



---

**Student User Guide for StatsPortal**  
*Introduction to the Practice of Statistics, 7e*

**Moore, McCabe, and Craig**

---

# Getting Started with StatsPortal for Moore, McCabe, and Craig *Introduction to the Practice of Statistics, 7e*

## Table of Contents

|                                       |   |
|---------------------------------------|---|
| Getting Help .....                    | 1 |
| System Requirements .....             | 2 |
| Registering for the Course.....       | 3 |
| Logging in to the Course .....        | 4 |
| The StatsPortal Home Page.....        | 5 |
| The StatsPortal eBook.....            | 6 |
| Taking Notes .....                    | 7 |
| Accessing StatsPortal Resources ..... | 7 |
| Viewing Assignments .....             | 8 |
| Checking Your Grades .....            | 9 |
| Course Mail.....                      | 9 |

## Overview


Welcome to StatsPortal, your complete Web-based study tool for David S. Moore, George P. McCabe, and Bruce Craig's *Introduction to the Practice of Statistics*, 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 StatsPortal, you can:

- Follow a personalized study plan that helps you assess your progress in learning in most of the chapters.
- Do homework with instant grading and feedback.
- Work with supplemental resource material, such as Stats@Work Simulations, Stats Tutor, EESEE Case Studies, podcasts and technical manuals.
- Take and share online notes.
- Read or send course mail.
- Communicate with your teacher and/or other students via course email.

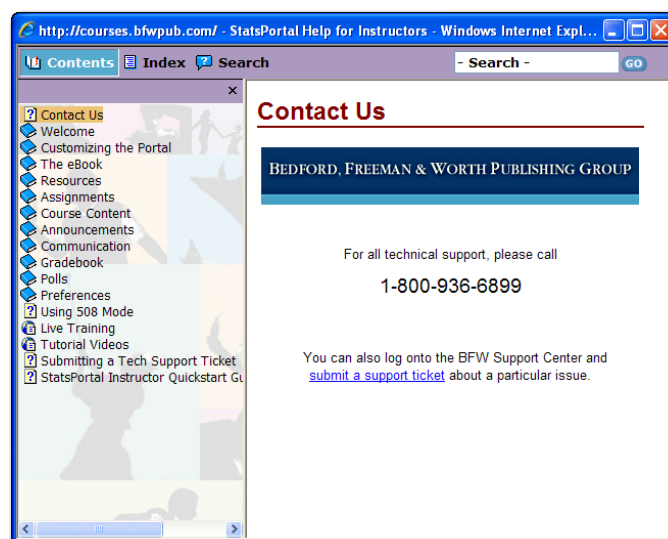
**Note:** Depending on how your instructor has configured the StatsPortal for your class, you may not have access to all these features.

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 StatsPortal on your own.

## Getting Help

 StatsPortal 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 StatsPortal.)

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



# System Requirements

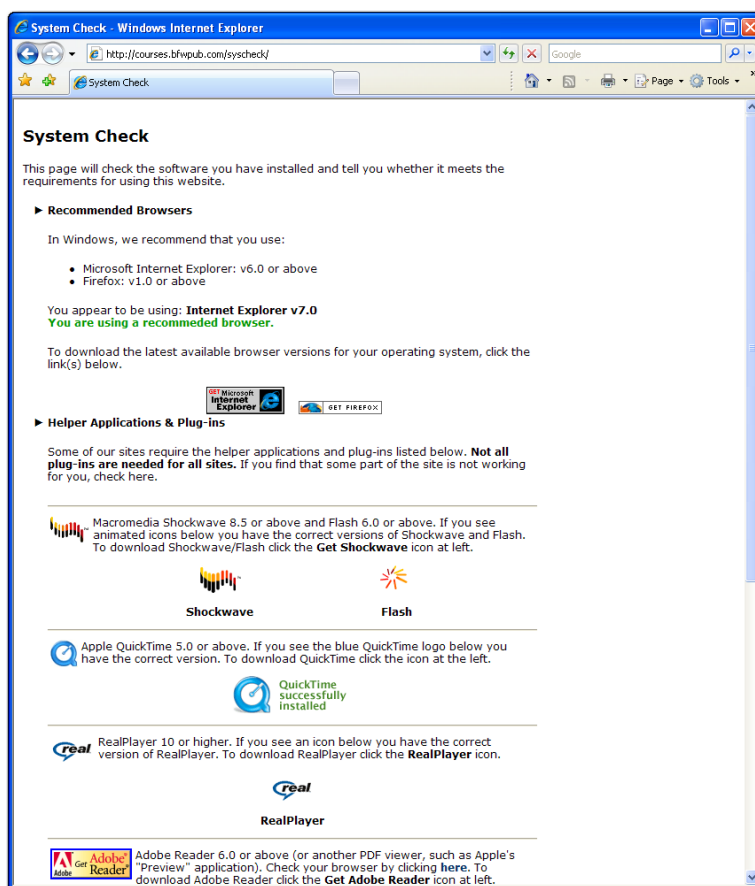
The following Web browsers are formally supported and tested for use with StatsPortal:

