

QuickStart Kit



Dear colleague,

On behalf of Pearson, I would like to thank you for making us a part of your students' learning. More than 6 million students have improved their course results through the use of a Pearson MyLab. We're glad that you and your students will be joining our community!

PROVEN RESULTS

- If you haven't already seen reports on the efficacy of MyPoliSciLab and how it has helped instructors across the country save time and improve results, please view our MyPoliSciLab case studies at <http://mypoliscilab.com/success-stories/case-studies.html>. In addition to showing improved results, the case studies describe how different instructors and departments are using the program. You can also read our success stories here: <http://mypoliscilab.com/success-stories/index.html>
- You can view user testimonials at Pearson's eLearning site www.pearsonhighered.com/elearning

EXTENSIVE SUPPORT

The QuickStart Kit contains key information to get you up and running in MyPoliSciLab fast.

Additional resources to get you started in using MyPoliSciLab:

- Training information: <http://mypoliscilab.com/tours-and-training/faculty-training.html>
- Integrating MyPoliSciLab into your course: <http://mypoliscilab.com/learn-about/how-to-integrate.html>
- Faculty Advocates: <http://mypoliscilab.com/community/faculty-advisor-program.html>
- First Day of Class Materials: www.firstdaysofclass.com

USER COMMUNITY

We hope that you and your students will become active participants in our user community! You can send in reviews of the Lab or participate in data collection and case study projects with us. If you are interested in participating in any of our user programs, please email us at polisci@pearson.com

Finally, we hope you'll join our MyPoliSciLab Facebook page to receive product updates and to talk to other users about their experiences.

Thank you,
Wendy Gordon, Executive Marketing Manager
Wendy.Gordon@Pearson.com

MyPoliSciLab®

Instructor QuickStart Kit

Hyperlinks have been embedded so you can go to specific Web sites.

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MyPoliSciLab Overview

MyPoliSciLab is the most popular online teaching and learning solution for American government, moving students from studying and applying concepts to participating in politics. With proven book-specific and course-specific content, MyPoliSciLab is part of a better teaching and learning system available only from Pearson. MyPoliSciLab has been completely redesigned and is now organized by the book's chapters and learning objectives. Designed around **Study, Apply, and Participate** columns the new MyPoliSciLab is easier to integrate into any course. Students using MyPoliSciLab can study the course concepts, apply these concepts to real life situations and even join in the political conversation by taking the citizenship test and registering to vote all in MyPoliSciLab.



Click the Facebook badge to join the MyPoliSciLab Community

Quick Start Guide

How to register an instructor access code

- Go to <http://www.mypoliscilab.com>
- In the "Register or Buy Access" box, click **Instructors**.
- Click **I already have an access code**.
- Click **I accept** after reading the Pearson License Agreement and Privacy Policy.
- **Do you have a Pearson Education account?**
 - **If Yes** – Fill in your login name and password (TIP! You can use the same login in and password that you are using for your other Pearson products.
 - **If No** – Create a login and password per the guidelines provided.
 - **If Not Sure** – Enter your email address and click Search.
- Enter your access code and click **Next**.
- Enter or select the required information in the appropriate fields.

- Review and print your Confirmation and Summary page (a confirmation will also be sent to your email address). TIP! Be sure to take note of your login name and password—write them down or save them on your computer in a place you will not forget

How to Log in

- Go to the website: <http://www.mypoliscilab.com>
- Click the **Sign in** button under **Sign in**.

MyPoliSciLab

Home Learn About Books Available Success Stories Community Tours & Training Support Contact Us

"Because MyPoliSciLab breaks the material down and gives students multiple access pathways, students absorb and retain the key concepts."
— Sandra Brisiel, Delaware Technical and Community College
Read the Case Study

Sign In
Already registered? Sign in with your Pearson account.
Sign In

Register
Need access? Start here.
Student
Educator

For Students

- Follow us on Twitter
- Follow us on Facebook
- Need help?
- "Getting Started" video
- Tell us what you think!

For Educators

- Take a tour
- Looking for quick help?
- Faculty training
- Faculty Advisor Program
- Integrating MyPoliSciLab

The diverse resources provide students with different learning styles the opportunity to understand material.
— Savannah State University
Read more instructor feedback

ALWAYS LEARNING PEARSON

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- Select your **Course**

MyPoliSciLab

Home Learn About Books Available Success Stories Community Tours & Training Support Contact Us

Sign In
Select your course

American Government
 State and Local Government

ALWAYS LEARNING PEARSON

- Select your **Book**

Sign In

Select your book

Books are listed alphabetically by the author's last name.

