Student User Guide for EconPortal

*Modern Principles of Economics, Second Edition*

Cowen/Tabarrok
Table of Contents

Overview...................................................................................................................................................... 1
Getting Help.................................................................................................................................................. 1
System Requirements ................................................................................................................................. 2
Registering for the Course.......................................................................................................................... 3
Logging in to the Course ............................................................................................................................ 4
The EconPortal Home Page........................................................................................................................ 5
The EconPortal eBook.................................................................................................................................. 6
Taking Notes.................................................................................................................................................. 7
Accessing EconPortal Course Materials ..................................................................................................... 7
Viewing Quizzes & Assignments ................................................................................................................ 8
  Taking a Quiz ............................................................................................................................................ 9
  Graphing Questions ................................................................................................................................. 9
  LearningCurve ........................................................................................................................................ 10
Checking Your Grades ............................................................................................................................... 11
Course Mail.................................................................................................................................................. 11
Overview

Welcome to EconPortal, your complete Web-based study tool for Tyler Cowen and Alex Tabarrok’s *Modern Principles of Economics, Second Edition*. Not only does it lighten your backpack by offering online access to your textbook and other course materials, but communication tools make it easier to connect with your class community. With EconPortal, you can:

- Work with supplemental resource material, such as flashcards.
- Do homework with instant grading and feedback.
- Take and share online notes.
- Participate in discussion forums and chat rooms.
- Communicate with your teacher and/or other students via course email.

*Note: Depending on how your instructor has configured the EconPortal for your class, you may not have access to all these features.*

This guide is designed to get you into the course software, introduce you to the main features, and leave you comfortable enough to begin working in the EconPortal on your own.

Getting Help

EconPortal includes a comprehensive help system with step-by-step instructions for performing a variety of tasks in the program. To access it, click the Help (?) button in the bottom-left corner of the screen. (Note: this online help system is available after you’ve logged in to EconPortal.)

For questions that aren’t answered by the help system, contact EconPortal Technical Support, available 24/7. Call 1-800-936-6899.
System Requirements

The following Web browsers are formally supported and tested for use with EconPortal:

- **Windows:** Internet Explorer version v6.0 or above and Firefox version 1.0 or above.
- **Mac OS X:** Firefox version 1.5 and above.

In addition, some EconPortal resources require Adobe Shockwave Player, Adobe Flash Player, Apple QuickTime (5.0 or above), RealPlayer (10 or higher), Java, or Adobe Acrobat (version 6 or above). The latest versions of these plug-ins can be downloaded free of charge from Adobe, Sun, or Apple Web sites.

To see which plug-ins you have installed and to find installers, go to the online help system and select the **System Check** link from the System Requirements section or go directly to [http://courses.bfwpub.com/syscheck/](http://courses.bfwpub.com/syscheck/).

**Note:** To view some features of the Portal, you may need to turn off your browser’s pop-up blocker, and any pop-up blocker(s) in third-party toolbars you may have added to your browser, such as the Google or Yahoo toolbar.
Registering for the Course

To get access to EconPortal, you have two options:

1. Purchase an access card for EconPortal at the campus bookstore (either packaged with a printed textbook or by itself). Then go to http://youreconportal.com and select the Register Your Access Code link under “Students” towards the bottom left of the screen.

2. Purchase instant access to EconPortal online. Go to http://youreconportal.com and select the Purchase Online Access link under “Students” towards the bottom left of the screen. Find your course on the page and click the Purchase link next to it. Follow the directions on the screen.

After Purchasing, Follow these Steps

1. Find the book you are using in your course (listed below).
2. Click on “Register your Code” beneath your textbooks title. **NOTE:** Be sure that you are registering for the right course (selecting the right textbook)! The textbook you select should match your access code cards.
3. Fill in the requested personal information to register for the course. When you registering, it’s always best to use your school (college/university) email address. This will better enable your instructor to communicate with you about assignments, announcements, etc.
4. During registration you’ll also be asked to follow the on-screen instructions to find your course. Start by selecting your school’s state/province, the school name, then your course/instructor, and/or selections. **Make sure you are selecting the right course/section!** The course title should list the class meeting times you use to verify that you are selecting the right course/section.
5. Click “Next” at the bottom of the page; confirm the information on the following screen, and click “Create Account” to complete the registration process. **REMEMBER to write down your password!** You’ll need to use this password every time you log-in.

**Note:** You won’t be able to change your email address once you have registered, so you must choose an address that will be valid for the duration of the course.
Logging in to the Course

Both you and your students should go directly to http://courses.bfwpub.com/cowentabarrokecon2e to login to the EconPortal course. Supply your email address and password and click LOG IN. You can also always find your course by going to http://youreconportal.com.

If you have any trouble with a log-in id or password, call 1-800-936-6899 or contact technical support via email at techsupport@bfwpub.com.
The EconPortal Home Page

Once you’ve logged in to EconPortal, the home page appears. From here, you can access all the information, tools, and resources in EconPortal.

**Note:** Your instructor can customize this home page to suit the needs of your class, so what you see may not exactly match what is shown here.
The EconPortal eBook

The EconPortal eBook is a complete online version of Tyler Cowen and Alex Tabarrok’s *Modern Principles of Economics, Second Edition*.

To open the eBook’s table of contents, click the **EBOOK** tab at the top of the page. From there, select the chapter or section where you want to go. You can also jump directly to a chapter by selecting it from the eBook drop-down list on the home page.

Once you’re in the eBook, use the navigation pane (on the left) and the **Previous** and **Next** links to get around a chapter or to go to another chapter. Use the **Search** box in the upper-right corner of the window to jump to the eBook section corresponding to a given printed page, or use it to find information on any given topic.

