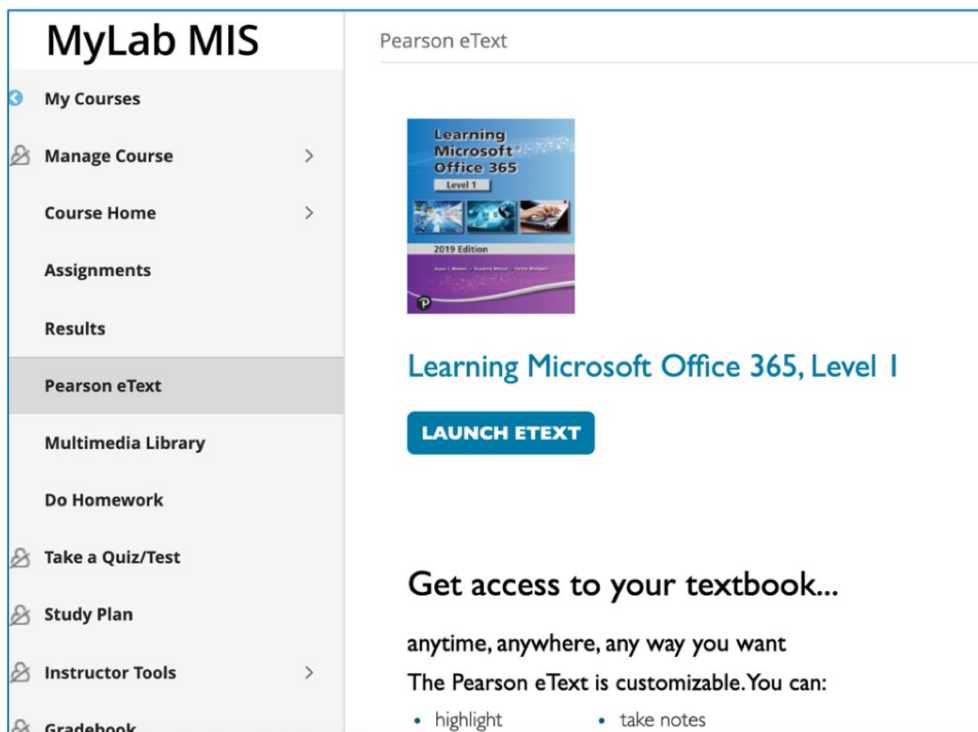


## Getting Started: *MyLab Learning Microsoft®* Office 365: 2019 Edition



Before using this guide, you must **register your access code and create the course**.

### Registering an Access Code:

1. Go to <https://www.pearsonmylabandmastering.com/northamerica/>
2. Click **Educator** on the right side of the page
3. Click **I need to create or copy courses**
4. Click **Yes, I have an access code**
- 4a. Review the License Agreement and Privacy Policy and then click **I Accept**
5. If you have a Pearson Education account, select **Yes**, and then enter your login Name and Password.
- 5a. If you do not have a Pearson Education account, select **No** and then create a login Name and Password, using the rules that display on the page.
6. In the boxes at the bottom of the page, enter the **access code** provided by your Pearson or Savvas representative. If you have not been provided a code, enter the code below:  
HEAIRC-CLONK-ILMEN-COMET-CONTO-GALES.
7. If you have a Pearson Account, verify the account information and click **Next**.
8. If you are creating a new Pearson Account, fill in the account information and then click **Next**.

9. On the Confirmation and Summary page, click **Print this Page** to print a copy of the page, or click **Log in Now** to enter the MyLabs platform where you can create your course.

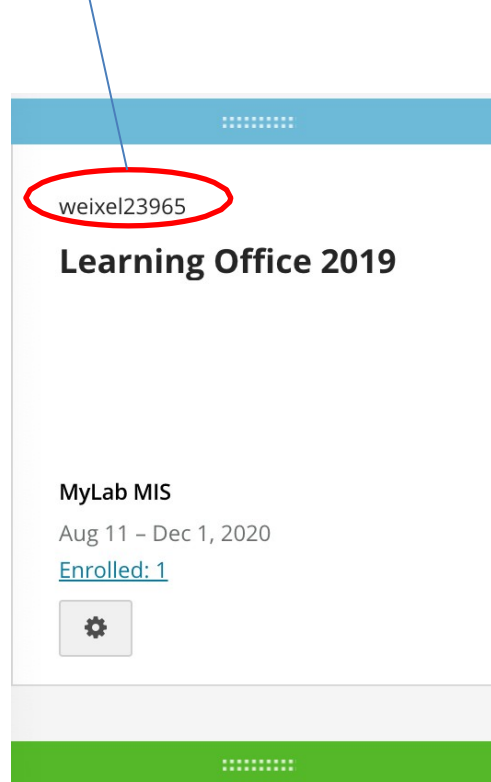
## Creating the Course

1. On the My Courses landing page, click **Create/copy course**.
2. Under Choose from catalog, click in the Search box and type CTE\_eCour\$e.
3. Click the **Search** button.
4. Click **Select** to the left of the course you want to create (Learning Microsoft Office 365: 2019 Edition. Select from Level 1, Level 2, or Comprehensive (Level 1 & Level 2).
5. Fill in the course information. Use the name and description of the course as you would like it to appear to your students. (Fill out the Course Name, Description, Course Dates, and Enrollment Dates.)
6. Click **Create Course**. You will be prompted that you will receive an email when your course has been created (up to three hours). Once the course is created a Course ID will be assigned to your course.
7. Click **Return to My Courses**.

