Learning Microsoft Office 2013 Deluxe Edition eCourse

ECourse Walkthrough

Entering your Course

1. Go to www.pearsoncustom.com/us/MSOffice2013
2. Click the link under Login. Enter your username and password and click Sign In.
3. On the My Courses and Testbanks page click the course name.
4. On the Program Administration page, click the Sections tab.
5. On the Sections tab, click the section name to enter the course. Today's View displays.

Today's View

On Today's View, the left side displays alerts and notifications, the middle displays messages, and the right displays the calendar and announcements. An Alarm Clock icon on the calendar indicates there is an assignment due on that date. You can click it to go to the Assignment. You can also click the Notification info to display details. So, if you click Idle Students, the student names display in the Message area.

Also note the **Go to Student View** Go to Student View button in the upper-right corner. Every teacher account includes a Student account (student_student) so you do not have to log out and log back in to see what a student sees.

To customize Today's View, click the **Customize** CUSTOMIZE button and select the options you want to use. Select a check box to display the item; or clear it to remove it.
The Welcome Message is a great way to communicate with students because it is the first thing they see when they log in. For example, you might enter the message "Check your to-do list for new assignments." Or even enter a list of assignments for the day, week, etc. You have to make it the default view, and

select the **Edit Welcome Message** and **Enable Welcome Message** check boxes, and then you can use the editor like any word processor. It shows up immediately. You can jump over to Student View to see it.

Course Materials

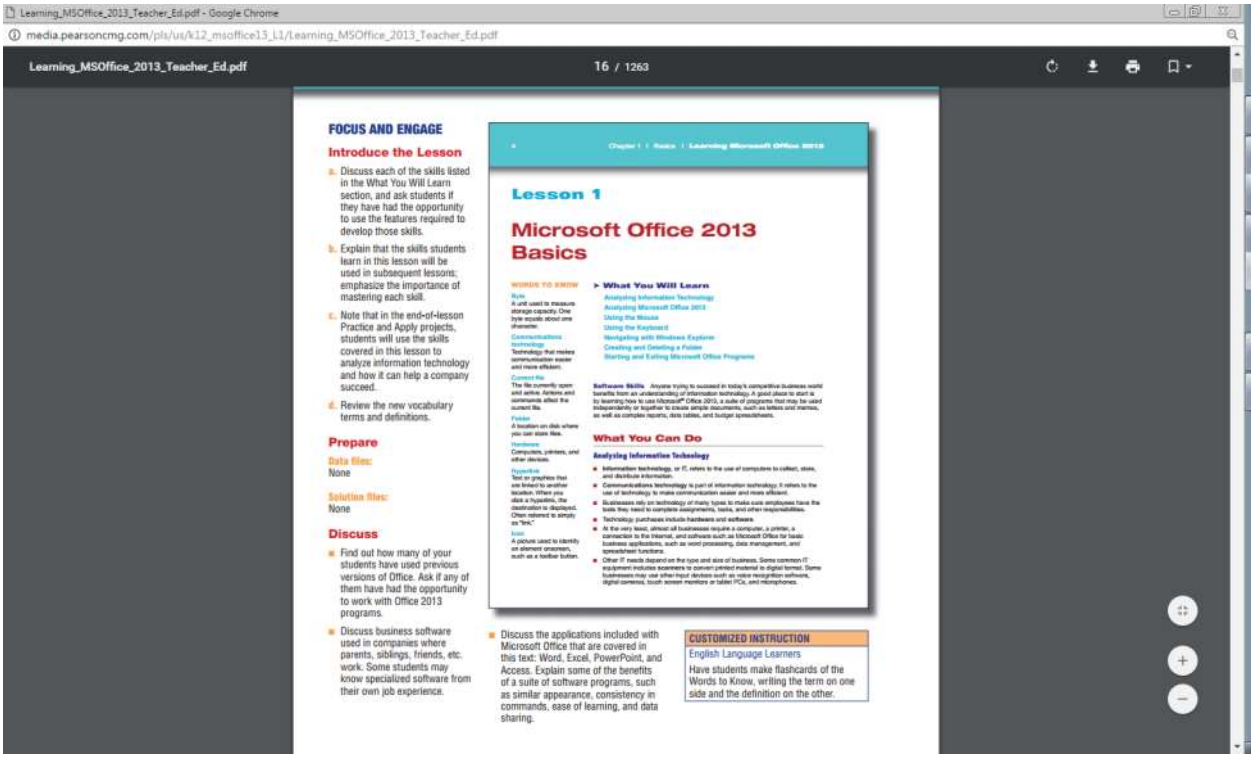
Click the **Course Materials** tab to explore all the content available in the course. On the left side is the Course Materials library. This includes way more information than you need, including all the background information used to create the course. You really do not need to use the left side at all. All the information you need is on the right side,
The content is organized in a hierarchy. Click a folder icon to see the items stored in that folder. Click a link icon to go directly to that link.

