



# MyLab December 2016 Release Business and Economics

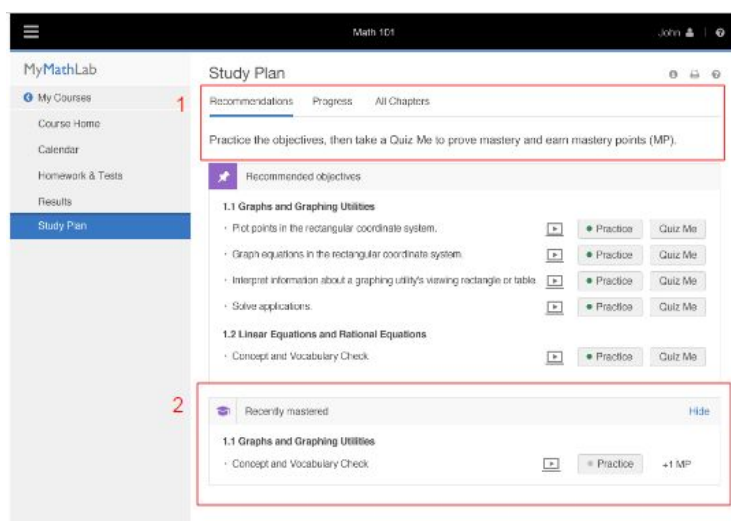
## What's new for Pearson MyLab Products for Business Courses

The December 2016 MyLab Release delivers a more streamlined user experience that is mobile-friendly, improves compliance with accessibility standards, and provides enhanced instructor reporting that highlights key insight into student and class performance. Please note that updated functionality courses will flow to all existing courses.

### Student Study Plan Updates

The MyLab Study Plan has a new design for learners, based on feedback from users and best practices from learning science. Previously the MyLab study plan landing page showed recommended and mastery items with a link to view student progress. The new Student Study Plan has been redesigned to improve accessibility and now features three different tabs: **Recommendations, Progress and All Chapters**.

- **Recommended** is the default landing page view, although faculty can still elect the landing page view for their courses. Students can easily see recently mastered activities.



- The **Progress** View provides a more visual presentation of how students are progressing towards completion and attaining Mastery points. Recommended activities are still clearly delineated via the pushpin icon.

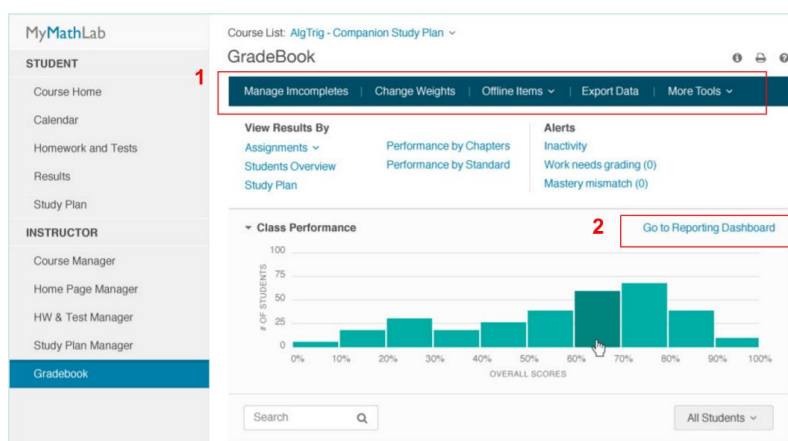
- The **All Chapters** View allows students to see all available MyLabs activities and the number of Mastery Points awarded while still clearly specifying recommended activities via the pushpin icon.

## Instructor Gradebook Updates

The MyLab Gradebook has been updated to improve navigation among frequently-used Gradebook features, make student performance insights more readily-accessible, and provide even more flexibility in grading and assignment settings.