## Locate Your Course ID

Your students will need to know your course ID when they register for the course. By entering the correct Course ID, they will automatically enroll in your course.

### Course ID



## Accessing the Course – The Instructor and Student Home Page

1. Go to <https://www.pearsonmylabandmastering.com/northamerica/>
2. Click **Sign In**.
3. Enter your Username and Password and then click **Sign In**.
4. On the My Courses page, click the **course name**. The Course Home page displays.

The screenshot shows the MyLab MIS interface. On the left is a sidebar with navigation links: My Courses, Manage Course, Course Home (selected), Assignments, Results, Pearson eText, Multimedia Library, Do Homework, Take a Quiz/Test, Study Plan, Instructor Tools, and Gradebook. The main content area is titled 'Instructor Home' and includes a 'Welcome Back!' message, a list of links (Continue working on Gradebook, Manage announcements and student homepage, Adjust assignment dates), and a 'Gradebook' section with a search bar and links to Manage gradebook, Change weights, and Set scoring options. The top navigation bar shows 'Learning Office 2019', user 'Hi, Suzanne', and 'Sign Out'.

### The default Instructor Course Home page.


The Student's Home Page is different than the Instructor's. It displays a calendar with announcements, assignments, grades or other information you choose to display. An example is the screen below.

The screenshot shows the MyLab MIS interface for a student. The sidebar is similar to the instructor view but lacks 'Instructor Tools'. The main content area features a calendar for 'August 2020' with a 'View by' dropdown set to 'Week'. Below the calendar, there are four summary sections: Announcements (0), Past Due Assignments (0), Current Assignments (0), and Completed Assignments (0), all indicating 'No announcements/assignments during the selected timeframe.' The top navigation bar shows 'Learning Office 2019', user 'Hi, Peter', and 'Sign Out'.

### The Default Student Home Page

## Customizing the Course Menu and the Home Page

### Customizing the Course Menu

The **Course Menu** are the options that appear in the left-hand navigation bar of the default Course Home Page. You can customize what appears there by clicking on **Manage Course** (the screen below will appear). From this screen you can hide or add content options you would like to appear there. This icon:  indicates an item that is NOT visible to students.

≡ Learning Office 2019 Hi, Suzanne ▾ Sign Out 🔔 Help

---

### MyLab MIS

- Main Menu
- Edit Course Menu**
- Restore/Delete Archived Items
- Edit Theme
- Upload School Logo
- Course Roster
- Edit Course Details
- Edit Settings
- Manage Files

#### Edit Course Menu

Add new items. Expand to see all items. Select an item to rename, edit, or archive it. Drag an item up or down to reorder it. Drag a row to the right to make it a subitem of the item above it.

