

MyDevelopmentLab CourseCompass™
Where human development comes to life!

Accessing MyDevelopmentLab CourseCompass™



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Welcome to MyDevelopmentLab CourseCompass!



MyDevelopmentLab is an interactive and instructive multimedia resource for both students and instructors. Each MyDevelopmentLab online course contains an online version of the textbook, plus simulations, animations, video and audio clips, and assessment features that reinforce the concepts in the book.

MyDevelopmentLab was created in order to help students save time and succeed in the classroom. By integrating academic content with additional features that are meaningful to students, they can learn important concepts more rapidly. Students can become engaged in the learning process through the use of multimedia, which will lead to better scores on tests and assignments.

MyDevelopmentLab is powered by CourseCompass™, Pearson Education's course management platform.

Welcome to MyDevelopmentLab CourseCompass!

What do I need?

We've made it easy for you to enhance your teaching with online materials! All teaching resources, such as the text test item file, digitized Instructor's Manual, PowerPoint® lectures, electronic transparencies, class grade book and other helpful tools are all aggregated in an instructor-only area of MyDevelopmentLab CourseCompass. MyDevelopmentLab CourseCompass is a turn-key solution; you can spend as much or as little time as you would like setting up your MyDevelopmentLab CourseCompass course. Our content is pre-loaded, fully customizable and ready to use in as little as five minutes. If you can send an email with an attachment, you possess the skill set to custom-tailor MyDevelopmentLab CourseCompass to fit your course.

To use MyDevelopmentLab CourseCompass, you and your students will need a computer with an Internet connection and a web browser, such as Microsoft® Internet Explorer or Netscape® Navigator. CourseCompass is easy to use, and contains powerful Blackboard™ features for teaching and learning.

- No one at your academic institution needs to set up or maintain CourseCompass. Yet CourseCompass is accessible day and night, on campus

or off.

- Simply go online to register as an instructor, then log in and select a set of ready-made MyDevelopmentLab materials to create your very own online CourseCompass course.
- You can customize this course as little or as much as you like. Either way, you will be providing your students with an engaging learning experience in their course of study.
- When you are ready to teach with your online course, you make it available for student enrollment by clicking the Adopt button. Students can then use a similar MyDevelopmentLab student access code card (available bundled with their textbook) to register and enroll in your online course.

Step 1. Registering for MyDevelopmentLab with CourseCompass

Note You need to register as a CourseCompass instructor only once, although each time you want to use CourseCompass you must log in.

To register:

1. Go to <http://www.mydevelopmentlab.com>

Note Students also register for your MyDevelopmentLab online CourseCompass course by going to <http://www.mydevelopmentlab.com>.

2. Click **Instructors** under First-time users
3. Click **Register**
4. Enter the instructor access code
5. Follow the on-screen instructions to complete registration

If you need help at any time during registration, click the Need Help? icon

Tip: By registering for MyDevelopmentLab CourseCompass, you will receive access to additional online products such as Research Navigator and the Psychology Tutor Center.

Step 2. Logging in to CourseCompass

Once you have registered, you can log in:

1. Click the **Log in now!** button on the Registration Confirmation and Summary page (at the end of registration) or go to <http://www.mydevelopmentlab.com>, and click the **MyDevelopmentLab CourseCompass** button under Returning Users

Tip: You can add this location as a favorite or bookmark to your browser, making it easier for you to return to.

Note Students log in to your MyDevelopmentLab CourseCompass course by going to

<http://www.mydevelopmentlab.com>.

2. On the CourseCompass Log In page that appears, type in the login name and password that you created during registration.

Tip: If you ever forget your login name and password, you can click the *Forgot your login name/password?* link on the CourseCompass Log In page.

3. Click the **Log In** button.

A personalized Welcome page appears the first time you log in to CourseCompass. The next time you log in, your personal My CourseCompass page appears.