### Updated Gradebook Landing Page

- The interface now aligns with previous stylistic updates and improves navigation among frequently used Gradebook features. Frequently used actions like the addition of offline items have moved from the “More Tools” dropdown menu, to the main toolbar at the top of the page.<sup>(1)</sup> A visible link to the Reporting Dashboard improves visibility of advanced reporting capabilities.<sup>(2)</sup>



- This update includes a new performance graph<sup>(1)</sup> that highlights student and class performance. A new, dynamic search box<sup>(2)</sup> allows faculty to easily search for specific student's results. The new landing page enables instructors to quickly see class performance by grade categories. The landing page also includes last student logins.<sup>(3)</sup>

**Searching for and emailing students based on specific criteria** has been streamlined, “Email Selected” and “Export Selected” buttons are now on the search results page. A pop-up window allows for entry of the email text. Search results can also be accessed from the Gradebook Landing Page, by clicking the bar in the chart that represents the score range of interest, e.g., 40-50%.

Search/Email by Criteria

Results for students based on: Overall Score

Score: < 70%

<input type="checkbox"/> Students	Login Name	Student ID	Overall Score
<input checked="" type="checkbox"/> Bob Gunton	bacon_bits	bg-2586-458	65%
<input checked="" type="checkbox"/> Ellis Boyd	vault_111	eb-4589-486	65%
<input checked="" type="checkbox"/> Captain Hadley	el_capitán	ch-5654-486	47%
<input type="checkbox"/> Clancy Brown	deliverer	cb-4869-466	51%
<input type="checkbox"/> Warden Norton	born2school	wn-1576-159	67%
<input type="checkbox"/> William Sadler	bigbilly	ws-4568-783	47%

Back

Email Selected

Export Selected

Cancel

Search/Email by Criteria

Find Students based on: Overall Score

Score: ☒ Score is < 70 %

☐ No Score

Search Cancel

**New filtering of change weights** functionality by assignments and chapters makes selecting individual assignments or chapters easy. A customized version of this page is shown in courses integrated with on-campus Learning Management Systems (Blackboard, Canvas, etc.).

Change Weights

To specify how your students' Overall Score is calculated, make the appropriate selections and set assignment and category weights below.

Calculate Overall Score By :

Category and Assignment Weighting: Weight categories relative to one another, then weight assignments within each category.

Assignment Weighting Only: Weight assignments relative only to other assignments.

Category Weighting (Total: 100 points)

Homework

Quizzes

Tests

Study Plan

30 pts

20 pts

50 pts

0 pts

Other - Edit

0 pts

Assignment Weighting - Edit

Homework: Equal weight (10 pts)

Quizzes: Equal weight (10 pts)

Tests: Equal weight (10 pts)

Other: Equal weight (10 pts)

All Assignments

All Chapters

Ch.	Assignment Name		Assignment Weight	Percent of Overall Score	Omit Results
1	Test 1	◆	10 pts	3.8%	<input type="checkbox"/>
2	Test 2	◆	10 pts	3.8%	<input type="checkbox"/>
3	Test 3	◆	10 pts	3.8%	<input type="checkbox"/>
4	Test 4	◆	10 pts	3.8%	<input type="checkbox"/>
7	Test 7	◆	10 pts	3.8%	<input type="checkbox"/>
8	Test 8	◆	10 pts	3.8%	<input type="checkbox"/>
9	Test 9	◆	10 pts	3.8%	<input type="checkbox"/>
10	Test 10	◆	10 pts	3.8%	<input type="checkbox"/>
9	Quizzes	■	10 pts	3.8%	<input type="checkbox"/>
6	Homework 6	●	10 pts	1.4%	<input type="checkbox"/>
7	Homework 7	●	10 pts	1.4%	<input type="checkbox"/>
8	Homework 8	●	10 pts	1.4%	<input type="checkbox"/>
9	Homework 9	●	10 pts	1.4%	<input type="checkbox"/>
10	Homework 10	●	10 pts	1.4%	<input type="checkbox"/>

**Roster editing update:** The menu item for Add/Edit Student ID was removed from the toolbar header and added as an option in the “More Tools” dropdown menu. The new Edit Roster menu has been updated to present Add/Edit and Upload Student IDs with the same treatment on the page, clearly delineate between students and section instructors, and make edits to section instructor access<sup>(3)</sup> as well as select custom settings for section instructors.

