



CourseCompass™

**Getting Started with
MyPoliSciLab™**
Online CourseCompass Course



INSTRUCTOR EDITION



CourseCompass™

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Welcome to MyPoliSciLab and CourseCompass!

MyPoliSciLab™ offers instructors and students access to premium online content. CourseCompass is easy to use, and contains powerful Blackboard™ features for teaching and learning.

We've made it easy for you to enhance your teaching with online materials!

- No one at your academic institution needs to set up or maintain CourseCompass. Yet CourseCompass is accessible day and night, on campus or off.
- Simply go online to register as an instructor, then log in and select a set of ready-made MyPoliSciLab materials to create your very own online CourseCompass course.
- You can customize this course as little or as much as you like. Either way, you will be providing your students with an engaging learning experience in their course of study.
- When you are ready to teach with your online course, you make it available for student enrollment by clicking the Adopt button. Students can then use a similar MyPoliSciLab student starter kit (available bundled with purchase of their new textbook) to register and enroll in your online course.

For this information

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Getting Started with MyPoliSciLab and CourseCompass

What do I need? To use MyPoliSciLab with CourseCompass, you and your students will need a computer with an Internet connection and a web browser, such as Microsoft® Internet Explorer® or Netscape® Navigator.

For this information

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Step 1. Registering for MyPoliSciLab and CourseCompass



Note *You need to register as a CourseCompass instructor only once, although each time you want to use CourseCompass you must log in.*

To register:

1. Go to www.mypolisclab.com and click the **Register** button for instructors.



Note *Students also register for your MyPoliSciLab CourseCompass course by going to www.mypolisclab.com.*

2. Select **Register for MyPoliSciLab in CourseCompass**.
3. Follow the on-screen instructions to complete registration. When asked for an access code, enter the instructor code provided on the first page of this guide.


If you need help during registration, click the [Need help?](#) link.



Tip *By registering for MyPoliSciLab/CourseCompass, you will receive access to additional online products.*

Step 2. Logging into CourseCompass

Once you have registered, you can log in:

1. Click the  button on the Confirmation & Summary page (only available at the end of registration).

OR

From now on, go to www.mypoliscilab.com* and click the **Log In to CourseCompass** button for instructors and select **Log In to MyPoliSciLab in CourseCompass**.

**You can add this location as a favorite or bookmark to your browser, making it easier for you to return to. You and your students can also log in from www.coursecompass.com.*

2. On the CourseCompass Log In page that appears, type in the login name and password that you created during registration and click the **Log In** button.



Tip If you ever forget your login name and password, you can click the [Forgot your login name/password?](#) link on the CourseCompass Log In page.



Note Students log into your MyPoliSciLab CourseCompass course by going to www.mypoliscilab.com.

Step 3. Creating your MyPoliSciLab course

To create a MyPoliSciLab course in CourseCompass, you need to select course materials and specify some information for the course.

To select your set of MyPoliSciLab online course materials:

1. From the My CourseCompass page, click the **Create or Copy a Course** button.
2. Search for the MyPoliSciLab course materials. (You can also browse by discipline to generate a list of available courses.)
3. On the Browse Course Materials page, locate the MyPoliSciLab course you will use and click **Select Course Material** to create your personal MyPoliSciLab online course.



Note *More than one set of online course materials may be available for MyPoliSciLab. Be sure the materials you select are for the version of MyPoliSciLab you wish to use.*

4. On the Enter Course Information page, make note of the **Course ID** provided. You need to give this course ID to your students so they can register and enroll in your course. (The course ID will also be emailed to you when the course is ready.)
5. Enter a course name (e.g., Government), course description and adjust the course end date if you wish. The course end date dictates how long your students will be able to access your course.



Tip *You may want to set the course end date a month or so after the last day of class to give students time to complete make-up work. You can modify your course end date at any time by clicking the Courses tab, clicking the Course Settings button next to your course, and clicking Course Dates.*

6. Click **Submit** to create your course.

CourseCompass displays a message that it is creating your course. Depending on the complexity of course materials that you choose, this time can vary from a few minutes to a business day.



Tip *You do not need to stay connected to the Internet while CourseCompass creates your course.*

7. Click the **Log Out Now** button to exit CourseCompass, or click the **Explore CourseCompass** button to continue in CourseCompass.

When CourseCompass finishes creating your course, you will receive an email message. When you next log into CourseCompass, your course name appears under *Courses you are previewing* on the My CourseCompass page.

