



Pearson



Illustration by Ben Wiseman

MyLab™ Instructor Quick Start Guide*

*For MyLab Math, Statistics, Accounting, Business Communication, Intro to Business, Business Law, Economics, Entrepreneurship, Finance, Management, Marketing, MIS, Operations Management, Automotive, Carpentry, Criminal Justice, Culinary, Graphics, Hospitality, HVAC, ServSafe, NCCERconnect, Brady, Health Professions, Medical Terminology, The Neighborhood, RealEHRPrep, Counseling, Ed Leadership, Education

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Important: This guide only applies to MyLab users not integrating with a Learning Management System (LMS). If you use MyLab with LMS integration, refer to the specific Instructor Guide for your local LMS (Blackboard, Brightspace by D2L, Canvas, or Moodle) at

<http://www.pearsonmylabandmastering.com/northamerica/educators/support/lms-integration-services/index.html>.

REGISTER FOR AN EDUCATOR ACCOUNT

Your Pearson representative may have created a Pearson username and password for you. If not, you can easily create an account yourself.

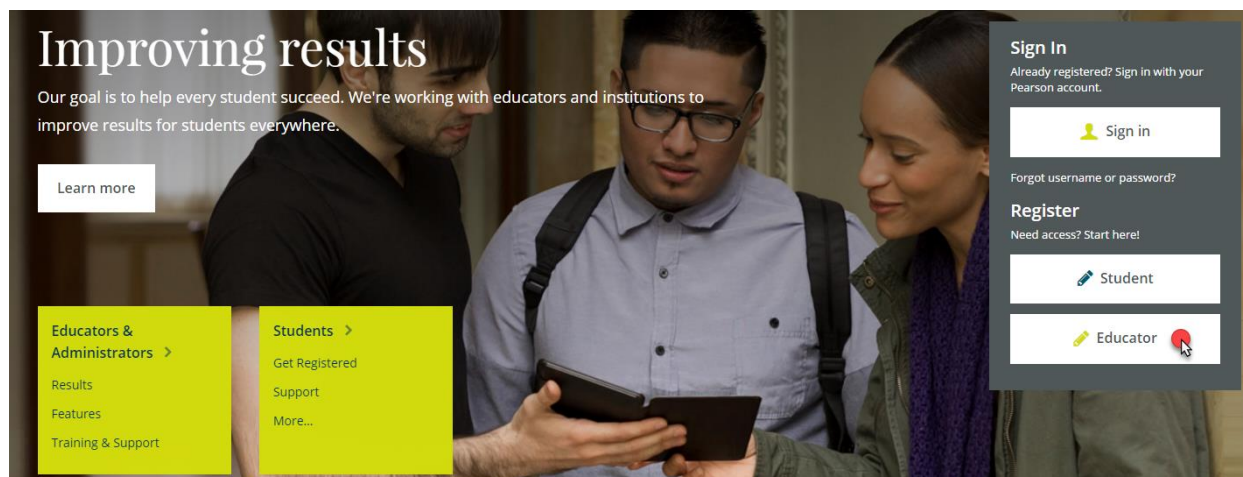
To register for an Educator Account, you need an educator access code. You can get an educator access code from your [local sales rep](#) or request one during the registration process.

Tips

- *Use your email address for your login.* It is unique and easy to remember.
- *Your educator subscription lasts for 3 years.* After that, you will need to reregister. Your data and courses will not be lost as long as you use the same login name.

Step-by-Step:

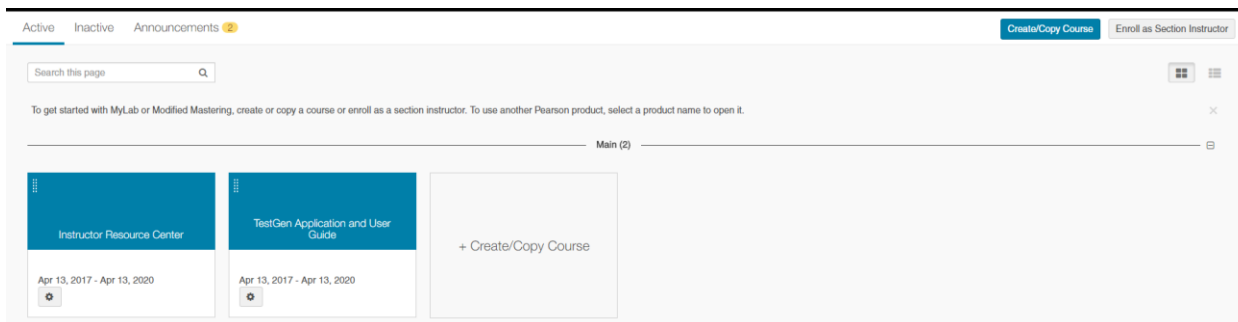
1. Make sure you have an instructor access code and a valid email address that you check regularly. Go to www.pearsonmylabandmastering.com, select **Educator** under **Register**.



