

Using My-IT lab: Login and using the site (after registering)

1. Go back to the original web address to login:
<https://www.pearsonmylabandmastering.com>
2. This time select the “sign in” option:

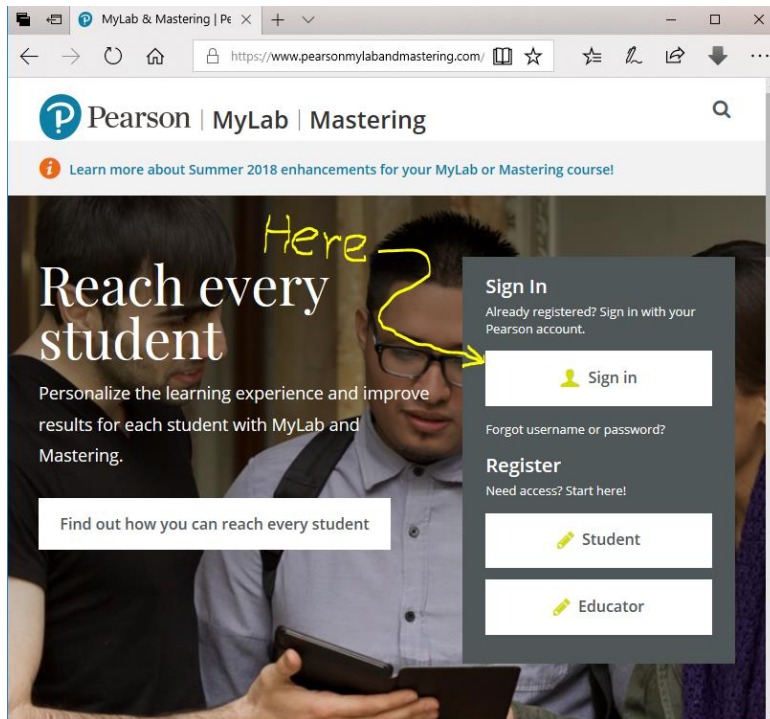


Figure 1

3. Enter the email and login name that you entered when you registered.
4. You may see one or more courses (depends upon whether any of your other lectures have used My-IT lab). Select the one with course code “tam33907” (Click on the text “Office 2016: Exploring Series Fall 2018”)
5. This should take you the main menu where you will see something to the following options. Select “Course materials”. Depending upon your Internet connection speed you might have to wait a while before the material loads into your browser. Almost all of the time students will select “Course Materials” at the main menu for the course

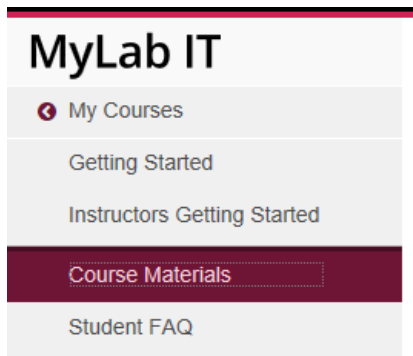


Figure 2

- For technical help (e.g. tech support, online video lessons, setting up your web browser and more click on “Help and support” – there’s a the “question mark” icon on the top right part of the window after you login).

Under Course Materials there will be three main things that will look at: eText chapters, simulation training and simulation exams (the latter two show in Figure 3).

Name	Submissions	Score	Total Time (hh:mm)	Attempts	Last Attempt	Status
Word Chapter 1: Hands-On Exercise 4 Simulation Training <small>Past due: Due on 8/17/2018 at 11:59:00 PM</small>		0%	--	--	--	In Progress
Word Chapter 1: Hands-On Exercise 1 Simulation Exam		85.7%	00:44	5	8/27/2018	Passed
Word Chapter 1: Hands-On Exercise 2 Simulation Training		0%	--	--	--	Not started
Word Chapter 1: Hands-On Exercise 2 Simulation Exam		0%	00:01	6	8/14/2018	Not passed
Word Chapter 1: Student Resources						
Word Chapter 1: Hands-On Exercise 3 Simulation Training		--	--	--	--	Not started
Word Chapter 1: Hands-On Exercise 3 Simulation Exam		--	--	--	--	Not started

Figure 3

Using My-IT lab: Accessing the eText "Pearson Collections"

Read the course textbook before looking at the rest of My-IT lab. Alongside the lectures, the text will help you learn the use of Word and Excel.

