

# Instructor\* Quick Start Guide

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July 2009

\*Welcome to MyLanguageLabs! This guide is designed for any instructor **who teaches sections created by a Program Administrator/Coordinator.**

**NOTE:** Wherever you see [www.mylanguagelabs.com](http://www.mylanguagelabs.com), you may substitute [www.myspanishlab.com](http://www.myspanishlab.com), [www.myfrenchlab.com](http://www.myfrenchlab.com) or [www.myitalianlab.com](http://www.myitalianlab.com).

## First Important Steps

### BEFORE YOU ENTER THE COURSE

1. **Check System Requirements:** The most up-to-date information about system requirements are posted on [www.mylanguagelabs.com](http://www.mylanguagelabs.com). Click the **Support** tab → **System Requirements**.
2. **Browser Tune-Up (BT).** In order to enjoy all the benefits of your MyLab, click the BT on [www.mylanguagelabs.com](http://www.mylanguagelabs.com). The BT will check to see if your system has the required plug-ins. It will walk you through the process and direct you to the right place to download any of the necessary plug-ins (free), if you don't already have them. You only need to do this once if you consistently use the same computer. However, if you switch computers, you should click the BT before beginning to work on a new computer. Remind students to do the BT—90% of all student issues are caused by students not using the BT.
3. **Customer Technical Support.** Click the **Support** tab at [www.mylanguagelabs.com](http://www.mylanguagelabs.com) to locate:
  - a. The phone number for Customer Technical Support *Available for Instructors Only*
  - b. A link to the 24/7 chat line and access to the Knowledge Database
  - c. Hours of operation

Student Support Information is located here as well. You might want to consider putting this info on your syllabus. There's a video to help students understand the registration process!

## Obtaining Access to Your MyLanguageLab Account

**Q:** Did your Sales Representative, Tech Specialist or Product Specialist provide you with a login name and password for MyLanguageLab?

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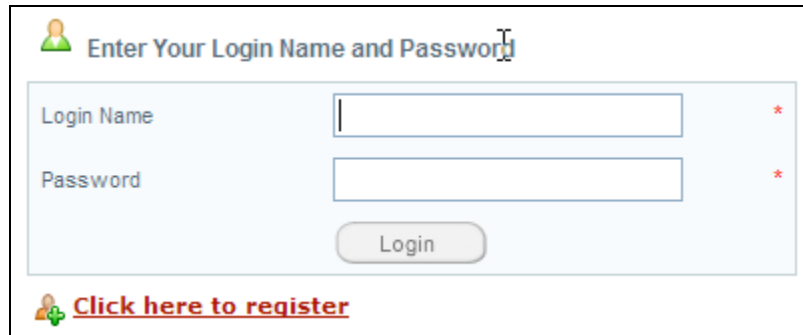
\*\*If you previously registered for a Pearson/Prentice Hall online product but have forgotten your login name or password, go to [www.mylanguagelabs.com](http://www.mylanguagelabs.com), look for **Register or Buy Access** and click **Instructors**. Under "Do you have a Pearson Education Account," click **Yes**. Click **Forgot your Login Name/Password?** and provide the information requested. Your login name and password will be sent to you by email.

## Registration for your MyLanguageLab Account

For registration information and help, go to [www.mylanguagelabs.com](http://www.mylanguagelabs.com), mouseover "Support," and select "Instructor."

## Logging in to your MyLanguageLab Account

Go to [www.mylanguagelabs.com](http://www.mylanguagelabs.com). Click **Login** under “Returning Users,” which will bring you to this screen.

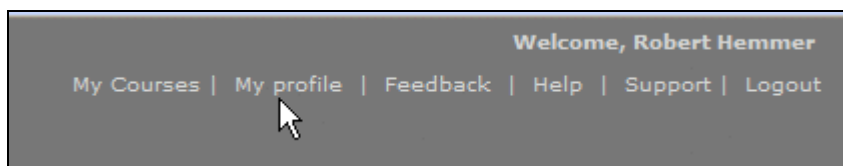


To log into your MyLab enter the Login Name and Password in the appropriate text boxes and click **Login**.

