

MyStudentSuccessLab (MSSL) Instructor User Guide

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1 Navigating and Understanding Your Course

Overview

Once you log into your **MyStudentSuccessLab**, it will look similar to the graphic below:

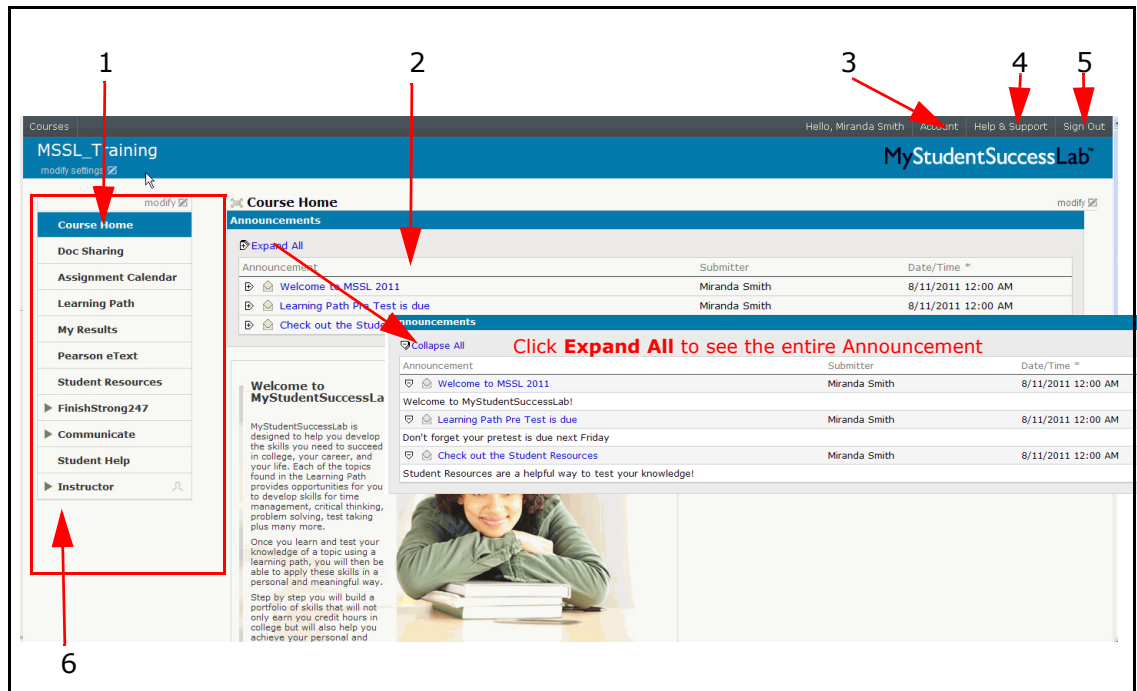



Table 1-1 What's on your Home Page?

Callout	Description
1	Left Navigation Links -Use these links to navigate through the different MSSL features.
2	Announcements -You can use the Announcements section to leave important messages for your students.

Callout	Description
3	Account Link -Use this link to review and in some cases change your account information.
4	Help&Support -Use this link to find additional help for items not found in this User Guide or the MSSL tutorials.
5	Sign Out -Use this link to end your MSSL session.
6	Instructor Links -Use these links to set up and monitor your course.

Instructor Only Links

It is important to note that most of your Home Page is identical to your students with the exception of a few items:

- **Modify Buttons:**  - The Modify buttons allow you to change the appearance and features within MSSL. Your students will not have access to the Modify buttons.
- **Instructor Navigation Links:** these links allow you to keep your class running smoothly.


We will cover these links in detail throughout this User Guide.

Notice anything with an instructor outline is instructor specific functionality.



Modifying Your Home Page

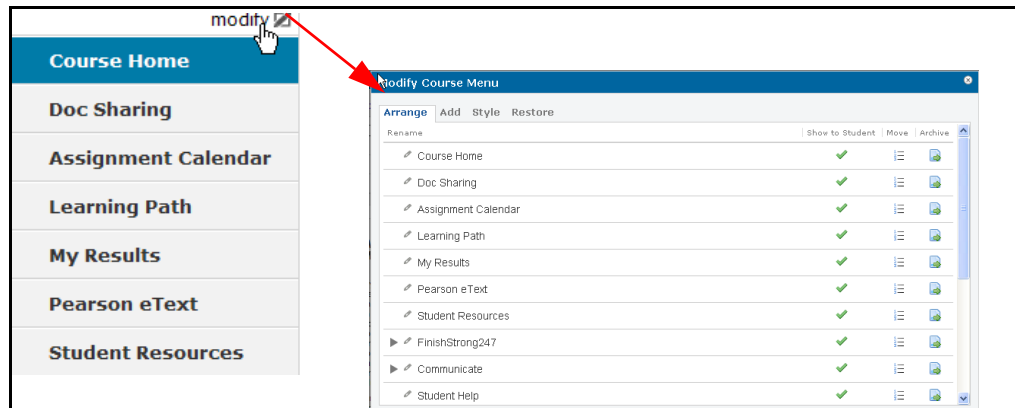
Overview

As mentioned earlier, anything on your page that contains a **Modify** button, , means you have access to functionality that is not available to your students.

Now, let's talk about where and how to use the various **Modify** sections.

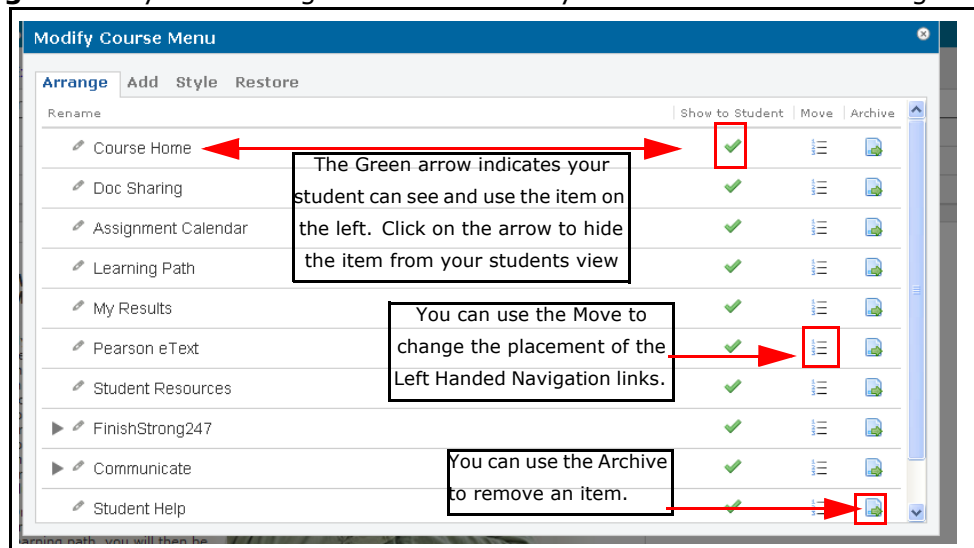
Modify Course Menu

Notice, there is a **Modify** button location directly on top of your left hand navigation menu. When you click this button, you open the **Modify Course Menu** window.



Arrange

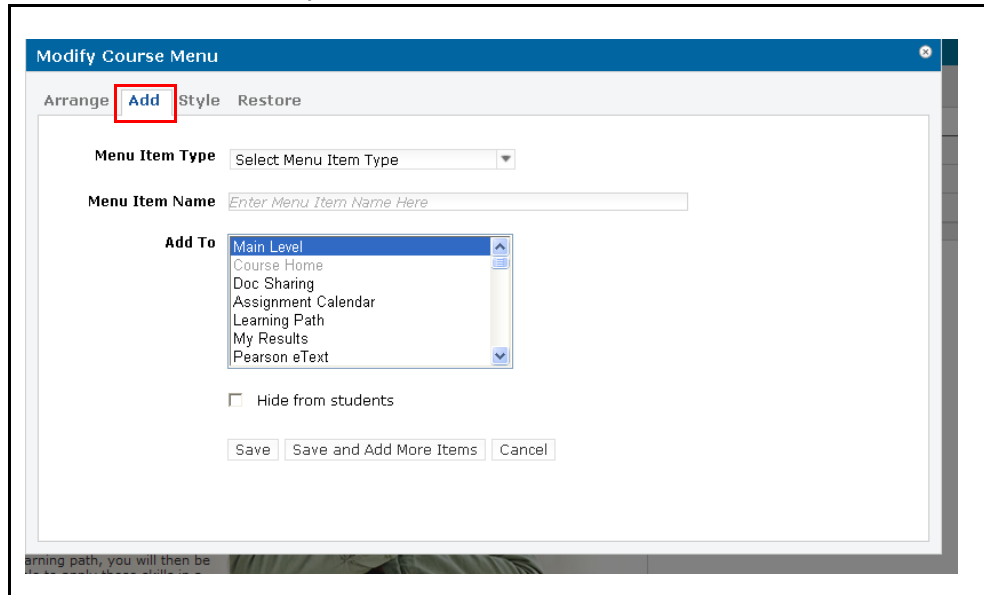
Arrange allows you to change the order and style of the left handed navigation.



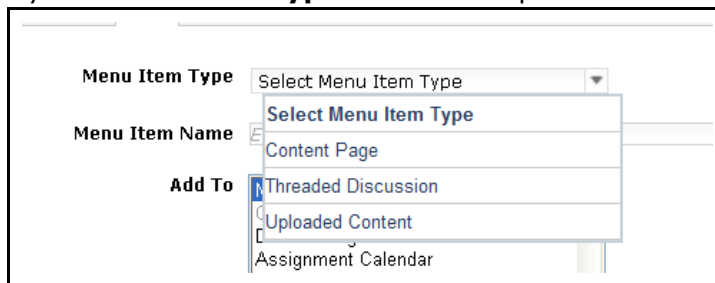
Add

Adding Items to the Course Menu

If you wish to **Add** items to your Students menu, click the **Add** tab.

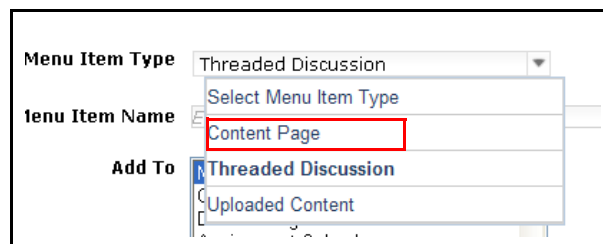


1. Select your **Menu Item Type** from the dropdown:



Content Page

Selecting **Content Page** allows you to build a new page into your students navigation.



Example: Suppose you would like to add a list of contact information for all of the students in your class.

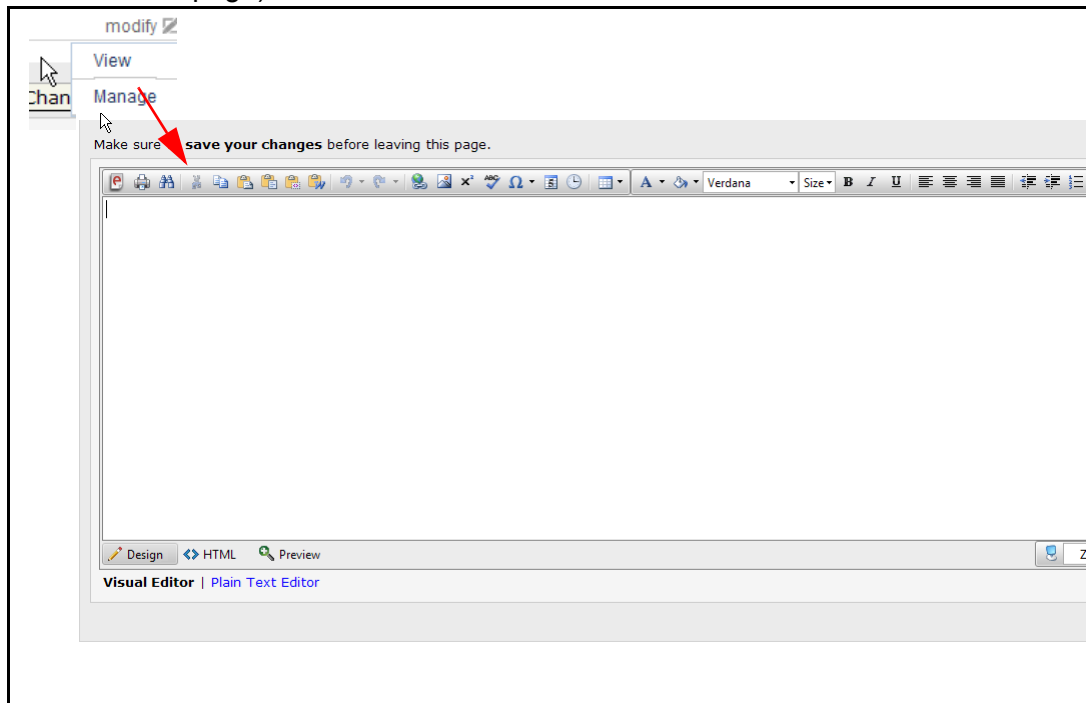
1. First you would name your **Content Item** and then select a location. *For this example, we'll name it "List of Student Contacts", and keep it located within the Main navigation.*

2. Next click **Save**.

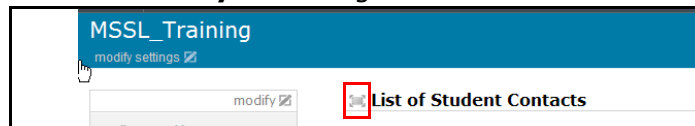
Result: The item is added to the **Course Navigation** links, but it is not yet set up.

3. Click the **Modify** button to set up the new **Content Item**.

Result: The page is blank. You must click **Modify/Manage** (located on the top right corner of the page).

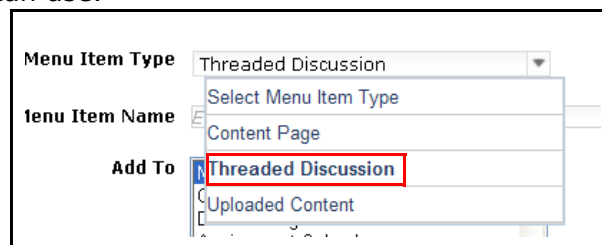


4. From here, you can add content to your page. You can use the Design, HTML, and Preview to build and see what your page will look like when you are complete.
5. Once you **Save** your design, your students will see it from their navigation menus.
6. You must click the **Modify** button again to close the editor.



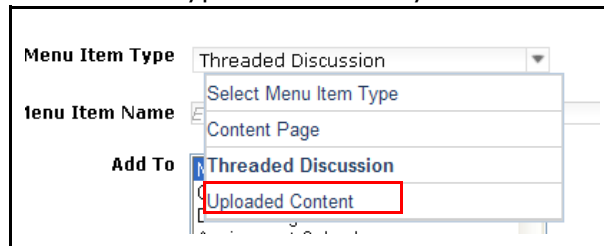
Threaded Discussion

Use the **Threaded Discussion** Menu Item Type to create a Discussion topic that you and your students can use.

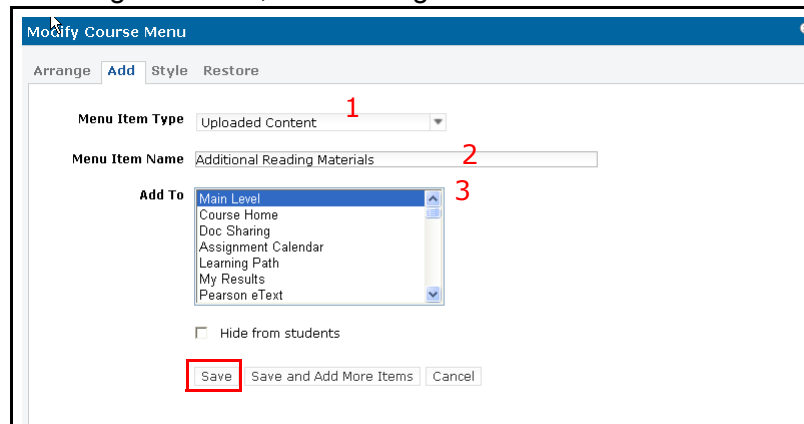


Upload Content

Use the **Upload Content** Menu Type Item to add your own content to the course.

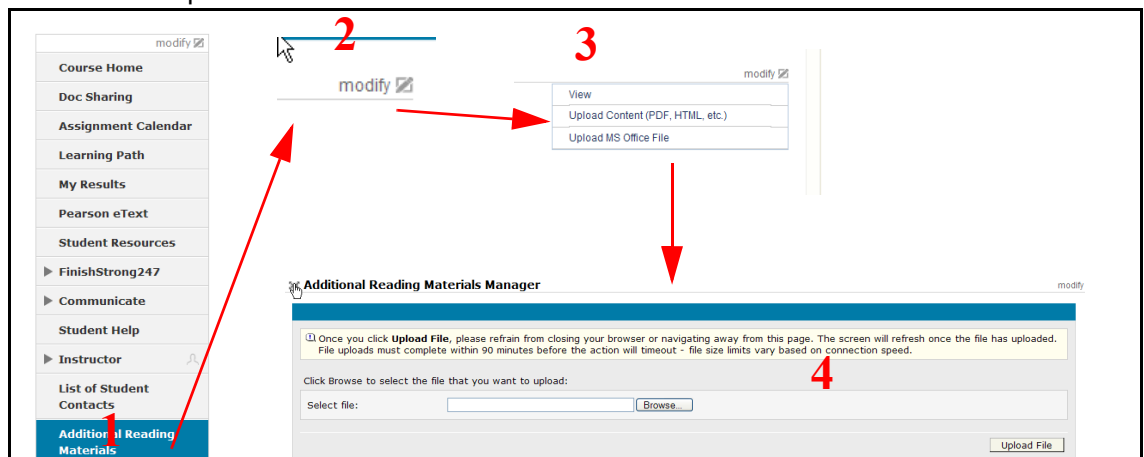


Example: Suppose you have additional reading materials you would like your student to view while using **MSSL**. You can upload those materials by selecting **Upload Content**, selecting a location, and clicking **Save**.



