Instructor User Guide

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Getting Started

Using MyNursingLab™

Getting Started in MyNursingLab™

MyNursingLab™ is a centrally hosted application that allows you to deliver online assessment and review material, use study plans, and access detailed reporting across students and activities. MyNursingLab also provides basic course management capabilities in the area of course organization, grades, communication, and personalization.

Contacting MyNursingLab Faculty Support

MyNursingLab Faculty Support Specialists are available to assist you, as an instructor, on the phone, via email, or online. If you need technical assistance, or if you would like to ask a question or submit feedback about MyNursingLab, please visit http://www.MyNursingLab.com and then click Support, then Instructor Support.

Call 877-MNL-Prof or 877-665-7763 for direct technical support.

Register

Before you register, take a minute to be sure you have the following items:

1. **Valid email address**: You must have an email address to register. After you register, you will receive an email message at the address you provide, confirming your personal login name and password.
2. **Access code**: An access code looks similar to this: PSPMIL-CHILI-KENJI-EDDIE-AKIRA-WAHOO

   Instructors need an instructor access code; TAs need a student access code.

   If you are an instructor and do not have an access code, contact your Pearson Education representative for help in obtaining a valid access code.

To register for your course go to www.mynursinglab.com

1. Click the **New User, Instructor** link, located on the left side of the screen.
2. Click on Register if you have an access code, or Request Access to get a code
3. You must read, review, and accept the licensing and privacy agreements.
4. Click to **Accept** the licensing and privacy agreements. If you choose to **Decline**, you will be given alternate instructions on how to proceed.

   The Access Information screen opens.
5. Follow the on-screen instructions to continue with the registration process. When registering for the first time, you must create a login name and password.

   After you complete the registration process, you will receive a confirmation email that contains details on your account.

Logging In

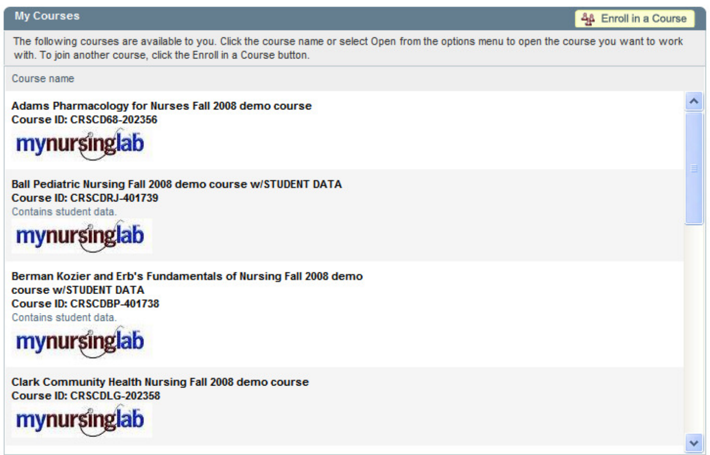
When you log in, the application validates your login name and password, and opens your home page.

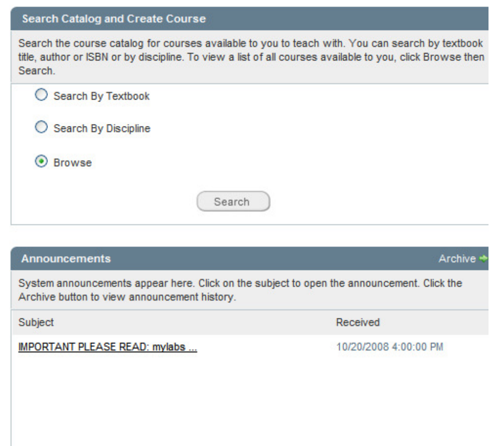
***Note**: Before you can log in, you must first register. See above. If you have forgotten your login name or password, you can click the link on the login screen to request to have this information emailed to you.*

To log in to MyNursingLab:

1. Go to www.mynursinglab.com and click on Existing User, Instructor
2. On the login screen, enter your Login Name and Password. Note that passwords are case-sensitive.
3. Click **Login**. The **My Courses** page opens. You're my Courses page will be blank at first.

My Courses page





- **Welcome Banner** (not viewable in the picture above) - displays at top of page, with a welcome message and links to Help, Support, and more. The available links are common to all pages in the application.
- **My Courses** - displays the enrolled courses you can open and a button that lets you enroll in new courses. The area is blank until you are enrolled in a course or have created a course.
- **Search Catalog and Create Course** - enables instructors to create new courses (this is not viewable to students when they log in)
- **Announcements** - displays new announcements posted by Pearson Education. To view the announcement details, click the Subject or the Received date link. After the announcement is open, click the back arrow or the announcement subject to return to the Student Contents page. To view the announcement history, clicking the **Archive** link.

Logging Out

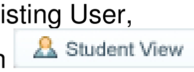
To log out of MyNursingLab:

- Click **Logout** in the upper-right corner.
  - Your session ends and you see the login screen.

***Note**: If your session is inactive for an extended period of time, an alert message displays. If you do not respond to the alert within two minutes, the session automatically ends and you are redirected to the login screen.*

Logging In as a Student

Every instructor course has a “pseudo” default student account (_Student, _Student) who is the first student user enrolled in the course. This student user enables you to view and work through the course as a student would.

1. To access student view, log in as you normally would, as Existing User, Instructor, open a course, and click the **Student View** button 

located on the far right of the toolbar. The display changes to a fully-functional student view. You can work through the course as a student would.

***Note:** While you can see any grades accrued as _Student, _Student, these grades are not tracked and recorded in any of the course reports.*

2. To switch back to instructor mode, click **Return to Instructor View**.

Creating a New Course

You create a new course by selecting it from the course catalog. Only instructors have access to the course catalog

Selecting a Course from the Catalog

1. On the Student Contents page, in the **Search Catalog and Create Course** area, choose your search criteria:
   - **Search By Textbook**: Enter the textbook author, title, or ISBN.
   - **Search By Discipline**: Select Nursing.
   - **Browse**: View all available courses.
2. Click **Search** to display the results on the **Select Course** page
3. Select the appropriate course.

Entering Course Information

After you select a course from the catalog, on the **Enter Course Information** page, you enter the course name and description and select the course start and end date, which controls when the course is available to users.

1. Enter the name of your course in the **Name** field.

   The name you enter will appear on the Student Contents page for any students or co-instructors that are enrolled in your course.

2. To select the **Start date**, click the calendar icon and choose the date on which you want users to be able to enroll in your course.
3. To select the **End date**, click the calendar icon and choose the last date on which you want users to access your course.

   You may want to set the date after the last day of class in order to allow students to complete any makeup work.

4. (Optional) Enter a description for your course in the **Description** field.

Descriptions can help you distinguish one online course from another, similar course.

5. To create your course, click **Create Course**.

   You will receive email notification after the course has been created.

Note: *To edit the course information after the course has been created, from the Student Contents page, scroll your cursor over the name of the course, and select **Edit Course Info** from the options menu for the course.*

After you create a course, the program automatically creates a unique Course ID that identifies your course. The Course ID# is right under the name of the course. You will distribute this Course ID to any students, teaching assistants, or instructors that you want to enroll in your course.

Allowing Students to Enroll in Your Course

After you create the course, note the Course ID# listed under the name of the course. A course ID looks like this – note that it case sensitive and usually includes a hyphen:

Course ID: CRSCD68-202356

The student enrollment process is as follows:

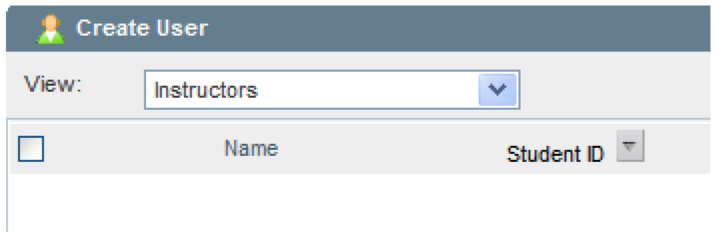
1. Go to www.mynursinglab.com
2. Click the **First Time User, Student** link, located on the left side of the screen.
3. Click on **I Already Have an Access Code** (if they bought a new book in the bookstore the code was likely packaged with the book) or **I Need to Buy Access**.
4. They must read, review, and accept the licensing and privacy agreements.
5. Click to **Accept** the licensing and privacy agreements. If they choose to **Decline**, they will be given alternate instructions on how to proceed.
   i. The Access Information screen opens.
6. Follow the on-screen instructions to continue with the registration process. When registering for the first time, they must create a login name and password.
   ii. After you complete the registration process, you will receive a confirmation email that contains details on your account.
7. After registering, students return to www.mynursinglab.com
8. Click on Existing User, Student and log in. **NOTE:** The first time students log in as existing users, they will see a **Self Study** course in their account. They SHOULD NOT open and work in the **Self Study** course – they should continue the enrollment process to enroll in the instructor's course with a course ID#. The Self Study version of the course will become active for the student after the instructor led course ends (as determined by the instructor when setting up the course dates.)
9. On the Student Contents page, click Enroll.
10. Enter the Course ID# from the instructor course, Submit, and then Confirm.

Allowing Other Instructors to Enroll in Your Course

Commonly in nursing, several instructors teach the same group of students, and may want to use the same MyNursingLab "master" course. Here are the steps to enroll other instructors as co-instructors in your course after you have created the master course:

1. Each co-instructor registers following the directions under Register above

2. The co-instructor logs in and selects Enroll on the My Courses page.
3. Enter the Course ID# of the “master” course, Submit, and Confirm.
4. Next, the instructor who set up the master course logs in.
5. Open the master course in which the co-instructors will be teaching, and select the Gradebook tab in the grey bar across the top of the screen.
6. Under the Gradebook tab, select Manage Roster, then View Instructors:



7. Check the box in front of the name of the new instructor, then click Grant Access on the right side of the screen. The co-instructor now has full instructor privileges in the master course.

MyNursingLab Tools

After you have created a course or enrolled as a co-instructor in a course, you can begin exploring the contents of the course. To navigate through your course, use the tabs in the horizontal toolbar across the top of the course. By default, MyNursingLab has six main tools (or tabs) for instructors:

1. The **Today's View** tool helps you organize and manage your course information. It contains a Notifications list that displays new messages and announcements, as well as alerts for overdue work, late submissions, idle students, and more. .
2. The **Course Content** tool provides access to four key subtools related to managing course content, your content library, and more. The four subtools include:
    - Add Content from Library allows you to view content available in the Content Library, create folders to organize your course, assign content to students in your course. This is the default view.
    - Organize Content allows you to view your course just as your students will; from this view you also can create folders to organize your course, assign content to students in your course
    - Assign Content allows you to schedule activities on the Course Calendar.
    - Organize Calendar allows you to view assignments on the Course Calendar, set the order of assignments, and change due dates.
    - Manage Question Library allows you to view and manage the questions used in your course. With the Question Library tool, you can add, delete, copy and paste, edit, preview, or try out course questions.

3. The **Gradebook** tool provides access to four key subtools that allow you to view student grades and submission, manage the student roster, and run reports. The three subtools include:
    - Grades allows you to view the grades for the assignments students have submitted. From the Grades tool, you can view student submissions, generate reports, or send a message to one or more students.

- Custom View allows you to view the pre and post test scores for all students. You can also add your own custom grade columns.
- Manage Roster allows you to view a list of users in a course, download rosters, and more.
- Reports allows you to generate a number of different reports for activities and study plans, so you can track and review student performance.

If you click the Gradebook tool button, it defaults to the Grades view.

4. The **Communicate** tool provides access to two key subtools that allow you send, receive, and manage mail messages to and from students and instructors, as well as to create announcements to be viewed by students in your course. The two subtools include:
    - Mail allows you to create and send messages to instructors and students, receive and read mail and announcements, and draft messages to send at a later date or time.
    - Announcements allows you to manage course announcements.

    If you click the Communicate tool button, it defaults to the Mail view.

5. The **Preferences** tool to customize MyNursingLab features to best match your course needs.
6. The **Search** tool allows you to search for course content like questions, activities, and resources within the current course.

If one of these MyNursingLab tools has a submenu (or subnavigation), a drop-down menu will display when you point to the main button in the horizontal toolbar across the top of the course. For example, pointing to the Course Content tab also provides access to the Content Library, Course Content, and Manage Question Library via a submenu. Pointing to the Gradebook tool provides access to Grades, Custom View, Manage Roster, and Reports via a submenu.

Using the Content Editor in MyNursingLab

The **Content Editor** provides basic formatting and editing tools, so that you can customize the look of items you create in MyNursingLab. The Content Editor is available when creating and editing objective-based questions in the Question Library, adding HTML pages to the Course Content, adding start and end messages for activities, composing mail and announcements, and more. For information on the Content Editor, see later sections of this manual.

Using Options Menus in MyNursingLab

Throughout MyNursingLab, you will note contextual option menus that display when you move the mouse pointer over items such as assignments, folders, grades, and so on. Clicking an options menu icon will display a small menu, with options specific to the item. Clicking the desired option will perform the associated function. To learn more about the options available on options menus throughout MyNursingLab, see later sections of this manual.

MyNursingLab Icons

Throughout MyNursingLab, icons are used to communicate information visually. To learn more about the icons used in the MyNursingLab system, see later sections of this manual.

System Requirements

Supported Operating Systems

MyNursingLab™ supports the following Operating Systems

- Windows XP
- Windows Vista
- Macintosh® OS 10.5

Supported Web Browsers

MyNursingLab supports the following Web browsers:

- Internet Explorer 6.0
- Internet Explorer 7.0
- Safari 3.1.2+

***Note**: MyNursingLab does not run on Firefox.*

Screen Resolution

MyNursingLab is best viewed with a screen resolution of 1024x768 pixels.

Hardware

Memory [RAM]: 512MB or higher recommended; 256MB minimum requirement

- Windows XP: 512MB or higher recommended; 256MB minimum requirement
- Windows Vista: 1GB RAM*

Processor*

- Windows XP: 1.4Ghz processor
- Windows Vista: 2.0Ghz processor*

Sound Card

- Any MCI compliant sound card

***Note:** The increase in the requirements for Vista are due to the additional memory and CPU overheads imposed by the operating system itself.*

Internet Connection

MyNursingLab is best used with a broadband connection (cable or DSL) or higher.

Plug ins

MyNursingLab uses the following plug ins:

- Flash
- QuickTime
- Adobe Reader
- PowerPoint or PowerPoint reader

Supported File Types / Formats

In MyNursingLab, you can upload a wide range of Web-compatible file types, including HTML, Microsoft Office Documents, Flash™, and more. MyNursingLab supports the following file types / formats for file uploads:

- Image formats: JPEG, JPG, GIF, BMP, TIFF, PNG, EMF, ICO, WMF.
- Audio formats: MID, MIDI, WAV, RAM, MP3, WMA.
- Video formats: WMV, MPEG, MPG, MPE, WM, AVI, ASF, MOV.
- Application formats: DOC, XLS, PPT, PPS, PDF, RM, SWF, CLASS, EXE, RTF, and CAB.
- Text formats: TXT, HTML, and HTM. *[Note: If an uploaded HTML files include relatives or absolute path based links or references, those links will not work after the file is uploaded.]*

Note*: You cannot upload any files larger than 10MB to MyNursingLab. If you need to include larger files in your course, consider posting them to a Web site and adding links in your course to point to those files.*

Content Editor

The **Content Editor** provides basic formatting and editing tools, so that you can customize the look of items you create in MyNursingLab. The Content Editor is available when creating and editing objective-based questions in the Question Library, adding HTML pages to the Course Content, adding start and end messages for activities, composing mail and announcements, editing Study Plans, and more. To open up the Content Editor window, scroll your cursor over the name of the item you wish to edit and select Edit from the drop down menu.

Using the Content Editor

1. Enter text in the Content Editor.
2. As appropriate, select the toolbar buttons to format the text and insert images, hyperlinks, and more.

Toolbar Buttons

The buttons available on the Content Editor toolbar are listed below, in order from left to right, top to bottom. Note that, depending on the specific area of MyNursingLab in which you are working, some of the buttons may be grayed out or not appear on the Content Editor toolbar.

Not sure which button is which? Position the mouse pointer over the Content Editor toolbar to view a tool tip for each toolbar button.

- **Find**: To search characters in the Content Editor, select the Find toolbar button.
- **Print**: To print the content in the Content Editor, select the Print toolbar button. A Print dialog box will display.
- **Preview**: To preview the content in the Content Editor, select the Preview button. A browser window with a preview of the content will appear.
- **Check Spelling**: Select the Check Spelling toolbar button to check the spelling of the content in the currently selected content editor input field.
- **Help**: To view the help content on using the Content editor, select the Help toolbar button.
- **Cut**: To remove selected content from the Content Editor and place it on the Clipboard, select the Cut toolbar button.
- **Copy**: To copy selected content from the Content Editor and place it on the clipboard, select the Copy toolbar button.
- **Paste**: To paste content from the Clipboard to the Content Editor, select the Paste toolbar button.
- **Select All**: To select all content in the Content Editor, select the Select All toolbar button.

- **Undo**: To reverse the last command or delete the last entry you typed, select the Undo toolbar button.
- **Redo**: To reverse an action of the Undo command, select the Redo toolbar.
- **Delete**: To delete content from the Content Editor select the content to be deleted and then click the Delete toolbar button.
- **Clean HTML Code**: Content pasted from other applications may contain unwanted HTML code. Select the Clean HTML Code toolbar button to clean unwanted HTML codes. For example, when copying and pasting from Word documents, you must also use the Clean HTML Code button to clean up Microsoft Word related tags.
- **Show WYSIWYG/Plain**: Select the Show WYSIWYG/Plain toolbar button to toggle between displaying content in WYSIWYG (What You See Is What You Get) and Plain modes.
- **Show HTML**: Select the Show HTML toolbar button to see and edit the content as HTML code in the Content Editor.
- **Insert Special Character Code**: To insert special characters and codes into the Content Editor, select Insert Special Characters and Code toolbar button.
- **Insert Media (Image/ Flash/Java Applet)**: To insert an image (or Flash animation or Java applet), select Insert Media toolbar button. *Note that Flash and Java applets will not display in any Skill-Based or Project-Based Exams or Trainings run via the MyNursingLab simulation player.*
- **Insert Media from Content Library**: To select an image or other file uploaded into the Content Library, select Insert Media from Content Library toolbar button.
- **Insert Link**: Select the Insert Link toolbar button to insert a link to an external URL or a link to an item in the Content Editor. When the Insert Hyperlink window opens, the External URL tab displays by default. Select the appropriate protocol (default is http://) and then type the rest of the URL. To add link to an item in the Content Library, click the Content Library tab, click the Choose button, navigate through the Content Library to locate the desired item, click the Add and Close button and then click OK.
- **Insert URL**: To insert a a link to an item in the Content Editor, select the Insert URL toolbar button. When the Select Content window opens, click the Content Library tab,navigate through the Content Library to locate the desired item, click the Add and Close button and then click OK.
- **Unlink**: To remove a link (without deleting the content), select the Unlink toolbar button.
- **Insert Horizontal Rule**: To insert horizontal rule in the Content Editor, select the Insert Horizontal Rule toolbar button.
- **Font Name**: To change the font, select the text to change and then select a font name from the Font Name list. By default, the Font Name is Arial.
- **Font Size**: To change font size, select the text to change and then select a font size from the Font Size list in the toolbar. By default, the Font Size is 10.
- **Bold**: To apply bold formatting to text, select the text you want to change and then select the Bold toolbar button
- **Italic**: To apply italic formatting to text, select the text you want to change and then select the Italic toolbar button
- **Underline**: To apply underline formatting to text, select the text you want to change and then select the Underline toolbar button.
- **Justify Left**: To left align text, select the text you want to align left and then click on Justify Left toolbar button.
- **Justify Center**: To center text, select the text you want to center and then click on Justify Center toolbar button.
- **Justify Right**: To right align text, select the text you want to align right and then click on Justify Right toolbar button.

- **Justify Full**: To fully justify the text, select the text you want to align and then click on Justify Full toolbar button.
- **Numbered List**: To create a numbered list, select the items that will be listed, and then select the Numbered List toolbar button.
- **Bulleted List**: To create a bulleted list, select the items that will be listed and then select the Bulleted List toolbar button.
- **Outdent**: To decrease the indent of the paragraph or text, select the text you want to change and then select the Outdent toolbar button.
- **Indent**: To increase the indent of the paragraph or text, select the text you want to change and then select the Indent toolbar button.
- **Text Color**: To apply text color formatting to text, select a color from the Standard color palette or click More Colors to display the Color Selector palette. Select the color and click OK. You also can type the Hex Code of a particular color in the text box . To view a complete range of colors with their respective Hex Code, click here.
- **Background Color**: To apply background color formatting to text, select a color from the Standard color palette or click More Colors to display the Color Selector palette. Select the color and click OK. You also can type the Hex Code of a particular color in the text box. To view a complete range of colors with their respective Hex Code, click here.
- **Superscript**: To apply Superscript formatting to text, select the text you want to change and then select the Superscript toolbar button.
- **Subscript**: To apply Subscript formatting to text, select the text you want to change and then select the Subscript toolbar button.
- **Strikethrough**: To apply Strikethrough formatting to text, select the text you want to change and then select the Strikethrough toolbar button.
- **Remove Formatting**: To remove text formatting, select the text you want to change and then select the Remove Formatting toolbar button.
- **Insert Table**: Select the Insert Table toolbar to insert a table in the Content Editor. When the Insert Table window opens, set the Width, Height, Rows, Columns, Padding, and Spacing information in the Size area. In the Border area, click the color picker and then select a color from the color palette for the table border. Enter a Width in pixels. In the Background area, click the color picker and then select a color from the color palette. Click the OK button to set the background color. Click the OK button to save the table properties.
- **Table Properties**: Select or position the cursor inside a table and select the Table Properties toolbar button to edit the table's properties.
- **Insert Caption**: Select or position the cursor inside a table and select the Insert Caption toolbar button to insert a caption for the table.
- **Insert Header Row**: Select or position the cursor inside a table and select the Insert Header Row toolbar button to insert a new table header row at the top of the table.
- **Insert Footer Row**: Select or position the cursor inside a table and select the Insert Footer Row toolbar button to insert a new table footer row at the bottom of the table.
- **Insert Row Above**: Select or position the cursor inside a table row and select the Insert Row Above toolbar button to insert a new row above the selected row.
- **Insert Row Below**: Select or position the cursor inside a table row and select the Insert Row Below toolbar button to insert a new row below the selected row.
- **Row Properties**: Select or position the cursor inside a table row and select the Row Properties toolbar button to edit the row properties.
- **Split Cell Rows**: Position the cursor inside a merged table cell and select the Split Cell Row toolbar button to split the cell back into the rows again.

- **Delete Row**: Select or position the cursor inside a table row and select the Delete Row toolbar button to delete the selected row.
- **Insert Column Left**: Position the cursor inside a table cell and select the Insert Column Left toolbar button to insert a new column to the left of the selected column.
- **Insert Column Right**: Position the cursor inside a table cell and select the Insert Column Right toolbar button to insert a new column to the right of the selected column.
- **Column Properties**: Position the cursor inside a table cell and select the Column Properties toolbar button to edit the column's properties.
- **Split Cell Columns**: Position the cursor inside a merged table cell and select the Split Cell Columns toolbar button to split the cell back into columns again.
- **Delete Column**: Position the cursor inside a table cell and select the Delete Column toolbar button to delete the selected column.
- **Insert Cell Left**: Position the cursor inside a table cell and select the Insert Cell Left toolbar button to insert a new cell to the left of the selected cell.
- **Insert Cell Right**: Position the cursor inside a table cell and select the Insert Cell Right toolbar button to insert a new cell to the right of the selected cell.
- **Split Cell**: Position the cursor inside a merged table cell and select the Split Cell toolbar button to split the cell back into rows and columns again.
- **Merge Cells**: Select a number of table cells across rows and/or columns and select the Merge Cells toolbar button to merge the cells into a single cell.
- **Cell Properties**: Position the cursor inside a table cell and select the Cell Properties toolbar button to edit the cell's properties.
- **Delete Cell**: Position the cursor inside a table cell and select the Delete Cell toolbar button to delete the selected cell.

MyNursingLab Icons

Navigation Toolbar Icons

- Today's View
- Course Content
- Question Library
- Gradebook
- Reports
- Communicate
- Preferences
- Search
- Expand Folder
- Previous Folder

Today's View Icons

- Welcome Message
- Notifications
- Announcements
- Instructor Grading
- Unread Discussion
- Unread Messages
- Late Submissions
- New Grades

- Idle Students
- Overdue Work

Course Content Icons

- Add Content
- Folder
- Link
- File
- Page
- Assign/ Unassign
- Show/Hide
- Remove
- Delete
- Copy
- Cut
- Paste
- Add Add
- Add to selected date
- Scheduled activity or item added to calendar
- Scheduled activity or item is past due

Question Library Icons

- Add Content
- Folder
- Remove
- Delete
- Copy
- Cut
- Paste

Gradebook Icons

- Create Column
- Search Students
- Reports
- Send Message
- Grant Access
- Deny Access
- Sort by ascending order
- Sort by descending order
- Numeric Column
- Calculated Column
- Selection List Column
- Free Test Column
- Failed
- Feedback
- Late submission

- New grade
- Hide
- Show
- Download grades
- Print

Communicate Icons

- Compose new
- Recipient
- Inbox
- Drafts
- Sent
- Unread message
- Reply
- Reply all
- Forward
- Create Announcement
- Pin Announcement
- Delete Announcement

Preferences Icons

- Help
- Available
- Unavailable
- Download

Today's View

Using Today's View Overview

Today's View provides a single page where you can track, organize, and manage the students' activities in MyNursingLab. 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 described below.
2. **Calendar**: The Calendar area on the right allows provides a quick snapshot of assignments, by date.

Notifications

The **Notifications** area at the left displays five sections -- Welcome Message, Announcements, To Do, Alerts, and Performance.

Welcome Message

The **Welcome Message** allows the course author or instructor to create a Welcome message that displays to students when the first log in. You can customize whether or not the Welcome message displays in Today's View -- and edit or create your own Welcome message.

To enable (or disable) the Welcome Message:

1. Click **Customize** on the top right of the Notifications section.
2. In the Customize Notifications window, select (or clear) **Enable Welcome Message**.
3. Scroll to the bottom of the Customize Notifications window and then click Save and Close.

To customize the Welcome Message:

1. Click **Customize** on the top right of the Notifications section.
2. In the Customize Notifications window, select Edit Welcome Message.
3. Using the content editor, edit the existing content or enter new content.
4. Scroll to the bottom of the Customize Notifications window and then click Save and Close.

If you want to set the Welcome Message to display as the default view on the Today's View page, select Welcome Message in the **Default View** list (by default, it is set to Announcements).

Announcements

The **Announcements** section is used to display any announcements you create. The number of announcements currently posted appears in parentheses next to the Announcements link in the left navigation bar of the Notifications area.

To create a new announcement or make edits to existing announcements, click the Manage link to display the Announcements tool.

To Do

The **To Do** section is used to display notifications of any **Instructor Grading**, **Unread Discussions** or **Unread Messages** posted.

Instructor Grading

This section displays activity submissions that require manual grading by instructors. Case Studies and Critical Thinking activities in MyNursingLab require manual grading.

Unread Discussions

The **Unread Discussions** section displays a list of Discussion topics with unread posts. The number of Discussion topics with new posts appears in parentheses next to the Unread Discussions link in the left navigation bar of the Notifications area.
To view more details for each unread post, click the **Unread Discussions** link in the left navigation bar of the Notifications area.

> The discussion topic name and the number of unread posted messages is displayed.
> Each discussion topic is listed with an options menu that has two options: Open and Send Message. For more information on these options, click here.
> On the options menus, click **Open** to open the Discussion Topic window.

Unread Messages

The **Unread Messages** section displays a list of unread mail messages. The first 10 unread mails in your Inbox will be displayed here. The total number of unread mails in the Inbox appears in parentheses next to the Unread Discussions link in the left navigation bar of the Notifications area.

To view more details for each unread mail message, click the **Unread Messages** link in the left navigation bar of the Notifications area. Unread Messages are displayed with three items:

>**Name**: Indicates the name of the sender.
>**Subject**: Displays the subject of the mail.
>**Name**: Indicates the date on which you have received the mail.

Clicking the message will open the **Read Message** window. You can also go to the Mail Inbox by clicking the **Go to Mail** link. For more information, see Mail.

Alerts

The **Alerts** section is used to display notifications of new grades and other student submissions.

Not Passed

The **Not Passed** section displays a list of activities for which students did not receive passing grades.

>For each activity in the list, the Activity name is displayed, along with the number of students who have not met the pass criteria for that criteria (for example, the text "Not passed by 1 of 3 students who took activity" indicates that 1 of 3 students who took the activity did not pass it). Late Submissions are also displayed if the student has not obtained passing marks for an activity.
>Click the Activity name to view the activity in the Gradebook window. For details, see Gradebook.

Several options are available on the options menu for each Activity:

1. **View All Submissions**: Click **View All Submissions** on the options menu for the corresponding activity name. The View Submission window opens.
2. **View in Course Content**: Click View in Course Content on the options menu for the corresponding activity name. An expanded Course Content window opens, highlighting the selected activity.
3. **Send Message**: Click **Send Message** on the options menu for the corresponding activity name. The New Message window opens.

New Grades

The **New Grades** section displays the newly posted grades for the activities. The number of activities for which new grades have been posted is displayed in parentheses next to the New Grades link in the left navigation bar of the Notifications area.

>The activity name along with the number of new grades posted for each activity is displayed.
>Clicking an activity name will open the Gradebook and display that activity in the **Grades** window.
>You can also go the Grades window by clicking the **Go to Grades** link. For details on using the Gradebook, see Grades.

Idle Students

The **Idle Students** section allows you to view the students who have not logged in to the course for a defined amount of time. The number of students who have not entered the course in the specified time is displayed in brackets next to the **Idle Students** link.

Note: *you can set an alert to be displayed based on student's inactivity in a course for the specified number of days, weeks or months; see Customization information below.*

>The name of each Idle Student appears in the list.

>To send a message to all students in the list, click the Send Message button.

Several options are available on the options menu for each student:

1. **Deny Access**: Click **Deny Access** on the options menu for the corresponding student name to deny the student access to the course. When prompted, click OK to confirm the action (or Cancel to cancel the Action). The student will be removed from the list.
2. **Send Message**: Click **Send Message** on the options menu for the corresponding activity name. The New Message window opens.
3. **View Roster**: Click **View Roster** on the options menu for the corresponding student to open the view to the Gradebook Manage Roster tab.

Past Due: Submitted

The **Past Due: Submitted** section displays a list of any activities submitted after the scheduled due date. The total number of late submissions is displayed in brackets next to the Past Due: Submitted link.

To view more details or to accept activities submitted after the scheduled due date:

1. Click **Past Due: Submitted** - Here you see past due submissions listed by student name.
2. Click the student name to view the details of each past due submission.
3. The alarm icon and the Total number of late submissions for the activities are displayed. Each of the activities has an options menu with options specific to that activity.
4. To accept late submissions, complete the following steps:
   - To accept an individual student submission, select **Accept Late Submissions** on the options menu. All of the submissions by that student (or for that activity) are accepted.
   - To accept all late submissions, click Accept All, and on the confirmation dialog, click OK to confirm you want to accept the submissions.

After the submissions have been accepted, the student (or activity) name is removed from the list and the grades flow to your gradebook.

Past Due: Not Submitted

The **Past Due: Not Submitted** section displays the number of students who have not submitted the activities within the specified due date.

>The names of students who have not submitted the activities within the specified due date are displayed.

>To send a message to all students in the list, click the Send Message button.

Several options are available on the options menu for each student:

1. **View Roster**: Click **View Roster** on the options menu for the corresponding student to open the view to the Gradebook Manage Roster tab.
2. **Send Message**: Click **Send Message** on the options menu for the corresponding activity name. The New Message window opens.

Performance

Performance is a graphical interface that provides performance statistics for both the course and individual students; it is an at-a-glance view of how students are performing in your course. Performance is summarized and calculated for activities and study plans (pre- and post-tests) that you specify in the Grading section of the Preferences tool or in the Edit Calculated Settings window, which is linked from the Customize Notifications window.

If you enable the Performance option, the Course Performance and Student Performance notifications view appear in Today's view. Enabling this option gives you the options to:

- Add folder level calculated columns in Gradebook.
- Allows you to edit the folder level calculations (settings are updated to the Gradebook and Today's view every two hours).
- Set a folder level threshold score for students.

When enabled in a course, Performance displays the following types of notifications:

- Course Performance: Summarizes course performance at the folder (chapter) level and individual activity level. You can view overall course performance and determine where the class is under-performing.
- Student Performance: Displays performance report for individual (enrolled and active) students in the course.

Course Performance:

The **Course Performance** section allows you to view overall course performance and determine where the class is under-performing. Course Performance summarizes course performance at the folder level and at the individual activities and study plan level.

The calculations for the report are specified in the Customize window available in Today's View. For example, the Course Performance report displays Study Plans only if the Enable Study plan results check box is selected when settings are customized. You can also specify if you would like the report results on Assigned material, All material, or Unassigned Material.

To view the Course Performance report, click the **Course Performance** link in the left navigation bar of the Notifications area.

The top row, **Overall**, displays the overall course performance for all students. The Overall section includes three columns:

- The *Grade* column displays the grade-to-date average for all students based on the calculation criteria specified in Customize settings.
- The *Content Completed* column displays the average of percentage of activities completed for all students based on the calculation criteria specified in the Customize settings.
- The *Time on Task* column displays the average time on task for all students for all content within a particular fold

For each assignment, the following columns of information are displayed:

>**Course Content**: Depending on the folder calculation level specified in the Customize settings, displays the name of the first-level folders and activities/study plans. Select a folder to display the folder contents. Study plan names conclude with either Pre-test or Post-test. *Note: The Course Performance report displays Study Plans only if the Enable Study plan results check box is selected in the Customize settings of Today's View.*

>**Grade**: Displays the average cumulative grade-to-date for the particular folder or content within the folder. The average of all assigned activities is calculated unless another calculation is specified in Customize settings.
>**Content Completed**: Displays the percentage of content completed at the first-level folder or content within the folder. The percentage of assigned completed within each folder is calculated unless another calculation is specified in Customize settings.
>**Time on Task** (hh:mm:ss): Displays the total time taken for completion of the activities or study plans.

Each of the folders and activities/study plans has an options menu; you can click the menu arrow to display the options specific to the item and then click an option to complete that action.

Additionally, in the top-right of the Course Performance window, you can view the following details:
>**Last updated (MM/DD/YYYY HH:MM)**: Displays the date and time the calculations were last updated.
>**What's being calculated?**: Click to display the calculation criteria used to obtain the Performance report. To change this criteria, click the Customize link and then click the Edit Calculation Setting link in the Performance area.

Student Performance:

The Student Performance section allows you to view performance for individual (enrolled and active) students in the course.

To view the Student Performance report, click the **Student Performance** link in the left navigation bar of the Notifications area.

The top row, **Overall**, displays the overall student performance for the particular course. The Overall section includes three columns:

- The *Grade* column displays the grade-to-date average for all students based on the calculation criteria specified in Customize settings.
- The *Content Completed* column displays the average of percentage of activities completed for all students based on the calculation criteria specified in the Customize settings.
- The *Time on Task* column displays the average time on task for all students for all content within a particular folder.

For each student, the following columns of information are displayed:
>**Student Name**: Displays the name (Last name, First name) of the students in the course. Depending on the folder calculation level specified in the Customize settings, when you click a student name it displays the name of the first-level folders and activities/study plans. Select a folder to display the folder contents. Study plan names conclude with either Pre-test or Post-test. *Note: The Student Performance report displays Study Plans only if the Enable Study plan results check box is selected in the Customize settings of Today's View.*
>**Grade**: Displays the average cumulative grade-to-date of an individual student for the particular folder or content within the folder. The average of all assigned activities is calculated, unless another calculation is specified in Customize settings.
>**Content Completed**: Displays the percentage of content completed at the first-level folder or content within the folder, by student. The percentage of assigned completed within each folder is calculated unless another calculation is specified in Customize settings.

>**Time on Task** (hh:mm:ss): Displays the total time taken for completion of the activities or study plans by an individual student.

Each of the folders and activities/study plans has an options menu; you can click the menu arrow to display the options specific to the item and then click an option to complete that action.

Additionally, in the top-right of the Course Performance window, you can view the following details:

>**Last updated (MM/DD/YYYY HH:MM)**: Displays the date and time the calculations were last updated.
>**What's being calculated?**: Click to display the calculation criteria used to obtain the Performance report. To change this criteria, click the Customize link and then click the Edit Calculation Setting link in the Performance area.

Customizing Notifications

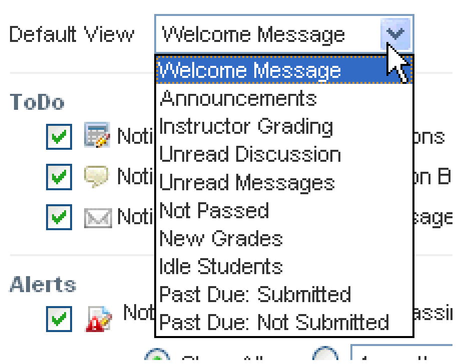
You can customize your Notifications to set the default view and determine when notifications are displayed. At the top of the Notifications window, click the **Customize** link. The Customize Notifications window displays. Select from the following options to set your notifications and then click Save and Close to save the changes.