[Show all](#)



[< Previous](#)

Enter your **Login Name** and **Password** and click the **Login** button.

First-Time User?

Register your Access Code to establish your Login Name and Password.

[Register](#)

Don't have an Access Code?

[Get Access](#)

Got more questions than answers?

[Take a Tour](#)

Returning User

If you have already registered, Log In here.

Login Name

Password

[Log In](#)

[Forgot your Login Name/Password?](#)

[View Your MyPlaces](#)

[Need help?](#)
[Privacy Policy](#) | [License Agreement](#)

** If you do not already have an access code or a log-in, you may request one from your Pearson Representative. (Help me [find my rep.](#))

How to Create a Course

Which page you see depends on whether you have already created MyPoliSciLab courses:

- **Home:** You have not created a MyPoliSciLab course and are now on the Home screen for your text.
- **Class Manager:** You have created two or more courses and need to select a course to enter.

Step 2a: Create a Course

The first step is to click on “**Class Manager**” in the top right hand corner of your screen.

PEARSON **mypoliscilab**

MyPlaces Log Out
Welcome, Poli Sci
PoliSci Test

Class Info Grade Tracker **Class Manager**

Home Chapters eText News Review MyPoliSciLibrary Search

Welcome to MyPoliSciLab for Coleman/Goldstein/Howell's *Understanding American Politics, 2/e!* This MyPoliSciLab includes resources for every chapter in the National and Alternate Editions.

Study
Chapter 1. Thinking About American Politics
Chapter 2. Political

Apply
Introduction

Participate
News Review
Read analysis of this week's news and add your comments.

- Click “**Create Your Class Now**”

PEARSON **mypoliscilab**

MyPlaces Log Out
Welcome, Poli Sci
American Government Section 101

Class Info Grade Tracker **Class Manager**

Home Chapters eText News Review MyPoliSciLibrary Search

Getting Started Back

To enable Gradebook/Grade Tracker, you must first create a class.

This page provides information to get you started.

How Do I? ...tours
Learn about how to create a class or how students join a class.

Create a Class Tour Join a Class Tour

Gradebook/GradeTracker Overview
An overview of some of the features of Gradebook/GradeTracker.

Overview

Create your class.
Click the button to the right to create your class.
Then be sure to give your students the class ID so they can enroll in your class.

Create Your Class Now

- Enter in your “**Class Name**” (if you plan to create multiple sections for your Class, be sure to include section information in the Class name).
- Enter in your **Class start date** and **Class end date** (students cannot submit activities to the class gradebook after the class end date).

PEARSON **mypoliscilab**

MyPlaces Log Out
Welcome, Poli Sci
American Government Section 101

Class Info Grade Tracker **Class Manager**

Home Chapters eText News Review MyPoliSciLibrary Search

Create a New Class ?

* Indicates required information

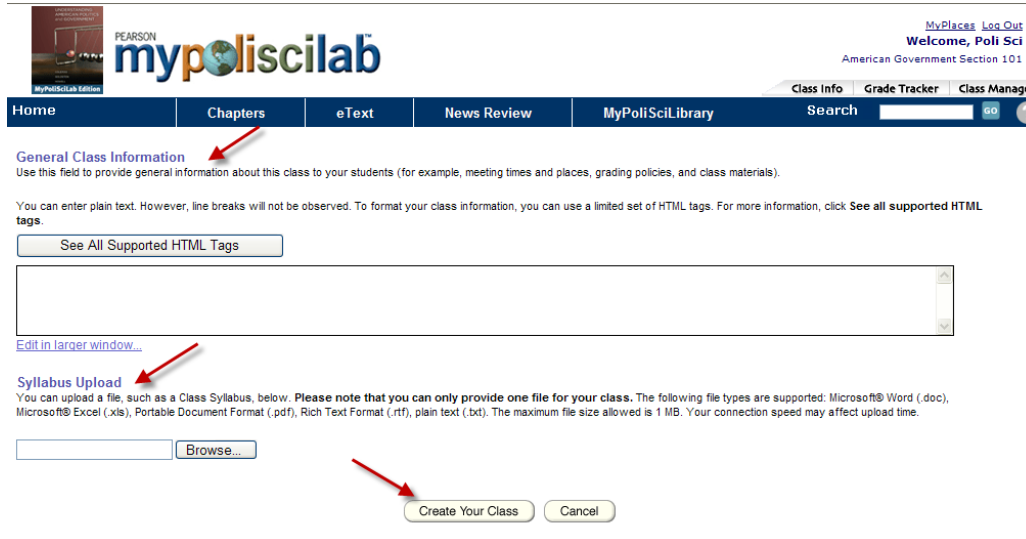
* Enter the Class name
If you plan to create multiple sections for your Class, be sure to include section information in the Class name.
American Government Section 101

