MyLab Student User Guide

Pegasus 2.6.1
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What is MyLab?

MyLab from Pearson Education is an online assessment and learning system supporting online, print, and email delivery of assessments. MyLab provides basic course management capabilities in the areas of course organization, grades, communication, and personalization of content.

MyLab enables you to easily track and evaluate your progress during and after the learning process.

As a student, you can take advantage of MyLab features such as:

- Personalized learning experiences
- Online homework
- Online assessments
- Online course resources
- Personalized study plans
- Adaptive assessments
- Tutorials
- Contextual feedback

Getting Started

Your instructor has chosen to use a **MyLab** online course as a component of your course. Designed to help you succeed in your course, **MyLab** provides you with an online learning and testing environment. In MyLab, you'll find:

- study and assessment resources that complement your textbook, so you can review your skills and knowledge online, on your own time, and at your own pace
- study plans and learning and assessment activities to help you assess your skill level so you won't waste time re-learning skills you already know
- a gradebook that allows you to view your grades and view reports showing your progress

Before accessing your course content in **MyLab**, you will need to have on hand the following information:

- A **student access code**, as included in this package
- Your **email address**
- The **MyLab Course ID** provided by your instructor.

System Requirements

Before using MyLab on a personal computer, check to make sure your computer meets the system requirements listed below. If you are using a lab computer at your school, in most cases the system will have been set up already.

OS and Browser Compatibility

MyLab supports the following operating systems and Web Browsers:

Operating System	Browser
Windows XP	Internet Explorer 6 & 7
Windows 2000	Internet Explorer 6
Windows Vista	Internet Explorer 7

Operating System	Browser
Mac 10.4	Safari 2.0

Supported File Types / Formats

MyLab supports the following file types / formats for file uploads:
- Image Formats: JPEG, JPG, BMP, TIFF, and PNG.
- Audio Formats: MID, MIDI, WAV, RAM, and MP3.
- Video Formats: WMV, MPEG, MPG, MPE, WM, AVI, and ASF.
- Application Formats: DOC, XLS, PPT, PPS, PDF, RM, SWF, CLASS, EXE, RTF, and CAB.
- Text Formats: TXT, HTML, and HTM.

Screen Resolution

MyLab is best viewed on a screen resolution:
- 1024 X 768 for Windows 2000 and Windows XP
- 1280 X 960 for Mac 10.4

Plug-ins

MyLab uses the following plug-ins:
- Applet
- Macromedia Flash™

Wimba Audio Requirements (for courses using audio technology)

If using the Wimba audio, speakers and microphones are required. Wimba audio recommends a 56K modem or faster. Wimba requirements are here:
http://supportcenteronline.com/ics/support/default.asp?deptID=2848&task=knowledge&questionID=155

Also, users will need Java 1.4.2, Java 1.5 or Java 1.6. You can find a Wimba specific browser tune up here: http://pearson.horizonwimba.com/pearson/wizard/launcher.jsp

Registration

Before you go online to register for MyLab, take a minute to be sure you have the following items:
1. **Valid email address:** You must have an email address to register for MyLab. After you register, you will receive an email message at the address you provide, confirming your personal login name and password. If you do not have an email address, contact your school's technology center or set up a free account through a website that offers this service.
2. **Course ID.** Contact your instructor to get the Course ID that is unique to your **MyLab** course.
   A Course ID looks similar to this:

   CRSWE5J-8291

3. **Student Access Code.** Your student access code is supplied beneath a pull-tab, located inside your **MyLab** Student Access Kit. A student access code looks similar to this:

   PSPMIL-CHILI-KENJI-EDDI-AKIRA-WAHOO

Tip: *If you do not have a Student Access Kit, you can purchase access to **MyLab** online using a credit card. Go to the URL provided by your instructor and click the Purchase Access link to purchase online code.*

Registering for MyLab

Registering for and enrolling in your **MyLab** course takes only a few minutes. It's easy to register and enroll by following the online instructions, but if you prefer printed instructions, you can use this chapter as your guide.

If your online-registration session is interrupted for any reason, you can always go back and restart. Your student access code is valid until you successfully complete the registration process. For online purchase, your credit card is not charged until you complete registration.

Note: If you previously have registered and enrolled in a course in a MyLab course before, check the "Enrolling in Another Course" section on page 8 for information that may apply to you.

To Register for MyLab:

1. Start your browser and go to the URL provided by your instructor.
2. Click the **Students** button under New User Registration area.

New User Registration area

3. Click to **Accept** the licensing and privacy agreements.

Note: If you choose to Decline, you will be given alternate instructions as to how to proceed.

*Note: If you do not have a valid student access code, click the **Purchase Access** link to purchase online access and follow the on-screen instructions. You will need a valid credit card to continue.*

On the **Access Information** page, you will be asked if you have a Pearson Education account.

- If so, select the **Yes, Look Me Up** option. Enter the existing login name and password that you have used for other online course materials or Web sites that accompanied a textbook published by Prentice Hall, Addison-Wesley, Allyn & Bacon, Benjamin Cummings, or Longman.
- If not, leave **No, I Am a New User** selected. You will create a login name and password later in this process.

Access Information area

Note: If you previously registered for a Pearson Education online product but forgot your login name or password, click the Forgot your Login Name/Password? link to retrieve it.

4. Next, enter your **Access Code**.
5. Pull back the tab (located on the inside front cover of your MyLab Student Access Kit) to reveal your student access code.
6. Type your six "word" student access code—one word in each box. Don't type the dashes.

Enter Access Code screen

7. Enter your school's zip or postal code. This helps create a list of schools in your area for you to choose from in a later registration step. Then, select the country where your school is located.

Enter School Location information area

8. Click the **Next** button.

9. On the Account Information page, enter your first and last name and a valid email address that you check on a regular basis. [If the boxes are pre-filled, check that the information is current.]
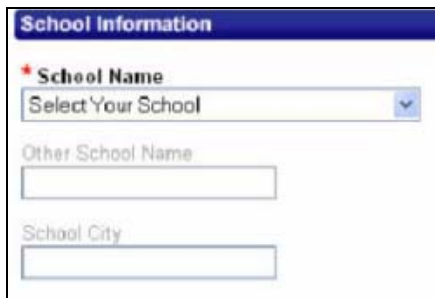
Account Information area

Note: Your registration confirmation and other important information will be sent to the email address you provide.

10. Enter your school information by selecting your school name from the drop-down list. If your school is not listed, scroll to the bottom of the list and select Other. Then enter your school's name, city, and state.

Enter School Information area

11. Enter your desired login name and password. Choose something you can remember but you don't think anyone else would request or guess. You may want to use your email address as your login name.

Create Login Name and Password area

Please note the following rules for user names and passwords:
- Must be at least 8 characters

- Must contain at least 1 number and 1 letter
- May contain special characters (but there is no special character requirement)
- Username must be at least 4 characters
- Username can not be same as password

Note: Some of the password and user name rules have changed. If you have an existing user name and password that do not meet these rules, you are not required to change your password to meet these new requirements unless you change your Account Summary profile.

12. After you are registered, you will receive an email confirming your login name and password. You will need your login name and password every time you access **MyLab**.

13. Select a Security Question and enter the answer to help Product Support verify your identity in case you ever forget your login name or password.

Security Question screen

License Agreement and Privacy screen

14. Click the **Next** button (only once!) to submit your registration for processing, which will take just a few moments.

Note: If the login name or password you specified is already in use, you will be asked to enter another one. Login names must be unique.

15. A **Confirmation & Summary** page informs you that your student registration has been successful and that you now have access to MyLab. If desired, print the confirmation page to keep a record of this information.
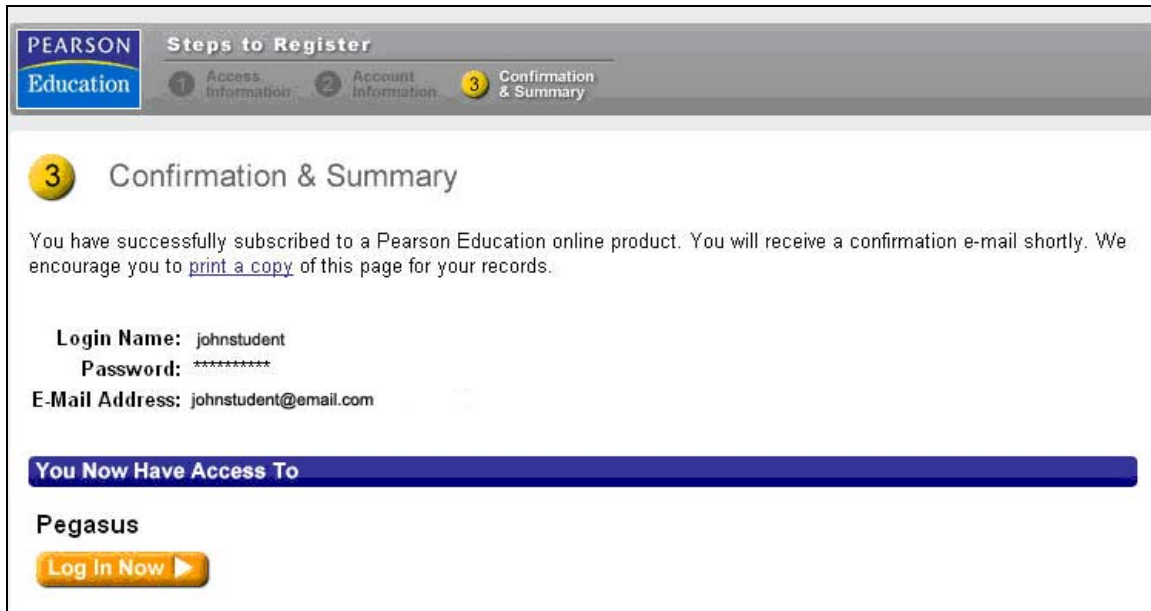
Confirmation screen

16. Click the **Log In Now** button.

Using MyLab

Login

When you log in, MyLab validates your login name and password and takes you to your courses page. To log into MyLab, enter into the appropriate text boxes the Login Name and Password that you created during the registration process, and then click **Login**.