- ❑ **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 StatsPortal 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 online help system and select the **System Check** link from the System Requirements section or go directly to <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 StatsPortal, you have two options:

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

## Option One: Registration with an Activation Code

1. Go to <http://courses.bfwpub.com/ips7e.php> 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 StatsPortal.
3. Create a password. The password must be at least 4 characters long and should be something memorable.
4. Optionally supply a password hint.
5. 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.
6. Click **NEXT** at the bottom of this screen, confirm your information on the following screen, and click **CREATE ACCOUNT** to complete the registration process.

The screenshot shows a web browser window with the URL [https://purchase.bfwpub.com/?productId=bps4e\\_p](https://purchase.bfwpub.com/?productId=bps4e_p). The page is titled "Account Creation" and is for "The Basic Practice of Statistics 4e". The header includes logos for Bedford, Freeman & Worth Publishing Group, Bedford St. Martins, W. H. Freeman and Company, and Worth Publishers.

**Register an Activation Code**

- Enter the following information to register your copy of StatsPortal for *The Basic Practice of Statistics 4e*:
  - Activation Code\*:
  - First Name:
  - Last Name:
  - Email:

**Note:** Your e-mail address will serve as your username for StatsPortal.

» Please enter a **password** for your account. Your password must be between 4 and 20 characters long, and may contain only letters, numbers, and/or the underscore ("\_") character. (If you've previously registered for any other website associated with a Bedford/St. Martins, W.H. Freeman, or Worth Publishers textbook, use the same password you used then. If you're not sure, just enter a password below and we'll check it for you.)

Password:

Retype Password:

» Optional: Enter a question that will remind you of your password, should you forget it. For example, if your password is a street address, your hint might be: Where did I live when I was 12?

Password Hint:

» Finally, please type **your** e-mail address in again here. Mis-typed e-mail addresses are the most common cause of registration and login problems. Also, we need a correct e-mail address for you in order to send you confirmation of your registration.

Confirm **Your** E-mail:

- Please select the course/section you'd like to register with. Start by selecting your institution's state or province.
  - » Select the state or province where your **institution** is located:

**If you can't find your course**, your instructor has not yet registered the course with our system. Check back later. If your course is within one week of beginning and you still don't see it listed here, please contact our **technical support center**.

**NEXT** »

\* If access to StatsPortal was bundled with a printed textbook, you should find your Activation Code printed on a card accompanying the printed book. Each Activation Code can be used only once, and StatsPortal subscriptions are not transferrable.

### Option Two: Purchase Access Directly Via the Site

1. Go to <http://courses.bfwpub.com/ips7e.php> and select **PURCHASE access to StatsPortal** and then 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. 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, you should click **PLACE YOUR ORDER**.
4. Once you have placed your order and the system has confirmed payment, you will see a screen that says “Thank You,” and confirms your name, email address, username, and password. You will also receive a confirmation email.

**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/ips7e.php>, enter your email address and password, and click **LOG IN** (see below).

