

Learning Microsoft Office 2013 eCourse Handbook for Teachers

PEARSON ALWAYS LEARNING

HOME
REGISTER
LOGIN
GETTING STARTED GUIDES
ECOURSE HOW-TO VIDEOS
SYSTEM REQUIREMENTS
TECHNICAL SUPPORT

Learning Microsoft® Publisher 2013
Learning Microsoft® Word 2013
Learning Microsoft® PowerPoint 2013
Learning Microsoft® Access 2013
Learning Microsoft® Office 2013 Deluxe Edition
Level 1
Learning Microsoft® Office 2013
Level 2
Learning Microsoft® Excel 2013

Welcome
Welcome to Learning Microsoft® Office 2013 eCourses website!

Register
Click [HERE](#) to register for your course with an access code.

Login
Click [HERE](#) to login with your Pearson credentials.

Getting Started

Step 1: The first step in using the eCourse is registering the course access code. Your access code will look something like this: **DSSCLZ-BOREE-CYNIC-PLUMB-DOLBY-WISES**.

Registering an Access Code

1. In your Web browser, go to www.pearsoncustom.com/us/MOffice2013.
 - ✦ Notice the links on the left side of the screen. These provide written and video instructions for getting started.
2. Under Register, click **Click Here**.
3. Click **I Accept** to continue.
4. If you do not have a Pearson account, click **No** and enter the requested information, including entering the code. Be sure to record the user name and password that you enter as that is what you will use to log in to the eCourse in the future.
OR
 - If you have already have a Pearson account, click **Yes** then check the information and enter the access code.
5. Click **Next**.
6. Fill out or check the required information and then click **Next**.
7. Click **Log In Now**. The My Courses and Testbanks page displays. This page is always the first thing you see when you log in.

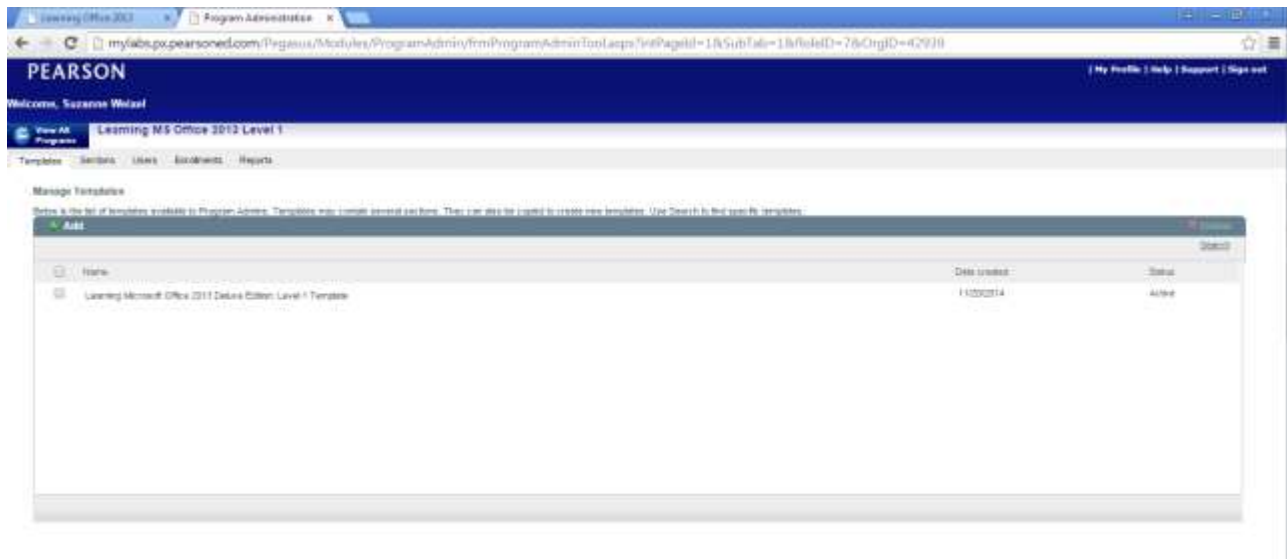
Logging In

1. Go to www.pearsoncustom.com/us/MOffice2013.
2. Under Login, click **Click Here**.
3. Enter your username and password and click **Sign In**.
 - ✦ Note that the password is case-sensitive.

Step 2: Next, you must create the course, or, if a program administrator has created the course and given you a Course ID, you must enroll in the course as a teacher.

Creating a New Course

1. Log in, if you haven't already done so.
2. On the My Courses and Testbanks page, click **Create a Course**.
3. Click the **Browse by Discipline** drop-down arrow.
4. Click **Computing**.
5. Click **Next**. The names of all courses you have access to display.
6. To the right of the course you want to create, click **Select Program**.
7. Type a name and description for the course. This name will display on your My Courses and Testbanks page.
8. Click **Finish**. The course displays on the My Courses and Testbanks page.
9. Click the course name to display the Program Administration page, with the Templates tab active. It will take a few minutes for the course template to become available.
 - ✦ Notice that the Program Administration page has five tabs: Templates, Sections, Users, Enrollments, and Reports.



Enrolling in an Existing Course

✦ Note that students will use these same steps to enroll in your course section.

1. Log in.
2. On the My Courses and Testbanks page, click **Enroll in a Course**.
3. Enter the course ID and click **Submit**.
4. Verify the course information and click **Finish**. The course displays on the My Courses and Testbanks page.
5. Click the course name to enter the course.
 - ✦ Note: If you enrolled in an existing course, you are now all set to use the course and can skip ahead to Step 4. You do not have access to the template and will always work in your own class section.

