



MyNursingLab Interactive Student User Guide

Fall 2014

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Introduction: What Is MyNursingLab and Why Should I Use It?

MyNursingLab contains content to help you to achieve better success in learning the material you will need to know in order to pass the NCLEX. It is NOT organized by the chapters in your textbook, but rather, topically, based upon topics that you will cover at some point in your class. It contains Modules that are broken out into Lessons that guide you on a learning path of a pretest, study material (review, remember, and apply), then a posttest. The goal of the activities within the lessons help you to synthesize and apply the vast amount of information you acquire in your nursing program. Click on the **Learning Path** item on the left navigation bar to view the course modules and lessons in MyNursingLab.

Note: Although it's possible that the Learning Path will cover the material in the same order that your instructor covers it in your course, it is not guaranteed. Hopefully, your instructor has assigned the items you should do at a particular time on the Course Home Calendar, but if you haven't, you should go into the **Course Resources** tab in the left hand toolbar, click the link to the **Textbook Correlation Guides**, find your text book, and **click on the link to find the Module/Lesson that corresponds to the chapter you are covering.**

First Day of Class Resources

Pearson provides you with **First Day of Class Resources** to help you get up and running quickly with your MyLab.

24/7 Customer Support

Under the Support tab of your MyLab portal, MyNursingLab.com, you 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.

REGISTRATION

Register for your Course

To register for your instructor's online MyLab or Mastering course, follow these steps, or watch a registration [video](#).

1. From the [MyLab / Mastering home page](#), click **Student** under Register.
2. Enter the **course ID** your instructor gave you, and click Continue.
 - o If you don't have a course ID yet, contact your instructor.
 - o If the course ID you enter is not recognized, you may need to register through a different Pearson website. A list of programs will be provided from which to choose.
3. Sign in or create an account:

MyLab / Mastering

Home Learn About Students Educators Contact Us

Register Help

Sign In with Your Pearson Account

Your account gives you access to your Pearson online courses and products.

Username

Password

[Forgot your username or password?](#)

Create a Pearson Account

If you don't already have an account, create one.

[Not sure if you have an account?](#)

Your Course

Intro Psych 11:00 MW
 Course ID: davidson57162
 Taught by Sarah Davidson at BOSTON UNIV
 Course ends Apr 24, 2012

[Not your course? Enter a different course ID.](#)

ALWAYS LEARNING **PEARSON**

- First, check the information on the right side of the page to ensure you are registering for the correct course. If not, click **Enter a different course ID**.
- Next, you will sign in or create an account.
 - You already have a Pearson account if you have used one of our online products before. ([See a list of programs](#)). Enter your username and password and click **Sign In**.
 - If you think you have a Pearson account, but can't remember your sign-in information, click **Forgot your username or password**. An email will be sent, so we suggest checking your account information before you begin your course registration.
 - If you don't have an account, click **Create**. You will create a username and password and add your contact information. Read and accept the license agreement; you can also choose to help improve Pearson products and learn about new offers.

Click **Create an Account**. *You now have a Pearson account!* The username and password you just created can be used for all your Pearson online products.

4. Pay for access to your instructor's online course.
 - If you already bought your access code, either bundled with your textbook or as an access code kit sold individually, click **Access Code**. Enter your access code, one word in each box, and click **Finish**. If you get stuck, watch this [video](#).
 - To **use a credit card or PayPal**, instead of an access code, click the button for the access you want. If you get stuck, watch this [video](#).

Note: Some courses provide the option to purchase with or without the eText. The integrated eText is a very powerful, flexible tool and, though you can buy the eText later, it costs less to buy the course content + eText up front.

Next, enter billing and payment information, then review and submit your order.

Note: If using a parent's credit card be sure to use the correct billing address and put your name in the **Your Name** field—*not* the cardholder's name.

- If you're waiting for financial aid, click **Get temporary access without payment for 17 days**, which is near the bottom of the Payment Options page. If you get stuck, watch this [video](#).

Waiting for financial aid? [Get temporary access without payment for 17 days.](#)

Click **Yes** when a message appears asking if you are sure you want temporary access. You will receive an email with payment instructions.

Note: To stay in your course, use an access code, credit card, or PayPal *before* the temporary access ends. If you don't pay within 17 days, you will lose access to your instructor's online course and may miss deadlines or important notices from your instructor. Once you pay for full access, you are reconnected to coursework already completed.

