Handbook for teaching with MyLab Foundational Skills

Your step-by-step guide to a successful first term with MyLab Foundational Skills.

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Part 1: Get started

Set up your Pearson account and course

Welcome to MyLab Foundational Skills! We’re the Pearson Customer Success group, and we’ve put together this book of essential information to empower your use of MyLab Foundational Skills. We want to ensure that you’ve completed all the required steps, and have all the necessary information, to successfully teach your course using MyLab Foundational Skills. This is not an instruction book or a reference book. This handbook is designed to do two things:

- Make sure that you can confidently teach and oversee your first MyLab Foundational Skills course.
- Introduce you to the many different sources of help that are always at your disposal — whether they’re guides like this, websites, videos, tutorials, online help, or webinars — so that you’re never at the mercy of someone else’s schedule when you need a question answered.

Throughout this guide, you will see hyperlinks that say, for instance, “Watch this video” or “we encourage you to start assigning content in your course.” These links lead you to other Pearson or Internet resources with even more useful information. If you have time, take the opportunity to explore!

Please take a moment now to complete these time-sensitive actions:

1. Ensure you have a working Pearson account.
2. Identify your platform and version of Foundational Skills.
3. Create your MyLab Foundational Skills course for the upcoming term:
   - MyLab Foundational Skills with a Learning Management System (LMS)
   - MyLab Foundational Skills with no LMS

Now your students will be able to register for and join your MyLab Foundational Skills sessions on the first day of class. Select Help on any MyLab Foundational Skills screen to display Instructor Help.

To learn more, please attend one of our virtual MyLab Foundational Skills sessions.
Part 2: Assign content

Quick start guide

You’re ready to assign content and set up your gradebook. Use the MyLab Foundational Skills quick start guide to assign content and manage your course learning paths.

Part 3: Student registration

Communicate expectations with students.

Students need to register before they can take your course. Here are some tools to make that process go a little more smoothly.

- Student help for MyLab Foundational Skills with LMS.
- Student registration presentation for MyLab Foundational Skills with no LMS.
- Ensure students are oriented to the MyLab Foundational Skills learning experience.
- Remind students about self-study homework assignments that can be reattempted multiple times if those are available for your course.
- Finally, be sure to direct students to check the MyLab Foundational Skills system requirements.

Part 4: Connect with students

Here are some pointers to help you locate and analyze specific information about student performance in the grade book.

Understand and use the gradebook

MyLab Foundational Skills’ gradebook can help you easily assess how students are doing and provides tools for you to communicate with them. These videos and links to the Instructor Help website will show you:

- An overview of the gradebook
  - Video
Help page

- How to manage incomplete assignments.

  Make sure you manage incompletes for past due assignments only.

- Video
  - Help page

- How to award credit for mastery
  - Help page

Part 5: Prepare for next term

Report Grades

- If you've integrated MyLab Foundational Skills with your LMS you may be able to automatically sync results to your LMS gradebook.
- Export or sync scores from your gradebook. Download scores if you need them for reference, or to prepare for next term.

Please attend one of our virtual MyLab Foundational Skills sessions to learn more.

Connect with Pearson Support

If you or your students encounter technical errors accessing or using MyLab IT, connect with Pearson 24/7 Support at https://support.pearson.com/getsupport/s/contactsupport.

If you have questions about accessibility in MyLab Foundational Skills email us at disability.support@pearson.com.