Blackboard
Integration Guide for
Modified Mastering

This Guide applies to all Modified Mastering* courses.

MasteringA&P, MasteringAstronomy, MasteringBiology,
MasteringChemistry, MasteringEngineering,
MasteringEnvironmentalScience, MasteringGenetics,
MasteringGeography, MasteringGeology, MasteringHealth,
MasteringMeteorology, MasteringMicrobiology,
MasteringNutrition, MasteringOceanography, and
MasteringPhysics

Last updated on August 1, 2015

* Modified Mastering is an alternative version of Mastering. Modified Mastering requires a Modified Mastering student access code. Please check with your sales rep to make sure your bookstore has stocked the correct Modified Mastering student access codes. You must be using Modified Mastering to use Blackboard integration.
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Get Started

Hello and welcome! Modified Mastering courses are now available for integration with Blackboard Learn. Instructors and students can link their Blackboard and Pearson accounts to enable single sign-on to Modified Mastering from within their Blackboard courses. Students can now spend more time learning and less time managing their course access.

If you are looking for guidance in getting started, or seeking information about the integration and auto grade sync, you have come to the right place! Within this guide you have access to:

- Just-in-time assistance setting up your integration.
- Best practices and strategies for effective implementation of the integration.
- Support with setting up or modifying grade sync.

What Do You Need to Know to Get Started Successfully?

In order to use Blackboard integration, you must be using the alternative version of Mastering called Modified Mastering. It is important to note that access codes for Mastering courses do not work for Modified Mastering courses. Please check with your sales rep to make sure you have the correct Modified Mastering student access codes available at your bookstore. Click here to find your sales rep.

Modified Mastering access codes are textbook, author, edition, and version specific. The front of a Modified Mastering student access code is labeled with the word MODIFIED in capital letters. Please see the images below of MODIFIED Mastering student access codes.

Modified Mastering Student Access Code Examples

For more information about Mastering and Modified Mastering, speak with your sales rep.

Please review the checklist below to help you get started successfully with Modified Mastering and Blackboard integration.
Checklist for Success: Get Started

☐ Please make sure that your school’s Blackboard Administrator has installed the MyLab & Mastering for Blackboard Learn Building Block. The Building Block must be installed before moving forward with setting up your course(s). Version 3.1 of the Pearson MyLab & Mastering building block is the latest version. Pearson’s Building Block is only supported in Blackboard Learn version 9.1, service pack 12 or higher.

☐ You need your username and password for Blackboard. If you do not have one yet, please speak with your school’s Blackboard Administrator.

☐ Check with your bookstore to make sure they have stocked MODIFIED Mastering access codes for your students. **Important: Students cannot use Mastering access codes to register for a Modified Mastering course. Mastering and Modified Mastering student access codes are not interchangeable.**

☐ Inform your students about what is required for your course, including information about Modified Mastering access codes and the purchasing options. Students purchase materials early, so it is suggested to send an email out to students before classes start.

☐ If you’ve used Mastering or Modified Mastering without Blackboard integration in the past, you may remember that you needed to give students your course ID to enable them to enroll. When you integrate a Modified Mastering course with Blackboard you will no longer do this. **Students do not need your course ID to enroll in your Modified Mastering course when integrated with Blackboard – please don’t give it to them.**

☐ If you need to create courses and do not have a Pearson Educator account, please speak with your sales rep. During the course creation process, you need to link your Pearson Educator account with your Blackboard account if you have not already linked your accounts. This account linking process occurs only once. After your accounts are linked, the system recognizes your login automatically.

☐ If you have section instructors (co-teachers, assistants) managing aspects of your course, please contact your sales rep for Section Instructor access codes. In order for a section instructor to register for Modified Mastering, they must have access to the Blackboard course. Refer to the section instructor topic in this guide for more information.

☐ Please check that the correct Modified Mastering course is in the Pearson catalog during the course creation process. If you are creating a new course, search by the discipline (biology, chemistry, and so on) or by the keyword 'modified'. You cannot search by author or title. If you need additional help, please contact your sales rep.
Click here for a student registration handout for your integrated Modified Mastering course. If a student tries to register on pearsonmastering.com or a specific product website (such as masteringbiology.com) they receive an error message (screenshot below) that the course ID they entered is for a Blackboard-linked course, and they must register through their local campus version of the Blackboard Learning Management System. See a screenshot below of the error message students receive.

If you plan to sync grades once you’ve integrated your course, please know that only raw scores from individual assignments come over from the Pearson course. No grade weights for categories or assignments will transfer, and scores only show as points not percentages.

If you experience a problem working with Modified Mastering Assignments or the Gradebook, confirm that your computer meets the system requirements for your Modified Mastering course. Check operating systems, browsers, players, plug-ins, and more (most useful information for assignment display issues).

Encourage students to check System Requirements so they can be responsible for checking their computers. Consider displaying the System Requirements page in class.

Still need help? Our Customer Technical Support knowledge base is full of helpful articles on Blackboard integration. Contact us via phone or live chat, 24 hours a day.

Once you have reviewed this list, you are ready to get started!
Module 1: Set Up Your Course

Do You Need to Create or Copy a Modified Mastering Course?

When you create or copy a Modified Mastering course from within your Blackboard account, your Blackboard and Modified Mastering courses are paired. From within your Blackboard account, you have four options available to set up courses:

- Search the catalog and create a new Modified Mastering course
- Copy an existing Modified Mastering course
- Copy another instructor’s Modified Mastering course
- Copy a paired course from a previous term

During the course pairing process, you link your Blackboard and Pearson Educator account if you have never linked them before. If you don’t have a Pearson Educator account, please contact your sales rep. If you’ve already linked your accounts in the past, the system recognizes you and you do not need to link your accounts again. The account linking process occurs only once.

Checklist for Success: Course Creation

☐ You cannot pair your Blackboard course with a Modified Mastering course you already have in your Pearson account. However, you can make a copy of that course through Blackboard, so that it contains any customizations you may already have made to it.

☐ If you are moving from an old edition to a new edition of Modified Mastering, you can copy your old edition assignments into the new course. You do not need to start from scratch. You cannot copy a course to a new edition, but you can copy assignments from an old edition course. Don’t forget to check what’s new for the new edition!

☐ Consider creating a Modified Mastering template course at pearsonmastering.com. After you’ve set up all your assignments and personalized your Modified Mastering course, copy this Modified Mastering course for all your Blackboard sections.

☐ If you’ve used integration in the past, you can copy a previously paired Blackboard course. After copying the Blackboard course, you pair it with a copy of a standard Modified Mastering course. Tip: Make sure you select the Course Tools check box for access to the Pearson’s MyLab and Mastering tools page. It is recommended you do not copy grade columns from one course to another. If you do, you must delete old grade columns in the new course.
Use the table below to help you select the course copy or creation path that best fits your needs. Click on the link in the table to see step-by-step instructions.