Edit Roster

AlgTrig - Companion Study Plan

Add / Edit IDs

Upload IDs

	Login Name	Student ID	Active	Section Instructor	Access
Active Students					
Bob Gunton	bacon_bits	bg-2586-458	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student
Ellis Boyd	vault_111	eb-4589-486	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student
Captain Hadley	el_capitan	ch-5654-486	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student
Clancy Brown	deliverer	cb-4869-466	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student
Section Instructors - Settings					
Warden Norton	born2school	wn-1576-159	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Full instructor
William Sadler	bigbilly	ws-4568-783	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Read-Only
Inactive					

Done



The **Manage Incomplete** menu now has improved visibility of options to filter by assignment types and chapters and aligns with the layout and workflow on the student Assignment and Results. Instructors can now easily see options to select all past due and clear all selections.

Fall16\_Coll Alg [1] | [Back to Gradebook](#)

Manage Incompletes

For the selected assignments or students, choose how to apply the scores:

☒ For students with in-progress tests or quizzes

☐ Submit zeros

☒ Submit current scores

☒ Submit zeros for students who have not started the assignment

All Assignments | All Chapters

Select All Past Due | Clear All

<input type="checkbox"/>	Assignment		Category	Due	# Students without results
<input type="checkbox"/>	HW with skillbuilder			07/18/16	1
	Braun, Maggie			07/18/16	
<input type="checkbox"/>	Sec 1.8 HW				1
<input type="checkbox"/>	Ch 1 Review Test				1
<input type="checkbox"/>	Week 2 Test			11/29/16	0
<input type="checkbox"/>	Sec 2.1 HW			12/15/16	1

Submit

Done

The **Manage Offline Items** menu has been moved to the main toolbar on the Instructor Gradebook landing page (from its previous placement in the More Tools dropdown menu) to improve accessibility of this important gradebook function. The Manage Offline Items menu now has enhanced filtering capabilities and a more direct process of adding and managing offline items, including the ability to easily change delimiters for uploading a spreadsheet of scores.

Manage Offline Items

All Assignments

Ch.	Item	Category	Date	Actions
1	Offline Test		07/11/16	Select
2	Offline Quiz		07/11/16	Select
3	Offline HW		07/11/16	Select
4	Offline Other		07/11/16	Select
5	Offline asdf		07/11/16	Select
O-15	Other 1		07/11/16	Select
1	Offline Test 1		07/11/16	Select
2	Offline Test 2		07/11/16	Select
3	Offline Test 3		07/11/16	Select
4	Offline Test 4		07/11/16	Select
5	Offline Test 5		07/11/16	Select
O-15	Final Phase		07/15/16	Select

Done

The refresh of the **Gradebook All Assignments** view aligns this page’s interface with previous stylistic updates and improves filtering by assignment types and chapters (or modules, if applicable). Assignment category weights are now visible in their own row and the Change Score function is now clearly visible.

GradeBook

Manage Incompletes

Change Weights

Offline Items

Export Data

More Tools

View: All Assignments

Student Overview

Study Plan

Performance by Chapter

All Chapters

10 - 15 of 90

Class Roster	Overall Score	# Results	SPW 1	SPW 2	SPW 3	SPW 4	SPW 5
Category Weight	100%	--	4.17%	4.17%	4.17%	3.33%	3.33%
Class Average	13.7%	--	0%	--	--	25% TA	22.5% TA
Class Median	13.7%	--	0%	--	--	25%	22.5%
# Results	--	10	1	--	--	1	1
Change Score							
Bob Gunton	0%	0	Past Due	--	--	Past Due	Past Due
Ellis Boyd	27.41%	10	0%	--	--	25%	22.5%*
Captain Hadley	--	0	--	--	--	--	--
Ciancy Brown	--	0	--	--	--	--	--
Warden Norton	--	0	--	--	--	--	--

The **Item Analysis** functionality has been updated to provide a clearer view of assignment data, including the class average. Columns are now sortable and viewing results by best or most recent score or all attempts is done using the same tabbed treatment as on other pages<sup>(1)</sup>. Assignment due dates, the number of student submissions and total attempts are more boldly visible on the page. Items in quizzes can be scored as correct, giving students full credit for a selected item.

