# How to Navigate

# PEARSON LEARNINGSTUDIO



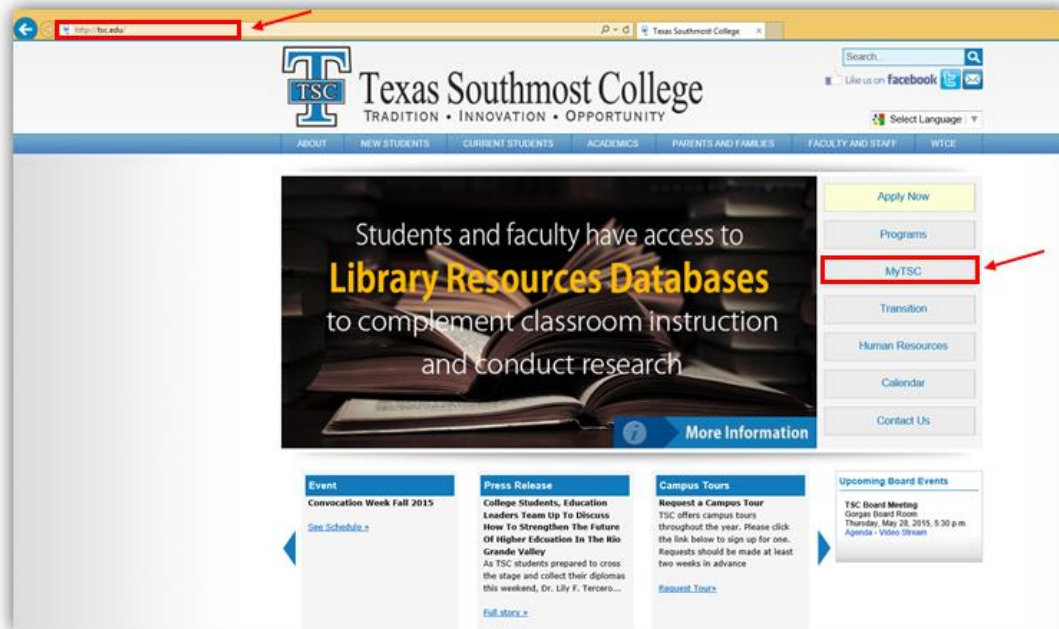## Contents

# 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.



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.

## 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.
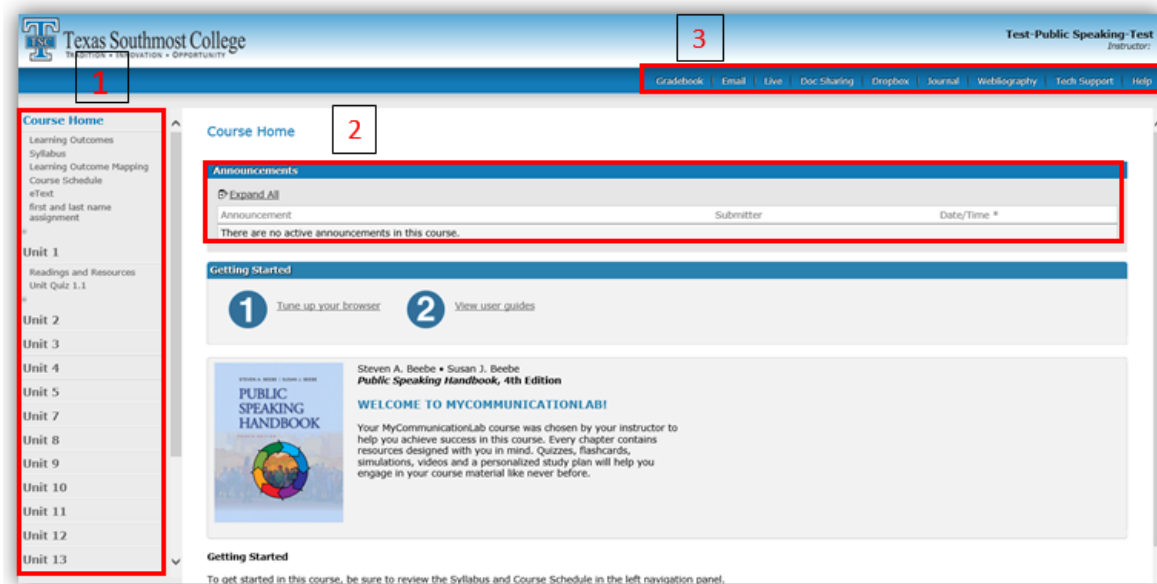


In the Course Home Page you will find the Navigation Tree (Menu), Announcements, and the Course Tool bar.