<table>
<thead>
<tr>
<th>If you are...</th>
<th>What steps should you take</th>
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<tbody>
<tr>
<td><strong>New to both Mastering and Modified Mastering.</strong></td>
<td><strong>Search the catalog to create a new Modified Mastering course</strong></td>
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<tr>
<td></td>
<td>You create a course from scratch. Since you have never used</td>
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<tr>
<td></td>
<td>Modified Mastering, you do not have the option to copy an</td>
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<td></td>
<td>existing course. Once you create your course, you can copy</td>
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<td></td>
<td>pre-built assignments within Modified Mastering.</td>
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<tr>
<td>**Transitioning from Modified Mastering without Blackboard integration to</td>
<td><strong>Copy one of your existing Modified Mastering courses</strong></td>
</tr>
<tr>
<td>Modified Mastering with Blackboard integration.**</td>
<td>You have the option to copy a Modified Mastering course</td>
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<td></td>
<td>already in your Pearson Educator account.</td>
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<tr>
<td><strong>Copying your template Modified Mastering course located at pearsonmastering.com</strong></td>
<td><strong>Copy one of your existing Modified Mastering courses</strong></td>
</tr>
<tr>
<td></td>
<td>You have the option to copy a Modified Mastering course</td>
</tr>
<tr>
<td></td>
<td>already in your Pearson Educator account.</td>
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<td><strong>Copying another instructor’s Modified Mastering course.</strong></td>
<td><strong>Copy another instructor’s Modified Mastering course</strong></td>
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<td></td>
<td>You have the option to copy an instructor’s course as long as</td>
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<td></td>
<td>you have the instructor’s course ID and the instructor has</td>
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<td>enabled copying of that course.</td>
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<tr>
<td>**Copying your Blackboard and Modified Mastering course that you paired in a</td>
<td>**Copy a Blackboard course paired with a Modified Mastering</td>
</tr>
<tr>
<td>previous term.**</td>
<td>course from a previous term**</td>
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<td>You are not new to Blackboard integration with Modified</td>
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<td>Mastering and you would like to copy what you used in the</td>
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<tr>
<td>If you are...</td>
<td>What steps should you take?</td>
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</tbody>
</table>
| **Transitioning from Mastering (Standalone version) to Modified Mastering with Blackboard integration.** | Select one of the options for transitioning below:  
  • First, follow the steps in [Search and create a new Modified Mastering course](#). Then, refer to [Transition from Mastering to Modified Mastering](#) for info on copying assignments, learning outcomes, and course materials from Mastering to Modified Mastering.  
  • Alternatively, create a Modified Mastering course at pearsonmastering.com. Refer to [Transition from Mastering to Modified Mastering](#). Once you have built the Modified course to your liking, copy the existing Modified course for each section in Blackboard. If you select this option, follow the steps in [Copy one of your existing Modified Mastering courses](#). |

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**Search the Catalog and Create a New Modified Mastering Course**

**Start in your Blackboard course**

**Pair your Blackboard course to a course from the Pearson catalog**

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**Video Tutorials:**

[Link Your Pearson Educator Account to Your Blackboard Account](#)
Pair your Blackboard course with a new Modified Mastering course

Step-by-Step Directions:

1. Click the Blackboard course title from within your Blackboard account.

2. Click Tools within your Blackboard course.
3. On the Tools page, click **Pearson’s MyLab & Mastering**.

   ![Tools Page]

   **Tip:** If you do not see **Pearson’s MyLab & Mastering** link, please check with your Blackboard Administrator to make sure that the Pearson Building Block has been installed.

4. On the Pearson’s MyLab & Mastering page, click **Select a MyLab and Mastering product to use with this course**.
5. If you’ve already linked your Pearson Educator and Blackboard accounts in the past, you can skip to step 8.

If this is your first time integrating a Modified Mastering course with Blackboard, you need to link your Pearson Educator account with your Blackboard account. If prompted, read and agree to the license agreement.


Tip: If you cannot remember your Pearson Educator account username or password, please use the Forgot your username or password? link rather than creating a new account. If you don’t have a Pearson Educator account, contact your Pearson sales rep.
7. Congratulations! Your Pearson Educator account is now linked to your Blackboard account. You can access Modified Mastering from within Blackboard without signing in again because the system recognizes you. This account linking is a one-time process. You now have single sign-on for Modified Mastering when you access it from your Blackboard account! Click **Get Started**.

8. Search the catalog by entering the discipline (physics, chemistry, biology, and so on) in the **Search** field. You can also search by entering the keyword ‘modified’ in the **Search** field. Click **Go**.

**Tip:** Search by discipline to get the best search results. If you search by ‘modified’, then all of the Modified Mastering courses appear in the search results and you may need to scroll through many courses. Modified Mastering courses are not searchable by author or title. You cannot search by the ISBN on the back of the textbook. There is a special Modified Mastering ISBN needed to search by ISBN.
9. Once you have located your book, click **Select Course Materials**.

![Select Course Materials button](image)

10. Name your course, select your course dates, and select whether you’d like others to be able to copy your course. Click **Continue**.

**Note:** **DO NOT CHANGE** the start date of the Modified Mastering course. Even if your Blackboard course starts in the future, do not change the start date. If you change the date, you cannot get into and work on the course until that date. Also, it is a good idea to make the end date a few weeks out so you can get into the course and retrieve grades and allow for any late assignments.
11. That’s it! You see a confirmation message that your course is being created.

12. When the course is available, you receive a confirmation email.

Note: It may take time for the course to be ready. If you click into the course before it is ready, you see a “course1” error message. You should receive the email within an hour, but please be aware that it can take up to 24 hours depending on server traffic. If you do not receive your email within 24 hours, please check your junk or spam email. You don’t have to stay signed into Blackboard during this process.

Note: Although the course creation confirmation email has the course ID listed, please know that your students DO NOT need the course ID to register. They register from within the Blackboard course and no course ID is required to register for a Blackboard integrated course.
13. When the course is ready, you will then see all the content links for Modified Mastering from the Pearson MyLab & Mastering link within Blackboard. From your Blackboard course, click **Tools > Pearson’s MyLab & Mastering** to see the content links available.
Copy One of Your Existing Modified Mastering Courses

Start in your Blackboard course

Pair your Blackboard course to a copy of a Modified course you already have in your Pearson account

Copying a Modified Mastering course that’s already in your Pearson Educator account will make an exact copy of that course, but with an empty student roster. You may need to adjust dates on your assignments, but all of your assignments, customizations, and settings copy over.

Sometimes there is a misconception that you can pair your Blackboard course with a Modified Mastering course that you’ve already created. In other words, you’ve set up your course in your Pearson account and now you want to pair it. This can’t be done. However, you can make a copy of this course so that you don’t have to start from scratch.

In your Pearson account, you see two courses after pairing: your original course, and a copy of it that will have a Linked Course Materials icon below it. The copied course is the course that is paired in the example below. You see the below information if you sign in directly to Modified Mastering at www.pearsonmylabandmastering.com.

Video Tutorials:

Link Your Pearson Educator Account with Your Blackboard Account
Pair a Blackboard course to a copy of an existing Modified Mastering course in your Pearson account

**Step-by-Step Directions:**

1. Click the Blackboard course title from within your Blackboard account.

2. Click **Tools** in the left hand navigation bar within your Blackboard course.
3. On the Tools page, click **Pearson’s MyLab & Mastering**.

![Tools page](image)

**Tip:** If you do not see **Pearson’s MyLab & Mastering** link, please check with your Blackboard Administrator to make sure that the Pearson Building Block has been installed.

4. On the Pearson’s MyLab & Mastering page, click **Select a MyLab and Mastering product to use with this course**.
5. If you’ve already linked your Pearson Educator and Blackboard accounts in the past, you can skip to step 8.

If this is your first time integrating a Modified Mastering course with Blackboard, you need to link your Pearson Educator account with your Blackboard account. If prompted, read and agree to the license agreement.

6. Sign in with your Pearson Educator account **Username** and **Password**.
Tip: If you cannot remember your Pearson Educator account username or password, please use the Forgot your username or password? link rather than creating a new account. If you don’t have a Pearson Educator account, contact your Pearson sales rep.

7. Congratulations! Your Pearson Educator account is now linked to your Blackboard account. You can access Modified Mastering from within Blackboard without signing in again because the system recognizes you. This account linking is a one-time process. Click Get Started.

8. Click Select from your courses.
9. Select the course you would like to copy and click Go.

Tip: Consider creating a template course. After you’ve set up all your assignments and personalized your template Modified Mastering course, copy this course for all your Blackboard sections. Make any needed adjustments to the template course before making the copies and pairing with your Blackboard sections. You can create the template at pearsonmastering.com.

10. Name your course, select your course dates, and select whether you’d like others to be able to copy your course. Click Continue.

Note: DO NOT CHANGE the start date of the Modified Mastering course. Even if your Blackboard course starts in the future, do not change the start date. If you change the date, you cannot get into and work on the course until that date. Also, it is a good idea to make the end date a few weeks out so you can get into the course and retrieve grades and allow for any late assignments.
11. That’s it! You see a confirmation message that your course is being created.

12. When the course is available, you receive a confirmation email.

Note: It may take time for the course to be ready. If you click into the course before it is ready, you see a “course1” error message. You should receive the email within an hour, but please be aware that it can take up to 24 hours depending on server traffic. If you do not receive your email within 24 hours, please check your junk or spam email. You don’t have to stay signed into Blackboard during this process.