Welcome Message

- **Edit Welcome Message**: Select this check box to edit the any existing welcome message. The Content Editor will display; you can type the welcome message in the editor.
- **Enable Welcome Message:** Select this checkbox to enable the Welcome Message to be displayed in Today's View. If the checkbox is de-selected, the welcome message is disabled and the welcome message is hidden.

Default View

- In the **Default View** list, select the notification you want to appear as the default view when you open Today's View.



To Do

- **Notify me when new submissions are available for manual grading**: Select this check box to receive notifications when submissions are posted for manual grading.
- **Notify me when new Discussion Board posts are available to read**: Select this check box to receive notifications when Discussions are posted.

- **Notify me when new Mail messages are available to read**: Select this check box to receive notifications when new mail messages are posted.

Alerts

- **Notify me of all students not passing an activity within the time frame selected below**: Select this check box to receive notifications when students do not obtain passing marks for activities. You can select Show all (default) to view the alert for all students who have not passed an activity. If you specify a time frame (such as 1 week), alerts will display for any students who do not pass an activity within the time frame specified (1 week from the current date).
- **Notify me when new activity submissions are ready for grading**: Select this check box to receive notifications when new grades are posted.
- **Notify me if a student has not entered the course in**: Select this check box to receive notifications when students assigned to the course do not enter the course in the specified time (in days/weeks/months). If you select Show all (default) all students who are inactive in the course are displayed. If you select a time frame (such as 1 month), any student that has not entered the course within that time frame (1 month) are displayed.
- **Notify me if a student submits an activity past the due date**: Select this check box to receive notifications when students submit the activities after the specified due date or for late submissions. Select this check box to receive notifications when students submit the activities after the specified due date. You can select your choice of display to list the past due submissions by student or by activity.
- **Notify me if a student has not submitted any activity by the due date**: Select this check box to receive notifications when students do not submit the activities by the specified due date. You can select Show all (default) to view the alert for all students who have not submitted the activity. If you specify a time frame (such as 1 week), alerts will display for any students who do not submit the activity within the time frame specified (1 week from the current date)

Note: *Notify me if a student submits an activity past the due date and Notify me if a student has not submitted an activity by the due date display only if Enable Calendar is selected in the General preferences of the Preferences tool.*

Performance

- **Edit Calculation Settings**: Click the Edit Calculation Settings link to open the Edit Calculation settings window.
- **Enable Course Performance View**: Select this check box to display Course Performance notifications in Today's View.
  - **Show "Time on Task" column**: select this check box to display the Time on Task column for all levels in the Course Performance view (this shows the total time spent per activity and is displayed as hh:mm:ss.)
- **Enable Student Performance View**: Select this check box to display Student Performance notifications in Today's View.
  - **Show "Time on Task" column**: select this check box to display the Time on Task column for all levels in the Student Performance view (this shows the total time spent by the student per activity and is displayed as hh:mm:ss).

Editing Calculation Settings

You can use the Edit Calculation Settings window to set the criteria used to calculate grades and display folder-level statistics in the Gradebook and in the Performance notifications of Today's View. The settings you select here will calculate and display folder-level statistics in the Gradebook and on the Today's View > Course Performance page. To ensure system stability, this calculation will be updated at 2 hour intervals. Therefore, the data may not be updated immediately in the Gradebook or Course Performance page in Today's View.

In the Edit Calculation Settings window, you can set the following criteria:

Student Performance and Gradebook Calculation
In this section, you specify the type of calculation to perform and the activities that are included.

1. From **Calculate the**, select the operation. Options are: *Average* or *Sum*. The *Average* is calculated by averaging all of the assignment grades in each subfolder and then averaging all of the subfolder averages to determine the folder, or overall, average. The *Sum* is calculated by summing the raw scores the student received on every activity and dividing by the total possible points for those activities.

   Activities are not included in the calculations if at least one of the following is true

   • The activity is marked for anonymous submittal.
   • The activity is not submitted and is not due.

Note: *activities that are not submitted (or are submitted) after the due date are counted as zero (unless the instructor accepts the grade for the past due, submitted activity). If the activity is assigned without a due date it is considered to be due on the course end date and the previous rules apply.*

2. Select the activity filter you want to apply. Options are: *All*, *Assigned*, and *Unassigned*
3. Choose an Activity type option:
   - **All Activity types** to include all activities in the calculation
   - **Select activity types** to include only selected activity types in the calculation. After selecting this option, click the check box for each of the desired activity types to add them to the calculation. Only the activity types selected are included in the calculation.

Note: *The Activity types available for selection in the Edit Calculations section are Homework (content added by instructor and named "Homework"), Quiz (the Application Activity from Study Material in the Study Plan)Practice Test (Pre Test from the Study Plan), Test (Post Test from the Study Plan) and Test Your Terminology in each chapter in the Chapter Activities and Resources folder.*

Levels to which the calculation will be shown and applied
In this section, you can specify the levels to which the above calculations are to be shown and applied.

1. **Folder Calculation Level:**
   - **Overall** (Shown at first level): When selected, the calculation is applied to the whole course (it is selected by default). The column appears as the first column when you navigate to the top-level of the Gradebook.
   - **Folder level** (Shown inside folders): When selected, the calculation is applied at the folder level. All of the activities/study plans in the

folder and any subfolders are included in the calculation. The column appears as the first column when you navigate to a content folder in the Gradebook.

2. **Gradebook column prefix:** Enter text that will be used as the column prefix in Gradebook. For the first level, this name precedes the course name. For the second and third level, this name precedes the folder name. Click **Set to default** to revert back to the default name for each level (Course Average or Folder Average).

Course Performance Settings.
In this section, you can specific the settings to define how study plans are handled in calculated columns.

- **Enable Study Plan results:** When selected, Study Plan results are included in the calculation and displayed in the Course Performance view of Today's View.
    - **Display Pre-test results**: Select this check box to display Pre-test results in Course Performance View. To include the pre-test results in the calculation, select the **Include in calculation** check box.
    - **Display Post-test results**: Select this check box to display the Post-test results in Course Performance view. To include the post-test results in the calculation, select the **Include in calculation** check box.

Enable Course Performance View
In this section, click to display Course Performance notifications in Today's View. When enabled you can also view the Time on Task, which is the total time spent per activity in hours, minutes, and seconds (hh:mm:ss).

Enable Student Performance View
In this section, click to display Student Performance notifications in Today's View. When enabled you can also view the Time on Task, which is the total time spent by the student per activity in hours, minutes, and seconds (hh:mm:ss).

When you have made all desired changes, click **Save and Close** to save your changes.

Note: *To remove Performance statistics from Today's View, clear the respective option for Course and/or Student Performance.*

Manage Calendar

- **Display calendar on Today's View for you and your students**: Select this check box to display calendar in Today's View for both Instructors and students.

Note: *The Manage Calendar option is available only if you select the Enable Calendar check box in General preferences in the Preferences tab.*

Calendar

The Course Calendar allows you to easily locate the activities or items that have been assigned by you, with a due date. The due dates for the each activity or item to be submitted is highlighted on the calendar. By default current month and current day are displayed in the calendar. You can navigate forward and backward in the calendar by clicking button or button.

You can assign Course Content for the student by clicking the **Assign Content** link in the top-right hand corner of the calendar. This link will navigate to Course Content Calendar view. For more information on assigning contents to the course, click here.

If you click a date in the calendar, the Course Content window opens to the Course Calendar, which lists any assignments for that day.
To go directly to Course Content, click the **Course Content** link. The Course Content tab will open to the View All Contents tab.

The calendar displays the following icons:

- **Completed**: The date on which a student completes an assignment and submit the activity are indicated with a checkmark icon.
- **Items Due**: When a due date is set for an activity, that date will be marked with icon. (This means that students have to submit the activity on or before the date specified for submitting a particular assignment.)
- **Items Past Due**: If students have not submitted an activity on or before the due date, that date will be marked with icon. If you choose accepts the submission of the activity that you have submitted after the due date, the icon is replaced with .
- **Note**: Any note or information added for a date will be marked with icon.
- **Submitted**: The date on which a student submits a completed activity will be indicated with icon.

Course Content

Using Course Content

Overview

In Course Content you can manage assets for your course. You can toggle between the Instructor view and the Student view. You can exactly see how the Course Content is displayed for the students by clicking on the Student View button.

Course Content consists of the following sub-navigation tabs:

1. Add Content from Library: This tab displays the split view consisting of both the Content Library and Student Content screens. From this view you can add selected content from the Content Library to Student Content. The Student Content window displays a snapshot of what students see in their Course Content window.
2. Organize Content: This tab displays an advanced view of Student Content, from which you can create notes and further customize the Course Content view for students.
3. Assign Content: This tab displays a split view of Student Content and Calendar. From this tab, you can assign content items to a specific date in the Calendar.
4. Organize Calendar: This tab displays a split view of Calendar and Student Content. 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.

Student View

To view how changes you make on the Course Content tab display to students in the Course Content view, click the 

button on the top-right corner of the toolbar. In Student View, you can see the entire course just as a student would. To return to Instructor view click the 

button on the toolbar.

Content Library (left side)

Content Library is the "warehouse" of course assets you can use to customize the student course. Course assets include Folders, Activity/Assignments, Study Plans, Links, or Files. Also stored in the Content Library are all the Instructor Resources.

Content Library Items

The Content Library contains all of the available assets for your courses. When you first start using MyNursingLab, the Content Library includes all of the content provided by Pearson. You also can add your own content to the Content Library, which then can be made available in your student course. Items available in (or to be added to) the Content Library include the following:

- Student Study Plans
- Chapter Activities and Resources
- Book Resources
- Test Item File
- Instructor's Resource Manual and Resources
- Instructor Power Point
- Videos and Animations
- Real Nursing Skills videos (in some courses)
- Folder
- Link
- File
- Page

Content Library Taskbar

You can perform the following activities in the Content Library Taskbar:

- **Add Content**: You can add content to Content Library from the available resources in the **Add Content** menu of Content Library Taskbar. For information on adding content to the Content Library, see below.
- **Advanced Options:** You can view the advanced features of Content Library by selecting **Advanced Options** from the Content Library Taskbar.

Content Library Column Headers

- **Name**: Displays the name of the course contents. It can be that of a File, Activity/Assignment, Study Plan, Discussion topic, Link or Page.
- **Order:** This column allows you to change the order of the course content appearing in the list. Click the Order icon corresponding to the course name that will be moved to the desired location in the list. To move an item, drag the corresponding icon and drop the selected content to the desired location. The icons indicate the locations where you can drop the content item. The re-ordered content is displayed with a highlighted background.

Options: Content Library

After you have added an item to the Content Library, you can edit, preview, and perform other actions on the item, using the options menu available in the Content Library window. The options available on the options menu vary, according to the item.

Options: Folder

In Content Library, several options are available on the Folder options menu, as listed below.

Editing a Folder

To edit an existing folder, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate folder and then click **Edit**.
3. Edit the folder name and description and select or deselect the Question Folder check box. For more information on adding a Folder, click here. Click **Save** to save the changes (or Cancel to cancel the changes).

Deleting a Folder

To delete a folder, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate folder and then click **Delete** (or click the check box next to the appropriate folder and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Options: Activity

Activities in MyNursingLab are within folders. Examples of activities are Activities (quizzes) within Study Plans and Test Your Terminology quizzes. For more detailed information on working with Activities, see beginning on page 69 of this manual.

Previewing an Activity

To preview an existing activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate activity and then click **Preview**.

Editing an Activity

To edit an existing activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate activity and then click **Edit**.
3. Edit the activity, entering desired changes in the edit screen under the Activity Details, Questions, Messages, Grades and Preferences sections. Click **Save** to save the changes (or Cancel to cancel the changes).

Printing an Activity

To print an existing activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.

2. In the Content Library window, click the option menu for the appropriate activity and then click **Print**.
3. The Print Settings window displays. Select the appropriate options and then click OK. To learn more about Print Settings, click here.

Deleting an Activity

To delete an activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate activity and then click **Delete** (or click the check box next to the appropriate activity and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Options: Link

In Content Library, several options are available on the Link options menu, as listed below.

Opening a Link

To open an existing link, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate link and then click **Open**.
3. The link opens in a new browser window. Click the [x] button in the top right of the window to close the window and return to Content Library.

Editing a Link

To edit an existing link, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate link and then click **Edit**.
3. Edit the Link name and description, time to complete, and the URL. For more information on adding a Link, click here. Click **Save** to save the changes (or Cancel to cancel the changes).

Deleting a Link

To delete a link, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate link and then click **Delete** (or click the check box next to the appropriate link and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Options: File

In Content Library, several options are available on the File options menu, as listed below.

Previewing a File

To preview an existing file, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate file and then click **Preview**.
3. The File Download dialog box displays. Click Open or Save to view or save the file. The link opens in a new browser window. Click the [x] button in the top right of the window to close the window and return to Content Library.

Editing a File

To edit an existing file, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate file and then click **Edit**.
3. Edit the file title and description, time to complete, and other information. For more information on adding a file, click here. Click **Save** to save the changes (or Cancel to cancel the changes).

Deleting a File

To delete a file, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate file and then click **Delete** (or click the check box next to the appropriate file and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Options: Page

In Content Library, several options are available on the Page options menu, as listed below.

Previewing a Page

To preview an existing page, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate file and then click **Preview**.
3. The page opens in a new browser window. Click the [x] button in the top right of the window to close the window and return to Content Library.

Editing a Page

To edit an existing page, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu for the appropriate page and then click **Edit**.
3. Edit the file title and description, time to complete, and other information. Click **Save** to save the changes (or Cancel to cancel the changes).

Deleting a Page

To delete a page, complete the following steps:

1. Click the **Course Content** button on the toolbar.

2. In the Content Library window, click the option menu for the appropriate page and then click **Delete** (or click the check box next to the appropriate page and click the **Delete** link on the toolbar).

When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion

Student Content (right side)

The Student Content window, on the right hand side of the screen, displays a snapshot of what students see in their Course Content window. In addition, the Student Content window also provides you with advanced options for managing and organizing the course content resources.

Using Student Content

The Student Content window contains all of the assets for your course shown to students taking your course. You also can add content to the Student Content from the Content Library or you can add your own content directly. *Note: it is recommended that you add all content first to the Instructor Resources Content Library side, then add a copy to the Student Content side.*

The Student Content taskbar contains the following elements

- **Add Content**: You can add content to Content Library from the available resources in the **Add Content** menu of Content Library Taskbar.
- **Assign/Unassign**: Select an item or activity in the Student Content window to activate the **Assign/Unassign** link. Click the **Assign/Unassign** link to assign/unassign course content to the student. *[Note: **Assigning** an item or activity is the equivalent of making it required. Only assigned items are calculated in the Grade to Date column.]*
- **Show/Hide**: Select an item or activity in the Student Content window to activate the **Show/Hide** link. If the item or activity is Shown, a blue checkmark appears in the Show column and the green text Shown is displayed below the item or activity name. If the item or activity is hidden from students, the study plan name appears in gray italics and the red text Hidden is displayed below the item or activity name.
- **Remove**: Remove selected course content.
- **Copy**: Copy the selected content to the clipboard.
- **Cut**: Cut the selected content and move to clipboard.

Note: *Until you paste them, items you copy or cut to the clipboard appear dimmed, in red italicized text.*

- **Paste**: Paste the content on the Clipboard to the desired location. You must cut or copy content to make this option active. To paste copied content, click Paste or the Paste icon. When the Paste menu displays, click to select the desired paste location from the menu:
  - *Paste At Top*: Choose this option if you want to paste the clipboard item before the first item in the Student Content window.
  - *Paste Before Selected*: Choose this option if you want to paste the clipboard item before the selected content item in the Student Content window.
  - *Paste After Selected*: Choose this option if you want to paste the clipboard item after the selected content item in the Student Content window.

- *Paste At Bottom*: Choose this option if you want to paste the clipboard item after the last item in the Student Content window.

Note: *Paste Before Selected and Paste After Selected are enabled only if you select another content item after you cut or copy items to the Clipboard. If multiple items are selected, the Paste occurs before (or after) the last item. Recently pasted content items are displayed with a highlighted background.*

- **Clipboard items**: This displays the number of copied or cut items. Content items placed on the Clipboard appear dimmed, in red italicized text. Copied items remain on the clipboard even after they are pasted; cut items do not.

Student Content Column Headers

In the Student Content window on the right, the following information is displayed:

- **Name**: Displays the name of the item or activity. If the item or activity is set as optional, a small blue dot appears to the right of the item or activity name.
- **Shown**: Indicates if an activity is shown to or hidden from students. If the item or activity is Shown, a blue checkmark appears in the Show column and the green text Shown is displayed below the item or activity name. If the item or activity is Shown and scheduled with a start and end date, a blue checkmark with a circle appears in the Show column and the green text Shown is displayed below the item or activity name.If the item or activity is hidden from students, the study plan name appears in gray italics and the red text Hidden is displayed below the item or activity name.
- **Assigned**: Displays the assigned status of Course Contents. The status may be in any of the following states:
  : Indicates that the item is assigned but not scheduled or added to the calendar.
  : Indicates that the item is assigned and scheduled (meaning it has a start date and end date and is added to the calendar).
  : If the item or activity is past the due date, then the due date and time are displayed next to the status.
- **Order**: This column allows you to change the order of the course content appearing in the list. Click the **Order** icon corresponding to the course name that will be moved to the desired location in the list. To move an item, drag the corresponding icon and drop the selected content to the desired location. The icons indicate the locations where you can drop the content item. The re-ordered content is displayed with a highlighted background.

Options: Student Content

After you have added an item to Student Content, you can edit, preview, and perform other actions on the item, using the options menu available in the Student Content window. The options available on the options menu vary, according to the item.

Options: Folder

In MyNursingLab, folders contain material such as Student Study Plans, Chapter Activities and Resources, and Book Resources. Several options are available on the Folder options menu, as listed below.

Editing a Folder

To edit an existing folder, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate folder and then click **Edit**.
3. Edit the folder name and description and select or deselect the Question Folder check box. Click **Save** to save the changes (or Cancel to cancel the changes).

Setting Folder Properties

To edit an existing folder, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate folder and then click **Properties**.
3. Follow the steps outlined in the Properties: Folder page to set the folder properties.

Show/Hide a Folder in Student Content

To determine whether or not students see a folder in their Course Content, you can show or hide the folder. To show or hide a folder, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate folder and then click **Show**/**Hide** (or click the check box next to the appropriate folder and click the **Show**/**Hide** folder on the toolbar).
3. If the folder is Shown, the green text Shown is displayed below the folder name. If the folder is hidden from students, the folder name appears in gray italics and the red text Hidden is displayed below the folder name.

Removing a Folder

To remove a folder from Student Content, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate folder and then click **Remove** (or click the check box next to the appropriate folder and click the **Remove** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Note: ***Remove*** *appears as* ***Unassign*** *when you view the options from the Items Due section of the Calendar.*

Options: Activity

Activities in MyNursingLab are within folders. Examples of activities are Activities within Study Material in Study Plans and Test Your Terminology quizzes. Several options are available on the Activity menu, as listed below.

Previewing an Activity

To preview an existing activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate activity and then click **Preview**.

3. A Preview window opens, displaying a text preview of the questions in the activity.

Editing an Activity

To edit an existing activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate activity and then click **Edit**.
3. Edit the activity, entering desired changes in the edit screen under the Activity Details, Questions, Messages, Grades and Preferences sections.. Click **Save** to save the changes (or Cancel to cancel the changes).

Set the Scheduling Options (Properties) for an Activity

To edit the scheduling options for an activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate activity and then click **Set Scheduling Options**.
3. The Set Scheduling Options tab displays, providing scheduling options.
4. Click **Save and Close** to save the changes.

Printing an Activity

To print an existing activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate activity and then click **Print**.
3. The Print Settings window displays. Select the appropriate options and then click OK. To learn more about Print Settings, click here.

Viewing Grades for an Activity

To view the grades for an activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate activity and then click **View Grades**.
3. The Gradebook window opens directly to the folder where the activity is scheduled. For more information on using the Gradebook, click here.

Viewing Submissions for an Activity

To view the submission for an activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate activity and then click **View Submissions**.
3. The View All Submissions window opens. For more information on the View All Submissions window, click here.

Show/Hide an Activity in Student Content

To determine whether or not students see an activity in their Course Content, you can show or hide the activity. To show or hide an activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.

2. In the Student Content window, click the option menu for the appropriate activity and then click **Show/Hide** (or click the check box next to the appropriate activity and click the **Show/Hide** link on the toolbar).
3. If the activity is Shown, a blue checkmark appears in the Show column and the green text Shown is displayed below the activity name. If the activity is hidden from students, the activity name appears in gray italics and the red text Hidden is displayed below the activity name.

Remove an Activity from Student Content

To remove an activity from Student Content, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate activity and then click **Remove** (or click the check box next to the appropriate activity and click the **Remove** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Note: ***Remove*** *appears as* ***Unassign*** *when you view the options from the Items Due section of the Calendar.*

Options: Links

Examples of links are Vango Notes and Research Navigator. Several options are available on the Links options menu, as listed below.

Opening a Link

To open an existing link, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate link and then click **Open**.
3. The link opens in a new browser window. Click the [x] button in the top right of the window to close the window and return to Student Content.

Editing a Link

To edit an existing link, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate link and then click **Edit**.
3. Edit the Link name and description, time to complete, and the URL. For more information on adding a Link, click here. Click **Save** to save the changes (or Cancel to cancel the changes).

Setting Link Properties

To edit an existing link, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate link and then click **Properties**.
3. Follow the steps outlined in the Properties: Link page to set the link properties.

Show/Hide a Link in Student Content

To determine whether or not students see a Link in their Course Content, you can show or hide the link. To show or hide a link, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate link and then click **Show**/**Hide** (or click the check box next to the appropriate link and click the **Show**/**Hide** link on the toolbar).
3. If the link is Shown, the green text Shown is displayed below the link name. If the link is hidden from students, the link name appears in gray italics and the red text Hidden is displayed below the link name.

Removing a Link

To remove a link from Student Content, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate link and then click **Remove** (or click the check box next to the appropriate link and click the **Remove** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Note: ***Remove*** *appears as* ***Unassign*** *when you view the options from the Items Due section of the Calendar.*

Options: File

In Student Content, several options are available on the File options menu, as listed below.

Previewing a File

To preview an existing file, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate file and then click **Preview**.
3. The File Download dialog box displays. Click Open or Save to view or save the file. The file opens in a new browser window. Click the [x] button in the top right of the window to close the window and return to Student Content.

Editing a File

To edit an existing file, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate file and then click **Edit**.
3. Edit the file title and description, time to complete, and other information. For more information on adding a file, click here. Click **Save** to save the changes (or Cancel to cancel the changes).

Note: *Selecting a new file will replace your current file. The new file will be used in all items using the current file.*

Setting File Properties

To edit an existing file, complete the following steps:

1. Click the **Course Content** button on the toolbar.

2. In the Student Content window, click the option menu for the appropriate file and then click **Properties**.
3. Follow the steps outlined in the Properties: File page to set the file properties.

Show/Hide a File in Student Content

To determine whether or not students see a Link in their Course Content, you can show or hide the file. To show or hide a file, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate file and then click **Show/Hide** (or click the check box next to the appropriate file and click the **Show/Hide** file on the toolbar).
3. If the file is Shown, the green text Shown is displayed below the file name. If the file is hidden from students, the file name appears in gray italics and the red text Hidden is displayed below the file name.

Removing a File

To remove a file from Student Content, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu for the appropriate file and then click **Remove** (or click the check box next to the appropriate file and click the **Remove** file on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

***Note**: **Remove** appears as **Unassign** when you view the options from the Items Due section of the Calendar.*

Course Content: Sub Navigation Tabs

The sub-navigation tabs in the Content Library section are Add Content from Library, Organize Content, Assign Content, Organize Calendar, and Manage Question Library.

Add Content from Library

The split view of Content Library and Student Content is displayed when you click the **Add from Content Library** tab of Course Content. Content Library is displayed in the left pane while the Student Content is displayed in the right pane. The Student Content window displays a snapshot of what students see in their Course Content window. You can add course contents to Content Library and Student Content or add content from Content Library to Student Content.

Add Content from Library displays the following sections:

1. Instructor Content Library (left side)
2. Student Content (right side)

Add Content from Instructor Content Library to Student Content

To add content from the Content Library to Student Content, complete the following steps:

1. Click the **Course Content** tab.
2. If necessary, click the **Add from Content Library** tab to display the split view of Content Library and Student Content.
3. Click the check box next to the content you wish to add from the Content Library. You may add or remove entire folders, one item, or multiple items.

4. In the Student Content window navigate to the folder where you want to add the content. .
5. Click the button. The selected contents will be added to Student Content.
6. If you add multiple items or a single folder, file, link, or page, the items will appear in the Student Content window with a status of Hidden. Setting items to Hidden gives you an opportunity to make any necessary modifications, before students see the item in their Course Content. Use the Show/Hide options to change the status to Shown, when are you ready to make this available to students.

Content Library Advanced Options

Content Library advanced options allow you to access features for advanced content management and organization. To view the Content Library Advanced Options, click the Course Content tab and view the default **Add Content from Library** tab, which displays the split view consisting of both the Content Library and Student Content screens. Click the **Advanced Options** link.

Note*: You can return to the split screen view of Content Library and Student Content by clicking* ***Close Advanced options****.*

When you view the Content Library Advanced Options, you have access to options to cut, copy, paste, and remove content, as outlined below.

Deleting Questions or Folders

To delete an existing item in the Content Library, complete the following steps:

1. Click the **Course Content** button on the toolbar. Click the **Advanced Options** link.
2. Click the check box next to the appropriate item or folder and then click the **Delete** link on the toolbar (or click the option menu for the appropriate question and then click **Delete**).

Copying and Pasting Questions or Folders

To copy and then paste an existing item in the Content Library, complete the following steps:

1. Click the **Course Content** button on the toolbar. Click the **Advanced Options** link.
2. Click the check box next to the appropriate item or folder and then click the **Copy** link on the toolbar. The **Clipboard items** area displays the number of items copied.
3. Navigate to the appropriate folder and then click the **Paste** link on the toolbar. When the Paste menu displays, click to select the desired paste location from the menu:
4. *Paste At Top*: Choose this option if you want to paste the clipboard item before the first item in the Student Content window.
5. *Paste Before Selected*: Choose this option if you want to paste the clipboard item before the selected content item in the Student Content window.
6. *Paste After Selected*: Choose this option if you want to paste the clipboard item after the selected content item in the Student Content window.
7. *Paste At Bottom*: Choose this option if you want to paste the clipboard item after the last item in the Student Content window.

Note*: Paste Before Selected and Paste After Selected are enabled only if you select another content item after you cut or copy items to the Clipboard. If multiple items are selected, the Paste* *occurs before (or after) the last item. Recently pasted content items are displayed with a highlighted background.*

Note: *You can copy and then paste an item into its original folder or a new folder.*

Cutting and Pasting Questions or Folders

To cut and then paste an existing item in the Content Library, complete the following steps:

1. Click the **Course Content** button on the toolbar. Click the **Advanced Options** link.
2. Click the check box next to the appropriate question or folder and then click the **Cut** link on the toolbar. The **Clipboard items** area displays the number of items copied.
3. Navigate to the appropriate folder and then click the **Paste** link on the toolbar. When the Paste menu displays, click to select the desired paste location from the menu:
4. *Paste At Top*: Choose this option if you want to paste the clipboard item before the first item in the Student Content window.
5. *Paste Before Selected*: Choose this option if you want to paste the clipboard item before the selected content item in the Student Content window.
6. *Paste After Selected*: Choose this option if you want to paste the clipboard item after the selected content item in the Student Content window.
7. *Paste At Bottom*: Choose this option if you want to paste the clipboard item after the last item in the Student Content window.

Note: *Paste Before Selected and Paste After Selected are enabled only if you select another content item after you cut or copy items to the Clipboard. If multiple items are selected, the Paste occurs before (or after) the last item. Recently pasted content items are displayed with a highlighted background.*

Note: *You cannot cut and then paste an item into its original folder. You must paste the cut item into a new folder location.*

Organize Content

When you click the **Organize Content** tab of Course Content, you see a detailed view of Student Content, from which you can create notes and further customize the Course Content view for students.

Student Content

In the Student Content window on the right, the following information is displayed:

- **Name**: Displays the name of the item or activity.
- **Status**: Displays the status of the item or activity. The status may be in any of the following states:
  - **Not Started**: This indicates that the item has not been opened even once by any students.
  - **Not Passed**: This indicates at least one student has not passed.
  - **In Remediation**: This indicates at least one student has not passed, for a Study Plan only.
  - **Started**: This indicates at least one student has accessed the course and submitted an item.

- **Not Viewed**: Indicates that no students have opened a course page, file, or link.
- **Viewed**: Indicates that at least one student has opened a course page, file, or link.

- **Assigned**: If the item or activity is assigned, Assigned is displayed next to the status.
- **Scheduled**: If item or activity is scheduled, then **Scheduled** (Start date and End date) is displayed next to the status.
- **Due**: If the item or activity has a due date, then the due date and time are displayed next to the status.
- **Due**: If the item or activity is past the due date, then the due date and time are displayed next to the status.
- If the item or activity is set as optional, a small blue dot appears to the right of the item or activity name.

Student Content Taskbar

The Student Content Taskbar contains the following elements:

- **Add Content**: This helps you add content to the course from the available resources.
- **Assign/Unassign**: Select an item or activity in the Student Content window to activate the **Assign/Unassign** link. Click the **Assign/Unassign** link to assign/unassign course content to the student. *[Note: **Assigning** an item or activity is the equivalent of making it required. Only assigned items are calculated in the Grade to Date column.]*
- **Show/Hide**: Select an item or activity in the Student Content window to activate the **Show/Hide** link. If the item or activity is hidden from students, the name of the item appears in gray italics. If the item or activity is shown, the item appears normally.
- **Remove**: Remove selected course content.
- **Copy**: Copy the selected content to the clipboard.
- **Cut**: Cut the selected content and move to clipboard.

***Note**: Until you paste them, items you copy or cut to the clipboard appear dimmed, in red italicized text.*

- **Paste**: Paste the content on the Clipboard to the desired location. You must cut or copy content to make this option active. To paste copied content, click Paste or the Paste icon. When the Paste menu displays, click to select the desired paste location from the menu:
  - *Paste At Top*: Choose this option if you want to paste the clipboard item before the first item in the Student Content window.
  - *Paste Before Selected*: Choose this option if you want to paste the clipboard item before the selected content item in the Student Content window.
  - *Paste After Selected*: Choose this option if you want to paste the clipboard item after the selected content item in the Student Content window.
  - *Paste At Bottom*: Choose this option if you want to paste the clipboard item after the last item in the Student Content window.

***Note**: Paste Before Selected and Paste After Selected are enabled only if you select another content item after you cut or copy items to the Clipboard. If multiple items are selected, the Paste occurs before (or after) the last item. Recently pasted content items are displayed with a highlighted background.*

- **Clipboard items**: This displays the number of copied or cut items. Content items placed on the Clipboard appear dimmed, in red italicized text. Copied items remain on the clipboard even after they are pasted; cut items do not.

Order

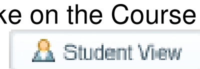
If you want to reorder items in Student Content, click the **Order** icon corresponding to the item or activity -- and then drag and drop the item to the new location in the list.

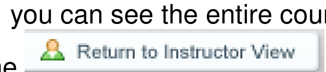
Notes

The Notes feature allows you to add a note that displays within each folder to students, in their Course Content. If notes are not provided for the students, then the **Notes** window is not displayed in folders. To add or edit a note, complete the following steps:

1. Click the **Edit** link on the **Notes** box. The **Notes** window opens.
2. Enter the Notes information in the Content Editor.
3. Click **Save** to save the Notes information.

Student View

To view how changes you make on the Course Content tab display to to students in the Course Content view, click the 

button on the top-right corner of the toolbar. In Student View, you can see the entire course just as a student would. To return to Instructor view click the 

button on the toolbar.

Assign Content

The split view of Student Content and Calendar is displayed when you select **Assign Content** in Course Content. Student Content is displayed in the left pane while the Calendar is displayed in the right pane. Assign Content helps you manage and assign course content for the students. The Calendar helps you assign content items to specific dates and keep track of the students' schedule.

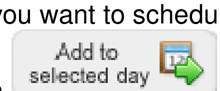
The Assign Content window includes the following sections:

1. Student Content
2. Calendar

Assign Course Content

You can add Course Content items to specific dates in the calendar to assign the items. When assigning a folder, all the course items within the folder get assigned to the calendar for the selected date. To assign only some items in the folder, open the folder to locate the exact material you wish to assign. The dates with assigned due course items are represented with  icon in the calendar which helps you track the scheduled due dates for the students.

To assign course content items, use the following steps:

1. Click the desired date in the calendar. [Note: You cannot add content to a date prior to the current date.]
2. In the Student Content window, select the check box(es) next to the course item(s) you want to schedule.
3. Click the 

button to add the course items to the selected date in the calendar.

4. The item is added to the calendar, as indicated by a icon on the date in the Calendar. A list of items due displays below the Calendar, along with options to **Add a Note** or **Unassign All items**. For more details on the Calendar, click here.

***Note**: If students do not submit material by the assigned due dates, grades from that assigned material do no automatically flow to the instructor gradebook. To accept grades from late submissions and have the grades post to the gradebook, follow the directions on page 24 in the Past Due Submission section.*

Filter the Student Content View

The Display menu below the Student Content window contains the following filters for Student Content:

- **All Course Material**: Displays all the items of the Course Content.
- **Assigned Only**: Displays all the assigned items of the Course Content and also all assigned items with due dates.
- **Unassigned Only**: Displays all unassigned items of the Course Content.

Organize Calendar

The Calendar allows you to view the tasks scheduled for the students and helps you keep track of the due dates of the assigned content. By default current month and current day are displayed in the calendar. You can navigate forward and backward in the calendar by clicking button , or button.

You can switch calendar views directly from the text links in the upper-right corner of the calendar. For example, if you are viewing the Assign Content tab, you can switch to the Organize Calendar link to switch to the Organize Calendar view. If you are viewing Organize Calendar tab, click the Assign Content link to switch to the Assign Content view.

The following details can be viewed in the Calendar:

- **Current date**: The current date will be highlighted.
- **Items Due**: The scheduled activities with due dates set for submitting the activities are marked with the icon.
- **Note**: The icon representing a note carries information for the selected date.

On selecting a date on the calendar, the section below the calendar displays the following details:

- **Selected Date**: The Date, Month and Year details of the selected date.
- **Items Due**: The total number of course items due for the current date or the selected date. [Note: Assigned folders are not displayed in the **Items due** section; only the course content items within the folders are seen.]
- **Add a Note**: The Notes feature allows you to add a note that displays within each folder to students, in their Course Content. If notes are not provided for the students, then the **Notes** window is not displayed in folders. You can provide only one Note per date. To add or edit a note, complete the following steps:
    1. Click the **Add a Note** link. The **Notes** window opens.
    2. Enter the Notes information in the Content Editor.
    3. Click **Save** to save the Notes information.

4. A icon appears on the Calendar, indicating a note is added to the selected date in the Calendar.
5. Click the Edit link to edit an existing note; click Delete to delete an existing note.

- **Unassign All**: Unassign All allows you to clear all the due items for the selected date. On selecting Unassign All, the course items due for a date will be unassigned. The unassigned status reflected in the Assigned column of Student Content.

Note: *You also can unassign a single item or activity in the **Due items** list. Click **Unassign** under the Options menu of the corresponding item or activity name. The activity is removed from the due items list.*

Note*: If the Calendar is not enabled for your course, you can enable it from the course toolbar by selecting Preferences and then clicking the General tab. On the General tab, select the Enable Calendar check to display the Calendar in Today's view. The Organize Calendar link appears only if the Enable Organize Calendar check box is selected in the General preference of the Preference tool.*

Using Organize Calendar

When you select a date from the calendar, the assignment details for that date display on the right. Activity due dates are highlighted in the calendar for students.
By default, the current month and current day display in the calendar. Use the forward and back buttons to navigate to a different month.

Calendar Area

In the **Calendar** area, you can view the following details:

- **Current date**: The current date is highlighted.
- **Items Due**: The scheduled activities with due dates set for submitting the activities are marked with the icon.
- **Note**: Activities with corresponding notes appear with a icon.

Student Content Area

Header Area

When you select a date in the calendar, the right Student Content **header area** displays the following information:

- **Selected Date**: Displays the month, day, and year for the selected date.
- **Note**: If any note is added for the selected date, the note text displays in the Note pane above the list of Due Items.
- Add a Note **button:** Allows you to add a note that displays on a specific date; this note displays to students. To add a Note:
  1. Click the date in the calendar for which you want to add a note.
  2. Click Add a Note. The Add Note window opens.
  3. Enter the desired text in the note box.
  4. Click Save and Close to save the note.
  5. The icon appears in the selected date in the Calendar, indicaiting a note has been added; the note text displays in the Note pane above the list of Due Items.

- Unassign All **button:** Allows you to clear all due items for the selected date. When you click the Unassign All button, all course items due for that date are unassigned and the status "Unassigned" is reflected in the Assigned column of Student Content.

