

Using Online Content

Introduction This guide explains how to use Pearson online content to enhance classroom instruction. It explores how to use the table of contents, view and assign a lesson, assign an activity, and search for content, as well as how students access their lessons.

Table of Contents This guide uses examples from the Literature and Biology programs to show how to find online content, but the process is the same for any secondary Pearson program.

At the top of the teacher home page, select the Content tab, and then click **Table of Contents**. To select the program another way, click the program thumbnail under the “Select your program to explore your table of contents” area.

View a Lesson The Table of Contents shows the units of the program. To access the first chapter, click **Unit 1**, and then click **Chapter 1**.



The Chapter 1 page displays a list of lessons. Choose a lesson to make the a blue menu appear. Teachers can view the lesson; assign it; get information, such as the standards the lesson covers; or add it to their planner. (To learn more about the Lesson Planner, view the Lesson Planner tutorial on this Web site.)



To look at the lesson, select it from the list, and then click **View**. Notice the different parts of this lesson displayed across the top: Lesson Overview, Lesson Notes, Activities, and Assessment.

Select **Lesson Overview**, and then click **Start**. To view each section of the Overview, click the forward and backward arrows. The lessons

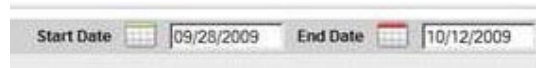
also have an area where students can take notes. To close the lesson, click the X at the top right.

In the new Pearson programs, teachers can use a whiteboard or a projector attached to a computer to show lessons in class. Teachers can assign lessons to their students, and students can log on to their computers in school or at home to learn the content of the lessons, take notes, and complete activities and online assessments to show what they have learned.

Assign a Lesson

Before assigning an online lesson, teachers need to set up their classes and add students. For more information about setting up classes and adding students, watch the Class Setup and Add Students tutorials on this Web site.

To assign a lesson, select the lesson and click **Assign**. Next, enter the start and end dates for the lesson assignment. The default dates display the current two-week period, but the dates can be set to future dates and longer periods of time.



The image shows a user interface for selecting dates. It features two input fields: 'Start Date' and 'End Date'. The 'Start Date' field contains the text '09/28/2009' and the 'End Date' field contains '10/12/2009'. Each field has a small calendar icon to its right, indicating that a date picker is used for selection.

To assign the lesson to the entire class, place a check mark next to the word *Student*. To assign the lesson to select students, place check marks next to their names. When finished, click **Save**.

Assignments

Teachers can view the lessons and tests they have assigned to their students and track each student's work.

Under the Planning tab, select **Assignments**. Click an assignment and choose **Edit/Score** from the blue menu.



On this page, teachers can follow the progress of each student for a specific assignment. Next to the student's name, the Status column indicates Not Started, In Progress, or Completed. When the lesson is completed, click **View Student Work** to see a list of the student's work.

Assign Activities

In some Pearson programs, teachers can assign activities directly from the Assignments page. Choose content from the drop-down menu. Then click **Assign activities**.

On the Assign Activities page, follow the five steps to choose the criteria for the activity. Click **Next** after each step until the process is completed. Finally, assign the activity to the entire class or assign it to selected students by placing check marks next to the students' names. Then click **Save**.

Student View

Students log in to their student home page with their user name and password.



Students can view their online student edition on the student home page. To find a list of their assignments—whether these are lessons, activities, or tests—they will click **To Do**.

To complete the lesson, the student simply clicks the name of the assignment. Once students finish their assignments, the status is marked as complete and the results are sent to the teacher. Teachers can see the results in the Lesson Progress area under Reports on the teacher home page.

Search

Teachers can search for even more resources to supplement their regular classroom routine.

Under the Content tab, click **Search**. The Search tool allows teachers to find content in their textbooks by page number, by keyword, or by browsing through resources in the media type, topic, or state standard areas.



For example, to search for a resource in the student edition, type in a page number. Select the resource from the results and use the blue menu to view it, assign it, get information, go to its location in the teacher's edition, or add it to the Lesson Planner. Use the forward and backward arrows to move between pages of results.

To search by media type, select **Media Type**. To find specific media resources, type in a keyword, and then click **Go**. Select a resource from the results and choose an option from the blue menu.

To search for a topic, select **Topic**. Each Pearson program displays different topics, but the tool works the same way for each program. To search for state standards, follow the same process.

To save a resource from a search, click the resource and drag it into Favorites.

Review

This guide explained

- how to use the Table of Contents;
- how to view and assign a lesson;
- how to assign an activity;
- how students log in to complete lessons; and
- how to search for content.

For more help using online content, using the Lesson Planner, assigning tests, and learning about other topics, please visit the other SuccessNet tutorials on this Web site.

The Additional Resources section on the teacher home page provides the link to myPearsonTraining.com and shows messages from the Pearson development staff.

Pearson's Product Support Team can also provide support by e-mail, phone, or chat. Simply log out of the teacher home page and choose one of the options from the Pearson SuccessNet log-in page.

To learn more about the resources available online, please visit myPearsonTraining.com.