Understanding Templates and Sections

- When you create a new course, you set up the default Master Template. Everyone, everywhere, who creates this course has the same Master Template
- In order to enroll students, you must create course sections.
- Sections are based on a template. If you create sections based on the default Master Template those sections will have the default settings. If you customize the template before creating sections, the sections will have the customized settings.
- You can also customize sections. Most customizations made to a section affect that section only. However, there are some exceptions. For example, when you make an assignment in a section you have the option of applying that assignment to other sections.
- You will create one section for each class you teach. Students enroll in the section you assign, using the section course ID, which is generated when you create the section.
- You can work in either the template or a section. You would work in the template if you want to make customizations that will affect all sections. You would in a specific section when you want to manage that class, or make customizations that affect only that section.

Copying the Template and Creating Sections

Step 1: It is a good idea to create a copy of the Master Template. Then you can customize the template if you want, but can always revert back to the original if necessary.

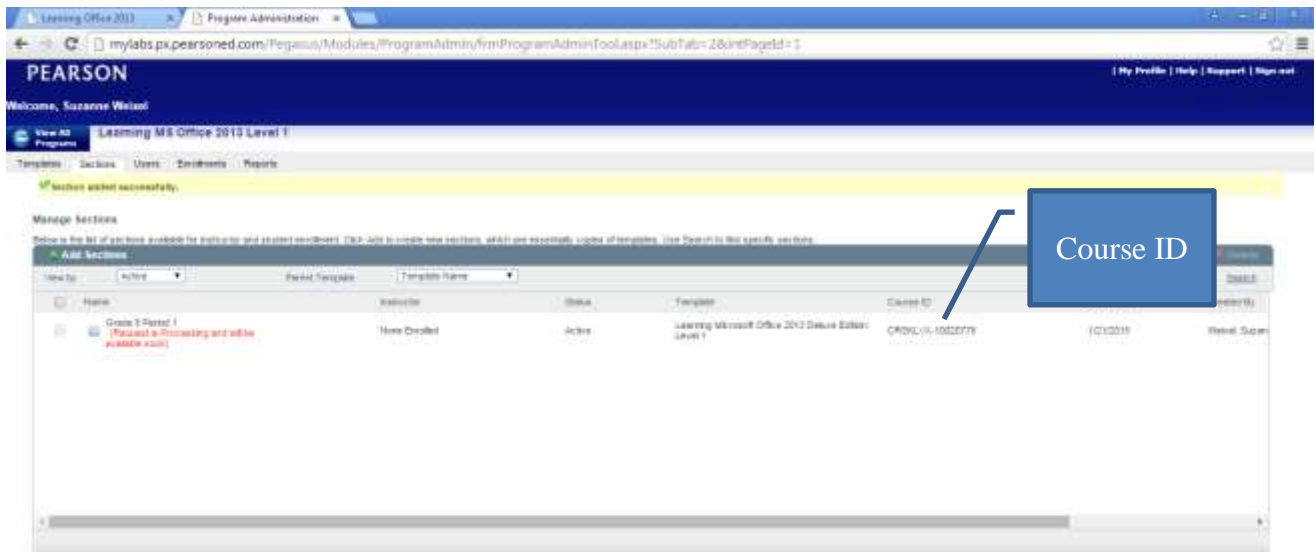
Copying a Template

1. Log in.
2. On the My Courses and Testbanks page, click the course name.
3. On the Program Administration Templates tab, rest the mouse pointer on the template name to display the Options down arrow.
 - ✦ Note that most items in the eCourse have an Options menu. It is always a good idea to look on the Options menu for common tasks relating to that item.
4. Click the **Options** arrow and then, on the Options menu, click **Copy as Template**.
5. Enter a name. Do not enter a start or end date. You may enter a description if you want.
6. Click **Copy**. It will take a few minutes for the template copy to become available.

Step 2: You will create one section for each class you teach. Sections are based on a template. Students will enroll in their assigned section using the Course ID.

Creating a Section

1. Log in.
2. On the My Courses and Testbanks page, click the course name.
3. On the Program Administration page, click the **Sections** tab.
4. Click **Add Sections**.
5. Type a name for the section. This name will display on students' My Courses and Testbanks page when they log in.
6. Click the **Content Template** drop down arrow and select the template on which you want to base the section. This may be the master template or the copy, depending on which one you have customized.
7. Enter the number of sections you want to create. If you create more than one, they will be named by adding a hyphen and a number to the end of the name entered in step 5. You may rename them later, using the section's Options drop-down menu.
8. Select a **Start Date**, usually today.
9. Select an **End Date**. We recommend selecting an End Date far in the future. Although you can change this at any time by editing the section properties, it is likely you or the students will want to access the course after the semester, so you may as well enter an end date that allows extra time.
10. Enter a description if you want, and then click **Add and Close**. It will take a few minutes for the section to become available, but the Course ID is generated immediately. It displays to the right of the section name. Give this ID number to the students you want to enroll in this section.



Renaming a Section

1. Log in.
2. On the My Courses and Testbanks page, click the course name.
3. On the Program Administration page, click the **Sections** tab.
4. Rest the mouse pointer on the section to rename.
5. Click the section's **Options** down arrow.
6. Click **Edit Section Information**.
7. Change the name (and any other information you want to change).
8. Click **Update**.

Entering eCourse

Step1: The first step is to enter the eCourse.

- ✦ Note: If you are an enrolled teacher and not a program administrator, you enter your section by clicking the course name on the My Courses and Testbanks page.

Entering an eCourse Template

1. Log in.
2. On the My Courses and Testbanks page, click the course name.
3. On the Program Administration page, on the Templates tab, click the template you want to enter. The Today's View tab displays.


Entering an eCourse Section

1. Log in.
2. On the My Courses and Testbanks page, click the course name.
3. On the Program Administration page, click the **Sections** tab.
4. On the Sections tab, click the section you want to enter. The Today's View tab displays

Step2: Next, you can practice switching between Instructor View and Student View.