Due Items List

When you select a date in the calendar, the right Student Content **Due Items list** displays a list of items due for the selected date. For each item, the following details display:

- **Name**: Displays the name of the item or activity. If the item or activity is set as optional, a small blue dot appears to the right of the item or activity name.
- **Order**: This column allows you to change the order of the course content appearing in the list. Click the **Order** icon corresponding to the course name that will be moved to the desired location in the list. To move an item, drag the corresponding icon and drop the selected content to the desired location. The icons indicate the locations where you can drop the content item. The re-ordered content is displayed with a highlighted background.

Taskbar

When you select a date in the calendar, the right Student Content **taskbar** displays the following options:

- **Unassign**: Allows you to unassign the items currently listed in the Due Items list. Select the check box to the left of the item(s) you wish to unassign and then click Unassign on the taskbar. The selected content items are removed from the Due Items list (and all other Calendar views)
- **Remove Due Date**: Allows you to remove a due date from an assigned content item, but retain all other scheduling options. Select the check box to the left of the item(s) you wish to unassign and then click Remove Due Date on the taskbar. The due date set for the selected items are removed; all other scheduling options remain.
- **Cut**: Cut the selected content and move to clipboard.

Note: *Until you paste them, items you copy or cut to the clipboard appear dimmed, in red italicized text.*

- **Paste**: Paste the content on the Clipboard to the desired location. You must cut or copy content to make this option active. To paste copied content, click Paste or the Paste icon. When the Paste menu displays, click to select the desired paste location from the menu:
  - *Paste At Top*: Choose this option if you want to paste the clipboard item before the first item in the Student Content window.
  - *Paste Before Selected*: Choose this option if you want to paste the clipboard item before the selected content item in the Student Content window.
  - *Paste After Selected*: Choose this option if you want to paste the clipboard item after the selected content item in the Student Content window.
  - *Paste At Bottom*: Choose this option if you want to paste the clipboard item after the last item in the Student Content window.

Note: *Paste Before Selected and Paste After Selected are enabled only if you select another content item after you cut or copy items to the Clipboard. If multiple items are selected, the Paste occurs before (or after) the last item. Recently pasted content items are displayed with a highlighted background.*

- **Clipboard items**: This displays the number of copied or cut items. Content items placed on the Clipboard appear dimmed, in red italicized text. Copied items remain on the clipboard even after they are pasted; cut items do not.

Note: *If the Calendar is not enabled for your course, you can enable it from the course toolbar by selecting Preferences and then clicking the General tab. On the General tab, select the Enable Calendar check to display the Calendar in Today's view. The Organize Calendar link appears only if the Enable Organize Calendar check box is selected in the General preference of the Preference tool.*

Moving Items to a New Date in the Calendar

To change the scheduled date of an item in the Calendar to another day, use the following steps:

1. Select one or more items in the check boxes of the Due Items list.
2. Click Cut on the taskbar. The selected content items are placed on the Clipboard.
3. Select the new day in the calendar on which you wish to assign the items.
4. Click Paste icon on the taskbar. When the Paste menu displays, click to select the desired paste location from the menu.

The selected content items are moved and re-assigned to the selected date. *Note that the due time set for the items (and all other scheduling options) remain the same after an item is moved to a new date in the calendar.*

Manage Question Library

Overview

Use the Manage Question Library tool to manage the questions used in your course. With the Question Library tool you can add, delete, copy and paste, edit, preview, or try out course questions. You can use the Question Library tool to manage a database of questions to design activities, homework, and other course elements as needed for optimal course design. When you want to create your own question, you will create and store them in Question Library.

When you first click to open the Manage Question Library tab a screen opens with folders containing questions you can choose from to create assignments. You must navigate to the correct bank of test questions that you are interested in using.

The Manage Question Library tool includes three main elements:

1. The Question Library window
2. The Preview window
3. The Question Library toolbar (Add Content, Cut, Copy, Paste, Delete)

Using the Question Library Window

The Question Library window contains the following elements:

- **Name**: Displays the folder name.
- **Type**: In MyNursingLab, all the assets here are folders.

Previewing Questions

The Preview window allows you to view a quick preview of each question in the Question Library.

1. Navigate through the questions to location the desired question.
2. Click the question name to select it. A preview of the question displays in the **Preview** box.

Adding Questions or Folders

To add a question or folder to the Question Library, complete the following steps:

1. Click the **Manage Question Library** button on the toolbar.
2. Click the **Add Content** button. On the **Add Content** menu, click to select from a list of available questions types to add to the Question Library.
    - Folder
    - Import Questions (this option is not fully functional at this time)
    - Connect the Points
    - Drag and Drop
    - Drop-down List
    - Entry List
    - Entry List (Dynamic)
    - Essay
    - File Upload
    - Fill in the Blank
    - Fill in the Blank (Dynamic)
    - Flash™
    - Hot Spot — Multiple Choice
    - Hot Spot — Multiple Response
    - Java Applet
    - Likert Scale
    - Matching
    - Matrix
    - Multiple Choice
    - Multiple Choice (Dynamic)
    - Multiple Response
    - Multiple Response (Dynamic)
    - Numeric
    - Ranking
    - Select a Blank
    - Slider
    - Text Match
    - True/False

***Note**: You can organize your questions into folders by creating a folder in the Question Library and then adding the questions into that folder. Folders created in the Question Library are automatically added to the Content Library. When viewed in the Content Library you do not see the questions; instead, you only see the images used in the questions. However, questions within the folder can always be viewed from within the Question Library.*

Deleting Questions or Folders

To delete an existing item in the question library, complete the following steps:

1. Click the **Question Library** button on the toolbar.

2. Click the check box next to the appropriate question or folder and then click the **Delete** link on the toolbar (or click the option menu next to the appropriate question and then click **Delete**).

Copying and Pasting Questions or Folders

To copy and then paste an existing item in the question library, complete the following steps:

1. Click the **Manage Question Library** button on the toolbar.
2. Click the check box next to the appropriate question or folder and then click the **Copy** link on the toolbar. The **Clipboard items** area displays the number of items copied.
3. Navigate to the appropriate folder and then click the **Paste** link on the toolbar. When the Paste menu displays, click to select the desired paste location from the menu:
    - *Paste At Top*: Choose this option if you want to paste the clipboard item before the first item in the Student Content window.
    - *Paste Before Selected*: Choose this option if you want to paste the clipboard item before the selected content item in the Student Content window.
    - *Paste After Selected*: Choose this option if you want to paste the clipboard item after the selected content item in the Student Content window.
    - *Paste At Bottom*: Choose this option if you want to paste the clipboard item after the last item in the Student Content window.

Note: *Paste Before Selected and Paste After Selected are enabled only if you select another content item after you cut or copy items to the Clipboard. If multiple items are selected, the Paste occurs before (or after) the last item. Recently pasted content items are displayed with a highlighted background.*

Note: *you can copy and paste into the original folder location or a new folder.*

Cutting and Pasting Questions or Folders

To cut and then paste an existing item in the question library, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the check box next to the appropriate question or folder and then click the **Cut** link on the toolbar. The **Clipboard items** area displays the number of items copied.
3. Navigate to the appropriate folder and then click the **Paste** link on the toolbar. When the Paste menu displays, click to select the desired paste location from the menu:
    - *Paste At Top*: Choose this option if you want to paste the clipboard item before the first item in the Student Content window.
    - *Paste Before Selected*: Choose this option if you want to paste the clipboard item before the selected content item in the Student Content window.
    - *Paste After Selected*: Choose this option if you want to paste the clipboard item after the selected content item in the Student Content window.
    - *Paste At Bottom*: Choose this option if you want to paste the clipboard item after the last item in the Student Content window.

Note: *Paste Before Selected and Paste After Selected are enabled only if you select another content item after you cut or copy items to the Clipboard. If multiple items are selected, the Paste occurs before (or after) the last item. Recently pasted content items are displayed with a highlighted background.*

Note: *you can copy and paste into the original folder location or a new folder.*

Creating a Fill in the Blank Question

To create a fill in the blank question, complete the following steps:

1. Point to the **Course Content** button on the toolbar and then click **Manage Question Library.**
2. Click the **Add Content** button. On the **Add Content** menu, click **Fill in the Blank**.
3. The **Create Fill in the Blank** window opens. The screen displays two main areas: **Question & Answers** and **Hints**. You can expand or collapse these areas by clicking on the bar or the (expand) and (collapse) buttons.

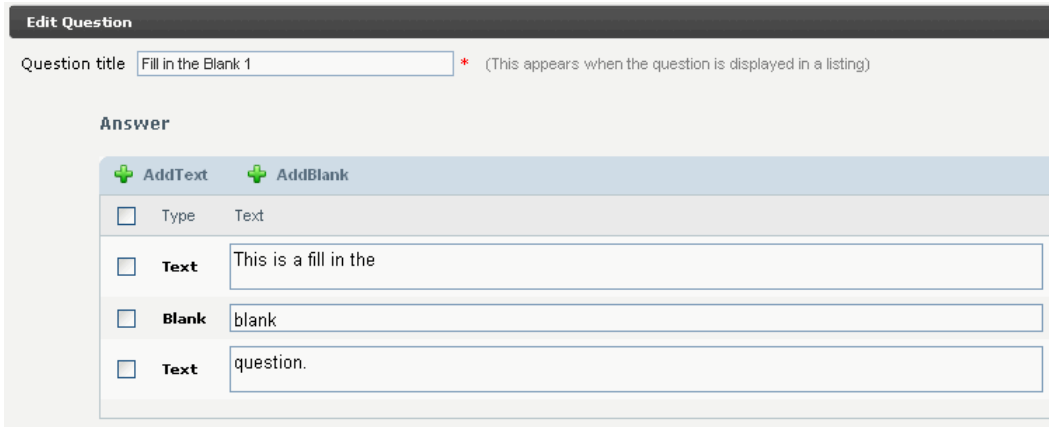
Note*: These instructions take you through a linear progression of creating a Fill in the Blank question. However, after the information is entered in one area, you can switch to another area; your inputs will be saved. You also can click the* ***Save and Close*** *button to save the question and return to Question Library at any time.*

Note*: While working on a question, you can see how the question will be displayed for the students by clicking the* ***Preview*** *button. To view a sample question, click the Sample Question icon.*

Question & Answers: Add/Edit Question

The Question & Answers section allows you to enter the question title, question text and blank. The Question & Answers section has two subsections: **Add/Edit Question** and **Add/Edit Score and Feedback**. To enter a question, use the following steps:

1. In the **Edit Question** area, in the Question title text box, enter the question name. Be sure to use a descriptive name, as this is the way you will identify the question in the Question Library.
2. Enter the question text and a blank in the Content Editor to define a fill in the blank question. To add text, click **Add Text** on the Answer taskbar. The drop down list displays the following options to choose a desired location to insert the textbox:
   - *Add at top*: Adds the text box at the top.
   - *Add before selected*: Adds the text box before the selected Text or Blank.
   - *Add after selected:* Adds the text box after selected Text or Blank.
   - *Add at bottom*: Adds the text box at the bottom.
3. On selecting a desired location, a new blank text box appears. Type the question text in the textbox. *When typing the question, you will type the beginning text, then add a blank, and then add the following text. For example, you might type: "This is a fill in the" in the first text box, add a blank and enter the answer "blank", and then type "question." to complete the question: "This is a fill in the blank question."* If you want to use additional formatting, click the Edit HTML link to open the Content Editor.



4. To add a blank, click **Add Blank** on the Answer taskbar. The drop down list displays the following options to choose a desired location to insert the text box:
   - *Add at top*: Adds the text box at the top.
   - *Add before selected*: Adds the text box before the selected Text or Blank.
   - *Add after selected:* Adds the text box after selected Text or Blank.
   - *Add at bottom*: Adds the text box at the bottom.
5. On selecting a desired location, a new blank text box appears. Type the question text in the text box. This text will appear as a blank when the student views the question.
6. Next, choose a blank length for the blank text box. Each blank size is a set number of pixels that can accommodate a certain number of characters in the visible blank area. The user can enter any number of characters in the blank, regardless of the size you choose.

Blank length	Pixel length of blank field	Approx. # of visible characters
xx-small	25 px	1-3
x-small	50 px	3-6
small	100px	7-18
medium	150px	11-30
large	200 px	15-45
x-large	325px	24-52
xx-large	450px	34-72

Note: *To delete the Text or Blank, select in the checkboxes and click Delete in the Answer taskbar.*

7. Continue adding Text and Blanks to complete the question creation. If you want to reorder text or blanks, click the Order icon and then drag and drop the text or blank to the desired location.
8. Click the **Add Score and Feedback** subsection bar.

Question & Answers: Add/Edit Score and Feedback

All the text of the Blank answers defined in Edit Question will be displayed under the Answer column. Here, you can edit the answer text for the Blanks or provide alternate answers, set score, and feedback for correct and wrong answers.

1. Click the Edit... button under the Alternative answers column to edit any of the defined text and to give alternative answers for the choices. Adding alternative

answers allows you to account for spelling or other variations that may occur when entering the answers for this question.

2. Type a score and feedback for each answer.
3. For each answer blank, enter a **feedback** and a **score** for both correct and incorrect answers.
4. In the **Options** area, select the **Case sensitive** check box to require case sensitivity in student responses, when grading fill-in-the-blank questions. If this check box is not selected, questions will be graded ignoring case sensitivity.
5. Select the **Allow similar sounding words** check box to allow similar sounding words to be accepted when grading (for example, *gray* and *grey*).
6. To allow similar sounding words, select the **Allow similar sounding words** checkbox.
7. Select the **Ignore Punctuation** check box to allow incorrect punctuation in a student response, when grading objective-based questions.
8. Select the **Ignore Double Space** check box to ignore double spacing in student response. (This generally is not needed with Fill in the Blank questions).
9. The Accents options are not used in MyNursingLab and can be ignored.
10. Click the **Hints** subsection bar.

<u>Hints</u>

The **Hints** section displays, showing three areas where you can enter optional question hints. Hints only display to students in Skill-Based Training, Project-Based Training, or Objective-Based Question Only activities. At the time of scheduling these three types of activities, you can turn hints on or off.

1. In the Hint 1 text box, type the desired hint text. If you want to format the feedback using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately.
2. Complete the same process to enter Hint 2 and Hint 3.
3. Click the **Preferences** subsection bar.

<u>Preferences</u>

The **Preferences** section for the question displays, allowing you to further customize the question.

- Time to answer: Choose either Unlimited or Restricted. If Restricted, type the time in the boxes in minutes and seconds.
- Hide question: Hides the question
- High-Stakes question: Makes the question available only for testing purposes. High stakes questions are those you want hidden from selection lists when creating non-testing assignments or activities (such as homework).
- Copyright: Type the Copyright information in the box, which is optional.
- Metadata: Three other metadata items can be displayed. For each metadata item, choose an option from the list.

Click the **Save and Close** button to save the question. The question will now appear in your Question Library.

At any point while creating a question, click the 

button to view the question content and layout. Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview. Click **Close** to close the Preview window.

Editing a Fill in the Blank Question

To edit an existing fill in the blank question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Edit**.
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Trying Out a Fill in the Blank Question

To preview an existing fill in the blank question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Deleting a Fill in the Blank Question

To delete an existing fill in the blank question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Creating a File Upload Question

To create a file upload question, complete the following steps:

1. Point to the **Course Content** button on the toolbar and then click **Manage Question Library.**
2. Click the **Add Content** button. On the **Add Content** menu, click **Fill in the Blank**.
3. The **Create File Upload** window opens. The screen displays two main areas: **Question & Answers** and **Hints**. You can expand or collapse these areas by clicking on the bar or the (expand) and (collapse) buttons.

Note*: These instructions take you through a linear progression of creating a File Upload question. However, after the information is entered in one area, you can switch to another area; your inputs will be saved. You also can click the* ***Save and Close*** *button to save the question and return to Question Library at any time.*

Note*: While working on a question, you can see how the question will be displayed for the students by clicking the* ***Preview*** *button. To view a sample question, click the Sample Question icon.*

Question & Answers: Add/Edit Question

The Question & Answers section allows you to enter the question title, question text and blank. The Question & Answers section has two subsections: **Add/Edit Question** and **Add/Edit Answer**. To enter a question, use the following steps:

1. In the **Edit Question** area, in the Question title text box, enter the question name. Be sure to use a descriptive name, as this is the way you will identify the question in the Question Library.

2. Enter the question text in the Content Editor to define the text that displays to students. Be sure to be specific about what files or files you expect students to upload. For more information, read the Content Editor topic.
3. Click the **Add Answer** subsection bar.

Question & Answers: Add/Edit Answer

In the Add Answer section, enter the following information:

1. Type the maximum score and feedback message in the respective textboxes. The Edit button opens the Content Editor, which enables you to format text, insert images, hyperlinks, HTML code and the audio player. For more information on using the Content Editor, click here.
2. Click the **Hints** subsection bar.

Hints

The **Hints** section displays, showing three areas where you can enter optional question hints. Hints only display to students in Skill-Based Training, Project-Based Training, or Objective-Based Question Only activities. At the time of scheduling these three types of activities, you can turn hints on or off.

1. In the Hint 1 text box, type the desired hint text. If you want to format the feedback using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately.
2. Complete the same process to enter Hint 2 and Hint 3.
3. Click the **Preferences** subsection bar.

Preferences

The **Preferences** section for the question displays, allowing you to further customize the question.

- Time to answer: Choose either Unlimited or Restricted. If Restricted, type the time in the boxes in minutes and seconds.
- Hide question: Hides the question
- High-Stakes question: Makes the question available only for testing purposes. High stakes questions are those you want hidden from selection lists when creating non-testing assignments or activities (such as homework).
- Copyright: Type the Copyright information in the box, which is optional.
- Metadata: Three other metadata items can be displayed. For each metadata item, choose an option from the list.

Click the **Save and Close** button to save the question. The question will now appear in your Question Library.

At any point while creating a question, click the Preview button to view the question content and layout. Click **Close** to close the Preview window.

Editing a File Upload Question

To edit an existing file upload question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Edit**.
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Trying Out a File Upload Question

To preview an existing file upload question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Deleting a File Upload Question

To delete an existing file upload question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Creating a Flash™ Question

To create a Flash question, complete the following steps:

1. Point to the **Course Content** button on the toolbar and then click **Manage Question Library.**
2. Click the **Add Content** button. On the **Add Content** menu, click **Flash**.
3. The **Create Flash** window opens. The screen displays two main areas: **Question & Answers** and **Hints**. You can expand or collapse these areas by clicking on the bar or the (expand) and (collapse) buttons.

Note*: These instructions take you through a linear progression of creating a Flash question. However, after the information is entered in one area, you can switch to another area; your inputs will be saved. You also can click the* ***Save and Close*** *button to save the question and return to Question Library at any time.*

Note*: While working on a question, you can see how the question will be displayed for the students by clicking the* ***Preview*** *button. To view a sample question, click the Sample Question icon.*

Question & Answers: Add/Edit Question

The Question & Answers section allows you to enter the question title, question text and blank. The Question & Answers section has two subsections: **Add/Edit Question** and **Add/Edit Answer**. To enter a question, use the following steps:

1. In the **Edit Question** area, in the Question title text box, enter the question name. Be sure to use a descriptive name, as this is the way you will identify the question in the Question Library.
2. Enter the question text in the Content Editor to define the text that displays with the Flash file. For more information, read the Content Editor topic.
3. Click the **Add Answer** subsection bar.

Question & Answers: Add/Edit Answer

In the Add Answer section, you can add the Flash question file for the question.

1. Click the Choose button to select the Flash question file. The Select Content window opens. *Note: The Flash file must be a .swf file and already uploaded to*

the Content Library. For information on adding Flash question files to the Content Library, click here.

2. Type the Flash size settings for the height and width of the Flash file, if different from the default settings (640x480).
3. Type the maximum score and feedback message in the respective textboxes. The Edit button opens the Content Editor, which enables you to format text, insert images, hyperlinks, HTML code and the audio player. For more information on using the Content Editor, click here.
4. Click the **Hints** subsection bar.

<u>Hints</u>

The **Hints** section displays, showing three areas where you can enter optional question hints. Hints only display to students in Skill-Based Training, Project-Based Training, or Objective-Based Question Only activities. At the time of scheduling these three types of activities, you can turn hints on or off.

1. In the Hint 1 text box, type the desired hint text. If you want to format the feedback using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately.
2. Complete the same process to enter Hint 2 and Hint 3.
3. Click the **Preferences** subsection bar.

<u>Preferences</u>

The **Preferences** section for the question displays, allowing you to further customize the question.

- Locale: Choose a language/locale from the list.
- Asset path: Type the asset URL in the text box. This path points to the content folder that is stored in the media server or repository. You can also copy and paste the URL. The path can hold a maximum of 1024 characters.
- XML path: Type the XML URL in the text box. This path points contains the XML file for the specific activity. You can also copy and paste the URL. The path can hold a maximum of 1024 characters. *Note: The upper character limit for Asset Path and XML is up to 1024 characters.*
- Time to answer: Choose either Unlimited or Restricted. If Restricted, type the time in the boxes in minutes and seconds.
- Hide question: Hides the question
- High-Stakes question: Makes the question available only for testing purposes.: High stakes questions are those you want hidden from selection lists when creating non-testing assignments or activities (such as homework).
- Copyright: Type the Copyright information in the box, which is optional.
- Metadata: Three other metadata items can be displayed. For each metadata item, choose an option from the list.

Click the **Save and Close** button to save the question. The question will now appear in your Question Library.

At any point while creating a question, click the Preview button to view the question content and layout. Click **Close** to close the Preview window.

Editing a Flash Question

To edit an existing Flash question, complete the following steps:

1. Click the **Question Library** button on the toolbar.

2. Click the option menu next to the appropriate question and then click **Edit**.
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Previewing a Flash Question

To preview an existing Flash question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Deleting a Flash Question

To delete an existing Flash question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Creating a Matching Question

To create a matching question, complete the following steps:

1. Point to the **Course Content** button on the toolbar and then click **Manage Question Library.**
2. Click the **Add Content** button. On the **Add Content** menu, click **Matching**.
3. The **Create Matching** window opens to the Question tab. The screen displays two main areas: **Question & Answers** and **Hints**. You can expand or collapse these areas by clicking on the bar or the (expand) and (collapse) buttons.

***Note**: These instructions take you through a linear progression of creating a Flash question. However, after the information is entered in one area, you can switch to another area; your inputs will be saved. You also can click the **Save and Close** button to save the question and return to Question Library at any time.*

***Note**: While working on a question, you can see how the question will be displayed for the students by clicking the **Preview** button. To view a sample question, click the Sample Question icon.*

Question & Answers: Add/Edit Question

The Question & Answers section allows you to enter the question title, question text and blank. The Question & Answers section has two subsections: **Add/Edit Question** and **Add/Edit Answer**. To enter a question, use the following steps:

1. In the **Add/Edit Question** area, in the Question title text box, enter the question name. Be sure to use a descriptive name, as this is the way you will identify the question in the Question Library.

2. Enter the question text in the Content Editor. For more information, read the Content Editor topic.
3. Click the **Add/Edit Answer** subsection bar.

Question & Answers: Add/Edit Answer

The Add/Edit Answer section allows you to enter matching options.

1. In the Answers window, in the first row, type the **Text** in the text box for the first matching option. *If you want to format your answer using fonts, colors, and more, click the Edit/Choose button to open the Content Editor and format your text appropriately.*
2. Next, type the **Match text** in the second text box.

Note: *When displayed to a student, the **Text** entered in the first text box appears on the left side of the matching question as text and the **Match text** entered in the second text box appears in a drop-down list on the right side of the matching question. Be aware that, when creating a question, if one set of text is much longer than the other, put the longer items in the first text box. (For example, if you have a series or definitions and terms in a matching question, type the definition text in the first text box and the terms in the second match text box.) This prevents the drop-down list from being too long and making matching options hard to read.*

3. Enter the **Score** for correct and incorrect answers, being sure to put an appropriate score for the correct answer (default is 1).
4. Enter the **Feedback** for correct and incorrect answers (for example, Correct or Incorrect). *If you want to format your answer using fonts, colors, and more, click the Edit/Choose button to open the Content Editor and format your text appropriately.*
5. If you want to have more than four matching choices, click the **Add** link. An Answer choice is added to the question. Repeat the steps above to add additional matching items. If you want your question to have fewer than four answer choices, click the **Delete** link and then click OK to confirm the deletion. Note: you must delete any blank choices before proceeding to the Hints section.
6. Under Options, select the **Shuffle choices** check box, if you want to shuffle (randomize) the answer choices when they are displayed to the student.
7. Click the **Hints** subsection bar.

Hints

The **Hints** section displays, showing three areas where you can enter optional question hints. Hints only display to students in Skill-Based Training, Project-Based Training, or Objective-Based Question Only activities. At the time of scheduling these three types of activities, you can turn hints on or off.

1. In the Hint 1 text box, type the desired hint text. If you want to format the feedback using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately.
2. Complete the same process to enter Hint 2 and Hint 3.
3. Click the **Preferences** subsection bar.

Preferences

The **Preferences** section for the question displays, allowing you to further customize the question.

- Time to answer: Choose either Unlimited or Restricted. If Restricted, type the time in the boxes in minutes and seconds.
- Hide question: Hides the question
- High-Stakes question: Makes the question available only for testing purposes.: High stakes questions are those you want hidden from selection lists when creating non-testing assignments or activities (such as homework).

- Copyright: Type the Copyright information in the box, which is optional.
- Metadata: Three other metadata items can be displayed. For each metadata item, choose an option from the list.

Click the **Save and Close** button to save the question. The question will now appear in your Question Library.

At any point while creating a question, click the Preview button to view the question content and layout. Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview. Click **Close** to close the Preview window.

Editing a Matching Question

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Edit**.
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Previewing a Matching Question

To preview an existing matching question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Deleting a Matching Question

To delete an existing matching question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Creating a Multiple Choice Question

To create a multiple choice question, complete the following steps:

1. Point to the **Course Content** button on the toolbar and then click **Manage Question Library.**
2. Click the **Add Content** button. On the **Add Content** menu, click **Multiple Choice**.
3. The **Create Multiple Choice** window opens. The screen displays three main areas: **Question Layout**, **Question & Answers** and **Hints**. You can expand or collapse these areas by clicking on the bar or the (expand) and (collapse) buttons.

***Note**: These instructions take you through a linear progression of creating a Flash question. However, after the information is entered in one area, you can switch to another area; your inputs will be saved. You also can click the **Save and Close** button to save the question and return to Question Library at any time.*

***Note**: While working on a question, you can see how the question will be displayed for the students by clicking the **Preview** button. To view a sample question, click the Sample Question icon.*

Question Layout

The Question Layout displays multiple page layout options. These layouts determine how the question and answer appear to students during a test. The layout either contains one or two text fields and a answer location. Question, or supplemental question text, display in the text fields (either field A or field B). By default, the layout with the questions at the top and the answers at the bottom is selected.

1. Choose the desired layout for your Multiple Choice question:
   - *A and Answer Location:* Choose one of these layouts to display one Question text field "A" and an Answer location.
   - *A, B and Answer Location:* Choose one of these layouts to display two Question text fields "A" and "B", and an Answer location. This type of layout might be appropriate if you want to use a text description along with an image below or to the right of the text.
2. The selected layout is displayed with the appropriate number of text fields.

Question & Answers: Add/Edit Question

The Question & Answers section allows you to enter the question title, question text and blank. The Question & Answers section has two subsections: **Add/Edit Question** and **Add/Edit Answer**. To enter a question, use the following steps:

1. In the **Question title** text box, enter the question name. Be sure to use a descriptive name, as this is the way you will identify the question in the Question Library.
2. Enter the question text for section A and B (if selected) in the Question Section: A and Question Section: B areas. For more information, read the Content Editor topic.
3. Click the **Add/Edit Answer** subsection bar.

***Note**: You can change the question layout at any time. However, if you attempt to switch from a layout with two question text fields to a layout with only one question field, you are asked to confirm you want to make the switch as the text you entered in section B will not be used in the new layout.*

Question & Answers: Add/Edit Answer

The **Answer tab** displays, showing the Question text at the top of the window. Next, you will enter multiple choice options.

1. In the Answer window, in the first row, select the type of answer from the drop-down list. *Note that only Text and Image are supported in MyNursingLab at this time; Audio and Movie are not.*
2. If you have selected **Text**, type the answer in the text box for that answer choice. If you want to format your answer using fonts, colors, and more, click the **Edit/Choose** button to open the Content Editor and format your text appropriately. Click OK to save your changes.
3. If you have selected **Image** and want to use an image as an answer option, click the **Edit/Choose** button. The Select Content window opens, showing a view of the Content Library. Navigate through the Content Library to find the appropriate

image. Select the option button next to the image and then click the **Add and Close** button. The name of the image appears in the text box.

***Note**: If you want to use an image or graphic in a question or HTML page you are creating, you first must upload that graphic into the Content Library, as a file. See Add a File for more information on uploading graphics (and other file types). Images can be any valid image file format supported by a browser.*

4. Under **Options**, select the **Shuffle choices** check box, if you want to shuffle (randomize) the answer choices when they are displayed to the student. If you do not select Shuffle choices, the answers will appear in the same order to all students.
5. If you choose Shuffle choices, you also can one or more answers in place, so that these answer choices will not be shuffled, while the other answers are. To pin an answer choice, select the check box(es) next to the corresponding choice(s) and then click **Pin/Unpin Answer** link. A small pin icon appears to indicate an answer choice is pinned.
6. Enter the **Score** for each answer, being sure to put an appropriate score for the correct answer (default is 1).
7. Enter the **Feedback** for each answer (for example, Correct or Incorrect). If you want to format the feedback using fonts, colors, and more, click the **Edit**/**Choose** button to open the Content Editor and format your text appropriately.
8. If you want to have more than four answer choices, click the **Add** link. An Answer choice is added to the question. Follow the steps outlined to add the appropriate information. If you want to delete one of the answer choices, click the **Delete** link and then click **OK** to confirm the deletion.
9. Under **Options**, select **Horizontal** or **Vertical** as a presentation layout. *Horizontal* displays all of the answer choices in a single row, below the question text. *Vertical* displays all of the answer choices in a single column, below the question text.
10. At any point while creating a question, click the Preview button to view the question content and layout. Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview. Click **Close** to close the Preview window.
11. Click the **Hints** subsection bar.

Hints

The **Hints** section displays, showing three areas where you can enter optional question hints. Hints only display to students in Skill-Based Training, Project-Based Training, or Objective-Based Question Only activities. At the time of scheduling these three types of activities, you can turn hints on or off.

1. In the Hint 1 text box, type the desired hint text. If you want to format the feedback using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately.
2. Complete the same process to enter Hint 2 and Hint 3.
3. Click the **Preferences** subsection bar.

Preferences

The **Preferences** section for the question displays, allowing you to further customize the question.

- Time to answer: Choose either Unlimited or Restricted. If Restricted, type the time in the boxes in minutes and seconds.
- Hide question: Hides the question
- High-Stakes question: Makes the question available only for testing purposes. High stakes questions are those you want hidden from

selection lists when creating non-testing assignments or activities (such as homework).
- Copyright: Type the Copyright information in the box, which is optional.
- Metadata: Three other metadata items can be displayed. For each metadata item, choose an option from the list.

Click the **Save and Close** button to save the question. The question will now appear in your Question Library.

At any point while creating a question, click the Preview button to view the question content and layout. Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview. Click **Close** to close the Preview window.

Editing a Multiple Choice Question

To edit an existing multiple choice question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Edit**.
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Previewing a Multiple Choice Question

To preview an existing multiple choice question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Deleting a Multiple Choice Question

To delete an existing multiple choice question, complete the following steps:
1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Creating a Multiple Response Question

A multiple response question is a variation of a multiple choice question, in which the student is allowed to choose more than one choice. To create a multiple response question, complete the following steps:

1. Point to the **Course Content** button on the toolbar and then click **Manage Question Library.**
2. Click the **Add Content** button. On the **Add Content** menu, click **Multiple Response**.
3. The **Create Multiple Choice** window opens. The screen displays three main areas: **Question Layout**, **Question & Answers** and **Hints**. You can expand or

collapse these areas by clicking on the bar or the (expand) and (collapse) buttons.

***Note**: These instructions take you through a linear progression of creating a Flash question. However, after the information is entered in one area, you can switch to another area; your inputs will be saved. You also can click the **Save and Close** button to save the question and return to Question Library at any time.*

***Note**: While working on a question, you can see how the question will be displayed for the students by clicking the **Preview** button. To view a sample question, click the Sample Question icon.*

Question Layout

The Question Layout displays multiple page layout options. These layouts determine how the question and answer appear to students during a test. The layout either contain one or two text fields and a answer location. Question, or supplemental question text, display in the text fields (either field A or field B). By default, the layout with the questions at the top and the answers at the bottom is selected.

1. Choose the desired layout for your Multiple Choice question:
    - *A and Answer Location:* Choose one of these layouts to display one Question text field "A" and an Answer location.
    - *A, B and Answer Location:* Choose one of these layouts to display two Question text fields "A" and "B", and an Answer location. This type of layout might be appropriate if you want to use a text description along with an image below or to the right of the text.
2. The selected layout is displayed with the appropriate number of text fields.

Question & Answers: Add/Edit Question

The Question & Answers section allows you to enter the question title, question text and blank. The Question & Answers section has two subsections: **Add/Edit Question, Add/Edit Choice,** and **Add/Edit Answer**. To enter a question, use the following steps:

1. In the **Question title** text box, enter the question name. Be sure to use a descriptive name, as this is the way you will identify the question in the Question Library.
2. Choose a scoring criteria
3. **Group scoring**: Select this option to give students credit only when all of the correct answer choices are selected. If you select this option, in the **Answer** subsection, you need to select the correct answer choices to be included in the group scoring.
4. **Each option scored separately**: Select this option to give students partial credit for correct answer choices, even if the student has not selected all of the correct choices.
5. Type the question text in the Content Editor. You only need to type the beginning of the question, such as "Which of the following is true?". The multiple response answer options will be entered on the next tab.
6. Click the **Add/Edit Choice** subsection bar.

***Note**: You can change the question layout at any time. However, if you attempt to switch from a layout with two question text fields to a layout with only one question field, you are asked to confirm you want to make the switch as the text you entered in section B will not be used in the new layout.*

Question & Answers: Add/Edit Choice

The **Add**/**Edit Choice** section displays, showing the Question text at the top of the window. Next, you will enter multiple response answer choices.

1. In the Enter choices window, in the first row, select the type of answer from the drop-down list. *Note that only Text and Image are supported in MyNursingLab at this time; Audio and Movie are not.*
2. If you have selected **Text**, type the answer in the Choice box for that answer choice. If you want to format your answer using fonts, colors, and more, click the **Edit**/**Choose** button to open the Content Editor and format your text appropriately. Click OK to save your changes.
3. If you have selected **Image** and want to use an image as an answer option, click the **Edit**/**Choose** button. The Select Content window opens, showing a view of the Content Library. Navigate through the Content Library to find the appropriate image. Select the option button next to the image and then click the **Add and Close** button. The name of the image appears in the text box.

Note*: If you want to use an image or graphic in a question or HTML page you are creating, you first must upload that graphic into the Content Library, as a file. See Add a File for more information on uploading graphics (and other file types). Images can be any valid image file format supported by a browser.*

4. Enter a **Score** for each choice, using 0 for incorrect choices and a value of 1 or more for correct choices.
5. Under **Options**, enter the **Minimum number of choices** to be selected and the **Maximum number of choices** to be selected. *Be sure that the Minimum number of choices accurately reflects the number of correct possible answers to the question: if there are 2 possible correct answers, this should be set to 2. The Maximum number of choices cannot be greater than the total number of choices.*
6. Under **Options**, select the **Shuffle choices** check box, if you want to shuffle (randomize) the answer choices when they are displayed to the student. If you do not select Shuffle choices, the answers will appear in the same order to all students.
7. If you choose Shuffle choices, you also can one or more answers in place, so that these answer choices will not be shuffled, while the other answers are. To pin an answer choice, select the check box(es) next to the corresponding choice(s) and then click **Pin**/**Unpin Answer** link. A small pin icon appears to indicate an answer choice is pinned.
8. If you want to have more than four answer choices, click the **Add** link. An Answer choice is added to the question. Follow the steps outlined to add the appropriate information. If you want to delete one of the answer choices, click the **Delete** link and then click **OK** to confirm the deletion.
9. Under **Options**, select **Horizontal** or **Vertical** as a presentation layout. *Horizontal* displays all of the answer choices in a single row, below the question text. *Vertical* displays all of the answer choices in a single column, below the question text.
10. Click the **Add**/**Edit Answer** subsection bar.

Question & Answers: Add/Edit Answer

The **Answer** subsection displays, allowing you to select choice(s) for the answer and give or change score and feedback.

1. If you chose **Each option scored separately** in the Add/Edit Question section, confirm the **Score** for each answer and enter the **Feedback** for each answer (for example, Correct or Incorrect). If you want to format the feedback using fonts, colors, and more, click the **Edit**/**Choose** button to open the Content Editor and format your text appropriately.
2. If you chose **Group scoring** in the Add/Edit Question section:

   a. Select the answer choices to be included in the group score (ex: Choice_1, Choice_3) and click the **Add** button. The choice can be combination of any number of answer choices; by default, the score will be set to the sum of the selected choices.
   b. In the lower pane, enter the overall **Score** for the question and enter the **Feedback** for the question (for example, Correct or Incorrect). Enter a score and feedback for any other choices selected by the student. If you want to format the feedback using fonts, colors, and more, click the **Edit**/**Choose** button to open the Content Editor and format your text appropriately.
   c. Enter the score and feedback for other choice selection in the Score and Feedback textboxes. This score will be credited to the students if they group any other choices while answering to the question. Any other grouped answer choices other than the ones specified will be allotted with this score and feedback.
3. Click the **Hints** subsection bar.