Result: After selecting **Uploaded Content**, naming it, selecting the location and Save, your page refreshes.

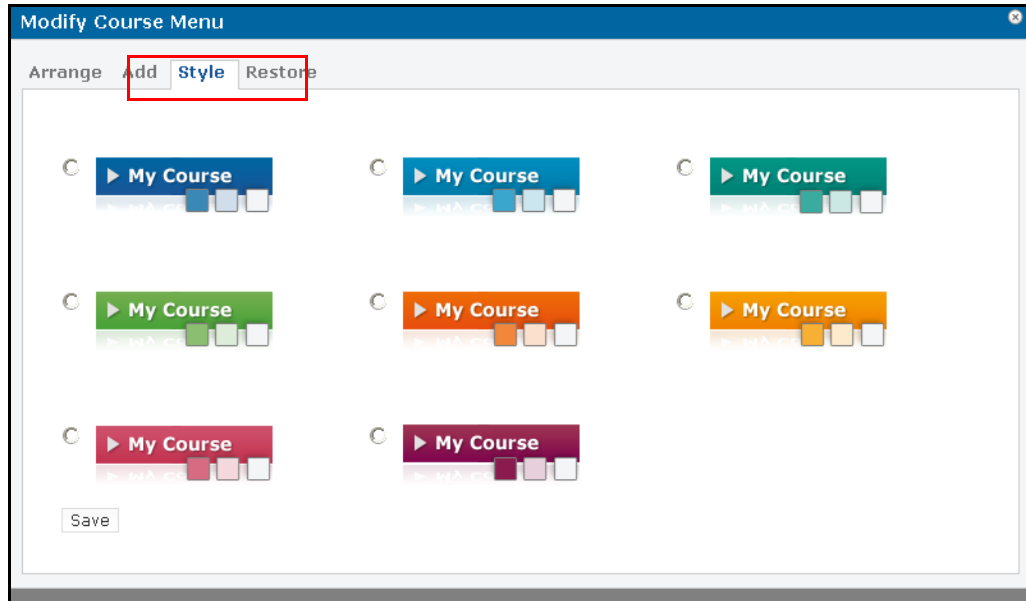
- You must upload the content by:
 1. First click on the on the menu item.
 2. Click the **Modify** button.
 3. Select then select the type of content you want to upload.
 4. Select the File.
 5. Click Upload File.



Style and Restore

Style

You can use the **Style** tab to change the colors of your MSSL.



Restore

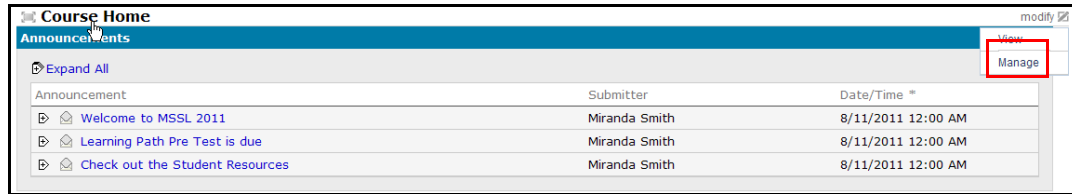
If you have archived any menu items, you can click on the **Restore** tab to either permanently delete those items, or restore them to the Navigation menu.

.....

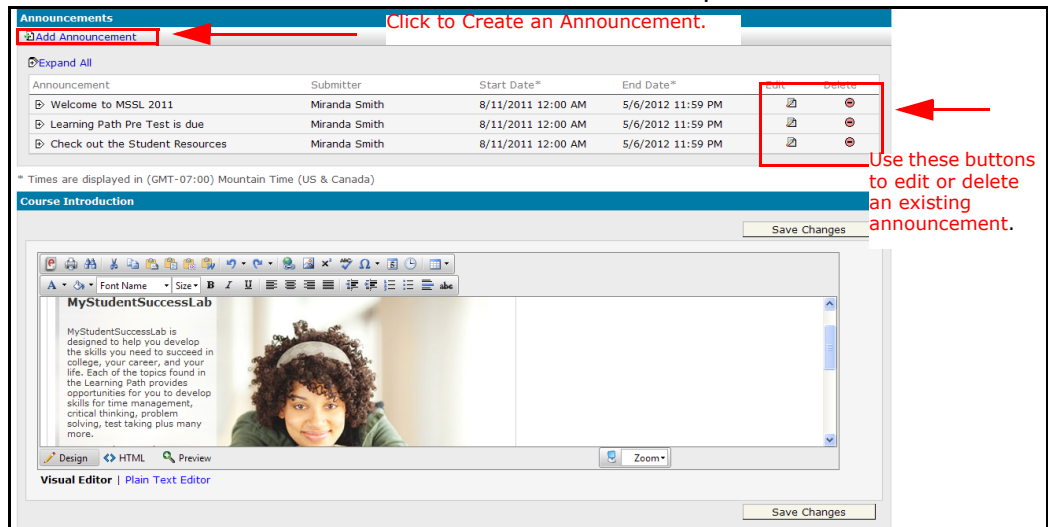
Adding and Modifying Announcements

Your **Announcements** section allows you to add, modify, and delete announcements on your students Home Page. Follow these steps to work with Announcements:

1. Click the **Modify** button, and select **Manage**:



Result: The **Announcements** and **Welcome** section open as editable items.



- Click The **Edit** button next to any of the Announcements to change the text of an existing Announcement.
 - Click the **Delete** button next to any of the Announcements to delete the Announcement.
2. Click the **Add Announcement** link to create a new Announcement.

Result: The **Add Announcement** page similar to the one below opens:

The screenshot shows the 'Add Announcement' form. At the top, there are 'Add Announcement' and 'Cancel' buttons. Below is a 'Subject: *' field with a red box around it and the number '3'. Underneath is a rich text editor with a red box around it and the number '4'. Below the editor are 'Display Dates:' fields for 'Start' (8/16/2011 12:00 AM) and 'End' (5/6/2012 11:59 PM), with a red box around them and the number '5'. At the bottom right, there are 'Add Announcement' and 'Cancel' buttons with a red box around them and the number '6'. A note at the bottom left says '* Indicates a required field'.

3. Enter a **Subject** for your **Announcement**.
4. Enter your **Announcement** text.
5. If you would like the **Announcement** to be available during a specified time period, use the **Start** and **End** date fields to select the dates.
6. Click Add **Announcement** when you have finished.

Result: A new **Announcement** displays to you and your students.

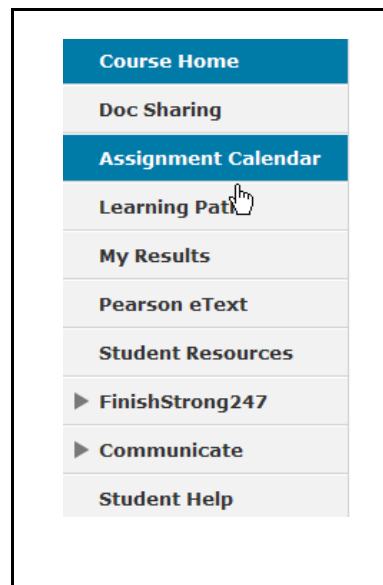


Navigation Links

Overview

The Navigation links on the left side of your page navigate you to different parts of MSSL, as well as allow you to perform some Instructor functions that your student can't see.

First, let's go over the links common to both you and your students:

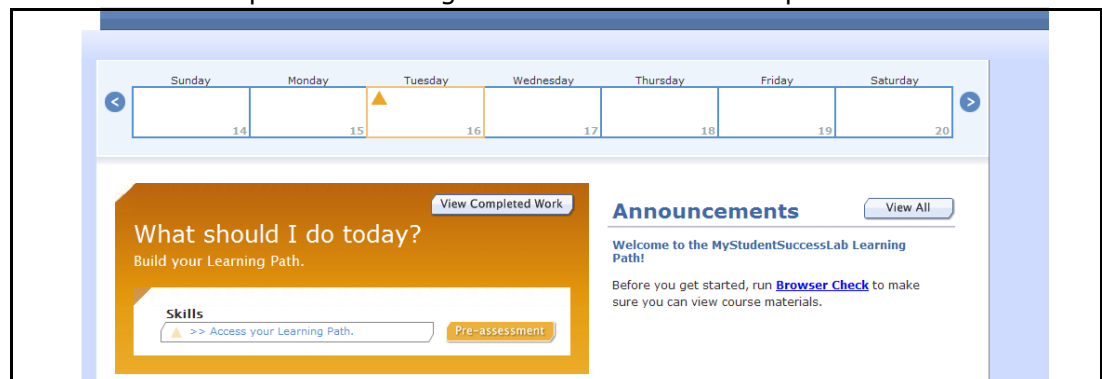


Course Home

Course Home is your MSSL Home Page. You can click this link anywhere in the course to return to your Home Page.

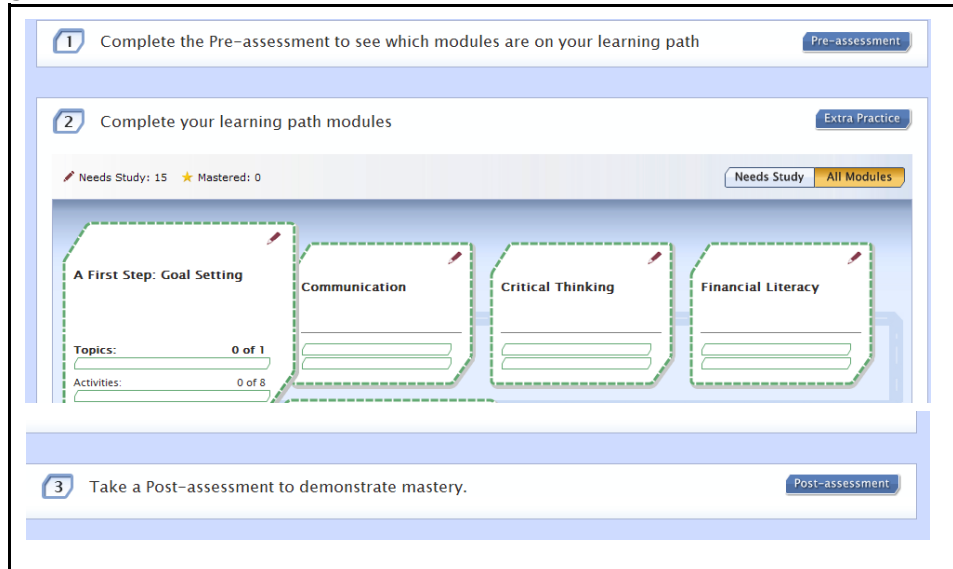
Assignment Calendar

Once you have your course up and running, your students will click on the Assignment Calendar link to keep track of Assignment due dates and important Announcements.



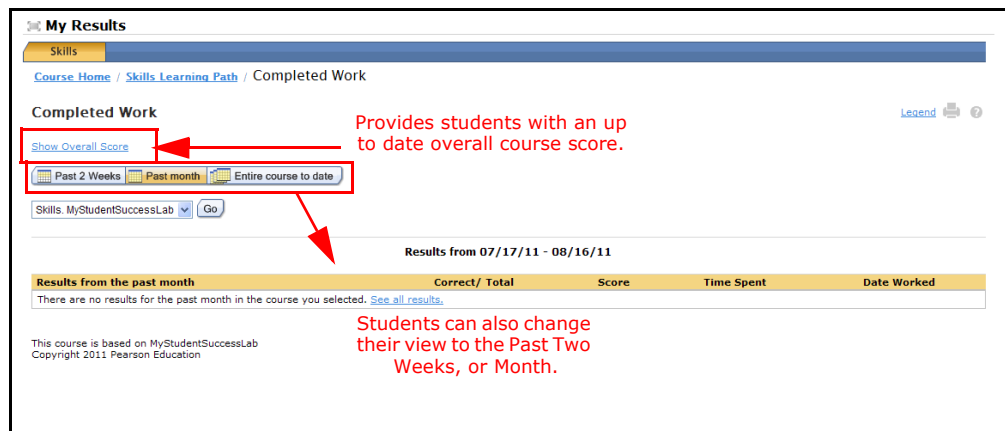
Learning Path

The Learning Path provides the full MSSL Course Pre-Assessment, Post-Assessment, Extra Practice, and lists of the modules available. The Learning Path is where your student will focus the bulk of their efforts in MSSL. Using and Assigning items in the Learning Path will be covered in detail later in this User Guide.




My Results


My Results displays information to your students about how they are doing within MSSL.



Pearson eText

Students can access their textbook or purchase their textbook associated with this MSSL by clicking on this link.

 **Pearson eText**

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The Pearson eText is customizable. You can:


- highlight
- take notes
- bookmark pages
- search within the eText


Click to see a [list of titles](#) available for purchase with this course and get started today.


Student Resources


Student Resources provides your students with links to several valuable resources (such as YouTube videos, reflection Journals and even the Pearson Facebook page.)


 **Student Resources**

 [Pearson Students Facebook Page](#)
Want to earn more money, develop leadership skills, gain professional experience or share views and ideas on products? On Facebook, Pearson reaches out to you in all these ways to provide a more engaging educational experience. 'Like' this page now for the latest learning and earning opportunities!

 [FinishStrong247 - YouTube](#)
Not sure how to use all this information in your daily life? Go to our YouTube channel "FinishStrong247" to gain ideas and tips on how to finish strong 24/7 with all that you have learned in your course.

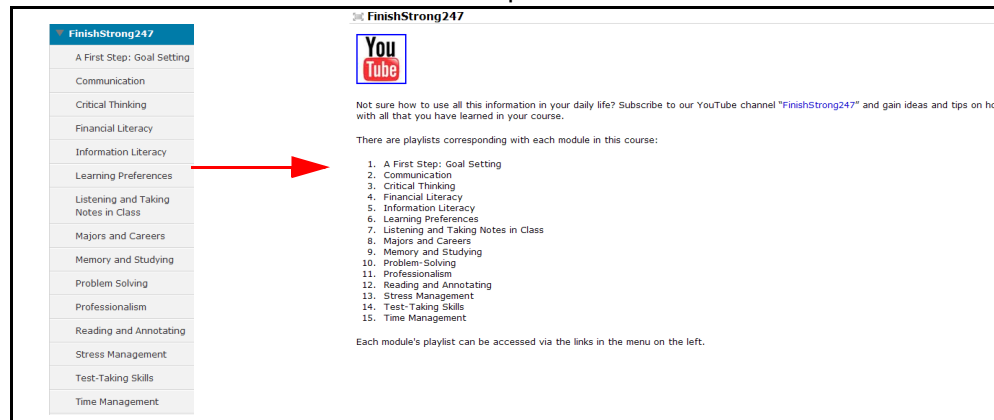
 [MySearchLab](#)
Need help getting jump started on your research assignment? Pearson's MySearchLab™ gives you extensive help on the research process and four databases of credible and reliable source material. MySearchLab™ helps you quickly and efficiently make the most of your research time.

 [Longman Dictionary of Contemporary English Online](#)
Search any word using the power of the Longman Dictionary of Contemporary English - the quickest and easiest way to look up any word while you are working on the Web.

 [Understanding Plagiarism Guide](#)
While every school is unique and has its own guide, this tutorial is designed to help you understand what plagiarism is and give you strategies for how to avoid committing plagiarism.

Finish Strong247

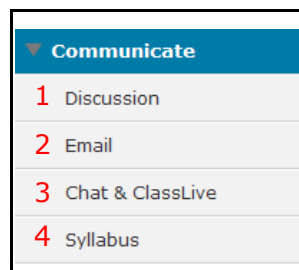
The Finish Strong Link opens a menu that provides your students with a list of comprehensive YouTube videos that correspond to each module within MSSL.