☒ Expand All
 

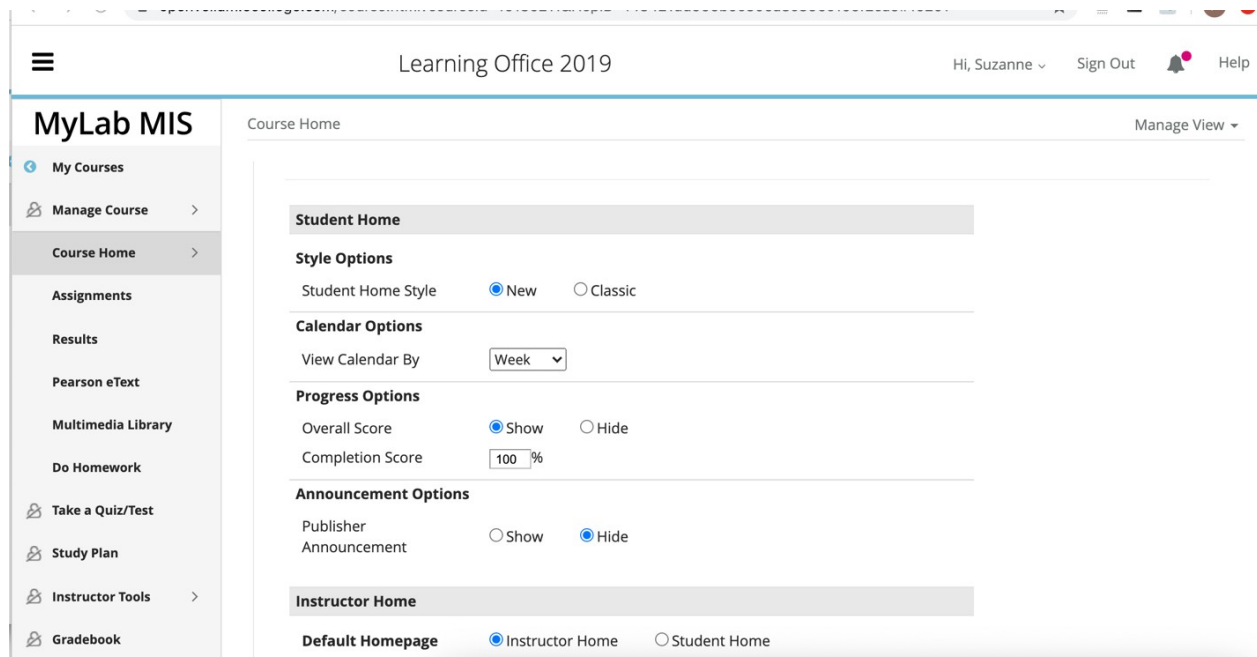
Hide My Content ⓘ

#	Add New Menu Item Name		
	-- Select Menu Item Type --		
	Cancel Add		
1	Course Home	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Assignments	<input type="checkbox"/>	
3	Results	<input type="checkbox"/>	
4	Pearson eText	<input type="checkbox"/>	<input type="checkbox"/>
5	Multimedia Library	<input type="checkbox"/>	
6	Do Homework	<input checked="" type="checkbox"/>	
7	Take a Quiz/Test	<input checked="" type="checkbox"/>	

### Customizing the Student or Instructor Home Page

#### Customize Course Menu Screen

To customize the Student or Instructor Home Page, click **Manage announcements and student homepage** from the Home Page (under Welcome). Next click **Home Page Settings**. The screen below will appear. From this screen you can change the display of Styles, Calendars, Progress and Completion, and Announcements.



## Home Page Manager Screen

### Creating Announcements

Often one of the first things you will want to do is make announcements to the course participants about what they will be learning, deadlines or other information.

To create an announcement:

1. On the Course Home page, click **Manage View** in the upper-right and then click **Manage**. The Home Page Manager displays.
2. To create an Announcement, click **Create Announcement**. Enter the Posting Date, select options, and then type and format the announcement title and body. Click **Save Announcement**. Your announcement will appear.

# MyLab MIS

Course Home Manage View

- My Courses
- Manage Course >
- Course Home >**
- Assignments
- Results
- Pearson eText
- Multimedia Library
- Do Homework
- Take a Quiz/Test
- Study Plan
- Instructor Tools >
- Gradebook

---

**Posting Date:**

  
☒ Display on this date on course home calendar  
☐ Display on alternate date on course home calendar: 
  
**Remove Date (optional):**

**Title**

**B** *I* U Font Family ▾ Font Sizes ▾ A ▾ ↶ ↷

[Rich Text Editor Area]

**Body**

Ω **B** *I* U

[List Icons: Bulleted, Numbered, Task List, etc.]

A ▾ ↶ ↷

[Rich Text Editor Area]

## Course Home

This option displays the Course Home page, discussed above.

## Assignments

Choose **Assignments** on the left-hand side. Select **Manage View** in the top right-hand corner, and then choose **Manage**.

This option displays the Homework and Tests page, which lists the preloaded assignments for the course. You click an assignment to start it.

By default, all assignments are listed. By default, there are no due dates, time limits, or set number of attempts. You control assignments using Instructor Tools (see below).

Assignments for this course include:

- Quizzes
- Grader Projects
- Interactive Puzzles

You can filter the view to show selected types of assignments and assignments for selected chapters only. You can also choose to display only 20 assignments at a time.

For students, the column on the far right displays the grade entered in the gradebook for that assignment.

## Results

This option lets students view the results from all or selected assignments. It also displays the student's progress in completing homework and quizzes.

## Pearson eText

Select this option to open the etext for the course, which is the Learning Microsoft Office 365: 2019 Edition book text. **Note** when using the eText, it is recommended to have students download the required Data files for each exercise from the Multimedia Library.

## Multimedia Library

This option provides access to media elements of the course, including Chapter Overview videos, data files for each exercise in the chapter, and a link to the eText chapter.

## Do Homework



This option gives you access to all Homework Assignments (Labeling, Matching, and Grader Projects).

## Take a Quiz/Test

This option gives you access to all Quizzes.


## Study Plan

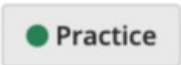
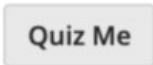
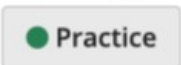
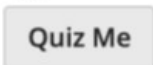
This option gives you access to the Practice and Quizzes by chapter. It is recommended that students complete the Practice questions, refer to the eText for instruction on items they have missed, then complete the Chapter Quiz. Quizzes earn points that count towards mastery.

Study Plan   Help

Recommendations Progress All Chapters

Practice the sections, then take a Quiz Me to prove mastery and earn mastery points (MP).

 Recommended sections

- B1.1 Lesson 1: Microsoft Office Basics  
 
- B1.2 Lesson 2: Saving, Printing, and Closing Microsoft Office files  
 

### Instructor Tools

This option is not available to students. It gives you access to tools such as the assignment manager, gradebook, and course roster.

- Choose **Course Home Manager** to customize the options that display on the Course Home page. This is the same as the Course Home Manager available from the Home Page (see above).
- Choose **Assignment Manager** to create assignments, set due dates and availability dates, and change the order of assignments. You can also preview assignments, edit them, unassign them, and customize assignments for individual students.