## Logging in to the Course

To login to the StatsPortal course, go to <http://courses.bfwpub.com/ips7e.php>. Supply your email address and password and click **LOG IN**.

**STATSPORTAL**

**Introduction to the Practice of  
STATISTICS SEVENTH EDITION**

**Moore / McCabe / Craig**

**Freeman**

**Login to StatsPortal**

Email Address

Password

**LOG IN** [Forgot your password?](#)  
[Need to switch courses?](#)

Remember me on this computer

**New to StatsPortal? Get Started Here!**

**Preview:** » **STATSPORTAL** as a student

**Students:** » **PURCHASE** access to StatsPortal  
» **REGISTER** an Activation Code

**Instructors:** » **REQUEST** Trial Access  
» **ADOPT** StatsPortal

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@bfpwpub.com](mailto:techsupport@bfpwpub.com).

# The StatsPortal Home Page

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

**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 screenshot shows the StatsPortal home page for the course "Introduction to the Practice of Statistics 7e" (QA Course). The page is organized into several sections:

- Navigation:** A top navigation bar includes links for HOME, eBook, RESOURCES, ASSIGNMENTS, GRADEBOOK, and STUDY PLANS. A search bar is located in the top right corner.
- Course Info:** Displays course details such as name, course number, section number, and instructor. It includes a link to "Add course description" and a "Customize Your Portal" button.
- StatsPortal QuickStart:** Provides a "Jump directly to a chapter of the eBook" feature, listing eBooks, eVideos, and eResources.
- Assignments:** Shows upcoming assignments and a link to "View All Assignments".
- Gradebook:** Offers links to "Gradebook", "Course Roster", "Groups", "Attendance", "Assignments", and "Class Overview Report".
- Communicate:** Includes links for "Course E-mail", "Inbox", "My Blog", "Blog Index", "Calendar", and "Journals".
- Class Reports:** Displays an "Activity summary for past 7 days" with bar charts for "Logons" and "Submissions".
- Announcements:** Shows recent announcements, such as "Welcome to StatsPortal!".
- Help:** A "508" button in the bottom-left corner allows users to switch to a 508-compliant version.
- User Profile:** A "Log out" button and a link to "Open Class Overview Report" are visible.

Callout boxes provide the following instructions:

- Use tabs to go to specific pages of the course Portal.
- Search the entire Portal for a topic, or jump to a page or section.
- 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.
- Jump directly to a chapter of the eBook.
- View course announcements.
- Read or send course mail, update your blog or check others' blogs, participate in a discussion forum.
- Display online help.
- Switch to 508-compliant version.
- Log out.
- Edit your user profile, forward course mail and set system settings.

**Note:** If you have a visual disability, click **508** in the bottom-left corner to switch to a version of StatsPortal that is compliant with the 508 amendment to the American Rehabilitation Act. This version is compatible with screen-reader software.

# The StatsPortal eBook

The StatsPortal eBook is a complete online version of David S. Moore, George P. McCabe, and Bruce Craig's *Introduction to the Practice of Statistics*, Seventh Edition. Links throughout the eBook connect to numerous study tools, such as Stats@Work Simulations, Stats Tutor, EESEE Case Studies, podcasts and technical manuals – all designed to make your 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 home page.

To get started in the eBook, choose a chapter here

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.

The screenshot shows the StatsPortal eBook interface for Chapter 4.1, 'Randomness'. The interface includes a navigation pane on the left, a search box in the top right, and a main content area with a graph and text. A callout box explains that the navigation pane is used to jump to a chapter or section. Another callout explains that the search box is used to type a term or page number and click 'Go'. A third callout explains that the 'Previous' and 'Next' links are used to cycle through sections. A fourth callout points to the 'eBook Tools' button, explaining that it opens a menu with options like 'Bookmarks', 'Search', 'Glossary', 'Add Note', 'Modify Note', 'Add Sticky Note', 'Show All Notes', 'Add Highlighting', 'Clear Highlighting', 'eBook Settings', and 'eBook Help'. A fifth callout points to the 'eBook Tools' button, explaining that it is used to open the eBook Tools menu.