## Setting Pop-Up Blocker and Time zone

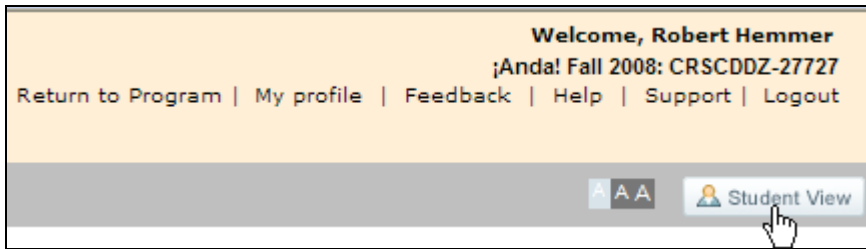
Before you begin to work in your MyLab, take a minute to allow your pop-up blocker to accept MyLab pop-ups. You'll also need to set your time zone in your profile.

- 1. Set Pop-Up Blocker.** If your browser's pop-up blocker is turned on, you will need to allow pop-ups for MyLanguageLabs. If you need help with pop-blockers, please see the MyLanguageLab Troubleshooting Guide for Instructors and Students located in the course (Course Content > Instructor Resources > User Guide).
- 2. Set time zone (instructor view).** In the Welcome area of your course (top right), click **Profile**.



Set your time zone. The default is set to U.S. Eastern time zone. This will affect the time when items are due and/or are considered late.

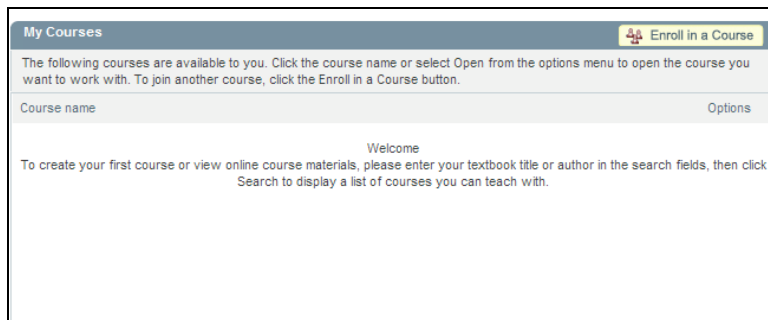
3. **Set time zone (student view in instructor's course).** Click the "Student View" tab at the top right of your course.



Then click **Profile** and repeat step 2 above. This does NOT set the time zone for your students. Your students need to set their own time zone via their Profile link.

## Enrolling in Your MyLanguageLab Course(s)

After logging into your MyLab, the **My Courses** screen is displayed. The My Courses screen displays a list of the courses in your account. Notice that the My Courses screen is blank.



1. Click **Enroll in a Course**, at the top right. Then type in the Section/Course ID that your coordinator/program admin gave you.

**1 Course ID**

\*Course ID



A Sample Course ID looks like: CRSWE9D-10000000378

2. Verify that you are enrolling in the correct program.

**2 Confirm Course**

**Verify Course and Instructor**

The Course ID you entered matched the following instructor and course.

Course: Spanish 101 (Fall 2008)  
 End Date: 12/31/2008 10:59:00 PM

Instructor: Robert Hemmer  
 Instructor E-mail: bob\_hemmer@prehall.com

Please verify that the course information above is correct. If the course name is incorrect, confirm the Course ID with the instructor, and Click the "Confirm" button to continue.

3. Then click **Confirm**.

**License Agreement and Privacy Policy**

By submitting this page, you indicate that you have read

4. Click **Enter Course** now.

**You Now Have Access To**

Spanish 101 (Fall 2008) (CRSWEHU-26210),

## Distributing Course/Section ID(s)

The Program Admin provided you with one or more section/course IDs. You must give this ID to students on the first day of class. Students will need it to register. Using this ID will associate a student with your correct section and gradebook. **Students cannot register without this course ID!**

## Navigating Your MyLab

You navigate MyLanguageLab using toolbars, taskbars, buttons, and options menus. This chapter will discuss toolbars and options menus. For complete information on taskbars and buttons, please see the **Instructor User Guide** (see p. 7).