Communicate

Students can use the Communicate link to:

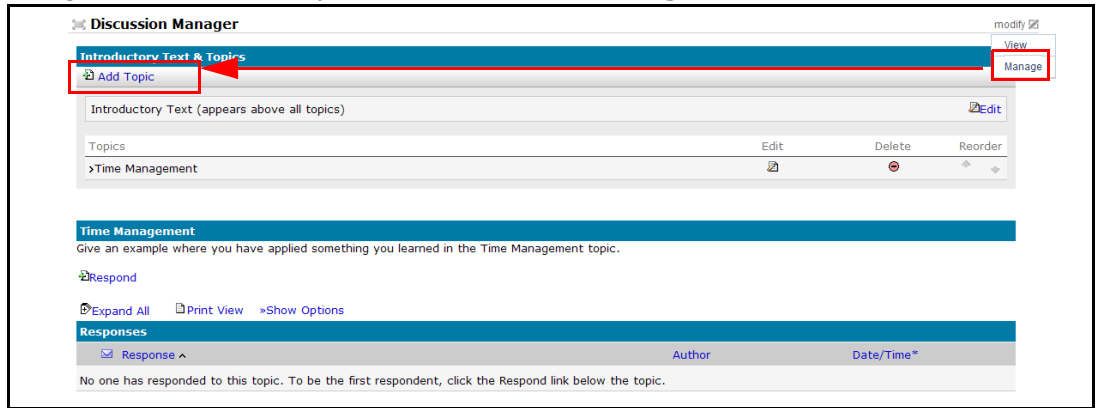
1. Take Part in a Class Discussion.
2. Email you or other students.
3. Take part in a live chat with you or other Students.
4. View the Course Syllabus.



1-Discussion

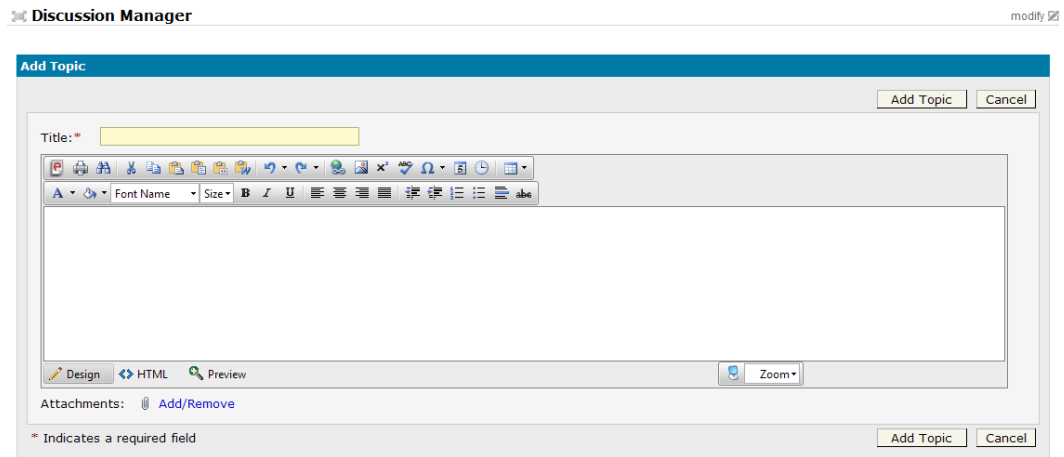
As the instructor, you must initiate the class discussion in order for your students to be able to participate.

1. To begin, click the Modify button and select **Manage**.



2. Once the Discussion section expands, click the **Add Topic** link.

Result: The **Add Topic** page opens:

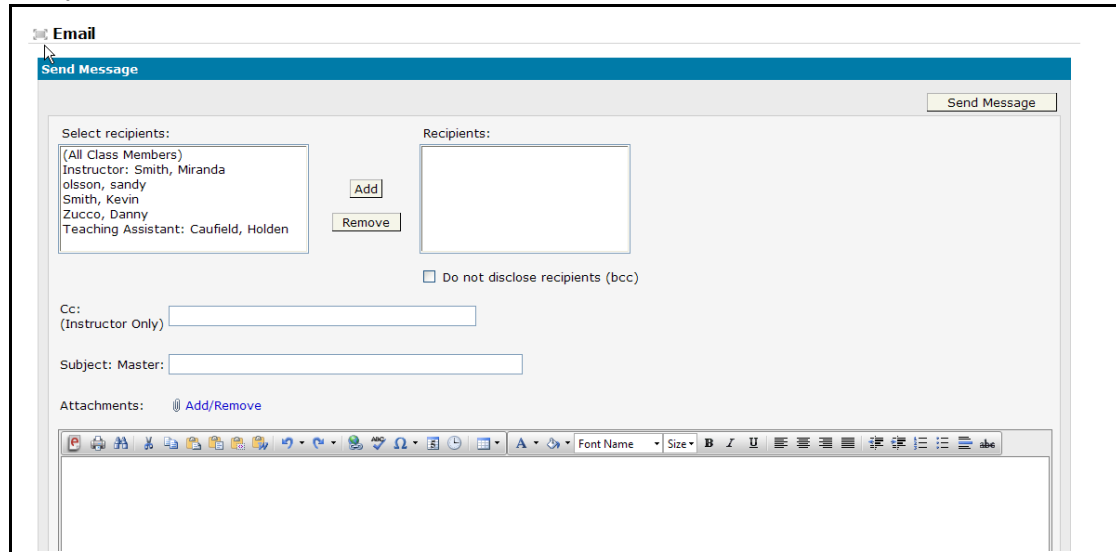


3. Enter the **Title** of the Discussion Topic and the text of the topic.
4. Click **Add Topic**.

Result: You successfully initiate a Discussion between you and your students.

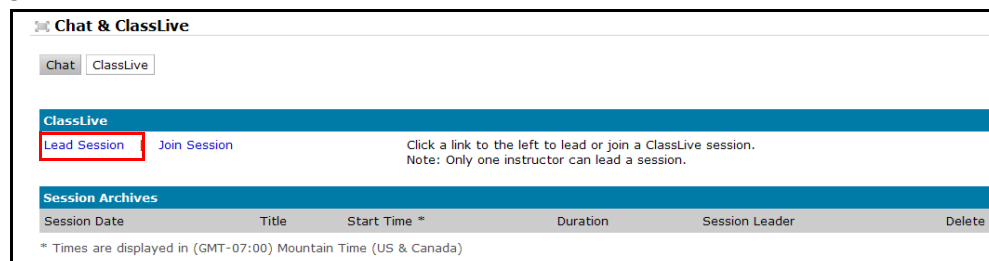
2-Email

Clicking on Email opens the MSSL email application. From here you can email some or all of your students.



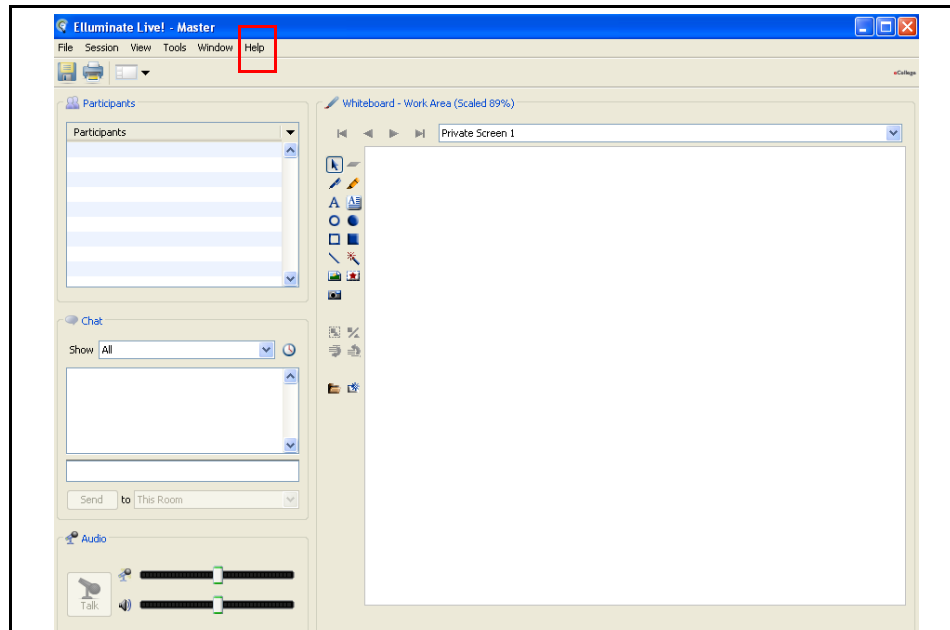
3-Chat & Class Live

You and your students can use the Chat and Class Live link to hold a live chat with each other. As the instructor, you must initiate the Chat session by clicking the **Lead Session** link.



NOTE: The first time you initiate the Class Live link, you will be asked to install software. Click Run to continue.

Once you install the necessary software, the class live session will connect and open in Elluminate.



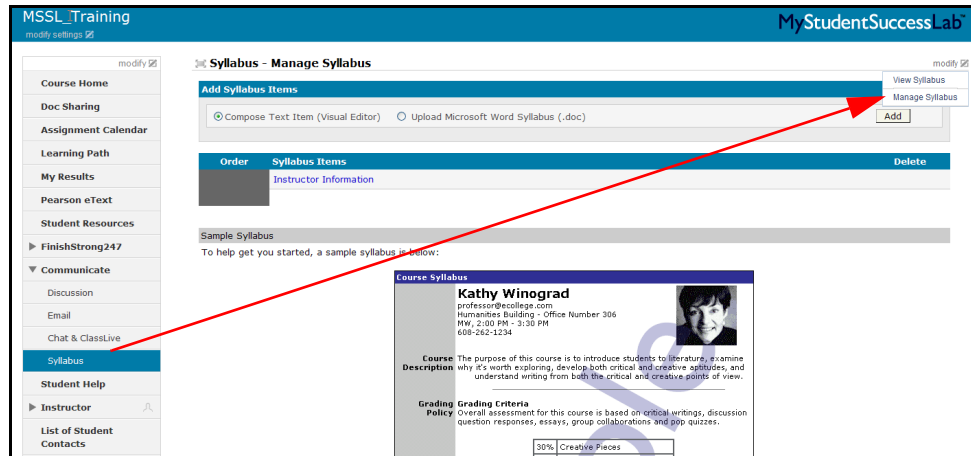
Click the Help link for more about using Elluminate.

4-Syllabus

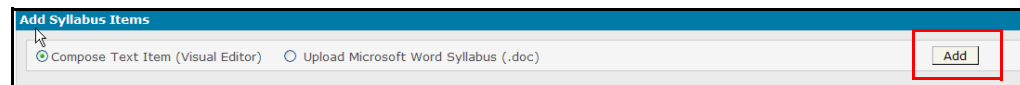
Students click the Syllabus link to view the course Syllabus. You must complete the Syllabus in order for the students to view it properly.

1. Begin by clicking the **Syllabus** link and then clicking **Modify/Manage**.

Result: The **Manage Syllabus** page opens.

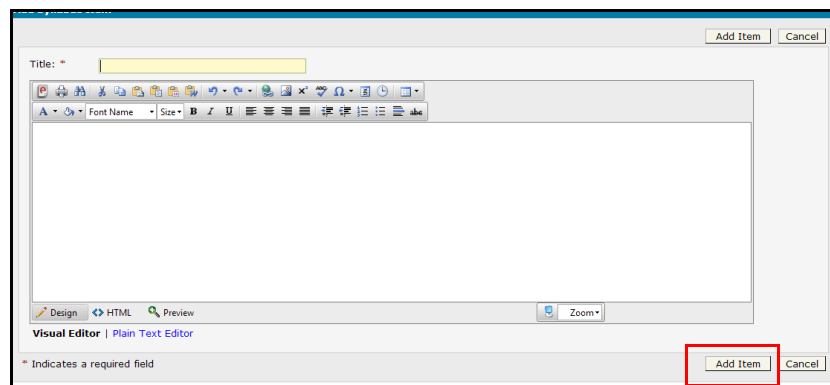


2. Select the format of the Syllabus. You can either use the built in editor to compose the Syllabus, or you can upload the Syllabus from a Word document you have already created.

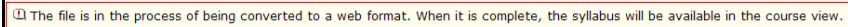


3. Click **Add**.
 - If you choose to create the Syllabus within MSSL, complete the Syllabus using the Text Editor.

NOTE: If you are using this option, you will add items individually clicking **Add Item** each time you have completed an entry, and then re-opening the editor to add another item. Use the Sample Syllabus to help you create your Syllabus.



- If you choose to upload your Syllabus, find your syllabus and add it to your course. Your course will convert the Word document to HTML and will display when it is finished.

The file is in the process of being converted to a web format. When it is complete, the syllabus will be available in the course view.

Once you return to the Manage Syllabus page, you can move the order of the items, and click Save when finished.



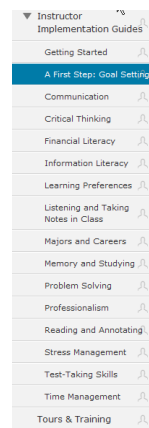
Instructor Navigation Links

As mentioned earlier, you have a set of Instructor links that your student will not be able to see. Let's go over each of these links and how to use them.



1-Instructor Implementation Guides

The Instructor Implementation guide opens links to step by step tips and instructions to help you to set up and manage your course.

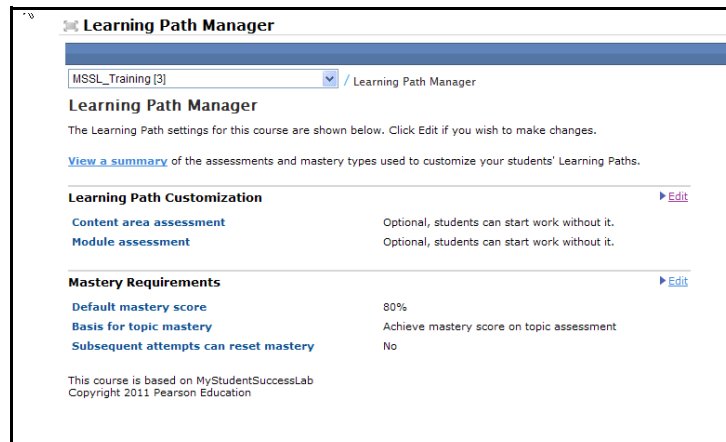


2-Tours and Training

The Tours and Training link provides you with electronic version of the MSSL User Guide as well as the corresponding training video tutorials.

3-Learning Path Manager

The Learning Path Manager lets you customize the requirements for demonstrating mastery of a topic.



4-Activities and Assessments Manager

This link lets you create and manager your assignments and custom questions. You can create or edit homework, tests and quizzes as well as offline items that represent work your students do off line.

We will talk about how to use this page in the Activities and Assignment Manager chapter. For now, let's go over the different components available to you within this

page.

The screenshot shows the 'Activities/Assessments Manager' interface. Red arrows numbered 1 through 13 point to specific UI elements:

- 1: 'Create Assignment' dropdown menu
- 2: 'Change Dates & Assign Status' button
- 3: 'Set Prerequisites' button
- 4: 'More Assignment Tools' dropdown menu
- 5: 'Show All' button in the filter tabs
- 6: 'Skills MyStudentSuccessLab' dropdown menu
- 7: 'Order' column header
- 8: 'Assignment Name' column header
- 9: 'Category' column header
- 10: 'Assigned' column header
- 11: 'Start' column header
- 12: 'Due' column header
- 13: 'Actions' column header

Order	Course	Assignment Name	Category	Assigned	Start	Due	Actions
1	Skills	▲ Full Course Diagnostic Pre-assessment	◆	✓	08/10/11		-- Choose -- Go
2	Skills	▲ Full Course Diagnostic Post-assessment	◆	✓	08/10/11		-- Choose -- Go
3	Skills	▲ Pre-test: A First Step: Goal Setting	◆	✓	08/10/11		-- Choose -- Go
4	Skills	▲ Overview: A First Step: Goal Setting (MA)	U	✓	08/10/11		-- Choose -- Go
5	Skills	▲ Video: Goal Setting-Student Views (12:03)	Q	✓	08/10/11		-- Choose -- Go
6	Skills	▲ Practice 1: A First Step: Goal Setting (MA)	U	✓	08/10/11		-- Choose -- Go
7	Skills	▲ Practice 2: A First Step: Goal Setting (MA)	U	✓	08/10/11		-- Choose -- Go
8	Skills	▲ Practice 3: A First Step: Goal Setting (MA)	U	✓	08/10/11		-- Choose -- Go
9	Skills	▲ Activity 1: Essay A First Step: Goal Setting (MA)	U	✓	08/10/11		-- Choose -- Go
10	Skills	▲ Activity 2: Journal A First Step: Goal Setting	Q	✓	08/10/11		-- Choose -- Go
11	Skills	▲ Post-test: A First Step: Goal Setting	◆	✓	08/10/11		-- Choose -- Go
12	Skills	▲ Pre-test: Communication	◆	✓	08/10/11		-- Choose -- Go
13	Skills	▲ Overview: Communication (MA)	U	✓	08/10/11		-- Choose -- Go

Table 1-2 What's in your Activities/Assessments Manager

Callout	Description
1	Create Assignment dropdown -provides you of a list of the types of assignment you can create. See LINK
2	Change Dates and Assignments link -opens a page which allows you assign and unassign items, and add dates to those assigned items. See LINK
3	Set Prerequisites link -opens a page which allows you to add prerequisites and score requirements. See LINK
4	More Assignment Tools dropdown -Allows to choose other available tools to modify assignments. See LINK
5	View options -Clicking on any of these buttons will display the desired assignment type in the menu below.
6	Topics button -allows you to filter the list of assignments from the menu below.
7	Order -Shows the position of the assignment in the list. Your students see assignments organized by topic in the same order they appear on the page. Any assignments you add to a specific topic appear at the end of the list of activities for that topic. (you cannot re-order these items)
8	Assignment Name -Shows the name of the assignment and in some cases qualifying information. (MA-media assignment (video), Offline-work is done offline, ▲ indicates it is preloaded into the course.)
9	Category -Shows the type of assignment (T=test, H=Homework, Q=Quiz)
10	Assigned -Indicates the item is available to your students. See: "Activities and Assessments Manager" (3-33)
11	Start -Shows the date and time when the students can begin working on the assignment.
12	Due -Shows the date and time when the students can no longer access the assignment.
13	Actions -Provides a dropdown list of assignment tools for functions you can perform on each listed assignment.

