Handbook for teaching with MyLab Nursing

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

Contents

Part 1: Get started ...................................................................................................................................... 2
  Set up your Pearson account and course.................................................................................................... 2

Part 2: Assign content ................................................................................................................................ 3
  Quick start guide ............................................................................................................................................ 3

Part 3: Student registration ...................................................................................................................... 3
  Communicate expectations with students......................................................................................................... 3

Part 4: Connect with students .................................................................................................................. 3
  Use the gradebook ........................................................................................................................................ 3

Part 5: Prepare for next term ................................................................................................................... 4
  Report Grades................................................................................................................................................ 4

Connect with Pearson Support.................................................................................................................. 5
Part 1: Get started

Set up your Pearson account and course

Welcome to MyLab Nursing! We’re the Pearson Customer Success group, and we’ve put together this book of essential information to empower your use of MyLab Nursing. 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 Nursing. 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 Nursing 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 Nursing course for the upcoming term:
   - MyLab Nursing with a Learning Management System (LMS)
   - MyLab Nursing with no LMS

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

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

Quick start guide

You’re ready to assign content and set up your gradebook. Use the MyLab Nursing 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 Nursing with LMS.
- Student registration presentation for MyLab Nursing with no LMS.
- Ensure students are oriented to the MyLab Nursing learning experience.
- Remind students about self-study assignments, such as Dynamic Study Modules, that can be reattempted multiple times if those are available for your course.
- Finally, be sure to direct students to check the MyLab Nursing 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.

- Analyze results to see how your class or an individual student performed on the questions in an assignment.
- Use the search and email by criteria tools to target students by certain criteria:

Use the gradebook

Your gradebook in MyLab helps you easily assess how students are doing and provides you tools to communicate with them.
**Note:** There are two versions of MyLab Nursing, depending on which title you're using: XL, and Foundations XL.

These videos and links to the Instructor Help website explain how to:

- View grades by assignment type, student overview, learning path, and class performance:
  - [XL Video](#).
  - [XL easy instructions](#).
  - [Foundations XL Video](#).
  - [Foundations XL easy instructions](#).

- Manage incomplete assignments:
  
  ```
  Make sure you manage incompletes for past due assignments only:
  ```
  
  - [XL Video](#).
  - [XL easy instructions](#).
  - [Foundations XL Video](#).
  - [Foundations XL easy instructions](#).

- Gain deeper insight into student data using Performance Analytics:
  - [XL Video](#).
  - [XL easy instructions](#).
  - [Foundations XL Video](#).
  - [Foundations XL easy instructions](#).

**Part 5: Prepare for next term**

**Report Grades**

- If you’ve integrated MyLab Nursing 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.
- **Use Advanced Exports** to give you insights to use as you modify lectures and assignments, or plan to utilize new features next term.
  - [Advanced Exports Video](#).
Please attend one of our virtual MyLab Nursing 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 Nursing email us at disability.support@pearson.com.