

QuickStart Kit



Dear colleague,

On behalf of Pearson, I would like to thank you for making us a part of your students' learning. More than 6 million students have improved their course results through the use of a Pearson MyLab. We're glad that you and your students will be joining our community!

PROVEN RESULTS

- If you haven't already seen reports on the efficacy of MySpeechLab and how it has helped instructors across the country save time and improve results, please view our MySpeechLab success stories at <http://myspeechlab.com/success-stories/index.html>.
- You can view user testimonials at Pearson's eLearning site www.pearsonhighered.com/elearning

EXTENSIVE SUPPORT

The QuickStart Kit contains key tools to get you up and running in MySpeechLab fast.

Additional resources to get you started in using MySpeechLab:

- Faculty Training: <http://myspeechlab.com/tours-and-training/faculty-training.html>
- See Demos of Features: <http://myspeechlab.com/tours-and-training/demos-of-features.html>
- Faculty Advocates: <http://myspeechlab.com/community/faculty-advisor-program.html>
- First Day of Class Materials: www.firstdaysofclass.com

USER COMMUNITY

We hope that you and your students will become active participants in our user community! You can send in reviews of the Lab or participate in data collection and case study projects with us. If you are interested in participating in any of our user programs, please email us at pearson.communication@pearson.com

Thank you,
Wendy Gordon, Executive Marketing Manager
Wendy.Gordon@Pearson.com

MySpeechLab®

Instructor QuickStart Kit

Hyperlinks have been embedded so you can go to specific Web sites.

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MySpeechLab Overview

MySpeechLab is a state-of-the-art interactive and instructive solution for introductory public speaking courses, designed to be used as a supplement to a traditional lecture course, or to completely administer an online course. MySpeechLab gives you and your students access to a wealth of resources all geared to meet the individual teaching and learning needs of every instructor and every student. Combining an eText, multimedia, video clips, activities, speech preparation tools, research support, practice tests, and exams, MySpeechLab engages students and prepares them to communicate with confidence.

QuickStart Guide

How to register an instructor access code

- Go to www.myspeechlab.com
- In the "Register or Buy Access" box, click **Instructors**.
- Click **I already have an access code**.
- Click **I accept** after reading the Pearson License Agreement and Privacy Policy.
- **Do you have a Pearson Education account?**
 - **If Yes** – Fill in your login name and password (TIP! You can use the same login in and password that you are using for your other Pearson products.
 - **If No** – Create a login and password per the guidelines provided.

- **If Not Sure** – Enter your email address and click Search.
- Enter your access code and click **Next**.
- Enter or select the required information in the appropriate fields.
- Review and print your Confirmation and Summary page (a confirmation will also be sent to your email address). TIP! Be sure to take note of your login name and password—write them down or save them on your computer in a place you will not forget

How to Log in


- Go to the website www.myspeechlab.com
- Under Sign in click Sign in.

** If you do not already have an access code or a log-in, you may request one from your Pearson Representative. (Help me [find my rep.](#))

- Select your platform
- Select your book

- Enter your **Login Name** and **Password** and click the **Login** button.

First-Time User?	Returning User
<p>Register your Access Code to establish your Login Name and Password.</p> <p>Register</p> <p>Don't have an Access Code?</p> <p>Get Access</p> <p>Got more questions than answers?</p> <p>Take a Tour</p>	<p>If you have already registered, Log In here.</p> <p>Login Name</p> <input type="text"/> <p>Password</p> <input type="password"/> <p>Log In</p> <p>Forgot your Login Name/Password?</p> <p>View Your MyPlaces</p>


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2. Create a Class

Which page you see depends on whether you have already created MySpeechLab courses:

- **Home:** You have not created a MySpeechLab course and are now on the Home screen for your text.
- **Class Manager:** You have created two or more courses and need to select a course to enter.

Step 2a: Create a Course

- The first step is to click on “**Class Manager**” in the top right hand corner of your
- Next, click on Create Your Class Now



- Enter in your “**Class Name**” (if you plan to create multiple sections for your Class, be sure to include section information in the Class name).

- Enter in your **Class start date** and **Class end date** (students cannot submit activities to the class gradebook after the class end date).

- Enter in “**General Class Information**” if you would like to give your students any additional information on your class.
- **Upload your syllabus** if you would like to have your class syllabus accessible to your students via MySpeechLab
- Click “**Create Class**”

- Record your **Class ID** and communicate the **Class ID** to the students you want to join your class.

Class Creation Confirmation

Congratulations , you have successfully created your class!

The Class ID is cm141865.

