Faculty handbook for teaching with MyLab XL

Your step-by-step guide to a successful first term with MyLab XL
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If you experience any issues with your Pearson account or creating your course, please contact the Customer Success team. Or register for one of our live Getting Started with MyLab 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 XL course and prepare the course environment

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

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 XL.

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 XL 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!

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

1. Ensure you have a working Pearson account
2. Determine if you’ll integrate MyLab with your learning management system, such as Blackboard, Brightspace for D2L, Moodle, or Canvas, for single sign-on and transfer of student grades and data from the MyLab to your LMS
3. Create your MyLab course for the upcoming term. Creating your course ensures your students have access on the first day of class

Before you begin
We want to call your attention to the MyLab Coordinator/Member course feature. A coordinator/member course structure will allow any changes made in the coordinator course to flow down to the member sections, alleviating the need to make changes in each section. You may want to consider using this if you’re teaching multiple sections or if you are the
course or department coordinator who wants to create a “master” MyLab course with a common syllabus and assessment plan that will be used by the section instructors. Here are tutorials that explain the coordinator/member course section and how to set it up. Email us if you’d like help.

Important note: If your department has a coordinator who sets up your course(s) for you then you should contact them as you may not need to create a course and instead will just access the section they’ve already created for you.

Get started
If you do want to integrate with your learning management system, then please select the compatible LMS instructions on how to create/confirm your Pearson account, integrate your LMS account, and create your MyLab course:

- **Blackboard**
- **Brightspace by D2L**
- **Canvas**
- **Moodle**

If you do not want to integrate MyLab with your learning management system, such as Blackboard or Canvas, then please use this MyLab Quick Start Guide for the instructions to create/confirm your Pearson account and create your MyLab course.

If you experience any issues with your Pearson account or creating your course, please contact the Customer Success team. Or register for one of our live Getting Started with MyLab sessions, where you’ll have an opportunity to ask questions. If you can’t attend a workshop, recorded sessions are available too.
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.

Before you begin, please consider giving your MyLab assignments a grade value and making them a part of your students’ overall grade.

At the University of Massachusetts, after implementing graded MyLab assignments, the percentage of students earning an A for the final course grade increased 26 percentage points (from 8% to 34%) and the percentage of students failing the course declined 13 percentage points (from 22% to 9%).

Assignments: homework, quizzes, and tests
To create your MyLab assignments including homework, quizzes, and tests, and assign due dates, please watch this short video. Then view these instructions to learn how to use more of the assignment creation options including copying assignments, editing questions, creating personalized homework, and adding media to homework.

Gradebook
Now that your MyLab assignments are created, get your Gradebook set up by first watching this video. Then learn how to add offline items, set grade weighting, and omit assignments results on this Instructor Help website.

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. You can see how on this webpage or watch this short video.
Part 3
Register students for your course

Register students

- If your course is integrated with a learning management system (LMS) such as Blackboard or Canvas, students will enroll through the LMS, not through Pearson. So, you don’t need to provide your course ID when they register. (In fact, it can cause confusion if you share your course ID.) Here are student registration handouts for Blackboard, Brightspace by D2L, Canvas, and Moodle to give to your students.

- If your course is not integrated with a learning management system, you can find a student registration handout in your MyLab course. Simply sign in at the portal page, 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.

Enroll students

When students enroll in your course, they’re given an option to use “temporary access”. This allows them to use the course for 14 days, after which they will be required to upgrade to full access. Here is a short video on how they can complete this process.

Please also ensure that your students are performing the MyLab browser check on their system to ensure they have the plug-ins and players necessary to view assignment questions and multimedia content in your course.

Use these resources to help your students register through your LMS and use MyLab. Also, you can use the first-day-of-class presentation to walk them through registration.

If you experience any issues with your Pearson account or creating your course, please contact the Customer Success team. Or register for one of our live Getting Started with MyLab 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. Use this [student guide](#) to register for MyLab. 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**

Your gradebook in MyLab can help you easily assess how students are doing and provides tools for you to use to communicate with them. These videos and links to the Instructor Help website will explain how to:

- View grades by assignment, overview, study plan, and chapter:
  - Video
  - How-to page
- Manage incomplete assignments.
  - **NOTE**: Make sure you manage incompletes for *past due* assignments only:
  - Video
  - How-to page
- Use the search and email by criteria tool:
  - Video
  - Help page
- Gain deeper insight into student data using Performance Analytics:
  - Video
  - How-to page

If you experience any issues with your Pearson account or creating your course, please contact the Customer Success team. Or register for one of our live [Getting Started with MyLab](#) sessions, where you’ll have an opportunity to ask questions. If you can’t attend a workshop, recorded sessions are available too.
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. [This video](#) shows you how.

- Use **item analysis** on assignment results to see how your class or an individual student performed on the questions in an assignment.

- **Export your Gradebook results** into a CSV file for use in spreadsheet applications such as Microsoft Excel.
**Personalize the learning experience**

MyLab XL gives you tools to support both your advanced students and those who are struggling.

- To help your students focus on material they have not yet mastered, you can create personalized homework assignments based on each student's results on a test or quiz.
- The Study Plan helps your students practice course material and lets them test their mastery. Some courses don't include the Study Plan, while other courses offer an adaptive Study Plan that focuses student practice.
- For math and statistics instructors, use just-in-time tools such as Skill Builder for remediation. This video will show you how to incorporate it into assignments.

**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 the gradebook in your learning management system.
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.

But first, we'll show you a couple of more advanced MyLab XL features you might like to try in the upcoming term — now that you're familiar with the basics.

Advanced features in MyLab
These advanced features give you insights, real-time feedback, and boost engagement to improve student achievement:

- **Advanced Exports** provides insights to guide you as you consider modifying lectures and assignments, or plan to use new MyLab features next term.
  - Video
  - How-to page
- **Learning Catalytics** is an add-on that runs on any mobile device. It not only helps you understand where your students are struggling; it also allows more advanced students to help their peers get up to speed, so instructors can supervise groups more effectively—inside or outside the classroom.
- **Dynamic Study Modules** deliver personalized learning that adjusts to each student's needs, and provides you reports showing, for example, how much time students need to master a topic and where they are excelling.

Sneak peek
**Early Alerts** are available in some course titles and more will be added soon.
Copy your course
Getting your new course shells ready for next term is easy. View these short videos to learn how to copy your courses for next term or update to a new edition of the textbook.

If you experience any issues with your Pearson account or creating your course, please contact the Customer Success team. Or register for one of our live Getting Started with MyLab 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 XL next term, please contact the Customer Success team. 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.

Online Help
Provides detailed information about MyLab XL features and functions. Also available from within your MyLab XL 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.