Step 4. Enabling students to access your course

To enable students to register and enroll in your online course you must:

- **Adopt the course.** To adopt a course, click the **Adopt** button next to the course name on the My CourseCompass page. After you adopt the course, its course name appears under *Courses you are teaching* on the My CourseCompass page. You can continue adding to or changing your course—for example, adding assignments or changing quiz availability—even after you adopt the course.

- **Give the course ID to your students.** When you create your course, CourseCompass assigns it a unique course ID, consisting of your last name and a series of numbers (e.g., Lee21754).

You need to communicate this course ID to the students in your class so they can register and enroll in your course. Your course ID was sent to you in the notification email you received when your course was created. You can also locate your course ID by logging into CourseCompass and clicking the Courses tab.

- **Order MyPoliSciLab Student Starter Kits.** The *MyPoliSciLab Student Starter Kit* includes an access code that is required for student registration. You have two options for ordering student starter kits:
 - **Bundle** (textbook + starter kit): This option is the best value for your students. It includes a new textbook packaged with the MyPoliSciLab Student Starter Kit at no additional cost over the price of the book.
 - **Standalone** (starter kit only): This option is available for students who need to purchase access to MyPoliSciLab separately from their textbook.

The **student starter kit** consists of a card with registration instructions and a pull-tab revealing a student access code. This code can only be used by one student.



For more information about bookstore ordering, click the Getting Started tab on the CourseCompass website at www.coursecompass.com.



Note Students who do not have a starter kit with an access code can still register and enroll in your MyPoliSciLab course using a credit card. From www.mypoliscilab.com, they can click the **Register** button for students and follow the on-screen instructions to purchase access online.

To find the ISBN for the textbook bundle or standalone starter kit you wish to order, visit www.mypoliscilab.com and click **Books with MyPoliSciLab** or contact your Allyn & Bacon/Longman sales representative. You can look up your local representative by going to www.ablongman.com and clicking the Instructor Support tab.



Working in CourseCompass!

After you register and create a course using available course materials, you can get a bit more acquainted with CourseCompass features. If you are ever unsure of how to proceed, see “For more information” on page 10.

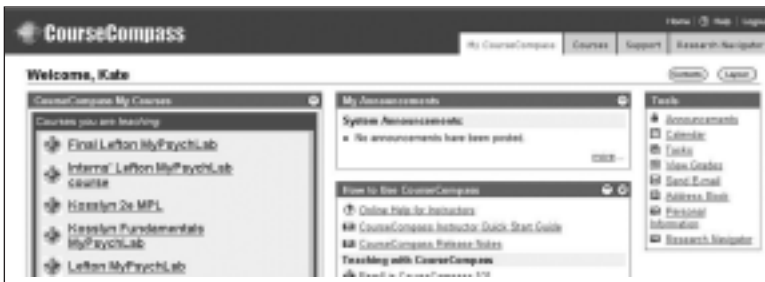
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Opening your course and checking its contents

Once you log into CourseCompass, you can open your course and start setting it up to reflect your teaching preferences, known as **customizing** your course.

If you are new to online course management systems such as CourseCompass and are cautious about making changes to your course, that’s okay. The course is a complete course, even if you don’t make any changes to it. To determine if you want to customize your course, you need to open it and examine its contents.


To open your course and view its available contents:




Click here to open your course.

1. Log into CourseCompass from www.mypoliscilab.com (or www.coursecompass.com).

2. From the My CourseCompass page, click the name of the course you want to open.
3. To explore course contents and features for this course, click any of the navigation buttons on the left.

Note Some preloaded tests in your course may be set to be taken by students only once. For information on previewing and modifying assessments (including setting availability and the number of attempts allowed), click  **Help** at the top right to access Instructor Help.

 **Note** Some MyPoliSciLab course resources may require a plug-in or player to view content in your web browser. To determine what plug-ins you need to install, go to the Announcements page of your course and click the Browser Tuneup link.

Accessing the Control Panel

As an instructor, most of the tasks that you complete while setting up and managing your online courses are initiated from the Control Panel, which you can access from any content page in your course. CourseCompass pages that you access from the Control Panel are visible only to you, not to students.

To access the Control Panel for an individual course:

1. From the My CourseCompass page, click the course name.
2. Click the **Control Panel** button on the lower left.

The Control Panel opens.






From the Control Panel, you can access the course gradebook, add a course syllabus, create course assignments, attach documents, make certain content available or unavailable to students, and more. To get a glimpse of MyPoliSciLab course content that you may want to modify, click any of the following Control Panel links:

- [Assessment/Test Manager](#), to preview tests associated with your online course and to modify, import, export, or remove assessments.