- You will receive a confirmation page with your account and course information. Click **Go to Your Course** to start your work.

Change your Temporary Access to Full Course Access

To pay for full course access, follow the instructions below. If you aren't sure how to buy your full access, you can also watch this [video](#).

From the [MyLab / Mastering home page](#), click **Sign in**.

1. Click the **Pay or use an access code now** link under the course for which you want to pay.

Your temporary access expires in **17** days. [Pay or use an access code now](#)

Note: If your temporary access has already expired, click the **Pay or use an access code now** link in the expired subscription window. You will need to enter your course ID, so be sure to have that available.

2. Choose your payment method:
 - If you already purchased an access code, you will click **Access Code**, enter the access code in the boxes, and click **Finish**.
 - If you plan to use a credit card or PayPal, you will click the button for the access you want. Next, add billing and payment information, then review and submit your order.

You will receive a confirmation page; click **Go to Your Course** to Sign in.

Need help getting started with MyNursingLab? Detailed walkthrough videos can be found at the [Pearson You YouTube channel](#). Also, be sure to visit the [Pearson You Facebook](#) page and follow @pearson_student on Twitter.

Sign in to MyNursingLab

Once you have registered for your instructor's online course, you can sign in anytime:

1. From the [MyLab / Mastering home page](#), click **Sign in**.
2. Enter your Pearson account username and password, and click Sign in.
3. Your course is listed in the **MyLab / Mastering New Design** section of the page. Clicking the course title will take you to the course content.

You can also view announcements and link to other Pearson courses and products you are using.

4. From the course home page, you will use the course menu to navigate.

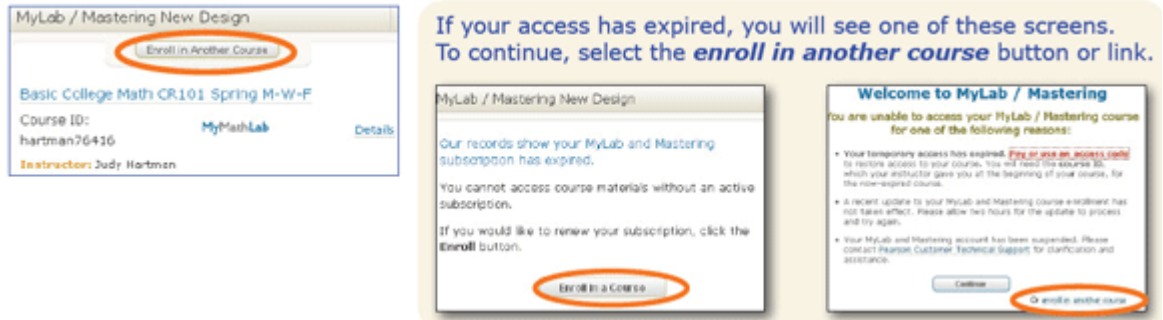
Enroll in a Different Course Section

You might need to enroll in another MyLab or Mastering course section if you are:

- Switching to another section to better manage your schedule
- Using multiple sections for the same course in the same semester (ie. Med Surg Nursing)
- Retaking a course
- Using the same textbook for a course designed to be taught over two or more semesters

From the [MyLab / Mastering home page](#):

1. Click **Sign in**. Enter your Pearson username and password, and click **Sign in**.
2. Select **Enroll in Another Course** above your course listings.



3. Enter the course ID for the additional course section and select Continue.
4. *Enrollment has been successful!* On the Confirmation page, select **Go to Your Course**.
5. The additional course section now appears under your course listings.*

* Only active courses will appear.

Flowchart of How to Register

This flowchart shows how to register visually, and it can accompany the instructions above.

How to Register

http://www.pearsonmylabs.com



Register

Need access? Start here.

Student

Educator

Enter Your Course ID

Course ID

Continue

Register

Sign In with Your Pearson Account

Your account gives you access to your Pearson online courses and products.

Username

Password

Sign In

Create a Pearson Account

If you don't already have an account, create one.

Create

Not sure if you have an account?

Create an Account

Your account gives you access to Pearson products. [Sign](#)

Email Address

Username

Password

Re-enter Password

Register

Select an Option

Use an Access Code



Waiting for financial aid? Get temporary access without payment for 17 days. Use an access code, credit card, or PayPal before September 1, 2012 to stay in your course.

