

# QuickStart Kit

# MyTechCommLab™

Dear colleague,

On behalf of Pearson, I would like to thank you for making us a part of your students' learning. More than 6 million students have improved their course results through the use of a Pearson MyLab. We're glad that you and your students will be joining our community!

## PROVEN RESULTS

- If you haven't already seen reports on the efficacy of MyTechCommLab and how it has helped instructors across the country save time and improve results, please view our video presentation from our latest Course Redesign event at [www.mytechcommlab.com/course\\_redesign.html](http://www.mytechcommlab.com/course_redesign.html). You can also read our Vision In Action: A History and Report on Efficacy here: [www.mytechcommlab.com/visioninaction.html](http://www.mytechcommlab.com/visioninaction.html).
- You can view English MyLab user testimonials at Pearson's eLearning site [www.pearsonhighered.com/elearning](http://www.pearsonhighered.com/elearning).

## EXTENSIVE SUPPORT

The QuickStart Kit and contains key tools to get you up and running in MyTechCommLab fast.

In the QuickStart Kit:

- QuickStart Guide - Three Easy Steps
- Getting Support
- Using Resources in MyTechCommLab
- Hyperlinks for your convenience

First Day of class resources to get you started in using MyTechCommLab can be found here [www.firstdaysofclass.com](http://www.firstdaysofclass.com)

## USER COMMUNITY

We hope that you and your students will become active participants in our user community! You can send in reviews of the Lab via our "Students Speak" or "Instructors Speak" user testimonial program, or participate in data collection and case study projects with us. If you are interested in participating in any of our user programs, please email [pearson.english@pearson.com](mailto:pearson.english@pearson.com).

Thank you,  
Joyce Nilsen, Executive Marketing Manager  
[Joyce.Nilsen@Pearson.com](mailto:Joyce.Nilsen@Pearson.com)

# MyTechCommLab™

## Instructor QuickStart Kit

### Contents

1. MyTechCommLab Overview.....	1
2. MyTechCommLab QuickStart Guide -- 3 Steps to Getting Started .....	2
Logging in to MyTechCommLab .....	2
Creating a course .....	2-3
Providing students with your CourseID .....	3
3. Using the resources in MyTechCommLab.....	4
Resources for the writing process .....	4-5
Research writing resources .....	6-7
Resources for visuals and design .....	8-9
Resources for grammar and mechanics .....	9-13
Model documents resources .....	14
4. Hyperlinks for Your Convenience .....	15

### MyTechCommLab Overview

MyTechCommLab offers the best multimedia resources for technical communication in one, easy-to-use place. Students will find more than 80 model documents—most interactive—as well as guidelines, tutorials, and exercises for Writing, Research, and Document Design, and an extensive bank of diagnostics and practice for grammar review. MyTechCommLab is appropriate for any technical communication course where instructors want to give their students additional resources in technical writing, research and document design, and/or access to basic review and extensive practice in grammar, style, mechanics, and usage.

# MyTechCommLab™ QuickStart Guide

## Three Easy Steps to Getting Started

1. Log in to MyTechCommLab
2. Create a course
3. Provide students with your CourseID

### 1. Log in to MyTechCommLab

- Go to the website <http://www.mytechcommlab.com>.
  - In the **Log in** box, select which version of MyTechCommLab you are currently using (**MyTechCommLab** or **MyTechCommLab CourseCompass**).
- \* If you are using the regular MyTechCommLab, after you click that button, select whether or not you are using a Pearson eText. If you are using an eText, you will be prompted to select which one you are using.

The screenshot shows the MyTechCommLab website interface. At the top left is the Pearson logo and the MyTechCommLab logo. Below it is the text 'A Pearson English MyLab. [Learn more](#)'. To the right is the Pearson logo. A navigation bar contains links for HOME, LEARN ABOUT, SUCCESS STORIES, TOURS & TRAINING, and SUPPORT. The main content area is divided into several sections. On the left, there is a 'Log In' section with a 'Log In' button, a 'Need help?' link, and two dropdown menus: 'MyTechCommLab' and 'MyTechCommLab CourseCompass'. Below this is a 'Register or Buy Access' section with a 'Need help?' link and two dropdown menus: 'Students' and 'Instructors'. In the center, there is a large image of three students looking at a computer screen. To the right of the image is a 'Welcome to MyTechCommLab, where you save time and improve results!' message, followed by a paragraph of text describing the site's features and a 'Learn more' link. Below the image is an 'ANNOUNCEMENTS' section with the text 'Put MyTechCommLab on your Desktop! [Learn how.](#)'. In the bottom right corner, there is a yellow starburst graphic with the text 'Better writing, anytime, anywhere. Learn about WriteClick.'

