



An Instructor's Overview to

MyBusCommLab

Part 1 - Getting Started

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I-i) Creating a New Class

To begin using MyBusCommLab in your real classroom you will need to create a virtual class online. One significant benefit will be the ability to view your students' grades in your Instructor "Grade Tracker".

In order for your students' grades to be available to you, you must create a class and distribute its unique Class ID (which will be generated by MyBusCommLab when you complete the following process) to your students so that they can join the class.

Upon logging into MyBusCommLab, you will find two tabs in the upper right corner of your web browser: Grade Tracker and Class Manager.

Note: Only if you have already created a class will you see the third tab called Class Info.



1. Click Class Manager.
2. Click Create a New Class.

Class Manager ?

The following is a list of the Classes you have created for this website. You may switch to a different Class, or edit the properties of an existing Class or create a new Class. You may not edit a class whose end date has passed.

Be sure to communicate the Class ID to your students so they can join the class.



3. The information in the following table will help you fill in the fields on the Create a New Class page.

Field	Description
Class Name (Required)	The descriptive name for the class that displays on the Class Information page and at any point at which the instructor or a student has to choose among multiple classes. Class names can contain up to 128 characters. An example of a class name is Business Communications , Section 2. <i>Note:</i> You cannot create two classes with the same name.
Class ID (Not editable)	The unique ID generated by Class Manager when a class is created (example: cm458726). You must provide the Class ID to your students so they can join the class.
Class Start Date (Required)	The date students can first join the class. The default start date is the day on which you create the class.
Class End Date (Required)	The end date for the class, which must be at least one day after Start Date. The default end date is the day on which you create the class. You must change the default end date. <i>Note:</i> You can change the end date at a later time by editing the class. You cannot change the class end date once the end date has passed.
Instructor Name (Not editable from this page)	The name on the Pearson Education account that you used when you registered for access to MyBusCommLab. To change the instructor name, click Account Summary in the upper right corner of your screen and follow the on-screen instructions to make the changes you want. You will see those changes the next time you log in.
General Class Information (Optional)	Text or HTML that displays on the Class Information page, available to both instructors and students. The field is limited to 4000 characters, including all characters and spaces. Line and paragraph spacing that you establish using carriage returns is not preserved.

You can use two line break tags (

) to separate paragraphs, or you can enclose paragraphs with <p> and </p> tags to create paragraphs.

This information can be updated at any time by editing the class info.

4. After filling in all of the required information, click **Create Your Class**.

Grammar Writing Research Site Search Go

JUN 28 2005

Students cannot submit activities to the class gradebook after the class end date.

Instructor Name
The name shown below reflects the name you entered when you created an account with us.
First Name: Bud
Middle Initial:
Last Name: Powell

General Class Information
You may use this space to inform your students of general information regarding your class. This information typically includes: syllabus, meeting times and places, grading policies, class materials, and so on.

Use basic HTML to format this text

[Edit in larger window...](#)

Create Your Class

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5. Provide the Class ID to the students who are to join your class.

Class Manager

The following is a list of the Classes you have created for this website. You may switch to a different Class, or edit the properties of an existing Class or create a new Class. You may not edit a class whose end date has passed.

