

Your Student TOUR GUIDE

through **my** BusinessCourse



Learn Your Way Around MBC

Welcome to Cambridge Business Publishers and **myBusinessCourse**!

Access your assignments and Easy to Use tools that will help you succeed in your course.

Let's Take a Tour!



My Subscriptions

- ✓ Subscription tools and information
- ✓ Course Materials
 - Go to your **MBC course**
 - Access **eBook** (if subscribed)
- ✓ Access **Student Ancillaries**
- ✓ Notifications & Announcements
- ✓ Access the **User Guide** and **Student Support**



Prefer to view in video format?

Look for the video icon and click to view the selected component!

My MBC Dashboard

The screenshot shows the My Business Course (MBC) dashboard. On the left is a dark sidebar with navigation and support options. The main content area displays a course card for 'Financial Statement Analysis & Valuation, 6e' by Easton, McAnally, Sommers. The card includes buttons for 'Read' (with a yellow '1' badge), 'Ancillaries' (with a green '2' badge), and a notification that 'eBook access will expire on 28 Dec 2023'. Below the card are subscription and announcement sections. A 'Go to Course' button (with a green '3' badge) is visible. A top notification bar (with a blue '4' badge) encourages staying informed with announcements and notifications. The sidebar includes 'MAIN NAVIGATION' (Dashboard, Calendar, Unused Codes, Account, Notifications with a blue '4' badge, Discount Offers, Enroll, Catalog) and 'SUPPORT' (User Guides with a red '5' badge, Request Help with a red '5' badge).

Course materials are organized by book

- 1 eBook.** Click *Read* to launch from your dashboard (if subscribed)
- 2 Student Ancillaries.** Click *Ancillaries* to access and download any supplemental materials associated with your text.
- 3 Course subscriptions.** Click *Go to Course* to open your course.
- 4 Notifications & Announcements.** OPT-IN so you don't miss assignments due or announcements (See *Notifications*)
- 5 Student Support.** Click to *Request Help* to generate a ticket or *User Guides* for self-help videos and articles.



Navigate the Student Dashboard

NOTIFICATIONS—Opting In

Sign up for Text and/or Email notifications and **DON'T MISS** an Assignment Due Date or Important Announcement again!

The screenshot shows the myBusinessCourse user interface. At the top, a green banner contains a notification: "Stay informed with the latest announcements, notifications, and upcoming assignments. 1 Click here to set your preferred communication method." Below this, the main content area displays course listings. The first listing is for "Financial Statement Analysis & Valuation, 6e" by Easton, McAnally, Sommers, with buttons for "Read" and "Ancillaries". A blue banner below it states "eBook access will expire on 28 Dec 2023." The second listing is for "Intermediate Accounting, 3e" by Hanlon, Hodder, Nelson, Roulstone, Dragoo, with buttons for "Purchase eBook" and "Ancillaries".

An inset window titled "Text (SMS) Preferences" is overlaid on the right side. It contains the following text: "You have not yet set up a phone number to receive texts. Please click the button below to add a phone number." Below this text is a blue button labeled "2 Add a Phone Number".

Below the inset window is the "Email Preferences" section, which contains a table with the following data:

Notification	Frequency	Time *	Enabled
Upcoming Assignments Due	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly	<input type="text"/> <input type="text"/>	<input type="checkbox"/> OFF
Announcements	<input checked="" type="radio"/> Immediate <input type="radio"/> Daily <input type="radio"/> Weekly	<input type="text"/> <input type="text"/>	<input type="checkbox"/> OFF

* Emails will be sent within the hour.

- 1 Click on banner message to Opt-In.
 - OR click **Account** and select **Notify Settings**.
- 2 Provide your phone number to receive Text Messages.
- 3 Set your preferences for Text and Email notifications, and System Messages.

NOTIFICATIONS—Viewing

Easily view Notifications or send a notification/message to your instructor.

The screenshot shows the myBusinessCourse interface. On the left is a dark navigation menu with items like Dashboard, Calendar, Account, and Notifications (highlighted with a yellow circle and '1'). The main content area shows a notification for 'Financial Statement Analysis & Valuation, 6e' with 'Read' and 'Ancillaries' buttons. Below it is a 'Subscriptions' section with a 'Financial Statement Analysis & Valuation, 6e DEMO Course' entry. On the right, a 'Notifications' panel is open, showing a 'Post a Notification' button (circled in green with '2') and two messages from Chelsea Dagger and Stella Parker regarding exam reviews.