Enter your **Login Name** and **Password** and click the **Log In** button.

\*\* If you do not already have an access code or a log-in, you may request one from your Pearson Representative. (Help me [find my rep.](#)) Your Pearson Representative can also help you select the exact product your students will have access to (generic or eText) if you are unsure.

### 2. Create a Course

Which page you see depends on whether you have already created MyTechCommLab courses:

- **Home:** You have yet to create a course (and may do so through the **Class Manager**) or have created one course and are now on that course's Homepage.

- **Your Online Classes:** You have created two or more courses and need to select a course to enter.

PEARSON Education **mytechcommmlab**

MyPlaces Log Out  
Welcome, William Pearson  
Test Class

Class Info Grade Tracker Class Manager

Home Model Documents Writing Process Research Process Document Design Grammar Site Search:  Go

### Create a New Class

\* Indicates required information

\* Enter the Class name  
If you plan to create multiple sections for your Class, be sure to include section information in the Class name.

\* Class start date  
JUN 27 2011  
Students cannot join this class before the class start date.

\* Class end date  
    
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: William  
Middle Initial:  
Last Name: Pearson

After clicking on the **Class Manager** in the upper right corner, you will be prompted for information about your course. Enter the class name, start and end date, and any general information about your course that you would like your students to see when they sign in to MyTechCommLab (such as class meeting times and locations). You also have the option to upload a file, such as a class syllabus, to your course so that students will have online access to it at all times.

### 3. Provide students with your CourseID

In order for students to join (enroll in) your course, they must have the CourseID. A CourseID starts with two lowercase letters and ends with six numbers (for example, **cm862487**).

PEARSON Education **mytechcommmlab**

Home Model Documents Writing Process Research Process Document Design Grammar

### Class Creation Confirmation

**Congratulations**, you have successfully created your class!

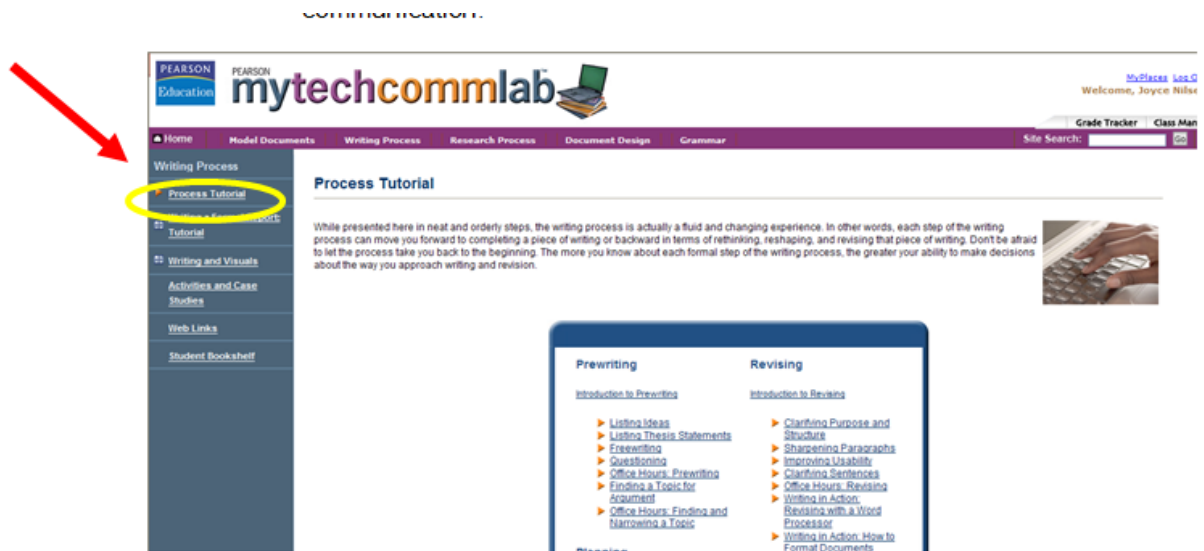
The Class ID is **cm862487**.