5-Gradebook

The Gradebook link allows you to:

- Change your view to monitor students and class results
- View a student's completed work page
- Communicate with individual students
- Add offline items
- Export Grade Data

We will discuss how to use and manage your Gradebook in more detail in the Gradebook chapter. For now, let's go over the different components available to you within this page;

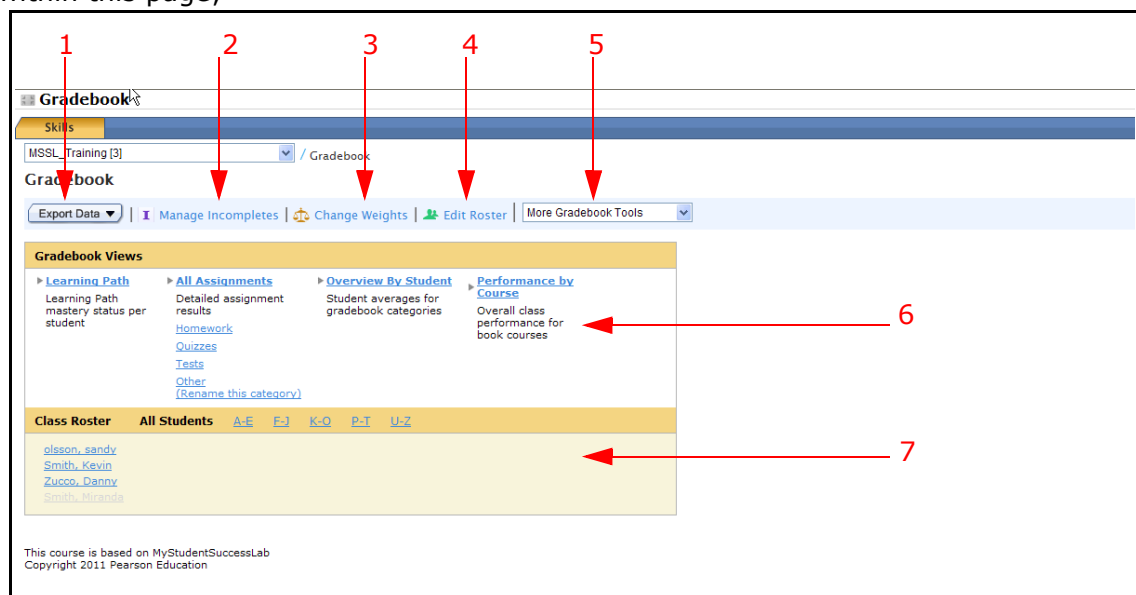


Table 1-3 **What's in your Gradebook Page?**

Callout	Description
1	Export Data button -allows you to export your Gradebook data.
2	Manage Incompletes link -opens a page allowing you to manage any incomplete turned in assignments.
3	Change Weights link -opens a page that allows you to change the weights of assignments.
4	Edit Roster link -opens a page which allows you to edit your student roster.
5	Gradebook Tools dropdown -opens more options to filter and manage your Gradebook.
6	Gradebook Views -allows you to filter the views of your Gradebook, by Learning Path, Assignments, Students and Performance.
7	Class Roster -Lists all of your students and any TAs or section instructors enrolled in the class.

6-Course Settings

The Course Settings links allows you to modify various settings throughout MSSL. We will discuss how to use the page in the Course Setting Chapter. For now, let's go over what's available to you on this page:

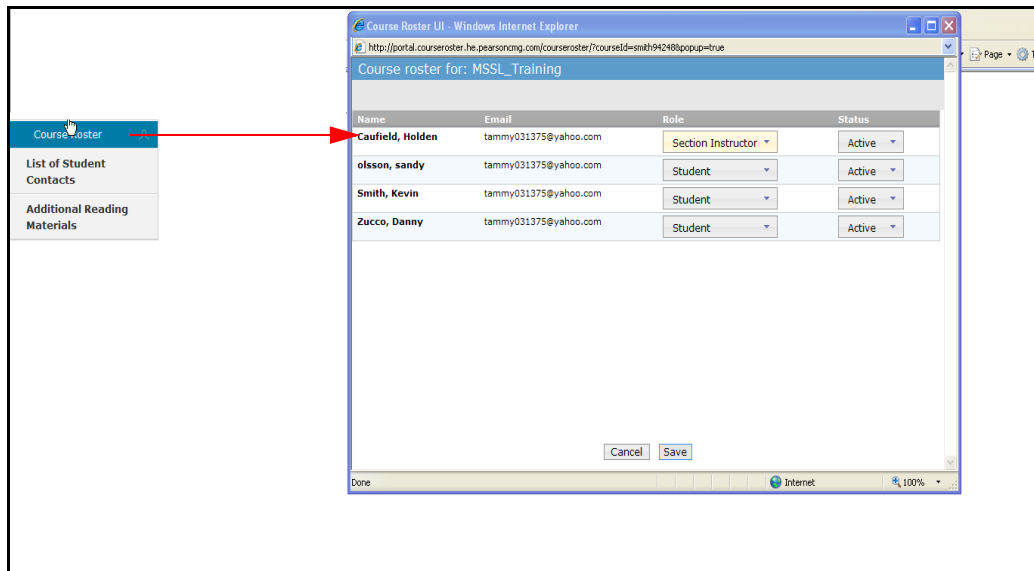
The screenshot shows the 'Course Settings Summary' page for 'MSSL_Training [3]'. The page is divided into several sections, each with an 'Edit' link. Red numbers 1 through 5 are placed next to the section headers to indicate the focus of the numbered list below.

Section	Number	Details
General Settings	1	Course type: Standard course Course name: MSSL_Training Book: MyStudentSuccessLab
Availability	2	Course Start & End: 08/10/11 - 05/06/12 Time Zone: (UTC-05:00) Eastern Time (US & Canada) Adjusts automatically for Daylight Savings Time Current course time: 2:30pm
Course Access	3	Primary instructor: Miranda Smith Section instructor access: Section instructor Other restricted access privileges: None
Coverage	4	Skills: 1 of 1 courses 15 of 15 modules 124 of 124 objectives
Learning Aids and Test Options	5	Ask My Instructor: tammy.wallers@pearson.com

1. **General Settings**- Allows you to modify the type of course, name and the book you are using for the course.
2. **Availability**-Allows you to define the course start and end dates as well as specify the time zone.
3. **Course Access**-Allows you to define the settings of the levels of access granted to section instructors in your course or course group. *You must be the coordinator instructor to change these settings.*
4. **Coverage**-Allows you to specify the list of content areas, modules and topics covered in your course.
5. **Learning Aids**-Allows you specify the learning aids that are available to your students.

7-Course Roster

Clicking on the **Course Roster** link will open your **Course Roster** in a separate window.

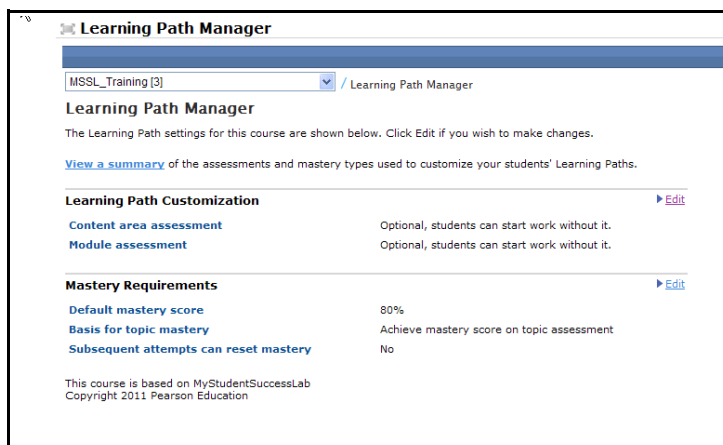


From this window you can manage the Role and Status of your students.

2 Learning Path Manager

Overview

The Learning Path Manager lets you customize the requirements for demonstrating mastery of a topic.



Learning Path Customization Menu

This section of the **Learning Path Manager** allows you to elect that your students complete the pre-course skills assessment prior to gaining access to the content modules.

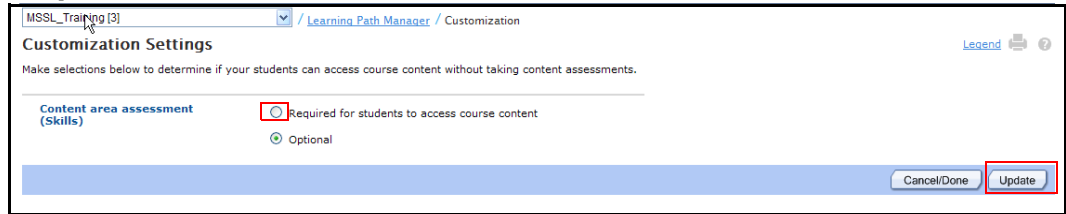


By default, your students can access the modules without taking the pre-course assessment.

You can change this by:

1. Click the **Edit** link to open the Customization Settings.
2. Select the **Required for students to access course content** radio button.

3. Click **Update**.



Result: A confirmation message displays

4. Click **OK**.

5. Click **Cancel/Done** to return to the **Learning Path Manager** page.

Result: Students are required to take the pre-course assessment before they can access any of the course content.

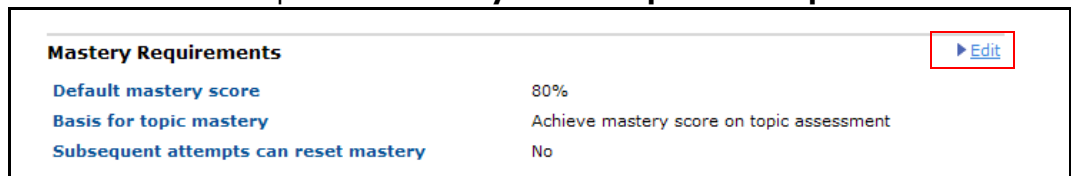


Mastery Requirements

By default, your students must receive a score of 80% before they can move forward to the next Learning Path Module.

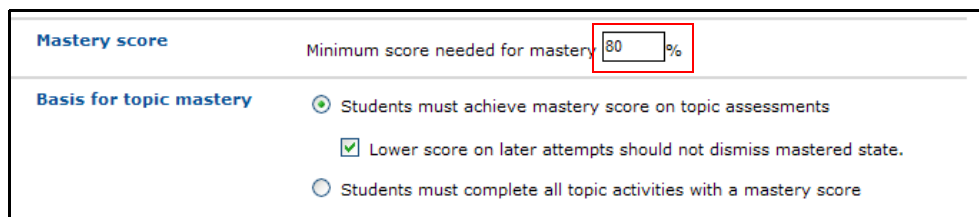
You can change this requirement by:

1. Click the **Edit** Link to open the **Mastery and Completion Requirements**



settings.

1. Enter a new score in the **Mastery score** text box:



2. While on this page, you may want to change the default options for the **Basis for topic mastery**.

You have two options:

- **Student must achieve the Mastery score before moving forward**-This means your students must take a topic Post-test and receive a Mastery score to demonstrate mastery of the topic.
- **Students must complete all topic activities with a same Mastery Score**- This means your students must complete all topic activities and receive a mastery score on each to demonstrate the mastery of a topic. ***If you select this option-your student is not required to take the Post-test.***

NOTE: You must make these modifications before your course has any posted module results.

3. Click **Update** after making your selections.

Result: A Confirmation message displays.

4. Click Ok.

5. Click **Cancel/Done** to return to the **Learning Path Manager** page.

NOTE: The Learning Path and Mastery States will be discussed in more detail in the **Working with the Learning Path** section.

3 Activities and Assessments Manager

Overview

The **Activities/Assessments Manager** allows you to create and manage your assignments and design customized questions. You can create or edit homework, tests and quizzes as well as offline items.

The screenshot displays the 'Activities/Assessments Manager' interface. At the top, there's a navigation bar with 'Skills' and a dropdown menu for 'MyStudentSuccessLab_Training [0]'. Below this, there are several action buttons: 'Create Assignment', 'Change Dates & Assign Status', 'Set Prerequisites', and 'More Assignment Tools'. A filter bar shows 'Show All', 'Homework', 'Quizzes & Tests', and 'Other'. The main content is a table with the following columns: Order, Course, Assignment Name, Category, Assigned, Start, Due, and Actions. The table lists 14 assignments, each with a category icon (e.g., H for Homework, Q for Quiz) and a 'Go' button in the Actions column.

Order	Course	Assignment Name	Category	Assigned	Start	Due	Actions
1	Skills	Full Course Diagnostic Pre-assessment	H	✓	08/10/11		-- Choose -- Go
2	Skills	Full Course Diagnostic Post-assessment	H	✓	08/10/11		-- Choose -- Go
3	Skills	Pre-test: A First Step: Goal Setting	H	✓	08/10/11		-- Choose -- Go
4	Skills	Overview: A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Choose -- Go
5	Skills	Video: Goal Setting-Student Views (12:03)	Q	✓	08/10/11		-- Choose -- Go
6	Skills	Practice 1: A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Choose -- Go
7	Skills	Practice 2: A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Choose -- Go
8	Skills	Practice 3: A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Choose -- Go
9	Skills	Activity 1: Essay A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Choose -- Go
10	Skills	Activity 2: Journal A First Step: Goal Setting	Q	✓	08/10/11		-- Choose -- Go
11	Skills	Post-test: A First Step: Goal Setting	H	✓	08/10/11		-- Choose -- Go
12	Skills	Pre-test: Communication	H	✓	08/10/11		-- Choose -- Go
13	Skills	Overview: Communication (MA)	H	✓	08/10/11		-- Choose -- Go
14	Skills	Video: Communication Student Interview (07:32)	Q	✓	08/10/11		-- Choose -- Go

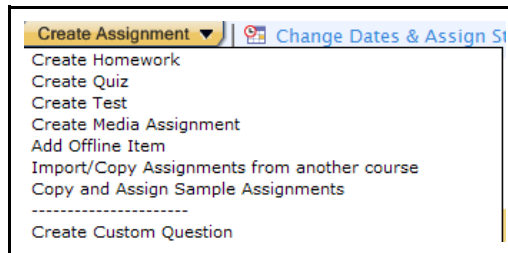


Creating Assignments

The First button available to you within the **Activities & Assessments** page is **Create Assignment**.



Clicking on this button opens a drop-down that allows you to create several different types of assignments.

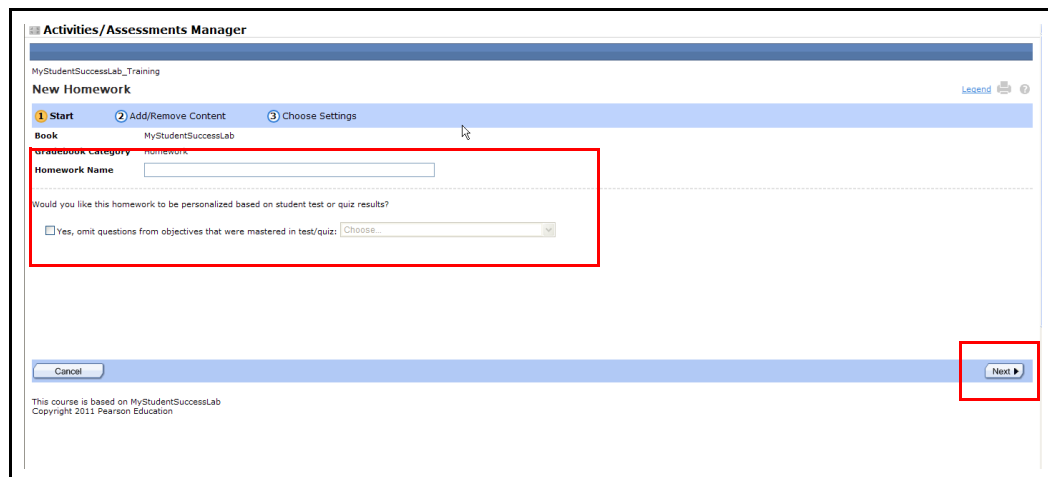


Let's go over each of these assignment types in detail, and how to use them.

