



MyPoliSciLab

Instructor Quick Start Guide

Powered by



Pegasus 2.6.1
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TABLE OF CONTENTS

MyPoliSciLab Instructor Quick Start Guide	1
What is MyPoliSciLab	3
Getting Started	3
System Requirements.....	3
OS and Browser Compatibility	3
Plug-ins.....	3
Registration and Enrollment	3
Before You Register.....	3
Registering for Your Course	4
Logging in and Starting Your Course	5
MyPoliSciLab Login Page	5
My Courses Screen	6
Searching the Catalog.....	6
Creating a MyPoliSciLab Course	8
Using Announcements	8
Navigating in MyPoliSciLab	8
Welcome Banner	8
Toolbar	9
Taskbars and Buttons	9
Options Menu.....	9
Drag and Drop.....	9
Legend	10
MyPoliSciLab Tools	10
Today's View.....	10
Course Content.....	11
Question Library.....	11
Gradebook	11
Reports.....	11
Communicate.....	12
Instructor Preferences.....	13
Search.....	13
MyPoliSciLab Features	13
Content Editor	13
Calendar.....	14
Catalog.....	14
Content Types.....	15
Folders.....	15
Activity/Assignment	15
Study Plans	16
Discussion Topics	16
MyPoliSciLab Link	16
MyPoliSciLab File	16
MyPoliSciLab Page	16
Question Types.....	16
Browser Settings Requirements.....	17
Student View	17
Upgrading from MyTest to MyPoliSciLab	17
Support	18
How to access Customer Technical Support.....	18

What is MyPoliSciLab

MyPoliSciLab from Pearson Education is an online assessment and learning system. It is a centrally hosted application with advanced pedagogical features, such as study and teaching plans, homework management, personalized real-time customization, learning objectives, and standards management.

MyPoliSciLab has advanced assessment capabilities with online, print, and email delivery of assessments. MyPoliSciLab provides basic course management capabilities in the areas of course organization, grades, communication, and personalization of content. Using MyPoliSciLab, instructors can deliver to students' homework assignments, personalized study plans, and assessments.

With MyPoliSciLab, you can create reports to accurately track student progress and assessment efficacy. Educators and learners alike can assess progress during and after the learning process.

Getting Started

System Requirements

OS and Browser Compatibility

MyPoliSciLab 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
Mac 10.4	Safari 2.0

Plug-ins

MyPoliSciLab uses the following plug-ins:

- Applet
- Macromedia Flash™

Registration and Enrollment

Before You Register

Before you go online to register, take a minute to be sure you have the following items:

1. **Valid email address:** You must have an email address to register. 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 Pearson Education representative for help in obtaining a valid email address.
2. **Instructor Access Code.** An Instructor access code looks similar to this:

PSPMIL-CHILI-KENJI-EDDIE-AKIRA-WAHOO

If you do not have an access code, contact your Pearson Education representative for help in obtaining a valid access code.

Registering for Your Course

When going to register for your course, first you must accept the licensing and privacy agreements.

When registering for the first time, you must create a login name and password.

1. Use the URL provided by your Pearson Education sales representative to access the login screen.
2. Click the **Click here to register** link, located just below the Login Name and Password textboxes on the right-hand side of the screen. The Access Information page appears.
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.*

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

- If no, leave **No, I Am a New User** selected. You will create a login name and password later in this process.
- If so, click 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.

Tip: If you previously registered for a Pearson Education online product but have forgotten your login name or password, click the **Forgot your Login Name/Password?** link and provide the information requested. Your login name and password will be sent to you by email.

4. In the **Access Code** section, enter your six “word” access code—one word in each box. Don’t type the dashes.

Tip: If you received your access code electronically, e.g., in an email, click the **Copy and paste it here** link to display a text field without boxes and dashes. Cut and paste your access code directly into the Access Code field.

5. Scroll down to the **School Location** section, and enter your school’s zip or postal code in the **School Zip or Postal Code** field. This creates a list of schools in your area, from which you will choose in a later step.
6. Select a country from the **School Country** drop-down list and click the **Next** button. The Account Information page appears.
7. On the Account Information page, select a title from the **Title** drop-down list.
8. Enter your first and last name and a valid email address in the appropriate text boxes.

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

9. In the **School Information** section, select your school name from the **School Name** drop-down list. If your school is not listed, select “Other” from the bottom of the list.
10. Complete the remaining school-information fields.
11. Scroll down to the **Login Name and Password** section and enter your desired login name and password in the appropriate text boxes. Choose something you can remember but you don’t think anyone else would request or guess. Follow the on-screen guidance for tips on acceptable login names. 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 SMS profile.*

12. Select a security question from the **Security Question** drop-down list and then enter the answer to your security question in the **Your Answer** field.