- Communicate the Class ID to the students you want to join your class.
- For information on how students join a class, see [How students join a class](#).

# MyTechCommLab™ Using Resources

From the MyTechCommLab Course Home Page:

1. Click the **Writing Process** Tab.
2. Click the **Process Tutorial** Tab.
  - This leads you on a step-by-step tutorial through the writing process, focusing on documents and contexts found in technical communication.



The tutorial is presented in neat and orderly steps. You can choose a category to read more in-depth, each category also contains an activity and/or question to help with the skill.

**Note:** All of the activities and exercises can be entered into the Instructor's Grade Tracker, to track the classes' understanding of the tasks.

3. Click the **Writing a Formal Report: Tutorial** Tab,
  - This examines an example of an analytical report. Describing several key issues a writer must consider when making an analytical report.
4. Click the **Writing and Visuals** Tab.
  - This is broken down into three sections: Instructional, Multimedia, and Exercises.

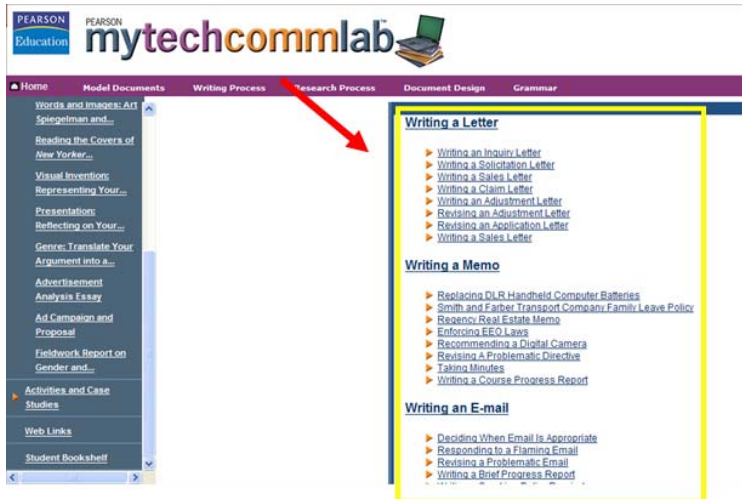


- The Multimedia section uses current, real-world products and events to provoke critical thinking about technical communication.

**TEACHING TIP:** The Multimedia section can be a great way to start a class. By grasping students' attention with products and events they are familiar with it can provide a dynamic opening to class discussion before moving on to the main text under consideration or can act as supplements to assigned texts being covered in class.

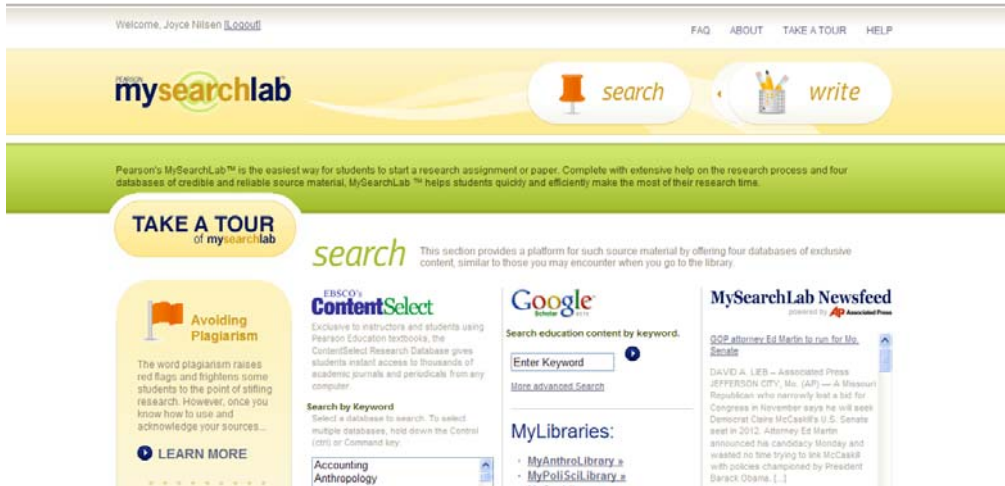
5. Click the **Activities and Case Studies** Tab.

