Student User Guide for DevelopmentPortal

The Developing Person Through the Life Span, Seventh Edition

Berger
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Overview

Welcome to DevelopmentPortal, your complete Web-based study tool for Kathleen Stassen Berger’s *The Developing Person through the Life Span*, Seventh 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 DevelopmentPortal, you can:

- Follow a personalized study plan that helps you assess your progress in learning each chapter’s material.
- Work with supplemental resource material, such as tutorials, animations, and 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 DevelopmentPortal 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 DevelopmentPortal on your own.

Getting Help

Details on using the many DevelopmentPortal features and tools are available in Online Help.

1. Once you’ve logged in, click the Help button in the lower-left corner of the DevelopmentPortal window.
2. Click on highlighted words, arrows, and image icons for detailed directions or more information about a topic.

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

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

- **Windows**: Internet Explorer version 6 or 7 and Firefox version 1.0 and above.
- **Mac OS X**: Firefox version 1.5 and above.

In addition, some DevelopmentPortal resources require Adobe Shockwave Player, Adobe Flash Player, Apple QuickTime (5.0 or above), 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 System Check page, available from the DevelopmentPortal Welcome Screen, the online help system (in the System Requirements section), or directly at [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 DevelopmentPortal, you have two options:

1. Purchase access to DevelopmentPortal through the campus bookstore (either packaged with a printed textbook or by itself).
2. Purchase access to DevelopmentPortal directly from our web site.

Option One: Registration with an Activation Code

1. Go to http://courses.bfwpub.com/bergerls7e and select the REGISTER an Activation Code link. The following registration screen will appear.
2. Then, enter your Activation Code, name, and e-mail address. Your email address will serve as your username for DevelopmentPortal.
3. Create a password and a password hint. The password must be at least 4 characters long and should be something memorable.
4. After confirming your email address, select your school location (state/province) from the drop-down menu at the bottom of the screen. A new drop-down menu will then appear where you can choose your institution; then a course/instructor drop-down menu will appear where you can select your course.
5. Click NEXT at the bottom of this screen, confirm your information on the following screen, and click CREATE ACCOUNT to complete the registration process.
Option Two: Purchase Access Directly Via the Site

1. Go to http://courses.bfwpub.com/bergerls7e, select **PURCHASE access to DevelopmentPortal** and select your state/province from the drop down menu. You will then be prompted to select your institution and your course from additional drop-down menus.
2. You will set up a profile that will be used to access the portal. Enter an email address and password, as described in the Activation Code instructions on page 3.
3. Enter payment information including your name (as it appears on the credit card); card number, expiration date, and billing address, then click **NEXT**. After confirming your information, click **PLACE YOUR ORDER**.
4. Once the system has confirmed payment, a thank you screen will display that confirms your name, email address, username, and password. You will also receive a confirmation email. Once the payment has been processed, you will be able to log into the portal using the profiles set up in Step 2. You will not need an Activation Code.

**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.

Once you have completed this process, go to http://courses.bfwpub.com/bergerls7e, enter your email address and password, and click **LOG IN** (see below).

Logging in to the Course

To login to the DevelopmentPortal course, go to http://courses.bfwpub.com/bergerls7e. Supply your email address and password and click **LOG IN**.

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 DevelopmentPortal Home Page

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

**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.

Use tabs to go to specific pages of the course Portal.

View info about the course and the instructor.

Check upcoming assignments, check the course calendar, view your grades and look up profiles of other course members.

Read or send course mail, or participate in a discussion forum.

Display online help.

Search the entire Portal for a topic, or jump to a page or section in the eBook.

Jump directly to a chapter of the eBook.

Log out.

Edit your user profile, course mail and system settings.

View course announcements.

For technical support call 1-800-936-6899.
The DevelopmentPortal eBook

The DevelopmentPortal eBook is a complete online version of Kathleen Stassen Berger’s *The Developing Person through the Life Span*, Seventh Edition. Links throughout the eBook connect to numerous study tools, such as tutorials, animations, and flashcards – all designed to make the learning experience more effective and relevant.

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 DevelopmentPortal QuickStart area of your 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. Jump to the eBook section corresponding to a page in the printed text by entering the page number in the Search box in the upper right corner of the window, or use the search for a list of eBook sections and resources about any given topic. Use the Open in new window link to keep an eBook page open while you visit other Portal content.

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.

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

Throughout the eBook, you’ll see any notes your instructor has added. You can add your own notes to the section as well. To add a note, click the eBook Tools button and choose Add Note from the Tools menu.

In the displayed Note Box, type the text of your note. Use the toolbar in the Note Box to add formatting or links to your Note.

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 DevelopmentPortal online help.

Accessing DevelopmentPortal Course Materials

DevelopmentPortal comes with an abundance of online resources to aid your learning process: tutorials, animations, flashcards and more. Your instructor can also upload additional resources for the course.

Learning resources are embedded throughout the eBook, and a section at the end of each chapter lists the course materials for the chapter. You can also access these through the Course Materials page.

Click the Course Materials tab from anywhere in the portal.

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.

In addition to resources supplied by the publisher, your instructor may add additional course resources, such as discussion forums or lecture slides. These are listed directly on the Course Materials page.
Note: Your instructor may also add resources directly in the eBook.

Viewing Quizzes & Assignments

When your instructor creates an assignment in DevelopmentPortal, it is added to your Quizzes & Assignments page. DevelopmentPortal keeps track of what assignments you’ve completed and when upcoming assignments are due.

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

The Assignments Center lists all of your course assignments. 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 at the top right to display the calendar.
Checking Your Grades

Click the Grades link on the home page to check your current status in the course. This link is available in the Course Work area of 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.
Course Mail

DevelopmentPortal 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.

Below is an overview of the Course Mail inbox. Please refer to the online help for more information.

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:

- Click here to select recipients from a course list.
- Use the inline editor to format text, run the spell-checker, or add links.
- Click here to attach a file to the message.

Click to send.