Item Analysis

Quiz: SPW4

Due: 06/14/2015

Student Submitted: 2  
Total Attempts: 2

Best Score

Recent Score

All Attempts

Data does not include results submitted by an instructor.

Questions	Objective	Correct	Partial Credit	Incorrect	No Attempts	Time Spent	Score as Correct
1	1.1.1	Plot points	1	0	0	1	7s
2	1.1.3	Plot points	0	0	0	2	
3	1.1.5	Plot points	0	0	0	2	
4	1.1.7	Plot points	0	0	0	2	

Export Data

Back

Item Analysis

HW: SPW5

Class Avg: 22.5%  
Due: 06/14/2015

Student Submitted: 1

Data does not include results submitted by an instructor.

Questions	Objective	Correct	Partial Credit	Incorrect	No Attempts	Time Spent	Median Time Spent
1	1.1.1	Plot points	1	0	0	0	7s
2	1.1.3	Plot points	0	0	0	1	
3	1.1.5	Plot points	0	0	0	1	
4	1.1.7	Plot points	0	0	0	1	

Export Data

Back

## Exporting Data

- In standard instructor MyLab courses, the Quick, Advanced and Retrieve Advanced Export Data Menu options are now presented on one page, using tabs like other pages which makes these frequently utilized functionalities equally accessible for instructors.

Export Data

Quick Advanced Retrieve Advanced Exports

Export your data immediately to a .csv file.

Data Set: Quizzes

Assignments: ☒ All Assignments ☐ Specific Assignments [Choose...](#)

Chapters: ☒ All Chapters ☐ Specific Chapter [Choose...](#)

Scores: ☒ All attempts ☐ Date/Time worked ☐ Included attempt only (Currently set to **Best Score**)

Score Format: ☒ Decimals ☐ Percents

.CSV Data Delimiter: ☒ Comma ☐ Semicolon

Export Data Exit

Export Data

Quick Advanced Retrieve Advanced Exports

When an export is available, click its name to download it. If an export is still processing, you will receive an email when it becomes available.

Export Name:

Export Type: Student Assignment Results

Spreadsheet Layout: Canvas Format

Students: ☒ All Students ☐ Specific Students [Choose...](#) (0 selected)

Gradebook Category: ☒ All Categories ☐ Specific Categories [Choose...](#) (0 selected)

Assignments: ☒ All Assignments ☐ Specific Assignments [Choose...](#) (0 selected)

Chapters: ☒ All Chapters ☐ Specific Chapter [Choose...](#) (0 selected)

Score Format: ☒ Percentages ☐ Points

Score Precision: ☒ Pounded values to 2 decimal places ☐ Unrounded values to 7 decimal places

.CSV Data Delimiter: ☒ Comma ☐ Semicolon

Request Export Exit

- In the Retrieve Advanced Exports menu, the “Remove Now” link has been replaced with a delete column and trash bin icon.

Export Data

Quick Advanced Retrieve Advanced Exports

When an export is available, click its name to download it. If an export is still processing, you will receive an email when it becomes available.

Export Name	Status	Requested	Date of the Data	Available Until	Delete
<a href="#">O-GA 1</a>	Available	04/06/16	04/06/16	04/06/16	
<a href="#">O-GA 2</a>	Available	04/06/16	04/06/16	04/06/16	
<a href="#">O-GA 3</a>	Available	04/06/16	04/06/16	04/06/16	
O-GA 4	Processing	06/26/16	06/26/16	06/26/16	
O-GA 5	Processing	06/26/16	06/26/16	06/26/16	

Done

- As with standard instructor courses, in coordinator courses the Quick, Advanced and Retrieve Advanced Export Data Menu options are now presented on one page, using tabs like other pages in the new UI, which makes these frequently utilized functionalities equally accessible for instructors. The functionality on each of these pages is consistent with the new functionality for standard courses. Coordinators have the ability to select data for export either from the coordinator course or any of its member courses.

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Export Data

Quick Advanced Retrieve Advanced Exports

**i** You must have section instructor access to a member course to view the gradebook and export student results from that course.