- Here you can select from more than 65 activities, organized by the type of document, to practice creating documents that communicate effectively. All of these can be submitted to the instructor for grading.

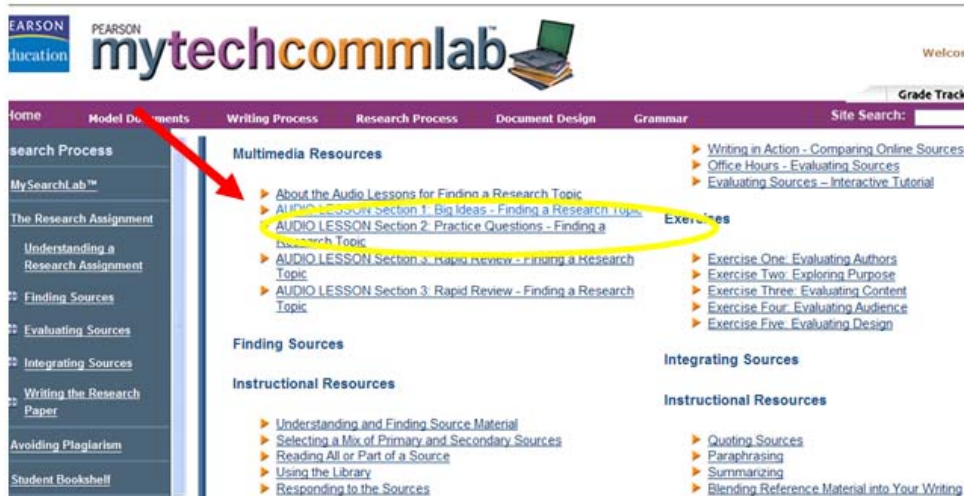


From the MyTechCommLab Course Home Page:

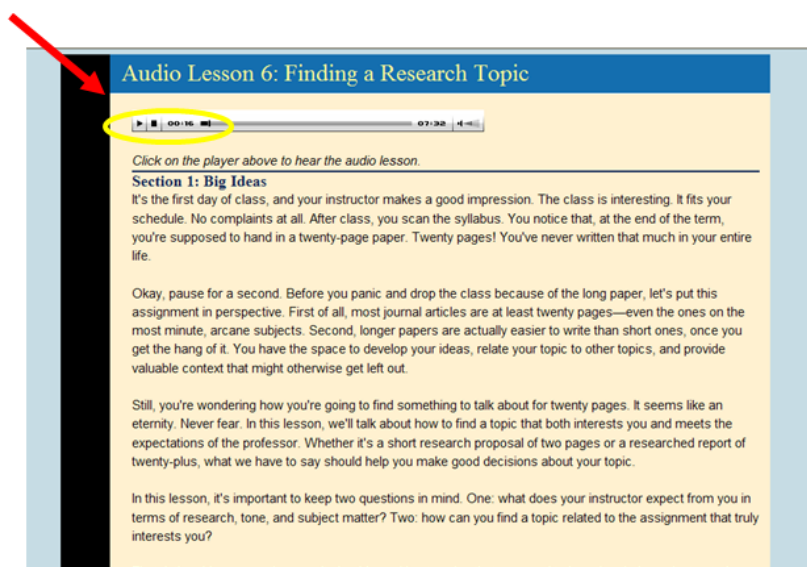
1. Click the **Research Process** Tab
2. Click the **MySearchLab** Tab
  - This is an easy way for students to master a writing or research project. MySearchLab has four databases of credible source material and thousands of articles from the EBSCO ContentSelect database.