### Gradebook

This option enables you to view student progress and achievement. Grades are automatically entered when a student completed an assignment. You can view the results for the class or for individual students. You can also customize the weighting of assignments, export data to create reports, and control the grades included in the cumulative score.

### Roster/Course Details

Use this option to view, print, or export the list of enrolled students. You can also change a student status to active or inactive.

### Course Settings

Use this option to change the general settings and availability of the course.



### Instructor Resources

Choose this option to download the teacher resources for the course, including:

- Data Files – initial files needed to complete all of the exercises in the Student Edition.
- Solution files – completed final files for all of the exercises in the Student Edition.
- Visual Aides – PowerPoint presentations for each chapter that can be used as classroom lecture presentations or chapter introductions in a remote learning environment.
- Grader Solutions – completed final files for each of the Grader Projects.
- Pacing Guide – breakdown of the approximate 160 hours of instruction in the Student Edition, not including Homework Assignments or Grader Projects, with suggestions on sections to skip if necessary.
- Bonus Chapters – PDF file of one additional chapter for Word, Excel, and PowerPoint sections.
- TestGen Test Bank – A complete Test Bank with True/False, Fill-in-the-Blank, and Multiple-Choice question types. The TestGen software enables you to randomize questions and provides automatic grading.

### Study Plan Manager

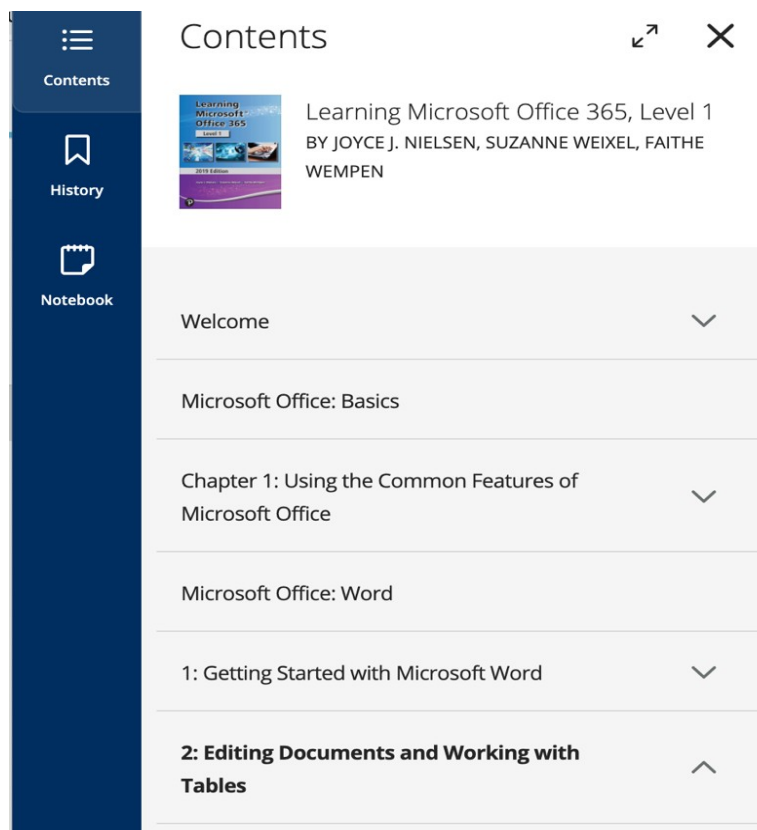
Use this option to change Mastery Settings, Access to Study Plans and Recommendations, Coverage and Scoring, and the Study Plan Homepage.

### Using the eText

1. On the Main Menu, click **Pearson eText**.
2. Click **Launch eText**. The eText opens in a new browser window, with the front cover displayed. The Navigation Pane displays on the left and the Toolbar displays across the top. Page forward and back arrows are available on the Toolbar and vertically along the left and right edges of the eText window.

### eText - The Navigation Pane

- Use the Table of Contents in the Navigation pane on the left to go to a specific chapter or lesson as shown below.

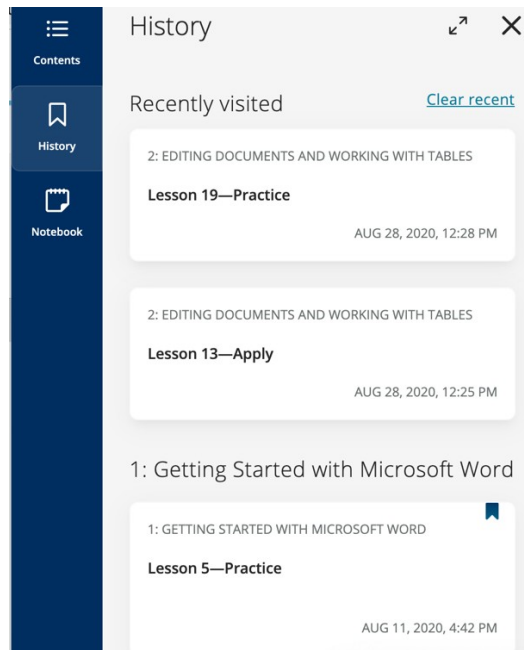


### eText - Other Navigation Tools

- Use the arrow keys ⏪ ⏩ to move one page at a time forward or backward.
- From the *What You Will Learn* box at the beginning of each Lesson, click on the page icon 📄 to go directly to that topic. Note this will launch a new page in your browser.

