

How to Navigate

PEARSON LEARNINGSTUDIO



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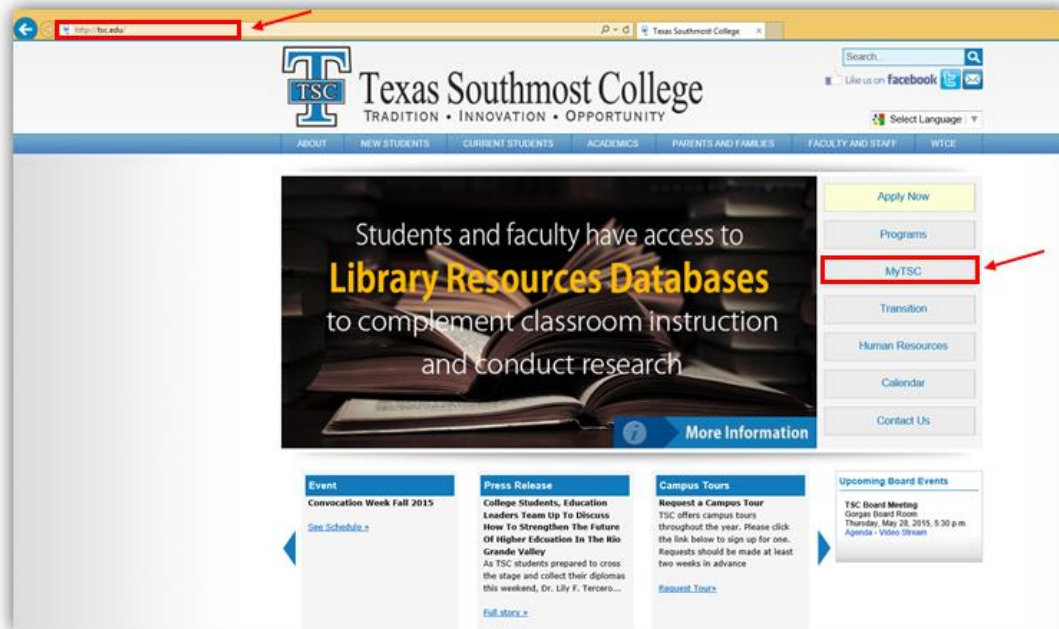
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How to Navigate Learning Studios

Log Into Learning Studio

Type <http://tsc.edu/> in your address bar. You will see page below.

Click on MyTSC.



Once you Click on MyTSC, you will see page below. Click on Pearson Learning Studio.



You will be directed to The Texas Southmost College Account Log in page.

Enter your TSC Username and Password.

Click Sign In.

TSC Texas Southmost College
TRADITION • INNOVATION • OPPORTUNITY

Log into
Your Texas Southmost College Account

Type your user name and password.

User name:

Password:

NEED HELP?
In case of issues with login or additional inquiries please contact TSC Helpdesk Support at helpdesk@tsc.edu.

Once you Click Sign in, you will be directed to the Academics PSH Page that lists all your courses. The courses are listed by term.

TSC

[Academics PSH](#) [Home PSH](#)

June 15, 2015 Welcome Test Student

Course List

Special Courses

[100 TSC Student Orientation Tutorial - eCourse.NExT](#)

