Modified Mastering™ with Moodle
Instructor Quick Start Guide

Register/ Set Up Course/ Create an Assignment/ Set Up Gradebook/ Quick Start Checklist/ Training & Support Resources

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IMPORTANT: This guide only applies to Modified Mastering courses integrated with Moodle. If you use Modified Mastering without LMS integration, refer to the Modified Mastering Quick Start Guide. If you use regular Mastering, refer to the Mastering Quick Start Guide.
REGISTER FOR AN EDUCATOR ACCOUNT

To register for an Educator Account, you need an educator access code. You can get an educator access code from your local sales rep or request one during the registration process.

**IMPORTANT:** This guide only applies to Modified Mastering courses integrated with Moodle by D2L. If you use Modified Mastering without LMS integration, refer to the Modified Mastering Quick Start Guide. If you use regular Mastering, refer to the Mastering Quick Start Guide.

Tips

- **Use your email address for your login.** It is unique and easy to remember.
- **Your educator subscription lasts for 5 years.** After that, you will need to reregister. Your data and courses will not be lost as long as you use the same login name.
- **Before you get started with Mastering, make sure to refer to the Planning Toolkit to help you get the most out of Mastering.** It includes checklists, best practices, and worksheets for planning, implementation, and evaluation of Modified Mastering.

Step-by-Step Instructions

1. Make sure you have an instructor access code and a valid email address that you check regularly. Go to [www.pearson.com/mastering](http://www.pearson.com/mastering), select Educator under Register.

2. Select I need to create / copy courses.

3. Select Yes, I have an access code, then follow the instructions.
SET UP A COURSE

Before you get started: Ensure that your computer meets the system requirements for your Modified Mastering course, and later emphasize to students that they should do the same. Work through the Planning Toolkit before you design your course and create your assignments to help ensure a successful implementation.

Pairing your LMS course with a Modified Mastering course: When you create or copy a Modified Mastering course from within your Moodle course, your Moodle and Modified Mastering courses are paired for successful integration (single sign-on, grade transfer, and content linking). From within your Moodle course, you can search the catalog to create a new course, copy an existing Modified Mastering course, or copy another instructor’s Modified Mastering course.

Step-by-Step Instructions

1. Click MyLab and Mastering on your Moodle course home page.

2. Click Select a MyLab and Mastering product to use with this course.
3. If you've already linked your Pearson Educator and Moodle accounts in the past, you can skip to step 6. If this is your first time integrating a Modified Mastering course with Moodle, you need to link your Pearson Educator account with your Moodle account. If prompted, read and agree to the license agreement.

4. Sign in with your Pearson Educator account **Username** and **Password**.

   **Tip:** If you cannot remember your Pearson Educator account username or password, please use the **Forgot your username or password?** link. If you don't have a Pearson Educator account, contact your Pearson sales rep.

5. Your Pearson Educator account is now linked to your Moodle account. You can access Modified Mastering from within Moodle without signing in again because the system recognizes you. This account linking is a one-time process. Select **Get Started**.

6. On the Create a Course page, you can:
   a) **Choose from catalog:**
      Search the catalog by discipline, author, title, or keyword to create a new course.
   b) **Copy existing course:** Copy a **Course ID**, to copy the course of a colleague who has shared his Course ID with you.
   c) **Copy existing course:** Select from **My Existing Course List** if you have previously created a course in your account, and would like to copy it.
7. Once you select the course you wish to create, fill out the Course Details. Create a **Student-use Course** (one that allows for student enrollment). Instructor-use Courses are not for student enrollment and recommended for template courses only.

8. You're done! Your course is being created and will be ready to go shortly.

9. When you are ready to invite your students to join your course, share the Registration Instructions handout.

   This handout is attached to your course creation confirmation email, as well as found inside the Course Details. After your course is paired, you can get to your Course Details from either your LMS or by signing into pearson.com/mastering. Click the gear icon, the **Get Registration Instructions**.

**Course Creation Tips**

- You **cannot** pair your Moodle course with a Modified Mastering course you already have in your Pearson account. However, you can make a copy of that course through Moodle so that it contains any customizations you may already have made to it.
- If you are moving from an old edition to a new edition of Modified Mastering, you can copy to a new edition. For info, see [new edition course copies](https://example.com).
• Consider creating a Modified Mastering instructor course at pearson.com/mastering to use as a template course. After you've set up all your assignments and personalized your Modified Mastering course, copy this Modified Mastering course for all your Moodle sections.

• Inform your students about what is required for your course, including purchasing options. Students purchase materials early, so it is suggested to send an email out to students before classes start.