2. Select **I need to create / copy courses**.
3. Select **Yes, I have an access code**, then follow the instructions.
4. Once you have received confirmation that your account has been created, you can return to www.pearsonmylabandmastering.com and **Sign In**. Once you're signed in, you can set up a course.

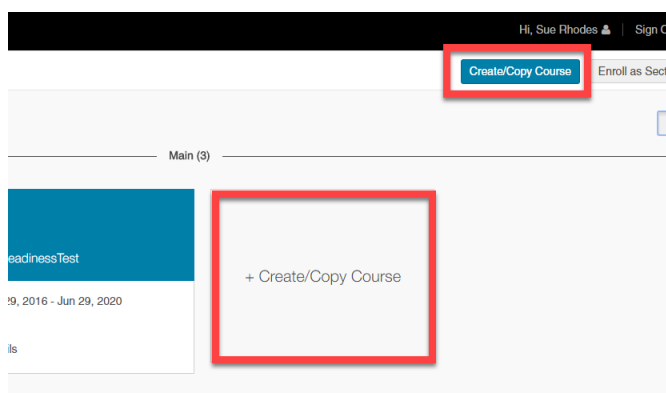
SET UP A COURSE

After signing in, you will arrive on the MyLab & Mastering "My Courses" page. This is where you create or copy MyLab courses. You can also organize your course tiles, and see and edit course details.



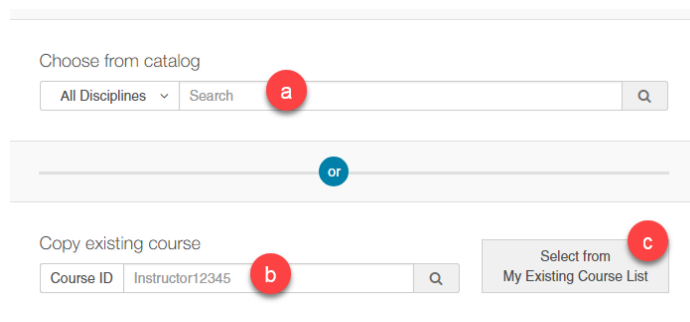
Step by Step:

1. Select the **+Create/Copy Course** tile, or the **Create/Copy Course** button.



2. On the "Create a Course" page, you can:

- a. **Choose from catalog:** Search the catalog by discipline, author, title, textbook ISBN, or keyword to create a new course.
- b. **Copy existing course:** Copy a **Course ID**, to copy the course of a colleague who has shared his Course ID with you.



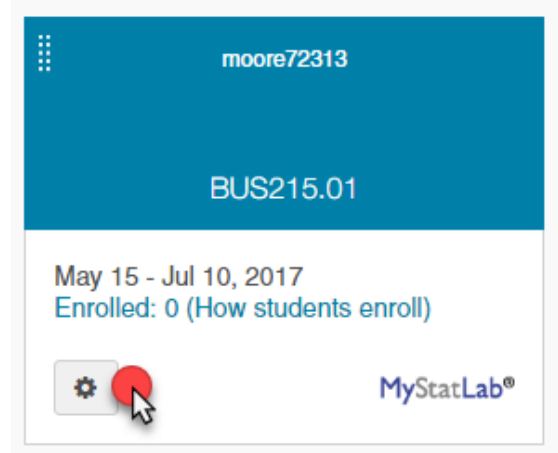
- c. **Copy existing course:** **Select from My Existing Course List** if you have previously created a MyLab course in your account, and would like to copy it.

3. Once you select the course you wish to create, fill out the Course Details. By default, you will create a "Student-use" course (one that allows for student enrollment). If you choose, you can select to create an Instructor-use course, which you can set up and then copy to make student-use courses, or promote to Coordinator if you are managing multiple sections of the same course, and would like to set up a course group. You can also choose to allow other instructors to copy your course.