Use the Navigation Pane to jump to a chapter or section.

Type a term to search for, or enter a page or section number, then click Go.

Use Previous and Next to cycle through the sections.

Click this...

...to open the eBook Tools menu.

Every chapter contains a Personalized Study Plan that guides you to materials you should review based on your responses to a diagnostic quiz.

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.

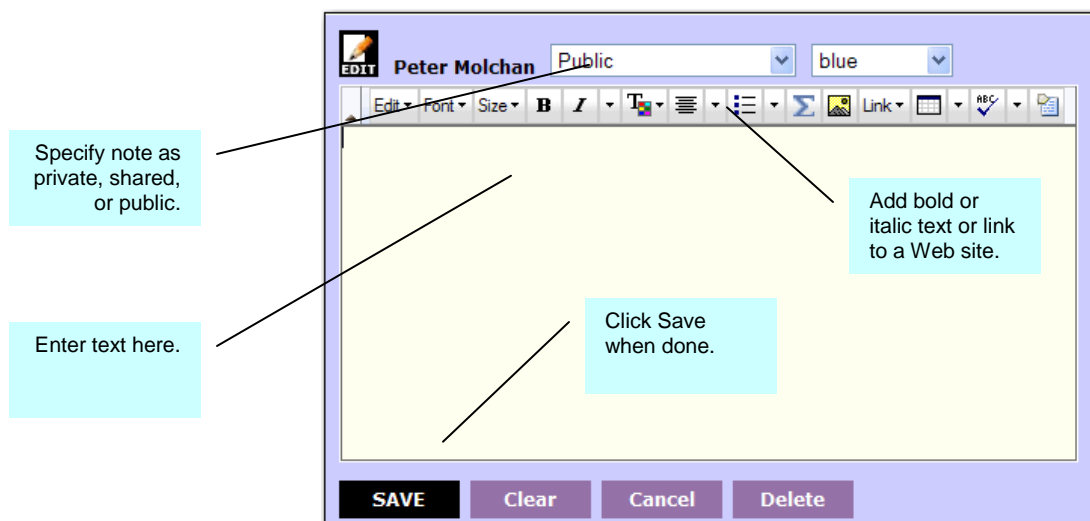
## Taking Notes

At the top of every eBook section, 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 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 StatsPortal online help.

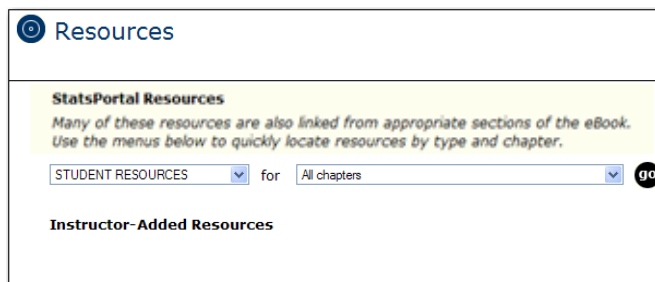


StatsPortal Resources

## Accessing StatsPortal Resources

StatsPortal 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 that chapter's resources.

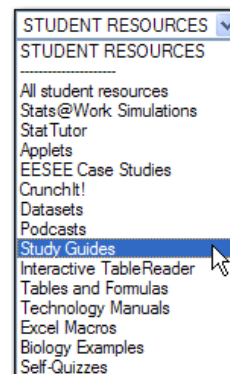


**Note:** Your instructor may also add resources directly in the eBook.

You can also access from through the Resources page. Click the **RESOURCES** tab (or click the Resources 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 Resources page.

To view StatsPortal Resources, 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 Assignments

When your instructor creates an assignment in StatsPortal, it is added to your Assignments page. StatsPortal 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** tab. (Assignments due in the current week may also be listed on your home page).

The Assignments page 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.