Note: You must first have registered for a course before you can log in. If you have forgotten your login name or password, you can click to request to have this information emailed to you.

MyLab usernames are not *case-sensitive. This means "MyLab" is the same as "MYLAB." MyLab passwords* are *case-sensitive. Your password will not be accepted by MyLab if you change the case of any of its characters.*

Navigating through your Course

Navigating through your MyLab course is easy. Following are explanations of MyLab navigational elements.

Welcome Banner

The top-right area of the page is the **Welcome** banner, which is permanently displayed throughout MyLab.

The Welcome banner displays the following links:

- **My Courses**
- **My profile**
- **Help**
- **Logout**

My Courses Page

The My Courses page displays a list of the courses in which you are currently enrolled.

The following appear on the My Courses page:

- **Course name:** This column displays the courses available to you including course name and other details such as Course ID and course description. Click the course name or select **Open** from the options menu to open the course you want to work with from this list.
- **Options:** This column displays the options menu specific to the current course type.
- **Announcements:** This displays system-level announcements. Click the subject to open the announcement. Clicking the **Manage** link on the Announcements taskbar opens a window displaying your Announcements history.

My Courses screen

My Profile

The **My profile** window is used to make changes to your Pearson account information. This window is also used to define your time zone, and time and date format.

My profile window

The **My profile** window contains the following options:

- **Time zone:** Choose your time zone preference from the Time Zone list.
- **Time and date format:** Choose the time and date format from the Format list. The time and date are displayed in the selected format just below the Format list.

*Note: Click **Save** to save the time zone, and time and date format.*

Help

Click **Help** to access the context-sensitive online Help.

Logout

Click **Logout** to log out of the MyLab platform.

Font size buttons

The toolbar displays font size buttons (AA) that represent Small, Medium and Large fonts. You can define the font size of all editable items in the application by clicking on any of these buttons.

Note: The toolbar will display the font buttons only if the instructor has enabled the font size toolbar for the course.

Folder Navigation

Folder navigation is performed using an expandable /collapsible folder structure. This feature is available in the Course Content and Grades tools.

- Folders are expanded by clicking the Expand icon (⊞) and collapsed by clicking the ⊟ icon.
- Open a Folder by clicking on the folder name, folder icon, or anywhere in the row displaying the folders.
- To view all the navigated folders and sub-folders, click the ▽ icon located next to the current folder name.
- To view or return to the previous navigated folder, click the Previous icon (📝).
- You can exit out of the folder hierarchy by clicking anywhere outside the folder tree.

Content Editor

The Content Editor is used to create and edit text, images, hyperlinks or HTML code. The Content Editor is used throughout MyLab; for instance, in creating and editing question types in the Question Library, adding HTML pages to the course content, and in composing email in the Mail section.
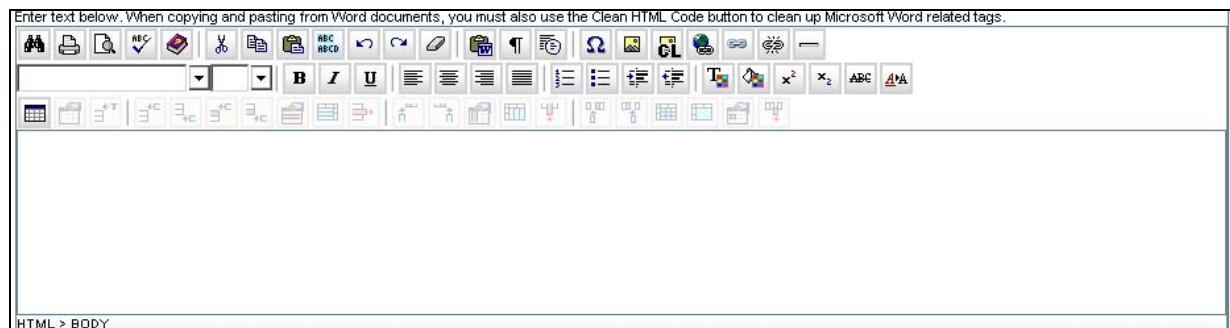
Content Editor

Using the Content Editor

1. Enter text in the Body text field.
2. Select the toolbar buttons to format the text, insert images, hyperlinks, or HTML code.

For complete details on the Content Editor toolbars, please see the **Online Help**.

Note: *When copying and pasting from Word documents, you must use the **Clean HTML Code** button to clean up Microsoft Word-related HTML tags. The **Clean HTML Code** button is located on the Content Editor toolbar, as illustrated below.*


Clean HTML Code button

Content Types

There are seven content types that can be found in a MyLab course.

1. **Folder**
2. **Activity/Assignment**
3. **Study Plan**
4. **Discussion Topic**
5. **Link**
6. **File**
7. **Page**

Options Menu

Options menus provide convenient access to actions or features corresponding to the current course element or MyLab tool. Options menus are found throughout the platform. Click on the Options menus to learn which features are available to you in a specific location. The Options menus ensure that you are never more than a click away from the task you need to perform.
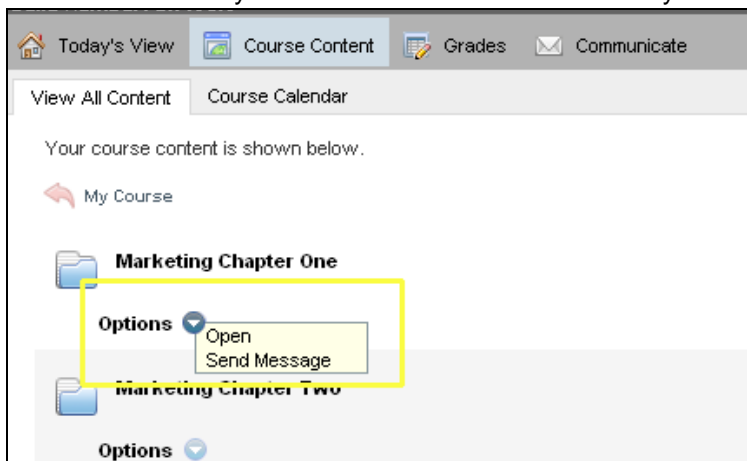
Options Menu for Course Content

MyLab Icons

Your MyLab course may contain the following icons.

Navigation Toolbar

Today's View   Gradebook

My Tests   Mail

Course Content   Settings

Question Library   Search

Today's View

Notifications

Unread Messages

New Grades

My Tests

Create New Tests   Save

Paper Test   Print

Delete   Create Question

Question Library   Scramble

Filter TestBank   Edit HeaderFooter

Hide TestBank Library   Close

Show/Clear MetaData

Course Content

Add Content   Link

Add Learning Objectives   File

Map to Learning Objectives   Page

Folder   Show/Hide

Learning Objectives folder   Remove

Assessment   Delete

Study Plan   Copy

Myitlab Study Plan   Cut

Discussion   Paste

Instructor graded   Contains multi-media

Question Library

Add Content   Question Set

Add Learning Objectives   Remove

Map to Learning Objectives Delete

Folder   Copy

Learning Objectives folder   Cut

Pegasus Question   Paste

SIM Question   Reports

Gradebook

Create Column   Calculated Column

Search Students   Selection List Column

Reports   Free Test Column

Send Message   Import Grade column

Grant Access   Failed

Deny Access   Manually edited grade

Sort by ascending order   Reports

Sort by descending order   Hide Course Content

Numeric Column   Download grades

Instructor graded

Communication

Compose new message Unread message

Inbox   Reply

Drafts   Reply all

Sent   Forward

My Courses Screen

After logging into MyLab, the **My Courses** screen is displayed. The My Courses screen displays a list of the courses in which you are currently enrolled.

Announcements

Announcements are course-related notifications of future actions, events, or tasks posted by instructors and Program Administrators. The number of announcements is displayed in brackets next to the **Announcements** link in the left-hand pane.

My Courses screen

To view announcement details, click on the **Announcements** link. The following announcement details are displayed:

- **From:** Displays the name of the instructor who posted the announcement.
- **Date:** Displays the date range specified by the instructor.
- **Subject:** Displays the subject of the announcement.
- **Text:** Displays the body text of the announcement.

Today's View

Today's View provides quick, convenient access to important course-specific information. The Today's View **Notifications** section displays Announcements, To Do items, and Alerts, all of which enable you to schedule your tasks efficiently.