Note: Although the course creation confirmation email has the course ID listed, please know that your students **DO NOT** need the course ID to register. They register from within the Blackboard course and no course ID is required to register for a Blackboard integrated course.
13. When the course is ready, you will then see all the content links for Modified Mastering from the Pearson MyLab & Mastering link within Blackboard. From your Blackboard course, click **Tools > Pearson’s MyLab & Mastering** to see the content links available.

Tip: If you need to copy assignments from Mastering or Modified Mastering into your Blackboard paired Modified course, you can do that from within your new course. Click **Mastering Assignments** and then click **Create Assignment** to copy Assignments.

For more information, refer to the Modified Mastering Help article regarding **copying assignments**. Note that you can only copy Modified Mastering courses. You can copy assignments from both Mastering and Modified Mastering.
Copy Another Instructor’s Modified Mastering Course

You can pair your Blackboard course with a copy of another instructor’s course, if that instructor has made the course available for copy, and has shared the course ID with you. This is helpful if you are a new instructor, and someone has taught with Modified Mastering before, or if you want to ensure consistency across sections, and have independent courses.

Video Tutorials:

**Link Your Pearson Educator Account with Your Blackboard Account**

**Pair your Blackboard course to a Copy of Another Instructor’s Course**

**Step-by-Step Directions:**

1. Click the Blackboard course title from within your Blackboard account.
2. Click **Tools** in the left hand navigation bar within your Blackboard course.

3. On the Tools page, click **Pearson’s MyLab & Mastering**.

   **Tip:** If you do not see **Pearson’s MyLab & Mastering** link, please check with your Blackboard Administrator to make sure that the Pearson Building Block has been installed.
4. On the Pearson’s MyLab & Mastering page, click **Select a MyLab and Mastering product to use with this course**.

5. If you’ve already linked your Pearson Educator and Blackboard accounts in the past, you can skip to step 8.

If this is your first time integrating a Modified Mastering course with Blackboard, you need to link your Pearson Educator account with your Blackboard account. If prompted, read and agree to the license agreement.
6. Sign in with your Pearson Educator account **Username** and **Password**.

   Tip: If you cannot remember your Pearson Educator account username or password, please use the **Forgot your username or password?** link rather than creating a new account. If you don’t have a Pearson Educator account, contact your Pearson sales rep.

7. Congratulations! Your Pearson Educator account is now linked to your Blackboard account. You can access Modified Mastering from within Blackboard without signing in again because the system recognizes you. This account linking is a one-time process. Click **Get Started**.
8. To copy another instructor’s course, click **Or copy from another instructor**.

9. Enter the instructor’s course ID and click **Go**.

If you try to copy a colleague’s course and receive a message that states “This course ID is valid, but the person who created it did not make it available for copying”, then the copy setting for the course you are trying to copy is “Unavailable for Copy”. To resolve this, ask your colleague to sign into www.pearsonmylabandmastering.com, locate the course in the course list, and click **Details** next to the course name. Now your colleague can click **Edit Settings**, and change the copy setting to **Available for Copy**. Once the setting is saved, you are able to copy the course and pair it with your Blackboard course.
10. Name your course, select your course dates, and select whether you’d like others to be able to copy your course. Click Continue.

**Note:** DO NOT CHANGE the start date of the Modified Mastering course. Even if your Blackboard course starts in the future, do not change the start date. If you change the date, you cannot get into and work on the course until that date. Also, it is a good idea to make the end date a few weeks out so you can get into the course and retrieve grades and allow for any late assignments.

11. You get a confirmation message that your course is being created.
12. Once the course has been created, you receive a confirmation email.

Note: It may take time for the course to be ready. If you click into the course before it is ready, you see a “course1” error message. You should receive the email within an hour, but please be aware that it can take up to 24 hours depending on server traffic. If you do not receive your email within 24 hours, please check your junk or spam email. You don’t have to stay signed into Blackboard during this process.

Note: Although the course creation confirmation email has the course ID listed, please know that your students DO NOT need the course ID to register. They register from within the Blackboard course and no course ID is required to register for a Blackboard integrated course.

13. When the course is ready, you can see all the content links for Modified Mastering from the Pearson MyLab & Mastering link within Blackboard. From your Blackboard course, click Tools > Pearson’s MyLab & Mastering.
Copy a Paired Course from a Previous Term

Copy a Blackboard course to create a new course

Pair the new Blackboard course with a Modified Mastering course

If you previously integrated your Modified Mastering course with Blackboard, and you’re teaching with the same Modified Mastering product again next term, follow these steps for an easy transition.

**Step-by-Step Directions:**

1. Ask your Blackboard Administrator to make a copy of your Blackboard course that you want to use again next term or refer to [online help for copying a Blackboard course from a previous term](#). All of your Pearson component links will be copied into the new shell. Click into your new Blackboard shell.

2. Click **Tools** in your Blackboard course menu in the new course, and then click **Pearson’s MyLab & Mastering**.
3. Click **Select a MyLab and Mastering product to use with this course.**

4. Pearson will recognize that your Blackboard course is a copy of one that was previously paired to your Pearson product. All you will need to do is name the new Modified Mastering course, give it a new course END date (do NOT change the start date), and specify whether other instructors can copy your Pearson course if given the course ID.
5. You will receive a confirmation that your course is being created. You can close the window to get back to your BB course. Once your Pearson course has been created, you’ll receive an email. Just as it did in the initial pairing, this process can take 1 hour to 24 hours to complete.

6. Once you receive the email notification that your Pearson course has been created, the Pearson links in your Blackboard course will be active once again, and will be paired to the brand new copy of the same Pearson course that you used last term.
Do You Have Section Instructors (co-teachers, assistants)?

What is a section instructor?

A section instructor in Modified Mastering is someone other than the course creator who can access a variety of instructor activities in the course, and may have additional privileges in the course. As of the December 2014 release, **Section Instructor access codes** are now available for that purpose.

*Note:* You can use a Pearson Educator account to teach Modified Mastering courses on your own and simultaneously be a co-teacher (section instructor) in another professor’s course.

*If you were a section instructor prior to December 2014, you registered with a Student access code and your role was changed to Section Instructor. That role doesn’t apply to a new course, so you need to create a **new** Section Instructor account with a new username. You cannot use a Section Instructor access code with an account that was ever tied to a Pearson Student account.*

How do you obtain Section Instructor access codes?

Please contact your sales rep for complimentary Section Instructor access codes.

*Note:* Do not give Section Instructor access codes to people who serve as student tutors or others who should not **see student grades and answers in the Item Library**. Instead, provide complimentary Modified Mastering student access codes to those users.

All section instructors have automatic access to a number of Modified Mastering activities, regardless of the kind of Pearson account they have and any privileges granted. Section instructors cannot delete the course. For more information on section instructor activities and privileges available, see the topic on section instructor activities and privileges.

**Checklist for Success: Plan for Section Instructors**

- **Obtain access codes.** Section Instructor access codes are required for registration. Contact your sales representative to obtain codes. Click here to find your sales rep.

- **Make sure section instructors have access to the Blackboard course.** In order for a section instructor to get access to Modified Mastering within the Blackboard course, they must already have access to the Blackboard course.
Tip: It is recommended that the section instructor have a Blackboard account specifically for their section instructor role. If they do not already have access, work with your Blackboard administrator to get them access.

- **Pair your Blackboard course with a Modified Mastering course.** Section instructors must register for a Modified Mastering course from within the Blackboard course. In order for them to do this, you must first pair the courses.

- **Provide registration information to prospective section instructors.** Provide section instructors with the following:
  - A print or electronic copy of the registration instructions in this PDF file: [Modified Mastering section instructor registration](#).
  - The Modified Mastering Section Instructor access code to use during registration.

- **After the section instructors register, edit privileges as needed.** All section instructors can access various features in Modified Mastering called section instructor activities, regardless of any privileges granted. Activities include viewing the student grades and correct answers. In addition, privileges can be set for individual section instructors. By default, section instructors are granted all privileges until you edit privileges. For more info, see the topic on section instructor activities and privileges below.