• Provide students with registration instructions. You can find instructions at pearson.com/mastering. Click Details after you have paired your Modified Mastering course with your LMS. You will also receive this same document in the course confirmation email. Students register from within your LMS course.

• With Moodle integration, a course ID is no longer required and you should not provide your students with a course ID.

Section instructors who need access to your course: If you have assistants or co-teachers who need to access a variety of instructor activities in the course, they can register for your course as a section instructor using a section instructor access code that you can get from your sales representative. Section instructors can always view student grades in the Gradebook and view correct answers in the Item Library.

Sharing assignments with other instructors: If you are sharing your assignments with other instructors, you can either provide them with your course ID to copy your course or ask them to register as a section instructor for your course so they can copy your assignments.

IMPORTANT: Instructions apply only to Modified Mastering courses integrated with Moodle.

More information

• Moodle Integration Training Guide (See Set Up Your Course)
• Online Help for Educators: Get Started
• Online Help for Educators: Section Instructor Registration

• Get Started with Moodle [2:46]
• Add Links to Topics [1:49]
CREATE AN ASSIGNMENT

The special *Introduction to Mastering* assignment is added to your course automatically to help students learn how to respond to the question formats they will likely encounter in your Mastering homework, quizzes, and tests. To avoid student confusion and complaints about how to use Mastering, it is suggested to assign it as the first assignment due in your course. To make sure students do the assignment, make it worth at least a few points.

**Step-by-Step Instructions**

1. To get started creating or copying assignments, click **Create Assignment** from the Course Home or the Assignments area in your course. You can create a new assignment, copy an existing assignment, or copy pre-built assignments from the publisher. If available for your course, you can also copy and modify a Dynamic Study Module.

   **Pre-built assignments**: If you copy a pre-built assignment, it is recommended you preview and edit the assignment to make sure you understand the content in your copied assignment.

2. In **Start**, create a new homework, quiz, or test with default settings or edit any of the settings for your assignments, either for an individual assignment or for the entire assignment category. Make sure to make any changes to the assignment category settings *before* you create the individual assignments to save you time.

   a. Title the assignment.
b. Select the category. Each category has default settings that can be edited. **The goal of the default homework settings is to keep students within the Mastering course using the help available to them when they need assistance.** For example, students are encouraged to access hints. When students get questions wrong on items with feedback, they receive answer-specific feedback. Quizzes and tests have more security settings in place by default. You can also add a new category if you plan to have a lot of assignments that have the same settings such as a Timed Quiz category.

c. Select Edit Settings to review or edit the defaults settings for that category. The PDF document, Default settings in Homework, Quiz, and Test categories, shows images of the Basic, Advanced, and Security tabs, which you can compare side by side.

d. If you need to provide info about the assignment to section instructors, enter the information into the field. Students do not see this information.

3. In **Select Content**, filter to find the content you’d like to assign. Make your filter selections and click **Apply Filters**. After you filter based on your needs, review and select the content for your assignment from this page.

a. Select the chapter. You can also display by concept or learning outcome.

b. Click **How do I find accessible content?** within Mastering for help on how to find accessible content.

c. Filter by New Items, Mobile Items, Items with Feedback, Randomizable Content, or Item Difficulty. **For homework assignments, it is suggested to use items with feedback to get the most out of Mastering for your students.** Each title has specific filters based on the content included in the course.
d. Filter by Item Types, Answer Types, Special Features, and Bloom's Taxonomy. Each title has specific filters based on the content included in the course.

4. In **Organize Content**, pool or randomize items, reorder or remove items, add messages, adjust points and practice vs. credit or extra credit.

   a. Once you select an item, you can move it, add a message above it, or remove it.

   b. Select the **Pool Assignment** check box, and then in the Give each student __ of n items worth __ [credit] each row, select the following:
      - Fewer than the total number of items in the assignment. Each student is given the number of items you select, randomly drawn from the pool.
      - The single point value that applies to every item in the assignment.
      - The impact on grading (practice, credit, extra credit) that applies to every item in the assignment.

   With pooled assignments, you can't select differing point values and you can't use the Require Previous feature. In addition, it is suggested you add items to the assignment that are similar in time and difficulty to make sure students are provided with similar assignments. Note that you can't create multiple pools.

   c. Randomize the sequence of items in an assignment to make it more difficult for students to share answers.

   d. Change point values: Enter a new Point Value from 0–100 for any item. You can assign a fractional point value, such as 1.5. You can also assign as extra credit (optional for students) or practice (no point value) instead of credit.

   e. View the estimated time for the assignment to get help manage your students time-on-task.
5. In **Specify Outcomes** (optional), you can associate items with your own learning outcomes.