- 1 Click on **Notifications** on the menu panel OR on the **Bell** icon in the top/right corner of the page to view Notifications.
- 2 Click **Post a Notification** to send a notification/ message to your instructor.



Course Home Page

- ✓ Navigate through the content of your course
- ✓ Access **Assignments**
- ✓ Launch **eBook** directly to needed chapter from within your course
 - eBook subscription required
- ✓ Access helpful video content such as **eLectures** and **Guided Examples**
 - Content may vary among texts
- ✓ Access your **Grades**



Navigate Your Course

Course Home Page

The screenshot shows the Course Home page for 'Financial Statement Analysis & Valuation, 6e DEMO Course' in Spring 2023. The page is divided into a sidebar and a main content area. The sidebar contains navigation options: Dashboard, Course Home (1), Gradebook, Course Content (2), Book Resources (Ancillaries (3), Read eBook), and Support (User Guides (4), Request Help). The main content area includes a 'Welcome Back!' message with the current course time (Monday, June 12, 2023 at 5:53 PM Eastern Daylight Time). Below this are buttons for 'View Instructor Bio', 'Course Syllabus Unavailable', and 'Manage Widgets'. There is also a 'No announcements' section and a 'Course Calendar' for June 2023, showing the current date (6/12) highlighted in yellow.

- 1 The **Course Home** page uses widgets for quick access to Announcements, Course Calendar, Upcoming Assignments, and Grades.
- 2 Click **Course Content** to expand your course menu. Click on any Chapter/Module to navigate around the course, access chapter/module content, and access assignments.
- 3 **BOOK RESOURCES** allow you to launch the eBook (if subscribed) and access your text's ancillary materials.
- 4 Get **SUPPORT** Help at your fingertips.

Course Home Page

The screenshot shows the Course Home Page for 'Module 3'. On the left is a dark sidebar with 'COURSE NAVIGATION' options: Dashboard, Course Home, Gradebook (6), Course Content (with a red arrow), Course Overview, Introduction, Student Orientation Resources (highlighted with a red box), Module 1, Module 2, Module 3 (1), Module 4, Module 5, Module 6, and Module 7. The main content area shows 'Course Content / Module 3' with navigation for Module 2 (1) and Module 4 (1). A progress bar (5) indicates 'You completed 1 of 22 items in this section'. Below is an 'Assignments and Resources' (2) section with items: Module 3 Homework (60 pts), Module 3 Quiz (100 pts), and Module 3 Ungraded Practice (0 pts). At the bottom are three expandable sections: Reading (3) with 'Module 3 Profitability Analysis and Interpretation', eLectures (4), and Guided Examples (4), each with a '+' icon. A bottom navigation bar also shows Module 2 (1) and Module 4 (1).

NEW!
Videos help you learn how to use MBC

- 1 **Navigate** to course content using Menu or arrow toggles.
- 2 Access **assignments** (click banner if collapsed); click on assignment to Open.
- 3 Click to expand and Launch **eBook** to the chapter (with subscription).
- 4 Click to expand and Play **video content** related to the chapter.
- 5 View your **progress** through the course as a visual (bar), or in detail (check marks by each assignment or video accessed).
- 6 Access your **grades**.



Assignments

- ✓ When can I access my assignments?
- ✓ What do MBC questions look like?
- ✓ What about rounding or use of negatives?
- ✓ Submitting an assignment for a grade
- ✓ Reviewing completed assignments



Attempting Assignments

Accessing an Assignment

Attempts allowed: 1 **1**

2 This assignment opened at Friday, 16 June 2023, 7:00 AM

2 This assignment will close on Friday, 23 June 2023, 11:59 PM.

3 You will have 45 mins to complete your assignment. The time begins when you click on the attempt now button.

Attempt assignment now **4**

When you **Launch** an assignment, you will see:

- 1** **Number of attempts**—How many times you may **Submit** the assignment. Final grade received depends on instructor settings.
- 2** **Opening and Closing Dates/Times**—Access window. You cannot access the assignment *before* or *after* set dates/times.
- 3** **Time Limit** (if imposed—This is a *real-time, running clock* that counts down from the time you start the Attempt, so Don't waste time!)
- 4** **Attempt assignment now** button—Opens the assignment for you to begin working. If no Time Limit is set, you can enter the assignment at anytime within the Open/Close window until the assignment is Submitted.