### Section Instructor Activities and Privileges

**Activities that all section instructors are allowed to access:**

- Use the Gradebook to **view student grades** and link to details of student work

- **View correct answers for all items** in the Item Library and view all instructor resources available within the Modified Mastering course

- Access and create reports of student progress in the Dynamic Study Modules for your course (if any)

- View, print, and export the Learning Outcomes Summary

- From Student IDs & Groups, export roster details

- Access to some features depends on the kind of **Pearson account** the section instructor registers with, and should govern the kind of account each person uses
### Access based on different Pearson accounts:

<table>
<thead>
<tr>
<th>Access allowed</th>
<th>With an Educator account</th>
<th>With a Section Instructor account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can create or copy courses</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Instructor Resources</strong> (including all answers in the Item Library and resources available from the Instructor Resources links within the Modified Mastering course)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Grades</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Section Instructor Privileges</strong> (described below)</td>
<td>All (but can be removed)</td>
<td>All (but can be removed)</td>
</tr>
<tr>
<td>Delete Course</td>
<td>Only the course creator can delete the course</td>
<td>Only the course creator can delete the course</td>
</tr>
</tbody>
</table>

### Privileges that can be set for individual section instructors:

The privileges described below identify additional parts of the course that section instructors can work in.

**Important:** By default all of the privileges described below are automatically granted to all section instructors. If some of these privileges should be removed for individual section instructors, ask those individuals to notify you as soon as they register for your course so you can edit privileges as soon as possible.

You can see names of all section instructors registered for a course from **Tools > Pearson’s MyLab & Mastering > Course Settings > Manage Section Instructors**. In this area, section instructor privileges can be edited as needed.
<table>
<thead>
<tr>
<th>Privilege</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Settings</strong></td>
<td>Update <a href="#">Course Settings</a>, such as the course's time zone and whether students can see their total scores for Mastering.</td>
</tr>
<tr>
<td><strong>Roster (Mastering Roster)</strong></td>
<td>Used to <a href="#">assign students to groups</a>. You also have access to Student IDs. These tasks are completed using <a href="#">Student IDs &amp; Groups</a>. Access to that roster is automatically available to section instructors.</td>
</tr>
<tr>
<td><strong>Groups</strong></td>
<td><a href="#">Add and remove groups</a> into which students are placed. (Note that adding, removing, or changing groups does not affect the enrollment of the students who are in those groups.)</td>
</tr>
<tr>
<td><strong>Announcements</strong></td>
<td>Add, edit, and delete any <a href="#">Course Home page announcement</a>.</td>
</tr>
<tr>
<td><strong>Section Instructors</strong></td>
<td>Add, give privileges to, or delete other section instructors. Section instructors with this privilege can't modify their own privileges.</td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td><a href="#">Create and modify course assignments</a>, including editing assignment settings, selecting and organizing items for assignments, associating items with learning outcomes, and specifying assignment dates.</td>
</tr>
<tr>
<td><strong>Gradebook</strong></td>
<td><a href="#">Manage Gradebook tasks</a>, which include setting preferences, editing categories and weighting; creating and scoring offline (non-Mastering) activities; and exporting Gradebook data.</td>
</tr>
<tr>
<td><strong>Essays</strong></td>
<td><a href="#">Grade and regrade essays</a> and other free-form text.</td>
</tr>
<tr>
<td>Privilege</td>
<td>Activities</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Learning Catalytics</td>
<td>Complete all instructor tasks in Learning Catalytics courses, modules, and sessions.</td>
</tr>
<tr>
<td>Course Materials</td>
<td>Record and upload videos, audio files, and documents.</td>
</tr>
</tbody>
</table>

**What is the Procedure for Section Instructor Registration?**

*Note: This procedure applies only to Modified Mastering courses that are paired with Blackboard. For information about Modified Mastering section instructors in courses that are not paired with Blackboard, see Pearson Help for using Modified Mastering.*

**Step-by-Step Directions:**

1. Click the link for the Blackboard course.

*Tip: It is recommended to have a separate Blackboard account specifically for your section instructor role. If you do not have a section instructor account, notify the coordinating instructor.*
2. Click **Tools**.

3. Click **Pearson’s MyLab & Mastering**.

4. Click one of the Mastering links. It does not matter which link you click.
5. If prompted, read and accept the license agreement. If you don’t see the screen below, read the notes for this step.

![License Agreement Image]

**Notes:** If you have linked your Blackboard account to a Pearson account in the past, you don’t see the option to accept the license agreement, enter identifying information, or create an account since you’ve already linked your accounts. The linking process for a Blackboard account and a Pearson account occurs only once. Skip to step 8 if you’ve linked your accounts already.

**Important:** If you previously linked a Pearson Student account to your Blackboard section instructor account, contact Pearson 24/7 Technical Support to have your accounts unlinked before completing this procedure.

6. Do one of the following:

   i) If you have a Pearson Student account or do not have a Pearson account, click **Create** and follow the prompts to create a new Pearson Section Instructor account. You can use the Pearson Section Instructor account each time you register for a Pearson course as a section instructor. *If you served as a section instructor before December 2014, you registered with a Student access code and your role was changed to Section Instructor. That role doesn't apply to a new course, so you must create a new Section Instructor account. Once you create a new Section Instructor account, you can use the account each time you register for a Pearson course as a section instructor.*

   ii) If you have a Pearson Educator account, you can sign in using the same **Username** and **Password** here. You can use a Pearson Educator account to teach Modified Mastering courses on your own and simultaneously be a co-teacher (section instructor) in another professor's course. If you can create courses, you have a Pearson Educator account.
7. Complete the required fields to create a new account.

8. Click **Access Code**.
9. Enter the Section Instructor Access Code into the boxes and click Finish.

10. That’s it! You now have access to the Modified Mastering links as a section instructor.
11. Click **Go to Your Course** to access the Modified Mastering course.

**Note:** By default, **all** privileges are available to a section instructor. The course creator can edit privileges for the section instructor after the section enrolls in the Modified Mastering course. This process is explained below.

12. If you need to register as a section instructor for other courses with the **same** textbook, you only need to click into Modified Mastering within the other courses to get your access set up.

If you need to register as a section instructor for other courses with a **different** textbook, you will be asked again for a section instructor access code. The system recognizes your login because your accounts are already linked, but you are presented with the access code screen to enter the code again because it is a different textbook. After you enter the code, you also have access as a section instructor for the other textbook.
How Does the Course Creator Edit Section Instructor Privileges?

Step-by-Step Directions:

1. Click **Tools > Pearson’s MyLab & Mastering**.

2. Click **Course Settings**.
3. Scroll down to the Section Instructors area and click **Manage Section Instructors**.

4. Click to add or clear check marks for the privileges you want to select or remove for each section instructor.

5. See the above section for details about the course capabilities for each privilege type.

6. Click **Save Privileges**.
Module 2: Personalize Your Blackboard Course with Modified Mastering Component Links

After you complete the initial course setup, you can add Modified Mastering component links to your course from within Blackboard. A component is a part of the course, for example, the page where students can access their Course Home, Assignments page, eText, Study Area, and so on.

Would You Like to Add Component Links?

1. Enter your Blackboard course.

2. You have two options here. You can:
   a) **Option 1:** Click **Content** on the left navigation bar. Continue to Step 3.

   ![Content navigation bar]

   b) **Option 2:** You can create your own link.

   i) Click the + at the top of the left navigation bar and then click **Content Area**.

   ![Content area options]

ii) Name your **Content Area**. To make it **Available to Users**, use the check box. Click **Submit**. Continue to step 3.

3. Click **Partner Content** tab and then click **Pearson’s MyLab & Mastering (Content)**.

   ![Add Content Area](image)

   **Important**: If you have not yet paired your Blackboard course with your Pearson MyLab & Mastering course, you are taken to the initial course set up process at this point.

4. The Add Pearson’s MyLab & Mastering Links page displays the component links available for your Modified Mastering course.

   (Optional) Click a component's link to preview it.
5. Use the check boxes in the leftmost column to select the components you want to add to your content area. Click **Submit**.

6. The components you added now appear as links in your content area, and students can use them to enter the Modified Mastering course.

