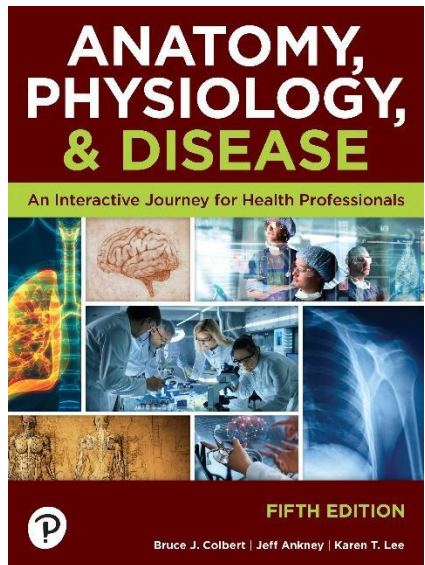


MyLab Anatomy, Physiology, & Disease, 5th Edition

Instructor Quick Start Guide



The first step towards using *MyLab Anatomy, Physiology, & Disease* is to 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.
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 MyLab platform where you can create your course.

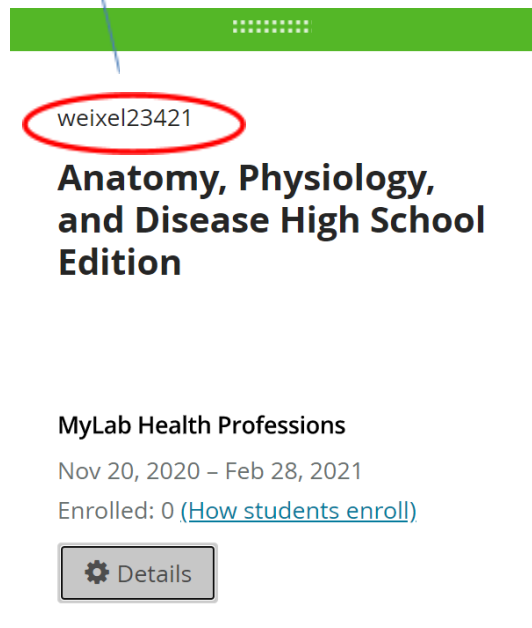
Creating the Course

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. (Medical Terminology High School Edition)
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 instance of the course.

Course ID



The screenshot shows a green header bar with a dotted pattern. Below it, the Course ID 'weixel23421' is circled in red. The course title 'Anatomy, Physiology, and Disease High School Edition' is displayed in bold. Below the title, the text 'MyLab Health Professions' is shown, followed by the dates 'Nov 20, 2020 – Feb 28, 2021' and the enrollment status 'Enrolled: 0 (How students enroll)'. At the bottom, there is a button with a gear icon and the text 'Details'.

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.