Format to access eText chapter:

Course materials-> <Topic Chapter 'X' eText>

Example of access an eText chapter:

Course materials->Word Chapter 1 eText

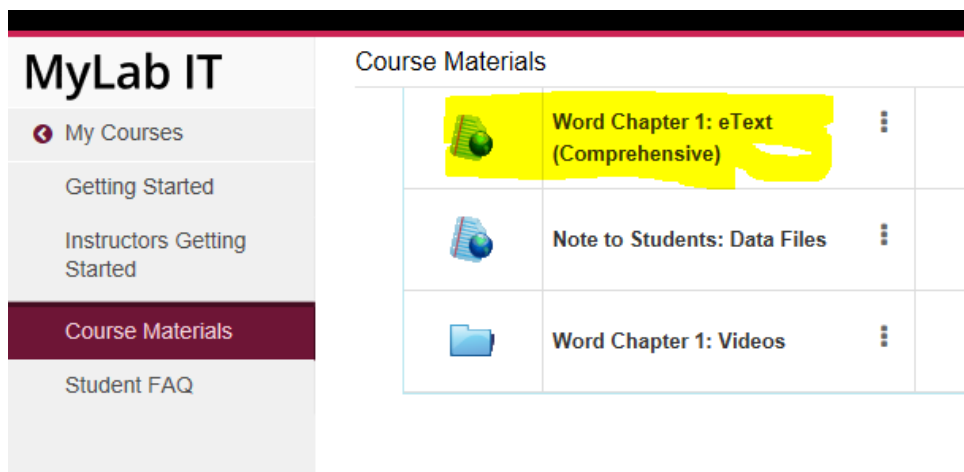


Figure 4

(The textbook chapters can also be found under the 'Student Resources' folder but that folder contains other materials).

Using My-IT lab: Learning lessons (simulation training)

The simulation training is meant for you to "try things out" in Office that you have learned from lecture and reading the book. It doesn't really 'teach' the use of Word and Excel. You need to go to lecture and read the book first. Only after you have exhausted the default number of attempts (5) or you explicitly ask for help (via "learning aids") will the Simulation Training show you how to complete a task. Mouse or keyboard (as appropriate) input is allowed in the simulation. Clicking on the link for a simulation training exercise (refer to Figure 5) opens a new window (an example of when you need "popups enabled" in your browser for this site):

The image shows a screenshot of a simulation training interface within a Microsoft Edge browser window. The browser title is "Word Chapter 1: Hands-On Exercise 1 Simulation Training - Student Tam - Microsoft Edge". The address bar shows a URL from sim5.pegasus.pearsoncmg.com. The main content area displays a scenic image of a beach with large rock formations. Below the image is a task instruction box with the following text: "1.00 Point: WD Step 1.1.1: Create and Save a Document. Start Microsoft Word 2016 and begin a blank document. Click the Insert tab. Insert text from w01h1Camps, located in the Documents folder. Save the document in the Documents folder using the file name w01h1Refuge. Close the document." To the right of the instruction box is a control panel with a left arrow, a right arrow, "Attempts Remaining" (5), "View All", "Save", "Reset", and "Submit" buttons. The Windows taskbar at the bottom shows the time as 3:03 PM on 8/14/2018. Three blue callout boxes with white text and arrows point to specific elements: one points to the instruction box, another points to the "1 of 7" indicator, and a third points to the "Attempts Remaining" counter. A fourth callout box at the top right explains the "show you how to do it" feature.

If you don't know how to complete the current step, you can get the system to "show you how to do it"

Instructions for each step in a lesson

Current step

attempts left before the simulation stops the interactive mode and "shows you how"

Figure 5

A mentioned,if you don't know how to complete a step in the simulation then select "Learning aids" and then the "Practice" option.

