

QuickStart Kit MyCommunicationLab®

Dear Colleague,

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

PROVEN RESULTS

- If you haven't already seen reports on the efficacy of MyCommunicationLab and how it has helped instructors across the country save time and improve results, please view our MyCommunicationLab stories and user testimonials at Pearson's eLearning site www.pearsonhighered.com/elearning

EXTENSIVE SUPPORT

The QuickStart Kit contains key tools to get you up and running in MyCommunicationLab fast.

Additional resources to get you started in using MyCommunicationLab:

- Faculty Training: <http://mycommunicationlab.com/tours-and-training/faculty-training.html>
- Demo of Features: <http://mycommunicationlab.com/tours-and-training/demos-of-features.html>
- First Day of Class Materials: www.firstdaysofclass.com

USER COMMUNITY

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

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

MyCommunicationLab® Instructor QuickStart Kit

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

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MyCommunicationLab Overview

MyCommunicationLab is a state-of-the-art, interactive and instructive solution for communication courses. Designed to be used as a supplement to a traditional lecture course, or to completely administer an online course, MyCommunicationLab combines an eText, multimedia, video clips, activities, research support, tests and quizzes to completely engage students.

QuickStart Guide

How to register an instructor access code

- Go to <http://www.mycommunicationlab.com/>
- In the "Register" box, click **Educator**.
- Click **Yes, I have an access code**.
- Click **I accept** after reading the Pearson License Agreement and Privacy Policy.
- **Do you have a Pearson Education account?**
 - **If Yes** – Fill in your login name and password (TIP! You can use the same login in and password that you are using for your other Pearson products.
 - **If No** – Create a login and password per the guidelines provided.
 - **If Not Sure** – Enter your email address and click Search.
- Enter your access code and click **Next**.
- Enter or select the required information in the appropriate fields.
- Review and print your Confirmation and Summary page (a confirmation will also be sent to your email address). TIP! Be sure to take note of your login name and password—write them down or save them on your computer in a place you will not forget

How to Log in

- Go to the website <http://www.mycommunicationlab.com/>
- Under Sign in click on **Sign in**



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

- Select your **platform**
- Select your **course**
- Select your **book**



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

First-Time User?

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

[Register](#)

Don't have an Access Code?

[Get Access](#)

Got more questions than answers?

[Take a Tour](#)

Returning User

If you have already registered, Log In here.

Login Name

Password

[Log In](#)

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

[View Your MyPlaces](#)

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

2. Create a Class

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

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

Step 2a: Create a Course

- The first step is to click on “**Class Manager**” in the top right hand corner of your
- Next, click on **Create Your Class Now**

Grade Tracker | [Class Manager](#) | MyPlaces | Log Out | Help

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Getting Started [Back](#)

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

This page provides information to get you started.

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

[Create a Class Tour](#) [Join a Class Tour](#)

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

[Overview](#)

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

[Create Your Class Now](#)


- Enter in your “**Class Name**” (if you plan to create multiple sections for your Class, be sure to include section information in the Class name).

- Enter in your **Class start date** and **Class end date** (students cannot submit activities to the class gradebook after the class end date).

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


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

Class Creation Confirmation



Congratulations, you have successfully created your class!

The Class ID is cm933844.



- Communicate the Class ID to the students you want to join your class.
- For information on how students join a class, see [How students join a class](#).

Step 2b: Manage your Courses

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



Class Info | Grade Tracker | **Class Manager** | MyPlaces | Log Out | Help
Welcome, Intro Comm

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Class Manager Back ?

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

	Create Class	View Class Info	Edit Class Info	View Roster	Grades	Delete
Select	Class Title	Class ID	Start/End Date	Enrollment	Syllabus	
	Communication Studies	cm359802	Sep 5, 2011 - Dec 15, 2011	0	*****	
	Intro Comm	cm933844	Sep 1, 2011 - Dec 15, 2011	0	*****	

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3. Provide students with your CourseID

In order for students to join (enroll in) your course, they must have the CourseID. A CourseID is the unique combination of numbers and letters that was provided once you created your course. For example: **cm567581**



How-to Create a New MediaShare Course

From the instructor's account

Step 1. Mouse over the **Manage** Tab

Step 2. Click **My Courses**

Step 3. Click **Create a Course**

Step 4. Complete the fields

- School
- Course Title*
- Course Abbreviation
- Start Date
- End Date*

Step 5. Click **Save Course** when finished

A summary screen appears to show the values that you selected for the course. Please note that a new MediaShare CourseID is generated.

Provide students with your CourseID

Please record and distribute this CourseID to your students, as students will need the CourseID to join your MediaShare course. The MediaShare CourseID is comprised of five letters and a hyphen, followed by five numbers, for example AWLWZ-94327 or SDRUS-69356. The MediaShare CourseID and the MySpeechLab CourseID are different.

Optional features

Adding Support Materials to a New Course

Resource links and videos can be added to courses to enhance the learning experience. These supporting materials can be added now, during course creation, or they can be added later, by editing your course.

To add a link to a resource now

Step 1. Complete the Title and URL fields

Step 2. For each new link, click the **Add Another Link** Button

Step 3. Click **Save Course** when finished

To add a course video now

Step 1. Click the **Add Support Video** button

Step 2. Enter a name for the video in the **Video Name** field

Step 3. Click **Choose File**

Step 4. Click **Upload Video**

Step 5. Click **Save Course** when finished

*These fields are required.

Adding Class Materials to an Existing Course

Click the **Manage** Tab

Select **My Courses**

Click the **Edit** button next to the name of the course you wish to edit

You will enter the setup screen for the course

Scroll down until the Support Link and Support Video labels are visible

Adding a resource link

Complete the **Title** and **URL** fields

For each new link, click the **Add Another Link** Button

Adding a course video

Click the **Add Support Video** button

Enter a name for the video in the **Video Name** field

Click **Choose File**

Click **Upload Video**

Click **Save Course**

Your links will be accessible under the Class Materials section viewable from the Home tab.



How-to Setup your Course In MyOutline

Creating/Editing a Profile

1. Login using your MyLab or MyKit username and password.
2. On the right side of the home screen, click Edit My Profile
3. Fill in the requested information. Be sure to add a Class ID. If your course management system uses a class ID as well, we suggest using the same ID. If your course management system does not use a Class ID, we suggest using something familiar to your students (i.e. your last name+ several numbers: Smith61709 or an abbreviation of your school name + several numbers: BrevardCC30509).

Creating a Template

1. Click the Outlines tab.
2. On the top right side of the screen, click the *New Outline* button.
3. Fill in the requested items in steps 1-4 for preparation and 1-3 for delivery. Click *Save as Template* (not *Save*).

Using a Pearson Template

1. Locate the template you would like to use under "My Templates" while on the *Home* tab.
 2. To the right of the template you would like to use, click the *Edit* link.
 3. Once the template loads, add the CourseID from your profile.
 4. If preferred, you can edit the template. However, note that the changes will remain.
 5. Click the Save button in the upper right corner. Provide the CourseID you used to your students.
- They will need to enter this ID into their MyOutline profile in order to "receive" this template.

Creating an Outline

1. Click the Outlines tab.
2. On the top right side of the screen, click the *New Outline* button.
3. Fill in the requested items in steps 1-4 for preparation and 1-3 for delivery. Click *Save* (not *Save as Template*).

Training and Technical Support

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

Customer Technical Support at

<http://247pearsoned.custhelp.com>

- Search frequently asked questions.
- Ask a question and receive a detailed response.
- Chat online with a live representative.
- **Phone** toll free 800-677-6337.
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Search FAQs in our Online Knowledgebase

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