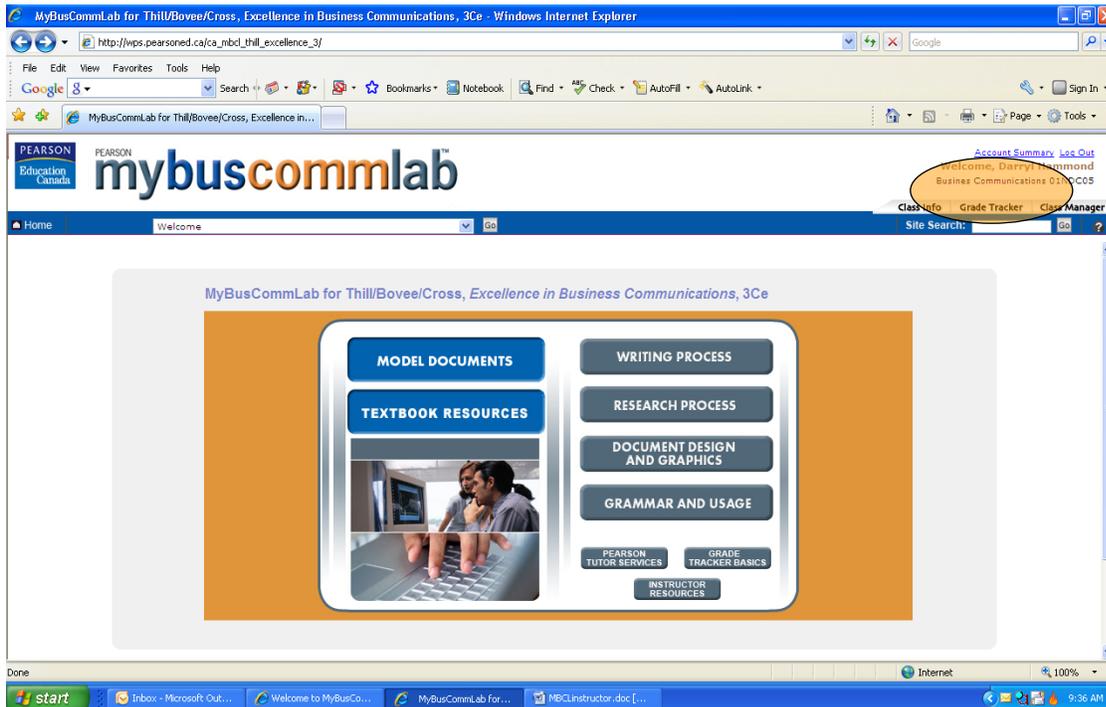
Be sure to communicate the Class ID to your students so they can join the class.

Business Communications

Class ID: cm821235
Class Start Date: 2005-06-23
Class End Date: 2006-06-23
Students Enrolled: 0

Edit Class Info View Roster Grades Delete

Note on Logging In after Creating Classes: If you have created only one class for this website, you enter the class automatically whenever you log in to the website. Upon logging in, the class name is displayed at the top right of the screen.



If you have created multiple classes for the website, you will be asked to choose which class you want to enter as you log in. If applicable, you will see a note that the class has ended. Students cannot access classes beyond the class end date. As an instructor, you can access the class 90 days after the class end date has passed.

Please Select One of Your Online Classes

You have access to more than one online class for this site. Please pick which class you would like to view.