Note: *The security question is used to protect your account and personal information. In the event that you contact support and your identity must be confirmed, a product support representative will ask you this question.*

The Confirmation & Summary page appears. You will receive a registration confirmation email containing details on your account.

You now have access to Pegasus and Pearson Education's Research Navigator. Click the **Login now** button to be taken to the Pegasus login screen.

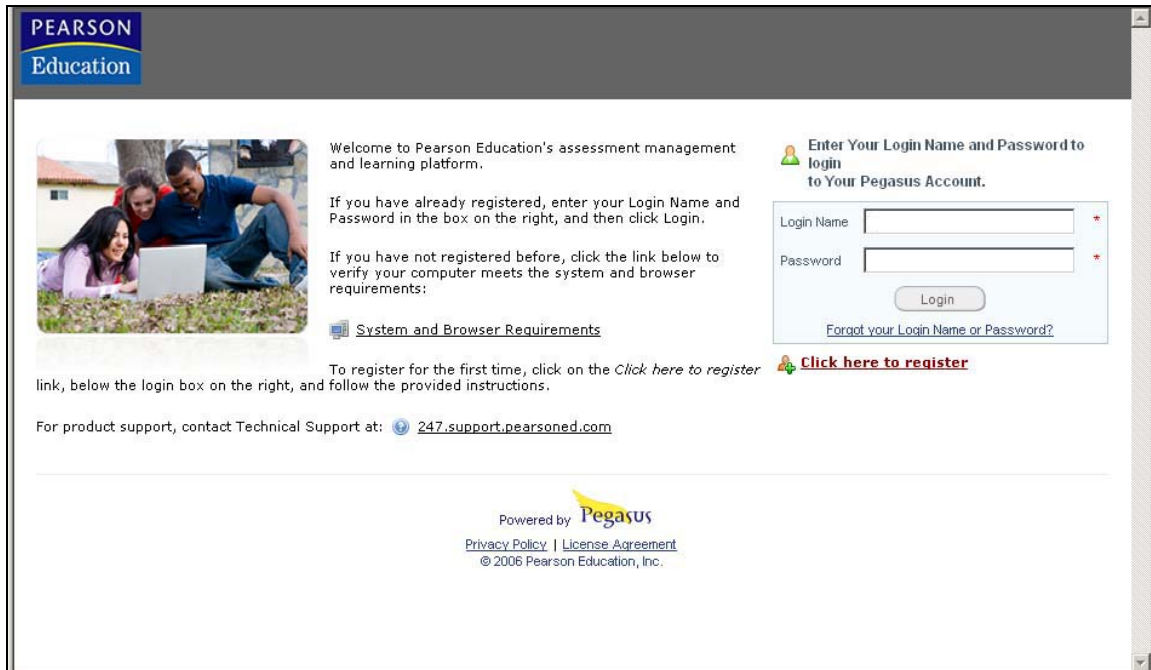
For details on searching the catalog and creating a course, see the **Creating a Course** topic in this document.

Logging in and Starting Your Course

MyPoliSciLab Login Page

When you login, MyPoliSciLab validates your login name and password and takes you to your courses page. To log into MyPoliSciLab enter the Login Name and Password combination that you created during the registration process in the appropriate text boxes and 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. MyPoliSciLab usernames are not case-sensitive. This means "MyPoliSciLab" is the same as "MYPOLISCI LAB." MyPoliSciLab passwords are case-sensitive. Your password will not be accepted by MyPoliSciLab if you change the case of any of its characters.*