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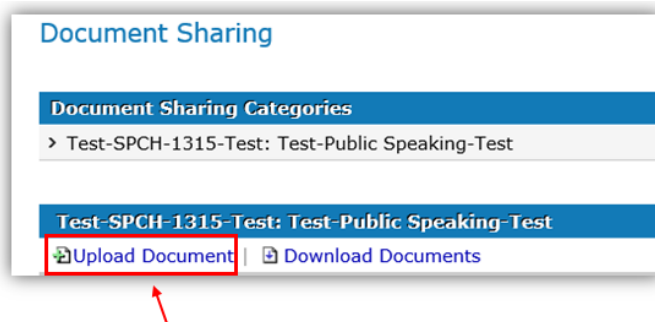
This feature allows both instructors and students to upload and download documents, images, spreadsheets, html pages, etc. to their courses.

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.
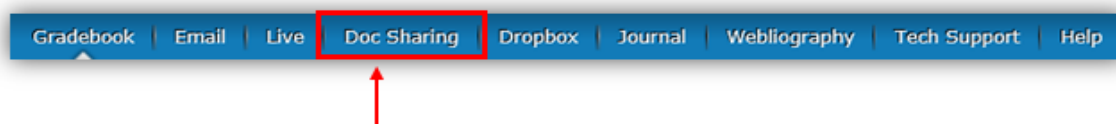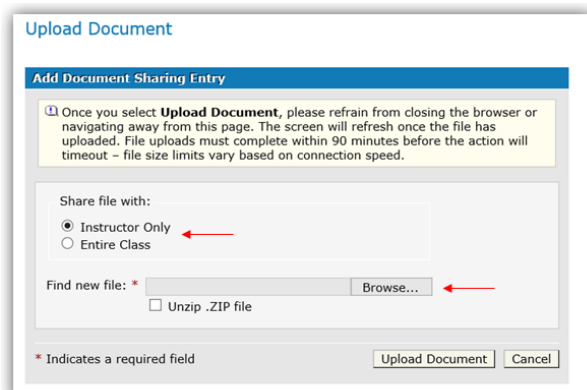


## Upload a File in Doc Sharing

Click on the "Upload Document" link.



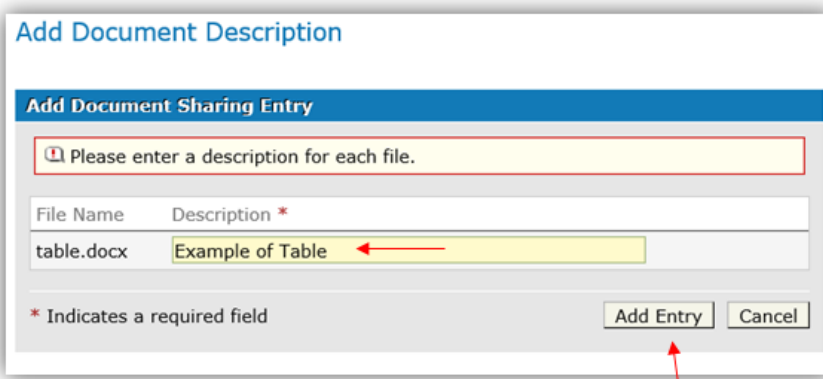You will get the Add Document Sharing Entry dialogue box.

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.
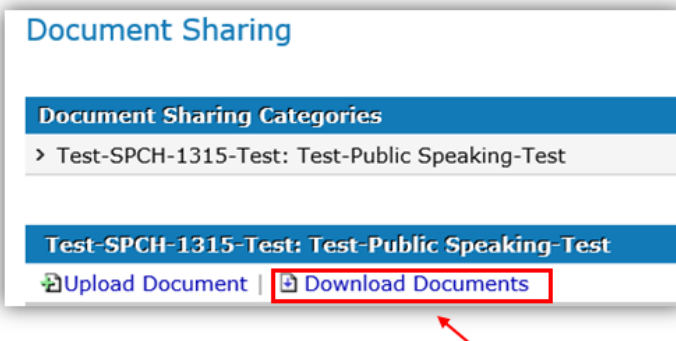


Click on Add Entry.