The Calendar view enables you to keep track of assignments and important course-related dates.
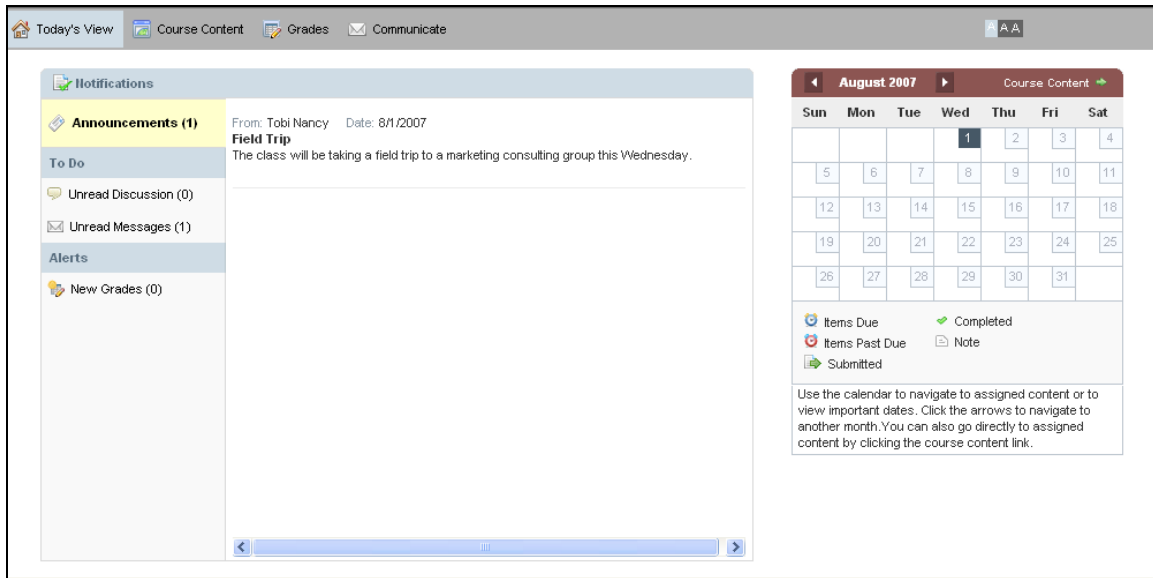
Today's View Screen

Notifications

Notifications contain pending tasks that require your attention. The notifications you see are posted by the instructor. They indicate that an activity has been posted and needs to be completed before the due date.

Notifications include three elements:

- **Announcements**
- **To Do**
- **Alerts**

Announcements

Announcements are course-related notifications of future actions, events, or tasks posted by Instructors and Program Administrators. The number of announcements posted is displayed in brackets next to the **Announcements** link in the left-hand pane.

To view details, click on the **Announcements** link. The following are displayed:

- **From**: Displays the name of the instructor who has posted the announcement.
- **Date**: Displays the date range specified by the instructor.
- **Subject**: Displays the subject of the announcement.
- **Text**: Displays the announcement message posted by the instructor.

To Do

To Do includes the following items:

- **Unread Discussions**
- **Unread Messages**

Unread Discussions

This notification enables you to view messages posted for a Discussion. The number of new Discussion topics for which messages have been posted is displayed in brackets next to the

Unread Discussion link. These numbers are dynamic and indicate the current number of all *new* items, with the exception of announcements.

- To view the details for each discussion topic, click the **Unread Discussions** link. The discussion topic name along with the number of unread posted messages is displayed.
- Click **Open** from the Options drop-down menu of the corresponding Discussion topic to open the Read Messages window. For additional details on reading and composing messages and email, please see **Communicate - Mail**.

Unread Messages

This notification displays unread email messages. The total number of unread mails in the Inbox is displayed in brackets next to the **Unread Messages** link. To view more details, click on the **Unread Messages** link. The Unread Messages window appears.

Unread Messages window

1. Unread messages are displayed in three columns.
   - **Name**: This displays the name of the sender
   - **Subject**: This displays the subject of the mail
   - **Received**: This displays the date on which the message was received.
2. Clicking the message opens the Read Message window.
3. You can also go to the Mail Inbox by clicking the **Go to Mail** link. For additional details on mail, please see **Communicate - Mail**.

Alerts

Alerts displays the following:

- **New Grades**

New Grades

This section displays newly posted grades for auto-scored activities. The number of activities for which new grades have been posted is displayed in brackets next to the **New Grades** link.

Note: Grades are posted for Activities and Study Plans only.

- To view details of each activity, click the **New Grades** link. The activity names along with the Number of new grades posted for the activity is displayed.
- Click an activity name to open the activity in the Grades window.

- You can also go the Grades window by clicking the **Go to Grades** link. For additional details, please see **Grades**.

Gradebook Screen

Calendar

The Calendar is used to view scheduled tasks. By default, the Calendar displays the current month with the current day highlighted. You navigate forward and backward in the calendar by clicking the ▶ button, or the ◀ button.

You can go to course content by clicking the **Course Content** link. To navigate to the Course Content Calendar view, click on any date in the calendar. This view displays the date and assigned contents.

The following details can be viewed in the Calendar:

- **Completed**: The date on which you completed and submitted the activity to the instructor. This will be display the ✅ icon.
- **Items Due**: When a due date is set for an activity, the date is marked with the ⏰ icon. This means that the students have to submit the activities on or before the date specified for submitting a particular assignment.
- **Items Past Due**: If an activity is not submitted on or before the due date, the date is marked with the ⏰ icon. If the instructor accepts the submission of the activity after the due date, the ⏰ icon is replaced by the ✅ icon.
- **Note**: Any note or information added for a date is marked with the 🗒 icon.
- **Submitted**: The date on which you submitted a completed activity is marked with the ➡ icon.
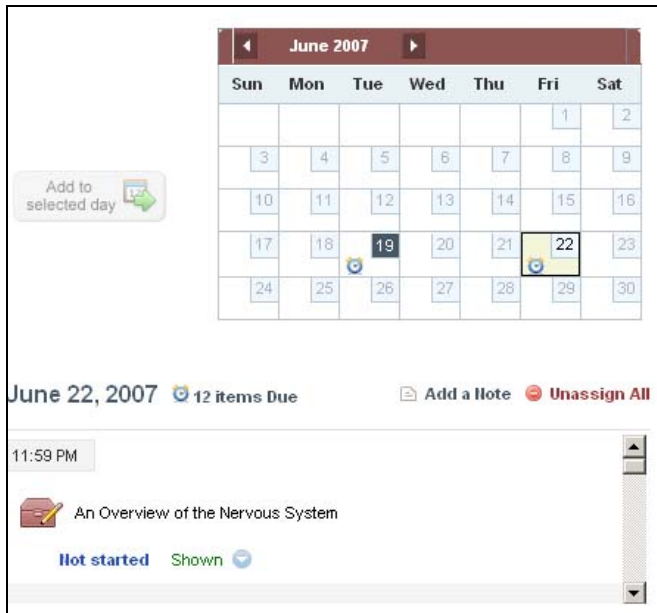
Calendar with date selected

Course Content

The Course Content tool enables you to access course content and, if enabled for your course, associated learning objectives. Use the Course Content tool to keep track of scheduled activities and their due dates as indicated in the calendar.

You can define the Course Content view by choosing tabs in these sub-sections:

- **View All Content**: This displays the list of course content items and provides a view of the Course Content structure.
- **Course Calendar**: This displays the calendar and course contents. Use this to easily access course items having assigned due dates.
- **Learning Objectives**: This displays a single view of learning objectives.
- **Media Library**: This displays a single view of the multimedia resources associated with the course content. This can be used to search by media resources types. Media resources are available in your course only if this feature has been enabled.

View All Content

The **View All Content** sub-section is used to view all course items and their status. Course contents can be organized by Folder, Activity/Assignment, Study Plan, Discussion topic, Link, File, or Page.

Course content status may be in any of the following states:

- **Submitted**: Indicates that you have completed the activity and submitted it for grading.
- **Passed**: Indicates that you have passed the activity.
- **Not Started**: Indicates the course has not been accessed. This appears in the case of a Link, File, Activity/Assignment, Study Plan, or Page.
- **Not Submitted**: Indicates that the course has started but no activity has been submitted.

- **In Progress**: Indicates that you have started an activity, but not yet finished. The In-progress state is displayed until you have submitted the activity.
- **In Remediation**: Indicates that an activity is assigned to you with the recommended study material to meet the pass criteria.

Course Calendar

For details on the Course Calendar, please see **Calendar**.

Learning Objectives

If enabled for your course, this view displays two sections in the screen. The left pane lists all the Learning objectives and the sub-learning objectives in a hierarchical form; the right panel displays the contents of the selected learning objective.

Status bar of Learning Objectives

Each learning objective folder displays a status bar representing the score (%) obtained for the particular learning objective, as reflected by the student's correctly answering questions relating to that learning objective. The root level learning objective folder displays the roll-up score that represents all scores for activities in the Learning Objective folder and all its sub-folders.
You can navigate through the hierarchical folder structure using standard folder navigation.

The Status bar represents the score in two colors:

- **Green**: This indicates that you have met the threshold score (%) specified for the particular Learning objective.
- **Red**: This indicates that you have failed to meet the threshold score (%) specified for the particular Learning objective.