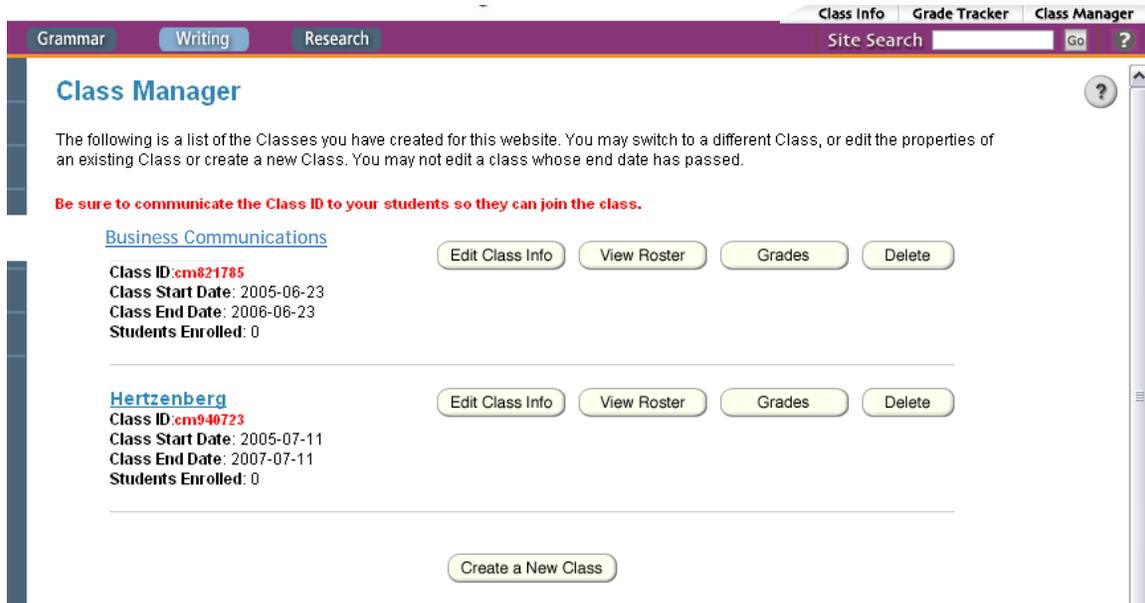
Business Communications

Hertenberg

The class you enter determines which class gradebook displays when you click **Gradebook** or **Grade Tracker**, as well as which class information displays when you click **Class Info**. If you want to enter a different class, you must log out of the website; then select a different class as you log in again. Once you enter a class, the class name displays at the top right of the screen, as shown at the top of this page.

I-ii) Editing Class Information

For the duration of the class, you can change any class property you specify when creating the class, including its class end date. To edit information for an existing class, click **Class Manager**, and then click **Edit Class Info** for the class you want to edit.



The screenshot shows a web interface for 'Class Manager'. At the top, there are navigation tabs for 'Grammar', 'Writing', and 'Research'. To the right, there are tabs for 'Class Info', 'Grade Tracker', and 'Class Manager', along with a 'Site Search' box and a 'Go' button. The main content area is titled 'Class Manager' and contains a paragraph explaining that it lists classes created for the website, with options to switch, edit, or create a new class. A red warning message states: 'Be sure to communicate the Class ID to your students so they can join the class.' Below this, two classes are listed:

Class Name	Class ID	Class Start Date	Class End Date	Students Enrolled	Actions
Business Communications	cm821785	2005-06-23	2006-06-23	0	Edit Class Info View Roster Grades Delete
Hertenberg	cm940723	2005-07-11	2007-07-11	0	Edit Class Info View Roster Grades Delete

At the bottom of the list, there is a button labeled 'Create a New Class'.

This will lead you to the page below, which displays the same properties as those listed in the table above and allows you to change them.

Note: When you create a new class, the class end date must be at least one day in the future. When you edit a class at a later date, you may set the end date to the current date.

I - iii) Verifying Class Information

The Class Information page provides the following information:

Class Information

Class Name: ENG 102-section 5	Start Date: 1/1/2004	End Date: 1/1/2007
Class Instructor: Professor Doe		
Class Information: Welcome to Eng 102! In this course you will learn about writing argument papers. Your final project will be a six-page research paper.		
System Announcements: 06/06/2005: The publisher has updated this website's content: - One or more activities have changed to include or exclude non-scorable questions, or to change the total number of questions. Previous scores and class averages for affected activities have been cleared and are not retrievable. Student averages have been updated to exclude attempts on these activities.		