Accessing an Assignment

Ready to start? We will confirm with you to be sure.

Start attempt ×

Timed quiz

The quiz has a time limit of 45 mins. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?

- If the assignment is Timed, the details will be repeated here.
- Click **Start Attempt** when you are ready to go.

Sample of an MBC Question

- 1 Point value of question
- 2 Questions may include fill-ins, dropdowns, T/F, multiple choice.
- 3 Access eBook (subscription required) or Print from within the assignment IF allowed by instructor.
- 4 Check your answers and make corrections IF allowed by instructor.
- 5 Flag a question to remind you to come back to it.
- 6 **Save Answers** at any point. Allows you to leave the assignment and reenter later if needed, but REMEMBER, if the assignment is Timed, time away is LOST.
- 7 Navigate using **Previous/Next** buttons or Card icons.
- 8 When ready to Submit the assignment, click **Finish attempt** (will appear at bottom/right after last question).

1

2

3

4

5

6

7

8

9

10

7

Time left 0:44:29

1

5

Question 3 Not yet answered Marked out of 10.00

Compute ROE

Selected balance sheet and income statement for Facebook Inc. follows.

	Dec. 31, 2018	Dec. 31, 2017
Total assets		
Total liabilities		
Revenue		
Net income		

Compute the return on equity for the year ended December 31, 2018.

Note: 1. Select the appropriate numerator and denominator used to compute ROE from the drop-down menu options. 2. Enter the numerator and denominator amounts to compute 2018 ROE.

Numerator	Denominator	ROE
\$	\$	%

7

Previous

Save Answers

6

7

Next

Rounding and Use of Negatives

We want you to get the best grades possible, so be mindful of specific instructions about Rounding or the use of Negative signs! Instruction will be prominently placed so you don't make unnecessary mistakes and leave points on the table.

Example of rounding instruction:

Compute and Interpret ROA, Profit Margin, and Asset Turnover of Competitors
 Selected balance sheet and income statement information for McDonald's Corporation and Yum! Brands, Inc., follows (in millions).

	Sales Revenue	Interest Expense	Net Income	Average Total Assets
McDonalds				
Yum! Brands				

a. Compute the return on assets (ROA) for each company. Assume a tax rate of 35%. Do not round until your final answer. Round answer to one decimal place (i.e., 0.2568 = 25.7%).

McDonalds		%
Yum! Brands		%

b. Disaggregate ROA into profit margin (PM) and asset turnover (AT) for each company. Do not round until your final answers. Round PM and ROA to one decimal place (i.e., 0.2568 = 25.7%). Round AT to 3 decimal places.

	PM	X	AT	=	ROA
McDonalds		%			%
Yum! Brands		%			%

Example of Negative sign instruction:

c. Record each of the transactions from part a in the financial statement effects template.
Note: Use negative signs with your answers, when needed.

Transaction	Balance Sheet					Income Statement								
	Cash Asset	+	Noncash Assets	=	Liabilities	+	Contr. Capital	+	Earned Capital	Revenue	-	Expenses	=	Net income
5/1/18: Issue bonds	\$		\$		\$		\$		\$	\$		\$		\$
10/31/18: Interest payment on bonds														
11/1/19: Early retirement of bonds.														

How to Round

- ✓ Rounding in MBC follows standard rounding convention.
 - If the following number is **less than 5**, round **DOWN**.
 - If the following number is **5 or higher**, round **UP**.
- ✓ Most rounding will be done to a specified number of decimal places.

EXAMPLE: When asked to round to two (2) decimal places, your answer should reflect *no more* than two digits to the right of the decimal. Using the convention above:

2.2538 rounds to **2.25** since the 3 that follows the 2nd decimal place is *less than* 5.

2.2558 rounds to **2.26** since the 5 that follows the 2nd decimal place is *equal to* 5.

2.2568 rounds to **2.26** since the 6 that follows the 2nd decimal place is *more than* 5.

Occasionally, you may be asked to round to a whole number (i.e., no digits after the decimal). The same convention applies. If the following digit is *less than* 5, round down; if it is *equal to* or *greater than* 5, round up.