- Every instructor account comes with a built-in student account that you can use to see what the students are seeing and to test activities.
- The built-in account is for a student named student_student.
- You can switch to Student View at any time without logging out and logging back in, and then switch back to Instructor view.

Switching to Student View

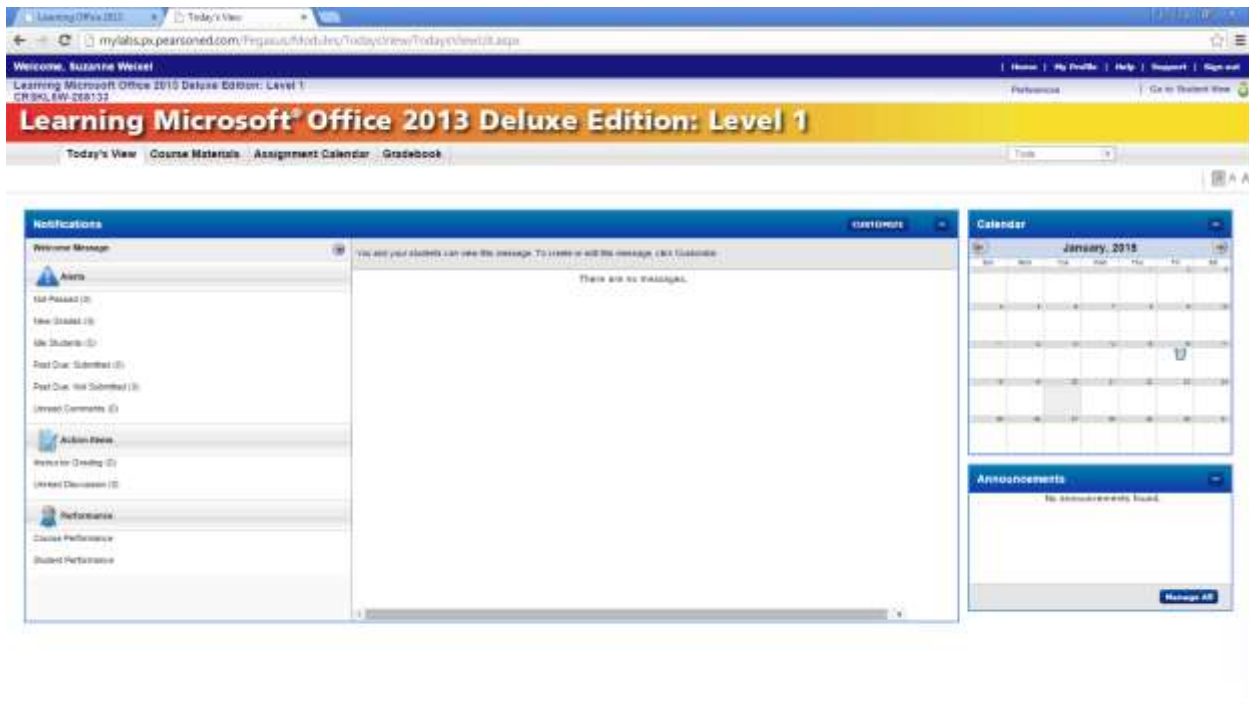
1. Click the **Go to Student View**  button in the upper-right corner of the course window. Student View opens to whatever screen you were looking at in Instructor View.

Returning to Instructor View

1. Click the **Return to Instructor View**  button in the upper-right corner of the course window.

Using Today's View

- Today's View is the first thing you or a student sees when you enter the eCourse.
- On the left side of the window are Notifications, including alerts, such as new grades, and action items, such as items waiting for you to enter a grade.
- In the middle of Today's View is the Welcome Message area which you can customize to communicate with students.
- On the right side of Today's View are the monthly calendar and system announcements. The calendar displays an alarm clock icon if there is an assignment due.



Step 1: Customizing Notifications. By default, all available notifications are listed. You can use the Customize Notifications dialog box to deselect the ones you do not need.

Customizing Notifications:

1. Click the **CUSTOMIZE** button.
2. Scroll down and clear the check boxes for the items you do not want to display.
3. Click **Save and Close**.

Step 2: Customizing the Welcome Message. This message is a great way to communicate with students because it is the first thing they will see when they enter the course. You can list expectations, remind them of due dates, and so on.

Customizing the Welcome Message:



1. Click the **CUSTOMIZE** button.
2. Select **Welcome Message** from the Default View drop down list.
3. Under Welcome Message, click to select both the **Edit Welcome Message** and **Enable Welcome Message** check boxes.
4. Use the word processing tools that display to type and format your message. This message will display in the Message area for you and students enrolled in the section.
5. Click **Save and Close**.

