Faculty handbook for teaching with MyLab Reading / Writing

Your step-by-step guide to a successful first term with MyLab Reading / Writing

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# Table of Contents

Table of Contents ................................................................. 2  
Part 1 ......................................................................................... 3   
  Coordinated courses .................................................................. 3   
  Setting up your Learning Path .................................................. 4  
Part 2 ......................................................................................... 5   
  Scoring .................................................................................... 5   
  Results ..................................................................................... 5   
If you haven’t integrated, you can analyze class performance with Gradebook Views by going into the Instructor Tools and selecting Manage Grades. ......................................................... 5  
Part 3 ......................................................................................... 6   
  Register students ..................................................................... 6   
  MyLab student access ............................................................. 6  
Part 4 ......................................................................................... 8   
  Use the gradebook .................................................................. 8   
  Synchronize the gradebook with your LMS .............................. 9   
  Generate reports in the gradebook ......................................... 9  
Part 5 ......................................................................................... 10   
  Get ready for next term .......................................................... 10   
  Instructor resources ............................................................... 10  
Training & Support Resources .................................................... 11   
  Planning Toolkit ...................................................................... 11   
  Get Your Students Started Resources ................................... 11   
  LMS Integration Resources .................................................... 11   
  Pearson Support ..................................................................... 11  

If you experience any issues with your Pearson account or creating your course, please contact Customer Success. Or register for one of our live MyLab Reading/Writing Just-in-time sessions, where you’ll have an opportunity to ask questions. If you can’t attend a workshop, recorded sessions are available too.
Part 1
Create your MyLab course and prepare the course environment

Welcome to MyLab Reading / Writing! We're the Pearson Customer Success group, and we've put together this book of essential information to empower your use of MyLab.

We want to ensure that you've completed all the necessary steps, and have all the necessary information, to successfully teach your course using MyLab Reading / Writing.

This is not an instruction book or a reference book. This handbook is designed to do two things:

1. Make sure that you can confidently teach and oversee your first MyLab course.
2. 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!

1. Ensure you have a working Pearson account.
2. If you'll integrate a learning management system (LMS), such as Blackboard, Brightspace by D2L, Canvas, or Moodle, with MyLab Reading/Writing, then follow the respective instructions to register or confirm your Pearson account, integrate your LMS account, and create your MyLab course.
3. If you don't intend to integrate with an LMS, then please use this MyLab Reading / Writing Quick Start Guide for instructions to create or confirm your Pearson account and create your MyLab course.

Coordinated courses

We want to call your attention to the MyLab Coordinator/Member course feature. If your course is being designed by a Course Coordinator / Department Chair / Lead Professor / Administrator on your campus, please connect with that person before setting up your account and course. There may already be plans in place for your course set-up.
Setting up your Learning Path

Depending on your course content, you may want to edit the modules and topics covered in your course. To do this, navigate to the Instructor Tools and select Update Settings and Coverage. Learn more about editing course coverage here.

Your MyLab uses a Learning Path which presents the activities in a sequence customized for the student. The Path Builder assessment (diagnostic test) builds a personalized learning path for each student. This can be set to optional or required. Learn more about customizing the Path Builder here.

If you've removed topics or modules from your course, you'll also want to modify the Path Builder coverage to ensure the Path Builder assessment matches your selected course coverage.
Part 2
Add content to your course and set up the gradebook

Once your course is built and customized, you’re ready to assign content in your course and set up your gradebook.

Scoring
Students will be scored as they complete different types of **mastery assessments** in the Learning Path.

You can edit or define **competency mappings** for tests or quizzes.

Results
Have you integrated your MyLab with your LMS? You may be able to **automatically synchronize** your MyLab student results with your LMS’s gradebook.

If you haven’t integrated, you can analyze class performance with **Gradebook Views** by going into the **Instructor Tools** and selecting **Manage Grades**.
Part 3
Register students for your course

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

Register students
If your MyLab is integrated with a learning management system (LMS) such as Blackboard, Canvas, Brightspace by D2L, or Moodle, then follow the steps below to get students enrolled.

1. Make sure your course is a Student Course and that it's available for enrollment.
2. Students will enroll through the LMS, not through Pearson, so you don’t need to provide your course ID when they register. Give these student registration handouts for Blackboard, Brightspace by D2L, Canvas, and Moodle to your students.
3. Finally, be sure to direct students to check computer system requirements.

