is enabled by default. You can turn ClassLive on or off from the modify page.

**Note:** The audio feature is not available in this version of ClassLive.

**Keys for Success:** We recommend you join ClassLive 5-10 minutes prior to the start of your session to set your connection speed and ensure the session is up and running for your students.

To create and lead a ClassLive session:
1. Under **Course Tools**, click **Chat & ClassLive**.
2. Click **ClassLive**.
3. Click **Lead Session**. (Students will click **Join Session**)

You will be asked to run the Elluminate Live! software. Once the software is launched, read and accept the license agreement and then select your connection speed.

You can use the **Participant** window, on the top left, to monitor participants and assign permissions for live activities. The Participants panel provides you with an overview of what is happening within the session.

In the **Chat** window, your students will be able to share messages with you and other participants.
- You can load presentations, such as PowerPoint slides, by clicking the folder icon in the lower left corner of the Whiteboard toolbar.
- Select the **Help** menu in the Elluminate Live! window for further assistance.
- To end the session, select **File > Exit**, or close the Elluminate Live! window.

**Note:** As a stand-alone tool, ClassLive includes a **training** page with video tutorials and additional documentation provided by Elluminate, Inc.
Discussion

Discussions allow your students to share ideas with you and each other. You can create your own discussion topics and/or utilize the pre-loaded discussions set up in chapter folders under the **Discussion** tab in your course menu. Your students can respond to the topic as well as each other’s posts from within each discussion topic. Discussions can also be referred to as threaded discussions since your students’ lively responses form an intertwined thread.

**Note:** Unlike the Live Chat and ClassLive online classroom, discussions are asynchronous. Students do not have to participate at the same time; instead, they add threads to the discussion at a time that works for them.

To add a discussion topic:
1. Click the Discussion menu item (the content pane will display added discussion topics).
2. In the upper right hand corner, click **modify > Manage.**
3. The Discussion Manager will open. Click **Add Topic.**
4. For **Title**, add the subject of your topic.
5. Use the content editor to describe the topic or pose questions to your students.
6. OPTIONAL: Attach files to your topic.
7. Click **Add Topic.**

---

Visit [www.mymislab.com](http://www.mymislab.com)

Join us! [www.mybschoolcommunity.com](http://www.mybschoolcommunity.com)
To manage your discussions, you can sort and filter responses, and mark them as unread.

To sort responses, click any column header in a discussion thread to sort responses according to that label (i.e. click Author to sort the responses alphabetically by the students’ names).

To filter responses:
1. Click Show Options in a discussion thread to display additional fields.
2. Next to Select, choose to select All, None, Unread, Read, or Inverse from the options dropdown.

**Note:** Inverse clears selected responses and checks unselected responses.

3. Click View Selected to only view those responses that match your selection.

To mark a response as unread/read:
1. Click the open envelope icon. To later mark the response as read, click the closed envelope icon.
   OR
2. Click Show Options > choose Select All, None, Unread, Read, or Inverse > Choose Unread in the Mark selected as dropdown. To later mark the response as read, repeat the same steps and choose Read in the Mark selected as dropdown.
Business Today

Business Today houses up-to-date videos and activities that you can use immediately in the classroom. This includes videos with discussion questions and videos, author blogs, recommended author exercises for the book you’re using and more.

Business Today is an instructor only resource found in the course under Instructor Tools and is hidden by default. In order for students to view the videos and other material found in Business Today, you will need to copy and paste the links into a new menu item for students. See Add a Menu Item for instructions to add the item to your course menu.

How to link to a video URL or other website from a content page:

1. In a content page, click modify > Manage above the content pane. (The content editor displays with a series of command icons at the top)

2. Place your cursor where you want to add the link and click the Add a Link icon.

3. On the Add a Link page, select Link to a Website, and click Continue.

4. For Text to display, type a link name.

5. For Website address, paste the URL of the video or type the URL of the website.

6. Click Add Link.

7. Click Save Changes and modify > View above the content pane.

*When your students click the link, a browser displays the video or website you linked to.
Design Your Course

You can customize your course to give your students an effective learning experience. Update your course menu, hide items, add new items, and add your own content, including Microsoft® Office files, Adobe® PDFs, images, and videos.

Use the course features and tools to create a comprehensive and engaging learning experience for your students.

Modify Your Course Menu

To modify and manage your course menu, you’ll need to access the Modify Lightbox feature. By clicking Modify above the Course Menu, you’ll be able to access the following Lightbox tabs:

- Settings
- Add & Arrange
- Restore
- Style

Once open, you can resize the lightbox. The square icon in the upper right corner of the lightbox increases the size of the lightbox window. This allows you to see more items in the lightbox when you have a long course menu.
**Settings Tab**

The **Settings** tab allows you to edit an item name, hide an item, mark an item as gradable, and mark an item as a submission.

**Edit item name:** You can edit an item name either on the Settings tab or the Add & Arrange tab.

1. Hover your mouse over the item name.
2. Click on the name. An edit icon (📝) and a text box appears.
3. Type the new name.
4. Press **Enter**.

**Hide item:** Items can be hidden from student view. Any items that you want to remain in the course menu, but not have students see or access, should be hidden.

1. In the **hidden** column, click the check box for to the item you want to hide.
2. The item is now hidden from student view.
Mark item as gradable: You can use the lightbox to mark items as gradable. This will create a column in the gradebook for this item.

1. In the **gradable** column, click the check box for to the item you want to make gradable.
2. The item will now appear in the gradebook.

**Note:** Be sure to assign a point value to the item. View the Gradebook section for important gradebook recommendations.

**Keys for Success: Only Mark Items You Want to Appear in the Gradebook as Gradable**
Your MyLab will not currently prevent you from marking any tool or item as gradable—including the gradebook, itself. Be sure that the items you select as gradable are items you want to appear as columns in the gradebook.

Mark item as submission: You can use the lightbox to mark items as a submission. This will create a "dropbox basket" in the Submissions tool (once the Submissions Menu item has been restored).

1. In the **submission** column, click the check box for to the item you want to make a submission.
2. The item will now appear in the Submission tool.

**Note:** In most instances, a submission item will also be "gradable," so you’ll also want to check the Gradable box and assign a point value to the Submission item. View the Submissions section for more information and instructions to restore the Submissions Menu item.

**Keys for Success: Only Mark Items You Want to Appear in the Submissions Tool as a Submission**
Your MyLab will not currently prevent you from marking any tool or item as a submission. Be sure that the items you select as submissions are items you want to appear as "dropbox baskets" in the submissions tool.
Add & Arrange Tab

The Add & Arrange tab allows you to add new items, edit item name, order items, and archive items you no longer wish to have in the Course Menu. Adding new items to your course is a great way to incorporate your own instructional material and assignments. A drop-down list of item types appears when you choose to add an item to your course. You can add the following:

- **Content Page**: Creates a content page for you to edit. Once added, click modify > Manage above the content pane to add text or images in the content editor.
- **Threaded Discussion**: Creates a discussion where you add topics for your students to respond to.
- **Uploaded Content**: Lets you upload an Adobe PDF file, Microsoft Office file, HTML file, video, or image, and associate it with the new menu item. After creating the menu item, navigate to it and click modify > Upload MS Office File or modify > Upload Content (PDF, HTML, etc.) above the content pane.
- **Gradebook-only Item**: Adds an item to the gradebook. The item does not appear in the course menu. For example, you may want to add a Class Participation, or Attendance score.
- **Assessment**: Creates an assessment item in the course menu. Once added, click the new assessment item in the course menu, and click modify > Manage above the content pane to add questions and configure questions and exams.
- **Linked Content**: Creates a menu item that links to an external website.
Add new item
You can add a new main-level item to the bottom of the course menu, or add a “child” item to an existing “parent” item.

Add main-level item
1. Either click the Add new item button or scroll to the bottom of the item list on the Add & Arrange tab and click Add new item to main level link.
2. Select the appropriate item type.
3. Input a menu item name.
4. Select appropriate item settings (e.g., hidden item, etc.).
5. Click the Save button. The item will appear at the bottom of the course menu.

Add child item
1. Click the expand arrow (▶) to the left of the parent item to expand it.
2. A link will appear: add new item to [parent item name].
3. Click the link.
4. Select the appropriate item type.
5. Input a menu item name.
6. Select appropriate item settings (e.g., hidden item, etc.).
7. Click the Save button. The item will appear within the parent item in the course menu.

Edit item name: You can edit an item name either in the Settings tab or the Add & Arrange tab.
1. Hover your mouse over the item name.
2. Click on the name. An edit icon (📝) and a text box appears.
3. Type the new name.
4. Press Enter.
Order item
Whether it’s to list the most important items in your course at the top of the course menu, or to rearrange content to better match your syllabus, you can reorder the items in your course menu however you like. Use the ordering feature’s up/down arrows or dynamic numbering to place items where you want them.

1. In the order column, use either the numbered text boxes or the up/down arrows to order items.
2. The numbered text boxes allow you to quickly bump an item’s order. For example, to move an item in ninth position to first position, type the number "1" in the text box.
3. The up/down arrows will move the item one position, either up or down.

Child items can be added to parent items or otherwise ordered by clicking the expand arrow (») of the parent item. This will dynamically change the numbering in the text boxes and it will change the order in which the up/down arrows move items.

Archive an item
You can archive an item to remove it from the course menu. Unlike hiding an item from the students, archiving will completely remove the item, streamlining your menu and removing items you do not feel you’ll use during the term. Or, if you’ve added an item but wish to remove it, you must archive it in order remove it from the menu.

1. In the archive column, click the archive icon (🗑) for to the item you want to remove from the course menu.
2. Archiving an item won't fully delete the item. It will move it to the Restore tab, where it can be restored back to the course menu or fully deleted.
**Restore Tab**

The Restore tab allows you to either restore an archived item to the course menu or fully delete it from the course altogether.

**Restore an item**
1. In the restore column, click the restore icon (❖) to add a previously archived item to the course menu.
2. The item will be restored to the bottom of the course menu. You can reorder the item on the **Add & Arrange** tab.

**Delete an item**
1. In the delete column, click the delete icon (✗) to add a previously archived item to the course menu.
2. The item will be fully deleted from your course and will not be retrievable.

**Style tab**

The **Style** tab allows you to change the default color of the banner and course menu.
Assignments

Course Content

Course Content houses all of the assignable content student study tools. There are several different types of exercises, activities, and assessments that can be utilized in your course. Some assignment types vary by book and discipline, so if you see an assignment below that does not appear in your course, it may not be applicable.