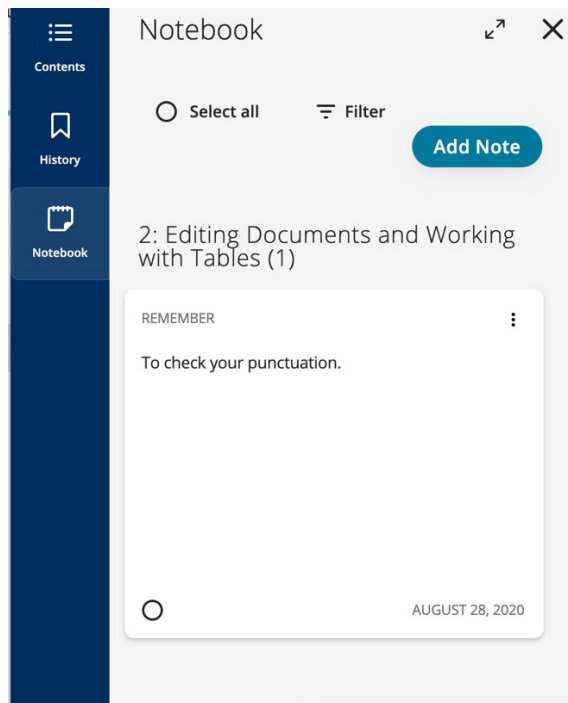
### eText - History

Click on the History button to view the most recent places you have visited within the eText as well as Bookmarks you have created as shown below.







### eText - Notebook


Use the Notebook feature to maintain notes. Notes can be tagged, filtered, and exported.



### eText Tools (Toolbar on the upper right-hand corner)

- Search – Click the  Search icon and enter the text you are looking for. Related topics will appear in the Content box.
- Bookmark – Click the  Bookmark icon to add a bookmark to the text where the cursor is located. To view your Bookmarks, click on the  History icon.
- Size and color – Click the  Sizing icon to change the size of the text or the background and text colors.
- Highlighting – Using your cursor, highlight the text and select a color. The Highlight Toolbar will display as shown below

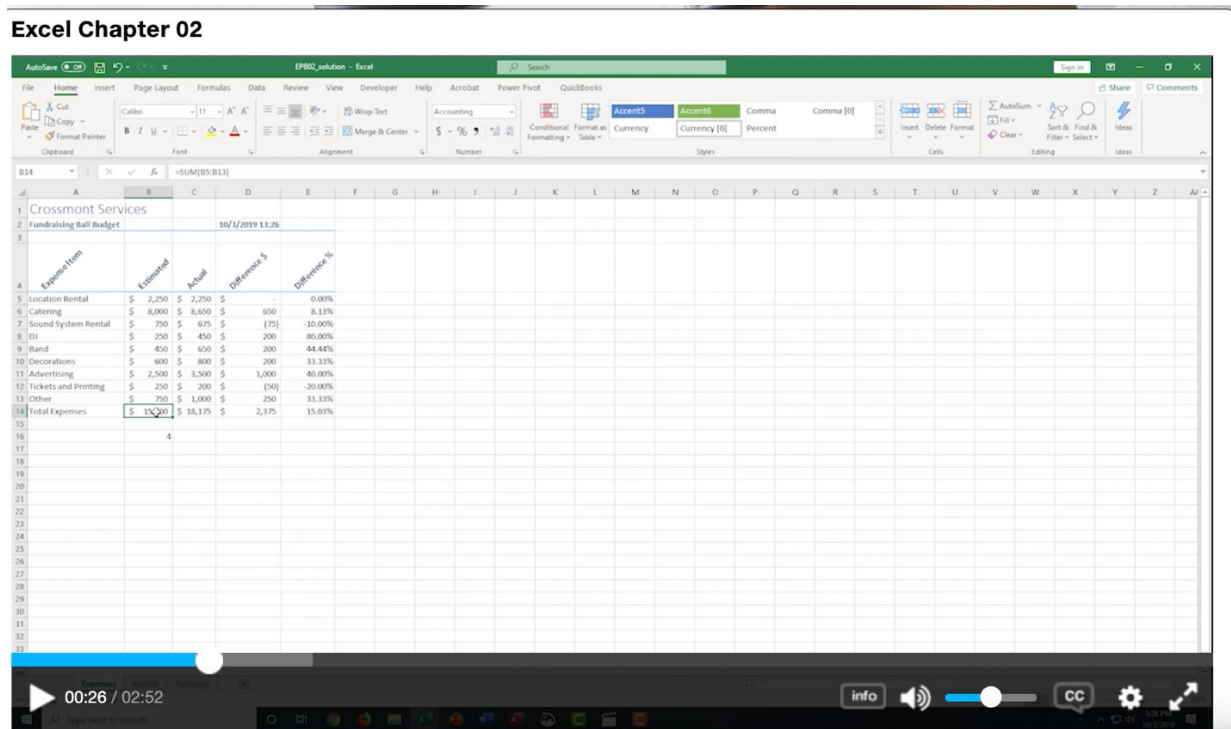


- Click on the  Edit icon to create a Note to accompany your highlight. Notes are retained in the Notebook where they can be filtered or exported to a PDF file.