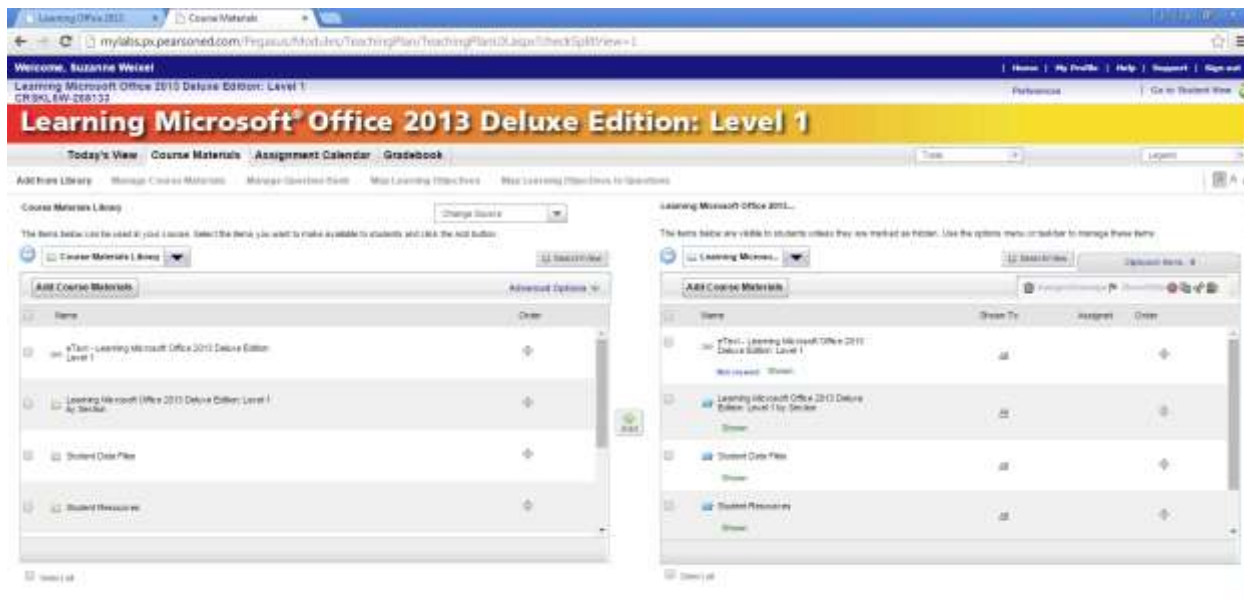
Step 3: Using the Calendar

Using the Calendar

- Click an icon to view the assignment in the Assignment Calendar.
- Double-click any date to go to that date in the Assignment Calendar.

Using the Course Materials Tab

- The Course Materials tab provides access to all of the content available in the course.
- On the left side of the window is the Course Materials Library, which contains all of the source content for the course. You will rarely, if ever, need to use the content in the Course Materials Library.
- On the right side of the Course Materials window is all the content for your course. You can preview and manage the content from this location.
- The Course Content is organized in a hierarchy like a table of contents.
 - A link icon  indicates a direct link to the content.
 - A folder icon  indicates layers of content.



Step 1: Locating Course Content. You can navigate through the Course Content by clicking to open links or folders, or by using the drop down arrow at the top of the list to display a hierarchy tree of all content.

The Learning Office 2013 course includes the following:

- The eText. The eText is the book in digital format, with embedded links to videos and data files. Click this link to open the eText in a separate window.
- Course content by section. Each section is an application (Basics, Word, Excel, Access, PowerPoint). Each application is organized into Chapters, and each chapter is organized into Lessons.

For each chapter you will find:

- Text Chapter Overview

- Video Chapter Overview
- End of Chapter Projects and Tests
 - File Upload activities that students can use to submit their completed application files from the eText projects which you can grade manually
 - Two automatically-graded concept tests
 - Two automatically-graded Grader Projects.
- Step by step procedures in .pdf format
- Interactive puzzles

For each lesson you will find:

- Direct link to that lesson in the eText
- Links to the Try It videos for that lesson
- File Upload activities that students can use to submit their completed application files for the Try It and end of lesson projects from the eText, which you can grade manually
- Student Data files. Although these files can be opened using the embedded links in the eText, they are also made available as downloadable .zip files.
- Student Resources. This folder contains links to the following supplemental documents; you may open, save, and/or print these documents:
 - Arranging Program Windows (.pdf)
 - Introduction to Computers and the Internet (.pdf)
 - Career Skills (.pdf)
 - Career Clusters (.pdf)
 - Career and Technical Organizations (.pdf)
 - 21st Century Skills (.pdf)
 - Language Arts Review (.pdf)
 - Math Review (.pdf)
 - Keyboarding Essentials (.pdf)
 - Glossary (.pdf)
 - Spanish Glossary (.pdf)
- Teacher Resources. This folder contains links to content to help you teach and manage this course. Typical content includes the following:
 - A link to the Teacher's Edition of the text. This will include teaching tips, discussion topics, customized instructions suggestions, and more to help you teach the course.
 - Solution files for the Grader Projects
 - Solution files for the eText project files
 - Application Test Bank, which includes printable application tests to use as pre-tests, post-tests, and a final exam.
 - MOS Resources for students preparing for Microsoft Office Specialist certification, including skill mapping guides for each exam and correlations to the Grader Projects.
 - Lesson Overview videos for the Excel lessons
 - Visual Aid PowerPoints for each chapter
 - Handbook for Teaching English Language Learners

- Pacing Guide
- Step-by-step procedures for skills not found in the eText that may be required to complete the Grader Projects.

Step 2 Making Course Materials Available to Students

One way to make content available to students is by setting it to display on the Course Materials tab in Student View.

- In Instructor view, if the word **Shown** displays under content on the Course Materials tab, it means that content is available on the Course Materials tab in Student View.
- If the word **Hidden** displays, it means that content is not available on the Course Materials tab in Student View.

toggling the Show/Hide status:

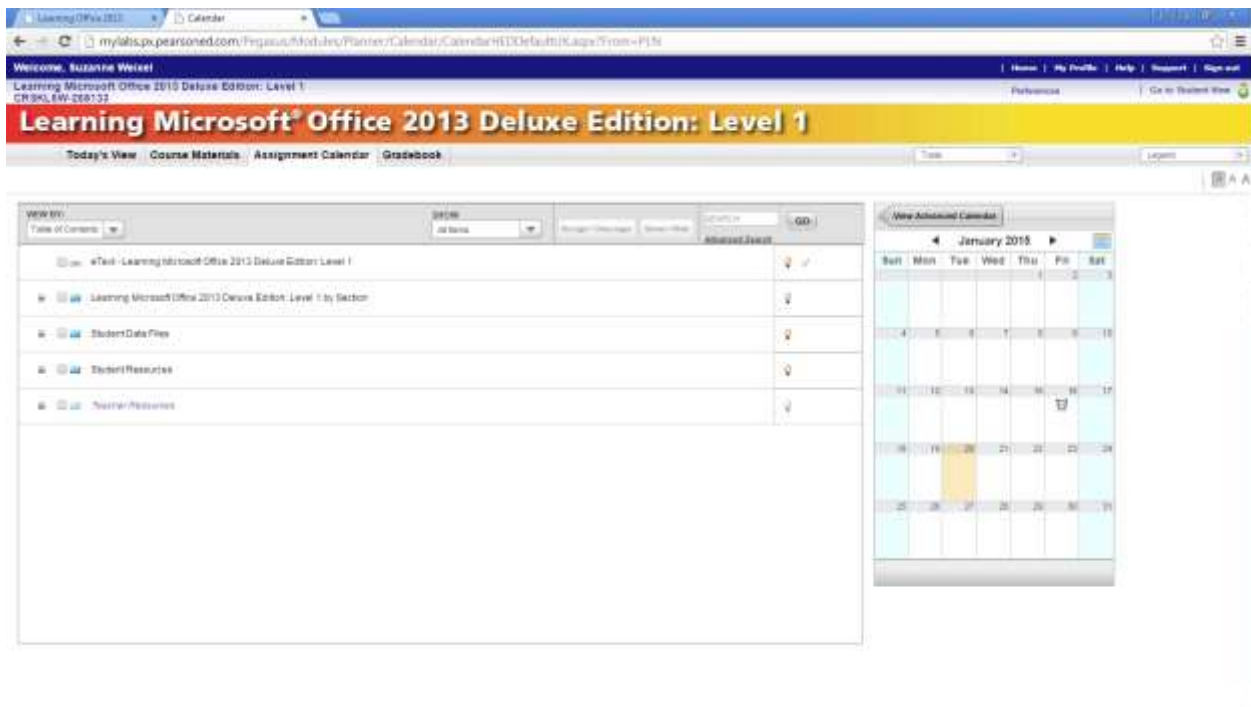
1. Click to select the check box next to the item.
2. Click **Show/Hide** [Show/Hide](#). You can also rest the mouse pointer on the item and use the down arrow to access the Show/Hide command.

Notes on using .PDF Documents

- When you open a .pdf document in the eCourse, if the Adobe Reader toolbar does not display, hover the mouse pointer over the lower-middle portion of the screen to display a toolbar with options for saving, printing, scrolling, and changing the zoom.
- If your browser does not display .pdf documents, you may be missing an Adobe Reader plug-in. Use the Pearson Browser Tune Up Link to diagnose the problem: http://browsertuneup.pearsoncmg.com/browser_tuneup.html
- To return to the Learning Microsoft Office eCourse from a .pdf document, click the **Back** button on your browser's toolbar, or, if it opened in a separate window, close the window.

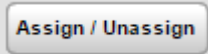
Using the Assignment Calendar

- The third tab in the eCourse is the Assignment Calendar.
- You use the Assignment Calendar to select items you want displayed on the To-Do list in Student View, and to manage assignment properties.
- By default, items are assigned without a due date and are available to all students all the time. You can set assignment properties to add a due date, set an availability date range, and select specific students. Other properties are available as well.
- You can assign any item from the course content; however, in most courses you will assign the specific work you want students to complete, such as the eText for a specific lesson, a File Upload activity, a concept test, or a Grader Projects. Since content is available to students on the Course Materials tab, you do not have to use the Assignment Calendar to make content available. Use it to let students know what you expect them to work on and complete.



Step 1: Creating Assignments

Creating an Assignment with Default Properties

1. Click the **Assignment Calendar** tab. By default, content is displayed in Table of Contents View, just like on the Course Materials tab.
 - ✦ You can change the View to display items by Type. Click the View By drop-down arrow and click Content Type.
2. Navigate to the specific item you want to assign and click to select the check box next to it. You can assign multiple items at the same time if you want.
3. Click the **Assign/Unassign**  button. If a message displays informing you that the item is currently hidden from students, click **Yes** to create the assignment and show the item.
 - ✦ You can also assign an item from the Course Materials tab. Select it in the Course Content list and click the Assign/Unassign button.

Dragging an Assignment to the Calendar

1. On the Assignment Calendar tab, navigate to the item you want to assign.
2. Drag the item on to the calendar and drop it on the date you want it due. The item is assigned with that due date, and all other default assignment settings.

Setting Assignment Properties

1. On the Assignment Calendar tab navigate to the specific item you want to assign.
2. Rest the mouse pointer on it to display the Options down arrow.
3. Click the **Options** down arrow and then click **Assignment Properties** to open the Assignment Properties window. If a message displays informing you that the item is currently hidden from students, click **Yes**.



4. Under Assign, click to select the **Assigned** option button. This sets the assignment to have today as the due date.
5. Select the due date you want, or, to assign the item without a due date, clear the Assign with due date check box.

6. To set an availability date range, click to select the **Set availability date range** option button, and then select the start and end dates. Select other availability options that you want.
7. Click the **Plus sign** to the left of Advanced Options to view or set additional properties. Notable advanced options include:
 - a. assigning an item to specific students
 - b. requiring a proctor password
 - c. applying the assignment to other sections based on the same template.
8. Click the **Save** button.
 - ✦ From the Course Materials tab, click the item's Options down arrow and click Properties to open the Assignment Properties page.

To Unassign an Assignment


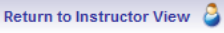
1. On the Assignment Calendar tab, select the item you want to unassign.
2. Click the **Assign/Unassign**  button.

OR

1. Click the item's **Options** down arrow and then click **Assignment Properties**.
2. Click the **Unassigned** option button.
3. Click **Save**.
 - ✦ Note you can assign an item from the Course Materials tab as well. Select it in the Course Content list and click the Assign/Unassign button.