- eText
- Flashcards
- Video Exercises
- Simulation Exercises
- Application Exercises
- End of Chapter Collaboration Exercises
- End of Chapter Assisted-graded Writing Assignments
- Test Bank Assignments

To help you decide which assets might be best suited for your course, we have provided an explanation and helpful information for each item.

1st Semester Instructor Tip
MyMISLab offers you a full arsenal of materials for your course, but can be overwhelming in your first semester using the program. During your first semester, we recommend only choosing 2-4 items per chapter to assign to students and "hide" the rest. As you get more comfortable with the program, you can add additional activities. The following activities are widely used and would provide a great starting point:

- Video Exercises
- Simulation Exercises
- End of Chapter Collaboration Exercises

Visit www.mymislab.com
Join us! www.mybschoolcommunity.com
**eText**
Your MyLab course includes a complete eText that allows you to search, highlight, and take private notes or notes that you can share with students. Students who purchase MyLab access including the eText will also have the ability to search, highlight, take notes, and read your instructor notes (if applicable) as they read online. [Click here](#) to learn how to use the Notes Manager in your eText to share notes with your students.

Your Pearson eText is also available on the iPad. [Click here](#) for more information and link to the iPad App.

**Flashcards**
Interactive Flashcards are one of the student resources offered in your course. They allow students to practice terms and definitions from the course. The activity also offers a self-quizzing feature where the student can choose a multiple choice quiz answering by term or by definition and speed drill option. Flashcards are a non-graded activity used for remediation.

**Note:** Students also have the option to export flashcards to their mobile phone if desired.

**Video Exercises**
Engage your students with the robust selection of videos that help students see concepts in action. The videos are customized to match the text objectives and are presented in a condensed format so you can show them in class or assign them as homework.

The Video Cases are located within the chapter material. These activities are discussion based and can be assigned for participation and contribution grades.
**Simulation Exercises**
Are you looking for a way to engage your students with an activity that allows them practice applicable business skills and learn from mistakes? Unique mini-simulations use adaptive technology to allow students to see the impact of the business decisions they make. These simulations place students in the role of decision maker and pose questions in real-world scenarios.

**Note:** Not all MyMISLab courses contain simulations. Please check with your Pearson Sales representative to confirm simulations for your textbook.

**Application Exercises**
Application Exercises challenge students to solve real-world management problems using Access and Excel. For each application exercise, MyMISLab provides students with access to corresponding training simulations from the market-leading MyITLab product, so students can brush up on their Excel and Access skills.

**End of Chapter Collaboration Exercises**
End of Chapter Collaboration Exercises are focused on topics pertaining to decision-making, problem solving, and project management. These exercises are specifically designed to be assigned to student groups to complete using Microsoft SharePoint® or another collaboration tool.

**End of Chapter Assisted-graded Writing Assignments**
Assign writing prompts and have students draft and complete essay responses right here in your course. Assisted-graded writing assignments consist of writing questions from the book’s end of chapter materials or cover key learning objectives. Each assignment contains a clickable grading rubric to assist you as you review student responses. Your course also contains Auto-graded Writing Assignments that can be assigned to students. See [Auto-graded Writing Assignments](#) for more information.

**Test Bank Assignments**
Each chapter includes Test Bank Assignments in the Chapter Menu item that can be edited or randomized and assigned. Assignments using test bank questions from each chapter offer a great way to assess your students’ knowledge of chapter terms and concepts. Test Bank Chapter folders contain both an option for an objective-based activity as well as an essay based activity. See [How to Assign Test Bank Assignments](#) for more information.

Visit [www.mymislab.com](http://www.mymislab.com)
Join us! [www.mybschoolcommunity.com](http://www.mybschoolcommunity.com)
Dynamic Study Modules

Based on brain science research, Dynamic Study Modules customize the learning experience for each student to maximize study efficiency and improve long-term retention of material.

When students first click on a Dynamic Study Module, they are shown a short set of multiple-choice questions. For each question, they can choose:

1. One answer, by dragging and dropping it to "I am sure." The program will respond that the answer is correct or incorrect.
2. Two answers, by dragging and dropping them to "I am partially sure." The program will respond that both, one, or none of the answers are correct.
3. No answers, by clicking on "I don't know."

At the end of each module, students can review answers and explanations to all questions in that module.

After reviewing this material, students can then move on to answer more questions in a new module. The new set of questions emphasizes material that student previously got incorrect. Students keep answering questions until they master the material by getting questions for each learning objective confidently correct twice, at which point the module is considered complete.

Note: Dynamic Study Modules are for student self-study and can-only be accessed from within a course you have created for your students or by mobile device.

To access to Dynamic Study Modules in the course:

1. Click the Dynamic Study Modules menu item in the course navigation
2. Click the Access Dynamic Study Modules button in the right frame.
3. When the Dynamic Study Modules window loads, students can select which module they wish access for learning, review or refresher.

Note: If Dynamic Study Modules are not yet available for your textbook, you will not see a Dynamic Study Module menu item in your course.
To access to Dynamic Study Modules on a mobile device:

After students have accessed at least one Dynamic Study Module from within their MyLab course, they also can study using these modules on a mobile device. To access the modules on a mobile device, they first must [download the Dynamic Study Module app](https://www.mymislab.com) from the App Store or Google Play. A student then can sign in using their MyLab username and password to access the Dynamic Study Modules from their device.

All of the student’s study work is synced between the student’s computer and mobile devices -- and those results appear in your instructor reports.

The Dynamic Study Modules app works on most Android smartphones and iPhone and iPod Touch devices. For more information, see [Downloading the Dynamic Study Module app](https://www.mymislab.com).

Note: As an instructor, you can complete the same steps to experience the Dynamic Study Modules from the student perspective.

**Dynamic Study Modules Reporting**

Dynamic Study Modules are designed for learning, not assessment, and thus currently cannot be assigned for credit. Completion status and grades also do not currently report to the Gradebook, although this feature will be available in a future release of your MyLab.

You can, however, view and download a number of reports that show your students’ progress, completion, and average time spent using Dynamic Study Modules.

**To access the Dynamic Study Modules Reports:**

1. Expand the Dynamic Study Modules menu item in the course menu.
2. Click the Dynamic Study Modules Results menu item.
3. Click the Dynamic Study Modules Results button.

**Note:** If a student has not yet accessed any of the Dynamic Study Modules, they will not appear in any reports nor will they be included in overall student counts.
To generate a report for Dynamic Study Modules:
1. In the Create My Report window, select a report to generate.
2. Depending on the report you chose, select the students or the specific module on which to report.
3. Select the date range the report should cover.
4. If you want to generate a .csv file, select the CSV Report check box. If you don’t select this box, the report will be generated as a PDF.
5. Click Run Report.
6. If you generated a CSV report, click Cancel/Close to dismiss the informational message and then open the CSV file from your downloads.
7. If you generated a PDF report, click the My Reports tab and click View PDF for the report you want to display.

Note: PDF reports remain available from the My Reports tab for 30 days. If you want to keep a PDF report for later reference, view the report and use your browser's Save feature to save it to your computer.

Note: Only 25 reports display in the My Reports tab, by default. If you have generated more than 25 PDF reports within the past 30 days, you can select All above the Report column to list all of them on the My Reports tab.
Course Aggregate Reports
These reports provide the following summary data for one or more of your courses using Dynamic Study Modules:

- **Progress by Module**: This report demonstrates which of the assigned modules are completed and which are still in progress for the selected course(s).

  You can reference this data to quickly ascertain which assigned modules their students have completed before they enter the classroom, so you can tailor their lecture to correspond to student knowledge needs.

- **Initial Knowledge by Module**: This report shows the average initial knowledge for each assigned module for the selected course(s). Initial knowledge refers to the accuracy with which students were able to answer questions the first time they were presented.

  Identifying Initial Knowledge allows you to easily pinpoint what students already know, what they still need to learn, what concepts need reinforcement and where they need the most additional study and instruction. From here, you are empowered to support students in addressing topics that need the most review and they’re enabled to move beyond materials that the class has already mastered.

- **Module Progress by Student**: This report shows module progress for all the students in the selected course(s) – detailing the number of modules completed, the number of modules in progress, the average difficulty of the completed modules and the total time spent on a learner-by-learner basis.

  This report allows you to quickly identify what individual students have studied within their learning program or course, proactively address student challenges and knowledge needs and reward excellence.
Individual Student Reports
These reports provide summary data for an individual student:

- **Student Initial Knowledge by Completed Module:** This report shows an individual student’s initial knowledge across each completed module. Initial knowledge refers to the accuracy with which an individual student was able to answer questions the first time they were presented.

  You can easily pinpoint what each student already knows, what he/she still needs to learn, what concepts need reinforcement and where he/she needs additional study and instruction. This detailed learner-by-student data informs coaching and mentoring programs and allows you to identify where individual learners are struggling or excelling in each assigned module.

- **Student Progress by Module:** This report measures an individual student’s progress within each module, including: how much of each module he/she has completed, how difficult each completed module was for him/her and the total time he/she spent completing each module.

  This report can be used to help you evaluate student participation, quickly determining student progress, if a student is at-risk and which modules are most challenging for a particular student.

- **Weekly Module Completion Report:** Created once a week, this report provides module completion details for all the students enrolled in the selected course(s), including for each student: name of the completed module(s), completion date, average difficulty and time spent.

  This report allows you to quickly assess student participation and homework completion, identify modules where students are struggling and map student performance to time spent studying in Dynamic Study Modules.
- **Module Progress by Student:** This report shows how much of each chapter has been completed across each student enrolled in the selected course(s) – detailing the number of questions answered, the percentage complete, the average difficulty and total study time on a student-by-student basis.

This report allows you to quickly identify the modules individual students have completed from a particular chapter, and proactively address student participation.

![My Reports](image)

**Note:** if a student has not yet accessed any of the Dynamic Study Modules, they will not appear in any reports nor will they be included in overall student counts.

**To generate a report for Dynamic Study Modules:**

8. In the Create My Report window, select a report to generate.
9. Depending on the report you chose, select the students or the specific module on which to report.
10. Select the date range the report should cover.
11. If you want to generate a .csv file, select the CSV Report check box. If you don’t select this box, the report will be generated as a PDF.
12. Click Run Report.
13. If you generated a CSV report, click Cancel/Close to dismiss the informational message and then open the CSV file from your downloads.
14. If you generated a PDF report, click the My Reports tab and click View PDF for the report you want to display.

