Faculty handbook for teaching with NCCERconnect

Your step-by-step guide to a successful first term with NCCERconnect
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2  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 NCCERconnect 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 NCCERconnect course and prepare the course environment

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

We want to ensure that you’ve completed all the necessary steps, and have all the necessary information, to successfully teach your course using NCCERconnect.

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 NCCERconnect 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. If you don’t, learn how to register.
2. Determine if you’ll integrate NCCERconnect with your learning management system, such as Blackboard, Brightspace by D2L, Canvas, or Moodle, for single sign-on and transfer of student grades and data from NCCERconnect to your LMS.
3. Create your NCCERconnect course for the upcoming term. Creating your course ensures your students have access on the first day of class.
Teaching multiple sections
We want to call your attention to the NCCERconnect Coordinator/Member course feature. You may want to consider using this if you’re an administrator who requires access to multiple sections. Here are tutorials that explain the coordinator/member course section and how to set it up.

Important note: If your program has an administrator 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.

If you will integrate NCCERconnect with your learning management system, follow the appropriate guide for Blackboard, Brightspace by D2L, Canvas, or Moodle.

If you will not integrate NCCERconnect, please use this create a course guide for the instructions to create or confirm your Pearson account and create your NCCERconnect course. You can also watch a quick video on creating a standard NCCERconnect course.
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.

**Important note:** NCCERconnect applies tools from Pearson MyLab, delivering high quality learning for your students. You may see help resources refer to “MyLab” or “MathXL”. NCCERconnect contains elements of both of these systems.

**Assignments**

Schedule your NCCERconnect assignments by assigning due dates to them. Then you can choose assignment settings including availability, scoring, access, and presentation options.

**Gradebook**

Now that your NCCERconnect assignments are scheduled, get your gradebook set up by first watching this video. Then learn how to add offline items, set grade weighting, and omit assignment results on this Help website. For more information, select the “Get help on this page” icon to learn more about your gradebook.

You can use NCCERconnect as your primary gradebook. Activities or assignments you deliver outside of NCCERconnect can be included in the grade calculations as offline items.

This guide shows some popular implementations of NCCERconnect.

**Integrate NCCERconnect with your learning management system (LMS)**

If you have integrated NCCERconnect with Blackboard, Brightspace by D2L, Canvas, or Moodle, you may be able to automatically synchronize your NCCERconnect student results with your learning management system’s gradebook. You can see how on this webpage or this guide.
Part 3
Register students for your course

Register students
If your course is integrated with a learning management system such as Blackboard or Canvas, students will enroll through the LMS, not through Pearson. 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 NCCERconnect 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 will allow them to enter 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.

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

Get students started
Once your students are registered, highlight the features of your NCCERconnect course by playing this “First Look” video (4:22 min.). You can also showcase the importance of getting credentialed by showing your students the NCCER "Credentials Matter" video (1:51 min.).

Use these resources to help your students use NCCERconnect. You can also use the first-day-of-class presentation to walk them through registration.
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 gradebook.

View and manage grades

Your gradebook in NCCERconnect helps you easily assess how students are doing and provides you tools to communicate with them. The links below explain how to:

- View grades by assignment, overview, and chapter.
- Manage incomplete assignments.

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

- Add or update offline items to record activities completed outside the NCCERconnect course such as certification exams or performance profile sheets.

Sync your grades with a learning management system (LMS)

If you've integrated your NCCERconnect course with Blackboard, Brightspace by D2L, Canvas, or Moodle, you may be able to automatically synchronize your NCCERconnect student results with your learning management system's gradebook.

Analyze student results in the gradebook

From your gradebook, you can generate reports to help you 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.

Use the **search and email by criteria tool** to target students by certain criteria.

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 **NCCERconnect 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 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.

Save your students’ results for certification purposes
You have three months from the time your course ends to save any student results that are stored in your gradebook. You'll need this if your student plans on certifying through NCCER. Don't delay — export your grades today!

- Export your gradebook results into a CSV file for use in spreadsheet applications such as Microsoft Excel. You choose what information to export.
  - Use this video to see how to use Quick Exports.
  - Use this video to see how to use an Advanced Export.
  - For additional information, consult the Help page.

Get ready for next term
Getting your new course shells ready for next term is easy. You can choose to copy an existing course or you can create a new course. Watch this video for a refresher on either process.

Don’t forget Pearson’s student resources
As you get ready for your next course, don't forget we offer a wealth of resources to get your students up and running, including:

- The Student Registration Handout (click the Details link on your course button)
  - A Student Registration Video
  - A Student Course Walkthrough
  - Student Help & Support
Training & Support Resources
It’s been a pleasure showing you how to get the most out of NCCERconnect, and we hope you enjoyed using it this term.

If you plan to use NCCERconnect 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 NCCERconnect.

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.