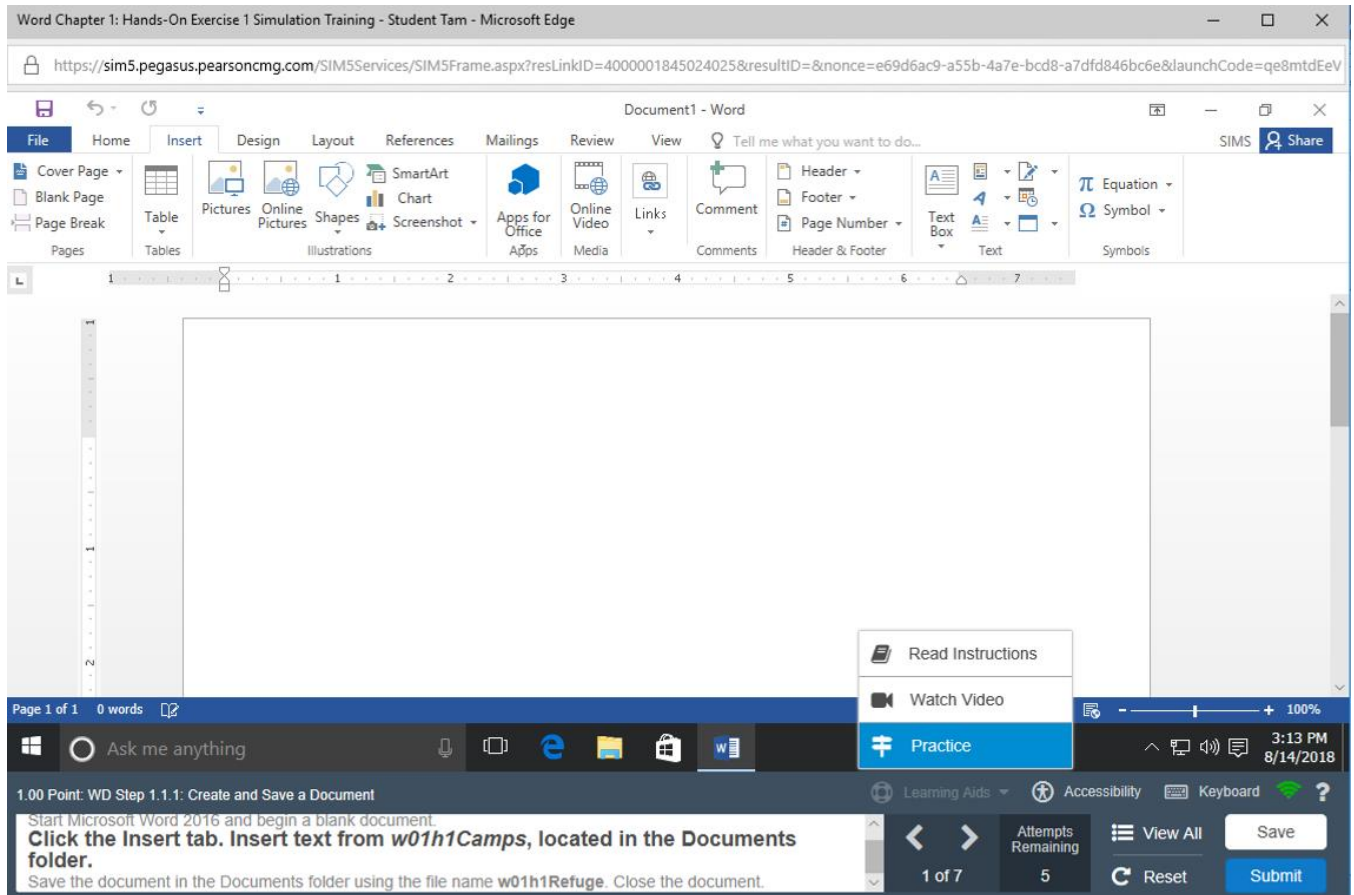


Figure 6

The “Learning aids” will load a step-by-step guided simulation showing exactly how/where to complete each part of the exercise. (Red highlights tells you “what to do” in Office). Mouse or keyboard (as appropriate) input is allowed in the simulation. Don’t rely exclusively on learning aids for learning how to use Word and Excel because the graded simulation exercises may not always ask for the same task to be completed. Also, there may be some useful features of Word and Excel in assignments that go beyond the simple features taught through the Learning Aids.