Use a Credit Card or PayPal

New MyReadingLab Generic

\$33 USD

Register for a Course

Payment

Your subtotal is \$33.00 USD. You'll see the total, including tax, when you check out.

Payment Method

Credit Card

PayPal

[Credit Card Information](#)

You're Done!

Check your email for a registration confirmation. [Print this page as your receipt.](#)

Your Course

Intro Psych 11:00 MW
Course ID: davidson57162
Taught by Sarah Davidson at BOSTON UNIV
Course ends Apr 24, 2012

[Go to Your Course](#)

Temporary Access

Are you sure you want temporary access to **Reading 101 Fall Semester**?

Yes

No, thanks.

[Learn more about temporary access.](#)

You're Done!

You have temporary access to your online course for 17 days. Use an access code, credit card, or PayPal before September 2, 2012 to stay in your course. Check your email for a registration confirmation and payment instructions. [Print this page as your receipt.](#)

Your Course

Reading 101 Fall Semester
Course ID: newdesign04295
Taught by MRL New Design at sales
Course ends Apr 6, 2013

Access Code

Enter a prepaid access code in the boxes, or paste the entire code.

Access Code

- - - -

You're Done!

Check your email for a registration confirmation. [Print this page as your receipt.](#)

Your Course

Intro Psych 11:00 MW
Course ID: davidson57162
Taught by Sarah Davidson at BOSTON UNIV
Course ends Apr 24, 2012

FAQ about Registration and Sign In

How Do I Register?

You register with your Course ID and either an Access Code, credit card/paypal or 17 day temporary access. Instructions for you along with your Course ID can be found by clicking on Details next to your Course Name. You can view a registration tour by going to <http://pearsonmylabandmastering.com/you/>.

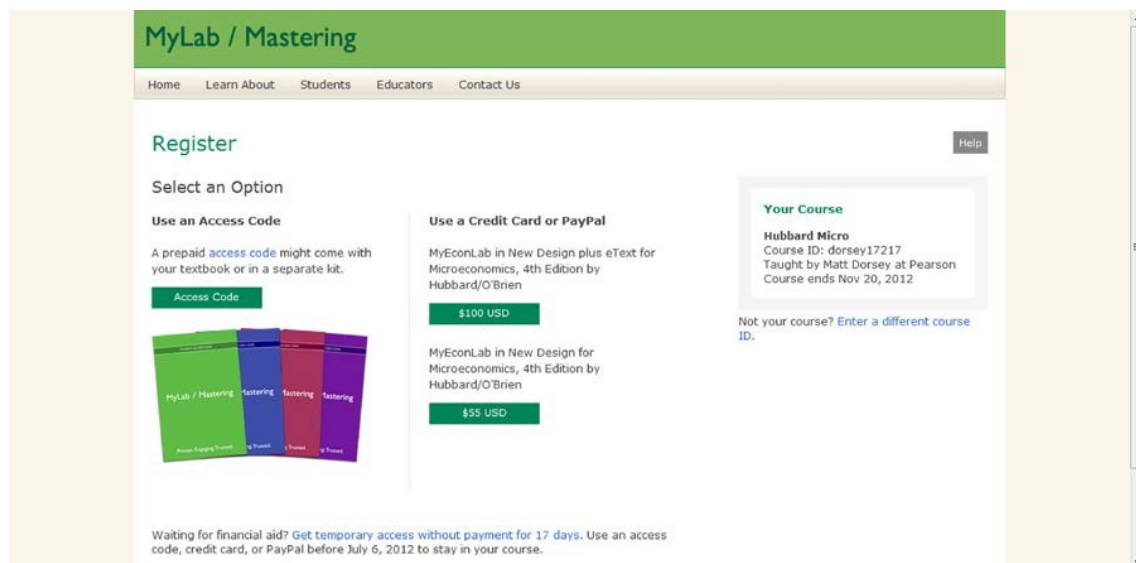
Tip: If you pick Temporary Access, be sure to pay as soon as you have money to pay for the course. You do not need to wait the full 17 days to buy access.

What is the Course ID?

The instructor course ID is the first thing you are asked for in the registration process. Your course ID is found below each course name in your MyLab / Master New Design courses list. It is your last name followed by 5 numbers.

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 you receive this message at the end of registration, you should wait a few minutes, then try signing into your account to make sure the course is listed.



MyLab / Mastering

Home Learn About Students Educators Contact Us

Register

Help

Select an Option

Use an Access Code

A prepaid access code might come with your textbook or in a separate kit.