If your MyLab is not integrated with an LMS, then follow the steps below to get students enrolled.

1. Make sure your course is a Student Course and that it's available for enrollment.
2. Download the student registration handout specific to your MyLab course. Simply sign in, and then select the course title gear icon on the My Courses page to open Details. Select Get Registration Instructions. This short video shows you how.
3. Finally, be sure to direct students here to check computer system requirements.

MyLab student access
When students enroll in your course, they're given an option to use “temporary access”. This will allow them to use the course for 14 days, after which they will be required to upgrade to full access. Instructions on how to upgrade access are located:

- Here, if your course is integrated with an LMS.
- Here, if your course is not integrated with an LMS.

Here are some guides and a presentation you can use to help students register and walk them through the process on the first day of class.

If you experience any issues with your Pearson account or creating your course, please contact Customer Success. Or register for one of our live MyLab Reading/Writing Just-in-time sessions, where you'll have an opportunity to ask questions. If you can't attend a workshop, recorded sessions are available too.
It's important to help students understand the value of using a MyLab. **Consider adding the message below to your syllabus:**

*I have included MyLab in this course to add personalized, engaging assignments to help increase your success. MyLab can provide learning experiences that are continuously adaptive. The technology reacts to how you're performing, offering data-driven guidance helping you better absorb course material and understand difficult concepts. If you run into any technical problems, contact Pearson's 24/7 Customer Support.*
Part 4
Evaluate student work

Your course has started, and you’ve assigned students work. Now you need to grade it.

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

Use the gradebook
MyLab’s 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 explain how to:

- Use filtering tools in the gradebook:
  - Video
  - Step-by-step instructions
- Manage incomplete assignments:
  - Video
  - Step-by-step instructions

**NOTE:** Make sure you manage incompletes for *past due* assignments only.

- Use the “search” and “email by criteria” tools to identify at risk students:
  - Video
  - Step-by-step instructions
- Gain deeper insight into student data using Performance Analytics:
  - Video
  - Step-by-step instructions

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Synchronize the gradebook with your LMS

Have you integrated your MyLab with Blackboard, Brightspace by D2L, Canvas, or Moodle? You may be able to automatically synchronize your MyLab student results with your learning management system’s gradebook.

Generate reports in the gradebook

From your gradebook, you can generate reports to analyze the entire class, specific groups, and individual students.

- Use Performance Analytics to gain deeper insights into student data.
- Export your gradebook results into a CSV file for use in spreadsheet applications such as Microsoft Excel. You choose what information to export, using Quick Exports.

To retrieve a more in-depth report, use our Advanced Export option. When the report is ready you'll be notified by email, but you can also refer to our Retrieve Advanced Report help page for more information.
Part 5
Prepare for next term

You're approaching the end of this term, and that means it's time to start preparing for next term. We're here to help you learn to make a copy of your course to use next term — or create a new course, if you need to.

Get ready for next term
Getting your new course shells ready for the next term is easy. You can copy courses for next term by selecting Create or Copy a Course on your course-listing page. Simply enter the course ID from another instructor or see the list of your courses to copy.

If a new edition is available, you will have the option of selecting the current edition or updating to the new edition.

If you'd like to create a brand new course, please review this guide on course creation.

Instructor resources
If you have questions regarding orders, digital product support, or getting started for next term, please refer to our Instructor Resources page to get contact information for the appropriate teams.

If you experience any issues with your Pearson account or creating your course, please contact Customer Success. Or register for one of our live MyLab Reading/Writing Just-in-time sessions, where you'll have an opportunity to ask questions. If you can't attend a workshop, recorded sessions are available too.
Training & Support Resources
It’s been a pleasure showing you how to get the most out of MyLab, and we hope you enjoyed using it this term.

If you plan to use MyLab next term, please contact Customer Success. By letting us know, you can be sure that you'll continue to get advanced user help and just-in-time information for your course.

Here are some additional resources that will help you maximize the benefits of using MyLab.

Planning Toolkit
Start with this resource to access worksheets and checklists that facilitate and support a successful implementation.

Get Your Students Started Resources
This link provides all the information students would need to get started in your course.

LMS Integration Resources
Guides and videos are available to support standard integration with Blackboard, Brightspace by D2L, Canvas, and Moodle.

Pearson Support
Pearson Support is also always available. Search for articles by topic or contact us if you need additional help.