Step 3. Creating your first course

To create your MyDevelopmentLab course in CourseCompass, you need to select course materials and specify some information for the course. To select your set of MyDevelopmentLab online course materials:

1. From the Welcome page click the **Create a Course** button.

Tip: After you have created your first course, you create additional courses by clicking the *Create a Course* button from the My CourseCompass page.

2. Search by appropriate Author or Title.

3. On the Browse Course Materials page, click the **Select Course Material** button for the MyDevelopmentLab online course for your textbook.

4. On the Enter Course Information page, enter the course name, course description (i.e. Introductory Psychology) and end date in the appropriate fields.

Tip: By default, any course you create in CourseCompass is available for nine months. To modify these dates later, open your course and click the *Control Panel* button. In the *Course Options* area, click *Course Settings*, and then click *Course Dates*. Revise the dates and click *Submit*.

5. Click **Submit** to create your course.

CourseCompass displays a message that it is creating your course. Depending on the complexity of course materials that you choose, this time can vary from an hour to a business day.

Tip: You do not need to stay connected to the Internet while CourseCompass

creates your course.

6. Click the **Log Out Now** button to exit CourseCompass, or click the **Explore CourseCompass** button to continue working in CourseCompass.

When CourseCompass finishes creating your course, you will receive an email message. The next time you log in to CourseCompass, your course appears under *Courses you are previewing* on the My CourseCompass page.

Step 4. Enabling students to access your course

You can preview your course and spend as much time setting it up as you like. To enable students to access your online course, however, you must:

- **Adopt the course.** To adopt a course, click the Adopt button next to the course name on the My CourseCompass page. You can continue adding to or changing your course—for example, adding assignments or changing quiz availability—even after you adopt the course.
- **Communicate the course ID to your students.** When you create your course, CourseCompass automatically assigns it a unique course ID, usually consisting of your last name and five numbers. A sample course ID looks like this: Lee21754.

To find the course ID of your courses, click the Courses tab at the top of any CourseCompass page. Students need to enter this course ID when they register and enroll in your CourseCompass course. Students can also use the course ID to identify themselves as eligible for help from the Allyn & Bacon Tutor Center.

- **Order MyDevelopmentLab Student Access Code Cards** for the associated textbook that you are teaching with. Students purchasing new textbooks will receive a student access kit packaged with the textbook. Students purchasing used textbooks can purchase a standalone access code cards or purchase access online with a credit card during registration.

To order student access code cards for your bookstore, you can obtain the Student Access Code Cards ISBNs by clicking the Courses tab, or you can contact your Allyn & Bacon sales representative at <http://www.ablongman.com/relocator>.

You will need to order both of the following Student Access Code Card ISBNs:

- *Bundle* (Textbook and Student Access Code Card)---This option is the best value for your students.
- *Xpress* (Student Access Code Card)---This option is available for students who do not purchase a new textbook.

The ***student access code cards*** consists of a card with printed online registration instructions and a tab revealing a student access code. This code can only be used by one student.

Opening your course and checking its contents

Once you log in to CourseCompass, you can open your course and start setting it up to reflect your teaching preferences, known as **customizing** your course.

If you are new to online course management systems such as CourseCompass and are cautious about making changes to your preview course, that's okay. The preview course is a complete course, even if you don't make any changes to it. To determine if you want to customize your course, you need to open it and examine its contents.

Note: Some MyDevelopmentLab course resources may require a plug-in or player to view content in your web browser. To determine what plug-ins you need to install, go to <http://www.mydevelopmentlab.com>.

To open your course and view its contents:

1. Log in to the CourseCompass instructor website at <http://www.coursecompass.com> or click on the Log In button under the instructor title at <http://www.mydevelopmentlab.com> and select **Log in to MyDevelopmentLab CourseCompass**.
2. From the My CourseCompass page, click the name of the course you want to open.

Moving around in CourseCompass

When you log in to CourseCompass it opens to the My CourseCompass page. CourseCompass is organized by four tabs that appear at the top right of the page.