For more information on assessing student work in your course, click  **Help** at the top right to access Instructor Help.

- [Announcements](#), to add course announcements to be viewed by your students.
- Any other content in the course that you choose to modify.



Note Should you choose not to customize any of the features of the MyPoliSciLab course, your students will still have access to rich online content.

Using the Online Gradebook

As students enroll in your course, their names are automatically added to the online CourseCompass gradebook. You won't have to do any setup work to create the online gradebook for your course.

As your course progresses, CourseCompass automatically scores and posts student grades associated with assessment questions that have defined answers, such as True/False and Multiple Choice tests.

You can manually enter grades for assessments that CourseCompass cannot automatically score, such as Short Answer/Essay questions, on the Spreadsheet View page of the online gradebook. You can also manually enter scores for grades associated with work completed outside CourseCompass.

Logging out of CourseCompass


Click *Logout* to end your CourseCompass session



When you are done working in CourseCompass you should end your session.

To log out of CourseCompass:

- Click **Log out** at the top right of the page.

 **Note** *Avoid just closing the browser window (especially if you share a computer) as this may not end your CourseCompass session.*



For more information

You can consult any of the following resources:

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Search the online Help.....	10
Get guidance for common tasks by using “How Do I?”	10
Print the instructor guide.....	11
Check out these websites.....	11
Contact Product Support.....	11


Search the online Help

Online Help is just a click away. This is the most comprehensive resource for CourseCompass information.

➤ Click  **Help** at the top right of any CourseCompass page.

Click here anytime for help



 **Note** Similarly, students can access their own version of online Help topics by clicking the Help icon at the top of any CourseCompass page.

To search on a particular topic, click **Index**, then either enter your keyword or scroll to select a topic from the list of available entries.

Get guidance for common tasks by using “How Do I?”

If you have a question on a common CourseCompass instructor task, check the topics listed in the **How Do I?** window. (You must be logged in and have created a course to view this resource.)

1. From most pages in your course, click the **How Do I?** button below the Control Panel button.

Another browser window opens, displaying links to common CourseCompass instructor tasks.

2. Click any link to display the steps for completing that task.
3. When you finish reading, close the window to return to CourseCompass and continue working.



Tip Both you and your students can view a set of student How Do I? topics by clicking the How Do I? link in the Learning with CourseCompass module (instructors may need to add this module to their My CourseCompass page).

Print the instructor guide

Using Adobe® Reader®, you can download and print out the latest CourseCompass instructor guide.



Note If you don't have a copy of Adobe Reader, you need to download and install this free viewer program before you can open this guide. To get Adobe Reader, go to: www.adobe.com.

To access the CourseCompass instructor guide:

- **From www.coursecompass.com:**

Click the Support tab, then click the link for the [Instructor Quick Start Guide](#). (You can also access the CourseCompass Student Quick Start guide from here).

- **From within CourseCompass on the My CourseCompass page:**

Click the link for the [Instructor Quick Start Guide](#).



Note Both instructors and students can access a MyPoliSciLab student guide by clicking the [Using MyPoliSciLab with CourseCompass](#) link at www.mypoliscilab.com.

Check out these websites

- **<http://www.mypoliscilab.com>**

To learn more about MyPoliSciLab, including site requirements and an online tour.

- **<http://www.coursecompass.com>**

For new feature, FAQ, and support information, as well as an instructional online tour.

Contact Product Support

The CourseCompass Product Support Team is available weekdays from 9 AM to 6 PM, Eastern time (U.S. and Canada).

Instructors can contact Product Support by:

- Clicking the Product Support form link on the Support page or in the Support module on the My CourseCompass page
- Calling 1-800-677-6337



Welcome to MyPoliSciLab!

MyPoliSciLab is an interactive and instructive multimedia resource for both students and instructors. Each MyPoliSciLab course contains an online version of the textbook; several chapter quizzes and a test; review materials; Research Navigator; the American Government Tutor Center; a live news feed from the *New York Times*; PLUS over 100 activities from LongmanParticipate.com, 3.0.

MyPoliSciLab was created to help students save time and succeed in the classroom. By integrating content according to their textbook, they can learn concepts more rapidly. Students will find extensive materials that will help them master each chapter.