### eText - Chapter Opener Videos

At the beginning of each chapter you will find a short, narrated video that introduces the skills to be taught in the chapter. Note these videos can also be accessed outside the eText using the *Multimedia Library* menu option. Example below:

**Excel Chapter 02**



Expense Item	Estimated	Actual	Difference \$	Difference %
Location Rental	\$ 2,250	\$ 2,250	\$ -	0.00%
Catering	\$ 8,000	\$ 8,600	\$ 600	8.13%
Sound System Rental	\$ 750	\$ 675	\$ (75)	-10.00%
DI	\$ 250	\$ 450	\$ 200	80.00%
Band	\$ 400	\$ 600	\$ 200	44.44%
Decorations	\$ 400	\$ 600	\$ 200	33.33%
Advertising	\$ 2,500	\$ 3,500	\$ 1,000	40.00%
Tickets and Printing	\$ 250	\$ 200	\$ (50)	-20.00%
Other	\$ 750	\$ 1,000	\$ 250	33.33%
<b>Total Expenses</b>	<b>\$ 18,200</b>	<b>\$ 16,175</b>	<b>\$ 2,125</b>	<b>15.03%</b>

### Using Assignments



To view the Assignments, click on Assignments from the Main Menu. Assignments are the automatically-graded activities that students complete to show their mastery of the course content. Pre-loaded assignments for this course include:

- Homework Assignments - One Labeling, one Matching per chapter
- Quizzes – One per chapter
- Grader Projects – Two per chapter for Word, Excel and PowerPoint, one for Access (no Grader Projects for Office Basics, Level 1)

By default, they are all available as of the course start date, and they have no due dates, or any other customized settings. To customize and control assignments, you use the Assignment Manager (click Assignments, Manage View or Instructor Tools, Assignment Manager).

**You do not have to take any action to have the assignments available to students.**

### Setting Due Dates, Start Dates, and Assign Status

1. From the Main Menu, click **Instructor Tools** and then click **Assignment Manager**. All assignments are listed. Columns show the order, chapter, name, category icon (homework  or quiz ), start date, and due date. The column on the far right has an Actions drop-down menu you can use to quickly access a variety of options, including Unassign and Edit.
2. Click **Change Dates & Assign Status** in the menu bar across the top of the page. Now, the page provides options for toggling between Assigned and Unassigned, and setting the Start date and Due dates.

By default, all assignments are listed. Use the buttons at the top of the page to filter the display to show only assignments categorized as Homework or as Quizzes. You can use the Chapters button to display assignments from selected chapters, only.

#### To change an assigned item to unassigned:

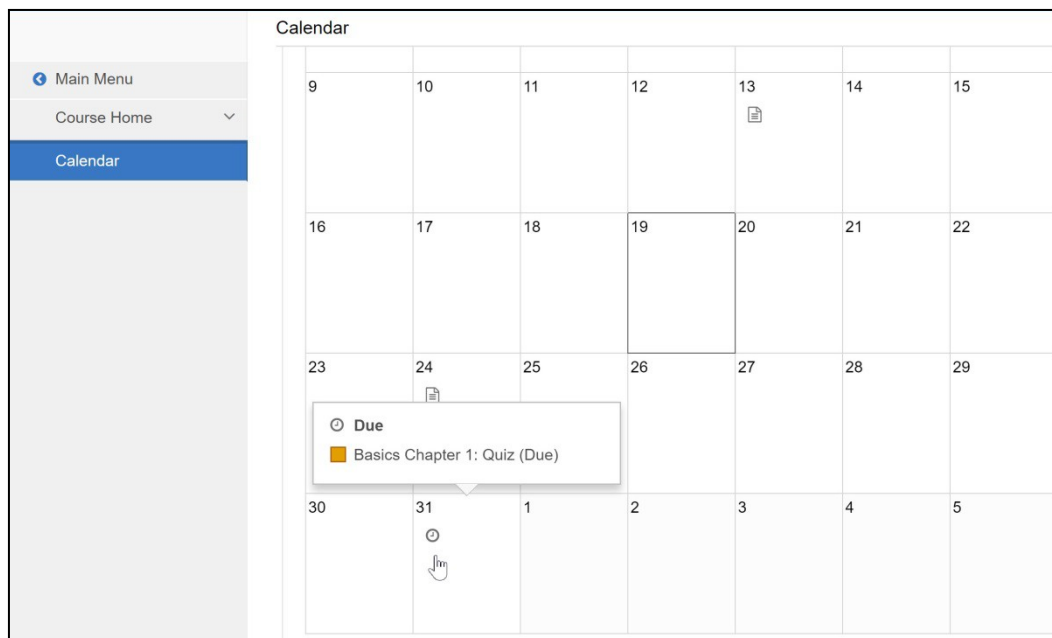
1. In the Assigned column, click the **Unassigned** option button.
2. Click the **Update changes only** button in the upper-right of the window. That item will no longer display on the Homework and Tests page or the Course Home page.

To assign it again, simply select the **Assigned** option button, and update the changes.