To move around in CourseCompass, you can:

- Click any link or button on a page
- Click any of the four main tabs: My CourseCompass, Courses, Services, or Research Navigator

Accessing the Control Panel

As an instructor, most of the tasks that you complete while setting up and managing your online courses are initiated from the Control Panel, which you can access from almost any content page in your course. CourseCompass pages that you access from the Control Panel are visible only to you, not to students.

To access the Control Panel for an individual course:

1. From the My CourseCompass page, click the course name.

2. Click the Control Panel button on the lower left. The Control Panel opens.

From the Control Panel, you can add a course syllabus, create course assignments, attach documents, make certain content available or unavailable to students, and more. To get a glimpse of MyDevelopmentLab course content that you may want to modify, click any of the following Control Panel links:

- [Assessment Manager](#), to view tests and the online gradebook and to edit, upload and create assessments. You can export assessments from your computer for reuse in another course. You can then import the assessment to the appropriate CourseCompass course. For more information, search for *importing* in the Instructor Help.
- [Announcements](#), to add information to be viewed by your students.
- [Instructor Resources](#), where you may find all of the Instructor Resources including PowerPoints, Instructor Resource Manuals, etc.
- [Chapter Contents](#), where most of the preloaded MyDevelopmentLab content appears.

Note: Should you choose not to customize any of the features of the MyDevelopmentLab course, your students will still have access to rich online content.

Using the Online Gradebook

As students enroll in your course, their names are automatically added to the online CourseCompass gradebook. You don't have to do any setup work to create the online gradebook for your course. As your course progresses, CourseCompass automatically scores and posts student grades associated with assessment questions that have defined answers, such as True/False and Multiple Choice tests.

You can manually enter grades for assessments that CourseCompass cannot automatically score, such as Short Answer/Essay questions, on the Spreadsheet View page of the online gradebook. You can also manually enter scores for grades associated with work completed outside CourseCompass.

For information on how to manually enter grades, search for spreadsheet view and then select Entering a grade in the Spreadsheet View in the Instructor Help. For more information on tasks related to the online gradebook, search for online gradebook in the Instructor Help Index.

Creating additional courses

After you have created your first CourseCompass course you can create additional

courses in a variety of ways. You can:

- Browse for available online course materials
- Search for available course materials by author or title
- Build a course from scratch
- Copy an existing course

To create another course after the first one: From the My CourseCompass page, click the **Create a Course** button.

For instructions on how to create additional courses, search for creating then course in the Instructor Help index.

Logging out of CourseCompass

When you are done working in CourseCompass you should end your session

To log out of CourseCompass:

Click **Log out** at the top right of the page.

Note: Avoid just closing the browser window (especially if you share a computer) as this may not end your CourseCompass session.

Search the online Help

Online Help is just a click away. This is the most comprehensive resource for CourseCompass information.

Click the **Help** icon at the top of any CourseCompass page.

To search on a particular topic, click **Index**, then either enter your keyword or scroll to select a topic from the list of available entries.

Note: Similarly, students can access their own version of online Help topics by clicking the Help icon at the top of any CourseCompass page.

Get guidance for common tasks by using “How Do I?”

If you have a question on a common CourseCompass instructor task, check the topics

listed in the **How Do I?** window. (You must be logged in and have created a course to view this resource.)

1. From most pages in your course, click the **How Do I?** button below the Control Panel button.

Another browser window opens, displaying links to common CourseCompass instructor tasks.

2. Click any link to display the steps for completing that task.

3. When you finish reading, close the window to return to CourseCompass and continue working.

Tip: Both you and your students can view a set of student How Do I? topics by clicking the How Do I? link in the Learning with CourseCompass module.

Print the instructor guide

Sometimes you just want to have printed information available for your reference. Using Adobe® Acrobat® Reader, you can download and print out the latest instructor guide in PDF format.

