



CourseCompass™

**Getting Started with
MySkillsLab™ 2.0**
Online CourseCompass Course



INSTRUCTOR EDITION



CourseCompass™

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Welcome to MySkillsLab 2.0 and CourseCompass!

MySkillsLab™ offers instructors and students access to premium online content for developmental reading and developmental writing. CourseCompass is easy to use, and contains powerful Blackboard™ features for teaching and learning.

We've made it easy for you to enhance your teaching with online materials!

- 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 MySkillsLab 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 MySkillsLab student starter kit (available bundled with purchase of their new textbook) to register and enroll in your online course.

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Getting Started with MySkillsLab and CourseCompass

What do I need? To use MySkillsLab with 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.

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Step 1. Registering for MySkillsLab and 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 www.myskillslab.com and click the **Register** button for instructors.



Note Students also register for your MySkillsLab CourseCompass course by going to www.myskillslab.com.

2. Select **Register for MySkillsLab in CourseCompass**.
3. Follow the on-screen instructions to complete registration. When asked for an access code, enter the instructor code provided on the first page of this guide.


If you need help during registration, click the [Need help?](#) link.



Tip By registering for MySkillsLab/CourseCompass, you will receive access to additional online products, such as Research Navigator and the English Tutor Center.

Step 2. Logging into CourseCompass

Once you have registered, you can log in:

1. Click the  button on the Confirmation & Summary page (only available at the end of registration).

OR

From now on, go to www.myskillslab.com* and click the **Log In** button for instructors and select **Log In to MySkillsLab in CourseCompass**.

**You can add this location as a favorite or bookmark to your browser, making it easier for you to return to. You and your students can also log in from www.coursecompass.com.*

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



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.



Note Students log into your MySkillsLab CourseCompass course by going to www.myskillslab.com.

Step 3. Creating your MySkillsLab course

To create a MySkillsLab course in CourseCompass, you need to select course materials and specify some information for the course.

To select your set of MySkillsLab online course materials:

1. From the My CourseCompass page, click the **Create or Copy a Course** button.
2. Search for the MySkillsLab course materials. (You can also browse by discipline to generate a list of available courses.)
3. On the Browse Course Materials page, locate the MySkillsLab course you will use and click **Select Course Material** to create your personal MySkillsLab online course.



Note *More than one set of online course materials may be available for MySkillsLab. Be sure the materials you select are for the version of MySkillsLab you wish to use.*

4. On the Enter Course Information page, make note of the **Course ID** provided. You need to give this course ID to your students so they can register and enroll in your course. (The course ID will also be emailed to you when the course is ready.)
5. Enter a course name (e.g., Composition 101), course description and adjust the course end date if you wish. The course end date dictates how long your students will be able to access your course.



Tip *You may want to set the course end date a month or so after the last day of class to give students time to complete make-up work. You can modify your course end date at any time by clicking the Courses tab, clicking the Course Settings button next to your course, and clicking Course Dates.*

6. 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 a few minutes to a business day.



Tip *You do not need to stay connected to the Internet while CourseCompass creates your course.*

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

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

Step 4. Enabling students to access your course

To enable students to register and enroll in your online course you must:

- **Adopt the course.** To adopt a course, click the **Adopt** button next to the course name on the My CourseCompass page. After you adopt the course, its course name appears under *Courses you are teaching* 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.

- **Give the course ID to your students.** When you create your course, CourseCompass assigns it a unique course ID, consisting of your last name and a series of numbers (e.g., Lee21754).

You need to communicate this course ID to the students in your class so they can register and enroll in your course. Your course ID was sent to you in the notification email you received when your course was created. You can also locate your course ID by logging into CourseCompass and clicking the Courses tab.

- **Order MySkillsLab Student Starter Kits.** The *MySkillsLab Student Starter Kit* includes an access code that is required for student registration. You have two options for ordering student starter kits:
 - **Bundle** (textbook + starter kit): This option is the best value for your students. It includes a new textbook packaged with the MySkillsLab Student Starter Kit at no additional cost over the price of the book.
 - **Standalone** (starter kit only): This option is available for students who need to purchase access to MySkillsLab separately from their textbook.

The **student starter kit** consists of a card with registration instructions and a pull-tab revealing a student access code. This code can only be used by one student.



For more information about bookstore ordering, click the Getting Started tab on the CourseCompass website at www.coursecompass.com.



Note Students who do not have a starter kit with an access code can still register and enroll in your MySkillsLab course using a credit card. From www.myskillslab.com, they can click the **Register** button for students and follow the on-screen instructions to purchase access online.