Automatically set by Grade Tracker

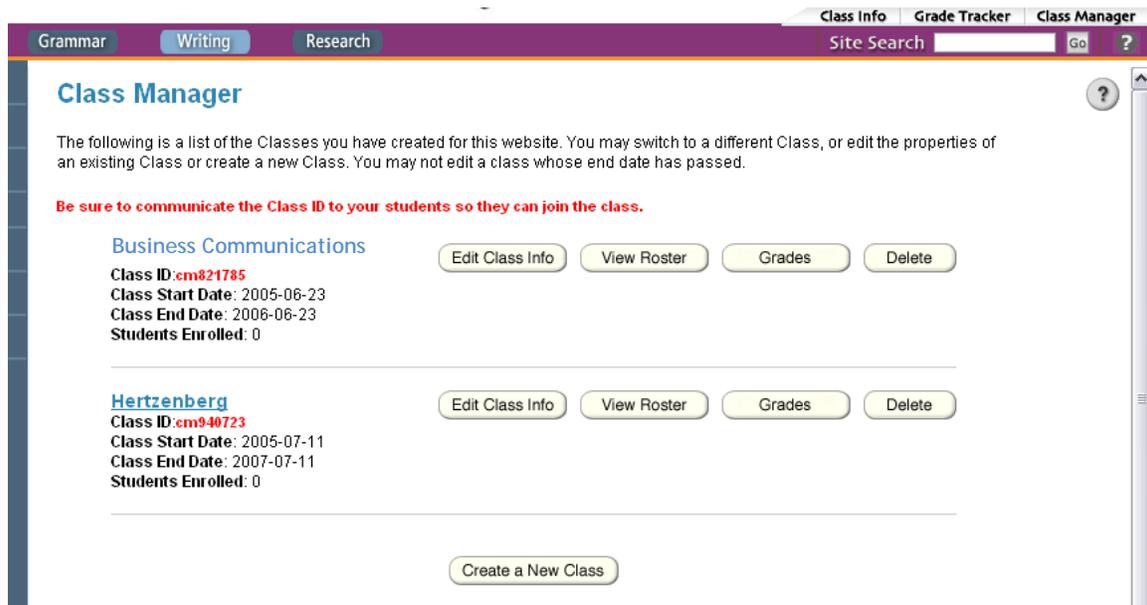
Can be edited with Class Manager

I-iv) Managing a Class Roster

Students who join a class appear on the class roster in alphabetical order by the students' last names. The class roster for each class is available to the instructor until 90 days after the class end date.

To view the roster for a class:

1. From the class website, click **Class Manager**, as shown above.
2. In the Class Manager window, click the **View Roster** button that is aligned with the name of the class whose roster you want to view.



The screenshot shows a web interface for managing classes. At the top, there are tabs for 'Grammar', 'Writing', and 'Research'. To the right, there are tabs for 'Class Info', 'Grade Tracker', and 'Class Manager'. A search bar labeled 'Site Search' with a 'Go' button and a help icon is also present. The main content area is titled 'Class Manager' and contains the following text: 'The following is a list of the Classes you have created for this website. You may switch to a different Class, or edit the properties of an existing Class or create a new Class. You may not edit a class whose end date has passed.' Below this is a red warning: 'Be sure to communicate the Class ID to your students so they can join the class.' Two class entries are listed: 'Business Communications' with Class ID: cm821785, Class Start Date: 2005-06-23, Class End Date: 2006-06-23, and Students Enrolled: 0; and 'Hertenberg' with Class ID: cm940723, Class Start Date: 2005-07-11, Class End Date: 2007-07-11, and Students Enrolled: 0. Each entry has buttons for 'Edit Class Info', 'View Roster', 'Grades', and 'Delete'. At the bottom, there is a 'Create a New Class' button.

Below is a sample class roster.

Class Roster for Eng 101-sect 24

The following list shows the students who are currently enrolled in your Class. You may remove one or multiple students by selecting one or multiple checkboxes and clicking "Remove Selected" at the bottom of the roster.

Showing Students 1-5 out of 5

Show students per page

Student	Remove
1. Blakey , Art	<input type="checkbox"/>
2. Fitzgerald , Ella	<input type="checkbox"/>
3. James , Etta	<input type="checkbox"/>
4. Stitt , Sonny	<input type="checkbox"/>
5. Wilson , Bessie	<input type="checkbox"/>

[▲ Previous 10 Students](#) | [Next 10 Students ▼](#)

[Remove Selected](#)

Showing Students 1-5 out of 5

[Return to Class Manager](#)

Note: When viewing the class roster, you can remove students from your class and change the number of students displayed on the page.

Remove Students from Class

1. From the Class Roster, select the check boxes that appear after the students' names in the Remove column of the roster.
2. Click **Remove Selected**.

Note: You must click **Remove Selected** while the selected students are still displayed. Do not display the previous or next group of students before removing selected students.

Class Roster for Eng 101-sect 24



The following list shows the students who are currently enrolled in your Class. You may remove one or multiple students by selecting one or multiple checkboxes and clicking "Remove Selected" at the bottom of the roster.