To view the contents of the learning objective:

Click the learning objective. The content within the learning objective is displayed in the right-hand pane of the screen along with the following details:

- Name of the learning objective
- Score obtained for the learning objective represented in the form of a status bar
- Study time remaining (hh:mm) for the completion of the learning objective

Media Library

The Media Library displays a list of all the media links and media assets available, such as video, audio files, etc. You can view and search for contents in the media library.

Note: You will not see media assets unless the Media Library feature is enabled in your course.

The following details of the media library contents are displayed in the top panel of the screen:

- **Book Cover Image**: Displays the textbook cover image. If no image has been selected, the image area is blank.
- **Textbook Title**: Displays the textbook title next to the book cover image.
- **Media Types**: Displays the names of the media types available in the course.

Searching the Media Library

To search media links:

1. Choose the **Chapter (Topic)** from the drop-down list.
2. Select the check boxes of the available Media Types.

The available media types are:

- Author's choice
- Case Study
- Document
- Explore
- Flashcards
- Map
- Outline
- Quick review
- Research
- Users choice
- Visual Literacy

- Biography
- Homework
- Image
- Interactive reading
- Listen
- Participation
- Profile
- Simulation
- Timeline
- Watch
- Weblink

3. Click **Search**. The search results are displayed in the Media Library window. You can view the following details in the search results.

Media Library screen

- **Name**: Displays the name of the media link. Click on the name to open the media link and view the contents
- **Media Type**: Displays the media type icon and name of media type
- **Chapter**: Displays the chapter number of the media links
- **Page Number**: Displays the relative page number of the chapters

4. To continue the search for the media links, click on **New Search**.

Activities

Activities enable you and your instructor to evaluate your performance and mastery of course material. Activities can be comprised of a variety of question types or assignments, such an essay that, upon completion you can upload for review by your instructor.

MyLab activities can be homework assignments, practice tests, exams, quizzes, or another form of learning or assessment activity as determined by your instructor.

When you do an activity, generally you will have immediate results to gauge your performance and mastery of course content. If the activity includes a file upload requirement, or if it includes an essay question, then your instructor will evaluate those elements and provide your evaluation score at a later date.

You can view your activity grades in the Gradebook. For more information on this, please see **Grades** in this guide.

To complete an activity:

1. Access the activity in one of the following ways:

    - Click the date on the Calendar, if applicable.
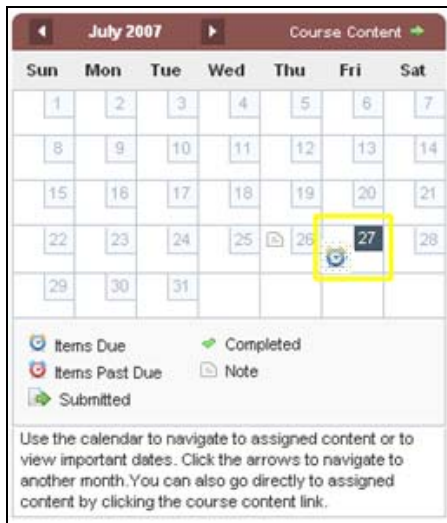
Course Calendar indicating assigned activity

    - Use the options menu, or simply click the folder, to open the folder for the section of the course containing the activity.
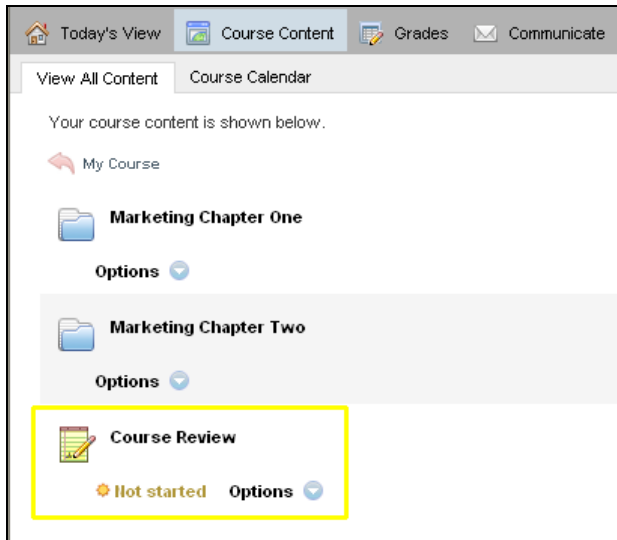
Activity in Course Content

2. Click the icon or the name of the Activity you want to take or select **Open** from the Activity Options menu. The activity opens in a new window. You will be directed to the activity in one of two ways:
   - You will be directed to a message before entering the activity OR
   - You will enter the activity immediately without an opening message.
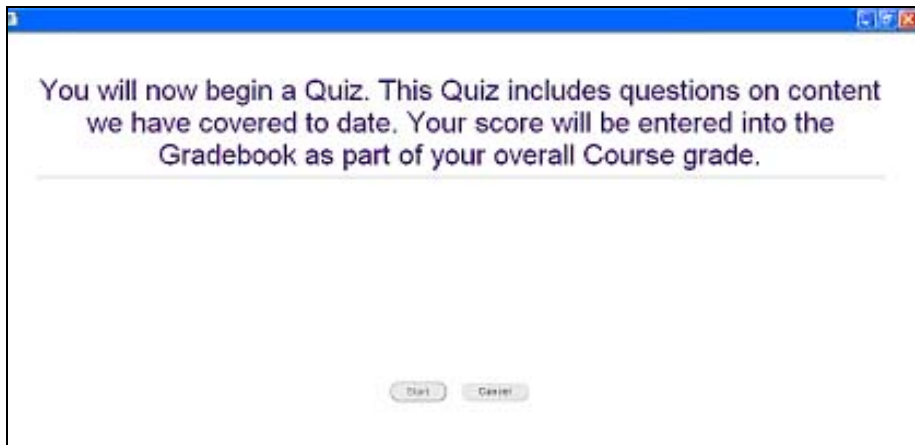
Activity message window

3. Answer the questions to proceed through the Activity.
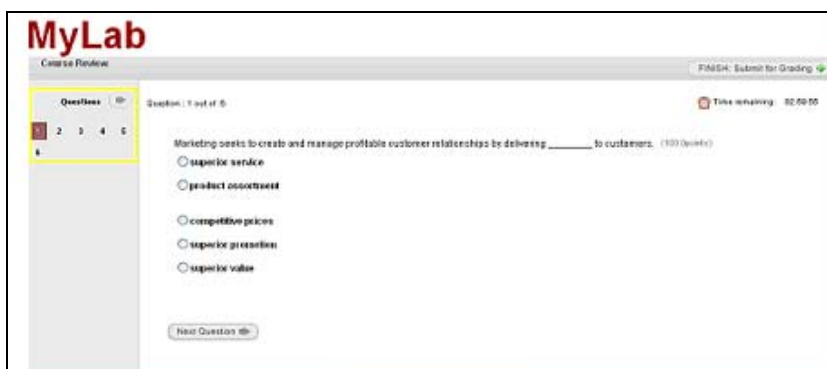
MyLab activity window

Note: If desired, you can access different questions in the Activity by clicking the page number navigation as shown in the highlighted box above.

4. When you have answered all of the questions in the activity, click the **Finish** button to submit your results for grading.

Activity completion window

5. To view results, do one of the following:
   - View the activity page by page OR
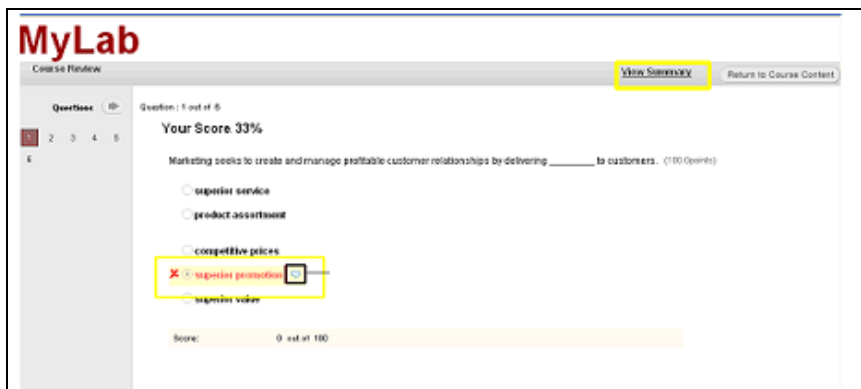
Activity Results Screen

Note: To view instructor feedback on a question click the balloon icon next to the answer, as indicated in the yellow highlighted box below.