To find the ISBN for the textbook bundle or standalone starter kit you wish to order, visit www.myskillslab.com/ and click **Books with MySkillsLab** or contact your Allyn & Bacon/Longman sales representative. You can look up your local representative by going to www.ablongman.com and clicking the Instructor Support tab.



Working inCourseCompass

After you register and create a course using available course materials, you can get a bit more acquainted with CourseCompass features. If you are ever unsure of how to proceed, see “For more information” on page 10.

For this information	See page
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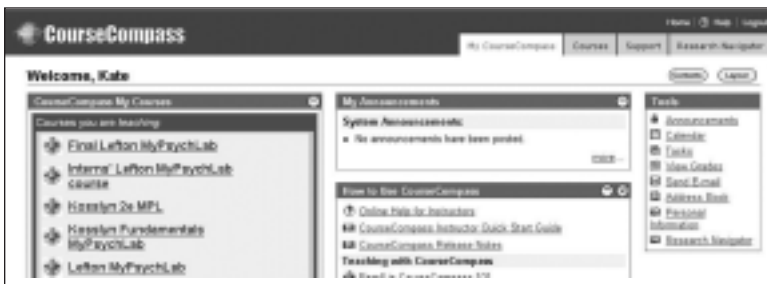
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Opening your course and checking its contents

Once you log into 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 course, that’s okay. The 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.

To open your course and view its available contents:




Click here to open your course.

1. Log into CourseCompass from www.myskillslab.com (or www.coursecompass.com).

2. From the My CourseCompass page, click the name of the course you want to open.
3. To explore course contents and features for this course, click any of the navigation buttons on the left.



Note Some preloaded tests in your course may be set to be taken by students only once. For information on previewing and modifying assessments (including setting availability and the number of attempts allowed), click  **Help** at the top right to access Instructor Help.



Note Some MySkillsLab 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 the Announcements page of your course and click the Browser Tuneup link.

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

- [Assessment/Test Manager](#), to preview tests associated with your online course and to modify, import, export, or remove assessments.



For more information on assessing student work in your course, click  **Help** at the top right to access Instructor Help.

- [Announcements](#), to add course announcements to be viewed by your students.
- Any other content in the course that you choose to modify.



Note *Should you choose not to customize any of the features of the MySkillsLab 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 won'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.


Logging out of CourseCompass


Click **Logout** to end your CourseCompass session 



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.

For more information

You can consult any of the following resources:

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Get guidance for common tasks by using “How Do I?”	10
Print the instructor guide.....	11
Check out these websites.....	11
Contact Product Support.....	11




Search the online Help

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

➤ Click  **Help** at the top right of any CourseCompass page.

Click here anytime for help



 **Note** Similarly, students can access their own version of online Help topics by clicking 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.


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 (instructors may need to add this module to their My CourseCompass page).

Print the instructor guide

Using Adobe® Reader®, you can download and print out the latest CourseCompass instructor guide.



Note *If you don't have a copy of Adobe Reader, you need to download and install this free viewer program before you can open this guide. To get Adobe Reader, go to: www.adobe.com.*

To access the CourseCompass instructor guide:

- **From www.coursecompass.com:**
Click the Support tab, then click the link for the [Instructor Quick Start Guide](#). (You can also access the CourseCompass Student Quick Start Guide from here.)
- **From within CourseCompass on the My CourseCompass page:**
Click the link for the [Instructor Quick Start Guide](#).



Note *Both instructors and students can access a MySkillsLab student guide by clicking the [User's Guide](#) link at www.myskillslab.com.*

Check out these websites

- **<http://www.myskillslab.com>**
To learn more about MySkillsLab, including site requirements and an online tour.
- **<http://www.coursecompass.com>**
For new feature, FAQ, and support information, as well as an instructional online tour.

Contact Product Support

The CourseCompass Product Support Team is available weekdays from 9 AM to 6 PM, Eastern time (U.S. and Canada).

Instructors can contact Product Support by:

- Clicking the Product Support form link on the Support page or in the Support module on the My CourseCompass page
- Calling 1-800-677-6337



Welcome to MySkillsLab 2.0!

MySkillsLab is the only online resource students need to develop their reading and writing skills. Here, students can sharpen their writing skills using Writing Voyage and improve their reading skills with Reading Roadtrip. Students will also find help with vocabulary, study skills, and research, and have access to a bank of thousands of grammar exercises. MySkillsLab offers the best online resources for developing readers and writers, all in one easy-to-use site. MySkillsLab is an incredible value for your students—we'll provide them with access at no additional cost when they purchase a participating new Longman Developmental English textbook.