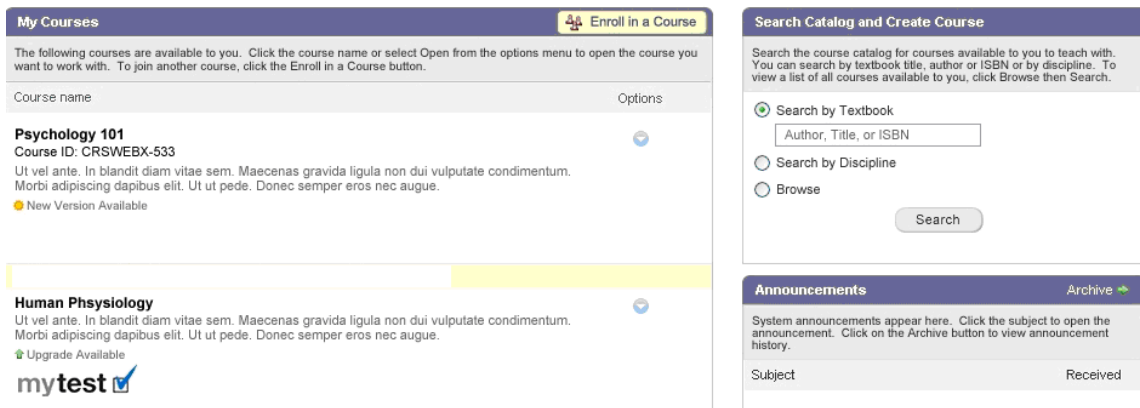


MyPoliSciLab Login screen

My Courses Screen

After logging into MyPoliSciLab, the **My Courses** screen is displayed. The My Courses screen displays a list of the courses you are teaching with or are enrolled in.

Note: *The Course ID appears beneath the course name; you need to provide the course ID to your students in order for them to register and enroll in your course.*



My Courses screen

To the right of the courses list is the **Search Catalog and Create Course** section and below that, the **Announcements** section, which displays any system-level announcements.

Searching the Catalog

You search the Catalog from the **Search Catalog and Create Course** section on the My Courses screen.

Search Catalog and Create Course

Search the course catalog for courses available to you to teach with. You can search by textbook title, author or ISBN or by discipline. To view a list of all courses available to you, click Browse then Search.

Search By Textbook
 Search By Discipline
 Browse

Search Catalog and Create Course section

1. Choose search criteria by clicking an option from the following:
 - **Search by Textbook:** A textbox appears. Type the name of the Author, Title, or ISBN number in the box
 - **Search by Discipline:** Two lists appear. Choose a discipline and publisher from the corresponding drop-down lists
 - **Browse:** This option enables you to browse all the available courses
2. Click **Search**. The search results are displayed in the **Select Course** page.

My Course 1 Select Course 2 Enter Course Information

Showing 1-1 out of 1 results

Selected Discipline: Psychology Selected Publisher: All Publishers

Sort results by: Title

Abnormal Psychology
 Author: Jerrod Enders, Joan Kelly, Andrea Michael
 Publisher: Allyn & Bacon
 ISBN-10: 1234567891 | ISBN-13: 1234567891234

May2nd New Version

This course contains new version of course materials.

PSYCHOLOGY
 Authors: Mary F. Gresko, Miladen Maljkovic
 Publisher: Prentice Hall
 ISBN-10: xxxxxxxxxxxx | ISBN-13: xxxxxxxxxxxx-xxxx

This is a MyLab for April 30

Select Course page

The **Select Course** page displays your search results. The courses that match the search criteria are displayed along with their available formats such as MyTest and MyPoliSciLab . Program Courses are also displayed if they are available to you. You can select a course or program by clicking the appropriate button.

Creating a MyPoliSciLab Course

To create a MyPoliSciLab course:

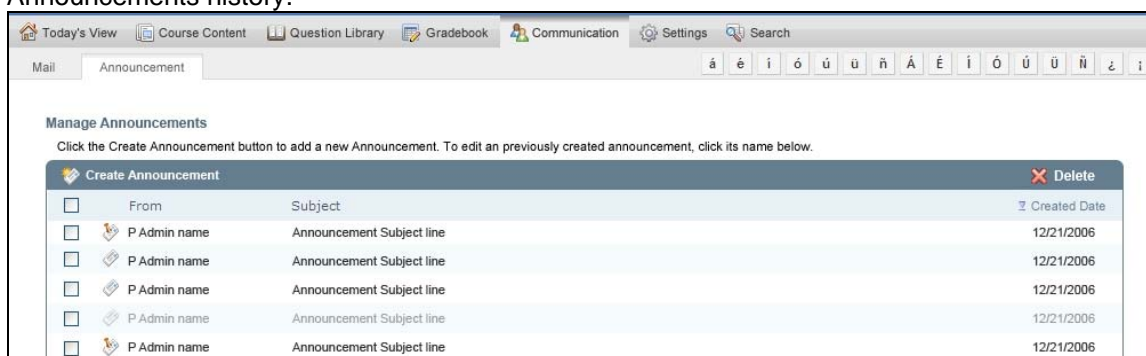
- From the search results on the Select Course page, locate the desired MyPoliSciLab course and click the **Select Course** button. The Enter Course Information page appears.