**Note:** PDF reports remain available from the My Reports tab for 30 days. If you want to keep a PDF report for later reference, view the report and use your browser's Save feature to save it to your computer.

**Note:** Only 25 reports display in the My Reports tab, by default. If you have generated more than 25 PDF reports within the past 30 days, you can select All above the Report column to list all of them on the My Reports tab.
Microsoft SharePoint Portal Access

Access to Microsoft SharePoint® — the industry leading collaboration software — is included for both you and your students as part of your Pearson MyMISLab experience. Each chapter in your course contains a collaboration exercise focused on topics pertaining to decision-making, problem solving, and project management. These exercises are specifically designed for student groups to complete using Microsoft SharePoint or another collaboration tool.

Before your students can access the Microsoft SharePoint portal, you will need to set up your course-specific portal.

To set up the Microsoft SharePoint portal for your course:
1. Locate the SharePoint parent menu item in your course and then click the How to Add Sharepoint menu item.
2. Click the link to contact your Pearson Representative.
3. Complete the steps in the Pearson rep locator to identify and email your Pearson Sales Representative to request help setting up SharePoint in your course.
4. Your Pearson Sales Representative will work with you to collect information from you in order to create a SharePoint site collection for your school.
5. Once the site collection is set up, you will receive a package, including a URL and administrator access information. You also will receive a Getting Started Guide to show you how to set up your specific class sites and add student users.
After you have set up your Microsoft SharePoint portal following the instructions in the Getting Started Guide, share your course’s SharePoint access information. Be sure to give them all of the required information, including their SharePoint usernames and passwords.

**Unhiding the Microsoft SharePoint portal in your course:**

Before students can access the Microsoft SharePoint portal, you need to “Unhide” the hidden SharePoint menu item in your course. To do this:

1. Click the Modify link above the Course Menu.
2. Click on the Settings Tab, find the SharePoint Menu item and uncheck the "hidden" column.

After you have set up and unhidden the Microsoft SharePoint portal in your course, your students can use this to complete the Collaboration Exercises located in Course Content for each chapter. For more instructions, see Using Collaboration Exercises in your Course.

**Using Collaboration Exercises with Microsoft SharePoint:**

Your MyMISLab course includes Collaboration Exercises that help assess your student’s understanding of key learning objectives covered in each chapter and encourage group work and collaboration. These exercises are specifically designed for use with Microsoft SharePoint® or other collaboration tool, such as Google Drive, Google+, Windows Live SkyDrive, or Office 365.

Collaboration Exercises are located in Course Content for each chapter. Each chapter has one End of Chapter Collaboration Exercise. To schedule Collaboration Exercises and add them to the assignment calendar, add a Due Date Alert via the Assignment Calendar on the date for which the assignment is due. For more instructions, see Adding due date alerts using the Assignment Calendar.
Each assignment provides a series of questions to be answered by a group of students. The assignments are structured so that students complete the assignment using only email and a collaboration tool to conduct meetings and organize their group response.

Students submit their completed Collaboration Exercises via Submissions. To do this, a student will:

1. Click Submissions located in the left navigation.
2. Select the appropriate exercise from the Assignment dropdown menu on the right.
3. Attach the assignment file, add any additional comments, and then click Submit Assignment. Remind students to include their name and assignment information in the file name (for example, jsmith_ch1_collaborationexercise.doc).

For more instructions on using and reviewing Submissions, see Submission Assignment.

**MyITLab**

MyMISLab is integrated with the market-leading MyITLab to give instructors and students access to Excel and Access 2010 trainings and assessments. There is also access to MyITLab Grader, which allows for automatically scored Excel and Access projects.
Application Exercises & MyITLab Training

Your MyMISLab course includes two Excel- and Access-based application exercises, which mirror your textbook content. These exercises ask students to solve situations using a spreadsheet or database application. Each exercise links to the data sets needed to complete the assignments, as well as the eText pages from the book outlining the assignment. The completed files can be submitted through MyMISLab. For each application exercise, MyMISLab provides students with access to corresponding training simulations from the market-leading MyITLab product. These training simulations give students an opportunity to brush up on the Excel and Access skills needed to complete the Application Exercises.

To complete MyITLab training exercises:

1. Click the Application Exercises menu item in the Chapter Content > Chapter folder for the desired chapter.
2. Click the Application Exercise menu item.
3. Click the Training for Microsoft Excel [MyITLab] or Training for Microsoft Access [MyITLab] item.
4. Click the Application Exercises: Training for Microsoft Excel and Access folder in the right frame.
5. Click either the Microsoft Excel or Microsoft Access training folder.
6. Locate the training that corresponds to the chapter Application Exercise.
7. Click the link to launch and complete the MyITLab training.

Students also can access these training exercises outside of the Application Exercises by clicking the Office 2010 Assignments: MyITLab menu item and then clicking Office 2010 Assignments and then completing the previous steps.

Note: Before starting the training exercises, students should review and complete the materials in Getting Started with MyITLab to ensure their computer system is ready to go.
Create New Assignment

Whether it’s to free up class time or give your students more opportunities to test themselves on course concepts, you may want to administer additional homework, quizzes or tests you have created already or by using the tools in MyMISLab.

- Assign chapter tests or quizzes using the built-in test bank
- Create your own custom assignments
- Or Import tests, quizzes or exams from Respondus or TestGen .zip files.

Chapter Tests
Your course menu provides a Test Bank menu item under each chapter menu item to house test bank questions for each chapter (both objective-based and essay). The Objective-based activity will be auto-graded, whereas the essay activity would require manual review and scoring. You can review, edit, or randomize the questions before setting the scheduling and configuration for the assessment.

Note: The Test Bank menu item (along with all of its contents) is hidden by default. You will need to customize, assign, and unhide any items that you want students to have access to in their course. See How to Assign Test Bank Activities for more information.
Custom Assignments
To create an assignment, you must first add it as a menu item, then you will be able to add the questions, schedule and configure it.

Add an Assessment menu item:

1. Click **Modify** above the course menu and click the **Add and Arrange** tab.
2. Click the **Add new item** button or expand the menu item you want the new item to reside and click the **Add new item** link.
3. For **Menu Item Type**, select **Assessment**.
4. For **Menu Item Name**, enter the assessment name that you want to appear in the course menu, such as "Midterm."
5. Click the checkbox for **Gradable** so that student assessment results are immediately calculated and entered into the gradebook when they complete the assessment. For **Points**, enter the number of points you want to assign this assessment in the gradebook (if the **Gradable** checkbox is not checked, you can create the assessment, but grades will not be entered into the gradebook).

**Best Practice:** If you’re not sure at this point what the value will be, you can wait until later to specify. You’ll want the point value to be the same as the total point value of the questions in the assessment. You can later update the point value of the assessment by clicking **Gradebook, modify > Setup**, and updating Points.

5. Select the **Hide from students** check box ONLY if you do not want the assessment to appear in your students' course menus.

**Note:** You can add an assessment before you’re ready for students to access it by hiding it from students. Then you can go back to the Modify Course Menu tool and unhide it later.

6. Click **Save** to add your new menu item, or **Cancel** to discard your changes.
7. Exit from Modify Course Menu.
8. Click the assessment item in the course menu, then click **Manage Assessment** to develop or import your quiz or exam.
Add Questions

1. Click Add Section.
2. Enter a name for the new section.
3. **OPTIONAL**: If you’d like to randomly select a certain number of questions from your section, check the “Randomly select” check box.
   - Enter the number of questions to be included in the question pool for this section.
   - Enter the number of points for each item in the question pool. Any question in this pool will need to have the same point value.
4. Click Update Section.

To add a question:
1. Click the add icon (➕).
2. Enter the number of points assigned to the question. You can edit the question later, if you want to change the number of points assigned.
   **Note**: if your question is part of a pool of randomly selected questions, you won’t be able to enter the number of points because you already gave it a point value when creating your pool.
3. At the top of the question window (Add to “X”) select the type of question:
   - True of False
   - Multiple Choice
   - Multiple Answer
   - Fill-in-the-Blank
   - Matching
   - Short Answer
   - Essay
4. Enter the Question Text and specify the correct answer or answers.
5. Click **Add general feedback** to provide information that students see after answering the question.
6. Click **Add feedback** to provide information to students for each answer choice of true/false, multiple choice, and multiple answer questions.
7. Click the check mark to the left of the correct answer for true/false, multiple choice, and multiple answer questions.
8. Click Add Question.

Continue adding all of the questions and/or sections you need to finish your assessment. Click Preview, then Begin Assessment to be able to experience taking the assessment.
Import Tests/Exams from Respondus or TestGen

If you have assessment files already created in other test generating programs, MyMISLab allows you to import those existing questions. Then you can edit, rearrange, and randomize any of the questions that you’ve added.

You can import assessment packages created in **TestGen** or **Respondus** applications.

- If using TestGen, be sure to use the Export > QTI (WebCT CE6, WebCT VISTA) option. The import feature does not currently support native TestGen formats, such as .bok or .tif.
- If using Respondus, be sure to use the IMS QTI 1.1+ personality for exporting your assessment content.

The question types supported for import include true/false, multiple choice, multiple answer, short answer, essay, fill-in-the-blank, and matching questions.

If you import assessment packages to an existing exam, the new questions are added to the beginning of the exam. You can rearrange sections and questions.

**Best Practice:** See this [Knowledge Base article](https://www.mymislab.com) on how to assign point value in TestGen before importing the file into your course.

To import a TestGen assessment package into your course:

1. Create your test in the TestGen application.
2. From TestGen, choose File>Export and choose QTI (WebCT CE6, WebCT VISTA) and save as .ZIP file to desired location.
3. From your MyLab course, click your **Assessment** menu item in the course menu

   **Note:** You must add an assessment menu item before importing an assessment package for that assessment. See [Add Assessment Menu Item](https://www.mymislab.com).

4. Click **Modify > Import** above the content pane.
5. Click **Import**.
6. For **Choose Assignment Package Type**, select one of the supported assessment package types. (Supported assessment packages include Respondus and TestGen)
7. For **Select File**, browse to select the .zip package to be imported.
8. Click **Upload and Import File**.
9. Click **OK** on the confirmation page.
10. You can import another assessment or click **Status** to monitor the progress of the import.
11. Click **Modify > Manage** to edit or preview your Assessment.
Submission Assignment

The Submissions tool is offers an online “dropbox” for communication between you and your students for an assignment where you require students to upload a file (Word, PowerPoint, Excel, PDF, etc.) as a response.