Create Homework

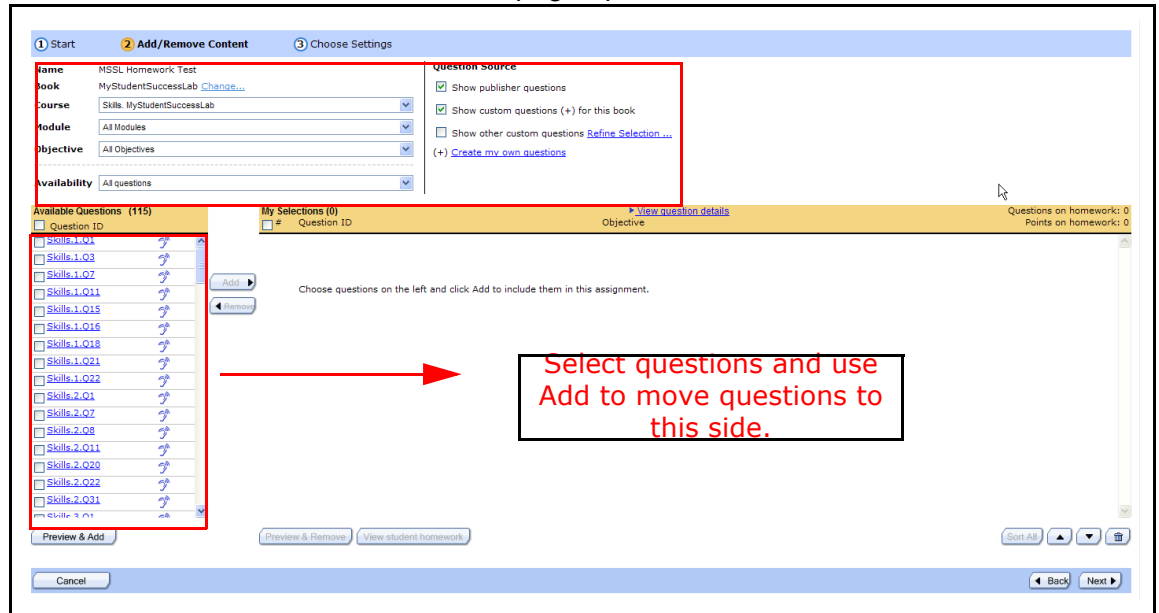
1. Select **Create Homework** from the Create Assignment drop-down menu.

Result: The **New Homework** page opens:



2. Enter a name for the homework.
3. If you would like to **omit already mastered questions**, select **yes** and choose the questions from the drop-down.
4. Click **Next**.

Result: The Add/Remove Content page opens:



5. Select the:

- Corresponding Module from the drop-down.
- The Corresponding Objectives from the drop-down.
- The Question Source.
- Availability of the questions.

Result: Based on your selections above your page refreshes and provides a list of available questions.

6. Choose the questions you wish to add by clicking on the checkbox next to the questions, and clicking **Add**.

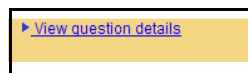
NOTE:

Once you add questions, you can change the point values of the questions; or leave the default.

You can use the buttons at the bottom of your page, to preview and sort the selected questions as needed.



You can also select **View question details** to modify specific details of any selected question.



7. Click **Next**.

Result: The **Choose Settings** page opens:

The screenshot shows the 'Choose Settings' page for an assignment. The settings are organized into several sections:

- Availability Options:** Includes 'Available' (8/25/2011, 12:00 AM), 'Due' (empty), 'Course/Module association' (Skills. MyStudentSuccessLab, Module Skills.3: Critical Thinking), and 'Current course time: 4:41pm'.
- Scoring Options:** Includes 'Late submissions' (checkboxes for 'Allow students to work and change score after due date', 'Require password', 'Require final submission', 'Deduct late submission penalty'), 'Partial Credit' (checkbox for 'Allow partial credit on questions with multiple parts'), and 'Apply only to questions scored after the due date'.
- Access Controls:** Includes 'Prerequisites' (None) and 'Attempts per question' (checkbox for 'Limit number of times students can work each question to').
- Presentation Options:** Includes 'Lock Correct Answers' (checkbox for 'Indicate and lock all correct answers after each Check Answer'), 'Save Values' (checkbox for 'Save question values and student answers'), 'Printing' (checkbox for 'Allow students to print this homework assignment'), 'Learning Aids' (checkbox for 'Show in Review mode only'), and 'Graphing' (checkbox for 'Allow students to move points by typing coordinates').
- Learning Path:** Includes 'Mastery Score' (Minimum score for mastery: 80%).
- Other:** Includes 'Importing' (checkbox for 'Allow other instructors to import this assignment').

Red letters A through F are placed next to the following settings:

- A:** Course/Module association
- B:** Allow students to work and change score after due date
- C:** Limit number of times students can work each question to
- D:** Allow students to print this homework assignment
- E:** Minimum score for mastery
- F:** Allow other instructors to import this assignment

8. Modify the settings as needed.

NOTE: From this page you can:

- Assign a Due date-located in the **Availability Options** section.
- Allow late submissions-located in the **Scoring Options** section.
- Set the limit for how many times the student can work on each question-located in the **Access Controls** section.
- Allow students to print the assignment or indicate correct and incorrect answers-located in the **Presentation Options** section.
- Change the Mastery Score-located in the **Learning Path** section.
- Allow other instructors to use this assignment in their courses-located in the **Other** section.

9. Click **Save & Assign**.

Result: You successfully create and assign homework.

Create Quiz

1. Select **Create Quiz** from the **Create Assignment** drop-down menu.

The **New Quiz**, page opens:

2. Name your **Quiz**, and select the **Quiz Type** from the drop-down.

NOTE: Your quiz choices are either a pre or post assessment, an activity or module quiz.

3. Select the **Create quiz using the online quiz bank** radio button.

4. Click **Next**.

Result: The **Add/Remove Content** page opens.

5. Select the:

- Corresponding Module from the drop-down.
- The Corresponding Objectives from the drop-down.
- The Question Source.
- Availability of the questions.

Result: Based on your selections above, your page refreshes and offers you a list of available questions.

6. Choose the questions you wish to add to the assignment by clicking on the checkbox next to the questions, and clicking **Add**.

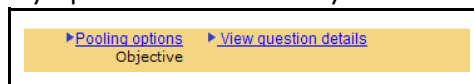
NOTE:

Once you add questions, you can change the point values of the questions. or leave the default.

You can use the buttons at the bottom of your page, to preview and sort the selected questions as needed.



You can also click **Pooling Options** to enable or disable question pooling, and **View question details** to modify specific details of any selected question.



7. Click **Next**.

Result: The **Choose Settings** page opens:

The screenshot shows the 'Choose Settings' page for an assignment named 'testing' in the 'MyStudentSuccessLab' book. The page is divided into several sections:

- Availability Options:** Includes 'Available' (8/25/2011, 12:00 AM) and 'Due' (empty). A red letter 'A' is next to the 'Due' field.
- Scoring Options:** Includes 'Partial Credit' with a checked box for 'Allow partial credit on questions with multiple parts'. A red letter 'B' is next to this option.
- Access Controls:** Includes 'Password' (Required password), 'Prerequisites' (None), 'Number of Attempts' (Limit number of attempts to), and 'Incomplete Attempt' (Student can access and continue on his or her own, Instructor must enable access, Restricted Access, Blocked Access). A red letter 'C' is next to the 'Number of Attempts' section.
- Presentation Options:** Includes 'Time Limit' (Quiz time allowed, Show time remaining), 'Question display' (Scramble question order), 'Learning Aids' (Instructor Tip), and 'Graphing' (Allow students to move points). A red letter 'D' is next to the 'Time Limit' section.
- Review Options:** Includes 'Reviewing quiz' (Student can review quiz any time after submitting) and 'Print' (Allow students to print the test). A red letter 'E' is next to the 'Reviewing quiz' section.
- Other:** Includes 'Importing' (Allow other instructors to import this assignment). A red letter 'F' is next to this option.

8. Modify the settings as needed.

NOTE: From this page you can:

- Assign a Due date-located in the **Availability Options** section.
- Allow partial credit-located in the **Scoring Options** section.
- Require prerequisites, or enter a number of allowable attempts-located in the **Access Controls** section.
- Enforce a time limit for the quiz-located in the **Presentation Options** section.
- Change the Review Options-located in the **Review Options** section
- Allow other instructors to use this assignment in their courses-located in the **Other** section.

9. Click **Next**.

Result: The Define Competency Mapping page opens:

New Quiz Legend

1 Start 2 Add/Remove Content 3 Choose Settings 4 Define Competency Mapping

Name: testing
Book: MyStudentSuccessLab

Select criteria for setting content to Needs Study. If you wish to remove content from the student's Learning Path but keep it available in Extra Practice, choose Hide from Learning Path. If a content area is not covered in your course, you can leave its criteria blank.

<input type="checkbox"/>	Module	Topic	Covered on Test	Criteria for setting to Needs Study	Score
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.1: A First Step: Goal Setting	✓	-- Choose -- <input type="button" value="Apply to Selected"/>	< ▾ <input type="text" value=""/> % <input type="button" value="Apply to Selected"/>
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.2: Communication		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.3: Critical Thinking		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.4: Financial Literacy		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.5: Information Literacy		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.6: Learning Preferences		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.7: Listening and Taking Notes in Class		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.8: Majors and Careers		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.9: Memory and Studying		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.10: Problem Solving		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.11: Professionalism		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.12: Reading and Annotating		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.13: Stress Management		-- Choose --	< ▾ <input type="text" value=""/> %
<input type="checkbox"/>	Skills, MyStudentSuccessLab	Module Skills.14: Test Taking Skills		-- Choose --	< ▾ <input type="text" value=""/> %

10. You can modify the criteria for “needs study” questions on this page but it is not mandatory.

11. Click **Save & Assign**.

Result: You successfully create and assign a quiz.

Create New Media Assignment

1. Select **Create New Media Assignment** from the **Create Assignment** dropdown.

Reference: The **New Media Assignment** page opens:

Activities/Assessments Manager

MyStudentSuccessLab_Training

New Media Assignment

1 Start 2 Select Media and Questions 3 Choose Settings

Book MyStudentSuccessLab

Gradebook Category Homework

Assignment Name Test media assignment

Enter an assignment name and click Next to continue.

Cancel

This course is based on MyStudentSuccessLab
Copyright 2011 Pearson Education

2. Name the **Media Assignment** and click **Next**.

Result: The **Add/Remove Content** page opens

Activities/Assessments Manager

MyStudentSuccessLab_Training

New Media Assignment

1 Start 2 Select Media and Questions 3 Choose Settings

Name Media Assignment

Book MyStudentSuccessLab

Course Skills: MyStudentSuccessLab

Module All Modules

Objective All Objectives

Availability All questions

Media Type

HTML

Overview

Video

(+) Add my own media

Media Questions

Available Media (87)

Media Title

Activity 1: Essay...

Overview: A First...

Practice 1: A First...

Practice 2: A First...

Practice 3: A First...

Video: Values/Go...

Activity 1: Essay...

Overview: Comm...

My Selections (0)

Questions on assignment: 0
Points on assignment: 0

Click **Media** to select media files. Click **Questions** to select questions to associate with the media. Click **Add** to include selected media or questions in this assignment.

3. Select the:
 - Corresponding Module from the drop-down.
 - The Corresponding Objectives from the drop-down.
 - The Media type.
 - Availability of the media.

Result: Based on your selections above your page refreshes and offers you a list of available media items.

4. Choose the media you wish to add to the assignment by clicking on the checkbox next to the questions, and clicking **Add**.
5. Click **Next**.

Result: The **Choose Settings** page opens:

The screenshot shows the 'Choose Settings' page with the following sections and settings:

- Availability Options:**
 - Available: 8/25/2011, 12:00 AM
 - Due: (empty)
 - Course/Module association: Skills, MyStudentSuccessLab; Module Skills.3: Critical Thinking
- Scoring Options:**
 - Late submissions: Allow students to work and change score after due date (checkbox), Require password (checkbox), Require final submission (checkbox), Deduct late submission penalty (From final score), Penalty (checkbox %)
 - Partial Credit: Allow partial credit on questions with multiple parts (checkbox checked)
- Access Controls:**
 - Prerequisites: None
 - Attempts per question: Limit number of times students can work each question to (checkbox)
- Presentation Options:**
 - Lock Correct Answers: Indicate and lock all correct answers after each Check Answer (checkbox)
 - Save Values: Save question values and student answers (checkbox checked)
 - Printing: Allow students to print this homework assignment (checkbox checked)
 - Learning Aids: Ask My Instructor, Instructor Tip
 - Graphing: Allow students to move points by typing coordinates (checkbox)
- Learning Path:**
 - Mastery Score: Minimum score for mastery 80%
- Other:**
 - Importing: Allow other instructors to import this assignment (checkbox)

6. Change the settings as needed.

NOTE: From this page you can:

- a. Assign a Due date-located in the **Availability Options** section.
- b. Allow late submissions-located in the **Scoring Options** section.
- c. Set the limit for how many times the student can work on each question-located in the **Access Controls** section.
- d. Allow students to print the assignment or indicate correct and incorrect answers-located in the **Presentation Options** section.
- e. Change the Mastery Score-located in the **Learning Path** section.
- f. Allow other instructors to use this assignment in their courses-located in the **Other** section.

- Click **Save & Assign**.

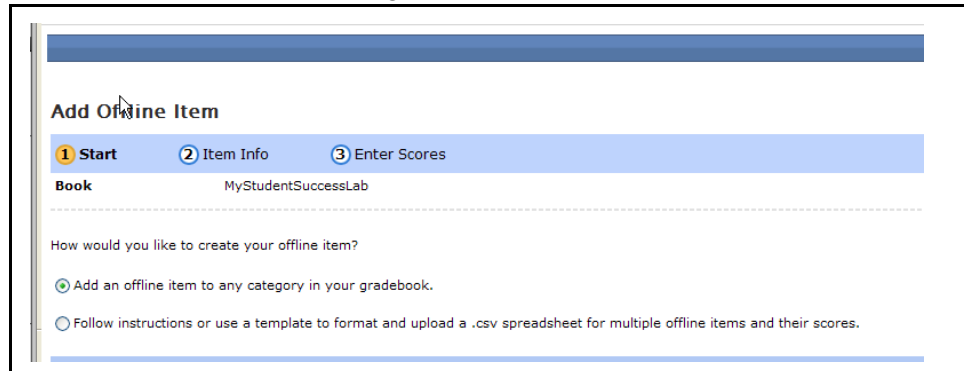
Result: You successfully assign a media item.

Add Offline Item

If you have an assignment that is not part of MSSL, but you would like to add it to the MSSL online gradebook, use the **Add Offline** menu option.

- Select **Add Offline Item** from the **Create Assignment** dropdown.

Result: The **Add Offline Item** page opens:



- Select the radio button for the type of offline item you are adding.
 - Select **Add an offline item to any category in your gradebook**, if you are adding one item to a desired section of your gradebook.
 - Select **Follow instructions or use a template to format and upload a .csv spreadsheet for multiple offline items and their scores**-if you would like to import several items at once.
- Complete the subsequent pages depending on your selection from the step above.

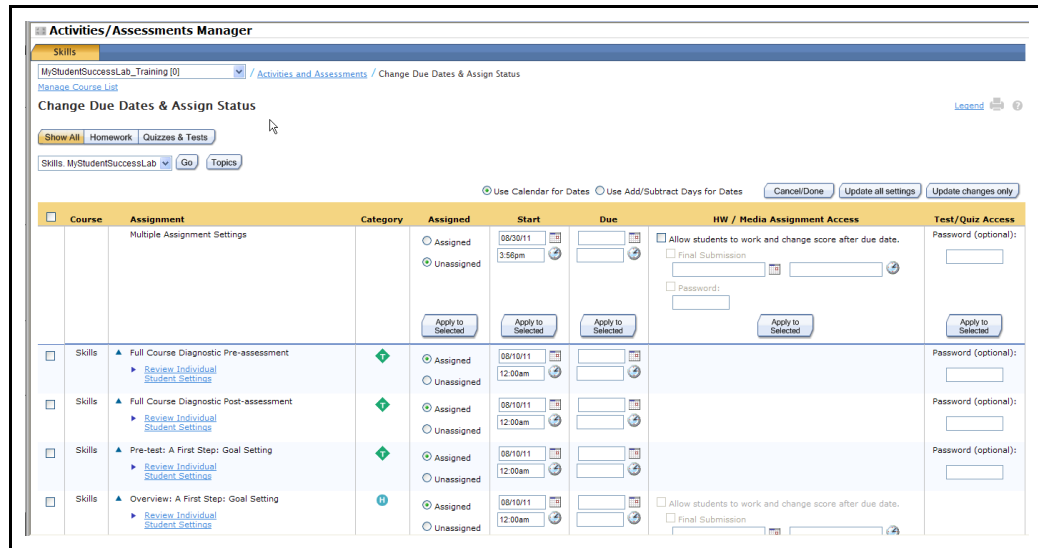
Result: You successfully add one or more offline items to your gradebook.



Change Dates & Assign Status



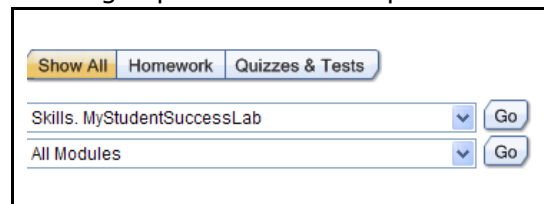
Clicking on the **Change Dates & Assign Status** link opens the **Change Dates & Assign Status** page.



This page allows you to assign any items available to your students within MSSL. You can also change the dates of already assigned items.

Working with this page

1. When you open this page, all of your available assignments display by default. You can filter the assignments by clicking on **Homework**, **Quizzes & Tests**, or **Topics** and selecting Topics from the dropdown.



Result: Your filtered results display.