The **Select Course** button is displayed next to all **MyPoliSciLab** courses.

Using Announcements

The Announcements feature is a course communication tool through which you can view, create, and manage course announcements. Your announcements can also be simultaneously sent to students as email. In programs, the administration can send announcements to all courses.

Clicking the **Manage** link on the Announcements taskbar opens a window displaying your Announcements history.



Manage Announcements screen

By default, new course announcements appear at the top of the Notifications page. Instructors, however, can also “pin” announcements; pinning an announcement ensures that it appears at the top of the Announcements list.

Instructors can pin two announcements. In cases where an Instructor and a Program Administrator Program Administrator have pinned announcements, the Instructor-pinned announcements will appear above any Program Administrator-pinned announcements.

Navigating in MyPoliSciLab

You navigate MyPoliSciLab using toolbars, taskbars, buttons, and options menus. This chapter will discuss toolbars and options menus. For complete information on taskbars and buttons, please see the [Online Help](#)

Welcome Banner

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

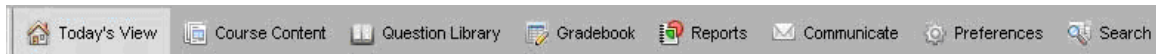
The Welcome banner displays the following links:

- **My Courses:** Click to display a list of the courses you are teaching with or are enrolled in.

- **My profile:** Click to display the My profile window (see below for more details on the My profile window).
- **Help:** Click to access context-sensitive online Help.
- **Logout:** Click to log out of the Pegasus platform.

Toolbar

The toolbar consists of a series of tabs. The tabs that are available to you are determined by the settings in your published course. You may see all of the tabs below, or only a selection.



The Toolbar

Toolbar tabs are:

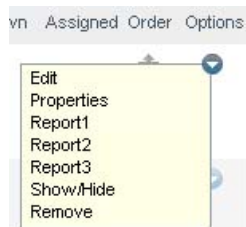
- **Today's View**
- **Course Content**
- **Question Library**
- **Gradebook**
- **Reports**
- **Communicate**
- **Preferences**
- **Search**

Taskbars and Buttons

For details on the task bars and buttons used throughout the platform, please see the [Online Help](#).

Options Menu

Options menus provide users with access to actions or features relating to the course element and MyPoliSciLab tool with which the options menu is associated. You will find these menus throughout the platform. Click on the options menus to learn which features are available to you in a specific location. The Options menus are designed to ensure that you are never more than a click away from the task you need to perform.



Expanded Options menu from Assign Content tab

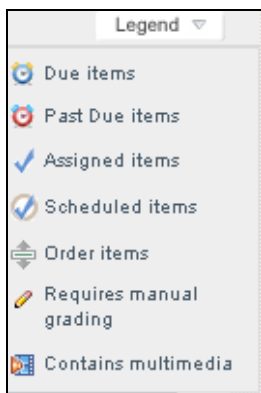
Drag and Drop

You can re-order item listings such as those found in the Content Library, and Question Library by clicking and dragging the "order" icon associated with the item you wish to move.

Note: In cases of lengthy lists that result in scroll bars within the list window, you may need to drag and drop the item in phases, by dragging to the bottom of the viewable listing, scrolling, and then dragging again to the destination point.

Legend

The Legend, found at the top-right of Course Content and Gradebook, illustrates the state or type of items or events by means of icons. The content of the icon legend is static.