Access Code

MyLab / Mastering Access Code

Use a Credit Card or PayPal

MyEconLab in New Design plus eText for Microeconomics, 4th Edition by Hubbard/O'Brien

\$100 USD

MyEconLab in New Design for Microeconomics, 4th Edition by Hubbard/O'Brien

\$55 USD

Your Course

Hubbard Micro
Course ID: dorsey17217
Taught by Matt Dorsey at Pearson
Course ends Nov 20, 2012

Not your course? Enter a different course ID.

Waiting for financial aid? Get temporary access without payment for 17 days. Use an access code, credit card, or PayPal before July 6, 2012 to stay in your course.

I paid for MyNursingLab access for this same book and edition last term, but dropped the course. Do I have to repurchase access?

Once you use your access code, you have access to that product for 24 months. Remember, though, that access codes are very particular and you access very particular items. A MyNursingLab course that is at the Fundamentals level is different than a MyNursingLab course at the Intermediate Level. This is the same for books. A Henry, *Effective Reader* access code is different than a Henry, *Master Reader* access code. In both cases, you would need a new code. But, if you need to repeat the course where you originally used your access code, as long as you are within the 15 months, you can continue in the new course without needing a new access code.

I am waiting for my financial aid check to arrive before I purchase MyLab access, but I don't want to miss any deadlines. What can I do?

You can opt for Temporary Access during registration. This will give you access to your course for 17 days without payment.

Tip: Remember to pay as soon as you have money. There is no need to wait until the 17 days expire.

How can I convert my temporary access to fully paid access?

You will receive three email alerts indicating the time left before access expires. You can:

1. Click the link within the email and redeem an access code or pay with credit card or PayPal;
2. Access the payment screen directly from your account home page by clicking the "Pay or use an access code now" link under the course title and information.

Important! Do NOT create a new account when you register an access code. You will sign in with the same username and password and use the access code through the "temporary access" link.

Will I have access to the eText with my Temporary Access?

Yes, you will have full access to the eText with your temporary access but you will have to pay for it when you purchase an access code if you would like continued access. If you choose to purchase access without eText, you will no longer have access to it.

How can I be sure that my computer is compatible with the MyLab course?

After you log into the Pearson Portal, check the required browser settings for your course link. You can also click on the Help & Support link and then check the system requirements.



Why can't I review my old assignments?

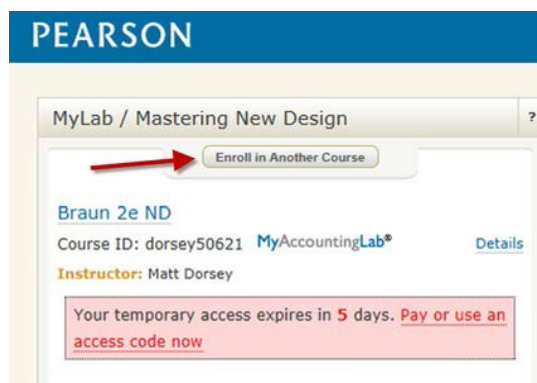
You can review your assignments from the Completed Work Tab under. If you never attempted the assignment, the professor must submit a grade for you by managing the incompletes. If you have a result, you can review it. If the assignment is a homework, you will be able to re-work the assignment without affecting your grade from the Results page if the instructor has not limited the number of attempts on the original assignment. Otherwise, you'll be able to review the assignment with your answers, the correct answers, and rationale. If you cannot do this, the instructor has changed the setting and see her about it.

I think that my answer was close enough but I was marked wrong?

Each question in your course has been reviewed. If you feel there is a question where the wording might be throwing you off, or the answer is wrong, submit it via the Course Home page link within the "suspect and error" link and a member of our editorial team will respond to you with the determination.

Can I switch into a different section?

If you want to switch into a different section of the same course, you can just login, click Enroll in your course and enter the course ID of the new section.



BREAK THROUGH

Together

I submitted my online assignment but it is not showing up?

MyLab courses handle tens of million assignments and losing work online is just about unheard of. You are encouraged to print out your results screen when you finish your assignment so you have a record of it. If you believe something has happened to an assignment, you should contact Pearson Technical Support. Usually, you don't remember exactly what you've done, or you can't find what it is you are looking for.

Where do I go from Here?