The Content

- **eText Learning Microsoft Office 2013 Deluxe Edition: Level 1** Click this link to open the eText in the Pegasus platform, starting at the front cover.
- **Learning Microsoft Office 2013 Deluxe Edition: Level 1 by Section** Click this to open a folder listing the sections of the book; click a section to view the chapters. Click a chapter to view all content available for that chapter including:
  - **Overview Document.** A Word document describing the chapter content.
  - **Overview Video.** A video describing the chapter content.
  - **Lessons** Click a lesson to see links to the eText for that lesson, all Try It skill videos, and the File Upload activities for that lesson. Upload activities are used like a dropbox so students can upload completed Try It project files to you for grading.
  - **End of Chapter Projects and Tests** Click to list folders for the automatically graded chapter concept tests, upload activities for the end-of-chapter projects, and automatically graded grader projects.
  - **Procedures** (.pdf) Click to access procedures for the chapter.
  - **Interactive Puzzles** These are a variety of puzzles and games such as crossword, drag-and-drop, labeling, and matching.

Back in the main Course Materials list, you will also find folders for

- **Student Data Files** Links to zipped data files for each section. Students are also able to access these from point of use links in the eText.
- **Student Resources** Student Resources include:
  - **Arranging Program Windows** (.doc)
  - **Introduction to Computers and the Internet** (.pdf)
  - **Career Skills** (.pdf)
  - **Career Clusters** (.pdf)
  - **Career and Technical Organizations**
  - **21st Century Skills** (.pdf)
  - **Language Arts Review** (.pdf)
  - **Math Review (.pdf)**
  - **Keyboarding Essentials** (.pdf)
  - **Glossary**
  - **Spanish Glossary**
- **Teacher Resources** Teacher Resources include
  - **Learning Microsoft Office 2013 Level 1 Deluxe Teacher's Wraparound Edition** (.pdf). This is the student edition wrapped on three sides with lesson plans, teaching tips, discussion topics, customized instruction for different levels of learners and much more.

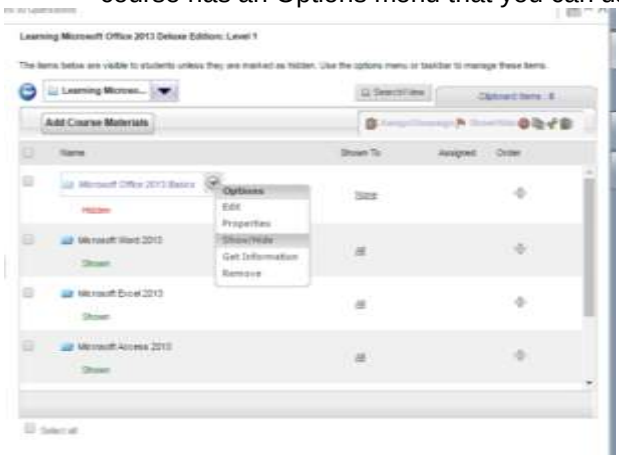


- **Grader Projects Solution Files**
- **Solution Files**
- **Application Test Bank**
- **MOS Resources**
- **Excel Lesson Overview Videos**
- **Visual Aid PowerPoints**
- **Handbook for Teacher English Language Learners**
- **Level 1 Pacing Guide**
- **Procedures for Missing Grader Project Skills**

Show/Hide Content

Anything marked **Shown** is displayed ion the Course Materials tab in Student View. Anything marked **Hidden** is not displayed. In Instructor's View, it doesn't matter if it is marked Shown or Hidden. You can view and access it all.

- To toggle from Shown to Hidden rest the mouse pointer on it to display the down arrow, click it to display the Options menu and click Show/Hide. Note that pretty much everything in the course has an Options menu that you can use to get all the feature you need.