The Application Exercises include in your MyMISLab are marked as this activity type. After completing the assignment, students are instructed to upload their final files via the Submissions tool. To review and/or score student submissions to activities completed within the course, see Review and Score Student Submissions.

How does a Submission Assignment work?

1. Students complete the assignment and upload their document to the Submissions area.
2. You retrieve the assignment from your Submissions area, grade and comment, then return it.
3. When needed, you can coach a student by providing multiple responses to help clear areas of confusion. Submissions are especially useful if you'd like students to submit multiple revisions of an assignment.
4. After you finish reviewing each student's submission, you enter the grade in the Gradebook.

You can set up any assignment as a submission via the course menu.
To create a submission:
1. Click **Modify** above the course menu and click **Add & Arrange**.
2. Click **Add menu item** or **Add new item to main level** to add a new item to the main level of the course menu.
   - To nest a new item within another level of the course menu, click the expand icons and click **Add new item to...** at the level you want.
3. For **Select Item Type**, select any item type.
   - Any item type can be a submission.
4. Enter the **Menu Item Name** you want to appear in the course menu.
5. Click **Allow Submissions** if you want students to complete a submission for you to review.
   - If you don't make an item a submission when you first create it, you can make it a submission at any time. Click **modify** above the course menu, click **Settings**, and select the **submissions** check box for the item.
6. Select the **Hidden from Student** check box if you do not want the item to appear in your students' course menus.
   - If you hide the item from students, there will be no menu item for the submission, but students can click **Submissions** in the course menu to submit the assignment.
7. Click **Save** to add your new menu item, or **Cancel** to discard your changes.
8. Click **Close**.
9. Click the submission's menu item, and click **Manage Assessment** to add the content for the submission.
   - You can provide instructions for completing the assignment, as well as links to uploaded files if they're needed for the assignment.
   - You can also instruct students to click **Submissions** in their course menu when they're ready to submit the assignment for you to review.
   - If you want students to upload multiple files to complete an assignment, you can include that in your instructions.
To review submissions:
1. Click Submissions. (All submitted assignments display. A count indicates how many submissions are awaiting your review.)
2. To filter by a particular assignment, click Assignment and select the submission you'd like to review.
3. For each student who has submitted the assignment, click an attached file.
   
   **Note:** Students can upload multiple files within a submission.

4. You can provide feedback directly in the assignment by saving and editing the attached files.
5. After you review the assignment, click Comment & Return Assignment.
6. In Comments, enter your feedback.
7. If you've edited a student's assignment to provide feedback, click Attach a file and select the file.
   - Click Attach another file to include additional files with your feedback.
   - Click Remove next to a file if you no longer want to include it with your feedback.
8. Click Comment & Return Assignment.
   **Note:** Once you have reviewed all submissions for an assignment, the Submitted for Review list for that assignment is empty.
9. For gradable submissions, enter the student’s grade in the gradebook.

**Note:** Click No Submission to view the students without submissions for the assignment or Returned to view the submissions you've already reviewed for the assignment.
Edit an Existing Assignment
You might decide that you want to use one of the activities or assignments loaded into your MyLab course, but need to make changes like adding/deleting questions or changing the point value. You can easily accomplish this by using the activities’ Assignment Manager and edit feature.

To edit an assignment, click the menu item of the assignment and click Manage Assessment.

- Click the add icon in the main area to add a custom question to the assignment
- Click the pencil icon in the main area to randomize the questions by pulling only a set number of questions from the entire question pool at random
- Click the pencil icon next to each question to edit the question, answer, feedback or point value for each question
- Click the “x” icon to remove the question from the assignment
- Click the up/down arrows to move the order of each question

Edit the point value of an Assignment
See Gradebook Setup for instructions.

Reset or Add Additional Time on an Assignment
See Reset an Assessment and Add Additional Time for instructions.
Assigning Activities (Setting Due Dates and Parameters)

You can set due date alerts for ALL assignable items in the course by using the assignment calendar. In addition to this method, depending on the activity type—there are different ways to schedule/assign hard due dates in your course.

Assignment Calendar
Assigning due dates using this calendar feature will add these dates to the student view calendar as well as the Upcoming Assignments area on the Course Home page. However, it will not prevent the student from submitting an assignment past this date. It merely acts as an alert to students of when the item is due. See additional scheduling options for each activity type to learn about setting hard due dates and other preferences.

Best Practice: Use the Assignment Calendar in conjunction with other scheduling options for activity types that do not have the Schedule and Configuration Manager features.

Adding due date alerts using the Assignment Calendar:
1. Click on Assignment Calendar from the course menu
2. Click Modify and select Manage from the dropdown located at the top right of the page. A Lightbox window will open and list all assignable items in the left hand menu.
3. To set a due date alert for an item, the click on the assignment (in the left column of the Lightbox) and then click on the desired due date.
4. The due date is set and a clock appears to the right of the content item.

Note: The clock only appears in this Lightbox, not next to the content item when accessed through the course’s left navigation menu.

5. When an activity is due within the upcoming week, an alert will show in the “Upcoming” area of the Course Home.

To view assignments and their due dates on the Assignment Calendar, users can choose to see assignments organized in a List, Month, or Term view. To go into the past or future of the List and Month views, click the arrows to the left and right of “Today”. Notice the arrows gray out at the beginning or the end of the course so the calendar cannot go beyond the course dates.

Note: Students can click on the assignment name in the calendar to link directly to each assignment in addition to accessing the assignment by clicking on the item in the course menu.
How to Assign Assessment Items (Test Bank Activities)

The Test Bank Activities in your course are found in the Chapter Test Bank menu item and are automatically hidden by default. The activities act as a standard assessment, but must be unhidden in order for students to access them.

To unhide a Test Bank Activity,
1. Click the Modify link above the Course Menu.
2. Click on the Settings Tab, find the Test Bank menu item and uncheck the "hidden" column.

Keys for Success: Be careful when editing Test Bank activities. Once you delete a question, it is permanently deleted from your course.

Best Practice: Use the TestGen application with the downloadable testbank for your book in order to create exams covering multiple chapters or to create additional tests or quizzes for any chapter. See Import Tests/Quizzes from TestGen for more information.

Would you like to restrict the window of time an assessment is available? Allow a student to take it more than once? You can easily manage these settings using the Scheduling and Configuration settings with the activity assignment manager.

Using the Schedule and Configuration feature within the activity Assignment Manager

The Schedule Setting of an Assessment menu item will allow you to set an availability window, set a time limit, allow repeated attempts, customize the assessment display, and display of students’ scores.

Note: If you don’t schedule an assessment, it is available right away. You can also schedule a review date for an assessment—the date when the assessment results become available to your students.
To schedule an assessment:

1. Click the assessment menu item, and click **Manage Assessment**.

2. Click **Schedule** above the assessment.
3. To set the availability of your assessment:
   - Click the calendar icon for **Available from** to select the first date that students can access the assessment.
   - Click the calendar icon for **to** to select the last day students can access the assessment.
4. To set a review date when students can view their grades for this assessment, click the calendar icon for **Review Date** to select a date.

**Note:** To allow students to view feedback on the same day the assessment is first available, you can leave this as the default date already listed in your course (past date).

5. Specify whether to display grades by selecting one of the following:
   - **Display grade without answers on Review Date.** Displays the students' grade without showing correct answers to missed questions.
   - **Display grade with answers on Review Date.** Displays the students' grade and correct answers to missed questions, as well as feedback.
6. Click **Save**.
7. At the confirmation prompt, click **OK**.
8. In the upper right, click **(close)** to hide the Schedule settings.

The assessment’s availability window will now be displayed on the Assignment Calendar on the **Available from** and **Due** date.
Adding an Introduction to an Assessment
You can also add an introduction note to students on any assignment that will show up after the student clicks on the assignment menu item, but before launching the actual assignment.

To add an introduction note:
1. Click your Assessment menu item and click Manage Assessment.
2. Click Introduction above the assessment.
3. Enter the message in the text box
4. Click Save

Best Practice: Use the introduction for not only instructions, but also suggestions, hints or additional information that your students may find helpful as they are completing the assessment.

To configure an assessment:
1. Click your Assessment menu item and click Manage Assessment.
2. Click Configuration above the assessment.
3. For Exam Features, click an option's check box to enable it:
   - **Student can take this exam multiple times.** Clear this option to ensure that students take the assessment only once.
     **Note:** if a student can take the assessment multiple times, when it is retaken, the previous scores will be completely deleted.
   - **Set time limit:** Enter a value for the number of minutes students have to complete the assessment.
   - **Save answers and end assessment when time limit is reached.** Check this checkbox for all timed assignments to assure a firm deadline for the assessment. Clear this option to allow students extra time to complete it.
   - **Create assessment with multiple pages.** You can choose to have one section per page or one question per page.
4. For **Results Features**, select one of these options:
   - **Display score to student and post to gradebook.** This selection will provide immediate results for students. Select this option when the assessment consists of all auto-graded question types. This score does not include essay and short answer results.
   - **Hide score from student and don't post to gradebook.** Results are not provided to students or displayed in your gradebook.

5. Click **Save**.
6. At the confirmation prompt, click **OK**.
7. In the upper right, click **(close)** to hide the Configuration block.

### Using Writing Assignments in your Course

Your MyLab course includes two unique types of writing assignments that allow you to assign writing exercises and to have students draft, complete, and submit their responses right in your course.

- **Assisted-graded Writing Assignments** assess a student’s understanding of key learning objectives covered in each chapter, often based on the book’s end-of-chapter content. Each assignment has a clickable grading rubric to assist you as you review student responses.

- **Auto-graded Writing Assignments** cover broader overall course learning objectives, such as ethics, communications, or management skills. Each student response is scored instantly according to a five-trait rubric specific to the assignment.

For both types of writing assignments, you can review the student’s work, provide feedback and comments on their writing submission, and assign or adjust grades, as desired.
**Assisted-graded Writing Assignments** assess a student’s understanding of key learning objectives covered in each chapter. The content for each chapter includes two essay writing assignments and one comprehensive writing assignment, for which students can submit written responses.

Each assignment has a clickable grading rubric to assist you as you review student responses. Pre-built rubrics are provided for you to use as is, or you can copy a rubric and customize it to create your own rubric. Any rubrics that you create or customize are available to you across all your writing assignments.