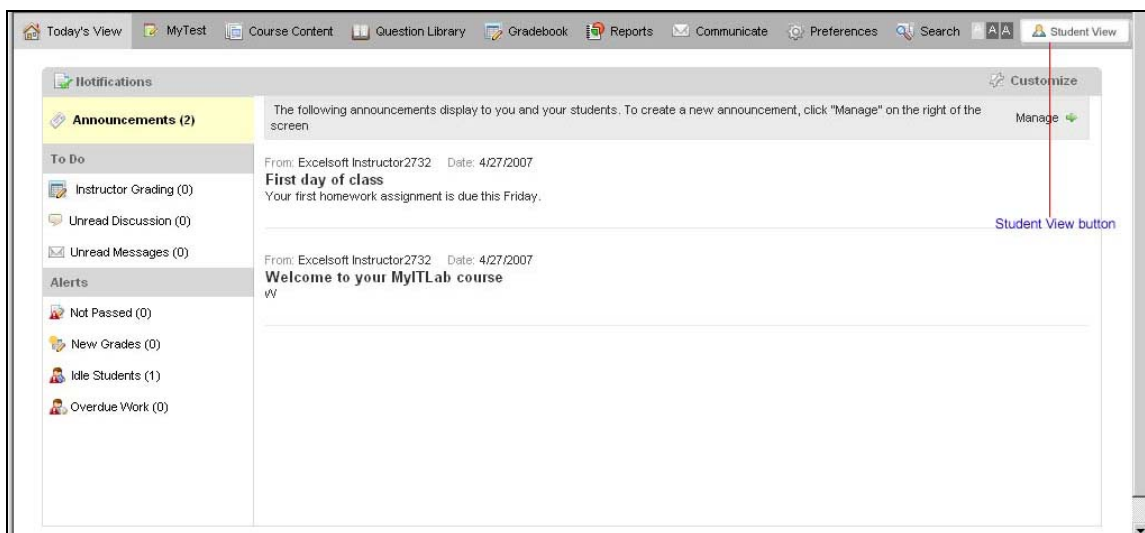
Legend drop-down list

The icon legend is displayed in Course Content and Gradebook.

MyPoliSciLab Tools

Today's View

The Today's View tool is like a course assistant that helps you organize and manage your course information. 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. You can customize these notifications according to your user needs. Customizations you make here will also carry over to the Student view, so the customizations you see are identical to that seen by your students. You can choose to hide or display most of these notifications using the Customize feature. The Calendar view enables Instructors and Students to keep track of assignments and important course-related dates.



Notifications screen.

Tip: At any time, you can click the **Student View** button at the top right of the page to view your course as students would see it.

Course Content

The Course Content tab is where you manage assets for your course. You can upload content to the Content Library, move content from the Content Library to your course, organize the content in your course, assign content to the Course Calendar, or map content to Learning Objective folders (if you are using a Learning Objective organization for your course).

The Course Content tool consists of the following sections. You can access these different sections of the Course Content tool by clicking the preferred tab on the secondary navigation bar:

- **Add from Content Library:** This section displays the split view consisting of both the Content Library and My Course screens. From this view you can add selected content from the Content Library to My Course.
- **Organize Content:** This section displays My Course, which is the course as you have it organized and as your students will see it.
- **Assign Content:** This section displays the split view of My Course and Calendar. From this view you can assign content items to a specific date in the Calendar.

Question Library

You use the Question Library tool to manage the questions used in your course. With the Question Library tool you can add, delete, copy and paste, edit, or preview your course questions. You can use the Question Library tool to manage a database of questions from which to design activities, homework, and other course elements as needed.

Gradebook

With the Gradebook tool you can manage grades for activities completed by students, view student submissions, generate reports, communicate with students or other instructors, and create customized grading columns.

The Gradebook also provides you with the ability to view student submissions for each graded activity. You can view submissions using the Options menu associated with a given activity or student. This feature is described below in this topic.

You can access the Gradebook in three ways:

1. From the **Today's View** page, click the **Go to Gradebook** link on the top-right hand of the **New Grades** under Alerts in the Notifications.
2. Click the **Gradebook** button on the toolbar.
3. Open **View Submissions** from the options menu for a given activity.

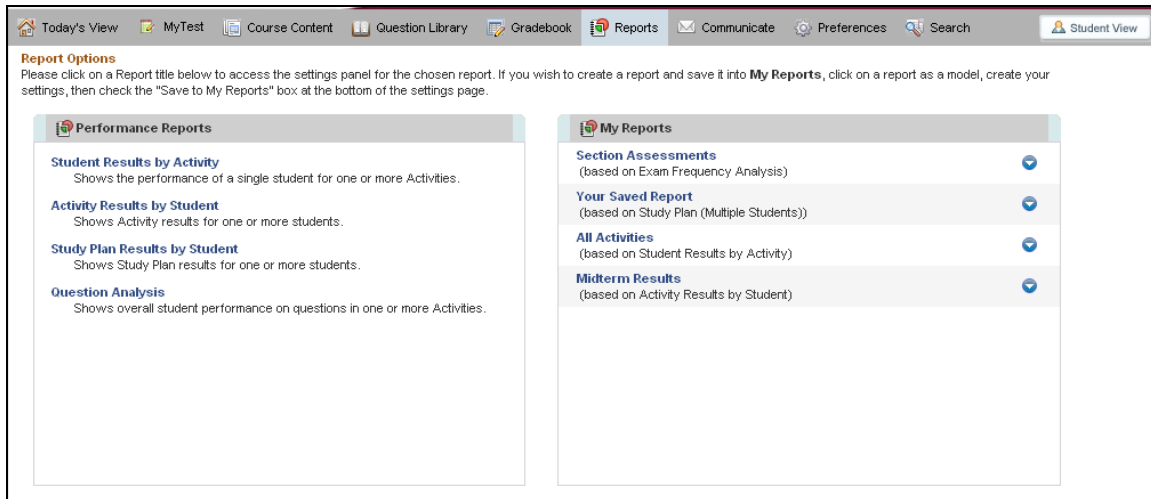
With the Gradebook you have access to the following features:

- **View by Course**
- **Manage Roster**

Note: The Manage Roster feature must be enabled for your course in the **Instructor/Roster** setting in the **Preferences** tool.

Reports

The Reports tool enables you to generate reports for Students, Activities and Study Plans. You can also generate Question Analysis Reports.



Report Options screen

The Reports tool contains the following sections:

Performance Reports: Use this section to generate reports for Activities, Study Plans, student performance, and question analysis.

- **Student Results by Activity:** Generate reports to view the performance of one or more students for an activity.
- **Activity Results by Student:** Generate reports to view the performance of a single student for one or more activity.
- **Study Plan Results by Student:** Generate reports of Study Plan results for one or more students.
- **Question Analysis:** Generate analysis reports of students' performance on questions. It includes data of multiple students for multiple activities.

My Reports: Use this section to save generated reports for easy access.

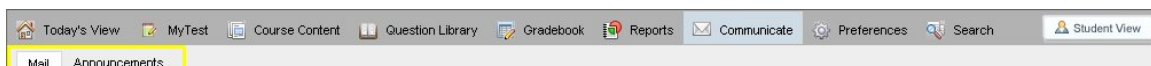
To generate reports, access the Reports tool by clicking the Reports button on the toolbar, or on the Gradebook taskbar. You can also generate Reports by selecting the appropriate option from the Student options menu in the Gradebook.

Communicate

Use Communicate to manage your course Mail and Announcements. Instructors can send messages to students as either email or announcements. Instructors can use announcements to communicate class schedules or post an updated syllabus. With the Communicate tool you can send messages to your students via course Mail or by Announcements.

The MyPoliSciLab Communicate tab consists of the following sections, which you can access by clicking the associated tab under the Toolbar:

- Mail
- Announcements



Instructor Preferences

The Preferences tool provides you with the flexibility to customize the look, feel, and functionality of your courses.

Note: The preferences settings discussed in this topic are limited to those that are most often used by Instructors. For details on all General Preferences settings, please see [Online Help](#)

The following are some of the customization settings that are available to Instructors.

- **Special Character Palette**
- **Calendar**
- **Letter Grade Schema**
- **Metadata types**
- **Print and page settings**

Note: The published version of your course may not have all of the Preferences settings as discussed in this chapter. The availability of specific preferences settings is determined by the publisher of your course.

On the left-hand side of the Preferences screen you'll see the Preferences menu. The top section of this menu lists the preferences that are available to you as an Instructor.

Search

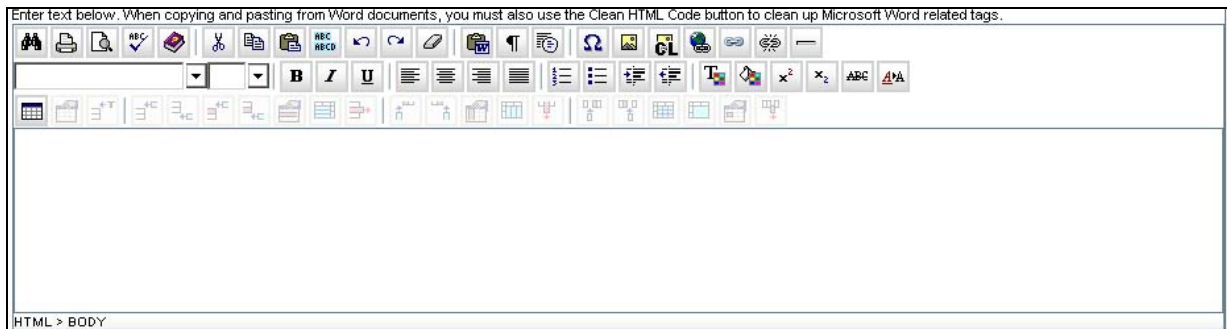
Use the Search tool to search for course content such as questions, activities, and resources within the current course. Search results are displayed in the Search Results page. The Search tool provides three main searches:

- Search Activity
- Search Questions
- Search Resources

MyPoliSciLab Features

Content Editor

The Content Editor is used to create and edit text, images, hyperlinks or HTML code. The Content Editor is used throughout the application; for instance, in creating and editing the question types in the Question Library, adding HTML pages to the Course Content, writing messages in the Message tabbed window while creating Activities, and also in composing mail in the Mail section.