Summer I 2015

My TSC

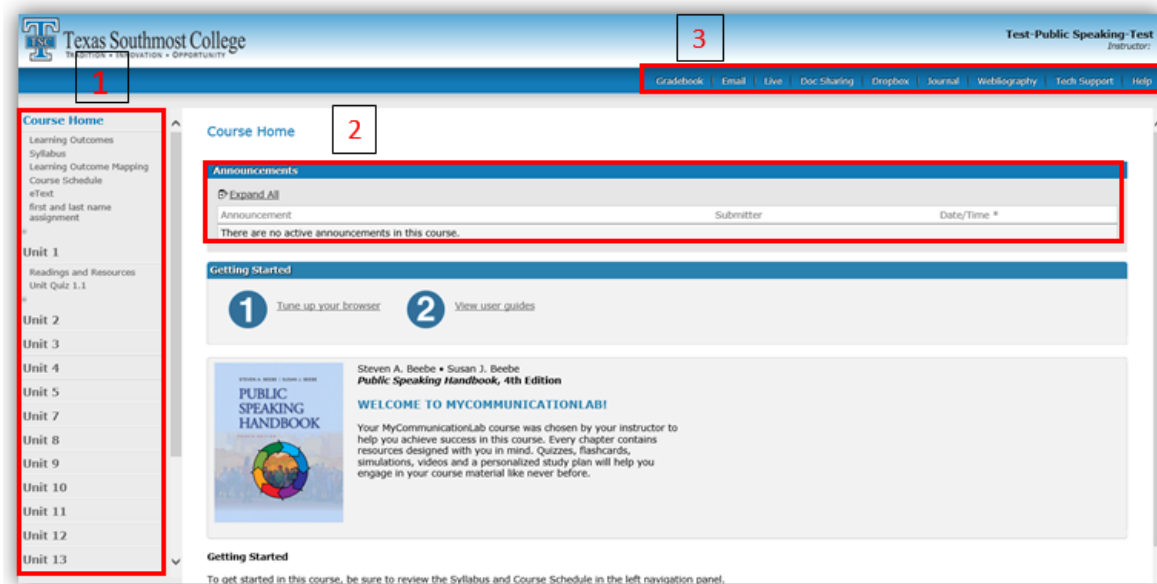
[Test-SPCH-1315-Test Test-Public Speaking-Test](#)

Admin Message Center

There are no messages in the Administrative Message Center.

Learning Studio Interface

When you click on a course, you will see a page similar to the one below. Keep in mind, all courses will vary at times but have the same layout.







In the Course Home Page you will find the Navigation Tree (Menu), Announcements, and the Course Tool bar.

1. Navigation Tree (Menu) – You will find the Syllabus, etext, course schedule, Units/Chapter assignments, quizzes, exams and any other information your instructor may add.
2. Announcements – These are added by your instructor. The announcements are a great tool for communicating important information about the course assignments, quizzes, exams, etc.
3. Course Tool Bar – You will find tools that will be utilized in your courses. For example, Gradebook, Email, Doc Sharing, Dropbox, etc.

At the bottom left corner of the page, below the Course Home, you will see four icons.



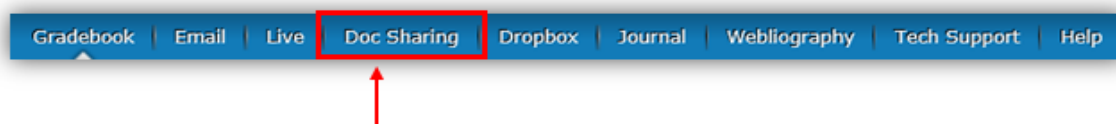
-  Hide Units and Content – This will allow you to hide the entire Navigation Tree (Menu).
-  Exit Course – This will allow you to exit this course and direct you back to the list of all your courses.
-  Log Out – This will allow you to log out of Learning Studio.
-  User Settings – This will allow you to select the Language and Time Zone.

Doc Sharing Tool

This tool will be utilized by your instructor to share documents with you and your classmates or for you to share documents with others in the course. You are able to upload files for others to see and download files from other students or your instructor.

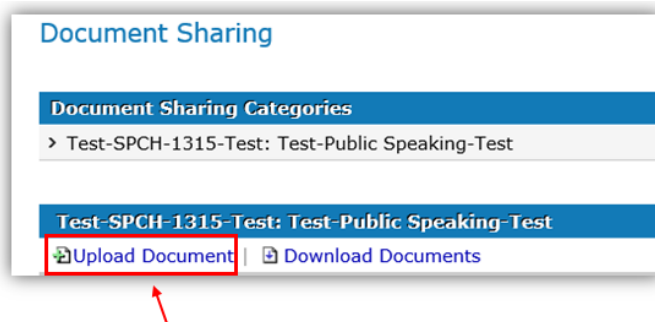
This feature allows both instructors and students to upload and download documents, images, spreadsheets, html pages, etc. to their courses.

To start using Doc Sharing in your course, Click on the Doc Sharing tab in the course toolbar at the top right of your screen.