## 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.
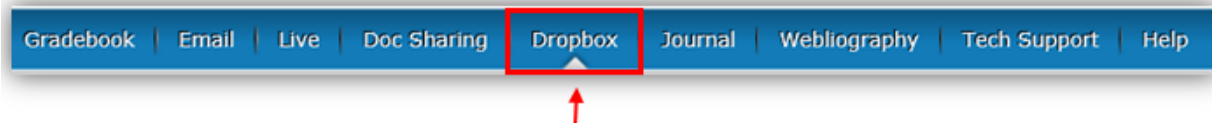


You will get the Dropbox page as shown below,
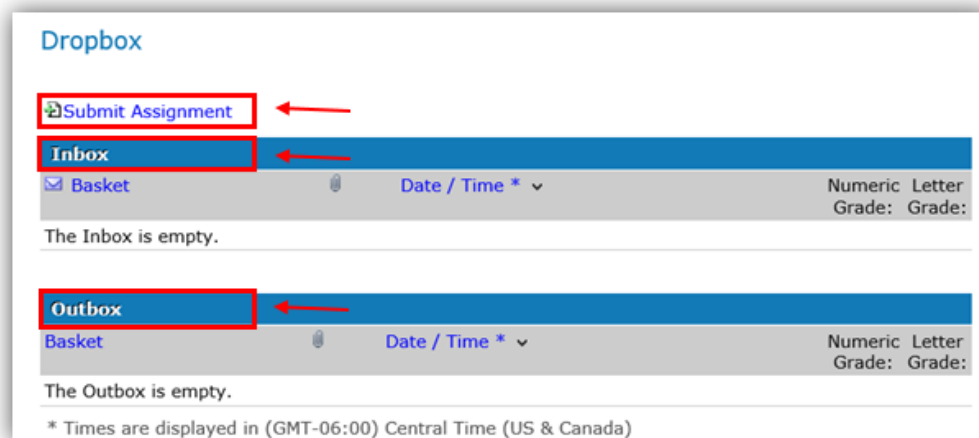


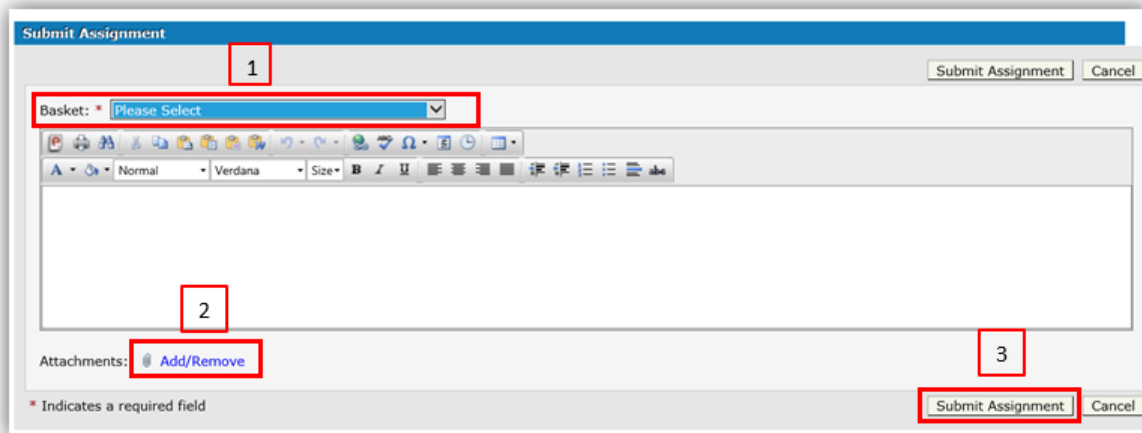**Submit Assignment**- Submit Assignment to Dropbox

**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.

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

You will get the submit assignment page.



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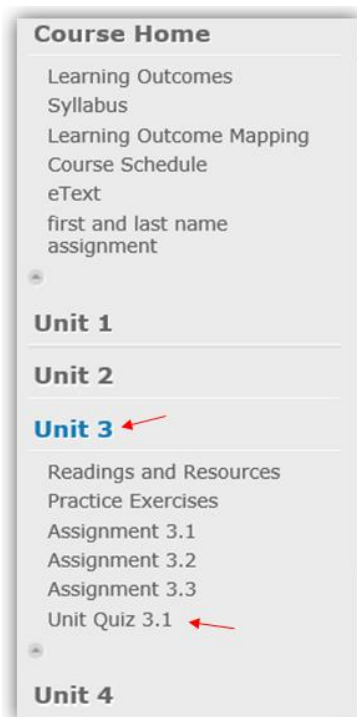
1.  Go to the start page of the exam then click on the ExamGuard link.
2.  After installing ExamGuard, please follow these steps:
    a.  Close your browser and re-open it.
    b.  Enter your course again for ExamGuard to be recognized by your system.