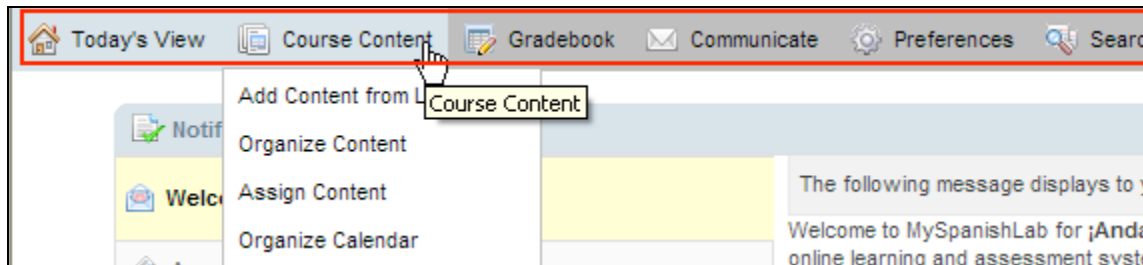
### Welcome area

At the top right of the page is the **Welcome** area, which is permanently displayed throughout the program. The Welcome banner displays the following links:

- **My Courses:** Click to display a list of the courses (w/ID) you are teaching or are enrolled in
- **My profile:** Click to display the My profile window. You set your time zone here.
- **Support:** Click to get Customer Technical Support
- **Feedback:** Click to tell us how we could improve MyLanguageLab
- **Logout:** Click to log out of MyLanguageLab
- **Help:** Click to access context-sensitive online Help

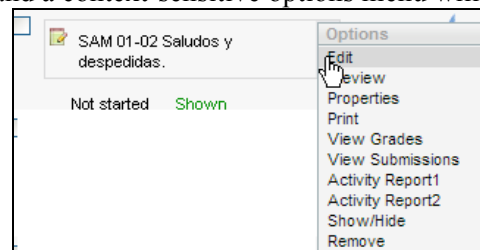
### Toolbar

The toolbar consists of a series of tabs. The tabs that are available to you are determined by the settings in your published course. You may see all of the tabs below, or only a selection. Mouse over each tab to see each one's possibilities.



### Options Menu

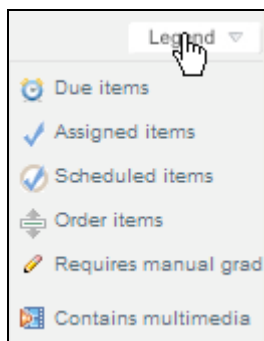
Mouse over any activity title, folder name, etc. and the entire item will become active with a down arrow appearing to the right. Click on the down arrow, and a context-sensitive options menu will appear.



Options menus provide users with access to all of the possible actions that can be taken on that particular item. You will find these menus throughout the platform. The Options menus are designed to ensure that you are never more than a click away from the task you need to perform.

## Legend

The Legend, located at the top-right of Course Content and Gradebook, provides a guide to the icons used in MyLanguageLabs.



## Instructor User Guide

Built into each MyLab Course is an **Instructor User and Troubleshooting Guide** (there's also a user guide for students). It is divided into manageable sections. See below for location of User Guide:

**Arriba:** Course Content → first item listed is Instructor User Guide

**All other MyLab courses:** Course Content → Instructor Resources → Instructor User Guide

You will also find a **MyLanguageLab Installation checklist and troubleshooting guide for Labs** and the **MyLanguageLab Troubleshooting Checklist for instructors and students** on this page in your course.

## Student Handouts

FDOC (First Day of Class) handouts ~~may be obtained from your local sales representative, your Product or Tech Specialist, or you can download them at [www.mylanguagelabs.com](http://www.mylanguagelabs.com) > Support.~~

~~MyLanguageLab FDOC handout: New user \_\_\_\_\_ (has never been enrolled in a course)~~

~~MyLanguageLab FDOC handout: Continuing user \_\_\_\_\_ (was previously enrolled in a course)~~

~~Both handouts have a space where instructors can write in the Section ID. Remember students cannot enroll without the section ID!~~

**Note:** MySpanishLab “FDOC” handouts for IWU sections are included at the back of the syllabus.

**Reminder:** there are two lengths of student access: 24 months from the date of redemption and 6 months from the date of redemption. Students must enroll in a new section each semester, but they need to purchase access only one time per access period.