MYLAB FOUNDATIONAL SKILLS
GETTING STARTED QUICK GUIDE

Welcome! We are excited to have you join the growing number of faculty using MyLab Foundational Skills. Let’s look at how to get registered, create a course, and create an assignment. We will then share some great resources for you as you begin your journey. We look forward to working with you.

To get started, visit the login site at Pearson MyLab and Mastering. Click Educator under Register.

To register, you must have an instructor code; if you do not already have one, you can request one online. After you have a code, return to the Educator Registration page and click Register then I accept in the License Agreement/Privacy Policy. Register your access code and create your account credentials. Your Pearson representative may have also created an account for you as well. This is a one-time process. Click here to walk through Creating An Instructor Account. Learn more about the models of implementation and versions of MFL. Then explore the instructor view and read on to learn more about features of MyLab Foundational Skills. Watch our overview video.

CREATE A COURSE

You can create a MFL course by searching or browsing for MyLab Foundational Skills inside the MyLab and Mastering shell. On the Create or Copy a Course page, you indicate the way in which you want to create your course and provide initial information.
Then search "MyFoundationsLab." Here is a sample result:

(Mylab/Mastering format)

In standalone MFL, you see **Create/Manage Courses** on your left menu.

(Standalone Foundational Skills format).

There are many course types available. [Learn more about the various versions here](#).

**Important! If you want to copy a course:** Before you can **copy a course**, the course owner must edit the course to allow copies to be made. After your course is created, you can begin exploring the **features** of your course. Keep in mind that instructor resources may vary in subject areas or courses.

**CREATE AN ASSIGNMENT**

In MyLab Foundational Skills, you can manage your assignments and the learning path. The **Learning Path Manager** page lets you view and customize the Learning Path requirements for your course. You can also customize how mastery is assessed and change the order of modules or topics in a content area. If your course has a Writing Practice content area, you can choose whether students can send these activities to you for feedback.

You can also **manage your assignments** easily. The Manage Assignments page lists the most frequently used assignment tasks. For assignments in most content areas, the list is divided up by function: there are tasks for creating, customizing, and organizing assignments. You can click a Manage Assignments link to initiate a task or to just explore the features available for assignments. Learn more about your **instructor tools** here.
SET UP YOUR GRADEBOOK

Your gradebook is an incredibly powerful and useful tool. You want to be sure to Change Weights so your grading categories and percentages are in alignment with your course. And, use Gradebook Tools like Search/Email by Criteria to communicate with students, Drop Lowest Scores, add offline items, and more. You can also access grade reports including item analysis about student performance or generate quick or advanced exports. Access our YouTube Playlist to learn more! You can learn more about integration with your Learning Management System.

ADDITIONAL RESOURCES

There is a wealth of resources on the Educator's Getting Trained Page. You can click directly on the resources and explore. Begin with your planning toolkit, read some case studies, review your how-to lessons, and use the videos for detailed guidance on using the various MyLab Foundational Skills features. We also have videos you can share with students that help them with enrollment, course navigation, etc.

Learn more about accessibility information and student support materials on the Student site. Click here to visit the Educator support page and learn more about support materials. You can also access Pearson Customer Support for technical issues.

Remember you can explore the student view easily from learning path view. Choose a subject area on the home page and click to access the path builder to start.