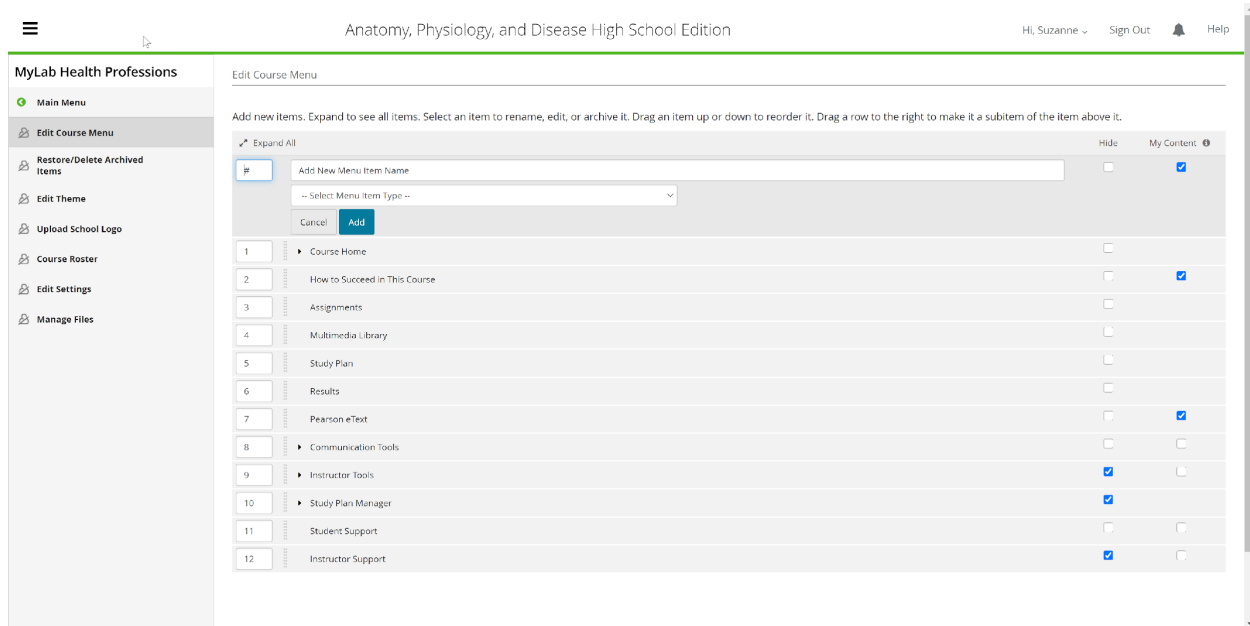
The Default Instructor Course Home page

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 Default Student Home Page

Customizing the Course Menu and the Home Page

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.



MyLab Health Professions

Anatomy, Physiology, and Disease High School Edition

Hi, Suzanne Sign Out Help

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


		Hide	My Content
1	Course Home	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	How to Succeed in This Course	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Assignments	<input type="checkbox"/>	<input type="checkbox"/>
4	Multimedia Library	<input type="checkbox"/>	<input type="checkbox"/>
5	Study Plan	<input type="checkbox"/>	<input type="checkbox"/>
6	Results	<input type="checkbox"/>	<input type="checkbox"/>
7	Pearson eText	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Communication Tools	<input type="checkbox"/>	<input type="checkbox"/>
9	Instructor Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Study Plan Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Student Support	<input type="checkbox"/>	<input type="checkbox"/>
12	Instructor Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Customize Course Menu Screen

Customizing the Student or Instructor Home Page

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.

Exploring the Main Menu

The Main Menu displays on the left side of the course window, by default. To toggle the Main Menu display, click the **Main Menu** button  in the upper left of the window.

For you and the students, the main menu provides access to the course materials, including Assignments, Results, the eText, and any multimedia components available with the course. For you, it also provides access to the Manage Course Options and the Instructor Tools.

Main Menu Options:

Manage Course

This option is not available to students. It gives you access to tools for customizing the appearance and settings for the course.

Choose **Manage Course**.

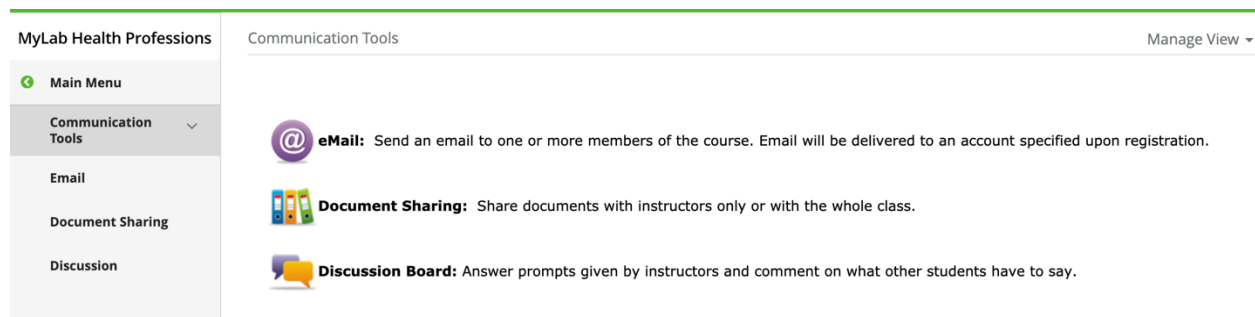
- Choose **Edit Course Menu** to customize the options that display on the menu.
- Choose **Restore/Delete Archived Items** to restore items such as Email that you have archived, or to delete them permanently. Note that you cannot restore deleted items.
- Choose **Edit Theme** to change the color scheme used in the course.
- Choose **Upload School Logo** to upload a picture to display above the course menu.
- Choose **Course Roster** to view, print, or export the list of enrolled students.
- Choose **Edit Settings** to access customization options for all aspects of the course, including the gradebook, calendar, tests, and study plans.
- Choose **Manage Files** to upload and download files for use with the course.