Course	Instructor
<input checked="" type="checkbox"/> Coord: Coordinator 1 - Regression Test Course	Monuteaux
<input type="checkbox"/> Member: Member 1 - Regression	William
<input type="checkbox"/> Member: Member 2 - Regression	Jackson

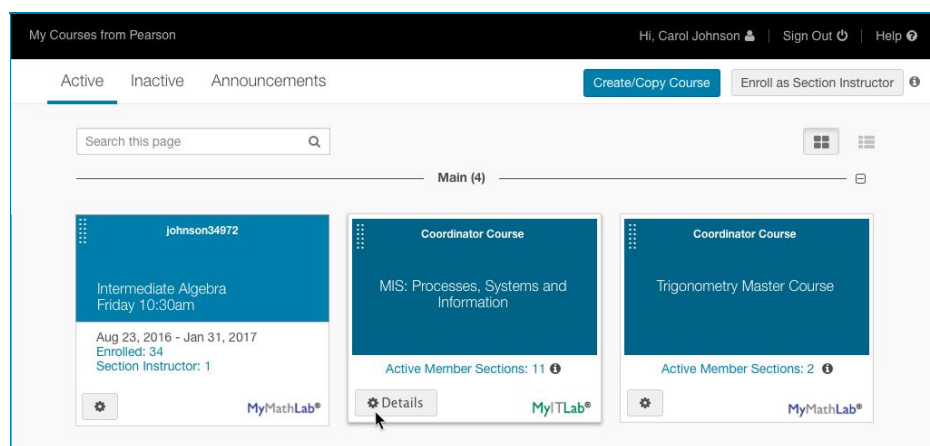
Next Done



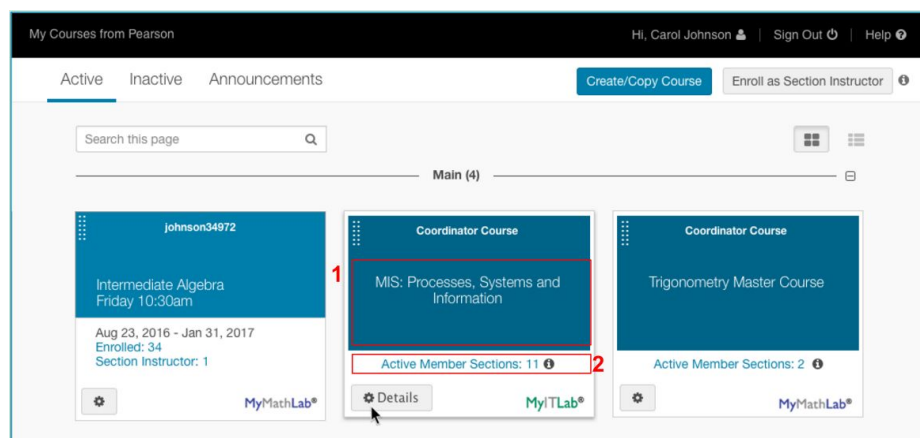
## My Courses Portal Updates

Access to courses and course creation within the My Courses Portal are easier than ever. Based on feedback from instructors after the Fall 2016 My Courses Portal redesign, updates have been made to steer instructors quickly to the correct course and streamline the process for copied courses as well as coordinator/member courses

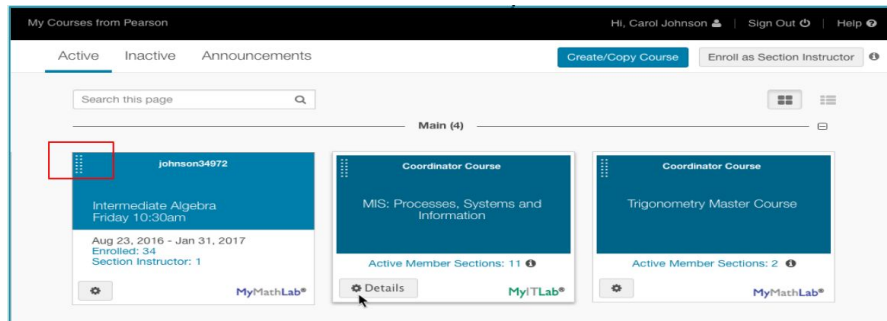
- **The My Courses Homepage has been updated** to provide a better user experience for faculty. The clickable area to access a course has been expanded so that now faculty can easily click into their courses on the course title to access their course(s). Also, the Course ID is now able to be copied from Title and Course views. The Details button that takes instructors to a menu where they can edit course settings has been replaced with an icon of a gear, but “Details” will appear when the mouse hovers over the icon for clearer identification.