MySkillsLab is appropriate for use in any developmental reading or writing program.

MySkillsLab was created in order to help students save time and succeed in the classroom. The collection of resources in MySkillsLab is designed for students to hone their reading and writing skills on their own or in conjunction with your assignments.

MySkillsLab saves instructors time. MySkillsLab is a turn-key solution. You can spend as much or as little time as you would like setting up your MySkillsLab 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 MySkillsLab to fit your course.

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



Getting Started

Once you have registered in CourseCompass and created your MySkillsLab course, you are ready to begin exploring what MySkillsLab offers you and your students!

Plug-Ins for Multimedia

MySkillsLab requires users to undergo a one-time-only software installation process. The Announcements page features the *MySkillsLab Browser Tuneup* which will walk you through the software required to successfully view MySkillsLab.



NOTE: You must install all plug-ins before exploring your MySkillsLab course.





MySkillsLab 2.0 Resources

Reading Diagnostics

For Reading Road Trip 4.0 level placement

Are you a Traveler or an Explorer? Perhaps you're even an Adventurer! Find out your reading-level by taking this twenty-four question diagnostic, which will test six different levels of proficiency in reading:

- Vocabulary in Context
- Main Idea / Supporting Idea
- Author's Purpose and Tone
- Inferences
- Critical Thinking
- Study Skills



Not only will you learn your strengths and weaknesses by taking this test, but you will also find out if you're a Traveler (beginner level), Explorer (intermediate level), or Adventurer (advanced level). Afterwards, you'll be able to use this information to start your own Reading Road Trip. Good luck, and have fun!

Reading Road Trip 4.0

With the Reading Road Trip activities you can take a tour of sixteen cities and landmarks throughout the United States, with each of the sixteen modules corresponding to a reading or study skill.

The topics include

- main idea,
- vocabulary,
- understanding patterns of organization,
- thinking critically,
- reading rate,
- note-taking and highlighting,
- graphics and visual aids, and more.

Also, if you need to determine your reading skill level, you should begin your road-trip by taking a diagnostic that will provide you with immediate feedback, which will then guide you to specific lessons for additional help. To take the reading-level test now, click the link marked "Diagnostics," which is located on the navigation bar on the left-hand side of your screen.



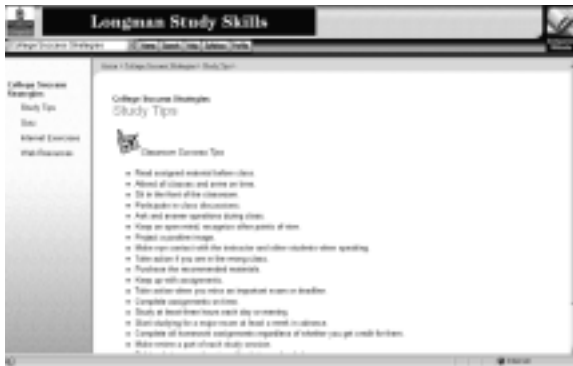
Vocabulary

Here you will find over 2500 practice words in 10 different topics including word parts, dictionary exercises, using context clues, synonyms, antonyms, homonyms, easily confused words, academic vocabulary, and campus vocabulary, as well as links to web resources, and flashcards.



Longman Study Skills

Here you will find study tips, quizzes, internet exercises, and web resources in topics ranging from college success strategies, communication skills, study strategies, reading college textbooks, and note-taking to time management and life skills, managing stress, critical thinking, learning and memory, vocabulary, preparing and taking exams, reading rate and more.



Research Navigator

Pearson's Research Navigator offers you a wide array of resources—it may quickly become your favorite destination within MySkillsLab. Complete with extensive help with the research process and four rich databases of credible, reliable source material, Research Navigator helps you make the most efficient use of your research time. From Research Navigator's homepage, you can easily access the four exclusive databases: The EBSCO Academic Journal and Abstract Database, organized by subject, which comprises 50-100 of the leading journals in virtually every academic discipline; The New York Times Search by Subject Archive; Link Library, organized by subject, which offers editorially selected "Best of the Web" sites; The Financial Times Archive, searchable by topic, provides access to the most current financial data and economic writing. Research Navigator also offers extensive help with the research process and over 30 discipline-specific library guide.

