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**

weixel23421

Anatomy, Physiology, and Disease High School Edition

MyLab Health Professions
Nov 20, 2020 – Feb 28, 2021
Enrolled: 0 ([How students enroll])

[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: ![Hidden](image) indicates an item that is NOT visible to students.

![Customize Course Menu Screen](image)

**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.
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.

Creating an Announcement

Getting Started: MyLab Anatomy, Physiology, & Disease, 5/e
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.

Communication Tools

Getting Started: MyLab Anatomy, Physiology, & Disease, 5/e
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.
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.
Pearson 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.

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.

eText History

Chapter 13

The Respiratory System

Getting Started: MyLab Anatomy, Physiology, & Disease, 5/e
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

![Highlight Toolbar](image)

- 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.
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**)

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**Results**

**Assignments Submitted**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Correct/Total</th>
<th>Score</th>
<th>Time Spent</th>
<th>Date Started</th>
<th>Date Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basics Chapter 1: Quiz</td>
<td>Review</td>
<td>35.63/50</td>
<td>71.27%</td>
<td>54m</td>
<td>08/17/20 1:17pm</td>
</tr>
</tbody>
</table>
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.

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**Student Overview in the Gradebook**

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Overall Score</th>
<th>Homework</th>
<th>Quizzes</th>
<th>Tests</th>
<th>Other</th>
<th>Study Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Weight</td>
<td>-</td>
<td>30 pt</td>
<td>20 pt</td>
<td>50 pt</td>
<td>0 pt</td>
<td>0 pt</td>
</tr>
<tr>
<td>Class Average</td>
<td>46.2%</td>
<td>98%</td>
<td>84%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearson, Tonya</td>
<td>0%</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Weston, Sharon</td>
<td>92.4%</td>
<td>98%</td>
<td>84%</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

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