Pearson MyLabs Instructor Quick Start Guide

Use with these MyLab™ course:

- Accounting
- Automotive
- Brady
- Business Communication
- Business Law
- Carpentry
- Counseling
- Criminal Justice
- Culinary
- Economics
- Ed Leadership
- Education
- Entrepreneurship
- Finance
- Graphics
- Health Professions
- Hospitality
- HVAC
- Intro to Business
- Management
- Marketing
- Math
- Medical Terminology
- MIS
- NCCERconnect
- Operations Management
- Process Technology
- RealEHRPrep
- ServSafe
- Statistics
- The Neighborhood

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Get started

You'll need to first access the guides below to get started. They'll walk you through registering for a Pearson account, creating your course, and integrating with your Learning Management System (LMS) if you're using one.

Note: Pearson direct integration, Pearson partner integration, and Pearson Seamless have unique integration guides. For those guides, contact Pearson Customer Success at customersuccess@pearson.com.

- Get Started with Pearson (No LMS)
- Get Started with Pearson and Blackboard
- Get Started with Pearson and Brightspace
- Get Started with Pearson and Canvas
- Get Started with Pearson and Moodle

Course Overview

Instructor Home

The point of entry for most MyLab courses is the Instructor Home. To view the home page as a student, select View Student Home in the top right-hand side of the screen.

The Instructor Home simplifies MyLab navigation. It's comprised of four tiles:

- Welcome - manage your assignments, manage announcements
- Gradebook - manage grades, weights, set scoring options
- Assignments - create, import, copy assignments
- Enrich your course - learn more about the features available to you in your MyLab course materials

Each tile has direct links to the most highly utilized and important features for course administration, so you can quickly get where you need to go.
Assignment Manager

Creating new assignments, managing assignment settings and due dates, defining individual student settings, and making assignments available to your students happens through an instructor tool called the Assignment Manager (sometimes called Homework/Test Manager).

Depending on your MyLab product, your Assignment Manager may not contain any assignments yet, and you will create homework, quizzes, or tests by selecting the chapter questions you like, or by copying and assigning sample assignments. Your Assignment Manager may already contain assignments which have been prebuilt for you, but they may not yet available to students. You can preview the assignments and decide which to assign. Students will not see or have access to unassigned material. Confirm in the Assigned and Due columns the desired settings for assignments.

No matter how your MyLab course is set up, you can create new assignments, remove unwanted assignments, and edit the due dates and assignment settings in your course.

Create an Assignment

Choose questions and media assets for your students to complete for homework, quizzes, and tests. Even if your course contains prebuilt assignments, you may wish to add a comprehensive assignment, like a midterm or final. In the Assignment Manager, select the Create Assignment button and choose what type of assignment you want to build, typically a homework, quiz, or test.

Build an assignment in three steps. Start, Select Media and Questions, and Choose Settings.

Some MyLab titles offer pre-built assignments. It’s often faster and easier to copy assignments or import assignments and adjust them for your classes.

Start

Name the assignment and select Next.
(If your course is integrated with Blackboard, make a materials selection. This does not impact student access to materials.)

Select Media and Questions

Use the Chapter drop-down menu to **select a chapter**. Use the section menu and objective menu to further target the questions you would like to view. You will see all available questions. Hover over a question to see a thumbnail or select the question name to open and preview it (and even add it to the assignment).

Check the box by any question you want to add and select **Add**. You can navigate to a different chapter to add more questions if desired. You can also select the Media tab to add media assets to Homework assignments.

Select **Next** when finished.

Choose Settings

Enter availability dates for the assignment and modify any other settings if desired. Select get help on this page 🌐 to see Help for available assignment settings.
Select **Save and Assign** to assign to students.

The assignment will now be listed in your Assignment Manager, and a green checkmark will appear in the Assigned column. Once the assignment start date arrives, students will see it in their assignments list.