   - Click **View Summary** to view the Summary screen.
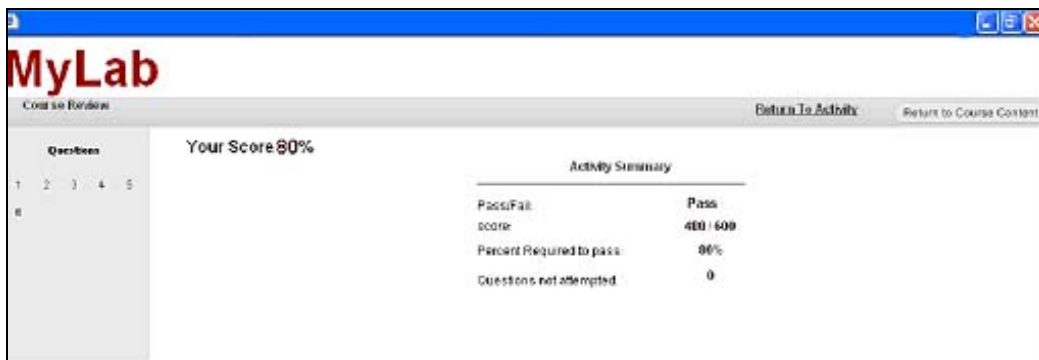
Activity summary screen

Note: If your instructor has designed the activity to allow multiple attempts, you may be presented with a "Try Again" button upon completion of the activity, as shown in the yellow highlighted box below.
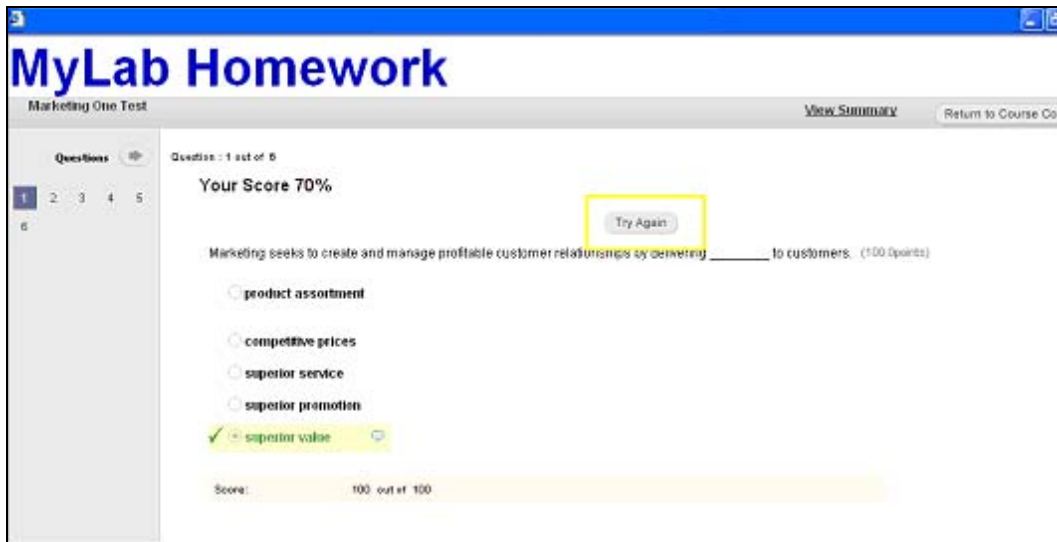
Activity completion screen with "Try Again" feature enabled

Your score

Upon completion of the activity, MyLab displays your score for the activity. The score is a calculated percentage based on the number of questions in the activity, and your correct or incorrect results for each of those questions.

Activity Options

The activity options menu provides the following options:

- **Open:** Click **Open** to open the activity.
- **View Grades:** Click **View Grades** to view your grade for the activity in the Gradebook.
- **View Submissions:** Click **View Submissions** to view all submissions you have made for the activity.
- **Send Message:** Click **Send Message** to open the Mail window and send a message.
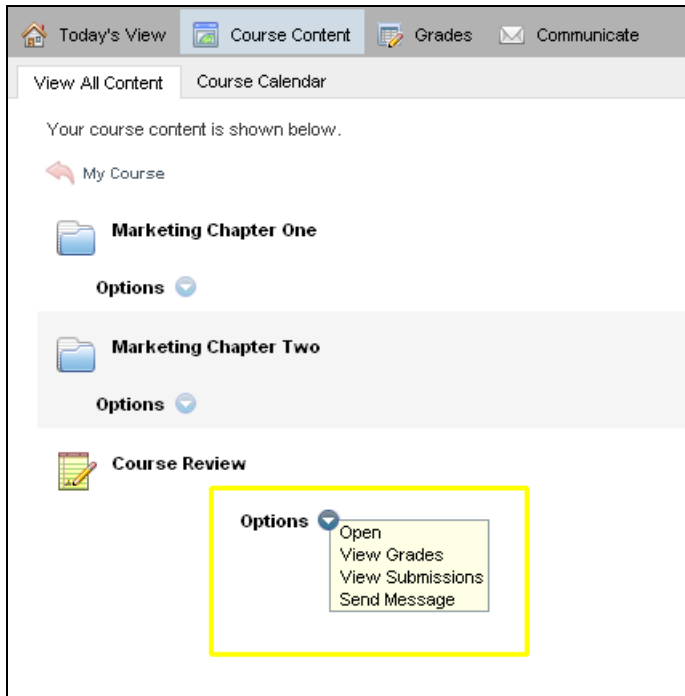
Activity Options menu

Study Plan

The Study Plan contains a pretest, study material, and a posttest. Study materials include information related to the items on the pre- and posttests. When you take the pretest, you are presented with Study Materials that correlate to areas requiring additional study, as indicated by your pretest results.

The Study Plan is a test-driven learning tool. It can be seen as a collection of two special activities (**Pretest** and **Posttest**) and supporting study material. You can take the pretest, and depending on the results you are presented with some of the study material that should be used to improve your knowledge of the subject area. After studying this content, you can then take the posttest to demonstrate that you have mastered the material. Depending on the results, further remediation may be required, or the pass criteria may have been reached in which case the Study Plan task is complete.

To use the Study Plan:

1. Click the **Course Content** tab.
2. Navigate to the Study Plan, and then click the Study Plan name. The Study Plan screen opens.
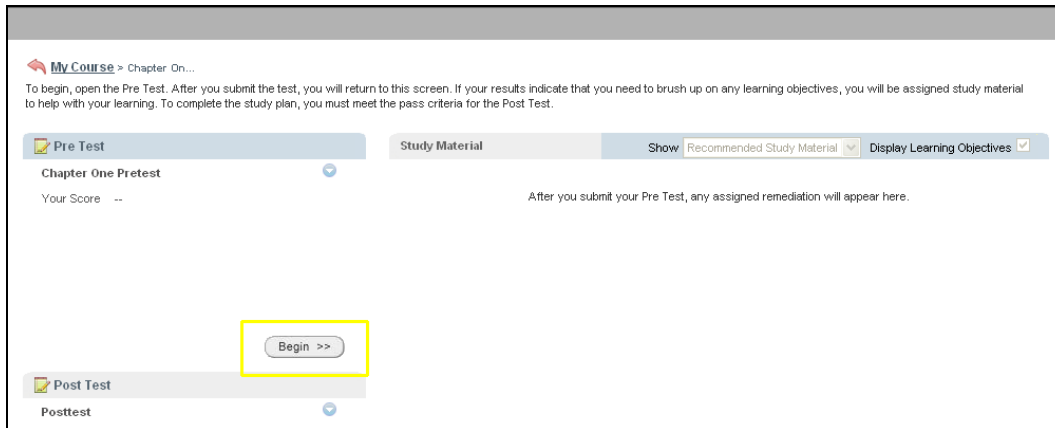
Study Plan Screen

3. Click **Begin** to take the Pretest. You can save the Pretest without submitting by clicking **Save for Later** option. If you click this option, you can attempt the Pretest without submitting and can submit once you have completed it.

Note: *If you have already attempted the test, your score will be displayed. Save for Later is available only if the Instructor has enabled this option for the activity.*

4. Take the test and submit for grading. Your score will be displayed.

Note: *If you have met the pass criteria, the following message is displayed: 'You have successfully met the pass criteria for this Learning Objective'.*
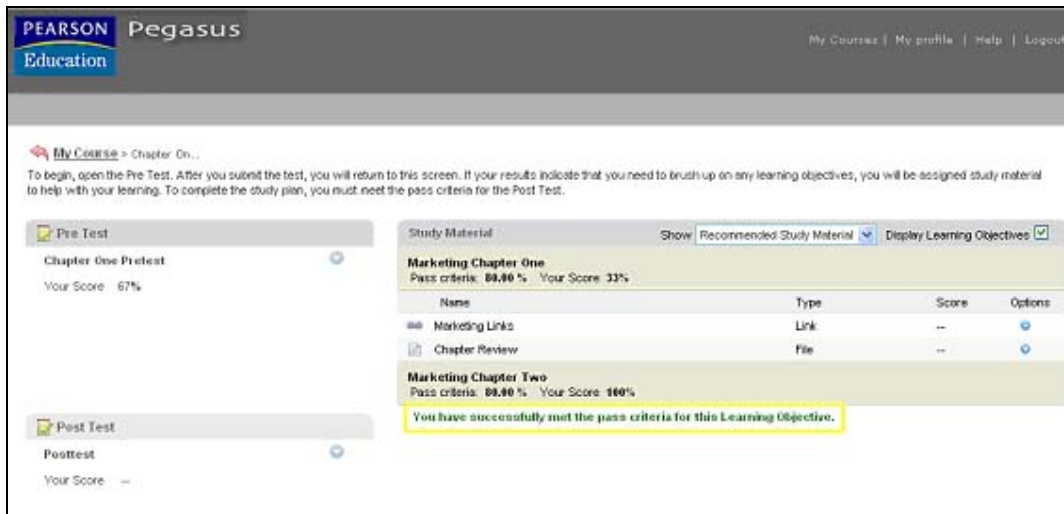
Study Plan Study Materials Recommendations

5. Review the study material as recommended based on the results obtained.
6. Select the **Display Learning Objective** checkbox to view the study material categorized by course content folders.