You also can add instructions and links to resource materials into your assisted-graded writing assignments. Your students will have access to the instructions and links as they work in the writing assignment editor. To learn more about setting up an assisted-graded writing assignment, see **How to Set Up and Assign Writing Assignments**.

**Auto-graded Writing Assignments** cover broader overall course learning objectives, such as ethics, communications, or management skills. Auto-graded assignments are well-suited for students who can work on their own to increase their skills. Auto-graded assignments give students immediate, automated feedback on their writing without your involvement.

For each auto-graded writing assignment, you select a pre-defined assignment topic that has its own instructions and rubric. After your students submit an essay, the automated process evaluates whether the essay fulfilled the assignment directions and returns scores for five writing traits based on a rubric. The feedback also provides students with links to descriptions of the traits. You have the option of returning a student's submission for a rewrite, entering additional feedback, and overriding the service's score before returning the grade to the student. To learn more about setting up an assisted-graded writing assignment see **How to Set Up and Assign Writing Assignments**.
You also can **create your own writing assignments** based on exercises you have created. When you create your own assignment, you can add your own instructions, as well as any assignment resources, checklists, or sample documents. Finally, you can choose to use an existing pre-built rubric or create your own.

As with the assisted-graded writing assignments, students will have access to the instructions and links as they work in the writing assignment editor. To learn more about setting up an assisted-graded writing assignment, see **How to Set Up and Assign Writing Assignments**.

**How to Set Up and Assign Writing Assignments**

The process for setting up assisted-graded or auto-graded writing assignments is similar: you use the same screens, but how you respond to some of the prompts depends on the assignment type. For example, an auto-graded assignment fills in its own instructions and rubric, but you would specify that information for an assisted-graded writing assignment. The following sections outline the appropriate prompt responses for the various assignment types.

Before starting the steps below, first locate the specific writing assignment you wish to assign in the left course navigation:

- **Assisted-graded Writing Assignments** are located in Course Content for each chapter. Each chapter has an End of Chapter: Assisted-graded Writing Exercises folder, which includes two essay writing assignments and one comprehensive writing assignment, for which students can submit written responses.
- **Auto-graded Writing Assignments** are located in a Writing Space folder under Instructor Resources.
After you have selected the desired assignment, complete the following steps to set up the writing assignment.

1. The **Details** tab provides option for you to customize the assignment and set a due date for students. Many of these settings are pre-set and do not need to be changed, as outlined below.

   - **In the **Assignment Name** box, you optionally can edit the assignment name that displays to your students.**
   - **The **Auto-scored Assignment** option will already be set: for assisted-graded assignments, the option is set to None. For auto-scored assignments, do not change this setting.**
   - **To set a **Due Date, click the calendar icon, select a due date from the calendar, and then click Done. Any assignment submitted after 11:59:59 p.m. Eastern time on the due date is flagged as late. (Note: This will not feed to the assignment calendar).**
   - **The **Writing Environment** option determines whether students are to submit their writing in the editor or in a separate file. When you select File Upload, the Allowable File Types display, showing the file types you will accept (.doc, .docx, .pdf, by default). To change the file types you'll accept, click the Edit List button, select the types you want, and click the Save button. Note that Auto-graded Assignments only can be submitted online at this time.**
   - **The **Instructions** box is pre-populated with the question text and instructions. For an Assisted-graded Writing Assignment, you can edit the assignment instructions. You cannot modify the instructions for an Auto-graded Writing Assignment; these are pre-defined so that the grading system can assess the writing submission against these instructions.**
2. You use the **Resources** tab to add supplemental links and a checklist to a writing assignment. Students can access these resources in the Tools bar as they are working in the editor. There are three types of supplemental materials:

- **Assignment Resources** are links to websites that students can use while completing a writing assignment. To create a link to an assignment resource, enter the Resource Label, which is a title for the website, and the full URL to the site (for example, http://www.pearson.com/).

- A **Sample Document** can be used as a reference for students. Before you can link to a sample document, you must first upload it to a website where it has a unique URL (such as the Public folder of a Dropbox account or a specific location in your course website). To create a link to the sample document, enter the Sample Document Label, which is a name for the document, and the full URL to the document (for example, http://www.pearson.com/writingassignment1.doc)

- A **Checklist** is reminder of tasks you expect students to do for this assignment. Students can view the checklist as they work in the editor. Students also will see the checklist again as they start to submit a writing assignment. Each writing assignment has a default checklist that you can keep, edit, or delete.
To schedule writing assignments and add them to the assignment calendar:

1. For Auto-graded Assignments, move the writing assignment menu item outside of the hidden Auto-graded Writing Assignments menu item and "Unhide" the assessment. To do this:
   - Click the Modify link above the Course Menu and click the Add and Arrange tab.
   - Reorder the Writing assignment Menu into a chapter folder or other location outside of the hidden Writing Space > Auto-graded Writing Assignments Parent Menu item (See Order Items for instructions on how to reorder content).
   - Click on the Settings Tab, find the Writing assignment Menu item in its new location and uncheck the "hidden" column.

Note: you do not have to complete this step for Assisted-graded Writing Assignments; they are not hidden.

2. Next, add Due Date Alert via Assignment Calendar on the date for which the assignment is due, based on what you set in the Details tab. For more instructions, see Adding due date alerts using the Assignment Calendar.

Review and Comment on Student Submissions
As students submit their essays, you can review and comment on them. Depending on your preference, you can review, enter feedback, and grade essays in one pass or in multiple passes. As you work through each step, the Status setting on the Students tab tracks where each submission is in the process.
To start the process of reviewing a student’s writing assignment, click the **Grade/Review** button on the Assignment Details tab.

As you review the assignment, enter your comments to the student in the editor. Your comments are saved on the most recent Feedback tab. Click the Save button to save your feedback and change the submission's status to Reviewed, which indicates that it’s partially reviewed. When your review is complete, click the Commenting Complete button to save your changes and indicate to students that your review and comments are complete.

For more information, see:

- [Review and comment on a writing submission completed in the editor](#)
- [Review and comment on a writing submission with an uploaded file](#)

**Note:** For Auto-graded assignments, the review process is automated, so you can move directly to review and grading. For more information, see [Grade Writing Submissions](#).

As you review assignment submissions, you may find some that you want to return to students for a rewrite. For example, a student may have misunderstood the instructions or may have submitted the assignment to you accidentally, before it was finished. In those cases, you can click the **Return for Rewrite** button to return for the assignment back to the student. For more information, see [Return a submission for rewrite](#).
Grade Writing Submissions
After students have completed their writing assignments, you can review them one final time and then assign a grade. For an Assisted-graded Writing assignment with a rubric, click the Grade & Rubric icon under Tools and then select a rating in the rubric, based on your evaluation of the student's response. The rubric calculates and displays the trait's percentage Score and adjusts the Rubric Grade accordingly. You can override the rubric and enter a grade as the Adjusted Grade.

For Auto-graded Writing Assignments, the automated process evaluates and assigns rubric ratings automatically. To review the ratings, click the Grade & Rubric icon under Tools and then review and override the automated grades as desired. Again, you can override the rubric and enter a grade as the Adjusted Grade.

When your review is complete, click the Save Grade button at the bottom of the rubric to save the scores and resulting grade. The Students tab changes the student's status to Graded and displays the grade.

For more information, see:
- Review and grade auto-scored submissions
- Grade a writing assignment with a rubric

If you want to change a student's grade at any time, you can rescore the assignment using the rubric or you can simply enter a new grade. You can use this procedure for both Auto-graded and Assisted-graded Writing assignments. For more information, see Change a submission's grade.
Release Grades and Feedback to Students
When you enter feedback and grade or change an assignment's score, the feedback and grade are not automatically released to the students. This means you can review and grade student submissions as they come in, and then release them all at once. You can also release them in batches or individually. The only difference is whether you select all, several, or one student to whom to release the grades. You can select as many students as you want because the release process checks the selections to see whether a student has a grade and whether that grade was already released.

Note: You must also use this procedure to return grades for Auto-graded Writing assignments. Students receive feedback from the auto-score service, but not their final grades.

To return feedback and grades to students:

1. Select the student(s) for whom you want to release grades on the Assignment Details page.
2. Click the Return with Grade button.
3. A report is displayed detailing the number of students whose feedback and grades were returned. Click the close icon to exit the message.
4. The Students tab now displays the submission status as Returned to Student for the applicable students.

Visit www.mymislab.com
Join us! www.mybschoolcommunity.com
Office 2010 Assignments: MyITLab

Under the Office 2010 Assignments: MyITLab item in the left navigation, four submenu items are available:

- **Office 2010 Assignments** is a student view area that displays any of the additional MyITLab assignments you have assigned to your students.

- **Office 2010 Gradebook** is the student view of the MyITLab gradebook. MyITLab assignment and training grades will not appear in the MyMISLab main gradebook. Students will need to review their MyITLab assignment grades here if you choose to include MyITLab assignments in your course.

- **Office 2010 Assignment Administration** provides instructor access to MyITLab content via MyMISLab. Instructors create, edit and assign any additional MyITLab content for their course here.

- **Office 2010 Instructor Gradebook** is the instructor view of the MyITLab gradebook. You can view submissions, delete submissions, and export your students’ MyITLab assignment grades from the gradebook.

Using Office 2010 Assignments and Office 2010 Gradebook

The Office 2010 Assignments view allows students to access any MyITLab content you have assigned to them, in addition to the MyITLab training exercises that map to the Application Exercises and are available by default.

The Office 2010 Gradebook view allows students to see grades for any MyITLab assignments you have made available in your course. If you choose to assign additional MyITLab content in your course, you will need to unhide both the Office 2010 Assignments and Gradebook child menu items and make them available to your students.

To unhide the Office 2010 Assignments and Gradebook child menu items:

1. Click the Modify link above the Course Menu.
2. Click on the Settings Tab, find Office 2012 Assignments: MyITLab and uncheck the “hidden” column. This makes all of the submenu items in the Office 2010 Assignments: MyITLab menu item unhidden.
3. Be sure to re-check the “hidden” columns for any child menu items that you want to keep hidden, such as Office 2010 Assignment Administration and Office 2010 Instructor Gradebook.
Using Office 2010 Assignment Administration
This child menu item provides instructor access to MyITLab content and allows you to create, edit and assign any additional MyITLab content for your course. From this area, you can assign simulations or Grader projects and set scheduling options and preferences for both.