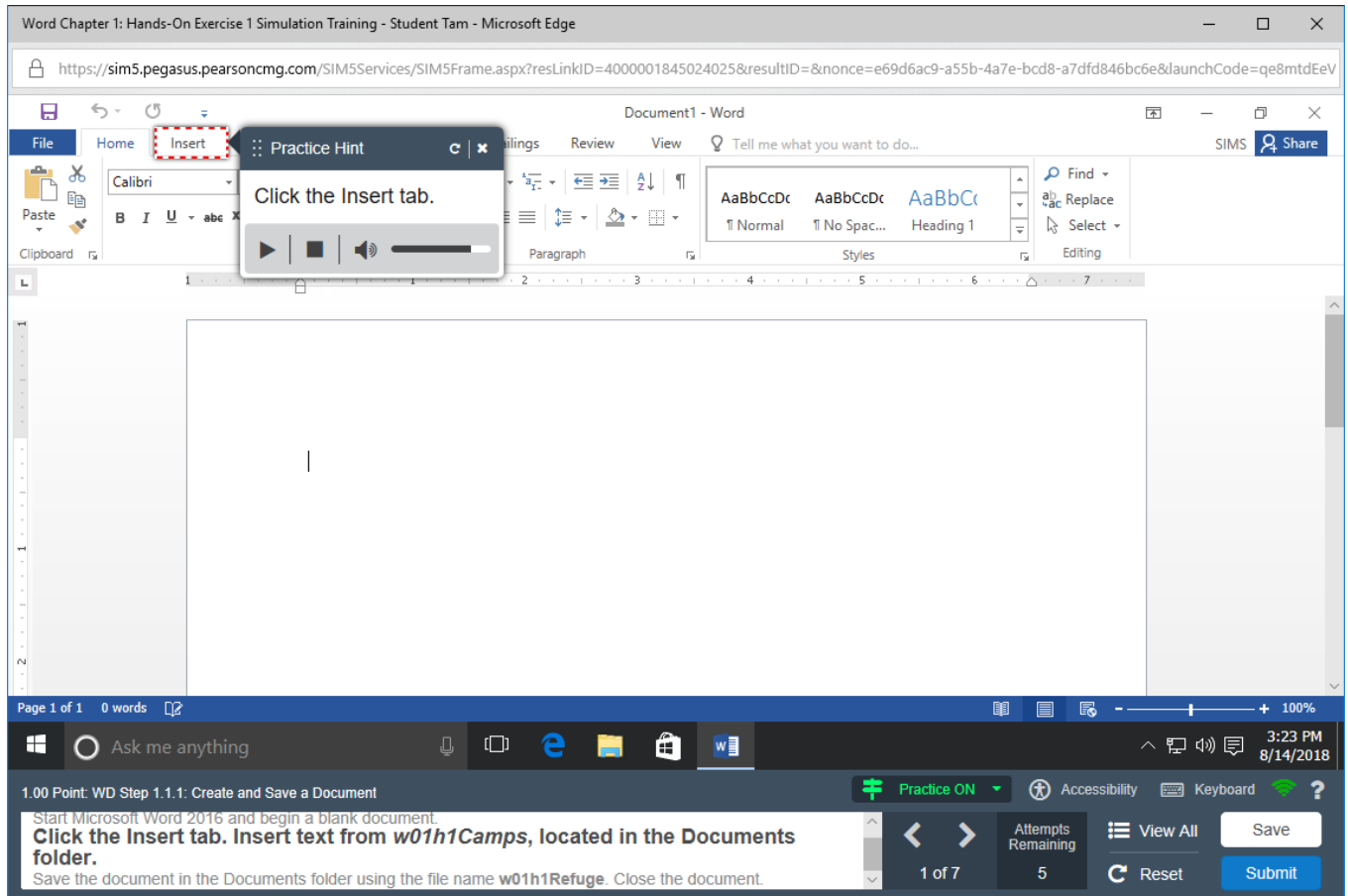


Figure 7

Using My-IT lab: Graded component of My-IT lab (simulation exam)