Research Navigator.com
RESOURCES FOR COLLEGE RESEARCH ASSIGNMENTS

You Are Logged In
Welcome
• Edit your profile
• Log out

Additional Resources
• About Research Navigator
• Take a Tour
• Help: A Guide for Instructors
• Help: A Guide for Students
• Technical Support
• Feedback
• Our Publishers

The Research Process
Don't have time to register now? Get started on your research assignment anyway by reviewing the steps in the research project below.

Overview of the Research Process [Go]

Finding Sources

EBSCO ContentSelect
New Journal List

Exclusive to instructors and students using Pearson Education textbooks, the ContentSelect Research Database gives students instant access to thousands of academic journals and periodicals from any computer with an internet connection.

Search by Keyword
You must select a database to search. To select multiple databases, hold down the alt or command key.

The New York Times ON THE WEB
Archive of New York Times articles from January 1, 2003.

Search by Keyword and Subject
To select multiple subjects, hold down the alt or command key.

Subjects List:
Subject: Accounting
Subject: Advertising
Subject: Business
Subject: Economics
Subject: Finance
Subject: Health
Subject: Law
Subject: Life Sciences
Subject: Medicine
Subject: Physical Sciences
Subject: Social Sciences
Subject: Technology
Subject: Travel
Subject: World
Subject: Other

FT.COM News!



Writing Diagnostics

Take this forty-question writing diagnostic to find out on which level to begin your Writing Voyage. If you already know your level (Sentence; Sentence to Paragraph; Paragraph to Essay), then you can take a level-specific diagnostic to discover your strengths and weaknesses in writing.

Writing Voyage

With Writing Voyage you can begin your journey around the world, with stops in Ireland, South Africa, India, and Japan, and ten other fascinating locations.

Depending on your writing skill level, you may begin your own Writing Voyage scuba-diving off the coast of Cuba and end up checking out the architecture of St. Petersburg, Russia; or you may begin by sampling Spanish food and wind up hearing about the history of Cape Town, South Africa.

If this is your first visit, or if you are uncertain where you should begin—of what your writing skill level is, then take the Writing Voyage diagnostic. This simple, forty-question test can tell you if you should begin working with

- Sentences (Level 1)
- Sentences and Paragraphs (Level 2), or
- Paragraphs and Essays (Level 3).

Regardless of your level, each segment of your trip will take you through all of the phases of the writing process—pre-writing, writing, revising, or editing—and each and every lesson you learn along the way will contain numerous ideas to absorb and exercises for practice. Bon voyage!





MySkillsLab Handbook

Use this online handbook to find key explanations of the most-common problems areas in grammar, mechanics, and usage.

The screenshot shows the MySkillsLab Handbook interface. At the top left is the MySkillsLab logo with the tagline "More reading and writing tools together!". Below the logo is a navigation menu with categories like "Writing", "Research", and "All Resources". The main content area is divided into three columns:

- SENTENCE GRAMMAR**
 - Clauses and Phrases
 - Complex Sentences [LECTURE]
 - Compound Sentences
 - Coordination
 - Subordination [LECTURE]
 - Idioms, Subjunctive, and Verbs
 - Replaced Nouns, Dangling Modifiers
 - Pronoun Reference, Pronoun Agreement
 - Words
 - Run-on/Split Sentences [LECTURE]
 - DMG (DASH, NUMBER, SPACE)
 - Subject-verb Agreement
 - Substitution
 - Transitional Expressions
- SENTENCE STYLE**
 - Tone in Language/Word Choice
 - Faulty Comparison
 - Inference from Speech (Involuntary/Unintentional, Spontaneous/Planned)
 - Parallel Structure
 - Point of View Shift
 - Redundancy
 - Strong Sentence
 - Wordiness
- INTERSECTION AND MECHANICS**
 - Abbreviation, Capitalization, Numbers
 - Apostrophes
 - Commas
 - Common Spelling Errors
 - End Punctuation
 - Italics and Underlining
 - Other Punctuation
 - Semicolons and Colons

Below the SENTENCE GRAMMAR section, there is a sub-section for **BASIC GRAMMAR**:

- Adjectives and Adverbs
- Conjunctions
- Negatives / Double Negatives
- Nouns
- Participles
- Parts of Speech
- Prepositions
- Pronouns
- Reported Speech

At the bottom of the main content area, the heading **SENTENCE EDITING** is visible.