<u>Hints</u>

The **Hints** section displays, showing three areas where you can enter optional question hints. Hints only display to students in Skill-Based Training, Project-Based Training, or Objective-Based Question Only activities. At the time of scheduling these three types of activities, you can turn hints on or off.

1. In the Hint 1 text box, type the desired hint text. If you want to format the feedback using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately.
2. Complete the same process to enter Hint 2 and Hint 3.
3. Click the **Preferences** subsection bar.

<u>Preferences</u>

The **Preferences** section for the question displays, allowing you to further customize the question.

- Time to answer: Choose either Unlimited or Restricted. If Restricted, type the time in the boxes in minutes and seconds.
- Hide question: Hides the question
- High-Stakes question: Makes the question available only for testing purposes.: High stakes questions are those you want hidden from selection lists when creating non-testing assignments or activities (such as homework).
- Copyright: Type the Copyright information in the box, which is optional.
- Metadata: Three other metadata items can be displayed. For each metadata item, choose an option from the list.

Click the **Save and Close** button to save the question. The question will now appear in your Question Library.

At any point while creating a question, click the Preview button to view the question content and layout. Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview. Click **Close** to close the Preview window.

Editing a Multiple Response Question

To edit an existing multiple response question, complete the following steps:

1. Click the **Question Library** button on the toolbar.

2. Click the option menu next to the appropriate question and then click **Edit**.
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Previewing a Multiple Response Question

To preview an existing multiple response question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Deleting a Multiple Response Question

To delete an existing multiple response question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Creating a Ranking Question

A ranking question is asks the student to rank a number of series of items, in order from 1 to x. A student must get all of the items in the correct ranked order to get the question correct. To create a ranking question, complete the following steps:

1. Point to the **Course Content** button on the toolbar and then click **Manage Question Library.**
2. Click the **Add Content** button. On the **Add Content** menu, click **Ranking**.
3. The **Create Ranking** window opens. The screen displays two main areas: **Question & Answers** and **Hints**. You can expand or collapse these areas by clicking on the bar or the (expand) and (collapse) buttons.

***Note**: These instructions take you through a linear progression of creating a Flash question. However, after the information is entered in one area, you can switch to another area; your inputs will be saved. You also can click the **Save and Close** button to save the question and return to Question Library at any time.*

***Note**: While working on a question, you can see how the question will be displayed for the students by clicking the Preview button. To view a sample question, click the Sample Question icon.*

<u>Question & Answers: Add/Edit Question</u>

The Question & Answers section allows you to enter the question title, question text and blank. The Question & Answers section has two subsections: **Add/Edit Question** and **Add/Edit Answer**. To enter a question, use the following steps:

1. In the **Add/Edit Question** area, in the Question title text box, enter the question name. Be sure to use a descriptive name, as this is the way you will identify the question in the Question Library.

2. Enter the question text in the Content Editor. For more information, read the Content Editor topic.
3. Click the **Add/Edit Answer** subsection bar.

***Note**: These instructions take you through a linear progression of creating a Ranking question. However, after the Question tab information is entered, you can switch between all tabs simply by clicking the tab. You also can click the **Save and Return** button to save the question and return to Question Library at any time.*

Question & Answers: Add/Edit Answer

The Add/Edit Answer section allows you to enter ranking options.

1. In the Choice and Rank section, type an item to be ranked in the Text box. If you want to format your answer using fonts, colors, and more, click the **Edit/Choose** button to open the Content Editor and format your text appropriately. Click OK to save your changes.
2. To the right of the text box, in the **Rank** box, indicate the Rank of this item relative to the other items. Ranking options must be in a series or integers from 1 to x.
3. If you want to have more than four ranking items, click the **Add** link. An item is added to the question. Follow the steps outlined to add the appropriate information. If you want to delete one of the items, click the **Delete** link and then click **OK** to confirm the deletion.
4. Under **Options**, click the Shuffle choices check box, if you want to shuffle the choices.
5. Enter a **Score** for a correct answer and an incorrect answer. *Note: a student must get all of the items in the correct ranked order to get the question correct.* .
6. Enter the **Feedback** for each answer (for example, Correct or Incorrect). If you want to format the feedback using fonts, colors, and more, click the **Edit/Choose** button to open the Content Editor and format your text appropriately.
7. Click the **Hints** subsection bar.

Hints

The **Hints** section displays, showing three areas where you can enter optional question hints. Hints only display to students in Skill-Based Training, Project-Based Training, or Objective-Based Question Only activities. At the time of scheduling these three types of activities, you can turn hints on or off.

1. In the Hint 1 text box, type the desired hint text. If you want to format the feedback using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately.
2. Complete the same process to enter Hint 2 and Hint 3.
3. Click the **Preferences** subsection bar.

Preferences

The **Preferences** section for the question displays, allowing you to further customize the question.

- Time to answer: Choose either Unlimited or Restricted. If Restricted, type the time in the boxes in minutes and seconds.
- Hide question: Hides the question
- High-Stakes question: Makes the question available only for testing purposes. High stakes questions are those you want hidden from selection lists when creating non-testing assignments or activities (such as homework).
- Copyright: Type the Copyright information in the box, which is optional.
- Metadata: Three other metadata items can be displayed. For each metadata item, choose an option from the list.

Click the **Save and Close** button to save the question. The question will now appear in your Question Library.

At any point while creating a question, click the Preview button to view the question content and layout. Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview. Click **Close** to close the Preview window.

Editing a Ranking Question

To edit an existing ranking question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Edit.**
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Previewing a Ranking Question

To preview an existing ranking question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Deleting a Ranking Question

To delete an existing ranking question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Creating a True/False Question

To create a true/false question, complete the following steps:

1. Point to the **Course Content** button on the toolbar and then click **Manage Question Library.**
2. Click the **Add Content** button. On the **Add Content** menu, click **True/False**.
3. The **Create True/False** window opens. The screen displays two main areas: **Question & Answers** and **Hints**. You can expand or collapse these areas by clicking on the bar or the (expand) and (collapse) buttons.

***Note**: These instructions take you through a linear progression of creating a Flash question. However, after the information is entered in one area, you can switch to another area; your inputs will be saved. You also can click the **Save and Close** button to save the question and return to Question Library at any time.*

***Note**: While working on a question, you can see how the question will be displayed for the students by clicking the Preview button. To view a sample question, click the Sample Question icon.*

Question & Answers: Add/Edit Question

The Question & Answers section allows you to enter the question title, question text and blank. The Question & Answers section has two subsections: **Add/Edit Question** and **Add/Edit Answer**. To enter a question, use the following steps:

1. In the **Add/Edit Question** area, in the Question title text box, enter the question name. Be sure to use a descriptive name, as this is the way you will identify the question in the Question Library.
2. Enter the question text in the Content Editor. For more information, read the Content Editor topic.
3. Click the **Add/Edit Answer** subsection bar.

***Note**: These instructions take you through a linear progression of creating a True/False question. However, after the Question tab information is entered, you can switch between all tabs simply by clicking the tab. You also can click the **Save and Return** button to save the question and return to Question Library at any time.*

Question & Answers: Add/Edit Answer

The Add/Edit Answer section allows you to enter ranking options.

1. By default, the answer options provided are **True** and **False**. Edit these as needed to include any two responses (for example, you can use this question type to create a Yes/No question).
2. If you want to format the answer options using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately. Click OK to save your changes.
3. Enter the **Score** for each answer, being sure to put an appropriate score for the correct answer (default is 1).
4. Enter the **Feedback** for each answer (for example, Correct or Incorrect). If you want to format the feedback using fonts, colors, and more, click the **Edit/Choose** button to open the Content Editor and format your text appropriately.
5. Under **Options**, select **Horizontal** or **Vertical** as a presentation layout. *Horizontal* displays all of the answer choices in a single row, below the question text. *Vertical* displays all of the answer choices in a single column, below the question text.
6. Click the **Hints** subsection bar.

Hints

The **Hints** section displays, showing three areas where you can enter optional question hints. Hints only display to students in Skill-Based Training, Project-Based Training, or Objective-Based Question Only activities. At the time of scheduling these three types of activities, you can turn hints on or off.

1. In the Hint 1 text box, type the desired hint text. If you want to format the feedback using fonts, colors, and more, click the **Edit** button to open the Content Editor and format your text appropriately.
2. Complete the same process to enter Hint 2 and Hint 3.
3. Click the **Preferences** subsection bar.

Preferences

The **Preferences** section for the question displays, allowing you to further customize the question.

- Time to answer: Choose either Unlimited or Restricted. If Restricted, type the time in the boxes in minutes and seconds.
- Hide question: Hides the question
- High-Stakes question: Makes the question available only for testing purposes. High stakes questions are those you want hidden from selection lists when creating non-testing assignments or activities (such as homework).
- Copyright: Type the Copyright information in the box, which is optional.
- Metadata: Three other metadata items can be displayed. For each metadata item, choose an option from the list.

Click the **Save and Close** button to save the question. The question will now appear in your Question Library.

At any point while creating a question, click the Preview button to view the question content and layout. Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview. Click **Close** to close the Preview window.

Editing a True/False Question

To edit an existing true/false question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Edit**.
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Previewing a True/False Question

To preview an existing true/false question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Deleting a True/False Question

To delete an existing true/false question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Options: Question Library

After you have added an item to the Question Library, you can edit, preview, and perform other actions on the item, using the options menu available in the Question Library window. The options available on the options menu vary, according to the item.

Folder

In Question Library, several options are available on the Folder options menu, as listed below.

Opening a Folder

To open an existing folder, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. In the Question Library window, click the folder name click the option menu next to the appropriate folder and then click **Open**.
3. The folder opens.

Editing a Folder

To edit an existing folder, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. In the Question Library window, click the option menu next to the appropriate folder and then click **Edit**.
3. Edit the folder name and description and select or deselect the Question Folder check box. For more information on adding a Folder, click here. Click **Save** to save the changes (or Cancel to cancel the changes).

Deleting a Folder

To delete a folder, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu next to the appropriate folder and then click **Delete** (or click the check box next to the appropriate folder and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Objective-Based Questions

In Question Library, several options are available on the options menu for various objective-based question types, as listed below.

Editing a Question

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Edit**.
3. Edit the question, following the steps outlined for creating a question, saving the changes when your edits are complete.

Deleting a Question

To delete a question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Delete** (or click the check box next to the appropriate question and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Trying Out a Question

To preview an existing fill in the blank question, complete the following steps:

1. Click the **Question Library** button on the toolbar.
2. Click the option menu next to the appropriate question and then click **Tryout**.
3. The question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback. *Note that, when these questions are played through the MyNursingLab simulation player, your students will not see exactly what you see in the Preview.* Click the **red [x] button** or the **Return to Course Content** button to close the window

Adding Content to Course

Overview

To add content to the Content Library or Course Content, complete the following steps:

1. Navigate to the location where you want to add the content.
2. Click the **Add Content** button. On the Add Content menu, click the desired content type. .
3. Follow the steps for the appropriate content type to add the item to Content Library or Course Content.
   - Adding a Folder
   - Adding Homework (a type of activity or assignment)
   - Adding a Quiz (a type of activity or assignment)
   - Adding a Practice Test (a type of activity or assignment)
   - Adding a Test (a type of activity or assignment)
   - Adding a Test Your Terminology (a type of activity or assignment)
   - Adding a Study Plan (a type of activity or assignment)
   - Adding a Discussion Topic
   - Adding a Link
   - Adding a File
   - Adding Multiple Files
   - Adding a Page

Add a Folder

MyNursingLab allows you to add folders into Content Library, Student Content, and Question Library, so that you can better organize the items in your course.

To add a folder to the Content Library or Student Content, complete the following steps:

1. Navigate to the location where you want to create the folder. To create a subfolder within another folder, for example, you first must navigate into the main folder before adding the subfolder.
2. Click the **Add Content** button. On the Add Content menu, click **Add Folder**.
3. The Create New Folder window opens.
4. Type the Folder Name and Description in the appropriate text boxes.
5. If you also want this folder to appear in the Question Library, select the Question folder checkbox. Typically, you would do this if a question will contain questions. By default, this option is unchecked, *[Note: If you are adding a folder to the Question Library, this checkbox option is not available. All folders created automatically appears in both Question Library and Content Library.]*
6. Click the **Create** button. A new folder is created.

Note*: Folder name displays a maximum of 54 characters.*

Folder Properties

Overview

Setting the Properties for a Folder allows you to set various scheduling options, such as locations and dates. When you set scheduling options for a folder, all of the items in that folder are subject to those properties (for example, you can place all of the activities for a week in your course in a series of weekly folders -- and then make those folders available to students one per week.) To view the Properties for a Folder, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate folder and then click **Properties**.
3. The Properties window displays, providing scheduling options.

The Properties window for a Folder includes four tabs in the left navigation bar:

- General
- Availability
- Select Students

General

The **General** tab displays by default. On the General tab, you can set the general properties for the Folder

- **Name**: The Folder name displays in the Name text box. You can edit the name here, if desired.
- **Description**: The Folder description displays in the Description text box. You can edit the name here, if desired. [Note: this description appears to students on the Course Content page.]
- **Require proctor password**: If this check box is selected and a password is entered, students will be required to enter a password to view the contents of the folder.

Availability

Click the **Availability** link to display the Availability tab. On this tab, you can make the Folder available or hidden in the Course Content, or make it available only on particular dates. To set the availability properties, you can select an option from the following;

- **Show in Course Content (Available):** Click this option to make the Folder always available for the students in the course content. By default this is selected.
- **Hide in Course Content (Hidden):** Click this option to hide the Folder so that it does not display in the student Course Content page.
- **Make available in Course Content only on these dates:** Click this option to make the Folder available only on the particular dates specified. If you select this option, set the start date/times and end date/times as follows:
    1. Click the calendar icon corresponding to **Start date**, and then choose a date.
    2. Type the time for **Start date** in the **Tim**e boxes.
    3. Click the calendar icon corresponding to **End date**, and then choose a date.
    4. Type the time for **End date** in the **Time** boxes.

5. Select the **Always show item in Course Content but prevent students from opening it before or after these dates** check box to always show the Folder in student Course Content, but to limit students from attempting it before or after the specified dates. If you do not select this check box, the Folder will be shown only on the specified dates.

Select Students

Click the **Select Students** link to display the Select Students tab. On this tab, you can assign the Folder to all students or selected students. You can choose an option from the following.

- **Assign this item to all students**: Click this option to assign the Folder to all students. By default this option is selected
- **Select specific students who should be assigned this item**: Click this option to assign the Folder to only selected students (for example, a student or students who missed an exam). To select the students to whom this activity should be assigned:
  1. In the All Students window on the left, select the check box(es) next to the corresponding student name(s).
  2. Click the button to move the student name(s) to the Selected Students window on the right.
  3. To remove any students from the Selected Students window, select the check box(es) next to the corresponding student name(s) and then click the Remove link.

Click Save and Close to save the Properties settings and return to the Student Content window.

Add an Activity or Assignment (such as a quiz, homework, or test)

An activity/assignment is used to evaluate student performance. To add an activity or assignment to the Content Library or Student Content, complete the following steps:

1. Navigate to the location where you want to create the activity. To create an activity within another folder, for example, you first must navigate into the main folder before adding the activity.
2. Click the **Add Content** button. On the Add Content menu, click the type of activity or assignment you want to add

Activity Details Tab

1. Type a name in the **Activity name** text box.
2. Type a description in the **Description** text box.
3. Type the estimated time to complete the page in the **Time to complete** text boxes in hh:mm format. *Note: this time is an estimate only and does not impact time available to students; actual completion times for students are set when the item is schedule.*
4. Click the Save and Continue > button.

Questions Tab

On the Questions tab, you can add questions by selecting the existing questions or by creating new questions.

1. Click the **Add Questions** link. Two options are available:
   - **Select from Question Library**: Select this option if the question you want to use is already available in the Question Library. Click the

Select from Question Library link. The Select question window opens, showing a view of the Question Library. Navigate through the Content Library to find the desired questions to add to the exam or training. Select the check box next to the questions to add and then click the **Add** button. Continue navigating through the Question Library to find all of the desired questions. When you are finished, click the **Add and Close** button.

- **Create New Question**: Select this option if you want to create a new question in the Question Library, for use in this activity. Click the **Create New Question** link. Select the Question Type from the list and then follow the steps to create the question.

2. The selected questions display on the Questions tab. Each section can be deleted (click the check box next to the Section and then click Delete on the options menu) or reordered (click the Order icon in the section header and drag and drop to move to the desired location in the activity).
3. For each question, the following information displays:
    - **Question title**: Displays the question name
    - **Type:** Displays the question type for objective-based questions (e.g. Matching, Multiple Choice, Fill in the Blank).
    - **Points:** Displays the point value for each question.
    - **Options**: Each question includes an options menu.
      >**Edit:** Click Edit to open the Edit question window. the question
      >**Delete:** Click Delete to delete the question (or select the check box next to the question and then click Delete on the taskbar.
      >**Try Out:** Click Try Out. The objective-based question will display in a Preview window. You can test the question, view hints, and click Submit for Grading to view feedback.
    - **Order:** Allows you to change the order of the objective-based questions appearing in the list. Click the Order icon corresponding to the name and then drag and drop to move to the desired location in the list.
4. Click Save and Continue > to continue to the Messages tab.

***Note:** To open the preview box, click Show Question preview. You can view a question preview by clicking the question. To hide the preview box, click Hide preview*

Messages Tab

The Messages tab allows you to create messages to display before and after students start an activity. You can use Content Editor for creating the messages by clicking the appropriate Edit HTML links. Messages are optional.

1. In the **Beginning of activity** text box, type the message to be displayed to student before the activity starts.
2. In the **End of activity** text box, type the message to be displayed to student at the end of the activity.
3. Click Save and Continue > to continue to the Grades tab.

Grades Tab

The Grades tab allows you to apply a grade schema for the activity. Entering information on the Grades tab is optional; if you make no selections, the defaults will apply.

1. Select grade schema: The list contains the default grade schema and other available grade schemas.

2. Add new schema. You can also add a new grade schema to apply to the activity.
3. Click Save and Continue > to continue to the Scheduling Options tab or click Save and Return to save the changes.

Scheduling Options

The Scheduling Options tab only displays when you are creating or editing an activity in the Student Content window (not in the Content Library window). For detailed information on the options available on the Scheduling Options tab, click here.

Click Save and Return to save the changes. The new activity appears in the Content Library or Course Content.

Set Scheduling Options for Activities

Overview

After you have added content to the Content Library and moved the content over to the Student Content side, you can set scheduling options. You can also set scheduling options for content provided by the publisher. Setting the Scheduling Options for an activity allows you to define availability dates and times, students who can access the activity, specific locations for the activity, and more. To view and set scheduling options for an activity, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate activity and then click **Properties**
3. The Edit window displays, providing scheduling options.

The Properties window for an Activity includes four tabs in the left navigation bar:

- General
- Availability
- Select Students
- Select Location

General

Click the **General** link to display the General tab. On this tab, you can name the activity and or require a proctor password. Type the password in the **Require Proctor Password** text box. Students must enter this password to take the activity. By default, no password is set.

Availability

Click the **Availability** link to display the Availability tab. On this tab, you can make the Activity available or hidden in the Course Content, or make it available only on particular dates. To set the availability properties, you can select an option from the following;

- **Show in Course Content (Available):** Click this option to make the Activity always available for the students in the course content. By default this is selected.
- **Hide in Course Content (Hidden):** Click this option to hide the Activity so that it does not display in the student Course Content page.

- **Make available in Course Content only on these dates:** Click this option to make the Activity available only on the particular dates specified. If you select this option, set the start date/times and end date/times as follows:
    1. Click the calendar icon corresponding to **Start date**, and then choose a date.
    2. Type the time for **Start date** in the **Tim**e boxes.
    3. Click the calendar icon corresponding to **End date**, and then choose a date.
    4. Type the time for **End date** in the **Time** boxes.
    5. Select the **Always show item in Course Content but prevent students from opening it before or after these dates** check box to always show the Activity in student Course Content, but to limit students from attempting it before or after the specified dates. If you do not select this check box, the Activity will be shown only on the specified dates.

Select Students

Click the **Select Students** link to display the Select Students tab. On this tab, you can assign the Activity to all students or selected students. You can choose an option from the following.

- **Assign this item to all students**: Click this option to assign the Activity to all students. By default this option is selected
- **Select specific students who should be assigned this item**: Click this option to assign the Activity to only selected students (for example, a student or students who missed an exam). To select the students to whom this activity should be assigned:
    1. In the All Students window on the left, select the check box(es) next to the corresponding student name(s).
    2. Click the button to move the student name(s) to the Selected Students window on the right.
    3. To remove any students from the Selected Students window, select the check box(es) next to the corresponding student name(s) and then click the Remove link.

Select Locations

Click the **Select Locations** link to display the Select Locations tab. On this tab, you can allow students to take the Activity from all locations or from selected locations. You can choose an option from the following;

- **Do not restrict access**. Click this option allow students take the Activity from any location:
- **Restrict access to this item to the following locations**: Click this option to allow the students to take the Activity only from the selected locations. To select the locations to which this activity should be assigned:
    1. In the All Locations window on the left, select the check box(es) next to the corresponding location(s). [Note: Only Locations with computers are displayed on the All Locations list.]
    2. Click the button to move the location(s) to the Selected Locations window on the right.
    3. To remove any students from the Selected Locations window, select the check box(es) next to the corresponding location(s) and then click the Remove link.

Add a Link

MyNursingLab allows you to add links to outside Web content into Content Library or Student Content. For example, you might want to add a link to your course's home page or your school or department's Web site directly within your course.

To add a link to the Content Library or Student Content, complete the following steps:

1. Navigate to the location where you want to create the link. To create a link within a folder, you first must navigate into the folder before adding the link.
2. Click the **Add Content** button. On the Add Content menu, click **Add Link**.
3. The Add Link window opens.
4. Enter the Title, Description, and URL for the link in the appropriate text boxes.
5. Type the optimal time to complete the file in the **Time to complete** text boxes in hh:mm format. *Note: this time is an estimate only and does not impact time available to students; actual completion times for students are set when the item is schedule.*
6. Click **Add**. A new link is created.

Link Properties

Overview

Setting the Properties for a Link allows you to set various scheduling options, such as locations and dates. To view the Properties for a Link, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate link and then click **Properties**.
3. The Properties window displays, providing scheduling options.

The Properties window for a Link includes four tabs in the left navigation bar:

- General
- Availability
- Select Students

General

The **General** tab displays by default. On the General tab, you can set the general properties for the Link

- **Name**: The File name displays in the Name text box. You can edit the name here, if desired.
- **Description**: The File description displays in the Description text box. You can edit the name here, if desired. [Note: this description appears to students on the Course Content page.]
- **Open in pop-up window:** If this checkbox is selected, the file will open in a pop-up window for students, rather than under the student navigation toolbar.

Availability

Click the **Availability** link to display the Availability tab. On this tab, you can make the Link available or hidden in the Course Content, or make it available only on particular dates. To set the availability properties, you can select an option from the following;

- **Show in Course Content (Available):** Click this option to make the Link always available for the students in the course content. By default this is selected.

- **Hide in Course Content (Hidden):** Click this option to hide the Link so that it does not display in the student Course Content page.
- **Make available in Course Content only on these dates:** Click this option to make the Link available only on the particular dates specified. If you select this option, set the start date/times and end date/times as follows:
    1. Click the calendar icon corresponding to **Start date**, and then choose a date.
    2. Type the time for **Start date** in the **Tim**e boxes.
    3. Click the calendar icon corresponding to **End date**, and then choose a date.
    4. Type the time for **End date** in the **Time** boxes.
    5. Select the **Always show item in Course Content but prevent students from opening it before or after these dates** check box to always show the Link in student Course Content, but to limit students from attempting it before or after the specified dates. If you do not select this check box, the Link will be shown only on the specified dates.
- **Specify Due Date:** In addition to a start and end date, you also can specify a due date for submission of the activities. You can either set the end date as the due date for submission or set a due date.
    1. **Assign:** To specify a due date, you first must click the Assign check box to assign the activity.
    2. **Set End date as Due date**: Select this checkbox to set the end date specified as the due date for submission of the activity.

***Note**: **Set End date as Due date** is active only when "Assign" and "Make available in Course Content only on these dates" option is selected with the start date and end date specified for the activity.*

- **Due Date**: Select this checkbox to set the due date other than the end date. Choose a due date for the submission of the activity by clicking the calendar icon. Type the time for due date in the **Time** boxes. The due date checkbox is enabled only if the "Assign" and "Show in Course Content (Available)" or "Make available in Course Content only on these dates" are selected.

Select Students

Click the **Select Students** link to display the Select Students tab. On this tab, you can assign the Link to all students or selected students. You can choose an option from the following.

- **Assign this item to all students**: Click this option to assign the Link to all students. By default this option is selected
- **Select specific students who should be assigned this item**: Click this option to assign the Link to only selected students (for example, a student or students who missed an exam). To select the students to whom this activity should be assigned:
    1. In the All Students window on the left, select the check box(es) next to the corresponding student name(s).
    2. Click the  button to move the student name(s) to the Selected Students window on the right.
    3. To remove any students from the Selected Students window, select the check box(es) next to the corresponding student name(s) and then click the  Remove link.

Click Save and Close to save the Properties settings and return to the Student Content window.

Adding Files

MyNursingLab allows you to upload files into Content Library or Student Content. After a file has been uploaded, it can be added to a course as an assignment (for example, with a PowerPoint presentation) or used as part of a question or other item (for example, a graphic might be uploaded for use in a multiple choice question or HTML page).

To add a file to the Content Library or Student Content, complete the following steps:

1. Navigate to the location where you want to upload the file. To upload a file to a specific folder, for example, you first must navigate into that folder before uploading the file.
2. Click the **Add Content** button. On the Add Content menu, click **Add File.** The **Add File** window opens.
3. Click **Browse** and then choose the file to upload.
4. Type the Title and Description in the appropriate text boxes.
5. Type the optimal time to complete the file in the **Time to complete** text boxes in hh:mm format.

Note: *this time is an estimate only and does not impact time available to students; actual completion times for students are set when the item is scheduled*

6. From the drop-down list, select a Character set. If you aren't sure if you need to change the character set, leave it as the default 7-bit ISO 2022.
7. Click **Add**. The file will be added and will appear in Content Library or Course Content.

Note: *the maximum file size you can upload is 10MB.*

Adding Multiple Files

To add multiple files to the Content Library or Student Content, complete the following steps:

1. Navigate to the location where you want to upload the file. To upload a file to a specific folder, for example, you first must navigate into that folder before uploading the file.
2. Click the **Add Content** button. On the Add Content menu, click **Add Multiple Files.** The Add Multiple Files window opens.
3. Click **Browse files** and then choose the file(s) to upload. You can add a maximum of 50 non-image files at a time; each file must not exceed 10 MB. You can add up to 300 image files to a folder at one time. If you want to remove a file, select that file and then click the Remove button; click the Clear List button to clear all files from the list.
4. Type the optimal time to complete the file in the **Time to complete** text boxes in hh:mm format. *Note: this time is an estimate only and does not impact time available to students; actual completion times for students are set when the item is scheduled*
5. From the drop-down list, select a Character set. If you aren't sure if you need to change the character set, leave it as the default 7-bit ISO 2022.
6. Click **Add**. The file will be added and will appear in Content Library or Course Content.

Supported File Types / Formats

In MyNursingLab, you can upload a wide range of Web-compatible file types, including HTML, Microsoft Office Documents, Flash™, and more. MyNursingLab supports the following file types / formats for file uploads:

- Image formats: JPEG, JPG, GIF, BMP, TIFF, PNG, EMF, ICO, WMF.
- Audio formats: MID, MIDI, WAV, RAM, MP3, WMA.
- Video formats: WMV, MPEG, MPG, MPE, WM, AVI, ASF, MOV.
- Application formats: DOC, XLS, PPT, PPS, PDF, RM, SWF, CLASS, EXE, RTF, and CAB.
- Text formats: TXT, HTML, and HTM. *[Note: If an uploaded HTML files include relatives or absolute path based links or references, those links will not work after the file is uploaded.]*

Note*: You cannot upload any files larger than 4MB to MyNursingLab. If you need to include larger files in your course, consider posting them to a Web site and adding links in your course to point to those files.*

Note: *You cannot upload images that exceed a maximum width of 500 pixels and a maximum height of 325 pixels.*

File Properties

Overview

Setting the Properties for a File allows you to set various scheduling options, such as locations and dates. To view the Properties for a File, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate file and then click **Properties**.
3. The Properties window displays, providing scheduling options.

The Properties window for a File includes four tabs in the left navigation bar:

- General
- Availability
- Select Students

General

The **General** tab displays by default. On the General tab, you can set the general properties for the File

- **Name**: The File name displays in the Name text box. You can edit the name here, if desired.
- **Description**: The File description displays in the Description text box. You can edit the name here, if desired. [Note: this description appears to students on the Course Content page.]
- **Open in pop-up window:** If this checkbox is selected, the file will open in a pop-up window for students, rather than under the student navigation toolbar.

Availability

Click the **Availability** link to display the Availability tab. On this tab, you can make the File available or hidden in the Course Content, or make it available only on particular dates. To set the availability properties, you can select an option from the following;

- **Show in Course Content (Available):** Click this option to make the File always available for the students in the course content. By default this is selected.
- **Hide in Course Content (Hidden):** Click this option to hide the File so that it does not display in the student Course Content page.
- **Make available in Course Content only on these dates:** Click this option to make the File available only on the particular dates specified. If you select this option, set the start date/times and end date/times as follows:
    1. Click the calendar icon corresponding to **Start date**, and then choose a date.
    2. Type the time for **Start date** in the **Tim**e boxes.
    3. Click the calendar icon corresponding to **End date**, and then choose a date.
    4. Type the time for **End date** in the **Time** boxes.
    5. Select the **Always show item in Course Content but prevent students from opening it before or after these dates** check box to always show the File in student Course Content, but to limit students from attempting it before or after the specified dates. If you do not select this check box, the File will be shown only on the specified dates.

- **Specify Due Date:** In addition to a start and end date, you also can specify a due date for submission of the activities. You can either set the end date as the due date for submission or set a due date.
    1. **Assign:** To specify a due date, you first must click the Assign check box to assign the activity.
    2. **Set End date as Due date**: Select this checkbox to set the end date specified as the due date for submission of the activity.

***Note**: **Set End date as Due date** is active only when "Assign" and "Make available in Course Content only on these dates" option is selected with the start date and end date specified for the activity.*

- **Due Date**: Select this checkbox to set the due date other than the end date. Choose a due date for the submission of the activity by clicking the calendar icon. Type the time for due date in the **Tim**e boxes. The due date checkbox is enabled only if the "Assign" and "Show in Course Content (Available)" or "Make available in Course Content only on these dates" are selected.

Select Students

Click the **Select Students** link to display the Select Students tab. On this tab, you can assign the File to all students or selected students. You can choose an option from the following.

- **Assign this item to all students**: Click this option to assign the File to all students. By default this option is selected
- **Select specific students who should be assigned this item**: Click this option to assign the File to only selected students (for example, a student or students who missed an exam). To select the students to whom this activity should be assigned:
    1. In the All Students window on the left, select the check box(es) next to the corresponding student name(s).
    2. Click the  button to move the student name(s) to the Selected Students window on the right.

3. To remove any students from the Selected Students window, select the check box(es) next to the corresponding student name(s) and then click the Remove link.

Click Save and Close to save the Properties settings and return to the Student Content window.

Add a Page

MyNursingLab allows you to create pages in Content Library or Student Content, using the Content Editor. A page created in MyNursingLab may include links to or reference any content inside MyNursingLab or links to outside Web pages.

To add a Page to the Content Library or Student Content, complete the following steps:

1. Navigate to the location where you want to create the page. To create a page in a specific folder, for example, you first must navigate into that folder before creating the page.
2. Click the **Add Content** button. On the Add Content menu, click **Add Page.** The **Create Page** window opens.
3. Type the Title and Description in the appropriate text boxes.
4. Type the estimated time to complete the page in the **Time to complete** text boxes in hh:mm format. *Note: this time is an estimate only and does not impact time available to students; actual completion times for students are set when the item is schedule.*
5. From the drop-down list, select a character set. In most cases, you can use the default 7-bit ISO 2002..
6. Using the Content Editor create a page, adding content and formatting the page using the Content Editor tools.
7. Click **Save and Return** to save the new page or **Cancel** to cancel the page creation.
8. A new page is created.

Page Properties

Overview

Setting the Properties for a Page allows you to set various scheduling options, such as locations and dates. To view the Properties for a Page, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate page and then click **Properties**.
3. The Properties window displays, providing scheduling options.

The Properties window for a Page includes four tabs in the left navigation bar:

- General
- Availability
- Select Students

General

The **General** tab displays by default. On the General tab, you can set the general properties for the Page

- **Name**: The File name displays in the Name text box. You can edit the name here, if desired.
- **Description**: The File description displays in the Description text box. You can edit the name here, if desired. [Note: this description appears to students on the Course Content page.]
- **Open in pop-up window:** If this checkbox is selected, the file will open in a pop-up window for students, rather than under the student navigation toolbar.

Availability

Click the **Availability** link to display the Availability tab. On this tab, you can make the Page available or hidden in the Course Content, or make it available only on particular dates. To set the availability properties, you can select an option from the following;

- **Show in Course Content (Available):** Click this option to make the Page always available for the students in the course content. By default this is selected.
- **Hide in Course Content (Hidden):** Click this option to hide the Page so that it does not display in the student Course Content page.
- **Make available in Course Content only on these dates:** Click this option to make the Page available only on the particular dates specified. If you select this option, set the start date/times and end date/times as follows:
    1. Click the calendar icon corresponding to **Start date**, and then choose a date.
    2. Type the time for **Start date** in the **Tim**e boxes.
    3. Click the calendar icon corresponding to **End date**, and then choose a date.
    4. Type the time for **End date** in the **Time** boxes.
    5. Select the **Always show item in Course Content but prevent students from opening it before or after these dates** check box to always show the Page in student Course Content, but to limit students from attempting it before or after the specified dates. If you do not select this check box, the Page will be shown only on the specified dates.
- **Specify Due Date:** In addition to a start and end date, you also can specify a due date for submission of the activities. You can either set the end date as the due date for submission or set a due date.
    1. **Assign:** To specify a due date, you first must click the Assign check box to assign the activity.
    2. **Set End date as Due date**: Select this checkbox to set the end date specified as the due date for submission of the activity.

***Note**: **Set End date as Due date** is active only when "Assign" and "Make available in Course Content only on these dates" option is selected with the start date and end date specified for the activity.*

- **Due Date**: Select this checkbox to set the due date other than the end date. Choose a due date for the submission of the activity by clicking the calendar icon. Type the time for due date in the **Tim**e boxes. The due date checkbox is enabled only if the "Assign" and "Show in Course Content (Available)" or "Make available in Course Content only on these dates" are selected.

Select Students

Click the **Select Students** link to display the Select Students tab. On this tab, you can assign the Page to all students or selected students. You can choose an option from the following.

- **Assign this item to all students**: Click this option to assign the Page to all students. By default this option is selected
- **Select specific students who should be assigned this item**: Click this option to assign the Page to only selected students (for example, a student or students who missed an exam). To select the students to whom this activity should be assigned:
  1. In the All Students window on the left, select the check box(es) next to the corresponding student name(s).
  2. Click the  button to move the student name(s) to the Selected Students window on the right.
  3. To remove any students from the Selected Students window, select the check box(es) next to the corresponding student name(s) and then click the  Remove link.

Click Save and Close to save the Properties settings and return to the Student Content window.

Add a Study Plan

A Study Plan is a collection of two activities (Pretest and Posttest) supported by study material. The Study Plan is a powerful tool for helping students consolidate their understanding of course content. A well-designed Study Plan offers students opportunities to fully master required course content:

- Students can assess their mastery of the content through the Pretest.
- Students can advance their understanding and content mastery through the delivery of personalized Study Material that reflects their Pretest performance results.
- Students can use the Posttest to assess their content mastery following the use of Study Materials.

Similarly, instructors can use Study Plans to identify knowledge and learning gaps in the student population, which can be addressed with further instructional attention as needed.

***Note**: You can rename the Pretest and Posttest if desired by using **Activities** settings in the **Preferences** tool.*

Using Study Plans in Your Course

When your course has Study Plans, you can track your students' progress in mastering subject material in your MyNursingLab course. You can follow their progress from their Pretest scores in the Study Plan on to their posttest scores until they demonstrate full mastery of the material. You can use student outcomes on pretests and posttests in the Study Plan to determine if and when you may want to intervene to provide students with additional help, in the event they appear to be struggling with mastery of the content.

Additionally, you may wish to create new Study Plans for your course. You can create study plans from the **Add Content** menu of Content Library and My Course in the secondary navigation in Course Content.