- Communicate the Class ID to the students you want to join your class.
- For information on how students join a class, see [How students join a class.](#)

Step 2b: Manage your Courses

- If you would like to create an additional class or view or edit an existing class, click on “**Class Manager**” at the top right hand corner or your MySpeechLab homepage.
- You will then see a list of classes that you have created, along with their Course ID, and you can alter or edit them at that time (you cannot edit or view the roster of a class whose end date has passed).

Class Manager

Back ?

The following is a list of the classes you have created. You can create a new class or view or edit an existing class. You cannot edit or view the roster of a class whose end date has passed.

Create Class		View Class Info	Edit Class Info	View Roster	Grades	Delete
Select	Class Title	Class ID	Start-End Date	Enrollment	Syllabus	
	Public Speaking	cm567581	Sep 5, 2011 - Dec 15, 2011	0	*****	
	Speech	cm141865	Sep 1, 2011 - Dec 15, 2011	0	*****	

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3. Provide students with your CourseID

In order for students to join (enroll in) your course, they must have the CourseID. A CourseID is the unique combination of numbers and letters that was provided once you created your course. For example: **cm567581**



How-to Create a New MediaShare Course

- Step 1. From the **Home** Tab
- Step 2. Mouse over the **Manage** Tab
- Step 3. Click **My Courses**
- Step 4. Click **Create a Course**
- Step 5. Complete the fields

- School
- Course Title*
- Course Abbreviation
- Start Date
- End Date*

*These fields are required.

- Step 6. Click **Save Course**
- Step 7. Review Summary Screen

Note: The summary screen contains the CourseID for your new MediaShare course. Please print this screen and distribute the CourseID to your students. The CourseID enables your students to join your MediaShare course.

Provide students with your CourseID

Please record and distribute this CourseID to your students, as students will need the CourseID to join your MediaShare course. The MediaShare CourseID is comprised of five letters and a hyphen, followed by five numbers, for example AWLWZ-94327 or SDRUS-69356. The MediaShare CourseID and the MySpeechLab CourseID are different.

Optional features

Adding Support Materials to a New Course

At this time, you can choose to add supporting materials for your course, or supporting material can be added later. To add course materials later, please click the section entitled Course Materials. These support materials can be useful links and/or videos you wish to share with your class. Once added, these support materials are available to students once they login to your MediaShare course.

If you wish to add a link to a resource

- Step 1. Complete the Title and URL fields
- Step 2. For each new link, click the **Add Another Link** Button

If you wish to upload a course video

- Step 1. Click the **Add Support Video** button
- Step 2. Enter a name for the video in the **Video Name** field
- Step 3. Click **Choose File**
- Step 4. Click **Upload Video**

Step 5. Click **Save**



How-to Setup your Course In MyOutline

Creating/Editing a Profile

1. Login using your MyLab or MyKit username and password.
2. On the right side of the home screen, click Edit My Profile
3. Fill in the requested information. Be sure to add a Class ID. If your course management system uses a class ID as well, we suggest using the same ID. If your course management system does not use a Class ID, we suggest using something familiar to your students (i.e. your last name+ several numbers: Smith61709 or an abbreviation of your school name + several numbers: BrevardCC30509).

Creating a Template

1. Click the Outlines tab.
2. On the top right side of the screen, click the *New Outline* button.
3. Fill in the requested items in steps 1-4 for preparation and 1-3 for delivery. Click *Save as Template* (not *Save*).

Using a Pearson Template

1. Locate the template you would like to use under "My Templates" while on the *Home* tab.
2. To the right of the template you would like to use, click the *Edit* link.
3. Once the template loads, add the CourseID from your profile.
4. If preferred, you can edit the template. However, note that the changes will remain.
5. Click the Save button in the upper right corner. Provide the CourseID you used to your students.

They will need to enter this ID into their MyOutline profile in order to "receive" this template.

Creating an Outline

1. Click the Outlines tab.
2. On the top right side of the screen, click the *New Outline* button.
3. Fill in the requested items in steps 1-4 for preparation and 1-3 for delivery. Click *Save* (not *Save as Template*).

Training and Technical Support

At Pearson, we take your technical needs and questions very seriously. We are committed to giving instructors and students technical support when they need it, no matter what. Therefore, we offer technical support 24 hours a day, 7 days a week.

Customer Technical Support at
<http://247pearsoned.custhelp.com>

- Search frequently asked questions.
- Ask a question and receive a detailed response.
- Chat online with a live representative.
- **Phone** toll-free 866-980-SPEECH (866-980-7733).

Search FAQs in our Online Knowledgebase

Have a question about getting started with MySpeechLab, or have a support issue? Start by searching our [Online Knowledgebase](#).