The simulation exam looks almost identical to the training lessons except you don't get hints on how to complete a step (no "Learning Aids" feature is available here). Some of the features of Office you will be asked to use in the exam may be identical to the ones you tried in the simulation training lessons but likely most will be different. Again that is why you should not rely on learning Office just by going through the simulation training. You will still need to go to lecture and read the book.

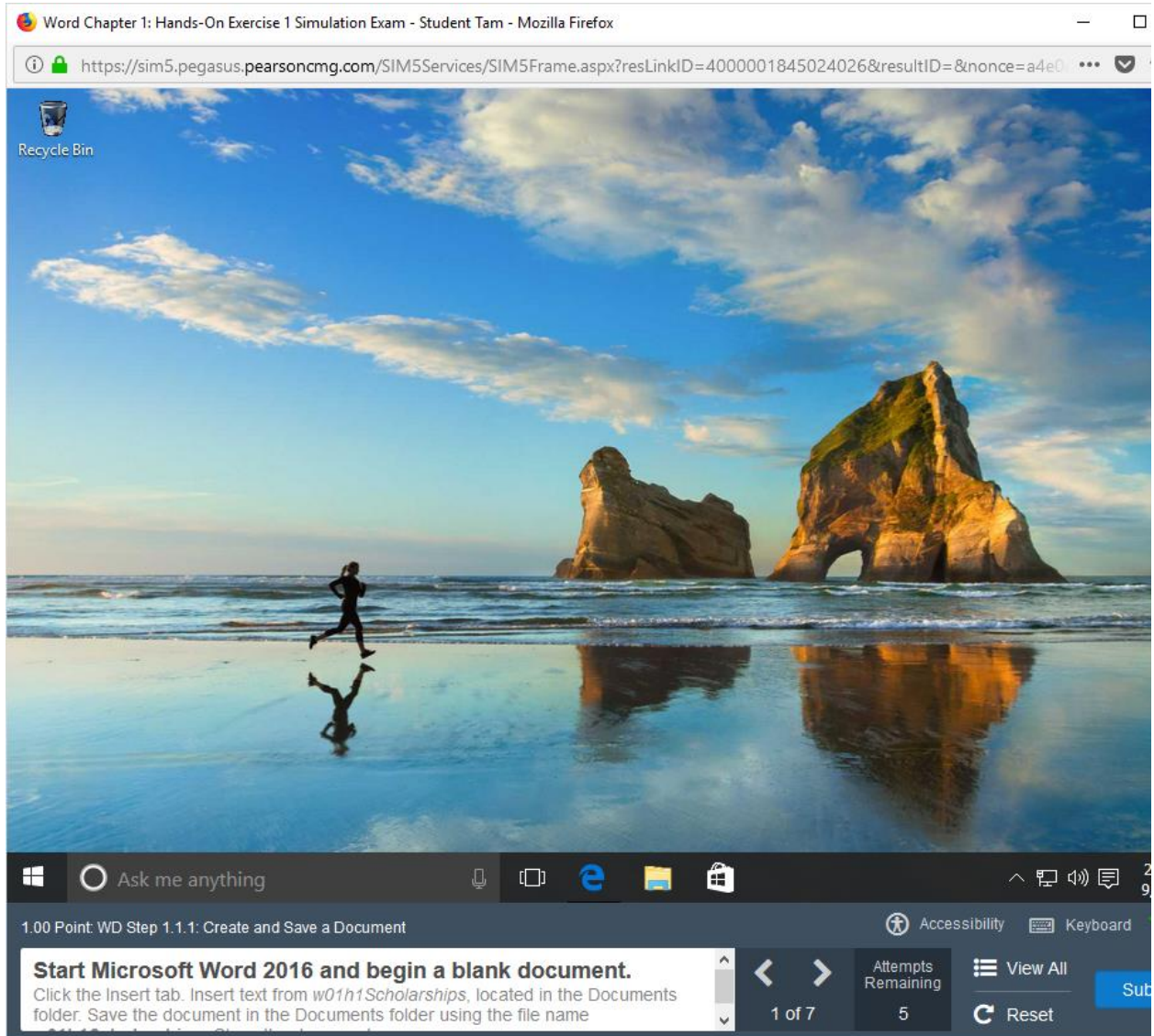


Figure 8

This is the graded component of My-It lab: 4% for your score for all (not each) the Word simulations and 4% for all (not each) of the Excel simulations. Note: even though you have a fixed number of attempts

for a particular step in a simulation, **you have unlimited times for retrying the simulation** from scratch.¹









(If you retry a simulation you will need to complete all the steps from start to finish and your *final score for that exam should be the score on your last attempt*). Provided that the due date for the exam has not yet elapsed you can retry simulation exams as many times as you wish. However, **after the due date for a particular simulation exam has passed then you will not be allowed to attempt that exam** in My-IT lab. That is, late attempts (or if you prefer, late submissions) for partial credit are not allowed for the My-IT lab simulation exams.

The simulation ends either when: 1) you have complete all the steps in the exam (correctly or incorrectly) 2) you click the 'Submit' button (bottom right, colored blue).

Using My-IT lab: viewing your current status

After you have completed a number of components in My-IT lab you will automatically see their status when you look under your course materials. (Ignore the 'passed' and 'not passed' text under status, it is your raw score that will be used in the calculation of your grade for this component). Information about grading My-IT lab simulation exams can be found in the notes covering [[The introduction to the course and administrative information](#)]