***Note**: If you have organized your study plan content into folders with the study plan questions, it will make creating Study Plans much easier. When the content and question assets are together in one folder, you can easily select Study Material content from the Course Content Folder from which the questions were selected for creating the Study Plan tests.*

Create a Study Plan

1. On the **Add Content** menu, click **Add Study Plan**. The Create Study Plan page opens.
2. Enter the name of the Study Plan in the **Name** textbox.
3. Click **Edit** on the **Instructions to student** box if you want to customize instructions to students.
4. First, create the **Pretest**. Then select **Study Material**, and then create the **Posttest**.
5. Click **Save and Return.**

Add a Study Plan Pretest

1. Click **Create Test** under **Pretest**. The Save Copy to Content Library window opens.
2. Save Copy to Content Library (This window appears when you add new content to the My Course. You are asked to save the copy of the content to the Content Library.)
    a. Select the folder in the Content Library to save the copy of the new content.
    b. Click **Add** and **Close**.
3. The Create Pretest window opens.
4. Enter the Activity Details.
5. Add **questions** based on the learning objectives you want to cover.
6. Add **helplinks** to link to websites or e-books, if enabled.
7. Enter the **messages** to be displayed at the beginning and end of activity, or leave blank if you want no messages to appear.
8. Select a **grade schema,** or create a new grade schema, to apply to this activity.
9. Set **preferences** for the activity.

***Note:** The HelpLinks tab appears only if the Enable Need Help resource for students when taking activity check box is enabled in the General preferences under Preferences tool.*

Add Study Material Content

1. In the Study Material box, click **Add Study Material**. The **Select Content** window opens.
2. Select the content you wish to add by checking the appropriate Content that may be included as study materials are activities, links, files and pages.

***Note**: Click the **Show Preview** link on the top right hand corner to display a preview of the selected contents.*

3. Click **Add and Close**. The selected content is added to the Study Plan.

***Note**: You can view, edit, or delete the content by selecting an appropriate option from the Options menu. Content can also be deleted by selecting a content asset and clicking **Remove**.*

Set Pass Criteria

To set a Pass Criterion for the Study Plan assessments:

1. Click the underlined numeral link in the Pass Criteria option. A text box opens.
2. Type the pass percentage number.

Note: *It is a good practice is to set the same pass-criteria number in the pretest and the posttest preferences as that set in the Study Material.*

3. Click **Save**.

Study Material Taskbar

The Study Material Taskbar has the following options:

- **Show**
- **Remove**
- **Cut**
- **Paste**

Show

The Show drop-down list contains the following:

- **Learning Objectives and Study Material**: On selecting this, all the learning objectives along with the study materials are displayed. You can reorder the content items in Learning Objectives and Study Material.
- **Learning Objectives Only**: Displays only the learning objectives. You can reorder the content items in Learning Objectives.
- **Study Material Only**: Displays only the study material associated with the learning objectives. You cannot reorder the study materials but can sort the content items by Name and Type.

Note*: You can preview, edit, or remove the content by selecting an appropriate option from the Options menu of the corresponding study material.*

Remove

Allows you to remove Study Material content. To do so, use the following steps:

1. Select in the check boxes of the Study Material content to be removed.
2. Click **Remove**. A window confirming deletion pops up.
3. Click **OK** to remove.

Cut

This enables you to cut the content item and move the content to the clipboard.

1. Select the check box of the desired content items and click **Cut**. The selected contents are placed on the clipboard. The cut items are highlighted in red, italicized text with a dimmed check box.

Paste

This allows you to paste the content in the clipboard to the desired location. It is enabled only if there are cut items placed in the clipboard. To paste the content item, click the **Paste** icon. Choose a location from the Paste menu:

- **Paste At Top**: Select this option if you want to paste the clipboard item before the first item in the viewing area. In case of multiple Learning Objectives, it will paste as the first item in the first Learning Objective.
- **Paste Before Selected**: Select this option if you want to paste the clipboard item before the content item selected in the viewing area. In case you select multiple content items across multiple learning objectives, it will paste a copy of the cut items before the first selected items of each Learning Objective.

- **Paste After Selected**: Select this option if you want to paste the clipboard item after the content item selected in the viewing area. In case you select multiple content items across multiple learning objectives, it will paste a copy of the cut items after the last selected items of each Learning Objective.
- **Paste At Bottom**: Select this option if you want to paste the clipboard item after the last item in the viewing area. In case of multiple Learning Objectives, it will paste as the last item in the last Learning Objective.

The recently pasted content items are displayed with highlighted background.

Add a Study Plan Posttest

To add a Study Plan Posttest:

1. Click **Create Test** under Posttest. The **Create Posttest** window opens.
2. Enter the **activity details**.
3. Add **questions** based on the learning objectives you want to cover.
4. Add **helplinks** to link to websites or e-books, if enabled.
5. Type the **messages** to be displayed at the beginning and end of activity, or leave blank if you want no messages displayed.
6. Select a **grade schema**, or create a new grade schema to apply to this activity.
7. Set **preferences** for the activity.

Note*: The HelpLinks tab appears only if you have selected the* ***Enable Need Help resource for students when taking activity*** *check box in the* ***General*** *preferences*

Resetting a Study Plan Pretest

Once you have placed a Study Plan in your course, the Pretest for that Study Plan follows specific rules to ensure the integrity of its use as a valid diagnostic tool for measuring student mastery of Pretest content:

- The Study Plan pretest by design allows students only one opportunity to take the pretest as a diagnostic.

Note: *The student may elect to save the pretest and come back to it later. However, if they do not save it for later, they will not be able to go back to it once they exit the pretest.*

- Once any student in your course has accessed the Study Plan, you can not make changes to the Pretest (the "Edit" menu option is no longer available).

Nonetheless, occasionally Instructors will need to make changes to the Study Plan Pretest, or students will have a valid reason for requiring a second opportunity to start the Study Plan Pretest.

For instance, students might begin the Pretest, and then leave the course without completing or saving the Pretest for later. When they return to the course, they will be locked out of access to that Pretest, because the study plan has been attempted once, and they did not save it for later. Pegasus assumes they have completed their Pretest work after their first access. To make changes to the Pretest, or to allow any given student more than one access to the Pretest, you need to reset the Pretest. Once reset for any given student, that student will have access to the Pretest once more.

To make changes to the Pretest in the course, Instructors need to reset the Pretest for all students who have already accessed that test.

To Reset the Study Plan Pretest:

1. From **My Course** (as differentiated from the Content Library) select the Study Plan you wish to reset in your course.
2. Select **Edit** from Contextual Menu of the study plan; this opens the Edit Study Plan page.
3. Select **View Submissions** from Contextual Menu of Pretest, this will open up the View Assessment Submission page.
4. Select one student at a time and click **Delete All Submissions**
5. Repeat step 4 for every student as needed.

Properties: MyNursingLab Study Plan

Overview

Setting the Properties for a MyNursingLab Study Plan allows you to set various scheduling options, such as locations and dates. To view the Properties for a MyNursingLab Study Plan, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate study plan and then click **Properties**.
3. The Properties window displays, providing scheduling options.

The Properties window for a MyNursingLab Study Plan includes four tabs in the left navigation bar:

- General
- Availability
- Select Students
- Select Locations

General

The **General** tab displays by default. On the General tab, you can set the general properties for the Study Plan

- **Name**: The MyNursingLab Study Plan name displays in the Name text box. You can edit the name here, if desired.
- **Description**: The MyNursingLab Study Plan description displays in the Description text box. You can edit the name here, if desired. [Note: this description appears to students on the Course Content page.]
- **Recommended (optional)**: If this check box is selected, the MyNursingLab Study Plan is considered Recommended (Optional), as opposed to required. The study plan will appear in the student Course Content view with an Optional flag.

Availability

Click the **Availability** link to display the Availability tab. On this tab, you can make the Study Plan available or hidden in the Course Content, or make it available only on particular dates. To set the availability properties, you can select an option from the following;

- **Show in Course Content (Available):** Click this option to make the Study Plan always available for the students in the course content. By default this is selected.
- **Hide in Course Content (Hidden):** Click this option to hide the Study Plan so that it does not display in the student Course Content page.

- **Make available in Course Content only on these dates:** Click this option to make the Study Plan available only on the particular dates specified. If you select this option, set the start date/times and end date/times as follows:
    1. Click the calendar icon corresponding to **Start date**, and then choose a date.
    2. Type the time for **Start date** in the **Tim**e boxes.
    3. Click the calendar icon corresponding to **End date**, and then choose a date.
    4. Type the time for **End date** in the **Time** boxes.
    5. Select the **Always show item in Course Content but prevent students from opening it before or after these dates** check box to always show the Study Plan in student Course Content, but to limit students from attempting it before or after the specified dates. If you do not select this check box, the Study Plan will be shown only on the specified dates.

***Note**: If you have selected **Recommended (optional)** under **General**, then **Specify Due Date** options below are not available.*

- **Specify Due Date:** In addition to a start and end date, you also can specify a due date for submission of the activities. You can either set the end date as the due date for submission or set a due date.
    1. **Assign:** To specify a due date, you first must click the Assign check box to assign the activity.
    2. **Set End date as Due date**: Select this checkbox to set the end date specified as the due date for submission of the activity.

***Note**: **Set End date as Due date** is active only when "Assign" and "Make available in Course Content only on these dates" option is selected with the start date and end date specified for the activity.*

- **Due Date**: Select this checkbox to set the due date other than the end date. Choose a due date for the submission of the activity by clicking the calendar icon. Type the time for due date in the **Tim**e boxes. The due date checkbox is enabled only if the "Assign" and "Show in Course Content (Available)" or "Make available in Course Content only on these dates" are selected.

Select Students

Click the **Select Students** link to display the Select Students tab. On this tab, you can assign the Study Plan to all students or selected students. You can choose an option from the following.

- **Assign this item to all students**: Click this option to assign the Study Plan to all students. By default this option is selected
- **Select specific students who should be assigned this item**: Click this option to assign the Study Plan to only selected students (for example, a student or students who missed an exam). To select the students to whom this activity should be assigned:
    1. In the All Students window on the left, select the check box(es) next to the corresponding student name(s).
    2. Click the  button to move the student name(s) to the Selected Students window on the right.
    3. To remove any students from the Selected Students window, select the check box(es) next to the corresponding student name(s) and then click the  Remove link.

Select Locations

Click the **Select Locations** link to display the Select Locations tab. On this tab, you can allow students to take the Study Plan from all locations or from selected locations. You can choose an option from the following;

- **Do not restrict access**. Click this option allow students take the Study Plan any location:
- **Restrict access to this item to the following locations**: Click this option to allow the students to take the Study Plan only from the selected locations. To select the locations to which this activity should be assigned:
    1. In the All Locations window on the left, select the check box(es) next to the corresponding location(s). [Note: Only Locations with computers are displayed on the All Locations list.]
    2. Click the button to move the location(s) to the Selected Locations window on the right.
    3. To remove any students from the Selected Locations window, select the check box(es) next to the corresponding location(s) and then click the Remove link.

Click Save and Close to save the Properties settings and return to the Student Content window.

Best Practices for Developing Study Plans

Course Structure

The structure of your course is vital content development and production. It is important to know how you want to structure your course before your author starts writing content, because the course structure directly correlates to the design of your Study Plans.

The very first course planning and design document that should be created, and which will be the basis for this, is your Table of Contents (TOC.) For example you may decide that your Study Plan and all supporting supplements for student and instructors' will be mapped to one Study Plan at the chapter level. Therefore your TOC for the site would consist of two levels: Chapter > Chapter learning objectives. You will map your entire Content Library with this structure.

***Note**: "Learning Objectives" as referenced in the program's Study Plans are differentiated from the "Learning Objectives" mapping feature. In Study Plans, the term "Learning Objectives" refers to the actual Content Library/Question Library Folder in which the questions and content for the Study Plan reside.*

Best Practice: Folder Structure

You will add all of your content during production to the content library. Note that Folders are shared between the Question Library and the Content Library, so when you create a Folder and Folder structure in either of those it is carried over to the second. This is not the case with My Course.

The Content and Question Libraries are repositories for course assets, whereas My Course is the specific and unique course that you are setting up for Instructors and Students. As such, you need to create your desired Folder structure as a separate task in My Course. So once you have your TOC set up in the Content Library, it's a good practice to then create your desired Course structure the My Course area as well. This may well be the same TOC structure you have designed in the Content and Question Libraries.

Once your Folder/Course organization is established in My Course, you can move content from the Content Library into the appropriate Folders in My Course.

Study Plan Elements

The Study Plan uses two Assessments: the Pretest and the Posttest. It also includes remediation materials, or Study Materials, which correlate to the Pre- and Posttest. In other words, if a student fails particular questions within the Pretest, they will be presented with relevant Study Materials to help them brush up on the content before taking the Posttest.

To preserve the pedagogical integrity of the Study Plan, students are only allowed one chance in taking the Pretest, but may take the Posttest as many times as needed to pass. When building these questions in the Question Library, create them directly into the appropriate folders, so that they are organized according to the folder structures from which you will be building your Study Plans.

For example, if Study Plans at the Chapter level are designed to assess proficiency in that Chapter's learning objectives, you will organize your Folders within the Content Library to reflect this design as shown in the following hierarchy:

Top Level Folder: Chapter One

1. Second Level Folder: Chapter learning objective 1
2. Second Level Folder: Chapter learning objective 2

Top Level Folder: Chapter Two

1. Second Level Folder: Chapter learning objective 1
2. Second Level Folder: Chapter learning objective 2

Using this Content Library Folder structure, the questions for each learning objective need to be placed in their corresponding Chapter and Chapter learning objectives folders so that the Study Material in the Study Plan will reveal the appropriate content required for study for students to master any given Chapter learning objectives.

<u>Example: Folder Structure</u>

The Content Library Folder Structure below displays the following course structure. This structure is automatically mirrored exactly in the Question Library Folder structure, as seen in the second image below.

Top Level Folder: Leadership and Teams Course

1. Second Level Folder: Chapter One learning objective: “Characteristics of Teams”

This structure should be carried through in the presentation of the Study Materials within the Study Plan that has been created for this Chapter/learning objective.

Study Material Pass Criteria

As noted above, Study Material is course content that is provided to students to assist them in learning what is required in order to successfully pass the Study Plan Posttest.

For each section of Study Material, you must input the desired Pass criteria threshold to indicate that students have mastered the content as reflected by their correctly answering this percent threshold of questions in either the Pre- or Posttests. Note that the default setting for Study Material Pass criteria is set to "0", so if you neglect to input and save the threshold, students who successfully answer 0% of the Pre- or Posttest will be assumed to have mastered the test content and will not be presented with Study Material.

***Note**: When creating Pre- and Posttests, you must enter your preference for another "set threshold score to pass" area in the Grades tab. This is an entirely different data point and should not be mistaken for setting threshold on proficiency as it relates to content mastery in the Study Plan. The threshold that is set within the Pre- and Posttests is tracked and reported in the Gradebook as showing the student to either have passed or failed the test itself. On the other hand, the Pass criteria threshold in the Study Materials serves as a guide for students, since if they do not meet this pass criteria for either test, they are presented with Study Materials for remediation.*

Best Practices for Creating Study Plan Assessments

Study Plans are an important feature in MyLabs courses. Study Plan pre- and posttests associate each question with a particular learning objective, major heading, or topic area in a textbook chapter. The Study Plan highlights the material Students have mastered, and which material needs further study. Where the Study Plan identifies that further study is recommended, students are provided with a link to the relevant page (or pages) in an ebook, and or to other study material as needed.

Writing Good Study Plan Questions

A good Study Plan question is, in many ways, simply a good question; it is written according to your internal guidelines on writing multiple choice questions. There are, however, some considerations relating to the balance of question types and content coverage that are unique to questions written for study plans.

<u>Best Practice for Study Plan Questions</u>

1. Make sure that there is an even balance of questions across the major headings or learning objectives of the chapter. Although some sections will be relatively more important than others, you want to ensure that students are being tested on the whole chapter and not just portions of it.
2. Make sure that there are enough questions relating to each major heading to make the results of the diagnostic test meaningful. A student who answers one question correctly out of an available two on a particular topic will not really know whether or not they understand the content. A minimum of five questions is a good rule of thumb.
3. Make sure that the difficulty of the questions, as well as the mix of factual and applied questions (60% applied, as a rule of thumb), matches that of an in-class test a student could expect to take. If the questions online are significantly easier than those they will see in-class, students will feel a false sense of confidence in their understanding of the topic.

Pre- and Posttests

Study Plans include two separate and distinct Assessments, a pretest and a post- (or exit) test. A student takes the pretest and their areas of mastery are identified, as are the areas where they need further study. Students can only take a pretest once. They then re-read the relevant Study Materials as presented in the Study Plan before taking the posttest. Students can take the Posttests as many times as they would like until they are satisfied that they have mastered all of the topics in the assessment.

Because the Posttest should illustrate or measure the improvement in a student's understanding of any particular topic area, it is important that it is identical to the pretest in terms of the number of questions per learning objective/major heading, and in terms of the difficulty level and balance of question types.

Add a Discussion Topic

The Discussion Topic helps instructors to communicate interactively with students about a particular topic. Instructors and students can post responses and attach supporting files along with these discussions.

To add a Discussion Topic, complete the following steps:

1. Click the **Add Content** link in Content Library or Course Content.
2. Click **Add Discussion Topic** on the menu.
3. Enter a Title and Description in the text boxes. The Title and Description appear to the student in the course, before they have started the Discussion Topic.
4. Type the optimal time to complete the discussion in the text boxes in hh:mm format.
5. Click **Browse** to select the supporting files, and then click Attach. You can attach a maximum of three files with a maximum file size of 2.5MB each.
6. Type the body of the Discussion Topic in the Content Editor window. [For more information on using the Content Editor, see Content Editor.]
7. Select the appropriate **Student Posting Rules** options. The available options are:
   - **Students can post messages**: Select this checkbox to allow students to post messages (responses) to the Discussion Topic.
   - **Students can reply to the messages posted**: Select this checkbox to allow the students to reply to the messages (responses) posted by the instructor.
8. Select the **Anonymity Preferences** option.
   - **Student posts are anonymous**: Select this checkbox to prevent the student from viewing the author and other student details.
9. Click **Save and Close** to save the Discussion Topic. Click Cancel to cancel the action.

Managing Discussions

The Discussion Window helps you to view the discussion topic with posted messages and responses. From there, you can edit the discussion topic, post responses to the discussion, and delete messages or responses.

To view the discussion, click the Course Content button on the toolbar. In the Content Library or Student Content window, navigate to the discussion topic. Click **Open** from the options drop-down menu.

The Discussion window has several areas: the header area, the Discussion Topic and Response window, and the taskbar.

Discussion Window Header

1. The Discussion window opens. The Discussion window header displays the name of the Discussion topic, options menu, and the total number of messages and unread messages.
2. To edit the discussion topic, click the options menu and then click **Edit**. For more information on Adding a Discussion topic, click here.

Discussion Topic and Response Window

1. The Discussion Response Window displays the discussion topic posted for the students. To view the complete message, click **Expand**; to close, click **Collapse**.
2. Below this is the list of messages and responses posted by the students. Each message/response has an options menu with the following links:
   - **Open**: Click **Open** to open the details If the posted response. The **Message** window displays the author who posted the message, the date the message was posted, any attachments posted with the message [click the file name with the link to open or save the attachment], and the detailed message text.

     >To reply to the message, click the **Post Response** link.

     >To close the window, click the Close button.
   - **Post Response**: Click **Post Response** to open the Reply window and post response to the message. The **Reply** window opens, with the original message at the bottom of the window and an area to enter a reply at the top. The Reply window displays the Subject of the message.
     >To attach files in your response, click the Browse to select the file(s) and then click the Attach button.You can attach a maximum of three files with a maximum file size of 2.5MB each.
     >Type the message in the Content Editor.
     >Click Post to send the response to the discussion.
   - **Delete**: Click **Delete** to delete the message. When prompted, select whether to *delete only the message but keep responses* or to *delete this message and all responses*. Click **OK** to confirm the deletion (or **Cancel** to cancel the deletion).

Discussion Taskbar

The Discussion Taskbar includes tools to allow you to filter the view, post responses, and more.

Filter Discussion Views

The Display list contains the following filters for discussions:

- **All Messages**: Displays all the Read and Unread messages posted in the discussion. You can view All Messages as:
  >**Threaded**: Threaded view shows messages organized by thread, so responses are visually connected to the original post. **Expand All** and **Collapse All** links are shown when you choose the view as **Threaded.** Click on the appropriate links to expand or collapse the posted messages and responses.
  >**Unthreaded**: Unthreaded view shows messages and responses in order by date posted.
- **Unread Messages Only**: Sorts the discussion messages and displays only the Unread messages.
  >**Threaded**: Threaded view shows messages organized by thread, so responses are visually connected to the original post. **Expand All** and **Collapse All** links are shown when you choose the view as **Threaded.** Click on the appropriate links to expand or collapse the posted messages and responses.
  >**Unthreaded**: Unthreaded view shows messages and responses in order by date posted.

Post a Response

To post a response, complete the following steps:

1. Click **Post Response** in the Discussion taskbar.

2. The **Reply** window opens, with the original message at the bottom of the window and an area to enter a reply at the top. The Reply window displays the Subject of the message.
3. To attach files in your response, click the Browse to select the file(s) and then click the Attach button. You can attach a maximum of three files with a maximum file size of 2.5MB each.
4. Type the message in the Content Editor.
5. Click Post to send the response to the discussion.

Mark Read

To mark a response as **read**, complete the following steps:

1. Select the check boxes next to the messages you want to mark as read.
2. Click the **Mark Read** link in the Discussion taskbar.
3. The responses will be marked as Read.

Mark Unread

To mark a response as **unread**, complete the following steps:

1. Select the check boxes next to the messages you want to mark as unread.
2. Click the **Mark Unread** link in the Discussion taskbar.
3. The responses will be marked as Unread.

Delete

To delete a response, complete the following steps:

1. Select the check boxes next to the messages you want to delete.
2. Click the Delete link in the Discussion taskbar (or click **Delete** on the options menu of the corresponding responses).
3. Delete Confirmation window opens. Choose an option from the following:
   - **Delete this message but keep responses**: Choose this option if you want to delete only the message and not the responses posted for the message.
   - **Delete this message and all responses**: Choose this option if you want to delete the message and the responses posted for the messages.
4. Click **OK** to confirm the deletion (or **Cancel** to cancel the deletion).

Options: Discussion Topic

After you have created a Discussion Topic, you can edit, preview, and perform other actions on the study plan, using the options menu available in the Content Library or Student Content window.

Content Library

In the Content Library, the following options are available on the options menu for a Discussion Topic:

Editing a Discussion Topic

To edit an existing Discussion Topic, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu next to the appropriate study plan and then click **Edit**.
3. The **Edit discussion topic** window opens. Modify the discussion topic as desired.
4. Click Save and Close to save the changes and return to Content Library.

Opening a Discussion Topic

To edit an existing Discussion Topic, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu next to the appropriate study plan and then click **Open**.
3. The **Discussion** window opens. For details, click here.

Delete a Discussion Topic

To delete an existing Discussion Topic, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Content Library window, click the option menu next to the appropriate study plan and then click **Delete** (or click the check box next to the appropriate study plan and click the **Delete** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

Student Content

In Student Content, all of the options available in Course Content are available on the options menu for a Discussion Topic (see above). Several additional options are available, as outlined below.

Edit the Scheduling Options (Properties) for a Discussion Topic

To edit the scheduling options for an existing Discussion Topic, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate study plan and then click **Properties**.
3. The Properties window displays, providing scheduling options. For more information on the scheduling options available for Discussion Topics, click here.
4. Click **Save and Close** to save the changes.

Show/Hide a Discussion Topic in Student Content

To determine whether or not students see a study plan in their Course Content, you can show or hide the study plan. To show or hide a Discussion Topic, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate study plan and then click **Show**/**Hide** (or click the check box next to the appropriate study plan and click the **Show**/**Hide** link on the toolbar).
3. If the study plan is Shown, a blue checkmark appears in the Show column and the green text Shown is displayed below the study plan name. If the study plan is hidden from students, the study plan name appears in gray italics and the red text Hidden is displayed below the study plan name. This helps you hide a shown content and show a hidden content to the students. If you show a content, the text **Shown** is displayed in green color just below the content.

Remove a Discussion Topic in Student Content

To remove a Discussion Topic from Student Content, complete the following steps:

1. Click the **Course Content** button on the toolbar.

2. In the Student Content window, click the option menu next to the appropriate study plan and then click **Remove** (or click the check box next to the appropriate study plan and click the **Remove** link on the toolbar).
3. When the message box displays, asking you to confirm the deletion, click **OK** to delete or **Cancel** to cancel the deletion.

***Note**: **Remove** appears as **Unassign** when you view the options from the Items Due section of the Calendar.*

Properties: Discussion Topic

Overview

Setting the Properties for a Discussion Topic allows you to set various scheduling options, such as locations and dates. To view the Properties for a Discussion Topic, complete the following steps:

1. Click the **Course Content** button on the toolbar.
2. In the Student Content window, click the option menu next to the appropriate discussion topic and then click **Properties**.
3. The Properties window displays, providing scheduling options.

The Properties window for a Discussion Topic includes four tabs in the left navigation bar:

- General
- Availability
- Select Students

General

The **General** tab displays by default. On the General tab, you can set the general properties for the Discussion Topic

- **Name**: The Discussion Topic name displays in the Name text box. You can edit the name here, if desired.
- **Description**: The Discussion Topic description displays in the Description text box. You can edit the name here, if desired. [Note: this description appears to students on the Course Content page.]
- **Recommended (optional)**: If this check box is selected, the Discussion Topic is considered Recommended (Optional), as opposed to required. The discussion topic will appear in the student Course Content view with an Optional flag.

Availability

Click the **Availability** link to display the Availability tab. On this tab, you can make the Discussion Topic available or hidden in the Course Content, or make it available only on particular dates. To set the availability properties, you can select an option from the following;

- **Show in Course Content (Available):** Click this option to make the Discussion Topic always available for the students in the course content. By default this is selected.
- **Hide in Course Content (Hidden):** Click this option to hide the Discussion Topic so that it does not display in the student Course Content page.
- **Make available in Course Content only on these dates:** Click this option to make the Discussion Topic available only on the particular dates specified. If you select this option, set the start date/times and end date/times as follows:

1. Click the calendar icon corresponding to **Start date**, and then choose a date.
2. Type the time for **Start date** in the **Tim**e boxes.
3. Click the calendar icon corresponding to **End date**, and then choose a date.
4. Type the time for **End date** in the **Time** boxes.
5. Select the **Always show item in Course Content but prevent students from opening it before or after these dates** check box to always show the Discussion Topic in student Course Content, but to limit students from attempting it before or after the specified dates. If you do not select this check box, the Discussion Topic will be shown only on the specified dates.

Note: *If you have selected* ***Recommended (optional)*** *under* ***General****, then* ***Specify Due Date*** *options below are not available.*

- **Specify Due Date:** In addition to a start and end date, you also can specify a due date for submission of the activities. You can either set the end date as the due date for submission or set a due date.
    1. **Assign:** To specify a due date, you first must click the Assign check box to assign the activity.
    2. **Set End date as Due date**: Select this checkbox to set the end date specified as the due date for submission of the activity.

Note: ***Set End date as Due date*** *is active only when "Assign" and "Make available in Course Content only on these dates" option is selected with the start date and end date specified for the activity.*

- **Due Date**: Select this checkbox to set the due date other than the end date. Choose a due date for the submission of the activity by clicking the calendar icon. Type the time for due date in the **Tim**e boxes. The due date checkbox is enabled only if the "Assign" and "Show in Course Content (Available)" or "Make available in Course Content only on these dates" are selected.

Select Students

Click the **Select Students** link to display the Select Students tab. On this tab, you can assign the Discussion Topic to all students or selected students. You can choose an option from the following.

- **Assign this item to all students**: Click this option to assign the Discussion Topic to all students. By default this option is selected
- **Select specific students who should be assigned this item**: Click this option to assign the Discussion Topic to only selected students (for example, a student or students who missed an exam). To select the students to whom this activity should be assigned:
    1. In the All Students window on the left, select the check box(es) next to the corresponding student name(s).
    2. Click the  button to move the student name(s) to the Selected Students window on the right.
    3. To remove any students from the Selected Students window, select the check box(es) next to the corresponding student name(s) and then click the  Remove link.

Click Save and Close to save the Properties settings and return to the Student Content window.

Gradebook

Using the Gradebook

Overview

The Gradebook tool allows you to manage grades for activities and completed by students. From the Gradebook, you also can generate reports, add columns, send messages, and search the list of students. You also can generate reports to understand student performance.

You can access the Gradebook in two ways:

- On the **Today's View** page, click the **Go to Gradebook** link on the top-right hand of the **New Grades** under Alerts in the Notifications.
- Click the **Gradebook** button in the toolbar.

The Gradebook has four sub-tabs:

- Grades
- Custom View
- Manage Roster
- Reports

Grades

The Grades tab allows you to manage grades for assignments completed by the students. The Course Content navigator displays the Course Content/Student Content folders and activities for the course. You can view the available student grades for the assignments and activities.

Custom View

The default Custom View in MyNursingLab shows the Study Plan Pre and Post Test grades for all students. You can also add additional custom views with only those grade columns you specify. The same Custom View is available to your students.

Manage Roster

The Manage Roster tab allows you to create users and then invite them to register in the course via email. The created users are listed in Gradebook and are considered as unregistered users. After registration these users can access the course activities.

Reports

The Grades tab allows you to generate a number of different reports for activities and study plans, so you can track and review student performance.

Changing the Default Grading Schema

The default grading schema in MyNursingLab is letter grades. Typically, instructors prefer to see student scores as percentages or raw score. To change the schema to a percentage or raw score, do the following:

- First, click on the Preferences tab in the main navigation bar.
- Select Grading on the left, uncheck the first box (Enable Letter Scoring)

- Next check the box (Enable percentage or raw score at the course level), then select your grading preference of raw score or percentage circle
- Next, you have to override the default letter grade option in each graded Activity that you'd like to monitor. Typically, instructors want to see grades for Study Plans, so the directions here are for changing Study Plans grades.
- Click on the Course Content tab, in the main course navigation bar.
- Working in the left hand side (Instructor side) click the Student Study Plans folder to open the folder and view the chapter Study Plans.
- Begin with Chapter 1 Study Plan – scroll your cursor over the chapter title to see the Option down arrow on the right.
- Choose Edit.
- When the next screen opens, choose Edit again beside the Pre Test.
- Go to the Grades tab in Edit view
- Click the drop-down box and change the "Select grade schema" option to <-Select->
- Click Save and Return
- This overrides the individually set Study Plan letter-grade default, and allows the general grading preferences you set to come through.
- Repeat for every Pre and Post Test in every chapter

Grades

The Grades tab allows you to manage grades for assignments completed by the students. You can view the available student grades for the assignments and activities. The Grades tab has a few main areas: the **Course Content Navigator**, **Advanced Filters**, the **Grades Area** with the list of graded activities, and the **Download Grades** tools.

When using the Gradebook, please note, the following rules apply:

- You cannot use commas in column names or column data as this will cause problems in downloading or exporting grades.
- You cannot create more than 256 columns in the Gradebook.

Course Content Navigator

The Course Content navigator box on the left side of the Gradebook screen displays the folders and study plans available in your course, mirroring the folder structure and organization in the Student Content window. To view the contents of a folder, click the folder name to open it.

Show/Hide Course Navigation

If you want to close the Course Content Navigator to make more room for the Grades Area, click the **Hide** text icon below the Date and Grades list, at the left side of the window. To redisplay the Course Content Navigator, click the **Show** text icon at the bottom left of the window.

Note*: To set the course content navigator default view in Gradebook, go to the Grading section of the Preferences tool. To hide the navigator when the gradebook is opened, select Hide Gradebook Course Content Navigator by Default.*

Advanced Filters

Advanced Filters allow you to choose which gradebook items/columns that display, so you can obtain a filtered view of the Grades. To use Advanced Filters to filter the Grades view, complete the following steps:

1. Click the Advanced Filters button.

2. In the filter area, select the desired the filter options from the drop-down menus.
3. Click the View button to obtain the Grades view of your choice.

The filter options are:

- **Search Students**: By default, the Grades view lists all students. To filter the Grades view to results for one or more students:
    1. Click the Search Students button in advanced filter options. The Find Users page opens.
    2. Enter the search criteria for a student based on User Name, First Name, or Last Name.
    3. Select the search criteria. Options are:
        - Equals – the exact text entered.
        - Contains – the name contains a specific character(s).
        - Begins with – the name begins with a specific character(s).
        - Ends with – the name ends with a specific character(s).
    4. Enter the search criterion in the text box.
    5. Click Search to display the search results. The Grades view automatically refreshes to show the Grades view filtered for the student(s). The total number of students found is displayed next to the Search Students button. To again view all students, click Show All.
- **Show Status of all items**: Displays the status of all items in Gradebook. When selected, all other filters are disabled. The status icons include:
    - *Not Submitted*: Indicates activity has not been submitted.
    - *Submitted*. Indicates that the content item is completed and submitted. This icon displays for unassigned items.
    - *Passed*: Indicates the student has passed the activity.
    - *Not Passed*: Indicates the student has failed.
    - *Not Started*: Indicates the student has not yet opened the activity.
    - *Submitted*: Indicates that student has completed the activity and submitted it for grading. This icon appears for submitted activities that have at least one instructor graded question and the question has not yet been graded.
- **Select Activity types**: Allows you to select from the available activity types and sort the display for particular activity types. By default, all activity types display in the Grades view. Click Select Activity types to display the activity types available in your course and then click the checkbox for those activities you wish to include in the filter Grades view.
- **Item Status**: Displays the following filter options.
    - *All Items:* (default) When selected, it displays all the items/columns in gradebook.
    - *Completed only*: Displays only items/columns that have at least one submission.
    - *Assigned only*: Displays all the items/columns that have an item assigned.
    - *Assigned and Completed*: Displays all the items/columns that have completed, assigned activities.
- **Column Sort**: Allows you to sort the display of gradebook columns by:
    - *Course Order*: Displays the items/ columns in the order as seen in Course Content.
    - *Alphabetical*: Displays the items/columns in an Alphabetical order (A to Z).
    - *By Due Date*: Displays all the items/columns with due dates.

Grades Area

The Grades Area includes a number of navigation and filtering options. The Grades Area displays a series of columns -- one for student information, a Course Average column, and one column per activity assigned to students in your course. For each activity, a column includes a column header and various icons to indicate the status of the activity. Additional columns can be added using the Create Column tool (see below).

Grades Columns

The Gradebook column headers include:

1. **Student Name/Student ID:** Displays the names of students enrolled in the course. If you want to view the gradebook by Student ID, click **Show ID** link. To view by Student Name, click the **Show Name** link next to Student ID column. *[Note: you can use the Student ID view in conjunction with the Current Display download to generate a .csv file that can be imported into another grading or learning management system.]* An option menu is available for each student, with option to Edit Grades, Send a Message, or Deny Access. For more details, click here.

   The Student Name/Student ID column can be sorted ascending or descending by clicking the up or down arrow.

2. **Course Average** and/or **Folder Average**: If enabled for the course, these columns include folder-level calculations, as defined by the instructor. The Course Average appears in the top level the gradebook; the Folder Average appears when you click into a folder.

Note: *For the columns to appear, Enable Folder level calculations for Gradebook and Today's View must be selected on the Grading section of the Preferences tool. From the Grading page, to specify the calculation criteria, select which content items are included, or to rename the default column headings, click Edit calculation settings.*

The Course Average and Folder Average columns are updated every 24 hours to reflect student scores for all assigned items. The row also displays the last time the grade was updated (for example, *last updated at 12:00 AM GST*).

Note*: If you want to confirm the last time the score was updated, click the last updated at 12:00 AM GST link. The Grade to Date Column window opens, listing the last date and time on which the Course Average or Folder Average was updated. Click Close to close the window.*

The Grade to Date row has the following limitations:

- Items that have not been submitted but are not yet due will not be counted
- Items that have not been submitted but are past due will be counted as a zero
- Items that were submitted past the due date will be counted as a zero unless the instructor accepts the grade
- Items that are assigned without a due date will be considered as due on the last day of the course, and all the above apply.

3. **Activities**: The Gradebook includes one column per activity assigned to students in your course. For each activity, a column includes a column header and various icons to indicate the status of the activity.
   - Each gradebook column has an options menu, with various options available. For more information on options, click here.
   - Drag the icon to the left or right to change the order of columns in a gradebook.

- Displays if an activity or study plan is assigned.
- Displays if due date is specified for an activity or study plan. Point to the icon to display a tool tip showing the due date and time.
- If you have indicated that unassigned items should display a checkmark in the Grading Preferences, a checkmark displays for unassigned items. If you select this option, the score and grades will be displayed for the students on the view submission page, but the score will not be available for the instructor. The instructor can only view the icon in the Gradebook for this item and cannot view the submission.

4. **Created Columns**: If you have created custom columns (see below), these columns also display in the gradebook.
5. **Class Average Row**: If you have used Class Average columns, these columns also display in the gradebook.

When scheduling an Objective-Based Question Only Exam or Dropbox activity, you have an option to provide a Class Average, either having students identified or anonymous. If you have selected this option, a Class Average row appears in the Grades view to show the average score of a class for those activities.

Average score is calculated for all student submissions and is only calculated for numeric scoring. Average totals are updated continuously as each student completes or starts the activities.

Note: Class average cannot be used in conjunction with Skill-Based or Project-Based Exams or Trainings or Study Plans.