Navigating the Left Hand Course Menu

The Course menu appears on the left side of the Course window, making the tasks you perform regularly more accessible.

The **Course Menu** buttons may include:

- Course Home opens the **Course Home** page, where you can view your class announcements and link to your **Learning Path**.
- **Calendar**: Displays a week at a time calendar that includes links to any assignments your instructor may have created.
- **Announcements**: Shows the Pearson default announcement or any announcements your instructor made. **View All Announcements** shows all announcements that have archived.
- **Course Area Name** (ie. Fundamentals of Nursing; Medical Surgical Nursing, etc)
 - **Learning Path** is where you click to start your Lessons
 - **View Completed Work** shows the work you have finished in a specified period of time.
- Watch this [video](#) to learn more.

How Do I Find What I Need to Do In MyNursingLab?

Course Home Page

You can watch this [video](#) to see how you'd navigate through the course home page:

BREAK THROUGH

Together

When you first sign into MyNursingLab, you'll be at the Course Home page. This page contains your Course Calendar, which will link out to

Modules and Lessons: You will click on Course Content to see the dropdown menu of the Modules. Modules vary by course. Click on the name of any Module to see the Lessons included.

Course Home / Fundamentals of Nursing Learning Path / Nursing Foundations

1 Select a Lesson to study 2 Complete the Lesson's activities Extra Practice

✍ Needs Study: 4 ★ Mastered: 2 Needs Study All Lessons

Lessons List	Activities	Due	Attempts	Current Score
<ul style="list-style-type: none">✍ Nursing Foundations★ Nursing Basics★ Nursing Role and Health Care Delivery✍ Health and Wellness✍ The Nursing Process✍ Documentation	▶ <ul style="list-style-type: none">★ Introduction to Nursing Foundations			100% View Results

Lessons within a Module

BREAK THROUGH

Together

Lessons: When you click to open a lesson, you will see the Lesson Activities. You can click on the link to take a pretest, which generates your study material. After you complete all of the work included in the study material, you will take a posttest.

Course Home / Fundamentals of Nursing Learning Path / Nursing Foundations

1 Select a Lesson to study 2 Complete the Lesson's activities Extra Practice

✍ Needs Study: 4 ★ Mastered: 2 Needs Study All Lessons

Lessons List	Activities	Due	Attempts	Current Score	
✍ Nursing Foundations	★ 1.3 Introduction			100%	View Results
★ Nursing Basics	✓ 1.3 Pretest		1 of 1	62.5%	View Results
★ Nursing Role and Health Care Delivery	★ 1.3 Review			100%	View Results
✍ Health and Wellness	✓ 1.3 Remember			45.5%	View Results
✍ The Nursing Process	✓ 1.3 Apply			20%	View Results
✍ Documentation	✓ 1.3 Posttest		1 of ∞	37.5%	View Results

activities w/in lesson

Take the Posttest to demonstrate Lesson mastery

Pretest: Pre-tests provide two NCLEX-style questions per learning outcome. You can submit the pretest only one time, but you can begin to work in the pretest and save your answers for later submission. After submission, you can expand the feedback to see answers and rationales (you have the option to remove this availability).

Personalized Learning (Review, Remember, Apply Activities: Based on your performance on the pretest, a personalized learning plan will generate remember and apply activities that contain questions covering the learning objectives that you didn't master on the pretest. You must open each of the links within the Review section, however, before you can access remember, apply, and posttest activities. The Review contains the information for all learning objectives, whether you mastered them or not.

Important Note: If you master a learning outcome on the pretest, you will get automatic credit for those questions in the remember and apply activities that correspond to that learning objective. Do NOT attempt to pretend that you did this work. Your instructor will see that you received automatic credit in her gradebook. You must answer the questions that you did not master in order to receive credit.

BREAKTHROUGH

Together

Review: The Review material allows student to click through a basic content review.

Remember: Here, you answer questions and receive instant feedback related to the information you just reviewed. You MUST click “Final Check” to get credit for working the question.

Apply: You read a case study and apply what you have learned to patient scenarios. Again, you must click “final check” in order to get credit for working the question.

Posttest: The posttests allow you to evaluate your own grasp of the material in your Study Plan. The posttest offers questions on all of the outcomes of the lesson, including those you may have performed well on during the pretest. Posttest questions are 100% different from pretest questions. You can take the posttest only one time. The grade for the posttest is recorded in the gradebook.

Watch this [video](#) for a full walkthrough.