 My Course

My Course								Hide Progress
	Name	Submissions	Score	Total Time (hh:mm)	Attempts	Last Attempt	Status	
	Word Chapter 1: Hands-On Exercise 1 Simulation Training <small>Due: Due on 8/17/2018 at 11:59:00 PM</small>		--	--	--	--	 In Progress	
	Word Chapter 1: Hands-On Exercise 1 Simulation Exam		85.7%	00:22	4	8/14/2018	 Passed	
	Word Chapter 1: Hands-On Exercise 2 Simulation Training <small>Scheduled 8/13/2018 - 8/24/2018 Past due: Due on 8/13/2018 at 11:59:00 PM</small>		0%	--	--	--	 Not started	
	Word Chapter 1: Hands-On Exercise 2 Simulation Exam <small>Scheduled 8/13/2018 - 8/24/2018</small>		0%	00:01	6	8/14/2018	 Not passed	

¹ The “attempts remaining” refers to the number of attempts that you have left for a *particular step*. Once you have exhausted the remaining attempts then **you will get no credit for that step** and the simulation will move onto the next step. This is in contrast with the unlimited number of attempts you have for completing a simulation from start to finish.

Using My-IT lab: Other parts of My-IT lab

Other areas to you can freely peruse include:

- Student resources (also contains the eText chapters but also includes data files for examples, PowerPoint presentations of concepts and teaching videos).

Practice questions: 'End of Chapter Quiz' and 'Key Terms Quiz'. Can be useful if you want to practice/test your knowledge but keep in mind I did not make these resources and **the type of questions you find in My-IT lab may differ from your actual exam**. You will see actual 'sample exam' questions in (the online notes and in other forms) which *will resemble* questions that you could see on the exam.

Another help document for accessing My-IT lab (provided by the publisher Pearson):

[https://portal.mypearson.com/course-home/handout/tam71193/Student Registration Handout tam71193.pdf](https://portal.mypearson.com/course-home/handout/tam71193/Student%20Registration%20Handout%20tam71193.pdf)