3. Click the **The Research Assignment** Tab
  - Contains all the resources a student needs to write a research paper. Includes: audio lessons, exercises, and multimedia resources.
  - Under the Multimedia Resources, click “AUDIO LESSON Section 1”



- This brings you to a separate page with an Audio Lesson



- To play the Audio Lesson hit the Arrow button in the top left of the screen. Underneath, is the written version so you can read along with the speaker

#### 4. Click the **Avoiding Plagiarism** Tab

- This contains both MLA and APA instructional/multimedia sources, as well as exercises. So the student can feel comfortable with citing and avoid plagiarism.

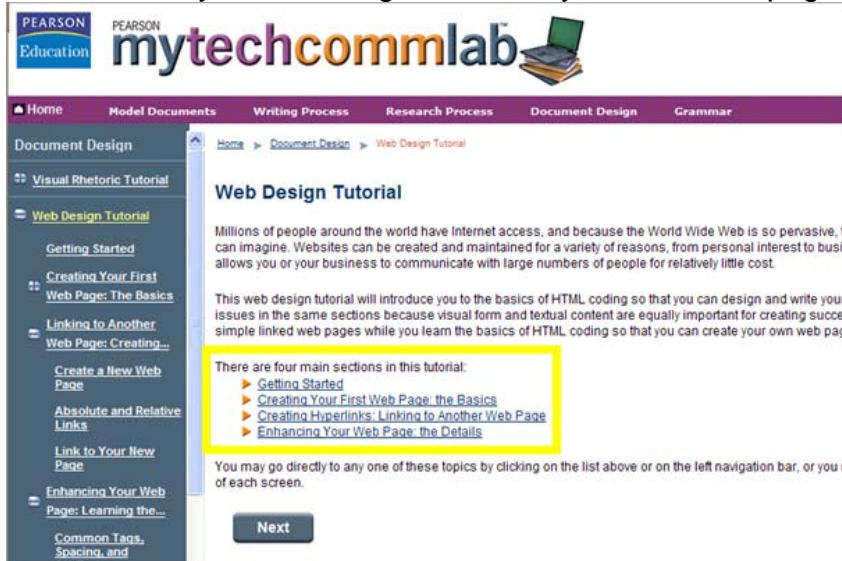
From the MyTechCommLab Course Home Page:

1. Click the **Document Design and Graphics** Tab
2. Click the **Visual Rhetoric Tutorial** Tab
  - This tutorial provides rhetorical and technical guidance that will enhance your understanding of how to “read”, understand, and use images and text, and how to design the documents you create to best suit your purpose and audience.

- In each section of the Visual Rhetoric Tutorial, Discussion Questions and Writing Prompts are given, to initiate group discussions and critical thinking.

3. Click the **Web Design Tutorial** Tab

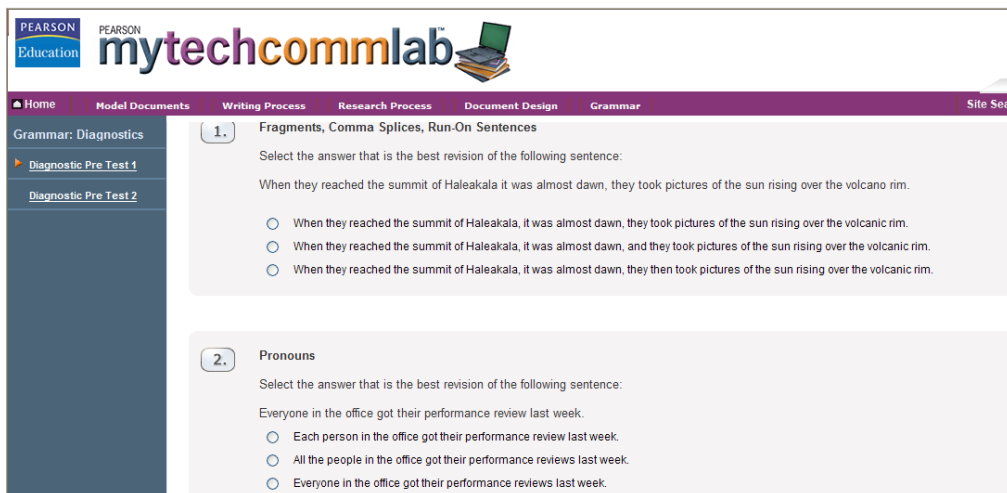
- This tutorial introduces you to the basics of HTML coding so that you can design and write your own web pages