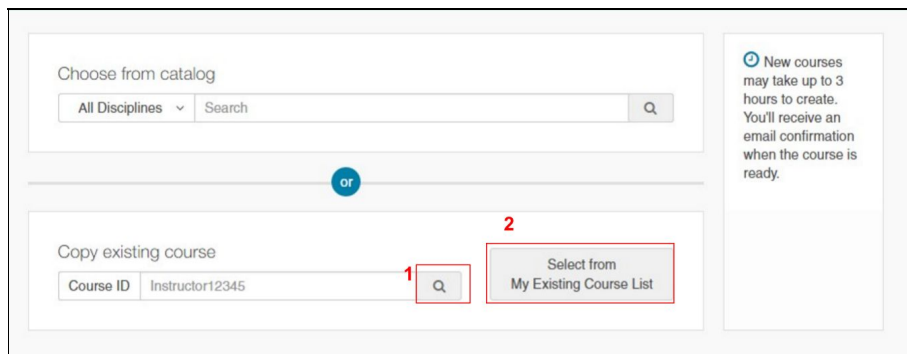
- **Accessing and managing Coordinator and Member courses** is now even easier. Instructors with Coordinator and Member courses can now directly access their Coordinator courses on the My Courses Portal Homepage by clicking on the course title for the course.<sup>(1)</sup> In order to access Member courses associated with a Coordinator course, instructor can click on the Active Member section links.<sup>(2)</sup>



- **The ability to drag and drop courses** in title and list views are more obvious with the double rows of dots placed in the upper left-hand corner of the title or course list.



- **The Catalog Search Homepage** has been updated with a more visible search button <sup>(1)</sup> and more specific naming on the “View My Courses” button <sup>(2)</sup> so that faculty will receive clearer differentiation between searching their own course list versus the catalog course list.