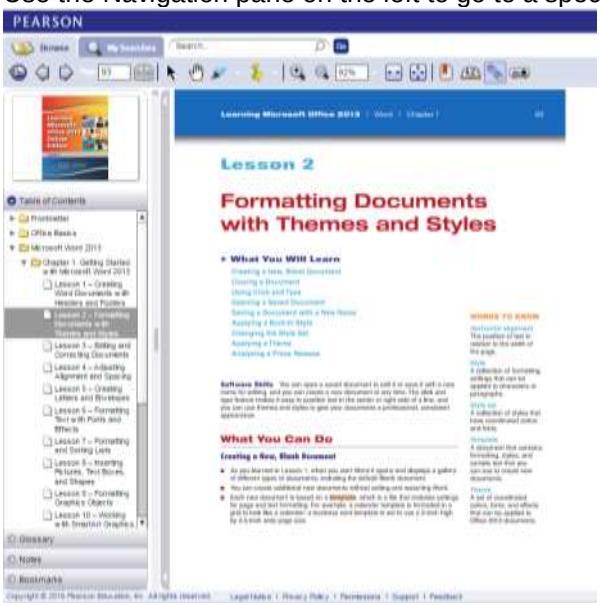
- Alternatively, you can click to select the check box next to the item you want to change and then click the **Show/Hide** Show/Hide buttonto toggle the Status.

Using the eText

From the Course Materials page, click **<u>eText Learning Microsoft Office 2013 Deluxe Edition: Level 1</u>**.
Or

- Click **eText by Section** and then navigate to the lesson of your choice.

Use the Navigation pane on the left to go to a specific chapter or lesson.



The Toolbar

Use the toolbar buttons to access tools, such as the highlighter, notes, bookmarks tools, and zoom. Other tools let you change the view, go to a specific page, or scroll forward or back. Rest the mouse over a toolbar button to display a ScreenTip.

Search

- Type the search term in the Search box and click **Go**, then click the location in the Search results list.
- Use the "Limit Results To" drop-down menu to narrow your search.
- Click **Browse** to go back to the eText.
- Click **My Searches** to display a list of previously-used searches

Bookmark

- To add a bookmark, click the Bookmark tool .
- To view a list of bookmarks, click Bookmarks in the Navigation pane (usually below the Table of Contents.). Click a bookmark in the list to go to that page.
- To delete a bookmark, go to the marked page and click the Bookmark tool .

Scroll

To scroll through the eText, use the **Next Page** or **Previous Page** buttons on the toolbar, or click the **Next Page** or **Previous Page** bar along the sides of the page.

Highlight

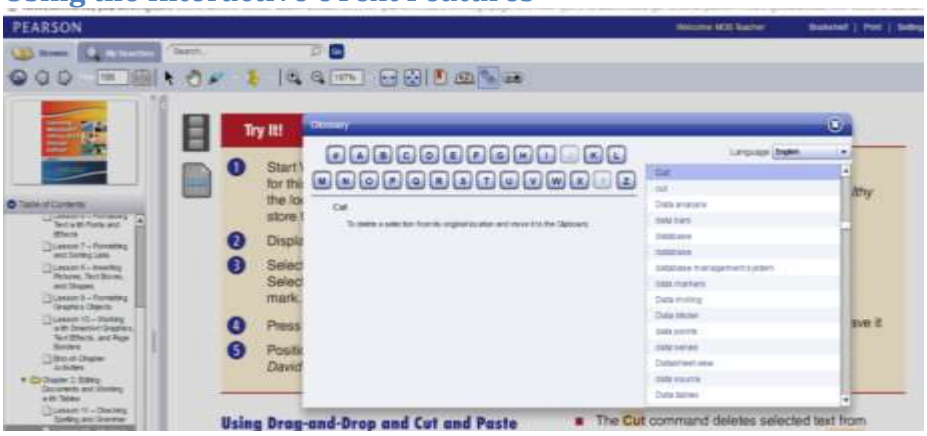
- Click the **Highlight** tool and drag to select the text to highlight.
- To show or hide highlights, click the **Highlight** tool drop-down arrow, and click the option.
- To delete a highlight, double-click it highlight and click the "X" button on the top right-hand corner.
- To resize a highlight, double-click and drag to your desired size.

(Highlights inserted by an instructor display in a different color from highlights inserted by the student.)

Add Notes

- To add a note, click the **Note** tool , then click on the eText where you want to insert the note, and type. Click Save to save the note; click Close to Close it; click Edit to edit it or to delete it.
- To show or hide notes, click the **Note** tool , drop-down arrow, and click the option.
- To delete a note, double-click it, click Edit and then click Delete.
- To view a list of notes, click Notes in the Navigation pane (usually below the Table of Contents.). Click a note in the list to go to that page.
- Use the Notes Manager to search for a note, export a note to your desktop, or print your notes. Click the **Note** tool , drop-down arrow and click Open Notes Manager,

Using the Interactive eText Features



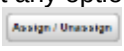
- Click a highlighted key term to view the pop-up glossary.
- Click a Video Clip symbol to play a video.
- Click a File Icon symbol to open a data file.