ExerciseZone

ExerciseZone includes thousands of practice items organized into 10-question practice sets on over 50 topics. Pick from Sentence Grammar, Basic Grammar, Punctuation and Mechanics, or Usage and Style topics, or choose to do Sentence Editing or Paragraph Editing exercises. Most practice sets in ExerciseZone provide contextualized sentences, and most content in ExerciseZone is adapted from college-level textbooks to provide authentic practice with appropriate level language and usage. Results pages will give you question-by-question feedback and provide options to read more about the topic in an online handbook or practice more with other practice sets. Results can also be e-mailed to your instructor.

The screenshot shows the MySkillsLab website interface. The top navigation bar includes 'Home', 'About MySkillsLab', and 'Log Out'. The main content area is divided into several sections:

- SENTENCE GRAMMAR**
 - Clauses and Phrases
 - Compound Sentences
 - Coordination
 - Fragments
 - Identifying Subjects and Verbs
 - Misplaced Modifiers/Dangling Modifiers
 - Objects
 - Irregular Inflection/Imaginary Agreement
 - Run-on/Spillover Sentences
 - Suffix (person, number, tense)
 - Subject-verb agreement
 - Subordination
 - Transitional expressions
- SENTENCE STYLE**
 - Step in language/level of language
 - Faulty comparison
 - Idioms from speech (e.g., would have/ could not, would have/ must not)
 - Parallel structure
 - Mood of main verb
 - Redundancy
 - Stringy sentences
 - Verbiness
- BASIC GRAMMAR**
 - Adjectives and Adverbs
 - Comparisons
 - Negatives (Double negatives)
 - Nouns
 - Participles
 - Parts of Speech
 - Prepositions
 - Pronouns
 - Reported Speech
 - Verb forms
- PUNCTUATION AND MECHANICS**
 - Abbreviation, Capitalization, Numbers
 - Apostrophes
 - Commas
 - Common Spelling Errors
 - End Punctuation
 - Italics and Underlining
 - Other Punctuations
 - Semicolons and Colons
- SENTENCE EDITING (ACT101)**

The left sidebar contains a navigation menu with categories such as 'Writing', 'Writing Strategy', 'MySkillsLab Handbook', 'Essentials', 'Sentence Grammar', 'Basic Grammar', 'Punctuation and Mechanics', 'Usage and Style', 'Sentence Editing', 'Paragraph Editing', 'All Exercises/Zone', and 'Learn More About Us'. The 'Sentence Grammar' category is currently selected.



ESL ExerciseZone

This bank of over 1000 items is designed especially to help college and university students whose first language is not English, or who have grown up in homes where a language other than English is spoken. The items are adapted from a classic worktext for English language learners published by the Longman ELT division. For practice, simply click on a topic in the left navigation bar.

Adjectives and Adverbs 1 - Microsoft Internet Explorer provided by Verizon Online

File Edit View Favorites Tools Help

Home > Titles > ESL ExerciseZone > Adjectives and Adverbs > Adjectives and Adverbs > Adjectives and Adverbs > Adjectives and Adverbs 1

Adjectives and Adverbs 1

Supply the appropriate form of the adjective or adverb in parentheses. (Example: She is a careful/careful student. She always does her homework carefully/careful.)

This activity contains 6 questions.

1. The baseball player hit the ball (hard).
2. Come (quick). We need your help.
3. You should drive (slow) along this dangerous road.
4. The old man walks very (slow).
5. Pam is a very (slow) learner.
6. Her brother, on the other hand, learns (rapid).

Done Monitor

Exchange

Exchange is Pearson's new program that helps professors and students exchange comments on students' writing. Students can comment on each other's papers online and instructors can review and grade papers online.

Students: To get started you need to receive an Exchange Course ID from your instructor.



For a detailed Exchange Instructor Manual, go to www.myskillslab.com.



Avoiding Plagiarism

Perhaps the most popular section of MySkillsLab is this set of interactive tutorials that address the most troublesome aspect of college writing today—differentiating between your own words and those of others, and using (and documenting) sources responsibly. Avoiding Plagiarism addresses both MLA and APA styles.

Avoiding Plagiarism
MLA Citation Style

WHAT IS PLAGIARISM?

Plagiarism is the failure to acknowledge your sources or the act of making it appear that someone else's work is your own. It often results from the unintentional failure to document sources accurately. All sources must be documented—not just print media, but interviews, broadcast media, and electronic sources as well. Internet or other electronic sources may need particular attention. Downloading information is so easy that it is equally easy for a writer to underestimate just how much he or she is relying on the electronic source. However, whether deliberate or not, plagiarism is a crime within the academic community and can result in serious consequences for the student writer and researcher.