The averages are displayed according to the Grade options specified in the activity preferences. These might include:

- *For Class Average, Students Anonymous* – Displays class average only for each activity. Score results are displayed as:
  - Not Attempted: Indicates none of the students have started the activity.
  - In Progress: Indicates some of the students have started but have not yet completed the activity, or some of the students have completed the activity, but others have not.
  - Complete: Indicates all of the students have completed the activity.
- *For Class Average, Students Not Anonymous* – Displays class average score and all student records for the class. Score results are displayed as Not Attempted, In Progress or Complete, as noted above. Additionally, score results for students are displayed on individual student rows. The score results for each student are displayed as:
  - Not Attempted: Indicates student has not yet started the activity.
  - In Progress: Indicates student has begun but not completed the activity.
  - Complete: Indicates student has completed the activity.

Submitted Grade Icons

For each activity in the Gradebook, scores are represented with the following icons:

- : Displays if the grades are edited after the submission.

- : Displays if a student has a late submission (submissions after due date) and the scores are grayed. The scores will not be counted for any averages and will not be displayed in Reports. This icon will disappear only if you accept the submission. On accepting, the scores will be displayed normally.
- : Displays if the student has failed to obtain passing grades.
- : Displays to indicate a new grade. This icon displays when view the page for the first time after the grade is posted.
- *Not Attempted*: Displays if a student has not yet started the activity.
- *In Progress*:Displays if a student has started but not completed the activity.
- *Complete:* Displays if a student has completed the activity. Click the Complete link to open View Submissions screen.

Grades Area Toolbar

At the top of the Grades area, a toolbar includes a number of options for managing grades and student access. .

1. Create Column
2. Send Message
3. Grant Access
4. Deny Access

Create Column

This option helps you to create customized grade columns based on certain criteria. To create a new column in the Gradebook, complete the steps as outlined below.

Numeric

1. Using Course Content Navigator, navigate to the folder where you want to create the column.
2. Click **Create Column** in the **Gradebook** toolbar and then click **Numeric**.
3. The **Create Numeric Column** window opens.
4. Type the column name in the **Column name** text box, up to 25 alphanumeric characters.
5. Select the location where the column is to be inserted from the Insert as drop-down list. Last will display the column as the last column this folder; 1 will display it as the first, 2 as the second, and so on.
6. Click **Save** to save the changes.

Calculated

A **Calculated column** allows you to aggregate grades for selected activities, and to also assign a weight to the final calculated grade, if desired. You can choose the operation that you want to use for the calculated grade, and then define the weighted grade for the calculated grade of specified content.

1. Using Course Content Navigator, navigate to the folder where you want to create the column.
2. Click **Create Column** in the **Gradebook** toolbar and then click **Calculated**.
3. The **Create Calculated Column** window opens.
4. Type the column name in the **Column name** text box, up to 25 alphanumeric characters.
5. Select the operation to be performed on the columns from the **Select the Operation** list: Sum to add the grades, Avg to average the grades, Min to display the lowest grade, and Max to display the highest grade.
6. Enter a **Grade Weight(%)**, up to 99%.

7. From the **Insert as list**, select the location where the column is to be inserted from the Insert as drop-down list. Last will display the column as the last column this folder; 1 will display it as the first, 2 as the second, and so on.
8. In the Select the columns for operation area, all assigned activities display. Click the check box next to the appropriate items to include them in the calculation. To delete an activity, select the activity and click Remove from the Selected Activities taskbar.
9. Click **Save** to save the changes.

Selection List

A **Selection List** column includes a series of text options from which you can select. For example, if you wanted to add a Selection List column to store class participation column, you could create a Selection List column with options of Excellent, Very Good, Fair, Poor. To create a Selection List column:

1. Using Course Content Navigator, navigate to the folder where you want to create the column.
2. Click **Create Column** in the **Gradebook** toolbar and then click **Selection List**.
3. The **Create Selection List Column** window opens.
4. Type the column name in the **Column name** text box, up to 25 alphanumeric characters.
5. In the Enter list item text box, enter the first text option to appear in the list and click Add. The corresponding list item is added in the Existing List Item grid. Repeat this process until all list items are added. [To delete an added item or items, select the check box next to the item(s) to delete and then click the **Delete selected items** link.]
6. Select the location where the column is to be inserted from the Insert as drop-down list. Last will display the column as the last column this folder; 1 will display it as the first, 2 as the second, and so on.
7. Click **Save** to save the changes.

Free Text

A **Free Text** column allows you to add a note to you or your student, directly in the gradebook. A maximum of 1000 alphanumeric characters can be entered in a Free Text column. To create a Free Text column:

1. Using Course Content Navigator, navigate to the folder where you want to create the column.
2. Click **Create Column** in the **Gradebook** toolbar and then click **Free Text**.
3. The **Create Free Text Column** window opens.
4. Type the column name in the **Column name** text box, up to 25 alphanumeric characters.
5. Select the location where the column is to be inserted from the Insert as drop-down list. Last will display the column as the last column this folder; 1 will display it as the first, 2 as the second, and so on.
6. Click **Save** to save the changes.

Import Grades

The **Import Grades** option allows you to import grades from a .csv file into your gradebook. When you import grades, they are added into a new column. To import grades:

1. First, generate a correctly formatted grade import .csv (comma separated value) file. At the bottom of the Gradebook page, in the **Download** area, select **Student**

Roster from the drop-down list and set **csv** as the format. Click the **Download** link and then click the Save button to save the file to a location on your computer (for example, the Desktop).

2. Open the .csv file. Note that it includes five columns (no header) with student data in columns in the following order:
    - **UserID**: A system generated User ID for the student.
    - **LastName:** The last name of the student.
    - **First Name**: The first name of the student.
    - **Userscore:** The score the student obtained on the assignment. This column is blank; enter the student grade in this column.
    - **Maxscore:** Contains the maximum possible score for the assignment. This column is blank; enter the maximum possible grade in this column.
3. Save the .csv file in a location that you will remember.
4. Now, you can add the column to the Gradebook. Using Course Content Navigator, navigate to the folder where you want to create the column.
5. Click **Create Column** in the **Gradebook** toolbar and then click **Import Grades**,
6. The **Create Imported Grades Column** window opens.
7. Type the column name in the **Column name** text box, up to 25 alphanumeric characters.
8. Select the location where the column is to be inserted from the Insert as drop-down list. Last will display the column as the last column this folder; 1 will display it as the first, 2 as the second, and so on.
9. Click **Browse** to select the .csv (comma separated value) file with the grades.
10. Click **OK** to import the grades.

Total Column

A **Total Column** column allows you to create a column that calculates the total grade received by a student, based on one or more assessments, which can be weighted appropriately. To create a **Total Column** column:

1. Using Course Content Navigator, navigate to the folder where you want to create the column.
2. Click **Create Column** in the **Gradebook** toolbar and then click **Total Column**.
3. The **Create Total Grades Column** window opens.
4. Type the column name in the **Column name** text box, up to 25 alphanumeric characters.
5. Select the location where the column is to be inserted from the Insert as drop-down list. Last will display the column as the last column this folder; 1 will display it as the first, 2 as the second, and so on.
6. On the left side of the window, navigate through the Student Content view to locate the activities you want to include in the calculation. Select the check box next to the appropriate activities and then click the **Add** button. The selected item will be added to the **Selected Columns** section.
7. Continue adding activities until all items are added. [Note: to add activities from a Study Plan, you must click the Study Plan name and then select from the activities included in the Study Plan.] To remove an activity from the list, select the checkbox for the appropriate activity and then click **Remove** in the Selected Columns taskbar.
8. Assign a weight for each column or activity in the **Weight** text box.
9. The total weight for the selected columns is added up and displayed in the **Total Weight** text box. The total weight of the columns should ideally be 100.
10. Click **Save** to save the Total Column.

Send Message

This Send Message tool allows you to send messages to students.

1. Select the check box next to the appropriate student name(s) in the Name column.
2. Click the **Send Message** link on the toolbar.
3. The New message window opens, so you can compose the mail. For more details, click here.

Grant Access

The Grant Access link allows you to define what students have the rights to access a course.

1. To grant access to a student, select the check box next to the appropriate student name(s) in the Name column.
2. Click the **Grant Access** link on the **Gradebook** toolbar.
3. The strikethrough no longer appears over the student name, indicating that the student has been granted access to the course.

Deny Access

The Deny Access link allows you to define what students have the rights to access a course.

1. To deny access to a student, select the check box next to the appropriate student name(s) in the Name column.
2. Click the **Deny Access** link on the **Gradebook** toolbar.
3. A strikethrough appears over the student name, indicating that the student has been denied access to this course.

Download Grades

At the bottom of the Gradebook, a Download Grades area displays. From here, you can download views of the gradebook and student roster in various formats. The Download drop-down list has three options: All Grades, Current Display, and Student Roster. The file format options include csv (comma-separated value), tab delimited, or pdf files.

All Grades: Downloads all the grades in all of the folders.

1. Select **All Grades** from the Download drop-down list.
2. Choose a file format from the drop-down list.
3. Click the Download button. A File Download dialog box displays, with options to Open or Save the file to a desired location.

Current Display: Downloads the grades shown in the current display.

1. Select **Current Display** from the Download drop-down list.
2. Choose a file format from the drop-down list.
3. Click the Download button. A File Download dialog box displays, with options to Open or Save the file to a desired location.

Student Roster: Downloads student information such as user ID, last name, first name. Use the .csv format to create a file that then can be used to import grades (see above).

1. Select **Student Roster** from the Download drop-down list.
2. Choose a file format from the drop-down list.
3. Click the Download button. A File Download dialog box displays, with options to Open or Save the file to a desired location.

Note*: The download displays the Student Name or Student ID, depending on the view you have set at the time of download. If you download the grades when viewing by Student name, the* *download displays Student name. If you download the grades when viewing by Student ID, the download displays Student ID. [Note: you can use the Student ID view in conjunction with the Current Display download to generate a .csv file that can be imported into another grading or learning management system.]*

Custom View

Custom View allows you to view a unique, or custom, Gradebook view with only those grade columns you specify.

One Custom View has already been set up in MyNursingLab, which displays the Pre and Post Test scores for every student. The default grade schema for the Custom View is letter grades. You can change letter grade to percentage or raw scores in the following way:

- First, go into Preferences, Grading, uncheck the first box (Enable Letter Scoring) check the second box (Enable percentage or raw score at the course level), then select the "Use Raw Score" circle
- Next, you have to override the default letter grade option in each Study Plans – for every Pre Test and every Post Test.
  - Open the Study Plan folder in the Course Content section.
  - Under the drop down options menu for the Study Plan, choose Edit.
  - When the next screen opens, choose Edit again beside the Pre Test.
  - Go to the Grades tab in Edit view
  - Click the drop-down box and change the “Select grade schema” option to <-Select->
  - Click Save and Return
  - This overrides the individually set Study Plan letter-grade default, and allows the general grading preferences you set to come through.
  - Repeat for every Pre and Post Test.

Working with Custom View

To add a column from the Grades view to the Custom View:

1. Click the Gradebook toolbar button or click the Grades tab.
2. Using the Course Content navigator, navigate to the folder with the column you wish to add to custom view.
3. Click the options menu next to the appropriate activity name and then click **Save to Custom View**.

You can copy up to 115 columns into Custom View.

By default, students will see all of the columns you have added to Custom View in their own student version of the Custom View. To hide a column in the student's Custom View, you must revoke the column from the Custom View tab.

To hide a Custom View column from students:

1. Click the Gradebook toolbar button and then click Custom View or click the Custom View tab.
2. Using the Course Content navigator, navigate to the folder with the column you wish to add to custom view.
3. Click the options menu next to the appropriate activity name and then click **Revoke Column**.

Two important notes:

- Revoking a column in Custom View does not revoke (hide) it from students in the main Grades view. If you wish to hide it in both locations, you must revoke (hide) the column in both Grades an Custom View.
- If a column was revoked (hidden) in Grades view when it is added to Custom View, it will be released (unhidden) upon being added to Custom View; you must revoke the column from the Custom View tab to again hide it from students.

Custom View Grades Area

The Grades Area includes two areas of columns: Student Name/Student ID and the Grades columns:

1. **Student Name/Student ID:** Displays the names of students enrolled in the course. If you want to view the gradebook by Student ID, click **Show ID** link. To view by Student Name, click the **Show Name** link next to Student ID column. *[Note: you can use the Student ID view in conjunction with the Current Display download to generate a .csv file that can be imported into another grading or learning management system.]* An option menu is available for each student, with option to Send a Message. For more details, click here.
2. **Grades Columns**: The gradebook columns saved to Custom View display the same information as seen in the Grades tab. Note that:
    - Any changes made to grades in the Grades tab are reflected in Custom View and all other views that display grades.
    - Any changes made in Custom View are reflected in the Grades tab and all other views that display grades.
3. **Activities**: The Custom View includes one column per activity assigned to students in your course. For each activity, a column includes a column header and various icons to indicate the status of the activity.
    - Each gradebook column has an options menu, with various options available.
    - Drag the icon to the left or right to change the order of columns in a gradebook.
    - Displays if an activity or study plan is assigned.
    - Displays if due date is specified for an activity or study plan. Point to the icon to display a tool tip showing the due date and time.
    - If you have indicated that unassigned items should display a checkmark in the Grading Preferences, a checkmark displays for unassigned items. If you select this option, the score and grades will be displayed for the students on the view submission page, but the score will not be available for the instructor. The instructor can only view the icon in the Gradebook for this item and cannot view the submission.
    - Indicates the column is a Numeric column.
    - Indicates the column is a Calculated Column.
    - Indicates the column is a List Column
    - Indicates the column is a Free Text Column
    - Indicates the column is an Import Grades column
    - : Indicates the column is a Total Column
    - Indicates the activity in the column required manual grading (displays for Dropbox assignments with File Upload questions).

<u>Submitted Grade Icons</u>

For each activity in the Custom View, scores are represented with the following icons:

- : Displays if the grades are edited after the submission.

- : Displays if a student has a late submission (submissions after due date) and the scores are grayed. The scores will not be counted for any averages and will not be displayed in Reports. This icon will disappear only if you accept the submission. On accepting, the scores will be displayed normally.
- : Displays if the student has failed to obtain passing grades.
- : Displays to indicate a new grade. This icon displays when view the page for the first time after the grade is posted.
- *Not Attempted*: Displays if a student has not yet started the activity.
- *In Progress*:Displays if a student has started but not completed the activity.
- *Complete:* Displays if a student has completed the activity. Click the Complete link to open View Submissions screen.

Download Grades

At the bottom of the Custom View, a Download Grades area displays. From here, you can download views of the gradebook in various formats. The file format options include csv (comma-separated value), tab delimited, or pdf files. To download the grades in Custom View:

1. Choose a file format from the drop-down list.
2. Click the Download button. A File Download dialog box displays, with options to Open or Save the file to a desired location.

Note*: The download displays the Student Name or Student ID, depending on the view you have set at the time of download. If you download the grades when viewing by Student name, the download displays Student name. If you download the grades when viewing by Student ID, the download displays Student ID. [Note: you can use the Student ID view in conjunction with the Current Display download to generate a .csv file that can be imported into another grading or learning management system.]*

Manage Roster

The Manage Roster tab allows you to create users and then invite them to register in the course via email. The created users are listed in Gradebook and are considered as unregistered users. After registration, users can access the course and complete activities. The Manage Roster tab has three main areas: the **Roster Area** the **Roster Area Toolbar** with various options, and the **Download Roster** tools.

Roster Area

The Roster area lists all users currently created or active in your course. For each user, the following information is listed:

- **Name**: Name of the user, listed by last name, first name.
- **Student ID:** Student ID for each user. You can use Student ID to be any unique identifier used at your school -- for example, a student ID in the registration system, WebCT, Blackboard, or others. To edit a Student ID, click the options menu next to Student ID and then click **Edit Student IDs**.
    1. The **Edit Student IDs** window opens, displaying a list of students, showing Student Name and Student ID.
    2. Edit or type the Student ID in the text box next to the corresponding student name.
    3. Click the **Save** button to save the changes (or Cancel to cancel the updates).
- **Role:** Indicates the type of user -- Student, Instructor, Teaching Assistant.
- **Status:** Lists the status of the user: **Active** users are registered and enrolled in a course. **Invited** users have been invited to enroll in a course.

Unregistered users are new and have not yet been invited or enrolled in a course.

- **User Name:** Displays the MyNursingLab username of the user.
- **Last Login:** Lists the date on which the user last logged in.

***Note**: You can sort the columns ascending or descending by clicking the column header.*

Roster Area Toolbar

The Roster Area toolbar includes options to allow you to create and invite users, send messages, and more.

Filtering the Roster View

The View list is used to filter the Roster to show only specific types of users. The View list contains the following options:

- **All Users**: Displays all users in the Roster Area.
- **Students**: Displays only users with Student role in the Roster Area.
- **Teaching Assistants**: Displays only users with Teaching Assistant role in the Roster Area.
- **Instructors**: Displays only users with Instructor role in the Roster Area.
- **Unregistered Students**: Displays only Enrolled Student users in the Roster Area (this includes Unregistered and Invited Student users).
- **Registered Students**: Displays only Unenrolled Student users in the Roster Area (this includes Active Student users).
- **Enrolled Students Only**: Displays only Enrolled Student users in the Roster Area.
- **Unenrolled Students**: Displays only Unenrolled Student users in the Roster Area.

Creating a New User (Student, Teaching Assistant and Instructor)

You can create new users as Student, Teaching Assistant and Instructor. You can also Import Students from other courses to into this course. To create a user, complete the following steps:

1. Click **Create User** on the Roster Area Toolbar.
2. Choose the appropriate user type (**Student**, **Teaching Assistant**, **Instructor**) from the list.
3. When the Create User window opens, enter the user profile information in the text boxes (red asterisks indicate required fields):
   - ***First name**: Type the first name of the user.
   - ***Last name**: Type the last name of the user.
   - ***Email Address**: Type the e-mail address of the user.
   - **Access Code**: If available, enter a valid access code for the user. Entering the access code here means that, when the user is invited, the access code will appear in the invitation email. [Note: the access code must match the user -- Instructors and Teaching Assistants must have valid instructor codes; Students must have valid student access codes.]
   - **Student ID**: Type the Student ID *(appears for Teaching Assistants and Students only).*
   - **LMS ID**: Type the LMS ID. LMS ID might be the users Blackboard ID, WebCT ID, CourseCompass ID, or any other unique identifier that will allow you to generate reports to import into another system. *(appears for Teaching Assistants and Students only).*
   - **Alias**: Type an Alias. An alias can be a name that you can use to post printed grades anonymously or any other unique identifier used at your school *(appears for Teaching Assistants and Students only).*

- **Other**: Type any other unique identifier used at your school *(appears for Teaching Assistants and Students only).*

4. Click **Save** to create the user profile.

Importing Student Users

You can create also import Student users from a .csv (comma separated value) file. To import users, complete the following steps:

1. First, generate a correctly formatted grade import .csv (comma separated value) file. The csv (comma separated value) file must include at least three columns, with additional optional columns, as outlined below:
   - ***First name**: Type the first name of the user.
   - ***Last name**: Type the last name of the user.
   - ***Email Address**: Type the e-mail address of the user.
   - **Access Code**: If available, enter a valid access code for the user. Entering the access code here means that, when the user is invited, the access code will appear in the invitation email. [Note: the access code must match the user -- Instructors and Teaching Assistants must have valid instructor codes; Students must have valid student access codes.]
   - **Student ID**: Type the Student ID.
   - **LMS ID**: Type the LMS ID. LMS ID might be the users Blackboard ID, WebCT ID, CourseCompass ID, or any other unique identifier that will allow you to generate reports to import into another system. .
   - **Alias**: Type an Alias. An alias can be a name that you can use to post printed grades anonymously or any other unique identifier used at your school *(appears for Teaching Assistants and Students only).*
   - **Other**: Type any other unique identifier used at your school.
2. Save the .csv file in a location that you will remember.
3. Click **Create User** on the Roster Area Toolbar.
4. Click **Import Students**.
5. When the Create User window opens, click Browse to locate the .csv file containing the student information.
6. Click the OK button to import the file. If there are formatting issues with the file, an error message, "There are no valid record(s) to import." will display.

Inviting Users

After you have added a user, you can invite them to enroll in a course.

1. Select the check boxes next to the names of the users you want to invite. [Note that you can only invite Unregistered or Invited users].
2. Click the **Invite Users** link. The **Invite students** window opens.
3. By default, a subject and email body are filled in. You can edit them, as needed. Edit the subject of the mail in the **Email Subject** text box.
4. If desired, edit the content for e-mail invitation in the **Email Body**.
5. If desired, type the course name in the **Course Name** text box.
6. If desired, type the textbook name in the **Textbook Name** text box.
7. The links at the bottom of the email cannot be edited: these are links to point students to the Pearson registration system.
8. Click **Send** to send the email invitation.
9. The Invited users will receive an email at the email address in his or her profile, which provides links to register and access to the course. The links at the bottom between the links and follow the steps mentioned. Two links appear on the bottom of the page:

   a. **Register here**: This link directs to the Pearson registration system for the users to register and get access to the course. An access code will also be provided by the system, which is mandatory for registration purposes. On

completing the registration process, a username and password is provided using which the users can login and gain access to the course.
b. **Login here**: After the registration process, the user becomes a registered user. The user then should click on this second link to log in to the MyNursingLab (Pegasus) login page. Type the username and password set up during the registration process to access the course to which the user was invited.

Send Message

This Send Message tool allows you to send messages to students.

1. Select the check box next to the appropriate student name(s) in the Name column.
2. Click the **Send Message** link on the toolbar.
3. The New message window opens, so you can compose the mail. For more details, click here.

Grant Access

The Grant Access link allows you to define what students have the rights to access a course.

1. To grant access to a student, select the check box next to the appropriate student name(s) in the Name column.
2. Click the **Grant Access** link on the **Gradebook** toolbar.
3. The strikethrough no longer appears over the student name, indicating that the student has been granted access to the course.

Deny Access

The Deny Access link allows you to define what students have the rights to access a course.

1. To deny access to a student, select the check box next to the appropriate student name(s) in the Name column.
2. Click the **Deny Access** link on the **Gradebook** toolbar.
3. A strikethrough appears over the student name, indicating that the student has been denied access to this course.

Download Roster

At the bottom of the Roster, a **Download Roster as .CSV file** area displays. From here, you can download the student roster as a ,csv (comma-separated value) file.

1. Click the **Download Roster as .CSV file** link.
2. A File Download dialog box displays, with options to Open or Save the file to a desired location.

Options: Gradebook

The Gradebook has many options available on the options menus on the Grades, Custom View, and Manage Roster tabs.

Options: Grades

The Grades tab options are outlined below.

Student Name/Student ID Column

The following options are available on the options menus for the Student Name/Student ID column:

1. **Edit Grades:** Navigate to the folder where you want to edit student grades. Click the options menu next to the appropriate Student Name or Student ID -- and then

click **Edit Grades**. The Edit Grades window opens, listing current grades for all activities in the selected folder. Edit the grades, as desired, adding comments where appropriate. Click the **Save** button to save your changes (or Cancel to cancel the edits).

2. **Send Message**: Click the options menu next to the appropriate Student Name or Student ID -- and then click **Send Message.** The **New Message** window opens.
3. **Deny Access/Grant Access**: To deny a student access to a course, click the options menu next to the appropriate Student Name or Student ID -- and then click **Deny Access.** A strikethrough appears over the student name, indicating that the student has been denied access to this course, click the options menu next to the appropriate Student Name or Student ID -- and and then click **Grant Access.** The strikethrough no longer appears over the student name, indicating that the student has been granted access to the course.

<u>Gradebook Columns</u>

The Gradebook displays a series of columns, including one column per activity assigned to students in your course. The following options are available on the options menus for the various Gradebook columns:

1. **Edit Grades:** Click the options menu next to the appropriate activity name and then click **Edit Grades**. The Edit Grades window opens, listing current grades for the activity. You can assign the same grade to all students (global) or edit grades for each student individually.
    - To assign the same grade to all students, select the **Assign global grade/comment for all students** check box. The Grade and Comment text boxes are enabled. Enter the Grade and Comment in the respective text boxes. For all the assigned students, the same grade and comments will be displayed.
    - To assign individual grades to each student, be sure the Assign global grade/comment for all students check box is deselected. Enter the Grades and Comments information in the corresponding text boxes. For the Grades, enter the student score in the left box and the maximum possible score in the right box.
    - Click **Save** to save the changes (or Cancel to cancel the changes).

***Note**: When you edit grades for late submissions, the submissions are accepted. The grayed scores are displayed normally and the icon disappears.*

2. **View in Gradebook.** To view the activity in the Grades view, click the options menu next to the appropriate activity name and then click **View in Gradebook**.
3. **Apply Grade Schema**: Click the options menu next to the appropriate activity name and then click **Apply Grade Schema**. The **Apply Schema** window opens. Select a grade schema from the existing drop down list. Click **Apply** to apply the schema. [To add new schema, click **Add New Schema** in the Apply Schema taskbar. To update the existing schema, click the Update Schema link. For more information on adding and updating schemas, see Grading.]
    - After you apply changes to the schema, the **Modify Grade Schema** and **Remove Grade Schema** options appear for the activity.
    - Click **Modify Grade Schema** to open **Apply Schema** window. From this window, you can add a new schema or make updates to the existing grade schema . [For more information on adding and updating schemas, see Grading.]
    - Click **Remove Grade Schema** to remove the grade schema and return to the raw grade display.
3. **Show Raw Score/Show Percentage Score**: Click the options menu next to the appropriate activity name and then click **Show Raw Score** or **Show Percentage**

Score. When you show a raw score, the score displays as an x /y value. When you show a percentage score, the grade appears as a percentage.

4. **Send Message**: Click the options menu next to the appropriate activity name and then click **Send Message.** The **New Message** window opens.
5. **View Statistics**: To view the mean, median, and standard deviation of the grades for an activity, click the options menu next to the appropriate activity name and then click **View Statistics**. The Statistics report window opens. Click Cancel to close the window.
6. **View All Submissions**: To view the all submissions (and details) for an activity, click the options menu next to the appropriate activity name and then click **View All Submissions.** For details on View Submissions, click here.
7. **View in Course Content**: To view the activity in the Course Content, click the options menu next to the appropriate activity name and then click **View in Course Content**. The Course Content tool displays, open to the folder where the activity is located.
8. **Move Column**: Click **Move Column** on the options menu of the corresponding activity name. The **Move Gradebook Column** window opens. Select the location from the drop-down list and then click Apply.
9. **Revoke Column/Release Column**: To hide a column from the Student Gradebook, click the options menu of the corresponding activity name and then click **Revoke Column**. A strikethrough appears over the column header, to indicate it is hidden. To undo this and show a hidden column in the Student Gradebook, click the options menu of the corresponding activity name and then click **Release Column**.
10. **Show/Hide Submissions.** By default, all students are allowed to view submissions for activities. To hide the Student Study Guide/Submissions report from students, click the options menu of the corresponding activity column name and then click **Hide Submissions from Students**. If a student tries to view submissions for this activity, the message "Your instructor has hidden submissions for this assignment. Please see your instructor for more information." displays in the View submissions page. To undo this and show a hidden column in the Student Gradebook, click the options menu of the corresponding activity name and then click **Show Submissions to Students**.

***Note**: Not all of these options apply to Custom Gradebook columns: **Apply Grade Schema** and **Show Percentage Score/Show Raw Score** are displayed only for Import Grades column. **View Statistics** is displayed only for Calculated column. All custom columns also have a **Delete Column** option: To delete a custom column, click the options menu of the corresponding activity name and then click **Delete Column**. Click OK or Cancel, when prompted.*

Options: Custom View

The Custom View tab options are outlined below.

Student Name/Student ID Column

The following options are available on the options menus for the Student Name/Student ID column:

1. **Send Message**: Click the options menu next to the appropriate Student Name or Student ID -- and then click **Send Message.** The **New Message** window opens.

Gradebook Columns

The Gradebook displays a series of columns, including one column per activity assigned to students in your course. The following options are available on the options menus for the various Gradebook columns:

1. **Edit Grades:** Click the options menu next to the appropriate activity name and then click **Edit Grades**. The Edit Grades window opens, listing current grades for the activity. You can assign the same grade to all students (global) or edit grades for each student individually.
    - To assign the same grade to all students, select the **Assign global grade/comment for all students** check box. The Grade and Comment text boxes are enabled. Enter the Grade and Comment in the respective text boxes. For all the assigned students, the same grade and comments will be displayed.
    - To assign individual grades to each student, be sure the Assign global grade/comment for all students check box is deselected. Enter the Grades and Comments information in the corresponding text boxes. For the Grades, enter the student score in the left box and the maximum possible score in the right box.
    - Click **Save** to save the changes (or Cancel to cancel the changes). **Note**: When you edit grades for late submissions, the submissions are accepted. The grayed scores are displayed normally and the  icon disappears.
2. **View All Submissions**: To view the all submissions (and details) for an activity, click the options menu next to the appropriate activity name and then click View All Submissions. For details on View Submissions, click here.
3. **View in Course Content:** To view the activity in the Course Content, click the options menu next to the appropriate activity name and then click View in Course Content. The Course Content tool displays, open to the folder where the activity is located.
4. **Move Column**: Click **Move Column** on the options menu of the corresponding activity name. The **Move Gradebook Column** window opens. Select the location from the drop-down list and then click Apply.
5. **Revoke Column**/**Release Column**: To hide a column from the Student Gradebook, click the options menu of the corresponding activity name and then click **Revoke Column**. A strikethrough appears over the column header, to indicate it is hidden. To undo this and show a hidden column in the Student Gradebook, click the options menu of the corresponding activity name and then click **Release Column**.
6. **Remove from Custom View**: If you wish to remove a gradebook column from Custom View, click the options menu of the corresponding activity name and then click Remove from Custom View. The column is removed from the Custom View, but unchanged in the gradebook.

Options: Manage Roster

The Manage Roster tab options are outlined below.

Name Column (Active User)

The following options are available on the options menus in the Name column for an Active User:

1. **Send Message**: Click the options menu next to the appropriate Name -- and then click **Send Message.** The **New Message** window opens.
2. **Deny Access**/**Grant Access**: To deny a student access to a course, click the options menu next to the appropriate Name -- and and then click **Deny Access.** A strikethrough appears over the student name, indicating that the student has been denied access to this course, click the options menu next to the appropriate Name -- and and then click **Grant Access.** The strikethrough no longer appears over the student name, indicating that the student has been granted access to the course.

3. **View Grades:** Click the options menu next to the appropriate Name -- and then click **View Grades**. The Gradebook opens to the View by Course tab, showing grades for that student.

Name Column (Unregistered or Invited User)

The following options are available on the options menus in the Name column for an Unregistered or Invited User:

1. **View Profile**: Click the options menu next to the appropriate Name -- and then click **View Profile**. The **View Profile** window opens, listing enrollment, login, and other information for that student.
2. **Edit Profile:** Click the options menu next to the appropriate Name -- and then click **Edit Profile**. The **Edit Profile** window opens, listing profile information for that student. You can edit this information following the same steps used to create a new user.
3. **Delete from Program:** Click the options menu next to the appropriate Name -- and then click **Delete from Program**. Click OK to confirm the deletion (or Cancel to cancel the deletion).

Reports

Overview

The **Reports** tool provides a list of reports available to you in MyNursingLab. By selecting appropriate filter options before running each report, you can fully customize each report to suit both your needs and those of your students.

The reports available in the Reports tool are organized by type into the following areas:

- **My Reports**: Lists reports that you have saved to for future use.
- **Performance Reports**: List reports that provide detailed student results on MyNursingLab.

My Reports

Overview

My Reports section displays the generated reports. This acts as a storage place for saved reports.

Note*: My Reports section displays the message "There are currently no reports saved to this section" when there are no reports.*

Saving the Settings to My Report

Each time you run a report, a Save Settings to My Report check box appears at the bottom of the Report Options window. To save a report to the My Reports area:

1. Click the Save Settings to My Reports check box.
2. Click the Run Report button.
3. Type the name for the report in the text box.
4. Click the **Create New Report** option to create a new report.
5. Click the **Replace Existing Report** option to replace an existing report. Choose an existing report from the selection list to be replaced with the new report settings.
6. To save and view the report, click the Save and Run button.

Options

The options menu of the My Reports has the following:

- **Run Report**: This helps you run the report
- **Edit Settings**: This helps you edit the settings options for the report
- **Delete**: This helps you delete the report

Performance Reports

Performance Reports are detailed reports that provide data on student performance, with regard to course activities. Four types of Activity reports are available in MyNursingLab:

- **Student Results by Activity (Multiple Students)**: Shows the performance of one or more students for a single activity.
- **Activity Results by Student (Single Student)**: Shows the performance of a single student for one or more activities.
- **Study Plan Results**: Shows detailed results for one or more students on a single study plan.
- **Question Analysis** Shows overall student performance on questions in one or more activities.

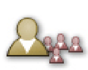
Student Results by Activity Results (Multiple Students and Activities)

The Activity Results (Multiple Students and Activities) shows the performance of one or more students for the activities (quizzes) within the study material from the Study Plans.

Choose **Student Results by Activity** under the Performance Reports.
The **Options for Activity Results (Multiple Students and Activities)** window opens.

Selecting Activity Options

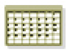
1. In the Student Options, choose the students whose activity reports you want.
2. In the Activity Options, choose **All Activities**
3. Choose a Date Option
4. Choose a Paging Option
5. Choose an option from **Attempts,** which contains the following:
   - **Recorded in Gradebook**: This will display only those results that are saved in the Gradebook. By default, this is selected.
   - **Last**: This will display only the most recent attempt for the activity.
   - **All Attempts**: This will display the results of all the attempts.
   - **First**: This will display only the first attempt for the activity.
   - **Highest**: This will display only the attempt with the highest score.
   - **Lowest**: This will display only the attempt with the lowest score.
   - **Average**: This will display only the average of the attempts.



Selecting Student Options

1. In the Student Options, click on **Select Student(s)** button. The Select Students window opens which displays the list of all students. Select the students in the check boxes and click **Add**. The textbox displays "Multiple Selected(n)", where (n) denotes the number of students selected.
2. From **Use this student identifier in report** selection list, select the ID to use for identifying the student, for example (first/last name, username)

***Note**: You can view the selected students by clicking the **Show All** link present next to the textbox. Here, you can remove a selected student by clicking on the corresponding **Remove** link. To close the selected students list, click the **Collapse** link next to the textbox.*



Selecting Date Options

1. From the Date options, select any of the following:
   - **All Dates**: Select this option to display the attempts, grading and score for all the dates. By default, this is selected.
   - **From** and **To** dates: Select this option to display the attempts, grading and scoring for the dates specified. Click the calendar icons to select the dates.
2. To save the settings in the My Reports section, select the Save Settings to My Report check box.
3. Click the Run Report button to view the report generated for **Activity Results (Multiple Students and Activities).**

Paging Options

1. From the Paging Options, select one of the following:
   - **Show X results per page**: Select this option to display specified number of results on a single page. Choose the desired number from the list.
   - **Show all results**: Select this option to display all results on a single page.

If you select *Show X results per page* and specify number of results for a single page, the resulting report will display First Page, Previous, Next and Last Page navigation links display below the Report Data. The links are displayed only if you have selected more activities than the number specified in *Show X results per page*.

<u>Reading the Activity Results (Multiple Students and Activities) Report</u>

The Activity Results (Multiple Students and Activities) Report displays the following information:

- **Header**: You can view the Name, Print and Download the reports.
  - Print: Click this button to open the Print Settings window. For details, see Print.
  - **Download**: Click this button to download the report as .csv file or .pdf file or .txt file.
- **Summary**: Displays the summary information
- **Report Data**: Displays the detail assessment results.

Summary

The report displays the following summary information:

- Activity name
- Section name
- Instructor name
- Report run date
- Attempts
- Activity Type
- Date range

Report Data

The following columns are displayed for each student:

- Student: Displays the following:
  - Name of the student
  - Attempt posted to Gradebook: Highest, Lowest, First, Last, Average
- Attempt #: Number of attempts
- Submitted: Date and time of submission
- Grade: Grades scored
- Score: Score as percentage
- Time in Activity: Time taken by student to complete the task.
- Submissions/Study Guide: View button linking to view submissions of the students for the activities.

For each of the selected activity you can view the following:

- Activity type: Word, Excel, PowerPoint, Access
- Average Score: Average score of all the students for the activities
- Average Time in Activity: Average time spent to complete the task.

***Note**: The Grade column will display a value only if a grade schema is applied for the activity. You can sort the all the columns except **Submissions/Study Guide**. Sorting is available only when you click on the column header.*

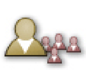
Activity Results by Student (Multiple Students)

The Activity Results (Multiple Students) shows the performance of one or more students for a single activity.

1. Choose **Activity Results (Multiple Students)** under the Activity Reports.
2. The **Options for Activity Results (Multiple Students)** window opens.

Selecting Activity Options

1. In Activity Options, click **Select Activity** button. The Select Activity window opens displaying the list of activities. Select an Activity name and click **Add**. The text box displays the selected activity.
2. Choose an option from **Attempts,** which contains the following:
   - **Recorded in Gradebook**: This will display only those results that are saved in the Gradebook. By default, this is selected.
   - **Last**: This will display only the most recent attempt for the activity.
   - **All Attempts**: This will display the results of all the attempts.
   - **First**: This will display only the first attempt for the activity.
   - **Highest**: This will display only the attempt with the highest score.
   - **Lowest**: This will display only the attempt with the lowest score.
   - **Average**: This will display only the average of the attempts.

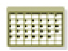


Selecting Student Options

1. In the Student Options, click on **Select Student(s)** button. The Select Students window opens which displays the list of all students. Select the students in the check boxes and click **Add**. The text box displays "Multiple Selected(n)", where (n) denotes the number of students selected.