#### To set a start date and a due date:

1. In the Start column, click in the date box and type a new date, or click the calendar icon and select the date from the pop-up calendar that displays. The Start date controls the date on which the assignment becomes available to students.
2. Click in the time box and type a new time, or click the clock icon and select the time from the pop-up table that displays.
3. In the Due column, click in the date box and type a due date, or click the calendar icon and select the date from the pop-up calendar that displays.
4. Click in the time box and type a new time, or click the clock icon and select the time from the pop-up table that displays.
5. When you set a due date, the option to allow students to work past the due date becomes available. Click to select the check box if you want the students to be able to work on and submit assignments past the due date.

- Click the **Update changes only** button in the upper-right of the window. The new dates are applied. Items will not display on the Homework and Tests page or the Course Home page until the specified Start date. The Start date and Due Date will display on the course calendar.



**Start Dates and Due Dates display on the calendar**

### Using a Grader Project

Grader Projects are the automatically-graded step-by-step projects that students complete live in the application program. There is one Grader Project per chapter, excluding the Basics chapter. The Grader Projects are included in the pre-loaded assignments for the course. The following steps are for students or for you if you want to preview or try out the projects.

- From the Main Menu, click **Assignments**.
- Click the Grader Project name.
- In the Do Homework window, click the Grader Project name. The Grader Project Presentation window opens. This window displays the four steps for using the grader.
  - Step 1:** Download the Files
  - Step 2:** Follow the instructions to complete the project. Click the Preview Steps button to preview the instructions.
  - Step 3:** Upload the completed project file.
  - Step 4:** Submit the uploaded project file for grading.
- In step 1, click **Download Files** to download the project files. There will be at least two files for each grader: Instructions in Word document format, and the application file to use to complete the project. There may be additional files needed to complete the project.
- Click the **Download** button on the right to download a single file, or click **Download All Files** to download them all at once as a ZIP compressed file. The download process depends on your operating system, but you can usually choose to open or save the files, and you can choose a storage location.

- a. If you download individual files, navigate to the download location and open the instructions and the application file.
- b. If you downloaded a ZIP, navigate to the download location and extract the files, and then open them.
6. Once the files are downloaded, work through the steps of the project.
7. When you have finished, save and close the file as instructed and return to the presentation window. **DO NOT CHANGE THE NAME OF THE FILE.**
8. In Step 3, click the **Choose File** button.
9. Navigate to the location where the completed file is stored and click **Open**. The file name displays in Step 3.
10. Click **Upload**.

Word Chapter 1 Grader Project

**Office 2013/2016 Required:** This activity requires students to submit a project that they have completed in Office 2013/2016.

Download Starting Materials	Work Project on your Computer	Upload Completed Document	Submit Project for Grading
<p><b>1</b></p> <p>You must download the starting files available below. The file for this project will be unique to you, so make sure to save it where you know you can retrieve it easily.</p> <p><a href="#">Download Materials</a></p>	<p><b>2</b></p> <p>Follow the instructional steps to finish the project (point values can also be seen using the link below).</p> <p><a href="#">Preview Steps</a></p>	<p><b>3</b></p> <p>All done? Now upload the project file in preparation for our automatic grading and reporting process.</p> <p>✓ Success! <b>Weston_LMO_grader_W1a_solution.docx</b> is ready to submit for grading. <a href="#">Undo</a></p> <p><a href="#">Choose File..</a></p>	<p><b>4</b></p> <p>Detailed feedback and grades on the submitted project are added to your submission and will be made available via the gradebook and submission report screen.</p> <p><a href="#">Submit for Grading</a></p>

### The four steps for completing a Grader Project

11. In Step 4, click **Submit for Grading**. A message indicates if the submission was accepted.
12. Click **Close Project**.

## Viewing Grades, Progress, and Reports

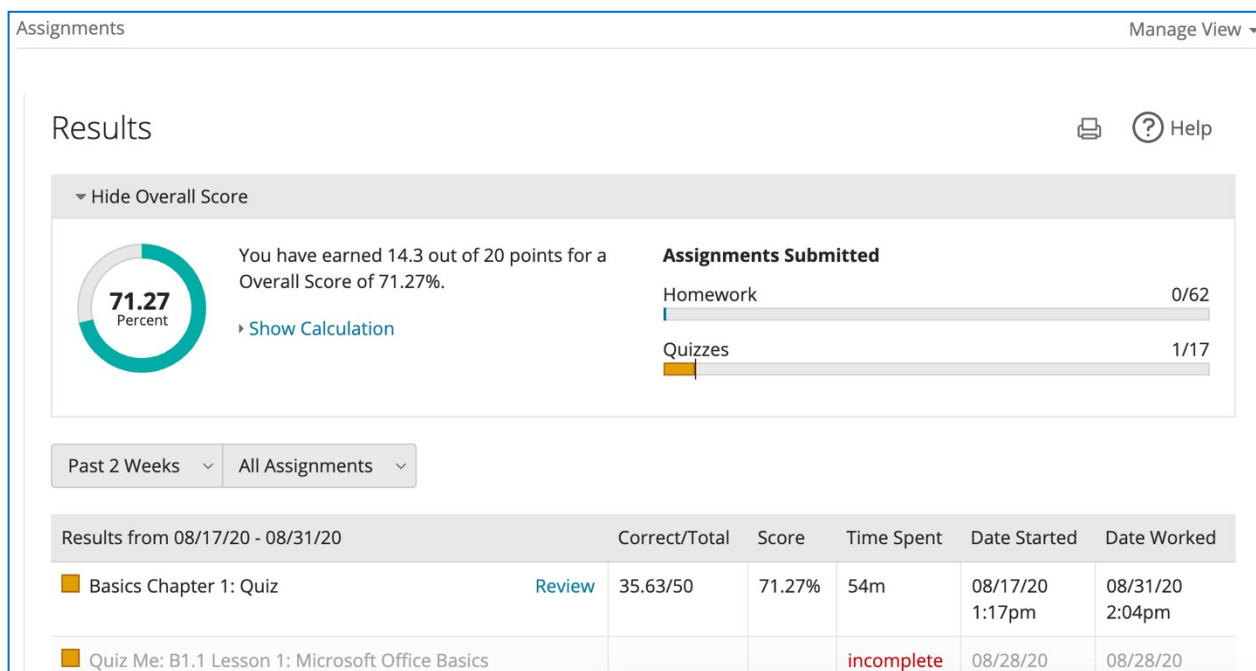
Grades are available almost immediately to both the student and the teacher.