Assignment Center

Current time: Saturday, August 21, 2010 - 8:01 PM

SHOW UNASSIGNED ITEMS

SHOW: ALL GROUPS/SECTIONS | ALL ENROLLED USERS

Sort assignments by: Due Date (latest first)

| Assignment Type / Title   | Due Date (to change) | Gradebook Points (# Grades) (click to change) | Actions             |
|---|----------------------|---|---------------------|
| StatTutor: Choosing sample size                                     | 7/2010               | Set   | Report Remove       |
| Chapter 2 Pre-Test  | 5/2010               | Set   | Report Remove       |
| StatTutor: 1.01 Introduction to Picturing Graphs with Distribution: | 3/2010               | Set   | Report Remove       |
| Week 3 Lesson 6-23-2010   | Set                  | Set   | Report Remove       |
| Jason Quiz 6-23-2010  | Set                  | 100 (0)                                       | Report Grade Remove |
| Quiz 3-4-2010   | Set                  | 100 (0)                                       | Report Grade Remove |
| 23-2010   | Set                  | Set   | Report Remove       |

Click an assignment title to work on the assignment.

Jump to the calendar, which shows assignments arranged by due date.

Choose how assignments are arranged on the page.

Due dates for assignments are also entered in your course calendar. Click **Go to Calendar** 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 under Course Work and may also be listed under Gradebook, if available. 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.

The screenshot shows the 'Grades' page in StatsPortal. At the top, it displays the course name 'Introduction to the Practice of STATISTICS' and the instructor's name 'Moore McCabe Craig'. Below this, the student's name and ID are shown: '10, student (qa\_student\_10@school.edu)'. The overall grade is listed as 'Overall: 92.86%'. A table follows with columns for 'Title', 'Grade', and 'Comments'. The table lists several assignments with their respective grades. Callout boxes are placed over the page to highlight specific information: 'Current overall grade.' points to the 92.86% overall grade; 'Total grade points given to the assignment.' points to the '300' grade for the 'Written Quiz (300 pts.)'; 'Instructor comments.' points to the empty 'Comments' column; and 'Your grade on the assignment.' points to the '300' grade for the 'Written Quiz (300 pts.)'.

| Title                            | Grade | Comments |
|----------------------------------|-------|----------|
| Written Quiz (300 pts.)          | 300   |          |
| Trigonometry (100 pts.)          | 90    |          |
| Quiz 1 (100 pts.)                | 88    |          |
| gemultimedian (100 pts.)         | 90    |          |
| test Offline Assignment (100 pt) | 88    |          |
| homopid (100 pts.)               | 90    |          |
| submitted Quiz (100 pts.)        | 100   |          |
| Homework                         |       |          |

## Course Mail

StatsPortal 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.

**Mail Settings**

**Directions:** You can have a copy of mail that you a forwarding mode.

**Forwarding Address**

**Forwarding Mode**

Your Course Mail inbox will look like this:

The screenshot shows the Course Mail interface with the following callout boxes:

- Set email options.** (Points to the 'Compose' button)
- Click to write an email to send.** (Points to the 'Compose' button)
- Select a folder to view.** (Points to the folder list on the left)
- Delete selected emails.** (Points to the 'Delete' button)
- Filter emails shown in list.** (Points to the search bar)
- Click to view email.** (Points to the email list)
- Enter text and click Search Folder to find emails containing the given text.** (Points to the search bar)

The email list shows one email with the following details:

| From                | Subject          | Source  | DATE                |
|---------------------|------------------|---|---------------------|
| pmolchan@acedel.com | First Assignment | PsychPortal (Exploring 7e) QA Course (initialized 08/23/2007) (psychportal-exploring7e-qa-07112007) | 09/04/2007 12:00:19 |

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:

The screenshot shows the Course Mail Compose Message screen with the following callout boxes:

- Click here to select recipients from a course list.** (Points to the 'Add Recipients' button)
- Use the inline editor to format text, run the spell-checker, or add links.** (Points to the text editor)
- Click here to attach a file to the message.** (Points to the 'Attach files' button)
- Click to send.** (Points to the 'Send' button)

The 'Message Options' section includes the following checkboxes:

- Do not disclose recipients
- Send a copy to each recipient's Internet e-mail
- Send a copy to each recipient's mentor if known