Course Home

This option displays the Course Home Page where you can make announcements and postings.

Communication Tools

This feature gives you the ability to communicate with students via internal email, document sharing or in a discussion board.



The screenshot shows the MyLab Health Professions interface. On the left is a sidebar with a 'Main Menu' button (indicated by a green checkmark) and a 'Communication Tools' dropdown menu. The dropdown menu is open, showing 'Email', 'Document Sharing', and 'Discussion'. The main content area is titled 'Communication Tools' and contains three sections: 'eMail' with an '@' icon and text 'Send an email to one or more members of the course. Email will be delivered to an account specified upon registration.', 'Document Sharing' with a folder icon and text 'Share documents with instructors only or with the whole class.', and 'Discussion Board' with a speech bubble icon and text 'Answer prompts given by instructors and comment on what other students have to say.' A 'Manage View' dropdown is visible in the top right corner.

Communication Tools

How to Succeed in This Course

This option provides a brief suggestion of the order to use each of the features of the course (Reading Assignments, Pretests, Animations, Case Studies, Posttests).

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:

- Reading assignments
- Pre- and post-tests
- Animation activities
- Case studies
- Labeling Games
- Matching Games

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.

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.

MyLab Health Professions Assignments Manage View

Anatomy, Physiology, and Disease Final 1_19 [0]

Homework/Test Manager

Create Assignment | Change Dates & Assign Status | Individual Student Settings | More Tools



Show All | All Chapters

View: ☐ Assigned ☐ Unassigned ☒ All

Order ↑	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
1	1	Chapter 1 Reading Assignment		✓	02/01/21		-- Select --
2	1	Chapter 1 Pre Test		✓	01/18/21	02/02/21	-- Select --
3	1	Chapter 1 Animation + Activity		✓	01/18/21	03/03/21	-- Select --
4	1	Chapter 1 Case Study 1 +			02/01/21		-- Select --

Assignments

To set 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.

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.
6. 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 Student course calendar.

Multimedia Library

This option provides access to media elements of the course. The media elements include:

- **Animations and videos** – video clips that support the content from the chapter covering anatomy, physiology, and medical conditions. Note you can also access the eText from the Multimedia Library.

MyLab Health Professions

Multimedia Library

My Courses
Manage Course
Course Home
Communication Tools
How to Succeed in This Course
Study Plan
Assignments
Multimedia Library
Pearson eText
Results
Student Support

Multimedia Library

Emergent Learning, Anatomy, Physiology, and Disease, 5e

To view the multimedia resources available for your textbook, make your selection(s) below.

Chapter: All Chapters

Section: All Sections

Media Type:
☐ Select All
☐ Animation
☐ eText Pages
☐ Video

Find Now

Multimedia Library

Pearson eText

- On the Main Menu, click **Pearson eText**.
- 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.