Students use the Results page to track their scores and progress. You use the Gradebook to view the results for all students or for individual students.

To view results:

1. From the Main Menu, click **Results**.

The Overall Score displays in a graph on the left. It is a weighted average calculated using the average score for each category and the category's weight in points. The scores for individual assignments are listed below.



### A student's view of the Results page

2. Click **Show Calculation** to see how the Overall Score is calculated.

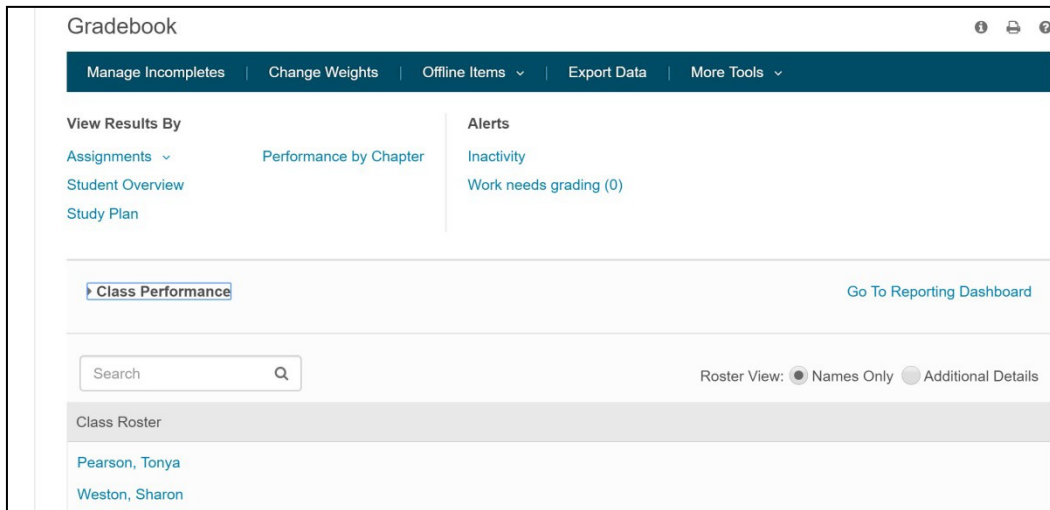
To review results for a specific assignment:

1. From the Main Menu, click **Results**.
2. Locate the assignment and click **Review** to the right of the name.
3. Near the bottom of the Review Homework page, below the table, click the assignment name. The review window opens. The display depends on the type of assignment, but it will show the total score and the number of earned points. It may show correct and incorrect answers and provide access to additional reports.



## Using the Gradebook

1. From the Main Menu, click **Gradebook**.



### The Gradebook

2. Under View Results By, click an option to select the items you want to view. For example, click Assignments and select to view Homework or Quizzes. At any time, click Back to Gradebook near the top of the window to return to the main Gradebook page.
3. Click Student Overview to see a summary of results for each student. (Note that your name is included in the class roster. Teachers automatically have a built-in student account.)

The screenshot shows the 'Student Overview' view in the SAVVAS Gradebook. It displays a table with columns for 'Class Roster', 'Overall Score', 'Homework', 'Quizzes', 'Tests', 'Other', and 'Study Plan'. The table includes data for the class average and individual students, including Pearson, Tonya and Weston, Sharon.

Class Roster ↑	Overall Score	Homework	Quizzes	Tests	Other	Study Plan
Category Weight	-	30 pt	20 pt	50 pt	0 pt	0 pt
Class Average	46.2%	98%	84%			
Pearson, Tonya	0%	--	--	--	--	--
Weston, Sharon	92.4%	98%	84%	--	--	--

### Student Overview in the Gradebook

4. Click a student's name to view results for that student only. Use the Review link to see the results for a specific assignment. Use the Actions Select drop down menu for options such as changing a score or deleting an assignment.



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