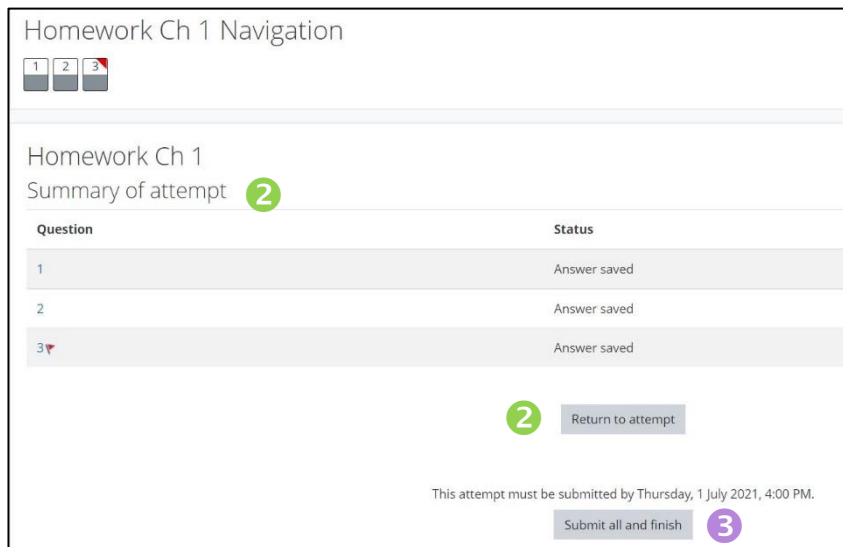
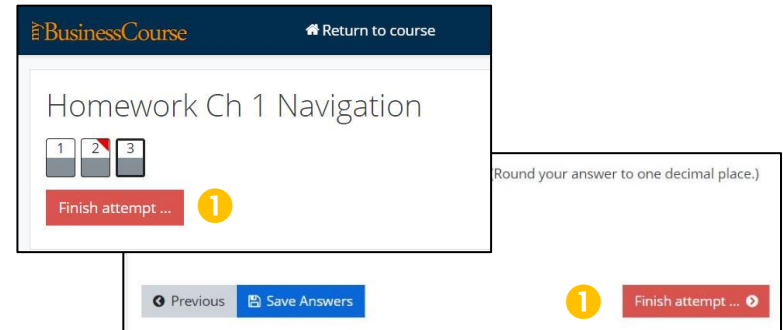
2.2538 rounded to a whole number is **2** since the 2 that follows the decimal is *less than* 5.

- ✓ When needed, you will also be instructed on **when** to round. For example, not until your final answer.

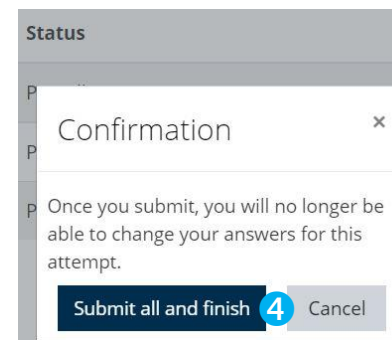
Submitting an Assignment

You have finished your assignment...now what?

- 1 Click **Finish Attempt** when you are ready to turn in your assignment.
Appears at the top/left of screen OR bottom/right after the last question.
- 2 We want you to be sure, so you will first see a summary of your attempt.
 - See status of each question
 - Return to attempt if needed



- 3 Ready to turn it in? Click **Submit and Finish**.
- 4 Confirm submission by clicking **Submit all and finish** or Cancel if you need to go back.



Forgot to Submit? No worries. Most instructors set their assignments to Auto-submit upon the closing date and time. If you are unsure, (re)Launch the assignment to view the timing parameters.

Reviewing a Completed Assignment

Want to see how you did or need to review for an upcoming quiz or exam?

Most instructors allow you to review your completed work.

- 1 Navigate to the assignment in the course and click on the assignment name. You will see a Summary of all attempts made on that assignment.
- 2 Includes your Final Grade on the assignment (if multiple attempts were made, this is the grade that appears in the gradebook).
- 3 Click the blue **Review** link for the attempt to be reviewed (IF allowed by your instructor).

ACCT 102: Financial Accounting

Grades

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Chapter 9

Chapter 10

Chapter 11

Menu

Support My Subscriptions Student One

Return to course

Homework Ch 1

PLEASE READ: Contact your instructor if you have questions or concerns about assignment deadlines or review settings, i.e., viewing correct answers. Assignment deadlines and review settings in myBusinessCourse are dictated by instructors not by Technical Support.

