



Pearson

MyLab IT for Microsoft Office Student Guide

Contents

<u>Accessibility information</u>	2
<u>MyLab IT recommended browser settings</u>	2
<u>How to register</u>	2
<u>Pearson Support</u>	2
<u>Online Help</u>	2
<u>Course Overview</u>	3
<u>Course Menu / Left Navigation</u>	3
<u>MyLab IT Course Menu Items</u>	3
<u>eText</u>	4
<u>Simulation Activities</u>	4
<u>Grader Activities</u>	7
<u>Showcase your skills</u>	8
<u>MyLab IT Open Badges</u>	9
<u>MOS or IC3 Certification</u>	10

Accessibility information

Pearson is committed to providing barrier-free, accessible learning in introductory-level Computer Concepts and Microsoft Office Applications courseware. Read our [MyLab IT Accessibility Statement](#) to learn more.

MyLab IT recommended browser settings

Before you begin coursework, view the [System Requirements](#) for MyLab IT, as each computer or workstation running MyLab IT must meet a specific set of minimum system requirements. If you encounter issues displaying content in MyLab IT also review the [Recommended Settings](#).

How to register

MyLab IT may be integrated with your school's Learning Management System (LMS). If your instructor provided you with specific MyLab IT registration instructions, please follow those and disregard this section of the guide.

- Registration instructions for [MyLab IT with Canvas](#)
- Registration instructions for [MyLab IT with Blackboard](#)
- Registration instructions for [MyLab IT with Brightspace by D2L](#)
- Registration instructions for [MyLab IT with Moodle](#)
- Registration instructions for [MyLab IT with no LMS](#)

Pearson Support

Pearson offers technical support 24/7. You can connect with Pearson Support for assistance with registration, signing in, browser settings, other system requirements, and general technical issues with your course or account. Bookmark the [Pearson Support](#) site for easy and quick reference.

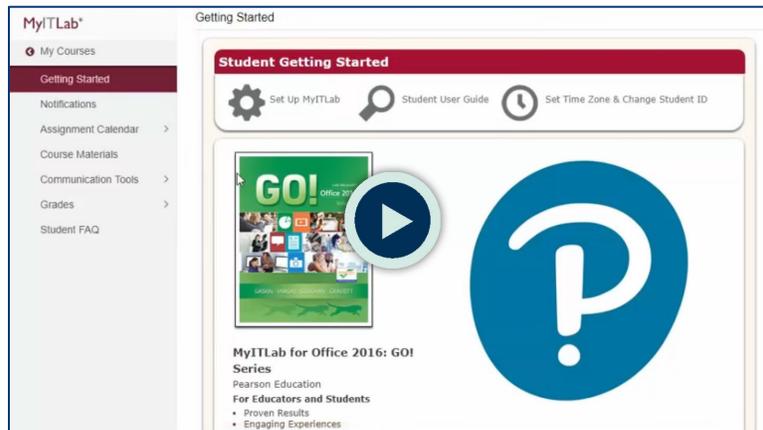
Online Help

In addition to the resources found within this student guide, there is also [searchable online student help](#) for more in depth step-by-step instructions. You can access this help documentation anytime by selecting the question mark icon in the upper right-hand corner of your MyLab IT course.



Course Overview

[Getting started with MyLab IT video.](#)



Course Menu / Left Navigation

The major components of your course are accessed from the [Course Menu](#) on the left side of the screen. When you select an item from the course menu, the menu collapses to show only those specific menu items to reduce scrolling. Selecting Main Menu will return the full course menu.

MyLab IT Course Menu Items

The primary course components that you will use often are:

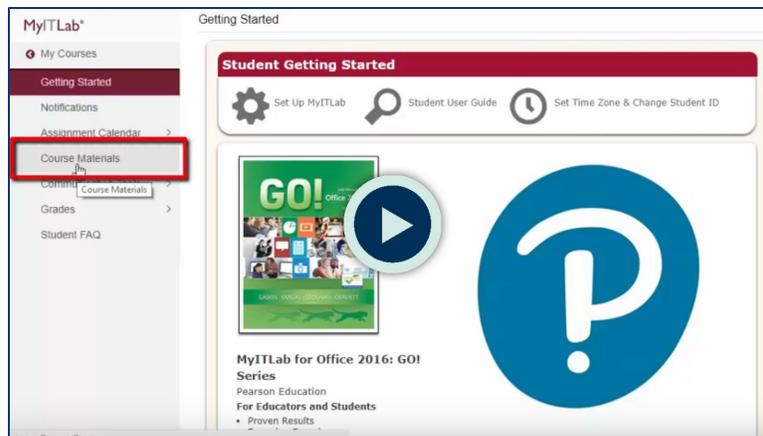
- [Getting Started](#) is the first page when you login to a course. It has several useful components to help you get started.
- [Notifications](#) allows you to review instructor comments, view new grades, check on unread discussion and check on your progress.
- [Assignment Calendar](#) allows you to view and access all the activities your instructor has assigned to you. Use it to keep track of assignments and their due dates.