2. Begin adding and editing assignments as you need.

Follow this graphic to modify **ONE** assignment

1. Select the checkbox next to the item you are assigning.
2. Select **Review Individual**, or **Student Settings** if you'd like to assign the item to some but not all students.
3. Select **Assigned**, if it isn't already selected.
4. Enter the **Start date** and the **Due Date**. (time defaults to 12am if you do not select a time).
5. If you'd like, select the option **allow students to turn in work and change the score after the due dates**. Click **Apply** to Selected.
6. Optionally, enter a password.

Follow this graphic to modify a **GROUP** of assignments:

1. Select the checkboxes next to the items you are assigning.
2. Select **Assigned**, if it isn't already selected. Click **Apply to Selected**.
3. Enter the **Start** date. Click **Apply to Selected**.
4. Enter the **Due Date**. Click **Apply to Selected**. (time defaults to 12am if you do not select a time).
5. If you'd like, select the option to **allow students to turn in work and change the score after the due dates**. Click **Apply to Selected**.
6. Optionally, enter a password. Click **Apply to Selected**.

3. Click **Update all settings** or **Update Changes** only buttons listed above the table.



NOTE: You can also click the **Cancel/Done** button, if you've made a mistake.

Setting Prerequisites

MSSL provides you with the option of setting prerequisites for assignments, quizzes, and tests. Open this page, but selecting the **Set Prerequisite** link.

The screenshot displays the 'Set Prerequisites' interface. At the top, there are navigation buttons: 'Create Assignment', 'Change Dates & Assign Status', 'Set Prerequisites' (highlighted in a red box), and 'More Assignment Tools'. Below this is the 'Activities/Assessments Manager' section with a 'Skills' filter. A breadcrumb trail shows 'MSSL_Training [3] / Activities and Assessments / Set Prerequisites'. The main heading is 'Set Prerequisites' with a sub-instruction: 'Select prerequisites for the assignments listed below.' There are filter buttons for 'Show All', 'Homework', 'Quizzes & Tests', and a 'Go' button. Below these are radio buttons for 'Basic Settings' (selected) and 'Advanced Settings'. A table lists prerequisite items with columns for 'Prerequisite Item', 'Minimum Score (Optional)', 'Course', and 'Assignment'. At the bottom, an 'Add Prerequisites' modal is open, showing a dropdown for 'Prerequisite Item' and a 'Minimum Score' field. Red arrows and numbers 1-9 point to specific UI elements: 1 (filter dropdown), 2 (breadcrumb), 3 (breadcrumb), 4 (Advanced Settings radio button), 5 (Review Due Dates link), 6 (Add Prerequisites modal), 7 (Minimum Score field), 8 (Course column), and 9 (Assignment column).

1. You can filter this page exactly like you filter the **Activities/Assessments Manager** page, by clicking on the filter buttons, and **Topic** button.
2. Your page defaults to **Basic Settings**; which do not include a "per attempt" option.
3. Click the **Activities and Assessments** link to return to the **Activities & Assessments Manager** page.
4. Click **Advanced Settings** if you want to add a "per attempt" option.
5. Clicking the **Review Due Dates & Assigned Status** link opens a window with the listed due dates of any paired prerequisite items. (**NOTE**-this list will be blank if you haven't added prerequisites.)

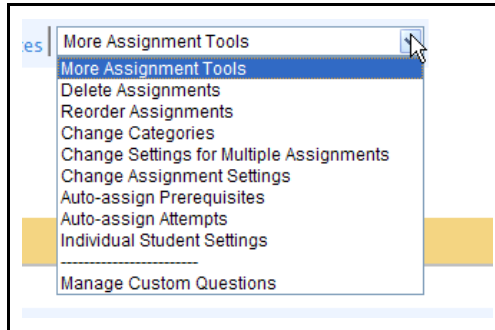
6. Click **Change** in the Prerequisite Item column to add a prerequisite. (You will need to find the item in a dropdown list, and optionally enter a minimum score.
7. You can enter a minimum score for any of the set prerequisites, but it is not mandatory.
8. Lists the type of item.
9. The name of the assignment that will have the attached prerequisite.

.....



More Assignment Tools

The **More Assignment Tools** drop-down provides you with a list of other available tools you may find useful.



The available tools are:

- **Delete Assignments**-allows you to delete several assignments at once.
- **Reorder Assignments**-allows you to change the order of the assignments, by providing you with a “moveable” list when you select this option.
- **Change Categories**-allows you to change the category for selected assignments).
- **Change Settings for Multiple Assignments**-allows you to change several assignment settings at one time.
- **Change Assignment settings**-Allows you to change the settings of a selected assignment.
- **Auto-assign prerequisites**-assigns prerequisites based on the types of assignments and questions within a topic.
- **Auto-assign Attempts**-assigns the number of attempts per selected assignments.
- **Individual Student Settings**-allows you to modify settings on a per student basis.
- **Manage Custom Questions**-allows you to modify and add your own questions to assignments.



Assignment Table

The **Assignment Table** provides information on the preloaded-preassigned assignments in the category, content area and module you selected. You can also perform certain actions on an assignments using the **Actions** drop-down menu.

Course	Assignment Name	Category	Assigned	Start	Due	Actions
Skills	▲ Overview: A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Choose -- Go
Skills	▲ Practice 1: A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Choose -- Go
Skills	▲ Practice 2: A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Choose -- Go
Skills	▲ Practice 3: A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Cho -- Go
Skills	▲ Activity 1: Essay A First Step: Goal Setting (MA)	H	✓	08/10/11		-- Cho -- Go
Skills	▲ Overview: Communication (MA)	H	✓	08/10/11		-- Cho -- Go
Skills	▲ Practice 1: Communication (MA)	H	✓	08/10/11		-- Cho -- Go
Skills	▲ Practice 2: Communication (MA)	H	✓	08/10/11		-- Cho -- Go
Skills	▲ Practice 3: Communication (MA)	H	✓	08/10/11		-- Cho -- Go
Skills	▲ Activity 1: Essay Communication (MA)	H	✓	08/10/11		-- Cho -- Go

For more information see: ["Navigating and Understanding Your Course" \(1-1\)](#)

Actions

To use an **Assignment Action**, select the **Action** from the drop-down and click the **Go** button.

The available actions are:

- **Unassign**-by default all preloaded assignments are assigned but with no set due date. You can use this option to unassign an item.
- **Edit**-opens the **Edit Assignment** page, which allows you to edit the questions, and settings of the assignment. For more information see: ["Creating Assignments" \(3-34\)](#)
- **Copy**-opens the **Copy Assignment** page. This page allows you to create a different yet similar assignment by editing the questions, media items, or even settings. See: ["More Assignment Tools" \(3-48\)](#)
- **Delete**-Removes the item from the **Assignment Table**.
- **Settings for Class**-opens a page that allows you to edit the class settings for the item. See ["More Assignment Tools" \(3-48\)](#)
- **Settings for Student**-Opens a page that allows you to edit the settings for one (or more) selected students.
- **Preview**-Opens the item as your students see it.
- **List Questions**-Opens a list of questions contained within the item.
- **Print**-Allows you to print the item.

□

4 Gradebook

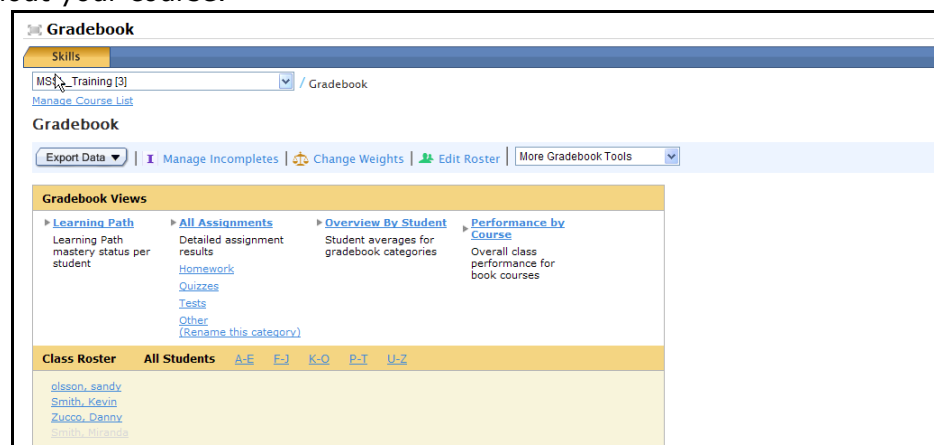
Overview

The Gradebook page helps you track and manage your students progress.

Within the Gradebook, you can:

- Use the **Gradebook Views** to view your student and class results.
- View a student's completed work page.
- Use the Item Analysis Tools.
- Communicate with individual students.
- Modify student scores.
- Add offline items.
- Export gradebook data.

Your **Gradebook** home page contains many valuable tools which you will use often throughout your course.

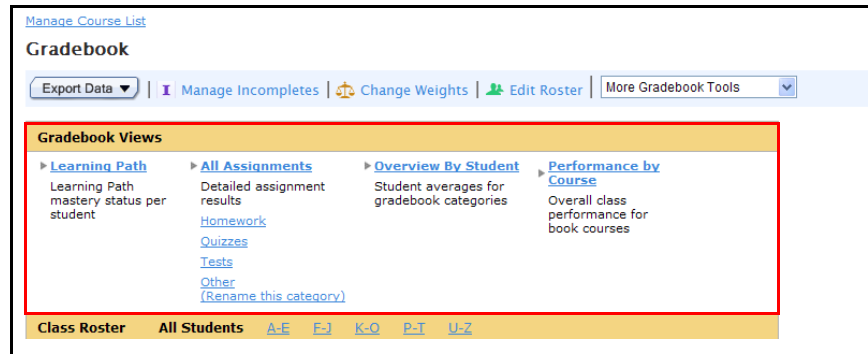


This chapter covers the features of the Gradebook page.



Gradebook Views

Your **Gradebook** provides you with several views on how your students individually, as well as your class as a whole are doing.

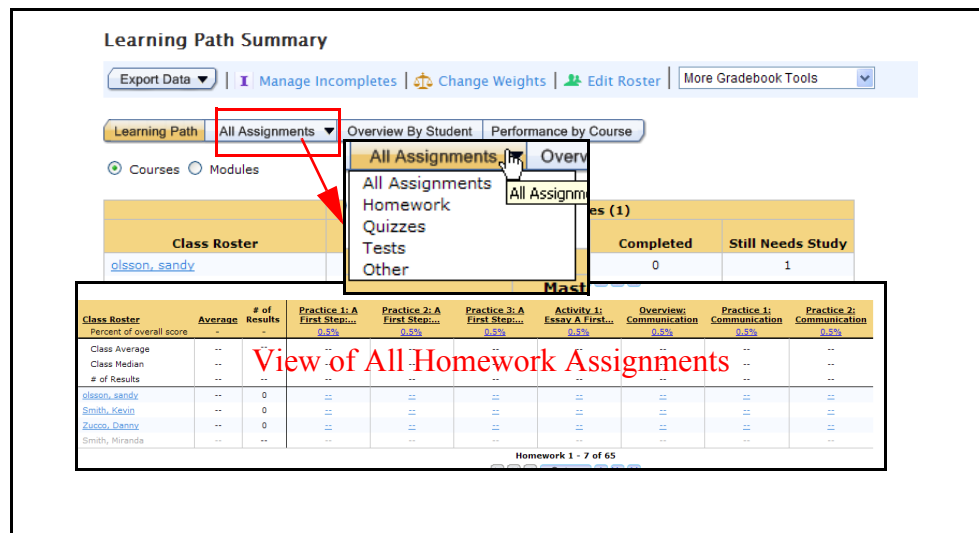


Learning Path Gradebook View

The **Learning Path** Gradebook view provides you with the mastery status of your students and course based on their progress within the Learning Path. You can view this either by the course as a whole, or specific modules.

All Assignments Gradebook View

The **All Assignments** Gradebook view provides you with specific student and class average data on either all assignments-or assignment types if you select on a specific type from the list.



Overview by Student

Overview by Student displays course progress by student.

Class Roster	Overall Score	Homework	Quizzes	Tests
Class Average	11.5%	20.0%	33.3%	35%
Olsson, Sandy	34.5%	--	33.3%	35%
Smith, Kevin	0%	--	--	--
Zucco, Danny	0%	--	--	--
Smith, Miranda	--	--	--	--

This course is based on MyStudentSuccessLab
Copyright 2011 Pearson Education, Inc.

Performance by Course

Performance by Course displays the average for the entire course.

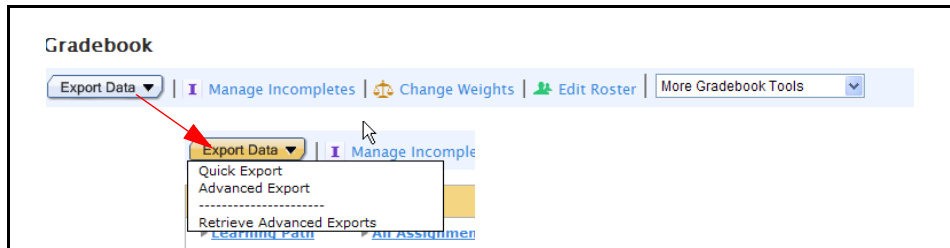
Note: The test, quiz, and homework scores below are based on the number of questions on which students received full credit from each content area for all attempts on all assignments. The Extra Practice scores are an average of student scores for each content area.

Book Contents	Homework	Quizzes (all attempts)	Tests (all attempts)	Extra Practice (correct/worked)
Course Skills, MyStudentSuccessLab		33.3%	35%	



Exporting Gradebook Data

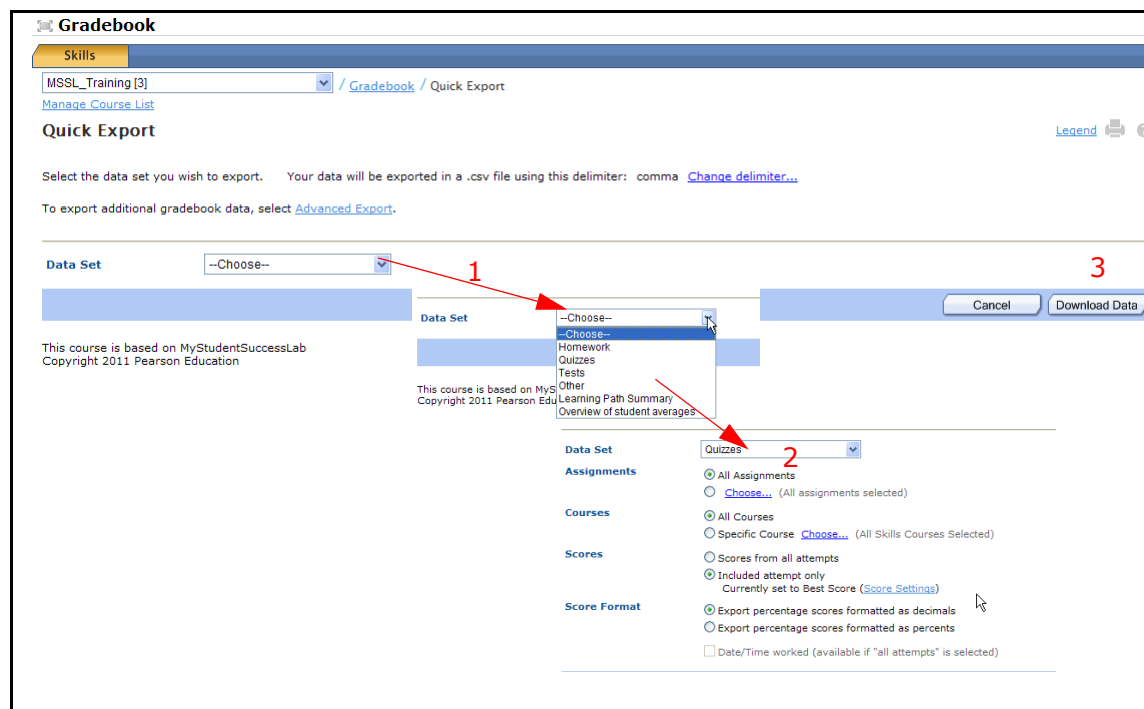
The **Export Data** button allows you to export your gradebook data to a .csv file, that is compatible with MS Excel.



When you click on this button, you have two options:

Option 1: Quick Export:

The **Quick Export** option allows you to pick a type of Data to export, set up limited options and then export that data to an Excel spreadsheet.



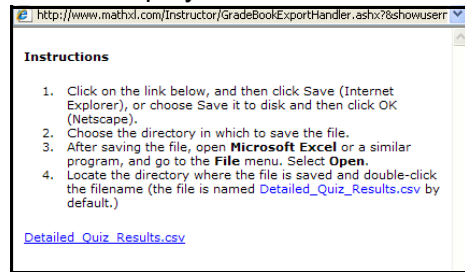
1. Select the **Data Set** you wish to Export.

Result: Once you choose a **Data Set**, additional export options display.