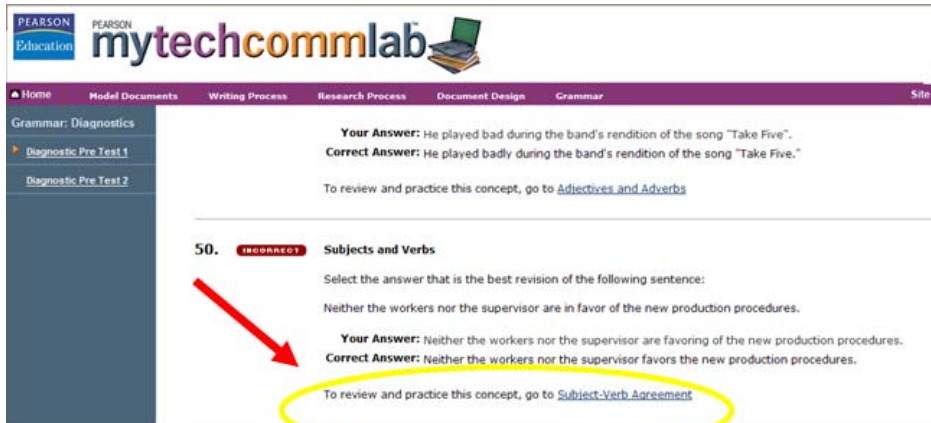
- The Web Design Tutorial is split into four main sections: Getting Started, Creating Your First Web Page, Creating Hyperlinks, and Enhancing Your Web Page. You may click on the hyperlinks or simply hit the “next” button.

From the MyTechCommLab Course Home Page:

1. Click the **Grammar and Usage** Tab
2. Click the **Diagnostics** Tab
  - There are two 50-question comprehensive Diagnostic Tests to evaluate your current skills in sentence grammar, basic grammar, punctuation and mechanics, and sentence style. The results page will identify your strengths and weaknesses.



- Answer all 50 Questions, after answering click “Submit Answers for Grading” this sends the results to the instructor and brings you to the Results Page.



- The Results Page goes through each of the questions, displaying Your Answer and the Correct Answer. If your answer was incorrect it directs you to a link where you can practice the skill.

**TEACHING TIP:** Instructors receive the students' scores on these Diagnostic Tests. Both the tests are interchangeable; therefore, one can be used to take as an initial evaluation while the second can be taken after completing the ExerciseZone practice sets.

3. Click the **ExerciseZone** Tab
  - ExerciseZone includes thousands of 10-question practice sets on over 50 topics. The results page gives you question-by-question feedback and provides options to read more about the topic in the online handbook

The screenshot shows the Pearson MyTechCommLab interface. At the top, there are navigation tabs: Home, Model Documents, Writing Process, Research Process, and Document. A left sidebar contains a 'Grammar' menu with options like Diagnostics, ExerciseZone (highlighted with a red arrow), Sentence Grammar, Clauses and Phrases, Comma Splices, Compound Sentences, Coordination, Fragments, Identifying Subjects and Verbs, and Misplaced Modifiers/Dangling Modifiers. The main content area is titled 'Clauses and Phrases' and lists subcategories: Basic/Intermediate (1. Identifying phrases and clauses, 2. Phrases, 3. Main clauses and adverb clauses, 4. Adverb clauses, 5. Identifying independent and dependent clauses, 6. Noun clauses) and Intermediate/Advanced (1. Phrases, 2. Identifying relative clauses).