  If video clips do not play, you may need to enable pop-ups, or you may be missing a plug-in. Use the Pearson Browser Tune Up Link to diagnose the problem: http://browsertuneup.pearsoncmg.com/browser_tuneup.html

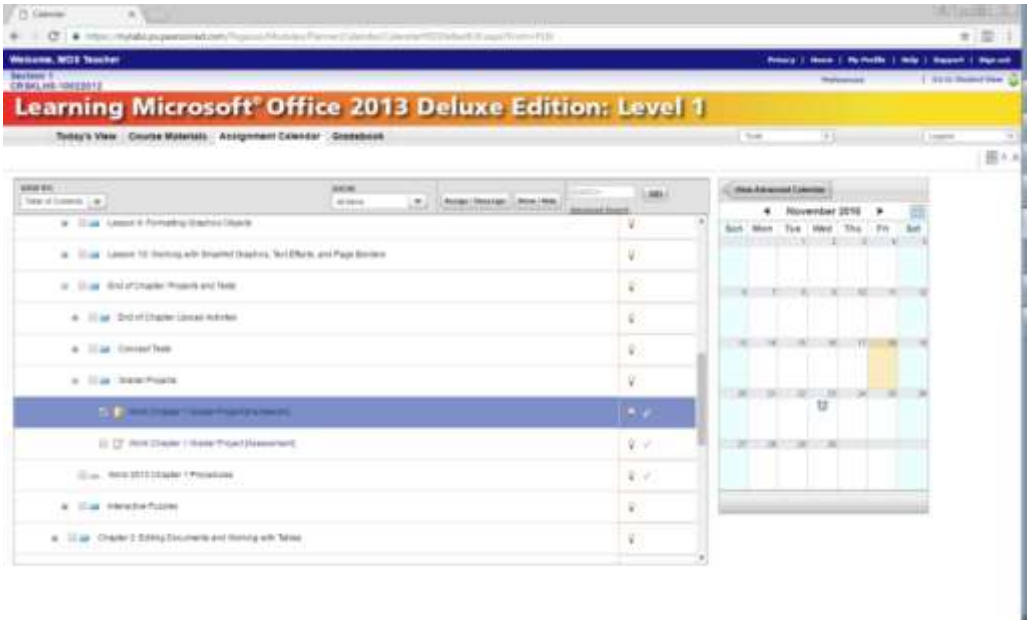
Creating Assignments

- You can assign any content that is included in the course, including etext, overview videos, puzzles, student resources, and assessment activities.
- Assigned items display on the student's To-Do list. Depending on the settings, once an item is completed it moves off the To-Do list on to the Completed list.
- There are three basic types of assessment activities you might assign:
  - **File Uploads**. These are used by students to submit the files they complete while working through the Try It, Practice, Apply, Critical Thinking, and Portfolio Builder projects found in the text. These are not automatically graded. Once they are submitted, you can review them and assign a grade if you want. The grade is entered in the gradebook
  - **Concept Tests**. There are two concept tests for each chapter. They are basically the same, so you might use them for different sections or as a make up. Each has 20 questions and they are automatically graded as soon as the student completes and submits them.
  - **Grader Projects**. There are two grader projects for each chapter. They are identified as Homework and Assessment. They are similar but not the same. Grader projects are step-by-steps projects that the student completes live in the application and then submits for grading. Grading is automatic and immediate and there are multiple reports that explain the grades.
- It is important not to just assign whole sections of the course because every item in the section will be assigned. Students will end up with 300 or more items on their to-do list. Only assign the specific things you want the student to do. For example, instead of assigning an entire lesson, you might assign the etext for that lesson and a file upload activity for that lesson. You might assign one chapter concept test and a grader project, or a crossword puzzle.

To create an assignment:

1. Click the **Assignment Calendar** tab. Note that the hierarchy is the same as on the Course Materials tab. There are also tools for filtering and searching so you can quickly get to the item you want to assign.
2. Locate the item you want to assign.
3. To assign it without any options, such as a due date, click to select it, and then click the **Assign/Unassign** 

button. A blue checkmark to the right indicates it is assigned and it displayed on the student's to-do list.



4. If the only option you want to apply is a due date, you can drag the item from the list on to the calendar.
5. To assign it with options, rest the mouse pointer on it and click the down arrow to open the Options menu.
6. Click **Assignment Properties**.
7. Select the options you want to apply. For example, click the Assign with a due date check box and then click a date on the calendar. You can also restrict the availability, assign something to individual students (such as extra credit or make up work), and expand the Advanced Options to apply the assignment to multiple course sections.
8. Click Save.
9. To see an assigned item on the Student's to-do list, click the **Go to Student View** Go to Student View button, click the **Assignments** tab, and click **To Do**. Click the **Return to Instructor View** button Return to Instructor View to get back.