Upload a File in Doc Sharing

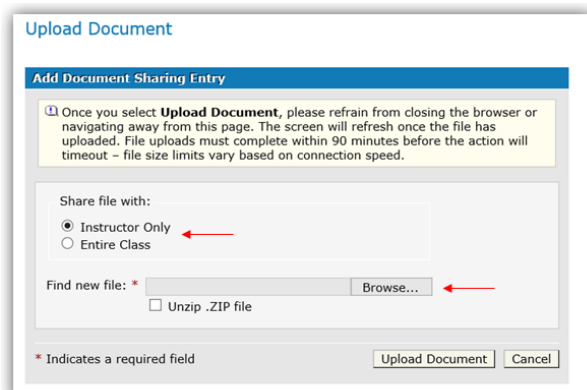
Click on the “Upload Document” link.



You will get the Add Document Sharing Entry dialogue box.

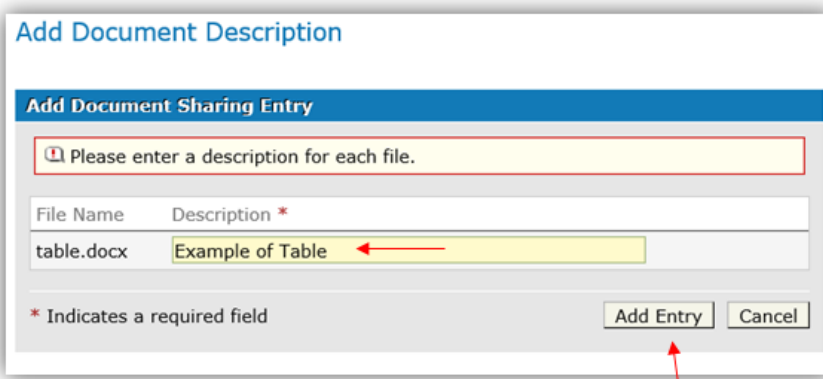
Click on Instructor only or Entire Class.

Click Browse to locate your file.



Once you locate your file, Click on Upload Document.

You will see the Add Document Sharing Entry page. You will need to include a description of the file before you are allowed to Add Entry.



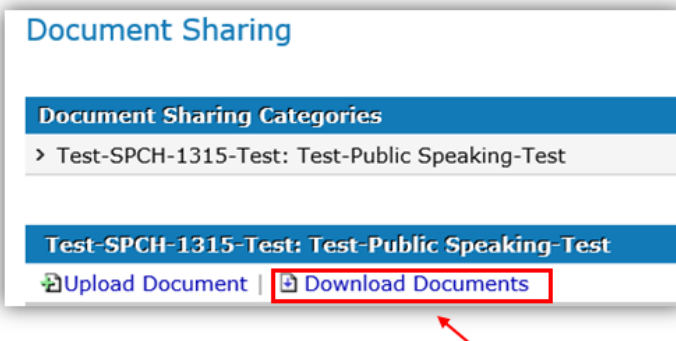
Click on Add Entry.

Downloading a File in Doc Sharing

Select file you want to download by checking the box beside a file name.



Click on the “Download Documents” link.

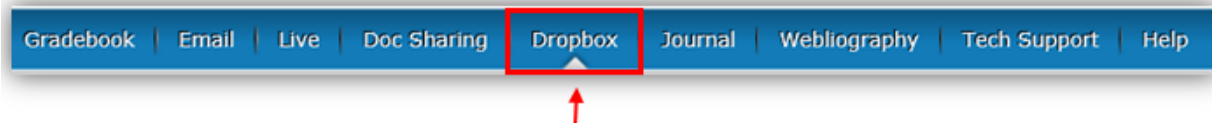


This will allow you to Open or Save the file.

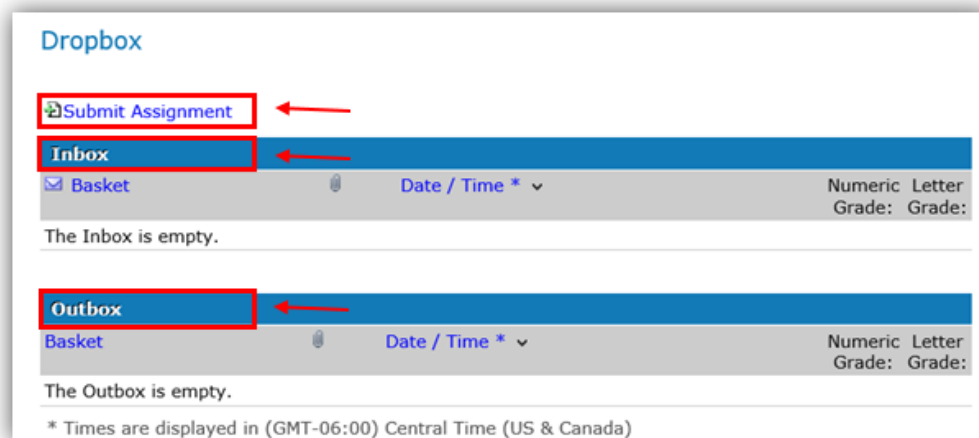
Dropbox Tool

The Dropbox tool will be utilized to submit assignments to your instructor and receive feedback on the assignments submitted. Dropbox is a one-to-one communication tool between the student and instructor only.