- Each practice set splits up the questions into Basic/Intermediate and Intermediate/Advanced Categories
- Click on each subcategory to take a 10 question practice test. Hit “Submit Answers for Grading”

**Your Results for "1. Identifying phrases and clauses (BI)"**

Student results on this activity were sent to the Grade Tracker. Note that it may take a few moments for the score to appear. [Go to Grade Tracker](#)

Summary of Results for Joyce Nilsen	
Site Title:	MyTechCommLab
Location on Site:	Grammar: ExerciseZone > Sentence Grammar > Clauses and Phrases > 1. Identifying phrases and clauses (BI)
Date/Time Submitted:	January 31, 2011 at 8:08 PM (UTC/GMT)
<b>Overall Score: 60% of 10 questions</b>	
<a href="#">More information about scoring</a>	

1. **CONNECT** For young adults, departure from their parents' home is a major step **toward assuming adult responsibilities**.  
**Your Answer:** phrase  
 A phrase is a group of related words without a subject-verb. This phrase has an incomplete verb and no subject.
2. **INCORRECT** The average age of leaving has decreased in recent years **as more young people live independently before marriage**.  
**Your Answer:** phrase  
**Correct Answer:** clause  
 A phrase is a group of related words without a subject-verb. A clause is a group of related words with a subject and a verb (*live*).  
 The average age of leaving has decreased in recent years **as more young people live independently before marriage**.

- This brings you to the Results page which reviews your answers, and further explains the correct answer

4. Click the **ESL ExerciseZone** Tab

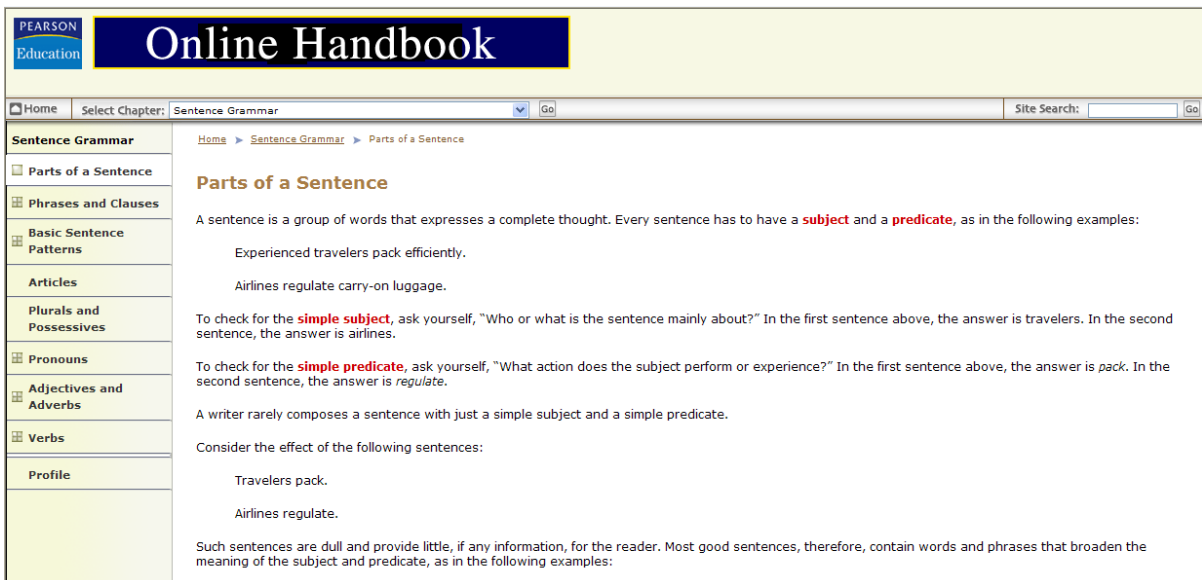
- This is directed towards students who speak English as a second language. There are almost 700 exercises, organized in 10-question practice sets, targeted at areas most troublesome for speakers of multiple languages.



- The ESL ExerciseZone focuses on grammar aspects such as Contractions and Word Order. To help multi-language speakers with their English Grammar. To work on an exercise simply click the area that you would like to practice.

## 5. Click **Longman Online Handbook** Tab

- Key explanations of 50 of the most-common problem areas in grammar, mechanics, and usage.