Course Type:

- Instructor-use Course:** Not for student enrollment. Use this course type to organize your course structure and customize assignments. Some MyLab series support conversion of Instructor-use Courses to Coordinator Courses.
- Student-use Course:** Use this course type for student enrollment.

- Once you have filled-in your Course Details, select **Create Course**. Your course may take up to 3 hours to create. You do not need to stay signed-in; you will receive an email confirmation when it's ready. Your new course will be on your My Courses page.
- When you are ready to invite your students to join your course, share the Registration Instructions handout. Pre-populated with your unique Course ID, which students need to register, this handout is attached to your course creation confirmation email, as well as found inside the Course Details. Click the gear icon, the **Get Registration Instructions**.



Tips

- You cannot change a Student-use course to an Instructor-use course once students have joined.
- Some MyLab courses come in 2 versions: one where you create assignments or one where the assignments are “pre-built” or “ready-to-go”. If your MyLab product offers both types of courses, make sure everyone in the department uses the same type, so that students can switch sections if necessary without needing a new access code to join.
- In order to copy another instructor’s course, your colleague must check the “Allow Copy” box in her course’s Course Details, and share the Course ID with you.

More Information



- [Tutorial: Pearson MyLab “My Courses” Page](#)
- [Tutorial: Manage Multiple Courses with Coordinator/Member Course Group](#)



- [Video: Create a Course](#)
- [Video: Copy a Course](#)
- [Video: My Courses Page Features and Best Practices](#)

COURSE OVERVIEW

Once you've created your course, click on the course name to enter it. The point of entry for most MyLab courses is the **Course Home** page. *Your view of the course is just like your students',* with the exception of any menu item that is hidden from them. This allows you to understand what being a student in your course is like – you can even work through an assignment like a student.

While there is some variation depending on your MyLab, the course layout generally contains these important areas:

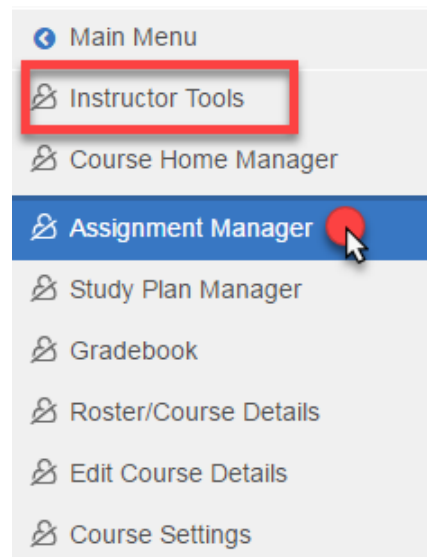
The screenshot shows the MyLab interface for course BUS215.01. On the left is a navigation menu with items: My Courses (1), Manage Course, Course Home (2), Assignments (2), Study Plan, Results (3), Pearson eText, Document Sharing, Multimedia Library, Chapter Resources, Dynamic Study Modules, Communication Tools, and Instructor Tools (4). The main content area includes an Announcements section (5) with a 'Welcome!' message dated 4/13/17. Below this is a calendar ribbon for April (6) showing dates 9, 10, 11, 12, and 1. The 'What to Work on Next' section (7) lists assignments: 'Apr 18 Chapter 6 Homework', 'Apr 18 Chapter 6 Quiz', and 'May 1 Chapter 7 Homework'. A 'Next Due' box shows '05 Days 01 Hours'. To the right, there are sections for 'Learning Catalytics' and 'Overall Score' (0 out of 100).

1. **Course Menu:** Navigate between course pages using the navigation menu. Go back to your My Courses page by selecting My Courses, or rearrange, add, remove, or hide menu items using Manage Course. Menu items with a caret (>) have a submenu nested inside; click Main Menu to navigate back.
2. **Assignments:** Here your students will find all available homework, quizzes, and tests you have assigned them.
3. **Results:** The Results page is where students can view their results in your course. If you work through as assignment like a student, your own results will display here. Students cannot see other students' results.
4. **Instructor Tools:** Sometimes called Course Tools, here you will find the important tools that let you manage your course, like Assignment Manager, Gradebook, and Course Settings. This area is hidden to students.
5. **Announcements:** use the Course Home Manager inside Instructor Tools to add announcements to your Course Home.
6. **Calendar Ribbon:** students can view assignments and announcements on this calendar, see what's coming up later in the term, and launch assignments directly from here.
7. **What to Work on Next:** provides students a list of assignments that are currently available to work on in the order they are listed in your Assignment Manager.