MyITLab simulations available in MyMISLab include Office Fundamentals, Excel, and Access simulations from our Exploring Microsoft® Office 2010 series. Three kinds of simulations are available in MyITLab:

1. **Study Plans** that allow students to take a pre-test, review training based on the skills they got wrong in the pre-test, and then complete a post-test for final evaluation.
2. **Exams** that provide two different scenarios – Scenario 1 and Scenario 2 -- to allow for multiple assessment options.
3. **Trainings** that include simulations with step-by-step tutorial help for students.

All of these simulations are available as either **Project-Based** or **Skills-Based** assignments. Skills-Based allows the students to skip around in the simulation and complete the questions in any order; Project-Based requires the student to complete the simulation questions in sequential order, as if they were completing a project in Microsoft Office.

MyITLab automatically grades the student’s simulations and records the results in the Office 2010 Gradebook.
To add a simulation activity to your course:

1. Click the **Office 2010 Assignments: MyITLab** menu item in the left navigation and then click the **Office 2010 Assignment Administration** child menu item.
2. In the Course Materials Library, click the **Office 2010 Assignments** folder.
3. Click the folder for the application you wish to use and then click to open to the appropriate chapter.
4. Click to open the Activities folder and locate the simulation activity or activities you want to assign. Click the checkbox next to the activity or activities.
5. Click the **Add** button to add the assignment to your course. The activities will display in the My Course area on the right side of the screen.

6. If you are prompted to Set Scheduling Options, you can do so at that time or access the activity later to set those options.

7. Note that newly added activities may be hidden by default. To unhide an activity, click the checkbox next to the activity and then click **Show/Hide**.

**Note:** To help you organize your additional MyITLab assignments and for easy access by your students, create a folder in My Course and organize the assignments in that folder. To create a new folder in My Course, click Add Course Materials in the My Course area and then click Add Folder. Enter a name and description that will be easy for you and your students to understand.

After adding a simulation activity, you may add or delete questions or change other options based on student feedback or your experience.
To edit a simulation activity in your course:

1. Navigate to the desired activity in the My Course area on the right side of the screen. Point to the activity name, click on the Options dropdown menu, and then click Edit.

2. On the Activity details tab, you can edit the name of the activity, add or edit the description, and set the estimated time to complete the activity.

3. The Questions tab allows you to add questions by clicking Add Questions and selecting additional content from the Question Library. You can also adjust the number of points for a question by clicking the Options menu for the question and then clicking Set point. Enter the new score for the question and then click Save and Close.

4. On the Messages tab, you can add a message to display to your students at the beginning and end of an activity.

5. The Grades tab allows you to select a grading schema to apply to student grades. If desired, you can add a new schema from this tab.

6. The Preferences tab allows you to set a number of options for an activity, including:
   - Attempts/Timing options, which allow you to specify how many times the student may launch or take the entire exam, the time limit for the activity, and late submission settings.
   - Others options, which allow you to set the Trap (ALT+TAB) function so that a student is unable to display another browser window during an exam. By default, this preference is turned on. You can use Play in Training Mode to change an exam to a training. The Allow Student to Save for Later option allows a student to save an exam before completing it and then return to complete it later.
   - Shuffling options that allow you to set how questions are shuffled within an exam.
   - Grading options that allow you to specify which score to display in the Gradebook (highest, lowest, first or last), to indicate a mastery score, and to provide a class average.
   - Feedback settings that that allow you to indicate if a student can see clickstream data and completion methods in the gradebook.

MyITLab Grader projects are live-in-the application projects based on Excel and Access projects from our Exploring Microsoft® Office 2010 series. Your students will complete the project live in the Office 2010 application and submit it for immediate grading. The process is as easy as 1-2-3. To complete a Grader project, a student:

1. Downloads the required files from the project screen.
2. Completes the assignment in Microsoft® Office 2010.
3. Uploads the finished assignment file.
MyITLab automatically grades the assignment and records the results in the Office 2010 Gradebook.

To add a Grader project to your course:

1. Click the **Office 2010 Assignments: MyITLab** menu item in the left navigation and then click the **Office 2010 Assignment Administration** child menu item.
2. In the Course Materials Library, click the **Office 2010 Assignments** folder.
3. Click the folder for the application you wish to use and then click to open to the appropriate chapter.

4. Click to open the Activities folder and locate the Grader project homework or assessment activities you want to assign. Click the checkbox next to the activity or activities.

5. Click the **Add** button to add the assignment to your course. The activities will display in the My Course area on the right side of the screen.

6. If you are prompted to Set Scheduling Options, you can do so at that time or access the activity later to set those options.

7. Note that newly added activities may be hidden by default. To unhide an activity, click the checkbox next to the activity and then click **Show/Hide**.

**Note**: To help you organize your additional MyITLab assignments and for easy access by your students, create a folder in My Course and organize the assignments in that folder. To create a new folder in My Course, click Add Course Materials in the My Course area and then click Add Folder. Enter a name and description that will be easy for you and your students to understand.
To edit a Grader project in your course:

1. Navigate to the desired activity in the My Course area on the right side of the screen. Point to the activity name, click on the Options dropdown menu, and then click **Edit**. The options to edit a Grader project are largely the same as those for MyITLab simulations, with a few exceptions.

2. The **Questions** tab allows you to change the point values of a question in a Grader project and determine if you want hints to show or not. To do this, click the Options menu for the question and then click **Edit**. Click **Manage Variation Preferences** to open it. For each step in that project, you can change point values or add a pre-made hint to a task within a Grader project. If a question is set to have 0 points, it will not impact a students grade when they submit the Grader project. Click Save and Close when your changes are complete.

3. The **Preferences** tab allows you to specify the number of attempts that students are allowed to make on the assignment. Setting multiple attempts allows the student to view the submissions, make corrections to the document, and resubmit for grading.

**Scheduling Options** are available for all assigned simulations and Grader projects. Using scheduling options you can set an assignment to be assigned or unassigned; set the availability date range; determine if it an activity is available to all students or just specific students; and define the locations where students can access the activity.

To set scheduling options for a simulation or Grader project:

1. Navigate to the desired activity in the My Course area on the right side of the screen. Point to the activity name, click on the Options dropdown menu, and then click **Set Scheduling Options**.

2. From this page, you can assign an activity, set an availability date range, and specify a location for the activity to be completed.

3. After selecting the desired scheduling options, click Save.

**Office 2010 Instructor Gradebook**
The Office 2010 Instructor Gradebook provides an instructor view of the MyITLab gradebook, so you can see grades for any of the MyITLab content you have assigned to students. You can export your students MyITLab assignment grades from this area and upload them into the main MyMISLab gradebook or your own LMS.
To access and view grades in the Office 2010 Instructor Gradebook:

1. Click the **Office 2010 Assignments: MyITLab** menu item in the left navigation and then click the **Office 2010 Instructor Gradebook** child menu item.

2. Locate an assignment using the navigation options in the My Course panel at the left side of the Gradebook. Notice that the Gradebook is organized using the folders and subfolders that you create for your assignments. The assignments and grades for all items in a folder appear in the right Gradebook pane, with one column per assignment.

3. To view gradebook options for an assignment, click the Option buttons next to the assignment name.

4. To view gradebook options for a specific student’s grade, click the grade to view the Options button. Click the Options button.

5. If you want to filter the view of the gradebook columns to show only specific assignment types, assignment status, or other options, click View Filters in the left panel and then select the desired filters. Selecting Show Status for All Items under Students allows you to quickly see if students have started or completed any assignments.

6. To clear filters click the X next to selections at the top of the Gradebook.

**Note:** By default, Office 2010 Instructor Gradebook includes a student named _student, _student. Because your instructor access to MyITLab allows you to toggle between Instructor View and Student View, any grades for assignments you complete in Student View are listed under this _student, _student account. While grades appear in the gradebook, they are not included in any class average calculations or reports.
To view and/or delete student submissions in the Office 2010 Instructor Gradebook:

1. Click the Options button next to the assignment name.
2. Click **View all Submissions**. A new window will open and display all student submissions for that activity or assignment.
3. Clicking a student’s name in the left pane to view submission for an individual student.
4. If a student has multiple submissions for an assignment, you can view each submission by clicking the plus sign next to their name. You will then see all submissions for that assignment and can click on an individual submission.
5. If you need to delete a student submission to reset it, click the Delete button in the top right. Select **This submission** to delete a specific submission. Select **All submissions from this student** to delete all of their submissions. A student will be able to retake the assignment again.

**Note:** You also can view an individual student submission by locating a specific assignment and student in the Office 2010 Instructor Gradebook. Click the grade to view the Options button. Click the Options button and then click View/Grade Submission.

**Note:** You also can view an individual student submission by locating a specific assignment and student in the Office 2010 Instructor Gradebook. Click the grade to view the Options button. Click the Options button and then click View/Grade Submission.
To export grades from the Office 2010 Instructor Gradebook:

1. In the Export area at the bottom of the gradebook, select whether to export all grades, the current display, or the student roster.
2. Select the desired export format: csv file (which will open in Excel), tab delimited file, pdf file, or Blackboard-MyLab/Mastering.
3. After selecting these options, click Download.
Gradebook

Your MyLab course offers you a full-functioning gradebook to manage all of your course grades in one place. In addition to the grades that automatically populate into the gradebook, you can also manipulate and modify individual student grades, mark assignments as extra credit, exclude assignments from students’ grades, export grades to your learning management system, add custom gradebook columns, and more.

How the Gradebook works
All gradable items in your course are automatically represented by a gradebook column. Activities and assessments that are auto-graded in your course will automatically record to the Gradebook. If you have assignments that are subjective in nature (short answer, discussion, or essay), they will have a column in the gradebook, but require manual grading. You can also manually grade other items you have identified as gradable or gradebook-only items to add points for things like participation and attendance. There is also a Grade to Date Column that will track each student’s cumulative percentage grade in the course.

Navigating your gradebook
Your gradebook has 3 main areas accessed by clicking on the modify link in the upper right hand corner when your gradebook is opened.

- Overview
- Grade by Assignment
- Setup

Overview
This is the main view of the gradebook that lists all active students and all gradable items in your course. From this view, you can add or edit any individual grades including points, letter grade, comments, and decide whether or not to share the grade with the student. You can also review the student’s submission by clicking on View Details.

Note: After you have navigated to another view in the gradebook, you can always return to the main Overview screen by clicking modify>Overview or by simply clicking on the Gradebook menu item again in the left hand navigation.

Visit [www.mymislab.com](http://www.mymislab.com)
Join us! [www.mybschoolcommunity.com](http://www.mybschoolcommunity.com)
**Grade By Assignment**

The Grade by Assignment view provides a snapshot view of each students’ scores, letter grades, comments, and submission details for each assignment individually.