**Work with Assignments**

When you have assignments in your Assignment Manager, use the **Actions** column to manage them individually. From the drop-down menu you can unassign, edit (if no students have started the assignment), copy, delete, change the settings for the whole class, or change the settings for individual students. Use Preview to review the assignment as a student. However, when reviewing a quiz or test in this mode, the Check Answer button will appear for every question. This button will not appear for students. You can also preview an assignment in the student view by clicking on the Assignment, Homework, or Quizzes & Tests tabs on the Main Menu.

Use the Assignment Manager toolbar to perform actions on multiple assignments:

- Use **Change Dates & Assign Status** to manage the due dates and availability of several assignments at once.
Select **More Assignment Tools** to complete actions like deleting multiple assignments at once, reorder assignments, or change settings for multiple assignments.

Use the filter buttons to quickly filter the list to homework only, quizzes & tests only, or assignments for a specific chapter.

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*All assignments in your Assignment Manager will be listed in your Gradebook. If you have assignments that you do not plan to assign to students in your MyLab course, consider deleting them or omitting their scores from the gradebook. This will make your Assignment Manager and Gradebook more manageable.*

Students see assignments in the order they are listed in your Assignment Manager. Consider Reordering assignments to make sure they are in the proper order for your students, especially if you create your own assignments which are added to the end of the assignments list. You can reorder assignments by selecting **More Tools** on the Assignment manager.
Set up your Gradebook

Your gradebook is a powerful and useful tool in your course. There are some features that you will want to familiarize yourself with as soon as your assignments are created. Watch the video: MyLab Gradebook Overview (1:24)

- Use the Change Weights page to make sure that the homework, quiz, and test weights match your syllabus. Or, choose Assignment Weighting instead, and simply weight the assignments against each other. If your courses are integrated with a Learning Management System, learn how to set up your gradebook for Grade Sync to an LMS.
- Before students do work in your course, Set Scoring Options from the More Tools drop-down. Scoring options include whether the grades display at percentages or points. If you allow multiple attempts at quizzes and tests, you can choose whether the best score, most recent score, or average score records in the gradebook. You can also hide students’ Overall score, so they will only see their scores on individual assignments.

Monitor student performance in the gradebook

- View Results by Assignments, Student Overview, Study Plan, or Performance by Chapter. Viewing by Assignments will present your assignments and students in a table format where you can view their scores and open individual results.
- Search by student first or last name to quickly pull up a student in your class, especially helpful in courses with large rosters!
- Select a student’s name in the roster to go to a page of that student’s entire results in the course to date.
- Manage Incompletes: students who do not complete your assignments do not automatically get 0's; you will need to Manage Incompletes to push those zeroes through. Do this several times through the semester so your students don’t have an overinflated sense of their grade.
  - Watch the video: Manage Incompletes (1:52 min)

Generate reports in the gradebook

- Understand your class performance with Performance Analytics.
  - Watch the video: Performance Analytics (2:01 min)
- Export your data. You can run quick exports or advanced exports on your students’ grades. Explore the many reports and parameters that you can choose from, and export to a .csv file.
Personalize learning experiences

Looking for tools to support your advanced students as well as those who are struggling? Use these features to boost their achievement:

- Use the Search and Email by criteria options to let your students know about the features and tools available for them.
  - Watch the video: Search and email by Criteria (3:19 min)
- Grant credit for mastery and help your students work 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. Most courses include the study plan for practice purposes. You can choose to create a companion study plan for a quiz or test; this helps students focus their study time wisely.
- If available, just-in-time tools such as Skill Builder provide targeted remediation. Watch the video: incorporating Skill Builder into assignments (3:05 min)
- Incorporate Dynamic Study Modules, if available, as homework to increase student engagement. For select MyLab courses, you can generate reports to see how well students performed when using Dynamic Study Modules.
- View our technology solutions specific to your discipline and find ways to engage and support your students throughout the term.

Get Help

- Attend one of our MyLab Just-in-Time trainings. These on-demand webinars cover a variety of topics for new users and instructors looking to dig deeper.
  - MyLab Just-in-Time trainings.
  - MyLab Math Just-in-Time trainings.
  - MayLab Statistics Just-in-Time trainings.
- How do I? Help Use the Help ? in your course for how-to information.
- Pearson Support is always available. Start searching our support database at support.pearson.com.