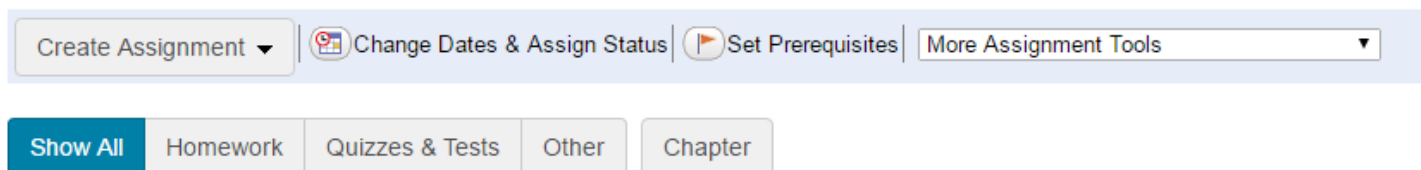
MANAGING ASSIGNMENTS

Creating new assignments, managing assignment settings and due dates, and making assignments available to your students happens through an Instructor Tool called the **Assignment Manager** (sometimes called Homework/Test Manager).

Find the Assignment Manager by opening the Instructor Tools (or Course Tools) in your MyLab menu.



Depending on your MyLab product, your Assignment Manager may not contain any assignments yet, and you will create homework, quizzes, or tests by selecting the chapter questions you like, or by copying and assigning sample assignments:



You are viewing the following assignments: Assigned Unassigned All

You have not created any assignments of this type.

To create a new assignment, use the Create Assignment drop-down menu on the toolbar at the top of this page. [Learn about assignment types.](#)

You may also:

- ▶ Copy and assign [sample tests and quizzes](#) from the Quizzes & Tests view.
- ▶ Copy and assign [sample homework](#) from the Homework view.

Or, your Assignment Manager may already contain assignments which have been prebuilt for you, but that are not yet available to students. You can preview the assignments, and decide which to assign. Note how nothing in the Assigned column is checked, and there are no due dates yet:

| Order | Ch | Assignment Name | Category | Assigned | Start | Due | Actions |
|-------|----|--|----------|----------|----------|-----|-----------------|
| 1 | 0 | Get Stared with MyManagementLab | ● | | 05/15/17 | | -- Choose -- Go |
| 2 | 1 | Chapter 1: Warm Up | ● | | 05/15/17 | | -- Choose -- Go |
| 3 | 1 | Watch It: Video - Patagonia: Human Resource Management (8.06 mins) | ● | | 05/15/17 | | -- Choose -- Go |
| 4 | 1 | Try It 1: Simulation - Human Resource Management | ● | | 05/15/17 | | -- Choose -- Go |
| 5 | 1 | Chapter 1 Quiz | ■ | | 05/15/17 | | -- Choose -- Go |

Or, your Assignment Manager may contain assignments which have been both prebuilt and preassigned to students, with or without due dates. Note how items in the Assigned column are checked, and the Due column is populated:

| Order | Ch | Assignment Name | Category | Assigned | Start | Due | Actions |
|-------|----|------------------------------------|----------|----------|----------|----------|-----------------|
| 1 | 0 | Chapter 0 Homework – Enter Answers | ● | ✓ | 02/01/17 | 02/12/17 | -- Choose -- Go |
| 2 | 0 | Chapter 0 Quiz – Enter Answers | ■ | ✓ | 02/01/17 | 02/12/17 | -- Choose -- Go |
| 3 | 0 | Chapter 0 Homework – Math Review | ● | ✓ | 02/01/17 | 02/12/17 | -- Choose -- Go |
| 4 | 0 | Chapter 0 Quiz – Math Review | ■ | ✓ | 02/01/17 | 02/12/17 | -- Choose -- Go |
| 5 | 1 | Chapter 1 Homework | ● | ✓ | 02/01/17 | 02/12/17 | -- Choose -- Go |
| 6 | 1 | Chapter 1 Quiz | ■ | ✓ | 02/01/17 | 02/12/17 | -- Choose -- Go |

No matter how your MyLab course is set up, you can create new assignments, remove unwanted assignments, and edit the due dates and assignment settings in your course.