*Tip: Some components include various course navigation tools such as the Mastering Course Home and Welcome to Mastering components. Other components, such as Mastering Assignments and the Study Area, are displayed as pages and users cannot navigate to other areas of the course. See a screenshot of the Mastering Course Home (student view) below as an example.*
Would You Like to Arrange or Remove Components?

You can drag and drop the links on a Content page to rearrange them. You can also copy or move them to another course area.

1. To change a component link’s position, point to it and drag it to a new position.

2. To copy or move a component, point to it, click its menu arrow, and select **Copy** or **Move**. To delete a component, select **Delete**.

---

![Content page with links and menu options]

---

**Mastering Biology Course Home**
Access your Mastering Biology course for additional content and assignments.

**Welcome to Mastering Biology**
Access all your Mastering course resources and assignments.

**Mastering Assignments**
Access Mastering homework assignments.
Module 3: Transfer and Manage Grades

There are three ways to transfer grades from a Modified Mastering gradebook into the Blackboard Learn Grade Center:

1. **Auto sync grades**: This is a one-way process that auto syncs your students’ raw scores, in points, from your Modified Mastering gradebook into the Blackboard Grade Center. You can sync all assignments or sync select individual assignments.

2. **Manually export/import grades**: You can export the Modified Mastering gradebook information to a .csv file and import that file into the Blackboard Grade Center.

3. **Manually enter grades**: You can go into the Grade Center and type student grades into the appropriate columns.

   **Tip**: Select either auto grade sync or export/import to avoid duplicate columns in the Blackboard Grade Center.

Would You Like Auto Grade Sync to Send Modified Mastering Grades to Blackboard?

Grade sync automatically brings raw grades in points from your Modified Mastering course's gradebook into Blackboard Grade Center. When you sync grades, a column is created automatically in your Blackboard Grade Center for the assignment. You do not need to create columns in Blackboard for any assignments you select to sync grades.

Checklist for Success: Prepare for Auto Grade Sync

Before setting up auto grade sync, there are some things to consider.

- Your Blackboard Administrator has installed the MyLab & Mastering Blackboard Learn Building Block version 3.1 and enabled the auto grade synchronization feature.

- The Modified Mastering course paired with the Blackboard course has at least one gradable assignment that has been assigned to your students.

   **Note**: Unassigned assignments in Modified Mastering do not sync. The assignment must have an availability and due date to sync and create a grade column in the Blackboard Grade Center. All assignments found on the Modified Mastering Calendar are assigned. The assigned assignments also show as columns in your Modified Mastering Gradebook too.
You can sync individual assignment grades if your Modified Mastering course has assigned assignments in it that you do not want to sync with the Blackboard Grade Center.

If you select auto grade sync for all assignments, then any assignments you create and assign to students in the future automatically sync with the Blackboard Grade Center.

Auto grade sync only brings over raw grades (not percentage scores) from your Modified Mastering gradebook. Auto grade sync does not bring any categories you set up in the Modified Mastering gradebook. Neither weighted scores nor the categories to which assignments belong are transferred. Only raw scores come over. Customize and set up categories and weighting in the Blackboard Grade Center.

Mastering assignment exemptions are not transferred to the Blackboard Grade Center. To exempt a student from a Mastering assignment, use Blackboard’s exemption feature.

Select either auto grade sync or export/import to avoid duplicate columns in the Blackboard Grade Center.

**Understand Auto Grade Sync Timing**

When you enable auto grade sync, Pearson sends the most recent grades from the Modified Mastering gradebook to the Pearson Grade Repository every 15 minutes.

Blackboard Learn prompts the Pearson Grade Repository to send grades to the Blackboard Grade Center at a frequency interval set by your Blackboard administrator, typically every 60, 90, 120, or 240 minutes. The repository then sends the grades to the Blackboard Grade Center.

However, the Blackboard administrator may have left the frequency set at "Never." You can override the frequency setting, even when it's "Never," by manually refreshing the auto synced grades. It is recommended to check your institution’s grade update frequency on the Grade Synchronization Dashboard after you set up auto grade sync.
Set Up Auto Grade Sync of All Available Assignments

Video Tutorial:

Set Up Auto Grade Sync for All Assignments

Step-by-Step Directions:

1. Log into your Blackboard course. Click **Tools** on the course menu.

2. On the Tools page, click **Pearson’s MyLab & Mastering**.
3. On the Pearson’s MyLab & Mastering page, scroll down to **Support Tools** and click **Manage Pearson MyLab & Mastering Grades**.

![Support Tools](image)

4. On the Manage Pearson MyLab & Mastering Grades page, click **Set Up Grade Synchronization** to configure grade synchronization between Modified Mastering and your Blackboard course.

![Manage Pearson’s MyLab & Mastering Grades](image)

*Note: If your Blackboard course is a copy of a previous semester’s Blackboard course where auto grade sync was turned on, you are prompted to clean up the gradable items before proceeding.*

*Click **Cleanup** to proceed.*

**Video Tutorial on Grade Center Clean Up:**

![Video](image)
5. Select **All available MyLab & Mastering assignments**. Click **Next**.

   **Note:** If you select **All available MyLab & Mastering assignments**, then auto grade sync will sync all assignments made available to your students throughout the semester.

   Any assignments currently created and assigned as well as any assignments created and assigned in the future will automatically sync throughout the semester.

6. Select your grade sync settings.

   - **Include These Items in the Grade Center Calculations**: Select **Yes** to include the auto synced grades in Grade Center calculations.
   - **Email notifications**: Enter the email addresses of anyone—including you—who should be notified if auto sync adds a column to the Blackboard Grade Center.
   - **Category**: Select your category.

Once you have made your selections, click **Submit**.
Set Up Auto Grade Sync of Select Individual Assignments

Video Tutorial:

Set Up Grade Sync for Individual Assignments

Step-by-Step Directions:

1. Log into your Blackboard course. Click **Tools** on the course menu.

2. On the Tools page, click **Pearson’s MyLab & Mastering**.
3. On the Pearson’s MyLab & Mastering Page, scroll down to Support Tools and click Manage Pearson MyLab & Mastering Grades.

4. On the Manage Pearson MyLab & Mastering Grades page, click Set Up Grade Synchronization.

5. On the Set Up Grade Synchronization page, choose Select Individual MyLab & Mastering assignments as the grade synchronization method. Click Next.
6. Select **Add Grade Columns**.

7. Select the individual assignments you want to sync from your Modified Mastering course by checking the box to the left of the assignment name. Then click the **Submit** button.

8. On the next page, choose your grade sync settings.

   - **Verify that the list of grade items selected matches your selections.**
   - **Include These Items in the Grade Center Calculations**: Select **Yes** to include the auto synced grades in Grade Center calculations.
   - **Category**: Select your category
After you have made your selections, click **Submit**.

8. If you need to sync additional individual assignments in the future, select **Add Grade Columns** from the Manage Pearson’s MyLab & Mastering Grades page.

9. Select assignments to sync with your Blackboard Grade Center. Assignments already deployed to Blackboard display a green check mark. Click **Submit** after you’ve made your selections.
10. Confirm your selected assignments, select your settings, and click **Submit**.

11. At the top of the Manage Pearson’s MyLab & Mastering page, a message will appear stating whether your settings were successfully saved. To see when the last institution grade check and update occurred, click + on the Grade Synchronization Dashboard. Click here to learn more about the Grade Sync Dashboard and how to refresh Pearson grades.
Would You Like to Manage the Auto Grade Sync Process?

Now that you have your auto grade sync set up, here are some helpful tips on managing your grades.

From the **Manage Pearson’s MyLab & Mastering Grades** page, you can:

- View the Grade Sync Dashboard
- Refresh Pearson grades
- Fix any grade column discrepancies
- Change auto grade sync settings
- Clean up Pearson gradable items
- Turn off auto sync

In order to manage the auto sync process, learn how to quickly get to the **Manage Pearson’s MyLab & Mastering Grades** page.

**Step-by-Step Directions:**

There are two ways to get to the **Manage Pearson’s MyLab and Mastering Grades** page.

**Option 1:**

1. In your Blackboard course, click **Tools**.

2. Click **Pearson’s MyLab & Mastering**.
3. Scroll down until you get to Support Tools and click **Manage Pearson MyLab & Mastering Grades**.