Attempts allowed: 1

This assignment opened at Monday, 28 June 2021, 11:59 PM

This assignment will close on Thursday, 1 July 2021, 4:00 PM.

1 Summary of your previous attempts

State	Grade / 30.00	Review
Finished Submitted Wednesday, 23 June 2021, 1:04 PM	21.24	Review 3

2 Your final grade for this assignment is 21.24/30.00.

No more attempts are allowed

Reviewing a Completed Assignment—Detail

When reviewing a completed attempt, you will see **1** a Summary of the completed attempt, and **2** a visual of how you did on each question:

- All green or All red = All correct or All incorrect
- Orange (shown) = Partially correct

Any/all of the following detailed feedback is shown (also available when utilizing the *Check* feature within an assignment IF allowed by your instructor):

- 3** Grade for the question & overall assignment
- 4** Right/Wrong indicators
 - Green ✓ for correct responses
 - Red X for incorrect responses
- 5** Written feedback IF included, will appear in yellow shaded box below question (none shown).
- 6** Right Answers:
 - Hover over the Check or X icon to reveal correct answer.
 - Answer will appear in green (correct) or red (incorrect) banner at bottom of screen (not pictured).
 - Answers to T/F or multiple choice questions (or parts thereof) will appear shaded yellow next to the correct response.

Homework Ch 1 Navigation

1 2 3 2

Show one page at a time Finish review

1	Started on	Wednesday, 23 June 2021, 12:54 PM
	State	Finished
	Completed on	Wednesday, 23 June 2021, 1:04 PM
	Time taken	9 mins 47 secs
	Grade	21.24 out of 30.00 (71%) 3

3 eBook Print

Question **1** Partially correct Mark 6.67 out of 10.00 Flag question

Financing and Investing Relations, and Financing Sources
 Total assets of Macy's Inc. equals \$ [] million and its equity is \$ [] million.
 What is the amount of its liabilities? \$ [] million ✓ **4**
 Does Macy's Inc. receive more financing from its owners or nonowners? [] ✓ **4**
 Round answer to one decimal place (i.e. 51.8%)
 What percentage of financing is provided by its owners? [] % **4**

Partially correct **3**
 Marks for this submission: 6.67/10.00. **5**



Grades

- ✓ Access grades so you know where you stand!
- ✓ Course Total may be calculated with or without “empty grades” (i.e., assignments not yet completed), depending on the instructor’s settings. So don’t worry! If empty grades are included, your grade will increase as you work your way through your course’s assignments.

Grades

You attend class, read your text, explore your course's video content, and do your assignments.

Your Grades will reflect all that hard work!

- 1 Click **Gradebook** on the Course Navigation menu to view your grades (or click *View All Grades* on the Course Home page's Grades widget).
- 2 View the *Grade* and *Percentage* columns to see your recorded grade for each assignment by points and percentage.
- 3 See the *Calculated weight* and *Contribution to course total* columns to see the affect of each grade on the overall course grade.
- 4 **Don't Panic** if you look mid-term and see a low course total...odds are, it includes "empty grades". Your score will improve as you progress through the course and complete the assignments.

Grade item	Calculated weight ³	Grade ²	Range	Percentage ²	Feedback	Contribution to course total ³
Financial Statement Analysis & Valuation, 6e DEMO Course						
Module 3 Homework	37.50 %	38.79	0-60	64.65 %		24.24 %
Module 3 Quiz	62.50 %	20.00	0-100	20.00 %		12.50 %
Course total ⁴	-	36.74	0-100	36.74 %		-
Simple weighted mean of grades. Include empty grades.						

Now that you have the tools you need and know your way around MBC, you are set up to have a successful learning experience.

If you have questions or need help with MBC along the way, WE ARE HERE FOR YOU!



Student Support

- ✓ Get Quick access to help via the *Help (?) icon* in the upper/right corner of any course page.
- ✓ Help Yourself! Select **USER GUIDE** from the Help (?) icon dropdown menu or from the dashboard's lefthand navigation panel to access helpful articles and videos.
- ✓ Select **REQUEST HELP** from the Help (?) icon dropdown menu or from the dashboard's lefthand navigation panel to get help from our *Student Support Team*.
 - Create a SUPPORT TICKET (most efficient way to receive help), OR
 - Request a Callback (provide detailed information).
- ✓ Email mbcsupport@cambridgepub.com
 - This method also generates a Support Ticket.



[Need Help?](#)
[Have Questions?](#)