2. Modify the options as needed.

3. Select **Download Data**.

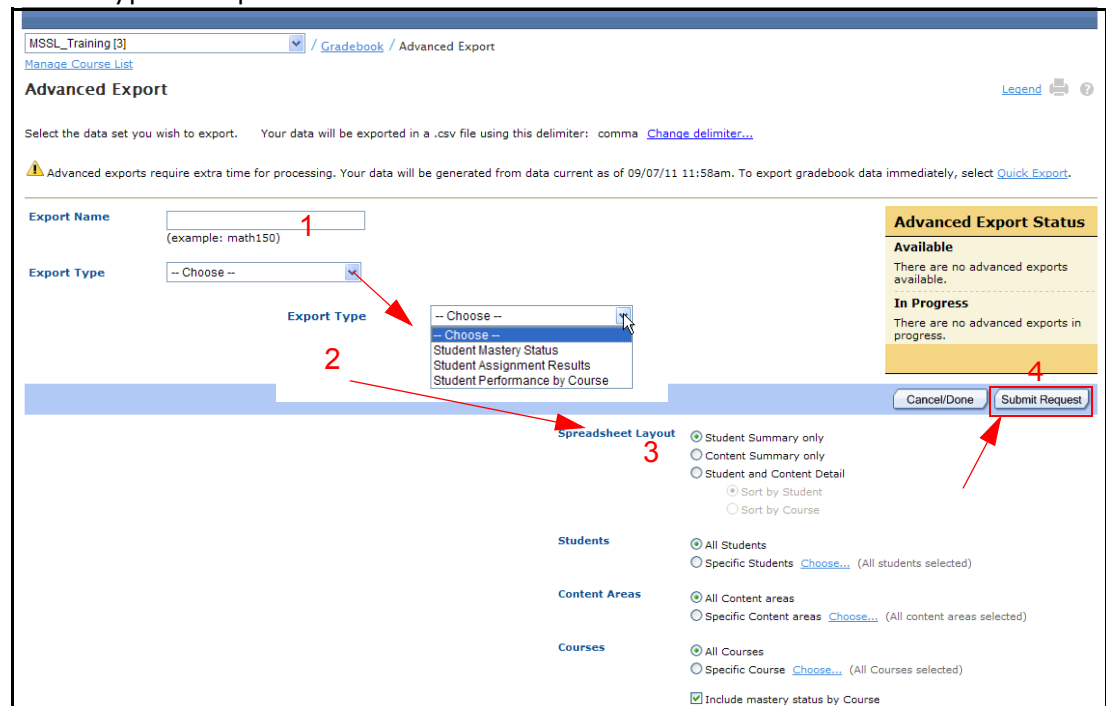
Result: Download instructions display:



Click on the .csv link to retrieve your export.

Option 2: Advanced Export:

The **Advanced Export** options offers you a more robust set of options for your selected type of export.



1. Enter a **name** for you Export.

2. Select the **Export Type** from the dropdown.

Result: Depending on your selection, more export options are available.

3. Select your export options as needed.

4. Click the **Submit Request** button.

Result: You receive a confirmation email when your export is finished.

5. Once you receive the confirmation email, you can retrieve your export by selecting the **Retrieve Advanced Exports** option located under the **Export Options** menu.

The screenshot shows a user interface for managing exports. At the top, there is a navigation bar with 'Export Data' and 'Manage Incomplete'. A dropdown menu is open under 'Export Data', with 'Retrieve Advanced Exports' highlighted in a red box. A red arrow points from this menu item to the 'Retrieve Advanced Exports' page below. The page has a title 'Retrieve Advanced Exports' and a 'Legend' icon. Below the title is a paragraph of instructions: 'Check the status of your advanced exports below. If an export is available, click the link to open or download the .csv file. If an export is in progress, you will receive an email when it becomes available.' A warning icon and text state: 'Advanced exports are removed 30 days after they become available.' Below this is a table with the following data:

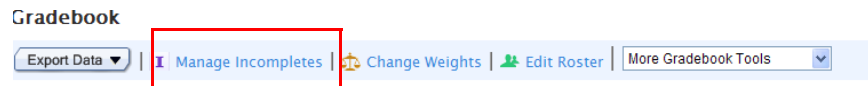
Export Name	Status	Submitted on	Data Current as of	Will be Removed on
TEsting Export (1)	In Progress	09/07/11		Remove Request
TEsting Export	In Progress	09/07/11		Remove Request

At the bottom of the table area is an 'OK' button. Below the table, there is a footer: 'This course is based on MyStudentSuccessLab Copyright 2011 Pearson Education'.

Managing Incompletes

Your **Gradebook** page allows you to manage any items that are incomplete. To access and use this feature:

1. Click on the **Manage Incompletes** link located on the **Gradebook** menu.



Result: The **Manage Incompletes** page opens:

The screenshot shows the 'Manage Incompletes' page. It features a filter bar with buttons for 'Show All', 'Homework', 'Quizzes', 'Tests', and 'Other'. Below this are buttons for 'Select All Past Due' and 'Clear All'. The main area is a table with columns for 'Assignment', 'Category', 'Due', and '# Students without results'. A red box highlights the 'Assignment' column, and red arrows point to various elements: 1 points to the filter buttons, 2 points to 'Select All Past Due', 3 points to 'Clear All', 4 points to an assignment row, and 5, 6, and 7 point to the 'Category', 'Due', and '# Students without results' columns respectively.

Assignment	Category	Due	# Students without results
Full Course Diagnostic Pre-assessment			3
Full Course Diagnostic Post-assessment			3
Pre-test: A First Step: Goal Setting			2
Video: Goal Setting-Student Views (12:03)			3
Practice 1: A First Step: Goal Setting			3
Practice 2: A First Step: Goal Setting			3
Practice 3: A First Step: Goal Setting			3
Activity 1: Essay A First Step: Goal Setting			3
Activity 2: Journal A First Step: Goal Setting			3
Post-test: A First Step: Goal Setting			3
Full Course Diagnostic Post-assessment			3
<input type="checkbox"/> olsson, sandy <input type="checkbox"/> Smith, Kevin <input type="checkbox"/> Zucco, Denny			3

1. Use the Filter buttons to display desired types of assignments in the Assignment Table.
2. Click **Select All Past Due** to show only past due items in the Assignment Table.
3. Select **Clear All** to clear all past due items.
4. Click on any of the assignments to see which students have not completed the assignment. Click directly on the student to change the past due assignment, or leave them all checked to clear them all.
5. Displays the Assignment **Category**.
6. Displays if the item has been assigned a due date.
7. Displays how many students have not completed the item.



Changing Weights

MSSL, by default has all preloaded assignments weighted. You can change these weights by:

1. Click on the **Change Weights** link located on the **Gradebook** menu.

Gradebook



Result: The **Change Weights** page opens:

The screenshot shows the 'Change Weights' page with the following elements and callouts:

- 1:** Points to the 'Category and Assignment Weighting' radio button.
- 2:** Points to the 'Assignment Weighting Only' radio button.
- 3:** Points to the 'Category Weighting' table with input boxes for Homework (30 pts), Quizzes (20 pts), Tests (50 pts), Other (0 pts), Study Plan (0 pts), and Total (100 points).
- 4:** Points to the 'Assignment Weighting' filter buttons (Show All, Homework, Quizzes, Tests, Other).
- 5:** Points to a row in the Assignment table.
- 6:** Points to the 'Assignment Weight' input box.
- 7:** Points to the 'Percent of Course Score' column.
- 8:** Points to the 'Omit Results' checkbox.

Course	Assignment Name	Assignment Weight	Percent of Course Score	Omit Results
Skills	▲ Full Course Diagnostic Pre-assessment	10 pts	1.6%	<input type="checkbox"/>
Skills	▲ Full Course Diagnostic Post-assessment	10 pts	1.6%	<input type="checkbox"/>
Skills	▲ Pre-test: A First Step: Goal Setting	10 pts	1.6%	<input type="checkbox"/>
Skills	▲ Video: Goal Setting-Student Views (12:03)	10 pts	0.6%	<input type="checkbox"/>
Skills	▲ Practice 1: A First Step: Goal Setting	10 pts	0.5%	<input type="checkbox"/>
Skills	▲ Practice 2: A First Step: Goal Setting	10 pts	0.5%	<input type="checkbox"/>

1. Selecting this radio button will allow you assign weights by Category (i.e. homework, quiz...etc)
2. Selecting this radio button will allow you to only assign weights to selected assignments from the Assignment table below.
3. Enter weights into the Category text boxes-to assign weights to an entire category.
4. Click the filter buttons to filter the Assignment types in the Assignment table below.
5. Specific Assignments listed in the Assignment table.
6. Use the Assignment weight boxes to enter a weight for a specific assignment.
7. Lists the percent of the course score based on the weight.
8. Select this box if you wish to omit the results of the assignment from the course score.



Editing the Roster

The Gradebook allows you change a **Section Instructor** to a student. You can do this by:

1. Click on the **Edit Roster** link located on the **Gradebook** menu.

Gradebook



Result: The Edit Roster page opens:

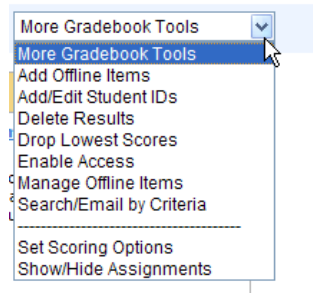
The screenshot shows the 'Edit Roster' page interface. At the top, there are links for 'Add / Edit Student IDs' (annotated with a red arrow and '1') and 'View / Edit Custom Access Settings' (annotated with a red arrow and '2'). Below these is a checkbox labeled 'Show Section Instructors in student list' (annotated with a red box and a red arrow). The main part of the page is a table with columns: Students, Login Name, Student ID, Active, Section Instructor, and Access. The table is divided into sections: 'Active Students' (with a minus sign), 'Section Instructors' (with a plus sign), and 'Inactive' (with a plus sign). Under 'Active Students', there are three rows: 'olsson, sandy' (tammy031375), 'Smith, Kevin' (bill0411), and 'Zucco, Danny' (holden1205). Under 'Section Instructors', there is one row: 'Caulfield, Holden' (luke112172). A red arrow and the number '3' point to the 'Section Instructor' dropdown menu in the 'Zucco, Danny' row, which is currently set to 'Section instructor' and highlighted with a red box. At the bottom of the page, there is a copyright notice: 'This course is based on MyStudentSuccessLab Copyright 2011 Pearson Education'.

1. If you need to add or edit a **Student ID**, you can click the **Add/Edit Student IDs** link.
2. Click this link to **View** and **Edit Custom Settings**.
3. Use this dropdown to change the access of the **Section Instructor**.

□

More Gradebook Tools

The **More Gradebook Tools** menu provides you with additional features you may find useful in your course.

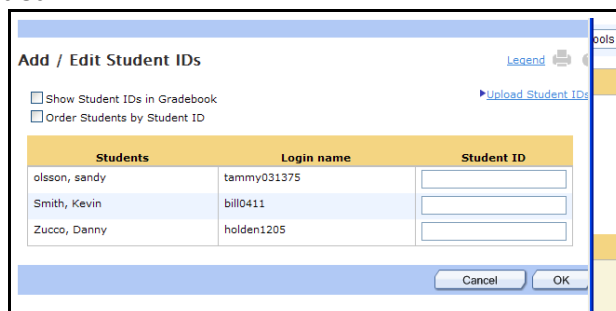


Add Offline Item

Selecting this option allows you to add assignment grades to your gradebook for items which were taken by your students outside of MSSSL; but that you would like to be included in their overall grade.

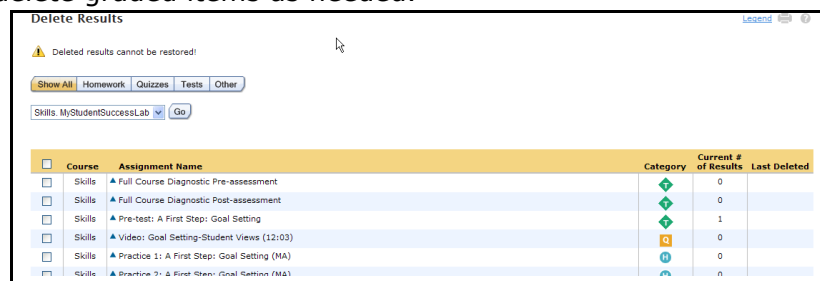
Add/Edit Student IDs

Selecting this option opens the **Student IDs** window, which allows you to edit and add Student IDs as needed.



Delete Results

Selecting this option opens the **Gradebook Delete Results** page, and allows you to select and delete graded items as needed.



Drop Lowest Scores

Selecting this option opens the **Drop Lowest Scores** page. From there, you can select to drop the lowest score from your student's final grade, or you can select to drop Categories of lowest scores, as well as how many scores to drop.

Enable Access

Selecting this option allows you re-enable access to an item, you may have restricted earlier.

Manage Offline Items

Selecting this option allows you to manage any offline items you have added to the gradebook.

Search/Email by Criteria

Selecting this option opens the **Search/Email by Criteria** page. From there you can choose to email a set of students based on selected criteria.



5 Course Settings

Course Settings Overview

Refer to the picture below, to learn how you can use your **Course Settings** page to modify settings.

Course Settings

MSSL_Training [3] / Course Settings Summary

[Manage Course List](#)

Course Settings Summary 1

Course name MSSL_Training
Book MyStudentSuccessLab

General Settings 2

Course type Standard course
Course name MSSL_Training
Book MyStudentSuccessLab

Availability 3

Course Start & End 08/10/11 - 05/06/12
Time Zone (UTC-05:00) Eastern Time (US & Canada)
Adjusts automatically for Daylight Savings Time
Current course time: 4:57pm

Course Access 4

Primary instructor Miranda Smith
Section instructor access Section instructor
Other restricted access privileges None

Coverage 5

Content areas Skills
Coverage details Skills: 1 of 1 courses
15 of 15 modules
124 of 124 objectives

Learning Aids and Test Options 6

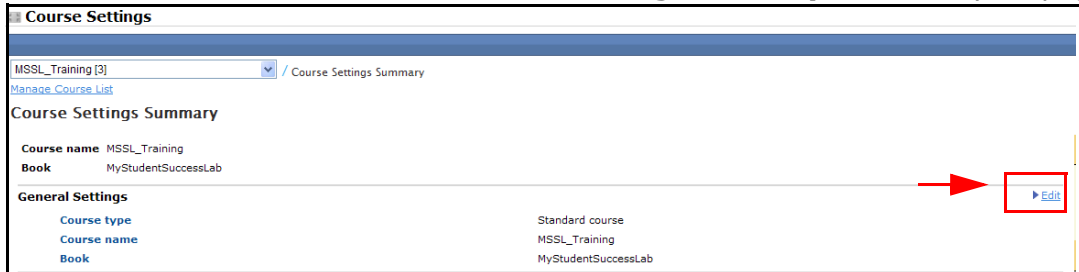
7 → [Edit](#)

1. **Course Setting Summary**-Provides you with the details of your MSSL course along with the associated literature or book.
2. **General Settings**-Allows you to change the type of course, name and book.
3. **Availability**-Allows you to define the course start and end dates and the time zone.
4. **Course Access**-Allows you to define the level of access granted to section instructors in your course or course group. (you must be a coordinator to change these settings.)
5. **Coverage**-Allows you to specify the list of content areas, modules, and topics that are covered in your course.
6. **Learning Aids**-Allows you specify the learning aids that are available to your students.
7. **Edit Link**-Click this link to use any of the sections of the Course Settings Page.

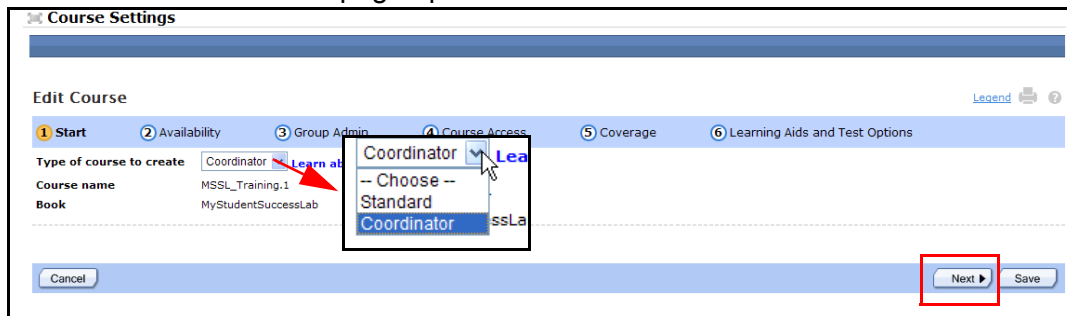
Changing your Course from a Coordinator to a Standard Course

NOTE: You can only alter your **Course General Settings** if you are the **Course Coordinator**.

1. Click the **Edit** link in the **Course Setting Summary** section of your page.



Result: The **Edit Course** page opens.



2. Use the **Type of Course to create** drop-down if you'd like to change your course from a Coordinator Course to a Standard Course.
3. Click **Next** to continue Modifying your course settings, or **Save** if you are finished.



Modifying your Time Zone



Follow these steps to modify the Time Zone of your course.

1. Click the **Edit** link in the **Availability** section of your page.

Availability		▶ Edit
Course Start & End	08/10/11 - 05/06/12	
Time Zone	(UTC-05:00) Eastern Time (US & Canada) Adjusts automatically for Daylight Savings Time Current course time: 4:57pm	
Course Access		▶ Edit
Primary instructor	Miranda Smith	
Section instructor access	Section instructor	
Other restricted access privileges	None	
Coverage		▶ Edit

Result: The **Edit Course Availability** page opens.