4. You are now on the **Manage Pearson’s MyLab & Mastering Grades** page.

**Option 2:**

1. Click the arrow next to **Grade Center** to expand the menu.
2. Click **Full Grade Center**.

3. You are now on the Full Grade Center. Click **Manage** and then click **Manage Pearson’s MyLab & Mastering Grades**.

4. You are now on the **Manage Pearson’s MyLab & Mastering Grades** page.
View the Grade Synchronization Dashboard

The Grade Synchronization Dashboard displays diagnostic data regarding the course grade sync. Using the dashboard you can:

- View the current institution synchronization settings, including your institution’s grade update frequency, grade update status, last institution grade check, and the last institution grade update.

- View course level grade synchronization settings, including grade synchronization setting, whether you include Grade Columns in Grade Center calculations, email notifications of new grades coming into Blackboard, the category setting, and the last course grade update.

Note: You must first set up grade synchronization in order to see the Grade Synchronization Dashboard.

Step-by-Step Directions:

1. From the Manage Pearson’s MyLab & Mastering Grades page, click + on the Grade Synchronization Dashboard.

2. The Gradebook Synchronization Dashboard appears.
The Institution Grade Synchronization view displays:

- **Institution Grade Update Frequency**: The number of minutes between the times that the Blackboard Learn instance is set to call Pearson for grades.
- **Grade Updates Status**: The status of the grade update.
- **Last Institution Grade Check**: The day, date, and time of the last time the Blackboard Learn instance called to Pearson for grades.
- **Last Institution Grade Update**: The day, date, and time of the last time the Blackboard Learn instance updated grades.

The Course Grade Synchronization view displays:

- **Grade Synchronization Settings**: The current grade sync setting in the individual course.
- **Include Grade Columns in Grade Center Calculations**: Whether Pearson grades are being included in the Blackboard Grade Center calculations.
- **Email Notifications**: The email address or addresses to which grade sync notifications are being sent.
- **Category**: The grade sync settings category selection.
- **Last Course Grade Update**: The day, date, and time that the grades for the individual course were updated.

### Refresh Pearson Grades

There may be a time when you need to manually refresh your auto synced Pearson grades within Blackboard. Use this procedure to manually override the auto sync interval set by your Blackboard Learn administrator. You can refresh the scores as often as you want. (These procedures are applicable only if you are auto syncing grades from the Pearson course to the Blackboard course.) When you refresh grades, all grades from the Pearson gradebook are updated in the Blackboard Learn Grade Center, not just those that have changed.

Important: If student grades do not sync correctly using auto grade sync, refresh the grades before contacting [Pearson 24/7 Technical Support](https://www.pearson.com/support.html).

**Video Tutorial:**

![Refresh Pearson Grades](https://www.pearson.com/support.html)
Step-by-Step Directions:

1. From the Manage Pearson’s MyLab & Mastering Grade page, click **Refresh Pearson Grades**.

![Manage Pearson's MyLab & Mastering Grades](image)

![Pearson Refresh Pearson Grades](image)

*Ensure your Pearson application grades are up to date in the Blackboard Grade Center.*

2. View the items available in the refresh. Click **Submit**.

![View Items Included in This Refresh](image)

![Grade Column Discrepancy Cleanup](image)

**Note:** If there are items listed as duplicate Pearson items on this page, be sure to delete them. Follow the steps in **fix any grade column discrepancies** to complete this.

3. When the grades are refreshed, Blackboard displays the Pearson's MyLab and Mastering page with a confirmation message at the top of the page.

![Manage Pearson's MyLab & Mastering Grades](image)
Fix Grade Column Discrepancies

Grade column discrepancy occurs when the column is in the Blackboard Grade Center but is no longer included in the Pearson sync. This could happen because:

- The synchronization settings in your Pearson MyLab & Mastering course no longer include syncing the item.
- The Blackboard course was copied from a previous semester or used by another instructor, but the Pearson MyLab & Mastering columns do not match.
- The columns in your Blackboard course were created from uploading a .csv file and setting up grade sync will create duplicate columns.

1. On the Manage Pearson’s MyLab & Mastering Grades page, click **Refresh Pearson Grades**.

2. Click **Delete** to clean up the grade column discrepancy.

Change Grade Synchronization Settings

You can make changes to the grade sync settings from the Manage Pearson’s MyLab & Mastering Grades page.

1. On the Manage Pearson’s MyLab & Mastering Grades page, click **Change Grade Synchronization Settings**.
2. It is recommended to keep the same grade sync method in most circumstances to avoid duplicate columns in the Blackboard Grade Center. The settings are on the next screen. Click **Next**.

3. The Grade Synchronization Settings appear. Make any desired changes and click **Submit**.

**Notes:**

- **If you have already synced all items from the MyLab & Mastering course to the Blackboard Grade Center, these changes will be applied only to assignments that are deployed to the Grade Center after you make these changes.**

- **To change category settings for items that are already deployed to the Blackboard Grade Center, make the changes to the individual grade column in the Blackboard Grade Center.**
Clean Up Pearson Gradable Items

Sometimes while setting up auto grade sync, you may be prompted to clean up Pearson gradable items. The cleanup is necessary when your current Blackboard course is a copy of previous course in which grade sync was set up using the Pearson MyLab & Mastering building block version 3.0.

The original course's gradable items would have been copied to the current course. Those items must be removed from the current course. The clean-up process removes the items, their associated grade columns, and any grades associated with the grade columns.

1. On the Manage Pearson’s MyLab & Mastering Grades page, click Set Up Grade Synchronization. All Pearson Gradable Items will be listed.

2. Click the Cleanup button.

3. A message stating that you have successfully cleaned up the Pearson gradable items is displayed.

4. Proceed with the grade sync steps to set up auto sync in Blackboard.

**Note:** Courses that are active and have students actively posting grades when Blackboard updates from version 3.0 to a newer version of the MyLab & Mastering Building Block will need to complete a cleanup. When the Pearson gradable items are removed, the grade columns and grades associated with those items are also removed. Instructors in this situation may choose not to clean up the items; however, all grade columns associated with the Pearson gradable items will not be included in any subsequent automatic grade sync. Those grades will be frozen in time.

If you are in this situation and choose to clean up the gradable items and set up grade sync using version 3.1 of the MyLab & Mastering Building Block, then the grade columns and grades associated with the previous items will sync from the MyLab or Modified Mastering course's gradebook to the Blackboard Grade Center. In other words, the clean-up process is for the Blackboard Grade Center only and clicking Cleanup does not impact the grades in the Pearson gradebook in any way.

**Video Tutorial:**

Grade Center Clean Up
**Turn Off Auto Grade Sync**

**Step-by-Step Directions:**

1. On the Manage Pearson’s MyLab & Mastering Grades page, click **Change Grade Synchronization Settings**.

![Image of Grade Synchronization Dashboard]

2. From the list of options select **Turn off grade sync**. Click **Next**.

![Image of Set Up Grade Synchronization]

**Note:** When auto grade sync is disabled, Blackboard no longer updates the Grade Center with grades from the Pearson Grade Repository. All grades and columns in the Grade Center remain intact when you turn off auto sync.

**Video Tutorials:**

- **Turn Off Grade Sync**
  - ![Image of Turn Off Grade Sync Tutorial]

- **Turn off Grade Sync and Manually Export/Import Grades**
  - ![Image of Turn off Grade Sync and Manually Export/Import Grades Tutorial]
Would You Like to Manually Transfer Grades using Export/Import?

If you don’t want to auto sync grades, you can transfer your Modified Mastering grades by exporting them via a .csv file from Modified Mastering. Then, you import the .csv file into Blackboard. To avoid duplicate grade columns in your Blackboard Grade Center, you should use either auto grade sync or export/import to transfer your grades.

The following steps lead you through the process of exporting grades from Modified Mastering and then importing them into Blackboard.

Export Grades

Step-by-Step Directions:

1. Log into Blackboard and click Tools.

2. On the Tools page, click Pearson’s MyLab and Mastering.
3. On the Pearson’s MyLab & Mastering page, click **Mastering Gradebook**.