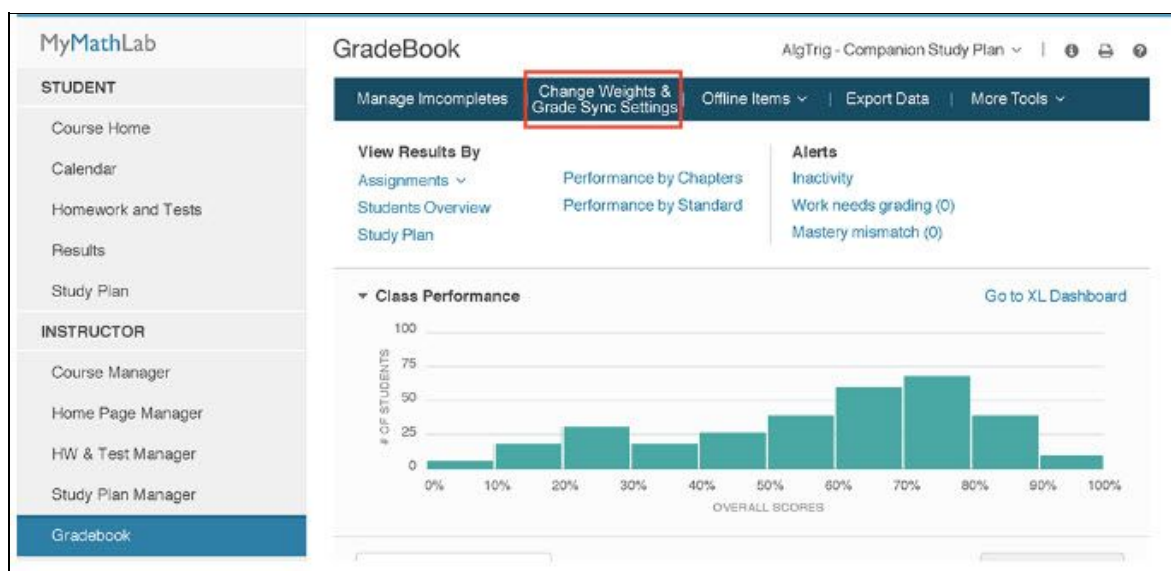


## Creating and Copying a Course

- **Instructor-only versus member course:** The Copy a Course process has been updated to better delineate Instructor Courses from Coordinator Courses. Additional informational text has been added for further clarification on course characteristics between Instructor Courses and Member Courses.
- **Instructor-only versus student course:** The Copy a Course process has been updated to better delineate Instructor Courses from Student Courses. Additional informational text has been added for further clarification on course characteristics between Instructor-only Courses and Student Courses.

## LMS Integration Updates

**Change Weights and Grade Sync Settings:** Our Learning Management System (LMS) integration services give you easy access to MyLab products from your on-campus LMS. Access to change weight and other grade sync settings are now more easily accessible for instructors using LMS-integrated courses. On the Gradebook landing page toolbar, LMS-integrated courses will see “Change Weights & Grade Sync Settings” rather than “Change Weights.” This menu option will allow instructors to select grade sync settings for both overall scores and specific assignment scores.



## Updates for Lab Administrators

For lab administrators using LockDown Browser, important updates necessitate downloading a new version.

- The Pearson LockDown Browser, powered by Respondus, is available to any instructor who wishes to require it for a high-stakes test. **A new version of Pearson LockDown Browser** is now available, and a [new download](#) is required for continued usage. This new version is based on Chromium rather than Internet Explorer.
- Once this new version is installed, the **student experience will be uniform across all versions of Internet Explorer**. We expect this streamlined experience will reduce customer support incidents.

## MediaShare for Business Updates (Available in Select Business MyLab products)

**MediaShare for Business**, available within select MyLab products, consists of an online learning environment that cultivates student engagement and accountability, a curated collection of business videos tagged to learning outcomes, and customizable, autoscored assignments. MediaShare for Business helps students understand why they are learning key concepts and how they will apply those in their careers.

- **NEW!** Student notification of MediaShare assignment due dates are now visible and accessible: on the Course Homepage, in the “What to Work on Next” callout box, within the student assignment views, and on the Course Calendar. These notifications improve students’ visibility and access to MediaShare for Business assignments

### Course Home

Announcements

June 5/14/2016 11:19 AM

SUN 12 MON 13 TUE 14 WED 15 THU 16 FRI 17 SAT 18

**What to Work on Next**

- HW 1.2
- MediaShare HW 1.4

[View All Assignments](#)

**Available Today**

- MediaShare HW 1.4

**Submitted**

- HW 1.2 submitted on time. (33.33%)

**Overall Score**

33.33 Percent

You have earned 10 out of 30 pts weight for an overall score of 33.33%.