2. From **Use this student identifier in report** selection list, select the ID to use for identifying the student, for example (first/last name, username)

***Note**: You can view the selected students by clicking the **Show All** link present next to the text box. Here, you can remove a selected student by clicking on the corresponding **Remove** link. To close the selected students list, click the **Collapse** link next to the text box.*



Selecting Date Options

1. From the Date options, select any of the following:
   - **All Dates**: Select this option to display the attempts, grading and score for all the dates. By default, this is selected.
   - **From** and **To** dates: Select this option to display the attempts, grading and scoring for the dates specified. Click the calendar icons to select the dates.
8. To save the settings in the My Reports section, select the Save Settings to My Report check box.
9. Click the Run Report button to view the report generated for **Activity Results (Multiple Students).**

Paging Options

1. From the Paging Options, select one of the following:
   - **Show X results per page**: Select this option to display specified number of results on a single page. Choose the desired number from the list.
   - **Show all results**: Select this option to display all results on a single page.

If you select *Show X results per page* and specify number of results for a single page, the resulting report will display First Page, Previous, Next and Last Page navigation links display below the Report Data. The links are displayed only if you have selected more activities than the number specified in *Show X results per page*.

<u>Reading the Activity Results (Multiple Students) Report</u>

The Activity Results (Multiple Students) displays the following information

- **Header**: You can view the Name, Print and Download the reports.
  - Print: Click this button to open the Print Settings window. For details, see Print.
  - **Download**: Click this button to download the report as .csv file or .pdf file or .txt file.
- **Summary**: Displays the summary information
- **Report Data**: Displays the detailed activity report.

Summary

The report displays the following summary information:

- Activity name
- Section name
- Instructor name
- Average score
- Average Time in Activity
- Report run date
- Attempts

- Activity type
- Date range

Report Data

The following columns are displayed for each student:

- Student: Displays the following:
  - Name of the student
  - Attempt posted to Gradebook: Highest, Lowest, First, Last, Average
- Attempt #: Number of attempts
- Submitted: Date and time of submission
- Grade: Grades scored
- Score: Score as percentage
- Time in Activity: Time taken by student to complete the task.
- Submissions/Study Guide: View button linking to view submissions of the students for the activities.

***Note**: The Grade column will display a value only if a grade schema is applied for the activity. You can sort the all the columns except **Submissions/Study Guide**. Sorting is available only when you click on the column header.*

Study Plan Results

The Study Plan results shows the performance of a single student for one or more Study Plans

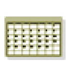
1. Choose **Study Plan Results** under the Activity Reports.
2. The **Options for Study Plan Results** window displays.

Selecting Student Options

1. In the Student Options area, click on **Select Student** button. The Select Students window opens which displays the list of all students. Select a student name and click **Add**. The text box displays the selected student.
2. From **Use this student identifier in report** selection list, select the identifier to use for identifying the student.

Study Plan Options

1. In the Study Plan Options, choose the desired Study Plan/Plans
2. Select the Attempts you wish to view – Recorded in Gradebook, Most Recent, All Attempts



Selecting Date Options

1. From the Date options, select any of the following:
   - **All Dates**: Select this option to display the attempts, grading and score for all the dates. By default, this is selected.
   - **From** and **To** dates: Select this option to display the attempts, grading and scoring for the dates specified. Click the calendar icons to select the dates.

Paging Options

1. From the Paging Options, select one of the following:
2. **Show X results per page**: Select this option to display specified number of results on a single page. Choose the desired number from the list.
3. **Show all results**: Select this option to display all results on a single page.
4. To save the settings in the My Reports section, select the Save Settings to My Report check box.
5. Click the 

button to view the report

If you select *Show X results per page* and specify number of results for a single page, the resulting report will display First Page, Previous, Next and Last Page navigation links display below the Report Data. The links are displayed only if you have selected more activities than the number specified in *Show X results per page*.

Reading the Study Plan Results Report

The Study Plan Results Report displays the following information

- **Header**: You can view the Name, Print and Download the reports.
  - Print: Click this button to open the Print Settings window. For details, see Print.
  \- **Download**: Click this button to download the report as .csv file or .pdf file or .txt file.
- **Summary**: Displays the summary information
- **Report Data**: Displays the detailed activity report.

Summary

The report displays the following summary information:

- Student name
- Study Plan name
- Pre and Post Test score
- % Change
- Averaged Score

Question Analysis Reports

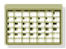
In the Question Analysis Report you can generate reports based on the statistics of all questions used in the Pre and Post Tests, and the graded activities from within the Study Material.

Generating a Report

1. Choose the Questions Analysis Report.
2. The **Options for Question Analysis Report** window opens.

Selecting Activity Options

1. Fro Activity Type, choose All Activities
2. Select the Activity you want the report data run on

 **Selecting Date Options**

1. From the Date option, select any of the following:
   - **All Dates**: Select this option to display the attempts, grading and score for all the dates. By default, this is selected.
   - **From** and **To** dates: Select this option to display the attempts, grading and scoring for the dates specified. Click the calendar icon to select the dates.
2. To save the settings in the My Reports section, select the Save Settings to My Report check box.
3. Click the Run Report to view the report generated for **Question Analysis.**

Paging Options

1. From the Paging Options, select one of the following:
   - **Show X results per page**: Select this option to display specified number of results on a single page. Choose the desired number from the list.
   - **Show all results**: Select this option to display all results on a single page.

If you select *Show X results per page* and specify number of results for a single page, the resulting report will display First Page, Previous, Next and Last Page navigation links display below the Report Data. The links are displayed only if you have selected more activities than the number specified in *Show X results per page*.

<u>Viewing the Question Analysis Report</u>

The Exam Frequency Analysis Report displays the following information

- **Header**: You can view the Name, Print and Download the reports.
  - Print: Click this button to open the Print Settings window. For details, see Print.
  - Download: Click this button to download the report as .csv file or .pdf file or .txt file.
- **Summary**: Displays the summary information
- **Report Data**: Displays the analysis report in detail.

Summary

The report displays the following summary information:

- Activity name(s) of the Exam
- Section name
- Instructor name(s)
- Total number of students
- Average Score for activities
- Report run date
- Attempts
- Date range

Report Data

The following columns are displayed for each of the simulation (performance-based) questions and objective-based questions in the Exams:

- Question: Displays the following details
  - Question Title: Title of the Question
  - Question Text: The text for the Question
- Type: The question type name.
- Application: Word, Excel, PowerPoint, Access for simulation (performance-based) questions.
- Total # of times questions presented: Total number of times the question was presented to the students.
- Average time: Average time taken by the student to complete the task.
- % Correct: Percentage of students who answered the questions correctly.
- Correct: Number of times the question was completed correctly by the students.
- Incorrect: Number of times the question was completed incorrectly by the students.
- Skipped: Number of times the question was skipped and not presented by the students

Communicate

Using Communicate

The Communicate tool allows you to manage course Mails and Announcements. Instructors can send messages to students, using Mail or Announcements. Communicate tool consists of the following sub sections:

1. Mail
2. Announcements

Using the Mail Tool

Overview

The Communicate tool is where you manage correspondence in your course. Using the Communicate tool, you can create and send messages to instructors and students, receive and read mail and announcements, and draft messages to send at a later date or time.

The Communicate tool includes an Inbox Area on the right, where new messages display, and a left navigation bar with four items:

Compose new
Inbox
Draft
Sent

Composing a New Message

You can write a new mail message to the intended recipients.

1. Click **Compose new.** The New Message screen opens.
2. Click the **To** button to select recipient names from a list in the Address Book to whom the message is to be sent. If you are logged into your Shared Library course, you also can choose to send the message to all instructors who have

that Shared Library linked to their enrolled course. The message will be sent to the instructors' external email address.

3. Click the **Cc** button to select recipient names from a list in the Address Book to whom a carbon copy of your message is to be sent.

***Note**: Carbon copies are usually sent to people other than the one (s) being written to directly but are important recipients of the email as well, usually someone indirectly concerned about the subject of the email. All 'To:' recipients and 'Cc:' recipients can see the entire list of both kinds of recipients.*

4. Click the **Bcc** button to select recipient names from a list in the Address Book to whom a blind carbon copy of your message is to be sent.

***Note**: Blind carbon copies are usually sent to people other than direct and indirect recipients ("To:" and "Cc:" recipients) who need to read what is being written as well, without the other recipients knowing that they are receiving the email. Thus 'blind' means that the identity of these recipients is hidden from all other recipients of the email, and only you and they know they got a copy.*

5. Click **Show All** to show the entire list of recipient names.
6. In the Subject box, type the subject of the message.
7. In the message body, type the message.
8. Select the **Copy message to recipient's external email account** checkbox if you want to send the mail to the recipient's external email address.
9. Click **Send** to send the message. Click **Save as Draft** to save the message as a draft.
10. To view a list of messages you have sent, click the **Sent** link under Mail Folders.

Reading Messages in the Inbox

You can read the messages sent to your Inbox.

1. Click **Inbox** under Mail Folders. The list of messages in your Inbox is displayed.
2. Any new mail will automatically be placed in your Inbox. Any unread messages will be highlighted on the top, just above the display box.
3. Announcements which are sent as mail will also be displayed in the Inbox.
4. To read a mail, click the sender name, subject, or the date received links.

***Note**: From denotes the name of the sender, Subject denotes the subject of your mail, and Received denotes the date when the mail was sent.*

5. The Message – Subject screen opens.
6. Read the message.

***Note**: The top half of the display contains information about the sender of the mail, the intended recipient/s, date when the mail was sent, and the subject of the mail.*

7. Click **Back** to go back to the previous screen. Click **Delete** to permanently delete the mail.

Replying to a Mail Message

1. To reply to a message, first follow the steps to read the message.
2. Click **Reply** on the top strip of the display box to reply only to the sender. Click **Reply All** to reply to all the recipients, including the carbon copy (cc) recipients
3. The Re: Subject screen opens.
4. In the message body, type the message.

***Note**: Select the **Copy message to recipient's external email account** checkbox if you want to send the mail to the recipient's external email address.*

5. Click **Send** to send the composed message. Click **Save as Draft** to save the composed message as a draft.

Forwarding a Mail Message

1. To reply to a message, first follow the steps to read the message.
2. Click **Forward** on the top strip of the display box.
3. The Fw: Subject screen opens.
4. If you want to add any additional information, type the message in the message body.

***Note**: Select the **Copy message to recipient's external email account** checkbox if you want to send the mail to the recipient's external email address.*

5. Click **Send** to send the composed message. Click **Save as Draft** to save the composed message as a draft.

Saving Messages as Drafts

Save as Draft places an unfinished message in the Drafts folder under Mail Folders.

1. Compose a new mail.
2. Click **Save as Draft** on the top-right corner of the display box or click the **Save as Draft** button.
3. To rework the draft, click the sender name, subject, or the saved links.

***Note**: To denotes the name of the recipient, Subject denotes the subject of your mail, and Saved denotes the date when the mail was saved.*

4. The Edit Message screen opens.
5. Make the necessary changes, and then click **Send** to send the mail to the recipient(s). Click **Save as Draft** to update the changes to the Drafts folder.

Viewing Sent Messages

You can read the messages sent to various recipients.

1. Click **Sent** under Mail Folders.
2. The Sent Messages screen opens. The list of sent messages is displayed.
3. To read a sent mail, click the sender name, subject, or the date received links.

***Note**: To denotes the name of the recipient, Subject denotes the subject of your mail, and Sent denotes the date when the mail was sent.*

4. Read the message.

***Note**: The top half of the display contains information about the sender of the mail, the intended recipient/s, date when the mail was sent, and the subject of the mail.*

5. Click **Back** to go back to the previous screen, Click **Delete** to permanently delete the mail.
6. You can also Reply to the mail or Forward the mail to the intended recipient.

Using Announcements

With the Announcements tool, you can manage course announcements. Instructors can create, edit and delete announcements. Both students and instructors can view announcements in the Today's View tool. Announcements also can be sent as mail messages to students and instructors. Finally, you also can view the announcements listed in the **Announcements** of the Communicate tool.

Managing Announcements

Viewing an Announcement

When the Announcements page displays, the following information views for any existing announcements:

- **From**: Displays the name of the sender.
- **Subject**: Displays the subject of the announcement. You can sort the announcements date-wise.
- **Created Date**: Date the announcement was created.

Creating an Announcement

To create an Announcement, complete the following steps:

1. Click **Create Announcement** in the taskbar. The **Create Announcement** window opens.
2. Enter the subject of the announcement in the **Subject** text box.
3. In **Manage Announcement,** choose an option from the following:
   - **Make available now**: Select this option to make the announcement available in Today's View once it is created.
   - **Choose date restrictions**: Select this option to make the announcement available in Today's View only on the dates specified. To specify the dates,
     1. Click the calendar icon corresponding to **Display After**, and then choose a date.
     2. Type the time for **Display After** in the **Tim**e boxes.
     3. Click the calendar icon corresponding to **Display Until**, and then choose a date.
     4. Type the time for **Display Until** in the **Time** boxes.
   - **Remove Announcement**: Select this option to remove the announcement from Today's View and not from the Announcements List.
4. In **Options,** select the following:
   - **Also Send as Mail**: Select this check box to send this announcement as a mail message in addition to it being displayed in Today's View.
     1. Click the **To** button. The **Select recipients** window opens.
     2. Select the names of the recipients in the check boxes and click **Add recipients.** [Note: you can view the selected recipients by clicking the **Show All** link present next to the text box. To close the selected recipients list, click the **Collapse** link next to the text box.]
     3. The **To** field displays the selected recipients to whom the announcements will be posted.
   - **Pin Announcement**: Select this check box to display this announcement as the first message in **Today's View** - **Notifications**. The pinned announcement is represented by icon. If you and a program administrator both have pinned an announcement to display at top of Notifications channel, your announcements appears first, followed by the program administrator announcement.

***Note**: You can 'pin' only two announcements to display at the top of Notifications. When you try to pin a third announcement, an alert message pops up which reads as "You already have selected two (2) pinned announcements to appear at the top of Today's View Notifications. Please unpin an announcement and try again". Click **OK** to continue. You have to unpin the any one of the two messages before pinning the new message. To unpin an announcement, use the following steps:*

Editing an Announcement

To edit an Announcement, complete the following steps:

1. Open any existing announcement by clicking the **From** or **Subject** column names.
2. When the **Edit Announcement** window opens, edit the contents in the respective text boxes, following the steps to create an announcement. To unpin an announcement, deselect the Pin Announcement check box.
3. Click **Save** to save the changes.

Deleting an Announcement

To delete an Announcement use the following steps:

1. Select in the check boxes of the Announcements.
2. Click **Delete** in the Announcements taskbar.
3. In the pop up confirmation window, click **OK** to confirm the deletion of the Announcements.

Note*: Select the* ***Select all*** *check box to select all the announcements displayed in the page.*

Preferences

Using Preferences

The Preferences tool allows you to customize MyNursingLab by defining and managing the feature preferences within a MyNursingLab course. This provides you with maximum flexibility to design the end user experience for both instructors and students using the course.

Preferences are set at the Master Course level, and any associated course, such as Instructor Courses, inherit the value of the preferences from the Master Course. As the instructor, you then can change these settings to reflect the approach for your course.

Categories of Preferences settings available for personalization in instructor courses are listed below. Click the name of each Preference in the left navigation bar to view the settings available under each category.

- **General**: Enable or disable various product features, such as the Course Calendar; define settings for default font size, and more.
- **Grading**: Create or edit grade schemas, to set display options for the Gradebook, and more.
- **Roster**: Customize the e-mail invitations used to invite Students, Instructors and Teaching Assistants to your course.
- **Permissions**: Grant or deny permission to Instructors and Teaching Assistants to perform different tasks in the application.
- **Activities**: Define the activity type, name, description and default style for each activity type.
- **Manage Locations**: Create locations and associate individual computers to a specific location, which you can use to limit exams.
- **Shared Libraries**: This is currently not functional in MyNursingLab.

Preferences: General

General Preferences allow you to enable or disable various product features, such as the Course Calendar; define settings for default font size, and more. The General Preferences to enable/disable Product features in your course.

The options available in General Preferences are listed below. *Note:* If a preference setting appears grayed out with a locked icon, this preference setting is unavailable cannot be change for your course or product. Preference settings that appear with an unlocked icon are available and can be changed.

Features

- **Enable Calendar**: Select this check box to display Course Calendar view for Students and make the Assign Content tab and Organize Content tab of Course Content available for Instructors. Selecting this check box also displays the calendar in Today's View for Instructors and Students.
- **Make all assignments due time at (HH:MM):** Enter a default time for due dates in the HH:MM boxes. When you schedule activities, if the due date is set without a specific due (end) time, the time entered here will be used as the default due time for activities. By default the time is set at 11:59PM. Click the Apply to all button to set the specified time as the due time for all activities already scheduled in Course Content.

Note: the Make all assignments due time at (HH:MM) option is available only if you select the Enable Calendar checkbox.

Note: be sure to select your own time zone under the My Profile button (top right of the screen, viewable in most screens of the program) in both the Instructor and Student View of the course. Unmatched time zones in Instructor and Student Views could affect due date times.

- **Enable Organize Calendar**: Select this check box to display Organize Calendar feature for your course. When selected, the Organize Calendar tab is displayed as a sub-navigation in the Course Content tool. *Note: The Enable Organize Calendar option is available only if the Enable Calendar option is enabled for the course.*

HTML Editor

- **Enable default font face and font size**: Select this check box to set the default font face and font size for the HTML editor; selecting this check box enables the Font size and Font face lists.
    - **Font face**: Choose an option from the list to define default font face. The default font is Arial.
    - **Font size**: Choose an option from the list to define default font size. The default size is 10.

Fonts

- **Enable font size controls in the toolbar**: Select this check box to display the Font size buttons on the toolbar.
- **Set default size**: Select the default font size by clicking any one of the options (small [10px], medium [13px], large [16px]). Changing the font size will increase the size of the text on each page, but not the size of the text on various buttons throughout the product.

After you have made your selections, click the Save Preferences button at the top of bottom of the page to save your preferences

Not sure what a preference setting means? You can view contextual help for each Preference setting by pointing to or clicking the corresponding icon.

Preferences: Grading

Grading Preferences allow you to enable, disable, and set various grading aspects of your MyNursingLab course.

The options available in Grading Preferences are listed below. *Note:* If a preference setting appears grayed out with a locked icon, this preference setting is unavailable cannot be change for your course or product. Preference settings that appear with an unlocked icon are available and can be changed.

<u>Main</u>

- **Enable letter grade schema for Instructor Course and Class Test Course**: Using a Grade Schema allows you to apply a letter grading schema to a graded activity in the Gradebook (for example, 90% or above = A, 80-89% = B, and so on.). Select this check box to make grade schema options available in the Gradebook (Apply Grade Schema, Remove Grade Schema, Edit Grade Schema). Note that, if this check box is not selected, instructors will not be able to add or edit grade schemas, as described below.
- **Enable % or raw score**: Select this check box to enable the Use *percentage grade for this course* and *Use raw score grade* for this course options in the Gradebook. By default, all grades appear in the gradebook as a letter grade.
    - Click **Use percentage grade for this course** to change the reporting of grades from raw score to percentage across the entire course, for both students and instructors.
    - Click **Use raw score grade for this course** to change the reporting of grades from percentage to raw score across the entire course. In the Gradebook, each column will display all grades as a fraction (x/y) where x = number correct and y = total possible correct.

Note*: To change the default letter grades in the gradebook to either % or raw score, change the preferences as noted above. Then you must also edit every activity (pre and post test, Test Your Terminology, etc.) to "allow" the new grading system. Follow these directions:*

- Click on the Course Content tab.
- Open the folder containing the activity where you want to change the grades, either the Study Plan folder to change pre and post test grades or the Chapter Activities and Resources folder to change Test Your Terminology grades.
- Under the drop down options menu for the activity, choose Edit.
- When the next screen opens, choose Edit again beside the activity
- Go to the Grades tab in Edit view
- Click the drop-down box and change the "Select grade schema" option to <-Select->
- Click Save and Return

- This overrides the individually set activity letter-grade default, and allows the general grading preferences you set to come through.
- Repeat for every activity.

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- **Enable "Filter by Content type" filter**: Select this checkbox to display the filter in Gradebook tool. When enabled, the Filter by Content type drop-down list is seen in the Grades tool for Students.
- **Enable folder level calculations for Gradebook and Today's View:** Select this check box to allow folder level calculations. When enabled, the Course Average and Folder Average options appear in the Gradebook and the Course Performance and Student Performance notifications view appear in Today's View. When this option is selected, the Edit Calculation Settings links displays.
  - **Edit Calculation Settings**: Allows you to edit the folder level calculations. For more information on editing calculation settings, click here.
  - **Folder Level Threshold Score**: Enter the folder level threshold score in the text box to define the passing threshold for each folder.
- **Enable Rubric Grading**: Contact tech support for help
- **Hide Gradebook Course Content Navigator by Default**: Select this check box to hide the Course Content Navigator in Gradebook. When enabled, the Course Content is unavailable for all the users by default.
- **Hide Show ID in Student Name column:** Select this checkbox to hide the Show ID link in Student Name column of Gradebook. When enabled, the (Show ID) link is not displayed in the Student Name column of Gradebook**.**
- **Provide a class average**: Select this check box to track class average for the activities. When selected, instructors have the option to select a class average option for the activities/assignments, which is reported in the Reports and View Submissions page of the Gradebook.
- **For unassigned items display**: Activities that are assigned will display grades in the Gradebook by default. For unassigned activities, you can select whether to display a grade or a checkmark in the instructor and student Gradebook. Options include:
  - **Grade**: Select this option to display a percentage grade for the unassigned items. The scores obtained for unassigned items are not used in calculating the average scores. The grades are displayed in the Gradebook for instructors and in Grades tool for the students.
  - **Checkmark**: Select this option to display a checkmark for the unassigned items. Grades will be displayed to the students but will not be calculated in any calculated grades (when using a calculated column in the gradebook). The score and grades will be displayed for the students on the view submission page, but the score will not be available for the instructor. The instructor can only view the icon in the Gradebook for this item and cannot view the submission.
- **Default display in Gradebook**: The Gradebook allows you to filter the view to show all, completed, or only assigned items. Using this setting, you can define what activities (or items) appear in the instructor and student Gradebook by default. Options include:
  - **All Items**: Select this option to display All Items as default view in the Gradebook (default).

    - **Completed Items**: Select this option to display Completed Items as default view in the Gradebook.
    - **Assigned Items**: Select this option to display Assigned Items as default view in the Gradebook.
- **Default student list in Gradebook**: The Gradebook allows you to filter the view to show all students or enrolled students. Using this setting, you can define which students appear in the Gradebook by default. Options include:
    - **Enrolled Students Only**: Select this option to display only the enrolled students as a default view in the Gradebook.
    - **All Students**: Select this option to display All Students irrespective of their status, as a default view in the Gradebook.

Fill in the Blank questions

- **Enable Fill in the Blank Case Sensitive:** Select this check box to require case sensitivity in student responses, when grading fill-in-the-blank questions. If this check box is not selected, questions will be graded ignoring case sensitivity. Click the **Apply to all** link to apply the preferences settings to existing and new fill-in-the-blank questions as a default.
- **Ignore Extra Spacing**: Select this check box to ignore extra spacing in student response, when grading objective-based questions. If this check box is not selected, questions will be graded based on the spacing. Click the **Apply to all** link to apply the preferences settings to existing and new objective-based questions as a default.
- **Ignore punctuation**: Select this check box to allow incorrect punctuation in a student response, when grading objective-based questions. Click the **Apply to all** link to apply the preferences settings to existing and new objective-based questions as a default.

Grade Schemas

Using a Grade Schema allows you to apply a letter grading schema to a graded activity in the Gradebook (for example, 90% or above = A, 80-89% = B, and so on.). The Grade Schemas area of the Preferences page allow you to create new schemas and modify existing schemas.

MyNursingLab comes with one default grade schema, which you can edit to reflect your course grading scheme. You also can create new grade schemas for other types of grading. For a Pass/Fail grading schema, for example, you might have only two grades for Pass and Fail. Alternatively, you could create a grade schema that reflects competency levels. In this case, you could create a grade schema such as beginner, intermediate, or advanced. The Grade Schema window displays the existing grade schemas.

Adding a New Grade Schema

1. Click **Add New Schema** in the toolbar at the top of the Grade Schemas window. The **Add New Schema** window opens.
2. Type the Grade Schema Name and the Description in the corresponding text boxes.
3. For the first grade in the schema, type the Grade, % Score from, % Score to and Feedback in the respective text boxes. *Note: The grade scores can not overlap. For instance, you can not enter a grade of F with a score from 0% to 50% and then a grade of A with a score from 50% to 100%. You must enter 51% to 100% as the scores for the A grade (or 0% to 49% for the F grade).*

4. To add more grades to the schema, click the Add Grade link. Again, enter Grade, % Score from, % Score to and Feedback in the respective text boxes. Continue until all grades are added. If you need to delete a grade, select the check box next to the grade(s) to delete and then click the **Delete Grade** link.
5. Click the Save and Close button. A new grade schema will be created.

Deleting Existing Grade Schema(s)

1. In the Grade Schemas window, select the check box next to the Grade Schema(s) you want to delete and then click the **Delete selected grade schemas** link. *Note: you also can delete a grade schema by clicking the options menu next to the Grade Schema and then clicking Delete.*
2. A message '*Are you sure you want to delete the selected grade schema(s)? This action cannot be undone'*. is displayed. After a grade schema is deleted, it cannot be retrieved.
3. Click **OK** to delete the grade schema or click **Cancel** to cancel the delete.

Edit an Existing Grade Schema

1. In the Grade Schemas window, click the options menu next to the Grade Schema you want to edit and then click **Edit**.
2. The **Update Schema** window opens. Modify, delete, or add Grades, Scores, and Feedback, as appropriate.
3. Click **Save and Close** to save the changes or click Cancel to cancel the edits.

Copy an Existing Grade Schema

1. In the Grade Schemas window, click the options menu next to the Grade Schema you want to edit and then click **Copy**.
2. A copy of the grade schema appears in the Grade Schema window. After creating a copy of a grade schema, you should edit it and assign a new name, so that each grade schema is uniquely identifiable.

After you have made your selections, click the Save Preferences button at the top of bottom of the page to save your preferences

Not sure what a preference setting means? You can view contextual help for each Preference setting by pointing to or clicking the corresponding icon.

Preferences: Roster

The Roster tab in the Preferences tool allows you to toggle on/off the Manage Roster tab in the Gradebook -- and to customize the e-mail invitations used to invite Students, Instructors and Teaching Assistants to your course.
By default, all Roster Manager options for MyNursingLab are pre-set. The options available in Roster Preferences are listed below. *Note:* If a preference setting appears grayed out with a locked icon, this preference setting is unavailable cannot be change for your course or product. Preference settings that appear with an unlocked icon are available and can be changed.

- **Enable Roster Manager**: Select this check box to display the **Manage Roster** tab in Gradebook. If you select this check box, the following additional options are enabled:
  - **Registration URL**: Type the URL required for the registration in this text box.

Note: do not change this URL or students will not be able to register correctly. The URL in the text box must be to https://register.pearsoncmg.com/reg/register/reg1.jsp.

  - **Email Subject**: Type the Subject of the mail in this text box. Note that template text has been provided, but you can edit it here.
  - **Email Body**: Type the message you want users to receive in the email body. This text should provide detailed instructions on how to complete the registration process for MyNursingLab. Note that template text has been provided, but you can edit it here.

After you have made your selections and edited the email subject and body, as appropriate, click the Save Preferences button at the top of bottom of the page to save your preferences.

Not sure what a preference setting means? You can view contextual help for each Preference setting by pointing to or clicking the corresponding icon.

Preferences: Permissions

Permissions Preferences allow you to grant or deny permission to Teaching Assistants, to define what tasks Teaching Assistants can perform in MyNursingLab.

For each option, a check box appears in the Teaching Assistant column. Selecting (checking) a checkbox gives a Teaching Assistant permission to complete a function or task; deselecting (unchecking) a check box denies Teaching Assistants permission to perform that task.

The options available in Permissions Preferences are listed below. *Note:* If a preference setting appears grayed out with a locked icon, this preference setting is unavailable cannot be change for your course or product. Preference settings that appear with an unlocked icon are available and can be changed.

Question Library

- **Create items in Question Library**: allows user to create, add, or import questions to the Question Library.
- **Cut/Copy/Paste items in Question Library**: allows user to cut, copy, and/or paste questions in the Question Library.
- **Edit items in Question Library**: allows user to edit questions in the Question Library.
- **Delete items in Question Library**: allows user to delete questions in the Question Library.

Content Library

- **Create items in Content Library**: allows user to create items in the Content Library.
- **Cut/Copy/Paste items in Content Library**: allows user to cut, copy, and/or paste items in the Content Library.
- **Edit items in Content Library**: allows user to edit items in the Content Library.
- **Delete items in Content Library**: allows user to delete items in the Content Library.

Student Content

- **Create items in Student Content**: allows user to create items in Student Content.
- **Cut/Copy/Paste items in Student Content**: allows user to cut, copy, and/or paste items in Student Content.
- **Edit items in Student Content**: allows user to edit items in Student Content.
- **Delete items in Student Content**: allows user to delete items in Student Content.

Activity

- **Schedule assessments:** allows user to schedule items in Student Content.
- **Show/Hide content in Student Content**: allows show or hide items in Student Content.

Gradebook

- **View Gradebook:** allows user to view the Gradebook tool.
- **Create Column:** allows user to create a column in the Gradebook. .
- **Revoke/Release Column:** allows user to revoke or release a column in the Gradebook.
- **Grant or deny student access to course:** allows user to grant or deny a student's access to the course via the Gradebook.

Gradebook Activity

- **Delete Submission(s):** allows user to delete student submission(s) via the Gradebook.
- **Edit Grades:** allows user to edit student grades in the Gradebook.
- **Change/Modify grade schema in grade column:** allows user to change or modify the grade schema for a Gradebook column.
- **Import Grades:** allows user to import student grades into the Gradebook.
- **Print and/or Download gradebook:** allows user to print and/or export the Gradebook.

Reporting

- **View Activity Reports:** allows user to view Activity reports via the Reports tool.
- **Download & Print Activity Reports:** allows user to download and print Activity reports via the Reports tool.
- **View Study Plan Reports:** allows user to view Study Plan reports via the Reports tool.
- **Download & Print Study Plan Reports:** allows user to download and print Study Plan reports via the Reports tool.
- **View Certificate of Completion Reports:** allows user to view Certificate of Completion reports via the Reports tool.

- **Download & Print Certificate of Completion Reports:** allows user to download and print Certificate of Completion reports via the Reports tool.
- **View Frequency Analysis Reports:** allows user to view Frequency Analysis reports via the Reports tool.
- **Download & Print Frequency Analysis Reports:** allows user to download and print Frequency Analysis reports via the Reports tool.

Submissions

- **View Student Submissions:** allows user to view student submissions in MyNursingLab.
- **Download & Print Student Submissions:** allows user to download and print student submissions.

Manage User/User Roles

- **Create New Student Profile:** allows user to create a new student profile.
- **View Student Profiles:** allows user to view a student profile.
- **Update Student Profiles:** allows user to update a student profile.
- **Enroll Student in course section:** allows user to enroll a student in a course section.

Locations

- **Add Locations:** allows user to add locations to the Locations list.
- **Delete Locations:** allows user to delete computers from the Locations list.
- **Add Computers:** allows user to add computers to the Computers list.
- **Delete Computers:** allows user to delete computers from the Computers list.
- **Add Computer to Location:** allows user to add computers to an existing location.
- **Remove Computer from Location:** allows user to remove computers from an existing location.

Learning Objectives

Learning Objectives permissions cannot be edited in MyNursingLab; all settings are unavailable (locked).

After you have made your selections, click the Save Preferences button at the top of bottom of the page to save your preferences

Not sure what a preference setting means? You can view contextual help for each Preference setting by pointing to or clicking the corresponding icon.

Preferences: Activities

Use the Activities Preferences to define the activity type name, description, and default style for each activity type. You can add activity types and edit preferences for each activity type, and set global preferences for each activity type.

Use this feature to personalize the look and feel of your course activities to suit your tastes and needs. By customizing preferences for each activity type you can control activity behaviors such as the number of times you allow each student to take the activity, whether or not students can bookmark the activity, and more.

Your course brand may include specific colors that you would like to incorporate into the presentation of Pegasus assignments. Activities preferences enable you to produce a seamless integration between the course textbook and the course content in Pegasus. You can define these colors in a stylesheet and have that carry through all activity content in all courses associated with your courses. If, for any reason, your students are required to take an activity only once, then you can set that behavior by editing the preferences for that particular activity type. You can set your activities to provide as much or as little latitude as required for your particular situation.

You can also predefine specific activity types and their behavioral modes. You might, for example, want all homework assignments to be adaptive according to the Bloom's Taxonomy level of the associated questions. In this case, you will label this type of activity as "Homework," then set and lock the "Bloom's Taxonomy-based" Behavioral Mode for that activity type.

You can customize Study Plan activity types, edit and set labels for the Pretest and Posttest, enable Direction Lines for the Activity and Activity Sections, and create new feedback schema or modify existing feedback schemas, which is useful for adding feedback schemas suitable for a particular content type.

> **You can generate a report and download the listed settings as .csv file by clicking the icon. You can either download reports of All pages or Current page of the Preferences tool.**

You can edit the Section specific instructional text by clicking the Edit link which launches a pop up to edit the text.

You can lock the set preferences by clicking the corresponding **Lock** icons. Locking prevents other users from changing the set preferences. You can launch contextual help for each Preference setting by clicking the corresponding icons .

Using Activities Preferences

Customize Study Plan

Study Plan contains two activities **Pretest** and **Posttest**. You can define rename, change the description, and edit Preferences for these two types of Study Plan activities.

- **Name**: You can rename the activity type names of Study Plan using alphanumeric characters and can accommodate a maximum of 50 characters.
  - **Pre-Test label**: Type the label for Pretest in the text box. By default, it is Pretest. The name specified in this text box is reflected in all places where the default Pretest label appears in the application. For example, you can view the label changes while creating a Study Plan, or in the student view when students attempt the Study Plan.
  - **Post-Test label**: Type the label for Posttest in the text box. By default, it is Posttest. The name specified in this text box is reflected in all places where the default Posttest label appears in the application. For example, you can view the label changes while creating a Study Plan, or in the student view when students attempt the Study Plan.
  - **Description**: Type in descriptions for Pretest and Posttest activity types in the Description text box.

- **Preferences**: Displays the **Edit** links for each Study Plan activity type. You can Set preferences for each activity type by clicking the appropriate **Edit** links. The following preferences are available for Pretest and Posttest activities:
  - **General**
    - **Display X question(s) per page**: Click this option to enter the number of questions that you want to display in a single page for the students. When the students attempt the activity. The number of questions specified in the text box will be displayed for them on each page of the Test Presentation window. By default, it is 1.
      - Allow students to skip questions: Select this check box to allow students to skip questions in an activity. If cleared, all questions in an activity become mandatory. By default it is selected
      - Allow student to flag questions: Select this check box to allow students to set a flag or bookmark to an unanswered or question in doubt. The students can revisit the flagged questions after the test. By default it is cleared.

***Note**: "Allow student to skip questions" and "Allow student to flag question" is available only when Display X question(s) per page is selected and the number of questions per page is at least 1.*

- **Display one section per page**: Click this option to display one section per page. When students attempt the activity, a single section is displayed on each page.
  - Allow students to skip pages: Select this check box to allow students to skip pages in an activity. This check box is enabled only when the Display one section per page option is selected.
- **Show Immediate Feedback**: Select this check box to display feedback for each question before proceeding to the next question. When this is selected, students have to submit each question before proceeding to the next question in the Test presentation window. This option will be available only if Feedback is enabled.

***Note**: "Display X questions (s) per page" and "Display one section per page" options are not available when you select "Show Immediate Feedback" check box.*

- **Display Direction Lines On Each Page**: Select this check box to display the Direction Lines on each page of the activity. This check box will be displayed only if you enable this feature in the **Activities** section of the **Preferences** tool.
- **Requires students to answer all questions**: Select this check box to require students to attempt all the questions By default, it's selected.
- **Display point score in feedback**: Select this checkbox to display point score for individual question feedback in an activity. When not selected, the point score per question is not displayed for the students in the View submissions screen or Gradebook.

- **Display Score for Question**: Select this check box to show students the score for the question.
- **Remove Correct/Incorrect indicators in Students Results view**: Select this checkbox if you do not want students to be able to see if the answer they selected was correct ✔ or incorrect ✘on the activity results summary. Note that if you do not want the students to be able to view the correct answer after they submit the activity, you must also go to the **Feedback** preferences section and clear the **Display correct answers after student submits the activity** option (or specify to **Never** display the correct answer for the option).
- **Include in course plan scoring**: Select this check box to include the activity in the course plan scoring.
- **Default Activity Style**: Choose a style for the activity from the list. You can preview the style by clicking **Preview**

Note: *Activity styles will be displayed in the list only when they are created in the Activity Styles preferences.*

- **Display questions in columns**: Select this check box to display the questions in columns in the Test Presentation window for the students.
- **Save response at the end of each page**: Select this check box to save the response at the end of each page. By default, it's cleared. When selected, students can save their responses at the end of each page of the Test presentation window.
- **Allow student to save for later**: Select this check box to allow the students to save the current attempt of the activity and submit it later. By default, it's cleared. When selected, **Save for Later** is displayed in the Test Presentation window. Students can click this option to save their answers and revisit them without them having to submit the activity.