Why should you care? Plagiarism is a form of dishonesty. The academic community relies upon the reciprocal exchange of ideas and information to further knowledge and research. Using information without acknowledging its source violates this process and cheats writers and researchers of the credit they deserve for their work and creativity.

Plagiarism can have even more dire consequences for students. A plagiarized paper can result in a failing grade in a course and, at some schools, disciplinary action ranging from suspension to expulsion. A record of such action may adversely affect professional opportunities in the future as well as graduate school admission.

As a next step, click here to review [What to Document](#)

- What is Plagiarism?
- What to Document
- Using Print & Electronic Sources
- Avoiding Plagiarism Attribution Marks: Quotation Marks, Citations, Paraphrase, Loyalty to Source, Works Cited, Citation for Images
- Extended Analysis
- Wrap-up

Tutor Center

The Tutor Center provides help using the features of this course as well as non-editing help with reviewing papers for organization, flow, argument, and consistent grammar errors.

The Tutor Center
AN ADDISON-WESLEY HIGHER EDUCATION GROUP SERVICE

Home | Interactive Help | Career Center | Tutors | Student Information | Instructor Information | Registration | Tools

Disciplines:
Discipline list

Full-Spring Hours:
 Sun-Thur
 Eastern: 5 PM - 12 AM
 Call toll-free 1.888.777.0403
 See Fall Schedule

Phone:
 Students: Call toll-free
 1.888.777.0403
 Instructors may call this number
 for a free demonstration

Fax:
 Fax questions to 1.877.262.9704

email:
 Email questions to help@twc.com

What is The English Tutor Center?
 The English Tutor Center is a division of Addison-Wesley Higher Education, a division of Pearson Education.
 Students can receive assistance by phone, fax, email, or interactive web. In any combination of these four ways, students can contact the service three times per eight.

By Phone: Students are limited to 15 minutes per call.
By Fax: Students are limited to 2 questions per fax.
By Email: Students are limited to 2 questions per email.
By Interactive Web: Students please call the Center and make an appointment, for an immediate or future time (depending on availability). The tutoring session will be limited to 15 minutes after orientation to this software.

For the English Tutoring Service, students receive feedback on global and sentence-level revision for their essays. Additionally, the tutor will help students with their English handbooks to improve their writing skills.

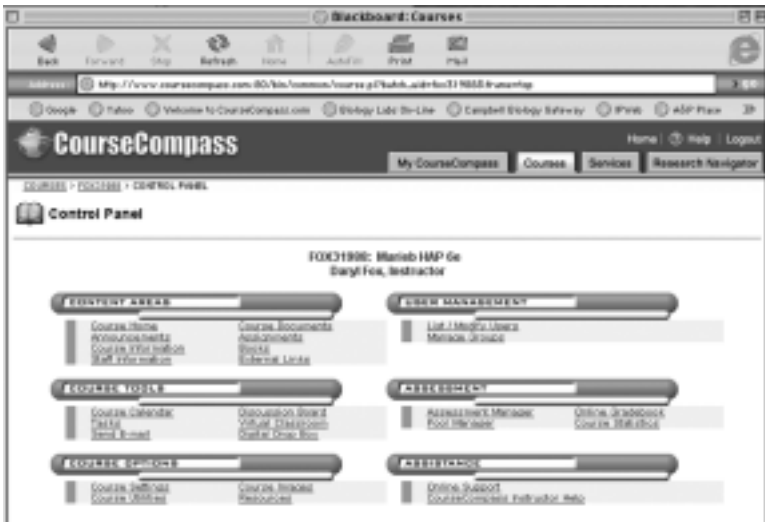
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Instructor Resources

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 testing resources:

- Open your MySkillsLab course by clicking its name on the left.
- Click Control Panel on the left (only instructors have access to this button).
- Click Assessment Manager and Pool Manager to see the available tests.
-  Exchange has its own detailed Instructor's Manual located inside Exchange itself.

Students and MySkillsLab 2.0

When you are ready to teach with your MySkillsLab 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 MySkillsLab course, students register online. To complete registration, students need:

- MySkillsLab Student Starter Kit
- Course ID number that is generated when you created your MySkillsLab course. To locate the Course ID for your course, click the **Courses** tab.

Student Starter Kits are available at no additional cost when packaged with a new participating testbook; contact your local Publisher's Representative for the ordering ISBN to have the MySkillsLab access code packaged with your particular textbook. Alternatively, students can also purchase an access code online.

Tech Support

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

Additional information, and a complete user's guide is available online at <http://www.myskillslab.com>.