MyPoliSciLab saves instructors time. All teaching resources available for the book are included in the course, and all student material is conveniently organized according to the textbook. MyPoliSciLab is a turn-key solution; you can spend as much or as little time as you would like setting up your MyPoliSciLab course. Our content is pre-loaded, fully customizable and ready to use in as little as five minutes. If you can send an e-mail with an attachment, you possess the skill set to custom-tailor MyPoliSciLab to fit your course.

MyPoliSciLab is powered by Course Compass™, Pearson Education's course management platform.

Registration and Log In

To Register for MyPoliSciLab follow the instructions in the first part of this booklet. To Log In to MyPoliSciLab, select the Log In button and follow the instructions to use the log in name and password you created during the registration process.





Navigation

Navigation within your MyPoliSciLab course is easy. Use the buttons on the left side of your screen to enter the various areas of MyPoliSciLab. You will find the resources for each chapter behind the Course Documents button. To make modifications to your course, access the areas you wish to modify through the **Control Panel**.



Plug-Ins for Multimedia

MyPoliSciLab requires users to undergo a one-time software installation process. The Announcements Page features a Browser Tune-up that will walk you through the brief process..

Chapter Resources

MyPoliSciLab contains a wide range of resources for each chapter of your text.

Pre-Test and Post-Test

Students take these two tests to assess their knowledge of the material covered in the chapter. Each test can be taken multiple times, and the feedback includes a link to the relevant section of the E-book. Results from these tests do not report to the online gradebook.

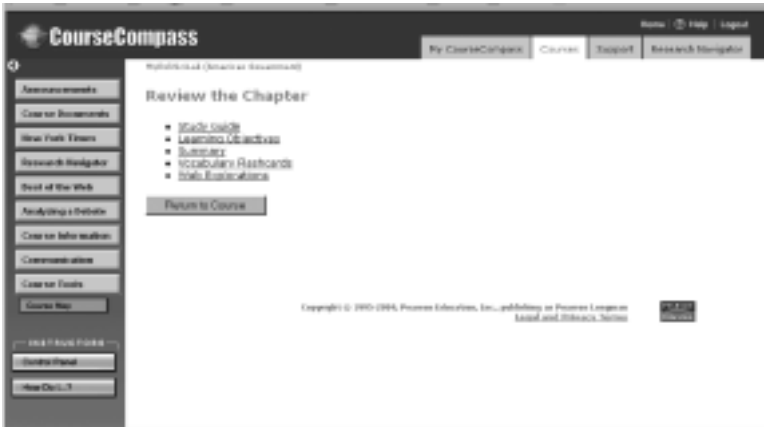
The screenshot displays the CourseCompass interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below this, there are tabs for 'My CourseCompass', 'Course', 'Support', and 'Research Navigator'. On the left side, there is a sidebar menu with various options: 'Assessments', 'Case or Document', 'New Task Entry', 'Research Navigator', 'Send of the Web', 'Analyzing a Website', 'Case or Information', 'Communication', 'Case or Text', and 'Course Map'. The main content area shows three items:

- Pre-Test: Self Study Quiz 1**: Includes a document icon and a text box stating: "Click [here](#) to take a brief quiz covering the chapter. You will receive feedback that contains links to the relevant section(s) of the textbook, so you can review further. (The results do not report to the gradebook.)"
- Post-Test: Self Study Quiz 2**: Includes a document icon and a text box stating: "Click [here](#) to take a brief quiz covering the chapter. You will receive feedback that contains links to the relevant section(s) of the textbook, so you can review further. (The results do not report to the gradebook.)"
- Chapter Open to: The Structure of a Campaign (pages 535-547)** and **The Candidates on the Campaign: Which Do We Vote For? (pages 547-548)**



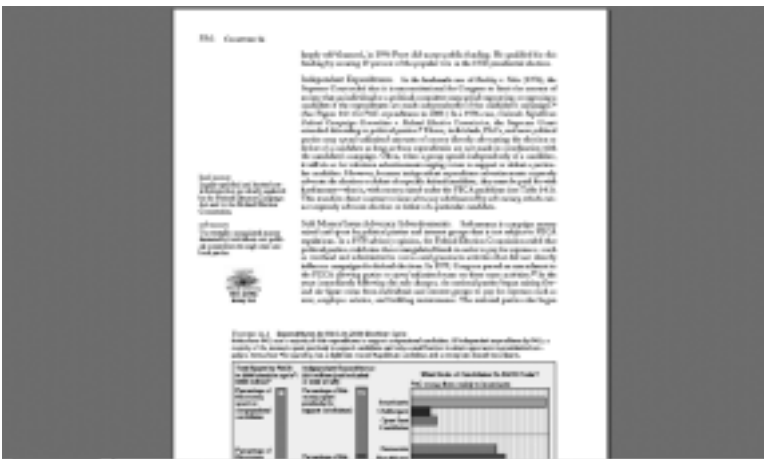
Chapter Review

Students may review the chapter with the Study Guide, flashcards, PowerPoint presentations and web-based activities.