Note: *You can allow students to save the activity and submit it later only if you allow them to attempt the activity more than once. Allow student to save for later and Number of saves allowed is not available for Posttest activities.*

- **Number of saves allowed**: You can allow students to save the activities more than once. Enter the number of saves allowed in the box. Only if the **Allow student to save for later** check box is enabled, you can specify the number of saves to be allowed.
- **Enable Help Links for this activity**: Select this check box to show the Need help link to the students while attempting the activity. To make this option available, you must select **Enable Need Help resource for students when taking activity** in the **General** section of the **Preferences** tool.
- **Show hints**: Select this check box to show the hints for the students while attempting the activity. By default it's selected. When selected, hints provided for the questions contained in the activity can be seen by students by clicking Hints in the Test Presentation window.

Note*: Click **Save** to save the preferences and click **Apply to all** to apply the set preferences to all existing and new activities.*

- **Messages:** You can display a Default message and Instructor message for each of the activity type at the **Beginning** and **End** of the activity. Use the Content Editor for creating the messages by clicking the appropriate **Edit HTML** links.
  Beginning of Activity: You can specify messages for the following:
  - **Default Message**: Enter the message in the text box. This is a required message entered by a master course admin and is not editable by the instructor. The default message will be displayed at the beginning of the activity.
  - **Instructor Message**: Enter the message in the text box. This is editable by the instructor and will be displayed below the **Default Message** at the beginning of the activity

***Note:** You can lock the preferences for Default Messages by clicking the corresponding Lock icons. By locking your not allowing anyone to change the Preferences.*

  End of Activity: You can specify messages for the following:
  - **Default Message**: Enter the message in the text box. This is a required message entered by the master course admin and is not editable by the instructor. The default message will displayed be at the end of the activity.
  - **Instructor Message**: Enter the message in the text box. This is editable by the instructor and will be displayed below the **Default Message** at the end of the activity.
- **Timing:** You can **enforce** the timings to complete the activity at the following levels:
  - **Activity level**: Click this option to define a time for the completion of the activity. Students have to finish the activity within the allotted time. You also specify:
    - Time required to complete the activity (HH:MM): Enter the time required to complete an activity in the boxes.
    - Enable buzzer before time in (min): Select this check box to set an alert bell to notify the participant of the time limit. Enter the minutes before the ending time of the activity, at which point a buzzer alert will be sounded, in the box.
  - **Question Level**: Click this option to enforce the timing at the question level. Students have to finish the activity within the allotted time.
  - **None**: Click this option to allow students complete the activity without any time restriction.
- **Feedback**
  - **Allow participant to view summary**: Select this check box to allow students to view summary report at the end of the assessment.
  - **Display correct answers after student submits activity**: Select this check box to show the students the correct answers for the question at the end of the assessment.
  - **Show Correct Answer**: Choose an option to show correct answer from the following;
    - Always: Click this to always show the correct answer
    - Never: Click this option to never show the correct answer
    - After the Due Date: Click this option to show the correct answer after the due date.

Note: You can choose options to show correct answers only if the "Display correct answers after students submits activity" check box is selected. This option is not available for Posttest activities.

- **Show Need Help**: Choose an option to show Need Help from the following;
    - Always: Click this option to always show the Need Help
    - Never: Click this option to never show the Need Help
    - At Attempt: Click this option to show the Need Help for the specified number of attempts. Type the number of attempts in the box

Note: "Show Need Help" will be displayed only if the "Enable HelpLinks for this activity" check box is selected in General settings under Preferences tab. Only Posttest activities will have the "At Attempt".

- **Show Feedback**: Choose an option to show Feedback for the students from the following;
    - Always: Click this option to show feedback for all the attempts
    - Never: Click this option to never show feedback.

***Note:** "At X Attempts" is available only if the activity can be attempted more than once and X cannot exceed the number of allowed attempts.*

- **Display Feedback and Correct Answers**: Choose a place to display the feedback and correct answer from the following;
    - Next to responses
    - Below responses
    - Next to and below responses
- **Display Activity level Feedback and Remediation at X attempt**: Select this check box to enable activity level feedback and remediation tool for the activities. Enter the attempt number for which you want to display the information. The students view the feedback and remediation content in the "Recommended Study Materials" box in the results page. Feedback and further study is also available to students and instructors at the bottom of the View Submissions page.
    - **Show Activity level Feedback and Remediation at Top/Below**: Select Top or Below from the drop-down list to specify the display position of the feedback and remediation content in the results page.

***Note**: "Display Activity level Feedback and Remediation at X attempt" and **"**Show Activity level Feedback and Remediation at Top/Below"is displayed only if **Enable Activity Level Performance-based Feedback and Further Study Tools** check box is enabled.*

- **Resource Toolbar**
    - **Display Resource Toolbar**: Select this check box to show the Resource Toolbar to the students while attempting the activity. To make this option available, you must select **Enable Resource Toolbar for Course** in the **General** section of the **Preferences** tool.
    When checked, the Resource Toolbar is displayed on the

Student navigation toolbar and in the Test Presentation activity.

- **Grading**
  - **Set the threshold score to pass (%)**: Select to enable threshold score to pass, and enter the score required to pass. By default the threshold score required to pass is 35%.If this option is cleared, the pass/fail icons are not displayed in Gradebook or Activity Summary results page. The grade is still displayed (except for rubric activities).
  - **Provide a Class Average**: Select this check box to track class average for the activity. This enables the following options:
    - Students will be identified (default): Select this option to identify the students and their submittal
    - Students will be anonymous: Select this option to make the student submittal anonymous. When selected, the grade column displays "Anon" to indicate the activity is marked for anonymous submittal.

    When selected, the class average for the activities/ assignments are tracked and reported in the Reports and View Submissions page of the Gradebook.

***Note**: You cannot change the anonymity preference after the activity has been accessed by students, but you can edit or change the "Class Average" preference even after the activity has been accessed by students. After you make a change, it will affect activities already submitted by students, activities students have begun but saved for later, and all activities not yet started.*

- **Shuffling**
  - **Shuffle order of section to each student**: Select this check box to shuffle the order of sections randomly for each student. When selected, the sections appear differently each time a student attempts the activity. By default, it is cleared.

Customize Activity Types

- **Icon**: This column displays the icons associated with the activity types. You can change the default icons. To display the available icons, click the down arrow for the corresponding activity type and choose an icon from the list. The icon you select will display for any instance of that particular activity type.
- **Activity type name**: This column displays Activity type names. By default these include:

  - Homework
  - Quiz
  - Practice Test
  - Test

  The activity type names entered in the text boxes are displayed in the **Add Content** menu of Content Library and My Course in the **Course Content** tool.
- **Activity type description**: Displays the current description for each activity type. You can edit the descriptions or add new descriptions for each activity type.
- **Preferences**: Displays the **Edit** link for each Activity type. You can Set preferences for each activity type by clicking the appropriate **Edit** links

- **Behavioral Mode**: This column displays the **Edit** link for each Activity type. You can Set the Behavioral Mode for each activity type by clicking the appropriate **Edit** links.

You can rename or delete the activity type names and add more activity types to the default list of the activities. The added activity types are displayed under the **Add Content** menu of the **Course Content** tool.

To Add Activity Type:

1. Click **Add Activity Name** in the taskbar.
2. Text boxes are added for Activity type name, Activity type description, Preferences and Behavioral Mode columns.
3. Enter the name of the activity in **Activity type name** column.
4. Enter the description in the **Activity type description** column.
5. Set preferences for the activity type by clicking the appropriate **Edit** link in the **Preferences** column.
6. Set the Behavioral Mode for the activity by clicking the appropriate **Edit** link in the **Behavioral Mode** column.

***Note**: If **Enable peerScholar Review** check box is enabled for the course in the peerScholar preference, the new activity type you create displays "Enable peerScholar" check box in the General preferences tab when you edit the preferences for the activity type. This check box can only be selected for one activity type at any given time.*

To Delete Activity Type:

1. Select the Activity type(s), and click **Delete** in the taskbar.
2. Selected activity is deleted.

- **Enable Activity Level Direction Lines**: Select the check box to enable Activity Level Direction Lines for your course.
  When selected, the **Direction Lines** box appears in the Messages tab while creating an Activity. The directions message entered in the box is displayed for the students throughout the Test Presentation window when the student attempts the Activity.
- **Enable Direction Lines in Activity Sections**: Select the check box to enable Direction lines in Activity Sections for your course.
  When selected, the **Direction (Add)** link is displayed in the Questions tab while creating an Activity. Click **Add** link which opens an editor. Type in the directions message which will be displayed for the students only for the particular section or question of an activity in the Test Presentation window.
- **Allow INS to preview activity without answering the questions**: Select this check box to allow the instructors to preview the activity without having to answer the questions.
  When selected, the Preview of the activity in Course Content displays all the activity questions in page format (up to 30 questions per page). Instructors are able to preview activities to review how they appear to students without having to go through and respond to each individual question.
- **Enable activity level performance-based feedback and further study tools**: Select this check box to enable activity level feedback and remediation tool for the activities. You can add feedback to an activity and links for further study that will be delivered based on student performance.
  When selected, the Feedback Schemas box is displayed below this setting

where you can add, edit and delete feedback schemas. Also, the **Feedback** tab is displayed while creating activities. It also displays the **Display Activity level Feedback and Remediation at X attempt** check box for all activity types in the Feedback tab when you Edit preferences to Customize Activity types and Study plan. For the students, the feedback and further study are displayed under "Recommended Study Materials" box in the results page after the students has submitted an activity. The Instructors and Students are also made available with the feedback and further study at the bottom of the **View Submissions** page.

Setting Preferences

You can set preferences for each of the activity types. Preferences change will affect any activity created of this type. If you click **Apply to all** button, preferences changes will be applied to all the existing activities. You can lock each preference. When you click on the lock icon, that particular preference is hidden in the Instructor Course both at Preferences tab of activity creation and at individual activity preferences. The following preferences are available for each of the activity types:

- **General**
  - **Display X question(s) per page**: Click this option to enter the number of questions that you want to display in a single page for the students. When the students attempt the activity. The number of questions specified in the text box will be displayed for them on each page of the Test Presentation window. By default, it is 1.
    - Allow students to skip questions: Select this check box to allow students to skip questions in an activity. If cleared, all questions in an activity become mandatory. By default it is selected
    - Allow student to flag questions: Select this check box to allow students to set a flag or bookmark to an unanswered or question in doubt. The students can revisit the flagged questions after the test. By default it is cleared.

***Note**: "Allow student to skip questions" and "Allow student to flag question" is available only when Display X question(s) per page is selected and the number of questions per page is at least 1.*

  - **Display one section per page**: Click this option to display one section per page. When students attempt the activity, a single section is displayed on each page.
    - Allow students to skip pages: Select this check box to allow students to skip pages in an activity. This check box is enabled only when the Display one section per page option is selected.
  - **Show Immediate Feedback**: Select this check box to display feedback for each question before proceeding to the next question. When this is selected, students have to submit each question before proceeding to the next question in the Test presentation window. This option will be available only if Feedback is enabled.

***Note**: "Display X questions (s) per page" and "Display one section per page" options are not available when you select "Show Immediate Feedback" check box.*

- **Display Direction Lines On Each Page**: Select this check box to display the Direction Lines on each page of the activity. This check box will be displayed only if you enable this feature in the **Activities** section of the **Preferences** tool.
- **Requires students to answer all questions**: Select this check box to require students to attempt all the questions By default, it's selected.
- **Display point score in feedback**: Select this checkbox to display point score for individual question feedback in an activity. When not selected, the point score per question is not displayed for the students in the View submissions screen or Gradebook.
- **Display Score for Question**: Select this check box to show students the score for the question.
- **Remove Correct/Incorrect indicators in Students Results view**: Select this checkbox if you do not want students to be able to see if the answer they selected was correct or incorrect on the activity results summary. Note that if you do not want the students to be able to view the correct answer after they submit the activity, you must also go to the **Feedback** preferences section and clear the **Display correct answers after student submits the activity** option (or specify to **Never** display the correct answer for the option).
- **Include in course plan scoring**: Select this check box to include the activity in the course plan scoring.
- **Default Activity Style**: Choose a style for the activity from the list. You can preview the style by clicking **Preview**

Note: *Activity styles will be displayed in the list only when they are created in the Activity Styles preferences.*

- **Display questions in columns**: Select this check box to display the questions in columns in the Test Presentation window for the students.
- **Save response at the end of each page**: Select this check box to save the response at the end of each page. By default, it's cleared. When selected, students can save their responses at the end of each page of the Test presentation window.
- **Allow student to save for later**: Select this check box to allow the students to save the current attempt of the activity and submit it later. By default, it's cleared. When selected, **Save for Later** is displayed in the Test Presentation window. Students can click this option to save their answers and revisit them without them having to submit the activity.

Note: *You can allow students to save the activity and submit it later only if you allow them to attempt the activity more than once. Allow student to save for later and Number of saves allowed is not available for Posttest activities.*

- **Number of saves allowed**: You can allow students to save the activities more than once. Enter the number of saves allowed in the box. Only if the **Allow student to save for later** check box is enabled, you can specify the number of saves to be allowed.

- **Enable Help Links for this activity**: Select this check box to show the Need help link to the students while attempting the activity. To make this option available, you must select **Enable Need Help resource for students when taking activity** in the **General** section of the **Preferences** tool.
- **Show hints**: Select this check box to show the hints for the students while attempting the activity. By default it's selected. When selected, hints provided for the questions contained in the activity can be seen by students by clicking Hints in the Test Presentation window.

Note*: Click* ***Save*** *to save the preferences and click* ***Apply to all*** *to apply the set preferences to all existing and new activities.*

- **Messages:** You can display a Default message and Instructor message for each of the activity type at the **Beginning** and **End** of the activity. Use the Content Editor for creating the messages by clicking the appropriate **Edit HTML** links.
  Beginning of Activity: You can specify messages for the following:
  - **Default Message**: Enter the message in the text box. This is a required message entered by a master course admin and is not editable by the instructor. The default message will be displayed at the beginning of the activity.
  - **Instructor Message**: Enter the message in the text box. This is editable by the instructor and will be displayed below the **Default Message** at the beginning of the activity

Note: *You can lock the preferences for Default Messages by clicking the corresponding Lock icons. By locking your not allowing anyone to change the Preferences.*

  End of Activity: You can specify messages for the following:
  - **Default Message**: Enter the message in the text box. This is a required message entered by the master course admin and is not editable by the instructor. The default message will displayed be at the end of the activity.
  - **Instructor Message**: Enter the message in the text box. This is editable by the instructor and will be displayed below the **Default Message** at the end of the activity.
- **Timing:** You can **enforce** the timings to complete the activity at the following levels:
  - **Activity level**: Click this option to define a time for the completion of the activity. Students have to finish the activity within the allotted time. You also specify:
    - Time required to complete the activity (HH:MM): Enter the time required to complete an activity in the boxes.
    - Enable buzzer before time in (min): Select this check box to set an alert bell to notify the participant of the time limit. Enter the minutes before the ending time of the activity, at which point a buzzer alert will be sounded, in the box.
  - **Question Level**: Click this option to enforce the timing at the question level. Students have to finish the activity within the allotted time.
  - **None**: Click this option to allow students complete the activity without any time restriction.
- **Feedback**

- **Allow participant to view summary**: Select this check box to allow students to view summary report at the end of the assessment.
- **Display correct answers after student submits activity**: Select this check box to show the students the correct answers for the question at the end of the assessment.
- **Show Correct Answer**: Choose an option to show correct answer from the following;
  - Always: Click this to always show the correct answer
  - Never: Click this option to never show the correct answer
  - After the Due Date: Click this option to show the correct answer after the due date.

Note: You can choose options to show correct answers only if the "Display correct answers after students submits activity" check box is selected. This option is not available for Posttest activities.

- **Show Need Help**: Choose an option to show Need Help from the following;
  - Always: Click this option to always show the Need Help
  - Never: Click this option to never show the Need Help
  - At Attempt: Click this option to show the Need Help for the specified number of attempts. Type the number of attempts in the box

Note: "Show Need Help" will be displayed only if the "Enable HelpLinks for this activity" check box is selected in General settings under Preferences tab. Only Posttest activities will have the "At Attempt".

- **Show Feedback**: Choose an option to show Feedback for the students from the following;
  - Always: Click this option to show feedback for all the attempts
  - Never: Click this option to never show feedback.

Note: *"At X Attempts" is available only if the activity can be attempted more than once and X cannot exceed the number of allowed attempts.*

- **Display Feedback and Correct Answers**: Choose a place to display the feedback and correct answer from the following;
  - Next to responses
  - Below responses
  - Next to and below responses
- **Display Activity level Feedback and Remediation at X attempt**: Select this check box to enable activity level feedback and remediation tool for the activities. Enter the attempt number for which you want to display the information. The students view the feedback and remediation content in the "Recommended Study Materials" box in the results page. Feedback and further study is also available to students and instructors at the bottom of the View Submissions page.
  - **Show Activity level Feedback and Remediation at Top/Below**: Select Top or Below from the drop-down

list to specify the display position of the feedback and remediation content in the results page.

***Note**: "Display Activity level Feedback and Remediation at X attempt" and "Show Activity level Feedback and Remediation at Top/Below"is displayed only if **Enable Activity Level Performance-based Feedback and Further Study Tools** check box is enabled.*

- **Resource Toolbar**
  - **Display Resource Toolbar**: Select this check box to show the Resource Toolbar to the students while attempting the activity. To make this option available, you must select **Enable Resource Toolbar for Course** in the **General** section of the **Preferences** tool.
    When checked, the Resource Toolbar is displayed on the Student navigation toolbar and in the Test Presentation activity.
- **Grading**
  - **Set the threshold score to pass (%)**: Select to enable threshold score to pass, and enter the score required to pass. By default the threshold score required to pass is 35%.If this option is cleared, the pass/fail icons are not displayed in Gradebook or Activity Summary results page. The grade is still displayed (except for rubric activities).
  - **Provide a Class Average**: Select this check box to track class average for the activity. This enables the following options:
    - Students will be identified (default): Select this option to identify the students and their submittal
    - Students will be anonymous: Select this option to make the student submittal anonymous. When selected, the grade column displays "Anon" to indicate the activity is marked for anonymous submittal.

    When selected, the class average for the activities/ assignments are tracked and reported in the Reports and View Submissions page of the Gradebook.

***Note**: You cannot change the anonymity preference after the activity has been accessed by students, but you can edit or change the "Class Average" preference even after the activity has been accessed by students. After you make a change, it will affect activities already submitted by students, activities students have begun but saved for later, and all activities not yet started.*

- **Shuffling**
  - **Shuffle order of section to each student**: Select this check box to shuffle the order of sections randomly for each student. When selected, the sections appear differently each time a student attempts the activity. By default, it is cleared.

Setting Behavioral Mode

For any given activity type that you are defining, you can enable which behavioral modes are available by clicking the Edit link. The **Enable Behavioral Modes** window opens. Clear the Behavioral modes you want to exclude from the activity type. By default all Behavioral modes are selected.

The enabled Behavioral modes will be available for the associated activity type while creating activities in Course Content.

Behavioral modes

- **Adaptive**: This activity uses branching to determine the order in which questions appear based on student response to the preceding question.
- **Assignment**: This activity requires students to upload their assignment for evaluation by the instructor.

***Note**: peerScholar Review enabled activity type displays only Assignment activity as the default Behavioral mode. All other behavioral modes are disabled.*

- **Bloom's Taxonomy-based**: This activity displays questions based on their assigned level in Bloom's Taxonomy. Questions are presented as pre-specified or based on a system analysis of student records and needs.
- **Difficulty-based**: This activity displays questions based on their assigned level of difficulty. Questions are presented as pre-specified or based on a system analysis of student records and needs.
- **Basic/ Random**: This activity uses a series of questions, which are presented to the student as pre-specified or in a system-selected randomized fashion.

***Note**: Click **Save Preferences** to save the preferences.*

Preferences: Manage Locations

Locations are a mechanism for restricting student access to individual scheduled assignments to specific locations, such as a classroom or computer lab. The Manage Locations preferences allow you to create locations and associate individual machines/computers to the location. The machines are identified with their MAC address and assigned a more human-friendly name. After computers are created in MyNursingLab, they can be assigned to one or more locations.

***Note**: MAC address is the short form for Media Access Control address. The MAC address is a unique value associated with a network adapter and can be used to uniquely identify a computer. MAC addresses are also known as hardware addresses or physical addresses. MAC addresses are 12-digit hexadecimal numbers (48 bits in length).*

After a location is created and one or more computers are associated with it, instructors can restrict access to an assignment by selecting one or more locations while scheduling the assignment When this is done, the scheduled assignment will only be made available on client machines that are members of the selected location(s).

The Manage Locations contains two sections:

1. Computers
2. Locations

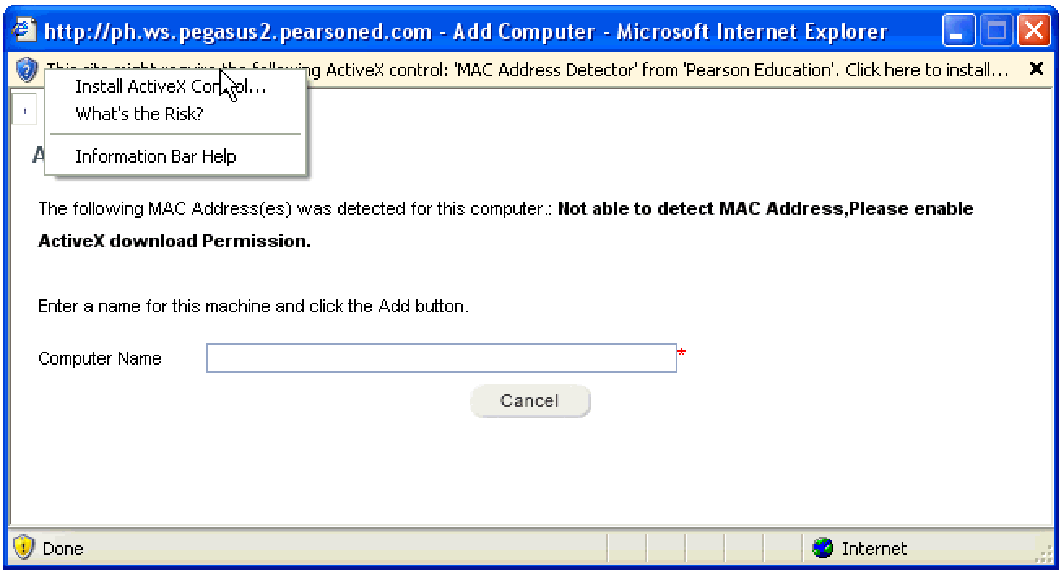
Computers

The Computers window displays on the left side of the Manage Locations page. From here, you can add, edit, and delete computers.

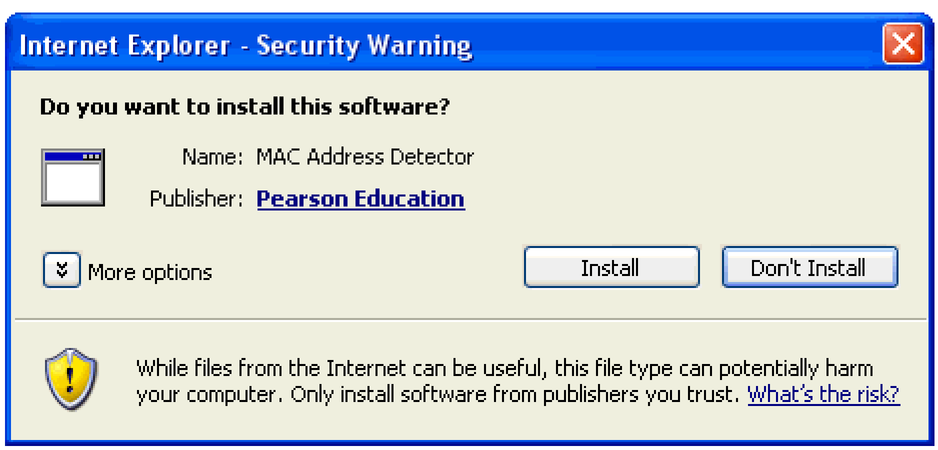
Adding a Computer

To add a computer, complete the following steps:

1. Click the **Add Computer** link. The Add Computer window opens. The system auto detects the MAC address of the machine/computer.
2. If the computer on which you are currently working has not yet been added, the window will appear as below, with an ActiveX installation bar at the top of the window. Right-click the yellow bar at the top of the window and then click Install ActiveX Control.

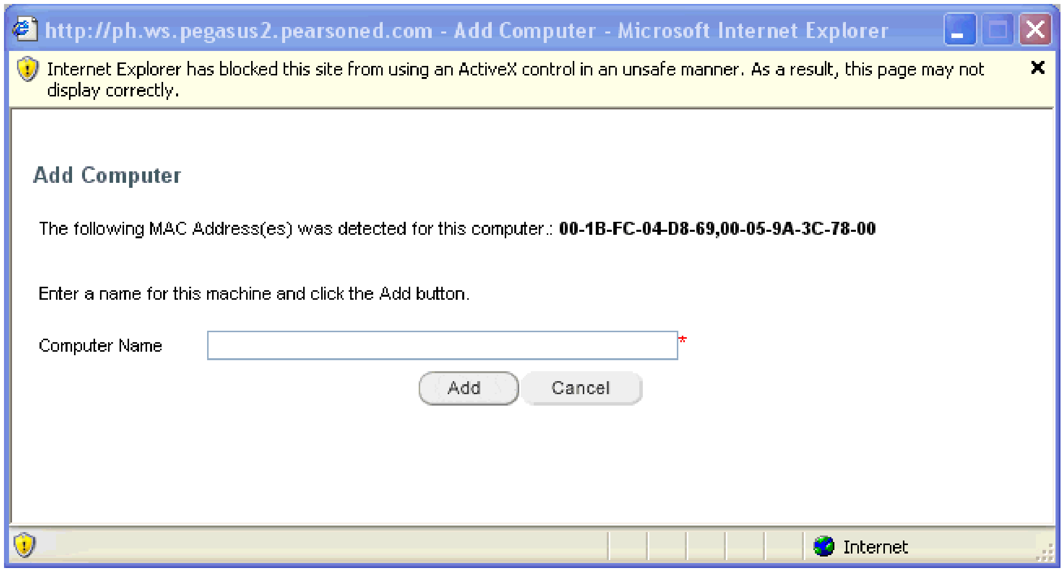


3. When the Internet Explorer - Security Warning displays, click the Install button to install the MAC Address Detector ActiveX Control.

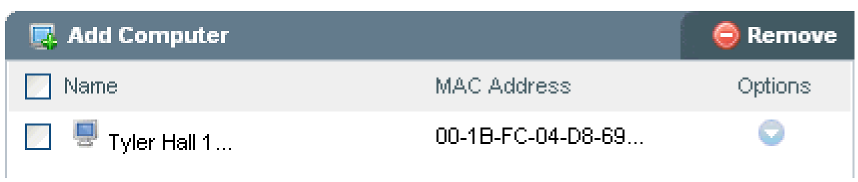


4. The **Add Computer** window will display a MAC address (or MAC addresses, if a computer has multiple network cards, as shown here). If you see a Warning box

at the top of the window, click the [x] in the yellow bar to close it (it does not impact the functionality).



5. Type a name for the computer in the **Computer Name** text box. Be sure the name is something easily recognizable and unique to that machine (for example, if a workstation already has a name in a computer lab, such as Tyler Hall Workstation S004, you may want to use that name here).
6. Click Add to save the computer name along with the MAC address or Cancel to cancel the action.
7. If added, the computer will display in the Computer list.



***Note**: Installing a location on a client machine causes a key to be added to the computer's registry.*

Removing a Computer

To remove a computer, complete the following steps:

1. Click the check box next to the name of the computer(s) to be deleted.
2. Click the **Remove** link on the taskbar or click the options menu and then click **Remove**.
3. A message window displays, asking *"Are you sure you want to delete the selected Computer(s)? This action cannot be undone."*
4. Click **OK** to confirm the deletion or **Cancel** to cancel the deletion.
5. If added, the location will display in the Computer list.

Change the Name of an Existing Computer

To edit the name of an existing computer, complete the following steps:

1. Click the options menu next to the corresponding computer name.
2. Click **Edit** on the options menu.
3. Type the new computer name.
4. Click **Save and Close** to save the computer with the new name or click **Cancel** to cancel the changes.

View Locations Assigned to an Existing Computer

To view a list of the locations to which a computer is assigned, complete the following steps:

1. Click the options menu next to the corresponding computer name.
2. Click **View Locations** on the options menu.
3. A window displays, listing all of the locations to which this computer is assigned.
4. Click **Close** to close the window.

Locations

The Locations window displays on the right side of the Manage Locations page. From here, create new locations or edit and delete existing locations.

Adding a New Location

To add a location, complete the following steps:

1. Click **Add Computer** link. The Add Location window opens.
2. Type the **Location Name** in the text box. Be sure the name is something easily recognizable and unique to that location (for example, you might name it Tyler Hall Room 202 Computer Lab). You cannot create locations with identical names.
3. Click Add to save the location or Cancel to cancel the action.

Removing a Location

To remove a location, complete the following steps:

1. Click the check box next to the name of the location(s) to be deleted.
2. Click the **Remove** link on the taskbar or click the options menu and then click **Remove**.
3. A message window displays, asking *"Are you sure you want to delete the selected Location(s)? This action cannot be undone."*
4. Click **OK** to confirm the deletion or **Cancel** to cancel the deletion.

Change the Name of an Existing Location

To edit the name of an existing location, complete the following steps:

1. Click the options menu next to the corresponding location name.
2. Click **Edit** on the options menu.
3. Type the new location name.
4. Click **Save and Close** to save the location with the new name or click **Cancel** to cancel the changes.

View Computers Assigned to an Existing Location

To view a list of the locations to which a computer is assigned, complete the following steps:

1. Click the options menu next to the corresponding computer name.

2. Click **Open** on the options menu (or click the name of the location).
3. All of the computers assigned to this location display in list.
4. Click **Close** to close the window.

Assigning and Unassigning Computers to/from a Location

To **assign** a computer to a location, complete the following steps:

1. In the Computers window, select one or more computers from the list.
2. In the Locations window, click the name of the location to which you want to add the computer(s) or click the options menu and then click **Open**. The location name appears above the Locations window, indicating this is the active location, and the Add button is enabled.
3. Click the **Assign Computers** button. The selected computers are associated with the active location.

To **unassign** a computer from a location, complete the following steps:

1. In the Locations window, click the name of the location to view the computers assigned to that location.
2. Select one or more computers from the list.
3. Click the **Remove** link on the taskbar or click the options menu and then click Remove.
4. A message window displays, asking *"Are you sure you want to delete the selected Computer(s)? This action cannot be undone."*
5. Click **OK** to confirm the removal or **Cancel** to cancel the removal. The selected computer is unassigned from its location.

Note*: You cannot remove a location, if there are computers assigned to it. A message will appear at the top of the page, indicating this. Remove all computers from the location before attempting to remove the location.*

After you have set up locations and computers, as appropriate, click the Save Preferences button at the top of bottom of the page to save your preferences

Not sure what a preference setting means? You can view contextual help for each Preference setting by pointing to or clicking the corresponding icon.

Search

Using Search

The Search tool allows you to search for course content like questions, activities and resources within the current course. Search results are displayed in the Search Results page. The Search function includes three main features:

1. Search Activity
2. Search Questions
3. Search Resources

Search for Activity

You can search for the activities depending upon the required search criteria. To search for an activity:

1. Click the **Search Activity** options button. Select or enter information in the following boxes to narrow the search:

2. From the drop-down list, select the activity name.
3. Click the calendar icon and select the from and to dates.
4. Enter the exact number of questions in the text box.
5. Enter the duration in the text box, in the hh :mm format.
5. Click Search to start the search or to Clear ? your selections.

The **Search Results for Activity** window opens and displays the activity name, the date on which the activity was last modified, the number of questions the activity has, the category of the activity and the options menu for the activity.

Search Questions

The Search Questions feature has two options:

1. Simple Search
2. Advanced Search

Simple Search

1. Click the **Search Question** options button.
2. Click **Choose**. The Select Question Types window opens. *Note: The ability to search for simulation questions is not yet implemented.*
3. Select the appropriate question type by checking the desired question type, or check Select All to select all question types.
4. Click **Add Question Type**.
5. Enter the question text in the text box.
6. Click the calendar icon and select the last modified from and to dates.
7. Click Search to start the search or to Clear ? your selections.

The Search Results for Questions window opens which displays the question label, the question type, the author of the question, the last date on which the question was modified and the options menu for the question.

You can use **New Search** to obtain new search results or use **Refine Search** to specify more filters to obtain precise search results.

Advanced Search

1. Click the **Search Question** options button.
2. Click the **Advanced Search** link.
3. Enter the learning objective in the text box.
4. Enter the question text in the text box.
5. Click **Choose**. The Select Question Types window opens. *Note: The ability to search for simulation questions is not yet implemented.*
6. Select the appropriate question type by checking the desired question type, or check Select All to select all question types.
7. Click **Add Question Type.**
8. From the drop-down list, select the author.
9. Enter the question answering from and to time in the text box, in the mm:ss format.
10. Click the calendar icon and select the questions modified from and to dates.
11. Enter the filename in the text box.
12. From the drop-down list, select the file type.
13. From the drop-down list, select the file format.
14. Click Search to start the search or to Clear ? your selections.
15. Click **Search**.

The **Search Results for Questions** window opens which displays the question label, the question type, the status of the question, the author of the question, the last date on which the question was modified and the options menu for the question.

You can use **New Search** to obtain new search results or use **Refine Search** to specify more filters to obtain precise search results.

Search Resources

1. Click the **Search Resources** options button.
2. Enter the filename in the text box.
3. From the drop-down list, select the file type.
4. From the drop-down list, select the file format.
5. Click Search to start the search or to Clear ? your selections.

The **Search Results for Resources** window opens which displays the resource name, the resource description, the resource type, the author of the resource and the options menu for the resource.

You can use **New Search** to obtain new search results or use **Refine Search** to specify more filters to obtain precise search results.

Options: Search Results for Activity

Previewing an Activity

To preview an activity, complete the following steps:

1. When viewing the Search Activities Results page, click the option menu next to the appropriate activity and then click **Preview**.
2. A Preview window opens, displaying a text preview of the questions in the activity. To preview a single question, click the Launch button next to the corresponding question. To preview all of the question, click the **Launch All** link on the right side of the toolbar. To print a list of all of the questions in the activity, click the Print link on the right side of the toolbar. Click the Close button to return to the Student Content window.

Printing an Activity

To print an activity, complete the following steps:

1. When viewing the Search Activities Results page, click the option menu next to the appropriate activity and then click **Print**.
2. The Print Settings window displays. Select the appropriate options and then click OK. To learn more about Print Settings, click here.

Viewing an Activity in Course Content

To view an activity in Course Content, complete the following steps:

1. When viewing the Search Activities Results page, click the option menu next to the appropriate activity and then click **Go to Course Content**.
2. The Course Content tool displays, open to the folder where the activity is located.

Options: Simple Search Results for Question

Previewing a Question

To preview a question, complete the following steps:

1. When viewing the Search Results for Questions page, click the option menu next to the appropriate question and then click **Preview**.
2. A Preview window opens, displaying a text preview of the questions in the question. To preview a single question, click the Launch button next to the corresponding question. To preview all of the question, click the **Launch All** link on the right side of the toolbar. To print a list of all of the questions in the question, click the Print link on the right side of the toolbar. Click the Close button to return to the Student Content window.

Viewing a Question in Question Library

To view a question in Question Library, complete the following steps:

1. When viewing the Search Questions Results page, click the option menu next to the appropriate question and then click **Go to Question Library**.
2. The Question Library tool displays, open to the folder where the question is located.

Options: Advanced Search Results for Question

Previewing a Question

To preview a question, complete the following steps:

1. When viewing the Search Results for Questions page, click the option menu next to the appropriate question and then click **Preview**.
2. A Preview window opens, displaying a text preview of the questions in the question. To preview a single question, click the Launch button next to the corresponding question. To preview all of the question, click the **Launch All** link on the right side of the toolbar. To print a list of all of the questions in the question, click the Print link on the right side of the toolbar. Click the Close button to return to the Student Content window.

Viewing an Question in Question Library

To view a question in Question Library, complete the following steps:

1. When viewing the Search Questions Results page, click the option menu next to the appropriate question and then click **Go to Question Library**.
2. The Question Library tool displays, open to the folder where the question is located.

Options: Search Results for Resource

Previewing a Resource

To preview a resource, complete the following steps:

1. When viewing the Search Resources Results page, click the option menu next to the appropriate resource and then click **Preview**.

2. A Preview window opens, displaying a text preview of the questions in the resource. To preview a single question, click the Launch button next to the corresponding question. To preview all of the question, click the **Launch All** link on the right side of the toolbar. To print a list of all of the questions in the resource, click the Print link on the right side of the toolbar. Click the Close button to return to the Student Content window.

Viewing a Resource in Course Content

To view a resource in Course Content, complete the following steps:

1. When viewing the Search Resources Results page, click the option menu next to the appropriate resource and then click **Go to Course Content**.
2. The Course Content tool displays, open to the folder where the resource is located.

Technical Support

877-MNL-Prof or 877-665-7763 to be connected with a MyNursingLab tech specialist