To start using Dropbox in your course, Click on the Doc Sharing tab in the course toolbar at the top right of your screen.



You will get the Dropbox page as shown below,



Submit Assignment- Submit Assignment to Dropbox

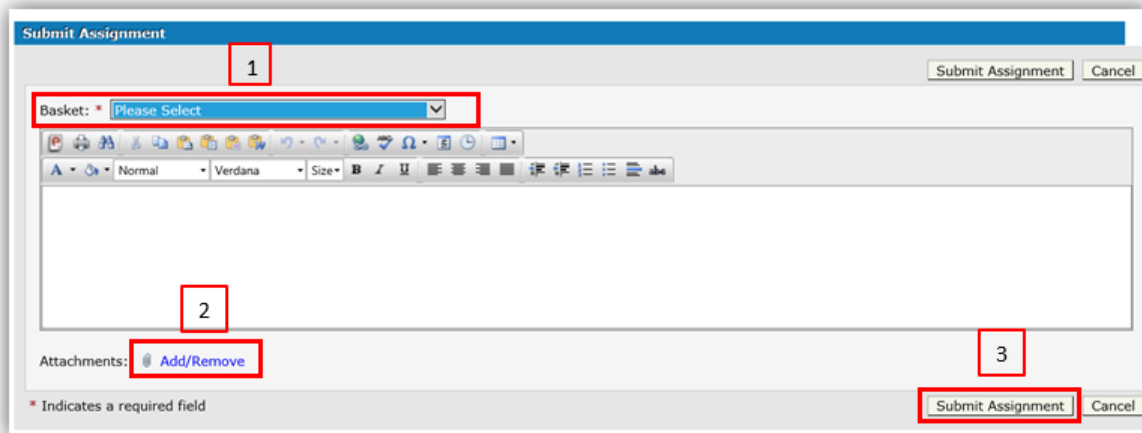
Inbox – Files that instructor has reviewed and provided feedback. Also will display the grade for assignment.

Outbox – Files that you have submitted to instructor for review.

Submitting Assignment to Dropbox

When you are ready to submit your assignment, Click Submit Assignment.

You will get the submit assignment page.

A screenshot of a web-based 'Submit Assignment' dialog box. The dialog has a title bar 'Submit Assignment' and two buttons: 'Submit Assignment' and 'Cancel'. Below the title bar is a 'Basket:' dropdown menu with 'Please Select' as the current selection, highlighted by a red box and the number 1. Below the dropdown is a large text area for the assignment content, highlighted by a red box and the number 2. At the bottom left of the text area is an 'Attachments:' section with an 'Add/Remove' button, also highlighted by a red box and the number 2. At the bottom right of the dialog is another 'Submit Assignment' button, highlighted by a red box and the number 3. A small asterisk icon with the text '* Indicates a required field' is located at the bottom left of the dialog.

1. Click on the drop down arrow and select the type of basket (name of assignment) that corresponds to the assignment you are submitting.
2. Click on “Add/Remove” to add your file (assignment).
3. Once you have selected your file, click on Submit Assignment.

Once you have submitted your assignment, it will appear in your Outbox.

ExamGuard

In your courses, exams will be conducted online and will need ExamGuard. ExamGuard is a software program that provides a secure environment for online test taking. ExamGuard limits the use of your computer to the single task of completing and submitting the online exam.

Note: All campus computers have ExamGuard installed.

When you take an exam using ExamGuard you will not be able to:

1. Print
2. Copy & Paste
3. Browse the Internet
4. Minimize browser windows
5. Use menu options, control keys, or switch tasks
6. Use right-click options
7. Start new applications
8. Return to previous web pages

Before you begin an exam, the required ExamGuard plug-in must be downloaded and installed on your personal computer.

