MyLab Math & MyLab Stats

Instructor Quick Start Guide

GETTING STARTED

Welcome! We are excited to have you join the growing number of faculty using MyMathLab/MyStatLab. 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.

Watch a video about creating an instructor account. Your next step is to copy a course from a colleague or create a course to explore. Then explore the instructor view and read on to learn more about features of MyMathLab/MyStatLab. You definitely want to subscribe to our YouTube playlist, too! Here you can check out the latest features and tips and tricks from other users. You can also access How-To Lessons on our training site. They include lessons about setting up assignments or using your MyLab Math/Stats gradebook, as well as special tools like Learning Catalytics and adaptive learning!
CREATE A COURSE

You can create a course by searching or browsing for pre-built course content, building a course from scratch, updating to a new edition or version of a course you have already been teaching, copying one of your own courses, copying another instructor's course, or by making multiple copies or sections of a course. On the Create or Copy a Course page, you indicate the way in which you want to create your course and provide initial information.

Begin by logging in. Let's explore the screen before clicking anything. You can see your products on the cards on the screen; you can easily create or enroll in a course as a section instructor in the top right corner. You can read announcements, get assistance while working, and open a course for course information.

Click the button in the top right hand corner to Create a course from scratch or Copy a Course. On the next screen, you can choose a course by searching or you can copy an existing course. Let’s choose mathematics and type the title or author of a text we are looking for. Any results for that title are then shown.

Click the blue Select button. On the next page, you will determine the course type, name your course, set copying status, and determine course start/end and enrollment dates. If you are planning to not use this course for student enrollment at this time, then choose Instructor Use only. This is helpful when you are working on course design. You can then use this course as a coordinator template, for example. You will not need to enter dates then. Click Create Course. Use this video to help you work through this process.

Important: Before you can copy a course, make sure it is available for copying. 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 from text to text.
CREATE AN ASSIGNMENT

The Create Assignment dropdown list lets you create a homework, create a quiz, or create a test. You can also add an offline category for work that students do offline, such as class participation or special projects. You can import/copy assignments from another course or a previous edition of your textbook. To start, you might want to copy and assign sample assignments if you are creating a course from scratch.

To copy and edit a single sample assignment, select the type of assignment you want to create: Homework, or Quizzes & Tests. You can also copy multiple sample assignments. If you choose Homework or Quizzes & Tests, a table of sample assignments appears at the bottom of the page. For homework assignments, choose the chapter or unit from the dropdown menu to get a list of assignments in that chapter. For tests and quizzes, all the sample assignments are listed. From the Actions dropdown list for the assignment you want, select Copy and then click Go.

To create your own homework, quiz, or test by choosing questions from the online test bank, click Create Assignment. Then click Create Homework, Create Quiz, or Create Test from the dropdown list. You can search your course materials by chapter, section, and objective. Student performance data may be available about the problems. You can add media directly into your homework as well. Check out the new features and other news on our YouTube Playlist. Our playlist includes videos for student use, such as tutorials on using the math palette or graphing a non-linear graph.

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. Watch our videos about Changing Weights and using the Search/Email tool. Learn more about other tools like Offline Items on our playlist, too!
Your gradebook tools include Alerts, which can include inactivity alerts as well as mastery and coverage mismatches, and alerts about special tools such as Skill Builder. You can easily generate Quick Exports or more detailed Advanced Exports and review item analysis information. You can use a Learning Management System in conjunction with your MyLab Math/Stats course as well.

**ADDITIONAL RESOURCES**

There is a wealth of resources on the Educator’s Training and Support Page. You can click directly on the resources and explore. Begin with your planning toolkit, watch recorded trainings, read your how-to lessons and the Implementation Guide, review case studies, and watch your videos for detailed guidance on using the various MyLab Math/Stats features.

Click here to visit the Educator support page and learn more about support materials. You can also access Pearson Customer Support for technical issues.

Support page URL: http://support.pearson.com getsupport