4. Once you are in the Modified Mastering Gradebook, click **Manage**.

5. Click **Export Gradebook Data** tab. Under **Export Scores**, choose **Formatted for Blackboard-MyLab/Mastering**. Click **Export**.

6. The grades will download to a .csv file. Keep the .csv extension if you rename the file.
Import Grades

Step-by-Step Directions:

1. Log into Blackboard and click **Tools**.

2. Click **Pearson’s MyLab & Mastering**.

3. On the Pearson’s MyLab & Mastering page, scroll down until you get to Support Tools. Click **Manage Pearson MyLab & Mastering Grades**.
4. On the Manage Pearson’s MyLab & Mastering Grades page, click **Change Grade Synchronization Settings**. If you have never set up grade sync, click **Set Up Grade Synchronization**.

5. Select **Upload grades via .CSV file**. Click **Next**.

6. Click **Browse My Computer** for the .csv file that you saved when you exported the grades. Click **Submit**.
7. Under **Select Columns**, select the assignments that you want to import into the Blackboard Learn Grade Center. (Remove the check mark from any assignments you do not want to import.) Click **Submit**.

**Note:** If you previously uploaded grades for an assignment, the new grades are automatically uploaded to the same assignment/column. If the upload includes a new assignment (one not previously uploaded), the Grade Center creates a new column for it.

---

**Would You Like to Customize the Blackboard Grade Center?**

Now that you have set up how you get the grades from your MyLab & Mastering course in to your Blackboard Grade Center, there are several customizations you can make to your Blackboard gradebook. They include:

- Add grade columns
- Display grades as percentages or points
- Change column name
- Create categories in Grade Center
- Total grades by assignment type
- Create a weighted total score column
1. To navigate to the Grade Center, enter your Blackboard course. Scroll down to **Grade Center**. Click **Full Grade Center**.

![Blackboard Grade Center](image)

**Add Grade Columns**

There may be a time where you need to add columns to your Blackboard gradebook. For example, if you have an offline assignment for which you need to create a column, such as Participation or Attendance, you can add a column for it.

*Note:* There’s no need to add grade columns for items included in an auto grade sync or import.

**Video Tutorial:**

![Add Grade Columns](image)
Step-by-Step Directions:

1. Go to the **Full Grade Center**. Click **Create Column**.

2. Fill out the fields in **Column Information, Dates**, and **Options**. Click **Submit** to create the column.

---

**Display Grades as Percentages or Points**

When grades are synced from your MyLab & Mastering course to your Blackboard course they are in raw points. The following steps will show you how to change the points into percentages.

1. Go to the Full Grade Center.

2. Locate the column you want to change from points to percentages and click the column header menu. Choose **Edit Column Information**.
3. Under **Primary Display** select **Percentage** from the menu.

4. Click **Submit** to update the changes.

---

**Change a Column Name**

After you import grades into the Grade Center, you can change the column names as needed. The procedure below describes renaming a column by changing the **Grade Center Name** field. When you rename this field and later re-upload that column’s grades, the sync process will upload the grades into the renamed column.

**Step-by-Step Directions:**

1. Go to the **Full Grade Center**.

2. Locate the column you want to rename. Click the column header menu.
3. Select **Edit Column Information**.

4. Under **Column Information** change the name of your course in the **Course Name** field.
5. Click **Submit** to save your changes.

### Create Categories in Grade Center

In the Blackboard Grade Center, you can use categories to organize and perform calculations on Grade Center data. For example, assume you want to create a weighted grade column for quiz scores. You would first create your category and then associate each grade type with its category. All quiz grade columns would be associated with the quiz category.

The Grade Center has several pre-defined categories that you can use, such as Assignments, Blog, Test, Journal, and so on. In addition, you can create your own categories.

**Step-by-Step Directions:**

1. Go to the Full Grade Center.

2. Click the drop down arrow next to **Manage** and choose **Categories**.

3. Click **Create Category**.
4. Enter the **Name** of the new category and click **Submit**.

Total grades by assignment type

You can create a calculated column that displays summary scores for your students in the Blackboard Learn Grade Center. For example, if a course has ten assignments, each assignment has its own grade column. You can create an Assignment Total column that totals each student’s assignment grades, and displays that total in a single column.

When you set up the column, you specify the grade columns and/or categories that you want totaled. You also have the option of dropping high or low grades or using only high or low scores for the calculation.

*Important: Before performing this procedure, you must first sync the relevant Modified Mastering grades into the Grade Center.*

**Step-by-Step Directions:**

1. Go to the **Full Grade Center**.
2. Click **Create Calculated Column** on the Full Grade Center menu. Click **Total Column**.
3. Enter the **Column Name**. Choose the primary display (optional).

4. Under **Select Columns**, select **Selected Columns and Categories**. A panel displays all the Grade Center columns and categories for the course. You can select columns and/or categories to include in the Total Column.
5. Select column(s) and/or category to include in the total and then click to bring them into the **Selected Columns**.

6. Click a category in the panel on the right to select the options you want, as described below. (If you selected only columns, continue with the next step.)
**Drop Grades OR Use Only:** You can choose to **drop** a student's lowest or highest grades from the total or to **use only** a student's lowest or highest grades. To drop grades, enter the number of highest or lowest grades to drop.

To total only low or high grades, enter the number of grades to use. For example, to total only the highest five grades, you would enter 5 in the **Highest Value to Calculate** text box.

**Note:** If you enter a number that exceeds the number of grades available for a column or category, it will not be calculated. For example, if you want to drop the two lowest quiz grades, the quiz grades cannot be calculated until there are at least three quiz grades.

7. (Optional) Click a column or category icon to delete it from the Selected Columns panel.
8. Select **Options** and then click **Submit** at the bottom of the Create Total Column page.

You are returned to the Grade Center and the message at the top of the page tells you whether the column was successfully created. The column also calculates and displays the students' Total grades.

**Create a Weighted Total Score Column**

You can create a column in the Blackboard Grade Center that calculates a weighted grade. For example, a student's final grade might be calculated with homework grades worth 20%, quizzes worth 20%, and exams worth 60%.

When specifying which grades you want included in the calculation, you can choose either columns or categories.

**Note:** Before performing this procedure, you must first sync the relevant Modified Mastering grades into the Grade Center.

**Step-by-Step Directions:**

1. Go to the **Full Grade Center**.

2. Click **Create Calculated Column** and then click **Weighted Column**.
3. Choose the title in **Column Name** field. Select **Percentage** (Optional) from the **Primary Display** drop-down to display the weighted grade as a percentage.

4. Under **Select Columns**, select the columns and/or categories you want to include in the weighting.

   Click ➔ to include the selected column or category.

   Fill in the percentage fields. Percentages should add up to 100 percent.
If you also select a category, select the options you want, as described below. (If you selected only columns, continue with the next step.)

**Drop Grades OR Use Only**: You can choose to drop a student's lowest or highest grades from the calculation or to use only a student's lowest or highest grades.

To drop grades, enter the number of highest or lowest grades to drop.

To calculate only low or high grades, enter the number of grades to use. For example, to use only the highest five grades, you would enter 5 in the **Highest Value to Calculate** text box.

**Note**: If you enter a number that exceeds the number of grades available for a column or category, it will not be calculated. For example, if you want to drop the two lowest quiz grades, the quiz grades cannot be calculated until there are at least three quiz grades.

5. Click **Submit** at the bottom of the page.
Module 4: Student Access

Now that you have set up your course, you are ready for students to start enrolling into your course. Your students will also link their Blackboard Learn and Pearson Student accounts.

Checklist for Success: Student Registration and Access

- Students do not need a Course ID during registration. If they are asked for one, they are not registering correctly. Make sure they first log in to Blackboard and then access the Pearson course, as described in the following procedure.

- Inform students via email, Blackboard, and your syllabus that MODIFIED Mastering student access codes are required to access the materials. It is important to make sure access code purchasing information is available for your students prior to the class start date. Modified Mastering student access codes are version, textbook, author, and edition specific. Note: Modified Mastering and Mastering access codes are not interchangeable.

- Please have your students click here to access a registration flyer, registration video, and top student support questions.