History
Notebook
Study

Anatomy Physiology and Disease
Final 1_19
Anatomy, Physiology, & Disease
BY BRUCE J. COLBERT

Welcome
Welcome
Copyright
Dedications
Contents
Special In-Text Features Directory Listing
About The Authors

ANATOMY, PHYSIOLOGY, & DISEASE

An Interactive Journey for Health Professionals

FIFTH EDITION

Pearson eText

eText - The Navigation Pane

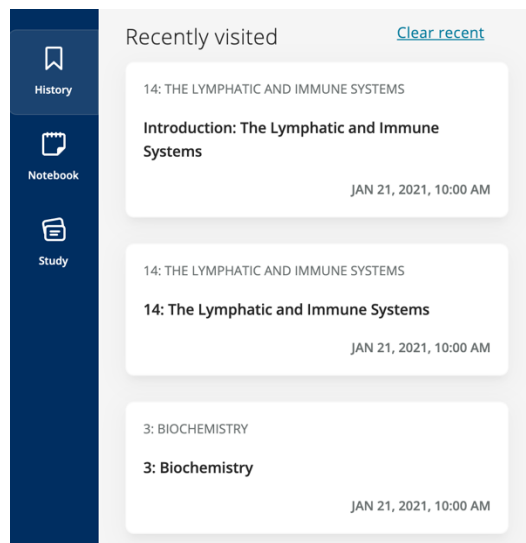
- Use the Table of Contents in the Navigation pane on the left to go to a specific chapter or lesson as shown below.

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.



The Defense Zone

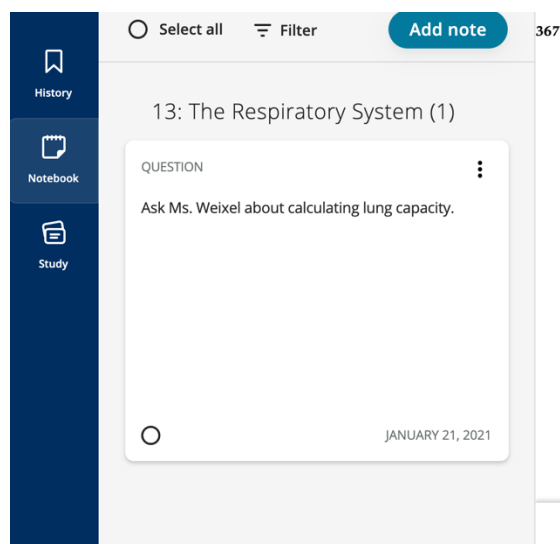
Although war may seem a harsh analogy to use, it is the reality of what happens when a potentially dangerous threat invades the body. Suppose that a nasty army of **pathogens** attempts to invade your body. First, it must get past your barriers. Many invaders will be repelled simply by your intact skin or the secretions of your mucous membranes. If the invader does get inside your body, it is recognized as *not* belonging in your body. This recognition stimulates a series of responses to neutralize the foreign invader. Weapons in the form of specialized cells are engaged by the immune and lymphatic systems to fend off the pathogens. In addition, the immune and lymphatic systems release powerful chemicals to help to fight off the invaders.