[Assignment calendar overview video.](#)



- [Course Materials](#) includes all course materials.

[Course materials overview video.](#)



- [Grades](#) includes scores for completed work.

eText

Access to your [Pearson eText](#) may be included in the Course Materials folder structure of your MyLab IT course.

Simulation Activities

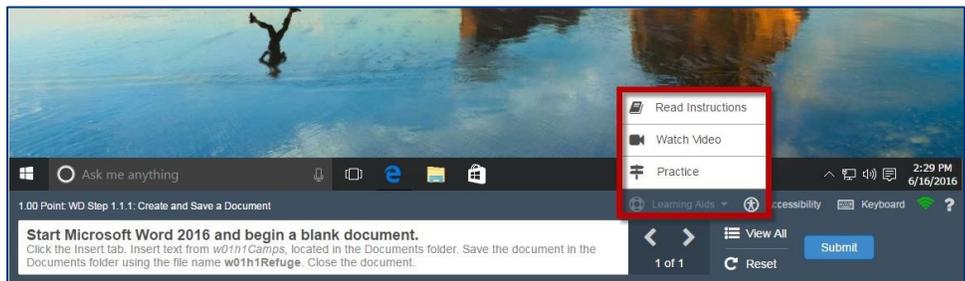
Simulation activities are cloud-based, high-fidelity HTML5 Microsoft Office simulations. They provide realistic training and assessment, so you can practice Microsoft Office application skills using multiple methods of completion.

[How to complete a simulation video.](#)

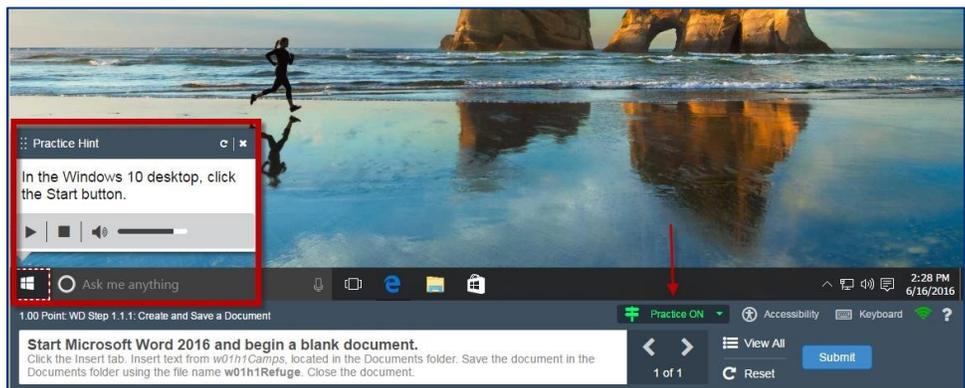
Name	Score	Total Time (h:mm)	Attempts	Last Attempt	Status
Word Chapter 1: eText (Volume 1)					Viewed
Word Chapter 1: Audio PowerPoint Presentation					Not viewed
Word Chapter 1: End of Chapter Quiz	66.7%	00:01	1	6/15/2017	Not passed
Word Chapter 1: Simulation Training (Projects A and B)	--	--	--	--	In Progress
Word Chapter 1: Simulation Exam (Projects A and B)	--	--	--	--	Not started
Word Chapter 1: Project 10: Educational Website (Homework)	88.9%	00:00	1	6/15/2017	Passed

Simulation Learning Aids (Training Activities Only)

With Simulation Training activities, you can use Learning Aids as you work through the simulation such as Read, Watch, and Practice for just-in-time remediation of any skill.