Display Study Materials List Box

Note: You can view all the topics posted for study by selecting All available Study Material from the Show list. Select Recommended Study material to display only the suggested study material.

7. To complete the study plan students have to meet the pre- or posttest pass criteria.

Study Material Pass Criteria

8. After reviewing the study material, click **Begin** to take the Posttest.

Study Plan with Posttest Begin button

Note: If you have already attempted the test, your score is displayed below. Take the test and submit for grading. You score will be displayed

9. Click **Return to Course Content** to return to the Course Content.

Options: Study Plan

The Study Plan options menu provides the following options:

- **Open:** Click Open to open the Study Plan.
- **View Grades:** Click **View Grades** to view Study Plan grades in the Gradebook.
- **Send Message:** Click **Send Message** to open the Mail tool.

Grades

The Gradebook is where you view your grades on auto-graded activities as well as those posted by your instructor for assignments you have submitted. Depending on settings applied by your instructor, you can view your submissions, generate Reports, or communicate a message to other students or instructors.

You can access the Grades in two ways:

- In the Today's View page, click Go to Grades link on the top-right hand of the New Grades under Alerts in the Notifications.
- Directly click the Grades tab in the toolbar.

The Grades page is displayed in both the cases.

Course Content Navigator

The Course Content navigator displays the list of content available for your course. Only folders and Study plans are displayed in the course content navigator.

Clicking the Folder or Study Plan name in the course content navigator will display the activities posted by students for grading.
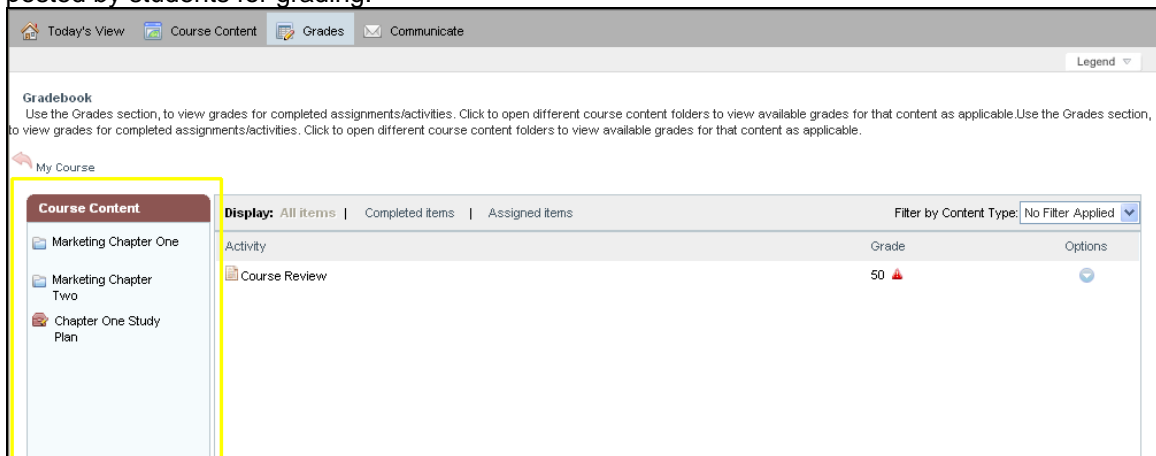
MyLab Gradebook with Course Content Navigator

Display

Click to choose your display of items in the Gradebook.

- **All items**: This displays all the columns in the Gradebook
- **Completed items**: This displays only those columns which have at least one submission.

Gradebook: Display options

Filter by Activity Type

This feature helps you display the grades of a particular activity type. The Filter by Activity Type list contains the following options:

- No Filter Applied
- Homework
- Quiz
- Practice Test
- Test
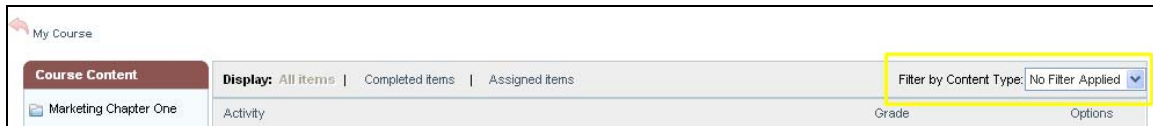
Gradebook: Filter by Activity Type

Show/Hide Navigation

The Show/Hide Navigation link is used to show or hide the course content folders. When the navigation is shown, the Hide Navigation link option appears. When the navigation is hidden, the Show Navigation option appears.
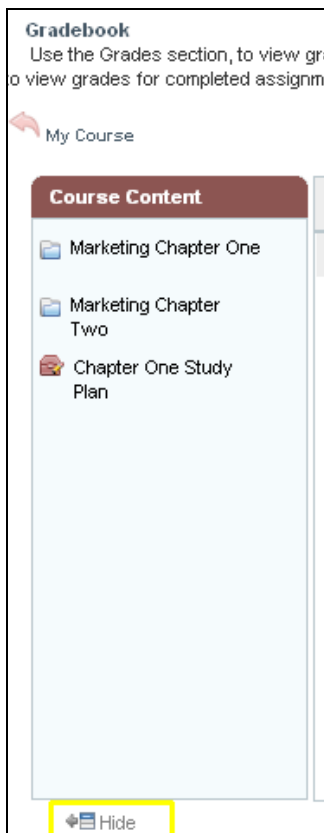
Gradebook: Show/Hide option for Course Content Navigator

Grades Column Headers

Gradebook: Column Header

The Grades Taskbar consists of the following:

- **Activity** - This column displays the name of the activity. This column is sortable.
- **Grade** - This column displays the grade obtained for the activity. This column is sortable.
- **Options** – Gradebook options menu

Grade to Date: When enabled for your course by your instructor, this includes the average grade to date of all assigned items that have been submitted for grading. The Last updated at 12:00 AM GST link is also displayed. This will be the first row in the root directory of Grades.

Gradebook: Grade to Date

1. Click the Last updated at 12:00 AM GST link.
2. The Grade to Date Column window opens.
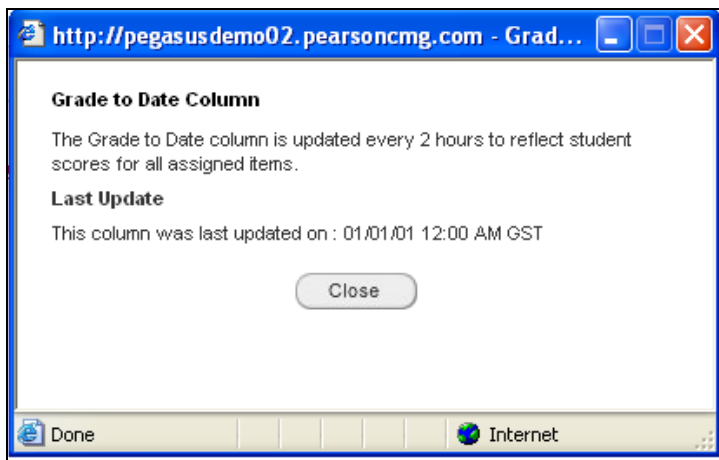
Grade to Date window

3. It displays the following messages:
   - The Grade to Date column is updated every 24 hours to reflect the students score for all assigned items.
   - The column was last updated on: DD/MM/YY 12:00 AM GST.
4. Click Close to close the window.

The Grade to Date column follows these limitations:

- Items that have not been submitted but are not yet due will not be counted
- Items that have not been submitted but are past due will be counted as a zero
- Items that were submitted past the due date will be counted as a zero unless the instructor accepts the grade
- Items that are assigned without a due date will be considered as due on the last day of the course, and all the above apply.

Note: Grade to Date row will be displayed only if the Instructor has enabled the Grade to Date column for the course.

Submitted Activity Icons

The Grade column displays the score for Activity and Study Plan only. Scores are represented with the following icons:

- : This icon is seen only if you have any late submission (submissions after due date) and the scores are grayed. The scores will not be counted for any averages and will not be displayed in Reports. This icon will disappear only if the Instructor accepts the submission. On acceptance the scores will be displayed normally.
- : This icon is seen only if you have failed to obtain passing grades.
- : This icon indicates a new grade. This icon is seen only when you view the page for the first time after the grade is posted.

Options: Grades

The Gradebook options menu provides the following options for activities displayed in the Gradebook:
Open: Click Open to open the activity.

Note: Once the activity is taken, the Open link is replaced by the View Submissions link. For all unattempted activities only Open and Send Message options are displayed.

View Submissions: Click View Submissions to open the Student Submission/ Study Guide window.
View Report: Click View Report to open the Activity Summary Report window.
Send Message: Click Send Message to open the Mail tool.

Student Submission/Study Guide

The View Submission helps you view your submissions for a particular activity. The Student Submission window contains two sections; Date List and Preview box. The activity name and other details are displayed at the top part of the window.

View Submissions Window

The View Submissions window presents the following details:

- **Total submissions:** Number of students who submitted the activity
- **Questions:** Total number of questions in the activity
- **Available:** Dates on which the activity is available.
- **Max. Attempts allowed:** Total number of attempts allowed for the activity
- **Attempts Recorded:** Score recorded in the Gradebook among the multiple attempts, which can be one of the following, as determined by your instructor:
  - **Highest:** The highest score of all submissions
  - **Lowest:** The lowest score of all submissions
  - **First:** The score of the first completed submission
  - **Last:** The score of the most recent submission
  - **Average:** The average score of all submissions
- **Max. Time to complete:** Time allowed for completing the activity.