There are also publisher-provided outcomes. If you don't plan to use learning outcomes or you are satisfied with the provided outcomes, skip this step.

6. At the end of creating an assignment, or when you edit an assignment, click **Preview and Assign**. If your course includes Adaptive Follow-Up assignments, this page is called **Assign and Add Follow-Up**. You can postpone this step and set the due dates and availability dates for multiple assignments by using the Assignments Calendar View or List View.

**Tip:** To address cheating concerns, please refer to *Methods to Mitigate Cheating*. You can choose assignment content that minimizes cheating, use assignment settings, create questions with the Simple Editor, use adaptive assignments, incorporate Learning Catalytics sessions, and more.

**More information**

- Creating, Copying or Deleting Assignments
- Adjust Assignment Scores or Settings per Student

- Create an Assignment and Set Properties [1 min 26 sec]
- Change Default Assignment Settings [1 min 18 sec]
- Select Assignment Content [2 min 19 sec]
- Organize Assignment Content [56 sec]
- Preview Assignment and Assign Due Dates [1 min 55 sec]
- View Assignment (student view and print an assignment) [1 min 24 sec]
SET UP YOUR GRADEBOOK

Your Mastering Gradebook is an incredibly powerful and useful tool with color-coding that highlights students who may be having difficulties. After students enroll using the course ID you gave them, their names appear in the Gradebook and Roster for the course. After students complete assignments, check their progress by viewing diagnostic graphs with statistics for student scores, time to complete an assignment, item difficulty, and more.

1. Flexible exportable filters let you refine your analysis by looking at data for a specific group of students or only a selected category of assignments, like quizzes.
2. The Gradebook provides a quick view of scores, time spent, and difficulty of each standard Mastering assignment for each student. A standard Mastering assignment is distinguished from these specialized assignments: Adaptive Follow-Ups, Dynamic Study Modules, Learning Catalytics, and Offline Activities.
3. Search for a student by name or student ID to quickly pull up an individual student’s performance (exactly how the student interacted with the assignment, and how each of the student’s scores contributes to the student’s current total).
4. Select Manage to set your display preferences, change weights and default category settings, export data, and add offline items.
5. Select View Learning Outcomes Summary to assess the achievement of publisher-provide outcomes or learning outcomes you’ve added and associated with items.
6. If available for your course, click Dynamic Study Modules to select from several reports about student activity and performance in the modules.
7. Select an assignment title to drill into assignment diagnostic graphs and data to assess class performance and sort data in useful ways.
Align the Gradebook to Your Syllabus

Even before the term begins, you can use the Gradebook to see all the assignments you have set dates for in Mastering's course calendar. To see the assigned points for each assignment or activity, and the total points for the term, as shown below, use course settings to display the Gradebook by points.

Set up Grade Sync

After students enroll from within your Brightspace course, their names appear in the Modified Mastering Gradebook for the course. After students complete assignments, you can check their progress by viewing diagnostic graphs that show statistics for student scores, time to complete an assignment, item difficulty, and more. In addition, you can transfer grades from Modified Mastering to Brightspace. Grade transfer options include grade sync upon your command or export/import.

1. Log into your Moodle course and do one of the following:
   - Settings > Course Administration > Grades, and then select Sync Pearson MyLab & Mastering Grades from the Grader Report drop-down menu
• Settings > Grade Administration > Grader Report, and then choose Sync MyLab & Mastering Grades from the Grader Report drop-down menu

• Settings > Grade Administration > Import > Sync MyLab & Mastering Grades
2. Select **Sync MyLab & Mastering Grades**.

![Sync MyLab & Mastering Grades](image)

3. When your items and grades have successfully synced, Moodle displays a success message. Go to the Moodle gradebook to see the synced items and grades.

![Sync MyLab & Mastering Grades](image)

**Notes:**

- Once you have completed grade sync, your Pearson assignments and grades are added to your Moodle Gradebook. A column for each assignment is automatically created.
- If you have locked grade items, they can no longer be updated by grade sync.

**Tips for Successful Grade Sync**

- Your Moodle Administrator has installed the MyLab & Mastering block.
- The Modified Mastering course paired with the Moodle course must have at least one gradable assignment that has been assigned to your students.