Create an assignment

Choose questions and media assets for your students to complete for homework, quizzes, and tests. Even if your course contains prebuilt assignments, you may wish to add comprehensive assignment, like a midterm or final.

In the Assignment Manager, select the **Create Assignment** button and choose what type of assignment you want to build, typically a homework, quiz, or test.

Step-by-Step

Building an assignment is a 3 step process.

1. Step 1 is **Start**, where you name the assignment, and click **Next**.

- Step 2 is **Select Media and Questions**. Use the Chapter drop-down menu to select a chapter. You will see all available questions. Hover over a question to see a thumbnail, or click the question name to open and preview it (and even add it from here). Check the box by any question you want to add, and select **Add**. You can navigate to a different chapter to add more questions if desired. You can also click the Media tab to add media assets to the assignment. Click **Next** when finished.
- Step 3 is **Choose Settings**. Enter availability dates for the assignment and modify any other settings if desired. Select the “?” on this page to see Help on “[Choose settings for assignments](#)”. Click **Save and Assign** to assign to students.

This assignment will now be listed in your Assignment Manager. A green checkmark will be in the Assigned column. When it becomes available, students will see it in their Assignments list.

Work with Assignments

When you have assignments in your Assignment Manager, use the **Actions** column to manage them individually.

From the drop-down menu you can unassign, edit (as long as a student hasn’t started the assignment), copy, delete, change the settings for the whole class, or change the settings for individual students. You should always preview an assignment before students work through it. You can also print out a list of the question IDs, or print out the full assignment with or without answers.

| Order | Ch. | | Assignment Name | Category | Assigned | Start ⌚ | Due ⌚ | Actions |
|-------|-----|---|--------------------|----------|----------|----------|----------|--|
| 5 | 1 | ▲ | Chapter 1 Homework | ● | ✓ | 02/01/17 | 02/13/17 | -- Choose -- -- Choose -- Unassign Edit... Copy... Delete Settings for Class Settings per Student ----- Preview List Questions Print... Go |
| 6 | 1 | ▲ | Chapter 1 Quiz | ■ | ✓ | 02/01/17 | 02/13/17 | Go |
| 7 | 2 | ▲ | Chapter 2 Homework | ● | ✓ | 02/01/17 | 02/27/17 | Go |
| 8 | 2 | ▲ | Chapter 2 Quiz | ■ | ✓ | 02/01/17 | 02/27/17 | Go |
| 9 | 3 | ▲ | Chapter 3 Quiz | ■ | ✓ | 02/01/17 | 03/13/17 | Go |
| 10 | 4 | ▲ | Chapter 4 Homework | ● | ✓ | 02/01/17 | 03/27/17 | Go |

Use the Assignment Manger toolbar to perform actions on multiple assignments:

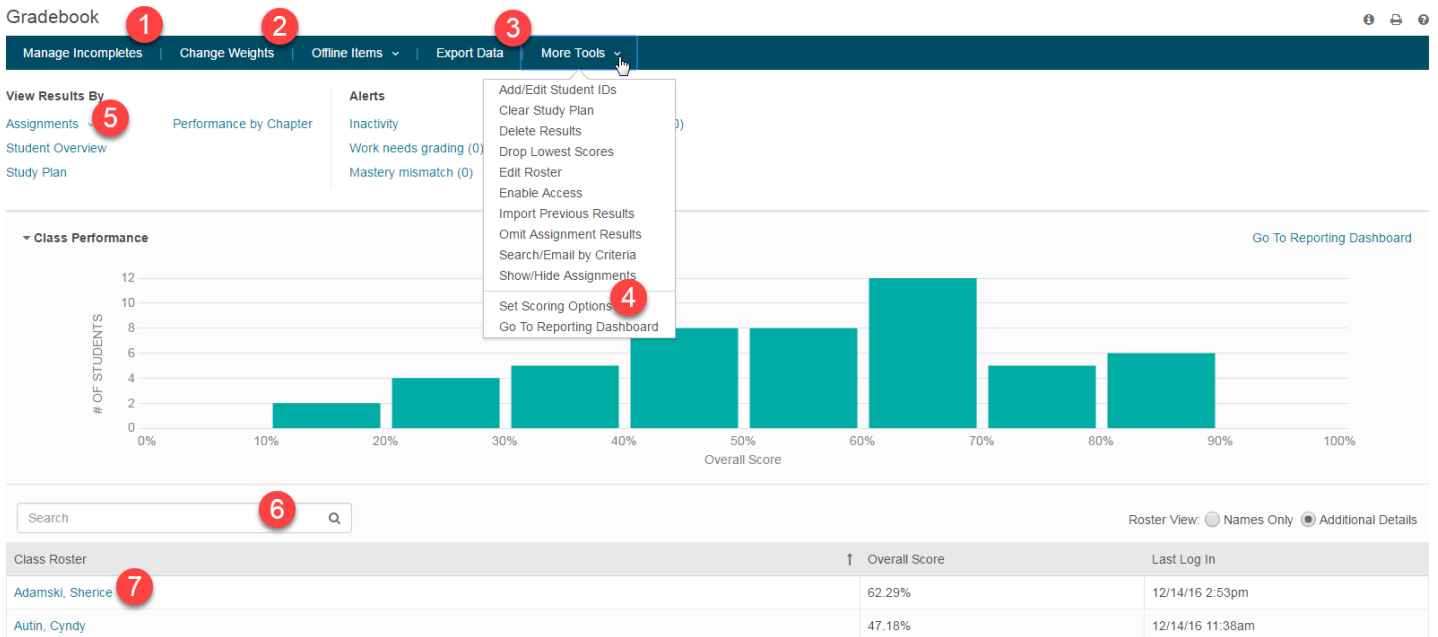
1. Use **Change Dates & Assign Status** to manage the due dates and availability of several assignments at once.
2. Select **More Assignment Tools** to complete actions like delete multiple assignments at once, reorder assignments, or change settings for multiple assignments.
3. Use the filter buttons to quickly filter the list to homework only, quizzes & tests only, or assignments for a particular chapter.

Tips

- All assignments in your Assignment Manager will be listed in your Gradebook. If you have assignments that you are not assigning to students in your MyLab course, consider deleting them. This will make your Assignment Manager AND Gradebook more manageable.
- Students see assignments in the Assignments list and “What to Work on Next” area of the Course Home in the order they are listed in your Assignment Manager. Consider Reordering assignments to make sure they are in the proper order for your students, especially if you create your own assignments which are added to the end of the assignments list.

SET UP YOUR GRADEBOOK

Your MyLab gradebook is a powerful and useful tool, located in the Instructor Tools (or Course Tools) in your menu. There are some features that you will want to familiarize yourself with as soon as your assignments are created.



- 1. Manage Incompletes:** students who do not complete your assignments to not automatically get 0's; you will need to Manage Incompletes to push those 0's through. Do this several times through the semester so your students don't have an overinflated sense of their grade.
- By default your MyLab uses a category weighting system. Go to the **Change Weights** page to make sure that the homework, quiz, and test weights match your syllabus. Or, choose Assignment Weighting instead, and simply weight the assignments against each other.
- Export** your data. You can run quick or advanced exports on your students' grades. Explore the many reports and parameters that you can choose from, and export to a .csv file.
- Before students do work in your MyLab, you will want to **Set Scoring Options** from the **More Tools** drop-down. Scoring options include whether the grades display at percentages or points. If you allow multiple attempts at quizzes and tests, you can choose whether the best score, most recent score, or average score records in the gradebook. You can also hide students' Overall score, so they will only see their scores on individual assignments.
- View Results By** Assignments, Student Overview, Study Plan, or Performance by Chapter. Viewing by Assignments will present your assignments and students in a table format where you can view their scores and open individual results.
- Search** by student first or last name to quickly pull up a student in your class, especially helpful in with large rosters!
- Click on a student's name in the roster** to go to a page of all of the student's results in the course to date.

More Information



- [Help: The Gradebook](#)
- [Tutorial: Set Up Your Gradebook](#)
- [Tutorial: Manage Grades](#)



- [Video: Set Scoring Options](#)
- [Video: Set Grade Weighting](#)
- [Video: Manage Incompletes](#)

SUPPORT RESOURCES

Student Registration Instructions: from your My Courses page, click on your course tile's gear icon to open **Details**. Select **Get Registration Instructions** for a handout prepopulated with your unique Course ID and steps to register.

Online Help: click the “?” icon on any page of your course to open a topic-specific, in-product Help documentation.

Pearson Support is always available. Search for articles by topic or contact us if you need additional help. 24/7 live chat and phone assistance is available.