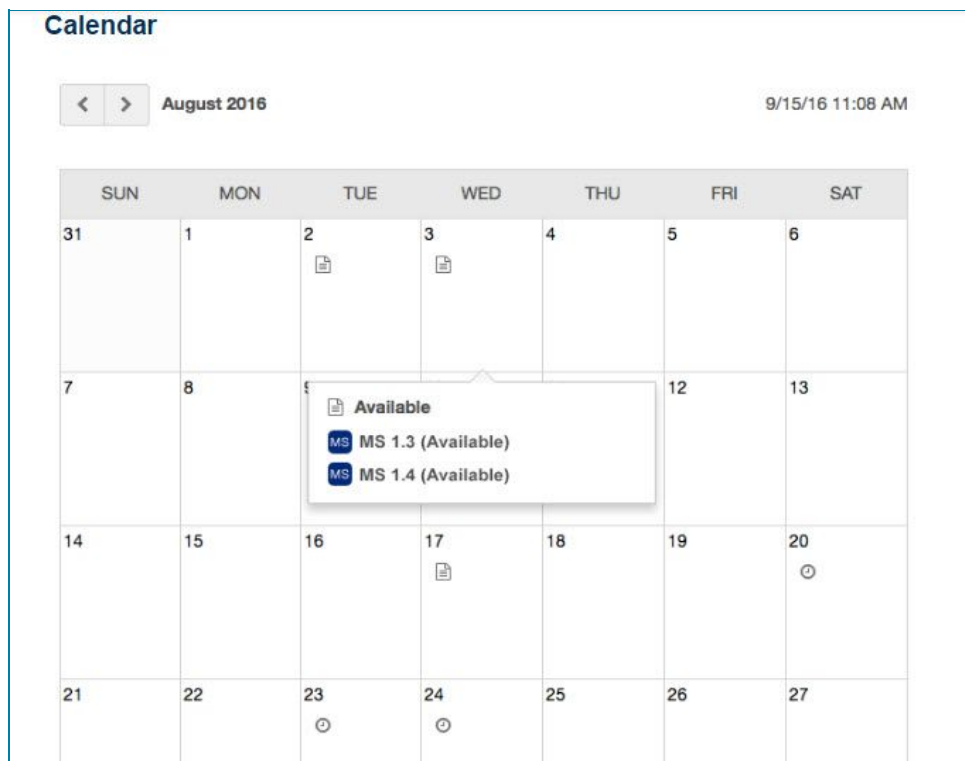
### HW & Tests

#### Homework and Tests

All Assignments All Chapters

All Assignments

Due	Assignment	Time Limit	Attempts	Gradebook Score
	HW 1.2			see score
06/30/16 11:59pm	HW 1.3			
06/22/16 11:59pm	MediaShare HW 1.4			see score



## Updates to Writing Space (Available in Select Business MyLab products)

**Writing Space** provides a single place to create, track, and grade writing assignments, provide writing resources, and exchange meaningful, personalized feedback with students, quickly and easily. Available in select MyLab products.

- **UPDATED!** The similarity checker has been updated to a newer version. This update ensures we are using the most up-to-date technology to support this service.

## Updates to the Enhanced eText (Available in Select Business MyLab products)

The **Enhanced eText**, available with select titles, keeps students engaged in learning on their own time, while helping them achieve greater conceptual understanding of course material.

- **UPDATED!** With the Pearson eText 2.0 mobile app (available for select titles) students can now access the Enhanced eText and all of its functionality from their computer, tablet, or mobile phone. Because students' progress is synced across all of their devices, they can stop what they're doing on one device and pick up again later on another one—without breaking stride.
- **NEW!** Notes and highlighting functions enable instructors and students to quickly see and retrieve important content encountered while reading. Now, notations can be easily exported into PDF or CSV files for access on other technologies.
- **UPDATED!** The instructor Table of Contents has also been updated for full accessibility to allow keyboard shortcuts to drag-and-drop and expand capabilities.

## Updates in MyLab Finance

**NEW!** With Pearson [MyLab Finance](#) Grader Projects, students can now complete Microsoft Excel assignments and load them directly into Pearson MyLab Finance for grading, dramatically streamlining the submission and grading process. Instructors can now assign and assess Microsoft Excel projects from directly within Pearson MyLab Finance with Grader Projects. These project grades are automatically entered into the Pearson MyLab Finance Gradebook, allowing instructors to easily manage student and class grades in one, easy-to-access place.

Problem 4-12 (berk)

**Office 2013 Required:** This activity requires students to submit a project that they have completed in Office 2013.

### Download Starting Materials

**1**

You must download the starting files available below. The file for this project will be unique to you, so make sure to save it where you know you can retrieve it easily.

Download Materials

### Work Project on your Computer

**2**

Follow the instructional steps to finish the project (point values can also be seen using the link below).

Preview Steps

### Upload Completed Document

**3**

All done? Now upload the project file in preparation for our automatic grading and reporting process.

Success! Berk\_DeMarzo\_Problem\_4-12\_Start.xlsx is ready to submit for grading. Undo

Choose File..

### Submit Project for Grading

**4**

Detailed feedback and grades on the submitted project are added to your submission and will be made available via the gradebook and submission report screen.

Submit for Grading

Privacy Policy

**NOTE:** Beginning in January 2017, adaptive features powered by Knewton will no longer be available in Pearson MyLab products for Business Courses. The Study Plan will still be available, but Knewton recommendations will no longer appear as of 1/1/17.