Step 2: You may want to check to see how the assignments will appear to students. You do this by switching to Student View and navigating to the To-Do list.

Locating Assignments in Student View

1. Click the **Go to Student View**  button in the upper-right corner of the course window.
2. If necessary, click the Assignments tab. The Course Calendar page displays the monthly calendar on the left and a list of items due today on the right.
3. Click To-Do on the menu bar to switch to the To-Do list page. The Assigned Materials list shows all assigned items; items with a due date display at the top.
4. Click the **Return to Instructor View**  button in the upper-right corner of the course window.

Step 3: You may want to try out assignments so you know what the students will experience.

- You can preview assignments in Instructor View, but if you want to check the grading system and feedback responses you must work in Student View.
- When you work through an assessed activity in Student View, the grade is recorded in the Gradebook for the student_student account.
- You can locate activities by navigating through the Course Content on the Course Materials tab in Student View.
- If activities have been assigned, you can access them on the To-Do list on the Assignments tab in Student View.

Trying Out a Concept Test

1. Switch to Student View.
2. Navigate to the location where the Concept Test is located—either the Course Materials tab or the To-Do list on the Assignments tab.
3. Click the test to open the Test Presentation window.
4. Select or enter the answer to the first question and then click **Next Question**.
5. Repeat until you have answered all questions.
6. After the last question, click **Finish Submit for Grading**, and then click **Finish**. The grade is available almost immediately to both the student and the teacher. The results display providing feedback as set in course preferences. Steps for viewing the grade/submission in Instructor view are below.

Trying Out a File Upload Activity

1. Switch to Student View.
2. Navigate to the location where the File Upload Activity is located—either the Course Materials tab or the To-Do list on the Assignments tab.
3. Click the activity to open the Dropbox [File Upload] window.
4. Click the **Choose File** button.
5. Navigate to the location where the file you want to upload is stored, then select it and click **Open**.
6. Click the **Add** button to move it into the Upload box.
7. Click **Finish Submit for Grading**, and then click **Finish**. Steps for viewing the grade/submission in Instructor view are below.

Trying Out a Grader Project

1. Switch to Student View.
2. Navigate to the location where the Grader Project is located—either the Course Materials tab or the To-Do list on the Assignments tab.
3. Click the project to open the Test Presentation window. This window displays the steps for using the grader, and also step-by-instructions for completing the project.
4. Click **Download Files** to download the application files. There will be at least two files for each grader: Instructions in Word document format, and the application file to use to complete the project. There may be additional files needed to complete the project.
5. Click the down arrow on the right to download a single file, or click **Download all Files** to download them all at once as a ZIP compressed file. The download process depends on your operating system, but you can usually choose to open or save the files, and you can choose a storage location.
 - a. If you download individual files, navigate to the download location and open the instructions and the application file.
 - b. If you downloaded a ZIP, navigate to the download location and extract the files, and then open them.
6. Once the files are downloaded, work through the steps of the project.
7. The instructions can be printed, or you might choose to arrange the windows side by side to read the instructions while working in the application. Follow the steps exactly as written.
8. When you have finished save and close the file and return to the Test Presentation window.
9. Click **Upload Completed File**.
10. Click **Browse** and navigate to the location where the application file is stored.
11. Select the file to upload, and click **Open**.
12. Click **Upload**. When the file is uploaded, the Test Presentation window displays.
13. Click **Finish: Submit for Grading**, and then click **Finish**. A message indicates if the submission was accepted.
14. Click **Return to Course** to close the window.
8. The grade is available almost immediately to both the student and the teacher. An icon indicates if a passing score was achieved. Steps for viewing the grade/submission in Instructor view are below.

Using the Gradebook

- The Gradebook tab provides access to the section roster, student scores and submissions, and to reports.
- There are three types of activities that are recorded in the Gradebook: automatically-graded Grader Projects, automatically-graded Concept Tests, and instructor-graded file uploads.
- When you open the Gradebook, you see a list of all students and their cumulative grade to date.

Student Name	Grade to Date
Chris, Vincent	28.1
Changelin, DARR	9
James, KYLE	22.9
Verita, Miguel	22.9
Student Student	49.9

Step 1: To see the scores for a specific activity, you must locate it in the gradebook. You can do this using the Navigation Panel on the left side of the window by either clicking through the Course Content hierarchy or by using the Filters.

Navigating the Course Content Hierarchy to Locate Lesson File Upload Scores

1. Click the **Gradebook** tab.
2. In the Navigation Panel, click the Learning Microsoft Office 2013 by Section folder.
3. Click the **Application** folder.
4. Click the **Chapter** folder.
5. Click the **Lesson** folder.
6. Click **File Uploads**.
7. Click either Try Its or Projects. The Gradebook displays columns showing the scores for each file upload activity

Navigating the Course Content Hierarchy to Locate Chapter File Upload Scores

1. Click the **Gradebook** tab.
2. In the Navigation Panel, click the **Learning Microsoft Office 2013 by Section** folder.
3. Click the **Application** folder.
4. Click the **Chapter** folder.
5. Click **End of Chapter Projects and Tests**.
6. Click **End of Chapter Upload Activities**. The Gradebook displays columns showing the scores for each file upload activity

Navigating the Course Content Hierarchy to Locate Concept Test Scores

1. Click the **Gradebook** tab.
2. In the Navigation Panel, click the Learning Microsoft Office 2013 by Section folder.
3. Click the **Application** folder.
4. Click the **Chapter** folder.
5. Click **End of Chapter Projects and Tests**.
6. Click **Concept Tests**. The Gradebook displays columns showing the scores for each Concept Test.