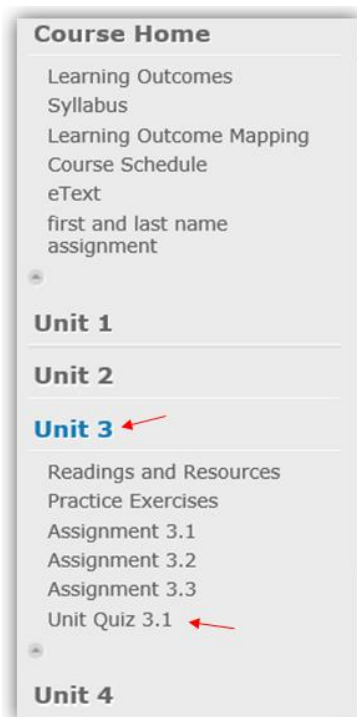
1. Go to the start page of the exam then click on the ExamGuard link.
2. After installing ExamGuard, please follow these steps:
 - a. Close your browser and re-open it.
 - b. Enter your course again for ExamGuard to be recognized by your system.

If you have any technical problems with the installation or operation of ExamGuard, contact TSC Helpdesk at 956-295-3800 or helpdesk@tsc.edu.

Taking an Exam

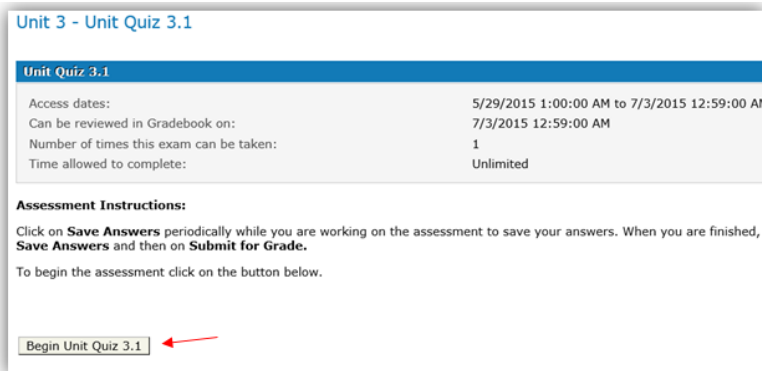
When you are ready to take a quiz/exam, Click on the Unit or area in the Navigation Tree (Menu) where the quiz/exam is located.

Click the Quiz/Exam you are needing to take.



Once you click the quiz/exam, you will see the quiz's/exam's instructions. Review the instructions carefully.

Click on "Begin Quiz"



Unit 3 - Unit Quiz 3.1

Unit Quiz 3.1

Access dates:	5/29/2015 1:00:00 AM to 7/3/2015 12:59:00 AM
Can be reviewed in Gradebook on:	7/3/2015 12:59:00 AM
Number of times this exam can be taken:	1
Time allowed to complete:	Unlimited

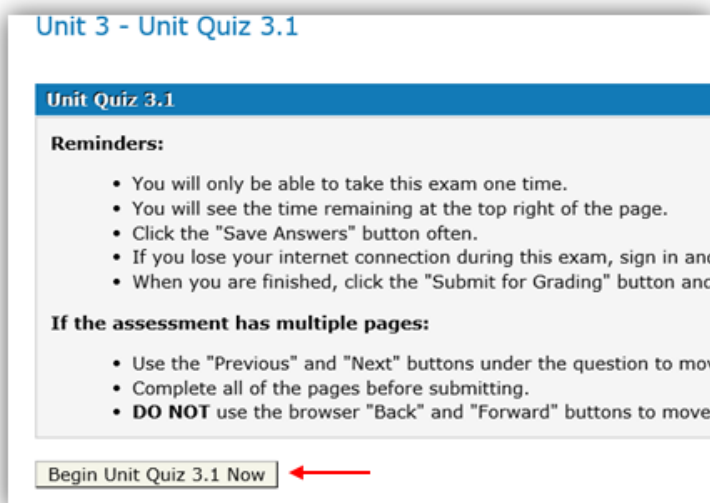
Assessment Instructions:

Click on **Save Answers** periodically while you are working on the assessment to save your answers. When you are finished, **Save Answers** and then on **Submit for Grade**.

To begin the assessment click on the button below.