* Class start date
JUN 30 2011
Students cannot join this class before the class start date.

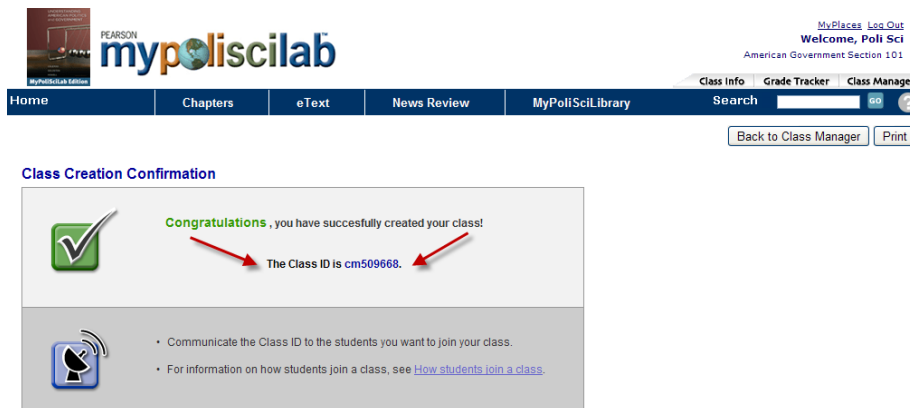
* Class end date
DEC 31 2011
Students cannot submit activities to the class gradebook after the class end date.

Instructor Name
The name shown below reflects the name you entered when you created an account with us.
First Name: Poli
Middle Initial:
Last Name: Sci

- Enter in “**General Class Information**” if you would like to give your students any additional information on your class.
- **Upload your syllabus** if you would like to have you class syllabus accessible to your students via MyPoliSciLab.
- Click “**Create Class**”



- Record your **Class ID** and communicate the **Class ID** to the students you want to join your class.



Step 2b: Manage your Courses

- If you would like to create an additional class or view or edit an existing class, click on “**Class Manager**” at the top right hand corner or your MyPoliSciLab homepage.
- You will then see a list of classes that you have created, along with their CourseID, and you can alter or edit them at that time (you cannot edit or view the roster of a class whose end date has passed).



Class Manager

Back ?

The following is a list of the classes you have created. You can create a new class or view or edit an existing class. You cannot edit or view the roster of a class whose end date has passed.

<input type="button" value="Create Class"/> <input type="button" value="View Class Info"/> <input type="button" value="Edit Class Info"/> <input type="button" value="View Roster"/> <input type="button" value="Grades"/> <input type="button" value="Delete"/>					
Select	Class Title	Class ID	Start/End Date	Enrollment	Syllabus
	American Government Section 101	cm549862	Jun 30, 2011 - Aug 31, 2011	0	*****
	American Government Section 102	cm149366	Jun 30, 2011 - Oct 26, 2012	0	*****

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Provide students with your CourseID

In order for students to join (enroll in) your course, they must have the CourseID. A CourseID is the unique combination of numbers and letters that was provided once you created your course. For example: **cm549862**

Training and Technical Support

At Pearson, we take your technical needs and questions very seriously. We are committed to giving instructors and students technical support when they need it, no matter what. Therefore, we offer technical support 24 hours a day, 7 days a week.

Customer Technical Support at
<http://247pearsoned.custhelp.com>

- Search frequently asked questions.
- Ask a question and receive a detailed response.
- Chat online with a live representative.
- Phone toll-free 877-POLISCI (877-765-4724).