To navigate to the Grade by Assignment view:
- Click the **modify** link in the upper right hand corner of the content page
- Choose **Grade By Assignment**

You can select any assignment listed in the gradebook from the dropdown above the grid of students and scores. From here, you can add or edit any individual grades including points, letter grade, comments, and decide whether or not to share the grade with the student. You can also review the student’s submission by clicking on View Details. You can also navigate through the entire list of assignments by clicking the Previous Assignment and Next Assignment buttons at the bottom.

This is a great tool if you need to quickly assess your class results on a specific assignment or if you need to add or edit grades for more than one student on the same assignment.
Setup
The Setup view includes only assignment information and does not include any student information. It lists all assignments that are listed in the gradebook with the corresponding max point value of the assignment.

To navigate to the Setup view:
- Click the **modify** link in the upper right hand corner of the content page
- Choose **Setup**

From this view, you can edit the max points of any assignment, mark an assignment as extra credit, or exclude an assignment from the students’ grades.

You can also choose to modify a gradebook item or add a new gradebook item by using the buttons at the top of this view. The buttons will link you to the Modify Course Menu lightbox where you can make changes and add items.

**Note:** You can also add and modify items by going directly to the Modify Course Menu lightbox from any place in your course by clicking the modify link above the course menu.

![Gradebook - Setup](image-url)
Add a gradebook item

1. Click Add New and the Modify Menu Lightbox will open to the Add & Arrange tab.
2. Click Add new item to add an item to the main level OR expand the menu item where you want the new item to reside (i.e. Course Content) and click the Add new item link.
3. Select an item type from the dropdown. Any item type can be gradable. You can select Assessment to create an exam with questions.

Note: You can select Gradebook-only Item to create a graded item that you don't want included in the course menu.

4. Enter the Menu Item Name you want to appear in the course menu.
5. Checkmark Gradable.
6. For Points, enter the number of points you're assigning for the item.

Note: The point value will need to match the points associated with the actual assessment. So be sure if you are adding questions that the total points in the created assessment match the max points assigned here. (This can also be edited later in the Gradebook Setup if needed)

7. Click Submission if you want students to complete and submit the item to your Submissions area for you to review.
8. Select the Hide from students check box if you do not want the item to be visible to students.
9. Click Save to add your new menu item, or Cancel to discard your changes.
10. Click the exit icon to close.

*Your new gradebook item has been added to your gradebook and/or course menu if applicable.
Modify Gradebook Items
This feature will allow you to mark or unmark any item as hidden, gradable, or submission. You can use other features within your course to modify other aspects of the item.

1. Click **Modify Gradebook Items** and the Modify Menu Lightbox will open to the **Settings** tab.
2. Use the expand arrows to locate the assignment that needs modification.
3. Check or uncheck the boxes for hidden, gradable, or submission for any item.
4. Click the exit icon to close.
Enter student grades
You can enter student grades in the gradebook from both the Gradebook Overview as well as the Grade By Assignment view of the gradebook.

Best Practice: Enter grades using the gradebook overview for a quick an easy way to enter a grade for any student on any assignment. And use the grade by assignment view for the best way to enter a group of grades for a single assignment.

You do not have to enter grades for assessments (quizzes and exams). As soon as students complete the quiz or exam, the scores appear in your gradebook. However, if a quiz or exam includes essays and/or short answer questions, you do need to grade these questions.

Tip: If you’d like to change a student’s score on an automatically graded assessment, for example to give extra points or make a deduction, follow these same steps.

To enter student grades in the Gradebook Overview on a per student basis:

1. Click Gradebook in the course menu.
   Your gradebook appears with the following columns:
   • Name: Lists student names alphabetically. The list of students is the same as the course roster.
   • Grade to Date: Grade average. The grade to date is calculated by dividing the total points earned by the points attempted.
     Note: If a student has not yet completed an assignment, that score is not factored into the grade to date.
   • Assignment columns: Each assessment and gradable item is shown in a column. The number of possible points for each assignment is shown beneath the assignment name.

2. In the row for a particular student, click the cell corresponding to a particular assignment.
3. Enter the number of points the student earned in the Points text box.
4. (Optional) You can also enter a letter grade in the Letter Grade text box.
   
   Note: The letter grade you assign does not get factored into the grade to date. Only the point score is factored into the grade to date.

5. (Optional) Under Comments, type comments about the assignment. A student will see your comments in the student gradebook.
6. Click Show to Student to share the grade and comments in the student’s view.
7. Click Save or click View Details to view and edit the assignment details.
View Details of Student Submissions
Once your students complete activities within the MyLab course, you can review their attempt and add scores (in cases of items needing a manual grade) and comments if desired by accessing the item via your gradebook.

You can view the details of a student’s submission from both the Gradebook Overview as well as the Grade By Assignment view of the Gradebook. The details of the submission will allow you to review the date taken, time spent on the assignment, number of questions, percentage and raw score earned, as well as a breakdown of each of the questions and answers.

**Keys for Success:** Students will only see your instructor comments if the “Display grade with answers on Review Date” option is selected in the Schedule feature of the Manage Assessment area.

To review details from the Gradebook Overview:
1. Click Gradebook.
2. Locate the student and scroll to the activity column you wish to review
3. Left click on the dropdown next to the score earned
4. Click View Details.

To review details from the Grade by Assignment view:
1. Locate the student. Click the arrow in the Details View column beside the student’s name.
2. Scroll down the page to locate the assessment question. Click the arrow next to it to expand the question. You will be able to see the student’s response.
3. There is a gray box at the bottom of the screen where you can add/change the number of points received and add a comment to the student.
4. Click Save.
**Reset an Assessment**

If you would like to allow a student to retake an assessment that you had configured for only one attempt, you can reset the assessment.

To reset an assessment item:

1. Click **Gradebook**.
2. Click the right Modify and select **Grade by Assignment**.
3. Select the assessment you want to reset, from the drop-down list of assignments.
4. In the row of the student whose assessment needs reset, click **Details View**.
5. Click **Reset Student Assessment** under **Details**.

**Note:** Resetting an assessment will delete the previous submission and those results will be irretrievable.
Add Additional Time
If you need to allow additional time on an assignment on a per student basis, you can choose to add additional time in one minute increments. Before you can add additional time for any student, the student must launch and submit their first attempt. Once a submission is received, you will be able to review the submission and add additional minutes at that time.

To grant additional minutes on an activity:
1. Click Gradebook.
2. Click the right Modify and select Grade by Assignment.
3. Select the assessment you want to reset, from the drop-down list of assignments.
4. In the row of the student whose assessment needs reset, click Details View.
5. Use the up and down arrows to adjust the additional minutes you wish to grant the student
6. Click Grant
7. Click Ok on the confirmation pop up

Note: This will allow the student back in to the entire assignment and they will have the ability to change previous answers as well as answer incomplete ones.

Best Practice: Use this feature to accommodate students who qualify for additional time on assignments. Have the student use the initial allotted time and submit. Then add additional minutes to extend the amount of time students have to complete the assignment.
Export Student Grades
If you ever need your gradebook in spreadsheet form, you can Export your students’ grades from the Gradebook. Exporting the grades will produce a CSV file which can be opened in Numbers for Mac or Excel for PC.

1. Click Gradebook in the course menu.
2. Click the Export Gradebook button in the upper right corner of the gradebook page.

Open the CSV file to see students’ First Name, Last Name, Email Address, and Scores for each column from your gradebook.
The Student Experience (Question/Answer)

Starting from the first day of registration through the final exam, it is likely that you will field questions about your MyLab course from your students. To help you and your students get answers quickly, we have compiled a list of frequently asked questions that you might hear from your students as you progress through the term and provided answers. Questions and answers are categorized by topic - First Day of Class (Registration and Enrollment), Course Content, and Technical Support.

First Day of Class (Registration and Enrollment)

Are there instructions for student registration?
Yes, Pearson provides First Day of Class (FDOC) materials for students found on the Support tab of the Mylab homepage. These resources include:
- Step-by-Step Registration Instructions PDF
- Step-by-Step Registration Instructions PPT
- Student Registration Video Tutorial

What is the Course ID?
The first thing that the student is asked for in the registration process is the instructor course ID. Your course ID is found below each course name in your MyLab / Mastering New Design courses list.

After I finished registering, I got a message that noted my registration was being processed. Did I do something wrong?
No, during high traffic times, processing student registration can take longer. If students receive this message at the end of registration, they should wait a few minutes, then try signing into their account to make sure the course is listed.

How can I be sure that my computer is compatible with the MyLab course?
Students can check the System Requirements listed on the Support tab of the MyLab Home page. There is also a Browser check within the course on the Course Home page that students can also use to check requirements.

Where can I find more information to learn how to use the MyLab in your course?
There is a student user guide that walks students through registration, course navigation, and getting help.

Visit www.mymislab.com
Join us! www.mybschoolcommunity.com
I paid for MyLab access for this same book and edition last term, but dropped the course. Do I have to repurchase access?
Students can enroll in additional course sections without additional payment, for the life of the edition, as long as they already have a fully paid subscription for that particular book/author/edition. Click here for more information on Additional Course Section Enrollment.

I am waiting for my financial aid check before I can purchase MyLab access, but I don’t want to miss any deadlines. What can I do?
Students can opt for Temporary Access during registration. This will give them access to your course for 17 days without payment. Click here for more information on temporary access.

How can I convert my temporary access to fully paid access?
Students have 2 ways to convert temporary access to fully paid. They will receive three alerts via email indicating the time left before the access expires. Students can click the link within the email and redeem an access code or pay with credit card or PayPal. Students can also access the payment screen directly from their account home page by clicking the “Pay or use an access code now” link under the course title and information. Click here for more information on converting temporary access.

Course Content

I am not happy with my grade, how can I use MyMISLab to help me better prepare for tests?
There are several self-study tools available in the MyLab course meant for remediation that students can use on their own. You can refer them to the Study Plan (Post-test has unlimited attempts), eText (if applicable), Interactive Lectures and Flashcards.

How do I get the eText on my iPad?
Students can download the Pearson eText for iPad app and access the eText on iPad either online or via download. The app provides many of the same features as the browser based eText such as search capabilities, highlights, notes, and bookmarks. There is a link in the Course Content of the course or click here for more information and the link to the App Store.
Why do I get a message that a subscription is required when I try to access the eText?
There are 2 types of access to MyMISLab— with eText and without eText. If a student purchased the non-eText version, they will get a message that a subscription is required when they click on the eText link. From here, they can choose to upgrade access and pay for eText access. If the student feels that they have already paid for eText access and are still receiving this prompt, they should contact Pearson Technical support.