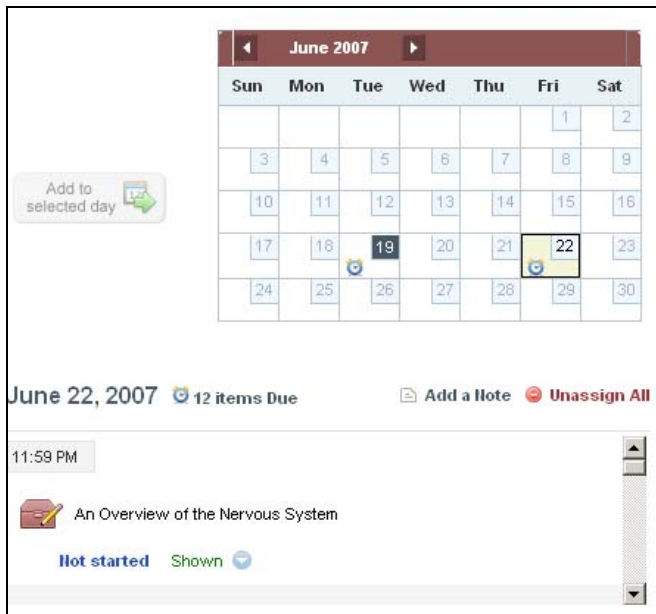


Content Editor

Calendar

The Calendar enables you to view and assign individual or groups of activities to a specific date and to keep track of the due dates of assigned content. Students use the Calendar to locate scheduled course items that you have assigned and can view assignment due dates.

Note: If the Calendar is not enabled for your course, you can enable it from the course toolbar by selecting **Preferences**, then **General**. On the General tab, select the **Enable Calendar** checkbox to display the Calendar in Today's view.



Calendar with date selected

Catalog

The Catalog provides Instructors with a central point for searching the course catalog and creating MyTests and MyPoliSciLab courses.

Instructors can browse to see which online materials can be incorporated into their courses. Instructors can also preview the list of available course materials after registering and logging in the platform.

You can search and select from the catalog to create a course.

Search Catalog and Create Course

Search the course catalog for courses available to you to teach with. You can search by textbook title, author or ISBN or by discipline. To view a list of all courses available to you, click Browse then Search.

Search By Textbook

Search By Discipline

Browse

Search Catalog and Create Course section

Content Types

There are seven content types you can add to your MyPoliSciLab course. Use the Add Content menu to add contents to a particular course.

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

Folders

Pegasus Folders are the building blocks of your MyPoliSciLab course organization. When adding Folders to your course, it is a good practice to organize them logically, so you can find your content and question assets easily when you need them.

There are two types of MyPoliSciLab Folders: content folders and question folders. As long as the folder is checked as a question folder, the same folder can hold both course content assets and questions.

When adding content to your Content Library, it is a good practice to keep course content and question assets together in a folder when they will be used together in the course. For instance, keep content and question assets together in one folder when you will be using them to create study plan tests and study materials. This way, MyPoliSciLab knows where to find the study materials you will want to map to your study plan tests.

Note: When folders contain both question and content assets, when viewing folders in the **Question Library** you will only see the **question** assets, and when viewing in the **Content Library** you will only see the **content** assets.

Activity/Assignment

An activity/assignment is used for evaluating students' performance. Activities and assignments are composed of any number of MyPoliSciLab questions to enable you to track and assess student performance.

Behavioral Modes

There are five possible behavioral modes for activities. Depending on the behavioral modes enabled for your course, you can choose to create activities with any given behavioral mode selection, and those activities or assignments will behave as described below.

- **Basic/Random:** This activity behavioral mode uses a series of questions, which are presented to the student as pre-specified or in a system-selected randomized fashion.
- **Difficulty-based:** This activity behavioral mode displays questions based on their assigned level of difficulty. Questions are presented as pre-specified or based on a system analysis of student records and needs.
- **Adaptive:** This activity behavioral mode uses branching to determine the order in which questions appear based on student response to the preceding question.
- **Bloom's Taxonomy-based:** This activity behavioral mode displays questions based on their assigned level in Bloom's Taxonomy. Questions are presented as pre-specified or based on a system analysis of student records and needs.
- **Assignment:** This activity behavioral mode requires students to upload their assignment for evaluation by the instructor.