**IMPORTANT:** Unassigned regular assignments in Modified Mastering do not sync. The assignment must have an availability and due date to sync and create a grade column in the Moodle gradebook. The assigned assignments may or may not be
available to your students based on your availability settings for each assignment. If you use Learning Catalytics (LC) in Modified Mastering, you can transfer LC scores to the Mastering gradebook and then to Moodle. LC sessions won't appear in the Modified Mastering gradebook as a column until they have been started and grades won't be sent until the session has ended. Once the LC grades are transferred to your Modified Mastering gradebook, grades will sync to Moodle.

- Select grade sync or export/import to avoid duplicate grade columns.
- You control which items sync and when.
- Grade sync **only brings over raw grades** (not percentage scores) from your Modified Mastering gradebook. Grade sync does not bring any categories you set up in the Modified Mastering gradebook. Neither weighted scores nor the categories to which assignments belong are transferred. Only raw scores come over. Customize and set up categories and weighting in the Moodle gradebook.
- **If you have an extra credit assignment:** Moodle won't accept 0 points for an assignment. Either do not sync extra credit assignments or add one item to the assignment for credit.
- Mastering assignment **exemptions are not transferred** to the Moodle gradebook. To exempt a student from a Mastering assignment, use Moodle's exemption feature.

**More information**

- **Welcome to the Mastering Gradebook**
- **Use the Gradebook**
- **Grade Essays**
- **About Diagnosis and Assessment**
- **Moodle Integration Training Guide (see Transfer and Manage Grades)**
- **Moodle Integration Online Help for Educators**

- **Use the Gradebook [1:26]**
- **Grade Essays [2:42]**
- **Reset a Student's Assignment [0:44]**
- **See Student Diagnostic Graphs (Score, Time, Difficulty Data) [2:00]**
- **Sync Grades from MyLab & Mastering to Moodle [2:02]**
QUICK START CHECKLIST

Course Set Up - Prior to Term

☐ I have reviewed the system requirements
☐ I have a Modified Mastering Educator Username and Password
☐ I have attended training with my Pearson Sales Representative or Customer Digital Success Agent
☐ I have reviewed the Planning Toolkit, Instructor Implementation Guide, and How Do I? Videos

☐ I have bookmarked Instructor Help and know how to contact Pearson Support
☐ I have linked my Pearson account to my LMS and created or copied my Modified Mastering course from within my LMS
☐ I have set the proper time zone in my course
☐ I have required Mastering for at least 10-20 percent of the course grade

Working with Students - Prior to Term / Start of Term

☐ I have shared the registration document I received in my course creation confirmation email with my students
☐ I have encouraged students to use the Study Area (if available) and other Mastering resources
☐ I have shared data from Mastering educator studies so students see the value of Mastering
☐ I have shared Pearson Support info
☐ I have used the Announcement feature to communicate with students

Assignments - Prior to Term / During the Term

☐ I have assigned the Introduction to Mastering assignment to teach students how the system works
☐ I have selected a mix of tutorials and other items for my assignments
☐ I have selected content using the time and difficulty data in Mastering to create feasible assignments
☐ I have reviewed the default grading settings that are based on experience from educators
☐ To facilitate active class discussion and student preparedness, I have assigned prelecture homework due prior to class
☐ I have incorporated personalized learning with tutorials, Adaptive Follow-Ups (if available), or Dynamic Study Modules (if available)
☐ I have kept assignment due dates consistent from week to week
☐ I have incorporated Learning Catalytics for peer instruction and collaborative learning

Gradebook Results and Assessment - During the Term / Post Term

☐ I have synced assignments with my LMS course
☐ I have checked Mastering diagnostics to identify common student misconceptions and inform course plans
☐ I have used individual student data for early intervention
☐ I have evaluated course results to inform future course revisions and improve course effectiveness
TRAINING & SUPPORT RESOURCES

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

**Implementation Guide:** Provides insightful best practices and strategies for effective implementation of your course based on the results found in case studies and white papers.

**Moodle Integration Training Guide for Modified Mastering:** Provides step-by-step screenshots and checklists for integrating Modified Mastering with Moodle.

**Modified Mastering Online Help:** Provides detailed information about Modified Mastering features and functions. Also available from within your Modified Mastering course.

**LMS Online Help:** Provides written directions on integrating Modified Mastering with Moodle. Available from within your Moodle course as well.

**Modified Mastering How Do I? Videos:** Short videos on features and tasks for Modified Mastering.

**Moodle Integration How Do I? Video playlist:** Short videos that demonstrate tasks for integrating with Moodle.

**Prerecorded Sessions:** Access recordings of the Live Online Training sessions to watch at your convenience. All prerecorded sessions are led by experienced Faculty Advisors who offer advice and best practices.

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