The Textbook Online

Matching the exact layout of the printed textbook, the online e-book contains multimedia icons in the margins that launch to exciting resources that expand upon the key topics students encounter as they read through the text.



Simulation

You Are a Professional Campaign Manager



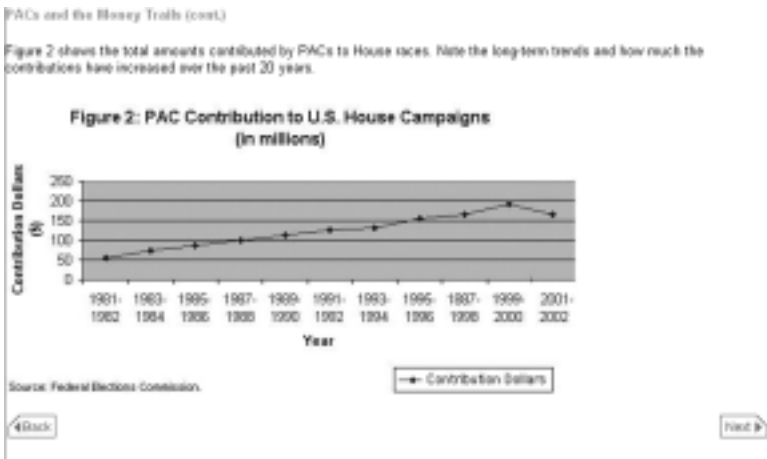
Who are the men and women who serve in the House of Representatives and Senate? How did they get there? Getting elected to either one of these high offices is an extremely complicated and competitive venture. As technology has advanced, campaigning has become increasingly expensive and needful of professional consultation. Winning the right to hold elected office has indeed become a high-stakes game in all races for the Senate and is many for the House of Representatives.

Many factors contribute to a candidate's electoral success. Money and incumbency are two of the most powerful assets a candidate can have when running for office, yet even with these, victory is far from assured.

- * Introductions
- * Scenarios
- * Simulations
- * Conclusions and Suggested Websites
- * Test Yourself

Next >

Visual Literacy





Timeline

Read The Winner Is...? Close Calls in Presidential Elections (cont.)

Timeline

Although you can explore the Timeline in any sequence you wish, please note that there are multiple-choice questions in some segments that test your understanding of several earlier dates. To do these questions, you should work in sequence.

The Election of 1800
Fifty-five ballots and counting

The Election of 1812
The concept begins

The Election of 1824
More complex, more intrigue

The Election of 1860
Popular minority, electoral majority

Participation

The Debate Over Campaign Finance Reform (cont.)

Analyze the Arguments
Click on the red button above labeled Analyzing a Debate if you need help answering this question.

Check Your Understanding

When the pro-reform essay says, "If you care about prescription drug prices, you'd better care about the big money that pharmaceutical companies are pumping into both parties," it is an example of

- bandwagon appeal
- slippery slope
- scare tactics

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Comparative

Comparative

Comparing Political Campaigns

Be part of it, vote Lab

Campaigns are closely related to popular elections, the hallmark of democratic societies. But, whereas the importance of campaigns to elections is straightforward enough, there are large differences among countries in the ways that elections are conducted, as well as in the range of political office that are filled through elections. In presidential democracies such as the United States, Russia, and Mexico, the most important campaigns are clearly those for the federal presidency. In parliamentary democracies such as Britain, however, the chief executive is not filled through popular elections, and parliamentary elections are the occasions for the most important campaigns.

- Introduction
- Political Campaigns Around the World
- Compare Political Campaigns
- Conventions and Inauguration Websites
- Test Yourself

Next >

LongmanParticipate.com, 3.0 Activities

Developed and revised by a team of more than 12 political science faculty, there are over 100 LongmanParticipate.com 3.0 interactive activities for all the major topics in the course. There are five types of activities: simulation, visual literacy, timeline, participation, comparative. Each one is followed by a Test Yourself quiz that reviews the concepts covered by the activity. Results from the Test Yourself Quizzes report to the online gradebook. To view several activities in their entirety, go to www.mypoliscilab.com to see a live sample chapter.