PEARSON Education

# Online Handbook

Home Select Chapter: Sentence Grammar Go

**Sentence Grammar**

- Parts of a Sentence
- Phrases and Clauses
- Basic Sentence Patterns
- Articles
- Plurals and Possessives
- Pronouns
- Adjectives and Adverbs
- Verbs
- Profile

Occasionally, a writer gets so involved in expanding the ideas in a sentence that the subject or the verb (predicate) may get dropped to check every sentence you write for a subject and a predicate.

### QuickCheck

Which of the following is a complete sentence?

According to travel agents across the country, for peace of mind limit themselves to two carry-on bags.

Most seasoned travelers can tell horror stories about lost or mishandled luggage.

[Check Answer](#)

- Click on a topic to overview it, at the end of the page there is a “QuickCheck”, which is a question to help you review what you just read.

6. Click on the **Multimedia Resources** Tab

- Animated tutorials to learn how to identify and correct grammatical errors

Comma Splice

1. FIVE WAYS TO FIX A COMMA SPLICE ERROR

PART 1 OF 2

Message

To: user@email.com

Subject: Applying Online for Student Jobs

Send

Student jobs continue from fall to spring semester, they do not carry over from spring to fall.

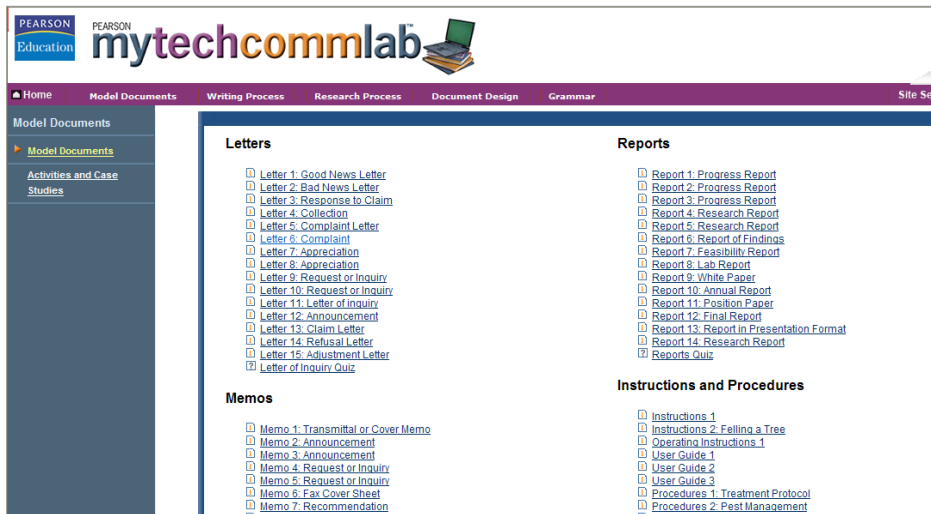
Comma Splice

- You can control each video's volume, pause, forward, or rewind button on the bottom of the screen. You can also skip from Part 1 to Part 2 on the top left corner of the screen.


**TEACHING TIP:** The film and sound quality make this resource ideal for in-class viewing as well as self-study.


From the MyTechCommLab Course Home Page:


1. Click the **Model Documents** Tab
2. Click the **Model Documents** Tab on the left side of the screen
  - These documents model different types of writing or writing for different purposes.



- There are three different types of documents:

 Documents that display this symbol allow you to view annotations for a variety of different elements. *(Flash plug-in required)*

 Documents that display this symbol open as PDF files. *(Adobe plug-in required)*

 Documents that display this symbol are quizzes.



## Hyperlinks for Your Convenience

Click here to put MyTechCommLab on your desktop!

<http://www.mytechcommlab.com/icon.html>

### Training and Technical Support

At Pearson, we take your technical needs and questions very seriously. We are committed to giving instructors and students technical support when they need it, no matter what. Therefore, we offer technical support 24 hours a day, 7 days a week.

**Customer Technical Support at**

<http://247pearsoned.custhelp.com>

- Search frequently asked questions.
- Ask a question and receive a detailed response.
- Chat online with a live representative.

### Find Your Pearson Representative

If you would like to try MyTechCommLab, or learn more about resources supporting MyTechCommLab, please contact your [Pearson representative](#).