Note: If you don't have a copy of Adobe Acrobat Reader, you need to download and install this free viewer program before you can open the Instructor Quick Start Guide. To get Acrobat Reader, go to:
<http://www.adobe.com/products/acrobat/readstep2.html>.

To access the instructor guide:

- **From within CourseCompass on the My CourseCompass page:**

Click the link for the CourseCompass Instructor Quick Start Guide from the *How to Use CourseCompass* module.

- **From <http://www.coursecompass.com>:**

Click the Support tab, then click the link for the Instructor Quick Start Guide.

Note: Students can access a student guide by clicking the MyDevelopmentLab User's Guide link at <http://www.mydevelopmentlab.com>. Instructors can also access the student guide by clicking User's Guide and then clicking the link for the Student Guide.

Check out these websites

- <http://www.mydevelopmentlab.com>

To learn more about MyDevelopmentLab, including site requirements and an online tour.

- **<http://www.coursecompass.com>**

For information on new features, guidance in getting started, FAQs, other instructors' experience in using CourseCompass, and more.

Plug-Ins for Multimedia

MyDevelopmentLab requires users to undergo a one-time-only software installation process. The Announcements page features the *MyDevelopmentLab Installation Wizard*, which will walk you through the software required to successfully view MyDevelopmentLab.

Note: You must install all plug-ins before exploring your MyDevelopmentLab course.

Navigation

Navigation within your MyDevelopmentLab course is easy. Use the buttons on the left side of your screen to access the content. *The Control Panel* button is an instructor-only tool that allows you to customize (add, delete, modify and manipulate) the pre-loaded course content.

Multimedia Library

Each MyDevelopmentLab course has **Multimedia Library** that lists all the media elements that appear within the multimedia textbook. Searchable by chapter, topic, asset type, or a combination of the three, this Multimedia Library makes it easy for instructors and students to find assets. Once the asset is found, it can be previewed by clicking directly on the title.

Chapter-by-Chapter E-book

MyDevelopmentLab's chapter-by-chapter **E-book** offers contextually placed multimedia and page-by-page of the exact printed text.

Grade-Aid Study Guide

This free student workbook reinforces learning and extends the text's themes. Each chapter of the textbook is supported by "Before You Read" preview sections with chapter overviews and learning objectives. "As You Read" self-tests provide matching activities, fill-in-the-blank questions, essay questions, summary exercises, labeling activities, true/false questions, critical thinking questions, and term identifications. Figures and illustrations are integrated directly from the textbook to support visual learners. Finally, "After You Read" post-tests include term identifications, multiple choice questions, and essay questions for each chapter.

Research Navigator™

Research Navigator™ is the easiest way to start a research assignment or research paper. Research Navigator gives users access to three exclusive databases of credible and reliable source material:

EBSCO's ContentSelect Academic Journal Database, The New York Times Search by Subject Archive, and "Best of the Web" Link Library. Research Navigator helps students quickly and efficiently make the most of their research time and write better papers.

Psychology Tutor Center

The Tutor Center provides free, high-quality, one-on-one tutoring to students after instructor office hours. Qualified tutors answer questions from the publisher-authored material only. The Tutor Center is open when students study: late afternoons and evenings, 5pm to midnight EST, United States, Sunday night to Thursday during the school term. The center offers multiple channels for student-to-tutor contact—toll-free phone, email, fax and interactive Web access.

Glossary

The glossary from the textbook has been digitally converted for use over the Internet. When a user clicks on the term, an audio file will be heard that allows the user to hear the exact pronunciation of the word while the definition of the word is displayed and read. Art from the textbook is used to help define the term and help put the word in context with the course

Chapter Resources

Within each chapter of your MyDevelopmentLab course, students now have access to additional learning tools, such as structured assessments, an individualized study plan and a multimedia textbook.

Structured Assessments and Individualized Study Plan

MyDevelopmentLab provides students with multiple assessment opportunities within each chapter to reinforce concepts. This integrated quizzing and testing program, combined with our unique Individualized Study Plan, helps students focus attention and efforts where they're needed most.