Search FAQs in our Online Knowledgebase

Have a question about getting started with MyPoliSciLab, or have a support issue? Start by searching our [Online Knowledgebase](#).

Integrating MyPoliSciLab into Your Course

Sample Syllabi

- [Coleman et al, Understanding American Politics and Government, 2/E](#)
- [Coleman et al, Understanding American Politics and Government, Alternate Edition, 2/E](#)
- [Coleman et al, Understanding American Politics and Government, Brief Edition, 2/E](#)
- [Dye, Politics in America, 9/E](#)
- [Dye, Politics in America, Alternate Edition, 9/E](#)
- [Dye, Politics in America, Texas Edition, 9/E](#)
- [Edwards et al, Government in America: People, Politics, and Policy, 15/E](#)
- [Edwards et al, Government in America: People, Politics, and Policy, Brief Edition, 11/E](#)

- [Edwards et al, *Government in America: People, Politics, and Policy, Brief Study Edition, 11/E*](#)
- [Fiorina et al, *The New American Democracy, 7/E*](#)
- [Fiorina et al, *The New American Democracy, Alternate Edition, 7/E*](#)
- [Greenberg & Page, *The Struggle for Democracy, 10/E*](#)
- [Magleby et al, *Government by the People, 2011 National Edition, 24/E*](#)
- [Magleby et al, *Government by the People, 2011 National, State & Local Edition, 24/E*](#)
- [Magleby et al, *Government by the People, 2011 Alternate Edition, 24/E*](#)
- [Magleby et al, *Government by the People, 2011 Brief Edition, 24/E*](#)
- [O'Connor et al, *American Government: Roots and Reform, 2011 Edition, 11/E*](#)
- [O'Connor et al, *American Government: Roots and Reform, 2011 Alternate Edition, 11/E*](#)
- [O'Connor et al, *American Government: Roots and Reform, 2011 Texas Edition, 11/E*](#)
- [O'Connor et al, *Essentials of American Government: Roots and Reform, 2011 Edition, 4/E*](#)
- [O'Connor et al, *Essentials of American & Texas Government: Roots and Reform, 2011 Edition, 4/E*](#)
- [Shea et al, *Living Democracy, 3/E*](#)
- [Shea et al, *Living Democracy, Texas Edition, 3/E*](#)
- [Shea et al, *Living Democracy, Brief California Edition, 3/E*](#)
- [Shea et al, *Living Democracy, Brief Texas Edition, 3/E*](#)

Transition guides

- [Coleman et al, *Understanding American Politics and Government, 2/E*](#)
- [Coleman et al, *Understanding American Politics and Government, Alternate Edition, 2/E*](#)
- [Coleman et al, *Understanding American Politics and Government, Brief Edition, 2/E*](#)
- [Dye, *Politics in America, 9/E*](#)
- [Dye, *Politics in America, Alternate Edition, 9/E*](#)
- [Dye, *Politics in America, Texas Edition, 9/E*](#)
- [Edwards et al, *Government in America: People, Politics, and Policy, 15/E*](#)
- [Edwards et al, *Government in America: People, Politics, and Policy, Brief Edition, 11/E*](#)
- [Edwards et al, *Government in America: People, Politics, and Policy, Brief Study Edition, 11/E*](#)
- [Edwards et al, *Government in America: People, Politics, and Policy, AP* Edition, 15/E*](#)
- [Fiorina et al, *The New American Democracy, 7/E*](#)
- [Fiorina et al, *The New American Democracy, Alternate Edition, 7/E*](#)
- [Greenberg & Page, *The Struggle for Democracy, 10/E*](#)
- [Magleby et al, *Government by the People, 2011 National Edition, 24/E*](#)
- [Magleby et al, *Government by the People, 2011 National, State & Local Edition, 24/E*](#)
- [Magleby et al, *Government by the People, 2011 Brief Edition, 24/E*](#)
- [O'Connor et al, *American Government: Roots and Reform, 2011 Edition, 11/E*](#)
- [O'Connor et al, *American Government: Roots and Reform, 2011 Texas Edition, 11/E*](#)
- [O'Connor et al, *Essentials of American Government: Roots and Reform, 2011 Edition, 4/E*](#)
- [O'Connor et al, *Essentials of American & Texas Government: Roots and Reform, 2011 Edition, 4/E*](#)
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