Study Plans

A Study Plan is a collection of two activities (Pretest and Posttest) supported by study material. The Study Plan is a powerful tool for helping students consolidate their understanding of course content. A well-designed Study Plan offers students opportunities to fully master required course content:

- Students can assess their mastery of the content through the Pretest.
- Students can advance their understanding and content mastery through the delivery of personalized Study Material that reflects their Pretest performance results.
- Students can use the Posttest to assess their content mastery following the use of Study Materials.

Similarly, instructors can use Study Plans to identify knowledge and learning gaps in the student population, which can be addressed with further instructional attention as needed.

Discussion Topics

The Discussion Topic helps instructors to communicate interactively with students about a particular topic. Instructors and students can post Responses and attach supporting files along with these discussions.

MyPoliSciLab Link

Web links or static URLs may be used to incorporate any web-based resource.

MyPoliSciLab File

Standard web compatible files that may include HTML, MS Office Documents, Flash™, Images, Media, PDF and any other file formats supported by browsers can be included as a content type in the content library.

MyPoliSciLab Page

You can add Pegasus web pages that you create using the Content Editor. These pages may include links to or reference any content inside Pegasus or the Content Browser.

Question Types

There are up to 25 available question types. Use the Question Preferences to enable or disable those question types that should be present in the Question Library for your course.

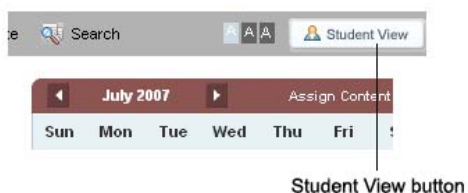
Browser Settings Requirements

You must have the appropriate Java settings in Internet Explorer for the following questions to work correctly in Pegasus:

- Connect the points
- Drag and Drop
- Hotspot Multiple Choice
- Hotspot Multiple Response
- Java Applet
- Slider

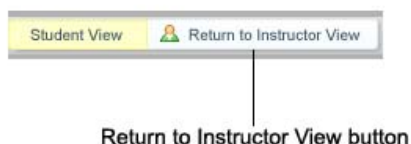
Student View

Clicking the **Student View** Toolbar button displays your course as a student will view it.



When you are in Student View, you can interact with the Course Content as a student. You can use this view to experience any activity in the course and see the results in the Gradebook. Use the Student View to understand exactly what your students will experience in their content area. You will be able to do all this without a separate student login account. To help you understand student interactions, Pegasus uses the default student name “_Student_Student” to track any of your grades and submissions in Student View.

Note: While you can see any grades accrued as _Student, _Student, these grades are not tracked and recorded in any of the MyPoliSciLab reports. To return to Instructor view, click on **Return to Instructor View** on the toolbar.



Upgrading from MyTest to MyPoliSciLab

If you are upgrading to a MyPoliSciLab course from a MyTest course, please keep in mind the following:

- All instructor logins are copied into the MyPoliSciLab course. For example, if two instructors were enrolled in the same MyTest course, then both instructors will be automatically enrolled in the MyPoliSciLab course.
- Any questions created by the instructor in the MyTest course are copied into the MyPoliSciLab course and remain in the MyQuestion folder.
- Any tests created in the MyTest course are copied into the MyPoliSciLab course and placed in a folder called MyTests, which is placed in the Content Library.
- By default, these tests become Basic/Random tests and can be used as online tests within the MyPoliSciLab course. You can continue to use these tests as printed tests as well.
- The testbank used in MyTest is copied into the upgraded course. Because the MyPoliSciLab course is likely to have had a testbank in the folders in the Question Library, the testbank will be duplicated.

- The MyTest course can continue to exist as a separate course if you choose Keep MyTest. We recommend this option.
- The MyTest tab can appear in the MyPoliSciLab course after the upgrade if the publisher chose to include it.

Support

How to access Customer Technical Support

Pearson Customer Technical Support is available by telephone, email, or online chat to assist with any registration or technical support issues.

To contact Customer Technical Support by telephone, call 1-800-677-6337.

- Customer Technical Support telephone service hours are from 08:00 A.M. to 08:00 P.M. EST, Monday through Friday and 05:00 PM to 12:00 AM EST on Sunday.

Note: Telephone customer support is available only to Instructors.

You can also visit our Customer Technical Support website at <http://247pearsoned.custhelp.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.