


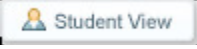
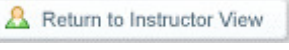


To help you get started quickly in MyNursingLab, here are **The Basics**.

- Go to www.mynursinglab.com to access your instructor account. Click on **Instructors** under **LOGIN if you have an existing account**. Enter your assigned **Instructor Login Name** and **Password**.
- If a **Course** does not appear in the My Courses area, go to the right side of the screen to Search Catalog and Create Course. Enter search criteria, then select your course on the next screens. You will have a chance to name your course, select course date ranges, and enter a description if you'd like.
- Once you have clicked on your course to enter MyNursingLab, you can navigate and organize your course using the horizontal tool bar across the top of the course. Each tab - **Course Content, Today's View, Gradebook, Communicate, Preferences, Search** - includes a pull down menu of options.
- Basic program navigation is as follows:
 -  This green arrow returns you to a level above on the same screen.
 -  This red arrow returns you to the previous screen.
 -  This "order" icon allows you to drag and drop the item to a different location
 - Options menus drop down beside many course labels when you hover your cursor over the name of an item and click on the down arrow. For example, on the first MyCourses page, hover your cursor over the name of a course and an option menu drops down allowing you to Open, Edit Course Info, Copy as Instructor Course, or Mark for Deletion.
- The **Course Content** screen usually opens first. Here, you can manage assets (Student Study Plans and other student materials, plus all the instructor resources) for your course. You can toggle between the Instructor view and the Student view. You can see exactly how the **Course Content** is displayed for the students by clicking on the  button in the upper right corner. To switch back click on the  button.
- **Course Content** includes:
 - 1) **Add from Content from Library**: This tab displays the split view consisting of both the **Content Library** (left side) and **My Course** (right side) screens. The **Content Library** is the "warehouse" of all content available for the course. **My Course** is the content you have chosen (or left in) for a particular course – this is what students will use. From this view you can add selected content from the **Content Library** to **My Course**. The **My Course** window displays a snapshot of what students see in their **Course Content** window.
 - 2) **Organize Content**: This tab displays an advanced view of **My Course**, from which you can create notes and further customize the **Course Content** view for students.

- 3) **Assign Content**: This tab displays the split view of **My Course** and **Calendar**. From this view you can assign content items to a specific date in the **Calendar**.
 - 4) **Organize Calendar**: This tab displays a split view of **Calendar** and **My Course**. From this tab, you can view assignments that have due dates, set the order of the assignments, and move assignments from one date to another.
 - 5) **Manage Question Library**: This tab displays a view of the Question Library. From this view, you can manage the questions used in your course
- The **Content Library** (left side) contains all of the available assets for your courses provided by the publisher. Not only can you edit pre-made content, you also can add your own content to the **Content Library**, which then can be made available in your course.
 - To add content, it is recommended that you create a new folder in the **Content Library** and add all of your original materials and assignments to that folder. This will help you find and assign this content to your course. All content added to the **Content Library** can then be selected and added to the **Course Content** (right side) which is the view that students will see.
 - The **Today's View** includes two main areas:
 - 1) **Notifications**: The Notifications area on the left includes five sections – Welcome Message, Announcements, To Do, Alerts, and Performance -- which are all customizable.
 - 2) **Calendar**: The Calendar area provides a quick snapshot of assignments, by date.
 - The **Gradebook** will list all your students by name as they enroll in the course. The **Custom View** in the Gradebook summarizes the grades for your students' Pre and Post Tests on one screen.
 - You can work through MyNursingLab to experience the course as students would by clicking on the Student View button in the upper right hand corner. If you complete any tests or activities as a student, grades for your **instructor's student account** will be listed as **_Student, _Student** in the Gradebook, but will NOT be included in the Reports, as they may skew the results.