I would like another attempt on an assignment. Can you reset my assignment so I can re-take it?
If you set an assessment to one attempt, students will not be able to re-launch the activity after a successful submission. If you choose to allow the student to re-do an assignment, you can reset an attempt, which will delete the answers of the students initial attempt.

I submitted my assignment, but received a message that my results would not be available until a future date. Can I see my score now?
In the Assignment Manager, you set a review date for each assignment. You have the ability to choose to display the grade with or without answers on the review date indicated. If the review date is after the submission date/time, students will not be able to see results until this date. You have the ability to update this at any time by editing the Schedule area in the Assignment Manager. See Assignment Manager for more information.

Technical Support

I can’t seem to get registered for your course, what can I do?
Your student’s issue may be related to the course materials purchased. For immediate assistance, students should contact our 24/7 Customer Support (http://247pearsoned.custhelp.com) to obtain help getting registered and logged in.

If it turns out that a student purchased the incorrect course materials, students should contact Pearson Customer Service for assistance with purchasing options and return policies:
I can’t open one of the assignments, what do I do?
For immediate assistance, students should contact our 24/7 Customer Support to obtain help getting access to the material they need.

Students should also make sure that the computer they are using meets the system requirements (listed on the support page of the MyMISLab website).

I am receiving an error message, what should I do?
For immediate assistance, students should contact our 24/7 Customer Support (http://247pearsoned.custhelp.com) to report the exact error message received and the steps they are taking before the error message appears. Technical support agents can help the student troubleshoot the issue.
Course Management & Transition

Manage your Course Roster
The course roster allows you to see a list of all of the students that have registered and enrolled in your course. It displays the student’s name, email address, current role, status, and temporary access status (if applicable).
You can use the roster to view your full list of students, make a student inactive in your course, view a student’s temporary access status, promote an individual to the role of Section Instructor/TA, and give permission for the Section Instructor to access and edit the course roster.
You can access your Course Roster from two places:

From your Courses list on your Account Home page:
- Locate the course you want to view
- Under the Course ID, click the hyperlinked number next to “students enrolled”

From your Course Home page:
- Click the Course Settings link under that course title
- Choose Course Roster from the dropdown
- Review and/or make any changes to Role or Status
- Click Save when finished or Cancel

Visit www.mymislab.com
Join us! www.mybschoolcommunity.com
**Active/Inactive Status**
When a student successfully registers and enrolls in your MyLab course, they are active. During the add/drop period, you might have students that drop the course and need to be removed from your MyLab course. Removing a student from your MyLab course is handled by changing the student **Status to Inactive** in the course roster. This will remove the student from your gradebook and any class averages.

** Temporary Access Status **
Students waiting on financial aid to make course material purchases can get temporary access to your MyLab/Mastering course without payment for 17 days. All students that chose to gain temporary access will have red text beneath the student’s name indicating the status of the temporary access in the Course Roster.

There are **two** different states:
- Temporary Access Expiration Pending
- Temporary Access Expired

**Temporary Access Expiration Pending:**
- Red text is added beneath the student’s name notifying you of student’s temporary course access and lists access expiration date.
- Student Role is un-editable, prohibiting any changes to student’s role for individuals currently in temporary course access status.

**Temporary Access Expired:**
- Red text is added beneath the student’s name notifying you that temporary course access has expired and lists access expiration date.
- Entire row is disabled, prohibiting any changes to student’s role or status.

**Note:** Students can change temporary access to fully active status at any time by entering purchase information.
Section Instructors/TAs (Optional)
Whether you are enabling another instructor to act as the Section Instructor to your course or promoting a student to the role of Teaching Assistant (TA), you will need to obtain a student access code for them. They will enroll as students, then you promote them to section instructors from the course roster. When you update the role to Section Instructor, you will also have the option to grant them permission to access and edit the Course Roster.

You can obtain student access codes for section instructors from your sales representative or from Pearson Technical Support.

Note: The role Section Instructor is used synonymously for Teaching Assistant in the Course Roster

Enable section instructors to access your course
You can allow one or more section instructors to access your course. You would use this option to add co-instructors to your course or if you have set up courses in your own account to be taught by other instructors (i.e. adjuncts).

Note: Only instructors can allow section instructors to access their courses—section instructors cannot allow other section instructors to access courses unless you grant them permission to edit the course roster.

Promote a student to the role of Teaching Assistant (Section Instructor)
You can promote one or more students to Teaching Assistant (Section Instructor), so they can help you perform tasks. This could include creating assessments, managing the gradebook, or making other modifications to your course.

Note: If the student registering as a teaching assistant is already enrolled in the course as a student, he or she needs to register again with a NEW login name using another Student Access Code. In this case, the teaching assistant will have a student login name and a teaching assistant login name.
Manage Files
This feature offers you a repository for course documents and files. You can upload, download, and organize materials by adding folders.

**Note:** This is an INSTRUCTOR ONLY feature. Students will not be able to view or download documents or files you upload to this area. If you want to share material with students, you will use the Document Sharing feature instead. See [Document Sharing](#) for more information.

To add new folders:
- Click **Add Folder**
- Enter **Folder Name**
- Click **Add Folder** or **Save & Add Another Folder**

**Keys to Success: Don’t add files to Master Folder that should reside in custom folders**
You can upload files to the Master Folder, but if you want to organize your material using custom folders, make sure that you create folders before uploading documents as you will not be able to transfer documents from one category to another after the upload is complete.

To upload a file:
- Click **Upload Files**
- Click **Browse**, select the file to be uploaded, and click **Open**
  - If the selected file is a zip file and you want it unzipped as part of the upload process, select **Unzip .ZIP file**.
- Click **Upload File**

To download a file:
- Click the checkbox next to the file(s) you wish to download, then click **Download Files**

  **Note:** You can select one or multiple files at once. When choose multiple files, it will produce a .Zip file.

- **Open** or **Save** the file(s)
Create/Copy Additional Courses and Sections

You can create additional courses in a variety of ways. For example, you can browse or search for course materials in the catalog like when you created your first course or copy an existing course from your own account or another instructor’s account.

To create another course using the same course materials, you can:
- Select the same textbook from the catalog to start from a fresh template
- Copy an existing course that you created
- Copy an existing course that another instructor created

**Note:** When you copy a course, the new course has a new course ID and an empty course roster and gradebook.

To copy an existing course:

1. In the MyLab / Mastering New Design courses list, click **Create/Copy Course**.
2. Select **Copy a Course**.
   - Select **Copy One of Your Existing Courses** and select the course you want to copy from the drop down menu.
   - OR Select **Copy Another Instructor’s Course** and enter the course ID (received from the other instructor) of the course you want to copy.
3. Click **Go**.
4. Specify course information. (See **Specify Course Information** for more info)
5. Click **Create Course Now**

A Confirmation-Request Received page will provide you with your unique **Course ID** for your new course. You can print this page for your records and click **Back to your Courses page**.

On your MyLab/Mastering Courses page the clock icon indicates that your course is being prepared. When your course is ready you will receive an email.

Read further to learn why you might choose to copy courses!

Visit [www.mymislab.com](http://www.mymislab.com)
Join us! [www.mybschoolcommunity.com](http://www.mybschoolcommunity.com)
Copy a course you created
There are a few reasons that you might want to copy a course you created:

1. Accommodate all of the sections you are teaching in the same semester

2. Copy a course from one semester to another when using the same book/edition

When using the same book/edition from one term to the next, you will most likely want to make a copy of your current course to take advantage of the changes, organization, settings, etc that you have already set.

**Note:** When you copy an existing course, your original course remains untouched. Assessments copied with the course retain the same availability setting as in the original course.

Copy another instructor’s course
You may want to copy another instructor’s course if you are teaching a section of the same course or planning to teach the same course at a later date. Copying another instructor’s course allows you to take advantage of the changes, organization, etc that instructor already set up. After you copy the course, you can customize it further.

**Note:** Assessments copied with the course retain the same availability setting as in the original course set by the other instructor.

**Keys to Success: Make sure the course you are attempting to copy has been made available to copy**
Before you can copy another instructor’s course, that instructor must make the course available for copying and provide you with the course ID. If you try to copy a Course ID from another instructor that is not marked “available for copy” in the course settings, you will receive an error. [Click here](#) to see how to edit the copy settings of your course.
Make multiple copies or sections of a course

You can make multiple copies of an existing course from your own course list at one time.

If you are acting as a coordinator or program administrator, you will need to create sections to accommodate the sections you and others are teaching.

To make multiple copies or sections of a course:

1. In the MyLab / Mastering New Design courses list, click Create/Copy Course.
2. Select Make Multiple Copies or Sections of a Course.
3. From the list, select the course you want to copy and click Go.
4. In the Number of Courses box, enter the number of course copies you want to create and click Update.
5. Edit the course and section names as needed.
6. You can change the Course Enrollment Dates and Course Duration for all copies.
   - After the course copies are created and appear in the MyLab / Mastering New Design courses list, you can change the course dates (and other course settings) for each individual course copy or section by clicking Details next to the course name.
7. When ready to create your copies, click Create Courses Now.
Course Expiration

When you originally create your MyLab course, you set a course end date. As the course end date nears, you will notice an hour glass icon next to your course title in the courses list indicating the course is about to end. When you see this icon in your courses list, you have two options:

1. If the course is still in use by registered students, you can extend the course end date up to a maximum of 24 months from the course creation date (see instructions below). Once the 24 months are up, the course enters a 3-month retirement (inactive) phase, after which it is removed from the system. If you have courses in the retirement process, you will receive three consecutive email reminders, including instructions on how to preserve or export your course materials.

2. If the course has ended and there are no active student users, you do not need to take any action. The course will automatically start the 3-month retirement phase 24 months after the course creation date.

To extend the Course End date:

1. From the Courses list, click on the Details link to the right of the course title.
2. Click on Edit Course.
3. Extend the Course End Date (no longer than 24 months after the Course Creation Date).
4. Click Save.

Note: Once the three month retirement phase ends, the course will automatically be deleted along with all assignments and student results.

Best Practice: Export your gradebook before your Course end date to preserve all student grades/results from the course and make a copy of the course to preserve the customizations you made to the course if you plan to teach the course again in the future.