Pre-test

A pre-test icon appears at each chapter level page. This icon prompts students to complete a pre-test before reading the chapter in order to gauge their prior knowledge of chapter content. Results from the pre-test will be stored in the students' individualized study plans.



Post-test

A post-test icon appears at each chapter level page. This icon prompts students to complete a chapter post-test after reading and reviewing the chapter content that will indicate a level of understanding for the chapter's material. Results from the post-test will be stored in the students' individualized study plan.



End of Chapter Exam

At the end of each chapter, students can take a chapter exam that covers all of the major topics covered in the chapter. The results of this test are reported directly to the CourseCompass gradebook for the instructor to view.

Study Plan

The results from the chapter pre-test and post-tests generate a customized study plan for each student, identifying their specific areas of weaknesses and strengths. The study plan is organized by chapter and major topic area. Each time a pre-test and/or post-test is taken, the study plan is instantly updated to indicate which topic areas need reviewing. This personalized study and review strategy allows students to track their progress in a topic and to prepare for the end-of-chapter test. This tool allows students to efficiently master the text and course material, save time studying, and perform better on exams.

Multimedia Textbook

A text-specific e-book that matches the exact layout of the printed textbook is included in your MyDevelopmentLab course. The e-book is broken down into major topics and contains multimedia icons in the margins, allowing students an innovative experience that expands beyond the traditional textbook. Contextually placed icons provide videos, audio clips, interactive activities and simulations designed to further illustrate key concepts and psychological principles.

Icons

Icons are located throughout the margins in the e-book and link to specific media assets. These media assets provide simulations, animations, video clips, audio explanations, activities and profiles of prominent psychologists in order to expand upon the key topics introduced in the text.



Simulate

At the center of the MyDevelopmentLab courses are highly interactive simulations that allow students to experience psychological phenomena and the process of research for themselves.



Watch

Watch icons appear throughout the e-book. These icons link to relevant and interesting video clips that supplement a topic being covered in the textbook.



Explore

An Explore icon is a non-interactive activity that allows users to gain more knowledge of major topics in the book by reinforcing key concepts taught in the text.



Listen

Additional key concepts are explored with audio notes that help clarify important concepts that often cause confusion for students.



Biography

Biographies contain a photograph and brief summary of well-known psychologists.



Practice

Located within the e-book, Practice Tests provide reinforcement of key concepts in the context of the book. These Practice Tests are not graded and provide students with an opportunity for self-study.

Instructor Resources

Instructor teaching and testing resources are aggregated in one convenient place for you. By using the Control Panel button, you will be able to customize, add your own original material, or delete any unwanted content.

To locate instructor resources:

- Open your MyDevelopmentLab course by clicking its name on the left.
- Click Control Panel on the left (only instructors have access to this button).
- Click the link to the resource of your choice.

Students and MyDevelopmentLab

When you are ready to teach with your MyDevelopmentLab online CourseCompass course, you must click the Adopt button next to the course name. As students enroll, their name will appear in your CourseCompass gradebook for that course.

To enroll in your MyDevelopmentLab course, students register online. To complete registration, students need:

- MyDevelopmentLab student access code card
- Course ID number that is generated when you created your MyDevelopmentLab course. The Course ID number is found under the Courses tab and under the Course ID of the course (example: professor12409).

Student access code cards are FREE when bundled with new Allyn & Bacon introductory psychology textbooks; contact your local Publisher's Representative for the ordering ISBN to have the MyDevelopmentLab access code packaged with your particular textbook. Alternatively, students can also purchase an access code online

Technical Support

If you or your students need more help with your MyDevelopmentLab course or its contents, please contact Tech Support at 1-800-677-6337 (Monday-Friday, 9AM to 6PM EST, U.S.).

Additional Information and a complete user's guide are available online at www.mydevelopmentlab.com.