As an instructor, click here to access a presentation, handout, and video to assist with the first day of class.
If you plan to sync grades from the Modified Mastering gradebook into the Blackboard Gradebook, make sure that all students complete the registration process that links their Blackboard and Pearson accounts.

Encourage students to check System Requirements so they can be responsible for checking their computers. Consider displaying the System Requirements page in class.

If students are waiting for financial aid, let them know about the 14 day temporary access option. During the registration process, students can select a temporary access. Once they receive financial aid, they can upgrade from temporary access to permanent access.

### How Do Students Register for Their Modified Mastering Course?

**Video Tutorial:**

[Student Registration Video](#)

**Step-by-Step Instructions:**

1. Students log in to their Blackboard account.

2. Click **Tools** on the course menu.
3. Click **Pearson's MyLab & Mastering** on the Tools page.

4. On the Pearson MyLab & Mastering page, click any Modified Mastering link. It doesn’t matter which link is clicked.
5. The first time students access their Modified Mastering course through Blackboard, they are prompted to agree to our license agreement and privacy policy.

![License Agreement and Privacy Policy]

6. On the next screen, students will be asked to either sign in with a Pearson student account, or create a new Pearson student account.

**Important!** Students should use the **Forgot your username or password** tool before they create a new account. Creating multiple Pearson accounts can result in future account access issues.
7. After signing in or creating a new student account, the student payment options appear. Students can:

1) Purchase access with a credit card.
2) Redeem a MODIFIED Mastering access code that they already purchased.
3) Request 14 day temporary access so they can pay later.

**Important Note:** Modified Mastering student access codes include the word MODIFIED in all caps on the front of the student access code (see sample images below). If a student access code does not have MODIFIED on the front, then they have purchased the wrong type of access code. Modified Mastering student access codes are textbook, author, edition, and version specific. Please check with your sales rep and the bookstore to make sure the correct Modified Mastering access codes are available for your students.

8. After this one-time process, students click a link in the Blackboard course to launch their Modified Mastering course materials. **After linking their accounts, students are never prompted to sign in to Modified Mastering again from within Blackboard.**
How Do Students Move from Temporary Access to Permanent Access?

Students can purchase access or redeem their access code when their temp access expires. They will be prompted to do this after their temp access expires.

Alternatively, they can purchase access or redeem an access code prior to the temporary access expiration date.

*Step-by-Step Direction to purchase permanent access or redeem access prior to the expiration date:*

1. Students log in to their Blackboard account.
2. Click **Tools** on the course menu.
3. Click **Pearson’s MyLab & Mastering** on the Tools page.
4. On the Pearson MyLab & Mastering page, click **Mastering Course Home**.

5. Click **Courses**.

6. Click **Pay or use an access code now**.
Module 5: Troubleshooting

This Troubleshooting module was developed by consulting with the Pearson Technical Support team and identifying frequently asked questions, which you’ll find below. In addition, learn how to access our Customer Technical Support team at the end of this module or by directly contacting 24/7 Technical Support.

What Are the Best Practices for Troubleshooting?

- Search our Online Help topics for detailed information regarding your Blackboard and Modified Mastering integration.
- Do not reset the course association as a way to troubleshoot an issue; contact 24/7 Technical Support.
- Download your Blackboard Diagnostics Report to share if/when you contact Pearson 24/7 Technical Support. Click Tools > Pearson’s MyLab and Mastering > Diagnostics > Export File.

How Can You Resolve Common Issues?

**Cannot register successfully with a Section Instructor access code**

**Error in Registration**

Something went wrong. Please contact 24/7 Technical Support and tell them the steps you took before seeing this message.

**Why this happens:**
- Your Blackboard account is linked to a Pearson Student Account

**Resolution:**
- If you have previously linked a Pearson Student account to your Blackboard section instructor account, you need to contact Pearson 24/7 Technical Support to have your accounts unlinked before you can register with a Section Instructor access code. Since your Blackboard and Pearson Student accounts are already linked, the system recognizes you as a student. You won’t be able to register as a section instructor until your accounts are unlinked.
Cannot find items...

We could not find any Pearson MyLab & Mastering assignments to sync with your course. Please check to make sure you have set up your Pearson MyLab & Mastering course settings to sync grades.

Your MyLab & Mastering course may not support syncing grades.

Please contact Pearson's 24/7 Help Desk if you continue to receive this error.

Why this happens:

- It can take up to 15 minutes for items to sync from Pearson to the grade repository.
- Modified Mastering assignments aren’t properly set to sync. You must assign them in Modified Mastering to sync. They don’t need to be available to students yet, but they have to be assigned. Check the assignment Calendar View in Modified Mastering to check if you’ve assigned any assignments in your course.

Resolution:

- Refresh grades in Blackboard
- Check grade sync settings

Grades aren’t syncing for the class

Why this happens:

- It can take up to 15 minutes for items to sync from Pearson to the grade repository.
- Blackboard administrator didn’t turn on the sync.
- MyLab assignments aren’t properly set to sync.

Resolution:

- Refresh grades in Blackboard
- Check grade sync settings
- Consult with Blackboard administrator

Grades are syncing, but there are duplicate columns

Why this happens:

- Blackboard courses copied from a previous semester in which an older version of the building block was used may have duplicate grade columns in the Bb grade center or have grade column discrepancies.

Resolution:

- Contact Pearson 24/7 Technical Support for resolution.
There are columns in Blackboard Grade Center that do not appear in Modified Mastering

Why this happens:
- Grade columns may exist in the Blackboard Grade Center that no longer exist in Modified Mastering. Courses that have been copied from a previous term, are copied from a coordinator, or have had items deleted from Modified Mastering may have grade column discrepancies.

Resolution:
- Refresh grades in Blackboard. The grade column discrepancies will be listed, and the extra columns can be deleted.
- You may also manually delete the item from the Blackboard Grade Center.

Student gets an error message about linking

This message indicates that the student has previously created an account with Pearson; therefore, the student MUST use the existing username and password to sign in. You cannot connect two or more Pearson accounts to one Blackboard account. If the student can’t remember the previous Pearson username/password, the student should click on the Forgot your username or password? link.

Internal server error

Why this happens:
- This error is a Blackboard error and can indicate a number of different issues in Blackboard.

Resolution:
- This could be an indication of behind-the-scenes grade sync. Allow an hour and re-check. If you’re still receiving the error, please refer to your Blackboard system administrator.
- This error typically appears in an older version of the building block. Your Blackboard administrator may need to update to the newest version.

**Failed to refresh error**

Why this happens:
- This may occur if you try to manually refresh the grades when there is a data issue preventing the sync from completing.

Resolution:
- This error appears in an older version of the building block. Please refer to your Blackboard administrator to inquire about an update.
- Even if your Blackboard administrator is able to update the building block, you will still need to contact Pearson 24/7 Technical Support for resolution.

**I can’t find my course while searching the Pearson catalog**

Why this happens:
- Modified Mastering courses are hidden behind a search string.

Resolution:
- Courses are searchable by discipline or by the keyword ‘modified’. To save time, search by discipline and receive more relevant search results.

**Course1 error**

Why this happens:
- The course hasn’t been created yet. It can take up to 24 hours for a course to create. As soon as the instructor has completed the process, the course
links in Blackboard appear. If a user clicks on those links before parts of the course are ready, the Course1 error message will appear.

Resolution:
- Instructors should wait to receive the confirmation email that their Pearson course has successfully created.

Links disappeared

Why this happens:
- It can take up to 24 hours for a course to create. As soon as the instructor has completed the process of creating that course from the Blackboard integration, the course links appear in Blackboard. If the course creation fails, the links on the MyLab & Mastering Tools page will disappear again.

Resolution:
- The Tools page will revert back to the unmapped view, allowing the instructor to click on Select a MyLab & Mastering product to use with this course again.

Do You Need to Contact Pearson 24/7 Technical Support?

If you need assistance with linking or working in a Pearson course and cannot find the information you need in the Help, please contact Pearson 24/7 Technical Support.

You can use this customer support website to search frequently asked questions or the knowledge base, chat online with a Pearson representative, ask a question of the technical support team (and receive an answer within 24 hours), and enter feedback or complaints.
To contact Pearson 24/7 Technical Support by either chat or phone, click on Contact Us on the home page.