These chemicals also stimulate the inflammatory response and leave

eText History

eText - Notebook

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



Chapter 13

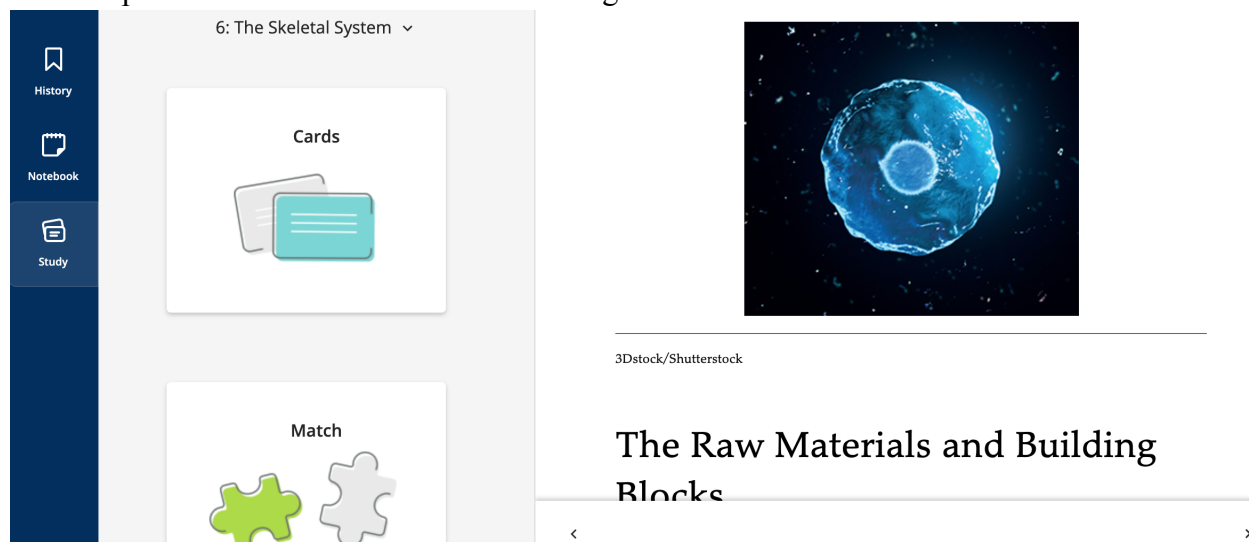
The Respiratory System



eText Notebook





eText Study Tools

Each chapter contains Flash Card and Matching activities.




eText Study Tools

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



- o 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.

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.

Student Support

This option provides technical support and a searchable database of help topics for students.

Instructor Support

This option provides technical support and a searchable database of help topics for teachers.

Instructor Tools

This option includes

- Course Home Manager – use for making announcements and postings
- 3 Steps to Success – additional tips for using the *MyLab* platform.
- Assignment Manager – make assignments, assign due dates.
- Gradebook – see instructions for using the Gradebook below.
- Roster/Course Details - lists all students enrolled in your course, and shows each student's name, email, role, status, and access information. You can also view a student's username, print the roster, and export the roster to a file.
- Course Settings – edit the details of the course including the instructor, dates, chapters to be covered, and testing options.
- Instructor Resources – use this option to access classroom presentations in PowerPoint as well as a Test Bank with *TestGen* software.

Viewing Grades, Progress, and Reports

Results

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

Results



▼ Hide Overall Score



You have earned 14.3 out of 20 points for a Overall Score of 71.27%.

► [Show Calculation](#)

Assignments Submitted

Homework 0/62

Quizzes 1/17

Past 2 Weeks ▾

All Assignments ▾

Results from 08/17/20 - 08/31/20

Correct/Total

Score

Time Spent

Date Started

Date Worked

■ Basics Chapter 1: Quiz

[Review](#)

35.63/50

71.27%

54m

08/17/20
1:17pm

08/31/20
2:04pm

A student's view of the Results page

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 Course Home page, click **Gradebook**. (Also available from **Instructor Tools**)

Gradebook

Manage Incompletes | Change Weights | Offline Items ▾ | Export Data | More Tools ▾

View Results By

Assignments ▾ | Performance by Chapter

Student Overview

Study Plan

Alerts

Inactivity

Work needs grading (0)

► [Class Performance](#) [Go To Reporting Dashboard](#)

Search

Roster View: ☒ Names Only ☐ Additional Details

Class Roster

Pearson, Tonya

Weston, Sharon

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.)
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.

Gradebook ⓘ 🖨 ?

Manage Incompletes Change Weights Offline Items ▾ Export Data More Tools ▾						
View: All Assignments ▾ <u>Student Overview</u> Study Plan Performance by Chapter						
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



Savvas.com
800-848-9500

Savvas is proud to partner with Pearson to provide the best Career and Technical Education products.

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