Date List

This section displays the date and time of each activity. Grades for each submission are displayed next to the corresponding date. Click a submission date to view its details in the Preview box.

Note: Click the Hide/Show button below the Date List to disable/enable this list from view.

View Submissions: Listed by Date, Show/Hide, Preview Box

Preview box

This section displays the submission details on the selected date. Answers to MyLab questions are displayed in the Preview box in different ways. Student name and other details are displayed at the top of the Preview box.

- **Submitted**: Date and time on which the activity was submitted
- **Grade**: Score obtained for the activity.
- **Student Attempt**: Number of attempt/total number of attempt allowed
- **Questions attempted**: Number of question attempted/total number of questions in the activity
- **Total time**: Total time allotted for the activity

MyLab Questions

The MyLab question is displayed in the Preview box followed by the student's answer and score. You will see any of the following icons before each question.

- ✓ : This indicates the answer is correct
- ✗ : This indicates that the answer is incorrect
- ✎ : This indicates that the question needs to be graded by your instructor. After the grading, the icon will be replaced with any of the first two icons.

Note: If the question is an audio message, the Play menu is displayed. Use the appropriate buttons in the menu, to listen the question.

Buttons on the Preview box

The following buttons are available on the Preview box:

- **Play feedback:** When audio feedback is enabled by your instructor, use this to play instructor feedback.
- **Send Message**: Click to send a message to the instructor.
- **Print**: Click to you print the activity.

Question Types

The following table presents MyLab question types.

For detailed information on using question types, please refer to the **Online Help**.

Question Type	Description
Connect the Points	Connect the points questions include a graphic and a set of points. Students are required to connect a set of points in a specific order.
Drag and Drop	Drag and Drop questions require you to drag source objects to appropriate targets within a work area.
Entry List	Entry List questions list combinations of question and answer boxes. Students have to enter the answer in the corresponding textboxes.
Essay	Essay questions are clear and specific questions that require written responses, which can vary in length from a couple of paragraphs to many pages.
File Upload	File Upload questions are assignments where students have to upload a file to make it available to the instructor.
Fill in the Blank	Fill in the Blank questions are composed of a statement containing one or more blank spaces.
Flash™	Flash questions are interactive questions using Flash animation.
Hot Spot - Multiple Choice	Hot Spot questions feature graphics with hot-spot areas. Students answer by clicking on the hot-spot in the picture.
Hot Spot-Multiple Response	Hot Spot questions feature graphics with hot-spot areas. Students answer by clicking on the hot-spot in the picture. Multiple Response questions are a variation of multiple choice questions in which the student is allowed to choose more than one answer.
Likert Scale	The Likert technique presents a set of attitude statements. Students are asked to express agreement or disagreement using a five-point scale.
Matching	Matching involves pairing a set of questions with their correct answers.

Matrix	Matrix questions consist of a set or series of questions with multiple answer choices.
Multiple Choice	Multiple Choice questions are composed of one question with multiple possible answers (choices), including the correct answer and several incorrect answers.
Multiple Response	Multiple Response questions are composed of one question with multiple possible answers (choices), including multiple correct and incorrect answers. Multiple Response questions are a variation of multiple choice questions in which the student is allowed to choose more than one answer.
Numeric	Numeric questions prompt the students to enter a numeric value as an answer, and this may be scored as one value for an exact answer and another score if the response is within a range.
Ranking	Ranking questions ask students to rank the listed items.
Select a Blank	Select a Blank questions consist of a statement where a word is missing; to answer, a student selects words from a drop-down list.
Slider	Slider questions present a numerical scale of finite incremental values with possible responses. To answer, students click on a position on the scale.
Text Match	Text Match questions provide defined right or wrong words or phrases in advance by entering a list of acceptable answers. Students type in a single word or a few words to answer.
True/ False	True/False questions present a statement, and prompt the student to choose whether the statement is true/false or right/wrong or correct/incorrect.

Communicate – Mail

The Mail screen is used to manage your course correspondence. The Mail feature enables you to correspond with your instructors. You can also correspond with fellow students if your instructor has enabled student-to-student communication for your course. Mail messages can be sent, read, or created as drafts, which can be sent at a later date.
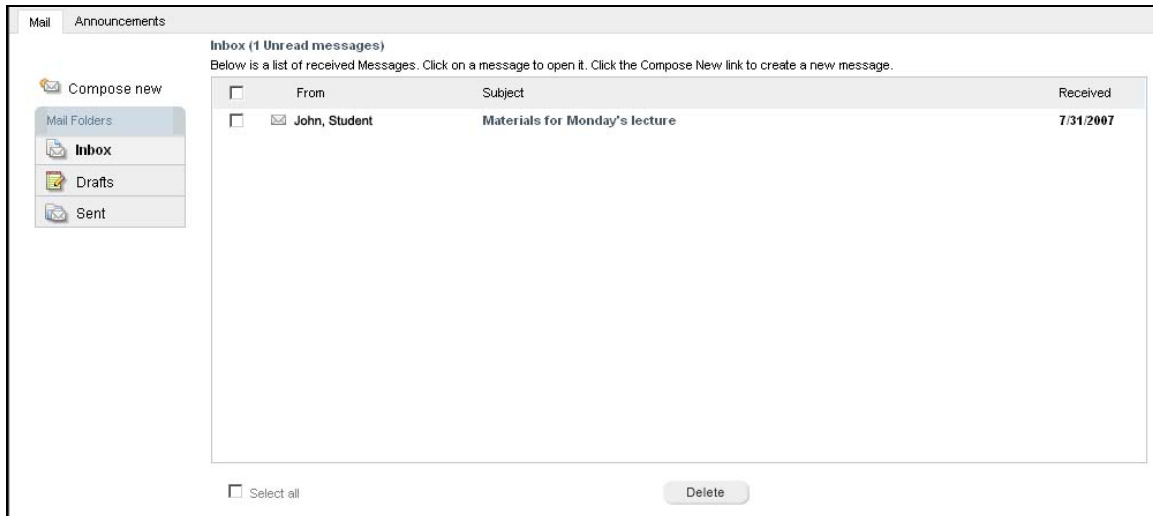
Mail screen

Composing a New Message

<u>To compose a new mail message:</u>

1. Click **Compose New.** The New Message screen opens.
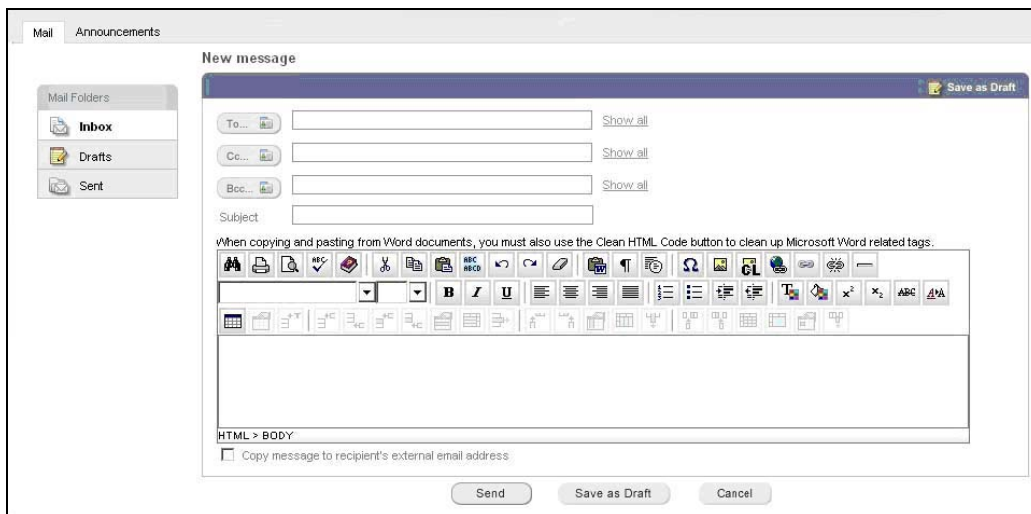
New Message screen

2. Click the **To** button to select recipients from the Address Book.
3. Click the **Cc** button to select recipients to whom a carbon copy of your message will be sent.

Note: Carbon copies are usually sent to people who, unlike the main recipients, are indirectly concerned about the subject of the email. All 'To:' recipients and 'Cc:' recipients can see the entire list of both kinds of recipients.

4. Click the **Bcc** button to select recipients from the Address Book. Bcc recipients will receive a blind carbon copy of your message.

Note: Blind carbon copies are usually sent to people who need to read what is being sent but do not wish the other recipients to see that they have received a copy of the email.

5. Click **Show All** to display the entire list of recipients.
6. In the Subject box, type the subject of the message.
7. Compose your message in the Body textbox.
8. Select the **Copy message to recipient's external email account** checkbox if you want to send the mail to the recipient's external email address.
9. Click **Send** to send the message
   or
10. Click **Save as Draft** to save the message as a draft.