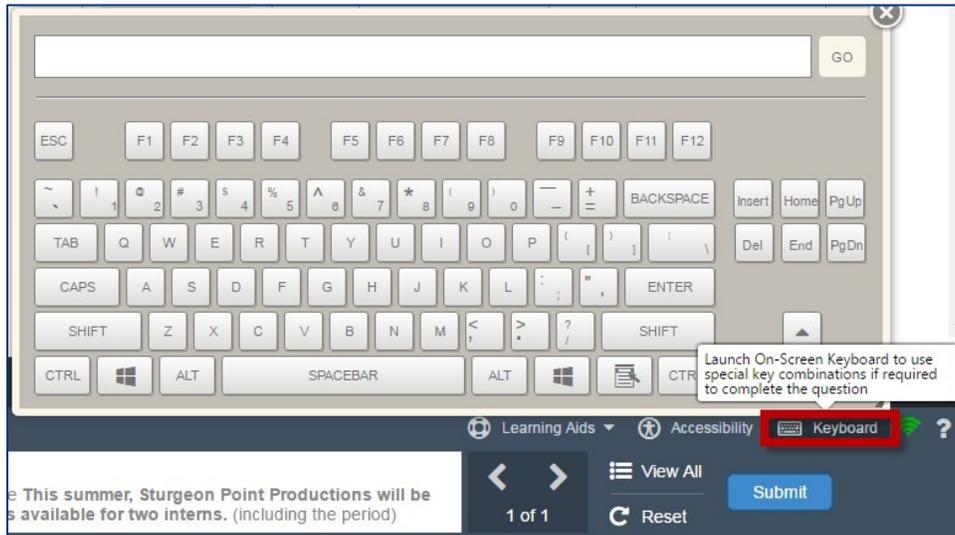


- **Read**- Opens the eText to the page the material is covered. This is a great option if you prefer to read and look up the source material directly related to the task at hand.
- **Watch**- Opens a video scripted directly from the textbook authors that will show you how to progress through the task. These videos include highlighting, close captioning, resizing, and other features to make it easily accessible if you prefer to learn visually.
- **Practice**- Opens a guided walk-through of the task in a no-risk environment. When you activate this learning aid, a practice tool opens as a pop-up to assist you before you try the task again on your own.

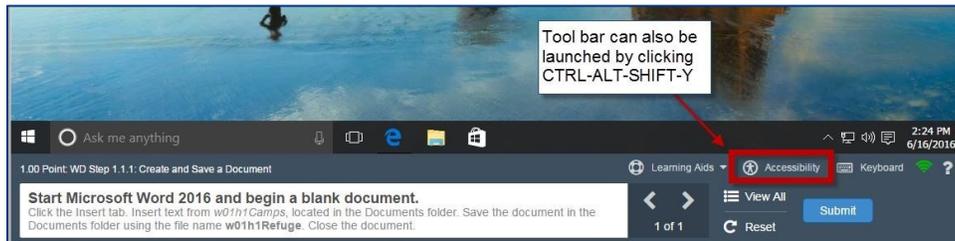


Simulation Activity Features (Training and Exam)

The MyLab IT **Virtual Keyboard** is available in both training and exam simulations and designed to ensure that every user is able to complete simulation activities. Removing barriers, this keyboard allows for users with non-PC hardware (such as a Mac computer) or students with disabilities to enjoy the same user experience.



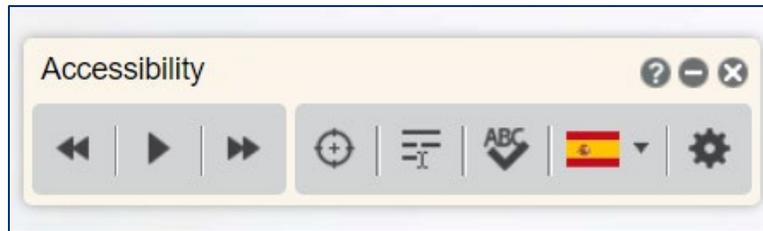
The MyLab IT **embedded screen reader** offers increased accessibility. The simulation text and screen reader can also be translated into five languages: Spanish, French, Arabic, Chinese, and Japanese.



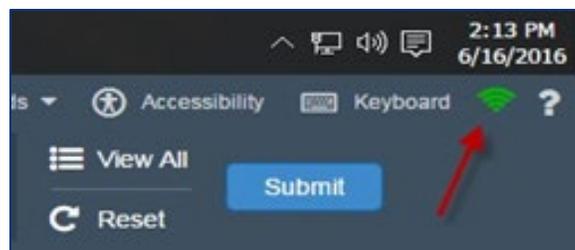
There are multiple features of the accessibility tool bar including:

- **Audio Control**- This feature will allow you to pause, rewind, and advance the text on the screen as you select on different components of the simulation
- **Select Navigate**- You can select an icon or a button on the simulation and a voice will announce what you selected on
- **Speak Selection**- You can highlight the text you wish to be repeated back in an auditory format
- **Spell Selection**- You can have the audio guide spell out different text on the screen in the simulated environment

- **Translation-** You can activate the translation feature, which will change the Microsoft Ribbon, MyLab IT toolbar, and audio to different languages available. New languages are being added periodically, so please check within MyLab IT to discover the latest ones available.
- **Adjust Settings-** You can use this portion of the accessibility toolbar to change the voice available (male or female) and adjust the speed at which the computer speaks. You can also adjust the tracking settings available. The Accessibility Toolbar can also be used with a variety of keyboard shortcuts to further increase access to this great feature.