[Begin Unit Quiz 3.1](#)

You will get another page with additional reminders. After you have carefully read over this information, Click on "Begin Quiz Now" Button.



Unit 3 - Unit Quiz 3.1

Unit Quiz 3.1

Reminders:

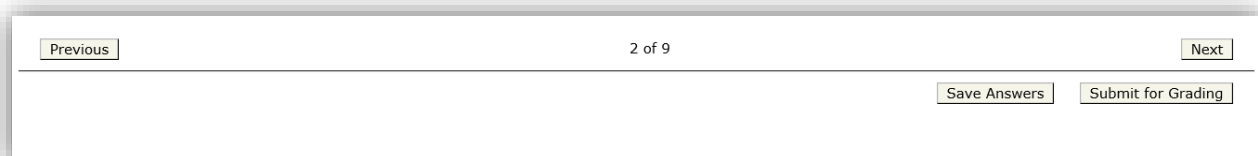
- You will only be able to take this exam one time.
- You will see the time remaining at the top right of the page.
- Click the "Save Answers" button often.
- If you lose your internet connection during this exam, sign in and
- When you are finished, click the "Submit for Grading" button and

If the assessment has multiple pages:

- Use the "Previous" and "Next" buttons under the question to move
- Complete all of the pages before submitting.
- **DO NOT** use the browser "Back" and "Forward" buttons to move

[Begin Unit Quiz 3.1 Now](#)

When you begin the quiz, you will either see all questions at one time or one at time. This will depend on the instructor and how he/she has set the exam. You will have the options to Save Answers, Submit for Grading, Next and Previous.



Previous 2 of 9 Next

Save Answers Submit for Grading

Next – Will allow to move on to next question.

Previous- Will allow you to move back to the previous question.

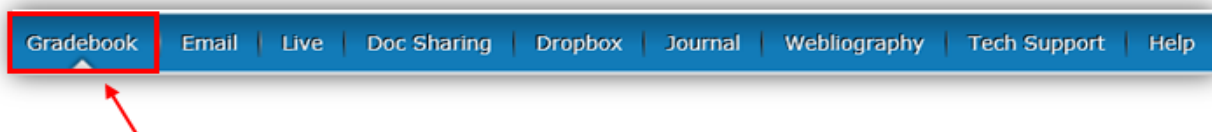
Save Answers – This will allow you to save answer you type, selected, etc. **Note:** Make sure to click on save answers each time you type, select, etc., an answer to a question.

Submit for Grading- This is used only when you are ready to submit your quiz/exam for grading. **Do not click this button after a question has been answered. Only click this button when you are completed with your quiz/exam and ready to submit.**

Gradebook

The Gradebook Tool will allow you to view your grades and comments your instructor has made to any of your assignments, quizzes, and exams.

To start using Gradebook Tool in your course, Click on the Gradebook tab in the course toolbar at the top right of your screen.



You will get the Gradebook page as shown below,

The screenshot shows the 'Gradebook' page with a 'View Gradebook' button and a 'User Activity' link. Below is a section titled 'My Gradebook: Test Student' with a 'Grade To Date' dropdown and a 'View gradebook by: Unit | Item' link. The main table has columns for Assignment, Grade, Earned to Date, and Possible for Course. The table lists several assignments with their respective grades and points. A red arrow points to the 'Grade' column header, and another red arrow points to the 'Grade To Date' dropdown. A third red arrow points to the 'Grade' column in the 'Total' row.

Assignment	Grade	Earned to Date	Possible for Course
Course Home - first and last name assignment	--	*	100 pts.
Course Home - evidence worksheet	*	*	100 pts.
Course Home - fairy tale	*	*	100 pts.
Course Home - First group Project- Individual Grade	*	*	100 pts.
Course Home - Final Course Grase	*	*	0 pts.
Unit 6 - Unit Quiz 6.1	--	*	100 pts.
Unit 15 - Unit Quiz 15.1	--	*	100 pts.
Total		*	2082 pts.

Grade to Date – Displays the grade (average) you currently have in the course.

Assignments – All gradable assignments and grades to date you have received in each assignment.

Grade – Click on any grade shown next to an assignment and a pop up window will appear. In this area, you are able to view the instructor's feedback, as well as the grade. You are also able to click on a quiz/exam grade and view final score and instructor comments. It also allows you to review the quiz/exam and see which questions you got correct or wrong.