Every section contains hyperlinks to additional material, related sections, learning tools, and glossary definitions. To highlight a phrase, double-click it. To bookmark a section or add your own notes, click the **eBook Tools** button.
Taking Notes

Within every eBook section, you will see any notes your instructor has added for you. You can add your own notes to the section as well. To add a note, click the eBook Tools button and choose Add a Top Note or Add a Sticky Note from the Tools menu. Top notes will always appear at the top of the page, whereas sticky notes can be moved to anywhere on the page.

In the displayed Note Box, type the text of your note. Use buttons to the right to add bold or italic text or to insert a link to a Web site.

Use the drop-down list to specify your note as Public (anyone to whom you give permission can view, but only you can edit), Shared (those to whom you give permission can view and edit), or Private (only you can view). Click Save to save your note. To edit the saved note later, click the Edit icon in the note's top-left corner.

Note: For more on sharing notes, refer to the EconPortal online help.

Accessing EconPortal Course Materials

EconPortal comes with an abundance of online resources to aid your learning process. Your instructor can also upload additional resources for the course.
You can also access these resources from through the Course Materials page. Click the COURSE MATERIALS tab (or click the Course Materials link on the home page if available).

In addition to resources supplied by the publisher, your instructor may add course-specific resources, such as discussion forums or lecture slides. These are listed directly on the Course Materials page.

To view EconPortal Course Materials, select a type of resource from the Student Resources drop-down list and a chapter from the Chapters drop-down, then click go. Click on any of the displayed resources to access it.

Viewing Quizzes & Assignments

When your instructor creates an assignment in EconPortal, it is added to the Assignment Center. EconPortal keeps track of what assignments you’ve completed and when upcoming assignments are due.

To view all assignments, both past and upcoming, click the Assignment Center tab. (Assignments due in the current week may also be listed on your home page).

The Assignment Center page lists all of your course assignments and quizzes. It shows due date, gradebook points, and status. You can use the Sort assignments by drop-down box to change the order in which assignments are listed. Click an assignment to jump to it.

Due dates for assignments are also entered in your course calendar. Click Go to Calendar to display the calendar.
Taking a Quiz

1. Locate the appropriate quiz in the Assignments page.

2. Click the quiz's title. The top of the Assignment Details page shows settings the instructor has chosen for the quiz. Take note of the settings for the quiz. It should indicate if you are allowed multiple attempts, if there is a time limit, and if the quiz has been made available. If a quiz is not available, you may have to wait until a specific time to take it, you may have missed the deadline, or the quiz may only be for students in a specific section or group.

3. Click Begin [quiz name]

4. Answer the questions on the quiz. Questions can be formatted as multiple choice, true/false, fill-in-the-blank, drop-down list, multiple select, matching, ordering, graphing, short answer, or essay. Enter your answers in the appropriate manner. Some questions may include a Help button. Click it to see a related question in an interactive exercise.

5. If enabled by your instructor, you can click the Save Answers button to save your answers and finish the quiz later.

6. When you're finished, click Submit.

If the instructor has made it available, you will be able to review the quiz.

Graphing Questions

EconPortal includes graphing questions as a part of the question you may find in quizzes. You must select the multi-point line tool to plot the information given to you on the graph. Then, in order to receive points, you must label their line by selecting it and clicking the appropriate label in the lower right corner (in this case “Demand”).

Label options here. Students must select the appropriate label to receive points.
LearningCurve

LearningCurve is an adaptive activity to help you solidify your understanding and retention of the material. It differs from traditional quizzes because wrong answers never count against you. You accumulate points for each correct answer and simply continue until you have reached the target activity score. If you don’t know an answer you can get a hint or guess. You will still get points for a correct answer, but fewer points if you needed a hint or made an incorrect guess first. As you complete each question you are given feedback about the correct answer and a link to the section in the textbook covering that topic.

When you finish the activity LearningCurve will provide you with a breakdown of the topics covered in that chapter of the textbook and the percentage of questions you answered correctly from each topic. You can use this as a personalized study plan to help you determine what areas you need to review further. Click on any topic you want to review to be taken directly to that section in the eBook.

When your instructor assigns a LearningCurve activity, you can access it from the Assignment Center. As you answer each question you can see your accumulated points represented in the progress bar at the bottom of the screen. You are not required to complete the entire activity in one session. Just click Take a Break to save your progress. When you return to the activity later you will be able to resume it from this point. As long as you reach the target activity score before the assignment deadline you will receive full credit for the activity.
Checking Your Grades

Click the Grades link on the home page to check your current status in the course. Your instructor can make link is available under Gradebook or Course Work on the home page. The Grades page shows your current overall grade at the top of the page. Grades for each assignment follow, along with any comments entered by your instructor. If you don’t have access to this link, you can view your grades and review your scores in the Assignment Center and review your previously submitted work by clicking on the assignment you’re interested in.

Course Mail

EconPortal includes its own email system for communicating with your instructor and others in your course. Your instructor will use this course mail to send out reminders or to communicate directly with you. To access your course mail, click Inbox in the Communicate area of your home page. (Or click Compose to jump directly into writing an email.)

Note: your course mail will be automatically forwarded to the email address you use to sign in to the portal. To change your email forwarding address, click the Preferences button in the sidebar on the left of your screen. Click System Settings, page down to Mail Settings and enter the email address to forward your mail to at the bottom of the page. Select a forwarding mode, and click Save. When you reply to forwarded course mail, the reply is sent through the outside email associated with the sender, not through the course mail system.
Your Course Mail inbox will look like this:

To send an email, click Compose (from either the Course Mail page or the home page). Click Add Recipients and add course members to the To, CC, or BCC lists, then click OK. Type the subject and email text, then click Send.

Your Compose Message screen will look like this:

For technical support call 1-800-936-6899.