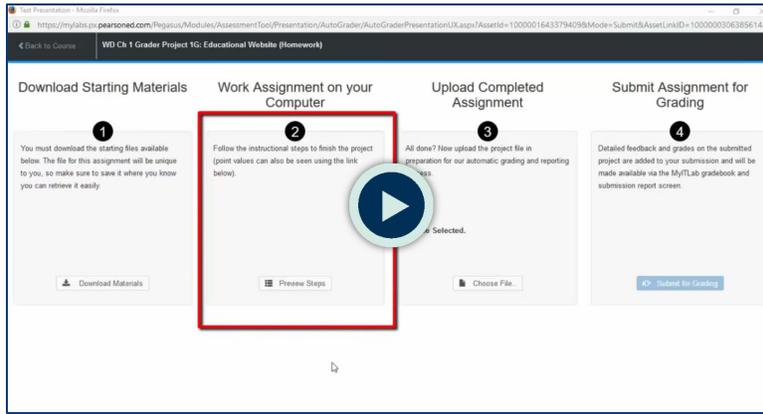
The **simulation bandwidth meter** gives users a measurement of the strength for your connection in terms of running the simulation upon launch.



Grader Activities

Grader activities are completed live in Microsoft Word, Excel, PowerPoint, and Access. You will submit projects for immediate grading by the MyLab IT grading engine. There are four steps to complete a grader activity.

[How to complete grader activities video.](#)

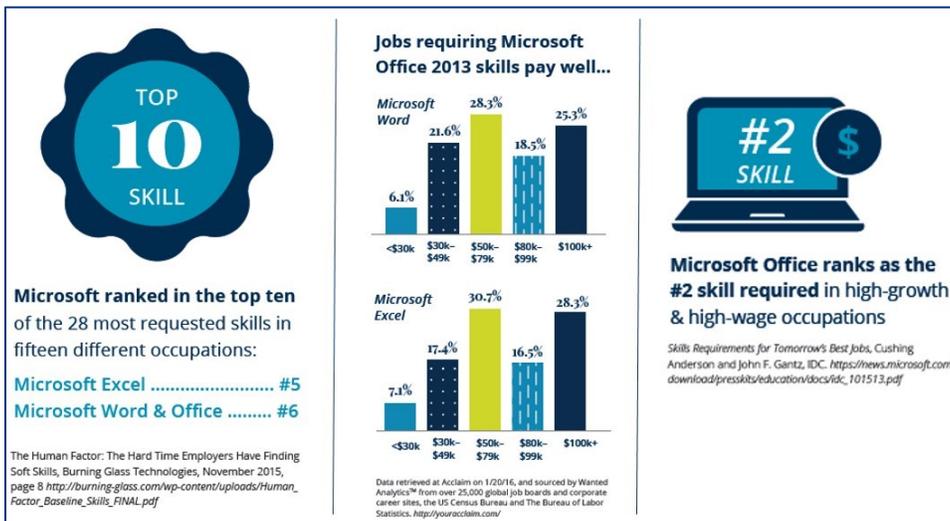


- Download Starting Materials
- Work Assignment on Your Computer
- Upload Completed Assignment
- Submit Assignment for Grading

When you download the Grader Project Start File, Submitted File, and Live Comments File, Grader will automatically inject your Last Name into the file name. This will make it easy to identify the correct file to use in cases where you are working in an open campus lab environment where several start files exist in the downloads folder of a shared computer.

Showcase your skills

Burning Glass research tells us that Microsoft Excel and Word are the #5 and #6 most requested skills from potential job candidates. The skills you learn in your MyLab IT course can play an important role in getting a job or making progress in a job that you already have.



MyLab IT provides you with the learning tools to help you become proficient in these skills with book specific simulations and live-in-the-application grader projects, but how can you showcase and provide employers evidence of these skills?

MyLab IT Open Badges



Badging is web-enabled, verifiable proof of certain Microsoft Office and IC3 skills that could help you get and retain a job. With MyLab IT Open Badging, you can earn badges and share your achievements with current/future employers via LinkedIn™, Facebook™, Twitter™, and other social and professional networking sites. The meta-data contained in each badge also contributes to key word searches employers might conduct when looking for potential candidates with certain skills sets.

When you claim your badge, you also gain access to valuable Labor Market Insights, a powerful resource for you as you seek to become a part of the professional world. These insights provide you information such as active job postings requiring these skills, the locations where these skills are most in demand, the top employers hiring individuals who have these skills and more. You can even link directly to related job postings and apply for positions immediately!

You earn a badge when you score 90% or above on an assigned Application Capstone Grader Project in MyLab IT.

MOS or IC3 Certification

What better way to show evidence of skills than to become certified. When you earn a badge, by scoring 90% or above on an assigned Capstone Grader Project, you also earn the ability to purchase MOS and IC3 certification vouchers from Certiport at a 50% discount.