**MyLabsPlus**

*MyLabsPlus:* MyLabsPlus is special software developed by Pearson for use with our textbook. The purchase of MyLabsPlus access **IS REQUIRED.** Your homework exercises and online quizzes, as well as all our course material will be found on the MyLabsPlus site.

**IMPORTANT MYLABSPLUS REGISTRATION INFO:** Students can access the course in MyLabsPlus starting on Monday April 1st, 2013. However, a PIN code will be required the first time a student logs into MyLabsPlus. **This PIN code should be purchased from the bookstore ASAP!**

**MyLabsPlus Login Steps:**

1) Go to CSN's MyLabsPlus campus: [http://csn.mylabsplus.com](http://csn.mylabsplus.com)

2) Enter your login name (your NSHE ID number) and password (last four digits of your Social Security Number) and then click the Login button. If you have used MyLabsPlus in the past then you will need to use your previous password.

3) Click on the name of your course in the course list.

4) You will be prompted to enter your PIN code. This is the access code that you purchase at a CSN bookstore. Enter your PIN code in the field and then click the button titled "Access Course".

5) Click on an assignment or learning aid link within the course. You will first be prompted with the License Agreement and Privacy Policy page. Click "I Accept" once you have read the terms of use.

6) If you have any computer related problems, you can contact Pearson's MyLabsPlus Product Support at 1-888-883-1299.

**Structure of Assignments**

**ONLINE MODULE TESTS (15% of your overall grade):** You will have online tests at the end of each module in MyLabsPlus.

1) Your module tests are timed. You will have 90 minutes (1&1/2 hrs) maximum allowed for each module test.

2) NOTE!!!! In order to gain access to a module test, you must first earn at least 75% correct on all online quizzes in that module. *For example, to take the Module 1 Test, you must first have completed all the following quizzes at 75% or better: Topic 1.1 Quiz, Topic 1.2 Quiz, Topic 1.3 Quiz, and Topic 1.4 Quiz.*

3) Each module test MUST be completed by the scheduled due date and time. NO exceptions. Late tests will NOT be accepted.

4) Three Attempts: You may take each online module test three times. Only the highest score of the three attempts will be counted towards your overall grade. Remember all three attempts must be submitted by the scheduled due date and time.

5) Drop Policy: Your lowest module test score will be dropped from your overall semester grade. This means that only your 7 highest module test scores will count towards your overall grade.
ONLINE TOPIC QUizzes (5% of your overall grade): You will have 4 or 5 online topic quizzes within each module.

1) Your topic quizzes are untimed, so you may take as long as you need to complete each topic quiz.

2) NOTE!!!!!!!!! You may attempt a topic quiz ONCE without doing the corresponding homework. However, if you are unsatisfied with your grade on the quiz, then you must go back and correctly complete at least 60% of the corresponding homework in order to gain unlimited chances at the topic quiz.

3) Remember: You must earn at least 75% correct on all topic quizzes in a given module in order to gain access to the corresponding module test. If you don't achieve at least 75% on your first attempt at any topic quiz, you will need to complete the corresponding topic homework at 60% or better. So, for example, if you score a 50% on Topic 1.3 Quiz, you must complete the Topic 1.3 Homework at 60% or better in order to retake the Topic 1.3 Quiz and improve your score to 75% or better.

ONLINE TOPIC HOMEWORK (0% of your grade, but...): Homework problems are assigned to each module topic on our MyLabsPlus course site. You are not required to do the homework unless you do not achieve a 75% or better on the first attempt of the respective topic quiz. However, I strongly encourage you to work the homework problems as this will only help you to better understand the material in the course.

Be Responsible!!!!

This cannot be stressed enough!!!!!! Do NOT wait until the last minute to do your homework and take your quizzes and tests or else you may run out of time!!!! Make certain you have watched the videos, worked the worksheets, and done as much homework as you feel necessary before you take your topic quizzes!!!!!

***SPECIAL NOTE CONCERNING TECHNICAL ISSUES: Your homework, quizzes, and tests are all done online. Computer issues may and often do occur during the semester. Whenever you are unable to resolve a technical issue, please immediately call the CSN computer help desk for assistance, 651-HELP. The hotline is available 24 hours a day, 7 days a week. Or, call Pearson's MyLabsPlus Product Support at 1-888-883-1299. Computer problems do not excuse you from missing homework, quiz, or test deadlines. See note above - I will not accept late module tests for any reason. Make sure you allow ample time to complete your assignments. Do not wait until the last minute!