CourseCompass

Home | Help | Logout

My Journal/Compass | Course | Support | Exam Navigator

Longman Participate Activities

Simulation

You Are a Media Consultant to a Political Candidate

These days, the most important consultant that a political candidate hires may be the media consultant, who advises candidates on what to say, which public appearances to make, and how to respond to political attacks. As a media consultant to a candidate for Congress, can you help your candidate get elected, or will you soon be looking for a new career?

Chapter 11, Test Yourself: You Are a Media Consultant to a Political Candidate

Simulation

You Are a Professional Campaign Manager

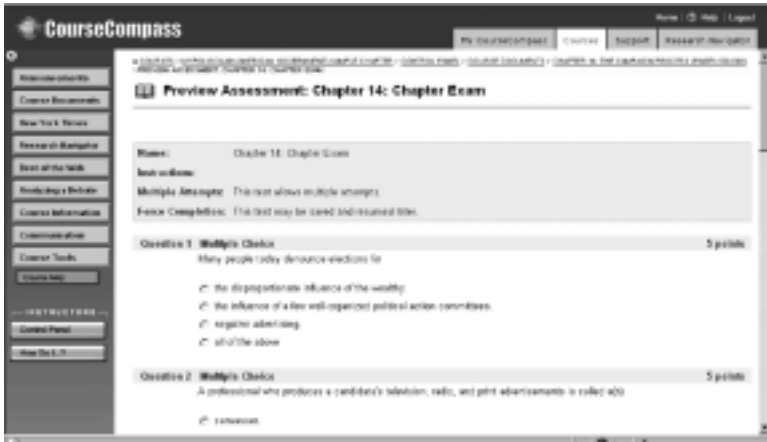
As a campaign manager, the decisions you make could prove to be the difference between your candidate defeating a two-term incumbent for a seat in the House of Representatives or donating old car tires at campaign headquarters after a landslide defeat. How will you present your candidate to the public?

Chapter 11, Test Yourself: You Are a Professional Campaign Manager



Chapter Exam

Each chapter concludes with a 10-question exam. The results of the exam report to the online gradebook.



Instructor Resources

Testing resources are aggregated in one convenient place for you. By using the Control Panel button, you will be able to customize, add your original material, or delete any unwanted resources. Click Assessment Manager and Pool Manager to see the available tests. Additional instructor resources are located in the Course Information area of the course.



***New York Times* Feed**

Updated hourly, this feed provides students with free, full access to the full text of New York Times homepage and politics articles.

Research Navigator

Research Navigator is four research databases in one. The EBSCO ContentSelect Academic Journal Database content is collected from thousands of articles, organized by discipline and fully searchable. Articles from popular periodicals like Newsweek and USA Today are included as well, giving students and professors access to topical content from a variety of sources. Research Navigator also includes *The New York Times* Search by Subject Archive™. View full-text articles from the world's leading journalists of *The New York Times*. Finally, a Link Library offers editorially selected "best of the Web" sites. Libraries are continually scanned and kept up-to-date, providing the most relevant and accurate links for research assignments.

Best of the Web

This annotated list contains of a wide variety of Web sites related to politics and American government.

Analyzing a Debate

This discussion of how to analyze a debate includes a helpful analysis checklist.

The Tutor Center

A qualified tutor is on call to answer questions and provide help for MyPoliSciLab. Services include starting homework assignments, and non-editing help with reviewing papers and assignments for organization, flow, argument, and consistent grammar errors.



Students and MyPoliSciLab

When you are ready to teach with your MyPoliSciLab online CourseCompass course, you must click the Adopt button next to the course name. As students enroll, their name will appear in your CourseCompass gradebook for that course.

To enroll in your MyPoliSciLab course, students register online. To complete registration, students need:

- MyPoliSciLab Student Starter Kit
- Course ID number that is generated when you created your MyPoliSciLab course. To locate the Course ID for your course, click the Courses tab.

Student Starter Kits are available at no additional cost when packaged with a new participating textbook; contact your local Publisher's Representative for the ordering ISBN to have the MyPoliSciLab access code packaged with your particular textbook. Alternatively, students can also purchase an access code online.

Tech Support

If you or your students need more help with your MyPoliSciLab course or its contents, please contact Tech support at 1-800-677-6337 (Monday–Friday, 9 AM to 6 PM EST, U.S.).

Additional information, and a complete user's guide is available online at <http://www.mypoliscilab.com>.