Course Settings

Edit Course Legend  

① Start ② **Availability** ③ Group Admin ④ Course Access ⑤ Coverage ⑥ Learning Aids and Test Options

Type of course to create: Coordinator
 Course name: MSSSL_Training.1
 Book: MyStudentSuccessLab

Course Availability: This course is not available to students

Time Zone (UTC-05:00) Eastern Time (US & Canada) Adjust Automatically for Daylight Savings Time
 Current course time: 3:03pm

Cancel ◀ Back Next ▶ Save

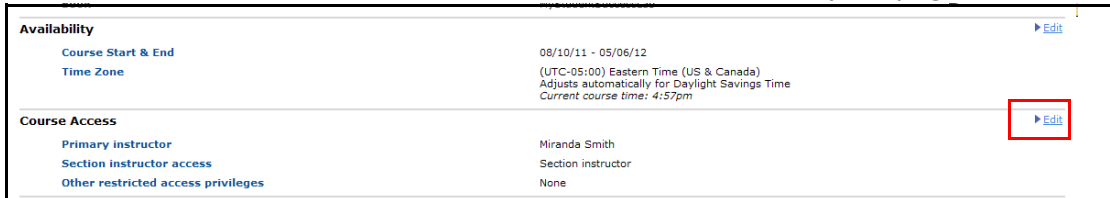
2. Select the correct Time Zone from the **Time Zone** dropdown menu.
3. Click **Next** to continue modifying your **Course Settings**, or **Save** if you are finished.



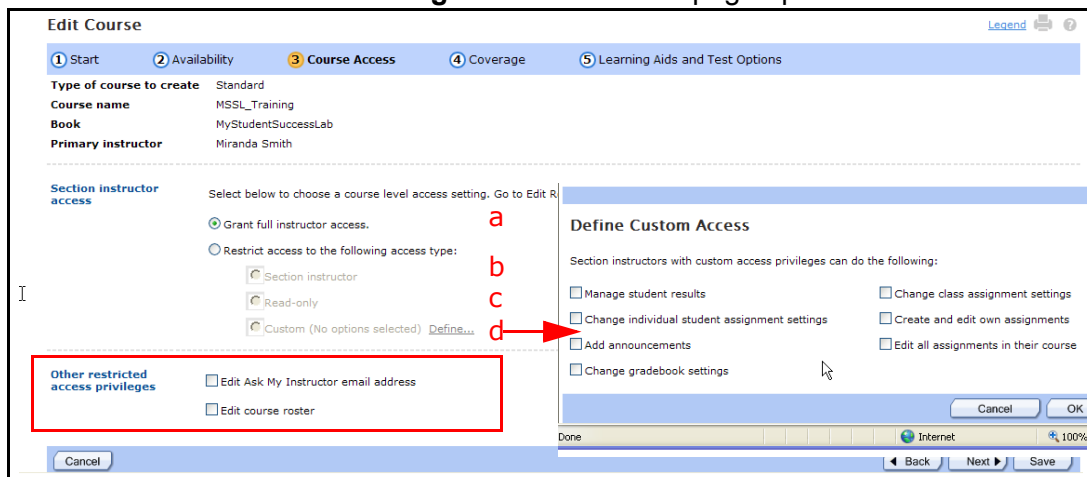
Modifying your Course Access

Follow these steps to modify your Instructor's **Course Access** settings:

1. Click the Edit link in the **Course Access** Section of your page.



Result: The Edit Course Settings Course Access page opens.



2. Use the Section instructor access section to modify the section instructors access.
 - a. Select the first radio button to allow instructors **Full** access. (You must be a coordinator to change these settings). Granting Full Instructor access allows section instructors the same access level to their member courses as the coordinator has. (with the exception of editing access settings)

If you want to restrict member access within their courses use one of the following selections:

- b. **Section Instructor**-This means they can post course announcements, perform all Gradebook related tasks (except edit the roster), and perform all assignment related tasks except adding their own questions.
 - c. **Read Only** to limit all access-This means Section Instructors can only view student results and send email. They are prohibited from making any changes to the course.
 - d. You can also choose **Custom** and define the options in the pop up menu to customize access.
3. Selecting **Edit Ask My Instructor email address** means Section Instructors can change the email address used for course communications-such as the Ask My Instructor emails sent by students. Section Instructors with full access automatically have this capability.

4. Selecting **Edit Course Roster** permits Section Instructors to make changes to the course roster (for example, designate a student to be another section instructor add student IDs etc.) Section Instructors with full access automatically have this capability.
5. Click **Next** to continue modifying your **Course Settings**, or **Save** if you are finished.



Modifying Included Course Content

Updating Coverage if your course does not have results

If your course does not have results, you are given an option to update your assignments. If you choose to do this:

- Any changes you have made to the preloaded assignments settings are overwritten.
- Prerequisite chains are updated and restored to their original configuration. If you added a prerequisite minimum score to a preloaded assignment, it is removed, the chain is reconstructed to hook up the two assignments that were linked to the removed assignment.
- If you have created assignments in the course they are retained without change when you update coverage.

Example: If you have created an assignment and specified another assignment as its prerequisite, the assignment you created is retained. The prerequisite specification is also retained unless the other assignment is removed in the coverage update. If the other assignment is removed, the prerequisite is also removed.

Updating Coverage if your Course has results

You can update coverage even if you have modified preloaded assignment settings, created assignments or created results in the course.

If your course has results, you see a warning and none of the activities or assessments in your course are updated. However, the content items you specified are removed from the course navigation which means the activities and assessments are not visible to students.

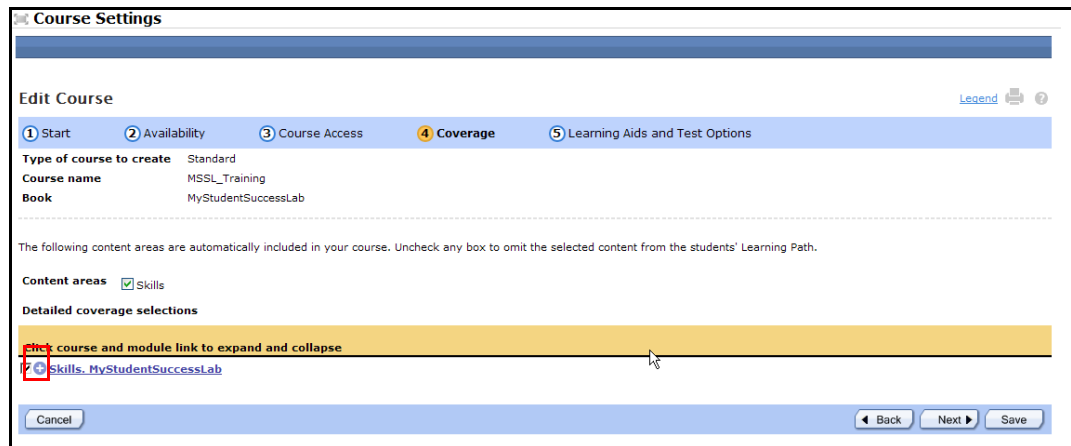
You may have unintentionally generated results in your course by accessing a homework or media assignment to look at the overview or by starting a test. It is important to delete these unintentional results using the Delete results page BEFORE changing the coverage of your course, If you do not do this, none of the activities or assessments in your course are updated to reflect your coverage changes.

Follow these steps to change the default course content.

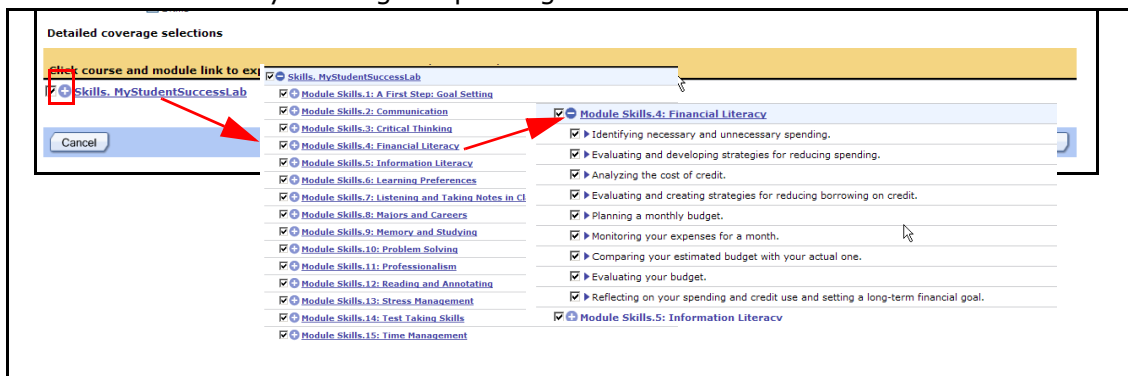
1. Click the Edit link in the **Coverage** section of your page.

The screenshot shows a user interface for course settings. It is divided into two main sections: 'Course Access' and 'Coverage'.
Course Access section includes:
 - Primary instructor: Miranda Smith
 - Section instructor access: Section instructor
 - Other restricted access privileges: None
 An 'Edit' link is visible in the top right corner of this section.
Coverage section includes:
 - Content areas
 - Coverage details
 - Skills: 1 of 1 courses
 - Skills: 15 of 15 modules
 - Skills: 124 of 124 objectives
 An 'Edit' link is highlighted with a red rectangular box in the top right corner of this section.

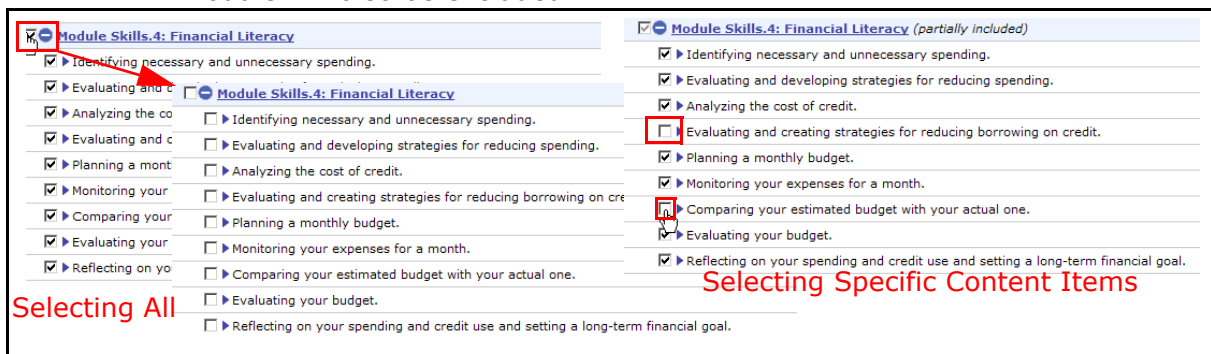
Result: The Edit Course Coverage page opens.



- Expand your course content by clicking on the plus sign next to the **Skills, MyStudentSuccessLab** link.
- The **Skills** expand to list all modules. You can continue drilling down to specific content by clicking the plus signs.



- Click on the checkbox(es) of any of the content you wish to exclude from the course. If you select a checkbox at the module level; all content within that module will also be excluded.



NOTE: When you remove an entire Module, or content Area the assignments within that are removed as follows:

- Assignments you have created are not removed.

- Assessments using competency mappings are not removed. They still appear in the Gradebook in the Assignments view and in the Advanced Exports list.
 - Activities and Assessments using direct mastery are removed based on their coverage. This means if any activity covers two topics, the activity is not removed unless both topics are removed.
5. Click **Next** to continue modifying your **Course Settings**, or **Save** if you are finished.



Modifying Learning Aids and Test Options

Follow these steps to modify the Learning Aids and Test Options you want available to your students.

1. Click the **Edit** link in the **Learning Aids and Test Options** section of your page.



Result: The **Edit Course Learning Aids and Test Options** page opens.

2. Select the **Lockdown Option** if you want to lock the student's browser while they are in your course.
NOTE: Lockdown browsers are used to prevent students from navigating away from their current assignment window, opening other browser windows, or accessing any other applications from their computer.
3. If you are using the **TestGen** plug in, select this option. If your course offers a Browser Check you can choose whether the Browser Check offers to install TestGen for your students.
4. You can show or hide specific Learning Aids for individual assignments as long as the learning aid is enabled for the course.
Example: When creating a quiz, you could specify that the online glossary be available to students. But, if you remove the online glossary from the Learning Aids on this page, it is not available for inclusion in any individual assignments.
5. If You have permission, you will see the Edit Email Address link for the Ask my Instructor learning aid. Click this link to enter a different email address.

6. Click **Save** when you are finished.

.....

Appendix A: Grades and Doc Sharing

Overview

If you have assigned an item to your students that requires manual grading (such as essay questions or journal entries), then you will need to follow these steps to retrieve and enter a grade for that assignment.

Before you begin-Add Categories

Follow these steps to add categories on your Doc Sharing page. You will want to complete these steps before your students are ready to upload any of their assignments.

NOTE: Adding Categories are not mandatory, but this is a best practice. Think of adding categories, like building a folder structure. The more organized your folders are, the easier it will be to access documents.

1. Open your **Doc Sharing** page.

File Name/Description	Owner	Date/Time*	Size	Share	Download
MSSL Trainig Topics.doc	sandy olsson	10/6/2011 12:33:43 PM	30K	Instructor Only	0

2. Click the **Add Category** link.

Result: The **Add Category** page opens.

3. Enter a title for the Category and click either **Add Category**, or if you are adding more than one category click **Save and Add Another Category**.

Result: Now, when your students upload their completed homework, they can place it in categories folders, which will make for easier uploading for them, and retrievals for you.

Retrieving and Grading Homework

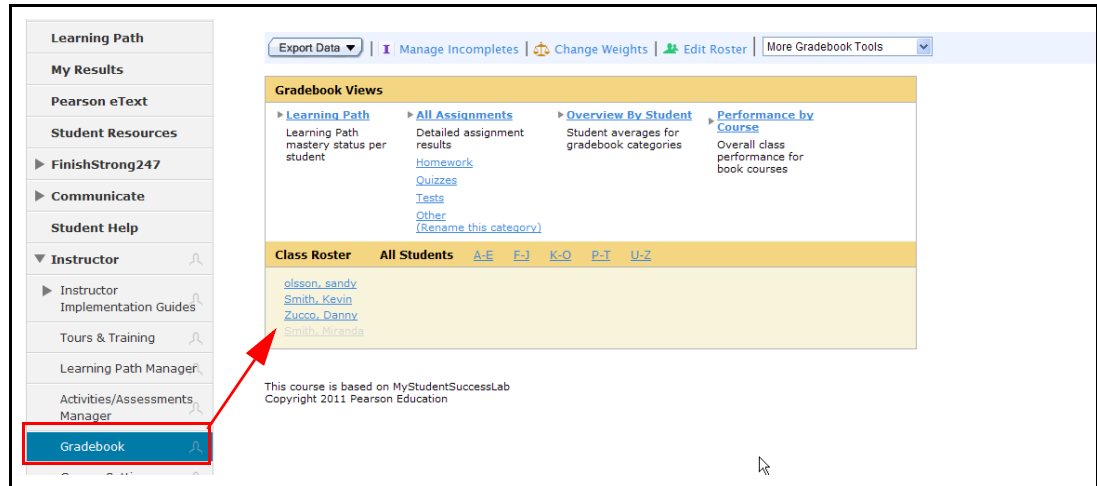
Follow these steps to grade your students uploaded assignments.

1. Click on the Doc Sharing link.
2. If you have created Categories, click on the appropriate Category folder.
3. Find the homework you wish to download and click on the checkbox(es) next to it, and then click the Download Document(s) link.

File Name/Description	Owner	Date/Time	Size	Share	Downloads	Edit	Delete
<input type="checkbox"/> Answer 2 activity key.doc	sandy olsson	10/6/2011 12:47:26 PM	19K	Instructor Only	0		
<input type="checkbox"/> Activity 2 Answers							

Result: The Download dialog box opens.

4. Select open if you'd like to view the assignment immediately, or save, if you will be grading it later.
5. Grade the assignment as needed.
6. If your student scored less than 100%, you will need to change the grade. If your student scored 100%, you can stop here.
7. Click Gradebook located in the left handed **Instructor** navigation links.



8. Click on the name of the student.

Result: The selected student's results display.

9. Find the grade you are changing in the list, and select Change Score from the **Actions** dropdown.

Correct/Total	Score	Time Spent	Date Worked	Actions
2/2	100%	1m 51s	10/06/11 12:31pm	Change Score <input type="button" value="Go"/>
16/20	80%	7m 14s	09/12/11 2:12pm	-- Choose -- <input type="button" value="Go"/>
19/20	95%	41m 28s	09/12/11 2:03pm	Email Student <input type="button" value="Go"/>
				Review <input type="button" value="Go"/>
				Item Analysis <input type="button" value="Go"/>
				Change Score <input type="button" value="Go"/>
				Settings Per Student <input type="button" value="Go"/>
				Omit
				Delete

Result: The Change Score dialog box opens.

Change Score Legend

Homework: Activity 1: Essay Test-Taking Skills **Student:** olsson, sandy

Points Correct

Points Total

⚠ If you change this homework to a non-zero score, your student will no longer be able to work the assignment.

10. Enter the new score and click **OK**.

Result: You successfully change the grade.

Correct/ Total	Score	Time Spent	Date Worked
1.5/2*	75%	1m 51s	10/06/11 12:31pm
16/20	80%	7m 14s	09/12/11 2:12pm



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