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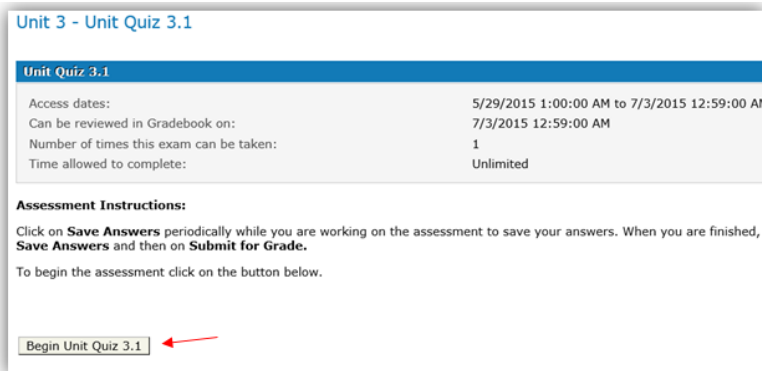
## Taking an Exam

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.

**Course Home**
Learning Outcomes
Syllabus
Learning Outcome Mapping
Course Schedule
eText
first and last name assignment

**Unit 1**

**Unit 2**

**Unit 3**
Readings and Resources
Practice Exercises
Assignment 3.1
Assignment 3.2
Assignment 3.3
Unit Quiz 3.1

**Unit 4**

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

Click on "Begin Quiz"
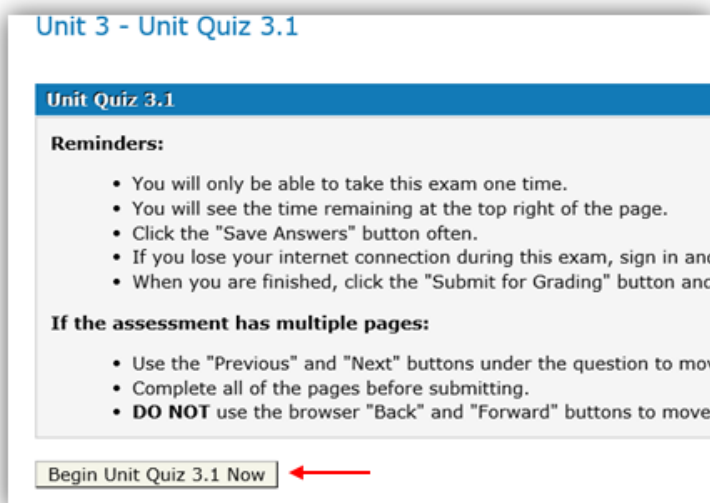


You will get another page with additional reminders. After you have carefully read over this information, Click on "Begin Quiz Now" Button.
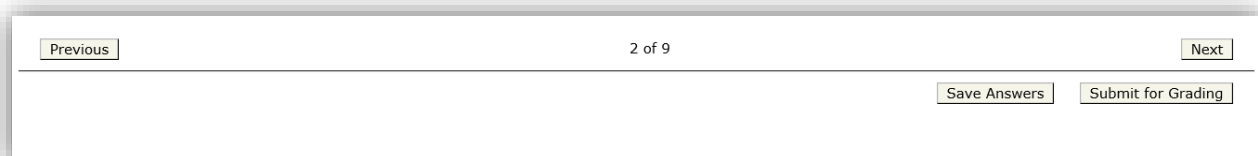


When you begin the quiz, you will either see all questions at one time or one at time. This will depend on the instructor and how he/she has set the exam. You will have the options to Save Answers, Submit for Grading, Next and Previous.

**Next** – Will allow to move on to next question.

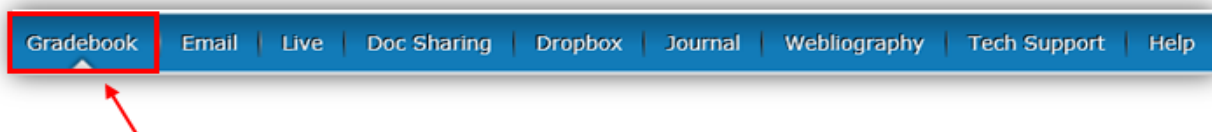**Previous**- Will allow you to move back to the previous question.

**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,



**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.