Handbook for teaching with MyLab Languages

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

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Pearson Support
Part 1: Get started

Set up your Pearson account and course

Welcome to MyLab Languages! We're the Pearson Customer Success group, and we've put together this book of essential information to empower your use of MyLab Languages. 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 Languages. 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 Languages 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. Create your MyLab Languages course for the upcoming term and assign content to your students.

Now your students will be able to register for and join your MyLab Languages course on the first day of class. Select Help on any MyLab Languages screen to display System Help.

To learn more, please attend one of our virtual MyLab Languages sessions.

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 registration presentation for MyLab Languages.**
• Ensure students are oriented to the MyLab Languages learning experience.
• Remind students about self-study assignments or tools if those are available for your course.
• Finally, be sure to direct students to check the [MyLab Languages 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.

### See Today’s View

This gives you a quick overview of your assignment calendar and notifications, and lets you send messages to your students. Today’s View displays by default each time you enter your course, and you can always return to it by selecting the **Today’s View** tab in the course menu.

### Accept late submissions

Use your **Today’s View** to easily see late submissions. By selecting **Activities Past Due** you can choose to accept the submission. You can accept a late submission in your **Today’s View**. However, this will award students the points they’ve earned **without penalty**.

You can also set up a grace period:

1. Go to the **Preferences** menu from the gear icon. Select **Advanced Preferences**.
2. From the list, select **Activities**.
3. Select the type of activity.
4. Select **Edit**, then **Timing**. Here you’ll be able to customize how late you will continue to accept submissions and specify the deductions you’ll apply to grades.
5. Remember to select **Apply All** to update preferences.

If a grace period has been previously set, and the activity types match, points will be deducted accordingly once work is accepted late.
Connect with at-risk students

You can identify and reach out to struggling students easily in Today’s View. Select the Idle Students box, and message students directly without having to navigate anywhere. You also have an Activities Not Passed box in Today’s View, so you can quickly see who may be having difficulty. From here, you can select the three-dots icon to connect with students quickly.

Review scores and customize your gradebook

Your gradebook takes you directly to your students’ scores and more. The default view shows scores for completed activities assigned in your MyLab Languages course. The course column is a cumulative course average for assigned activities.

To see a score for a specific assignment, select the activities. Here you can view scores and annotations for one completed activity, or all activities submitted by one student.

You can also customize the columns in your gradebook. In the upper-right corner, you’ll see the Create Column button. The three most commonly used column types are:

- **Numeric Column**: Use this to enter grades for work completed outside of your MyLab course. You can create multiple numeric columns.
- **Calculated Column**: Use this to create a custom average, which could be a combination of numeric columns, or a numeric column and MyLab Languages activities.
- **Total Column**: Use this column to create a final grade, factoring in weights.

Use instructor resources

When you select the Course Materials tab, you’ll find textbook-specific content for your students.

You’ll also find your Instructor’s Resources folder, which contains sample syllabi, sample tests, answer keys, and other useful materials.

The Instructor’s Resources folder is not accessible to students. (Its name is in italics to indicate this.)
Part 5: Prepare for next term

Analyze student progress with custom reports

You can run reports to evaluate performance.

1. Go to the Gradebook tab and select Reports from the drop-down menu.
2. Select the report you’d like to run, customizing and saving specific parameters.
3. Select Run Report to view. Saved reports will appear in your My Reports screen within the gradebook.

Report grades

Within the gradebook, you can download grades by selecting the Export button at the bottom of the page. You can also select the type of file you would like grades exported to.

Copy your course and update due dates

When you copy your MyLab Languages course your previous assignments, created content, and customized gradebook will carry over. However, old due dates will also copy over and must be updated to the current term.

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

Connect with Pearson Support

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

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