Reading Messages in the Inbox

To read a message sent to your Inbox:

1. Click **Inbox** under Mail Folders. The list of messages in your Inbox appears.

Mail Inbox

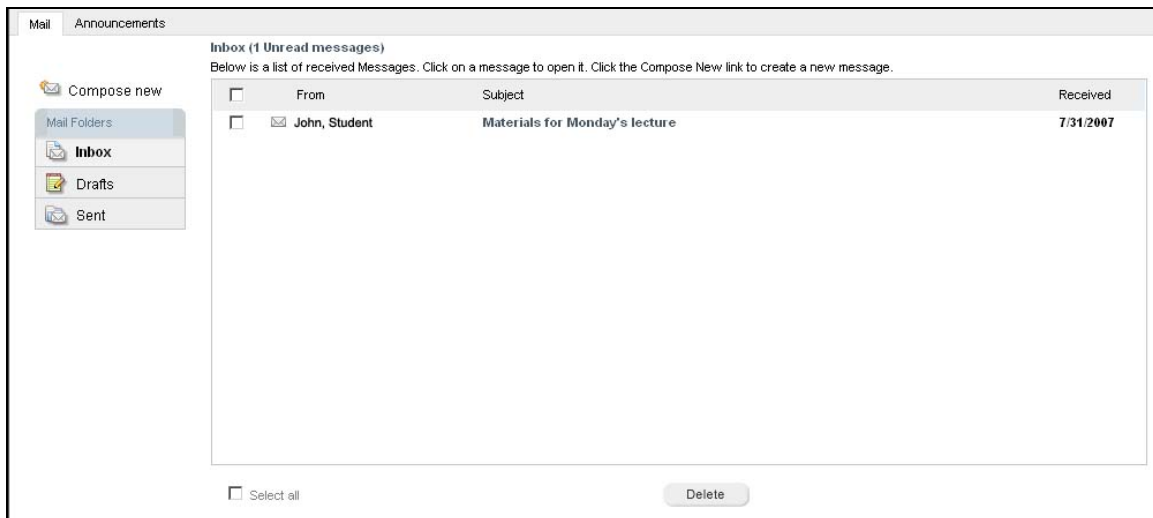New mail is automatically placed in your Inbox. Unread messages are highlighted and appear at the top of the messages list. Announcements which are sent as mail will also be displayed in the Inbox.

2. To read a mail, click the sender's name, the mail's subject, or the date received link. The Message – Subject screen opens.
3. Read the message.
4. Click **Back** to return to the previous screen.
5. Click **Delete** to permanently delete the mail if you do not want to retain a copy.

Replying to a Mail Message

To reply to a message:

1. Read the message.
2. Click the **Reply** button on the Message screen toolbar.

Message screen toolbar

*Note: Clicking **Reply All** will enable you to reply to all the recipients including the carbon copy (Cc) recipients.*

3. The Re: Subject screen opens.
4. Compose your message in the Body textbox

*Note: Select the **Copy message to recipient's external email account** checkbox if you want to send the mail to the recipient's external email address.*
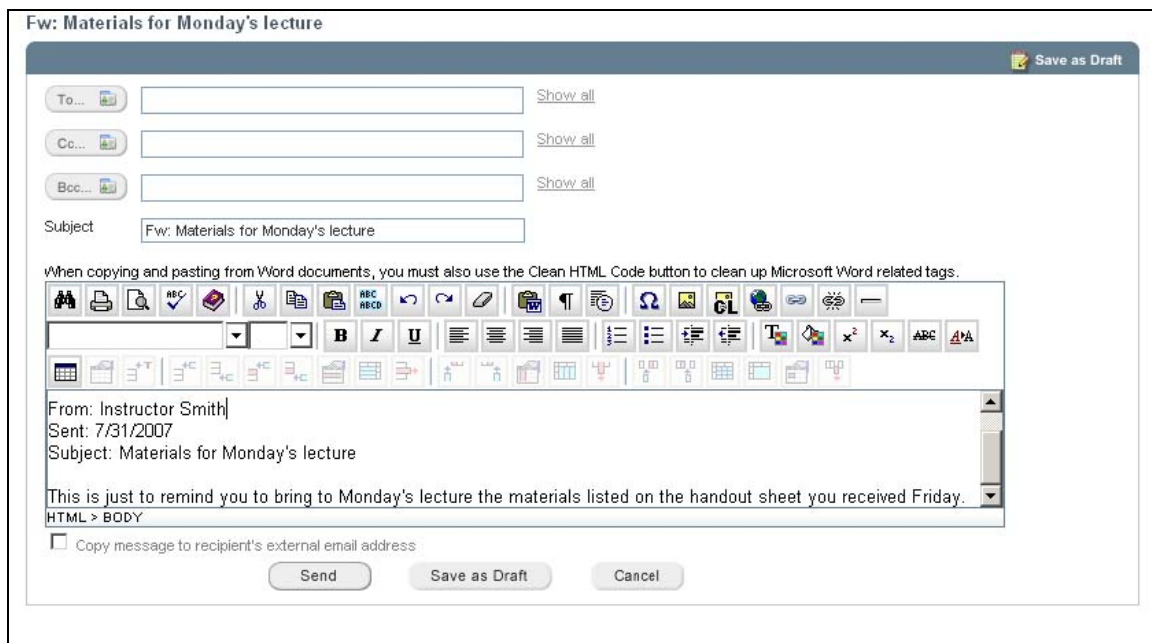
5. Click **Send** to send the composed message. Click **Save as Draft** to save the composed message as a draft.

Forwarding a Mail Message

To forward a mail message:

After reading the message:
1. Click **Forward** on the Message screen toolbar. The Fw: Subject screen opens.

Fw Subject screen

2. If you want to add any additional information, type the message in the message body.

*Note: Select the **Copy message to recipient's external email account** checkbox if you want to send the mail to the recipient's external email address.*

3. Click **Send** to forward the message.
   or
4. Click **Save as Draft** to save the composed message as a draft.

Saving Messages as Drafts

Save as Draft places a message in the 'Drafts' folder beneath Mail Folders.

To save a message as a draft:

1. Compose a new mail.
2. Click **Save as Draft** on the top-right corner of the display box, or click the **Save as Draft** button.

3. To continue work on the draft, click the sender name, subject, or the saved link to open the message draft. The Edit Message screen opens.
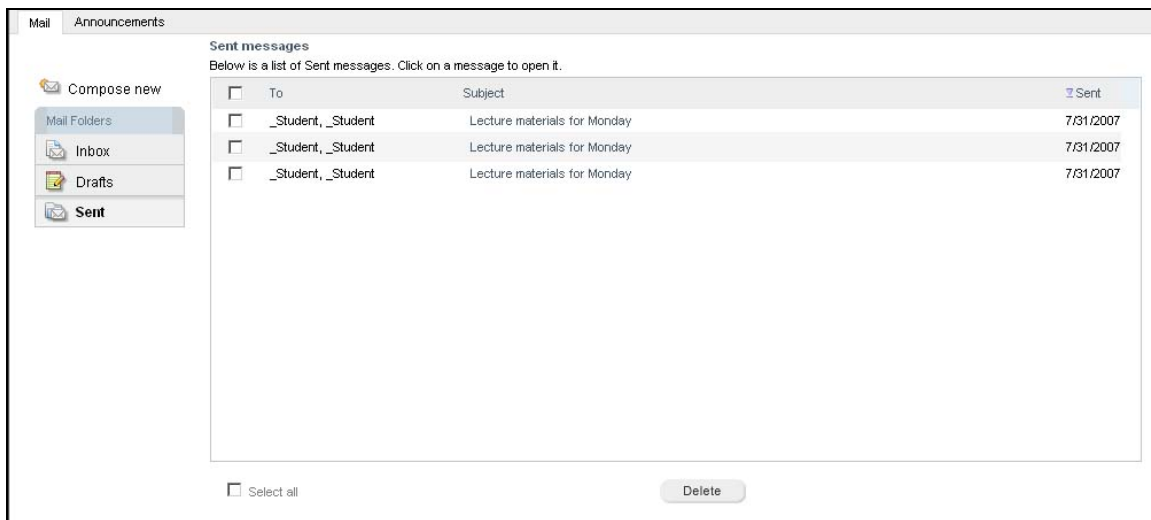
*Note: **To** denotes the name of the recipient, **Subject** denotes the subject of your mail, and **Saved** denotes the date on which the mail was saved.*

4. Make the desired changes, and then click **Send** to send the mail.
   or
5. Click **Save as Draft** to update the changes to the Drafts folder.

Viewing Sent Messages

To view sent messages:

1. Click **Sent** under Mail Folders. The Sent messages screen opens. The list of sent messages is displayed.

Sent messages screen

2. To read a sent mail, click the sender name, subject, or the date received link.

*Note: **To** denotes the name of the recipient, **Subject** denotes the subject of your mail, and **Sent** denotes the date when the mail was sent.*

4. Read the message.
5. Click **Back** to return to the previous screen
   or
6. Click **Delete** to permanently delete the mail.

Student Product Support

If you need technical assistance, or if you would like to ask a question or submit feedback, you can visit our Customer Technical Support website at http://247.pearsoned.com/ to submit an online support request or use the online chat service.

- E-mail services hours are available 24 hours a day, 7 days a week.
- Chat service hours are 08:00 AM to 08:00 PM EST, Monday through Friday, and 05:00 PM to 12:00 AM on Sunday.