



Once you have your course set up, you will want to quickly dive in to mybizlab. To assist you, we have created a list of the **HotTips** that will be of interest to you as an Instructor using mybizlab.

- When you first enter your course, the **Today's View** screen is displayed as the default screen. **Today's View** includes two main areas:
  - 1) **Notifications**: The Notifications area on the left includes five sections – Welcome Message, Announcements, To Do, Alerts, and Performance -- which are all customizable.
  - 2) **Calendar**: The Calendar area provides a quick snapshot of assignments, by date.
- In **Course Content** you can manage assets (Pre-test, Post-tests, tests and quizzes) for your course. You can toggle between the Instructor view and the Student view. You can exactly see how the **Course Content** is displayed for the students by clicking on the  button. To switch back click on the  button. Course Content includes:
  - 1) **Add from Content from Library**: This tab displays the split view consisting of both the **Content Library** and **My Course** screens. From this view you can add selected content from the **Content Library to My Course**. The **My Course** window displays a snapshot of what students see in their **Course Content** window.
  - 2) **Organize Content**: This tab displays an advanced view of **My Course**, from which you can create notes and further customize the **Course Content** view for students.
  - 3) **Assign Content**: This tab displays the split view of **My Course** and **Calendar**. From this view you can assign content items to a specific date in the **Calendar**.
  - 4) **Organize Calendar**: This tab displays a split view of Calendar and My Course. From this tab, you can view assignments that have due dates, set the order of the assignments, and move assignments from one date to another.
  - 5) **Manage Question Library**: This tab displays a view of the Question Library. From this view, you can manage the questions used in your course
- The **Content Library** displays a list of course contents, which can be folders, activities/assignments, study plans, discussion topics, links, files, or pages. It provides you with advanced options for managing and organizing your content resources.
- In the Content Library, mybizlab content is organized in the same way as the book's Table of Contents.
- Content in the **My Course** area [left side of instructor view] is **what your students will see when they enter the course**.
- To add content from the Content Library to My Course:
  - From Course Content, select Add Content from Library
  - From the Content Library on the left select the content you want to add. Note that you can add an entire folder or open the folder to add assets within a folder.
  - Click Add.
  - The selected content is added after the last item in My Course

- All content should be added to the **Content Library** by default. In general, only Folders should be added directly to **My Course**. It is recommended that you create a new folder in the **Content Library** and add all of your original materials and assignments to that folder. This will help you find and assign this content to your course.
- Note that all content created in the **Content Library** is available to all course sections within your program.
- You manage course assets in the **Course Content** tool, which provides access to the main repositories for your course content:
  - Content Library – main repository that contains content assets; is available from **Add Content from Library** screen
  - Question Library – contains only question assets; is available from **Manage Question Library** screen.
- You can upload files up to 10MB to mybizlab. If you need to include larger files in your course, consider posting them to a Web site and adding links in your course to point to those files.
- You can upload images that are up to a maximum width of 500 pixels and a maximum height of 325 pixels.
- The mybizlab upgrade for 2009 courses includes functionality, called **Content Sharing** that will allow users to share content in mybizlab. There are two levels of **Content Sharing**:
  - **Copy Content Between Courses (Instructor/TA level)**
    - An individual instructor can share content between sections, and from term to term. If an instructor makes changes to one section it can easily be shared with all sections. Content can be copied between any courses in which he/she is enrolled.
  - **Product Shared Library:**
    - This is a shared library that is posted by the Pearson product team and is available to all users. It is maintained by the publisher and cannot be modified.
    - Allows product team to release updated content throughout the term.
- The gradebook allows you to evaluate a wide range of student and class data. In addition to reviewing and updating student grades and submissions you can also:
  - Customize the gradebook columns
  - Ease manual grading by creating a folder of common errors, which you can use when grading essay questions
  - Generate and download performance reports
- Grades for the **instructor's student account** will be listed as **\_Student, \_Student** . Your grades will appear in the Gradebook, but will NOT be included in the Reports, as they may skew the results.
- The **Manage Roster** feature enables Instructors to export and edit student rosters, edit grades, grant and deny access to courses, and manage course enrollments for Students, Teaching Assistants, and even Instructors. The instructor can perform actions to manage users within the course. The Instructor can create users and also invite users to the course.
- To track a student's performance, use the **Reports** tool to generate reports for activities and Study Plans. You can also generate Frequency Analysis Reports to track the frequency of questions used in an activity.

**Need more than a HotTip?** See the **Instructor Getting Started Guide** or contact one of the support services below:

Start by searching our Online Knowledge Base to find an answer to your question!

1. Start by searching our [Online Knowledge Base](#) to find an answer to your question!
2. Can't find your answer? Our mybizlab Support team is ready to help. You can contact Product Support via one of three methods:
3. [Help Request Form](#)  
Submit your Support request via our online Help request form.

#### [Chat with a Support Representative](#)

Note: You first have to log in or create an account before you start a chat session.

#### **Call Product Support**

Toll Free (888) 433-8435

*Phone Support is available:*

Monday through Friday, 8AM to 8PM EST\*

Sunday, 5PM to 11:59 PM EST

*Chat support is available:*

Monday through Thursday, 8AM to 11PM EST\*

Friday, 8AM to 8PM EST\*

Sunday, 5PM to 11:59 PM EST