Navigating the Course Content Hierarchy to Locate Grader Project Scores

7. Click the **Gradebook** tab.
8. In the Navigation Panel, click the **Learning Microsoft Office 2013 by Section** folder.
9. Click the **Application** folder.
10. Click the **Chapter** folder.
11. Click **End of Chapter Projects and Tests**.
12. Click **Grader Projects**. The Gradebook displays columns showing the scores for each Grader Project.

Filtering the Gradebook

1. Click the **Up** arrow to the left of View Filters.
2. Select the filter to apply and select options as needed.

Filtering by Title

1. Click the **Up** arrow to the left of View Filters.
2. In the Search Column Titles box at the bottom of the list of filters, type the title to find. For example, type Grader.
3. Press **Enter**. Columns matching the search text display. Scroll right to view them all.

Step 2: Viewing a Grade/Submission

Viewing a Grade/Submission

1. In the Gradebook, locate the score for the activity you want to view.
2. Rest the mouse pointer on the score and click the **Options** down arrow.
3. Click **View Grade/Submission**. If there are multiple submissions, click the one you want to view.

Step 3: Viewing the Class Roster

Viewing the Roster

1. In the Gradebook, click **Manage Roster** on the Menu bar. The list of all enrolled students displays, showing information such as the last time they logged in or out.

Step 4: Running a Report

Running a Report

1. In the Gradebook, click **Reports** on the menu bar. The left side of the screen lists reports available for the course and the right side lists any reports you have run and saved.
2. Click the report you want to run.
3. Select options. Most reports let you select activity, student, and date options.
4. If you think you will use the report again in the future, click to select the **Save setting to My Reports** check box.
5. Click **Run Report**. You can view the report, print it, or download it.

Accessing Grades and Submissions from Today's View

Step 1: When a student submits a concept test or Grader Project for grading, the grade is calculated immediately and added to the Gradebook. An alert is sent to you and to the student and displays on the Today's View tab in the Notifications area. For example, if there are five new grades, you will see (5) to the right of the New Grades item.

Viewing New Grades and Submissions:

1. On the Today's View tab, click the **New Grades** notification. A list of activities with new grades displays in the Message area.
2. Click an activity to open it in the Gradebook,
OR
 - Click the activity's **Options** down arrow and click **View All Submissions**.
3. If necessary, click the activity in the list on the left of the window.

Step 2: When a student uploads a file for teaching grading, a notification displays next to Instructor Grading under Action Items on Today's View.

Viewing and Grading an Uploaded File:

1. On the Today's View tab, click the **Instructor Grading** Action item to display a list of file uploads in the Message area.
2. Click the activity's **Options** down arrow and click View All Submissions. The grading window opens. (If more than one submission is available, click the submission you want to view in the list on the left.)
3. Click the link to the uploaded file so you can assess it.
4. Enter the grade and a comment, if you want.
5. Click **Save and Close**.

Step 3: When a student submits a Grader Project for grading, the eCourse generates multiple reports to help guide your lesson planning and assessment. The reports are also available to student's in Student View.

Viewing Detailed Grader Reports in Instructor View:

1. Click the **Gradebook** tab.
2. In the navigation pane on the left, navigate to the Grader Projects, or filter the display to show the Grader Projects.
3. Click the **Options** drop-down arrow for the Grader Project score, and click **View All Submissions** to see the Scorecard report. The Scorecard shows each step in the project, the total number of points available, and the total number of points the student earned.
4. Click **Marked-up Report** to see the completed file with green checkmarks indicating where a step was completed correctly, and a red X indicating where a step was missed. From the marked-up report you can choose to download the submission with Live Comments, which are detailed comments about each step, showing what was completed correctly and what was missed.
5. Click **Summary report** to see only the steps where points were deducted.

Viewing Detailed Grader Reports in Student View:




6. Switch to Student View.
7. Click the **Grades** tab.
8. In the navigation pane on the left, navigate to the Grader Projects.
9. Click the **Options** drop-down arrow for the Grader Project score, and click **View All Submissions** to see the Scorecard report. The Scorecard shows each step in the project, the total number of points available, and the total number of points the student earned.
10. Click **Marked-up Report** to see the completed file with green checkmarks indicating where a step was completed correctly, and a red X indicating where a step was missed. From the marked-up report you can choose to download the submission with Live Comments, which are detailed comments about each step, showing what was completed correctly and what was missed.
11. Click **Summary report** to see only the steps where points were deducted.

Using the eText



- The eText is the Learning Microsoft Office 2013 book in digital format.
- It opens in a separate window and includes a Navigation Pane for moving to a location in the book as well as a toolbar with buttons for commands such as highlighting and bookmark. These tools function the same way in both Student and Instructor view.
- Use the toolbar buttons to access tools, such as the highlighter, notes, bookmarks tools, and zoom. Other tools let you change the view. Rest the mouse over a toolbar button to display a ScreenTip.