Using a Grader Project

1. Click the project to open the Test Presentation window. This window displays the steps for using the grader, and also step-by-instructions for completing the project.
2. Click **Download Files** to download the application 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.
3. Click the down arrow 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.
4. Once the files are downloaded, work through the steps of the project.
5. The instructions can be printed, or you might choose to arrange the windows side by side to read the instructions while working in the application. Follow the steps exactly as written.
6. When you have finished save and close the file and return to the Test Presentation window. DO NOT CHANGE THE NAME OF THE FILE.
7. Click **Upload Completed File**.
8. Click **Browse** and navigate to the location where the application file is stored.

9. Select the file to upload, and click **Open**.
10. Click **Upload**. When the file is uploaded, the Test Presentation window displays.
11. Click **Finish: Submit for Grading**. A message indicates if the submission was accepted.
12. Click **Return to Course** to close the window.

The grade is available almost immediately to both the student and the teacher. An icon indicates if you passed. To see detailed reports,

1. Click the **Grades** tab.
2. In the navigation pane on the left, navigate to and open the location where your instructor placed the Grader Project.
3. Click the drop-down arrow and click View All Submissions to see the Scorecard report. The Scorecard shows each step in the project, the total number of points available, and the total number of points the student earned.
4. Click Marked-up Report to see the completed file with green checkmarks indicating where a step was completed correctly, and a red X indicating where a step was missed. From the marked-up report you can choose to download the submission with Live Comments, which are detailed comments about each step, showing what was completed correctly and what was missed.
5. Click Summary report to see only the steps where points were deducted.

Using the Gradebook

- By default, the gradebook display a cumulative grade for all enrolled students.
- You can navigate to a specific assessment to see grades and reports for that item.
- Navigate to items using the hierarchy on the left, or by clicking View Filters and filtering for items.
- For example, you can View Filters > Title Search and enter grader to display the grades for all grader projects, or enter Word Chapter 2 Concept to display the grades for all Word Chapter 2 concept tests.
- Once the assessment activity is displayed, rest the mouse pointer on the grade and click the down arrow to display the options menu. You can edit the grade, view the submission, or send a message.
- The Gradebook tab also provides access to your roster and to reports.

General Instructions

Following are general instructions for using some of the key features of the program. This is not intended to be a complete guide to all features.

Switching Views

- Click the **Go to Student View** button 

in the upper-right corner.
- Click the **Return to Instructor View** button 

in the upper-right corner.

Accessing the Help Program

- Click **Help** on the menu bar in the upper-right corner of the course window. It is context sensitive, so opens to information about the current task. Use the Table of Contents or Search to locate different topics.

Returning to the Program Administration Page

- Click Home on the menu bar in the upper-right corner of the course window.
  (From the Program Administration page, click View all Programs to return to the My Courses and Testbanks page.)

Sign Out

When you are finished using the eCourse, you should sign out.

1. Click **Sign out** on the menu bar in the upper right of the screen.

Registering a Code

When you receive a new access code, go to www.pearsoncustom.com/us/MSOffice2013.
You can use the Getting Started link on the left side of the window, or follow these steps.

1. Under register, click “Click Here”.
2. Click “I Accept” to continue.
3. Click “No” and enter the requested information, including entering the code.
4. Click “Next”.
5. Fill out the required information form and then click “Next”.
6. Close the dialog box or click "Log in Now."
7. Click “Log In Now”.

Setting Up a course:

1. After registering a code, log in to your account. The My Courses and Testbanks page displays.
2. Click "Create a Course."
3. Click the “Browse by Discipline” drop-down arrow, click “Computing” and then click Next.
4. To the right of the course name, click “Select Program”.
5. Type a name for the course, such as *Microsoft Office 2013 eCourse* and then click “Finish”. The course displays on the My Courses and Tutorials page.
6. Click the course name to display the course Program Administration Templates page. It will take a few minutes for the system to prepare the course template, and you may have to refresh your browser page.
7. Once the template is ready, you can create sections on the Sections tab by clicking Add Section and filling in the form. Each section has a unique Course ID. Students and teachers will use the Course ID to enroll in the correct section. The name you give the section displays on the Student's My Courses and Testbanks page.

Enrolling in a course (for students, and teachers not acting as the Program Administrator):

1. After registering a code, log in to your account. The My Courses and Testbanks page displays.
2. Click "Enroll in a Course."
3. Enter the Course ID and click Submit.
4. Confirm the information and click Finish.
5. The course displays on your My Courses and Testbanks page. Click it to enter the course.