Showing Students 1-5 out of 5

Show students per page

Student	Remove
1. Blakey , Art	<input type="checkbox"/>
2. Fitzgerald , Ella	<input checked="" type="checkbox"/>
3. James , Etta	<input checked="" type="checkbox"/>
4. Stitt , Sonny	<input type="checkbox"/>
5. Wilson , Bessie	<input type="checkbox"/>

Step 1

|

Showing Students 1-5 out of 5

Step 2

3. Click **Yes** to verify that you want to remove the students from the roster.
4. Repeat steps 1 through 3 to remove students' names on other pages of the roster.

Notes:

- Removing a student from the class has no effect on the student's ability to access MyBusCommLab or his or her student GradeTracker. This means that if you remove a student from your class roster, his or her scores are cleared from your class gradebook, but the student is still able to complete activities and view results of previously completed activities.
- A student who is removed can join the class a second time (if removed in error, for example).

Change the Number of Students Displayed

By default, ten students will show at one time. You can, however, display up to fifty students at a time. To change the number of students being displayed at one time, select a different number in the menu shown below:

Show students per page

When a class has more students than are currently being displayed, **Next** and **Previous** links and buttons are provided to display the next or previous group of students.

 [Previous 10](#) | [Next 10](#) 

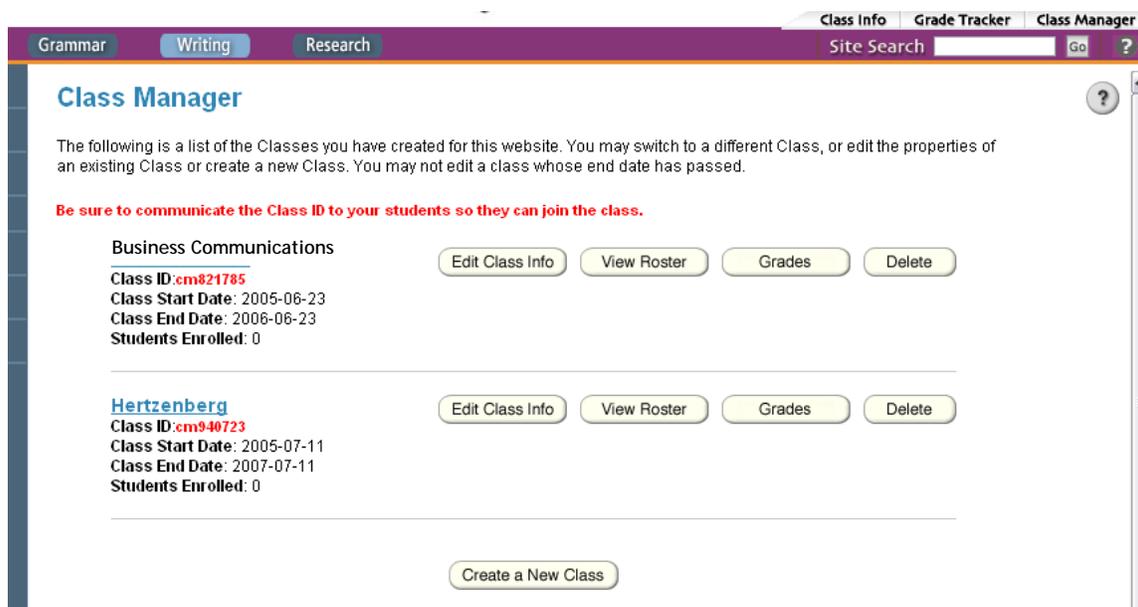
Showing Students 11-20 out of 27

I-v) Deleting a Class

You can delete a class with an expired end date, or a class with no students enrolled. You cannot restore a deleted class. Prior to deleting your class, you and your students should save scores to your computers by using the **Download** button in Grade Tracker.

To delete a class:

1. Click **Class Manager**.
2. Click the **Delete** button associated with the class you want to delete.



3. If the class can be deleted, a Confirm Delete Class dialog box appears. Confirm that you want to delete the class by clicking **Delete**, or click **Cancel** to cancel the deletion process.

Notes:

- Classes will be automatically deleted 90 days after their end dates have passed.
- Emergency backups of class scores are available by contacting Product Support up to 12 months after class deletion. After this time, the grades are purged. For students, personal scores are purged 30 days after the subscription end date.