To Search

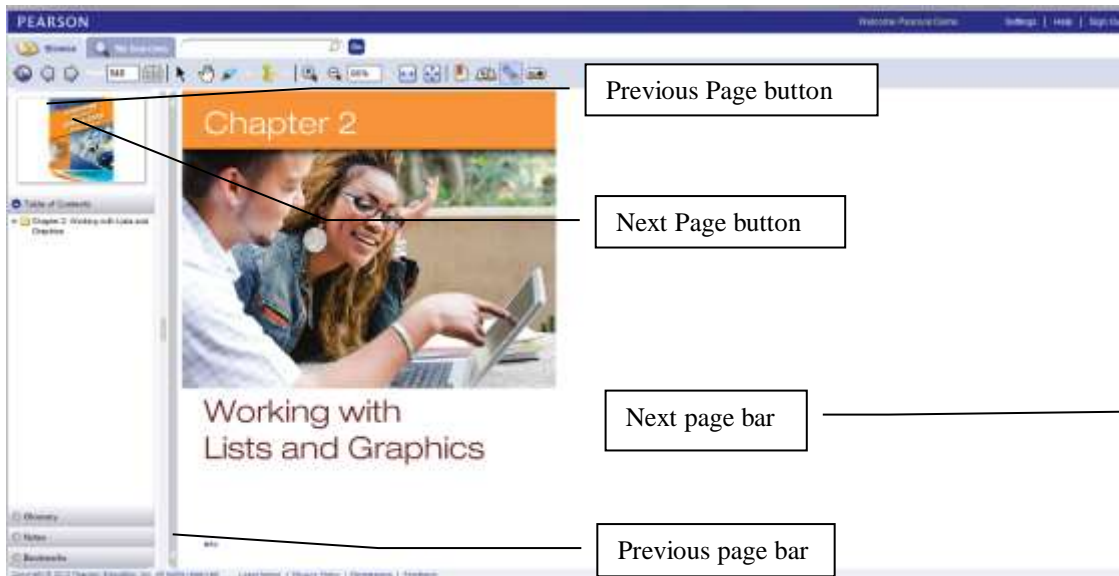
- Type the search term in the Search box and click **Go** , then click the location in the Search results list.
- Use the “Limit Results To” drop-down menu to narrow your search.
- Click **Browse**  to go back to the eText.
- Click **My Searches**  to display a list of previously-used searches

To Bookmark


- To add a bookmark, click the Bookmark tool .
- To view a list of bookmarks, click Bookmarks in the Navigation pane (usually below the Table of Contents.). Click a bookmark in the list to go to that page.
- To delete a bookmark, go to the marked page and click the Bookmark tool .

To Scroll

To scroll through the eText, use the **Next Page**  or **Previous Page**  buttons on the toolbar, or click the **Next Page** or **Previous Page** bar along the sides of the page.






To Highlight

- Click the **Highlight** tool  and drag to select the text to highlight.
- To show or hide highlights, click the **Highlight** tool drop-down arrow, and click the option.
- To delete a highlight, double-click it highlight and click the "X" button on the top right-hand corner.
- To resize a highlight, double-click and drag to your desired size.

(Highlights inserted by an instructor display in a different color from highlights inserted by the student.)

To Add Notes

- To add a note, click the **Note** tool , then click on the eText where you want to insert the note, and type. Click Save to save the note; click Close to Close it; click Edit to edit it or to delete it.
- To show or hide notes, click the **Note** tool , drop-down arrow, and click the option.
- To delete a note, double-click it, click Edit and then click Delete.
- To view a list of notes, click Notes in the Navigation pane (usually below the Table of Contents.). Click a note in the list to go to that page.
- Use the Notes Manager to search for a note, export a note to your desktop, or print your notes. Click the **Note** tool , drop-down arrow and click Open Notes Manager,

To Print

1. Display the page you want to print.
2. Click **Print** on the menu bar in the upper-right of the eText window.
3. Select Print options.
4. Click **Print**

Using the Interactive eText Features

- Click a highlighted key term to view the pop-up glossary.
- Click a Video Clip symbol to play a video.
- Click a File Icon symbol to open a data file.

Accessing the Help Program

1. Click **Help** on the menu bar in the upper-right corner of the course window. It is context sensitive, so opens to information about the current task. Use the Table of Contents or Search to locate different topics.

Setting Course Preferences

- Almost every aspect of the eCourse can be customized.
- For most teachers, the default options will work fine, but as you get more comfortable with the course, you may want to explore some of the ways you can customize it for your own needs.
- Keep in mind that most changes will only affect the current section; if you want to apply changes to multiple sections you need to customize the template.
- However, although some preferences can be applied to the template and all of its sections, many can only be applied to the template. That's why customizing the template before creating sections can save time.

Step 1: Access Course Preferences

To Access Course Preferences

1. Click **Preferences** in the upper right of the window, under the Home menu option. This opens the Preferences window with the General options displayed. For example, on this page you can change the time when activities are due.
2. In the list in the left pane, click a Preferences category. The ones you are most likely to want to use are:
 - Grading, which has preferences such as the threshold score for passing and whether to use percentage grades or raw scores.
 - Activities, which lets you set preferences for each specific type of activity, such as how many tries a student has, and the type of feedback that will display. There are also general Activity preferences such as when to move an activity from the student's To-Do list to the Completed list.
 - Course Tools, which lets you enable the tabs to display in Instructor and/or Student view. For example, this is where you can select to display the Communicate tab which provides access to the internal email program.
3. Select the preferences you want.
4. Click Save Preferences.

5. Repeat steps 2-4 to set preferences in other categories.
6. Click a tab such as Today's View or Course Materials to exit the Preferences window.

Exiting the Course

To Sign Out

1. Click **Sign out** on the menu bar in the upper-right of the course window.

To Return to the Program Administration Window

1. Click **Home** on the menu bar in the upper-right of the course window.

To Display the My Courses and Testbanks Page

1. Click **Home** on the menu bar in the upper-right of the course window to display the Program Administration Window.
2. Click View All Programs in the upper left of the window.

Other Administration Tasks

The Program Administration page has tabs for Users, Enrollments, and Reports.

1. Use the information on the Users tab to view a list of students, teachers, or both enrolled in the course.
2. Use the information on the Enrollments tab to view students and teachers enrolled in specific sections, and to move them from one section to another. Note that existing grades may not move with the students.
3. Use the Reports tab to run reports that include students from multiple sections. For example, you can run a Usage Report to see how many times each student has logged in and how much time he or she has spent in the course. You can run an Activity Report to see grades and time on task for specific activities or for specific students.
 - ✦ Note, similar reports are available within each section. The difference is that from Program Administration you can include students from any section.

Checking System Requirements

1. Go to www.pearsoncustom.com/us/MsOffice2013.
2. Under Login, click "Click Here".
3. On the left side of the window, click System and Browser Requirements.